# How to Create an Inspection Job

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

## Description

This “HOW TO” manual describes the way to create an inspection job. A job allows you do document the from and to date and time on a job and the weather and temperature.

## 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 Job tab. |
| 5 | Click Actions +Add |
| 6 | Fill in the From and To Date and Time, Weather and Temperature, and Comments and Click Save. |