

Elevator Minor Label Program

Contractor User Guide

Minorlabels.dcbs.oregon.gov

Located in the upper right-hand corner of each screen are links for “Main Menu”, “Log Out”, and “Help.” To quickly move from one area of the site to another, click on “Main Menu.

Welcome to the Minor Label Program

1. **Search the minor label database.** This search feature displays general information about the installation connected with a specific minor label number. This link also allows anyone to enter a minor label number and view installation information. Because this link is available to the public, the address and contact information for the installation is not visible.
2. **Minor label program information.** Links to the information page containing an overview of the program and the scope of work allowed.

Main Menu

1. **Purchase minor labels.** This is the online purchasing page. Use the comment box for any special instructions to be relayed regarding the order (for example, the order needs to be mailed to the attention of a particular individual, or shipped to an address different from the one displayed).

Once the order is placed, a confirmation will automatically be emailed to anyone who has the “Receive Automated Emails” checkbox marked (manage account proxy access screen).

The system checks the CCB number as well as the company’s license number to make sure both are active. If the system does not allow a purchase, it could be for one or more of the following reasons:

- CCB number is not active
- License number not active
- Account has been suspended

Problems? The BCD Minor Label Administrator contact information appears at the bottom of most pages on the website and on every page of this guide.

2. **Enter label installation information.** There are two ways to retrieve a label for data entry:

Select a label – Label numbers not having installation information associated with them appear here. Simply click the label number to enter the data entry screen.

Find a label – Select Elevator from the Label Type drop-down menu, hit TAB or use the mouse to move to the Label ID box, and then enter the label number with the letter “s” in front of the label number (s123456, not evs123456). Click —Continuel to be redirected to the data entry screen.

Label data entry form

Punctuation and case (CAPS or lowercase) are not necessary when entering address information. For example, Ave or St can be entered without the period, and an address can be entered as 132 main, 132 Main, or 132 MAIN—the system will automatically uppercase this information. Hitting the TAB key will allow movement from field to field.

Label information cannot be entered into the system until after the work is finished.

If the information is entered before the work is performed, the system will grab that label number and possibly send it out for inspection. It is important that this does not happen!

Job number: This is for your personal use (invoice or job number). It can be left blank if it does not apply.

Install date: The date must be entered using either hyphens or slashes (6/1/07 or 6-1-07). The system will not accept dates that are in the future or previous to the label purchase date.

Type: Select commercial from the drop down menu (or hit *c*). When selecting commercial, the screen expands to add another field: Label location. Labels can be difficult for an inspector to locate in a commercial property, thus a field has been added to enter where the label has been placed so the inspector can easily locate it. **The Minor Label is to be placed on or near the controller in the machine space.** If you do not know the exact location of the sticker, please enter CONTROLLER.

Work description: Enter the work that was performed. Please be as specific as possible, but abbreviations do help to conserve space (“&” for “and,” “discon” for “disconnect,” “recon” for “reconnect,” etc.). More information helps the inspector know exactly what work your organization performed and will not confuse it with work performed by other companies.

Installer name: Please provide the name of the person **who performed the work**, not your company name.

Installer license: This box is for the **installer’s personal license number**, again, not your company’s business license number (the number you selected when purchasing minor labels). Installer license numbers will contain one of the following: *E, J, S, LEM, RCM, RRM*.

Magnifying glass: To the right of the license number box is a magnifying glass. Clicking on it will take you to the BCD Licensing Screen. If you do not know the installer’s license number, this is the place to check. Use the second box (Licensee name) to type in **only the installer’s last name**. If the installer has an active license, it will appear here. If nothing appears, the license could be expired or the installer does not have a license.

Job address: Enter the address **where the work was performed** using the following format as an example of an install with a building and suite number: 123 Main St Bldg 4 #213. The address field must contain a property number and street name. The city and zip code associated with this address are required, and are entered in separate boxes underneath (city before and ZIP after the *OR*). **(Partial addresses or “corner of such and such” are not acceptable**, except in extreme remote areas where addresses do not exist. In these cases, GPS coordinates can be entered in place of the address.)

Owner address: If the person/management company/other entity requesting the work **is residing/working at the same address where the work has been performed**, simply check the box next to —same as the job address.”

If the person who ordered the work **does not** live/work at the job address, their *mailing address* should be listed in this section.

Contact name: This would be the **Site Contact**. Please provide the **business name and a contact name** (if available) (for example, Liberty Plaza – Carol).

Contact phone: A telephone number is required for all labels. Provide the telephone number that is associated with the **Site Contact** name. **All telephone numbers must contain 10 digits**—the area code must be provided. Phone numbers can be entered as 10 digits without any hyphens or periods (e.g., 5033782804)—the system will automatically insert the hyphens.

NOTE or COMMENT: This is a required field! The Elevator Number is entered in this space.

Any additional information that could be helpful to the inspector may also be typed in this space.

SAVE: When all required fields have been completed, click SAVE to finish. If any of the required fields have not been filled in, the system will prompt you with a red error message at the top of the screen. You will not be able to save the installation information if these fields are not complete. If you try to exit without saving, the system will prompt you to save your work before exiting or the information will be lost.

Once the information has been saved, the finished product will be displayed with the following options:

- **Make corrections to this information.** If you see that you have made an error, you can select this option and make the necessary corrections. Click SAVE when finished or the information may be lost.
- **Confirm and go to another label.** This directs you to the Find a label screen where another label number can be selected for data entry.
- **Confirm and go to purchase details.** This will take you to the Payment and purchase history screen.
- **Cancel and go to another label.** If you did not want to enter this information after all, you can cancel what you have already entered and select a different label number

You can also confirm or cancel and go to the Main Menu.

If you enter installation information, save your entry, and leave the data entry area without editing when prompted to do so, you **will not** be able to go back and change what you have entered. You will need to contact the minor label administrator to have it changed.

Lost minor labels: Please send an email to the Minor Label Administrator (email link at the bottom of most screens) to have the labels Voided from the system.

- 3. View label details.** This page is similar to the Search the minor label database on the Welcome page, but is only available to users who have logged in to the system. Additional information such as job address, business contact information, and inspection information (if applicable) is displayed for your company's labels. These specific items are not available on the —Search the minor label database located on the Welcome page because of public access.

Hyperlinks: Clicking on the job address pops up a map showing the location of the property.

The installer's license number is also a hyperlink. Clicking on the license number will open a new window connecting you to the BCD License screen displaying the details of the installer's license. *This is a good way to check the expiration date of your installer's licenses and the type of license they hold.*

At the top right-hand corner of the screen the purchase details associated with this label can be reviewed or you can return to the previous screen to search another label number.

- 4. View payment and purchase history.** This screen displays all minor label purchases—the order date, label numbers purchased, date shipped, and account balance. The label numbers are hyperlinks. Clicking on the label number links direct you to the page displaying the purchase information, as well as information about that set of labels. Clicking Add Now will direct you to the label data entry form for that particular label number.

This is yet another way to see the information connected with a specific minor label and those labels still needing data entry.

- 5. View inspection history.** This screen displays the results of inspections performed on your installations. Only Pass and Fail results are displayed. This screen shows the date the installation was passed/failed, the label number (hyperlink with detail), inspecting jurisdiction (hyperlink with jurisdiction contact information), the inspection status, and any comments from the inspector.

If a label should fail, the details of why the label failed will be displayed here (this information will also be relayed in an automated notification email). Having the jurisdiction contact information available will make it easier to contact the jurisdiction to resolve the situation.