

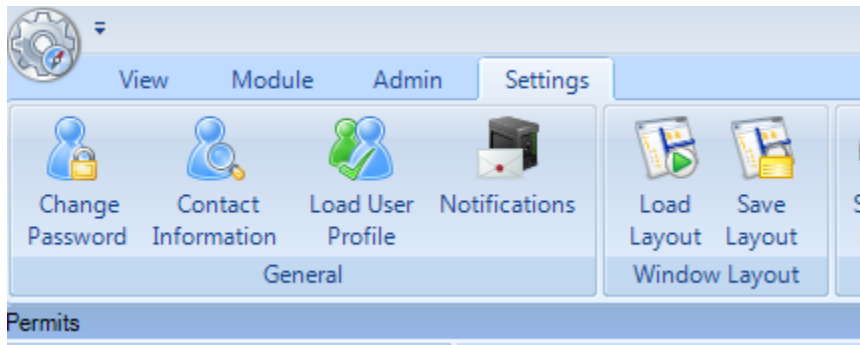
# LAMA Intro

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## Loading (or returning to) a saved layout

LAMA's interface is very customizable. Many users choose to customize a layout and save it, using "Save Layout" on the Settings tab.

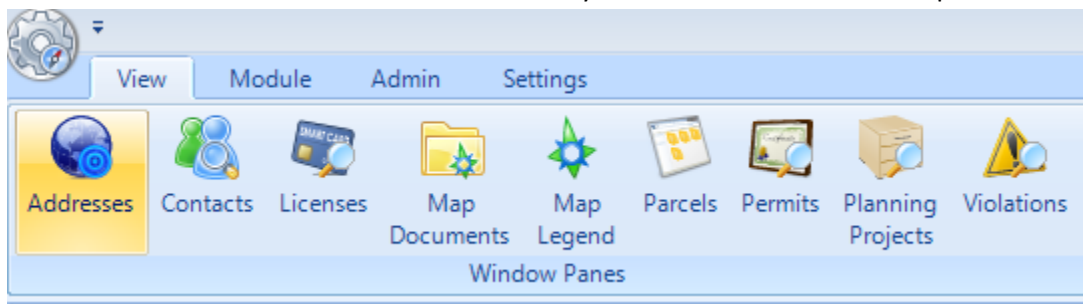
If you accidentally change something in your LAMA layout and aren't sure what you did or how to undo it, going to "Load Layout" and choosing one of the predefined (or user-saved) layouts will most likely restore your settings to something familiar.

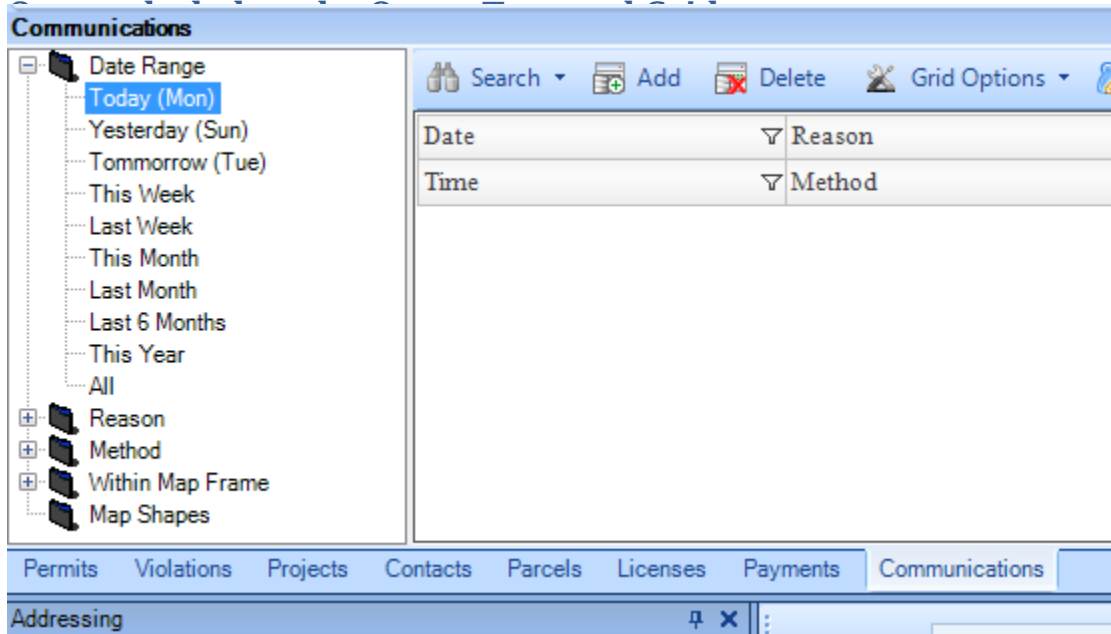


## Viewing Modules

LAMA has different "modules" for different uses. For instance, Code Enforcement cases are in the **Violations** module, Permit applications go into the **Permits** module, City Planning Commission projects and Board of Zoning Adjustment cases go into **Planning Projects**, etc.

You can switch module views more than one way: from the **View** ribbon on top:



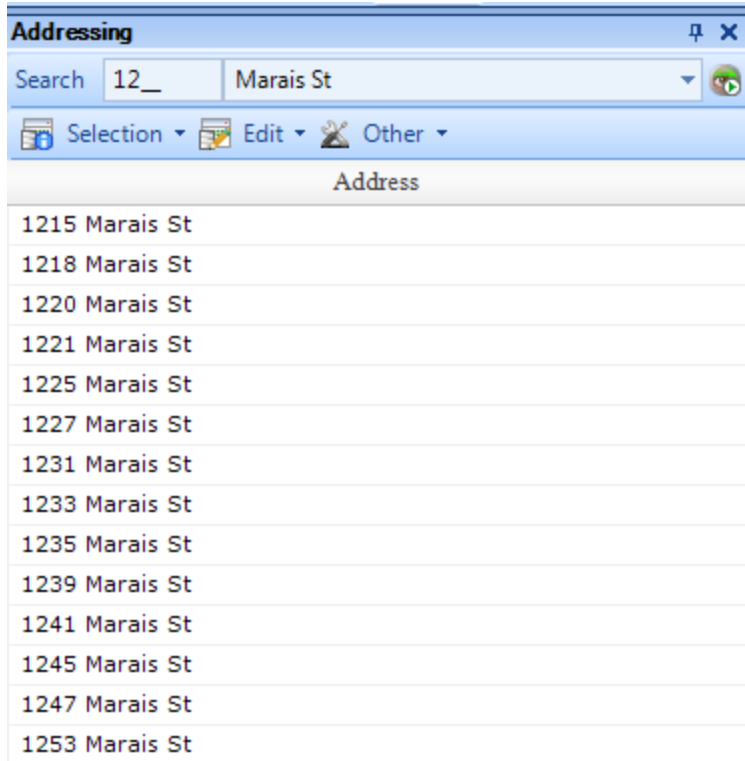


## Seeing all associations with a specific address

Search an address in the **Addressing** pane and hover over the address. When your mouse is over the address, a blue circle with the letter “i” in it will appear, and double-clicking on that will show you all associated data. Double-clicking on any permit, project, violation, etc. will open the associated Permit, Project, or Violation form.

If you don’t know the exact address number, you can use an underscore as a wildcard. For instance, to search for everything on the 1300 block of Perdido St, you can enter “13\_\_” in the first text field.

*Address search pane*

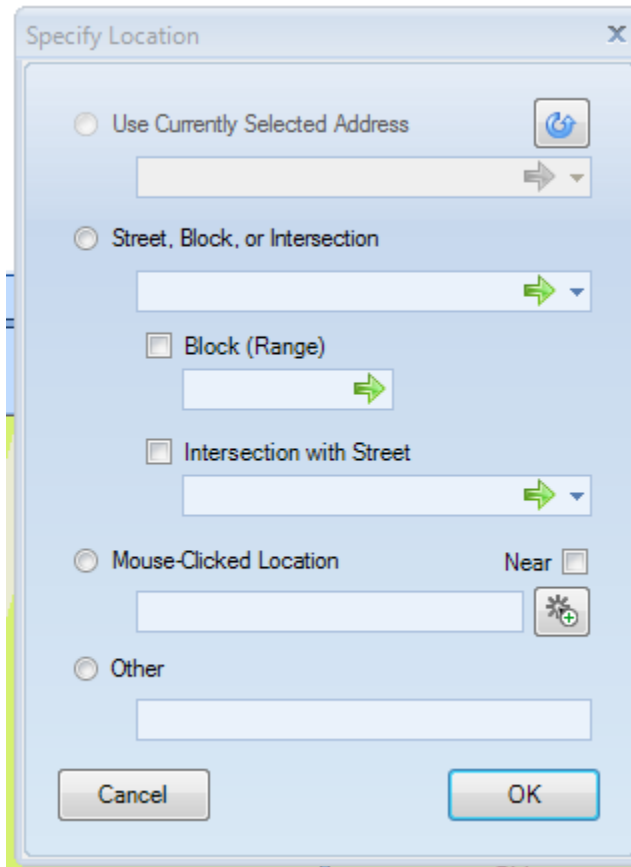


## Searching for an intersection

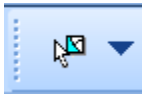


Another way to search for a block-range or an intersection is to click on the icon that looks like a satellite dish on the Map toolbar.

This opens up options of searching by intersection, by a range of block numbers, or a mouse-clicked location on the map:



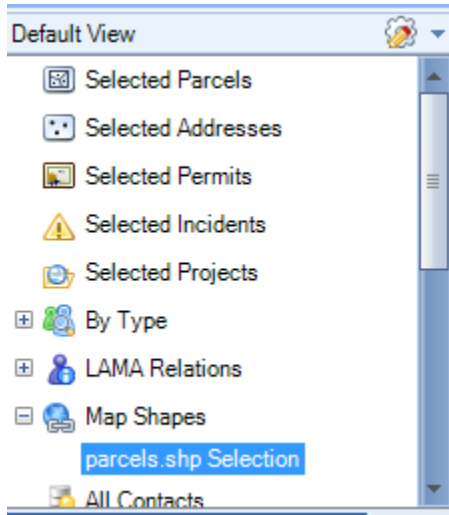
The tool to select a parcel on the map is a small arrow next to the icon of a small map:



## Grid Data

The Grid pane can be used to display data about parcels selected on the map, addresses selected in the Addressing pane, Queries defined in the Query tree, or custom-searches from the Search menu item above the grid. Whichever module is currently selected will determine the results you'll see.

Query tree

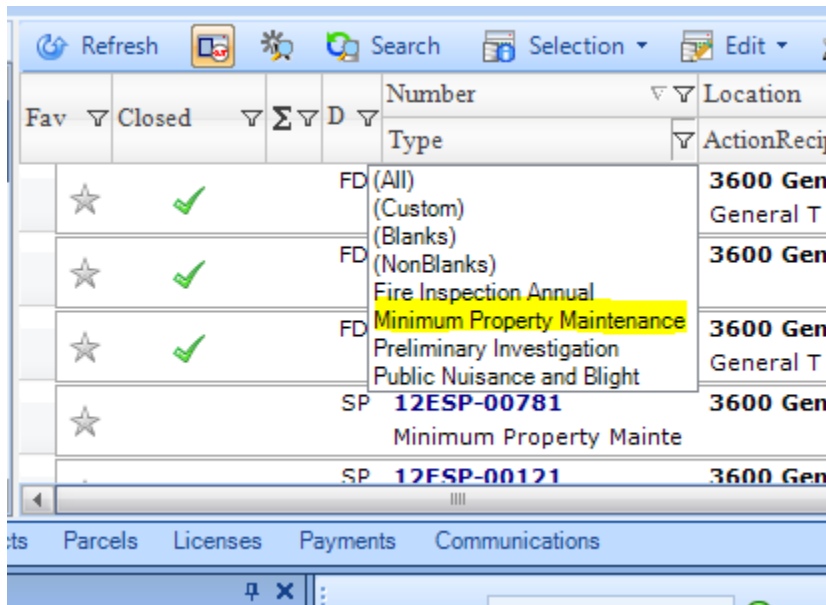


E.g., with the parcel including address 3600 General Meyer Ave selected, choosing “Selected Parcels” from the Query Tree shows all violations associated with that parcel in the grid area, while the **Violations** tab is selected below:

Fav	Closed	Σ	D	Number	Location	Lead Officer	Filed	Next Inspection
☆	✓			FD 14-00800-FDANN Fire Inspection Annual	3600 General M General T Red LLC	Raymond Washi	02/05/2014	Fri 02/07/14 Raymond Washington
☆	✓			FD 13-08658-FDANN Fire Inspection Annual	3600 General M General T Red LLC	Raymond Washi	10/04/2013	Sat 09/27/14 Raymond Washington
☆	✓			FD 13-01144-FDANN Fire Inspection Annual	3600 General M General T Red LLC	Raymond Washi	03/08/2013	Mon 03/18/13 Raymond Washington
☆				SP 12ESP-00781 Minimum Property Mainte	3600 General M	Robert C Mcdon Teirromona Lew	03/07/2012	
				SP 12ESP-00121	3600 General M		01/13/2012	

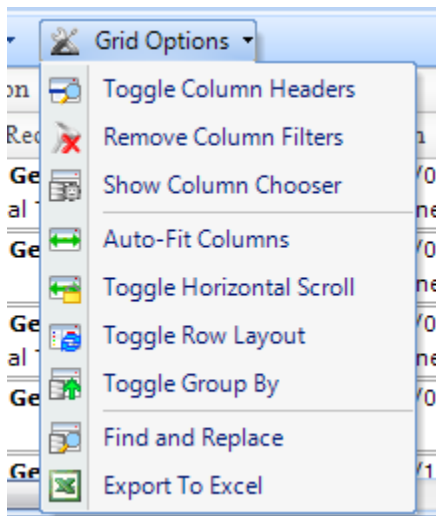
## Filtering the grid

Every field on the grid has a small filter icon next to it – you can use that to limit the results, e.g. to show only “Minimum Property Maintenance” items, not “Fire Inspection Annual” items:



## Grid Options

Other ways to control how much or little you can see in the grid, and also how to export grid results to a spreadsheet can be found in the **Grid Options** menu item:



- “Show Column Chooser” is a useful way to add or remove the fields you’re interested in.
- “Toggle Row Layout” controls whether each permit/violation/project case’s data is grouped into two rows, or one. Two rows make the data easier to view on a screen, but for outputting to a

spreadsheet, the grid should be toggled to one row of data per record:

CodeIncidID	Fav	Closed	Message	Flag	Number	Location
184416	★	✓			14-00800-FDANN	3600 General Meyer Ave [Cud
181523	★	✓			13-08658-FDANN	3600 General Meyer Ave [H S
174007	★	✓			13-01144-FDANN	3600 General Meyer Ave [H S
160872	★				12ESP-00781	3600 General Meyer Ave
159186	★				12ESP-00121	3600 General Meyer Ave
130743	★				11ESP-02183	3600 General Meyer Ave
18422	★	✓			08ESP-03317	3600 General Meyer Ave D

## Viewing specific item information and documents

Selecting a row from the grid will open that Violation (or permit, project, license, etc.) in the **Violation Form**. Different tabs on the form can show you things like:

- The sequence of events and their status

Reviews	Details (10)	Journal	Documents (5)
General	Contacts (3)	Events (10)	Violations (12)
<a href="#">Add New</a> <a href="#">Manage</a>			
▶	Inspection		Mon 2/10/14
	Occupied w/ Violations		
	Notice of Violation		Wed 3/5/14
	Pending		
	Inspection		Mon 2/10/14
	Occupied w/ Violations		rwashington
	Notice of Violation		Fri 2/14/14
	Pending		
	Inspection		Fri 2/14/14
	Pending		
	Inspection		Fri 2/14/14
	Pending		
➔	<b>Inspection</b>		Fri 2/7/14
	Pending		
STOP	Inspection		Fri 2/7/14
	Pending		
	Inspection		Tue 2/11/14
	Pending		
	Inspection		Wed 3/5/14
	Pending		

- Violations identified by the inspector:

Reviews	Details (10)	Journal	Documents (5)
General	Contacts (3)	Events (10)	Violations (12)
Violations  Violation Options ▾			
☰ Comply By : Mon, Feb 24, 2014 (4 items)			
	<b>Doors serving an area with 50 or more occupants</b>		
	Inspector Item		
	<b>Doors shall be openable with only one releasing</b>		
	Inspector Item		
	<b>Doors in a required means of egress serving 50 o</b>		
	Inspector Item		
	<b>Cease and Desist all cooking producing grease la</b>		
	Inspector Item		
☰ Comply By : Wed, Feb 19, 2014 (8 items)			
	<b>Are the exit access and exit doors easily recogniz</b>		
	IFC 1015.2		
	<b>Is there a sign above the door that states "THIS</b>		
	IFC 1008.1.8.3		
	<b>Are other required exit doors readily operable fro</b>		
	IFC 1008.1.8		
	<b>Are the exits and exit enclosures free from stora</b>		
	IFC 315.2.2		
	<b>If emergency lighting is provided, is it maintaine</b>		
	IFC 604		
	<b>Are fire extinguisher(s) properly mounted and is</b>		
	IFC 906		
	<b>Are combustible decorations flame retardant?</b>		
	IFC 807		
	<b>Storage shall be maintained 2 feet or more below</b>		
	IFC 315.2.1		

- Documents associated with the case:

