

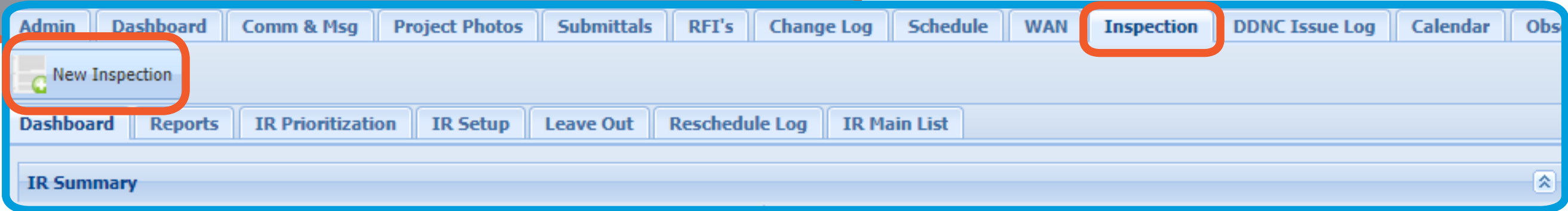


Quick Guide: Inspection Requests

How to create an inspection request and submit it for review
(Sub Contractor Guide)

1

Select New Inspection under the Inspection tab



2

Fill out ALL fields with the correct information

Enter as much information as the inspectors will need

Admin Dashboard Comm & Msg Project Photos Submittals RFI's Change Log Schedule WAN Inspection DDNC Issue Log Calendar Obs

New Inspection

Dashboard Reports IR Prioritization IR Setup Leave Out Reschedule Log IR Main List Add new inspection Save

Permit: UU-Issued-192837 CF-12345

Installing Company: Big Contractor Co

Switch Common IR: ☐ Custom ☐ Project ☒ All IR Types

Basic Data

Common IR Type: 0554 Bolting - Testing ST-20 - Steel - High strength bolts, nuts 8

Inspection Detail: Job is complete.

Schedule IR

On Going: ☐ Yes ☒ No

Inspection Type: ☒ On-Site ☐ Off-Site

Requested Date: 08/05/2019

Requested Time: 2:30 PM

Reference

Submittal: ☒ N/A

ACD/Change Order: ☒ N/A

RFI: ☒ N/A

3

Fill the lower fields and attach files as desired

Dashboard

Area: Sub Area: Files Attach File: Image or PDF, Max file size 50MB Add More Files Choose My Project Files

2D CBRE Property 101 Tower TestSubFolder testSubFolder2 testSubFolder3 Level 3 Floorplan chasf-shoring GROUP TEST - LPCH SHORING

4

Save it!

Main List Add new inspection Save

Schedule IR

On Going: ☐ Yes ☒ No

Inspection Type: ☒ On-Site ☐ Off-Site

Requested Date: 08/05/2019

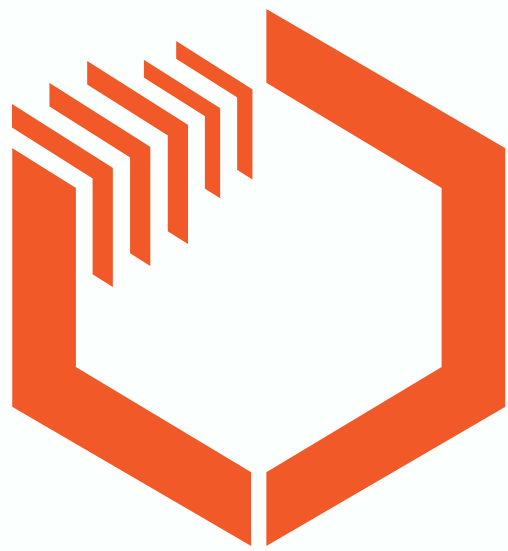
Requested Time: 2:30 PM

Reference

Submittal: ☐ N/A

ACD/Change Order: ☐ N/A

RFI: ☐ N/A



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5 Locate and open your new inspection request in the IR Main List tab

Main IR #	Permit	Stage	Status	Permit IR #	Revision #	Created By	Scheduled Date/Time	Request Rescheduled	Last Modified
FT-0533	UU-Issu...	Quality Control	NEW	N/A	0	Paul Stefanski	2019/08/05 02:30:00 PM	No	2019/08/05 02:30:00 PM
FT-0532	Non-OS...	Quality Control	NEW	N/A	0	Ally Daley	2019/08/02 05:30:00 PM	No	2019/08/02 05:30:00 PM
FT-0531	oshpd2 ...	Inspection	OPEN	0194	0	Paul Stefanski	2019/08/15 10:00:00 AM	No	2019/08/15 10:00:00 AM
FT-0530	Non-OS...	Contractor	RETURNED	N/A	0	Ally Daley	2019/08/01 01:00:00 PM	No	2019/08/01 01:00:00 PM
FT-0529	oshpd I...	Contractor	NEW	N/A	0	Test Sub	2019/06/27 01:30:00 PM	No	2019/06/27 01:30:00 PM
FT-0528	Non-OS...	Quality Control	NEW	N/A	0	Brian Barker	2019/06/21 05:15:00 AM	No	2019/06/21 05:15:00 AM
FT-0527	oshpd2 ...	Quality Control	NEW	N/A	0	Brian Barker	2019/06/26 05:30:00 AM	No	2019/06/26 05:30:00 AM
FT-0526	oshpd I...	Quality Control	NEW	N/A	0	Brian Barker	2019/06/21 07:15:00 AM	No	2019/06/21 07:15:00 AM

6

Process

Status: NEW IR #: FT-0534

Stage: Contractor Permit #: 1

Permit IR #: N/A

Last Inspected By: N/A Revision: 0

QC Pre-Inspected By: N/A Opened:

Assigned To: Test Sub Scheduled: 2019/08/28 12:00 PM Wednesday

Related Items

Select the IR to GC/QC button on the upper right

7

Assign Inspection Request to GC Quality Control

Optional Comments:

SUB-Contractor QC Performed By: Small Sub Co 1 - Test Sub

Requested Date of Inspection: 08/28/2019

Requested Time of Inspection: 12:00 PM

Attach File: Image or PDF, Max file size 50MB

Save

Fill all required fields with the correct information and upload additional files as desired then Save

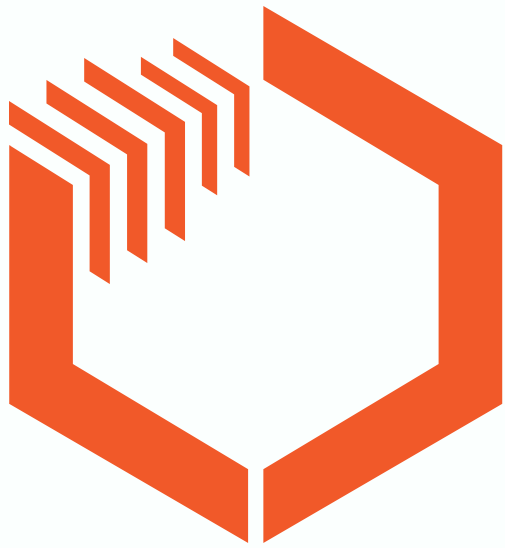
8 Be sure your request has saved

Success

Success! FT-0534 has been assigned to QC.

OK

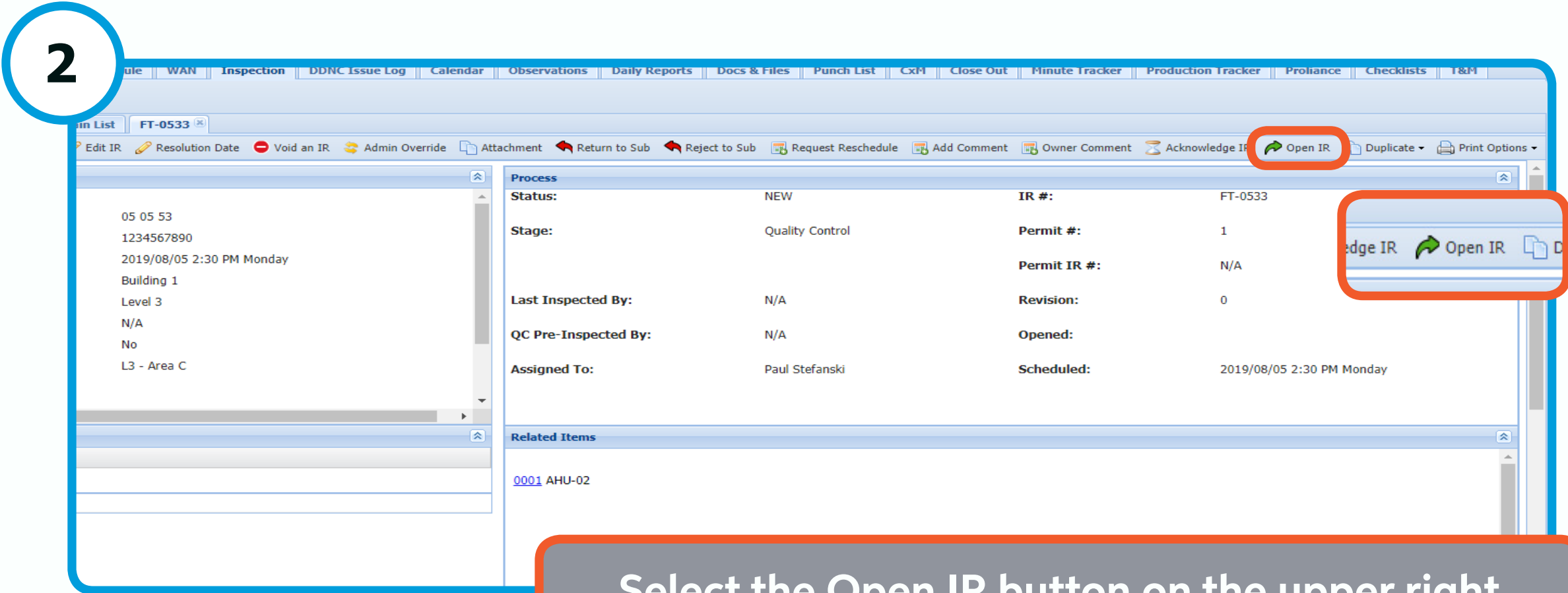
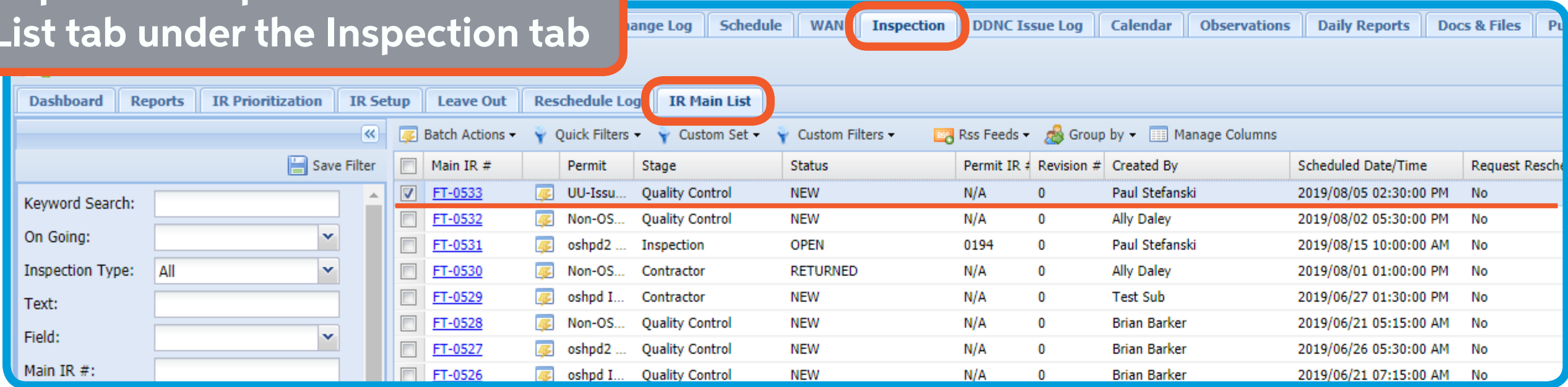
You're done!



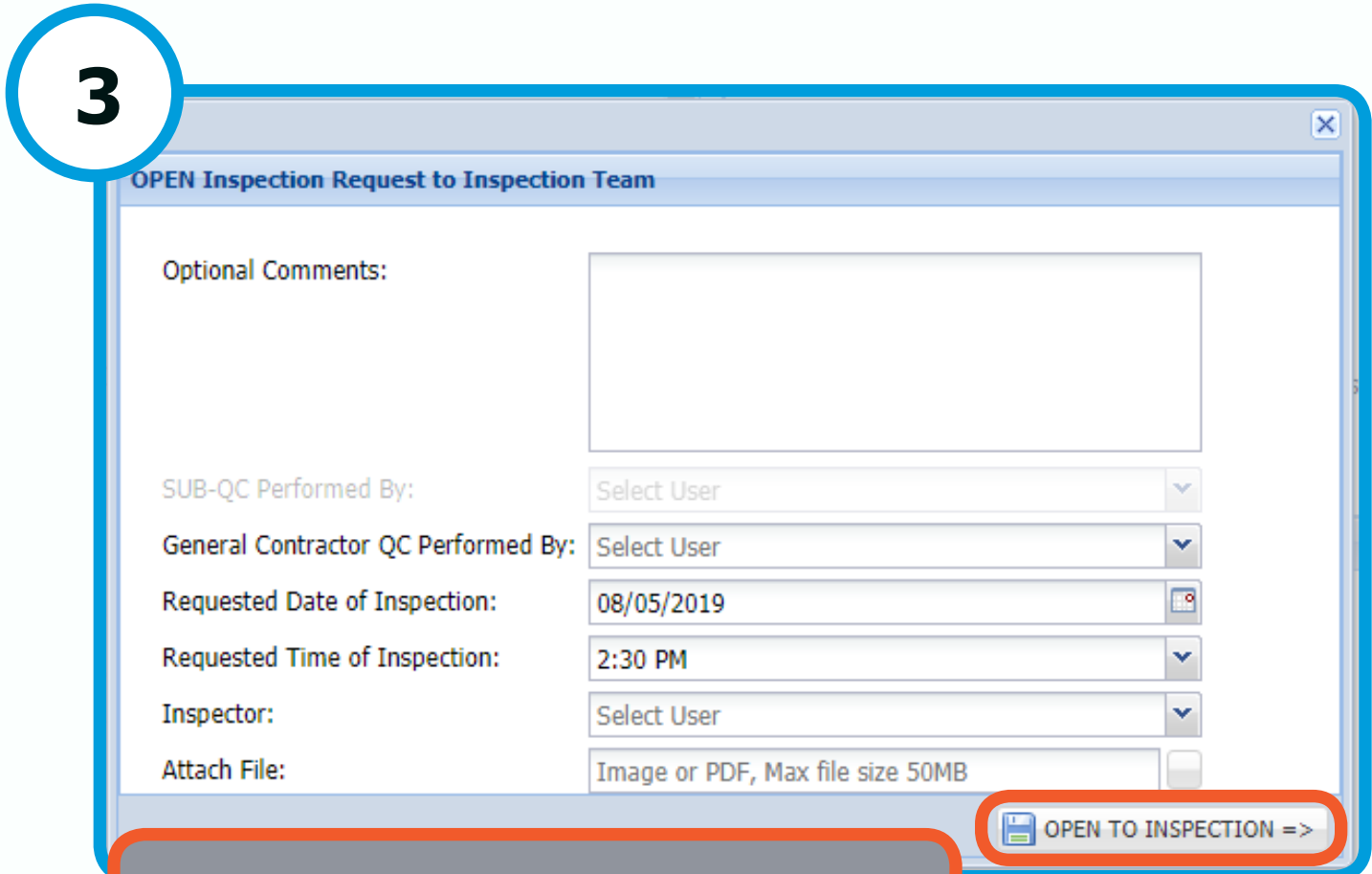
Quick Guide: Inspection Requests

How to locate an inspection request and open it to inspection
(GC/QC Guide)

1 Locate and open the new inspection request in the IR Main List tab under the Inspection tab

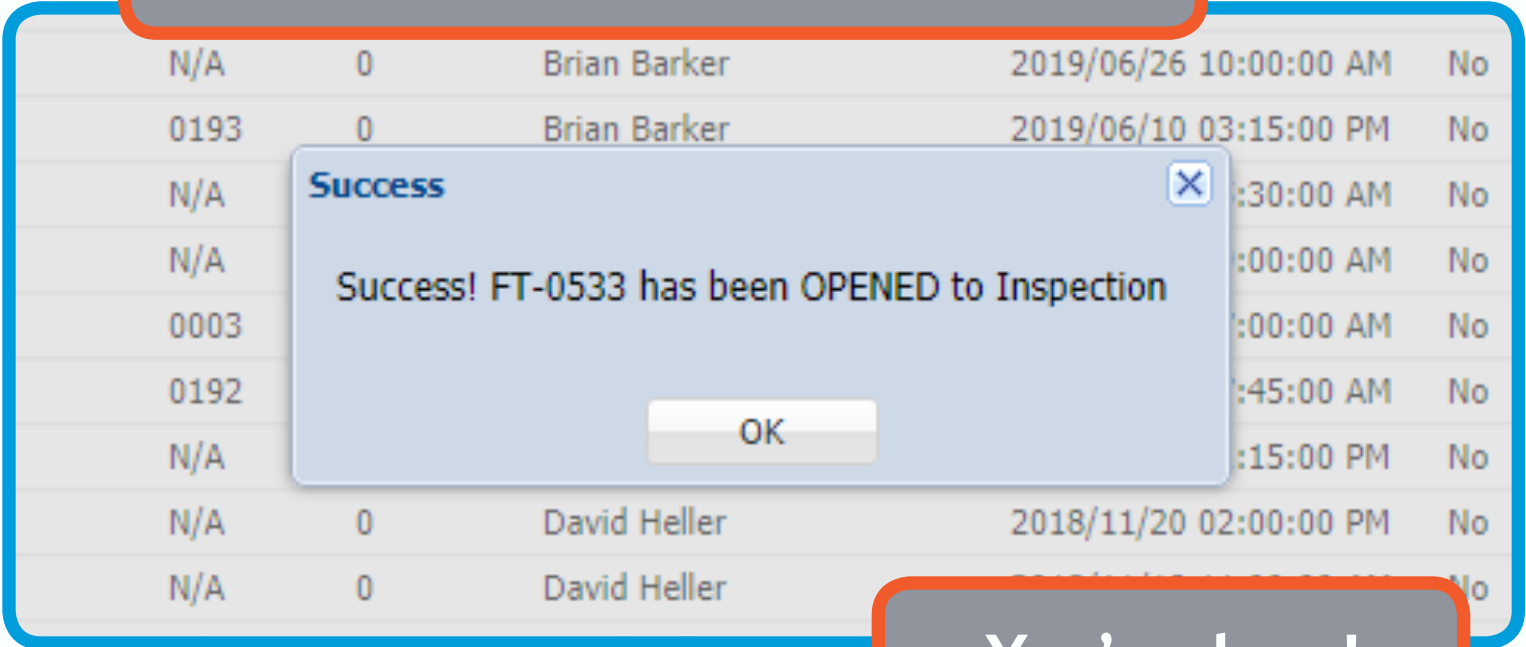


Select the Open IR button on the upper right



Fill all required fields with the correct information and upload additional files as desired, then select Open To Inspection button

4 Be sure your request has saved



You're done!