

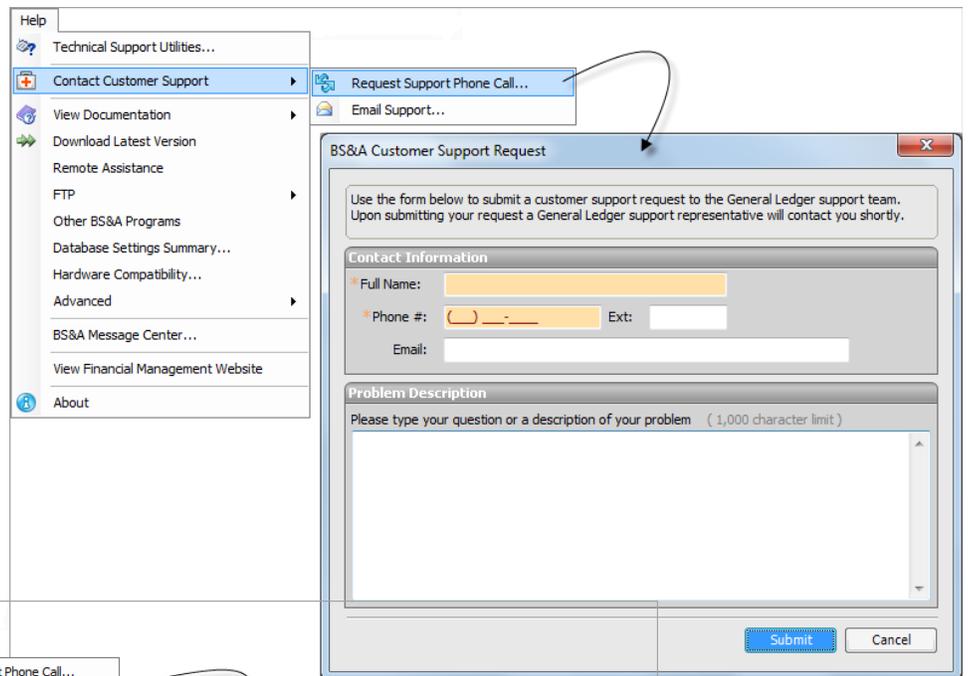
*Community Development User Group, 2013*

Did You Know...

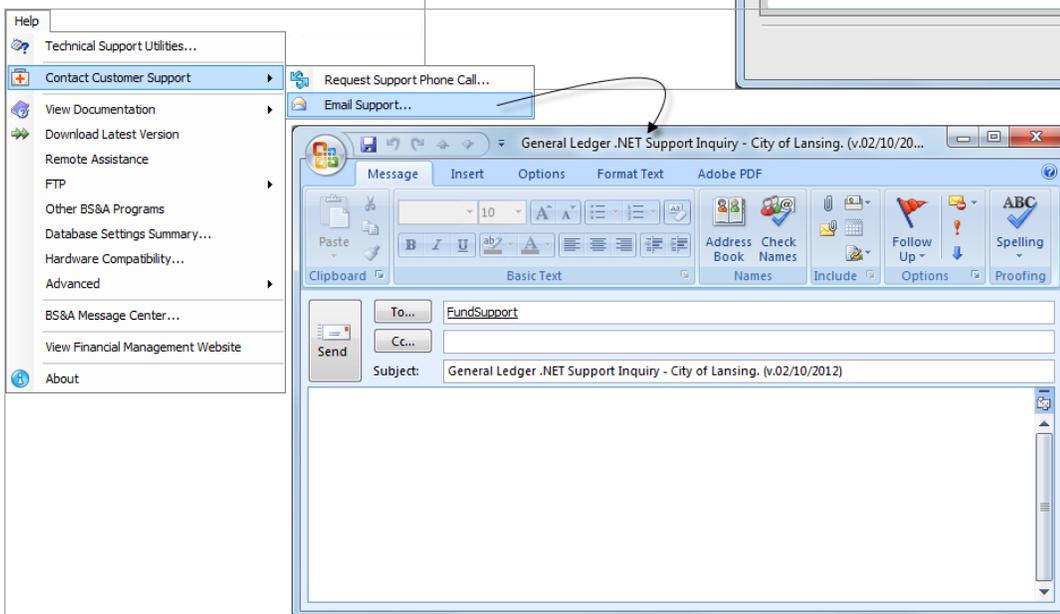
**You don't have to call us to get support**

You have two options, both of which submit your request directly into our contact management database.

**Help>Contact Customer Support>Request Support Phone Call.** Fill out the information and click Submit.

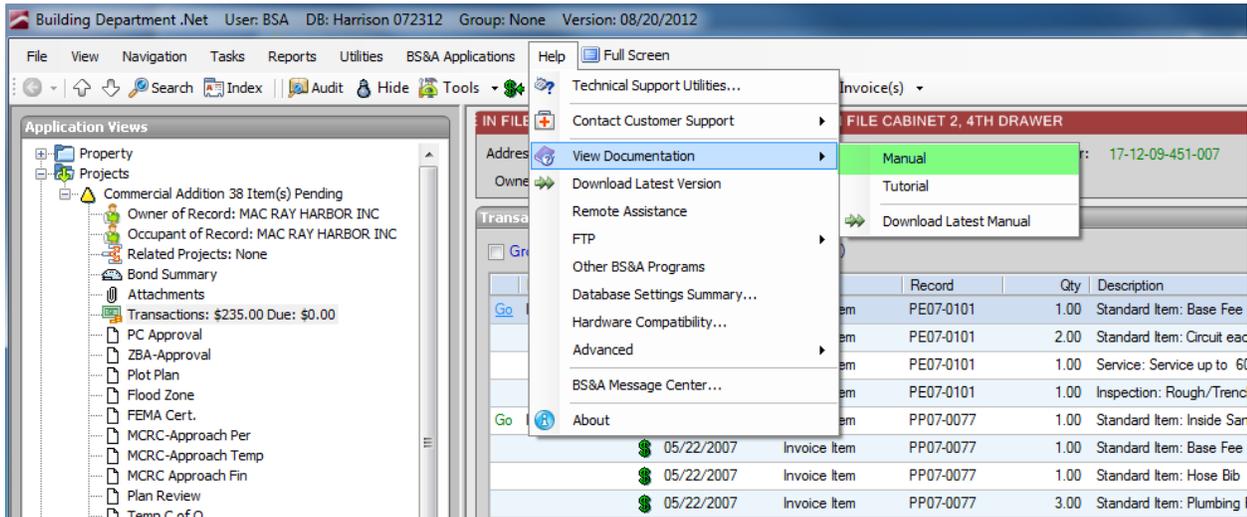


**Help>Contact Customer Support>Email Support.** Your email program launches, automatically filling out the appropriate "To" contact, and providing basic information in the Subject line. Type your message (please be sure to include a phone number where you can be reached) and click Send.

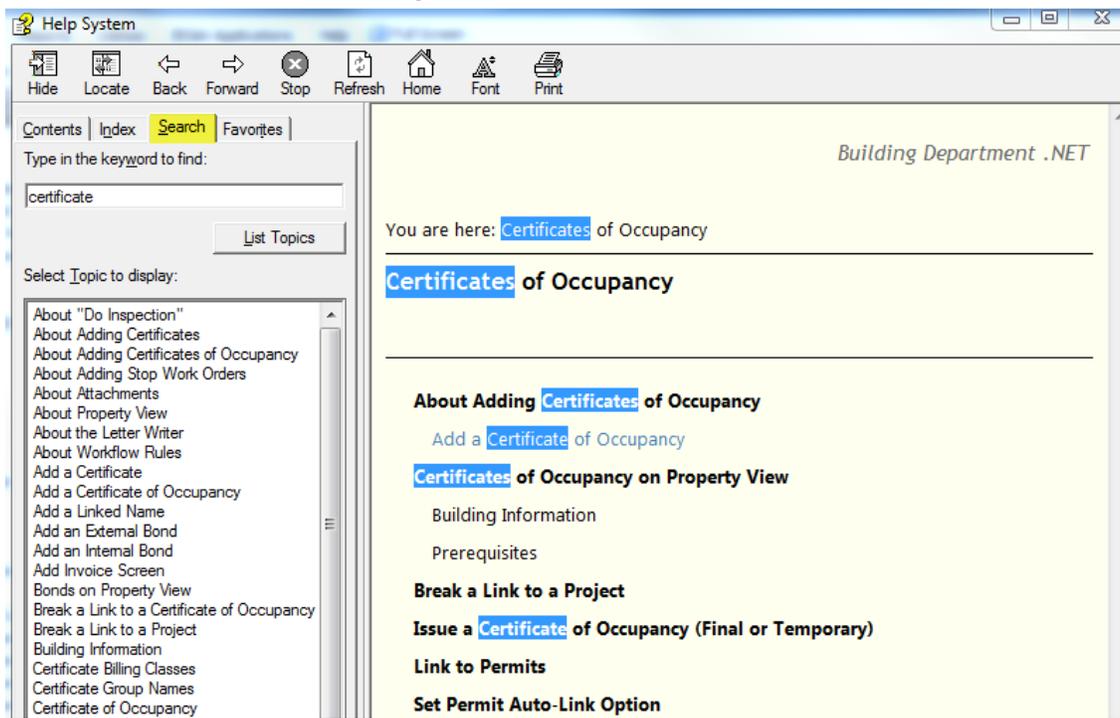


## You can view the manual from within the program.

**Help>View Documentation>Manual** opens the html version of the software manual.



## You can search for key words in our manual.



## Table Views

Number of Records: **5,221** Sort Index: **Permit Number**

Click here to clear the filter **visible.**

Filter: **ALL FINALED PLUMBING PERMITS** Refresh Manage Filters...

Permit Number	Permit Type	Status	Category	Date Issued	Date Expires	Date Fin
Go PP000001	Plumbing	FINALED	Single Family Home	01/03/2000	08/30/2000	08/
Go PP000002	Plumbing	FINALED	Garage/Pole Barn/Acc	01/06/2000	09/23/2000	03/
Go PP000004	Plumbing	FINALED	Replace Appliance	01/07/2000	07/30/2000	02/
Go PP000005	Plumbing	FINALED	New Commercial	01/10/2000	07/10/2000	03/
Go PP000006	Plumbing	FINALED	Single Family Home	01/12/2000	11/28/2000	06/
Go PP000007	Plumbing	FINALED	Single Family Home	01/12/2000	11/28/2000	06/
Go PP000008	Plumbing	FINALED	Commercial Addition/F	01/12/2000	09/03/2000	04/
Go PP000009	Plumbing	FINALED	New Industrial	01/13/2000	02/04/2001	08/
Go PP000010	Plumbing	FINALED	Replace Appliance	01/14/2000	07/23/2000	01/
Go PP000011	Plumbing	FINALED	Replace Appliance	01/18/2000	07/16/2000	01/
Go PP000013	Plumbing	FINALED	Replace Appliance	01/18/2000	07/19/2000	01/
Go PP000014	Plumbing	FINALED	Basement Rem/Fin	01/18/2000	07/22/2000	01/
Go PP000016	Plumbing	FINALED	Residential Remodel/	01/20/2000	08/16/2000	05/
Go PP000019	Plumbing	FINALED	Replace Appliance	01/21/2000	07/25/2000	01/

Tables can now be filtered to easily view data without the need to run a report. If a report is still desired, the data can then be passed into the report by simply selecting print from the Table View and selecting the report you wish to print.

Filters are saved and can be used in the future to quickly view information without the need to set it again.

Tables can be filtered to Generate Letters En Masse, Renew Certificates, Apply Fees and Print Invoices as well as to simply view a quick count of filtered results.

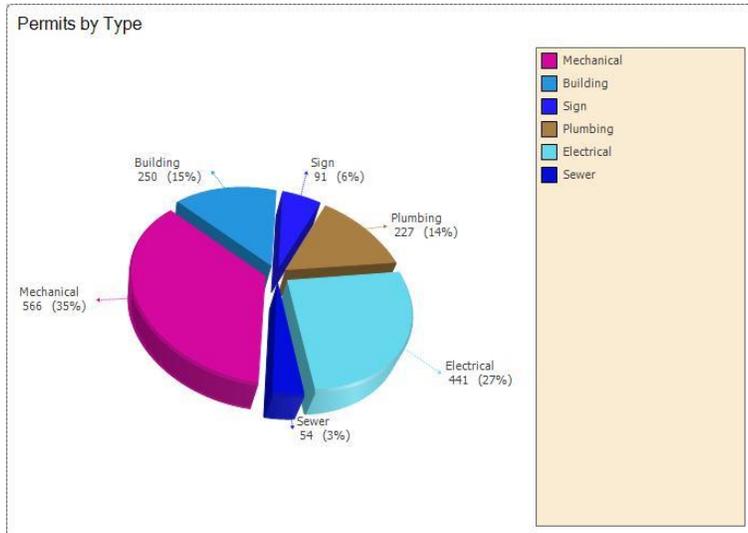
## Excel Export

Filtered table data can be easily exported using this new utility. The program allows you to select the fields you wish to export and even allows you to group by fields and see totals.

The exported data opens in Excel, which allows you to edit the data in a spreadsheet and gives you flexibility in how your data is displayed and represented.

## Charts

The Charts View will give you a quick view of your permit activity breakdown. Hovering over the chart gives you more detailed information for the slice.



Permit activity can be displayed by category or by type, It can also be filtered to only include certain types of permits or permits within a given date range among many other conditions.

## Quick Violations

Resulting from feedback from a high volume Code Enforcement customer, Quick Violations take away the many steps of adding the enforcement case.

With the click of a mouse or the tap of a stylus, the Code case is created, the inspection added and violation marked.

Simply complete the inspection and your work is done.

Quick Violations make it easy to drive up a street and mark consecutive grass, weed or snow violations without slowing the inspector down.

## Fee Setup Wizard

Configuring fee items in the past could be difficult when the schedule for the item uses cost of construction with incremental values per thousand and varying base amounts.

We have introduced the fee setup Wizard in Building Department .Net which allows you to simply input the base amount and the increment amount then the wizard handles the rest. The fields are calculated and the values set automatically.

## Fee Calculator

Sometimes you need to calculate permit fee's for plan review or a customer request. These had to be calculated manually as you did not have a permit to attach them to.

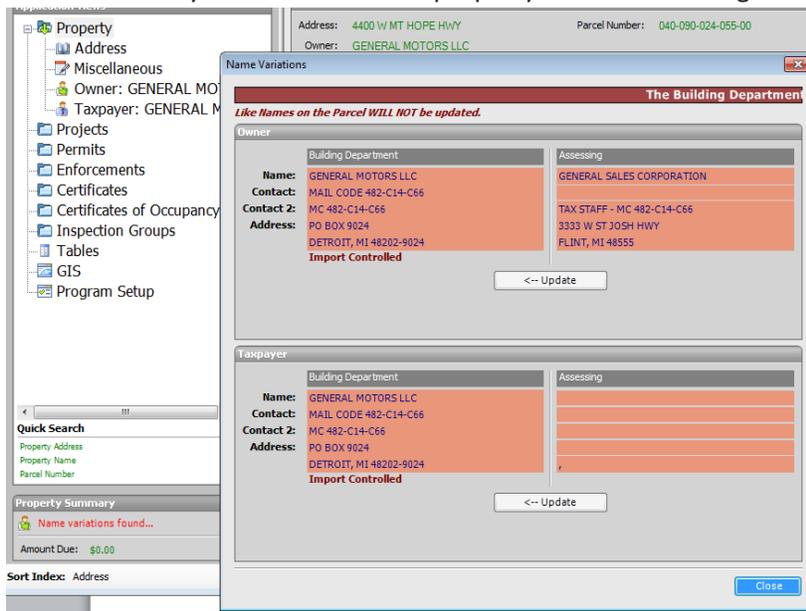
A newly added feature is the Fee Calculator which allows you to use the existing fee setup to calculate the appropriate fees without having to add a record to attach it to.

## Clone Permits

This allows you to add the same permit to several properties without having to go thru the entire process. This is useful for condo developments, strip malls, new subdivisions etc.

## Assessing Live Link

This tool will allow you to see real-time property level name changes that can be imported from Assessing without performing an entire import.

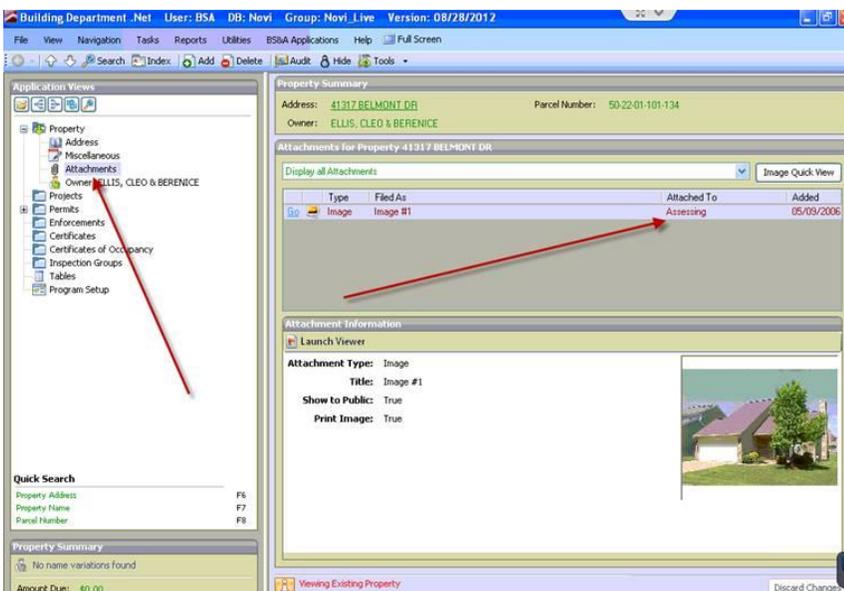


A warning is displayed at the bottom of the Property View indicating that newer information is available.

You can choose to import the new information or update the data manually

## View Assessing's Attachments

If Building and Assessing are in the same Shared Database Group and you are on a property with a valid parcel number (one that corresponds to an assessing record), you will now be able to view assessing's pictures & attachments for that parcel under the property folder (screen shot below). Of course it view-only access.



## Right-Click to add requirements

Adding requirements to ongoing Projects is now easier with the quick add function for requirements. You can simply right-click a requirement in the project tree to add a new requirement directly beneath it.

## Status Bar Additions - Journal Status Indicator

You can now view how many un-journalized transactions and invoices there are at a quick glance from wherever you are in the program. The Journal Status Indicator gives you a current count of journal entries needed and allows you to initialize the journalization right from its dialog box.

## Security - Login/Logout and Reloading User Security

In the past, any time a user's security settings were changed, the user would have to close the application and re-open to load the new settings. You can now perform this without exiting the application by going to the My Settings tab in Program Setup and reloading the security settings.

## Seeing User Group security inheritance from User Setup

If a user belongs to multiple groups with custom access, you can easily view what settings the user currently has inherited from all groups by viewing that users individual security settings and referring to the left column. If the checkbox is marked, the item is allowed in one of the groups the user belongs to.

## MR Enforcement Invoicing

You can now add invoices directly into the BS&A Miscellaneous Receivables .Net application from the Building Department .Net application by utilizing the MR Code Enforcement Invoicing option. This feature will allow you to specify which Billing Items from MR can be billed from BD.Net to prohibit the addition of non-ordinance related items by the user.

The current balance of the invoice from MR is accessible by the Building Department user from the BD.Net software throughout the billing process.

## Tree Font Size

Users can now adjust the size of the font in the application tree. This setting is located in My Settings in Program Setup by selecting the My Preferences button.

## Licensee Verification

We have made accessing your State licensing website easier by allowing you to set up the path to the site in Program Setup which activates a link within the licensee screen that will open your browser to path specified.

State of Michigan URL: <http://www7.dleg.state.mi.us/bclicense/>

## Escrow Fees

You can now configure certain fees to be used as Escrow Deposits. When added to an invoice and a payment is made, the Escrow balance in Building Department .Net will be reflected accordingly. When it is time to pay a contractor such as an engineer from the funds, the user can simply draw from the balance of the Escrow and request payment from the BS&A Accounts Payable software electronically.

Description	Balance
Standard Item - Engineering Escrow	\$12,000.00

**Escrow Transaction Summary:**

Total Escrow Deposit:	\$12,000.00
Total Paid Out:	\$0.00
Total Remaining Balance:	\$12,000.00

**Escrow Transaction History for Standard Item - Engineering Escrow**

Deposit Tax No.	Escrow Tax No.	Date Created	Action	Description	Deposited	Paid	Paid To / From
00043257		08/21/2012	Deposit into Escrow	Standard Item - Engineering Escrow	\$12,000.00		Note Buffer

\*\*\* Double click or click GO on an item in the transaction history grid to view the deposit transaction associated with that record

Remaining funds at the completion of the project can be refunded to the person depositing the funds.

## Transfer Fees to Tax

When invoices are lienable, they can transferred to a parcels taxes as a Special Assessment using the Transfer to Tax wizard built in to the Building Department .Net application. This process creates Transactions marking the invoices as transferred and creates the necessary journal entries in General Ledger.

## Report Profiles

A User can setup common reports that are run regularly by defining their filters and report options in advance and adding them to a common group. This will allow you to run multiple reports with the click of a button and even email them to responsible parties automatically.

## Workflow

The Building Department .Net software is designed to allow you to configure it to match your internal workflow by indicating certain events and directing the system to perform specific actions when those events take place. One example would be if you automatically write a letter to a home owner when there are ordinance violations found on their property.

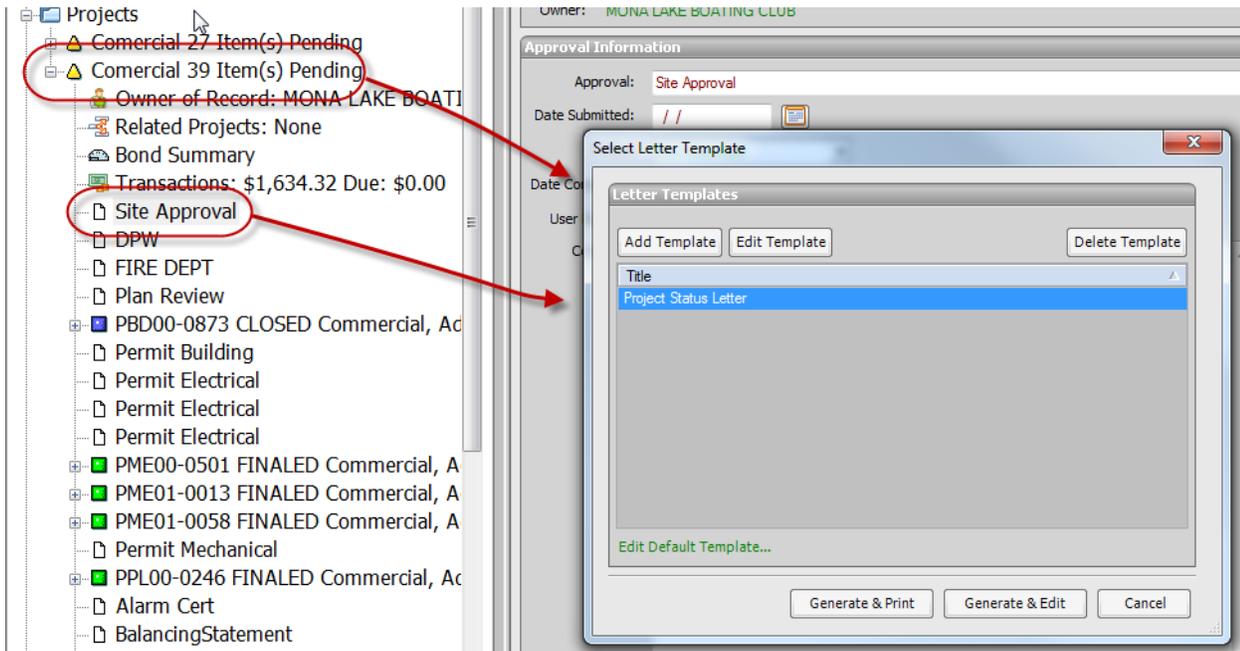
We can tell the system to automatically print this letter for us when that type of inspection is disapproved. There are hundreds, if not thousands of ways to program the system to acknowledge these events and perform the desired tasks.

## User Defined Approvals

User Designed Approvals on Projects have improved with the addition of submittal and completion information as well as the current status of the approval. A numerical field has also been added to track costs associated with Plan Reviews for reporting purposes.

## Adding Letters to Projects and Requirements

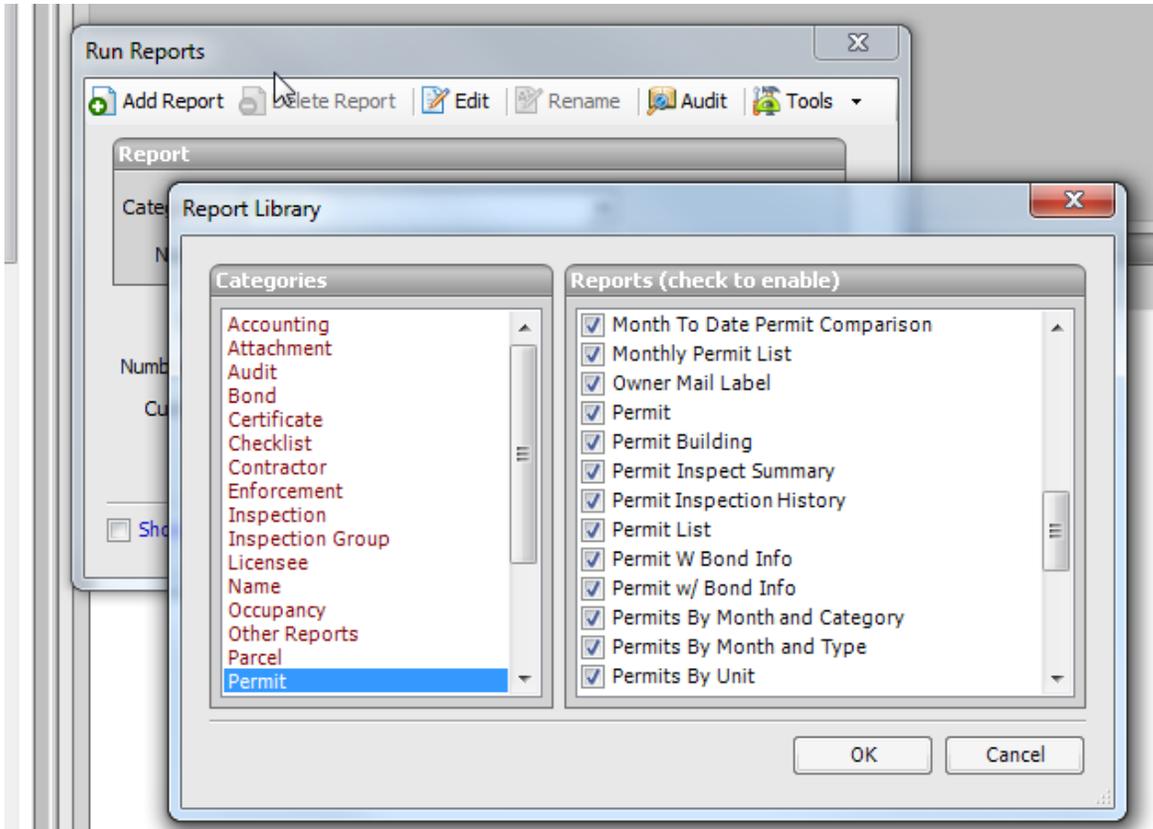
Users can now add letters to the Project record itself or directly to User-Defined Approvals. Fields from each can be added to the letters and they will be saved to the records just as they are with other records.



## Report Library

A new service of BS&A Software is to encourage and facilitate the sharing of user reports within the Building Department .Net Application. This is done in the Report Library within the Tools menu in the Report Dialogs. This library will allow you to show and hide reports within your system.

As Users submit reports to BS&A for sharing or we create new reports to go out to customers, they will appear in the



library after an update and the user can easily enable and disable them as needed. Newly added reports are unchecked (disabled) by default when they are added. If you have any creative reports you wish to share, please contact our Building Department Support department and we will be happy to add them for you.

## Quick Text Library

We are currently working on building a standard list of common violations to a Quick Text library. Upon completion, this will be available to customers through an import from support. You will be notified when this is implemented.

## Permit Categories by Type

In the past, all Permit Types shared the same list of categories. This meant that if you added an Electrical Permit, you would see all of the categories listed as options when you selected one. In order to make the selection process easier and faster, categories are based on the individual type. These can be accessed in the Permit Type Setup in Program Setup.

When this feature was introduced, the decision was made to copy the existing categories into each Permit Type so none would be lost. You can enter the setup of each type and delete the categories in each type that you wish not to show up.

## New Parcel Fields

You can now track the number of **woodland** and **wetland acres** for each parcel. These are available in the main property view. **Flood plain** information can also be tracked in its own tab in the parcel section of the property view inside the Flood Plain tab.

## Certificate Improvements

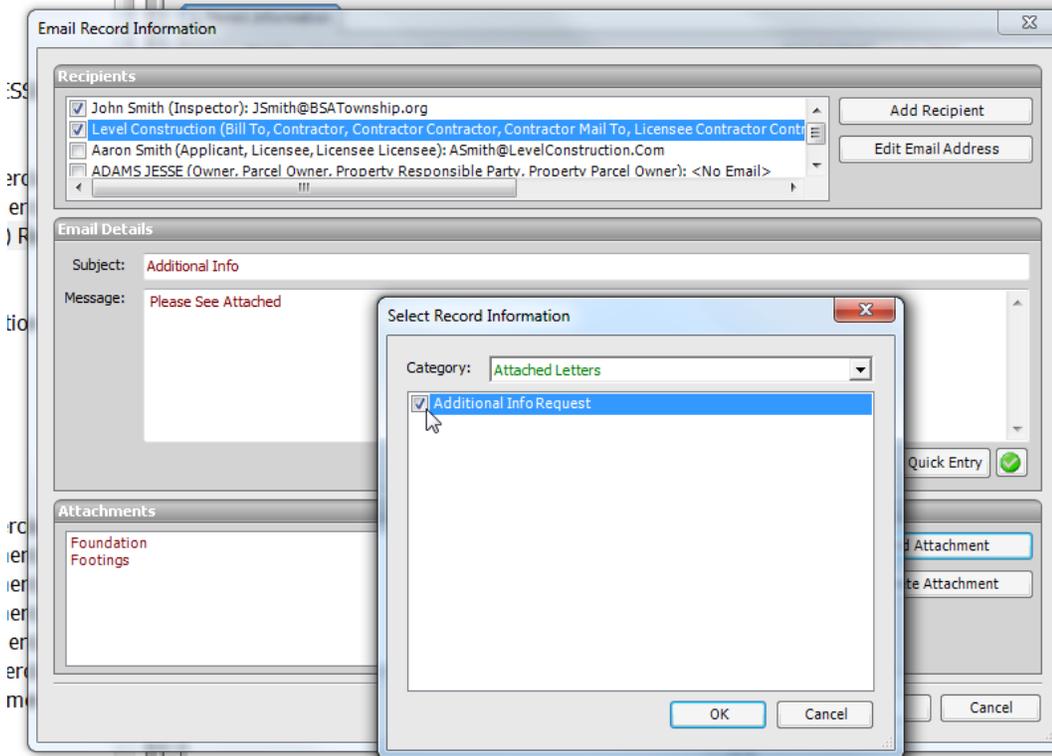
There are a few new options in the Certificate Setup that allows greater flexibility and control for automation of the renewal process.

**-Use Original Certificates Responsible Party** – You can now specify whether to use the currently listed Responsible Party from the Property on the newly created Certificate record during the renewal process or use the Responsible Party listed on the original Certificate that is being renewed.

**-Calculate Expire Date On Each Issuance** – An additional option for the calculation of the expiration date of the new Certificate, this option will recalculate a set number of time from the date the previous Certificate is issued.

## Email Tool

Your Building Department .Net software now allows you to email a recipient directly from a record within the application. Under the Tools menu for a given record, you will find the email option. Opening this dialog allows you to



select a recipient, enter the text and message, and include an attachment as well.

Attachments such as letters written on the record, images added to the record, or even reports using the selected record as a population will be included in the email as an attachment and do not have to be saved externally first, they are automatically included after they are selected.

Keeping updated email addresses for contacts within the system, especially Contractors, Licensees, and Rental Agents help make this process easier as their email addresses will be used when their name is selected. If you edit their address in this dialog, it updates their record for future use as well.