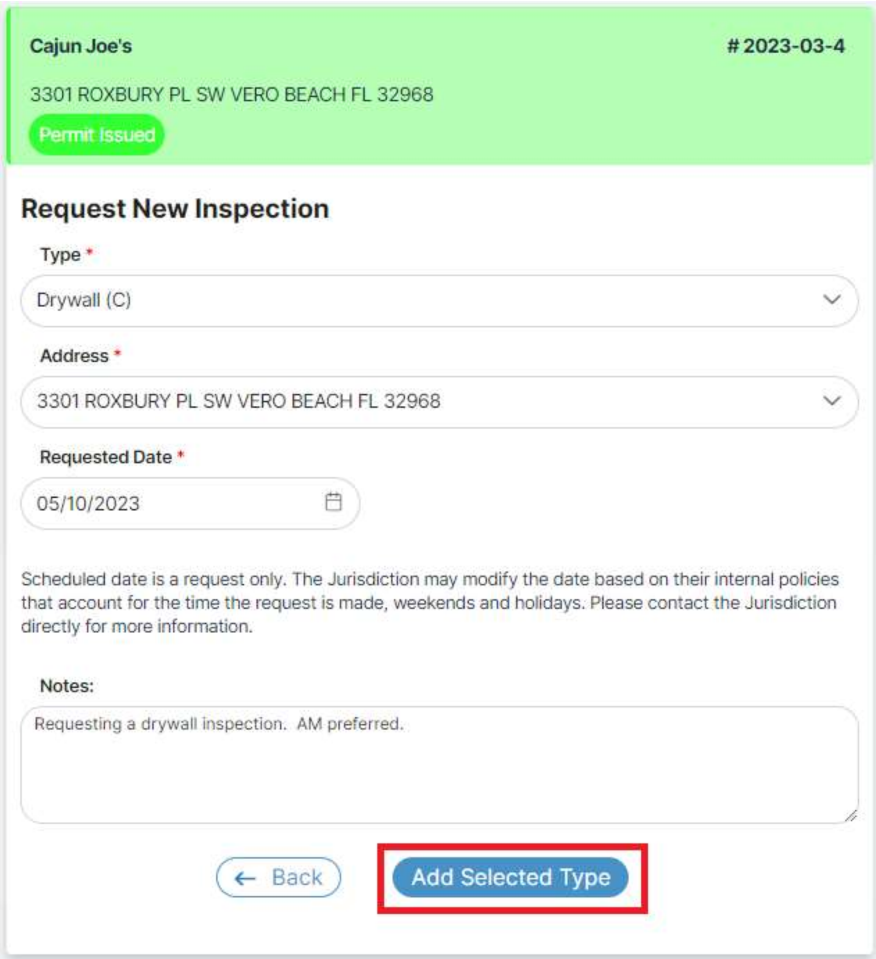
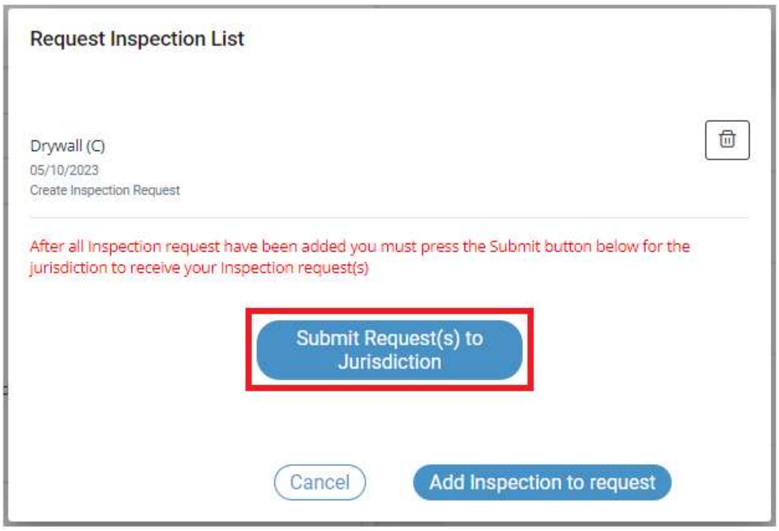
Click the ‘Add Selected Type’ button once you’ve entered the requested details.

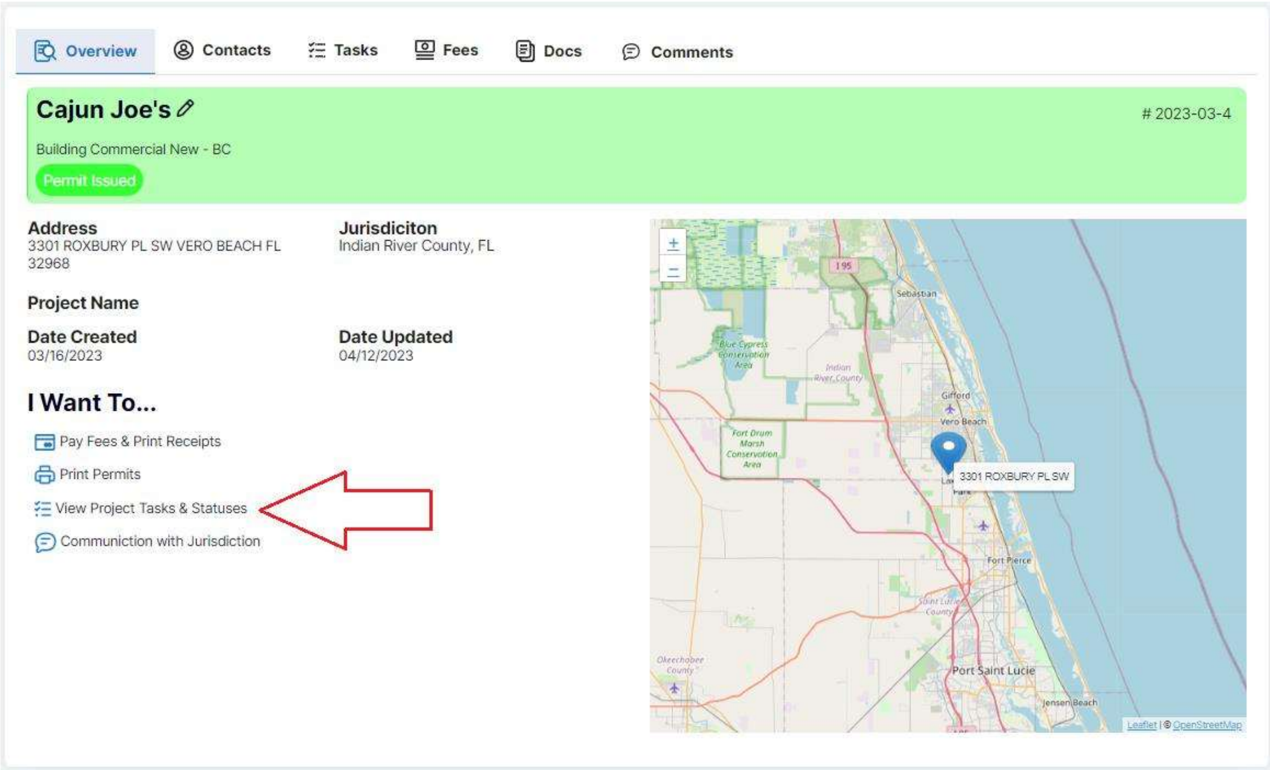


Click the ‘Submit Request(s) to Jurisdiction’ button to complete the inspection request. Note, if you would like to schedule more than one inspection for the same project, select the ‘Add Inspection to Request’ button to select another inspection type. This action allows you to schedule inspections in bulk before finally clicking the ‘Submit Request(s) to Jurisdiction’ button.

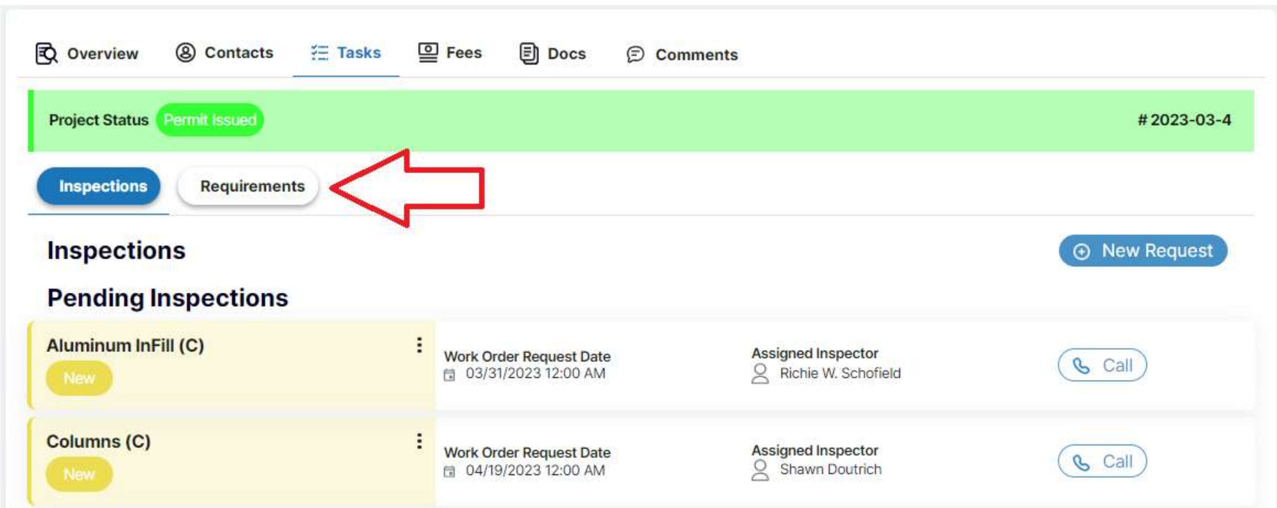


View the Tasks List for a Project

Once you have opened a project, click the ‘View Project Tasks & Statuses’ option under the ‘I Want To’ section.

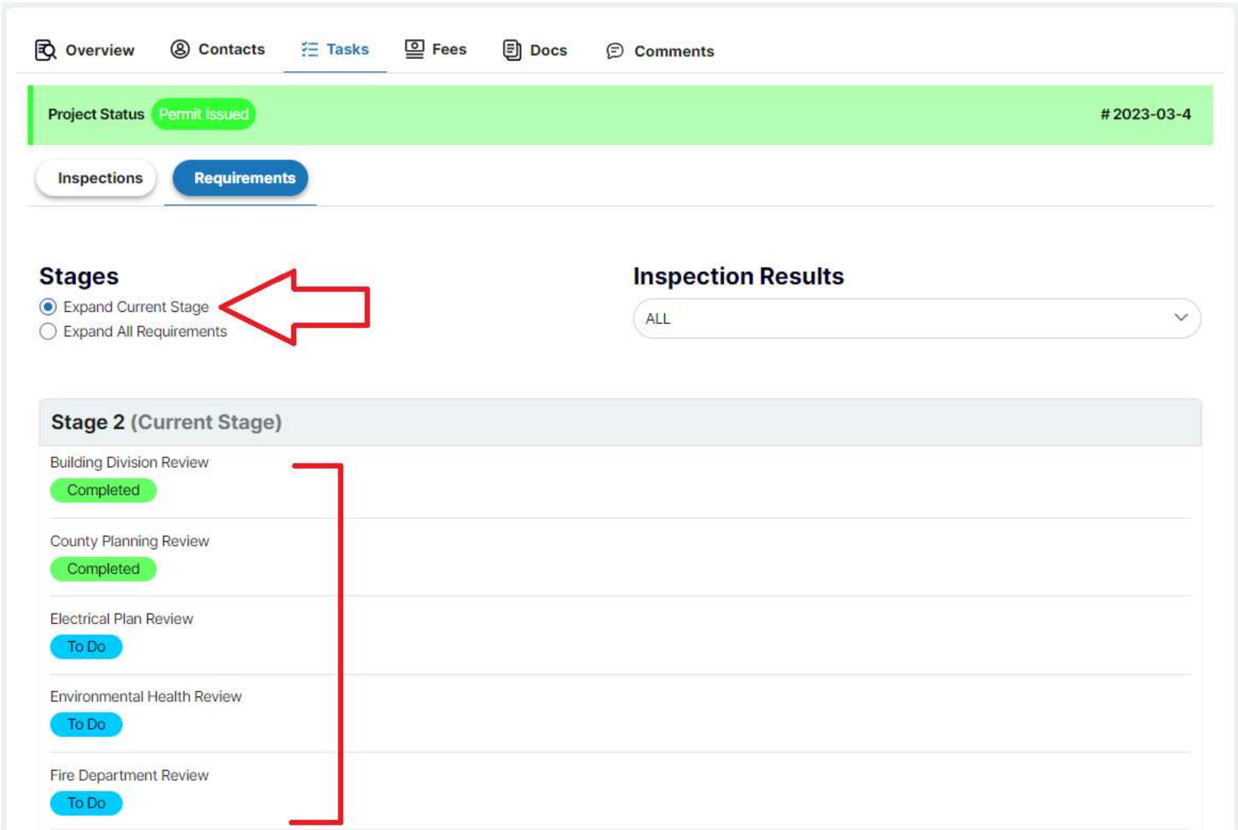


In the next screen, click the ‘Requirements’ tab.



The ‘Requirements’ tab is designed to present the project workflow which is made up of tasks that are necessary for completion to advance the project further. The workflow is separated into ‘Stages’ which indicates the tasks that must be completed before moving on to the tasks in the next stage. Two view options are available:

- **Expand Current Stage** – This view focuses the workflow on the current stage of the project.
- **Expand All Requirements** – This view expands the entire workflow, providing insight into tasks that are currently awaiting completion, as well as what to expect and prepare for in future stages.



It is recommended that you take advantage of the Tasks feature as it will provide a wealth of information and keep you up to date on the status of plan review, required inspections, and many other project milestones.