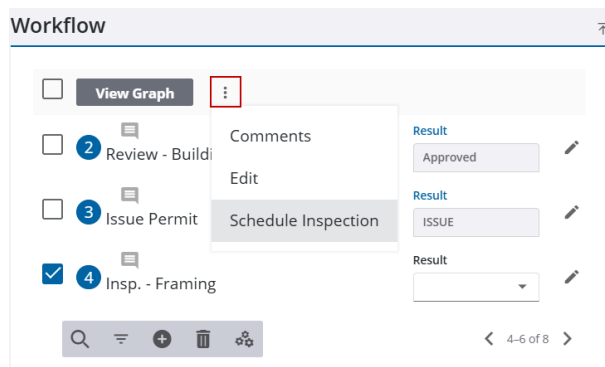


## Schedule an Inspection

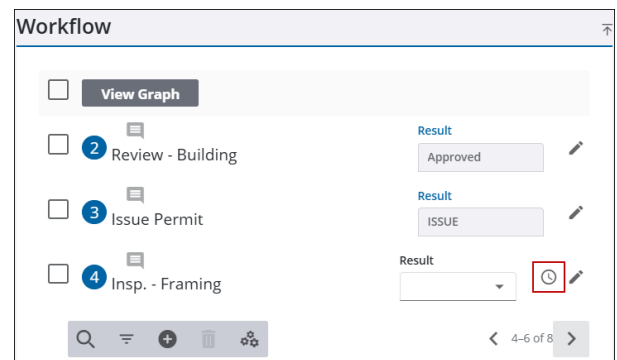
Inspections are scheduled on the **Workflow** panel of the case summary page. You can only schedule inspections when the task is available and the case status allows it.

1. Open a case and navigate to the **Workflow** panel.
2. Select the task(s) to schedule an inspection.
3. Click the **Workflow** sub menu and select **Schedule Inspection** to open the **Inspection Scheduling** panel.



inspection appears in the **Inspection Request** panel.

**NOTE:** Click the clock icon to cancel the inspection.



4. Provide the requester's contact information, details about the location where the inspection will take place, and any comments.
5. Select the date and time the inspection should start and end and who is **Assigned To** the inspection.
6. Click **Save**.

The screenshot shows the 'Inspection Scheduling' panel. It contains fields for 'Requester Name' (Clint Black), 'Phone Number', 'Request Source', 'Location Details' (SE Corner Lot), and 'Comments'. Below these fields, there are sections for 'Assigned To' (gpl Inspector, Bob), 'Target Start Date' (Feb 20, 2025, 11:00 AM), and 'Target End Date' (Feb 20, 2025, 12:30 PM). At the bottom, there are 'Close' and 'Save' buttons.

A notification appears stating the inspection is scheduled. A clock icon appears beside the selected task(s) in the **Workflow** panel, and the