

Grouping Records



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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 provide instruction on grouping Records in DOB NOW: *Inspections*.

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

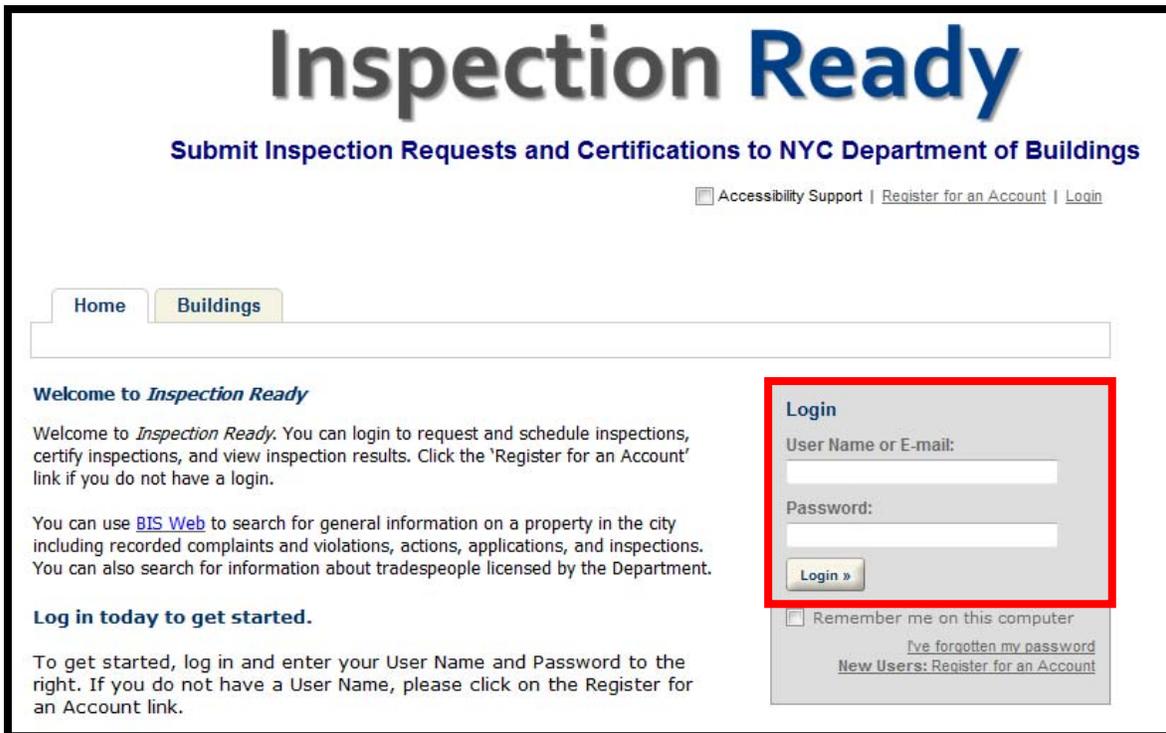
Creating and Using Collections

Collections are used to group and organize Records in DOB NOW: *Inspections*, for easy access. You can create Collections for Records that you frequently navigate to, or create Collections to organize your Records by other factors such as Records on the same Job, Record Type, Date, etc. Records can be added to or removed from a Collection at any time. All Records will still be visible in the “Access My Records” list and will remain searchable using the General Search feature whether or not they are in a Collection.

Create a New Collection

You can create a new Collection of Records at any time. Each Collection can be comprised of as many Records as needed. One Record can exist in multiple Collections. You do not need to be associated to a Record to add it to a Collection.

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings’ website.
2. Enter your DOB NOW: *Inspections* User Name or Email and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.



3. From the DOB NOW: *Inspections* Home Page, click **Access My Records**.

What would you like to do today?
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

General Information Search Licensed Professionals/Licensees	Buildings Select an Online Service Search Records Access My Records
---	---

4. Locate the Record(s) you wish to add to the new Collection. This can be done in one of two ways:
 - a. *Option 1*: Navigate through your list of Records using the **<Prev, Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
 - b. *Option 2*: Scroll down to the **General Search** area and search for Records. Please refer to the *Searching* User Manual for additional instructions on how to search in DOB NOW: *Inspections*.

Records

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.

Showing 1-10 of 18 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> USTPL1022	Limited Alteration Application	322 EAST 14 ST Manhattan NY 10003	Issued	Action	0
<input type="checkbox"/> 100000641	Limited Alteration Application	319 EAST 105 STREET Manhattan NY 10029	Issued	Action	0
<input type="checkbox"/> DUB15-00000-0DW98	Boiler Permit				0
<input type="checkbox"/> 63197413	Electrical Permit	60 FURMAN S 11201	WAITING INSPECTION REQUEST	Action	0

a. Option 1
< Prev 1 2 Next >

b. Option 2 Enter information below to search for records. Select the search type from the drop-down list.

General Search General Search

Search for Records

Enter information below to search for records.

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

Select the search type from the drop-down list.

Search my records only

Record Number:

Record Type:

- From the list of Records, select the checkbox to the left of the Record(s) that you would like to add to the new Collection (you can check Records across multiple pages if desired). Click **Add to collection**.

Showing 11-20 of 100+ | [Add to collection](#)

<input type="checkbox"/>	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	20084325801AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	40161900301AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	30119152801AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	52010693801AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	32042245901AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	22006691501AL	AL-1 Permit	NY	Issued		0

- A pop up window will open. Click the radio button next to **Create a New Collection**. If this is your first collection, this will be the only option.

Showing 11-20 of 100+ | [Add to collection](#)

<input type="checkbox"/>	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	20084325801AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	40161900301AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	30119152801AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	52010693801AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	32042245901AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	22006691501AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	10436512501AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	10266114801AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	32078573501AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	12132406701AL	AL-1 Permit	NY	Issued		0

Create a New Collection

Name:

Description:

7. Enter a Collection **Name** and **Description** in the fields provided. **Name** is a required field that can hold up to 50 characters. Click **Add**.

ID Number	Status	Action	Related Records
20084325801AL	Issued		0
40161900301AL	Issued		0
30119152801AL	Issued		0
52010693801AL	Issued		0
32042245901AL	Issued		0
22006691501AL	Issued		0
10436512501AL	Issued		0
10266114801AL	Issued		0
32078573501AL	Issued		0
12132406701AL	Issued		0

8. The following message will display when the Collection has been successfully created and the selected Records were added to that Collection: "Your selection has been added to the collection."

ID Number	Status	Action	Related Records
20084325801AL	AL-1 Permit		NY
40161900301AL	AL-1 Permit		NY
30119152801AL	AL-1 Permit		NY
52010693801AL	AL-1 Permit		NY
32042245901AL	AL-1 Permit		NY
22006691501AL	AL-1 Permit		NY

9. You can view all of your Collections – including the Collection you just created – by clicking the **Collections** link.

Inspection Ready

Submit Inspection Requests and Certifications to NYC Department of Buildings

Logged in as: Frank Structure Collections (7) | [Account Management](#) | [Logout](#)

Home
Buildings

Collections

Please see a list of your Collections displayed below. Collections are personal groupings of Records to help you organize and manage your Permit/Job/Device records online. This feature is useful for contractors working on multiple projects. The contractor can create a folder for each project, to manage the numerous permits associated with the project, and help with organizing the jobs where professionals are working with you.

1. Click [Delete](#) to remove a Collection from your list.
2. Click on a Collection Name to view the records associated to that Collection.

Showing 1-7 of 7

Date Modified	Name	Description	Number of Records	
08/18/2015	11 New York Ave	AL-1 Permits	4	Delete
08/27/2015	AL-1 Permits	All AL-1 Permits	4	Delete
08/18/2015	Electrical		2	Delete
09/02/2015	Manage Delegates	Delegate Records	4	Delete
08/31/2015	Manage Delegates 2		3	Delete
09/03/2015	New Collection		3	Delete
09/03/2015	New Collection 3		3	Delete

- You can repeat Steps 4 – 8 to create as many new Collections as desired.
- See the [View or Modify an Existing Collection](#) section to modify a Collection after it has been created.

View or Modify an Existing Collection

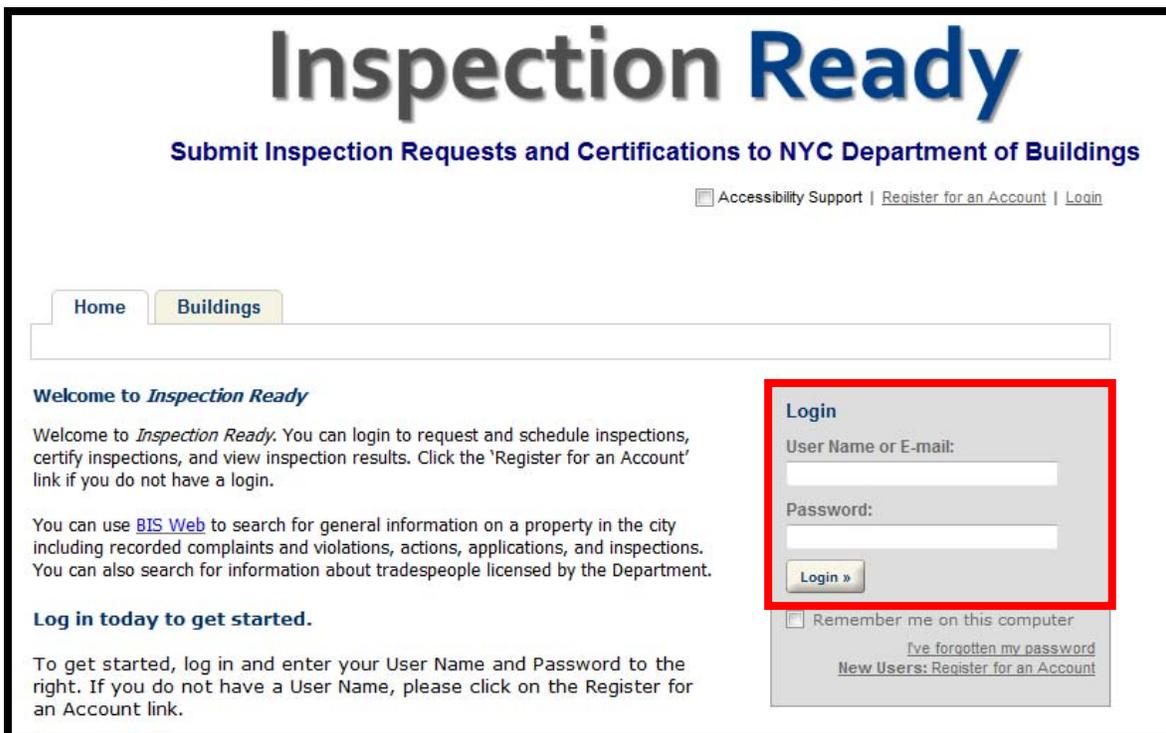
When working with Records in Collections, you can:

- [Add Records to an Existing Collection](#)
- [View an Existing Collection](#)
 - [Move or Copy a Record to a New or Existing Collection](#)
 - [Remove a Record from an Existing Collection](#)
 - [Delete Existing Collections](#)
 - [Rename Existing Collections](#)

Add Records to an Existing Collection

Records can be added to an existing Collection at any time. You can add as many Records to each Collection as needed.

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.
2. Enter your DOB NOW: *Inspections* User Name or Email and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.



3. Click **Access My Records**.

What would you like to do today?
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

General Information Search Licensed Professionals/Licensees	Buildings Select an Online Service Search Records Access My Records
---	---

4. Locate the Record(s) you wish to add to the existing Collection. This can be done in one of two ways:
 - a. *Option 1*: Navigate through your list of Records using the **<Prev, Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
 - b. *Option 2*: Scroll down to the **General Search** area and search for Records. Please refer to the *Searching User Manual* for additional instructions on how to search in DOB NOW: *Inspections*.

Records

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.

Showing 1-10 of 18 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> USTPL1022	Limited Alteration Application	322 EAST 14 ST Manhattan NY 10003	Issued	Action	0
<input type="checkbox"/> 100000641	Limited Alteration Application	319 EAST 105 STREET Manhattan NY 10029	Issued	Action	0
<input type="checkbox"/> DUB15-00000-0DW98	Boiler Permit				0
<input type="checkbox"/> 63197413	Electrical Permit	60 FURMAN ST 11201	PENDING INSPECTION REQUEST	Action	0

a. Option 1
< Prev 1 2 Next >

b. Option 2 Enter information below to search for records. Select the search type from the drop-down list.

General Search General Search

Search for Records

Enter information below to search for records.

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

Select the search type from the drop-down list.

Search my records only

Record Number: Record Type:

- From the list of Records, select the checkbox to the left of the Record(s) that you would like to add to the new Collection (you can check Records across multiple pages if desired). Click **Add to collection**.

Showing 11-20 of 100+ [Add to collection](#)

<input type="checkbox"/>	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	20084325801AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	40161900301AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	30119152801AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	52010693801AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	32042245901AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	22006691501AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	10436512501AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	10266114801AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	32078573501AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	12132406701AL	AL-1 Permit	NY	Issued		0

- A pop up window will open. Click the radio button next to **Add to Existing Collection**. From the dropdown menu, select the name of your existing Collection. Click **Add**.

Showing 11-20 of 100+ [Add to collection](#)

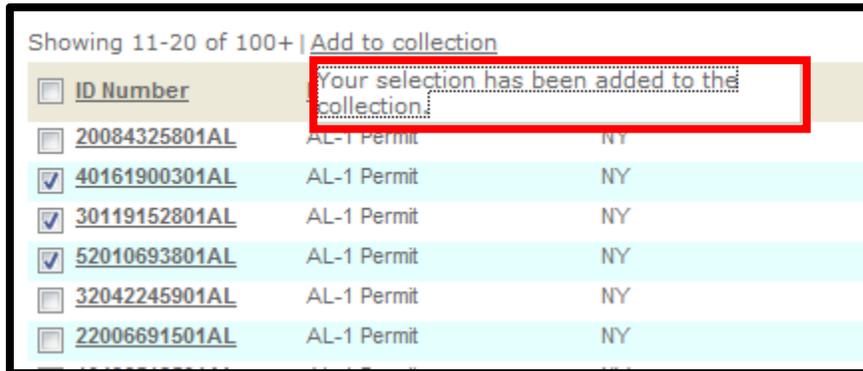
<input type="checkbox"/>	ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/>	20084325801AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	40161900301AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	30119152801AL	AL-1 Permit	NY	Issued		0
<input checked="" type="checkbox"/>	52010693801AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	32042245901AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	22006691501AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	10436512501AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	10266114801AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	32078573501AL	AL-1 Permit	NY	Issued		0
<input type="checkbox"/>	12132406701AL	AL-1 Permit	NY	Issued		0

Add to Existing Collection
 Create a New Collection

*Name:
 Description:

5. The following message will display when the Records have been added to the Collection:

"Your selection has been added to the collection."



- *Please Note:*
 - *The same Record can be added to multiple Collections.*
 - *You cannot add the same Record to a Collection twice. If you attempt this, you will receive an error "Notice: These records are already part of the collection."*

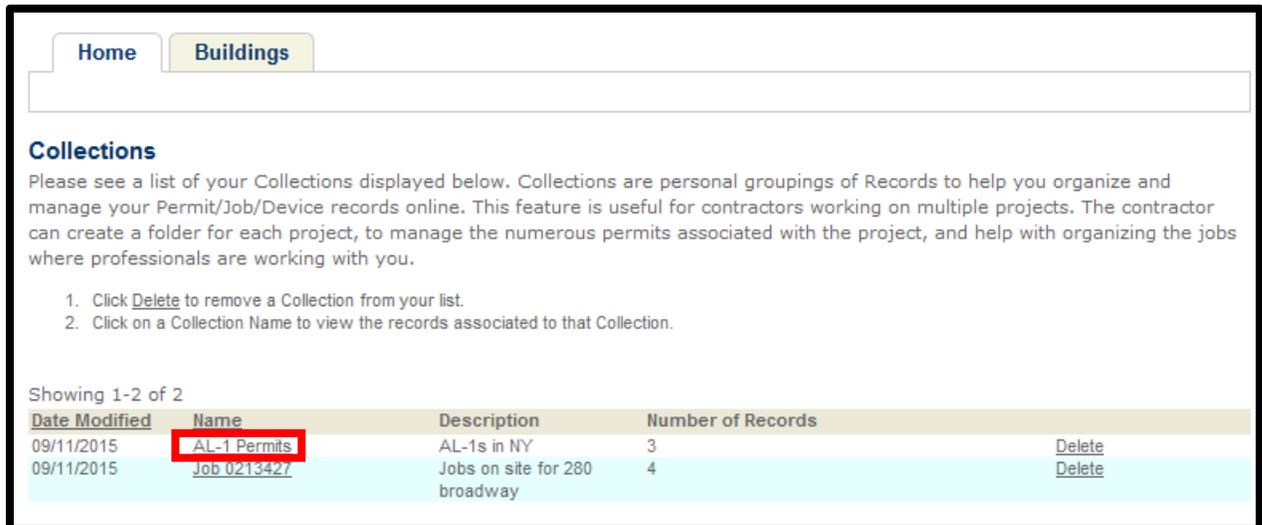


View an Existing Collection

1. After logging in to the DOB NOW: *Inspections* website, click **Collections**.



2. Your Collection list will appear. Click the **Name** of the Collection you want to view.



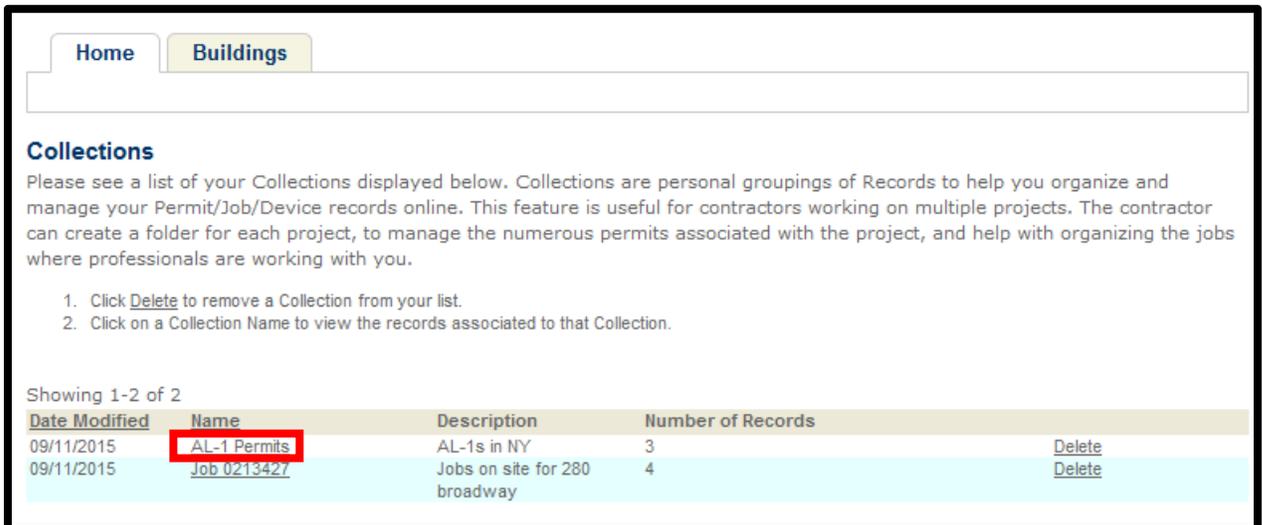
Move or Copy a Record to a New or Existing Collection

You can move or copy a Record from a Collection to another Collection (either new or existing).

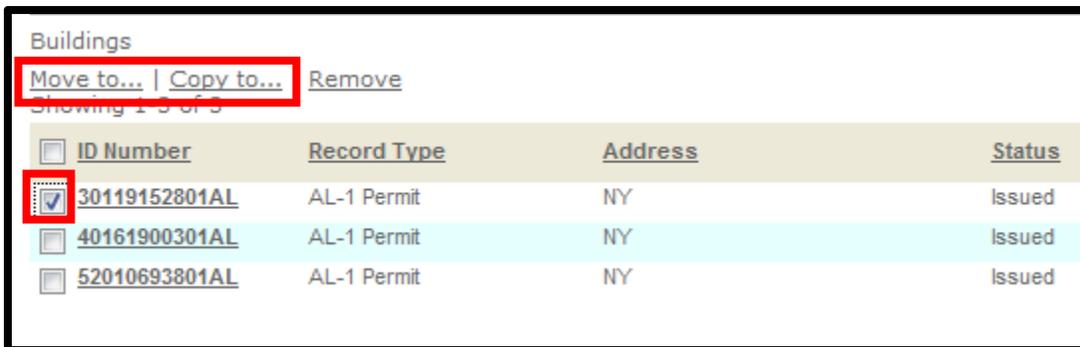
1. After logging in to the DOB NOW: *Inspections* website, click **Collections**.



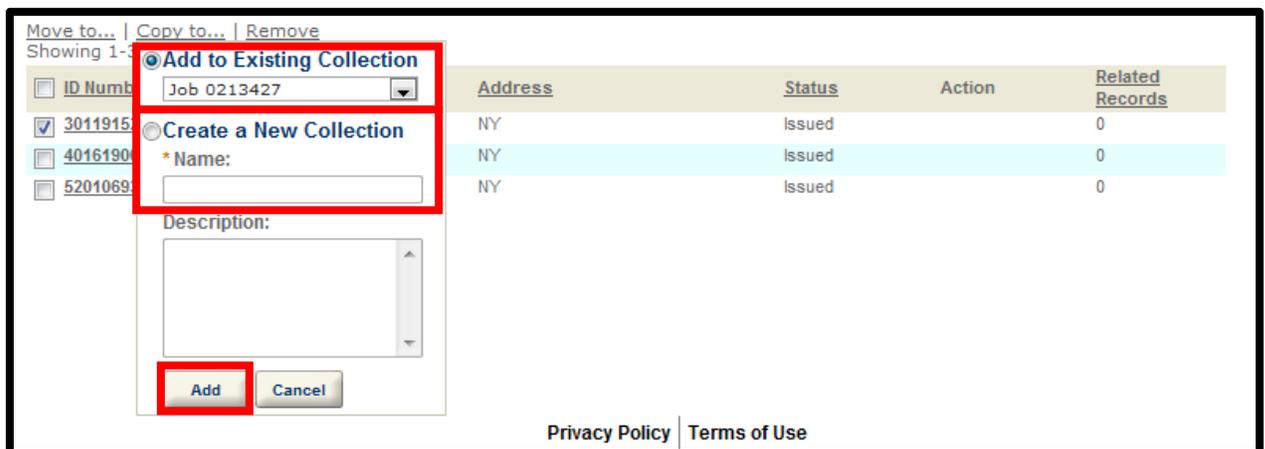
2. Your Collection list will appear. Click the **Name** of the Collection that contains the Record you wish to move or copy.



3. Select the checkbox to the left of the Record(s) that you would like to move or copy and click **Move to** or **Copy to**.
 - The **Move to** feature will move the Record(s) from the current Collection to a different Collection (either new or existing). The Record(s) will only appear in the Collection that it is moved to.
 - The **Copy to** feature will copy the Record(s) into a different Collection (either new or existing). The Record(s) will appear in both Collections.



4. Select either option below, and then click **Add**.
 - **Add to Existing Collection** – Select the existing collection name
 - **Create a New Collection** – Enter a new collection name



5. The following message will display when a Record has been moved or copied to a Collection: "Your selection has been added to the collection."

Buildings

[Move to...](#) | [Copy to...](#) | [Remove](#)

Showing 1-3 of 3

Your selection has been added to the collection.

<input type="checkbox"/>	ID Number	Address	City	Status
<input checked="" type="checkbox"/>	30119152801AL	AL-1 Permit	NY	Issued
<input type="checkbox"/>	40161900301AL	AL-1 Permit	NY	Issued
<input type="checkbox"/>	52010693801AL	AL-1 Permit	NY	Issued

Remove a Record from an Existing Collection

Removing a Record from a Collection does not remove or delete the actual Record. Records that have been removed from a Collection will remain in your full list of searchable Records and are still visible in other Collections (as applicable).

1. After logging in to the DOB NOW: *Inspections* website, click **Collections**.



2. Your Collection list will appear. Click the **Name** of the Collection that contains the Record you wish to remove.



3. Select the checkbox to the left of the Record(s) that you would like to remove and click **Remove**.

AL-1 Permits
AL-1s in NY
Total Records: 3 (3 Buildings)
Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)
Fees Summary: \$0.00 Paid, \$0.00 Due

[Rename Collection](#)

Buildings
[Move to...](#) | [Copy to...](#) | **Remove**

Showing 1-3 of 3

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action
<input type="checkbox"/> 30119152801AL	AL-1 Permit	NY	Issued	
<input type="checkbox"/> 40161900301AL	AL-1 Permit	NY	Issued	
<input checked="" type="checkbox"/> 52010693801AL	AL-1 Permit	NY	Issued	

4. A pop up will appear asking, “Are you sure you want to remove selected Records from this collection?” Click **OK**. The Record(s) will be removed from the Collection.

Buildings
[Move to...](#) | [Copy to...](#) | [Remove](#)

Showing 1-3 of 3

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> 30119152801AL					0
<input type="checkbox"/> 40161900301AL					0
<input checked="" type="checkbox"/> 52010693801AL					0

Message from webpage

Are you sure you want to remove selected Records from this collection?

OK

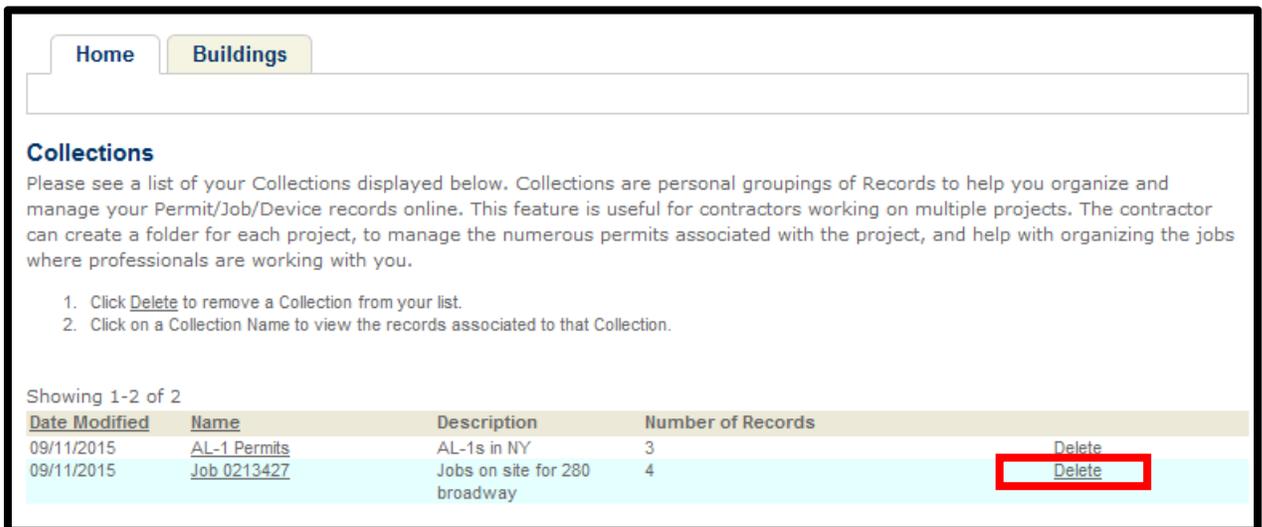
Delete Existing Collections

You can delete existing Collections. Deleting a Collection does not remove or delete the actual Records from your Record list in DOB NOW: *Inspections*. Records in deleted Collections will remain in your full list of searchable Records and are still visible in other Collections (as applicable).

1. After logging in to the DOB NOW: *Inspections* website, click **Collections**.



2. Your Collection list will appear. Click **Delete** to delete an entire Collection.



3. A pop-up message will display. Click **OK** if you want to delete the Collection.

Collections

Please see a list of your Collections to help you organize and manage your Permit/Job/Inspection records. You can create a folder for each project or location where professionals are working. This will help you organize and manage your records across multiple projects. The content of this page is for informational purposes only and help with organizing your records.

1. Click [Delete](#) to remove a Collection.
2. Click on a Collection Name to view the records in the Collection.

Showing 1-2 of 2

Date Modified	Name	Location	Count	Actions
09/11/2015	AL-1 Permits	AL-1s in Manhattan	3	Delete
09/11/2015	Job 0213427	Jobs on site for 280 broadway	5	Delete

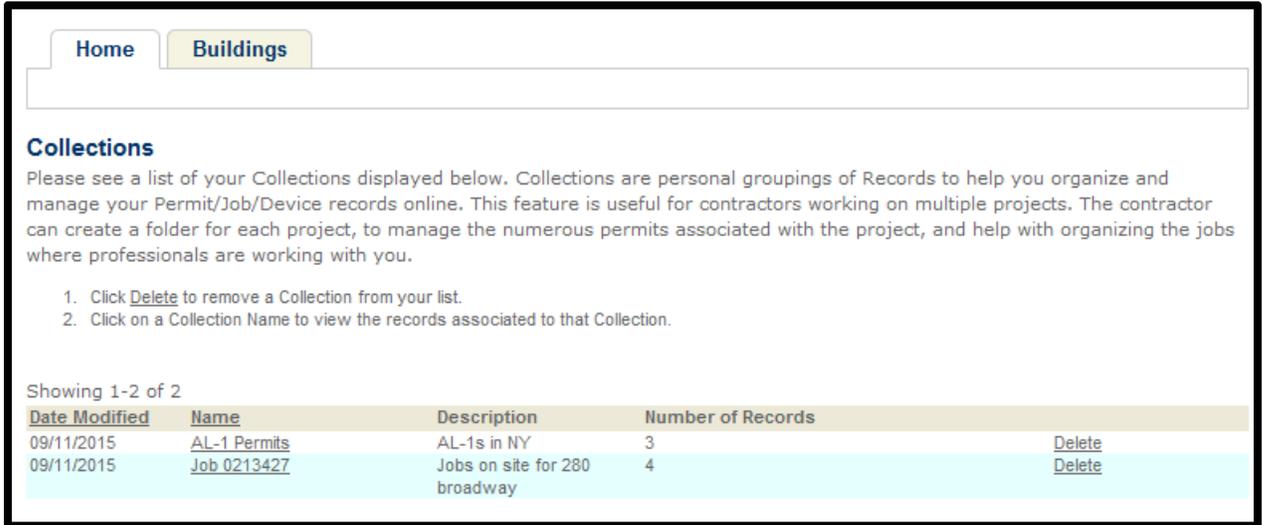
Rename Existing Collections

You can rename or change the description of an existing Collection.

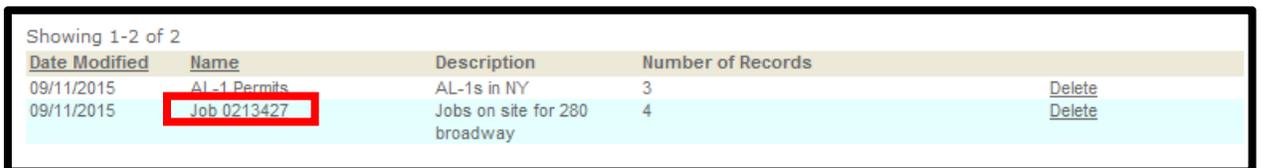
1. After logging in to the DOB NOW: *Inspections* website, click **Collections**.



2. Your Collection list will appear.



3. To rename a Collection, click the link in the **Name** column of the Collection.



4. Click **Rename Collection**.

AL-1 Permits
AL-1s in NY
Total Records: 3 (3 Buildings)
Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)
Fees Summary: \$0.00 Paid, \$0.00 Due

Rename Collection Delete Collection

Buildings
Move to... | Copy to... | Remove
Showing 1-3 of 3

ID Number	Record Type	Address	Status	Action	Related Records
30119152801AL	AL-1 Permit	NY	Issued		0
40161900301AL	AL-1 Permit	NY	Issued		0
52010693801AL	AL-1 Permit	NY	Issued		0

5. Modify the **Name** or **Description** fields as necessary. Click **Change**.

AL-1 Permits
AL-1s in NY
Total Records: 3 (3 Buildings)
Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)
Fees Summary: \$0.00 Paid, \$0.00 Due

Rename Collection Delete Collection

Buildings
Move to... | Copy to... | Remove
Showing 1-3 of 3

ID Number	Record Type	Address	Status	Action	Related Records
30119152801AL	AL-1 Permit	NY	Issued		0
40161900301AL	AL-1 Permit	NY	Issued		0
52010693801AL	AL-1 Permit	NY	Issued		0

Rename Collection

* Name:
AL-1 Permits

Description:
AL-1s in Manhattan

Change Cancel

6. The following confirmation message will display: “The collection is renamed successfully.”

AL-1 Permits
AL-1s in NY
Total Records: 3 (3 Buildings)
Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)
Fees Summary: \$0.00 Paid, \$0.00 Due

Cancelled)
Rename Collection Delete Collection

Buildings
Move to... | Copy to... | Remove
Showing 1-3 of 3

ID Number	Record Type	Address	Status	Action	Related Records
30119152801AL	AL-1 Permit	NY	Issued		0
40161900301AL	AL-1 Permit	NY	Issued		0
52010693801AL	AL-1 Permit	NY	Issued		0

Message from webpage

The collection is renamed successfully.

OK