# How to edit Inspections

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| *acces* | This function is located under: **Tasks->Inspections->Task Info** |

## Description

This “HOW TO” manual describes the way to update a selected Inspection.

## Steps

| **#** | **Description** |
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| 1. | 1. To update an inspection, first select an Asset.

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| 2. | Click on the ***Inspections*** tab. |
| 3. | Select the inspection from the list. |

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| 4. | Click on the  at the bottom right to edit the inspection. |
| 5. | 1. Update the following tabs and chapters
* Task Info
* Jobs
* Routings
* Elements
* Critical Findings
* Maintenance/History
* Photos
* Documents
* Summaries
* NTSM-Fracture Critical
1. Save
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