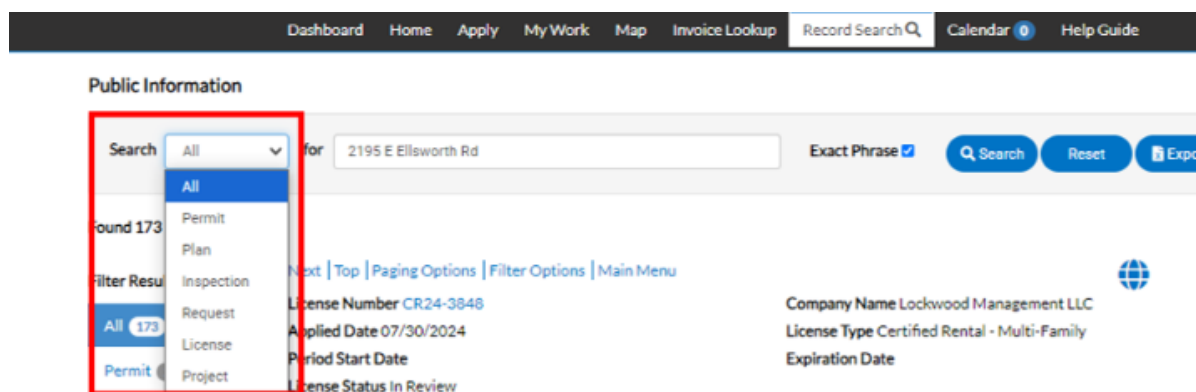# Searching for Home Energy Assessments

Using Record Search to find HERD Inspections

Whether or not you are a contact on a case or logged into the system, you can use the Record Search screen to search for individual records or bulk records to export. (However, if you are a case contact wanting to locate and manage a case of your own, please read the Monitor and Manage Your Work help guide for more streamlined methods for you to find your own work.)

1. Access the STREAM website by going to stream.a2gov.org
2. Proceed to the **Record Search** tab
3. The Record Search tool defaults to the most basic setup, which is to search all records based on the keyword or address you enter in the search bar, HOWEVER this search will not work for Home Energy Assessments.
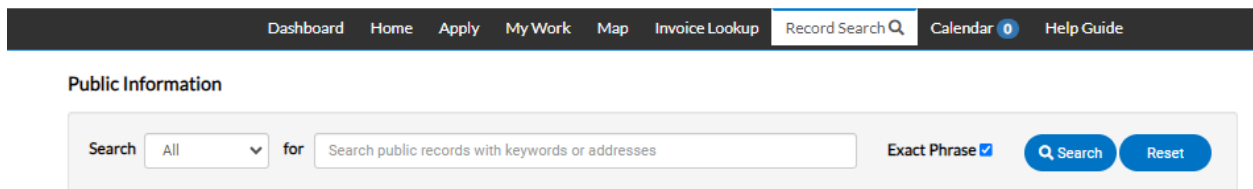
4. Instead, you will need to refine your search by clicking on the "All" drop-down menu to change your search category to Inspections.

5. Next, expand the Advanced search option, many more fields will become available.

6. On the Advanced Search screen, use the "Inspection Type" drop-down menu to select "Home Energy Assessment [OSI]" – this step is required for these assessments to be searchable.
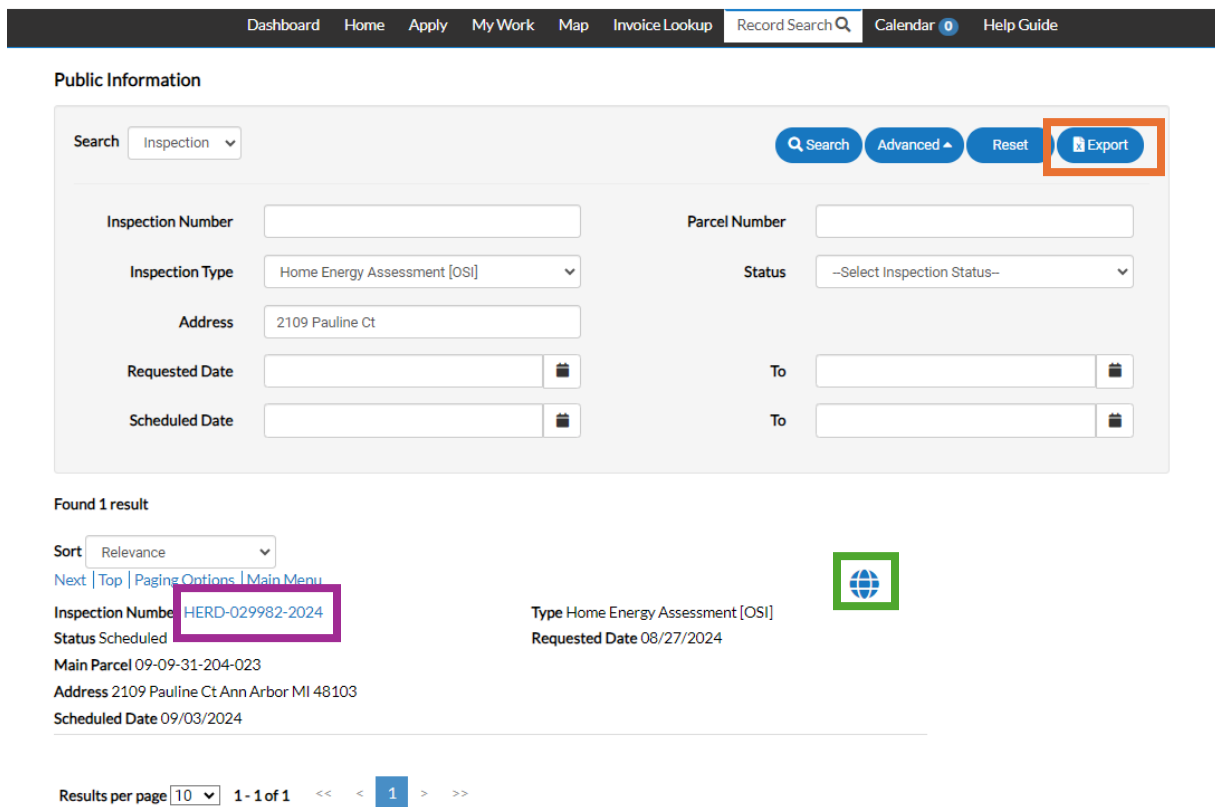
7. Once you have selected Home Energy Assessment [OSI] as your inspection type, you can fill in any of the remaining search terms that you are interested in to filter your results. If you are looking for a specific address, the system will auto-fill the address as you type. Once all of your search terms are entered, use the magnifying glass button to Search.

     a. Note that if you want to use a Status field, please choose the "None" status type of the status name you are interested in. For example, there are multiple "Passed" statuses but you want "Passed – None."

8. Once you have your search results, you can do the following actions:
     a. Click on the case number to hyperlink into any individual case.
     b. Click on the globe icon next to any case to jump to the map screen for that case – this will also allow you to inspect what other records exist on that parcel.
     c. Click on the Export button at the top of the screen to export the search results to your computer.

This same method can be used by anyone on STREAM to locate records. However, if you are looking for Home Energy Assessment scores you MUST use this process to find them at this time.