

Sewage Treatment – Commercial



User's Manual

Commercial Sewage Treatment

Health District Information System

HDIS (Windows Ver. 4.0)

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your **Commercial Sewage Systems** and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The Commercial Sewage Module is simple to use. *The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.*

Square boxes in this manual surround the key you are to press on your keyboard. As an example, when you read ,

ENTER

press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed [] instructions of what to type into a field.

Note: **For Technical Support, email: helpdesk@hdis.org**



Navigation

Whenever you see one



click the left side of your mouse once.

Whenever you see two



click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab

or

ENTER

to move to next field

Shift

Tab

or

Up

to go back one field

Alt

+

R

places you in the receipt screen.

Editing Keys

Backspace

deletes one character left of cursor

Delete

deletes one character

Insert

inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

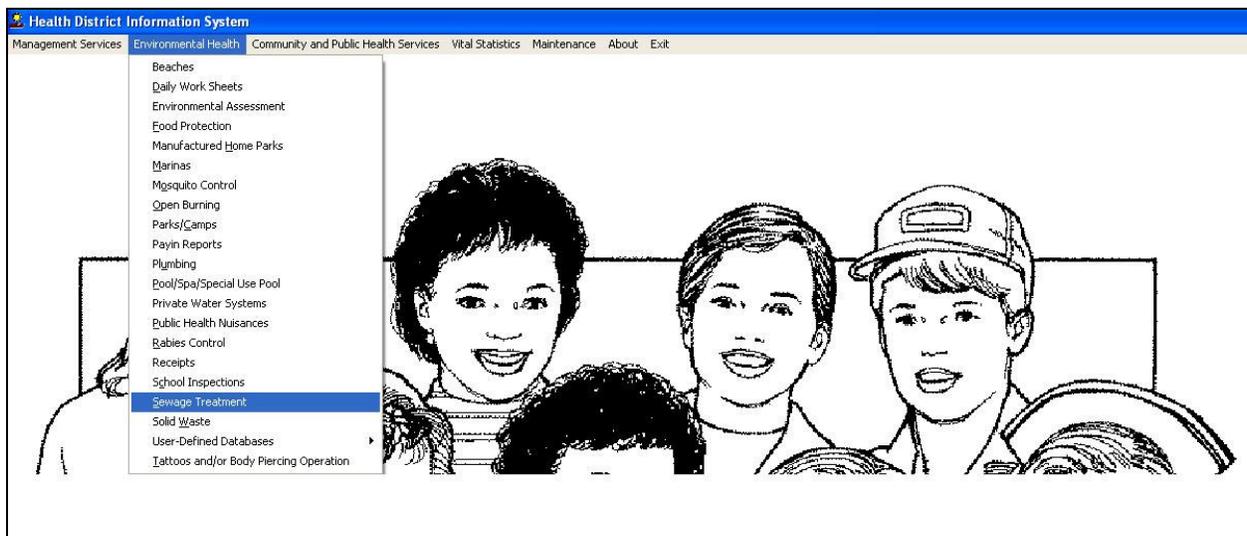
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Commercial Sewage module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



Select Environmental Health



Select Sewage Treatment



Commercial



Facility

Commercial Sewage Disposal -

Find | Facility | Licensing Information | Comments | GIS/GPS

Application to Operate a Semipublic Sewage Disposal System

License # Name of Facility

Facility street City

State Zip code Phone

Operator name Operator phone

Mail to Mail to street

City State Zip code

Previous Next Delete Add Modify

You may now begin to enter information into the fields. Remember, you can use the “**Tab**” or the “**Enter**” key to advance from field to field. On this page, you will fill out the information about the facility.

**** Note: All phone numbers must start with a “1”**

Field/Button	Description
Previous	Click to view the previous facility
Next	Click to view the next facility
Delete	Click to delete the facility
Add	Click to add a facility
Modify	Click to modify the record

Licensing Information



Licensing Information

Commercial Sewage Disposal -

Find	Facility	Licensing Information	Comments	GIS/GPS	
Code	Descript	Local fee	Late fee	Total	
//					
Date issued	Date paid	Receipt#	Insp. interval	Last inspection	Last Pumped
//	//			//	//
Audit	Service				
Inspector					
Political subdivision					
Note					
<input type="checkbox"/> Out of business OOB date //					
			Print	Modify	

This screen is for entering the license information and fee code for the commercial sewage system.

Field/Button	Description
Print	Opens the print menu
Modify	Click to modify the record

Comments



Comments

Commercial Sewage Disposal -

Find | Facility | Licensing Information | Comments | GIS/GPS

Modify

On this screen, you may enter comments about the system.

Field/Button	Description
Modify	Click to modify the record

GIS/GPS



GIS/GPS

The "GIS/GPS" tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude DECIMAL value of the location.
Longitude Decimal Value	Enter the longitude DECIMAL value of the location.
Modify	Click to modify the information on the page.

Print Button



Print

Print: The “**Print**” button is available on all the tabs.

Field/Button	Description
Application	Prints a commercial sewage application
Year	Enter the year in which the application is good
From Month	Enter the starting month for the application
To Month	Enter the ending month for the application
Operation Permit	Prints the operation permit
Year	Year for the operational permit
Next Available Audit #	Updates the Commercial Sewage record with the Audit #
Envelope – Facility	Prints an envelope addressed to the Commercial Sewage Facility
Envelope – Mail to	Prints an envelope addressed to the “ mail to ” fields
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.

Reports



Reports



The **Commercial Sewage** module has a set of pre-defined reports from which to choose. Each report will ask for **From date issued** and **To date issued**.



You may preview the report before printing. Also, you have the ability to use filters to build a query.

Reports

Report	Description
Application	Generates the commercial sewage applications that can be developed under the Maintenance menu
Envelopes – Location	Generates envelopes addressed to the location
Envelopes – Mail To	Generates envelopes addressed to the “ mail to ” field
Filing Labels	Generates filing labels for your commercial sewage systems
Labels – Location	Generates mailing labels addressed to the location
Labels – Mail to	Generates mailing labels addressed to the “ mail to ” field
Letters – Applications	Generates application letters that are developed under the maintenance menu
Letters – Delinquent	Generates delinquent letters that are developed under the maintenance menu
List	Generates a list of your commercial sewage systems

Maintenance - Add/Delete/Modify Tables



Maintenance



The **Maintenance Menu** contains a list of the tables that you can modify for your program.



Field Names - Commercial

Field Name	Data Base Field Name
AUDIT #	SEC.AUDIT
DATE ISSUED	SEC.DATE_ISS
DATE PAID	SEC.DATE_PAID
FACILITY CITY	SEC.CITY
FACILITY NAME	SEC.NAME
FACILITY PHONE	SEC.PHONE
FACILITY STATE	SEC.STATE
FACILITY STREET	SEC.STREET
FACILITY ZIP	SEC.ZIP
FEE CODE	SEC.FEECC
FEE DESCRIPTION	SEC.DESCRIP
FEE TOTAL	SEC.FEE_COST
GIS/PREFIX DIRECTION	SEC.GIS_PRE_DIR
GIS/PREFIX TYPE	SEC.GIS_PRE_TYPE
GIS/STREET	SEC.GIS_STRT
GIS/STREET #	SEC.GIS_STRT_NO
GIS/STREET SUFFIX	SEC.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	SEC.GIS_STRT_DIR
GPS/LAT DECIMAL	SEC.GPS_LAT_DEC
GPS/LON DECIMAL	SEC.GPS_LON_DEC
ID #	SEC.ID
INSPECTION INTERVAL	SEC.INSP_INT
INSPECTOR	SEC.INSPECTOR

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The **Field Name** column is used to merge data into letters.

Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).