

# Add Inspection Document

Home Property Finance Contract Help Calls **Inspection** Assessment Help Admin

View  
Documents (0)  
Emails (0)  
Notes (0)  
View Plant (0)  
View Tasks (0)  
History  
Next  
Series (onwards)  
Series (all)

Actions  
[Edit Inspection](#)  
[Add Inspection Task](#)  
[New Note](#)  
[Extend Series](#)  
[Send Email](#)  
**[New Document](#)**  
[Print Inspection](#)

[Home](#) > [Inspections](#) > [Create Next Inspection](#)

The inspection record has been updated.

### Review Next Inspection

**Inspection details**

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY Site: Site Subscribed to Prop SA/1 Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

This inspection is part of a series.  
Select 'Next Inspection' to review the next inspection in this series.  
Select 'Continue' to return to the inspection list without viewing the next inspection record.

[Next Inspection](#) [Continue](#)

<https://pams.uat.ad.lancsc.c.net/inspection/inspections/11803/documents/create>

Inspection documents and any other relevant documents should be added to the Inspection record.

Home Property Finance Contract Help Calls **Inspection** Assessment Help Admin

View  
Documents (0)  
Emails (0)  
Notes (0)  
View Plant (0)  
View Tasks (0)  
History  
Next  
Series (onwards)  
Series (all)

Actions  
[Edit Inspection](#)  
[Add Inspection Task](#)  
[New Note](#)  
[Extend Series](#)  
[Send Email](#)  
[New Document](#)  
[Print Inspection](#)

Home - Inspections - [Create Next Inspection](#)

The inspection record has been updated.

### Review Next Inspection

**Inspection details**

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
	Site: Site Subscribed to Prop SA/1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

This inspection is part of a series.  
Select 'Next Inspection' to review the next inspection in this series.  
Select 'Continue' to return to the inspection list without viewing the next inspection record.

[Next Inspection](#) [Continue](#)

<https://pams.uat.ad.lancsc.c.net/inspection/inspections/11803/documents/create>

## Step 1

Select the inspection record to which the document is to be attached.

Click the **New Document** link.

Home Property Finance Contract Help Calls Inspection Assessment Help Admin

Home > Inspections > Documents > New Document

### Load Inspection Document

**Inspection details**

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
Site	Site: Site Subscribed to Prop SA/1
Site	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

Either choose a file or enter URL. Enter details of document, then select 'save'.

Save Cancel

**Document**

Type  File  URL

File  Browse

**Details**

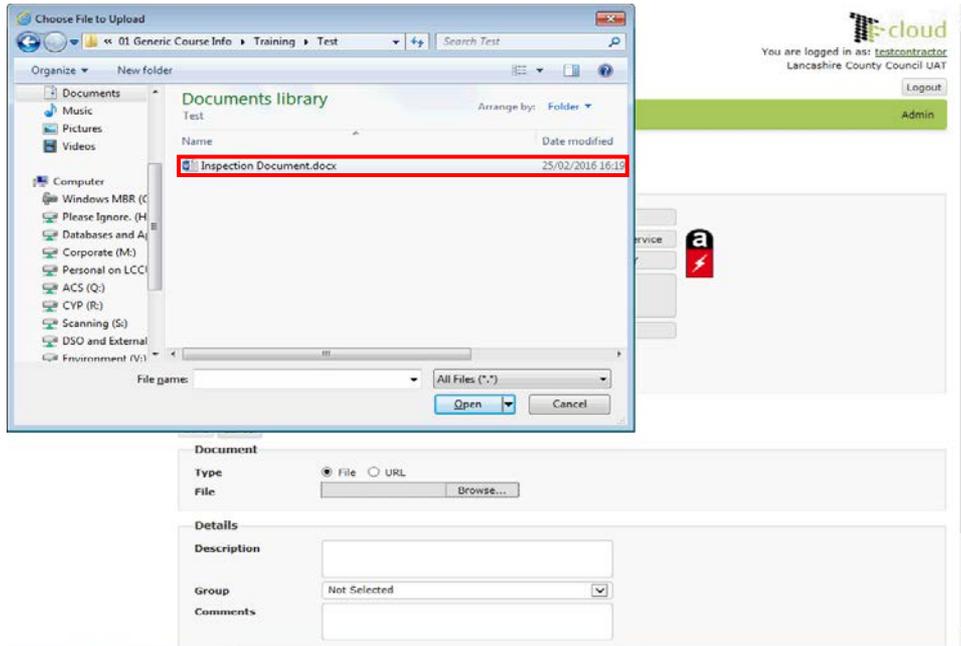
Description

Group Not Selected

Comments

Step 2

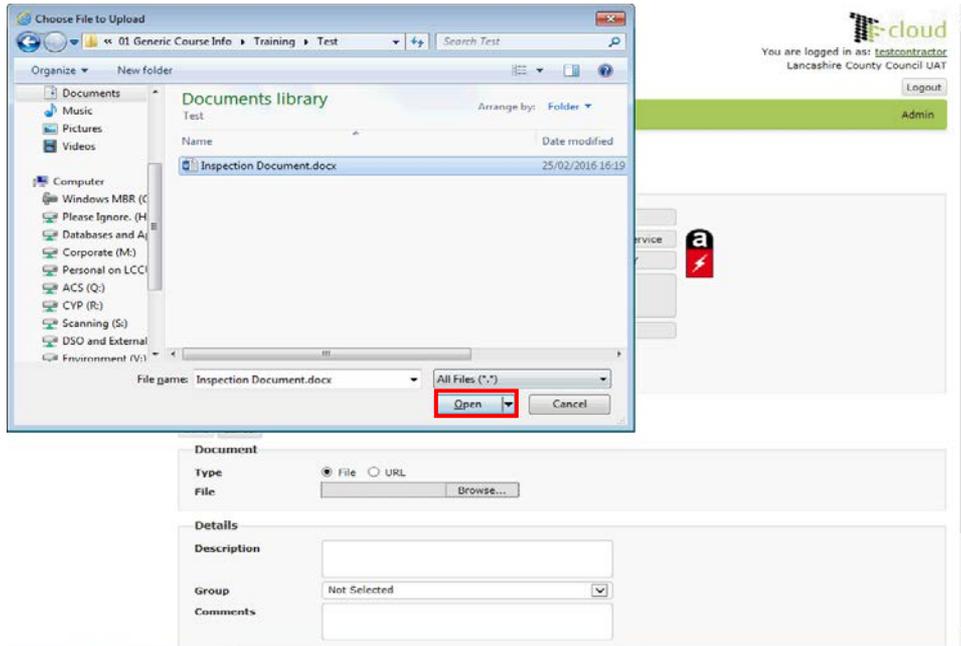
Click in the **Browse** button in the File field.



## Step 3

Search for and select the document to be added; in this example, the inspection document.

Click the **Inspection Document.docx** list item.



Step 4

Click the **Open** button.

Home Property Finance Contract Help Calls **Inspection** Assessment Help Admin

Home > Inspections > Documents > New Document

### Load Inspection Document

**Inspection details**

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service 
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
Site	Site: Site Subscribed to Prop SA/1
Site	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

Either choose a file or enter URL. Enter details of document, then select 'save'.

[Save](#) [Cancel](#)

**Document**

Type  File  URL

File

**Details**

Description

Group  

Comments

## Step 5

The filepath is now displayed in the File field.

Home Property Finance Contract Help Calls Inspection Assessment Help Admin

Home - Inspections - Documents - New Document

### Load Inspection Document

**Inspection details**

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
	Site: Site Subscribed to Prop SA/1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

Either choose a file or enter URL. Enter details of document, then select 'save'.

Save Cancel

**Document**

Type  File  URL

File

**Details**

Description

Group

Comments

## Step 6

You must enter a description. This will help you to identify the document at a later date.

Click in the **Description** field.

Home Property Finance Contract Help Calls Inspection Assessment Help Admin

Home - Inspections - Documents - New Document

### Load Inspection Document

**Inspection details**

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
	Site: Site Subscribed to Prop SA/1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

Either choose a file or enter URL. Enter details of document, then select 'save'.

Save Cancel

**Document**

Type  File  URL

File

**Details**

Description

Group

Comments

## Step 7

Enter the details into the **Description** field. Enter "**Inspection documents**".

Home Property Finance Contract Help Calls Inspection Assessment Help Admin

Home - Inspections - Documents - New Document

### Load Inspection Document

**Inspection details**

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
	Site: Site Subscribed to Prop SA/1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

Either choose a file or enter URL. Enter details of document, then select 'save'.

Save Cancel

**Document**

Type  File  URL

File

**Details**

Description

Group

Comments

Step 8

Click the **Group** list.

Home Property Finance Contract Help Calls **Inspection** Assessment Help Admin

Home - Inspections - Documents - New Document

### Load Inspection Document

**Inspection details**

Code: INS011803

Group/Type: FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service 

Site: 23300022000012000 - ACCRINGTON WOODNOOK PRIMARY

Site: Site Subscribed to Prop SA/1

Site: Survey underway

Status: COMPLETE - Inspection completed

Due Date: 25/02/2016

Completed Date: 26/02/2016

Either choose a file or enter URL. Enter details of document, then select 'save'.

[Save](#) [Cancel](#)

**Document**

Type:  File  URL

File: \\CorpData01\LCCUser\ Browse...

**Details**

Description:
 

- Not Selected
- Client Correspondence
- COM - Compliance**
- FIN - Financial
- H&S - Health and Safety
- LEG - Legal / Statutory

Group:

Comments:

## Step 9

Select the appropriate group according to the document being added.

For this example, click the **COM - Compliance** list item.

- View
- Documents (0)
- Notes (0)
- View Plant (0)
- View Tasks (0)
- Next
- Series (onwards)
- Series (all)
- FA TEST
- CINT00000022
- Actions
- Edit Inspection
- New Note
- New Document
- Print Inspection

Home - Inspections - Documents - New Document

### Load Inspection Document

#### Inspection details

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
Site	Site: Site Subscribed to Prop SA/1
Site	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

Either choose a file or enter URL. Enter details of document, then select 'save'.

Save Cancel

#### Document

Type  File  URL  
File

#### Details

Description

Group

Comments



Step 10

Click the scrollbar.

Step 11

Add comments if required.

Review the details and click the **Save** button.

Home > Inspections > Documents > New Document

### Load Inspection Document

**Inspection details**

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODHOOK PRIMARY
	Site: Site Subscribed to Prop SA/1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

Either choose a file or enter URL. Enter details of document, then select 'Save'.

Save Cancel

**Document**

Type  File  URL

File \\CorpData01\I.CCUser\ Browse...

**Details**

Description

Group

Comments

Save Cancel

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https://pams.uat.ad.lancscc.net/inspection/inspections/11803/documents

Home Property Finance Contract Help Calls Inspection Assessment Help Admin

Home > Inspections > Documents > Edit Document

Document successfully uploaded.

### Edit Inspection Document

**Inspection details**

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
	Site: Site Subscribed to Prop SA / 1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

Save Cancel Delete

**Details**

Name	EDMS_TFC_Inspection_20160228_102.docx
Description	Inspection document
Group	COM - Compliance
Loaded Date	28/02/2016
Loaded Time	13:26
Loaded By	Test Contractor
Comments	

## Step 12

Confirmation that the document has been successfully uploaded is displayed at the top of the screen.

To add further documents, click the New Document link and repeat the procedure.

- View
- Documents (2)
- Notes (0)
- View Plant (0)
- View Tasks (0)
- Next
- Series (onwards)
- Series (all)
- FA\_TEST
- CINT00000022
- 392939
- Actions
- Edit Inspection
- New Note
- New Document
- Print Inspection

Home - Inspections - Documents - Edit Document

Document successfully uploaded.

### Edit Inspection Document

#### Inspection details

Code	INS011803
Group/Type	FASS - Fire Alarm And Security System, FA1 - Fire Alarm Service
Site	23300022000012000 - ACCRINGTON WOODNOOK PRIMARY
	Site: Site Subscribed to Prop SA/1
	Site: Survey underway
Status	COMPLETE - Inspection completed
Due Date	25/02/2016
Completed Date	26/02/2016

Save Cancel Delete

#### Details

Name	EDMS_TFC_Inspection_20160228_102.docx
Description	Inspection document
Group	COM - Compliance
Loaded Date	28/02/2016
Loaded Time	13:26
Loaded By	Test Contractor
Comments	

## Step 13

You have successfully added an inspection document to an inspection record.

**End of Procedure.**