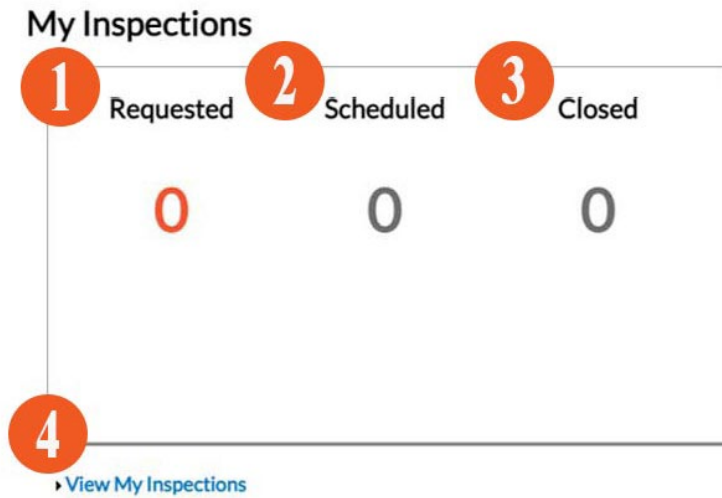


# Inspections Overview

This section covers the basic functions and features available to the user when viewing their Inspections.



1. Requested – By clicking on Requested, the user will be given a list of all inspections that that have been requested. If there are inspections in this category, a list sorted further by inspection type will appear below. You may click one of these options to narrow down the results further.
2. Scheduled – By clicking on Scheduled, the user will be given a list of all inspections that that have been scheduled. If there are inspections in this category, a list sorted further by inspection type will appear below. You may click one of these options to narrow down the results further.
3. Closed – By clicking on Closed, the user will be given a list of all inspections that that have been closed. If there are inspections in this category, a list sorted further by inspection type will appear below. You may click one of these options to narrow down the results further.
4. View My Inspections – Clicking on this link will take the user to a list of all their inspections.

## My Existing Inspections

The image shows a table titled "My Existing Inspections". Above the table are four callouts: 1 (Display dropdown), 2 (Select Inspection Type search), 3 (Sort dropdown), and 4 (Search bar). The table has the following columns: Inspection Number, Inspection Type, Address, Status, Case Type, Case Number, Reinspection, Requested Date, Scheduled Date, and Completed Date. Below the table, it says "No records to display."

1. Display – This drop-down menu allows the user to show a list of all their inspections by the selected status. Either requested, scheduled, or closed. Simply select the status of the inspection(s) you would like to view, and the page will automatically show only those inspections.
2. Select Inspection Type – This search menu allows the user to search by a type of inspection. Begin typing in the name of an inspection type and select from the list.

3. Sort – This drop-down menu allows the user to sort the list of inspections by several categories including relevance, case number, address, and more.
4. Search – This box allows the user to search for an inspection by either inspection number, inspection type, address, etc. The information does not necessarily need to be complete as the search will return partial matches. If the *Exact Match* box is checked, then the information does need to be exactly correct as it will only return results that exactly match the search criteria.