



Helping You...Help Others

Word Module

User Manual



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Overview

Word Module is a program that integrates **Microsoft Word** with **HDIS**, creating a utility to generate letters or other document/PDF files with HDIS data.

User created templates can be used with fieldnames from **HDIS**, resulting in word swapping as the documents are generated.

Each letter generated can be saved directly into the **Associations** module, where it keeps a record of created date and is accessible directly from the record in HDIS.

HDIS Word Module
Login
User name
Password
Login
Authorized Users Only





After Installation

Once Word Module has been successful installed, double click on the WordApp.exe or executable file to launch the program.

🖳 Word App		-	×
	HDIS Word Application		
	Login		
	User name		
	Password		
	Login		
	Authorized Users Only		

Login using **HDIS** login credentials.

After typing User name and Password, either hit the Enter key or press the Login button.





🖳 Word Module				- 🗆 X
Menu				
Select Template		Select Filters		Select a Module to display the fieldnames.
Template Section Appliance Installers	Date	Name	Location/Street/Address	
				Modules Appliance Installers ~
	Ŭ`		· · · · ·	
Upload Preview Edit Delete		Type the Name below:	Type the Street below:	Select Context (e.g: Inspections/Licensing/Charges)
	Monday , March 28, 2022 \vee			Appliance Installers ~
	Between	Add O/M Filters		
	Monday . March 28, 2022 V	Generate Filters Clear Filters	Search	
				Once Module and Context is selected, click Fieldnames button fo
				Click Create New Template to open a blank Word Document. Double-click fieldnames to populate into blank Word Document.
				Double-click lieldnames to populate into blank word Document.
	Check mark a Template.			Fieldnames Create New Template
	Click Generate Filters button to populate	e filters.		
	Check mark desired filters to use. Click Search button to generate HDIS d	ata results.	pen Local Processed Letters Folder	
			<u> </u>	l
<				>
Results				
Sort Results:	Note			
	Save as Association			Display Batch PDFs
~	Sewage Notices			
Check/Uncheck Clear Record Total:	Save in Batch Batch Name:		Show Batche	es Print Batch Combine Delete

Below shows an image of the current state of Word Module, directly after a successful login.

The Template section where templates are uploaded might appear blank at first. If this is the case, that means Word Module does not see any templates uploaded. Find section <u>Templates</u> in the manual for more details.





Create Template

After login, look to the right of the application for the **Filter Section**.

🖳 Word Module		– 🗆 X
Menu		
Select Template	Select Filters	Select a Module to display the fieldnames.
Template Section Appliance Installers	Date Date Location/Street/Add	Modules Appliance Installers
Upload Preview Edit	Type the Name below: Type the Street below:	Select Context (e.g: Inspections/Licensing/Charges)
	Monday , March 28, 2022 v	Appliance Installers
	Between Add O/M Filters Monday March 28, 2022 V Generate Filters Clear Filters	Once Module and Context is selected, click Fieldnames button f
		Click Create New Template to open a blank Word Document. Double-click fieldnames to populate into blank Word Document.
	Check mark a Template. Click Generate Filters button to populate filters. Check mark desired filters to use. Click Search button to generate HDIS data results.	Fieldnames Create New Template etters Folder

Click the drop-down list for **Modules**. Select a module to work in.

Under **Select Context**, choose which area of the module to work in.

Select a Mo	odule to display the fieldnames.
Modules	Sewage Module 🗸
Select Context	(e.g: Inspections/Licensing/Charges)
Sewage, Househol	d ~
Click Create New	Context is selected, click Fieldnames button for Lis Template to open a blank Word Document. names to populate into blank Word Document.





After choosing a Context, click the **Fieldnames** button.



A new window should appear as a table grid. This window will display all fieldnames and descriptions relating to the **Context** selected.

骎 Sewage Fieldnar	- 0	×			
TABLENAME	FIELDNAMEALIAS	FIELDNAME	DESCRIPTION	CAPTION	^
SESIR	SESIR_IR_DATE	IR_DATE	Sewage, Househ	Date	
SESIR	SESIR_IR_SP	IR_SP	Sewage, Househ	Provider	
SESIR	SESIR_IR_INSP	IR_INSP	Sewage, Househ	Inspectors name	
SESIR	SESIR_IR_REAS	IR_REAS	Sewage, Househ	Reason	
SESIR	SESIR_IR_STA	IR_STATUS	Sewage, Househ	Status	
SESIR	SESIR_IR_REF	IR_REF_NO	Sewage, Househ	Reference #	
SESIR	SESIR_SAM_D	SAM_DATE	Sewage, Househ	Sample date	
SESIR	SESIR_IR_ST	IR_ST	Sewage, Househ	Sample Taken	
SESIR	SESIR_SS	SS	Sewage, Househ	Suspend Solid <>	
SESIR	SESIR_IR_SS	IR_SS	Sewage, Househ	Suspend Solid	
SESIR	SESIR_BOD	BOD	Sewage, Househ	BOD ↔	
SESIR	SESIR_IR_BOD	IR_BOD	Sewage, Househ	BOD	
SESIR	SESIR_AMO	AMO	Sewage, Househ	Ammonia <>	
SESIR	SESIR_IR_AMO	IR_AMO	Sewage, Househ	Ammonia	
SESIR	SESIR FEC	FEC	Sewage Househ	Fecal Coliform <>	





After looking over fieldnames, click the Create New Template button.

Fieldnames	Create New Template

Clicking Create New Template opens a blank Microsoft Word document.

With the **fieldnames** window open, look for the variables of the fields to populate the template. Double-click the needed row and the program will automatically populate with the appropriate variable into the word document.

This column is what the program looks for during word replacement.

$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	AaBbCcDc AaBbCcDc AaBbCc AaBb
Inspection Date: << SESIR_IR_DAT	E>>
	TAI FIELDNAMEALIAS CAPTION ^
-	S SESIR_IR_DATE
	S SESIR_IR_SP
	S., SESIR_IR_INSP I Sinspectors S., SESIR IR REAS
	S SESIR_IR_REAS
1	S SESIR_IR_REF_NO
	S SESIR_SAM_DATE \$\$ Sample d
-	S SESIR_IR_ST I \$ Sample Ta
:	S SESIR_SS \$\$ Suspend
-	S SESIR_IR_SS I Suspend
	S SESIR_BOD € BOD ↔
4	S SESIR_IR_BOD I SOD
	S SESIR_AMO
-	S SESIR_IR_AMO I \$Ammonia
1	S SESIR_FEC Fecal Colif
- 10	S SESIR_IR_FEC I Secal Colif
	S SESIR_DO [\$ Dissolved
	S SESIR IR DO





Once the template is finished, click save and save the template file in an easy to access location.

For now, new templates that are created will still need to be uploaded to **Word Module** after creation.





Edit Template

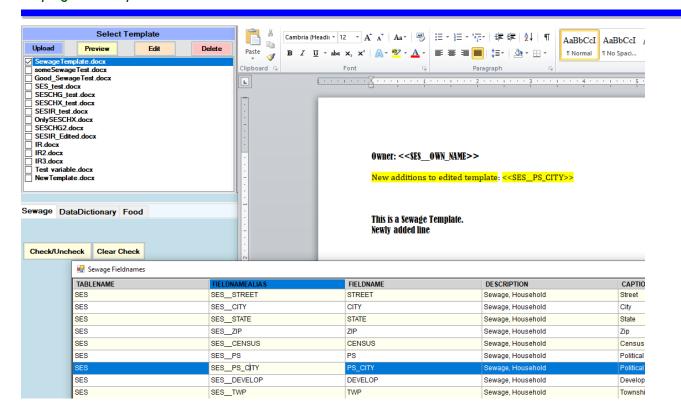
Check-mark the template to edit and click the **Edit** button.

	Select	Template			
Upload	Preview	Edit	Delete		
Sewage Tem	plate.docx				
someSewage	eTest.docx				
Good_Sewa	geTest.docx				
SES_test.do	CX				
SESCHG_te	st.docx				
SESCHX_tes	st.docx				
SESIR_test.docx					
OnlySESCHX.docx					
SESCHG2.docx					
SESIR_Edited.docx					
Test variable.docx					
New Templat	e.docx				

A word document should open with the original contents of the check-marked template.







When finished, close out of the word document by clicking the **X** at the top right corner of the page.

The newly added contents will automatically save and upload to the database.

No further actions are needed when editing.





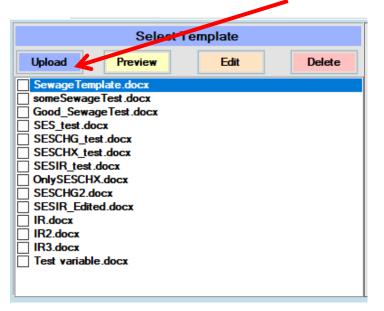
Upload Template

Select the appropriate module section where the new template belongs.

🛃 Word Module

Menu	
S	Select Template
Template Section	Appliance Installers
	Appliance Installers Body Art
Upload Previ	Food Module - FSO/RFE Food Module - Mobile
	Food Module - Mobile Food Module - Temporary Food Module - Vending Open Burning Parks/Camps Parks/Camps - Resident Plumbing - Commercial Module Plumbing - Contractors Plumbing - Residential Module Pools Module Private Water Systems Contractors Private Water Systems Public Health Nuisances Rabies Module Schools Sewage Module Sewer Water Installers

To upload a template into Word Module, click the **Upload** button.

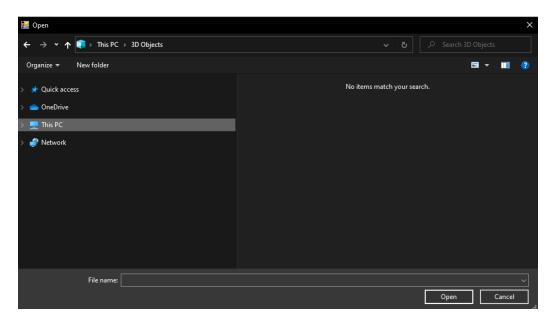






A File Explorer should appear.

Select the Template, then click Open.



After clicking **Open**, the template will automatically upload to the database.

Then, you should quickly see the newly added template in the Template's list.

	Select	Template	
Upload	Preview	Edit	Delete
Sewage Temp some Sewage Good_Sewage SES_test.doo SESCHG_tes SESCHZ_tes	Test.docx jeTest.docx cx t.docx t.docx t.docx	/	
SESIR_test.c OnlySESCHX SESCHG2.do SESIR_Edite	Cdocx ocx		
IR2.docx IR3.docx IR3.docx IR3.docx Inst variable NewTemplate			





Preview

To **Preview** a Template, check mark the template and click the **Preview** button.

This action opens up the selected template as a word document in 'Read-Only' mode.

Select Template								
Upload Preview Edit Delete								
SewageTemplate.docx								
someSewageTest.docx								
Good_SewageTest.docx								
SES_test.docx								
SESCHG_test.docx								
SESCHX_tes	t.docx							
SESIR_test.c	locx							
OnlySESCHX	docx							
SESCHG2.do)CX							
SESIR_Edite	d.docx							

To get out of Preview, just close the document.





Filter Generation and Use

Word Module has been designed to use **Filters** in a unique way.

Instead of having pre-populated Filters, Word Module looks at the templates for instructions.

Select the Template of desired use by check marking the box next to the name.

Select Template Upload Preview Edit SewageTemplate.docx	Delete						
	Delete						
SewageTemplate.docx							
Sewage Template.docx Some Sewage Test.docx Good_Sewage Test.docx							
Good_SewageTest.docx SES_test.docx SESCHG_test.docx SESCHX_test.docx SESIR_test.docx OnlySESCHX.docx SESCHZ.docx SESCHG2.docx							

Once a template is selected, click the Generate Filters button in the Filters section.

	Select Filters	
Date		Location/Street/Address
	✓ Type the Name below:	Type the Street below:
Between Monday March 28, 2022 V	Add O/M Filters Generate Filters Clear Filters	Search
Check mark a Template. Click Generate Filters button to populat Check mark desired filters to use. Click Search button to generate HDIS d		Open Local Processed Letters Folder

After Generate Filters runs, the Date, Name, and Location/Street/Address sections should be populated with filter choices.





The fields generated in these sections are based off of the fieldnames found in the selected template.

	Sele	ect Filters	
Date	Name		Location/Street/Address
Site Approval Date	Owner's Name	~	Street ~
Site Approval Date Plan submission date Plan approval date	Type the Name	below:	Type the Street below:
Soil Last Tested Permit extension app. NPDES date	Add O/M Filter	s	
Date motor installed Date Pumped	Generate Filter	clear Filters	Search
Date Pumped 2			
Date Pumped 3			
Date Pumped 4			
Date Pumped 5			
Primary service date			
Secondary Service date			
Dispersal service date			
Disposal service date	Iate filters.		
Condate paid		_	
Date/Time record was created	S data results.		Open Local Processed Letters Folder
Date Date Date Date Date			/
Date Paid O/M Charge 1st Quarter date paid			
2nd Quarter date paid			
3rd Quarter date paid			
4th Quarter date paid			
– Date/Time record was created	ote		
Covo os Assosisti			

For blank searches, leave the text boxes blank and check-mark the filter type.

11

	/\		
Select Filters			
Name		Location/Street/Address	
Owner's Name	~	Mail to Street	~
Type the Name below:		Type the Street below:	
	¥	Y	
		OCIOCI IIIOIS	
✓ Date	Name		Location/Street/Address

To use the Filters, make sure to check mark the sections of desired use. If no sections are check marked it will run a default search.





Search for Data

Once the Filters section is set, click the **Search** button.

	Select Filters	
Date		Location/Street/Address
Site Approval Date ~	Owner's Name 🗸 🗸	/ Street ~
	Type the Name below:	Type the Street below:
Monday , March 28, 2022 ∨		
Between	Add O/M Filters	
Monday , March 28, 2022 v	Generate Filters Clear Filters	Search
Check mark a Template. Click Generate Filters button to popula Check mark desired filters to use.	ite filters.	
Click Search button to generate HDIS	data results.	Open Local Processed Letters Folder

Data should now appear at the bottom of the window.

If nothing appears, refine the search to display more results.

ort Results:	Note			
Street ~	Save as Association			
Dwner's Name v	Sewage Notices			
Check/Uncheck Clear Check Record Total:	Save in Batch Batch Name:		Proce	ss Data
OWN_NAME	OWN_STREET	OWN_CITY	OWN_STATE	OWN
BILLY GOET 123456789123456789123456789123456789123456789124	TEST STREET	TEST CITY		× 44
BILLY GOET 12345678912345678912345678912345678912345678912	TEST STREET	TEST CITY		44
BILLY GOET 12345678912345678912345678912345678912345678912	TEST STREET	TEST CITY		44
BILLY GOET 12345678912345678912345678912345678912345678912	TEST STREET	TEST CITY	inished loading data.	44
POWELL, STEVEN	15951 AKRON CANFIELD ROAD	BERLIN CENTER	ОК	-01
POWELL, STEVEN	15951 AKRON CANFIELD ROAD	BERLIN CENTER		01
	15951 AKRON CANFIELD ROAD	BERLIN CENTER	OH	44401
POWELL, STEVEN	15951 AKRON CANFIELD ROAD	DENLINGENTEN		





Sort Data Results and Process

The first sort drop down box is for **Location/Street/Address** filters and the second drop down box is for **Name** filters.

This area with the empty text boxes is for quick and instant data display sorting.

As soon as the text typed is deleted, the data should default back to the initial search results.

Results						
Sort Results:	K		Note			
Street	~		Save as Association			
Owner's Name	~		Sewage Notices			
	eck	Record Total: 324	Save in Batch Batch Name:		Proc	ess Dat
OWN_NAME		OWN_S	TREET	OWN_CITY	OWN_STATE	OWN
BILLY GOET 123456	789123456789123456	789123456789126 TEST S	TREET	TEST CITY	OH	4444
BILLY GOET 123456	789123456789123456	789123456789126 TEST S	TREET	TEST CITY	OH	4444
	789123456789123456	789123456789126 TEST S	TREET	TEST CITY	OH	4444





Check mark rows to process.

Click the Check/Uncheck or Clear Check buttons for quick selections.

Results				
Sort Results:	Note			
Street ~	Save as Association			
Owner's Name 🗸	Sewage Notices			
Check/Uncheck Clear Check Record Total: 3	24 Save in Batch Batch Name:		Proce	ess Data
OWN_NAME	OWN_STREET	OWN_CITY	OWN_STATE	OWN ^
BILLY GOET 123456789123456789123456789123456789123456789126	TEST STREET	TEST PITY	OH	44444
BILLY GOET 123456789123456789123456789123456789123456789126	TEST STREET	TEST CITY	OH	44444
	TEST STDEET	TEGTOITY	ОН	AAAA/

To save the letters generated as a **Batch**, check mark the "**Save in Batch**" button and create a name for the Batch. This step must be done <u>before</u> **Processing** the data. All Batch items will be saved as an **Association**.

To save the letters into HDIS **Associations**, check-mark **"Save as Association**," with the option of typing a **"Note"** in the note field. This step must also be done <u>before</u> **Processing** the data.

To view the saved PDF as an **Association**, open HDIS and navigate to the Module > Record, and press **Alt-N** to open Associations. The generated word letter should be seen in the list.

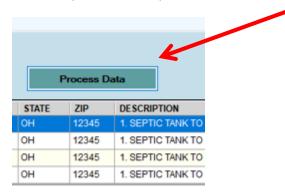
Once rows are selected, click the **Process Data** button.

Results					
Sort Results:		Note			
Street	~	Save as Association			
Owner's Name	~	Sewage Notices			5
Check/Uncheck Clear Check	Record Total: 324	Save in Batch Batch Name:		Proce	ess Data
OWN_NAME	01	WN_STREET	OWN_CITY	OWN_STATE	OWN
BILLY GOET 12345678912	3456789123456789123456789126 TE	EST STREET	TEST CITY	OH	44444
BILLY GOET 12345678912	3456789123456789123456789126 TE	EST STREET	TEST CITY	OH	44444
RILLY COFT 12345678012	3/56780103/56780103/56780106 TF	EQT QTDEET	TESTOITY	ОН	1111/





As the data is actively processing, the color of the button will change. This color will revert back to the original state when the process is complete.



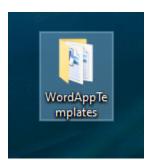
To view local letters that have been processed is to click the **Open Local Processed Letters Folder**.

		Select Filters		
~	Date		Location/Street/Address	
	Date Issued ~	FS0 ~	Street ~	
		Type the Name below:	Type the Street below:	
	Saturday , September 15, 2018 V			
	Between Wednesday, September 15, 2021 v	Generate Filters	Search	
	Check mark a Template. Click Generate Filters button to popula	ate filters.		
	Check mark desired filters to use. Click Search button to generate HDIS			
			Open Local Processed Letters Folder	





Another way to find a local copy of recently generated documents, look for the **WordAppTemplates** folder in C:\HDIS\WordAppTemplates



Inside WordAppTemplates folder, select the Generated folder.

ew by path te shortcut	Move to *	Copy to Organize	New iter New folder New		Properties • Open		Select all Select none Invert selection Select	n	
Templates →									~
		Name		Date r	modified	Тур	e	Size	
		Generated		9/25/2020 5:28 PM		File	folder		
		👜 comic_test.docx Date created: 9/1/2020 1:49		PM		Mie	crosoft Word D		14 KB
		🗐 Good SewageTe Size: 4.14 MB					crosoft Word D		14 KB
		OnlySESCHX.docx	TemplateGeneratedD	oc0SES(CHG_test.docx,	Mie	crosoft Word D		13 KB
		👜 SES_test.docx		9/25/2	2020 4:18 PM	Mie	crosoft Word D		14 KB
		SESCHG_test.docx		9/25/2	2020 4:11 PM	Mie	crosoft Word D		14 KB
		SESCHX_test.docx		9/25/2	2020 4:31 PM	Mie	crosoft Word D		14 KB
		👜 SESIR_test.docx		9/25/2	2020 5:28 PM	Mie	crosoft Word D		14 KB
		👜 SewageTemplate.docx		9/14/2	2020 5:35 PM	Mie	crosoft Word D		14 KB
		👜 SewageTestAll.docx		9/24/2	2020 12:37 PM	Mie	crosoft Word D		13 KB
		SewageTestAll_colors.c	locx	9/10/2	2020 1:11 PM	Mie	crosoft Word D		13 KB
		someSewageTest.docx		9/18/2	2020 1:37 PM	Mie	crosoft Word D		13 KB





All **PDFs** and **Word** documents created will be stored in **WordAppTemplates** > **Generated**.

							<u>^ (7</u>
	i 🕒 🗆 🖃	📜 🌇 New item 🛪	📑 🛃 Open -	🕂 Select all			
Move	Copy Delete Renam	ne New	Properties Edit	Select non			
to -	to -	folder	+ Kistory	🕂 Invert selec	tion		
	Organize	New	Open	Select			
Genera	ated						
^	Name		Date m	odified	Туре	Size	
		Doc0SESIR_test_PDF.pdf		20 5:28 PM	Microsoft Edge P	466 KB	
		Doc0SESIR_test.docx		20 5:28 PM	Microsoft Word D	19 KB	
	_ ·	Doc5SES_test_PDF.pdf		20 4:18 PM	Microsoft Edge P	265 KB	
	TemplateGenerated		9/25/20	20 4:18 PM	Microsoft Word D	19 KB	
	_ '	 Doc3SES_test_PDF.pdf	9/25/20	20 4:18 PM	Microsoft Edge P	265 KB	
	TemplateGenerated		9/25/20	20 4:18 PM	Microsoft Word D	19 KB	
	TemplateGenerated	_ Doc16OnlySESCHX_PDF.pdf	9/25/20	20 4:12 PM	Microsoft Edge P	279 KB	
	TemplateGenerated	Doc16OnlySESCHX.docx	9/25/20	20 4:12 PM	Microsoft Word D	18 KB	
	main TemplateGenerated	Doc11OnlySESCHX_PDF.pdf	9/25/20	20 4:12 PM	Microsoft Edge P	283 KB	
	TemplateGenerated	Doc11OnlySESCHX.docx	9/25/20	20 4:12 PM	Microsoft Word D	18 KB	
	👼 TemplateGeneratedI	Doc4OnlySESCHX_PDF.pdf	9/25/20	20 4:12 PM	Microsoft Edge P	280 KB	
	🖷 TemplateGeneratedI	Doc4OnlySESCHX.docx	9/25/20	20 4:12 PM	Microsoft Word D	18 KB	
	👼 TemplateGeneratedI	Doc1SESCHG_test_PDF.pdf	9/25/20	20 4:11 PM	Microsoft Edge P	264 KB	
	🖷 TemplateGeneratedI	Doc1SESCHG_test.docx	9/25/20	20 4:11 PM	Microsoft Word D	19 KB	
	👼 TemplateGenerated	Doc0SESCHG_test_PDF.pdf	9/25/20	20 4:11 PM	Microsoft Edge P	463 KB	
	🖷 TemplateGenerated	Doc0SESCHG_test.docx	9/25/20	20 4:11 PM	Microsoft Word D	19 KB	
	🧰 TemplateGenerated	Doc14SES_test_PDF.pdf	9/25/20	20 4:09 PM	Microsoft Edge P	452 KB	
	🖷 TemplateGenerated	Doc14SES_test.docx	9/25/20	20 4:09 PM	Microsoft Word D	19 KB	
	🧰 TemplateGenerated	Doc11SES_test_PDF.pdf	9/25/20	20 4:09 PM	Microsoft Edge P	450 KB	
	🖳 TemplateGenerated	Doc11SES_test.docx	9/25/20	20 4:09 PM	Microsoft Word D	19 KB	
	🧰 TemplateGenerated	Doc7OnlySESCHX_PDF.pdf	9/25/20	20 4:08 PM	Microsoft Edge P	274 KB	
	🖳 TemplateGenerated	Doc7OnlySESCHX.docx	9/25/20	20 4:08 PM	Microsoft Word D	19 KB	
	🧰 TemplateGenerated	Doc3OnlySESCHX_PDF.pdf	9/25/20	20 4:07 PM	Microsoft Edge P	287 KB	
~	TemplateGenerated	Doc3OnlySESCHX.docx	9/25/20	20 4:07 PM	Microsoft Word D	19 KB	
							iii 🖬

This area is still in development and may change.





Batches

To view all Batches that have been created for a module, click the **Show Batches** button.

Ľ		Display Batch				
Show Batches	s Pri	nt Batch C	ombine	Delete	L	
				25		
		Displa	ay Batch P	DFs		
Show Bate	hes	Print Batch	Со	mbine	Delete	
	hes atch Key	Print Batch	Co	mbine Batch Nan	Dat	e
Ba	atch Key 41560-414	6-4fa7-b38e-1142	2be066306	Batch Nan Test batch 1	ne Date Cres 3/7/2	e ate 022
Ba	atch Key 41560-414		2be066306	Batch Nan Test batch 1	ne Date Cres 3/7/2	e ate 022
Ba	atch Key 41560-414	6-4fa7-b38e-1142	2be066306	Batch Nan Test batch 1	ne Date Cres 3/7/2	e ate 022
Ba	atch Key 41560-414	6-4fa7-b38e-1142	2be066306	Batch Nan Test batch 1	ne Date Cres 3/7/2	e ate 022
Ba	atch Key 41560-414	6-4fa7-b38e-1142	2be066306	Batch Nan Test batch 1	ne Date Cres 3/7/2	e ate 022
Ba	atch Key 41560-414	6-4fa7-b38e-1142	2be066306	Batch Nan Test batch 1	ne Date Cres 3/7/2	e ate 022
Ba	atch Key 41560-414	6-4fa7-b38e-1142	2be066306	Batch Nan Test batch 1	ne Date Cres 3/7/2	e ate 022

To **print** a Batch, check-mark the appropriate Batch and click the **Print Batch** Button.

To **delete** a Batch, check-mark the appropriate Batch and click the **Delete** Button.

To **display** PDF versions of all the letters in a batch, check-mark the appropriate Batch and click the **Display Batch PDFs** button.





To rename or combine batches, check-mark one or multiple batches from the list.

Then, click the **Combine** button.

A pop-up will appear:

🖳 PopupForm		_		×
WARNING: Th	is is a permanei	nt cha	nge!	
New batch name:	l			
	Ok		Cancel	

If you click the **Cancel** button the pop-up will close and **no** changes will be made.

To proceed, type the name of the new batch and click the **Ok** button.





Sewage O/M Details

For Sewage O/M, there are a couple section specific filters to help pull up O/M details.

After selecting a Sewage O/M letter and clicking **Generate Filters**, click the **Add O/M Filters** button.

This will bring up more filters for O/Ms.

	Select	Filters		
✓ Date	Name		Location/Street/Address	
Date ~	Owner's Name	~	Street	~
Records Past Due	Type the Name bel	ov.	Type the Street below:	
Tuesday , March 28, 2017 \lor				
Between	Add O/M Filters			
Monday , March 28, 2022 \vee	Generate Filters	Clear Filters	Search	
·				
O/M Fee Code				
Check mark a Template.				
Click Generate Filters button to popula Check mark desired filters to use.	te filters.			
Click Search button to generate HDIS	data results.	(Open Local Processed Letters F	older

The **O/M Fee Code** check box, when marked, make sure to type the O/M Fee Code in the text box to filter the data specifically by the O/M Fee Code.

The **Records Past Due** check box will filter the data to show only the records that have not paid between the specific date range entered.





Check marking the **Sewage Notices** check box will automatically update the Notices box in Sewage O/M.

For example, if a record currently has Notice 1 set, this function will mark Notice 2 after the current letter is generated.

This process happens once the **Process Data** button has been pressed.

Results					
Sort Results:		Note			
Street ~		Save as / ssociation			
Owner's Name 🗸 🗸		Sewage Notices			
Check/Uncheck Clear Check	Record Total: 324	Save in Batch Batch Name:		Pro	cess Data
OWN_NAME	OWN	_STREET	OWN_CITY	OWN_STATE	OWN
BILLY GOET 1234567891234567	89123456789123456789126 TEST	STREET	TEST CITY	OH	44444
BILLY GOET 1234567891234567	89123456789123456789126 TEST	STREET	TEST CITY	OH	44444
BILLY GOET 1234567891234567	89123456789123456789126 TEST	STREET	TEST CITY	OH	44444
—					

