View a Punch List Item (iOS)

Objective

To view a punch item on an iOS mobile device.

Background

Punch items are project-specific and will be listed in the project's Punch List tool.

Things to Consider

- **Required User Permission:**
  - To view non-private punch list items, ‘Read Only’ and above on the project’s Punch List tool.  
    *Note:* ‘Standard’ and ‘Read Only’ users can only view these items after they have been sent to the Assignee.
  - To view private punch list items, you must meet one of the following requirements:
    - ‘Admin’ on project’s Punch List tool.
    - ‘Standard’ level users can view Private punch list items if you are:
      - The item’s Creator.
      - An Assignee on the Punch List Item.
      - A member of the item’s distribution list.
      - Granted permission to act as Punch Item Manager and you are listed as the Item’s Punch Item Manager.
    - To view private and non-private Punch List items assigned to colleagues within that user’s same company:
      - ‘Read-Only’ or ‘Standard’ level permission on the project's Punch List tool and you must be granted the 'View Private Punch List Items Assigned to Users Within Same Company' granular permission.  
      See [Grant Granular Permissions in a Permission Template](https://support.procore.com/procore-mobile-ios/user-guide/punch-list-ios/tutorials/view-a-punch-list-item-ios)

- **Additional Items:**
  - The Punch List default view is set to only show your open punch list items.

Steps

1. Navigate to the project's punch list tool on an iOS mobile device.
2. Tap the item you want to view to reveal the item's general information and the item's activity feed.
See Also

- [Respond to a Punch List Item (iOS)](https://support.procore.com/procore-mobile-ios/user-guide/punch-list-ios/tutorials/view-a-punch-list-item-ios)
- [Edit a Punch List Item (iOS)](https://support.procore.com/procore-mobile-ios/user-guide/punch-list-ios/tutorials/edit-a-punch-list-item-ios)