Add Form-G (Lead Free Exterior) to Inspection Certificate

INSPECTIONS AND CERTIFICATIONS

Schedule an Inspection and Create Certificates and Forms.

Click here
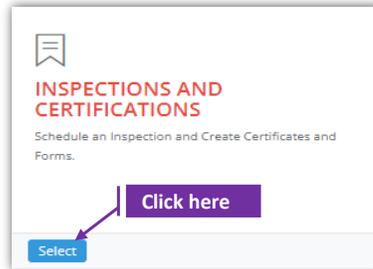
Select

Set-1: Steps

➤ Click 'Select' button in 'INSPECTIONS AND CERTIFICATIONS' tile on the dashboard.
  • Users having MDE Admin / Inspector / Supervisor roles will have the access.

Set-2: Steps

➤ Click on the certificate ID link to go to the certificate details page.

Adding Form-G if there is an existing Form-G for that under 'Available Form-Gs to select & add' section in the certificate page.

➤ Select 'Form G - Lead Free Exterior' from the '**Select the form**' dropdown and click '**Add Form**'
➤ A popup will be displayed to re-confirm. Click 'Yes'.
➤ Inspector will land on Form G page

Set-3: Steps

➢ On FormG page, property details will be displayed with the certificate number. This information cannot be changed.
➢ Provide the tested date "All outside surfaces were tested on:" and certfy the form.
➢ Check 'I certify..' checkbox to confirm the form information is valid and provide the date & time when the form is certified by the inspector.
➢ Click 'Save Form' and re-confirm to save from the pop-up.

Are you sure you want to save Form-G?
You are saving the form
No, cancel please!   Yes, save it!

➢ After saving the form, the inspector will land on the certificate page where the FormG is added under 'List of Forms & SSWs' section.

List of Forms & SSWs

Form Type	Assigned On	Certify Date	Certificate Number	Schedule ID	View/Update	Delete	Export To PDF
Form G - Lead Free Exterior	10/28/2021 12:38:29 AM	10/28/2021 8:37:00 PM	1000005	119	View/Update	Delete	

➢ Inspector can click on 'View/Update' to view or change FormB details.
➢ Form can also be deleted by clicking on 'Delete' and another Form-G can be added as required.

Are you sure you want to view/update?
You are viewing/updating this form
No, cancel!   Yes, please!

Re-confirm the delete activity.
You are deleting this form
No, cancel!   Yes, delete!
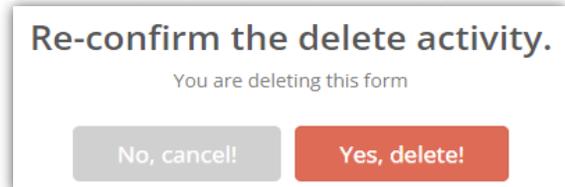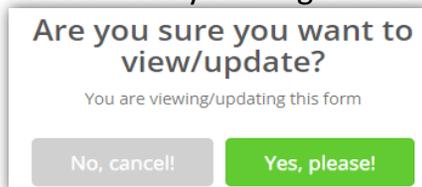
Adding Form-G if there is an existing Form-G for that property under 'Available Form-Gs to select & add' section in the certificate page.

Available Form-Gs to select & add

Select	Property Number	Property Address	Supervisor Name	Action
○	04041900013647	11724 REISTERSTOWN RD MD 00000	Bala Vega	View

Assign Form-G

➢ Inspector can select Form-G applicable for the certificate. Click on **'Assign Form-G'**.
➢ A pop-up will be displayed to re-confirm the assignment.
➢ Assigned Form-G will be listed under **'List of Forms & SSWs'**. Inspector can view/edit/update the forms as needed.