Randy Crider Fire Chief

Carl Crumbley Deputy Fire Chief

1595 County Services Pkwy. Marietta, GA 30008-4021 www.cobbfmo.org



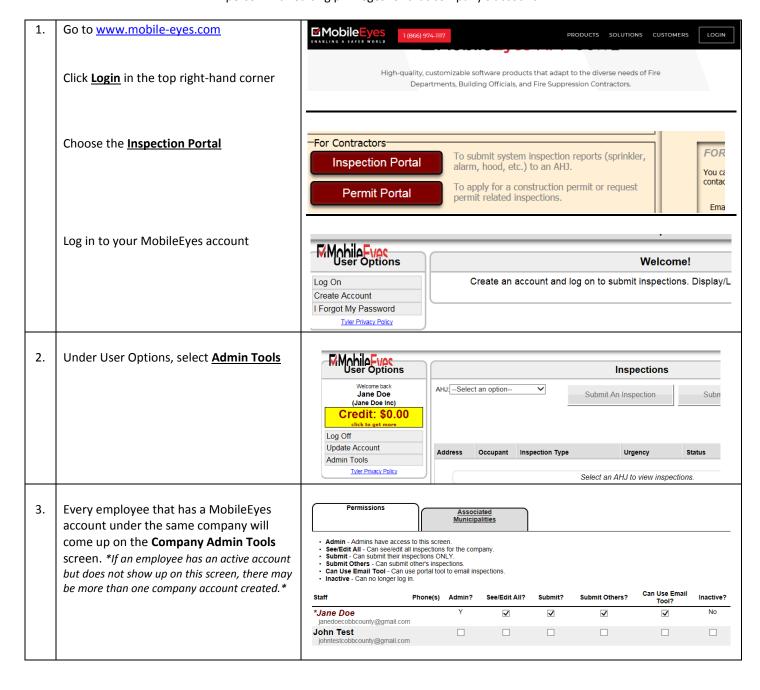
Cobb County Fire & Emergency Services

Nicholas Dawe Fire Marshal

fmoinspections@cobbcounty.org phone: (770) 528-8310 • fax: (770) 528-8320

MobileEyes Administrator Guide

The first person to create a MobileEyes account for a company is labeled the portal administrator. The administrator is the only person with editing privileges for that company's account.



- 4. To determine the rights each user should have, use the list provided that explains what each selection allows.
- Admin Admins have access to this screen.
- See/Edit All Can see/edit all inspections for the company.
- Submit Can submit their inspections ONLY.
- · Submit Others Can submit other's inspections.
- · Can Use Email Tool Can use portal tool to email inspections.
- Inactive Can no longer log in.

Staff Phone(s) Admin? See/Edit All? Submit?

If a user should no longer have access to accounts associated with a company, select the **Inactive?** check box under their name. This removes the user's privileges for those accounts.

To view jobs that are linked to a certain company/employee

- 1. Log on to the MobileEyes Permit Portal
- 2. Select "Cobb County Fire & Emergency Services" from the City/Dept: drop down box.
- 3. Scroll down to Active Jobs and choose "All Jobs for my company" and click search. (Do not enter anything in the address fields)

