

Using the iOS Oregon ePermitting App

Minor Label Section

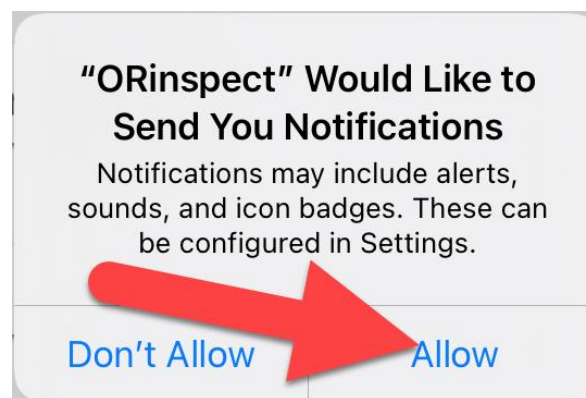
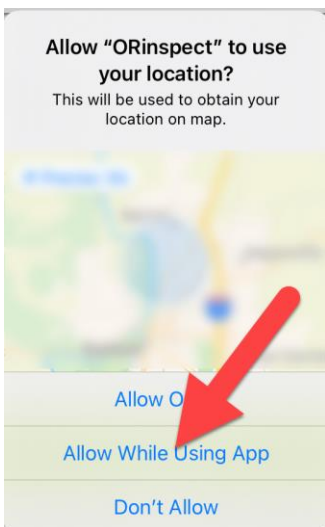
How to download the iOS Version of the Oregon ePermitting App

Visit the App Store on your device and search for Oregon ePermitting. Touch download link. The app can be downloaded on either an iPhone or an iPad.

The first time you open the app, there will be two pop ups requesting permission, you will need to say “Allow” in order to use the app.

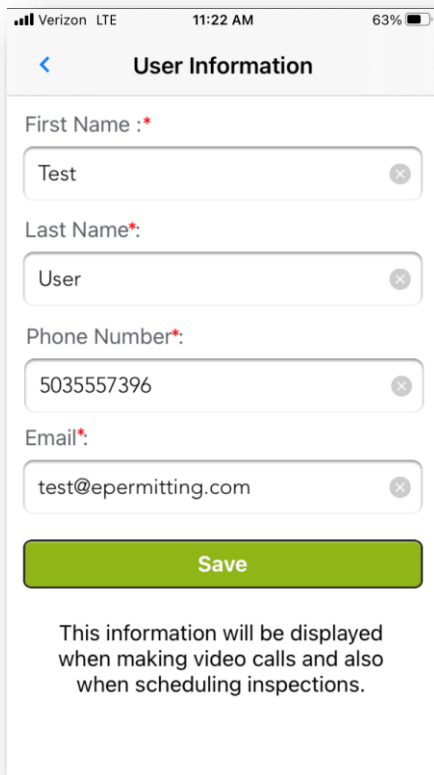
Location: Select “Allow While Using App.” The inspector will need to verify the location for video or photo inspections.

Notifications: Select “Allow”. The inspector will be able to send notifications about when they are on their way.



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 clicking the user information icon.



Verizon LTE 11:22 AM 63%

User Information

First Name :*

Test

Last Name*:

User

Phone Number*:

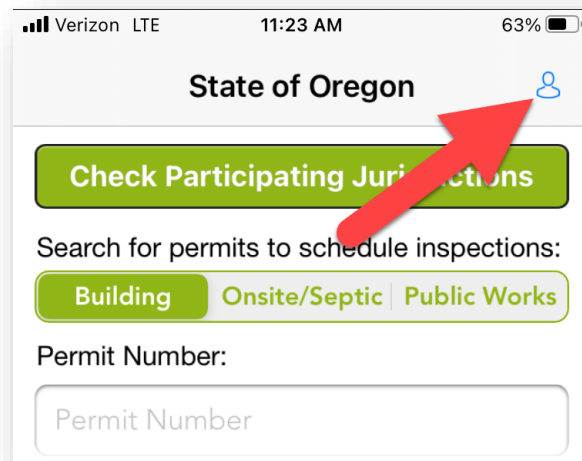
5035557396

Email*:

test@epermitting.com

Save

This information will be displayed when making video calls and also when scheduling inspections.



Verizon LTE 11:23 AM 63%

State of Oregon

Check Participating Jurisdictions

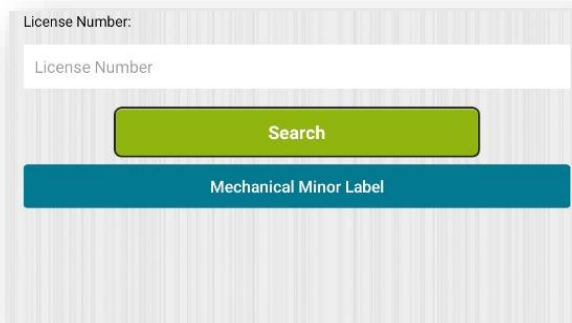
Search for permits to schedule inspections:

Building Onsite/Septic Public Works

Permit Number:

Permit Number

To use the Mechanical Minor Label section of the App touch the “Mechanical Minor Label” button towards the bottom of the screen.



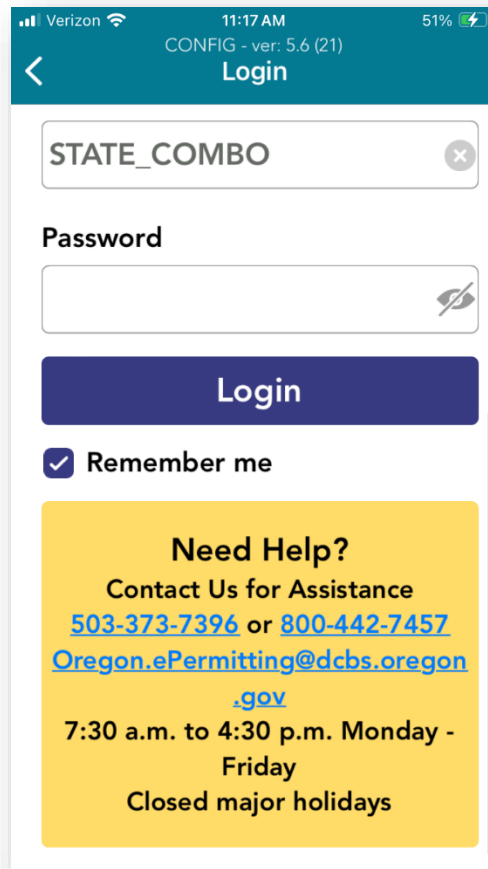
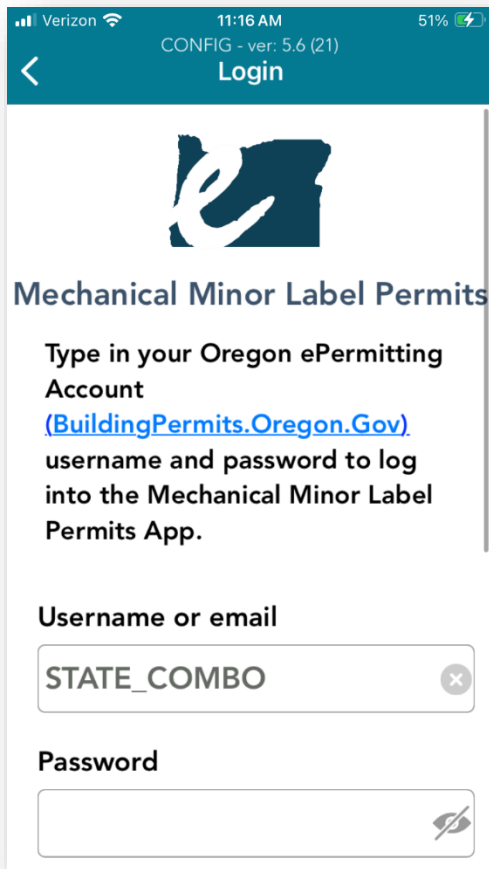
License Number:

License Number

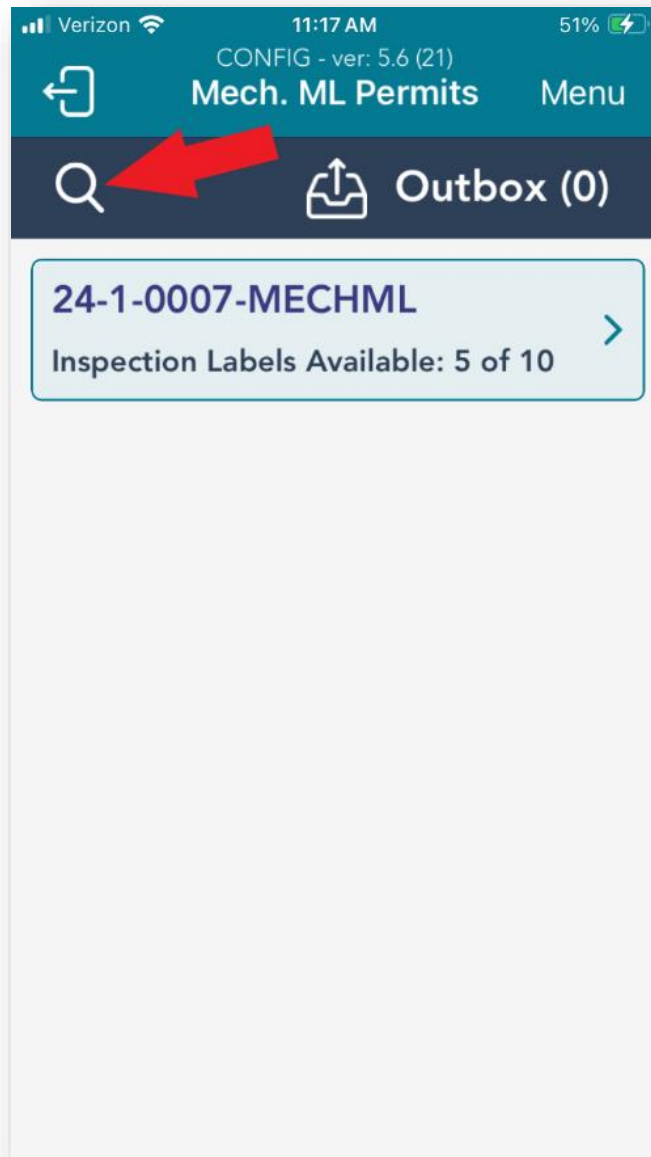
Search

Mechanical Minor Label

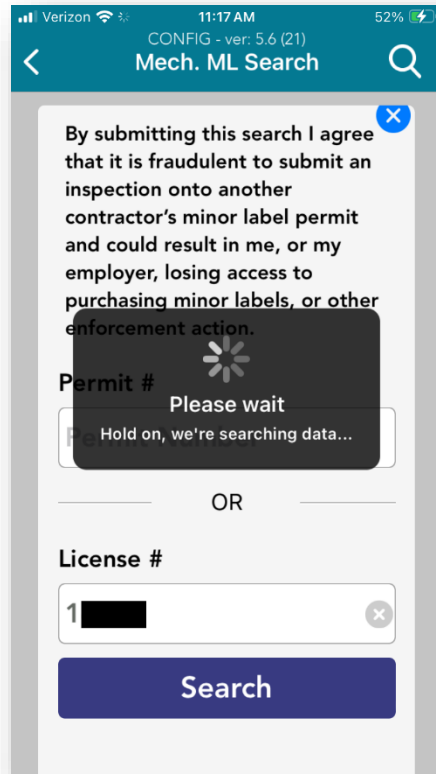
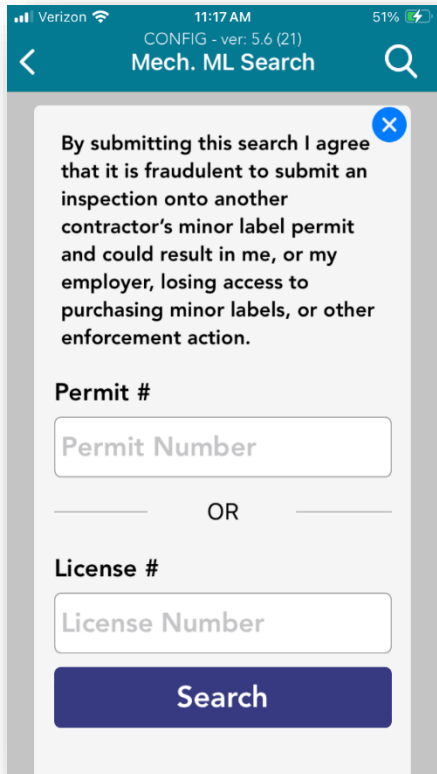
After touching the mechanical minor label button, you will see the login screen that will allow you to login to your Oregon ePermitting Account. Log into your Oregon ePermitting Account to get access to Mechanical Minor Labels so you can submit inspections from the field.



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)

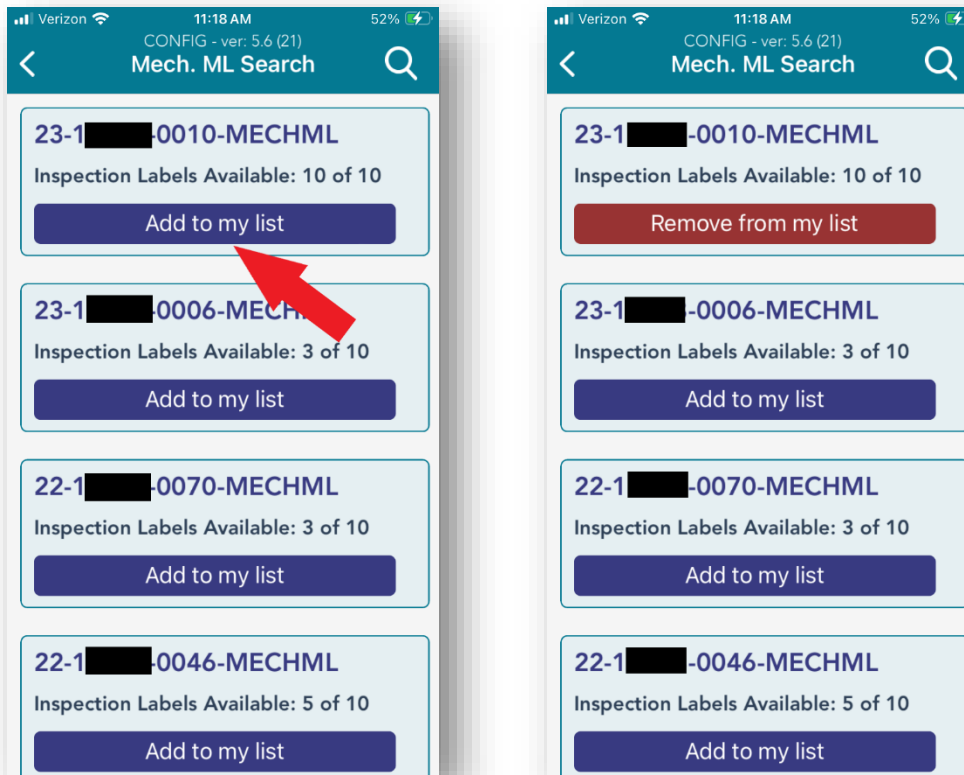


You can search by Mechanical Minor Label permit number or you can search for your CCB license number. Once you have found the permit you wish to use you can select it and add it to your list of permits. Your list of permits consists of any mechanical minor label permits you have purchased using your Oregon ePermitting account or permits you have searched for and added to your list in the App.

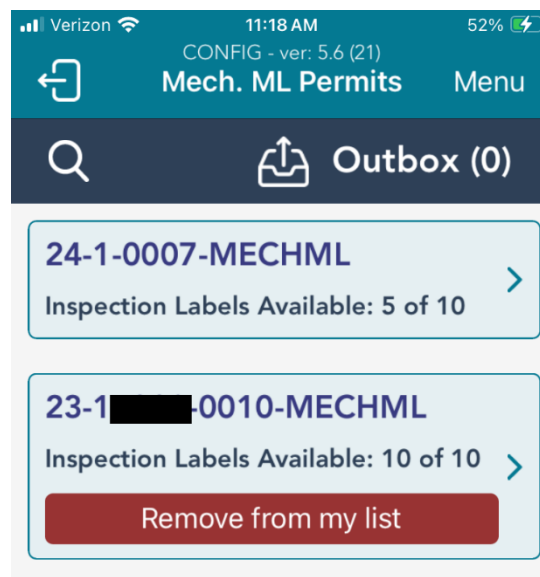


Notice! Each time you search for a permit you are agreeing to our fraud statement. Please read this carefully!

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).

The screenshot shows a mobile application interface for a 'Mech. ML Inspection' form. At the top, the status bar shows 'Verizon', '11:18 AM', and '52%' battery. The app header includes a back arrow, 'CONFIG - ver: 5.6 (21)', and the title 'Mech. ML Inspection'. The form contains several sections: a photo upload area with a camera icon circled in red and the text 'Please attach photos if available'; an 'Address' field with the value '72369 SW Korvola Rd Pendlet' and a location pin icon; a 'Job Site Address*' field with a red arrow pointing to the input area and a pencil icon; a 'Same as Address' checkbox with a red arrow pointing to it; a 'Description of Work*' text area; and a large blue 'Submit' button at the bottom.

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.

72369 SW Korvola Rd Pendle...


Job Site Address*

Same as Address

Verizon 11:20 AM 53%
CONFIG - ver: 5.6 (21)
Job Site Address

Address*


72369 SW Korvola Rd Pendl... 

City


Save

Verizon 11:20 AM 53%
CONFIG - ver: 5.6 (21)
Job Site Address

Address*

1234 Minor Label Way 


City

Pendleton 


Save

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.

Address

72369 SW Korvola Rd Pendlet 

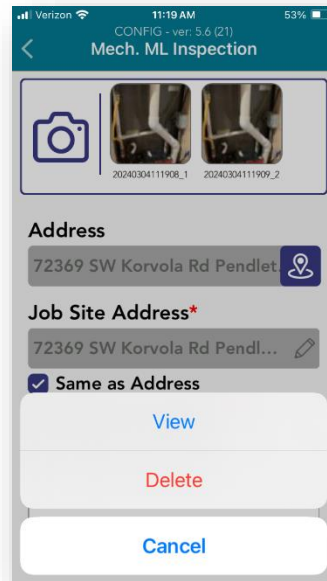
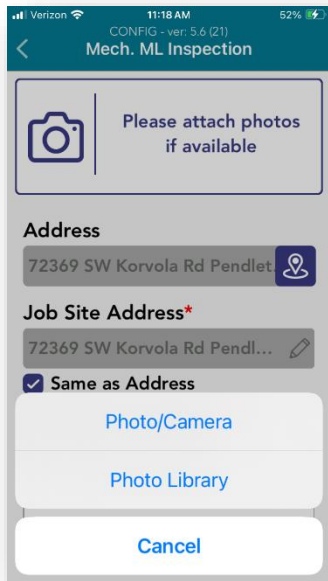
Job Site Address*

72369 SW Korvola Rd Pendl... 

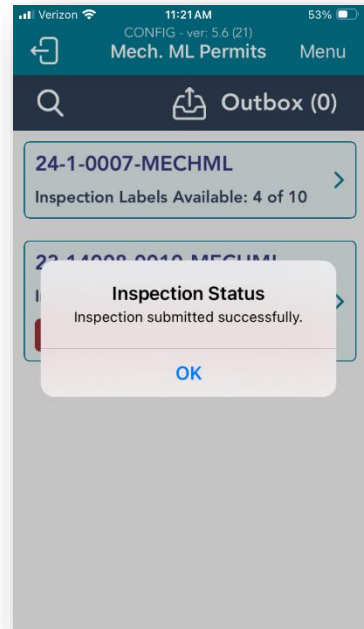
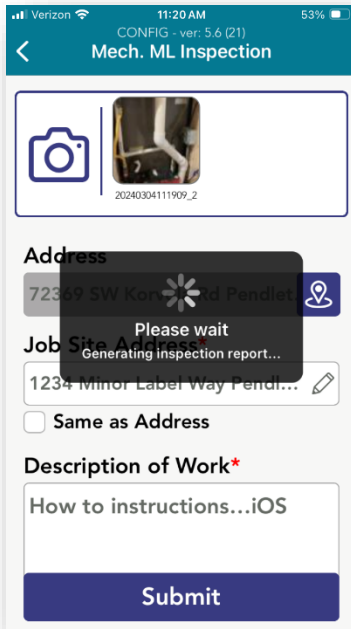
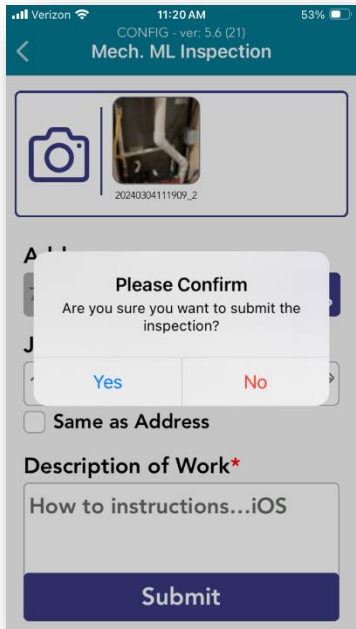
Same as Address

Description of Work*

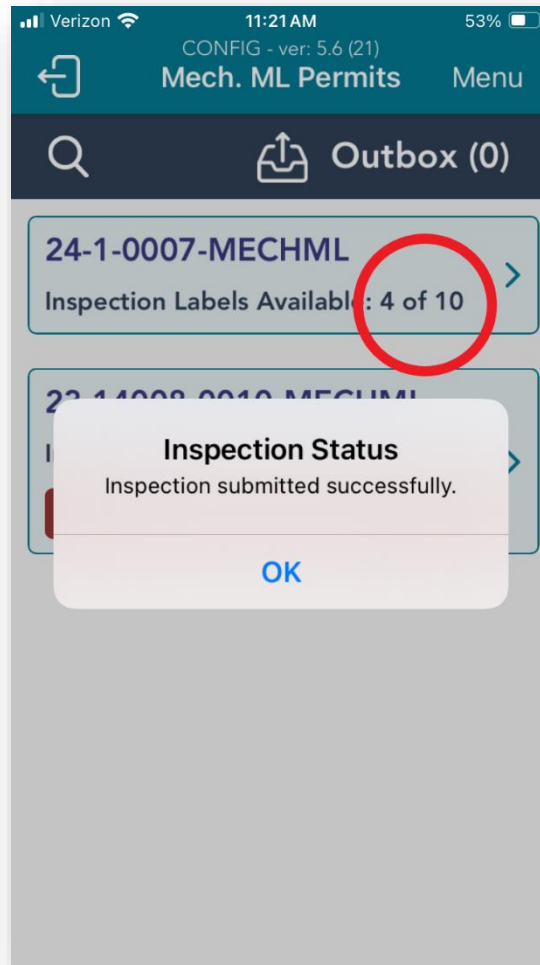
To take or upload photo's touch the camera icon. It is strongly recommended that you use the camera option and take all photo's using the App, NOT the camera App on your mobile device. Using the ePermitting App to take the photo's will encode the date, time, GPS coordinates and address on each picture. 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. iOS users can take up to 10 pictures at one time. Once you have taken the pictures you want to upload you can touch on then to either view or delete the picture.



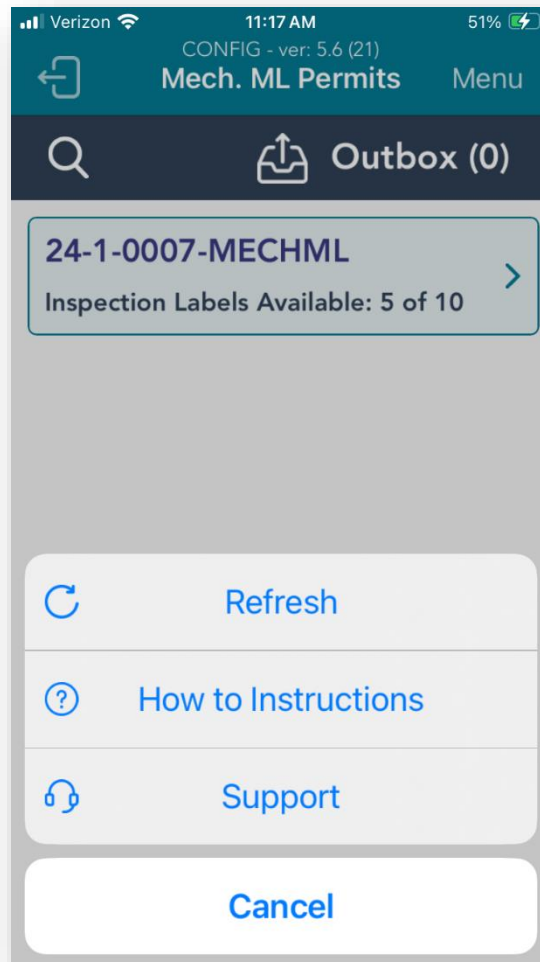
Once all photos are uploaded and you have manually entered the Job Site Address and Description of Work you can touch the Submit button at the bottom of the screen. *(Please note that the Description of Work is required and must be a detailed description of your installation.)* You will see a pop-up 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.

