

Building Owner *Express* User Guide

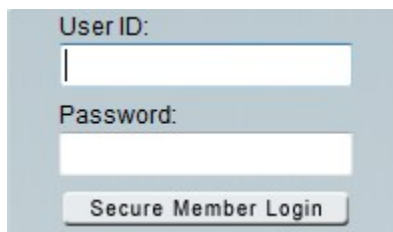
The following instructions are provided to assist Building Owners in navigating a Building Reports Canada online portal. The first section of this guide will cover logging in to the online portal and keeping your account information updated. The second section of the guide will cover accessing inspection reports and details about several parts of the reports relevant to Building Owners. The last section of the guide covers optional online portal features which, depending on the service company, may or may not be available to Building Owners.

Section 1 - Building Owner Accounts

A Building Reports Canada online portal allows service companies to provide online inspection report access to Building Owners. When your account is created, you will receive an e-mail providing you with your login information. This section of the guide will demonstrate how you can login to your account and keep your account information updated.

Logging In To Your Account

To access your account and inspection reports online, open your Internet browser and go to www.buildingreports.com. Locate the login fields shown below on the top right portion of the web page:



The image shows a login form with two input fields. The first field is labeled 'User ID:' and the second is labeled 'Password:'. Below the fields is a button labeled 'Secure Member Login'.

Enter the User ID and Password for your account and click on the 'Secure Member Login' button to continue. Passwords are case sensitive.

If you have forgotten your password, leave the fields blank and click on 'Secure Member Login'. On the next page click on the 'Forgot Your Password?' link to have it sent to your e-mail address. If you do not remember your User ID, you will need to contact your service company.

Editing/Updating Your Account Information

As a Building Owner, it is important that you keep your account information up to date in our system. Should your service company need to contact you, they can reference this information in their online portal. Also, if your e-mail address is incorrect, you will not receive automated messages from our system including requests for copies of inspection reports and forgotten passwords.

EDIT MY ACCOUNT

or



Click on either the 'EDIT MY ACCOUNT' link in the menu on the left side of the web page or on the 'Edit My Account' button in the Welcome box at the top of the page to access your account information.

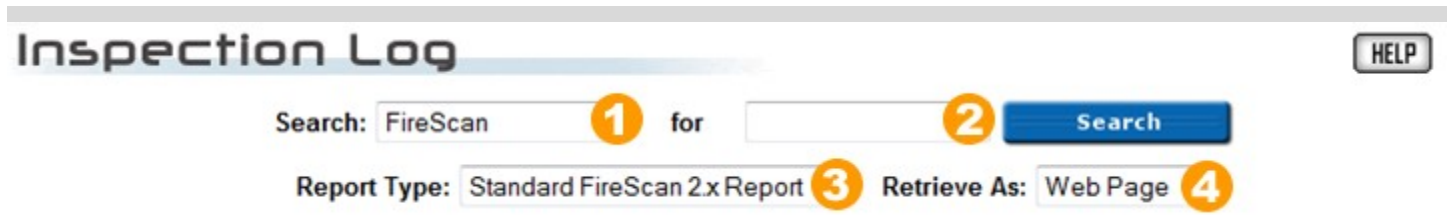
On the next page, update any account information that has changed. When you have finished updating your account, scroll to the bottom of the page and click on the 'Next Page' button to save your information. You will see a message confirming that the changes have been applied.

Section 2 - Inspection Reports

Accessing Your Reports



After logging in, click on either the 'GET REPORTS' link in the menu on the left side of the web page or on the 'Get My Reports' button in the Welcome box at the top of the page to go to the Inspection Log. At the top of the Inspection Log we have provided tools to help you locate the inspection report you are looking for. See below for an explanation of the tools.



1. Application Selection

Select the type of inspection report: Fire Alarm, Extinguisher, Sprinkler, Suppression, Security, or BRInspector custom inspection.

2. Search Field

To search for a specific inspection, first select the application (See 1.) and then enter search information for that property. You can search by BuildingID, InspectionID, Building Name, Identifier, and more.

3. Report Type

Select the type of report format you wish to view. This list will include standard BuildingReports formats along with any custom formats setup by your service company.

4. Retrieve As

The online portal gives you three options for accessing reports: view online as a web page, download as a file, or e-mail a file to your account address. Downloaded and e-mailed files are in a Rich Text format (.rtf) which can be opened by most word processing software including Microsoft Word.

After you have made your selections in the tools above, a list of all inspections meeting your criteria will be displayed. To sort the information in the list, you can click on any of the hyperlinked (underlined) column headings. See below for an explanation of the information shown in this list.

1 Building ID:	2 Status	3 Building Name:	4 Inspection ID:	5 Date:	6 Docs:
75813		Courtyard Marriott	117856	02/19/2008	
72649		Cavenders DFW	117619	02/18/2008	
72649		Cavenders DFW	117615	02/18/2008	

1. BuildingID

Unique ID assigned to the property

2. Status Flag

Green = Passed, Yellow = Passed + Notes, Red = Failed
Faded tags indicate that a newer inspection is available

3. Building Name

Name assigned to your property by the service company

4. InspectionID

Unique ID assigned to the inspection

5. Date

The date that the inspection was added to the online portal

6. Docs

See Section 3 of this guide for information about DocDrive

To view an inspection report, click on the name of the building. What happens next depends on what you have selected in the 'Retrieve As' field at the top of the page.

Web Page: A new page will open showing your inspection report.

Download: Your browser will open a download dialog that will enable you to Open or Save the file.

E-Mail: A new page will open confirming that the report was sent to the e-mail address in your account information

Section 3 - Optional Portal Features

All of the features shown in this section of the guide are optional features that your service company can elect to use. If you have questions about whether or not you can access these features, contact your Service Company

Service Authorizations

Through the online portal, you can authorize repairs for failed devices when viewing the inspection report as a web page.

To start, you will need to go to 'Get My Reports' and change the 'Retrieve As' field to 'Web Page'. Next, select an inspection that has failed devices (indicated by a red Status Tag). Use the Report Navigation links or scroll down to the 'Proposed Solutions Report' section. See below for an explanation of the features and how to authorize repairs.

Proposed Solutions Report
Generated by: BuildingReports.com

Building: Courtyard Marriott			Control Panel: 139 - Maxx 123		
The Proposed Solution Report provides a solution for each discrepancy listed on the Discrepancy Report. Provide a check mark where indicated to approve repairs listed within the report. Items listed as T/M are available for repair on a Time and Materials basis.					
ScanID	Location	Solution	Model #	Cost	Fix
<i>Initiating</i>					
Smoke Detector					
1 12345680	1st South FACP Room		123	2 T/M	3 <input type="checkbox"/>
Select the device(s) you wish to authorize for work and click the "Submit" button.					
4 <input type="button" value="Submit"/>					

1. Device Details Link

Click on ScanID number to view details about that device

2. Cost Link

Click on cost link to view the proposed solution and pricing for a failed device.

3. Fix Checkbox

Mark the Fix checkbox next to devices for which you want to authorize repairs.

4. Submit Button

After marking the devices for which you want to authorize for repair, click this button to Submit them. You will then be transferred to an authorization page (See below)

ScanID:	Location:	Solution:	Model #:	Cost:	Fix:
12345680	1st South FACP Room		123	T/M	<input checked="" type="checkbox"/>
				Total:	T/M
Note:	<div data-bbox="121 294 162 346">1</div> <div data-bbox="186 262 1144 367"></div>				

2



Submit

Cancel

Enter any notes (see 1 above) and then click Submit (see 2 above) to send the authorization to you service company.

Embedded Codes and Standards

Another optional feature, Embedded Codes and Standards allows you to view the NFPA code that addresses each failed device. To start, you will need to go to 'Get My Reports' and change the 'Retrieve As' field to 'Web Page'. Next, select an inspection that has failed devices (indicated by a red Status Tag). Use the Report Navigation links or scroll down to the 'Discrepancy Report' section.

<i>Initiating</i>					
Smoke Detector					
87654328	5th West Stair	Painted	0101029	NFPA 72 10.3.1	
<i>Code References</i>					
NFPA 72 10.3.1		Visual inspections shall be performed in accordance with the schedules in Table 10.3.1 or more often if required by the authority having jurisdiction. A.10.3.1 Equipment performance can be affected by building modifications, occupancy changes, changes in environmental conditions, device location, physical obstructions, device orientation, physical damage, improper installation, degree of cleanliness, or other obvious problems that might not be indicated through electrical supervision.			

Next to each failed device will be a link that gives the chapter and section of the NFPA code (See 1 above). Click on link and the page will automatically scroll to the Code References section (See 2 above) for that device. In that section you can read the entire code text that relates to the device discrepancy. Depending on the code enforcement in your area, it will reference the 1999, 2002, or 2007 version of the codes.

DocDrive

The last optional feature that may be of interest to you is DocDrive. DocDrive provides storage space to save documents with an inspection that are not part of a normal inspection report. This may include invoices, services tickets, or digital photos.

To start go to 'Get My Reports' and click on the icon in the 'Docs' column (see the Inspection Log figure in Section 2 of this guide to see the location of the icon). You will be transferred to a list of all the available documents related to that inspection.

Showing documents for building: Courtyard Marriott						
<u>Title:</u>	<u>File Name:</u>	<u>Document ID:</u>	<u>BuildingID:</u>	<u>Size:</u>	<u>Uploaded:</u>	<u>Download:</u>
Photo of Blocked Egress 	Photo of Blocked Egress.gif	Photo-00021	75813	32.24KB	3/3/08	 
 This photo shows the blocked egress in the Southwest exit of the building.						

1. Document Title

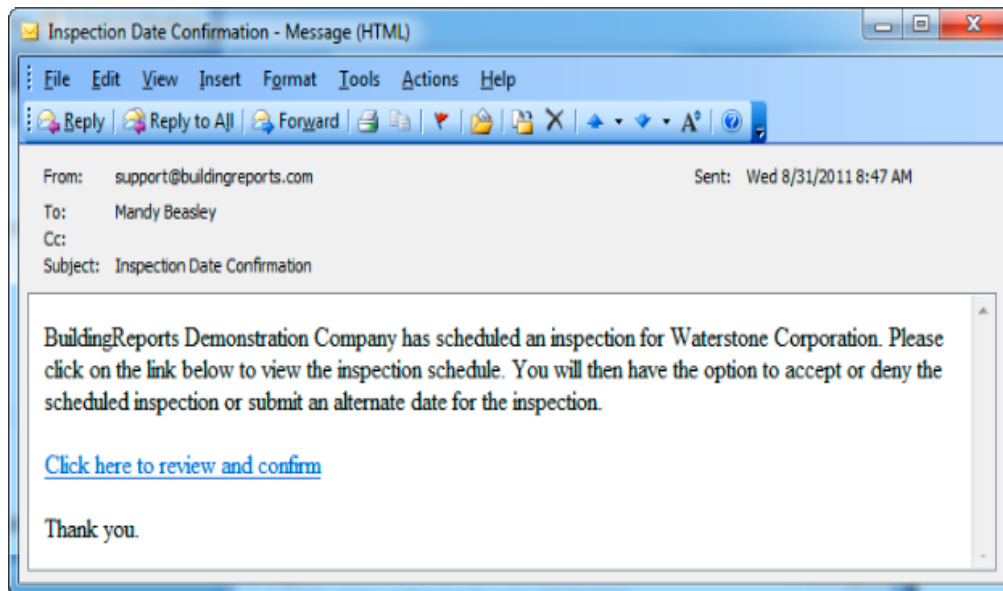
3. Download Button

2. Document Description

Click this button to download a copy of the document

Scheduling Manager

Service providers utilizing "Scheduling Manager" can request your approval for inspections and service work electronically. An email notification, complete with the service providers' name, your building name, and a link to review and confirm an inspection or service appointment is generated out of the service by the Service Provider:



Selecting the link will open the users default internet browser and without login will present a one-week calendar view along with details of the inspection or service appointment.

BuildingReports Demonstration Company - Confirm Scheduled Date(s)

October 9 - 15, 2011

WELCOME
GET REPORTS
ACCOUNTS
CALENDAR
BUILDINGS
FORMS
USERS
MY STATS
SETUP
CATALOG
DOWNLOAD
LOGOUT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	10	11	12	13	14	15

Inspection Request

Choose an Option

- Accept this Inspection
- Deny this Inspection
- Select a Different Inspection Date

Properties

FireScan - Semi-Annual

Waterstone Corporation

Title

Waterstone Corporation

St. Date	St. Time	End Date	End Time
10/14/11	8:00 AM	10/14/11	1:00 PM

Start Time

10/14/2011 8:00 AM

End Time 5 hr duration

10/14/2011 1:00 PM

Description

Fire Alarm Inspection

Created By MandyBeasley

By looking in the upper right hand corner of the web browser, you will find a flashing red box that allows the option to accept, deny, or offer an alternative date.



Choosing the "Select a Different Inspection Date" option allows the user to manually place a date and time of their choice in the appointment fields.



The screenshot shows a form titled "Inspection Request". It has a "Choose an Option" section with "Cancel" and "Accept" buttons. Below is the "Properties" section:

- FireScan - Semi-Annual** (with a yellow icon)
- Waterstone Corporation
- Title**: Waterstone Corporation
- Start/End Time** table:

St. Date	St. Time	End Date	End Time
10/14/11	8:00 AM	10/14/11	1:00 PM

Below the table, there are "Start Time" and "End Time" fields with date pickers and time dropdowns. The "End Time" field includes a "5 hr duration" label. The "Description" field contains "Fire Alarm Inspection". At the bottom, it says "Created By MandyBeasley".

Need Help?

If you have questions regarding your service company's online portal or your inspection, you will need to contact your service company directly. Any requests for support or inspection related questions received by Building Reports Canada will be forwarded to your inspection company.