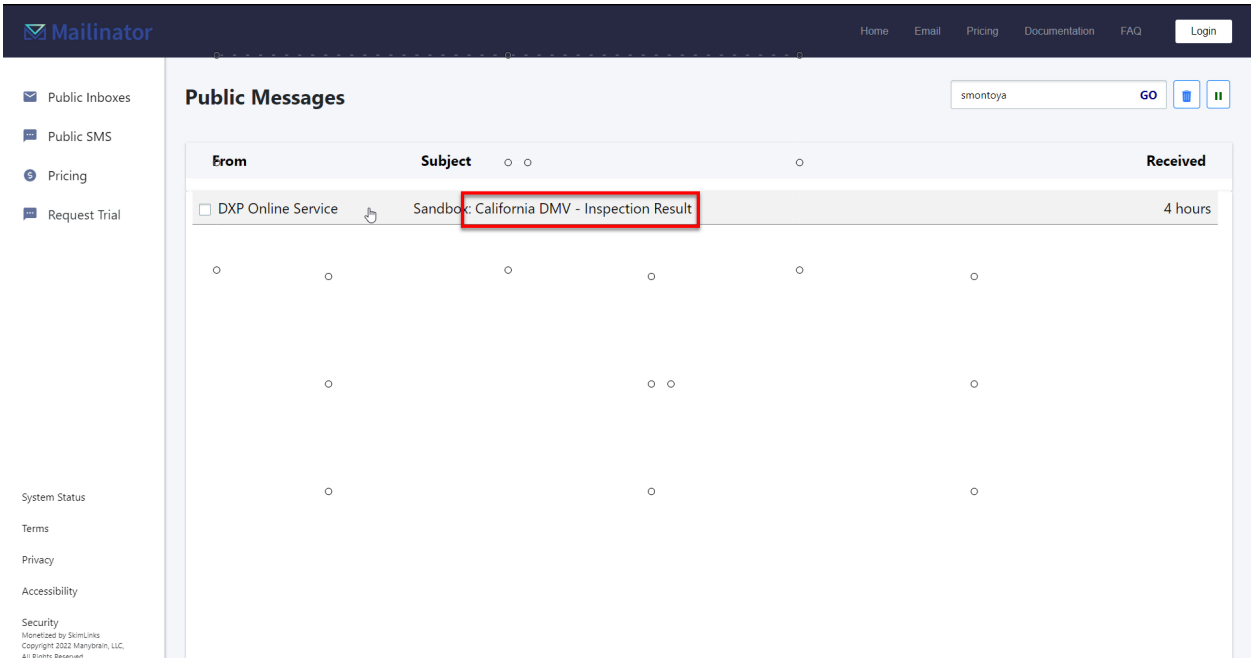
07 View Inspection Report and Upload Photo

Before you begin:

This scenario reflects a failed site inspection. These instructions provide information on how to access the site inspection results and upload photos of non-compliance that resulted in the failed inspection. Once the photos have been uploaded and reviewed by OL Inspections, a determination will be made on if a follow up inspection is required or not.

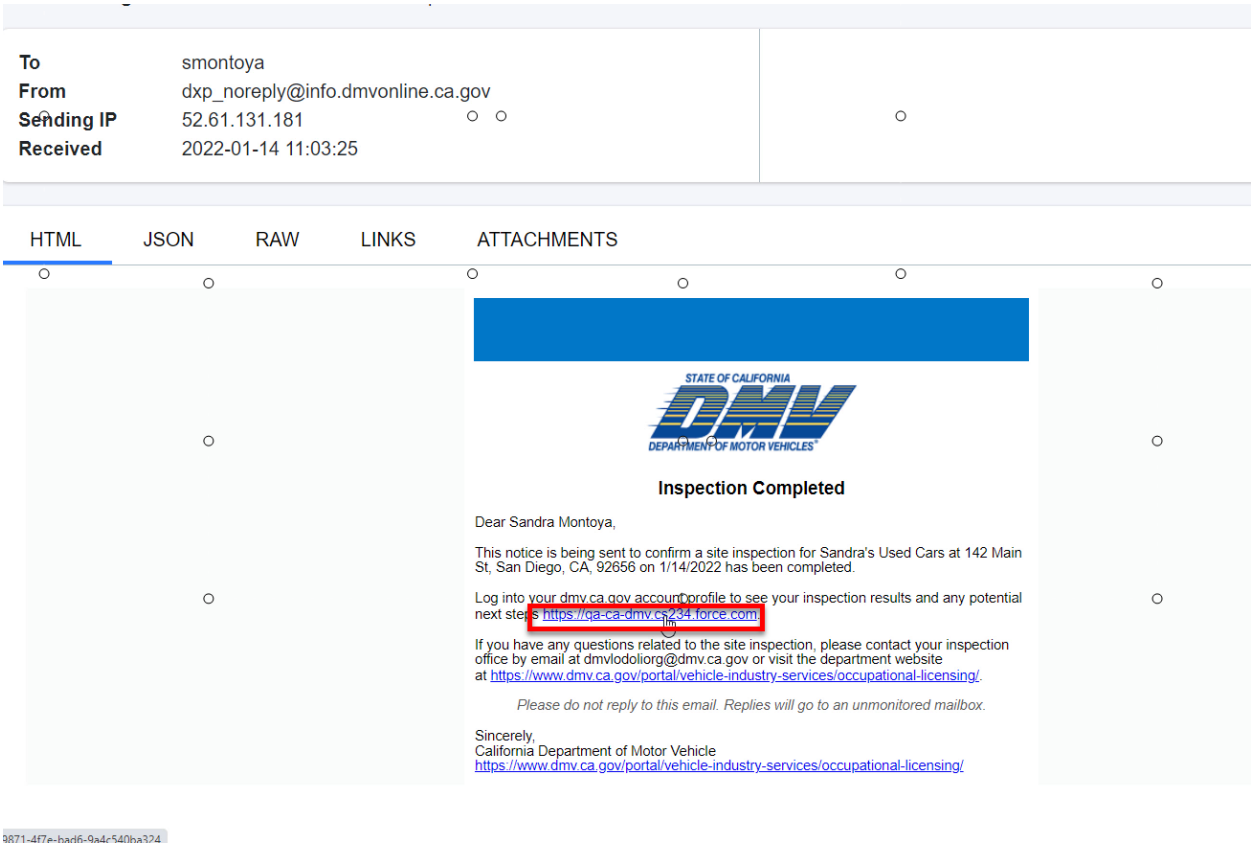
Email Inbox is displayed



1. After the Inspector completes an inspection, the DXP system sends an email to the applicant letting them know they can view their inspection report online.

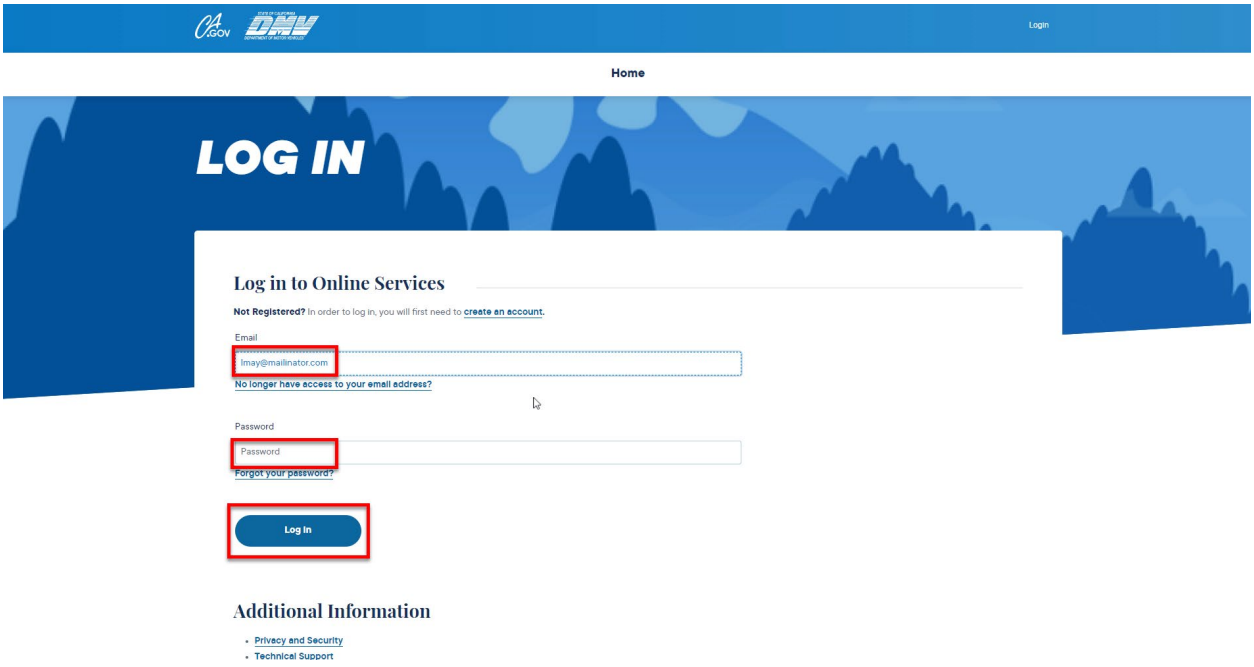
2. Open that email.

Inspection Completed Email is displayed



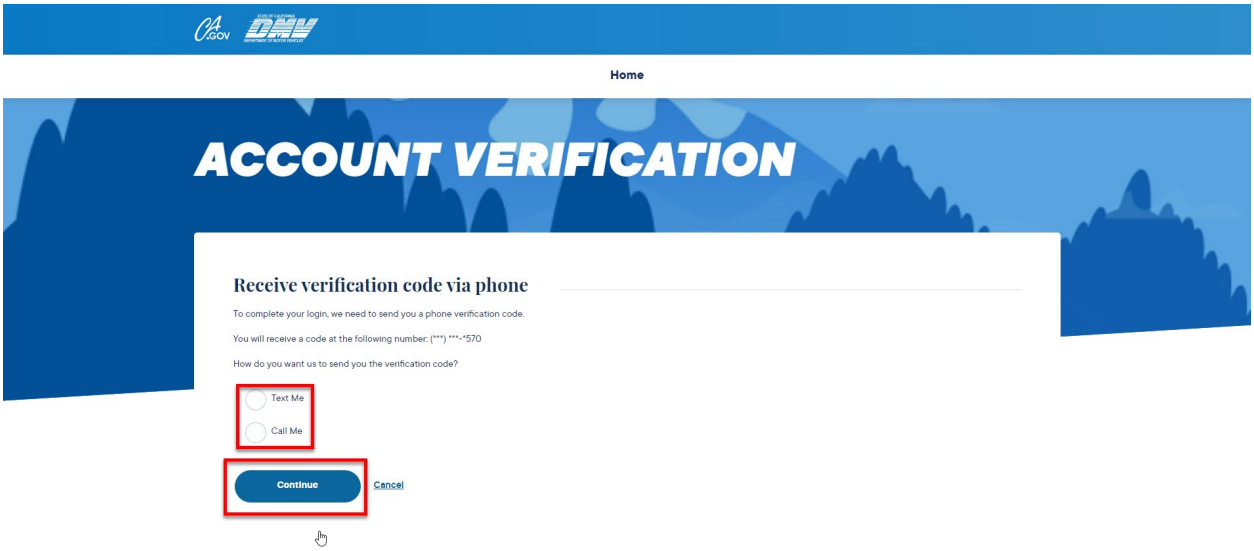
1. Select the link in the email to be taken to the login page.

Login Page is displayed



1. Enter the email address you used to sign up.
2. Enter your password.
3. Select Log In.

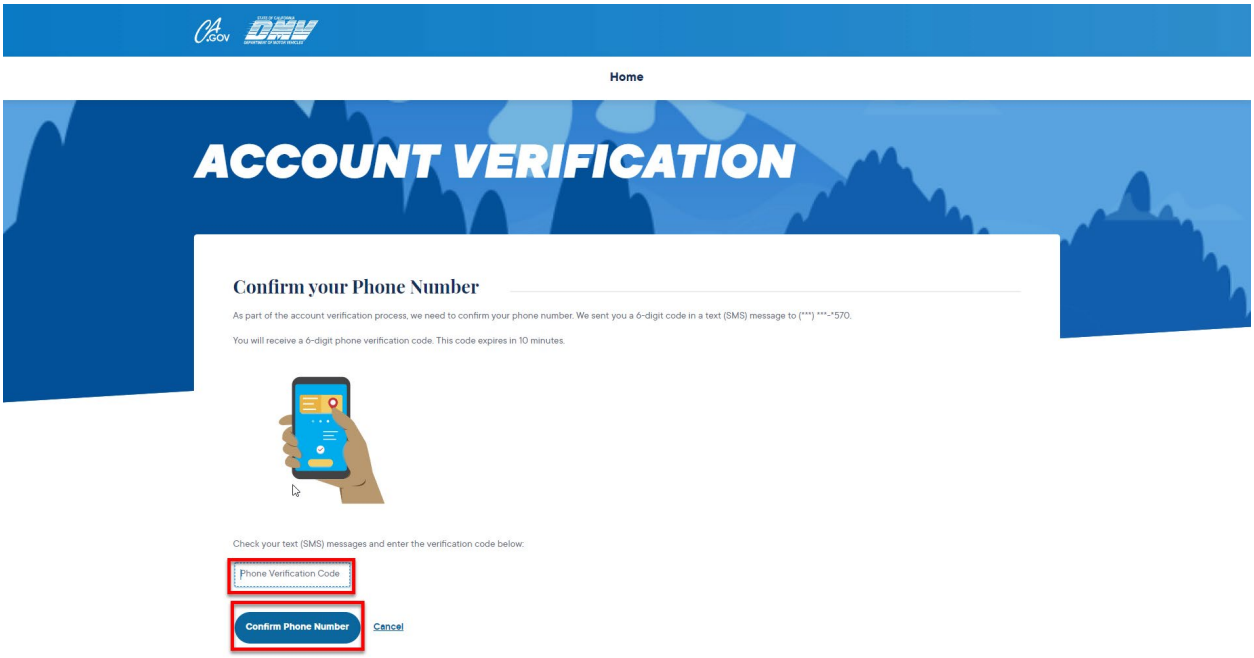
Account Verification Screen is displayed



1. Choose if you'd like to receive your verification code via text message or by phone call.

2. Select Continue.

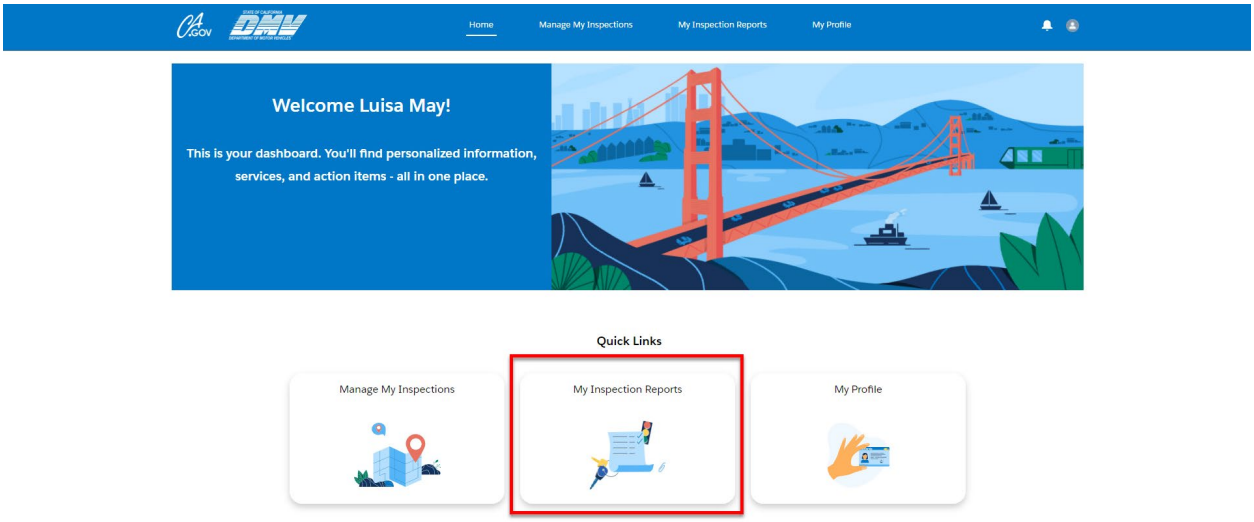
Phone Number Confirmation screen is displayed



1. Enter the verification code you receive.

2. Select confirm phone number.

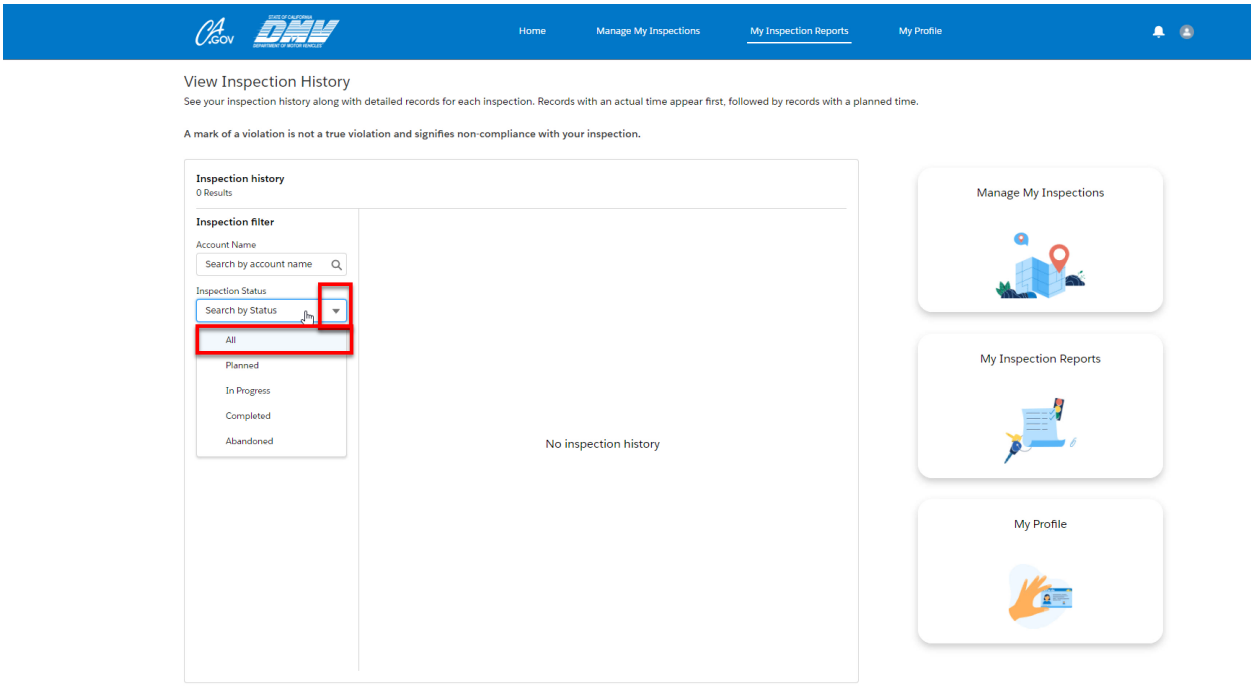
Portal Homepage is displayed



1. Once logged in, the Portal homepage is displayed.

2. Select My Inspection Reports either from the top menu or the quick links section.

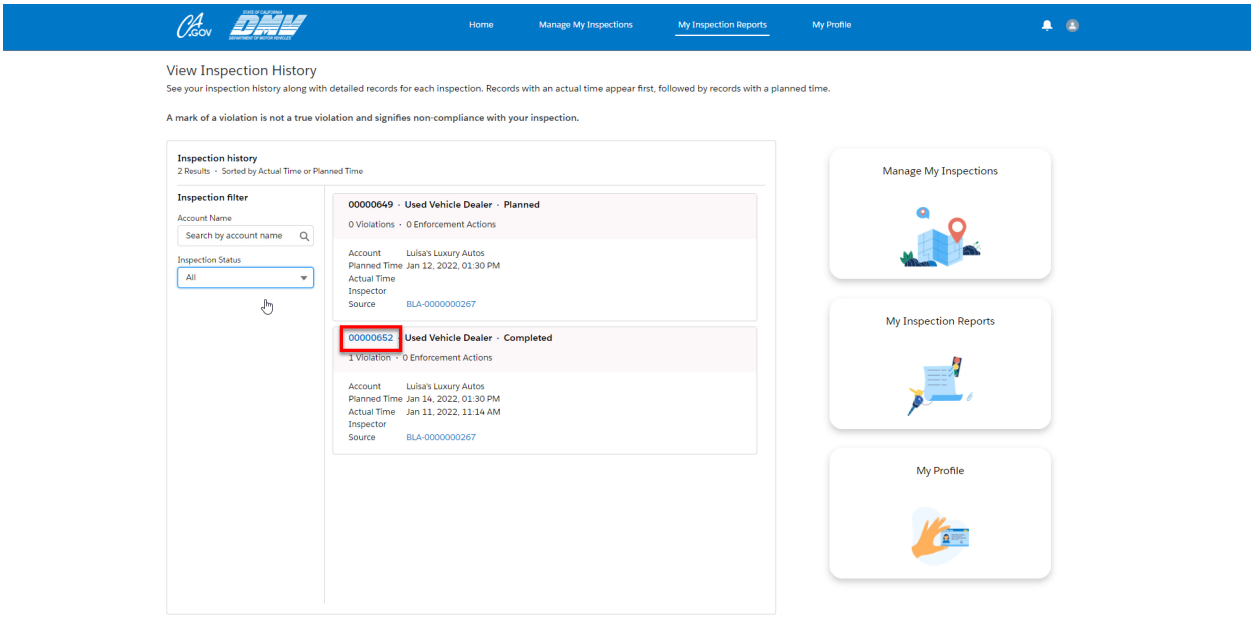
My Inspection Reports Page is displayed



1. Your inspection history is displayed. The default view does not show any inspections until you choose a valid filter.

2. From the Inspection Status drop down menu, select All Statuses.

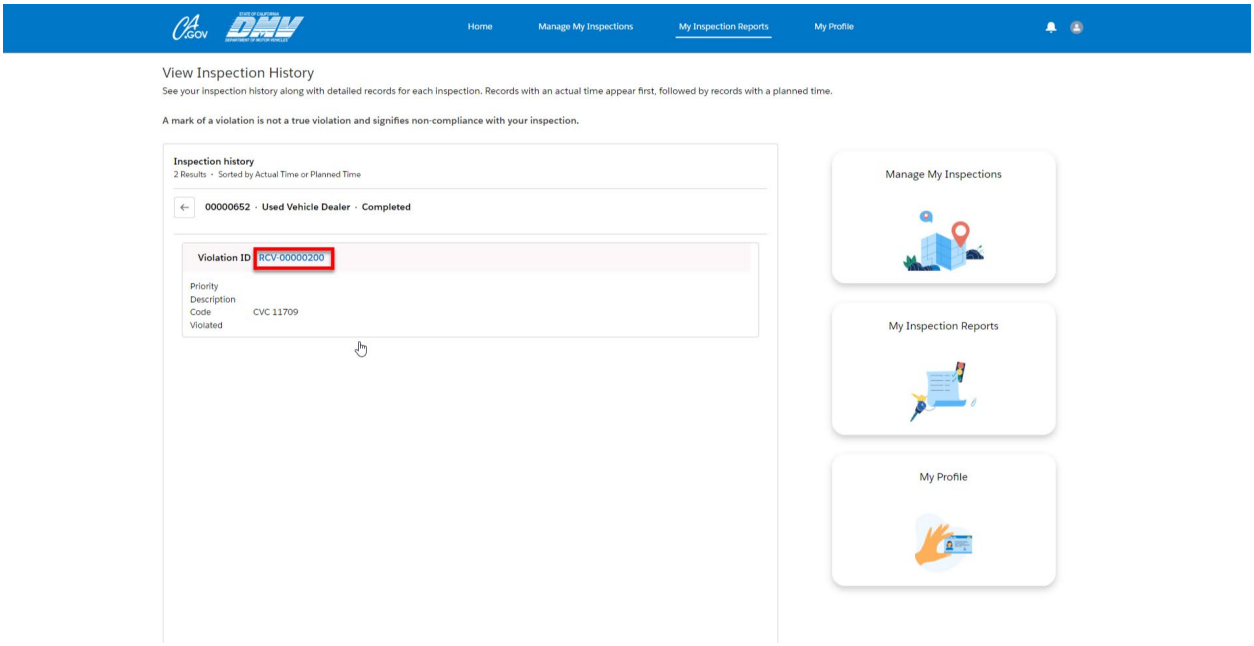
All Inspections list view is displayed



1. All the inspections associated with this account are displayed.

2. In this example, we are interested in Inspection #00000652: completed but has one deficiency. Click the Inspection link.

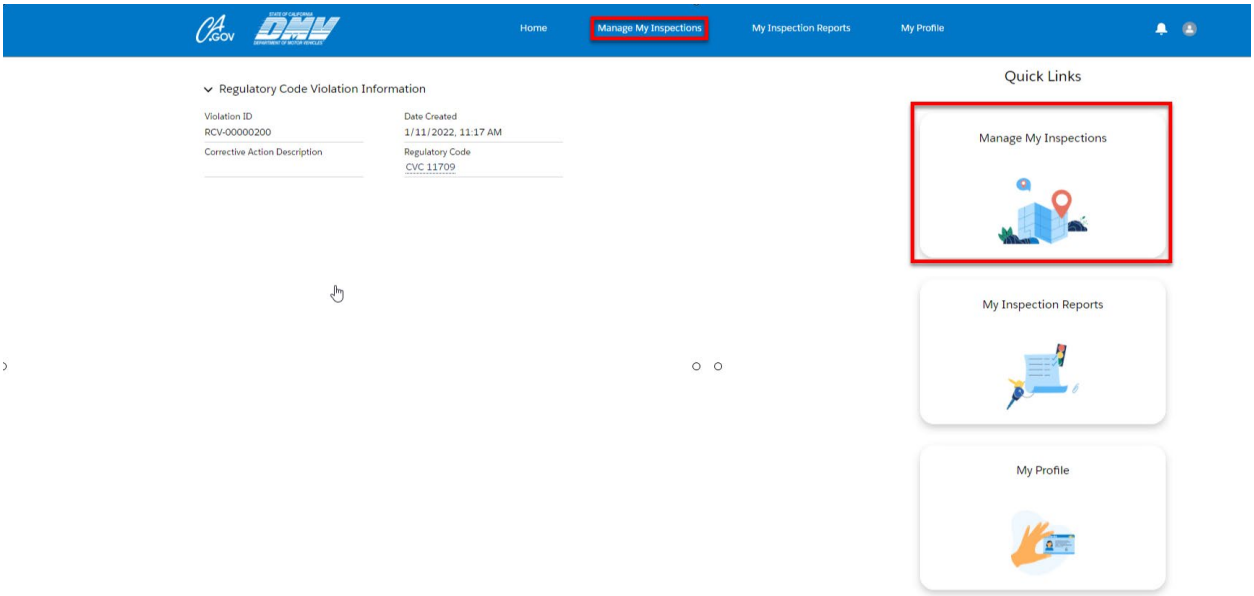
Inspection Results Detail page is displayed



1. The inspection results are shown, including a list of deficiencies.

2. Select the deficiency.

Inspection Deficiency Detail page is displayed

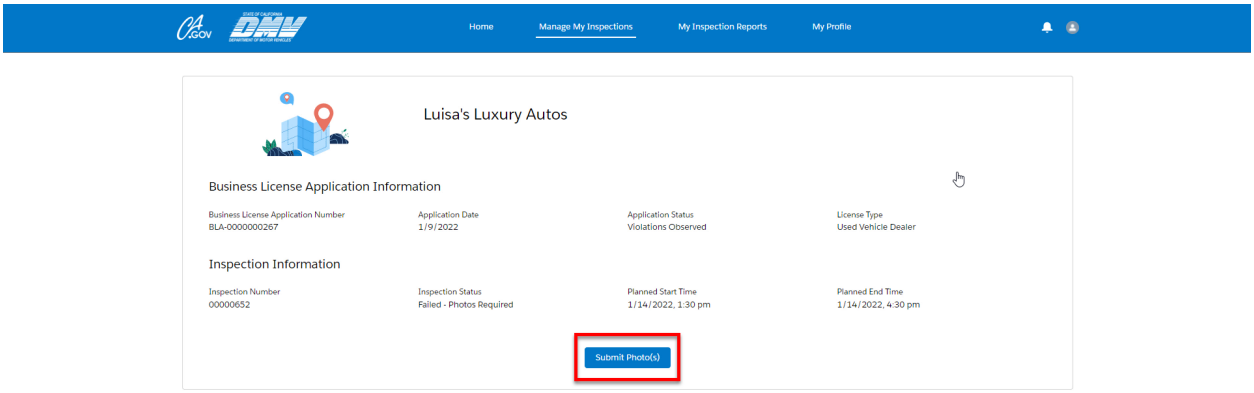


1. More information about the deficiency is displayed.

2. It may be possible to submit pictures of the deficiency fixes instead of having to re-schedule a full inspection.

3. Select Manage my Inspections from the Quick Links at the right of the screen, or from the top navigation bar.

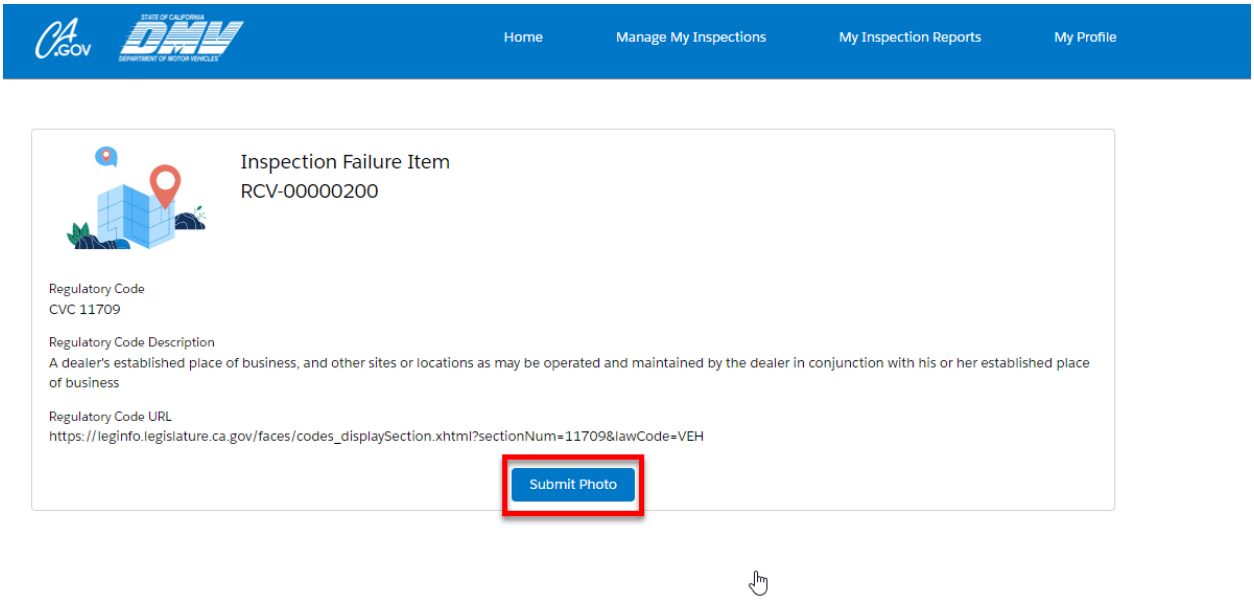
Manage My Inspections page is displayed



1. The most recent inspection is shown at top. If you qualify to submit photos to fix an inspection deficiency, the inspection status will be Failed - Photos Required, and a submit photo(s) button will be present.

2. Click the Submit Photo button.

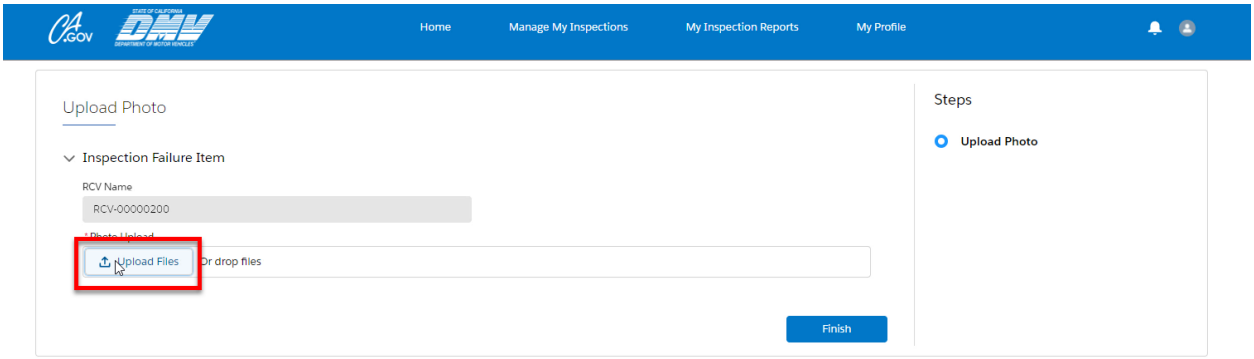
Inspection Failure Item page is displayed



1. A description of the deficiency is displayed.

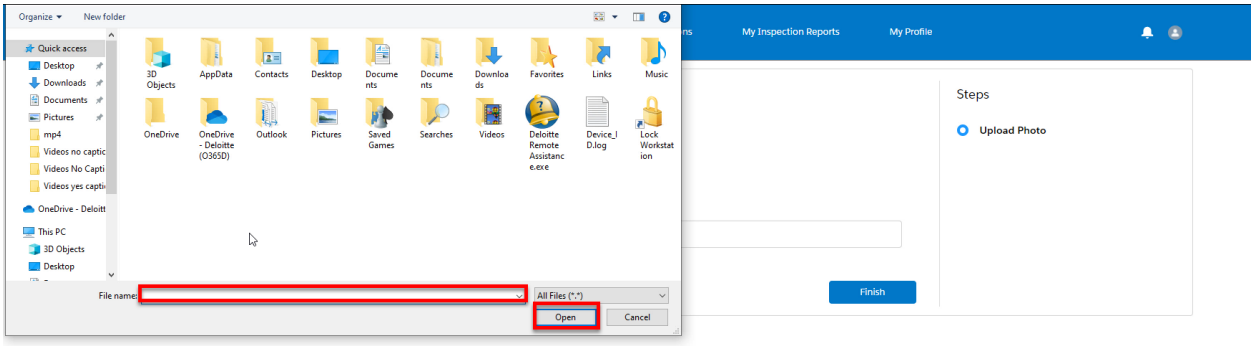
2. Select Submit Photo.

Upload Photos page is displayed



1. Select Upload Files.

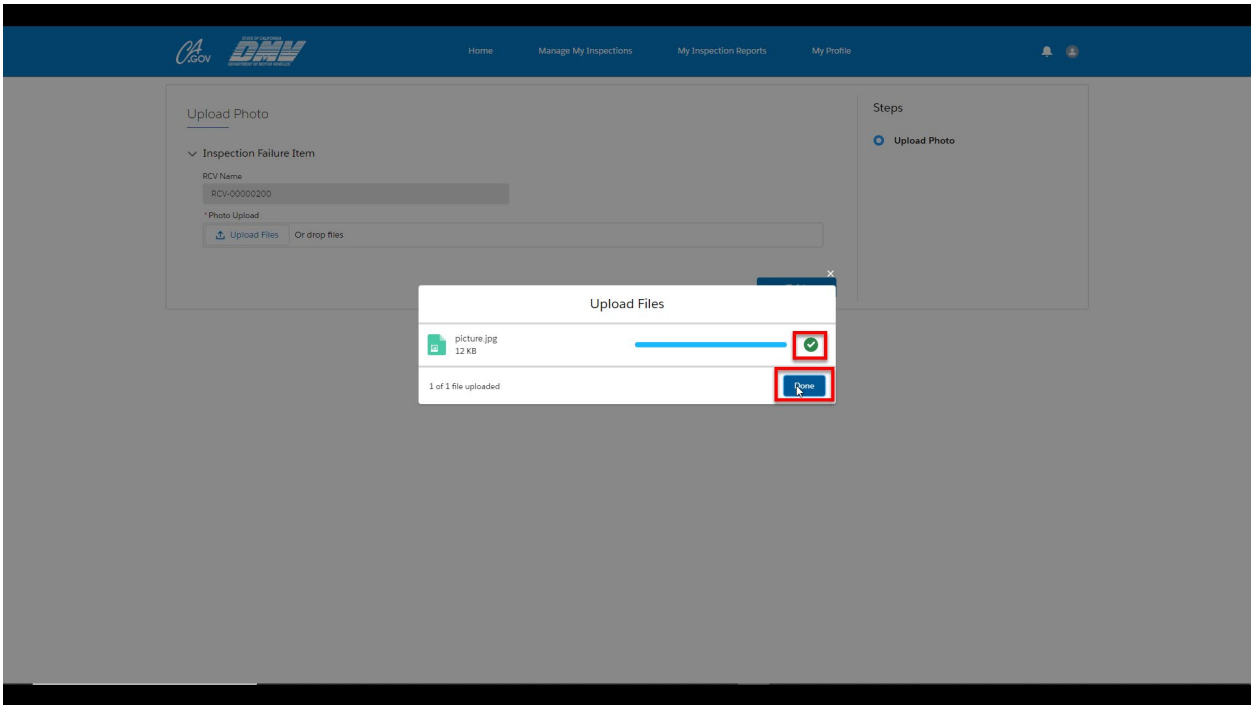
File Selection dialog is displayed



1. Select the photo file you wish to upload from your device.

2. Select Open.

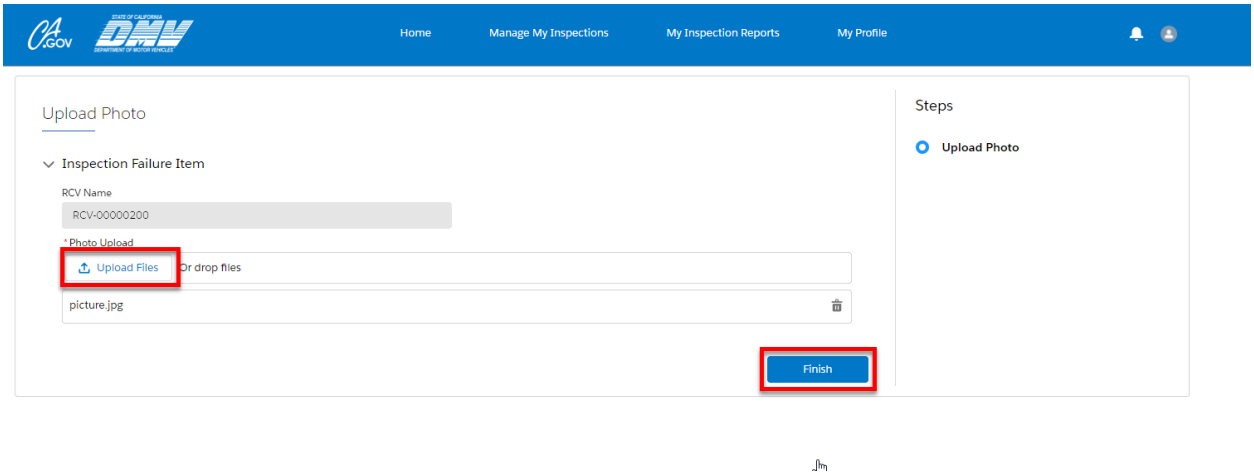
File Upload Progress Bar is displayed



1. A file upload progress bar is displayed. When the upload is complete, a green check mark will appear and the Done button will become available.

2. Select Done.

Photo Uploaded page is shown

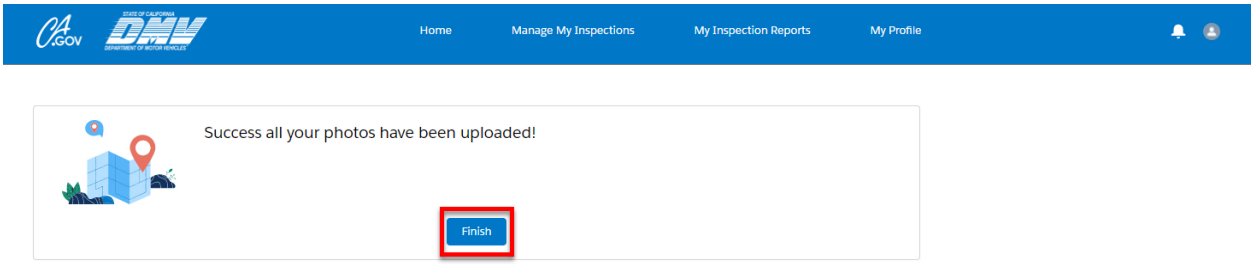


1. Your uploaded file is shown.

2. If you wish to upload another file, click the upload files button.

3. Otherwise click the finish button.

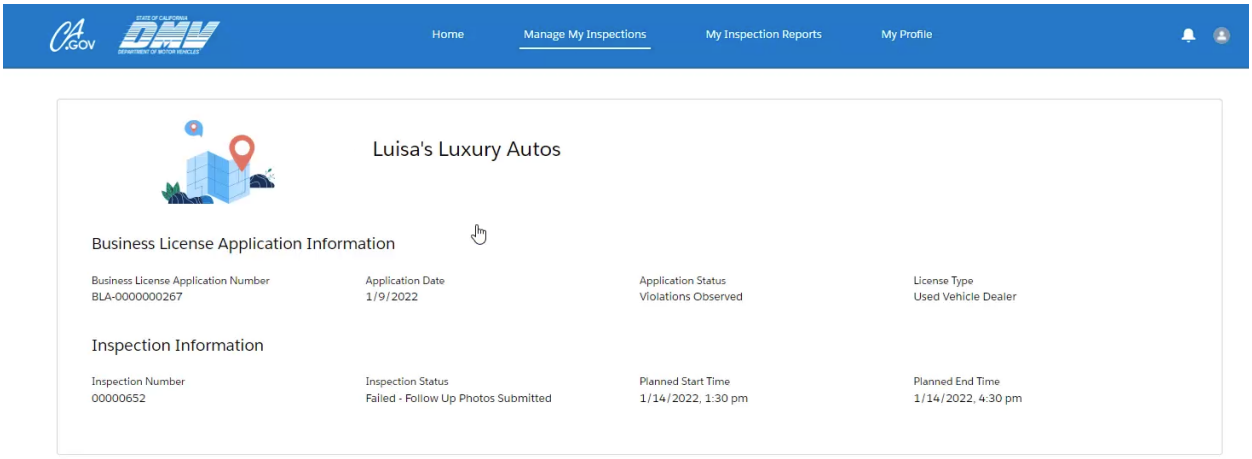
Upload Successful Confirmation page is displayed



1. You will see a confirmation of your upload.

2. Select Finish.

Manage my Inspections page is displayed



1. The inspection status has changed to Failed - Follow Up Photos Submitted, and the option to upload photos is gone.