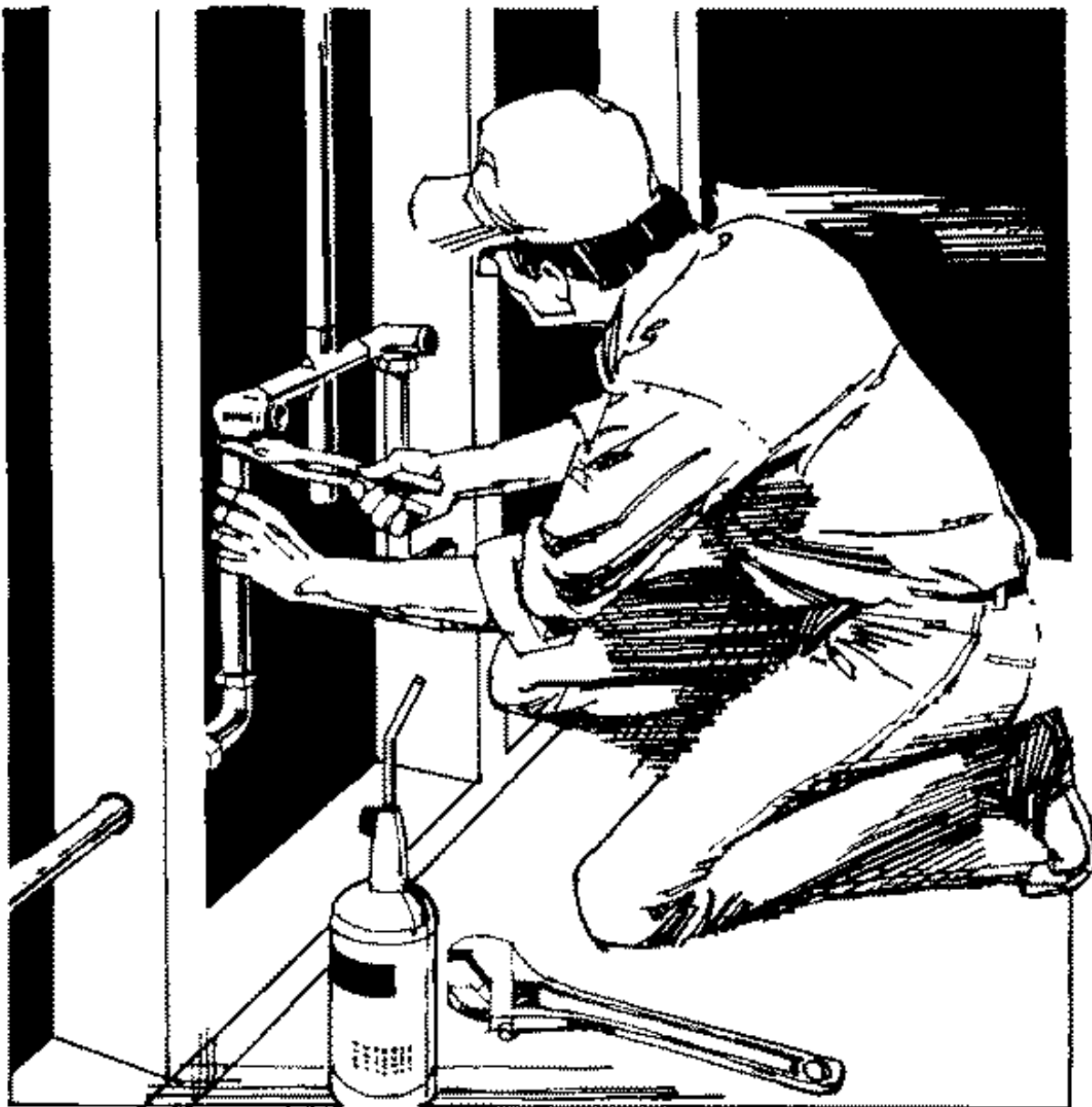


Plumbing - Residential



User's Manual

Plumbing - Residential

Health District Information System

HDIS (Windows Ver. 4.0)

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CHC Software, Inc.

Specialist in Comprehensive Health Care Software

helpdesk@hdis.org

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your residential 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 Residential 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 ,

ENTER

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

Tab

or

ENTER

to move to next field

Shift

Tab

or

Up

to go back one field

Alt

+

R

places you in the receipt screen.

Editing Keys

Backspace

deletes one character left of cursor

Delete

deletes one character

Insert

inserting & overwriting modes

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



Starting HDIS

MICROSOFT Windows Users

Start

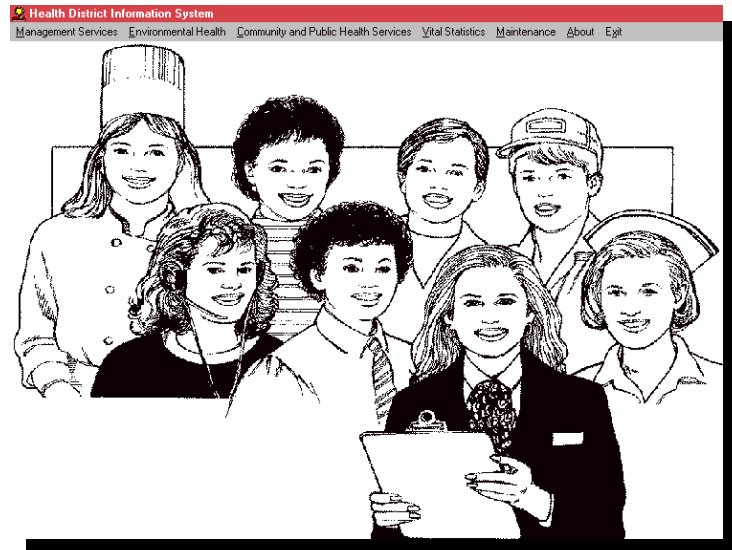
Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

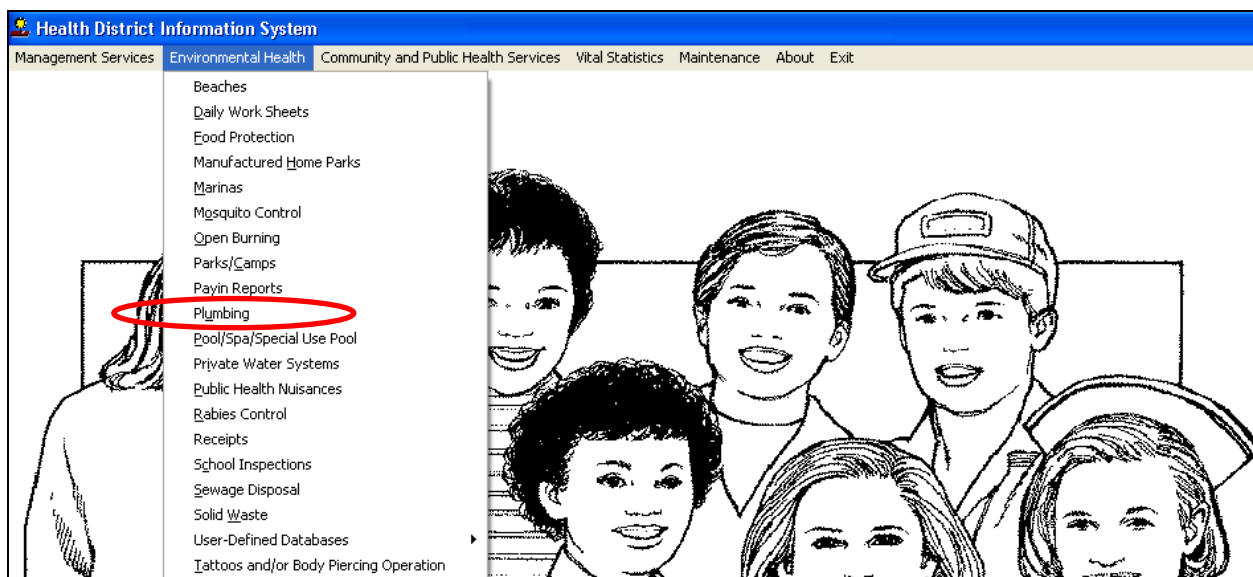
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Residential Plumbing module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



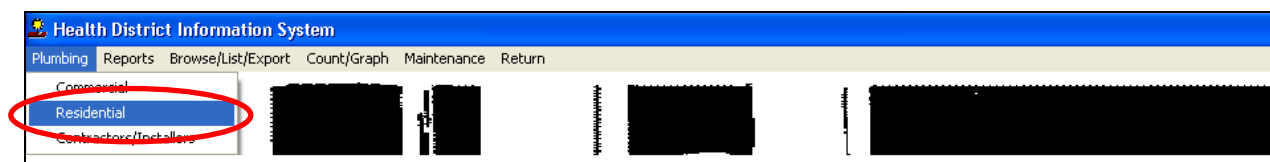
Select Environmental Health



Select Plumbing



Select Residential



Entering a Residential Plumbing Location

Number	Name	Suffix	S	W	P	Sub lot
10297	PINECREST	ROAD	Y	Y	N	
10298	KIMBERLY	DRIVE	Y	N	N	
10298	WILBERT	DRIVE	Y	N	N	
10299	KIMBERLY	DRIVE	Y	N	N	
10299	LONGVIEW	DRIVE	Y	N	N	
1030	PARK	ROAD	Y	N	N	
10300	BRIAN	ROAD	Y	N	N	
10301	WISNER	ROAD	Y	Y	N	
10302	HOBART	ROAD	Y	N	N	
10302	JOHNNYCAKE RIDGE	ROAD	Y	N	N	
10303	LONGVIEW	DRIVE	Y	Y	N	

The **FIND** tab on the Residential Plumbing window is for locating a residential plumbing location. You can browse through the grid to find an address or type the address in the “**Type find information and press enter**” field. You may also locate by Street Name (do not include street #), Parcel #, Sub Lot #, Directions, ID#, Owner, Building or Permit # by clicking on the proper Radio button, entering the information and then pressing the “**enter**” key.

To modify or delete an existing address in the grid, find the address and click the “**Modify/Delete Address**” button.

To add an address to your list, click the **Add** button.
Once the address is entered, you will not have to click the **Add** button.

The Grid is the address table that is shared by Residential Sewage, Private Water Systems and Plumbing. The columns to the right of the address indicate whether that address also has a sewage, well or plumbing record.

The E.A. (Environmental Assessment) button allows you to view information about this address (sewage, private water systems, plumbing, public health nuisance and rabies control).

The screenshot shows a software application titled "Residential Plumbing Location". It features a menu bar with options: Find, Location/Owner, Plumbing Permit, Information, Inspections, Downspout/Footer Drain, Comments, and GIS/GPS. A modal dialog box titled "Add / Change / Delete Address" is open in the center. The dialog box contains the following fields and controls:

- Street number: Text input field
- Street name: Text input field
- Street suffix: Text input field
- Parcel #: Text input field
- Sub lot #: Text input field
- City: Dropdown menu
- State: Dropdown menu
- Zip code: Dropdown menu
- Directions: Text input field
- Close: Button
- Delete Address: Button

The background application window shows a table with columns for "Num", "Type fir", and "E.A.". Some data is visible in the table, including "24 &" and "2".

When the **"Add Address"** button is clicked the window above will appear for you to enter the new address. When finished, click the **"Close"** button.

The same window will appear when you click the **"Modify/Delete Address"** button. If you wish to modify an existing address, make your changes and click to the **"Close"** button.

To delete the address, click the **"Delete Address"** button.

Location/Owner



Add

Residential Plumbing Location - 17600 DETROIT AVENUE PERMIT #: 0

Find Location/Owner Plumbing Permit Information Inspections Downspout/Footer Drain Comments GIS/GPS

Street City State Zip

Political Subdivision Name of Business(if applicable) Tap In Permit #

Building New/Old (N/O) Used for # of stories

Water Supply (P)ivate), (C)ommunity) or (I)ndividual) Semi-Public Sewage(Y/N)

ID # Owner's Name

Street City

State Zip Phone

Previous Next Link to Another Address Delete Add Modify

Once an address has been added, you are now ready to add additional information. To do this, click the **Add** button.

Residential Plumbing Location -17600 DETROIT AVENUE PERMIT #: 0

Find	Location/Owner	Plumbing Permit	Information	Inspections	Downspout/Footer Drain	Comments	GIS/GPS
------	----------------	-----------------	-------------	-------------	------------------------	----------	---------

Street:
 City:
 State:
 Zip:

Political Subdivision:
 Name of Business(if applicable):
 Tap In Permit #:

Building New/Old (N/O):
 Used for:
 # of stories:

Water Supply (P)ivate), (C)ommunity) or (I)ndividual):
 Semi-Public Sewage(Y/N):

ID #:
 Owner's Name:

Street:
 City:

State:
 Zip:
 Phone:

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”**

****Shortcut Keys: When you are in the “Owner’s Name Field:**

CTRL-L to copy the location address from above

CTRL-S to copy the owner information from a previously entered owner Sewage Disposal Residential record.

CTRL-W to copy the owner information from a previously entered owner Private Water Systems record

Plumbing Permit



Plumbing Permit

Residential Plumbing Location -17600 DETROIT AVENUE PERMIT #: 0

Find | Location/Owner | Plumbing Permit | Information | Inspections | Downspout/Footer Drain | Comments | GIS/GPS

Plumbing Permit # 2005007 Date Issued 12/13/2005 Date paid 12/13/2005 Receipt# / / Extension Date / /

Code RF Description PLUMBING FIXTURES Fee 7.00 Quantity 6 Total Fee 42.00 **Add Charge**

Date	Permit #	Code	Descript	Cost	Quantity	Total	Paid	Date Paid

Delete Charge

Refresh Charges

Total # of Fixtures

Total Fee

Next Available Permit # Print Modify

On this page you will enter the information for the plumbing permit. Fill out 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 fixtures 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 Ctrl R to print a receipt.
Extension Date	Enter the date if an extension was given.
Code	Choose the fee code for the contractor
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	If needed, Click to refresh the totals
Next Available Permit #	This will automatically find the next available Permit #
Paid	Check if the charge was paid.
Date Paid	Enter the date paid.
Receipt #	Enter the receipt number.
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 enables you to enter descriptions of your choice.



Add Charge

Residential Plumbing Location -17600 DETROIT AVENUE PERMIT #: 0

Find | Location/Owner | Plumbing Permit | Information | Inspections | Downspout/Footer Drain | Comments | GIS/GPS

Plumbing Permit # 2005007 Date Issued 12/13/2005 Date paid 12/13/2005 Receipt# Extention Date / /

Code Description Fee 0 Quantity 0 Total Fee 0 Add Charge

Date	Permit #	Code	Descript	Cost	Quantity	Total	Paid	Date Paid
12/13/2005	2005007	RF	PLUMBING FIXTURES	7.00	6	42.00	<input type="checkbox"/>	/ /

Delete Charge

Refresh Charges

Total # of Fixtures 6

Total Fee 42.00

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

Residential Plumbing Location -17600 DETROIT AVENUE
PERMIT #: 2005007

Find
Location/Owner
Plumbing Permit
Information
Inspections
Downspout/Footer Drain
Comments
GIS/GPS

Plumbing Contractor / Installer
ACORN MECHANICAL
Plumbing Installer

Installer's Registration #
Home Owner Bond ?
Bond Amount

Underground Inspection Date
Waste & Vents/Backflow Inspection Date

Rough-in Approval Date
Final Inspection Date
☐ Final Never Completed

Inspector
19
BERNIE KOSAR
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.
Underground Inspection Date	Enter the underground inspection date.
Waste & Vents Backflow Inspection Date	Enter the waste and vents/backflow 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



Inspections

Residential Plumbing Location -17600 DETROIT AVENUE PERMIT #: 2005007

Find | Location/Owner | Plumbing Permit | Information | **Inspections** | Downspout/Footer Drain | Comments | GIS/GPS

Inspection Date: Plumbing Permit #: Inspector:

Reason: Status:

Memo:

Next Previous Delete **Add** Modify

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



Inspections

Residential Plumbing Location - 17600 DETROIT AVENUE PERMIT #: 2005007

Find | Location/Owner | Plumbing Permit | Information | **Inspections** | Downspout/Footer Drain | Comments | GIS/GPS

Inspection Date: 12/13/2005 Plumbing Permit #: 2005007 Inspector: 19 BERNIE KOSAR

Reason: FINAL INSPECTION Status: APPROVED

Memo

Next Previous Delete Add Modify

Field/Button	Description
Inspection Date	Enter the date of the inspection.
Plumbing Permit #	(automatically filled out)
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.

Downspout/Footer Drain



Downspout/Footer Drain

Residential Plumbing Location -17600 DETROIT AVENUE PERMIT #: 2005007

Find | Location/Owner | Plumbing Permit | Information | Inspections | **Downspout/Footer Drain** | Comments | GIS/GPS

Date Issued: Downspout Permit #: Footer Drain Permit #: Sewer Permit #: Sewage Treatment Permit #:

Applicant: Owner's Name:

Plumbing Contractor: Used for:

Excavating Contractor:

To connect with: ☐ Storm Sewer ☐ Road Ditch ☐ Dry Well ☐ Lake ☐ Creek

Next Available Downspout Permit # Print Modify

The “**Downspout/Footer Drain**” tab enables you to capture downspout/footer permits.

Field/Button	Description
Date Issued	Enter the date that the permit was issued.
Downspout Permit #	Enter the downspout permit #.
Footer Drain Permit #	Enter the footer drain permit #.
Sewer Permit #	Enter the sewer permit #.
Sewage Treatment Permit #	Enter the sewage treatment permit #.
Applicant	Enter the applicant's name.
Owner's Name	(automatically filled out from “Location/Owner” tab)
Plumbing Contractor	(automatically filled out from “Information” tab)
Used For	Enter what the downspout/footer drain is used for.
Excavating Contractor	Enter the name of the excavation contractor.
Storm Sewer	Check if it is a storm sewer.
Road Ditch	Check if it is a road ditch.
Dry Well	Check if it is a dry well.
Lake	Check if it is a lake.
Creek	Check if it is a creek.

Next Available Downspout Permit #	This will automatically find the next available Downspout Permit #
Print	Click to open the print menu.
Modify	Click to modify the information on the page.

Comments



Comments

Residential Plumbing Location - 17600 DETROIT AVENUE PERMIT #: 2005007

Find | Location/Owner | Plumbing Permit | Information | Inspections | Downspout/Footer Drain | Comments | GIS/GPS

Modify

The comments page enables you to enter your own comments on the residential plumbing location.

GIS/GPS



GIS/GPS

Residential Plumbing Location -17600 DETROIT AVENUE
PERMIT #: 2005007
X

Find | Location/Owner | Plumbing Permit | Information | Inspections | Downspout/Footer Drain | Comments | GIS/GPS

Global Information System

Street #

Prefix Direction

Prefix Type

Street name

Street Suffix

Prefix Direction

Global Positioning System

Latitude Decimal Value

Longitude Decimal Value

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

Field/Button	Description
Business Owner	Enter the email address of the business owner
Business Operator	Enter the email address of the business operator
Manager	Enter the email address of the manager
Chain Owner	Enter the email address of the chain owner
Other	Enter any other important email address
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



Print

Print

☐ Plumbing Permit ☐ Letter A - Contractor

☐ Plumbing Permit (long form) ☐ Letter B - Contractor

☐ Home Owner's Bond Release Letter ☐ Letter C - Contractor

☐ Home Owner's Envelope ☐ Letter D - Owner

☐ Plumbing Contractor's Envelope ☐ Letter E - Owner

☐ Letter F - Owner

☐ Downspout/Footer Permit

☒ Plumbing Invoice

From Permit Date

To Permit Date

☒ Preview ☐ Print

OK

Close

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

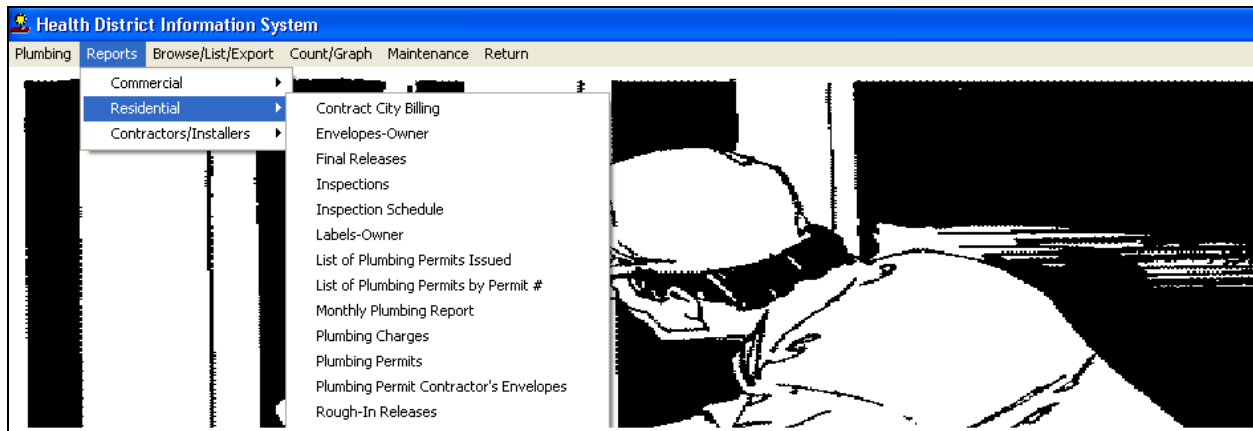
Field/Button	Description
Plumbing Permit	Generates a residential plumbing permit for the contractor.
Plumbing Permit (long form)	Generates a long form residential plumbing permit for the contractor.
Home Owner's Bond Release Letter	Use this if the home owner is doing the plumbing.
Home Owner's Envelope	Prints an envelope addressed to the Home Owner.
Plumbing Contractor's Envelope	Prints an envelope addressed to the contractor.
Plumbing Invoice	Generates 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 setup under the " Maintenance " menu which will be explained later.
Letter B - Contractor	Generates Letter "B" addressed to the Contractor. (The letters are setup under the " Maintenance " menu which will be explained later.
Letter C - Contractor	Generates Letter "C" addressed to the Contractor. (The letters are setup under the " Maintenance " menu which will be explained later.
Letter D – Home Owner	Generates Letter "D" addressed to the Home Owner. (The letters are setup 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 setup under the " Maintenance " menu which will be explained later.
Downspout/Footer Permit	Permit for Downspout/Footer
Preview	Previews the printout.
Print	Prints the form.
OK	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.

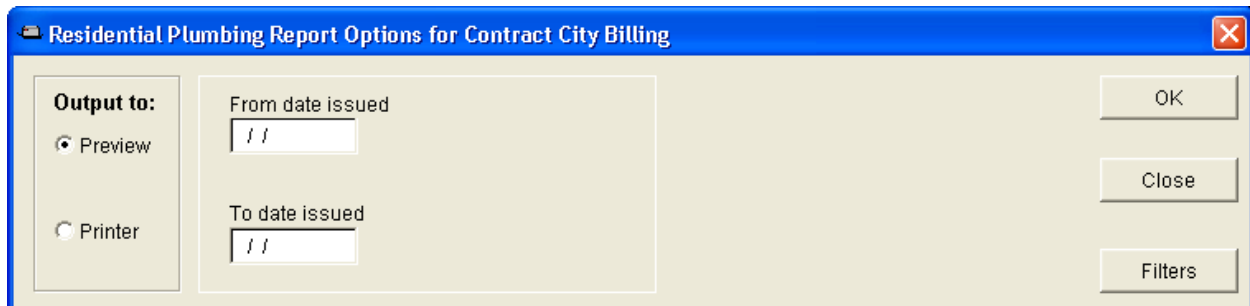
Reports



Reports



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



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

Reports

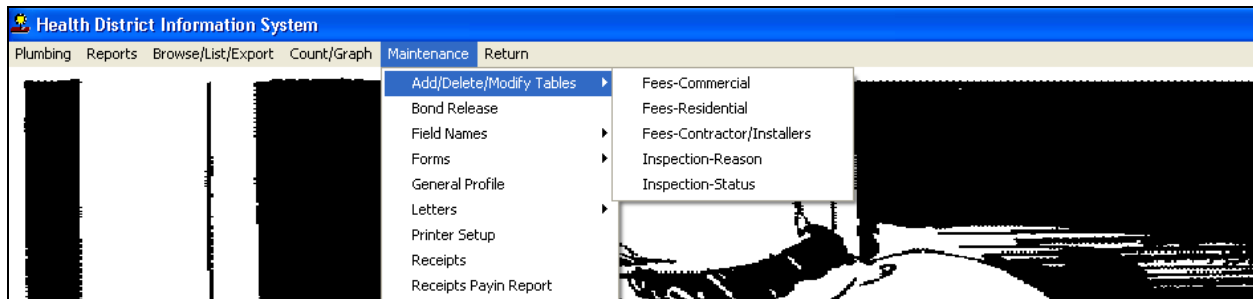
Report	Description
Contract City Billing	Special Report for Franklin County
Envelopes - Owner	Addresses envelope to each owner of the residential plumbing location that meets the criteria set in the "from inspection date" and "to inspection date".
Final Releases	Use this report if you need to notify 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, the inspector can fill out what occurred in the inspection window tab.

Labels - Owner	Generates mailing labels to the owner of the residential 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 residential 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 Envelopes	Addresses envelope to each contractor of the residential plumbing location that meets the criteria set in the “from inspection date” and “to inspection date”.
Rough In Releases	Use this report if you need to notify the building inspector.

Maintenance - Add/Delete/Modify Tables



Maintenance



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



Field/Button	Description
Code	Enter the code of the fee
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 residential plumbing locations based on the fees in the fee table
Print	Prints a list of fee codes



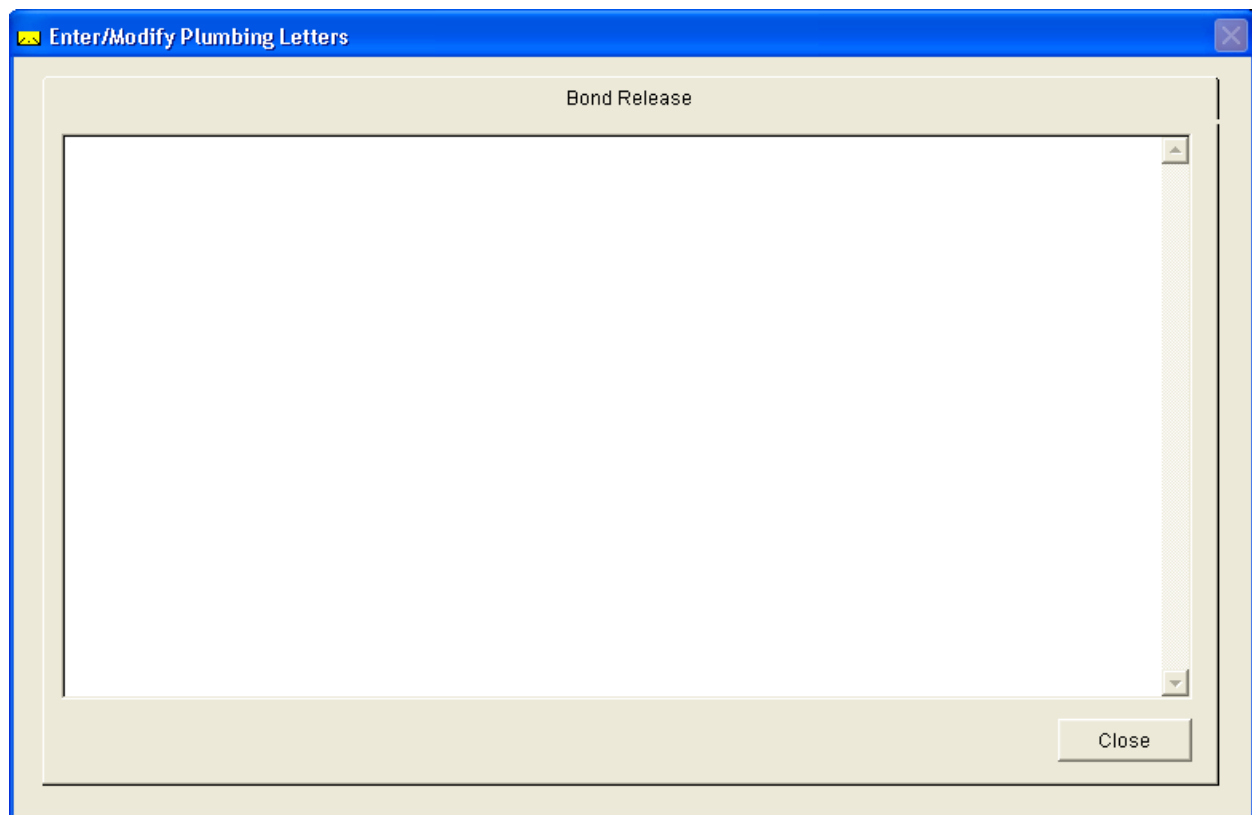
Field/Button	Description
Name	Enter the inspection reason.
Close	Closes the table.
Add	Adds a reason to the table.
Delete	Deletes the highlighted reason.
Print	Prints a list of the reasons.



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.



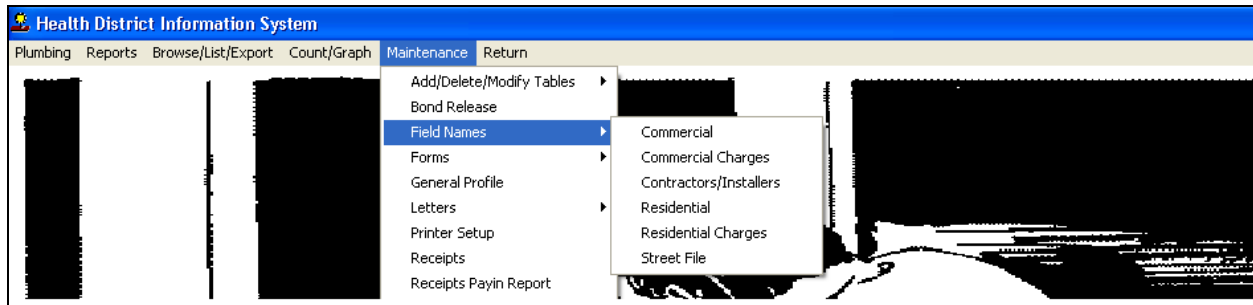
Bond Release



Use this if the home owner is doing their own plumbing.



Field Names - Residential

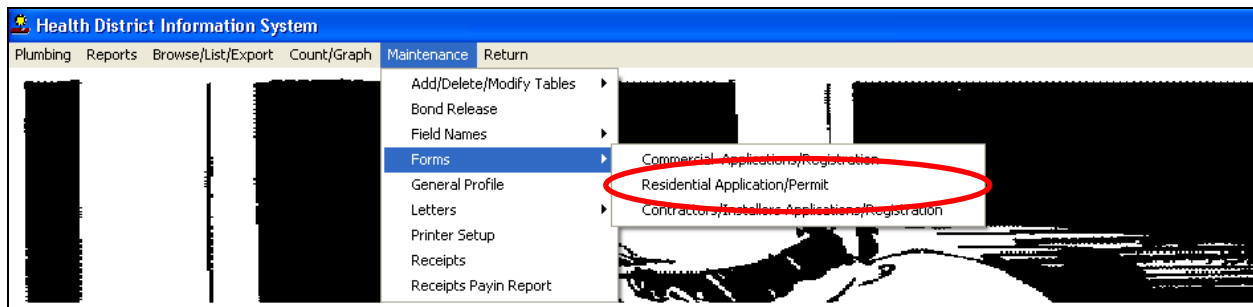


Data Base Field Names for Residential		Close
Field Name	Data Base Field Name	Print
# OF STORIES	PLB.BUILD_STORIES	
APPLICANT	PLB.D_APP	
BOND #	PLB.BOND_NO	
BOND ?	PLB.BOND	
BOND AMOUNT	PLB.BOND_AMT	
BUILDING(NEW/OLD)	PLB.BUILD_TYPE	
CITY	PLB.CITY	
CONTRACTOR	PLB.CONTRACTOR	
CREEK	PLB.D_C	
DATE ISSUED	PLB.DATE_ISS	
DATE DOWNSPOUT ISSUED	PLB.D_DATE	
DATE PAID	PLB.DATE_PAID	
DOWNSPOUT PERMIT #	PLB.D_DOWN	
DRAIN INSPECTION DATE	PLB.DRAIN_DATE	
DRY WELL	PLB.D_DW	
EXCAVATING CONTRACTOR	PLB.D_EXC	
EXTENTION DATE	PLB.EXT_DATE	
FINAL INSPECTION DATE	PLB.FINAL_DATE	
FINAL NEVER COMPLETED	PLB.NO_FINAL	
FOOTER DRAIN PERMIT #	PLB.D_FOOTER	
GIS/PREFIX DIRECTION	PLB.GIS_PRE_DIR	
GIS/PREFIX TYPE	PLB.GIS_PRE_TYPE	
GIS/STREET	PLB.GIS_STRT	

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).



Forms – Residential Applications/Registration



The screenshot shows the 'Enter/Modify Plumbing Form Paragraphs' window. The 'Application' tab is selected, and the 'License / Permit / Registration' tab is visible. The main area is empty, and a 'Close' button is at the bottom right.

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



General Profile

General Profile

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

Health Department

Division

Address1

Address2

City State Zip

County

Phone #'s FAX #

Federal Tax ID

Commissioner

Client/Server Location

☐ 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

General Profile

Demographics **General** Management Environmental 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

Letters-1/4 inches from top

☐ Letters - 1 3/4" left margin

☐ Letters - 2" left margin

☐ Letters - 2 1/4" left margin

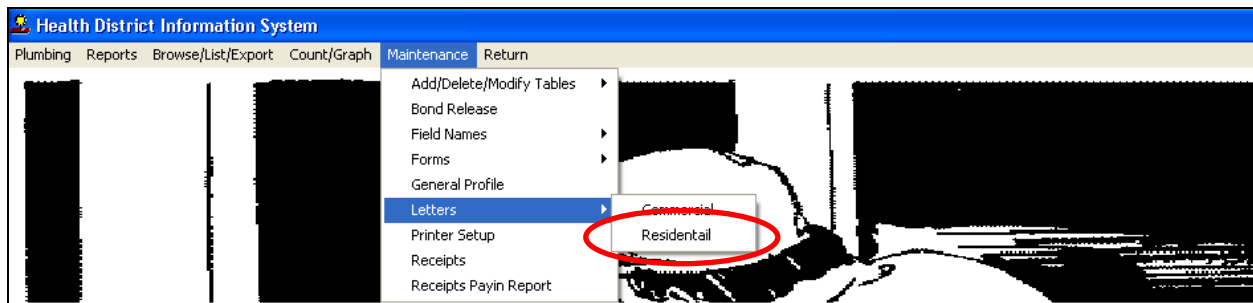
☐ Letters - 2 1/2" left margin

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 for Daily Work Sheets	Allows you to enter mileage using odometer readings for your Daily Work Sheets.
Name of Signature File	
Export/Import Server Location	
This is a Lap Top for Export/Import Function	Check if the PC is being used out in the field.
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 ¾" 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 ½" left margin	Check to begin printing your letters 2 ½" left of the margin.



Letters - Residential



Residential A

This is to certify that a final plumbing inspection was made and approved on *FINAL INSPECTION DATE* for Plumbing Permit No. *PERMIT #* for the plumbing located at:

STREET

CITY

The sanitary plumbing installation meets with the current Ohio Plumbing Code requirements and local regulations.

This approval applies only to the work authorized under the plumbing permit indicated above.

Plumbing Inspector

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

The screenshot shows a 'Print Setup' dialog box with a blue title bar and standard Windows window controls. It is divided into several sections: 'Printer' with a name dropdown (set to 'PDF-XChange 2.5 DE'), status ('Ready'), type ('PDF-XChange 2.5 DE'), location ('PDF-XChange'), and a comment field; 'Paper' with size ('Letter/ANSI A') and source ('Main paper tray') dropdowns; and 'Orientation' with radio buttons for 'Portrait' (selected) and 'Landscape'. A paper icon with the letter 'A' is shown next to the orientation options. At the bottom are buttons for 'Network...', 'OK', and 'Cancel'.

Print Setup

Printer

Name: PDF-XChange 2.5 DE Properties

Status: Ready

Type: PDF-XChange 2.5 DE

Where: PDF-XChange


Comment:

Paper

Size: Letter/ANSI A

Source: Main paper tray

Orientation

 ☒ Portrait ☐ Landscape

Network... OK 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

Print

Close

Fee Code

Fee Description

Quantity

Amount

Check #/Cash

00026

PLUMBING REGISTRATION

1

90.00

Per. # / Lic.# / ID#

Name

Address/Comment

Add Fee

Delete Fee

Code	Description	Quantity	Amount	Check#	Name	Address/Comment

Totals

0

0.00

Receipt #

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 Residential data entry windows by pressing **ALT-R** keys.



Receipts Pay In Report

The screenshot shows a Windows-style dialog box titled "Print Pay In or Receipt" with a blue title bar and a red close button. The dialog has a light beige background. It contains two date input fields labeled "From Date" and "To Date", both containing the text "12/12/2005". Below these is a radio button labeled "Pay In by Receipt Book" which is selected, followed by a dropdown menu. Below the dropdown are three more radio buttons: "Pay in by Fund", "Pay in by Initials", and "Receipt", all of which are unselected. At the bottom of the dialog is a section labeled "Output to:" with two radio buttons: "Preview" (selected) and "Print" (unselected). On the right side of the dialog, there are two buttons: "OK" and "Close".

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.
Specialist in Comprehensive Health Care Software
helpdesk@hdis.org

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helpdesk@hdis.org