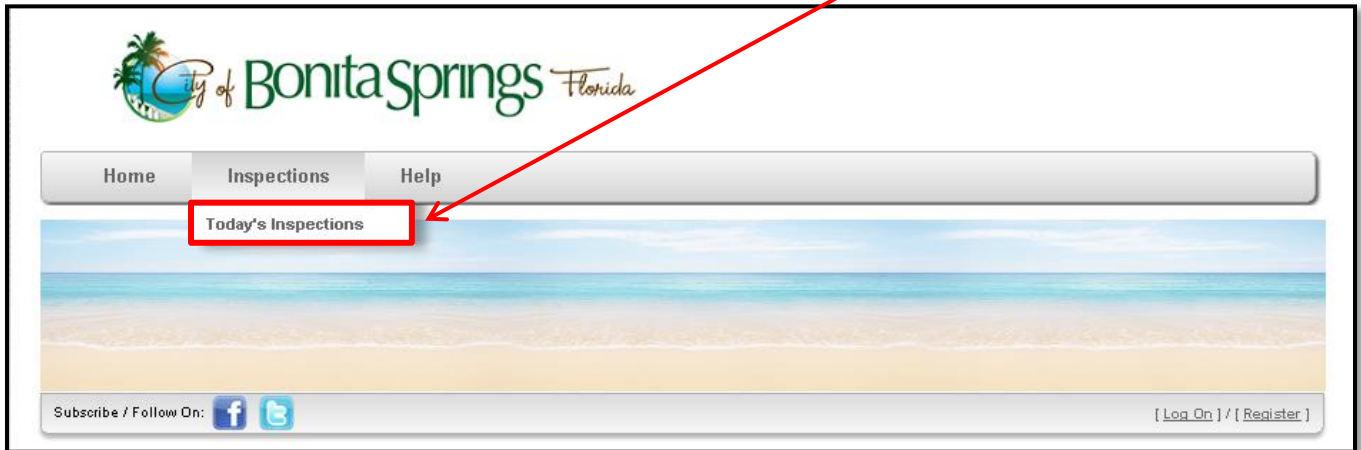


How to Search Today's Inspections

1. Place your cursor over the **Inspections** menu and select **Today's Inspections**.



2. After opening the Inspection Viewer, a list of today's scheduled Inspections will be generated. Depending on the number of scheduled Inspections, this list may take up to 30 seconds to process.

In the example shown below, scheduled Inspections for 1/29/14 are displayed.

Inspections

Date: 1/29/2014

Inspection (01-29-2014)
Change Filter

Case Number	Case Type	Insp. Type	Address	IVR Number	Primary Inspector	Phone Number	Status
COM14-10220-BOS	Permit	110 Foundation		110	Haigis, Peter		Canc...
TRA14-10111-BOS	Permit	503 Final Roof		503	Streder, Steve		Passed
COM13-09299-BOS	Permit	101 Footer		101	Haigis, Peter		Pendi... Inspe...
POL13-05439-BOS	Permit	109 Pool Deck		109	Streder, Steve		Pendi... Inspe...
RES13-09221-BOS	Permit	130 Straps/Engl...		130	Hilton, Larry		Passed
TRA14-10561-BOS	Permit	501 Roof Dry-In		501	Hilton, Larry		Passed
POL13-08352-BOS	Permit	123 Main Drain		123	Streder, Steve		Pendi... Inspe...

1 2 3 4 5 6 7 8 9 10 ...
 Displaying items 1 - 10 of 108

3. To search inspections by Permit, click the filter button next to "Case Number".



Inspections Date: 1/29/2014

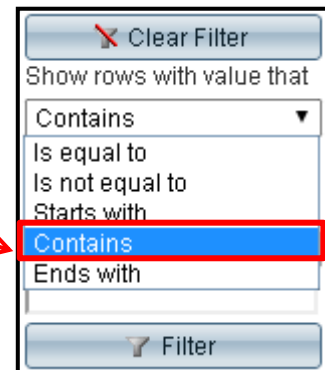
Case Number	Case Type	Insp. Type	Address	IVR Number	Primary Inspector	Phone Number	Status
COM14-10220-BOS				110	Haigis, Peter		Canc...
TRA14-10111-BOS				503	Streder, Steve		Passed
COM13-09299-BOS				101	Haigis, Peter		Pendi... Inspe...
POL13-05439-BOS				109	Streder, Steve		Pendi... Inspe...
RES13-09221-BOS	Permit	130 Straps/Engl...		130	Hilton, Larry		Passed
TRA14-10561-BOS	Permit	501 Roof Dry-In		501	Hilton, Larry		Passed
POL13-08352-BOS	Permit	123 Main Drain		123	Streder, Steve		Pendi... Inspe...

Displaying items 1 - 10 of 108

4. After clicking on the filter button, a menu will open. Click on the drop-down arrow and select **Contains** from the filter list.

NOTE: You may use **Is equal to** as a filter type, but it requires the **FULL** Permit Number.

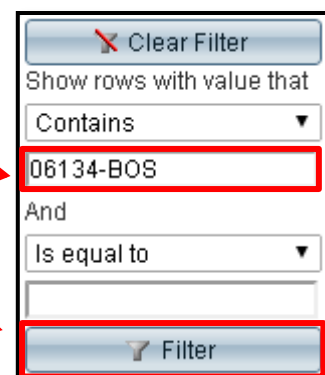
Example: RES13-06134-BOS



5. Enter the last 5-digits of the Permit Number and "-BOS" for Bonita Springs in the field below **Contains** and click the **Filter** button.

Example: 06134-BOS

HINT: Permit applications received before 6/1/2012 do not have the "-BOS" suffix.



In the example shown below, scheduled Inspections for Permit RES13-06134-BOS on 1/29/14 are displayed.

The screenshot shows the 'Inspections' interface. At the top right, there is a 'Date:' field with '1/29/2014' and a 'Search' button. Below this is a 'Change Filter' button. The main area contains a table with the following data:

Case Number	Case Type	Insp. Type	Address	IVR Number	Primary Inspector	Phone Number	Status
RES13-06134-BOS	Permit	106 Final Inspection		106	Hilton, Larry		Passed
RES13-06134-BOS	Permit	402 Final Mechanical		402	Hilton, Larry		Passed
RES13-06134-BOS	Permit	204 Final Plumbing		204	Hilton, Larry		Passed
RES13-06134-BOS	Permit	117 Final Shutter		117	Hilton, Larry		Passed

At the bottom of the table, there is a pagination control showing '1' and 'Displaying items 1 - 4 of 4'.

- 6. To search for a different Permit, repeat **Step #3** (click the filter button next to **Case Number**), enter the new Permit Number and click the **Filter** button.

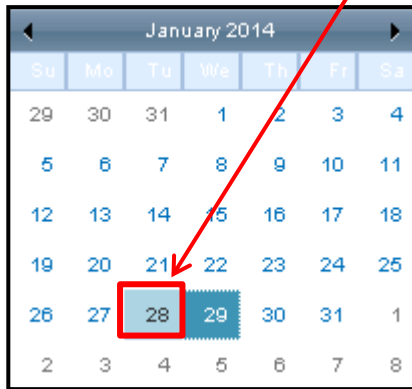
The filter dialog box is shown with the following elements:

- A 'Clear Filter' button at the top.
- A dropdown menu set to 'Contains'.
- A text input field containing '10220-BOS'.
- An 'And' label.
- A dropdown menu set to 'Is equal to'.
- An empty text input field below the second dropdown.
- A 'Filter' button at the bottom.

- 7. To search Inspections on a different day, click the **Calendar** icon.

The date field and search button are shown. The date field contains '1/29/2014' and has a calendar icon to its right. A 'Search' button is to the right of the date field.

8. Select a different day from the **Calendar** menu, and click the **Search** button.



If you have additional questions about **How to Search Today's Inspections**, click [here](#) to email the Help Desk or call the mainline at 239-444-6150. A Community Development staff member will contact you as soon as possible.