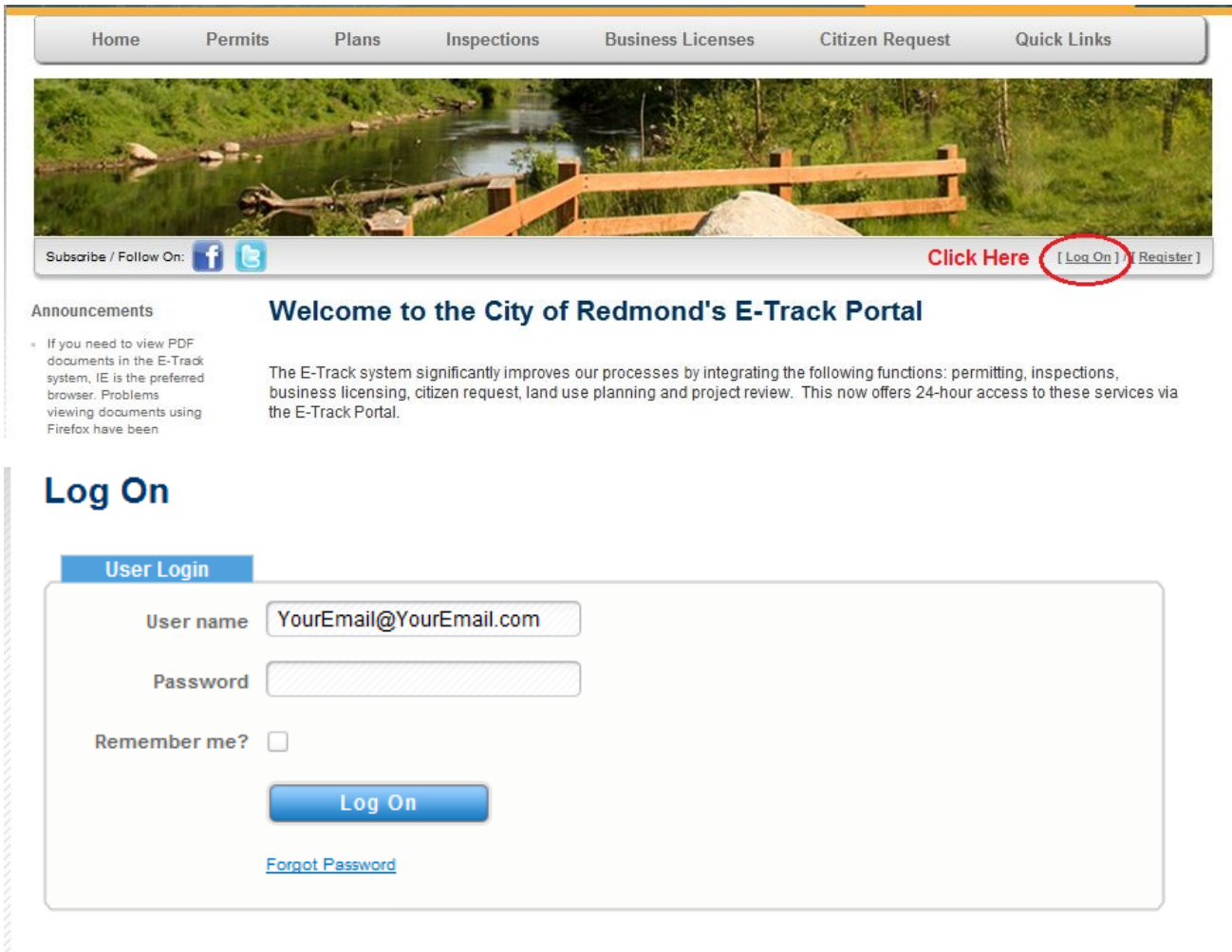


HOW TO SCHEDULE AN INSPECTION FOR A RIGHT-OF-WAY USE PERMIT ON THE E-TRACK PORTAL

In order to request an inspection, you must have an issued permit, be a contact on the permit and be registered as an E-Track Portal User.

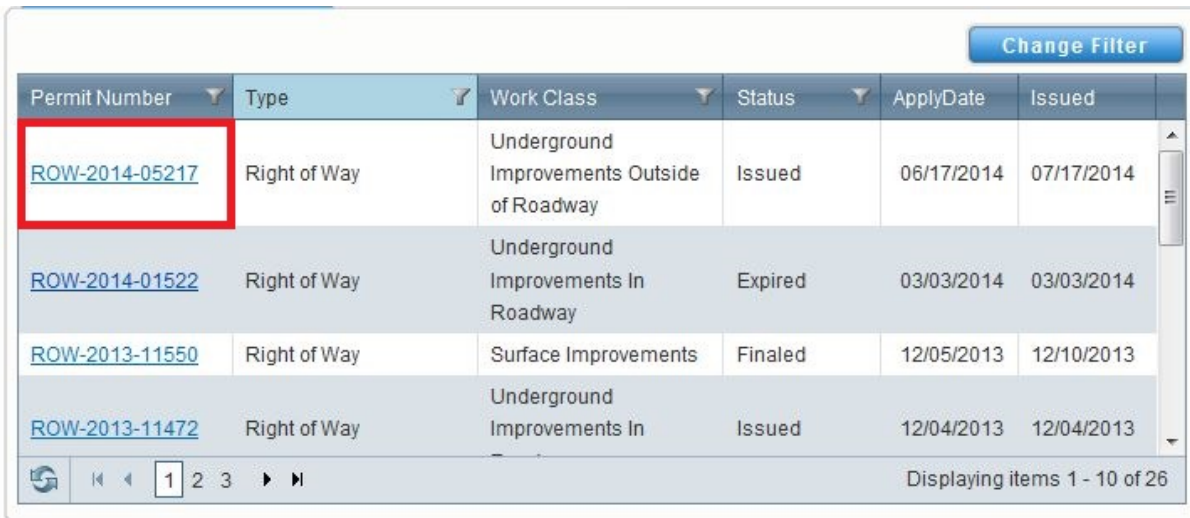
Log on to the E-track Portal (<https://land.redmond>) to schedule inspections. Click **[Log On]**. Enter your user name (email address used to register) along with your password.



The screenshot shows the City of Redmond's E-Track Portal website. At the top is a navigation menu with links for Home, Permits, Plans, Inspections, Business Licenses, Citizen Request, and Quick Links. Below the menu is a banner image of a river with a wooden fence. Under the banner are social media icons for Facebook and Twitter, and a "Click Here" link with a red circle around the "[Log On]" button. Below the banner is an "Announcements" section with a heading "Welcome to the City of Redmond's E-Track Portal" and a paragraph describing the system's functions. At the bottom is a "Log On" section with a "User Login" header, a form with fields for "User name" (containing "YourEmail@YourEmail.com") and "Password", a "Remember me?" checkbox, a "Log On" button, and a "Forgot Password" link.

From here you will be able to schedule inspection(s) for a particular permit.


Scroll down to the “Permit” box and click on **Permit Number**



A screenshot of a web application interface showing a table of permits. The table has columns for Permit Number, Type, Work Class, Status, ApplyDate, and Issued. The first row is highlighted with a red box. Below the table is a pagination control showing '1 2 3' and 'Displaying items 1 - 10 of 26'. A 'Change Filter' button is visible in the top right corner.

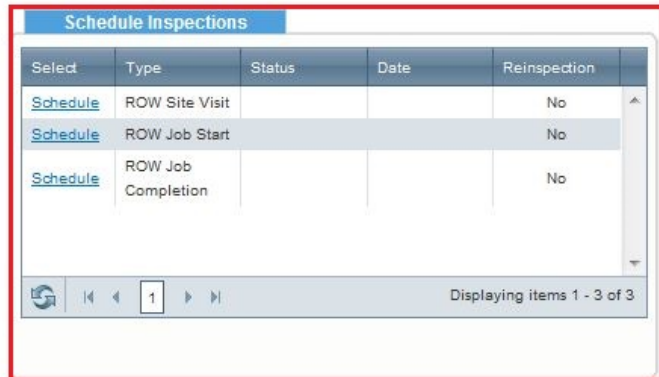
Permit Number	Type	Work Class	Status	ApplyDate	Issued
ROW-2014-05217	Right of Way	Underground Improvements Outside of Roadway	Issued	06/17/2014	07/17/2014
ROW-2014-01522	Right of Way	Underground Improvements In Roadway	Expired	03/03/2014	03/03/2014
ROW-2013-11550	Right of Way	Surface Improvements	Finalized	12/05/2013	12/10/2013
ROW-2013-11472	Right of Way	Underground Improvements In	Issued	12/04/2013	12/04/2013

The Permit will open. Scroll down to the “Schedule Inspections” box. This tab provides you a list of all inspections that can be requested.



A screenshot of the 'Existing Inspections' tab. The table has columns for Details, Type, Status, Request Date, and Schedule. The table is empty, displaying 'No records to display.' at the top. The pagination control at the bottom shows 'Displaying items 0 - 0 of 0'.

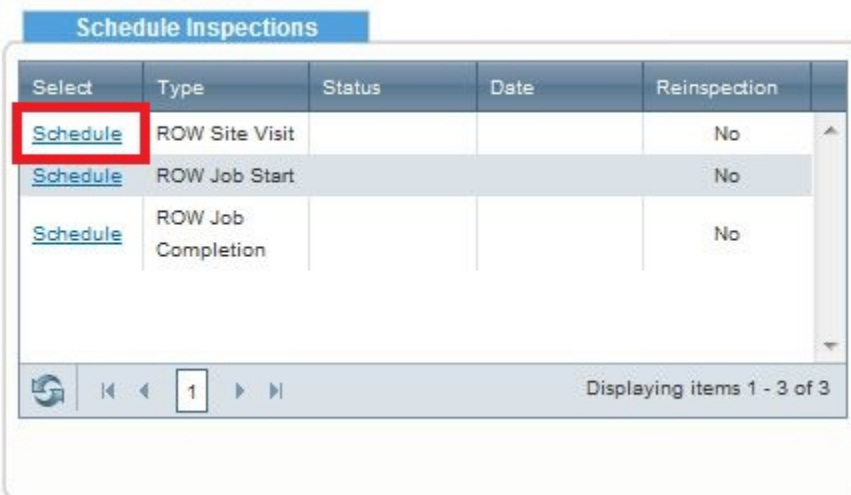
Details	Type	Status	Request Date	Schi
No records to display.				



A screenshot of the 'Schedule Inspections' tab. The table has columns for Select, Type, Status, Date, and Reinspection. The table contains three rows of data. The entire screenshot is enclosed in a red border.

Select	Type	Status	Date	Reinspection
Schedule	ROW Site Visit			No
Schedule	ROW Job Start			No
Schedule	ROW Job Completion			No

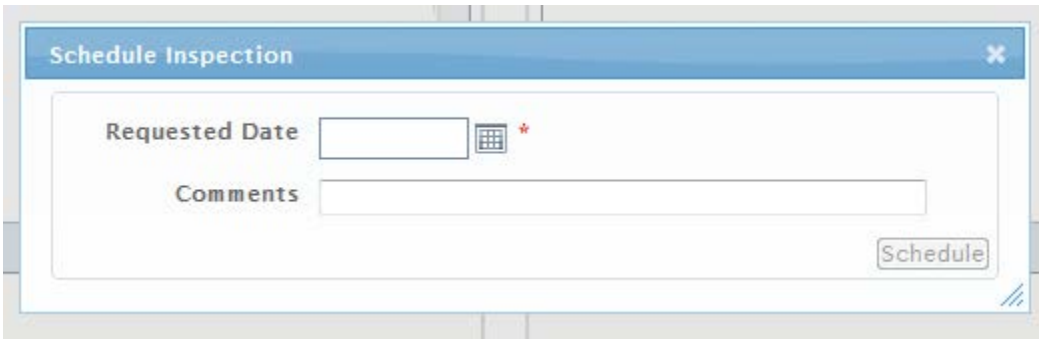
Click on “Schedule”



A screenshot of the 'Schedule Inspections' tab, similar to the previous one, but with a red box around the 'Schedule' link in the first row.

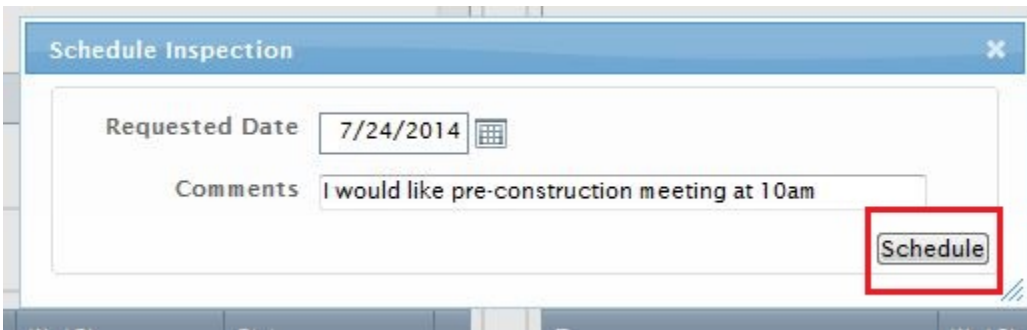
Select	Type	Status	Date	Reinspection
Schedule	ROW Site Visit			No
Schedule	ROW Job Start			No
Schedule	ROW Job Completion			No

In the pop up, select a “Requested Date” for the inspection (inspections will be scheduled for the requested date) and enter any comments that may help the Inspector, such as; preferred time for inspection, location of inspection, contact phone number or general comments.



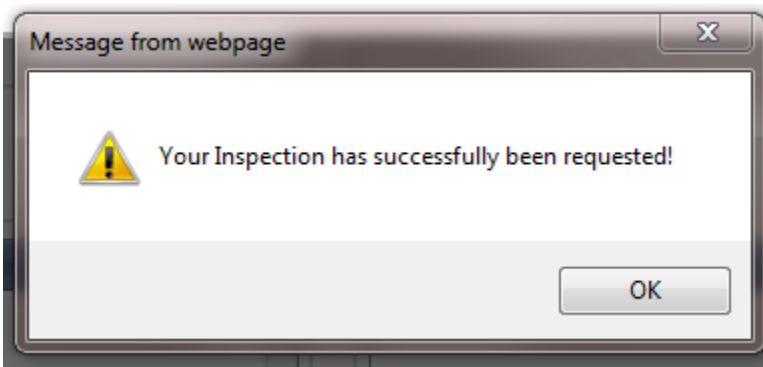
The screenshot shows a window titled "Schedule Inspection" with a close button (X) in the top right corner. Inside the window, there are two main input areas: "Requested Date" and "Comments". The "Requested Date" field is empty and has a calendar icon to its right and a red asterisk indicating a required field. The "Comments" field is a large text area, currently empty. A "Schedule" button is positioned at the bottom right of the form area.

Once all information for the “Requested” inspection is entered, click “Schedule”



This screenshot shows the same "Schedule Inspection" window, but now the "Requested Date" field contains the date "7/24/2014" and the "Comments" field contains the text "I would like pre-construction meeting at 10am". The "Schedule" button at the bottom right is highlighted with a red rectangular box, indicating it is the next step to click.

A pop up will appear confirming your inspection has been requested.



The screenshot shows a standard Windows-style message box titled "Message from webpage" with a close button (X) in the top right. On the left side, there is a yellow warning triangle icon. To the right of the icon, the text reads "Your Inspection has successfully been requested!". At the bottom right of the message box, there is an "OK" button.

Scroll down to the “Existing Inspections” section on your Permit. This tab provides you a list of all existing inspections that have been requested and scheduled. It also shows the status of each inspection. Click on Inspection Details under the “Details” column to see information specific to the inspection. Once here you can see Inspector information, details of those inspections and comments.

Existing Inspections

	Details	Type	Status	Request Date	Schi
Cancel	Inspection Details	ROW Site Visit	To Be Scheduled	7/24/2014	▲

Displaying items 1 - 1 of 1

Schedule Inspections

Select	Type	Status	Date	Reinspection
Schedule	ROW Job Start			No
Schedule	ROW Job Completion			No

Displaying items 1 - 2 of 2

The “Attachment Details” section of your Permit is where approved Site Plans, Traffic Control Plans and other documents associated with the inspection are visible and available to print.

REQUESTING AN INSPECTION THROUGH THE IVR SYSTEM

To call in an inspection through the IVR System, you will need to have the IVR phone number and the unique IVR PIN number found on your issued permit. The IVR phone number is 1-866-457-5289

Permit Number: ROW-2014-06126



Subscribe

Permit Details

Type: Right of Way	IVR Number: 118312	Application Date: 7/21/2014
Work Class: Miscellaneous	Project Name: ROW City	Issued Date: 7/21/2014
Status: Issued	District: Downtown	Expiration Date: 10/20/2014
Description: Re-install stre...		Final Date: None