

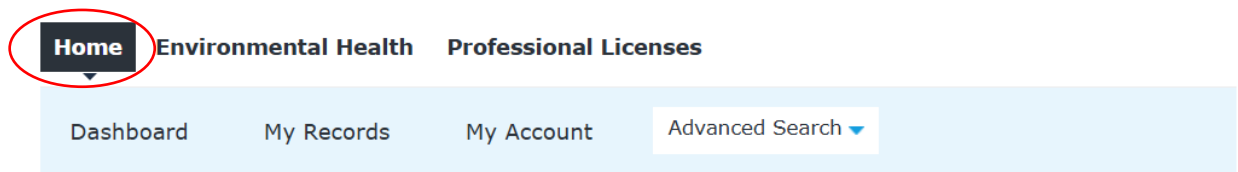


# Schedule an Inspection User Guide

Thank you for reviewing ACHD's Schedule an Inspection User Guide. This guide will walk through the steps of Scheduling an Inspection on your Dashboard in Accela.

## Scheduling an Inspection through Accela Dashboard Account

1. Login to Accela using your credentials. If you are having issues with your account, please email [achdasbestos@alleghenycounty.us](mailto:achdasbestos@alleghenycounty.us).
2. Start at your **Home** Page. The **Home** Page is your "Front Page" containing a view of your Dashboard, Collections, and Records in addition to other options. Click on the "Home" tab.



**Hello, ACHD Asbestos**

My Collection (0)

View Collections

You do not have any collections right now.

Work in progress ⓘ

View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				



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# Schedule an Inspection User Guide

3. Under the Home Tab, go under the Environmental Health Section and click on “Schedule an Inspection” link

The screenshot shows the website's navigation bar with tabs for Home, Environmental Health, and Professional Licenses. Below this is a secondary navigation bar with links for Dashboard, My Records, My Account, and an Advanced Search dropdown. The main content area is titled 'Welcome ACHD Asbestos' and includes a message 'You are now logged in.' Below this, a section titled 'What would you like to do today?' prompts the user to select a service. There are three main categories: General Information, Environmental Health, and Professional Licenses. Under Environmental Health, the 'Schedule an Inspection' link is circled in red, and a red arrow points to it from the left.

**Home** Environmental Health Professional Licenses

Dashboard My Records My Account Advanced Search ▼

**Welcome ACHD Asbestos**  
You are now logged in.

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

**General Information**  
Create a Permit Application

**Environmental Health**  
Create a Permit Application  
Search Permitted Facilities  
**Schedule an Inspection**

**Professional Licenses**  
Create a License Application



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- On the next page, enter the information for the Permit you would like to schedule an inspection for. (Not all fields are required to be filled to search and find the intended Permit) After you have entered in the Record Information select the “Search” button

## Records

Showing 0-0 of 0

Record Number	Record Type	Facility Name	Address	Expiration Date	Status	Action
No records found.						

## Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Lot and Block Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

## General Search

General Search ▼

☐ Search my records only

Record Number:  Record Type:

Start Date:

First:  Last:  Facility Name:

Street No.:  -  Direction:  Street Name:  Street Type:

City:  State:  Zip:

► Search Additional Criteria



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- Under the Permit Record, select “Schedule or Request an Inspection”



Logged in as: ACHD Asbestos Collections (1) Account Management Logout

Home **Environmental Health** Professional Licenses

Create a Permit Application Search Permitted Facilities Schedule an Inspection

**Record PAA25**  
**Asbestos Abatement Notification / Permit Application**  
**Record Status: Issued**

[Add to collection](#)

Record Info

Payments

## Inspections

### Upcoming

[Schedule or Request an Inspection](#)

*Click the link above to schedule or request one.*

### Completed

*There are no completed inspections on this record.*



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# Schedule an Inspection User Guide

6. Select the type of Inspection being requested by clicking the circle next to “Set-Up Inspection” or “Routine Inspection” and then click the Continue button

**Schedule/Request an Inspection**

Available Inspection Types (2)

☒ Show optional inspections

☒ Set-Up Inspection (optional)

☐ Routine Inspection (optional)

**Continue** Cancel

7. The Schedule/Request an Inspection window will appear

**Schedule/Request an Inspection**

Inspection type: Routine Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:

Aug 2025 Sep 2025 Oct 2025

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th

1 2 1 2 3 4 5 6 1 2

3 4 5 6 7 8 9 7 8 9 10 11 12 13 5 6 7 8 9

10 11 12 13 14 15 16 14 15 16 17 18 19 20 12 13 14 15 1

17 18 19 20 21 22 23 21 22 23 24 25 26 27 19 20 21 22 2

24 25 26 27 28 29 30 28 29 30 26 27 28 29 3

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**Continue** Back Cancel



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# Schedule an Inspection User Guide

8. Select the preferred Inspection date by clicking on the date on the calendar (the number will appear highlighted in yellow once selected)

**Schedule/Request an Inspection**

To continue, select an appointment date and time range by clicking a link on the calendar below:

Aug 2025      Sep 2025      Oct 2025

Su Mo Tu We Th Fr Sa      Su Mo Tu We Th Fr Sa      Su Mo Tu We Th Fr Sa

3 4 5 6 7 8 9      1 2 3 4 5 6      1 2 3 4 5 6 7 8 9

10 11 12 13 14 15 16      7 8 9 10 11 12 13      10 11 12 13 14 15 16

17 18 19 20 21 22 23      14 15 16 17 18 19 20      17 18 19 20 21 22 23

24 25 26 27 28 29 30      21 22 23 24 25 26 27      24 25 26 27 28 29 30

31      28 29 30      26 27

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**Available Times for Friday, Aug 08 2025**

**Morning**

☐ 07:00 AM - 08:00 AM ☐ 08:00 AM - 09:00 AM ☐ 09:00 AM - 10:00 AM ☐ 10:00 AM - 11:00 AM ☐ 11:00 AM - 12:00 PM

**Afternoon**

☐ 12:00 PM - 01:00 PM ☐ 01:00 PM - 02:00 PM ☐ 02:00 PM - 03:00 PM ☐ 03:00 PM - 04:00 PM

9. Scroll down to see available appointment times and select from the available slots for your preferred time range by clicking the circle next to the time and then click the continue button

**Schedule/Request an Inspection**

3 4 5 6 7 8 9      7 8 9 10 11 12 13      5 6 7 8 9

10 11 12 13 14 15 16      14 15 16 17 18 19 20      12 13 14 15 16

17 18 19 20 21 22 23      21 22 23 24 25 26 27      19 20 21 22 23

24 25 26 27 28 29 30      28 29 30      26 27 28 29 30

31

« Prev

**Available Times for Friday, Aug 08 2025**

**Morning**

☐ 07:00 AM - 08:00 AM ☐ 08:00 AM - 09:00 AM ☒ 09:00 AM - 10:00 AM ☐ 10:00 AM - 11:00 AM ☐ 11:00 AM - 12:00 PM

**Afternoon**

☐ 12:00 PM - 01:00 PM ☐ 01:00 PM - 02:00 PM ☐ 02:00 PM - 03:00 PM ☐ 03:00 PM - 04:00 PM

**Continue**      Back      Cancel



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# Schedule an Inspection User Guide

10. You will be prompted to verify the location and the contact person for the selected inspection before proceeding. There will be an address under the location title and a name and phone number under the contact title. If the information is correct, click the blue continue button.

A screenshot of a web form titled "Schedule/Request an Inspection". The form has a close button (X) in the top right corner. Below the title, it says "Inspection type: Routine Inspection". The section is titled "Location and Contact" and includes the instruction "Verify whether the location and contact person for the selected inspection are correct." There are two input fields: one for "Location" labeled "\*Address\*" and one for "Contact" labeled "\*Name\*" and "\*Phone Number\*". Below the contact field is a "Change Contact" link with a dropdown arrow. At the bottom, there are three buttons: "Continue" (highlighted with a red circle), "Back", and "Cancel".

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# Schedule an Inspection User Guide

11. If the information is not correct or a different contact person is required or needs to be added, click the "Change Contact" drop-down arrow

A screenshot of a web form titled "Schedule/Request an Inspection". The form has a close button (X) in the top right corner. Below the title, it says "Inspection type: Routine Inspection". The section "Location and Contact" is highlighted in blue. Below this, it says "Verify whether the location and contact person for the selected inspection are correct." There are two input fields: "Location" and "Contact". Below the "Contact" field, there is a blue button labeled "Change Contact" with a small downward arrow, which is circled in red. At the bottom of the form, there are three buttons: "Continue" (blue), "Back" (grey), and "Cancel" (grey).

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# Schedule an Inspection User Guide

12. You can choose “Select from existing contacts” using the drop-down menu or select to “Specify another person” and fill out the information of the required fields for the new contact’s information. Then click the “Submit” button to enter in the new contact and click the “Continue” button on the Contact verification for the Scheduled Inspection

The screenshot shows a web form titled "Schedule/Request an Inspection". Under the "Contact" section, there is a "Change Contact" dropdown menu. Two red arrows point to the "Select an existing contact" radio button and the dropdown menu. Another red arrow points to the "Specify another person (for this inspection only)" radio button. Below this, there are three red arrows pointing to the "First Name", "Middle Name", and "Last Name" input fields. A fourth red arrow points to the "Phone Number" input field. At the bottom of the form, the "Submit" button is circled in red. Below the form, the "Continue" button is also circled in red, along with "Back" and "Cancel" buttons.



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# Schedule an Inspection User Guide

13. Confirm the Inspection Date, Time, Location and Contact Information. You can add additional notes by selecting “Include Additional Notes” before clicking the blue “Finish” button

**Schedule/Request an Inspection** X

**Confirm Your Selection**

Please confirm the details below and click the Finish button to schedule the inspection.

**Inspection Type:** Routine Inspection

**Date and Time:** 8/8/2025 9:00 AM

**Location:** \*Address\*

**Contact:** \*Name/Phone Number\*

**Include Additional Notes**

**Finish** Back Cancel

14. The scheduled inspection will then appear in the Record’s Upcoming Inspections

**Inspections**

**Upcoming (3)**

[Schedule or Request an Inspection](#)

08/08/2025 at 09:00 AM Scheduled Routine Inspection (586274) Inspector	<b>Actions</b> ▼
---	------------------

**Completed**

There are no completed inspections on this record.



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# Schedule an Inspection User Guide

15. If you need to reschedule, cancel or view the details of the scheduled inspection, click the blue drop down arrow next to “Actions”

08/08/2025 at 09:00 AM Scheduled Routine Inspection (586274)  
Inspector: Charles Frank

**Completed**

*There are no completed inspections on this record.*

**Actions** 

- View Details
- Reschedule
- Cancel

16. If you select, “View Details” you will see the following Inspection Information Summary

**Routine Inspection (586274, Optional)** ×

\*Address\* **Reschedule** **Cancel Inspection** **Print**

Status	Details	
<b>Scheduled</b> 8/8/2025 9:00 AM <b>Estimated Arrival Time: 09:00 AM - 10:00 AM</b> <b>Desired Date: TBD</b>	<b>Record</b> Record # Asbestos Abatement Notification / Permit Application	<b>Contact</b> *Name* *Phone Number* ACHD Asbestos 4125788020
<b>Last updated</b> ACHD Asbestos 8/4/2025 12:02 PM <a href="#">View Status History</a> <a href="#">View Result Comments</a>		
<b>Related Inspections</b>		
Showing 0-0 of 0		
ID	Inspection Name	Relationship Status
No records found.		



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# Schedule an Inspection User Guide

17. If you select “Reschedule” you will need to select a new date and time range for the rescheduled Inspection and confirm the new details

### Schedule/Request an Inspection

Inspection type: Routine Inspection

To continue, select an appointment date and time range by clicking a link on the calendar below:

#### Aug 2025

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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#### Sep 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

#### Oct 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

#### Available Times for Friday, Aug 08 2025

**Morning**

☐ 07:00 AM - 08:00 AM ☐ 08:00 AM - 09:00 AM ☒ 09:00 AM - 10:00 AM ☐ 10:00 AM - 11:00 AM ☐ 11:00 AM - 12:00 PM

**Afternoon**

☐ 12:00 PM - 01:00 PM ☐ 01:00 PM - 02:00 PM ☐ 02:00 PM - 03:00 PM ☐ 03:00 PM - 04:00 PM



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# Schedule an Inspection User Guide

18. If you select “Cancel”, you will need to confirm it is the correct Inspection you want to cancel before you click the “Cancel Inspection” button

**Cancel Inspection**

**Confirm Your Selection**

Please confirm the details below and click the Cancel Inspection button to Cancel the inspection.

**Inspection Type:** Routine Inspection

**Date and Time:** 8/8/2025 9:00 AM

**Location:** \*Address\*

**Contact:** \*Name/Phone Number\*

**Cancel Inspection** Close

19. If the Inspection does not need to be canceled or rescheduled, steps 17 and 18 are only informative and the scheduled inspection can be found in the Record’s Upcoming Inspections

**Inspections**

**Upcoming (3)**

[Schedule or Request an Inspection](#)

08/08/2025 at 09:00 AM Scheduled Routine Inspection (586274) Inspector: Charles Frank	<a href="#">Actions</a>
--	-------------------------

**Completed**

There are no completed inspections on this record.



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