Code Enforcement and the Inspection App

Inspector Maintenance

Adding am Inspector

    In order to create an inspector you must go to Inspector Maintenance.

Billing/Collections > Misc A/R > Inspector Maintenance

    You would begin by hitting the "Add" button and enter in the Inspector ID. I always suggest setting the Inspector ID the same as their User ID. Once you add the ID hit OK, then you can proceed to fill in the inspector's information like their name, phone number, license, schedule etc.

    You are now able to add a signature font for your inspectors. This signature will print on the bottom of Violations along with the Inspector's printed name and title. It is an option field and is not required in order to save the Inspector.

    **Note: Inspectors can be scheduled for times outside of their normal availability. You would just get a warning message notifying you they are not normally scheduled to work that day.

Linking an Inspector to the App

For an inspector to be able to use the MCSJ Inspection App the Inspector must be properly linked to their User ID in User Maintenance.

System Utilities > User Maintenance

To link an Inspector ID to their User ID you have to go to the Misc A/R tab on User Maintenance. Once you are there you have to edit the User ID and select their corresponding Inspector ID. Now the Inspector can begin using the MCSJ Inspection App.
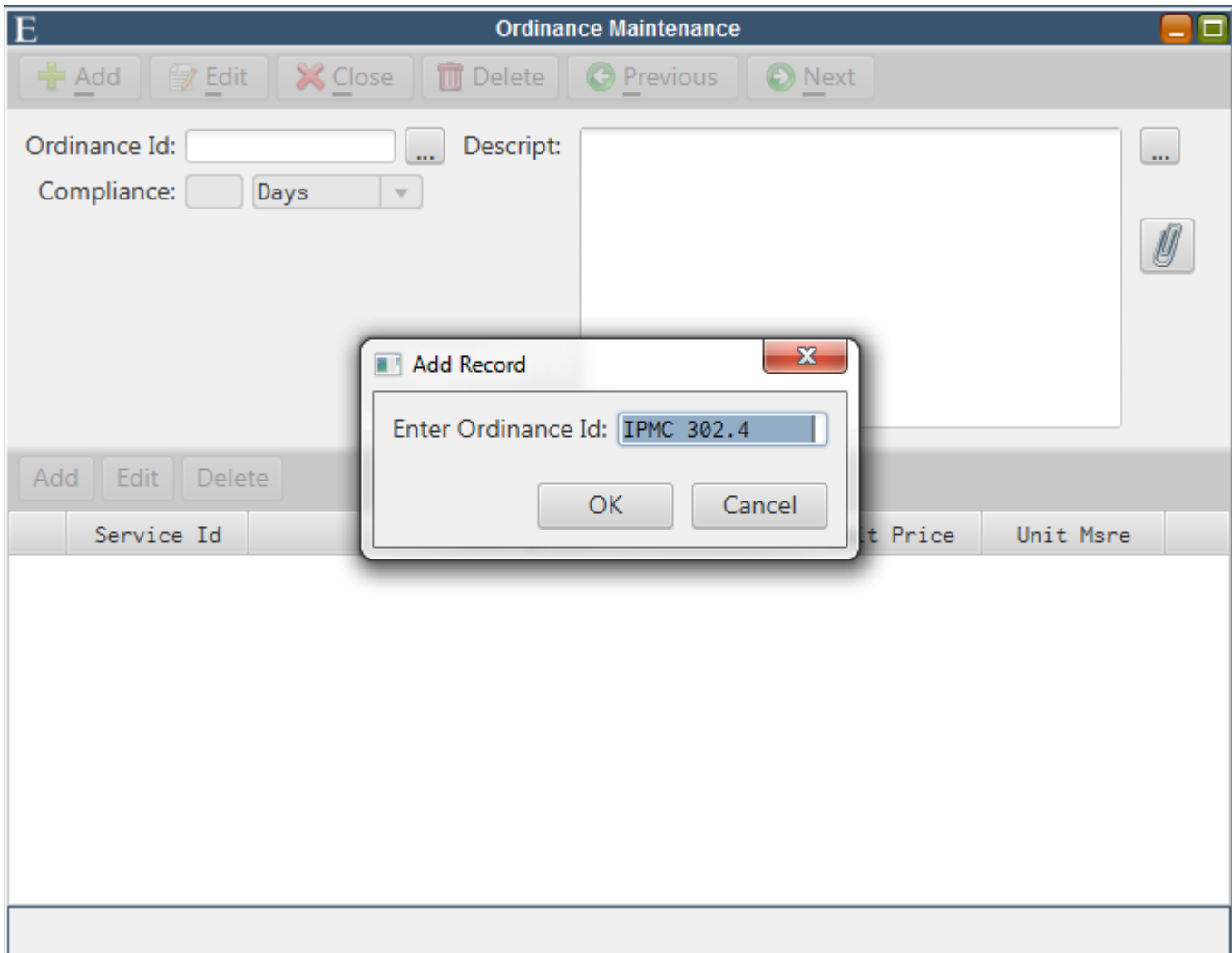
***Note:** "CPSS Contact" check box will notify that inspector when a user requests an inspection or a login request through the CPSS web portable.

Ordinance Maintenance

Adding an Ordinance

To create an Ordinance you must go to ordinance maintenance.

Billing/Collections > Construction Permits/Code Enforcement > Code Enforcement > Ordinance Maintenance

When adding an ordinance we recommend setting the Ordinance ID to the Ordinance number since it is usually shorter than the description. However this ID can be set to whatever the user decides, it is best to keep consistency though. After the preferred ID is entered hit OK to proceed entering in the rest of the Ordinance information and description.

Setting a Compliance Date & Linking Fees

Ordinance IDs have the option to have default compliance dates. In ordinance Maintenance you can set the number of days or months a person would be given to come into compliance. This is an optional field and will auto populate the compliance date on Violation Maintenance.

If your municipality charges a fine for non-compliant violations those fines can be set within Ordinance Maintenance. Under Service ID you would enter the proper ID for the violation and it will auto populate the fee amount.

***Note:** Service ID's and their amounts should be set up under Service Maintenance under **Billing/Collections > Misc A/R > Service Maintenance**

Violation Maintenance

Adding a Violation

In order to add a Violation you must go to Violation Maintenance.

Billing/Collections > Construction Permit/Code Enforcement > Code Enforcement > Violation Maintenance

To add a violation you would begin by hitting the "Add" button and the violation number will auto populate. On the general tab you can proceed by entering in the property information, complaint information and tenant information (if applicable). The lead inspector can also be assigned to the violation from the General Tab. Images from the violation can also be attached from this tab.

***Note**: A Customer ID only needs to be entered if the owner will be issued an invoice for their fine. You can select the Add Owner as Customer button if that owner does not already have a Customer ID. You can also add customers through Customer Maintenance.
Billing/Collections > Misc A/R > Customers > Customer Maintenance

Entering a Description/Conditions (Comment Maintenance)

The Description Tab is where you would enter the description of that particular violation. You would also enter in the conditions that must be met in order to come into compliance.

The conditions field also has a pick list for pre-saved conditions. When your cursor is in the Conditions field you would select the F3 key and the pick list will appear. This list can be added to or edited from Comment Maintenance.

Billing/Collections > Construction Permits/Code Enforcement > Comment Maintenance
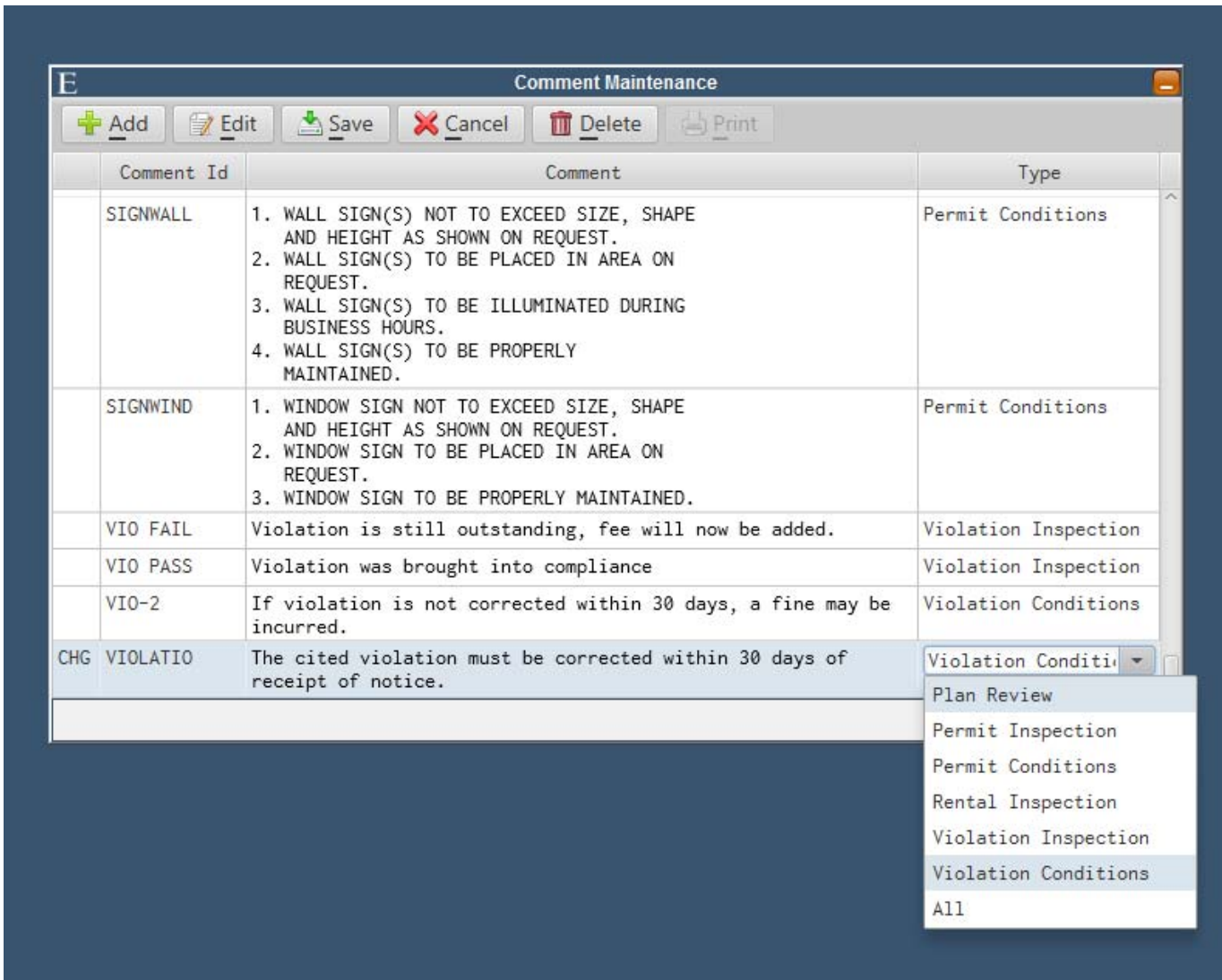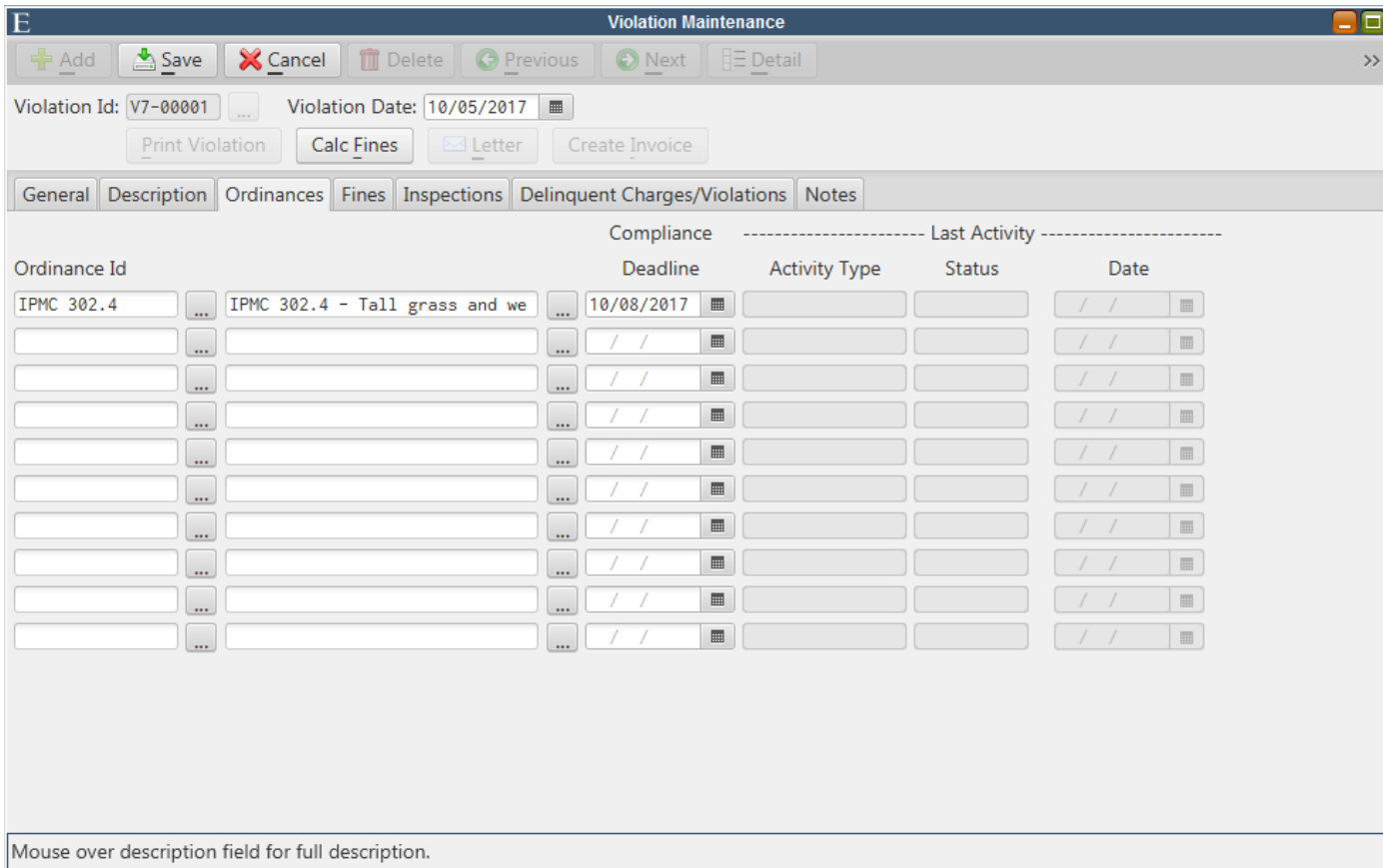
     Violation Inspection Results can also be added to this list, along with Rental Inspections, Permit Conditions, Permit Plan Reviews and Permit Inspections. You must specify the type of comment it is from the drop down menu so that particular comment will only be displayed on the pick list from that screen.

Selecting Ordinances

The Ordinance tab is where you select the ordinances that are in violation. Once you select the ordinance the Compliance Deadline will auto populate with the date you specified based on the number of days/months that ordinance is given to come into compliance. This date can also be edited if need be.

The last activity information will auto fill with the last activity specified on the Inspections tab. The last activity fields are NOT editable from the Ordinance tab.

Scheduling Inspections

From the Inspections Tab you can schedule all the inspections this violation would have. You would select the ordinance you are going to inspect, they type of inspection you plan to do (Activity Type), the inspector, the date and time of the inspection.

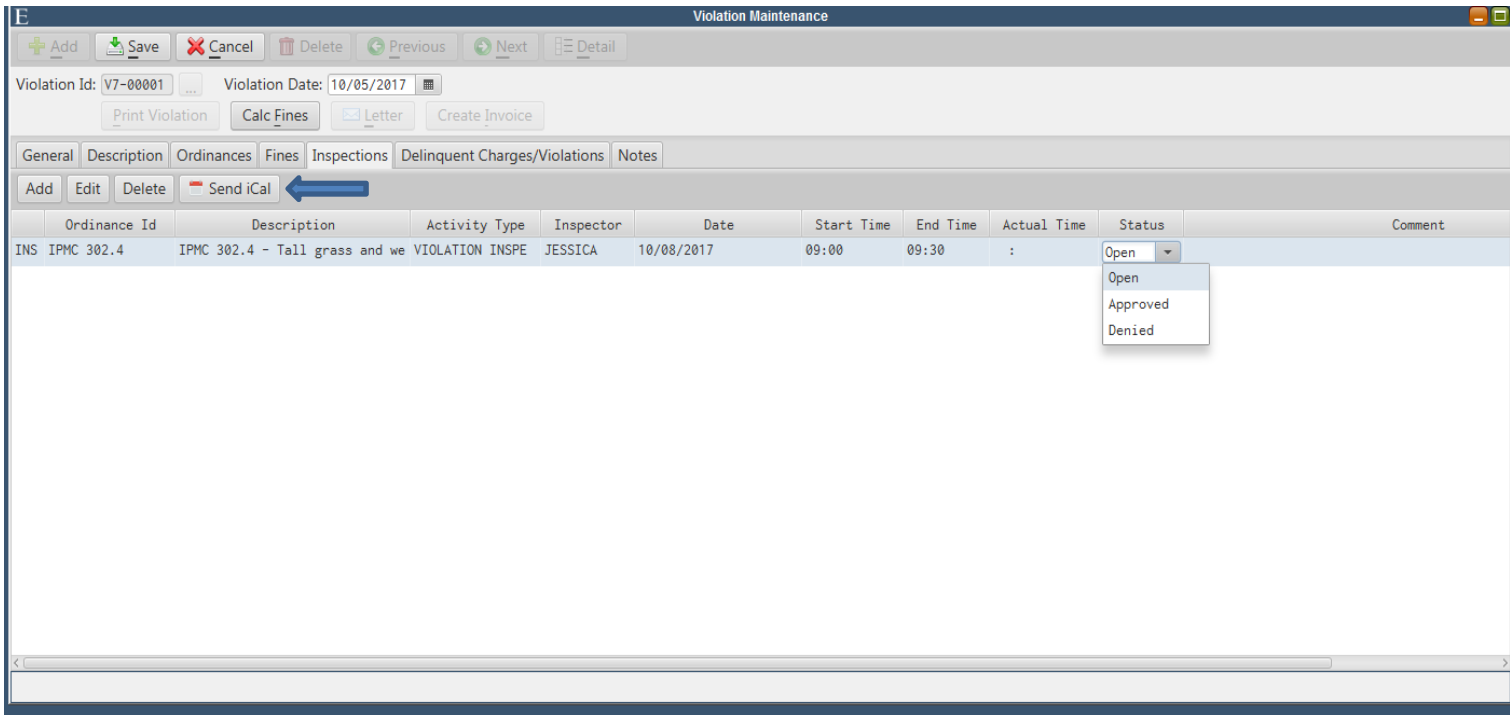There are 3 status for inspections: 1) Open-meaning the inspection has not been completed yet. 2) Denied-meaning the inspection has failed and the violation is still on the property. 3) Approved-meaning the inspection was successful and the violation has been brought into compliance.

***Note:** You can send this inspection to your calendar. If you hit the Send iCal button an email will be sent to the inspector's email address and it can be linked to Outlook for example. However in order to have this ability you MUST enter a date along with a start and end time and the inspector must have an email address entered on Inspector Maintenance.

Adding Fines and Notes

If a violation has not come into compliance by the specified date your municipality may decide to issue a fine. This can be done from the fine tab. You would select the Calc Fines button and the Service IDs that were linked to that Ordinance will appear. Select the fine you wish to give them by selecting the checkbox on the far left, then hit OK.
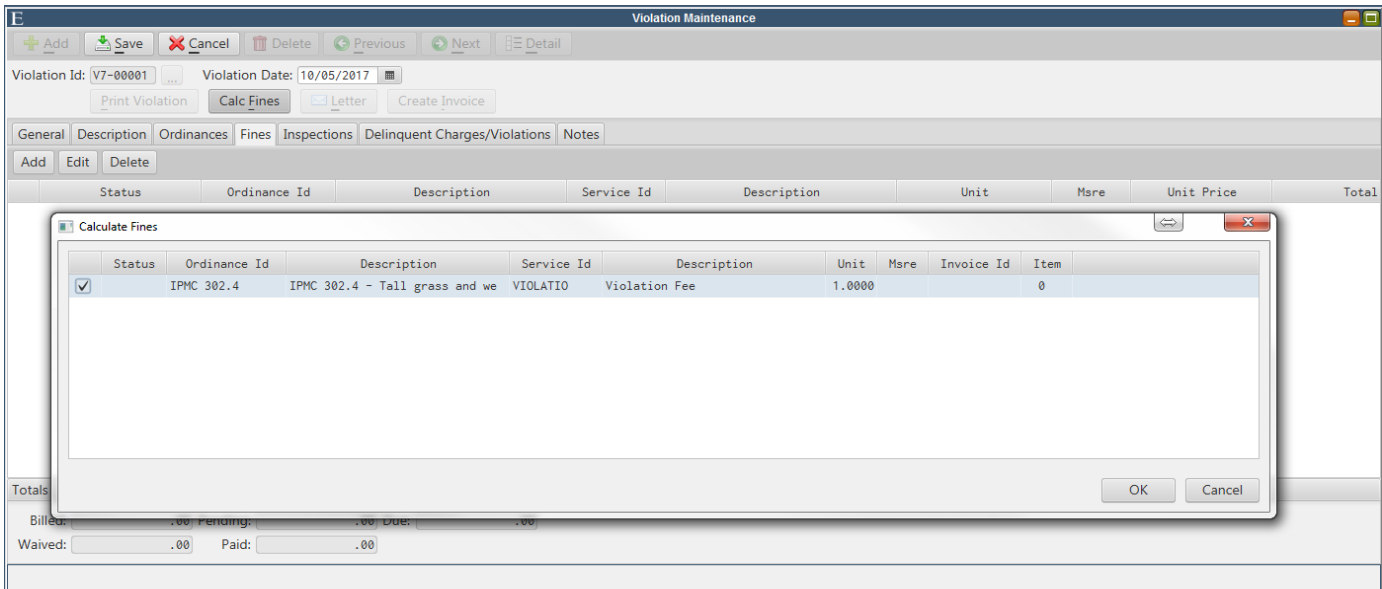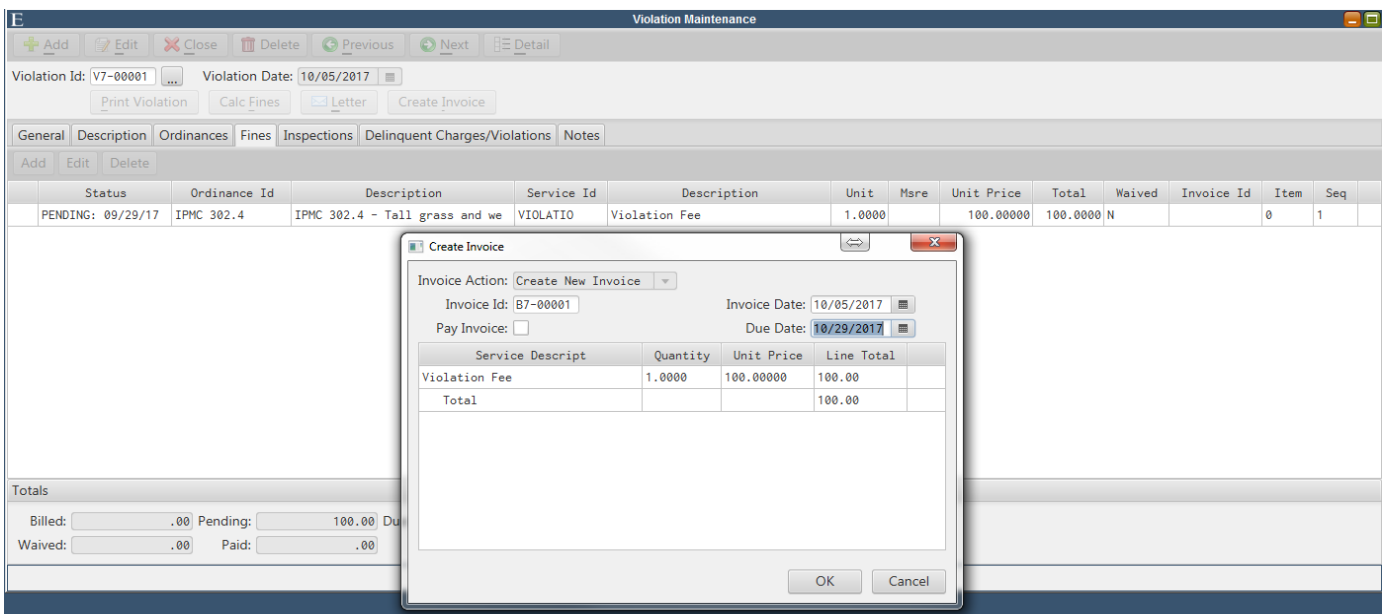

The fine will then be added to the violation. If you wish to issue the invoice you must save the violation and hit the Create Invoice button. This will pop up another dialog box to confirm the amount you wish to bill the owner for. If you agree with the amount hit OK otherwise hit Cancel to edit the information.

If you wish to waive the fine and not issue an Invoice you can edit the Waived flag from N to Y. That way an invoice will not be issued and this balance does not show as outstanding on your reports, but the violation's history will remain intact.

If you have any other notes regarding the violation they can be entered under the Notes tab. These notes do not print on the Violation and you have an unlimited space to type on the notes.

Once all of the necessary information is entered on the Violation you may save it and print it. In order to Print the violation hit the Print Violation button located underneath the Violation Id.

There is also a Letter button which can be used to send owners a reminder notice of when an inspection will take place.

***Note:** Violation letters must be set up as PDF forms via Live Cycle before they can be used in conjunction with the Letter button.

Inspection Schedule and Results

View/Add/Edit Scheduled Inspections

The Inspection Schedule will show you all inspections that are scheduled in MCSJ.

Billing/Collections > Construction Permits/Code Enforcement > Inspection Schedule

From the Inspection Schedule you can view the whole month's schedule and/or focus on one day of the schedule for a more detailed look if you wish to edit or add an inspection. If an inspection is already schedule you will see the Inspector's ID and number of appointments on that particular day.

If you want to get more detail on a particular day just double click on that day and that day's schedule will appear. Basic information regarding the inspections will be displayed regarding inspection type (Permit/Violation/Rental or Miscellaneous) and the location of that inspection. The hours the inspectors are normally available for that dare are also visible from here.

If you need to add and inspection you can double click on an available time slot and a dialog box would appear. Here you would enter what type of inspection it is for, the activity type and any comments. You can also open the maintenance of the violation, permit or rental the inspection is referencing from here. The Send iCal feature is also available from here. If you need to edit an inspection you would double click on that inspection and edit the information in the same pop up box.

Adding Miscellaneous Inspections.

Miscellaneous Inspections can ONLY be added through Inspection Schedule. Miscellaneous Inspections are any other items that might monopolize an Inspector's time that is not an inspection, for example, lunches, doctor appointments, personal days, vacation days, etc.

First these items must be added as miscellaneous types in Activity Type Maintenance.

Billing/Collections > Construction Permits/Code Enforcement > Activity Type Maintenance
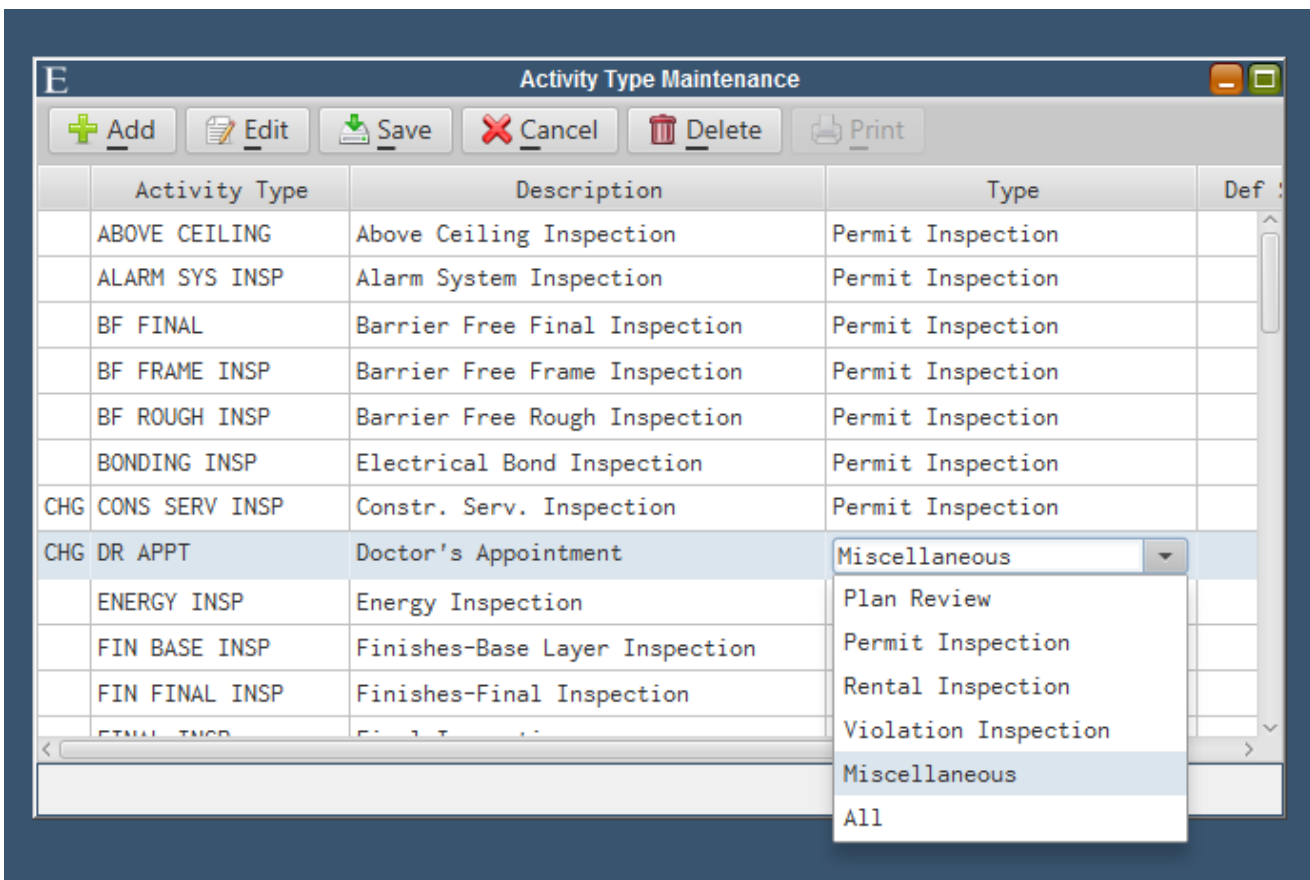
Activity Types are all of the different type of Inspections, Plan Reviews and Miscellaneous items an inspector might do.

Once the Miscellaneous Activity is added to Activity Maintenance you may schedule it in Inspection Schedule.
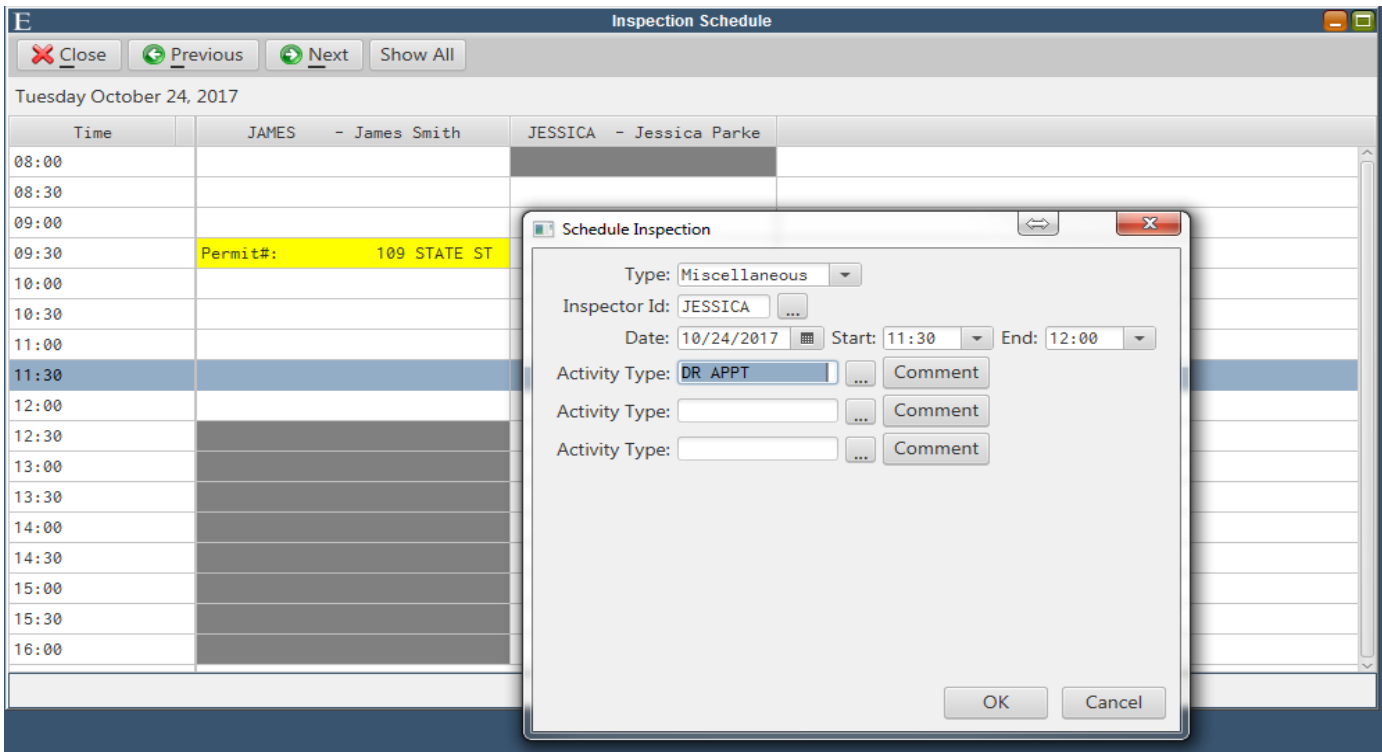
Once you hit OK the Miscellaneous Activity is now saved on that Inspector's schedule. This miscellaneous activity can only be edited from Inspection Schedule as well.

Update Inspection Results

Inspections can be updated from 2 places within MCSJ 1) The maintenance from which the inspection is for (Violation, Permit, Rental) 2) Inspection Results Screen

Billing Collections > Construction Permits/Code Enforcement > Inspection Results
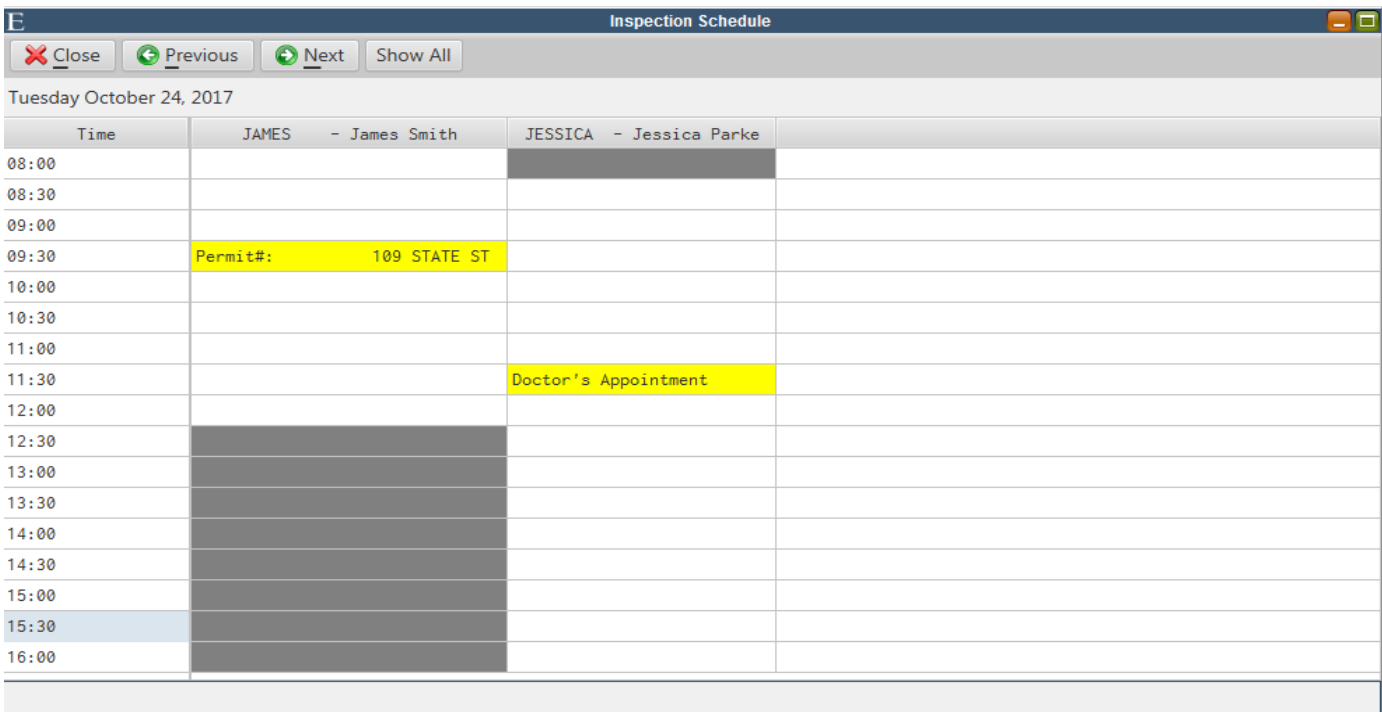
The Inspection Results screen was designed to conveniently update multiple and various inspections from one screen.
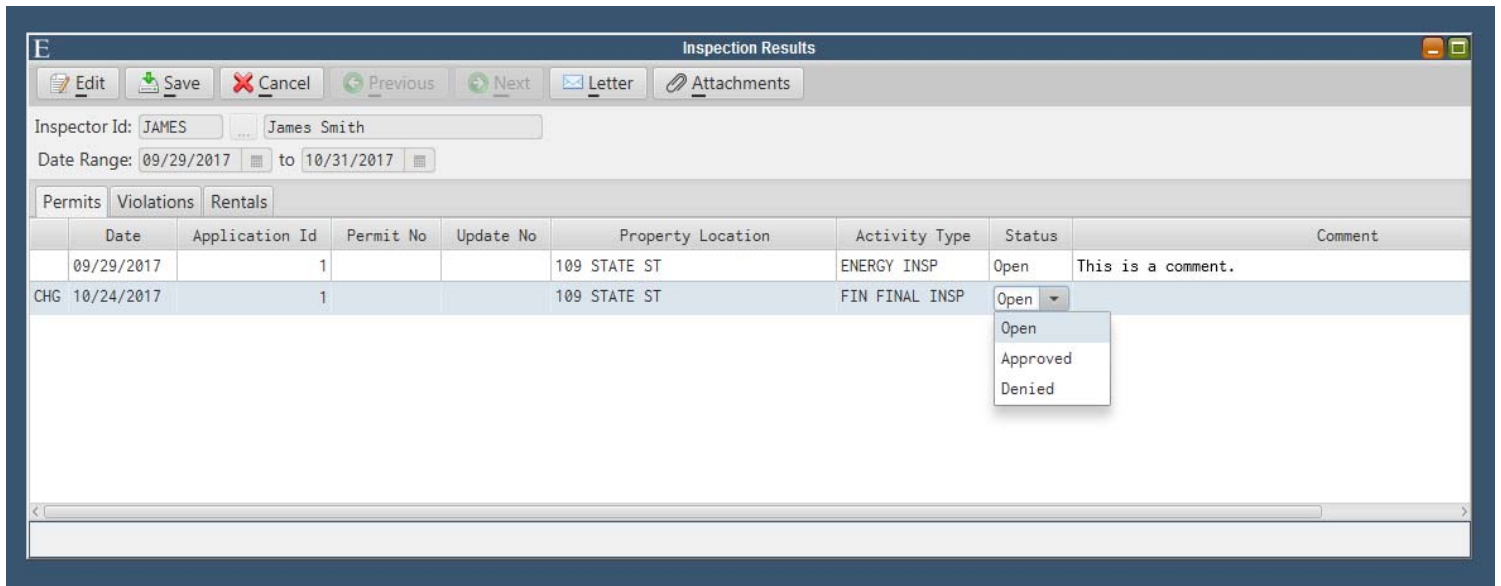
The inspector that is entering their results would enter their Inspector ID and the Date range for which they plan to enter their inspection results. All of the inspections that are scheduled within that date range would appear. Notice there are 3 different tabs for the 3 different types of inspections an inspector might have Permits, Violations, Rentals.

Once you select the inspection you wish to edit you can update the status and any comments you wish to add regarding that inspection may be entered as well. Attachments can also be added from this screen and Letters can be printed too.

Inspection Mobile App

Log in

     To begin you must install the Inspection Mobile from Google Play or the App Store. This app can be used on Apple or Android mobile devises only (phones, IPads, tablets, etc.). Once you download the app you may login with your Municipal ID, User ID and Password.

     Your Municipal ID is your city ID followed by your state. Your city ID can be found in **System Utilities > System Parameter Maintenance.**

     ***Note:** Not every user will have access to System Parameter Maintenance, be sure to ask your administrator for the City ID if you do not have access to it.

Then you would enter in your User ID and Password that you would normally use to sign into MCSJ. Once all of your information is entered hit the Log In button.

If you do not want to retype your log in information every time make sure the Remember Me box is checked; if you want the app to sign you in automatically make sure the Stay Logged In box is checked.

Inspection Management

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simple. effective. solutions.

EANJNJ

JESSICA

•••••••••

Remember Me ✓

Stay Logged In ✓

Log In

***Note:** Only Inspectors that have their Inspector ID linked to their User ID may log in. If your User ID does not have an Inspector ID linked to it you can NOT sign in to the app.

View/Update Current Inspections

Once you log in, the inspections that you have scheduled for that day will appear. Notice there are thumb up and down symbols. The red thumb down implies that you have completed that inspection and gave it a denied status. The green thumb up implies that you have completed that inspection and gave it an approved status. The inspections with 2 blue thumbs, one pointing up and one point down implies that the inspection has not been completed and has an open status.

Select the inspection you wish to update. The general information will be displayed on the info tab. You are able to update the Activity Date, Start Time, End Time, Owner's Email, Status and Comments.

← Back	Inspection	⋮

ⓘ Info	🕘 History	📎 Attachments

Activity Date: 10/05/2017

Start Time: 08:30

End Time: 09:00

Type: Violation

Violation Id: V7-00002

Ordinance Id: 56-2

Activity Type: Violation Inspection

Property Loc: 53 S ACADEMY ST

Block/Lot/Qual: 44. 9.

Owner Name: STRAGA ASSOCIATES

Owner Phone:

Owner Email:

Status: Open

Comment:

Comments

To reschedule the inspection, you would select the Activity Date. On the calendar that is displayed select the day you wish to move it to and the time slot you plan to move it to as well.
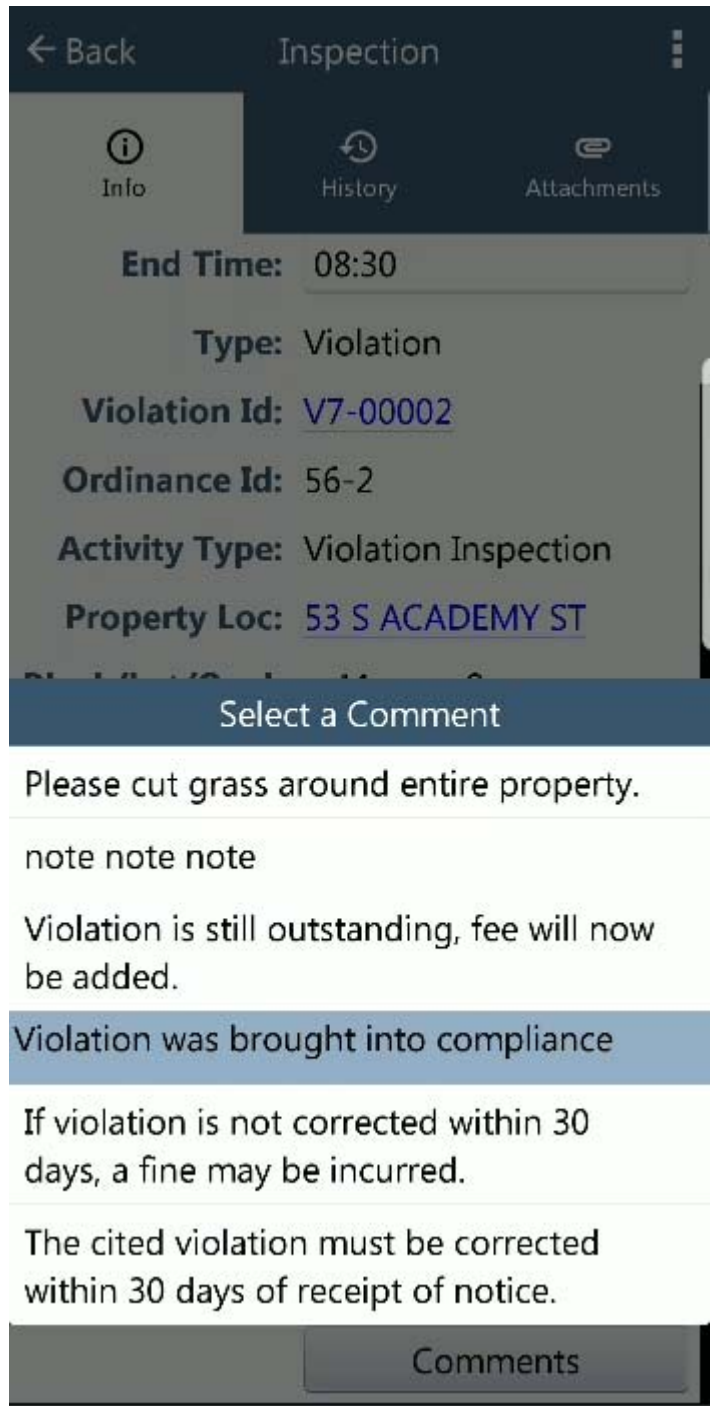
To update the status simply select status and then choose which option you would like to update it to. Notice that my Activity Date and time has changed from my previous example.

To update the Comments you can select the comment box and begin to type in your results. The comments button can also be used if you have saved violation comments in Comment Maintenance.

The violation's History can also be viewed from the History Tab. It can NOT be edited from this tab only viewed. If you need to edit the history it must be done by going to that inspection date. In the example below you can see that their previous inspection was denied.
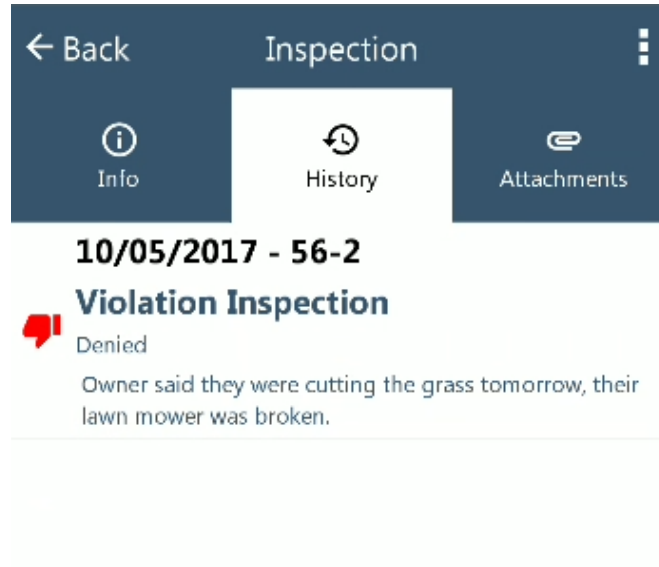
The Attachments tab will allow you to add photos that you have taken from this inspection. Once you select the red plus button at the bottom, you can select weather you want to take pictures to attach or browse through pictures you already have on your device. I recommend taking the pictures as you go through the inspection, it is easier to attach to the violation that way.
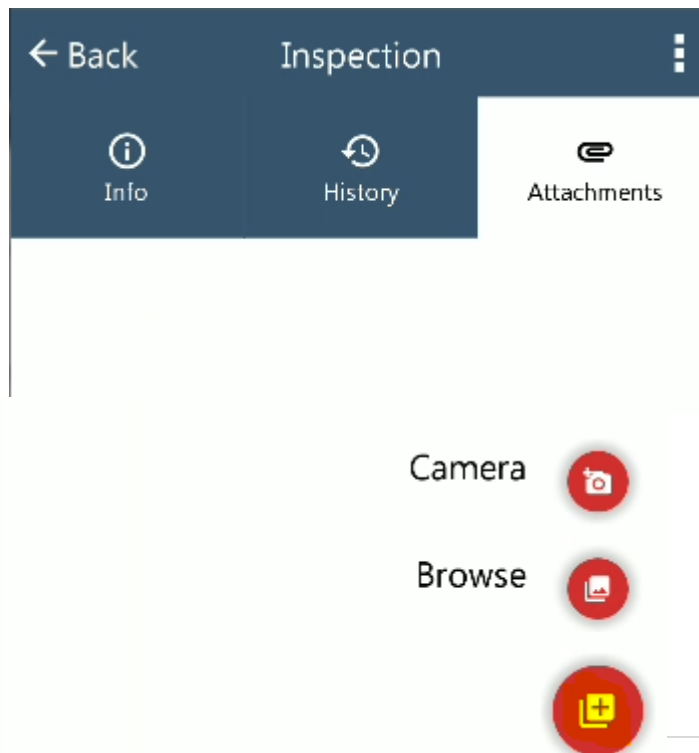
Once you have completed editing the violation you may hit the Back button or the menu button to save the changes. The back button will prompt you to save the inspection while the menu has a drop down to save the inspection; both will work.
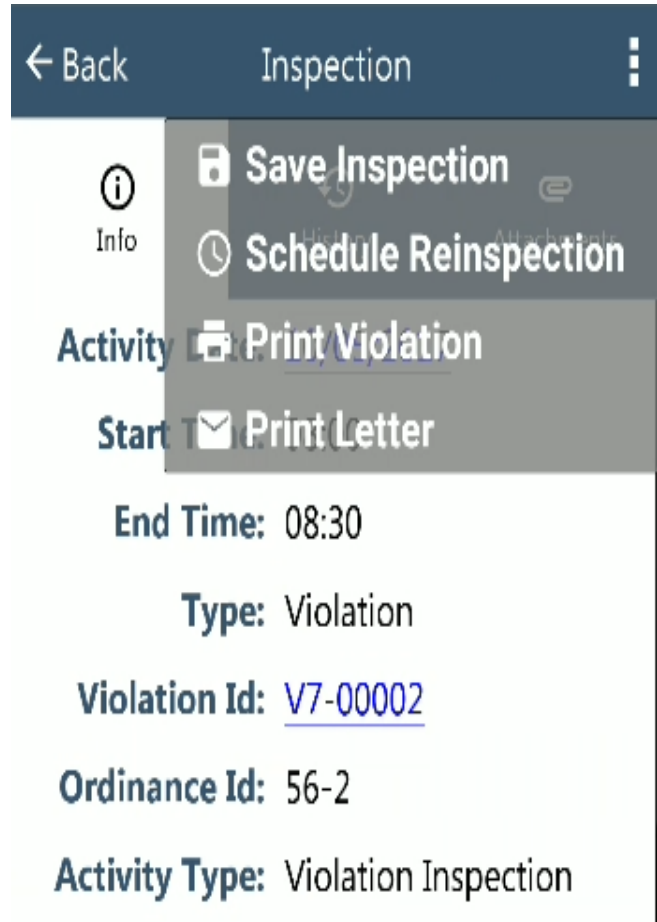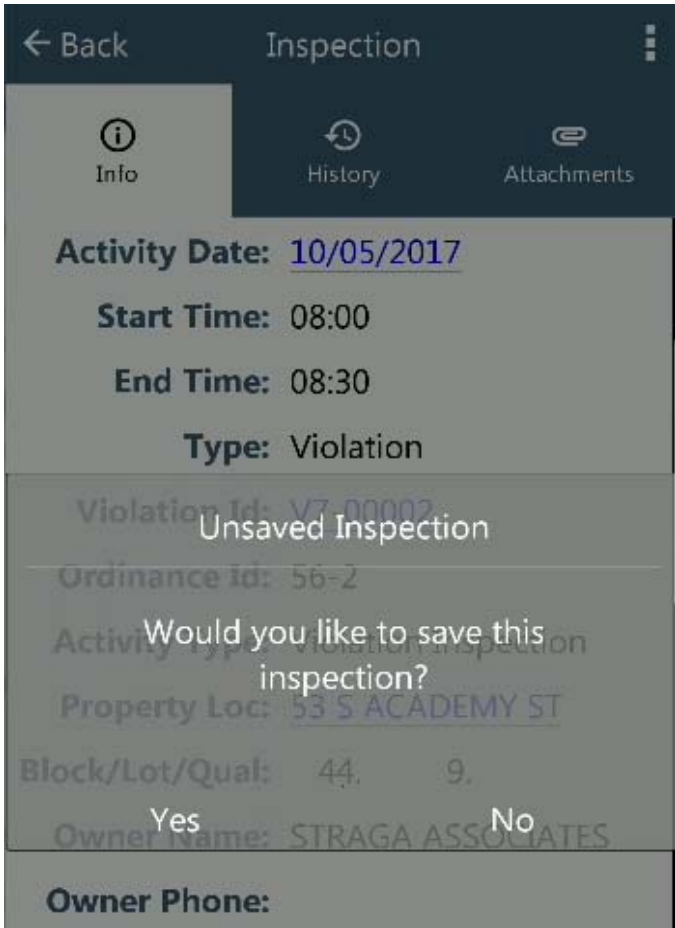

From the violation menu option you also have the ability to print a violation and/or a letter. You can then email the violation or print it from your phone to a wireless printer. You can also schedule a reinspection if you denied the current inspection.

***Note:** Schedule Reinspection will only appear from the menu if the current violation is set to denied. It will NOT appear if the status is approved or open.

Create New Violations

Violations can also be added though this app! From the main menu button you can select the New Violation option.
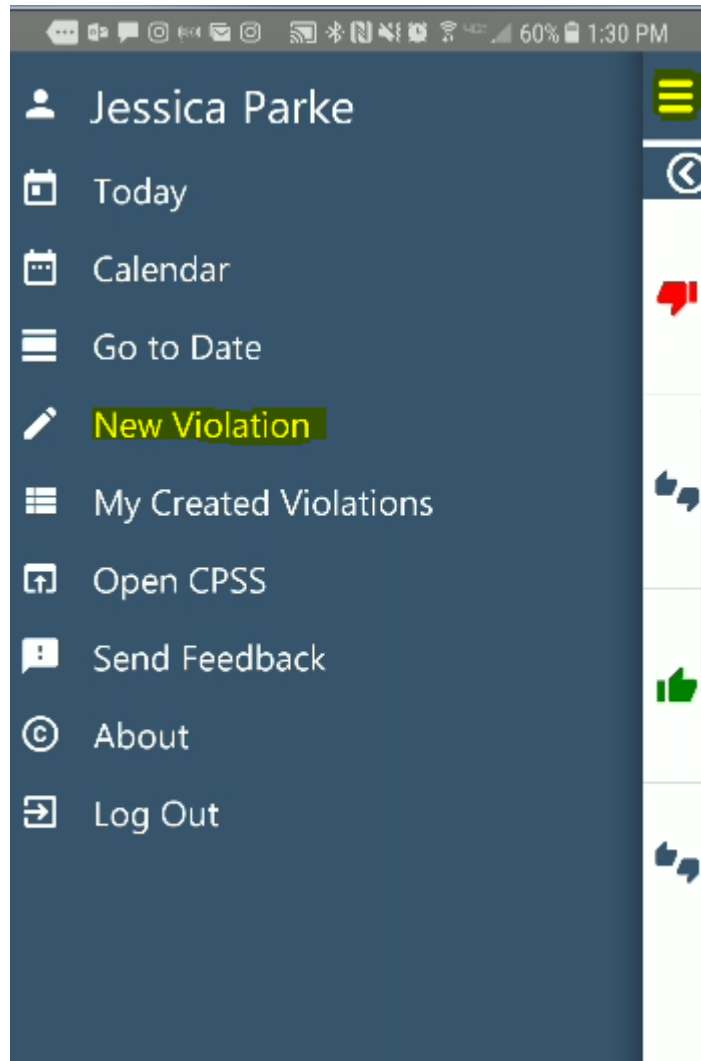
Fill out the necessary violation information including the Property Location, the Ordinances in violation, inspections, descriptions and conditions. The Violation Date will auto populate with the current date, however this can be changed too if need be.

← Back	New Violation	🖫 Save
ⓘ Info	🗒 Inspections	✇ Attachments

Violation Date

10/05/2017

Property Loc

Block/Lot/Qual

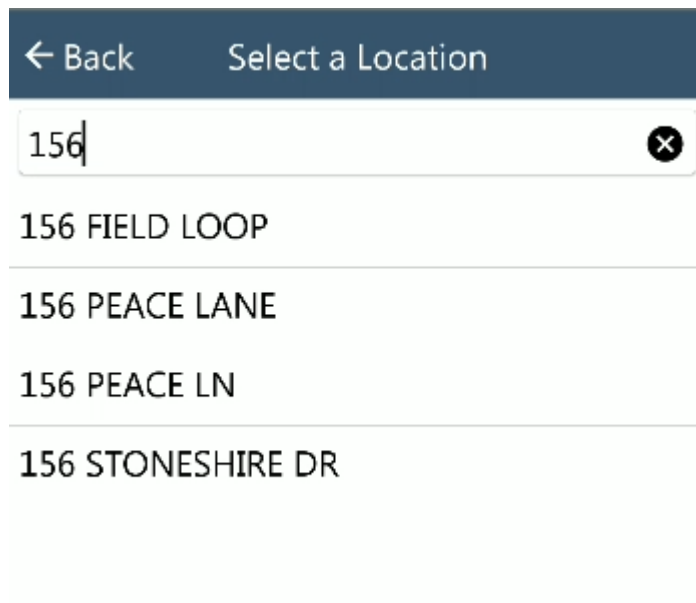|	Ordinance Id	Compliance

➕ Add Ordinance

🕘 Schedule Inspections

Descript

Conditions

Conditions

When you add a property to the violation you can search by the house number and every

property with that number will appear on the list for you to choose from. After you select a property location the Block/Lot/Qual information will auto populate.
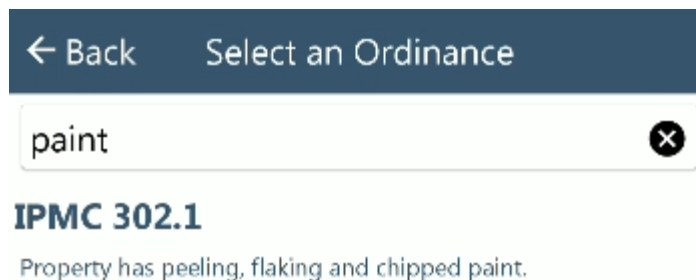

When you add an ordinance you can search for key words in the ordinance description. This makes searching through all of your ordinances much easier and faster.

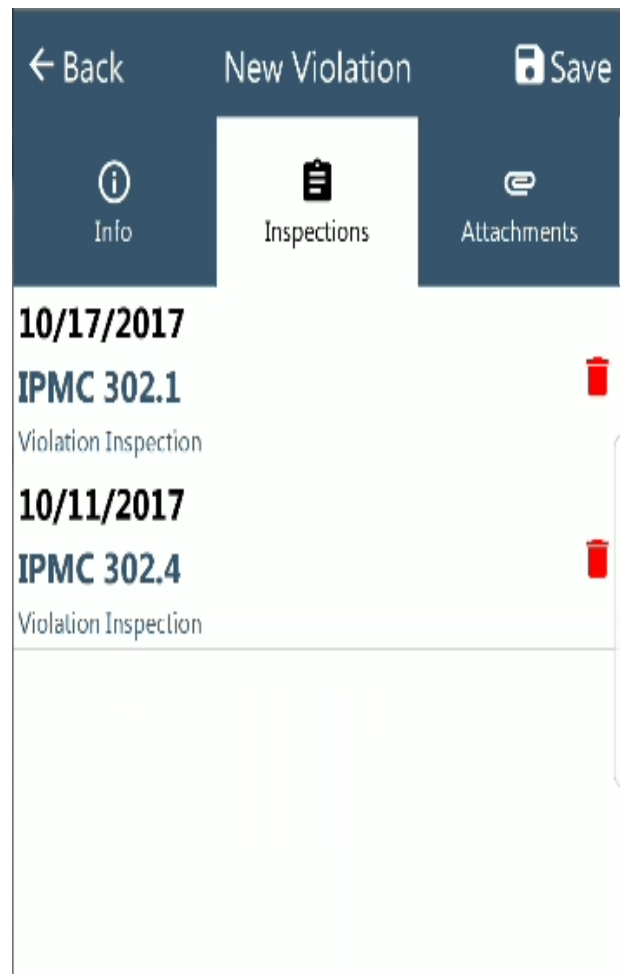Be sure the compliance date is set to the correct date you plan to have the follow up inspection.

To schedule an inspection hit the schedule inspections button. Select the type of inspection you would like to schedule. It will then auto fill in inspections for the compliance date.
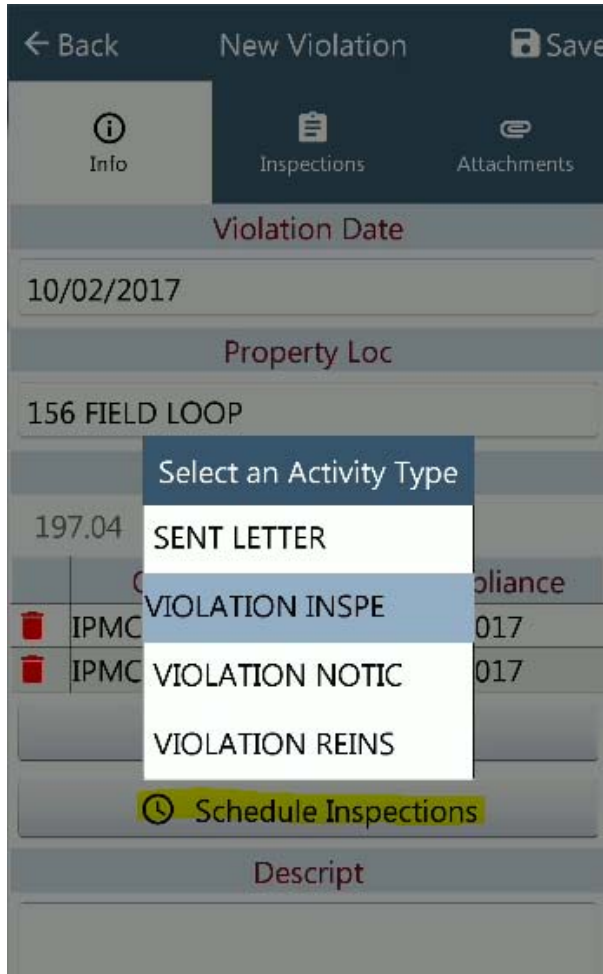

The description of the violation can also be typed in along with the conditions. You can use the conditions button to autofill pre-saved conditions.
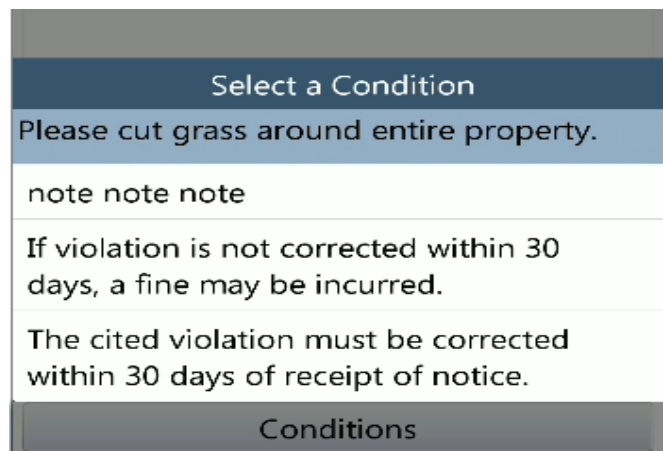
Pictures can also be added to the violation. You can use the camera option and take them as you walk around the property. If you do not want to use a picture select the trash can to remove it.
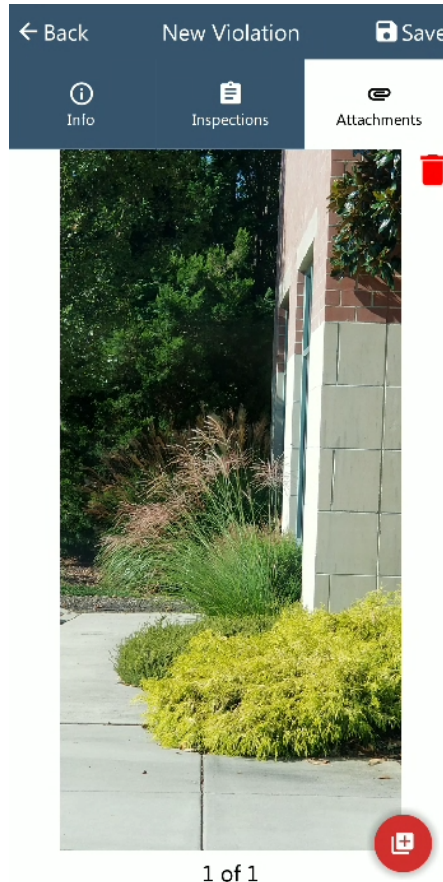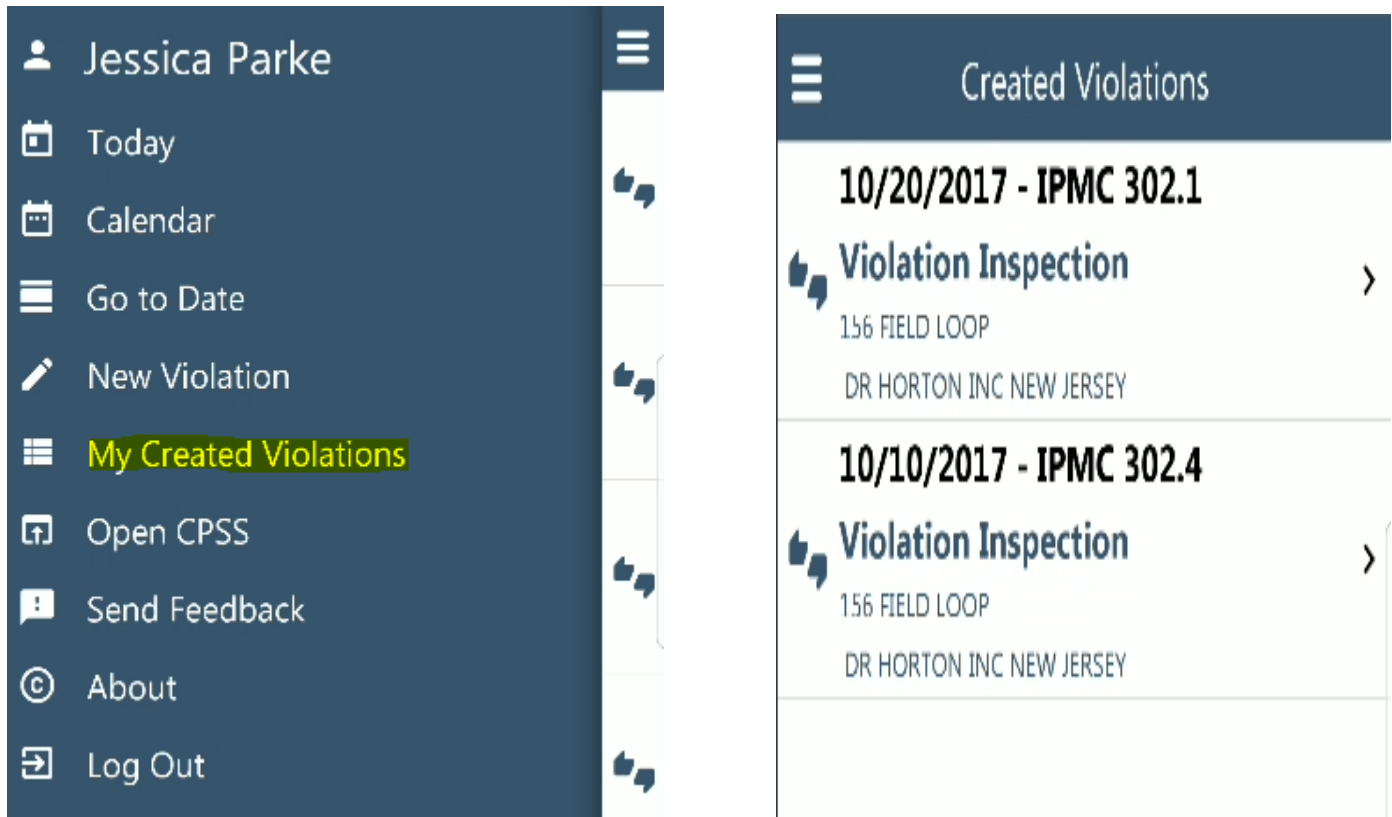

Once you have entered in all the information you would like you can hit Save option at the top of the screen and it will prompt you to confirm.
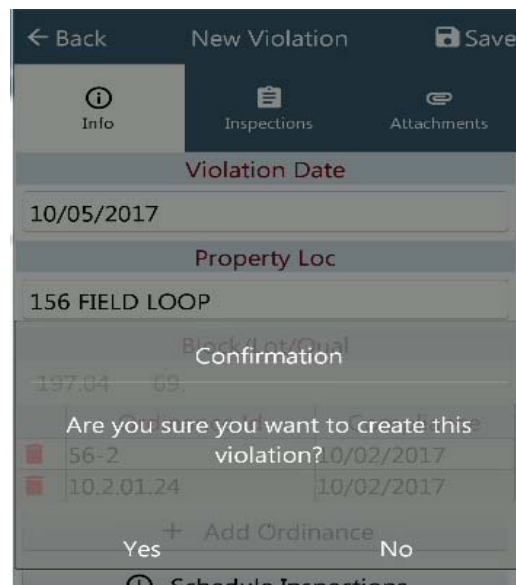
My Created Violations

To view the violation you just created you would have to go to the main menu and select My Created Violations. This will show you all of the violations that you have created in the field and within MCSJ.

You can select the violation if you wish to edit or add any other information to it.

***Note:** Violations can only be added and edited from the app. Violations and Inspections can NOT be deleted from the app.

Send Feedback

We strive on our customer's feedback! If you use the app and have any requests or suggestions please send them to us via our send feedback option. This will auto create an email from your phone with your app version and user information.

***Note:** If you get an error while using the app please contact our support department. Do NOT send errors via Send Feedback.

Log Out

If you wish to log out go to the main menu and select the Log Out option.