


Quick Violations

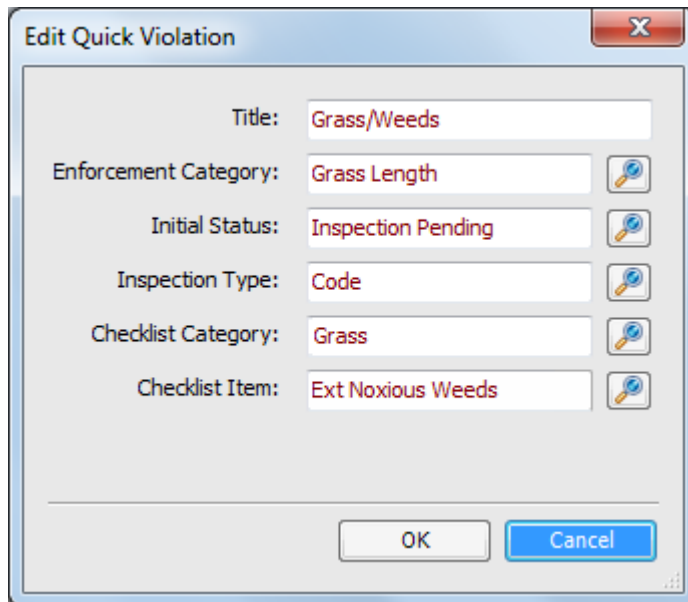
Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

Quick Violation Setup lets you specify the initial data required for code enforcements. An Add Quick Code Violations option on the property triggers this setup, bypassing several steps and letting inspectors focus on their required data entry.

Setup

1. Click **Program Setup>Database Setup>Code Enforcement>Quick Violations**.
2. Click .
3. Fill out the information and click **Ok**:


Selection of a Checklist Item (last field) is not required; you may leave the field blank. If you already have Checklist Items set up, the text entered for the selected item will autofill the violation record. You may add a new Checklist Item during this selection.

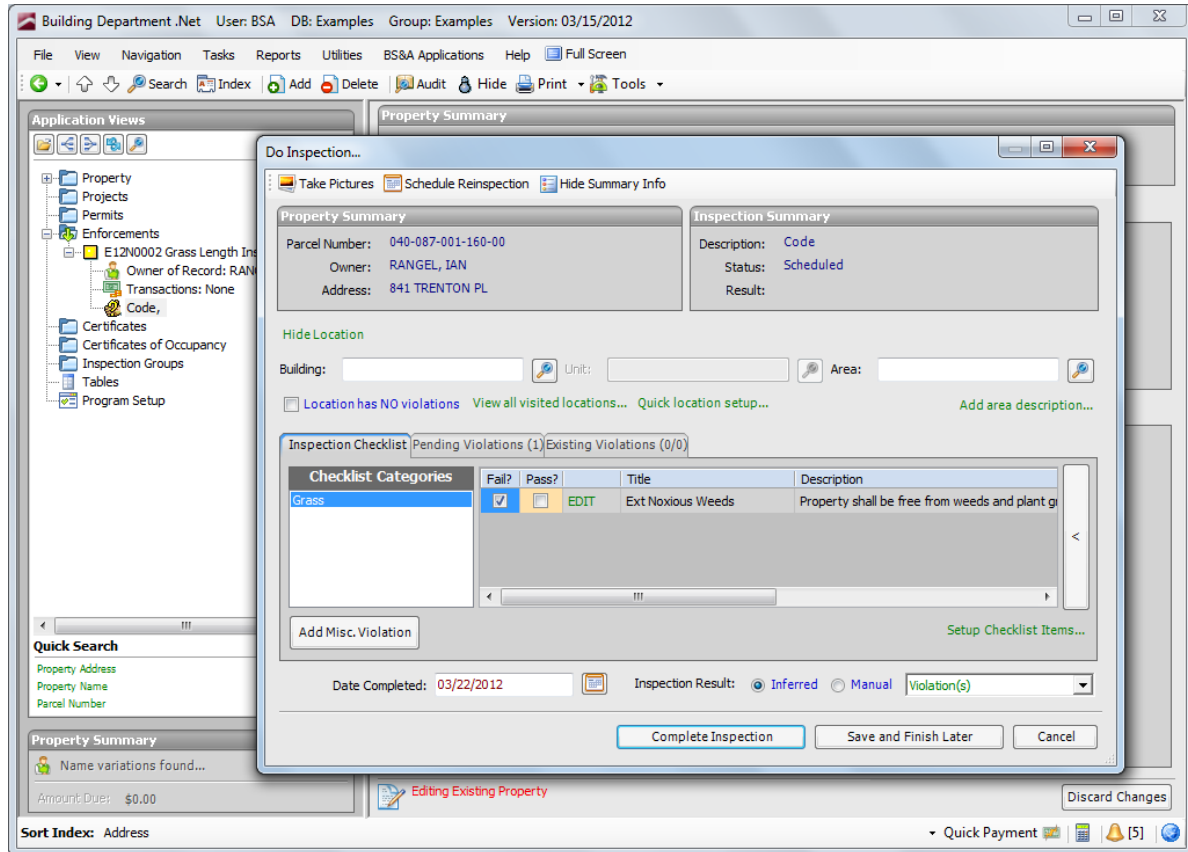


Title:	Grass/Weeds
Enforcement Category:	Grass Length
Initial Status:	Inspection Pending
Inspection Type:	Code
Checklist Category:	Grass
Checklist Item:	Ext Noxious Weeds

4. Continue setting up quick violations or click **Ok** to exit.

Adding a Quick Code Violation to a Property

1. Locate the property and highlight any folder in Application Views.
2. Click .
3. Double-click **Add Quick Code Violation**.
4. If more than one violation category has been set up, you will be prompted to select one; double-click it.
5. The record is added and you are taken directly to the Do Inspection screen (consult your manual for details). If a default Checklist item was selected in Program Setup, its Fail box is already checked.



6. Fill out whatever information you require and exit Do Inspection (Complete Inspection or Save and Finish Later).
7. Upon exiting, you are returned to Property View and the record is updated.

