Defining Inspection Parameters

Overview

Inspection parameters are maintained by department on the **GNA** > **Workflow Management** > **Department** > **Inspection** form: They include the:

- Inspection Territory for the department
- Fee setup for fees generated from an inspection
- Inspection Types

Related Forms and Tables

The following forms are used in the Inspection parameters:

- Property Information: Property Area (PC_AREA). This form is used for Inspection Territories.
- Inspection Fee Reason Code:
- Workflow Inspector: The fields on this form are associated with the Workflow Inspector form.

Creating a New Inspection Type

The Inspection Type settings are located on the **GNA** > **Workflow Management** > **Department** form:

Notes

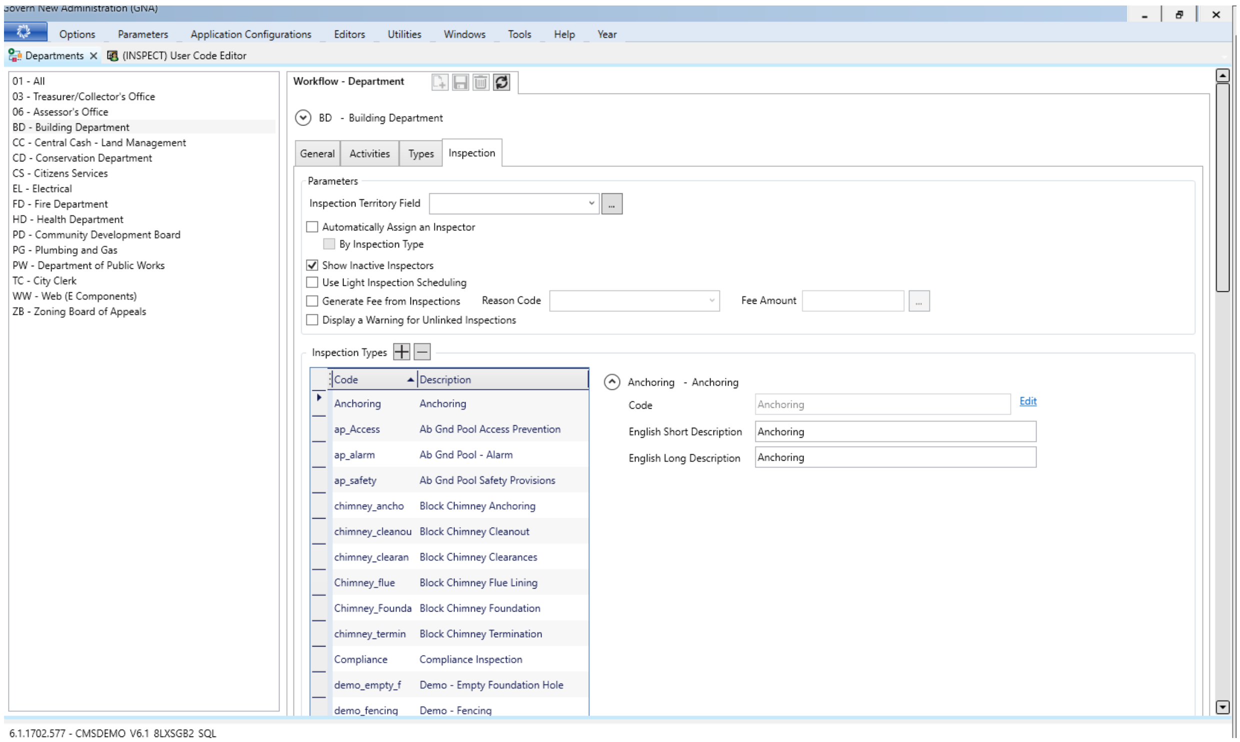
- Inspection data are saved in WM_PARM_DEPARTMENT:
- Inspection Types are saved to VT_USER where table = WMINSPECT
- You cannot delete an inspection type if it is used in a workflow process

Accessing Inspection Type Settings

To access the Inspection Type settings:

1. Launch GNA.
2. Select **Application Configurations** > **Departments.**

3. Select the **Inspection** tab.



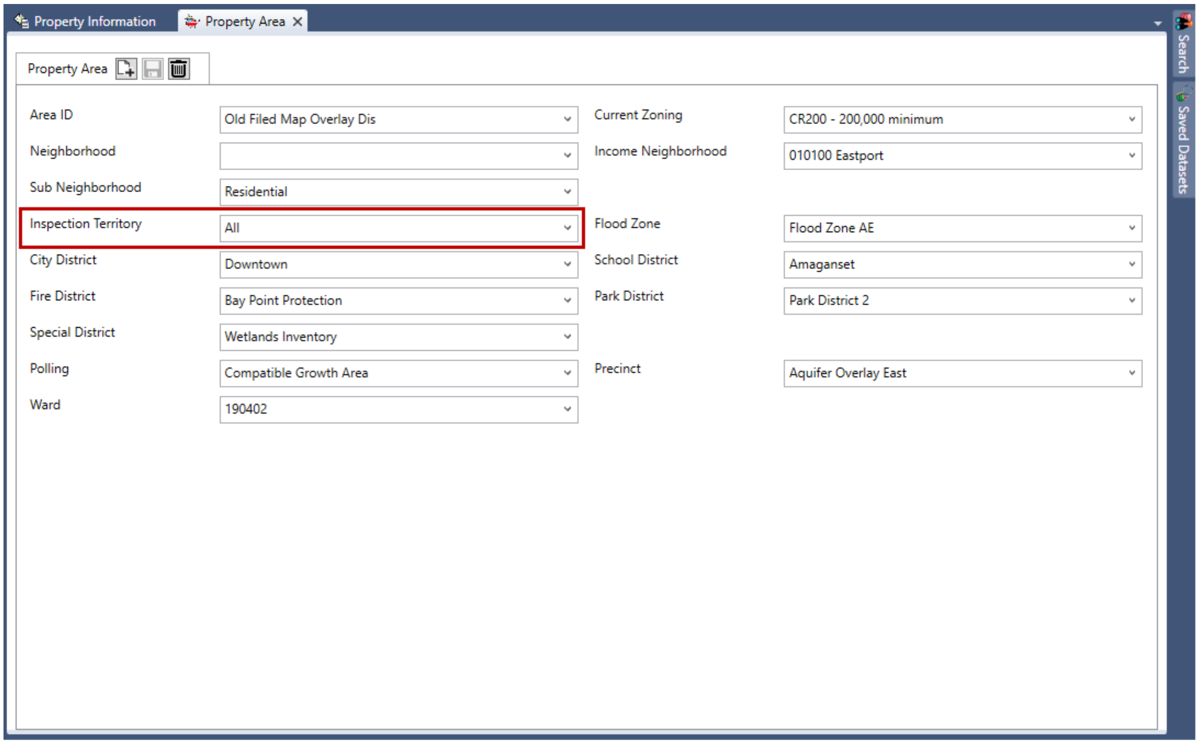
4. Select a department from the list box on the left.
5. Click **New**.
6. Complete the parameters as described in the following section.
7. Click **Save**.

Adding the Inspection Territory

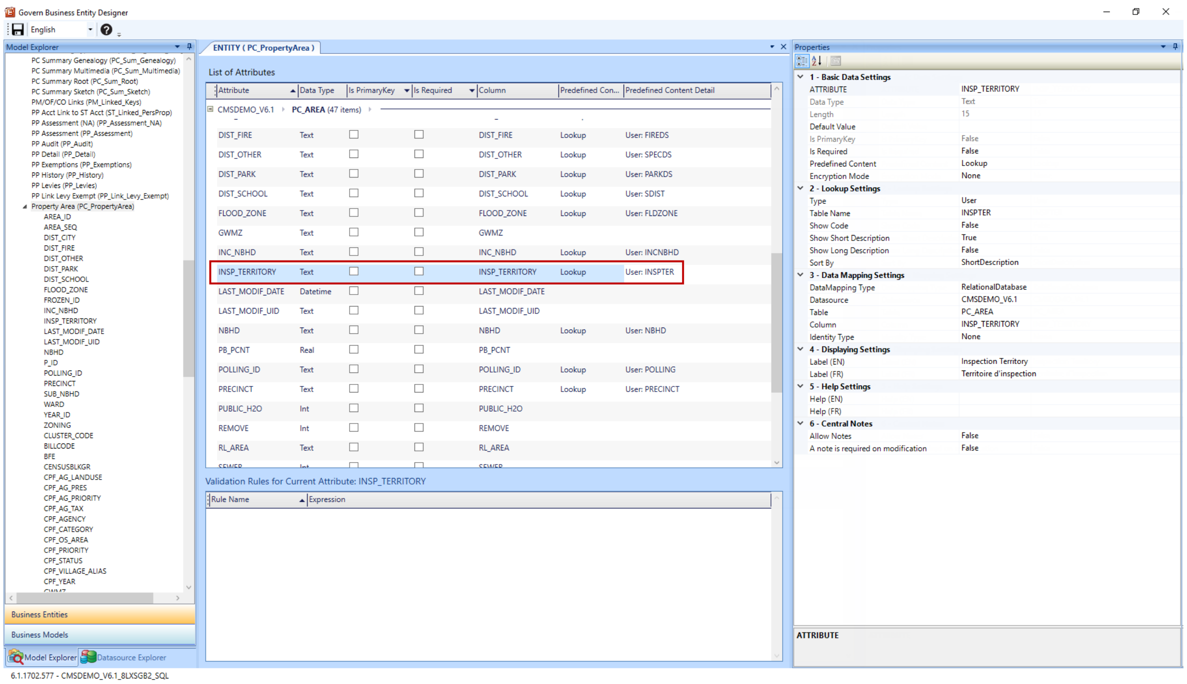
You can select one Inspection Territory for a department. This is displayed in the Inspection **Territory Field** drop-down list on the **Department** > **Inspection** form.

The drop-down list contains all the fields in PC_AREA that are mapped to a Validation Table. This is illustrated in the following screen shots.

The Govern Property Area User Form



PC Area Entity in the Business Entity Designer



The Inspection Territory is the default field, but any attribute that is mapped to a validation table can be selected as the Inspection Territory field. This includes: Fire District, Special Districts, Park District, School District, Flood Zone, Income Neighborhood, Neighborhood, Polling, and Precinct. You could, for example, set up inspections for the department by territory or fire district.

The tables to which these attributes are mapped appear in the **Inspection Territory Field** drop-down list.

To change the codes used for inspections:

1. Open the **Workflow Management** > **Department** > **Inspection** form in GNA.
2. Select the required validation table from the
3. for the **Inspection Territory Field**.
4. Click **Save**.

Automatically Assign an Inspector

The Automatically Assign an Inspector option is used for inspections assigned through workflow activities.

Note: An inspector can be assigned to a Scheduled inspection only.

The inspector is assigned according to inspection territory.

The option **All Territories** can be selected for an inspector,.

Inspections can be assigned by inspection type as well.

If the Automatically Assign Inspection option is selected, the **By Inspection Type** option is enabled.

The available inspection types are selected for each inspector on the Inspectors user form in Govern.

Note: The insp code must be present in the VT_USER_PMNAME table.

To setup automatic inspection assignments:

1. Open the **Workflow Management** > **Department** > **Inspection** form in GNA.
2. Select the **Automatically Assign an Inspector** option.
3. Select **By Inspection Type** to assign inspections by inspection type as well as availability and territory.
4. Click **Save**.

Showing / Hiding Inactive Inspectors

Select this option to show the inactive inspectors on the Inspection Selection forms.

You can select the **Inactive** option for an inspector on the Inspectors form in Govern. When the option is selected, you can maintain new records. However, you cannot schedule any new inspections for the inspector, until you deselect the option. Refer to the Inspectors form for details.

Using Light Inspection Scheduling

This parameter is reserved for future use.

Generating Fees From Inspections

You can set up fees to be automatically generated from an inspection. Typical reasons for this type of fee include incomplete and failed inspections.

You can select only reason and apply only one fee for the department. However, the fee is based on an expression to allow for flexibility.

Before setting up a fee, ensure that reason codes exist for these fees.

To defined the Inspection Type Reason Codes:

1. Launch GNA.
2. Select **Editors** > **User Validation Table Editor** > **Regular**.
3. Select **WMINTYRE - Inspection Type Reason Codes**.
4. Click **Codes**.
5. Enter a unique **code** and a **Short** and **Long Description**.
6. Click Save.

To set up a fee to be generated from an inspection:

1. Open the **Workflow Management** > **Department** > **Inspection** form in GNA.
2. Select the **Generate Fee from Inspection** option.

   This enables the **Reason Code** and **Fee Amount** fields.
3. Click the ellipsis button in the **Fee Amount** parameter.

   This opens the Expression Selector.
4. Enter an expression for the fee code.
5. Click **Save**.

Displaying a Warning for Unlinked Inspections

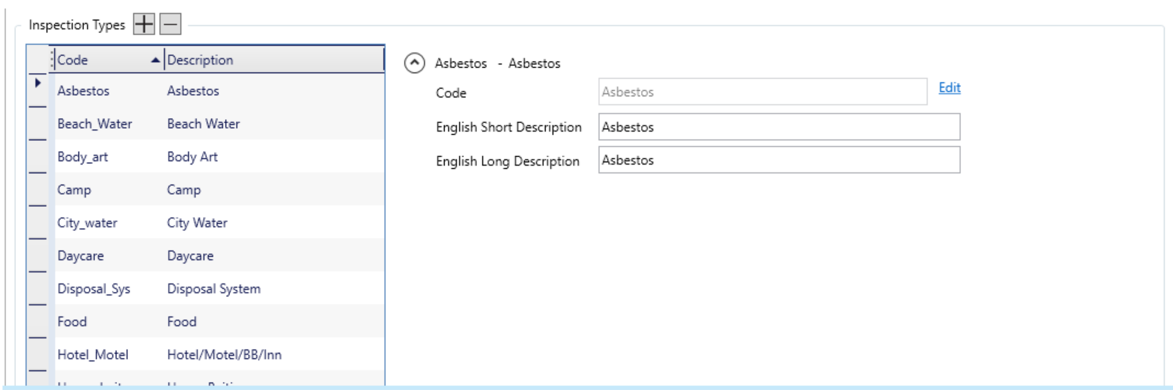
This parameter is reserved for future use.

Creating Inspection Types

To create Inspection Types:

1. Open the **Workflow Management** > **Department** > **Inspection** form in GNA.
2. Click the **Add** button above the Inspection Types list box.

   This enables the **Code** and **Short** and **Long Description** fields.



3. Click the **Edit** button to open the Inspection User Validation table codes directly.

   The table is called **INSPECT** and is found under the **User Validation Table Editor** > **Workflow Management**.

   This table is defined by department and maintained by system. The Department is displayed in read-only mode.

   You cannot create or delete Inspection Codes in the User Validation Table Editor. You can modify the short, long, and full descriptions, You can select the **Is History** option for a code for which previous records exist, but which is no longer valid. *Refer to the User Validation Table documentation for details*.

To delete an inspection type:

1. Open the **Workflow Management** > **Department** > **Inspection** form in GNA.
2. Click the **Delete** button above the Inspection Types list box.

Note: You cannot delete inspection types that are used in a workflow. This is to be developed in a future release

