

Sewage Treatment Exports Mini Manual



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Sewage Treatment Export Mini Manual

In Sewage Module navigate to:

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

<mark>,</mark> S	ewage Treatme	nt - Health District Info	rmation System	
Sewa	ge Treatment	Reports Browse/List	Export Count/Graph	Maintenance Return
		Sewage Data Minir Aerobic Distributor Commercial / Sem Developments Haulers Installers	g s i-Public	
	1000	Household Sewage	Treatment Systems	Envelopes
	1. 18	Service Providers		 Filing Labels
10	1 2 3 3	Site/Soil Evaluators		 Inspection Records Report
10	1 - B	System Designers		 Inspection Records Report (Last inspection only)
		N	SUME NO.	Inspection Records Report (Last 2 inspections)
	1000		and the second	Inspection Records-Samples Taken
	1.1		State of the second	Inspection Records With Last Pump Date & Comments
	No. and	the state of the		Labels(with political subdivision)
		8 B		Labels
10	10 A	1.0		Month Final Inspection
5	- 6	1.1	2.2. 2. 1	Not Finaled
Ζ,				NPDES +
	1000	19 - C. S.		O/M Reports
12		Street Street		Permits-Septic
20				Permit-Septic Contractor's Envelopes
3.				Permit / Final Dates By Date Permit Issued
	1 - Bars			Permit / Final Dates By Final Approval Date
22	1000			Pumping Letters
	1000			Pumping Mailing Envelopes
		CORRECTLY.		Pumping Mailing Labels
		1000		Keal Estate Evaluations
	1. 1	1 States		Site / Permit / Final Dates by Permit Issued Date
	Contraction of the			Sewage Treatment Plant Summary
1	1000	1		Vanance Report
24	2223		and the second	rearry rollow-up service
	1000		1.1.1	ODH-12 Month Inspection Report
			1. 1. 1. 1. 1.	ODH-Operations Permits
	1000			ODH-Permit Fee Transmittal for Sewage Treament Systems
10	1000	10000	Normal day	ODH-Sewage Treatment Systems Permit Report
1	10 P 2 P		Self States	ODH-Sewage Treatment Systems - Twelve / Fighteen Month Inspection Report
	10 10 1		and the second second	e en en age reament systems - weiver, Eigneen wonter inspection report
		Sec. 1		LHD- 12 Month Inspections Needed





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

🖴 ODH-12 Month Insp	ection Report		×
Output to:	ODH Transmittal Reports 12 Month Inspection	Inspection Date Range	ОК
○ screen○ printer● File	 Operational Permits Permit Fee Sewage Treatment System Report 	From 01/01/2016 To 01/01/2017	Close

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.

Type he	ere to search		Ļ (D)	е 冒	- Ka 💿 👔) <	 4 4 5 5 6 7 7 8 7 8 8 8 9 9	- >	V	
🧟 Save As							\times			
Save in:	EXPORT			~	G 🤌 📂 🛄	•				
Quick access Desktop Libraries	Name BODY ART DATA RETAIL FOOD	^ D			Date modified 11/10/2017 3:02 3/21/2017 10:19 3/6/2018 12:21	2 PM 9 AM PM	Type Text Docu Text Docu Text Docu			
Network	< ODH Transmittal Save as type:	Jh 12 mont	h inspection	20160101 to	20170101 ~		> Save Cancel			
						Cod	de Page			

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:







Open the HDIS folder:

~	HDIS
+	11010

Open the **EXPORT** folder:

EXPORT

2/15/2018 12:04 PM File 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 Treament 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

