

Inspection Interface between BL .NET and BD .NET

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.

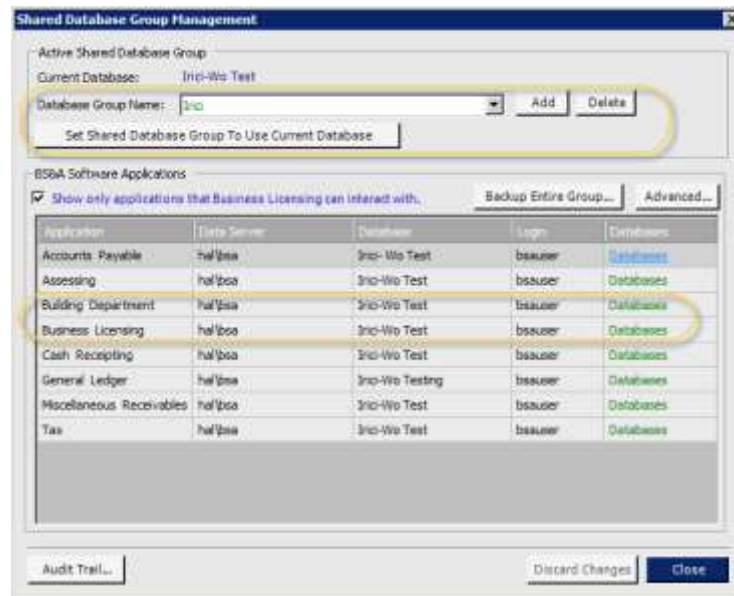
This interaction creates a new Code Enforcement in BD .NET for licenses added in BL .NET. This lets inspectors in BD handle inspections as they normally would with the results feeding back into the BL.NET program.

Program Setup

1) Link the applications

For the interaction to work, the programs must be in the same Shared DB group. To check this, go to Program Setup>4. Administration>Shared DB Settings. If they are not currently in the same group, this can be done by finding the Group Name then choosing “Set Shared Database Group to Use Current Database.”

(NOTE: In order for the programs to use this function, the Business in BL must be pointed to a valid Parcel in BD .NET; this is set under the “5. Other” tab on the Business).



2) Create a Quick Code in BD .NET for BL .NET

In BD, a Quick Code Enforcement will need to be created for the BL program to use. In BD, go to Program Setup>1. Database Setup>Code Enforcement>Quick Code. Add a new Quick Code, setting the Enforcement Category, its initial status, inspection type, and the Checklist information if applicable.

3) Link the BL License Type to the Enforcement

Now that the enforcement exists in BD, it can be linked to a specific license type(s) in BL .NET. To do this, in BL go to Program Setup>1. Database Setup>License Type Setup. Use the arrows/list in the top left hand corner to find the license that requires an enforcement. Once the license is found, choose to “Create Enforcement Quick Violation” in the bottom left and choose the Quick Code to use.

(This will add the Quick Code option to the New License Wizard; you can also choose “Create Enforcement when Renewing License” if a new enforcement should be created upon each renewal as well).

License Type Setup

License Type: NEW BUS Description: NEW BUSINESS FEE

Inactive License Type Additional:

License is Renewable Default Report:

Renewal Fee: NEW BUS Allow License Type to be accessible from BS&A Access My Gov

License Type Settings Default Fee Settings Default Inspections User Defined Fields

License Number Generation

License # Option: Auto Generate License Numbers

Next Lic. #: 28

License # Format: #####

Allow Pending Renewals

Requires Zero Balance Prior to Issuance

Requires Passed Inspection for Approval

Create Enforcement Quick Violation

Type: New Bus Review

Create Enforcement when Renewing License

Date Settings

Duration Period: Annual

Expiration Date: 12/31

Num. Days Until Due : 0

Num. Days Until Cancelled: 5

Renewal Days: 0

Use Current Year for Date Calculation

Use Current Year for Renewal License Date Calculation

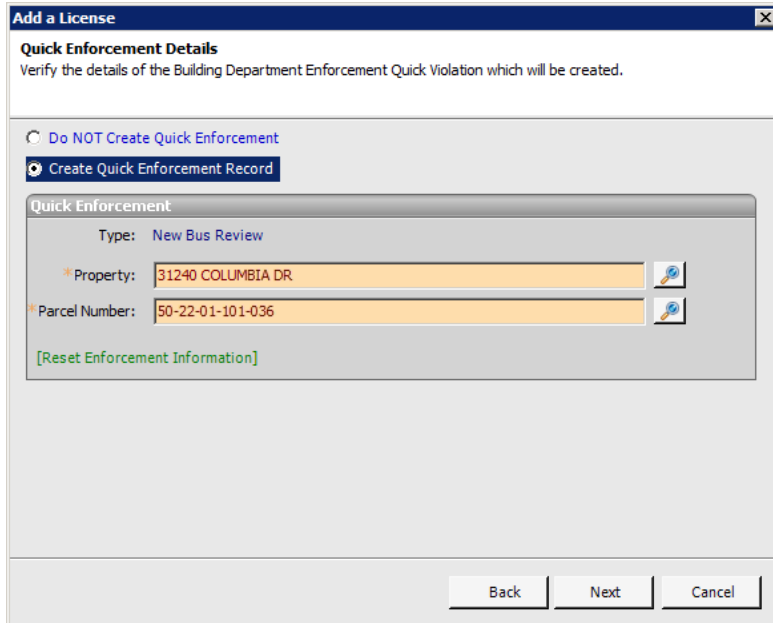
View changes... Discard Changes Close

*The Quick Code is now ready to use for Business Licensing.
See below for this procedure.*

Procedure

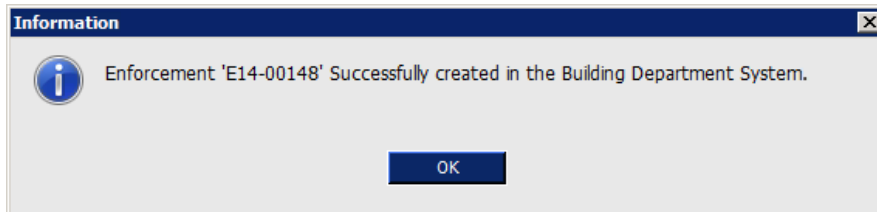
1) Create a Quick Code on a New License

Begin adding the license that has a BD Quick Code associated with it to a business. A final step is added to the license wizard where the user can decide to add the Enforcement in BD or not. They can also edit the property/parcel information that it will be added to as needed.



The screenshot shows a dialog box titled "Add a License" with a close button (X) in the top right corner. Below the title bar, the text "Quick Enforcement Details" is displayed, followed by the instruction "Verify the details of the Building Department Enforcement Quick Violation which will be created." There are two radio buttons: "Do NOT Create Quick Enforcement" (which is unselected) and "Create Quick Enforcement Record" (which is selected). Below this is a section titled "Quick Enforcement" containing a "Type" dropdown menu set to "New Bus Review". Two text input fields are present: "Property:" with the value "31240 COLUMBIA DR" and "Parcel Number:" with the value "50-22-01-101-036". Each input field has a magnifying glass icon to its right. A "[Reset Enforcement Information]" link is located below the input fields. At the bottom of the dialog box are three buttons: "Back", "Next", and "Cancel".

After the license is added, a message will appear telling the user the associated Enforcement Number:



The screenshot shows an "Information" dialog box with a close button (X) in the top right corner. On the left side, there is an information icon (i) inside a blue circle. To the right of the icon, the text reads "Enforcement 'E14-00148' Successfully created in the Building Department System." At the bottom center of the dialog box is a blue button labeled "OK".

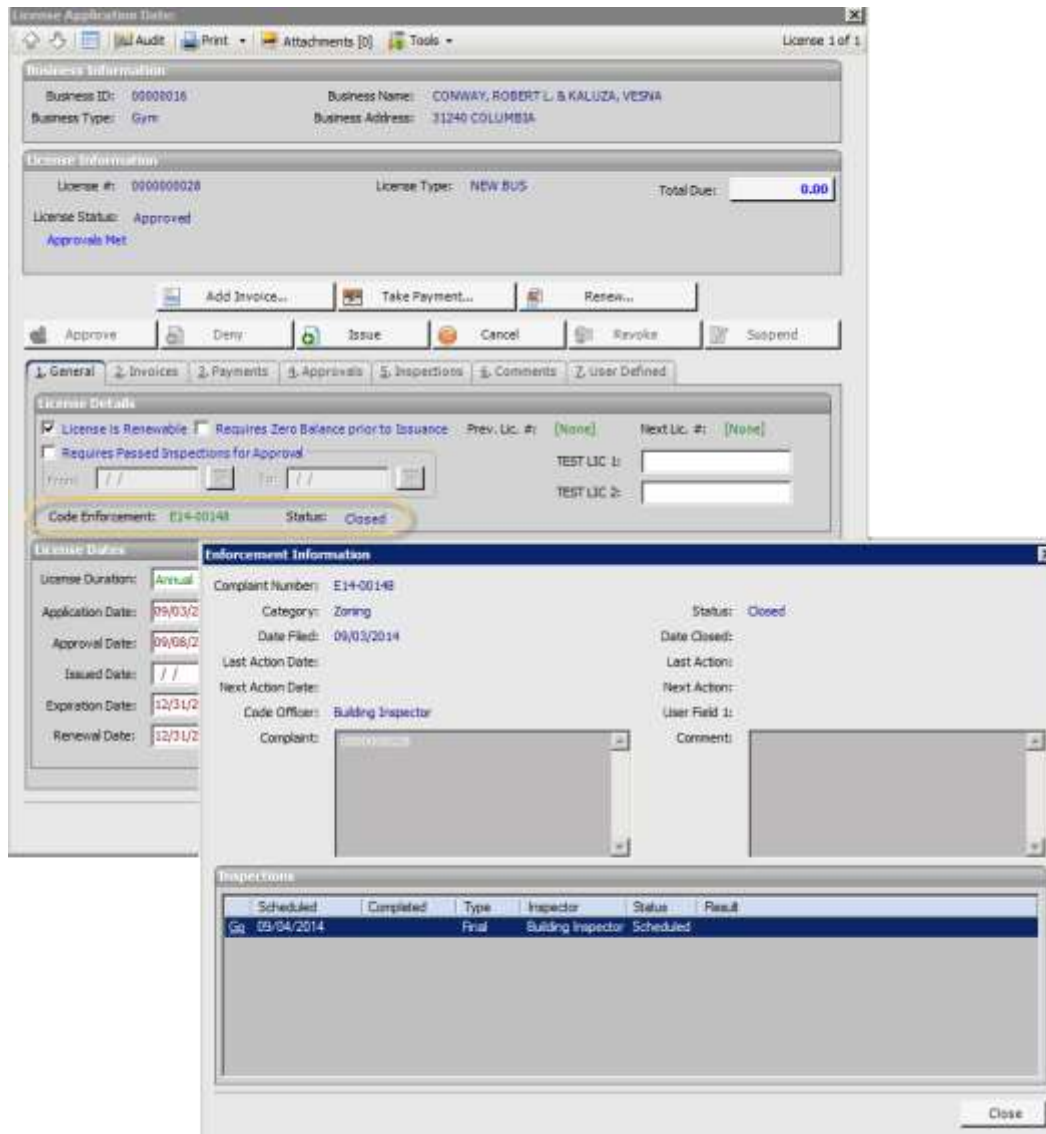
2) View the Enforcement in BD .NET

The Code Enforcement can now be viewed in BD .NET. The license number is automatically filled in the "Complaint" field and there is also a read-only link to the license in BL .NET for reference.

3) Complete and Close the Enforcement

The Code Enforcement (and inspection if applicable) will be completed in BD .NET. The results update in BL .NET in real time. When the enforcement is Closed, the status of the license will automatically change to “Approved.”

The Enforcement and any related inspection information can also be viewed using the read-only link on the license.



4) Reminder Created to Issue the License

This process will also automatically create a reminder to ensure the license is issued once ready.

