# How to Load Inspection Document

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| *acces* | This function is located under: **Inspections->Documents->Tab** |

## Description

This “HOW TO” manual describes the way to load inspection documents.

## 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. Please note inspections with the status = approved or inactive will be filteres out from the page list by default. You will have to unfilter to see those records. |

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| 4. | Selet the the Documents tab. |
| 5 | Click Actions +Add |
| 6 | Choose a file from your computer.    Click Save. |