

Create an observation

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Available on:  Archipad Web •  Archipad iOS

Observations allow you to flag work to be completed or punch list items on a project.

You can create an observation:

- **during a site visit**, to track issues identified during a site meeting or handover;
- **outside of a site visit**, to record an observation at any time on the project.

Then comes the procedure.

Create an observation

1. Open the project.
2. Open a site visit or create an observation outside of a visit.
3. Select the relevant drawing.
4. Click **+ Observation**.
5. Click at the desired location on the drawing.
6. Enter the observation details.

To know

No field is mandatory. However, at least one piece of information must be entered before leaving the drawing. Empty observations are automatically deleted. After synchronization, Archipad replaces the temporary number with a permanent number.