



## Inspection Management - User

### Course #1010

---

### Course Details

**Length:** 2 days

**Prerequisite:** Meridium - User

**Benefits:** You will learn how to utilize the Meridium Inspection tools to document inspections, findings, and recommendations.

**Audience:** General Users, Implementers, Administrators

### Overview

You can use Inspection Management tools to document an historical profile of equipment condition, thus enabling the implementation of more proactive inspection activities in the future.

Inspection Management provides the necessary tools to:

- Record and report various types of inspections
- Record Findings and Recommendations
- Codify Damage Mechanisms
- Plan Inspection Tasks
- Execute Inspection Workflows





# Inspection Management - User

## Course #1010

---

### Day One Training Agenda

#### Introduction to Inspection Management

- Inspection roles and resources
- Inspection Home Pages vs. the Inspection Start Page

#### Accessing Existing Inspection Data

- Accessing Inspection Management Functions
- Accessing Full Inspection records
- Navigating Inspection Document Explorers
- Viewing associated Findings, Sub-Inspection records, Inspection Recommendations, Team Members, and Reference Documents

#### Creating Profiles and Tasks

- The Typical Full Inspection Workflow
- Creating Inspection Profiles
- Customizing the Proposed and Scheduled Task List
- Hiding and Showing Task Lists

### Day Two Training Agenda

#### Creating Inspections

- Creating a Full Inspection
- Documenting Findings
- Inserting a General Finding
- Creating Inspection Recommendations
- Completing General Findings
- Creating a Bundle Sub –Inspection
- Adding Inspection Team members
- Adding Reference Documents

#### Approving and Publishing Inspections

- Assigning Inspection records to a Reviewer
- Initiating the Approval of Inspection Documents
- Approving Inspections
- Accessing and approving a Full Inspection
- Publishing Inspections
- Viewing a Published Inspection

#### Miscellaneous Tasks

- Using the Inspection Builder
- Deleting Inspection records
- Deleting a Full Inspection record and its Successors

#### Lab

You will utilize the skills you have learned in this course to complete a series of exercises.