



Inspection Portal

- The FIRST person to create an account linked to your company will be the Portal Administrator.
- That person controls the privileges that the rest of the people have. As people create portal accounts linked to your company, they won't be able to do or see anything until the Administrator grants them privileges.
- The Administrator can also grant administrative rights to other users (If your administrator is to leave the department they will need to grant administrative rights to another user)
- Additional information on Admin rights can be found in the Help Video "How to Use Admin Tools"



Inspection Portal Procedures

Creating an account and logging in

- Open a browser (Internet Explorer, Chrome, Safari, etc.) and go to www.mobile-eyes.com.
- Click *Login Here*
- **NOTE:** Steps 6 thru 8 are only required for the Portal Administrator.

A screenshot of the MobileEyes website homepage. The header features the MobileEyes logo with the tagline "ENABLING A SAFER WORLD" and a navigation menu with links for Home, Inspection & Permitting Products, First Responder Products, Blog, About Us, and Contact Us. A prominent "Login Here" button is in the top right corner. Below the navigation is a large banner for "Plan & Respond" Pre-Fire Plan Software, which includes a description of the software's benefits and two buttons: "Learn More Here" and "Get A Quote". The bottom of the page has a footer with five columns: "Plan & Respond", "Inspect", "Inspect SSA", "Permit & Build", and "About Us".



- Click *Inspection Portal*.

LOGON HERE

Click the desired product Logon button below and you will be prompted for your ID and Password.

For MobileEyes Customers

- Mobile-Eyes Logon
- Smartphone Logon

For Contractors

- Inspection Portal**
- Permit Portal

For Developers

- API Documentation

BECOME A CUSTOMER

Contact us today to find out how you can become a MobileEyes customer.

Email to help@mobile-eyes.com

Phone: (866) 974-1117 ext. 2

FORGOTTEN PASSWORD?

You can obtain a forgotten password by contacting TradeMaster Technical Support:

Email to help@mobile-eyes.com

Phone: (866) 974-1117 ext. 1

A current service agreement is required for access to some products.

[Remote Support Session](#)



- Click *Create Account*.

by: **MOBILEeyes** Contractor Inspection Portal

User Options	Welcome!
Log On	Create an account and log on to submit inspections. Display/Login problems?
Create Account	
I Forgot My Password	

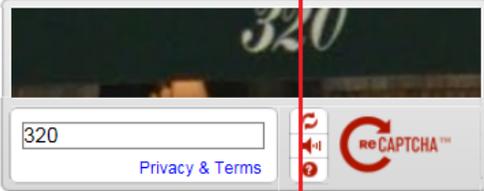


- Enter your email address and the Human Recognition Test. Then click *Continue*.

by: **MOBILEeyes**[®] Contractor Inspection Portal

New Contractor Account - Valid Email needed

To begin, we will need a valid email address.

- Email:
- Human Recognition Test: 

• Field is required



- Enter your department name in the *Business Name* box. As you type, it will look for matches to existing departments. This is in case a department has multiple people setting up accounts. If you see your department pop up in the suggestions, click on it. If not, click *Create New Business*.

The screenshot shows a web form titled "New Contractor Account". The form is divided into three main sections: Business, Contractor, and License #.

Business Section: A red box highlights the "Business Name" field, which contains "Village of Troy Fire Rescue". Below the field, it says "No matches". To the right, there is a search instruction: "Enter your business name and we'll search for a match. Select match or create new." Below this, there is a "Select existing business or" label and a "Create New Business" button.

Contractor Section: This section contains several input fields: "Name", "Phone (Desk Phone)", "Phone (Cell)", "Phone (After Hours)", "Email" (pre-filled with "tgorman111@gmail.com"), "Personal Fax", "Password", and "Confirm Password". There are validation messages: "You can add more phone numbers later" for the phone fields, "Must be between 6 and 20 characters." for the password field, and "This must match the value in the password field exactly." for the confirm password field.

License # Section: This section has a table with columns for "Lic. #", "Lic. Description", "Effective Date", and "Expire Date". Each column has an input field. Below the "Lic. #" field is a "New Lic. #" button. There are "Clear" and "Delete" buttons for the "Effective Date" and "Expire Date" fields respectively.

At the bottom of the form, there is a red error message: "• Field is required". Below this are "Continue" and "Cancel" buttons.



- Enter the address and phone information for your department.

New Contractor Account

Business

• Business Name: Enter your business name and we'll search for a match. Select match or create new.

• Address (Ln 1):

Address (Ln 2):

• City:

• State/Prov:

• Zip/Postal Code:

Tax ID #:

Main Business Phone:

Business Fax:

Associated AHJs

- Select the AHJs you will be sending reports to and click ►.
- Remove AHJs by selecting them at right and clicking ◀.
- Select multiple AHJs by using ctrl+click.
- Click "Search" to apply filter(s).
- You must select at least one AHJ to create an account.

Customer Name:

State/Providence:



- Find the Office of the Illinois State Fire Marshal (OSFM) in the *Available AHJs* list and click to select it.

Associated AHJs

- Select the AHJs you will be sending reports to and click ►.
- Remove AHJs by selecting them at right and clicking ◀.
- Select multiple AHJs by using ctrl+click.
- Click "Search" to apply filter(s).
- You must select at least one AHJ to create an account.

Customer Name:

State/Providence: --show all-- ▼

Available AHJs

- Greenfield Fire Territory (IN)
- Howard County DFRS (MD)
- Indianapolis Fire Department (IN)
- Iona McGregor Fire Protection (FL)
- Mifflin Township (OH)
- Office of Illinois State Fire Marshal (IL)**
- Pike Township Fire Department (IN)
- Plainfield Fire Territory (IN)
- Rutgers University (NJ)
- Van Buren Township FD (MI)

Selected AHJs



- Click the arrow to move it to the *Selected AHJs* list.

NOTE: The terminology will be a little off - "Selected AHJs" for example. That is because the portal is primarily used by sprinkler and alarm contractors to submit system inspection reports to their local AHJ. The Office of the Illinois State Fire Marshal (OSFM) is using it to have local AHJs submit public school inspection reports.

Associated AHJs

- Select the AHJs you will be sending reports to and click ►.
- Remove AHJs by selecting them at right and clicking ◀.
- Select multiple AHJs by using ctrl+click.
- Click "Search" to apply filter(s).
- You must select at least one AHJ to create an account.

Customer Name:

State/Providence: --show all--

Available AHJs		Selected AHJs
Greenfield Fire Territory (IN)	<input type="button" value="▶"/> <input type="button" value="◀"/>	Office of Illinois State Fire Marshal (IL)
Howard County DFRS (MD)		
Indianapolis Fire Department (IN)		
Iona McGregor Fire Protection (FL)		
Mifflin Township (OH)		
Office of Illinois State Fire Marshal (IL)		
Pike Township Fire Department (IN)		
Plainfield Fire Territory (IN)		
Rutgers University (NJ)		
Van Buren Township FD (MI)		



- Enter your personal information. Ignore the License section. This pertains to contractors using the portal, not to you.

- Click *Continue*.

Contractor

• Name: Tom Gorman

Phone (Desk Phone): 815-974-1117 You can add more phone numbers later

Phone (Cell): 815-395-2894

Phone (After Hours):

Email: tgorman111@gmail.com

Personal Fax:

• Password: •••••• Must be between 6 and 20 characters.

• Confirm Password: •••••• This must match the value in the password field exactly.

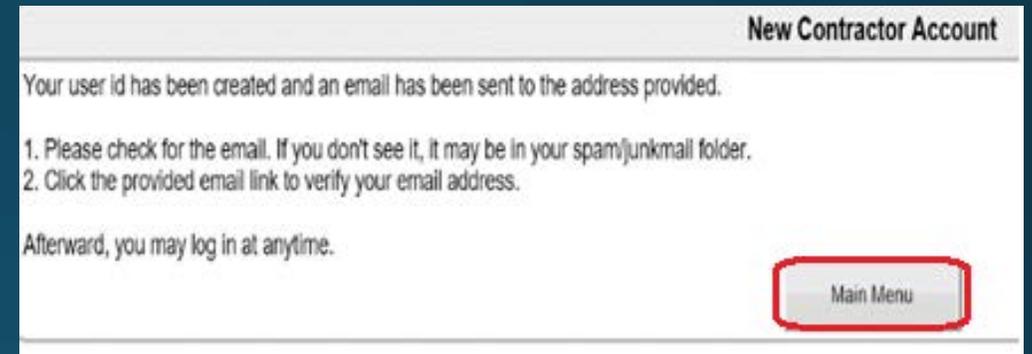
License #s

Lic. #	Lic. Description	Effective Date	Expire Date
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Clear"/>	<input type="text"/> <input type="button" value="Clear"/>
<input type="button" value="New Lic. #"/>			<input type="button" value="Delete"/>

• Field is required



- At this point an email is sent to the email address you provided. Find that email and follow the instructions in it to verify your email address.
- Once you have verified your email address, click *Main Menu*.





- Click *Log On*.

by **MOBILE**eyes® Contractor Inspection Portal

User Options	Welcome!
Log On	Create an account and log on to submit inspections. Display/Login problems?
Create Account	
I Forgot My Password	



- Enter your email and the password you created. Check the *Remember Me* check box. Then click *Continue*.

Contractor Portal Logon

• E-mail: x

• Password: [Forgot your password?](#)

Remember Me (You should NOT check this box on a public computer.)

• Field is required



- For further help and instructions on how to use the portal, please watch the *Help Videos* available on the main menu.
- If you have questions or run into a problem, please call or email the MobileEyes Help Desk. The Help Desk information is in the upper right corner.

A screenshot of the MobileEyes Contractor Inspection Portal. The interface includes a top navigation bar with the MobileEyes logo and the title "Contractor Inspection Portal". On the left, there is a "User Options" sidebar with links for "Help Desk", "Log Off", "Update Account", and "Admin Tools". A "Credit: \$195.00" is displayed in green. Below this is a "Help Videos" section with a red border and several video links. The main content area is titled "Inspections" and features a "Start An Inspection" button, a dropdown menu for "Agency", and a table with columns for "Address", "Occupant", "Inspection Type", "Agency", "Status", and "Create". Below the table is a search bar with the placeholder text "Select an AIU to view inspections". The "Accepted Inspections - Search Tools" section includes input fields for "Street Number", "Street Name", "Occupant", and "City", along with "Submitted Start Date" and "Submitted End Date" filters. A "Search" button and a "Clear Filters" button are also present. On the right side, there is a vertical banner for "MobileEyes Inspect" with the tagline "Inspections Made Easy" and a list of features: "MOBILEEYES INSPECT WITH MOBILEEYES INSPECTOR", "INSTANT PUMP DAMP REPORTING", "CUSTOMIZABLE REPORTS AND LOGS", and "EASY TO USE SCHEDULING". At the bottom right, there is a red box with the text "Fast Complete Professional".



- Even though this screen shot shows credits, the OSFM is paying for the portal. There is no cost to you.

MOBILEeyes Contractor Inspection Portal

Help Desk: (815) 241-1117 or (708) 271-1117
http://help.mobilereyes.com

User Options

View My Help Desk
(1 credit allows 100 help desk queries)
Credit: \$195.00
[Click to get more](#)

Log Off
Update Account
Admin Tools

Help Videos

[How to Use the System](#)
[How to Start an Inspection](#)
[How to Enter an Inspection](#)
[How to Print an Inspection](#)
[How to Add a Photo](#)
[How to Add a Video](#)
[How to Add a Drawing](#)
[How to Add a Note](#)
[How to Add a Comment](#)

Inspections

Agency: [Select an agency] Start An Inspection Refresh

Address	Occupant	Inspection Type	Agency	Status	Creator
Select an ATT to view inspections					

Accepted Inspections - Search Tools

Sheet Number:
Street Name:
Submitted Start Date: Clear
Submitted End Date: Clear
Occupant:
City:
Agency: [Select an agency] Search Clear Filters

Address	Occupant	Inspection Type	Agency	Fire Dept.	Scheduled Insp. Date	Creator	Scheduled
---------	----------	-----------------	--------	------------	----------------------	---------	-----------

MobileEyes Inspect

Inspections Made Easy with MobileEyes Inspect

- EMBEDDED IN THE #1 STANDARD
- AUTOMATED PUMP OPERATIONS
- CUSTOMER REVIEWS ON CHECKLIST
- EASY TO USE SCHEDULING

Fast Complete Professional



Inspection Portal Procedures

Inspection Submission Process

- Log On
- Select AHJ: Office of the State Fire Marshal
- Click *Start An Inspection*

A screenshot of a web application interface titled "Inspections". At the top, there is a dropdown menu labeled "AHJ:" with "Office of Illinois State Fire" selected and a downward arrow. To the right of the dropdown are two buttons: "Start An Inspection" and "Refresh". Below these elements is a table with columns: "Address", "Occupant", "Inspection Type", "Urgency", "Status", and "Creator". The table is currently empty, displaying "No matches" in the center. A red rectangle highlights the "AHJ:" dropdown menu.

Address	Occupant	Inspection Type	Urgency	Status	Creator
No matches					



Step 1a (Select Address)

- Enter the Street Number first and click on *Find Matches*. This will populate a list of addresses in our system that have a variation of the Street Number you entered i.e. 500 will get you 1500, 5001, 25003 etc. If you need to narrow the search down further enter the Street Name and click *Find Matches* again. i.e. if full address is 500 West Bryn Mawr Avenue just enter Bryn in the Street Name box. This will populate a shorter list of addresses in our system with both 500 and Bryn in the address making it easier for you to select the address you need. You can also click on the Street Name Suggestions if found. Click *Select* to the right of the address field.
- **NOTE:** The majority of schools should already have addresses in the database. If you come across an address with an incorrect Zip Code please make a note of this in the comments section on Step 6 rather than create a new address.
- If the address is not there, Click *I can't find the Job Site Address* and enter address accordingly (please make a note of this new addition in the Comments Section)

Inspection - Step 1a (Select Address)

1. Address 2. Occupant 3. Contact Information 4. Inspection Type 5. Check List 6. Review/Print/Submit

Street Number (OPTIONAL) • Street Name

Search:

(partial values OK for both fields)

• Required field

Street Name Suggestions:

BRYN MAWR BRYN MAWR (suite200)

Bryn Mawr Lane

Find Matches Clear

Address	Street		
2S500	GRAY Avenue	60148	Select
500	ACORN Lane	60060	Select
500	TOMCAT Lane	60506	Select
500	West Clover Street	62433	Select
500	West CENTRAL Road	60056	Select
500	South McKinley Street	62644	Select
500	JANES Avenue	60440	Select

I can't find the Job-Site Address Main Menu



Step 2a (Select Occupant)

Click *Select* to the right of the Occupant you are inspecting (there may be multiple occupants in your structure). You will be asked "Does (occupant) still occupy this space? Click *Yes*

Inspection - Step 2a (Select Occupant)

1. Address | 2. Occupant | 3. Contact Information | 4. Inspection Type | 5. Check List | 6. Review/Print/Submit

Occupants at: 1100 East INDIANA Avenue

Structure	Occupant	Suite	Comm/Res	
Un-named structure ID:20117	PONTIAC HIGH SCHOOL		Commercial	<input type="button" value="Select"/>

Current or Not?

Does...
PONTIAC HIGH SCHOOL
...still occupy this space/suite?



Step 3 (Contact Information)

Click *Select* beside your current contact or Click *I can't find the Contact* and enter the Contact information on the next screen

Inspection - Step 3 (Contact Information)

1. Address 2. Occupant 3. Contact Information 4. Inspection type 5. Check List 6. Review/Print/Submit

Choose the main customer contact.

Current Contacts:

Mark Jontry	ROE Supt.	Select
-------------	-----------	--------

I can't find the Contact Main Menu



Step 4 (Inspection Type)

Click the *calendar* to enter Inspection date or Click *Today* if you upload inspection same day. Click beside Public School.

Click *Yes* or *No* for deficiencies. Comments may be added in the General Comments box.

Click *Save & Continue*

The screenshot shows a web form titled "Inspection - Step 4 (Inspection Type)". At the top, there is a progress bar with six steps: 1. Address, 2. Occupant, 3. Contact Information, 4. Inspection Type (highlighted in green), 5. Check List, and 6. Review/Print/Submit. Below the progress bar, the form contains several fields: "Inspection Date" with a date picker set to 7/15/2016 and a "Today" button; "Inspection Types" with a checked checkbox for "Public School (Local AHJ)"; "Deficiencies?" with radio buttons for "Yes" and "No" (selected); and a "General Comments" text area with a placeholder "Type general comments here". A red asterisk and "Field is required" message are positioned above the "Save & Continue" button. A note on the right side of the form reads: "If the location where the alarm rings has changed, please make a note of it in the comments field." The "Save & Continue" and "Main Menu" buttons are at the bottom of the form.



Step 5 (Check List)

You will only be directed to this screen if you selected *Yes* to deficiencies above. Select *Critical Violations* or *Non-critical violations* based on the criteria defined by the Office of the State Fire Marshal.

NOTE: Please review the definitions for *Critical* and *Non-critical* on the link above

Click *Save & continue*

Inspection - Step 5 (Check List)

1. Address 2. Occupant 3. Contact Information 4. Inspection Type 5. Check List 6. Review/Print/Submit

Public School (Local AHJ)

+Expand All -Collapse All

Inspection Type Reference:
[Definitions and Examples of Critical and Non-Critical Violations](#)

The following defects were found:

Public School (Local AHJ)

-Public School Inspection

Critical violations **Critical**

Non-critical violations **Non Critical**

Save & Continue Main Menu Print Blank Checklist

! indicates a box must be checked on that tab.



Step 6 (Review)

Check the address, occupant and contact information fields are correct.

Click *Browse* to upload your inspection. (Only the most up to date and current Public School Inspection ROE Checklist or the Fire Service Checklist can be used as part of this inspection program as these forms are updated annually).

- Each file must be less than 10 MB.
Click compress.smallpdf.com to reduce the size of larger documents

Click *Submit Inspection*

You will be asked "Submit this inspection? Click *OK*

A confirmation email will be sent to you once your inspection has been accepted and approved.

NOTE:

You can also Click *Print Preview* if you would like to print a copy of what you are about to submit or Click *Email Tool* if you would like to email it to yourself or someone else.

Saved Inspection - Step 6 (Review)

Address:
Addr/Street: 1100 East INDIANA Avenue
City/State: PONTIAC IL
Zip Code: 61764 Edit

Occupant:
Building: PONTIAC HIGH SCHOOL
Occupant: PONTIAC HIGH SCHOOL
Suite:
Occupant Type: Commercial Edit

Contact:
First Name: Mark
Last Name: Jontry
Phone: 309-888-5120
Cell Phone:
Email: jontrym@roe17.org
Role: ROE Supt. Edit

Inspection Type:
Inspection Type: Public School (Local AHJ) Edit

Deficiencies:
Deficiencies: 0
Public School (Local AHJ) Edit
-none-

General Comments:
Type general comments here Edit

Upload Files:
Browse...
Each file must be less than 10 MB File over 10MB? Try compress.smallpdf.com

File Name	Upload Date	
PONTIAC HIGH SCHOOL.pdf	7/15/2016 11:37:45 AM	Delete
	1.3 MB	

Your inspection is saved. Click Main Menu if you do not want to submit it yet.

Submit Inspection Main Menu Delete

Print Preview Email Tool



- At this point you are taken back to the Main Menu where you will find a complete listing of the reports submitted or that you are in the process of.

Inspections

AHJ: Office of Illinois State Fire Start An Inspection Refresh

Address	Occupant	Inspection Type	Urgency	Status	Creator
PONTIAC HIGH SCHOOL 1100 East INDIANA Avenue PONTIAC, IL 61764	Public School (Local AHJ)		None	Submitted 7/15/2016 11:43:07 AM	Debbie Wickenhauser



- If you have questions or run into a problem, please call or email the MobileEyes Help Desk.
- The Help Desk information is available in the upper right corner of the Contractor Inspector Portal site.
- Our Office Specialist is also available for any problems or issues that you may encounter during the Registration, Search or Submission processes.

Help Desk: 866-442-9002 (8a – 8p EST)
Email: help@mobile-eyes.com

Office Specialist:
Mindy Reynolds
217-785-4714
Melinda.Reynolds@Illinois.gov