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- 1. From the Home screen, select Schedule Inspection.
- 2. Locate the desired notification using the pagination buttons at the bottom of the screen or by selecting Search.
- 3. Once you have located the desired notification, press Select.
- 4. The notification details page is presented. Select Schedule Inspection.
- 5. Select the desired Inspection Type from the drop-down menu.
- 6. Select the magnifying glass to open the inspector calendar
- 7. Select the desired available inspection date from the calendar and the select Save

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- 8. Include any critical information for the inspector in the comments field (i.e. site access information). Note: This is not a mandatory field.
- 9. Select Submit.
- 10. A confirmation page is presented showing your scheduled inspection.
- 11. To schedule another inspection, select Back to Notifications.
- 12. To add photo/video evidence to the notification, select Remote Inspection.
- 13. To return to the Home page, select Home from the menu icon at the top right corner of the screen.