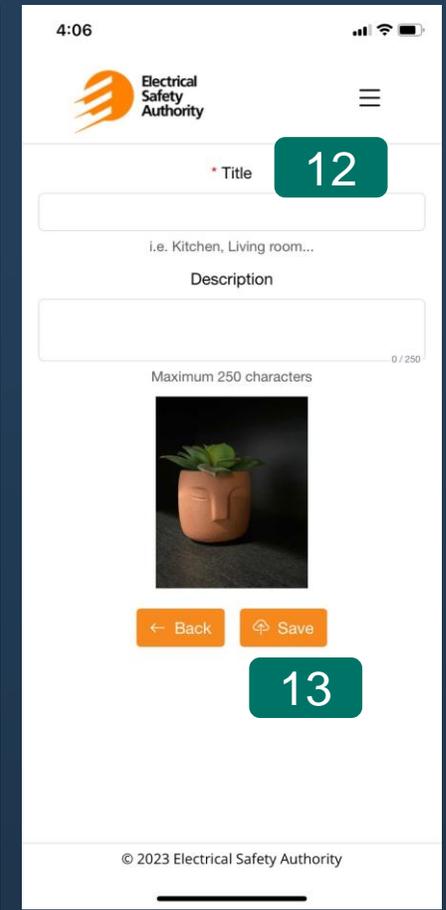
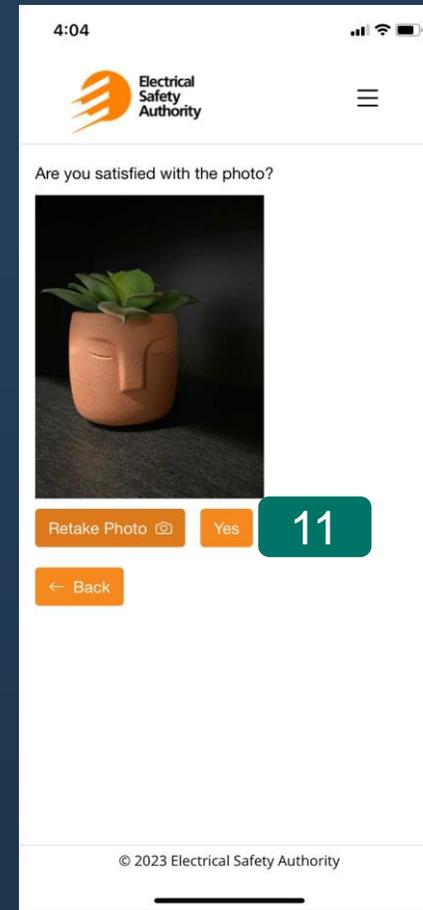
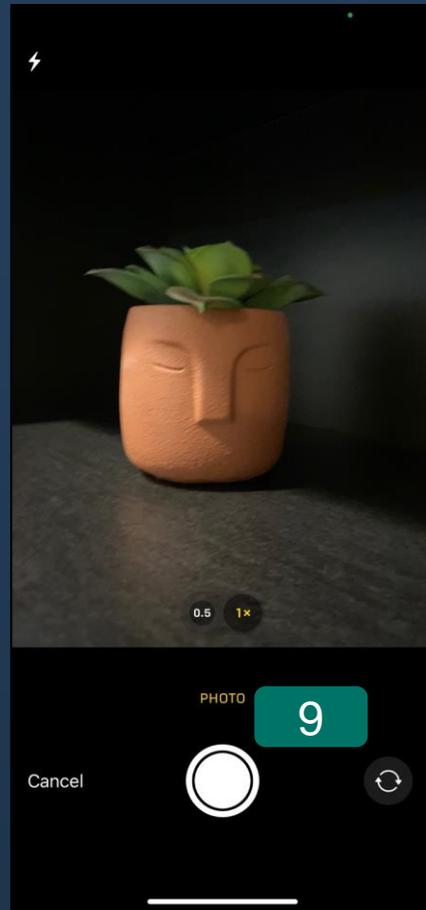
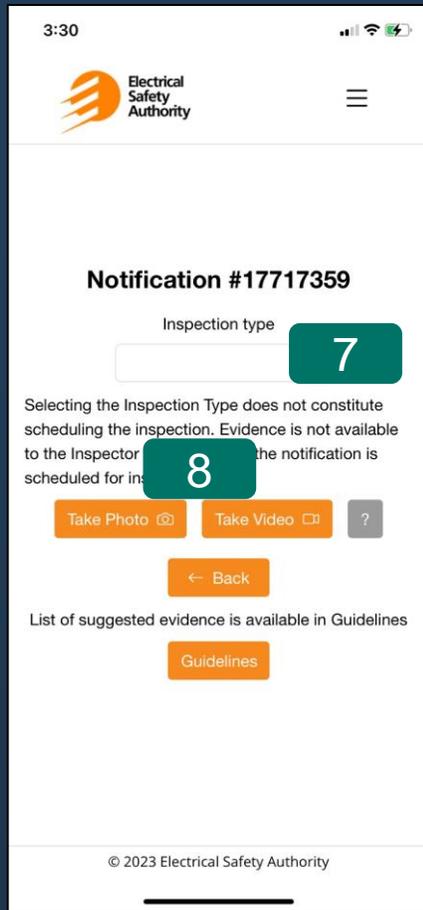
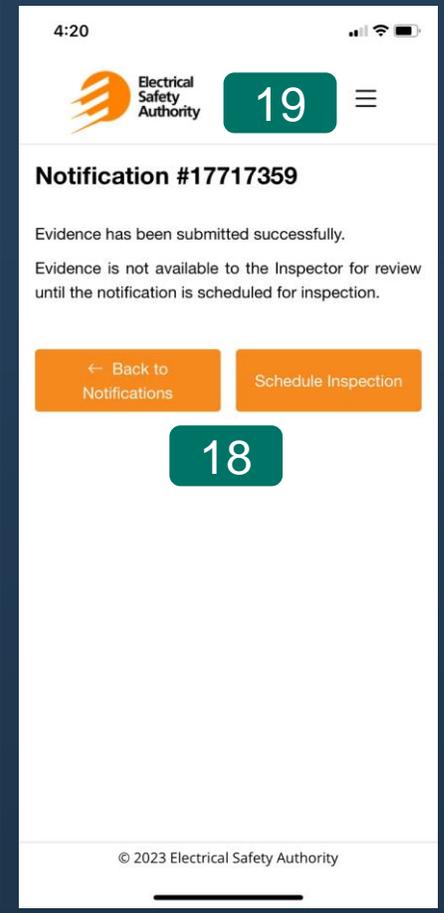
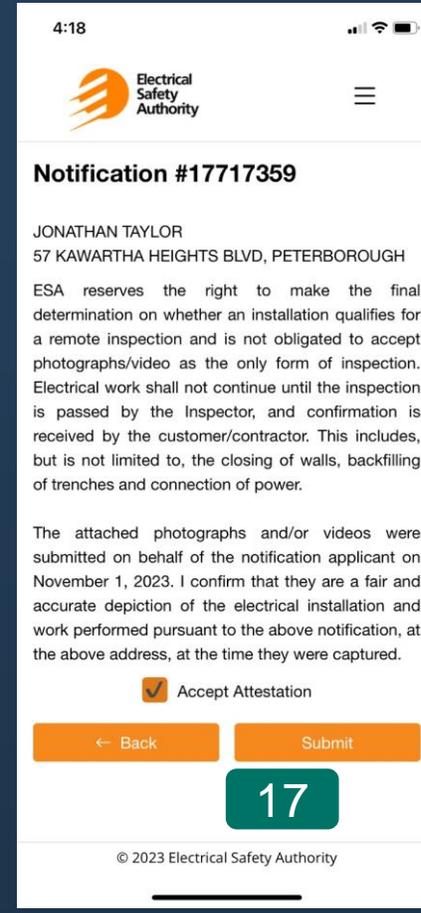
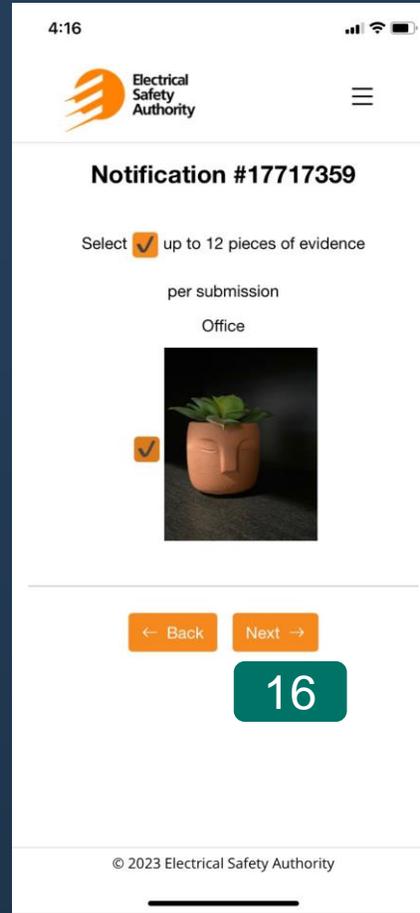
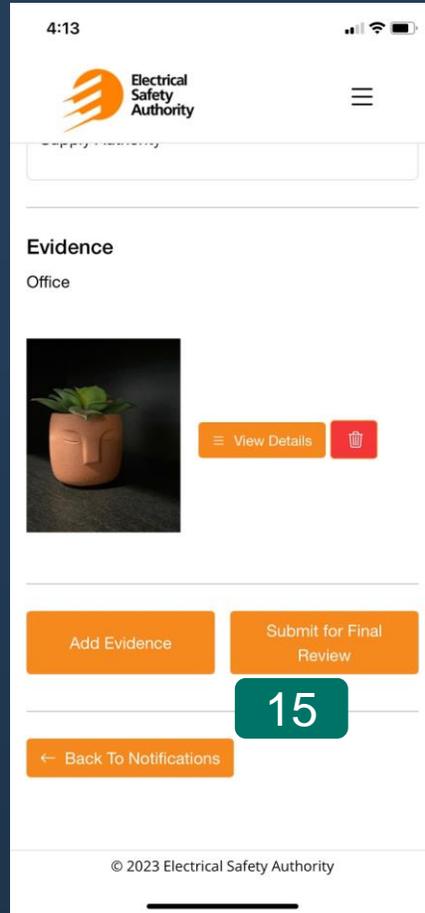
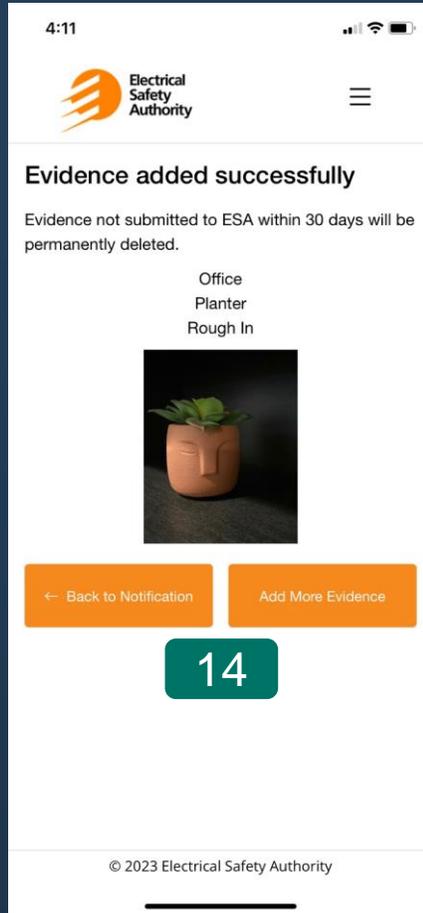


1. From the Home screen, select **Remote Inspection**.
2. Click **Get All Notifications**. Note the tool tip available if you will be working in an area with limited cellular service.
3. Use the pagination arrows at the bottom of the screen or the Search button to locate your notification number.
4. Once you have located the notification, click **Select**.
5. Notification details will be displayed.
6. Scroll down and select **Add Evidence** to add photo or video evidence to the notification



7. An **Inspection Type** must be selected from the drop-down list. This indicates what inspection type the photo/video evidence relates to and is visible by the inspector.
8. Select **Take Photo** or **Take Video**. This will open the camera on your mobile device.
9. Take the photo/video. *Note: Photos and videos cannot be uploaded from your camera roll, they must be taken in the app.*
10. Select **Use Photo** or **Retake**
11. Select **Yes** to confirm you are satisfied with the photo/video
12. Provide a **Title** and **Description** of the evidence. This information is visible to the inspector.
13. Select **Save**



14. Select **Add More Evidence** or **Back to Notification** to return to the notification to view evidence previously saved. *Note: Evidence will remain in the 'waiting room' for up to 30 days unless it is submitted for final review. After 30 days, evidence not submitted for final review will be automatically deleted.*
15. When you are ready to submit your evidence, select **Submit for Final Review**
16. Select up to 12 pieces of evidence at a time to submit. Once you have selected the evidence you wish to submit, select **Next**
17. You will be presented with a disclaimer and attestation, you must **Accept Attestation** before selecting **Submit**
18. Evidence is not available to the inspector for review until the notification is scheduled for inspection. Select **Schedule Inspection** to schedule the notification or **Back to Notifications** to return to your list of notifications within Remote Inspection.
19. To return to the home page, select the menu icon in the top right-hand corner of the screen.