Plumbing - Commercial



User's Manual

Plumbing - Contractors

Health District Information System HDIS (Windows Ver. 4.0)

Copyright © 1998 by **CHC** Software, Inc All Rights Reserved

CHC Software, Inc. Health District Information Systems helpdesk@hdis.org

Table of Contents

Introduction	1
About This Manual	1
Navigation	2
Entering a Commercial Plumbing Location	4
Plumbing Permit	6
Information	9
Inspections	10
Comments	12
GIS/GPS	13
Print Button	14
Reports	16
Maintenance - Add/Delete/Modify Tables	18
-	

Introduction

This program is designed to assist you in organizing a systematic approach to entering your commercial plumbing locations and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. Little or no prior computer experience is necessary to operate this program.

About This Manual

The Commercial Plumbing Module is simple to use. The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.

Square boxes in this manual surround the key you are to press on your keyboard. As an example, when you read , μ press the **enter** key on your keyboard.

The word TYPE is followed by bracketed [] instructions of what to type into a field.



Note: For Technical Support, email: helpdesk@hdis.org

Navigation

Whenever you see one

click the left side of your mouse once.

Whenever you see two

click the left side of your mouse twice.

Navigation Keys For Entering Information

. R

. A



Editing Keys



When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

HDIS (Health District Information System)

has several different modules designed to assist your health district in its day-to-day operations. The **Commercial Plumbing Module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.





Select Environmental Health

Select Plumbing







Entering a Commercial Plumbing Location

Commercial Plumbing Location -		Σ	
Find Location/Owner Plumbing Permit	Information Inspections C	Comments GIS/GPS	
	rmit C by ID #		
Type find information and press enter	(Add Close	
		Aud Close	
Building Name	Street	City 🔺	
(CHINA GARDENS) MR. WONG REST.	29935 EUCLID AVENUE	WICKLIFFE	
10 PALMER PLACE	10 PALMER STREET	PAINESVILLE TWP.	
1920 PARK AVE.	70 MAIN ST.		
2-M MANUFACTURER	1747 JOSEPH LLOYD PKWY		
A BIT OF EUROPE	29311 EUCLID AVE.	WICKLIFFE	
A LITTLE CAFE	35003 VINE ST.		
A PIECE OF PARADISE	32929 VINE ST.		
A TOUCH OF HOME	9847 JOHNNYCAKE		
A-1 CHIMNEY SWEEPS	4007 N. RIDGE RD.		
A-1 ELECTRIC	1884 E. 337TH ST.		
A-ACTION	36470 BILTMORE	-	
	•		

The "**FIND**" tab on the Commercial Plumbing window is for locating a commercial plumbing location. You can browse through the grid to find a name or type the name in the "**Type find information and press enter**" field. You may also locate by street, owner, permit or ID# by clicking the proper radio button.

To add a location to your list, click the **Add** button.

Once the location is entered, you will not have to click the **Add** button.

🖺 Comme	rcial Plumbing Location	- 34100 VINE STREET	Building Name:	DISCOUNT DRUG A	AART	X
Find	Location/Owner	Plumbing Permit	Information	Inspections	Comments	GIS/GPS
ID #	Name 2300012 DISC	of Business(if applica OUNT DRUG MART	ble)			
Stre 341	et 00 VINE STREET	C	ity EASTLAKE		State 2	Zip 44095 🗸
Build	ling New/Old (N/O)	Used for DRUG STORE		# of storie	s Semi-Publ	lic Sewage
CW	Water Supply S (P)rivate), (C)omr	nunity) or (I)ndividual)	Political S	ubdivision		
	Owner's Name		Street			
		MART	Stato Zi	n Dha	20	_
		•		-		_
		Prev	rious Next	Delete	Add	Modify

You may now begin to enter information into the fields. Remember, you can use the "**Tab**" or the "**Enter**" key to advance from field to field. On this page, you will fill out the information for the location and owner.

** Notes: All phone numbers must start with a "1"

Plumbing Permit

Plumbing Permit

Commercial Plumbing Location - 34100 VIN	NE STREET Building Name: DISC	COUNT DRUG MART
Find Location/Owner Plumbing	g Permit Information In	spections Comments GIS/GPS
Plumbing Permit # Date Issued 2300012 01/29/2003	Date paid Receipt#	Extention Date
Code Description PER PLUMBING PERMIT	Fee 90.00	Quantity Total Fee
Date Permit # Code Descript	Cost Quantity Total Cost Q	Paid Date Paid Paid Date Paid Delete Charge Refresh Charges Total # of Fixtures 0
		able Permit # Print Modify

On this page you will enter the information for the plumbing permit. Enter the information for the permit across the top of the page and add the charges to the grid below. In this case we are going to add a plumbing permit charge to the grid.

Field/Button	Description
Plumbing Permit #	Enter the plumbing permit number.
Date Issued	Enter the date the permit was issued.
Date Paid	Enter the date the permit was paid.
Receipt #	Enter the receipt number for the permit. If you have the
	Receipts module, press Alt R to print a receipt.
Extension Date	Enter the date if an extension was given.
Code	Chose the fee code
Description	(filled out once fee code is selected)
Fee	(filled out once fee code is selected)
Quantity	Enter the quantity for the specific fee code.
Total Fee	(filled out once fee code is selected)
Total Number of Fixtures	(filled out once fee code is selected)
Add Charge	Click to add a charge to the grid.
Delete Charge	Click to delete a charge from the grid.

Refresh Charges	Click to list the charges in the grid by chronological order.
Next Available Permit #	This will automatically find the next available Permit #
Print	Opens the print menu.
Modify	Click to modify the information on the page.

"Total # of Fixtures" is computed by counting the quantity entered for each charge line. It will ignore the quantity for any description with the word "PERMIT" or "INSPECTION" in it. This allows you to enter descriptions of your choice.



Commercial Plumbing Location -	- 34100 VINE STREET Build	ding Name: DISCOUNT DRUG MAR	т 🔀
Find Location/Owner	Plumbing Permit Info	rmation Inspections C	Comments GIS/GPS
Plumbing Permit # Date Is 2300012 01/29/	ssued Date paid /2003 01/29/2003	Receipt# Exte	ention Date /
Code Description FIX FIXTURES		Fee Quantity Total 12.00 4	al Fee 12.00 Add Charge
Date Permit # Code Dete 01/29/2003 2300012 PER PL	escript Cost LUMBING PERMIT 90.00	Quantity Total Paid Date Paid 0 1 90.00 7 / /	Delete Charge
			Total # of Fixtures
		Next Available Permit #	Print Modify

The charge was added to the grid and the total fee field has been updated for the current charge. You can now add more charges to the grid for the permit.

Once the permit has been paid, you can mark in the grid that it was paid, the date paid, and the receipt number.

Information

Information

Commercial Plumbing Location - 34100 VINE STREET Bu	ilding Name: DISCOUNT DRUG MART
Find Location/Owner Plumbing Permit Inf	ormation Inspections Comments GIS/GPS
Plumbing Contractor	Plumbing Installer
Underground Inspection Date	Waste & Vents/Backflow Inspection Date
Rough-in Approval Date	Final Inspection Date
BW VILLIAMS, BRIAN	Service R ROUTINE
	Print Modify

On this page you will enter some of the basic information on the inspection.

** **Note**: The Plumbing Contractor will appear in red if the contractor is not registered for the current year.

Field/Button	Description
Plumbing Contractor	Choose the plumbing contractor.
Plumbing Installer	Choose the plumbing installer (optional)
Underground Inspection Date	Enter the underground inspection date.
Waste & Vents Backflow	Enter the waste and vents/backflow inspection date.
Inspection Date	
Rough-in Approval Date	Enter the rough-in approval date.
Final Inspection Date	Enter the final inspection date.
Final Never Completed	Check if the final inspection date was never completed.
Inspector	Choose the inspector.
Service	Choose the service the inspector performed.
Print	Opens the print menu.
Modify	Click to modify the information on the page.

Inspections

R Inspections

🖺 Comme	rcial Plumbing Location	- 34100 VINE STREET	Building Name	: DISCOUNT DRUG M	ART	X
Find	Location/Owner	Plumbing Permit	Information	Inspections	Comments	GIS/GPS
Insp 7 / Rea	ection Date Plumbir /	ng Permit # Inspect	or Status			*
		N	lext Previ	ous Delete	Add	Modify

The inspection tab is for adding your inspection records for the location. To add an inspection, click the "**Add**" button.



Commercial Plumbing Location - 34100 VINE STREET Building Name: DISCOUNT DRUG MART	
Find Location/Owner Plumbing Permit Information Inspections Comments	GIS/GPS
Inspection Date Plumbing Permit # Inspector 12/12/2005 2300012 BW - WILLIAMS, BRIAN	
Reason Status	
Memo	
Next Previous Delete Add	Modify

Field/Button	Description
Inspection Date	Enter the date of the inspection.
Plumbing Permit #	Enter the plumbing permit number.
Inspector	Choose the inspector who performed the inspection.
Reason	Choose the reason for the inspection.
Status	Choose the status of the inspection.
Memo	Click to enter notes on the inspection.
Next	Click to go to the next inspection.
Previous	Click to go to the previous inspection.
Delete	Click to delete the inspection
Add	Click to add an inspection.
Modify	Click to modify the information on the page.

Comments



Comments

Comme	rcial Plumbing Location	- 34100 VINE STREET	Building Name:	DISCOUNT DRUG	MART	
Find	Location/Owner	Plumbing Permit	Information	Inspections	Comments	GIS/GPS
Find	Location/Owner	Plumbing Permit	Information	Inspections	Comments	GIS/GPS
						Modify

The comments page is for entering your own comments on the commercial plumbing location.

GIS/GPS



Commercial Plumbing Location - 34100 VINE STREET Building Name: DISCOUNT DRUG MART						
Find Location/Owner Plumbing Permit Information	Inspections Comments GIS/GPS					
Global Information S	/stem					
Street #Prefix DirectionPrefix TypeStreet nameStreet SuffixPrefix Direction\$4100Image: Street nameVINESTREETImage: Street name						
Global Positioning S	/stem					
Latitude Decimal Value Longitu	<u>te Decimal Value</u>					

The GIS/GPS tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude DECIMAL value of the location
Longitude Decimal Value	Enter the longitude DECIMAL value of the location
Modify	Click to modify the information on the page

Print Button

QŢ	
R	Print

C Plumbing Permit	C Letter A - Contractor	0K
C Plumbing Permit (long form)	C Letter B - Contractor	Close
C Plumbing Contractor's Envelope	C Letter D - Owner	
Print Invoice	C Letter E - Owner	
From Permit Date	C Letter F - Owner	
Preview C Print		

Print: The "**Print**" button is available on all the tabs.

Field/Button	Description		
Plumbing Permit	Generates a commercial plumbing permit for the contractor.		
Plumbing Permit (long form)	Generates a long form commercial plumbing permit for the contractor.		
Home Owner's Envelope	Prints an envelope addressed to the Home Owner.		
Plumbing Contractor's Envelope	Prints an envelope addressed to the contractor.		
Print Invoice	This will generate an invoice for the contractor that meets the criteria set in the "From Permit Date" and "To Permit Date".		
Letter A - Contractor	Generates Letter "A" addressed to the Contractor. (The letters are set up under the " Maintenance " menu which will be explained later.		
Letter B - Contractor	Generates Letter "B" addressed to the Contractor. (The letters are set up under the " Maintenance " menu which will be explained later.		

Letter C - Contractor	Generates Letter "C" addressed to the Contractor. (The letters are set up under the " Maintenance " menu which will be explained later.
Letter D – Home Owner	Generates Letter "D" addressed to the Home Owner. (The letters are set up under the " Maintenance " menu which will
	be explained later.
Letter E – Home Owner	Generates Letter "E" addressed to the Home Owner. (The letters are setup in under the " Maintenance " menu which will
	be explained later.
Letter F – Home Owner	Generates Letter "F" addressed to the Home Owner. (The letters are set up under the " Maintenance " menu which will be explained later.
Preview	Previews the printout.
Print	Prints the form.
ОК	Prints/previews the form.
Close	Closes the print menu.
Update Date Issued	After printing a permit, this button will appear. Click to update the date issued.

Reports



🚨 Healt	h District Information Sys	stem			
Plumbing	Reports Browse/List/Export	Count/Graph Maintenance Return			
-	Commercial 🕨 🕨	Envelopes-Owner		1 1	
	Residential 🕨 🕨	Final Releases			
	Contractors/Installers	Inspections			
		Inspection Schedule			
		Labels-Owner	1		
		List of Plumbing Permits Issued			
		List of Plumbing Permits by Permit #			
		Monthly Plumbing Report			
		Plumbing Charges	Strand L		
		Plumbing Permits	NUT.		
		Plumbing Permit Contractor's Envelopes		e	
		Rough-In Releases		-	

The Commercial Plumbing module has a set of pre-defined reports from which to choose. Each report will ask for **From Inspection date** and a **To inspection date**. This enables you to choose a particular time frame for your reports.

🖴 Commercial P	Commercial Plumbing Report Options for Inspection Schedule					
Output to:	From Inspection Date	ок				
C Printer	To Inspection Date	Close				
		Filters				

You may preview the report before printing. Also, you have the ability to use filters to build a query.

Reports

Report	Description
Envelopes - Owner	Addresses envelope to each owner of the commercial
	plumbing location that meets the criteria set in the "from
	inspection date" and "to inspection date".
Final Releases	Use this report if you need to notify the building inspector.
Inspections	Generates a list of inspection records that meets the criteria
	set in the "from inspection date" and "to inspection date".
Inspection Schedule	If you enter inspection dates prior to the inspector actually
	doing the inspection, this would print out a list of inspections
	to be done. Upon return, he may fill out what occurred on the
	inspection window tab.
Labels - Owner	Generates mailing labels to the owner of the commercial
	plumbing location that meets the criteria set in the "from
	inspection date" and "to inspection date".

List of Plumbing Permits Issued	Generates a list of plumbing permits issued that meets the criteria set in the "from inspection date" and "to inspection date".
List of Plumbing Permits by Permit #	Generates a list of contractor names with the cell phone numbers of each installer that meets the criteria set in the "from date" and "to date" issued.
Monthly Plumbing Report	Generates a count report for permits, fixtures, and total amount for each political subdivision by month. Report also includes year to date and last year to date information.
Plumbing Charges	Generates a list of plumbing charges for the commercial plumbing locations that meet the criteria set in the "from date" and "to date" issued.
Plumbing Permits	Generates your plumbing permits in bulk that meet the criteria set in the "from inspection date" and "to inspection date".
Plumbing Permit Contractor's	Addresses envelope to each contractor of the commercial
Envelopes	plumbing location that meets the criteria set in the "from inspection date" and "to inspection date".
Rough In Releases	You this report if you need to notify the building inspector.

Maintenance - Add/Delete/Modify Tables



Maintenance

🚨 Healt	h Distric	t Information Sy	stem				
Plumbing	Reports	Browse/List/Export	Count/Graph	Maintenance Return	- 22		
				Add/Delete/Modify Tables Bond Release Field Names Forms General Profile Letters Printer Setup Receipts Receipts Payin Report	•	Fees-Commercial Fees-Residential Fees-Contractor/Installers Inspection-Reason Inspection-Status	

The maintenance menu contains a list of the tables that you can modify.



Add/D	elete/Modify Commercial Plumbing Fee	es Fees	
Code	Description	Local Fee 🔄	Close
FIX		12.00	Add New Fee
PER		90.00	
			Delete Fee
			Update New Fees
			Print
1			
-			
1			
-			
4	1		

Field/Button	Description
Code	Enter the fee code
	You may enter each specific fixture or enter a generic one.
Description	Enter the description of the code
Local Fee	Enter your local health department fee
Close	Closes the table
Add New Fee	Adds a new fee to the table
Delete Fee	Deletes the highlighted fee
Update New Fees	Updates all commercial plumbing locations based on the fees
	in the fee table
Print	Prints a list of fee codes



Add/Delete/Modify Inspection-Reasons		X
Name	<u>^</u>	Close
CONSULTATION		Add
FINAL		
FINAL INSPECTION		Delete
PARTIAL FINAL		
PARTIAL FINAL		Print
PARTIAL TOPOUT		
PARTIAL UNDERGROUND		
ROUGH IN INSPECTION		
	-	
<u> </u>	() ()	

Field/Button	Description
Name	Enter the inspection reason.
Close	Closes the table.
Add	Adds a reason to the table.
Delete	Deletes the highlighted reason.
Print	Prints a list of the reasons.



Name	<u> </u>	Close
APPROVED		bhA
RED TAG		
		Delete
		Print
	-	

Field/Button	Description	
Name	Enter the inspection status.	
Close	Closes the table.	
Add	Adds an inspection status to the table.	
Delete	Deletes the highlighted status.	
Print	Prints a list of the table.	



🔜 Enter/Modify Plumbing Letters		X
E	Bond Release	
		İ
	-	

If you allow home owners to perform their own plumbing, you will use this to print a release.



🚨 Healt	h Distric	t Information Sy	stem							
Plumbing	Reports	Browse/List/Export	Count/Graph	Maintenance	Return					
				Add/Delete Bond Relea	e/Modify Tables ase	•			·	
				Field Name		•	Commercial	1		
				Forms		•	Commercial Charges			
				General Pr	ofile		Contractors/Installers			
				Letters		•	Residential			
				Printer Set	up		Residential Charges			 .
				Receipts			Street File			-
				Receipts P	ayin Report	-	Carl V	-1-		

Field Name	Data Base Field Name 🔺	Close
# OF STORIES	PLO.BUILD_STORIES	
BUILDING(NEW/OLD)	PLO.BUILD_TYPE	Print
CITY	PLO.CITY	
CONTRACTOR	PLO.CONTRACTOR	
DATE ISSUED	PLO.DATE_ISS	
DATE PAID	PLO.DATE_PAID	
DRAIN INSPECTION DATE	PLO.DRAIN_DATE	
EXTENTION DATE	PLO.EXT_DATE	
FINAL INSPECTION DATE	PLO.FINAL_DATE	
FINAL NEVER COMPLETED	PLO.NO_FINAL	
GIS/PREFIX DIRECTION	PLO.GIS_PRE_DIR	
GIS/PREFIX TYPE	PLO.GIS_PRE_TYPE	
GIS/STREET	PLO.GIS_STRT	
GIS/STREET #	PLO.GIS_STRT_NO	
GIS/STREET SUFFIX	PLO.GIS_STRT_SUF	
GIS/STREET SUFFIX DIR	PLO.GIS_STRT_DIR	
GPS/LAT DECIMAL	PLO.GPS_LAT_DEC	
GPS/LON DECIMAL	PLO.GPS_LON_DEC	
INSPECTOR	PLO.INSPECTOR	
INSPECTOR'S CODE	PLO.I_CODE	
INSTALLER'S NAME	PLO.INSTALLER	
LICENSE #	PLO.ID	
NAME OF BUSINESS	PLO.BUILD NAME	1

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The Field Name column is used to merge data into letters. Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).



🚨 Heal	Ith District Information S	ystem			
Plumbing	Reports Browse/List/Export	t Count/Graph Mainte	enance Return		
		Bo	ind Release		
		Fie	eld Names		
		Ge	eneral Profile	Residencial Application/Formic	
		Le	tters inter Setup	Contractors/Installers Applications/Registration	
į		Re	eceipts		
		Re	eceipts Payin Report		
🖂 En	ter/Modify Plumbing	Installers Form	Paragraphs		×
	Appl	ication		License / Permit / Registratio	n
Γ					<u> </u>
L					<u>~</u>
					Close

You are able to enter additional information to your application on registration forms for your contractors. This information will appear on **EVERY** application and registration printout.



🚨 General Profile 🛛 🔀
Demographics General Management Environmental Community & Public Health Services Vital
Health Department
Division
Address1
Address2
City Rtoto Tin
County
Phone #'s FAX #
Federal Tax ID
Commissioner
Client/Server Location C::HDIS\DATA
☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998
Make Checks Payable to: Close

The **General Profile** enables you to fill out the basic information for your health department.



🚨 General Profile	
Demographics General Management Environme	ntal Community & Public Health Services Vital
 Activate Pull-Downs Default to Profile Area Code Amount Per Mile Display Odometer Readings for Daily Work Sheets Name of Signature File Export / Import Server Location This is a Lap Top for Export / Import Function PC Tablet Memory Problem - "Not Responding" Environmental / Use Street Name Table 	Options for Printing Letters Control Letters - 1 3/4" left margin Letters - 2" left margin Letters - 2 1/4" left margin Letters - 2 1/2" left margin

Field/Button	Description
Activate Pull-Downs	Activates the "pull down" menus in HDIS
Default to Profile Area Code	Defaults every phone number area code to the area code entered in the "General Profile" on the "Demographics" page.
Amount Per Mile	Enter the amount of money received per mile for personal vehicle usage.
Display Odometer Readings	Allows you to enter mileage using odometer readings for your
for Daily Work Sheets	Daily Work Sheets.
Name of Signature File	
Export/Import Server	
Location	
This is a Lap Top for	Check if the PC is being used out in the field.
Export/Import Function	
Memory Problem – "Not	
Responding"	
Environmental/Use Street	
Table	

Letters – ¼ Inches from Top	Choose how many lines you would like to move your letter
	down from the top of the paper.
Letters – 1 ¾" left margin	Check to begin printing your letters 1 ³ / ₄ " left of the margin.
Letters – 2" left margin	Check to begin printing your letters 2" left of the margin.
Letters – 2 ¼" left margin	Check to begin printing your letters 2 ¼" left of the margin.
Letters – 2 1⁄2" left margin	Check to begin printing your letters 2 $\frac{1}{2}$ " left of the margin.



🚨 Healt	th Distric	ct Information Sy	stem							
Plumbing	Reports	Browse/List/Export	Count/Graph	Maintenance Return						
	-			Add/Delete/Modify Tables Bond Release Field Names Forms General Profile	•					
				Letters	•	Commercial	11			
				Printer Setup Receipts Receipts Payin Report		Residentail	P	13		

Enter/Modify Commerce	ial Plumbing Le	etters			X
Letter A	Letter B	Letter C	Letter D	Letter E	Letter F
Commercial A					
				Spell Check	Close

HDIS provides you with the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter. Use **capital letters** to describe the field name.

Example: *OWNER* = TOM GORDON



Printer Setup

Print Setu	þ			? 🛛
Printer Name:	PDF-XChange 2.5 DE		•	Properties
Status: Type: Where: Comment	Ready PDF-XChange 2.5 DE PDF-XChange			
Paper Size: Source:	Letter/ANSIA Main paper tray	•	Orientation	 Portrait Landscape
Network.			ОК	Cancel

The print setup allows you to choose from which printer you wish to print. Pick the printer in the name dropdown and click "**OK**".



Receipts

🖰 Receipts			
Date Received by 12/12/2005			Close
Fee Code Fee Description 00026	STRATION	Quantity	Amount Check #/Cash 1 90.00
Per.#/Lic.#/ID# Name		Address	s/Comment
			Add Fee Delete Fee
Code Description	Quantity Amount	Check# Name	Address/Comment
			Pocoint # 12218

If your health department has the "**Receipts**" module, you have the ability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the Commercial data entry windows by pressing **ALT-R** keys.



Receipts Pay In Report

🚔 Print Pay In or Receipt	\mathbf{X}
From Date To Date 12/12/2005 12/12/2005 Pay in by Receipt Book Pay in by Fund Pay in by Initials Receipt 	OK Close
Output to: Preview Print	

If your health department has the "**Receipts**" module, you have the ability to print your pay in reports through the "**Maintenance**" tab.

CHC Software, Inc. Health District Information Systems helpdesk@hdis.org

CHC Software, Inc. Health District Information Systems helpdesk@hdis.org