



Optigo Happy

How to Locate an Inspection

The folders in Optigo Happy are based on the originating branch office for a loan.

Locating Your Inspection

If you don't know the originating office for your loan, you can find it by searching the loan number or property name in the Scheduled Inspections chart on your Seller Progress dashboard. Access this chart by following the steps below:

1. Log in to [Optigo Happy](#).
2. Click the "Seller Progress" tab.
3. Locate the "Scheduled Inspection" chart at the top of the "Seller Progress" page.
4. Click the icon in the top right corner of the "Scheduled Inspections" chart, and then click "Search" to launch a search bar.
5. Type the property name into the search box and hit "Enter."
6. This will bring up the name of the folder where your inspection is located. You can also click the blue "LINK" button at the end of the results row to go directly to your inspection.

The screenshot shows the 'Seller Progress' dashboard with the 'Scheduled Inspections (Last 90 Days)' chart. A search bar is visible in the top left of the chart area, and a search icon is highlighted in the top right corner. A dropdown menu is open, showing options like 'Edit Pivot', 'Search', and 'Download Data 10 Rows'.

	REGION	FOLDER	UNIT	SCHEDULED FOR	INSPECTOR
1	San Francisco	San Francisco	Greater Noway_Seller_44262 Lime Str_Refi_#53352...	2021-08-02	Karl Ewald
2	San Francisco	San Francisco	Green Wands_Seller_7169 Grape Court_Acq_#5882...	2021-08-02	Karl Ewald

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	REGION	FOLDER	UNIT	SCHEDULED FOR	INSPECTOR	INSPECTION
1	San Francisco	San Francisco	Greater Noway_Seller_44262 Lime Str_Refi_#53352...	2021-08-02	Karl Ewald	LINK
2	San Francisco	San Francisco	Green Wands_Seller_7169 Grape Court_Acq_#5882...	2021-08-02	Karl Ewald	LINK

Additional Help

For questions or support, please contact the HappyCo support line: (628) 272-8050, or raise a request through the [Service Desk](#).