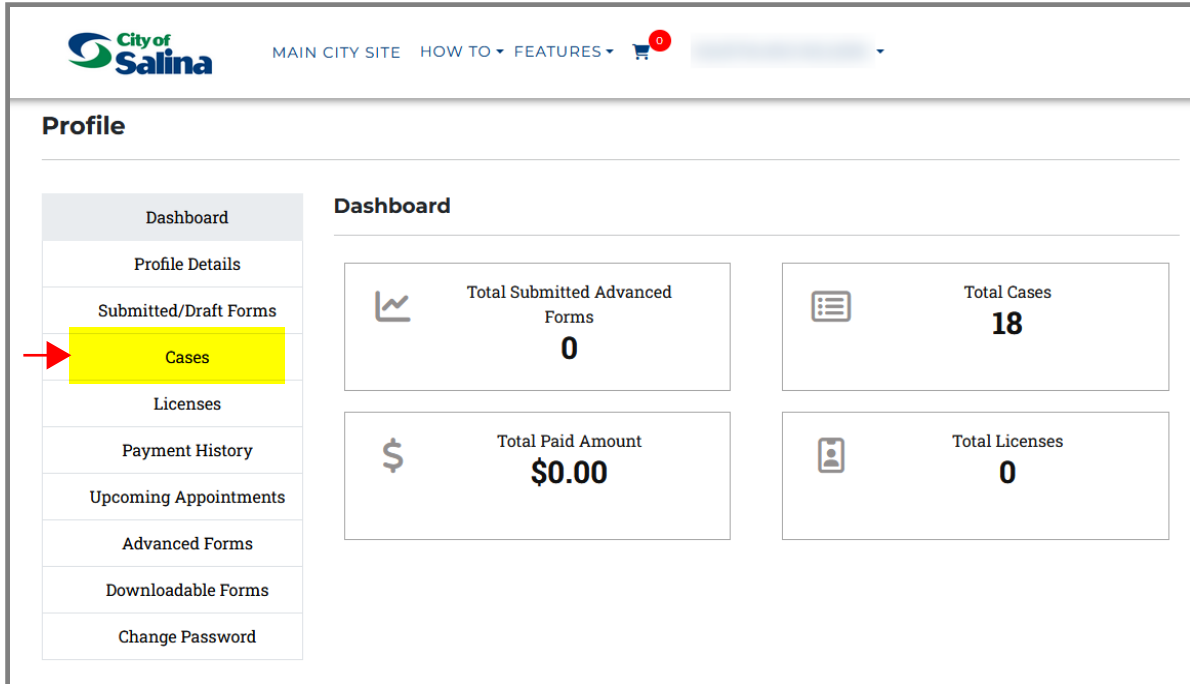


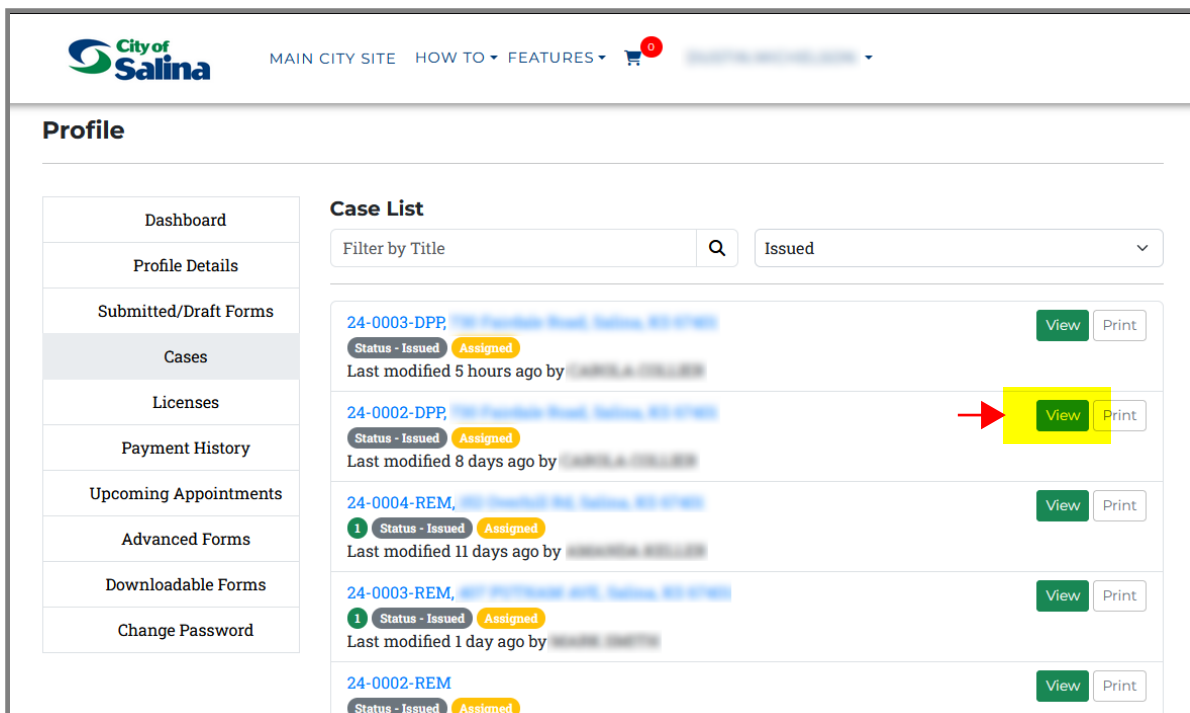
How to schedule an inspection in GovBuilt

1. Go to salina.govbuilt.com and log in to view your dashboard. Click "Cases" in the left navigation menu.



The screenshot shows the City of Salina GovBuilt dashboard. The top navigation bar includes the City of Salina logo, "MAIN CITY SITE", "HOW TO", "FEATURES", and a shopping cart icon with a red notification badge. The "Profile" section is active, and the left navigation menu is visible. The "Cases" menu item is highlighted in yellow, with a red arrow pointing to it. The dashboard area displays four key metrics: Total Submitted Advanced Forms (0), Total Cases (18), Total Paid Amount (\$0.00), and Total Licenses (0).

2. Locate your permit in the list of cases, then click the "View" button.



The screenshot shows the City of Salina GovBuilt dashboard with the "Cases" menu item selected in the left navigation bar. The "Case List" section is displayed, showing a list of cases. The second case, "24-0002-DPP", is highlighted, and its "View" button is highlighted in yellow with a red arrow pointing to it. The list includes case IDs, status (Issued), assigned status, and last modified dates.

| Case ID | Status | Assigned | Last Modified | View | Print |
|-------------|--------|----------|---------------|------|-------|
| 24-0003-DPP | Issued | Assigned | 5 hours ago | View | Print |
| 24-0002-DPP | Issued | Assigned | 8 days ago | View | Print |
| 24-0004-REM | Issued | Assigned | 11 days ago | View | Print |
| 24-0003-REM | Issued | Assigned | 1 day ago | View | Print |
| 24-0002-REM | Issued | Assigned | | View | Print |

3. Click "Inspections" in the left navigation menu.

The screenshot shows the City of Salina Case Management System interface. At the top, the City of Salina logo is on the left, and navigation links for 'MAIN CITY SITE', 'HOW TO', 'FEATURES', and a shopping cart icon with a '0' notification are on the right. Below the header, the case title 'Case - 24-0002-NEW' is displayed with download and refresh icons, and a 'Go To Case List' link. A progress bar shows the case status: Submitted, Completeness Review, Staff Review, Approved Pending Payment, Issued (highlighted in green), and Finaled. On the left, a navigation menu includes 'Forms/Reports', 'Comments', 'Attached Docs', 'Payments', and 'Inspections', which is highlighted in yellow with a red arrow pointing to it. The main content area, titled 'Attached Items', lists four items: 'New Building - [Link]', 'Online Payment Form', 'General Permit - (24-0002-NEW)', and '[Link] - Job Card'. Each item includes its status (Submitted or Letters Filled), item type, and last modified date.

4. Fill out the Request Inspection form and submit.

The screenshot shows the 'Request Inspection' form in the City of Salina Case Management System. The form has a header with the City of Salina logo and navigation links. The main title is 'Request Inspection'. Below the title, there are two input fields: 'Inspection Types' with a dropdown menu and 'Inspection Date' with a text input field containing the placeholder 'MM/dd/yyyy'. Below these fields is a 'Details' section with a large text area for notes. At the bottom left of the form is a green 'Save' button.