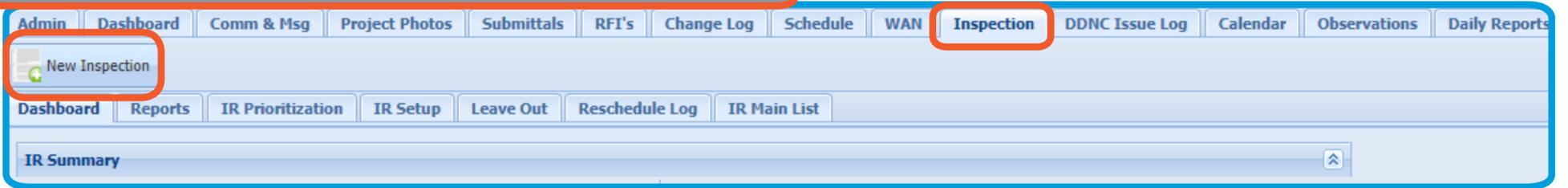


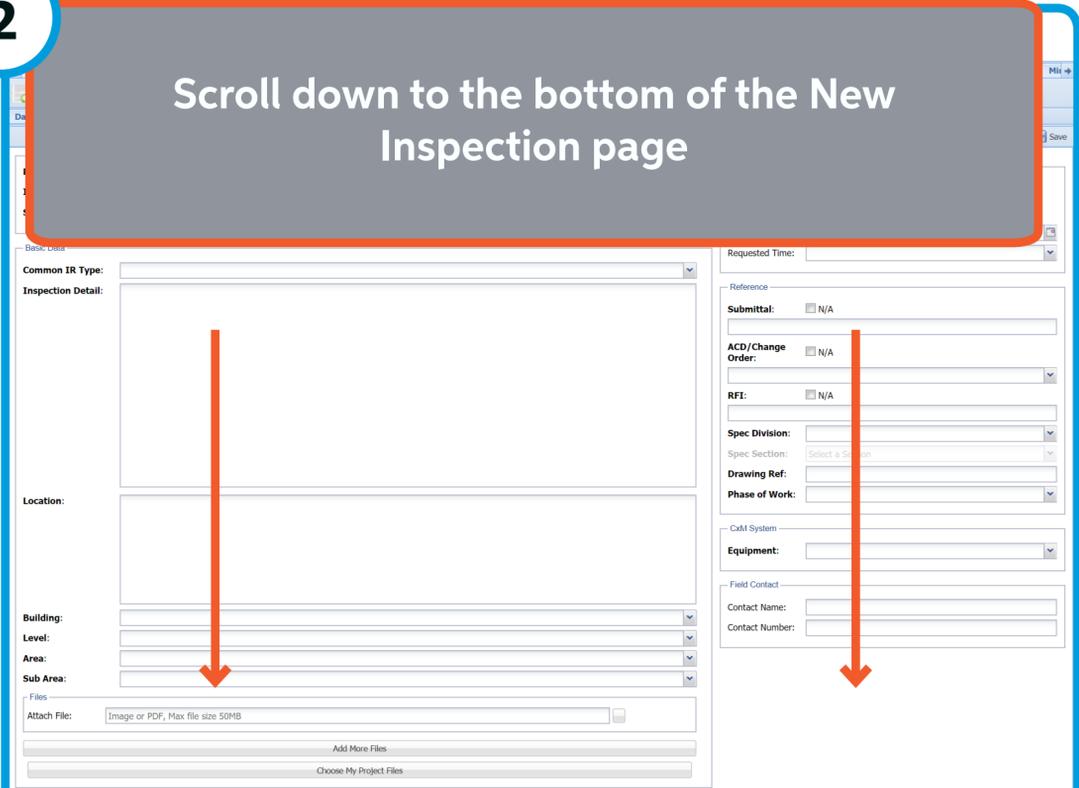
# Quick Guide: Locating IRs

How to Identify the Location of an Inspection on the project map

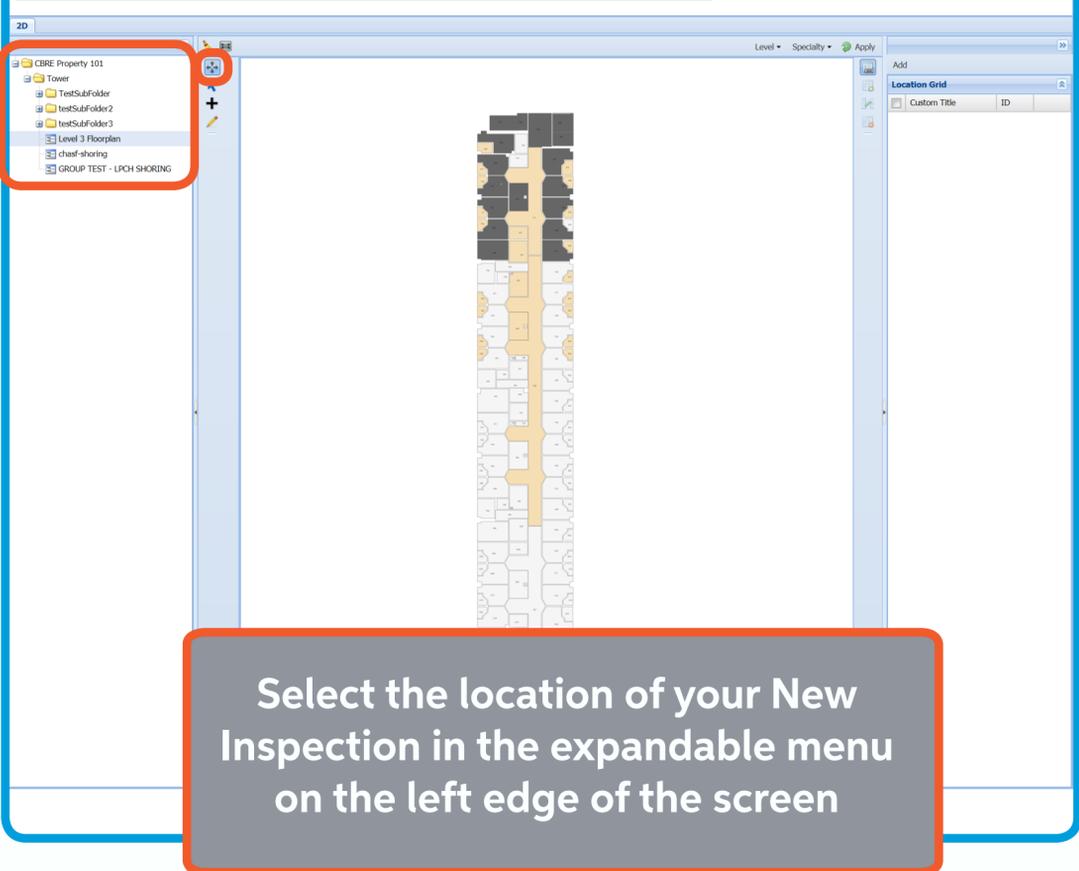
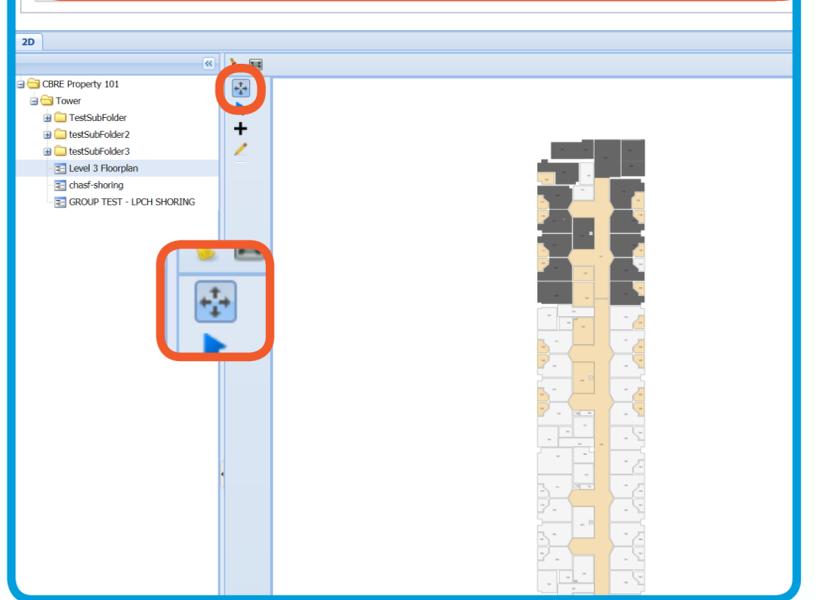
**1** Select New Inspection under the Inspection tab



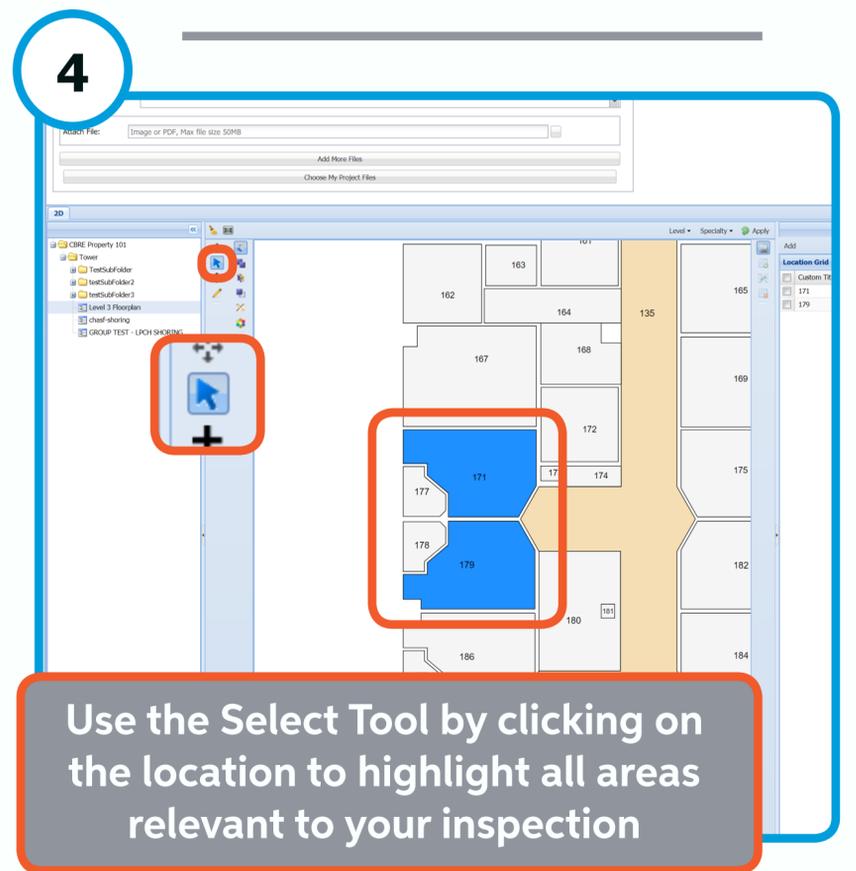
**2** Scroll down to the bottom of the New Inspection page



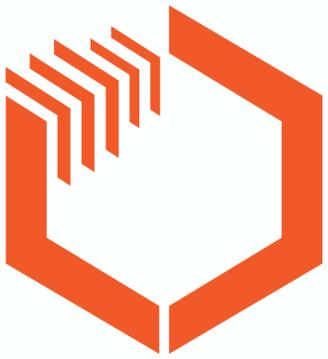
**3** Use the Navigation Tool to move and zoom on the Location Map



Select the location of your New Inspection in the expandable menu on the left edge of the screen



Use the Select Tool by clicking on the location to highlight all areas relevant to your inspection



# Quick Guide: Locating IRs

How to Identify the Location of an Inspection on the project map

**5**

Save it!

**6**

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

Main IR #	Permit	Stage	Status
FT-0533	UU-Issu...	Quality Control	NEW
FT-0532	Non-OS...	Quality Control	NEW
FT-0531	oshpd2 ...	Inspection	OPEN
FT-0530	Non-OS...	Contractor	RETURN
FT-0529	oshpd I...	Contractor	NEW
FT-0528	Non-OS	Quality Control	NEW

**7**

Use the Snapshot Tool to take pictures of your inspection are for future reference by other Inertia users

Save it!

You're done!