

City of Chicago

# AIC User Guide – Web – AIC Inspectors

Device Management

Inspections

Payments

Certificates

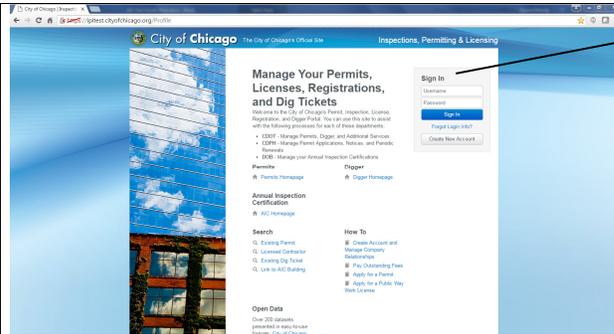
[Ver. 1.0], 07.23.2016

## Contents

<b>DEVICE MANAGEMENT</b>	
Device Management - List all Devices at a Building	<a href="#">3</a>
Device Management - Adding Devices to a Building	<a href="#">4</a>
Device Management - View Device Details	<a href="#">6</a>
Device Management - Edit Device Details	<a href="#">8</a>
Device Management - Claim Device	<a href="#">10</a>
Device Management - Abandon Device	<a href="#">13</a>
Device Management - Expire / Remove Devices (Delete Device )	<a href="#">16</a>
Inspections - View Device Inspection History	<a href="#">19</a>
Inspections - View List of Inspection Companies	<a href="#">21</a>
Inspections - Assign Devices to an Inspection Company	<a href="#">23</a>
Inspections - Un-Assign Devices to an Inspection Company	<a href="#">26</a>
Inspections - Enter Inspection Results	<a href="#">29</a>
Inspections - Decline Inspections	<a href="#">33</a>
Payments - Make Payment (Add Fees to Cart)	<a href="#">36</a>
Payments - View Payment History	<a href="#">39</a>
Payments - Generate Pro-Forma Invoice	<a href="#">40</a>
Certificates - View/Print Certificates for One or More Devices	<a href="#">41</a>
Certificates - Request Conditional (Extension) Certificate	<a href="#">44</a>
Certificates - Cancel Inspection Extension Request	<a href="#">47</a>

## List all Devices at a Building

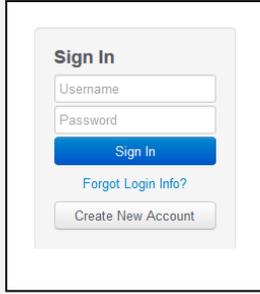
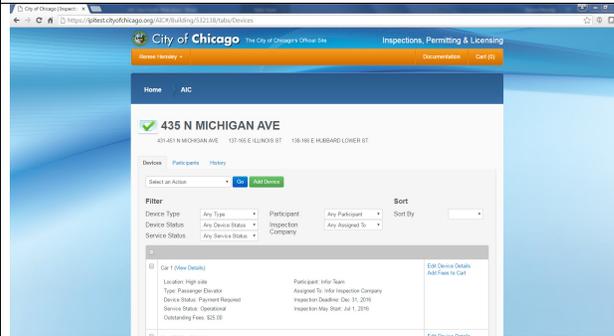
Logon with your username and password



Click the building name on your AIC Dashboard

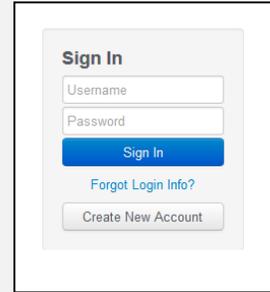
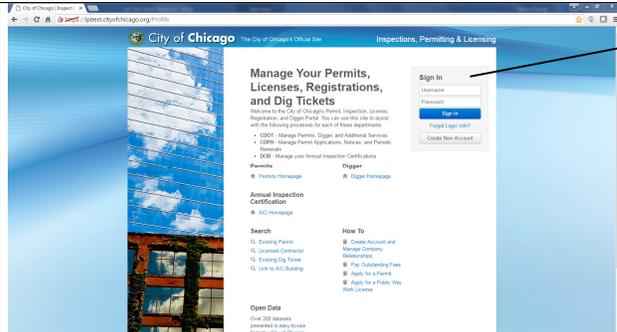


View all devices at a building.



# Adding Devices To A Building

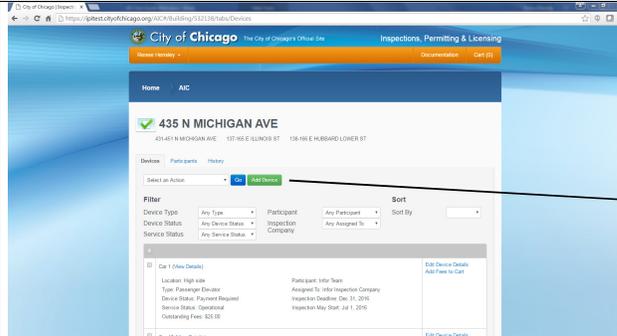
Logon with your username and password



Click the building name on your AIC Dashboard



Click add device.



**Enter in device information  
and click Save.**

**Save Device** X

Type  \*

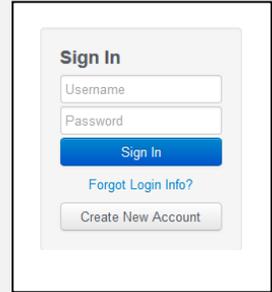
Location  \* ?

Name  \* ?

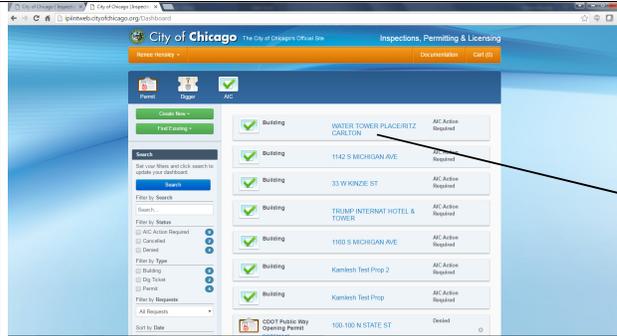
Is the device completely installed?  \*

## View Device Details

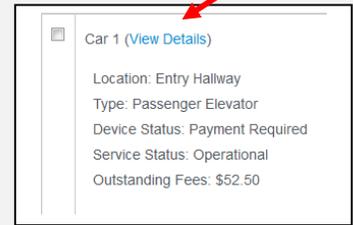
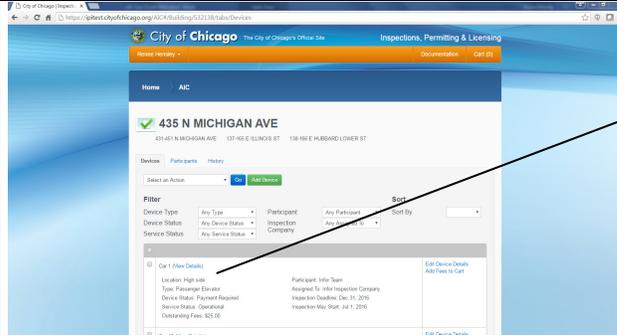
**Logon with your username and password**



**Click the building name on your AIC Dashboard**



**Click details next to the device you would like to view.**



**View device details.**

**Device Details - Car 1** X

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**Owner-Provided Device Details**

Type Passenger Elevator

Location High side

**Inspector-Provided Device Details**

Device Type Passenger Elevator

Power Type Electric

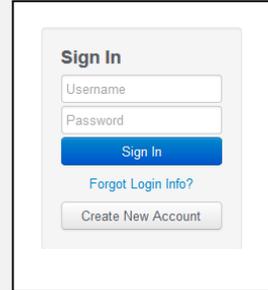
Operation Type Automatic

Capacity (lbs.) 2500

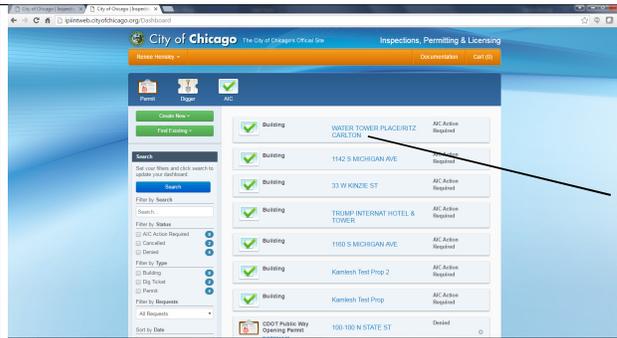
Speed (ft./min.) 700

## Edit Device Details

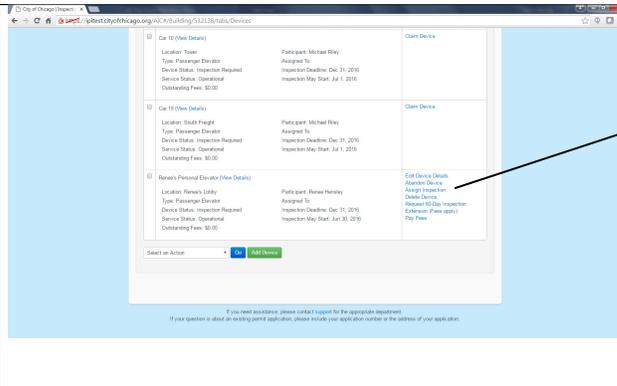
**Logon with your username and password**



**Click the building name on your AIC Dashboard**



**Click edit device details next to the device you would like to edit.**



**Edit the correct details and click Save.**

**Save Device** X

---

Type Passenger Elevator

Location  \* ?

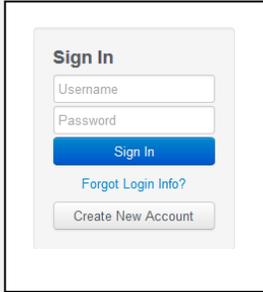
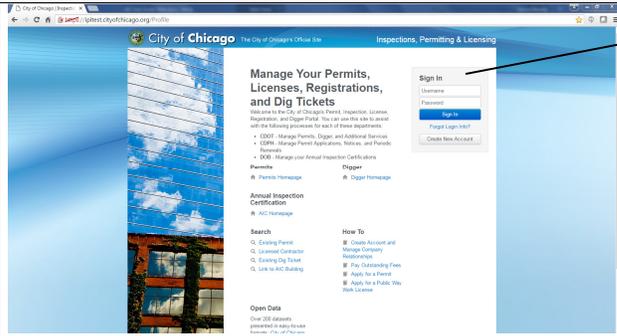
Name  \* ?

Service Status Operational

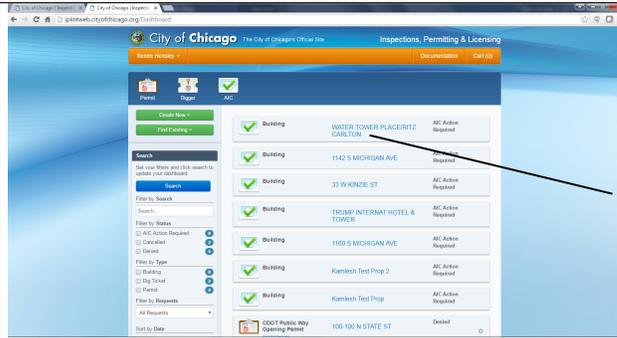
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# Claim Devices

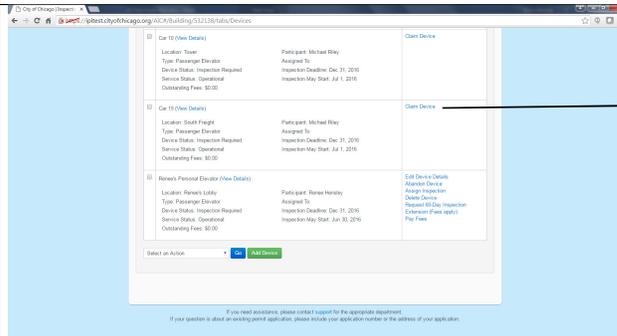
**Logon with your username and password**



**Click the building name on your AIC Dashboard**



**Click claim device next to the device you would like to claim.**



**Click Yes, Claim Device.**

**Claim Device**

Are you sure you wish to take ownership of these device(s)? By doing so you agree to take responsibility for having the periodic inspections completed.

Device Name	Device Location
Car 18	South

**To claim multiple devices, click the select all box at the top of the device grid.**

**Select Claim Device from the dropdown and click Go.**

**Click Yes, Claim Device.**

### Claim Device

Are you sure you wish to take ownership of these device(s)? By doing so you agree to take responsibility for having the periodic inspections completed.

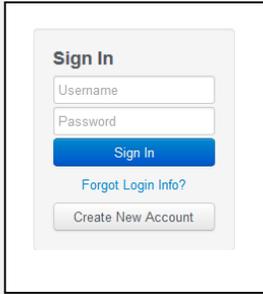
Device Name	Device Location
Elevator #110	Zara
Elevator #12	Dearborn St
Elevator #16	State St.near Randolph
Elevator #17	Atrium
Elevator #18	Atrium
Elevator #29	Media Tower 4th floor
Elevator #8	Northeast coner State & Randolph

Cancel

Yes, Claim Device

# Abandon Device

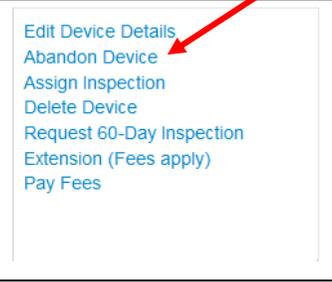
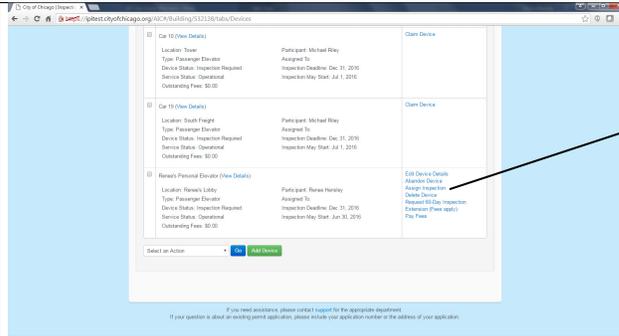
**Logon with your username and password**



**Click the building name on your AIC Dashboard**



**Click abandon device next to the device you would like to abandon.**



**Click Yes, Disown Device.**

**Disown Device**

Are you no longer responsible for these device(s)?

Device Name	Device Location
Car 18	South

**To abandon multiple devices, click the select all box at the top of the device grid.**

City of Chicago Inspections, Permitting & Licensing

435 N MICHIGAN AVE

431-451 N MICHIGAN AVE 137-962 E SUNCOKE ST 138-962 E HERBARD LOWER ST

Your device has been updated.

Devices Participants History

Select an Action

Filter

Device Type	Any Type	Participant	Any Participant	Sort By
Device Status	Any Device Status	Inspection	Any Assigned To	
Service Status	Any Service Status	Company		

Car 1 (View Details)

Location: High side	Participant: Infor Team
Type: Passenger Elevator	Assigned To: Infor Inspection Company
Device Status: Payment Required	Inspection Deadline: Dec 31, 2016
Service Status: Operational	Inspection May Start: Jan 1, 2016

Car 1 (View Details)

Location: East Lobby

Type: Passenger Elevator

Device Status: Inspection Assigned

Service Status: Operational

Outstanding Fees: \$500.00

**Select Abandon Device from the dropdown and click Go.**

City of Chicago Inspections, Permitting & Licensing

BLOCK 37 SHOPPING MALL

188 N STATE ST 188-100 N STATE ST 1-40 N BANGDOLPH ST 120-148 N DEARBORN ST

Devices Participants History

Abandon Device

Why are some devices greyed out?

Filter

Device Type	Any Type	Participant	Any Participant	Sort By
Device Status <td>Any Device Status</td> <td>Inspection</td> <td>Any Assigned To</td> <td></td>	Any Device Status	Inspection	Any Assigned To	
Service Status <td>Any Service Status</td> <td>Company</td> <td></td> <td></td>	Any Service Status	Company		

Elevator #18 (View Details)

Location: South-West Corner Washington Ave	Participant: Infor Team
Type: Passenger Elevator	Assigned To: Infor Inspection Company
Device Status: Re-Inspection - Permit Required & More	Inspection Deadline: Dec 31, 2016
Service Status: Operational	Inspection May Start:

Devices Participants History

Abandon Device

Why are some devices greyed out?

**Click Yes, Disown Device.**

**Disown Device**

Are you no longer responsible for these device(s)?

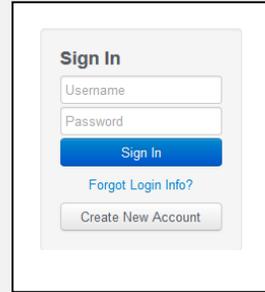
Device Name	Device Location
TEST Car 4	East Lobby
TEST Car 4	East Lobby

Cancel

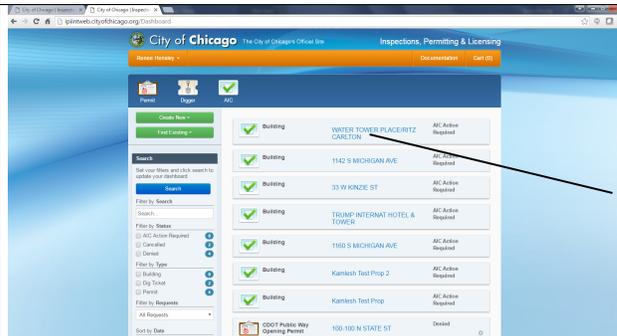
Yes, Disown Device

## Expire / Remove Devices

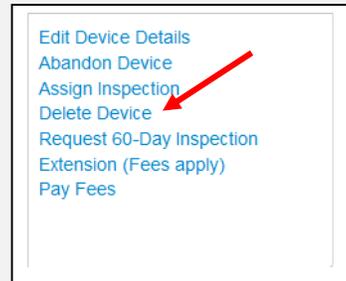
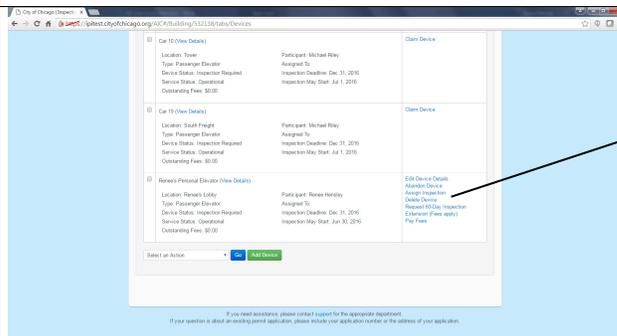
**Logon with your username and password**



**Click the building name on your AIC Dashboard**



**Click delete device next to the device you would like to claim.**



**Click Yes, Delete Device.**

**Delete Device**

Are you sure you wish to permanently delete these device(s)?

Device Name	Device Location
Renee's Personal Elevator	Renee's Lobby

Cancel Yes, Delete Device

**To delete multiple devices, click the select all box at the top of the device grid.**

Car 1 (View Details)

Location: East Lobby  
 Type: Passenger Elevator  
 Device Status: Inspection Assigned  
 Service Status: Operational  
 Outstanding Fees: \$500.00

**Select Delete Device from the dropdown and click Go.**

Devices Participants History

Delete Device [Go] Add Device

Why are some devices greyed out?

**Click Yes, Delete Device.**

**Delete Device**

Are you sure you wish to permanently delete these device(s)?

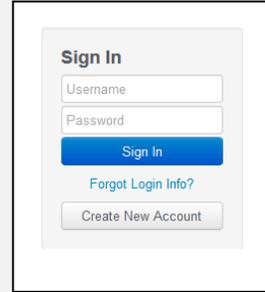
Device Name	Device Location
TEST Car 4	East Lobby
TEST Car 4	East Lobby

Cancel

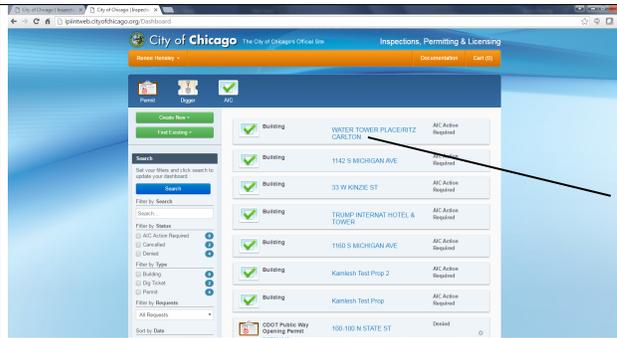
Yes, Delete Device

## View Device Inspection History

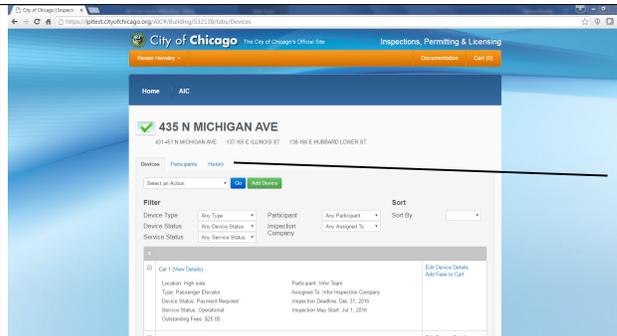
**Logon with your username and password**



**Click the building name on your AIC Dashboard**



**Click on the History tab.**

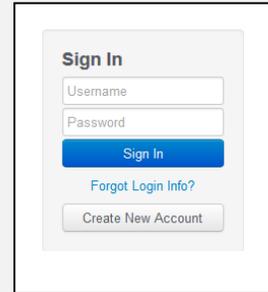
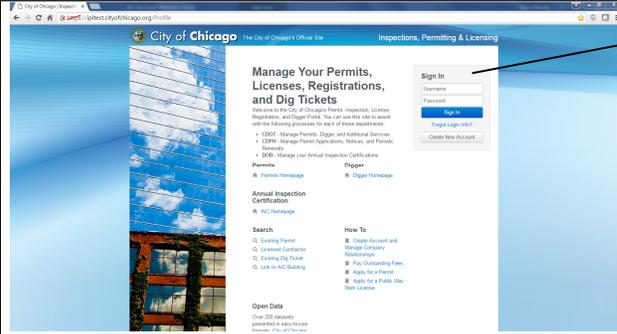


**View the history of all devices  
at a building.**

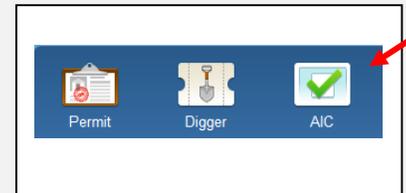


## View List of Inspection Companies

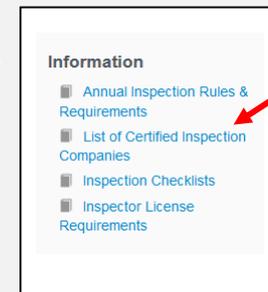
**Logon with your username and password**



**Click AIC on your AIC Dashboard**



**Click on List of Certified Inspection Companies.**



**View the list of certified inspection companies.**

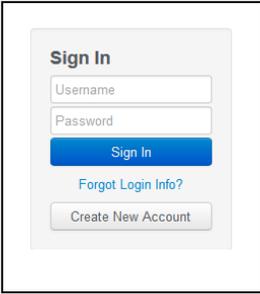
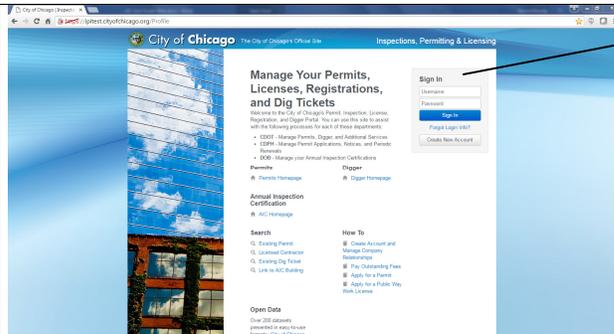


The screenshot shows the City of Chicago website's 'Inspections, Permits & Licensing' section. The page title is 'List of Certified Inspection Companies'. It features a table with two columns: 'Inspection Company' and 'Devices Inspected'. The table lists four companies: ALKOR ELEVATION LLC, AMERICAN ELEVATOR CO/SOUTHWEST INDUSTRIES, INC., ATIS ELEVATOR INSPECTIONS, and ROCK GROUP CENTRAL LLC. Each company entry includes its name, address, phone number, and website, along with a link to its 'Elevator Device Inspector License'.

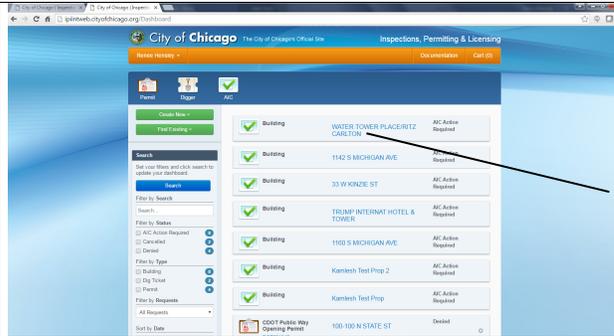
Inspection Company	Devices Inspected
<b>ALKOR ELEVATION LLC</b> 1401 N. WILSON AVE CHICAGO, IL 60643 (773) 291-2111 alkor.com	• Elevator Device Inspector License
<b>AMERICAN ELEVATOR CO/SOUTHWEST INDUSTRIES, INC.</b> 200 S. 10TH AVE BROOKFIELD, IL 60155 (708) 411-1111 hyun@american-elevator.com	• Elevator Device Inspector License
<b>ATIS ELEVATOR INSPECTIONS</b> 1515 W. 125TH ST CHICAGO, IL 60643 (773) 291-2111 atiselevators.com	• Elevator Device Inspector License
<b>ROCK GROUP CENTRAL LLC</b> 2316 W. WILSON DR CHICAGO, IL 60643 (773) 291-2111 rocker@rockgroup.com	• Elevator Device Inspector License

# Assigning Devices to Inspection Company for Inspection

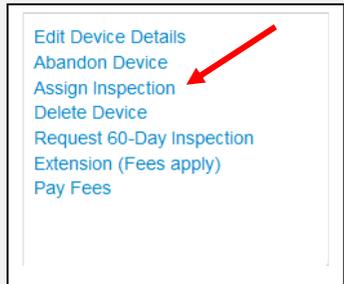
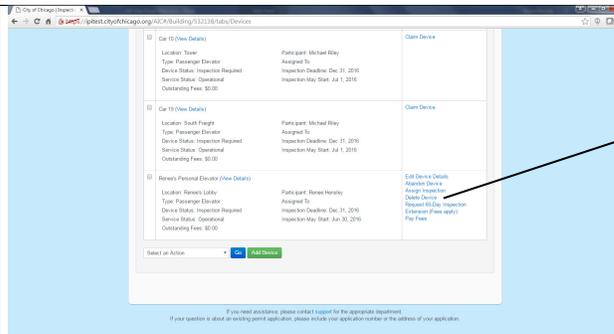
Logon with your username and password



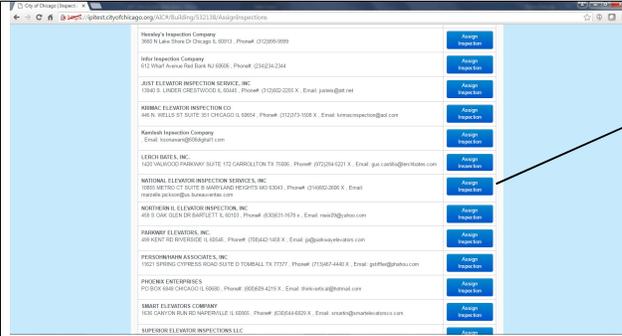
Click the building name on your AIC Dashboard



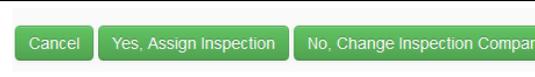
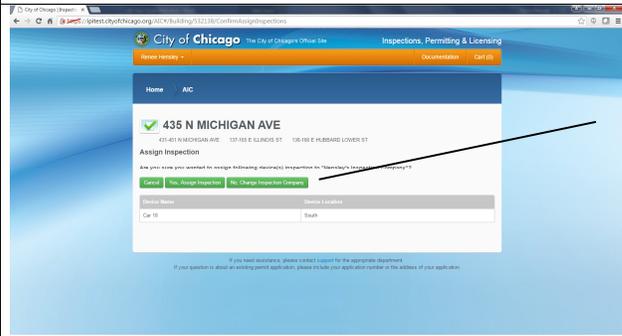
Click assign inspection next to the device you would like to assign.



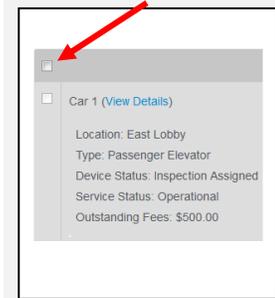
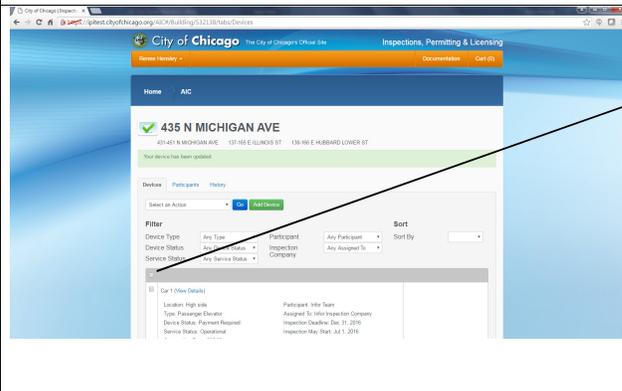
**Click Assign Inspection next to the company you want to assign the inspection to.**



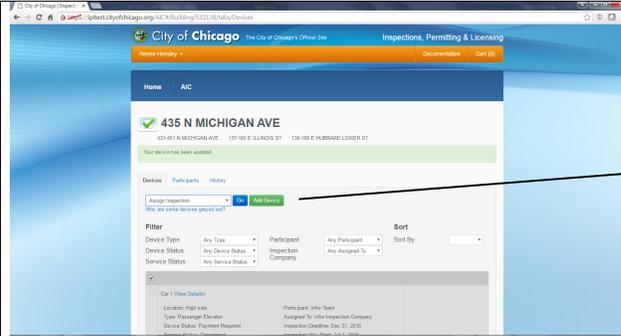
**Click Yes, Assign Inspection.**



**To assign multiple devices to one inspection company click the select all box at the top of the device grid.**



In the dropdown, select assign inspection and click Go.



Devices Participants History

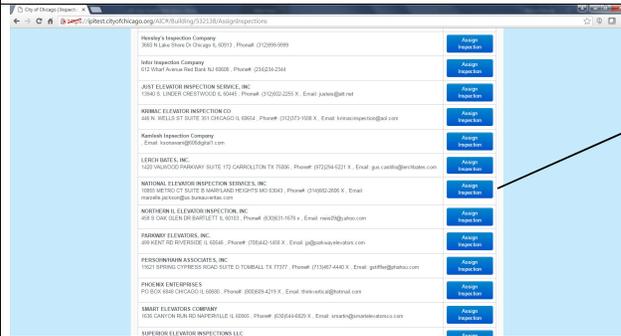
Assign Inspection

Go

Add Device

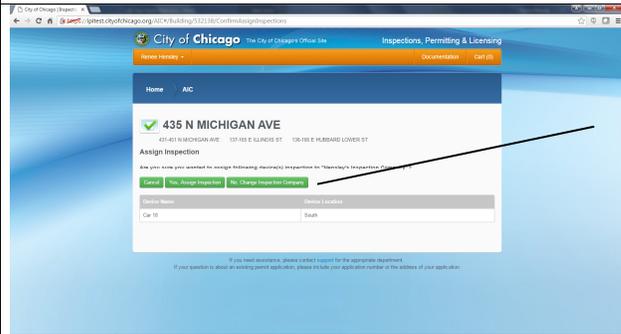
Why are some devices greyed out?

Click Assign Inspection next to the company you want to assign the inspections to.



Assign Inspection

Click Yes, Assign Inspection.



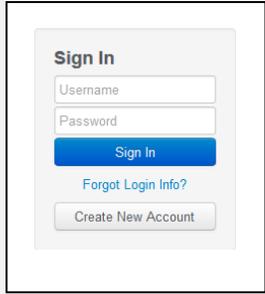
Cancel

Yes, Assign Inspection

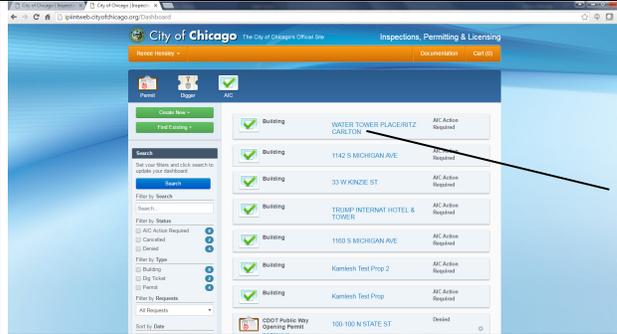
No, Change Inspection Company

# Un-Assign Devices to an Inspection Company

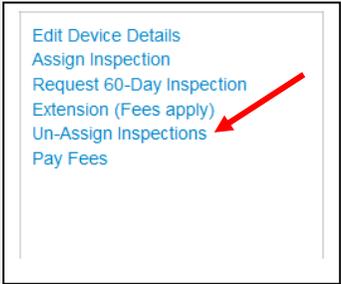
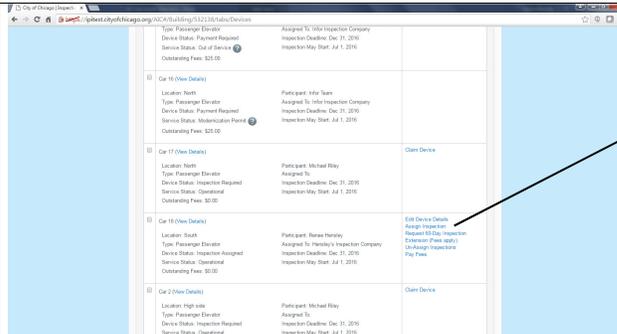
Logon with your username and password



Click the building name on your AIC Dashboard



Click Un-Assign Inspections next to the device you would like to assign.



**Click Yes, Un-Assign Inspections.**

### Un-Assign Inspections

Are you sure you do not want the current inspector to perform the inspections for these device(s)?

Device Name	Device Location
Car 18	South

**To Un-Assign inspections for multiple devices click the select all box at the top of the device grid.**

**Car 1 (View Details)**  
 Location: East Lobby  
 Type: Passenger Elevator  
 Device Status: Inspection Assigned  
 Service Status: Operational  
 Outstanding Fees: \$500.00

**In the dropdown, select Un-Assign inspections and click Go.**

Devices
Participants
History

Why are some devices greyed out?

**Click Yes, Un-Assign Inspections**

**Un-Assign Inspections**

Are you sure you do not want the current inspector to perform the inspections for these device(s)?

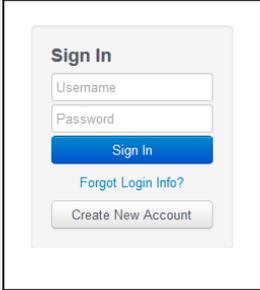
Device Name	Device Location
Car 18	South
Renee's Personal Elevator	Renee's Lobby

Cancel

Yes, Un-Assign Inspections

# Enter Inspection Results

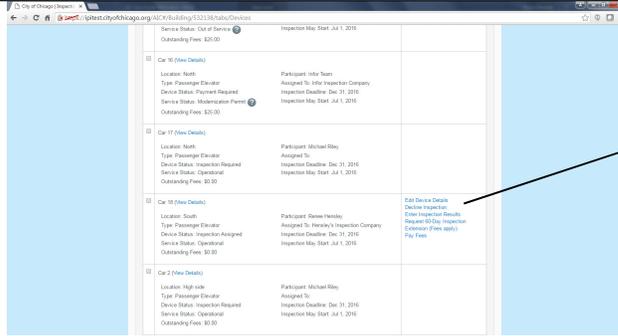
**Logon with your username and password**



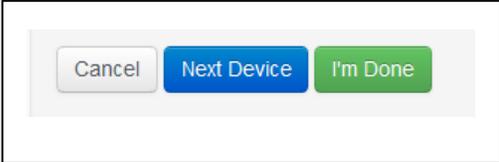
**Click the building name on your AIC Dashboard**



**Click on Enter Inspection Results on the device you inspected.**



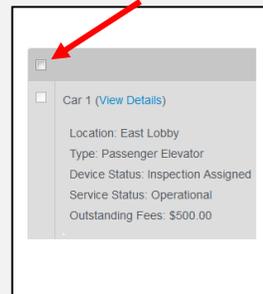
Enter the inspection results and click I'm Done



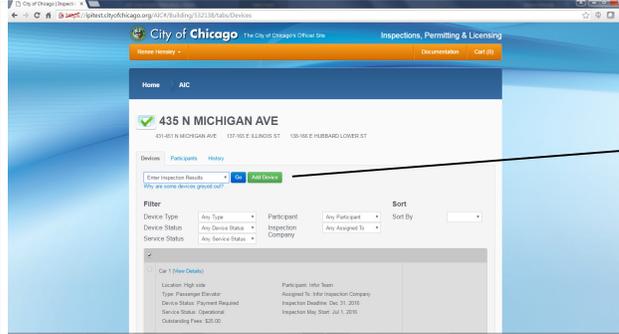
Check the checkbox to agree to the terms and conditions and click submit.



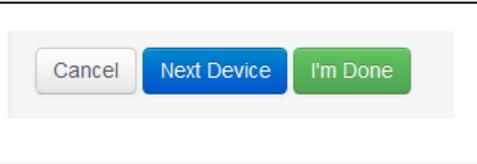
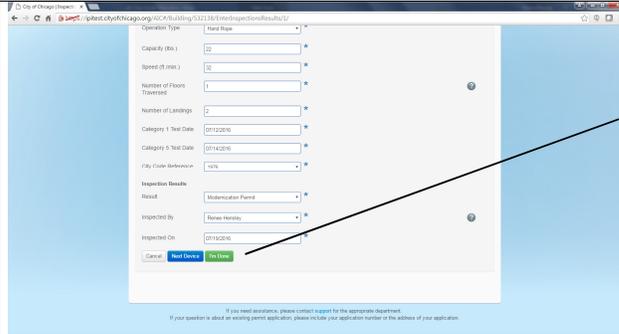
To result inspections for multiple devices, click the select all box at the top of the device grid.



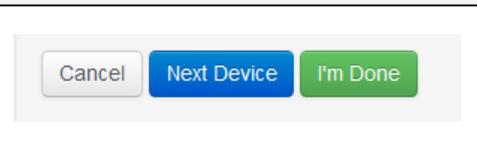
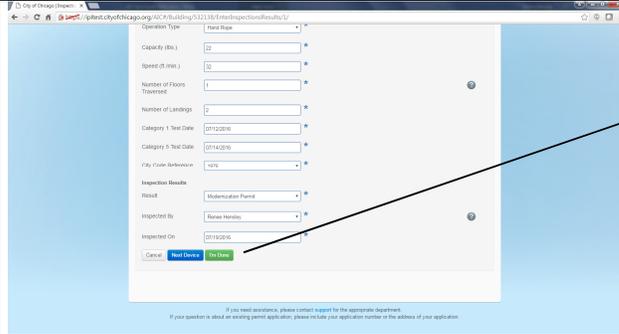
**In the dropdown, select Enter Inspection Results and click Go.**



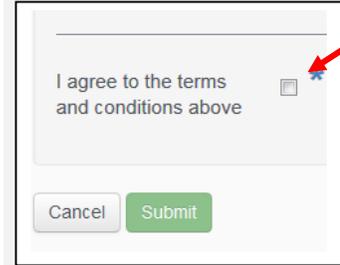
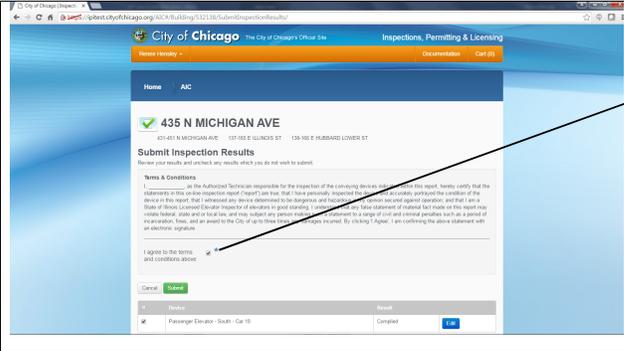
**Enter inspection results and click Next Device.**



**Enter in results for all following devices and either click next device or I'm done.**

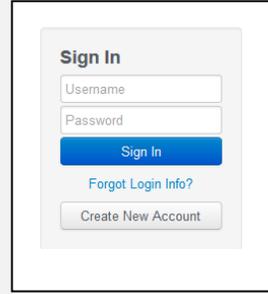


Check the checkbox to agree to the terms and conditions and click submit.

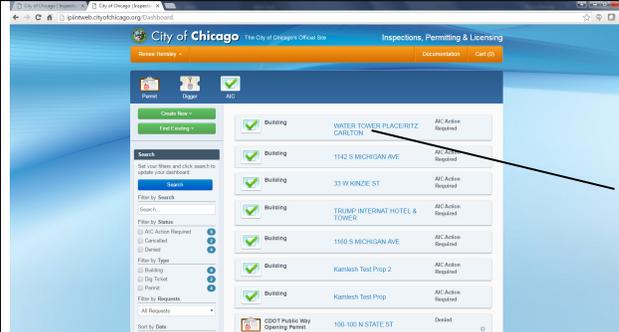


# Decline Inspections

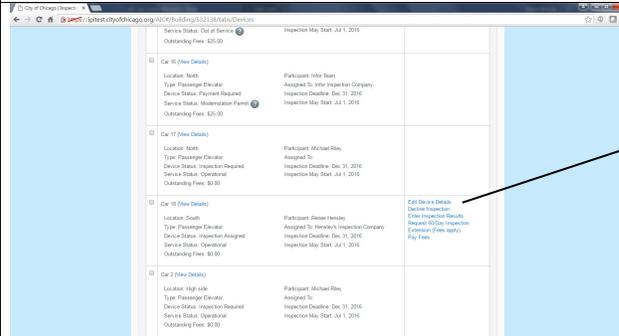
**Logon with your username and password**



**Click the building name on your AIC Dashboard**



**Click on Decline Inspection on the device you want to decline.**



Click Yes, Decline Inspections

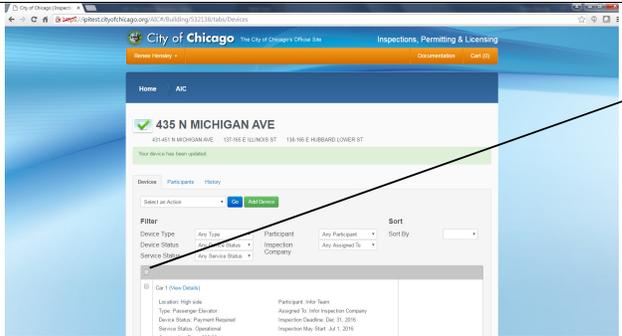
### Decline Inspections

Are you sure you do not wish to perform the inspections for these device(s)?

Decline Reason  \*

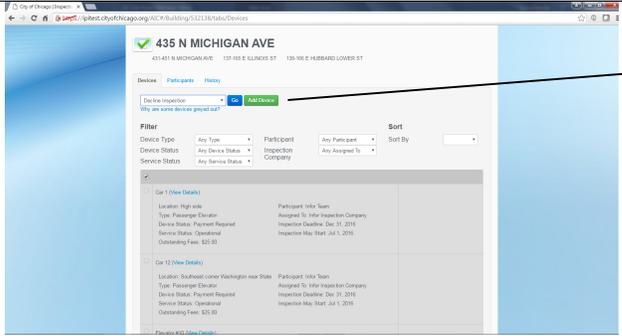
Device Name	Device Location
Car 18	South

To decline inspections for multiple devices, click the select all box at the top of the device grid.



Car 1 (View Details)  
 Location: East Lobby  
 Type: Passenger Elevator  
 Device Status: Inspection Assigned  
 Service Status: Operational  
 Outstanding Fees: \$500.00

In the dropdown, select Decline Inspection and click Go.



Devices **Participants** History

Decline Inspection

Why are some devices greyed out?

**Click Yes, Decline Inspections**

**Decline Inspections**

Are you sure you do not wish to perform the inspections for these device(s)?

Decline Reason  \*

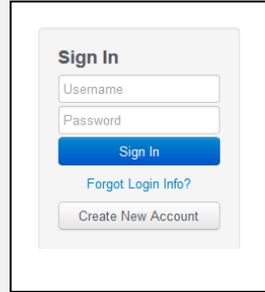
Device Name	Device Location
Car 18	South
Renee's Personal Elevator	Renee's Lobby

Cancel

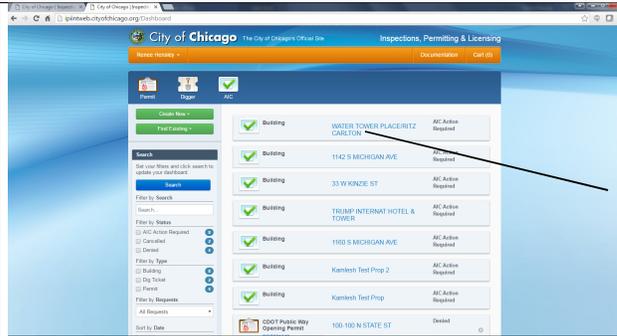
Yes, Decline Inspections

# Make Payment (Add Fees to Cart)

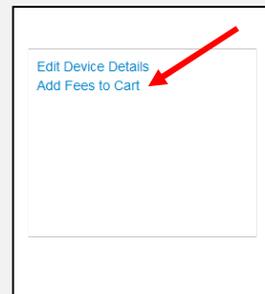
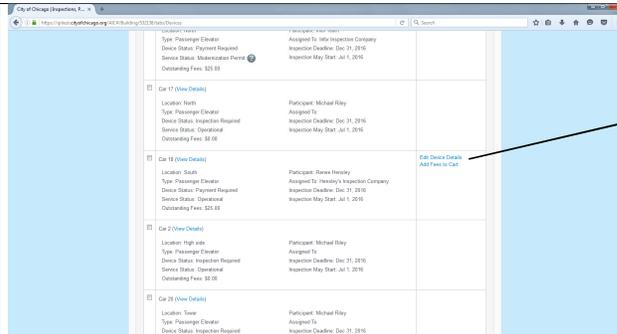
**Logon with your username and password**



**Click the building name on your AIC Dashboard**



**Click Add Fees to Cart**



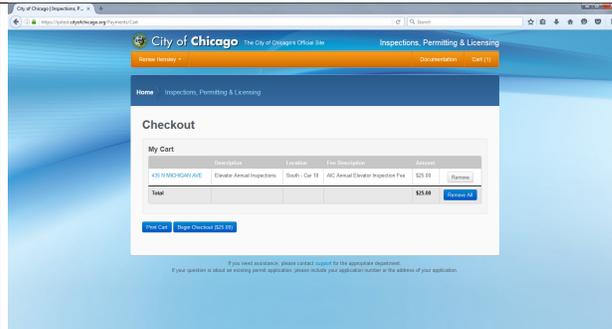
**Click Proceed to Checkout**

### Item Added To Cart

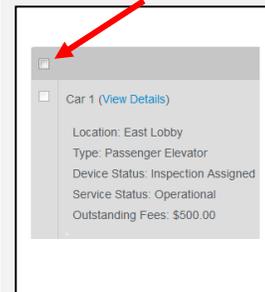
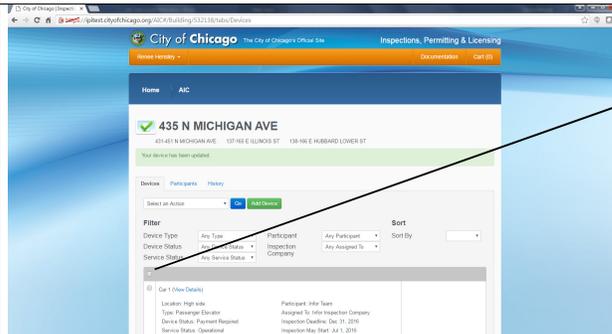
The requested item has been added to your cart. Click the 'Proceed to Checkout' button below if you would like to pay for the item(s) in your cart now. Otherwise, click 'Continue' to stay on this page

[Continue](#) [Proceed to Checkout](#)

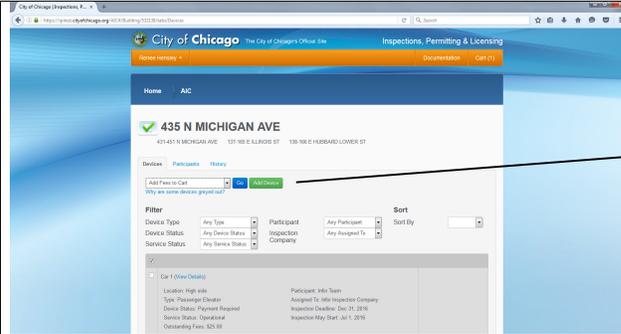
**Click on Begin Checkout.  
Proceed to checkout to pay  
for fees.**



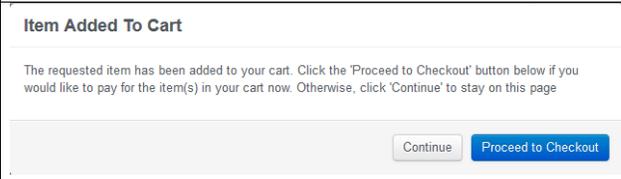
**To pay fees for multiple  
devices, click the select all box  
at the top of the device grid.**



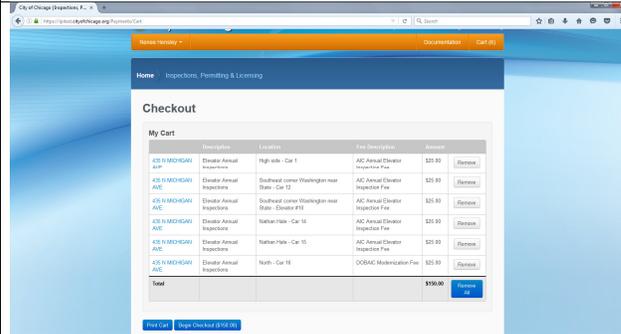
Select Add Fees to Cart from dropdown.



Click Proceed to Checkout



Click on Begin Checkout. Proceed to checkout to pay for fees.



## View Payment History

**Logon with your username and password**



### Sign In




[Forgot Login Info?](#)



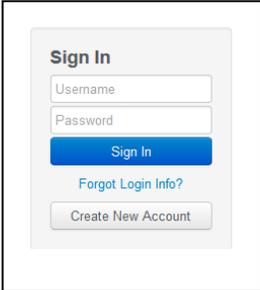
**Commented [RH1]: NEED TO DO**

### Checkout

My Cart				
Description	Location	Fee Description	Amount	
FRONT Elevator Annual Inspections	hallway - car1	AIC Extension Certificate Fee	\$500.00	<input type="button" value="Remove"/>
<b>Total</b>			<b>\$500.00</b>	<input type="button" value="Remove All"/>

## Generate Pro-Forma Invoice

**Logon with your username and password**



**Commented [RH2]: NEED TO DO**

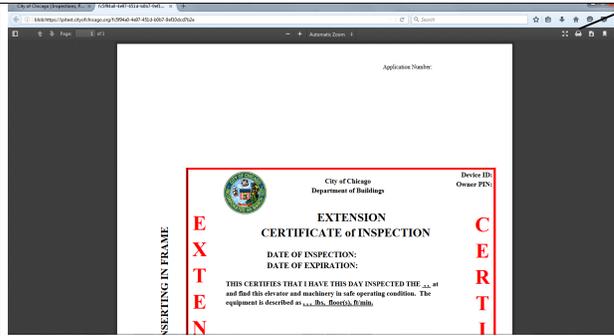
### Checkout

My Cart					
	Description	Location	Fee Description	Amount	
FRONT	Elevator Annual Inspections	hallway - car1	AIC Extension Certificate Fee	\$500.00	<a href="#">Remove</a>
<b>Total</b>				<b>\$500.00</b>	<a href="#">Remove All</a>

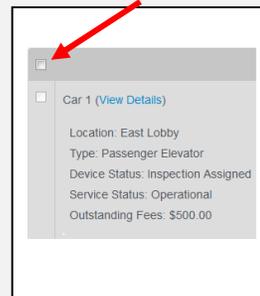
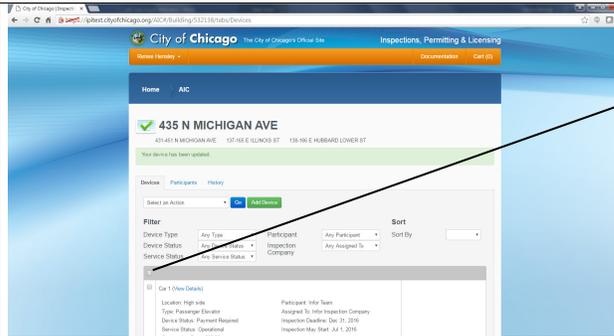
[Begin Checkout \(\\$500.00\)](#)



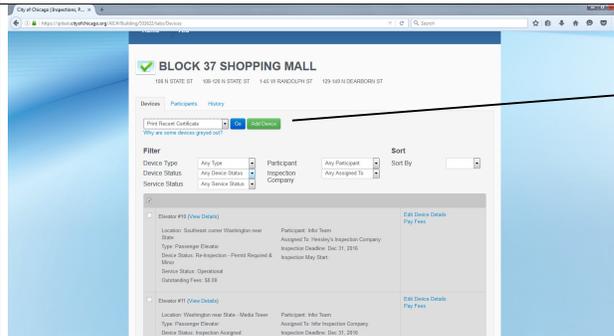
Certificate will open. Click print button.



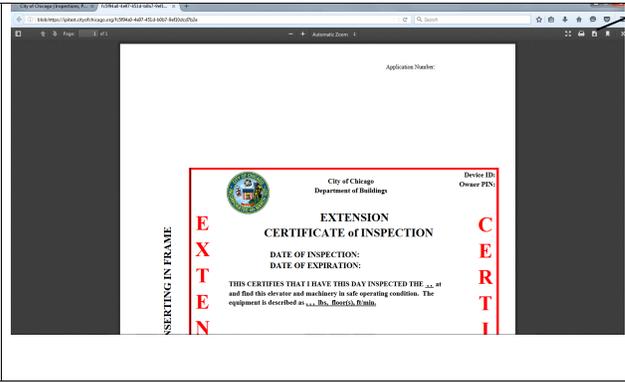
To print certificates for multiple devices, click the select all box at the top of the device grid.



Select Print Recent Certificate from the dropdown and click Go

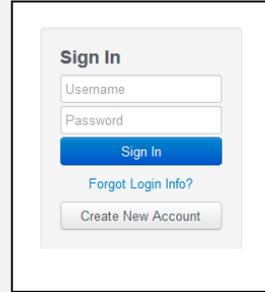


Certificate will open. Click print button.

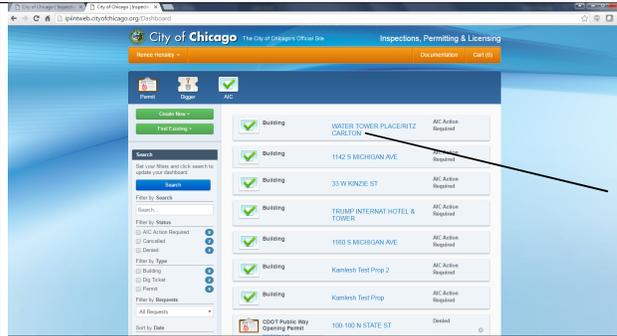


# Request Conditional (Extension) Certificate

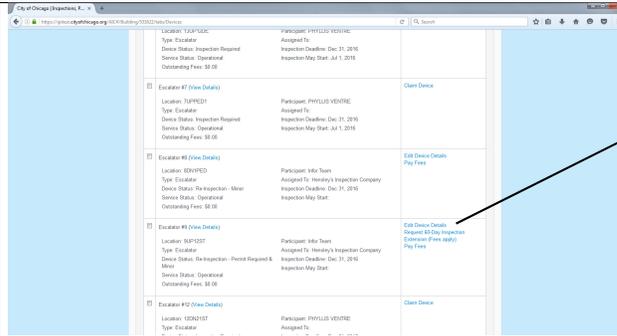
**Logon with your username and password**



**Click the building name on your AIC Dashboard.**



**Click on Request 60-Day Inspection Extension (Fees apply).**



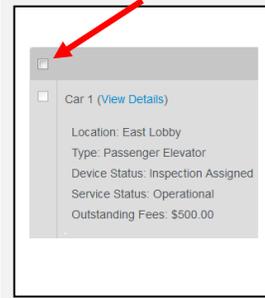
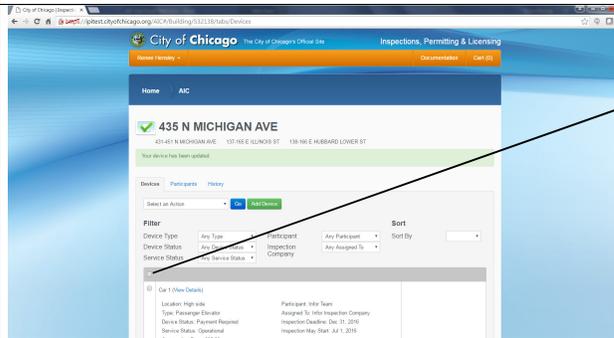
**Click Yes, Purchase Inspection Extension (60 Days).**

**Purchase Inspection Extension (60 Days)**

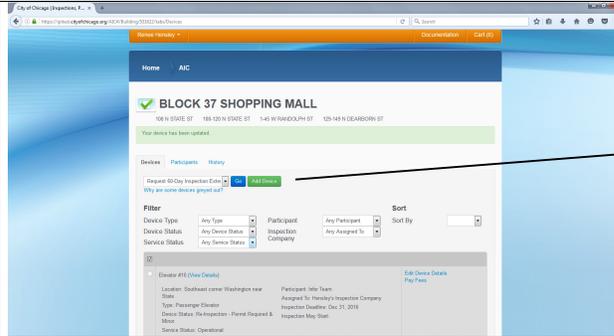
Would you like to purchase an inspection extension for the below device(s)? By doing so, you will be able to print an Extension Certificate to post on your device(s), keeping your device(s) in compliance for an additional 60 days while you complete your inspection process(es).

Device Name	Device Location
Escalator #9	9UP12ST

**To request extensions for multiple devices, click the select all box at the top of the device grid.**



**Select Request 60-Day Inspection Extension from the dropdown and click Go.**



**Click Yes, Purchase Inspection Extension (60 Days).**

**Purchase Inspection Extension (60 Days)**

Would you like to purchase an inspection extension for the below device(s)? By doing so, you will be able to print an Extension Certificate to post on your device(s), keeping your device(s) in compliance for an additional 60 days while you complete your inspection process(es).

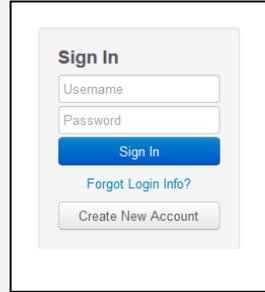
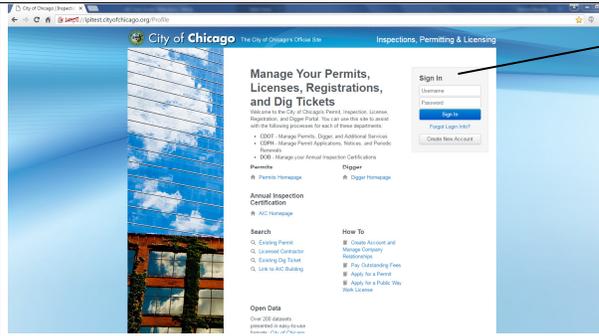
Device Name	Device Location
Escalator #9	9UP12ST
TEST Car 4	East Lobby
TEST Car 4	East Lobby

Cancel

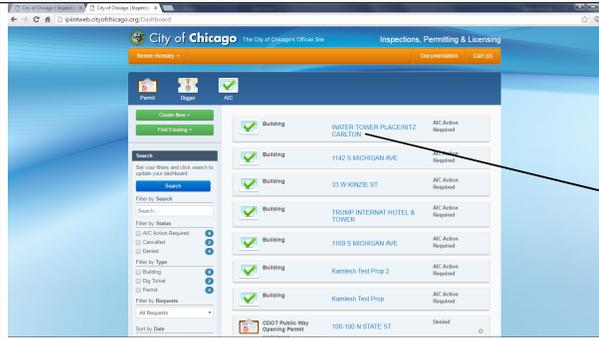
Yes, Purchase Inspection Extension (60 Days)

# Cancel Inspection Extension Request

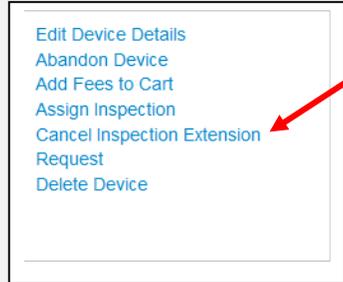
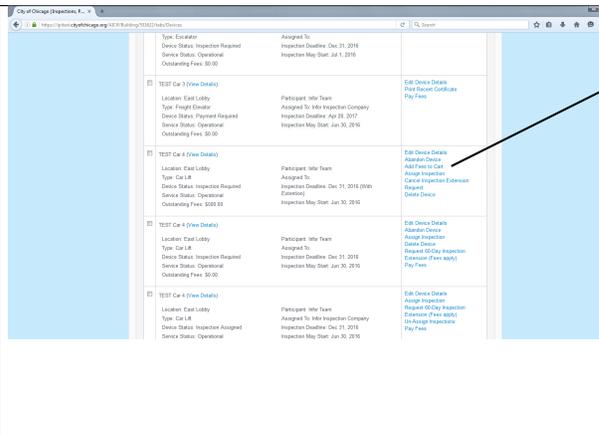
**Logon with your username and password**



**Click the building name on your AIC Dashboard.**



**Click Cancel Inspection Extension Request.**





**Click Yes, Cancel Inspection Extension Request.**

**Cancel Inspection Extension Request**

Are you sure you wish to cancel your inspection extension request(s)?

Device Name	Device Location
TEST Car 4	East Lobby

Cancel

Yes, Cancel Inspection Extension Request