

FP2 - TIP 'O THE WEEK #22

AUTO-CREATE INSPECTION CHECKLISTS

This week's tip deals with a setting that affects Inspections Checklists. If you so choose, you can set up your system such that once you change an Inspection Checklist from a "Pending" status to a status of either "Satisfactory" or "Unsatisfactory", FP2 will automatically create a new "Pending" Inspections Checklist that will assume the Next Inspection Due date. This pending Inspection Checklist will be there waiting for you to use when the Next Inspection Due date rolls around and you head off, Inspections Checklist in hand, to inspect this Property.

If this auto-create checklist system sounds like something that would be useful to your department, here's how to activate it:

ACTIVATING "AUTO-CREATE CHECKLIST"

1. Start off by Opening the Set-up menu. Click on Set-up, and then on System Information. Now click on the Custom Settings Button.
2. Choose the "inspections" tab, and then the "Checklists" sub tab.
3. Click in the checkbox entitled, "Auto Create Checklist".
4. Note that this feature will work only if the Periodic Inspections fields (Last Inspection date, frequency, and Next Inspections Due) are completed on the "Inspections at..." window. (This needs to be done in the "Inspections at..." window for each individual property.)
5. You will know that this setting has been successfully implemented when you change an Inspection Checklist's status from "Pending" to "Satisfactory" or "Unsatisfactory" and return to the "Inspections at..." window to find a new Pending Inspections Checklist listed with a date that matches the date in the Next Inspection Due date.

The advantage of using this feature is that you can now view all Pending Inspection Checklists within a specified date range through the list formulated by going to: FirePro 2 → Find Inspection Checklist. Having access to this customized list of Pending Inspection Checklists is a great way to gain an overview of upcoming Inspections.