



HSTS Workflow

User Manual



The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458

Copyright © 1996 - 2020

The Baldwin Group, Inc.

ALL RIGHTS RESERVED

HDIS are trademarks of The Baldwin Group, Inc.

No part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic, or other record, without the prior agreement and written permission of The Baldwin Group, Inc.

Windows® and MS-DOS® are registered trademarks of Microsoft Corporation.

Other trademarks are owned by their respective companies.

Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

Contents

Overview5

How To6

 Navigation 1-36

 Navigation 2 – 37

 Navigation 3-38

 Show Filters9

 Apply Filter Selections 10

 Show All 11

 Show NPDES 12

 Show 12 Month Done 13

 Show 12 Month Missing 14

 NPDES Samples 15

 Charges 16

 O & M Permits – O & M Conf 17

 O & M Permits – Missing Mon (Month) 18

 Save Changes 19

 O & M Permits – Missing Fee 20

 O & M Permits – Missing Freq (Frequency) 21

 O & M Permits – Pending 22

 O & M Permits – With Provider 23

 O & M Permits – Without Provider 24

 O & M Permits – Sync Tabs 25

 O & M – Compliance Eval 26

 Inspections – Show Historical 27

 Inspections – Show 12 Month Needed 28

 Inspection – Show O&M Needed 29

 Inspection – NPDES Samples 30

 Online 31

 Online – Owner Info 33

 Online – Contracts 34

Online – Pump Reports	35
Online – Service/Inspection Reports.....	36
Online – Payments	37

Overview

HSTS Workflow is a management screen that connects to records inside the Sewage Treatment module.

The purpose of the HSTS Workflow screen is to assist in regular workflow routines.

This screen allows users to access filters, creating an environment that is easy to search through records and view desired results.

So far, the HSTS Workflow screen allows users to filter: Systems, O & M Permits, and Inspections. Each of these categories has subcategories that allow users to narrow in on the specific types of results requested.

When the proper results appear on the screen, Workflow provides the ability to save the results as a **spreadsheet** or **XML** file.

HSTS Workflow allows data to be directly manipulated from the result screen. When a direct change is made, the row edited will appear highlighted, in order to keep track of changes.

Household Septic System Workflow

Show Filters Apply Filter Selections Save Changes

Systems **O & M Permits** Inspections Online

O&M Conf Missing Mon Missing Fee Missing Freq Pending With Provider Without Provider Sync Tabs Compliance Eval

O&M Conf

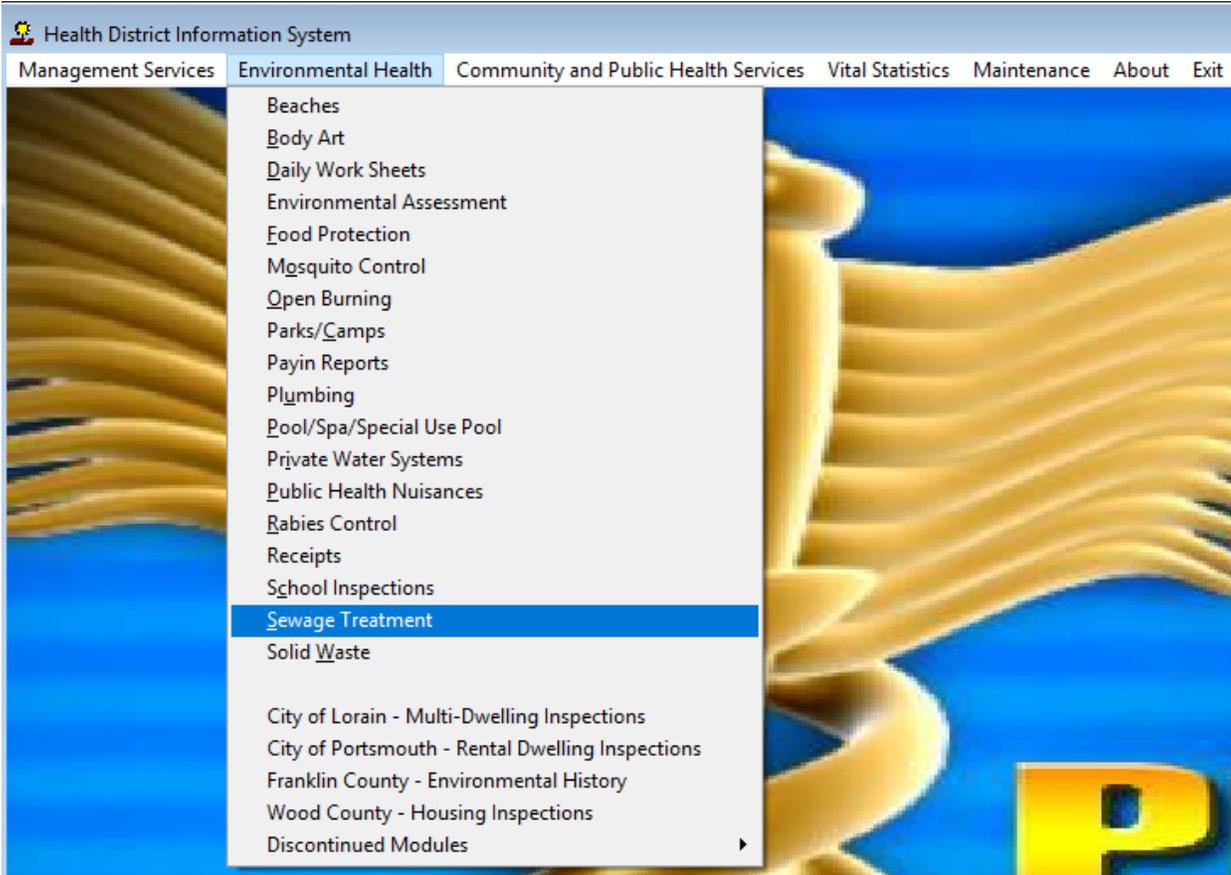
SYSTEM CITY	SYSTEM STATE	SYSTEM ZIP	OM FREQUENCY	OM NUM MONTHS	OM MONTH	OM FEECODE OWNE
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	MARCH	OMC3 OCCL
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	AUGUST	OMC3 OCCL
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	NOVEMBER	OMC3 OCCL
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	JANUARY	OMC3 HENR
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	APRIL	OMC3 PORT
BALROG TWP	OH	88888	CLASS III OPERATING PERMIT	12	APRIL	OMC3 SAND
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	MAY	OMC3 DURA
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	FEBRUARY	OMC3 LEMO
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	NOVEMBER	OMC3 MACH
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	JUNE	OMC3 OCCL
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	NOVEMBER	OMC3 REBR
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	DECEMBER	OMC3 WOLF
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	APRIL	OMC3 BUZZ
SHIRE VILLAGE	OH	80808	CLASS III OPERATING PERMIT	12	SEPTEMBER	OMC3 KOMIP
GOTHAM CITY	OH	77777	CLASS III OPERATING PERMIT	12	FEBRUARY	OMC3 ROME

Save Results as Spreadsheet Save Results as XML

How To

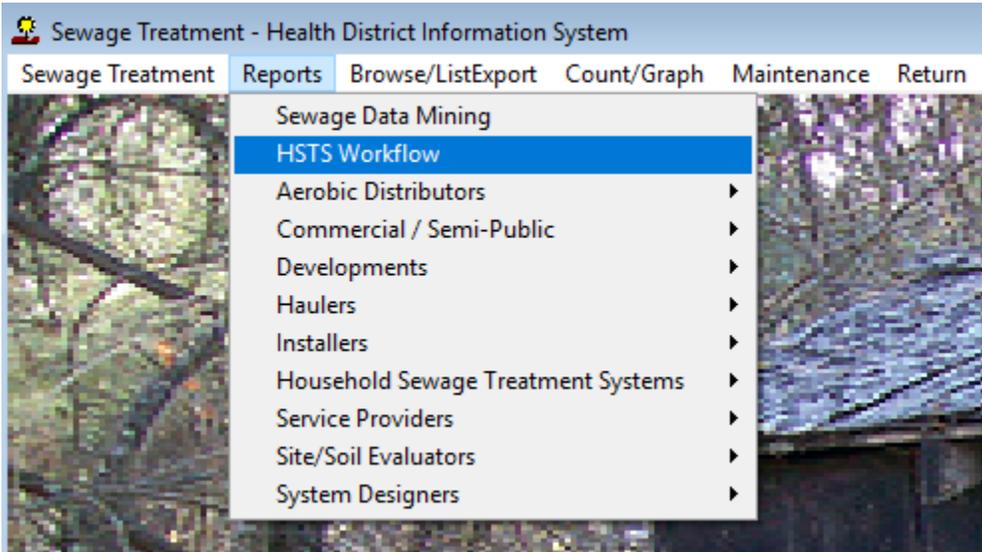
Navigation 1-3

Once inside HDIS, navigate to the **Sewage Treatment** module.



Navigation 2 – 3

In the Sewage Treatment module, click on the **Reports** tab > **HSTS Workflow**.



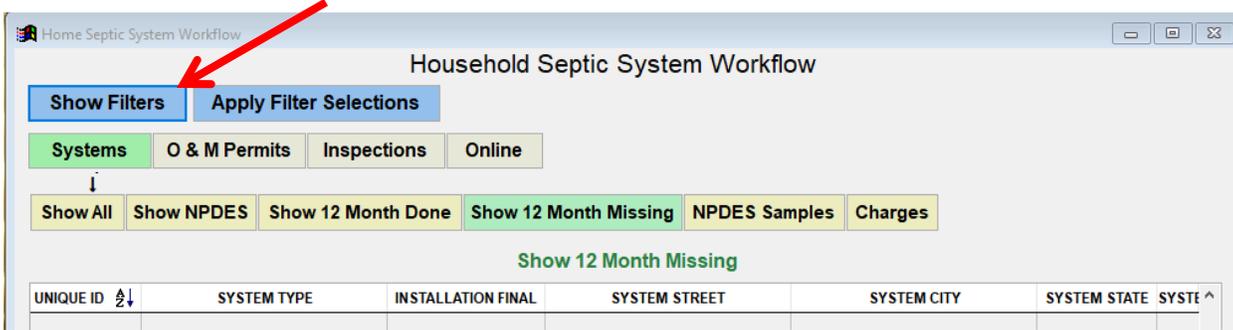
Navigation 3-3

This is the first window that should pop-up after navigating to the Workflow screen.

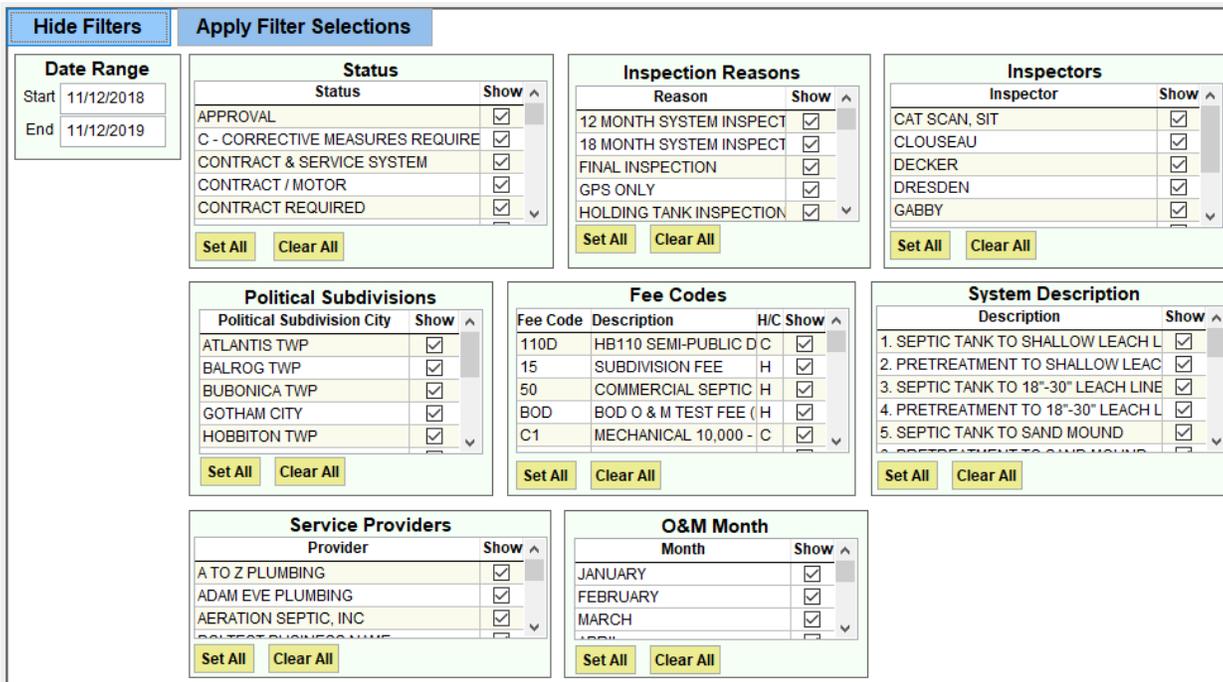
The screenshot shows the 'Home Septic System Workflow' window. The title bar reads 'Home Septic System Workflow'. The main content area is titled 'Household Septic System Workflow'. At the top left, there are two buttons: 'Show Filters' and 'Apply Filter Selections'. Below these are four filter tabs: 'Systems' (highlighted in green), 'O & M Permits', 'Inspections', and 'Online'. A small downward arrow is positioned below the 'Systems' tab. Below the tabs is a row of six filter buttons: 'Show All' (highlighted in green), 'Show NPDES', 'Show 12 Month Done', 'Show 12 Month Missing', 'NPDES Samples', and 'Charges'. To the right of these buttons is the word 'Selection' in green. The main area of the window is a large, empty rectangular box. At the bottom of the window, there are two buttons: 'Save Results as Spreadsheet' (highlighted in green) and 'Save Results as XML'.

Show Filters

Clicking the **Show Filters** button brings up a window with all possible filters, allowing the results on the Workflow pages to adjust to which filters are selected.

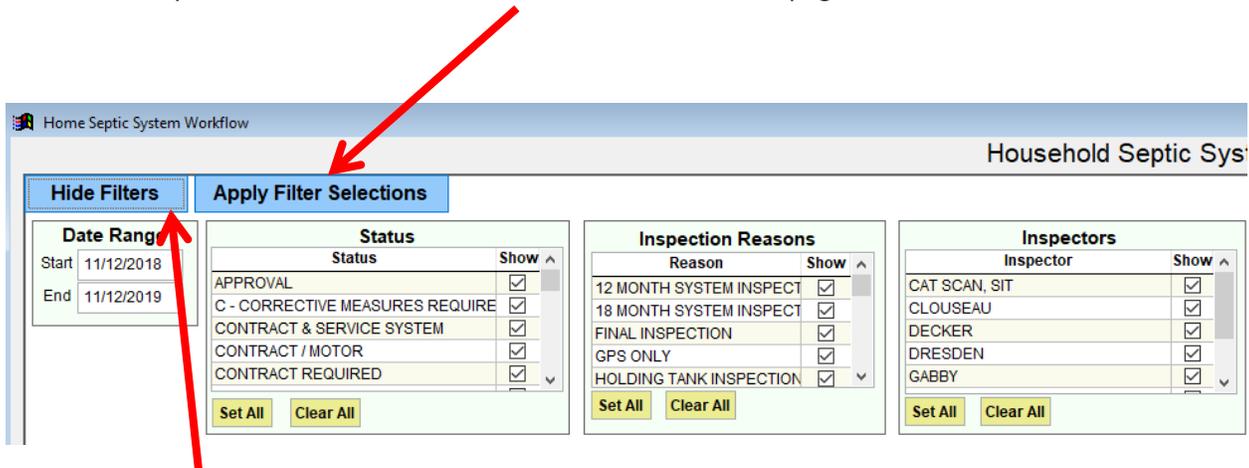


After **Show Filters** is clicked a window with filter options should appear:



Apply Filter Selections

Click the **Apply Filter Selections** button to save the current filter selection on the screen. The filters that are selected will update the Workflow Results and reflect on all other pages.



Click the **Hide Filters** button to return to the main Household Septic System Workflow screen.

Date Range	Date rang can vary depending on the type of report selected. Example: If Inspections tab was selected, then the Date Range would filter based on Inspection dates.
Status	Filters records based on Inspection Record Status selected.
Inspection Reasons	Sorts results by Inspection reasons, selected from the Inspection Record tab.
Inspectors	Sorts results by Inspector names, the Inspector names can be edited from the Maintenance tab in the Sewage module.
Political Subdivisions	Sorts results based on Political Subdivisions selected from the Owner/Applicant tab.
Fee Codes	Sorts results by Fee codes, can be edited from the maintenance screen in the Sewage module.
System Description	Sorts results by the System Description, can be edited from the Site Review/Fees tab in Household Sewage.
Service Providers	Sorts results by Service Providers, edited on the O/M tab.
O & M Month	Sorts results by O&M Month, edited on the O/M tab.

Show All

Clicking on the **Show All** tab under **Systems** will display all Systems results.

Use the scroll at the bottom of the page to move screen to towards the right in order to view all column headers.

Home Septic System Workflow

Household Septic System Workflow

Show Filters Apply Filter Selections

Systems O & M Permits Inspections Online

Show All Show NPDES Show 12 Month Done Show 12 Month Missing NPDES Samples Charges

Show All

UNIQUE ID	SYSTEM TYPE	SYSTEM STREET	SYSTEM CITY	SYSTEM STATE	SYSTEM ZIP	OM FRE
4	1. SOIL ABSORPTION	4 ROUGH RD	SHIRE VILLAGE	OH	80808	
5		5 ROUND CIRCLE	SHIRE VILLAGE	OH	80808	
6		6 NARWHAL LN	SHIRE VILLAGE	OH	80808	
8	2. NPDES DISCHARGING	8 SQUID LN	SHIRE VILLAGE	OH	80808	
9	4. NON NPDES DISCHARGING	9 SOUTH ST	SHIRE VILLAGE	OH	80808	CLASS
10	4. NON NPDES DISCHARGING	10 MAIN ST	SHIRE VILLAGE	OH	80808	CLASS
11		11 OCTOPUS CIRCLE	SHIRE VILLAGE	OH	80808	
12	4. NON NPDES DISCHARGING	12 SHARK ST	SHIRE VILLAGE	OH	80808	
13		13 DOLPHIN ST	SHIRE VILLAGE	OH	80808	
14	4. NON NPDES DISCHARGING	14 EASY ST	SHIRE VILLAGE	OH	80808	CLASS
15	4. NON NPDES DISCHARGING	15 ROUGH RD	SHIRE VILLAGE	OH	80808	
16	4. NON NPDES DISCHARGING	16 ROUND CIRCLE	GOTHAM CITY	OH	77777	
17		17 NARWHAL LN	SHIRE VILLAGE	OH	80808	
18	4. NON NPDES DISCHARGING	18 WEST RD	SHIRE VILLAGE	OH	80808	
19	1. SOIL ABSORPTION	19 SQUID LN	GOTHAM CITY	OH	77777	

Save Results as Spreadsheet Save Results as XML

Show NPDES

Click the **Show NPDES** tab to display Systems relating to NPDES.

Looking at the "SYSTEM TYPE" column, a description of the system type should appear next to each record.

The screenshot shows the 'Home Septic System Workflow' application window. At the top, there are buttons for 'Show Filters' and 'Apply Filter Selections'. Below that are tabs for 'Systems', 'O & M Permits', 'Inspections', and 'Online'. Under the 'Systems' tab, there are sub-tabs: 'Show All', 'Show NPDES' (highlighted with a red arrow), 'Show 12 Month Done', 'Show 12 Month Missing', 'NPDES Samples', and 'Charges'. The main area displays a table titled 'Show NPDES' with the following columns: UNIQUE ID, SYSTEM TYPE, SYSTEM STREET, SYSTEM CITY, SYSTEM STATE, SYSTEM ZIP, and OWNER. The table contains 16 rows of data. At the bottom, there are buttons for 'Save Results as Spreadsheet' and 'Save Results as XML'.

UNIQUE ID	SYSTEM TYPE	SYSTEM STREET	SYSTEM CITY	SYSTEM STATE	SYSTEM ZIP	OWNER
8	2. NPDES DISCHARGING	8 SQUID LN	SHIRE VILLAGE	OH	80808	ANDRE
185	2. NPDES DISCHARGING	185 SOUTH ST	SHIRE VILLAGE	OH	80808	MICAH
208	2. NPDES DISCHARGING	208 MAIN ST	SHIRE VILLAGE	OH	80808	DAVID
224	2. NPDES DISCHARGING	224 ROUGH RD	SHIRE VILLAGE	OH	80808	LEMON
283	2. NPDES DISCHARGING	283 SQUID LN	SHIRE VILLAGE	OH	80808	JESSO
285	2. NPDES DISCHARGING	285 MAIN ST	SHIRE VILLAGE	OH	80808	ANNA M
287	2. NPDES DISCHARGING	287 SHARK ST	SHIRE VILLAGE	OH	80808	OCCUF
298	2. NPDES DISCHARGING	298 SHARK ST	SHIRE VILLAGE	OH	80808	ROSINI
300	2. NPDES DISCHARGING	300 EASY ST	SHIRE VILLAGE	OH	80808	MAL CL
327	2. NPDES DISCHARGING	327 SQUID LN	SHIRE VILLAGE	OH	80808	OCCUF
382	2. NPDES DISCHARGING	382 SQUID LN	SHIRE VILLAGE	OH	80808	NICK G
414	2. NPDES DISCHARGING	414 WEST RD	SHIRE VILLAGE	OH	80808	WILLIA
416	2. NPDES DISCHARGING	416 SOUTH ST	SHIRE VILLAGE	OH	80808	JOSEP
461	1. SOIL ABSORPTION	461 MAIN ST	SHIRE VILLAGE	OH	80808	SOLVE
499	2. NPDES DISCHARGING	499 ROUGH RD	GOTHAM CITY	OH	77777	MIKE B

Show 12 Month Done

The **Show 12 Month Done** tab will display System's that have the 12 Month completed.

The screenshot shows the 'Household Septic System Workflow' application interface. At the top, there are buttons for 'Show Filters' and 'Apply Filter Selections'. Below these are tabs for 'Systems', 'O & M Permits', 'Inspections', and 'Online'. A red arrow points to the 'Show 12 Month Done' tab, which is currently selected. Other tabs include 'Show All', 'Show NPDES', 'Show 12 Month Missing', 'NPDES Samples', and 'Charges'. Below the tabs, the text 'Show 12 Month Done' is displayed. A table with the following columns is shown: UNIQUE ID, SYSTEM TYPE, TWELVE MONTH, SYSTEM STREET, SYSTEM CITY, SYSTEM STATE, and SYSTEM ZIP. The table is currently empty. At the bottom, there are two buttons: 'Save Results as Spreadsheet' and 'Save Results as XML'.

Show 12 Month Missing

This tab will display the results of System's where the 12 month is missing.

Home Septic System Workflow

Household Septic System Workflow

Show Filters Apply Filter Selections

Systems O & M Permits Inspections Online

Show All Show NPDES Show 12 Month Done Show 12 Month Missing NPDES Samples Charges

Show 12 Month Missing

UNIQUE ID	SYSTEM TYPE	INSTALLATION FINAL	SYSTEM STREET	SYSTEM CITY	SYSTEM STATE	SYSTEM
-----------	-------------	--------------------	---------------	-------------	--------------	--------

Save Results as Spreadsheet Save Results as XML

NPDES Samples

Displays all Systems that have NPDES Samples in the record.

Household Septic System Workflow

Show Filters Apply Filter Selections

Systems O & M Permits Inspections Online

Show All Show NPDES Show 12 Month Done Show 12 Month Missing **NPDES Samples** Charges

NPDES Samples

UNIQUE ID	SYSTEM TYPE	SYSTEM STREET	SYSTEM CITY	SYSTEM STATE	SYSTEM ZIP	SAMPL
128	4. NON NPDES DISCHARGING	128 WEST RD	BALROG TWP	OH	88888	01/30/2
504	4. NON NPDES DISCHARGING	504 SOUTH ST	GOTHAM CITY	OH	77777	08/21/2
911	2. NPDES DISCHARGING	911 SOUTH ST	SHIRE VILLAGE	OH	80808	12/18/2
964	4. NON NPDES DISCHARGING	964 WEST RD	SHIRE VILLAGE	OH	80808	06/27/2
979	4. NON NPDES DISCHARGING	979 OCTOPUS CIRCLE	SHIRE VILLAGE	OH	80808	06/28/2
1073	4. NON NPDES DISCHARGING	1073 NARWHAL LN	SHIRE VILLAGE	OH	80808	03/15/2
1090	4. NON NPDES DISCHARGING	1090 SHARK ST	SHIRE VILLAGE	OH	80808	05/09/2
1119	4. NON NPDES DISCHARGING	1119 SQUID LN	SHIRE VILLAGE	OH	80808	12/04/2
1171	4. NON NPDES DISCHARGING	1171 ROUND CIRCLE	SHIRE VILLAGE	OH	80808	12/04/2
1208	2. NPDES DISCHARGING	1208 SOUTH ST	SHIRE VILLAGE	OH	80808	12/18/2
1232	4. NON NPDES DISCHARGING	1232 OCTOPUS CIRCLE	BALROG TWP	OH	88888	05/03/2
1643	2. NPDES DISCHARGING	1643 ROUGH RD	GOTHAM CITY	OH	77777	12/05/2
1643	2. NPDES DISCHARGING	1643 ROUGH RD	GOTHAM CITY	OH	77777	04/02/2
1727	4. NON NPDES DISCHARGING	1727 OCTOPUS CIRCLE	HOBBTION TWP	OH	99999	12/10/2
2098	4. NON NPDES DISCHARGING	2098 SQUID LN	GOTHAM CITY	OH	77777	07/15/2

Save Results as Spreadsheet Save Results as XML

O & M Permits – O & M Conf

Will display results relating to O & M permit's O & M Conf.

The screenshot shows a web application window titled "Home Septic System Workflow" with a sub-header "Household Septic System Workflow". It features a navigation menu with "Systems", "O & M Permits", "Inspections", and "Online". Under "O & M Permits", there are sub-filters: "O&M Conf", "Missing Mon", "Missing Fee", "Missing Freq", "Pending", "With Provider", "Without Provider", "Sync Tabs", and "Compliance Eval". A red arrow points to the "O&M Conf" filter. Below the filters is a table with the following columns: UNIQUE ID, SYSTEM TYPE, SYSTEM STREET, SYSTEM CITY, SYSTEM STATE, SYSTEM ZIP, and OM FRE. The table contains 17 rows of data. At the bottom, there are two buttons: "Save Results as Spreadsheet" and "Save Results as XML".

UNIQUE ID	SYSTEM TYPE	SYSTEM STREET	SYSTEM CITY	SYSTEM STATE	SYSTEM ZIP	OM FRE
9	4. NON NPDES DISCHARGING	9 SOUTH ST	SHIRE VILLAGE	OH	80808	CL
10	4. NON NPDES DISCHARGING	10 MAIN ST	SHIRE VILLAGE	OH	80808	CL
14	4. NON NPDES DISCHARGING	14 EASY ST	SHIRE VILLAGE	OH	80808	CL
59	4. NON NPDES DISCHARGING	59 ROUGH RD	SHIRE VILLAGE	OH	80808	CL
62	4. NON NPDES DISCHARGING	62 WEST RD	SHIRE VILLAGE	OH	80808	CL
128	4. NON NPDES DISCHARGING	128 WEST RD	BALROG TWP	OH	88888	CL
205	4. NON NPDES DISCHARGING	205 WEST RD	SHIRE VILLAGE	OH	80808	CL
224	2. NPDES DISCHARGING	224 ROUGH RD	SHIRE VILLAGE	OH	80808	CL
272	4. NON NPDES DISCHARGING	272 SQUID LN	SHIRE VILLAGE	OH	80808	CL
291	4. NON NPDES DISCHARGING	291 ROUND CIRCLE	SHIRE VILLAGE	OH	80808	CL
301	4. NON NPDES DISCHARGING	301 ROUGH RD	SHIRE VILLAGE	OH	80808	CL
320	4. NON NPDES DISCHARGING	320 SHARK ST	SHIRE VILLAGE	OH	80808	CL
336	4. NON NPDES DISCHARGING	336 NARWHAL LN	SHIRE VILLAGE	OH	80808	CL
350	4. NON NPDES DISCHARGING	350 SOUTH ST	SHIRE VILLAGE	OH	80808	CL
369	4. NON NPDES DISCHARGING	369 NARWHAL LN	GOTHAM CITY	OH	77777	CL

O & M Permits – Missing Mon (Month)

Shows O & M permits that are missing the OM Month.

Household Septic System Workflow

Show Filters Apply Filter Selections

Systems **O & M Permits** Inspections Online

O&M Conf **Missing Mon** Missing Fee Missing Freq Pending With Provider Without Provider Sync Tabs Compliance Eval

Missing Mon

SYSTEM ZIP	OM FREQUENCY	OM NUM MONTHS	OM MONTH	OM FEECODE	OWNER NAME	OWNER STREET
80808					JONES, GREGORY	5474 ROCKWELL
80808					OLD HOLY TRINITY SERB. ORTHO.	420 N. RACCOON
80808					OCCUPANT	1865 TANNER STREET
80808		0			ANDREW PHILLIPS	4623 WALNUT TRACE
80808					MICHAEL JOHNSTON	1055 OHLTOWN ROAD
80808		0			MILLER, NATHAN & AMANDA	4307 LANTERMAN ROA
80808		0			THOMAS & BARBARA CLARK	2900 S. CANFIELD-NIL
80808		0			OCCUPANT	6670 VERNETTE ROAD
77777		0			THOMAS LECLAIR	9587 CALLAWOODS DF
80808		0			TIM & KAREN GAUDIO	11781 NEW BUFFALO F
80808		0		OM	OCCUPANT	10341 SOUTH AVENUE
77777					DUNDEE, WILLIAMS	10450 NEW BUFFALO F
80808		0			GLEN WIFF	12239 BLOSSER ROAD
80808					AUGUSTINE, THOMAS	12251 BLOSSER ROAD
77777		0			OCCUPANT	9974 NEW BUFFALO R

Save Results as Spreadsheet Save Results as XML

To add a missing month, click on the “OM MONTH” drop down list, selecting the Month for the record. Click [Save Changes](#) to save the changes made.

SYSTEM STATE	SYSTEM ZIP	OM FREQUENCY	OM NUM MONTHS	OM MONTH	OM
OH	80808		0		O
OH	80808		0		
OH	80808	OM	12	JULY	
OH	77777		0	AUGUST	
OH	80808		0	SEPTEMBER	
OH	80808		0	OCTOBER	
OH	80808		0	NOVEMBER	O
OH	77777			DECEMBER	
OH	77777		0		
OH	77777				

Save Changes

A “Save Changes” button will appear at the top of the screen.

UNIQUE ID	SYSTEM TYPE	SYSTEM STREET	SYSTEM
12	4. NON NPDES DISCHARGING	12 SHARK ST	SHIRE VILLAGE
13		13 DOLPHIN ST	SHIRE VILLAGE
15	4. NON NPDES DISCHARGING	15 ROUGH RD	SHIRE VILLAGE
16	4. NON NPDES DISCHARGING	16 ROUND CIRCLE	SHIRE VILLAGE

Click “Save Changes” to save all changes made.

Note: *It is possible to save multiple changes at once.*

O & M Permits – Missing Fee

Shows O & M Permits that are missing the O & M Fee.

Household Septic System Workflow

Show Filters Apply Filter Selections

Systems O & M Permits Inspections Online

O&M Conf Missing Mon Missing Fee Missing Freq Pending With Provider Without Provider Sync Tabs Compliance Eval

Missing Fee

SYSTEM STATE	SYSTEM ZIP	OM FREQUENCY	OM NUM MONTHS	OM MONTH	OM FEECODE	OWNER NAME	OWNE
OH	80808					JONES, GREGORY	5474
OH	80808					OLD HOLY TRINITY SERB. ORTHO.	420 N
OH	80808					OCCUPANT	1865
OH	80808		0			ANDREW PHILLIPS	4623
OH	80808					MICHAEL JOHNSTON	1055
OH	80808		0			MILLER, NATHAN & AMANDA	4307
OH	80808		0			THOMAS & BARBARA CLARK	2900
OH	80808		0			OCCUPANT	6670
OH	77777		0			THOMAS LECLAIR	9587
OH	80808		0			TIM & KAREN GAUDIO	11781
OH	77777					DUNDEE, WILLIAMS	10450
OH	80808		0			GLEN WIFF	12239
OH	80808					AUGUSTINE, THOMAS	12251
OH	77777		0			OCCUPANT	9974
OH	77777		0			OCCUPANT	11935

Save Results as Spreadsheet Save Results as XML

To add a missing "OM FEECODE," navigate to the **OM FEECODE** column and select the drop-down box to pick a fee code. Click [Save Changes](#) to update the table.

OM FREQUENCY	OM NUM MONTHS	OM MONTH	OM FEECODE
OM	12	JULY	
	0		
OM	12		
	0		
	0		
	0		
OM	12		
	0		
	0		
OFF-LOT AERATION	12		

Row is highlighted after selection.

OM NUM MONTHS	OM MONTH	OM FEECODE
12	JULY	
0		OMC2
12		
0		

O & M Permits – Missing Freq (Frequency)

Clicking Missing Freq will display O & M Permits that do not have the OM Frequency column filled in.

The screenshot shows the 'Household Septic System Workflow' application. At the top, there are buttons for 'Show Filters' and 'Apply Filter Selections'. Below these are tabs for 'Systems', 'O & M Permits', 'Inspections', and 'Online'. A red arrow points to the 'Missing Freq' tab, which is highlighted. Below the tabs are several filter categories: 'O&M Conf', 'Missing Mon', 'Missing Fee', 'Missing Freq', 'Pending', 'With Provider', 'Without Provider', 'Sync Tabs', and 'Compliance Eval'. The 'Missing Freq' filter is active, displaying a table of records. At the bottom of the application window, there are buttons for 'Save Results as Spreadsheet' and 'Save Results as XML'.

SYSTEM STATE	SYSTEM ZIP	OM FREQUENCY	OM NUM MONTHS	OM MONTH	OM FEECODE	OWNER NAME	OWNE
OH	80808					JONES, GREGORY	5474
OH	80808					OLD HOLY TRINITY SERB. ORTHO.	420 N
OH	80808					OCCUPANT	1865
OH	80808		0			ANDREW PHILLIPS	4623
OH	80808					MICHAEL JOHNSTON	1055
OH	80808		0			MILLER, NATHAN & AMANDA	4307
OH	80808		0			THOMAS & BARBARA CLARK	2900
OH	80808		0			OCCUPANT	6670
OH	77777		0			THOMAS LECLAIR	9587
OH	80808		0			TIM & KAREN GAUDIO	1178
OH	80808		0		OM	OCCUPANT	1034
OH	77777					DUNDEE, WILLIAMS	1045
OH	80808		0			GLEN WIFF	1223
OH	80808					AUGUSTINE, THOMAS	1225
OH	77777		0			OCCUPANT	9974

To add a missing “OM FREQUENCY,” navigate to OM FREQUENCY drop-down box and select a Frequency.

Click [Save Changes](#) to update the table.

SYSTEM STATE	SYSTEM ZIP	OM FREQUENCY	OM I
OH	80808		
OH	80808		
OH	77777		
OH	80808		
OH	80808		
OH	77777		

CLASS IV OPERATING PERMIT
OFF-LOT AERATION
OM
ON-LOT AERATION
ONE YEAR (CLASS II)

O & M Permits – Pending

Selecting the Pending tab will show O & M Permits that are still pending.

The screenshot shows the 'Home Septic System Workflow' application interface. At the top, there are buttons for 'Show Filters' and 'Apply Filter Selections'. Below these are tabs for 'Systems', 'O & M Permits', 'Inspections', and 'Online'. Under the 'O & M Permits' tab, there is a sub-menu with buttons for 'O&M Conf', 'Missing Mon', 'Missing Fee', 'Missing Freq', 'Pending', 'With Provider', 'Without Provider', 'Sync Tabs', and 'Compliance Eval'. A red arrow points to the 'Pending' button. Below the sub-menu, the word 'Pending' is displayed in green. A table of data is shown below, with columns for 'UNIQUE ID', 'SYSTEM TYPE', 'OM ISSUE DATE', 'OM EXPIRATION DATE', 'OM PERMIT NUMBER', 'SYSTEM STREET', and 'SYSTEM CITY'. At the bottom of the interface, there are buttons for 'Save Results as Spreadsheet' and 'Save Results as XML'.

UNIQUE ID	SYSTEM TYPE	OM ISSUE DATE	OM EXPIRATION DATE	OM PERMIT NUMBER	SYSTEM STREET	SYSTEM CITY
9	4. NON NPDES DISCHARGING	03/01/2016	03/01/2017	0	9 SOUTH ST	SHIRE VILLAGE
10	4. NON NPDES DISCHARGING	08/01/2015	08/01/2016	6355	10 MAIN ST	SHIRE VILLAGE
14	4. NON NPDES DISCHARGING	11/01/2015	11/01/2016	6376	14 EASY ST	SHIRE VILLAGE
18	4. NON NPDES DISCHARGING	01/01/2016	01/01/2016	6036	18 WEST RD	SHIRE VILLAGE
59	4. NON NPDES DISCHARGING	04/28/2016	04/28/2017	5204	59 ROUGH RD	SHIRE VILLAGE
62	4. NON NPDES DISCHARGING	04/28/2016	04/28/2017	5554	62 WEST RD	SHIRE VILLAGE
72	4. NON NPDES DISCHARGING	05/01/2016	05/01/2016	5961	72 NARWHAL LN	GOTHAM CITY
90	4. NON NPDES DISCHARGING	02/01/2016	02/01/2016	6154	90 DOLPHIN ST	GOTHAM CITY
122	4. NON NPDES DISCHARGING	04/06/2016	04/06/2016	6043	122 SHARK ST	GOTHAM CITY
128	4. NON NPDES DISCHARGING	04/01/2016	04/01/2017	5242	128 WEST RD	BALROG TWP
192	4. NON NPDES DISCHARGING	09/01/2015	09/01/2015	6034	192 ROUND CIRCLE	SHIRE VILLAGE
205	4. NON NPDES DISCHARGING	05/01/2018	05/01/2019	5490	205 WEST RD	SHIRE VILLAGE
211	4. NON NPDES DISCHARGING	01/01/2015	01/01/2015	5948	211 DOLPHIN ST	SHIRE VILLAGE
224	2. NPDES DISCHARGING	01/01/2016	01/01/2017	5690	224 ROUGH RD	SHIRE VILLAGE
272	4. NON NPDES DISCHARGING	11/01/2015	11/01/2016	6042	272 SQUID LN	SHIRE VILLAGE

O & M Permits – With Provider

Clicking **With Provider** shows O & M Permits that have a provider.

The screenshot shows the 'Home Septic System Workflow' application window. The title bar reads 'Home Septic System Workflow'. The main content area is titled 'Household Septic System Workflow'. At the top, there are two buttons: 'Show Filters' and 'Apply Filter Selections'. Below these are four tabs: 'Systems', 'O & M Permits', 'Inspections', and 'Online'. The 'O & M Permits' tab is active. Underneath, there is a row of filter buttons: 'O&M Conf', 'Missing Mon', 'Missing Fee', 'Missing Freq', 'Pending', 'With Provider', 'Without Provider', 'Sync Tabs', and 'Compliance Eval'. The 'With Provider' button is highlighted with a red arrow. Below the filters, the text 'With Provider' is displayed. A table with the following columns is shown: 'UNIQUE ID', 'SERVICE PROVIDER', 'SP START DATE', 'SP EXPIRATION DATE', 'SYSTEM TYPE', 'SYSTEM STREET', and 'SYST'. The table is currently empty. At the bottom of the window, there are two buttons: 'Save Results as Spreadsheet' and 'Save Results as XML'.

O & M Permits – Without Provider

Clicking **Without Provider** shows O & M Permits that do not have a provider.

Household Septic System Workflow

Show Filters Apply Filter Selections

Systems **O & M Permits** Inspections Online

O&M Conf Missing Mon Missing Fee Missing Freq Pending With Provider **Without Provider** Sync Tabs Compliance Eval

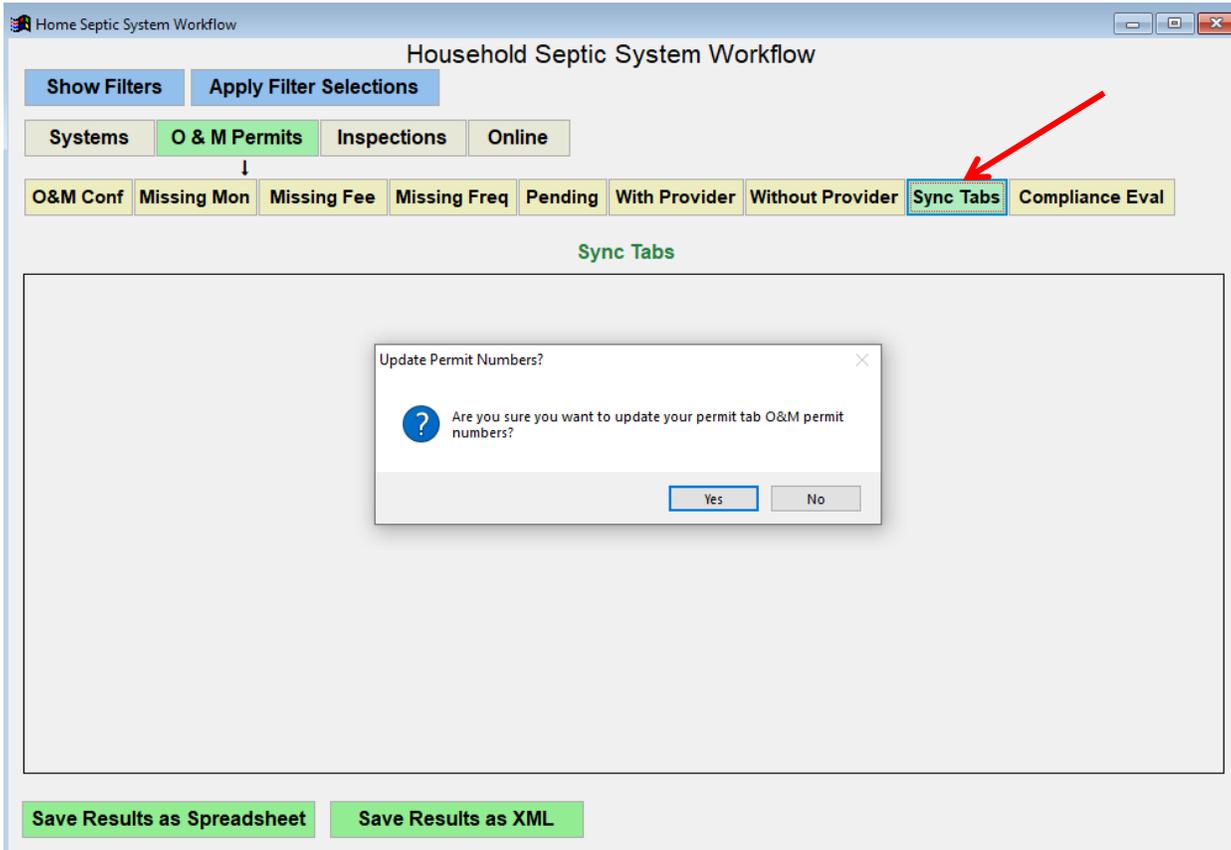
Without Provider

UNIQUE ID	SERVICE PROVIDER	SP START DATE	SP EXPIRATION DATE	SYSTEM TYPE	SYSTEM STREET	SYST
4		//	//	1. SOIL ABSORPTION	4 ROUGH RD	SHIR
5		//	//		5 ROUND CIRCLE	SHIR
6		//	//		6 NARWHAL LN	SHIR
8	MACK INDUSTRIES	03/21/2009	03/21/2010	2. NPDES DISCHARGING	8 SQUID LN	SHIR
9	CHARLIE HOFFMAN SEPTIC SERVI	03/06/2016	03/06/2017	4. NON NPDES DISCHARGING	9 SOUTH ST	SHIR
10	QUAKER CITY SEPTIC	08/26/2015	08/26/2016	4. NON NPDES DISCHARGING	10 MAIN ST	SHIR
11		//	//		11 OCTOPUS CIRCLE	SHIR
12		//	//	4. NON NPDES DISCHARGING	12 SHARK ST	SHIR
13		//	//		13 DOLPHIN ST	SHIR
14	MACK INDUSTRIES OF PA	11/01/2015	11/30/2016	4. NON NPDES DISCHARGING	14 EASY ST	SHIR
15	MACK INDUSTRIES	//	03/01/1999	4. NON NPDES DISCHARGING	15 ROUGH RD	SHIR
16		//	//	4. NON NPDES DISCHARGING	16 ROUND CIRCLE	GOTI
17		//	//		17 NARWHAL LN	SHIR
18	TOM'S SEWER & DRAIN, INC.	01/01/2016	12/31/2016	4. NON NPDES DISCHARGING	18 WEST RD	SHIR
19		//	//	1. SOIL ABSORPTION	19 SQUID LN	GOTI

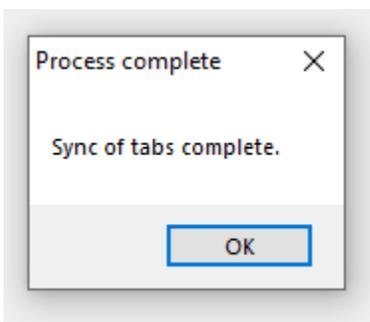
Save Results as Spreadsheet Save Results as XML

O & M Permits – Sync Tabs

Click **Sync Tabs** to update Permit tab with O & M permit numbers.



Once completed, another window will pop up, displaying:



O & M – Compliance Eval

Click **Compliance Eval** to display results relating to Compliance Eval.

Editing of the **Compliant** column is accessible.

Household Septic System Workflow

Show Filters Apply Filter Selections

Systems **O & M Permits** Inspections Online

O&M Conf Missing Mon Missing Fee Missing Freq Pending With Provider Without Provider Sync Tabs **Compliance Eval**

Compliance Eval

UNIQUE ID	SYSTEM DESCRIPTION	COMPLIANT	OM ISSUE DATE	OM PERMIT NUMBER	OM EXPIRATION DATE	SYSTEM STREET
10	11. NON NPDES SYSTEM	<input type="checkbox"/>	08/01/2015	6355	08/01/2016	10 MAIN ST
14	11. NON NPDES SYSTEM	<input type="checkbox"/>	11/01/2015	6376	11/01/2016	14 EASY ST
18	11. NON NPDES SYSTEM	<input type="checkbox"/>	01/01/2016	6036	01/01/2016	18 WEST RD
59	11. NON NPDES SYSTEM	<input type="checkbox"/>	04/28/2016	5204	04/28/2017	59 ROUGH RD
62	11. NON NPDES SYSTEM	<input type="checkbox"/>	04/28/2016	5554	04/28/2017	62 WEST RD
69	11. NON NPDES SYSTEM	<input type="checkbox"/>	07/01/2015	5982	07/01/2015	69 EASY ST
71	11. NON NPDES SYSTEM	<input type="checkbox"/>	10/01/2015	5921	10/01/2015	71 ROUND CIRCLE
72	11. NON NPDES SYSTEM	<input type="checkbox"/>	05/01/2016	5961	05/01/2016	72 NARWHAL LN
73	2. PRETREATMENT TO SHALLOW I	<input type="checkbox"/>	03/13/2016	5576	03/13/2016	73 WEST RD
90	11. NON NPDES SYSTEM	<input type="checkbox"/>	02/01/2016	6154	02/01/2016	90 DOLPHIN ST
113	4. PRETREATMENT TO 18"-30" LEA	<input type="checkbox"/>	10/01/2015	6362	10/01/2015	113 EASY ST
122	10. OTHER	<input type="checkbox"/>	04/06/2016	6043	04/06/2016	122 SHARK ST
128	11. NON NPDES SYSTEM	<input type="checkbox"/>	04/01/2016	5242	04/01/2017	128 WEST RD
134	11. NON NPDES SYSTEM	<input type="checkbox"/>	09/01/2014	6110	09/01/2014	134 DOLPHIN ST
192	4. PRETREATMENT TO 18"-30" LEA	<input type="checkbox"/>	09/01/2015	6034	09/01/2015	192 ROUND CIRCLE

Save Results as Spreadsheet Save Results as XML

Inspection – Show O&M Needed

Click the Show **O&M Needed** button to view Inspections that need O&M.

The screenshot shows the 'Household Septic System Workflow' application interface. At the top, there are buttons for 'Show Filters' and 'Apply Filter Selections'. Below these are tabs for 'Systems', 'O & M Permits', 'Inspections', and 'Online'. Under the 'Inspections' tab, there are buttons for 'Show Historical', 'Show 12 Month Needed', 'Show O&M Needed', and 'NPDES Samples'. A red arrow points to the 'Show O&M Needed' button. Below the buttons is a table titled 'Show O&M Needed' with the following columns: UNIQUE ID, SYSTEM TYPE, OM ISSUE DATE, OM EXPIRATION DATE, OM PERMIT NUMBER, SYSTEM STREET, and SYSTEM CITY. The table contains 16 rows of data. At the bottom of the interface, there are two buttons: 'Save Results as Spreadsheet' and 'Save Results as XML'.

UNIQUE ID	SYSTEM TYPE	OM ISSUE DATE	OM EXPIRATION DATE	OM PERMIT NUMBER	SYSTEM STREET	SYSTEM CITY
9	4. NON NPDES DISCHARGING	03/01/2016	03/01/2017	0	9 SOUTH ST	SHIRE VILLAGE
10	4. NON NPDES DISCHARGING	08/01/2015	08/01/2016	6355	10 MAIN ST	SHIRE VILLAGE
14	4. NON NPDES DISCHARGING	11/01/2015	11/01/2016	6376	14 EASY ST	SHIRE VILLAGE
18	4. NON NPDES DISCHARGING	01/01/2016	01/01/2016	6036	18 WEST RD	SHIRE VILLAGE
59	4. NON NPDES DISCHARGING	04/28/2016	04/28/2017	5204	59 ROUGH RD	SHIRE VILLAGE
62	4. NON NPDES DISCHARGING	04/28/2016	04/28/2017	5554	62 WEST RD	SHIRE VILLAGE
72	4. NON NPDES DISCHARGING	05/01/2016	05/01/2016	5961	72 NARWHAL LN	GOTHAM CITY
90	4. NON NPDES DISCHARGING	02/01/2016	02/01/2016	6154	90 DOLPHIN ST	GOTHAM CITY
122	4. NON NPDES DISCHARGING	04/06/2016	04/06/2016	6043	122 SHARK ST	GOTHAM CITY
128	4. NON NPDES DISCHARGING	04/01/2016	04/01/2017	5242	128 WEST RD	BALROG TWP
192	4. NON NPDES DISCHARGING	09/01/2015	09/01/2015	6034	192 ROUND CIRCLE	SHIRE VILLAGE
205	4. NON NPDES DISCHARGING	05/01/2018	05/01/2019	5490	205 WEST RD	SHIRE VILLAGE
211	4. NON NPDES DISCHARGING	01/01/2015	01/01/2015	5948	211 DOLPHIN ST	SHIRE VILLAGE
224	2. NPDES DISCHARGING	01/01/2016	01/01/2017	5690	224 ROUGH RD	SHIRE VILLAGE
272	4. NON NPDES DISCHARGING	11/01/2015	11/01/2016	6042	272 SQUID LN	SHIRE VILLAGE

Inspection – NPDES Samples

Click **NPDES Samples** to view Inspections with NPDES Samples.

Household Septic System Workflow

Show Filters Apply Filter Selections

Systems O & M Permits **Inspections** Online

Show Historical Show 12 Month Needed Show O&M Needed **NPDES Samples**

NPDES Samples

UNIQUE ID	SYSTEM TYPE	SYSTEM STREET	SYSTEM CITY	SYSTEM STATE	SYSTEM ZIP	SAMPL
128	4. NON NPDES DISCHARGING	128 WEST RD	BALROG TWP	OH	88888	01/30/2
504	4. NON NPDES DISCHARGING	504 SOUTH ST	GOTHAM CITY	OH	77777	08/21/2
911	2. NPDES DISCHARGING	911 SOUTH ST	SHIRE VILLAGE	OH	80808	12/18/2
964	4. NON NPDES DISCHARGING	964 WEST RD	SHIRE VILLAGE	OH	80808	06/27/2
979	4. NON NPDES DISCHARGING	979 OCTOPUS CIRCLE	SHIRE VILLAGE	OH	80808	06/28/2
1073	4. NON NPDES DISCHARGING	1073 NARWHAL LN	SHIRE VILLAGE	OH	80808	03/15/2
1090	4. NON NPDES DISCHARGING	1090 SHARK ST	SHIRE VILLAGE	OH	80808	05/09/2
1119	4. NON NPDES DISCHARGING	1119 SQUID LN	SHIRE VILLAGE	OH	80808	12/04/2
1171	4. NON NPDES DISCHARGING	1171 ROUND CIRCLE	SHIRE VILLAGE	OH	80808	12/04/2
1208	2. NPDES DISCHARGING	1208 SOUTH ST	SHIRE VILLAGE	OH	80808	12/18/2
1232	4. NON NPDES DISCHARGING	1232 OCTOPUS CIRCLE	BALROG TWP	OH	88888	05/03/2
1643	2. NPDES DISCHARGING	1643 ROUGH RD	GOTHAM CITY	OH	77777	12/05/2
1643	2. NPDES DISCHARGING	1643 ROUGH RD	GOTHAM CITY	OH	77777	04/02/2
1727	4. NON NPDES DISCHARGING	1727 OCTOPUS CIRCLE	HOBBTION TWP	OH	99999	12/10/2
2098	4. NON NPDES DISCHARGING	2098 SQUID LN	GOTHAM CITY	OH	77777	07/15/2

Save Results as Spreadsheet Save Results as XML

Online

Overview:

The online tab houses several workflow screens from which information and documentation submitted by homeowners through the HDIS web portal can be reviewed, acted upon, and automatically saved to the base HDIS file for the corresponding property. There are also some higher level Workflow management tools that can help with oversight of workload processing as well as multi-step processing.

Below is a general explanation of the design intention for some of the re-occurring functions seen throughout this tab:

The online tab is split into 5 basic pages that correspond with the types of submissions that homeowners can make through the HDIS Web Portal: Owner (Contact) Info, (Service) Contracts, Pump Reports, Service/Inspection Reports, and Payments. Each workflow screen displays a queue of “change requests” made by homeowners that must be manually vetted by a staff member before they are accepted and saved to the base file by HDIS. This is by design. To clarify, a change request constitutes any piece of data or documentation that the homeowner submits; this could be a service document, payment, or change to their email. As the Online Web Portal provides more control to homeowners, it is especially important that all changes proposed by homeowners be treated as requests needing review so that the health department maintains administrative control over data integrity.

At the far left of each Online workflow screen can be seen a “Status” column. This is the mechanism by which any given request row will be accepted or rejected. To approve or disapprove a requested change, click the down arrow in the “Status” column for the associated row. Three drop-down options will appear: (insert screen shot here)

U – Unprocessed: the row/information will remain in view in the work queue to await (further) processing

A – Approved: the row/information will be automatically updated in the base HDIS file upon clicking “Save Changes”

D – Disapproved: no information changes will be made to the base file and, upon clicking “Save Changes” and refreshing the screen, the row will disappear from view (unless the filter setting for “Request Status” is changed). By default, this filter has been set to show only unprocessed requests so that the view is not cluttered by information that has already been handled and staff can focus on new tasks. This information can however still be accessed easily for program management purposes by changing the “Request Status” filter to include historically “Approved” and “Disapproved” requests.

Other useful management features include the “User Taking Action” and “Time Action Taken” fields, that appear further to the right on each Online Workflow screen. If your local HDIS version is configured to accommodate it, this column can show which staff member is processing a given request and when (and ultimately of greater interest, how quickly) they are getting around to it.

You will also notice several other columns meant to provide staff with relevant information as they evaluate submissions. Some examples include System Address, CNO ID, the requesting account email (Req User), Visitor Request Time, System Description, System Final Date, and Last Inspection Date (Last Insp) & Reason (Last Insp Reason).

Tabs relating to proof of compliance documentation have a couple additional features: Associations access, Permit Compliance Status (Compliant column) and “Check 1 & 2” columns.

Associations:

To view a submitted record, simply click on the row you are interested in and press “**Alt-N**” to bring up associations. This will display all documents associated with (this permit...?) either by the homeowner or staff. Please be aware that all associated documents are intentionally saved automatically and permanently regardless of review as they constitute a public record.

Compliance Status:

The compliance status check mark is connected to an entirely new field created in the O&M tab fee table of the base file. (Insert Screen shot) This field exists for the sole purpose of tracking compliance with locally defined permit conditions within a given permit term. This toggle cannot be not made automatic because each health department may establish their own individual permit types and requirements precluding a one-size-fits-all solution. However, this status can be changed from the base file, the document submission workflow screens, and the “Compliance Eval” screen under the “O&M Permits” tab.

Checks 1 & 2:

The “**Check 1**” and “**Check 2**” toggles are designed to assist when multiple layers of processing are necessary, as may be the case with documentation review. They are not connected to anything at the base file level, and exist solely to communicate the stage of processing for a given row.

For example, a homeowner submits a copy of their service report online. A sanitarian may review the document in associations to verify validity of the document and to identify any issues noted by the service provider. Upon completing this step, they mark the “Check 1” box “A” for approved and click “Save Changes”. Since this partial approval will not remove the row from the queue (as changes to “Status” would) a clerk could later enter workflow and see that the first step of processing has taken place and continue with their part of processing, entering the fields of information from the document into the associated columns so that they will save in the base file. Upon completion, the clerk could mark approved for “Check 2” and click save changes. This still will not remove the file from the queue. A manager could provide a final review of the proposed changes and mark the status Approved. This many layers need not be used if unnecessary, but are available if needed. The only true “Approval” is given in the “Status” column. User Taking Action and Time Action Taken by HD fields are triggered only by a change in Status.

Online – Owner Info

This sheet provides a queue of requests made by homeowners to change their contact information including:

1. Owner’s Name
2. Owner’s Mailing Street Address
3. Owner’s Mailing City
4. Owner’s Mailing State
5. Owner’s Mailing Zip Code
6. Owner’s Email
7. Owner’s Primary Phone Number

The type of change request made will display in the column “Field Name” and the new information being requested will show in the “Field Value” column. Please be cognizant of address change requests that come in for changes to only one field, ie. only requesting a change of mailing street address unaccompanied by a change in city and zip. These fields may also require updating.

The screenshot shows a web application window titled "Home Septic System Workflow" with a sub-header "Household Septic System Workflow". It features navigation tabs for "Systems", "O & M Permits", "Inspections", and "Online" (which is selected). Under "Online", there are sub-tabs for "Owner Info", "Contracts", "Pump Reports", "Service / Inspection Reports", and "Payments". The main content area displays a table titled "NPDES Samples" with the following columns: UNIQUE ID, SYSTEM TYPE, SYSTEM STREET, SYSTEM CITY, SYSTEM STATE, SYSTEM ZIP, and SAMPL. The table contains 20 rows of data. At the bottom of the interface, there are two buttons: "Save Results as Spreadsheet" and "Save Results as XML".

UNIQUE ID	SYSTEM TYPE	SYSTEM STREET	SYSTEM CITY	SYSTEM STATE	SYSTEM ZIP	SAMPL
128	4. NON NPDES DISCHARGING	128 WEST RD	BALROG TWP	OH	88888	01/30/2
504	4. NON NPDES DISCHARGING	504 SOUTH ST	GOTHAM CITY	OH	77777	08/21/2
911	2. NPDES DISCHARGING	911 SOUTH ST	SHIRE VILLAGE	OH	80808	12/18/2
964	4. NON NPDES DISCHARGING	964 WEST RD	SHIRE VILLAGE	OH	80808	06/27/2
979	4. NON NPDES DISCHARGING	979 OCTOPUS CIRCLE	SHIRE VILLAGE	OH	80808	06/28/2
1073	4. NON NPDES DISCHARGING	1073 NARWHAL LN	SHIRE VILLAGE	OH	80808	03/15/2
1090	4. NON NPDES DISCHARGING	1090 SHARK ST	SHIRE VILLAGE	OH	80808	05/09/2
1119	4. NON NPDES DISCHARGING	1119 SQUID LN	SHIRE VILLAGE	OH	80808	12/04/2
1171	4. NON NPDES DISCHARGING	1171 ROUND CIRCLE	SHIRE VILLAGE	OH	80808	12/04/2
1208	2. NPDES DISCHARGING	1208 SOUTH ST	SHIRE VILLAGE	OH	80808	12/18/2
1232	4. NON NPDES DISCHARGING	1232 OCTOPUS CIRCLE	BALROG TWP	OH	88888	05/03/2
1643	2. NPDES DISCHARGING	1643 ROUGH RD	GOTHAM CITY	OH	77777	12/05/2
1643	2. NPDES DISCHARGING	1643 ROUGH RD	GOTHAM CITY	OH	77777	04/02/2
1727	4. NON NPDES DISCHARGING	1727 OCTOPUS CIRCLE	HOBTTION TWP	OH	99999	12/10/2
2098	4. NON NPDES DISCHARGING	2098 SQUID LN	GOTHAM CITY	OH	77777	07/15/2

Online – Contracts

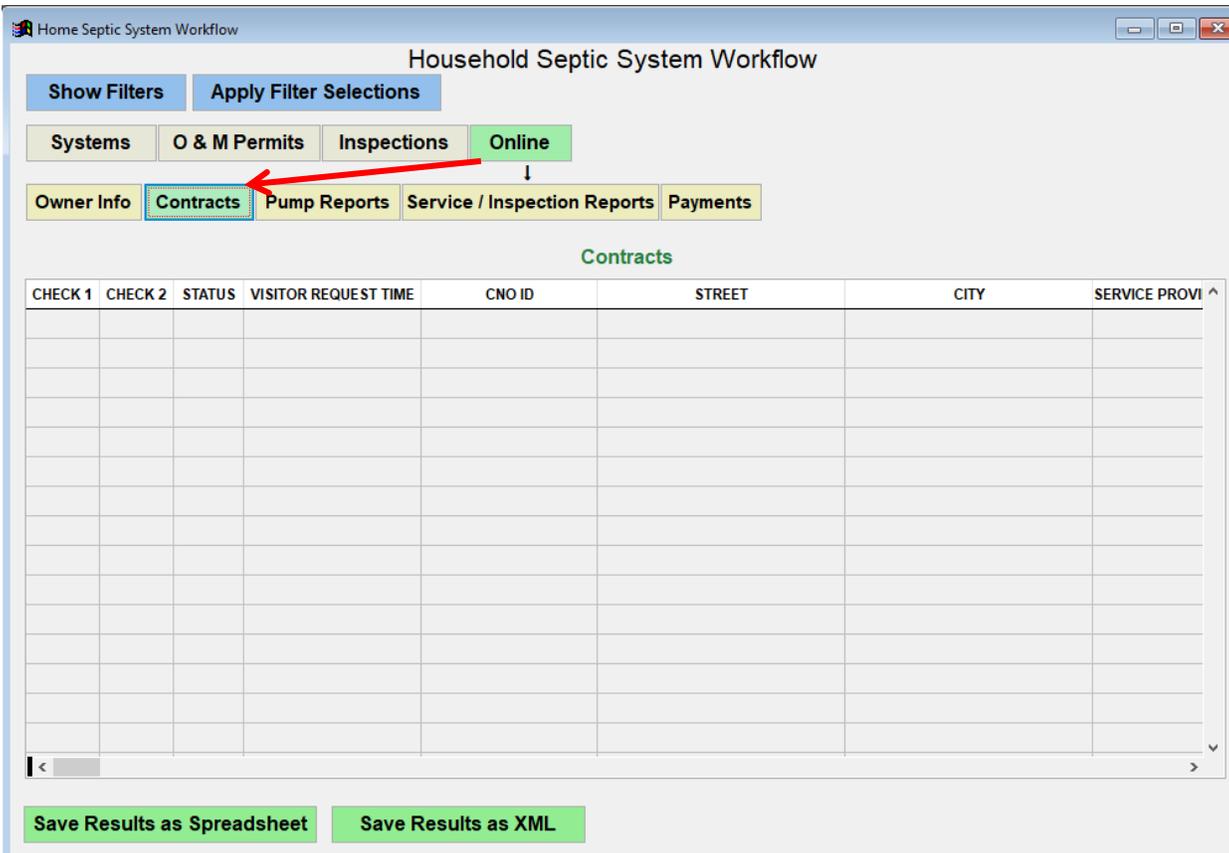
The Online – **Contracts** tab will show a list of the Contracts from Owners that are activated online.

This **sheet** provides a **queue** of Service Contracts submitted **by homeowners for review and acceptance**.

As described above, this page has additional processing checks available for use by staff. Each document can be reviewed in associations and staff can manually enter data for the fields:

1. Service Provider
2. Date Issued
3. Date Expires
4. Compliant

Once this information is entered and the status is approved, the data entered will populate the base file in the O/M tab. (Insert Screenshot)



Online – Pump Reports

The Pump Reports shows information of online accounts that have Pump Reports present.

This **sheet** provides a **queue** of Pump Reports submitted **by homeowners for review and acceptance**.

As described above, this page has additional processing checks available for use by staff. Each document can be reviewed in associations and staff can manually enter data for the fields:

1. Hauler
2. Date Pumped
3. Amount Pumped
4. Disposal Location
5. Noted Problem
6. Compliant

Once this information is entered and the status is approved, the data entered will appropriately update the base file in the “Primary” and “Past Pumping Info” tabs under the “Treatment” tab. (Insert Screenshot)

The screenshot shows a web application window titled "Home Septic System Workflow". The main content area is titled "Household Septic System Workflow". At the top, there are buttons for "Show Filters" and "Apply Filter Selections". Below these are several tabs: "Systems", "O & M Permits", "Inspections", "Online" (highlighted in green), "Owner Info", "Contracts", "Pump Reports" (highlighted in blue with a red arrow), "Service / Inspection Reports", and "Payments". Under the "Pump Reports" tab, there is a table with the following columns: CHECK 1, CHECK 2, STATUS, VISITOR REQUEST TIME, CNO ID, STREET, CITY, and HAULER. The table is currently empty. At the bottom of the window, there are two buttons: "Save Results as Spreadsheet" and "Save Results as XML".

Online – Service/Inspection Reports

The **Service/Inspection Reports** area shows the information related to accounts that are associated with the Online portion.

The Pump Reports shows information of online accounts that have Pump Reports present.

This **sheet** provides a **queue** of Service/Inspection Reports submitted **by homeowners for review and acceptance**.

As described above, this page has additional processing checks available for use by staff. Each document can be reviewed in associations and staff can manually enter data for the fields:

1. Inspection Date
2. Inspection Status
3. Service Provider
4. Inspection Reason
5. Compliant

Once this information is entered and the status is approved, the data entered will appropriately update the base file in the “Inspection Record” tab. (Insert Screenshot)

