

# **INSTRUCTIONS FOR VIEWING AN INSPECTORS DAILY ROUTE**

## Before viewing inspector's route:

- 1. Schedule inspection(s) using the Voice Permit System or Portal
- 2. The route can only be viewed the day of the scheduled inspection

### How to view an Inspectors Route:

- 1. <u>Sign in</u>
- 2. Go to " My Items"
- 3. Click on the "My Upcoming Inspections" header
- 4. Click on the link with the Inspector's name scheduled to complete the inspection
- 5. Click on "Today's Inspections" header
- 6. Under "Time Frame" the inspections completed by the inspector will appear. See example below:

#### Mr. Inspector's Inspection Schedule

(239) 555-5555 Mr.Inspector@colliergov.net

This page lists all of Mr. Inspector's inspections scheduled in the last 30 days and any upcoming inspections.

Expand All / Collapse All

Last 30 Days .

#### — Today's Inspections.

-	# Ту	pė	Reference Number	Address	Time Frame	
	13	5 - Shutters Final	PR8D20160311258	8932 Burrowing Owl CT, Unit:	Complete	
	13	5 - Shutters Final	PR8D20160205827	8989 Bahama Swallow WAY, Unit:	Complete	
	11	5 - Building Final	PR8D20160205827	8989 Bahama Swallow WAY, Unit:	Complete	
	139	9 - Termite Baiting Inspection	PR8D20160205827	8989 Bahama Swallow WAY, Unit:	Complete	
ſ	13	3 - Monolithic Slab	PRBD20160727102	9397 Surfbird CT, Unit:	N/A	
E	100	0 - Footings	PRBD20160727102	9397 Surfbird CT, Unit:	N/A	
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