City of Lake Forest, California

iG Inspect User Job Aid

How to Login

1. On the iPad click the **iG Inspect** app
2. Enter **Login, Password**
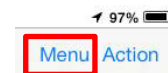3. Click **Sign In** button
Note: You may be prompted to login after a period of inactivity
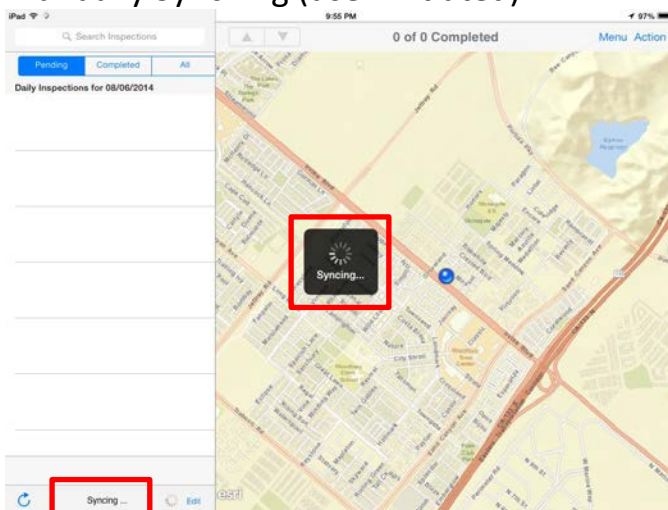

How to Logout

In the iG Inspect **Home Screen**, click **Menu** and select **Logout**

iG Inspect Synching with EnerGov Servers

There are 3 instances when **iG Inspect** is synching with the EnerGov Servers:

1. Upon login (automatic)
2. After Saving a Record (automatic)
3. Manually Synching (user initiated)

To view when you last synched with the servers, view the last **Updated** message. Click the **Refresh** button to **manually synch.**

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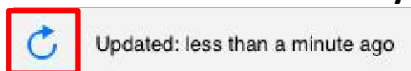
Home Inspections Screen

1. View **Pending Inspections, Completed Inspections,** and **All Inspections**
2. View the **Inspection Location** on a map (only if location has a valid GIS address)
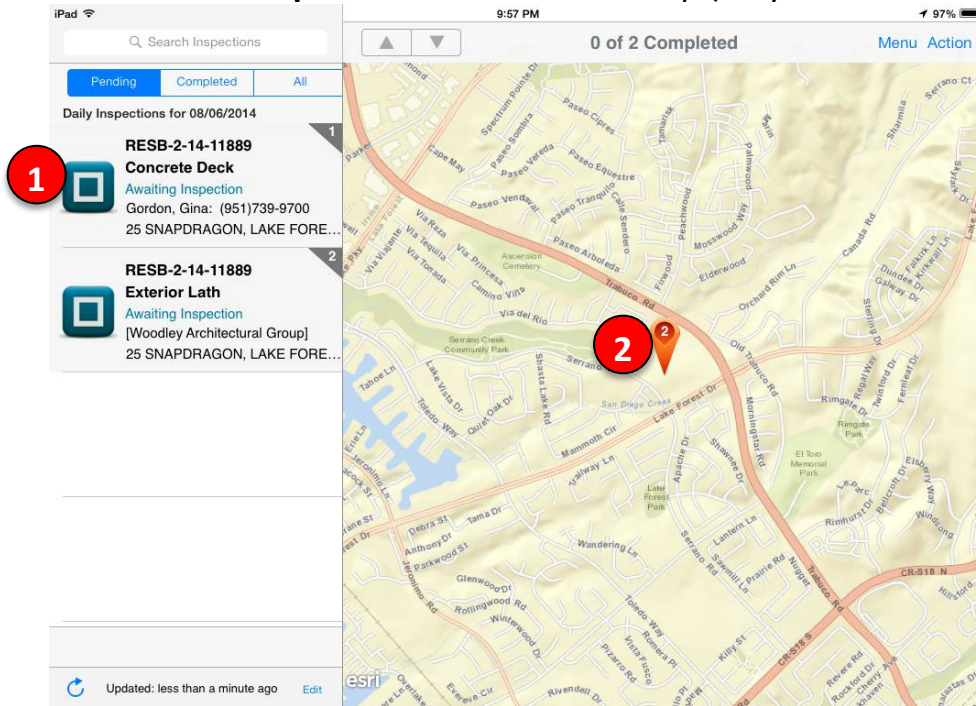
Reordering the Run Sheet

1. On the bottom of the **Daily Inspections** menu (left pane) click **Edit**
2. Hold down on the **slider icon** on the Inspection record and move up or down on the run sheet.
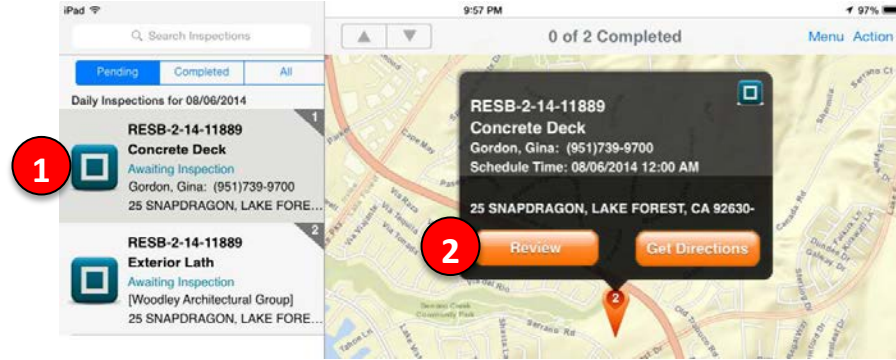3. Click **Done** when reordering is complete
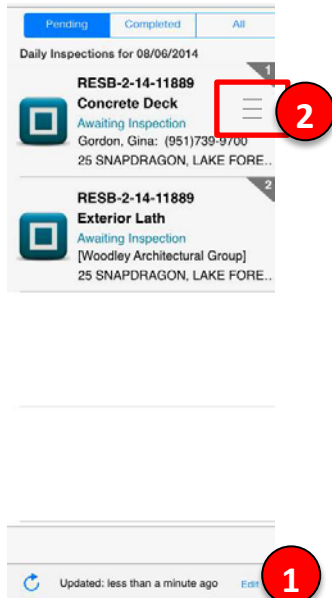
View Inspection Details

1. Click **Inspection Record** in Daily Inspections menu (left pane)
2. Click **Review button**

Note: User **Google Maps** instead of **Get Directions** button

Before you begin an inspection, you can view the details of the Inspection as well as the associated Permit Record. Click on the tabs across the Inspection Record:
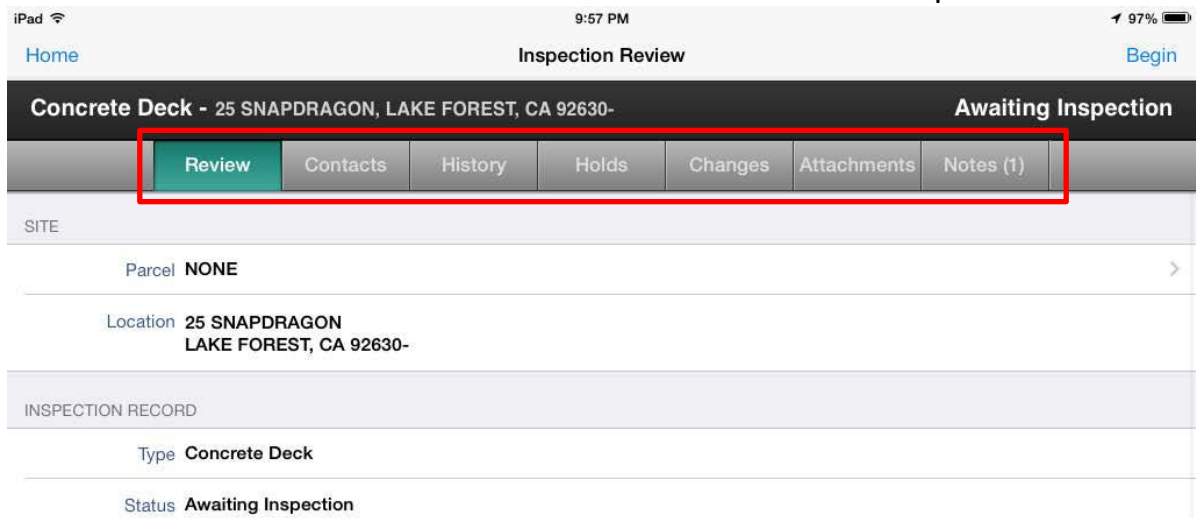

- **Header:** Quick View of the **Inspection Type, Address, and Status**
- **Review:** Details of the Inspection including **Address and Type**
- **Contacts:** Includes all **contact information** associated with the Permit
- **History:** View **past inspections**
- **Holds:** View **holds applied** to the permit
- **Changes: Reschedule, Reassign, or change** the Inspection Type. Also, Add **schedule a New Inspection** (Is not available to schedule the same type of the current or previous inspection)
- **Attachments:** View **attachments**
- **Notes:** View **notes** provided from both the requestor and added by Building Technicians
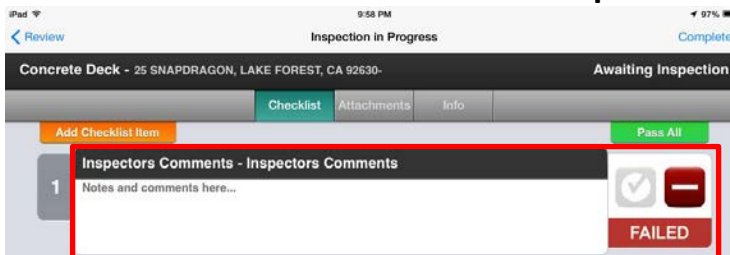
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Perform an Inspection

1. Click an **Inspection Record** in Daily Inspections menu (left pane)
2. Click **Review button**
3. **Review** the inspection details
4. Click **Begin**
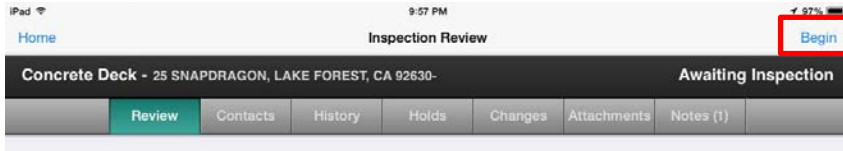
5. **To add Comments** and **select if the Inspection Passed or Failed**

6. **To attach a picture or documents, in Attachments tab click:**
    1. **Choose From Docs** – Attach docs on the iPad
    2. **Take Photo** – Take a pic with the iPad in the inspection record
    3. **Choose From Photos** – Upload a previously taken picture from the iPad
7. To finalize the inspection, in the upper right corner of the **Inspection in Progress** header click **Complete**

8. In the **Summary** tab, click **Inspection Status** and select the **Inspection Status**
9. To close the inspection, in the upper right corner of the **Inspection Summary** header click **Done**

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Change an Inspection
1. Click an **Inspection Record** in Daily Inspections menu (left pane)
2. Click **Review button**
3. **Review** the inspection details
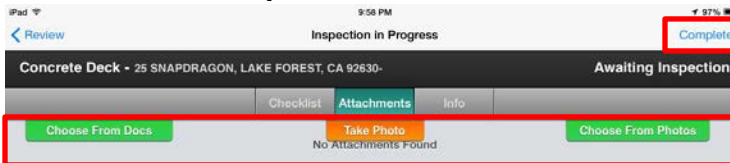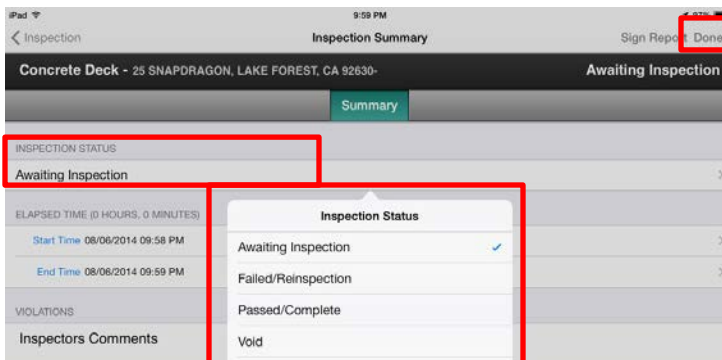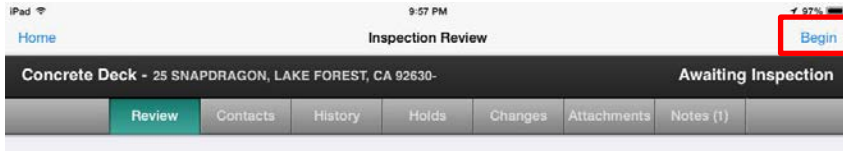4. Click **Begin**

5. Go to **Changes** tab and click:
   1. **Change Inspection Type:** If the inspection type is incorrect. The requestor may have selected the wrong inspection type when requesting the inspection.
   2. **Reassign to Another Inspection:** If the inspection need to be assigned to a different inspector
      Note: Call the inspector to ensure they are aware of the addition to their run sheet. Once changes are applied, the inspection will be removed from your run sheet and added to the new assigned inspector's run sheet.
   3. **Reschedule Inspection:** If the inspection needs to be rescheduled to a future date. Once changes are applied, the inspection will be removed from your run sheet and will appear on the next date.
      Note: Be mindful to not schedule on **weekends, off-Fridays and holidays**.
6. Click **Apply Changes**

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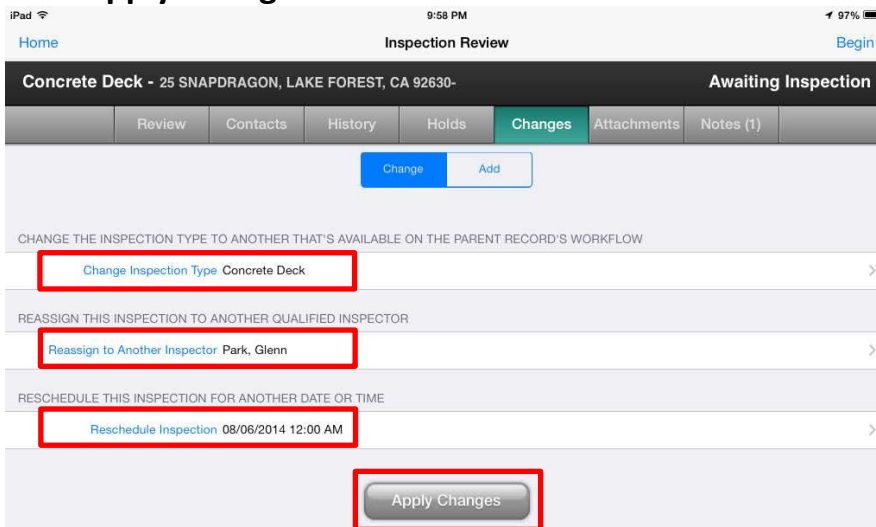
Add an Inspection

Use **Add an Inspection** if:

- A requestor called in for an inspection and is ready to sign-off on **more** inspections
- The requestor tells you that they would like to schedule a different future inspection (**Note:** An inspection can only be added if the current inspection has not been completed. If the current inspection has been completed, have the requestor request their inspection through regular request channels)
- **Note:** Add Inspections is **not available** to schedule the same type of the current or previous inspection

1. Click an **Inspection Record** in Daily Inspections menu (left pane)
2. Click **Review button**
3. **Review** the inspection details
4. Click **Begin**

5. Go to **Add** tab and click:
   1. **Change Inspection Type:** Select the inspection type of the new inspection
   2. **Schedule Inspection:** Select the date of the inspection. If the new inspection is **scheduled for today**, it will be available in your run sheet.
      Note: Be mindful to not schedule on **weekends, off-Fridays and holidays**.
6. Click **Apply Changes**