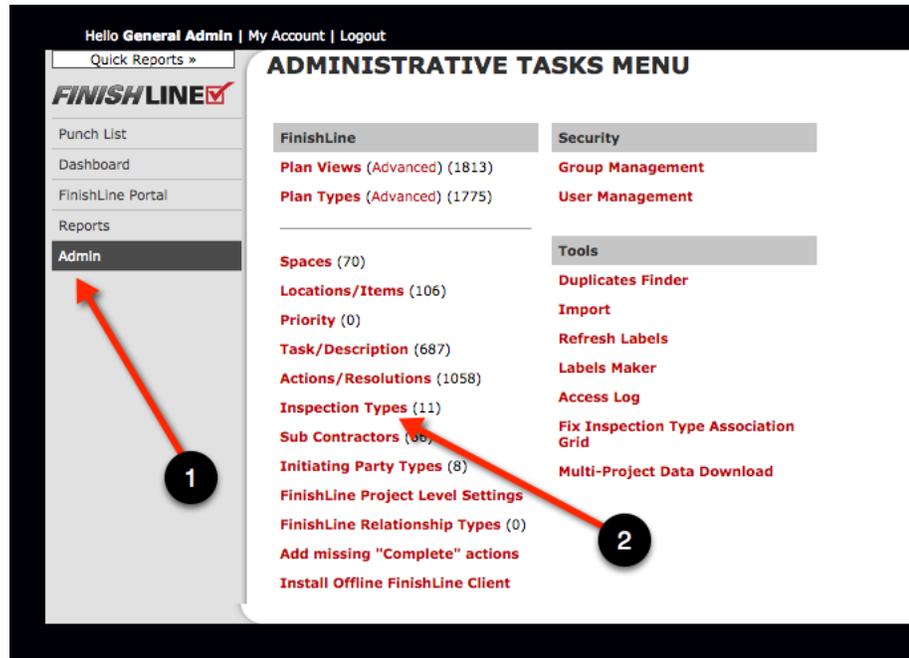


Inspections Types control which Tasks and Descriptions are available when creating a punch.

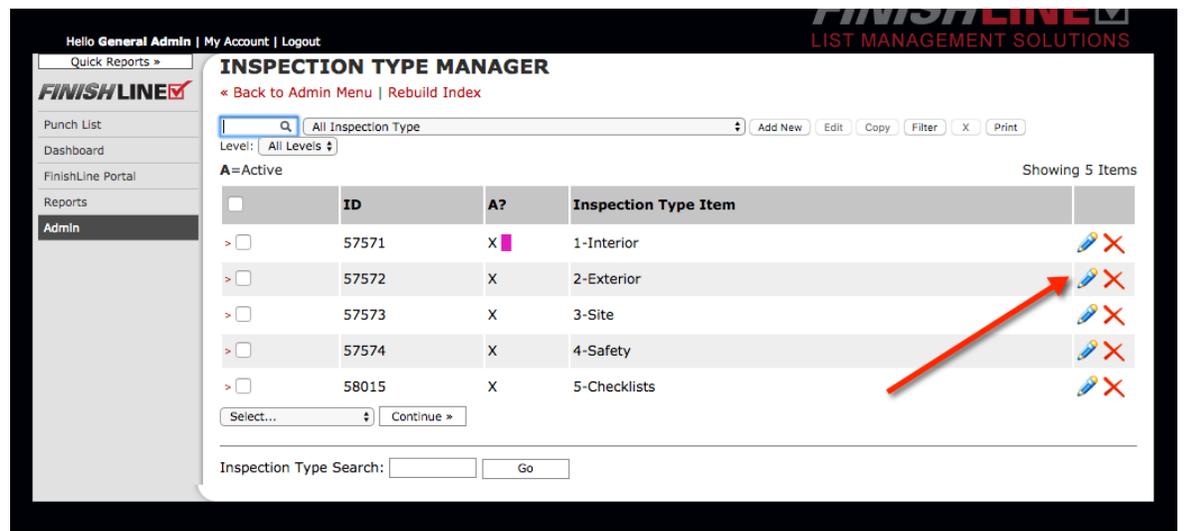
They can also be used for filtering when running a report.

From the admin section, select the Inspection Types link.



The easiest way to add a new Inspection Type is to Save and Copy an existing Inspection Type, then edit it.

To do this, click on an existing Inspection Type.



Then click on the Save & Copy button.

The screenshot shows the 'INSPECTION TYPE: 2-EXTERIOR' form. The form includes a sidebar with navigation options like 'Punch List', 'Dashboard', 'FinishLine Portal', 'Reports', and 'Admin'. The main form area contains fields for 'Parent' (set to '<Main Inspection Type>'), 'Inspection Type Name' (set to '2-Exterior'), 'Active' (checked), 'Selectable?' (checked), 'Comments' (empty text area), 'Interior Shape Color' (empty), 'Dot Shape' (dropdown menu), and 'Hide By Default' (radio buttons for 'No' and 'Yes', with 'No' selected). At the bottom, there are buttons for 'Save', 'Save & Copy', 'Save & New', 'Save & Next', 'Cancel', and 'Delete...'. A red arrow points to the 'Save & Copy' button.

Click Yes in the pop-up box to copy the record.

The screenshot shows the same 'INSPECTION TYPE: 2-EXTERIOR' form as above, but with a confirmation dialog box overlaid. The dialog box has a title 'demo.a3db.net says' and the text: 'Are you sure you want to copy this record? Clicking OK will duplicate the current object and automatically take you to the duplicated object, which will be named by default 'Copy of 2-Exterior!'.' The dialog box has 'Cancel' and 'OK' buttons. A red arrow points to the 'OK' button.

The existing Inspection Type has been Saved and Copied as indicated by the “Record Copied” text in green across the top and the “Copy” text in the Inspection Type box.

Now you need to edit this Inspection Type Name.

We’ve updated the Inspection Type name to “6 – MEP”

Adding the number “6” to the name puts it 6<sup>th</sup> on the list.

After updating Inspection Type Name, save it.

Now add Tasks and Descriptions to it.

Please refer to the document [“Edit the Inspection Types Association Grid”](#) document to add Tasks/Descriptions to your new Inspection Types.