

1. Log in and select House button (See [P-III-1](#) Log in procedures)
2. Follow general input procedures (See [P-III-2](#))
3. After you have completed the initial regular inspection, fill out the information as you normally would, and in addition, follow the steps below.

Inspection - Leo's lamps

Occupancy ID: 0000006182 Occupancy Name: Leo's lamps Completed: 08/04/2002

Type: 131 (3-9 units) Reinspection

Basic | Responsible Party | Notes | Other...

Assigne: Station: 01T, Shift: A, Unit: 1T1

Times: Received: 08/04/2002, Scheduled: 08/04/2002, Completed: 08/04/2002, Start Time: :, End Time: :, Staff Hours: 0.00

Violation Notice Sent Date Sent: // Print Violation Notice...

Fees and Payment

Inspection Fee: **\$0.00** Date Paid: // Print Statement...

Navigation: New, Browse, Save, Delete, Print..., Close