

How to Add Inspection Reports to an Inspection Record

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To Add Inspection Templates navigate to the inspection record on the customer, and follow the steps below.

1. Open the Inspection record
2. Select the Reports tab
3. Click Manage...
4. Click New
5. Browse for your template document
6. Click Okay
7. Still on the Reports tab, click Add...
8. Select the template you just created
9. Click Add in the smaller pop up window
10. Click Okay



