

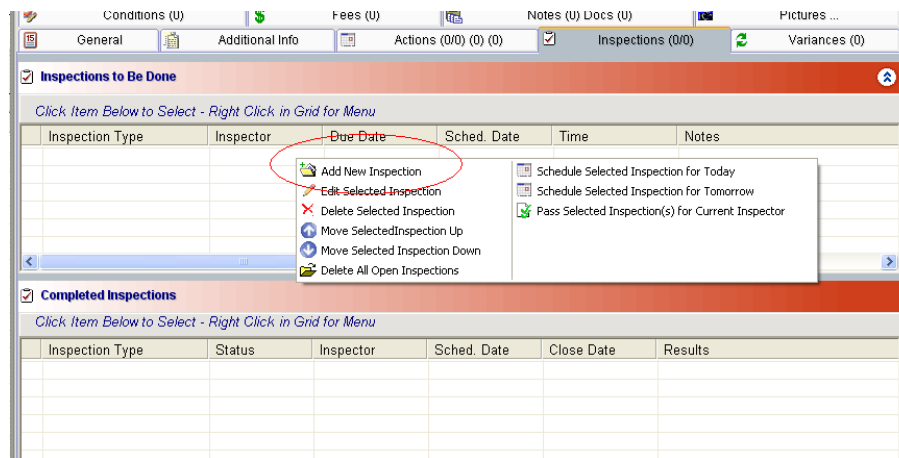
Creating an Inspection

For our example inspection, we will be adding an inspection to a permit, but keep in mind that inspections can be added anywhere that you have an inspection tab. You should also note that the inspections that are attached to parcels and occupants are interval inspections, which recur every year.

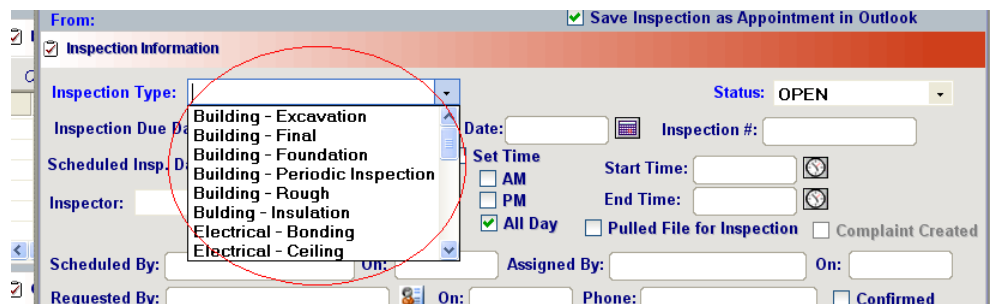
To add an inspection to a permit, first use the parcel search and open the appropriate parcel. Next, go to the “Apps/Permits/Certs” tab and open the permit to which you want to add the inspection. Click on the “Inspections” tab to open it.



Once on the “Inspections” tab, right click in the upper field and choose “Add New Inspection” from the menu that appears. This will open a blank inspection.



From the empty inspection screen, you will be able to fill in your inspection information. To begin, choose an inspection type from the drop-down menu.



When you have selected a type, it is likely that some of the other information on the form will be filled in for you. How much of the information will depend on how the inspection type was set up. You should

also note that some information will also be carried over from the permit. This will appear in the "Notes" section on the inspection form.

The most important information to fill out on the inspection is the schedule date and the inspector. If you only select a date and do not select a specific time, the inspection will still be added to the inspector's calendar, but will show as an all-day appointment, instead of having a time associated with it. Once the inspection is assigned and scheduled, you can save and close the inspection form.

Inspection Due Date: [] Notification Date: [] Inspection #: []
Scheduled Insp. Date: 12/12/2012 [] Set Time Start Time: [] []
 AM PM End Time: [] []
Inspector: JERICKSON [] All Day Pulled File for Inspection Complaint Created

At this point, you will need to have the inspection results before you can proceed. Once you have the results, open the inspection form and change the status from the drop-down menu in the right hand corner of the form. After that, enter your results in the Results field at the bottom of the form. If the inspection is passed, the process is complete and you can save and close the form.

If the inspection is failed, when you go to save and close the form, Muncity will ask you to enter a time and date for a follow-up inspection. This will create a new inspection that contains identical information to the original, except for the newly entered scheduled date. This will happen each time until the inspection status is entered as "Passed."

Inspection

Save and Close Codes Print Mark Inspection as Passed Inspection Tables Admin

Inspection: Notes (0) Docs (0)

From: Inspection Info. Inspection Information

Inspection Type: Building - Excavation

Inspection Due Date: []

Scheduled Insp. Date: 12/12/2012

Inspector: JERICKSON

Scheduled By: SUPERVISOR

Requested By: []

Location: CONSTRUCTION, MIK []

Send Reminder

Notes: DWELLING

Results:

Fire/Safety Inv. (0)

Rec \$ Fees (0)

on as Appointment in Outlook

Status: FAILED

Inspection #: []

for Inspection Complaint Created

SUPERVISOR On: 12/12/2012

Confirmed

Distance: [] Miles

Date/Time

Date/Time Selector

Enter Next Inspection Date

Inspection Date: 12/13/2012

All Day

Time: 01 : 00 PM

OK

7:00 a	8:00 a	9:00 a	10:00 a	11:00 a	12:00 p
7:15 a	8:15 a	9:15 a	10:15 a	11:15 a	12:15 p
7:30 a	8:30 a	9:30 a	10:30 a	11:30 a	12:30 p
7:45 a	8:45 a	9:45 a	10:45 a	11:45 a	12:45 p
1:00 p	2:00 p	3:00 p	4:00 p	5:00 p	6:00 p
1:15 p	2:15 p	3:15 p	4:15 p	5:15 p	6:15 p
1:30 p	2:30 p	3:30 p	4:30 p	5:30 p	6:30 p
1:45 p	2:45 p	3:45 p	4:45 p	5:45 p	6:45 p

Exclude all Day Inspections

Duration:

15 Min. 30 Min. 45 Min. 60 Min.
 90 Min. 2 Hour 3 Hour 4 Hour