. **ČityGovApp**

Oakland – DOT

Inspection Scheduling for Utility Companies

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1. Schedule Inspection for already added record:

Open the following URL in your browser: http://oaklanddot.com/scheduling_portal.html

1. Search the Project Number on which you want to schedule Inspection.



2. Enter the required data and tap on Submit button to schedule an inspection.

spection Request Inspection Requested		
spection Request		Change
Permit Information		
800076	PG&E	02/16/2022
A Number	12/31/1969	
upervisor Information		
ervisor Name *	Mobile Number	Section Name
t Number		
spection Information		
v Number	Job Number	Requested Inspector
ect Number	Oakland	Zip Code *
Street *	Cross Street 1	Cross Street 2
Contractor *		
harks		
<u></u>		
te Contact Information		
tact Name *	Contact Number *	Contact Email *
	Submit	
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OAKLAND Transportation		
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2. Add Project and then schedule its inspection:

Open the following URL in your browser: <u>http://oaklanddot.com/scheduling_portal.html</u>

1. Search for the Permit.

CITY OF OAKLAND Department of Transportation		
	Search Project	
	Permit Number*	
	Search	
	Upload CSV	

2. If the permit number is not found in the system, user will be asked to create the project first.

CARLAND Trereportation	Help
Add New Project	
xioooos	
USA Number*	
USA Explation Date*	
Repair/replace building sever lateral and excavate in public right of way. Backwater valve may be needed: Call PWA inspection prior to starts 510-238-368.	
D Drew Down	
Please create this project first	

3. Add Details of the Project and click Submit.





4. A popup appears on screen with message "This project is in PreCon State and therefore inspection cannot be scheduled." No other inspections can be scheduled until PreCon inspection is resulted.



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3. Add Record and Schedule Inspections through Template:

Open the following URL in your browser: http://oaklanddot.com/scheduling_portal.html

1. Upload CSV to Create Permit or Schedule Inspections in the database.

CITY OF Department of Transportation		
	Search Project	
	Permit Number *	
	Search	
	Upload CSV	

- a. From the left menu, tap on "Import CSV Data".
- b. Tap on "**Download Template**" to download a template which you can fill with the Permit and Inspection information.
 - <u>2/21/22 Update</u>: "sub_contractor" field has been added. This is a required field. If there is not a sub-contractor, please input the same company name.
- c. Once the template is ready tap on "Choose File" and select your template.
- d. Finally, tap on "Upload button". The data will be validated from AA.

COV OF OAXLAND Department of Transportation	≡
🛢 Resources 👻 👻	Import Permits and Inspections
1 Import CSV Data	Livierd CSV Ella
I≣ CSV Upload Log	
	Select CSV File
	Browse No file selected.
	Upload Download Template

e. Confirmation message will appear.

CONCLAND Department of Transportation	E				
Resources Y	Import Permits and Inspections				
Import CSV Data CSV Upload Log	Upload CSV File				
	Select CSV File Browse No file selected.				
	Upload Download Templete				
	Data Importing process has been completed. Please check leg for datatis.				



2. From the left menu tap on **"CSV Upload Log"**. User can view all the Permits and their responsessubmitted through Template.

CITY OF OAKLAND Department of Transportation	=					
🗧 Resources 🛛 👻	CSV Log					
1 Import CSV Data	Log of all record	Los of all records imported in last CSV file				
I CSV Upload Log						
	S. No.	UID	Permit Number	Message	Result	Log Date
	1	1	X1900076	Supervisor name is required	Failed	10/12/2021 05:02
	2	2	X1900021	Project is in precon state	Failed	10/12/2021 05:02
	3	3	X1900022	This permit is not in valid state.	Failed	10/12/2021 05:02
	4	4	X1900024	This permit is not in valid state.	Failed	10/12/2021 05:02
	Showing 1 to 4 of 4 entries Previous 1					Previous 1 Next