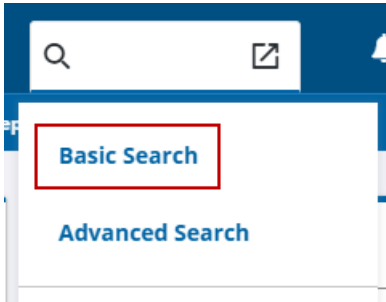


Search for an Inspection

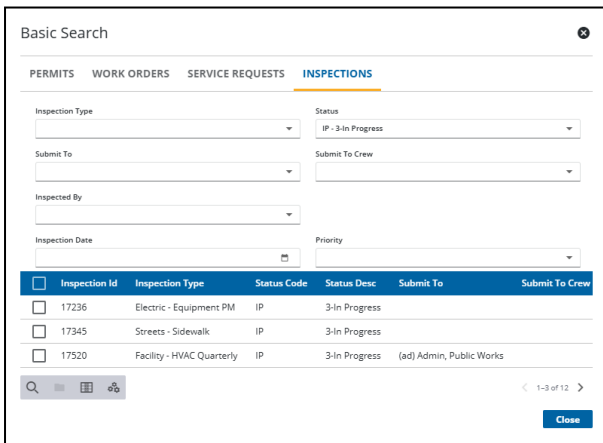
You can search for an inspection by ID, description/type, and/or location instead of just by the ID.

1. Click **Work activity search** and then **Basic Search**.

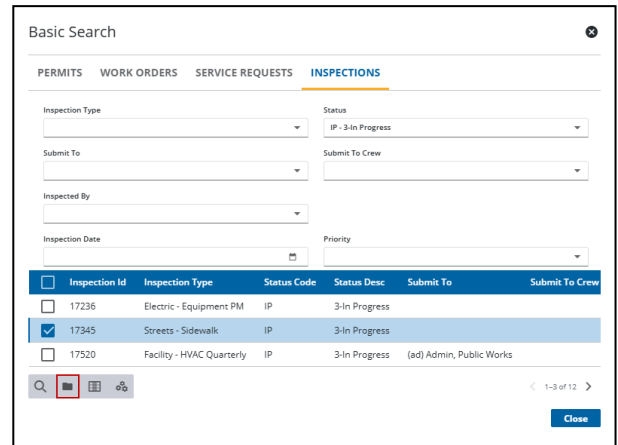


The **Basic Search** panel opens. The panel has four tabs allowing for different activities to be searched.

2. Click **Inspections**.
3. Enter the criteria you want to search for. Search results automatically populate and filter as you add search criteria.



4. Select the inspection and click **Open Work Activities**.



Quickly search for an inspection based on the record number.

1. Click **Work activity search** and start typing an inspection ID number. Any record that matches (or includes) the number appears in the results.
2. Select the inspection to open it. If the activity ID entered is unique, press **Enter** to open the inspection.

