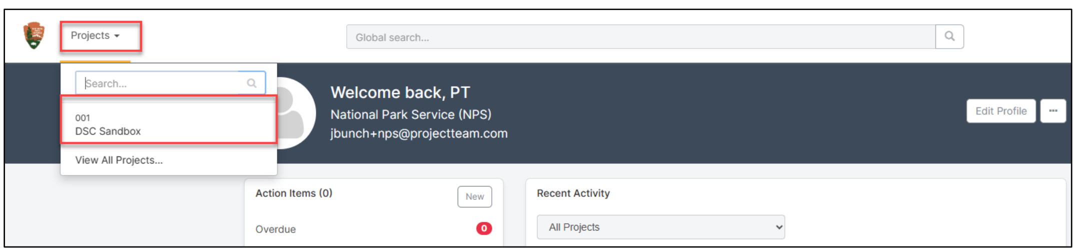
Completing Punch List Items

When the Punch List Item is complete, the Status and Accepted information of the individual item must be updated.

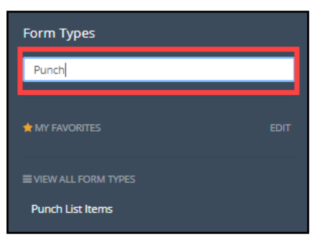
[Mark a Punch List Item Complete](#)
[Related Resources](#)

Mark a Punch List Item Complete

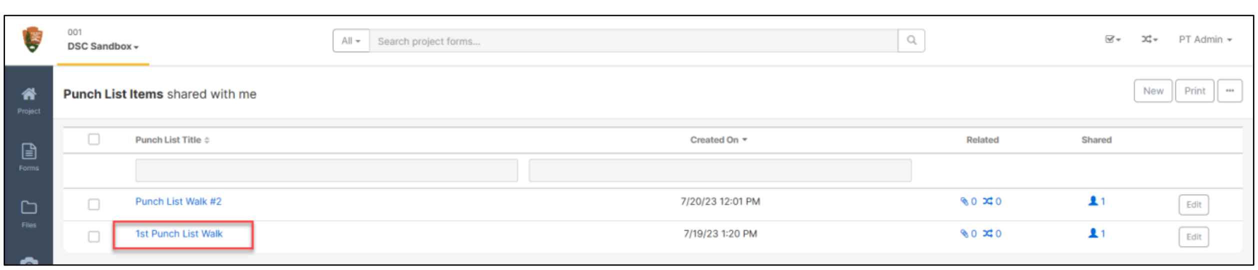
1. Open the project.



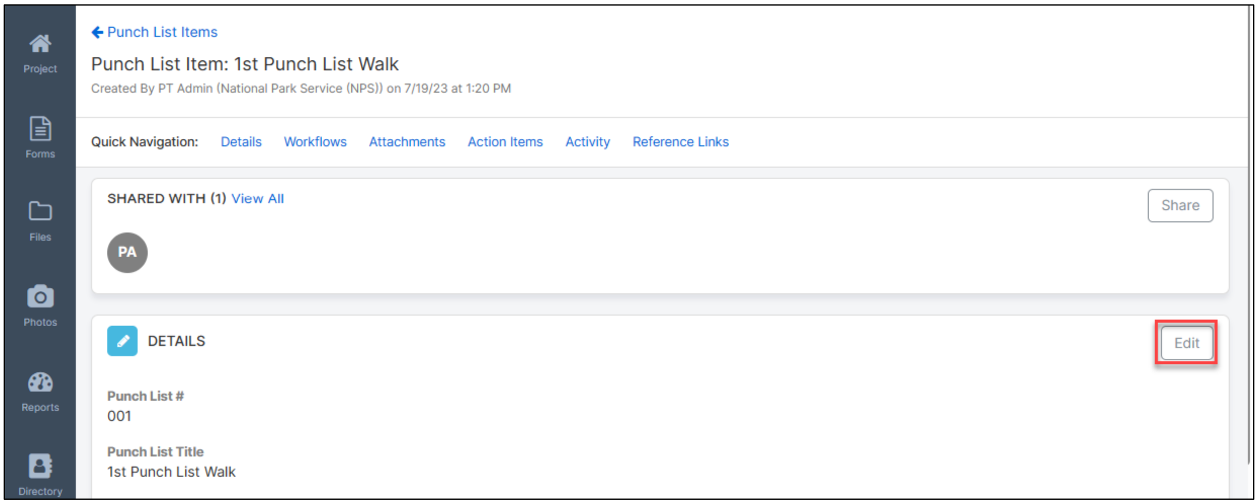
2. Begin typing “Punch List” in the **Search box** or click the **View All Form Types** section to expand the list of form types. Scroll through the list and click **Punch List Items**.



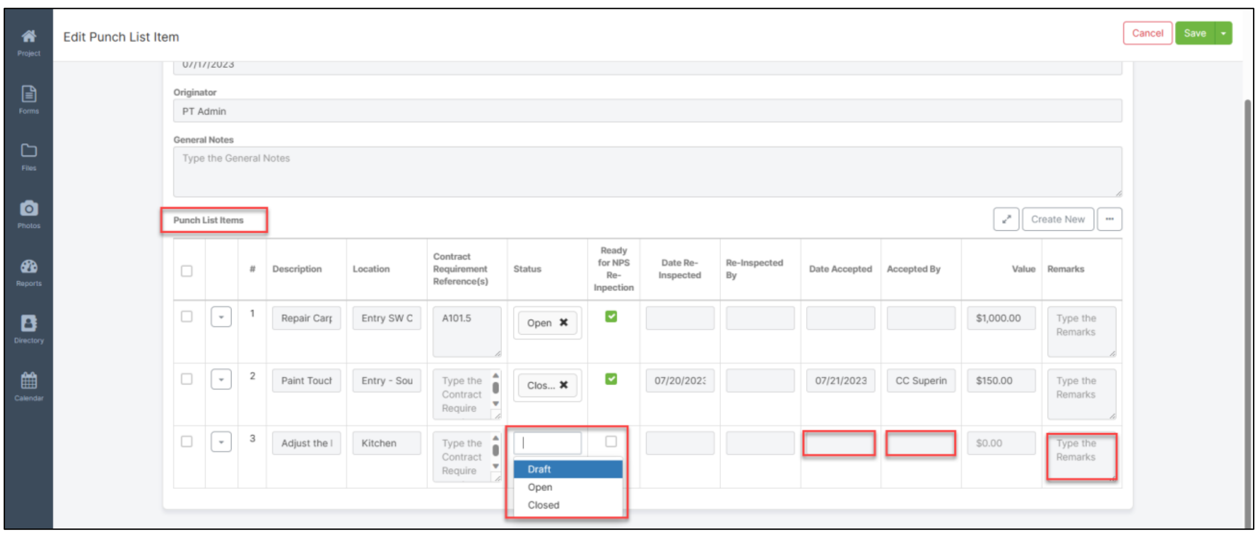
3. In the *Punch List Items* log, click the **Subject hyperlink** to open the form.



4. Click the **Edit** button from the *Details* section.



5. In the *Punch List Items* collection, find the item and change the *Status* to **Closed**.
6. Update the **Date Accepted** and **Accepted by** fields.
7. Add **Remarks,** if needed.



8. Repeat **steps 5-7** for additional completed items.
9. **Save** the record.

Related Resources

- **Help Center Links**
  - [Create Punch List Items (projectteam.com)]()
  - [Edit Punch List Items (projectteam.com)]()
- **Quick Reference Guides (QRGs) and Training Videos**
  - Project Directory

support@projectteam.com
(703) 961-1007

- Sharing Records
- Adding Attachments
- Creating Action Items
- Making Comments
- Adding Reference links
- Running Reports
- File Management Overview
- Photo Management
- Creating Punch Lists
- Managing Punch Lists

support@projectteam.com
(703) 961-1007