

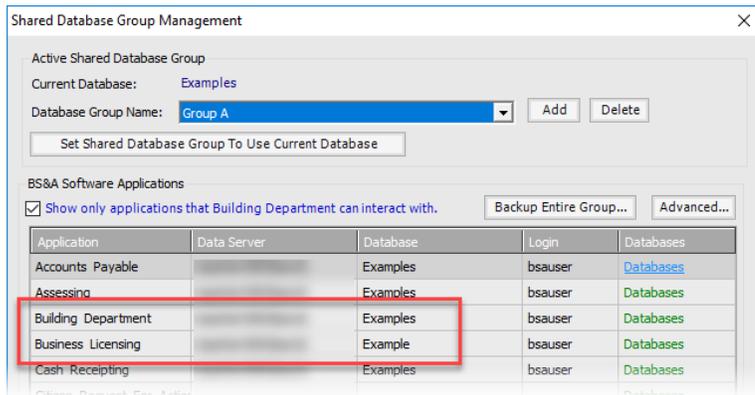
Inspection Interface Between BL .NET and BD .NET

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.

The inspection interface creates a new code enforcement in Building Department for licenses that are created in Business Licensing. This interaction lets inspectors in BD manage inspections as they normally would, and the results are fed back into BL.

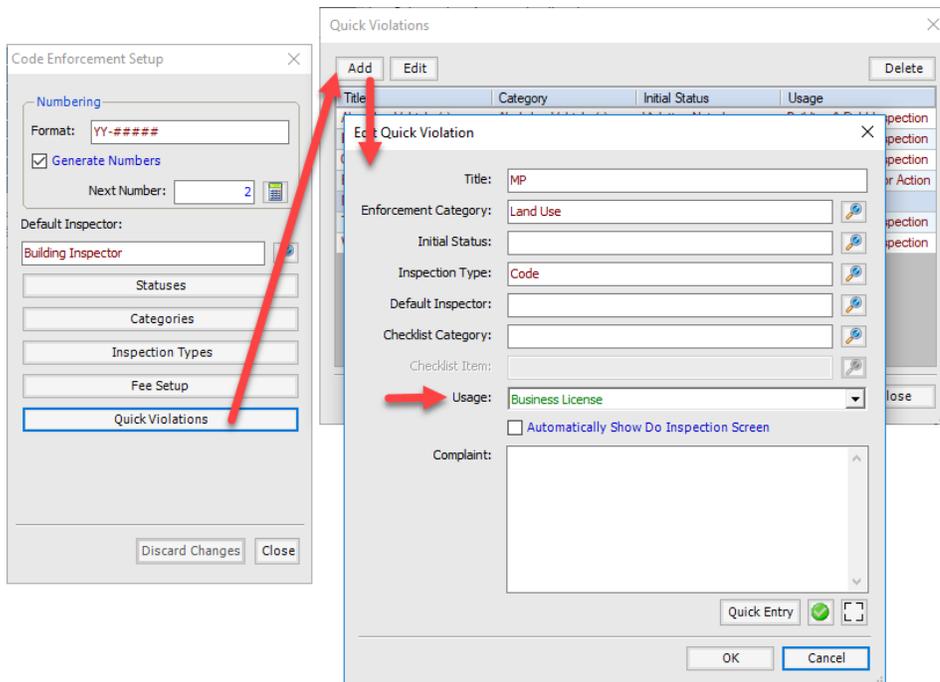
Verify That the Programs are Linked

In order for the interface to work, Building Department and Business Licensing must be in the same Shared Database Group (Program Setup>Administration>Shared Database Settings). You can verify this/set it up in either program (instructions are in the software manuals). Building Department is used in this example.



Create a Quick Violation in Building Department

In the **Building Department** database, go to Program Setup>Database Setup>Code Enforcement>Quick Violations and add a code. Set the Usage to Business License.



Link the Quick Violation to a License Type in Business Licensing

In the **Business License database**, go to Program Setup>Database Setup>License Type Setup and either locate an existing or add a new license type that will use the Quick Violation code in Building. Go to the Building Department tab and check the Create Enforcement Quick Violation box, then select the code from BD. Select your Reminder option: All Users or Selected Users.

License Type Setup

License Type: MP Description: []
 Inactive License Type Additional: []
 License is Renewable Default Report: []
Renewal Fee: []

License Type Settings | Default Fee Settings | Approvals / Inspections

User Defined Fields | Online Settings | Restrict Users | Building Department

Create Enforcement Quick Violation Create Enforcement when Renewing License
Type: MP

Enforcement Notification Settings

Add Reminder for ALL Users
 Add Reminder for SELECTED Users

Add

User

Discard Changes Close

Add a License That Includes the Quick Violation

In the **Business License database**, locate the business and add a license, selecting the appropriate License Type. Follow through the wizard until you get to the Quick Enforcement Details page. Create Quick Enforcement Record is selected by default. If you have a Parcel Number identified on the Business's "Other" tab, it is auto filled, as pictured. Click Next, verify the final details, and click Add License. You should get a success prompt informing you the enforcement record was created in Building.

Add a License

Step 1: License Type...
Select the desired License Type and review Default Information

Business Information

Business ID: DOM CHECK Business Name: MOUNT EVER-RES

License Category: [] Added By: BSA

License Type: MP License Number: []

License Settings

License is Renewable
 Requires Zero Balance prior to Issuance
 Requires Passed Inspections for Approval
 Manually Enter License Number
[Reset to Default Settings]

Dates

License Year: 2018
License Duration: Annual
Application Date: 02/06/2018
Expiration Date: 12/31/2018
Renewal Date: 12/31/2019
Cancel if Not Paid: 02/06/2018
[Reset to Default Dates]

Back Finish Next Cancel

Add a License

Quick Enforcement Details
Verify the details of the Building Department Enforcement Quick Violation which will be created.

Do NOT Create Quick Enforcement
 Create Quick Enforcement Record

Quick Enforcement

Type: MP

*Property: []

*Parcel Number: 50-22-01-101-105
[Reset Enforcement Information]

Back Next Cancel

Information

Enforcement 'E18-00002' Successfully created in the Building Department System.

OK

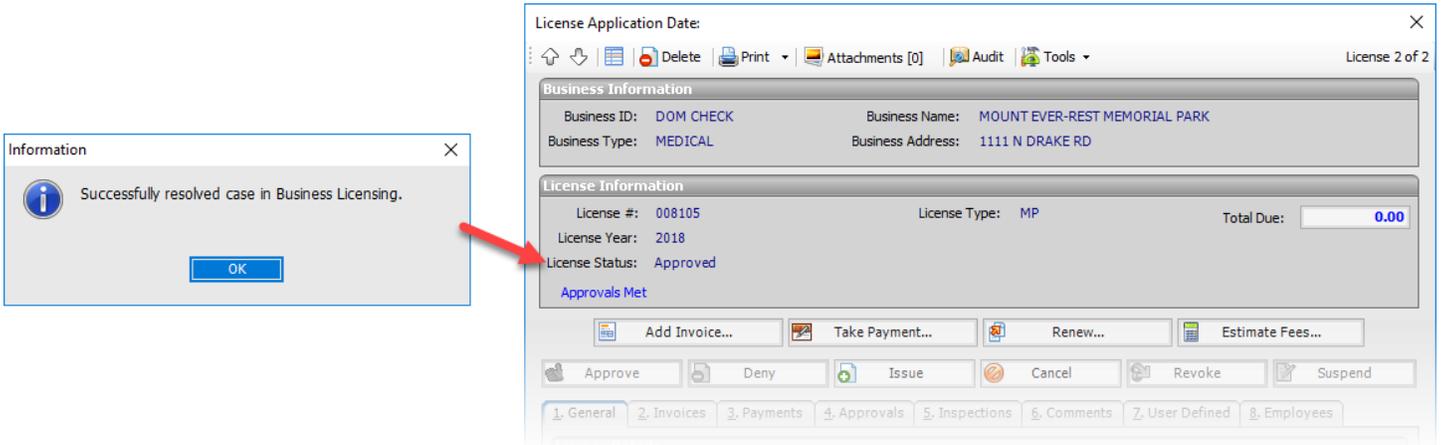
Process the Enforcement in Building; Be Reminded to Issue the License in Business Licensing

In the **Building Department database**, go to the Enforcement record that was just created. A read-only link to the license is provided in BD; likewise, a read-only link to the enforcement is provided in BL.

The screenshot shows the 'Building Department .Net' application window. The title bar includes 'User: BSA', 'DB: Examples', 'Group: Group A', and 'Version: 02/01/2018'. The menu bar contains 'File', 'View', 'Navigation', 'Tasks', 'Reports', 'Utilities', 'BS&A Applications', and 'Help'. The toolbar includes 'Search', 'Index', 'Add', 'Delete', 'Audit', 'Hide', 'Print', 'Tools', 'Inspector's View', 'Map', and 'Names'. The left sidebar shows 'Application Views' with a tree structure including 'Property', 'Projects', 'Permits', 'PZE Processes', 'Enforcements', 'MR Transactions', 'User Fields', 'Code', 'Certificates', 'Certificates of Occupancy', 'Inspection Groups', 'Tables', 'GIS', and 'Program Setup'. The 'Enforcements' folder is expanded, showing a record for 'E18-00002 Land Use' with 'Owner of Record: DIMOVSKI, GEORGE'. The main area displays 'Property Information' with 'Address: <No Address>', 'Parcel Number: 50-22-01-101-105', and 'Owner: DIMOVSKI, GEORGE'. Below this is the 'Enforcement Information' section, which includes fields for 'Complaint Number: E18-00002', 'Category: Land Use', 'Status', 'Date Filed: 02/06/2018', 'Date Closed: //', 'Last Action Date: //', 'Last Action', 'Next Action Date: //', 'Next Action', 'Next Action Time: :', 'Origin', 'Officer: Building Inspector', 'User Field 1', 'Last Inspection Date', 'Business License: 008105', 'Next Inspection: 02/07/2018', and 'Total Inspection Hours: 0.00'. A red arrow points to the 'Business License: 008105' field.

The screenshot shows the 'License Application Date' dialog box. The title bar includes 'License 2 of 2'. The toolbar includes 'Delete', 'Print', 'Attachments [0]', 'Audit', and 'Tools'. The dialog is divided into several sections: 'Business Information' with 'Business ID: DOM CHECK', 'Business Name: MOUNT EVER-REST MEMORIAL PARK', 'Business Type: MEDICAL', and 'Business Address: 1111 N DRAKE RD'; 'License Information' with 'License #: 008105', 'License Type: MP', 'Total Due: 0.00', 'License Year: 2018', and 'License Status: Pending'. Below these are buttons for 'Add Invoice...', 'Take Payment...', 'Renew...', and 'Estimate Fees...'. A row of action buttons includes 'Approve', 'Deny', 'Issue', 'Cancel', 'Revoke', and 'Suspend'. The 'General' tab is selected, showing 'License Details' with checkboxes for 'License is Renewable', 'Requires Zero Balance prior to Issuance', and 'Requires Passed Inspections for Approval'. There are also 'Prev. Lic. #: [None]' and 'Next Lic. #: [None]' fields, and 'User Field 1' and 'User Field 2' input boxes. The 'Code Enforcement: E18-00002' and 'Status:' fields are visible, with a red arrow pointing to the 'Code Enforcement' field. The 'License Dates' section at the bottom shows 'License Duration: Annual' and 'Application Date: 02/06/2018'.

The inspection (if applicable) will be completed here in BD. When the enforcement is closed, the status of the license in BL will automatically change to Approved.



In the **Business Licensing database**, applicable users will receive a reminder to issue the license.

