

How To Add a Recurring Note to Inspection Tickets

07/17/2025 2:31 pm EDT

Question:

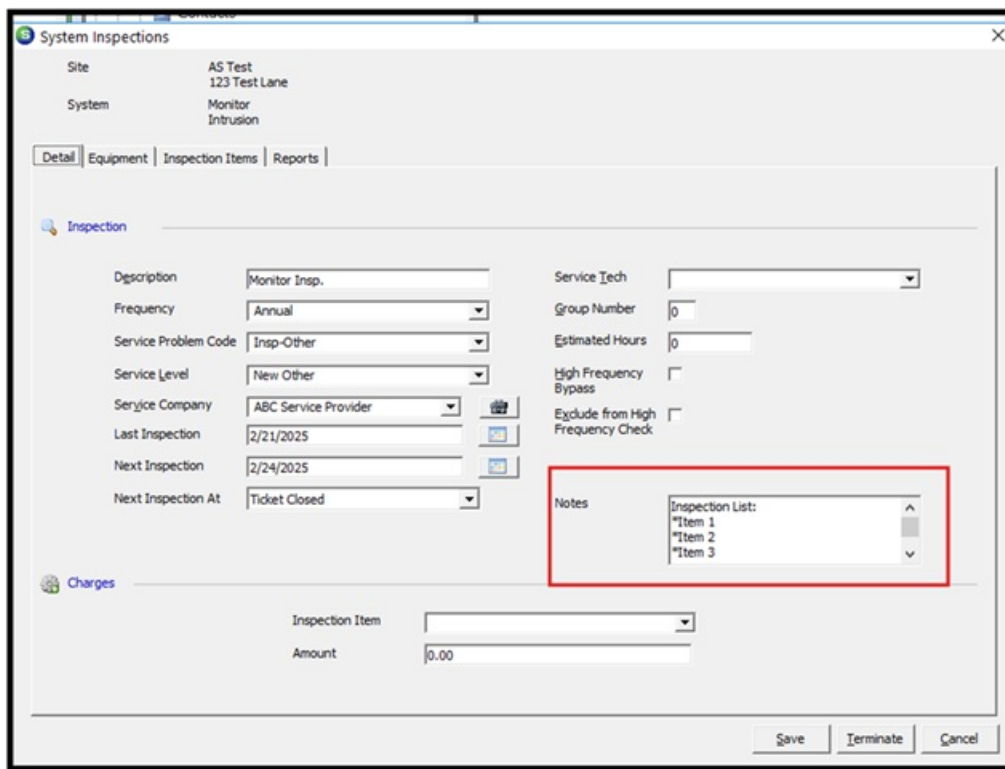
Techs like having a list of tasks to perform on Inspection Tickets. How do we add a list to an inspection ticket?

Answer:

Notes can be added to an Inspection Ticket through Inspection Creation.

Go to Site > System and open the Inspection in question.

There is a field labeled Notes.



The screenshot shows the 'System Inspections' window with the 'Inspection' tab selected. The 'Notes' field is highlighted with a red box. The 'Notes' field contains an 'Inspection List' with the following items:

- *Item 1
- *Item 2
- *Item 3

The 'Inspection' tab is active, and the 'Notes' field is the focus of the red box. The 'Inspection List' is a scrollable area within the 'Notes' field.

Once added to the Inspection, the Note will appear on the ticket under Notes, to which technicians should have access.

Ticket #10439

Ticket Central Station

Service Ticket Prevailing Wage Appointments and Labor Billing Documents (0) Equipment and Parts Journal **Notes (1)** Other Items Purchase Orders (0) Service History Ticket Log Ticket Group

Go To Notification...

Customer 48960 Secure U Created 2/21/2025 12:29 PM Contact

Site AS Test Created By asim Phone Ext

123 Test Lane Status Open Notify

Pleasant Lake, MI 49272 Eastern Time

Notes	Level	Resolution	Entered	By	Edited	Edited By
Inspection List	1 - No Restriction	☐	2/21/2025 12:29 PM	asim	2/21/2025 12:29 PM	asim

Inspection List

- *Item 1
- *Item 2
- *Item 3
- Action1
- Action2

Access Level ☐ Resolution Note

Notes Length 73

The Note will continue to appear on the inspection tickets unless it is removed from the Notes field in the Inspection Creation window.