

Using the Reasonable Accommodation Search Screen

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

Home

Reasonable Accommodation

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

Home

Reasonable Accommodation List

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.

Home

Reasonable Accommodation List

Search Reasonable Accommodation Requests

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.

Home

Reasonable Accommodation List

Search Reasonable Accommodation Requests

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.

Search Reasonable Accommodation Requests

Search

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

Home

Reasonable Accommodation List

Search Reasonable Accommodation Requests

Advanced Options

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"/>

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.*

9. 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	KCHA Property Managed	Live in aide	First Appeal	4/28/2015	<input checked="" type="checkbox"/>

1 Records

10. 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?
10	10407	Newton, Maggie	###-##-8625	KCHA Property Managed	Mutual lease termination	Pending	5/6/2015	<input checked="" type="checkbox"/>
9	10407	Newton, Maggie	###-##-8625	KCHA Property Managed	120-Day Extension on voucher	Pending	5/6/2015	<input checked="" type="checkbox"/>
1	7230	SHARIF, AUDREY	###-##-3068	KCHA Resident	Live in aide	First Appeal	4/28/2015	<input checked="" type="checkbox"/>
3	10459	Stinks, MST	###-##-2741	KCHA Resident	Live in aide	Pending	4/29/2015	<input checked="" type="checkbox"/>

4 Records

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.

Request ID	Household ID	Name
10	10407	Newton, Maggie
9	10407	Newton, Maggie
11	10454	Newton, Melissa
8	10454	Newton, Melissa
5	10454	Newton, Melissa

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


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

The screenshot shows the 'Reasonable Accommodation Requests' screen for 'Newton, Melissa C'. It features a top navigation bar with 'Home', 'Reasonable Accommodation List', and 'Reasonable Accommodation Requests - Newton, Melissa C'. Below the navigation bar is a toolbar with buttons: 'New' (E), 'Save' (F), 'Reload' (G), 'Delete' (H), 'Notes (0)', and 'Scribe'. The main area contains a table of requests with columns: Request Date, Category, Request Type, Status, New?, and Update Date. A 'Print' button is located above the table. To the right of the table 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' section with a 'Print' button and a list of accommodation types with checkboxes. At the bottom of the screen is a 'Reasonable Accommodation Request Activity' section with a table of request activity and a 'Print' button. Callouts A through H are placed on the screen to identify specific elements: A points to the 'Request Type' and 'Status' columns in the main table; B points to the 'Request Activity' table; C points to the 'Details' panel; D points to the 'Accommodations' list; E points to the 'New' button; F points to the 'Save' button; G points to the 'Notes' button; and H points to the 'Scribe' button.

Request Date	Category	Request Type	Status	New?	Update Date
5/7/2015	KCHA Resident	Additional bedroom	Pending	<input checked="" type="checkbox"/>	05/07/2015 10:50...
4/30/2015		Additional bedroom	Approved	<input type="checkbox"/>	04/30/2015 07:24...
4/30/2015		Additional Bedroom for M...	Approved	<input type="checkbox"/>	04/30/2015 07:23...

Request D...	Category	Request Type	Status	New Request	Sync to I...	Accommodati...	Create User	Create Date
5/7/2015	KCHA Resid...	Additional b...	Pending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need extra b...	Aliano, Lyn...	05/07/2015 ...

- 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.