Inspector Daily Report- 1.7 Issues

The Issues process is used to add Issues to an IDR.

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Selected Issue #	Create New?	Title	Project Location	Description

STEP 1/8

Click **Issues**

Line Item Details

Instructions

Either select from an existing issue, which will then auto-populate the issue title and details fields, or, you can create a new issue by checking the create new issue box, and then entering in the issue details.

Selected Issue #

Type a Record #...

Create new issue?

Yes

Title *

Required

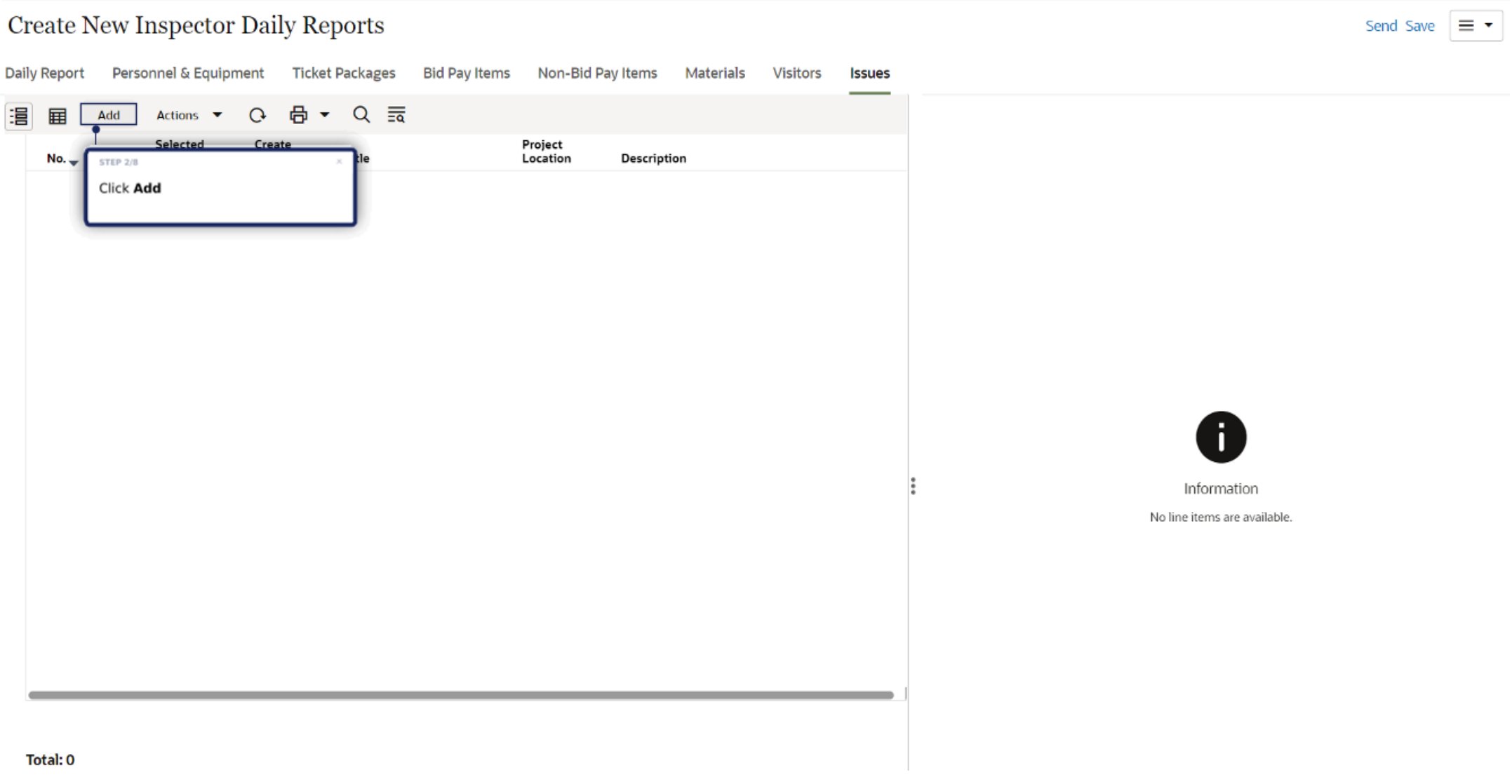
Description

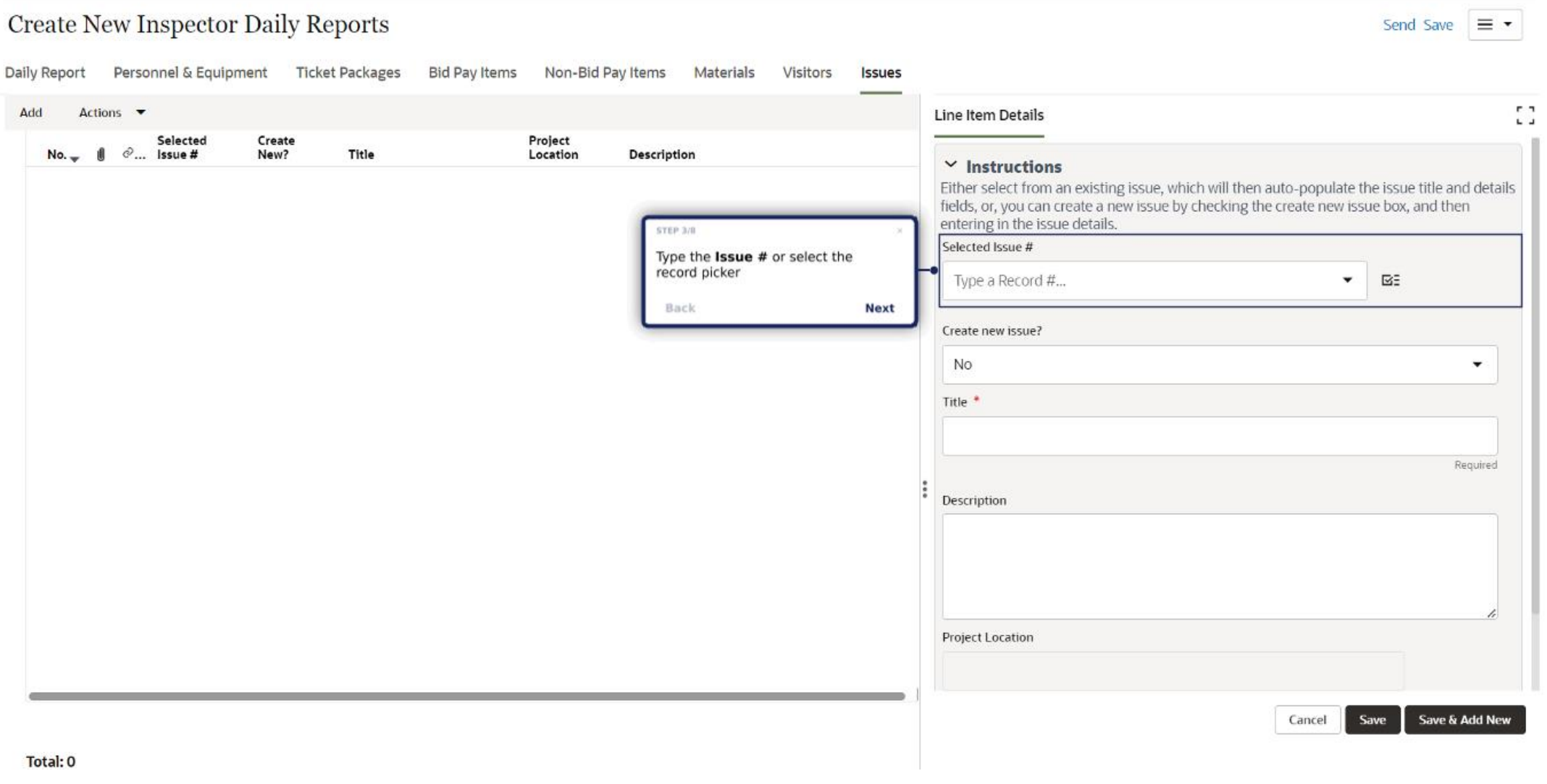
Project Location

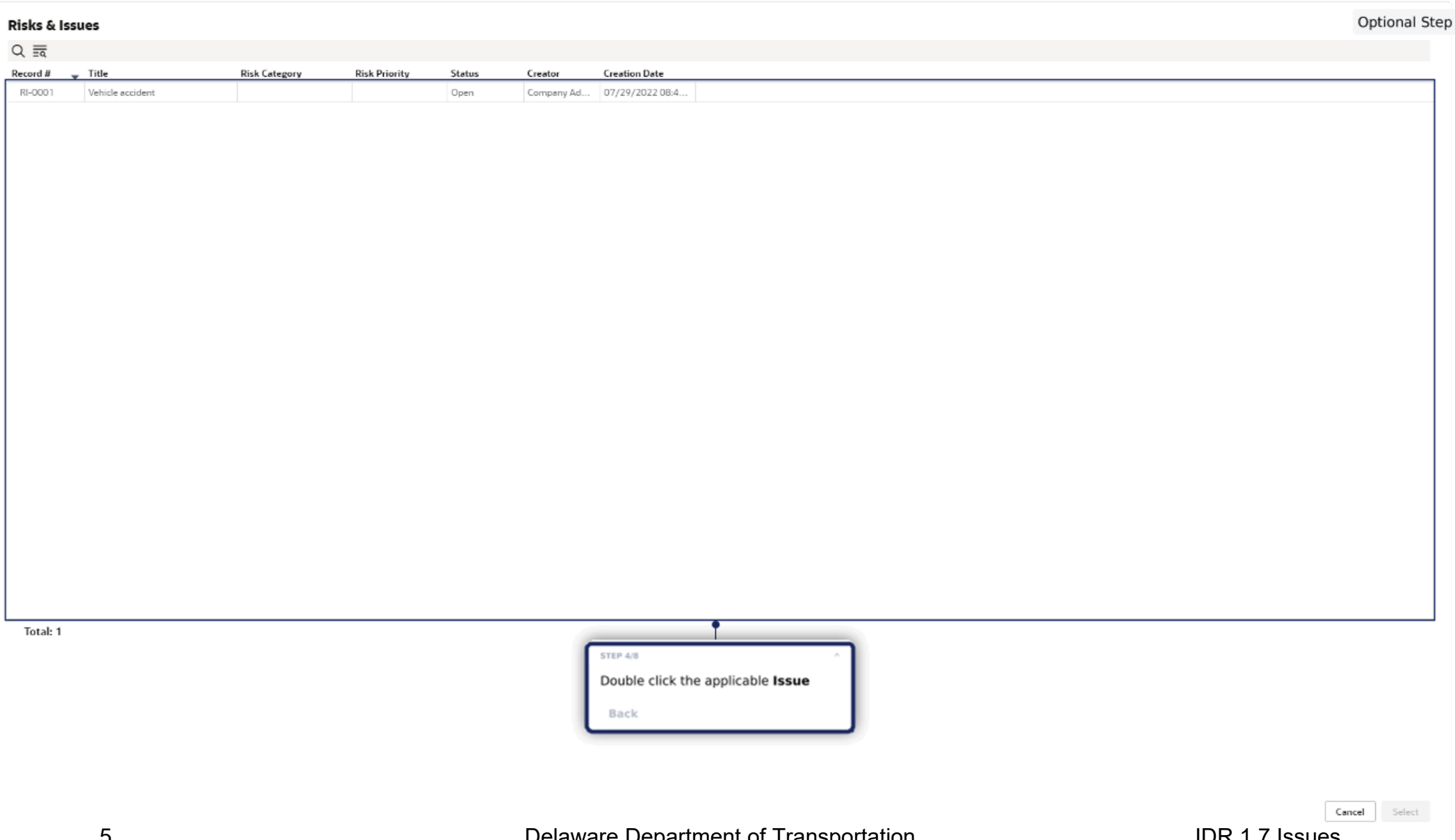
New Issue Record #

Cancel | Save | Save & Add New

Total: 0


Create New Inspector Daily Reports
Send
Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Selected
Create
Project Location
Description
STEP 2/8
Click Add
Information
No line items are available.
Total: 0


Create New Inspector Daily Reports
Send
Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Selected Issue #
Create New?
Title
Project Location
Description
STEP 3/8
Type the Issue # or select the record picker
Back
Next
Total: 0
Line Item Details
Instructions
Either select from an existing issue, which will then auto-populate the issue title and details fields, or, you can create a new issue by checking the create new issue box, and then entering in the issue details.
Selected Issue #
Type a Record #...
Create new issue?
No
Title *
Required
Description
Project Location
Cancel
Save
Save & Add New


Risks & Issues
Optional Step
Record #
Title
Risk Category
Risk Priority
Status
Creator
Creation Date
RI-0001
Vehicle accident
Open
Company Ad...
07/29/2022 08:4...
Total: 1
STEP 4/8
Double click the applicable Issue
Back
Cancel
Select

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Selected Issue #	Create New?	Title	Project Location	Description

STEP 5/8

Select a response from the dropdown

*Click **Next** to proceed*

Back Next

Line Item Details

Instructions

Either select from an existing issue, which will then auto-populate the issue title and details fields, or, you can create a new issue by checking the create new issue box, and then entering in the issue details.

Selected Issue #

Type a Record #...

Create new issue?

Yes

Title *

Required

Description

Project Location

New Issue Record #

Cancel Save Save & Add New

Total: 0

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | Issues

Add Actions

No.			Selected Issue #	Create New?	Title	Project Location	Description

Total: 0

STEP 6/8

Add a Title

*Click **Next** to Proceed*

Back **Next**

Line Item Details

Instructions

Either select from an existing issue, which will then auto-populate the issue title and details fields, or, you can create a new issue by checking the create new issue box, and then entering in the issue details.

Selected Issue #

Type a Record #...

Create new issue?

Yes

Title *

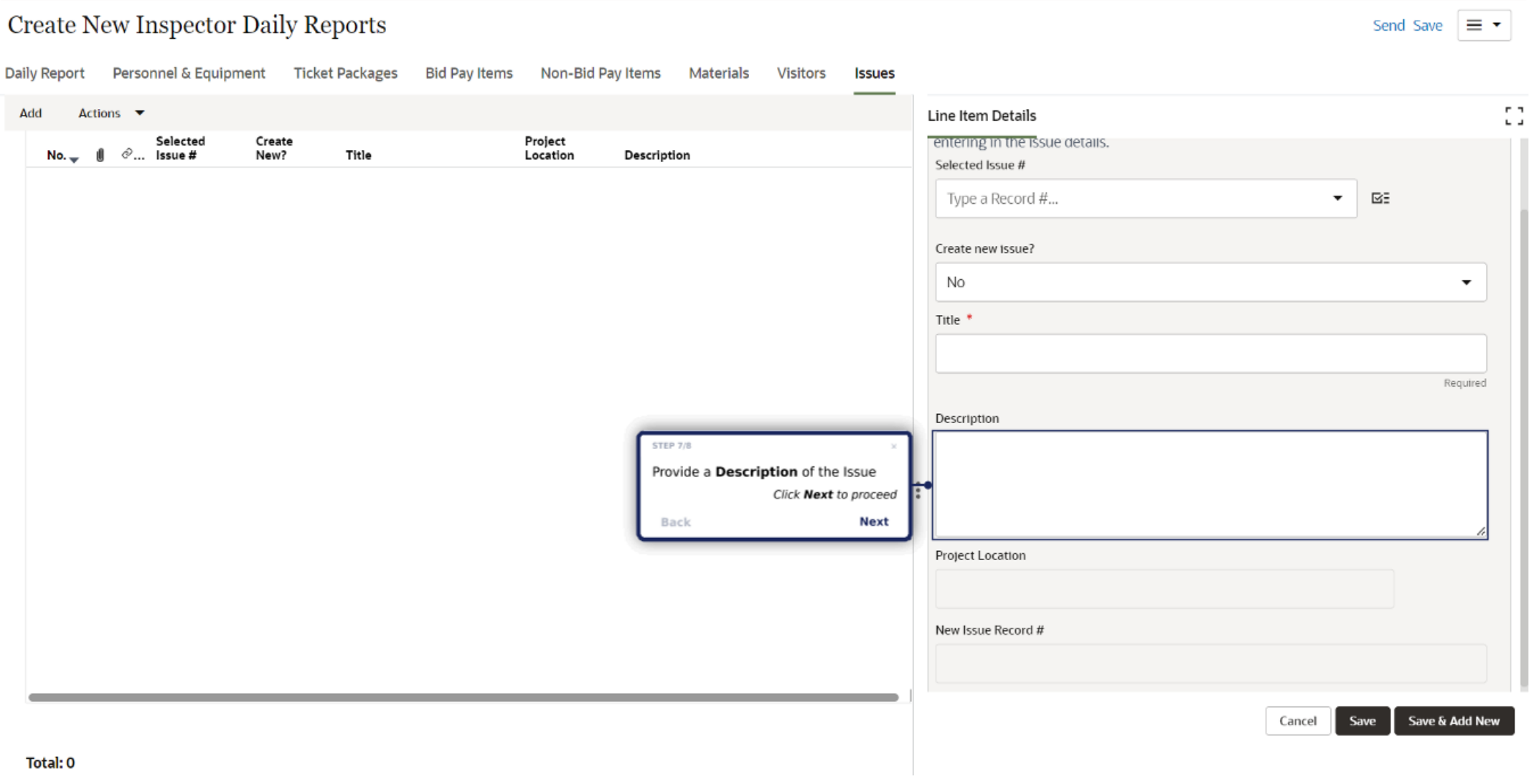
Required

Description

Project Location

New Issue Record #

Cancel | Save | Save & Add New


Create New Inspector Daily Reports
Send
Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Selected Issue #
Create New?
Title
Project Location
Description
Total: 0
STEP 7/8
Provide a Description of the Issue
Click Next to proceed
Back
Next
Line Item Details
entering in the issue details.
Selected Issue #
Type a Record #...
Create new issue?
No
Title *
Required
Description
Project Location
New Issue Record #
Cancel
Save
Save & Add New

Create New Inspector Daily Reports

Send Save

Daily Report | Personnel & Equipment | Ticket Packages | Bid Pay Items | Non-Bid Pay Items | Materials | Visitors | **Issues**

Add | Actions

No.			Selected Issue #	Create New?	Title	Project Location	Description

Total: 0

Line Item Details

Selected Issue #

Type a Record #...

Create new issue?

No

Title *

Required

Description

Project Location

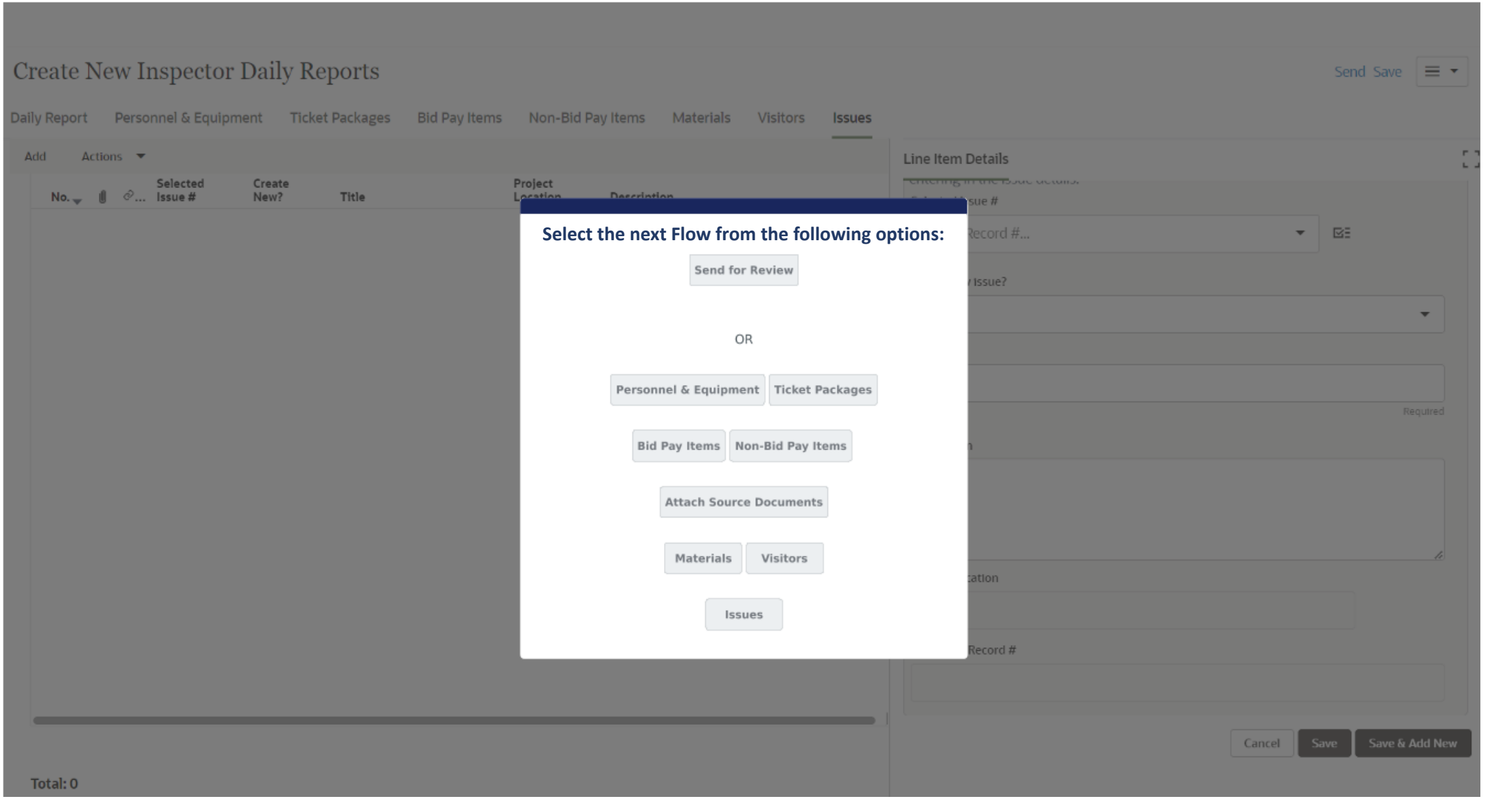
New Issue Record #

STEP 8/8

Click **Save**

Back

Cancel | Save | Save & Add New


Create New Inspector Daily Reports
Send
Save
Daily Report
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Materials
Visitors
Issues
Add
Actions
No.
Selected Issue #
Create New?
Title
Project
Line Item Details
Select the next Flow from the following options:
Send for Review
OR
Personnel & Equipment
Ticket Packages
Bid Pay Items
Non-Bid Pay Items
Attach Source Documents
Materials
Visitors
Issues
Required
Record #
Cancel
Save
Save & Add New
Total: 0