

CPCE Enhancements

Unlimited Building Codes on Permits

We can now attach more than 5 building codes! You can also attach the same building code more than once. This is beneficial if you have 2 different contractors working on the same type of sub code. In the example below there are 2 different electrical contractors.

The screenshot shows the 'Construction Permit Maintenance' application window. At the top, there are navigation buttons: Add, Edit, Close, Delete, Previous, Next, Detail, and Help. Below these are input fields for Application Id (14004360), Application Date (04/18/2019), Permit No., Permit Issue Date, and Permit Expiration Date. A 'Delinquent Charges' indicator is visible in red. Further down are buttons for Update No., Print Permit, Calc Fees, Letter, Create Invoice, and Duplicate. A tabbed interface is shown with 'Building Codes' selected. Below the tabs is a table with columns: Building Code, Alteration Cost, Addition Cost, Contractor Id, Contractor Name, License Number, and Bo. The table contains seven rows of data. Below the table are input fields for New Construction Volume (300), Census Num (999), and Sq. Footage (4,000).

Building Code	Alteration Cost	Addition Cost	Contractor Id	Contractor Name	License Number	Bo
COM BUILDING	100,000.00	5,000.00	AARGA005	AARGAU CONSTRUCTION LLC		
MECHANICAL	50,000.00	1,000.00	ADSHE005	ADS HEATING & COOLING		
ELECTRICAL	25,000.00	500.00	ALLEN001	Allen Electric		
UNDERGRND TANK	10,000.00	.00	ADVEN001	Advent Plumbing LLC		
PLUMBING	15,000.00	1,000.00	ALLGO005	ALLGOOD PLUM ELEC HTG & CO		
POOL	20,000.00	1,000.00	POOLB001	Pool Builders		
ELECTRICAL	10,000.00	500.00	BROOK001	Brooks Electric		

Alteration and Addition Cost are also broken out. This is because some states only require state fees to be calculate on Alteration Cost or Addition Cost depending on the type of construction.

Permit Tabs Maintenance (Custom Tabs/Custom Fields)

The *Custom Fields* tab in CPCE Parameter Maintenance has been removed and the functionality to add custom fields to the Permit Maintenance has been enhanced by creating the Permit Tabs Maintenance.

The screenshot shows the 'Permit Tabs Maintenance' application window. At the top, there is a toolbar with buttons for '+ Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', and 'Help'. Below the toolbar, there are input fields for 'Tab Id: CHARACTE' and 'Description: Characteristics'. A second toolbar contains '+ Add', 'Edit', 'Delete', 'Move Up', and 'Move Down' buttons. The main area features a table with the following data:

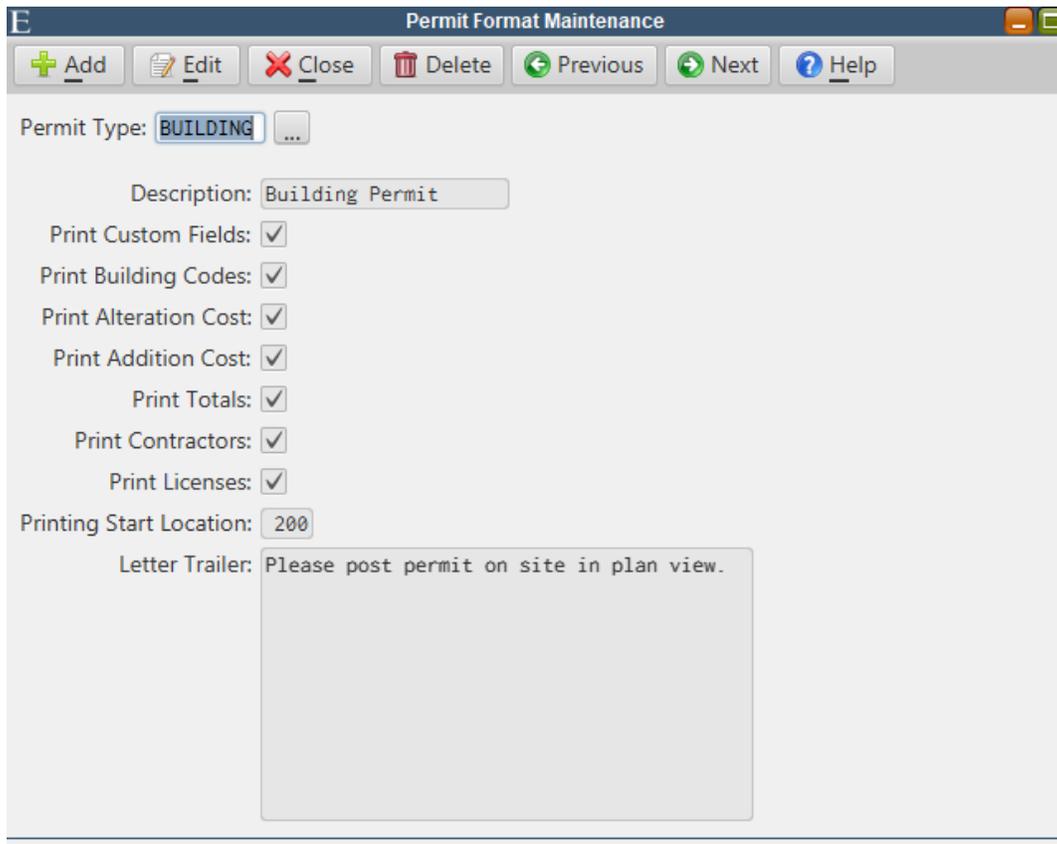
Description	Type	Digits	Decimals	Seq
Max Load Size	Integer	3	0	1
Max Capacity	Integer	4	0	2

Through this new maintenance, users can now create their own custom tabs and fields to appear on Permit Maintenance. The Type, Digits and Decimals will dictate what the user will be able to enter from Permit Maintenance.

The screenshot shows the 'Construction Permit Maintenance' application window. The toolbar includes '+ Add', 'Edit', 'Close', 'Delete', 'Previous', 'Next', 'Detail', and 'Help'. The form contains several input fields: 'Application Id: 14004360', 'Application Date: 04/18/2019', 'Permit No.', 'Permit Issue Date', and 'Permit Expiration Date'. There are also buttons for 'Print Permit', 'Calc Fees', 'Letter', 'Create Invoice', and 'Duplicate'. A tabbed interface is visible with tabs for 'General', 'Description of Work', 'Building Codes', 'Fees', 'Plan Review', 'Inspections', 'Delinquent Charges/Violations', 'Notes', and 'Custom Tabs'. The 'Characteristics' tab is selected, showing a sub-tab 'General' with input fields for 'Max Load Size: 0' and 'Max Capacity: 20'. A 'Delinquent Charges' link is also present in the top right.

Permit Format Maintenance

The Permit Format Maintenance was created to accommodate the handling of printing unlimited building codes on a permit form. For each permit type, users can specify whether or not they want to print additional building code information on their permit forms. If so, they can also specify the location on the form where they want to start printing this information. The Permit Format Maintenance also gives users the ability to print custom permit fields.



The screenshot shows a software window titled "Permit Format Maintenance" with a menu bar containing "Add", "Edit", "Close", "Delete", "Previous", "Next", and "Help". The main area contains the following fields and options:

- Permit Type: BUILDING
- Description: Building Permit
- Print Custom Fields:
- Print Building Codes:
- Print Alteration Cost:
- Print Addition Cost:
- Print Totals:
- Print Contractors:
- Print Licenses:
- Printing Start Location: 200
- Letter Trailer: Please post permit on site in plan view.

Cancel Status for Inspections

A new 'Cancel' status is available for both permit and violation inspections.

The screenshot shows the 'Construction Permit Maintenance' application window. At the top, there are navigation buttons: Add, Save, Cancel, Delete, Previous, Next, Detail, and Help. Below these are input fields for Application Id (14004360), Application Date (04/18/2019), Permit No (P9-00001), Permit Issue Date (04/18/2019), and Permit Expiration Date (10/15/2019). There are also buttons for Print Permit, Calc Fees, Letter, Create Invoice, and Duplicate. A 'Delinquent Charges' link is visible in red text.

The main content area has tabs for General, Description of Work, Building Codes, Fees, Plan Review, Inspections, Delinquent Charges/Violations, Notes, and Custom Tabs. Under the 'Inspections' tab, there are buttons for Add, Edit, Delete, and Send iCal.

	Building Code	Activity Type	Inspector	Date	Start Time	End Time	Actual Time	Status
CHG	ELECTRICAL	ELEC FINAL	JP	04/18/2019	09:45	10:00	:	Cancel

A dropdown menu is open for the 'Cancel' status, showing options: Open, Pass, Fail, Cancel (highlighted), Requested, and Scheduled.

The screenshot shows the 'Violation Maintenance' application window. At the top, there are navigation buttons: Add, Save, Cancel, Delete, Previous, Next, Detail, and Help. Below these are input fields for Violation Id (V9-00001) and Violation Date (04/18/2019). There are also buttons for Print Violation, Calc Fines, Letter, and Create Invoice.

The main content area has tabs for General, Description, Ordinances, Fines, Inspections, Delinquent Charges/Violations, and Notes. Under the 'Inspections' tab, there are buttons for Add, Edit, Delete, Send iCal, and Schedule Reinspections.

	Ordinance Id	Description	Activity Type	Inspector	Date	Start Time	End Time	Actual Time	Status	Comm
CHG	52-1	Declared	VIOLATION ACT	JP	04/25/2019	09:00	09:30	:	Cancel	

A dropdown menu is open for the 'Cancel' status, showing options: Open, Pass, Fail, and Cancel (highlighted).

Cancel Inspections when Voiding a Permit or Violation

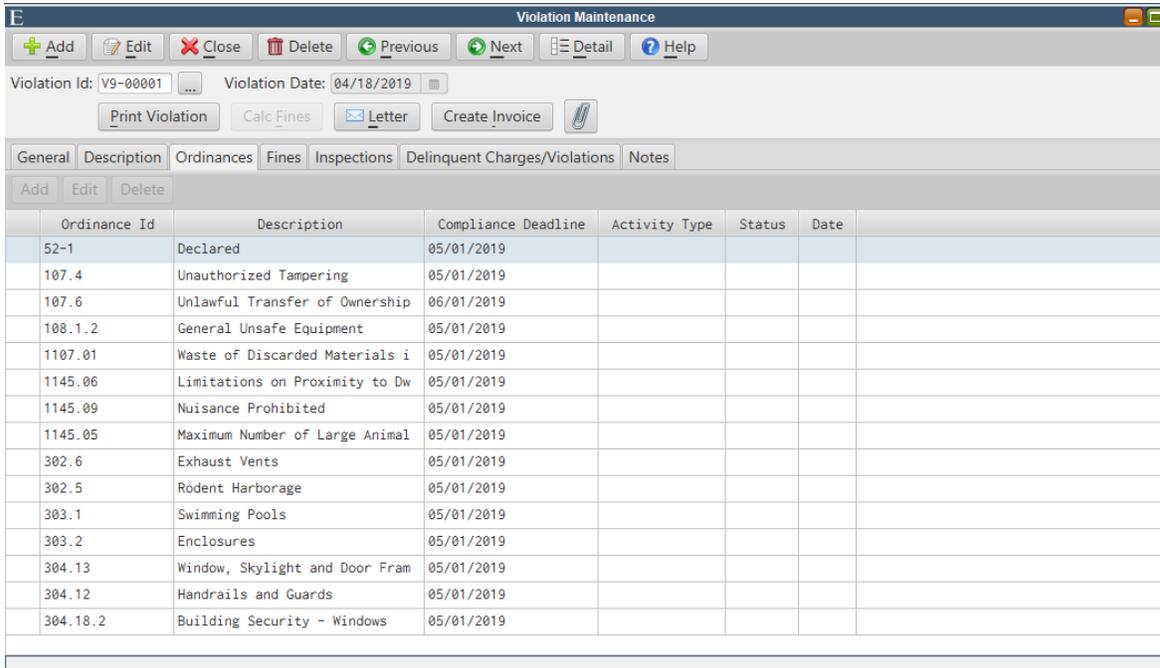
Users will have the option of automatically canceling open inspections when changing the status to void on a permit or violation.

The screenshot shows the 'Construction Permit Maintenance' application window. The top toolbar includes buttons for Add, Save, Cancel, Delete, Previous, Next, Detail, and Help. The main form displays permit details: Application Id: 14004360, Application Date: 04/18/2019, Permit No: P9-00001, Permit Issue Date: 04/18/2019, and Permit Expiration Date: 10/15/2019. A 'Delinquent Charges' indicator is visible in red. Below the permit details are tabs for General, Description of Work, Building Codes, Fees, Plan Review, Inspections, Delinquent Charges/Violations, Notes, and Custom Tabs. The 'Inspections' tab is active, showing a 'Select an Option' dialog box with a warning icon. The dialog text reads: 'There are open inspections on this permit. Would you like to set them all to Canceled?' with 'Yes' and 'No' buttons. The background form shows property information for 3906 ABERNATHY FARM, ACWORTH GA, with Permit Type: BUILDING and Status: Open.

The screenshot shows the 'Violation Maintenance' application window. The top toolbar includes buttons for Add, Save, Cancel, Delete, Previous, Next, Detail, and Help. The main form displays violation details: Violation Id: V9-00001, Violation Date: 04/18/2019. Below the violation details are tabs for General, Description, Ordinances, Fines, Inspections, Delinquent Charges/Violations, and Notes. The 'Inspections' tab is active, showing a 'Select an Option' dialog box with a warning icon. The dialog text reads: 'There are open inspections on this violation. Would you like to set them all to Canceled?' with 'Yes' and 'No' buttons. The background form shows property information for 1100 N MAIN ST, ACWORTH GA, with Violation Type: Parcel and Status: Open.

Unlimited Ordinances on Violations

Now we can attach more than 10 Ordinances to a Violation.

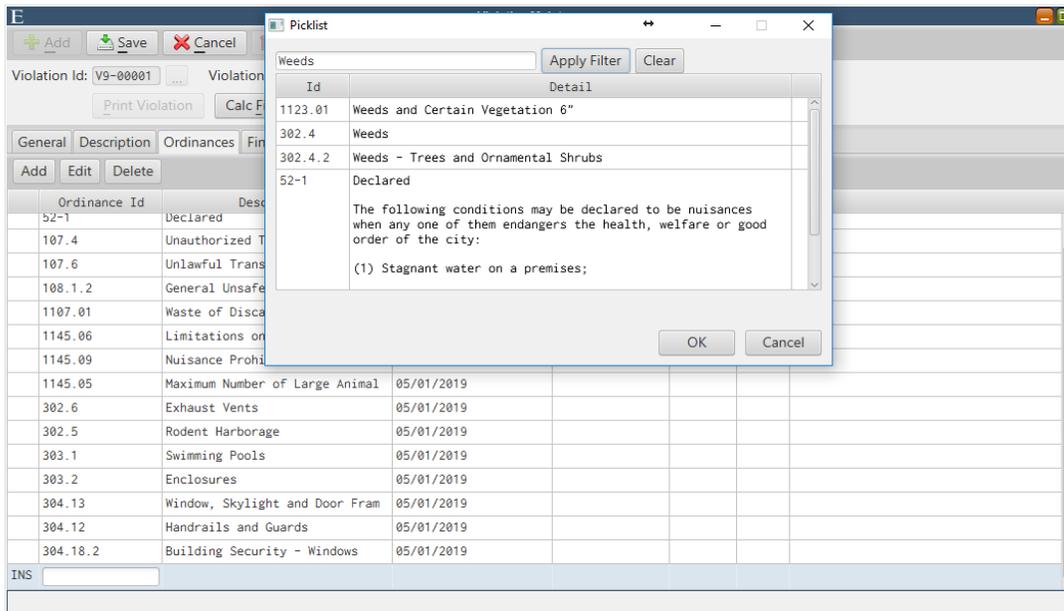


The screenshot shows the 'Violation Maintenance' application window. At the top, there is a toolbar with buttons for Add, Edit, Close, Delete, Previous, Next, Detail, and Help. Below the toolbar, the 'Violation Id' is 'V9-00001' and the 'Violation Date' is '04/18/2019'. There are buttons for 'Print Violation', 'Calc Fines', 'Letter', and 'Create Invoice'. The main area has tabs for 'General', 'Description', 'Ordinances', 'Fines', 'Inspections', 'Delinquent Charges/Violations', and 'Notes'. The 'Ordinances' tab is active, showing a table with the following data:

Ordinance Id	Description	Compliance Deadline	Activity Type	Status	Date
52-1	Declared	05/01/2019			
107.4	Unauthorized Tampering	05/01/2019			
107.6	Unlawful Transfer of Ownership	06/01/2019			
108.1.2	General Unsafe Equipment	05/01/2019			
1107.01	Waste of Discarded Materials i	05/01/2019			
1145.06	Limitations on Proximity to Dw	05/01/2019			
1145.09	Nuisance Prohibited	05/01/2019			
1145.05	Maximum Number of Large Animal	05/01/2019			
302.6	Exhaust Vents	05/01/2019			
302.5	Rodent Harborage	05/01/2019			
303.1	Swimming Pools	05/01/2019			
303.2	Enclosures	05/01/2019			
304.13	Window, Skylight and Door Fram	05/01/2019			
304.12	Handrails and Guards	05/01/2019			
304.18.2	Building Security - Windows	05/01/2019			

Violation Ordinance Picklist Filter

The Ordinance picklists in Violation Maintenance can now be filtered for keywords to help users quickly navigate to the appropriate ordinance.



The screenshot shows the 'Violation Maintenance' application window with a 'Picklist' dialog box open. The dialog box has a search field with the text 'Weeds' and buttons for 'Apply Filter' and 'Clear'. The picklist table shows the following results:

Id	Detail
1123.01	Weeds and Certain Vegetation 6"
302.4	Weeds
302.4.2	Weeds - Trees and Ornamental Shrubs
52-1	Declared

Below the table, there is a text area containing the following text:

The following conditions may be declared to be nuisances when any one of them endangers the health, welfare or good order of the city:

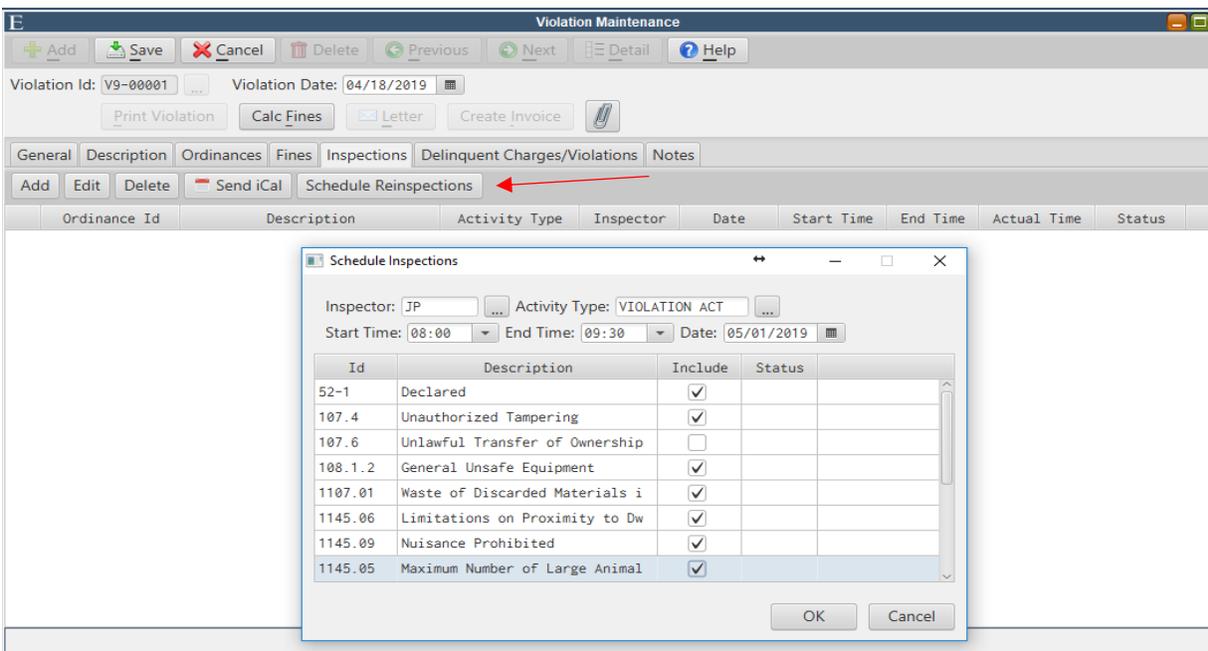
(1) Stagnant water on a premises;

Buttons for 'OK' and 'Cancel' are at the bottom of the dialog box.

After selecting the Ordinance Id picklist, type a word, number, or phrase contained in the Ordinance Id or description you're looking to select. Click **Apply Filter** and the list will only display ordinances containing your keyword. Select the ordinance or click **Clear** to start over.

Re-Inspection Scheduling From Violation Maintenance

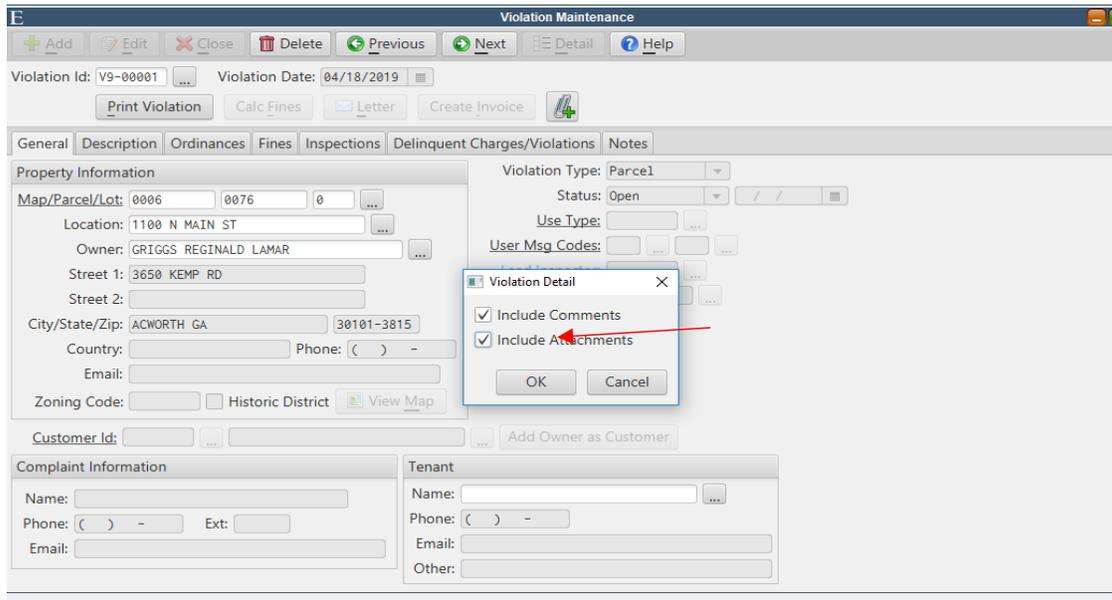
A **Schedule Reinspections** button has been added to the *Inspections* tab of Violation Maintenance. Users can quickly enter the required inspection information for multiple ordinance(s) from a single dialog view. It can be used to quickly reschedule failed inspections, schedule inspections for multiple ordinance simultaneously or to schedule an initial inspection.



Ordinance Id	Description	Activity Type	Inspector	Date	Start Time	End Time	Actual Time	Status
INS 52-1	Declared	VIOLATION ACT	JP	05/01/2019	08:00	09:30	:	Open
INS 107.4	Unauthorized Tampering	VIOLATION ACT	JP	05/01/2019	08:00	09:30	:	Open
INS 108.1.2	General Unsafe Equipment	VIOLATION ACT	JP	05/01/2019	08:00	09:30	:	Open
INS 1107.01	Waste of Discarded Materials i	VIOLATION ACT	JP	05/01/2019	08:00	09:30	:	Open
INS 1145.06	Limitations on Proximity to Dw	VIOLATION ACT	JP	05/01/2019	08:00	09:30	:	Open
INS 1145.09	Nuisance Prohibited	VIOLATION ACT	JP	05/01/2019	08:00	09:30	:	Open
INS 1145.05	Maximum Number of Large Animal	VIOLATION ACT	JP	05/01/2019	08:00	09:30	:	Open

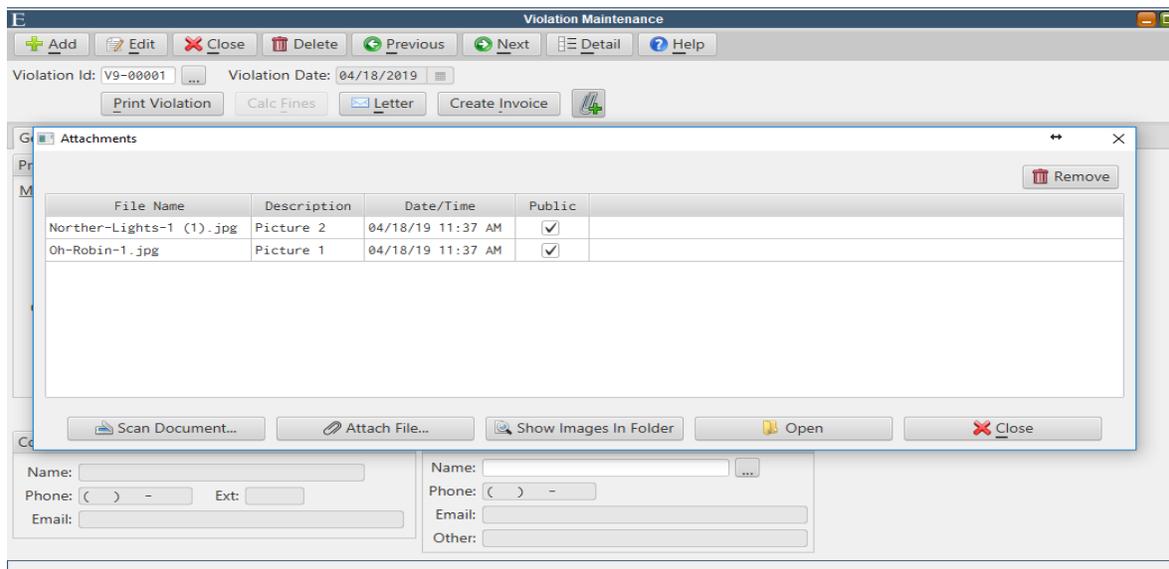
Print Public Attachments from Violation Maintenance

Using the **Detail** toolbar button on Violation Maintenance, a user can print public attachment files along with the standard Violation Detail Report. The attachments will be in a separate pdf from the violation detail report.



Violation Attachments - Show Images in Folder

A **Show Images in Folder** button is available within the Violation Maintenance Attachment dialog screen. Users can view the images as thumbnails or utilize other standard view settings within the folder.



Rentals

Quick Guide to Adding Rentals

1. Add Rental Record

To add a Rental Record you would begin by hitting the “Add” button and the Rental ID will auto populate. Enter in the necessary information to complete the record.

The screenshot displays the 'Rental Maintenance' software interface. At the top, there is a toolbar with buttons for 'Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', 'Detail', 'Letter', 'Create Invoice', and 'Help'. Below the toolbar, the 'Rental Id' is 'R-000001', 'Registration Date' is '10/15/2018', and 'Expiration Date' is '10/15/2019'. The main form is divided into several sections: 'General', 'Property Management', 'Description', 'Delinquent Charges', 'Violations', and 'Invoices'. The 'General' section contains fields for 'Block/Lot/Qual' (1.01, 1), 'Location' (123 MAIN STREET), 'Status' (Active), 'Use Type' (R-1), 'User Code', and 'Customer Id'. There are also buttons for 'Add Owner as Customer' and 'Create Violation'. The 'Property Management' section contains fields for 'Owner' (JESSICA SMITH), 'Street 1' (123 MAIN STREET), 'Street 2', 'City/St/Zip' (ANYWHERE, NJ, 12345-), 'Country', 'Phone' ((123)456-7899), 'Cell', and 'Email'. Below the main form is the 'Unit Information' section, which has tabs for 'Units', 'Inspections', 'Tenants', and 'Fees'. Under the 'Units' tab, there are buttons for 'Add', 'Edit', and 'Delete'. A table is visible below the buttons with columns: 'Unit Num', 'Rental Type Id', 'Max Occupancy', 'Curr Occupancy', 'Status', 'Status Date', and 'Attachment'. The table is currently empty.

2. Adding Unit Information

To add Unit information to the Rental Record you will need to go to the bottom section of Rental Maintenance. Hit the “Add” button underneath the Units tab. The new line will then be inserted, you can enter in the unit number/letter. The rental type should also be assigned. When in the rental type section you can hit the F3 key to pull up the rental type picklist to select the appropriate rental type. The max and current occupancy fields are optional. The status of the unit should also be set appropriately. If the unit is inactive the customer will not be billed for that unit. You can have as many units as you need for that property.

Rental Maintenance

Rental Id: R-000001 Registration Date: 10/15/2018 Expiration Date: 10/15/2019

General Property Management Description **Delinquent Charges** Violations Invoices

Customer Id: AAAPR005 AAA PROPERTY MANAGEMENT COMP.
 Street 1: 123456 MAIN STREET
 Street 2:
 City/State/Zip: ANYWHERE 12345- Country:
 Contact: JAMES SMITH
 Email: EMAIL@EMAIL.COM
 Phone: (123)456-7984 Ext: Fax: Cell:

Unit Information

Units Inspections Tenants Fees

+ Add Edit Delete

Unit Num	Rental Type Id	Max Occupancy	Curr Occupancy	Status	Status Date	Attachment
INS 1	RENTAL	0	0	Active	10/15/2018	Attachments
INS		0	0	Active		Attachments

3. Tennant Info

Tennant information is optional but can also be recorded. To add Tennant information to the Rental Record you will need to go to the Tenants Tab then Hit the "Add" button. The new line will be inserted then you can enter in the unit number/letter the tenant lives in, their name, birthday, phone, email, move in date, move out date and any comments/descriptions of tenants.

Rental Maintenance

Rental Id: R-000001 Registration Date: 10/15/2018 Expiration Date: 10/15/2019

General Property Management Description **Delinquent Charges** Violations Invoices

Customer Id: AAAPR005 AAA PROPERTY MANAGEMENT COMP.
 Street 1: 123456 MAIN STREET
 Street 2:
 City/State/Zip: ANYWHERE 12345- Country:
 Contact: JAMES SMITH
 Email: EMAIL@EMAIL.COM
 Phone: (123)456-7984 Ext: Fax: Cell:

Unit Information

Units Inspections Tenants Fees

+ Add Edit Delete

Unit Num	Name	Birth Date	Phone	Email	Move In Date	Move Out Date
INS 1	James Brown	01/01/2001	(123)456-7897	email@email.com	12/31/2018	

4. Creating Invoices

To create an invoice for their rental registration/inspection fee you can select the "Create Invoice" button on the top of Rental maintenance.

Number of Units for this Property: 1

Check of the Registration Check box and select the Service ID you wish to bill the customer. The Billable Units will automatically come in based on how many units you added to the record, however you can edit this number if need be. Once you have entered in everything hit the "OK" button to generate the invoice.

5. Scheduling Inspections

To schedule inspections you would hit the "Add" button under the Inspections Tab on Rental Maintenance and a new line will be inserted. From there you would enter in the unit number the inspection will be on, the activity type which is the type of inspection you are doing, the name of the assigned inspector and the date the inspection will take place.

Rental Maintenance

Rental Id: R-000001 Registration Date: 10/15/2018 Expiration Date: 10/15/2019

General Property Management Description **Delinquent Charges** Violations Invoices

Block/Lot/Qual: 8 5

Location: 353 HADDON AVE View Map

Status: Active

Use Type: R-1

User Code:

Customer Id: P-000036 RUDD REGINA Add Owner as Customer Create Violation

Owner: JESSICA SMITH

Street 1: 353 HADDON AVENUE

Street 2:

City/St/Zip: ANYWHERE, NJ 01234-

Country:

Phone: () - Cell: () -

Email:

Unit Information

Units Inspections Tenants Fees

Add Edit Delete Send iCal

Unit Num	Activity Type	Inspector	Date	Start Time	End Time	Actual Time	Status	Comment
INS 1	RENTAL INSPECTI	RJ	12/10/2018			:	Open	

There are 3 status for inspections: 1) Open-meaning the inspection has not been completed yet. 2) Fail-meaning the inspection has failed and they are in violation. 3) Pass-meaning the inspection was successful and no violations were noted.

6. Printing Rental Letters/Licenses

To print Rental Letters/License select the "Letter" button at the top of Rental Maintenance. A list of forms will appear and then you can choose the letter/license that you want to print and hit the "Open" button and select the unit number you wish to print the license/letter for.

Rental Maintenance

Rental Id: R9-00001 Registration Date: / / Expiration Date: / /

General Property Management Description Delinquent Charges Violations Invoices

Map/Parcel/Lot: 0005 0088 0

Location: 5000 HUNTERS COVE DR View Map

Status: Active

Use Type:

User Code:

Customer Id: P-000002 MULL BARBARA Add Owner as Customer Create Violation

Owner: MULL BARBARA S

Street 1: 5000 HUNTERS COVE DR

Street 2:

Unit Information

Units Inspections Tenants Fees

Add Edit Delete

Unit Num	Rental
1	ANNUAL

Letter Information

Select Address: Owner

Unit Num: 1

Do you want to record the sending of the letter in the notes?

OK Cancel

Number of Units for this Property: 1