



BPV Owner/Operator: Inventory Page

This guide offers essential steps for BPV Owners/Operators to effectively manage their inventory through the portal. It provides clear instructions on:

1. Accessing information
2. Reviewing and exporting inventory data,
3. Viewing and updating unverified devices.

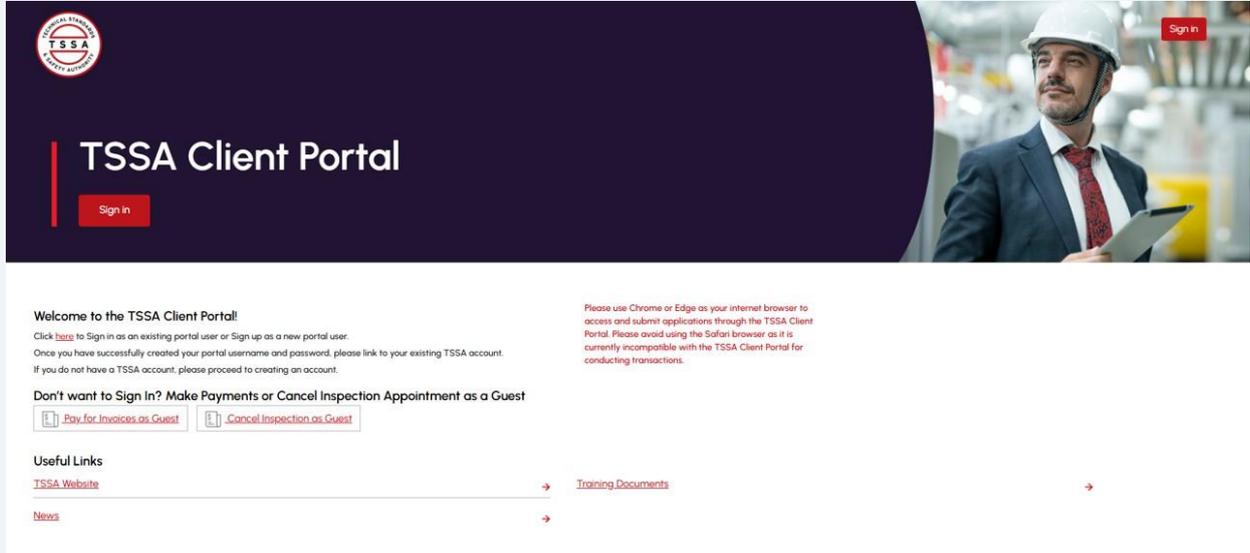
By following this guide, users can streamline their inventory management process, ensuring accuracy and compliance with regulations.

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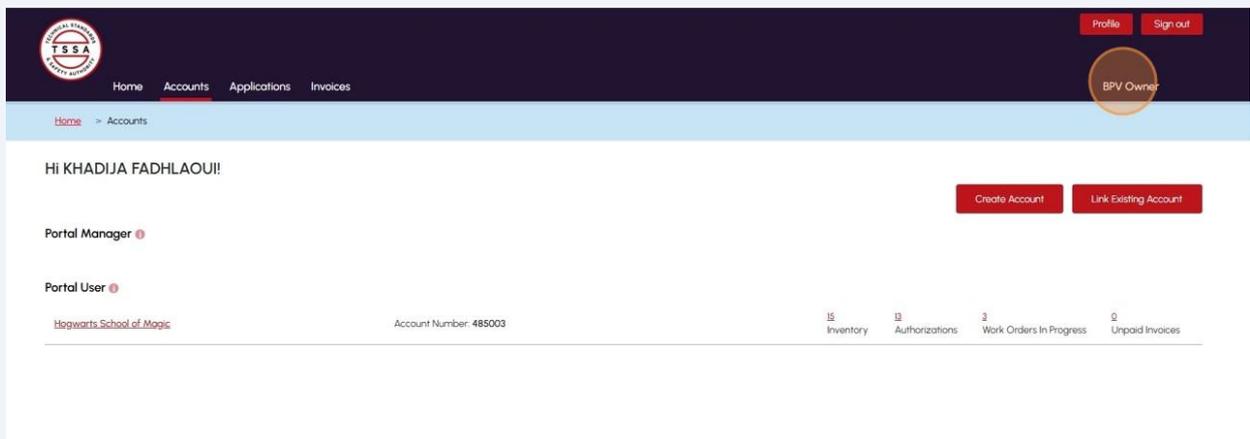
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How to navigate into the Portal to view your BPV Inventory(s)

1 Navigate to <https://clientportal.tssa.org> and log into the portal:



2 Click "BPV Owner" tab



3 Inventory Page will auto display.

What is changing:

- column for "Legacy Inventory Number" added
- column for "Account Number" added
- column for "Equipment Tag" added
- column for "Periodic Exemption added
- column for "Date of Last Inspection"

BETA TRIAL PORTAL

Profile Sign out

Home Accounts Applications Invoices BPV Owner

Owner Portal
Owner Portal

Inventory

There may be Unverified Inventory that requires your attention. To view the listing of unverified inventory - Select "Active Inventories", then select the "Unverified Inventories" filter. To download the list of Unverified Inventory, select the "Download" action button.

Search For Something

Filter by: Active Inventories Download

Inventory #	Legacy Inventory Numbers	Account	Account Number	Account Site
65087043		Hogwarts School of Magic	485003	Site
100000410	65023813, 65023826	Hogwarts School of Magic	485003	Site
100000412	65023824, 65023811	Hogwarts School of Magic	485003	Site
100000413	65023825, 65023812	Hogwarts School of Magic	485003	Site

Searching For Inventory(s)

4

Use the quick Search bar to find Inventories, this will help filter down to a specific record.

You can search by entering: Inventory #, Legacy Inventory Numbers, Account Name or Number, Account Site, Asset Class, status, CRN #, Equipment Tag, OIN, National Board # or Serial #. The Search bar will filter down your selection

Owner Portal
Owner Portal

Inventory

Records Of Inspection

Pay For Certificate Of Inspection

Certificates

Cancellation Of Insurer

Search For Something

Filter by: Active Inventories

Download

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100000413	65023825, 65023812	Hogwarts School of Magic	485003	Site
100000414	65023827, 65023814	Hogwarts School of Magic	485003	Site
100000418	65023831, 65023818	Hogwarts School of Magic	485003	Site

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Click on the Inventory hyperlink to review additional technical information.

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6 Additional Technical Information will be displayed.

Home > Dashboard > Inventory > Owner Portal - Inventory Details

Owner Portal
Owner Portal

Inventory

- Records Of Inspection
- Pay For Certificate Of Inspection
- Certificates
- Cancellation Of Insurer

View Details

General Information	Inventory #	Legacy Inventory Numbers	Status
	65087043		Active (Insured)
	Serial #	Manufacturer	Shell MAMP
	16-200		ISO
	Year Built	National Board #	OIN
	2016		

Additional Details	Account Name (Owner/Operator)	Installation Address	CRN #
	Hogwarts School of Magic	1 ELGIN ST. OTTAWA, ON, K1P 5W1, Canada	R3029.5
	Equipment Tag	Asset Class	Inspection Cycle
		Pressure Vessel	36 Months
	Last Inspection	Number of Open Violations	Periodic Exemption
	February 28, 2024	0	Exempt

Open Violations

How to Export your Information to Excel

7 On the Inventory page click "Download" button to export a full list of inventories and information displayed on this page.

Owner Portal
Owner Portal

Inventory

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- Cancellation Of Insurer

Inventory

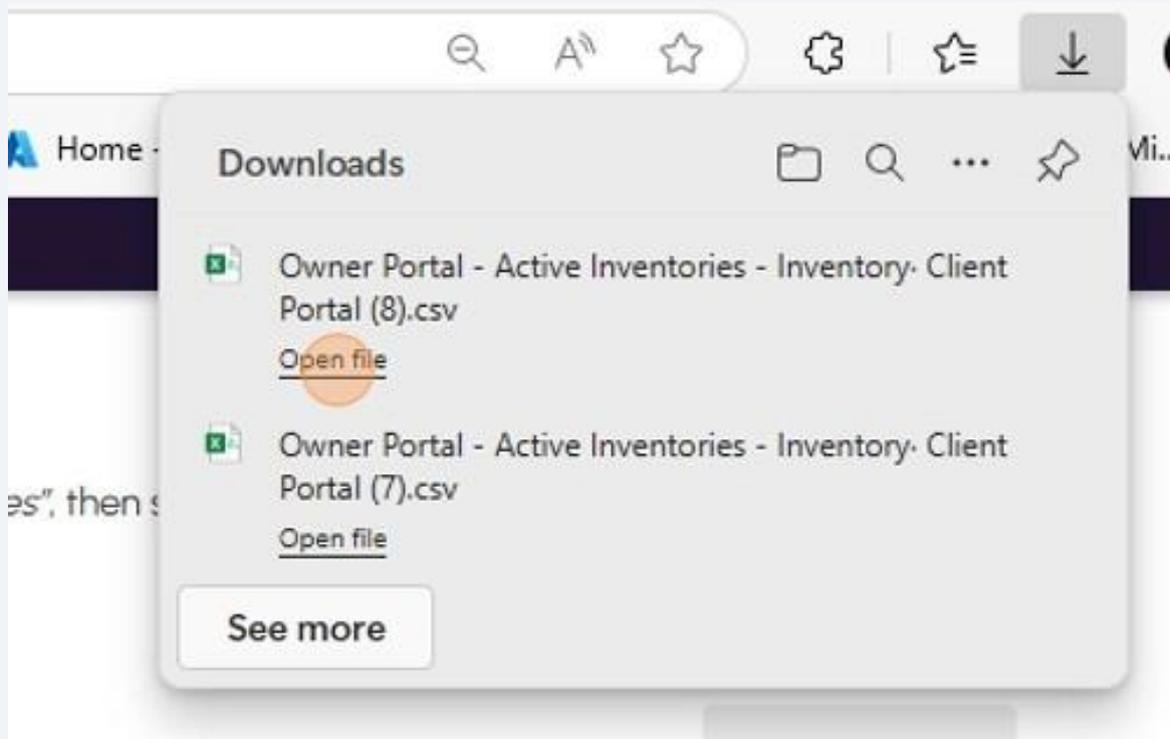
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8 Click on open file that is downloaded from browser to review.



How to view and update Unverified Inventory(s)

9 Click on the dropdown menu to see Unverified devices.

The screenshot shows the 'Inventory' section of an Owner Portal. On the left is a navigation menu with options: 'Inventory' (highlighted), 'Records Of Inspection', 'Pay For Certificate Of Inspection', 'Certificates', and 'Cancellation Of Insurer'. The main content area is titled 'Inventory' and contains a search bar, a filter dropdown set to 'Active Inventories', and a 'Download' button. Below this is a table with five columns: 'Inventory #', 'Legacy Inventory Numbers', 'Account', 'Account Number', and 'Account Site'. The table lists five unverified inventory items, all associated with 'Hogwarts School of Magic' and account number '485003'. An orange circle highlights the 'Active Inventories' filter dropdown.

Inventory

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Search For Something

Filter by: **Active Inventories** ▼ [Download](#)

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10 Select Unverified Inventories.

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Search For Something

Filter by: Active Inventories ^

Download

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11 To update information for the unverified device click on the inventory hyperlink.

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Search For Something Filter by: **Unverified Inventori...**

Inventory #	Unverified Inventory	Unverified Response	Unverified Response Details	Unverified Response Update Date
100000421	Yes	UD3 - Active, Insured, NOT Inspected (No ROI or COI)		June 2, 2025

1 Show 10 entries

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12 You can update the additional information and click on submit button.

Device ID
100000421

Unverified Inventory
Yes

Unverified Response*
UD3 - Active, Insured, NOT Inspected (No ROI or COI)

Unverified Response Details*
Type here...

Cancel