

## FP2 - TIP 'O THE WEEK # 17

### LAST INSPECTION DUE DATE OPTIONS

The FP2 Set-Up Menu, that one marvelous place where the system's administrator can exert absolute control (feel the power!) contains a bunch of less-obvious settings that you may want to get to know. Sometimes it's difficult to find the time to actually investigate what the Set-up Menu items will affect in the program, so departments can end up sticking with the default settings (which may not actually match their department's needs and preferences). This week, let's focus on one relatively small part of the set-up menu, the Last Inspection Due Date options.

To begin with, you're not going to be able to decide whether or not you want to change the settings you already have unless you know where and how this will affect the program. The *Last Inspection Due Date* field is located on the Inspections at....window – the window that first opens when you click on the Inspections button from the Properties window. It is one of the fields in the Periodic Inspections section. What this field holds is the date that this property was last inspected. Using the set-up menu, you can decide how you want this date to be determined.

#### **CHOOSING FROM THE LAST INSPECTION DUE DATE OPTIONS**

1. From the set-up menu, select **System Information**. Click on the **Custom Settings** Button.
2. Choose the **Inspections** Tab and then the **General** Sub-tab.
3. There are 4 set-up options that pertain to the **Last Inspection Due Date** field. These are listed below:
  - a. Manual – choose "Manual" to always enter the date an inspection has occurred without prompting (i.e. manually). This is the default.
  - b. Prompt from New Inspection – If you choose this option, each time you enter a new inspection, you will be prompted as to whether or not you want to use the date of the Inspection for the Last Inspection due date.
  - c. Prompt from New Checklist – same as above, except that you will be prompted each time you enter a new Inspections Checklist on a property as to whether you want this to be the new Last Inspection due date.
  - d. Prompt from either new – This is a combination of b) and c) so that a new entry of either an Inspection or an Inspection checklist will

activate a prompt regarding the date of the Last Inspection Due Date field.

4. While we're here in this set-up area, take a quick look at the two checklist items in the Last Inspections Due Date section (the only ones we haven't talked about yet).
  - a. The first one is called, "Last Inspection Due for Label". This checkbox simply deals with naming the field on the Inspections window. If this box is checked it will be titled, "Last Inspection Due Date", and if it is not checked, the field will be labeled, "Last Inspection Date". It's a preference thing.
  - b. The last checkbox is called, "Confirm **Next** Inspection due". Click in this box to activate prompting that will allow you to override the automatic **Next** Inspection due date that is calculated using the Last Inspection Date and the Frequency field. Clicking in this box gives you an opportunity to change the date of the next inspection, and is the only way to edit this otherwise automatic date.

I hope this helps to de-mystify one small area of the set-up menu. Stay tuned for further Set-up Menu tips in future editions.