Conditional Certification
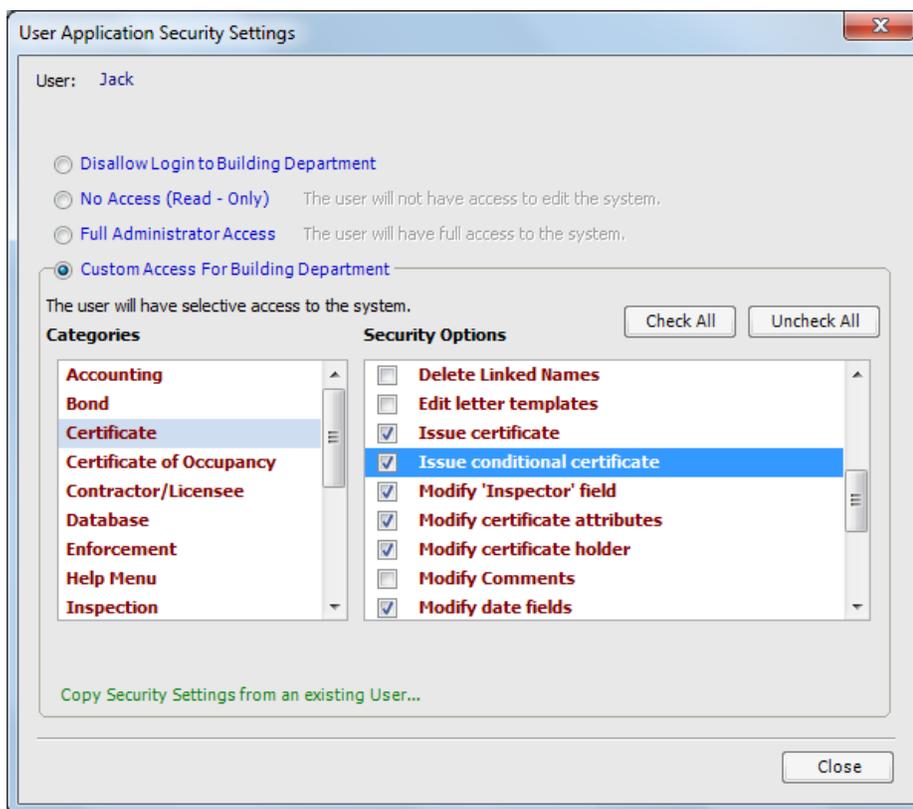
Conditional Certification allows a certificate to be issued despite outstanding violations.

For example, an exterior problem such as the need for new paint can be nearly impossible to correct in the heart of winter. Conditional Certification lets you add the violation and still issue the certificate, but you'll be required to enter a date by which the violation must be corrected. If that date passes without a correction, the certificate's Status changes from "Certified (Conditional)" to "Suspended."

User Security

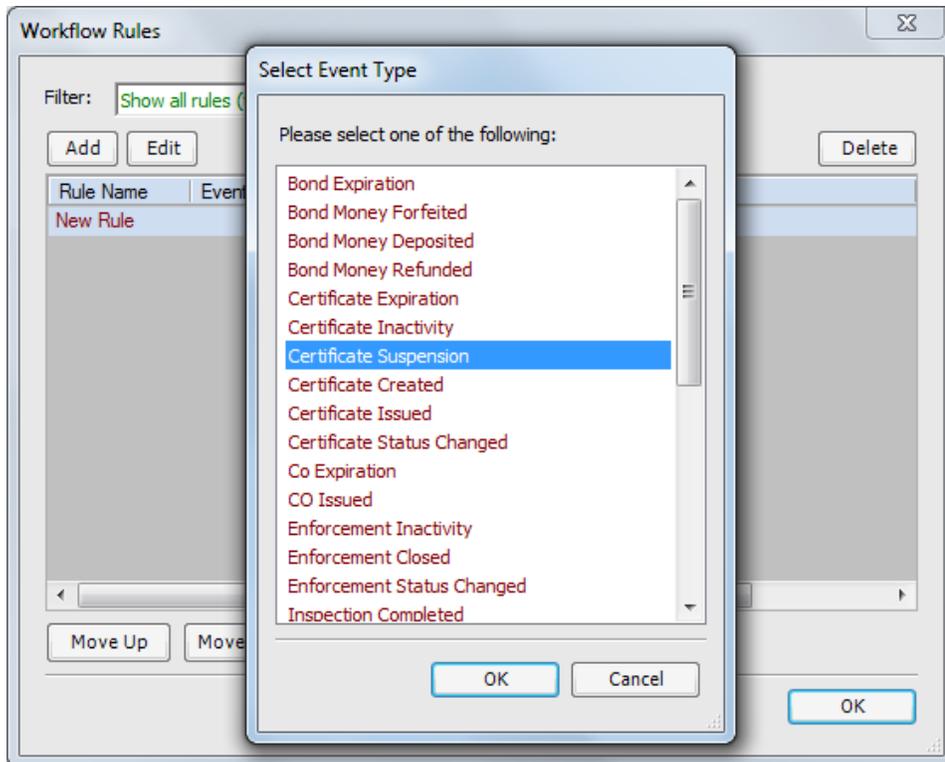A user security setting is available for restricted users:

Certificate Type Setup

The Certificate Type must have the "Allow conditional certification" box checked - ☑:
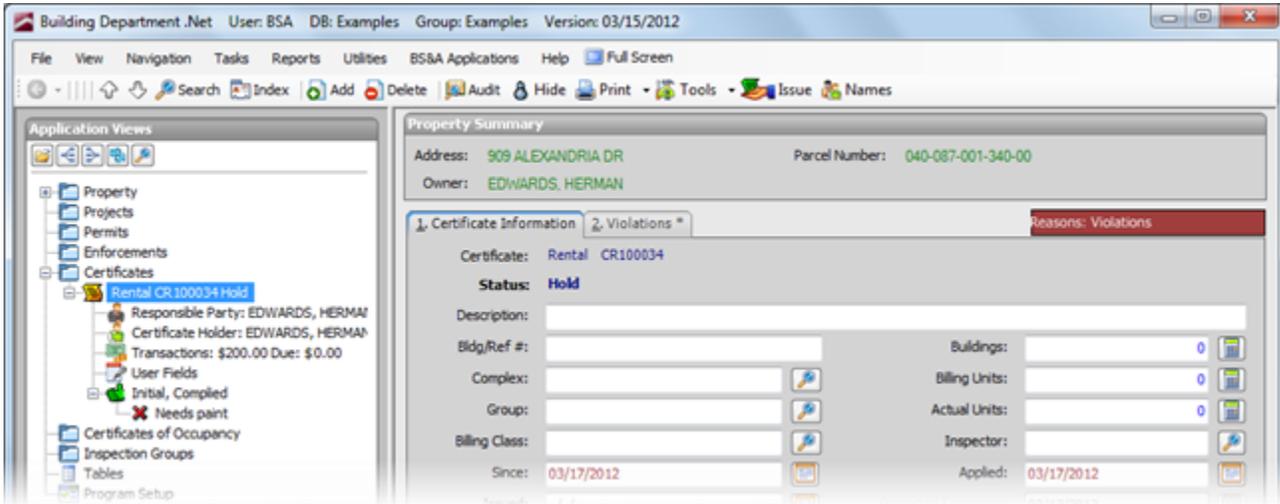

Workflow

A Certificate Suspension event type lets you create reminders, send emails, etc. when a conditional certificate gets suspended.
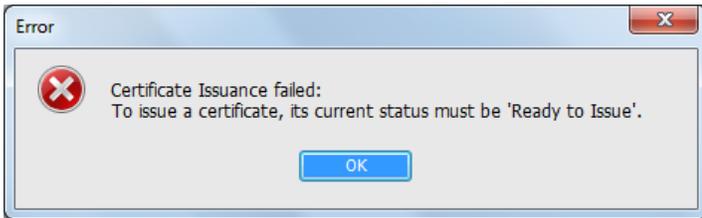
Inspection Violation Example

Pictured is a Certificate with a **Complied** inspection and an **Uncorrected** (✖) violation. The Status is **Hold**, and the only reaon is Inspection and/or Violations:
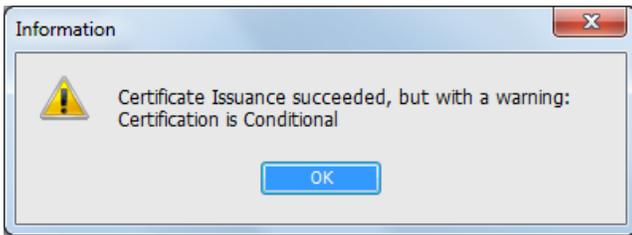

If you were to click the button on a Certificate Type that <u>does not allow</u> conditional certification, you would be prompted:
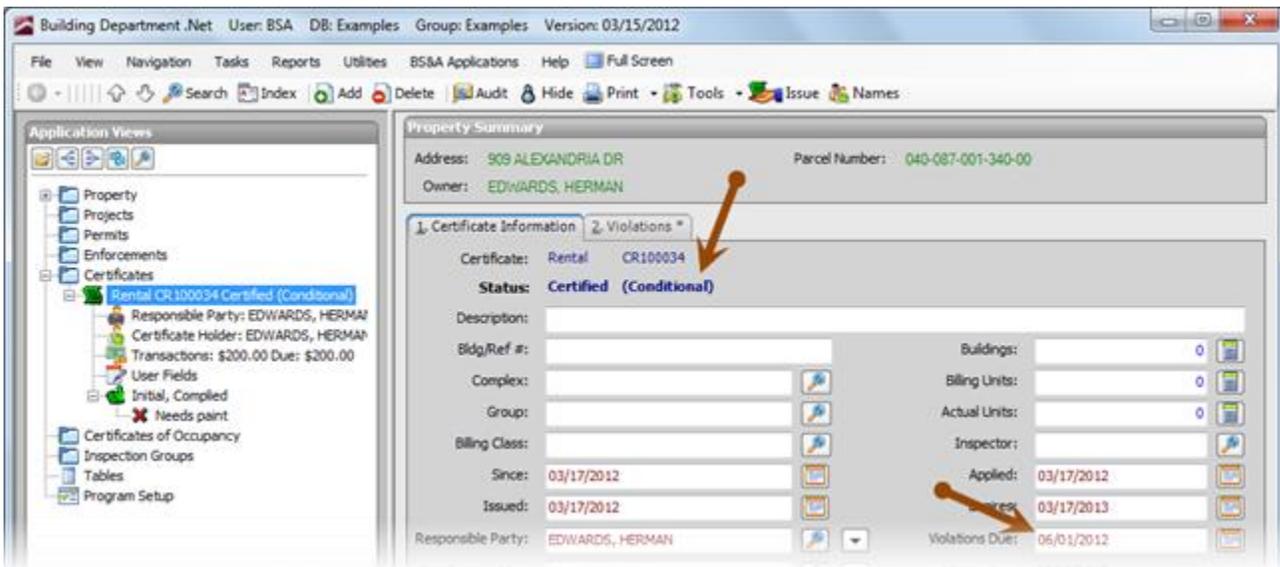

Clicking the button on a Certificate Type that <u>allows</u> conditional certification results in a different prompt (provided the user has the security rights to issue conditional certifications):

Enter the date and click **Ok**. After verifying or entering the issue date, you are prompted:

Click **Ok**. The Status changes to **Certified (Conditional)** and the Violations Due date reflects your entry when prompted (this date can be changed).

Violations Uncorrected by Due Date

If the violation is uncorrected by the date appearing in the Violations Due field, the program automatically switches the status to Suspended:

Any workflow rules based on this Status will then kick in.