



**FIRE & SAFETY**  
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# Building Owner *Express* User Guide

## Electronic Inspection Form Features:

- QR Codes – Scan QR Code for Quick Access to Reports
- Online Portal – Inspection & Testing with Date/Time of Test Verification for Accountability
- Paperless - Emailed Reports & Documents
- Executive Summary with Inspection Overview
- Device & Equipment Inventory & Warranty (aging) Report
- Colored Inspection Status Tags for Immediate One-Look Indication
- Discrepancy Report Showing Manufacturer Recalls & Industry Notifications
- Embedded Codes and Standards
- Proposed Solutions with Pricing and Repair Authorization
- DocDrive – Store Building Documents (Floor Plans, Drawings, Pictures, Etc.)

## Section 1 – QR Codes

LiveArchive

Your online building compliance log



The most trusted name in compliance reporting

You can now get fast and easy access to your inspection reports by simply scanning a special code on your system with your mobile device. To access your reports, you'll need to locate the LiveArchive label on your system. You'll want to look near your control panel, utility room, electrical room, or wherever your fire and life safety equipment is located. LiveArchive is compatible with a wide range of mobile devices and platforms. To use the service your device must have a camera and software capable of reading QR codes. If you do not currently have a QR code reader app, go to your device's app store and search "QR Code". There are a number of free and paid app options for all the major mobile platforms including iOS, Android, Windows Phone and Blackberry.

### Scan a LiveArchive Label

To start the process, use the QR code app on your mobile device to scan a LiveArchive label. Once the app reads the code, it will open the LiveArchive website. Keep in mind that some QR code apps may ask your permission before opening the page.

### Login to LiveArchive

For security purposes, your service provider may require you to login before you can view your reports. Just use the same User ID and Password that you use to login to the BuildingReports website. If you don't see a login prompt, just skip to the next step.

### View your Inspection Reports

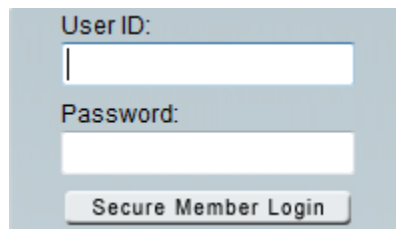
The list will show what types of reports you can access and will also tell you when a report is ready to view. Simply tap on an entry to view the latest report.

## Section 2 – Building Owner Accounts

A BuildingReports 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](http://www.buildingreports.com). Locate the login fields shown below on the top right portion of the web page:



User ID:

Password:

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 3– Inspection Reports

### Accessing Your Reports

**GET REPORTS**

*or*



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.

### Inspection Log

HELP

Search: FireScan

1

for

2

Report Type: Standard FireScan 2x Report

3

Retrieve As:

Web Page

4

### 1. Application Selection

Select the type of inspection report: Fire Alarm, Extinguisher, 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:
<a href="#">75813</a>		<a href="#">Courtyard Marriott</a>	<a href="#">117856</a>	<a href="#">02/19/2008</a>	
<a href="#">72649</a>		<a href="#">Cavenders DFW</a>	<a href="#">117619</a>	<a href="#">02/18/2008</a>	
<a href="#">72649</a>		<a href="#">Cavenders DFW</a>	<a href="#">117615</a>	<a href="#">02/18/2008</a>	

### 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 4 – 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
<b>Initiating</b>					
<b>Smoke Detector</b>					
<a href="#">12345680</a>	1st South FACP Room		123	<a href="#">T/M</a>	<input type="checkbox"/>
Select the device(s) you wish to authorize for work and click the "Submit" button.					
<a href="#">Submit</a>					

#### 1. Device Details Link

Click on ScanID number to view details about that device

#### 3. Fix Checkbox

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

#### 2. Cost Link

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

#### 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:	<input type="text"/>				

[Submit](#) [Cancel](#)

Enter any notes (see 1 above) and then click Submit (see 2 above) to send the authorization to your 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>					
<b>Smoke Detector</b>					
<a href="#">87654328</a>	5th West Stair	Painted	0101029	<a href="#">NFPA 72 10.3.1</a>	<b>1</b>
<i>Code References</i>					
<a href="#">NFPA 72 10.3.1</a>	<b>2</b> 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

Title:	File Name:	Document ID:	BuildingID:	Size:	Uploaded:	Download:
<a href="#">Photo of Blocked Egress</a> <b>1</b>	<a href="#">Photo of Blocked Egress.gif</a>	<a href="#">Photo-00021</a>	75813	32.24KB	3/3/08	 <b>3</b>
<b>2</b> 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

## Need Help?

If you have questions regarding your company's online portal or your inspection, please contact General Fire & Safety at 402-476-4646.