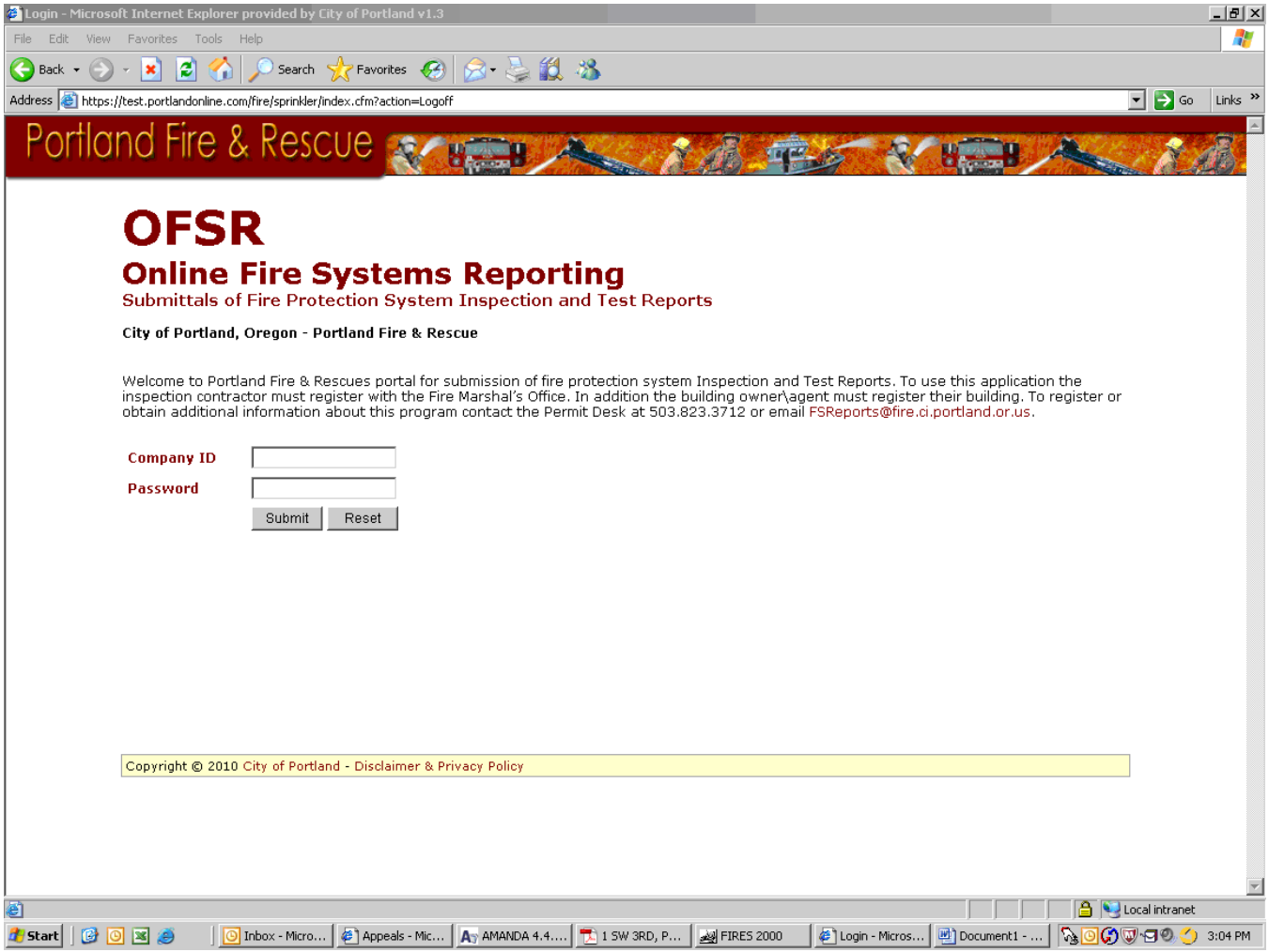
USER MANUAL
Online Fire System Reporting Program
OFSR

Log on

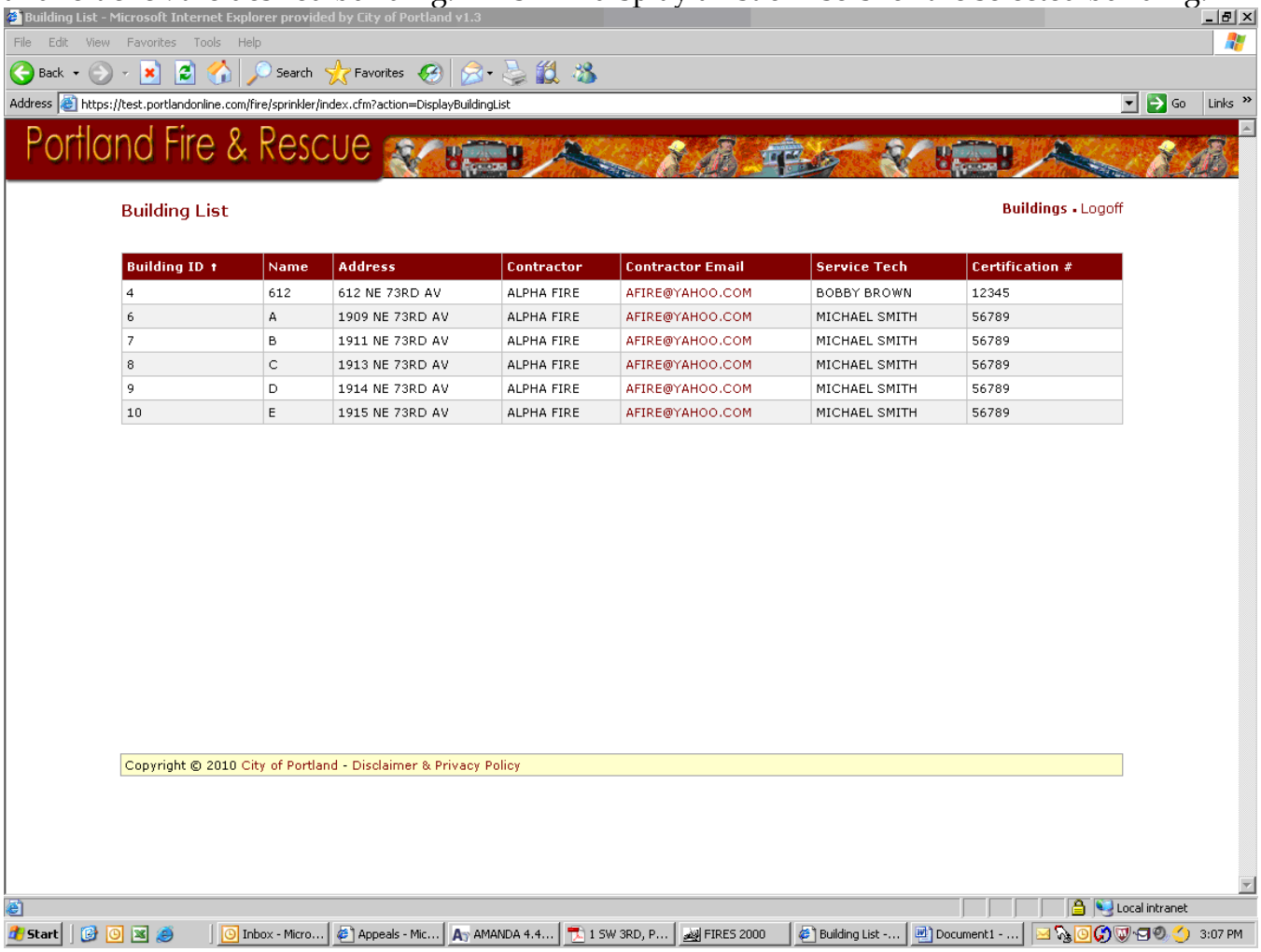
A Fire Protection System contractor will be issued a Company ID and system generated password at the completion of the registration process. The password is case-sensitive and cannot be changed by the user. If the password is forgotten the contractor must call the Portland Fire & Rescue Permit Office 503-823-3712 or email FSReports@portlandoregon.gov. PF&R Staff will generate a new password. To access the log on screen enter the following in the browser: https://test.portlandonline.com/fire/sprinkler/index.cfm?action=Logon .

To log on fill in the Company ID and assigned Password and left click while pointing to the **"Submit"** button or tab to the **"Submit"** button and press enter. If the Company ID and Password are correct a list of buildings that owners\managers have registered with the logged on contractor will be displayed.



Building List

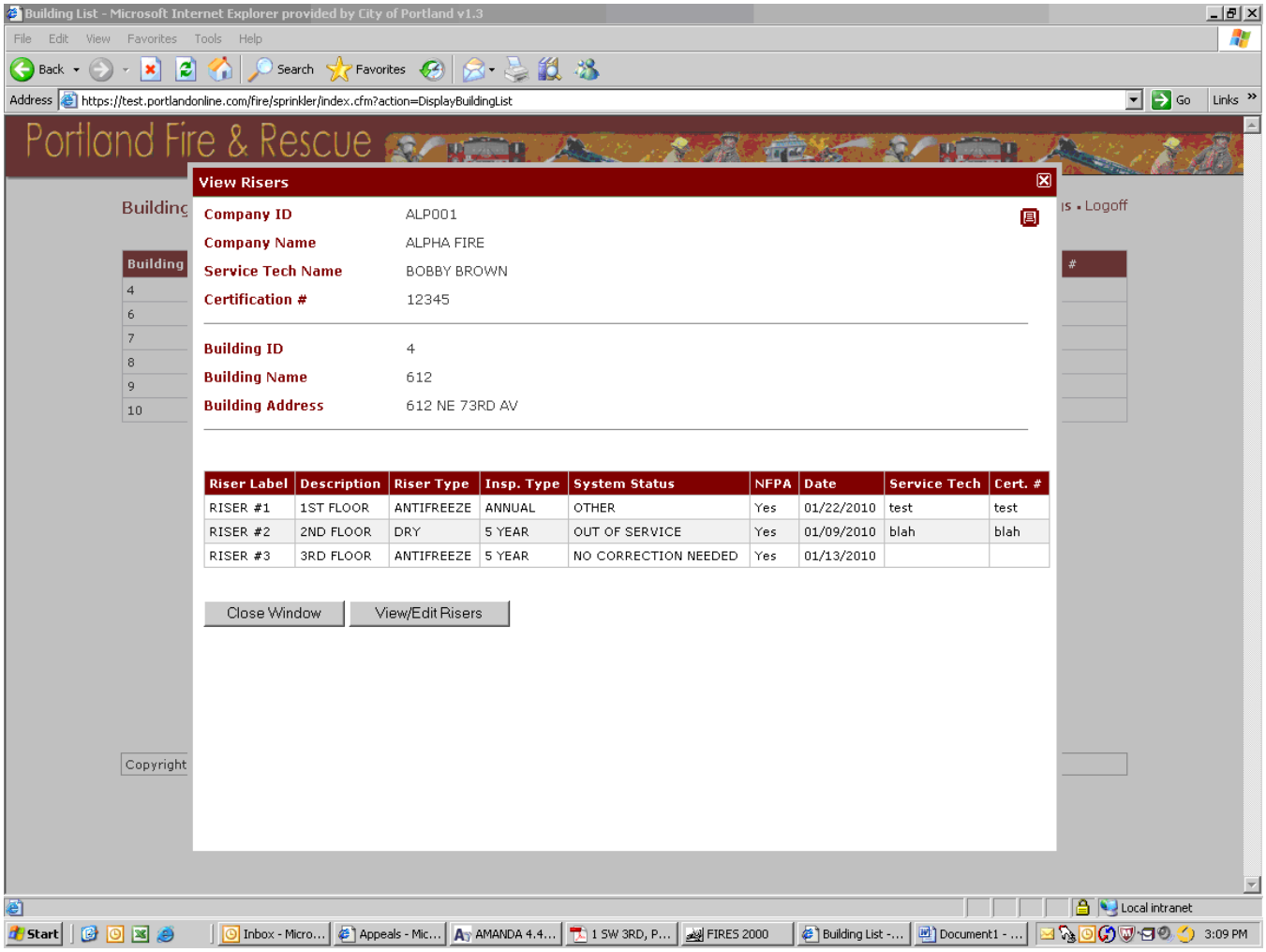
Upon successful log on a list of buildings registered to this specific contractor is displayed. If any of the information is incorrect in this table send updates to FSReports@portlandoregon.gov. To enter inspection information for a specific building point and left click the desired building. This will display a list of risers for the selected building.



Building ID ↑	Name	Address	Contractor	Contractor Email	Service Tech	Certification #
4	612	612 NE 73RD AV	ALPHA FIRE	AFIRE@YAHOO.COM	BOBBY BROWN	12345
6	A	1909 NE 73RD AV	ALPHA FIRE	AFIRE@YAHOO.COM	MICHAEL SMITH	56789
7	B	1911 NE 73RD AV	ALPHA FIRE	AFIRE@YAHOO.COM	MICHAEL SMITH	56789
8	C	1913 NE 73RD AV	ALPHA FIRE	AFIRE@YAHOO.COM	MICHAEL SMITH	56789
9	D	1914 NE 73RD AV	ALPHA FIRE	AFIRE@YAHOO.COM	MICHAEL SMITH	56789
10	E	1915 NE 73RD AV	ALPHA FIRE	AFIRE@YAHOO.COM	MICHAEL SMITH	56789

View Risers

This screen displays the list of risers that were identified at time of registration. If additional risers have been added send an email to FSReports@portlandoregon.gov. Inspection information must be entered for each separate riser. Point to and left click the riser you desire to enter inspection information for. This will display a detail screen where inspection results are entered.



View Riser – Inspection Detail

Enter information in each of the relevant yellow boxes.

Service Tech Name: First and last name of service technician performing and responsible for inspection and test. If this does not match the service technician normally assigned to the building and you anticipate this technician will be responsible for the building in the future please send an email to FSReports@portlandoregon.gov with the change.

Certification Number: The Certificate of Fitness number for the service technician provided by Portland Fire and Rescue

Inspection Date: Date inspection and test was completed

Inspection Type: Select the appropriate type from the drop down menu, can not be blank.

5 YEAR - All inspection\test requirements to be performed annually and at 5 year interval

ANNUAL - All inspection\test requirements to be performed annually

System Status: Select the appropriate status from drop down menu, cannot be blank.

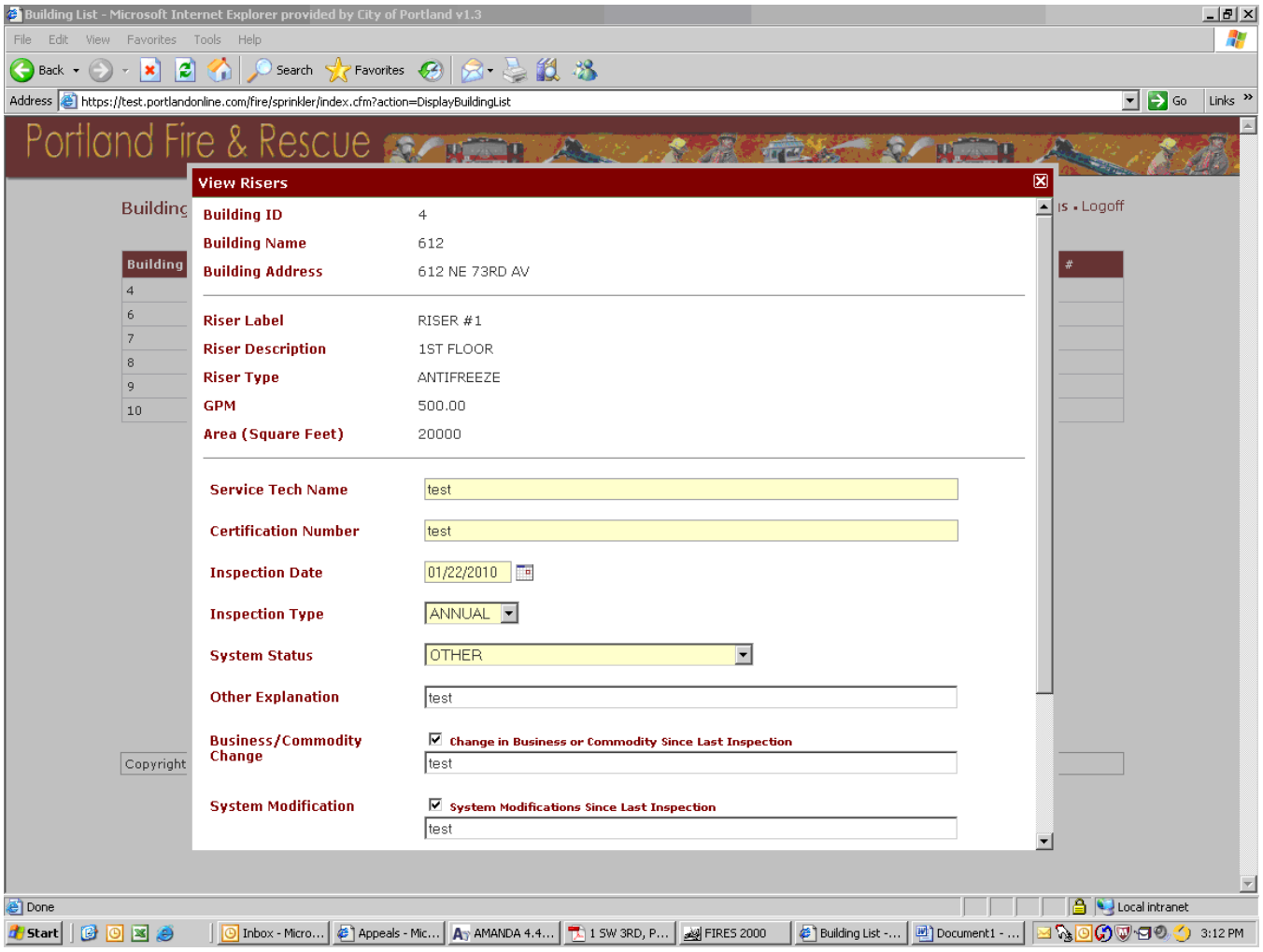
Other Explanation: If other is selected this box must contain an explanation.

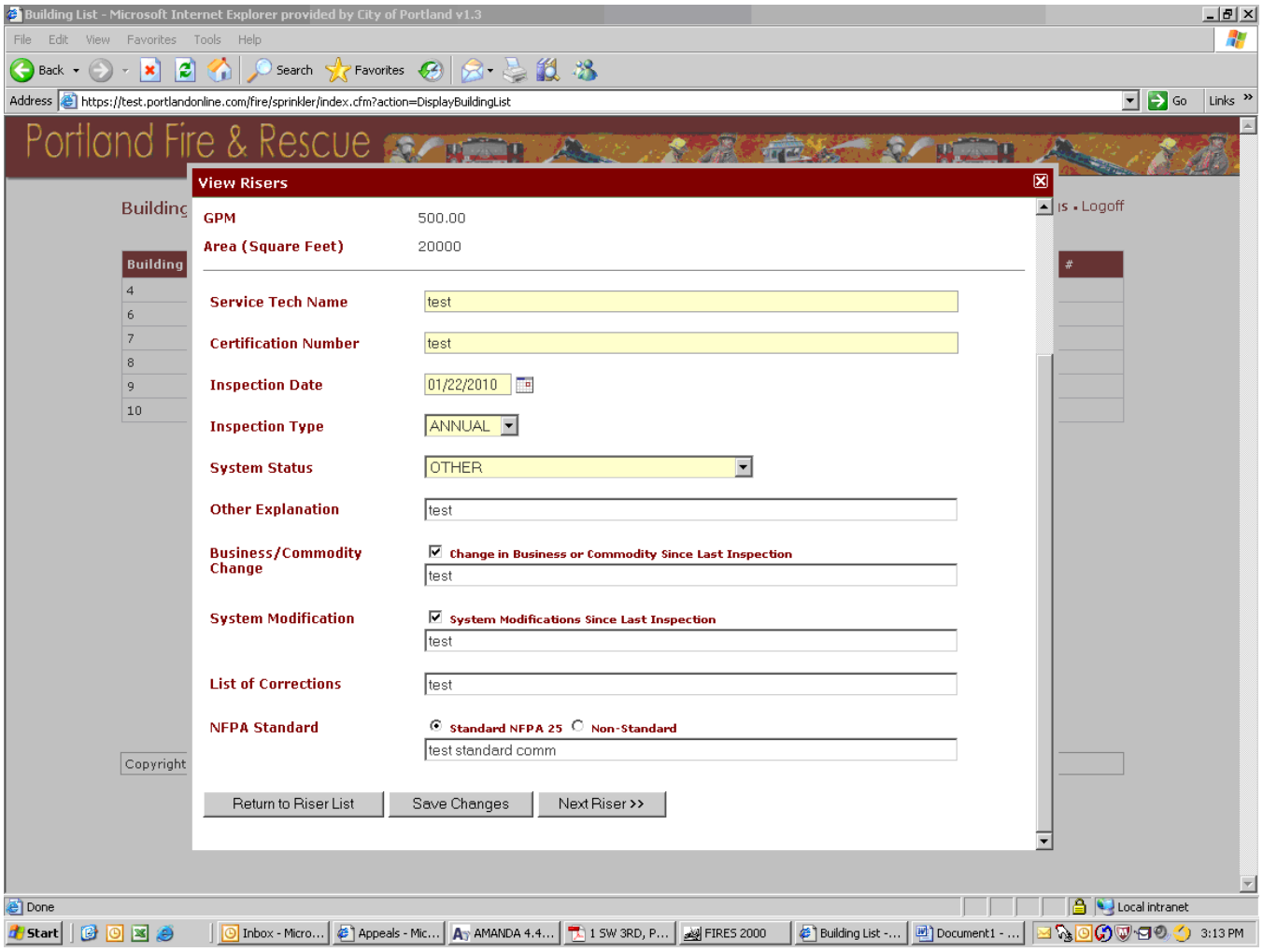
Business/Commodity Change: If the business or commodity has changed since the last inspection check the box and describe the change in the box provided. If no change leave this blank

System Modification: If there has been a modification to the system since the last inspection check the box and describe the change in the box provided. If no modifications have occurred leave blank.

List of Corrections: This is a free form box. List the corrections required. Separate each correction with a period or semi-colon. Leave blank if none.

NFPA Standard: Check either the "Standard NFPA 25" button if the inspection is in conformance with NFPA 25 or "Non-standard" if not. If "Non-standard" is checked details of the exceptions are required in the box provided.


Building List - Microsoft Internet Explorer provided by City of Portland v1.3
File Edit View Favorites Tools Help
Back Search Favorites
Address https://test.portlandonline.com/fire/sprinkler/index.cfm?action=DisplayBuildingList
Go Links
Portland Fire & Rescue
Building
Logoff
Building
4
6
7
8
9
10
#
Copyright
View Risers
Building ID 4
Building Name 612
Building Address 612 NE 73RD AV
Riser Label RISER #1
Riser Description 1ST FLOOR
Riser Type ANTIFREEZE
GPM 500.00
Area (Square Feet) 20000
Service Tech Name test
Certification Number test
Inspection Date 01/22/2010
Inspection Type ANNUAL
System Status OTHER
Other Explanation test
Business/Commodity Change
Change in Business or Commodity Since Last Inspection
test
System Modification
System Modifications Since Last Inspection
test
Done
Local intranet
Start
Inbox - Micro...
Appeals - Mic...
AMANDA 4.4...
1 SW 3RD, P...
FIRES 2000
Building List -...
Document1 - ...
3:12 PM



When all entry on this riser is completed left click on "Save Changes" then click on "Next Riser" or "Return to Riser List" as desired.

An error message will be displayed identifying any fields that must be completed prior to saving the form.

After the form is saved you may enter an inspection of another riser or close the Riser Window and select another building or exit the program. When inspections on all risers in a building have been successfully entered you will receive an email confirming we have received a completed inspection report from you. This email will be delivered the day following the last riser entry. If you do not receive the confirmation email please contact us via email or phone.