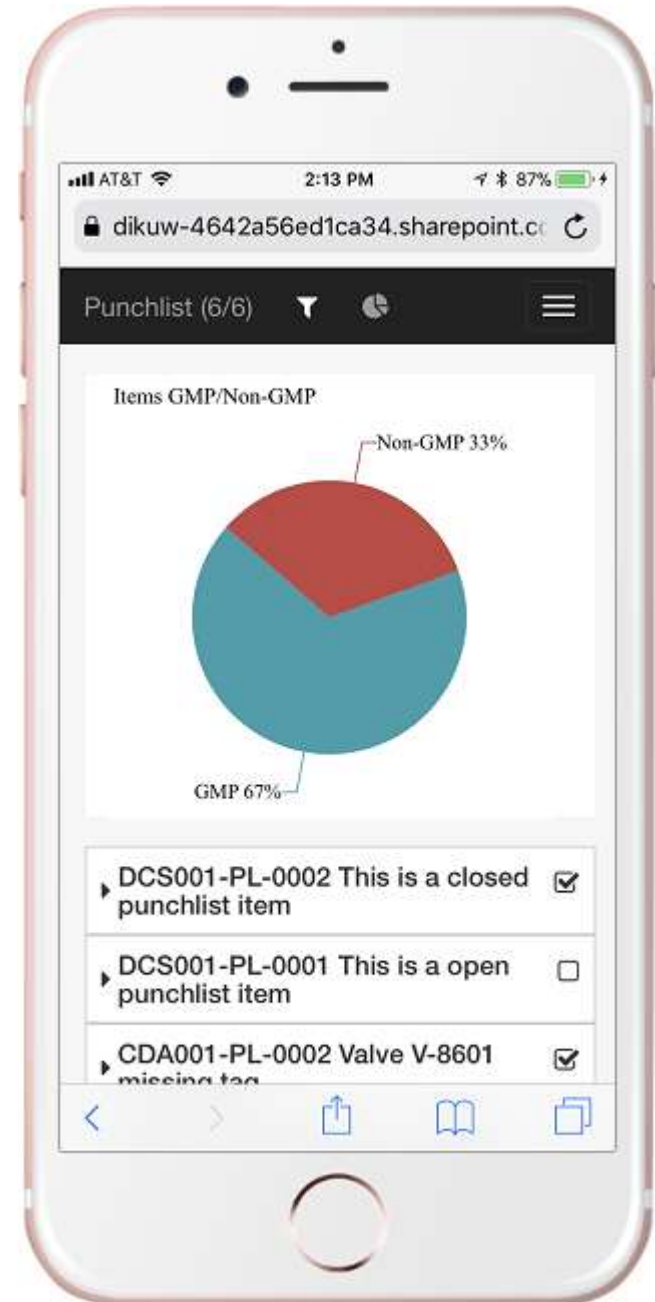# Punchlist Tracking

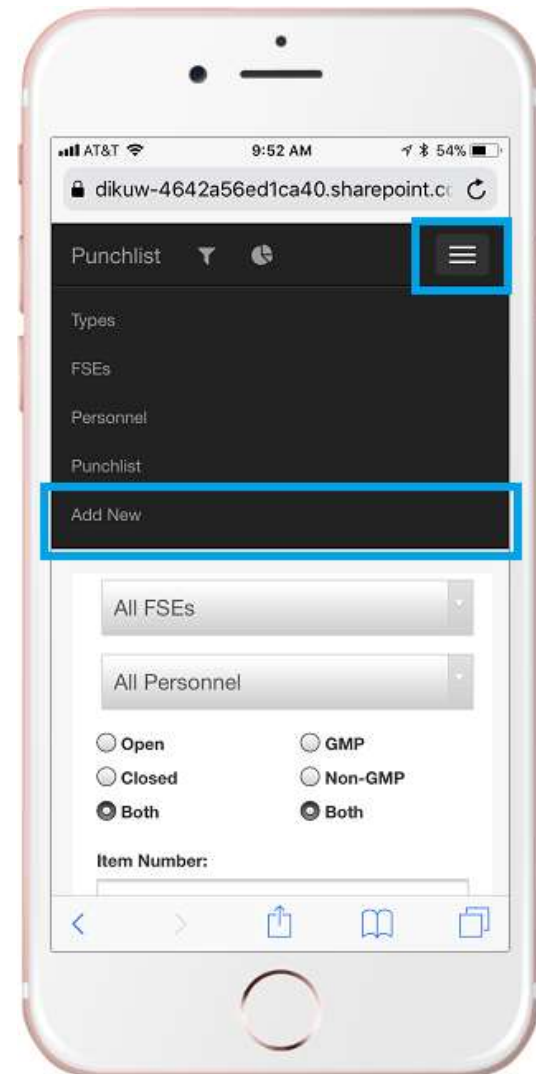## How To:

- Add a Punchlist Item
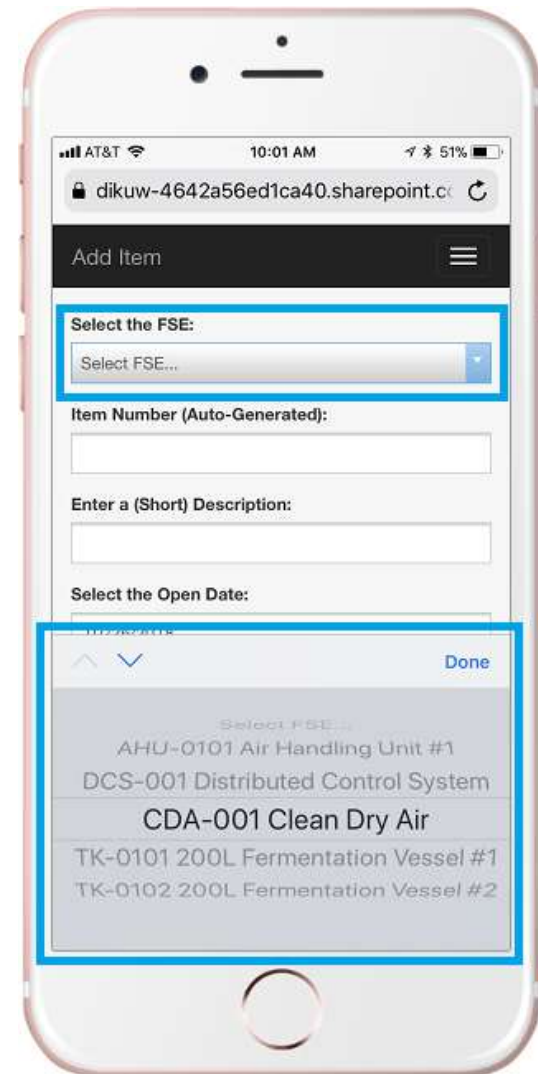
- Close a Punchlist Item

- Delete a Punchlist Item

Add a Punchlist Item

1. From the dropdown menu, select Add New.
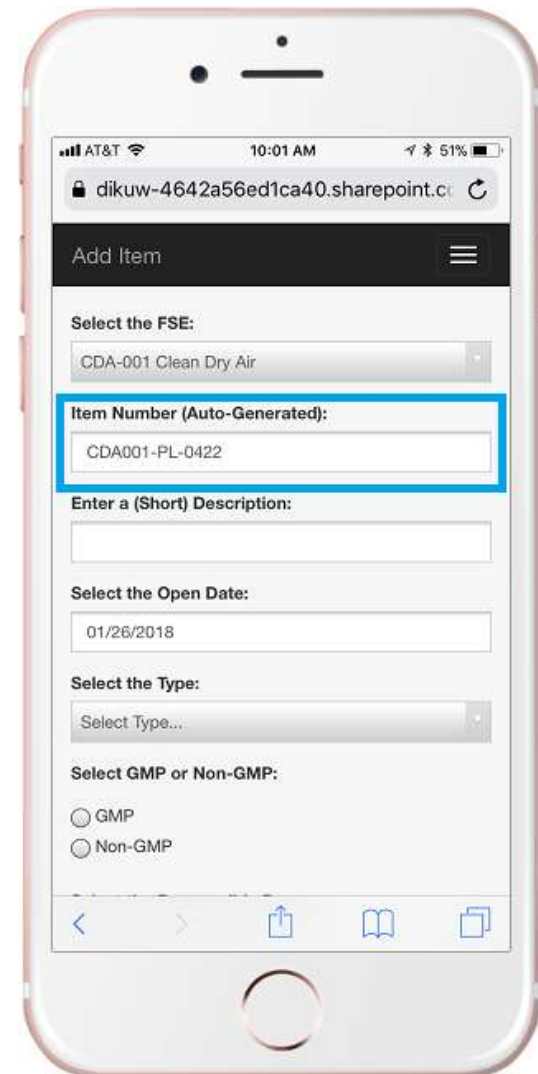
Add a Punchlist Item

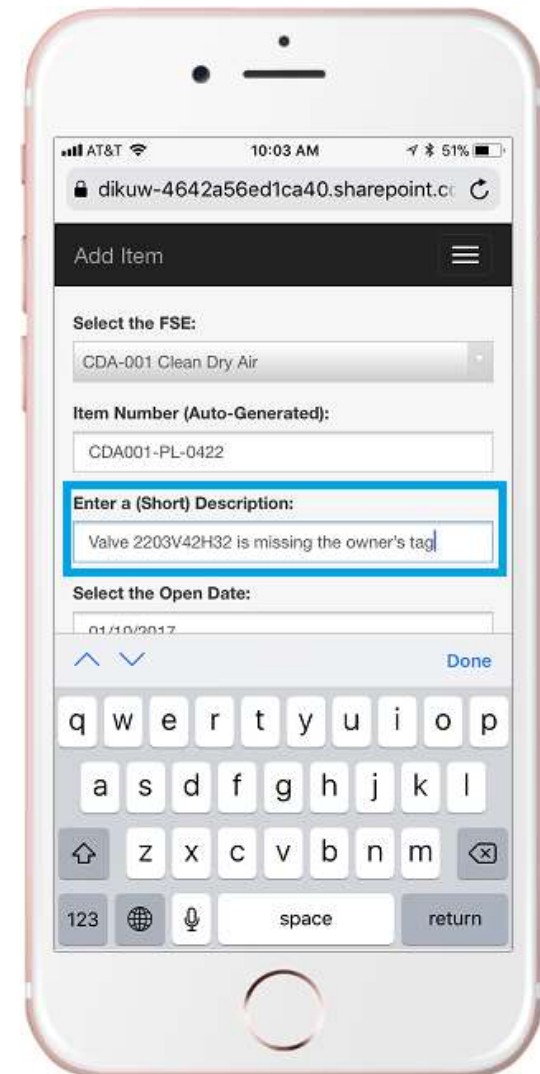2. From the Add screen, select the FSE (Facility, System, Equipment) from the list.

Add a Punchlist Item

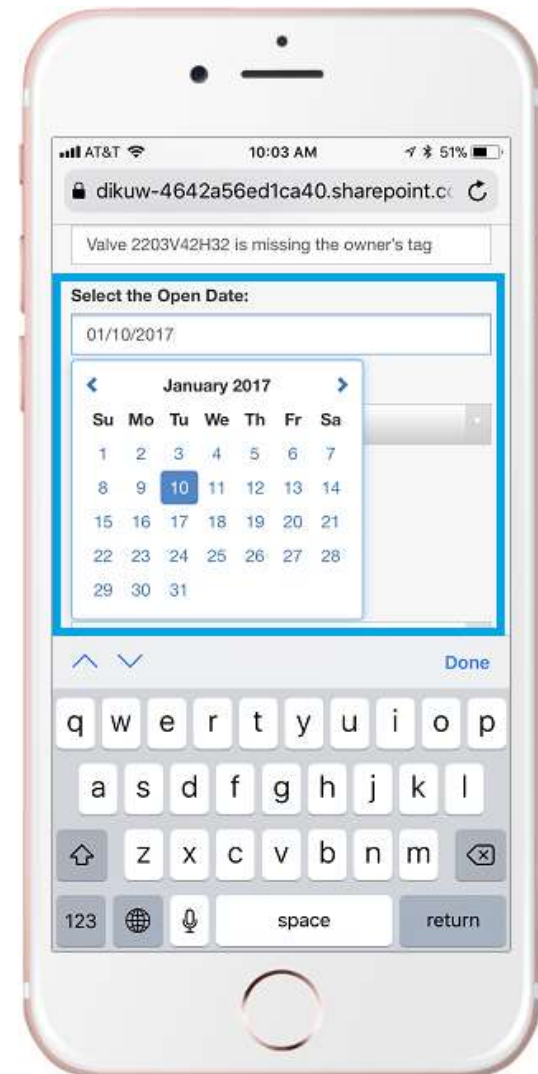3. The Item Number is automatically generated, assigning the next sequential number for the given FSE.

Add a Punchlist Item

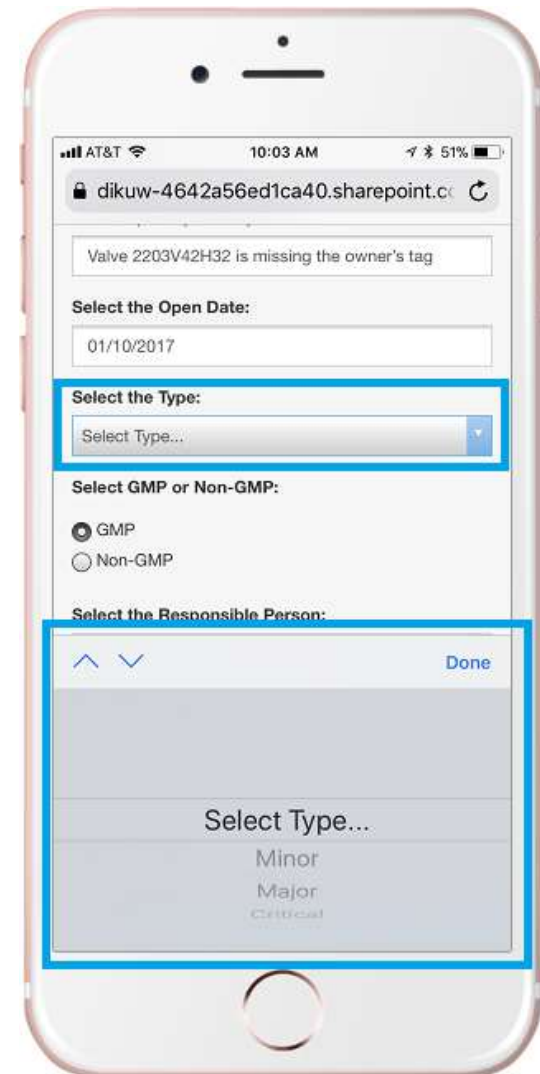4. Enter the Short Description (required). This field is limited to 255 characters.

Add a Punchlist Item
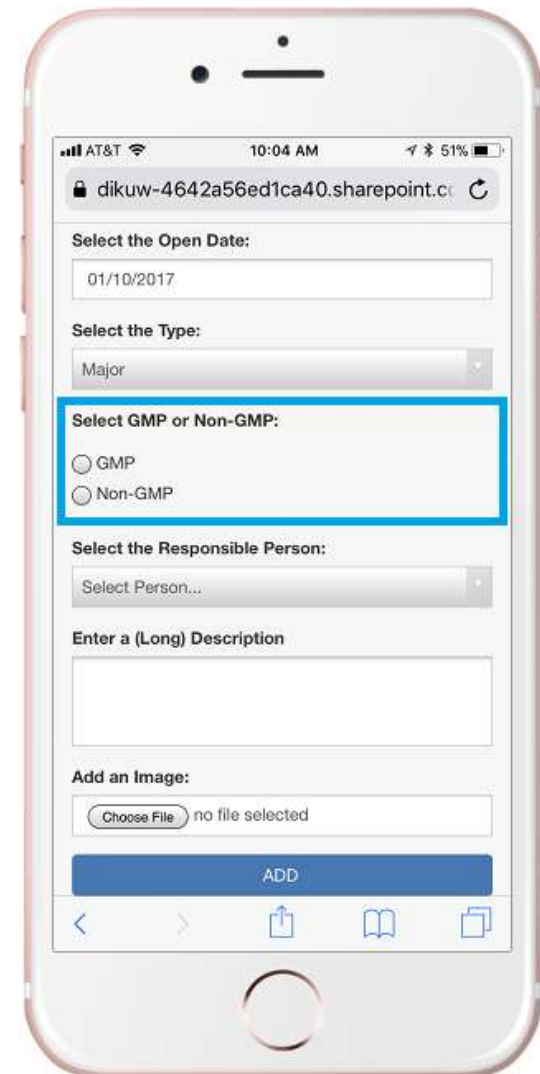
5. Enter the Open Date (required) using the date picker.

Add a Punchlist Item

6. Select the Type (required) from the list.

Add a Punchlist Item

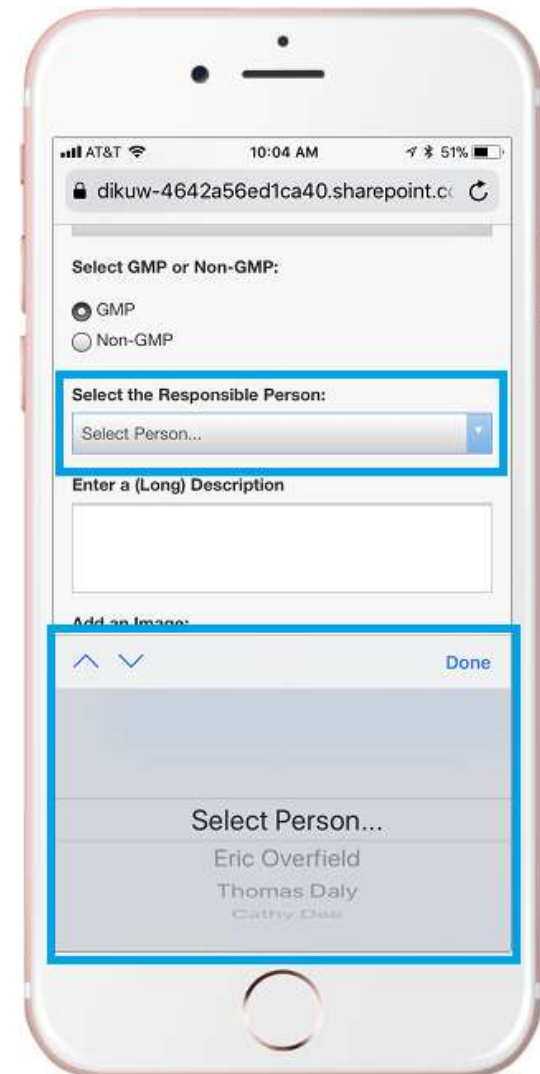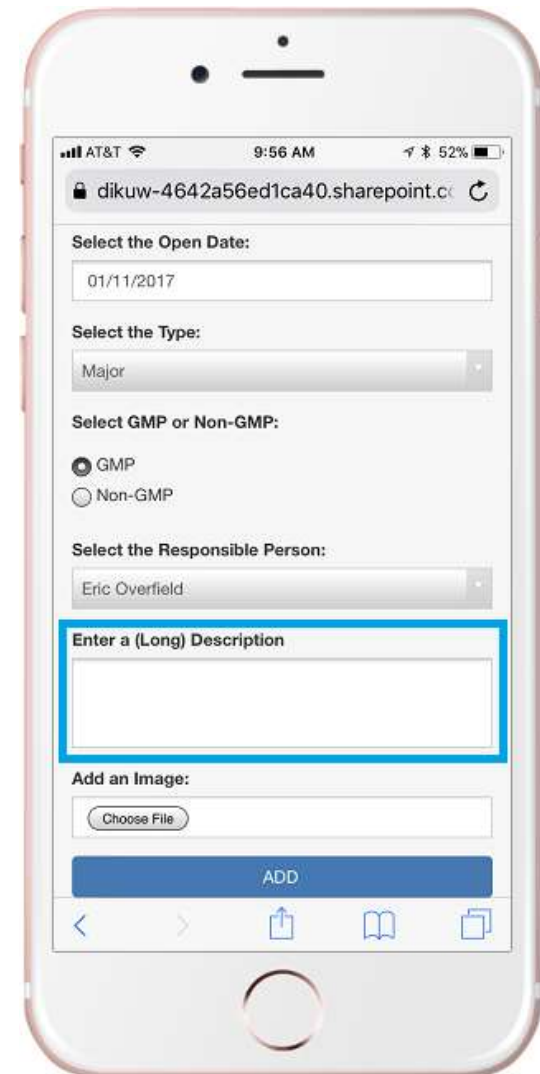7. Select the GMP or non-GMP (required).

Add a Punchlist Item

8. Select the Responsible person (required) from the list.
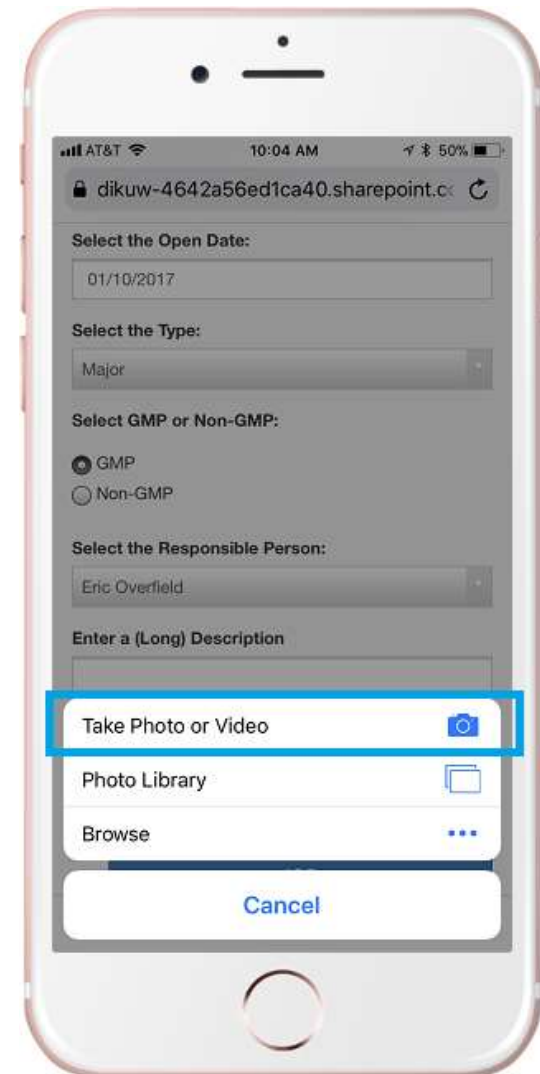
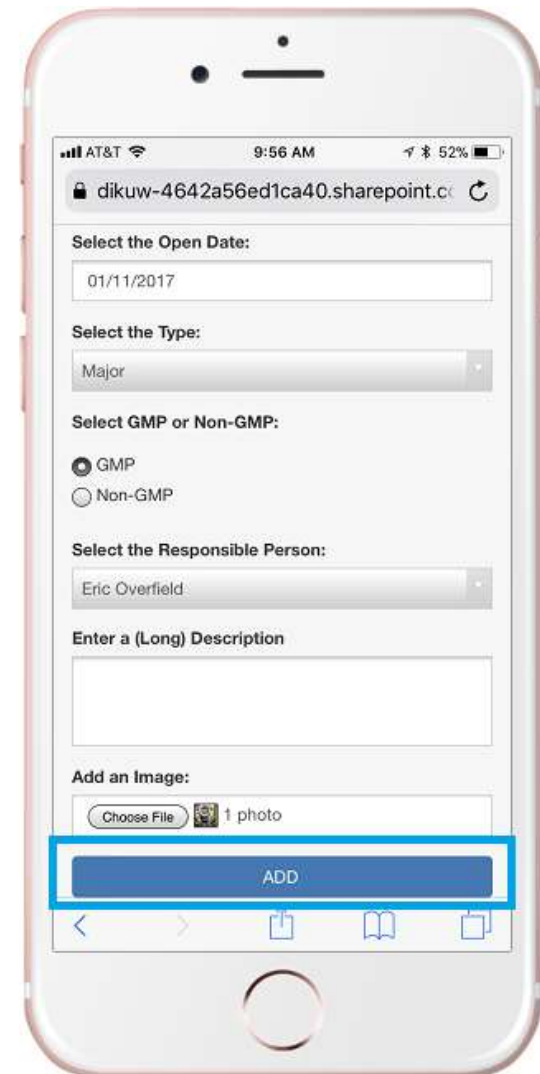# Add a Punchlist Item

9. Enter the Long Description (not required).

Add a Punchlist Item

10. Add an Image (not required) by selecting the Choose File button, and select Take Photo or Video.
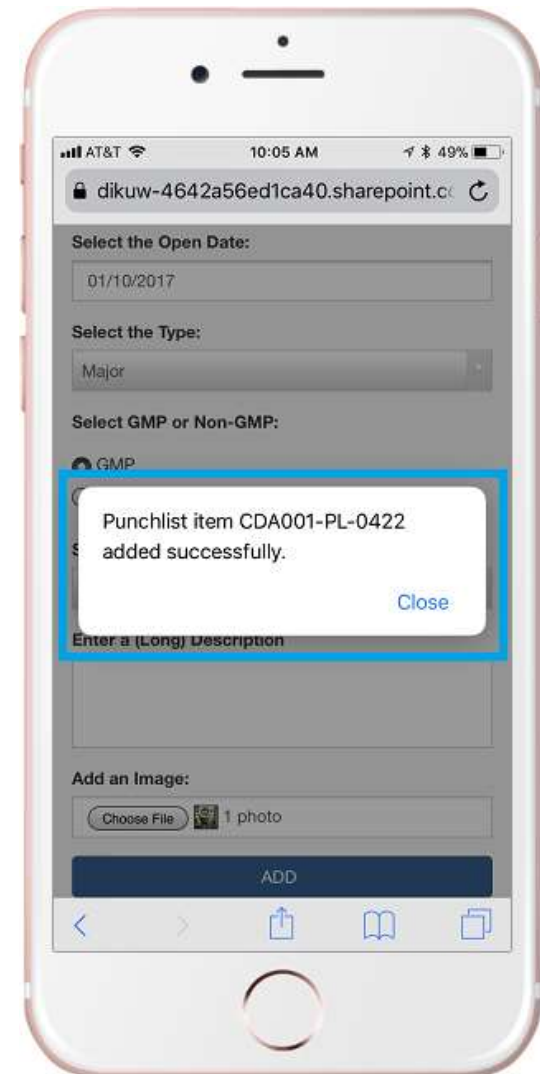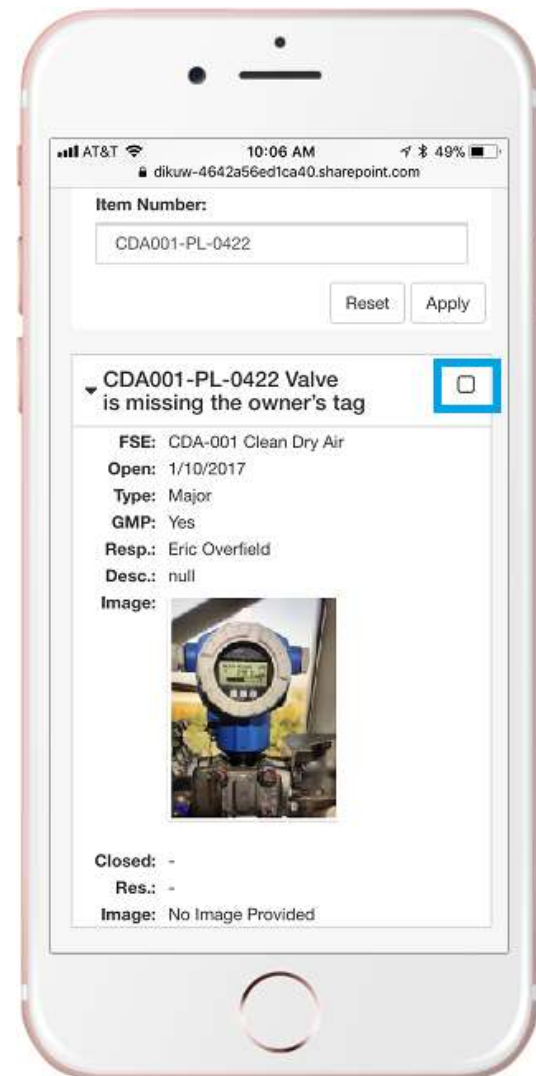
Add a Punchlist Item

11. Select Add.

Add a Punchlist Item

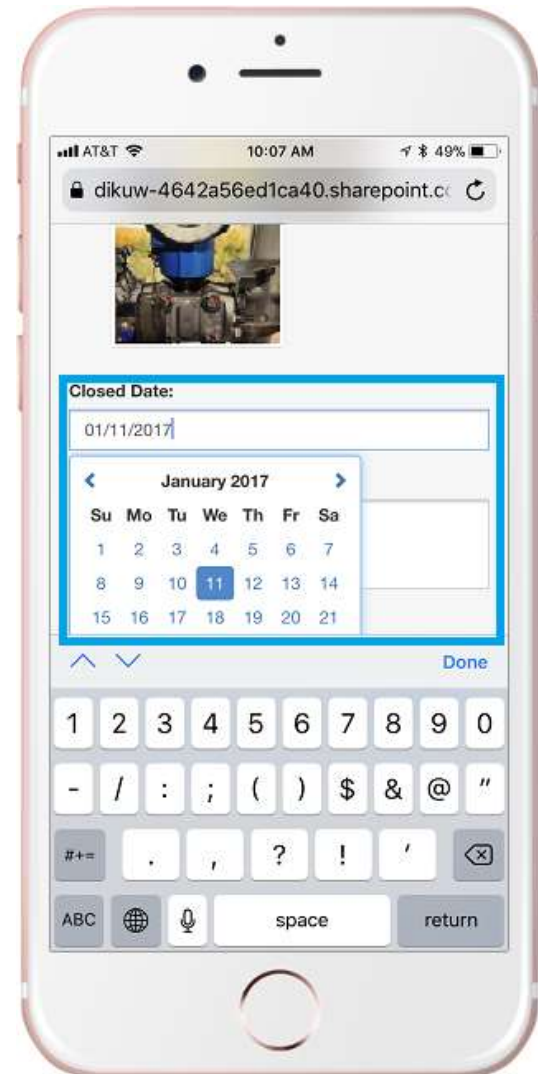12. Wait for confirmation that the punchlist item is added successfully.

Close a Punchlist Item

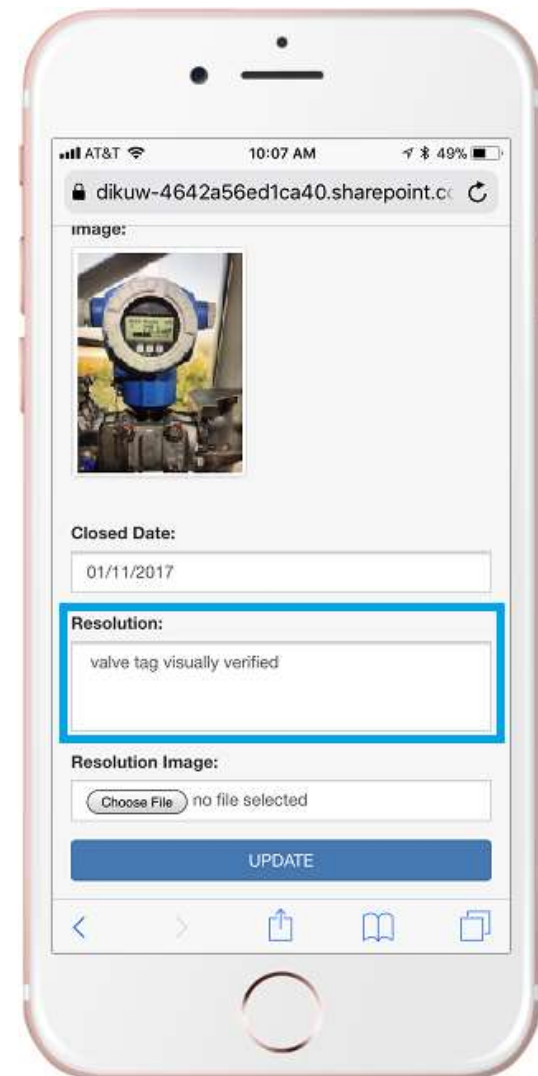1. From the home screen, expand the Punchlist Item by selecting it, and select the Update button.

Close a Punchlist Item

2. Scroll down and enter the
Closed Date (required) using
the date picker.

version 1.2

Close a Punchlist Item
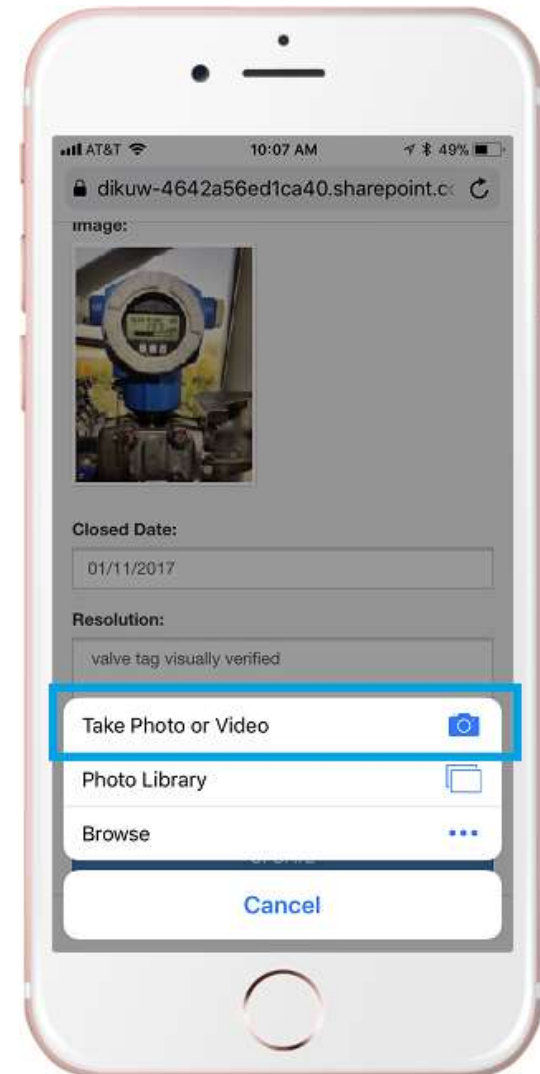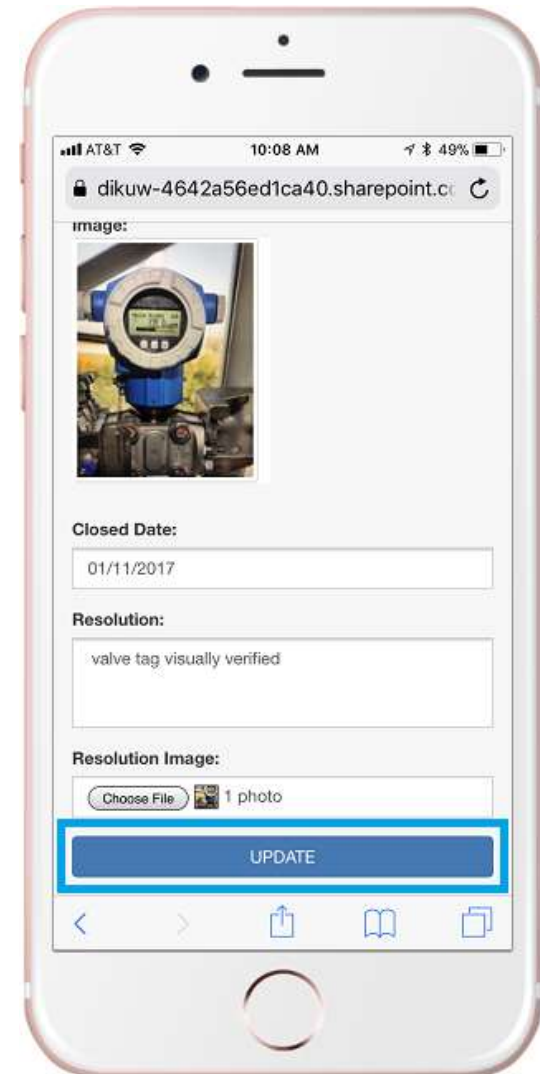
3. Enter the Resolution (required).

Update a Punchlist Item

4. Add a Resolution Image
(not required) by selecting
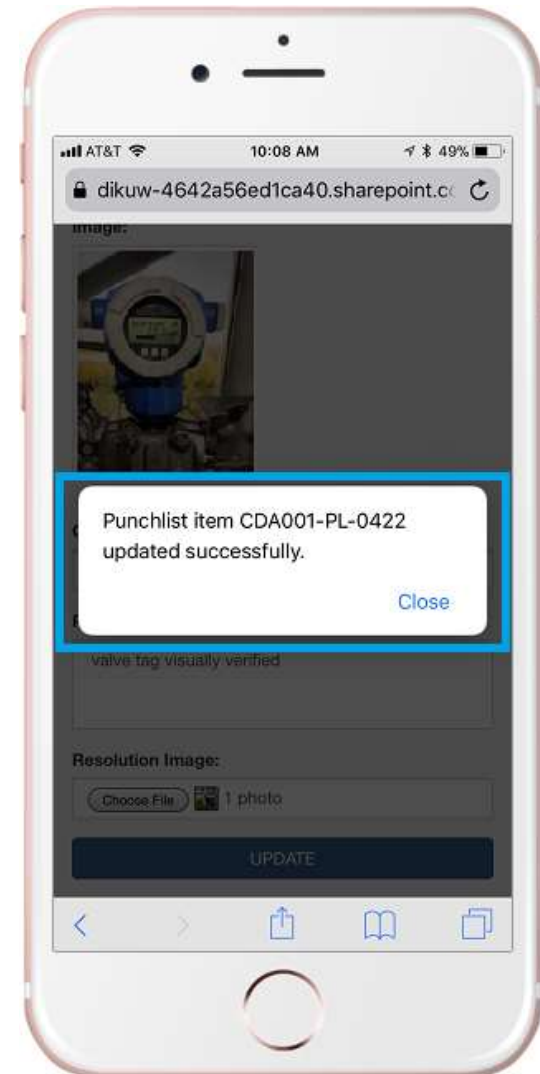the Choose File button, and
select Take Photo or Video.

version 1.2

Update a Punchlist Item

6. Select the Update button.

Update a Punchlist Item

7. Wait for confirmation that the upload is complete and the punchlist item is updated successfully.

version 1.2

Delete a Punchlist Item

1. Open the Punchlist Item and select the Delete button.