

Batch Printing Ability in Searches

BAS IPS

To mass generate Expired Permit Letters you will perform a Permit Search. You will search OPEN permits due to expire in a specific date range. Hit SEARCH to display records.

Permit Information

Status: **Open** Include Voids

Application #: _____ Permit Date: From 1/ 3/2013 To 1/ 3/2013

Permit #: _____ Expiration Date: From 2/ 1/2013 To 2/28/2013

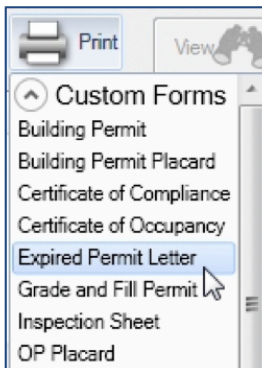
Permit Type: **< All >** Closed Date: From 1/ 3/2013 To 1/ 3/2013

Completion Type: **< All >** Completion Date: From 1/ 3/2013 To 1/ 3/2013

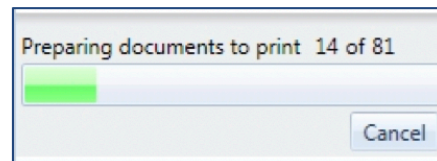
Assigned To: **< All >** Completion #: _____

Search Your query returned 52 records.

Permit #	Permit T...	Issue Date	Status	Identifier	Location...	Street #	Address	Co
2011-0536	Shed	8/2/2011	Open	165.07-2-9	12	Garden Dr	Rc	



Hit the Print icon and select the form you want to generate.



Documents will be prepared and sent to a print preview for viewing.

It is a good idea to proofread the preview for errors prior to sending documents to your printer.

Reminder: When printing letters or envelopes, always check to make sure the addresses are complete!

IPS Expiration Letter

Copies: 1

Printer: TOSHIBA e-STUDIO2540C

TOWN OF JOHNSTOWN
2700 State Highway 28 P.O. BOX 44
JOHNSTOWN, NY 12095
Phone 518-751-7518
Fax 518-751-7071

BUILDING PERMIT EXPIRATION NOTICE

11-01-2011

Mail To: David Shonick
606 Johnson Ave
Glensville, NY 12076

Permit #: 04-074 Property Description
Date Issued: 08/01/2011 168-0-49-25
Issued To: David Shonick 606 Johnson Ave

Project Description: New Walk, Wall and Gate

This is to notify you that this Building Permit has expired. Please contact this office immediately regarding the status of the project. This issue needs to be cleaned up before the first of this year.

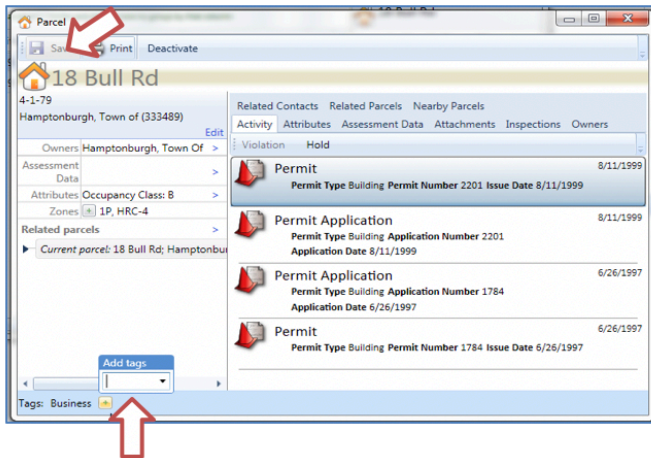
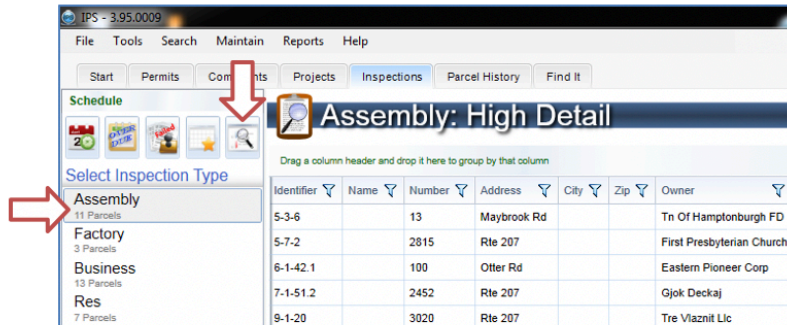
Contact our office no later than December 31, 2011 to determine how this matter will be handled. Call George at 762-8204 (Monday - Friday, between 9AM and 4PM).

How to Tag Parcels

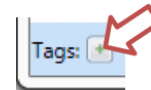
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Tagging Parcels enables you to create a list of properties for a specific Periodic Inspection Type.

All parcels contained within a specific type can be seen using the High Detail view.

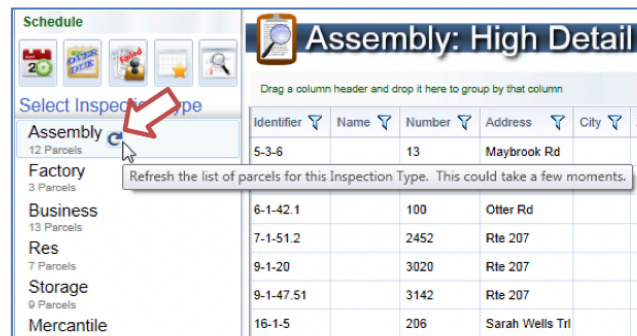


To begin the process, first search for the intended Parcel. From the Parcel window, locate the small green PLUS SIGN at the bottom left of the page.



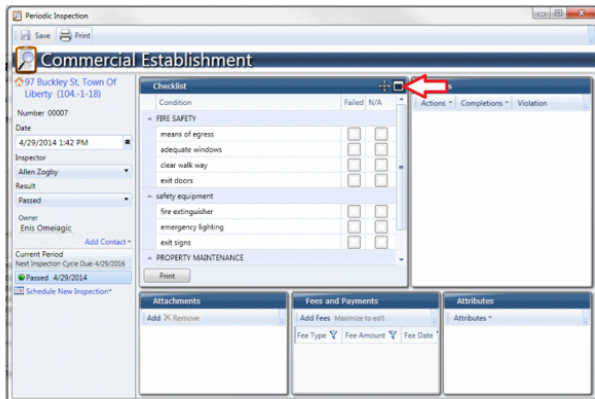
Click the PLUS SIGN and begin typing the name of your Tag Condition (previously entered tags will show in the dropdown). Hit the ENTER key to add your Tag and then hit the SAVE button on the parcel window.

Return back to the Schedule screen, roll over the inspection type name, and click the REFRESH ARROW. The number of parcels should increase according to the number of new parcels you have tagged. They will now show in the list.



Periodic Inspection Checklists

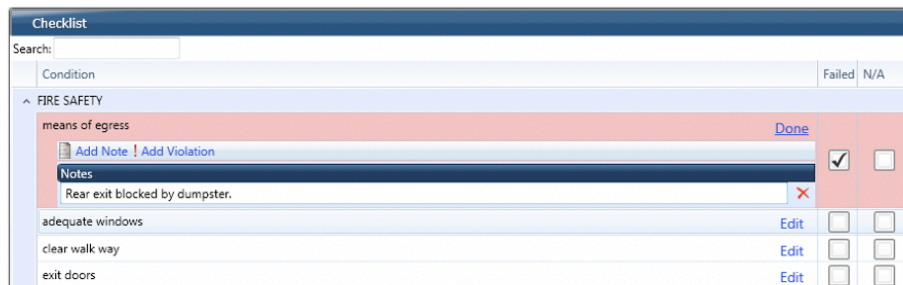
BAS IPS



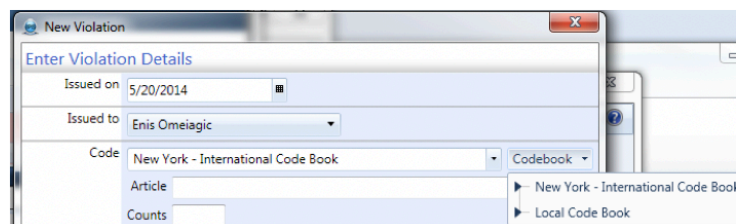
Periodic Inspection (PI) Checklists are a great way to document exactly which aspects of the inspected property weren't up to code. Each PI Type can have its own Checklist with different criteria. By maximizing the Checklist window, you can add notes or cite violations for each individual item on the Checklist. (Notes and Violations will also be shown in the Actions window for quick reference). Move your cursor over the upper right corner of the Checklist window and click the button that appears to maximize the window.

NOTE: You can use the PRINT button in the Checklist pane to print a blank Checklist for field use. The printed list contains address and inspection information as well as page numbers to keep longer checklists from getting mixed together. For those municipalities looking to go paperless, the Checklist functionality is also available for the Field Inspection application for Android tablets.

With the Checklist window maximized, click the EDIT button on a line item to display the ADD NOTE and ADD VIOLATION buttons. The Notes field will appear directly below the line item.



Click ADD VIOLATION to open a Violation window where you can select the applicable violation from your codebook.



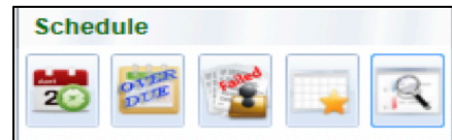
In the case that you have to do a reinspection, you can also print a Checklist of only the failed items that need to be reinspected. Click the PRINT button in the Checklist window and find the 'Show Only Failed Items' option on top. Click PREVIEW and you'll see a list of failed items along with any notes you made regarding them.



Periodic Inspection Schedule Views

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The Inspection Module allows you to filter the inspection list by specific categories such as: Inspections Due, Overdue Inspections, Last Failed Inspection, Scheduled Inspections, and High Detail views, as shown to the left.



Assembly: Scheduled Inspections from 4/1/2014 to 4/30/2014

Identifier	Name	Number	Address	City	Zip	Owner	Business	Last Passed Inspection	Last Failed Inspection	Next Scheduled Inspection
5-7-2		2815	Rte 207	Campbell Hall	10916	First Presbyterian Church				4/09/2014
6-1-42.1		100	Otter Rd	Campbell Hall	10916	Eastern Pioneer Corp				4/10/2014
7-1-51.2		2452	Rte 207	Campbell Hall	10916	Arbor Valley Realty LLC				4/09/2014

A sidebar titled 'Schedule' containing navigation icons, a date filter set to 'This Month', and a list of inspection types. 'Assembly' is selected and highlighted. A red arrow points to the 'Assembly' selection.

Select Inspection Type

- Assembly (12 Parcels)
- Factory (3 Parcels)
- Business (13 Parcels)
- Res (7 Parcels)
- Storage (9 Parcels)
- Mercantile (8 Parcels)
- Hazardous (1 Parcels)
- Institutional (1 Parcels)
- Knox Box (1 Parcels)
- Multi Family (3 Parcels)

Simply click on the schedule view you wish to see and IPS will populate the results for you.

The Inspections Due and Scheduled Inspections options grant access to further filters including: This Month, This Week, This Year, and a customizable filter for you to specify your own dates.

From these search results you can then batch print letters to alert Business owners that they have inspections needing scheduling. You also have the ability to export the list to an Excel document.

The High Detail view shows all parcels that have been tagged with the selected Inspection Type.