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 an inspection Create Certificates and Forms. chedule Inspection SSW Abater	nent Notification									
t of Schedule Inspections										
Owner/Manager First Name			Owner/Manager Last Na	me			Inspector Contract	or/Provider		
First Name			Last Name				Contractor/Provid	der		
Inspection Type		Inspection From Da	te	Insp	ction To Date			MDE Tracking ID		
Select Inspection Type	~	From Date		To D	ate			MDE Tracking ID		
Search										
									Search:	
↓7 MDE ↓1 chedule ID Street D ID Numbe	it it Street Name	Owner/Manager Name	Provider Inspecto Name Name	or Inspection Type	11 Inspection Date	Li Certificate Number	Lî Certificate Status	lî Parent InspectionID	Search:	Notification Lapse

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.

Address Number:*	Street Name:*	Street Type:
Address Number	Street Name	Street Type
	Do not enter street prefixes or suffixes (Avenue, St Lane, etc.) or directions (N, E, SW etc.,)	creet,
Unit Number:	Owner/Manager First Name	Owner/Manager Last Name:
Unit Number	First Name	Last 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
0	11724 REISTERSTOWN RD MD 00000		MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Baltimore County	04041900013647		0247	SDAT	No
0	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.

 Search

 Please search and select the property for inspection.

Schedule a new inspection



Add Inspection Schedule		This is th from the	e propert search re	ty of interest s esults.	selected			
Selected Property								
Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Address Picked From	Premis Flag
11724 REISTERSTOWN RD MD 00000		MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Baltimore County	04041900013647		0247		
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Mismatch in Unit Numb Mismatch in Owner(s) N No Mismatch Mismatch Notes: Reason Service Provider:* Select a Provider Contact Person Det	ame lame	v Select In	on Type:*	ie v	Insp.	• ection Da	te.*	
Mismatch in Unit Numb Mismatch in Owner(s) M No Mismatch Mismatch Notes: Reason Service Provider:* Select a Provider Contact Person Det First Name:	ame iame	✓ Inspection ✓ Select In	ne:	ie v	 Insp Insp Emai 	ection Da ection Da	te.* ate	
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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:*		Inspection Type:*		Inspection Date:*
Select a Provider	~	Select Inspection Type	~	Inspection Date
Contact Person Details				
First Name:		Last Name:		Email Address:
First Name		Last Name		Email Address
Phone Number:				
Phone Number				

Set-4: Steps

- Select the service provider (employer of the Inspector), Insepection 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 reinspection will be detailed in another section. Refer 'Schedule Re-Inspection' section.



Set-5: Steps

- If the inspector clicks on 'Scedule New Inspsection' 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

checked.	Please select atleast one mismatch item.	Please enter the comments for mismatch
	ок	ок
Once the requ confirm to scl	uired information is provided, cli hedule from the pop-up displaye	ck on 'Schedule new inspection'. Re- d. Are you sure you want to save? You are saving this inspection No, cancel please! Yes, save it!

Schedule & view the new inspection

Schedule ID	N T	IDE racking ID	11	Street Numbe	r r	Street Name	1†	Owne Name	er/Ma e	nager	11	Provi Nam	ider e	11
119	Clic	k here		11724		REISTERSTOWN		MERC	HANT	'S ASSOCIATE RTNERSHIP	s	Julius	; Bora	it LLC
Click on the sc	che	edule ID) to	view t	the ins	spection in	fori	matio	on.					
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