

HQS Inspections Portal

Requirements to Log On

A user must first register at the registration link, available at the “**Register here for an account!**” link.

Registered users must complete “**User Name,**” “**Password,**” and click the “**I Agree to the terms and conditions**” box (all circled below) to log on. While logged in, the user will have access to all inspection reports of his properties.

CGI Tampa Housing Authority

HQS Inspections Portal

CGI HQS Inspection Portal

- View inspection schedules
- View inspection results
- View failed items, including pictures and digital signatures
- Receive notifications of upcoming inspections via text, voicemail or email
- Updated as it happens- in "real-time"
- 24/7 access

Login (existing users, please enter your user name and password to begin)

New user?
[Register here for an account!](#)

User Name

Password

[View terms and conditions](#)

I agree to the terms and conditions

Login

[forgot user name](#) || [forgot password](#)

Navigation

After logging on, a user will first see a screen listing the units currently associated with the account. Each unit appears in a separate box which, when clicked, permits him to view the unit's current and past inspections. Further, he will have additional options at the top of the screen (circled):

The screenshot displays the user interface of the CGI Tampa Housing Authority. At the top, the logo 'CGI Tampa Housing Authority' is visible. A navigation menu is located below the logo, with the items 'Units', 'Calendar', 'Profile', 'Notifications', 'Comments', and 'Help' circled in red. To the right of the navigation menu, there is a user profile indicator 'car' and a 'Logout' button. Below the navigation menu, there is a search bar with a magnifying glass icon and a 'Download Units to Excel' button. The main content area features a unit information box for '3601 Sugar Creek Dr. Tampa FL 33619'. This box includes inspection details: 'Inspected: 7/9/2012 @ 11:21 AM' and 'Tenant: No tenant on file'. A green bar at the bottom of the unit box indicates the status 'Passed'. At the bottom of the page, there is a footer with the text '© 2012 CGI Federal Inc.' and a link to 'Legal restrictions and terms of use applicable to this site | Privacy Policy | Contact Us for Help'.

Inspection Reports and Pictures

After selecting a unit, the portal shows all available inspections:

516 Courtney Dr., Tampa, FL 33617

Tenant: Lisandra Gamble-Pedrosa **External Id:** 00026116
Owner: **Bedrooms:** 4

Inspections = 52580 Report = Failed Report = Images = Letters

Action	Type	Date	Time	Result	Tenant
	Special	08/30/2011	1:20 PM	Fail	Lisandra Gamble-Pedrosa
	24 Hr R1 (annual)	08/31/2011	12:50 PM	Fail	Lisandra Gamble-Pedrosa
	Annual	08/11/2011	10:40 AM	Fail	Lisandra Gamble-Pedrosa
	Annual Reinspection1	09/08/2011	3:00 PM	Not at Home	Lisandra Gamble-Pedrosa
	AR Inconclusive	09/21/2011	1:40 PM	Fail	Lisandra Gamble-Pedrosa
	Annual Reinspection2	11/14/2011	2:10 PM	Not at Home	Lisandra Gamble-Pedrosa
	Annual Reinspection2	11/17/2011	11:00 AM		Lisandra Gamble-Pedrosa

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The “**Action**” column includes icons showing:



Once clicked, the “**52580 Report**” icon will display the inspection report. After the report opens, the user will have the opportunity to save and print.



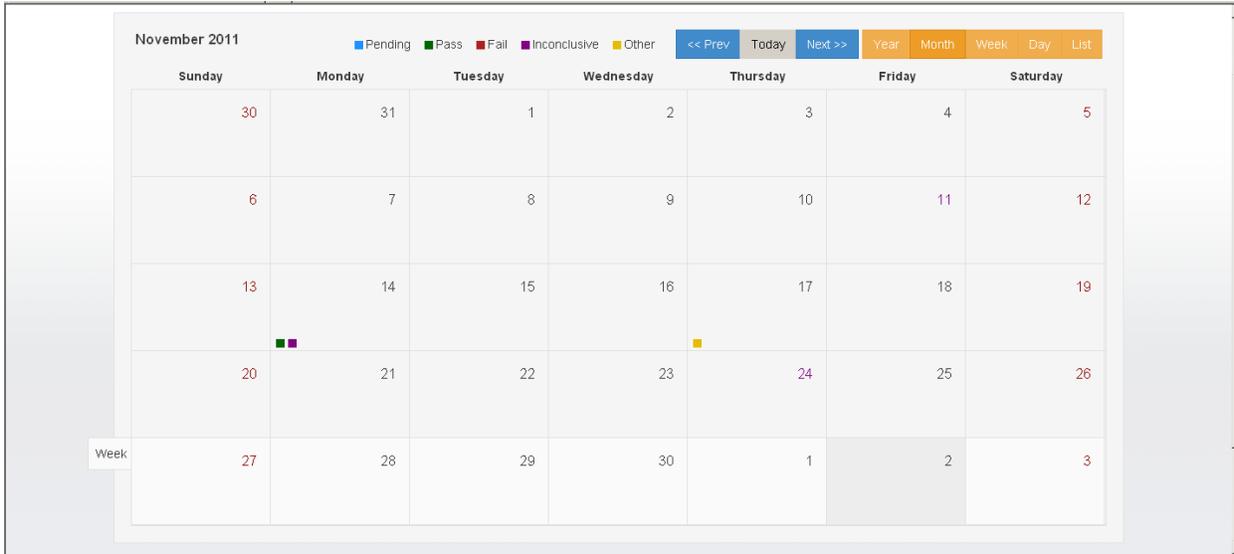
If any area of the unit failed, the “**Failed Report**” icon will appear.



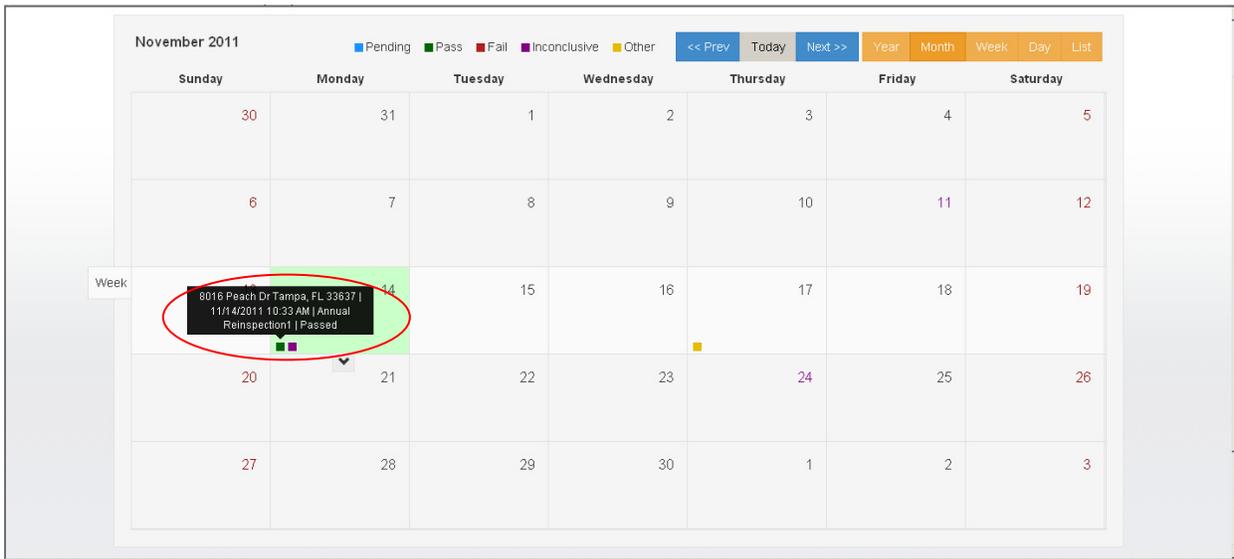
The “**Images**” icon will allow a user to see pictures of anything which did not pass the inspection.

“Calendar” Feature

The “Calendar” screen shows the days where an inspection was completed, or is scheduled:



Depending on the inspection score, a red, green, purple, blue, or yellow square will represent each inspection from the period displayed. If the mouse hovers over a square, a black window shows the address and result of the inspection:



Clicking the black square will show the "Inspections" screen:

CGI Tampa Housing Authority

Units | Calendar | Profile | Notifications | Comments | Help | space | Logout

Units / Inspections

8016 Peach Dr, Tampa, FL 33637

Tenant: External Id: 00026368
Owner: Bedrooms: 3

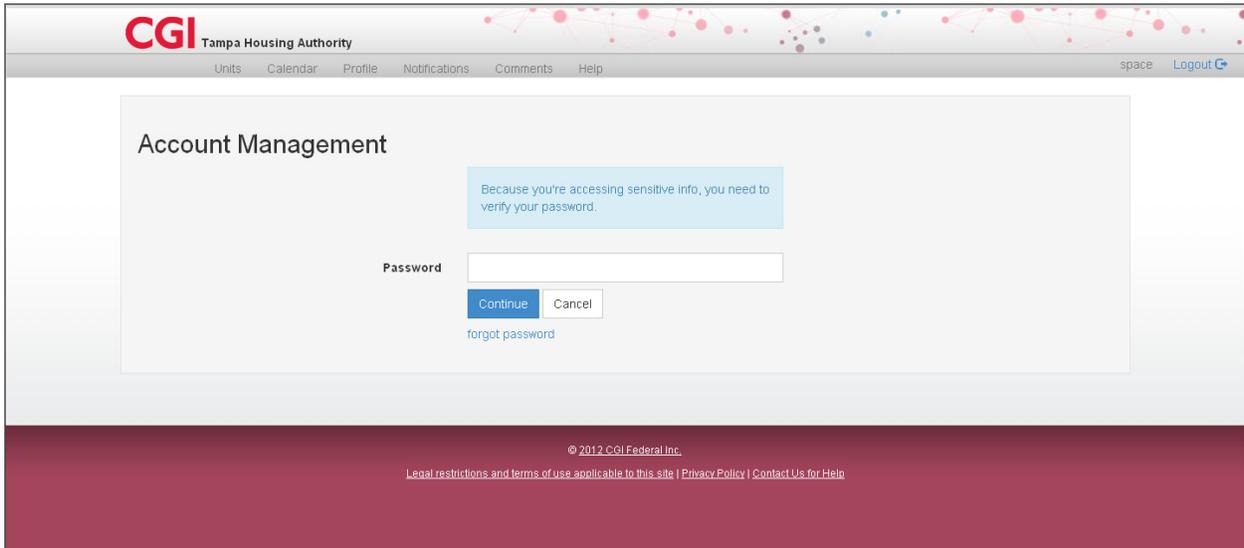
Inspections 52580 Report Failed Report Images Letters

Action	Type	Date	Time	Result	Tenant
	Annual	10/18/2011	10:00 AM	Fail	Lynetta Stenson
	Annual Reinspection1	11/14/2011	1:10 PM	Not at Home	Lynetta Stenson
	AR Inconclusive	-			Lynetta Stenson

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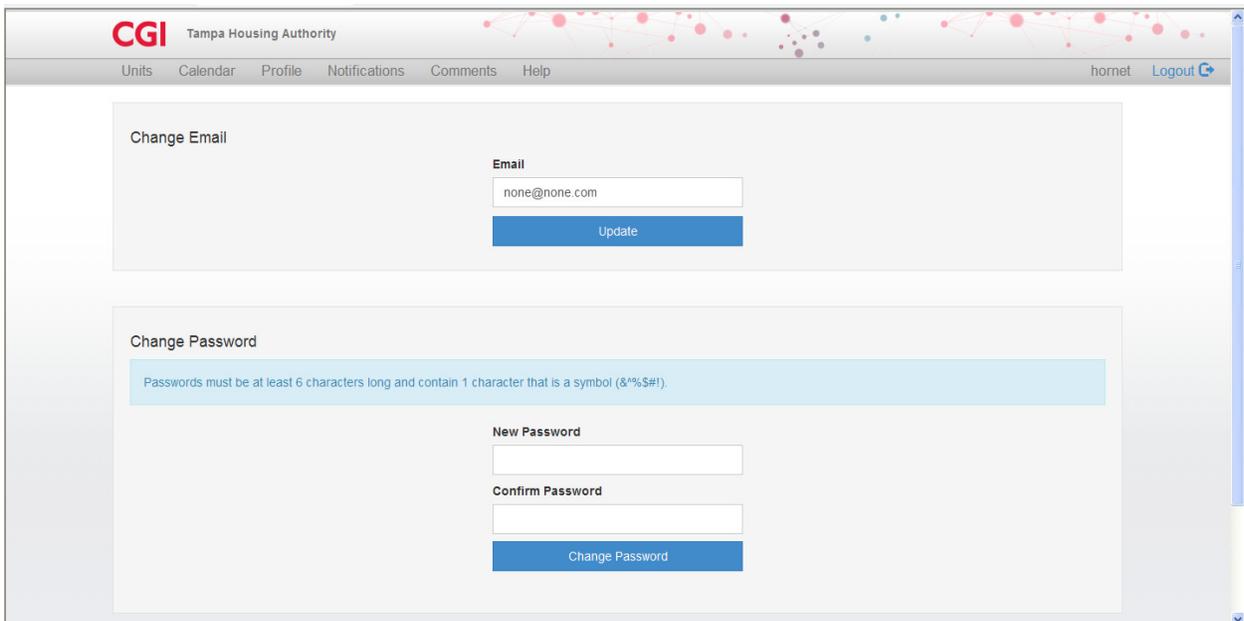
Modify Password or E-Mail Address

The **“Profile”** option opens a screen requesting the user’s password:



The screenshot shows the 'Account Management' page of the Tampa Housing Authority. At the top, there is a navigation bar with the CGI logo and links for Units, Calendar, Profile, Notifications, Comments, Help, space, and Logout. The main content area is titled 'Account Management' and contains a light blue message box: 'Because you're accessing sensitive info, you need to verify your password.' Below this is a 'Password' label, a text input field, and two buttons: 'Continue' and 'Cancel'. A link for 'forgot password' is located below the 'Continue' button. At the bottom of the page, there is a footer with copyright information: '© 2012 CGI Federal Inc.' and links for 'Legal restrictions and terms of use applicable to this site', 'Privacy Policy', and 'Contact Us for Help'.

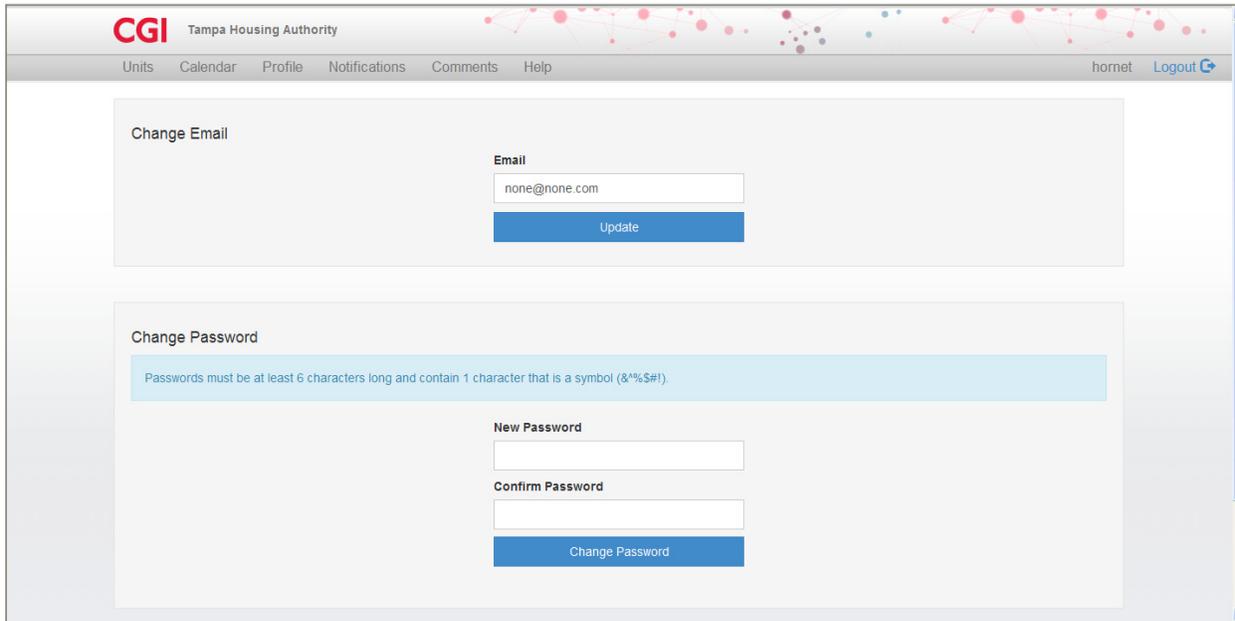
Enter the same password typed to access the HQS Inspections Portal. After clicking **“Continue,”** a screen opens which permits a user to update the e-mail address or password:



The screenshot shows two stacked forms on the 'Account Management' page. The top form is titled 'Change Email' and has an 'Email' label, a text input field containing 'none@none.com', and an 'Update' button. The bottom form is titled 'Change Password' and features a light blue message box: 'Passwords must be at least 6 characters long and contain 1 character that is a symbol (!). Below this are labels for 'New Password' and 'Confirm Password', each with a corresponding text input field, and a 'Change Password' button at the bottom.

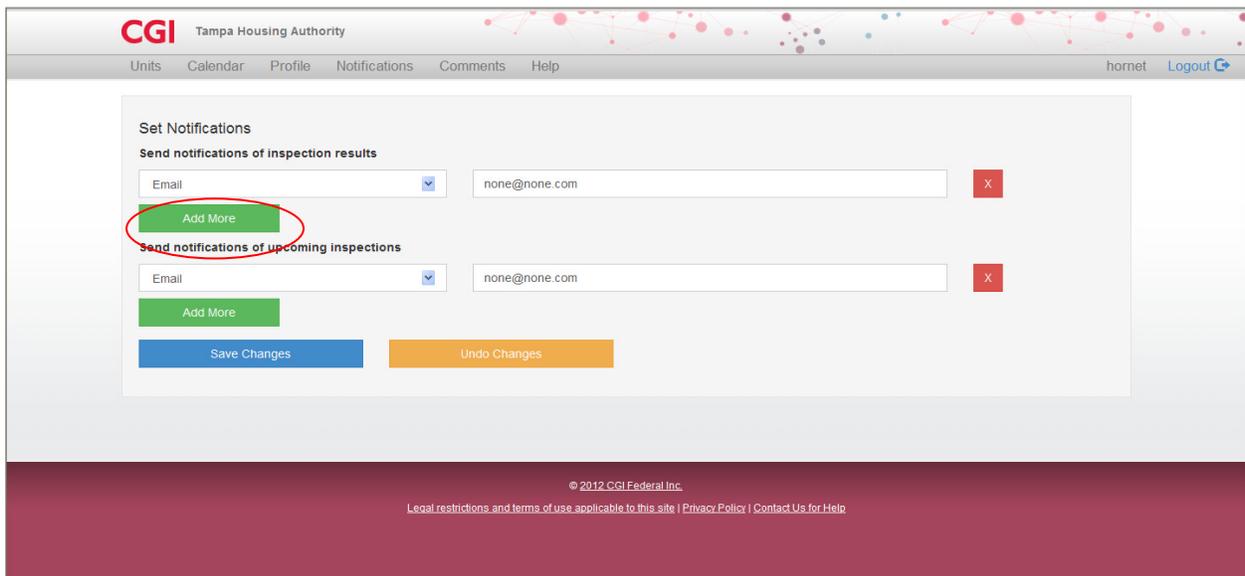
Requesting Notifications

The HQS Inspections Portal will send a reminder e-mail before an inspection to the owner/agent. An additional e-mail will be sent after the inspection to show the score (“Pass,” “Fail,” etc.). The portal is also able to notify the user via text message or an automated phone call, but a user must first submit a request to begin text or phone notifications. At the “**Notifications**” screen, the user will be able to add and remove e-mail addresses and phone numbers:



The screenshot shows the user interface for updating profile information. At the top, the logo for CGI Tampa Housing Authority is visible, along with navigation links for Units, Calendar, Profile, Notifications, Comments, and Help. The user is logged in as 'hornet' and has a 'Logout' button. The main content area is divided into two sections: 'Change Email' and 'Change Password'. The 'Change Email' section has an 'Email' input field containing 'none@none.com' and an 'Update' button. The 'Change Password' section includes a blue informational banner stating 'Passwords must be at least 6 characters long and contain 1 character that is a symbol ($#37;#38;#39;#40;#41;#42;#43;#44;#45;#46;#47;#48;#49;#50;#51;#52;#53;#54;#55;#56;#57;#58;#59;#60;#61;#62;#63;#64;#65;#66;#67;#68;#69;#70;#71;#72;#73;#74;#75;#76;#77;#78;#79;#80;#81;#82;#83;#84;#85;#86;#87;#88;#89;#90;#91;#92;#93;#94;#95;#96;#97;#98;#99;#100;#101;#102;#103;#104;#105;#106;#107;#108;#109;#110;#111;#112;#113;#114;#115;#116;#117;#118;#119;#120;#121;#122;#123;#124;#125;#126;#127;#128;#129;#130;#131;#132;#133;#134;#135;#136;#137;#138;#139;#140;#141;#142;#143;#144;#145;#146;#147;#148;#149;#150;#151;#152;#153;#154;#155;#156;#157;#158;#159;#160;#161;#162;#163;#164;#165;#166;#167;#168;#169;#170;#171;#172;#173;#174;#175;#176;#177;#178;#179;#180;#181;#182;#183;#184;#185;#186;#187;#188;#189;#190;#191;#192;#193;#194;#195;#196;#197;#198;#199;#200;#201;#202;#203;#204;#205;#206;#207;#208;#209;#210;#211;#212;#213;#214;#215;#216;#217;#218;#219;#220;#221;#222;#223;#224;#225;#226;#227;#228;#229;#230;#231;#232;#233;#234;#235;#236;#237;#238;#239;#240;#241;#242;#243;#244;#245;#246;#247;#248;#249;#250;#251;#252;#253;#254;#255;#256;#257;#258;#259;#260;#261;#262;#263;#264;#265;#266;#267;#268;#269;#270;#271;#272;#273;#274;#275;#276;#277;#278;#279;#280;#281;#282;#283;#284;#285;#286;#287;#288;#289;#290;#291;#292;#293;#294;#295;#296;#297;#298;#299;#300;#301;#302;#303;#304;#305;#306;#307;#308;#309;#310;#311;#312;#313;#314;#315;#316;#317;#318;#319;#320;#321;#322;#323;#324;#325;#326;#327;#328;#329;#330;#331;#332;#333;#334;#335;#336;#337;#338;#339;#340;#341;#342;#343;#344;#345;#346;#347;#348;#349;#350;#351;#352;#353;#354;#355;#356;#357;#358;#359;#360;#361;#362;#363;#364;#365;#366;#367;#368;#369;#370;#371;#372;#373;#374;#375;#376;#377;#378;#379;#380;#381;#382;#383;#384;#385;#386;#387;#388;#389;#390;#391;#392;#393;#394;#395;#396;#397;#398;#399;#400;#401;#402;#403;#404;#405;#406;#407;#408;#409;#410;#411;#412;#413;#414;#415;#416;#417;#418;#419;#420;#421;#422;#423;#424;#425;#426;#427;#428;#429;#430;#431;#432;#433;#434;#435;#436;#437;#438;#439;#440;#441;#442;#443;#444;#445;#446;#447;#448;#449;#450;#451;#452;#453;#454;#455;#456;#457;#458;#459;#460;#461;#462;#463;#464;#465;#466;#467;#468;#469;#470;#471;#472;#473;#474;#475;#476;#477;#478;#479;#480;#481;#482;#483;#484;#485;#486;#487;#488;#489;#490;#491;#492;#493;#494;#495;#496;#497;#498;#499;#500;#501;#502;#503;#504;#505;#506;#507;#508;#509;#510;#511;#512;#513;#514;#515;#516;#517;#518;#519;#520;#521;#522;#523;#524;#525;#526;#527;#528;#529;#530;#531;#532;#533;#534;#535;#536;#537;#538;#539;#540;#541;#542;#543;#544;#545;#546;#547;#548;#549;#550;#551;#552;#553;#554;#555;#556;#557;#558;#559;#560;#561;#562;#563;#564;#565;#566;#567;#568;#569;#570;#571;#572;#573;#574;#575;#576;#577;#578;#579;#580;#581;#582;#583;#584;#585;#586;#587;#588;#589;#590;#591;#592;#593;#594;#595;#596;#597;#598;#599;#600;#601;#602;#603;#604;#605;#606;#607;#608;#609;#610;#611;#612;#613;#614;#615;#616;#617;#618;#619;#620;#621;#622;#623;#624;#625;#626;#627;#628;#629;#630;#631;#632;#633;#634;#635;#636;#637;#638;#639;#640;#641;#642;#643;#644;#645;#646;#647;#648;#649;#650;#651;#652;#653;#654;#655;#656;#657;#658;#659;#660;#661;#662;#663;#664;#665;#666;#667;#668;#669;#670;#671;#672;#673;#674;#675;#676;#677;#678;#679;#680;#681;#682;#683;#684;#685;#686;#687;#688;#689;#690;#691;#692;#693;#694;#695;#696;#697;#698;#699;#700;#701;#702;#703;#704;#705;#706;#707;#708;#709;#710;#711;#712;#713;#714;#715;#716;#717;#718;#719;#720;#721;#722;#723;#724;#725;#726;#727;#728;#729;#730;#731;#732;#733;#734;#735;#736;#737;#738;#739;#740;#741;#742;#743;#744;#745;#746;#747;#748;#749;#750;#751;#752;#753;#754;#755;#756;#757;#758;#759;#760;#761;#762;#763;#764;#765;#766;#767;#768;#769;#770;#771;#772;#773;#774;#775;#776;#777;#778;#779;#780;#781;#782;#783;#784;#785;#786;#787;#788;#789;#790;#791;#792;#793;#794;#795;#796;#797;#798;#799;#800;#801;#802;#803;#804;#805;#806;#807;#808;#809;#810;#811;#812;#813;#814;#815;#816;#817;#818;#819;#820;#821;#822;#823;#824;#825;#826;#827;#828;#829;#830;#831;#832;#833;#834;#835;#836;#837;#838;#839;#840;#841;#842;#843;#844;#845;#846;#847;#848;#849;#850;#851;#852;#853;#854;#855;#856;#857;#858;#859;#860;#861;#862;#863;#864;#865;#866;#867;#868;#869;#870;#871;#872;#873;#874;#875;#876;#877;#878;#879;#880;#881;#882;#883;#884;#885;#886;#887;#888;#889;#890;#891;#892;#893;#894;#895;#896;#897;#898;#899;#900;#901;#902;#903;#904;#905;#906;#907;#908;#909;#910;#911;#912;#913;#914;#915;#916;#917;#918;#919;#920;#921;#922;#923;#924;#925;#926;#927;#928;#929;#930;#931;#932;#933;#934;#935;#936;#937;#938;#939;#940;#941;#942;#943;#944;#945;#946;#947;#948;#949;#950;#951;#952;#953;#954;#955;#956;#957;#958;#959;#960;#961;#962;#963;#964;#965;#966;#967;#968;#969;#970;#971;#972;#973;#974;#975;#976;#977;#978;#979;#980;#981;#982;#983;#984;#985;#986;#987;#988;#989;#990;#991;#992;#993;#994;#995;#996;#997;#998;#999;#1000'. Below the banner are input fields for 'New Password' and 'Confirm Password', followed by a 'Change Password' button.

If a user wants to be notified after an inspection via text message, he should first click the top “Add More” button (circled in red).



The screenshot shows the 'Set Notifications' form. It has a header with the CGI Tampa Housing Authority logo and navigation links. The user is logged in as 'hornet'. The form is titled 'Set Notifications' and has two sections: 'Send notifications of inspection results' and 'Send notifications of upcoming inspections'. Each section has an 'Email' dropdown menu, an input field containing 'none@none.com', and a red 'X' button. The 'Add More' button in the first section is circled in red. At the bottom of the form are 'Save Changes' and 'Undo Changes' buttons. The footer contains copyright information for CGI Federal Inc. and links to 'Legal restrictions and terms of use applicable to this site', 'Privacy Policy', and 'Contact Us for Help'.

After clicking “Add More,” a new row will appear:

CGI Tampa Housing Authority

Units Calendar Profile Notifications Comments Help hornet Logout

Set Notifications

Send notifications of inspection results

Email X

Please select X

Add More

Send notifications of upcoming inspections

Email X

Add More

Save Changes **Undo Changes**

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Click the arrow in the new box. A menu containing “Email,” “Voice,” and “Text” appears:

CGI Tampa Housing Authority

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Set Notifications

Send notifications of inspection results

Email X

Please select X

- Please select...
- Email**
- Voice
- Text

Send notifications of upcoming inspections

Email X

Add More

Save Changes **Undo Changes**

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If “Text” is selected, a second box will be added on the row to enter a telephone number:

The screenshot shows the 'Set Notifications' interface for the Tampa Housing Authority. It is divided into two sections: 'Send notifications of inspection results' and 'Send notifications of upcoming inspections'. In the first section, the 'Text' notification type is selected, and a second input box for a telephone number is highlighted with a red oval. The 'Save Changes' button is located at the bottom left of the form area.

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Set Notifications

Send notifications of inspection results

Email none@none.com X

Text X

Add More

Send notifications of upcoming inspections

Email none@none.com X

Add More

Save Changes Undo Changes

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Enter a phone number, then click “Save Changes” at the lower-left corner:

The screenshot shows the 'Set Notifications' interface for the Tampa Housing Authority. In the 'Send notifications of inspection results' section, the 'Text' notification type is selected, and the telephone number '(123) 456-7890' is entered in the second input box. The 'Save Changes' button is highlighted with a red oval.

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Set Notifications

Send notifications of inspection results

Email none@none.com X

Text (123) 456-7890 X

Add More

Send notifications of upcoming inspections

Email none@none.com X

Add More

Save Changes Undo Changes

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The portal will show a message reading **“Your notifications have been updated”** after clicking **“Save Changes.”** If the user also wants text notifications before the inspection, he would need to repeat the **“Send notifications of upcoming inspections”** process.

CGI Tampa Housing Authority

Units Calendar Profile Notifications Comments Help hornet Logout

Set Notifications

Send notifications of inspection results

Email

Text

Send notifications of upcoming inspections

Email

Your notifications have been updated.

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