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FOR IMMEDIATE RELEASE

Enhancement to the Auto-Notification Program – Inspector Alerts

Auto-notification is a tool for the contractor/permit holder to better manage your projects by being alerted that an inspector has just arrived at the inspection before yours and that request has been concluded your will be the next one performed. This tool is voluntary and is self-facilitated behind your account sign in screen. The most important enhancement to this existing program allows you to customize in order to meet the specific needs of your company. This customization is done by allowing options at 3 different levels to create multiple points of contact to receive these alerts (this can be go to different mobile devices, service providers and by e-mail); basically anyone you wish to receive this text alert information including your customer. Major highlights to the new program are:

- Multiple points of contact at various levels such as: alerts on the account level to as many people that you want to sign up under your overall account (all permits going to everyone signed up, this included sub permits however there is an option to get out of receiving sub permit alerts if not wanted); alerts set up at the individual permit level with as many contacts as you wish which will allow larger companies to divide up the alerts to go to specific projects managers, just your permit alerts coming to you not everyone else in your organization; and the final is at the inspection request stage the requestor can setup up multiple points of contact for those alerts however this is a one-time event based upon that specific request. You will also have the ability to test your setup under each option.

- There will be a change in the process by sending an alert upon arrival at the inspection just prior to yours; this will allow more time for those that would like to be on site when the inspector arrives. Times will vary based upon duration of previous inspection and drive time but process will extend alert status lead time. Alert message that will be sent out will read:

  BXXXXXX 40XX SHARON VIEW RD
  Your inspection request is the next inspection to be performed. Inspector arrival times will vary however. Upon completion of the current inspection the inspector will be enroute to your inspection request.

- Ability to track or know when an alert has been sent which will be recorded as an event under your inspection results for that given permit.

How to sign-up on Account Dashboard

Option #1 - Account Level Notification

Behind the contractors sign-in screen is the contractor’s main page. All contacts previously created are listed on this page. Select under the “Contractor” section from left-hand menu, the option named “Account Info”. To add, delete or edit a contact, select the “Edit Contact Information” link on the right-hand side of the page. To create a new record, select the “Add” button. You may create one or more (unlimited) contacts, and every contact created will get the notification. When setting-up a contact or editing an existing contact, you can select the “Test” button to verify after you submit a record to check addresses entered to verify they work correctly by receiving a confirmation.

1. Account Level Sub-Contractor Permit Notification

You can now receive auto-notification whenever an Inspector for one of your sub-contractor’s has notified they are next by that given trade inspector. You may elect to have this feature turned off. Located on the contractor’s main page is a checkbox named “Disable Sub-permit Inspection Notifications”. Contractors will automatically receive alerts on sub permits unless you check this box and submit to opt out of all subcontractor alerts. You can change this selection at any time. The “Disable Sub-permit Inspection Notifications” was added as a new column in “My Permits” and depending on how you set the box from your contractor main page then it will display here. In other words changing the checkbox will automatically change the selection on all the permits in “My Permits”.

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Account holders should go to contractor sign in at [www.meckpermit.com](http://www.meckpermit.com) and enter the required information at the user sign in screen to get to your account information.

Select Account information to go into your specific account details.
Once on your “Account Info” screen instructions have been loaded that discuss the program features, click here for additional information as needed.

Go to “Edit contact information” to setup your alert contact list at the account level.

Your current and after setup contacts will be listed here.

Once you’ve gone to edit contacts on this page you will see who is setup and then you have an add button option, simple hit this button and enter your contact information.

Once your contact information is uploaded you have a new test button option, select test and a message will be sent to that contact that states you have successfully setup your contact, at that point your ready to receive inspector alerts (note: this is account level so all permits alerts under this account will come to this contact list which can be an many as needed). Once contacts are setup hit submit at the top or bottom of the page.
To disable sub permits at the account level, you select this box and it removes all contacts from receiving sub permits. At this level, the option is everyone signs up to receive all sub permit alerts or not at all, other modifications can be done at the permit level.

At the permit level, you can select to disable a specific permit that you do not wish to have sent to the account contact group (sub permit disable).
Option #2 - Permit Level Notification

Contractors can customize the permit contact from “My Permits” by selecting a permit and adding a contact under “Inspection Notification Contacts”. This allows for notification to go to those specific permit contacts so that if you work for a larger company with multiple projects and different project managers/supervisors then you can sign up only for the specific permits and sub trade permits you wish to receive alerts on. There is no requirement to sign up at the account level all permits can be individually signed-up for as they are obtained in order to go to different people, groups or divisions within an organization. You only have to sign up once under a permit and all alerts will go to those contacts until the end of the project, change of contacts is possible at any time.

Select “My Permits”

Select “Inspection Notification Contact” to setup contacts under just that specific permit

You can also disable sub permit notification on that specific permit if for some reason those alerts are not needed
Option #3 Inspection Request Level Notification

Once you go to “Schedule Inspections” you will be given the opportunity to setup a contact on the request only, this is a one time event, so in addition to the account contacts (if setup) or the permit contacts, the person schedule a specific request can ask for an alert for that event.
Additional modifications

New Text Message
Changes to the alert text message to give more notice of arrival (time will still vary), message shall read:

BXXXXXXXX 4000 SHARON RD
Your inspection request is the next inspection to be performed. Inspector arrival times will vary however. Upon completion of the current inspection the inspector will be enroute to your inspection request.

View Notification History From Your Inspection Results Page
Contractors can view whether or not an auto-notification was sent from their “Inspections Results” tab. The auto-notify action is recorded on this screen when it was sent along with a date/time stamp for verification. If the contractor has not set-up any contacts then “No Contacts” is recorded in place of the date/time stamp.