Create a Multiple Response Set for Inspections

Objective

To create a multiple response set that can be assigned to a Company level inspection template.

Background

The option to create multiple response sets provides you and your team with flexibility and customizable options that fit your company's needs. These multiple response sets are created at the Company level and then assigned to existing items within a Company level inspections template.

Things to Consider

- **Required User Permissions**: 'Admin' level permissions on the Company level Inspections tool.

Prerequisites

- [Create a Company Level Inspection Template](https://support.procore.com/products/online/user-guide/company-level/inspections/tutorials/create-a-multiple-response-set-for-inspections)

Steps

1. Navigate to the Company level **Inspections** tool. This reveals a list of Company level inspections templates.
2. Click **Configure Settings**.
3. Click **Multiple Response Sets**.
4. Click **Add** to create a new multiple response set.
5. Enter a title for the multiple response set in the 'Set Name' field.
6. Enter a name for the first response option in the ‘Response 1’ field.

7. Select the color you want to associate with the response.

8. Click **Add Response** to add another response option and repeat the above steps.

9. Once you have added all of the necessary response options, click **Create**.

**Next Steps**

- [Add Multiple Response Sets to a Company Level Inspection Template](https://support.procore.com/products/online/user-guide/company-level/inspections/tutorials/create-a-multiple-response-set-for-…)

**See Also**

- [Edit a Multiple Response Set for Inspections](https://support.procore.com/products/online/user-guide/company-level/inspections/tutorials/create-a-multiple-response-set-for-…)