



PM Web Quick Reference

Uh Inspector Report

**For the UH Inspectors to create project reports within
PMWeb**

1- Select Engineering Forms.

The screenshot shows the PMWeb interface. The top navigation bar includes the PMWeb logo and the breadcrumb path: (Portfolio) > Home > Controls. Below this is a secondary navigation bar with tabs: Controls, Project Center, Portfolio View, FPC - Bi Report, and Events. On the left is a vertical navigation menu with icons and labels: PLANNING, ENGINEERING FOR... (highlighted with a red box and an arrow labeled '1'), COST MANAGEMENT, SCHEDULING, ASSET MANAGEME..., PORTFOLIO, TOOLBOX, and EXIT. The main content area is divided into several sections: a 'Links' box with a list of links (PMWeb Quick Reference Guides and Videos, Facilities Homepage, Facilities Staff Resources, Document Manager), a 'Workflow Inbox' (No records to display), a 'Collaborate Inbox' (No records to display), a 'NOTIFICATION INBOX' (No records to display), and a 'My Assignments' section showing a calendar view for the period 12-04-2022 to 12-10-2022.

2- Select the UH Inspector Reports record.

The screenshot shows a vertical dropdown menu with the following items: Request for Information, Submittals, Meeting Minutes, Plan Review, UH Inspector Reports (highlighted with a red box and an arrow labeled '2'), Open Items List, Action Items/Checklists, Document Manager, and PMWeb Viewer.

3- Select the **+Add** button in the top bar.



4- **Project field** – Select the project.

5- **Description field** – Add a description.

6- **Reference Field** – Add a reference.

7- **Report Type Field** – Select from:

a) **Field Report**

b) Field Observation

c) Non-Compliance

8- **Conditions Field** – Add weather condition

Project*

Report Date*

Record #*

Description

Reference

Report Type

Submitted By

Post to Non-commitment Costs

Status / Revision

Date

Linked Records

WEATHER

Conditions

Temperature F C

Precip. Amount

INCIDENTS

Refresh		
TYPE	COMPANY/CONTACT	NOTES
No records to display.		

9- Click the **Save Button** in the header.



10- Select the **Attachments tab** on the top navigation bar.

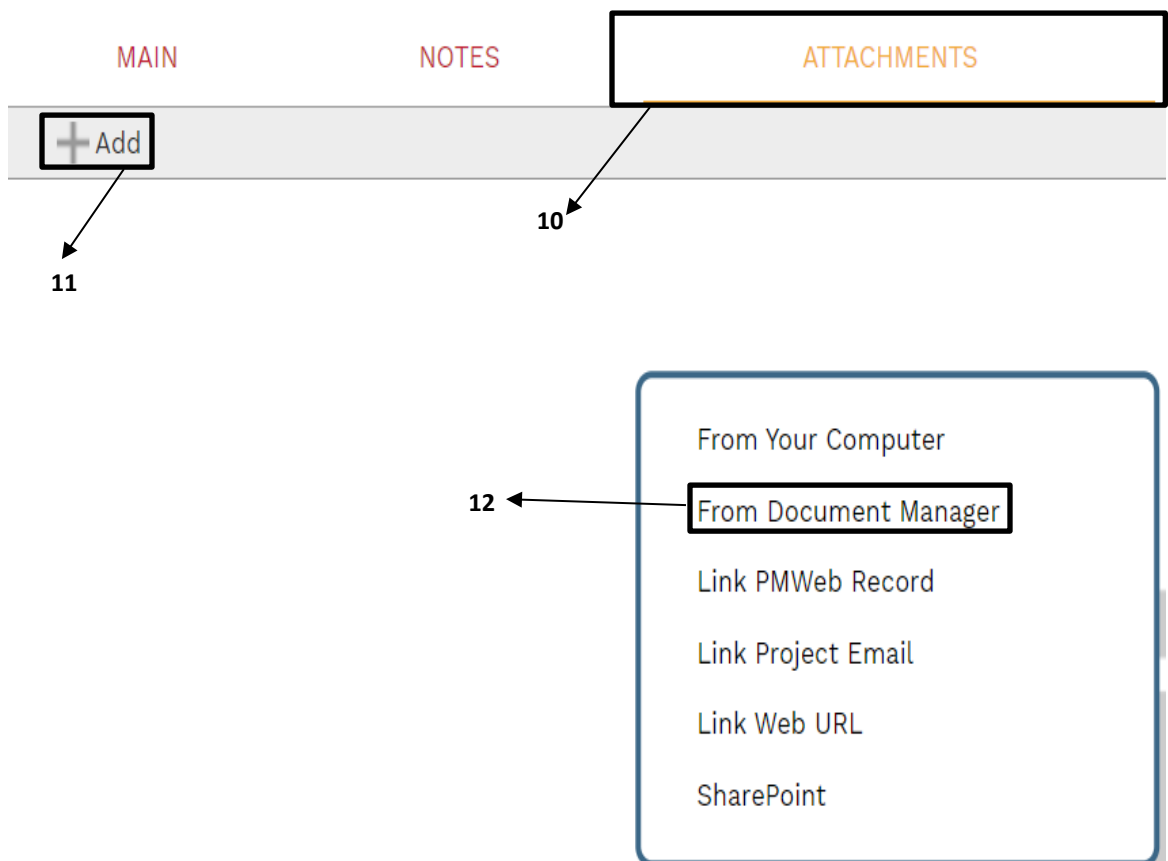
11- Click on the **+Add** button.

12- Select the **“From Document Manager”**.

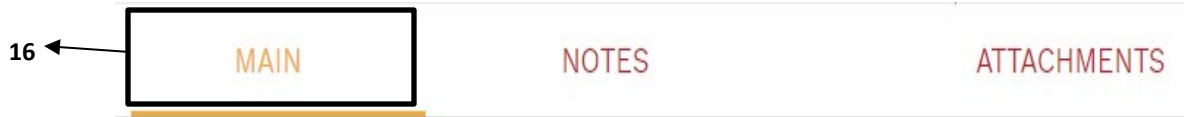
13- Select the folder to add pictures.

14- **Upload file.**

15- Click the **Save button.**



16- From the top **Navigation bar** select the **“Main”** tab.

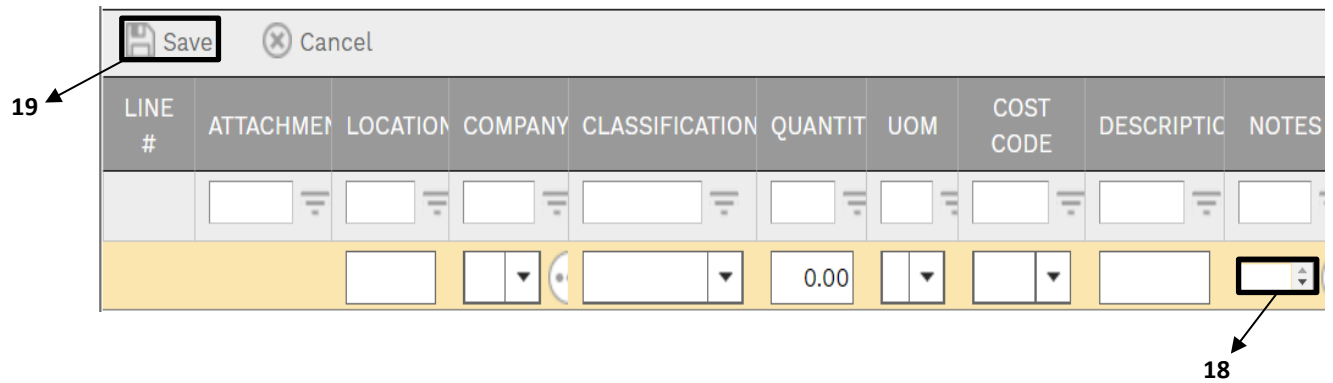


17- From the new bottom tab, select the **Add button** to add lines.



18- Select the **Notes Column** to add notes.

19- Click the **Save** button at the top.



20- Process Complete.