FIELD OFFICE APP TRAINING GUIDE

HUD NSPIRE

HUD NSPIRE Field Office App

The Field Office App allows HUD Field Office employees to access inspection information and review mitigation efforts for deficiencies.

Contents

Click the shield icon anywhere in the document to return to this page
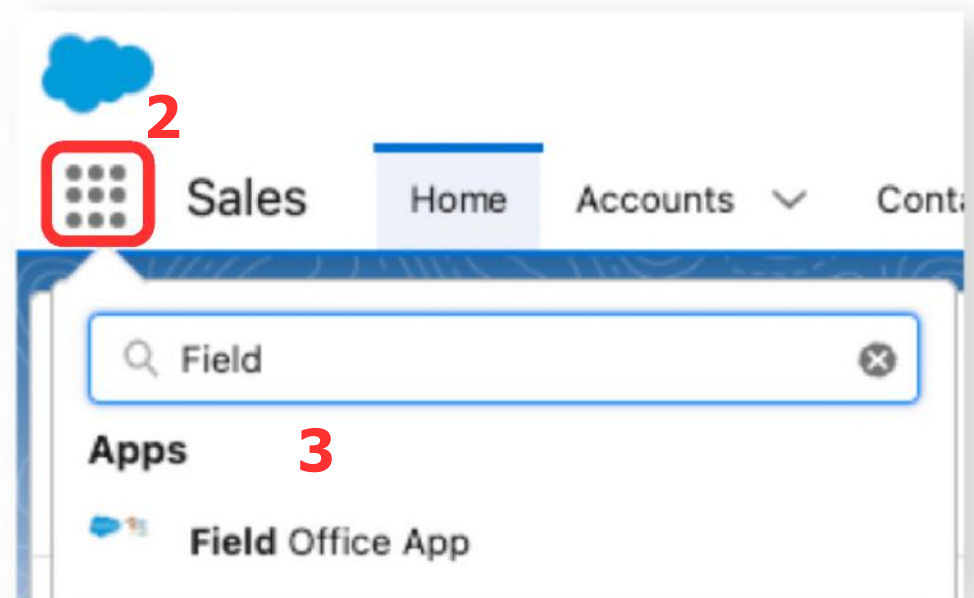
Access the Field Office App

1 | **Log in** to NSPIRE (hud.my.salesforce.com).

2 | Click the app **launcher** (waffle menu) in the left corner of the screen.

3 | Search for and click **Field Office App.**

LOCATE INSPECTIONS

Locate an Inspection

1 | Click the **ExAM Inspections tab** in the navigation bar.

1

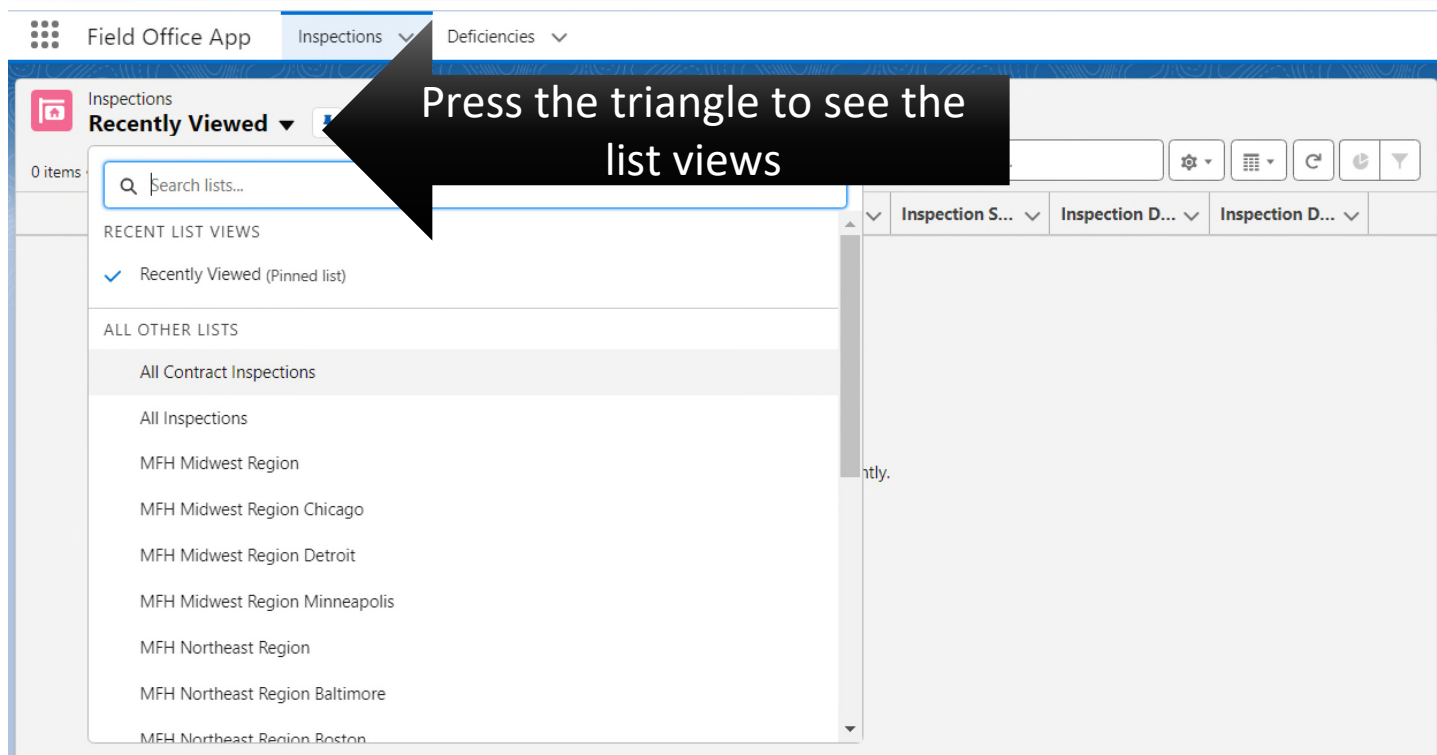Field Office App   ExAM Inspections ∨

2 | Click the arrow next to Recently Viewed to **select the "My Inspections - Field Office Primary" list view.**

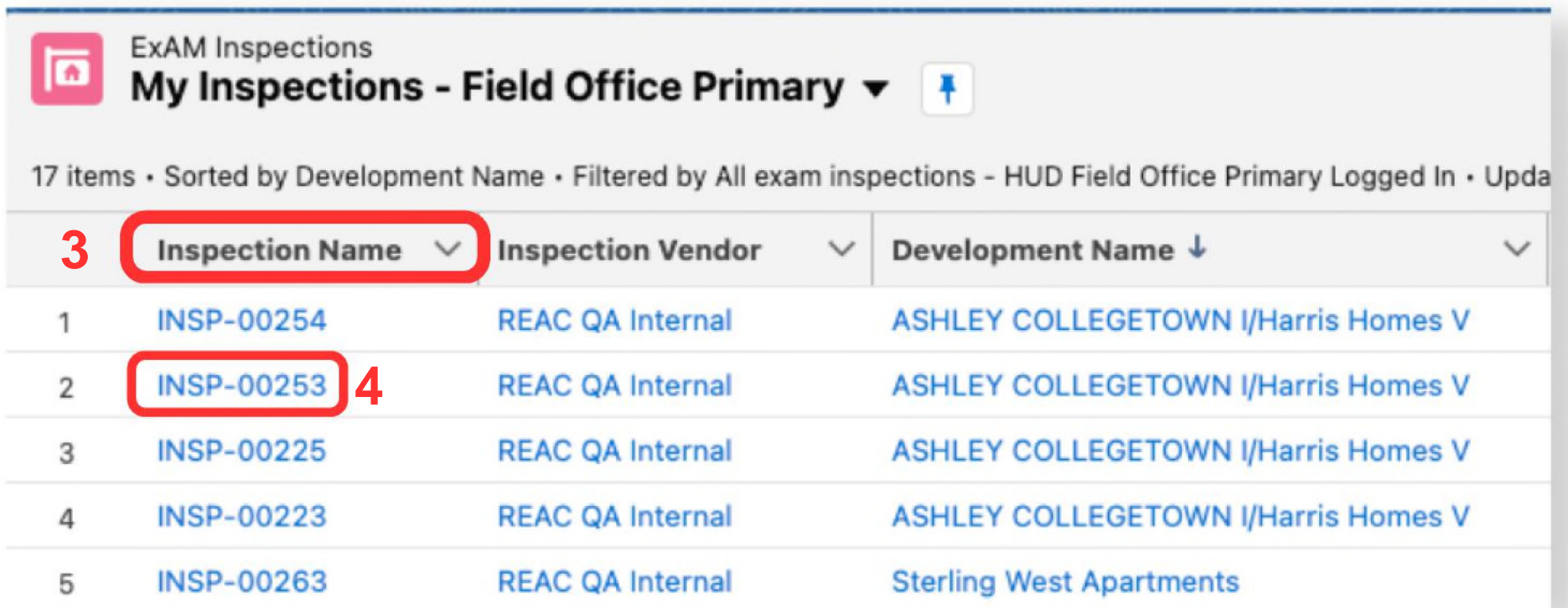Click the **pin icon** to save the current list view as your default (optional).

ExAM Inspections
Recently Viewed ▾ 📌 **2**

2 items

🔍 Search lists...

RECENT LIST VIEWS

1   All Inspections

2   My Inspections - Field Office Primary
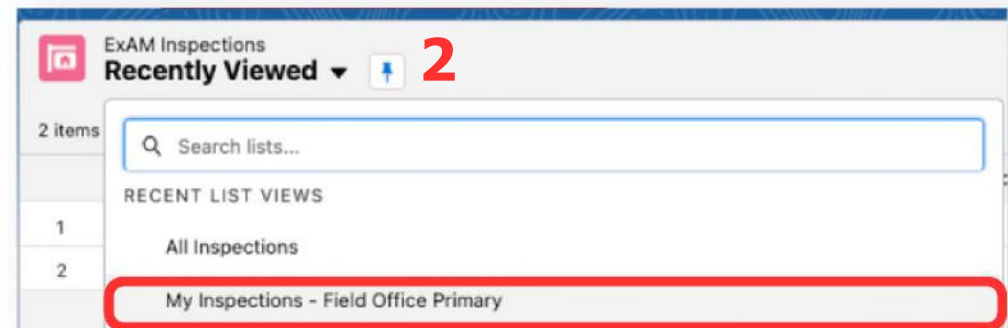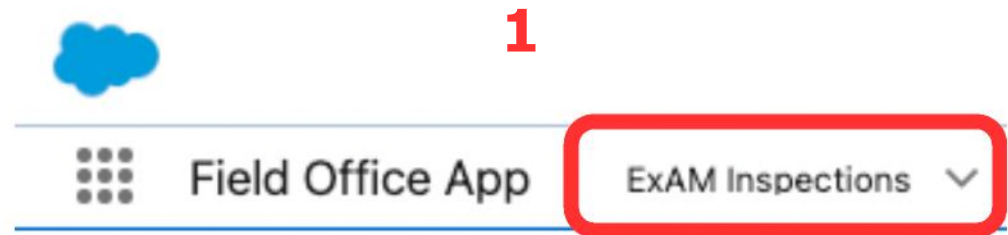
Not seeing Inspections?

1 | **If you don't see any inspections in the default view, Click the triangle next to the Recently Viewed** to select from a variety of views. Use the pin icon to save the view as your default.

Locate an Inspection

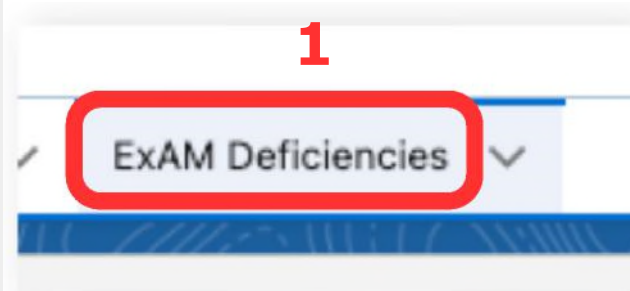3 | **Click a column heading** to sort the list. 4 | Click an **Inspection Name** to access the inspection record.

REVIEW MITIGATION EVIDENCE

Locate a Deficiency

1 | Click **ExAM Deficiencies** in the navigation bar.

2 | Click the arrow next to Recently Viewed to **select the "My Deficiencies - Field Office Primary" list view.**
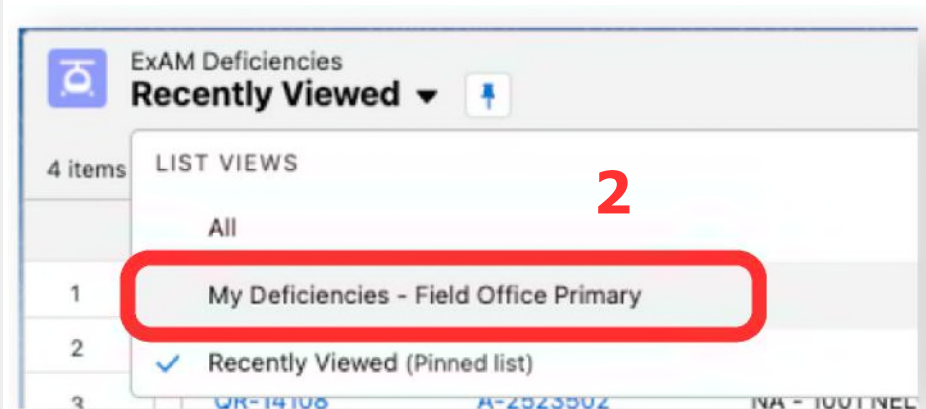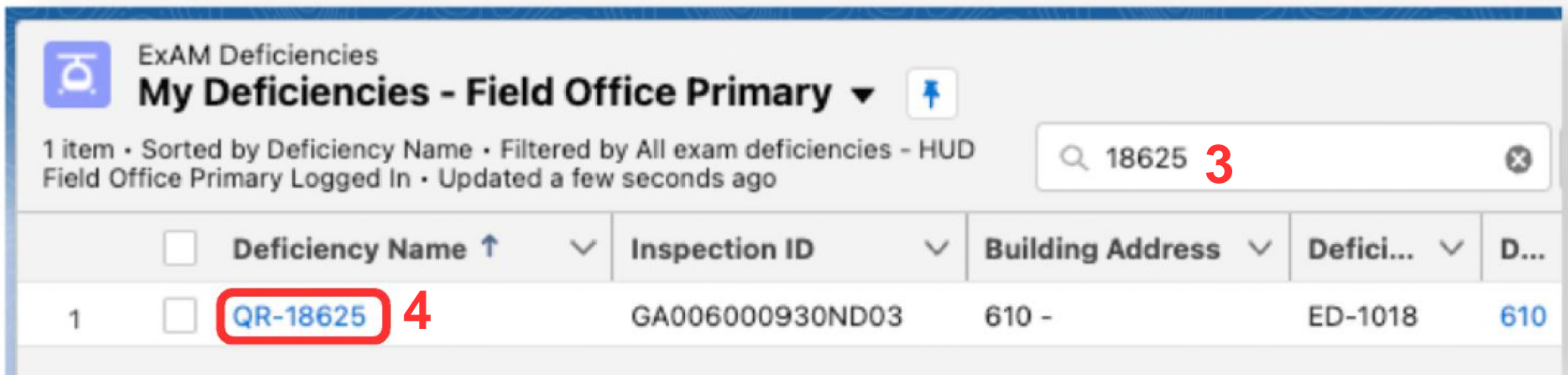
Click the **pin icon** to save the current list view as your default.

Locate a Deficiency

3 | Use the search bar within the list view to **search for a deficiency.** Or, **click a column heading** to sort the deficiency list.

4 | Click a **Deficiency Name** to access the Deficiency record.

Navigate the Deficiency Record

Review Mitigation Evidence

Approve Mitigation

1 | Click **Approve Mitigation** after reviewing all submitted evidence.

Approve Mitigation

2 | Provide a **Mitigation Reviewer Comment** in the modal box that appears.

3 | Select a **Status** from the dropdown list.

4 | Click **Save.**

Approve Mitigation

Mitigation Reviewer Comment

Thank you for sharing the invoice. Based on what I see here, this issue has been mitigated to our standards.

2

Status

Mitigation Approved **3**

4

Cancel   Save

Selectable options for "Status"

--None--   **3**

Acknowledged/Unmitigated

✔ Evidence of Mitigation Submitted

Mitigation Approved

Mitigation Rejected

Further Information Needed

Approve Mitigation

The updated Mitigation Reviewer Comment can be viewed in the **Mitigation section** of the deficiency record. The updated Status appears under **Deficiency Information.**

APPENDIX

Buttons Shown on Deficiency Record

The button shown on the deficiency record varies depending on the user profile, permission sets, and deficiency status.

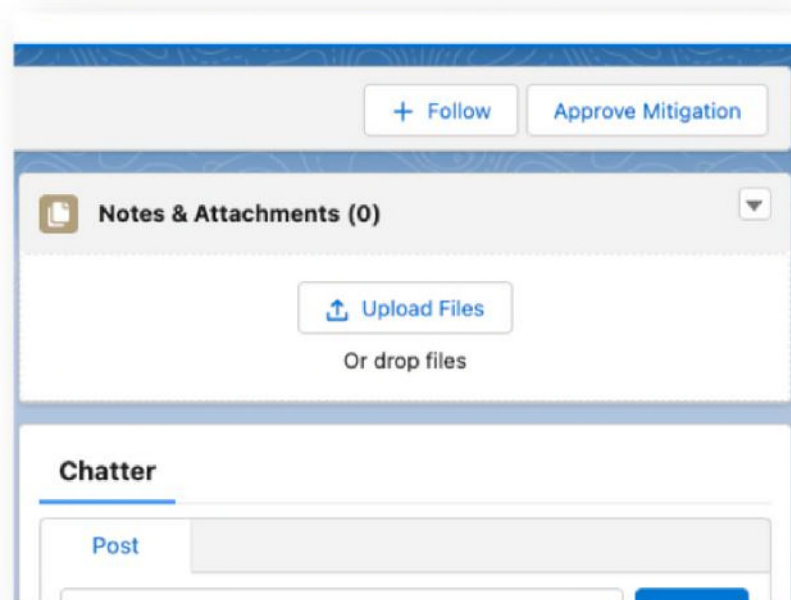Users will see the **Approve Mitigation** button when:

- The user has the **NS_Field_Officer_User** permission set

or

- The user is a **SysAdmin**

and
- The deficiency status is set to **Evidence of Mitigation Submitted**

Buttons Shown on Deficiency Record

Users will see the **REAC Review** button when:

- The user has the **NS_Quality Control** permission set

or

- The user is a **SysAdmin**