

NEW FEATURE – MISSED REPORT SUBMISSIONS



Often, for one reason or another, cases can occur where the inspection is carried out but not submitted before the inspection window expired. Previously, the user couldn't go back and update the "missed inspection". Now, **functionality has been added to allow the user to update that missed inspection**. It is important to note that this feature keeps the missed submission report available until the next scheduled inspection date. The below screenshot shows how the system will display missed submissions.

My Inspections
Submit reports, check due dates

Pre-Construction
Submit templates, start inspections

Pending Closure
Manage closures, view closure status

Upcoming Inspections
Select a day to view inspections:

< Feb 27 - Mar 05, 2022 >

Sat 26	Sun 27	Mon 28	Tue 1	Wed 2	Thu 3	Fri 4
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Regular Inspection Starts
Grace period (missed)

Mar 01, 2022 [Deselect](#)

4 Regular Inspections

ESC Permit #	Address	Site Status	Catchment	Inspection Date	Inspection Type	Report Submission
4517-0110-00 Surrey Hall	14245 No 10 (56 Ave) Hwy	Active	CC ⓘ	Mar 01, 2022 Missed	Regular	Submit Report
ⓘ Missed submission due date. Submit report as soon as possible. Submission will be closed on Mar 8, 2022.						
4517-0113-00 Chantrell	14245 No 10 (56 Ave) Hwy	Active	CC ⓘ	Mar 01, 2022 Missed	Regular	Submit Report
ⓘ Missed submission due date. Submit report as soon as possible. Submission will be closed on Mar 8, 2022.						

Dashboard View showing how missed inspections are displayed

Some key points to note about how missed submissions are handled:

- They are highlighted in both the Calendar view and in the list of inspections under the MyInspection tab.
- The MyInspection tab display order is from the oldest report date to the newest, meaning that a report due tomorrow will show at the top of the list and a report due next week will be lower down. This also means that **missed submissions will be displayed at the top of the list.**
- In addition to the e-mail that is sent out when a missed submission occurs, **the missed submission will be flagged by a red information banner** as shown in the previous screenshot.
- When you submit a missed submission, the report will be noted as being a “late submission” rather than a “missed submission”
- When submitting a “missed submission,” the inspection date must have occurred within the permissible inspection date range for that period.
- When a “missed submission” is submitted, the system will recalculate the next scheduled inspection date based on the submitted inspection results.
- If the user intends to submit the missed inspection, they must submit the results before they submit the next scheduled inspection. If they didn’t complete the inspection flagged as “missed,” then it can be ignored and once they submit the next scheduled inspection the missed submission will be closed.