

Create a Site visit

Posted on June 30, 2026 by Smaheine

Available on

-  **Archipad Web**
-  **Android** (*same steps as the Web version*)
-  **iPhone and iPad**

A **Meeting** lets you document a Site visit, an inspection, a coordination meeting, or a Project review.

It brings together the information recorded during the Meeting, including Participants, Notes, Observations, and Remarks reviewed.

On Archipad iOS

1. Open the Project in question, then go to **Meetings**.
2. Tap **+** at the top right of the Screen.
3. Fill in the **Meeting date**, the **Meeting subject**, and the **Meeting Phase**.
4. Add **Notes** if necessary.

Visites	Modifier		Visites
1 avril 2026 OPR R+1 / R+2		Date de la visite	1 avril 2026
30 mars 2026 OPR R+3 / R+4		Objet de la visite	OPR R+1 / R+2
26 mars 2026 OPR Façades		Zone de la visite	Non définie
24 mars 2026 Compte-rendu chantier No 43		Phase de la visite	Suivi de chantier

On Archipad Web

1. Open the Project in question, then select **Meetings** from the sidebar menu.
2. Click **+ Meeting** at the top right.

3. Fill in the **Date**, the **Meeting subject**, and the **Meeting Phase**.
4. Add **Notes** if necessary.



The screenshot shows the Archipad web application interface. The top navigation bar is red with the Archipad logo and the project name "Projet D mo - Immeuble Belleville". On the left, there is a sidebar with icons for Projects, Informations, Plans, Planning, and Visites. The main content area displays a form for creating a site visit. The form has a table on the left with columns for Date, Object de la visite, and Phase de la visite. The table contains four rows of data. The right side of the form has input fields for Date*, Object de la visite, and Phase de la visite, with a dropdown menu for the last one. A red button labeled "+ Visite" is in the top right corner.

Date	Object de la visite	Phase de la visite
01/04/2026	OPR R+1 / R+2	
30/03/2026	OPR R+3 / R+4	
26/03/2026	OPR Fa�ades	
24/03/2026	Compte-rendu chantier No 43	

Date*
01/04/2026

Object de la visite
OPR R+1 / R+2

Phase de la visite
Suivi de chantier

ZONE DE LA VISITE

+ Visite

After creating the Meeting, you can link it to a **Region** and record the Presence of Participants.

Observations and Remarks created or updated during the Meeting are automatically linked to it. They remain also accessible from other sections of the Project.

Good to know: Meetings are optional. You can create and update Observations or Remarks without linking them to a Meeting.