DOB NOW INSPECTIONS

Browser Requirements

NYC Buildings

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Introduction

DOB NOW: *Inspections* Overview

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)[1], and their Delegates to conduct Inspection-related business with the Department of Buildings. DOB NOW: *Inspections* organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use DOB NOW: *Inspections* to:

- View information related to your Records
- Request Inspections and view the Results
- Request Gas Authorizations and Plumbing Sign Offs
- Receive emails at milestones in your Inspection cycle
- Upload documentation to certify certain Objections
- Assign Delegates (delegate responsibility to other Registered Users)
- Submit Certification documentation (LPs and Crane Owners only)
- Upload PVT Inspection results (PVTs only)
- Group Records into manageable 'Collections'

The purpose of this User Manual is to list the browser requirements needed to successfully use DOB NOW: *Inspections*.

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[1] LPs are defined as: Electrical Contractors, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Oil Burner Installers, Master Plumbers, Sign Hangers, Professional Engineers, Registered Architects, and Registered Landscape Architects

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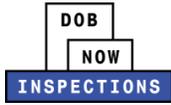
Browser Requirements

Use one of the supported browsers to navigate DOB NOW: *Inspections* properly.

DOB NOW: *Inspections* is designed for:

- Internet Explorer 9 - *Recommended*
- Mozilla Firefox 21
- Chrome 27
- Safari 5

Functionality in DOB NOW: *Inspections* will be limited with the unsupported versions and other browsers. Please be advised that you may encounter errors with screen layouts, attachments, and other functionality if a supported browser is not used and Silverlight is not installed/enabled.

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# Browser Upgrade and Silverlight Setting Instructions

This document provides information on how to prevent the browser from auto-upgrading to a newer version and to allow for the Silverlight plug-in to be enabled in order to upload documents/ attachments using Internet Explorer or Google Chrome.
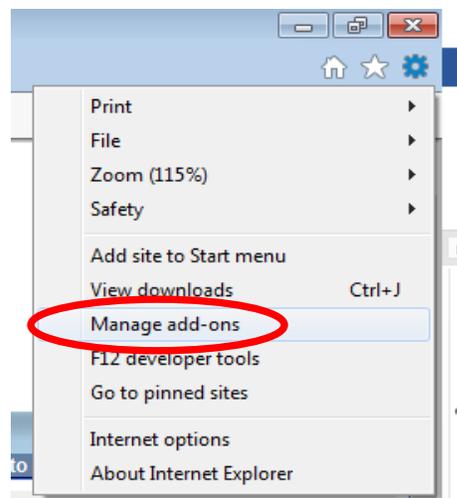
1. Internet Explorer (IE) 9

Internet Explorer IE 9 does not auto upgrade. No changes need to be made.

The following will provide instructions on how to enable Silverlight plug-in for IE9.

- **Step 1.** Click on the Tools menu at the top of the Internet Explorer browser window
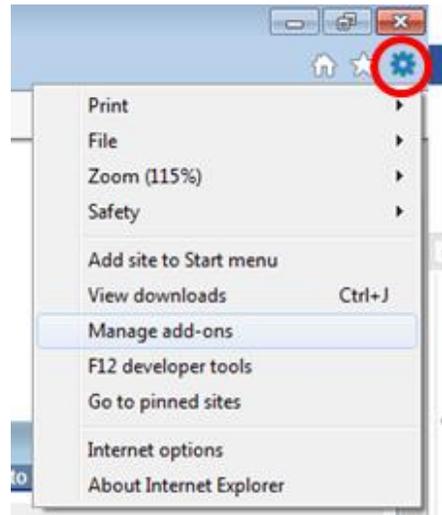

- **Step 2.** Select "Manage Add-ons"

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- **Step 3**. After the "Manage Add-ons" screen appears:
  - A.   Click on "Toolbars and Extensions" on the top left
  - B.   Click to view the dropdown list items and
  - C.   Select "All add-ons"
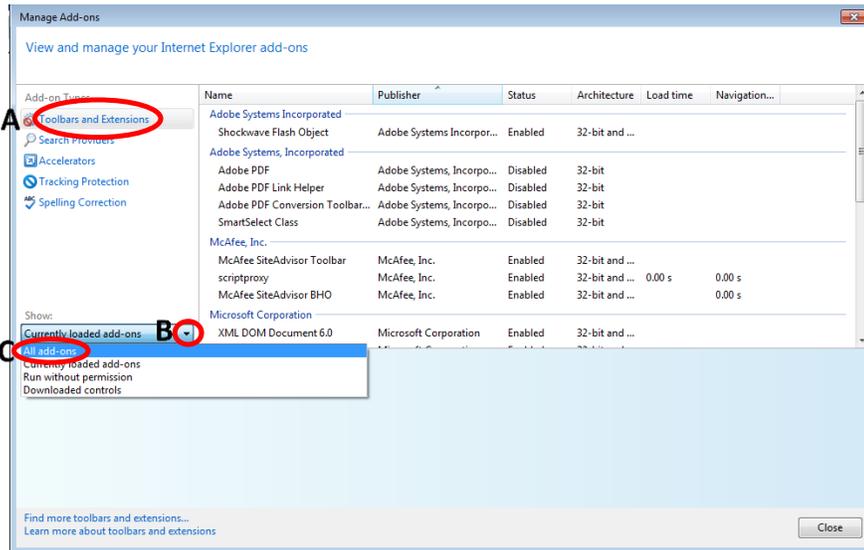
- **Step 4**. After selecting "All add-ons"
  - A.   Locate and click on "Microsoft Silverlight" from the table list
  - B.   In the Status field, if the value is "Disabled"
  - C.   Then click on the "Enable" button below and "Close"
    - If the Status field already reflects Enabled then Microsoft Silverlight is set up correctly. Click "Close"
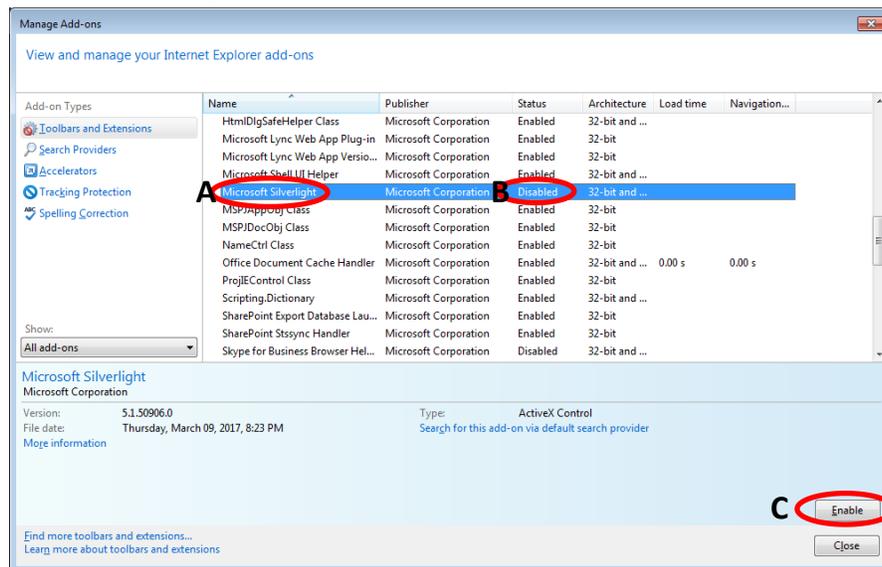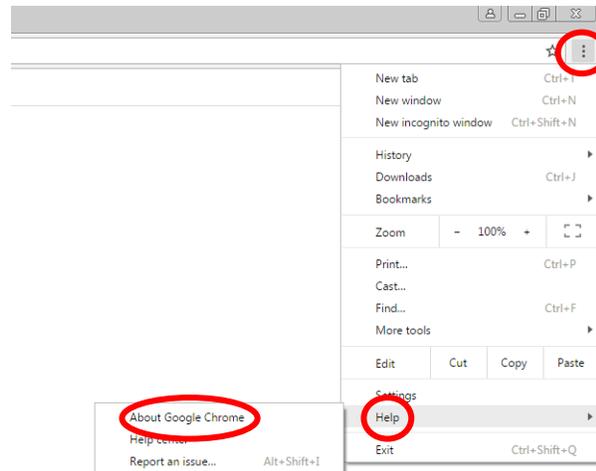
2. Chrome 27

The following are instructions on how to disable the auto-upgrading in Chrome 27 and enable the Silverlight plug-in.

Step 1. Install Chrome 27, or if Chrome is already installed confirm the current version is set to Chrome 27.

A. Click on the buttons on the browser header
B. Click on "Help"
C. Click on "About Google Chrome"

Step 2. After verifying the version, type in 'about: plugins' or 'chrome://plugins/' on Chrome browser's address bar and hit ENTER and the Plug-In List will appear in the browser.

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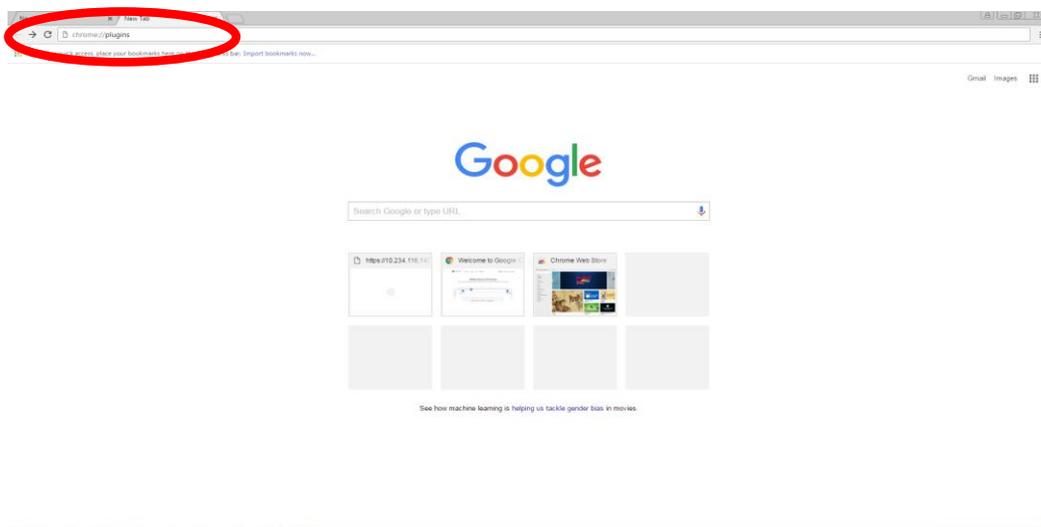
Step 3. From the Plug-In list locate "Google Update" and click on the blue link if it reflects "Enable" to change to "Disable". This will avoid from the browser being auto-upgraded.

Step 4. From the same "Plug-In" list locate "Silverlight" and click on the blue link if it reflects "Enable" to change to "Disable".

- To avoid the Silverlight pop-up when uploading documents you check on the box "Always allowed". If the "Always allowed" option is not check you may have to click on the " Run this time" button every time a document is being uploaded.