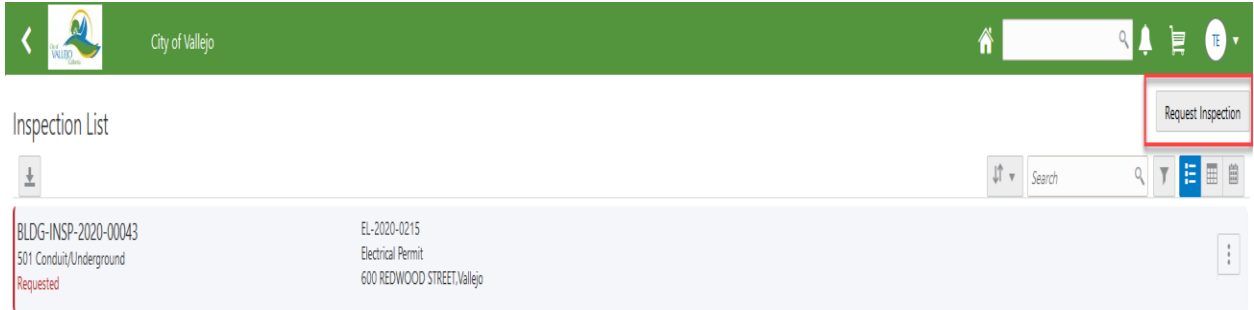## Scheduling an Inspection from the Springboard (Option #2):

Follow the steps below to schedule an inspection on your permit from the Springboard
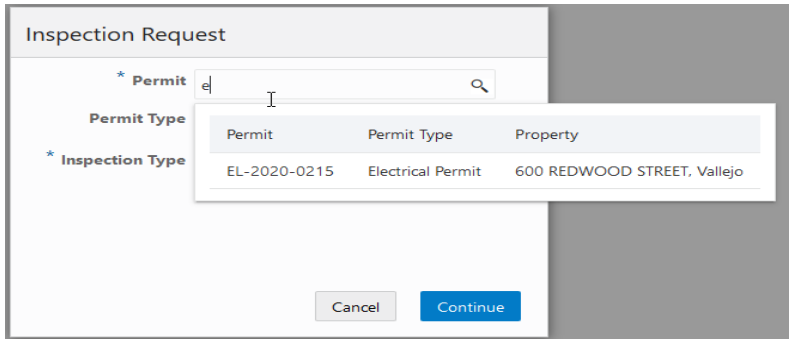
1. Login to Oracle (PSCR) https://emwp.fa.us2.oraclecloud.com/fscmUI/publicSector.html
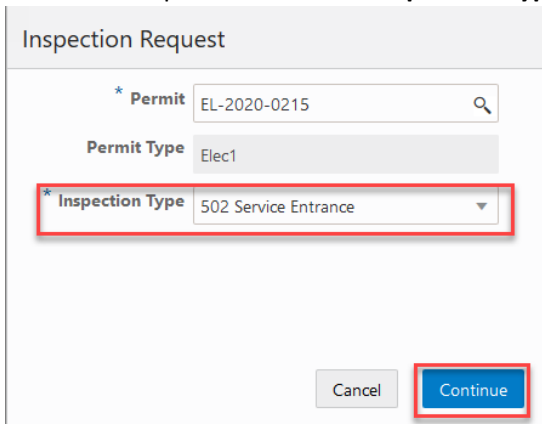
2. Click the **Inspections** button.

3. Click **Request Inspection**

4. Start to type your permit number in the **Permit** field and select it from the drop down list.

5. Select the inspection from the **Inspection Type** field and click **Continue**.

6. Enter a date in the **Preferred Date** field and select a **Preferred Time**. Fill out any other information and click **Submit**.

Note: Once your inspection is assigned to an inspector you will receive an email with the date and more specific time.