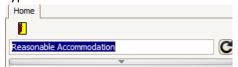
ersion 1.0 Revised 05/09/2015

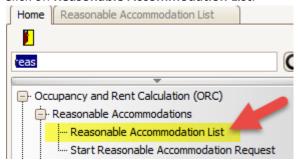
## **Using the Reasonable Accommodation Search Screen**

1. Type "reasonable accommodation" from the Home tab Search field.



2. Click on Reasonable Accommodation List.

3.



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.

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



5. 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.

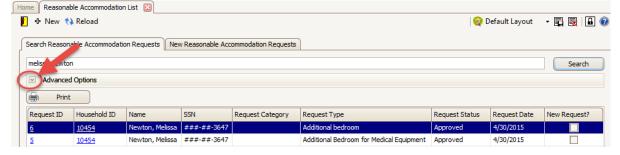


Note: Use the % wildcard in the search field to return all results.

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

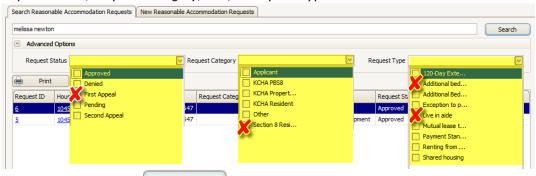


7. Click the **Advanced Options** dropdown arrow to further define what results you want to populate in your search.

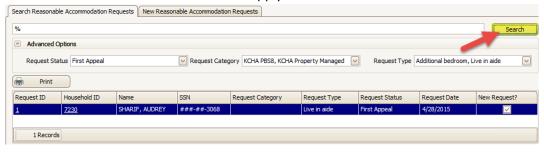




8. Select your advanced filters to show only desired results by checking each appropriate box. These are options are: Request Status, Request Category, and/or Request Type.



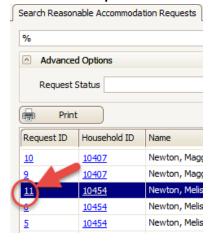
Search Click the **Search** button to apply the selected filters.



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



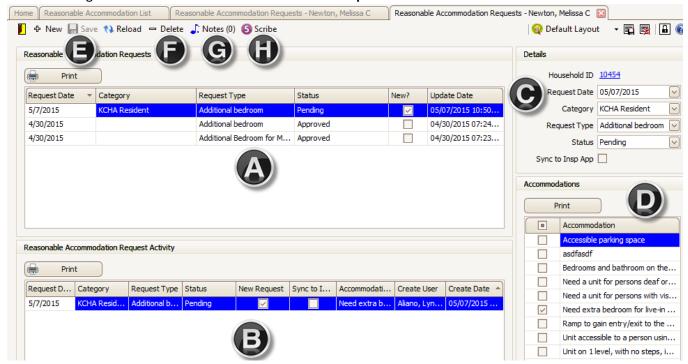
11. Click the Request ID number under the New Reasonable Accommodation Requests tab or the Search Reasonable Accommodation Requests tab to see all Reasonable Accommodation Requests for a person.







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



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