



ASCENSION PARISH / MGO STORMWATER WORKFLOW

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April 11, 2019

ASCENSION PARISH / MYGOVERNMENTONLINE WEB ACCESS ADDRESSES

Public Portal: <https://www.mygovernmentonline.org/>

Make a new Request Direct Link: <https://www.mygovernmentonline.org/apply/?SectionID=3&State=LA&JurisdictionID=26&ProjectTypeID=58>

Call Center WebMap: <http://www.arcgis.com/apps/opsdashboard/index.html#/273dacf9367e4622b3a5388bb78535dc>

Also.. <http://maps.apgov.us/mgo>

Project Sites Permits: <https://www.mypermitnow.org>

Project Sites Projects: <https://www.myprojectnow.org>

Inspector's sites: <https://www.inspectionanywhere.org>

Department Dashboard: <http://assets.mygovernmentonline.org/ProjectDashboard>

Asset and Map Overview: <https://assets.mygovernmentonline.org>

Work Order Management: <https://assets.mygovernmentonline.org/WOManagement/Index?datebegin=2019-01-01T06:00:00-00:00&dateend=2019-12-31T06:00:00-00:00&isEnableCompleted=true&isEnableDateFilter=true&jurisdictionID=26&siteID=-1&designationTypeID=-1&projectTypeID=58&inspectionCateIDs=&inspectionTypeIDs=>

CREATING AND MANAGING STORMWATER PROJECTS

Go to: <https://www.myprojectnow.org>

Left click on “Jurisdictional Portal”



Login: msayes@apgov.us

Password: Password ... note with a capital “P”

Check the box remember me if you want it to stay logged in on the computer you are signing in on.

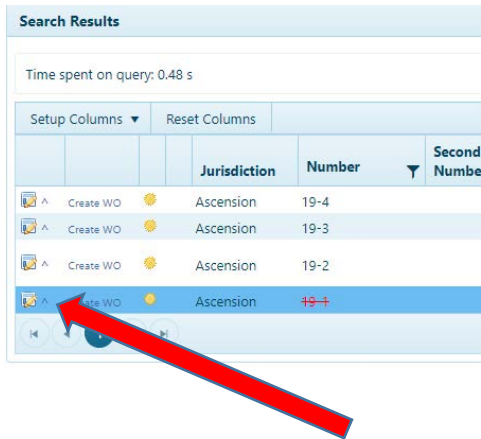
A login form titled "JURISDICTION PORTAL LOGIN". It features a logo on the left and two input fields: "Email Address" with the value "msayes@apgov.us" and "Password" with masked characters. There is a "Remember Me" checkbox and a "Forgot your password?" link. At the bottom are "Cancel" and "Sign In" buttons.

Left click on “Sign In”

Initially, it opens up where you can search for a projects. Complete any criteria to include Project types, status, created date range, etc.... and click search to see list of projects.

A screenshot of the "Project Advanced Search" interface. It includes a navigation menu (Home, Projects, Work Orders, Reports, Administrator, Help) and a search area with a "Search" button and a "Use Include Search" checkbox. Below the search area are several input fields for filtering projects: Jurisdiction (Ascension), Project Types (Stormwater), Project Number, Project Name, Address (Number, Street), City, Project Description, Address Description, Primary Contact (Business Name, First Name, Last Name), and Advanced Search Options (Project Status, Worktype, Subdivision, Site, Lot Number, Parcel ID, Citation Number, Assessment Number, Created After, Created Before, Invoice Created After, Invoice Created Before).

Upon search, your results will be listed below:



Search Results

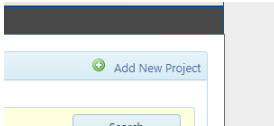
Time spent on query: 0.48 s

Setup Columns ▼ Reset Columns

			Jurisdiction	Number	Second Number
▲	Create WO	🔆	Ascension	19-4	
▲	Create WO	🔆	Ascension	19-3	
▲	Create WO	🔆	Ascension	19-2	
▲	Create WO	🔆	Ascension	19-1	

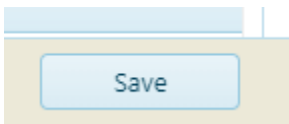
Click on the small arrow to open the project in a new window.

Alternatively, you can create a new project by clicking on the “Add New Project” on the top right:



Left click on that and then complete all the necessary information blocks.

Don't forget to save your work:



Left click on the “Save” button on the bottom of the screen.

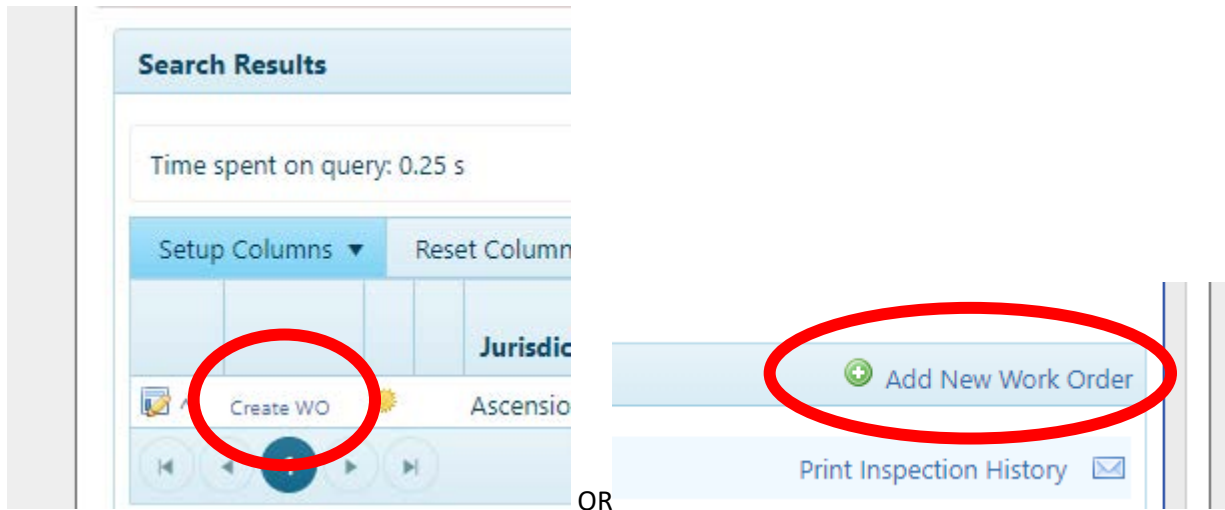
After you save it, it will give you a Project Number.

From then, you can then review and verify your information to include the important step of Verifying the Physical Address. Doing this step will allow any auto populated fields to be updated such as a Council District, Subdivision, or any geo located relationship with the GIS system.

Once a project is created, it can be found the same way as described at the beginning with the search option:

CREATE WORK FOR THE STORMWATER PROJECT

Either within the project, or from the search results, you can “Create WO” to create an inspection.









Follow the steps and complete the data for the work order. Make sure to select the inspection type and select the inspector.

The image shows a form for creating a work order. It has two dropdown menus: "Inspection Type" with the text "-- Select an inspection type --" and "Inspector" with the text "-- Select an Inspection Type First --". Below these is a section titled "Inspection Notification Settings" with a plus icon and a minus icon.

Make sure to save your work order:

Follow the steps and complete the data

Work orders are listed within the project:

Work Orders and Inspection History (refresh)					
Scheduled Date View Category Grouped View					
Type	Status	Inspector	Scheduled		
 Facility Inspection	WO Not Complete	Malcolm Sayes	04/03/19 12:00 AM		Complete
 Facility Inspection	WO Not Complete	Malcolm Sayes	04/03/19 12:00 AM		Complete
 Pre-Construction Stormwater Inspection	WO Not Complete	Malcolm Sayes	03/13/19 12:00 AM		Complete
 Stormwater Re-Inspection	No Follow Up Needed	Malcolm Sayes	03/13/19 12:00 AM		
 Initial Site Assessment	WO Not Complete	Malcolm Sayes	03/13/19 12:00 AM		Complete
 Facility Inspection	WO Not Complete	Malcolm Sayes	03/13/19 12:00 AM		Complete

[Create 3rd Party Inspection](#)

CREATING WORK ORDERS PERTAINING TO PLANNING AND ZONING PROJECTS

Follow the same steps above and log into <https://www.myprojectnow.org>

This time, make sure to hit the small “X” on the right side of Stormwater under Project Types to remove

it:  and then select the Planning and Zoning Projects. 

Planning and Zoning Projects will begin with PZ and will be listed in the search results.

Just as for Stormwater Projects, you can click on the small arrow to open the project or click directly on “Create WO”.

Setup Columns		Reset Columns		Jurisdiction	Number	Second... Number	Type
	Create WO		Ascension	PZ-1985			Plannin Zoning
	Create WO		Ascension	PZ-1984			Plannin Zoning
	Create WO		Ascension	PZ-1983			Plannin Zoning
	Create WO		Ascension	PZ-1982-Z			Plannin Zoning
	Create WO		Ascension	PZ-1981			Plannin Zoning
	Create WO		Ascension	PZ-1980			Plannin Zoning

The work order creation is the same as for Stormwater Projects.

Complete and save.

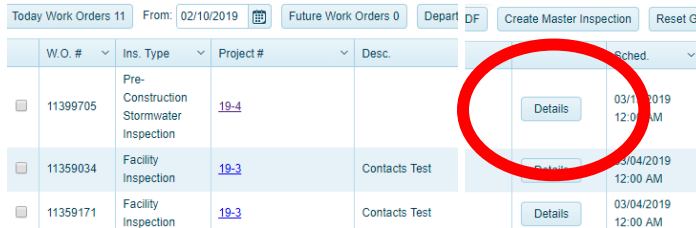
ACTIVE PENDING WORK AND INSPECTIONS

Go to the Inspector's sites: <https://www.inspectionanywhere.org>, and log in as you do on the other site.

Set your filter details as you desire.

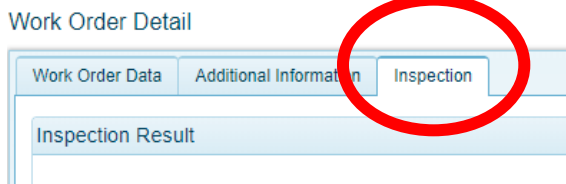


Once logged in, you will have the list of projects pending inspections created or as otherwise identified in your login filter. Click on Details as show on the right side of the listed item.



Today Work Orders 11	From: 02/10/2019	Future Work Orders 0	Depart DF	Create Master Inspection	Reset G
W.O. #	Ins. Type	Project #	Desc.	Sched.	
11399705	Pre-Construction Stormwater Inspection	19-4		Details	03/04/2019 12:00 AM
11359034	Facility Inspection	19-3	Contacts Test	Details	03/04/2019 12:00 AM
11359171	Facility Inspection	19-3	Contacts Test	Details	03/04/2019 12:00 AM

Click on the Inspection tab and fill out the inspection:



Work Order Detail

Work Order Data Additional Information **Inspection**

Inspection Result

Complete the inspection based on the list of criteria on the form template.

Select results where you need a re-inspection or not. If you select re-inspection, it will prompt you for a date and time in which a work order will be automatically generated.

Address: , LA
Lot:
Sub Division:

Work Order: 11399705 Project #: 19-4 Inspection Type: Pre-Construction Stormwater Inspection

Please select a Result Option

No Follow Up Needed Follow Up Needed

Click on Save inspection

Upload Photos

Save Inspection

Once an inspection is done, it will be automatically sent to whomever is checked to notify in the project setup. Alternatively, you can go to the project and under the work orders, you will see the option to print or email the inspection. Click on the applicable icon and follow the instructions.

Stormwater Re-Inspection

No Follow Up Needed

Malcolm Sayes

03/13/19 12:00 AM

