

Using the Reasonable Accommodation Search Screen

1. Type “reasonable accommodation” from the **Home** tab **Search** field.

The screenshot shows the 'Home' tab selected. In the 'Search' field, the text 'Reasonable Accommodation' is entered. A red arrow points to the search field.

2. Click on **Reasonable Accommodation List**.

The screenshot shows the 'Reasonable Accommodation List' menu item highlighted in yellow. A red arrow points to the menu item.

Note: You do not have to type the entire word. In the picture above the system matched anything that matched “reas” in the Search menu.

3. The system will open the **Search Reasonable Accommodation Request** Tab. The Search request will show you all request regardless of the **Request Status**.

The screenshot shows the 'Search Reasonable Accommodation Requests' tab selected. A red arrow points to the tab.

4. Type the name of the person you are looking for in the **Search Reasonable Accommodations Requests** tab. In this example, we are searching for Melissa Newton.

The screenshot shows the 'Search Reasonable Accommodations Requests' tab. The search field contains 'melissa newton'. A red arrow points to the search field.

Note: Use the % wildcard in the search field to return all results.

5. Click the **Search** button to look for results matching the information keyed in.

The screenshot shows the 'Search' button highlighted in yellow. A red arrow points to the button.

6. Click the **Advanced Options** dropdown arrow to further define what results you want to populate in your search.

The screenshot shows the 'Advanced Options' dropdown menu open. A red arrow points to the dropdown arrow.

Request ID	Household ID	Name	SSN	Request Category	Request Type	Request Status	Request Date	New Request?
6	10454	Newton, Melissa	###-##-3647		Additional bedroom	Approved	4/30/2015	<input type="checkbox"/>
5	10454	Newton, Melissa	###-##-3647		Additional Bedroom for Medical Equipment	Approved	4/30/2015	<input type="checkbox"/>

7. Select your advanced filters to show only desired results by checking each appropriate box. These are options are: *Request Status, Request Category, and/or Request Type.*

8. Click the **Search** button to apply the selected filters.

Request ID	Household ID	Name	SSN	Request Category	Request Type	Request Status	Request Date	New Request?
1	7230	SHARIF, AUDREY	###-##-3068	Live in aide	First Appeal	4/28/2015	<input checked="" type="checkbox"/>	

9. Click on the **New Reasonable Accommodation Requests** Tab to see only New Reasonable Accommodation Requests.

Request ID	Household ID	Name	SSN	Request Category	Request Type	Request Status	Request Date	New Request?
34	131	BURSON, KALEM	###-##-9...	Resident	Additional bedroom	Pending	5/20/2015	<input checked="" type="checkbox"/>
23	10437	Davidyuk, Sergey	###-##-9...	Applicant	Live in aide	Pending	5/13/2015	<input checked="" type="checkbox"/>
32	10417	Greenburg, Savan...	###-##-3...	Resident	Additional bedroom	Pending	5/18/2015	<input checked="" type="checkbox"/>
64	10409	Hale, Alan	###-##-3...	Resident	Additional bedroom	Pending	8/24/2015	<input checked="" type="checkbox"/>
13	10501	Hogan, Perry	###-##-1...	Resident	Additional bedroom	Pending	5/7/2015	<input checked="" type="checkbox"/>
20	10501	Hogan, Perry	###-##-1...	Agency - Property Man...	Payment Standard above 110%	Pending	5/11/2015	<input checked="" type="checkbox"/>

10. Click the **Request ID** number under the **New Reasonable Accommodation Requests** tab or the **Search Reasonable Accommodation Requests** tab to see all Reasonable Accommodation Requests for a person.


Request ID	Household ID	Name
10	10407	Newton, Mag
9	10407	Newton, Mag
11	10454	Newton, Mel
8	10454	Newton, Mel
5	10454	Newton, Mel

Request ID	Household ID	Name	SSN
13	10501	Hogan, Perry	###-##-1576
12	10407	Newton, Maggie	###-##-8625
10	10407	Newton, Maggie	###-##-8625
9	10407	Newton, Maggie	###-##-8625
11	10454	Newton, Melissa	###-##-3647
1	7230	SHARIF, AUDREY	###-##-3068
3	10459	Stinks, MST	###-##-2741

11. Below is a diagram of the **Reasonable Accommodation Requests** screen:

The screenshot shows the 'Reasonable Accommodation Requests' screen. At the top, there are tabs for 'Home', 'Reasonable Accommodation List', and 'Reasonable Accommodation Requests - Newton, Melissa C'. Below the tabs are buttons for 'New', 'Save', 'Reload', 'Delete', 'Notes (0)', and 'Scribe'. A 'Print' button is also present. The main area contains a table of requests with columns: Request Date, Category, Request Type, Status, New?, and Update Date. Below this table is a section for 'Reasonable Accommodation Request Activity' with a similar table. On the right side, there is a 'Details' panel with fields for Household ID, Request Date, Category, Request Type, Status, and a 'Sync to Insp App' checkbox. Below the details panel is an 'Accommodations' list with checkboxes for various options like 'Accessible parking space', 'Bedrooms and bathroom on the...', etc. Callouts A through H are placed over specific elements: A is over the 'Request Type' and 'Status' columns; B is over the 'Request Activity' table; C is over the 'Details' panel; D is over the 'Accommodations' list; E is over the 'Save' button; F is over the 'Delete' button; G is over the 'Notes' button; and H is over the 'Scribe' button.

- A) Request Type and status of the request
- B) History of activity of the highlighted request
- C) Various fields that make up this request. These fields can be modified by clicking in the drop down box or sent to the mobile inspection application by checking the **Sync to Insp App** box.
 - a. **Household ID:** Click this hyperlink to open the household screen of this tenant.
 - b. **Requested Date:** Date the request was active in the system
 - c. **Category:** customizable field by client – how you want to sort each group of request
 - d. **Request Type:** What the tenant is asking for as an accommodation
 - e. **Status:** Where the request is in the process of being approved
 - f. **Sync to Insp App:** Click the box to force this accommodation to show on the mobile inspection. If there is no check in this box, the inspector will not see the accommodation request when conducting their inspection on their mobile device.
- D) Accommodations being requested by tenant. To change simply click in the blank boxes to add accommodation type to the request or if you want to deselect click in the checked boxes to remove the selection.
- E) Click the **Save** button to save any changes made on this screen.
- F) Click the **Delete** button to delete the selected request.
- G) Click the **Notes** button to add notes to the selected request.
- H) Click the **Scribe** button to print letters about the accommodation request.

12. Close the door  when you are done viewing to exit this screen.