

SAFE Program Help

Created on 11-01-2023

# SENDING INSPECTIONS TO MONTGOMERY COUNTY

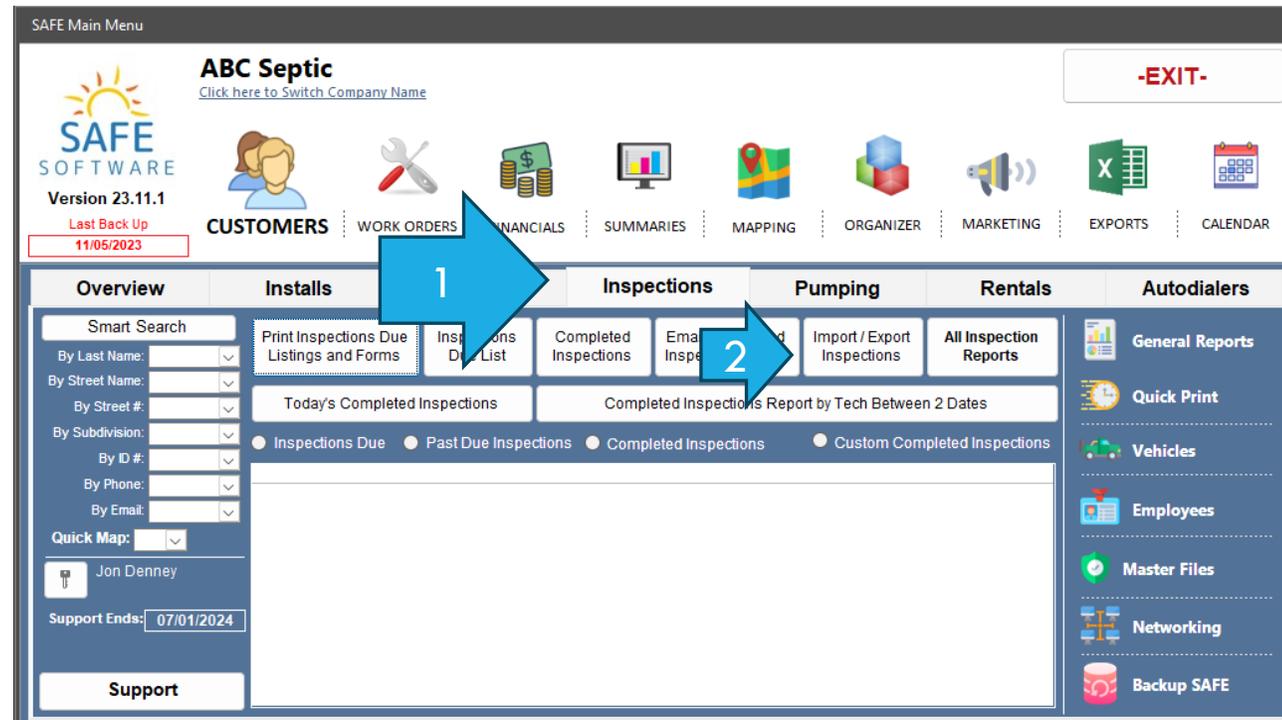
# BACKGROUND INFORMATION

Montgomery County EHD is going with the Inspect2Go Program for their permitting, etc. Several years ago, they (Inspect2Go) contact me to see about working together to add a permitting section to their program. They are an online program and SAFE is a PC-based program, so I thought the “partnership” would be a good idea.

We worked together to develop a permitting side for Montgomery County so they could move out of their old system and into the Inspect2Go platform. Inspect2Go only provides a software platform for health departments – not private Service Companies or Installers. I wanted to make sure that their system would be able to IMPORT data from Inspection Results entered by Service Companies working in their county. We developed a system very similar to the current way that companies can send their completed inspections through a “txt” file to an Agency using SAFE. The file, however, is in an Excel format. It was easier for the Inspect2Go developers to create the import process using Excel, so we created a separate location in the SAFE Export menu for specifically that. The next few pages will explain the process

# STEPS FOR VERSION 23.8 AND HIGHER

1. Inspections Tab
2. Import/Export button



# STEPS FOR VERSION 23.8 AND HIGHER

3. Select the button that says “To Your Agencies” in the “Exports Inspections” Tab
4. Select Montgomery County (or however you have them listed) in the Agency box
5. Select the date range the inspections were ENTERED into SAFE
6. Click the button that says “Export for Agencies using Inspect2Go”

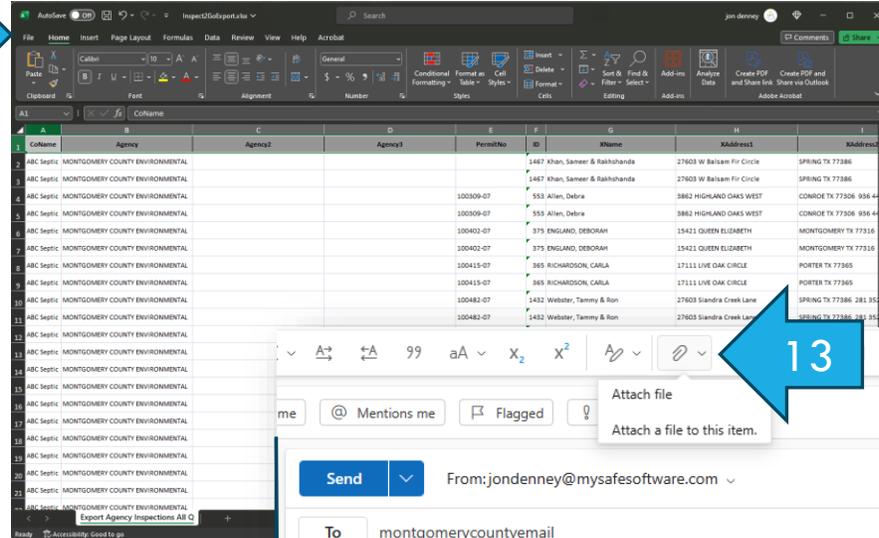
The image shows two screenshots of a software interface. The top screenshot is titled 'Export/Import Menu' and shows the 'Data Transfer Options' tab. A blue arrow labeled '3' points to the 'To Your Agencies' button under the 'Export Completed Results' section. The bottom screenshot is titled 'Export Inspections to Agency' and shows a form with several steps. A blue arrow labeled '4' points to the 'MONTGOMERY COUNTY ENVIRONMENTAL' dropdown menu. A blue arrow labeled '5' points to the date range selection fields (From: 11/01/2023, Thru: 11/30/2023). A blue arrow labeled '6' points to the 'Export for Agencies using Inspect2Go' radio button. The interface includes various buttons like 'Exit', 'Run Permit Listing Query', and 'Permit Listing Report', and a help section on the right titled 'What do I do after creating the SAFEInsp.txt file in Option 1?'.



# STEPS FOR VERSION 23.8 AND HIGHER

11. If you have Microsoft Excel installed on your PC or Cloud Platform, the Excel Spreadsheet of Completed Inspections will appear called “Inspect2Go Export”

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The screenshot shows the Microsoft Excel interface with a spreadsheet titled "Inspect2Go Export Agency Inspections All". The spreadsheet has columns for Agency, PermitNo, ID, XName, XAddress1, and XAddress2. The data includes inspection records for ABC Septic in Montgomery County Environmental, with details such as permit numbers, inspector names (e.g., Khan, Saneer & Rakshanda), and addresses.

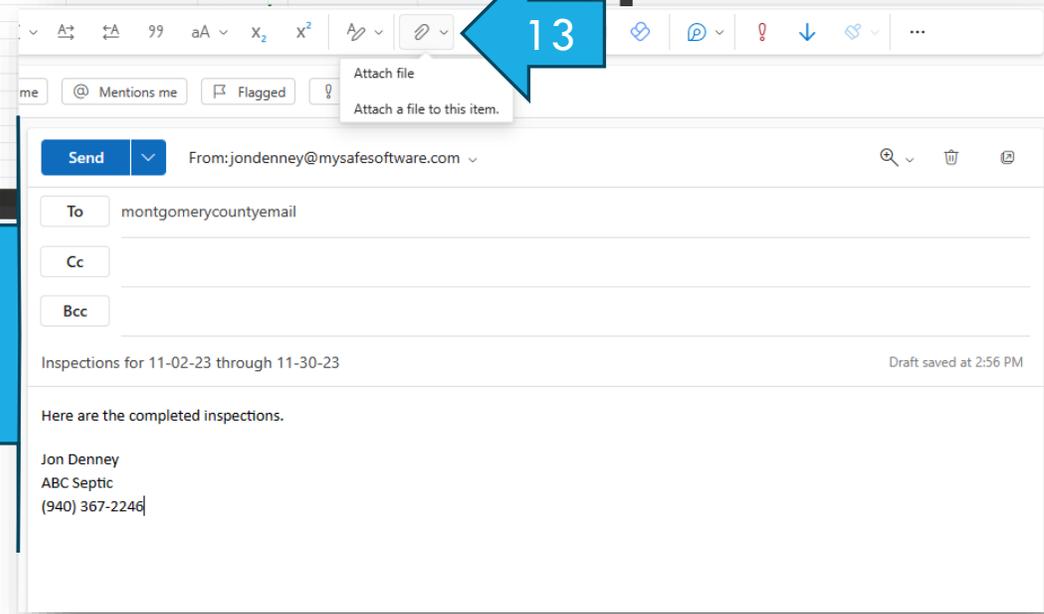
Agency	PermitNo	ID	XName	XAddress1	XAddress2
ABC Septic MONTGOMERY COUNTY ENVIRONMENTAL		1467	Khan, Saneer & Rakshanda	27603 W Balsam Fir Circle	SPRING TX 77386
ABC Septic MONTGOMERY COUNTY ENVIRONMENTAL		1467	Khan, Saneer & Rakshanda	27603 W Balsam Fir Circle	SPRING TX 77386
ABC Septic MONTGOMERY COUNTY ENVIRONMENTAL	100309-07	553	Allen, Debra	3862 HIGHLAND OAKS WEST	CONROE TX 77306 936-4
ABC Septic MONTGOMERY COUNTY ENVIRONMENTAL	100309-07	553	Allen, Debra	3862 HIGHLAND OAKS WEST	CONROE TX 77306 936-4
ABC Septic MONTGOMERY COUNTY ENVIRONMENTAL	100402-07	375	ENGLAND, DEBORAH	15421 QUEEN ELIZABETH	MONTGOMERY TX 77316
ABC Septic MONTGOMERY COUNTY ENVIRONMENTAL	100402-07	375	ENGLAND, DEBORAH	15421 QUEEN ELIZABETH	MONTGOMERY TX 77316
ABC Septic MONTGOMERY COUNTY ENVIRONMENTAL	100415-07	985	RICHARDSON, CARLA	17111 LIVE OAK CIRCLE	PORTER TX 77365
ABC Septic MONTGOMERY COUNTY ENVIRONMENTAL	100415-07	985	RICHARDSON, CARLA	17111 LIVE OAK CIRCLE	PORTER TX 77365
ABC Septic MONTGOMERY COUNTY ENVIRONMENTAL	100482-07	1432	Webster, Tammy & Ron	27603 Siandra Creek Lane	SPRING TX 77386 281 35
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12. Open your desired email program and click NEW to create a new email to Montgomery County EHD. Compose a new email and enter information in the Subject and Body of the email.

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13. Click the “Attach File” button (most likely a paperclip icon).

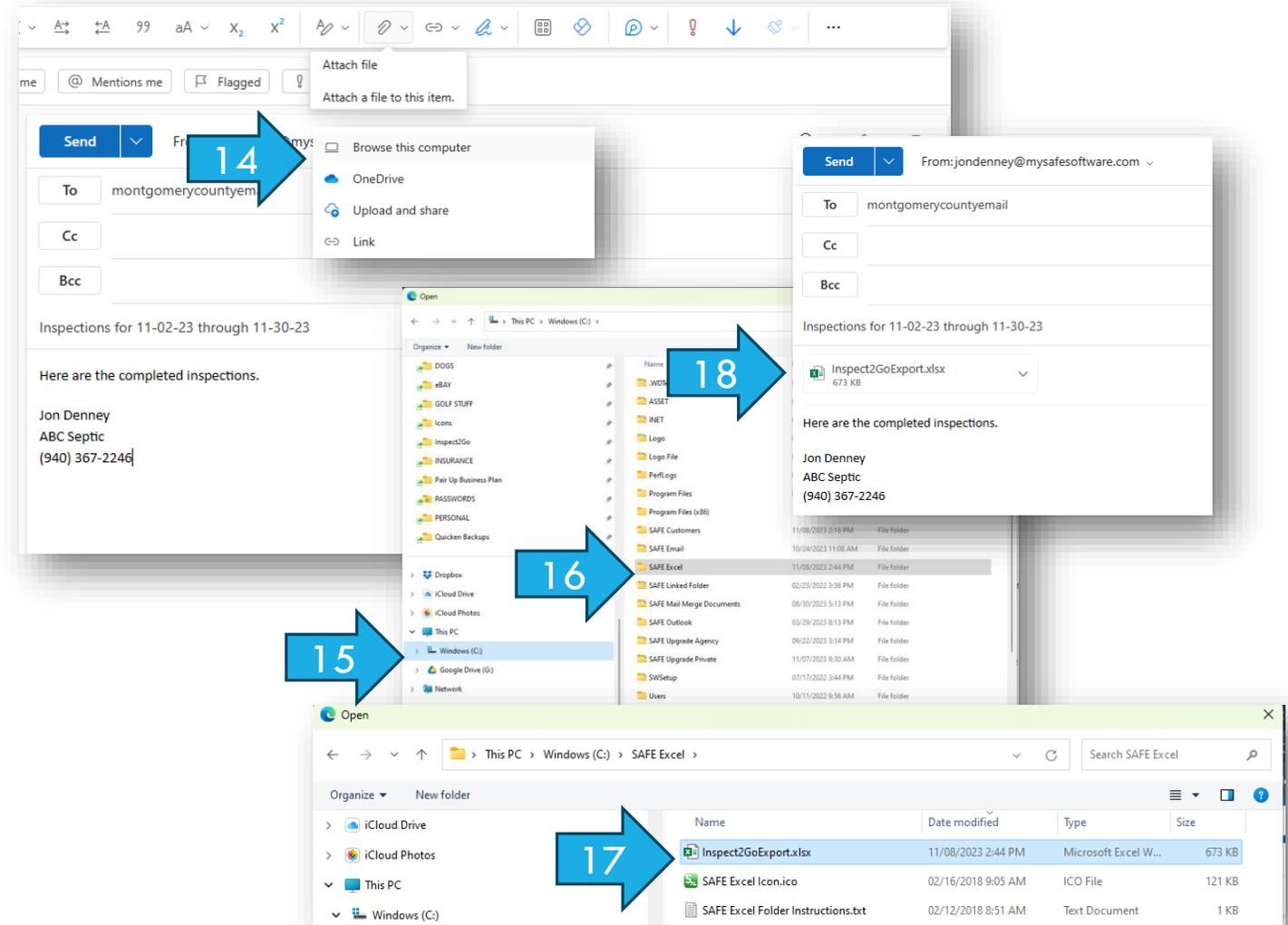
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The screenshot shows an email composition window. The 'To' field is filled with 'montgomerycountymail'. The 'Subject' field contains 'Inspections for 11-02-23 through 11-30-23'. The 'Body' of the email contains the text: 'Here are the completed inspections. Jon Denney ABC Septic (940) 367-2246'. A blue arrow points to the 'Attach File' button (paperclip icon) in the top right corner of the composition area.

# STEPS FOR VERSION 23.8 AND HIGHER

14. Click “Browse this computer” or something like this.
15. Click on the location called “Windows (C:) or “This PC” then “Windows (C:)”
16. Double-click on the “SAFE Excel” folder and it will open.
17. Double-click on the file called “Inspect2GoExport.xlsx” or it may only say “Inspect2GoExport”. This will attach the file to the email.



**CONTACT US FOR MORE ASSISTANCE**



**SAFE PROGRAM LLC**

JON DENNEY

OWNER

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