

HDIS

Health Department Information System

Helping You...Help Others

Sewage Treatment Exports Mini Manual



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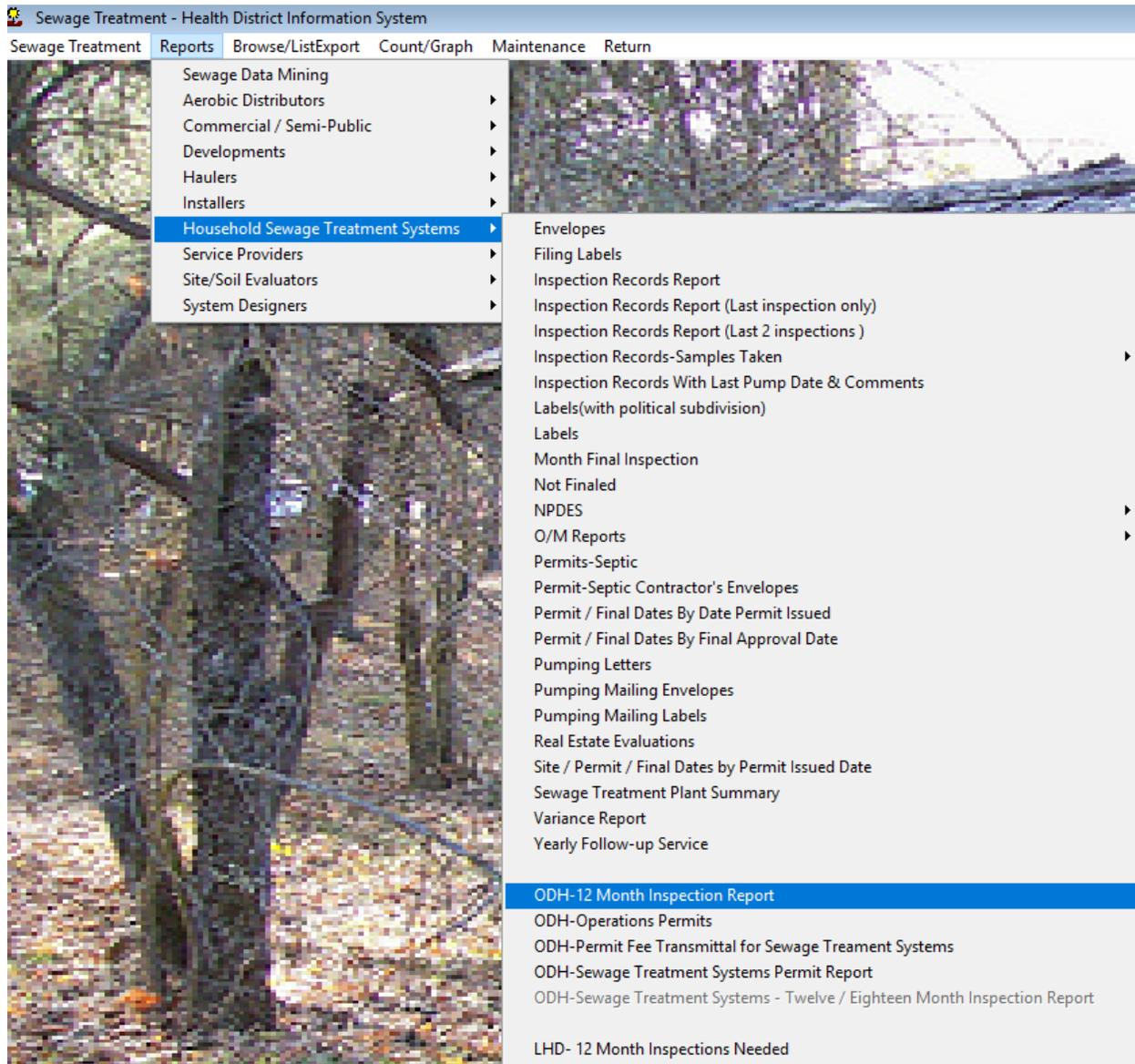
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In Sewage Module navigate to:

Reports > Household Sewage Treatment Systems > ODH-12 Month Inspection Report



After clicking ODH-12 Month Inspection Report a new window will pop-up:



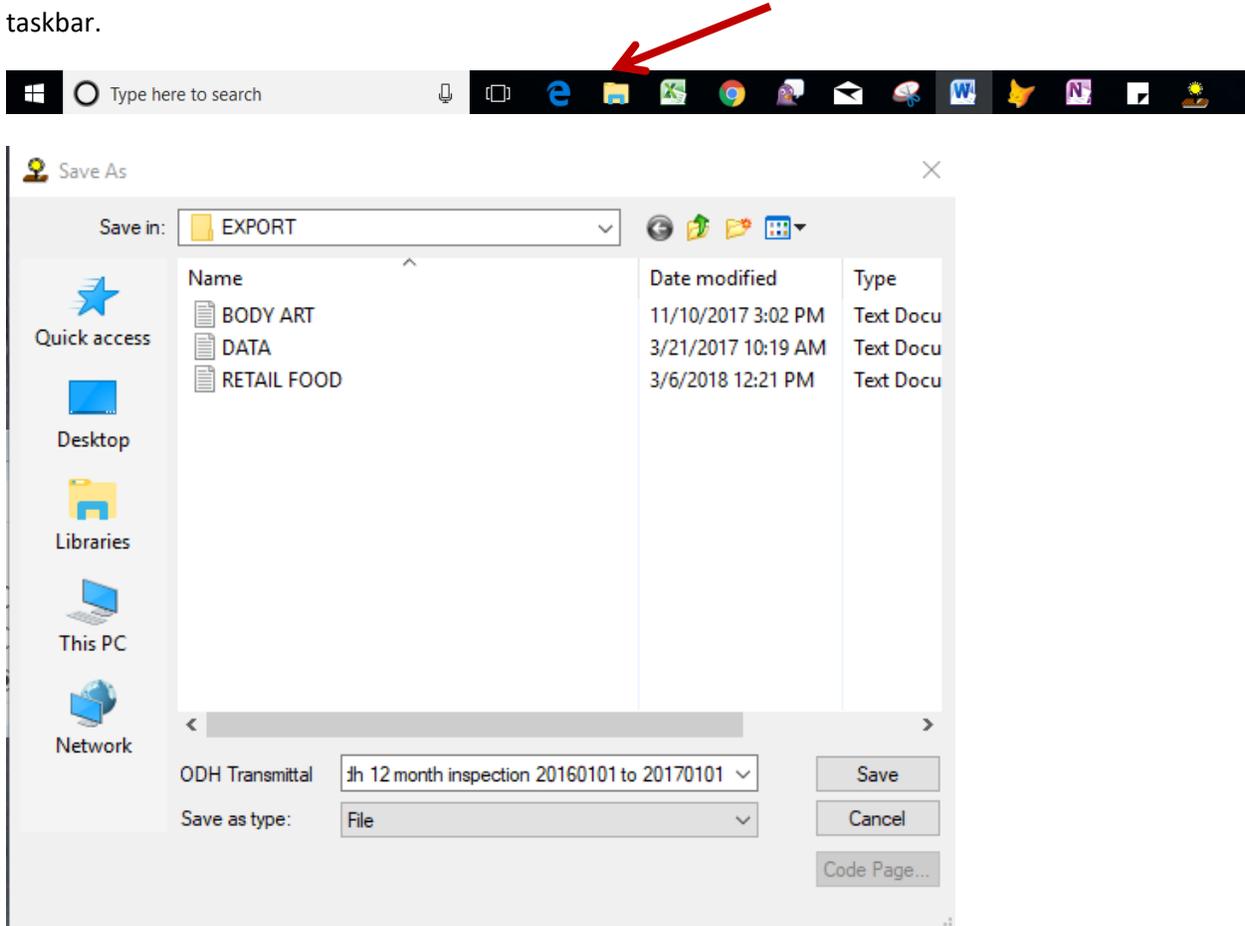
The screenshot shows a dialog box titled "ODH-12 Month Inspection Report". It contains the following sections:

- Output to:** Radio buttons for "screen", "printer", and "File" (which is selected).
- ODH Transmittal Reports:** Radio buttons for "12 Month Inspection" (selected), "Operational Permits", "Permit Fee", and "Sewage Treatment System Report".
- Inspection Date Range:** Two text input fields labeled "From" and "To". The "From" field contains "01/01/2016" and the "To" field contains "01/01/2017".
- Buttons for "OK" and "Close" are located on the right side of the dialog.

Make sure you select **File** under the **Output to:** section.

Type in appropriate date range

A new window will pop up; this window will be similar to the **File Explorer** found on the Windows taskbar.



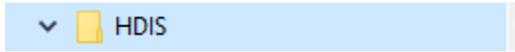
We want to make sure that **EXPORT** is the selected folder before you save this file.

If the **EXPORT** folder is not selected at the top we can easily navigate to it by:

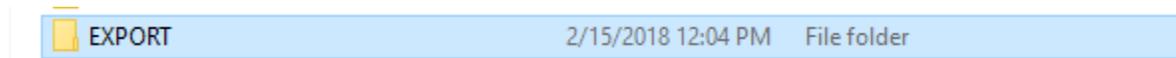
Open your **C drive**:

- > Documents
- > Downloads
- > Music
- > Pictures
- > Videos
- > OS (C:)

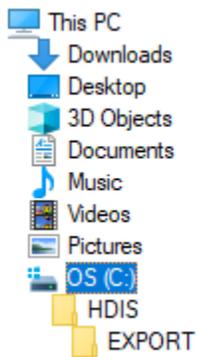
Open the **HDIS** folder:



Open the **EXPORT** folder:



Another view might look like:



These same steps can be followed for other reports you want to export:

- ODH-12 Month Inspection Report
- ODH-Operations Permits
- ODH-Permit Fee Transmittal for Sewage Treatment Systems
- ODH-Sewage Treatment Systems Permit Report
- ODH-Sewage Treatment Systems - Twelve / Eighteen Month Inspection Report
- LHD- 12 Month Inspections Needed

If you have any questions call BGI at 440-891-9100