## **Photo Inspections**

When NYSERDA requests a photo inspection, contractors or builders will upload photos to Salesforce. NYSERDA's QA users will review all uploads and provide a QA score and issue CAR reports if necessary.

Contactors/Builders will receive an email from NYSERDA with a link that opens the inspection page (see this page for additional details).

## **Uploading Photos**

On the inspection page, navigate to the desired Category/Measure.

Click Choose Files to open an explorer window.

#¦¦∔	Task	Р	F	N/I	CNV	N/A	Defect Category	Fixed	Action
1	System design and loop field commissioning documents submitted are complete, reflect as-built conditions and have no significant deficiencies						Incidental		
Showing 1 to 1 of 1 entries Photo Submittal Instructions: Submit a complete set of system design and loop-field commissioning documents if not already submitted									
Upload Photos: Choose Files No file chosen									
Ther	There is no photo available for the selected measure.								

Locate the photo file and click Open to select it. The inspection page will update to include the filename and the upload date/time.

Upload P	notos: Choose Files No file chosen							
Photos for the selected measure can be viewed using the Image Gallery button below. Number of uploaded photos: 1								
No.	File Name	Date Uploaded						
1	Photo Inspection 1.png	10/23/2019 11:40 AM						

Repeat this procedure for each photo you wish to install.

## Could Not Verify

If NYSERDA's QA users cannot use a photo to validate a successful task, they will mark the task as **Could Not Verify** (CNV). Contractors/Builders will receive an email requesting additional photos.