

## Getting Reports

- » Go to [www.northstarfire.com/services/buildingreports](http://www.northstarfire.com/services/buildingreports) and select *Northstar Fire Customer Portal*
- » This will open the login page for your inspection report(s). Enter the user ID and password supplied by your *Northstar Fire* inspectors. If you have any questions about your login credentials, please contact **Beth Dowling** at 630.725.0500 or [bdowling@shambaugh.com](mailto:bdowling@shambaugh.com).
- » Once logged in, select the *Get My Reports* icon from the navigation. This will bring up the Inspection Log search page.

## The Advantage

Now you can maximize efficiency, save money and reduce risk by managing critical inspection data with detailed online reports powered by BuildingReports.com—critical information at your fingertips.

Just login to your secure account and review your report, authorize repairs, manage inventory and view inspections. Your information is accessible whenever and wherever you need it and immediately available to print for binder insertion when required.

## Searching for an Inspection Log

1. Select the tab at the top of the page that corresponds with the report type you are looking for. Example device types found under each tab include:
  - » FireScan – fire alarms
  - » SafetyScan – extinguishers
  - » SuppressionScan – hood systems, dry systems
  - » BRForms – custom forms
  - » SprinklerScan – sprinklers
2. Type the name of the building in the field below the tabs and a list of matching buildings will automatically populate in the results list below.
3. Each column is sortable to help you find a specific building or report.
  - \*\*\* *Are you Joint Commission Accredited?*
  - Be sure to select the "FireScan TJC Healthcare Report" \*\*\**
4. Using the icons to the far right of the report, you can:
  - » E-mail the report to yourself as an attachment.
  - » Download the report in PDF format.
5. To view the report online, click the name in the "Building Name" column to open in a new tab. When finished, click on the X to close the tab.

The screenshot shows the 'FireScan' tab selected. Below the tabs is a search field labeled 'Building Name' with a blue '2.' next to it. Below the search field is a table with columns: Frequency, Report Type, Sync. Date, and Sent. The table contains several rows of 'Standard FireScan 2.x Report'. A dropdown menu is open over the table, showing options for 'Sort Ascending', 'Sort Descending', 'Columns', and 'Reset Columns'. To the right of the table are two icons: an envelope with a green arrow (labeled 'a.') and a floppy disk (labeled 'b.'). Below the table is a new browser tab titled 'FireScan - Move Bldg' with a blue arrow pointing to it and a '5.' next to it.

The status of each report is indicated in the Inspection Log. The colored flags indicate whether there are any actions needed within your report.

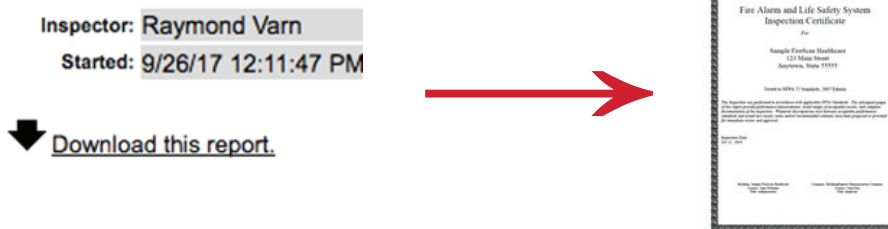
- » **Green** = Passed; no discrepancies
- » **Yellow** = Passed; notes and recommendations have been found
- » **Red** = Failed; discrepancies were found and have not been corrected. Further action is required.
- » **[Faded Color]** = This is not the most recent inspection report for this building.

## Docs in the Inspection Log

1. From the welcome screen, select “Get Reports” from the top navigation.
2. Expand the entry for the building using the + symbol in the far left column.
3. To see the documents associated with that report, click the vertical Docs tab.
4. To see the documents in each category, click the + symbol to expand the folder. To collapse, click the – symbol.

## Printing a Formatted Copy of Your Report

While online viewing is quick and easy, you may wish to print your reports. Click on the “Download this report” link found at the top of the inspection report and save the file to your computer. The downloaded file will be a properly formatted Word document that can be printed.



## Navigating Your Inspection Report Online

Specific information within your report can be found by utilizing the Navigation Console. The links within the console will take you directly to the corresponding section of the report. The consoles are conveniently located at the end of each section throughout the report.

### Report Navigation

**Executive Summary**  
 General information along with overall stats on this inspection.

**Fire Pump Testing**

**Inspection and Testing**  
 Each device and item inspected in your building.

**Floor Plan Report**  
 Floor plans for your building.

**Wet Pipe Systems**

**Inventory and Warranty Report**  
 Installation Dates and Inventory of items in your building.

The Navigation Console above illustrates the features of a Fire Alarm Testing Report. Not all inspection reports feature the same functions.