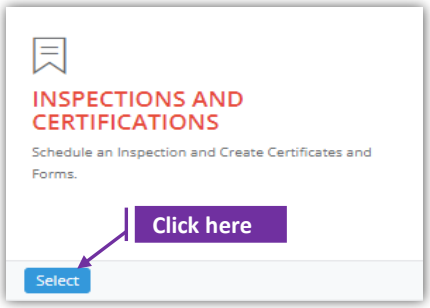
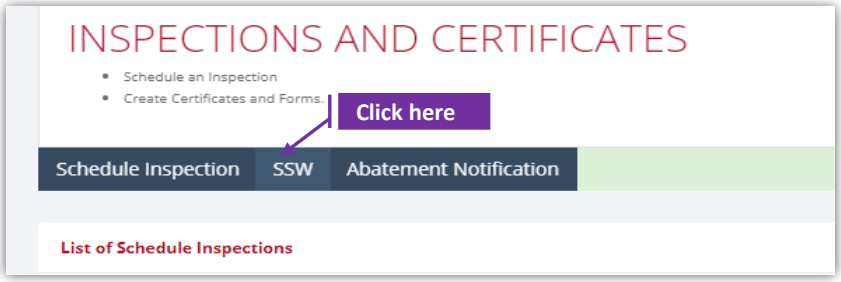
Add Supervisor Statement of Work (SSW) to a Property



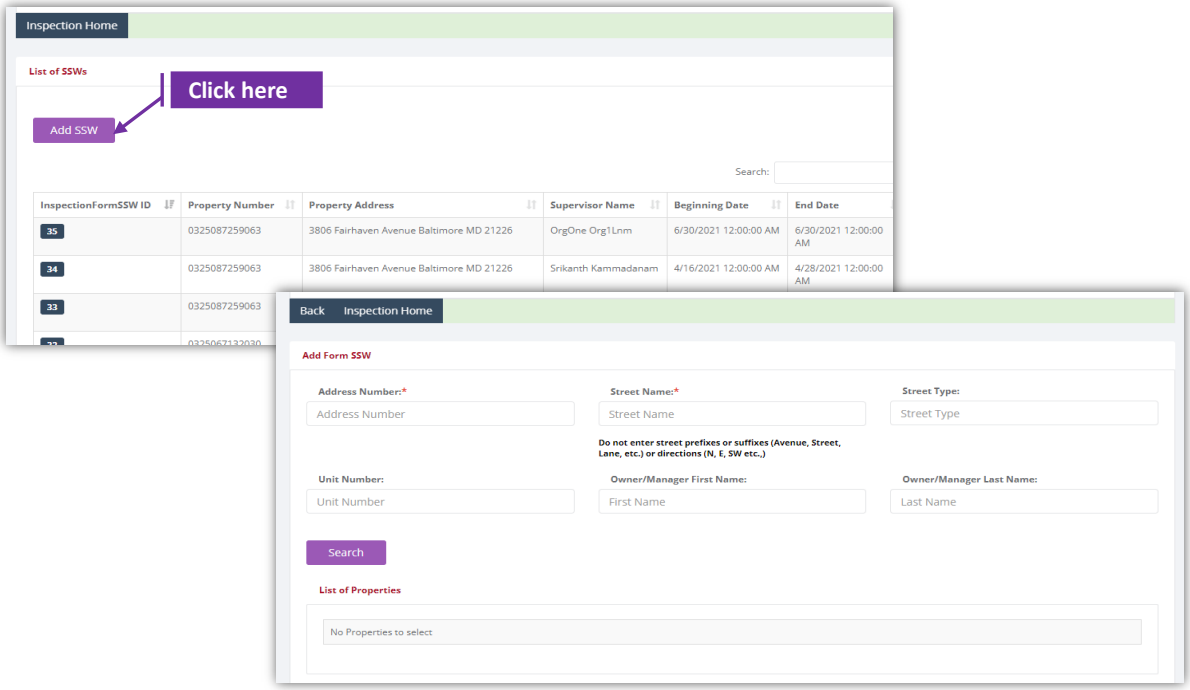
Set-1: Steps

- Click 'Select' button in 'INSPECTIONS AND CERTIFICATIONS' tile on the dashboard.
  - Users having MDE Admin / Inspector / Supervisor roles will have the access.



Set-2: Steps

- Supervisor will land on the list of SSWs page where multiple statement of work created by the signed-in Supervisor are displayed.
- Click on 'SSW' tab to view existing list of SSWs or create a new SSW.
- Supervisor lands on 'Add from SSW' page. Click the button 'Add SSW'



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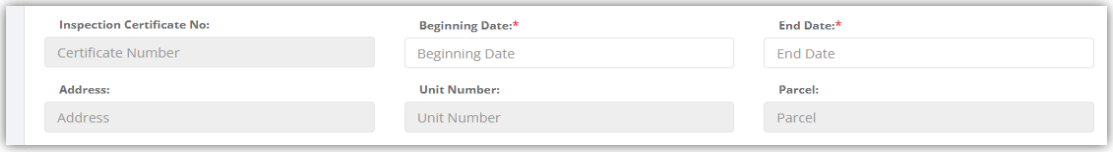
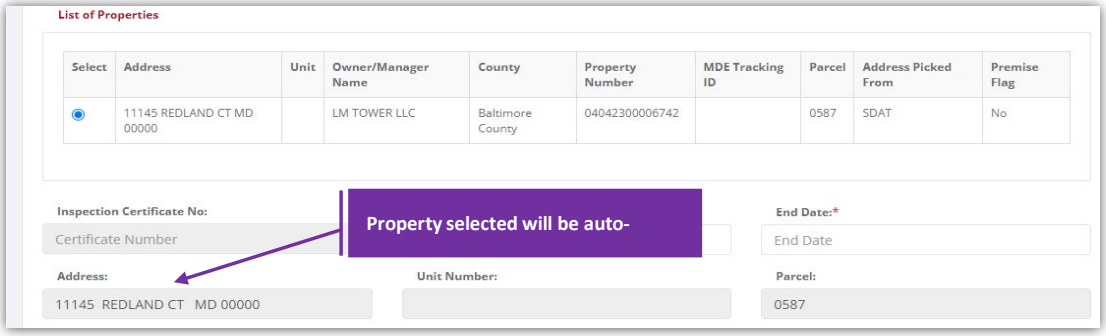
Set-3: Steps

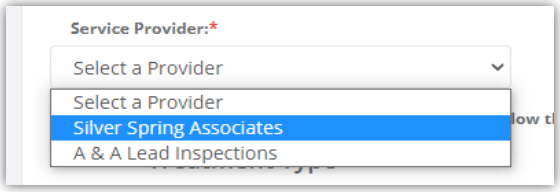
- Supervisor can search for the property using two required fields - Address Number, and Street Name.



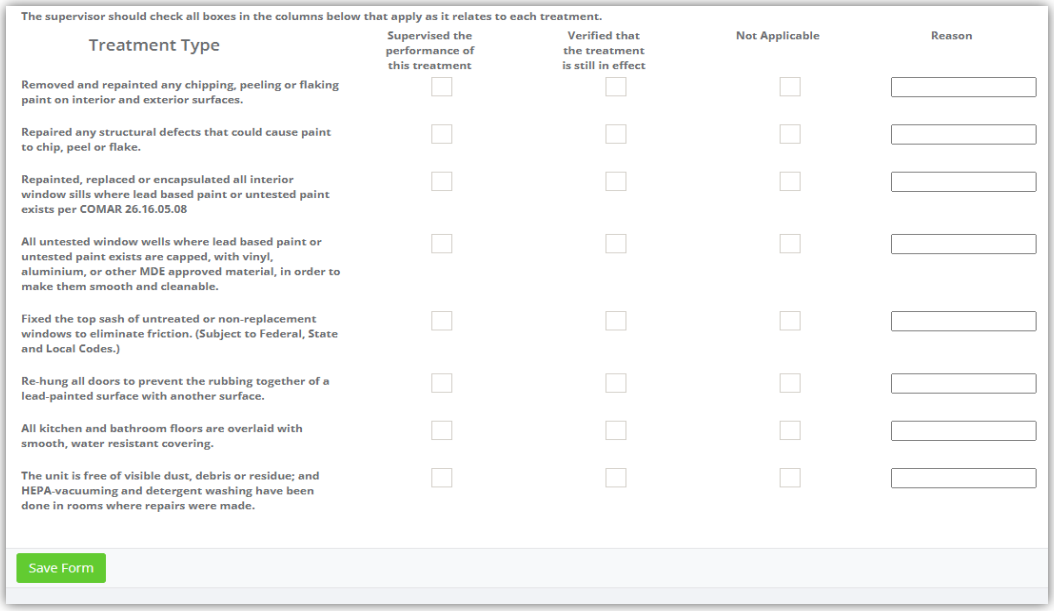
- Entry search criteria and click 'Search'.
- List of property records will be displayed based on the search criteria.



- Property record that is selected from the search results will be auto-displayed under address information section.
- Select the service provider from the dropdown. Supervisor's employer(s) will be listed in this dropdown.



- 8 questions related to the treatment type are required. Supervisro can check all applicable checkboxes.



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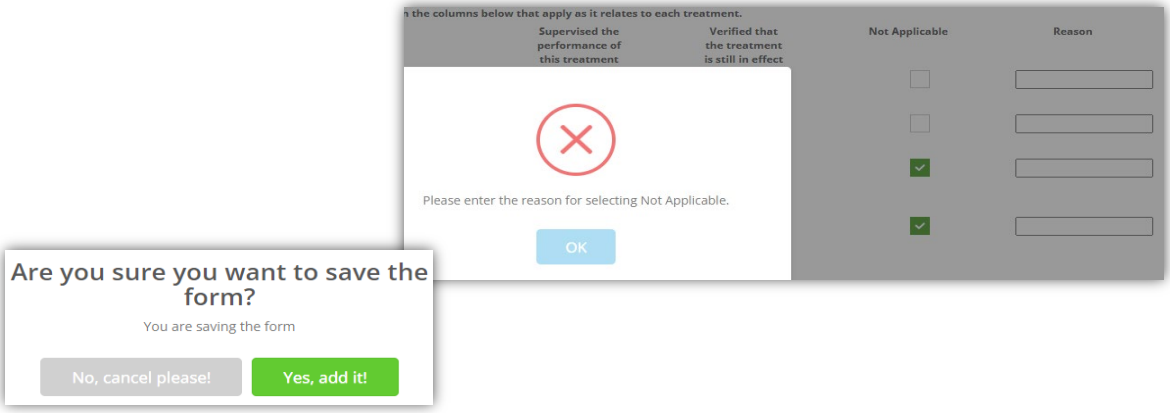
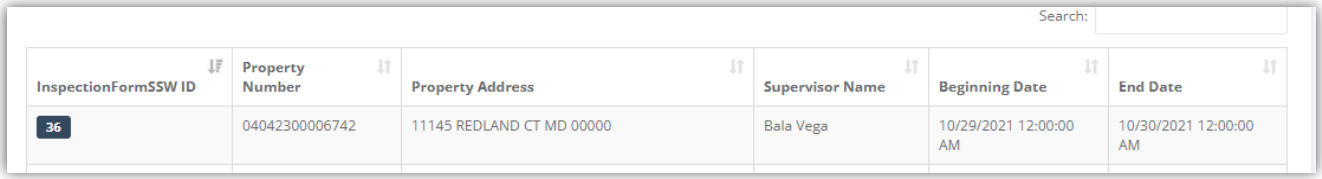
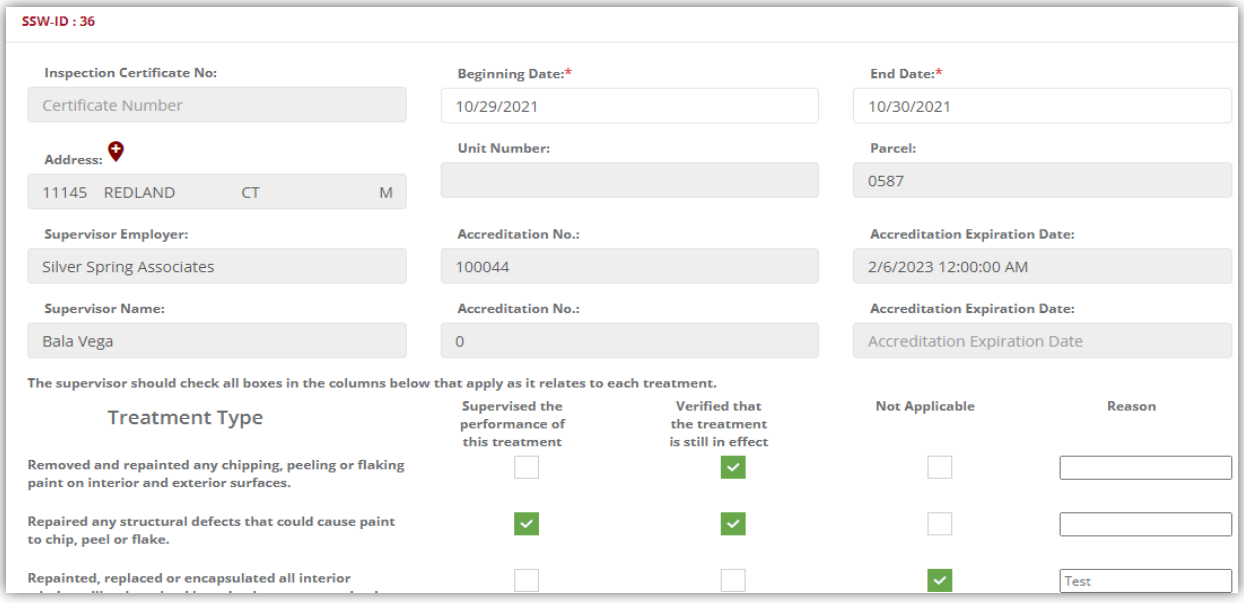
Set-4: Steps

- Check the related options and click 'Save Form'.
- If any treatment question is checked as 'Not Applicable', then the reason is required. Application will throw validation error if reason is not provided & have an atleast 1 question answered as not applicable.



- Provide all the required information and click 'Save Form'.
  - Linked property cannot be changed once an SSW is saved.
- Supervisor will land on list of SSWs home page. Supervisor can click on the SSW-ID to view/update the existing information.