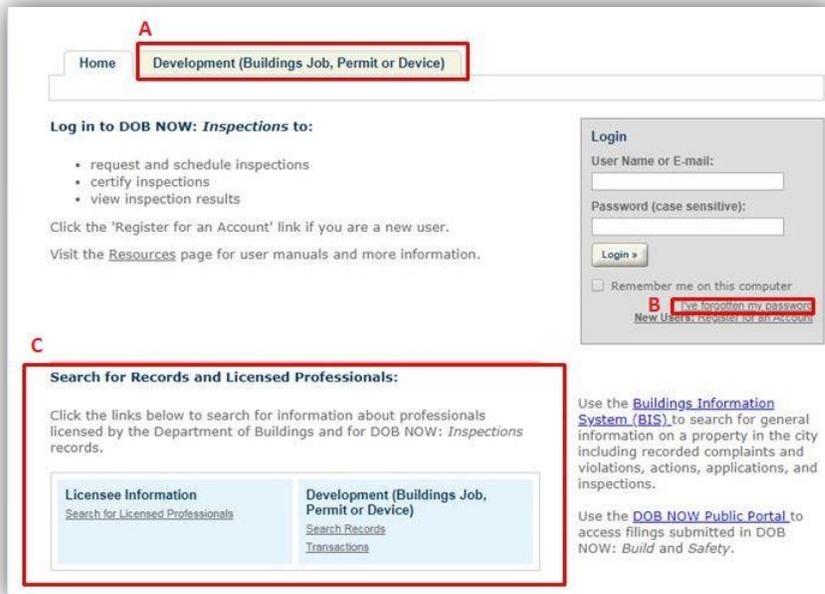


November 2019
Design Changes

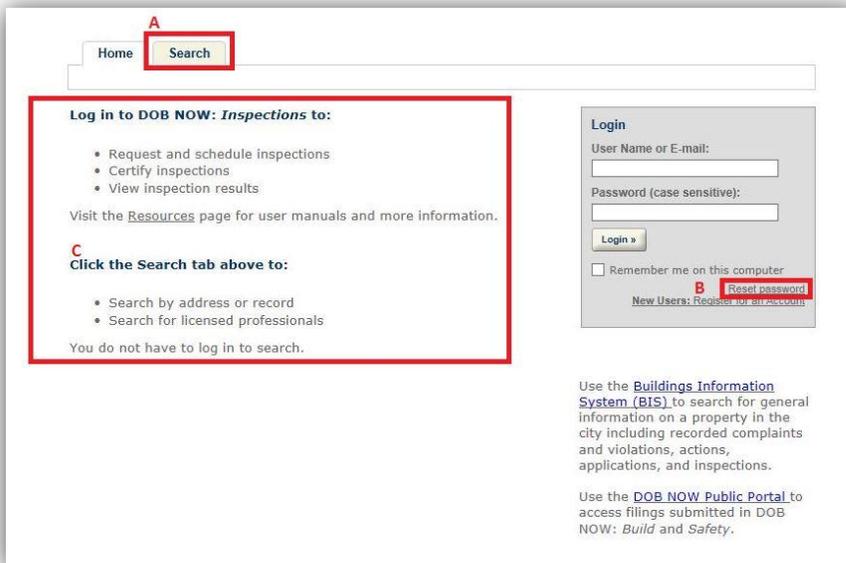
1. The **Development (Buildings Job, Permit or Device)** tab on the DOB NOW: *Inspections* homepage has been renamed **Search**. Logged in and non-logged in users will not encounter any changes in functionality.

Previous: ‘Development (Buildings Job, Permit or Device)’ tab



- A. Development (Buildings Job, Permit or Device) renamed to Search
- B. “I’ve forgotten my password” renamed to “Reset password”
- C. Search options have moved to the **Search tab**.
 - Both logged in and non-logged in users can search by clicking on the Search tab.

New: ‘Search’ tab



- The default search for both logged in and non-logged in users has changed from **General Search** to **Search by Record Information**. All other search types remain the same.

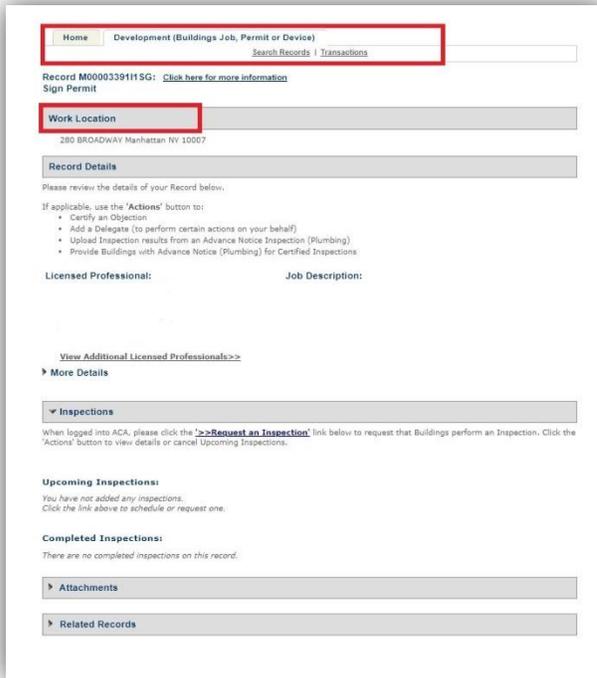
Previous: Default General Search

- A. Search options have been added as hyperlinks
- B. All other search options remain in the dropdown box

New: Default Search by Record Information

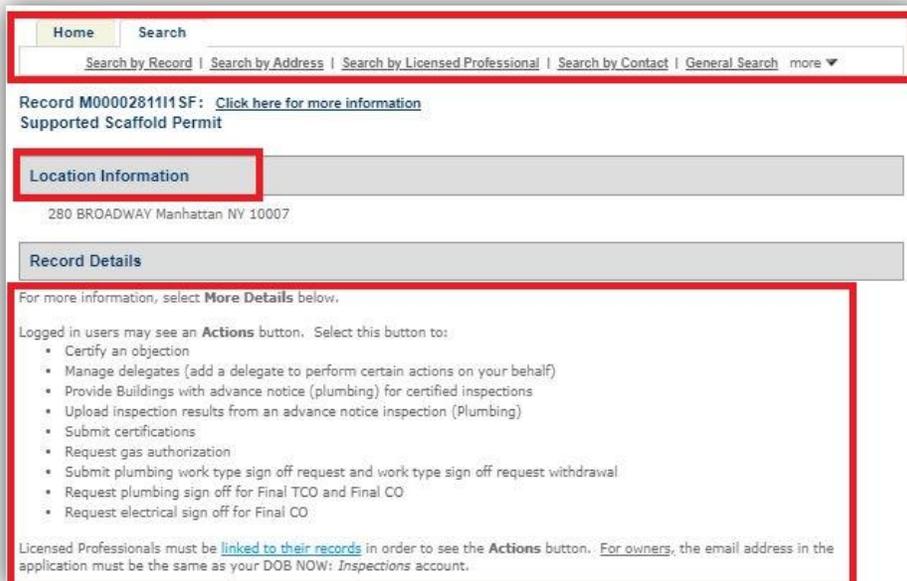
- A minor change to the **Record** view for both logged in and non-logged in users has been made.

Previous: Record View



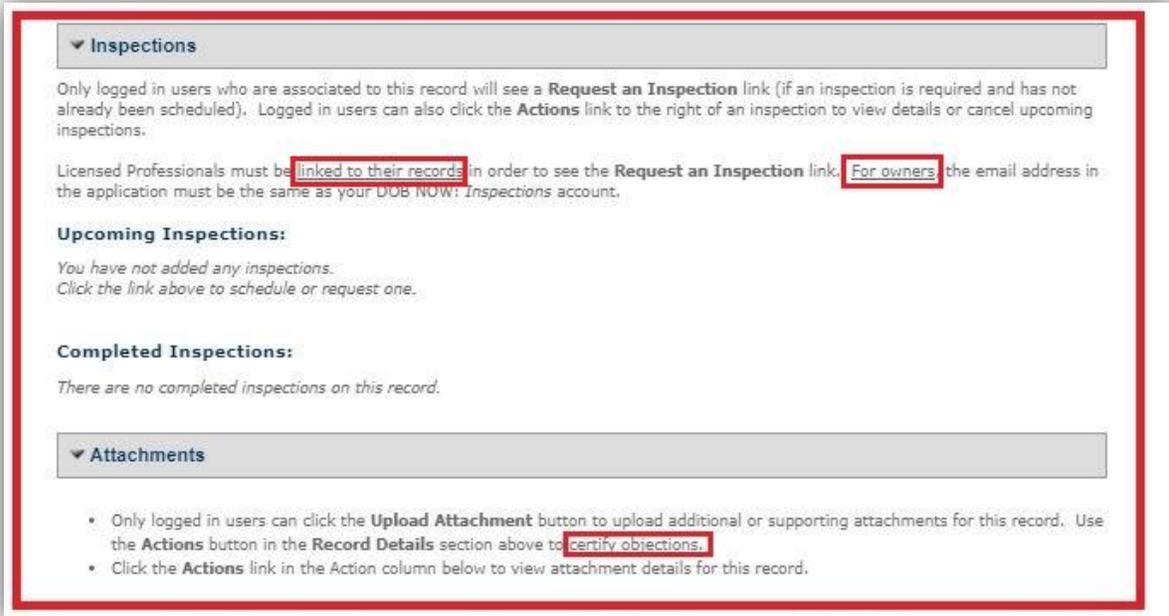
- **Work Location** is now **Location Information**.

New: Record View



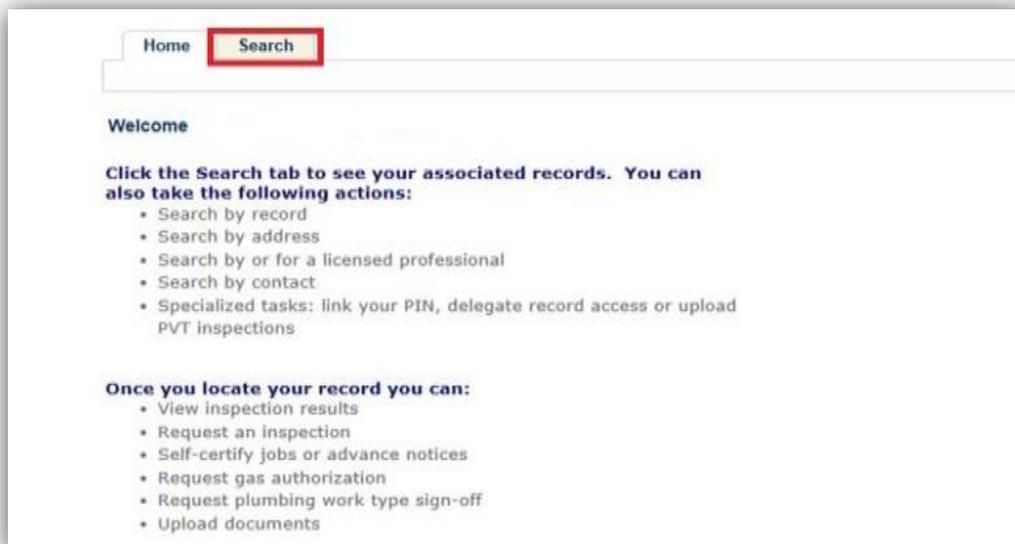
- Additional instructional information added.

4. Clicking on the ‘**linked to their records**’, ‘**For owners**’ and ‘**certify objections**’ hyperlinks will lead to the user manuals on the DOB NOW: *Inspections* resources page.



5. Logged in users will now be able to access **Records**, **Search Options** and **Specialized Tasks** from the new ‘**Search**’ tab.

New: Logged in ‘Search’ Tab



Previous: Logged in 'Development (Buildings Job, Permit Device)' Tab

Records B

Your Permit/Job/Device records are listed below.

Click on the Record ID Number to view details associated to that record and/or take action.
Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Important Reminder: Don't forget: Owners and LPs can delegate Records to other Registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 1-10 of 100+ | [Add to collection](#)

ID Number	Record Type	Address	Status	Action	Related Records
M09220311518E	Boiler Equipment Permit	1 BISTEST STREET MANHATTAN NY 10027	Permit Issued	Action	1
<input type="checkbox"/> CERR-ADV-PL-19-011451	Result a Plumbing Advance Notice	1 TEST STREET Queens NY 10001	Submitted	Action	2
<input type="checkbox"/> ADV-PL-19-012058	Submit a Plumbing Advance Notice	1 TEST STREET Queens NY 10001	Submitted	Action	2
<input type="checkbox"/> REQ-PL-SO-19-0014812	Plumbing Work Type Sign Off Request	1 BISTEST ST Manhattan NY 10007	Pending Review	Action	1
<input type="checkbox"/> REQ-PL-SO-19-0014818	Plumbing Work Type Sign Off Request	1 BISTEST ST Manhattan NY 10007	Pending Review	Action	1
<input type="checkbox"/> REQ-PL-SO-19-001509	Plumbing Sign Off for Final C of O Request	621 OAK DRIVE Queens NY 11691	Sign Off Granted	Action	5
<input type="checkbox"/> REQ-PL-SO-19-002649	Plumbing Work Type Sign Off Request	1 BOGUS LANE Manhattan NY 10001	Sign Off Rejected	Action	21
<input type="checkbox"/> REQ-SD-SO-19-000154	Standpipe Work Type Sign Off Request	1 BOGUS LANE Manhattan NY 10001	Sign Off Rejected	Action	10
<input type="checkbox"/> T131944531	Place of Assembly Permit	1 BISTEST ST Manhattan NY 10007	Approved	Action	1
<input type="checkbox"/> T131944511	Place of Assembly Permit	1 BISTEST ST Manhattan NY 10007	Approved	Action	1

Select the search type from the drop-down list. Enter information below to search for records.

General Search C

Search for Records

1. Select the search type from the drop-down list above.

2. Enter information below to search for records.

- Address
- License Information
- BIN
- Record Information
- Contact Information

Search my records only

Record Number: Record Type:

Start Date: End Date:

- A. Search by hyperlinks
- B. Records
- C. Default search: **General Search**

New: Logged in 'Search' Tab

Records B

Your Permit, Job and/or Device records are listed below.

- Click on the ID Number to view details associated to that record or to take an action.
- Select checkboxes next to Open Date and click the **Add to collection** link to group the records as part of a project.

Important Reminder: Owners and LPs can delegate records to other registered DOB NOW: Inspections users. For delegation instructions, [click here](#).

Showing 21-30 of 200+ | [Add to collection](#)

Open Date	ID Number	Record Type	Address	Status	Action	Related Records
09/13/2018	OBLS-000000927	Certification of Objections	200 Broadway Manhattan NY 10007	Certification Accepted	Action	3
09/10/2018	M092225281	Temporary Place of Assembly	200 BROADWAY Manhattan NY 10007	Approved	Action	2
09/10/2018	M092235611	Place of Assembly Permit	30 WEST 120 STREET Manhattan NY 10027	Approved	Action	2
08/08/2018	OBLS-000000926	Certification of Objections	200 Broadway Manhattan NY 10007	Pending	Action	5
08/07/2018	OBLS-000000923	Certification of Objections	200 Broadway Manhattan NY 10007	Certification Rejected	Action	5
08/07/2018	OBLS-000000924	Certification of Objections	200 Broadway Manhattan NY 10007	Certification Rejected	Action	5
08/07/2018	OBLS-000000921	Certification of Objections	200 Broadway Manhattan NY 10007	Certification Rejected	Action	5
08/03/2018	OBLS-000000917	Certification of Objections	200 Broadway Manhattan NY 10007	Certification Accepted	Action	3
08/03/2018	OBLS-000000918	Certification of Objections	200 Broadway Manhattan NY 10007	Certification Rejected	Action	5
08/03/2018	OBLS-000000919	Certification of Objections	200 Broadway Manhattan NY 10007	Certification Accepted	Action	2

Select the search type from the drop-down list or links above. Enter information below to search for records, jobs, permits or devices.

Search by Record Information C

Search by Record Information

Search my records only

Record Number: Record Type:

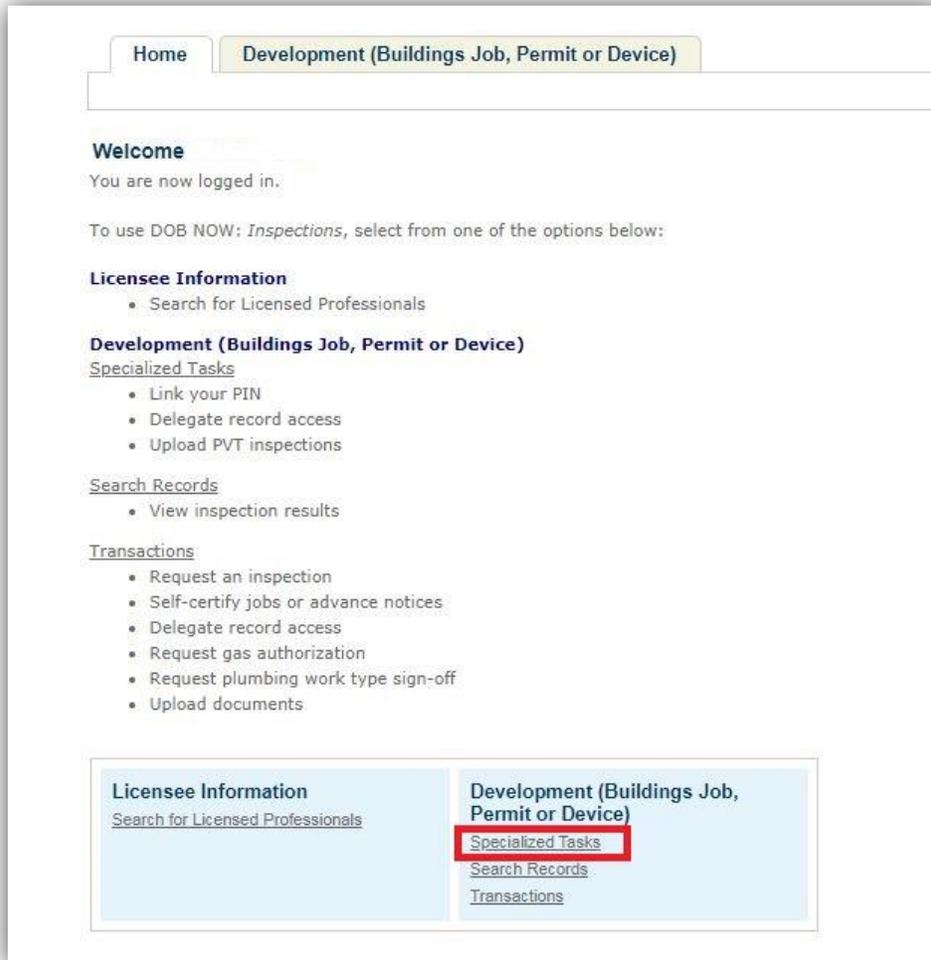
Record Status:

Start Date: End Date:

- A. Search by hyperlinks
- B. Records
- C. Default: **Search by Record Information**

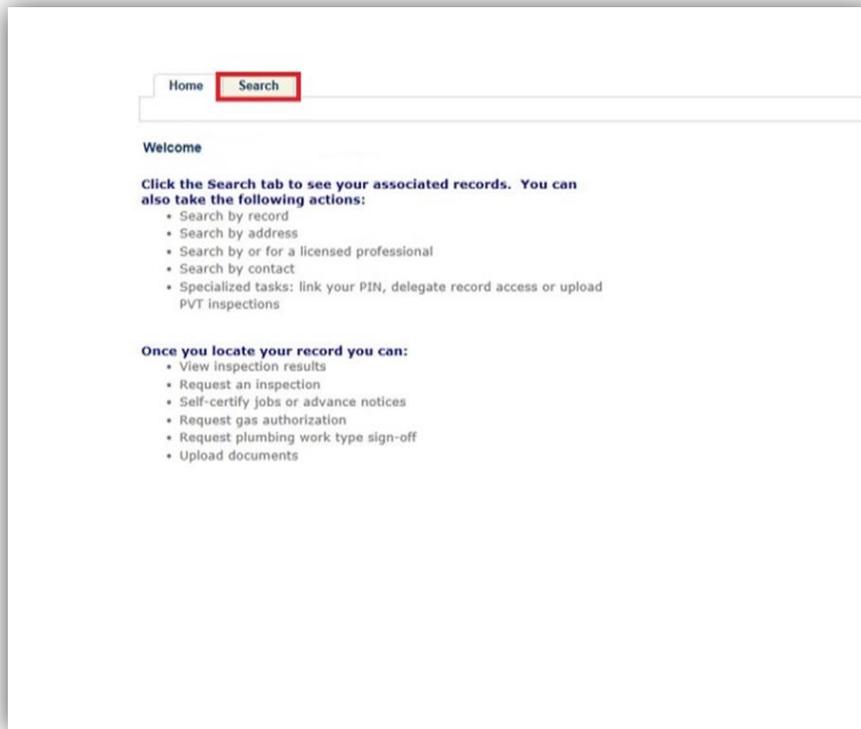
6. **Specialized Tasks** has moved from the home tab to the new **'Search'** tab.

Previous: Logged in 'Home' Tab



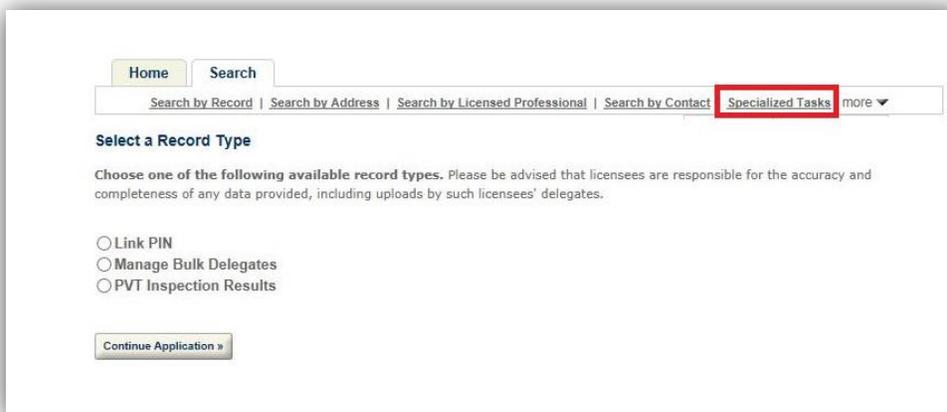
- **Home Tab:**
 - Records
 - Search Options
 - **Specialized Tasks**

New: Logged in 'Search' Tab



- Navigate to the **Search Tab** for:
 - Records
 - Search Options
 - **Specialized Tasks**

New: 'Specialized Tasks'

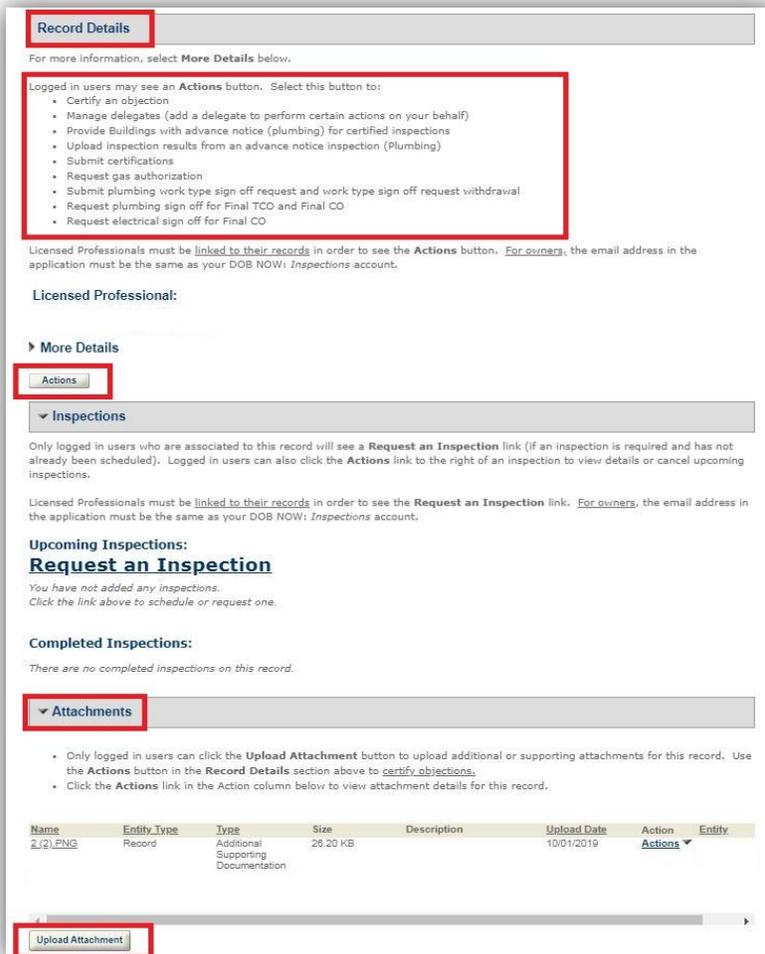


- Functionality has not changed.

Previous: Record – ‘Request an Inspection’ View



New: Record – ‘Request an Inspection’ View



- Logged in users can upload supporting documents using the **Upload button**, but must continue to use the **Actions button** in the **Record Details** section to **certify objections**.