

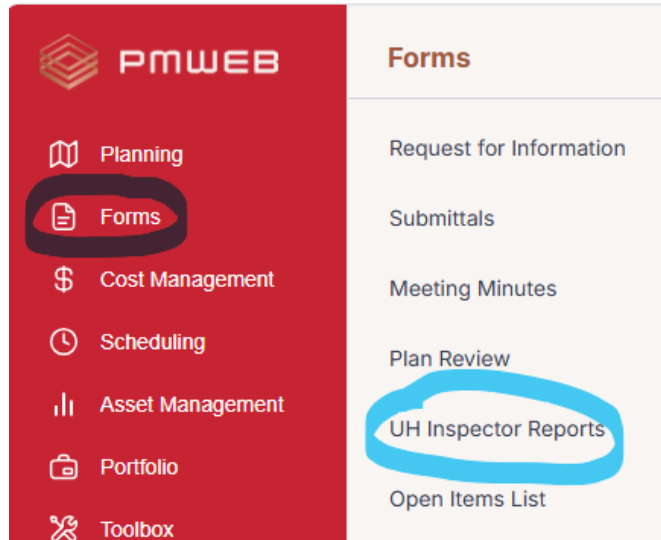


PM Web Quick Reference

Uh Inspector Report

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

1. Select **Forms** then choose **UH Inspector Reports**.



2. Select **NEW RECORD**

UH Inspector Reports Manager

Manage, edit, and view your UH Inspector Reports

Recently Viewed ▾

All UH Inspector Reports

Group by: None ▾	Layout: 701 TMC ▾								New Record	Export	
Project Name	Project #	Record #	Description	Status	Submitted By	Category	Report Date	Temper...			
PMWeb 2025 TEST	S000389	001		Approved			05-06-2026	0.00000			
Nick Merry Test	1000263-Int...	003	Field report for 04-21-26	Submitted (Step 1 of 1)	University of Houston - Emm...	01 - Field Report	04-21-2026	73.0000			

3. **Project Field** – Select the project
4. If needed, change **Report** date to date actually onsite conducting inspection.
5. **Description Field** – Add a description
6. **Report Type Field** – Select from:
 - a) Field Report
 - b) Field Observation
 - c) Non-Compliance
7. **Reference Field** – Add a reference
8. Weather
 - 8a. Enter **Temperature**
 - 8b. Enter **Temperature Scale**
 - 8c. Enter **Weather Condition**
 - 8d. Enter **Precipitation Amount**
9. Click the **Save Button** on the top right of the page.

UH Inspector Reports (New)

Cancel

9

Save

Main

Project*

3

Record #*

Report Date*

07-14-2026

4

Description

5

Report Type

6

Reference

7

Submitted By

Status

Draft

Revision

0

☒ Post to Non-commitment Costs

Date

Temperature

0.00

8a

Temperature Scale

8b

Weather

8c

Precip. Amount

0.00

8d

Precipitation UOM

User Assigned

User Due Date

10. Select the **Attachments** Tab on the top navigation bar

11. Click **Select Files** or drag and drop images from your One Drive or Desktop to area indicated for photo upload.

1000263-Interim - Nick Merry Test Draft

UH Inspector Reports: 005 - test inspection

Main UH Fields Notes **Attachments** Notifications

No attachments found

Select files...

Drop files here to upload

Add From Document Manager

Link PMWEB Record

Link Project Email

Link Web URL

SharePoint

12. Select **UH Fields** tab on main navigation bar

13. Select Summary of Construction Activities (or any other option desired) click **Edit**, fill information in empty cell under **Data** column and click **Save**

Main **UH Fields** Notes Attachments Notifications

Weekly Field Report

Cancel

Save



Spec

Data

Notes



Summary of Construction Activities



Workforce



Equipment (In Use)

14. Navigate back to **Main** tab. Navigate down to **Details** drop down to inter specific inspection line items. Select **New Line**.

1000263-Interim - Nick Merry Test Draft

UH Inspector Reports: 005 - test inspection

Main UH Fields Notes Attachments Notifications

Group by: None Layout: System Default Layout

☐	Time	Type	Description	Company/Contact	Notes
No records available.					

0 - 0 of 0 << < > >> 250 Rows

^ Details

Group by: None Layout: System Default Layout

New Line

☐	Line #	Attach...	Location	Company	Classification	Qua...	UOM	Cost ...	D
No records available.									

0 - 0 of 0 << < > >>

15. Enter information under **Description** or any other empty cell as desired and click **Save** once completed.

^ Details

Group by: None Layout: System Default Layout

Cancel **Save**

☐	Line #	Attach...	Location	Company	Classification	Qua...	UOM	Cost ...	Description	Notes
☐	0					0.00				
No records available.										

16. You can add an attachment to that inspection line item by clicking the link button under the **Attachments** column.

Details

Group by: None Layout: System Default Layout New Line Add Location

	Line #	Attach...	Location	Company	Classification	Qua...	UOM	Cost ...	Description
☐	1					0			test

1 - 1 of 1 << < 1 > >>

17. A pop-up will appear. Drag and drop files to area indicated and click the save and exit button after all attachments for that item are uploaded.

VIEW ATTACHMENTS

SELECTED —

DROP FILES HERE OR CLICK TO ADD

ATTACH FROM DOCUMENT MANAGER

Drag a column header and drop it here to group by that column

 Delete Save Layout Load Default Layout

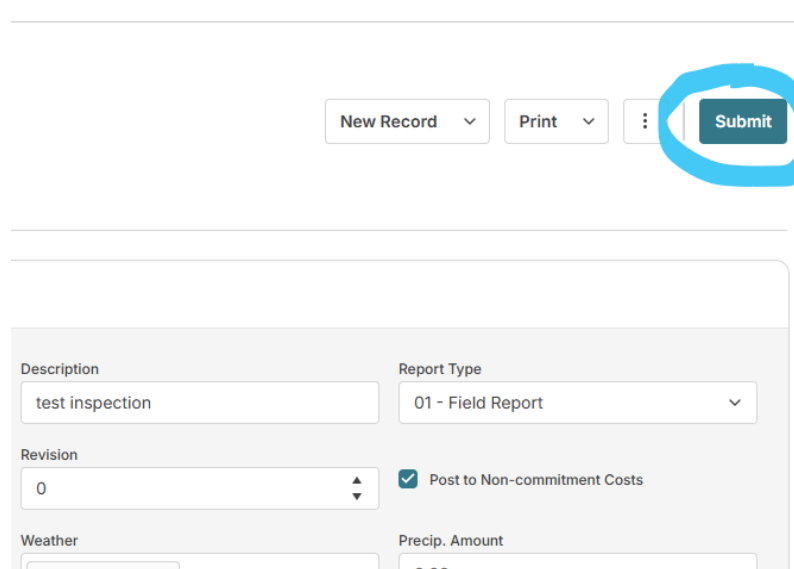
	LINKED LINE	DESCRIPTION	FI

No records to display.

  1   PAGE SIZE 20

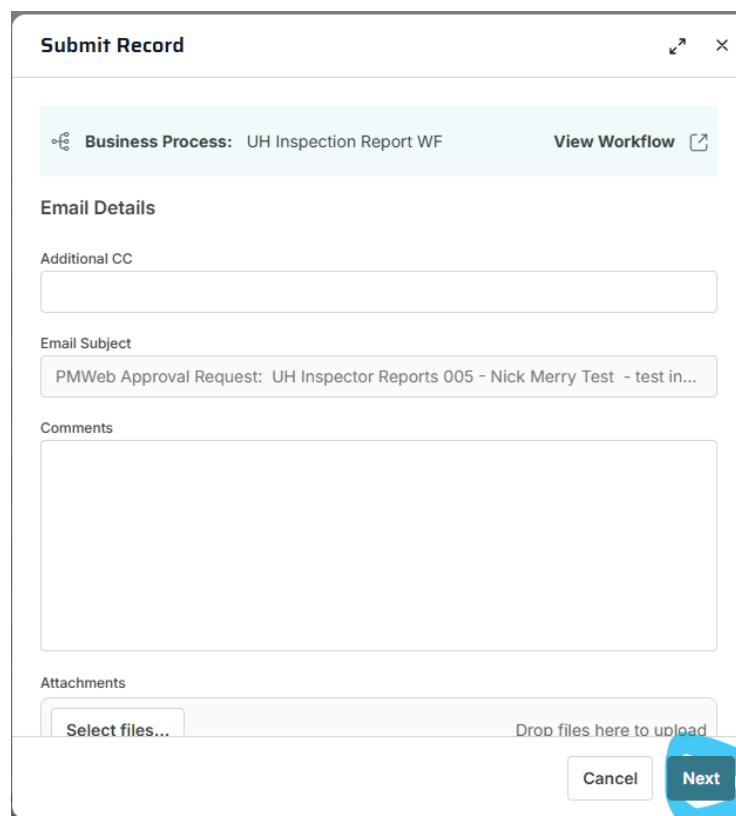
18. Repeat steps 15-17 for as many inspections items you want to enter.

19. Once report is complete, click the **Submit** button on the top right of the page.



The screenshot shows a web form for creating a report. At the top right, there are three buttons: 'New Record' with a dropdown arrow, 'Print' with a dropdown arrow, and a 'Submit' button which is highlighted with a blue circle. Below these buttons, the form contains several fields: 'Description' with the text 'test inspection', 'Report Type' with a dropdown menu showing '01 - Field Report', 'Revision' with a dropdown menu showing '0', a checked checkbox for 'Post to Non-commitment Costs', 'Weather' with a dropdown menu, and 'Precip. Amount' with a text input field.

20. A pop-up will appear, click **Next**.



The screenshot shows a 'Submit Record' pop-up window. At the top, it says 'Business Process: UH Inspection Report WF' and has a 'View Workflow' link. Below this, there are sections for 'Email Details' with fields for 'Additional CC' and 'Email Subject' (which contains 'PMWeb Approval Request: UH Inspector Reports 005 - Nick Merry Test - test in...'). There is also a 'Comments' section with a large text area. At the bottom, there is an 'Attachments' section with a 'Select files...' button and a 'Drop files here to upload' area. At the very bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button circled in blue.

21. Another pop-up will appear, click **Submit**.

Submit Record

Business Process: UH Inspection Report WF [View Workflow](#)

Email Preview

PMWEB

A document has been Submitted for approval by Alexander Pena. Please review and approve.

Workflow Document Information:

- Document type: UH Inspector Reports
- Project Name: Nick Merry Test
- Document Description: test inspection
- Action Date: 07-16-2026
- Due Date:
- Comments:

Click the Document hyperlink to open it for review.

[Back](#) [Cancel](#) [Submit](#)

22. **Process complete.** Workflow will initiate and route to PM for review and Final Approval.