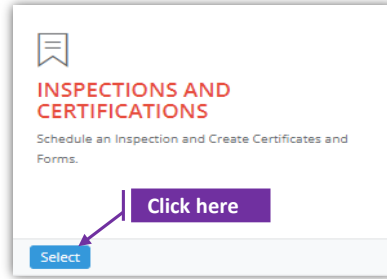


Add Form-F (Inspection Update) to Inspection Certificate



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.

List of Schedule Inspections

Owner/Manager First Name: First Name
 Owner/Manager Last Name: Last Name
 Inspector Contractor/Provider: Contractor/Provider

Inspection Type: Select Inspection Type
 Inspection From Date: From Date
 Inspection To Date: To Date
 MDE Tracking ID: MDE Tracking ID

Schedule ID	MDE Tracking ID	Street Number	Street Name	Owner/Manager Name	Provider Name	Inspector Name	Inspection Type	Inspection Date	Certificate Number	Status	InspectionID	Inspection Status	Notification Lapse
119		11900	REISTERSTOWN	BALTIMORE COUNTY MD	ABC Lead Associates	Julius Borat	Lead Free	10/27/2021 1:36:00 PM	1000005	PASSED	0	Completed	No

Search:

Click here (arrow pointing to Certificate Number 1000005)

Set-2: Steps

- Click on the certificate ID link to go to the certificate details page.
- Select 'Form F - Inspection Update' 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 F page

Select the form:*

Select Form

- Select Form
- Form B - Visual Inspection
- Form C - Dust Inspection
- Form D - Re-Inspection
- Form E - Lead Free Inspection
- Form F - Inspection Update
- Form G - Lead Free Exterior

Are you sure you want to add the form?
 You are adding the form

InspectionScheduleID : 119 and InspectionCertificateNumber : 1000005

MDE Tracking ID: MDE Tracking ID
 Date of Inspection: 10/30/2021 12:30:00 PM
 Inspection Certificate No: 1000005

Address: 11724 REISTERSTOWN RD
 Unit Number:
 Parcel: 0247

Check all areas to be corrected:

<input type="checkbox"/> The inspection company's accreditation number is incorrect / omitted on the inspection certificate.	<input type="checkbox"/> Provisional expiration date omitted / incorrect.
<input type="checkbox"/> The inspector's accreditation number is incorrect / omitted on the inspection certificate.	<input type="checkbox"/> Supervisor statement not submitted.
<input type="checkbox"/> The inspection company's name was omitted / incorrect.	<input type="checkbox"/> Pass / Fail box not checked / incorrect.
<input type="checkbox"/> The inspector's signature was omitted.	<input type="checkbox"/> Inspection date and time omitted / incorrect.
<input type="checkbox"/> Inspection category not checked / incorrect.	<input type="checkbox"/> Form B_C_E_not submitted.

Add Form-F (Inspection Update) to Inspection Certificate

Set-3: Steps

- On Form-F page, property details will be displayed with the certificate number. This information cannot be changed.
- Provide the changes to be done to the certificate and certify 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-F?
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 Form-F 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 F - Inspection Update	10/28/2021 1:11:43 AM	10/28/2021 9:12:00 PM	1000005	119	View/Update	Delete	

- Inspector can click on 'View/Update' to view or change Form-F details.
- Form can also be deleted by clicking on 'Delete' and another FormF 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!