
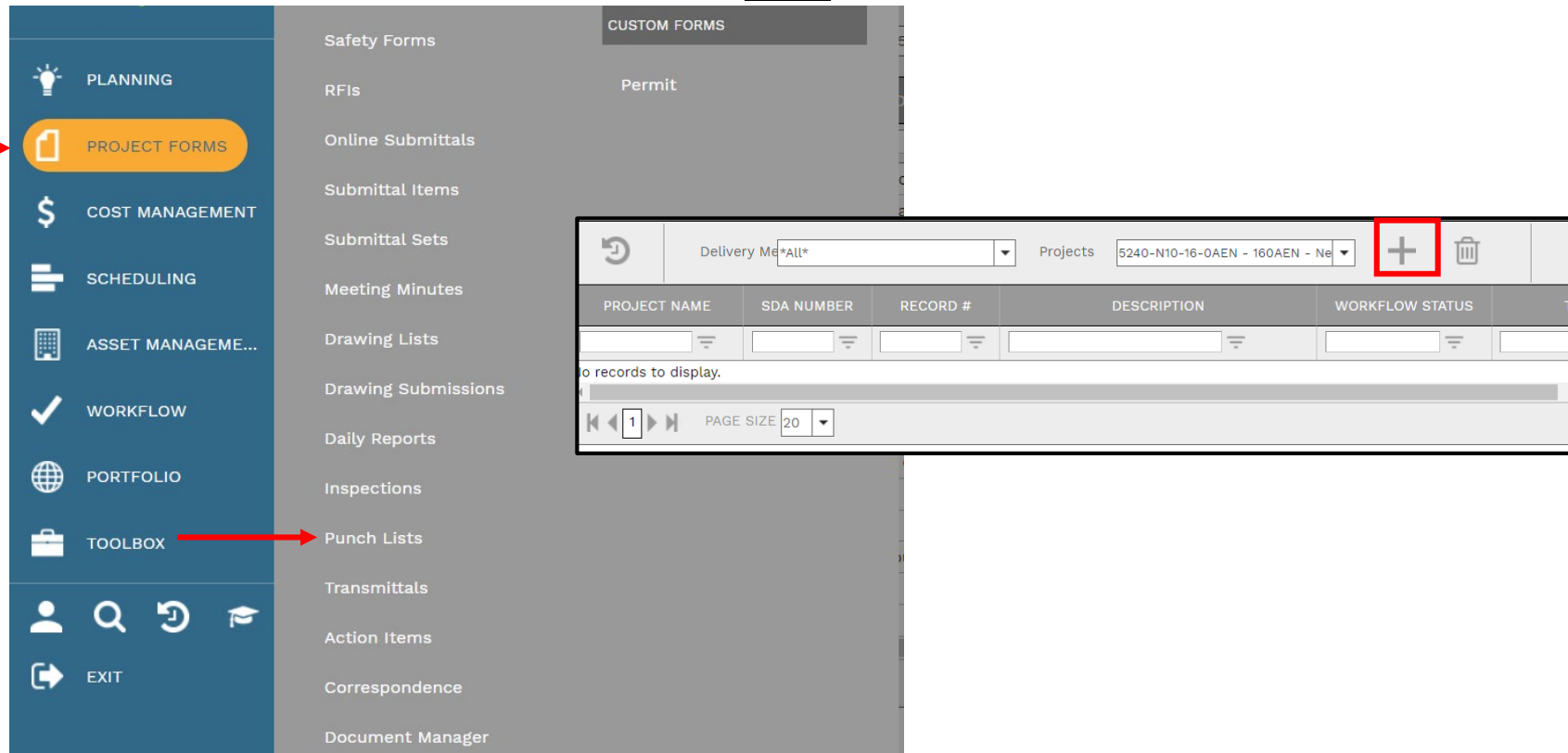


# OPEN THE MODULE

- Choose **Project Forms -> Punch Lists**
- 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 



The screenshot shows the PMWeb interface. On the left is a navigation menu with categories: PLANNING, PROJECT FORMS (highlighted with a red arrow), COST MANAGEMENT, SCHEDULING, ASSET MANAGEMEN..., WORKFLOW, PORTFOLIO, and TOOLBOX. Under PROJECT FORMS, 'Punch Lists' is selected, also indicated by a red arrow. The main content area shows a list of records under the heading 'CUSTOM FORMS'. A table is visible with columns: PROJECT NAME, SDA NUMBER, RECORD #, DESCRIPTION, and WORKFLOW STATUS. Above the table is a search bar with 'Delivery Me\*All\*' and a project filter '5240-N10-16-OAEN - 160AEN - Ne'. A red box highlights the '+' button in the top right of the table area. Below the table, there is a pagination control showing '1' of 1 page and a page size of 20.

PMWeb®

Punch Lists

# 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.

Navigation bar containing icons for menu, refresh, search, save (highlighted in red), add, delete, email, print, and user profile.

MAIN

Project\*

Punch List #\*

Description

Status / Revision

Date

From

To

Status

Punch List Type

Contract

USER DEFINED FIELDS

Status

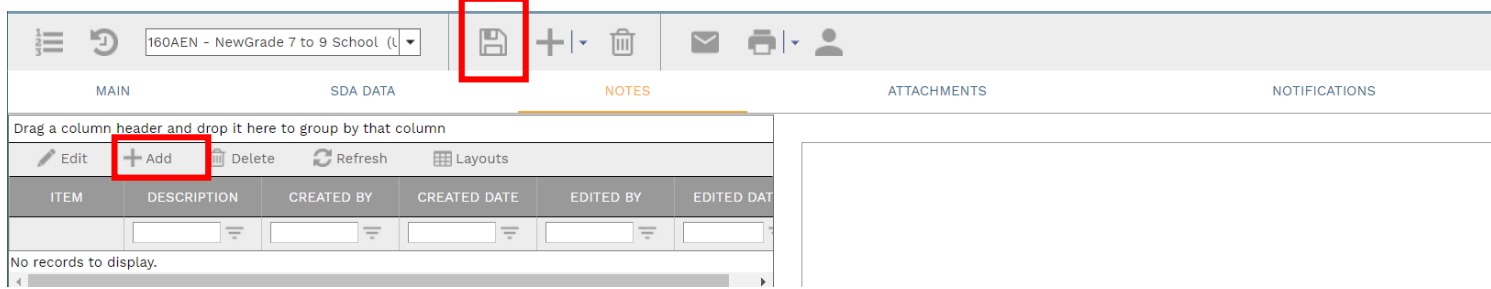
# ADD PUNCH LIST ITEMS

- Enter all Punch List items in the **Details**.
  - Step 1: Right-click to add Locations/Sub-Locations.
  - Step 2: Drag and drop Locations/Sub-Locations into the grid, click **Edit** to add details of each item.

The screenshot displays a software interface for managing punch list items. The top navigation bar includes icons for menu, refresh, search, save, add, delete, email, print, and user. Below this is a tabbed interface with tabs for MAIN, SDA DATA, CHECKLISTS, NOTES, ATTACHMENTS, and NOTIFICATIONS. The main content area is divided into a left sidebar for 'Locations' and a central grid. The 'Locations' sidebar lists: Abatement, First Floor, Second Floor, Basement, Interior Demo, and Backfill. The central grid has a header row with columns: ITEM #, ATTACHMEN, DESCRIPTION, LOCATION, TRADE, and ASSIGNED TO. A row is visible with ITEM # 1, ATTACHMEN (0), and LOCATION Abatement/First Floor. The grid also includes a toolbar with Edit, Add, Close Selected Lines, Delete, Refresh, Export To Excel, and Paste From Excel.

## ADD ADDITIONAL NOTES

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



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MAIN SDA DATA **NOTES** ATTACHMENTS NOTIFICATIONS

Drag a column header and drop it here to group by that column

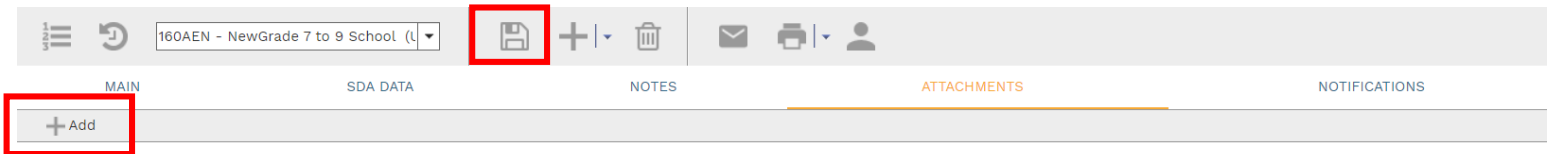
Edit **+ Add** Delete Refresh Layouts

ITEM	DESCRIPTION	CREATED BY	CREATED DATE	EDITED BY	EDITED DATE

No records to display.

## ADD ATTACHMENTS

- Drag and drop files on the **Attachments** tab to add attachments (or click the Add button). Click the **Save** button after each entry.



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MAIN SDA DATA NOTES **ATTACHMENTS** NOTIFICATIONS

**+ Add**

