

# Construction Expertise Exchange:

Process for creating an inspection and observation to keep track of your subject topic's content.

SCRIPT	SHOWING
<p>Procore's Inspections tool will be used for this project to manage our Checklists. One example of a checklist that is expected to be used by new Moderators is our 'Topic Establishment' template, which will guide you on the tasks that we encourage you to take ownership of for your topic area as a Moderator.</p>	<p>Project Level Inspections template</p>
<p>You may have been assigned the Inspection checklist by a site admin, which means you will have a direct link to this checklist in your email, OR you can create your own in the Inspections tool with the big orange button in the Top-Right to '+Create New Inspection'</p>	<p>Create New Topic Establishment Inspection</p>
<p>On the next screen, you will choose the 'Topic Establishment' template, then you will make sure you are the 'Inspector', then hit the grey 'Create' button on the right side of the screen.</p>	<p>Click Dropdown for template, fill out required fields, hit Create</p>
<p>You can now use this checklist to mark items as a 'Pass' or 'Fail', which for our purposes either means complete or incomplete.</p>	<p>Complete Inspection</p>
<p>If an item is incomplete, you can use the '+Create Observation' button to delegate out a task to another Admin, Mentor, or Moderator involved in our project. Let us know if you'd like us to add others supporting your topic area to assign items to.</p>	<p>+Create Observation on Inspection Item</p>