Inspections User Guide

Feedback
Your suggestions and comments regarding this documentation are highly regarded. Please send or fax any suggestions to your Infor Public Sector office – lghelpdesk@infor.com.

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Pathway 3.09 (Thick Client Version)

Table of Contents

INSPECTIONS USER GUIDE

Overview

The Inspections System enables the recording of data associated with Inspections across several Modules, these being Property, Customer Request, Registers, Trade Waste, Applications and Licensing Modules.

The Inspections Entry System is a simpler, faster way to insert, view and maintain Inspections for any given day.

The system provides Users with a simple means of inputting results and the ability to print lists of Inspections for each Inspector for a given date range.

Once the Inspection information has been entered, the Council may perform ongoing maintenance on the data such as assigning a responsible officer and location or a result on the Inspection.

The system does not take into consideration Inspectors rosters for annual leave, days off etc. This will need to be monitored as an internal office function.

Where Inspections are created in the system as part of a Workflow function the normal Workflow functionality will be implemented.

Where Inspections are created at the Module Level, these will automatically update the Inspection Summary and where Inspections are added via the Inspections Summary, they will inturn update the particular Module.

Inspection Parameters

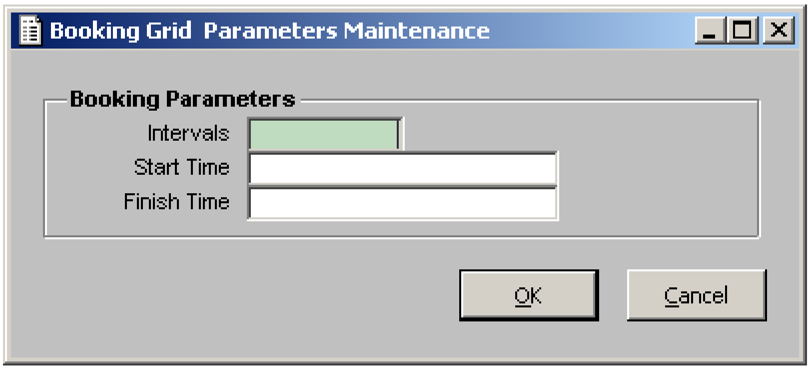
The following topics are included in this section:

Booking Grid Parameters Maintenance

The display of the Inspections Schedule Form is governed by these parameters. These Parameters allow the setting of Time Intervals, Starting Time and Finish Times to be used on the displayed.

Book Grid Parameters Maintenance Form

The Inspection Schedule form relies on the setting of the parameters on this form. The setting of the Interval, Start Time and Finish Time are used to setup the display for the User.



Booking Grid Parameters Maintenance Form

Booking Parameters - Intervals
The Intervals is used to define the number of Minutes to be used to set the interval breaks on the Schedule form.

Booking Parameters – Start Time
The Start Time field is used to define the Time to start the grid display from.

Booking Parameters – Finish Time
The Finish Time field is used to define the Time to stop the grid display to.

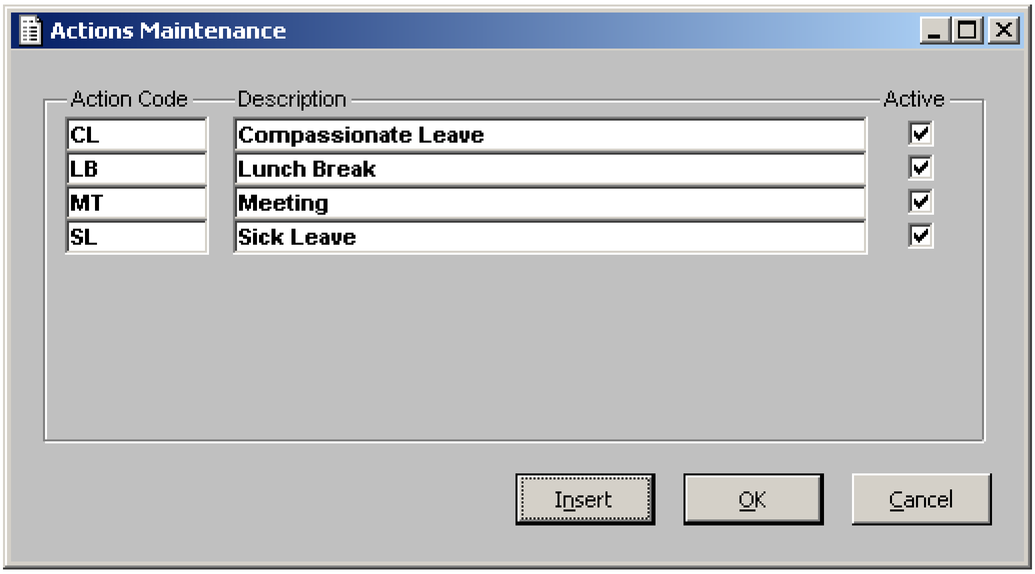
Booking Action Maintenance

To make the display of the Inspections Schedule Form more informative and allow the correctness of the time being recorded Booking Actions can be defined to assist with this information. Actions can be attached to booking information to display what the time is actually being booked for.

Actions Maintenance Form

The Actions Maintenance form allows for the creation and maintenance of Action Codes to be used within the Schedule Form. Booking Actions can be linked to Blocks of Time in the Inspection Schedule therefore giving more information in regard to what the time is being booked for. Examples of possible Actions could be :-

- MT – Meeting
- AL – Annual Leave
- SL – Sick Leave
- LB – Lunch Break



Actions Maintenance Form

Action Code
The Code for the Action is maintained in this field. The Action Code can then be used within the Inspection Scheduling form when adding Block Bookings.

Description
The Description for the Action is maintained in this field. The Action Description is displayed within the Inspection Scheduling form when used in conjunction with a Block Booking.

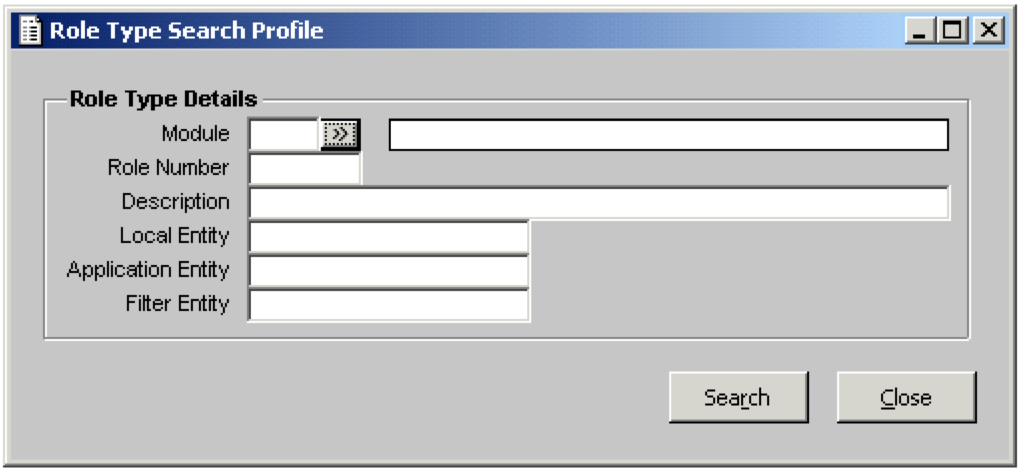
Active
The Active flag is used to define if the Action is available for use within the Inspection Scheduling form. If this flag is Off then the Action Code cannot be used any further within the Inspection Scheduling form but will continue to be displayed where it has been used in the past.

Role Type Maintenance

For each Module that Inspections is to be used for the parameters are set up within this menu. This Menu is for Infor use only. If any further information is required on this Menu please contact Infor.

Role Type Search Profile Form

For each Module that Inspections is to be used for the parameters are set up within this menu. This Menu is for Infor use only. If any information is required on this Menu please contact Infor.

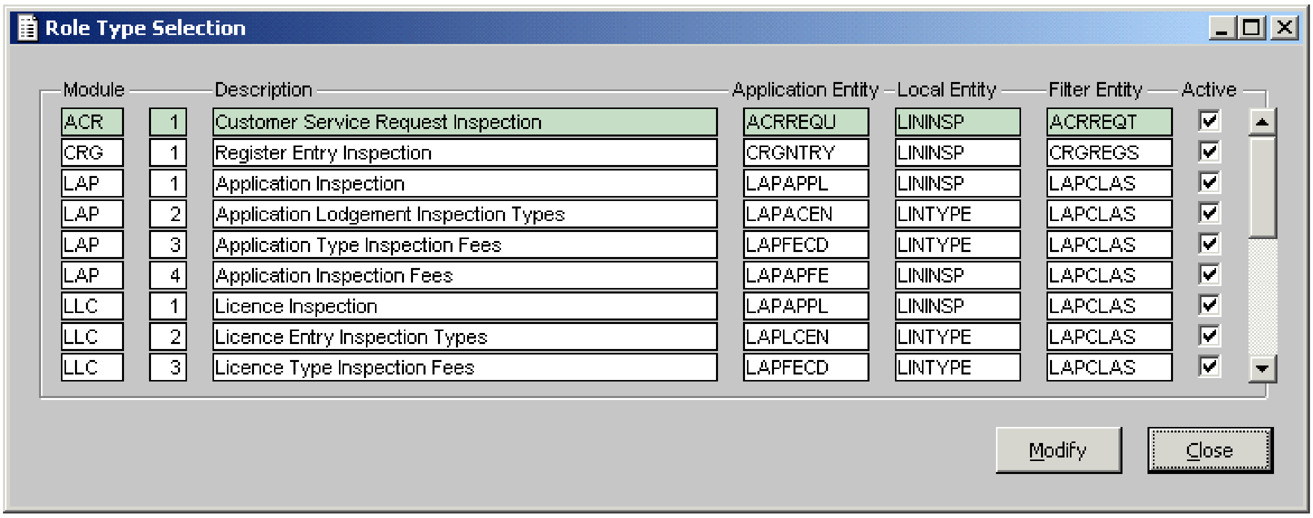


Role Type Search Profile Form

Role Type Details

Role Type Selection Form

For each Module that Inspections is to be used for the parameters are set up within this menu. This Menu is for Infor use only. If any information is required on this Menu please contact Infor.



Role Type Selection

Module		Description	Application Entity	Local Entity	Filter Entity	Active
ACR	1	Customer Service Request Inspection	ACRREQU	LININSP	ACRREQT	☑
CRG	1	Register Entry Inspection	CRGNTRY	LININSP	CRGREGS	☑
LAP	1	Application Inspection	LAPAPPL	LININSP	LAPCLAS	☑
LAP	2	Application Lodgement Inspection Types	LAPACEN	LINTYPE	LAPCLAS	☑
LAP	3	Application Type Inspection Fees	LAPFECD	LINTYPE	LAPCLAS	☑
LAP	4	Application Inspection Fees	LAPAPFE	LININSP	LAPCLAS	☑
LLC	1	Licence Inspection	LAPAPPL	LININSP	LAPCLAS	☑
LLC	2	Licence Entry Inspection Types	LAPLCEN	LINTYPE	LAPCLAS	☑
LLC	3	Licence Type Inspection Fees	LAPFECD	LINTYPE	LAPCLAS	☑

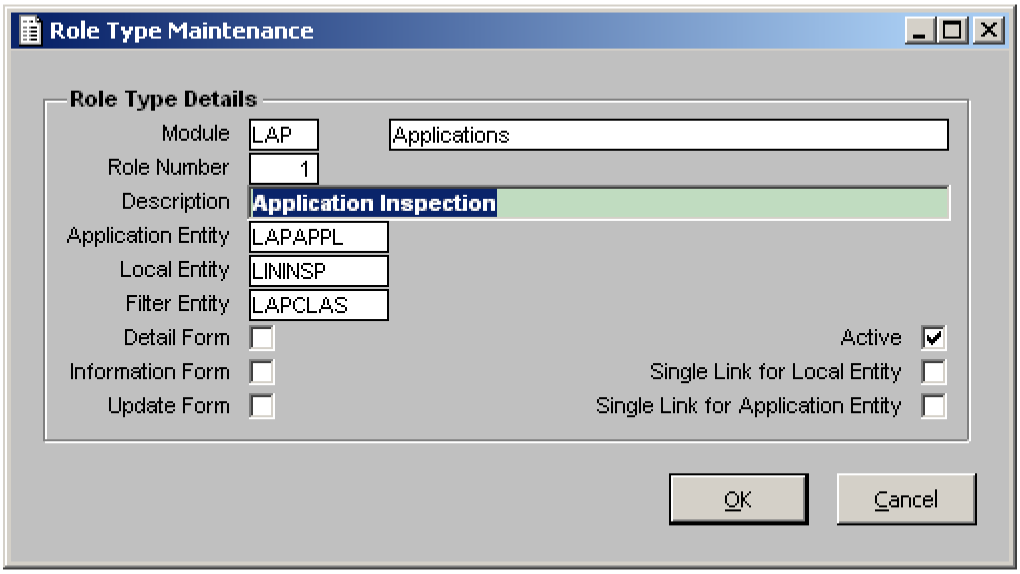
Modify Close

Role Type Selection Form

Role Type Details

Role Type Maintenance Form

For each Module that Inspections is to be used for the parameters are set up within this menu. This Menu is for Infor use only. If any information is required on this Menu please contact Infor.



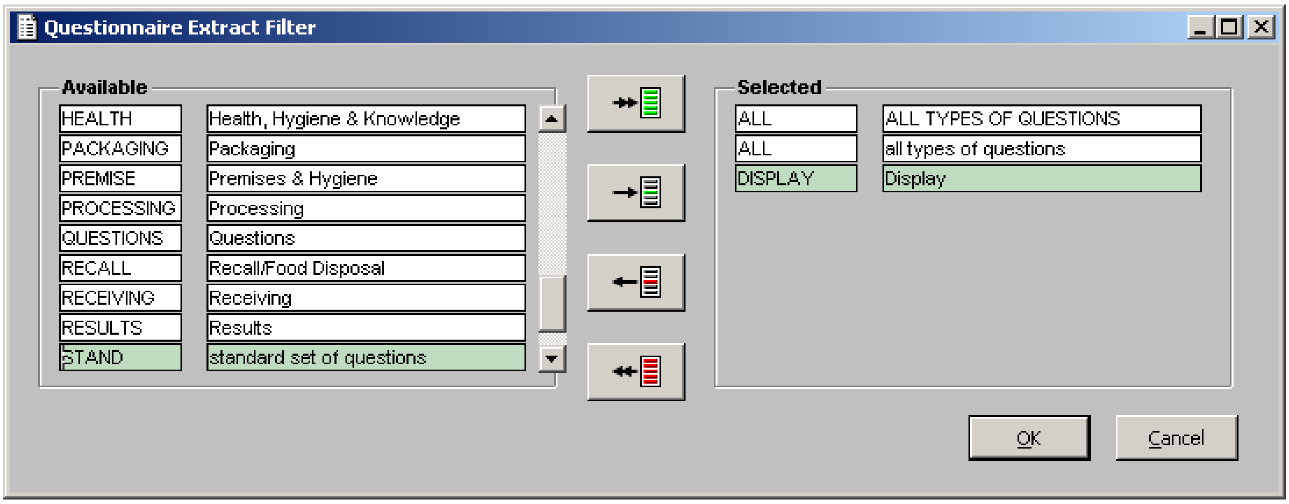
Role Type Maintenance Form

Details

INSPQUES Extract Type Filter Form from Inspections

For each Module that Inspections is to be used the INSPQUES Extract Type is able to be defined using the Filter Form. Where this is filter form is selected from within an Module then it is automatically filtered to only show those Questionnaires for the module,/class. Where the option is taken from within the Inspection Module itself then all the Questionnaires defined for all modules are shown.

To select the required Questionnaires for the Extract Type then move the required Questionnaires to the Selected area.



Questionnaire Extract Filter Form

Available Questionnaires

The Available Questionnaires are shown in this area. All Questionnaires for the Inspection module are available for selection from this form.

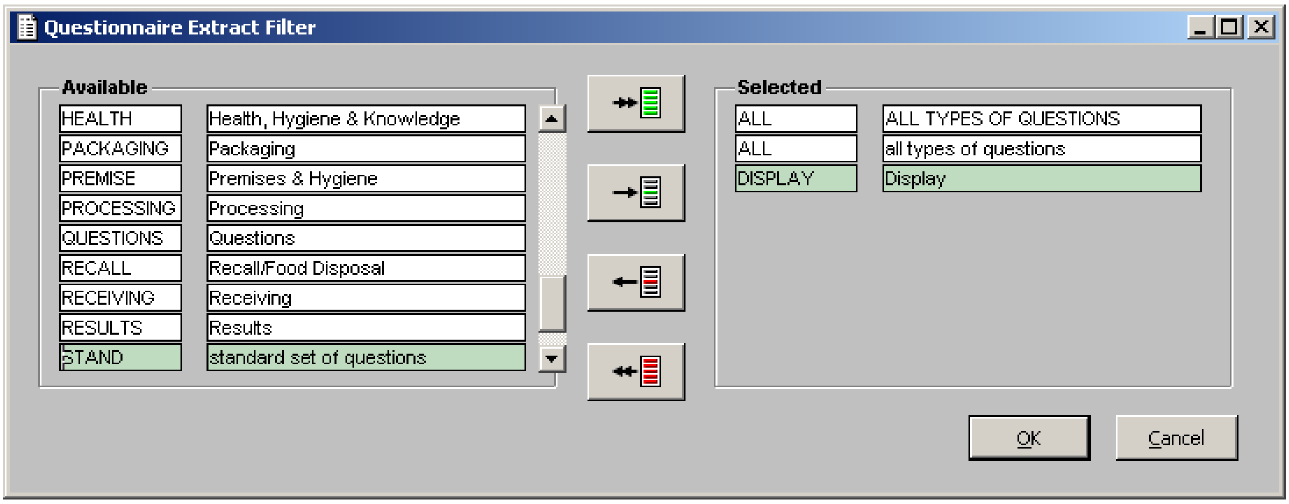
Selected Questionnaires

When the Questionnaires requires to be included in the Extract are selected they appear in this area of the form.

INSPQUES Extract Type Filter Form Via Module

For each Module that Inspections is to be used the INSPQUES Extract Type is able to be defined using the Filter Form. Where this is filter form is selected from within an Module then it is automatically filtered to only show those Questionnaires for the module,/class. Where the option is taken from within the Inspection Module itself then all the Questionnaires defined for all modules are shown.

To select the required Questionnaires for the Extract Type then move the required Questionnaires to the Selected area.



Questionnaire Extract Filter Form

Available Questionnaires

The Available Questionnaires are shown in this area. All Questionnaires for the Inspection module are available for selection from this form.

Selected Questionnaires

When the Questionnaires requires to be included in the Extract are selected they appear in this area of the form.

Module Inspection Parameters

The following topics are included in this section:

Inspection Parameters Maintenance

For each Module that Inspections are to be used for the parameters are set up individually. Inspection Parameters are defined at different levels for each Module. The following defines were Inspections Parameters can be found for each Module:-

- Applications Parameters – Application Class Level
- Licensing Parameters – Licensing Class Level
- Customer Service Parameters – Request Type Level
- Property Parameters – Inspection Parameters Level
- Trade Waste Parameters – Inspection Parameters Level
- Registers Parameters – Register Type Level

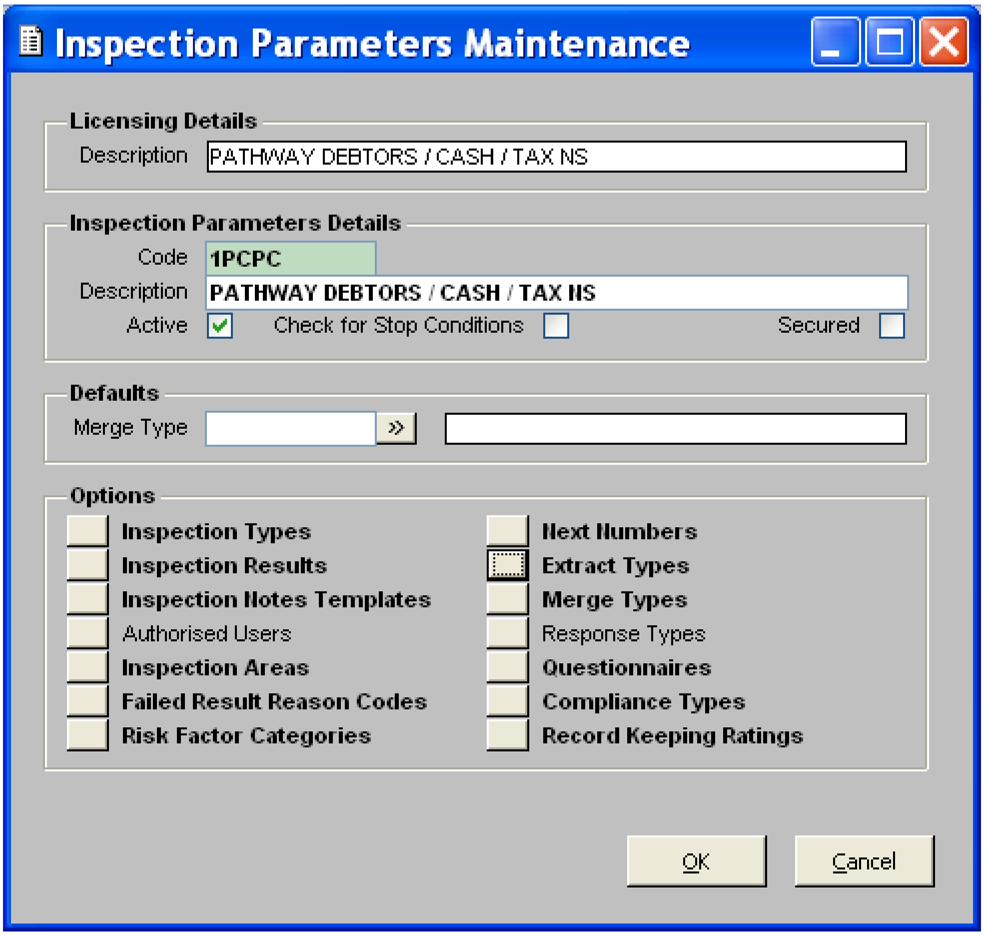
The following section describes the establishment of the Inspections Module.

Inspection Parameters Maintenance Form

Each Module has an Inspection Parameter Menu which will require being set up for the Inspections functionality to be is available for use within that Module. The Options available allow the User to define information such as Types, Results, Responses, Failed Result Reason and Security for the Inspection Function.

The following defines were Inspections Parameters can be found for each Module that is able to use the Inspection Function:-

- Applications Parameters – Application Class Level
- Licensing Parameters – Licensing Class Level
- Customer Service Parameters – Request Type Level
- Property Parameters – Inspection Parameters Level
- Trade Waste Parameters – Inspection Parameters Level
- Registers Parameters – Register Type Level



Inspection Parameters Maintenance Form

Module Details - Description

This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

- Applications Class Description
- Licensing Class Description
- Customer Service Request Type Description
- Property Property
- Trade Waste Trade Waste
- Registers Register Type Description

Inspection Parameters Details - Code

This field displays the Inspection Parameters Code. This defaults to the value defined in the table following but can be overridden by the user.

For each of the Modules the following will be displayed in this field:-

- Applications Class Code
- Licensing Class Code
- Customer Service Request Type Code
- Property Property
- Trade Waste LTW
- Registers Register Type Code

Inspection Parameters Details - Description

This field displays the Inspection Parameters Description. This defaults to the value defined in the table following but can be overridden by the user.

For each of the Modules the following will be displayed in this field:-

- Applications Class Description
- Licensing Class Description
- Customer Service Request Type Description
- Property Property
- Trade Waste Trade Waste
- Registers Register Type Description

Inspection Parameters Details – Active

If this box is checked on then the Inspection Parameters are available to the system.

If this box is checked off then the Inspection Parameters are no longer available to the system. Any existing inspection with these Inspection Parameters will remain as entered. The Inspection Parameters will no longer be available for addition to the Module.

Check for Stop Conditions

If the Check for Stop Conditions check box is flagged 'On' then additional checks are made for each new Inspection added to an Application/ Licence or Property or any Inspection without a schedule date on an Application/Licence or Property.

The Check process is done when the Inspections Option is selected within the Module's Maintenance Menu. This Check looks for any Conditions on the Application/Licence/Property that have the 'Stop Inspections Scheduling' flag set on. If any Conditions are found with this flag set 'On' then the message 'Inspections can not be scheduled due to outstanding Conditions', is displayed prior to displaying the Inspection Maintenance or Selection forms. Once on the Inspection form the Inspection Date field is disabled.

If no Conditions are found on the Application/Licence/Property that have this flag set 'On' then the User is able to continue with the scheduling of Inspections.

This functionality is only available in the Applications, Licensing and Property Modules.

Secured

If this box is checked on then all Inspections linked to an Inspection Identifier are then secured and can only be accessed by the Authorised Users.

If this box is checked off then all Inspections are available to any User that has access to the Module.

This Option is used in conjunction with the Authorised Users Maintenance Form. When the Secured Flag on the Inspection Identifier Maintenance form is turned 'On', active Users shown on the Authorised Users Maintenance form are the only Users that will be able to have access to Inspections for this Inspection Identifier using the Authorised Inspections Maintenance function.

When the Secured Flag being set 'Off' then the Authorised Users Maintenance option is used to identify the User(s) who have the option of having the ability to change the Type, or Override a Pre-Payment or Double Booking.

Defaults – Merge Type

Enter a Merge Type if known, or use the Pop Up button to display the Merge Type Pop Up form and select the required Merge Type.

This field is not mandatory and Merge Types can be created as defaults against each Inspection Type if required.

If a Merge Type is entered in this field it will be used on the Inspection Request Maintenance Form when entering a new Inspection Entry for any Inspection Type that does not have a Merge Type nominated at the Inspection Type level parameter. The Merge Type can be overridden in Inspection Request Maintenance.

Options

Several Options contain parameters are available on this form. These Options can be set to allow or disallow specific functions or information for the Inspection Function.

By selecting these buttons, the Inspection options available for the Inspection Code may be defined.

Options – Inspection Types

Selecting this button will display the Inspection Type Search Profile Form. This will allow the maintenance or addition of Inspection Types.

Options - Inspection Results

Selecting this button will display the Inspection Result Maintenance Form. This will allow the maintenance or additional of Inspection Results and the ability to add Merge Types.

In the case of the Property Module, Notices and Condition Types are also available to be set against Results that have been defined.

Options – Inspection Notes Templates

Selecting this button will display the Inspection Notes Template Maintenance Form. This allows the User to maintain or add Inspection Note Templates. Additionally the setting of the Default Note is done within this Option.

Options – Authorised Users

Selecting this button will display the Authorised Users Maintenance Form. When the Secured Flag on the Inspection Identifier Maintenance form is turned 'On', active Users shown on the Authorised Users Maintenance form are the only Users that will be able to have access to Inspections for this Inspection Identifier using the Authorised Inspections Maintenance function.

This option can also be used with the Secured Flag being set 'Off'. This Option is then used to identify the User(s) who have the option of having the ability to change the Type, or Override a Pre-Payment or Double Booking.

Options – Inspection Areas

Selecting this button will display the Inspection Areas Maintenance Form. This allows the User to add Responsible Officers and the Street/Suburbs that are associated to the Areas.

Options - Next Numbers

Selecting this button will display the Next Number Maintenance Form.

The Next Numbers option can be used independently of the Numbering Schemes associated with each Inspection Type. Where this Numbering Scheme is used, and there has been no Numbering Scheme set against a Type, this will be the next number used. This is designed so that if Users only wish to have one numbering scheme across all Inspection Types they then create Numbering Schemes at level Parameter.

However, if Users wish to use Numbering schemes against each particular Inspection Type then this parameter can be left blank.

Options - Extract Types

Selecting this button will display the Extract Type Search Profile Form. Apart from the Inspection Extract Lists, depending on the Module being maintained, there may be other Extracts available to be used within the Extract Menu.

The Inspection Extract Lists available are INSPECT for Inspection details, NOTES for Inspection Notes and FAILED for Failed Result Reasons. The Inspection Notes and/or Failed Result Reason extracts need to be associated to the INSPECT extract via the Associated Extract Types button on the Extract Type Maintenance Form in order to have the Notes and/or Failed Result Reasons information printed.

The fields available in the INSPECT Extract are;

• Type	• Area	• Result	• Date
• Time	• Duration	• Number	• Officer
• Officer Id	• Requestor	• Insp Requestor Name	• Insp Requestor Address
• Insp Requestor Address 1	• Insp Requestor Comm 1	• Insp Requestor Comm 2	• Insp Requestor Comm 3
• Insp Requestor Info 1	• Insp Requestor Info 2	• Insp Requestor Info 3	• Locations

- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Notes
- Failed

When the Inspection Extract has been created it can be filtered using the Additional Filter Option.

The Filter Maintenance Form enables Users to select a Type, Area, Inspector, Result and Status as well as assign the particular Inspection Notes Templates required to be extracted. The option allows for up to six notes to be extracted.

Where various combinations are required, Users can create multiple Extract Lists and name them appropriately, then assign these to the relevant Merge Types required.

The fields available in the NOTES Extract are;

- Date
- Time
- Officer
- Officer Id
- Note

The field available in the FAILED Extract is;

- Failed Reason

Depending on the Module being maintained the Inspection Extract Types may have a different name. The following is a list of the Extract Types and the other names they may be found under within the various Modules:-

- INSPECT INSPECT
- NOTES I_NOTES, INSNOTES
- FAILED I_FAILED, INSFAIL

Options - Merge Types

Selecting this button will display the Merge Type Search Profile Form. From this Option the User is able to maintain or add Merge Types to be used within the Inspections for a Module.

Options – Response Types

Selecting this button will display the Response Types Maintenance Form. From the Option the User is able to maintain or add Response Types. These Response Types can then be assigned to a letter within the Inspection.

Options – Failed Result Reason Codes

Selecting this button will display the Failed Result Reason Codes Maintenance Form. Failed Result Reasons can be added or modified by the User through this Option. These Failed Result Reason Codes can then be assigned to the Response Types for each of the Inspection Types.

Options – Questionnaires

Selecting this button will display the Questionnaire Maintenance Form. Questionnaires can be added or modified by the User through this Option. These Questionnaires can then be assigned to the Inspection Types.

Options – Compliance Types

Selecting this button will display the Compliance Types Maintenance form. Compliance Types enable Council to nominate the Compliance Types that can be assigned to a Questionnaire Question when an inspection is performed.

The use of this function is authorised should you wish any further information please contact your Account Manager.

Compliance Type Description

This field shows the Description of the Licence Class.

Options – Compliance Type Maintenance - Code

This is the code for the Compliance Type – it is a ten alphanumeric character field.

Options – Compliance Type Maintenance – Description

This is the Description of the Compliance Code.

Options – Compliance Type Maintenance – Failed Compliance
This field if set on indicates that this code is classified as failing the inspection.

Options – Compliance Type Maintenance – Active
This flag if set on indicates that this Compliance Type is active – ie able to be selected.

Options – Risk Category Maintenance

The Risk Category Maintenance form enables Council to create Risk Factor Category records that can be assigned to Questionnaire Questions by Inspectors.

The use of this function is authorised should you wish any further information please contact your Account Manager.

Options – Risk Category Maintenance – Category Code
This is a code used against the Risk - eg Critical Risk, Major Risk, Minor Risk, or Not Applicable.

Options – Risk Category Maintenance – Description
This is the description of the Category Code.

Options – Risk Category Maintenance – Non-Conformance Category
If this flag is set on then the category is set to be non-conforming, ie it will be included in the total of Inspection Non Conforming Ratings.

Options – Risk Category Maintenance – Active Flag
This flag is set on if the Risk Category is still active – ie

Options – Record Keeping Rating Maintenance

The Record Keeping Maintenance form allows Council to nominate the ratings that can be assigned to the ‘Adequate Records’ section of an Inspection Questionnaire.

The use of this function is authorised should you wish any further information please contact your Account Manager.

Options – Record Keeping Rating Maintenance – Code
This is the code of up to 10 alphanumeric characters identifying the Record Keeping Rating.

Options – Record Keeping Rating Maintenance – Description
This is the description of the Record Keeping Rating.

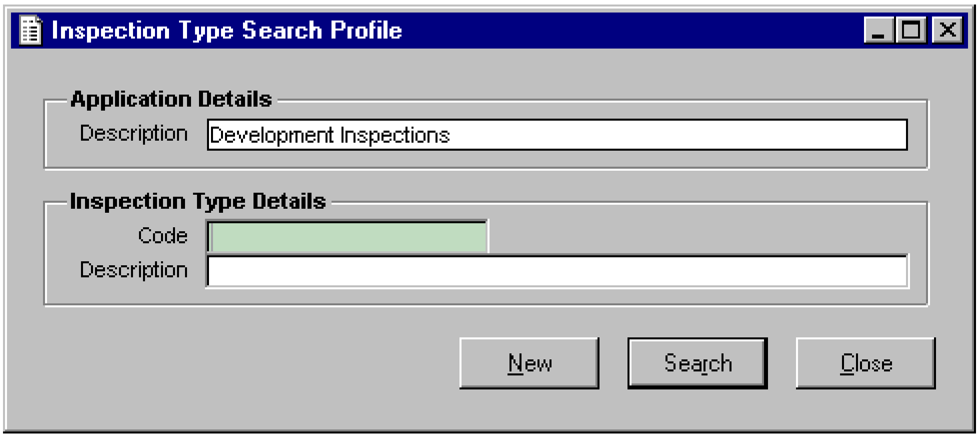
Inspection Types

Inspection Type Search Profile Form

Once the Inspection Types Button is selected from the Inspection Parameters Maintenance Form an Inspection Type Search Profile Form allows the addition of a New Inspection Type or a Search on existing Types.

The Search Profile allows the entry of an Inspection Code or Description to be entered in the relevant fields. Then click the Select button to search for the required Inspection Type.

Clicking on the New Button allows the entry through the Inspection Type Maintenance of a new type.



Inspection Type Search Profile Form

Module Details – Description

This field displays the Module Description for which you are setting up Inspection Types.

For each of the Modules the following will be displayed in this field:-

- Applications Class Description
- Licensing Class Description
- Customer Service Request Type Description
- Property Property
- Trade Waste Trade Waste
- Registers Register Type Description

Inspection Type Details – Code

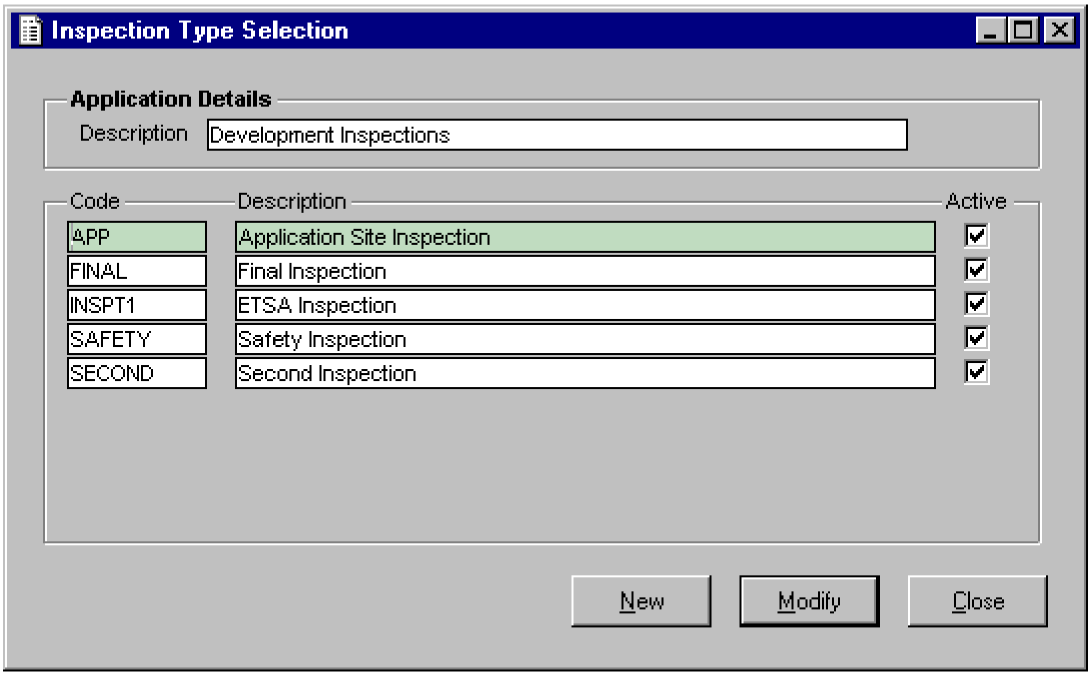
This field allows the entry of the Inspection Code that is to be searched for. This field can be left blank.

Inspection Type Details - Description

This field allows the entry of the Inspection Type Description that is to be searched for. This field can be left blank.

Inspection Type Selection Form

The Inspection Type Selection form displays a list of the Inspection Types that are available for the User to select or if a new Inspection Type is required the New Button can be selected from this form to create the required Inspection Type.



Inspection Type Selection Form

Module Details – Description

This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

- Applications Class Description
- Licensing Class Description
- Customer Service Request Type Description
- Property Property
- Trade Waste Trade Waste
- Registers Register Type Description

Code

This field displays the Inspection Type Code.

Description

This field displays the description of the Inspection Type Description.

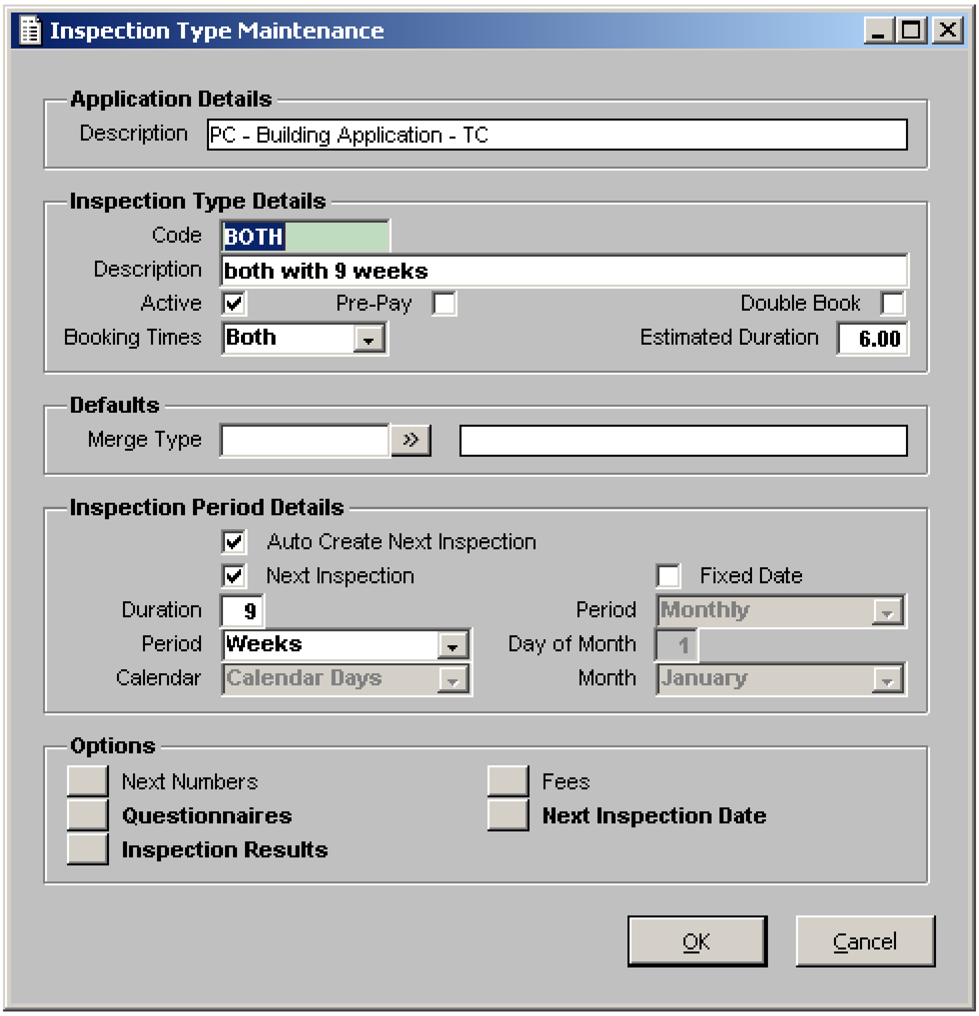
Active

The Active field displays whether the Inspection Type is Active or Inactive. When ticked 'On' then the Type is Active. If ticked 'Off' then the Type is no longer Active but can be viewed on existing Inspections but no new Inspections for this Type can be added.

Inspection Type Maintenance Form

The Inspection Type Maintenance form allows the User to define the Options and defaults that the Inspection Type will use. These are options such as the Next Numbers, Inspection Results, how the Inspection Period is to work and the type of Inspection it is.

For the Application and Licensing Modules only details of any Fees that are to be paid prior to an Inspection can also be defined here.



Inspection Type Maintenance Form

Module Details – Description

This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

- Applications Class Description
- Licensing Class Description
- Customer Service Request Type Description
- Property Property
- Trade Waste Trade Waste
- Registers Register Type Description

Inspection Type Details – Code

This field displays the Inspection Type Code.

Inspection Type Details – Description

This field displays the Inspection Type Description.

Inspection Type Details – Active

If this box is checked on then the Inspection Type is available to the system.

If this box is checked 'Off' then the Inspection Type is no longer available to the system. Any existing Inspections with this Inspection Type will remain as entered. The Inspection Type will no longer be available for addition to new Inspections.

Inspection Type Details – Pre-Pay

Checking the Pre-Pay Check Box 'On' for an Inspection Type prevents an Inspection for this Type from being scheduled until the Fees for that Inspection have been paid. Authorised Users who have been flagged to override this check can schedule a pre-paid Inspection even though the Fees have not been paid.

Inspection Type Details - FSI

All Inspection Types which are to be included in the VICFIN update must have the FSI Tick Box checked 'On' at the Inspection Type Maintenance Parameter Form. This field only displays when viewing this form in the Licensing Module.

Inspection Type Details – Double Book

Checking the Double Book Check Box 'On' will allow Double Booking for the Inspection Type for Users who are Authorised to place a Double Booking. This Check Box is only available where 'Specific' has been selected in the Booking Time Option.

If this Check Box is not flagged on then even if the User does have Authorisation to create a Double Booking they will not be able to do so for this Inspection Type.

Inspection Type Details – Booking Times

The Booking Times Drop Down allows the User to choose whether the Inspection Type is to use a Specific Time for Bookings, AM/PM scheduling or a combination of both. The default for the field is 'Specific'.

Where AM/PM is chosen the Estimated Duration and Double Booking options are not available.

Where 'Specific' is chosen then Users can nominate an actual Start Time at Inspection Entry and the Double Booking and Duration functionality can be applied for the appropriate Users.

Where 'Both' is chosen then Users can choose to enter a specific time or select AM/PM at the time the Inspection is entered into the system. As with Specific the User can nominate a default Duration value to be used if Specific is selected at entry time, and also whether the Double Booking functionality is applied to the Inspection.

Inspection Type Details – Estimated Duration

The Estimated Duration is used to determine whether or not Inspections are Double Booked. The value of this field can go from 0.00hrs to a maximum of 24 hours and is entered as a numeric value with one decimal point. The exception to this is when a quarter or three quarters entry is required then the system will allow a duration of 0.25 and 0.75. All other entries are only to the one decimal place.

For example entering '4' would display as 4.0 hours and entering '.5' will display as 0.5. Entry of '1.35' would change to '1.30'. Entry of '0.25' or '0.75' would be accepted.

Defaults – Merge Type

Enter a Merge Type if known, or use the Pop Up button to display the Merge Type Pop Up form and select the required Merge Type.

The Merge Type entered into this field will automatically default into the Inspection record when the Create Letter option is selected in Inspection Maintenance. This field can be left blank if no Default Merge Type is required.

Inspection Period Details – Auto Create Next Inspection

If the Inspection Type has the Auto Create Next Inspection parameter checked on and a result is added to an Inspection for this Type, once OK is clicked the user is automatically presented with a new inspection record for the function. The Date Calculation function will use the Questionnaire Score Answers to calculate out the next Inspection Date based on the result of the score. If no Next Inspection Date parameters have been defined for the Inspection Type then if the Auto Create Next Inspection field is set ON then it will calculate the next inspection date based on the Inspection Period Details defined for the Inspection Type.

If this field is flagged Off then no Inspection will be automatically created for this Inspection Type when a Result is entered against an existing Inspection for this Type.

NOTE: Where there are Fees assigned to the Inspection Type the User will be prompted to respond to a question at the auto creation time as to whether the Fees are to be loaded or not. This message is only displayed when an Inspection is Completed via Inspection Maintenance.

Inspection Period Details – Next Inspection
When the Next Inspection Check Box is ticked on then the Duration, Period and Calendar fields are available for entry. When using the Next Inspection option Inspection Dates will be determined by the information that has been entered into the Duration, Period and Calendar fields.

Inspection Period Details - Duration
The Duration allows the entry of the length of time for each Inspection for this Type. It is used in conjunction with the Period and Calendar fields.

For example if 5 was entered into the Duration and the Period was set to 'Days' and the Calendar to 'Calendar Days' then upon entering in an Inspection for this Type the Inspection Date would be set to 5 days from today's date. If another Inspection for the same type was then entered the Inspection Date would be set to 5 days on from the first Inspection date that was entered.

Inspection Period Details - Period
The Period allows for the selection of the Period that is to be used in conjunction with the Duration.

The Periods available are:-
- Days
- Weeks
- Months
- Years

For example if 5 was entered into the Duration and the Period was set to 'Days' and the Calendar to 'Calendar Days' then upon entering in an Inspection for this Type the Inspection Date would be set to 5 days from today's date. If another Inspection for the same type was then entered the Inspection Date would be set to 5 days on from the first Inspection date that was entered.

Inspection Period Details - Calendar
The Calendar option allows the setting of how the Duration and Period are to be determined.

There are two options available for the Calendar. These are:-
- Calendar Days
- Working Days

Calendar Days does not take into account weekends or public holidays that have been set up in the Calendar being used by Inspections. Therefore if an Inspection was set to 4 Calendar Days and today was a Wednesday then the Inspection Date would be set for the Sunday.

Working Days take into account weekends and public holidays that have been set up in the Calendar being used by Inspections. Therefore if an Inspection was set to 4 Working Days and today was a Wednesday then the Inspection Date would be set for the Tuesday of the next week.

NOTE :- The Inspection process will use the Calendar defined as the Default Calendar for Inspections. However if using Inspections in Applications or Licensing and a Calendar has been nominated in the Application Class or Licensing Class Parameters, then Inspections will use this Calendar over the default Calendar.

Inspection Period Details – Fixed Date
When the Fixed Date Check Box is ticked on then the Period, Day of Month and Month fields are available for entry. When using the Fixed Date option Inspection Dates will be determined by the information that has been entered into the Period, Day of Month and Month fields.

Inspection Period Details - Period
The Period allows for the selection of the Period that is to be used in conjunction with the Day of Month and Month fields.

The Periods available are:-
- Monthly
- Quarterly
- Yearly

When the Period is set to Monthly then the Month field is not available for selection. When set to either Quarterly or Yearly the Month field is available so the User is able to select which month of the Quarter or Year the Inspection is to be held.

For example if Monthly was selected in the Period and the Day of Month was set to 15 then upon entering in an Inspection for this Type the Inspection Date would be set to the 15th Day for the Month. If another Inspection for the same Type was then entered the Inspection Date would be set to the 15th of the next month on from the first Inspection date that was entered.

Inspection Period Details – Day of Month

The Day of the Month field is used to identify the actual Calendar date that is to be used for the Inspection. If this is set to the 31st then the date will be the last day of the Month.

For example if Monthly was selected in the Period and the Day of Month was set to 15 then upon entering in an Inspection for this Type the Inspection Date would be set to the 15th Day for the Month. If another Inspection for the same Type was then entered the Inspection Date would be set to the 15th of the next month on from the first Inspection date that was entered.

Inspection Period Details - Month

The Month Field is only displayed when the Period has been set to either Quarterly or Yearly. This field is used to define the month that is to be used with the Day of Month field.

The Options available when set to Quarterly are:-

- January
- February
- March

When the Period is set to Quarterly the User needs to identify the Month that the Quarter is to start on. Hence only January, February and March are available.

For example if the Period was set to Quarterly, the Day of Month to the 15th and the Month to February then the Inspections would be created on the 15th of February, the 15th of May, the 15th of August and the 15th of November.

The Options available when set to Yearly are:-

• January	• February	• March
• April	• May	• June
• July	• August	• September
• October	• November	• December

Options – Next Number

Selecting this button displays the Next Number Maintenance Form. If Users require Numbering Schemes against each particular Inspection then this option can be used. This Numbering Scheme overrides any Numbering Scheme that may have been set at the Inspection Parameter Level.

Options – Questionnaires

If Questionnaires are required to be assigned to the Inspection Type then the User is able to select this Option to display a list of available Questionnaires. Additionally the User is able to nominate whether the assigned Questionnaire is mandatory for the Inspection Type or not.

Options – Next Inspection Date

If the Next Inspection Date is required to be calculated based on the Score from the Questionnaire then the information within this option is required to be set up.

Options – Inspection Results

Inspection Results can be linked to the Inspection Type as different Results may be required for different types of Inspections. Selecting the Inspection Results button will display any Results that have been linked to the Inspection Type and also allows for the adding of additional Results if required. The Results are set up at the Inspection Parameter level.

Options – Fees

The Inspection Fees Option is only available within the Application and Licensing Modules. The Option is not displayed in the other Modules.

Inspection Fees can be linked to the Inspection Type. This is to allow for the Pre-Pay option for an Inspection to occur. Selecting the Fees button will display any Fees that have been linked to the Inspection Type. The Fees are set up under the Fees Maintenance option. The Fees Option is only available within Applications and Licensing modules.

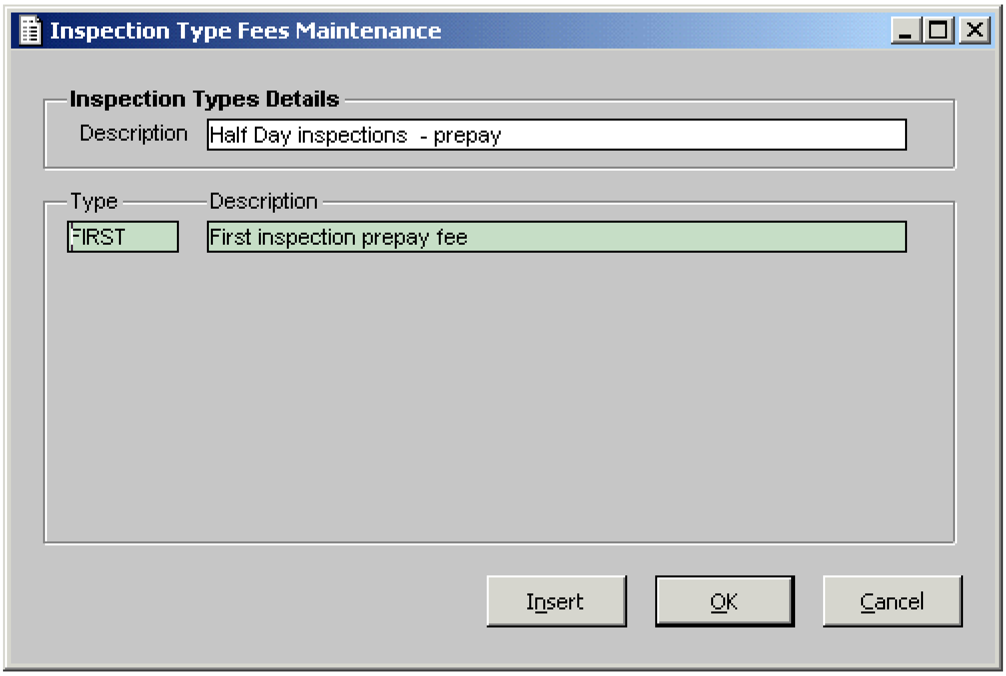
If the Inspection Type has the Prepay flag set ‘On’ then any Fees that are assigned to the Type and have been loaded onto an Inspection must be paid before the Inspection can be scheduled. If the Prepay flag is not ‘On’ then the fees will be loaded against the Inspection but they do not need to be paid for the Inspection to be scheduled.

Inspection Type Fees Maintenance Form

Inspection Type Fees are only able to be set up against the Application and Licensing Modules. This function is not available to the other Modules.

The Inspection Type Fees Maintenance form allows the selection of the Fees that are to be applied for the Inspection Type when it is used within Inspection Maintenance.

If Fees are assigned to an Inspection Type then when that Inspection Type is added to a module record and accepted the User will be prompted as to whether they wish to load the Fees for the Inspection. In the case of where an Inspection Type is automatically loaded when an Application or Licence is lodged, then these assigned fees are automatically added to the Application or Licence and the User is not prompted with a message regarding the loading of the fees.



Inspection Type Fees Maintenance Form

Inspection Type Details - Description
This field displays the description of the Inspection Type being maintained.

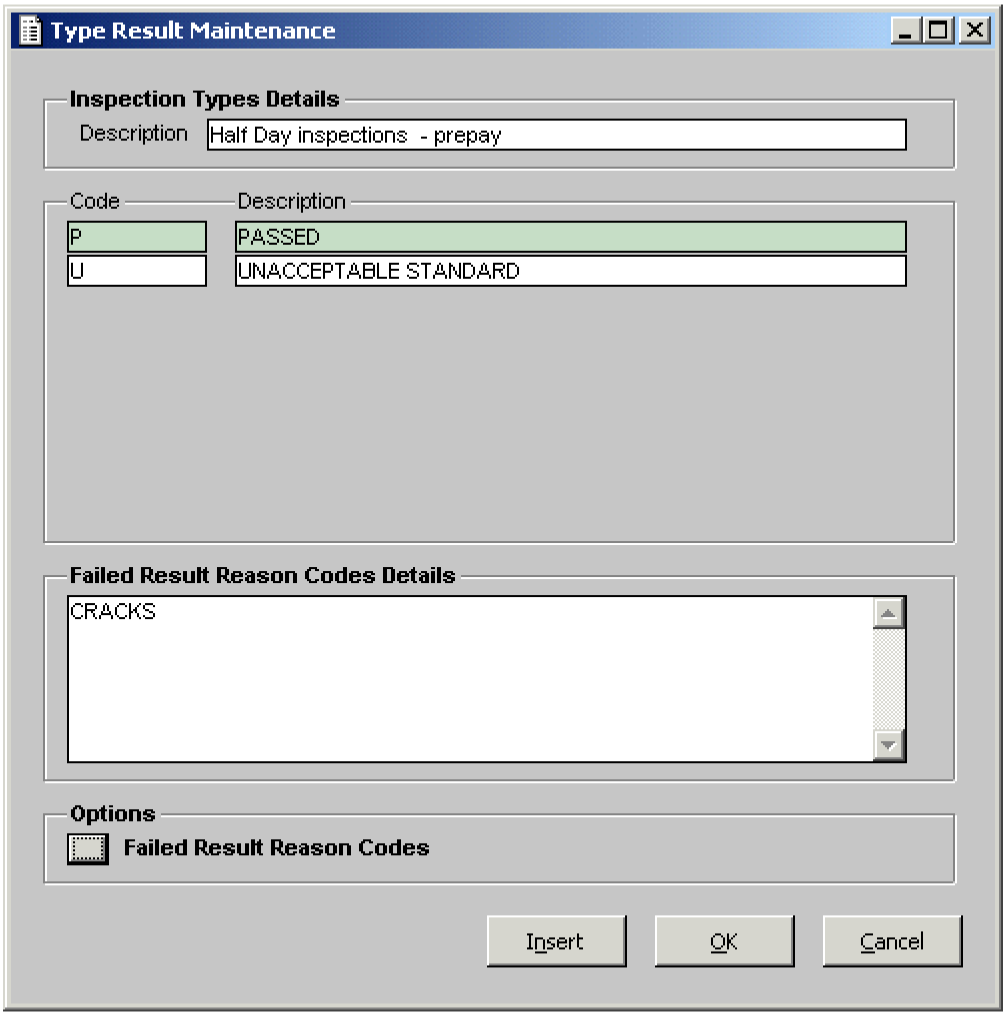
Type
The selected Fee’s Code is displayed in this field.

Description
The selected Fee’s Description is displayed in this field.

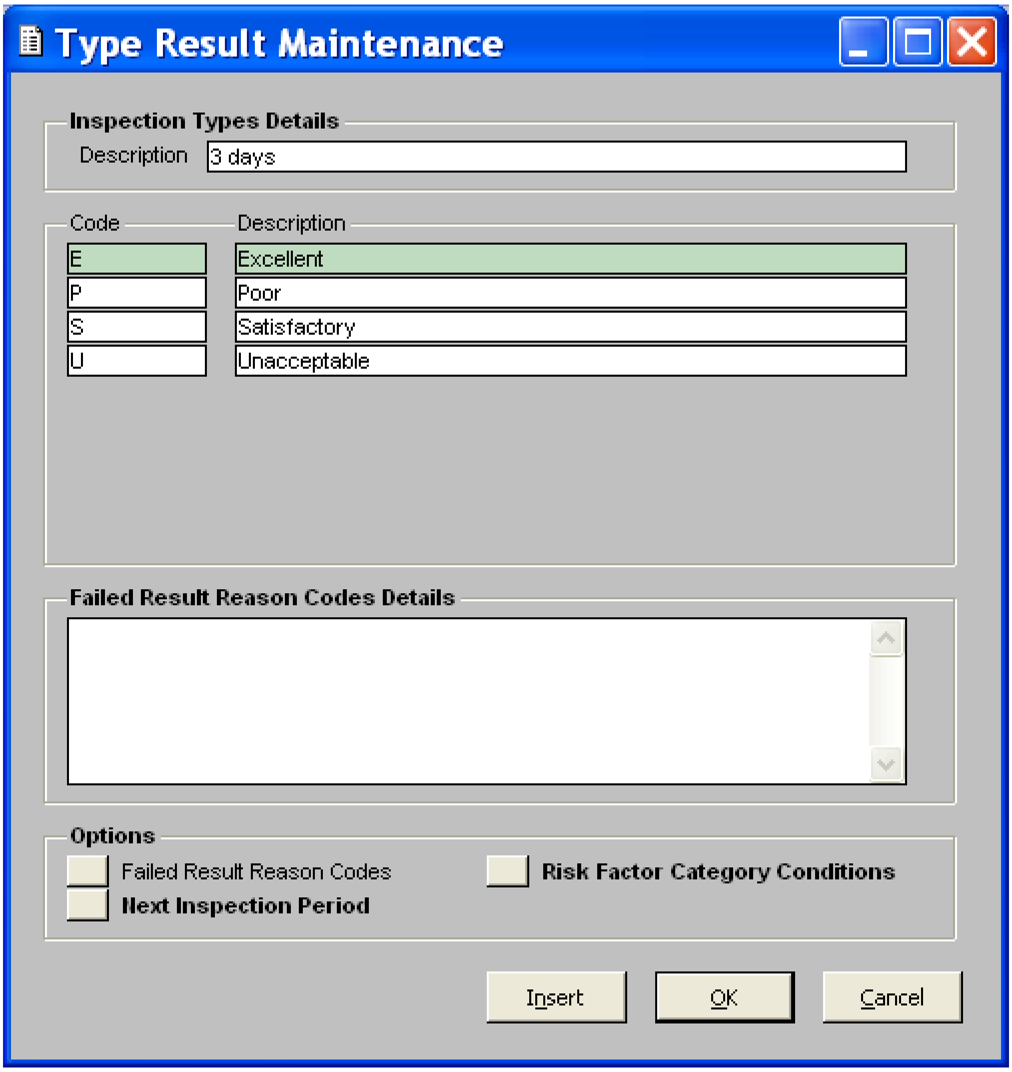
Type Result Maintenance Form

The Type Result Maintenance form allows the User to select the Results that are associated to the Inspection Type. Therefore when in maintenance the User only sees the Results that have been assigned to the Inspection Type being maintained, therefore eliminating the need for the User to work out which Results are used for each of the Inspection Types.

In addition to the selection of the Result Codes the User is able to assign the Failed Result Reason Codes to be used against each of the Result Codes that have been assigned to the Inspection Type.



Type Result Maintenance Form



Typoe Result Maintenance form – With Compliance Authority in place

Inspection Type Details - Description

This field displays the description of the Inspection Type being maintained.

Code / Description

The Result Code and its Description are displayed in these fields. These are the Result Codes that have been assigned to the Inspection Type.

Failed Result Reason Codes Details

The Failed Result Reason Codes Details section displays the Failed Result Reason Codes that have been assigned to the Result Code. As the User focuses on each of the Result Codes the information in this field will update with the relevant Failed Result Reason Codes that are for the Result Code having focus.

Options – Failed Result Reason Codes

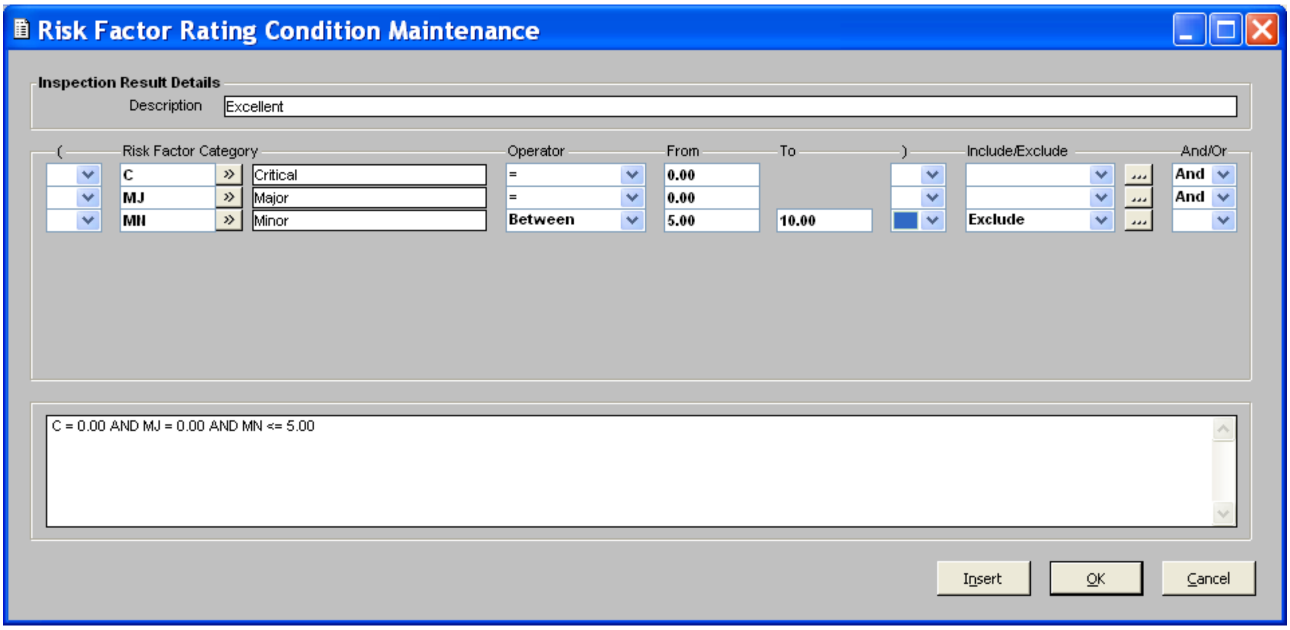
Select the Failed Result Reason Codes button to display or update the Failed Result Reason Codes for the Result Code.

Options Risk Factor Category Conditions

On selecting this button you will be presented with the Risk Factor Rating Condition Maintenance form where the user can set up variations of Risk Factor conditions relevant to the question.

Risk Factor Rating Condition Maintenance

This form allows the user to set up variations of Risk Factors relevant to the result of the Risk.



Risk Factor Rating Condition Maintenance form

Risk Factor Rating Condition Maintenance – Risk Result
This is the details of the Risk Result based on the inspection results.

Risk Factor Rating Condition Maintenance – Parentheses

These fields contain left and right parentheses. The parenthesis may be selected by clicking in the field and pressing the space bar, or by typing the appropriate parenthesis into the field.

Parentheses are optional if only one criterion is entered. If AND/OR operators are used to join criteria, then parentheses may need to be used. Where two different operators are used, the conditions that they apply may need to be bracketed together to make clear the order in which the operators should be applied.

Risk Factor Rating Condition Maintenance – Risk Factor Category
This is the selected Risk Category – use the detail button to select the relevant category.

Risk Factor Rating Condition Maintenance – Risk Factor Category Description
This is the Risk Category Description of the selected Risk Category.

Risk Factor Rating Condition Maintenance – Operator
Select an operator from the drop down list. The available options are: =, >=, >, <=, <, Between.

Risk Factor Rating Condition Maintenance – From and To
When using the ‘Between’ option in the Condition Maintenance the user must select a range from and to.

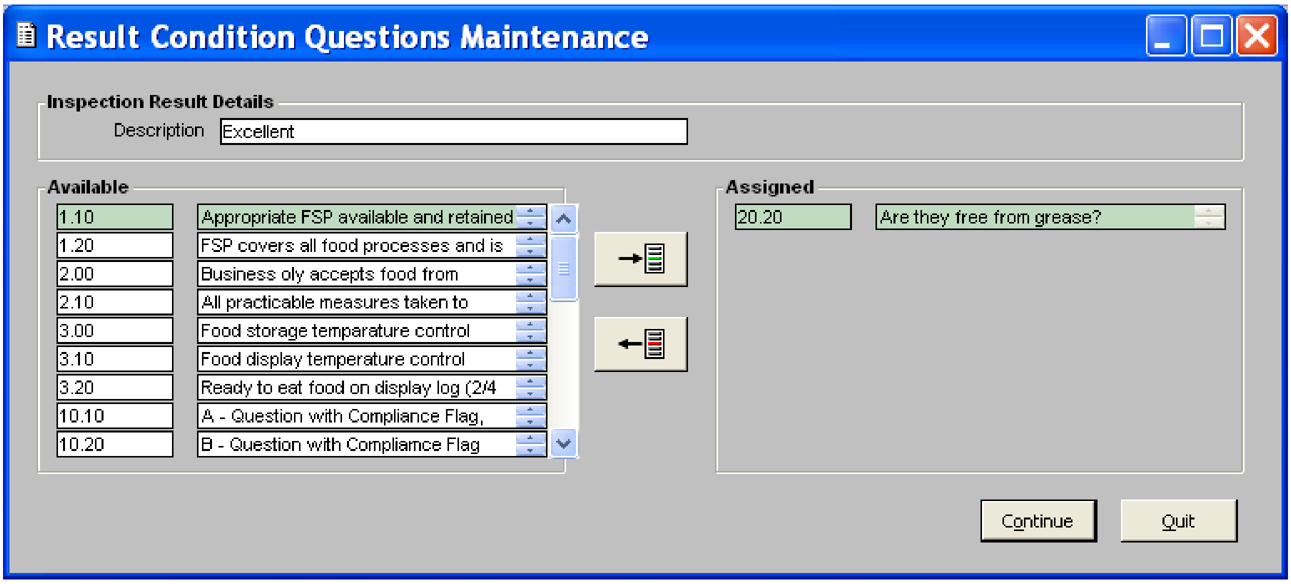
Risk Factor Rating Condition Maintenance – Include/Exclude
This allows the User to include or exclude the results from a particular question in this Risk Factor Rating.

Risk Factor Rating Condition Maintenance – Detail Button
This will select the Result Conditions Maintenance Form which in turn will allow the results of a particular question to be included or excluded from the final result.

Risk Factor Rating Condition Maintenance – And/Or Operator
If more than one criterion is to be included in the query, they can be joined using the AND or OR operators. AND specifies that both criteria need to be met, while OR requires that either criterion must be met.

Result Conditions Maintenance

This form allows for the assigning of a particular question to be included or excluded depending upon the Risk Factor Rating Condition Maintenance - Include/Exclude entry.



Result Condition Question Maintenance form

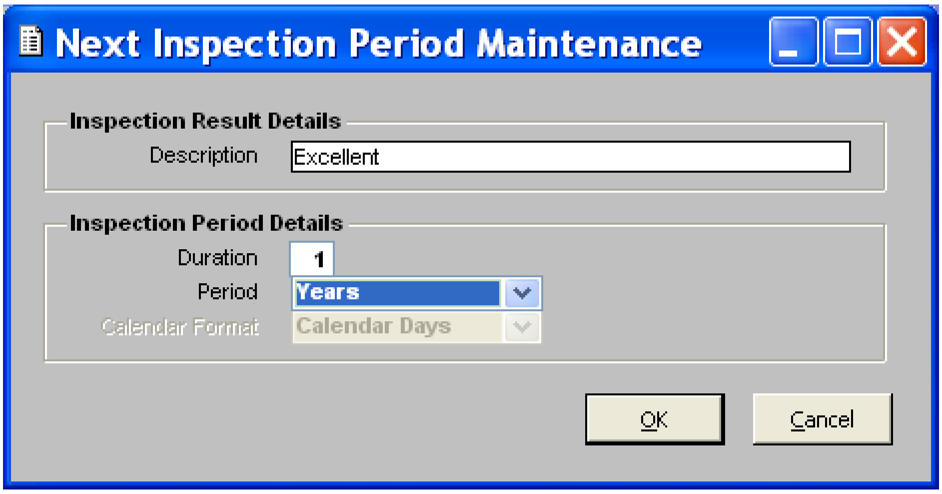
Result Condition Question Maintenance – Inspection Result Details
This field displays the Condition Type.

Result Condition Question Maintenance – Available
These fields display the Question Number and Description that are available to be assigned.

Result Condition Question Maintenance – Assigned
These fields display the Question Number and Description that have been assigned.

Next Inspection Period

This is the details of when the next inspection should be scheduled – it is based upon the Risk Results of the Inspection.



Next Inspection Period Maintenance form

Next Inspection Period Maintenance – Inspection Result Details
This field displays the Result of the Risks.

Inspection Period Details – Duration

This is the duration number before the next Inspection – there is a maximum of 99.

Inspection Period Details – Period

This is the period selection – it can be set to days, weeks months or years.

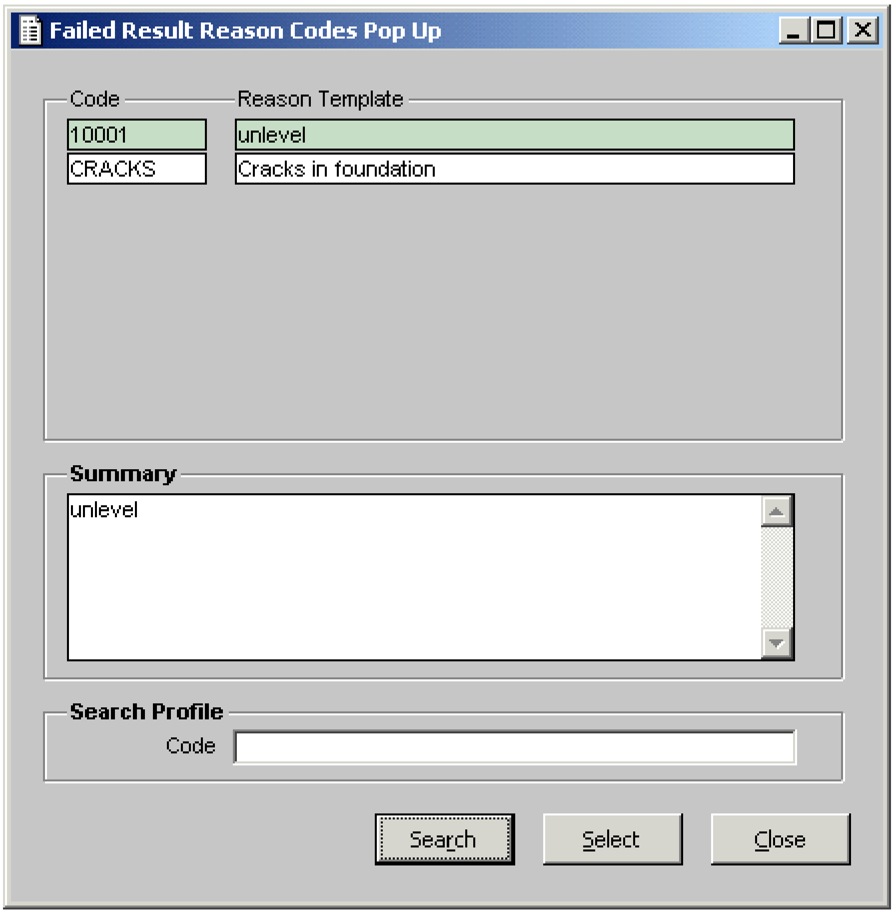
Inspection Period Details – Calendar Format

Select the relevant Calendar Format – Calendar Days or Working Days – this field is only available for a Duration of Days.

Inspection Results Pop Up Form

The Inspection Results Pop Up form allows the User to select from a list of Predefined Inspection Results.

The User is able to multi select from this Pop Up form. When the Pop Up is then selected again only those Inspection Results that have not been assigned will be displayed.



Inspection Results Pop Up Form

Code

This field lists the Code given to the Inspection Results.

Description

This field details the full Description of the Inspection Result.

Search Profile – Code

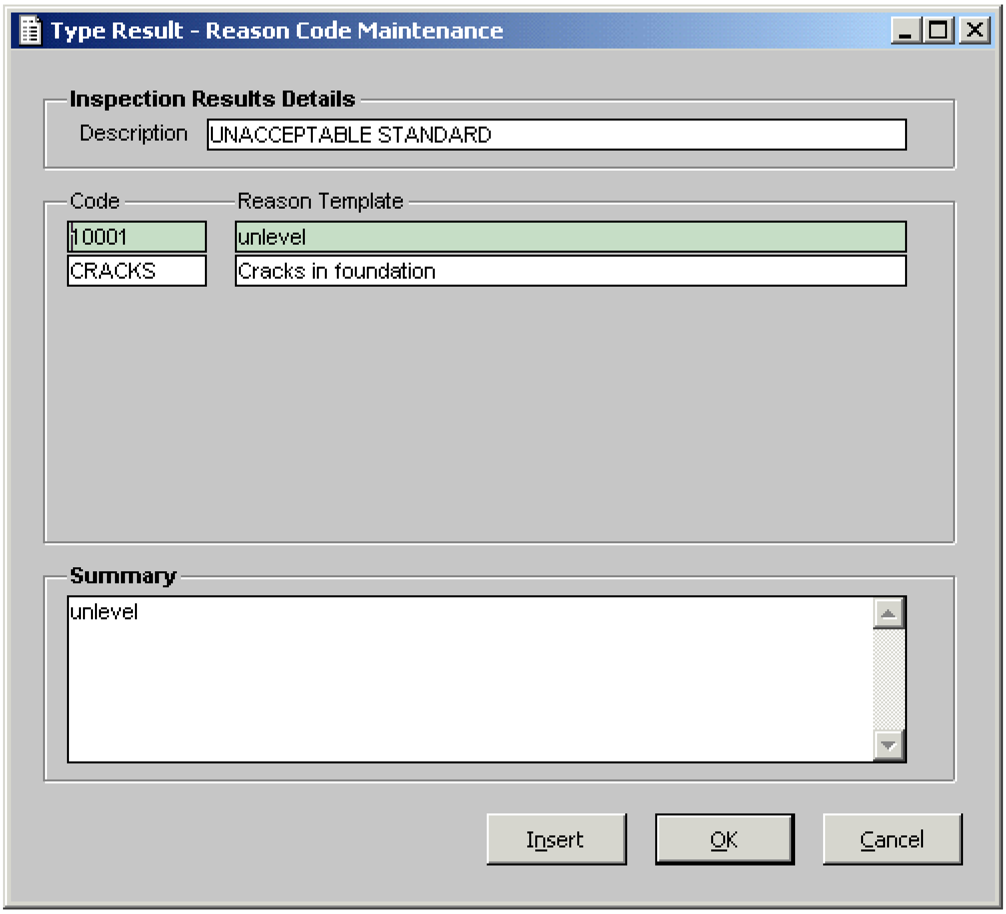
This field allows the User to Search on a particular Inspection Result. The User may enter in a full or part Code, select the Search Button, and then proceed with the Search.

Search Profile – Description

This field allows the User to Search on a particular Inspection Result. The User may enter in a full or part Description, the select the Search Button to proceed with the Search.

Type Result – Reason Code Maintenance Form

The Type Result – Reason Code Maintenance form allows the User to select the Reason Codes that are associated to the Inspection Result Code. Therefore when in maintenance the User only sees the Reason Codes that have been assigned to the Inspection Type / Result and do not have to work out which Reason Codes are used for the Inspection Type / Result.



Type Result - Reason Code Maintenance Form

Inspection Results Details - Description

This field displays the description of the Inspection Result being maintained.

Code / Reason Template

The Result Code and its Reason Template as displayed in these fields. These are the Reason Codes that have been assigned to the Inspection Result.

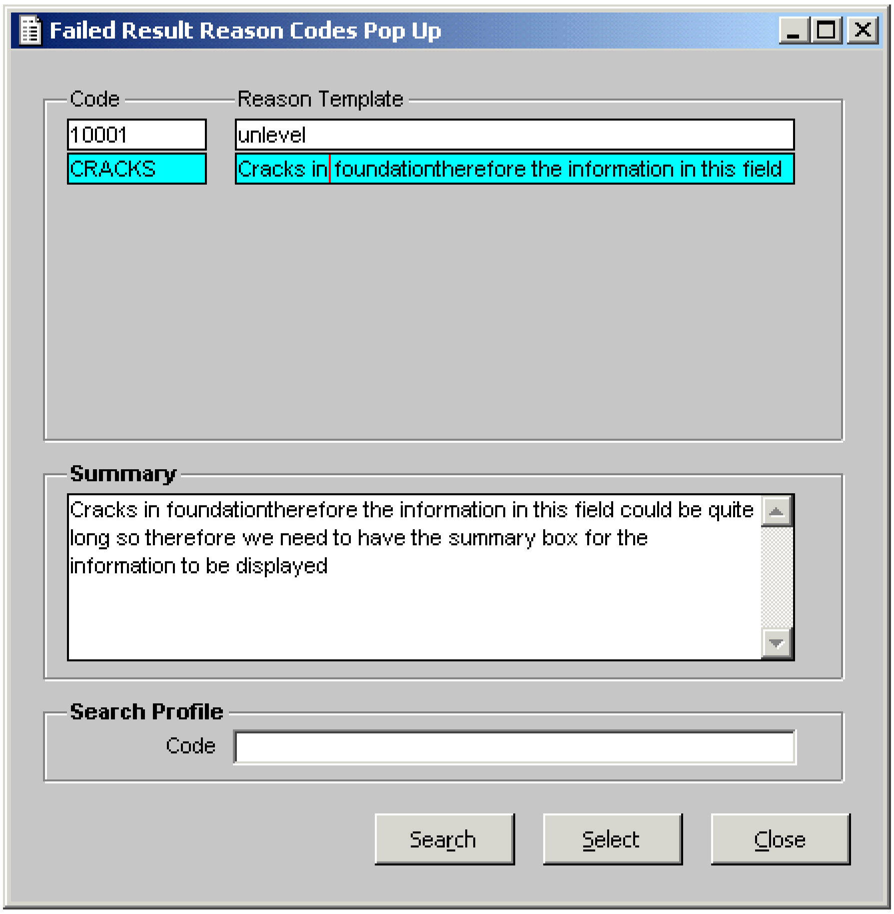
Summary

The Summary Field displays the full Reason information as it is not all fully displayed in the Reason Template field.

Failed Result Reason Codes Pop Up Form

The Failed Result Reason Codes Pop Up form allows the User to select from a list of Predefined Failed Result Reason Codes.

The User is able to multi select from this Pop Up form. When the Pop Up is then selected again only those Failed Result Reason Codes that have not been assigned will be displayed.



Failed Result Reason Codes Pop Up Form

Code / Reason Template

The Failed Reason Code and its associated Reason Template are displayed in these fields.

Summary

The Summary field shows the full description of the Reason Template as the Reason Template field only shows a minimal of information.

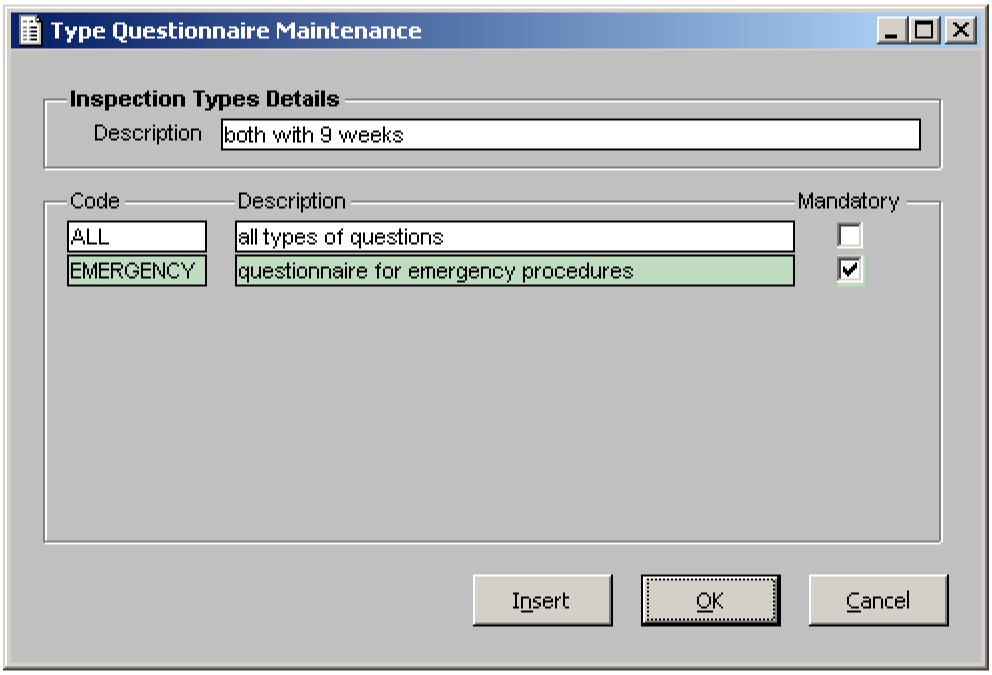
Search Profile – Code

This field allows the User to Search on a particular Failed Result Reason Code. The User may enter in a full or part Code, then select the Search Button to proceed with the Search.

Type Questionnaires Maintenance Form

This form allows the selection of multiple Questionnaires for linking to the current Inspection Type. Only those Questionnaires selected will be available when maintained via the Inspection Type.

By clicking on the Mandatory check box for a particular Questionnaire will ensure that at least one answer is provided for that Questionnaire.



Type Questionnaire Maintenance Form

Inspection Type Details – Description

This field displays the description of the Inspection Type being maintained.

Code / Description

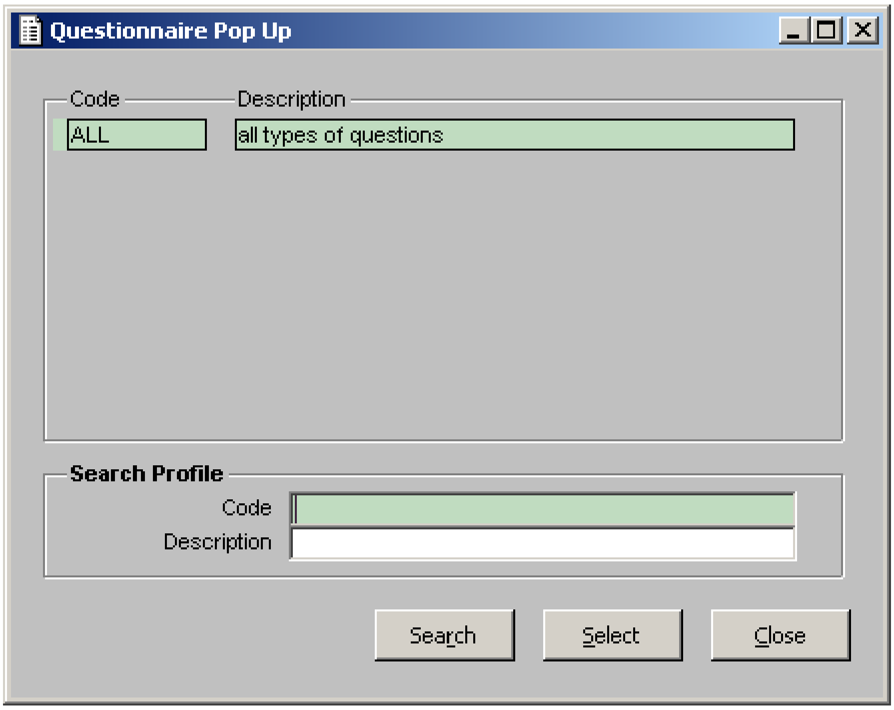
The selected Questionnaire Code and Description are shown in this area.

Mandatory

If the Questionnaire requires at least one Answer then the Mandatory Flag should be set on. Any Questionnaire that is flagged as Mandatory will require an entry when the Result Code is entered for an Inspection.

Questionnaire Pop Up Form

This form allows the selection of multiple Questionnaires for linking to the current Inspection Type. Only those Questionnaires selected will be available when maintained via the Inspection Type.



Type Questionnaire Pop Up Form

Code / Description

This field displays the Code and Description of the available Questionnaires. Only those Questionnaires that have not already been included on the Inspection Type are shown. The User is able to multi select the required Questionnaires.

Search Profile - Code

If a particular Questionnaire is required and it is not shown on the display then the User can enter in the required Questionnaire Code, or part thereof, and search for the required information.

Search Profile - Description

If a particular Questionnaire is required and it is not shown on the display then the User can enter in the required Questionnaire Description, or part thereof, and search for the required information.

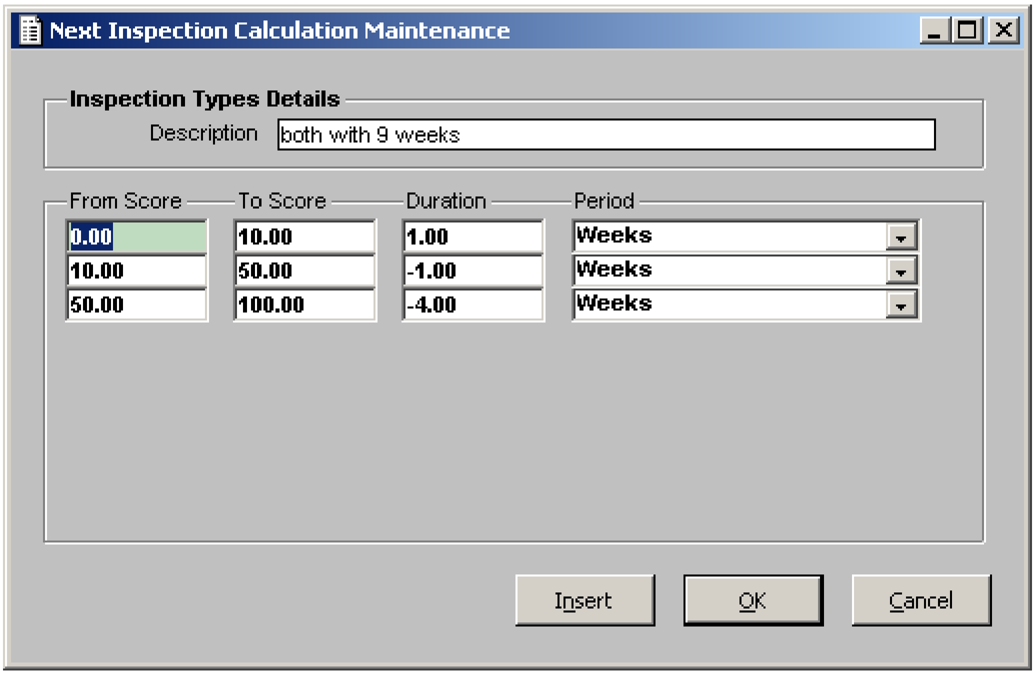
Next Inspection Calculation Maintenance Form

It is possible for a Questionnaire's Answers to generate a Score which can then be used within this option to determine the next Inspection Date for the Inspection Type.

The User is able to enter in a Questionnaire Score Range to be applied to the next Inspection Date based on the results of the Questionnaire. The range must go from smaller to larger but can be negative.

For example to bring the next Inspection Date forward due to bad results on the Questionnaire the user may have entered in something similar to the following:-
From Score -100, To Score - -1, Duration - -3, Period – Months.

Then if an inspection total Questionnaire Score (that is the Total Score of all Questionnaires on the Inspection) is greater than -100 and less than -1 then the next Inspection Date would be three months earlier than initially calculated via the Inspection Type Parameters.



Next Inspection Calculation Maintenance Form

Inspection Type Details – Description

This field displays the description of the Inspection Type being maintained.

From Score

The From Score can be entered into this field. This field can either be a positive or negative value.

To Score

The To Score can be entered into this field. This field can either be a positive or negative value.

Duration

The Duration can be entered into this field. This is then used in conjunction with the Period to determine what the next Inspection Date will be. This field can either be a positive or negative value.

Period

The Period can be entered into this field. This is used in conjunction with the Duration field and can be set to either Days, Weeks, Months, Quarters or Years.

Inspection Results

Inspection Result Maintenance Form

The Inspection Result Maintenance Form allows the User to define the Results that are available to be used within the Inspection Types. Additionally the User is able to assign Merge Types to individual Result Codes so that documentation can be produced on the Inspection Record when the Result is added to the Inspection during Inspection Maintenance.

Within the Property Inspection Parameters there is the ability to link Notices to a Result Code and also Condition Types that are to be added to the Property as a result of an Inspection.

For each of the Notices/Conditions assigned within the Property Module, an 'Action' will also be required to signify whether to add, expire or lapse the record against the Inspection. For each Result Code a Detail Button is provided to allow the set up of the following:

- Merge Types (Inspection Letters)

This enables selection of existing Inspection Letters Merge Types that will be automatically applied as a 'requested document' to the Inspection when this Result is allocated to the Inspection.

The Merge Type Option is not available within the Register Module.

- Property Notices (Property Module only)

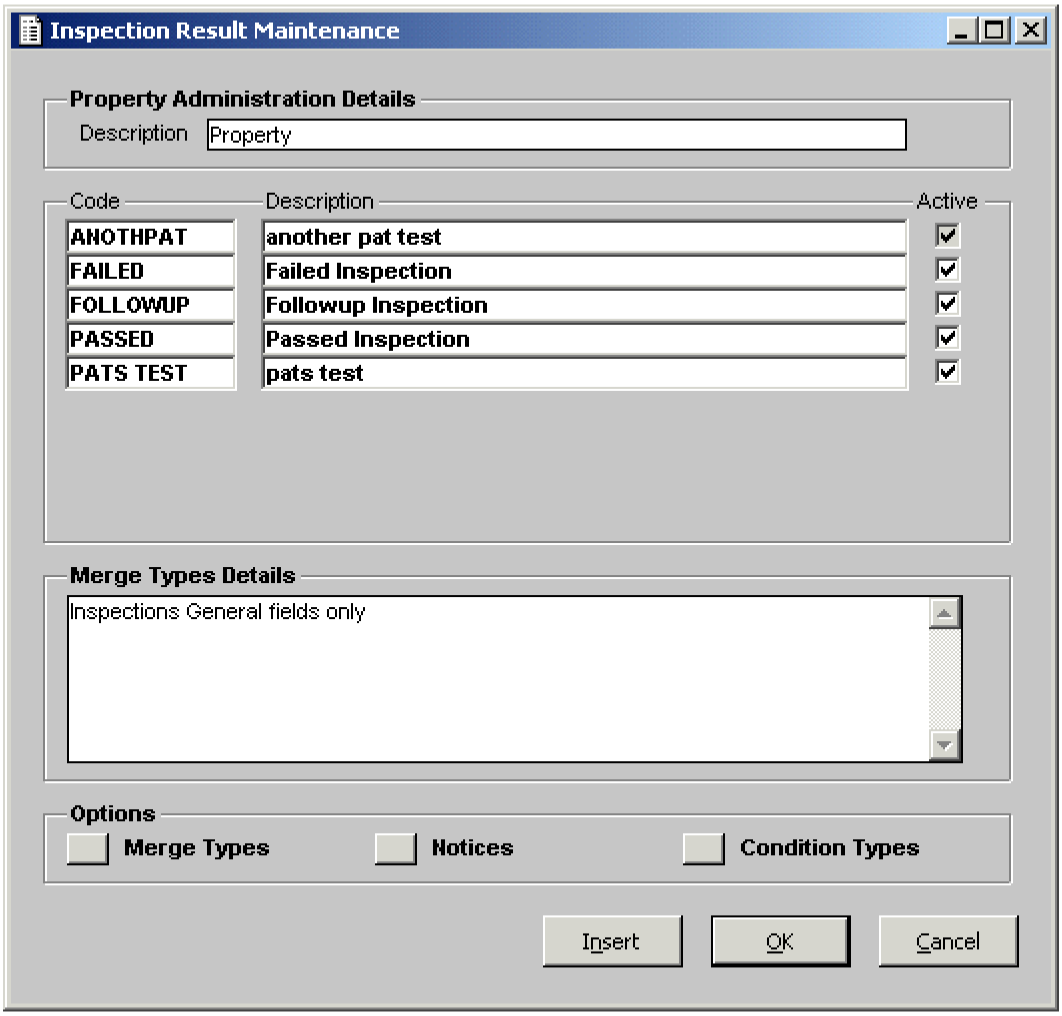
This option enables selection of existing Property Notice Merge Types that will be automatically applied as a 'requested document' to the Property when this Result is allocated to the Inspection.

Once a Notice has been assigned, an Action is required to be set for the Notice. The options available for the Action are 'Add' or 'Expire'.

- Conditions (Property Module only)

This option enables selection of existing Property Level Conditions that will be automatically applied to the Property when this Result is allocated to the Inspection.

Once a Condition has been assigned, an Action is required to be set for the Condition. The options available for the Action are 'Add' or 'Lapse'



Inspection Result Maintenance Form

Module Details – Description

This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

• Applications	Class Description
• Licensing	Class Description
• Customer Service	Request Type Description
• Property	Property
• Trade Waste	Trade Waste
• Registers	Register Type Description

Code

This field displays the Code for the Inspection Result. This field also allows the maintenance of the Code. If the Code is required to be changed then it is done from this field.

Description

This field displays the Description for the Inspection Result. This field also allows the maintenance of the Description. If the Description is required to be changed then it is done from this field.

Active

If this box is checked ‘On’ then the Inspection Result is available to the system.

If this box is checked ‘Off’ then the Inspection Result is no longer available to the system. Any existing module Inspection records with this Inspection Result will remain as entered. The Inspection Result will no longer be available for addition to existing or new module Inspection records.

Merge Type Details

If a Merge Type has been associated to the Result Code that currently has focus, then the information or description of the Merge Type is displayed in this field. If the Result Code that has current focus does not have a Merge Type associated to it then this field is blank.

Options – Merge Types

The Merge Type Option Button is displayed for all Modules except Registers. If Merge Types are required to be associated to the Result Code currently in focus then the Merge Type Button can be selected to enable the required Merge Type(s) to be defined. If Merge Types have already been assigned to the Result Code then this field will be bolded.

Options - Notices

The Notices Option Button is only displayed when in the Property Inspection Parameters. This option is not available in any other module. If Notices are required to be associated to the Result Code currently in focus then the Notices Button can be selected to enable the required Notice(s) to be defined. If Notices have already been assigned to the Result Code then this field will be bolded.

Options – Condition Types

The Condition Type Option Button is only displayed when in the Property Inspection Parameters. This option is not available in any other module. If Condition Types are required to be associated to the Result Code currently in focus then the Condition Type Button can be selected to enable the required Condition Type(s) to be defined. If Condition Types have already been assigned to the Result Code then this field will be bolded.

Results Merge Type Maintenance Form

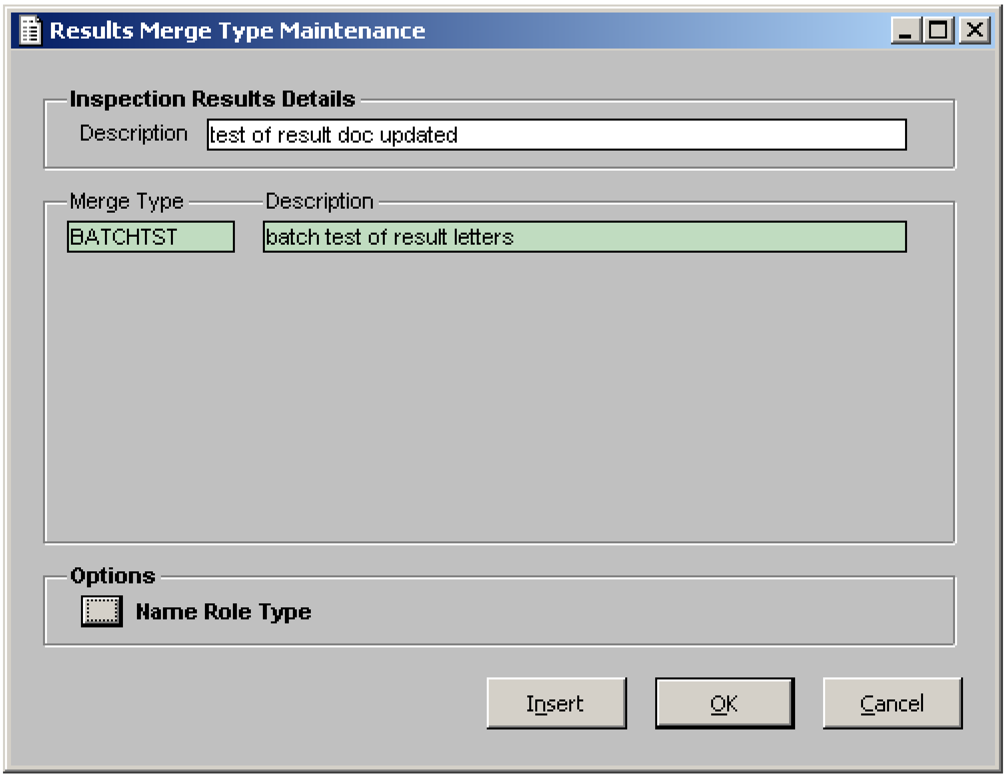
The Results Merge Type Maintenance Option is available for all Modules except for Registers. The Inspection Result Maintenance Form allows the User to define the Results that are available to be used within the Inspection Types. The User is able to assign Merge Types to individual Result Codes so that documentation can be produced on the Inspection Record when the Result is added to the Inspection during Inspection Maintenance.

This form enables selection of existing Inspection Letters Merge Types that will be automatically applied as a ‘requested document’ to the Inspection when this Result is allocated to the Inspection.

When the Merge Type Maintenance form is accessed via Applications / Licensing Inspection Parameters there is the option of nominating the Name Role Types that are to have the documents generated for. Selecting this option displays a list of the Name Role Types available for the module and the user can then nominate the Role Type to receive the documentation. If no Name Role Types have been defined for Applications then it will use the Applicant. If no Name Role Types have been defined for Licensing then it will use the Licensee.

For other Modules that use the Inspections function the following will be used for the generation of the documentation required to be produced when a Result Code is entered for the Inspection:-

- Property — Property Owner
- Trade Waste — Generator
- Customer Requests — N/A (A Name role Type is not required)
- Registers — N/A (A Name Role type is not required)



Merge Type Maintenance Form

Inspection Results Details - Description

The Description shown in this field is the Description of the Result that the Merge Type(s) are being assigned to.

Merge Type

The Merge Type Code that has been inserted into this form is shown in this Field. This is the Document that is automatically requested against the Inspection when this Result is added to the Inspection. This field is display only and cannot be maintained.

Description

The Description of the Merge Type Code that has been inserted into this form is shown in this Field. This is the Document that is automatically requested against the Inspection when this Result is added to the Inspection. This field is display only and cannot be maintained.

Options – Name Role Type

When the Merge Type Maintenance form is accessed via Applications / Licensing Inspection Parameters there is the option of nominating the Name Role Types that are to have the documents generated for. Selecting this option displays a list of the Name Role Types available for the module and the user can then nominate the Role Type to receive the documentation.

If no Name Role Types have been defined for Applications then it will use the Applicant.

If no Name Role Types have been defined for Licensing then it will use the Licensee.

For other Modules that use the Inspections function the following will be used for any generation of documentation required to be produced when a Result Code is entered for the Inspection:-

- Property Property Owner
- Trade Waste Generator
- Customer Requests Customer
- Registers Option is not available

Name Role / Merge Type Maintenance Form

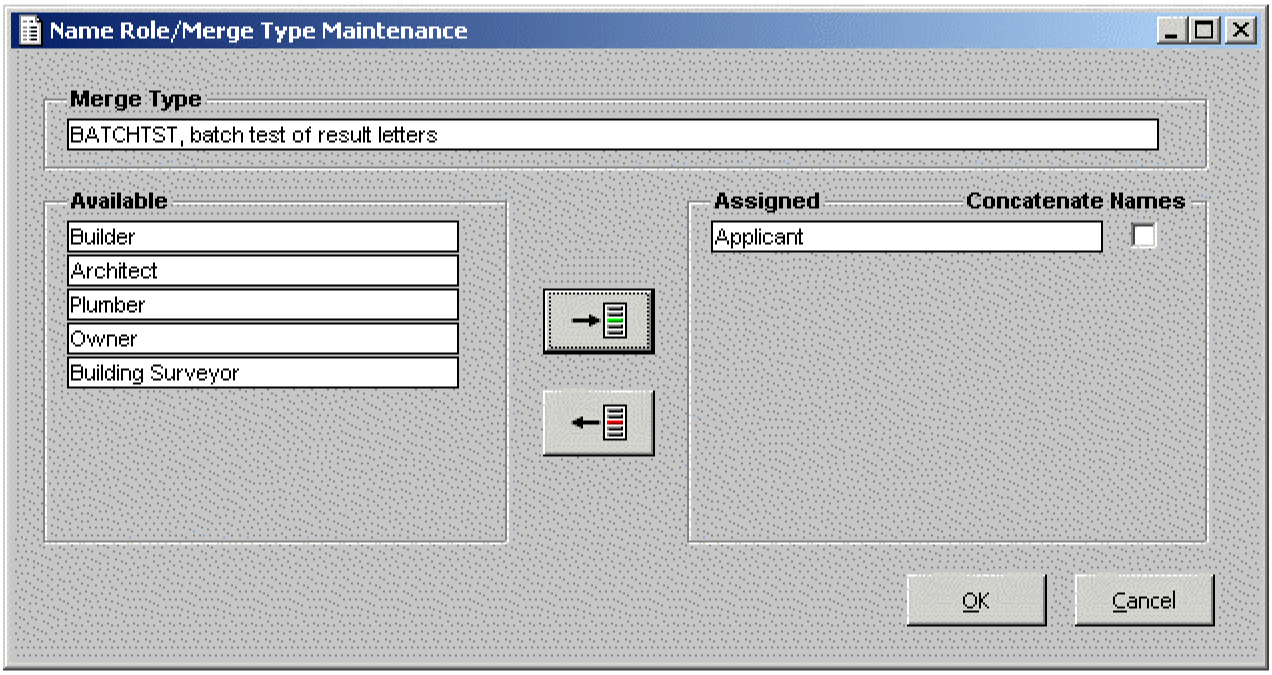
When the Merge Type Maintenance form is accessed via Applications / Licensing Inspection Parameters there is the option of nominating the Name Role Types that are to have the documents generated for. Selecting this option displays a list of the Name Role Types available for the module and the user can then nominate the Role Type to receive the documentation. If no Name Role Types have been defined for Applications then it will use the Applicant. If no Name Role Types have been defined for Licensing then it will use the Licensee.

For other Modules that use the Inspections function the following will be used for the generation of the documentation required to be produced when a Result Code is entered for the Inspection as this Maintenance form is no available to them:-

- Property Property Owner
- Trade Waste Generator
- Customer Customer

Requests

- Registers Option is not available



Name Role / Merge Type Maintenance Form

Merge Type

The Merge Type and its Description that the Name Role Types are being defined for are shown in this field.

Available

The Name Role Types that are available to be selected as the Addressee for the Merge Type are displayed in this section. These Name Role Types reflect the module that is currently being maintained. If in Applications then the Available Role Types are those that have been set for the Application Class that is currently being maintained. If in Licensing then the Available Role Types are those that have been set for the Licence Class that is currently being maintained.

Assigned

The Name Role Types that have been selected as the Addressee(s) for the Merge Type are displayed in this section. These Name Role Types reflect the module that is currently being maintained. If in Applications then the Name Role Types are those that have been set for the Application Class that is currently being maintained. If in Licensing then the Name Role Types are those that have been set for the Licence Class that is currently being maintained.

Concatenate Names

The Concatenate Names flag is used to stipulate what is to occur if there is more than one name for the Role Type on the Inspection at the time the Document is required to be generated. For Example if the Name Role Type Applicant was nominated in the Assigned Section and the Concatenate Names Flag was set on, then when the document was generated for the Inspection and there were two or more Applicants on the Inspection then only 1 letter would be generated. If the Concatenate Names Flag was off then a letter would be generated for each Applicant on the Inspection.

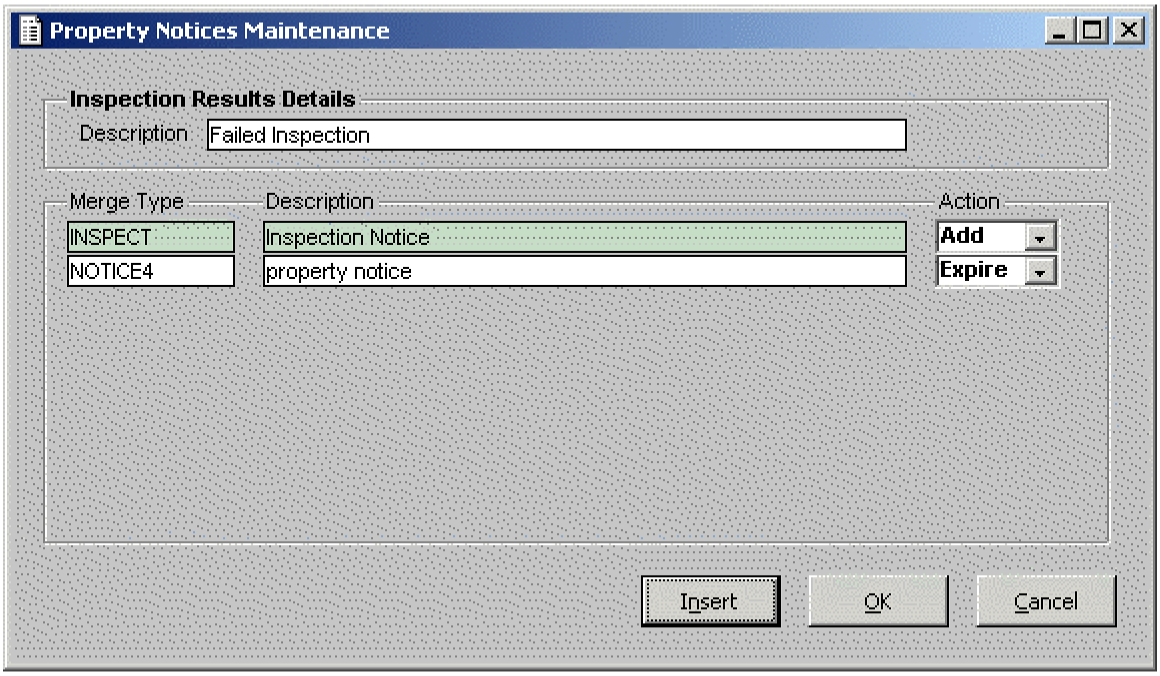
Select Button
The Select and Deselect Buttons can be used to nominate the Name Role Types that are required to be used as the Addressee for documents generated when a Result Code is added to an Inspection.

Deselect Button
The Select and Deselect Buttons can be used to nominate the Name Role Types that are required to be used as the Addressee for documents generated when a Result Code is added to an Inspection.

Property Notices Maintenance Form

The Property Notices Maintenance Option is only available for the Property Module. The Inspection Result Maintenance Form allows the User to define the Results that are available to be used within the Inspection Types. The User is able to assign Property Notices to individual Result Codes so that Notices can be added or Expired on the Property when the Result is added to the Inspection during Inspection Maintenance. The Notices that are Added can then be printed via the Property Notices Print function.

This form enables selection of existing Property Notices that can be automatically applied as a Notice to the Property when this Result is allocated to the Inspection. Once a Notice has been assigned, an Action is required to be set for the Notice. The options available for the Action are ‘Add’ or ‘Expire’.



Property Notices Maintenance Form

Inspection Results Details - Description
The Description shown in this field is the Description of the Result that the Property Notice(s) are being assigned to.

Merge Type
The Merge Type Code that has been inserted into this form is shown in this Field. This is the Document that is automatically requested against the Property when this Result is added to the Inspection. This field is display only and cannot be maintained.

Description
The Description of the Merge Type Code that has been inserted into this form is shown in this Field. This is the Document that is automatically requested against the Property when this Result is added to the Inspection. This field is display only and cannot be maintained.

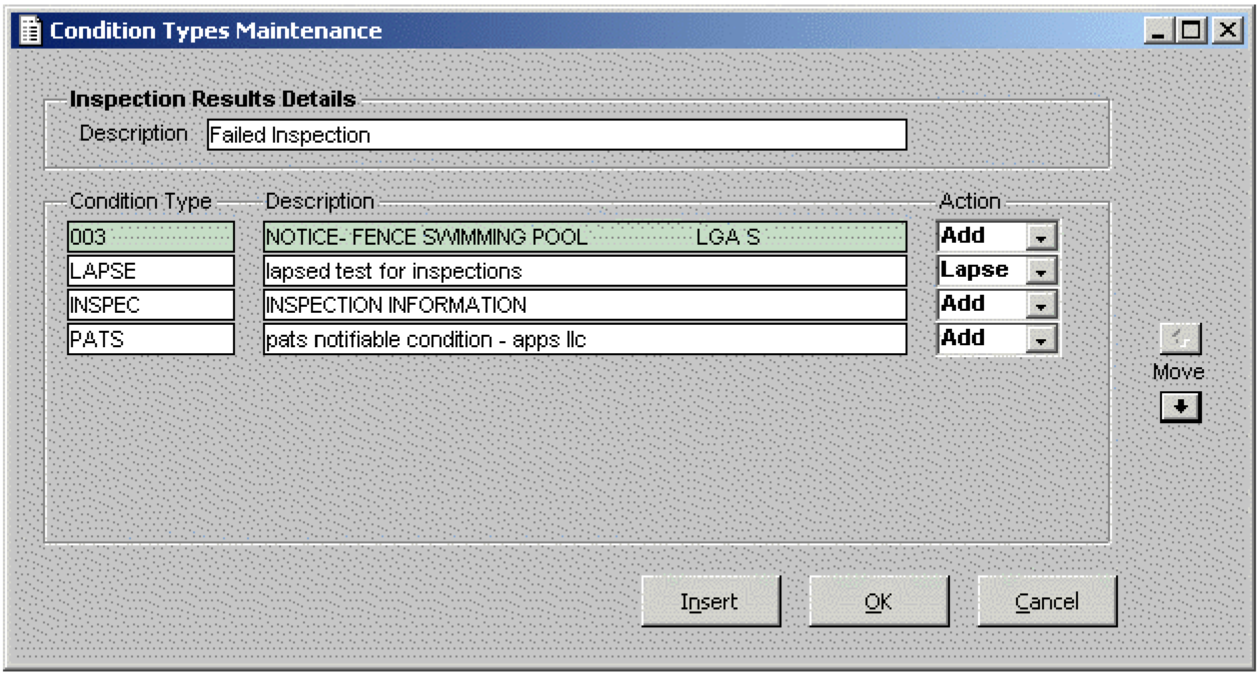
Action
The Action defaults to Add when a Merge Type is added to this form, but the User can change this to 'Expire'.

The Action 'Add' will add the Notice to the Property when the Result Code is added to the Inspection. The Action 'Expire' will update a Notice that has been added by an Inspection with an Expiry Date and therefore the status of the Notice will become 'Expired'.

Condition Types Maintenance Form

The Condition Type Maintenance Option is only available for the Property Module. The Inspection Result Maintenance Form allows the User to define the Results that are available to be used within the Inspection Types. The User is able to assign Property Level Conditions to individual Result Codes so that when the Result is added to the Inspection during Inspection Maintenance for a Property the Condition will be automatically applied to the Property.

This form enables selection of existing Property Conditions that will be automatically applied to the Property when this Result is allocated to the Inspection. Once a Property Level Condition has been assigned, an Action is required to be set for the Condition. The options available for the Action are 'Add' or 'Lapse'.



Condition Types Maintenance Form

Inspection Results Details - Description
The Description shown in this field is the Description of the Result that the Property Level Condition(s) are being assigned to.

Condition Type
The Property Level Condition Code that has been inserted into this form is shown in this Field. This is the Condition that is automatically added to the Property when this Result is added to the Inspection. This field is display only and cannot be maintained.

Description

The Description of the Property Level Condition Code that has been inserted into this form is shown in this Field. This is the Condition that is automatically added to the Property when this Result is added to the Inspection. This field is display only and cannot be maintained.

Action
The Action defaults to Add when a Merge Type is added to this form, but the User can change this to ‘Expire’. The Action ‘Add’ will add the Condition to the Property when a Result Code is added to an Inspection. The Action ‘Lapsed’ will lapse a Condition that has been added to a Property by an Inspection.

Move Up
The Move Up and Down Buttons can be used to sequence the Property Conditions so that they are added to the Property in the Sequence that they are shown on this form. To Move a Condition up the List, focus on the Condition to be moved and select the Move Up Button until the Condition is in the position you require.

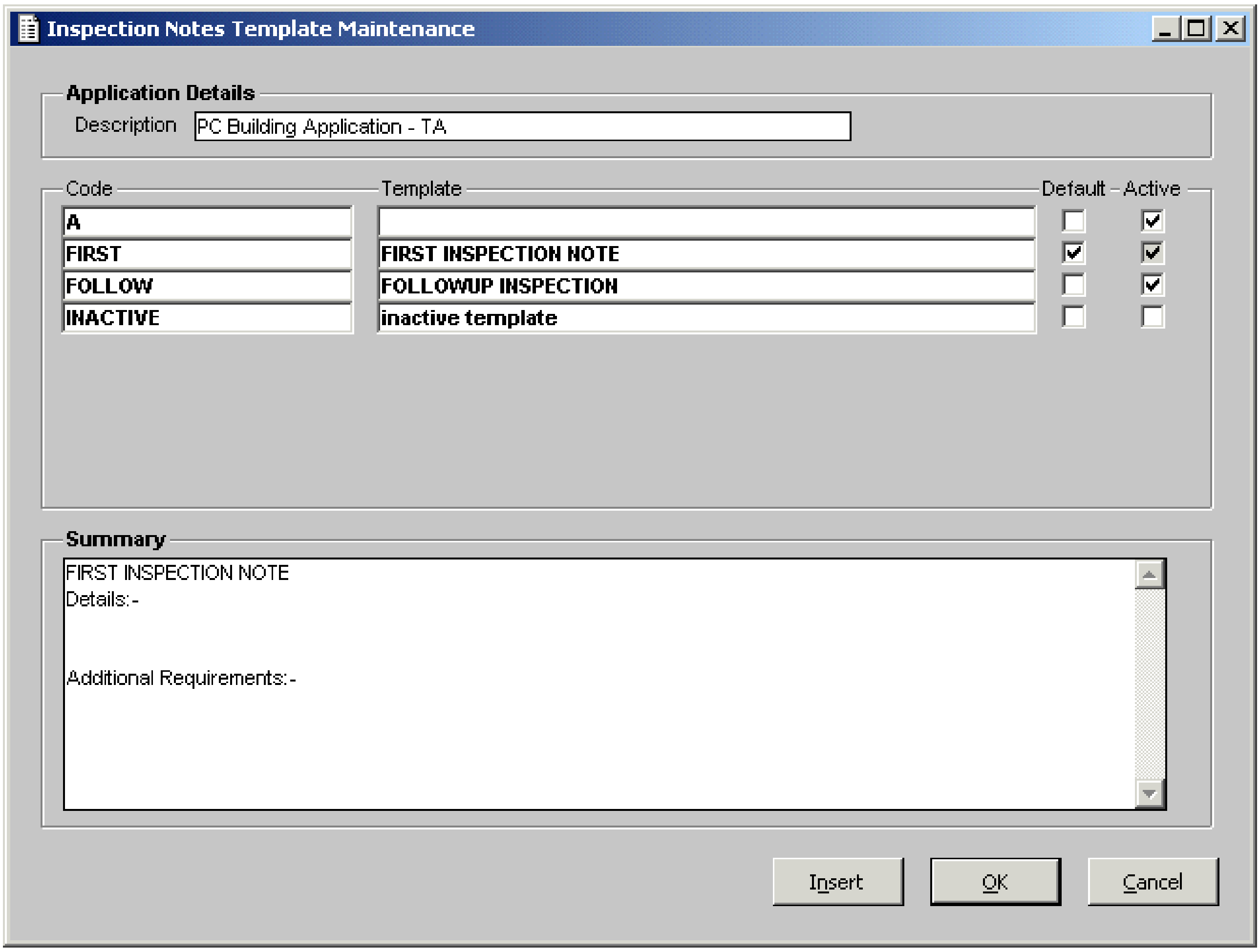
Move Down
The Move Up and Down Buttons can be used to sequence the Property Conditions so that they are added to the Property in the Sequence that they are shown on this form. To Move a Condition down the List, focus on the Condition to be moved and select the Move Down Button until the Condition is in the position you require.

Inspection Note Templates

Inspection Notes Template Maintenance Form

The Notes Templates are designed to save time at Inspection Entry.

To create a Template similar to the form below, simply key in a Code for the Template and then tab to the Template Field and double click in the field.



Inspection Notes Template Maintenance Form

Module Details – Description

This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

- Applications — Class Description
- Licensing — Class Description
- Customer Service — Request Type Description
- Property — Property
- Trade Waste — Trade Waste
- Registers — Register Type Description

Code
This field displays the Code of the Inspection Notes Template.

Template
This field displays the first line of the Inspection Notes Template.

Default
If this box is checked 'On' then the Inspection Template is the Default Template that will be used when an Inspection is created.

This default Template can be overridden during the entry of the Inspection.

Active
If this box is checked 'On' then the Inspection Template is available to the system.

If this box is checked 'Off' then the Inspection Template is no longer available to the system. Any existing applications with the Inspection Template will remain as entered. The Inspection Template will no longer be available for addition to any existing or new Inspections.

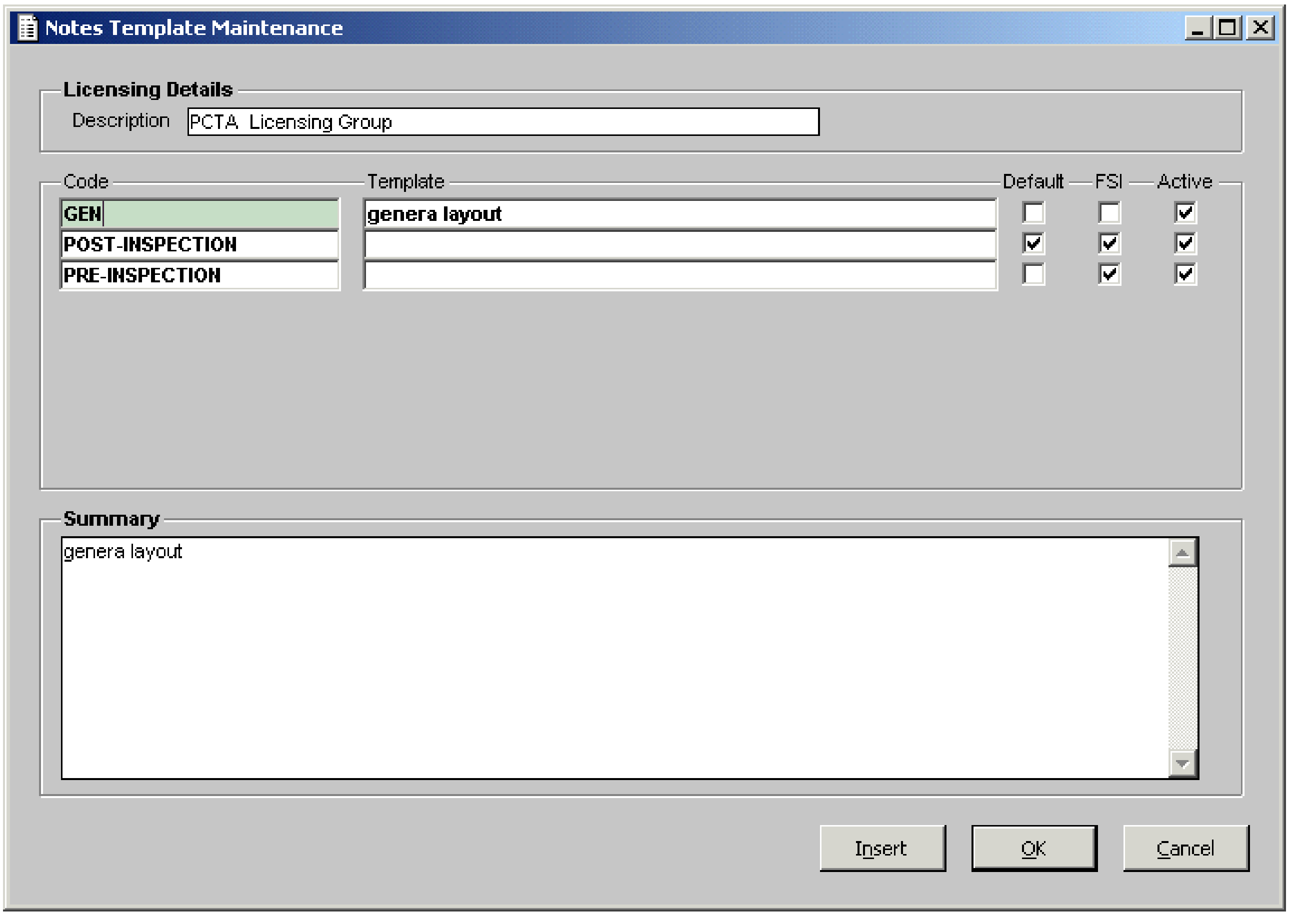
Summary
The Summary displays information about the Inspection Notes Template.

The Summary can be zoomed, by double clicking in the field.

Inspection Notes Template Maintenance Form - Licensing

The Notes Templates are designed to save time at Inspection Entry.

To create a template similar to the form below, simply key in a Code for the Template and then tab to the Template Field and double click in the field.



Notes Template Maintenance Form - Licensing

Module Details – Description

This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

- Applications Class Description
- Licensing Class Description
- Customer Service Request Type Description
- Property Property
- Trade Waste Trade Waste
- Registers Register Type Description

Code

This field displays the Code of the Inspection Notes Template.

Template

This field displays the first line of the Inspection Notes Template.

Default

If this box is checked ‘On’ then the Inspection Template is the Default Template that will be used when an Inspection is created.

This default Template can be overridden during the entry of the Inspection.

FSI

If this box is checked ‘On’ then the Inspection Template can be included in the FSI extract when the process is run.

Active

If this box is checked on then the Inspection Template is available to the system.

If this box is checked 'Off' then the Inspection Template is no longer available to the system. Any existing Inspections with the Inspection Template will remain as entered. The Inspection Template will no longer be available for addition to existing or new Inspections.

Summary
The Summary displays information about the Inspection Notes Template.

The Summary can be zoomed, by double clicking in the field.

Authorised Users

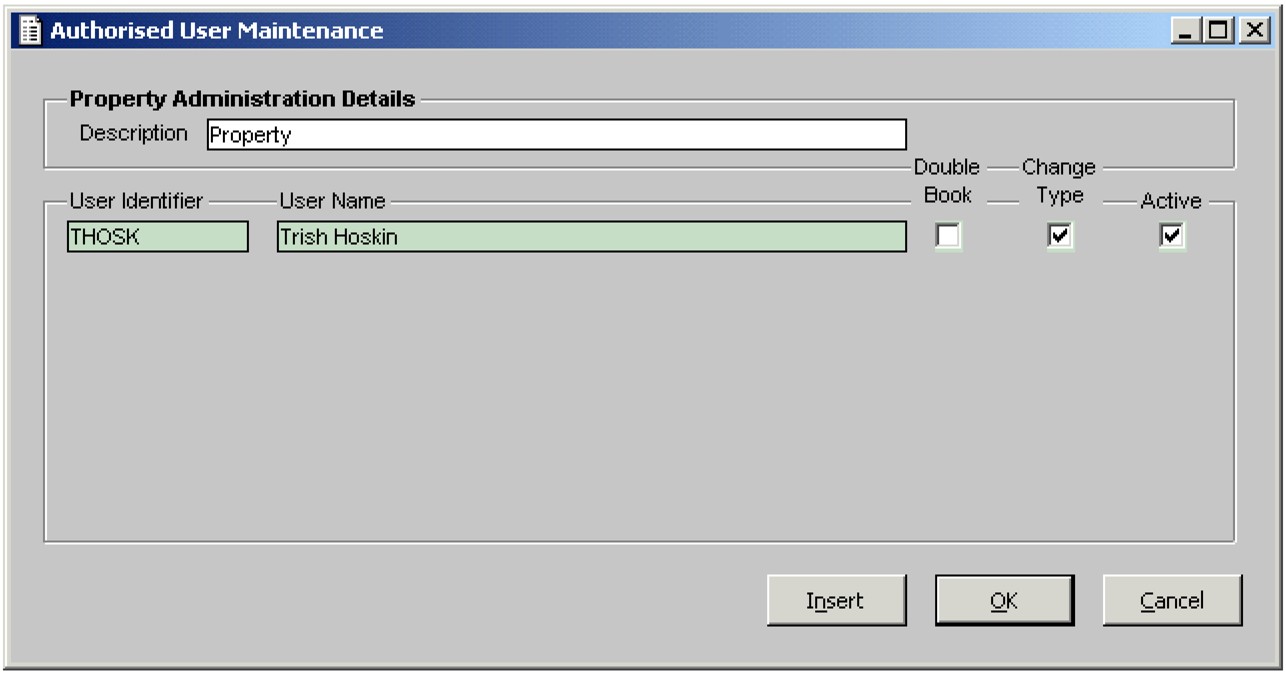
Authorised User Maintenance Form – LPA, ACR, CRG & LTW

The Authorised User Maintenance form is displayed by selecting the Authorised User Options button on the Inspection Maintenance Form from within the Property, Customer Request, Registers and Trade Waste Modules.

The Active Users shown on the Authorised User Maintenance form are the only Users that will be able to have access to Inspections for this Inspection Identifier using the Authorised Inspection Maintenance function, when the Secured flag on the Inspections Identifier Maintenance form is flagged 'On'.

On the Inspections Search Profile form in the Authorised Function, the Inspection Identifier Pop Up will only display those Inspection Identifiers that the User is authorised to.

If the Secured Flag on the Inspections Maintenance Form is not ticked 'On', then Users will be able to access all Inspections. However only those Users nominated on this form will be able to override Double Bookings and or change the Inspection Type if the flags have been set for them to do so.



Authorised User Maintenance Form – LAP, ACR, CRG & LTW

Application Details – Description
This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

- Customer Service	Request Type Description
- Property	Property
- Trade Waste	Trade Waste
- Registers	Register Type Description

User Identifier
This field displays the User Identifier Code.

User Name
This field displays the Name of the User selected from the User Pop Up form.

Double Book
Where the Double Book check box is checked 'On' this will allow this User to be able to force a Double Booking of an Inspection Time that would otherwise warn Users that they cannot book in this slot. The User will only be able to override the Double Booking during maintenance, if the Inspection Type itself has the allow Double Booking Flag set 'On'.

Change Type
Where the Change Type check box is checked 'On', this User will be able to modify an Inspection Type against an existing Inspection. With the appropriate authority the Pop Up box will appear next to the Inspection Type allowing the User to change the Inspection Type. All defaults for the original Type will be removed and the User will have to manually add in the details for the new Inspection Type such as Area, Officer etc.

The Change Type flag will only allow an Authorised User to change the Type of an incomplete Inspection (i.e. an Inspection that does not have an Inspection Result), unless the completed Inspection does not have any Failed Result Reason Codes or associated Documents attached.

Active
If this box is checked 'On' then the User is able to access Inspections for this Inspection Identifier.

Only the Active Users are able to have access to Inspections for the Inspection Identifier.

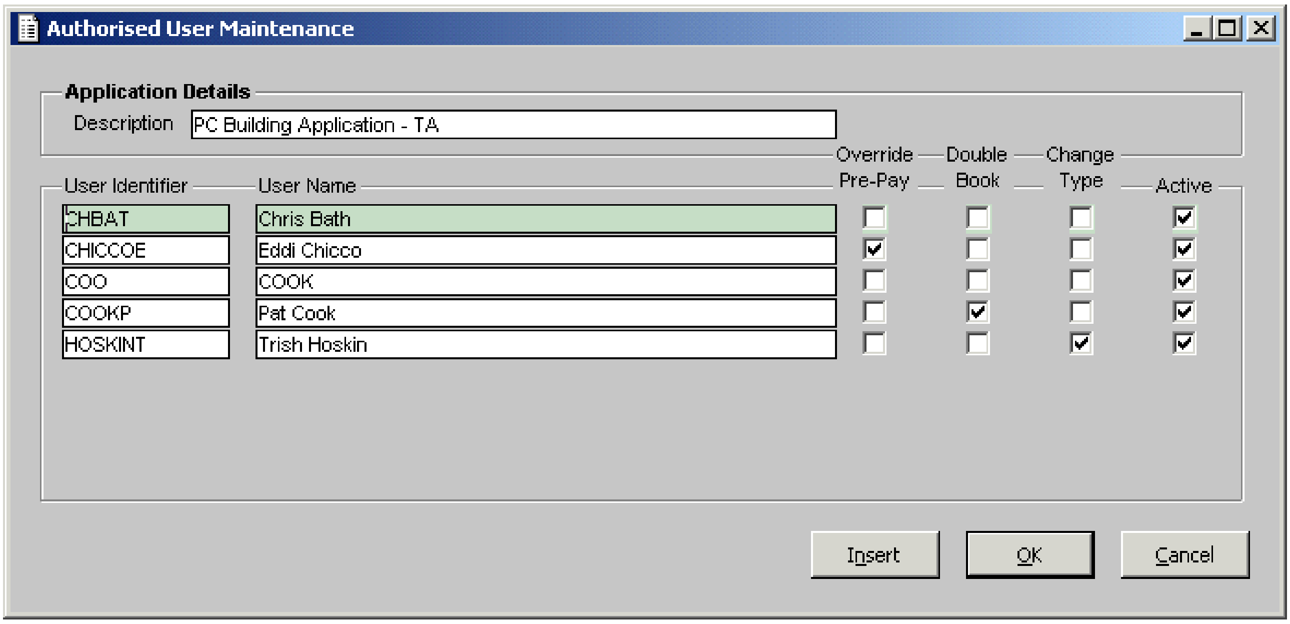
Authorised User Maintenance Form – LAP & LLC

The Authorised User Maintenance form is displayed by selecting the Authorised User Options button on the Inspection Maintenance Form from within the Application and Licensing Modules.

The Active Users shown on the Authorised User Maintenance form are the only Users that will be able to have access to Inspections for this Inspection Identifier using the Authorised Inspection Maintenance function, when the Secured flag on the Inspections Identifier Maintenance form is flagged 'On'.

On the Inspections Search Profile form in the authorised function, the Inspection Identifier Pop Up will only display those Inspection Identifiers that the User is authorised to.

If the Secured Flag on the Inspections Maintenance Form is not ticked 'On', then Users will be able to access all Inspections. However only those Users nominated on this form will be able to override Double Bookings and or change the Inspection Type if the flags have been set for them to do so. Additionally within the Application and Licensing modules a User can be nominated to override the requirement of a Pre-Pay Inspection being scheduled.



Authorised User Maintenance Form - LAP & LLC

Application/Licence Class Details – Description
This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

- Applications Class Description
- Licensing Class Description

User Identifier
This field displays the User Identifier Code.

User Name
This field displays the Name of the User selected from the User Pop Up form.

Override Pre-Pay
Where the Override Pre-Pay check box is checked 'On' this will allow this User to be able to schedule an Inspection Time that would otherwise warn Users that they cannot schedule this Inspection as the Pre-Pay fees for the Inspection have not been paid.

Double Book
Where the Double Book check box is checked 'On' this will allow this User to be able to force a Double Booking of an Inspection Time that would otherwise warn Users that they cannot book in this slot. The User will only be able to override the Double Booking during maintenance, if the Inspection Type itself has the allow Double Booking Flag set 'On'.

Change Type
Where the Change Type check box is checked 'On', this User will be able to modify an Inspection Type against an existing Inspection. With the appropriate authority the Pop Up box will appear next to the Inspection Type allowing the User to change the Inspection Type. All defaults for the original Type will be removed and the User will have to manually add in the details for the new Inspection Type such as Area, Officer etc.

The Change Type flag will only allow an Authorised User to change the Type of an incomplete Inspection (i.e. an Inspection that does not have an Inspection Result), unless the completed Inspection does not have any Failed Result Reason Codes or associated Documents attached.

Active
If this box is checked 'On' then the User is able to access Inspections for this Inspection Identifier.

Only the Active Users are able to have access to Inspections for the Inspection Identifier.

Inspection Areas

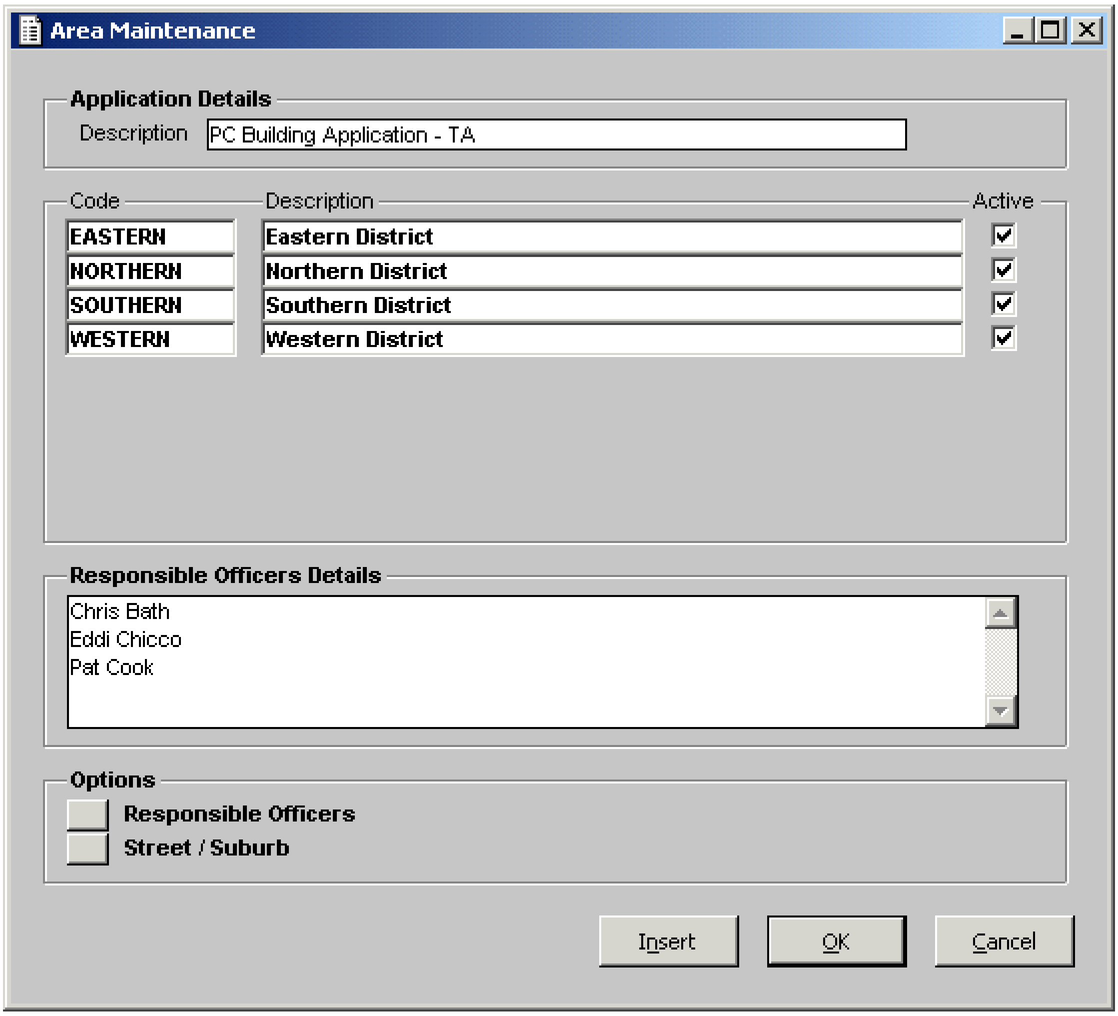
Inspection Areas Maintenance Form

The Inspection Areas Maintenance form is displayed by selecting the Inspection Areas Option button on the Inspection Maintenance form.

The Inspection Areas allows Areas to be added for each of the Modules. The Area Maintenance form is identical for all Modules.

The form allows any number of Areas to be added for that particular Module. Against these Areas Responsible Officers can be assigned together with the specific Street/Suburbs.

Linking an Area with Responsible Officers and Street/Suburbs will allow automatic linkage when an Inspection record is created in the relevant module. Both the Area and the User Identifier (Inspector) fields will be populated as the system is able to distinguish from the Primary Location associated to the Inspection which Street/Suburb it is in and therefore the linked Area and its Default Officer.



Area Maintenance Form

Module Details – Description

This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

• Applications	Class Description
• Licensing	Class Description
• Customer Service	Request Type Description
• Property	Property
• Trade Waste	Trade Waste
• Registers	Register Type Description

Code
This field displays the Area Code applicable for the Module. The Area Code can be maintained from this field.

Description
This field displays the description of the Area applicable for the Module. The Area Description can be maintained from this field.

Active
If the Active field is checked 'On' then the Area is available for use against Inspections being created within the Module the Area has been defined for.

Responsible Officers Details
If Responsible Officers have been defined against an Area then when the Area is focused on the assigned Responsible Officers will display in this field. If there are no Responsible Officers assigned for the Area then this field will be blank.

Options – Responsible Officers
The Responsible Officers Option Button allows the User to define Officers that are responsible for the Area that is currently in focus. This Option will be bolded if Officers have been assigned to the Area and their Details will show in the Responsible Officers Detail section of the form. If no Officers have been assigned then the Option will not be bolded.

Options – Street / Suburb
The Street / Suburbs Option Button allows the User to define the Street / Suburbs from the Property Module that are associated to the Area that is currently in focus. This Option will be bolded if Street / Suburbs have been assigned to the Area. If no Street / Suburbs have been assigned then the Option will not be bolded.

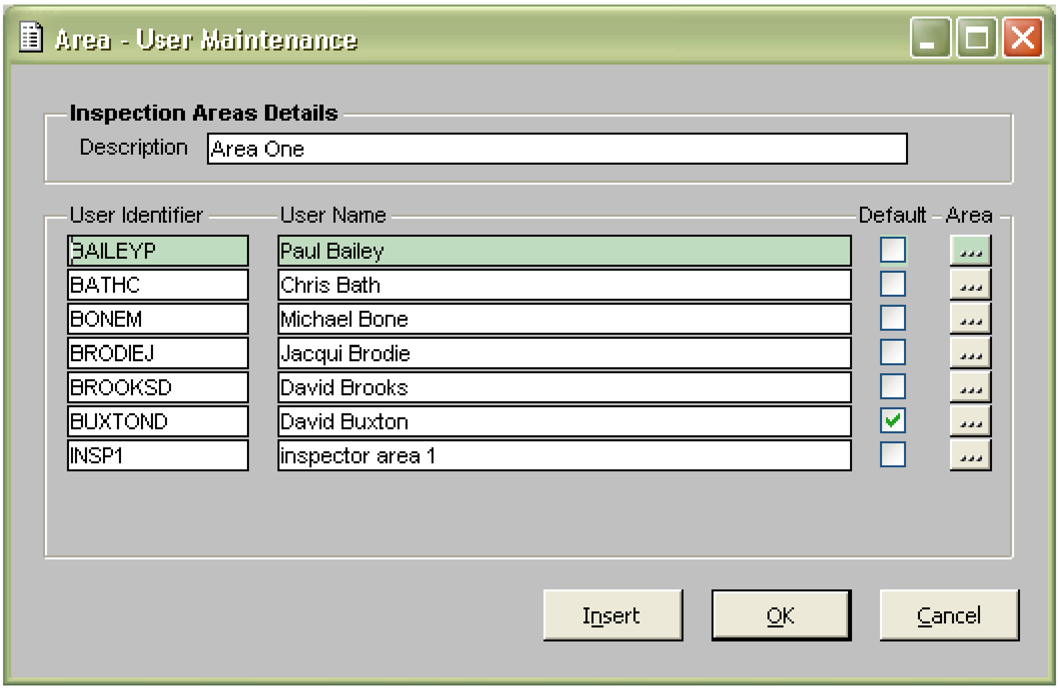
Area – User Maintenance Form

The Area – User Maintenance form allows for the User to select any number of Users within the system as Responsible Officers. The same Officer is able to be assigned to more than one Area.

Where the first Officer is added they become the Default Officer. Where multiple Officers are added then the first one in the list is allocated as the Default Officer. However this can be changed by simply clicking in the Default Field for the required Default Officer.

Where an Officer is no longer the Default Officer for that Area, the User is required to revisit the Area and change the Default Officer to the new Officer.

The Default Officer is a mandatory field. The system will not let the User not have a Default Officer set on this form. If Inspectors are deleted then the next Officer in the list becomes the Default Officer. There is no checking done against the Inspections that may have the deleted Officer assigned to them.



Area - User Maintenance Form

Inspection Area Details – Description

This field displays the description of the Area the Officers are being defined for.

User Identifier

This field displays the User Id of the Officer who is being assigned to the Area.

User Name

This field displays the Name of the Officer who is being assigned to the Area.

Default

The Default field is used to identify the Officer who is the Default Officer for the Area. This field is mandatory against One Officer listed on the form. The Officer who is defined as the Default is the Officer that will be automatically assigned to an Inspection when an Inspection is added for this Area.

Area

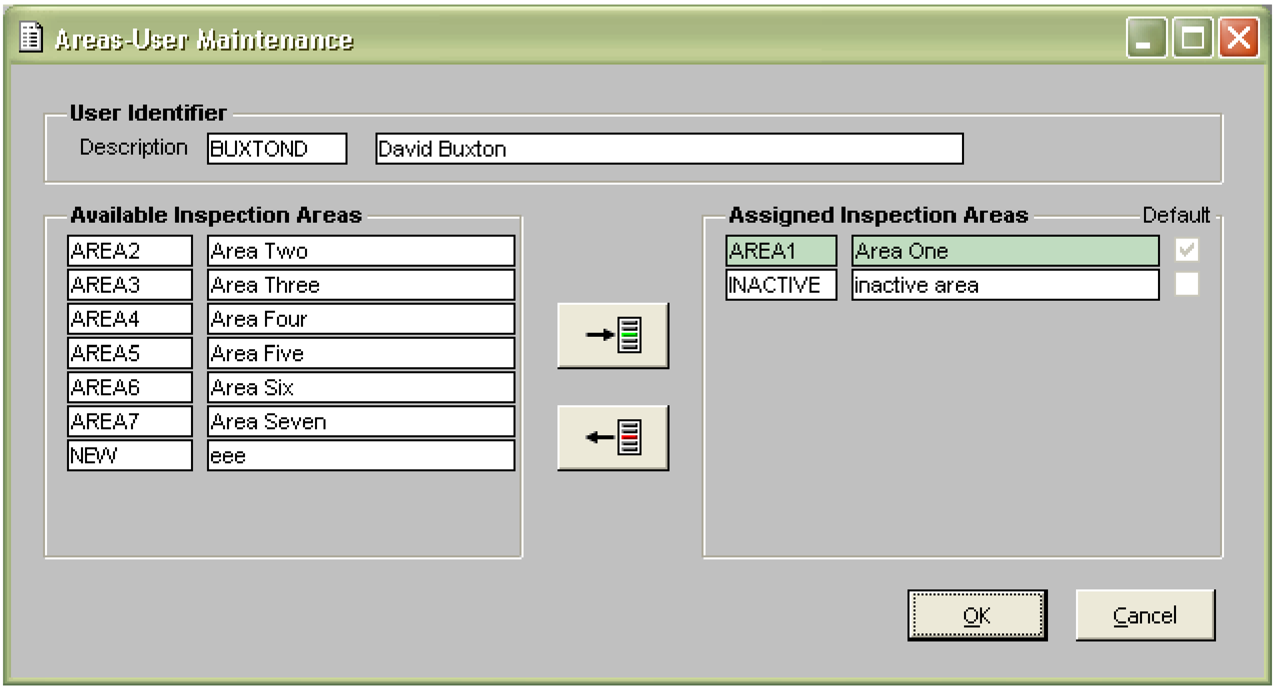
The Area Option is used to display the Areas for the selected User.

Areas– User Maintenance Form

The Areas– User Maintenance form allows for the assigning and de-assigning of Areas for the User.

Where the User is the first Officer to be added to an Area they will become the Default Officer.

Note that an Officer (User) cannot be removed from an Area via this display if they are the Default Officer for the Area. Users must select a new Default Officer for the Area before they are able to de-assign the Officer from the Area using this function.



Areas- User Maintenance Form

User Identifier - Description

This field displays the User Id of the Officer for the Areas displayed.

Available Inspection Areas

The Available Inspection Areas list the Areas that the User is not currently assigned to. Use the Select button to assign an Area to the User.

Assigned Inspection Areas

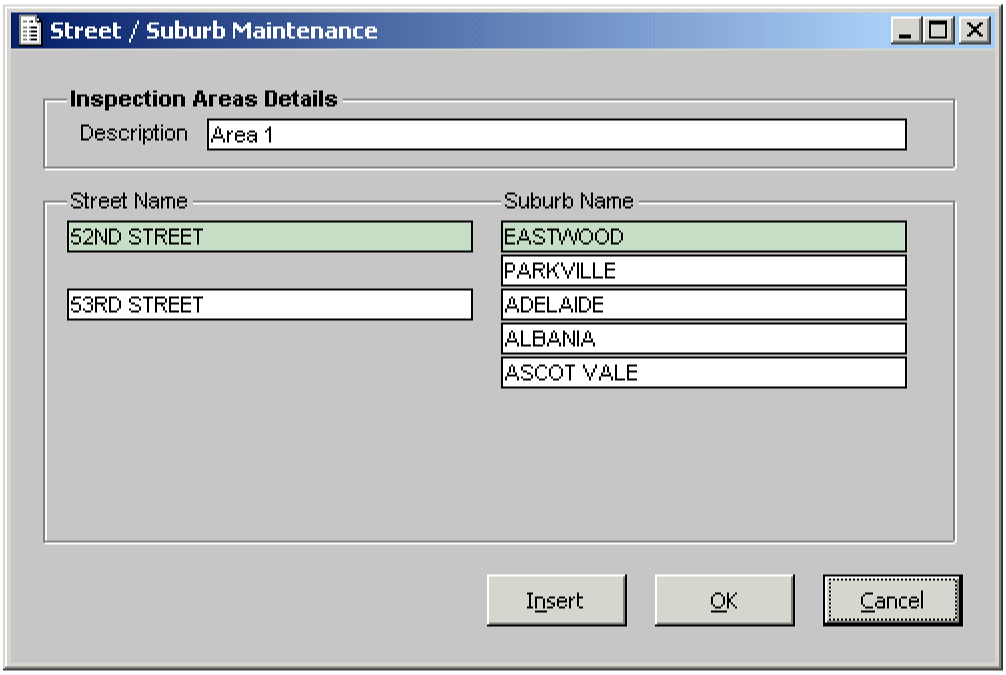
The Assigned Inspection Areas list the Areas that the User is currently assigned to. Where the User is the Default Officer a Tick will appear next to that Area in the Default box.

To de-assign a User from an Area use the De-select button. Note that it is not possible to de-assign an Area for the User if the Default field against the Area is Ticked ON. A message ‘Record with User Default can not be removed’ is displayed and the process stopped.

Street / Suburb Maintenance Form

For each Inspection Area, Street/Suburb combinations from the Property Module can be assigned. A Street/Suburb combination can only be assigned to one Area.

The Street/Suburb Pop Up form is multi-select preventing selection of a Street/Suburb combination twice (even across Areas). The Street/Suburbs shown on the Pop Up form are those that have not already been selected in an Area.



Street / Suburb Maintenance Form

Inspection Area Details – Description

This field displays the description of the Area the Street/Suburbs are being assigned to.

Street Name

This field shows the Street Name that has been assigned to the Area.

Suburb Name

This field shows the Suburb associated to the Street that has been assigned to the Area.

Next Numbers

Next Number Maintenance Form

The Next Numbers option can be used independently of the Numbering Schemes associated with each Inspection Type. Where this Numbering Scheme is used, and there has been no Numbering Scheme set against a Type, this will be the next number used. This is designed so that if Users wish to have one numbering scheme across all Inspection Types then they create the Numbering Scheme at the Inspection Parameters Maintenance Parameter. However if Users require Numbering Schemes against each particular Inspection Type then the Numbering Scheme can be created at the Inspection Type Maintenance Parameter.

Other details of how the next numbering scheme functions are as follows;

The Numbering Schemes can be based on 4 different set up scenarios.

- Resetting Numbers based on Financial Years
- Resetting Numbers based on Calendar Years
- Rolling Numbers based on Financial Years
- Rolling Numbers based on Calendar Years

Resetting Numbers based on Financial Years and Calendar Years.

Next Number	Year	Description	Date Effective	Active
1	1997	Financial Year 97-98	1/7/97	✓
1	1998	Financial Year 98-99	1/7/98	✓
1	1999	Financial Year 99-2000	1/7/99	✓

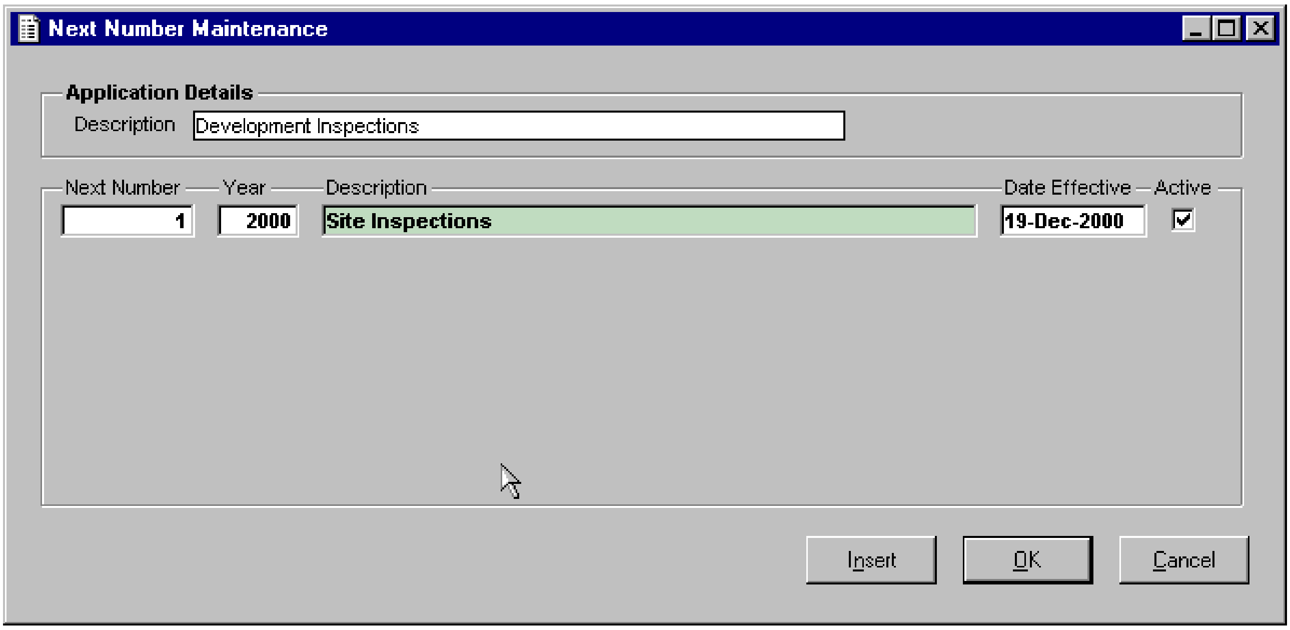
Resetting Numbers by Calendar years is as above but change the Description to Calendar year and the Effective date to 1st January for the particular year.

Rolling years either by Financial or Calendar Years can be set up as follows;

Next Number	Year	Description	Date Effective	Active
1	1997	Financial Year 97-98	1/7/97	✓
	1998	Financial Year 98-97	1/7/98	✓
	1999	Financial Year 99-2000	1/7/99	✓

Once the effective date is reached the next number will take effect from then, and the last number for the previous year will get populated in the blank field for the following year.

Where a User chooses not to set up a numbering scheme either at the Type level or Default level then Inspections created for this Type or Types will simply be created without Numbers. If at a later date the User wants to add a numbering scheme, these will be required to be added to the existing Inspections manually.



Next Number Maintenance Form

Details – Description
This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

- Applications Class Description
- Licensing Class Description
- Customer Service Request Type Description
- Property Property
- Trade Waste Trade Waste
- Registers Register Type Description

When set down at the actual Inspection Type this field will show the description of the Inspection Type being maintained.

Next Number
This field displays the Next Number for the Numbering Scheme.

Year
This field displays the Year for the Numbering Scheme.

Description
This field displays the description for the Numbering Scheme.

Date Effective
This field displays the Date Effective for the Numbering Scheme.

Active
If this box is checked ‘On’ then the Next Number is available to the system.

If this box is checked ‘Off’ then the Next Number is no longer available to the system. Any existing Inspections with this Numbering Scheme will remain as entered. The Next Number will no longer be available for addition to existing or new Inspections.

Extract Types

Extract Types Maintenance Form

Depending on the Module being maintained the Inspection Extract Types may have a different name. The following is a list of the Extract Types and the other names they may be found under within the various Modules:-

- INSPECT INSPECT
- NOTES I_NOTES, INSNOTES
- FAILED I_FAILED, INSFAIL

Apart from the Inspection Extract Lists, depending on the Module being maintained, there may be other Extracts available to be used within the Extract Menu.

Extract Types Maintenance Form - NOTES

The Extract Lists available are INSPECT for Inspection details, NOTES for Inspection Notes and FAILED for Failed Result Reasons. The Inspection Notes and/or Failed Result Reason extracts need to be associated to the INSPECT extract via the Associated Extract Types button on the Extract Type Maintenance Form in order to have the Notes and/or Failed Result Reasons information printed.

The Inspect Filter Maintenance Form enables Users to select a Type, Area, Inspector, Result and Status as well as assign the particular Inspection Notes Templates required to be extracted. The option allows for up to six notes to be extracted.

Where various combinations are required, Users can create multiple Extract Lists and name them appropriately, then assign these to the relevant Merge Types required.

Extract Fields
The fields available in the NOTES Extract are;

- Date
- Time
- Officer
- Officer Id
- Note

Extract Types Maintenance Form - FAILED

The Extract Lists available are INSPECT for Inspection details, NOTES for Inspection Notes and FAILED for Failed Result Reasons. The Inspection Notes and/or Failed Result Reason extracts need to be associated to the INSPECT extract via the Associated Extract Types button on the Extract Type Maintenance Form in order to have the Notes and/or Failed Result Reasons information printed.

The Inspect Filter Maintenance Form enables Users to select a Type, Area, Inspector, Result and Status as well as assign the particular Inspection Notes Templates required to be extracted. The option allows for up to six notes to be extracted.

Where various combinations are required, Users can create multiple Extract Lists and name them appropriately, then assign these to the relevant Merge Types required.

Extract Fields

The fields available in the FAILED Extract are;

- Failed Reason

Extract Types Maintenance Form - INSPECT

The Extract Lists available are INSPECT for Inspection details, NOTES for Inspection Notes and FAILED for Failed Result Reasons. The Inspection Notes and/or Failed Result Reason extracts need to be associated to the INSPECT extract via the Associated Extract Types button on the Extract Type Maintenance Form in order to have the Notes and/or Failed Result Reasons information printed.

The Inspect Filter Maintenance Form enables Users to select a Type, Area, Inspector, Result and Status as well as assign the particular Inspection Notes Templates required to be extracted. The option allows for up to six notes to be extracted.

Where various combinations are required, Users can create multiple Extract Lists and name them appropriately, then assign these to the relevant Merge Types required.

Extract Fields
The fields available in the INSPECT Extract are;

- Type
- Area
- Result
- Date
- Time
- Duration
- Number
- Officer
- Officer Id
- Requestor
- Insp Requestor Name
- Insp Requestor Address
- Insp Requestor Address 1
- Insp Requestor Comm 1
- Insp Requestor Comm 2
- Insp Requestor Comm 3
- Insp Requestor Info 1
- Insp Requestor Info 2
- Insp Requestor Info 3
- Locations
- Template 1
- Template 2
- Template 3
- Template 4
- Template 5
- Template 6
- Notes
- Failed

Extract Types Maintenance Form – INSPECT Extract Filter via Inspections

The Extract Lists available are INSPECT for Inspection details, NOTES for Inspection Notes and FAILED for Failed Result Reasons. The Inspection Notes and/or Failed Result Reason extracts need to be associate to the INSPECT extract via the Associated Extract Types button on the Extract Type Maintenance Form in order to have the Notes and/or Failed Result Reasons information printed.

Inspections Extract Filter Maintenance Form

Sort Order

If there is a requirement to sort the Extract by particular fields then enter in the fields required to be sorted on. The following fields are available for sorting in either Ascending or Descending order:-

- None
- User Identifier
- Number
- Type
- Result
- Year
- Area
- Date

Ascending / Descending

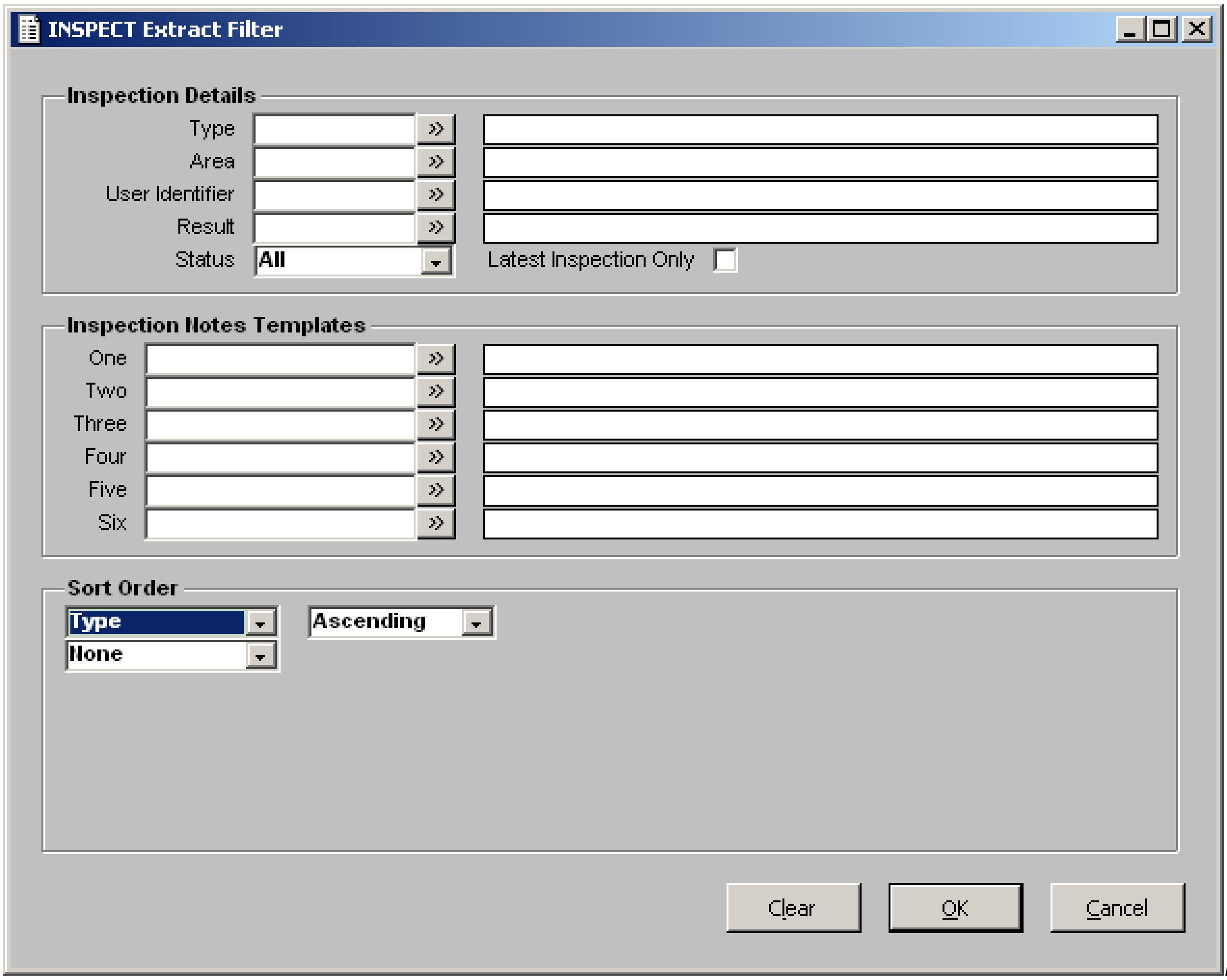
If there is a requirement to sort the Extract by particular fields then enter in the fields required to be sorted on. Ascending sequence is the default but this can be changed to Descending.

Extract Types Maintenance Form – INSPECT Extract Filter via Modules

The Extract Lists available are INSPECT for Inspection details, NOTES for Inspection Notes and FAILED for Failed Result Reasons. The Inspection Notes and/or Failed Result Reason extracts need to be associated to the INSPECT extract via the Associated Extract Types button on the Extract Type Maintenance Form in order to have the Notes and/or Failed Result Reasons information printed.

The Inspect Filter Maintenance Form enables Users to select a Type, Area, Inspector, Result and Status as well as assign the particular Inspection Notes Templates required to be extracted. The option allows for up to six notes to be extracted.

Where various combinations are required, Users can create multiple Extract Lists and name them appropriately, then assign these to the relevant Merge Types required.



NSPECT Extract Filter Form

Inspection Details - Type

If there is a requirement to filter the Extract by an Inspection Type then enter in the Type required. If the Inspection Type Code is not known, then use the Pop Up button to display a list of available Types.

Inspection Details - Area

If there is a requirement to filter the Extract by an Area then enter in the Area Code required. If the Area Code is not known, then use the Pop Up button to display a list of available Areas Codes.

Inspection Details – User Identifier

If there is a requirement to filter the Extract by a User Identifier then enter in the User Code required. If the User Identifier Code is not known, then use the Pop Up button to display a list of available User Codes.

Inspection Details - Result

If there is a requirement to filter the Extract by a Result Code then enter in the Result Code required. If the Result Code is not known, then use the Pop Up button to display a list of available Result Code.

Inspection Details - Status

The Status defaults to a value of ‘All’. The User can change this to the required Status. The Options available are;

- All
- Complete
- Incomplete

When running the INSPECT Extract, if ‘All’ was selected on this filter form, then the Result on the Inspection is ignored and all inspections are extracted.

If 'Complete' was selected, then only Inspections with a Result are extracted.

If 'Incomplete' was selected, then only Inspections without a Result are extracted.

Inspection Details – Latest Inspection Only

When flagged on the Latest Inspection Only will further filter the extract so that the latest inspection of a particular type and/or result is output. The latest inspection is defined as the one with the most recent date regardless of the result. Inspections without a scheduled date are ignored.

Inspection Notes Templates - One

This field allows the User to define the first Inspection Note Template that is to print.

Inspection Notes Templates - Two

This field allows the User to define the second Inspection Note Template that is to print.

Inspection Notes Templates - Three

This field allows the User to define the third Inspection Note Template that is to print.

Inspection Notes Templates - Four

This field allows the User to define the fourth Inspection Note Template that is to print.

Inspection Notes Templates - Five

This field allows the User to define the fifth Inspection Note Template that is to print.

Inspection Notes Templates - Six

This field allows the User to define the sixth Inspection Note Template that is to print

Sort Order - Fields

The Sort Order Fields are used to set the sequence that the extract is to print in.

Sort Order - Sequence

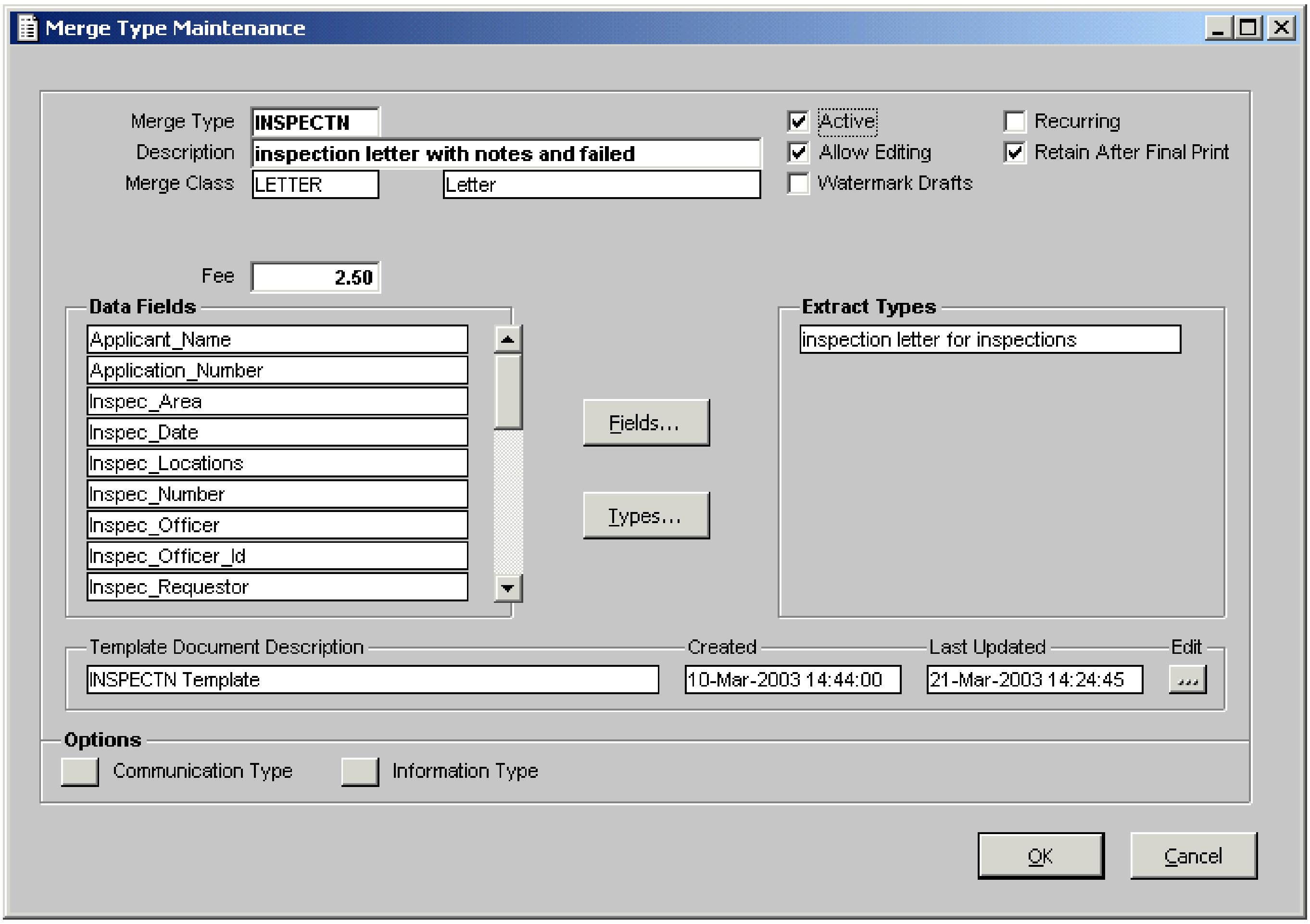
The Sequence field is used to stipulate how the data is to print for the particular field. This can be set to either Ascending or Descending. The Sequence fields available are:-

- None
- User Identifier
- Number
- Type
- Result
- Year
- Area
- Date

Merge Types

Merge Type Maintenance Form

The Merge Type Selection process enables the creation and modification of Merge Types. A list of existing Merge Types and their associated Description will display.



Merge Type Maintenance Form

Merge Types and their associated Documents can be created or modified from this form. Merge Types may be deleted if the documents have not yet been utilised in a Document request process.

This form is available within the Inspection Parameters. The Merge Class nominated for Inspections is ‘Letters’.

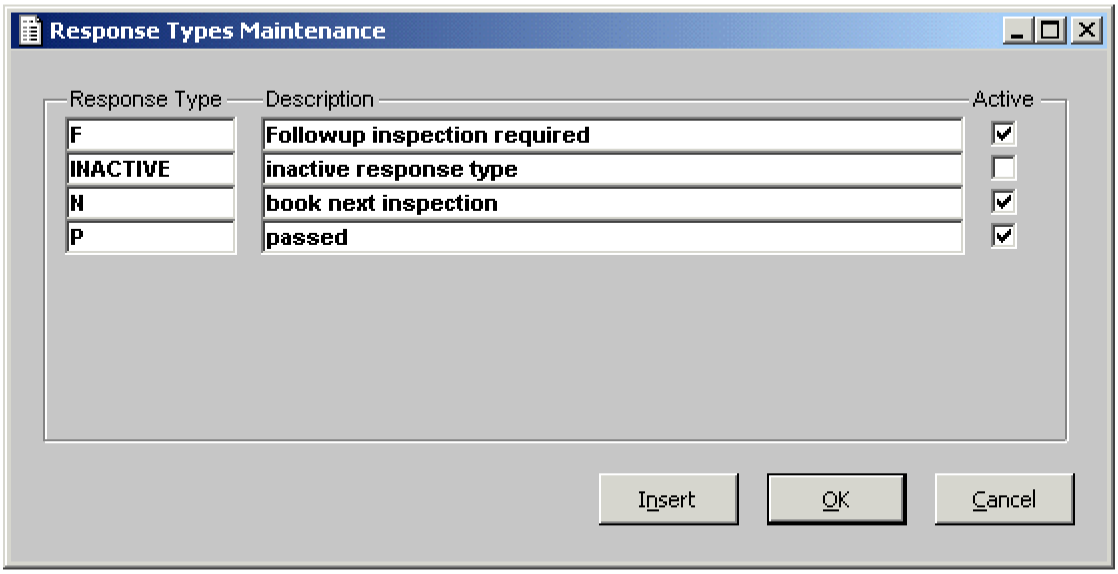
The Available Data Fields displayed will be tailored depending on the Application in use. If Merge Types are being created within the Property Application, General and Property related Data Fields can be selected. If Merge Types are being created within the Name and Address Application, only the General Data Fields will be available.

Please refer to the Word Processing User Guide for further information on this form and its use.

Response Types

Response Types Maintenance Form

This section enables the creation of Response Types. Response Types are utilised within the Word Processing link for Inspections. A Response is a text base informational message, recorded against a Word Processing document. They may record phone calls or objections to documentation received.



Response Types Maintenance Form

Response Types Maintenance Form
Response Types can be created or modified from this form. Response Types may be deleted if the documents have not yet been utilised in a Document request process.

This form is available within the Inspection Parameters. And therefore is only available for the use as Responses to documents created within the Inspections for the Module.

Please refer to the Word Processing User Guide for further information on this form and its use.

Failed Result Reason Codes

Failed Result Reason Codes Maintenance Form

The Failed Result Reason Code Maintenance form allows for any number of codes and details to be created and then associated to a Failed Result on each Inspection Type.

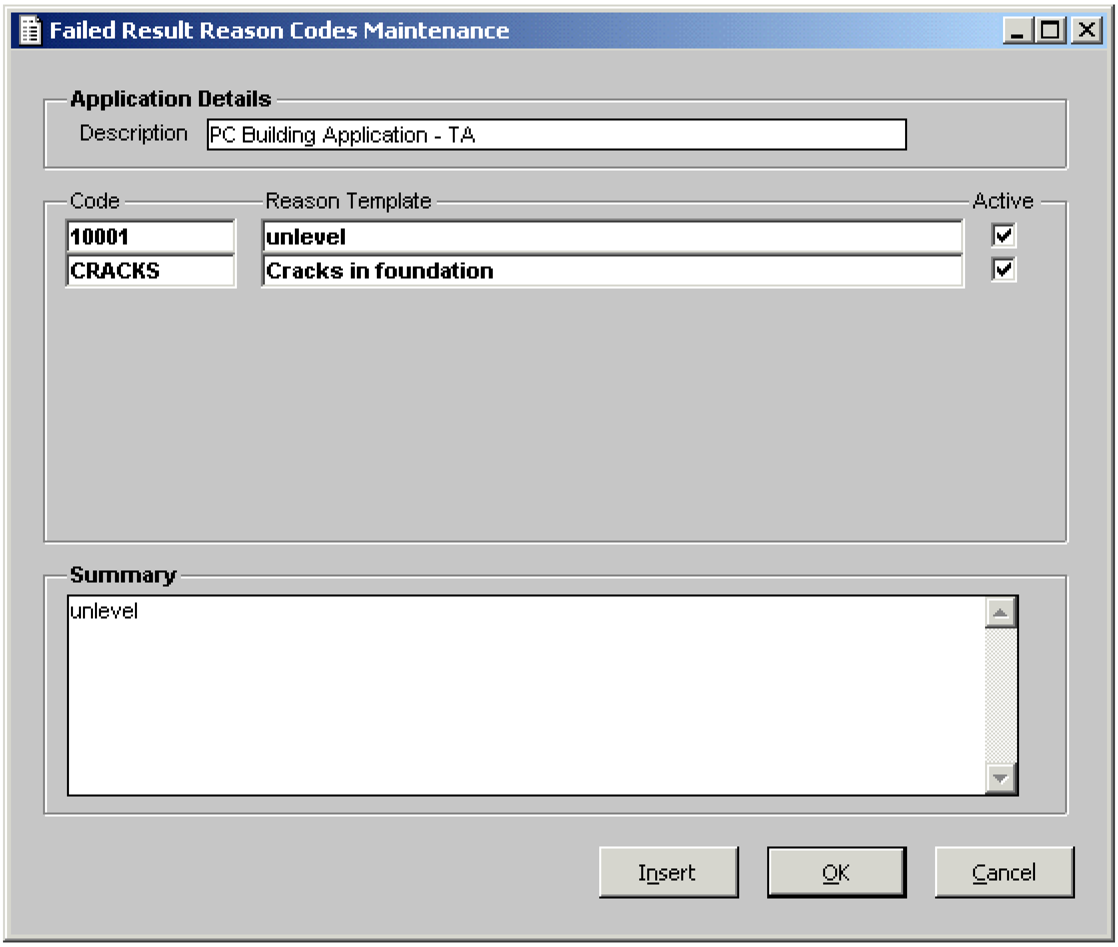
Where the Failed Reason Results are linked to specific Types, this will circumvent Users having to pick through possibly hundreds of Reasons.

As an example a Failed Result Reason for a ‘Swimming Pool’ Inspection could be totally different to a Failed Result Reason for a ‘Footing’ Inspection and therefore linking the Reason to the type of Inspection narrows down the selection for Users at the time of entry.

Any number of Failed Result Reasons can be added with a code and straight description of use of a template to add multiple lines of text.

In order for Users to access the template simply double clink into the Reason Template field and then any number of lines of text can be added. Once completed, click back into the Code field for the template field to refresh itself.

Once the Codes have been created they can then be associated to a particular Inspection Type.



Failed Result Reason Codes Maintenance Form

Module Details – Description

This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

- Applications Class Description
- Licensing Class Description
- Customer Service Request Type Description
- Property Property
- Trade Waste Trade Waste
- Registers Register Type Description

Code

The Code for the Failed Reason Code is shown in this field. When the Insert button is selected this field is blank allowing the User to enter in the required Code.

Reason Template

The Reason Template associated to the Failed Reason Code is displayed in this field. Double clicking in this field will enable entry of a Template. The full information that is entered into this field is displayed in the Summary area on this form.

Active

The Active flag shows whether the Failed Reason Code is available for use or not.

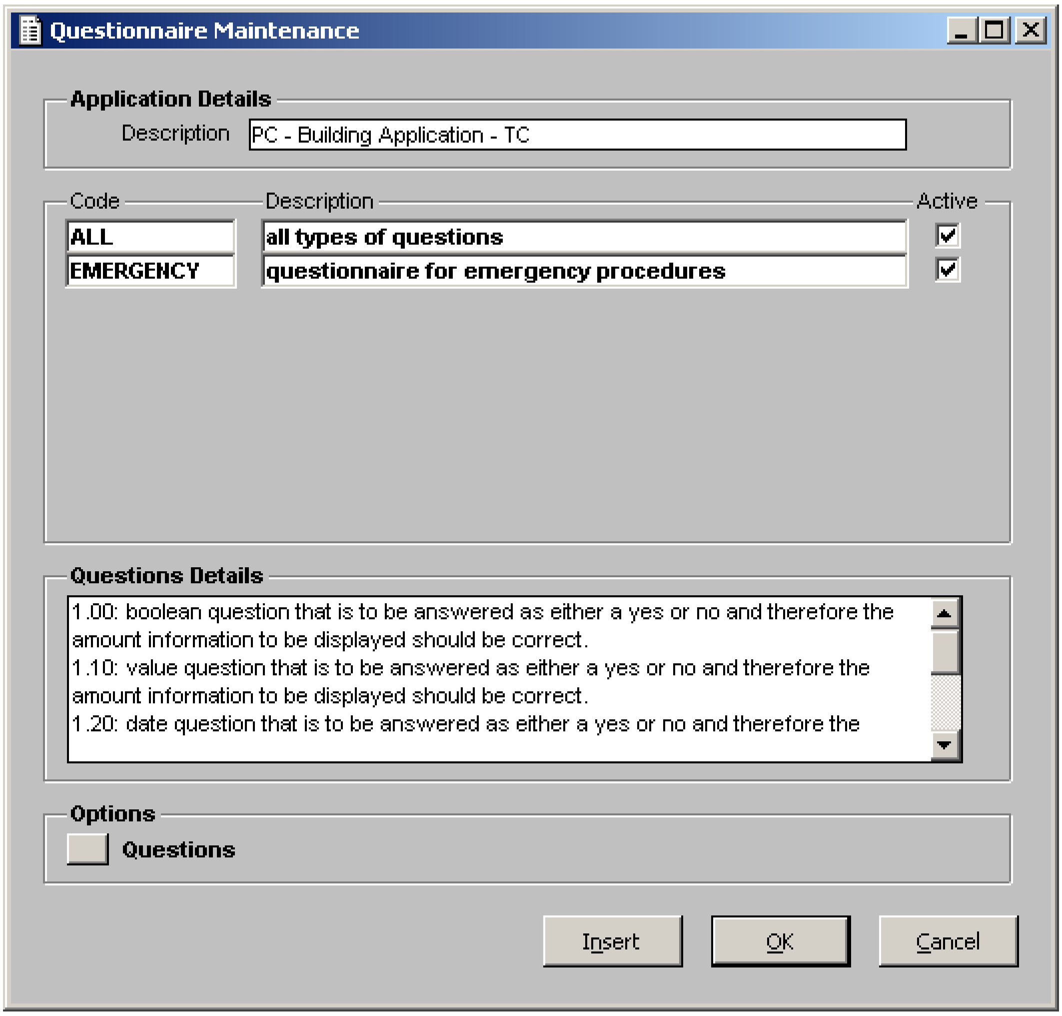
Summary

The Summary field displays the full content of the Reason Template. It allows the User to scroll through and see the full information that has been entered into the Reason Template field.

Questionnaires

Questionnaire Maintenance Form

The Questionnaire Maintenance form allows the entry of Questionnaires that are able to be linked to Inspection Types. These Questionnaires can be then be made Mandatory whenever that Inspection Type has a Result entered against it.



Questionnaire Maintenance Form

Module Details – Description

This field displays the Module Description for which you are setting up Inspections.

For each of the Modules the following will be displayed in this field:-

• Applications	Class Description
• Licensing	Class Description
• Customer Service	Request Type Description
• Property	Property
• Trade Waste	Trade Waste
• Registers	Register Type Description

Code
The Code for the Questionnaire is shown in this field. When the Insert button is selected this field is blank allowing the User to enter in the required Code.

Description
The Description associated to the Questionnaire Code is displayed in this field.

Active
The Active flag shows whether the Questionnaire is available for use or not.

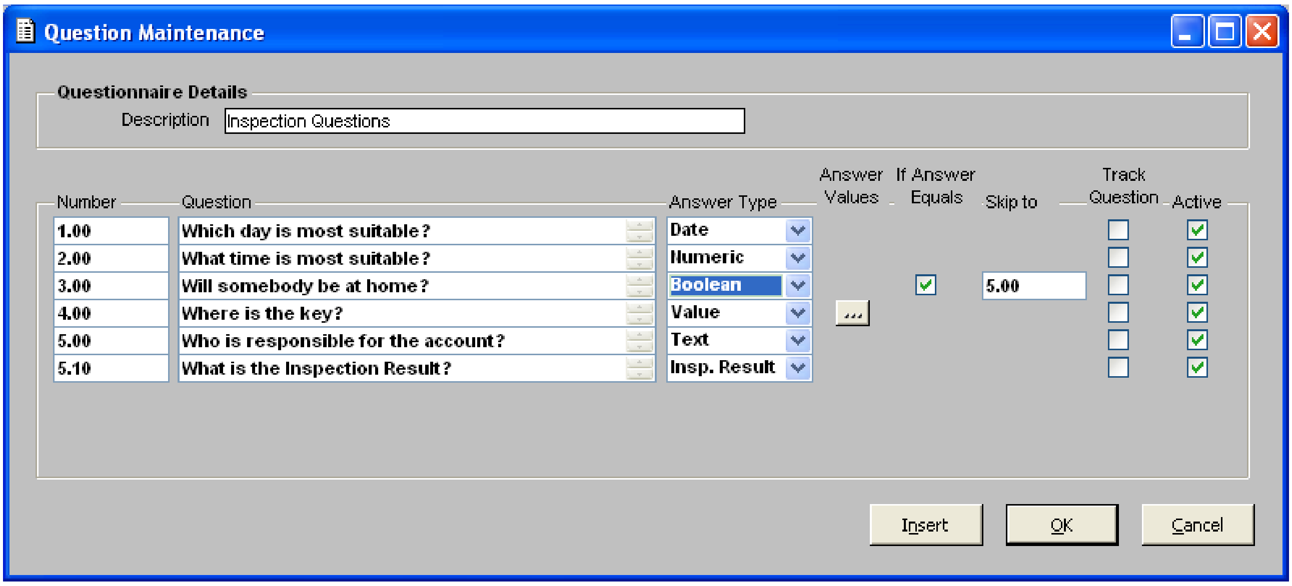
Questionnaire Details
The details of Questions that have been linked to a Questionnaire are shown in this field.

Options - Questions
The Question Option is used to add or maintain Questions for the Questionnaire currently in focus.

Question Maintenance Form

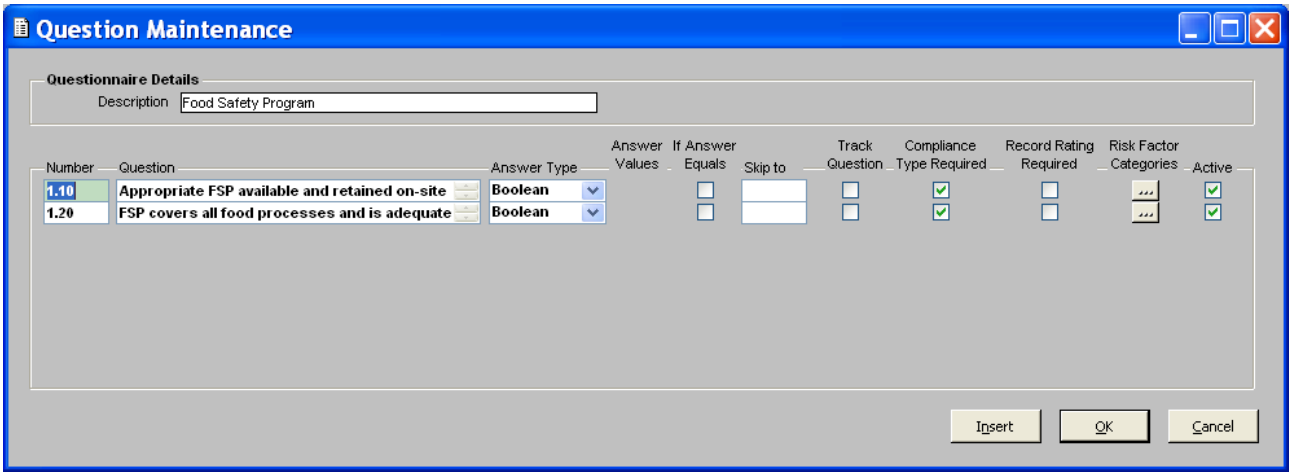
Question for a Questionnaire can be maintained via this form. Each Question has a type, and there are 5 possible Question Types that can be defined. These are:-

- Boolean - Yes/No check box type questions
- Numeric - 0.00 to 9999999999.99
- Text - unlimited text string
- Date - select a date from the calendar
- Value - user defined coded answer values with linked scores



Question Maintenance Form

Note – Compliance Functionality is an Authorised Function – for more information please contact your Account Manager



Question Maintenance Form – with Compliance Authorisation

Questionnaire Details - Description

The Description of the Questionnaire is displayed in this field.

Number

The Number of the Question is shown in this field. To add new Questions the User can select the Insert Button.

The Question Number will continue to increase by 0.10. To stop inserting Questions in series number 1 the User will need to change the first question of the next series to be 2.00 then the following Questions will be 2.10 and 2.20 until the number is changed to 3.00.

NOTE: - If the User wishes to insert a question within an existing list of questions they need to position to the Question that is going to be before the new Question and click Insert. The new Question will be given the next number and all following Questions will also be renumbered. To add a Question at the end of the list, ensure that the last Question is highlighted before clicking Insert.

Question

Enter in the Question that is required for the Questionnaire into this field. This is free form text and will wrap around where required.

Answer Type

There are 5 Answer Types available. These are:-

- Boolean - Yes/No check box type questions
- Numeric - 0.00 to 9999999999.99
- Text - unlimited text string
- Date - select a date from the calendar
- Value - user defined coded answer values with linked scores
- Insp. Result – Inspection Result.

<u>Boolean Type Answer</u>

When using Boolean Type Answer it is possible to nominate a Question to Skip To depending on the answer.

To enter the scenario “If the Answer to Question 2.10 is YES skip to Question 5” the User would check on the If Answer Equals check box at Question 2.10 and then enter 5.00 in the skip to field.

To enter the scenario “If the answer to Question 3.30 is NO skip to Question 6.70” the User would check Off the If Answer Equals check box at Question 3.30 and then enter 6.70 in the skip to field.

NOTE:- It is not possible to Skip to a previous Question and hence loop through Questions again. The Skip To Question Number must be greater than the current Question Number.

<u>Value Type Answers</u>

When using Value Type Answers it is necessary to define the Answers. This is done by selecting the Detail Button that appears after the Answer Type field has been set to Value.

Inspection Result
This option is only available if the Authorised Function 'Inspections Questionnaire and Document Enhancement' is active.

Answer Values
When using Value Type Questions it is necessary to define the Answers. This is done by selecting this Detail Button that appears after the Question Type field has been set to Value.

If Answer Equals
This is used for Yes/No answers and can also be used to incorporate the Skip To function.

When using Boolean Type Answers it is possible to nominate a Question to Skip To depending on the answer.
To enter the scenario "If the Answer to Question 2.10 is YES skip to Question 5" the User would check on the If Answer Equals check box at Question 2.10 and then enter 5.00 in the skip to field.

To enter the scenario "If the answer to Question 3.30 is NO skip to Question 6.70" the User would check Off the If Answer Equals check box at Question 3.30 and then enter 6.70 in the skip to field.

NOTE:- It is not possible to Skip to a previous Question and hence loop through Questions again. The Skip To Question Number must be greater than the current Question Number.

Skip To
When using Boolean Type Answers it is possible to nominate a Question to Skip To depending on the answer.
To enter the scenario "If the Answer to Question 2.10 is YES skip to Question 5" the User would check on the If Answer Equals check box at Question 2.10 and then enter 5.00 in the skip to field.

To enter the scenario "If the answer to Question 3.30 is NO skip to Question 6.70" the User would check Off the If Answer Equals check box at Question 3.30 and then enter 6.70 in the skip to field.

NOTE:- It is not possible to Skip to a previous Question and hence loop through Questions again. The Skip To Question Number must be greater than the current Question Number.

Track Question
Check this flag on for a particular question to cause the question to display on the 'Inspection Tracked Question Enquiry' form. See more details in Tracked Questions.

Compliance Type Required
For this inspection is the Compliance Type to be checked, if it is then set this flag on.

Record Rating Required.
For this question is the Record Rating Required, if it is then set this flag on.

Risk Factor Categories
Select this detail out button to assign Risk Factor Category Question Link Maintenance codes that are relevant to this Risk Factor.

Active
This flag if set on indicates that this Risk Factor Category is active – ie able to be selected.

Risk Factor Category Question Link Maintenance - Available
This is a list of Risk Factor Categories that are available to be assigned to the Question.

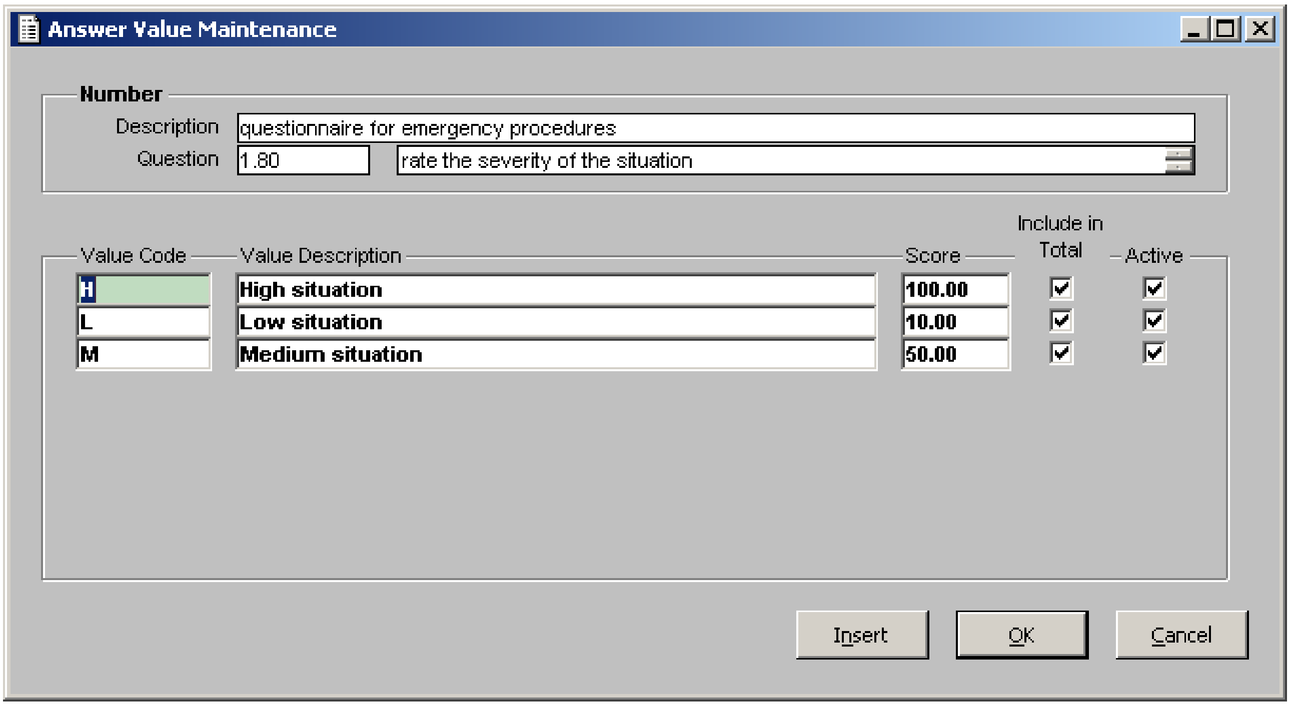
Risk Factor Category Question Link Maintenance – Assigned
This is the list of Risk Factor Categories that have been assigned to the Question.

Active
To stop a Question from displaying in the future, as it is no longer required, check off the Active Flag. It will not be possible to delete a Question if Answers have already been assigned to it.

Answer Value Maintenance Form

The Answer Value Maintenance Form is available when the User has selected the detail option that becomes available when the Question Type has been set to Value.

Entering a Unique Code and Description is possible for each answer. This then allows a score can be assigned. This score can be used to apply a change to the next Inspection date, either increasing or decreasing it. The scores for all Questions on a Questionnaire are totalled then that total can be used in conjunction with the Inspection Type parameters to determine if any change to the next Automated Inspection Date is required.



Answer Value Maintenance Form

Number – Description
The Description of the Questionnaire that the Value is being defined for is displayed in this field.

Number – Question
The Number and Question that the Value is being defined for is display in this area.

Value Code
Enter a Unique Value Code into this field.

Value Description
Enter the Description for the Value Code in this field.

Score
If Scores are to be calculated for the Question enter in the Score the Value will be worth in this field.

Include in Total
Whilst Questions can be scored they may not necessarily be included in the total Score for the Questionnaire. The User can nominate whether the Score for this Question is included in the Total or not.

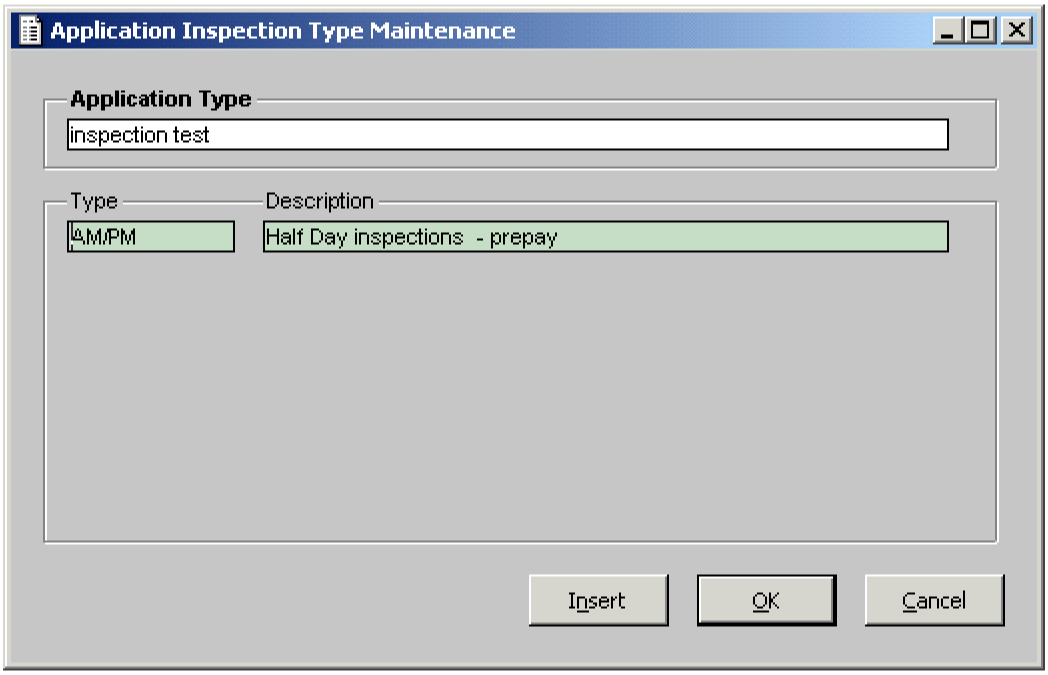
Active
To stop an Answer Value from displaying in the future, as it is no longer required, the Active Flag can be checked off.

Inspection Type Maintenance - Lodgement

For the Applications and Licensing Modules it is possible to nominate the Inspection Type(s) that can be automatically loaded when an Application or Licence is lodged through the Lodgement Process. Within the Application / Licensing Class select the Application / Licensing Type parameter and set up within the Type the Inspection Types that are to be lodged for the applicable Application / Licensing Type when entered into Pathway.

Application / Licensing Inspection Type Maintenance Form

For each Application / Licensing Type within the Type Parameters it is possible to nominate Inspection Types to be automatically added to the Application / Licence when it is added to the system.



Application/Licensing Inspection Type Maintenance Form

Module Type
The Type field displays the Application / Licensing Class that the Inspection Type is being nominated for.

Type
The Inspection Type Code is displayed in this field. This is the Inspection Type that will be automatically added when the Application / Licence is lodged for the Application / Licensing Type.

Description
The Inspection Type Description is displayed in this field. This is the Inspection Type that will be automatically added when the Application / Licence is lodged into the system for the Application / Licensing Type.

Maintenance/Enquiry

The following topics are included in this section:

Inspections Schedule Maintenance

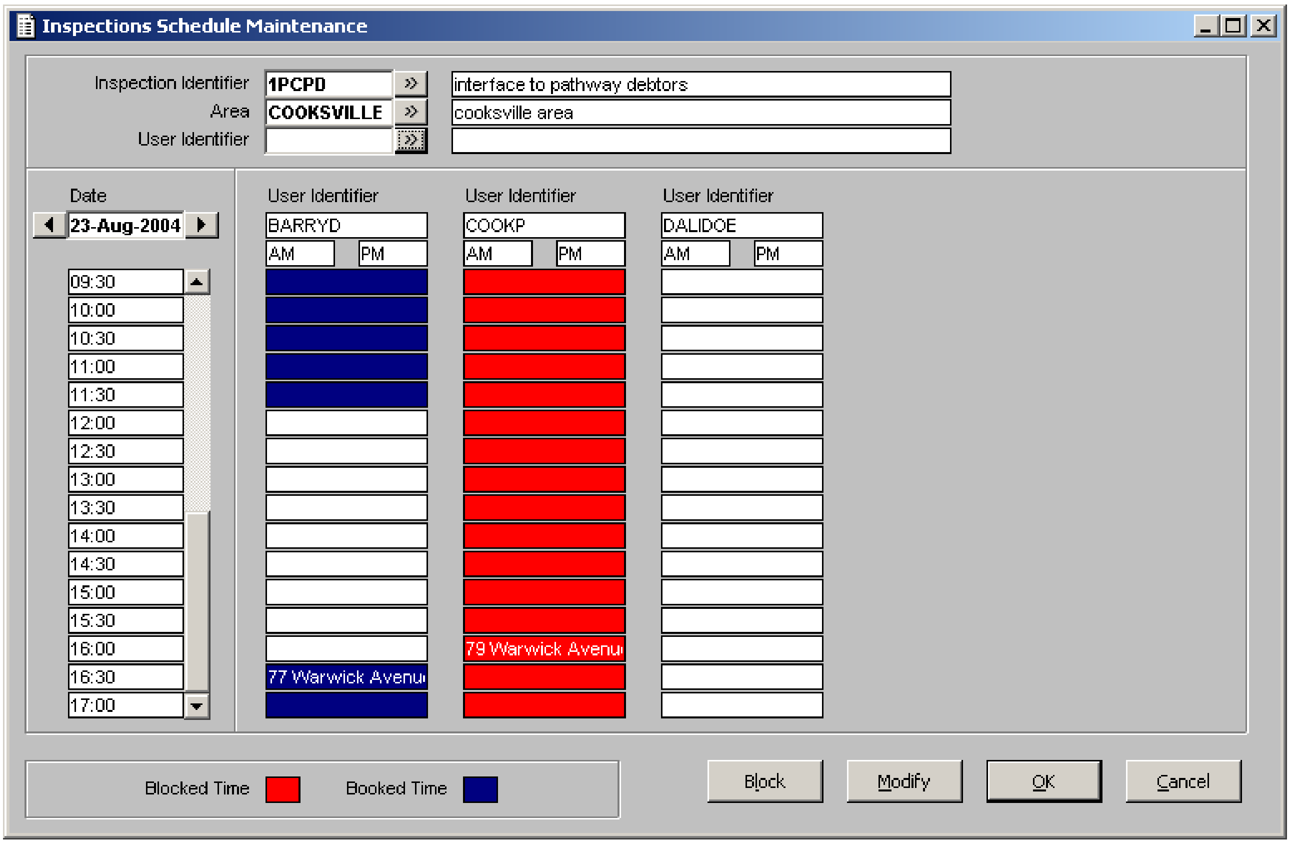
The Inspections Schedule Maintenance menu is used to maintain the Scheduling of Inspections for Users in the system. When the menu is selected the grid displays all timeslots, based on the grid parameters, for the current user. It is also possible to display for a particular day, all active users, a group of users based on an area or an individual user.

Inspections Schedule Maintenance Form

When selected from the menu the Inspections Schedule Maintenance form displays showing all timeslots for today, based on the Grid Parameters, for the Current User. This display can then be changed to show all Active Users or a particular group of Users by selecting an Area or Inspections on a different date or the same date. All this is controlled by using the various fields available for the User to use to define the required selection.

From this display it is also possible to block out time for a number of users, book an inspection or display existing inspections.

The Inspections Schedule Maintenance form can also be accessed from the Inspection Maintenance form. This form can be displayed by selecting the Bookings Maintenance Option Button available on the Inspection Maintenance form.



Inspections Schedule Maintenance Form

Inspection Identifier

Upon entry to this form from the Inspections Menu the User Identifier field is defaulted to the current User.

If a different User is required then the Identifier can be entered into the field or the Pop Up can be used to display a list of active Users.

If all active Users are required to be displayed then the User can blank out the value in this field and tab out of the field. This will then display all the Users for the nominated Date. Only 5 Users can be displayed on the screen at a time. Using the Scroll Bars underneath the Timeslots allows the display of the other Users that are available.

The Inspection Identifier is also used in conjunction with the Area field. If the Area Pop Up is selected without an Inspection Identifier having been selected then the Inspection Identifier Pop Up is displayed first to allow selection of the required Identifier and then the associated Areas for that Identifier will be shown on the Area Pop Up.

Area

As Areas are associated to an Inspection Identifier an Identifier needs to be selected to allow the selection of an Area. Even if an Area Code is keyed directly into the Area Field the Inspection Identifier Pop Up form will be displayed to enable the selection of the correct Identifier/Area.

Once an Area has been selected then the Users associated to the Area will be displayed on the Schedule. Scheduled work for these Users is displayed and allows for the maintenance or booking of further Inspections.

User Identifier

Upon entering the Schedule Maintenance form from the Menu the current User is defaulted (along with today's date) into the form. This displays the Bookings for the current User for today.

If the schedule for the User is required to be displayed for a different day then the Date field can be changed to the required date and the relevant schedule for the User will be displayed.

If all Users are to be displayed for a particular date then the User Identifier field can be blanked out, along with the Inspection Identifier and Area fields, and all Users will be displayed. Only 5 Users are shown on the screen at a time, but the scroll bar at the bottom of the area can be used to move from one User to the next.

Or if Users for a particular Area are required then the User field can be blanked out and the Inspection Identifier field and Area field can be used to display those Users for that particular Inspection Identifier/Area.

Date

Upon entering the form from the Menu the Date field defaults to today's date. If the Bookings Maintenance Option Button has been selected from Inspection Maintenance then the Date shown is that of the Inspection.

To display the timeslots for a different day the User can enter in the required date in the Date field or use the arrow buttons to scroll backwards or forwards through the dates.

Double clicking on the Date field will display the Calendar function to allow the selection of a Date for display.

Timeslots

Upon entering the form from the Menu the Date field defaults to today's date and the Timeslots from the commencement time.

To display the timeslots for a different day the User can enter in the required date in the Date field or use the arrow buttons to scroll backwards or forwards through the dates.

The scroll bar to the right of the Timeslot fields can be used to scroll through the timeslots for the date currently displayed.

User Identifier

The User Identifier field displays the User or Users that are from the selection process. These could be all Users, Users for a particular Identifier/Area or the Current User.

Up to 5 Users are able to be displayed at on time on the screen. If there are further Users a Scroll Bar appears at the base of the form to allow the display to scroll through all the Users available.

Coloured timeslots will appear for each User where they have had their time booked. Depending on what has been booked for the User will depend on the colour that is displayed. Those bookings that are for

Inspections will appear as the colour shown in the Booked Time field at the base of the form. For timeslots that are the colour of the Blocked Time this means that the User's time has been booked via the Block function. This block time could be for meetings etc.

AM

Where Inspection Bookings have been made for a User and they are defined as 'AM' only and not for a specific time, then they will appear in the AM area of the form for the User. Double clicking with the mouse or using the Ctrl-Z to zoom the field will display the details of the Inspection. The information will look similar to the following :-

```
AM
==========================================

20 Warwick Avenue, COOKSVILLE SA  5006

Application:    4/CLEAN
Number:         15/2004
Date:           24-Aug-2004
Type:           Both AMPM and Specific Inspections 3.5
Area:           Cooksville
Officer:        Pat Cook
Result:
```

If there is more than one AM Inspection scheduled for the User then the additional Inspections are listed after one and other separated by a double line.

NOTE :- Inspections that are set as either AM or PM are not able to be directly accessed from the Timeslot by using the Modify Option Button. This feature is only available where Inspections have been defined for a specific Time.

PM

Where Inspection Bookings have been made for a User and they are defined as 'PM' only and not for a specific time, then they will appear in the PM area of the form for the User. Double clicking with the mouse or using the Ctrl-Z to zoom the field will display the details of the Inspection. The information will look similar to the following :-

```
PM
==========================================

20 Warwick Avenue, COOKSVILLE SA  5006

Application:    4/CLEAN
Number:         15/2004
Date:           24-Aug-2004
Type:           Both AMPM and Specific Inspections 3.5
Area:           Cooksville
Officer:        Pat Cook
Result:
```

If there is more than one PM Inspection scheduled for the User then the additional Inspections are listed after one and other separated by a double line.

NOTE :- Inspections that are set as either AM or PM are not able to be directly accessed from the Timeslot by using the Modify Option Button. This feature is only available where Inspections have been defined for a specific Time.

User Timeslots

Coloured timeslots will appear for each User where they have had their time booked. Depending on what has been booked for the User will depend on the colour that is displayed. Those bookings that are for Inspections will appear as the colour shown in the Booked Time field at the base of the form. For timeslots that are the colour of the Blocked Time this means that the User's time has been booked via the Block function. This block time could be for meetings etc.

If an Inspection is required to be booked for a particular User Identifier then the User focuses on the timeslot required so that scroll bars are displayed in the timeslot and double-clicks with the mouse or selects Ctrl-D. The Inspection Search Profile form is then displayed where an Inspection can be searched for or added. Selecting the required Inspection returns the User to the Inspection Schedule Maintenance form with the timeslot coloured to the Booked Time and details of the selected Inspection shown in the field.

Where an Inspection has already been booked the Inspection information is able to be displayed by using the Ctrl-D or double clicking on the timeslot with the mouse. The information shown will be similar to the following :-

77 Warwick Avenue, COOKSVILLE SA 5006 Licensing: 1/BASE/006 Number: 6/2003 Date: 24-Aug-2004 Time: 08:00:00 Duration: 1.25 Type: both type of inspection Area: CENTRAL - COOKSVILLES Officer: Pat Cook Result:

If the Inspection is required to be maintained then focusing on the User Timeslot field and selecting the Modify Option Button will display the Inspection Maintenance form allowing any changes etc that might be required.

If a period of time is to be blocked out for a User or Users then clicking on the Timeslot for the start of the block and selecting the Block Option Button will display the Block Addition Maintenance form enabling the details of the block time to be entered.

Upon returning from the Block Addition form the blocked time will appear as coloured Timeslots with the description of the Action or the Comments in the first Timeslot.

Where a Timeslot has already been blocked double clicking on the Timeslot or using Ctrl-D will display the Block Maintenance form with all the details of the function.

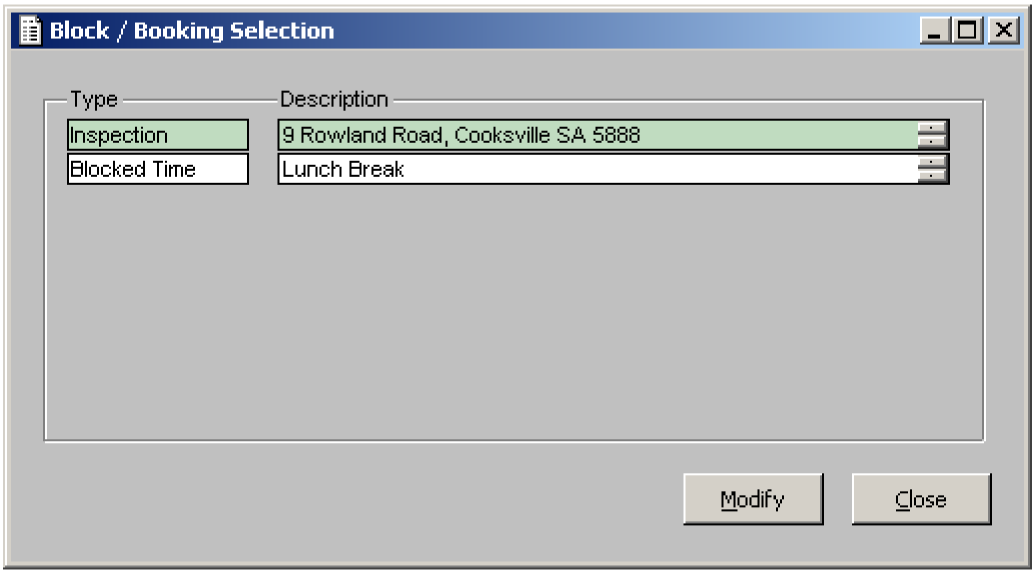
Blocked Time
The Blocked Time field displays the colour that is used to display Blocked Time within the User Timeslots.

Booked Time
The Booked Time field displays the colour that is used to display Booked Time within the User Timeslots.

Block
The Block Option button allows the creation of blocks of time to be defined for one or more users. Selecting this Option displays the Block Addition Maintenance Form.

Block / Booking Selection Form

The Block / Booking Selection form is displayed when the Modify Button has been selected and there is an overlap of bookings for the timeslot. The form displays the Inspections and Blocks linked to the selected timeslot. Records listed have a type of either Inspection or Booking. Clicking Modify for an Inspection will display the Inspection Maintenance form for that Inspection. Clicking Modify for a Block will display the Block maintenance form for that timeslot.



Block / Booking Selection Form

Type / Description

The Block / Booking Selection form is displayed when the Modify Button has been selected and there is an overlap of bookings for the timeslot.

The form displays the Inspections and Blocks linked to the selected timeslot. Records listed have a type of either Inspection or Booking. Clicking Modify for an Inspection will display the Inspection Maintenance form for that Inspection. Clicking Modify for a Block will display the Block maintenance form for that timeslot.

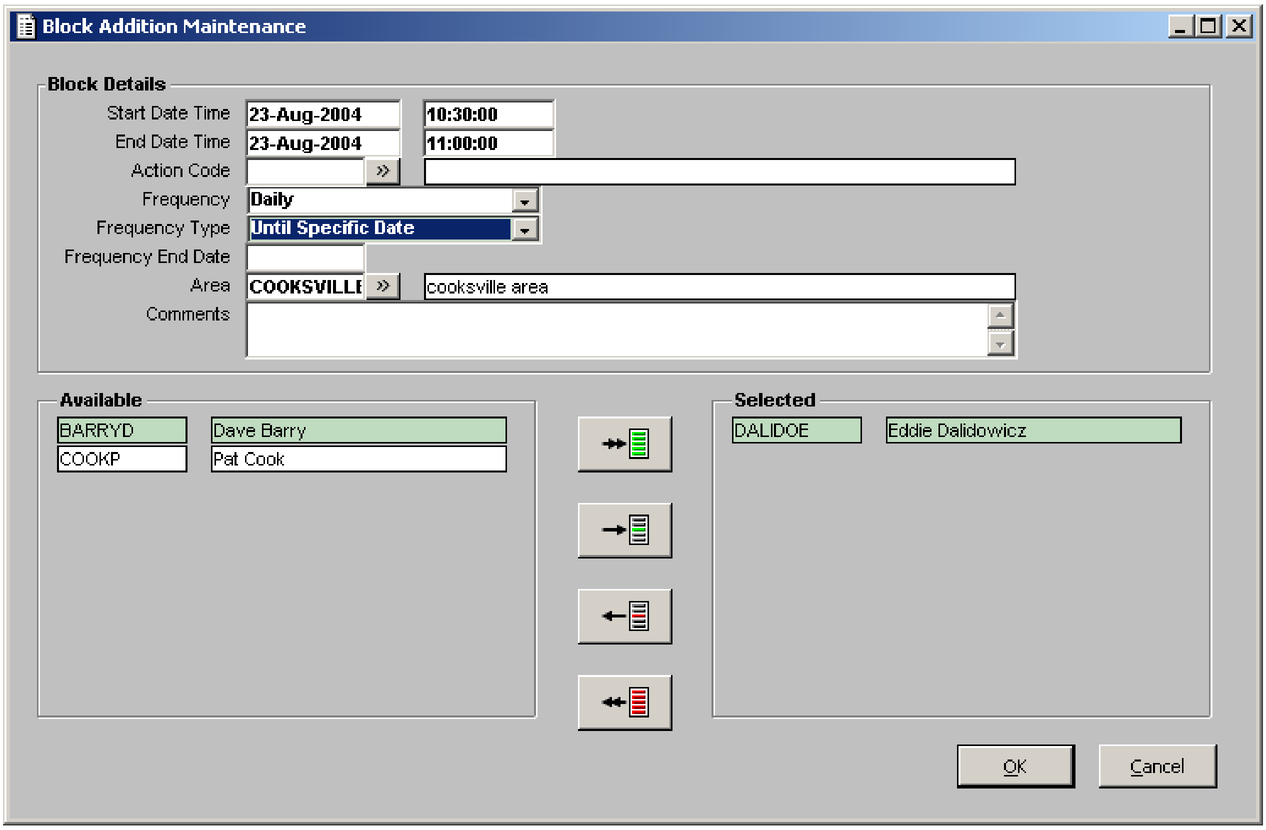
To see further details of an Inspection or Block the Scroll Bars in the Description field can be used to scroll down through the detail.

Block Addition Maintenance Form

The Block Addition Maintenance form allows entry of blocks of time to be defined for one or more Users to indicate that they are not available for Inspection Scheduling at that time. Information such as Frequency, start and end dates/times, comments are able to be entered and updated against the Users nominated.

Once the Users have been selected and the Ok option taken the system creates one Block record for each User selected. If the Start and End Dates go across more than one day individual Block records are created for each day covered by that Block for each User. Once created there are no links between the Blocks for the Users selected. To modify or delete the Blocked Time requires each User’s Schedule to be maintained individually.

Additionally, when updating the Time Block a check is made for existing Inspection Bookings and Time Blocks for each user selected. If a conflict occurs an error message is displayed and the Blocks will not be stored. To resolve this conflict the User will need to change the User’s schedule or remove them from the list. Note that the checking does not look for future conflicts between a new permanent daily/weekly/fortnightly/monthly block only for the first day of the block.



Block Addition Maintenance Form

Block Details – Start Date Time

Upon entry to this form the Start Date Time fields are defaulted to the values of the User Timeslot field that the cursor was positioned on when the Block Option button was selected on the Inspections Schedule Maintenance form.

This information can be changed if required by keying in the required Start Date Time or using the Calendar Function to find the correct date.

The Start Date Time fields represent the date and time to start the time Block.

Block Details – End Date Time

Upon entry to this form the End Date Time fields are defaulted to the values of the User Timeslot field that is immediately following the Timeslot field that the cursor was positioned on when the Block Option button was selected on the Inspections Schedule Maintenance form.

This information can be changed if required by keying in the required End Date Time or using the Calendar Function to find the required date.

The End Date Time fields represent the date and time to end the time Block.

Block Details – Action Code

If an Action Code and its Description are required to be associated to the Block of Time then it can be entered into this field. If the Action Code is not known then the Pop Up can be used to display a list of available Action Codes to select from.

The Action Description is displayed in the first Timeslot associated to the Time Block for the User. If no Action is entered then the Comments will be shown in the Timeslot.

As the Action Code is not a mandatory field, the field can be left blank.

Block Details – Frequency

The Frequency Option can be set to Daily, Monthly, Weekly, Fortnightly or One Off. The default value of ‘One Off’ is displayed upon first displaying this form.

All Frequency Options except 'One Off' can be used in conjunction with the Frequency Type field.

Block Details – Frequency Type

Upon first displaying this form the Frequency Type field is dimmed and not able to be maintained. This is due to the fact that the Frequency field is defaulted to 'One Off' and the Frequency Type is not available to be used in conjunction with the 'One Off' Frequency setting.

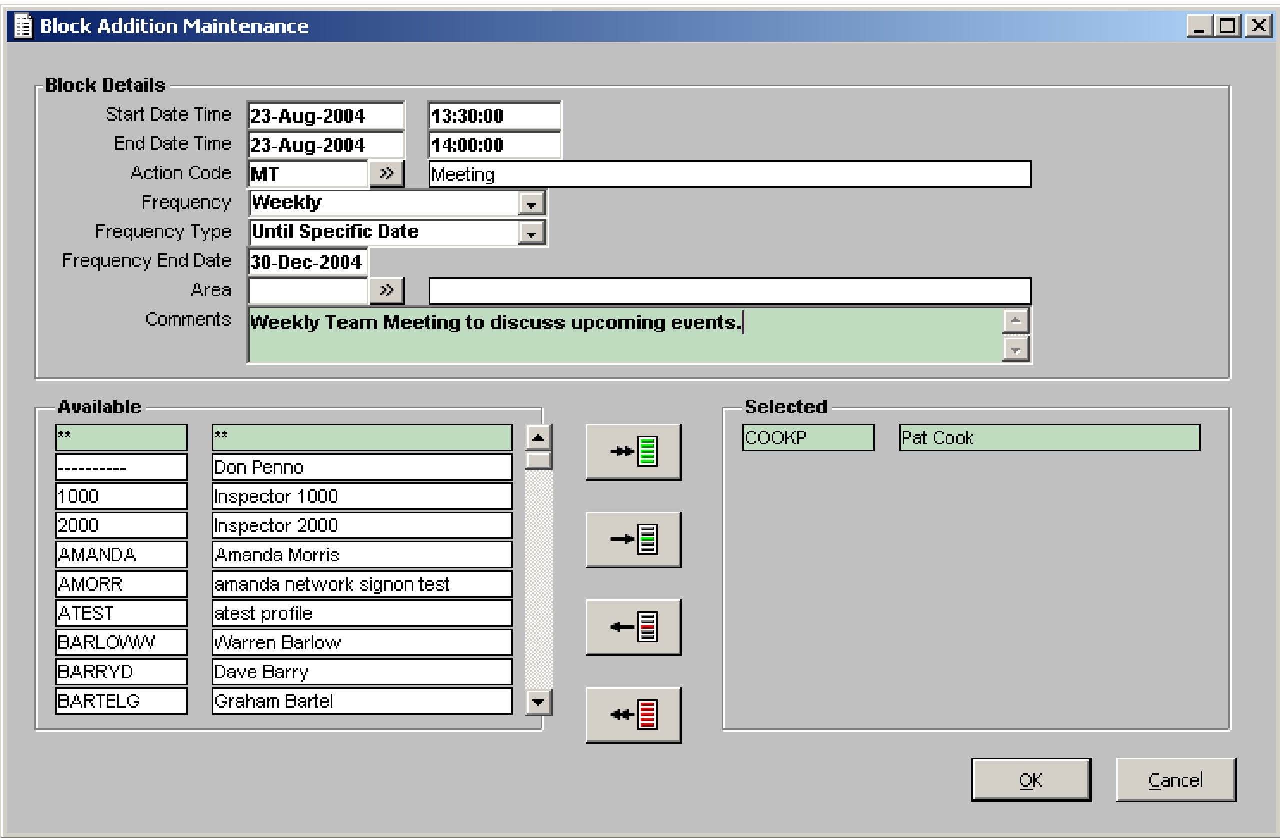
However once the Frequency has been changed to anything other than 'One Off' the Frequency Type field becomes available to the User.

When available for selection the Frequency Type can be set to either Permanent or to apply until a Specific Date. If the option of Specific Date is selected then the Frequency End Date field will be come available to enter in the Date that the Block record is to be set to.

Block Details – Frequency End Date

Upon first entering the Block Addition Maintenance form the Frequency End Date field is not displayed. This field is only displayed once the Frequency Type has been set to 'Until Specific Date'. The Frequency End Date field is used to define the Date that the Block of Time is to be scheduled up to.

For example if the Frequency was set to Weekly, the Frequency Type to 'Until Specific Date' then the Frequency End Date could be set to a day several months on. Looking at the setting below a Weekly Meeting from 13:30 to 14:00 each Monday would be scheduled against Pat Cook until the last Monday in December 2004.



Block Details – Area

The Area can be used to limit the number of Users displayed to select from. Upon selecting an Area the Available Users will display only those Users associated to the Area nominated. As the Area is associated to an Inspection Identifier the Identifier will need to be selected before selecting the required Area.

The Area is not a mandatory field and therefore can be left blank if not required.

Block Details – Comments

Comments can be added to the Block of Time to give further information to those who have been nominated to have the Block Time scheduled.

This is not a mandatory field and therefore can be left blank if no further information is required to be entered.

Available
The Available list shows the Users who are available for selection in the Block Time scheduling of this event.

Using the Select Button the required Users are to be moved to the Selected List to be included in the scheduling.

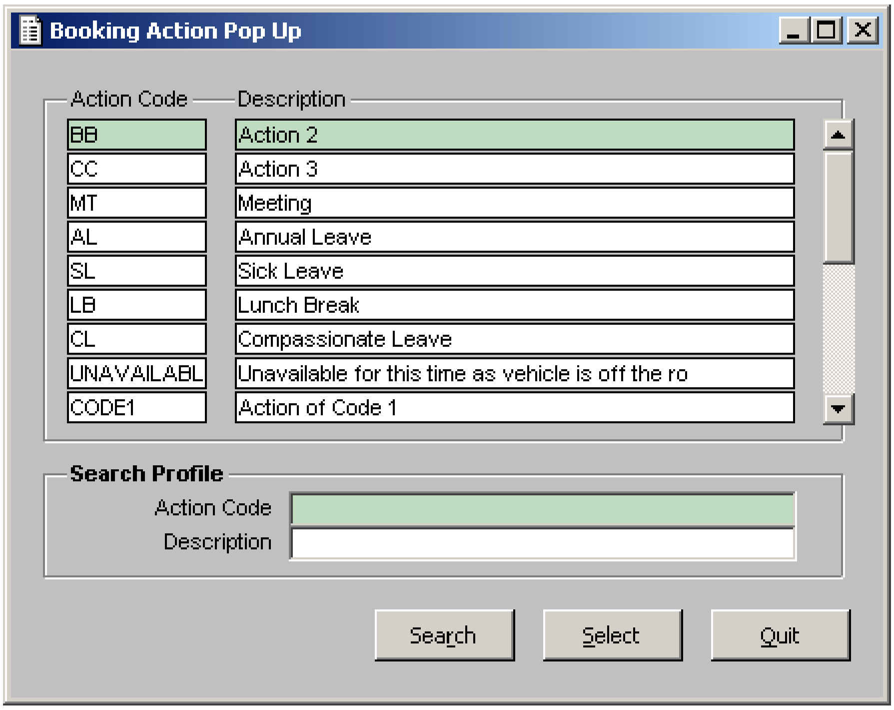
Selected
The Selected list shows the Users who have been selected to be included in the Block Time scheduling of this event.

Using the Remove Button any Users not required to be included can be moved back to the Available List.

Booking Action Pop Up Form

The Booking Action Pop Up form is displayed when the Pop has been selected.

The selected Action is then updated against the Booking.



Booking Action Pop Up Form

Action Code / Description
The available Action Codes are displayed for the User to select the required Action Code for the Booking.

Search Profile – Action Code
If the Action Code required is not shown then the User is able to Search for the required Action Code using the Search Profile. The User needs to enter in the required Code, or part thereof, and search. This will then display thoses Action meeting the criteria enabling the User to select the required Action.

Search Profile – Action Description
If the Action Description required is not shown then the User is able to Search for the required Action Description using the Search Profile. The User needs to enter in the required Description, or part thereof,

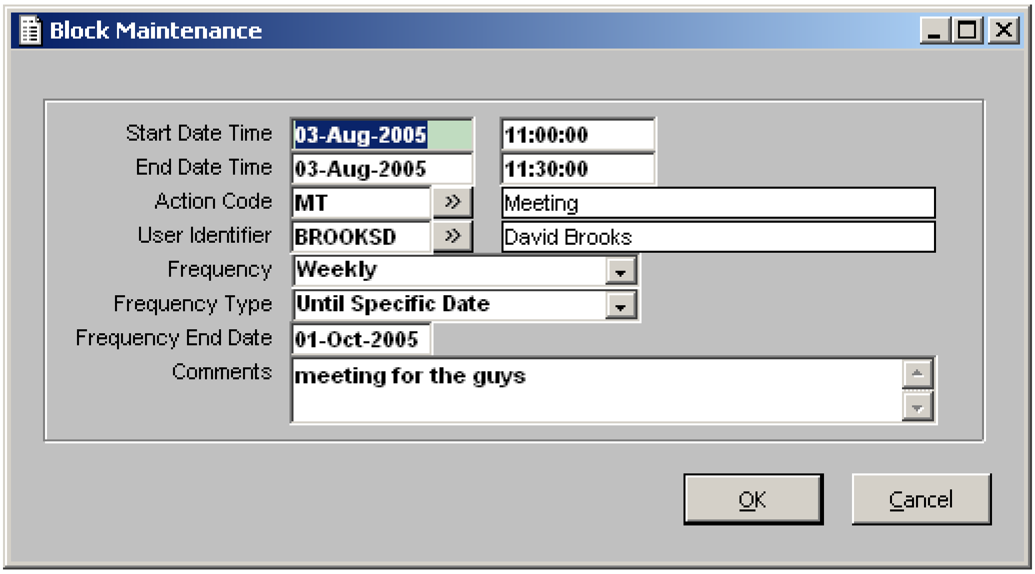
and search. This will then display those Actions meeting the criteria enabling the User to select the required Action.

Block Maintenance Form

The Block Maintenance form displays information relating to the Blocked Time.

The information shown relates to that which was entered when the Block Time was added.

NOTE: Changing this information will only change for the User Identifier that the Block Time is for. It will not update any other Users that may have been included on the original ADD of the Block time.



Block Maintenance Form

Start Date Time

Upon entry to this form the Start Date Time fields are defaulted to the values of the User Timeslot field that the cursor was positioned on when the User double clicked on the Timeslot on the Inspections Schedule Maintenance form.

This information can be changed if required by keying in the required Start Date Time or using the Calendar Function to find the correct date.

The Start Date Time fields represent the date and time of the time Block.

End Date Time

The End Date Time fields represent the date and time to end the time Block.

This information can be changed if required by keying in the required End Date Time or using the Calendar Function to find the required date.

Action Code

The Action Code and its Description is displayed in the first Timeslot associated to the Time Block for the User. If no Action is entered then the Comments will be shown in the Timeslot.

As the Action Code is not a mandatory field, the field can be left blank.

User Identifier

The User ID and Name that the Blocked Time is for is shown in these fields. If the User is required to be changed then the new User Id can be entered or the Pop Up used to display a list of Users to select from.

Changing the User will remove the Block Entry from the original User and update the new User with the occurrences of the Block Time.

Frequency

This field displays the Frequency that was nominated when the Block Time was created. The Frequency Option can be set to Daily, Monthly, Weekly, Fortnightly or One Off.

All Frequency Options except ‘One Off’ can be used in conjunction with the Frequency Type field.

Frequency Type

The Frequency Type used in conjunction with the Frequency is shown in this field.

When available for selection the Frequency Type can be set to either Permanent or to apply until a Specific Date. If the option of Specific Date is selected then the Frequency End Date field will is used to enter in the Date that the Block record is to be set to.

Frequency End Date

The Frequency End Date field is used to define the Date that the Block of Time is to be scheduled up to.

For example if the Frequency was set to Weekly, the Frequency Type to ‘Until Specific Date’ then the Frequency End Date could be set to a day several months on.

Comments

Comments added to the Block of Time give further information to those who have been nominated to have the Block Time scheduled.

This is not a mandatory field and therefore can be left blank if no further information is required to be entered.

Inspection Maintenance Via a Module

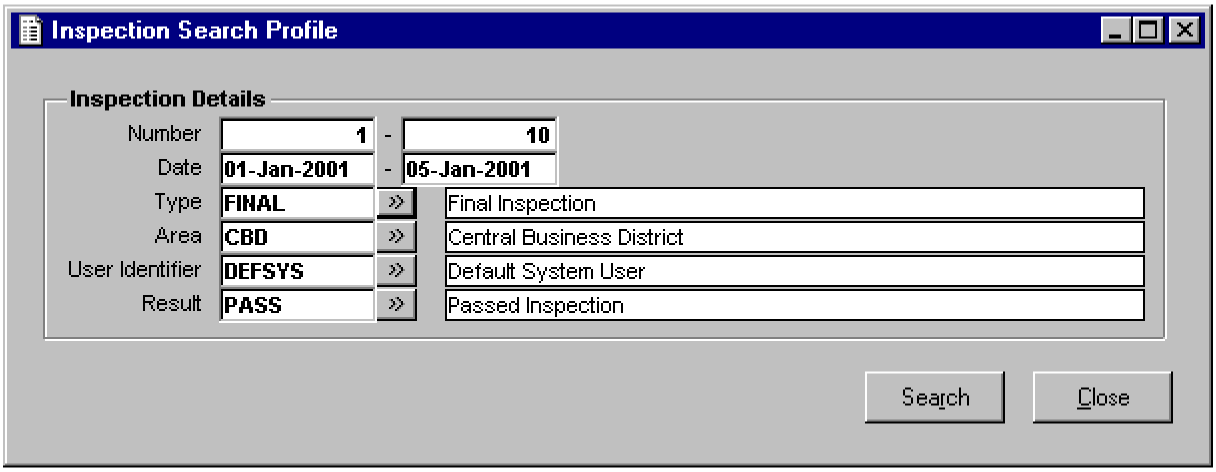
The Inspection Maintenance/Enquiry options allow the User to maintain existing Inspections or add new Inspections were required. The Enquiry Option allows a User to view the information relating to an Inspection but the User cannot change any information being displayed.

Inspection Search Profile Form

On entry to a Module's Search Profile form (with the exception of Trade Waste) the Inspections button becomes available (depending on the User's security). Selecting the Inspections button displays the Inspections Search Profile Form.

This form allows the User to enter a search profile on which to base a search. Advanced Search Profile Techniques may be used on this form. For more information on Advanced Search Profile Techniques please refer to the How to Use User Guide.

The Inspection Search Profile Form is used to enter specific criteria to allow a previously lodged Inspection to be displayed. If all Inspections are required, clicking on the Search button will then display all Inspections relating to the selected Module. One or more of these may then be selected for modification or Enquiry.



Inspection Search Profile Form

Number
As each Inspection is lodged, it can be allocated a number in a Numbering Scheme has been set up. These fields can be used to enter the Number Range required for modification or enquiry.

Entering a number in the first field and tabbing to the next field will default the number entered in the first field into the second field. This will result in a direct search.

However if a range of Inspections are required then the following example explains how this is done;

Entering 6 in the first field and 10 in the second field will result in all Inspections within the number range entered inclusive of the entered numbers.

Entering 6 in the first field and deleting the defaulted number in the second field will return Inspection 6 and greater.

Date
These fields allow entry of the date an Inspection is scheduled for. Keying in a date range, will make the search more accurate.

Entering a date in the first field and entering the same date in the next field will result in all Inspections scheduled on the entered date and meeting any other search criteria entered being displayed.

However if a range of Inspections are required then the following example explains how this is done;

Entering a date in the first field and a different date in the second field will result in all Inspections schedule within the date range entered inclusive of the entered dates and meeting any other search criteria to be displayed.

Type

Each Inspection has a predefined Type. An Inspection Type can be keyed into this field, or the Pop Up Button clicked to choose from the Inspection Types Pop Up Form.

Area

Enter an Area if known. The Pop Up button can be used to display the Inspection Areas available for selection and the required Inspection Area can be selected.

User Identifier

Enter a User Identifier if known. The Pop Up button can be used to display the User Identifiers available for selection and the required User Identifier can be selected.

Result

Enter a Result if known. The Pop Up button can be used to display the Inspection Results available for selection and the required Inspection Result can be selected.

Inspection Selection Form via Inspection Search Profile Form

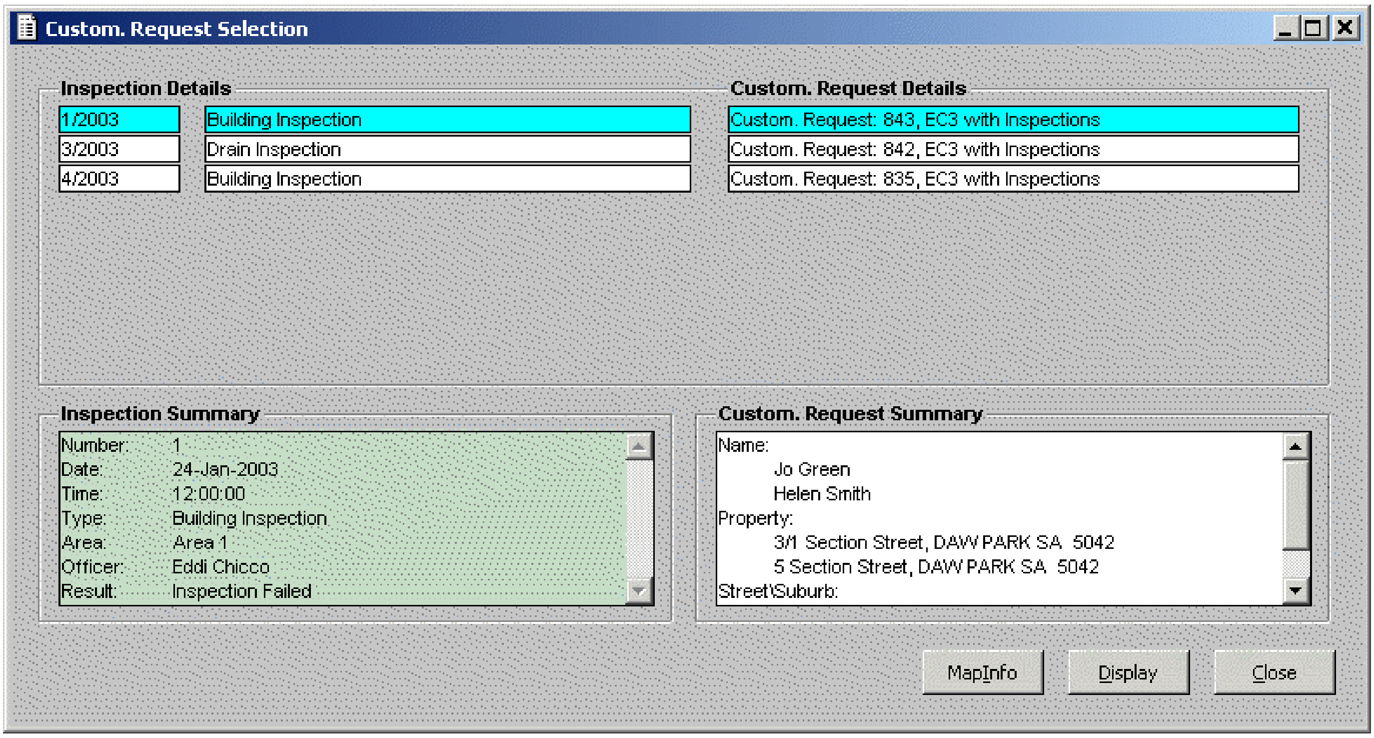
The Inspection Selection Form gives details of the Inspections that have met the particular criteria selected in the Search Profile. The Inspections may then be selected and modified.

This form is a multi-select type form. Users may wish to select only one Inspection or Multiple Inspections. Once the selection is made and the Modify button is chosen, Users will be presented with the Summary Form showing details of the Inspections and the module record that the Inspection is associated with. When multiple Inspections have been selected the standard Pathway radio buttons will be displayed at the bottom of the first Summary or Maintenance form presented and will allow the movement back and forth between the Module Records selected.

This form is a ‘Combined’ Selection form which displays when the Inspections Search Options button is selected in a Customer Service search. It displays the items from the related Module (Inspections) on the left and the matching Customer Service Requests on the right of the form.

Any actions taken will apply to the right hand items (in this case, Customer Requests). The Modify button, and in Select Mode the Select Button, will process the highlighted Requests.

The results displayed on this form are filtered by any Search criteria specified on the Request Search Profile and the Registers Search profile. In other words, the Register entries retrieved are those that are linked to Requests which satisfy the Request Search criteria.



Inspection Selection Form

Inspection Details

These fields display the Inspection Number and the Inspection Type Description.

Details

This field displays the Module Details. For example the Customer Request Number and the Request Type Code would display in this field.

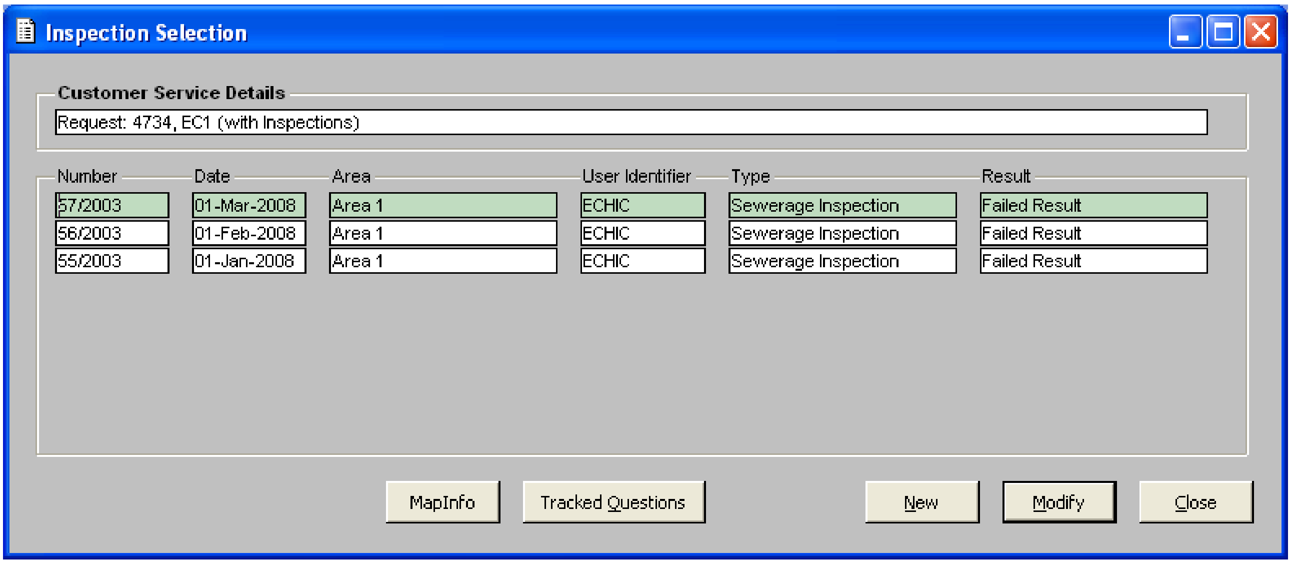
Summary

The summary information displays information on the left-hand side relating to the Inspection itself, whilst the right hand side displays information relating to the Module record that has focus.

The summary fields can be zoomed, by double clicking in each field.

Inspection Selection Form via Summary Form

Where Inspection records exist on a Module, when the User selects the Inspection Option from the Summary or Maintenance form, they will be presented with the Inspection Selection Form. This form displays the Inspections that have already been added to the Module record. If there are no Inspections associated to the Module Record then this form is not displayed and the User will be taken straight into the Inspection Maintenance Form.



Inspection Selection Form via Summary Form

Module Details

This field displays the Module information that is currently being accessed. This field is display only and cannot be maintained.

Number

This field displays the Number of the Inspection. This field is display only and cannot be maintained.

Date

This field displays the Schedule Date of the Inspection. This field is display only and cannot be maintained.

Area

This field displays the Area of the Inspection. This field is display only and cannot be maintained.

User Identifier

This field displays the User Identifier of the Inspection. This field is display only and cannot be maintained.

Type

This field displays the Inspection Type Description of the Inspection. This field is display only and cannot be maintained.

Result

This field displays the Result Description of the Inspection if a Result has been applied to the Inspection. This field is display only and cannot be maintained.

Tracked Questions

When pressed, this button will display the 'Inspection Tracked Question Enquiry' form. See further details in Tracked Questions.

Note: This button will only be available if the Authorised Function 'Inspections Questionnaire and Document Enhancement' is active.

Inspection Maintenance Form

Please note that this is a Secured Function within Pathway and therefore may not be available of use by your site.

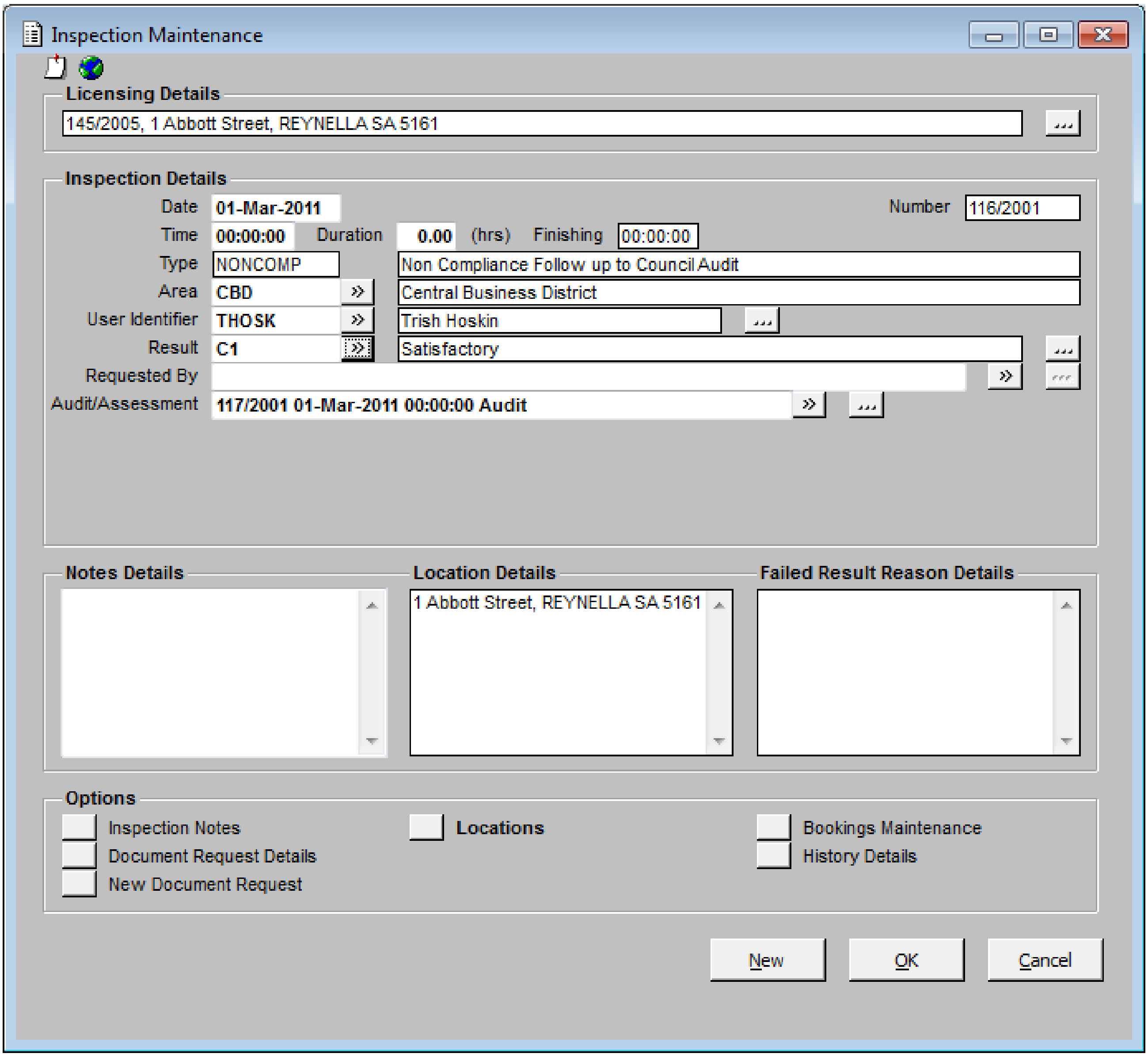
The Inspection Maintenance allows the User to update or maintain information regarding the Inspection. Notes, Results, Documentation and schedule Times are defined on this form. If using the Specific Scheduling function then the Double Booking feature can be set up and controlled through the maintaining of this form for the Inspection.

If security has been set up for the User they are able to select the New Button from this form to create another new Inspection for the module record.

Additionally if the User has been given the authority to override Double Bookings they will be able to Schedule the Inspection to occur at the same time as another Inspection being conducted by the same Inspector.

Where an Inspection Type has been defined as Pre-pay, this will appear on the top right hand side of the Form in Bold. If the User has been given authority to override the Pre-payment of Inspection Fees they will be able to Schedule the Inspection to occur.

Upon entering a new Inspection or reviewing one where the Notes have not been entered the User is able to key directly into the Notes Detail section of the Inspection Maintenance form. Once Notes have been entered then it will be necessary for the User to select the Notes Option button to review, change or add information.

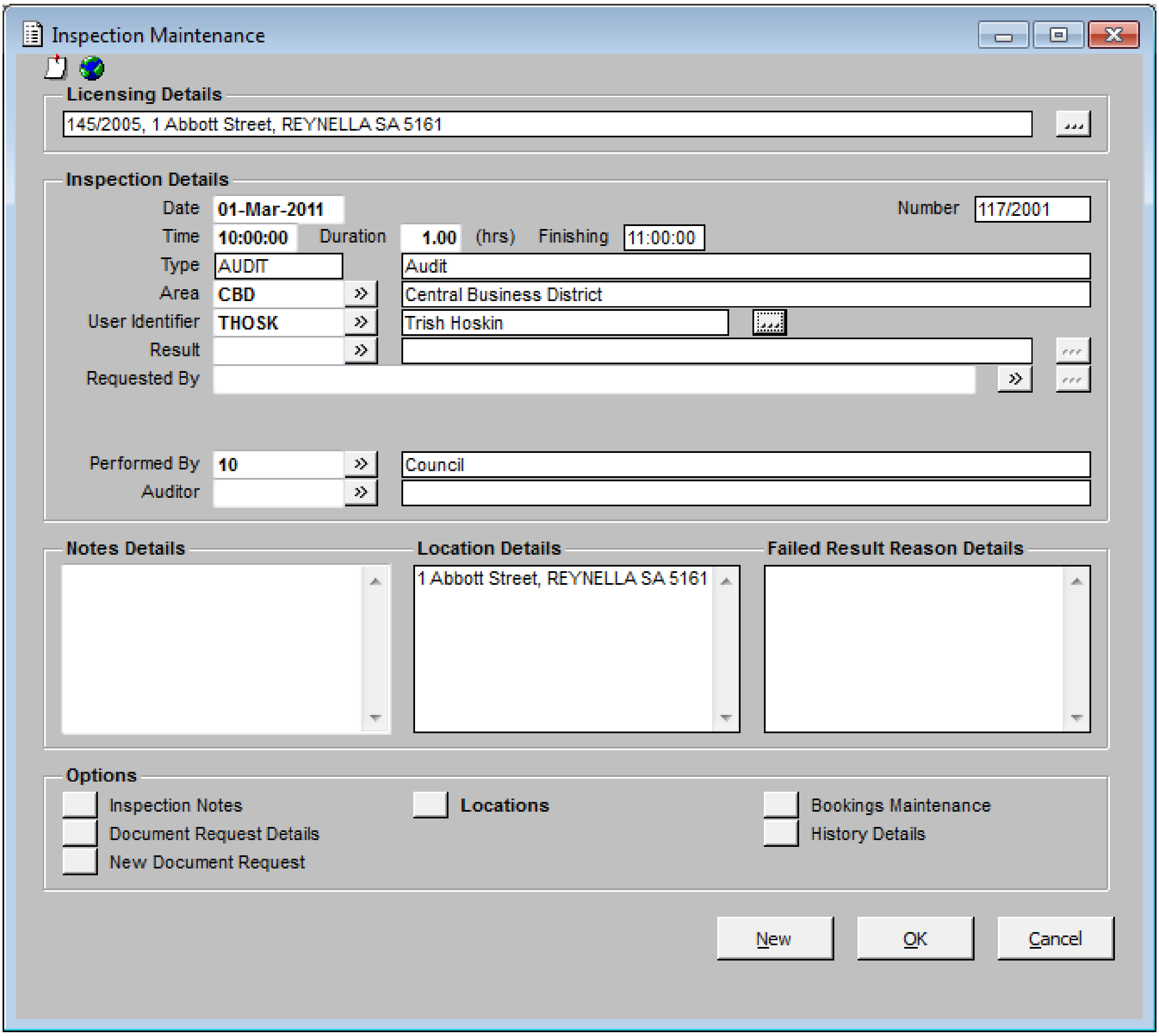


Inspection Maintenance Form

The Inspections Maintenance form has had additional fields of information added dependant on the type of Inspection selected.

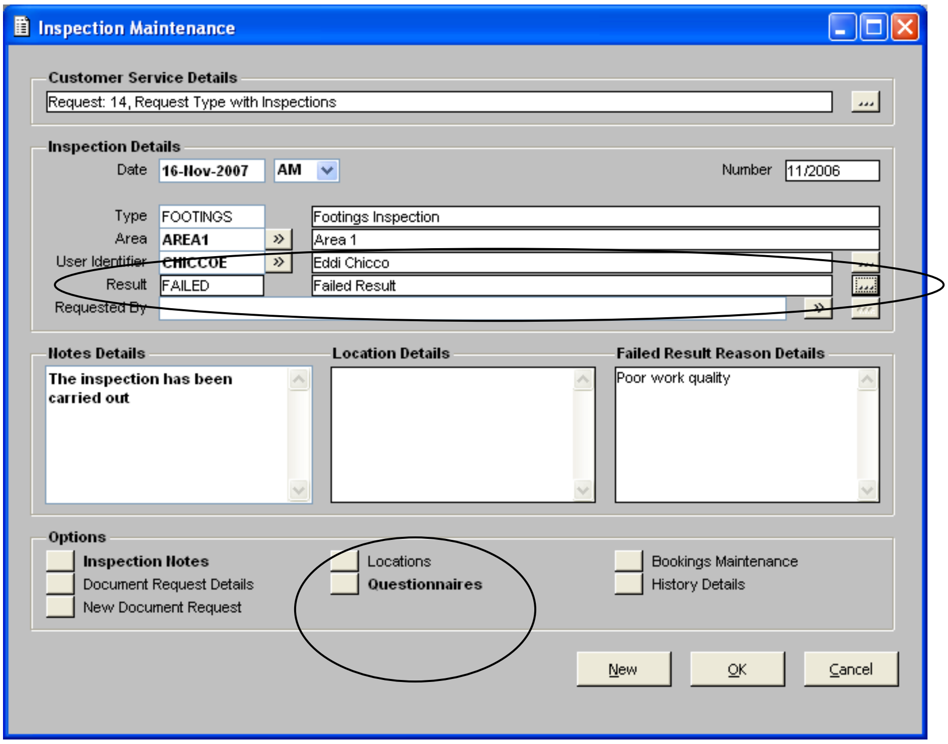
Based on parameter settings for the Inspection, either the Audit/ Assessment field or the Enforcement fields will become maintainable.

Where an Inspection has been performed that was based on a previous Inspection – Audit/Assessment, users will be required to link the particular Inspection that required the Audit to occur. The screen above shows the linked Inspection.



Updating Result and Failed Result Reasons for an actual Inspection via the answer to a Question

The information on this form will be refreshed after processing for the [Questionnaires] button has been completed. This is so that the 'Result' field (and it's popup; and the […] detail button for Failed Result Reasons) can reflect any change resulting from answering an 'Inspection Result' question within one of the Questionnaires.



Module Details

This field displays the information pertaining to the Module Record that the Inspection has been added to. A detail button at the end of the field allows Users to access the Module Record in Maintenance Mode.

Inspection Details – Pre-Payment Inspection Type

When an Inspection Type that is a Pre-Pay Inspection is entered then the Pre-Payment Inspection Type heading is displayed on the Inspection so that the User knows that the Fees associated to the Inspection are required to be paid prior to the Inspection being able to be scheduled to occur. If the User has been given the authority to override the Pre-Payment option they will be able to Schedule the Inspection to occur.

Inspection Details – Date

This field displays the date of the Inspection. Enter in the date if known or double click on the field to invoke the Calendar.

Inspection Details – AM/PM

This field displays when the Inspection Type is defined as using AM/PM times or Both rather than specific timings. This field defaults to AM upon entry to the Inspection when it is being added or has been created automatically via Application or Licensing Entry.

When using the AM or PM option the Double Booking and Duration functionality is not available.

If the Inspection Type is defined as ‘Both’ then the AM/PM dropdown has a blank option. This will then allow the entry of a specific time for the Inspection instead of either AM or PM.

Inspection Details – PDA Export Date

This field displays the Date that the Inspection was exported to a PDA. This field only displays when the Inspection has been exported and once the Inspection has been imported back into Inspections then this field no longer displays. This if for information purposes so that the User is aware that the Inspection may be updated via the PDA process.

Inspection Details – Load Fees

This field displays when there are Fees associated to the Inspection and they have not been added to the Application/Licence Fees. Once the Fees have been loaded then this no longer displays.

Inspection Details – Number

This field displays the Number of the Inspection. This Number will only be generated once selecting the OK Button has selected to create the record and there is a Numbering Scheme attached to the Inspection Type or Inspection Parameter.

Inspection Details – Time

This field displays the time of the Inspection. This field is only available when the Inspection Type has been defined as using Specific as opposed to AM/PM. When the Time is entered into this field the Duration (if entered) is then added to the time entered and the end time field is updated with the End Time.

Inspection Details – Duration

If a default Duration has been defined against the Inspection Type in the Parameters then it is displayed in this field. This value can be overridden if required. This field is expressed in Hours. The Duration Field is used in conjunction with the Time Field to calculate out the Finishing Time. When using the Time/Duration/Finish Time fields the Double Booking feature can be used.

The duration is shown in 10ths of an Hour. Therefore entry of '1.20' is accepted but the entry of '1.35' would not. The exception to this is when a quarter or three quarters entry is required then the system will allow a Duration of '0.25' and '0.75'. All other entries are only to the one decimal place.

For example entering '4' would display as 4.0 hours and entering '.5' will display as 0.5. Entry of '1.35' would change to '1.30'. Entry of '0.25' or '0.75' would be accepted.

Inspection Details – Finishing

The Finishing Time is calculated out using the Time and Duration Fields. This field is not input capable as it is automatically calculated. This field is expressed in the 24 hour clock. When using the Time/Duration/Finish Time fields the Double Booking feature can be used.

Inspection Details – Date Extracted

The Date Extracted field is only displayed when the Inspection is a Licensing Inspection and is defined as being included in the Food Safety Information extract. This is defined on the Inspection Type within the Licensing Parameters, Inspection Parameters. This field displays the date that the Inspection was included in the FSI Extract process.

The Food Safety Information is a Secured Function and therefore may not be available for your site to use.

Inspection Details – Type

This field displays the Inspection Type. Enter in a Type if known, or use the Pop Up button to select a predefined Type from the Inspection Types Pop Up form.

Inspection Details – Area

This field displays the Area assigned to the Inspection. Enter in an Area if known, or use the Pop Up button to select a predefined Area from the Inspection Areas Pop Up form.

If Street/Suburbs have been setup against an Area within the Inspection Area Parameters, then when the Inspection Record is being entered, and there is a location associated to the Module Record, the Area and User Identifier can be automatically loaded based on the Area that the Location's Street/Suburb is assigned to within the parameters.

Inspection Details – User Identifier

This field displays the Inspector to be assigned or has been assigned to this particular Inspection. Enter in a User Identifier if known, or use the Pop Up button to select a predefined User Identifier from the User Pop Up form.

If Street/Suburbs have been setup against an Area within the Inspection Area Parameters, then when the Inspection Record is being entered, and there is a location associated to the Module Record, the Area and User Identifier can be automatically loaded based on the Area that the Location's Street/Suburb is assigned to within the parameters.

A Detail Button is displayed against the User Identifier. Selecting this Detail button will display the Inspector Booking Times Enquiry Form. This will allow the User to view the Booking Times for the Inspector nominated in the User Identifier for the Date of the Inspection that is currently being viewed. This allows the

User to then see when the Inspection can be scheduled if the Double Booking feature is active for this Inspection Type.

Inspection Details – Result

This field displays the Result of the Inspection. Enter in the Result Code if known, or use the Pop Up button to select a predefined Result from the Inspection Results Pop Up form.

If a document has been assigned to the Result Code within the Inspection Parameters then it will automatically be set as a Document Request for the Inspection. This document can then be printed via the Inspection Letter Batch Print menu available within each Module.

Once a Document assigned to the Result has been requested, it is not possible for the Result Code to be changed on the Inspection.

Once a Result has been entered against the Inspection then a Detail button is available at the end of the Result line. Selecting this Detail Button will display the Failed Result Reason Code Maintenance Form. This is where Failed Result Reasons can be added to the Result / Inspection.

NOTE: Where there are Fees assigned to the Inspection Type the User will be prompted to respond to a question at the auto creation time as to whether the Fees are to be loaded or not. This message is only displayed when an Inspection is Completed via Inspection Maintenance.

NOTE When an Inspection is selected, the processing determines whether or not the 'Result' for the Inspection can be changed

i.e. It can only be changed if all the following items are true for the selected Inspection:-

- there are no Failed Result Reasons
- there are no Letters
- there are no Notices
- there are no Property Conditions

This 'ability to change the Result for the Inspection' will also be used to control whether or not the Answer to a Question with 'Answer Type of 'Inspection Result' will actually be used to change the Result for the Inspection

Inspection Details - Requested By

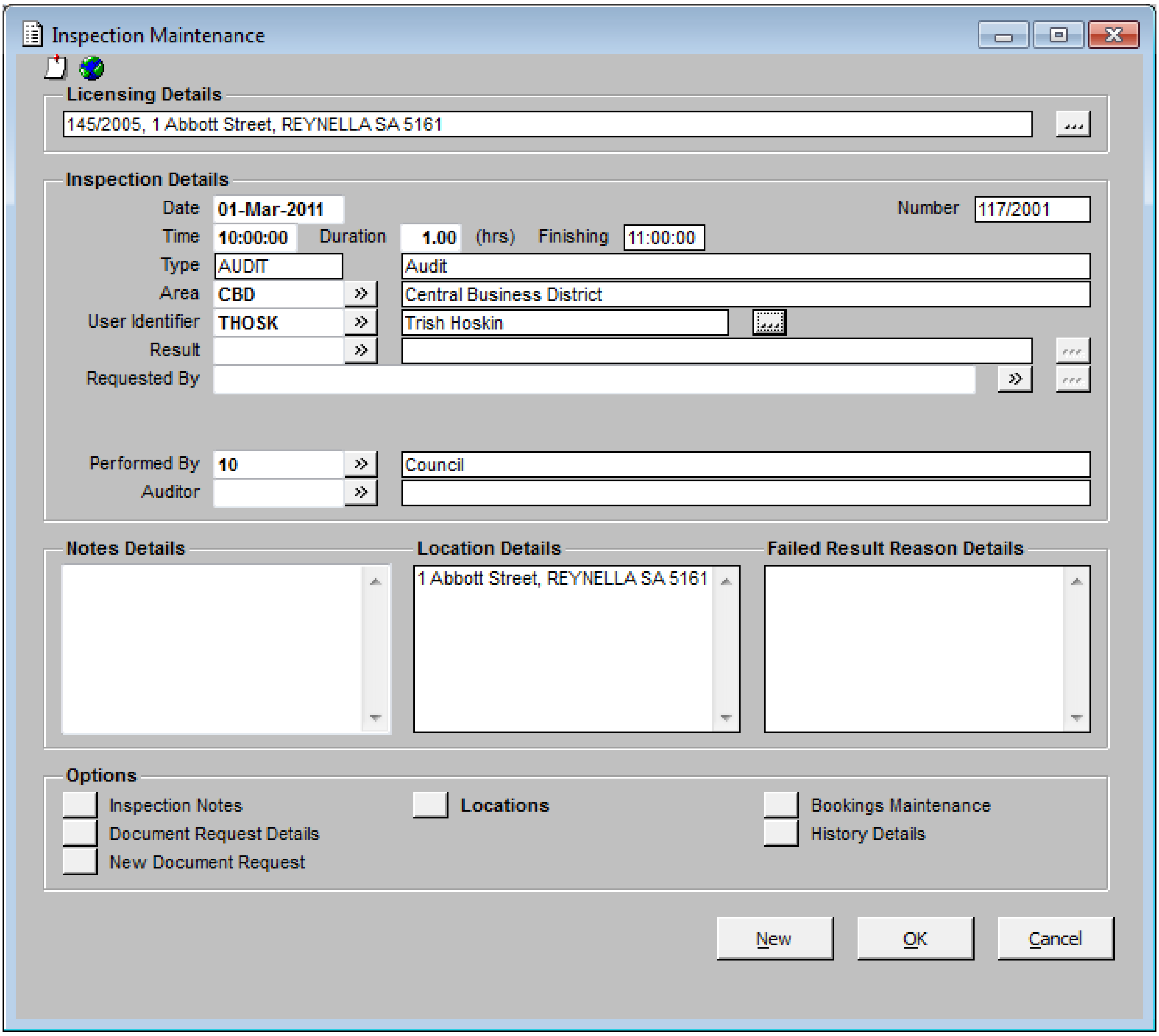
This field displays the Name of the person who requested the Inspection – eg. an owner, builder etc. Enter in a Name if known, or use the Pop Up button to search for a Name using the Requestor – Search Profile Form.

The Detail Button shown against the Requested By field allows the User to display the Personal Name Maintenance Form for the Name that has been entered.

Inspection Details – Audit Assessment

Based on parameter settings for the inspection, either the Audit/ Assessment field or the Enforcement fields will become maintainable.

Where an inspection has been performed that was based on a previous Inspection – Audit/Assessment, users will be required to link the particular Inspection that required the Audit to occur.



Notes Details

This field displays the Notes Details. The field can be zoomed by double clicking in the field or using the Options Inspection Notes Button to modify a Note. When an Inspection is first entered the Default Notes Template is shown. This can be overridden by the User if another Notes Template is required to be used.

When entering in a new Inspection it is possible for the User to focus in this field and enter directly into the Notes without having to select the Inspection Notes Option button.

Location Details

This field displays the Location Details. The field can be zoomed by double clicking in the field or using the Options Locations Button to modify a Location. When an Inspection is entered the Location is automatically assigned to the Inspection. For an Application or Licence this is the Location of the Application or Licence. For Customer Service this is the Location that has been assigned to the Customer Request (the property link etc) and for Property is it the Property Address.

Failed Result Reason Details

This field displays the Failed Result Reason details for the Result that has been entered on the Inspection. The Failed Result Reason information will only appear if a Failed Result Reason has been entered for the Inspection Result. The field can be zoomed by double clicking in the field or using the Detail Button along side the Result Field.

Options – Inspection Notes

Selecting the Inspection Notes Button displays the Notes Maintenance Form. When a new Inspection is entered this defaults to the Default Notes Template that has been nominated within the Inspection Parameters. This can be changed to another Template by the User. When the Inspection is loaded via the Lodgement process of Applications and Licensing then the Default Note is also automatically assigned to the Inspection when it is created.

Options – Locations

Selecting the Locations Button displays the Inspections Location Maintenance Form. This Option is not available within the Property Module.

Options – Bookings Maintenance

Selecting the Bookings Maintenance the Inspection Schedule Maintenance form is displayed. This displays any previous bookings for the User or the Area. To update the Inspection with a certain Date / Time / User double clicking in the User Timeslot required will return the User to this form with the information populated in the Date / Time / User Identifier / Area fields.

Options – Document Request Details

Selecting the Document Request Details Button displays the Letter Selection Form. This Button will be Bolded when Documents have been requested.

Note: Previously, a Customer Service Inspection document could not be generated if there was no name linked to the related Customer Service Request. This has now been corrected so that a Customer Service Inspection document can be generated regardless of the name linkage.

Options – Questionnaires

Selecting the Questionnaires Option displays information regarding Questionnaires that have been set up for the Inspection. The Questionnaires Option only displays when Questionnaires have been assigned to the Inspection Type. If these Questionnaires have been flagged as Mandatory within the Parameters then the User will be prompted to answer the Mandatory Questionnaire when a Result Code is entered on the Inspection and the OK option is taken.

The Questionnaires Option will become bolded once a Questionnaire has had a question answered.

The Inspection Maintenance form will be updated automatically after processing for the Questionnaires button has been completed if an Inspection Result question has been answered. The Result will be added to the Result field and any Failed Result Reason Details will be added to the form.

Options – New Document Request

Selecting the New Document Request Button displays the Inspections Request Maintenance Form and allows the User to nominate the Merge Type to be used to create a document request.

Note: Previously, a Customer Service Inspection document could not be generated if there was no name linked to the related Customer Service Request. This has now been corrected so that a Customer Service Inspection document can be generated regardless of the name linkage.

Options – History Details

The History Details option provides details of who entered the Inspection record, the person that entered the Inspection Result into the system and the date that the Inspection result was entered.
This feature is also applied when Inspections are processed by "PDA Inspections Export/Import" Menu Option.

Video Buttons

The Video Buttons enable the sequential movement between multi selected records.

The Video Button field enables the entry of a numeric value within the sequence and then by tabbing out of the field the record is displayed.

For example if 5 records are selected and the User wants to access the third record type 3 into the field and tab out. This will then display Inspection record 3.

Inspection History Details

The History Details button, when accessed from the Inspection Maintennace form, displays the following form listing the various History records for the Inspection.

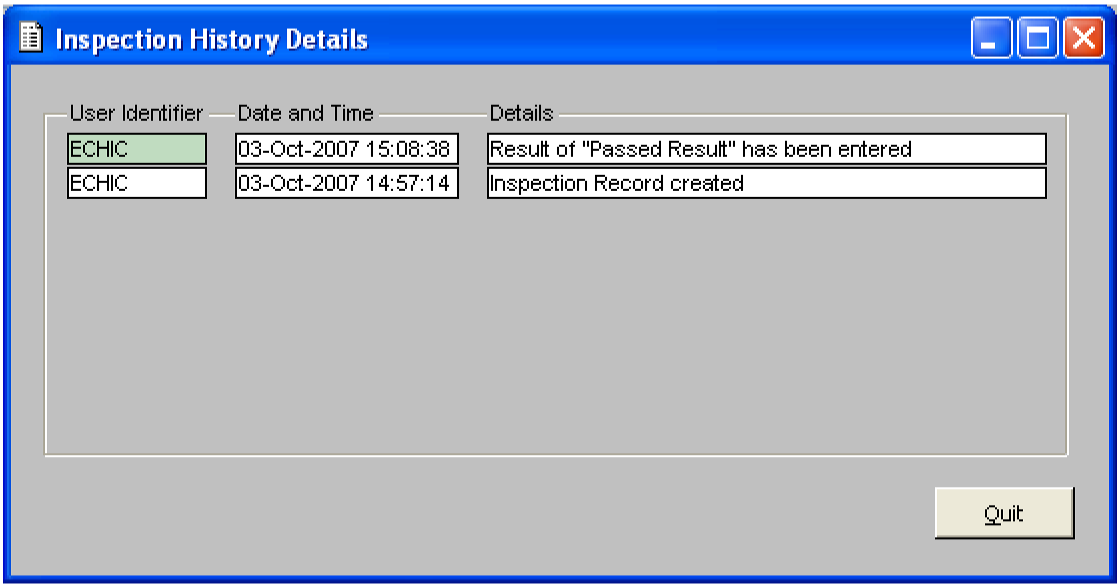
Manually Entered Inspections

- Once the OK button is selected on an Inspection record, the History Details are automatically defaulted in. These details will not be maintainable as this is the actual record of who created the record.
- When the Inspection record has an Inspection Result added or modified the History Details will automatically default in. However, where a Result is modified a separate record of modifications will be recorded in order to keep the history of these changes.

Automatically/System Generated Inspections

As inspections can be created automatically, either via the PDA functionality, or via parameter settings against the Inspection Types, the following will occur:

- Where the parameters are set to create a new Inspection as part of completing a previous one, the Userid of the person that completes the triggered Inspection will be added to the History Details fields. These details are not maintainable as they are actual records of who created the record.
- Where new Inspection records are created via the various Batch processes, the Userid of the person that creates the Inspection will be added to the History Details. These details are not maintainable as they are actual records of who created the record.



Inspection History Details

User Identifier

The Userid field displays the actual user who created the Inspection record (as opposed to the Inspector who may have to carry out the inspection). This field is not maintainable.

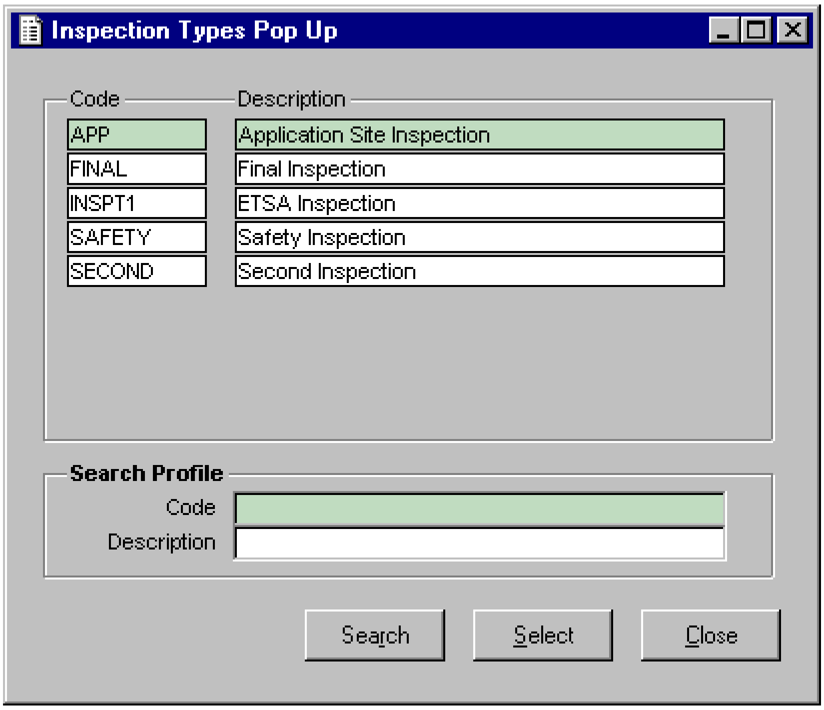
Date and Time

The Date and Time field displays the date and time that the actual record was created (as opposed to the Date and Time the Inspection is scheduled for). This field is not maintainable.

Details
The Details field displays the details of the record, e.g. ‘Inspection record created’ or ‘ Resault of ‘Passed Result’ has been entered’. This field is not maintainable.

Inspection Types Pop Up Form

The Inspection Types Pop Up form allows the User to select from a list of Predefined Inspection Types.



Inspection Types Pop Up Form

Code
This field lists the Code given to the Inspection Types.

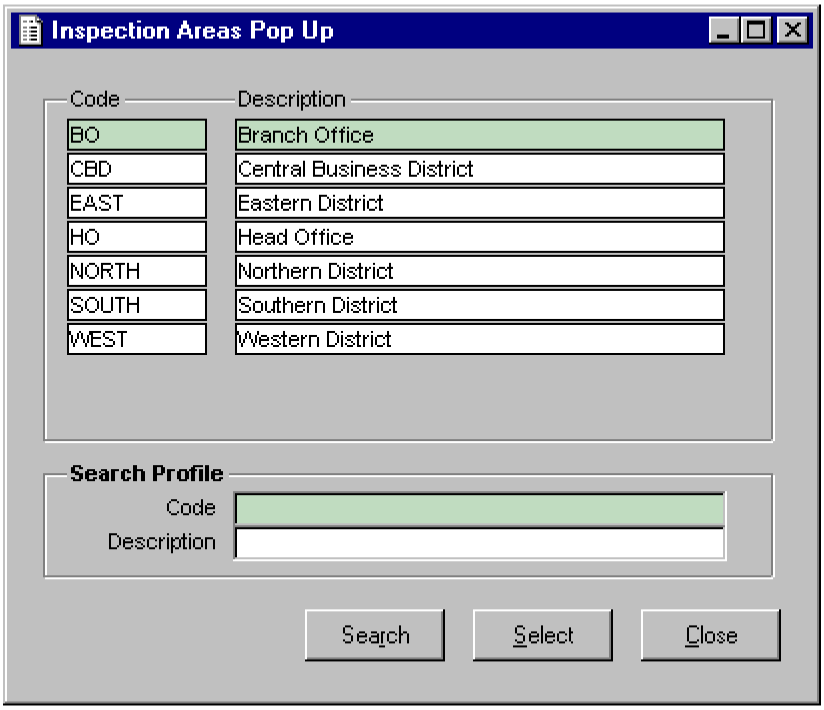
Description
This field details the full Description of the Inspection Types.

Search Profile – Code
This field allows the User to Search on a particular Inspection Type. The User may enter in a full or part Code, the select the Search Button to proceed with the Search.

Search Profile – Description
This field allows the User to Search on a particular Inspection Type. The User may enter in a full or part Description, the select the Search Button to proceed with the Search.

Inspection Areas Pop Up Form

The Inspection Areas Pop Up form allows the User to select from a list of Predefined Inspection Areas.



Inspection Areas Pop Up Form

Code
This field lists the Code given to the Inspection Areas.

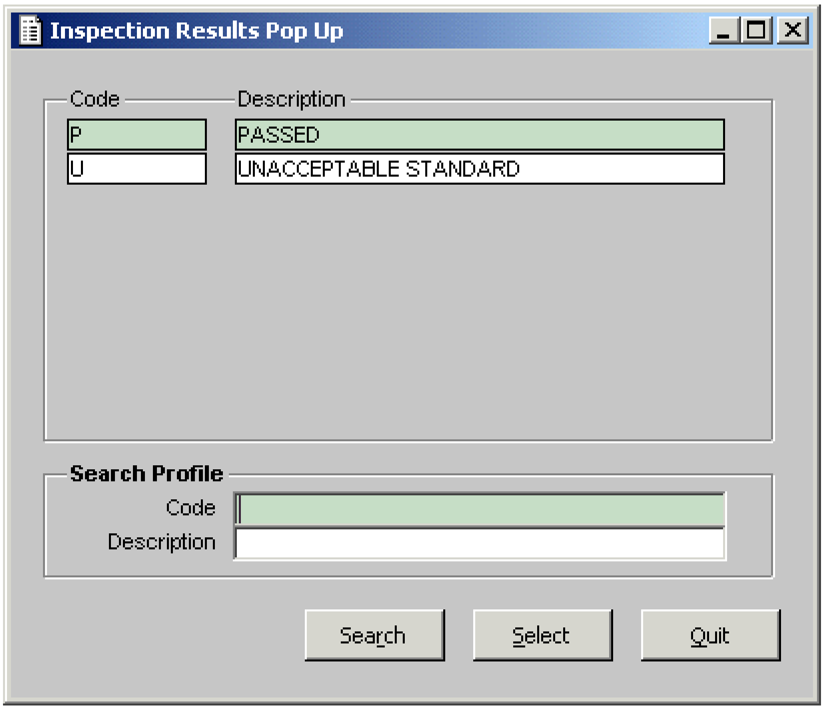
Description
This field details the full Description of the Inspection Areas.

Search Profile – Code
This field allows the User to Search on a particular Inspection Area. The User may enter in a full or part Code, the select the Search Button to proceed with the Search.

Search Profile – Description
This field allows the User to Search on a particular Inspection Area. The User may enter in a full or part Description, the select the Search Button to proceed with the Search.

Inspection Results Pop Up Form

The Inspection Results Pop Up form is displayed when the Pop Up button next to the Result Code field on the Inspection Maintenance form has been selected. The Pop Up displays a list of valid Result Codes for this Inspection Type that can be assigned to the Inspection being maintained.



Inspection Results Pop Up Form

Code
The available Result Code is displayed in this field. This information is display only and cannot be maintained.

Description
The available Result Description is displayed in this field. This information is display only and cannot be maintained.

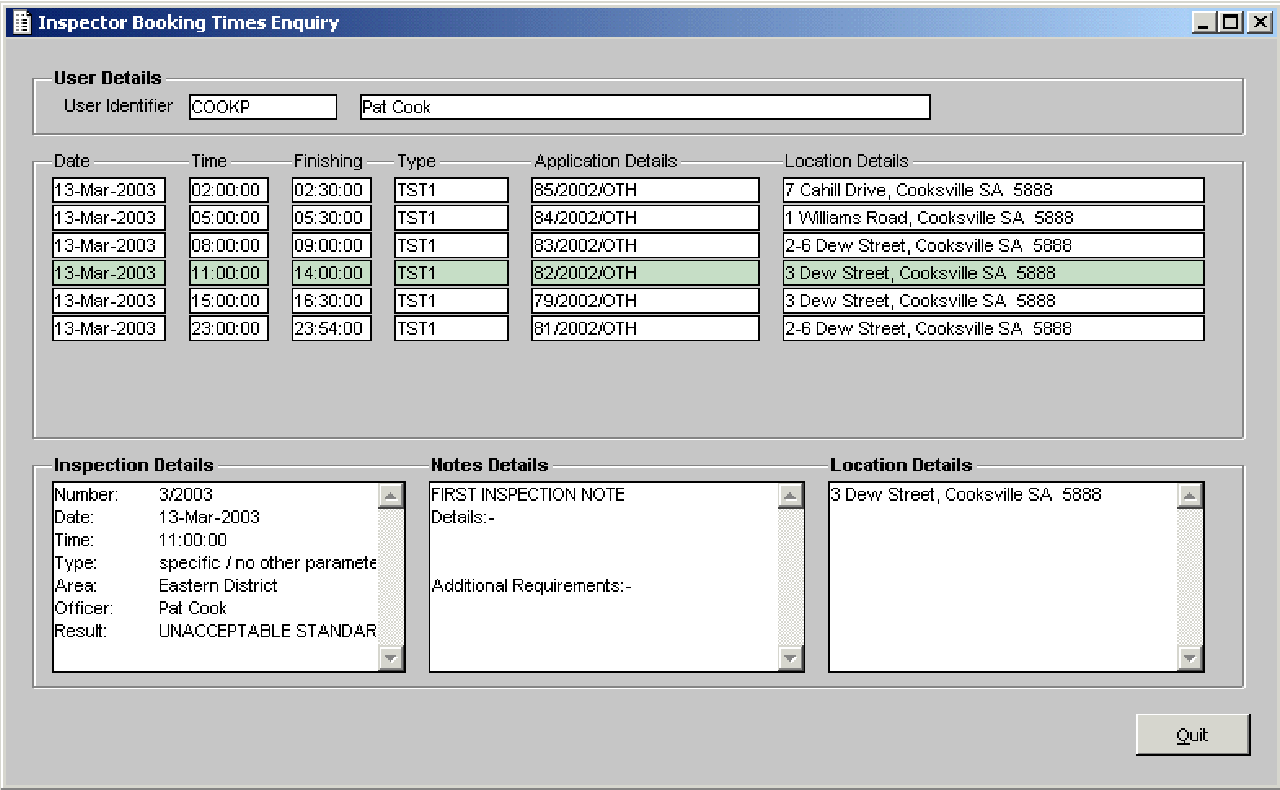
Search Profile - Code
The Search Profile field can be used to search for a particular Result Code or Codes. Wildcard searching is available in this field.

Search Profile - Description
The Search Profile field can be used to search for a particular Result Description or Descriptions. Wildcard searching is available in this field.

Inspector Booking Times Enquiry Form

The Inspector Booking Times Enquiry Form is accessed from the Inspection Maintenance form when the Detail button next to the User has been selected. This form shows the Inspection Bookings for the Inspector for the Date of the Inspection record currently being viewed. This is particularly useful when the Double Booking function has been activated as it shows the Bookings that are already scheduled for the Inspector for that day. This shows all Inspections over all Modules for the Inspector not just those for the Inspection Type being viewed.

This Enquiry Function is only available once an Identifier has been entered on the Inspection being viewed or maintained.



Inspector Booking Times Enquiry Form

User Details - Identifier

The User Identifier field displays the Inspector Code and Name that the Booking Time Enquiry is being requested for. This information is display only and cannot be maintained.

Date

The Inspection Date is displayed in this field. The Inspector Booking Times Enquiry form only displays Bookings for the Date of the Inspection that is currently being viewed. This field is display only and cannot be maintained.

Time

The Time field displays the Times that the Inspector is already booked for on the requested Day. This field will show the Specific Time if the Booked Inspection was using Specific Times, or AM or PM if the Booked Inspection was using AM/PM times. This field is display only and cannot be maintained.

Finishing

The Finishing field displays the Times that the Inspection should be completed by for the requested Day. The Finish Time will only be displayed when the Booked Inspection is using Specific Times. If the Booked Inspection is using AM/PM times then this field will remain blank. This information is display only and cannot be maintained.

Type

The Type Field displays the Type Code for the Inspection that is Booked already for the Inspector. This information is display only and cannot be maintained.

Module Details

The Details of the Module that currently has focus is displayed in this field. This may be the Application, Licence, Customer Request or Register Number. This information is display only and cannot be maintained. Note that as the User moves down the display the Heading of the Field will display the Module that the Inspection is for. For Example the Heading could change from Application Details to Licensing Details to Customer Request Details.

Location Details

The Location where the Inspection is to take place for the booked Inspection for this Date is displayed in this field. This information is display only and cannot be maintained. If multiple Locations are against the

Inspection then only the First Listed Location is displayed in this field. The remaining Locations can be seen in the Location Details section located on the bottom half of the form.

Inspection Details
The Inspection Details section displays further information about the Inspections as they are being focused on. This field contains information about the Inspection. For example the Area, Result and Number of the Inspection being focused on would be displayed. This information is display only and cannot be maintained.

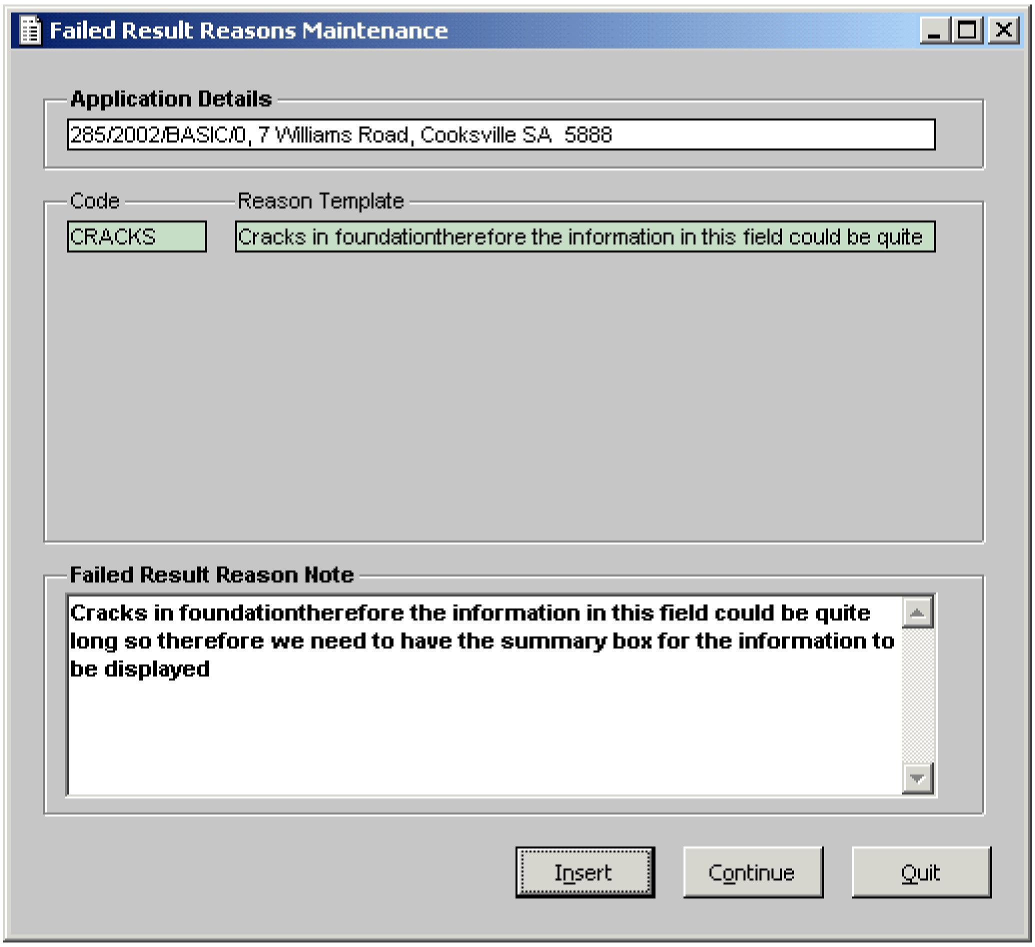
Notes Details
The Notes Details section displays the Note Information about the Inspections as they are being focused on. This information is display only and cannot be maintained.

Location Details
The Location Details section displays the Location(s) that require an Inspection to be conducted. If there is more than one location assigned to the Inspection then all of the locations will be displayed in this field. This information is display only and cannot be maintained.

Failed Result Reasons Maintenance Form

The Failed Results Reasons Maintenance Form is accessed from the Inspection Maintenance form when the Detail button next to the Result has been selected. This form allows the entry of the Result Reasons as to why the Result was given to the Inspection. The User is able to insert the relevant Result Reason for the Inspection. These Reasons can also have text templates assigned to them from within the Inspection Parameters. When a Reason code is assigned to a Result and that Reason Code has text associated to it the text is available for the User to modify. This text can then be included in a document that can be printed via the Print Inspection Letters menu.

This Failed Results Reason option is only available once a Result has been entered on the Inspection being viewed.



Failed Result Reasons Maintenance Form

Module Details

The Details of the Module that the Inspection Result has been entered against is displayed in this field. This information is display only and cannot be maintained.

Code

The Reason Code that has been assigned to the Result is displayed in this field. This information is display only and cannot be maintained.

Reason Template

The Detail associated to the Reason Code is displayed in this field. All the detail can be seen in the Failed Result Reason Code Note field situated at the bottom of the form. This information is display only and cannot be maintained.

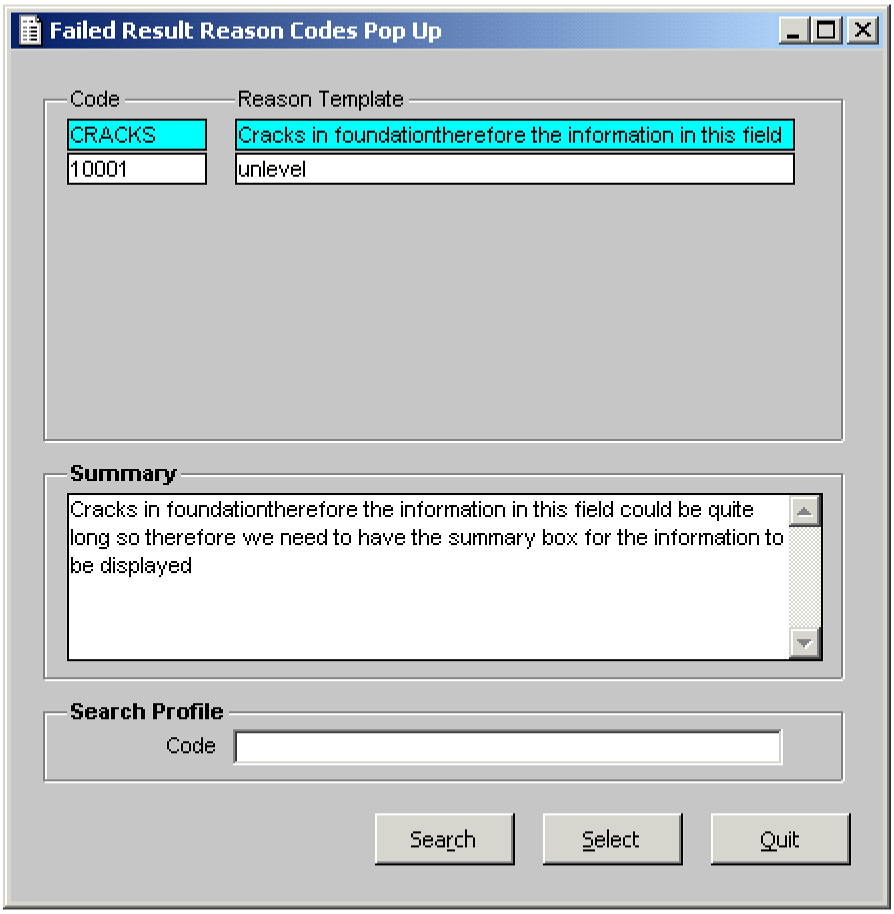
Failed Result Reason Code Note

The full detail of the Reason Template is displayed in this field. This information can be maintained by the User and updated when the Continue Button is selected on the form.

Failed Result Reason Codes Pop Up Form

The Failed Results Reason Code Pop Up form displays a list of the valid Failed Result Reason Codes that have been assigned to the Results that have been linked to the Inspection Type in the Inspection Parameters. This form allows the User to select one or many Result Reason Codes to be associated to the entered Result for the Inspection. These Reasons can also have text templates assigned to them from within the Inspection Parameters. When a Reason code is assigned to a Result and that Reason Code has text associated to it the text can be modified by the User. This text can then be included in a document that can be printed via the Print Inspection Letters menu.

This Failed Results Reason option is only available once a Result has been entered on the Inspection being viewed.



Failed Result Reason Codes Pop Up Form

Code
The Code associated to the Reason is displayed in this field. This information is display only and cannot be maintained.

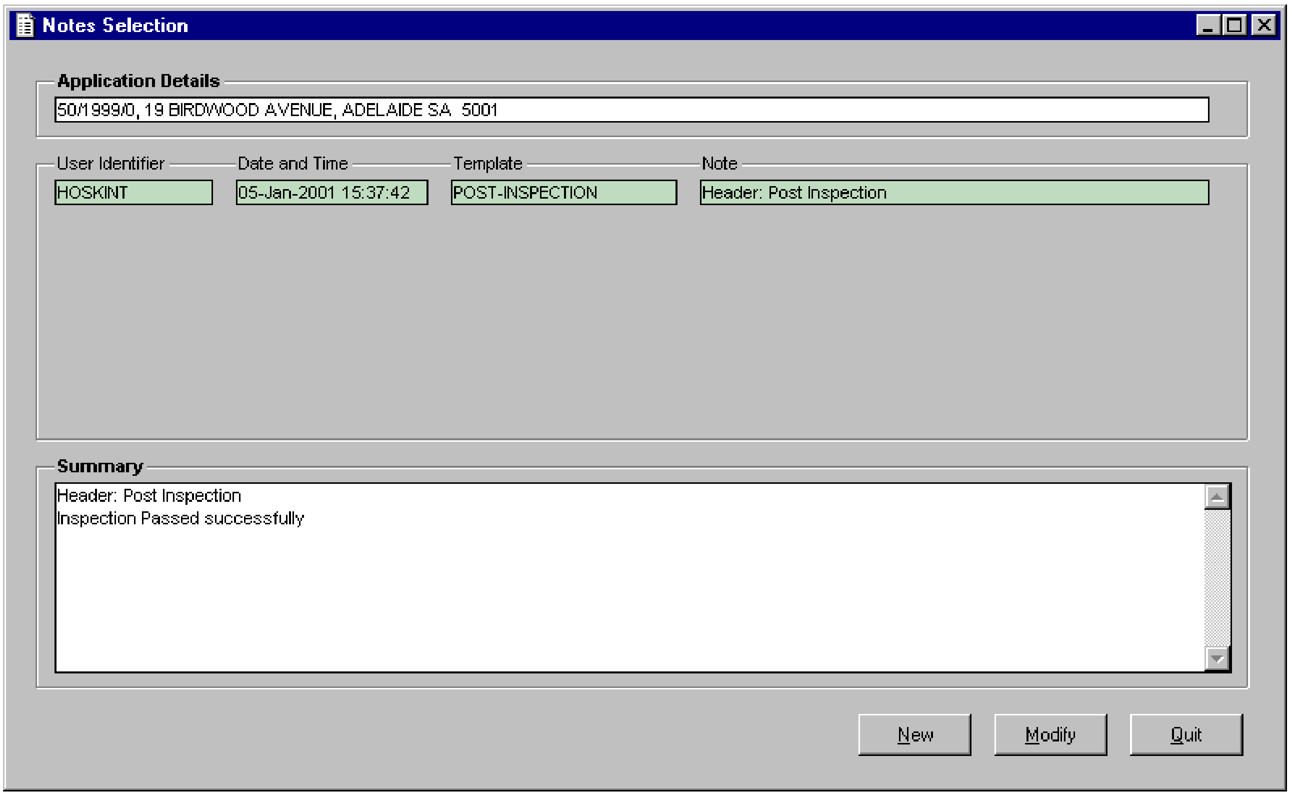
Reason Template
The Detail associated to the Reason Code is displayed in this field. All the detail can be seen in the Summary field situated at the bottom of the form. This information is display only and cannot be maintained.

Summary
The full detail of the Template is displayed in the Summary section. This information is display only and cannot be maintained.

Search Profile - Code
The Search Profile field can be used to search for a particular Reason Code or Codes. Wildcard searching is available in this field.

Notes Selection Form

When multiple entries of Notes Templates have been created for an Inspection, they will be displayed on the selection form. Highlight a particular Note and select the Modify Button to add more information to the Note record. Selecting the New Button can create a new Note.



Notes Selection Form

Module Details

This field displays the information pertaining to the Module Record that the Inspection has been added to.

User Identifier

This field displays the Inspector assigned to this particular Inspection.

Date and Time

This field displays the date and time the Note was entered.

Template

This field displays the Template relating to the Note.

Note

This field displays the first line of the Note description.

Summary

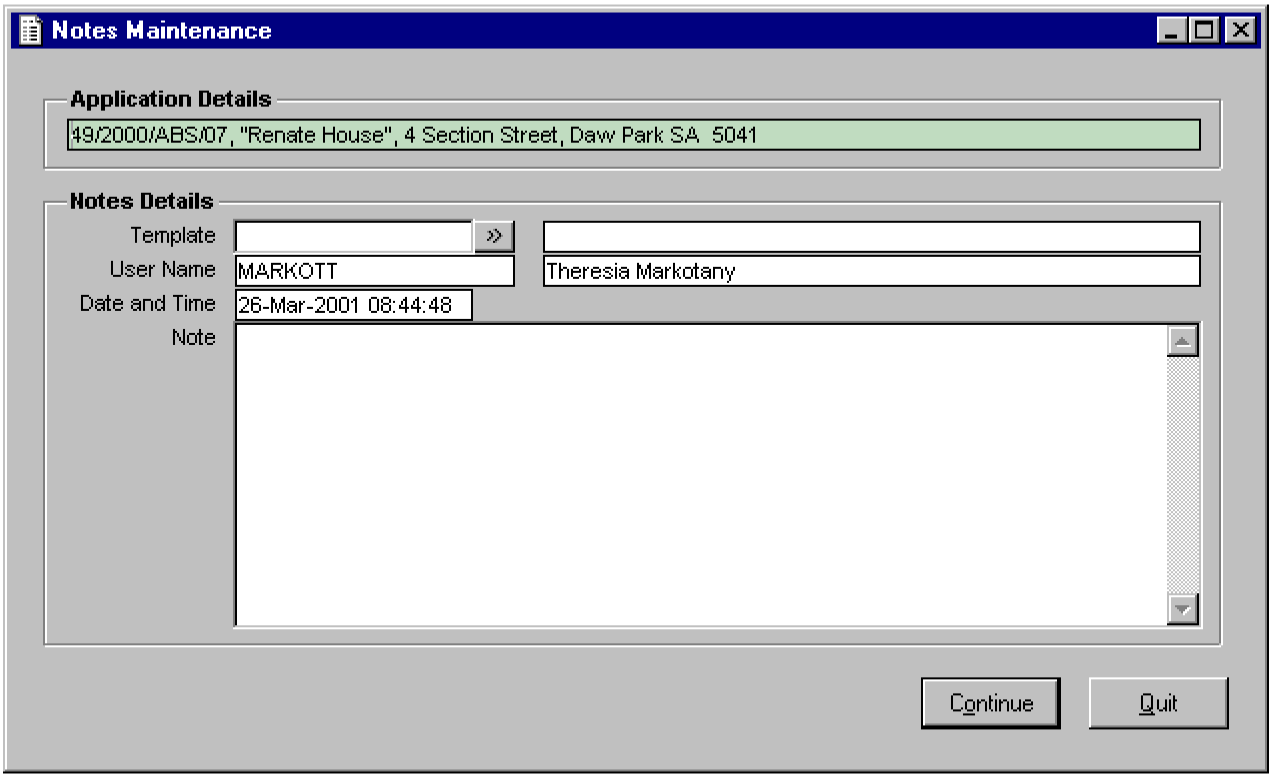
This field displays the full detail of the Note.

Notes Maintenance Form (New Note)

From the Inspection Maintenance Form selecting the Inspection Notes Option Button displays the Notes Maintenance Form. When creating a new Note a Template can be selected by either typing in a Template Code or using the Pop Up button.

Specific Templates can be created at the Parameter Level such as Pre-Inspection, Post Inspection or blank templates.

The Templates can be designed to save time at the time of entering the Inspection. Headings can be entered at the Template level.



Notes Maintenance Form

Module Details

This field displays the information pertaining to the Module Record that the Inspection has been added to. This field cannot be maintained.

Template

This field displays the Template to be assigned or has been assigned to this particular Inspection. Enter in a Template Code if known or use the Pop Up button to select a predefined Template from the Template Pop Up form.

User Name

This field displays the Inspector assigned to this particular Inspection. This field cannot be maintained

Date and Time

This field displays the date and time the Note is being entered.

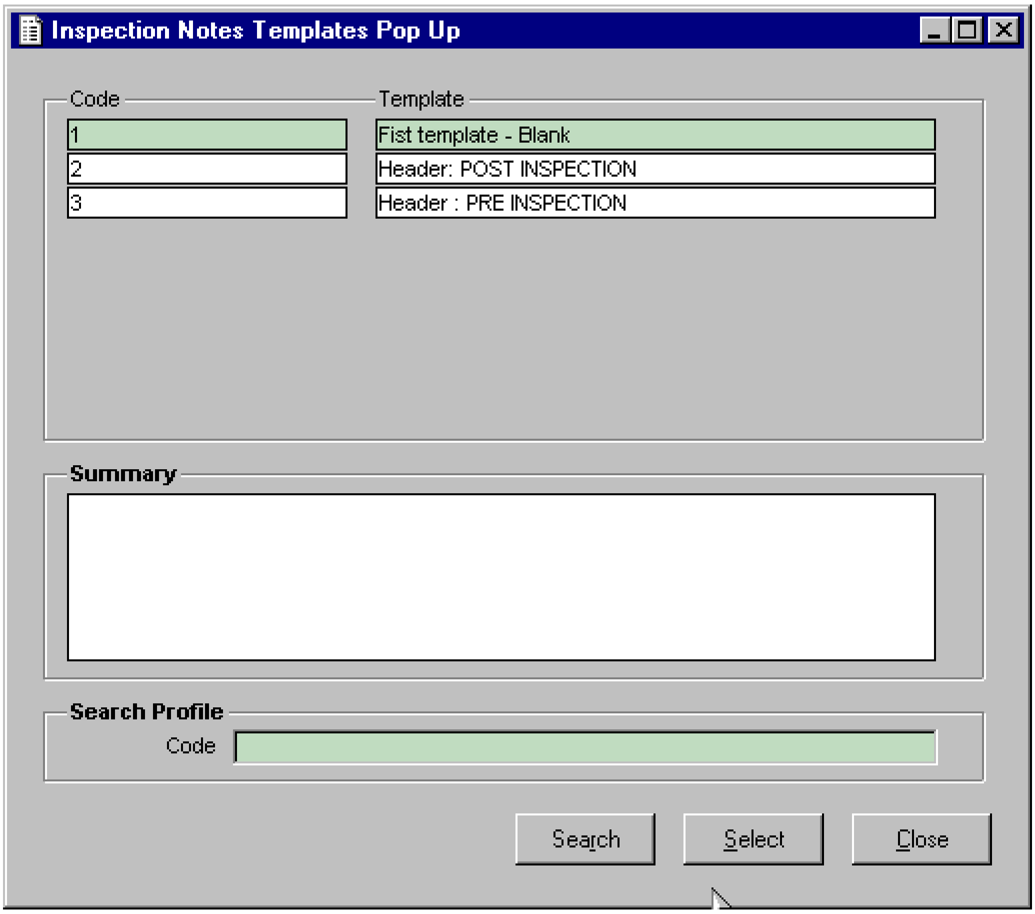
Note

This field displays the Template Headings if a predefined Template has been selected. The User will be required to tab to the relevant areas to key in the information.

Where a blank Template has been defined then the User only needs to key the relevant information into the Note field.

Inspection Note Templates Pop Up Form

The Inspection Notes Templates Pop Up form allows the User to select from a list of Predefined Inspection Notes Templates.



Inspection Notes Templates Pop Up Form

Code
This field lists the Code given to the Inspection Notes Templates.

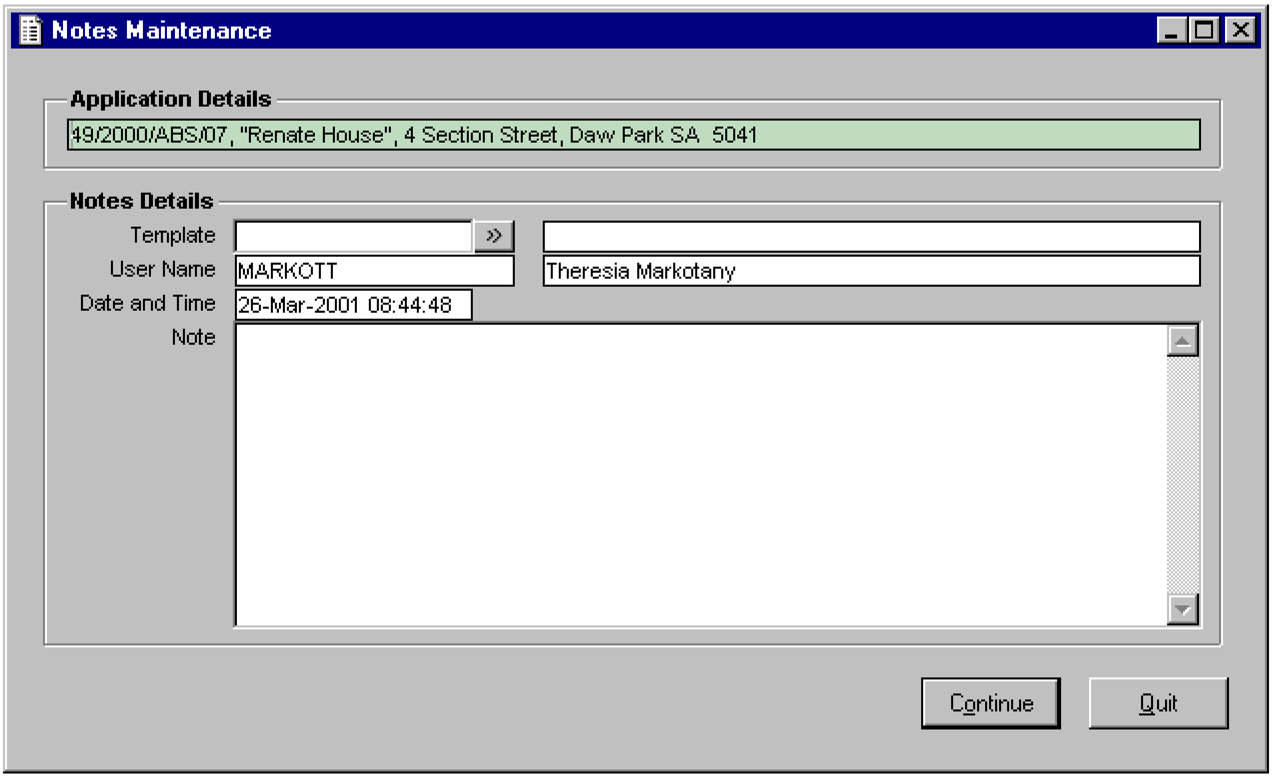
Template
This field details the full Description of the Inspection Notes Templates. This is usually the first line of the Template.

Summary
This field displays the full details of the Inspection Notes Templates.

Search Profile – Code
This field allows the User to Search on a particular Template. The User may enter in a full or part Code, and select the Search Button to proceed with the Search.

Notes Maintenance Form

From the Inspection Maintenance Form selecting the Inspection Notes Option Button displays the Notes Maintenance Form. If there is more than one Note attached to the Inspection then the Selection form will be displayed. Selecting a Note from the selection form will display the Notes Maintenance form.



Notes Maintenance Form

Module Details
This field displays the information pertaining to the Module Record that the Inspection has been added to. This field cannot be maintained.

Template
This field displays the Template assigned to this particular Inspection. This field cannot be maintained.

User Name
This field displays the Inspector assigned to this particular Inspection. This field cannot be maintained

Date and Time
This field displays the date and time the Note was entered.

Note
This field displays the Template Headings if a predefined Template has been selected. The User will be required to tab to the relevant areas to key in the information.

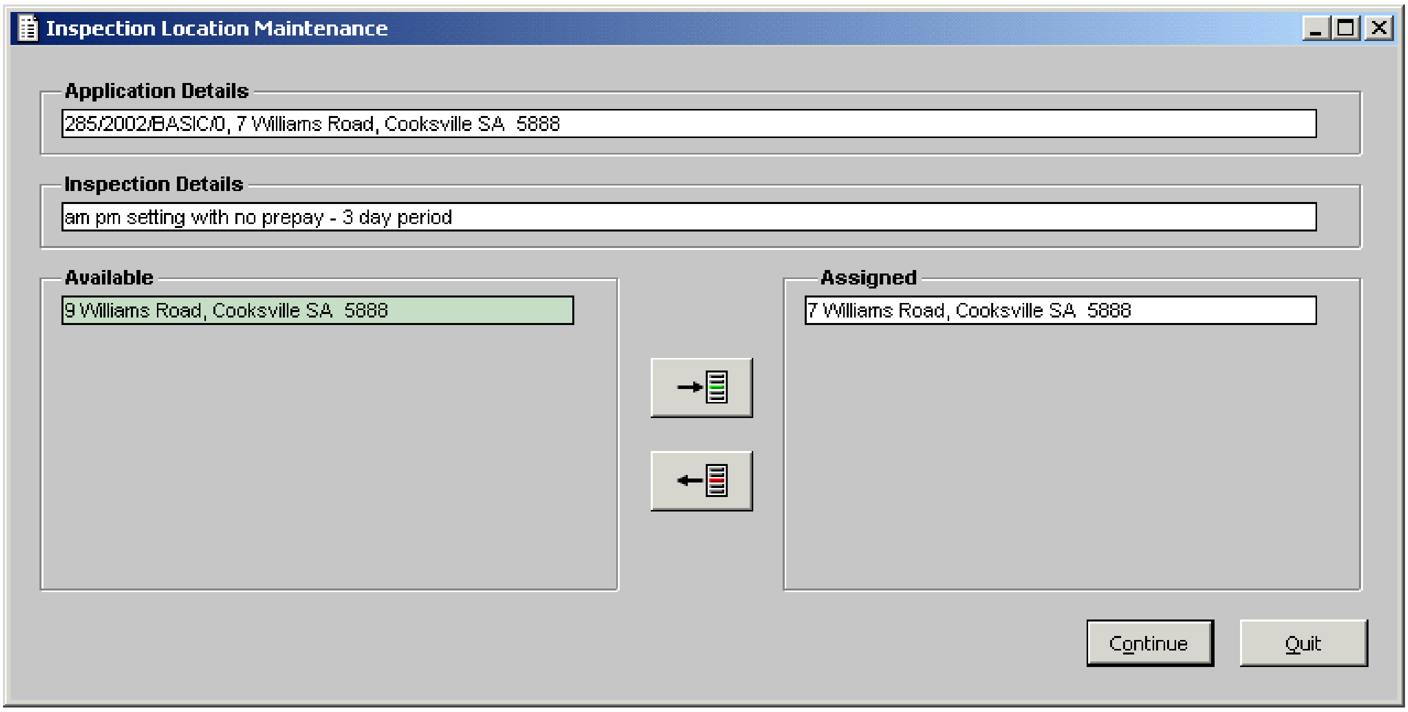
Where a blank Template has been defined then the User only needs to key the relevant information into the Note field.

Inspection Location Maintenance Form

The Inspection Location Maintenance form displays the Locations that have been assigned to the Application, Licence, Customer Request, Register, or the Trade Waste Assessment. From this form the User is able to assign or de-assign Locations. The assigned Locations are then available to be included on Letters, Reports and Inspection List.

When an Inspection is added the Location(s) are automatically assigned to the Inspection. The User can then select the Location Button and update this information if required.

Inspections assigned to Applications and Licensing can have their Locations automatically updated when the Primary Location on the Application or Licence has been changed. The User is prompted with a message as to whether the Locations on Inspections need to be changed to reflect the new Primary Location.



Inspection Location Maintenance Form

Module Record Details

This field displays the information pertaining to the Module record that the Inspection has been added to.

Inspection Details

The Inspection Details field displays the Description of the Inspection Type that is currently being viewed.

Available Locations

The Available Locations section of the form displays those Locations that are available from the Module that the Inspection is associated to and are able to be Assigned to the Inspection so as to appear on Inspection Documentation.

Assigned Locations

The Assigned Locations section of the form displays those Locations that have been assigned from the Module that the Inspection is associated to and will be available to appear on Inspection Documentation.

Select Location

The Select Location Button will move the selected Location under the Available Location section to the Assigned Location section of the form.

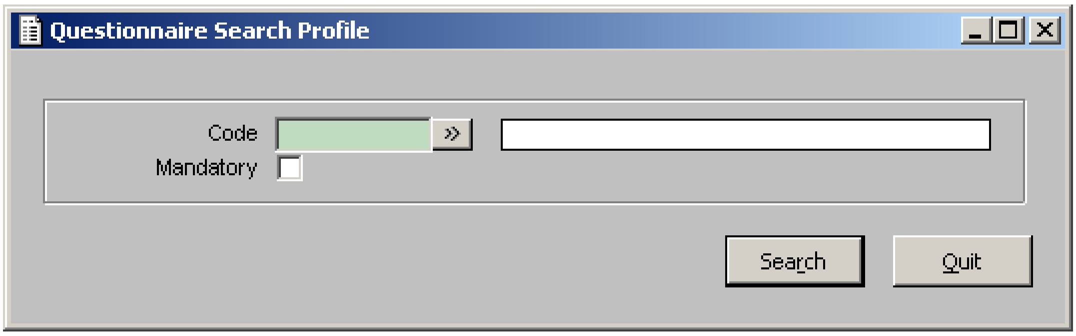
De-select Location

The De-select Location Button will move the selected Location under the Assigned Location section to the De-assigned Location section of the form.

Questionnaire Search Profile Form

Where Questionnaires have been recorded against an Inspection the Questionnaire Option is available from the Inspection Type Maintenance form.

Users are able to search for Mandatory Questionnaires for the Inspection Type or all Questionnaires for the Inspection Type.



Questionnaire Search Profile Form

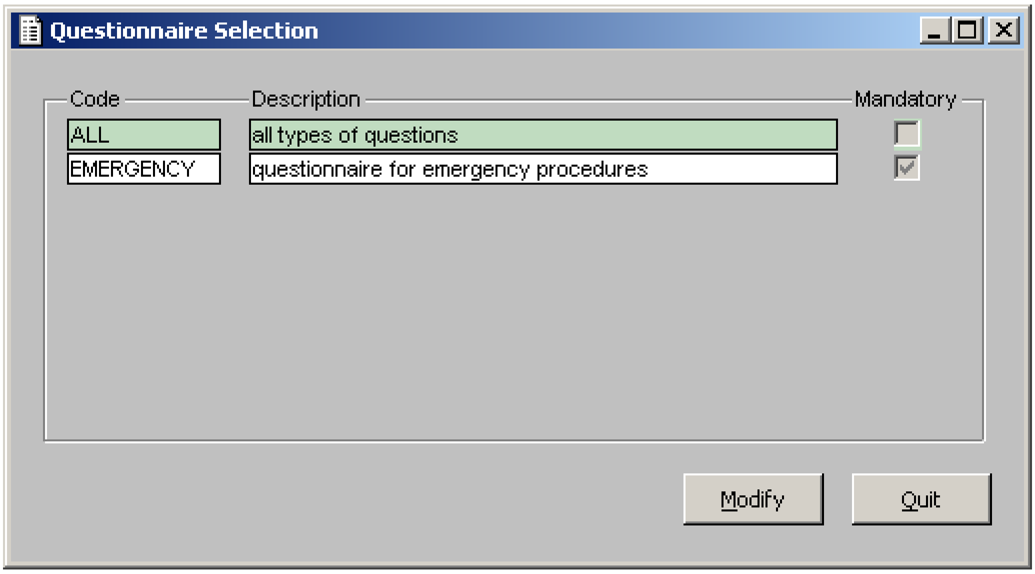
Code
If the Questionnaire Code is known then it can be entered into this field. If the Code is not known then the User is able to use the Pop Up to select the required Questionnaire for the Inspection Type.

Mandatory
If the User only requires the Mandatory Questionnaires for the Inspection Type then this field can be flagged on and only those Questionnaires that are flagged as mandatory for the Inspection Type will be displayed for selection.

Questionnaire Selection Form

Where Questionnaires have been recorded against an Inspection the Questionnaire Option is available from the Inspection Type Maintenance form.

Users are able to search for Mandatory Questionnaires for the Inspection Type or all Questionnaires for the Inspection Type. From the Selection Form the User is able to nominate which Questionnaire they are to maintain.



Questionnaire Selection Form

Code / Description
Questionnaires that are assigned to the Inspection Type are displayed in this area. The User can nominate which Questionnaire they wish to maintain by highlighting the required Questionnaire and selecting the Modify button.

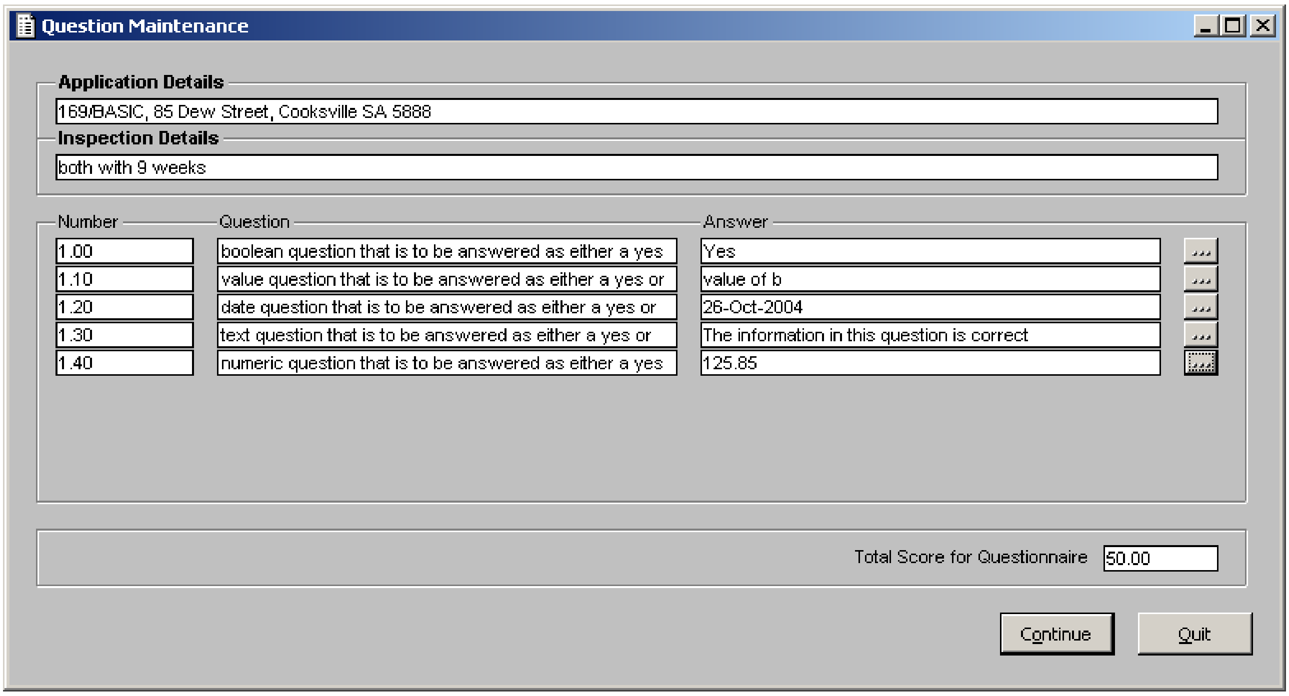
Mandatory

The Mandatory field is used to show the User that the Questionnaire requires answering. If the Mandatory field is flagged off for a Questionnaire then there is no requirement of the User to maintain that Questionnaire.

Question Maintenance Form

Where Questionnaires have been recorded against an Inspection the Questionnaire Option is available from the Inspection Type Maintenance form.

When the Questionnaire has been flagged as Mandatory the Questionnaire will be displayed automatically to the User when they enter in the Result Code on the Inspection. Or the User is able to maintain the Questionnaire by selecting the Option.



Question Maintenance Form

Module Details

This field displays the information pertaining to the Module Record that the Questionnaire is relating to.

Inspection Details

The Description of the Inspection Type being maintained is displayed in this field.

Number

The Number of the Question is shown in this field.

Question

The Question itself is shown in this field.

Answer

If the Question has been answered then the Answer appears in this field. If the Question remains unanswered then this field will be blank.

Detail Option

Selecting the Detail Option displays the Answer Form for the Question allowing the User to entered in the required information.

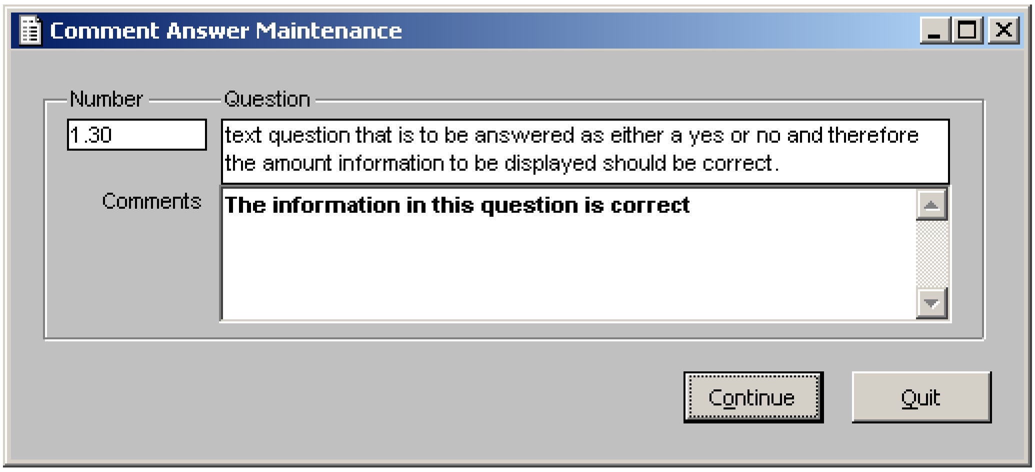
Total Score for Questionnaire

If the Value Answers have associated Scores then the Total of the Scores for the Answers to the Questionnaire is displayed in this field.

If no Scores have been used on the Questionnaire then this field will remain blank.

Comment Answer Maintenance Form

Where Questionnaires have been recorded against an Inspection and the Question has been defined as having an Answer that is a Text Value then the Comment Answer Maintenance Form is shown when the Detail Option is selected for the Question.



Comment Answer Maintenance Form

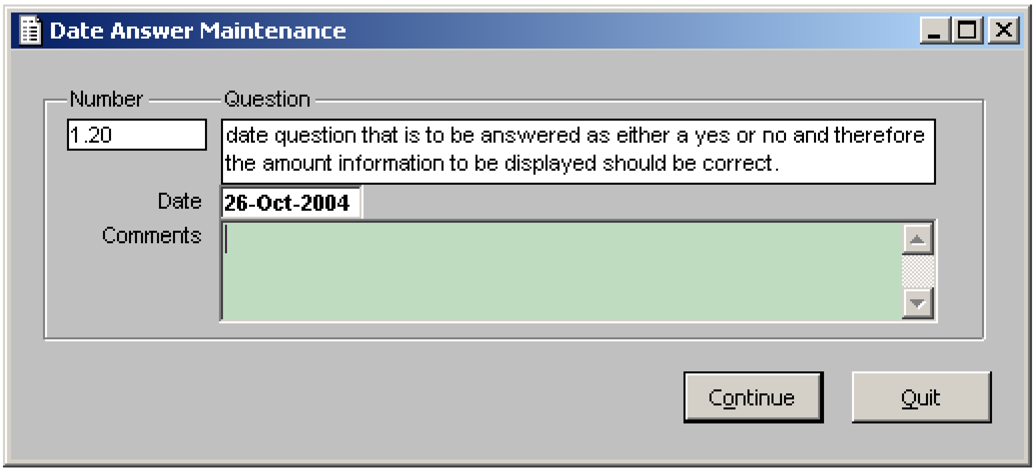
Number
The Number of the Question being answered is displayed in this field.

Question
Details of the Question being answered are shown in this field.

Comments
The Comments Area is used to respond to the Question when the Answer is defined as a Text Response. This is a free form text area that the User can enter in the relevant information required.

Date Answer Maintenance Form

Where Questionnaires have been recorded against an Inspection and the Question has been defined as having an Answer that is a Date Value then the Date Answer Maintenance Form is shown when the Detail Option is selected for the Question.



Date Answer Maintenance Form

Number
The Number of the Question being answered is displayed in this field.

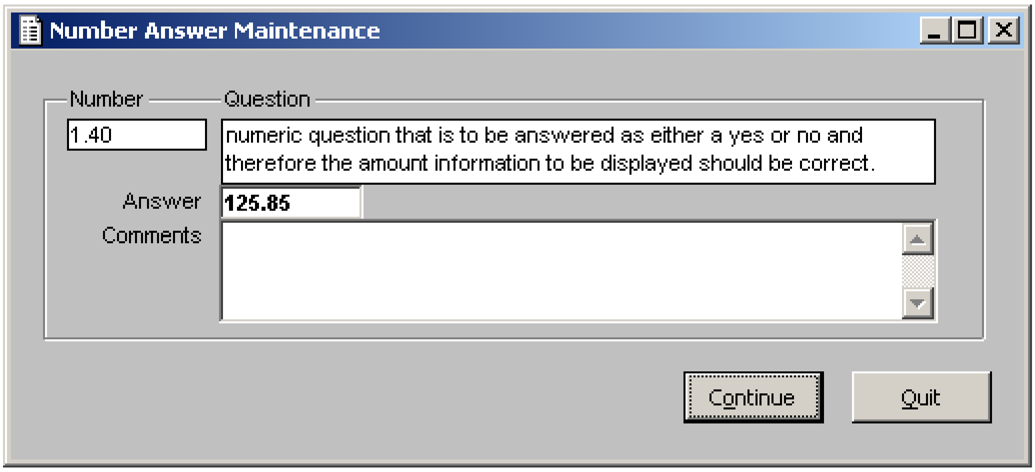
Question
Details of the Question being answered are shown in this field.

Date
The Date that is required for the Answer is entered into this field. The Calendar function can be used to select the required date or the date entered directly into the field.

Comments
The Comments Area is used to enter in additional text information that might be required to be included on the Answer.

Number Answer Maintenance Form

Where Questionnaires have been recorded against an Inspection and the Question has been defined as having an Answer that is a Number Value then the Number Answer Maintenance Form is shown when the Detail Option is selected for the Question.



Number Answer Maintenance Form

Number
The Number of the Question being answered is displayed in this field.

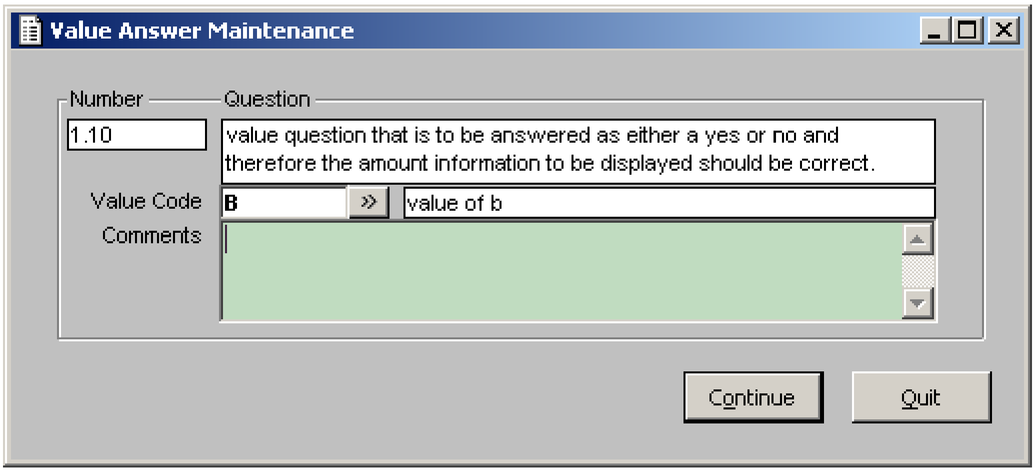
Question
Details of the Question being answered are shown in this field.

Answer
The Number for the Answer is entered into this field.

Comments
The Comments Area is used to enter in additional text information that might be required to be included on the Answer.

Value Answer Maintenance Form

Where Questionnaires have been recorded against an Inspection and the Question has been defined as having an Answer that is a Value then the Value Answer Maintenance Form is shown when the Detail Option is selected for the Question.



Value Answer Maintenance Form

Number
The Number of the Question being answered is displayed in this field.

Question
Details of the Question being answered are shown in this field.

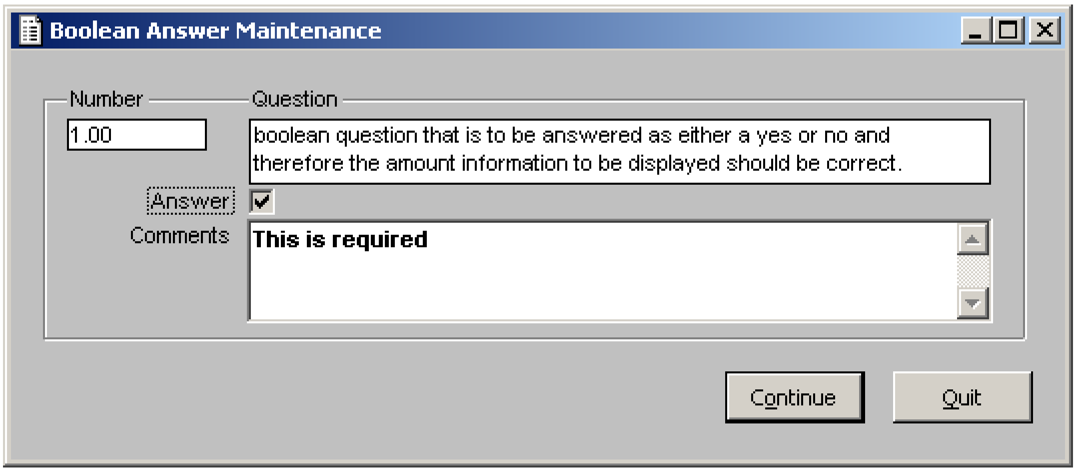
Value Code

The Value Code field allows the selection of one of the predefined Value Answers for the Question. The Code can be entered in directly, or the Pop Up used to display a list of available Values.

Comments
The Comments Area is used to enter in additional text information that might be required to be included on the Answer.

Boolean Answer Maintenance Form

Where Questionnaires have been recorded against an Inspection and the Question has been defined as having an Answer that is a Boolean Value then the Boolean Answer Maintenance Form is shown when the Detail Option is selected for the Question.



Booleant Answer Maintenance Form

Number
The Number of the Question being answered is displayed in this field.

Question
Details of the Question being answered are shown in this field.

Answer

To Answer Yes to this Question the Answer field needs to be flagged ON. If the Answer is NO then the field needs to be flagged OFF.

NOTE – when first displayed this field will be set to BLANK and if a NO answer is required the User must first flag the field ON and then flag it OFF

Comments

The Comments Area is used to respond to the Question when the Answer is defined as a Text Response. This is a free form text area that the User can enter in the relevant information required.

Inspection Result Answer Maintenance Form

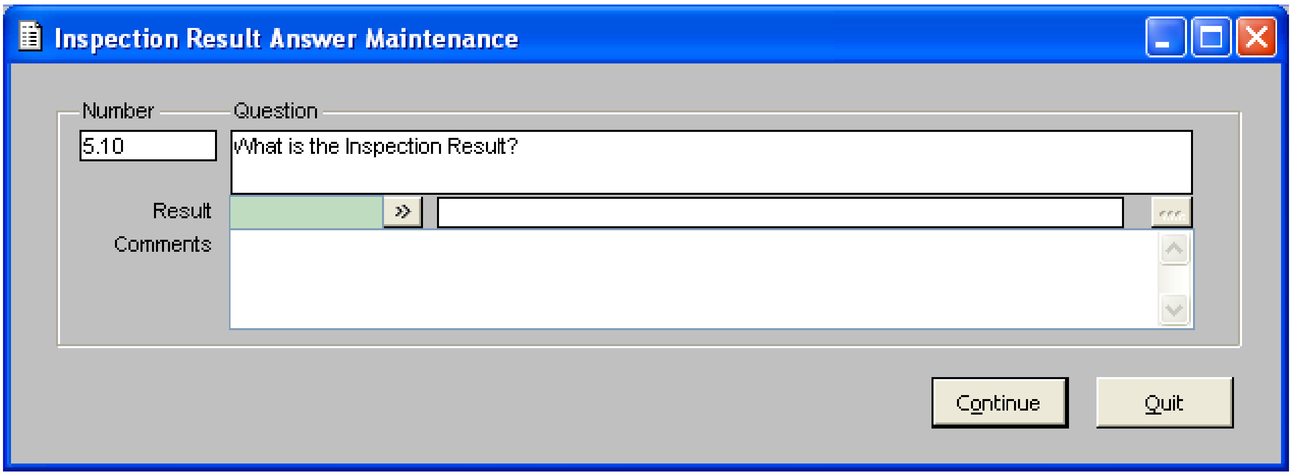
Where Questionnaires have been recorded against an Inspection and the Question has been defined as having an Answer that is an Inspection Result then the Inspection Result Answer Maintenance Form is shown when the Detail Option is selected for the Question.

When the details have been entered and the Continue button pressed, the following will occur:

If the user is able to change the Inspection Result for the Inspection,

- the Result for the Answer to this Question will be used to update the Result for the actual Inspection
- any Failed Result Reasons nominated for the Answer to this Question will be used to update the Failed Result Reasons for the actual Inspection.

Note: When Inspections are Imported from a PDA and contain an Inspection Result, the passed Inspection Results are copied to any Questionnaire Answers which are of the Insp. Result type.



Inspection Result Answer Maintenance form

Number

The Number of the Question being answered is displayed in this field.

Question

Details of the Question being answered are shown in this field.

Result

If a Result has not already been nominated for the Inspection, when the form is displayed, the Result field and its popup will be available and the detail button will be dimmed.

Enter or select any valid Inspection Result for the Inspection Type. Once a valid Result has been entered, the detail button (for Failed Result Reasons) will become available.

If a Result has already been nominated for the Inspection, the Result field and Popup will only be available if the user is able to change the Inspection Result (as per Question Maintenance rules).

If the user is not able to change the Inspection Result for the Inspection, then a warning will be issued saying that the Inspection will not be updated even if the Answer and/or its associated Failed Result Reason is changed e.g.

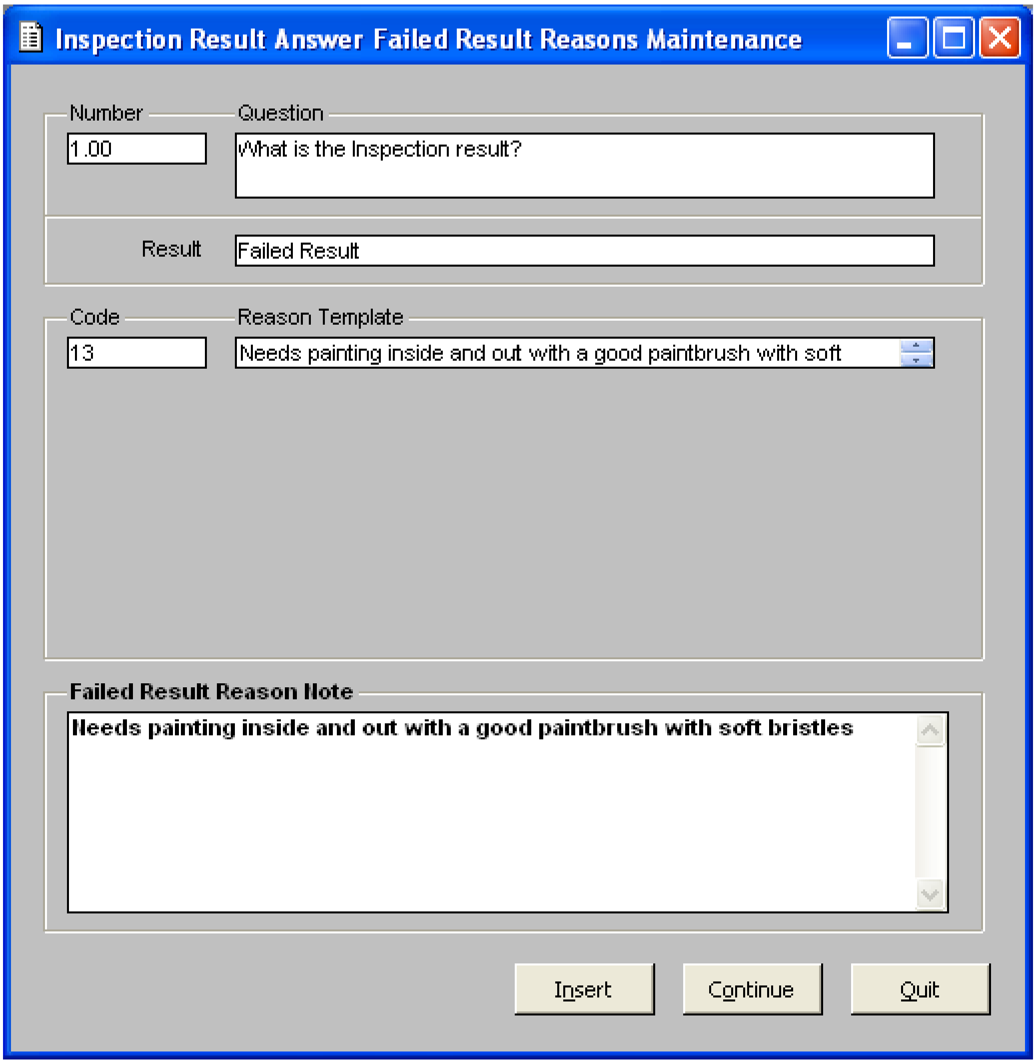
When the Detail button is selected the Inspection Result Answer Failed Result Reasons Maintenance form will display.

Comments
Enter any comments required. This is a free form text area that the User can enter in the relevant information required.

Inspection Result Answer Failed Result Reasons Maintenance form

This form works in a very similar way to the ‘Failed Result Reasons Maintenance’ form which is accessed from Inspection Maintenance. The only difference is that the Failed Result Reasons added here relate to the Answer to a Question.

If the user is able to change the Inspection Result for the Inspection, then the details entered on this form will be used to update the Failed Result Reasons for the actual Inspection.

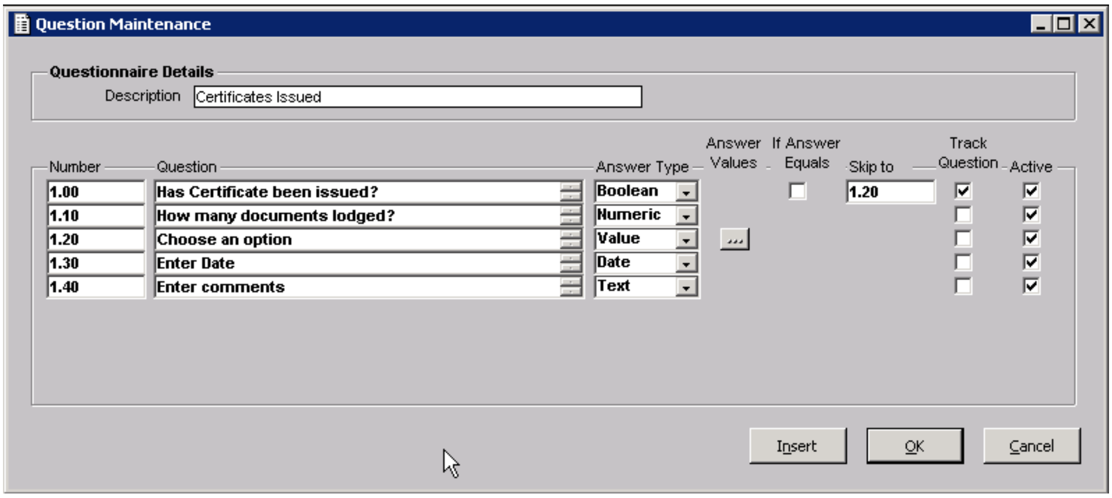


Inspection Result Answer Failed Result Reasons Maintenance form

Tracked Questions

Question Maintenance (in Inspection parameters) now includes a new field named ‘Track Question’. If ‘Track Question’ is checked on for a Question, then the Question will be shown on the new ‘Inspection Tracked Question Enquiry’ form

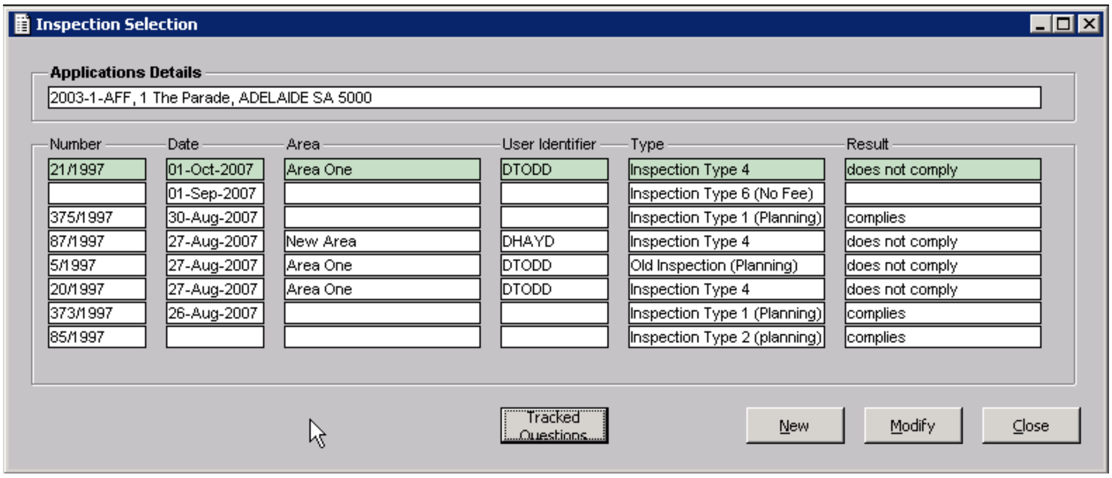
NOTE: This new functionality will only be available if the Authorised Function ‘Inspections Questionnaire and Document Enhancement’ is active.



Question Maintenance

A new button named ‘Tracked Questions’ has been added to the Inspection Selection form. When this button is pressed, it will display the new ‘Inspection Tracked Question Enquiry’ form

NOTE: This new functionality will only be available if the Authorised Function ‘Inspections Questionnaire and Document Enhancement’ is active.

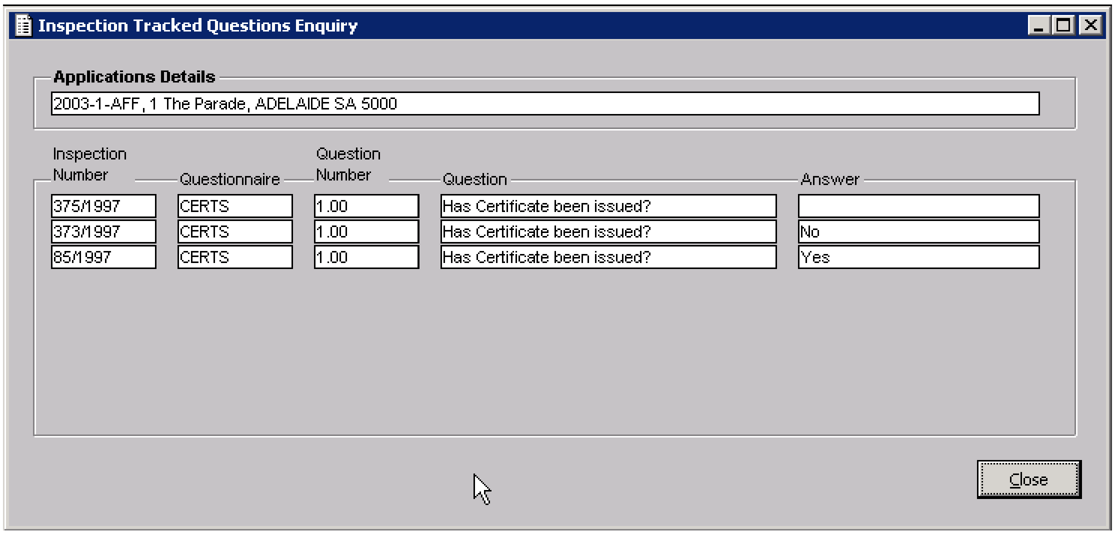


Inspection Selection form

Inspection Tracked Question Enquiry

This form will display Tracked Questions. i.e. for all Inspections for the item under the ‘Application Details’ heading, it will display Questions which have ‘Track Question’ checked on and are within a Questionnaire that is defined for the Inspection Type of each Inspection.

NOTE: This new functionality will only be available if the Authorised Function 'Inspections Questionnaire and Document Enhancement' is active.



Inspection Tracked Questions Enquiry

Inspection Maintenance Via Inspections

The Inspection Maintenance/Enquiry options allow the User to maintain existing Inspections or add new Inspections were required. The Enquiry Option allows a User to view the information relating to an Inspection but the User cannot change any information being displayed.

Inspection Search Profile Form via Inspection Entry

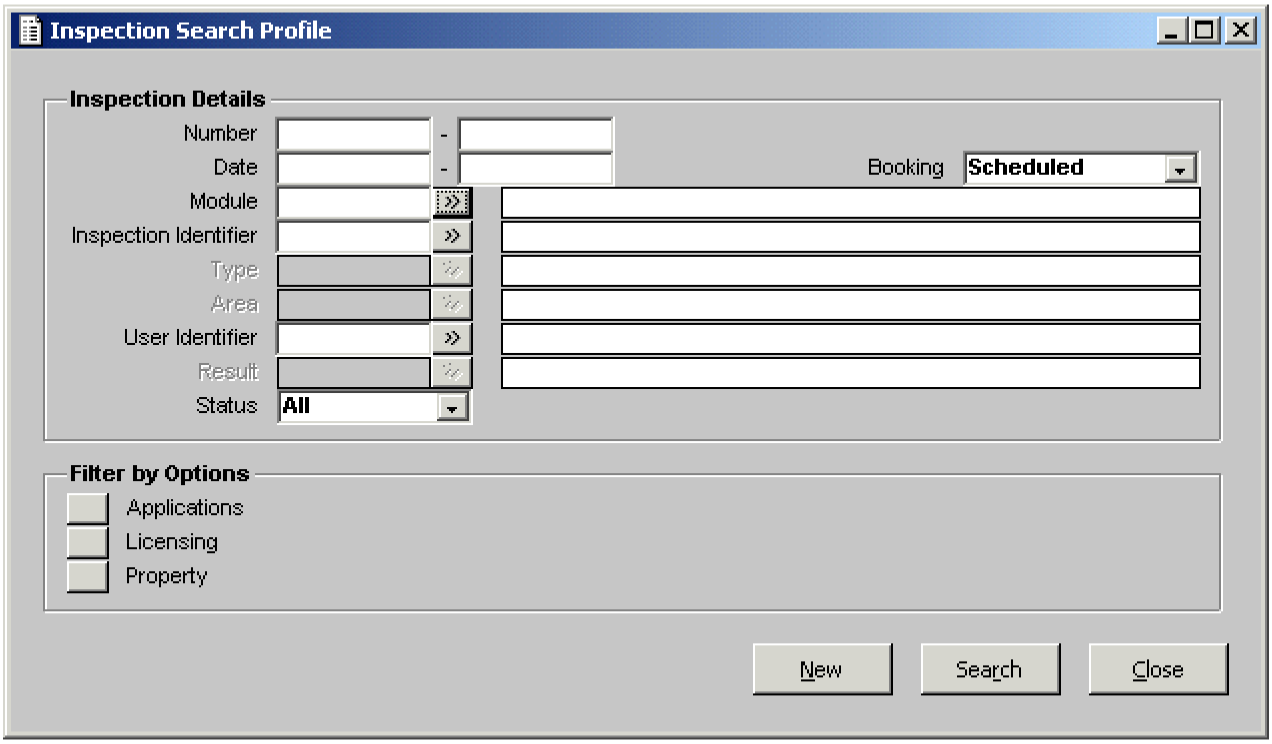
This form allows you to enter a search profile on which to base your search. Advanced Search Profile Techniques may be used on this form. For more information on Advanced Search Profile Techniques please refer to the How to Use User Guide.

The ability exists to search by any combination of the available fields, however as the Applications and Licensing Modules are class based, some of the fields are not always available unless and Inspection Identifier (Class) has been selected to trigger those fields.

The Filter Options displayed at the bottom of the form can be used either by themselves or in conjunction with the Inspection Details.

These Filter Options vary depending on the Module the User is in when they access the Inspection Search Profile Form. The following displays the filter options that are available for each of the Modules using the Inspection Search Profile Form:-

- Inspections   Applications, Licensing, Property
- Applications   Applications
- Licensing   Licensing
- Customer Service   none
- Property   Property
- Trade Waste   none
- Registers   none



Inspection Search Profile Form via Inspection Entry

Number

As each Inspection is lodged, it is allocated a number. These fields can be used to enter the number range required for modification or enquiry.

Entering a number in the first field and tabbing to the next field will default the number entered in the first field into the second field. This will result in a direct search.

However if a range of Inspections are required then the following example explains how this is done.

Entering 6 in the first field and 10 in the second field will result in all Inspections within the number range entered inclusive of the entered numbers being displayed.

Entering 6 in the first field and deleting the default number in the second field will return Inspection 6 and greater.

Date

These fields display the date an Inspection is scheduled. Keying this date in, if known, will also make your search more exact.

Entering a date in the first field and entering the same date in the next field will result in all Inspections scheduled on the entered date and meeting any other search criteria.

However if a range of Inspections are required then the following example explains how this is done;

Entering a date in the first field and a different date in the second field will result in all Inspections within the date range entered inclusive of the entered dates and meeting any other search criteria.

Booking

The Booking field defaults to Scheduled upon entry to the form. This can be changed by the User to look for other types of Inspections.

The Options available from the Drop Down are:-

- All
- Scheduled
- Unscheduled

Selecting ‘All’ results in all Inspections being extracted.

Selecting ‘Scheduled’ results in only Inspections with a Booking Date being extracted (based on other filter information entered).

Selecting ‘Unscheduled’ results in only Inspections without a Booking Date being extracted (based on other filter information entered).

Module

Enter a Module Code if known, or use the pop up button to display the Inspection Role Type Pop Up form and select the required Module.

The Modules available are

- ACR – Customer Service Request Inspection
- CRG – Register Entry Inspection
- LAP – Application Inspection
- LLC – Licence Inspection
- LPA – Property Inspection
- LTW – Trade Waste

Where a Module is selected the Inspection Identifier, Type and Result fields are all dimmed.

Inspection Identifier

The Inspection Identifier field is used to define the search for an Inspection down to a lower level. As Inspections are entered at different levels for different modules the information available in the Pop Up will vary from Module to Module.

The following details the Identifiers available for selection from this field for the different Modules:-

• Inspections	All Application Classes All Licensing Classes All Customer Request Types All Register Types LTW Property
• Applications	All Application Classes
• Licensing	All Licensing Classes
• Customer Service	All Request Types
• Property	Property
• Trade Waste	LTW
• Registers	All Register Types

Enter an Inspection Identifier Code if known, or use the pop up button to display the Inspection Identifier Pop Up form and select the required Inspection Identifier.

Where an Inspection Identifier is selected, all fields except the Module become available.

Type

Enter a Type Code if known, or use the pop up button to display the Inspection Types Pop Up form and select the required Type.

The Type field will only be input capable when an Inspection Identifier has been selected. Other fields available with Type are Area, User Identifier, Result, Number and Date ranges.

Area

Enter an Area Code if known, or use the pop up button to display the Inspection Areas Pop Up form and select the required Inspection Area.

The Areas codes available are those set up under the Inspection Area Maintenance Menu Option within the Module that has been chosen. The Area Field is only available once an Identifier has been entered on the form.

User Identifier

Enter a User Identifier Code if known, or use the pop up button to display the User Identifier Pop Up form and select the required User Identifier.

Result

Enter a Result Code if known, or use the pop up button to display the Inspection Results Type Pop Up form and select the required Result.

Status

Select a Status from the dropdown list. The options available for selection are;

- All
- Completed
- Incomplete

Filter by Options – Applications

Selecting the Applications Option Button will display the Applications Search Profile Form. This Option is only available when using the Inspection Menu within Applications or the Inspection Module.

Filter by Options – Licensing
Selecting the Licensing Options Button will display the Licensing Search Profile Form. This Option is only available when using the Inspection Menu within Licensing or the Inspection Module.

Filter by Options – Property
Selecting the Property Option Button will display the Property Search Profile Form. This Option is only available when using the Inspection Menu within Property or the Inspection Module.

Inspection Selection Form

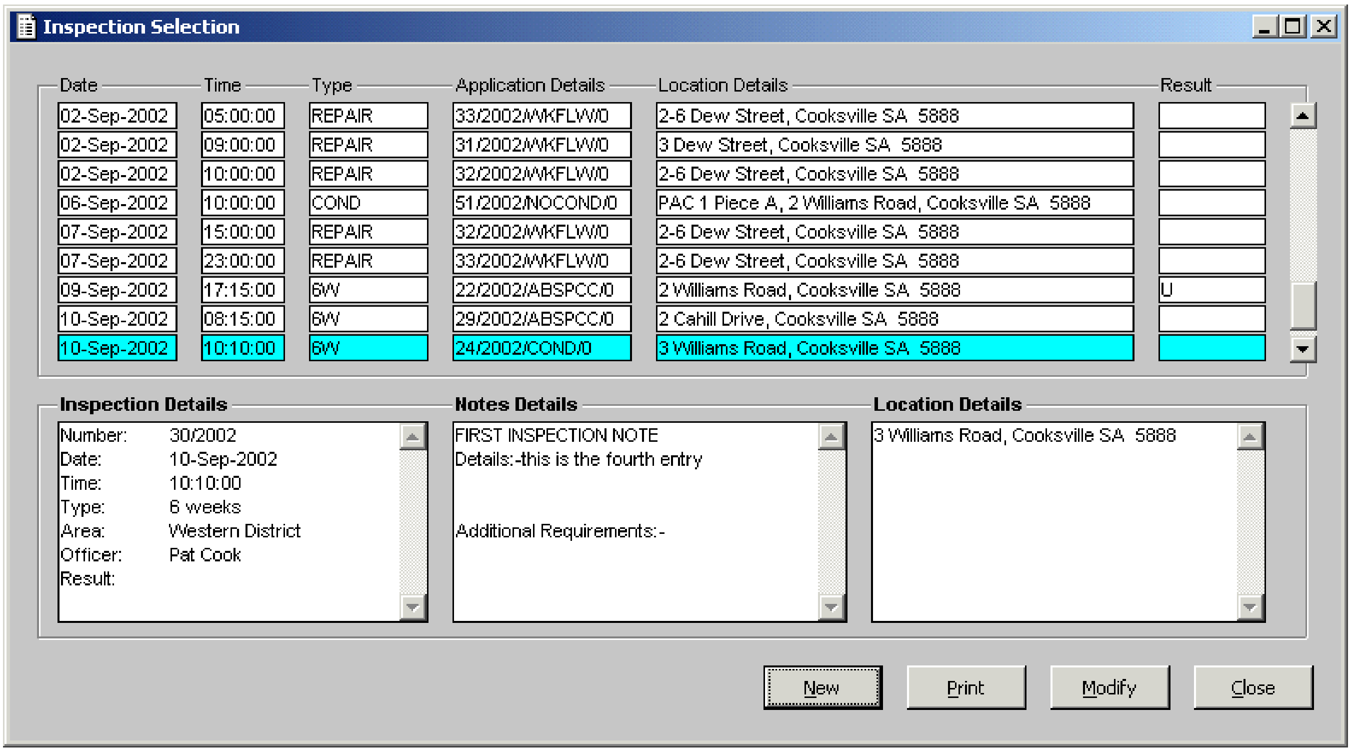
This Inspection Selection form is only displayed if the User searches by the Module field on the Inspection Search Profile Form.

The Inspection Selection Form gives details of the Inspections that have met the particular Criteria selected in the Search Profile. The Inspections may then be selected and modified or displayed.

This form is a multi-select type form. Users may wish to select only one Inspection or Multiple Inspections. Once the selection is made and the Modify button is chosen Users will be presented with the Inspection Maintenance Form that the Inspection is associated with. Where multiple Inspections have been selected the standard Pathway radio buttons will be displayed at the bottom of the first Inspection Maintenance form presented and will allow the movement back and forth between the Inspections selected.

The Print Button will enable Users to produce a printed copy of the Inspections selected. Extracts and Merge Types for this Print Option are created via the Inspections Menu. Where only one Merge Type has been created, the Print job will commence immediately. Where more than one Merge Type has been created, Users will be presented with a list for selection.

Note: The INSPECT extract being created for the Authorised Print function will not have the facility to filter the Notes Section. This is because the Notes Templates are Class based for Applications and Licensing and therefore cannot establish which specific notes template belong to the specific classes when the selection may have included Inspections across several classes. If the NOTES Extract List has been associated with the INSPECT Extract, then all notes will be extracted for each Inspection selected.



Inspection Selection Form

Date

This field displays the Date of the Inspection and cannot be maintained.

Time

This field displays the Time of the Inspection and cannot be maintained. If the Inspection is an AM/PM type of Inspection then AM or PM will be displayed in this field.

Type

This field displays the Inspection Type Code and cannot be maintained.

Module Details

This field displays the Module Information. For example this could be the Application/Licence Number.

Location Details

This field displays the Location(s) that have been assigned to each Inspection.

Result

If a Result Code has been placed against an Inspection then the Result Code will display in this field. If no Result Code has been entered against the Inspection then this field will be blank.

Inspection Details

Information relating to the Inspection is displayed in this field. This field shows the Inspection Number, Date, Time, Area, Officer and Result for the Inspection currently in focus. As the User scrolls down the Selection form the information in this field will update to that of the Inspection currently in focus.

Notes Details

Information relating to Notes attached to the Inspection is displayed in this field. This field shows the detail of the Notes for the Inspection currently in focus. As the User scrolls down the Selection form the information in this field will update to that of the Inspection currently in focus.

Location Details

Information relating to Locations attached to the Inspection is displayed in this field. This field shows the Location(s) assigned to the Inspection currently in focus. As the User scrolls down the Selection form the information in this field will update to that of the Inspection currently in focus.

Print Button

The Print Button will enable Users to produce a printed copy of the Inspections selected. Extracts and Merge Types for this Print Option are created via the Inspections Menu. Where only one Merge Type has been created, the Print job will commence immediately. Where more than one merge type has been created, Users will be presented with a list for selection.

Note: The INSPECT extract being created for the Authorised Print function will not have the facility to filter the Notes Section. This is because the Notes Templates are Class based for Applications and Licensing and therefore cannot establish which specific notes template belong to the specific classes when the selection may have included Inspections across several classes. If the NOTES Extract List has been associated with the INSPECT Extract, then all notes will be extracted for each Inspection selected.

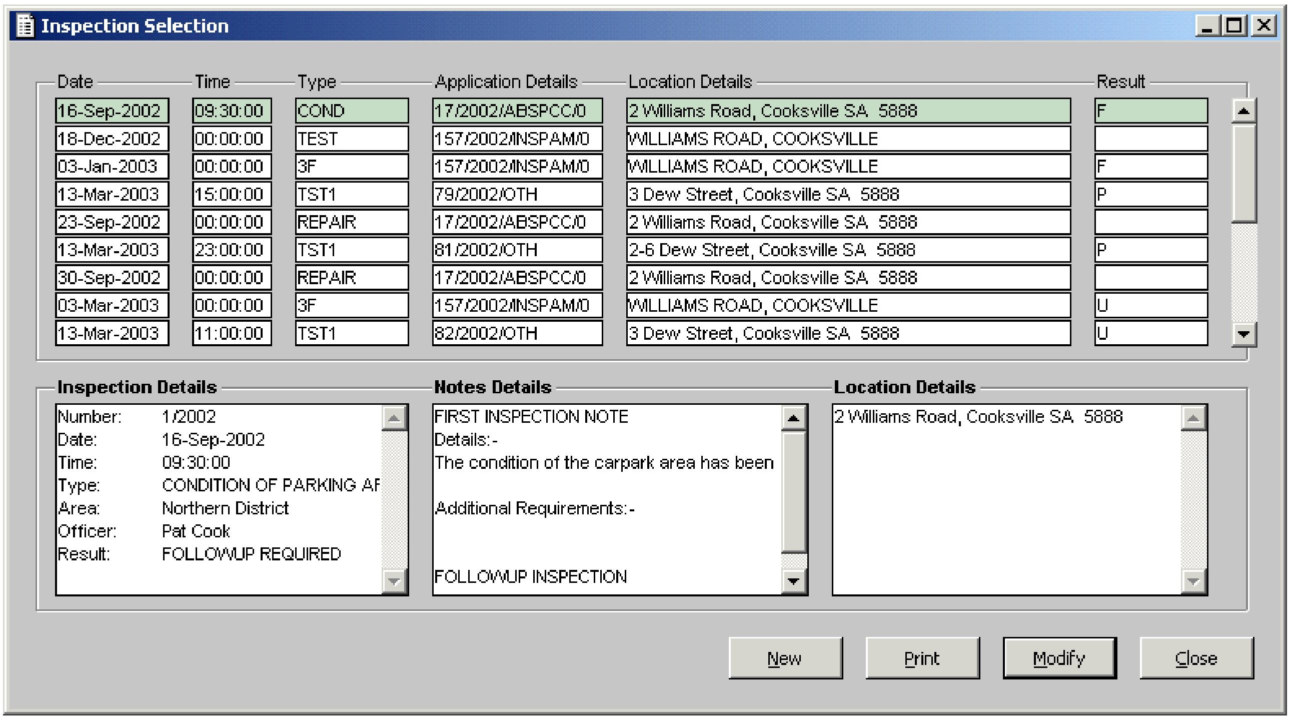
Inspection Selection Form

This Inspection Selection Form displays details of the Inspections that have met the particular Criteria selected in the Search Profile form. The Inspections may then be selected and modified.

This form is a multi-select type form. Users may wish to select only one Inspection or Multiple Inspections. Once the selection is made and the Modify button is chosen, Users will be presented with the Inspection Maintenance Form that the Inspection is associated with. Where multiple Inspections have been selected the standard Pathway radio buttons will be displayed at the bottom of the first Inspection Maintenance form presented and will allow the movement back and forth between the Inspections selected.

The Print Button will enable Users to produce a printed copy of the Inspections selected. Extracts and Merge Types for this Print Option are created via the Inspections Menu. Where only one Merge Type has been created, the Print job will commence immediately. Where more than one merge type has been created, Users will be presented with a list for selection.

Note: The INSPECT extract being created for the Authorised Print function will not have the facility to filter the Notes Section. This is because the Notes Templates are Class based for Applications and Licensing and we cannot establish which specific notes template belong to the specific classes when the selection may have included Inspections across several classes. If the NOTES Extract List has been associated with the INSPECT Extract, then all notes will be extracted for each Inspection selected.



Inspection Selection Form

Date

This field displays the Date of the Inspection and cannot be maintained.

Time
This field displays the Time of the Inspection and cannot be maintained. If the Inspection is an AM/PM type of Inspection then AM or PM will be displayed in this field.

Type
This field displays the Inspection Type Code and cannot be maintained.

Module Details
This field displays the Module Information. For example this could be the Application/Licence Number.

Location Details
This field displays the Location(s) that have been assigned to each Inspection.

Result
If a Result Code has been placed against an Inspection then the Result Code will display in this field. If no Result Code has been entered against the Inspection then this field will be blank.

Inspection Details
Information relating to the Inspection is displayed in this field. This field shows the Inspection Number, Date, Time, Area, Officer and Result for the Inspection currently in focus. As the User scrolls down the Selection form the information in this field will update to that of the Inspection currently in focus.

Notes Details
Information relating to Notes attached to the Inspection is displayed in this field. This field shows the detail of the Notes for the Inspection currently in focus. As the User scrolls down the Selection form the information in this field will update to that of the Inspection currently in focus.

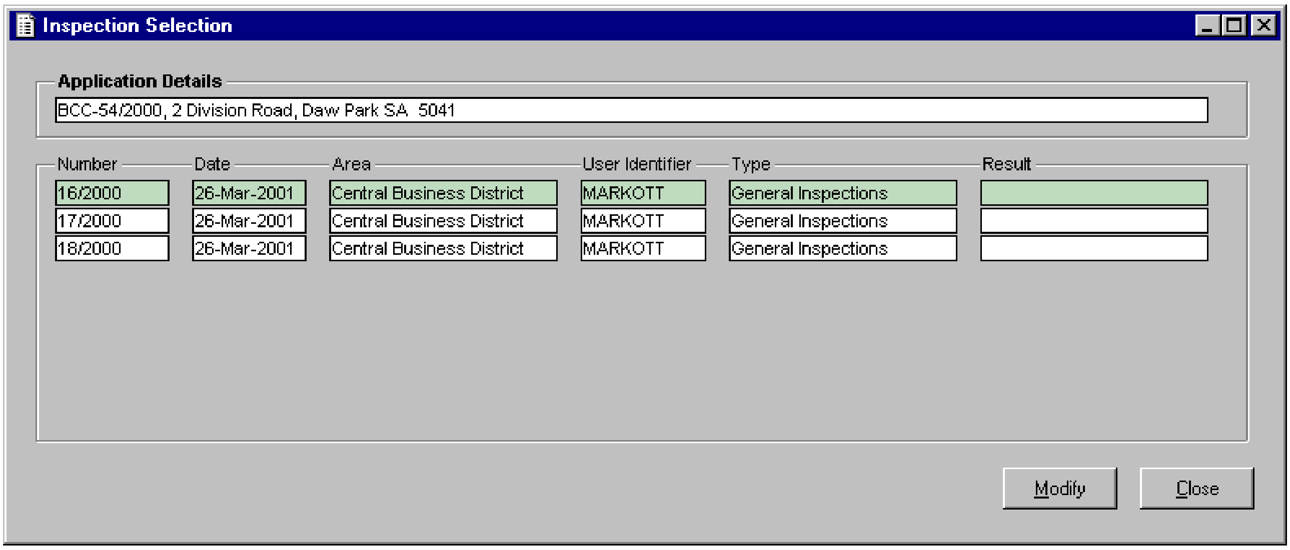
Location Details
Information relating to Locations attached to the Inspection is displayed in this field. This field shows the Location(s) assigned to the Inspection currently in focus. As the User scrolls down the Selection form the information in this field will update to that of the Inspection currently in focus.

Print Button
The Print Button will enable Users to produce a printed copy of the Inspections selected. Extracts and Merge Types for this Print Option are created via the Inspections Menu. Where only one Merge Type has been created, the Print job will commence immediately. Where more than one merge type has been created, Users will be presented with a list for selection.

Note: The INSPECT extract being created for the Authorised Print function will not have the facility to filter the Notes Section. This is because the Notes Templates are Class based for Applications and Licensing and therefore cannot establish which specific notes template belong to the specific classes when the selection may have included Inspections across several classes. If the NOTES Extract List has been associated with the INSPECT Extract, then all notes will be extracted for each Inspection selected.

Inspection Selection Form

Where Inspections have already been entered against a Module Record the Selection Form is displayed when a Workflow action is used.



Inspection Selection Form

Module Details

This field displays the Module information that is currently being accessed. This field is display only and cannot be maintained.

Number

This field displays the Number of the Inspection. This field is display only and cannot be maintained.

Date

This field displays the Date of the Inspection. This field is display only and cannot be maintained.

Area

This field displays the Area of the Inspection. This field is display only and cannot be maintained.

User Identifier

This field displays the User Identifier of the Inspection. This field is display only and cannot be maintained.

Type

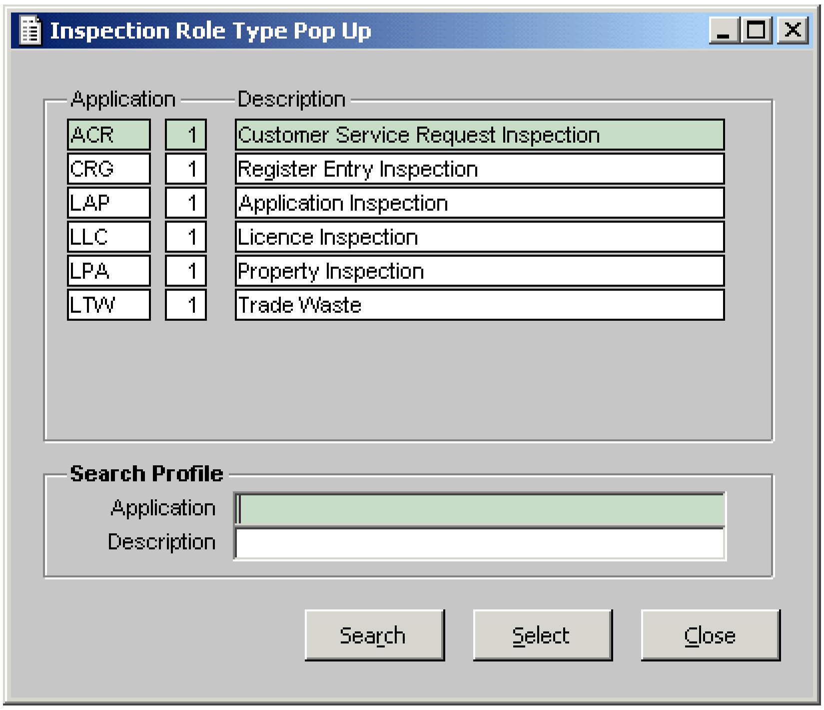
This field displays the Type of the Inspection. This field is display only and cannot be maintained.

Result

This field displays the Result of the Inspection. This field is display only and cannot be maintained.

Inspection Role Type Selection Form

The Inspection Role Type Selection Form displays the Modules that are available to be selected to search for Inspections.



Inspection Role Type Selection Form

Application / Description

These fields display the Module Role Type, Number and Description and cannot be maintained.

Search Profile – Application

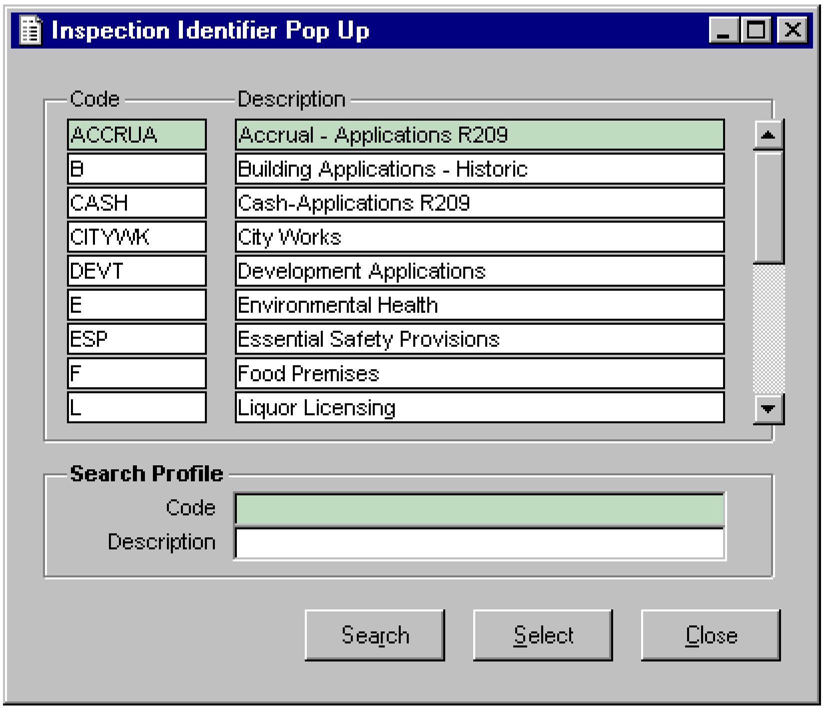
This field allows the User to Search on a particular Inspection Role Type. The User may enter in a full or part Code, then select the Search Button to proceed with the Search.

Search Profile – Description

This field allows the User to Search on a particular Inspection Role Type. The User may enter in a full or part Description, the select the Search Button to proceed with the Search.

Inspection Identifier Pop Up Form

The Inspection Identifier Pop Up form displays the Identifiers that are available for selection to search on Inspections.



Inspection Identifier Pop Up Form

Code
These fields display the Code of the Identifier and cannot be maintained.

Description
These fields display the Description of the Identifier and cannot be maintained.

Search Profile – Code
This field allows the User to Search on a particular Inspection Identifier. The User may enter in a full or part Code, then select the Search Button to proceed with the Search.

Search Profile – Description
This field allows the User to Search on a particular Inspection Identifier Description. The User may enter in a full or part Description, then select the Search Button to proceed with the Search.

Bulk Inspection Creation

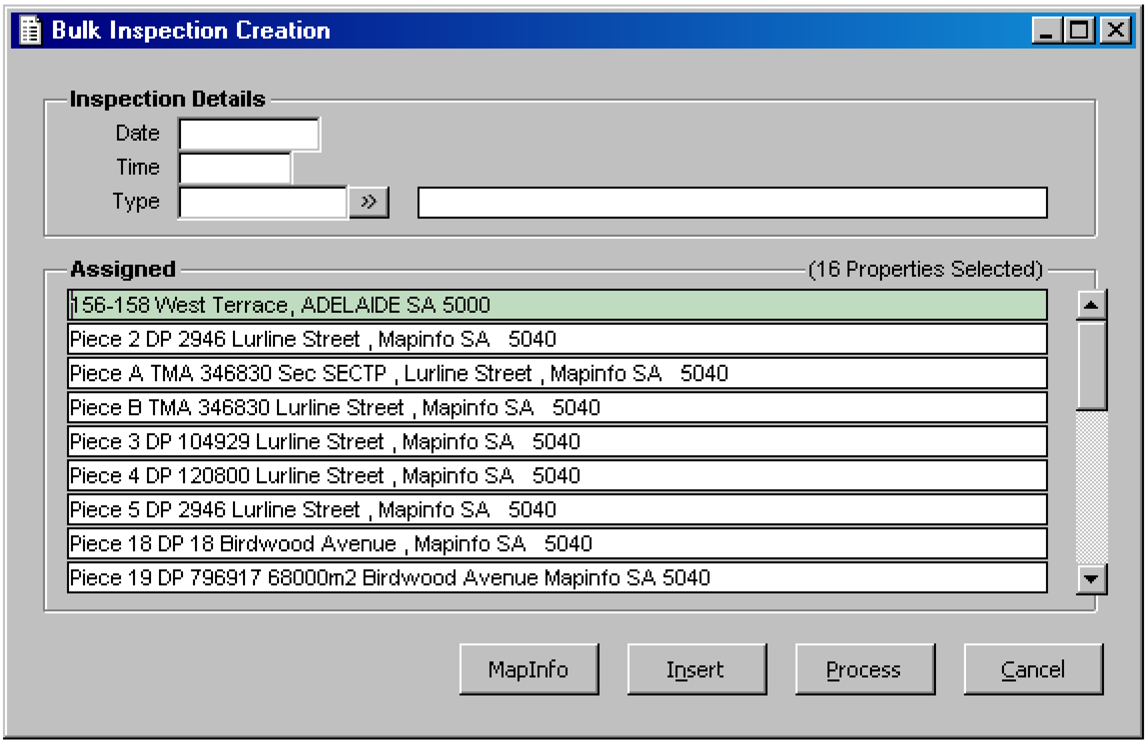
Bulk Inspection Creation Form

The Bulk Inspection Creation menu allows the User to select multiple Properties and update them with an Inspection.

The Property Button allows for the selection of the Properties using the standard Property Search Form. From the Property Search Form the User can search using any of the standard functions, or utilise the GIS to perform the search and selection of required Properties. Access to GIS is also available from the main Bulk Inspection Creation form. This button removes the need for council to access the property form in an effort to use the GIS functionality. Access the map, make you selection and then these properties are returned directly to the Bulk Inspection Creation form.

Upon selection, the system will add an Inspection to each Property using the Inspection Details that have been entered on this form.

When the required properties have been selected and the Inspection information added, the User then selects the Process Button. This will create the Inspections interactively. Upon completion of the creation of the Inspections a message is displayed to the User informing them of the number of Inspections created and the selected properties disappear from the display.



Bulk Inspection Creation Form

Inspection Details - Date
This is the Date that the Inspection is scheduled to occur. This is a mandatory field. The Calendar function can be used to select a Date.

Inspection Details - Time
The Time of the Inspection is recorded in this field.

Inspection Details - Type

The Inspection Type that is to be added to the selected properties is entered into this field. If the Inspection Type code is not known then the Pop Up can be used to display a list of valid Inspection Types that can be used.

Assigned

Once the Insert Button has been selected and the required properties selected from the Property Selection form they are displayed in this field.

When the Process button is selected the Inspections are added to these properties and on completion of the process the Properties are removed from this display.

Inspections Officers Re-Assignment

Inspections Officers Re-Assignment Form

The Inspections Officers Re-Assignment Menu is an authorised function and only available where the Authorised Function has been activated.

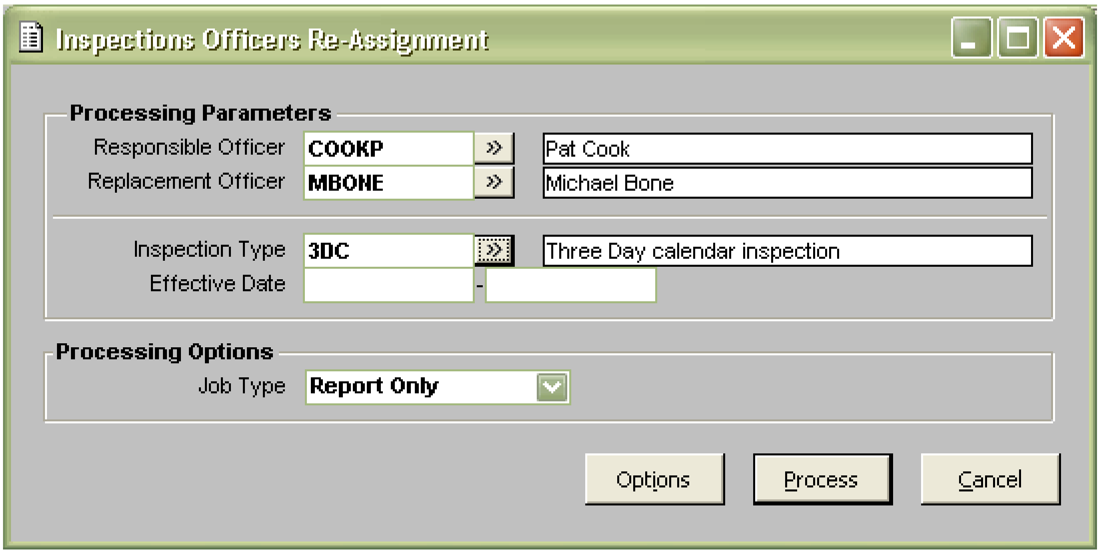
It allows for the re-assignment of Officers on Inspections for the Application and Licensing Module.

Once the menu is selected, and the required Class nominated then the Inspections Officers Re-assignment form is displayed.

From this display the User is able to nominate the Responsible Officer that is currently on Inspections for the selected Class and the Officer to replace them.

Incomplete Inspections (no Result against the Inspection) which have a 'User Identifier' the same as that entered in the 'Responsible Officer' field will be updated with the value of the 'Replacement Officer' when the process is run in Update mode.

As part of the processing checking is done to see if Double Bookings are allowed and if not then an exception is reported and the Officer is not updated.



Inspections Officers Re-Assignment Form

Processing Parameters – Responsible Officer

Enter in the Responsible Officer that is to be replaced on the Incomplete Inspections. The pop up can be used to display a list of available users.

Processing Parameters – Replacement Officer

Enter in the Replacement Officer that is to replace the Responsible Officer on the Incomplete Inspections. The pop up can be used to display a list of available users.

Inspection Type

If a particular Inspection Type is required to be updated with the Replacement Officer then the Inspection Type can be entered into this field. The pop up can be used to display a list of available Inspections Types for the Class.

If all the Inspection Types are required to be updated with the Responsible Officer then this field can be left blank.

Effective Date

If Inspections scheduled for a particular date are required to be updated then the Scheduled Date From and To Range can be entered into these fields.

Only those Incomplete Inspections with a Schedule date that falls within the range entered will be updated with the new Replacement Officer.

These fields can be left blank in a date range is not required in the update process.

Job Type

The Job Type defaults to Report Only. The report only option will display the inspections that will be updated when the process is run in Update Mode.

Select the Update and Report option when updating of the selected Inspections is required.

Reports

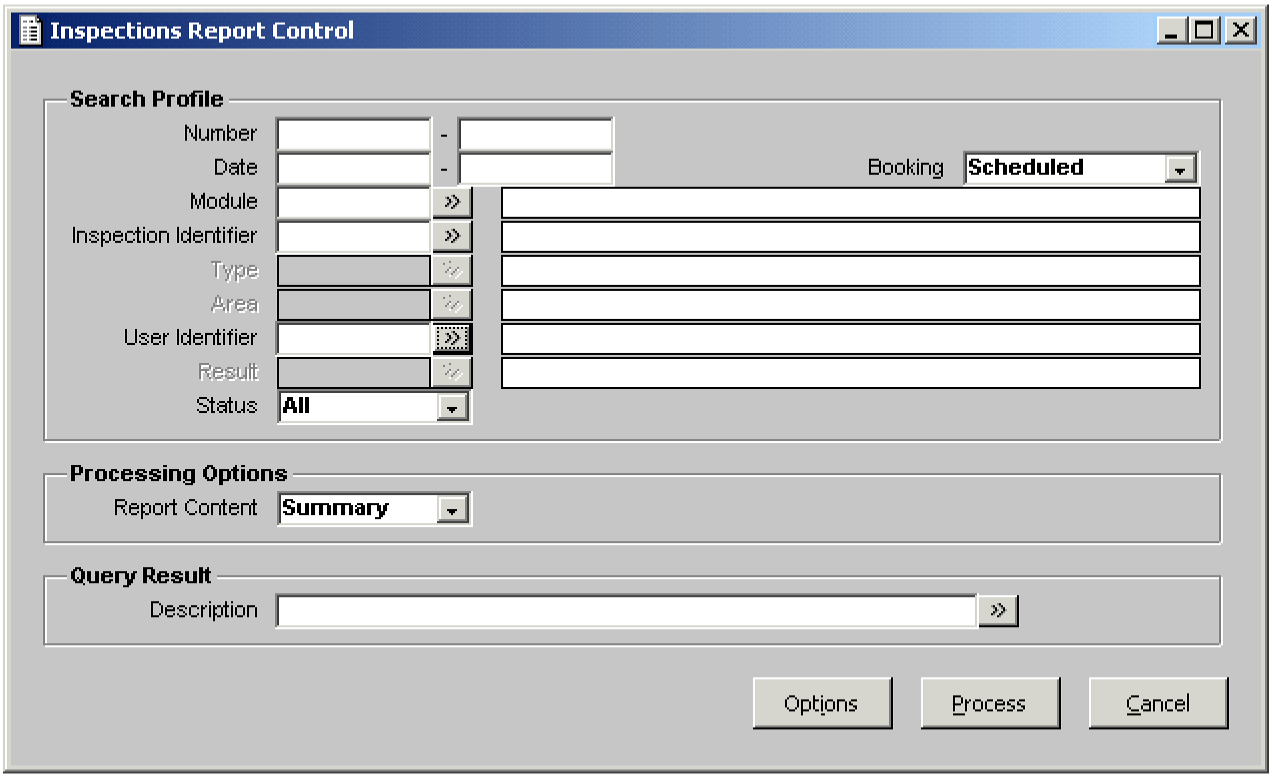
The following topics are included in this section:

Inspections Report

Inspections Report Control Form

This form allows you to enter a search profile on which to base your search. Advanced Search Profile Techniques may be used on this form. For more information on Advanced Search Profile Techniques please refer to the How to Use User Guide.

The ability exists to search by any combination of the available fields, however as Applications and Licensing Modules are class based, some of the fields are not always available unless and Inspection Identifier (Class) has been selected to trigger those fields.



Inspections Report Control Form

Search Profile - Number

As each Inspection is lodged, it is allocated a number. These fields can be used to enter the number range required for reporting on the Report.

Entering a number in the first field and tabbing to the next field will default the number entered in the first field into the second field. This will result in a direct search.

However if a range of Inspections are required then the following example explains how this is done.

Entering 6 in the first field and 10 in the second field will result in all Inspections within the number range entered inclusive of the entered numbers.

Entering 6 in the first field and deleting the default number in the second field will return Inspection 6 and greater.

Search Profile - Date

These fields display the date an Inspection is scheduled. Keying this date if known will also make your search more exact.

Entering a date in the first field and entering the same date in the next field will result in all Inspections scheduled on the entered date and meeting any other search criteria being displayed.

However if a range of Inspections are required then the following example explains how this is done;

Entering a date in the first field and a different date in the second field will result in all Inspections within the date range entered inclusive of the entered dates and meeting any other search criteria being displayed.

Search Profile - Booking

The Booking field defaults to Scheduled upon entry to the form. This can be changed by the User to look for other types of Inspections.

The Options available from the Drop Down are:-

- All
- Scheduled
- Unscheduled

Selecting 'All' results in all Inspections being extracted.

Selecting 'Scheduled' results in only Inspections with a Booking Date being extracted (based on other filter information entered).

Selecting 'Unscheduled' results in only Inspections without a Booking Date being extracted (based on other filter information entered).

Search Profile - Module

Enter a Module Code if known, or use the pop up button to display the Inspection Role Type Pop Up form and select the required Module.

The Modules available are

- ACR – Customer Service Request Inspection
- CRG – Register Entry Inspection
- LAP – Application Inspection
- LLC – Licence Inspection
- LPA – Property Inspection
- LTW – Trade Waste

Where a Module is selected the Inspection Identifier, Type, Area and Result fields are all dimmed.

Search Profile - Inspection Identifier

The Inspection Identifier field is used to define the search for an Inspection down to a lower level. As Inspections are entered at different levels for different modules the information available in the Pop Up will vary from Module to Module.

The following details the Identifiers available for selection from this field for the different Modules:-

- Inspections — All Application Classes
All Licensing Classes
All Customer Request Types
All Register Types
LTW
Property
- Applications — All Application Classes
- Licensing — All Licensing Classes
- Customer — All Request Types

Service

• Property	Property
• Trade Waste	LTW
• Registers	All Register Types

Enter an Inspection Identifier Code if known, or use the pop up button to display the Inspection Identifier Pop Up form and select the required Inspection Identifier.

Where an Inspection Identifier is selected, all fields except the Module become available. @@@@@@@@

Search Profile - Type

Enter a Type Code if known, or use the pop up button to display the Inspection Types Pop Up form and select the required Type.

The Type field will only be input capable when an Inspection Identifier has been selected. Other fields available with Type are Area, User Identifier, Result, Number and Date ranges.

Search Profile - Area

Enter an Area Code if known, or use the pop up button to display the Inspection Areas Pop Up form and select the required Inspection Area.

The Areas codes available are those set up under the Inspection Area Maintenance Menu Option within the Module that has been chosen. The Area Field is only available once an Identifier has been entered on the form.

Search Profile - User Identifier

Enter a User Identifier Code if known, or use the pop up button to display the User Identifier Pop Up form and select the required User Identifier.

Search Profile - Result

Enter a Result Code if known, or use the pop up button to display the Inspection Results Type Pop Up form and select the required Result.

Search Profile - Status

Select a Status from the dropdown list. The options available for selection are;

- All
- Completed
- Incomplete

Processing Options – Report Content

The Report Content field defaults to 'Summary'. Using the dropdown this can be changed to 'Detailed'.

The Summary report shows the Officer, Date, Time, Type, Area, Result and Inspection Details.

The Detail report shows the same fields as the Summary Report and also the Notes for the Inspection.

Query Result - Description

If a Query has been defined using LININSP then it can be used to produce the Inspection Report. The Pop Up button will provide a list of available Queries that can be used or allows for a new Query to be created.

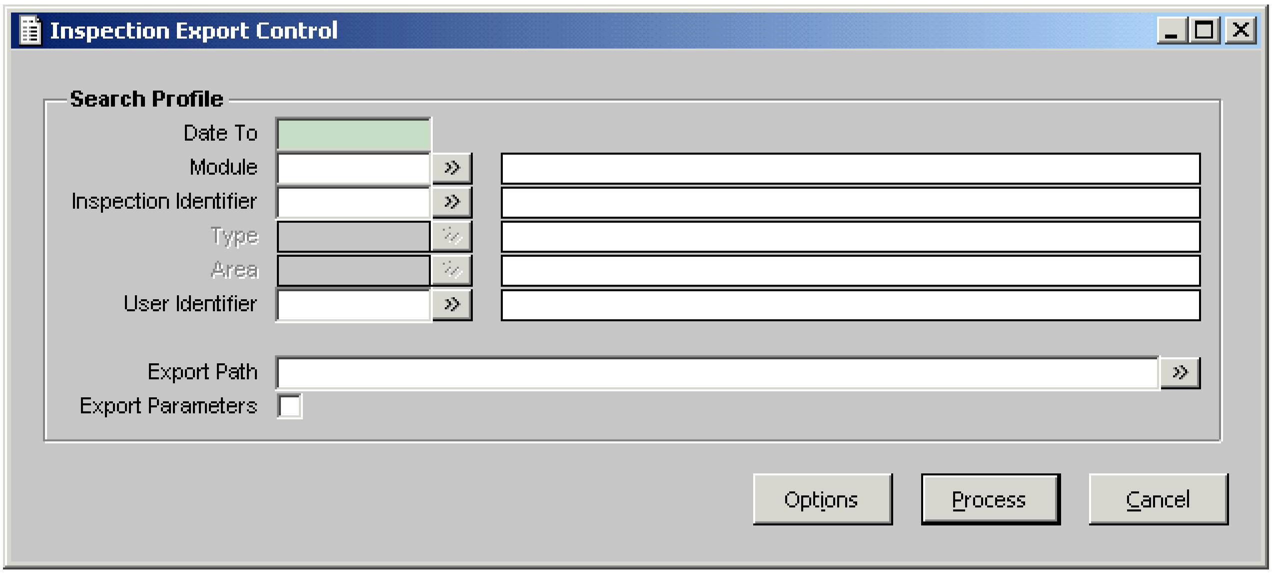
Export/Import Function

The following topics are included in this section:

Inspection Export

Inspection Export Control Form

The Inspection Export Control Form allows



Inspection Export Control Form

Date To

Module

Inspection Identifier

Type

Area

User Identifier

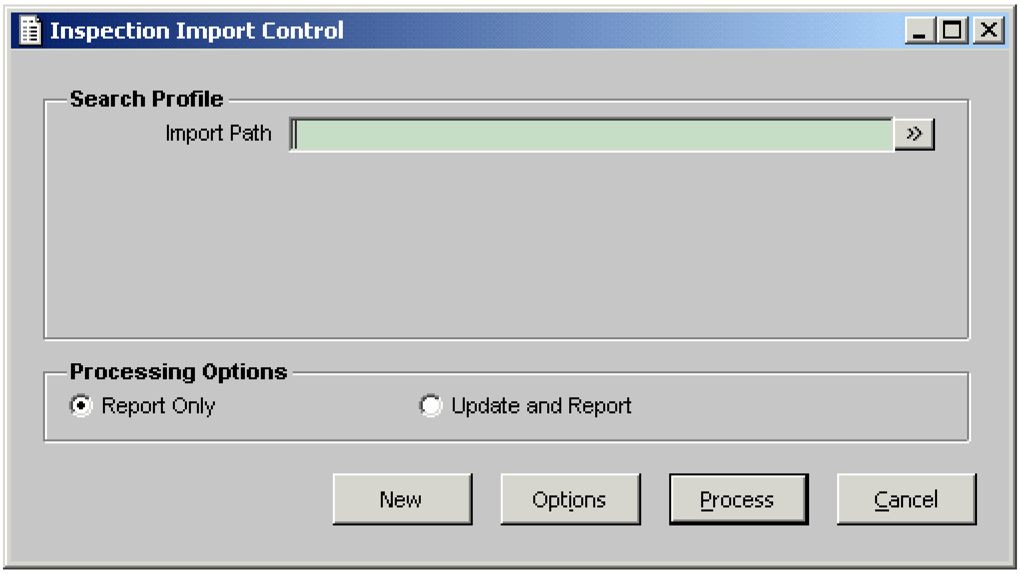
Export Path

Export Parameters

Inspection Import

Inspection Import Control Form

The Inspection Import Control Form allows



Inspection Import Control Form

Search Profile - Import Path

Processing Options – Report Only / Update and Report

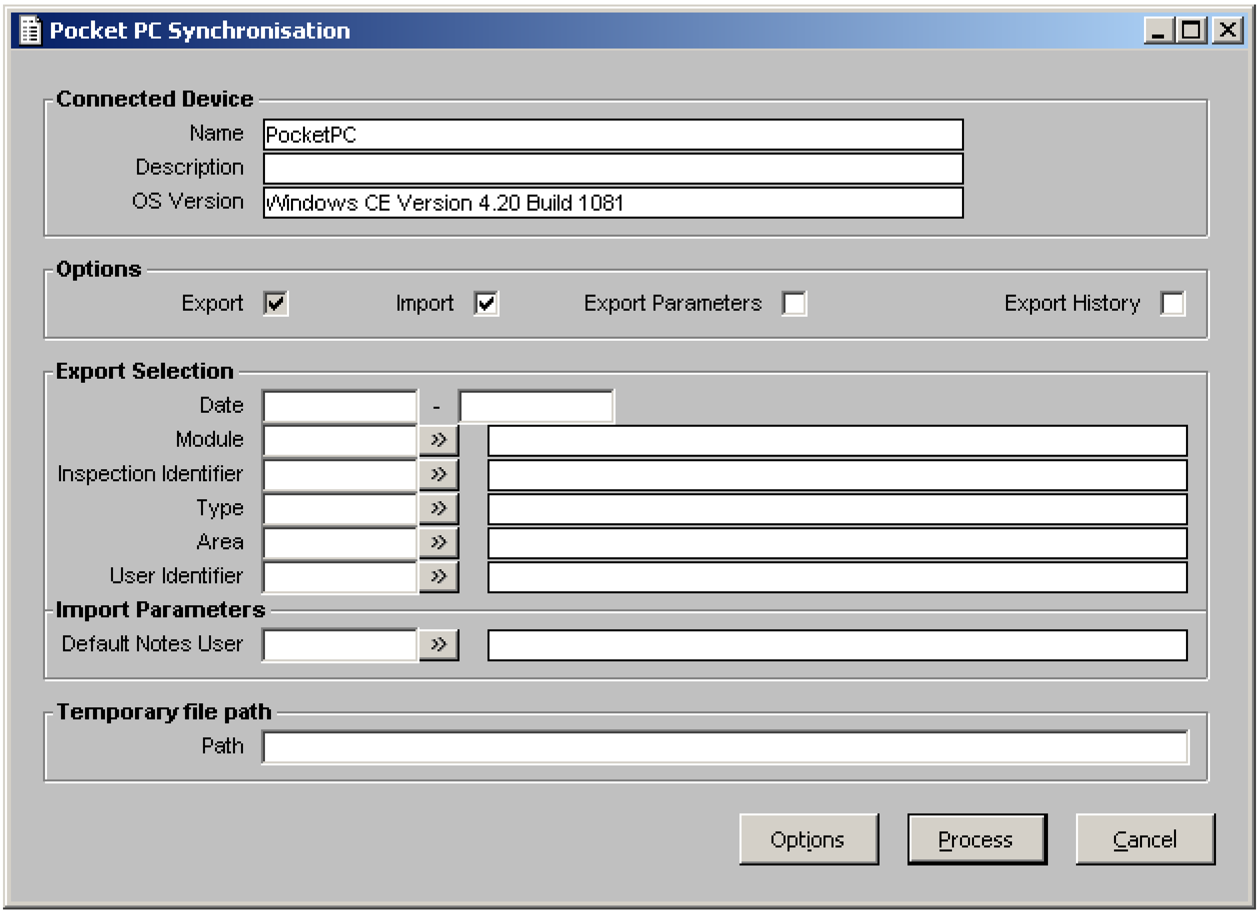
PDA Inspections Export / Import

The Pocket PC Synchronisation form is used to export and import Inspections to and from the PDA Device.

Note that a change has been made to the import process in Release 3.03 to copy the passed Inspection Result to any Questionnaire Answers that are Insp. Result Type if not already populated.

PDA Inspection Import / Export Form

The PDA Inspection Import/Export form is used to export out Inspections requiring inspection, Parameter Updates and also Importing Inspections that have been completed.



Pocket PC Synchronisation Form

Connection Device – Name
The value in this field automatically defaults to the value of the PDA.

Connection Device - Description
The value in this field automatically defaults to the value of the PDA.

Connection Device – OS Version
This information is defaulted in from the installation of the PDA.

Options - Export
If inspections are required to be exported to the PDA then this field should be flagged on. If inspections are not required to be export to the PDA then the field should be flagged off.

It is possible to Import Inspections within the same process of Exporting Inspections.

Options - Import
If inspections are required to be imported back from a PDA then this field should be flagged on.

It is possible to Import Inspections within the same process of Exporting Inspections.

Imported completed Inspections from the PDA will ensure that where a merge type has been included on a result a document request will be generated for that inspection / merge type. On Property Inspections Conditions and Notices linked to the Result are created when Property Inspections are imported from the PDA.

Options – Export Parameters
If there is a requirement for the Parameters to be updated on the PDA then this option should be checked on. All Inspection Parameters will be exported out onto the PDA if this option is flagged on.

Options – Export History
If History is to be exported for Inspections then this field should be flagged on. This will export out Inspections for the Module that current Inspections are being exported. When maintaining Inspections with History information the Inspector has information from previous Inspections for the linked module record on the PDA to review if required. The History includes any naotes or failed reasons in the details output to the PDA.

Export Selection – Date Range

The Date area allows for the entry of the Dates of Inspections to be exported. The User needs to enter in the from and to range of the Inspections that are required to be exported to the PDA.

Export Selection - Module

If a particular module is only required to be exported then it can be nominated within this area. Once a Module has been selected then the Identifier, Type and Area fields are not longer available for the User to select from.

Export Selection – Inspection Identifier

If a particular identifier is required to be exported then it can be nominated within this area. Once an Identifier has been selected then the Module option is no longer available for selection.

Export Selection - Type

If a particular Type is required to be exported then it can be nominated within this area.

Export Selection - Area

If a particular Area is required to be exported then it can be nominated within this area.

Export Selection – User Identifier

If a particular User is required to be exported then they can be nominated within this area.

Import Parameters – Default Notes User

All new notes on imported inspections will be assigned this user id.

Temporary File Path
This is the working directory for the Inspection/PDA interface. This directory is used in the import/export function of information from the Inspection module to the PDA and from the PDA to the Inspection Module.