



Sewage Treatment User Manual



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Sewage Treatment User Manual

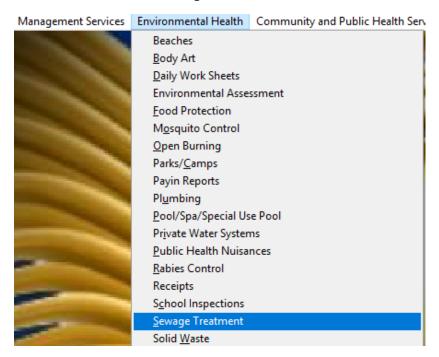
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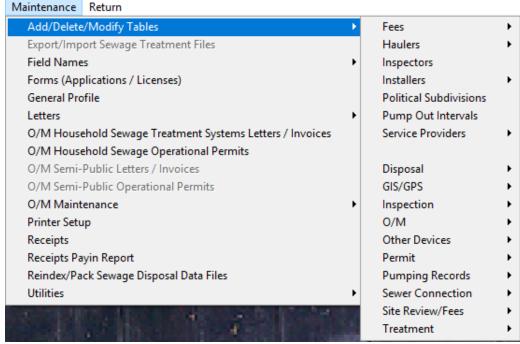


Chapter 1: Getting Started

Once the Sewage Treatment Module has been installed, it can be accessed by going to: **Environmental Health > Sewage Treatment**



The first order of business is to complete the control files that will drive the module. After going into the Sewage Treatment Module, these files can be found by going to: **Maintenance > Add/Delete/Modify Tables**.

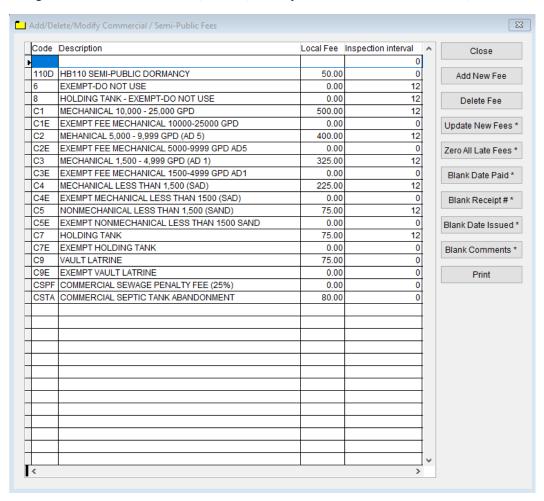






Fees

Navigate to Maintenance > Add/Delete/Modify Tables > Fees > Commercial/Semi-Public



The information entered in this table populates the fee code dropdown box in the module.





To enter Sewage Treatment Fees, follow these steps (use the tab key to advance to each field):

- 1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
- 2. Enter a **Description** for this fee code.
- 3. Enter the amount of the Local Fee for this fee code.
- 4. Enter the **Inspection** Interval in days.
- 5. Repeat steps 1-4 as many times as necessary.
- 6. Click Close to exit the table.

Additional information:

- 1. **Delete Fee**: Use to delete the record where your cursor is positioned.
- 2. **Print:** Use to print the list.

The *asterisk on a button means to right-click the button.

Zero All Late Fees* Goes through and updates ALL records - Clearing out specified details.

Update New Fees * If you change the fee amount and click this button it will update ALL records with that fee. We recommend using this with extreme caution as it would gloss over reference to prior fee amounts.

Blank Date Paid* Goes through and updates ALL records - Clearing out specified details.

Blank Receipt#* Goes through and updates ALL records - Clearing out specified details.

Blank Date Issued* Goes through and updates ALL records - Clearing out specified details.

Blank Comments* Goes through and updates ALL records - Clearing out specified details.

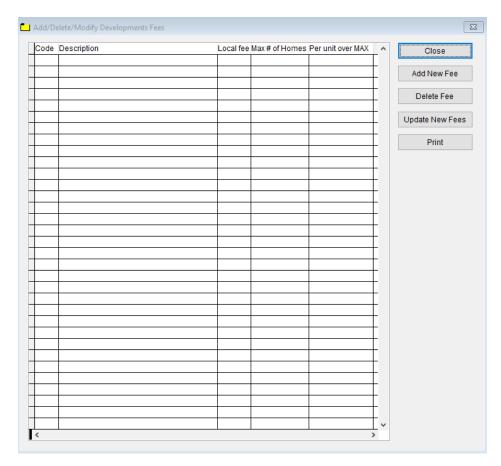
Update O/M Fees Goes through and updates ALL records with O/M fees. Clearing out specified details.

For more information on the other options under the "<u>Maintenance</u>" section refer to the "<u>Maintenance</u>" Chapter.





Developments



To enter Sewage Treatment Fees, follow these steps (use the tab key to advance to each field):

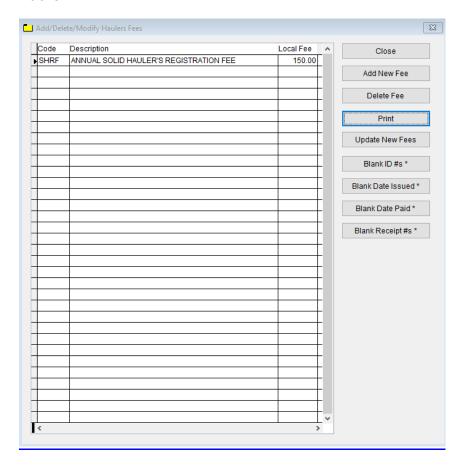
- 1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
- 2. Enter a **Description** for this fee code.
- 3. Enter the amount of the **Local Fee** for this fee code.
- 4. Enter the amount of the Max # of Homes for this fee code.
- 5. Enter the **Per unit over MAX**.
- 6. Repeat steps 1-7 as many times as necessary.
- 7. Click **Close** to exit the table.

Additional information:

- 1. **Delete Fee**: Use to delete the record where your cursor is positioned.
- 2. **Print:** Use to print the list.



Hauler



To enter Sewage Treatment Fees, follow these steps (use the tab key to advance to each field):

- 1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
- 2. Enter a **Description** for this fee code.
- 3. Enter the amount of the **Local Fee** for this fee code.
- 4. Repeat steps 1-5 as many times as necessary.
- 5. Click **Close** to exit the table.

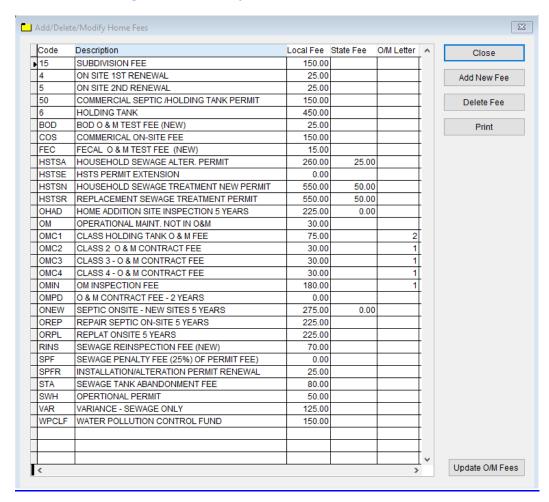
Additional information:

- 1. **Delete Fee**: Use to delete the record where your cursor is positioned.
- 2. **Print:** Use to print the list.





Household Sewage Treatment Systems



To enter Sewage Treatment Fees, follow these steps (use the tab key to advance to each field):

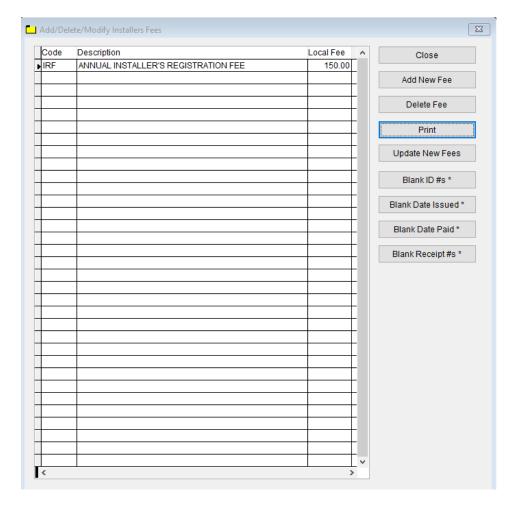
- 1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
- 2. Enter a **Description** for this fee code.
- 3. Enter the amount of the Local Fee for this fee code.
- 4. Enter the amount of the **State Fee** for this fee code.
- 5. Enter the amount of the **O/M Letter** for this fee code.
- 6. Repeat steps 1-7 as many times as necessary.
- 7. Click **Close** to exit the table.

Additional information:

- 1. **Delete Fee**: Use to delete the record where your cursor is positioned.
- 2. **Print:** Use to print the list.



Installer



To enter Sewage Treatment Fees, follow these steps (use the tab key to advance to each field):

- 1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
- 2. Enter a **Description** for this fee code.
- 3. Enter the amount of the **Local Fee** for this fee code.
- 4. Repeat steps 1-5 as many times as necessary.
- 5. Click **Close** to exit the table.

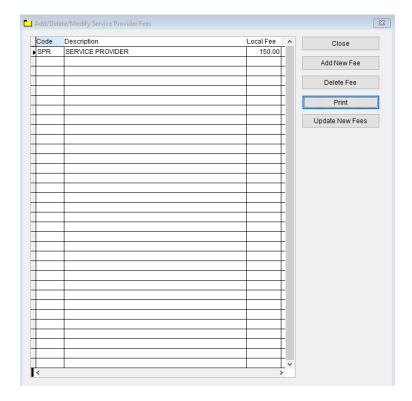
Additional information:

- 1. **Delete Fee**: Use to delete the record where your cursor is positioned.
- 2. **Print:** Use to print the list.





Service Provider



To enter Sewage Treatment Fees, follow these steps (use the tab key to advance to each field):

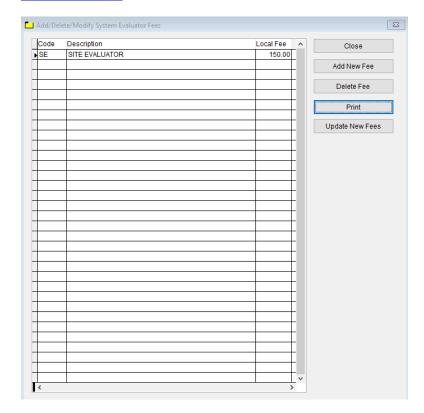
- 1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
- 2. Enter a **Description** for this fee code.
- 3. Enter the amount of the **Local Fee** for this fee code.
- 4. Repeat steps 1-5 as many times as necessary.
- 5. Click **Close** to exit the table.

Additional information:

- 1. **Delete Fee**: Use to delete the record where your cursor is positioned.
- 2. **Print:** Use to print the list.



Site Evaluator



To enter Sewage Treatment Fees, follow these steps (use the tab key to advance to each field):

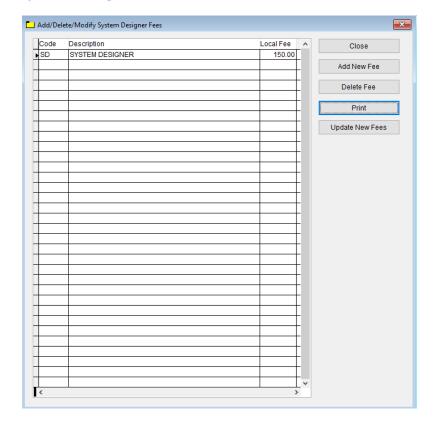
- 1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
- 2. Enter a **Description** for this fee code.
- 3. Enter the amount of the **Local Fee** for this fee code.
- 4. Repeat steps 1-5 as many times as necessary.
- 5. Click **Close** to exit the table.

Additional information:

- 1. **Delete Fee**: Use to delete the record where your cursor is positioned.
- 2. **Print:** Use to print the list.



System Designer



To enter Sewage Treatment Fees, follow these steps (use the tab key to advance to each field):

- 1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
- 2. Enter a **Description** for this fee code.
- 3. Enter the amount of the **Local Fee** for this fee code.
- 4. Repeat steps 1-5 as many times as necessary.
- 5. Click **Close** to exit the table.

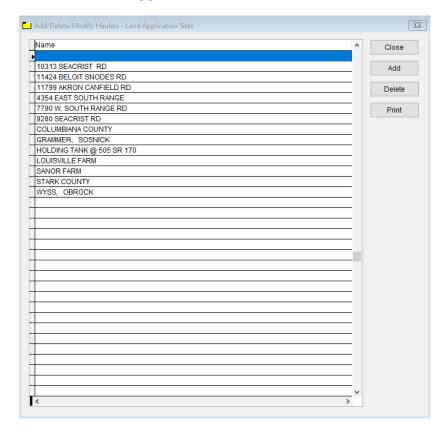
Additional information:

- 1. **Delete Fee**: Use to delete the record where your cursor is positioned.
- 2. **Print:** Use to print the list.





Haulers - Land Applications

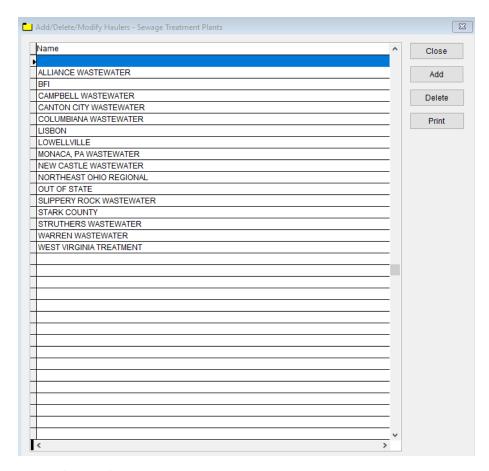


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





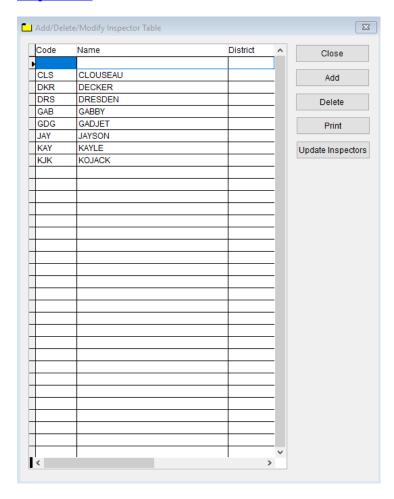
Haulers - Sewage Treatment Plants



- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.



Inspectors



To Add/Delete/Modify Sewage Treatment tables, follow these steps (use the tab key to advance to each field):

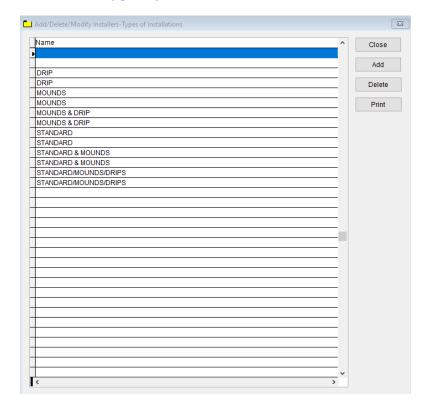
- 1. Click **Add** and enter a **Code** to add a new record to the table.
- 2. Enter a **Name** for this new entry.
- 3. Enter a **District** for this new entry.
- 4. Click **Close** to exit the table.
- 5. **Delete**: Use to delete the record where your cursor is positioned.
- 6. **Print:** Use to print the list.

Update Inspectors Updates records related to the Inspectors table. Use with caution.





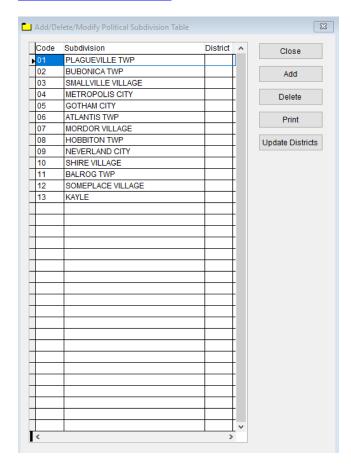
<u>Installers - Types of Installations</u>



- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.



Political Subdivisions



To Add/Delete/Modify Sewage Treatment tables, follow these steps (use the tab key to advance to each field):

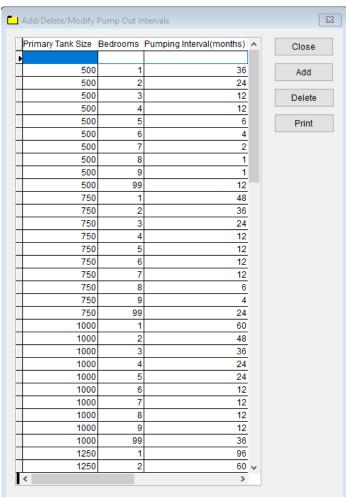
- 1. Click **Add** and enter a **Code** to add a new record to the table.
- 2. Enter a **Subdivision** for this new entry.
- 3. Enter a **District** for this new entry.
- 4. Click **Close** to exit the table.
- 5. **Delete**: Use to delete the record where your cursor is positioned.
- 6. **Print:** Use to print the list.

Update Districts Updates records related to the Political Subdivisions table. Use with caution.





Pump Out Intervals

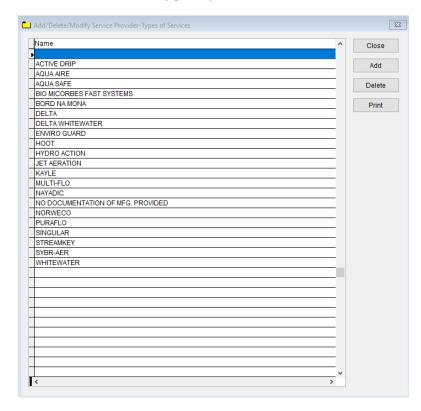


- 1. Click **Add** and enter a number under **Primary Tank Size** to add a new record to the table.
- 2. Enter a number under **Bedrooms** for this new entry.
- 3. Enter the **Pumping Interval** in months.
- 4. Click **Close** to exit the table.
- 5. **Delete**: Use to delete the record where your cursor is positioned.
- 6. **Print:** Use to print the list.





<u>Service Providers - Types of Services</u>

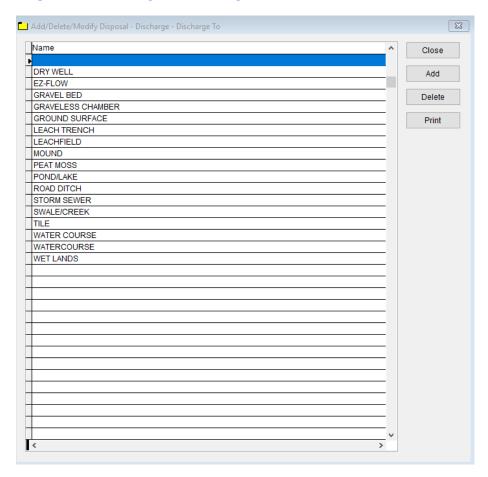


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Disposal - Discharge - Discharge To</u>

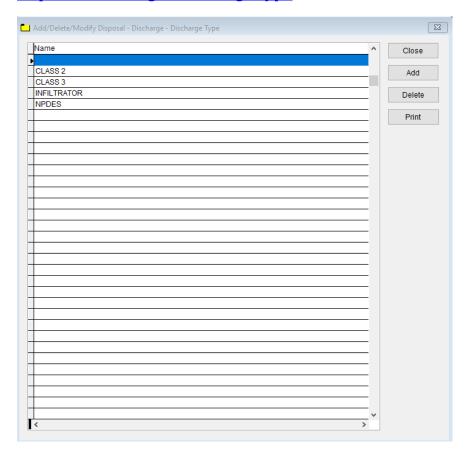


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Disposal – Discharge – Discharge Type</u>

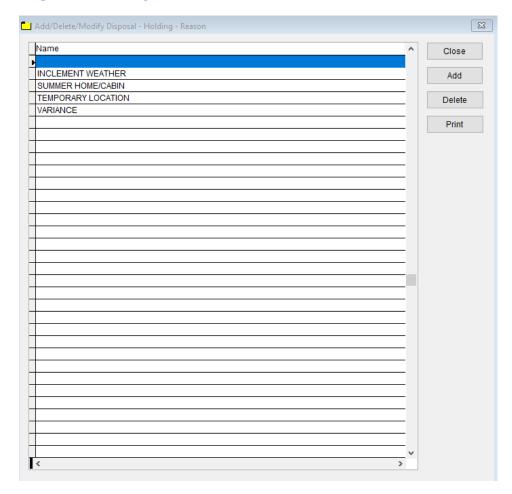


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u> Disposal – Holding – Reason</u>

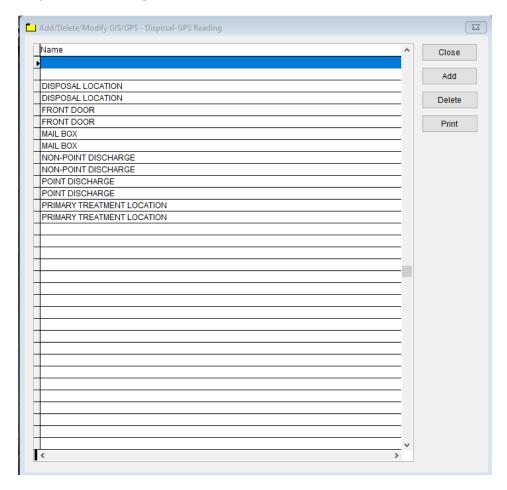


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





GIS/GPS - Reading Location

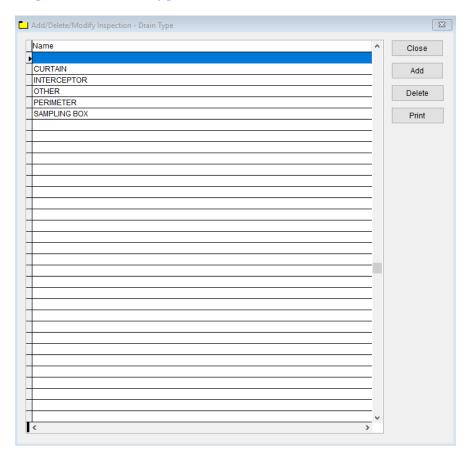


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Inspection - Drain Type</u>

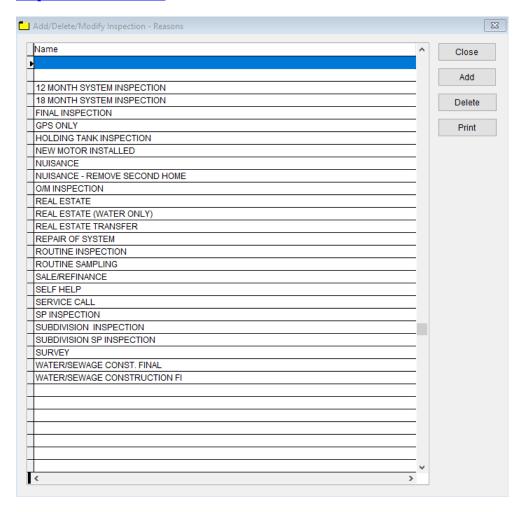


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Inspection - Reasons

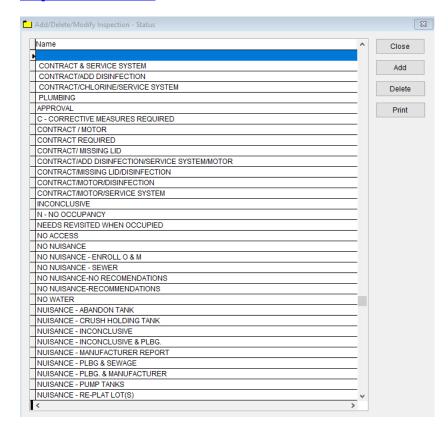


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Inspection - Status

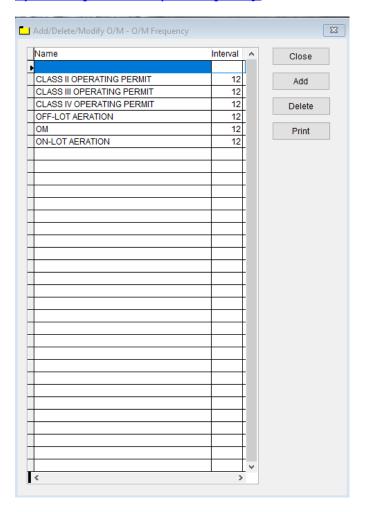


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





O/M - Inspection - O/M Frequency

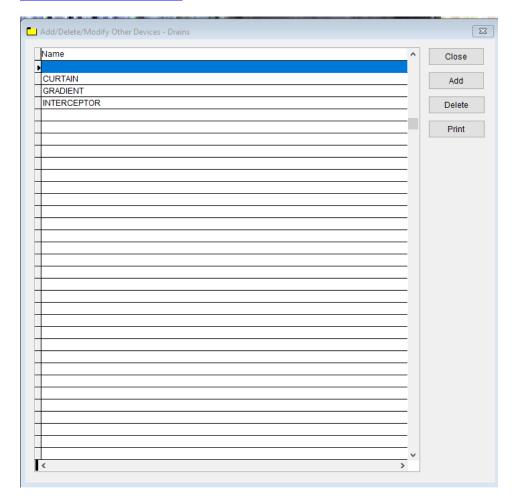


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Enter the Interval amount.
- 3. Click **Close** to exit the table.
- 4. **Delete**: Use to delete the record where your cursor is positioned.
- 5. **Print:** Use to print the list.





Other Devices - Drains

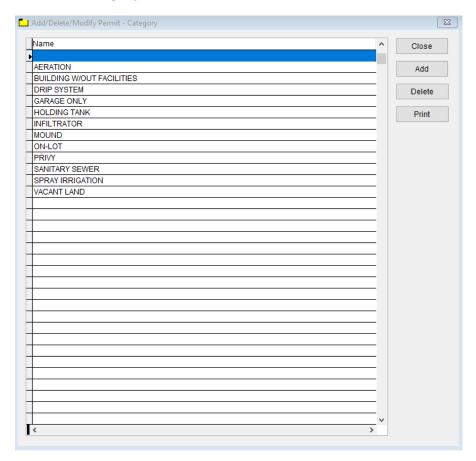


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Permit - Category</u>

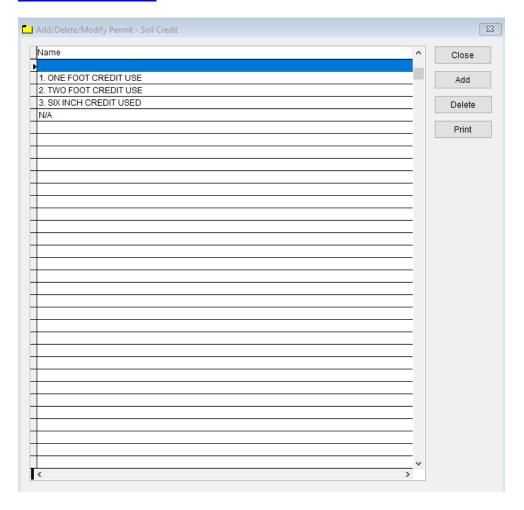


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Permit - Soil Credit

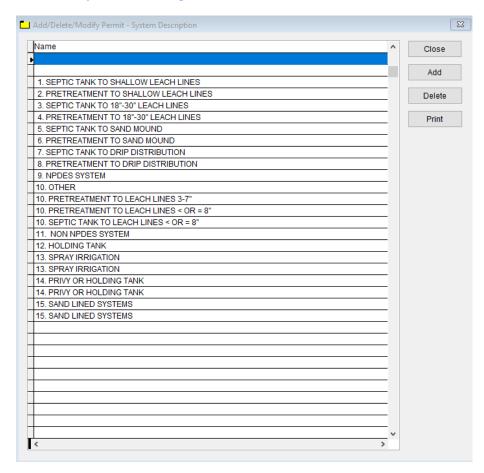


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Permit - System Description

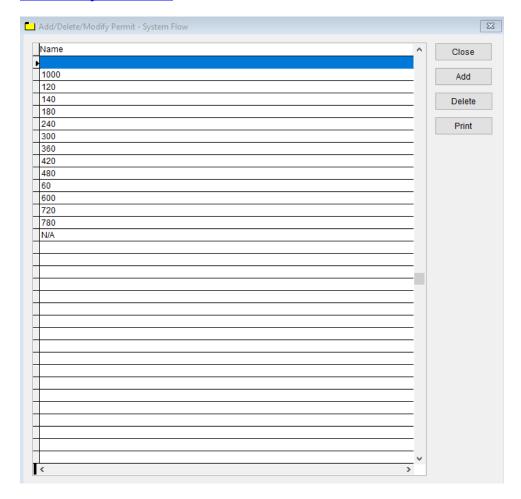


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click Close to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Permit - System Flow

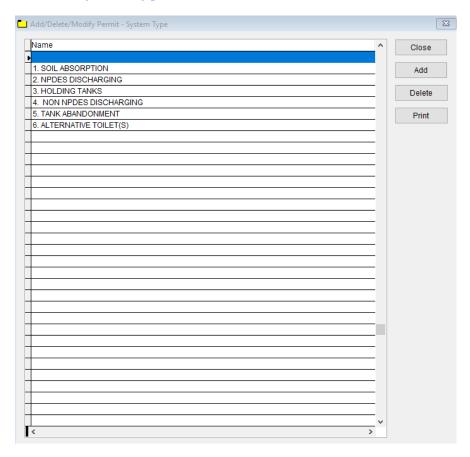


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Permit - System Type

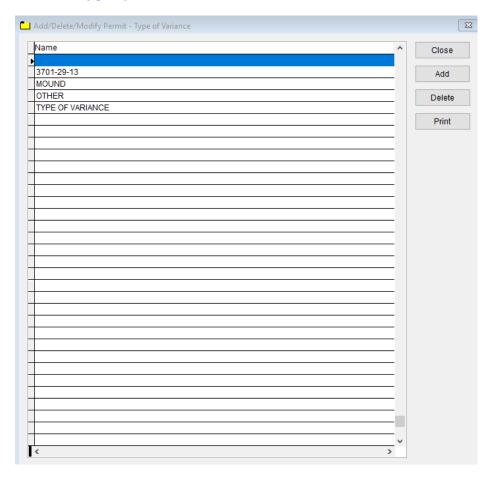


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Permit - Type of Variance</u>

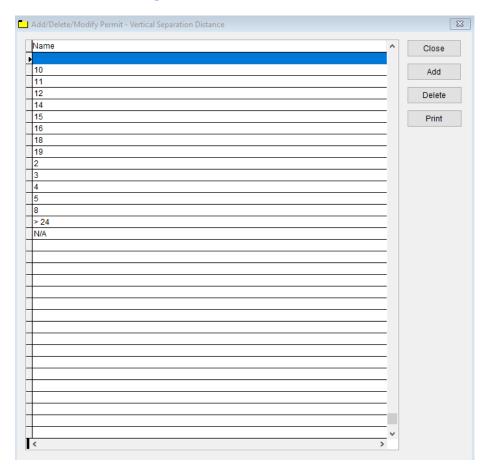


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Permit - Vertical Separation Distance

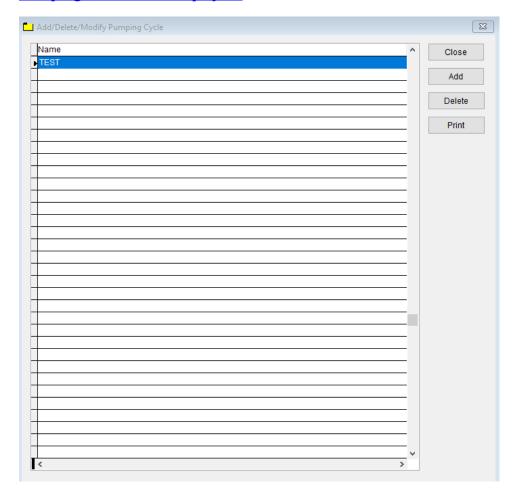


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Pumping Records - Pump Cycle

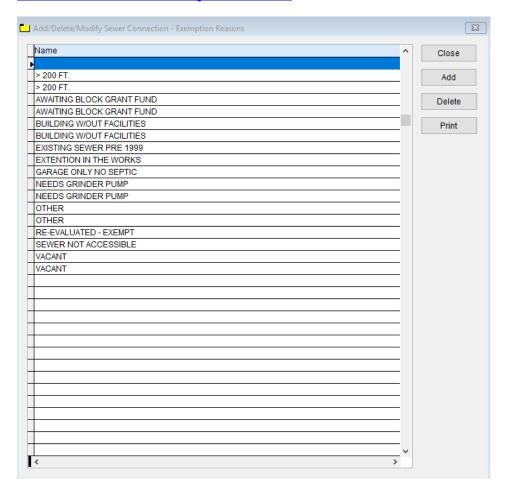


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Sewer Connection - Exemption Reason

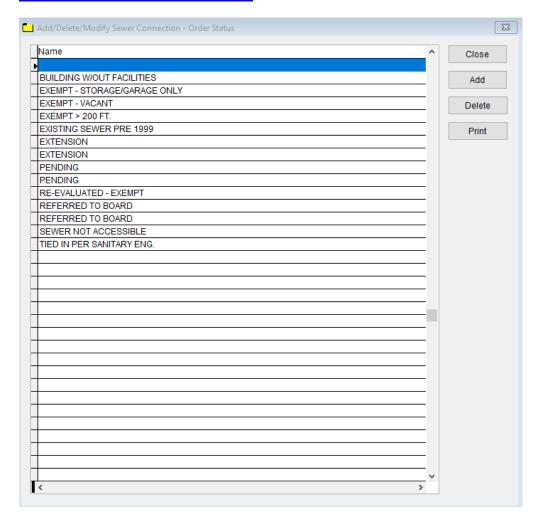


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Sewer Connection - Order Status

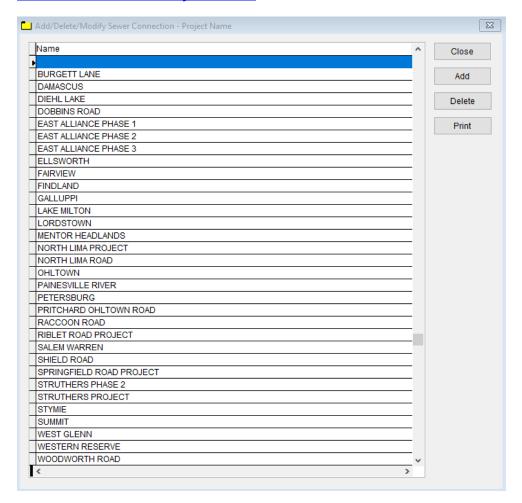


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Sewer Connection - Project Name</u>

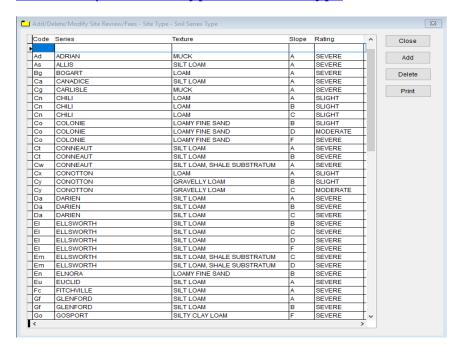


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click Close to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





Site Review/Fees - Soil Type - Soil Series Type



To enter Site Review/Fees-Soil Type – Soil Series Type, follow these steps (use the tab key to advance to each field):

- 1. Click **Add** and enter a **Code** to identify this entry.
- 2. Enter a Series description.
- 3. Enter a **Slope**.
- 4. Enter a Rating.
- 5. Click **Close** to exit the table.

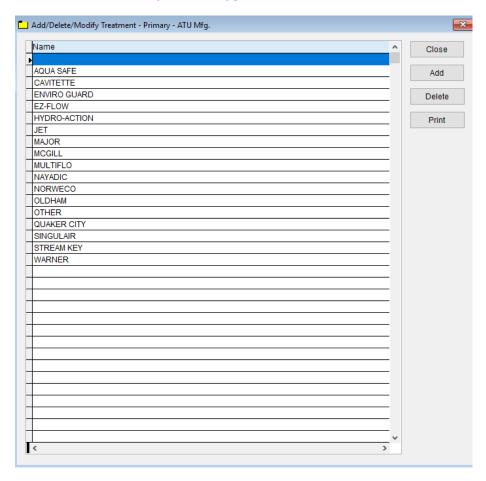
Additional information:

- 1. **Delete Fee**: Use to delete the record where your cursor is positioned.
- 2. **Print:** Use to print the list.





<u>Treatment - Primary - ATU Mfg.</u>

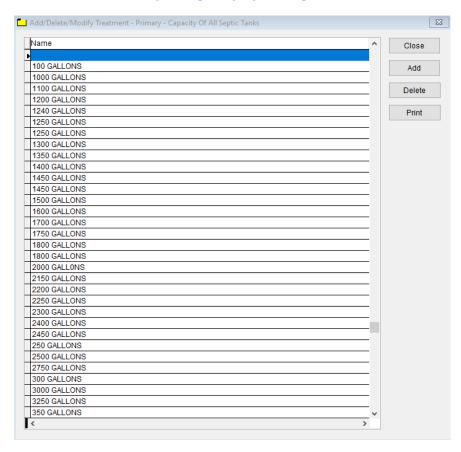


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Primary - Capacity of All Septic Tanks</u>

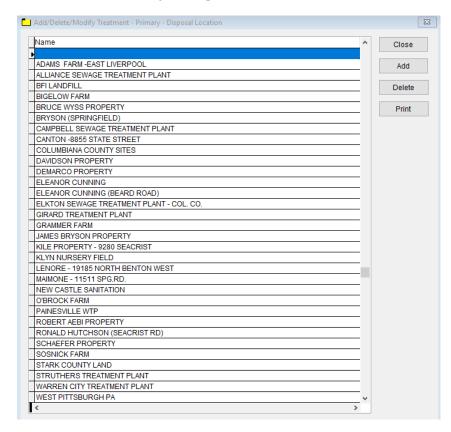


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Primary - Disposal Location</u>

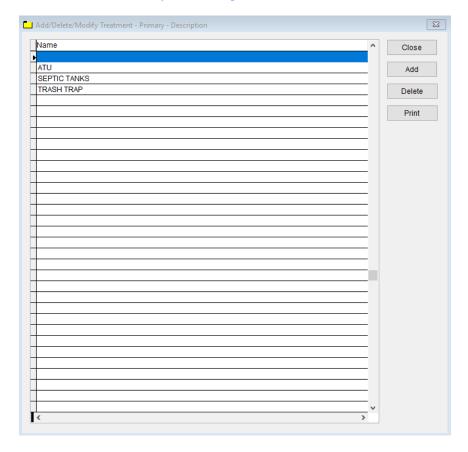


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Primary - Description</u>

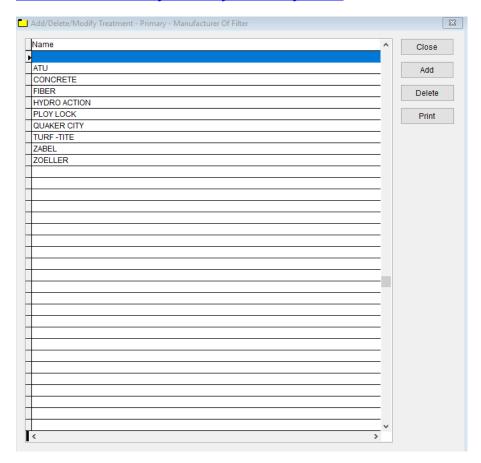


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Primary - Manufacturer of Filter</u>

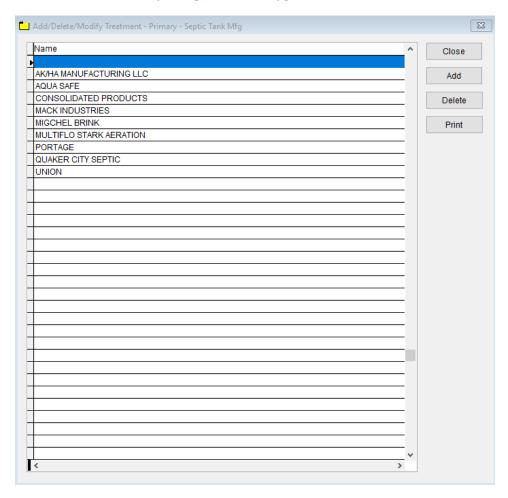


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Primary - Septic Tank Mfg</u>

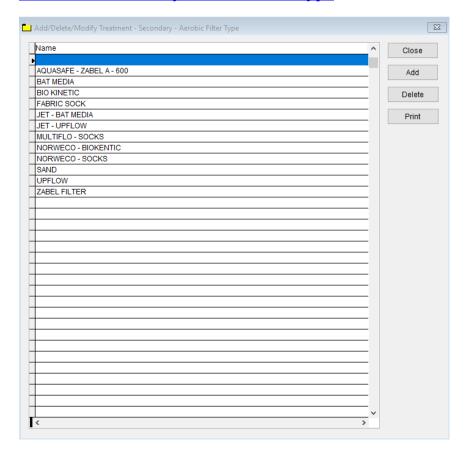


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Secondary - Aerobic Filter Type</u>

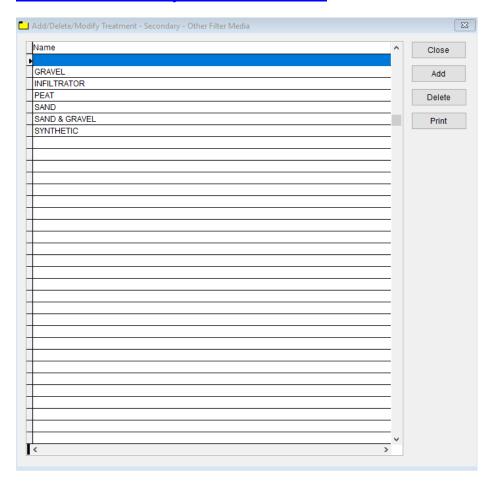


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Secondary - Other Filter Media</u>

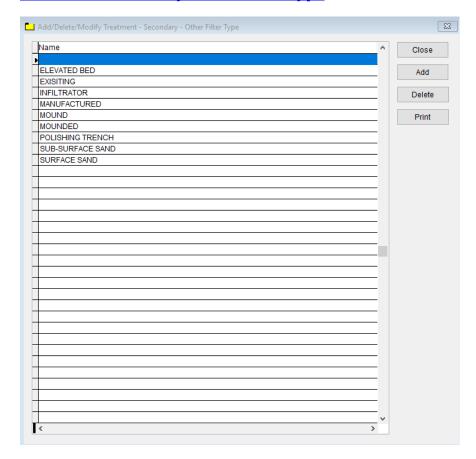


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Secondary - Other Filter Type</u>

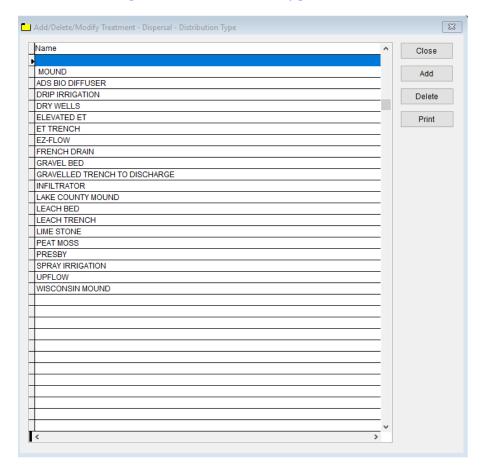


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Dispersal - Distribution Type</u>

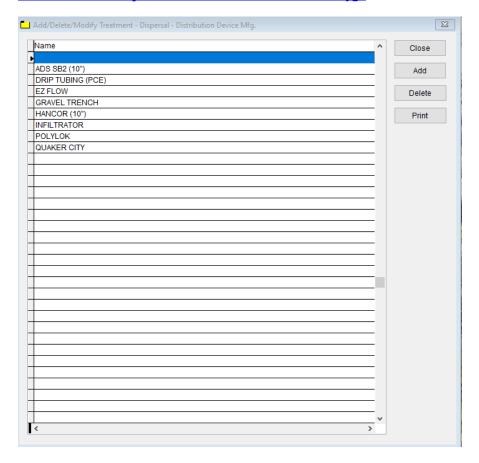


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Dispersal - Distribution Device Mfg.</u>

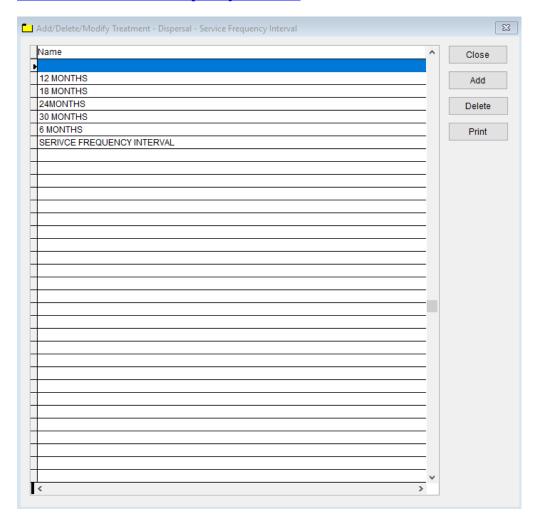


- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.





<u>Treatment - Service Frequency Interval</u>



- 1. Click **Add** and enter a **Name** to add a new record to the table.
- 2. Click **Close** to exit the table.
- 3. **Delete**: Use to delete the record where your cursor is positioned.
- 4. **Print:** Use to print the list.

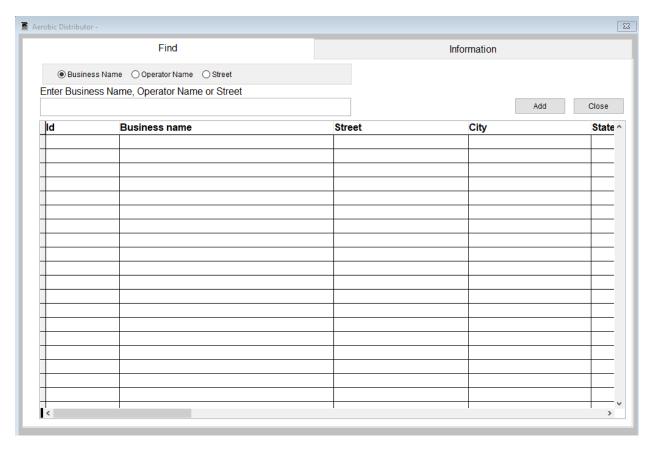




Chapter 2: Entering Sewage Treatment

Aerobic Distributor

Navigate to: **Sewage Treatment > Aerobic Distributor**

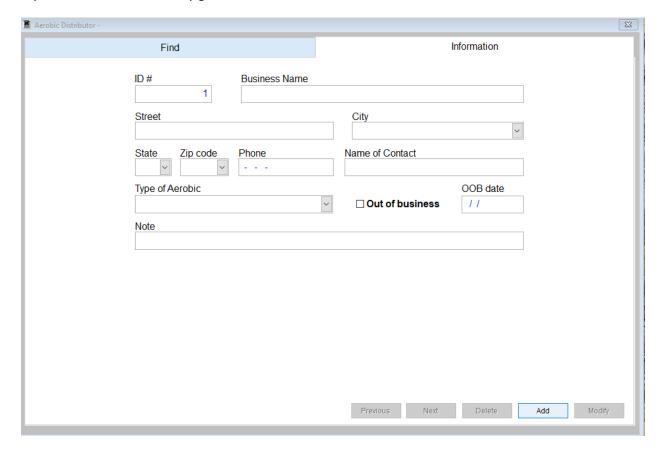


Under the **Find** tab there are options to search for a Business. Type in the **Business Name**, **Operator Name**, or **Street** to find a specific business.





If you want to enter a Facility go to the **Information** tab.



Click **Add** to add a new business, click **Modify** to modify an existing business, **Previous** to see the previous business, **Next** to see the next business, and **Delete** to delete business.

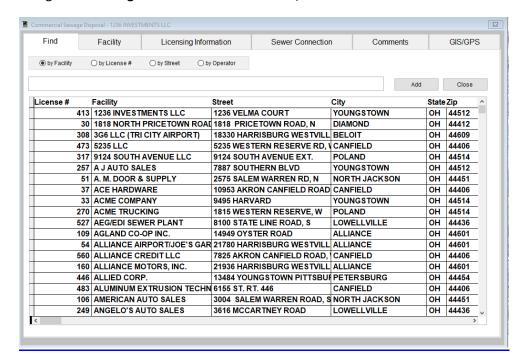
To record that a business is **Out of Business**, click **Modify** and check-mark the **Out of business** box.





Commercial/Semi-Public

Navigate to: Sewage Treatment > Commercial/Semi-Public



Under the **Find** tab there are options to search for Facilities. Type in the **by Facility**, **License #**, by **Street, or by Operator** to find a specific Facility.

Click the Facility you want to view or modify.

Click **Modify** in any of the other tabs to edit an existing record.

Previous – Click to view previous record entry.

Next – Click to view next record entry.

Delete – To delete record information.

Print – Opens the print menu to print displayed information.

Drawing – Opens file explorer to upload a file.

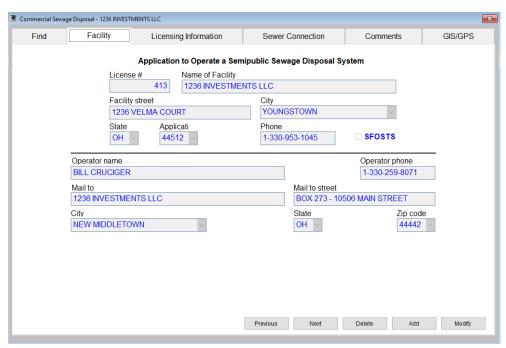
After a record is highlighted you can navigate to any other tab in the window: **Facility**, **Licensing Information**, **Sewer Connection**, **Comments**, and **GIS/GPS**.





Facility Tab

If you want to enter a Facility click **Add** – It will automatically take you to the Facility tab.



If the License # does not automatically fill in type the appropriate number. Fill in the information related to the Application to Operate a Semipublic Sewage Disposal System.

Next, fill in the Operator's information.

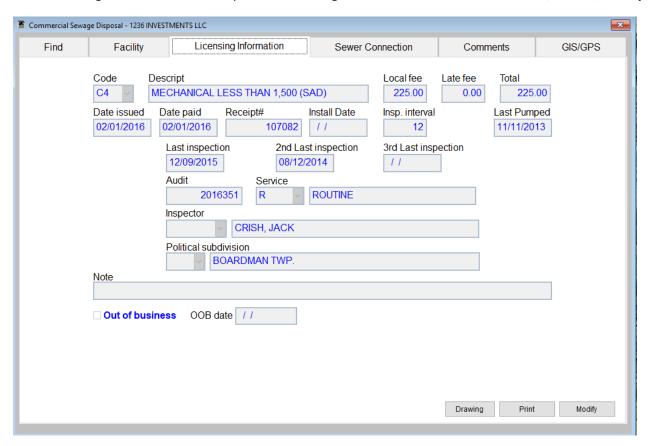
Click here for more information.





Licensing Information Tab

Fill in Licensing Information. The drop-down lists are generated from Maintenance > Add/Delete/Modify Tables



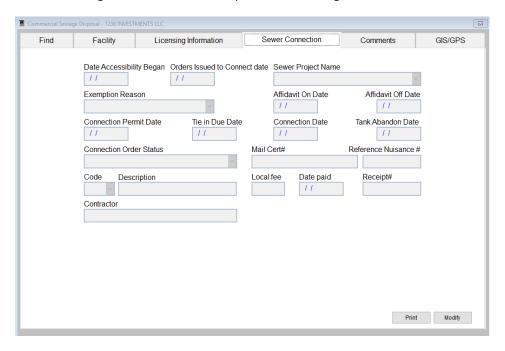
Click here for more information.





Sewer Connection Tab

Fill in Licensing Information. The drop-down lists are generated from Maintenance > Add/Delete/Modify Tables



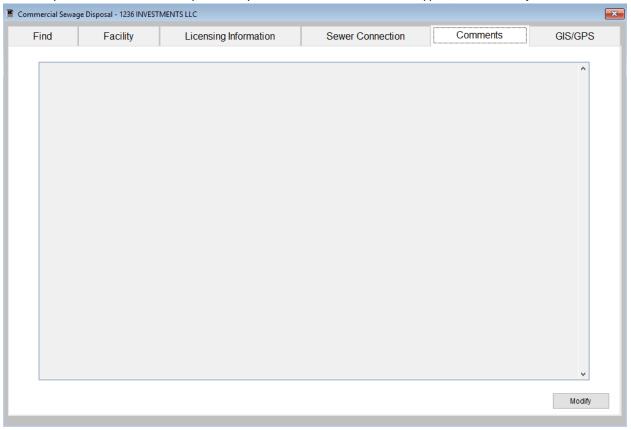
Click here for more information.





Comments Tab

Fill in any comments related to your entry. Comments will save after typed, click **Modify** to edit an existing comment.

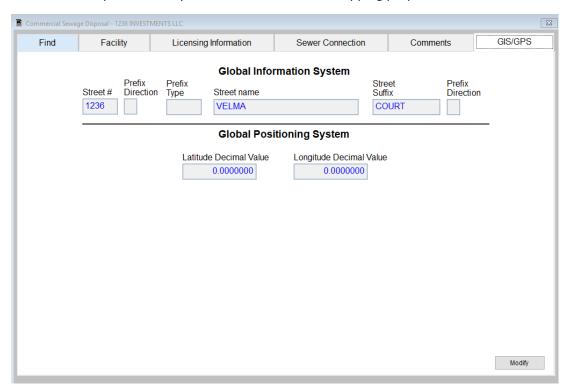






GIS/GPS Tab

This tab allows you to enter your GPS coordinates for mapping purposes.



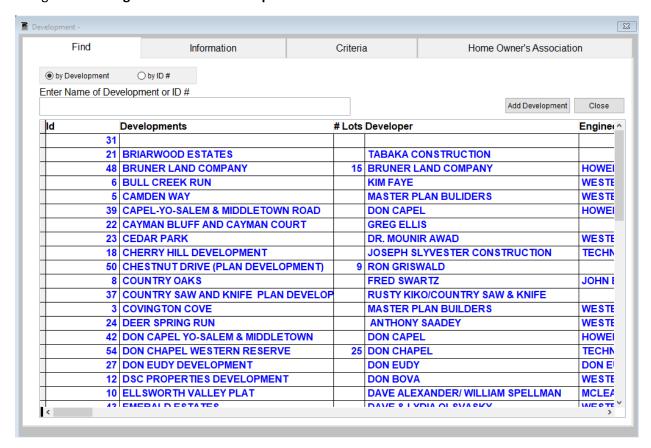
Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(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.





Developments

Navigate to: Sewage Treatment > Developments



Under the **Find** tab there are options to search for a Development. Type in the **By Development or By ID #** to find a specific development.

Click the record you want to view or modify.

After a record is highlighted you can navigate to any other tab in the window: **Information**, **Criteria**, and **Home Owner's Association**.

Click **Add Development** to add a new development.

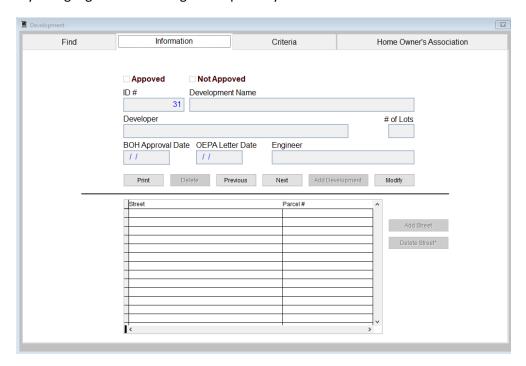




Developments - Information Tab

Under the find tab if you clicked **Add Development** this tab should pop up automatically.

If you highlighted an existing development you can edit it under this tab.



Click Add Street to add a street.

Right click **Delete Street*** to delete a street.

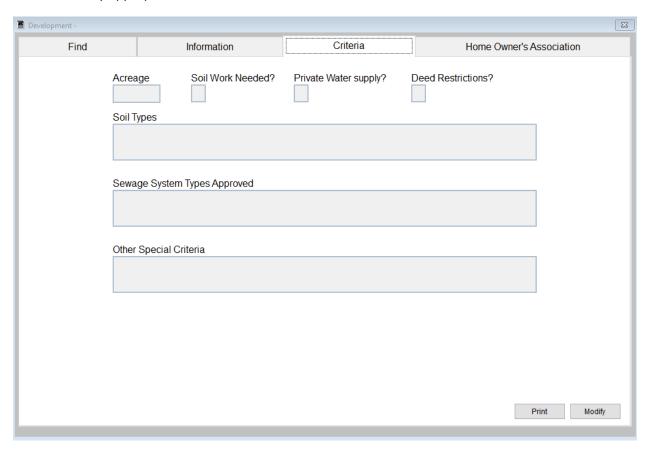
Click here for more information relating to buttons.





<u>Developments - Criteria Tab</u>

Fill in or modify appropriate Criteria information.



Click here for more information relating to buttons.

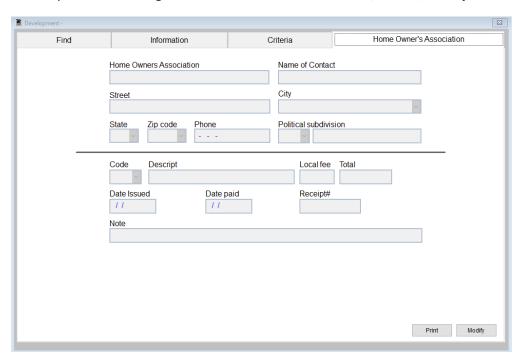




<u>Developments - Home Owner's Association Tab</u>

Fill in or modify Home Owner's Association information.

The drop-down lists are generated from Maintenance > Add/Delete/Modify Tables

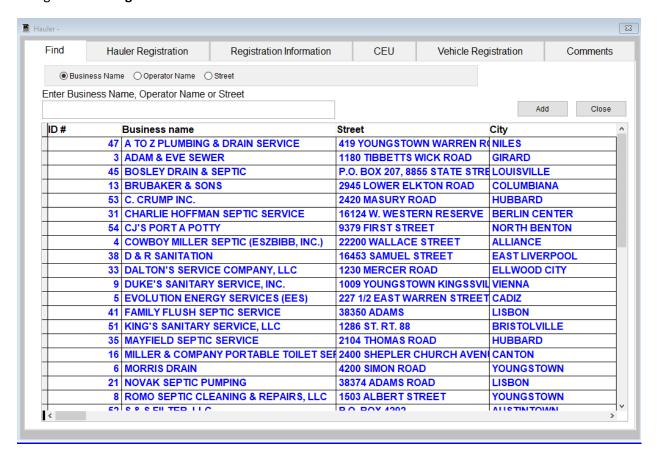






Haulers

Navigate to: Sewage Treatment > Haulers



Under the **Find** tab there are options to search for a Business. Type in the **Business Name**, **Operator Name**, or **Street** to find a specific business.

Click the record you want to view or modify. Click any tab after highlighting a record to look at its information.

After a record is highlighted you can navigate to any other tab in the window: **Hauler Registration, Registration**, **Information, CEU, Vehicle Registration,** and **Comments.**

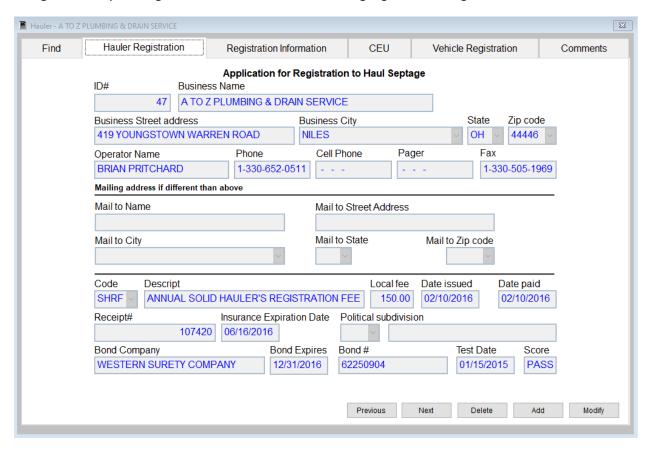
Click Add to add a new Hauler.





Hauler Registration Tab

Navigate here by clicking **Add** on the Find tab or click to highlight an existing record and click this tab.



Fill in or modify appropriate information relating to the Application for Registration to Haul Septage. The drop down lists can be edited through **Maintenance > Add/Delete/Modify Tables**.

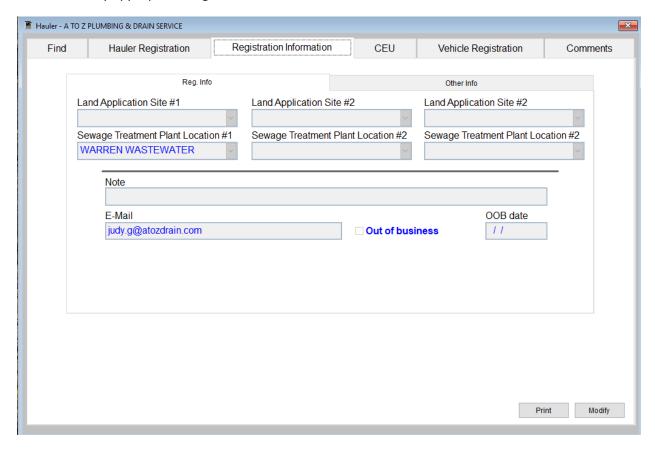
Click here for more information about buttons.





Haulers - Registration Information Tab

Fill in or modify appropriate Registration information.



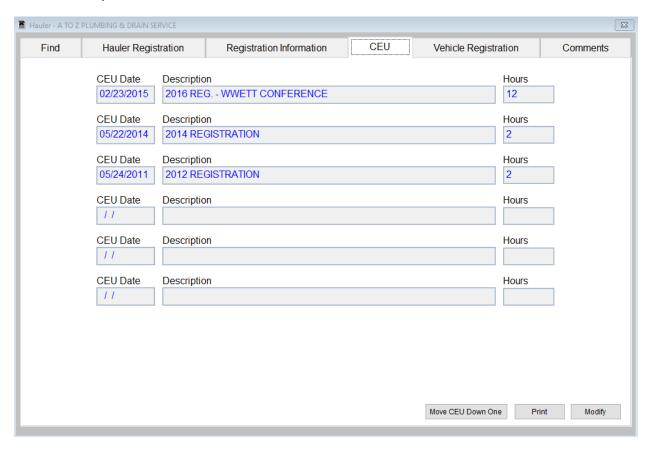
Click here for more information about buttons.





Haulers - CEU Tab

Fill in or Modify CEU information.



Click Move CEU Down One to move a CEU down.

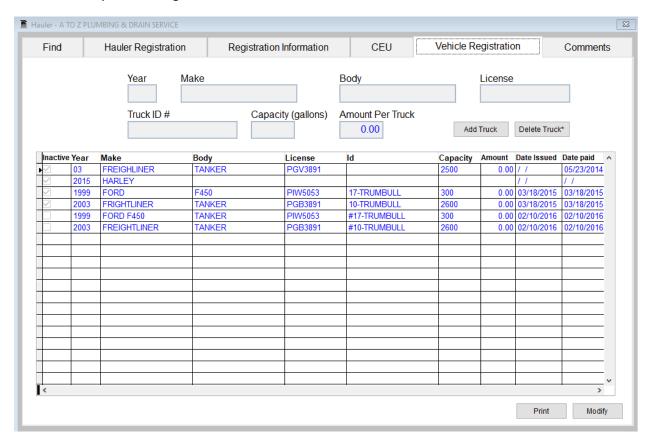
Click here for more information about buttons.





Haulers - Vehicle Registration Tab

Fill in or Modify Vehicle Registration information.



Click Add Truck to add a new truck record.

Inside the small table, check mark **Inactive** if it applies, otherwise leave it blank.

Right click **Delete Truck*** to delete a truck record.

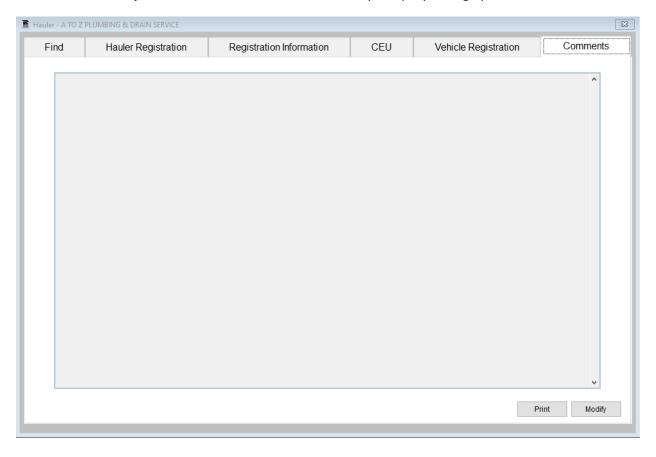
Click here for more information about buttons.





<u> Haulers – Comments Tab</u>

Fill in or click **Modify** to edit comments. **Print** button will open up a printing options menu.

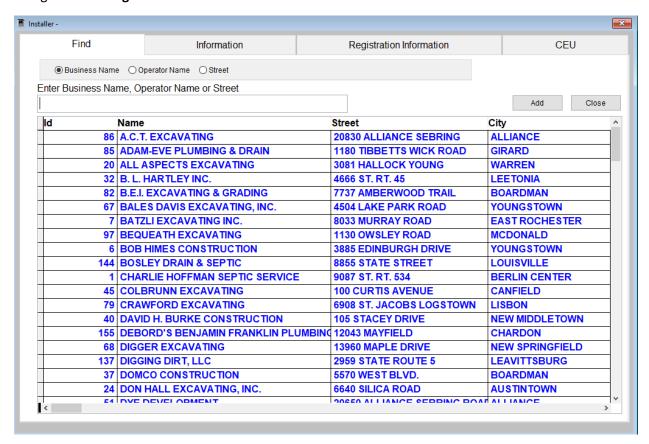






Installers

Navigate to: Sewage Treatment > Installers



Under the **Find** tab there are options to search for a Business. Type in the space under: **Business Name**, **Operator Name**, or **Street** to find a specific business. Click enter to search.

Click the record you want to view or modify. Click any tab after highlighting a record to look at its information.

After a record is highlighted you can navigate to any other tab in the window: **Information, Registration Information, and CEU.**

Click Add to add a new Installer.

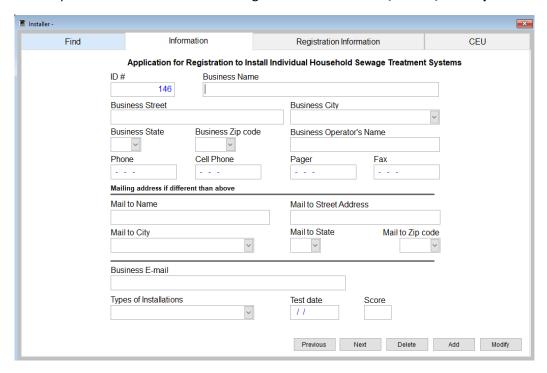




Installers - Information Tab

Navigate here by clicking **Add** on the Find tab or click to highlight an existing record and click this tab.

Fill in appropriate Application for Registration to Install Individual Household Sewage Treatment Systems' information. The drop down lists can be edited through **Maintenance > Add/Delete/ Modify Tables.**



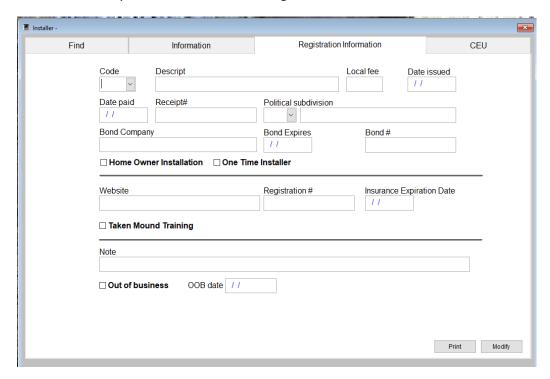
Click here for more information about the buttons.





Installers - Registration Information Tab

Enter in or Modify information under the Registration Information tab.



Print button will open a print options menu and Modify will modify an existing record. Check mark **Out of business** and enter **Out of business date** if necessary.

Code and Political Subdivision can be edited in the Maintenance > Add/Delete/Modify Tables section.

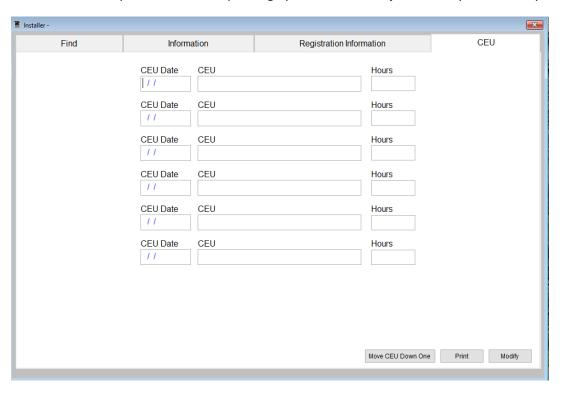




<u>Installers - CEU Tab</u>

Fill in appropriate **CEU** information. **Move CEU Down One** will move CEU information down.

Print button will open a window for printing options and **Modify** will allow you to modify an existing record.

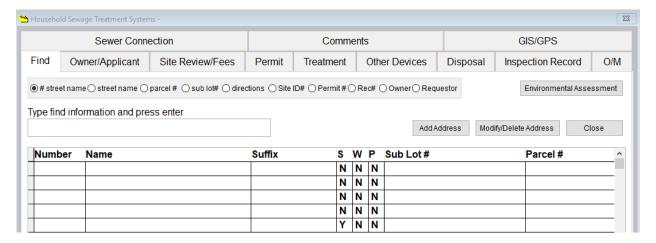






Household Sewage Treatment Systems

Navigate to: Sewage Treatment > Household Sewage Treatment Systems



Click any radio button and type in find information where it says: Type find information and press enter

When you click to highlight a record you can then navigate to any other tab to see its information.

Click **Add Address** to add a new address, Click **Modify/Delete Address** to modify or delete an address.

Close button will close the window.

Environmental Assessment button will take you to **Environmental Assessment**.



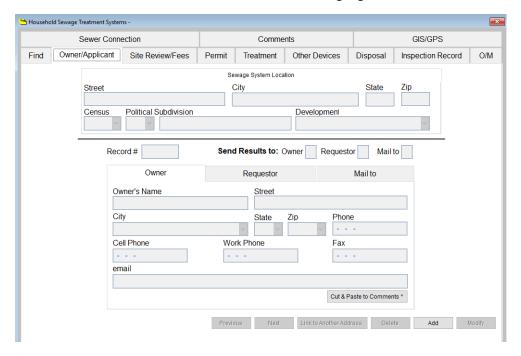




Household Sewage Treatment Systems - Owner/Applicant Tab

Navigate to Owner/Applicant tab after highlighting a record.

To add a new record fill in the Address information, highlight the address, and click on Owner/Applicant tab.



Fill in appropriate information. Right click **Cut & Paste to Comments*** button to take Owner's information and have it automatically at the top of the window in the Comments tab.

Link to Another Address button will link the record to another address. A window should pop-up where you can select the address you want to link.

Drop down lists can be edited through: Maintenance > Add/Delete/Modify Tables

Click here for more information on other buttons.





Household Sewage Treatment Systems - Site Review/Fees Tab

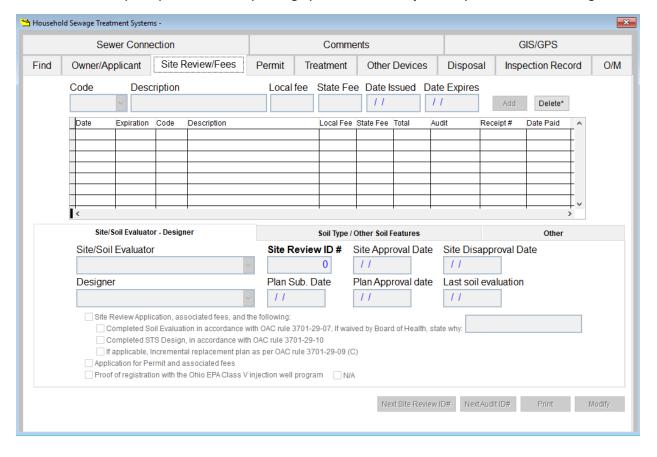
Enter a Date issued and other information to add to the small table.

Right click Delete* to delete a record.

Fill in, check mark, or choose from a drop down list to add to your record.

Click Next Site Review ID# or Next Audit ID# to automatically enter in numbers based on previous entries.

Print button will open up a window for printing options and Modify allows you to edit an existing record.







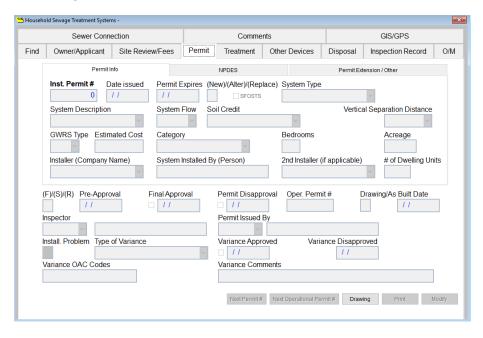
Household Sewage Treatment Systems - Permit Tab

Fill in appropriate information. **Next Permit #** button will generate a permit number based on previous information, **Next Operational Permit #** will generate a permit number based on previous information.

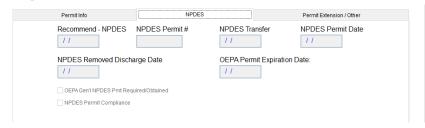
Drawing opens file explorer and allows you to choose a file. Toggle between Permit Info, NPDES, and Permit Extension/Other tab and fill in appropriate information.

Click here for more information related to buttons.

Permit Info



NPDES



Permit Extension/Other



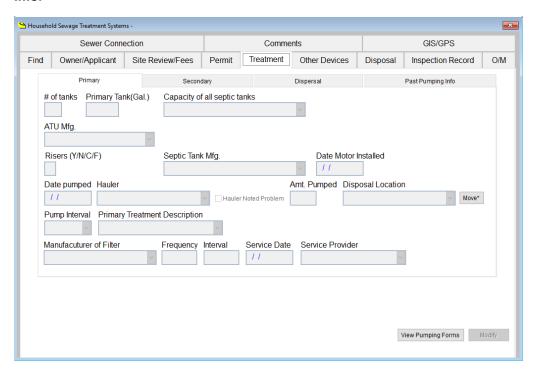




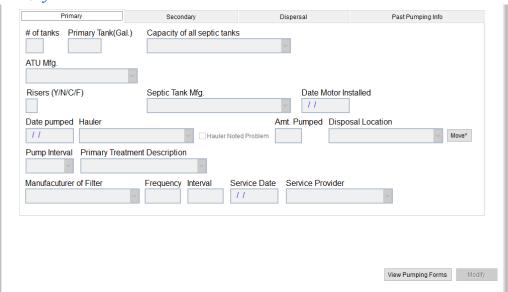
Household Sewage Treatment Systems - Treatment Tab

Fill in appropriate information related to **Treatment**. **View Pumping Forms** allows you to view your pumping forms.

Make sure not to miss the smaller sub tabs related to Treatment: **Primary, Secondary, Dispersal, and Past Pumping Info.**



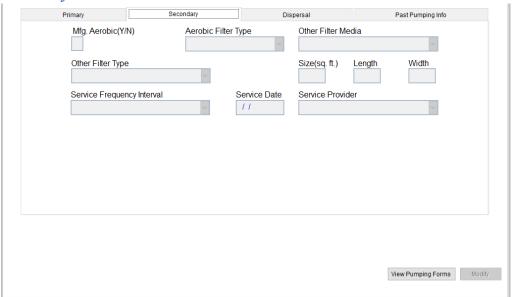
Primary



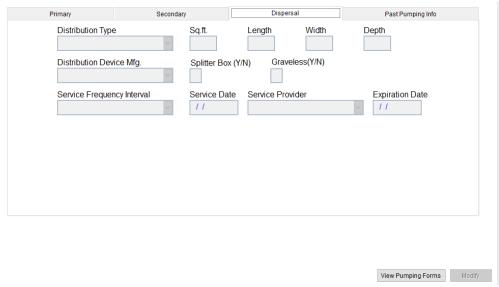




Secondary



Dispersal









Past Pumping Info

Primary	Secondary	Dispersal	Past Pumping Info
Date pumped Hauler	Haule	Amt. Pumped or Noted Problem	Treatment Plant
Date pumped Hauler	∨ □ Haule	Amt. Pumped	Treatment Plant
Date pumped Hauler	∨ ☐ Haule	Amt. Pumped	Treatment Plant
Date pumped Hauler	Haule	Amt. Pumped	Treatment Plant
			View Pumping Forms M

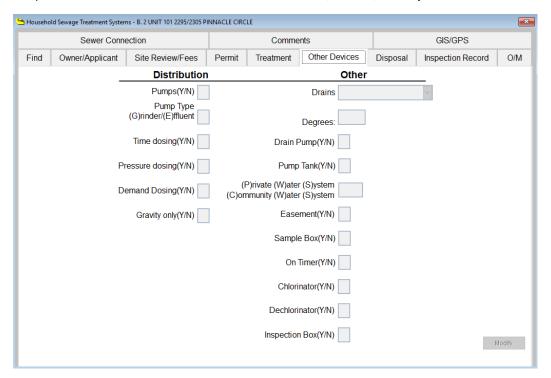




Household Sewage Treatment Systems - Other Devices Tab

Click **Modify** to modify record. Type **Y** for yes and **N** for no.

Drop down lists can be edited in Maintenance > Add/Delete/Modify Tables.







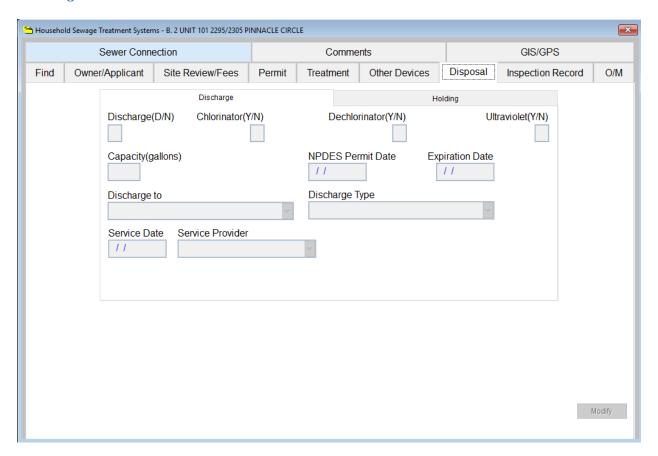
<u> Household Sewage Treatment Systems - Disposal Tab</u>

Fill in appropriate information. Type Y for Yes and N for No.

Click **Modify** to modify a record.

Drop down lists can be edited in Maintenance > Add/Delete/Modify Tables.

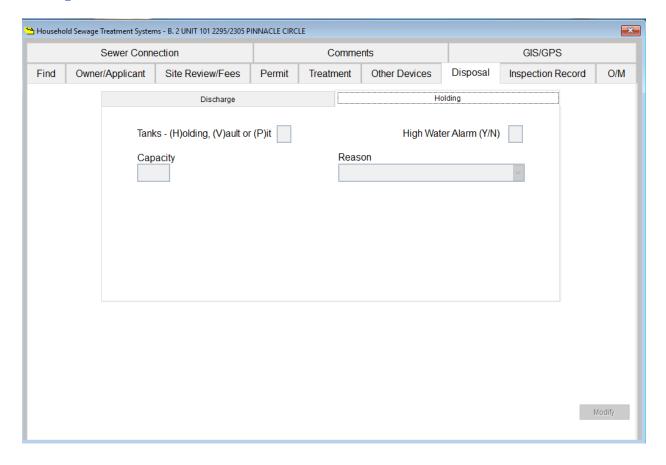
Discharge







Holding







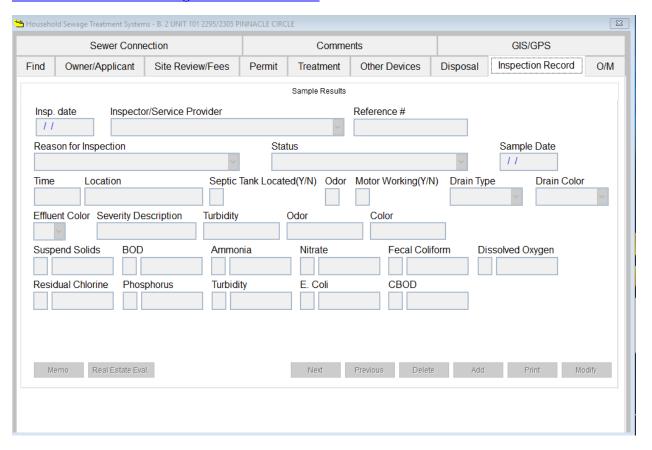
Household Sewage Treatment Systems - Inspection Record Tab

Fill in appropriate fields for Inspection Record.

Real Estate Eval. Button will open a small window to fill out evaluation information.

Memo button opens a small window to type in Inspection Memo.

For more information relating to buttons click here.







Household Sewage Treatment Systems - O/M

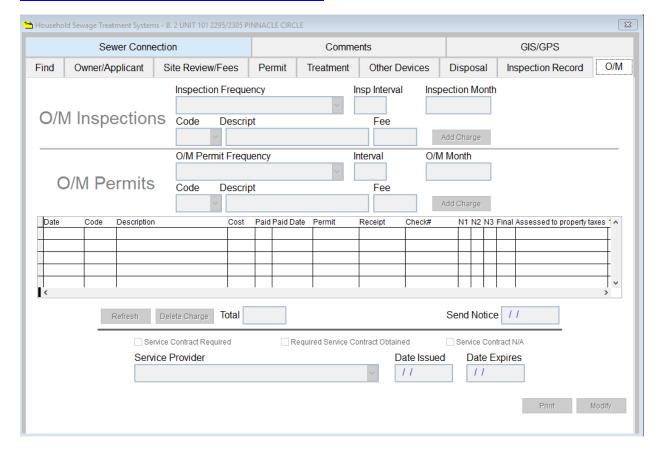
Be certain to put O/M information under this tab. This tab can affect reports and other processes.

Modify to modify record. Fill in appropriate **Inspection** and **Permits** information.

Add Charge button will add the information you fill out to the small table.

Delete Charge will delete a selected Charge.

Click here for more information related to buttons.

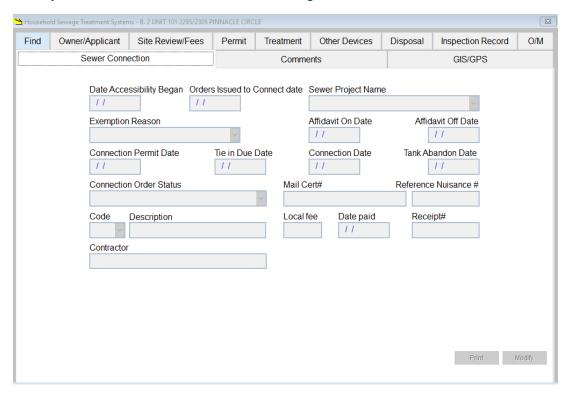






Household Sewage Treatment Systems - Sewer Connection

Modify Sewer Connection information. Don't forget the other two connected sub tabs: Comments and GIS/GPS.

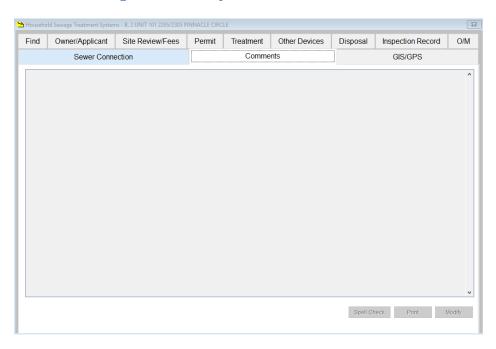


For more information relating to buttons click here.

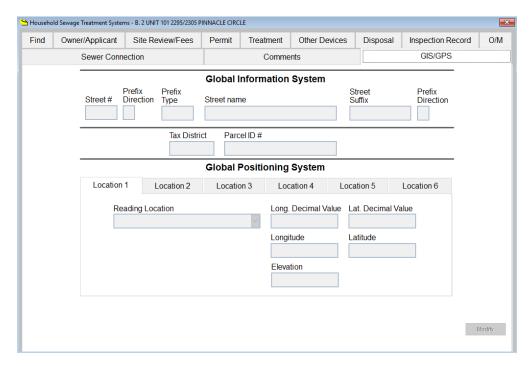




Household Sewage Treatment Systems - Comments



Household Sewage Treatment Systems - GIS/GPS

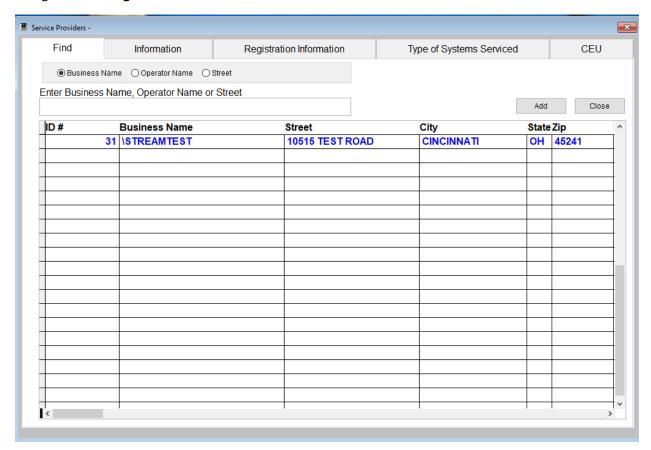






Service Providers

Navigate to: Sewage Treatment > Service Providers



Under the **Find** tab there are options to search for a Business. Type in the space under: **Business Name**, **Operator Name**, or **Street** to find a specific business. Click enter to search.

Click the record you want to view or modify. Click any tab after highlighting a record to look at its information.

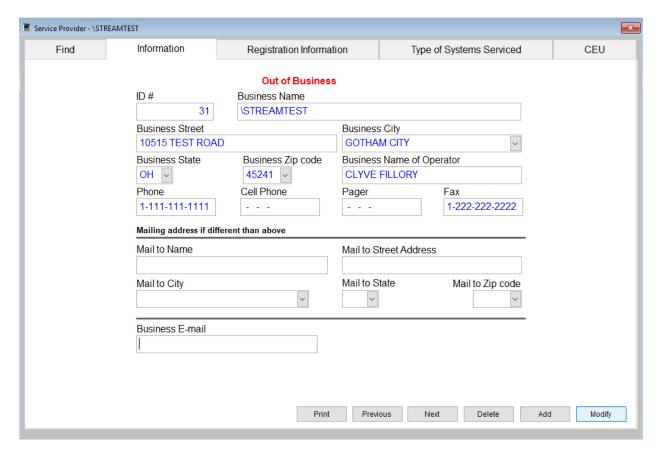
After a record is highlighted you can navigate to any other tab in the window: **Information, Registration Information, Type of Systems Serviced, and CEU.**

Click Add to add a new Service Provider.





Service Providers - Information Tab



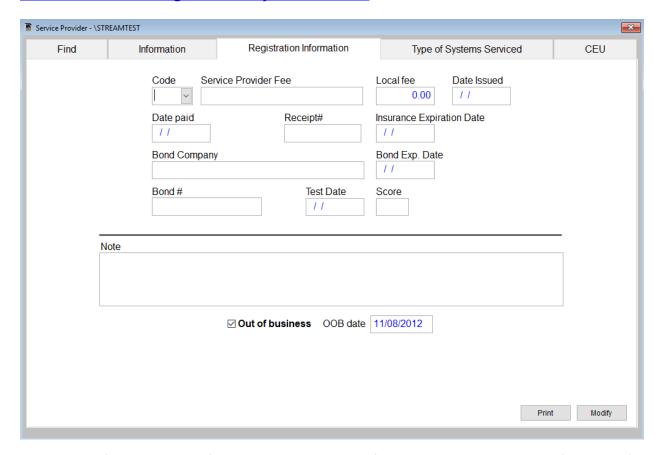
Enter in information. To edit dropdown lists navigate to Maintenance > Add/Delete/Modify Tables.

For more information on buttons Click here.





<u>Service Providers - Registration Information Tab</u>



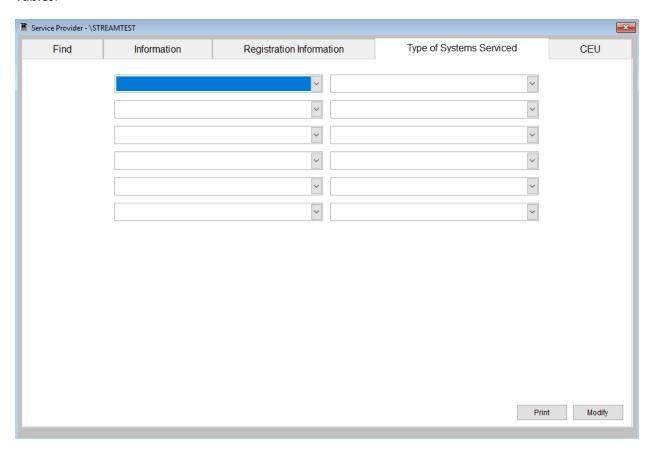
Fill in or **Modify Registration Information**. Type in a **Note** if needed and check mark **Out of business** if it is out of business.





<u>Service Providers - Type of Systems Serviced Tab</u>

Click and search through the Type of Systems Serviced lists. To edit the lists go to **Maintenance > Add/Delete/Modify Tables**.

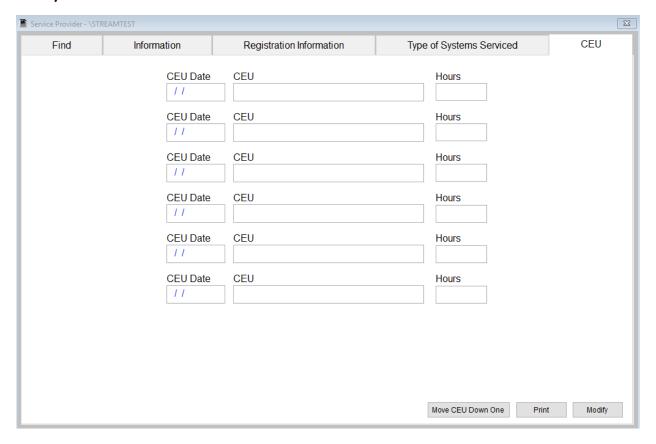






Service Providers - CEU

Modify CEU information. Move CEU Down One to move CEU down the list.

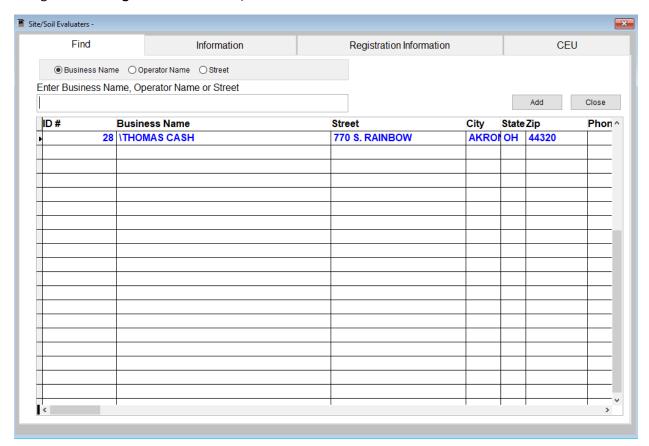






Site/Soil Evaluators

Navigate to: Sewage Treatment > Site/Soil Evaluators



Under the **Find** tab there are options to search for a Business. Type in the space under: **Business Name**, **Operator Name**, or **Street** to find a specific business. Click enter to search.

Click the record you want to view or modify. Click any tab after highlighting a record to look at its information.

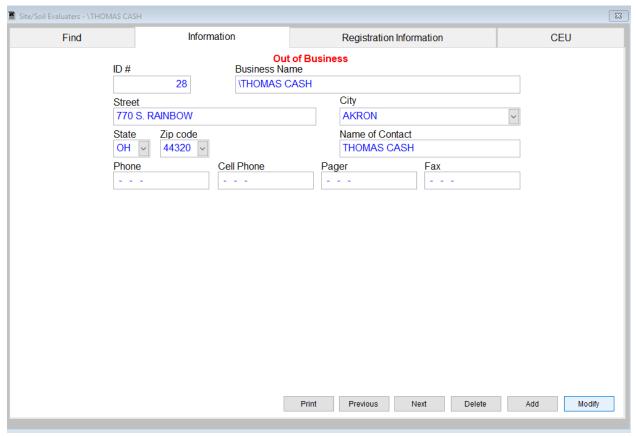
After a record is highlighted you can navigate to any other tab in the window: **Information, Registration Information, and CEU.**

Click Add to add a new Site/Soil Evaluator.





<u>Site/Soil Evaluators - Information Tab</u>



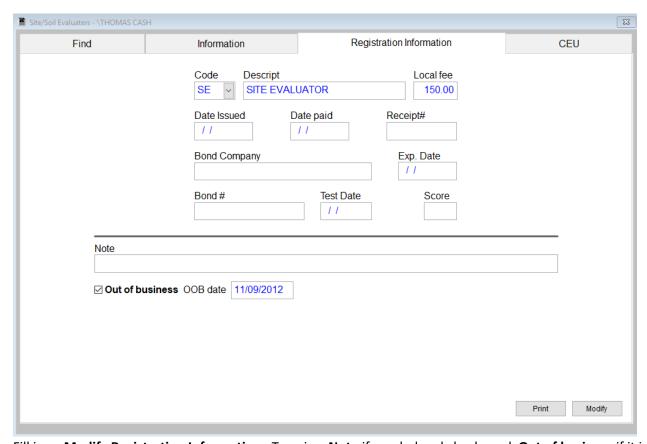
Enter in information. To edit dropdown lists navigate to Maintenance > Add/Delete/Modify Tables.

For more information on buttons Click here.





<u>Site/Soil Evaluators - Registration Information Tab</u>



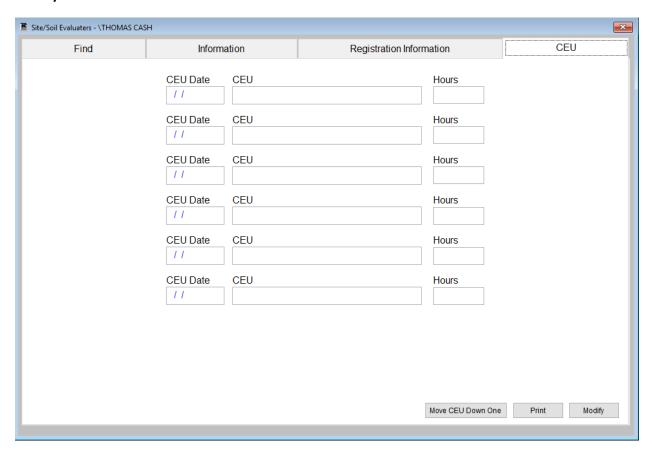
Fill in or **Modify Registration Information**. Type in a **Note** if needed and check mark **Out of business** if it is out of business.





<u>Site/Soil Evaluators - CEU Tab</u>

Modify CEU information. Move CEU Down One to move CEU down the list.

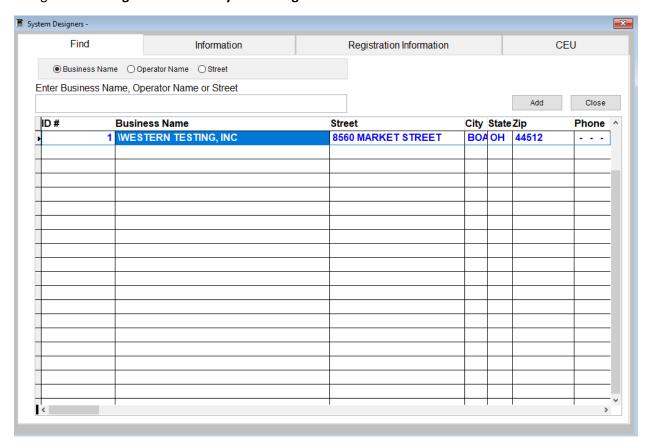






System Designers

Navigate to: **Sewage Treatment > System Designers**



Under the **Find** tab there are options to search for a Business. Type in the space under: **Business Name**, **Operator Name**, or **Street** to find a specific business. Click enter to search.

Click the record you want to view or modify. Click any tab after highlighting a record to look at its information.

After a record is highlighted you can navigate to any other tab in the window: **Information, Registration Information, and CEU.**

Click Add to add a new System Designer.

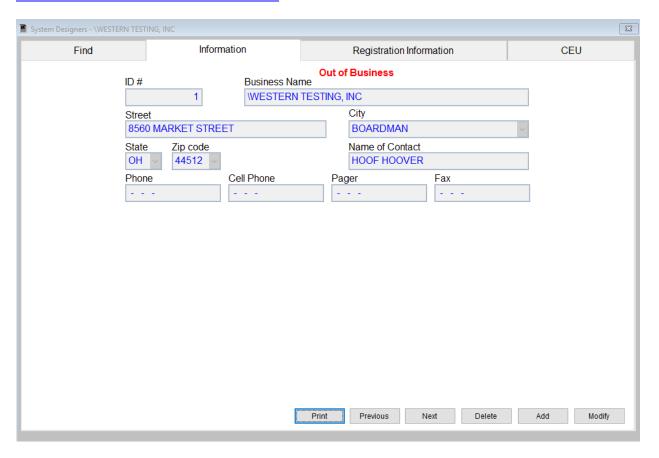




System Designers - Information Tab

Enter in information. To edit dropdown lists navigate to Maintenance > Add/Delete/Modify Tables.

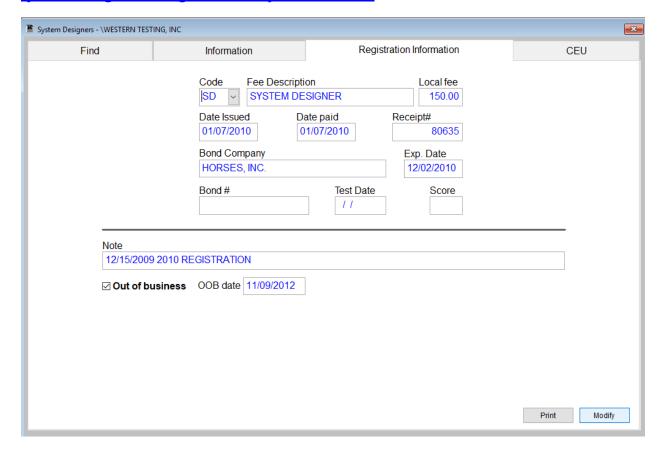
For more information on buttons Click here.







System Designers - Registration Information Tab

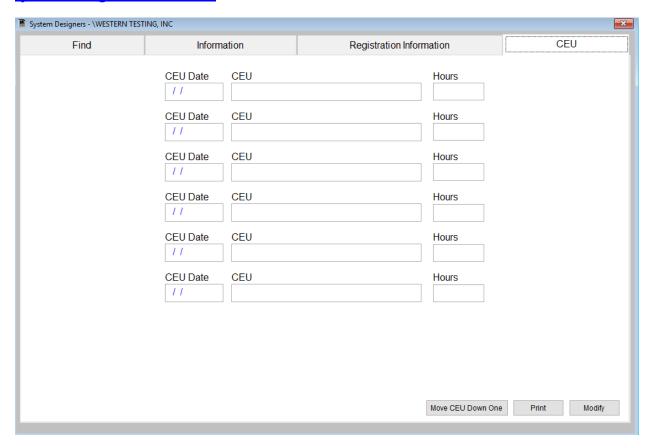


Fill in or **Modify Registration Information**. Type in a **Note** if needed and check mark **Out of business** if it is out of business.





System Designers - CEU Tab



Modify CEU information. Move CEU Down One to move CEU down the list.





Chapter 3: Reports

Navigate to: **Reports**. There will be a drop down menu for different types of reports you can create/modify.

Reports can be filtered. See Page on Filters for more detail (Click this link).

Aerobic Distributors				
Description				
Generates envelopes for Aerobic Distributors				
Generates labels for Aerobic Distributors				
Generates Aerobic Distributor lists				
Commercial/Semi-Public				
Description				
Generates Commercial/Semi-Public apps in bulk				
Generates Commercial/Semi-Public apps in bulk				
Generates permits in bulk				
Generates Commercial Waste Water inspections in bulk				
Generates a custom deletion report				
Generates envelopes based on locations				
Generates envelopes based on mail to				
Generates envelopes with specific sizing based on mail to data				
Generates filling labels in bulk				
Generates labels based on location in bulk				
Generates labels based on mail to in bulk				
Generates labels based on property owner in bulk				
Generates application letters				
Generates letters to delinquent accounts				
Creates a list				
Creates a list by Political Subdivision				





<u>Developments</u>		
Report	Description	
Listing of Subdivisions & Homeowners Association	Creates a listing report based on Political Subdivisions and Homeowners Association	

<u>Haulers</u>		
Report	Description	
Applications	Generates applications for Haulers in bulk	
Envelopes – Location	Generates Haulers envelopes based on location in bulk	
Envelopes – Mail to	Generates Haulers envelopes based on mail to in bulk	
Labels	Generates labels for Haulers in bulk	
Letters – Applications	Generates application letters in bulk	
Letters – Delinquent	Generates letters to delinquents in bulk	
Registrations	Generates registrations in bulk	
List of Companies	Generates a list of companies in bulk	
List of Companies & Trucks	Generates a list of companies and trucks for Haulers in bulk	
Registration Cards	Generates registration cards in bulk	







<u>Installers</u>		
Report	Description	
Applications	Generates bulk applications for Installers	
Envelopes – Locations	Generates bulk envelopes based on locations	
Envelopes – Mail to	Generates bulk envelopes based on mail to	
Labels	Generates labels in bulk for Installers	
Letters – Applications	Generates application letters in bulk	
Letters – Delinquent	Generates letters in bulk for delinquents	
Registrations	Generates registrations in bulk	
List – Expired	Generates a list based on expired Installers	
List for Customers	Generates a list for customers	
List for Customers Without cell Phone Number	Generates a list for customers without cell phone numbers	
List with Cell Phone # (Office Use)	Generates a list with cell phone numbers	
Registration Cards	Generates registration cards in bulk	





Household Sewage Treatment Systems			
Report	Description		
Envelopes	Creates envelopes in bulk		
Filing Labels	Creates filing labels in bulk		
Inspection Records Report	Generates inspection records reports		
Inspection Records Report (Last inspection only)	Generates inspection records report only using last inspection		
Inspection Records Report (Last 2 inspections)	Generates inspection records report only using last 2 inspections		
Inspection Records – Samples Taken (Average)	Generates inspection records based on samples taken		
Inspection Records – Samples Taken (Detail by Political Subdivision by Street)	Generates inspection records based on samples taken with detail by Political Subdivision (by street)		
Inspection Records With Last Pump Date & Comments	Generates inspection records with last pump date and comments		
Labels (with political subdivision)	Generates labels with political subdivision		
Labels	Generates labels		
Month Final Inspection	Generates a report based on month final inspection		
Not Finaled	Generates a report based on Household Sewage Treatment Systems not finaled		
NPDES By Transfer Date	Generates NPDES by transfer date		
NPDES by Recommended Coverage	Generates NPDES by recommended coverage		
NPDES by Removed Discharged	Generates NPDES by removed discharged		
NPDES Effluent Sampling Report	Generates NPDES effluent sampling report		
NPDES Sampling Bottle Labels	Generates NPDES sampling bottle labels		
NPDES Sampling Requirement Labels	Generates NPDES sampling requirement labels		
NPDES Sampling Requirement Letter	Generates NPDES sampling requirement letter		
NPDES Sampling List	Generates NPDES sampling list report		
NPDES YTD Inspection Report	Generates NPDES year to date inspection report		





Outstanding NPDES Sampling Requirement Labels	Generates outstanding NPDES sampling requirement labels
Outstanding NPDES Sampling Requirement Letter	Generates outstanding NPDES sampling requirement letter
Outstanding NPDES Sampling List	Generates outstanding NPDES sampling list
ODH/EPA – NPDES HSTS Permit Sample Data Extract	Generates ODH/EPA NPDES HSTS permit sample data extract
O/M Accounts Receivable	Generates O/M accounts receivable reports
O/M Address Verification	Generates O/M address verification
O/M Envelopes	Generates O/M envelopes
O/M Inspection Forms	Generates O/M inspection forms
O/M Inspection Forms – Evapotranspiration	Generates O/M inspection forms - evapotranspiration
O/M Letters	Generates O/M letters
O/M List by Date Paid	Generates O/M list based on date paid
O/M Mailing Labels	Generates O/M mailing labels
O/M Past Due List	Generates O/M list on past due
O/M Operational Permits	Generates O/M Operational permits in bulk
O/M Letter to Owner – Service Provider Expiration	Generates O/M letter to owner – service provider expiration
O/M Service Provider List by Address	Generates O/M service provider list by address
O/M Service Provider List by Service Provider	Generates O/M service provider list by service provider
O/M Yearly Follow-up Service	Generates O/M yearly follow-up service
O/M Not Finaled	Generates O/M not finaled
O/M Month Final Inspection	Generates O/M month final inspection
Permits – Septic	Generates permits by septic
Permit – Septic Contractor's Envelopes	Generates Septic contractor's envelopes
Permit / Final Dates By Date Permit Issued	Generates permit/final dates by date permit issued







Permit / Final Dates By Final	Generates permit/final dates by final approval date	
Approval Date	Generates permity iniai dates by final approval date	
Approval Date		
Pumping Letters	Generates pumping letters in bulk	
	Congretor numning mailing any along sin hulk	
Pumping Mailing Envelopes	Generates pumping mailing envelopes in bulk	
Pumping Mailing Labels	Generates pumping mailing labels in bulk	
Real Estate Evaluations	Generates real estate evaluations	
Site/Permit/Final Dates by Permit	Generates site/permit/final dates by permit issued date	
Issued Date		
Sewage Treatment Plant Summary	Generates sewage treatment plant summary	
Variance Report	Generates variance report	
Yearly Follow-up Service	Generates yearly follow-up service	
ODH – 12 Month Inspection	Generates ODH – 12 month inspection report	
Report	april	
ODII. On anationa Bannaita	Constant ODII and antique and the	
ODH – Operations Permits	Generates ODH – operations permits	
ODH – Permit Fee Transmittal for	Generates ODH – permit fee transmittal for sewage treatment systems	
Sewage Treatment Systems		
ODH – Sewage Treatment Systems	Generates ODH – sewage treatment systems permit report	
Permit Report	Generates obti- sewage treatment systems permit report	
Termie nepore		
ODH – Sewage Treatment Systems	Generates ODH – Sewage Treatment Systems – twelve/eighteen month inspection report	
– Twelve / Eighteen Month		
Inspection Report		
LHD – 12 Month Inspections	Generates LH – 12 month inspections needed	
Needed		







Service Providers		
Report	Description	
Applications	Generates applications in bulk	
Envelopes – Location	Generates envelopes with location in bulk	
Envelopes – Mail to	Generates envelopes with mail to in bulk	
Labels	Generates labels in bulk	
Letters – Applications	Generates application letters in bulk	
Letters – Information	Generates information letters in bulk	
List for Customers	Generates list for customers	
List for Customers With Systems Serviced	Generates list for customers with systems serviced	
List (Office Use)	Generates list for office use	
Registrations	Generates registrations in bulk	
Registrations Cards	Generates registration cards in bulk	





Site/Soil Evaluators		
Report	Description	
Applications	Generates applications in bulk	
Envelopes	Generates envelopes in bulk	
Labels	Generates labels in bulk	
List for Customers	Generates list for customers	
List (Office Use)	Generates list for office use	
Registration Cards	Generates registration cards in bulk	

System Designers		
Report	Description	
Applications	Generates applications in bulk	
Envelopes	Generates envelopes in bulk	
Labels	Generates labels in bulk	
List for Customers	Generates list for customers	
Registration Cards	Generates registration cards in bulk	





Chapter 4: Sewage Data Mining

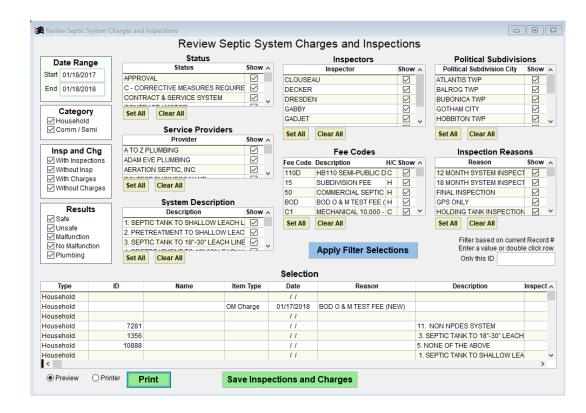
Navigate to: Reports > Sewage Data Mining

The sewage data mining screen is used for dashboard style data mining of HDIS sewage data. The screen may be reached by way of the "Sewage Data Mining" menu option in the "Reports" menu of the Sewage Treatment module.



When the data mining screen first launches many filter options are presented, with the default options being shown below.

The date range defaults to the current data as the end, with a full year ago for the start of the date range.







Once the Sewage Data Mining screen has been loaded, you may click on the maximize button in the upper right-hand corner of the data mining screen in order to make the mining screen as large as is possible on your screen.

All extra space beyond the minimal default is used to show more of the list of selected items.

More width shows more columns. More height shows more rows.



Check or uncheck boxes, or enter a different date range in order to refine your selection. Under many circumstances the largest single determinant of data shown is the range of dates selected.



Click on the "Apply Filter Selections" button once the desired filter changes have been made.

The list will be refreshed to reflect all boxes selected.

The refresh may take a short while depending on the speed of the workstation, network, and server along with the amount of data involved in fulfilling the request.



Apply Filter Selections

Sorting Columns

Inspection	Date 7/11/2011 0/27/2014 1/06/2015 0/20/2014 6/04/2014 5/06/2014 5/01/2014	Reason REAL ESTATE OMINSPECTION ROUTINE INSPECTION OMINSPECTION OMINSPECTION	Item Type Inspection Inspection Inspection Inspection	07/11/2011 05/01/2014 05/06/2014	REAL ESTATE ROUTINE INSPECTION O/M INSPECTION	Item Type Inspection Inspection Inspection	01/12/2016 01/12/2016	Reason ROUTINE INSPECTION ROUTINE INSPECTION
Inspection	0/27/2014 1/06/2015 0/20/2014 6/04/2014 5/06/2014	O/M INSPECTION ROUTINE INSPECTION O/M INSPECTION	Inspection Inspection	05/01/2014 05/06/2014	ROUTINE INSPECTION	Inspection	01/12/2016	
Inspection	1/06/2015 0/20/2014 6/04/2014 5/06/2014	ROUTINE INSPECTION O/M INSPECTION	Inspection	05/06/2014			- 11- Comment 11-12-12-12-12-12-12-12-12-12-12-12-12-1	ROUTINE INSPECTION
Inspection	0/20/2014 6/04/2014 5/06/2014	O/M INSPECTION			O/M INSPECTION	Inchection	0.410010045	
Inspection	6/04/2014 5/06/2014		Inspection	The Lawrence of Books		mapecuon	04/02/2015	ROUTINE INSPECTION
Inspection	5/06/2014	O/M INSPECTION		06/04/2014	O/M INSPECTION	Inspection	03/02/2015	ROUTINE INSPECTION
Inspection 05/ Inspection 06/			Inspection	06/13/2014	ROUTINE INSPECTION	Inspection	01/06/2015	ROUTINE INSPECTION
Inspection 06/	E/04/0044	O/M INSPECTION	Inspection	06/13/2014	ROUTINE INSPECTION	Inspection	10/27/2014	O/M INSPECTION
	0/01/2014	ROUTINE INSPECTION	Inspection	10/20/2014	O/M INSPECTION	Inspection	10/20/2014	O/M INSPECTION
Inspection 06/	6/13/2014	ROUTINE INSPECTION	Inspection	10/27/2014	O/M INSPECTION	Inspection	06/13/2014	ROUTINE INSPECTION
	6/13/2014	ROUTINE INSPECTION	Inspection	01/06/2015	ROUTINE INSPECTION	Inspection	06/13/2014	ROUTINE INSPECTION
Inspection 03/	3/02/2015	ROUTINE INSPECTION	Inspection	03/02/2015	ROUTINE INSPECTION	Inspection	06/04/2014	O/M INSPECTION
Inspection 04/	4/02/2015	ROUTINE INSPECTION	Inspection	04/02/2015	ROUTINE INSPECTION	Inspection	05/06/2014	O/M INSPECTION
Inspection 01/	1/12/2016	ROUTINE INSPECTION	Inspection	01/12/2016	ROUTINE INSPECTION	Inspection	05/01/2014	ROUTINE INSPECTION
Inconcetion 044	1/10/0016	DOLITIME INCRECTION	Increation	04/40/2046	DOLITING INSPECTION	Increation	07/11/2011	DEAL ESTATE
The default sort order is shown in this example. It is sorted by name initially.		clicking or column by list. On t	the colum which you he first clic	sort order by nn header of the u wish to sort the ck on the title of n ascending order.	clicking on column by list. On t	the colum which you he second	sort order by an header of the u wish to sort th click on the title s in descending	



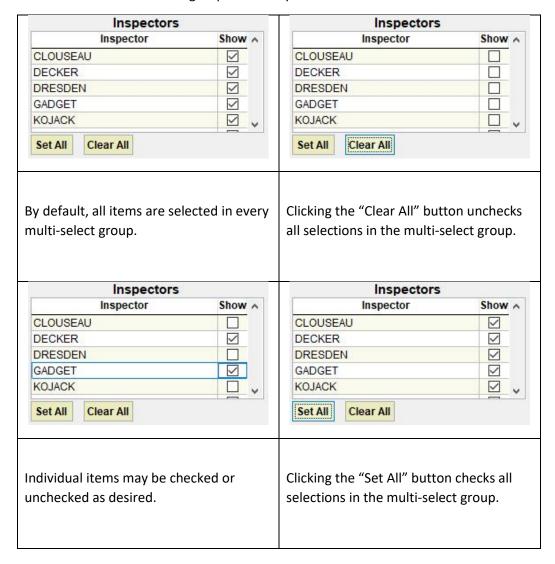


There are seven filter selections categories that are set up as multi-select groups.

Those are "Status", "Inspectors", "Political Subdivisions", "Service Providers", "Fee Codes", "Inspection Reasons", and "System Description".

For all of these, selecting all items or no items tells the system that this category should not be used to further limit the list of matching data.

Selecting some but not all of the items in the group tells the system to be more selective.









It is possible to show just one installation by entering the ID number (if present) or by double clicking on a line of data shown for that installation, provided that an ID number is provided for that installation.

	on current Record #
Enter a value	or double click row
Only this ID	6460

To show all installations once again, either enter 0 for the ID number, or clear the ID value input box.

	on current Record# or double click row
Only this ID	0



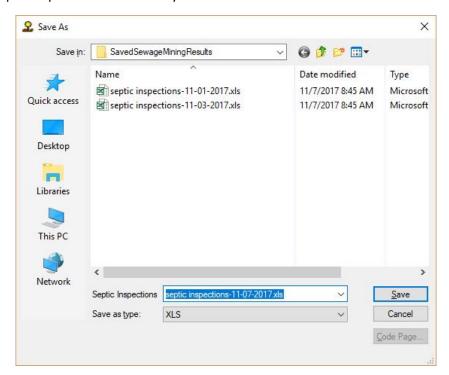


Click on the "Save Inspections and Charges" button in order to save the selected data shown to a spreadsheet.

Save Inspections and Charges

The data is saved as Microsoft Excel spreadsheet in the directory specified with the name provided.

The default name is "septic inspections" followed by a dash and the current date.



A simple report may be generated showing basic installation, inspection, and charge information.



Select the radio button labelled "Preview" to examine the report before sending it to the printer, or select the radio button labelled "Printer" to send it directly to the printer, prior to clicking on the button labelled "Print".





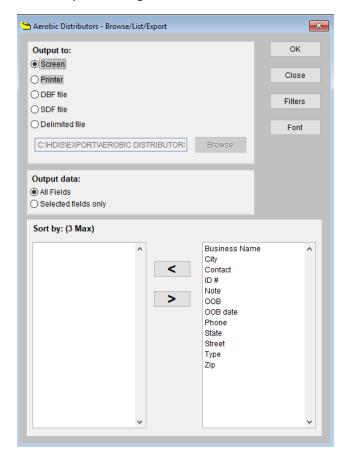
Chapter 5: Browse/List Export

Inside the Sewage Treatment module navigate to the "Browse/List/Export."

This section allows the exportation of data, also allowing the user to use **Filters**.

There are also multiple ways for you to output the data: Screen, Printer, DBF file, SDF file, and Delimited file. If you pick DBF file, SDF file, or Delimited file make sure you select the appropriate path. Select "Browse" to find the needed path.

- Aerobic Distributors
- Commercial/Semi-Public
- Developments
- Haulers
- Installers
- Household Sewage Treatment Systems
- Household Sewage Treatment Systems Fees
- Household Sewage Treatment Systems Inspection Records
- Household Sewage Treatment Systems O/M Charges
- Service Providers
- Site/Soil Evaluators
- System Designers





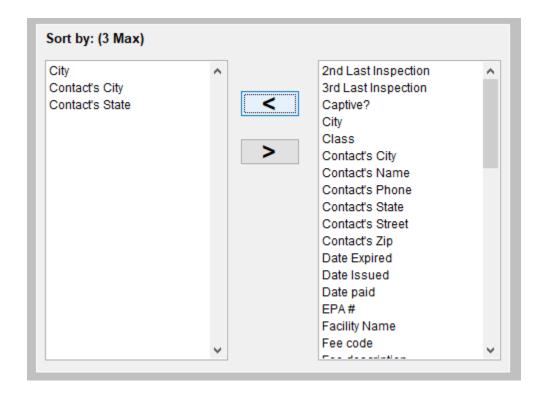


Sort by

Sorting by Field Names (3 Max) is an option.

Click on the Field Name you want to sort by and press the "<" symbol to move the Field Name to the empty box.

If you want to remove a Field Name, click the Field Name and press the ">" symbol.

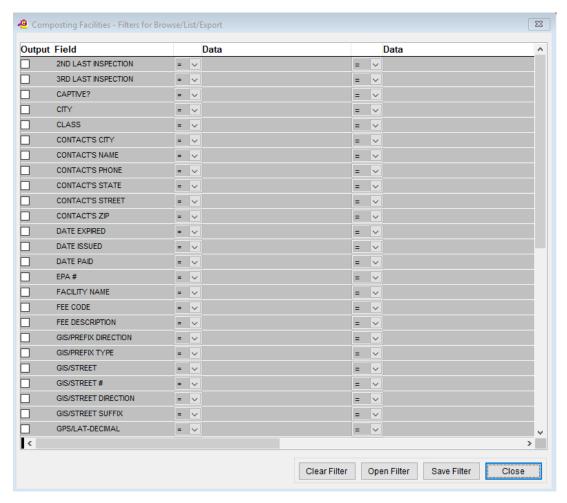






Filters

From the "Browse/List/Export," click on the "Filters" button. This section allows you to set filters based on the "Output Field."



** Note ** If you are attempting to create a filter to search for only blank data use: "(Blank)."

"(Blank)" is appropriate when you are searching for an unspecified name, date, or Boolean (True/False – Yes/No).

** Note ** If you want to search for a string with some spacing after the characters use: "AB(B)".

Example for characters with a space:

Desired Search Result: "Monkey Inc"

Appropriate Search: "Monkey(B)"





Chapter 6: Count/Graph

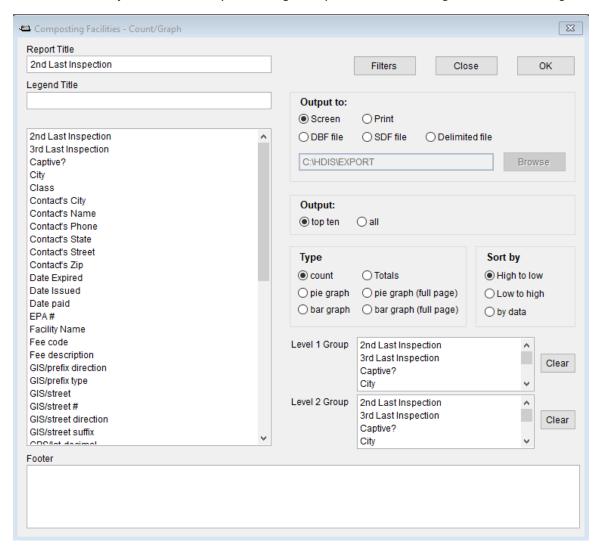
Inside the Sewage Treatment module navigate to the "Count/Graph." Select the section you would like to access.

This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, and **Footer**.

Under the "Output:" there is an option to show the top ten or all results.

There is a "Filters" button which is identical to the "Filters" in the "Browse/List/Export." section.

There is a "Sort by" section where you can organize your results from High to low, Low to high, and by data.



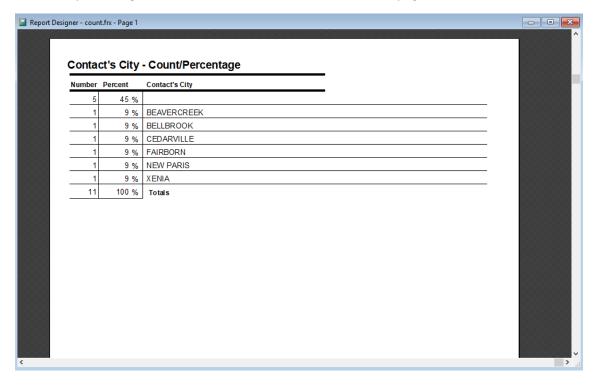




Count

Here is an example of what the "Count" type would look like.

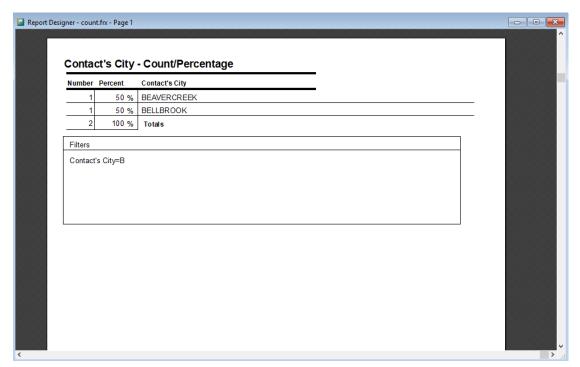
There are percentages and totals on the side and bottom of the page.







If you choose to add filters, those will also be shown at the bottom of the page.



Click on the door icon next to the percent to return to the menu:





100% 🗸



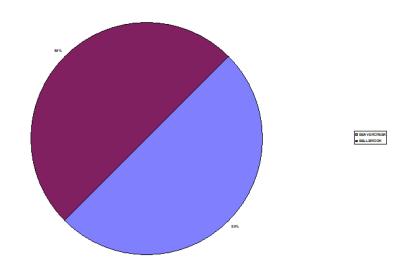
Pie Graph

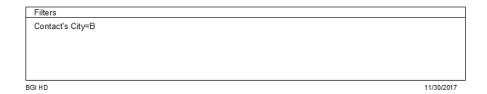
Here is an example of what the "Pie Graph" type would look like.

Depending on the data chosen, the percentages are altered to reflect it.

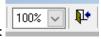
There is a legend displaying the data chosen and the color representation.

Contact's City





Click on the door icon next to the percent to return to the menu:







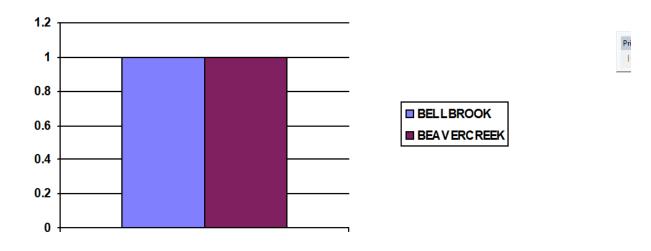


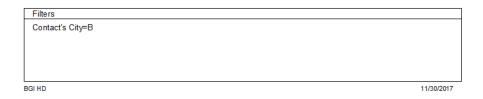
Bar Graph

Here is an example of what the "Bar Graph" type would look like.

Depending on the data chosen, there will be a specific color to represent the data's bar.

Contact's City





Click on the door icon next to the percent to return to the menu:





100% 🗸



Chapter 7: Maintenance

Field Names

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating ad hoc 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).

Example: *FIELDNAME*

Aerobic Distributors		
Field Name	Data Base Field Name	
BUSINESS NAME	SEA.NAME	
CITY	SEA.CITY	
CONTACT	SEA.OPER_NAME	
ID#	SEA.ID	
NOTE	SEA.NOTE	
OOB	SEA.OOB	
OOB DATE	SEA.OOB_DATE	
PHONE	SEA.PHONE	
STATE	SEA.STATE	
STREET	SEA.STREET	
TYPE	SEA.TYPE	
ZIP	SEA.ZIP	





Commercial/Semi-Public		
Field Name	Data Base Field Name	
2ND LAST INSPECTION DATE	SEC.LST_2ND_IN	
3RD LAST INSPECTION DATE	SEC.LST_3RD_IN	
AUDIT#	SEC.AUDIT	
CONACCESSIBILITY BEGAN	SEC.SC_ACC	
CONAFFIDAVIT OFF	SEC.SC_AFF_OFF	
CONCONTRACTOR	SEC.SC_CONTRACTOR	
CONDATE	SEC.SC_CON	
CONDATE PAID	SEC.SC_DATE_PAID	
CONEXEMPTION REASON	SEC.SC_EXCEP	
CONFEE AMT.	SEC.SC_FEE_LOCAL	
CONFEE CODE	SEC.SC_FEECC	
CONFEE DESCRIPTION	SEC.SC_DESCRIPT	
CONMAIL CERT #	SEC.SC_CERT_NO	
CONNUISANCE #	SEC.SC_NUI	
CONORDER STATUS	SEC.SC_STATUS	
CONORDER TO CONVERT	SEC.SC_ORDERS	
CONPERMIT	SEC.SC_PERMIT	
CONPROJECT NAME	SEC.SC_SPN	
CONRCPT#	SEC.SC_RCPT_NO	
CONTANK ABANDON	SEC.SC_ABAN	
CONTIE IN DATE	SEC.SC_TIE	
DATE ISSUED	SEC.DATE_ISS	
DATE OF INSTALLATION	SEC.INSTALL	
DATE PAID	SEC.DATE_PAID	
FACILITY CITY	SEC.CITY	
FACILITY NAME	SEC.NAME	
FACILITY PHONE	SEC.PHONE	
FACILITY STATE	SEC.STATE	
FACILITY STREET	SEC.STREET	
FACILITY ZIP	SEC.ZIP	
FEE CODE	SEC.FEECC	
FEE DESCRIPTION	SEC.FEECC	
FEE TOTAL	SEC.FEE_COST	
GIS/PREFIX DIRECTION	SEC.GIS_PRE_DIR	
GIS/PREFIX TYPE	SEC.GIS_PRE_TYPE	
GIS/STREET	SEC.GIS_STRT	
GIS/STREET#	SEC.GIS_STRT_NO	
GIS/STREET SUFFIX	SEC.GIS_STRT_SUF	







GIS/STREET SUFFIX DIR	SEC.GIS_STRT_DIR
GPS/LAT DECIMAL	SEC.GPS_LAT_DEC
GPS/LON DECIMAL	SEC.GPS_LON_DEC
ID#	SEC.ID
INSPECTION INTERVAL	SEC.INSP_INT
INSPECTOR	SEC.INSPECTOR
INSPECTOR'S CODE	SEC.I_CODE
LAST PUMP DATE	SEC.LAST_PUMP
LAST INSPECTION DATE	SEC.LST_RTN_IN
LATE FEE	SEC.FEE_LATE
LOCAL FEE	SEC.FEE_LOCAL
MAIL CITY	SEC.MAIL_CITY
MAIL NAME	SEC.MAIL_NAME
MAIL STATE	SEC.MAIL_STATE
MAIL STREET	SEC.MAIL_ST
MAIL ZIP	SEC.MAIL_ZIP
NOTE	SEC.NOTE
ООВ	SEC.OOB
OOB DATE	SEC.OOB_DATE
OPERATOR'S NAME	SEC.OPER_NAME
OPERATOR'S PHONE	SEC.OPER_PHONE
POLITICAL SUB. CODE	SEC.PS
POLITICAL SUB. NAME	SEC.PS_CITY
RECEIPT#	SEC.RCPT_NO
SFOSTS	SEC.SFOSTS
SERVICE	SEC.F_DESC
SERVICE CODE	SEC.F





<u>Developments</u>		
Field Name	Data Base Field Name	
# OF LOTS	SEU.LOTS	
ACREAGE	SEU.ACREAGE	
APPROVED FOR SITES	SEU.APP	
BOH APPROVAL	SEU.BOH_DATE	
CITY	SEU.CITY	
CONTACT	SEU.OPER_NAME	
DATE PAID	SEU.DATE_ISS	
DATE PAID	SEU.DATE_PAID	
DEED RESTRICTIONS	SEU.DEED	
DEVELOPER	SEU.DEVELOPER	
DEVELOPMENT	SEU.NAME	
DISAPPROVED FOR SITES	SEU.NOT_APP	
ENGINEER	SEU.ENGINEER	
FEE CODE	SEU.FEECC	
FEE DESCRIPTION	SEU.DESCRIPT	
HOME OWNER'S ASSOC.	SEU.ASSOC	
ID#	SEU.ID	
LOCAL FEE	SEU.FEE_LOCAL	
NOTE	SEU.NOTE	
OEPA LETTER	SEU.OEPA_DATE	
OTHER SPECIAL CRITERIA	SEU.OTHER	
PHONE	SEU.PHONE	
POLITICAL SUB. CODE	SEU.PS	
POLITICAL SUB. NAME	SEU.PS_CITY	
PRIVATE WATER SUPPLY	SEU.PWS	
RECEIPT#	SEU.RCPT_NO	
SEWAGE SYSTEM TYPES APPROVED	SEU.SEWAGE	
SOIL TYPES	SEU.SOIL_TYPES	
SOIL WORK NEEDED	SEU.SOIL	
STATE	SEU.STATE	
STATE FEE	SEU.FEE_STATE	
STREET	SEU.STREET	
TOTAL COST	SEU.FEE_COST	
ZIP	SEU.ZIP	





<u>Haulers</u>	
Field Name	Data Base Field Name
# OF LICENSES	SEH.LICENSES
2ND LAST INSPECTION	SEH.LST_2ND_IN
3RD LAST INSPECTION	SEH.LST_3RD_IN
ADDITIONAL TRUCK	SEH.AT
AREAS SERVICED	SEH.AREAS
BOND #	SEH.BOND_NO
BOND #	SEH.BOND
BOND COMPANY	SEH.BOND_NAME
BUSINESS NAME	SEH.NAME
CEU 1	SEH.CEU1
CEU 1 DATE	SEH.CEU_DATE1
CEU 1 HOURS	SEH.CEU_HRS1
CEU 2	SEH.CEU2
CEU 2 DATE	SEH.CEU_DATE2
CEU 2 HOURS	SEH.CEU_HRS2
CEU 3	SEH.CEU3
CEU 3 DATE	SEH.CEU_DATE3
CEU 3 HOURS	SEH.CEU_HRS3
CEU 4	SEH.CEU4
CEU 4 DATE	SEH.CEU_DATE4
CEU 4 HOURS	SEH.CEU_HRS4
CEU 5	SEH.CEU5
CEU 5 DATE	SEH.CEU_DATE5
CEU 5 HOURS	SEH.CEU_HRS5
CEU 6	SEH.CEU6
CEU 6 DATE	SEH.CEU_DATE6
CEU 6 HOURS	SEH.CEU_HRS6
CELL PHONE #	SEH.CELL
CHECK #	SEH.CHECK
CITY	SEH.CITY
CLEANOUT AND SHUTOFF	SEH.CLEANOUT
DATE ISSUED	SEH.DATE_ISS
DATE PAID	SEH.DATE_PAID
DISCHARGE PIP	SEH.PIP
E-MAIL	SEH.EMAIL
EXPIRES	SEH.BOND_DATE
FAX#	SEH.FAX
FEE CODE	SEH.FEECC
FEE DISCRIPTION	SEH.DESCRIPT





FRESH WATER HOSE	SEH.HOSE
FRESH WATER HOSE	SEH.FRESH
HAULER ID#	SEH.ID
INS. EXP. DATE	SEH.INS_DATE
INSPECTED BY	SEH.INSPECTOR
INSPECTED BY CODE	SEH.I_CODE
LAND APPLICATION SITE #1	SEH.DRY_LOC1
LAND APPLICATION SITE #2	SEH.DRY_LOC2
LAND APPLICATION SITE #3	SEH.DRY_LOC3
LAST INSPECTION	SEH.LST_RTN_IN
LOCAL FEE	SEH.FEE LOCAL
	_
MAIL TO CITY	SEH.MAIL_CITY
MAIL TO NAME	SEH.MAIL_NAME
MAIL TO STATE	SEH.MAIL_STATE
MAIL TO STREET	SEH.MAIL_ST
MAIL TO ZIP	SEH.MAIL_ZIP
MAILING LABEL	SEH.LABEL
NOTE	SEH.NOTE
NUMBER ON SIDES	SEH.SIDES
OOB	SEH.OOB
OOB DATE	SEH.OOB_DATE
OPERATING OTHER TRUCKS	SEH.OPER_NAME
PS CODE	SEH.PS
PAGER #	SEH.PAGER
PHONE	SEH.PHONE
POLITICAL SUBDIVISION	SEH.PS_CITY
RECEIPT #	SEH.RCPT_NO
REGULATIONS	SEH.REGULATIONS
REVERSIBLE UNIT	SEH.REVERSE
SEWAGE TREATMENT PLANT LOCATION #1	SEH.WET_LOC1
SEWAGE TREATMENT PLANT LOCATION #2	SEH.WET_LOC2
SEWAGE TREATMENT PLANT LOCATION #3	SEH.WET_LOC3
STATE	SEH.STATE
STATE FEE	SEH.FEE_STATE
STREET	SEH.STREET
TEST DATE	SEH.TEST_DATE
TEST SCORE	SEH.TEST_SCORE
TOTAL COST	SEH.FEE_COST
WEBSITE	SEH.WEBSITE
WIRE WOUND HOSE	SEH.WIRE
ZIP	SEH.ZIP



<u>Installers</u>		
Field Name	Data Base Field Name	
BOND #	SEI.BOND_NO	
BOND COMPANY	SEI.BOND_NAME	
BUSINESS NAME	SEI.NAME	
CEU 1	SEI.CEU1	
CEU 2	SEI.CEU2	
CEU 3	SEI.CEU3	
CEU 4	SEI.CEU4	
CEU 5	SEI.CEU5	
CEU 5 DATE	SEI.CEU_DATE5	
CEU 5 HOURS	SEI.CEU_HRS5	
CEU 6	SEI.CEU6	
CEU 6 DATE	SEI.CEU_DATE6	
CEU 6 HOURS	SEI.CEU_HRS6	
CEU DATE 1	SEI.CEU_DATE1	
CEU DATE 2	SEI.CEU_DATE2	
CEU DATE 3	SEI.CEU_DATE3	
CEU DATE 4	SEI.CEU_DATE4	
CEU HOURS 1	SEI.CEU_HRS1	
CEU HOURS 2	SEI.CEU_HRS2	
CEU HOURS 3	SEI.CEU_HRS3	
CEU HOURS 4	SEI.CEU_HRS4	
CELL PHONE	SEI.CELL_PHONE	
CITY	SEI.CITY	
CONTACT	SEI.OPER_NAME	
DATE ISSUED	SEI.DATE_ISS	
DATE PAID	SEI.DATE_PAID	
E-MAIL	SEI.EMAIL	
EXPIRES	SEI.BOND_DATE	
FAX	SEI.FAX	
FEE CODE	SEI.FEECC	
FEE DESCRIPTION	SEI.DESCRIPT	
HOME OWNER INSTALLED	SEI.HOME_OWNER	
ID#	SEI.ID	
INS. EXP. DATE	SEI.INS_DATE	
LOCAL FEE	SEI.FEE_LOCAL	
MAIL TO CITY	SEI.MAIL_CITY	
MAIL TO NAME	SEI.MAIL_NAME	
MAIL TO STATE	SEI.MAIL_STATE	
MAIL TO STREET	SEI.MAIL_ST	





MAIL TO ZIP	SEI.MAIL_ZIP
NOTE	SEI.NOTE
ООВ	SEI.OOB
OOB DATE	SEI.OOB_DATE
ONE TIME INSTALLER	SEI.OTI
PAGER	SEI.PAGER
PHONE	SEI.PHONE
POLITICAL SUB. CITY	SEI.PS_CITY
POLITICAL SUB. CODE	SEI.PS
RECEIPT#	SEI.RCPT_NO
REGISTRATION #	SEI.REG_NO
SEMINAR DATE	SEI.SEMINAR
STATE	SEI.STATE
STATE FEE	SEI.FEE_STATE
STREET	SEI.STREET
TAKEN MOUND TRAINING	SEI.MOUND
TEST SCORE	SEI.TEST_SCORE
TEST DATE	SEI.TEST_DATE
TOTAL COST	SEI.FEE_COST
TYPE OF INSTALLER	SEI.TYPE
WEBSITE	SEI.WEBSITE
ZIP	SEI.ZIP

<u>Plan Submitters</u>	
Field Name	Data Base Field Name
BUSINESS NAME	SEP.NAME
BUSINESS PHONE	SEP.PHONE
CITY	SEP.CITY
CONTACT	SEP.OPER_NAME
ID#	SEP.ID
NOTE	SEP.NOTE
ООВ	SEP.OOB
OOB DATE	SEP.OOB_DATE
STATE	SEP.STATE
STREET	SEP.STREET
ZIP CODE	SEP.ZIP





Household Sewage Treatment Systems	
Field Name	Data Base Field Name
# OF BEDROOMS	SES.BEDROOMS
# of Tanks	SES.P_TANKS
2nd Soil Series Code	SES.SOIL2_CODE
2nd Soil Series Rating	SES.SOIL2_RAT
2nd Soil Series Slope	SES.SOIL2_SLOPE
2nd Soil Series Text	SES.SOIL2_TEXT
2nd Soil Series Type	SES.SOIL2_SERIES
2nd installer	SES.INSTALLER2
ATU mfg.	SES.P_AEROBIC
Acreage	SES.ACREAGE
Additional Pretreatment Mfg. Aerobic	SES.S_MFG_A
Aerobic filter type	SES.S_MFG_AT
Amount Pumped	SES.PR_AMT1
Amount Pumped 2	SES.PR_AMT2
Amount Pumped 3	SES.PR_AMT3
Amount Pumped 4	SES.PR_AMT4
Amount Pumped 5	SES.PR_AMT5
Application for permit	SES.SITE_APP
Capacity of Tanks	SES.P_TANKS_CAP
Category	SES.CATEGORY
Census	SES.CENSUS
Chlorinator	SES.T_CHLO
City	SES.CITY
Completed STS	SES.SITE_COM_DES
Completed Soilwhy	SES.SITE_WHY
Completed soil	SES.SITE_COM_SOIL
Con. Date	SES.SC_CON
Con. Mail Cert #	SES.SC_CERT_NO
Con. Order Status	SES.SC_STATUS
ConAccessibility Began	SES.SC_ACC
ConAffidavit Off	SES.SC_AFF_ OFF
ConAffidavit On	SES.SC_AFF_ ON
ConContractor	SES.SC_CONT RACTOR
ConExemption Reason	SES.SC_EXCEP
ConFee Amt.	SES.SC_FEE_ LOCAL
ConFee Code	SES.SC_FEECC
ConFee Description	SES.SC_DESCRIPT
ConNuisnace#	SES.SC_NUI





ConOrder to Convert	SES.SC_ORDERS
ConPermit	SES.SC_PERMIT
ConProject Name	SES.SC_SPN
ConTank Abandon	SES.SC_ABAN
ConTie In Date	SES.SC_TIE
Condate paid	SES.SC_DATE_PAID
Conreceipt #	SES.SC_RCPT_NO
Curtain drain degrees	SES.O_OTHDG
Date Permit Issued	SES.PERMIT_ISS
Date Pumped	SES.PR_DATE1
Date Pumped 2	SES.PR_DATE2
Date Pumped 3	SES.PR_DATE3
Date Pumped 4	SES.PR_DATE4
Date Pumped 5	SES.PR_DATE5
Date motor installed	SES.S_MOT_DATE
Date permit expires	SES.PERMIT_EXP
Dechlorinator	SES.O_DECHLOR
Dechlorinator	SES.T_DECH
Depth to bedrodk	SES.DEPTH_T_B
Development	SES.DEVELOP
Device-Curtain Drains	SES.O_OTHB
Device-Drain Pumps	SES.O_OTHA
Discharge capacity	SES.D_CAP
Dispersal - dist. device	SES.PIPE_MFG
Dispersal -Sq. Ft.	SES.D_SQFT
Dispersal distribution type	SES.D_DISP
Dispersal expiration date	SES.D_EXP
Dispersal interval	SES.D_INT
Dispersal service date	SES.D_DATE
Dispersal service provider	SES.D_PROV
Dispersal-Depth	SES.D_DEPTH
Dispersal-Length	SES.D_LENGTH
Dispersal-Width	SES.D_WIDTH
Disposal Discharge To	SES.D_DISC
Disposal - discharge	SES.DISCHARGE
Disposal Discharge type	SES.DIS_TYPE
Disposal location	SES.PR_PLANT1
Disposal location 2	SES.PR_PLANT2
Disposal location 3	SES.PR_PLANT3
Disposal location 4	SES.PR_PLANT4
	050 00 01 11/55
Disposal location 5	SES.PR_PLANT5





Disposal service date	SES.DIS_DATE
DistDemand Dose	SES.O DISTE
DistGravity	SES.O_DISTF
DistGrinder/Effluent	SES.O_DISTB
DistDemand Dose	SES.O_DISTE
DistGravity	SES.O_DISTF
DistGrinder/Effluent	SES.O_DISTB
DistPressure Dosing	SES.O_DISTD
DistPumps	SES.O_DISTA
DistTime Dosing	SES.O_DISTC
Drain tank	SES.O_LIFT
Drains	SES.DRAINS
Drawing	SES.DRAWING
Drawing date	SES.P_DD
EHSTR	SES.EHSTR CNO
Easement	SES.O_EASE
Estimated cost	SES.EST_COST
Final Approval Date	SES.INST_FINAL
GIS/Prefix direction	SES.GIS_PRE_DIR
GIS/Prefix type	SES.GIS_PRE_TYPE
GIS/Street	SES.GIS_STRT
GIS/Street #	SES.GIS_STRT_NO
GIS/Street suffix	SES.GIS_STRT_SUF
GIS/Street suffix dir	SES.GIS_STRT_DIR
GPS location 1	SES.GPS_LOC1
GPS location 2	SES.GPS_LOC2
GPS location 3	SES.GPS_LOC3
GPS location 4	SES.GPS_LOC4
GPS location 5	SES.GPS_LOC5
GPS location 6	SES.GPS_LOC6
GPS/lat 1	SES.GPS_LAT1
GPS/lat 2	SES.GPS_LAT2
GPS/lat 3	SES.GPS_LAT3
GPS/lat 4	SES.GPS_LAT4
GPS/lat 5	SES.GPS_LAT5
GPS/lat 6	SES.GPS_LAT6
GPS/lon 1	SES.GPS_LON1
GPS/lon 2	SES.GPS_LON2
GPS/lon 3	SES.GPS_LON3
GPS/lon 4	SES.GPS_LON4
GPS/lon 5	SES.GPS_LON5
GPS/lon 6	SES.GPS_LON6





GWRS type	SES.GWRS
Graveless	SES.O_OTHC
Hauler	SES.PR_HAULER1
Hauler	SES.PR_HAULER2
Hauler 3	SES.PR_HAULER3
Hauler 4	SES.PR_HAULER4
Hauler 5	SES.PR_HAULER5
High water	SES.HIGH_WATER
Holding Tanks	SES.D_HOLD
Holding capacity	SES.H_CAP
Holding reason	SES.H_REA
Inspection Box	SES.O_INSP_BOX
Inspector's Code	SES.I_I_CODE
Inspector's Name	SES.I_INSPECTOR
Installation Problem	SES.P_IP
Installer	SES.INSTALLER
Location	SES.LOCATION
Mail to	SES.MAIL_NAME
Mail to City	SES.MAIL_CITY
Mail to Other	SES.OTHER
Mail to Owner	SES.OWNER
Mail to Requestor	SES.REQUESTOR
Mail to State	SES.MAIL_STATE
Mail to Street	SES.MAIL_ST
Mail to Zip	SES.MAIL_ZIP
Mfg of filter	SES.MAN_FIL
NPDES date	SES.NPDS_DATE
NPDES expiration date	SES.NPDS_EXP
NPDES permit #	SES.NPDS_PERMIT
NPDES recommend	SES.NPDS_REC
NPDES removed	SES.NPDS_RE M
NPDES transfer	SES.NPDS_TRANS
O/M Description	SES.OM_DESCRIPT
O/M Fee	SES.OM_FEE
O/M Fee code	SES.OM_FEECC
O/M Frequency	SES.OM
O/M Interval	SES.OM_INT
O/M Month	SES.OM_AN_MON
O/M Serv. Prov. expired	SES.OM_SP_EXP
O/M Serv. Prov. issued	SES.OM_SP_ISS
O/M Service Prov.	SES.OM_SP
O/M Total	SES.OM_COST





O/M send notice	SES.OM_SEND
On timer	SES.O_ONTIMER
Operational permit #	SES.OPER_PER
Other Limiting Layer	SES.OTHER_L_L
Other filter media	SES.S_FILTER
Other filter type	SES.S_TYPE
Owner email	SES.OWN_EMAIL
Owner's City	SES.OWN_CITY
Owner's Name	SES.OWN_NAME
Owner's Phone	SES.OWN_PHONE
Owner's State	SES.OWN_STATE
Owner's Street	SES.OWN_STR EET
Owner's Zip	SES.OWN_ZIP
P/A	SES.P_A
Parcel ID#	SES.PID
Permeability	SES.PERMEA
Permit #	SES.PERMIT
Permit disapproval date	SES.PERMIT_DIS
Permit extension app.	SES.PER_EXT_DATE
Permit extension app. by date	SES.PER_EXT_APP
Permit extension expire date	SES.PER_EXT_EXP
Permit issued by	SES.ISSBY_CODE
Permit issued by name	SES.ISSBY_NAME
Plan approval date	SES.SUB_APP_DATE
Plan submission date	SES.SUB_DATE
Political Sub. City	SES.PS_CITY
Political Sub. Code	SES.PS
Pre-approval date	SES.INST_APP
Primary frequency	SES.P_FREQ
Primary interval	SES.P_INT
Primary service date	SES.P_DATE
Primary service provider	SES.P_PROV
Primary tank size	SES.P_PRI_TANK
Primary treatment description	SES.P_DESC
Proof of reg	SES.SITE_PROOF
Proof of regN/A	SES.SITE_NA
Pump interval	SES.OPER_CYCLE
Range	SES.RANGE
Repair/Alteration/Replacement	SES.REPAIR_NEW
Replacement plan	SES.SITE_REPLACE
Requestor	SES.REQ_NAME
Requestor's City	SES.REQ_CITY





Requestor's Phone	SES.REQ_PHONE
Requestor's State	SES.REQ_STATE
Requestor's Street	SES.REQ_STREET
Requestor's Zip	SES.REQ_ZIP
Risers	SES.RISERS
SFOSTS	SES.SFOSTS
Sample box	SES.O_SAMPLEBOX
Secondary Service date	SES.S_DATE
Secondary Service provider	SES.S_PROV
Secondary frequency interval	SES.S_INT
Secondary length	SES.S_LEN
Secondary size(sq. ft.)	SES.S_SIZE
Secondary width	SES.S_WID
Section	SES.SECTION
Septic Tank Mfg	SES.P_TANK_MFG
Site Approval Date	SES.S_SUB_DATE
Site Disapproval Date	SES.S_DISAPP
Site Review ID#	SES.ID
Site review app	SES.SITE_REV
Site/Soil Evaluator	SES.EVALUATOR
Soil Last Tested	SES.SOIL_DATE
Soil Series Code	SES.SOIL1_CODE
Soil Series Rating	SES.SOIL1_RAT
Soil Series Slope	SES.SOIL1_SLOPE
Soil Series Text	SES.SOIL1_TEXT
Soil Series Type	SES.SOIL1_SERIES
Soil credit	SES.SOIL_CREDIT
Splitter box	SES.SPLITTER
State	SES.STATE
Street	SES.STREET
System Designer	SES.DESIGNER
System description	SES.DESC
System flow	SES.SYS_FLOW
System type	SES.SYSTEM
Tax District	SES.TAX_DIST
Township	SES.TWP
Type of variance	SES.I_VARIANCE
Ultraviolet	SES.T_ULTRA
Variance approved	SES.I_VAR_APP
Variance codes	SES.I_VAR_CODE
Variance comments	SES.I_VAR_COM
Variance disapproved	SES.I_VAR_DIS





Vertical separation distance	SES.VSD
Water supply	SES.WATER
Water table	SES.WATER_TABLE
Zip	SES.ZIP

Household Sewage Treatment Systems Charge File		
Field Name	Data Base Field Name	
1ST NOTICE	SESCHX.NOTICE1	
1ST QUARTER AMOUNT	SESCHX.AMT_1	
1ST QUARTER DATE PAID	SESCHX.DATE_1	
1ST QUARTER RECEIPT	SESCHX.REC_1	
2ND NOTICE	SESCHX.NOTICE2	
2ND QUARTER AMOUNT	SESCHX.AMT_2	
2ND QUARTER DATE PAID	SESCHX.DATE_2	
2ND QUARTER RECEIPT	SESCHX.REC_2	
3RD NOTICE	SESCHX.NOTICE3	
3RD QUARTER AMOUNT	SESCHX.AMT_3	
3RD QUARTER DATE PAID	SESCHX.DATE_3	
3RD QUARTER RECEIPT	SESCHX.REC_3	
4TH QUARTER AMOUNT	SESCHX.AMT_4	
4TH QUARTER DATE PAID	SESCHX.DATE_4	
4TH QUARTER RECEIPT	SESCHX.REC_4	
ASSESSED	SESCHX.ASSESSED	
CHECK #	SESCHX.CHECK_NUM	
COST	SESCHX.COST	
DATE	SESCHX.DATE	
DATE PAID	SESCHX.PAID_DATE	
DESCRIPTION	SESCHX.DESCRIPT	
FEE CODE	SESCHX.CODE	
FINAL NOTICE	SESCHX.FINAL	
O/M OPER PERMIT #	SESCHX.PERMIT	
PAID	SESCHX.PAID	
RECEIPT #	SESCHX.RCPT	





Household Sewage Treatment Systems Inspection File		
Field Name	Data Base Field Name	
1ST DATE REQUESTED	SESIR.REQ1	
2ND DATE REQUESTED	SESIR.REQ2	
3RD DATE REQUESTED	SESIR.REQ3	
4TH DATE REQUESTED	SESIR.REQ4	
5TH DATE REQUESTED	SESIR.REQ5	
AMMONIA	SESIR.IR_AMO	
AMMONIA <>	SESIR.AMO	
BOD	SESIR.IR_BOD	
BUYER'S ADDRESS	SESIR.ADDRESS	
BUYER'S CELL	SESIR.CELL	
BUYER'S CITY	SESIR.CITY	
BUYER'S EMAIL	SESIR.BUY_EMAIL	
BUYER'S FAX	SESIR.FAX	
BUYER'S NAME	SESIR.BUYER	
BUYER'S PHONE	SESIR.PHONE	
BUYER'S STATE	SESIR.STATE	
BUYER'S ZIP	SESIR.ZIP	
CBOD	SESIR.IR_CBOD	
CBOD <>	SESIR.CBOD	
COLOR	SESIR.COLOR	
COLOR 2	SESIR.COLOR2	
CONTACT PERSON	SESIR.CONTACT	
CONVENTIONAL LOAN	SESIR.CON	
CURTAIN DRAIN COLOR	SESIR.DRAIN	
DATE	SESIR.IR_DATE	
DATE APPLIED	SESIR.APPLIED	
DATE COMPLETED	SESIR.COMPLETE	
DISSOLVED OXYGEN	SESIR.IR_DO	
DISSOLVED OXYGEN <>	SESIR.DO	
DRAIN TYPE	SESIR.TYPE	
E COLI	SESIR.IR_ECO	
ECOLI <>	SESIR.ECO	
FHA LOAN	SESIR.FHA	
FECAL COLIFORM	SESIR.IR_FEC	
FECAL COLIFORM <>	SESIR.FEC	
FEE	SESIR.FEE	
FEES LEAD	SESIR.FEES_LEAD	
FEES NITRATE	SESIR.FEES_NITRATE	





FEES REGULAR	SESIR.FEES_REGULAR
FEES RUSH	SESIR.FEES_RUSH
FOSTER CARE INSPECTION	SESIR.FOSTER
FUNCTION	SESIR.FUNCTION
INCOMPLETE/NOT TESTED	SESIR.INCOMPLETE
INSP. FEE AMOUNT	SESIR.IR_FAMT
INSP. FEE CODE	SESIR.IR_FCODE
INSP. FEE DATE	SESIR.IR_FDATE
INSP. FEE DATE PAID	SESIR.IR_FPAID
INSP. FEE DESCRIPTION	SESIR.IR_FDESC
INSP. FEE RECEIPT #	SESIR.IR_FRCP
INSPECTOR	SESIR.INSPECTOR
INSPECTORS NAME	SESIR.IR_INSP
LEAD FEE	SESIR.LEAD SESIR.LEAD
LETTER SENT(1)	SESIR.IR_LET1
LETTER SENT(2)	SESIR.IR_LET2
LETTER SENT(3)	SESIR.IR_LET3
LETTER SENT(4)	SESIR.IR_LET4
LETTER SENT(5)	SESIR.IR_LET5
LISTING AGENT	SESIR.LIST_AGENT
LISTING AGENT EMAIL	SESIR.LIST_EMAIL
LISTING COMPANY	SESIR.LIST_NAME
LISTING FAX	SESIR.LIST_FAX
LISTING PHONE	SESIR.LIST_PHONE
LOCATION	SESIR.LOCATION
MALFUNCTION	SESIR.MALF
MOTOR	SESIR.MOTOR
NEW WELL INSPECTION	SESIR.NEW_WELL
NITRATE	SESIR.IR_NIT
NITRATE <>	SESIR.NIT
NITRATE FEE	SESIR.NITRATE
ODOR	SESIR.ODOR
ODOR 2	SESIR.ODOR2
OTHER INSPECTION	SESIR.OTHER
OTHER'S FAX	SESIR.OTH_FAX
OTHER'S NAME	SESIR.OTH_NAME
OTHER'S PHONE	SESIR.OTH_PHONE
PHOSPHOROUS <>	SESIR.PHO
PHOSPHORUS	SESIR.IR_PHO
PLUMBING	SESIR.PLUMBING
PROVIDER	SESIR.IR_SP
REAL ESTATE AGENT/OWNER	SESIR.AGENT







REAL ESTATE INSPECTION DATE	SESIR.REAL_DATE
REASON	SESIR.IR_REAS
REFERENCE #	SESIR.IR_REF_NO
REGULAR FEE	SESIR.REGULAR
RESAMPLE INSPECTION	SESIR.RESAMPLE
RESIDUAL CHLORINE	SESIR.IR_RC
RESIDUAL CHLORINE <>	SESIR.RC
RETURN DATE	SESIR.IR_RTD
RUSH FEE	SESIR.RUSH
SAFE	SESIR.SAFE
SAMPLE TAKEN	SESIR.IR_ST
SAMPLE DATE	SESIR.SAM_DATE
SAMPLE REQUESTED	SESIR.SAMPLE
SEPTIC INSPECTION	SESIR.SEPTIC
SEPTIC TANK LOCATED	SESIR.TANK
SEVERITY DESC.	SESIR.SEV
SPIGOT NO	SESIR.SPIGOT_NO
SPIGOT YES	SESIR.SPIGOT_YES
STATUS	SESIR.IR_STATUS
SUSPEND SOLID	SESIR.IR_SS
SUSPEND SOLID <>	SESIR.SS
TIME TAKEN	SESIR.TIME
TITLE COMPANY	SESIR.TITLE_COMP
TITLE COMPANY EMAIL	SESIR.TITLE_EMAIL
TITLE FAX	SESIR.TITLE_FAX
TITLE PHONE	SESIR.TITLE_PHO
TURBIDITY	SESIR.IR_TUR
TURBIDITY 2	SESIR.TURBID SESIR.TURBID
TURBIDITY <>	SESIR.TUR SESIR.TUR
TYPE OF REQUEST	SESIR.REQUEST SESIR.REQUEST
UNSAFE	SESIR.UNSAFE
VA LOAN	SESIR.VA
WELL INSPECTION	SESIR.WELL





Service Providers	
Field Name	Data Base Field Name
BOND #	SEV.BOND_NO
BOND COMPANY	SEV.BOND_NAME
BOND EXPIRES	SEV.BOND_DATE
BUSINESS NAME	SEV.NAME
CEU 1	SEV.CEU1
CEU 2	SEV.CEU2
CEU 3	SEV.CEU3
CEU 4	SEV.CEU4
CEU 5	SEV.CEU5
CEU 5 DATE	SEV.CEU_DATE5
CEU 5 HOURS	SEV.CEU_HRS5
CEU 6	SEV.CEU6
CEU 6 DATE	SEV.CEU_DATE6
CEU 6 HOURS	SEV.CEU_HRS6
CEU DATE 1	SEV.CEU_DATE1
CEU DATE 2	SEV.CEU_DATE2
CEU DATE 3	SEV.CEU_DATE3
CEU DATE 4	SEV.CEU_DATE4
CEU HOURS 1	SEV.CEU_HRS1
CEU HOURS 2	SEV.CEU_HRS2
CEU HOURS 3	SEV.CEU_HRS3
CEU HOURS 4	SEV.CEU_HRS4
CELL PHONE	SEV.CELL SEV.CELL
CITY	SEV.CITY
CONTACT	SEV.OPER_NAME
DATE ISSUED	SEV.DATE_ISS
DATE PAID	SEV.DATE_PAID
E-MAIL	SEV.EMAIL
FAX	SEV.FAX
FEE CODE	SEV.FEECC
FEE DESCRIPTION	SEV.DESCRIPT
ID#	SEV.ID
INS. EXP. DATE	SEV.INS_DATE
LOCAL FEE	SEV.FEE_LOCAL
MAIL TO CITY	SEV.MAIL_CITY
MAIL TO NAME	SEV.MAIL_NAME
MAIL TO STATE	SEV.MAIL_STATE
MAIL TO STREET	SEV.MAIL_ST
MAIL TO ZIP	SEV.MAIL_ZIP





NOTE	SEV.NOTE
OOB	SEV.OOB
OOB DATE	SEV.OOB_DATE
PAGER	SEV.PAGER
PHONE	SEV.PHONE
RECEIPT#	SEV.RCPT_NO
STATE	SEV.STATE
STATE FEE	SEV.FEE_STATE
STREET	SEV.STREET
SYSTEM'S SERVICED(1)	SEV.SEVT1
SYSTEM'S SERVICED(10)	SEV.SEVT10
SYSTEM'S SERVICED(11)	SEV.SEVT11
SYSTEM'S SERVICED(12)	SEV.SEVT12
SYSTEM'S SERVICED(2)	SEV.SEVT2
SYSTEM'S SERVICED(3)	SEV.SEVT3
SYSTEM'S SERVICED(4)	SEV.SEVT4
SYSTEM'S SERVICED(5)	SEV.SEVT5
SYSTEM'S SERVICED(6)	SEV.SEVT6
SYSTEM'S SERVICED(7)	SEV.SEVT7
SYSTEM'S SERVICED(8)	SEV.SEVT8
SYSTEM'S SERVICED(9)	SEV.SEVT9
TEST DATE	SEV.TEST_DATE
TEST SCORE	SEV.TEST_SCORE
TOTAL FEE	SEV.FEE_COST
ZIP	SEV.ZIP

Site Evaluators	
Field Name	Data Base Field Name
BOND #	SEE.BOND_NO
BOND COMPANY	SEE.BOND_NAME
BOND EXPIRES	SEE.BOND_DATE
BUSINESS NAME	SEE.NAME
CEU 1	SEE.CEU1
CEU 2	SEE.CEU2
CEU 3	SEE.CEU3
CEU 4	SEE.CEU4
CEU 5	SEE.CEU5
CEU 6	SEE.CEU6
CEU DATE 1	SEE.CEU_DATE1







CEU DATE 2	SEE.CEU_DATE2
CEU DATE 3	SEE.CEU_DATE3
CEU DATE 4	SEE.CEU_DATE4
CEU DATE 5	SEE.CEU_DATE5
CEU DATE 6	SEE.CEU_DATE6
CEU HOURS 1	SEE.CEU_HRS1
CEU HOURS 2	SEE.CEU_HRS2
CEU HOURS 3	SEE.CEU_HRS3
CEU HOURS 4	SEE.CEU_HRS4
CEU HOURS 5	SEE.CEU_HRS5
CEU HOURS 6	SEE.CEU_HRS6
CELL PHONE	SEE.CELL
CITY	SEE.CITY
CONTACT	SEE.OPER_NAME
DATE ISSUED	SEE.DATE_ISS
DATE PAID	SEE.DATE_PAID
FAX#	SEE.FAX
FEE CODE	SEE.FEECC
FEE DESCRIPTION	SEE.DESCRIPT
ID#	SEE.ID
LOCAL FEE	SEE.FEE_LOCAL
NOTE	SEE.NOTE
OOB	SEE.OOB
OOB DATE	SEE.OOB_DATE
PAGER	SEE.PAGER
PHONE	SEE.PHONE
RECEIPT#	SEE.RCPT_NO
STATE	SEE.STATE
STATE FEE	SEE.FEE_STATE
STREET	SEE.STREET
TEST DATE	SEE.TEST_DATE
TEST SCORE	SEE.TEST_SCORE
TOTAL COST	SEE.FEE_COST
ZIP	SEE.ZIP
L	I





<u>Streets</u>	
Field Name	Data Base Field Name
(SPARE)	EHSTR.BU
CITY	EHSTR.CITY
DIRECTIONS	EHSTR.DIRECTIONS
PARCEL#	EHSTR.PARCEL
PLUMBING RECORD	EHSTR.PL
PRIVATE WATER SYSTEMS RE	EHSTR.WE
SEWAGE RECORD	EHSTR.SE
STATE	EHSTR.STATE
STREET #	EHSTR.NUMBER
STREET NAME	EHSTR.NAME
STREET SUFFIX	EHSTR.SUFFIX
SUB LOT #	EHSTR.SUB_LOT
ZIP	EHSTR.ZIP

System Designers		
Field Name	Data Base Field Name	
BOND#	SED.BOND_NO	
BOND COMPANY	SED.BOND_NAME	
BOND EXPIRES	SED.BOND_DATE	
BUSINESS NAME	SED.NAME	
CEU 1	SED.CEU1	
CEU 2	SED.CEU2	
CEU 3	SED.CEU3	
CEU 4	SED.CEU4	
CEU 5	SED.CEU5	
CEU 6	SED.CEU6	
CEU DATE 1	SED.CEU_DATE1	
CEU DATE 2	SED.CEU_DATE2	
CEU DATE 3	SED.CEU_DATE3	
CEU DATE 4	SED.CEU_DATE4	
CEU DATE 5	SED.CEU_DATE5	
CEU DATE 6	SED.CEU_DATE6	
CEU HOURS 1	SED.CEU_HRS1	
CEU HOURS 2	SED.CEU_HRS2	
CEU HOURS 3	SED.CEU_HRS3	
CEU HOURS 4	SED.CEU_HRS4	
CEU HOURS 5	SED.CEU_HRS5	
CEU HOURS 6	SED.CEU_HRS6	







CELL PHONE	SED.CELL
CITY	SED.CITY
CONTACT	SED.OPER_NAME
DATE ISSUED	SED.DATE_ISS
DATE PAID	SED.DATE_PAID
DESCRIPTION	SED.DESCRIPT
FAX NUMBER	SED.FAX
FEE CODE	SED.FEECC
ID#	SED.ID
LOCAL FEE	SED.FEE_LOCAL
NOTE	SED.NOTE
OOB	SED.OOB
OOB DATE	SED.OOB_DATE
PAGER NUMBER	SED.PAGER
PHONE	SED.PHONE
RECEIPT#	SED.RCPT_NO
STATE	SED.STATE
STATE FEE	SED.FEE_STATE
STREET	SED.STREET
TEST DATE	SED.TEST_DATE
TEST SCORE	SED.TEST_SCORE
TOTAL FEE	SED.FEE_COST
ZIP	SED.ZIP

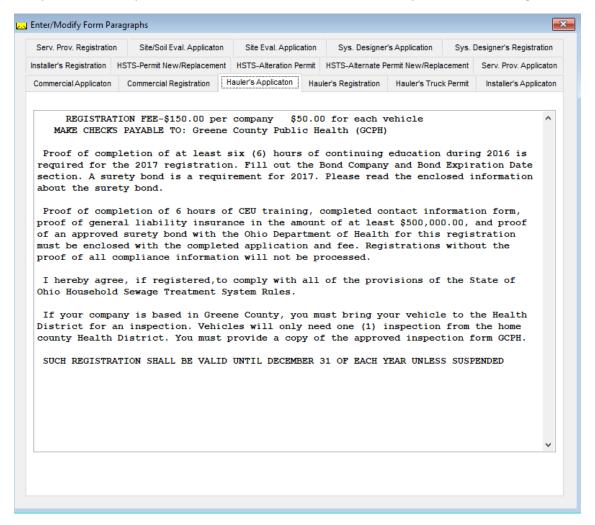




Forms - Applications/Licenses

Navigate to: Maintenance > Forms (Applications/Licenses)

Every tab holds an open form that can be edited. It is automatically saved after closing.





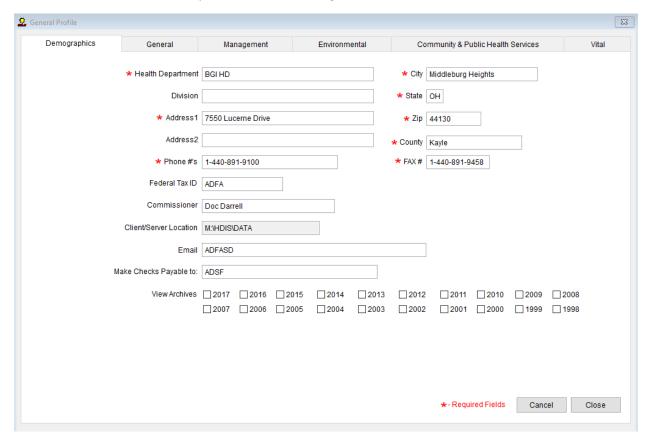


General Profile

The **General Profile** allows you to fill out the basic information regarding to Sewage Treatment.

Check marking a year next to View Archives will give you access to previous data from the selected years.

On the **General** tab there are options to edit the margins in letters and letterheads.





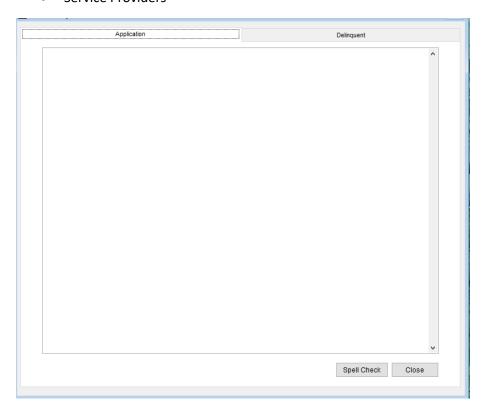


Letters

If you click on **Letters** under **Maintenance** a list will appear. Here you can create letters relating to a specific area under Sewage Treatment. After reading the page click this link to see more information on field names.

Letter Subjects:

- Commercial / Semi-Public Letters
- Haulers
- Installers
- Household Sewage Treatment Systems
- Semi-Public / Applications & Delinquent Letters
- Service Providers



The HDIS system provides you 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.

Merge fields:

All upper case: *OWNER* JOSEPH NAPAVER
Only first letter uppercase *Owner* Joseph Napaver

All lower case *type of animal* dog

Examples: *OWNER* = TOM GORDON *Owner* = Tom Gordon *type of animal* = dog





O/M Letters

Navigate to Maintenance >

- ➤ O/M Household Sewage Treatment Systems Letters/ Invoices
- O/M Household Sewage Operational Permits
- ➤ O/M Semi Public Letters/Invoices
- ➤ O/M Semi-Public Operational Permits

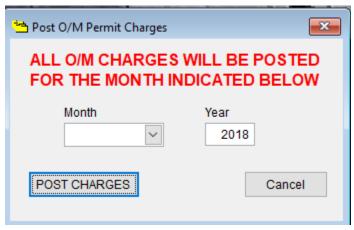
These letters are for O/M – See Letters on how to use them.





O/M Maintenance

Post O/M Permit Charges by O/M Permit Month



This allows you to post all O/M permit charges for a specific month. Click **POST CHARGES** after month is selected.

Post O/M Inspection Charges by O/M Month

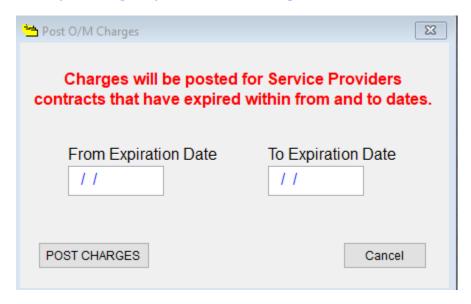


This allows you to post all O/M inspection charges for a specific month. Click **POST CHARGES** after month is selected.





Post O/M Charges by Provider Date Expired



Fill in the dates and click **POST CHARGES** to post charges for Service Providers contracts that have expired.

Post O/M Late Fee

Post Semi-Public O/M Charges

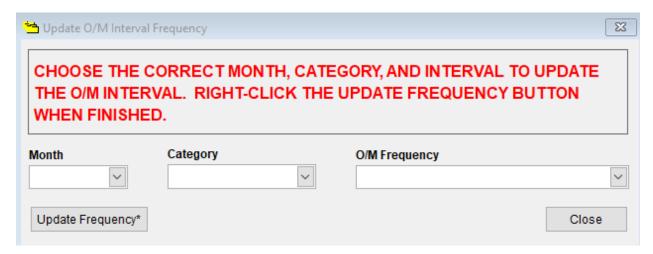
Post Semi-Public O/M Late





Update Frequency Intervals

Select the **Month**, **Category**, and **O/M Frequency** to update the O/M interval. Right click **Update Frequency*** to update it.



Add Blank NPDES Inspection Record

Only run this utility once per year.

Enter approval dates and click Add Blank NPDES Sample Inspection.



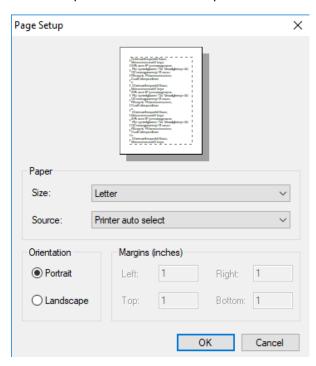




Printer Setup

The print setup allows you to choose from what printer you would like to print.

Select the printer in the name dropdown and click **OK**.



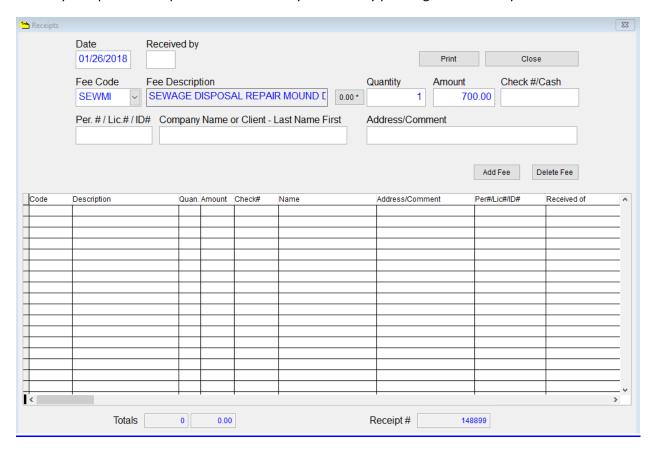




Receipts

If you have the "Receipts" module, you have the capability to print any receipt through the Maintenance tab.

You may also print a receipt from the data entry windows by pressing the ALT-R keys.



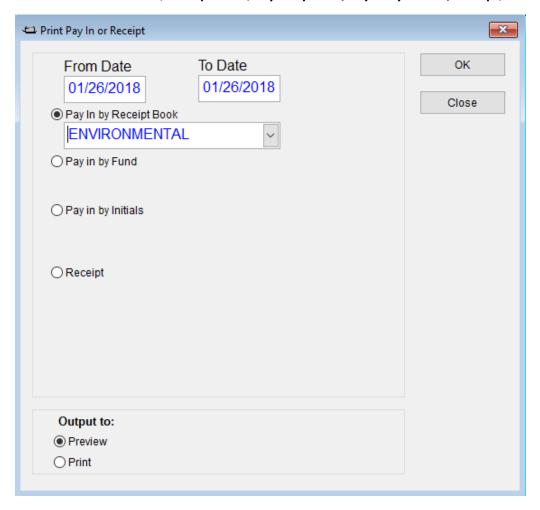




Receipts Payin Report

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

Select From and To date, Receipt Book/Pay in by Fund/Pay in by Initials/Receipt, and either Preview or Print.



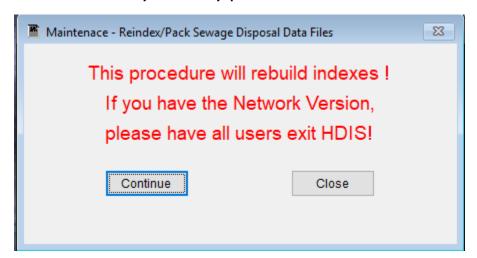




Reindex/Pack Sewage Disposal Data Files

This function is only needed should your data be corrupt due to a power failure.

Please contact BGI if you have any questions or concerns.



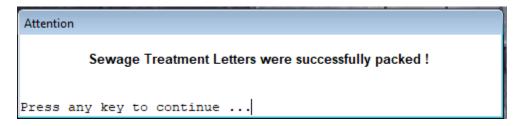




Utilities

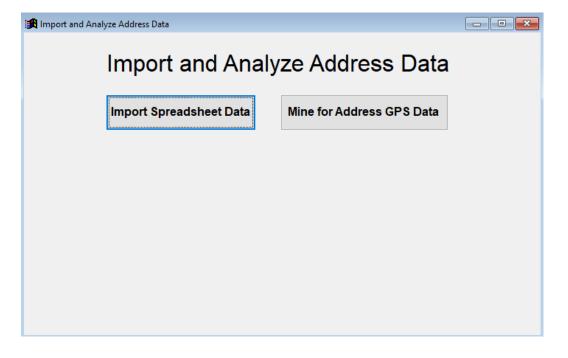
Pack All Sewage Letters

Click this allows you to pack up all sewage letters.



Import and Analyze Address Data

This allows you to either import spreadsheet data or mine for address GPS data.

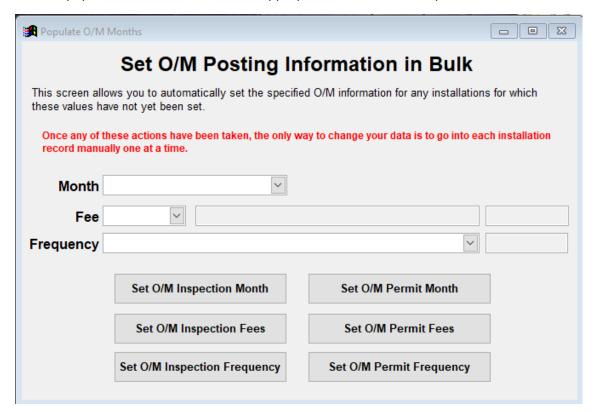






Set OM Posting Values

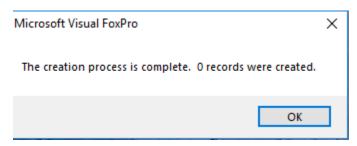
This will populate all O/M records. Fill in appropriate information and press individual buttons.



Create Secondary Household Records

Run this to create secondary Household records.

After the process is complete this window will appear:



Press OK.

Click here to return to the Table of Contents.

