

Inspections and Violations

Setup

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Introduction



Inspection Icon

Select the drop down arrow to access the inspection setup window.

General

Select this tab to enter the general settings. There are two fields found in this window.

Field Description	How it is Used	Special Notes	Example Entries
Default Code Set	This field is used to preset which violation code set is used at the time of entry.	Use the drop down to access the list.	IFC2006
Violation Default Status	This field is used to preset which violation status is used at the time of entry.	Use the drop down to access the list.	NEW

Inspection Types

Select this tab to enter the inspection types. The following fields are entered in this window.

Field Description	How it is Used	Special Notes	Example Entries
Inspection Type	Inspection code signifying the type.	Must be unique.	GEN, REST
Description	Description of the inspection type.	N/A	General, Restaurant
Inspection Frequency	Number of days till the next inspection.	N/A	365

Inspection Status

Select this tab to enter the inspection status. The following fields are entered in this window.

Field Description	How it is Used	Special Notes	Example Entries
Inspection Status	Inspection code signifying the status.	Must be unique.	NEW, RET
Description	Description of the inspection status.	N/A	New, Return
Open Inspection	Is this inspection still active?	N/A	Y or N

Violation Setup

Select this tab to setup the violation settings.

Violation Setup: Violation Status

This browse includes the violation status types.

Field Description	How it is Used	Special Notes	Example Entries
Violation Status	Violation code signifying the status.	Must be unique.	OPEN, CLOSE, HOLD
Description	Description of the violation status.	N/A	Open, Closed, Hold
Open Violation	Is this violation still active?	N/A	Y or N

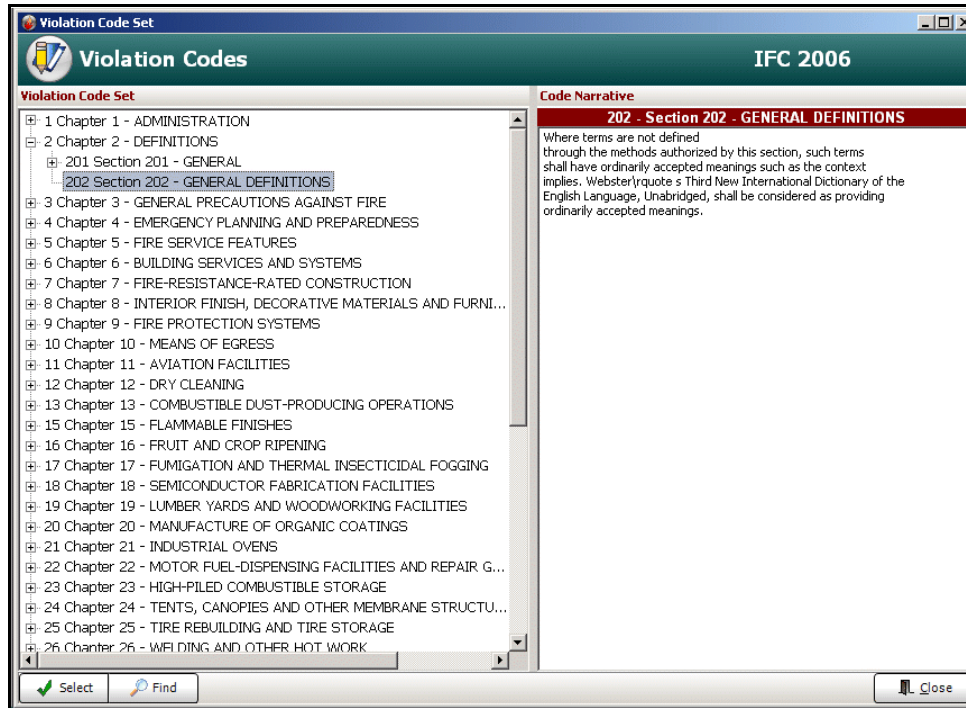
Violation Setup: Violation Code Sets

This section lists all of the violation code sets.

Field Description	How it is Used	Special Notes	Example Entries
Violation Code Set	Code signifying the code set.	Must be unique.	NY2007, IFC2006
Description	Description of the code set.	N/A	International 2006
Non Active Codes	Check this for non used codes.	N/A	Y or N
Edit Codes Button	Press this to edit the violation codes.	N/A	N/A

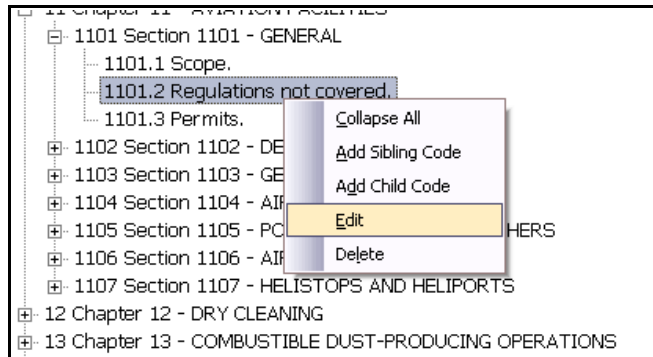
Violation Codes: Editing Code Sets

Press the Edit Codes button to edit the violation codes. This will bring up the violation code view.



Follow these steps to edit a code.

1. Find the section of code by maneuvering to the code you want to edit.
2. Highlight the code to edit.
3. Press the right menu button. This will bring up the menu.



4. Select the Edit choice. This will bring up the code entry screen. The following fields are edited in the code entry screen.

Field Description	How it is Used	Special Notes	Example Entries
Code	Code number.	N/A	1101.2
Description	Short description of the code.	N/A	Regulations not covered.
Narrative	Complete narrative of the code.	N/A	N/A
Quick Set	Check this box to designate	N/A	N/A

Follow these steps to add a code.

1. Find the section of code by maneuvering to the code you want to add to.
2. Highlight the code to add to.
3. Select Add Sibling Code to add a code that would be at the same level. For example, if you have highlighted 1101.3 and you wanted to add a 1101.4.
4. Select Add Child Code to add a code that would be a sub code of the selected code. For example, if you have highlighted 1101.3 and you want to add both 1101.3.1 and 1101.3.2.
5. Ent all of the fields in the spaces provided.
6. Save the record.