

Process: Contractor Inspection Portal Procedure: How to submit a report to the AHJ.

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Once you have created an account,	
	User Options Inspections
choose which AHJs you will be submitti	19 Villetore back Tom Gorman AH./: Indianapolis Fire Departms • Start An Inspection Refresh
reports to.	(German Construction) Credit: \$62.50 club to get more
	Log Off Update Account Address Occupant Inspection Type Urgency Status Creator
Click Admin Tools	Admin Tools
Click Authin Tools.	Reference Indexects Mass
	How To Use Indications Mage
	Help Videos Accepted inspections - Search 100is Street Number: 125 Occupant:
	How to Start an inspection Street Name: gomain City: -show all Submitted Start Date:
	Search Clear Filters Search Clear Filters
2 Click Associated Municipalities	Fire Dept. EMODIBEEyes Contractor Inspection Portal Emodile Event Emodile Event
Z Click Associated Wallerpullies.	Company Admin Tools
	Permissions Associated Municipalities
	Admin - Admins have accoss that screen. SeeTEdt All - Can seeledt al inspections for the company.
	Submit China: Can submit their impactories CNEY. Submit China: Can submit their impactories CNEY. Can Use Final Tool - Can use portain look to email impactions. Instative - Can or looker to the.
	Staff Phone(s) Admin? See/Edit Ali? Submit? Submit Others? Can Use Email Tool? Inactive?
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	Jayson Thomas 866 974 1117 @ @ @ @ @ @
	Inng mote-secon Mike Gorman
	regramadegeomranegeorectors.com email not verifies Theresa Campoau
3 Select AHJs from the left box, then click	Contractor Inspection Portal
the arrow to move them to the right bo	Company Admin Tools
	Permissions Associated Municipalities
You can also use the search fields to fin	Select the AHJs you will be sending reports to and click ▶.
	• Remove Arus by seecong them at right and clicking 4. • Select multiple ALIs by using ctrt+click. • Click "Search" to apply filter(s).
	Items will be automatically saved when added or removed.
	AHJ Name: State/Providence:show all
When finished, click the Main Menu	Search Clear Filters
button at the bottom. (Not shown here	Available AHJs Selected AHJs Demo Customer (OH)
	Avon Lake Fire Department (OH) Beech Grove Fire (IN) Office of Illinois State Fire Marshal (IL)
	Bonita Springs Fire Rescue (FL) Shelbyville Fire Department (IN) Brownsburg Fire Territory (IN) Town Of Whitestown (IN)
	City of Fort Myers (FL) City of Marco Island Fire & Rescue (FL) West Metro Fire Protection District (CO)
	City of Naples Fire Rescue (FL)
	Contractor Inspection Portal By Deal #
4 Select the AHJ you want to submit the	User Options Inspections
report to.	Watern hock At-J; Indianapolis Fire Departme Start An Inspection Refresh
	(Comman Construction) Credit: \$62.50 citle get nove
Then click Start an Inspection.	Log Off Update Account Address Occupant Inspection Type Urgency Status Creator
	Admin Tools No matches No matches
	Inclinated Mass
	Ling Ling Balkess Gives Accepted Inspections - Search Tools
	History to the phi screen Street Number: 125 Occupant: History to the phi screen Street Name: goman City:Show all
	How to Cells a resolutions Submitted Sart Date: Submitted
	House to find contacts



-	Step 1 – Search for the address of the	Inspection - Step 1a (Select Address)
5	increation. This searches the $\Delta H l's$	1 Address 2. Occupant 3. Contact Information 4. Insection Type 6. ReventPhintSubmit
	database of addresses	Sureci Number (OPTIONAL) - Street Name Street Name Suggestions:
	ualabase of addresses.	Search: 125 Gorman Avenue Gorman Avenue Gorman Avenue Gorman Boulevard (partial values CK for both fields) - Required field
	Time Consult for the ordered symphon first	Find Metches Clear
	Tip: Search for the address number first.	Address Street Zip Code 125 Gorman Avenue 48089 Select
	Then add a portion of the street name to	
	narrow it down, if necessary. As you type	
	the street name, street matches will	
	appear. Click on the street match to	I can't lind the Job-Sile Address Search Other Associated AHJs Main Menu
	trigger the search. Or click Find Matches.	
6	If you don't find the address, click I can't	Inspection - Step 1a (Select Address)
Ũ	find the Job-Site Address. Follow the	Street Number
	instructions to enter the address.	(OPTIONAL) • Street Name Suggestions: Search: [125] Imarki No suggestions
		partial values of the Processing - Regular Held End Matchas Class
		Address Street Zip Code
		No matches
	Chan 2. Find the economy	Can't Ind the Job-Site Address Search Other Associated ArUs Intern Menu BarlobileEyes Contractor Inspection Portal
7	Step 2 – Find the occupant.	Inspection - Step 2a (Select Occupant)
		L. Accress 2. Occupant 3. Contact information 4. Interpection lype 5. RevenivityItSubmit
	Multi-tenant buildings – Select the	Occupants at: 125 Gorman Avenue If the inspection was performed on the structure and not a specific occupant, select (or oreale) the 'their' occupant.
	Building Shell occupant if the inspection	<u>Create building shell for</u>
	was for the building and not a particular	Structure Occupant Suite Committee Gorman Shopping Plaza Building Shell Commercial Select, Shell Gorman Shopping Plaza Building Shell Commercial Select, Shell
	tenant space.	Goman Shopping Paza Public Hylrart 502 Commercial Bellet Geman Shopping Plaza Subway 120 Commercial Select
		Goman Shoping Paza Unanown 120 Commercial Select Goman Shoping Plaza VACANT Commercial Select
	If there is no Building Shell occupant,	
	follow the instructions to create it.	I can't find the Occupant I want to try and find an existing address Main Menu
8	Step 3 – Select your main contact.	Inspection - Step 3 (Contact Information)
-		Adgres 2. Occupant J. Consult Information 4. Inspection type 5. Revew/First Submt
	If you don't see your main contact, click	Choose the main customer contact. Current Contacts: Acree Property Mgmt Select
	I can't find the Contact. Follow the	
	instructions to enter the contact	
	information.	I can't find the Contact Main Menu
0	Step 4 – Select the date the inspection	EMobileEyes Contractor Inspection Portal E
9	was done.	Inspection - Step 4 (Inspection Type)
		Inspection Date: 829/2018 T Today Cear
	Select the systems inspected	Deficiencies? Inspection Types: Spitaker System Impairment Atam System Impairment Critical Non-ortical None +4949
	select the systems inspected.	Kitchen Hood System Standpio System Standpio System Final Reservation Final Reserva
	For each system indicate whether there	Budder Prevention Device Impairment Critical Non-critical None Private Hydraws/Service Mans Critical None Private Hydraws/Service None
	were deficiencies. If there were indicate	Little Additionation Decomposition
	the level of severity	Dry Chemical System Ingament Critical Non-official No
	the level of sevenity.	has changed, please make a none of it in the comments field.



10	Step 5 – Attach your report and submit.	Deficiencies: 1
	If you are submitting multiple inspections, attach the report for each.	Sprinkler System Contractor System Inspections Sprinkler System Non-Critical \$.30 Non-critical
	Click Submit Inspection.	General Comments:
		Ipload Files: Choose File No file chosen Each file must be less than 10 MB File over 10MB? Try compress smallpdf.com File Name Upload Date Sample Pump Test Report.pdf 6/29/2018 9:59:42 AM Delete 0.3 MB Sample Sprinkler Annual 2014.pdf 6/29/2018 9:59:15 AM Delete 0.2 MB
		Your inspection is saved. Click Main Menu if you do not want to submit it yet. Submit Inspection Main Menu Delete
11	Depending on the business rules each AHJ sets for their use of the portal, the inspection may go to a review screen or it may get auto-processed. The inspections shown here are on the AHJ's review screen.	Contractor Inspection Portal Inspection Start An Inspection Credit: Set Contractor Inspection Start An Inspection Credit: Set Contractor Inspection Start An Inspection Credit: Set Contractor Inspection Credit: Set Contractor Inspection Start An Inspection Credit: Set Contractor
	Usually if the inspection involves a critical deficiency or impairment, the inspection will be auto-processed and will not appear in the list as a "submitted" inspection.	
12	Once the inspection has been accepted by the AHJ, it will appear in the <i>Accepted Inspections</i> section.	Address Occupant Inspection Type Urgency Status Creator Building Shell Spinkle System Critical Submitted 6/9/2018 11:16:30 AM Tom Gorman Alarm System Alarm Syst
		Street Number: 125 Submitted Start Date: 128 Submitted End Date: 125 Submitted End Date: 125 Submitted End Date: 125 Building Shell Sprinkler System Too, Carrant Rescheduled Insp. Date Creator Submitted 125 Gorman Avenue Fire Pump All Creat? Tom Gorman
13	If you fix the deficiencies, send an All Clear to the AHJ.	Address Occupant Inspection Type Urgency Fire Dept. Scheduled Insp. Date Building Shell Sprinkler System Non-Critical ot scheduled 125 Gorman Avenue Fire Pump All Clear? ot scheduled
	This cancels any follow up that the AHJ has scheduled and let's the AHJ know that all deficiencies have been corrected.	