Using the Android Oregon ePermitting App
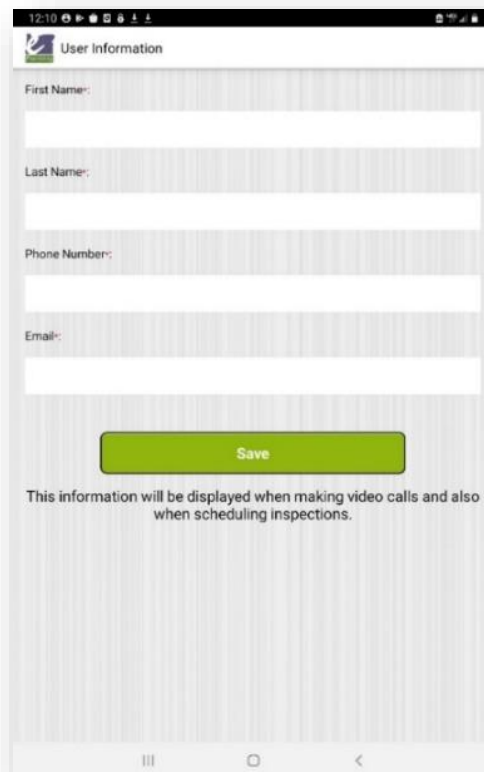
Minor Label Section

How to download the Android Oregon ePermitting App:

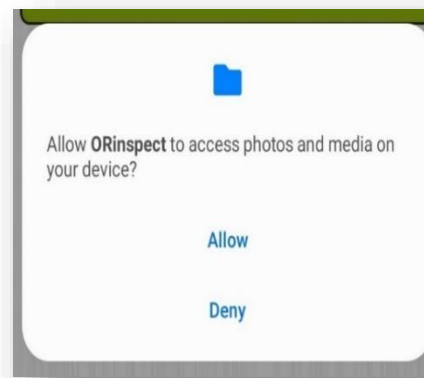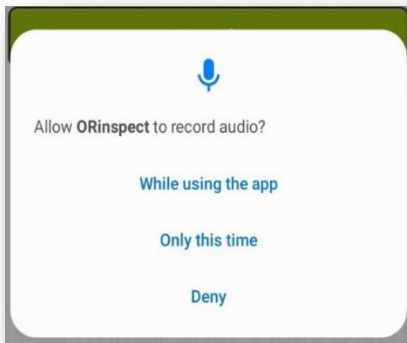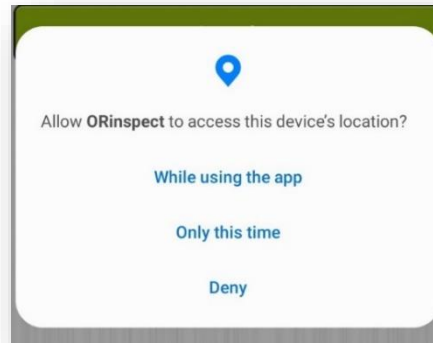**Visit the Google Play store and search for Oregon ePermitting. Tap Download.**

The first time you use the app, you will need to fill in **User Information**. This information is required for the app to work, helps the inspector know who they are communicating with, and will auto-fill with the user information you enter when scheduling an inspection.

Note: User Information can be changed later by touching the Menu button at top right of screen.

You will also be asked a series of questions about allowing the app to access your device's photos, audio and media, and to allow the app to send you notifications. Select the option "while using the app" or "allow" when asked for all of these questions. The app must have these permissions to function properly.


Allow **ORinspect** to take pictures and record video?

While using the app

Only this time

Deny

Allow **ORinspect** to access this device's location?

While using the app

Only this time

Deny

Allow **ORinspect** to record audio?

While using the app

Only this time

Deny

Allow **ORinspect** to access photos and media on your device?

Allow

Deny

To use the Mechanical Minor Label section of the App touch the "Mechanical Minor Label" button towards the bottom of the screen.
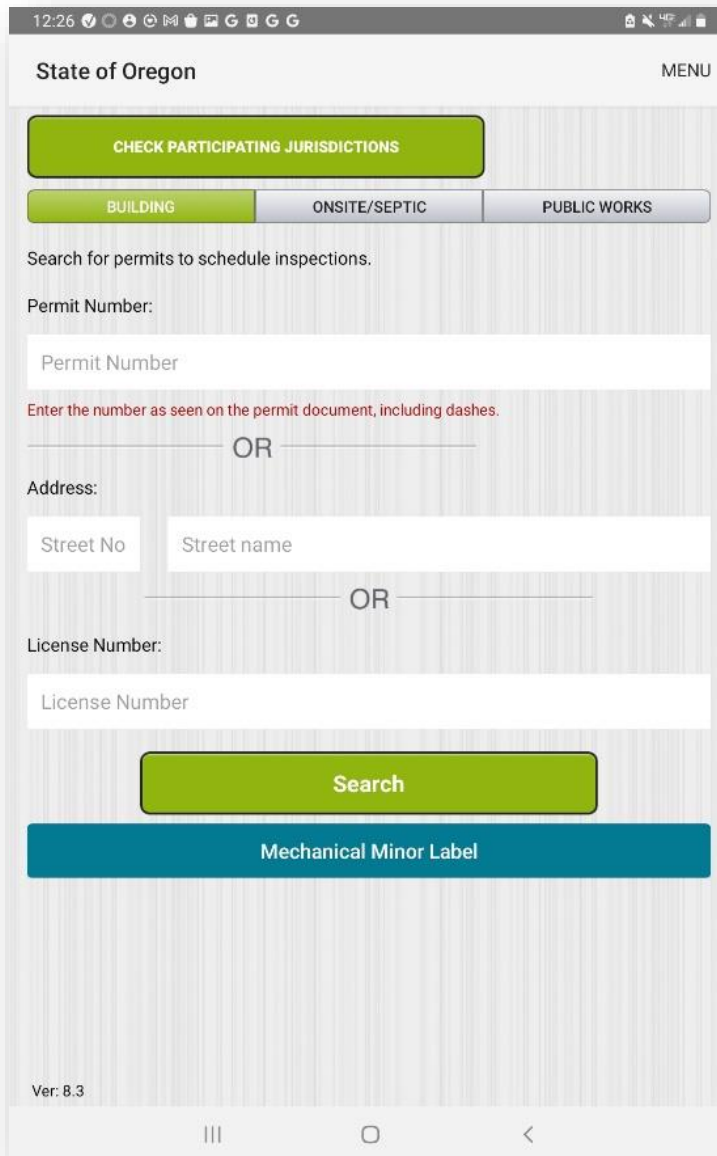
After touching the mechanical minor label button, you will see the login screen that will allow you to login to your Oregon ePermitting Account. Log into your Oregon ePermitting Account to get access to Mechanical Minor Labels so you can submit inspections from the field.
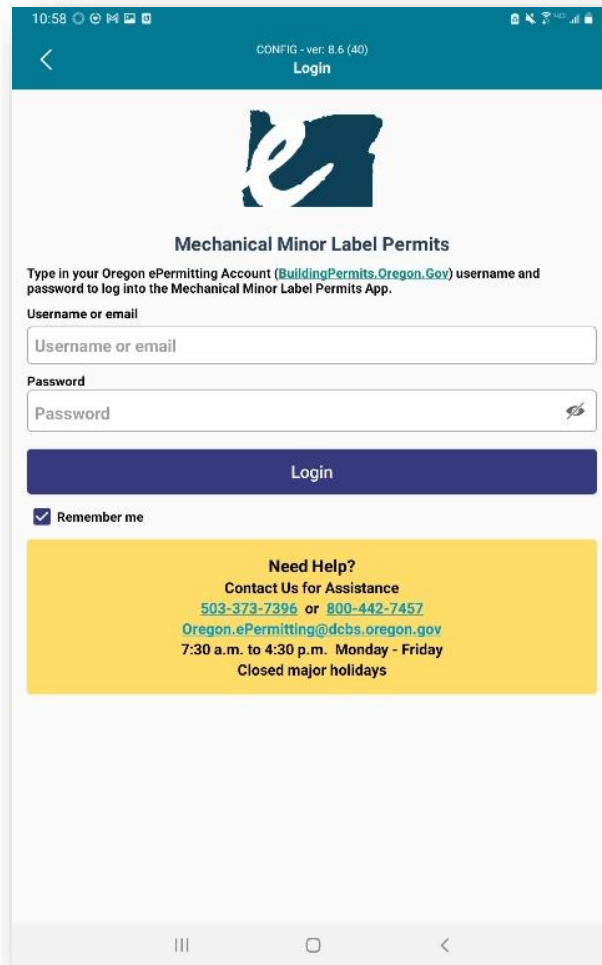
If you purchased your mechanical minor labels using the account you logged in with they will show up after you are logged in. If you are using an account that did not purchase the labels you can search for them using the permit number or your CCB license number. (see screen shots below)
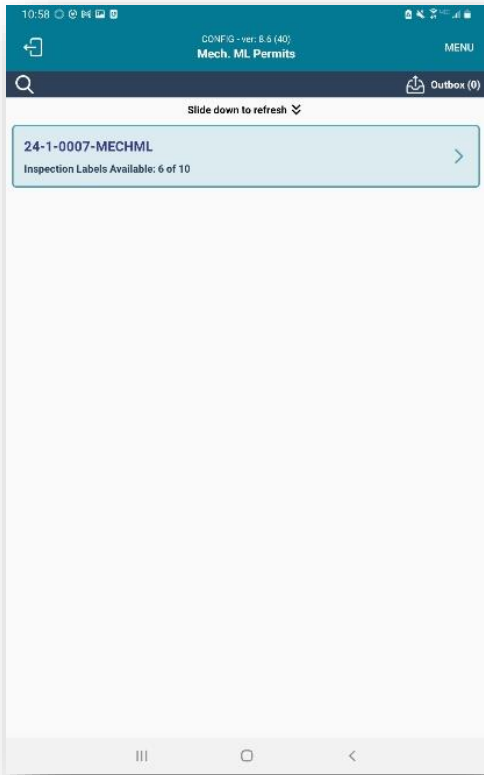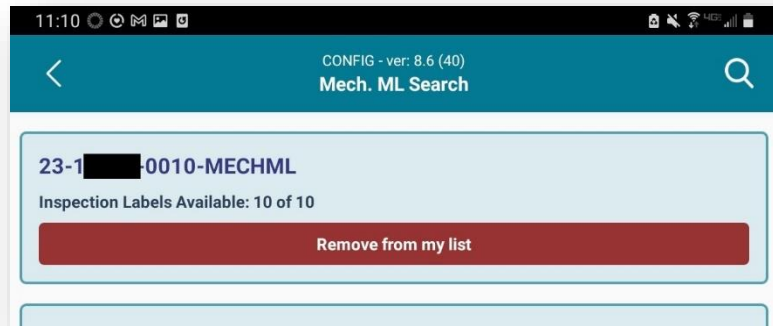
You can search by Mechanical Minor Label permit number or you can search for your CCB license number. Once you have found the permit you wish to use you can select it and add it to your list of permits. Your list of permits consists of any mechanical minor label permits you have purchased using your Oregon ePermitting account or permits you have searched for and added to your list in the App.
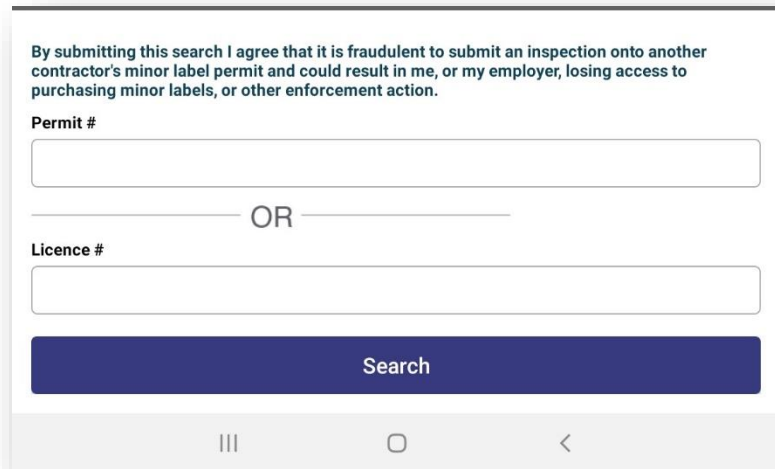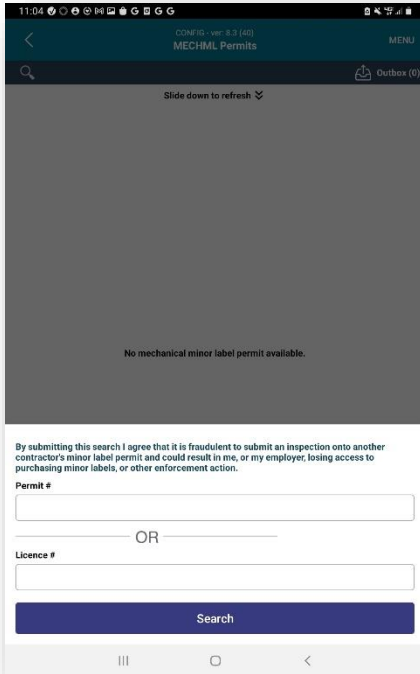

Notice! Each time you search for a permit you are agreeing to our fraud statement. Please read this carefully!

After searching by the permit number; or for you or your companies CCB license number, you can select the permit you want by touching "Add to my list" to add it to your list of permits. Once added to your list of permits on the App you can submit inspections on it or remove it from your list by touching "Remove from my list."

To submit a virtual inspection, touch the mechanical minor label permit you want to use. Each permit will indicate how many of the 10 labels are left to use.
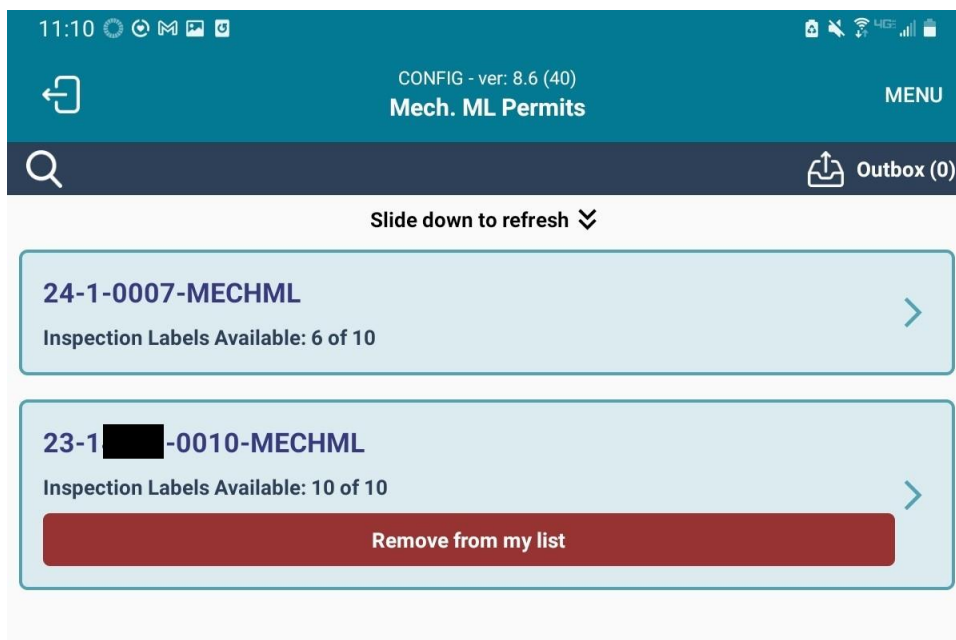
The submission page includes the ability to take or upload photo's (circled in red above). It also allows the user to refresh their GPS location (top red arrow), manually enter the Job Site Address (middle red arrow) or choose Same as Address if the GPS data is correct (bottom red arrow).

Due to the accuracy of GPS data and the fact that not all inspections will be submitted from the job site, we have included a Job Site Address section that requires users to manually enter the address. Touch the pencil icon on the Job Site Address section to manually enter the address.

If the GPS location is correct you can choose the option to copy the GPS address by touching the "Same as Address" box. Finally, you will be required to enter the Description of Work. Please be as specific as possible and include all work performed.


To take or upload photo's touch the camera icon. It is strongly recommended that you use the camera option and take all photo's using the App, NOT the camera App on your mobile device. Using the ePermitting App to take the photo's will encode the date, time, GPS coordinates and address on each picture. After selecting the Photo/Camera option you can point the camera on your device at the installation and take pictures. Android users will have to take pictures one at a time, but can add multiple pictures. Once you have taken the pictures you want to upload you can touch on then to either view or delete the picture.
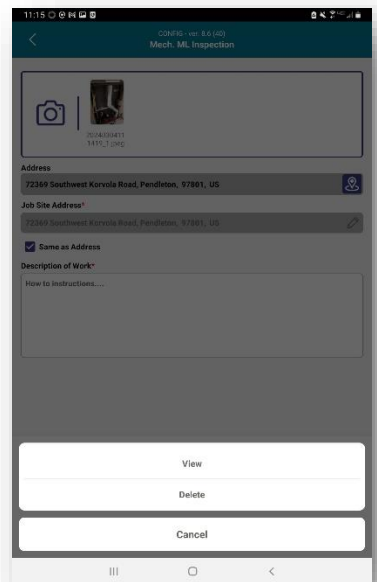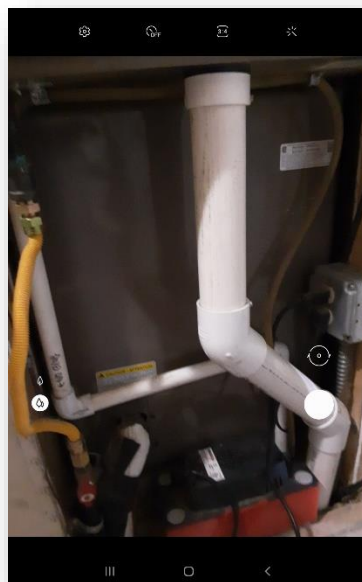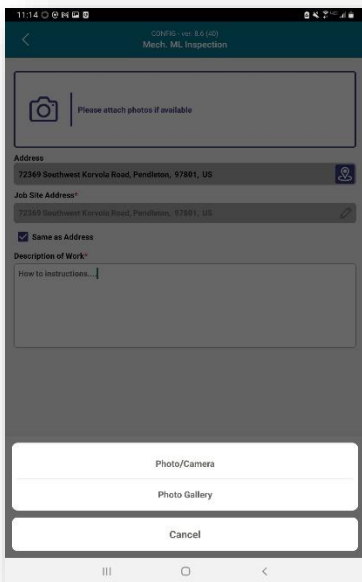
Once all photos are uploaded and you have manually entered the Job Site Address and Description of Work you can touch the Submit button at the bottom of the screen. *(Please note that the Description of Work is required and must be a detailed description of your installation.)* You will see a pop-up that asks if you are sure you want to submit the inspection. Choose Yes to submit. If you don't have good enough service for the submission it will be stored in your outbox on the App and submitted when you do have good enough service.
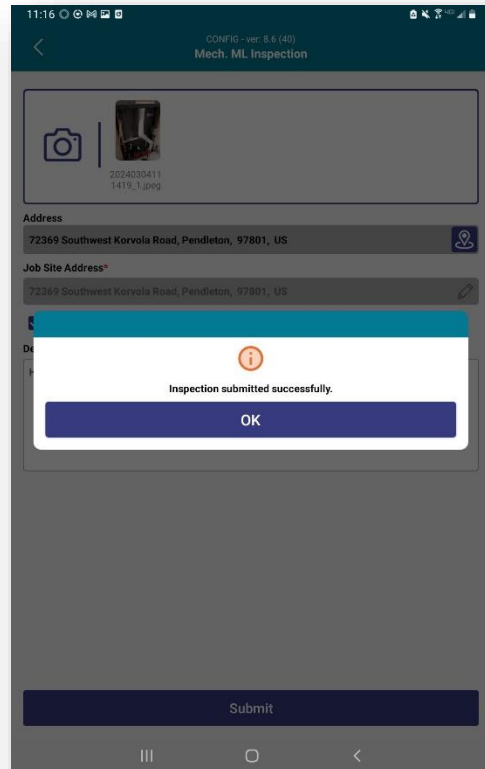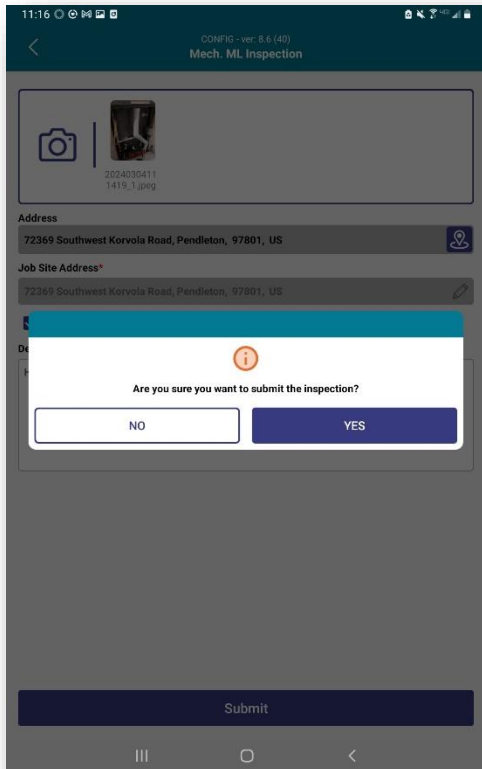
After submitting your inspection, you will be returned to the home screen for Mechanical Minor Labels and you will see that the number of minor labels available to submit has decreased.
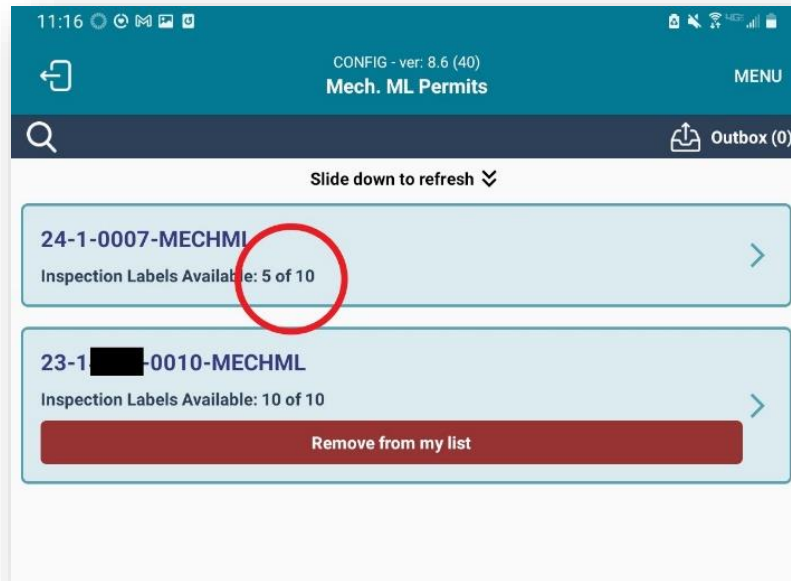
The App has a Menu at the top right-hand side of the screen when you are logged in. The Menu allows you to refresh your screen, access the "User Instructions" for using the App, the "Inspection Photo Guide" to know how to take pictures of your installation, as well as a Support option that will access the Mechanical Minor Label website.
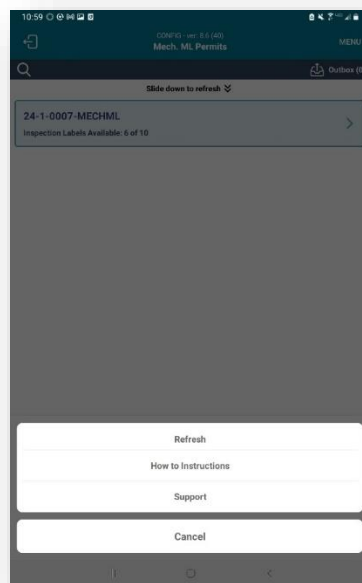
Finally, you can log out of the Mechanical Minor Label portion of the ePermitting App and return to the main menu by touching the logout icon located at the top left-hand side of the screen.