



Helping You...Help Others

HSTS Workflow

User Manual



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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.

Home Septic S	ystem W	orkflow			Нои	sehol	d Sei	otic	System Wo	orkfle	ow						
Show Filt	ers	Apply	Filter	Selectio	ons	Save C	hang	es			•						
Systems	0	& M Per	rmits	Inspe	ctions	On	ine										
		Ļ															
O&M Conf	Missi	ng Mon	Missin	g Fee	Missin	g Freq	Pend	ing	With Provider	With	nout Provider	Sync Tab	s Co	mp	liance	Eva	ll -
								0&	M Conf								
SYS	TEM CIT	Y	SYSTE	M STATE	SYS	TEM ZIP			OM FREQUENCY		OM NUM MONTH	S OM M	ONTH		OM FEEC	ODE	OWNE
HIRE VILLAGE			ОН		80808		CL	ASS II	OPERATING PERM	IIT 🗸	1	2 MARCH		~	OMC3	\sim	occi
HIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	ит 🗸	1	2 AUGUST		~	OMC3	\sim	occ
HIRE VILLAGE			ОН		80808		CL	ASS II	OPERATING PERM	IIT 🗸	1	2 NOVEMB	ER	~	OMC3	~	occ
HIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	IIT 🗸	1	2 JANUAR	Y	~	OMC3	\sim	HEN
HIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	ит 🖂	1	2 APRIL		~	OMC3	\sim	PORT
BALROG TWP			он		88888		CL	ASS II	OPERATING PERM	IIT 🗸	1	2 APRIL		~	OMC3	\sim	SANE
HIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	AIT 🗸	1	2 MAY		~	OMC3	\sim	DUR/
HIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	AIT 🗸	1	2 FEBRUA	RY 🔤	~	OMC3	\sim	LEMO
HIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	AIT 🗸] 1	2 NOVEMB	ER	~	OMC3	\sim	MACH
HIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	AIT 🗸] 1	2 JUNE		~	OMC3	\sim	occi
HIRE VILLAGE			ОН		80808		CL	ASS II	OPERATING PERM	IIT 🗸	1	2 NOVEMB	ER	~	OMC3	\sim	REBF
SHIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	IIT 🗸] 1	2 DECEME	BER	~	OMC3	\sim	WOL
HIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	AIT 🗸	1	2 APRIL		~	OMC3	\sim	BUZZ
HIRE VILLAGE			он		80808		CL	ASS II	OPERATING PERM	AIT 🗸] 1	2 SEPTEM	BER	~	OMC3	\sim	KOMI
SOTHAM CITY			ОН		77777		CL	ASS II	OPERATING PERM	IIT 🗸	1	2 FEBRUA	RY	~	OMC3	\sim	ROME
<							_							_		_	>





How To

Navigation 1-3

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

🚨 Health District Inform	nation System					
Management Services	Environmental Health	Community and Public Health Services	Vital Statistics	Maintenance	About	Exit
	Beaches	1 1				
and the second s	<u>B</u> ody Art					
	Daily Work Sheets					
	Environmental Asse	ssment			-	-
	<u>F</u> ood Protection		-		-	
and the second s	M <u>o</u> squito Control		-			
	<u>O</u> pen Burning		and the second second			1
	Parks/ <u>C</u> amps		-			
	Payin Reports		and the second second			
	Pl <u>u</u> mbing		-			
-	<u>P</u> ool/Spa/Special Us	e Pool				-
	Pr <u>i</u> vate Water Systen	ns	-			1000
	<u>P</u> ublic Health Nuisa	nces			-	-
	<u>R</u> abies Control					-
	Receipts		and the second second		-	-
	School Inspections					
	Sewage Treatment					
	Solid <u>W</u> aste					
	City of Lorain - Mult	ti-Dwelling Inspections				
	City of Portsmouth	- Rental Dwelling Inspections				
	Franklin County - Er	vironmental History			-	
	Wood County - Hou	using Inspections				
	Discontinued Modu	les 🕨	<		Constant of the local division of the local	1





Navigation 2 – 3

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

🚨 Sewage Treatmer	nt - Health	District Information	System		
Sewage Treatment	Reports	Browse/ListExport	Count/Graph	Maintenance	Return
1 Alla	Sewa	ge Data Mining		2.2.3	80 C (
200	HSTS	Workflow			100
Contraction of the	Aerob	oic Distributors		• 188.63	12.03
	Comr	mercial / Semi-Public	:	 State 	S
	Devel	opments		 • • • • • • • • • • • • • • • • • • •	- 10-
S. Car	Haule	ers		• 2653	140
1000	Instal	lers		• 1	200
1	Hous	ehold Sewage Treatm	nent Systems		11
	Servio	e Providers			100
	Site/S	oil Evaluators		•	
	Syster	m Designers		•	1.90
	S		1.12	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	160





Navigation 3-3

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

A	Home Septi	c System I	Workflow						
							Household	Septic S	System Workflow
	Show Fi	Iters	Apply	/ Filter Selections	\$				
	Systems	0&	M Permit	s Inspections	Online	•			
	į								1
	Show All	Show	NPDES	Show 12 Month D	one S	Show 12 Month Missing	NPDES Samples	Charges	
								Sele	ction

Save Results as Spreadsheet 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.

💦 Home Septic Syst	tem Workflow							
		H	ousehold	Septic Syste	m Workflow			
Show Filter	s Apply Filt	er Selections						
Systems	O & M Permits	Inspections	Online					
Ļ								
Show All Sh	ow NPDES Sho	ow 12 Month Do	ne Show 12	Month Missing	NPDES Sampl	es Charges		
			Sh	ow 12 Month M	issing			
UNIQUE ID	SYSTEM TY	PE INSTA	LLATION FINAL	SYSTEM S	TREET	SYSTEM C	SYSTEM STATE	SYSTE ^

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

Hide Filters	Apply Filter Selections							
Date Range	Status		Inspection Reason	s	Inspectors			
Start 11/12/2018	Status	Show 🔺	Reason	Show 🔺	Inspector	Show \land		
End 11/12/2019	APPROVAL C - CORRECTIVE MEASURES F CONTRACT & SERVICE SYSTEI CONTRACT / MOTOR CONTRACT REQUIRED		12 MONTH SYSTEM INSPECT 18 MONTH SYSTEM INSPECT FINAL INSPECTION GPS ONLY HOLDING TANK INSPECTION		CAT SCAN, SIT CLOUSEAU DECKER DRESDEN GABBY			
	Set All Clear All		Set All Clear All		Set All Clear All			
	Political Subdivision	ıs	Fee Codes		System Descriptio	n		
	Political Subdivision City	Show 🔺 🛛 Fee	Code Description H/C S	how 🔺	Description	Show ^		
	ATLANTIS TWP	☑ 110	D HB110 SEMI-PUBLIC D C		1. SEPTIC TANK TO SHALLOW LEAD	CHL 🗹		
	BALROG TWP	2 15	SUBDIVISION FEE H		2. PRETREATMENT TO SHALLOW L	EAC 🗹		
	BUBONICA TWP	50	COMMERCIAL SEPTIC H		3. SEPTIC TANK TO 18"-30" LEACH	LINE 🗹		
	GOTHAM CITY	BO	D BOD 0 & M TEST FEE (H		4. PRETREATMENT TO 18"-30" LEA	СНЦ 🗹		
	HOBBITON TWP	✓ ✓ C1	MECHANICAL 10,000 - C		5. SEPTIC TANK TO SAND MOUND			
	Set All Clear All	Se	t All Clear All		Set All Clear All			
	Service Provid	lers	O&M Month					
	Provider	Show A	Month	Show A				
	A TO Z PLUMBING		JANUARY					
	ADAM EVE PLUMBING		FEBRUARY					
	AERATION SEPTIC, INC		MARCH					
	Set All Clear All		Set All Clear All					





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.

	K				Household	Septic Sy	
Hide Filters	Apply Filter Selections						
Date Range Status			Inspection Reas	ons	Inspectors		
Start 11/12/2018	Status	Show 🔺	Reason	Show A	Inspector	Show 🖉	
ad 44400040	APPROVAL		12 MONTH SYSTEM INSPE	CT 🖂	CAT SCAN, SIT		
na 11/12/2019	C - CORRECTIVE MEASURES RE	QUIRE 🗹	18 MONTH SYSTEM INSPE		CLOUSEAU		
	CONTRACT & SERVICE SYSTEM		FINAL INSPECTION		DECKER		
	CONTRACT / MOTOR	\checkmark	GPS ONLY		DRESDEN		
	CONTRACT REQUIRED	V	HOLDING TANK INSPECT		GABBY		
			Set All Clear All				

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.

	-,				Hou	sehold S	Septic S	vste	m Workflow				
Show Ei	Itore	Appl	. Eilte	ar Select	ione			,					
SHOWFI	11013	Abbi	y Fille	Select									
Systems		O & M Peri	mits	Inspec	tions	Online							
Ļ						1							
Show All	Sho	w NPDES	Sho	w 12 Mon	th Done	Show 12	Month Mis	ssing	NPDES Samples	Charges			
							Show	N All					
	Ļ	SYSTE	м түр	E	5	SYSTEM STR	EET		SYSTEM CITY	SYSTEM	I STATE	SYSTEM ZIP	OM FRE
	4 1.8	SOIL ABSORP	TION		4 ROUGH	RD		SHIRE	VILLAGE	ОН		80808	
	5				5 ROUND	CIRCLE		SHIRE	VILLAGE	он		80808	
	6				6 NARWH	AL LN		SHIRE	VILLAGE	ОН		80808	
	8 2.1	IPDES DISCH	IARGIN	IG	8 SQUID L	.N		SHIRE	VILLAGE	ОН		80808	
	9 4. I	NON NPDES I	DISCH	ARGING	9 SOUTH	ST		SHIRE	VILLAGE	ОН		80808	CLASS
1	10 4. 1	NON NPDES	DISCH	ARGING	10 MAIN S	т		SHIRE	VILLAGE	OH		80808	CLASS
1	1				11 OCTOF	PUS CIRCLE		SHIRE	VILLAGE	он		80808	
1	2 4. 1	NON NPDES	DISCH	ARGING	12 SHARK	ST		SHIRE	VILLAGE	ОН		80808	
1	13				13 DOLPH	IIN ST		SHIRE	VILLAGE	он		80808	
1	4 4. 1	NON NPDES	DISCH	ARGING	14 EASY S	T		SHIRE	VILLAGE	ОН		80808	CLASS
1	15 4. 1	NON NPDES	DISCH	ARGING	15 ROUG	H RD		SHIRE	VILLAGE	он		80808	
- 1	16 4. 1	NON NPDES	DISCH	ARGING	16 ROUNI	OCIRCLE		GOTH/	MCITY	ОН		77777	
1	17				17 NARW	HAL LN		SHIRE	VILLAGE	OH		80808	
- 1	18 4. 1	NON NPDES	DISCH	ARGING	18 WEST	RD		SHIRE	VILLAGE	OH		80808	
1	1.5	SOIL ABSORP	TION		19 SQUID	LN		GOTHA	MCITY	OH		77777	
<													>





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.

🖁 Home Septic Sy	stem Workflow									
			Hou	sehold	Septic Syste	m Workflow				
Show Filte	ers Apply F	ilter Select	ions							
					1					
Systems	0 & M Permit	inspe	ctions	Online						
Chann All		h 40 Mar		Ch 40	Manth Minaina		Channes			
Show All	SNOW NPDES S		ith Done	Show 12	wonth wissing	NPDES Samples	Charges			
					Show NPDE	S				
UNIQUE ID	SYSTEM	түре		SYSTEM STR	EET	SYSTEM CITY	SYSTEM	M STATE	SYSTEM ZIP	OWNER /
8	2. NPDES DISCHAR	GING	8 SQUID L	_N	SHIRE	VILLAGE	ОН	ł	80808	ANDRE
185	2. NPDES DISCHAR	GING	185 SOUT	'H ST	SHIRE	VILLAGE	ОН	ŧ	80808	MICAHE
208	2. NPDES DISCHAR	GING	208 MAIN	ST	SHIRE	VILLAGE	ОН	ŧ	80808	DAVID
224	2. NPDES DISCHAR	GING	224 ROU	GH RD	SHIRE	VILLAGE	ОН	ŧ	80808	LEMON
283	2. NPDES DISCHAR	GING	283 SQUI	D LN	SHIRE	VILLAGE	ОН	ş	80808	JESSO
285	2. NPDES DISCHAR	GING	285 MAIN	ST	SHIRE	VILLAGE	ОН	\$	80808	ANNA N
287	2. NPDES DISCHAR	GING	287 SHAR	K ST	SHIRE	VILLAGE	ОН	8	80808	OCCUF
298	2. NPDES DISCHAR	GING	298 SHAR	K ST	SHIRE	VILLAGE	ОН	8	80808	ROSINI
300	2. NPDES DISCHAR	GING	300 EASY	ST	SHIRE	VILLAGE	ОН	8	80808	MAL CL
327	2. NPDES DISCHAR	GING	327 SQUI	D LN	SHIRE	VILLAGE	ОН	8	80808	OCCUF
382	2. NPDES DISCHAR	GING	382 SQUI	D LN	SHIRE	VILLAGE	ОН	8	80808	NICK G
414	2. NPDES DISCHAR	GING	414 WEST	r RD	SHIRE	VILLAGE	ОН	8	80808	WILLIAI
416	2. NPDES DISCHAR	GING	416 SOUT	'H ST	SHIRE	VILLAGE	ОН	8	80808	JOSEP
461	1. SOIL ABSORPTIO	N	461 MAIN	ST	SHIRE	VILLAGE	ОН	8	80808	SOLVE
499	2. NPDES DISCHAR	GING	499 ROU(GH RD	GOTH	AM CITY	OH	1	77777	MIKE B
<										>





Show 12 Month Done

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

Apply Filte & M Permits NPDES Show	Hou: er Selections Inspections w 12 Month Done	Online Show 12 Month I	System Wo	rkflow			
Apply Filte & M Permits NPDES Show	er Selections Inspections w 12 Month Done	Online Show 12 Month I	Missing NPDF	V			
& M Permits	Inspections w 12 Month Done	Online Show 12 Month I	Missing NPDF				
NPDES Show	w 12 Month Done	Show 12 Month I	Missing NPDF	10			
NPDES Shor	w 12 Month Done	Show 12 Month I	Missing NPDE'		-		
				s Samples	Charges		
		Show 12	Month Done				
SYSTEM TYP	E TWELVE N	MONTH SYST	EM STREET	SY	STEM CITY	SYSTEM STATE	SYSTEM ZIF ^
							~ ~
							>
	SYSTEM TYP	SYSTEM TYPE TWELVE I System Type System Type Spreadsheet Save Resu	SYSTEM TYPE TWELVE MONTH SYST System Type Investigation Investigation Investigation Investigation Investigation Investing Inve	SYSTEM TYPE TWELVE MONTH SYSTEM STREET Image: System street Image: Save Results as XML	SYSTEM TYPE TWELVE MONTH SYSTEM STREET SY Image: System street Image: System st	SYSTEM TYPE TWELVE MONTH SYSTEM STREET SYSTEM CITY Image: System street Image: System street Image: System street Image: System street Image: Spreadsheet Save Results as XML Image: Spreadsheet Image: Spreadsheet	SYSTEM TYPE TWELVE MONTH SYSTEM STREET SYSTEM CITY SYSTEM STATE Image: System street Image: System street System street System street System street Image: System street Image: System street System street System street System street Image: Street Save Results as XML Save Results as XML Image: Street Save Results as XML System street





Show 12 Month Missing

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

Home Septic	System Wor	kflow						_	
			Hou	usehold \$	Septic Syste	m Workflow			
Show Fil	ters	Apply Filte	er Selections						
Systems	0&	M Permits	Inspections	Online					
T.]]		K				
Show All	Show NF	DES Sho	w 12 Month Done	Show 12	Month Missing	NPDES Samples	Charges		
				Sh	ow 12 Month M	issing			
JNIQUE ID 👌	,	SYSTEM TYP	E INSTALI	ATION FINAL	SYSTEM S	TREET	SYSTEM CITY	SYSTEM STATE	SYSTE
	_								
<									>





NPDES Samples

Displays all Systems that have NPDES Samples in the record.

Show Filt	ers Appl	y Filter	Selecti	ons				/		
Systems	O & M Per	mits	Inspect	tions	Online					
Ţ.				JL			K			
Show All	Show NPDES	Show	12 Mont	th Done	Show 12	Month Missing	NPDES Samples	Charges		
						NPDES Samp	oles			
UNIQUE ID 👌	SYST	ЕМ ТҮРЕ		S	YSTEM STR	EET	SYSTEM CITY	SYSTEM S	TATE SYSTEM ZIP	SAMPL
128	4. NON NPDES	DISCHAR	RGING	128 WEST	RD	BALR	OG TWP	он	88888	01/30/
504	4. NON NPDES	DISCHAR	RGING	504 SOUT	H ST	GOTH	IAM CITY	он	77777	08/21/2
911	2. NPDES DISC	HARGING		911 SOUT	H ST	SHIR	E VILLAGE	он	80808	12/18/
964	4. NON NPDES	DISCHAR	RGING	964 WEST	RD	SHIR	E VILLAGE	он	80808	06/27/
979	4. NON NPDES	DISCHAR	GING	979 OCTO	PUS CIRCL	E SHIR	E VILLAGE	ОН	80808	06/28/
1073	4. NON NPDES	DISCHAR	GING	1073 NAR	WHAL LN	SHIR	E VILLAGE	ОН	80808	03/15/
1090	4. NON NPDES	DISCHAR	GING	1090 SHA	RK ST	SHIR	E VILLAGE	ОН	80808	05/09/2
1119	4. NON NPDES	DISCHAR	GING	1119 SQU	ID LN	SHIR	E VILLAGE	он	80808	12/04/2
1171	4. NON NPDES	DISCHAR	RGING	1171 ROU	ND CIRCLE	SHIR	E VILLAGE	он	80808	12/04/2
1208	2. NPDES DISC	HARGING		1208 SOU	TH ST	SHIR	E VILLAGE	он	80808	12/18/
1232	4. NON NPDES	DISCHAR	GING	1232 OCT	OPUS CIRC	LE BALR	OG TWP	ОН	88888	05/03/2
1643	2. NPDES DISC	HARGING		1643 ROU	GH RD	GOTH	IAM CITY	он	77777	12/05/2
1643	2. NPDES DISC	HARGING		1643 ROU	GH RD	GOTH	IAM CITY	ОН	77777	04/02/2
1727	4. NON NPDES	DISCHAR	RGING	1727 OCT	OPUS CIRC	LE HOBE	BTION TWP	он	99999	12/10/
2098	4. NON NPDES	DISCHAR	RGING	2098 SQU	ID LN	GOTH	IAM CITY	OH	77777	07/15/2
<										>





Charges

Shows all Systems that have charges on their accounts.

Records that have Charge Paid marked as "T" means they have been paid.

					Hous	sehold	Septic 3	Syste	m Wo	orkflow			
Show Fi	ters	Apply	/ Filter	Selec	tions								
Systems	0	& M Pern	nits	Inspe	ctions	Online							
Ĺ							1				Ľ		
Show All	Show	NPDES	Show	12 Mo	nth Done	Show 12	Month M	lissing	NPDE	S Samples	Charges		
							Cha	arges					
UNIQUE ID 🁌	CHAI	RGE DATE	CHARG	E CODE	CHAR	GE DE SCRI	PTION	CHARGE	TOTAL	CHARGE PAID	DATE PAID	RECEIPT	ASSES
274	1 07/	01/2019	OMPD		O & M CONT	FRACT FEE	- 2 YEARS		0.00	Т	11	6 yr contrat	
1000	0 07/	01/2019	OMC1		CLASS HOL	DING TANK	O & M FEE		75.00		11		
1636	7 07/	01/2019	OMPD		O & M CONT	FRACT FEE	- 2 YEARS		0.00	Т	11	6 yr contart	
<													>





O&MPermits – O&MConf

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

Show Fil	ter	s Apply	Filter S	Select	ons						
Systems	;	O & M Per	rmits	Insp	ections Or	line					
	1	Ļ							1		
O&M Conf	Μ	lissing Mon	Missin	g Fee	Missing Freq	Pending	With Provider	Without Provider	Sync Tabs	Compliance E	ival
						0&	M Conf				
INIQUE ID 👌		SYSTE	M TYPE		SYSTEM	STREET	SYST	TEM CITY SY	STEM STATE	SYSTEM ZIP	OM FR
	9 4.	NON NPDES D	ISCHARG	ING	9 SOUTH ST		SHIRE VILLAGE	OH		80808	CL/~
1	0 4.	NON NPDES D	ISCHARG	ING	10 MAIN ST		SHIRE VILLAGE	OH		80808	CL/~
1	4 4.	NON NPDES D	ISCHARG	ING	14 EASY ST		SHIRE VILLAGE	OH		80808	CL/~
5	9 4.	NON NPDES D	ISCHARG	ING	59 ROUGH RD		SHIRE VILLAGE	OH		80808	CL/~
6	2 4.	NON NPDES D	ISCHARG	ING	62 WEST RD		SHIRE VILLAGE	OH		80808	CL/~
12	8 4.	NON NPDES D	ISCHARG	ING	128 WEST RD		BALROG TWP	OH		88888	CL/~
20	5 4.	NON NPDES D	ISCHARG	ING	205 WEST RD		SHIRE VILLAGE	OH		80808	CL/~
22	4 2.	NPDES DISCH	ARGING		224 ROUGH RD		SHIRE VILLAGE	OH		80808	CL/~
27	2 4.	NON NPDES D	ISCHARG	ING	272 SQUID LN		SHIRE VILLAGE	OH		80808	CL/~
29	1 4.	NON NPDES D	ISCHARG	ING	291 ROUND CIRC	LE	SHIRE VILLAGE	OH		80808	CL/ ~
30	1 4.	NON NPDES D	ISCHARG	ING	301 ROUGH RD		SHIRE VILLAGE	OH		80808	CL/~
32	0 4.	NON NPDES D	ISCHARG	ING	320 SHARK ST		SHIRE VILLAGE	OH		80808	CL/~
33	64.	NON NPDES D	ISCHARG	ING	336 NARWHAL LN		SHIRE VILLAGE	OH		80808	CL/~
35	0 4.	NON NPDES D	ISCHARG	ING	350 SOUTH ST		SHIRE VILLAGE	OH		80808	CL/~
36	9 4.	NON NPDES D	ISCHARG	ING	369 NARWHAL LN		GOTHAM CITY	OH		77777	CL/~
< .	1						i				>



O&M Permits – Missing Mon (Month)

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

			Н	ousehol	d Se	ptic	System	ו Wo	orkflo	ow			
Show Filter	rs Apply	Filter Selection	ons										
Systems	O & M Per	rmits Inspe	ctio	ns On	ine	1							
	1												
O&M Conf	lissing Mon	Missing Fee	Mis	sing Freq	Pend	ding	With Prov	vider	With	out Provider	Sync Tabs	Compliance Eval	
][][
						Missi	ng Mon						
SYSTEM ZIP	ON	I FREQUENCY		OM NUM MOI	ITHS	ОМ	MONTH	OM FEE	CODE	OWNE	RNAME	OWNER STREET	
30808			\sim				~		\sim	JONES, GREGO	RY	5474 ROCKWELL	
30808			\sim				\sim		\sim	OLD HOLY TRIN	ITY SERB. ORTH	IO. 420 N. RACCOON	
30808			\sim				\sim		\sim	OCCUPANT		1865 TANNER STRE	ET
30808			\sim		0		\sim		\sim	ANDREW PHILL	IPS	4623 WALNUT TRAC	Æ
30808			\sim				\sim		\sim	MICHAEL JOHNS	STON	1055 OHLTOWN RO	AD
30808			\sim		0		\sim		\sim	MILLER, NATHAI	N & AMANDA	4307 LANTERMAN R	OA
30808			\sim		0		\sim		\sim	THOMAS & BARE	BARA CLARK	2900 S. CANFIELD-N	IILE
30808			\sim		0		\sim		\sim	OCCUPANT		6670 VERNETTE RO	AD
77777			\sim		0		\sim		\sim	THOMAS LECLA	IR	9587 CALLAWOODS	DF
30808			\sim		0		\sim		\sim	TIM & KAREN GA	UDIO	11781 NEW BUFFAL	O F
30808			\sim		0		\sim	OM	\sim	OCCUPANT		10341 SOUTH AVEN	UE
77777			\sim				\sim		\sim	DUNDEE, WILLI	AMS	10450 NEW BUFFAL	O F
30808			\sim		0		~		\sim	GLEN WIFF		12239 BLOSSER RO	AD
30808			\sim				\sim		\sim	AUGUSTINE, TH	OMAS	12251 BLOSSER RO	AD
77777			\sim		0		~		\sim	OCCUPANT		9974 NEW BUFFALO	R
<													>

To add a missing month, click on the "**OM MONTH**" drop down list, selecting the Month for the record. Click <u>Save</u> <u>Changes</u> to save the changes made.

SYSTEM STATE	SYSTEM ZIP	OM FREQUENCY	OM NUM MONTHS	OM MONTH	ON
ОН	80808	~	0	~	0
он	80808	~	0	~	
он	80808	OM 🗸	12	JULY ^	
он	77777	~	0	SEPTEMBER	Г
он	80808	~	0	OCTOBER	Γ
он	80808	~	0	NOVEMBER	0
он	77777	~		V	Γ
он	77777	~	0	~	
011			^		





Save Changes



Home Sep	otic S	ystem W	orkflow									
							4					
Show	Filt	ers	Apply	/ Filter	Selecti	ons	Sav	e C	hanges	;		
Syste	ms	0	& M Pe	rmits	Inspe	ections		Onl	ine			
			Ļ									
O&M Co	nf	Missin	ig Mon	Missi	ng Fee	Missin	ng Fr	eq	Pendin	g V	/ith Provider	Wi
UNIQUE ID	≜↓		SYSTE	M TYPE			SYST	EM S	TREET		SYS	EM
	12	4. NON	NPDES D	DISCHAR	GING	12 SHAR	K ST				SHIRE VILLAGE	
	13					12 001 0		т			SHIRE VILLAGE	
						13 DULP	HIN S					
	15	4. NON	NPDES [DISCHAR	GING	15 ROUG	HIN S H RD)			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.

Show Filte	ers Apply	/ Filter S	Selectio	ons		Jepho	Cyster						
Systems	O & M Pe	rmits	Inspe	ctions Or	line								
	Ļ		_										_
O&M Conf	Missing Mon	Missin	g Fee	Missing Freq	P	ending	With Pro	ovider	Withou	t Provider	Sync Tabs	Compliance Eva	al
						Miss	sing Fee						
SYSTEM STATE	SYSTEM ZIF)	OM	FREQUENCY		OM NUM	MONTHS	OMN	IONTH	OM FEECODE	. ov	NER NAME	OWNE
ЭН	80808				\sim				\sim	~	JONES, GREO	ORY	5474
ЭН	80808				\sim				\sim	~	OLD HOLY TR	INITY SERB. ORTHO.	420 N
ЭН	80808				\sim				\sim	~	OCCUPANT		1865 -
ЭН	80808				\sim		0		\sim	~	ANDREW PHI	LLIPS	46231
ЭН	80808				\sim				\sim	~	MICHAEL JOH	INSTON	1055 (
ЭН	80808				\sim		0		\sim	~	MILLER, NATH	IAN & AMANDA	4307 I
ЭН	80808				\sim		0		\sim	~	THOMAS & BA	RBARA CLARK	2900 :
ЭН	80808				\sim		0		\sim	~	OCCUPANT		6670 ^ب
ЭН	77777				\sim		0		\sim	~	THOMAS LEC	LAIR	9587 (
ЭН	80808				\sim		0		\sim	~	TIM & KAREN	GAUDIO	11781
ЭН	77777				\sim				~	~	DUNDEE, WIL	LIAMS	10450
ЭН	80808				\sim		0		\sim	~	GLEN WIFF		12239
ЭН	80808				\sim				\sim	~	AUGUSTINE,	THOMAS	12251
ЭН	77777				\sim		0		~	~	OCCUPANT		9974 I
н	77777				\sim		0		~	~	OCCUPANT		11939
<							-			W	3		>

To add a missing "**OM FEECODE**," navigate to the **OM FEECODE** column and select the drop-down box to pick a feecode. Click <u>Save Changes</u> to update the table.

OM FREQUENCY		OM NUM MONTHS	OM MONTH	OM FEECODE	-
OM	\sim	12	JULY 🗸	~	1
	\sim	0	~	~	1
OM	\sim	12	~	^	0
	\sim	0	~	OMC1	
	\sim	0	~	OMC2	ŀ
	\sim		~	OMC3	ŀ
	\sim	0	~	OMC5 ✓	E
OM	\sim	12	~	~	\$
	\sim	0	~	~	١
	\sim	0	~	~	F
OFF-LOT AERATION	\sim	12	~	~	1
			-		ALC: N

Row is highlighted after selection.







O & M Permits – Missing Freq (Frequency)

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

friome ocpue of	stem worknow		Househol	d Septi	c System W	/orkflow	1			
Show Filte	ers Apply	/ Filter Select	tions							
Systems	O & M Pe	rmits Insp	ections On	ine						
	Ļ		K							
O&M Conf	Missing Mon	Missing Fee	Missing Freq	Pending	With Provide	r Withou	t Provider	Sync Tabs	Compliance Eva	al
				Mis	sing Freq					
SYSTEM STATE	SYSTEM ZIF) O	M FREQUENCY	OM NU	M MONTHS ON	MONTH	OM FEECODE	e ow	NER NAME	OWNE
он	80808			~		\sim	~	JONES, GREG	GORY	5474
он	80808			~		\sim	~	OLD HOLY TR	INITY SERB. ORTHO.	. 420 N
он	80808			~		~	~	OCCUPANT		1865
он	80808			~	0	\sim	~	ANDREW PHI	LLIPS	4623)
он	80808			~		\sim	~	MICHAEL JOH	INSTON	1055 (
он	80808			~	0	\sim	~	MILLER, NATH	IAN & AMANDA	4307 I
он	80808			~	0	\sim	~	THOMAS & BA	RBARA CLARK	2900:
он	80808			~	0	\sim	~	OCCUPANT		6670 ^ب
он	77777			~	0	\sim	~	THOMAS LEC	LAIR	9587 (
он	80808			\sim	0	\sim	~	TIM & KAREN	GAUDIO	11781
он	80808			~	0	\sim	OM 🗸	OCCUPANT		10341
он	77777			\sim		\sim	~	DUNDEE, WIL	LIAMS	10450
он	80808			\sim	0	~	~	GLEN WIFF		12239
он	80808			\sim		~	~	AUGUSTINE,	THOMAS	12251
он	77777			~	0	~	~	OCCUPANT		9974 I
<										>

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

Click <u>Save Changes</u> to update the table.

SYSTEM STATE	SYSTEM ZIP	OM FREQUENCY	OMI
ОН	80808	~	
он	80808	~	
ОН	77777		
он	80808	OFF-LOT AERATION	
ОН	80808	ОМ	
ОН	77777	ON-LOT AERATION ONE YEAR (CLASS II.)	
ОН	77777	×	
ОН	77777	~	
ОН	77777	~	
ОН	77777	~	



O & M Permits – Pending

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

Show Filte	ers App	ly Filter Select	ions						
Systems	0 & M P	ermits Insp	ections Or	nline					
	1			K					
O&M Conf	Missing Mon	Missing Fee	Missing Freq	Pending Wit	n Provide	r Without Pro	ovider Sync Ta	os Compliance Ev	al
				Pendir	ng				
INIQUE ID ≜↓	SYST	ЕМ ТҮРЕ	OM IS SUE DATE	OM EXPIRATION DA	TE OM PE	RMIT NUMBER	SYSTEM S	TREET SYSTE	м сіту
9	4. NON NPDES	DISCHARGING	03/01/2016	03/01/2017		0	9 SOUTH ST	SHIRE	VILLAG
10	4. NON NPDES	DISCHARGING	08/01/2015	08/01/2016		6355	10 MAIN ST	SHIRE	VILLAG
14	4. NON NPDES	DISCHARGING	11/01/2015	11/01/2016		6376	14 EASY ST	SHIRE	VILLAG
18	4. NON NPDES	DISCHARGING	01/01/2016	01/01/2016		6036	18 WEST RD	SHIRE	VILLAG
59	4. NON NPDES	DISCHARGING	04/28/2016	04/28/2017		5204	59 ROUGH RD	SHIRE	VILLAG
62	4. NON NPDES	DISCHARGING	04/28/2016	04/28/2017		5554	62 WEST RD	SHIRE	VILLAG
72	4. NON NPDES	DISCHARGING	05/01/2016	05/01/2016		5961	72 NARWHAL LN	GOTHA	
90	4. NON NPDES	DISCHARGING	02/01/2016	02/01/2016		6154	90 DOLPHIN ST	GOTHA	M CITY
122	4. NON NPDES	DISCHARGING	04/06/2016	04/06/2016		6043	122 SHARK ST	GOTHA	M CITY
128	4. NON NPDES	DISCHARGING	04/01/2016	04/01/2017		5242	128 WEST RD	BALRO	G TWP
192	4. NON NPDES	DISCHARGING	09/01/2015	09/01/2015		6034	192 ROUND CIRCL	E SHIRE	VILLAG
205	4. NON NPDES	DISCHARGING	05/01/2018	05/01/2019		5490	205 WEST RD	SHIRE	VILLAG
211	4. NON NPDES	DISCHARGING	01/01/2015	01/01/2015		5948	211 DOLPHIN ST	SHIRE	VILLAG
224	2. NPDES DISC	HARGING	01/01/2016	01/01/2017		5690	224 ROUGH RD	SHIRE	VILLAG
272	4. NON NPDES	DISCHARGING	11/01/2015	11/01/2016		6042	272 SQUID LN	SHIRE	VILLAG
c			1						>





O & M Permits – With Provider

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

Show Filt	ers	Apply	Filter Selecti	ons	enola Se	eptic Sys		DIKTIOW			
Systems	08	M Per	mits Inspe	ections	Online						
O&M Conf	Missing	↓ Mon	Missing Fee	Missing F	reg Pen	ding With	Provider	Without Provider	Sync Tabs	Compliance Eva	d
		I				With Provi	der				
INIQUE ID ≜↓	s	ERVICE F	ROVIDER	SP START D	ATE SP EX	PIRATION DATE		SYSTEM TYPE	SYS	TEM STREET	SYST
											_
											_
¢											>





O & M Permits – Without Provider

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

Show Filt	ers Apply	Filter Selection	Househol	d Septic	Syst	em VVo	orkflow			
Systems	O & M Per	rmits Inspe	ctions On	line						
	Ļ						K			
O&M Conf	Missing Mon	Missing Fee	Missing Freq	Pending	With P	rovider	Without Provider	Sync Tabs	Compliance Eva	I
				Withou	It Prov	ider				
	SEDVICE I		ED STADT DATE			luei		EVE	TEM STREET	evet
	SERVICE	PROVIDER	SP START DATE		NUATE	1 2011 40		4 DOLICU DE		3131
4			11			T. SUIL AB	SORPTION	4 ROUGH RL		SHIP
5			11					S NOUND CI		
0		-0	11	02/04/00	10				LIN	SHIR
8			03/21/2009	03/21/20	10	2. NPDES				SHIR
9		AN SEPTIC SERVI	03/06/2016	03/06/20	17	4. NON N		9 500 H 51		SHIR
10	QUAKER CITY SE	PIIC	08/20/2015	08/20/20	10	4. NON N	PDES DISCHARGING	10 MAIN ST		SHIR
11			11			4 10010				SHIR
12			11	11		4. NON N	PDES DISCHARGING	12 SHARK ST		SHIR
13		0.05.04	11	11	40			13 DOLPHIN	81	SHIR
14	MACKINDUSTRIE	S OF PA	11/01/2015	11/30/20	16	4. NON N	PDES DISCHARGING	14 EASY ST	_	SHIR
15	MACK INDUSTRIE	:5	11	03/01/19	99	4. NON N	PDES DISCHARGING	15 ROUGH R	D	SHIR
16			11	11		4. NON N	PDES DISCHARGING	16 ROUND C	IRCLE	GOTI
17			11	11				17 NARWHAL	_ LN	SHIR
18	TOM'S SEWER &	DRAIN, INC.	01/01/2016	12/31/20	16	4. NON N	PDES DISCHARGING	18 WEST RD		SHIR
19			11	11		1. SOIL AB	SORPTION	19 SQUID LN	l	GOTH
<										>





O & M Permits – Sync Tabs

	Home Septic S	ystem W	/orkflow									×
					Ηοι	sehol	d Septio	System Wo	orkflow			
	Show Filt	ers	Apply	Filter Se	elections							
	Sveteme	0	8. M Pe	mite	Inspections	On	line					
	Systems			mits	inspections					V		
C	0&M Conf	Missi	ng Mon	Missing	Fee Missir	g Freq	Pending	With Provider	Without Provider	Sync Tabs	Compliance Eval	
										<u></u>		
_							Sy	nc Tabs				
					Update Pe	mit Numb	ers?		×			
						numbers?	ire you want t	o update your permit t	ab O&M permit			
								Yes	No			
L												
S	ave Resu	lts as	Spreads	heet	Save Res	ults as)	XML					

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

Once completed, another window will pop up, displaying:

Process complete	×
Sync of tabs complete.	
ОК	





O & M – Compliance Eval

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

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

Home Septic Sj	/stem v	VORKTIOW		House	hold Se	ontic	System Wo	orkfl	low				
Show Filt	ers	Apply	Filter Select	ions		pue							
Systems	c	& M Pe	rmits Insp	ections	Online								
-,		1											
O&M Conf	Miss	ing Mon	Missing Fee	Missing I	Freq Pen	ding	With Provider	Wit	hout Provider	Sync	a Tabs	Compliance E	val
							1						
					C	omp	liance Eval						
UNIQUE ID 👌		SYSTEM DE	SCRIPTION	COMPLIANT	OMISSUE	DATE	OM PERMIT NUME	BER	OM EXPIRATION D	DATE		SYSTEM STREET	S *
10	11. N	ON NPDES	SYSTEM		08/01/20)15		6355	08/01/2016		10 MAIN	ST	\$
14	11. N	ON NPDES	SYSTEM		11/01/20)15		6376	11/01/2016		14 EASY	ST	٤
18	11. N	ON NPDES	SYSTEM		01/01/20	016		6036	01/01/2016		18 WEST	r RD	٤
59	11. N	ON NPDES	SYSTEM		04/28/20	016		5204	04/28/2017	4	59 ROU(GH RD	٤
62	11. N	ON NPDES	SYSTEM		04/28/20	016		5554	04/28/2017		62 WEST	r RD	٤
69	11. N	ON NPDES	SYSTEM		07/01/20)15		5982	07/01/2015		69 EASY	ST	C
71	11. N	ON NPDES	SYSTEM		10/01/20)15		5921	10/01/2015		71 ROUI	ND CIRCLE	C
72	11. N	ON NPDES	SYSTEM		05/01/20	016		5961	05/01/2016		72 NARV	VHAL LN	¢
73	2. PR	ETREATME	NT TO SHALLOW	L 🗆	03/13/20	016		5576	03/13/2016		73 WEST	r RD	C
90	11. N	ON NPDES	SYSTEM		02/01/20	016		6154	02/01/2016	9	90 DOLF	HIN ST	C
113	4. PR	ETREATME	NT TO 18"-30" LE	▲ 🗆	10/01/20)15		6362	10/01/2015		113 EAS	Y ST	C
122	10. OT	HER			04/06/20	016		6043	04/06/2016		122 SHA	RK ST	C
128	11. N	ON NPDES	SYSTEM		04/01/20	016		5242	04/01/2017		128 WES	ST RD	E
134	11. N	ON NPDES	SYSTEM		09/01/20)14		6110	09/01/2014		134 DOL	PHIN ST	٤
192	4. PR	ETREATME	NT TO 18"-30" LE/	A 🗆	09/01/20	015		6034	09/01/2015		192 ROL	IND CIRCLE	٤ ,
<													>

Save Results as Spreadsheet

Save Results as XML





Inspections – Show Historical

Click on Show Historical button to show historical inspections.

🙀 Home Septic System	Workflow					×
		Household S	eptic System Wo	rkflow		
Show Filters	Apply Filter Selec	tions				
Systems	O & M Permits Ins	oections Online				
				1		
Show Historical	Show 12 Month Need	ed Show O&M Need	ied NPDES Samples			
-			Show Historical			
UNIQUE ID	SYSTEM TYPE	INSPECTION DATE	INSPECTION REASON	SYSTEM STREET	SYSTEM CITY	^
						_
						_
						_
						_
						_
						-
						-
						_
						-
						-
<						>
Save Results a	s Spreadsheet S	ave Results as XML				





Inspections – Show 12 Month Needed

Click **Show 12 Month Needed** to see Inspections that need a 12 Month inspection.

🔒 Home Septic System	m Workflow				
		Household Se	otic System Wor	kflow	
Show Filters	Apply Filter Sele	ections			
Systems	O & M Permits In	spections Online			
Show Historica	Show 12 Month Nee	L	d NPDES Samples		
Show Historica		Show Call Reede	u ni beo samples		
		Show	12 Month Needed		
UNIQUE ID	SYSTEM TYPE	INSTALLATION FINAL	SYSTEM STREET	SYSTEM CITY	SYSTEM STATE SYSTE
<					>
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.

Home Septic Sys	stem Workflow	Usussha	ld Cantia Cust	·····		
		Housend	old Septic Syste	em vvorktiow		
Show Filte	ers Apply Filter Selec	tions	· · · · ·			
Systems	O & M Permits Insp	ections O	nline			
		Ļ				
Show Histori	ical Show 12 Month Need	ed Show O&N	Needed NPDES	Samples		
	I					
			Show O&M Ne	eded		
unique id ≜↓	SYSTEM TYPE	OM ISSUE DATE	OM EXPIRATION DATE	OM PERMIT NUMBER	SYSTEM STREET	SYSTEM CITY /
9 4	4. NON NPDES DISCHARGING	03/01/2016	03/01/2017	0	9 SOUTH ST	SHIRE VILLAGE
10 4	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	4. NON NPDES DISCHARGING	01/01/2016	01/01/2016	6036	18 WEST RD	SHIRE VILLAGE
59 4	4. NON NPDES DISCHARGING	04/28/2016	04/28/2017	5204	59 ROUGH RD	SHIRE VILLAGE
62 4	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	4. NON NPDES DISCHARGING	02/01/2016	02/01/2016	6154	90 DOLPHIN ST	GOTHAM CITY
122 4	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	4. NON NPDES DISCHARGING	09/01/2015	09/01/2015	6034	192 ROUND CIRCLE	SHIRE VILLAGE
205 4	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.

		Но	ousehold Sept	ic Svstem Work	flow		
Show Filte	rs Apply Filter Sel	ections		···· , ······			
Systems	O & M Permits Ir	nspectior	is Online				
Charry Liletani	and Shaw 40 Manshe Na	 					
Show Histori	cal Show 12 Month Ne	eaea Sh	ow O&INI Needed	NPDES Samples			
			NPD	ES Samples			
UNIQUE ID 👌	SYSTEM TYPE		SYSTEM STREET	SYSTEM	I CITY SYSTEM STATE	SYSTEM ZIP	SAMPL
128 4	NON NPDES DISCHARGING	G 128 W	EST RD	BALROG TWP	ОН	88888	01/30/2
504 4	NON NPDES DISCHARGING	G 504 SC	OUTH ST	GOTHAM CITY	ОН	77777	08/21/2
911 2	NPDES DISCHARGING	911 S	OUTH ST	SHIRE VILLAGE	ОН	80808	12/18/2
964 4	NON NPDES DISCHARGING	G 964 W	EST RD	SHIRE VILLAGE	ОН	80808	06/27/2
979 4	NON NPDES DISCHARGING	G 979 O	CTOPUS CIRCLE	SHIRE VILLAGE	ОН	80808	06/28/2
1073 4	NON NPDES DISCHARGING	G 1073 N	IARWHAL LN	SHIRE VILLAGE	ОН	80808	03/15/2
1090 4	NON NPDES DISCHARGING	G 1090 S	HARK ST	SHIRE VILLAGE	ОН	80808	05/09/2
1119 4	NON NPDES DISCHARGING	G 1119 S	QUID LN	SHIRE VILLAGE	ОН	80808	12/04/2
1171 4	NON NPDES DISCHARGING	G 1171 F	OUND CIRCLE	SHIRE VILLAGE	ОН	80808	12/04/2
1208 2	NPDES DISCHARGING	1208 \$	OUTH ST	SHIRE VILLAGE	он	80808	12/18/2
1232 4	NON NPDES DISCHARGING	G 1232 (CTOPUS CIRCLE	BALROG TWP	ОН	88888	05/03/2
1643 2	NPDES DISCHARGING	1643 F	ROUGH RD	GOTHAM CITY	ОН	77777	12/05/2
1643 2	NPDES DISCHARGING	1643 F	OUGH RD	GOTHAM CITY	он	77777	04/02/2
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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.

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1073 4	4. NON NPDES	DISCHARGING	1073 NARWHAL LN	SHIRE VILLAGE	он	80808	03/15/2
1090 4	4. NON NPDES	DISCHARGING	1090 SHARK ST	SHIRE VILLAGE	ОН	80808	05/09/2
1119 4	4. NON NPDES	DISCHARGING	1119 SQUID LN	SHIRE VILLAGE	ОН	80808	12/04/2
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1232 4	4. NON NPDES	DISCHARGING	1232 OCTOPUS CIRCLE	BALROG TWP	ОН	88888	05/03/2
1643 2	2. NPDES DISCH	ARGING	1643 ROUGH RD	GOTHAM CITY	ОН	77777	12/05/2
1643 2	2. NPDES DISCH	ARGING	1643 ROUGH RD	GOTHAM CITY	ОН	77777	04/02/2
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2098 4	4. NON NPDES	DISCHARGING	2098 SQUID LN	GOTHAM CITY	ОН	77777	07/15/2
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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)

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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)

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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)

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Online – Payments

The **Payments** tab shows payments that have or have not been paid online.

This tab displays information related to online payments and similar information associated with payments.

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