



PM Web Quick Reference

Uh Inspector Report

**For the UH Inspectors to create project reports within
PMWeb**

1- Select Engineering Forms.

The screenshot shows the PMWeb interface. On the left is a red navigation menu with icons and labels: PLANNING, ENGINEERING FOR... (highlighted with a red box and arrow labeled '1'), COST MANAGEMENT, SCHEDULING, ASSET MANAGEM..., PORTFOLIO, TOOLBOX, and EXIT. The main content area has a breadcrumb trail: (Portfolio) > Home > Controls. Below this are tabs for Controls, Project Center, Portfolio View, FPC - Bi Report, and Events. The 'Controls' tab is active. The main area contains several panels: 'Links' with a list of links (PMWeb Quick Reference Guides and Videos, Facilities Homepage, Facilities Staff Resources, Document Manager); 'Workflow Inbox' (No records to display); 'Collaborate Inbox' (No records to display); 'NOTIFICATION INBOX' with a table header (ID, DOCUMENT TYPE, PROJECT/LOCATIC, DUE DATE, DESCRIPTION) and 'No records to display'; and 'My Assignments' with a calendar view for 12-04-2022 to 12-10-2022.

2- Select the UH Inspector Reports record.

The screenshot shows a vertical dropdown menu with the following items: Request for Information, Submittals, Meeting Minutes, Plan Review, UH Inspector Reports (highlighted with a red box and arrow labeled '2'), Open Items List, Action Items/Checklists, Document Manager, and PMWeb Viewer.

3- Select the **+Add** button in the top bar.



4- **Project field** – Select the project.

5- **Description field** – Add a description.

6- **Reference Field** – Add a reference.

7- **Report Type Field** – Select from:

a) **Field Report**

b) Field Observation

c) Non-Compliance

8- **Conditions Field** – Add weather condition

Project*

Report Date*

Record #*

Description

Reference

Report Type

Submitted By

Post to Non-commitment Costs

Status / Revision

Date

Linked Records

WEATHER

Conditions

Temperature F C

Precip. Amount

INCIDENTS

Refresh		
TYPE	COMPANY/CONTACT	NOTES
No records to display.		

9- Click the **Save Button** in the header.



10- Select the **Attachments tab** on the top navigation bar.

11- Click on the **+Add** button.

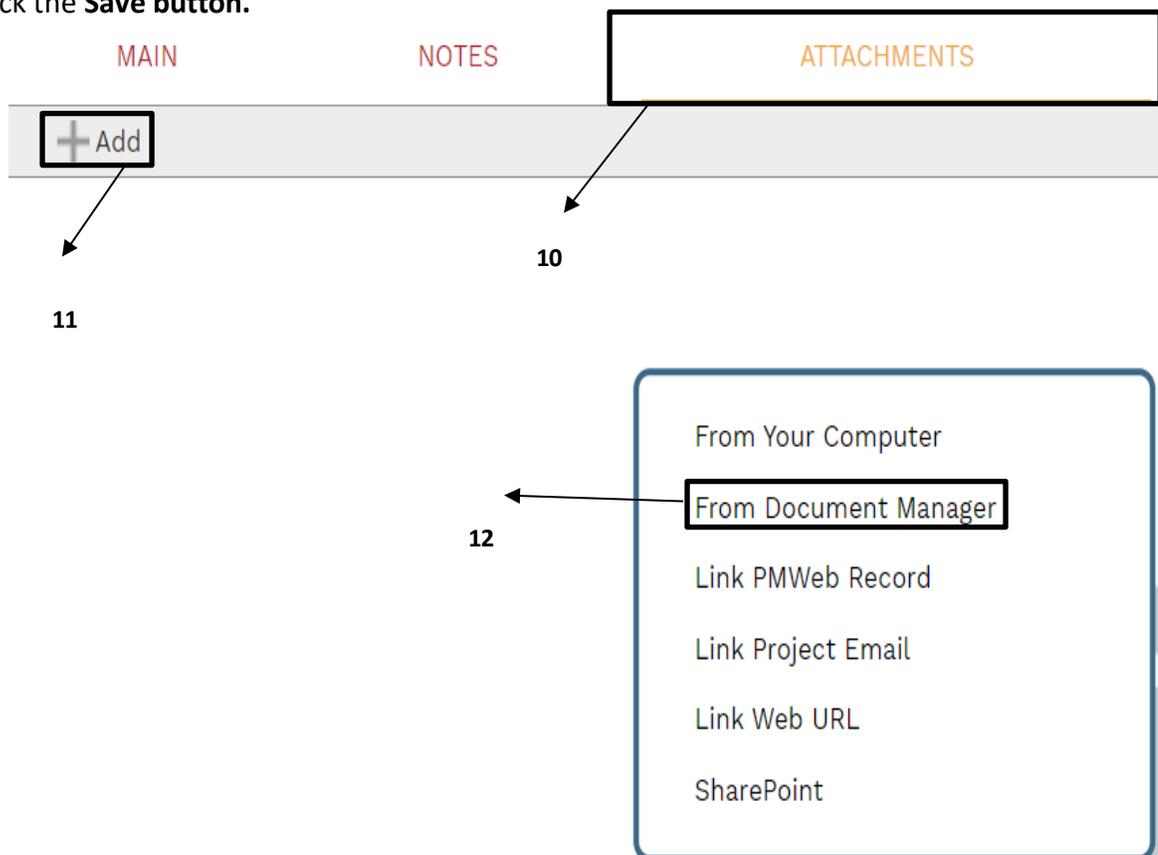
12- Select the **“From Document Manager”**.

13- **Prior to uploading images, please refer to the guide in the appendix for instructions on how to compress pictures.**

14- Select the folder to add pictures.

15- **Upload file.**

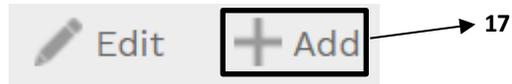
16- Click the **Save button**.



16- From the top **Navigation bar** select the “Main” tab.

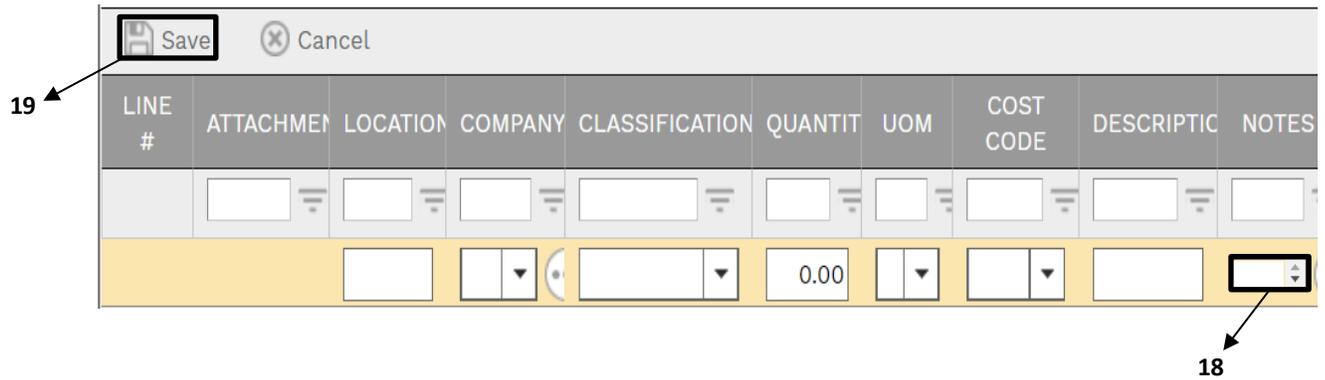


17- From the new bottom tab, select the **Add button** to add lines.



18- Select the **Notes Column** to add notes.

19- Click the **Save** button at the top.

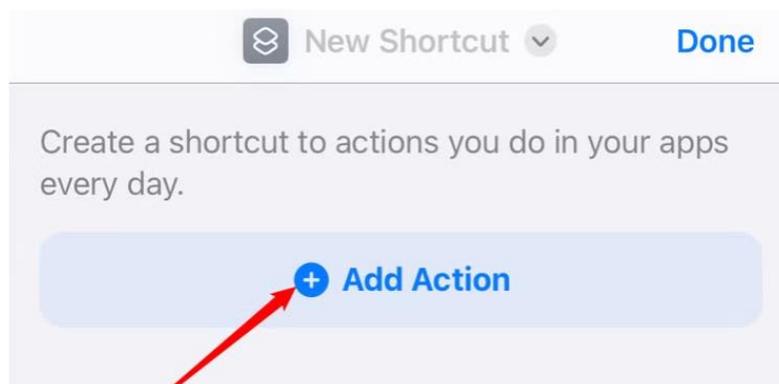


20- Process Complete.

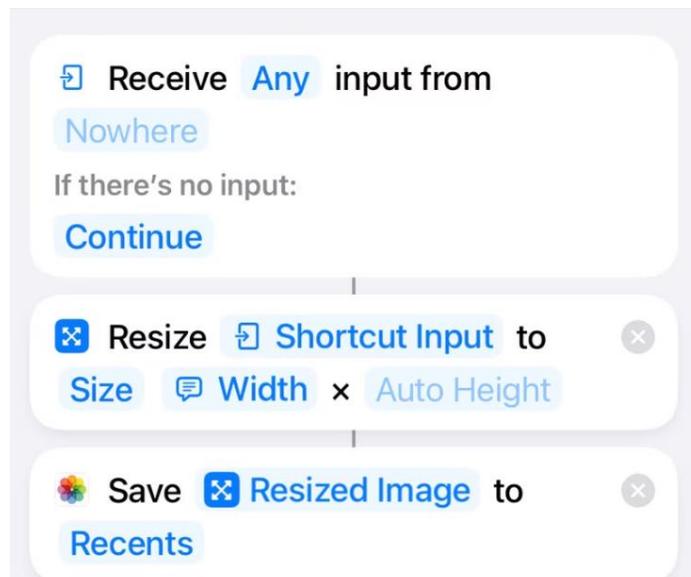
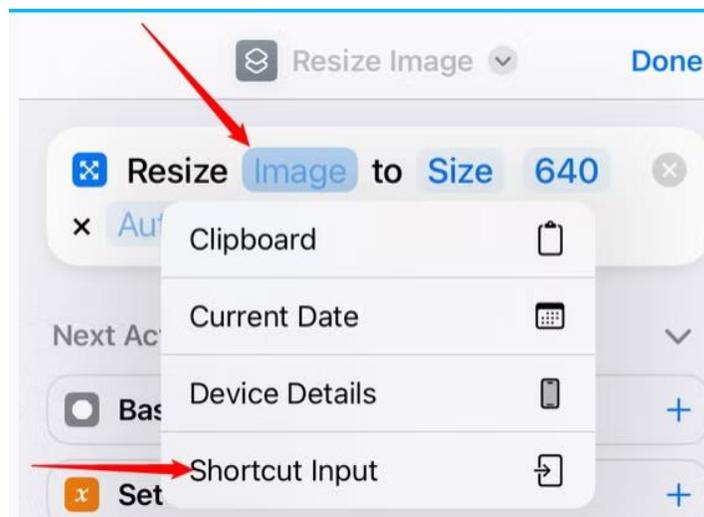
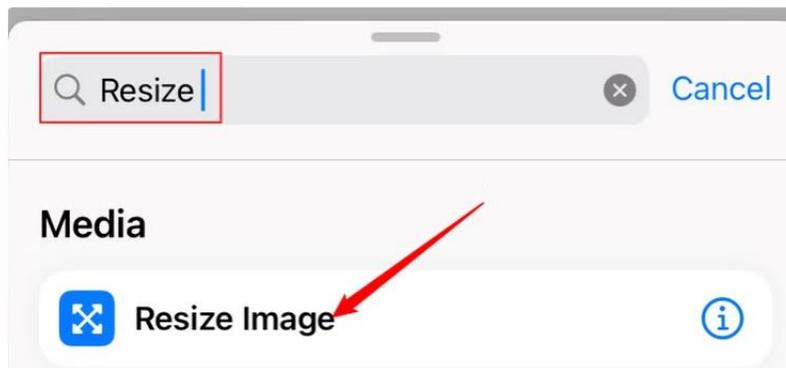
Appendix

Creating an Image Resize Shortcut

1. To get started, open the Shortcuts app on your iPhone or iPad.
2. In the "My Shortcuts" tab, tap the plus ("+") button in the top-right corner to create a new shortcut.
3. Tap the "Add Action" button, then search for and then add the "Resize Image" action.
4. Tap the "Image" button.
5. In the pop-up, choose the "Shortcut Input" option.
6. Search for "Save to Photo Album" action in the search bar and tap the result.



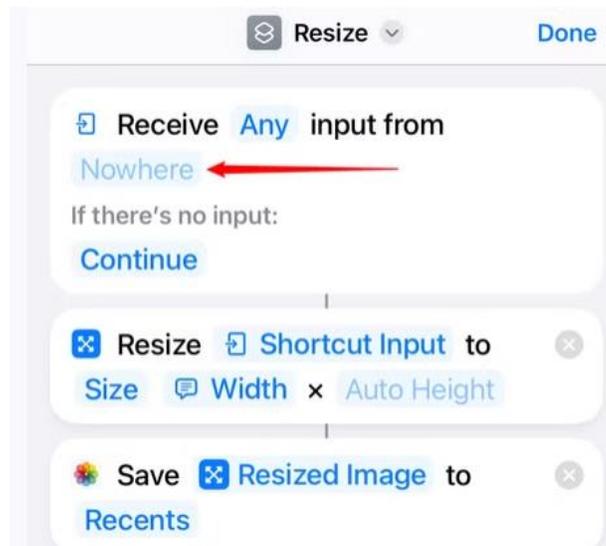
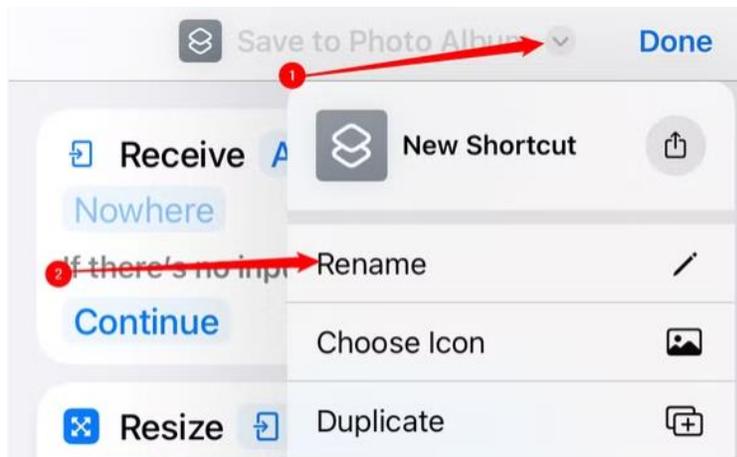
Appendix



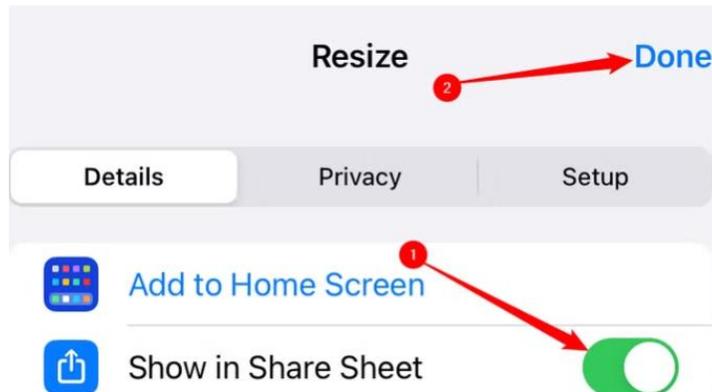
Appendix

Adding the Shortcut to the Share Sheet

1. Open the dropdown menu near the "Done" button and select "Rename." Name the Shortcut whatever you like.
2. Tap the "Nowhere" field to change where this Shortcut appears. Be sure to enable the "Show in Share Sheet" option, then tap the "Done" button at the top to save the customization.

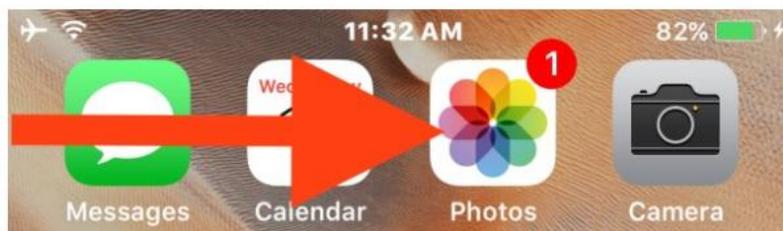


Appendix



Using the Shortcut to Resize an Image

1. Launch Photos on your iPhone or iPad.
2. In Photos, select a photo (or the photos) that you want to resize and tap the "Share" button (which looks like a square with an arrow pointing upward from it).
3. Scroll down and select the shortcut that we just created (in our example, it's called "Resize" but you might have named it something different in the Shortcuts app above).
4. After a moment, the shortcut will resize the image (or images), and you'll find it (or them) saved in the "Recents" album in the Photos app.



Appendix

