Close an Inspection

Objective

To close an inspection from the project.

Things to Consider

- **Required User Permissions:**
  - To close any inspection on the project, 'Admin' level permission on the Inspections tool.
  - To close the inspections you created, 'Standard' level permission on the Inspections tool.
- **Important!** Reopening an inspection that was previously marked as 'Closed' will delete the item's signatures.

Steps

1. Navigate to the project's **Inspections** tool.
2. Click **View** next to the inspection you wish to close.
3. Click the orange **Close** button in the right.