

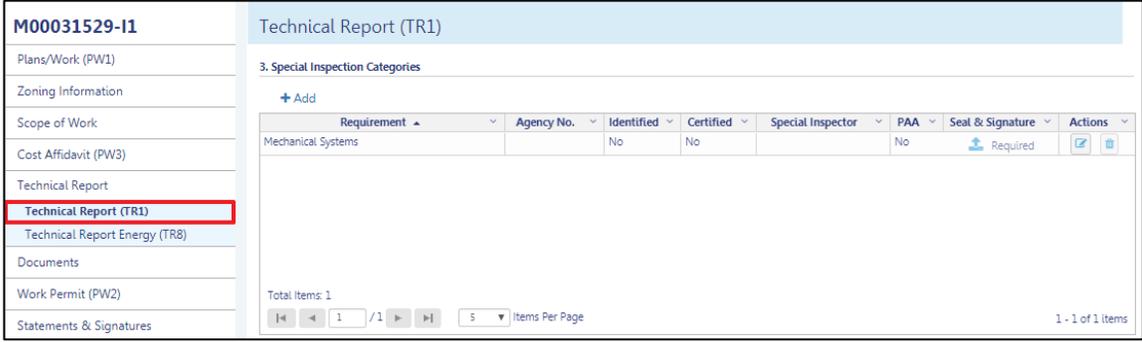
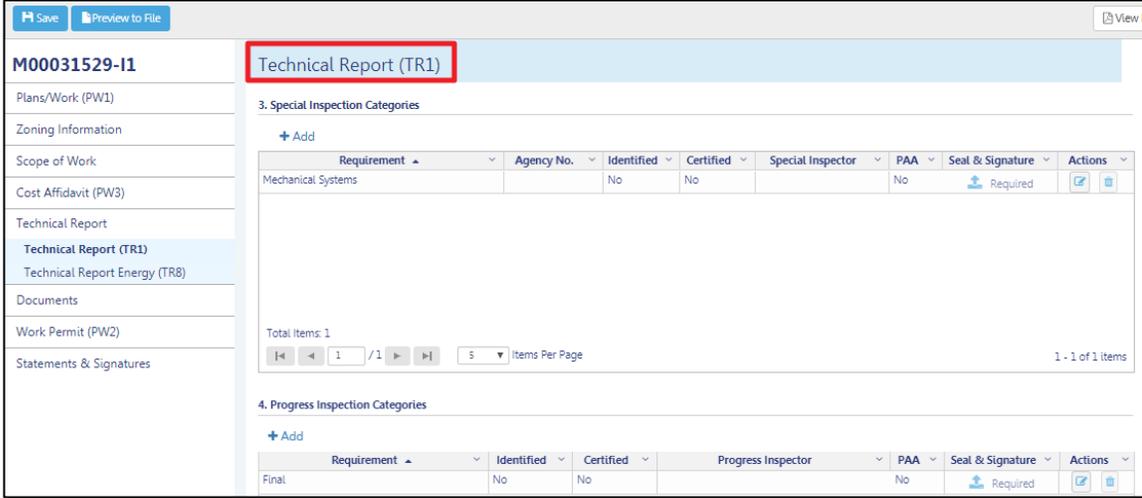
# DOB NOW: *Build* – Technical Reports TR1 & TR8 Step-By-Step Guides

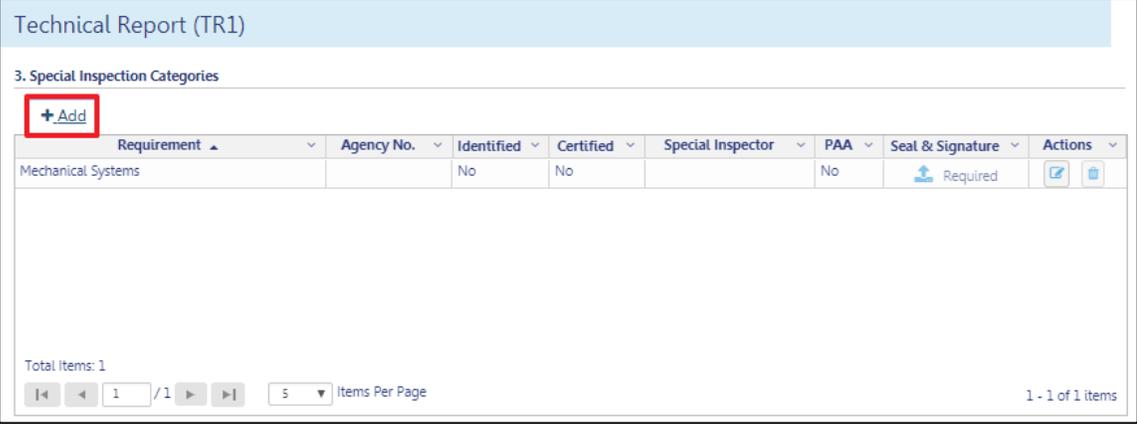
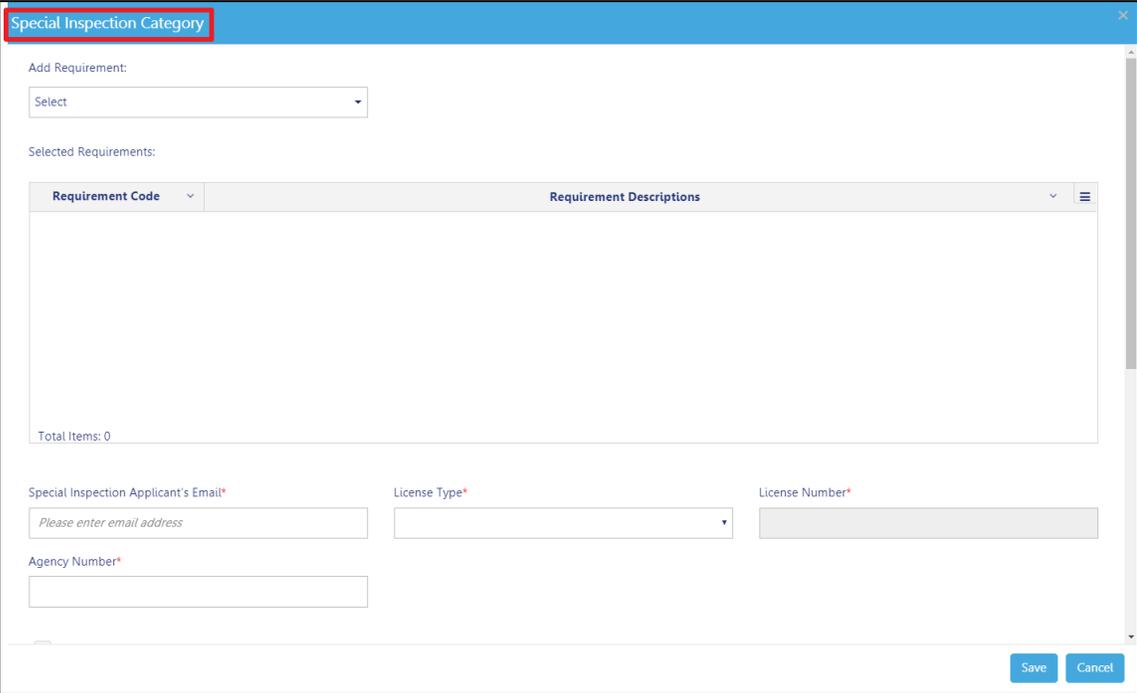
In these Step-by-Step Guides you will learn how to:

Complete Technical Report (TR1)	2
Complete Technical Report Energy (TR8)	13
Certify an Inspection	18

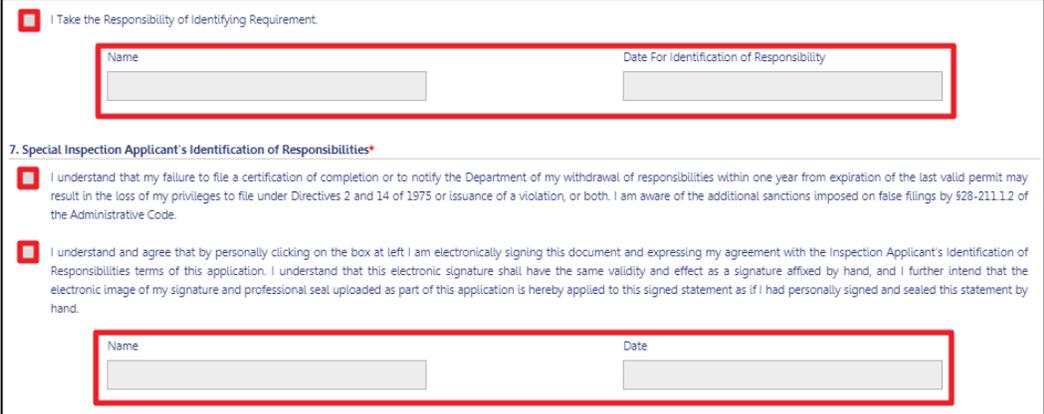
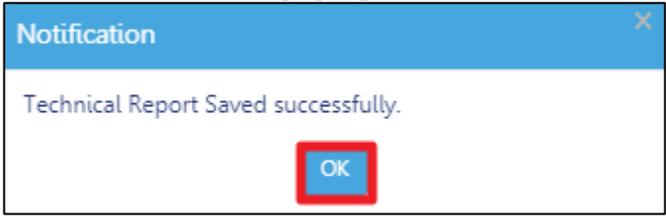
# Complete Technical Report (TR1)

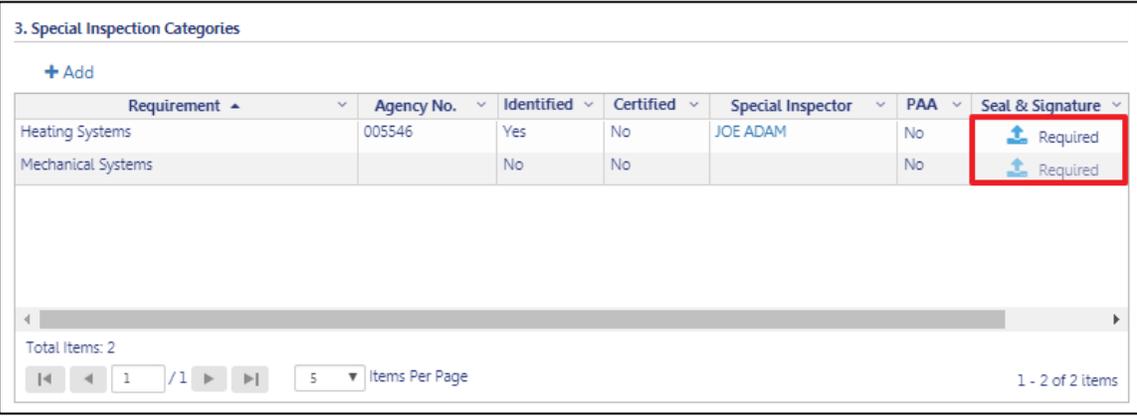
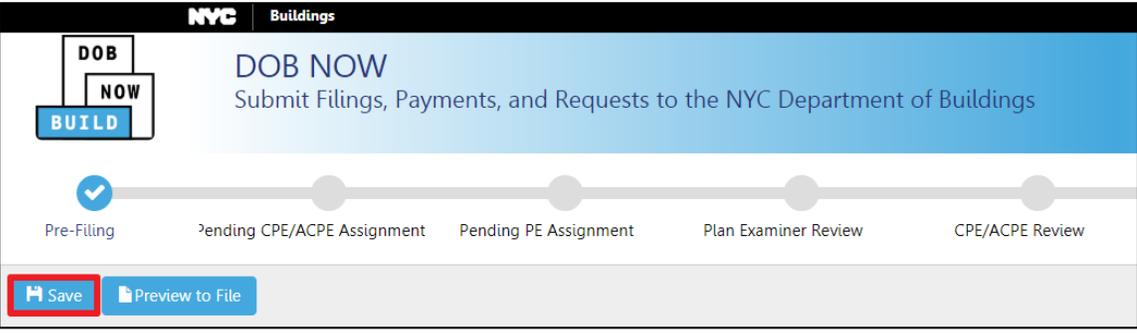
Complete the following steps to enter the **Technical Report (TR1)**:

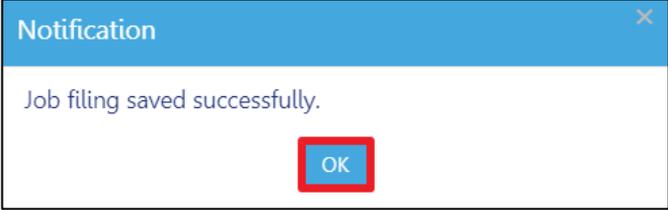
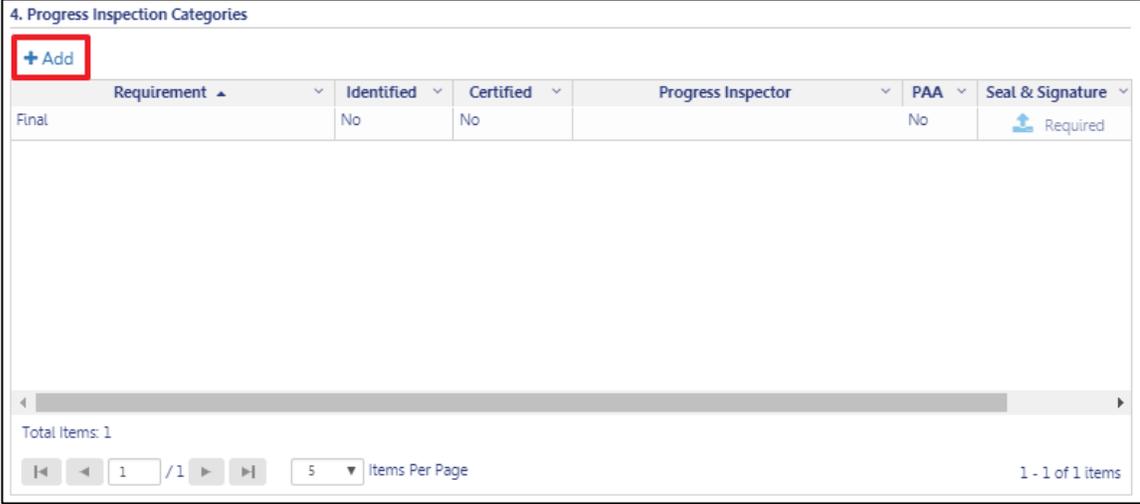
Step	Action																
1.	<p>Select the <b>Technical Report (TR1)</b> tab.</p>  <p>The screenshot shows a sidebar on the left with various report types. The 'Technical Report (TR1)' option is highlighted with a red box. The main area shows a table under '3. Special Inspection Categories' with the following data:</p> <table border="1"> <thead> <tr> <th>Requirement</th> <th>Agency No.</th> <th>Identified</th> <th>Certified</th> <th>Special Inspector</th> <th>PAA</th> <th>Seal &amp; Signature</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Mechanical Systems</td> <td></td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>Required</td> <td>[Checkmark] [Trash]</td> </tr> </tbody> </table>	Requirement	Agency No.	Identified	Certified	Special Inspector	PAA	Seal & Signature	Actions	Mechanical Systems		No	No		No	Required	[Checkmark] [Trash]
Requirement	Agency No.	Identified	Certified	Special Inspector	PAA	Seal & Signature	Actions										
Mechanical Systems		No	No		No	Required	[Checkmark] [Trash]										
	<p>The <b>Technical Report (TR1)</b> section displays.</p>  <p>The screenshot shows the 'Technical Report (TR1)' section fully displayed. The sidebar now highlights 'Technical Report (TR1)'. The main content area shows two sections: '3. Special Inspection Categories' (with the same table as above) and '4. Progress Inspection Categories' with the following data:</p> <table border="1"> <thead> <tr> <th>Requirement</th> <th>Identified</th> <th>Certified</th> <th>Progress Inspector</th> <th>PAA</th> <th>Seal &amp; Signature</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Final</td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>Required</td> <td>[Checkmark] [Trash]</td> </tr> </tbody> </table>	Requirement	Identified	Certified	Progress Inspector	PAA	Seal & Signature	Actions	Final	No	No		No	Required	[Checkmark] [Trash]		
Requirement	Identified	Certified	Progress Inspector	PAA	Seal & Signature	Actions											
Final	No	No		No	Required	[Checkmark] [Trash]											

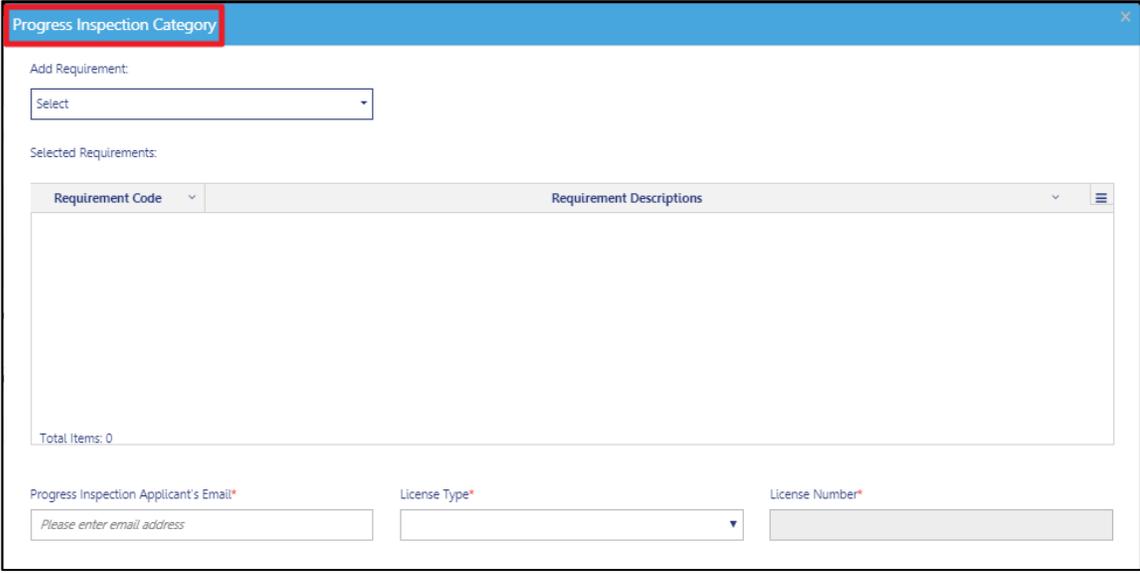
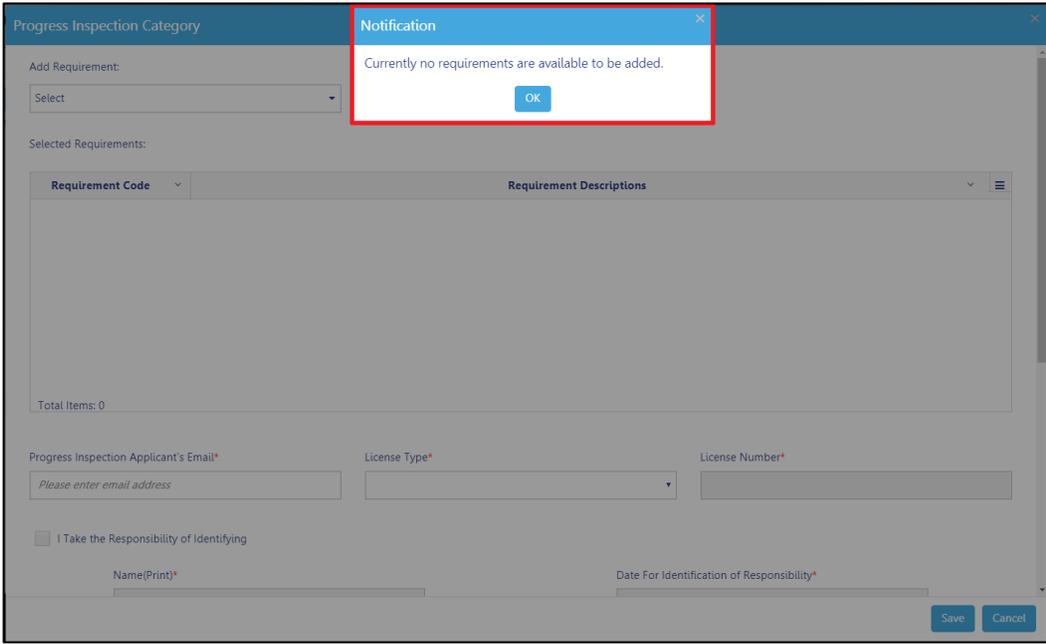
Step	Action
2.	<p>Click the <b>+Add</b> icon to add an additional Special Inspection Category, if applicable.</p> 
	<p>The <b>Special Inspection Category</b> window displays.</p> 

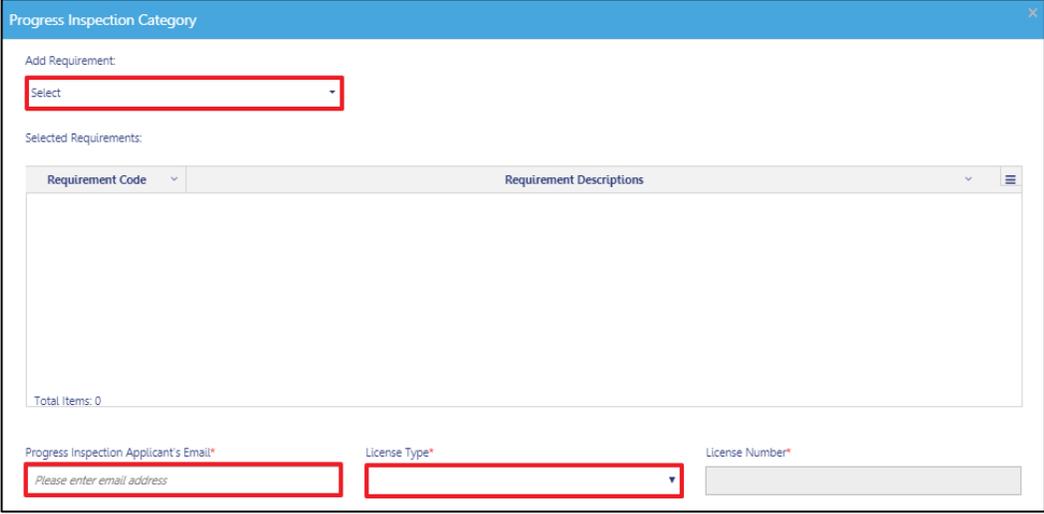


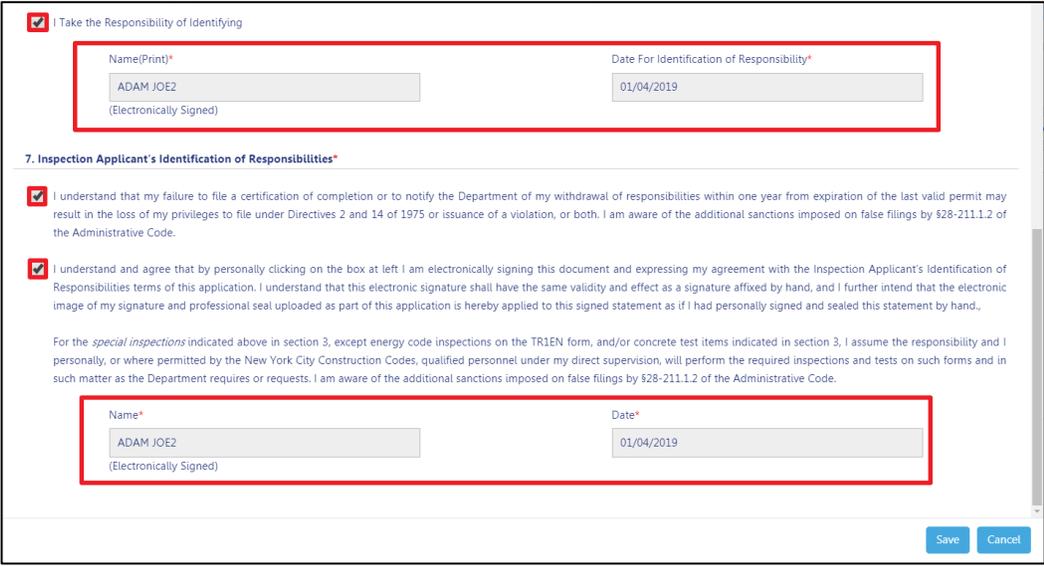
Step	Action
4.	<p>The Special Inspector identified selects the checkbox to electronically sign:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>I Take the Responsibility of Identifying Requirement</b></li> <li><input type="checkbox"/> <b>Special Inspection Applicant’s Identification of Responsibilities</b></li> </ul> 
	<p><b>Note</b> The <b>Name</b> and the <b>Date</b> fields auto-populate after the checkbox is clicked.</p>
5.	<p>Click <b>Update</b>.</p> 
6.	<p>A Notification pop-up window with the message “<b>Technical Report Saved successfully</b>” displays.</p> <p>Click <b>OK</b> to close the pop-up window labeled Notification.</p> 

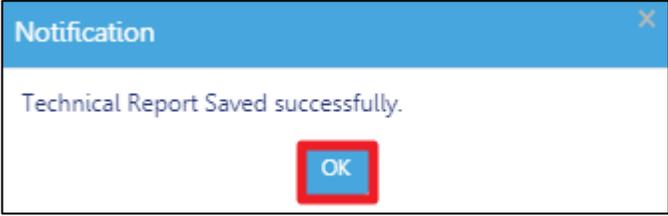
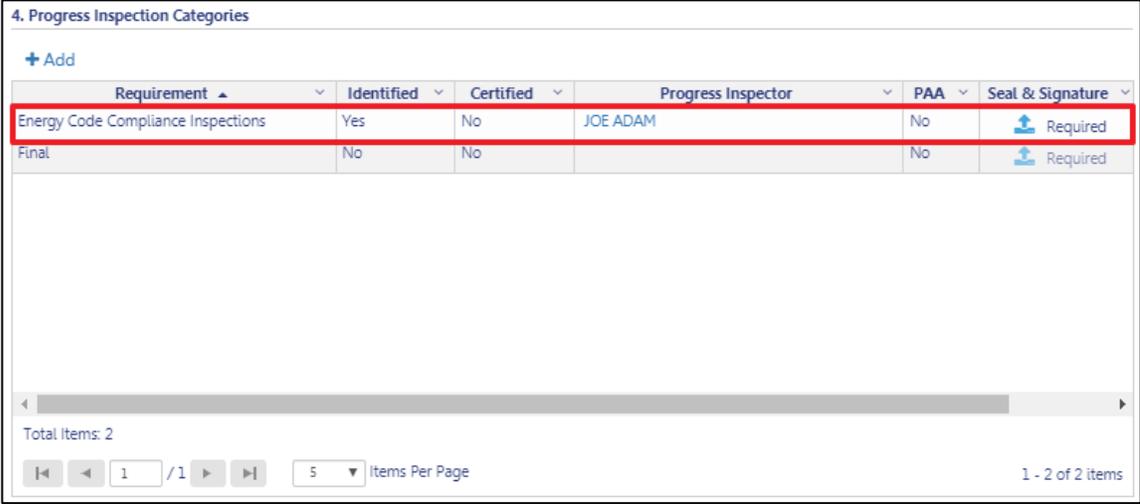
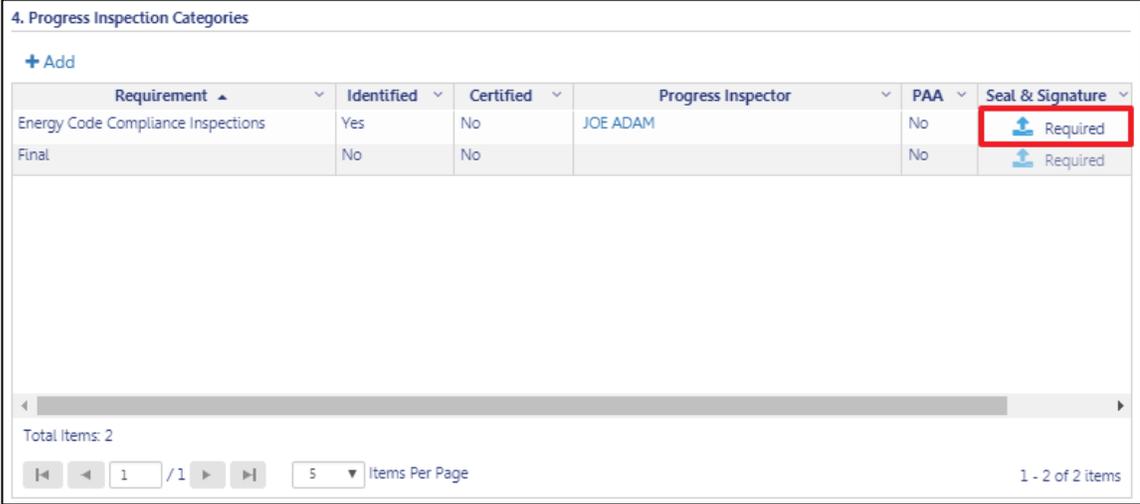
Step	Action																								
	<p>The Special Inspection is listed in the Requirement section.</p>  <p>3. Special Inspection Categories</p> <table border="1"> <thead> <tr> <th>Requirement</th> <th>Agency No.</th> <th>Identified</th> <th>Certified</th> <th>Special Inspector</th> <th>PAA</th> <th>Seal &amp; Signature</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Heating Systems</td> <td>005546</td> <td>Yes</td> <td>No</td> <td>JOE ADAM</td> <td>No</td> <td>Required</td> <td></td> </tr> <tr> <td>Mechanical Systems</td> <td></td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>Required</td> <td></td> </tr> </tbody> </table>	Requirement	Agency No.	Identified	Certified	Special Inspector	PAA	Seal & Signature	Actions	Heating Systems	005546	Yes	No	JOE ADAM	No	Required		Mechanical Systems		No	No		No	Required	
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Heating Systems	005546	Yes	No	JOE ADAM	No	Required																			
Mechanical Systems		No	No		No	Required																			
7.	<p>Click the (  Required) icon to upload Special Inspector’s Seal &amp; Signature.</p>  <p>3. Special Inspection Categories</p> <table border="1"> <thead> <tr> <th>Requirement</th> <th>Agency No.</th> <th>Identified</th> <th>Certified</th> <th>Special Inspector</th> <th>PAA</th> <th>Seal &amp; Signature</th> </tr> </thead> <tbody> <tr> <td>Heating Systems</td> <td>005546</td> <td>Yes</td> <td>No</td> <td>JOE ADAM</td> <td>No</td> <td>Required</td> </tr> <tr> <td>Mechanical Systems</td> <td></td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td>Required</td> </tr> </tbody> </table> <p>Total Items: 2          1 / 1 Items Per Page          1 - 2 of 2 items</p>	Requirement	Agency No.	Identified	Certified	Special Inspector	PAA	Seal & Signature	Heating Systems	005546	Yes	No	JOE ADAM	No	Required	Mechanical Systems		No	No		No	Required			
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Heating Systems	005546	Yes	No	JOE ADAM	No	Required																			
Mechanical Systems		No	No		No	Required																			
	<p><b>Note</b> Only the Special Inspector identified in the Special Inspection can upload the Seal and Signature document.              If applicable, see <i>Upload a Document Step-by-Step Guide</i>.</p>																								
	<p><b>Note</b> If applicable, repeat Steps 3 – 7 above to add another Special Inspection.</p>																								
8.	<p>Located in the upper left-hand corner of the page, click <b>Save</b>.</p>  <p>NYC Buildings</p> <p>DOB NOW          Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <p>Pre-Filing   Pending CPE/ACPE Assignment   Pending PE Assignment   Plan Examiner Review   CPE/ACPE Review</p> <p>Save   Preview to File</p>																								

Step	Action
9.	<p>A Notification pop-up window with the message “<b>Job filing saved successfully</b>” displays. Click <b>OK</b> to close the pop-up window labeled Notification.</p> 
	<p><b>Note</b> The <b>Progress Inspection Categories for New Work</b> section displays <b>Requirements</b>, if applicable, based on information entered on previous tabs.</p> 
10.	<p>Click the <b>+Add</b> icon to add a Progress Inspection.</p> 

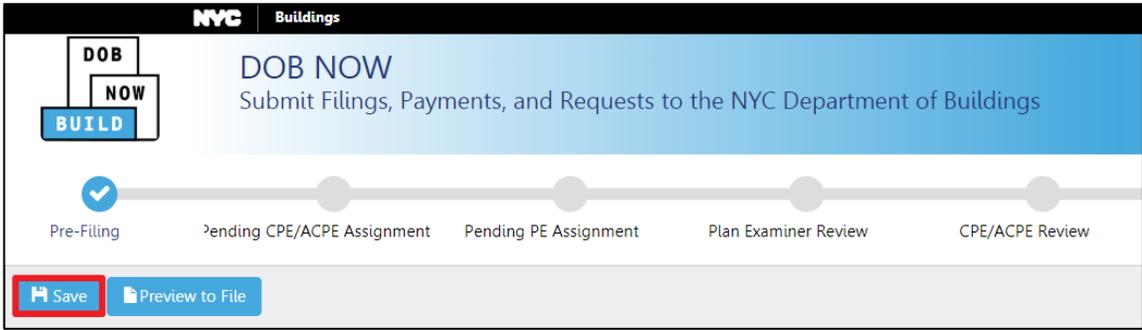
Step	Action
	<p>The <b>Progress Inspection Category</b> window displays.</p> 
	<p><b>Note</b> If Progress Inspection(s) are not required for the job filing, the following pop-up window with the message <b>“Currently no requirements area available to be added”</b> displays.</p> <p>Click <b>OK</b> to close the Notification.</p> 

Step	Action
11.	<p>Complete the following required fields:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Add Requirement</b></li> <li><input type="checkbox"/> <b>Progress Inspection Applicant's Email</b></li> <li><input type="checkbox"/> <b>License Type (e.g., Professional Engineer)</b></li> </ul> 
	<p><b>Note</b> It is required for the Applicant to enter the Progress Inspection Applicant’s email. When the applicant enters the email, the Progress Inspector receives a notification.</p>

Step	Action
12.	<p>The Progress Inspector identified selects from the following checkboxes to electronically sign:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I Take the Responsibility of Identifying</li> <li><input type="checkbox"/> Inspection Applicant’s Identification of Responsibilities</li> </ul> 
	<p><b>Note</b> The <b>Name</b> and the <b>Date</b> fields auto-populate after the checkbox is clicked.</p>
13.	<p>Click <b>Update</b>.</p> 

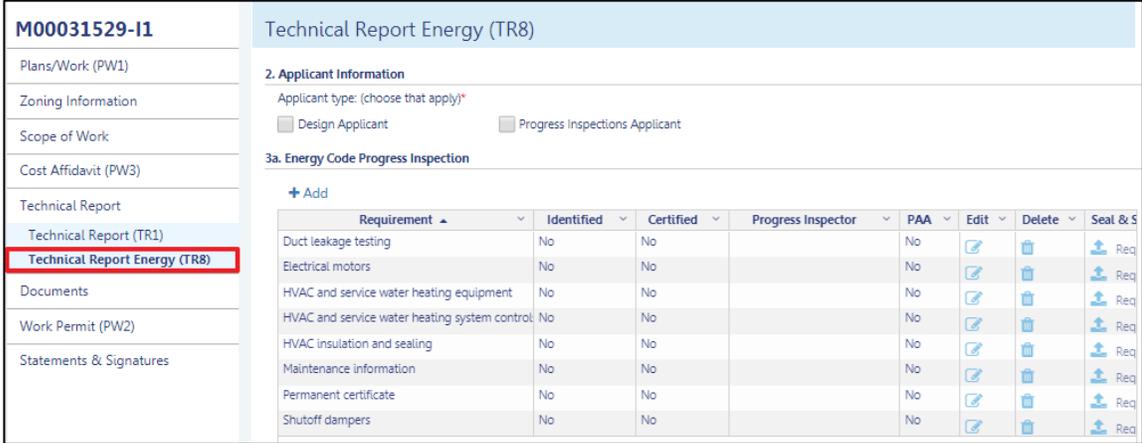
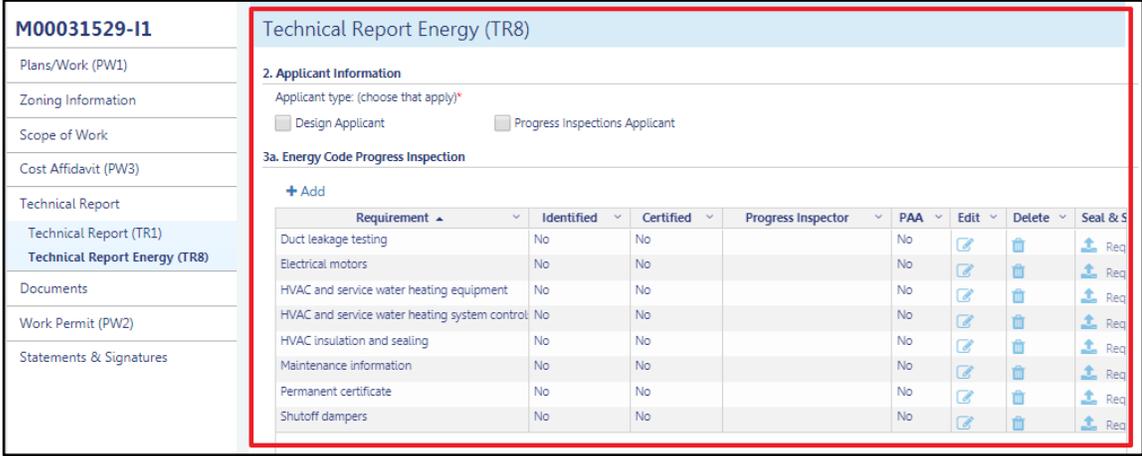
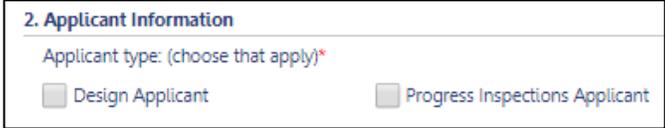
Step	Action																		
14.	<p>A Notification pop-up window with the message “<b>Technical Report Saved successfully</b>” displays.</p> <p>Click <b>OK</b> to close the pop-up window labeled Notification.</p> 																		
	<p>The Progress Inspection is listed in the Progress Inspection Categories for New York section.</p>  <table border="1" data-bbox="269 730 1409 1234"> <thead> <tr> <th>Requirement</th> <th>Identified</th> <th>Certified</th> <th>Progress Inspector</th> <th>PAA</th> <th>Seal &amp; Signature</th> </tr> </thead> <tbody> <tr> <td>Energy Code Compliance Inspections</td> <td>Yes</td> <td>No</td> <td>JOE ADAM</td> <td>No</td> <td> Required</td> </tr> <tr> <td>Final</td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td> Required</td> </tr> </tbody> </table>	Requirement	Identified	Certified	Progress Inspector	PAA	Seal & Signature	Energy Code Compliance Inspections	Yes	No	JOE ADAM	No	Required	Final	No	No		No	Required
Requirement	Identified	Certified	Progress Inspector	PAA	Seal & Signature														
Energy Code Compliance Inspections	Yes	No	JOE ADAM	No	Required														
Final	No	No		No	Required														
15.	<p>Click the ( <b>Required</b>) icon to upload Progress Inspector’s <b>Seal &amp; Signature</b>.</p>  <table border="1" data-bbox="269 1350 1409 1854"> <thead> <tr> <th>Requirement</th> <th>Identified</th> <th>Certified</th> <th>Progress Inspector</th> <th>PAA</th> <th>Seal &amp; Signature</th> </tr> </thead> <tbody> <tr> <td>Energy Code Compliance Inspections</td> <td>Yes</td> <td>No</td> <td>JOE ADAM</td> <td>No</td> <td> Required</td> </tr> <tr> <td>Final</td> <td>No</td> <td>No</td> <td></td> <td>No</td> <td> Required</td> </tr> </tbody> </table>	Requirement	Identified	Certified	Progress Inspector	PAA	Seal & Signature	Energy Code Compliance Inspections	Yes	No	JOE ADAM	No	Required	Final	No	No		No	Required
Requirement	Identified	Certified	Progress Inspector	PAA	Seal & Signature														
Energy Code Compliance Inspections	Yes	No	JOE ADAM	No	Required														
Final	No	No		No	Required														

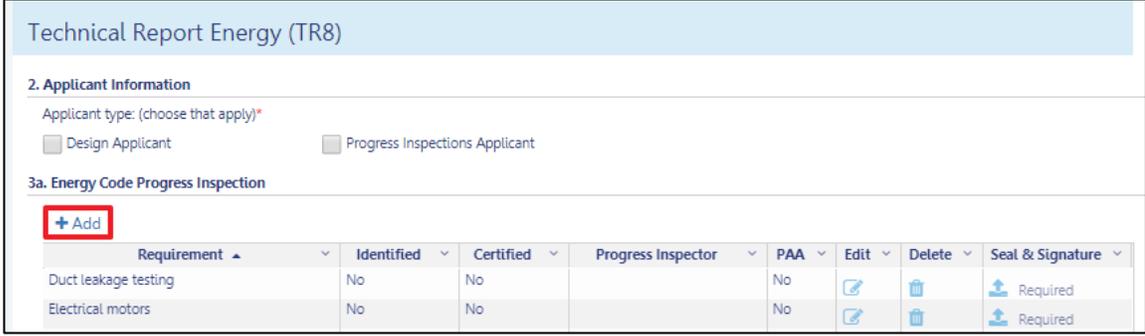
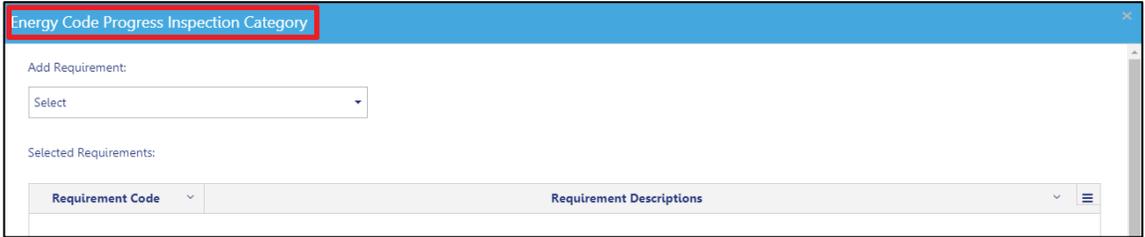
## DOB NOW: *Build* – TECHNICAL REPORTS –STEP-BY-STEP GUIDE

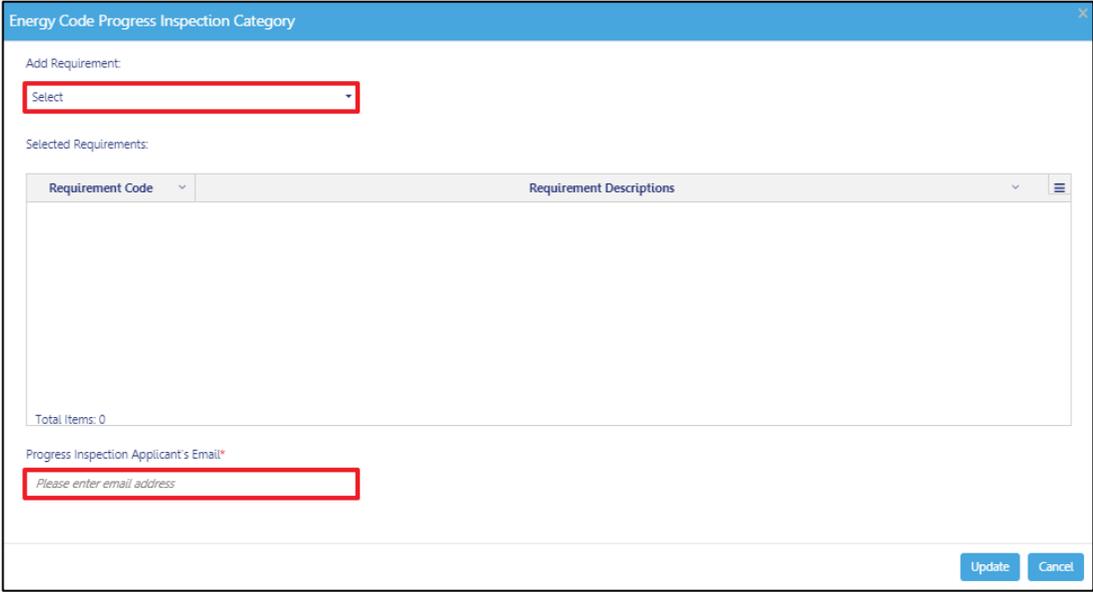
Step	Action
	<p><b>Note</b> Only the Progress Inspector identified in the Progress Inspection can upload the Seal and Signature document. If applicable, see the <i>Upload a Document Step-by-Step Guide</i>.</p>
	<p><b>Note</b> If applicable, repeat Steps 10 – 14 above to add another Progress Inspection.</p>
16.	<p>Located in the upper left-hand corner of the page, click <b>Save</b>.</p> 
17.	<p>A Notification pop-up window with the message “<b>Job filing saved successfully</b>” displays. Click <b>OK</b> to close the notification.</p> 
<p>You have completed the Add a TR1: Technical Report Step-by-Step Guide.</p>	

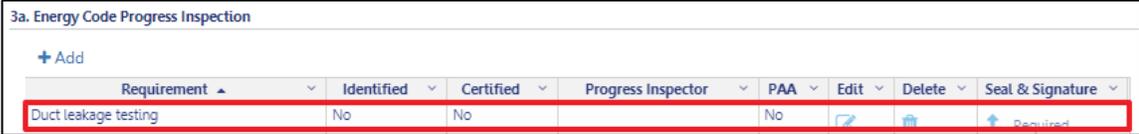
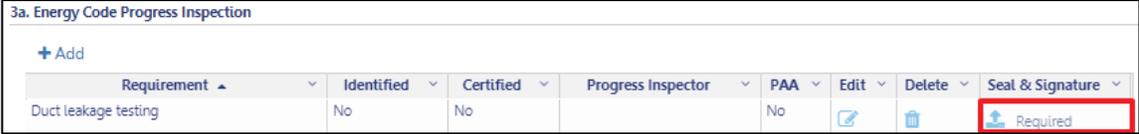
# Complete Technical Report Energy (TR8)

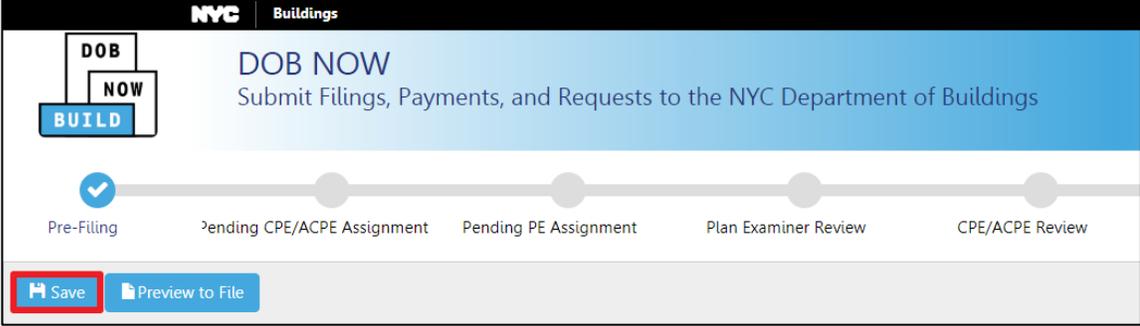
Complete the following steps to enter the Technical Report Energy (TR8):

Step	Action
1.	<p>Select the <b>Technical Report (TR8) – Energy Code</b> tab.</p> 
	<p>The <b>Technical Report (TR8) – Energy Code Progress Inspections</b> section displays.</p> 
2.	<p>Select the applicable checkbox (<input type="checkbox"/>) icon for the applicable Applicant type displayed in the Applicant Information section (e.g., <b>Progress Inspections Applicant</b>).</p> 

Step	Action
	<p><b>Note</b> The Energy Code Progress Inspection for New Work section displays Requirements if applicable based on information entered on previous tabs.</p>  <p>The screenshot shows a table titled "3a. Energy Code Progress Inspection" with a red border. The table has columns: Requirement, Identified, Certified, Progress Inspector, PAA, Edit, Delete, and Seal &amp; Signature. The rows are: Duct leakage testing, Electrical motors, HVAC and service water heating equipment, HVAC and service water heating system control, HVAC insulation and sealing, Maintenance information, Permanent certificate, and Shutoff dampers. All "Identified" and "Certified" cells contain "No". The "Seal &amp; Signature" column shows "Required" for all items. A "+ Add" button is at the top left of the table area. Below the table, it says "Total Items: 8".</p>
<p>3.</p>	<p>If applicable, click the <b>+Add</b> icon to add an additional Energy Code Progress Inspection.</p>  <p>The screenshot shows a form titled "Technical Report Energy (TR8)". Under "2. Applicant Information", there are radio buttons for "Design Applicant" and "Progress Inspections Applicant". Under "3a. Energy Code Progress Inspection", there is a red-bordered "+ Add" button and a table with columns: Requirement, Identified, Certified, Progress Inspector, PAA, Edit, Delete, and Seal &amp; Signature. The table contains two rows: "Duct leakage testing" and "Electrical motors", both with "No" in the "Identified" and "Certified" columns. The "Seal &amp; Signature" column shows "Required" for both.</p>
	<p>The Energy Code Progress Inspection Category window displays.</p>  <p>The screenshot shows a window titled "Energy Code Progress Inspection Category". It has a dropdown menu for "Add Requirement:" with "Select" as the current choice. Below it, there is a section for "Selected Requirements:" with a table that has columns for "Requirement Code" and "Requirement Descriptions".</p>

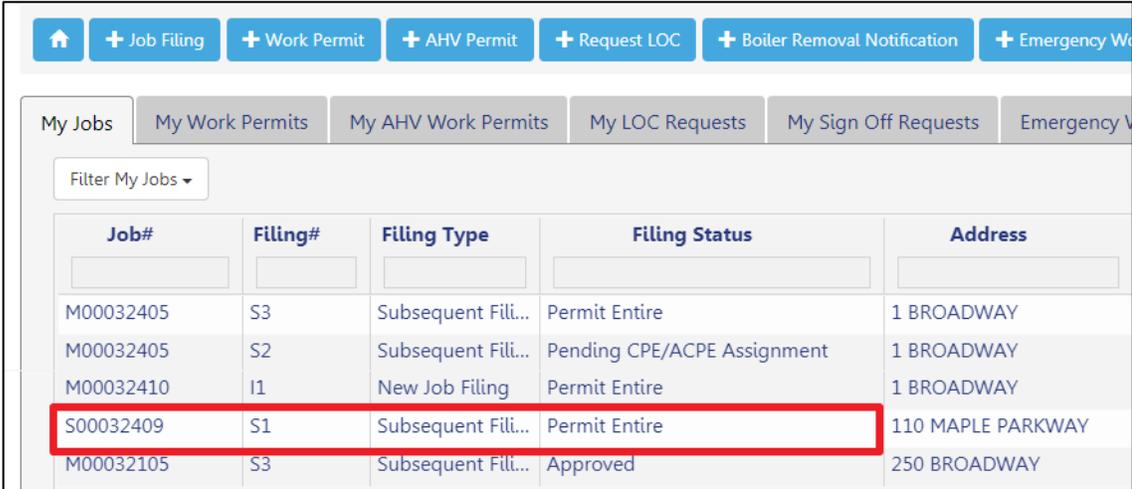
Step	Action
4.	<p>Complete the following required fields:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Add Requirement</b> (e.g., <b>Electrical Energy Consumption</b>)</li> <li><input type="checkbox"/> <b>Progress Inspection Applicant's Email</b></li> </ul> 
	<p><b>Note</b> It is required for the Applicant to enter the Progress Inspection Applicant's Email. Then the applicant enters the email, the Progress Inspector receives a notification.</p>
5.	<p>Click <b>Update</b>.</p> 

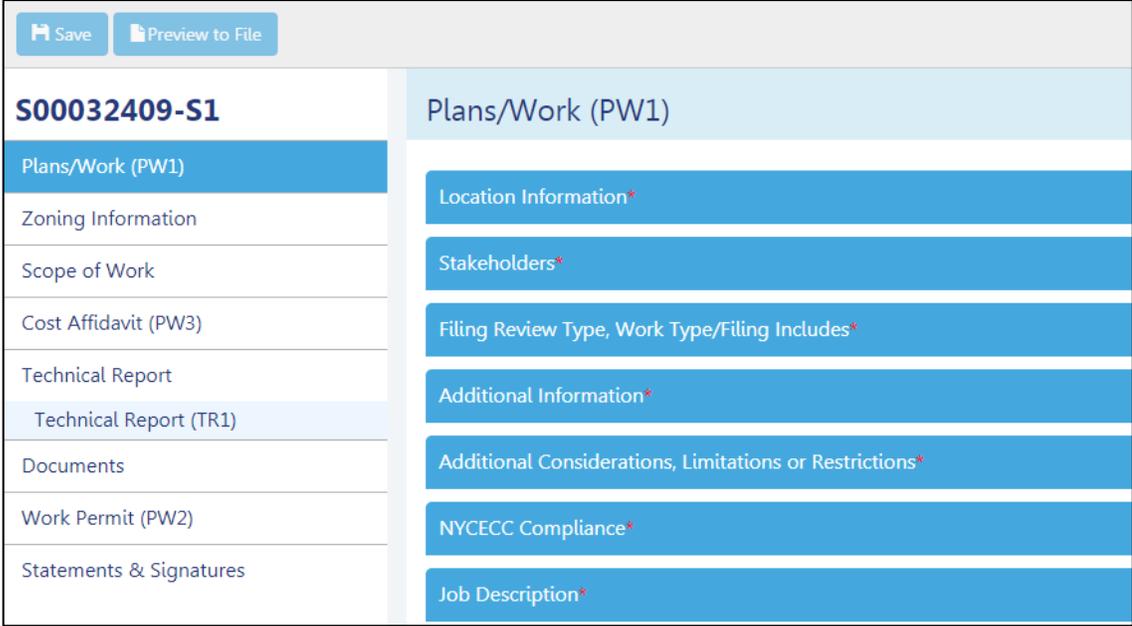
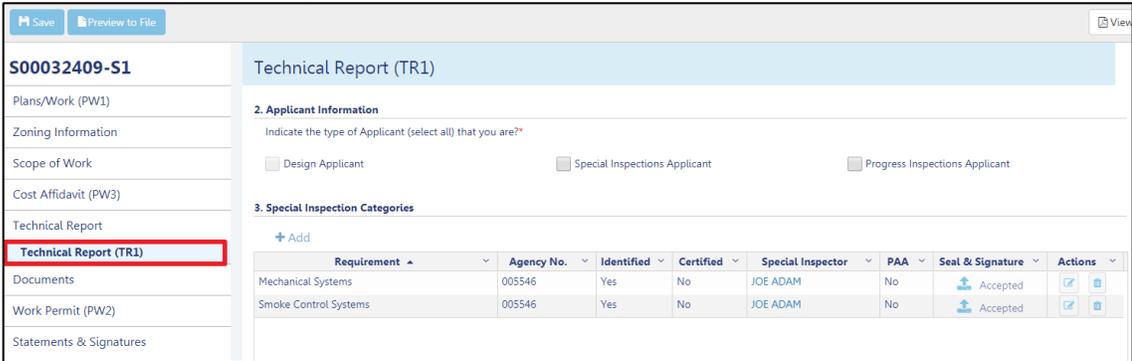
Step	Action
6.	<p>A Notification pop-up window with the message “<b>Technical Report Saved successfully</b>” displays.</p> <p>Click <b>OK</b> to close the notification.</p> 
	<p>The Energy Code Progress Inspection is listed, in the Energy Code Progress Inspection Categories for New York section.</p> 
7.	<p>Click the (  <b>Required</b>) icon to upload Progress Inspector’s <b>Seal &amp; Signature</b>.</p> 
	<p><b>Note</b> Only the Progress Inspector identified in the Progress Inspection can upload the Seal and Signature document. If applicable, see <i>Upload a Document Step-by-Step Guide</i>.</p>
	<p><b>Note</b> If applicable, repeat Steps 3 - 7 above to add another Energy Code Progress Inspection.</p>

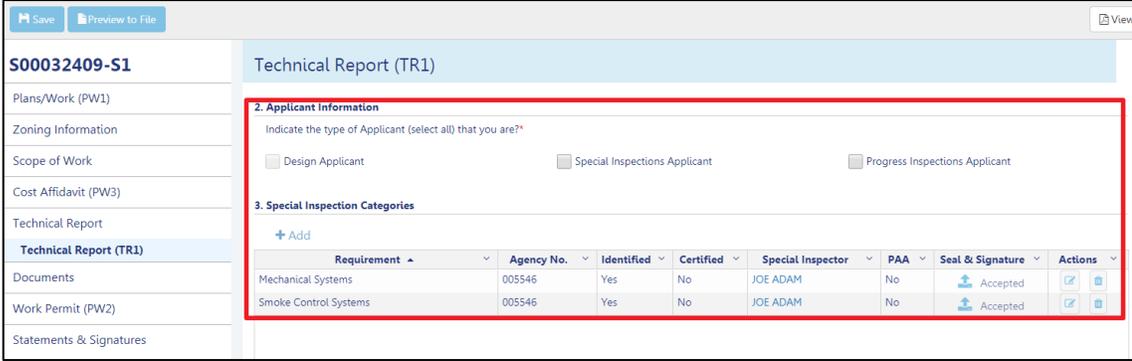
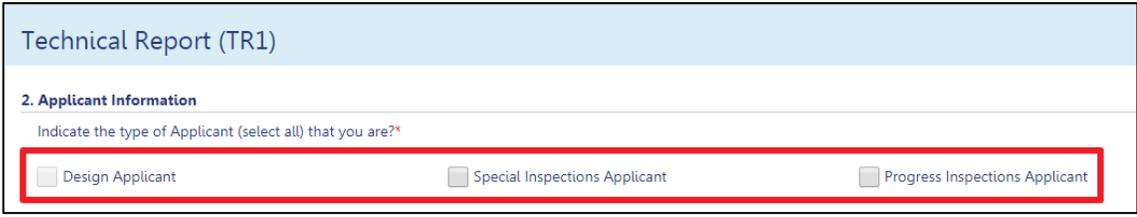
Step	Action
8.	<p>Located in the upper left-hand corner of the page, click <b>Save</b>.</p>  <p>The screenshot shows the top navigation bar with 'NYC Buildings' and 'DOB NOW' branding. Below the branding is a blue header with the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A progress bar below the header shows five stages: 'Pre-Filing' (with a checkmark), 'Pending CPE/ACPE Assignment', 'Pending PE Assignment', 'Plan Examiner Review', and 'CPE/ACPE Review'. At the bottom of the interface, there are two buttons: 'Save' (highlighted with a red box) and 'Preview to File'.</p>
9.	<p>A Notification pop-up window with the message “<b>Job filing saved successfully</b>” displays. Click <b>OK</b> to close the <b>Notification</b> pop-up window.</p>  <p>The screenshot shows a notification pop-up window with a blue header containing the word 'Notification' and a close button (X). The main content area of the window displays the message 'Job filing saved successfully.' At the bottom center of the window, there is a blue button labeled 'OK', which is highlighted with a red box.</p>

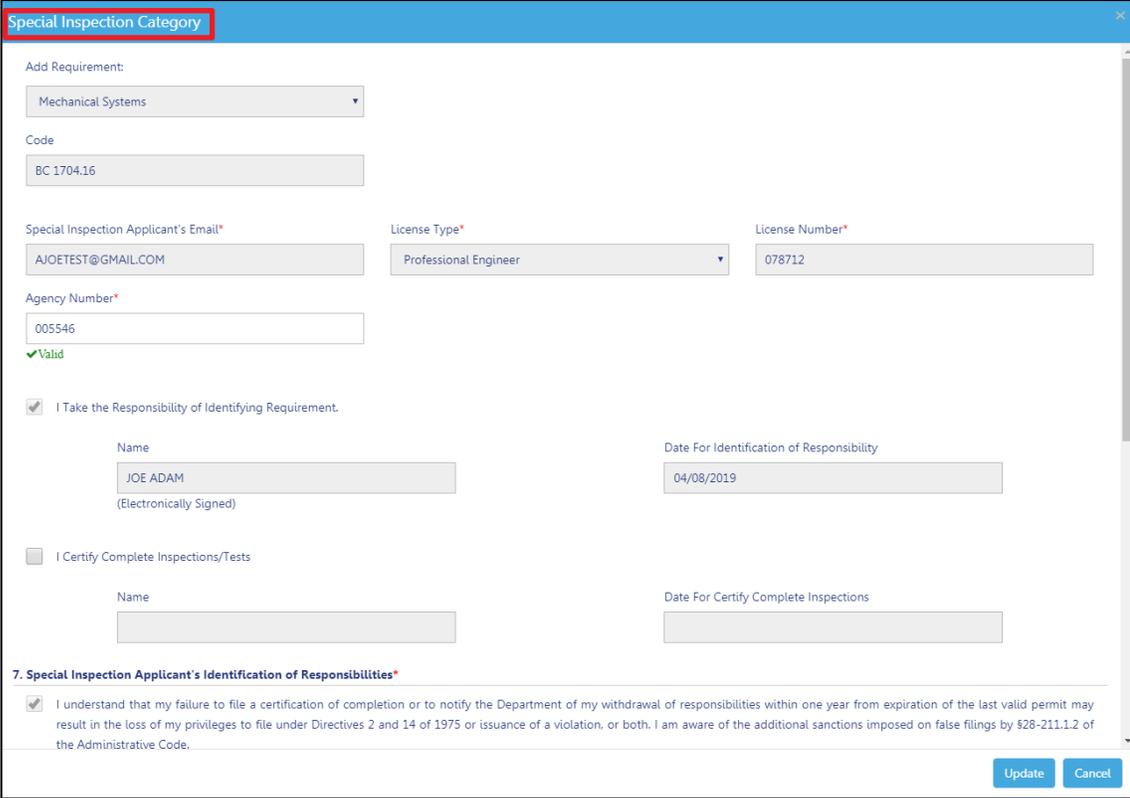
## Certify an Inspection

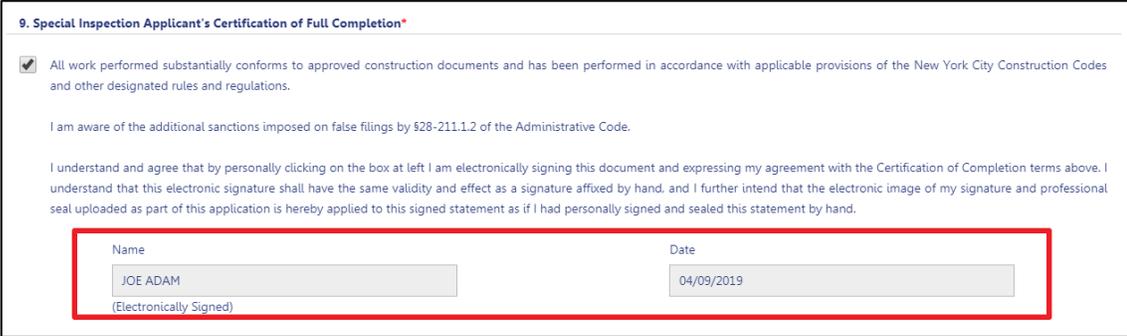
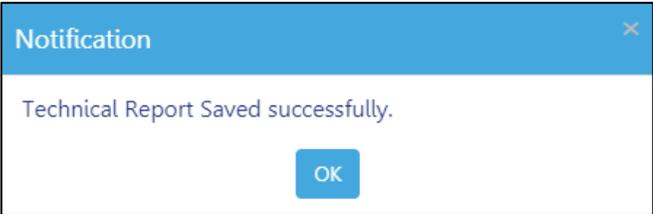
Complete the following steps to certify a Special or Progress Inspection.

Step	Action																														
	<p><b>Note</b> Before a Letter of Completion request can be processed, Special and/or Progress Inspectors must sign the Certificate of Completion within each requirement on the applicable Technical Report tabs (TR1 and/or TR8).</p>																														
1.	<p>Locate the <b>Job Number</b> on the Dashboard.</p>  <table border="1" data-bbox="277 739 1409 1228"> <thead> <tr> <th>Job#</th> <th>Filing#</th> <th>Filing Type</th> <th>Filing Status</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>M00032405</td> <td>S3</td> <td>Subsequent Filing</td> <td>Permit Entire</td> <td>1 BROADWAY</td> </tr> <tr> <td>M00032405</td> <td>S2</td> <td>Subsequent Filing</td> <td>Pending CPE/ACPE Assignment</td> <td>1 BROADWAY</td> </tr> <tr> <td>M00032410</td> <td>I1</td> <td>New Job Filing</td> <td>Permit Entire</td> <td>1 BROADWAY</td> </tr> <tr style="border: 2px solid red;"> <td>S00032409</td> <td>S1</td> <td>Subsequent Filing</td> <td>Permit Entire</td> <td>110 MAPLE PARKWAY</td> </tr> <tr> <td>M00032105</td> <td>S3</td> <td>Subsequent Filing</td> <td>Approved</td> <td>250 BROADWAY</td> </tr> </tbody> </table>	Job#	Filing#	Filing Type	Filing Status	Address	M00032405	S3	Subsequent Filing	Permit Entire	1 BROADWAY	M00032405	S2	Subsequent Filing	Pending CPE/ACPE Assignment	1 BROADWAY	M00032410	I1	New Job Filing	Permit Entire	1 BROADWAY	S00032409	S1	Subsequent Filing	Permit Entire	110 MAPLE PARKWAY	M00032105	S3	Subsequent Filing	Approved	250 BROADWAY
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2.	<p>Double-click to open and view the Job Filing details.</p>  <p>The screenshot shows a web interface for job filing. At the top, there are 'Save' and 'Preview to File' buttons. Below is a navigation menu on the left with items: Plans/Work (PW1), Zoning Information, Scope of Work, Cost Affidavit (PW3), Technical Report, Technical Report (TR1), Documents, Work Permit (PW2), and Statements &amp; Signatures. The main content area is titled 'Plans/Work (PW1)' and contains several blue sections: Location Information*, Stakeholders*, Filing Review Type, Work Type/Filing Includes*, Additional Information*, Additional Considerations, Limitations or Restrictions*, NYCECC Compliance*, and Job Description*.</p>																								
3.	<p>Select the <b>Technical Report (TR1)</b> tab.</p>  <p>The screenshot shows the 'Technical Report (TR1)' page. The navigation menu on the left has 'Technical Report (TR1)' highlighted with a red box. The main content area is titled 'Technical Report (TR1)' and includes:         <ul style="list-style-type: none"> <li><b>2. Applicant Information</b>: Indicate the type of Applicant (select all) that you are? with checkboxes for Design Applicant, Special Inspections Applicant, and Progress Inspections Applicant.</li> <li><b>3. Special Inspection Categories</b>: A table with columns: Requirement, Agency No., Identified, Certified, Special Inspector, PAA, Seal &amp; Signature, and Actions.</li> </ul> </p> <table border="1" data-bbox="527 1312 1404 1381"> <thead> <tr> <th>Requirement</th> <th>Agency No.</th> <th>Identified</th> <th>Certified</th> <th>Special Inspector</th> <th>PAA</th> <th>Seal &amp; Signature</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Mechanical Systems</td> <td>005546</td> <td>Yes</td> <td>No</td> <td>JOE ADAM</td> <td>No</td> <td>Accepted</td> <td>[Check] [Trash]</td> </tr> <tr> <td>Smoke Control Systems</td> <td>005546</td> <td>Yes</td> <td>No</td> <td>JOE ADAM</td> <td>No</td> <td>Accepted</td> <td>[Check] [Trash]</td> </tr> </tbody> </table>	Requirement	Agency No.	Identified	Certified	Special Inspector	PAA	Seal & Signature	Actions	Mechanical Systems	005546	Yes	No	JOE ADAM	No	Accepted	[Check] [Trash]	Smoke Control Systems	005546	Yes	No	JOE ADAM	No	Accepted	[Check] [Trash]
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Step	Action
	<p>The <b>Technical Report (TR1)</b> section displays.</p> 
<p>4.</p>	<p>Select the applicable checkbox ( <input type="checkbox"/> ) icon for the applicable Applicant type displayed in the Applicant Information section (e.g., <b>Progress Inspections Applicant</b>).</p> 
	<p>The following steps apply to certifying a Special or Progress Inspection.</p>
<p>5.</p>	<p>From the Action column select the <b>Edit</b> (  ) icon.</p> 

Step	Action
	<p>The Special Inspection Category pop-up window displays.</p> 
<p>6.</p>	<p>Select the “I Certify Complete Inspections/Tests” checkbox to certify the Inspection.</p>
	<p>The Name and Date For Certify Complete Inspections is auto-populated.</p> 

Step	Action
7.	<p>Select the “<b>Special Inspection Applicant's Certification of Full Completion</b>” checkbox.</p>  <p>The screenshot shows a form titled "9. Special Inspection Applicant's Certification of Full Completion". It contains a checkbox that is currently unchecked. Below the checkbox is a paragraph of text: "All work performed substantially conforms to approved construction documents and has been performed in accordance with applicable provisions of the New York City Construction Codes and other designated rules and regulations." This is followed by a statement: "I am aware of the additional sanctions imposed on false filings by §28-211.1.2 of the Administrative Code." Then another paragraph: "I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification of Completion terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand, and I further intend that the electronic image of my signature and professional seal uploaded as part of this application is hereby applied to this signed statement as if I had personally signed and sealed this statement by hand." At the bottom, there are two input fields labeled "Name" and "Date", both of which are empty.</p>
	<p>The <b>Name</b> and <b>Date</b> is auto-populated.</p>  <p>The screenshot shows the same form as above, but the checkbox is now checked. The "Name" field is populated with "JOE ADAM" and the "Date" field is populated with "04/09/2019". A red box highlights these two fields. Below the "Name" field, the text "(Electronically Signed)" is visible.</p>
8.	<p>Click <b>Update</b>.</p>
9.	<p>A Notification pop-up windows displays with the message that reads,  <b>“Technical Report Saved successfully.”</b>          Click <b>OK</b> to close the notification.</p>  <p>The screenshot shows a blue notification pop-up window with a close button (X) in the top right corner. The text inside the window reads "Technical Report Saved successfully." Below the text is a blue button labeled "OK".</p>
	<p>If applicable, repeat Steps 5 to 9 until all Inspections are certified.</p>