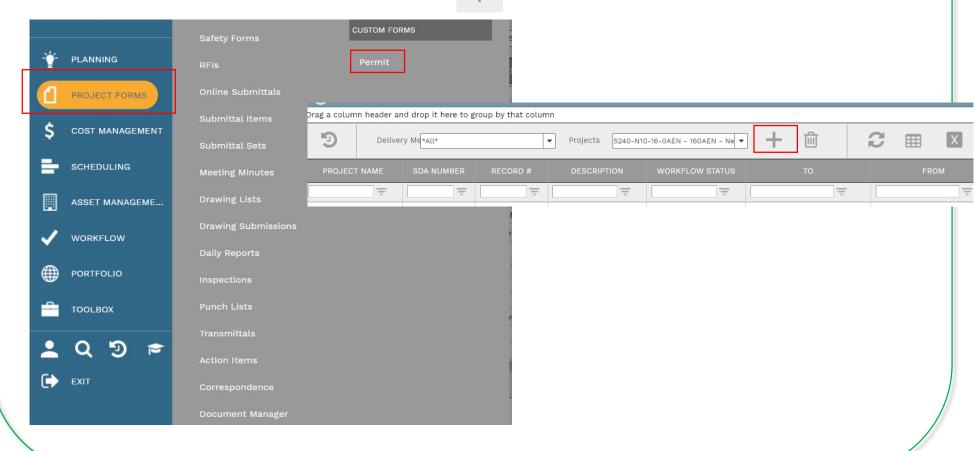
OPEN THE MODULE

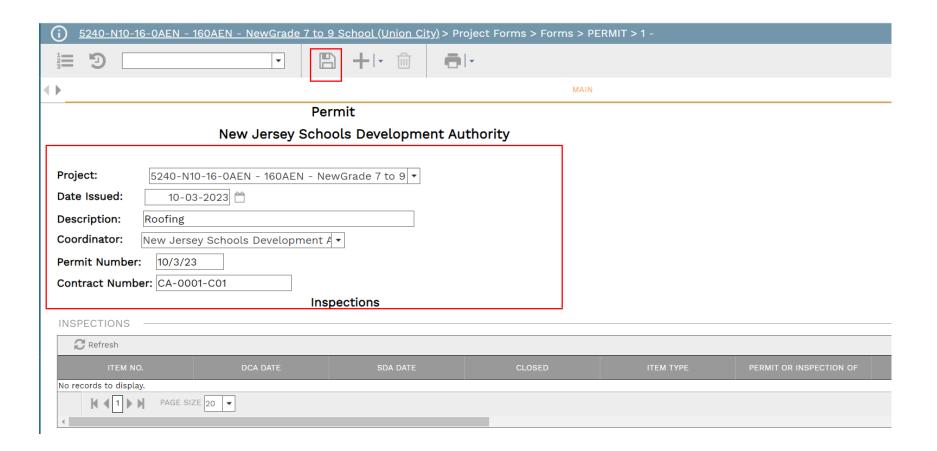
- Choose Project Forms -> Permits
- This displays the **Manager View** for the module and shows all records.
- To search for a document to modify, use the columns to filter for the data you need. For example, use the Record # column to search for a document.
- To add a new document, click the Add button





ADD A NEW RECORD

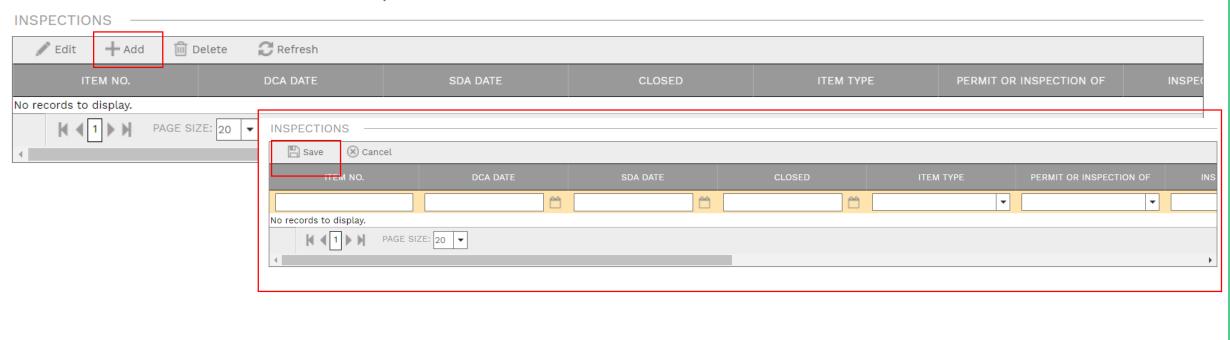
- Enter all relevant information in the **document**. Any field marked with an asterisk is a required field.
- Click the Save button when finished.



ADD INSPECTION ITEMS

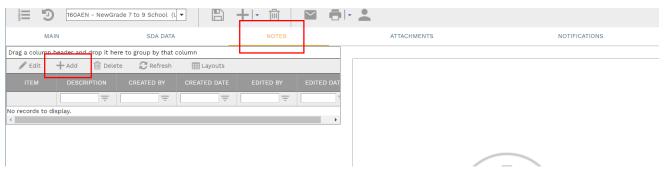
• Click **Add** under Inspections to enter information, such as Item Number, Dates, Inspection Of and Inspection Type. Click the **Save** button after each entry.

Inspections



ADD ADDITIONAL NOTES

• Click **Add** on the **Notes** tab to add additional notes as needed. Click the **Save** button after each entry.



ADD ATTACHMENTS

• Drag-and-drop your desired attachment(s) in the middle section of the screen, or you can choose **Add** to manually navigate to the location of your attachment on your computer, and add it through that window. Repeat the process for all additional attachments. Click the **Save** button when finished.

