Tasks and Screens

- Municipal License Operations

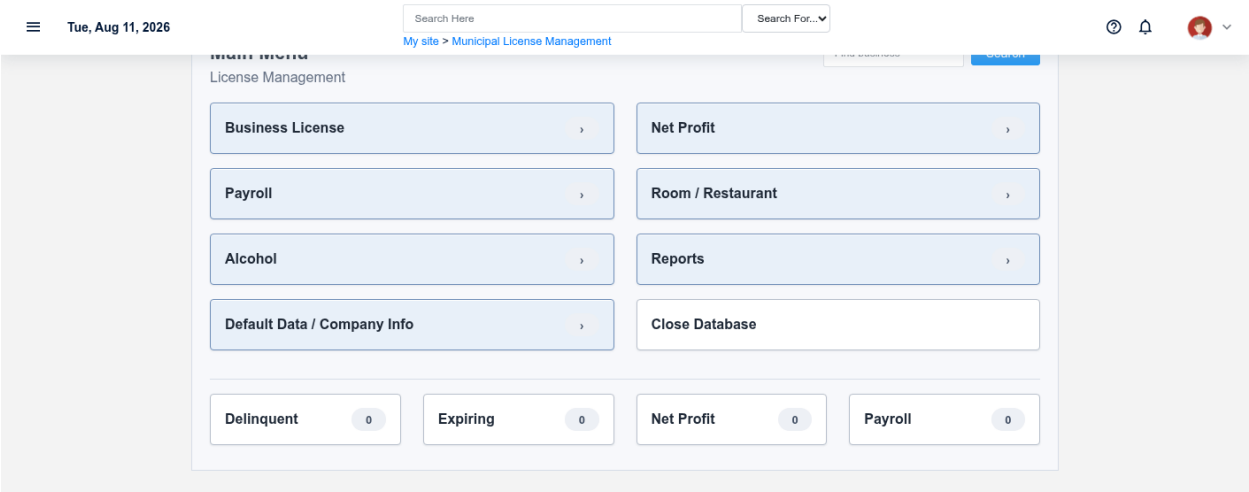
Municipal License Operations

Municipal License Operations

Purpose and when to use this screen

Municipal License Operations groups the daily queues and summaries used to move business applications into issued licenses, follow renewals and compliance, collect amounts due, and review municipal/cemetery activity. These screens prioritize work; the underlying business, account, application, license, charge, task, plot, or interment remains the official record.

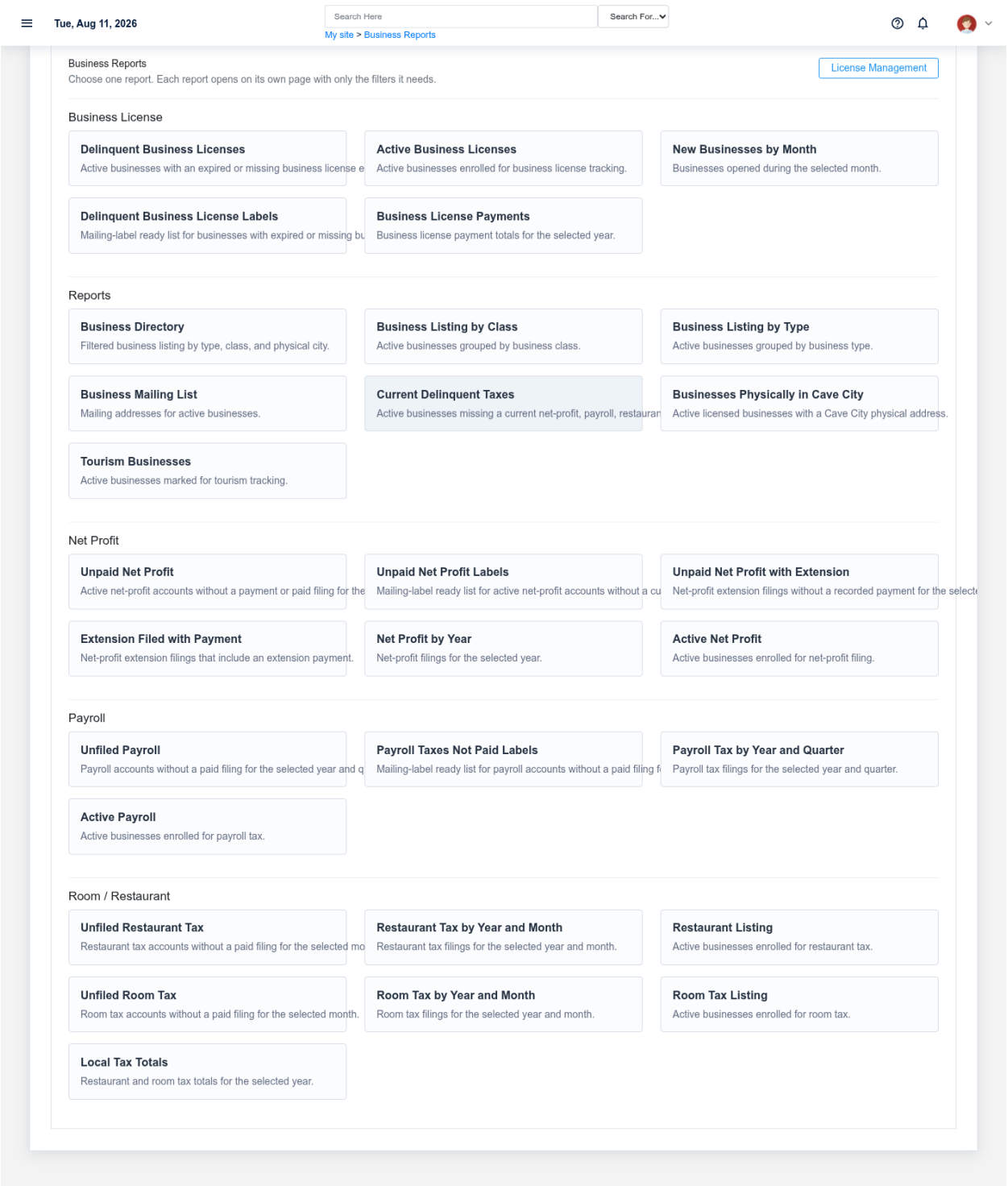
License management



The Municipal License Operations licenses screen in the Brisk documentation demo.

Search by business keyword and open the correct Municipal Business or account. Review pending License Applications, verify legal identity, license type, requested dates, required information, fees, and review due date, then record the actual approval/rejection outcome. Create or renew a License only when the governing requirements have been satisfied.

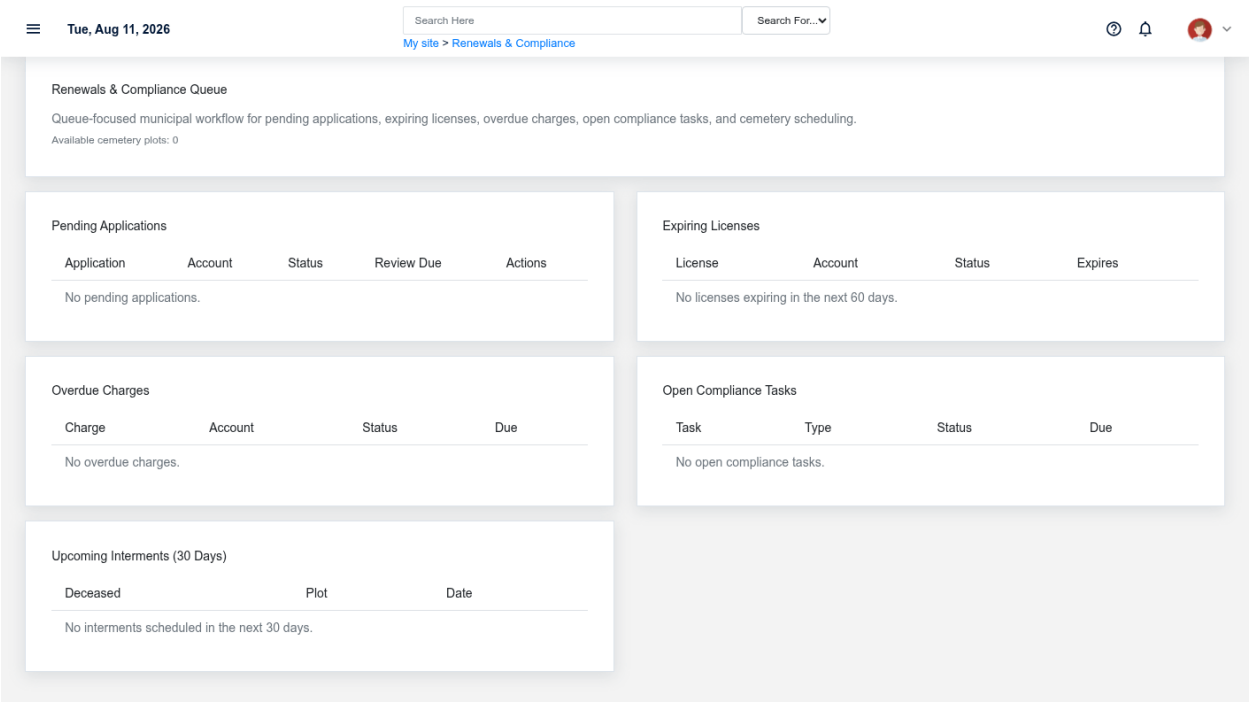
Business reports



The Municipal License Operations business reports screen in the Brisk documentation demo.

Choose the report by business purpose and read its criteria before running it. Confirm status, license type, business class, effective/expiration range, jurisdiction, and other filters shown. Use detail records to investigate exceptions; do not infer legal compliance from a summary count alone.

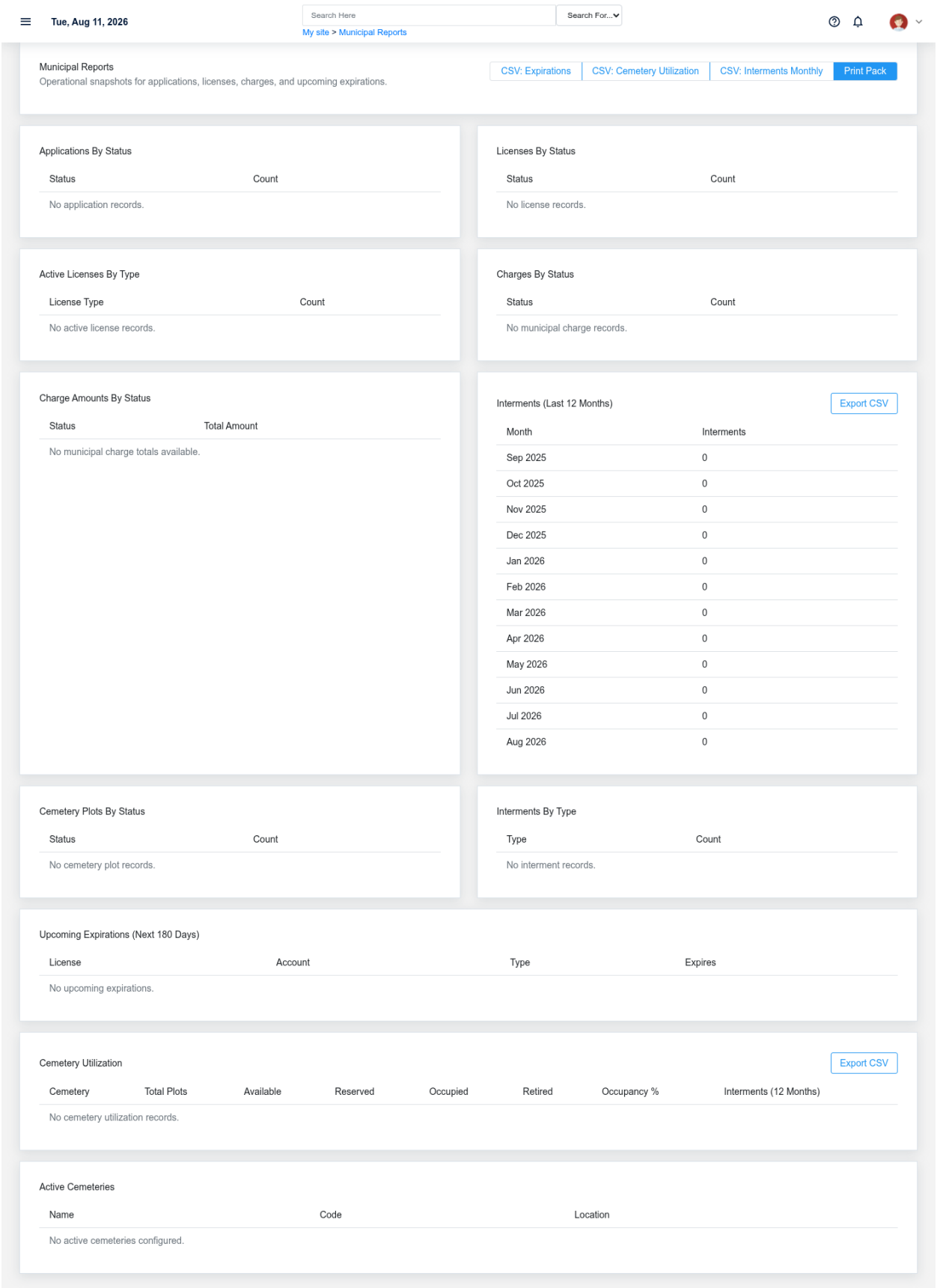
Compliance queue



The Municipal License Operations compliance screen in the Brisk documentation demo.

Work the separate sections for **Pending Applications**, **Expiring Licenses**, **Overdue Charges**, **Open Compliance Tasks**, and **Upcoming Interments**. Prioritize by statutory/customer-service risk and due date, not simply table order. Opening a row should lead to the record where staff can document review, contact, payment, completion, or another authorized action.

Municipal reports



The Municipal License Operations reports screen in the Brisk documentation demo.

The municipal summary includes applications and licenses by status, active licenses by type, charge counts and amounts, upcoming expirations, recent interments, plot status, cemetery utilization, and active cemetery information. Confirm the as-of date and reconcile material totals to the source lists before public presentation or policy decisions.

Record and privacy controls

Preserve application, issue, effective, expiration, filing, due, payment, and interment dates as distinct facts. Record money received through the payment workflow rather than changing a charge status manually. Limit personal, tax, decedent, and compliance information to authorized users and approved disclosures.

Navigation

Common tasks

- Follow application through renewal