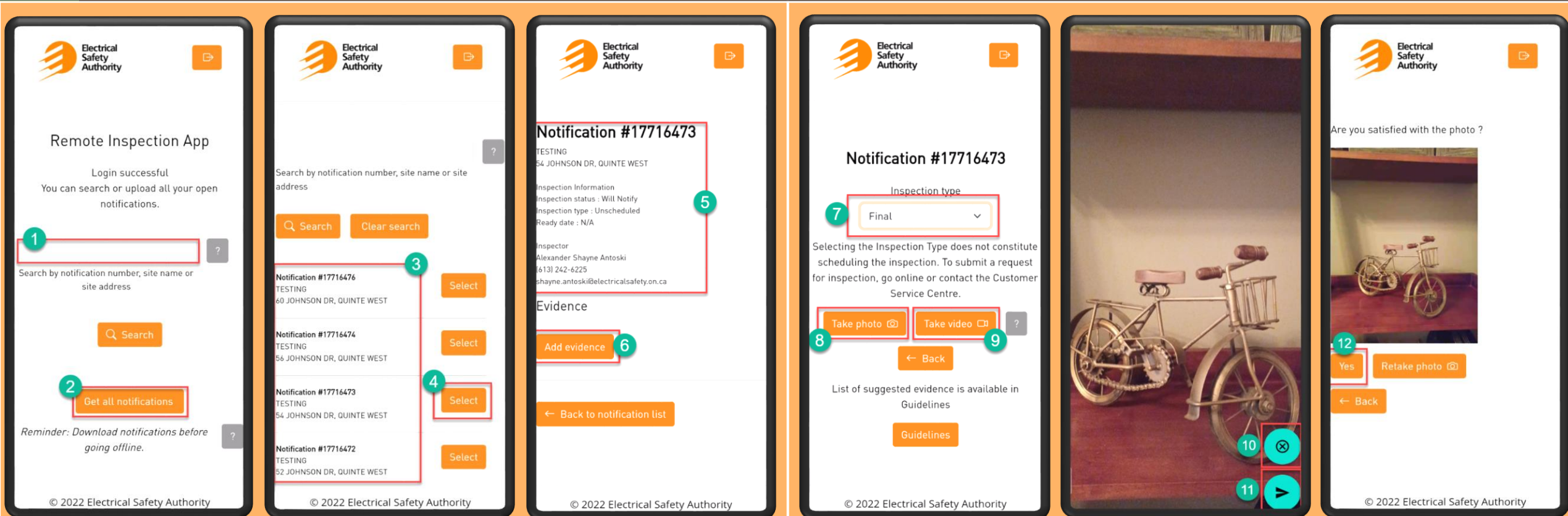


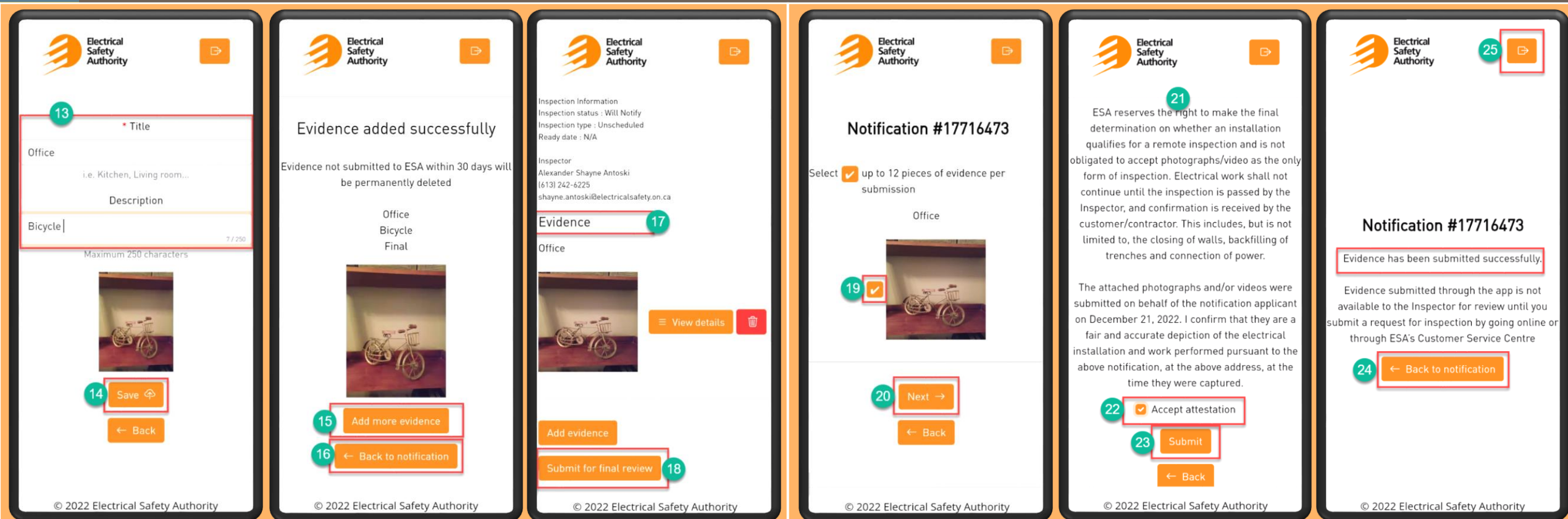
# Remote Inspection Quick Tips – Contractor Capturing and Submitting Evidence to ESA



1. Search by **notification number(s), site name, civic address**
2. Clicking **Get all notifications**: Displays the list of all open SAFE notifications
3. All notifications are displayed in order of date modified; 20 notifications displayed per page; Page navigation at bottom of the page
4. Clicking **Select** will display details of the selected notification
5. Notification information
6. Clicking **Add evidence** will allow user to capture photo/video evidence

7. An **Inspection Type** must be selected from drop down list. This indicates what inspection type the photo/video evidence relates to and is visible in SAFE (this does not constitute scheduling an Inspection. Inspections must continue to be scheduled by calling in to the Customer Service Centre or through ESA Online Services).
8. Clicking **Take photo** opens mobile device camera or:
9. Clicking **Take video** opens mobile device camera
10. Option to **retake photo/video**
11. Option to **use the photo/video**
12. User is given an opportunity to Retake photo, or select Yes (satisfied with photo)

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13. User is prompted to provide a **Title** and **Description** for the evidence

- The title and description are visible in SAFE once the evidence has been submitted

14. Clicking **Save** will store the evidence in the **'waiting room'** prior to final submission to ESA

15. Option to **Add more evidence**

16. Option to go **Back to notification** to view the evidence in the **'waiting room'**

17. Evidence waiting room: Displays all the evidence captured

- Note: evidence in waiting room not submitted within 30 days will be deleted

18. Clicking **Submit for final review**: All evidence in waiting room is brought forward to the next screen where user can select up to 12 pieces of evidence for submission

19. User selects (checks) all desired evidence for submission (limit of 12 per submission)

20. The **Next** button is not displayed for the user to move forward with submission until at least one piece of evidence is selected

21. User is presented with **Disclaimer** and **Attestation**

22. User must click to **Accept attestation** before selecting Submit

23. Clicking **Submit** will send the selected evidence to ESA

24. After successfully submitting evidence, user can navigate **Back to notifications** or;

25. Logout of the ESA ON Mobile app