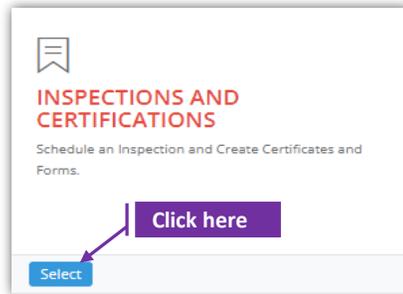


Schedule a new inspection



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.

Schedule ID	MDE Tracking ID	Street Number	Street Name	Owner/Manager Name	Provider Name	Inspector Name	Inspection Type	Inspection Date	Certificate Number	Certificate Status	Parent InspectionID	Inspection Status	Notification Lapse
68	0132896	5522	Woodmont	James Sapia	Julius Borat LLC	Julius Borat	Full Risk Reduction	3/26/2021 10:55:00 AM	62	PASSED	49	Completed	No

Set-2: Steps

- Click on the tab 'Schedule Inspection'
- User will land on search property screen. User can search for the property using two required fields - Address Number, and Street Name.

- Entry search criteria and click 'Search'.
- List of property records will be displayed based on the search criteria.

Select	Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Address Picked From	Premise Flag
<input type="radio"/>	11724 REISTERSTOWN RD MD 00000		MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Baltimore County	04041900013647		0247	SDAT	No
<input type="radio"/>	11700 COASTAL HWY OCEAN CITY MD 21842	T603	RUSO VALENTINA	Worcester	2410147972		5321A	SDAT	No

- Validation error will be displayed if 'Add Inspection' is clicked without selecting the property of interest.

Schedule a new inspection

Set-3: Steps

- Select the property of interest and click 'Add Inspection'.
 - For a Lead free inspection, if multiple units are inspected under a specific address, then please select the record where 'Premise Flag' is Yes so that the applicable units can be selected while adding Form-E appendix.

Select	Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Address Picked From	Premise Flag
<input type="radio"/>	811 E 33Rd Street Baltimore MD 21218	Unit 1B	William Hugel		0309024051A015	0159387		OLRR	No
<input type="radio"/>	811 E 33Rd Street Baltimore MD 21218	Unit 2A	William Hugel		0309024051A015	0159387		OLRR	No
<input type="radio"/>	811 E 33Rd Street Baltimore MD 21218		William Hugel		0309024051A015	0159387		OLRR	Yes

Premise Yes

- User will land on schedule new inspection page

INSPECTIONS AND CERTIFICATES

- Schedule an Inspection
- Create Certificates and Forms.

Inspection Home

Add Inspection Schedule

Selected Property

Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Address Picked From	Premise Flag
11724 REISTERSTOWN RD MD 00000		MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Baltimore County	04041900013647		0247		

MisMatch Section

Select atleast one checkbox:*

Mismatch in Street Name or Number

Mismatch in Unit Number

Mismatch in Owner(s) Name

No Mismatch

Mismatch Notes:

Reason

Service Provider:*

Inspection Type:*

Inspection Date:*

Contact Person Details

First Name: Last Name: Email Address:

Phone Number:

Previous Inspections for Selected Property

No Inspections found

Schedule New Inspection Schedule Re-Inspection

Note:

- Inspector is required to select corresponding checkboxes from 'MisMatch Section'.
- This section provide several options to choose if the property of interest is having the right information or need any update by MDE team or by the Owner but letting the inspector schedule the inspection. Inspector can handle examples like
 - Unit number is listed as 1 instead of 1A
 - Owner name is mis-spelled or incorrect (still carrying old owner name)
 - Incorrect street name or number (like 'Paragonway' instead of 'Paragon way')

Schedule a new inspection

Service Provider:* Select a Provider	Inspection Type:* Select Inspection Type	Inspection Date:* Inspection Date
Contact Person Details		
First Name: First Name	Last Name: Last Name	Email Address: Email Address
Phone Number: Phone Number		

Set-4: Steps

- Select the service provider (employer of the Inspector), Inspection Type (ignore legacy types if displayed) from the dropdowns.
 - If the inspector is unable to see the service provider name, then contact the provider to add the inspector as their employee in this application.
- Select the inspection date and provide contact information for the property. Contact information for the property is optional.
- Click 'Schedule New Inspection' button for initial inspections. Scheduling a re-inspection will be detailed in another section. Refer 'Schedule Re-Inspection' section.

Service Provider:*
Select a Provider
Select a Provider
Julius Borat LLC
ABC Lead Associates
ABC Lead Associates
A & A Lead Inspections
Virit llc

Inspection Type:*
Select Inspection Type
Select Inspection Type
Lead Free
Full Risk Reduction
Modified Risk Reduction
Risk Assessment
Clearance
Lead Safe
Full Risk Reduction (Legacy)
Modified Risk Reduction (Legacy)
Lead Safe with qualified offers (Legacy)
Unknown (Legacy)

Set-5: Steps

- If the inspector clicks on 'Schedule New Inspection' without selecting any option under 'Mismatch section', then the application will throw validation errors prompting the inspector to select one.
- Reason for the mismatch is also required if any checkbox other than 'no mismatch' is checked.

Please select atleast one mismatch item.
OK

Please enter the comments for mismatch
OK

- Once the required information is provided, click on 'Schedule new inspection'. Re-confirm to schedule from the pop-up displayed.

Are you sure you want to save?
You are saving this inspection
No, cancel please!
Yes, save it!

Schedule & view the new inspection

Set-6: Steps

- After re-confirming, the inspection is scheduled and the inspector will land on the list of inspections.
- A new record with a schedule ID will be added to the top of the list.

Schedule ID	MDE Tracking ID	Street Number	Street Name	Owner/Manager Name	Provider Name
119		11724	REISTERSTOWN	MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Julius Borat LLC

- Click on the schedule ID to view the inspection information.

INSPECTIONS AND CERTIFICATES

- Schedule an Inspection
- Create Certificates and Forms.

Inspection Home

InspectionScheduleID : 119

Inspection Contractor Name:	Accreditation No.:	Accreditation Expiration Date:
Julius Borat LLC	100047	2/8/2023 12:00:00 AM
Inspector Name:	Accreditation No.:	Accreditation Expiration Date:
Julius Borat	100049	2/10/2023 12:00:00 AM

List of Selected Properties

Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Address Picked From	Premise Flag
11724 REISTERSTOWN RD MD 00000		MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Baltimore County	04041900013647		0247	SDAT	No

MisMatch Section

Select atleast one checkbox:*

Mismatch in Street Name or Number

Mismatch in Unit Number

Mismatch in Owner(s) Name

No Mismatch

Mismatch Notes:

Test

Service Provider:*

Julius Borat LLC

Inspection Type:*

Lead Free

Inspection Date:*

10/30/2021 12:30:00 PM

Contact Person Details

First Name

Phone Number

Email Address

No Forms Added

List of Certificates

No Certificate Added

List of SSWs

No SSWs to select

Void the Inspection & related certificates.

Reason for voiding:

Reason

Cancel Inspection
Update Inspection
Add Certificate

This section displays Inspector & the service provider name, their accreditation number and expiry date.

These sections display all the supporting documentation of the inspection. This section will be empty initially.

Scheduled inspection can be voided by the MDE User by selecting this checkbox with a reason.

Inspector can update or cancel an inspection using these buttons