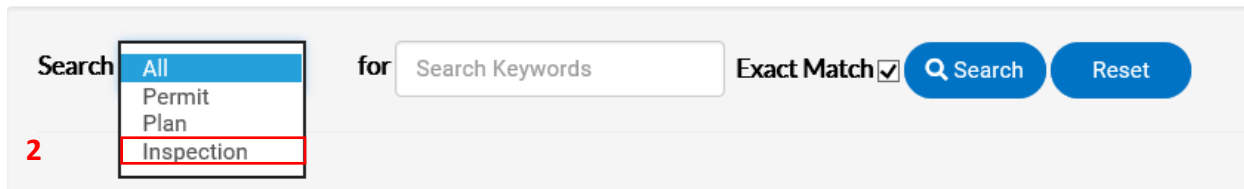


Citizen Self-Service Portal User Guide

SEARCHING INSPECTIONS

1. Click **Search** on the home screen, which will take you to the following page.
❖ **NOTE: Not all fields need to be filled in to perform search**
2. Select *Inspection* from search drop-down.

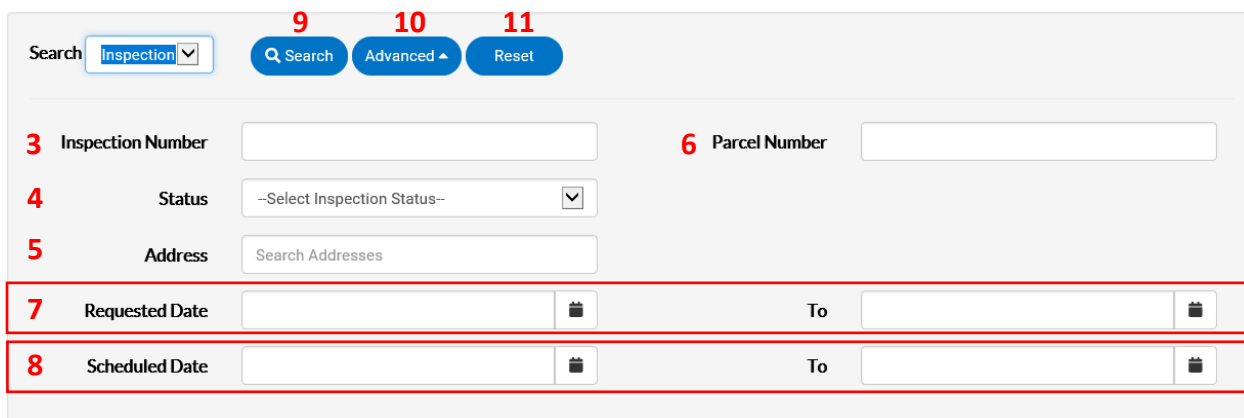
Public Information



Search **All**
Permit
Plan
Inspection

for **Exact Match** ☒ **Search** **Reset**

Public Information



Search **Inspection** **Search** **Advanced** **Reset**

3 Inspection Number **6** Parcel Number

4 Status

5 Address

7 Requested Date **To**

8 Scheduled Date **To**

3. Enter the inspection number either fully or partially, if desired.
4. Select the current status of the inspection either fully or partially, if desired.
5. Enter the site address either fully or partially, if desired.
6. Enter the parcel identification number (PIN) either fully or partially, if desired.
7. Select a date range of requested dates, if desired.
8. Select a date range of scheduled dates, if desired.
9. The Search button runs a search based on the selected criteria.
10. The Advanced button toggles between hiding and showing search criteria fields.
11. The Reset button clears your all search criteria fields.