Sewage Treatment – Commercial



User's Manual

Commercial Sewage Treatment

Health District Information System HDIS (Windows Ver. 4.0) Copyright © 1998 by **CHC** Software, Inc All Rights Reserved

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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

Whenever you see two

click the left side of your mouse once.

click the left side of your mouse twice.

Navigation Keys For Entering Information

. A

. R



Editing Keys



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







Entering a Commercial Sewage Disposal

Find	Eacility	Licensin		Comments	GIS/GPS
by Facility	C hv License #	C by Street	C by Operator		1
					d Close
License #	Facility		Street	Au	City
	2				
	2 5				
					•

The **FIND** tab on the Commercial window is for locating a facility. You can browse through the grid or type the **Name** in the field. To find a facility by name, click the radio button "**by Facility**". To find a facility by License #, click the radio button labeled "**by License** #" and then enter the License number. To find a facility by street, click the radio button labeled "**by Street**" and enter the street address. To find a facility by operator, click the radio button labeled "**by Operator**" and enter the street operator's name. When finished typing, press the enter key on your keyboard.

To add a development to your list, click the **Add** button.

Once the Facility is entered, you do not have to click the add button again.

Facility

🖺 Commercia	ıl Sewage Disposal -			
Find	Facility	Licensing Information	Comments	GIS/GPS
	Application	n to Operate a Semipublic Sewa	age Disposal System	
	License #	Name of Facility		
	Facility street	City		-
	State	Zip code	Phone	
Operator r	name		Or -	erator 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 Sew	age Disposal -				
Find	Facility	Licensing Information	c	omments	GIS/GPS
Code E	Descript		Loca	l fee Late fee	Total
Date issued	Date paid	Receipt#	nsp. interval	Last inspection	Last Pumped
	Audit Inspector Political subdivis	sion			
Note	ness OOB date	11		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 Sev	vage Disposal -			
Find	Facility	Licensing Information	Comments	GIS/GPS
				<u> </u>
				-
				Modifi

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

Field/Button	Description
Modify	Click to modify the record

GIS/GPS



Commercial Sewage Disposal -			
Find Facility	Licensing Information	Comments	GIS/GPS
	Global Information Sys	tem	
Street # Prefix Prefix Direction Type	Street name	Street Suffix	Prefix Direction
	Global Positioning Sys	tem	
Latitud	le Decimal Value Longitude	Decimal Value	
			Modify

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

C Application	ОК
Year 2007	Close
From Month	
To Month	
Operation Permit	
⊂ Envelope-Facility	
È Envelope-Mail to	
Preview	
A CARLES AND A C	

Print: The "Print" button is available on all the tabs.

Print

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



Sewage Treatment	Reports Browse/ListExport Count/Graph	Ma	intenance Return							
	Aerobic Distributors	•				-			_	-
	Commercial	•	Applications	-						
	Developments	Þ	Envelopes-Location		· ``					
	Haulers	•	Envelopes-Mail To				18	A 14		
	Installers	×	Filing Labels	3.				- X-		1
	Household Sewage Treament Systems		Labels-Location	1.14			S 11	-E -H		
	Service Providers		Labels-Mail To							
	Site/Soil Evaluators		Letters-Applications		2			1 1 A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	System Designers		Letters-Delinquent		<u>k</u>			125		

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.

Sewage(commerci Sewage)	al) Report Options for Envelopes-Location	
Output to:	From date issued	ок
C Printer	To date issued	Close
F Include Filter Printout	11	Filters

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.

Add/Delete/Modify Tables – Fees - Commercial

Code	Description	Local Fee	Inspection interval	Close
		0.00	0	
1	NON-DISCHARGING	25.00	36	Add New Fee
10	DISCHARGING > 10,000 - 25,000 FEE EXEMPT	0.00	12	
2	NON-DISCHARGING-FEE EXEMPT	0.00	36	Delete Fee
3	DISCHARGING <1500	25.00	12	-
4	DISCHARGING <1500 FEE EXEMPT	0.00	12	Update New Fees
5	DISCHARGING 1500 - 4999	135.00	12	
6	DISCHARGING 1500 - 4999 FEE EXEMPT	0.00	12	Zero All Late Fees
7	DISCHARGING 5000 - 9999	215.00	12	
8	DISCHARGING 5000 - 9999 FEE EXEMPT	0.00	12	Print
9	DISCHARGING 10,000 - 25,000	430.00	12	
		0,		

Field/Button	Description
Code	Enter the code of the fee
Description	Enter the description of the code.
Local Fee	Enter your local health department fee.
Inspection Interval	Enter the inspection interval for the fee code
Close	Closes the table.
Add New Fee	Adds a new fee to the table.
Delete Fee	Deletes the highlighted fee.
Update New Fees	Updates all systems based on the fees in the fee table.
Zero All Late Fees	
Print	Prints a list of fee codes.



Field Names - Commercial

ield Name	Data Base Field Name 🔺	Close
UDIT#	SEC.AUDIT	
DATE ISSUED	SEC.DATE_ISS	Print
DATE PAID	SEC.DATE_PAID	
ACILITY CITY	SEC.CITY	
ACILITY NAME	SEC.NAME	
ACILITY PHONE	SEC.PHONE	
ACILITY STATE	SEC.STATE	
ACILITY STREET	SEC.STREET	
ACILITY ZIP	SEC.ZIP	
EE CODE	SEC.FEECC	
EE DESCRIPTION	SEC.DESCRIPT	
EE TOTAL	SEC.FEE_COST	
BIS/PREFIX DIRECTION	SEC.GIS_PRE_DIR	
BIS/PREFIX TYPE	SEC.GIS_PRE_TYPE	
BIS/STREET	SEC.GIS_STRT	
3IS/STREET#	SEC.GIS_STRT_NO	
DIS/STREET SUFFIX	SEC.GIS_STRT_SUF	
GIS/STREET SUFFIX DIR	SEC.GIS_STRT_DIR	
3PS/LAT DECIMAL	SEC.GPS_LAT_DEC	
3PS/LON DECIMAL	SEC.GPS_LON_DEC	
D#	SEC.ID	
NSPECTION INTERVAL	SEC.INSP_INT	
NSPECTOR	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).