# How to edit Inspections

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

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

|  |  |
| --- | --- |
| 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 |