

Municipal Guide

Brisk managed documentation

- [Tasks and Screens](#)
 - [Municipal License Operations](#)

Tasks and Screens

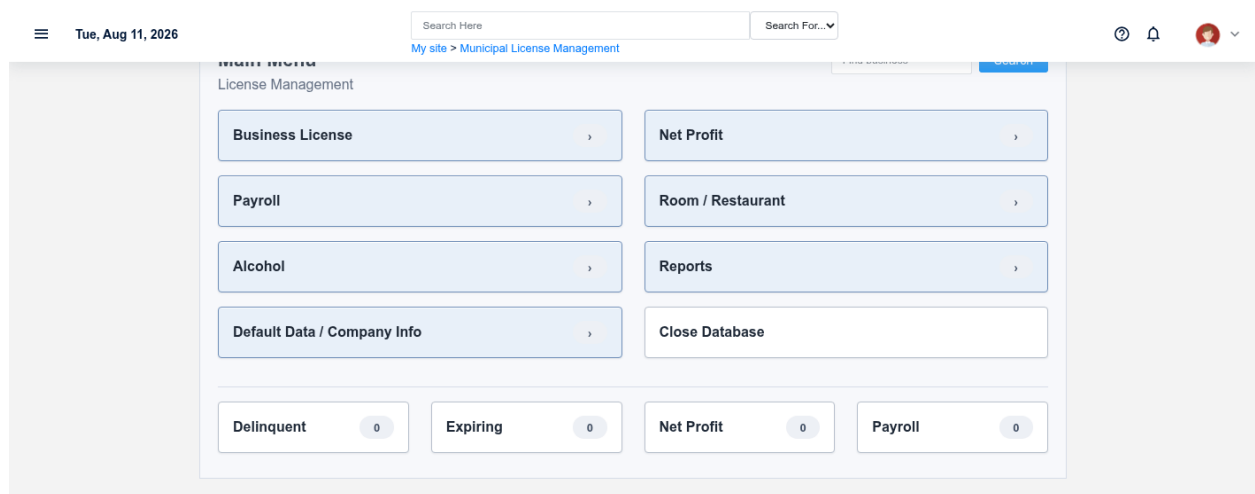
Municipal License Operations

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.

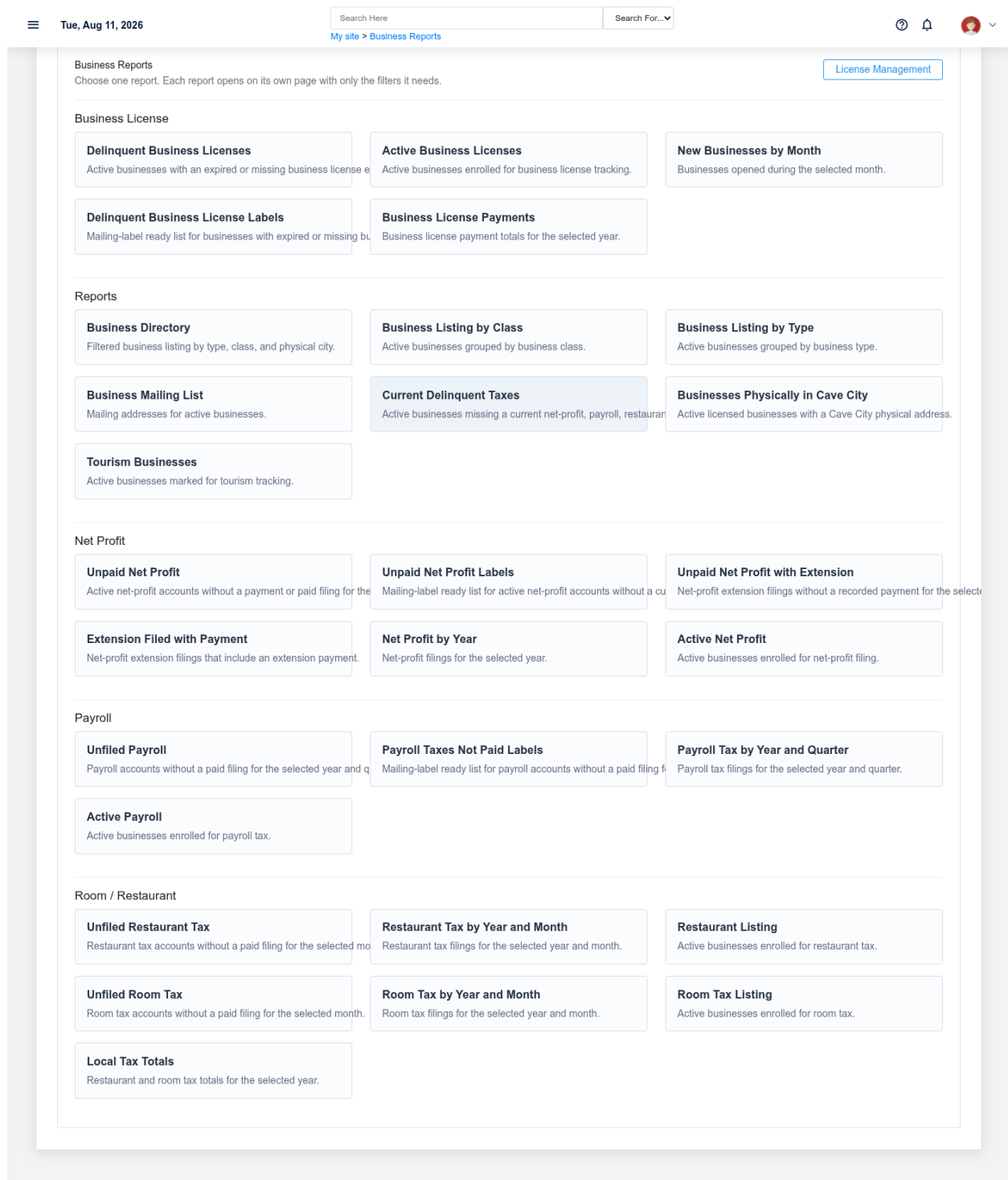
License management



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

☰

Tue, Aug 11, 2026

Search Here

Search For...▼

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My site > Renewals & Compliance

Renewals & Compliance Queue

Queue-focused municipal workflow for pending applications, expiring licenses, overdue charges, open compliance tasks, and cemetery scheduling.

Available cemetery plots: 0

Pending Applications

Application	Account	Status	Review Due	Actions
No pending applications.				

Expiring Licenses

License	Account	Status	Expires
No licenses expiring in the next 60 days.			

Overdue Charges

Charge	Account	Status	Due
No overdue charges.			

Open Compliance Tasks

Task	Type	Status	Due
No open compliance tasks.			

Upcoming Interments (30 Days)

Deceased	Plot	Date
No interments scheduled in the next 30 days.		

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

Tue, Aug 11, 2026

Search Here

Search For...

My site > Municipal Reports

Municipal Reports

Operational snapshots for applications, licenses, charges, and upcoming expirations.

CSV: Expirations

CSV: Cemetery Utilization

CSV: Interments Monthly

Print Pack

Applications By Status

Status	Count
No application records.	

Licenses By Status

Status	Count
No license records.	

Active Licenses By Type

License Type	Count
No active license records.	

Charges By Status

Status	Count
No municipal charge records.	

Charge Amounts By Status

Status	Total Amount
No municipal charge totals available.	

Interments (Last 12 Months)

Export CSV

Month	Interments
Sep 2025	0
Oct 2025	0
Nov 2025	0
Dec 2025	0
Jan 2026	0
Feb 2026	0
Mar 2026	0
Apr 2026	0
May 2026	0
Jun 2026	0
Jul 2026	0
Aug 2026	0

Cemetery Plots By Status

Status	Count
No cemetery plot records.	

Interments By Type

Type	Count
No interment records.	

Upcoming Expirations (Next 180 Days)

License	Account	Type	Expires
No upcoming expirations.			

Cemetery Utilization

Export CSV

Cemetery	Total Plots	Available	Reserved	Occupied	Retired	Occupancy %	Interments (12 Months)
No cemetery utilization records.							

Active Cemeteries

Name	Code	Location
No active cemeteries configured.		

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](#)