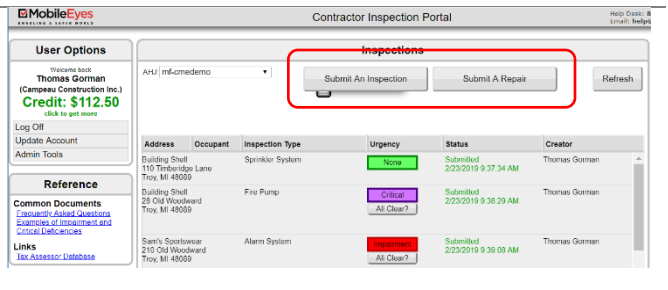
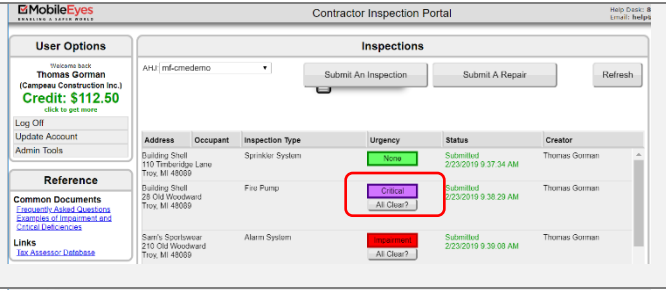
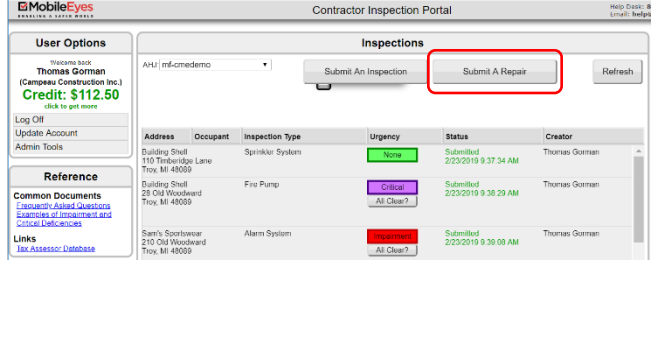


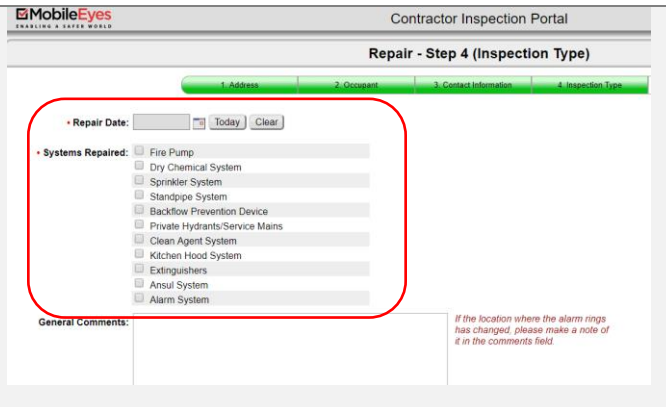
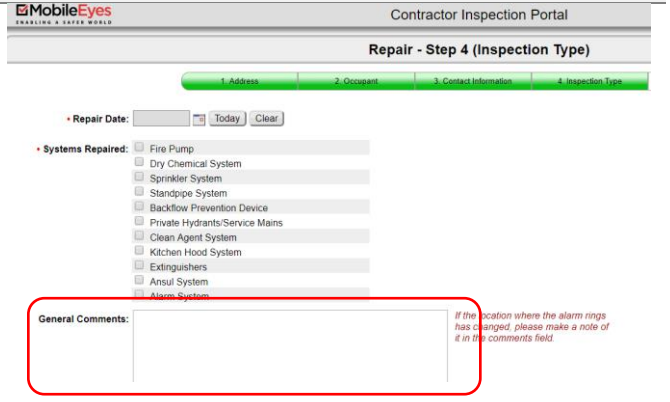
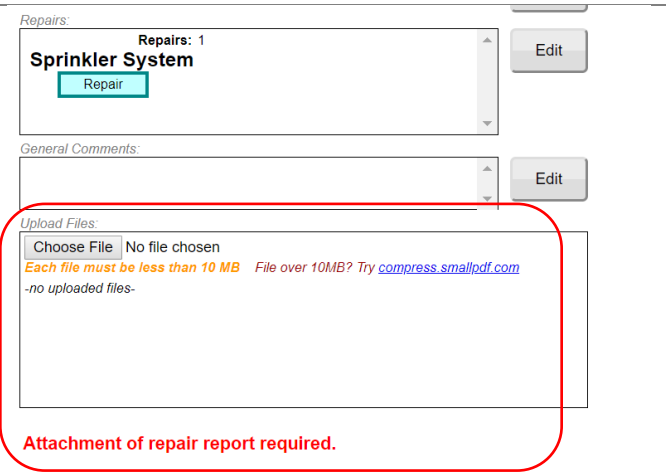
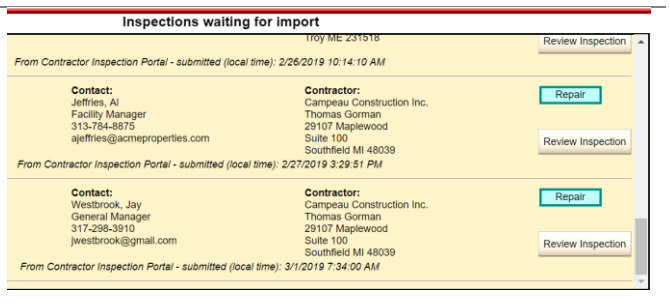
## Process: Contractor Inspection Portal

### Procedure: Submit a repair report.

Date Created/Updated: 12/13/19

Contractors can submit a repair report when they are hired to fix deficiencies that were cited in an inspection done by another contractor.

<p><b>1</b></p>	<p>You will see two buttons on your portal home screen – <i>Submit an Inspection</i> and <i>Submit a Repair</i>.</p>	 <p>MobileEyes Contractor Inspection Portal</p> <p>User Options: Thomas Gorman (Cempeau Construction Inc.) Credit: \$112.50</p> <p>Reference: Examples of Inspections and Critical Deficiencies</p> <p>Inspections Table:</p> <table border="1"> <thead> <tr> <th>Address</th> <th>Occupant</th> <th>Inspection Type</th> <th>Urgency</th> <th>Status</th> <th>Creator</th> </tr> </thead> <tbody> <tr> <td>Building Shell 110 Timberidge Lane Troy, MI 48069</td> <td></td> <td>Sprinkler System</td> <td>None</td> <td>Submitted 2/23/2019 9:37:34 AM</td> <td>Thomas Gorman</td> </tr> <tr> <td>Building Shell 28 Old Woodward Troy, MI 48069</td> <td></td> <td>Fire Pump</td> <td>Critical</td> <td>Submitted 2/23/2019 9:38:29 AM</td> <td>Thomas Gorman</td> </tr> <tr> <td>Sern's Sportswear 210 Old Woodward Troy, MI 48069</td> <td></td> <td>Alarm System</td> <td>Substandard</td> <td>Submitted 2/23/2019 9:39:08 AM</td> <td>Thomas Gorman</td> </tr> </tbody> </table>	Address	Occupant	Inspection Type	Urgency	Status	Creator	Building Shell 110 Timberidge Lane Troy, MI 48069		Sprinkler System	None	Submitted 2/23/2019 9:37:34 AM	Thomas Gorman	Building Shell 28 Old Woodward Troy, MI 48069		Fire Pump	Critical	Submitted 2/23/2019 9:38:29 AM	Thomas Gorman	Sern's Sportswear 210 Old Woodward Troy, MI 48069		Alarm System	Substandard	Submitted 2/23/2019 9:39:08 AM	Thomas Gorman
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<p><b>2</b></p>	<p>If you are informing the AHJ that you have fixed deficiencies that <i>you</i> cited on a previous inspection, use the <i>All Clear</i> feature.</p>	 <p>MobileEyes Contractor Inspection Portal</p> <p>User Options: Thomas Gorman (Cempeau Construction Inc.) Credit: \$112.50</p> <p>Reference: Examples of Inspections and Critical Deficiencies</p> <p>Inspections Table:</p> <table border="1"> <thead> <tr> <th>Address</th> <th>Occupant</th> <th>Inspection Type</th> <th>Urgency</th> <th>Status</th> <th>Creator</th> </tr> </thead> <tbody> <tr> <td>Building Shell 110 Timberidge Lane Troy, MI 48069</td> <td></td> <td>Sprinkler System</td> <td>None</td> <td>Submitted 2/23/2019 9:37:34 AM</td> <td>Thomas Gorman</td> </tr> <tr> <td>Building Shell 28 Old Woodward Troy, MI 48069</td> <td></td> <td>Fire Pump</td> <td>Critical</td> <td>Submitted 2/23/2019 9:38:29 AM</td> <td>Thomas Gorman</td> </tr> <tr> <td>Sern's Sportswear 210 Old Woodward Troy, MI 48069</td> <td></td> <td>Alarm System</td> <td>Substandard</td> <td>Submitted 2/23/2019 9:39:08 AM</td> <td>Thomas Gorman</td> </tr> </tbody> </table>	Address	Occupant	Inspection Type	Urgency	Status	Creator	Building Shell 110 Timberidge Lane Troy, MI 48069		Sprinkler System	None	Submitted 2/23/2019 9:37:34 AM	Thomas Gorman	Building Shell 28 Old Woodward Troy, MI 48069		Fire Pump	Critical	Submitted 2/23/2019 9:38:29 AM	Thomas Gorman	Sern's Sportswear 210 Old Woodward Troy, MI 48069		Alarm System	Substandard	Submitted 2/23/2019 9:39:08 AM	Thomas Gorman
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<p><b>3</b></p>	<p>But if you were hired to fix deficiencies that were cited on another contractor's inspection report, use the <i>Submit a Repair</i> feature.</p> <p><b>Note:</b> You can't use the All Clear feature because you won't have the original inspection since it was done by another contractor.</p>	 <p>MobileEyes Contractor Inspection Portal</p> <p>User Options: Thomas Gorman (Cempeau Construction Inc.) Credit: \$112.50</p> <p>Reference: Examples of Inspections and Critical Deficiencies</p> <p>Inspections Table:</p> <table border="1"> <thead> <tr> <th>Address</th> <th>Occupant</th> <th>Inspection Type</th> <th>Urgency</th> <th>Status</th> <th>Creator</th> </tr> </thead> <tbody> <tr> <td>Building Shell 110 Timberidge Lane Troy, MI 48069</td> <td></td> <td>Sprinkler System</td> <td>None</td> <td>Submitted 2/23/2019 9:37:34 AM</td> <td>Thomas Gorman</td> </tr> <tr> <td>Building Shell 28 Old Woodward Troy, MI 48069</td> <td></td> <td>Fire Pump</td> <td>Critical</td> <td>Submitted 2/23/2019 9:38:29 AM</td> <td>Thomas Gorman</td> </tr> <tr> <td>Sern's Sportswear 210 Old Woodward Troy, MI 48069</td> <td></td> <td>Alarm System</td> <td>Substandard</td> <td>Submitted 2/23/2019 9:39:08 AM</td> <td>Thomas Gorman</td> </tr> </tbody> </table>	Address	Occupant	Inspection Type	Urgency	Status	Creator	Building Shell 110 Timberidge Lane Troy, MI 48069		Sprinkler System	None	Submitted 2/23/2019 9:37:34 AM	Thomas Gorman	Building Shell 28 Old Woodward Troy, MI 48069		Fire Pump	Critical	Submitted 2/23/2019 9:38:29 AM	Thomas Gorman	Sern's Sportswear 210 Old Woodward Troy, MI 48069		Alarm System	Substandard	Submitted 2/23/2019 9:39:08 AM	Thomas Gorman
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<p>4</p>	<p>When you get to step 4 of the process, select the system(s) you repaired.</p>	
<p>5</p>	<p>Add notes in the General Comments box re. the nature of the repairs.</p>	
<p>6</p>	<p>On step 5 attach your repair report before submitting.</p>	 <p>Attachment of repair report required.</p>
<p>7</p>	<p>Repair reports will automatically go to the AHJ's Review screen.</p>	



Tyler Technologies, Inc. • 550 Stephenson Hwy., Suite 330 • Troy, MI 48083