

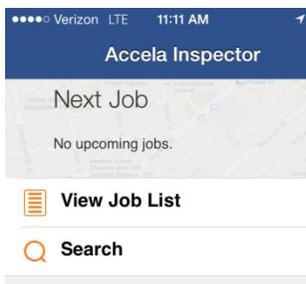
Accela Inspector App

Inspectors can result and schedule inspections out in the field by using the Accela Inspector App. Inspectors are able to add comments and signatures to records as well as electronically send or print out an Inspection Summary Report. Information in the Accela back office is linked with the Inspector App.



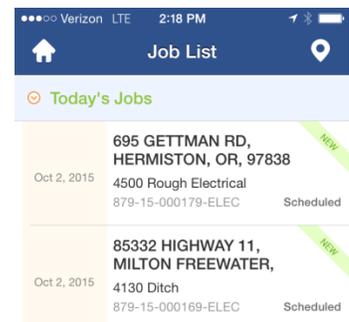
You can download the Inspector App onto your iPhone or iPad by going to iTunes and searching for Accela inspector. The download is free and the Inspector App icon will appear on your device once the download is complete. See screen shot to the left.

Once you open the App, you will enter your agency name, username, and password. See screen shot to the right. Your login information will be the same as what you use in the Accela back office. Your agency will have different environments for you to work in, but the live environment that you will be working in is Prod (Production). After your login information is filled in, touch the Sign In link.



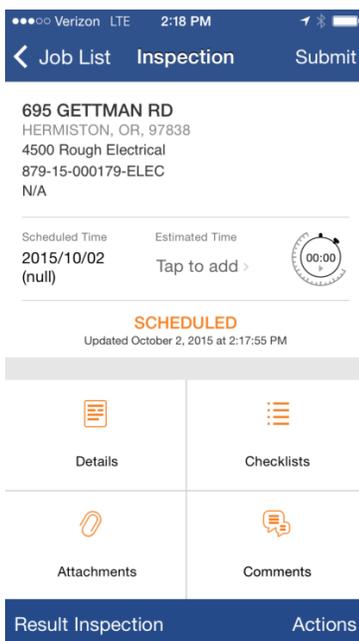
Once the App has loaded, you can select the View Job List link. See screen

shot to the left. If your Job List appears empty, touch the screen just under the Home icon; slide your finger down and then release in order for your job list to refresh. Your jobs should now appear. See screen shot to the right. Once you are at the job location and ready to do your inspection, click on the “i” icon just above the



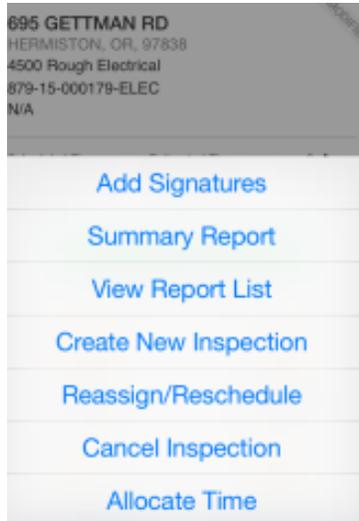
word Scheduled on the inspection that you wish to result. This will open up the inspection and allow you to result your inspection. See screen shot

below.



Click on Result Inspection at the bottom of the screen. This will generate a popup with a dropdown entitled “Scheduled”. If you click on the Scheduled dropdown in the Result Inspection popup, you can scroll through inspection result statuses. After you select the status you can sign the form using a stylus. There is a space for the contractor signature as well. You can also add Result Comments by touching the Insert button at the bottom of the screen. Here you will be able to insert standard comments, favorite comments, or recently used comments.

Once you are finished resulting the inspection you will return to the main inspection page again. DO NOT refresh your inspection list or the inspection you just submitted will be removed from you list. Next you will have an important decision to make. Due to a quirk in Accela, you



are not able to have both the signatures and the date on the Inspection Summary Report. If you submit the inspection prior to running the Inspection Summary Report, it will generate the report with the signatures on it and attach it to the permit in the back office. However, it will not have the date on it. If you generate the Inspection Summary report after you submit the inspection, it will have both the date and the signatures, but it will not automatically attach itself to the permit in the back office. A workaround for this is to email the record to yourself and manually

upload the Inspection Summary Report when you are back in the office.



To email the Inspection Summary Report, click on the square with the upward pointing arrow in the top right of the screen and select the mail option. See screen shot to the above right. The list of contacts associated to the permit should appear. You can select from these or you can manually enter them into the email itself. The Inspection Summary Report will send as an attachment and you have the option of writing a message in the body of the email. Once the email is sent you can move on to the next inspection.