

Product: MobileEyes™ Contractor Portal

Topic: Submit a repair

Go Live Date: Monday March 4, 2019

Background

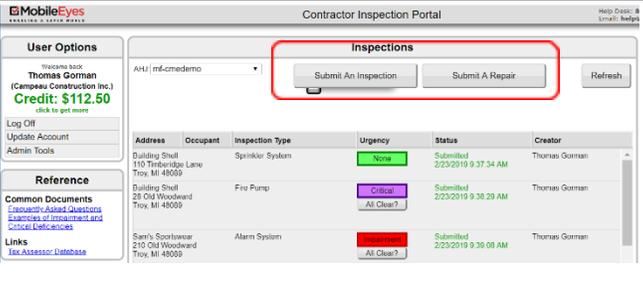
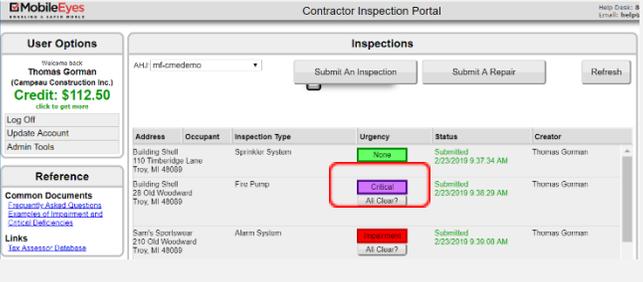
When contractors repair deficiencies on a system they inspected, they can submit an “All Clear”. But we haven’t had a way for contractors to submit a repair report for systems that they did not inspect.

Action Required

None.

What’s New:

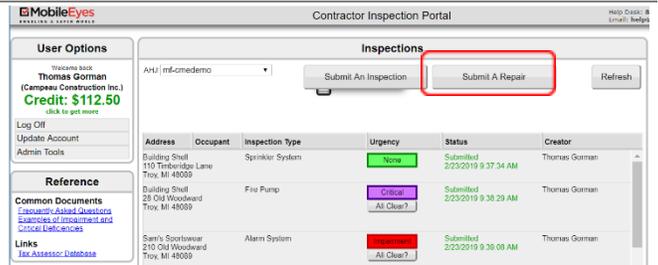
Contractors can now submit a repair report when they are hired to fix deficiencies that were cited in an inspection done by another contractor.

<p>1</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>2</p>	<p>If you are informing the AHJ that you have fixed deficiencies that you cited on a previous inspection, use the <i>All Clear</i> feature.</p>	

3

But if you were hired to fix deficiencies that were cited on another contractor's inspection report, use the *Submit a Repair* feature.

Note: You can't use the All Clear feature because you won't have the original inspection since it was done by another contractor.

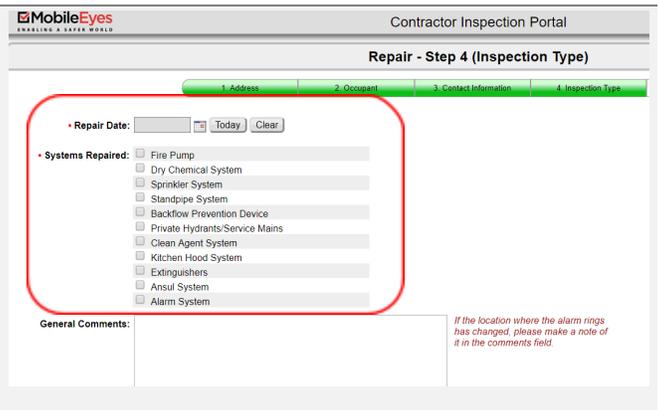


The screenshot shows the Contractor Inspection Portal interface. On the left, there is a 'User Options' sidebar for Thomas Gorman with a credit of \$112.50. The main area is titled 'Inspections' and shows a table of inspection records. A red box highlights the 'Submit A Repair' button in the top right corner of the main area.

Address	Occupant	Inspection Type	Urgency	Status	Creator
Building Shell 110 Timberidge Lane Troy, MI 48069		Sprinkler System	None	Submitted 2/25/2019 9:37:34 AM	Thomas Gorman
Building Shell 29 Old Woodland Troy, MI 48069		Fire Pump	Critical All Clear?	Submitted 2/25/2019 9:38:29 AM	Thomas Gorman
Sam's Socklowear 210 Old Woodland Troy, MI 48069		Alarm System	Submittal All Clear?	Submitted 2/25/2019 9:38:00 AM	Thomas Gorman

4

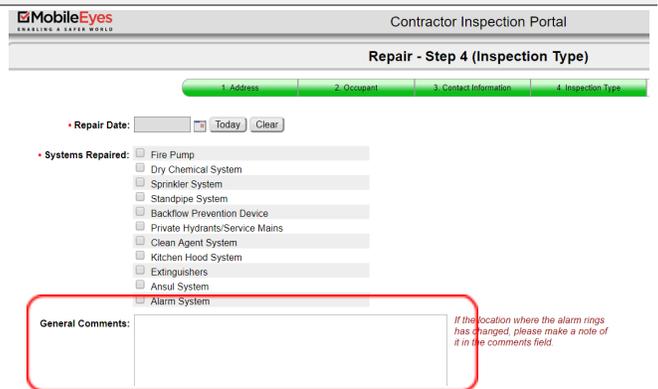
When you get to step 4 of the process, select the system(s) you repaired.



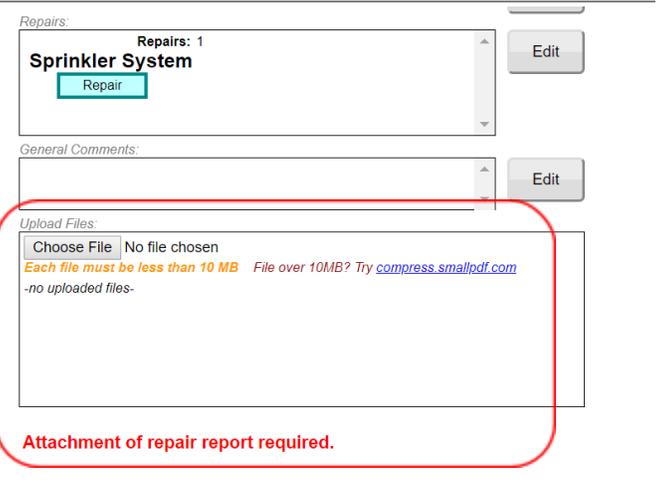
The screenshot shows the 'Repair - Step 4 (Inspection Type)' form. A red box highlights the 'Systems Repaired' section, which contains a list of systems with checkboxes: Fire Pump, Dry Chemical System, Sprinkler System, Standpipe System, Backflow Prevention Device, Private Hydrants/Service Mains, Clean Agent System, Kitchen Hood System, Extinguishers, Ansil System, and Alarm System.

5

Add notes in the General Comments box re. the nature of the repairs.



The screenshot shows the 'Repair - Step 4 (Inspection Type)' form. A red box highlights the 'General Comments' text area at the bottom of the form.

<p>6</p>	<p>On step 5 attach your repair report before submitting.</p>	
<p>7</p>	<p>Repair reports will automatically go to the AHJ's Review screen.</p>	

We hope you enjoy this new feature. Please give us a call at the help desk (866-442-9002) if you have any questions or suggestions.