

## Canceling an Inspection from the Springboard:

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 **Actions** and **Select View Request**.

A screenshot of the 'Inspection List' interface. The header shows 'City of Vallejo' and a search bar. Below the header, there are two rows of inspection data. The first row is for permit 'EL-2020-0215' with details '501 Conduit/Underground' and 'Requested'. The second row is for permit 'EL-2020-0215' with details '502 Service Entrance' and 'Requested'. On the right side of the second row, a dropdown menu is open, showing 'View Request' and 'View Detail' options, both highlighted with red boxes.

4. Click **Cancel Inspection**.

A screenshot of the 'Inspection Request' form. The form is titled 'Inspection Request' and includes fields for 'Permit Type', 'Inspection Type', 'Preferred Date', 'Preferred Time', 'Comments', 'Address', 'Inspection Location', 'Location Contact', 'Contact Method', and 'Phone'. The 'Permit Type' is 'Electrical Permit', 'Inspection Type' is '501 Conduit/Underground', 'Preferred Date' is '5/15/20', and 'Preferred Time' is 'Morning'. The 'Address' is '600 REDWOOD STREET, Vallejo, California 94509'. The 'Location Contact' is 'Tom Edwards' and the 'Phone' is '+1 (916) 833-5734'. At the bottom of the form, there is a section titled 'Inspection Schedule' with the text 'This inspection is not scheduled. You will be notified with the inspection details once it is scheduled.' and a 'Cancel Inspection' button highlighted with a red box.

5. Enter the **Cancellation Reason** and click **Confirm**.

Cancel Inspection

BLDG-INSP-2020-00043 Requested  
501 Conduit/Underground

Cancellation Reason Not ready

Cancel Confirm

City of Vallejo

Request Inspection

Inspection List

|  |  |  |
|--|--|--|
| BLDG-INSP-2020-00043<br>501 Conduit/Underground<br>Cancelled | EL-2020-0215<br>Electrical Permit<br>600 REDWOOD STREET, Vallejo |  |
| BLDG-INSP-2020-00046<br>502 Service Entrance<br>Requested    | EL-2020-0215<br>Electrical Permit<br>600 REDWOOD STREET, Vallejo |  |