



### HOW TO VIEW AND CLOSE "OPEN DEFICIENCIES"

1. Click on your "Deficiency Tracking" icon from the home dashboard.
2. Search for the Fire Department (AHJ) in the AHJ field that you want to view deficiencies in.
3. Click **Search** button.
4. The **BOLD** properties are deficiencies your company submitted.
5. The nonbolded properties are deficiencies submitted by another inspection company.
  - a. You will not be able to view who the company was that submitted the deficiency, but you will be able to view what the deficiency is.
  - b. To view the deficiency, click on the **bolded plus (+)** sign next to the address to see the system type. Then click the plus (+) next to the system type to view the deficiency.
  - c. You can then close that deficiency by marking it compliant and attaching proof of repair.

The screenshot shows the 'Deficiency Tracking' interface. At the top, there are tabs for 'Premises View' (selected) and 'Report View'. Below the tabs is a search filter for 'AHJ' (Authority Having Jurisdiction) set to 'OGDEN CITY FIRE DEPARTMENT'. Other filters include 'Master Inspection Report Type' (Fire Protection Systems), 'Address', 'Inspection Company' (Your Inspection Company Name), 'RN', 'Inspection Date' (On or Before), and 'Priority' (ALL). A 'Search' button is highlighted with a red box. Below the filters is a table with columns: Address, Name, Open Deficiencies, and Deficiency Age. The table lists several addresses with their corresponding names and deficiency counts. The first row is highlighted with a red box, and the last two rows are also highlighted with red boxes.

Address	Name	Open Deficiencies	Deficiency Age
<b>333 GRANT AVE OGDEN, UT 84401</b>	LITTLE ADVENTURE DAY CARE	1	1269
333 GRANT AVE OGDEN, UT 84401-1405	2233 GRANT AVE	2	481
+ 224 N 600 W OGDEN, UT 84404-0000	NUTRACEUTICAL - BOO BLDG 2A	2	565
+ 224 NORTH 600 WEST OGDEN, UT 84401	NUTRACEUTICAL - BOO BLDG 2C	3	1144
+ 224 NORTH 600 WEST OGDEN, UT 84401	NUTRACEUTICAL - BOO BUILDING 2B	1	234
+ 225 20TH ST OGDEN, UT 84401-4800	225 20TH ST	2	1309
+ 2309 WASHINGTON BLVD OGDEN, UT 84401-1966	COOPER'S	3	249
+ 2310 KIESEL AVE OGDEN, UT 84401-1964	SONORA GRILL	4	189
	LITTLE ADVENTURE DAY CARE	1	1269

**\*\*For help with this process, please contact The Compliance Engine support at 630.413.9511 or support@mybrycer.com.**