Unrequested Inspections

The procedure for unrequested inspections will remain similar to the way it has worked in the past, except you will know *immediately* if your jurisdiction will be reimbursed. Unrequested inspection information has to be entered using the Enter inspection results link.

- If the installation information for the unrequested label **has not** been entered into the system:
    1. From the Main Menu, click Enter inspection results
    2. Enter the label number ("S" in front of the number)
    3. The following messages will appear on the screen:

> No installation information found
>
> **No inspection information found**
>
> No address has been entered for this label. If you have not performed an inspection, DO NOT use the following links to edit or create an inspection record.
>
> **There are no inspection entries for this label at this time.**
>
> **Click Here to create a new inspection record and enter the inspection details.**

    4. Click on Click Here. Type in the address of the property inspected (city and ZIP must be entered). Select "Pass" or "Fail" from the "Inspection Status" menu, and enter the inspection date. The type of work inspected and the inspector's name should be typed in the comment box (this information will be visible to the contractor). Press SAVE. The message "This inspection qualifies (or does not) for reimbursement through the BCD Minor Label Program." will appear.

- If the installation information for the unrequested label has already been entered into the system :
    1. The "Click Here to create a new inspection record…" message will appear on the screen. Click on Click Here. The complete installation information will be displayed on the screen. Select "Pass" or "Fail," enter the inspection date, what was inspected and by whom in the comment box, and press SAVE. The "inspection qualifies (or does not) for reimbursement…" message will display.

  Return to the Main Menu. Click on Reports and select the criteria for the current quarter. If the label qualifies for reimbursement, the label number will be displayed in the reimbursement report.