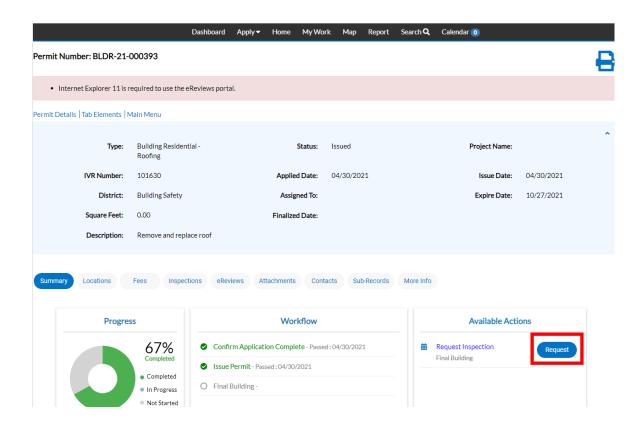
How to Schedule an Inspection on CSS

https://amarillotx-energovpub.tylerhost.net/Apps/SelfService#/home

There are two places to schedule an inspection:

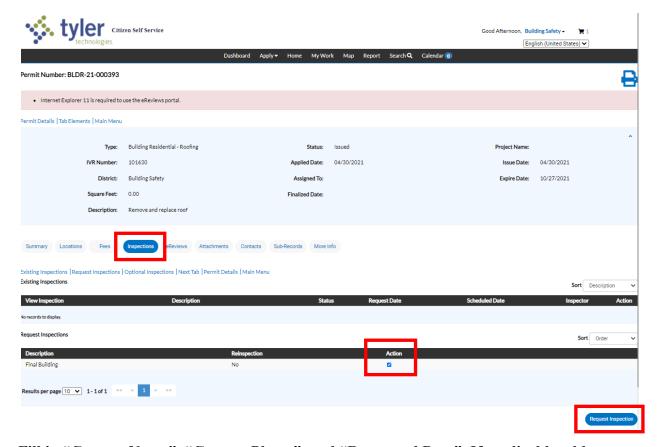
On the "Summary" Tab:

• Click on "Request" in the "Available Actions" box

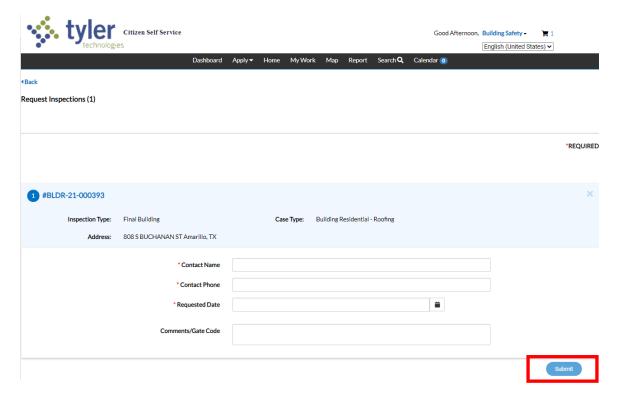


Or on the "Inspections" Tab

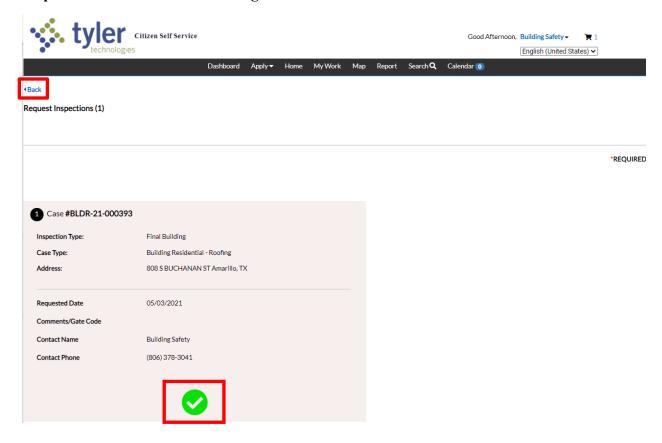
- Check the box under action by the inspection
- Click "Request Inspection"



Fill in "Contact Name". "Contact Phone", and "Requested Date". If applicable add "Comments/Gate Code". Click Submit



Inspection confirmation will be a green check mark. Click on "Back"



In the "Inspection" Tab available is the Inspection Number, Scheduled Date, and the assigned Inspector.

