Grouping Records
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DOB NOW: Inspections Overview

DOB NOW: Inspections is an online portal for Owners, Licensed Professionals (LPs), 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:

<table>
<thead>
<tr>
<th>Electrical</th>
<th>Plumbing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Suppression</td>
<td>Signs</td>
</tr>
<tr>
<td>Construction</td>
<td>Boilers</td>
</tr>
<tr>
<td>Elevators</td>
<td>Cranes &amp; Derricks</td>
</tr>
<tr>
<td>Oil Burning Equipment</td>
<td>BPP</td>
</tr>
<tr>
<td>High Rise Initiative</td>
<td>Sustainability</td>
</tr>
</tbody>
</table>

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.

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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
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 **Search 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**.

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**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

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Record Type</th>
<th>Address</th>
<th>Status</th>
<th>Action</th>
<th>Related Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>US1PL01022</td>
<td>Limited Alteration Application</td>
<td>222 EAST 14 ST Manhattan NY 10003</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
<tr>
<td>1000009941</td>
<td>Limited Alteration Application</td>
<td>319 EAST 105 STREET Manhattan NY 10029</td>
<td>Issued</td>
<td>Action</td>
<td>0</td>
</tr>
<tr>
<td>D2181-060006</td>
<td>Boiler Permit</td>
<td></td>
<td></td>
<td>Action</td>
<td>0</td>
</tr>
<tr>
<td>92197313</td>
<td>Electrical Permit</td>
<td>60 FURMAN ST 11201</td>
<td>WAITING INSPECTION REQUEST</td>
<td>Action</td>
<td>0</td>
</tr>
</tbody>
</table>

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**General Search**

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

**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.

<table>
<thead>
<tr>
<th>Record Number:</th>
<th>Record Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--Select--</td>
</tr>
</tbody>
</table>
5. 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.

6. 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.
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**.

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

- 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 **Search 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.
3. 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.

4. 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.
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.

![Move to and Copy to feature](image)

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

![Add to Existing Collection and Create a New Collection](image)
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."
Grouping Records

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 from 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.

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.
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.
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.

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

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