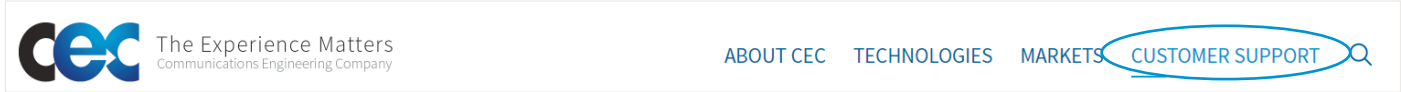
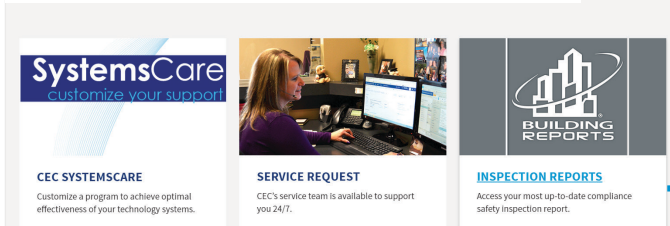


How to Use Your CEC Inspection Reports

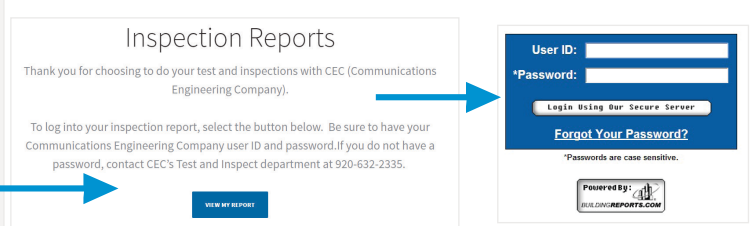
1. Go to www.cecinfo.com, on the menu icons, select "Customer Support".



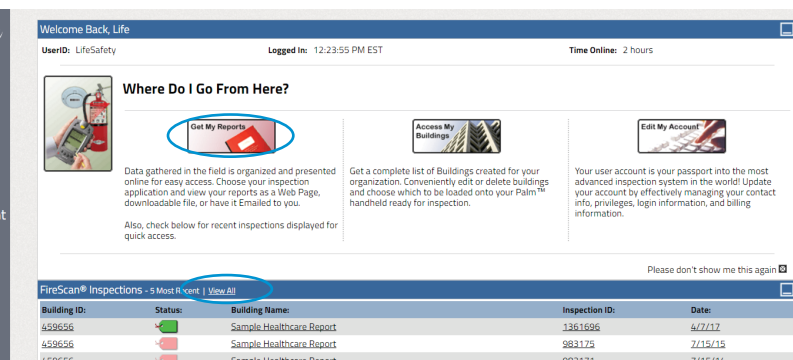
2. From the customer support page, select "Inspection Reports".



3. Click the "View My Report" button which will open the User Login page for your Inspection report(s).

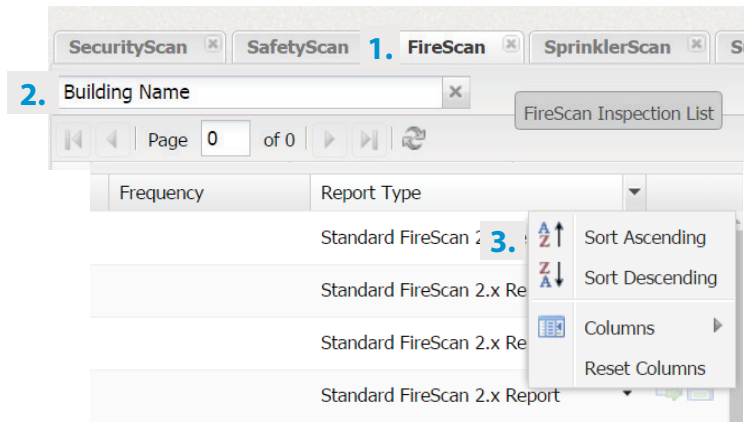


4. Once logged in, selecting "Get Reports" from the center console and left-side panel or selecting "View All" next to a report type will bring up the Inspection Log search function.



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Searching for an Inspection Log



1. Select the tab at the top of the page that corresponds with the inspection report type that you're looking for.
2. Type the name of the building in the field below the tabs and the 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.

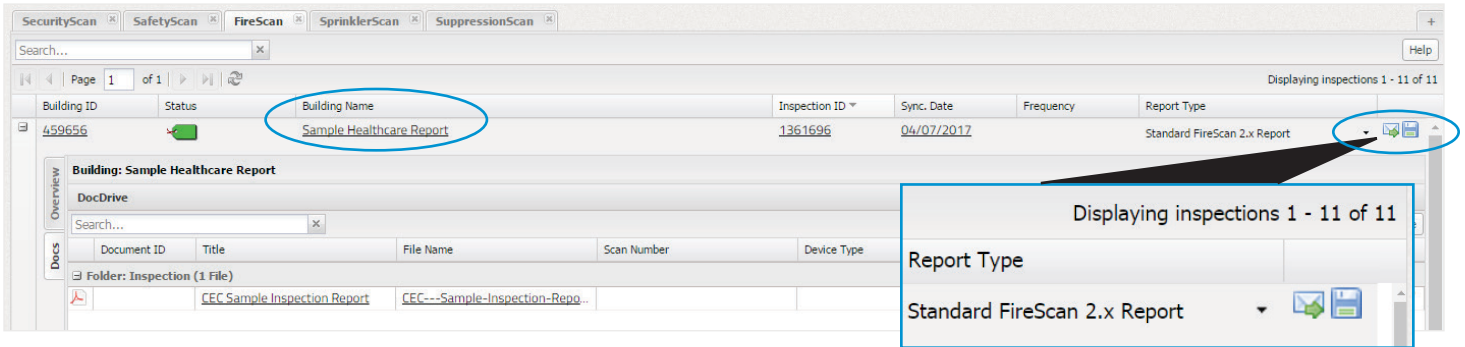
*Are you **Joint Commission Accredited?**
Be sure to select the "FireScan TJC Healthcare Report"

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.
- Blue = Passed; discrepancies were found and have been corrected.
- Yellow = Passed; notes and recommendations have been found.
- Red = Failed; discrepancies found and have not been corrected. Further action is required.

CEC will update the red status flags when the discrepancies have been rectified.

Viewing & Exporting Your Inspection Log



To view the report online, click the name in the “Building Name” column to open in a new tab.

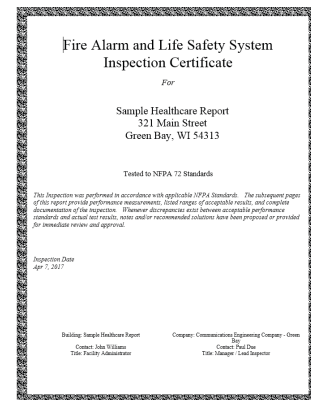
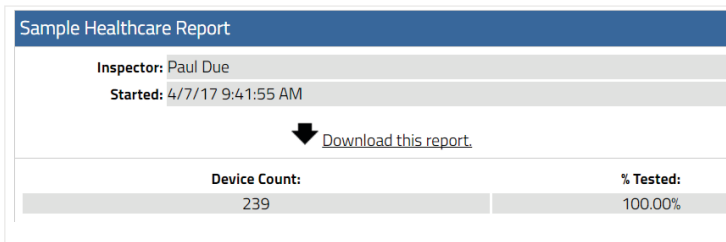
When finished, click the “X” on the tab to remove it.

Using the icons to the far right of the report, you can:

- Email the report to yourself as an attachment.
- Download the report in PDF format.

Printing a Formatted Copy of Your Report

While the online report is quick and easy, you may wish to print the report. To do so, click on the “Download This Report” link found at the top of the inspection report screen. A box will ask you to open or save the file; select “Save” and then open the report. The downloaded file will be a properly formatted Word document that can be filed and saved to your desktop.



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 selected section of the report. The consoles are conveniently located at the end of each section throughout the report.

Report Navigation		
<p>Executive Summary General information along with overall stats on this inspection.</p> <p>Inspection and Testing Each device and item inspected in your building.</p> <p>Sound and Visual Testing Sound and Visual Tests results for Evacuation Signaling.</p> <p>Inventory and Warranty Report Installation Dates and Inventory of items in your building.</p>	<p>Discrepancy Report All discrepancies in your report.</p> <p>Service Summary A summary of the service performed.</p> <p>Smoke Management Testing Items and Devices for smoke management.</p> <p>Zone Address Report Devices by Zone, Circuit or Addressable ID.</p>	<p>Notes and Recommendations Notes from your inspection.</p> <p>Auxiliary Functions Testing Items that perform functions in your building.</p> <p>Battery and Power Supply Testing Power supplies and back-up batteries.</p>

The Navigation Console above illustrates the features of a Fire Alarm Testing Report. Not all inspection reports feature the same reporting functions. View the Navigation Console at the end of each type of inspection for a list of available options.

Questions: please contact CEC at 800-432-9082 for assistance.