

# INSTRUCTION MANUAL

## AGENCY V.10



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# What's new for version 10?

Take a look...

- Graphic Interface (design) changes – BIG changes to the Permit Records Menu

One-Click Help Menus that guide you

Alerts will help you recognize issues fast

Important Tabs help you enter information fast and easily

Email your Site Owners Documents with ONE Click!

Command Buttons are neatly located on the right-hand side.

Important Information is duplicated here for easy and fast recognition!

Permit Record

Residential Active Routine Inspections Inspection Past Due Contract Past Due

Permit # Find by Permit: ID 1 Permit # Street # Street Name

Prefix Mr. Last Name More Searches

First Name Jon

Last Name Denney

Address 3221 Como Lake Rd.

City/State/Zip Denton TX 76210

Settings

- ☒ Routine Maintenance
- ☐ Commercial System
- ☒ Electronic Monitoring
- ☐ Multi-Hookup
- ☐ Problem with system

Save / Exit

System Info

Agency Info

Enforcement

Financials

Property Information Contracts and Inspections Dates Comments / Legal Desc.

11/02/2009

Agency Activities

Notes by Date

Documents

Flood Plain Info

Tanks

Monitoring

All Maps

Map by Address

CANCEL

Mailing Address

☐ Copy Site Address to Mailing Address

Mail To: 3221 Como Lake Rd.

City: Denton

State: TX Zip: 76210

Attention:

Past Owner:

Additional Info

Lot/Tract: 2 Block: 43 Precinct: 1

Subdivision: Windriver Estates

County: Denton

Reference #: 212

Personal Info: Active

1232312-123123

Phones

Home: (323) 423-4242

Work: (243) 253-4523

Ext: 5646

Cell: (234) 756-7567

Fax: (423) 534-6746

Email: thesafeprogram@gmail.com

Map Key: 34KH

Owner Profile

Site Profile

Dates and Other Info

Application: 10/28/2008

Plans Dated: 10/28/2008

Final Insp: 10/21/2008

Hoot / Hoot

Aerobic / Surface Application

Billy Travers

Joe's Septic Service

Permit Date: 10/30/2008

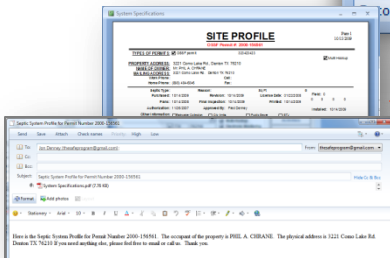
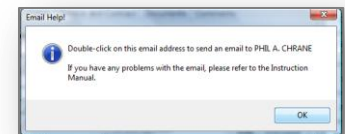
Auth to Const: 10/30/2008

Installed: 10/28/2008

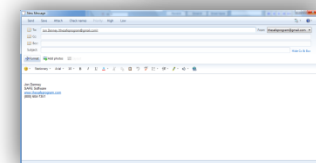
Contract Starts: 10/08/2008

Ends: 10/08/2009

Next Insp: 11/01/2009



Aerobic Surface Application	Contract Starts: 01/01/2008
RICHARD MIKESKA	Ends: 01/01/2009
	Next Insp: 02/01/2010
	ANTHONY TORRICHESSON
Legal Description of Property	



# Records Menu with record Info Tab

## Various Search Methods

## Navigation bar

**TO DELETE A record:** Click RECORDS / Find the record / Click EDIT (top left corner of the computer screen) / Click SELECT RECORD / Click DELETE RECORD - BE VERY CAREFUL DURING THE DELETION OF A RECORD. THE NEXT RECORD WILL POP-UP WHEN YOU CLICK DELETE RECORD - DO NOT BE ALARMED, YOU ARE WILL ONLY DELETE THE RECORD YOU WERE VIEWING AT THE TIME YOU SELECTED "DELETE".

**ID Number:** These numbers are automatically assigned to your records. This will allow you to enter the next ID accordingly. ID's CAN NOT BE CHANGED ONCE CREATED. They are like books in a bookshelf. Once a book is removed (ID is deleted), there is a gap on the shelf. You can easily assign the missing ID to a new record. Most people will use the ID as a count – first record is ID#1, second record is ID#2, etc.

**Permit #:** Enter the permit # that was given to this occupant

**Owner and Location:** Enter the Owner's information here.

You can double click on "City" to get a "Cities Table". Once you have entered a city and state, you can assign "Default Zip Codes." You can choose from several zip codes within one city.

The "Default Area" is an area that you assign that particular city/zip code. Every time that city/zip code is entered, the default area will be automatically assigned. See Setting up a Service Area for more help.

**Routine Maintenance:** Click this box if the system needs routine maintenance performed on it. If the box isn't checked, the Service and other Sub-tabs will not appear.

**Electronic Monitoring:** Click this box if the system is monitored by a remote alarm. The Monitoring tab will appear in the middle of the customer menu.

**Maps:** If you are connected to the Internet, this button will pinpoint the location of the record you have selected (physical address only). For more information, see next page

**Locating a record:** Use a Quick Name or Permit # Search Function. This feature will help you locate a record quickly and efficiently. You may also select many ways to find your particular record. All selections are pop-down screens that will instantly show you a listing of your records.

Click Cancel if you want to VOID all entries you have made for the record. Click SAVE/EXIT if you want to save your record entry information.

Calendar: Notice the date is current on the Calendar. If you double-click on any date field, that selected date will be automatically entered in the field.

# Permits (Customer)

## Main Customer Information Entry:

### Overview (customer) Info

**Optional Mailing Address:** Enter a different mailing address for an occupant, if necessary, for the selected record. Owners of mobile home parks are one example of a need for this screen. They may have several different systems scattered throughout your service area. You will be able to mail all of your necessary documents to this person.

**Legal:** Enter any Legal Description for the property here.

**Subdivision:** Double Click the Subdivision Field in order to add to the list.

**County:** This is the county where the system is located. This is a pop-down screen that you can double click to enter a new county into the Master Files section of the program. Entries will be permanently stored.

**Status:** Enter the status of the system.

**Email:** Enter the email address of the person

**Personal Info:** Enter any information that may be assigned to this customer. Example: DL # or Social Security #

**Previous Owner:** Type the person's name that previously lived there.

**Multi-Hookup System:** Click this box if the system is being used by multiple occupants.

**Commercial System:** Check this if the septic system is for on a commercial site.

**Preview Customer:** Press this button to see an overview of that record.

**Work Phone with an extension, Home Phone, Fax Number, Cell Phone Number:** Enter all phones here.

**Lake:** Enter the Lake that this customer's Septic System resides.

**Moved to Agency Info - Link #:** This will help with noting that the permit and record is "linked" to another permit # or account. Enter a number into the linked field and give the linked account the same # so that they will become linked together. Click the View Linked Button in order to view the related accounts.

**General Comments About the System:** Enter general comments about each record. Enter info like driving directions, for example.

The screenshot shows the 'Permit Record' software interface. The 'Residential' tab is active. The 'Find by Permit' section shows Permit # 1, Prefix Mr., First Name Jon, Last Name Denney, Address 3221 Como Lake Rd., City/State/Zip Denton TX 76210. The 'Settings' section has checkboxes for Routine Maintenance, Commercial System, Electronic Monitoring, Multi-Hookup, and Problem with system. The 'Property Information' section shows Mailing Address, Copy Site Address to Mailing Address, City, State, Zip, Attention, Past Owner, Additional Info, Lot/Tract, Subdivision, County, Reference #, Status, and Personal Info. The 'Contracts and Inspections' section shows Application, Dates, and Other Info. The 'Comments / Legal Desc.' section shows a comment about Joe's Septic Service. The 'Agency Activities' section shows Notes by Date, Documents, Flood Plain Info, Tanks, Monitoring, and All Maps.

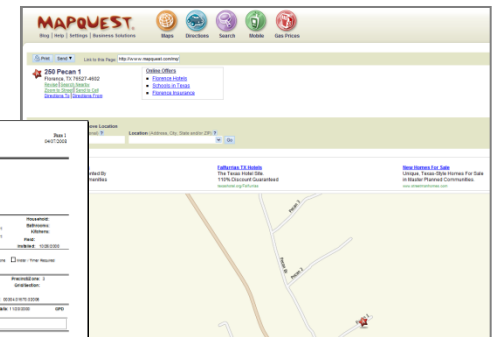
The screenshot shows the 'Maps' menu. It includes fields for Street Number (250), Street Name (Pecan 1), City (Florence), State (TX), and Zip (76527). It also shows GPS Latitude (0.00000) and GPS Longitude (0.00000). The menu includes buttons for MapQuest, Google, MSN LiveLink, Yahoo! Map, Geocode Map, and Topo Map.

← Maps Menu

↓ Link to different Map Sites

Print a Site Profile

The screenshot shows a 'SITE PROFILE' printout. It includes fields for Project Name, Address, City, State, Zip, and Phone. It also includes a section for 'General Information' with checkboxes for Commercial System, Multi-Hookup, and Problem with system. The printout includes a map of the site and a table of 'General Information'.





# System Info Menu:

(Records Screen Subsection)

**Builder/Developer, Designer, Site-evaluator, Manufacturer, Distributor, Installer, Service**

**Company- Current and Previous:** Pop-down screens that give you the ability to track important company information used by that particular record.

**Double-Click any grey area to: Update your company menu; pump models, or system types.**

The screenshot shows a software interface for 'System Info'. At the top, it displays 'Agency Information' with fields for Name (Jon Denney), Site (3221 Como Lake Rd. Denton), and Permit (2001-0001). There are 'CANCEL' and 'Save/Exit' buttons. Below this, the 'Property/System Status' is set to 'Active'. The 'Companies' section contains pop-down menus for Builder/Developer, Designer/Engineer, Site-evaluator, Manufacturer, Distributor, Installer, Current Service Co. (Joe's Septic Service), and Previous Service Co. The 'System Types' section includes Treatment Type (Aerobic), Disposal Type (Surface Application), and Disinfectant (Tablet Chlorine). The 'System Dates' section shows Application (10/05/2000), Permit Date (12/01/2000), Plans Dated (10/05/2000), Auth to Const (12/01/2000), Final Insp (11/15/2000), Installed (01/01/2001), and Warranty Ends. The 'System Details' section includes Brand / Model (Hoot), Aerator (500 N, NC, NU), and Discharge (AK500S96C). The 'Serial #' and 'Date' fields are empty. The 'Tanks' section has a button 'Add / View Individual Tank Information'. The 'GPS and Location' section includes fields for GPS Latitude (N 0 0.0000) and GPS Longitude (W 0 0.0000), with buttons for 'Topo Map', 'Get GPS using Address', and 'Use GPS to Map'.

**Warranty Expires:** Enter the date the warranty for the system expires

**Brand Name, Serial #, and Date:** Keep the Brand Name, etc, of the septic system.

**Aeration & Discharge Pump Information:** Keep track of important pump model information. Also, enter additional equipment on the site.

**Treatment Type, Disposal Type, and Disinfectant:** Enter the types of systems that your record uses.

Add and delete types by double-clicking on the white field.

Double-clicking the White areas on the Treatment Type, Disposal Type and Disinfectant Type will produce screens like these:

**Reference #:** This is for those people who use any specific number to track their records.

**Map key:** This is a plotting number from a Map Book.

**GPS Latitude & Longitude:** Keep coordinates of the system and its sub-parts. This is very helpful in remote rural areas. Hand held GPS devices are used. They are available at most electronics retail outlets. Click Topographic Map button to go to [www.Topozone.com](http://www.Topozone.com) and view the topographic layout of the coordinates.

# Agency Info:

**Permit Type:** Click the permit type or types to preview and print Applications or Permits.

**General Information:** Enter all of the pertinent information about the septic system.

**Flood Plain Info:** Enter the flood plain information here and track the necessary dates.

The screenshot shows the 'Agency Info' window of a software application. The window has a title bar 'Agency Information' and a sub-header 'Agency Info' with a folder icon. Below the header, there are buttons for 'Site Profile', 'CANCEL', and 'Save/Exit'. The main area is divided into several sections: 'Permit Types and Numbers' on the left, 'General Information' in the center, and 'Flood Plain' at the bottom. The 'Permit Types and Numbers' section includes checkboxes for 'Septic permit' (checked), 'Development permit', and 'Flood Plain permit', along with fields for permit numbers and dates. The 'General Information' section contains numerous fields for septic system details, including abstract, surveyor, grid/section, block, lot/tract, lot size, record set, volume, page, pressure valve, diversion valve, max GPD, wastewater type, count, sq. ft., bathrooms, toilets, shower heads, household, kitchens, type of soil, soil date, install date, field size, drainfield length/width/depth, and a list of checkboxes for various features like public water, city limits, rainwater collection, ETJ, recharge zone, water saving fixtures, public sewer, meter/timer required, routine maintenance, and BOD/TSS required. The 'Flood Plain' section includes fields for status, zone/elevation, complete, number, map date, panel, certificate date, and expiration date. A 'Special Provisions' button is located below the permit types section. Red arrows point from external text labels to specific elements: one to the 'Septic permit' checkbox, one to the 'General Information' section header, one to the 'Flood Plain' section, one to the 'Special Provisions' button, and one to the 'Water Supplier' and 'Previous Owner' fields.

Agency Information

**Agency Info**

Name: Jon Denney  
Site: 3221 Como Lake Rd. Denton  
Permit: 2001-0001

Site Profile CANCEL Save/Exit

**Permit Types and Numbers**

☒ **Septic permit**  
Sep Permit: 2001-0001

☐ **Development permit**  
Dev Permit:

☐ **Flood Plain permit**  
FP Permit:

☐ **Other:**

Building Permit Number  
Application Date: 10/05/2000  
Affidavit File Date:

Reason for Permit  
New  
Proposed Improvements  
Lake

**Special Provisions**

**General Information**

Abstract: 0  
Surveyor:   
Precinct: 1 Phase:   
Grid/Section:   
Block: 5  
Lot/Tract: 2  
Lot size:   
Record Set:   
Volume: Page:   
Pressure Valve:   
Diversion Valve:   
Max GPD: 0  
Wastewater Type:   
Count: 0  
Sq. Ft.:   
Bathrooms: 0 Toilets: 0  
☐ Well / Distance

Shower Heads: 0  
Household: 0  
Kitchens: 0  
Type of soil:   
Soil Date:   
Install Date: 01/01/2001  
Field Size: 0  
Drainfield - Length: 0  
Drainfield - Width: 0  
Drainfield Depth-Min: 0  
Drainfield Depth-Max: 0

☐ Public Water  
☐ City limits  
☐ Rainwater Collection  
☐ ETJ  
☐ Recharge zone  
☐ Water saving fixtures  
☐ Public Sewer  
☐ Meter/Timer Required  
☒ Routine Maintenance  
☐ BOD / TSS Required

Legal Description

Water Supplier:   
Previous Owner:

**Flood Plain**

Status:   
Zone/Elevation:   
Complete:   
Number:   
Map Date:   
Panel:   
Certificate Date:   
Expiration date:

Click here to add special provisions to the permit.

Enter in the current Water Supplier and the Previous Owner.

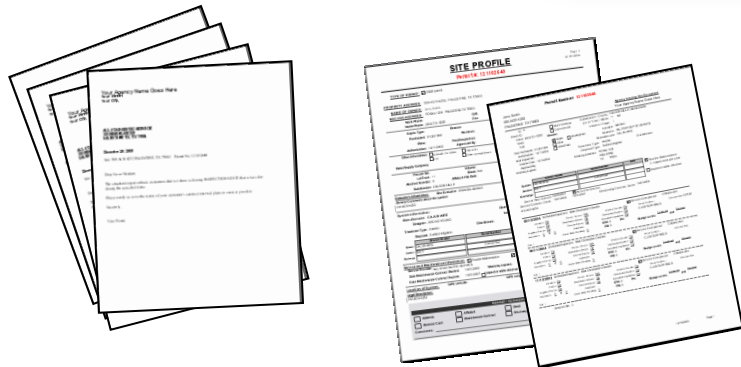
# Preview / Print:

## Print:

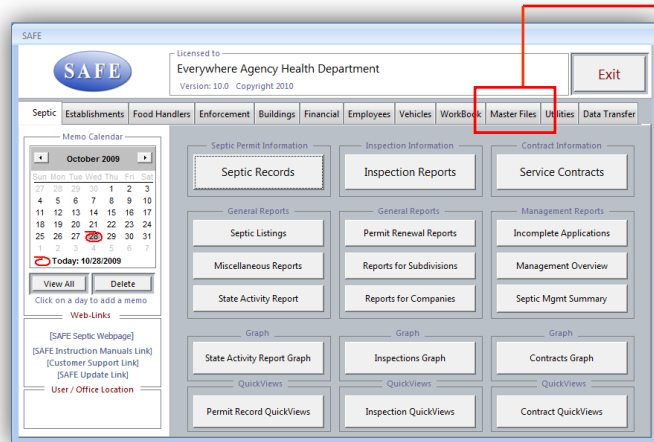
- Letters
- Documents
- Affidavits
- Citations
- Profiles

## Link:

- Documents
- Scanned Drawings
- Digital Photos
- Microsoft Word™ docs



# How to create and Edit Documents



The SAFE software main menu is displayed. The 'Master Files' menu item is highlighted with a red box. A red arrow points from this box to the 'Document Selection' dialog box.

SAFE  
Licensed to:  
Everywhere Agency Health Department  
Version 10.0 Copyright 2010

Exit

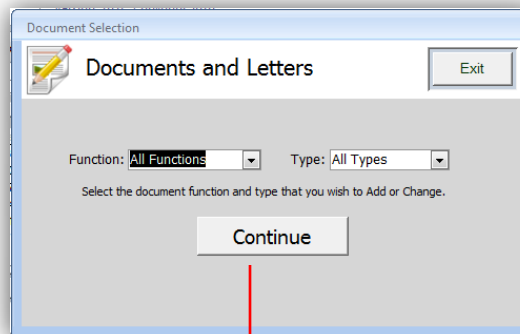
Septic Establishments Food Handlers Enforcement Buildings Financial Employees Vehicles WorkBook Master Files Utilities Data Transfer

Memo Calendar  
October 2009  
Sun Mon Tue Wed Thu Fri Sat  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31  
Today: 10/28/2009  
View All Delete  
Click on a day to add a memo  
Web-Links  
[SAFE Septic Webpage]  
[SAFE Instruction Manuals Link]  
[Customer Support Link]  
[SAFE Update Link]  
User / Office Location

Septic Permit Information  
Septic Records  
General Reports  
Septic Listings  
Miscellaneous Reports  
State Activity Report  
Graph  
State Activity Report Graph  
QuickViews  
Permit Record QuickViews

Inspection Information  
Inspection Reports  
General Reports  
Permit Renewal Reports  
Reports for Subdivisions  
Reports for Companies  
Graph  
Inspections Graph  
QuickViews  
Inspection QuickViews

Contract Information  
Service Contracts  
Management Reports  
Incomplete Applications  
Management Overview  
Septic Mgmt Summary  
Graph  
Contracts Graph  
QuickViews  
Contract QuickViews



The 'Document Selection' dialog box is shown. It has a 'Function' dropdown set to 'All Functions' and a 'Type' dropdown set to 'All Types'. A 'Continue' button is at the bottom. A red arrow points from the 'Continue' button to the 'Affidavit, Document, Inspection or letter' dialog box.

Document Selection

Documents and Letters

Exit

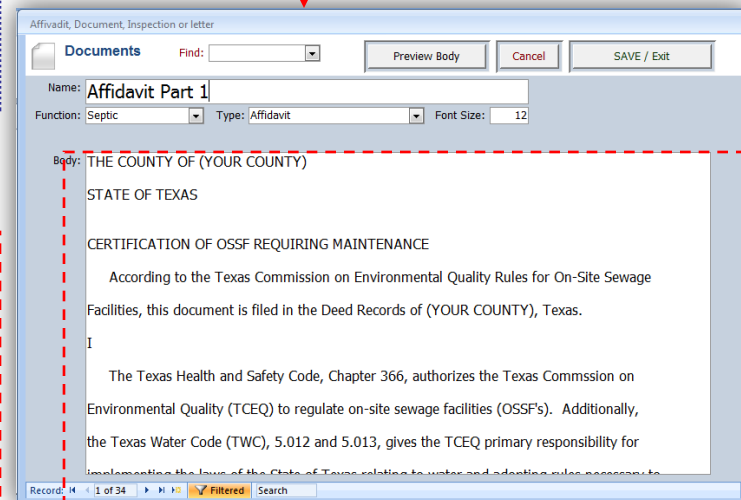
Function: All Functions Type: All Types

Select the document function and type that you wish to Add or Change.

Continue

**Blue Dotted Line:** This is the portion of the document that is SET. You cannot move or format this portion. We have pulled and placed data from the permit record or other areas onto this portion of the document.

**Red Dashed Line:** This is the portion that you can CHANGE. Put any verbiage about the SUBJECT of the document. Do not put specific verbiage about an individual record in this area. These documents are meant to be for all that you create them for.



The 'Affidavit, Document, Inspection or letter' dialog box is shown. It has a 'Name' field with 'Affidavit Part 1', a 'Function' dropdown set to 'Septic', and a 'Type' dropdown set to 'Affidavit'. A 'Font Size' field is set to 12. A 'Preview Body' button is visible. A red dashed line outlines the text area. A red arrow points from the 'Continue' button in the 'Document Selection' dialog box to this dialog box.

Affidavit, Document, Inspection or letter

Documents Find: Preview Body Cancel SAVE / Exit

Name: Affidavit Part 1

Function: Septic Type: Affidavit Font Size: 12

Body: THE COUNTY OF (YOUR COUNTY)  
STATE OF TEXAS  
CERTIFICATION OF OSSF REQUIRING MAINTENANCE  
According to the Texas Commission on Environmental Quality Rules for On-Site Sewage Facilities, this document is filed in the Deed Records of (YOUR COUNTY), Texas.  
I  
The Texas Health and Safety Code, Chapter 366, authorizes the Texas Commission on Environmental Quality (TCEQ) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), 5.012 and 5.013, gives the TCEQ primary responsibility for implementing the laws of the State of Texas relating to water and wastewater resources.

Record 1 of 34 Filtered Search

# Permits Menu: Contracts and Inspections

Permit Record

Residential **Active** Routine Inspections Inspection Past Due Contract Past Due

Permit # 1 Find by Permit: Permit # Street # Street Name  
Prefix Mr. Last Name More Searches View Linked

First Name: Jon  
Last Name: Denney  
Address: 3221 Como Lake Rd.  
City/State/Zip: Denton TX 76210

Settings  
☒ Routine Maintenance  
☐ Commercial System  
☒ Electronic Monitoring  
☐ Multi-Hookup  
☐ Problem with system

Property Information Contracts and Inspections Dates Comments / Legal Desc. 11/02/2009

Contract  
☒ Active Contract  
Started: 10/08/2008 Expires: 10/08/2009  
Received: 10/28/2009  
Service Company: Joe's Septic Service  
☐ Owner Maintained  
Previous Service Company: ABC Septic Expired:

Inspections  
Next Inspection: 11/01/2009  
Per Year: 3  
☒ Chlorine Required ☒ Tech adds  
Days between: 120  
Next Chlorine Due: 11/01/2009

Renewal Contract Information  
Starts: Expires:  
Renewal Insp's/yr: 3  
Renewal Co:   
Important Dates  
Declined:   
Current File Date: ☐ Resolved  
Previous Filing:   
Renewed/Transferred: ☐ Grandfathered  
Brand Name: Hoot

Save / Exit  
System Info  
Agency Info  
Enforcement  
Financials  
Agency Activities  
Notes by Date  
Documents  
Flood Plain Info  
Tanks  
Monitoring  
All Maps  
Map by Address

Record: 1 of 1 No Filter Search

**ACTIVE FOR SERVICE:** Check the box if they are an Active Account or have a system that requires Routine Maintenance.

If the Service and Contract Tab is NOT visible – Check the Routine Maintenance Check box located at the top of the menu, just below the Link To Field.

**Next Inspection:** Enter the Next Inspection Date here. If the background is in red, then it is past due. Make sure you note if the system requires Chlorine.

**Contract Dates:** Enter the Contract Start and End Dates here. Check that the Contract is Active.

**Enter New Inspection:** Click this button if you need to record the results of a new inspection performed by the service company.

Enter all the results and information about the inspection. Once you SAVE/Exit the menu, the next inspection date will change.

New Inspection

ID: 1 Disposal Type: Surface Application  
Permit: 2001-0001 Current Contract: 01/01/2009 - 01/01/2010  
Address: 3221 Como Lake Rd., Denton

Preview Single  
Preview All  
SAVE / EXIT  
Cancel

Inspection Date: 10/28/2009  
Entered: 10/28/2009  
Inspection Type: Scheduled Inspection  
Inspection #: 1 of 3 -----Contract Period-----  
Due: 10/15/2009 01/01/2009 01/01/2010  
Test Method: Visual  
Service Company: Joe's Septic Service  
Technician: Joe Smith

Past Inspection Listing

Problem Indicated ☒  
Insp. Completed ☒  
Emailed Insp. ☐  
Entered By:

Test Results Comments

Make All Fields "N/A"

Aerators: Op  
Filters: Op  
Irrig. Pumps: Op  
Disinf. Device: Op  
Chlorine Supply: Op  
Elect. Circuits: Op  
Dist. System: Op  
Sprayfield Veg: Op  
Recirc. Pumps: N/A  
Autodialer: Op  
Alarm: Op

PH Level:   
Changed Diffusers: ☐  
Quantity: 0  
Fecal Coliform:   
Nitrogen content:   
PSI: 0.0  
CFM: 0.0  
Chlorine Residual:   
Added Chlorine: ☐  
Water Meter: 0

Sludge Level  
Tank 1:   
Tank 2:   
Tank 3:   
Pumping Needed: ☐

BOD / TSS Test  
BOD:   
TSS:   
Paid: ☐  
Fee:   
Lab:



## Service Menu (Continued)

“**Contract Expires**” will appear (if desired) on the Contract informing your record of the length of their service agreement. “**Comments**” can be added to the contract to help your record understand any “special” information you may have on your contract.

**Previous and New Service:** Enter in new inspection information or view all the results of each inspection or service work performed on the system.

## Recording Inspection Information:

### Here is an example of the “New Service Screen”

You can track which inspector answered the call or performed the inspection. This information will be compiled in a report called “Service by Inspector”. Note what type of service it was by clicking the pop-down arrow. You can add or delete types by double-clicking.

- ADD COMMENTS (OFFICE USE ONLY) ABOUT THE INSPECTION – NEW ON 5.0

**Enter the information performed during the inspection:**

- **Op** (operative), **Non-Op** (non-operative), **COS** (Corrected on site), or **N/A** (not applicable)
- The Service Provider field will default to the current SP, however, you can choose another Service Provider if it changes.
- Enter all dates (inspection date defaults to current date)

Uncheck the Service Completed box to keep track of pending service call on a report called “Service Pending”.

- Chlorine Added can be checked and noted. You can enter how much chlorine was put into the system. If there is a Chlorine Residual of “ZERO”, you can send the homeowner a letter of compliance.
- Nitrogen Content can be tracked here as well. Enter the milligrams/liter amount for each inspection.
- Note the Fee and enter Paid if you have received payment. All service calls that are unpaid will be compiled in a report called “Unpaid Inspections”.
- **PROBLEMS** about the system can be noted on the service screen by checking the Problems box that is circled in **RED**. When selected, this record will be “flagged” as having a problem.

**Preview Single or All Inspection Results:** This will show the inspection result(s) for that record. You may then choose to **exit** and automatically update the service provider’s next inspection due date.

## New Inspection Continued:

Keep track of the number of inspections performed during the contract

You can select one of these services or double click to add more types of inspections

The Date Due will transfer from the service tab to show the difference in date performed and date scheduled. You can run a report by going to Reports/Inspections/Inspections vs. Due Date to see a list of Service Provider and plus or minus service days.

Customer Request  
Repair  
Scheduled Inspection

When exiting the Inspection menu, you can automatically change the next scheduled date of service as well as the next scheduled Chlorine Service date.

**Update Next Service?**

Date Tested is 05/10/05

Scheduled Service Date is 05/01/05

Months between inspections is 4

Would you like to change the date of the next service to - 09/01/05?

Yes No

Answer "yes" to this question if it is a scheduled inspection. This will keep the septic system inspection scheduled correctly and accurately.

**New Inspection**

ID: 1 Disposal Type: Surface Application

Permit: 2001-0001 Current Contract: 01/01/2009 01/01/2010

Address: 3221 Como Lake Rd., Denton

Inspection Date: 10/28/2009 Entered: 10/28/2009

Inspection Type: Scheduled Inspection

Inspection #: 1 of 3 Contract Period: 01/01/2009 01/01/2010

Due: 10/15/2009

Test Method: Visual

Service Company: Joe's Septic Service

Technician: Joe Smith

Problem Indicated ☐

Insp. Completed ☒

Emailed Insp. ☐

Entered By:

Make All Fields "N/A"

Aerators: Op Filters: Op Irrig. Pumps: OP Disinf. Device: Op Chlorine Supply: Op Elect. Circuits: Op Dist. System: Op Sprayfield Veg: Op Recirc. Pumps: N/A Autodialer: OP Alarm: OP

PH Level: Changed Diffusers: Quantity: 0 Fecal Coliform: Nitrogen content: PSI: 0.0 CFM: 0.0 Chlorine Residual: Added Chlorine: Water Meter: 0

Sludge Level Tank 1: Tank 2: Tank 3: Pumping Needed: ☐

BOD / TSS Test BOD: TSS: Fee: Paid: ☐

Lab:

Past Inspection Listing

Preview Single Preview All SAVE / EXIT Cancel

Commercial  
Inspection  
Results

**Update Next Service?**

Would you like to change the date of the next CHLORINE service to - 06/04/05

Yes No

Click Problem if there is something wrong with the system. Click on the Service Completed box if it is **INCOMPLETE**. Every Inspection will default to Service Completed. All service Incomplete will show on a service pending report

# Septic Permits Menu: Dates Menu

Permit Record

Residential Active Routine Inspections Inspection Past Due Contract Past Due

Permit # Find by Permit: ID Prefix First Name Last Name Address City/State/Zip

Application: 10/28/2008 Plans: 10/28/2008 Entered: 10/28/2009 Approved By: Bill Taylor

Reviewer: Ken Smith Inspector: Ken Smith

Completed: 08/15/2008 08/01/2008 Returned: 08/20/2008 Revision: 08/21/2008

Received: 09/01/2008 Approved: 09/02/2008 Disapproved: Mail Received:

Date Tracking Complete ☒

Make sure you enter your staff into the Employee's Menu so that the appropriate person can be selected on the Dates Menu.

Go to the Main Menu/Employees Tab to enter employees.

NEW for 6.60!

We created a dates tab to better organize Agency dates and information.

Enter the Reviewer, Inspector, and Approved by date information.

Double click on any date field and the current date will be automatically entered in the field. You can edit it at any time.

Also, you can enter any comments about the Agency Inspection, review, or approval.

SAFE

Licensed to: Test Agency name Goes Here

Version: 10.0 Copyright 2010

Septic Enforcement Buildings Financial Employees Vehicles WorkBook Master Files Utilities Data Transfer

Employees Menu

All Employees Equipment Interactive Timesheet Listing

Employee Equipment Employee Listings

General Reports

Employee Timestudy Expiration Dates Emergency Info

Enter Payroll Period and Time

Starts: 01/01/2009 Ends: 01/31/2009

Change Payroll Period Enter Payroll Time

Payroll Reports

Payroll Mileage Report Print Completed Payroll Timesheets Print Blank Payroll Timesheets

Employees

Employee Entry

Name: Fred Denney

ID: 2 Type: Admin Password: 2 Initials: Office: Signature: Title 1: Title 2: Address: City: State: Zip: Work Phone: Cell Phone:

Other Information

Date of Birth: Employment Date: Termination Date:

Additional Options

Main Menu Options

Employee Additional Options for... Fred Denney

Septic Permits Complaints Financials Data Transfer Employees Violations WorkBook Vehicles Master Files Food Handlers Building Permits Utilities

Hide the SEPTIC PERMITS Tab Hide the COMPLAINTS Tab Hide the FINANCIALS Tab Hide the DATA TRANSFER Tab Hide the EMPLOYEES Tab Hide the VIOLATIONS Tab Hide the WORKBOOK Tab Hide the VEHICLES Tab Hide the MASTER FILES Tab Hide the BUILDING PERMITS Tab Hide the UTILITIES Tab

Can Delete OSS's Can Delete Complaints Can Update Septic Dates Code Enforcement Office

WARNING !!! If you select to hide a tab on the Main Menu for this employee, they will NOT HAVE ACCESS to this menu item when they log into the SAFE Program. You must have at least ONE (1) employee designated as an Employee Type of "Admin" for the hide features to work properly.

Word Processing Program: Last Mail Merge Document:

# Permits: Activity Menu

This section will help you track any inspections performed by your agency inspectors. Document any data and comments and print out blank Inspection sheets with a click of a button. Create these forms by DOUBLE-Clicking into the white area of the "Select Document" field after clicking on the "Blank Inspection Forms" Button.

Activities - in descending date sequence

**Agent Activities** Permit: 2001-0001  
Site: 3221 Como Lake Rd. Denton  
Owner: Jon Denney

Preview Activities Save/Exit  
Blank Form CANCEL

Date	Type	Inspector	Approved	Entry Date / By
10/28/2009			YES NO	

Comments:

Double Click to edit the Inspection Sheet

Permit Record

Residential Active Routine Inspections Inspection Past Due Contract Past Due

Find by Permit: Permit # Street # Street Name  
Last Name More Searches

First Name: Jon  
Last Name: Denney  
Address: 3221 Como Lake Rd.  
City/State/Zip: Denton TX 76210

Settings: ☒ Routine Maintenance ☐ Commercial System ☐ Electronic Monitoring ☐ Multi-checkup ☐ Problem with system

Property Information: Mailing Address: 3221 Como Lake Rd. City: Denton State: TX Zip: 76210

Phones: Home: (323) 423-4242 Work: (243) 253-4523 Ext: 5545 Cell: (234) 756-7567 Fax: (423) 534-6745

Map Key: 340H Owner Profile Site Profile

Additional Info: Lot/Frac: 12 Block: 43 Precinct: 1 Subdivision: Windriver Estates County: Denton Reference #: 212 Status: Active Personal Info: 123212-123123

Application: 10/28/2008 Permit Date: 10/30/2008  
Plans Dated: 10/28/2008 Auth to Comm: 10/30/2008  
Final Insp: 10/21/2008 Installed: 10/28/2008  
Host / Host: Permit: Surface Application Contract Starts: 10/28/2008  
Bldg Trades: Ends: 10/28/2009  
Job's Septic Service: Next Insp: 11/01/2009

Agency Activities

Blank Inspection Forms

Document Creation

Select Document:

Preview and Print

Activities and Inspections

Activity / Inspection Types

Type	Agency OSSF	Service Provider	State Activity	Complaint	Subdivisions	Establishments	Newspaper	Violations Followup	Routine	Building
Complaint Followup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Request	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering plan review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final inspection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First inspection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initial inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Excavation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Followup	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pipe and Gravel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record: 1 of 22 No Filter Search

Affidavit, Document, Inspection or letter

Documents

Name: Affidavit Part 1  
Function: Septic Type: Affidavit Font Size: 12

Body: THE COUNTY OF (YOUR COUNTY)  
STATE OF TEXAS  
CERTIFICATION OF OSSF REQUIRING MAINTENANCE  
According to the Texas Commission on Environmental Quality Rules for On-Site Sewage Facilities, this document is filed in the Deed Records of (YOUR COUNTY), Texas.  
I  
The Texas Health and Safety Code, Chapter 366, authorizes the Texas Commission on Environmental Quality (TCEQ) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), 5.012 and 5.013, gives the TCEQ primary responsibility for implementing the laws of the State of Texas relating to water and wastewater management.

Record: 1 of 34 Filtered Search

Inspection / Service Sheet

Inspection / Service Sheet

Make sure you note the Inspection sheet properly in order for it to appear in the above selection.

# Notes: Added for Version 6.20

Site Notes - descending date sequence

Permit: 2001-0001  
Site: 3221 Como Lake Rd. Denton  
Owner: Jon Denney

Preview ALL Save/Exit

DATE ENTERED BY

☐ Create SAFE Memo

Comments:

**Notes:** Enter the Date and ANY Comments that the customer may have relayed during any conversation on the phone or in documents. This will aid in inter-office efficiency and consistency. Click Preview All to see a printout of all of your Notes.

Site Notes

Permit: 1742156  
Site: 3008 CR 338 Nacogdoches  
Owner: John Hardiyak

DATE ENTERED BY

06/27/2008 06/27/2008  
3008 CR 338 Nacogdoches Nacogdoches (972) 546-4456 Cell Phone #

Enforcement

Enforcement Options

Permit: 2008-00009  
Site: 3221 Como Lake Rd. Denton  
Owner: Jon Denney

Complaints

New Complaint as Complainant  
New Complaint as Offender  
Existing Complaints

Violations

New Violation  
Existing Violations

Citations

New Citation  
Existing Citations

Question

Memo record for this date will be created - Continue?

Yes No

Done

Memo record created for - 1742156

OK

Permit Record

Residential Active Routine Inspections Inspection Past Due Contract Past Due

Find by Permit Permit # Street # Street Name  
Last Name More Searches

First Name: Jon  
Last Name: Denney  
Address: 3221 Como Lake Rd.  
City/State/City: Denton TX 76210

Settings  
☒ Routine Maintenance  
☒ Commercial System  
☒ Electronic Monitoring  
☒ Multi-Monitoring  
☒ Problem with system

Property Information Contracts and Inspections Dates Comments / Legal Desc

Mailing Address  
☒ City Site Address to Mailing Address  
Mail To: 3221 Como Lake Rd.  
City: Denton  
State: TX Zip: 76210  
Attention:  
Past Owner:  
Additional Info:  
Last Used: 2 Stock: 43 Record: 1  
Subdivision: Windriver Estates  
County: Denton  
Reference #: 212  
Status: Active  
Personal Info: 1232112-123123

Phones  
Home: (423) 423-4242  
Work: (423) 253-4523  
Ext: 5545  
Cell: (214) 756-7667  
Fax: (423) 534-6746  
Email: jessieprogram@gmail.com

Map Key: 3404  
Owner Profile  
Site Profile  
Dates and Other Info  
Application: 10/28/2008 Permit Date: 10/28/2008  
Plan Date: 10/28/2008 Auth to Connect: 10/28/2008  
Final Insp: 10/21/2008 Installed: 10/28/2008  
Host / Host: Billy Travis  
Agency / Surface Application: Billy Travis  
Contract Starts: 10/28/2008  
Next Insp: 11/01/2009

Agency Activities  
Notes by Date  
Documents  
Flood Plain Info  
Tanks  
Monitoring  
All Maps  
Map by Address

**Notes to Memo:** You can have your Note transfer to the SAFE Memo Screen by clicking the checkbox and answering "yes" to the Memo Screen.

1. Check the box that says "Create SAFE Memo".
2. Click Yes to the Question
3. Click OK to the Memo #
4. Go to the Main Menu, click Preview Memos, and see that the Note is now a Memo for that day.

SAFE

Septic Establishments Food Han

Memo Calendar

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: 10/28/2009

View All Delete

Click on a day to add a memo



Track any Notices of Violation your agency issues. Examples are Contracts Past Due and Late Inspection Notices.

[illegible]

Mail Merge Document

Microsoft Word™ "Mail Merge" Menu Exit

Full path to your Microsoft Word™ program (i.e. C:\Program Files\Microsoft Office\Office12\Winword.exe)

Browse WinWord.exe

Browse Microsoft Word™ Document to merge SAFE™ Data to

Run Mail Merge Document(s)

\* Please consult your User Manual for detailed step-by-step instructions for setting up a Mail Merge Document and the process of filing SAFE™ to it.

Use the Mail Merge function if you have a specifically designed form in Microsoft Word

## Enforcement Menu: Complaints: Entering complaints from the Permit Records Menu

New Complaint as Complainant (if this person is complaining about someone else)

Complaints

Find By: SITE ADDRESS REFERENCE # SEPTIC PERMIT OFFENDER OFFENDER STREET #  
COMPLAINANT # COMPLAINANT OFFENDER STREET NAME

Number: 4  
Date Opened: 10/28/2009  
Date Closed:

Complainant / Offender Information Complaint Details

Select SEPTIC:   
Complainant Name: Denney Jon ☒ Remain Anonymous  
Street: 3221 Como Lake Rd. Home Phone: (323) 423-4242  
City: Denton Cell Phone:  
State: TX Zip: 76210  
Offender Name: Linda Smith  
Street # / St Name: 3217 Como Lake Rd.  
City: Denton  
State: TX Zip: 76210 Establishment: Septic Permit:  
Additional Details:  
Home: (234) 234-2342 County: Denton Precinct: 1 Map Key:  
Cell: Reference: GPS Lat: N 0 0.0000  
Site: 3217 Como Lake Rd., Denton GPS Lon: W 0 0.0000  
Legal: or GPS Lat: 0.00000 Lo: 0.00000

Complainant Letter  
Offender Letter  
Preview Complaint Form  
Notes  
Activities  
Violations / Citations  
New Receipt  
Existing Receipts  
Scanned Documents  
Mail Merge

Record: 1 of 2 Unfiltered Search

Enter all the complainant and offender information. If the complainant wants to remain anonymous, click the checkbox.

After entering this information, click the Complaint Details Tab. Enter all the initial complaint detail info, the dates, inspector assigned, the results, actions, and follow-up information here.

Enforcement Options

Complaints  
New Complaint as Complainant  
New Complaint as Offender  
Existing Complaints

Violations  
New Violation  
Existing Violations

Citations  
New Citation  
Existing Citations

Record: 1 of 1 No Filter Search

Complaints

Find By: SITE ADDRESS REFERENCE # SEPTIC PERMIT OFFENDER OFFENDER STREET #  
COMPLAINANT # COMPLAINANT OFFENDER STREET NAME

Number: 4  
Date Opened: 10/28/2009  
Date Closed:

Complainant / Offender Information Complaint Details

Initial Information  
Category: OSSF  
Date Opened: 10/28/2009 Status: Open

Description of Complaint

Investigation  
Investigation Date: Time:  
Officer:  
Assistant:  
Samples Taken:   
Photos Video TagNo:  
Results

Actions Taken  
Invalid: File Location:  
Notices Issued: Number:  
Citation Issued: Number:  
Court Filed: Number:  
Date to Officials:

Follow-up Info  
Follow-up Date:  
Follow-up Comments

Date Closed:

Complainant Letter  
Offender Letter  
Preview Complaint Form  
Notes  
Activities  
Violations / Citations  
New Receipt  
Existing Receipts  
Scanned Documents  
Mail Merge

Record: 1 of 2 Unfiltered Search

Complaints

**Complaints**

Find By

SITE ADDRESS
REFERENCE #
SEPTIC PERMIT
OFFENDER
OFFENDER STREET #

COMPLAINT #
ESTABLISHMENT
COMPLAINANT
OFFENDER STREET NAME

Number: 
By

Date Opened: 
Date Closed:

Exit
Cancel

Complainant / Offender Information
Complaint Details

Initial Information

Category: **OSSF**

Date Opened: 
Status: **Open**

Description of Complaint

Issue with Septic System. Stinks

Actions Taken

Invalid: ☐ File Location:

Notices Issued: ☐
Citation Issued: ☐
Court Filed: ☐

Number: 
Number: 
Number:

Date to Officials:

Investigation

Investigation Date: 
Time:

Officer: **Bill Smith**

Assistant:

Samples Taken: ☒ Effluent
☒ Photos
☐ Video
TagNo:

Results

Filter clogged and pump now working properly. Called service company to fix.

Follow-up Info

Follow-up Date:

Follow-up Comments

Check tag on system.

Date Closed:

Complainant Letter
Offender Letter
Preview Complaint Form
Notes
Activities
Violations / Citations
New Receipt
Existing Receipts
Scanned Documents
Mail Merge

Record: 1 of 1
Unfiltered
Search

Complaint Report

Complaint Number: 2

Date opened: 10/28/2009  
Category: OSSF

102852009  
Page 1

Complainant: Denny Jon R

Address: 3221 Como Lake Rd. Denton TX 76210

Phone: (404) 654-6546

Suspect: Unknown

Address: 3217 Como Lake Rd. Denton TX 76210

Denton Preschiz: 1 Map Key:

Phone:

Site: 3217 Como Lake Rd. Denton TX

Legal Desc:

Description: GPS Location: 010500 GPS Longitude: 0.00000 Tazehy: \_\_\_\_\_

Issue with: Sec'd System: Strap

INVESTIGATION:

Date: 10/28/2009

Time: \_\_\_\_\_

☒ Photos  
☐ Maps  
☐ Videos  
☐ Network Issues  
☐ Clonon Issues  
☐ Quirt Field

Tag Number: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Investigation Revealed:

Fitter clogged and pump now working properly. Called service company to fix.

FOLLOW UP: Date: 11/28/2009

Check tag on system:

Inspector: Bill Smith

Date Closed: \_\_\_\_\_

Mail Merge Document

Microsoft Word™ "Mail Merge" Menu

Exit

Browse WinWord.exe

Microsoft Word™ Document to merge SAFE™ Data to

Browse

Run Mail Merge Document(s)


\* Please consult your User Manual for detailed step-by-step instructions for setting-up a Mail Merge Document and the process of Merging SAFE™ Data to it.

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## Enforcement Menu: Citations: Entering Citations from the Permit Records Menu

New Citation for this Permit Record

Code Enforcement

 **Citation**  
10/28/2009 12:01:38 PM

Preview  
Offense Report

CA

<b>Suspect:</b> Jon Doe	<b>Date:</b> 10/28/2009
<b>Street:</b> 14503 Sycamore	<b>Time:</b> 12:01 PM
<b>City:</b> East Bernard	<b>Key:</b> 1
<b>State:</b> TX <b>Zip:</b> 77435	<b>Citation Number:</b>
<b>Site:</b> 14503 Sycamore East Bernard TX	<b>Violation number:</b> 0
<b>Legal Desc.:</b>	<b>Officer:</b>
<b>Home:</b> (979) 335-6272 <b>Cell:</b>	<b>County:</b> Wharton
<b>Work:</b>	<b>Category:</b> Septic Complaint
<b>Email:</b>	

<b>Suspect</b>	<b>Court</b>
<b>DOB:</b> 10/15/1972	<b>Filed:</b> <input checked="" type="checkbox"/> <b>Date:</b>
<b>DL#:</b> 234234234	<b>Cause #:</b>
<b>SSN:</b> 453-45-3434	<b>Court Name:</b> Denton County Court
<b>SID#:</b> 454	<b>Address:</b> 24 Main St., Denton, TX 75646
<b>FB#:</b> 455454	<b>Date To Appear:</b> 11/01/2009 <b>Time To Appear:</b> 10:00 AM
<b>Height:</b> 5'11"	
<b>Weight:</b> 220	
<b>Race:</b> W	
<b>Sex:</b> M	
<input type="checkbox"/> Arrested	

<b>Court</b>	<b>Fine:</b> \$240.00	<b>Permit:</b> 933
<b>Plea:</b> Not Guilty	<b>Fine Date:</b> 11/20/2009	<b>Complaint:</b> 0
<b>Results:</b> Guilty	<b>Court Cost:</b> \$25.00	<b>Establishment:</b> 0
<b>Penalty Class:</b> Misc. Class A		
<b>Penalty Desc:</b> Env Violation		

**Narrative:**

**Disposition:**

Record: 1 of 1 Unfiltered Search

Permit Record

Permit # 2001-0001

City: Mr.

Street #

Street Name

Linked to

Save / Exit

Settings

Agency Activities

Agency Info

Code Enforcement

Violations

New Violation

Existing Violations

Citations

New Citation

Existing Citations

Complaints

New Complaint as Complainant

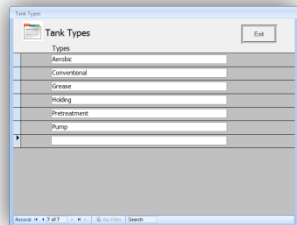
New Complaint as Offender

Existing Complaints

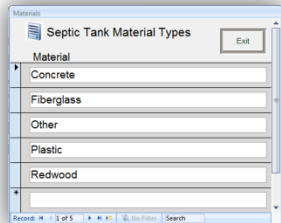
Exit

# Tanks Menu:

Pop-down selections speed up data entry



Double click the white portion of the field or go to Master Files to enter information



**Tanks** Owner: Roger Rosales  
Site: 14503 Sycamore East Bernard  
Permit: 933

Preview Tank Info Exit  
Cancel

Tank Type Construction Capacity Between Pumpings Days or Years Filter

Date Installed: Last Pumped:

Divider Baffles: Contractor:

Cover: Depth:

Manufacturer: Compartments:

GPS Latitude: N 0 0.0000 or 0.00000 GPS Longitude: W 0 0.0000 or 0.00000

Comments:

Record: 1 of 1 Filtered Search

Find by Permit: Permit # Street # Street Name View Linked  
Last Name More Searches

Settings  
☒ Routine Maintenance  
☒ Commercial System  
☒ Electronic Monitoring  
☒ In-line Pumping  
☐ Problem with system

Save / Exit  
 System Info  
 Agency Info  
 Agency Activities  
 Notes by Date  
 Financials  
 Enforcement  
 Documents  
 Flood Plain Info  
**Tanks**  
 Monitoring  
 Map by Address  
 CANCEL

**TANKS:** Click this button if you want to record transactions and view information about each tank for the record.

**Tank Type:** Select by clicking the down arrow. Add types by double-clicking in the light blue area.

**Construction and Divider Baffles Types:** Enter the Construction and Baffles type of the tank.

**Capacity:** Enter the capacity or choose from the set amounts.

**Date Installed:** Enter the date the tank was installed (optional)

**Days / Years between pumping:** Keep track of pumping schedules.

**Contractor:** Enter the name of a contractor here.

**Filter:** Check the box if the tank has an effluent filter.

**Last Pumped:** Set the date of last pumping in order to keep track of the schedule.

**Cover and Depth:** Enter the type of cover and depth of tank.

**Comments:** Keep information about each tank.



# Financials Menu: **New RECEIPT CREATION**

Receipts and Invoices

Site: 14503 Sycamore East Bernard  
Owner: Roger Rosales  
Permit: 933

Receipts

**New Receipt**

Existing Receipts

Invoices

NEW INVOICE

OPEN INVOICES

ALL INVOICES

Compute Today's Balance

Exit

**New Receipts:** Enter New by clicking on the **NEW Receipt** Button. New Receipts can be created for septic permits, etc.

Permit Record

Residential | INACTIVE | Routine Inspections

Permit # 933

Find by Permit: Permit # Street # Street Name

First Name: Roger

Last Name: Rosales

Address: 14503 Sycamore

City/State/Zip: East Bernard TX 77435

Property Information | Service and Contract | Dates | Comments / Legal Desc.

Mailing Address: Copy Site Address to Mailing Address

Home: (979) 335-6272

Work: (979) 335-6272

Cell: (979) 335-6272

Fax: (979) 335-6272

Additional Info: Block: Precast

Application: Can Bernard Cais

Plan Date: 05/14/1998

Plan Date: 05/14/1998

Reference: 97020009

Status: Active

Notes by Date

Save / Exit

Steps to creating a new permit:

1. Find the correct Description and select it. If you do not see the correct category, double click on the white portion of the field and enter the new receipt description.
2. Enter the Payment Type information
3. Enter the Reference ID (Ex: Check #, Drivers license #, etc.).
4. Enter any additional Comments
5. Select the desired printing preference. This will send the receipt to the printer and exit the menu
6. OPTIONAL Step: Click Save Receipt / Add Permits if you also take in money for additional permits. Example: An employee from Reliable Septic comes in to your office and pays for multiple permits. You can add the information here.

New Receipt

Receipt Entry

Preview Before Printing

1 per page Save / Exit

2 per page Save / Exit

Save Receipt / Add Permits

Cancel

Description	Account #1	Fee 1	Account #2	Fee 2
1		\$0.00		\$0.00
2		\$0.00		\$0.00
3		\$0.00		\$0.00
4		\$0.00		\$0.00
		Total:	\$0.00	

Received from: Rosales Roger

Address: 14503 Sycamore East Bernard

Establishment: 933

Payment Type: Cash

Reference ID: 1742198

Comments:

Record: 1 of 1

By:

Receipt codes

Receipt Types

Receipt Type	Account Code 1	Default Fee	Account Code 2	Default Fee	Can be Changed	Food Handler Receipt
Engineer Design Review -- OSSF		\$0.00		\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Default Comment:

Exit

Payment Type: Cash

Reference ID: 1742198

Comments: The County charges \$225.00 for every new OSSF (Septic) Permit. There is an additional \$10.00 Processing fee charged by TCEQ (Texas Commission on Environmental Quality).

1 per page Save / Exit

2 per page Save / Exit

Printing Options

1 Receipt per page

2 Receipts per page

Save Receipt / Add Permits

Receipt Entry

Receipt # 2009-1

10/28/2009 12:13 PM

1 per page Save / Exit

2 per page Save / Exit

Exit Permits

Description	Account #1	Fee 1	Account #2	Fee 2
1		\$100.00		\$0.00
2		\$0.00		\$0.00
3		\$0.00		\$0.00
4		\$0.00		\$0.00
		Receipt total:	\$100.00	

Received from: Rosales Roger

Address: 14503 Sycamore East Bernard

Establishment: 933

Payment Type: Cash

Reference ID: 1742198

Comments:

Permits for Receipt

Permit	Fee	Comments
OSSF Permit	\$0.00	
Default Fee	\$0.00	
Total:	\$0.00	

Print Permits

Exit

# Receipts Menu: Existing Receipts and Voiding the Receipt (New for 10)

Receipts and Invoices  
Site: 14503 Sycamore East Bernard  
Owner: Roger Rosales  
Permit: 933

Receipts  
New Receipt  
**Existing Receipts**

Invoices  
NEW INVOICE  
OPEN INVOICES  
ALL INVOICES  
Compute Today's Balance

Exit

## Existing Receipts:

1. Click Existing Receipts
2. Select the correct Receipt
3. Change the information
4. Void this Receipt if needed. Do this by clicking the "Void this Receipt" button after you have entered the appropriate amount.
5. Click Print 1 per page if desired.
6. Click Print 2 per page if desired.
7. Click the Green Checkmark to save and exit.

**Existing Receipts:** View and Edit existing Receipts by clicking on the Existing Receipts Button. New Receipts can be created for septic permits, etc.

Receipts  
1742156

Receipt Date / Time Payee

06/27/2008 2:06 PM Hardiyak John  
3008 CR 338 Nacogdoches  
Check 123123

Select this Record

Receipts  
Receipt #: 2009-1  
10/28/2009 12:15 PM

Find Receipt No.: [ ]

Print 1 per Page Print 2 per Page Exit

Description	Fee 1	Account #1	Fee 2	Account #2	Fee 3
1. Respection	\$150.00		\$0.00		
2.	\$0.00		\$0.00		
3.	\$0.00		\$0.00		
4.	\$0.00		\$0.00		
<b>Total:</b>					<b>\$150.00</b>

Received from: Rosales Roger  
14503 Sycamore East Bernard  
Check # / Cash: Cash  
Reference ID:  
Comments:

OSSF Permits:

OSSF Permit	Fee	Comments	Print Permits
933	\$0.00		
	\$0.00		
<b>Default Fee:</b>		<b>\$0.00</b>	<b>Totals: \$0.00</b>

Record: 1 of 1 Filtered Search

Smith County Environmental Health Department  
10175 Alabama  
Wharton, TX 77488  
(979) 832-8887

Receipt Number: 2009-1  
10/28/2009 12:15 PM

Descriptions:  
1. \$150.00 Respection  
2.  
3.  
4.

Received From:  
Roger Rosales  
14503 Sycamore East Bernard

Amount Received:  
**\$150.00**

Payment Information:  
Cash

Permit:  
933

Signature / Initials: 10/28/2009 12:22 PM

Smith County Environmental Health Department  
10175 Alabama  
Wharton, TX 77488  
(979) 832-8887

Customer Receipt Number: 2009-1 - 10/28/2009 12:15 PM

1. \$150.00 Respection  
2.  
3.  
4.

**\$150.00 Total Amount Received**

Received From: Roger Rosales  
14503 Sycamore East Bernard

Payment Information: Cash  
Permit: 933

Signature / Initials: 10/28/2009 12:22 PM

Copy - Customer Receipt Number: 2009-1 - 10/28/2009 12:15 PM

1. \$150.00 Respection  
2.  
3.  
4.

**\$150.00 Total Amount Received**

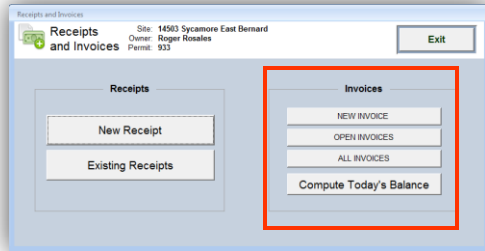
Received From: Roger Rosales  
14503 Sycamore East Bernard

Payment Information: Cash  
Permit: 933  
Customer ID:

Signature / Initials: 10/28/2009 12:22 PM

Exit

# Invoices



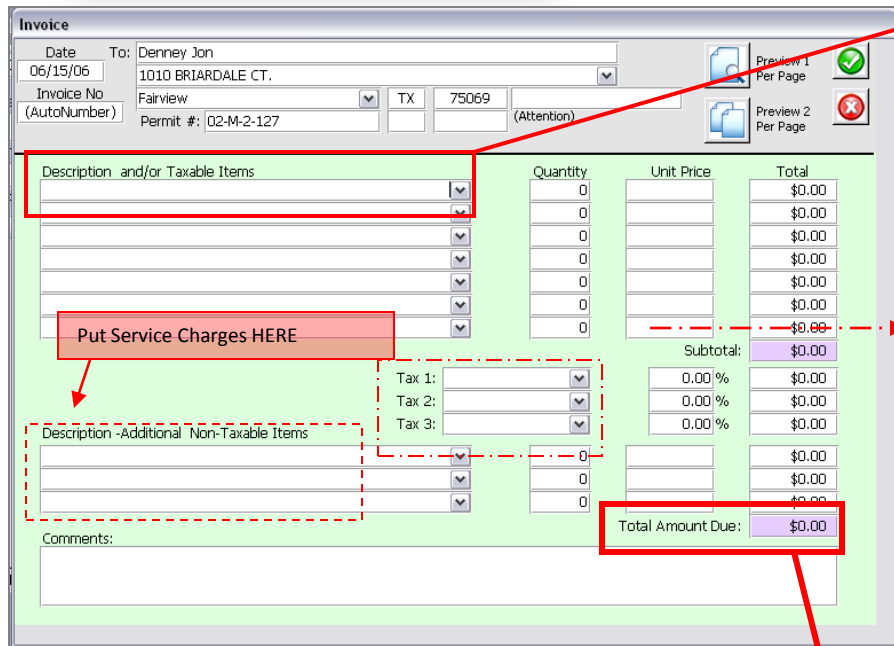
Receipts and Invoices menu. The 'Invoices' section is highlighted with a red box, containing buttons for 'NEW INVOICE', 'OPEN INVOICES', 'ALL INVOICES', and 'Compute Today's Balance'.

**New Invoice:** Create an Invoice to send to the record

**All Invoices** will show you a listing of all the invoices for that record.

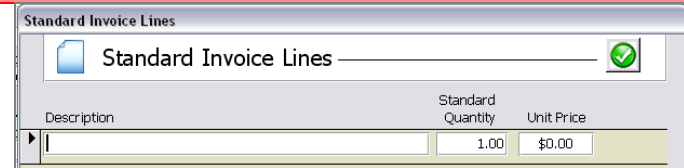
**Open Invoices** will allow you to view and edit all invoices that have not been closed. **New Invoices** will allow you to create a fresh invoice for that record. Each invoice number is auto-assigned and the date paid can be recorded. An **Outstanding Invoices** listing in the **Reports Menu** will help you track the payment of all unpaid invoices. A total unpaid amount will be shown at the bottom of this menu. New Invoices will look like this one.

Compute Today's Balance: Click to see the present balance of the system owner



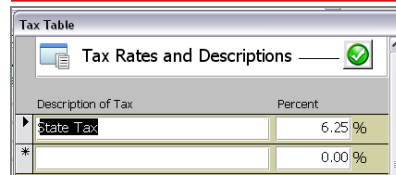
Main Invoice form. The 'Description and/or Taxable Items' field is highlighted with a red box. A red arrow points to the 'Put Service Charges HERE' label. The 'Tax 1', 'Tax 2', and 'Tax 3' fields are also highlighted with red boxes. The 'Total Amount Due' field shows \$0.00.

Double Click Description – Taxable Items Field to add commonly used charges



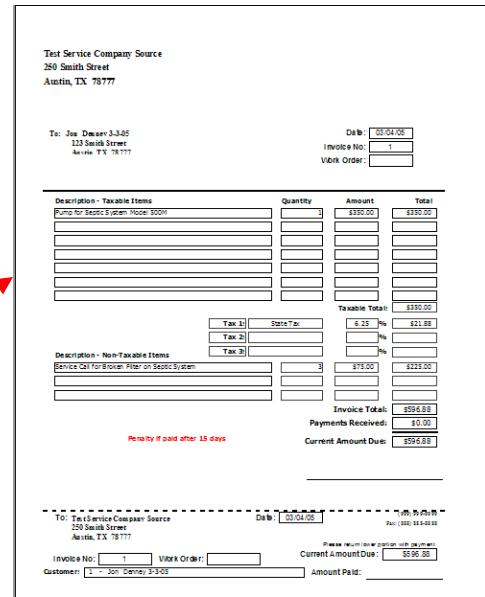
Standard Invoice Lines dialog box. It shows a table with columns for Description, Standard Quantity, and Unit Price. The 'Description' field is highlighted with a red box.

Double Click in the Tax 1 Field to add Tax Types.



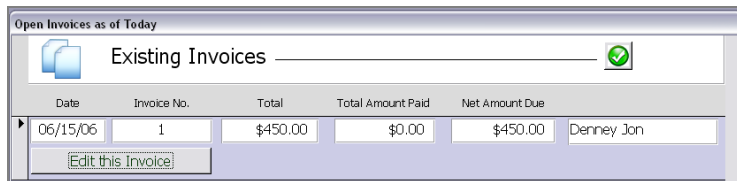
Tax Table dialog box. It shows a table with columns for Description of Tax and Percent. The 'State Tax' row is highlighted with a red box.

Click PREVIEW to view and print the Invoice

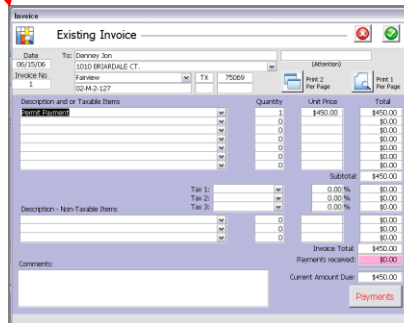


Printed Invoice sample. It shows the invoice details, including the customer name (Denney Jon), address (1010 Briardale Ct.), and the total amount due (\$450.00). The invoice is dated 06/15/06.

All Invoices – Click on an invoice to record payment received.



Open Invoices as of Today dialog box. It shows a table with columns for Date, Invoice No., Total, Total Amount Paid, Net Amount Due, and Customer. The first row shows an invoice for Denney Jon dated 06/15/06 with a total of \$450.00.




Existing Invoice dialog box. It shows the details of an existing invoice, including the customer name, address, and the total amount due. The 'Total Amount Due' field shows \$450.00.

Record Partial Payments as well. SAFE will adjust balance due

**Auto-Dialer Monitoring:**

Alarm Monitoring

**Remote Alarm Monitoring Menu**

Permit: 933  
Site: 14503 Sycamore East Bernard  
Owner: Roger Rosales

Exit

Cancel

Alarm ID Code:

Electronic Monitoring Company:

Contract Starts:

Contract Expires:

Last Payment:

Autodialer:

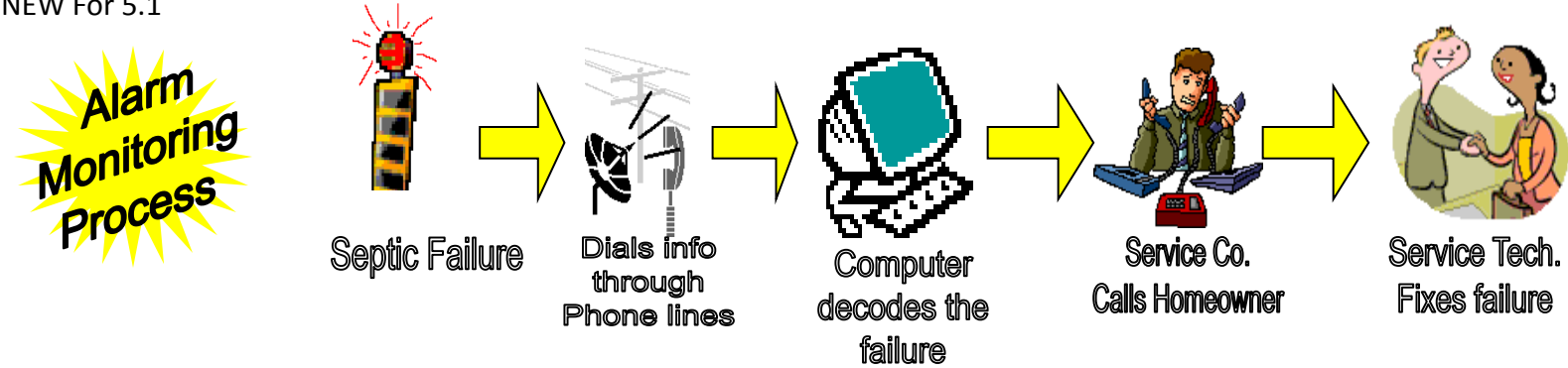
Alarm Positions

1	2	3	4	5	6	7	8	9	10
HW	HW	HW	HW	HW	HW	HW	HW	HW	HW
CL	CL	CL	CL	CL	CL	CL	CL	CL	CL
PS	PS	PS	PS	PS	PS	PS	PS	PS	PS
AF	AF	AF	AF	AF	AF	AF	AF	AF	AF

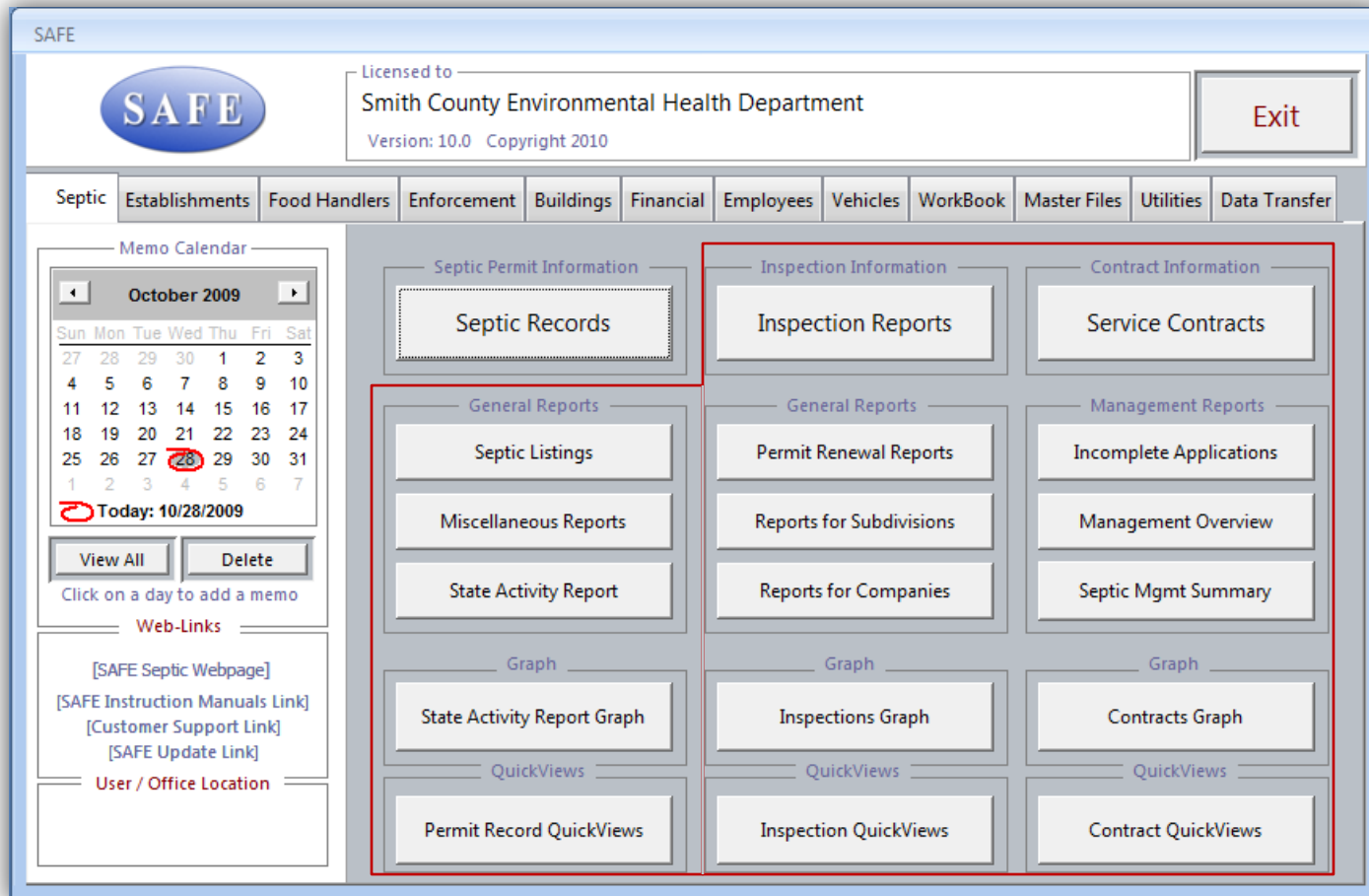
**Monitoring:**

If your agency is required to remotely monitor septic systems using an auto-dialer, this is the screen for you.

Contact VMSoft Products for more information about alarm monitoring and auto-dialer brand compatibility.  
NEW For 5.1



This selection is for those of you who do alarm monitoring using auto-dialer systems on septic tanks. A reports menu will allow you to produce many different documents.




# SEPTIC REPORTS MENUS




## REPORTS Menu: Owner Late Inspection Letters

Inspection Reports Menu



# Inspection Reports

(looks at NEXT SERVICE Date)



Exit

To Site Owner

Late Letter

To the Maintenance Company

Late Letter

Late Listing

Import Inspections

Import Service Provider  
Emailed Inspections

Graph

Inspections Graph

Other Inspection Reports

By Maintenance Inspector

Inspection Types

ZERO Chlorine Residuals

Customers with a Problem

Blank Chlorine by Company

Inactive Contracts by City

Completed within current  
Contract Date

Inspections Versus Due Date

Inspections by Agency Inspector

Required BOD / TSS

Extra Menus

Remote Alarm  
Failures

Systems Due -  
BOD/TSS Tests

Quick Change Next  
Inspection Date

Late Inspections

Exit

Select Letter:

Due Between:  and   
(Inclusive)

Preview

Late Inspection Letter

Development Application

Late Contracts Letter to Service Provider

Late Inspection Letter

Late Inspections Letter to Service Provider

Late Monitoring Contract Letter

Late Service Contract Letter

Past Due Monitoring Contract

Past Due Service Contract Letter

- Click on the down arrow and select the appropriate letter to send to the system owner. Change the verbiage of the letter by going to Master Files / Edit your Documents

The screenshot shows the website of the Smith County Environmental Health Department. The header includes the department name and a 'Exit' button. A navigation bar contains links for various services. The main content area is divided into two columns. The left column contains links for 'Septic Reports', 'General Permits', 'Septic Loggings', 'Miscellaneous Reports', 'State Activity Report', 'State Activity Report Graph', and 'Permit Renewal Questions'. The right column contains links for 'Inspection Reports', 'Permit Renewal Reports', 'Reports to Subdivisions', 'Reports for Companies', 'Inspection Graph', 'Inspection Questions', 'Service Contracts', 'Compliance Applications', 'Management Overview', 'Single Night Summary', 'Contracts Graph', and 'Contract Questions'. A red box highlights the 'Inspection Reports' link in the right column.

**Inspection Reports:** Preview and Print documents that are to be sent to the Owner, Service provider, or Manufacturer. Run reports that will show you many vital statistics as well.

Bulk Print Letters of your choice to the Homeowners that are have not had their system inspected on time. Simply click the down arrow and select the letter you would like to print. Choose the date from and to then click the Preview Button. While previewing the document, click File then Print.

Letter

Dallas County Environmental Health Department  
Your Street  
Your City,

Like Kind, Quam (Trey Miller)  
9041-46 South  
Hendrix, TX, 75141

December 14, 2008

Contract Expires: 01/1/2009  
Inspection Due: 11/1/2009

Kind of System

Sites: 904, 1445 South Hawthorne, TX 75141  
Permit No. DCHAD0100 Service Provider: Southeast Ego Systems Co.

Our records indicate that the Agency (Agency) has not received the required inspection reports as required by your septic license. The Texas Commission on Environmental Quality (TCEQ) requires copies of the inspection reports to be sent to the authorized agent, the Agency. Failure to submit these reports is a violation of the Health & Safety Code, as such, is punishable by a fine of up to \$200 for every day the system is operated in violation of the Permit. We also suggest you contact your plant manufacturer, to determine the status of your warranty and maintenance contract.

Maintenance starts upon installation. Please ensure that the appropriate service visits are being performed with copies of the results sent to this Agency within 10 days of testing. New maintenance contracts are due 10 days prior to expiration date. If we do not receive the reports as required, the appropriate legal actions will be taken. We are aware that you are depending on a contractor to complete these reports, however, the firm holds you the property owner responsible. We will delinquent action until 30 days from the date off his letter, to allow you to bring your system into compliance with State Law. We ask that this and all future reports be forwarded to us within required. This will be your final notice.


If you have any questions concerning this matter, please contact this office.

Sincerely,

Your Name


Page: 1

### Inspections Reports: (Maintenance Provider Letters)



# Inspection Reports

(looks at NEXT SERVICE Date)
 



**Exit**

To Site Owner

Late Letter

To the Maintenance Company

Late Letter

Late Listing

Import Inspections

Import Service Provider  
Emailed Inspections

Graph

Inspections Graph

Other Inspection Reports

By Maintenance Inspector

Inspection Types

ZERO Chlorine Residuals

Customers with a Problem

Blank Chlorine by Company

Inactive Contracts by City

Completed within current  
Contract Date

Inspections Versus Due Date

Inspections by Agency Inspector

Required BOD / TSS

Extra Menus

Remote Alarm  
Failures

Systems Due -  
BOD/TSS Tests

Quick Change Next  
Inspection Date

Late Inspections

Exit

Late Inspections

Select Letter:

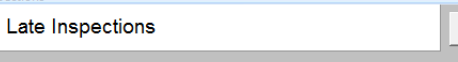
Due Between:  and

(Inclusive)

Preview

- Late Inspections Letter to Service Provider
- Late Inspection Letter
- Late Inspections Letter to Service Provider
- Late Monitoring Contract Letter
- Late Service Contract Letter
- Past Due Monitoring Contract
- Past Due Service Contract Letter
- Septic Letter
- Zero Chlorine

**INSPECTIONS PAST DUE BY PROVIDER LISTING:** Click this to check up on your Service Providers and their inspections.



Late Inspections

Exit

Due Between: 09/01/2009 and 09/30/2009  
(Inclusive)

Preview

AAA Septic Tank Service, Inc.							Page 1
							1/16/08
Owner	ID	Service Date	Lot	Block	Timespan Time	Disposal Code	Female No
Clark, Kim - Cms 7250 S. Hwy 104	000	11/01/07			Normal	Sanitary Septage Sanitary Tank	DK002 118
Sanborn Tr 703000							
Craig, Gary 11515 Spring St	227	11/01/07	12		Normal	Sanitary Septage Sanitary Tank	DK003 118
Sanborn Tr 703000							
Reiter, William 11784 Cedar Dr	286	11/01/07			Normal	Sanitary Septage Sanitary Tank	DK003 118
(P) (L) 10-0003 Sanborn Tr 80							
Horne, D R 7212 Spring St	410	11/14/08	8	C	Normal	Sanitary Septage Sanitary Tank	DK003 118
Sanborn Tr 703000							
O'Conner, Tim 1114 Korman Rd Lombard, IL 70140	246	11/01/07			Normal	Sanitary Septage Sanitary Tank	DK003 111
(P) (L) 1-0001							
Schroeder, Joseph 11111 S. Hwy 104	26	11/01/08			Normal	Sanitary Septage Sanitary Tank	DK003 118
Sanborn Tr 703000							
Spauld, Clyde 11515 Spring St	282	11/01/07			Normal	Sanitary Septage Sanitary Tank	DK003 118
Sanborn Tr 703000							

CMC C

Your Agency's Name Goes Here  
Your Street  
Your City

A.A.A. Septic Tank Service  
P.O. Box 141  
Casper, WY 82401

June 15, 2006

Our records indicate that the Agency (Agency) has not received the required inspection reports as required by your septic license. The Texas Commission on Environmental Quality (TCEQ) holds copies of the inspection reports to be used by the environmental agency. The Agency is asked to submit these reports as a violation of the Health & Safety Code, as such, a penalty/fine of up to \$200 for every day the violation is sustained is a violation of the Permit. We also require you contact your local municipality, to determine the status of your community and maintenance contract.

Maintenance starts upon notification. Please ensure that the appropriate service is on time performed with copies of the results sent to this Agency within 10 days of testing. New maintenance contracts are due 30 days prior to expiration date. If we do not receive the reports as required, the appropriate action will be taken. We are aware that you are dependent on a contract for to complete these reports, however, the law holds you, the septic owner responsible. We will delete any action until 30 days from the date of this letter, to allow you to bring your system into compliance with State Law. We ask that this and all future reports be forwarded to us, when required. This will prevent future action.

If you have any questions concerning this matter, please contact us office.

Sincerely,

Your Name

# Inspections Reports: (Other Reports)

Inspection Reports Menu

Inspection Reports (looks at NEXT SERVICE Date) Exit

To Site Owner

Late Letter

To the Maintenance Company

Late Letter Late Listing

Import Inspections

Import Service Provider Emailed Inspections

Graph

Inspections Graph

Other Inspection Reports

By Maintenance Inspector

Inspection Types

ZERO Chlorine Residuals

Customers with a Problem

Blank Chlorine by Company

Inactive Contracts by City

Completed within current Contract Date

Inspections Versus Due Date

Inspections by Agency Inspector

Required BOD / TSS

Extra Menu

Remote Alarm Failures

Systems Due - BOD/TSS Tests

Quick Change Next Inspection Date

**INSPECTIONS BY MAINTENANCE INSPECTOR:** Select the appropriate dates and then click Preview. This report will show you a list of Inspections by the Service Technicians of your area Maintenance companies.

Inspections by Inspector Report

Selections Exit

Between: 09/01/2009 and 09/30/2009 (Inclusive)

Preview and Print

**CUSTOMERS WITH ZERO CHLORINE RESIDUAL:** View all the inspections during a date range you select that have a chlorine residual of "0". Many agencies state that they need to send the service providers and homeowners some sort of notification.

Zero Chlorine Exit

Between: 09/01/2009 and 09/30/2009 (Inclusive)

Choose

- ☐ Zero Chlorine Letter
- ☐ Zero Chlorine Listing
- ☐ Labels - Avery 8160
- ☐ Preprinted Postcards

Preview

--Letters are set for Columbian - CO165 transparent envelopes.  
--For non-preprinted postcards - print labels and use Avery 8186 postcard software  
--For preprinted postcards - Use Avery 8386 (2 per page) or 8387 (4 per page).

Inspections for Contracts Expiring - 12/2006 12/15/05 Page 1

Name / Site Address	Inspections per year	Current Maintenance Co.	Start	Stop
Ramsey, Paula - 11 466 Polly Rd. Sunnyvale TX 75182	3	Best Excavation & Wastewater System	12/01/05	12/01/06
		Previous Maint. Co:		
		Contract Expiring:		
		Best Excavation & Wastewater System		

12/15/05 Scheduled Inspection

This report will show all the inspections and service work for those customers with an ending contract date equal to your selected contract date.

Enter Parameter Value ? X

Month of Contract Expiration:

OK Cancel

Enter Parameter Value ? X

4 digit YEAR of Contract Expiration

2005

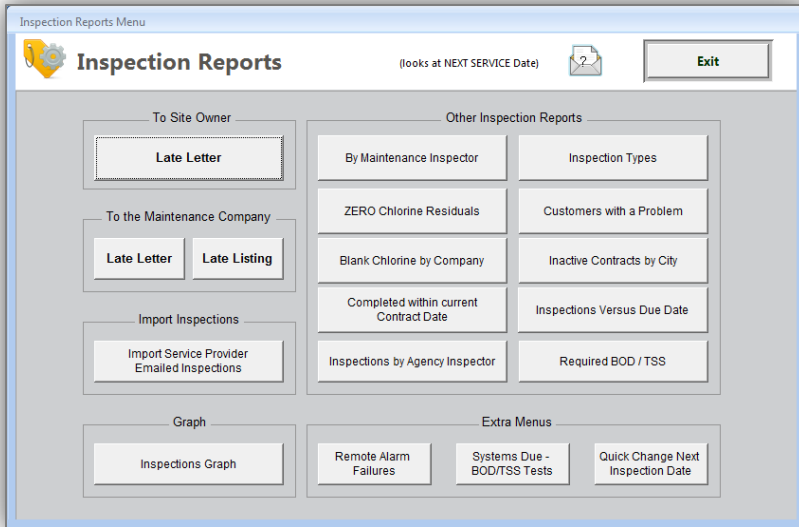
OK Cancel

No Data X

No Contracts for the year entered

OK

## Inspections Menu (Continued)



### Maintenance Inspections by Type:

View all types of service performed on systems by your area Service Providers.

### Customers with a Problem:

View a report that lists all the Service Calls that had the problem box checked. The comments will also appear.

### Inspection Since Contract Date:

Type in the Month and the 4 digit year of the Contract Start and End Dates to see an overview off all the service that was performed on each person who's contract ends during the selected timeframe.

### Inactive Customers by City:

View a list of all the INACTIVE Customers by City. These are the records that DO NOT have a contract start date and end date OR those customers where the "Active for Service" Tab in their Service Screen has been unchecked.

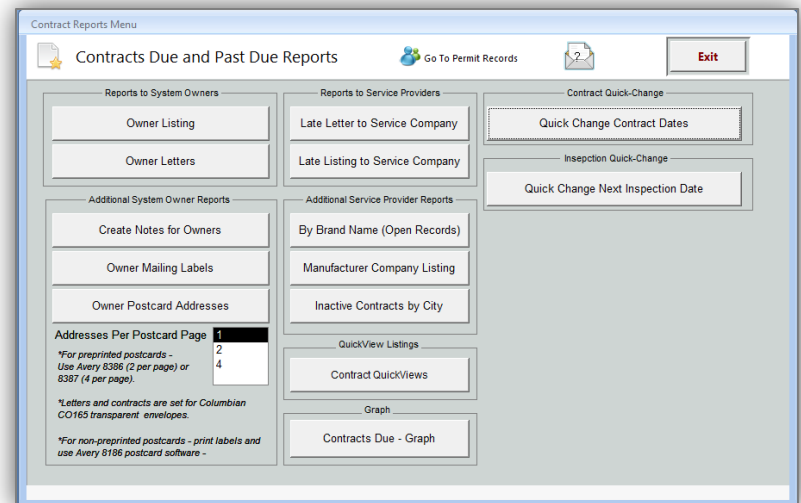
### Inactive Versus Due Date:

Check the performance of your area service providers. See how many days they were late or early for their customer's schedule service call (inspection).

### Inspections by Agency Inspector:

Lists off all the inspections performed by the Agency personnel. This list is pulled from the Records/Agency Inspections Tab.

### **Next Slide: Contract Reports**



## Contract Reports Menu:

(SAFE Main Menu)

**Owner Listings, Letters, Mailing Labels, and Postcard Addresses:** Create a list of all the Contracts Due or Past Due. Print Letters, Mailing Labels, and Postcard Addresses by clicking the appropriate dates.

(Owner Listings Menu)

**Maintenance Company Letters and Listings:** Create a list of all the Contracts Due or Past Due by Maintenance Company. Print Letters addressed to those Maintenance Companies. Change the letter(s) by double clicking on the white area in the Select Letter Field.

(Owner Letters Menu)

Select a Letter to send to the System Owners by clicking the down arrow and selecting an appropriate Letter. Edit the Letters by going to the Master Files and clicking Change Your Documents or double clicking on the white area in this field.

## Contract Reports Menu:

**Manufacturer Company Listing:** List all Contracts Due that fall between dates you select. All of the system owners will be listed under the System Manufacturer. **NOTE!!!!** You must have the Manufacturer listed on each owner's Manufacturer field in the Septic Records/Specifications sub-tab in order for this report to fully show all of the systems by manufacturer.

**By Brand Name (Open Records):** Choose the System Brand Name and then the dates the contract will expire.

Many Service Providers will want a list of these systems. You can also produce them an Excel Spreadsheet.

Owner / ID Number	Contract Due Date	Address	Name / Call / Work
MMC, INC. Hawley, Texas - 11 Hawley Co. San Antonio & Waco Brand: Columbia	12/01/04	400 Polk Rd. Summitville, TX 78152	(512) 226-7448
Arreaga, Valentim - 13 Hawley Co. San Antonio & Waco Brand: Columbia	04/28/05	800 Rainbow Rd. Lubbock, TX 79402	(512) 855-9423

- Aqua Aire
- Aqua Safe
- AquaKlear
- Cajun Aire
- Clearstream
- Delta
- Ecological
- Hoot
- Hydro-Action
- Jet
- Mighty Mac
- Multi-Flo
- Nayadic

Select from a pop-down listing

Click to create a Spreadsheet. **NOTE!!!!** You must select the appropriate format in order to produce the spreadsheet. Check which Excel version you have in your computer by starting up Excel and clicking on Help / About Microsoft Excel

Contract Date	Name	Permit No. / Date	Current Service Provider
01/01/06	Strickland 8402 Wylie Wylie, TX 75095	DCHD 2259 01/12/06	AAA Septic Tank Service, Inc.
01/01/06	Begler 2225 Whitley Wylie, TX 75095	DCHD 2269 01/09/01	Midbrook Septic
01/08/06	Waters 8402 Winking Star Ravenna, TX 75089	DCHD 2250 01/08/06	AAA Septic Tank Service, Inc.
01/12/06	S TX		
01/14/06	(Tray Miller) 904 145 South Machino, TX 79141	DCHD 2610 01/04/00	Southeast Septic System Co.
01/16/06	Wideman 2056 S. 144th St Wideman, TX 75172	DCHD 2287 01/16/03	Armed Septic Systems
01/28/06	Reynolds 1905 Winking Star Ravenna, TX 75089	DCHD 2262 01/28/06	AAA Septic Tank Service, Inc.
01/28/06	Papa 2206 Winking Star Ravenna, TX 75089	DCHD 2253 01/28/06	AAA Septic Tank Service, Inc.
01/28/06	Edley 5402 Fox Drive Ravenna, TX 75089	DCHD 2248 01/28/06	AAA Septic Tank Service, Inc.
01/20/06	Levin 2042 Williams Ferry Rd. Wideman, TX 75172	DCHD 2256 01/21/01	William Plumbing-Ohio Southern
01/21/06	Jacks 428 Langdon Rd. Machino, TX 79141	DCHD 2606 01/21/03	Quinn Septic Systems
AQUA SAFE			
01/27/06	Heiser 897 Polk Rd. Summitville, TX 78152	DCHD 2210 01/27/03	Roberts Construction Company
CLEARSTREAM			
01/12/06	Nolan 428 Williams Ferry Rd. Summitville, TX 78152	DCHD 2259 01/12/00	Southeast Septic System Co.

Click the arrows to scroll through the listings

## Contract Reports Menu: Contract Quick-Change menus

**NEW FOR 10**

Contract Reports Menu

Contracts Due and Past Due Reports

Go To Permit Records

Exit

Reports to System Owners

- Owner Listing
- Owner Letters

Additional System Owner Reports

- Create Notes for Owners
- Owner Mailing Labels
- Owner Postcard Addresses

Addresses Per Postcard Page: 1, 2, 4

\*For preprinted postcards - Use Avery 8386 (2 per page) or 8387 (4 per page).

\*Letters and contracts are set for Columbian CO165 transparent envelopes.

\*For non-preprinted postcards - print labels and use Avery 8186 postcard software -

Reports to Service Providers

- Late Letter to Service Company
- Late Listing to Service Company

Additional Service Provider Reports

- By Brand Name (Open Records)
- Manufacturer Company Listing
- Inactive Contracts by City

QuickView Listings

- Contract QuickViews

Graph

- Contracts Due - Graph

Contract Quick-Change

- Quick Change Contract Dates
- Inspection Quick-Change
- Quick Change Next Inspection Date

Contracts Due

Contracts Due by: 12/01/2009

Exit

View Contracts

(Bypasses Home Owner Maintained systems!)

Click on the appropriate record to update. Once that record is selected, make sure all the information is correct. You can then click the checkbox at the top of the menu "Renew" and the dates will change once you select "Yes" to change.

Permit Record

Residential INACTIVE Routine Inspections 10/28/2009

Permit # 933 Find by Permit: ID 1 Prefix Street # Street Name Street Name

First Name: Roger Last Name: Rosales Address: 14503 Sycamore City/State/Zip: East Bernard TX 77435

Property Information Service and Contract Dates Comments / Legal Desc.

Mailing Address: Copy Site Address to Mailing Address Mail To: PO Box 300 City: East Bernard State: TX Zip: 77488

Additional Info: Lot/Tract: Block: Precinct: Subdivision: San Bernard Oaks County: Wharton Reference #: Status: Active Personal Info:

Phones: Home: (979) 335-6272 Work: Ext: Cell: Fax: Email: Map Key: Owner Profile Site Profile

Dates and Other Info: Application: 05/14/1998 Plans Dated: 05/14/1998 Final Insp: 05/14/1998 Contract Starts: 07/20/2009 Contract Ends: 07/20/2010 Next Insp: 11/20/2009

Record: 1 of 945

CONTRACT Quick Change

Active contracts due on or before: 04/02/2020

Go to the Permit Record

Exit

Renew	Customer	PermitNo	Contract Start	Ends	Insp Due	Insp/Y	Current Company
<input checked="" type="checkbox"/>	Denney, Jon	2009-0152	10/08/2009	10/08/2010	04/01/2010	3	Joe's Septic Service

Double click on the record in the list and go to that specific record. You can then click "Service and Contract" and update the contract information there.

Contract Renewal?

Denney, Jon

New contract dates are:  
10/08/2010 to 10/08/2011?

Yes No

Next Inspection Date?

Would you also like to change their NEXT Inspection Date to:  
02/08/2011

Yes No



**Permit Listings:** Check out all the ways to list your customers and print graphs!

Permit Listings Menu

Permit Listings

Exit

Permit Listings by Company

- By Engineer
- By Site Evaluator
- By Manufacturer
- By Distributor
- By Installer
- By Service Co. Portrait Style
- By Service Co. Landscape Style

More Permit Lists

- Permit Information
- Purchased
- By Permit Reason
- By Aeration Model Type
- By Discharge Pump Model Type
- Authorization to Construct
- By Proposed Improvements
- By Notes
- Pending Flood Plain Status
- By Activities

Applications

- Incomplete Applications

Management Listings

- Management Overview
- Management Summary - OSSF

Labels

- Labels for All Customers

GRAPHS

- Permits Applications
- Authorizations to Construct
- Licenses Issued
- Per Treatment Type
- Inspections Due
- Per Brand
- Permits Entered
- Activities
- Contracts Due

DT - Incomplete

Selections

Exit

Between: 09/01/2009 and 09/30/2009 (Inclusive)

Preview and Print

Dates

Permit: 1742156  
Site: 3008 CR 338 Macogoches  
Owner: John Haidinyak

Application: 01/01/2008 Plans: 01/15/2008 Date Tracking Complete

Reviewer: Jon Denney Inspector: Jon Denney

Actual Scheduled Actual

Graphs showing important information can be previewed and printed.

**Activity Listing:** Print out a report for all Agency Activities and even sort by type if desired.

Activity Listing

Selections

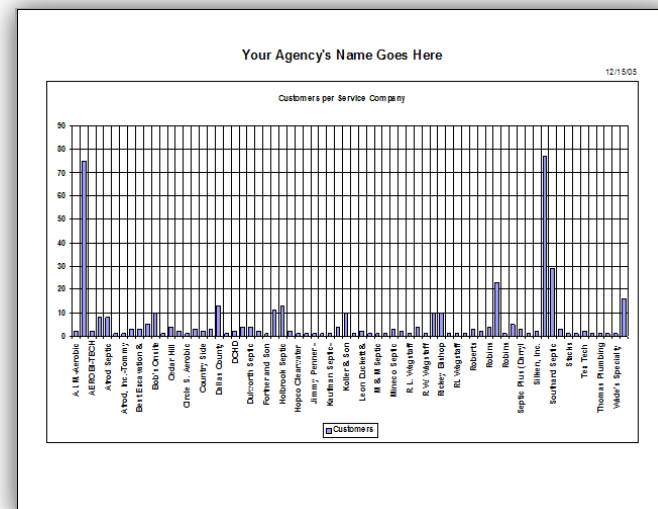
Exit

Between: 09/01/2009 and 09/30/2009 (Inclusive)

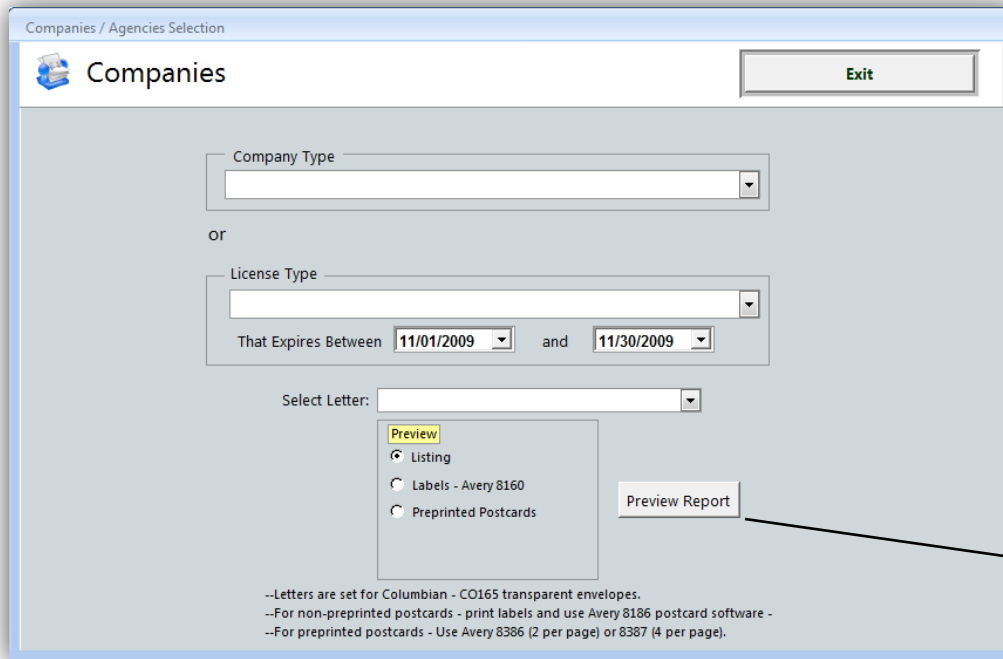
Like Activity Type: \*

Approved Only Not Approved Only

Preview and Print



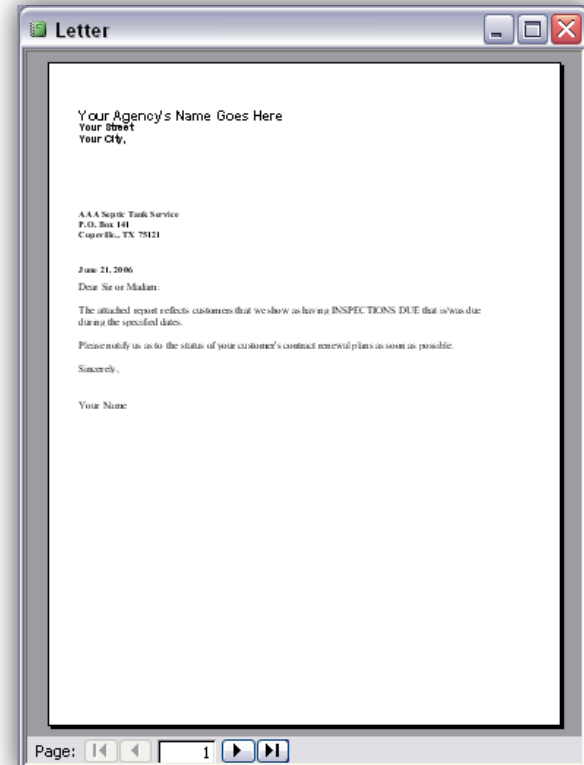
**Company Listings:** Preview and Print Lists, Letters, Labels, and Postcard Addresses for all or a selected company or agency.



After you have selected the type, select a letter, or click on the Listing, Labels, or Preprinted Postcard Addresses circle.

Click on the Type of Company or Agency you would like to select.

- All
- Agencies
- Contractors
- Distributors
- Engineers
- Installers
- Manufacturers
- Service Providers
- Site-Evaluators
- Water Suppliers



## Subdivisions:

Preview and Print Lists of all of your subdivisions and Mobile Home Parks. This data comes from the Master Files/Subdivisions Table.

**Subdivision List : Report**

10/10/09 09:09 PM  
Page: 1 of 7

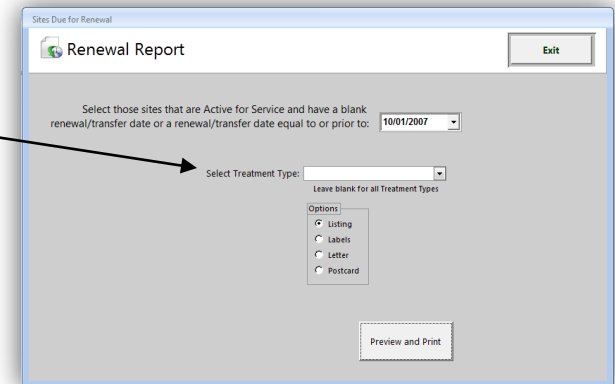
**Subdivisions / Mobile Home Parks**

Name	Subst	Review	Signoff	Jones	Los
Standard City 1020	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
Anderson Living Trust	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
Jones L. Section Survey	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
Baron Addition	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
Bellevue Jones Addition	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
El Solon	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
Chandler Park	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
Chandler Park II Reglar	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
COLE	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
Delwood Addition	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
East Park	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					
East Park Estates	0.00	0	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Redesign		
		<input type="checkbox"/> Existing CGSF <input type="checkbox"/> MUD <input type="checkbox"/> Public Water			
		<input checked="" type="checkbox"/> Subdivision <input type="checkbox"/> Walls <input type="checkbox"/> Future CGSF			
Comments:					

Page: 1

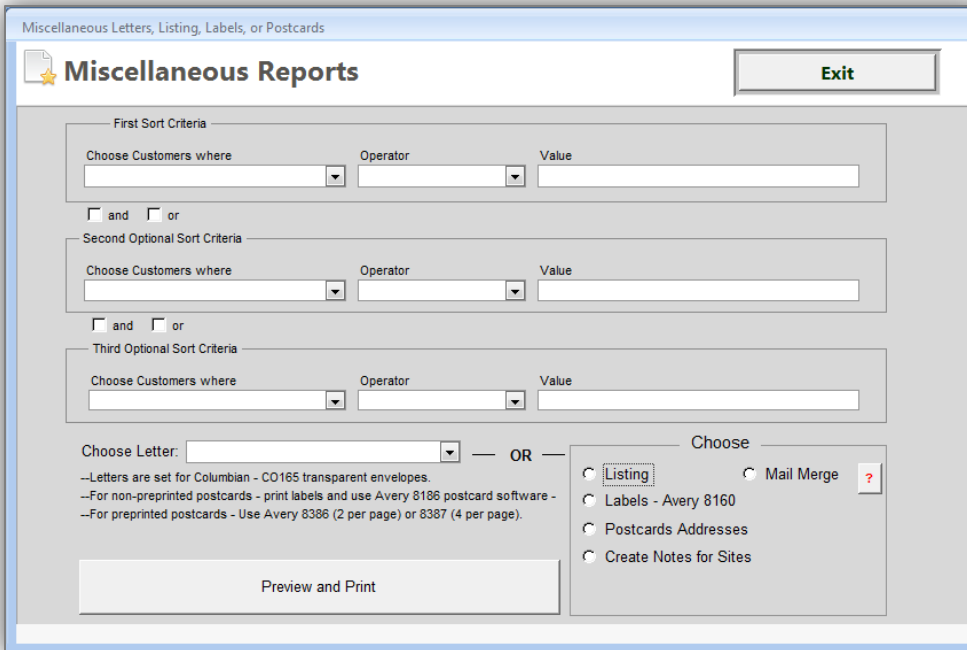
## Renewals Report:

Enter in the Date and select the treatment type of the system. Create a listing, labels, letter, or postcard addresses. The renewal date entry is located in the Septic Records/Service Tab.



## Miscellaneous Letter, Listing, Labels, or Postcards:

We have provided a menu for your “browsing purposes”. Simply click on the “Choose Customers Where:” section and select what category to query. The Operator field will sort out the query and the Value Field is the determinate.



## Example:

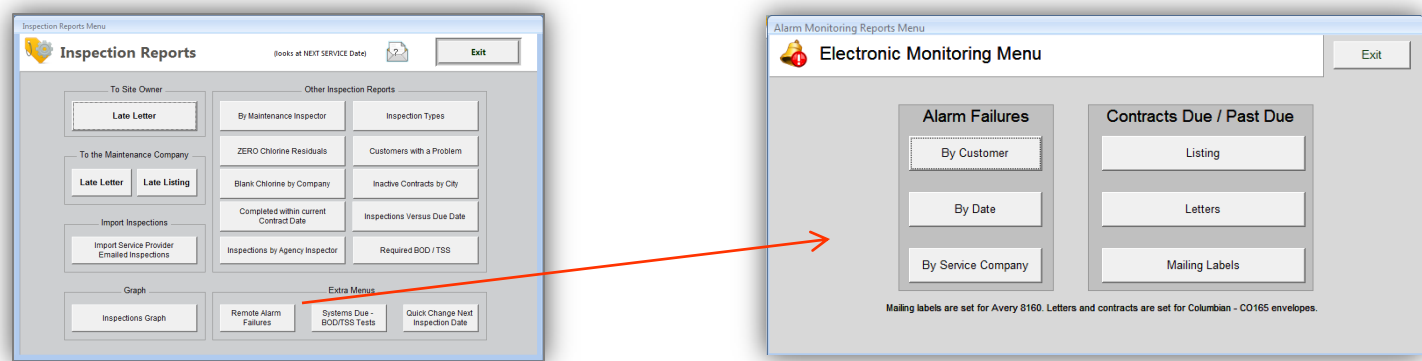
1. Choose Customers where: “Brand Name”
2. Operator: Equal to (=)
3. Value: “Hydro Action”

## OR — New for 6.60 (example below)

1. Choose Customers where: “Brand Name”
2. “and” (check)
3. Choose Customers where: “Maintenance Company”
4. Operator: Equal to (=)
5. Value: “AAA Septic Tank Service, Inc.”
6. Now either create a Letter, Listing, set of labels, or postcard addresses.

New for 10: Triple sort

**Alarm Monitoring Reports Menu:** Preview and Print all the Failures by Customer, Date, or Service Company. Also, Print all the Contracts Due Listing and send them letters or create Labels.



State Activity Report

Selections

Between: 09/01/2009 and 09/30/2009 (Inclusive)

County: [Dropdown]

Preview and Print

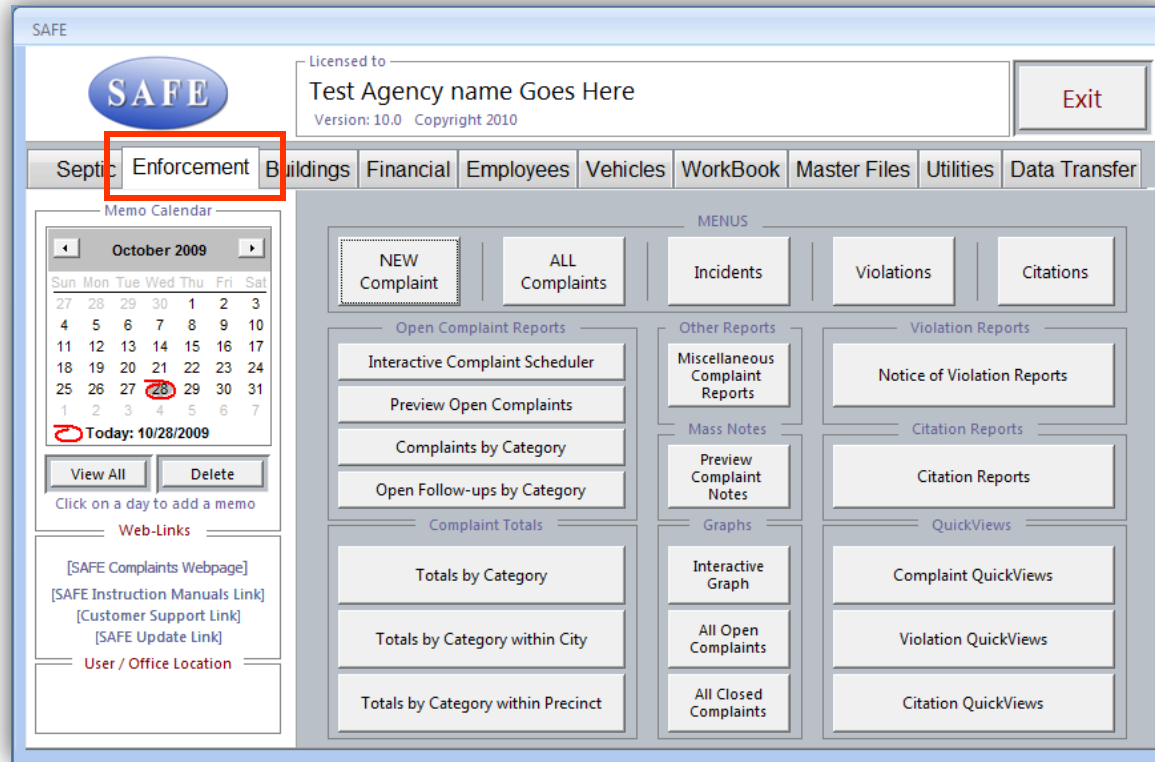
← **State Activity Report:** Preview and Print all the systems that were installed / Approved during a time period you select.

State Activity Report -				Page 1
Authorization to Construct between: 11/01/04 - 11/30/05				12/15/05
Disposal Type	Name	Address	Authorization	
Surface Irrigation	Barton, David	9037 Dalrock Rd Rowlett, TX 75089	01/24/05	
	PermitNo: DCHD2999			
	Benitez, Gilibaldo	1703 W. Pleasant Run DeSoto, TX 75115	05/27/05	
	PermitNo: DCHD2859			
	Bettes, Joel	3409 Larkin Lane Rowlett, TX 75089	12/16/04	
	PermitNo: DCHD3000			

The Authorization Date is located in the Septic Records / Agency Info Sub-tab.

Each page will be specific to the different disposal types. It is located on the Septic Records / Specifications Sub-tab.

# SECTION 2



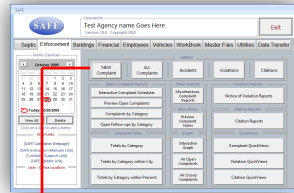
# ENFORCEMENT MENU

## Contains

- Complaints
- Incidents
- Violations
- Citations
- All Reports associated with these areas

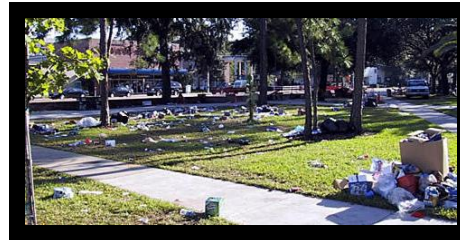


# Complaints: Entering complaints from the Main Menu



## New Complaint Entry Process

1. Click New to enter a new complaint



Digital Photos  
can be linked in  
Scanned  
Documents

2. Enter the Complainant's Info
3. Then enter the Offender's information
4. Enter the Description of the Offense
5. Print out a Complaint Form and take it out to the investigation
6. Enter the Investigation Findings (completed after visit)
7. Enter the Actions Taken
8. Enter Follow-up dates and comments
9. Print out the appropriate document or
10. Enter any Agency Activities or Notes about the complaint

## Enforcement Menu: Complaints: Entering complaints from the Main Menu

Choose the Complainant and Offender (or manually type in the information)

Complaints

Find By: SITE ADDRESS, REFERENCE #, SEPTIC PERMIT, OFFENDER, OFFENDER STREET #, COMPLAINT #, COMPLAINANT, OFFENDER STREET NAME

Number: 4

Date Opened: 10/28/2009

Date Closed:

Exit

Cancel

Complainant / Offender Information

Complaint Details

Select SEPTIC: [Dropdown]

Complainant Name: Denney Jon

Street: 3221 Como Lake Rd.

City: Denton

State: TX

Zip: 76210

Home Phone: (323) 423-4242

Cell Phone:

Select Septic: [Dropdown]

Offender Name: Linda Smith

Street # / St Name: 3217 Como Lake Rd.

City: Denton

State: TX

Zip: 76210

Establishment:

Septic Permit:

Additional Details:

Home: (234) 234-2342

County: Denton

Precinct: 1

Map Key:

Cell:

Reference:

GPS Lat: N 0 0.0000

Site: 3217 Como Lake Rd., Denton

GPS Lon: W 0 0.0000

Legal:

or GPS Lat: 0.00000 Lo: 0.00000

Complainant Letter

Offender Letter

Preview Complaint Form

Notes

Activities

Violations / Citations

New Receipt

Existing Receipts

Scanned Documents

Mail Merge

Record: 1 of 2

Unfiltered

Search

Enter all the complainant and offender information. If the complainant wants to remain anonymous, click the checkbox.

After entering this information, click the Complaint Details Tab. Enter all the initial complaint detail info, the dates, inspector assigned, the results, actions, and follow-up information here.

SAFE

Licensed to: Test Agency name Goes Here

Version: 10.0 Copyright 2010

Exit

Septic Enforcement Buildings Financial Employees Vehicles Workbook Master Files Utilities Data Transfer

Memo Calendar

October 2009

NEW Complaint

ALL Complaints

Incidents

Violations

Citations

Interactive Complaint Scheduler

Preview Open Complaints

Complaints by Category

Open Follow-ups by Category

Totals by Category

Totals by Category within City

Totals by Category within Precinct

Miscellaneous Complaint Reports

Mass Notes

Preview Complaint Notes

Interactive Graph

All Open Complaints

All Closed Complaints

Notice of Violation Reports

Citation Reports

Violation QuickViews

Citation QuickViews

[SAFE Complaints Webpage]

[SAFE Instruction Manuals Link]

[Customer Support Link]

[SAFE Update Link]

User / Office Location

Complaints

Find By: SITE ADDRESS, REFERENCE #, SEPTIC PERMIT, OFFENDER, OFFENDER STREET #, COMPLAINT #, COMPLAINANT, OFFENDER STREET NAME

Number: 4

Date Opened: 10/28/2009

Date Closed:

Exit

Cancel

Complainant / Offender Information

Complaint Details

Initial Information

Category: OSSF

Date Opened: 10/28/2009

Status: Open

Description of Complaint

Investigation

Investigation Date:

Time:

Officer:

Assistant:

Samples Taken:

Photos

Video

TagNo:

Results

Actions Taken

Invalid:

File Location:

Notices Issued:

Citation Issued:

Court Filed:

Date to Officials:

Follow-up Info

Follow-up Date:

Follow-up Comments:

Date Closed:

Complainant Letter

Offender Letter

Preview Complaint Form

Notes

Activities

Violations / Citations

New Receipt

Existing Receipts

Scanned Documents

Mail Merge

Record: 1 of 2

Unfiltered

Search

# Complaints: Entering complaints from the Main Menu

Complaints

Find By: SITE ADDRESS REFERENCE # SEPTIC PERMIT OFFENDER OFFENDER STREET #  
COMPLAINT # COMPLAINANT OFFENDER STREET NAME

Number: 4  
Date Opened: 10/28/2009  
Date Closed:

Complainant / Offender Information Complaint Details

Initial Information  
Category: OSSF  
Date Opened: 10/28/2009 Status: Open

Description of Complaint

Investigation  
Investigation Date: Time:  
Officer:  
Assistant:  
Samples Taken: Photos Video TagNo:

Results

Follow-up Info  
Follow-up Date:  
Follow-up Comments:

Actions Taken  
Invalid: ☐ File Location:  
Notices Issued: ☐ Number:  
Citation Issued: ☐ Number:  
Court Filed: ☐ Number:  
Date to Officials:

Date Closed:

Complainant Letter  
Offender Letter  
Preview Complaint Form  
Notes  
Activities  
Violations / Citations  
New Receipt  
Existing Receipts  
Scanned Documents  
Mail Merge ?

Record: 14 of 2 Unfiltered Search

Select Letter to preview

Letters

Select Letter:

Print Preview

Complaint Report

Complaint Number: 2  
Date opened: 10/28/2009 10/28/2009  
Category: OSSF Page 1

Complainant: Denny Jon R  
Address: 3221 Como Lake Rd., Denton TX 76210  
Suspect: Unknown  
Address: 3217 Como Lake Rd., Denton TX 76210  
Site: 3217 Como Lake Rd., Denton TX  
Legal Desc:

Description: GPS Latitude: 0.0000 GPS Longitude: 0.0000 Taken by:  
Review with: Septic System - Sink

INVESTIGATION:  
Date: 10/28/2009 Time: ☐ Photos ☐ Videos Tag Number:  
☐ Notices Issued: Date: No  
☐ Court Filed: Date: No

Investigation Revealed:  
Filter clogged and pump now working properly. Called service company to fix.

FOLLOW UP: Date: 11/28/2009  
Check tag on system.

Inspector: Bill Smith  
Date Closed:  
Signature:

Complaint Activities - in descending date sequence

Complaint Number = 2

Date	Type	Inspector / Officer	Entered	By
Comments:				

Record: 14 of 1 Filtered Search

Mail Merge Document

Microsoft Word™ "Mail Merge" Menu

Full path to your Microsoft Word™ program (i.e. C:\Program Files\Microsoft Office\Office12\Winword.exe)

Browse WinWord.exe

Microsoft Word™ Document to merge SAFE™ Data to

Run Mail Merge Document(s)

\* Please consult your User Manual for detailed step-by-step instructions for setting up a Mail Merge Document and the process of linking SAFE™ to it.

Complaint Notes - in descending date sequence

Complaint Number = 2

Date	Entered	By
Comments:		

Create SAFE Memo

Record: 14 of 1 Filtered Search

Track any Notices of Violation your agency issues. Examples are Contracts Past Due and Late Inspection Notices.

June 27, 2008

Reliable Wastewater Management  
7220 North Street  
Naacogdoches, TX 75861

Contract Expiration: 11/01/2008  
Inspection Due: 12/30/2008

**Re: Notice of Violation for the On-Site Facility Records Review at:**  
Site Address: 3008 CR 938 Naacogdoches, TX 75861  
Owner: Wadley, Jim  
Permit No: 1742156

Dear Sir/Madam:

On inspection Date, inspection name of the County conducted a file review of the above-referenced facility.

NOV Letter to the Installer. This is a 2 page document that has an introductory letter and a summary table.

Use the Mail Merge function if you have a specifically designed form in Microsoft Word

[illegible]

Page 1

Page 2

Letter to the OWNER

1<sup>st</sup> page is an Introductory Letter

2<sup>nd</sup> page is a Summary Table

## Enforcement Menu: Citations: Entering Citations from the Permit Records Menu

### New Citation Entry

Code Enforcement

**Citation** 10/28/2009 12:01:38 PM

Preview Offense Report CANCEL EXIT

Suspect: **Jon Doe**  
Street: **14503 Sycamore**  
City: **East Bernard** State **TX** Zip **77435**  
Site: **14503 Sycamore East Bernard TX**  
Legal Desc.:  
Home: (979) 335-6272 Cell: Work:  
Email:

Date: **10/28/2009**  
Time: **12:01 PM**  
Key: **1**  
Citation Number:  
Violation number: **0**  
Officer:  
County: **Wharton**  
Category: **Septic Complaint**

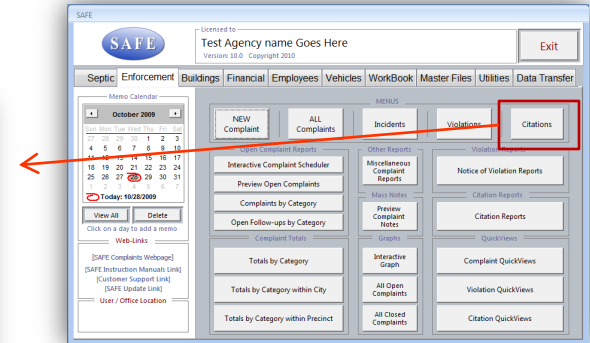
Suspect  
DOB: **10/15/1972** Height: **5'11"**  
DL#: **234234234** Weight: **220**  
SSN: **453-45-3434** Race: **W**  
SID#: **454** Sex: **M**  
FB#: **455454** ☐ Arrested

Court  
Filed ☒ Date: Cause #:  
Court Name: **Denton County Court**  
Address: **24 Main St., Denton, TX 75646**  
Date To Appear: **11/01/2009** Time To Appear: **10:00 AM**

Court  
Plea: **Not Guilty**  
Results: **Guilty**  
Penalty Class: **Misc. Class A**  
Penalty Desc: **Env Violation**  
Fine: **\$240.00** Permit: **933**  
Fine Date: **11/20/2009** Complaint: **0**  
Court Cost: **\$25.00** Establishment: **0**

Narrative:  
Disposition:

Record: 1 of 1 Unfiltered Search



1. Enter all the Suspect information
2. Enter the Dates and citation info
3. Enter the Court information
4. Enter the Results of the Court
5. Enter the Fine, Narrative, and Disposition.

## INCIDENTS MAIN MENU:

A good way to track any incidents that may occur under your jurisdiction such as dog bites, bacteria in the ground water, etc.

The screenshot shows the 'Incidents' main menu interface. At the top left is a folder icon with an exclamation mark and the title 'Incidents'. Below this are search fields for 'Find Victim' and 'Find Owner', each with a dropdown arrow. To the right of these is a 'SAVE / Exit' button. Below the search fields are five input fields: 'Date Received', 'Date Sent', 'Date Returned', 'Contact Date', and 'Contact Person'. Further down are 'Type:' and 'Exposure:' labels followed by input fields. To the right of these is a 'Confirmed:' label with a checkbox. Below the 'Confirmed' checkbox is an 'Open Cases' button. The interface is divided into two main sections: 'Victim' and 'Owner'. Each section contains fields for 'Name', 'Street', 'City' (with a dropdown), 'State' (with a dropdown), and 'Zip'. A 'Make same as Victim' button is located between the two sections. Below these sections is a large text area labeled 'Comments / Actions'. At the bottom of the window is a status bar containing a 'Record:' label, navigation buttons, '1 of 1', a 'No Filter' button, and a 'Search' button. Annotations with arrows point to various elements: 'Search methods' points to the 'Find Victim' and 'Find Owner' dropdowns; 'Keep track of all OPEN Cases here.' points to the 'Open Cases' button; 'Reduce typing by clicking here.' points to the 'Make same as Victim' button; 'Record all the comments of the Incident for Future reference' points to the 'Comments / Actions' text area; and 'Scroll through the Incidents using these buttons.' points to the navigation buttons in the status bar.

Incident

**Incidents**

Find Victim    
Find Owner

Date Received  Date Sent  Date Returned  Contact Date  Contact Person

Type:  Confirmed: ☐

Exposure:

**Victim**

Name   
Street   
City    
State  Zip   
Phone

**Owner**

Name   
Street   
City    
State  Zip   
Phone

**Comments / Actions**

Record:

Search methods

Keep track of all OPEN Cases here.

Reduce typing by clicking here.

Record all the comments of the Incident for Future reference

Scroll through the Incidents using these buttons.

# Enforcement Tab: Reports

## Complaint Reports:

Preview and Print many complaint reports for your records or court issues.

SAFE

Licensed to: **Test Agency name Goes Here** Exit

Version: 10.1 Copyright 2009-2010

Septic Enforcement Financial Employees Vehicles Workbook Master Files Utilities Data Transfer

Memo Calendar

December 2009

Sun Mon Tue Wed Thu Fri Sat

29 30 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

Today: 12/01/2009

View All Delete

Click on a day to add a memo

Web-Links

[SAFE Complaints Webpage]

[SAFE Instruction Manuals Link]

[Customer Support Link]

[SAFE Update Link]

User / Office Location

MENUS

NEW Complaint ALL Complaints Incidents Violations Citations

Open Complaint Reports

Interactive Complaint Scheduler

Preview Open Complaints

Complaints by Category

Open Follow-ups by Category

Complaint Totals

Totals by Category

Totals by Category within City

Totals by Category within Precinct

Other Reports

Miscellaneous Complaint Reports

Mass Notes

Preview Complaint Notes

Graphs

Interactive Graph

All Open Complaints

All Closed Complaints

Violation Reports

Notice of Violation Reports

Citation Reports

Citation Reports

QuickViews

Complaint QuickViews

NOV Quick Views Not Available

Citations Quick Views Not Available

Pivot Listing

Complaint Listing \*Shows only Open Complaints within the past year NEW Complaint All Complaints Exit

InspDate Inspector Assistant OwnerZip Map Key Status OffenderPrecinct OffenderCounty FollowupDate FollowUPComments

All All All All All All All All

Drop Column Fields Here

DateOpened DateClosed OwnerCity Category OwnerStreet OwnerName OwnerPhone ComplaintDesc

10/28/2009 (Blank) Denton OSSF Como Lake Rd. Linda Smith 2342342342

Total

Grand Total

Complaint Notes Listing

Selections Exit

Between: 12/01/2009 and 12/01/2009 (Inclusive)

Preview and Print

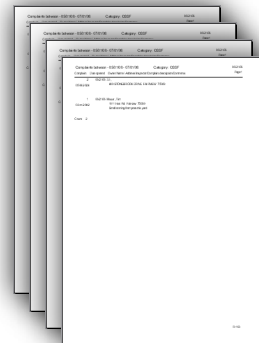
Complaint FollowUp Report

Reports Exit

Between: 12/01/2009 and 11/30/2009 (Inclusive)

Inspector: (Leave blank for all inspectors)

Preview

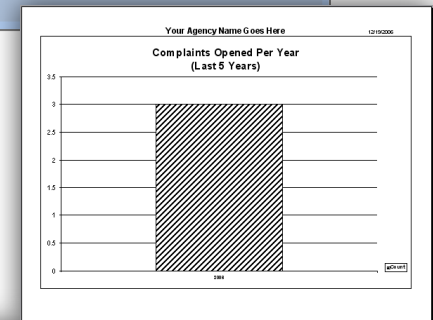


Open Complaints Report

Open Complaints by Date Opened

Date Opened	Name	Owner Name	Address	Phone	Complaint Description	Comments
12/01/2009	1	John Doe	123 Main St	555-1234	Water Leak	Review by John Doe
12/01/2009	2	Jane Smith	456 Oak St	555-5678	Garage Door	Review by Jane Smith

Page: 1





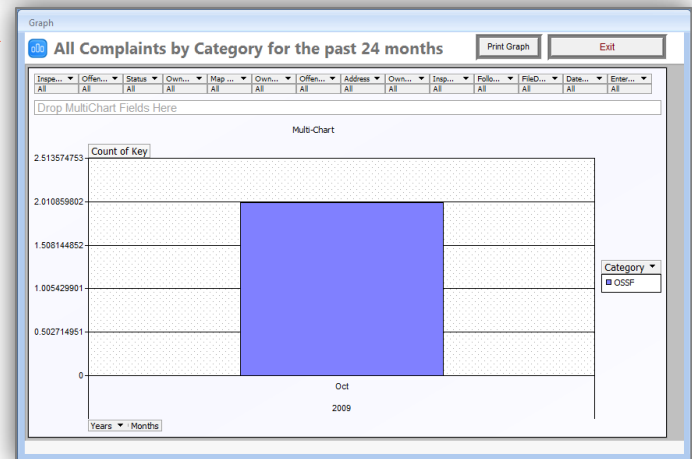
## Enforcement Tab: Reports (Continued)

### Complaint Reports:

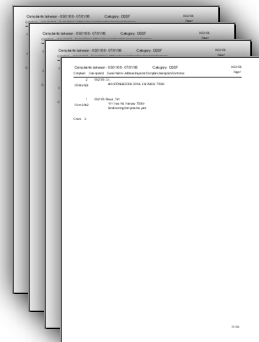
Preview and Print many complaint reports for your records or court issues.

The screenshot shows the 'SAFE' Enforcement Tab Reports interface. At the top, it says 'Licensed to: Test Agency name Goes Here' with an 'Exit' button. Below this are tabs for 'Septic', 'Enforcement', 'Financial', 'Employees', 'Vehicles', 'WorkBook', 'Master Files', 'Utilities', and 'Data Transfer'. The 'Enforcement' tab is active. On the left is a 'Memo Calendar' for December 2009, with the 1st and 2nd highlighted. Below the calendar are 'View All' and 'Delete' buttons, and a 'Web-Links' section with links to [SAFE Complaints Webpage], [SAFE Instruction Manuals Link], [Customer Support Link], and [SAFE Update Link]. The main area is divided into several sections: 'NEW Complaint', 'ALL Complaints', 'Incidents', 'Violations', and 'Citations'. Below these are 'Open Complaint Reports' (Interactive Complaint Scheduler, Preview Open Complaints, Complaints by Category, Open Follow-ups by Category), 'Other Reports' (Miscellaneous Complaint Reports, Preview Complaint Notes), 'Violation Reports' (Notice of Violation Reports, Citation Reports), 'Complaint Totals' (Totals by Category, Totals by Category within City, Totals by Category within Precinct), 'Mass Notes', 'Graphs' (Interactive Graph, All Open Complaints, All Closed Complaints), and 'Quick Views' (Complaint QuickViews, NOV Quick Views Not Available, Citations Quick Views Not Available). Red arrows point from the 'Incidents' and 'All Open Complaints' buttons to the 'Complaint Miscellaneous Reports' and 'All Complaints by Category for the past 24 months' windows respectively.

The 'Complaint Miscellaneous Reports' window shows search filters. Under 'Choose Complaints where:', there are dropdowns for 'Operator' and 'Value'. Below this are checkboxes for 'and' and 'or'. A 'Select Letter:' dropdown is set to 'Offender'. There are radio buttons for 'Complainant' and 'Offender', and a checkbox for 'Listing'. A 'Preview and Print' button is at the bottom. A note at the bottom states: '--Letters are set for Columbian - CO165 transparent envelopes.'



The 'Complaint Totals by Precinct by Category Reports' window shows a date range filter: 'Between: 11/01/2009 and 11/30/2009 (Inclusive)'. A 'Preview' button is at the bottom.



## Enforcement Tab: Reports (Continued)

### NOV and Citation Reports

SAFE

Licensed to: **Test Agency name Goes Here** Exit

Version: 10.1 Copyright 2009-2010

Septic Enforcement Financial Employees Vehicles Workbook Master Files Utilities Data Transfer

Memo Calendar

December 2009

Today: 12/01/2009

View All Delete

Click on a day to add a memo

Web-Links

[SAFE Complaints Webpage]  
[SAFE Instruction Manuals Link]  
[Customer Support Link]  
[SAFE Update Link]  
User / Office Location

MENU

NEW Complaint ALL Complaints Incidents Violations Citations

Open Complaint Reports

Interactive Complaint Scheduler  
Preview Open Complaints  
Complaints by Category  
Open Follow-ups by Category

Complaint Totals

Totals by Category  
Totals by Category within City  
Totals by Category within Precinct

Other Reports

Miscellaneous Complaint Reports  
Preview Complaint Notes

Mass Notes

Preview Complaint Notes

Graphs

Interactive Graph  
All Open Complaints  
All Closed Complaints

Violation Reports

Notice of Violation Reports  
Citation Reports  
Complaint QuickViews

NOV Quick Views Not Available  
Citations Quick Views Not Available

Violation Letters and Listings

Violation Reports Exit

Dates to select - between: 11/01/2009 and 11/30/2009 (Inclusive)

Unresolved Violation Letters and Listings  
Opened between above dates

☒ Class I and/or ☐ Class II and/or ☐ Class III Class Definitions?

Select Letter: [Dropdown]

OR

☐ Listing OR ☐ Labels

Violators  
Letter to Service Providers  
Mail Merge to Owners

OR

Listings

All by County Date Opened  
By Comply Date  
By Review Date  
By File Date  
By Resolved Date  
Opened and Unresolved During Dates Selected

- Letters are set for Columbian - C0165 transparent envelopes -  
- Labels are set for Avery 8160 -

Citation Reports Menu

Citation Reports Exit

Code Enforcement Fines

Citation Fines

Selections Exit

Between: 11/01/2009 and 11/30/2009 (Inclusive)

Preview and Print

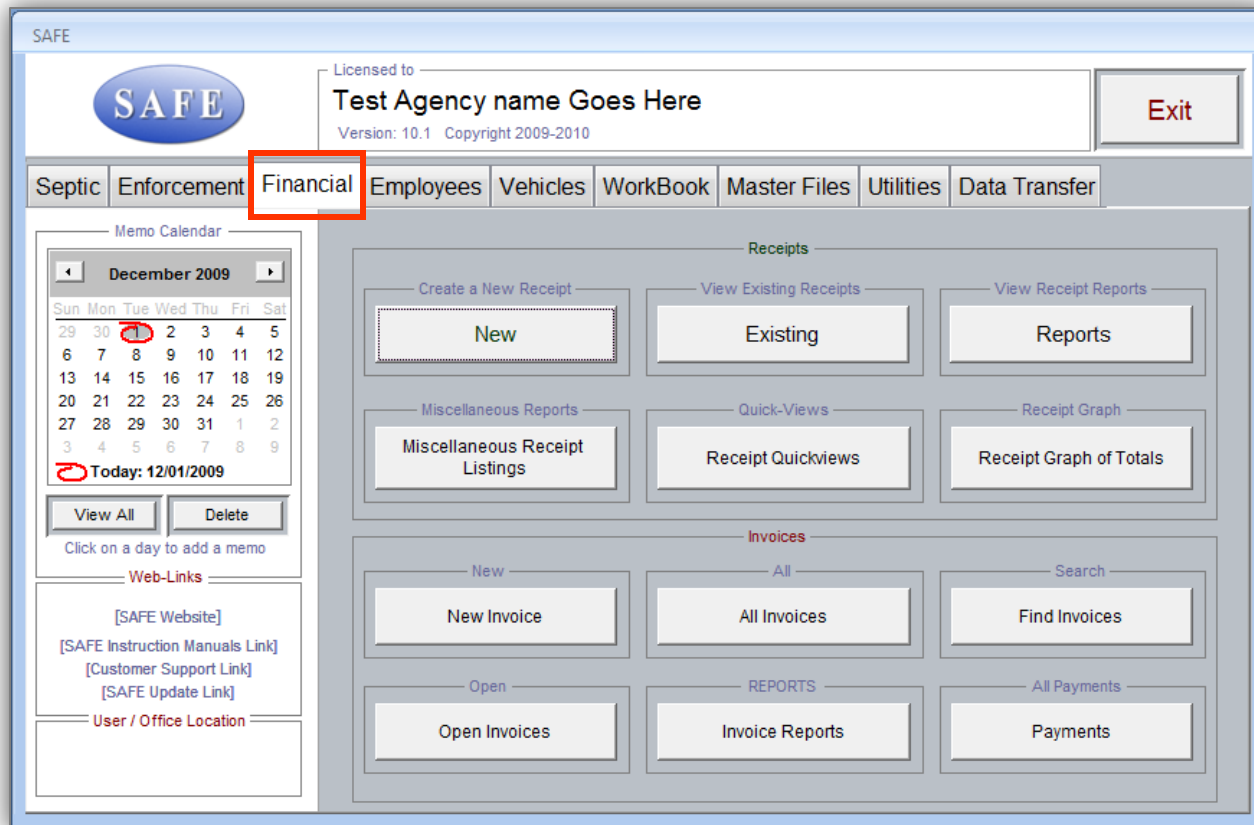
Complaint Quickviews

Complaint Quick Views Exit

By Date Opened	By Complainant	By Offender	By Category	Open Complaints	By Permit No.	By Establishment	Reference	Counts
Opened	Complainant	Complainant Address	Anonymous?	Category	Offender	SiteAddress		
10/28/2009	Denney Jon	3221 Como Lake Rd., Denton	Yes	OSSF	Linda Smith	3217 Como Lake Rd., D		
10/28/2009	Anonymous			OSSF	Denney Jon			

Choose from a variety of NOV Reports and Citation (Code Enforcement) Fines. Also click on the Complaint Quickviews to see screen listings of your complaints. NOV and Citation Quickviews are coming soon.

# SECTION 3



# FINANCIAL TAB

# Financial: Track CREDIT CARD Transactions now in version 10!!!

Choose from New Receipts, Old Receipts, Receipt Reports, Invoices, and Payments

The main menu of the SAFE software. It includes a header with the SAFE logo and a license key. Below this are tabs for Septic, Enforcement, Financial, Employees, Vehicles, WorkBook, Master Files, Utilities, and Data Transfer. A central area contains buttons for 'Create a New Receipt', 'View Existing Receipts', and 'View Receipt Reports'. There are also buttons for 'Miscellaneous Receipts', 'Quick-Views', and 'Receipt Graph'. At the bottom, there are buttons for 'New Invoice', 'All Invoices', 'Find Invoices', 'Open Invoices', 'Invoice Reports', and 'Payments'.

**New Receipts:** Click on the type of Receipt and enter in all the information of the transaction. After the Receipt is created, click SAFE Receipt and Print. This will print out two copies of the receipt. You cannot UNDO this operation and delete the receipt once it is created. You can, however, edit the receipt and "void" it by going to the Old Receipt Menu.

**Existing Receipts:** Review a receipt that has been created. You can edit the receipt and issue a Refund if this receipt has been issued in error.

Two sample receipt forms. The top one is a 'Customer's Receipt' and the bottom one is a 'Copy'. Both forms contain fields for 'Receipt Number', 'Description', 'Received From', 'Payment Information', 'Amount Received', 'Permit No.', 'Date', 'Time', and 'Comments'.

The 'New Receipt' entry form. It has a header with 'New Receipt' and a 'Receipt Entry' title. Below this are buttons for 'Preview Before Printing', '1 per page Save / Exit', '2 per page Save / Exit', 'Save Receipt / Add Permits', and 'Cancel'. The main form area has a table for 'Description', 'Account #1', 'Fee 1', 'Account #2', and 'Fee 2'. There are also fields for 'Received from', 'Payment type', 'Reference ID', 'Comments', 'Septic Permit', and 'Complaint No.'. A 'Sub Total' and 'Total' are displayed at the bottom right.

Engineer Design Review -- OSSF  
Establishment Plan Review  
Extra inspection -- OSSF  
Flood plain development permit  
Flood plain information  
OSSF Transfer of license/ Renewal  
Other -- OSSF  
**Permit Fee**  
Reinspection  
Renewal of OSSF Permit  
Repair -- OSSF  
Routine Inspection Processing Fee  
Sanitation inspection  
Single Lot Review -- OSSF  
Site evaluation -- OSSF  
Subdivision Review  
Tank replacement -- OSSF

Pop-down descriptions (edit them by going to the Master Files/Receipt section OR double click in the white field in Description 1, 2, 3, or 4.

## NEW FOR 7.0 !!!

Clicking on the SAVE Receipt/Add Permits: This takes you to a screen that will allow you to enter more fees for multiple charges. Many Agencies are wanting to charge a "processing fee" for entering inspection data for their area septic service companies. This system allows you to charge for each inspection performed.

The 'Permits for Receipt' form. It has a header with 'Permits for Receipt' and a 'Print Permits' button. Below this is a table with columns for 'Permits', 'Comments', 'Fee', and a name. The table contains several rows of data. At the bottom, there are fields for 'Default Fee', 'Total', and 'Records'.

# Receipt Entry Process: Adding Types, Account Codes, etc.

New Receipt

**Receipt Entry**

☐ Preview Before Printing

[1 per page Save / Exit](#) [2 per page Save / Exit](#) [Save Receipt / Add Permits](#) [Cancel](#)

Description	Account #1	Fee 1	Account #2	Fee 2
1. <input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	\$0.00
2. <input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	\$0.00
3. <input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	\$0.00
4. <input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	\$0.00
		<b>Sub Total:</b>	<b>\$0.00</b>	

Received from:

Payment Type: Cash

Reference ID:

Comments:

By:

Record: [1 of 1](#) [No Filter](#) [Search](#)

Receipt Descriptions and Credit Card Fees

[Find Name:](#)

[Cancel](#) [Exit](#)

Name	Credit Card % and Minimum	Account Code 1	Default Fee	Account Code 2	Default Fee	Can be Changed
Contract Processing Fee	<input type="checkbox"/> 0.000 \$0.00	sp	\$100.00		\$0.00	<input type="checkbox"/>

Default Comment:

**Receipt Reports:** Print receipt listings in several methods. Simply select the appropriate method then click the proper dates. Preview and Print the Report. NEW for 8.0!!!: We have added the OFFICE Sort Field on the reports so you can sort them better.

Receipt List Options

**Receipt Reports**

[Exit](#)

**Reports**

- ☒ By Receipt Number
- ☐ By Account Number
- ☐ By Description
- ☐ By Employee
- ☐ By Payment Type
- ☐ Unformatted Spreadsheet
- ☐ Formatted Spreadsheet
- ☐ Credit Card Report

**Deposits**

- ☒ Undeposited only
- ☐ Both deposited and undeposited

**Credit Card Transactions**

- ☒ Include
- ☐ Exclude
- ☐ Only

**Preview Report**

Office:

(Leave blank for all offices)

Beginning Date:  12/01/2009

(inclusive)

Ending Date:  12/01/2009

[Mark Receipts as Deposited](#)

[Graph Receipts Per Year](#)

New Receipt

**Receipt Entry**

☐ Preview Before Printing

[1 per page Save / Exit](#) [2 per page Save / Exit](#) [Save Receipt / Add Permits](#) [Cancel](#)

Description	Account #1	Fee 1	Account #2	Fee 2
1. <input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	\$0.00
2. <input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	\$0.00
3. <input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	\$0.00
4. <input type="text"/>	<input type="text"/>	\$0.00	<input type="text"/>	\$0.00
		<b>Sub Total:</b>	<b>\$0.00</b>	

Received from:

Payment Type: Cash

Reference ID:

Comments:

By:

Record: [1 of 1](#) [No Filter](#) [Search](#)

# Receipt Correction: Voiding Receipts...

Receipts

Receipt #: 2009-1

12/01/2009 05:19 PM JS

Print 1 per Page Print 2 per Page Exit

Find Receipt No.: [dropdown]

Description	Account #1	Fee 1	Account #2	Fee 2
1. Septic Contract	SC1	\$5.00	SC2	\$0.00
2.		\$0.00		\$0.00
3.		\$0.00		\$0.00
4.		\$0.00		\$0.00
Total:				\$5.00

Received from: Joe's Septic Service

Type of Payment: Cash

Reference ID:

Comments: SC1 = Residential Contracts  
SC2 = Commercial Contracts

OSSF Permits:

OSSF Permit	Fee	Comments
	\$0.00	

Default Fee: \$5.00 Total:

Record: 1 of 1 Unfiltered Search

We do not allow for the deletion of a Receipt that has been created in the SAFE Program. We DO, however, allow you to VOID it. You need to first, find the receipt, then click VOID. After you click this box, you will need to say "Yes" to the void check.

Once this is done, you need to "Click to Void Receipt..." in order to void it completely.

Click "OK" when finished.

Void this Receipt!

Are you sure you want to void this receipt?

Yes No

Void a Receipt

Click to VOID a Receipt

Cancel

Click to Void Receipt 2009-1

Voided Receipt

Voided Receipt 2009-1  
and created offsetting receipt 2009-2

OK



## Invoices - Entry Process: Enter information, Prices, etc.

Invoice

# Invoice

Invoice No: (New)

Date: 12/08/2009

Cancel

Exit

To:

Preview 1 per page

Preview 2 per page

Permit #:

(Attention)

Description and/or Taxable Items

Quantity

Unit Price

Total

Double click to  
add lines...

Standard Invoice Lines

Description	Standard Quantity	Unit Price
Processing Fee for Contracts and Inspections	1.00	\$5.00
	1.00	\$5.00

Record: 11 of 2 of 2

Description - Additional Non-Taxable Items

Subtotal:

Tax 1:

Tax 2:

Tax 3:

0.000 %

0.000 %


0.000 %

Comments:

Total Amount Due:

Click All Invoices to view the invoices created for your clientele

Invoices



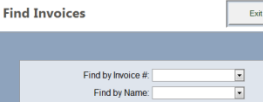
## All Invoices

Exit

Date	Invoice No.	Add Pmt.	Total	Total Amount Paid	Net Amount Due	Name on the Invoice
12/08/2009	1	Edit	\$159.38	\$0.00	\$159.38	

## Find any invoice

## Preview many invoice reports



Find Invoice

Find Invoices

Exit

Find by Invoice #

Find by Name

Find by Septic ID

Find by Payment Date

Find by Payment Description

Find by Permit No.

Invoice Menu

Invoice Reports

Exit

List All Invoices


Unpaid Invoices

Find Invoice

Payments

## Unpaid Invoices

Unpaid Invoices / Future Invoices

 Unpaid Invoices


Exit

Option

- ☒ List Unpaid Invoices
- ☒ Print Unpaid Invoices
- ☒ List Future Invoices
- ☒ Print Future Invoices

Preview Report

Invoices

 **All Invoices** Exit

Date	Invoice No.	Add Pmt.	Total	Total Amount Paid	Net Amount Due	Name on the Invoice
12/08/2009	1	<a href="#">Edit</a>	\$159.38	\$0.00	\$159.38	

Click to edit the existing INVOICE or record pmts.

Invoice

# Existing Invoice

Invoice No 1  
Date 12/08/2009

Cancel

Exit

To:

Previous 2 per page

Previous 1 per page

(Attention)

Description and or Taxable Items

Quantity

Unit Price

Total

Processing Fee for Contracts and Inspections

30

\$5.00

\$150.00

0

\$0.00

0

\$0.00

0

\$0.00

0

\$0.00

0

\$0.00

0

\$0.00

Subtotal:

\$150.00

Tax 1: State Tax

6.250%

\$9.38

Tax 2:

0.000%

\$0.00

Tax 3:

0.000%

\$0.00

Description - Non-Taxable Items

0

\$0.00

0

\$0.00

0

\$0.00

Comments:

Invoice Total:

\$159.38

Payments received:

\$0.00


Current Amount Due:

\$159.38

Payments

Click the Payments Button if you need to record a payment made to an invoice.

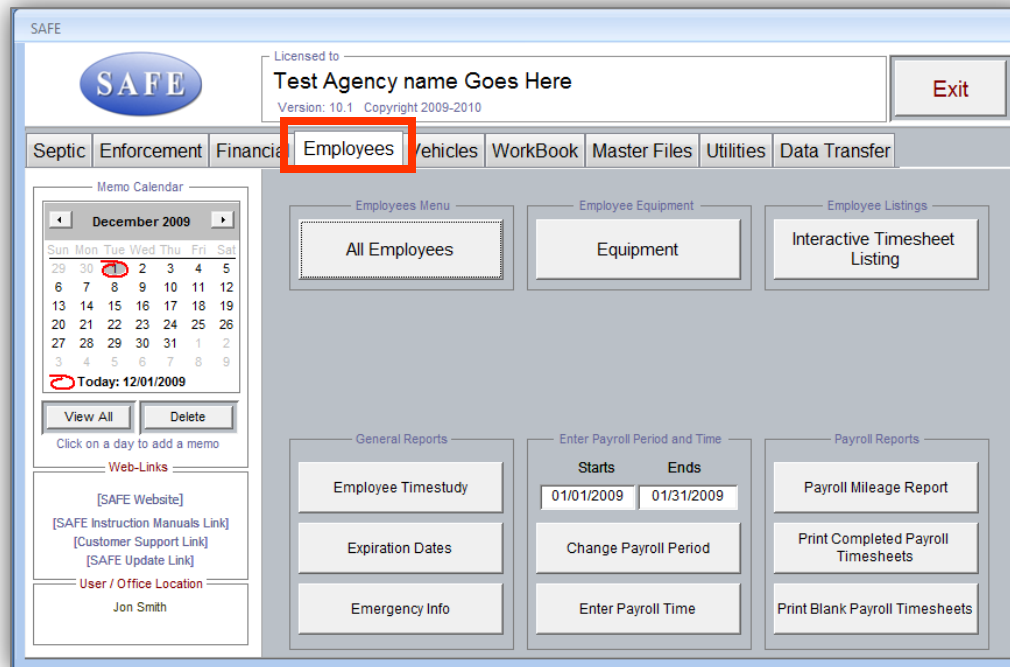
Payments

 **Payments Received** Exit

1

Payment Date	Amount	Description of payment
12/08/2009	\$0.00	

# SECTION 4



# EMPLOYEES MENU

## MAIN MENU: Employees and Activities

Enter in Employee information or Equipment assigned to your employees.

**Employees**

## Employee Entry

Find:

---

Name: **Jon Smith**

**Employee Information**

ID:

Type:

Password:  \*

Initials:  Office:

Signature:

Title 1:

Title 2:

Address:

City:

State:  Zip:

Work Phone:  Extension:

Cell Phone:

\* You will need to enter a login ID if there is one user designated as an "Admin" Type. The password is optional.

**Other Information**

**Additional Options**

Date of Birth:

Employment Date:

Termination Date:

Status:

**Other Dates**

**Emergency Contact**

Badge Number:	<input type="text"/>
License Type:	<input type="text"/>
License Number:	<input type="text"/>
License Expiration:	<input type="text"/>
Driver's license number:	<input type="text"/>
Social Security Number:	<input type="text"/>
Eligible sick time:	0.00
Eligible Vacation Time:	0.00
Accrued Sick Time:	0.00
Accrued Vacation:	0.00
Accrued Comp Time:	0.00

Record: M < 1 of 1 > H A No Filter Search

Main Menu Options

Quit

## Employee Additional Options for...

JON SMITH

Basic Info   Compacts   Financials   Data Transfer   Employees   Locations   Contracts   Vehicles   Master File   Feed Imports   Admin   Help

☐ Hide the DEPTIC PERMITS Tab

☒ Hide COMPACTS Tab

☐ Hide the FINANCIALS Tab

☐ Hide the CONTRACTS Tab

☐ Hide the EMPLOYEES Tab

☐ Hide the VEHICLES Tab

☐ Hide the HOBOROOM Tab

☐ Hide the UTILITIES Tab

☐ Hide the MASTER FILES Tab

☒ Hide the Building Features Sublist

☐ Hide the UTILITIES Tab

**WARNING !!!**

If you intend to hide a tab on the Main Menu for this employee, they will NOT HAVE ACCESS to this menu from when they log into the G4E Program.


You must have at least ONE (1) employee designated as an Employee Type of "Admin" for the hide features to work properly.

Word Processing Program   [Browse...](#)

Print Large Document   [Browse...](#)

**Customize your main menu.** Enter one or more employees as an “Admin” type and you will then be asked to enter your login name and password.

Inventory of Equipment



## Employee Equipment


Description	Serial Number	Model #
Cell Phone - Motorola	Mr-11313	Razor 3G
Qty Issued: 1 Date Issued: 05/15/2008 Comments:	Issued To: Jon Smith Tag:	Qty Returned: 0 Date Returned:
<input checked="" type="checkbox"/> New		
Computer - Dell		
	N33-1323	Dell Inspiron 3200
Qty Issued: 1 Date Issued: 05/15/2008 Comments:	Issued To: Jon Smith Tag:	Qty Returned: 0 Date Returned:
<input checked="" type="checkbox"/> New		

Type in your ID and then select your Type. You can choose to be an administrator or an “other”. If you are an administrator, you will be able to view the Employees Menu, the Master Files Menu, and change the Receipt Fee Amounts.

If you sign in as an “other”, you will get the following message if you try to enter restricted screens:

**Employee Time Study:** Enter and Print all the Activities and Time spent on performing employee duties.

Admin Timesstudy Menu

 **Employee Timesstudy**

Exit

Select Employee: Jon Smith

Add Timesstudy Records

Update / View Timesstudy

Timesstudy Switch - All Employees

Display

Reset

Delete Timesstudy Records

Reports

Activity Detail by Employee

Work Activities By Employee

Counts by Work Activity

Hours by Work Activity

SAFE

Test Agency name Goes Here

Version: 10.1 Copyright 2009-2010

Exit

Septic **Employees** Financial Vehicles Workbook Master Files Utilities Data Transfer

Menu Calendar

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: 12/01/2009

View All Delete

Click on a day to add a memo

Web-Links

[SAFE Website]  
[SAFE Instruction Manuals Link]  
[Customer Support Link]  
[SAFE Update Link]  
User / Office Location  
Jon Smith

Employees Menu

All Employees

Employee Equipment

Equipment

Employee Listings

Interactive Timesheet Listing

General Reports

Employee Timesheet

Enter Payroll Period and Time

Starts	Ends
01/01/2009	01/31/2009

Change Payroll Period

Enter Payroll Time

Payroll Reports

Payroll Mileage Report

Print Completed Payroll Timesheets

Print Blank Payroll Timesheets


**List all Time Studies:**

**Simple or Detailed Listing Options.**

[illegible]

## Update your time.... And view reports

Desired Dates



# Dates

Exit

Beginning date:

Through

Ending date:

Preview

**Or Delete all time studies  
from a date back.**

Delete Equal or Prior to: 01/01/05

Delete Records

# MAIN MENU: Employees Menu (continued)

Employees

**Employee Entry** Find:

Name: **Jon Smith**

**Employee Information**

ID:

Type: Admin

Password: 1

Initials: JS Office:

Signature:

Title 1:

Title 2:

Address:

City:

State:  Zip:

Work Phone:  Extension:

Cell Phone:

\* You will need to enter a login ID if there is one user designated as an "Admin" Type. The password is optional.

**Other Information**

**Additional Options**

Date of Birth:

Employment Date:

Termination Date:

Status: Exempt

**Emergency Contact**

Badge Number:

License Type:

License Number:

License Expiration:

Driver's license number:

Social Security Number:

Eligible sick time: 0.00

Eligible Vacation Time: 0.00

Accrued Sick Time: 0.00

Accrued Vacation: 0.00

Accrued Comp Time: 0.00

Record: 1 of 1

NEW FOR 7.0 !!!

Main Menu Options

**Employee Additional Options for...** **Jon Smith**

☐ Hide the SAFETY PERMITS Tab

☐ Hide the COMPLAINTS Tab

☐ Hide the PHYSICIAN'S Tab

☐ Hide the Data Transfer Tab

☐ Hide the EMPLOYEE'S Tab

☐ Hide the VIOLENCES Tab

☐ Hide the WORKBOOK Tab

☐ Hide the VEHICLES Tab

☐ Hide the MASTER FILES Tab

☒ Hide the Building Permits Button

☐ Hide the UTILITIES Tab

☒ Can Delete Companies

☒ Can Update Dept. Dates

☒ Code Enforcement Officer

WARNING !!!  
If you select to Hide a tab on the Main Menu for this employee, they will NOT HAVE ACCESS to this menu item when they log into the SAFE Program.  
You must have at least ONE (1) employee designated as an Employee Type of "Admin" for the Side features to work properly.

Word Processing Program:

Last Mail Merge Document:

Hide certain menus in order to reduce confusion or limit data entry options.

Employee Report Lists based on various dates:

Employee Dates Selection

Date to use

☒ Next Evaluation Date

☐ Next RS License Date

☐ Next CPR Date

☐ Next First Aid Date

☐ Next DR License Date

☐ Next Def Driving Date

☐ Next CE Date

☐ Next TB Date

☐ Next Vision Date

☐ Next Civil Rights Date

☐ Next Customer Svc. Date

☐ Next HIV Date

☐ Next Hepatitis Date

Due on or before

11/02/2009

Enter other Employee Dates

Employee Dates

**Employee Dates**

Jon Smith

Next Evaluation:

CE License:

RS License:

TB Immunization:

CPR Training:

Vision Test:

First Aid Training:

Civil Rights Training:

DR License:

Customer Svc. Training:

Defensive Driving:

HIV Testing:

Hepatitis Immunization:

Enter Timesheet Information

Timesheet dates

**Employee Timesheet Entry**

Select Employee:

Beginning date: 12/01/2009

Through

Ending date: 12/14/2009

Timesheet Input

**Timesheet Input**

From: 12/01/2009 Through: 12/14/2009 **Jon Smith**

Date	Regular Time	Overtime Pay	Scheduled Meeting	Comp Earned	Sick Taken	Vacation Taken	Comp Taken	Holiday	Overtime Without Pay	Day Total	Wage
Tuesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wednesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Thursday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Saturday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wednesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Thursday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Saturday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Record: 1 of 14

Also enter and find Employee Emergency Contact Information

Employee Information

**Employee Emergency Contact**

Jon Smith

Work Phone:

Other Phone:

Emergency Contact:  Relationship:

Emergency Phone:

Emergency Comments:

Change the Payroll Period

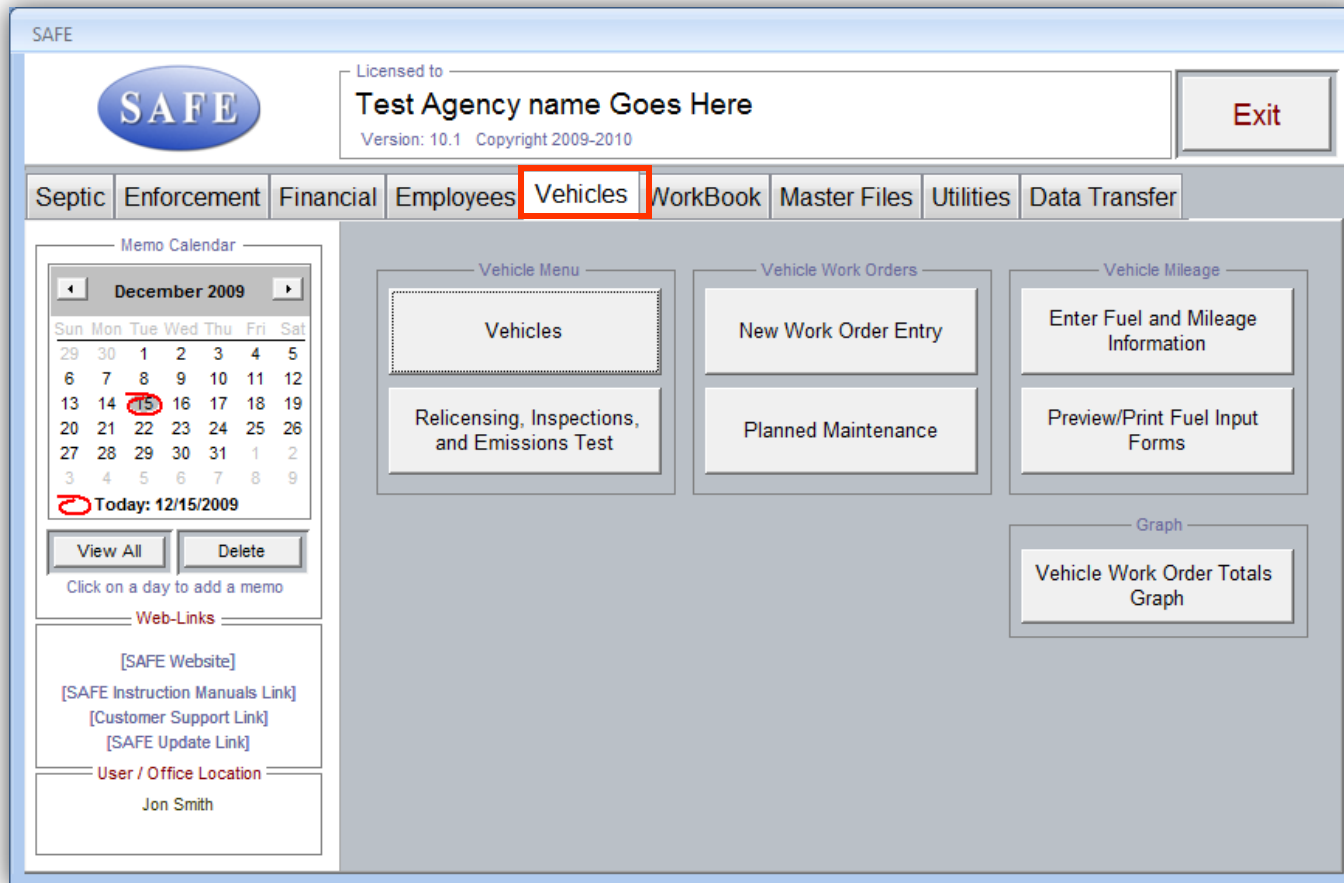
Change Pay Period

**Change the Pay Period**

Beginning Pay Period: 12/01/2009

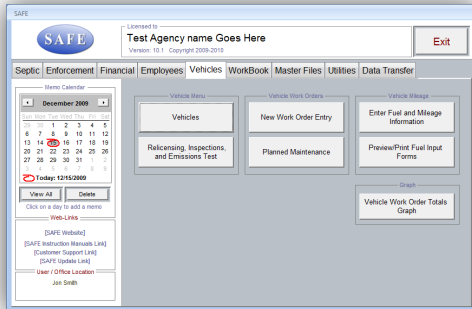
Ending Pay Period: 12/14/2009

# SECTION 5



# VEHICLES MAINTENANCE

# Main Menu – Vehicles and Equipment Menu



You will now be able to track all of your work vehicles as well as any other equipment. Track your vehicles by Unit Number, Type, Serial Number, Body Number, Company ID, and year. You can also record specific information about each piece of your equipment like Make, Model, Color, License number and state. All warranty dates and odometer warranty limitations are kept in this screen as well.

## VEHICLE AND EQUIPMENT MENU

### VEHICLE/EQUIPMENT MENU:

Enter all of your data here for each vehicle.

**Distance Odometer Box:** Check this boxes if your equipment uses miles.

**For Example:** If you register your company truck into the SAFE Program, you will use the Distance Odometer because your truck registers miles driven.

**Hourly Odometer Box:** Check the box if your equipment uses hours. For Example: A backhoe's usage is registered on an hour meter.

**Fuel Input Forms & Work Orders** can be assigned to that vehicle.

**Planned Maintenance Register:** This section will allow you to enter important scheduling information about your Planned Maintenance on your vehicles and equipment. You can also enter a brief description of the planned maintenance.

**DATES:** Track all of your important vehicle dates. These dates will be used in future reports like licensing, inspection, and emissions testing.

**TOTALS:** This subsection will keep all of your totals like distance traveled, cost per distance unit (miles or hours), and others. If you get confused with the meaning of any section, remember to leave your cursor on that field. A brief description of that field will pop up and help you out.

**COMMENTS:** Put any general comments about your vehicle into this section. This will help you remember things like what brand of filters you used, for example.

This will alert you to vehicles needing Planned Maintenance.

**FUEL INPUT FORMS:** Track fuel usage.

**WORK ORDERS:** Enter work orders for each vehicle here. Oil changes, Repairs, or any other service work can be entered.

**Important information:** Work Order Number, Date, Odometer Reading, Description of the Work, the Company that performed the service, the Cost, and Comments about the service are all located here.

You may also note if this service was a PM (Planned Maintenance) by checking the "PM Work Order" box

After entering all the information, press "Save / Exit" or "Save / Next".

**PM's DUE Menu:** Select this menu item if you desire to see when PM's (Planned Maintenance) are due. Type in a specific date and a report will be generated containing vehicles that are due for scheduled maintenance.



# Main Menu – Vehicles and Equipment Menu (continued)

## Planned Maintenance Sub-Tab

PM's Dates Totals Specifications Comments

Days between PMs: 0 Fuel between PMs: 0 Gal.  
Date of last PM: Fuel since last PM: 0 Gal.

PM descriptions:

**PM DOCUMENTATION:** This section will allow you to enter important scheduling information about your Planned Maintenance on your vehicles and equipment. You can also enter a brief description of the planned maintenance.

## Dates Sub-Tab

PM's Dates Totals Specifications Comments

Purchased: Next relicensing:  
Placed in service: Next state inspection:  
Loaded to SAFE: 07/01/2008 Next emissions test:

**DATES:** Track all of your important vehicle dates. These dates will be used in future reports like licensing, inspection, and emissions testing.

## Totals Sub-Tab

PM's Dates Totals Specifications Comments

Total distance traveled in SAFE: 0 Total fuel units used: 0 Total hours run in SAFE: 0  
Cost per distance unit: \$0.00 Fuel costs: \$0.00 Cost per hour: \$0.00  
Distance units per unit of fuel: 0.00 Work order costs: \$0.00 Fuel units per hour: 0.00  
Add-on oil costs: \$0.00 Total Costs: \$0.00 Total add-on oil units: 0.00

**TOTALS:** This subsection will keep all of your totals like distance traveled, cost per distance unit (miles or hours), and others. If you get confused with the meaning of any section, remember to leave your cursor on that field. A brief description of that field will pop up and help you out.

## Specifications Sub-tab

PM's Dates Totals Specifications Comments

Tires	Michelin 1522-2245

**Specifications:** Enter any unique information like tires, etc. for this vehicle.

## Comments Sub-Tab

PM's Dates Totals Specifications Comments

**COMMENTS:** Enter any comments about that specific unit.

# Vehicles and Equipment Menu (continued)

Work Orders

## Vehicle Work Order Entry

Save / Exit

Choose Vehicle

Find by Number:  Vehicle Number:

Find by Co. ID:  Vehicle ID:

Cancel Save / Next

Delete

Number:  Enter work orders in date sequence

Date:

Comments

Details

Work Done:

Company:

Total Cost:

PM Work Order: ☐

Record: 1 of 1 No Filter Search

**Relicensing, Emission Tests, and Inspections:**  
Print out reports for these areas.

PM's Due

## Vehicle Planned Maintenance

Exit

Include those units due by:

Click here to preview all PM's Due

**WORK ORDERS FOR VEHICLES:** Enter and track all work for your vehicles in the SAFE Program. Oil changes, maintenance, repairs, etc., can be easily entered and recorded.

Vehicle / Equipment dates

## Vehicle Reports

Exit

Date to use

☒ Next Licensing Date

☐ Next Inspection Date

☐ Next Emissions Test Date

Due on or prior to:

Preview Report

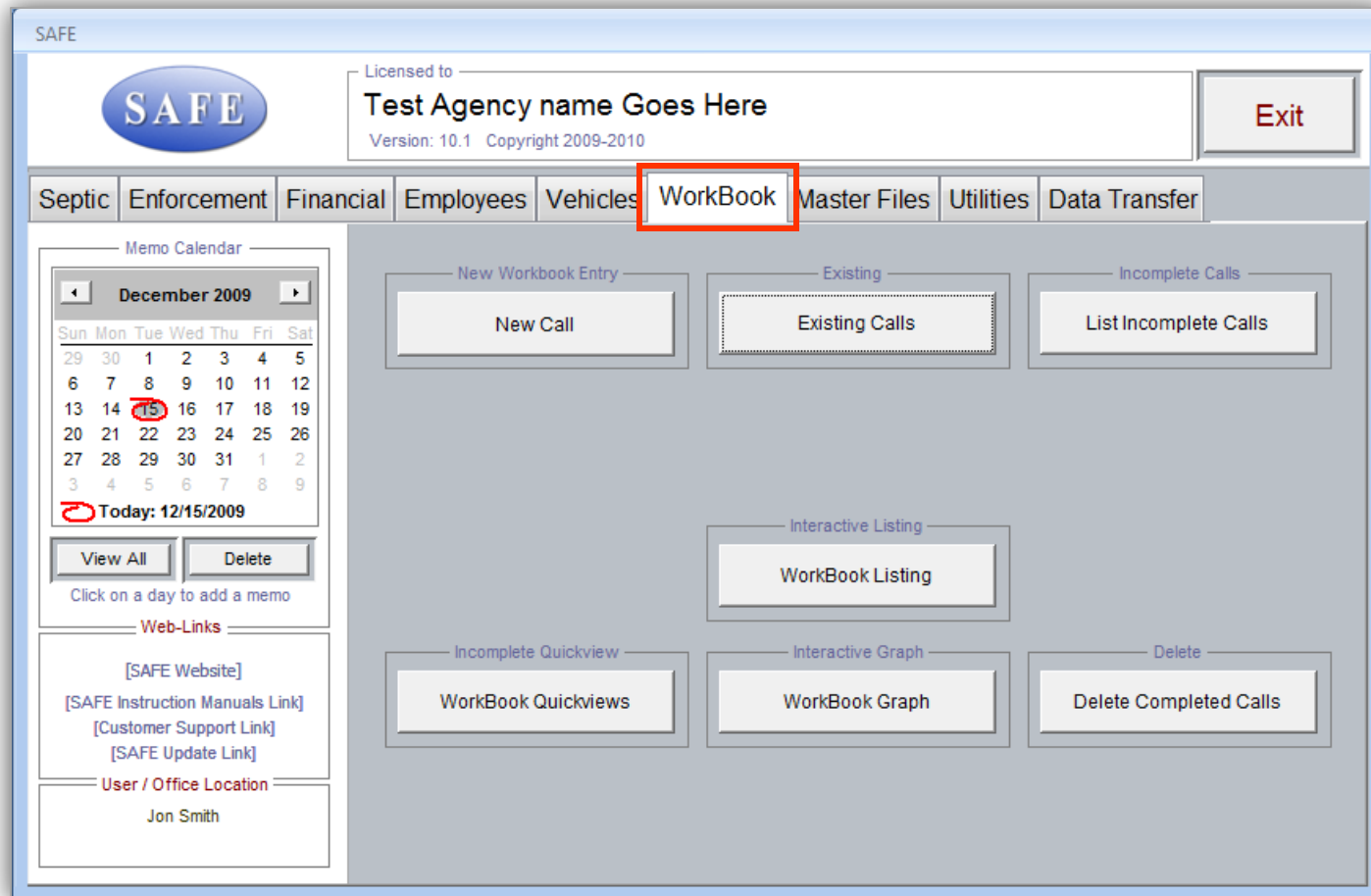
**Planned Maintenance Due:** Print out the “PM”s that are due for each vehicle. Planned Maintenance is any regularly scheduled maintenance needed on your vehicle (ex: oil changes, filter changes, etc.)

**Vehicle and Equipment Fuel Entry:** Enter the fuel per vehicle and the oil used.

**Vehicle and Equipment Fuel Input Form:** Enter the fuel you use on YOUR vehicle for a specific time period.

63

# SECTION 6



# Work Book Menu

# New Calls — Record new calls and all the pertinent information associated with it.

Workbook Calls

Workbook Listing

CANCEL

Save/Exit

Call Date/Time

12/15/2009

5:18 PM

Caller: Smith Aerobic Service

Type Call: Final inspection

OSSF Permit: 2009-0152

Site: Denney Jon

3221 Como Lake Rd.

Denton TX

Phone:

Assigned Inspector: Jon Smith

Scheduled Date: 12/20/2009 / Time: 12:00 PM

Comments

Inspect the septic system for final authorization

Completed by:

Date/Time Completed:

Record: 1 of 1

No Filter

Search

Existing Calls — Click the button to view all the existing Workbook calls.

Workbook Calls

Workbook Listing

CANCEL

Save/Exit

Find by Site

Find by Call Date

Find by Caller

Find by Inspector

Call Date/Time

12/15/2009

5:18 PM

Caller: Smith Aerobic Service

Type Call: Final inspection

OSSF Permit: 2009-0152

Site: Denney Jon

3221 Como Lake Rd.

Denton TX

Phone: (323) 423-4242

Assigned Inspector: Jon Smith

Scheduled Date: 12/20/2009 / Time: 12:00 PM

Comments

Inspect the septic system for final authorization

Completed by:

Date/Time Completed:

Record: 1 of 1

No Filter

Search

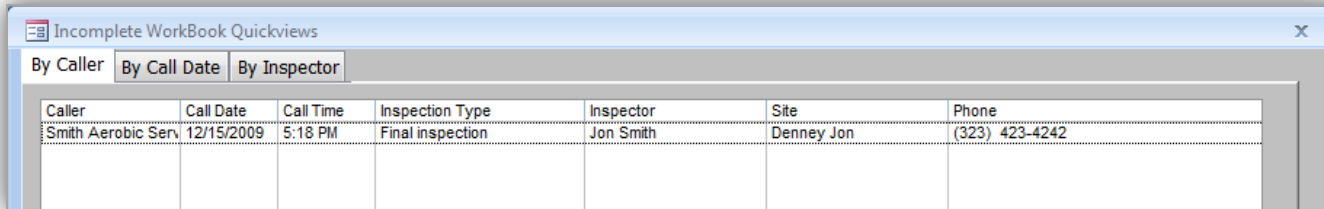
Preview Call

Workbook Schedule

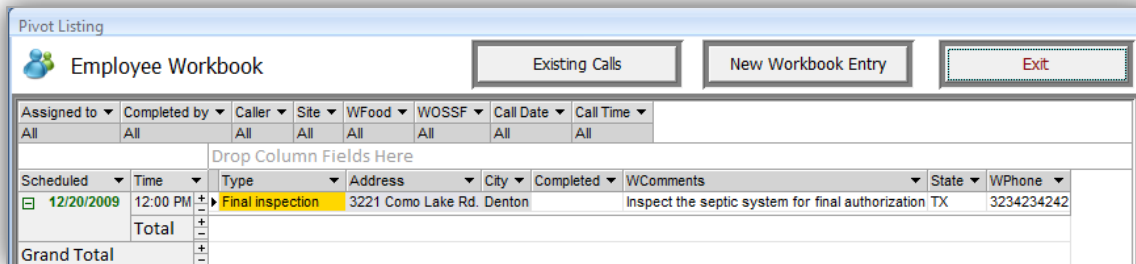
Page: 1 of 1

Type / Assigned To	Owner / Comments	Caller
070506 400.00 Police Tuition James	400.00 Den 140.00 Insurance Service Permit Fee	Den Schedule

## Incomplete Workbook Quick-views – Record new calls and all the pertinent information associated with it.



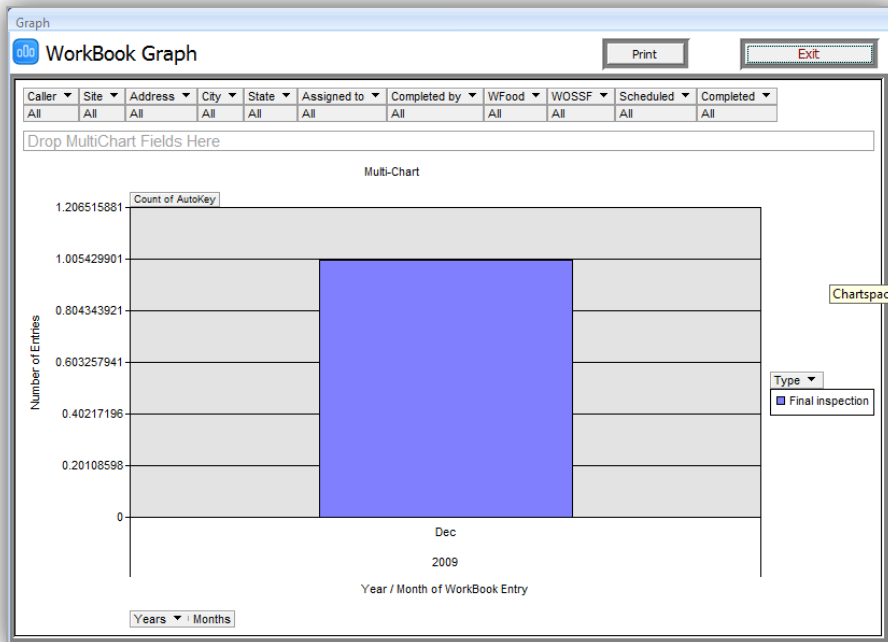
Caller	Call Date	Call Time	Inspection Type	Inspector	Site	Phone
Smith Aerobic Serv	12/15/2009	5:18 PM	Final inspection	Jon Smith	Denney Jon	(323) 423-4242



Scheduled	Time	Type	Address	City	Completed	WComments	State	WPhone
12/20/2009	12:00 PM	Final inspection	3221 Como Lake Rd.	Denton		Inspect the septic system for final authorization TX	TX	3234234242
Total								
Grand Total								

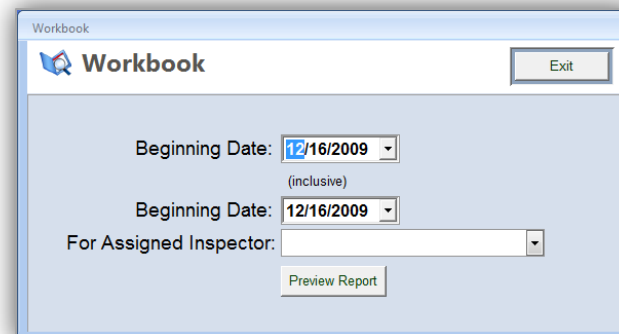
### Interactive Workbook Listings–

View in Pivot Table form the workbook schedules and drag and drop the different categories to filter.



**Interactive Graphs:** Similar to the Pivot Listings, the Pivot Graphs allow you to view “custom” criteria in a graph layout.

**Workbook Listings:** Preview the workbook listings or delete the existing data entered for each workbook record.



Workbook

Exit

Beginning Date: 12/16/2009

(inclusive)

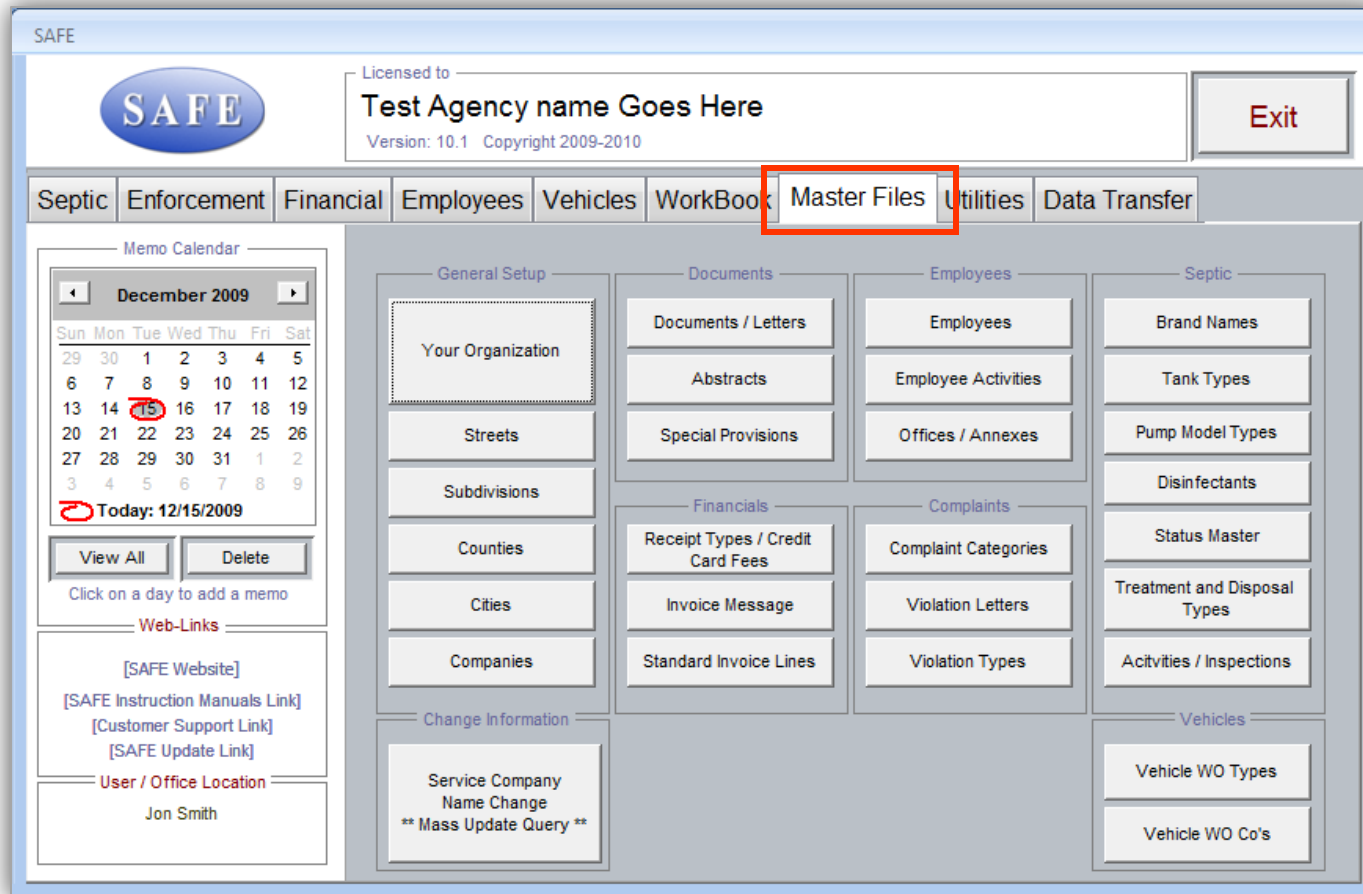
Beginning Date: 12/16/2009

For Assigned Inspector:

Preview Report

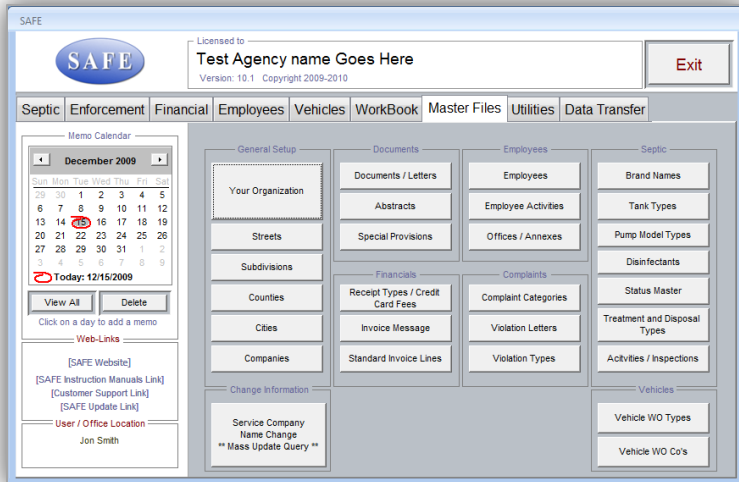
# SECTION 7





# Master Files

# MAIN MENU: MASTER FILES



The screenshot shows the SAFE software interface. At the top, there's a 'SAFE' logo and a 'Licensed to' field with 'Test Agency name Goes Here' and 'Version: 10.1 Copyright 2009-2010'. Below this is a navigation bar with tabs: Septic, Enforcement, Financial, Employees, Vehicles, WorkBook, Master Files (selected), Utilities, and Data Transfer. The main area is divided into several sections: 'Memo Calendar' on the left showing a calendar for December 2009; 'General Setup' with fields for 'Your Organization', 'Streets', 'Subdivisions', 'Counties', 'Cities', and 'Companies'; 'Documents' with 'Documents / Letters', 'Abstracts', and 'Special Provisions'; 'Employees' with 'Employee Activities' and 'Offices / Annexes'; 'Financials' with 'Receipt Types / Credit Card Fees', 'Invoice Message', and 'Standard Invoice Lines'; 'Complaints' with 'Complaint Categories' and 'Violation Types'; 'Septic' with 'Brand Names', 'Tank Types', 'Pump Model Types', 'Disinfectants', 'Status Master', and 'Treatment and Disposal Types'; and 'Vehicles' with 'Vehicle WO Types' and 'Vehicle WO Co's'. There are also links for 'SAFE Website', 'SAFE Instruction Manuals Link', 'Customer Support Link', 'SAFE Update Link', and 'User / Office Location' (Jon Smith).

**Your Organization:** Enter all of **your information** and set up your letterhead.

Enter Signatures and address info. If you need to change your organization name, just press the menu item and follow the directions.

**Signatures:** Enter the person's name(s) that you would like to see appear on the letters

**Agency Information:** Enter your address and phone #'s.

**Print Invoices:** Enter the # of Invoices you would like to print per page.

**Monitoring Fee:** Enter the amount your agency charges for remote alarm monitoring (if applicable).

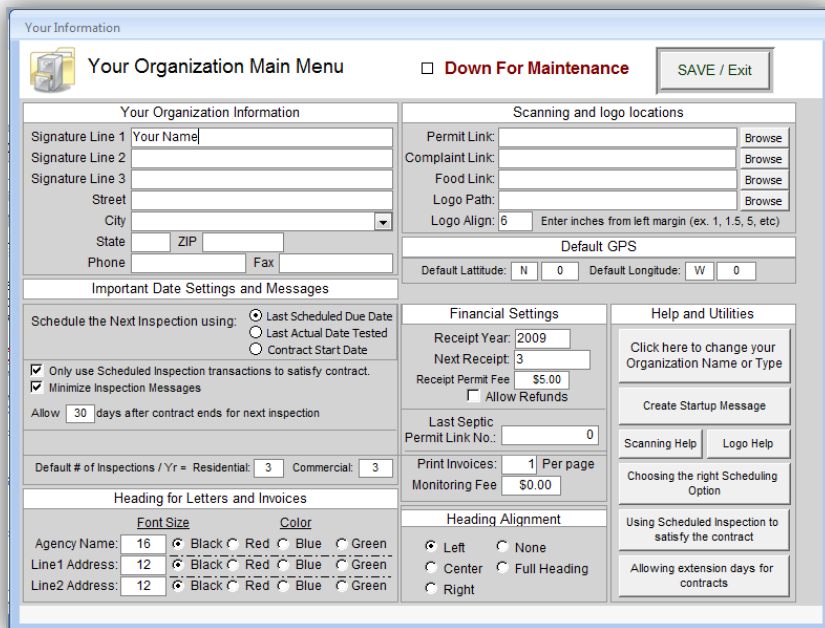
**Change Your Organization Name or Type:**

You will have to contact VMSoft Products if you have to change your organization name. This selection allows you to add types of business you may enter into. Example: Johnson County Septic Department changes to Johnson County Environmental Health Department.

**Permit Scanner Path and Complaint Scanner Path:** Enter the location of the Linked Folders. (More on this in the Records Menu)

**Logo Location and alignment:** You can attach and align a logo to your letterhead by holding your cursor over the field and following the directions given. Simply create or scan your logo and save it as "C:\Program Files\SAFE\Logo.bmp". Make sure you do not conflict the heading and alignment position.

## MASTER FILES: YOUR ORGANIZATION MENU



The screenshot shows the 'Your Organization Main Menu' in the SAFE software. It has a 'Down For Maintenance' checkbox and a 'SAVE / Exit' button. The menu is divided into several sections: 'Your Organization Information' with fields for 'Signature Line 1', 'Signature Line 2', 'Signature Line 3', 'Street', 'City', 'State', 'ZIP', 'Phone', and 'Fax'; 'Scanning and logo locations' with fields for 'Permit Link', 'Complaint Link', 'Food Link', 'Logo Path', and 'Logo Align'; 'Default GPS' with 'Default Latitude' and 'Default Longitude'; 'Financial Settings' with 'Receipt Year', 'Next Receipt', 'Receipt Permit Fee', 'Last Septic Permit Link No.', 'Print Invoices', and 'Monitoring Fee'; 'Help and Utilities' with 'Click here to change your Organization Name or Type', 'Create Startup Message', 'Scanning Help', 'Logo Help', 'Choosing the right Scheduling Option', and 'Using Scheduled Inspection to satisfy the contract'; 'Important Date Settings and Messages' with 'Schedule the Next Inspection using' and 'Allow' fields; and 'Heading for Letters and Invoices' with 'Agency Name', 'Line1 Address', and 'Line2 Address' fields, each with 'Font Size' and 'Color' options. There are also radio buttons for 'Left', 'Center', 'Right', 'None', and 'Full Heading'.

**Year and Next Receipt:** Enter the current year and the Next Receipt Number.

**Heading for Contracts, Letters, and Invoices:** Edit the location, size and font color for your headings.

**Remember to click the Help Question Marks for additional instructions.**

# MAIN MENU: MASTER FILES (Examples of Screen shots)

SAFE  
Licensed to  
Test Agency name Goes Here  
Version: 10.1 Copyright 2009-2010

Septic Enforcement Financial Employees Vehicles Workbook Master Files Utilities Data Transfer

Memo Calendar  
December 2009  
Today: 12/15/2009  
View All Delete  
Click on a day to add a memo  
Web-Links  
[SAFE Website]  
[SAFE Instruction Manuals Link]  
[Customer Support Link]  
[SAFE Update Link]  
User / Office Location  
Jon Smith

General Setup  
Your Organization  
Streets  
Subdivisions  
Counties  
Cities  
Companies  
Change Information  
Service Company  
Name Change  
Mass Update Query

Documents / Letters  
Abstracts  
Special Provisions  
Receipt Types / Credit Card Fees  
Invoice Message  
Standard Invoice Lines

Employees  
Employee Activities  
Offices / Annexes  
Complaint Categories  
Violation Letters  
Violation Types

Septic  
Brand Names  
Tank Types  
Pump Model Types  
Disinfectants  
Status Master  
Treatment and Disposal Types  
Activities / Inspections  
Vehicle WO Types  
Vehicle WO Co's

**Cities & Counties:** Enter the **city**, State, Default zip Code, and Default Area within your regional boundaries. For **counties**, simply enter the counties you service.

Cities  
Find By Name  
City Name State Zip Code County  
Hampton TX 75074 Hill

**Streets Master Table:** Enter the Streets in order to pop down and select from a list.

Streets  
Street Name (DO NOT INCLUDE STREET NUMBER) Default City State Default Zip

## Vehicle Work Order Types:

Enter all types of work orders that you will be using.

## Vehicle Work Order Companies:

Enter all the companies that will be servicing your vehicles.

**Complaint Categories:** Enter the Categories for the complaints section.

Complaint Categories  
Category  
Abatement Complaint  
Dumping  
General Nuisance

Work Order Types  
Vehicle Work Order Types  
Types  
Air Conditioner Recharged  
Hydraulics flushed  
Oil Change - PM  
Tires Replaced  
Tires Rotated

Work Order Companies  
Vehicle Work Order Companies  
Company

## Status Master:

Enter the Status of the System....Found in the Records Menu on the customer information tab.

## Activities and Inspections:

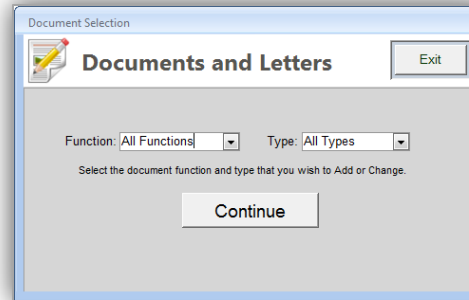
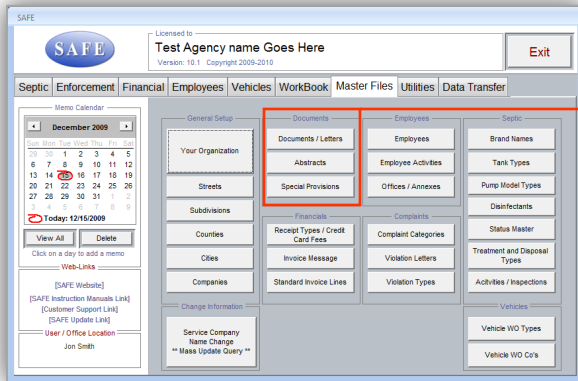
Enter the Activity Types for your employees. Check the appropriate box for each activity description.

Employee Activities  
Description Leave Only  
CEU's  
Court

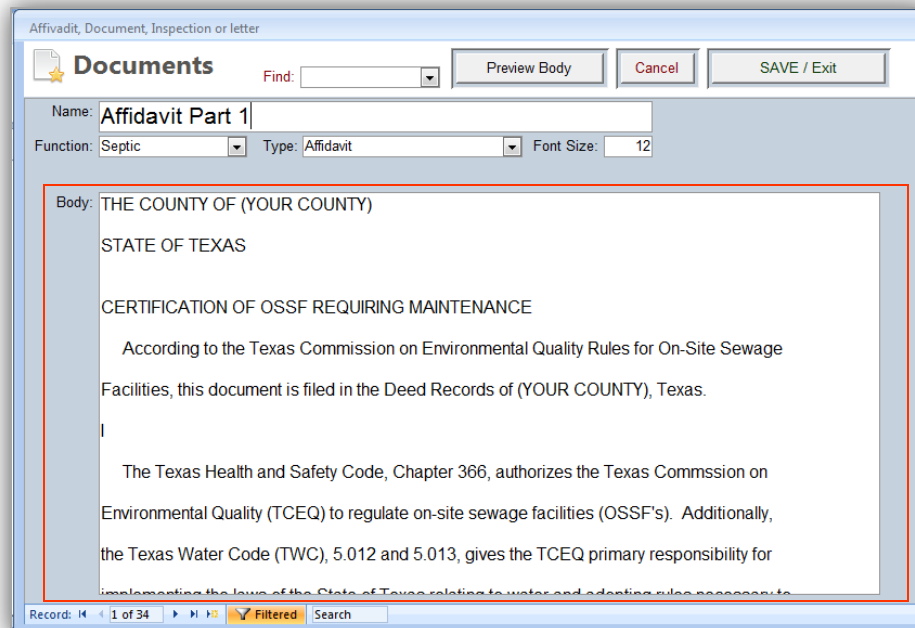
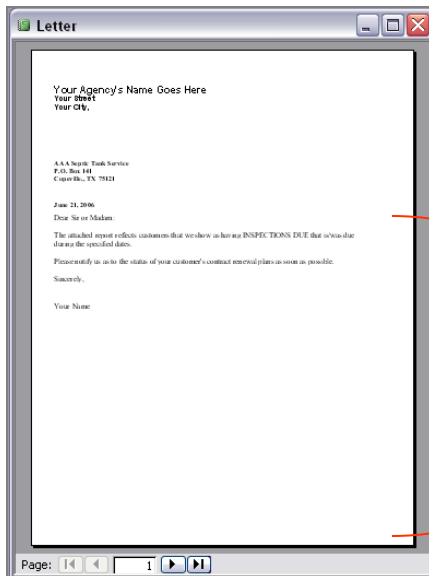
Status Master  
Status Types  
Type Septic Status Building Status  
Abandoned  
Active  
Closed  
Inactive  
Out of Jurisdiction

# MASTER FILES (continued)

## HOW TO CREATE AND EDIT YOUR DOCUMENTS

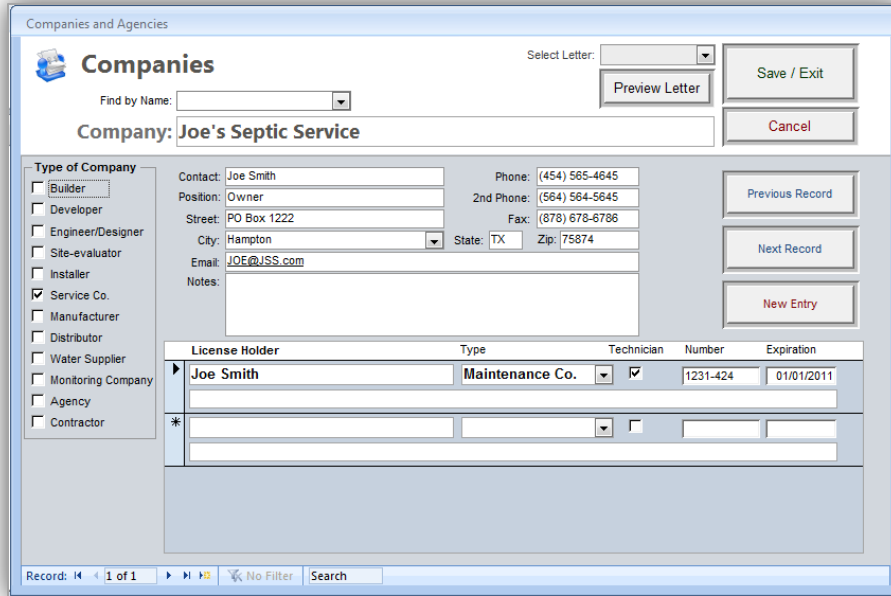


1. Select the Function and Type then click Continue to go to that particular screen. Click All Functions and All Types to “Browse” the Letters.
2. Edit the body of the document accordingly. Click Find to find the desired document to edit.
3. Click Exit when done and the program will save the changes.



## MASTER FILES (continued)

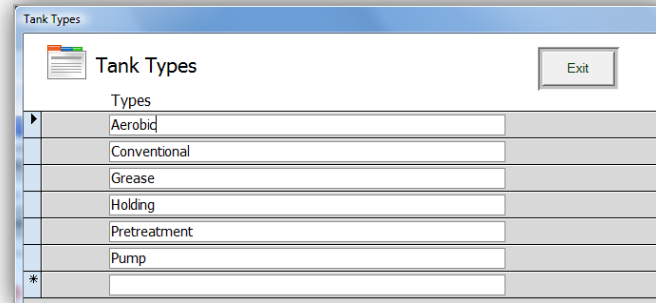
**Treatment and Disposal Types:** Enter in the Types of Treatment units and Disposal Units that your region contains.



The 'Companies and Agencies' screen is used to manage company information. It features a search bar with 'Find by Name' and a dropdown for 'Select Letter'. The company name 'Joe's Septic Service' is entered. A list of 'Type of Company' checkboxes includes Builder, Developer, Engineer/Designer, Site-evaluator, Installer, Service Co. (checked), Manufacturer, Distributor, Water Supplier, Monitoring Company, Agency, and Contractor. Contact details for Joe Smith are provided, including phone, 2nd phone, fax, city, state, zip, and email. A table lists license holders, with Joe Smith as the first entry, associated with 'Maintenance Co.' and a license number of 1231-424, expiring on 01/01/2011. Navigation buttons like 'Previous Record', 'Next Record', and 'New Entry' are present.

**Companies & Agencies** can be easily added here with this screen. Don't forget to click the "NEW RECORD" button that will take you to the next available entry. Enter the Company Name and make sure you click the box below their name for the type of organization they are.

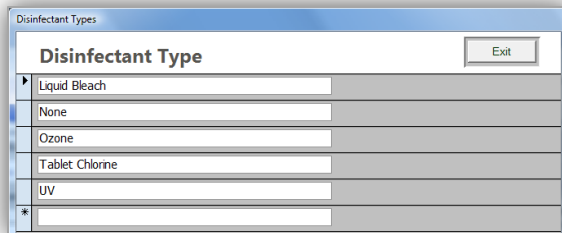
If they are a Service Company, you can enter the name(s) of the employees (service technicians) that are employed by that company. Enter the License Type and expiration date for tracking purposes.



The 'Tank Types' screen displays a list of tank types for selection. The types listed are Aerobic, Conventional, Grease, Holding, Pretreatment, and Pump. Each type has a corresponding input field for further details. An 'Exit' button is located in the top right corner.

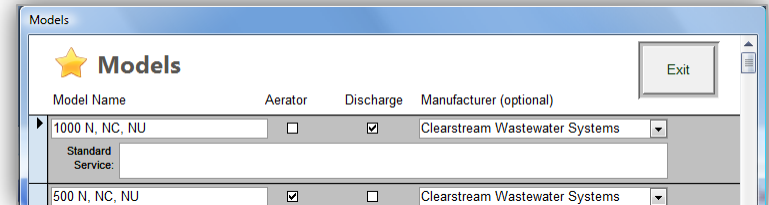
**Pump models:** Enter in the Pump Brands

**Disinfectant Types:** Enter the Types of Disinfectants you will be using.

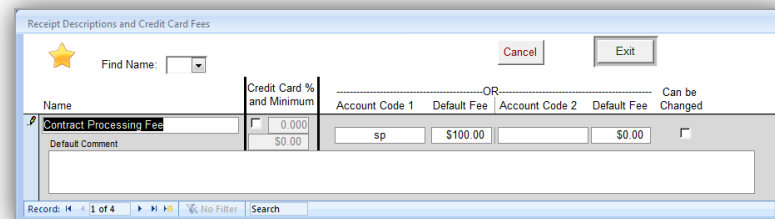


The 'Disinfectant Types' screen shows a list of disinfectant types: Liquid Bleach, None, Ozone, Tablet Chlorine, and UV. Each type has an associated input field. An 'Exit' button is in the top right corner.

**Receipt Types:** Enter the description of each Receipt you issue. You can add 2 account codes and 2 fees for each Type. Click "Can be Changed" if you want to allow all employees the ability to change these fees.



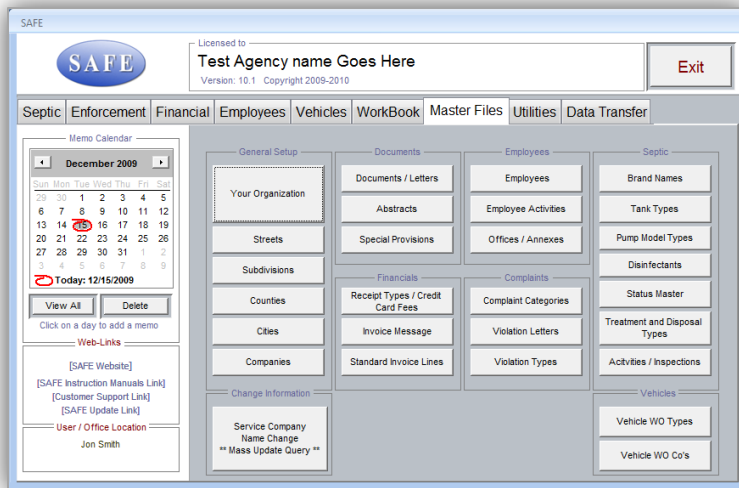
The 'Models' screen is used to enter pump model information. It includes fields for Model Name, Aerator, Discharge, and Manufacturer (optional). Two models are listed: '1000 N, NC, NU' and '500 N, NC, NU', both associated with 'Clearstream Wastewater Systems'. An 'Exit' button is in the top right corner.



The 'Receipt Descriptions and Credit Card Fees' screen is used to manage receipt types and associated fees. It features a search bar with 'Find Name' and a dropdown for 'Select Letter'. The table below lists receipt types, credit card percentages, and fees. The first entry is 'Contract Processing Fee' with a credit card percentage of 0.000 and a default fee of \$0.00. An 'Exit' button is in the top right corner.

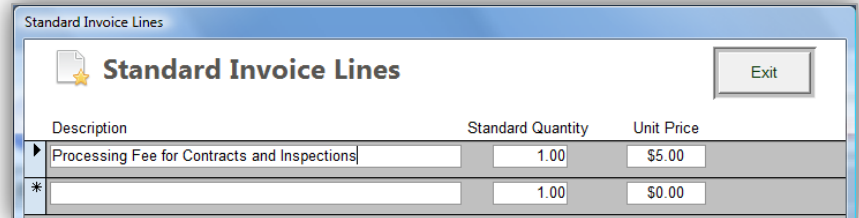
Name	Credit Card % and Minimum	Account Code 1	Default Fee	Account Code 2	Default Fee	Can be Changed
Contract Processing Fee	0.000	sp	\$100.00		\$0.00	<input type="checkbox"/>

## MASTER FILES (continued)



The SAFE Master Files Main Menu is a web-based interface for managing various data categories. It features a top navigation bar with tabs for Septic, Enforcement, Financial, Employees, Vehicles, WorkBook, Master Files, Utilities, and Data Transfer. The Master Files tab is currently selected. The main area is divided into several sections: General Setup (Your Organization, Streets, Subdivisions, Counties, Cities, Companies), Documents (Documents / Letters, Abstracts, Special Provisions, Receipt Types / Credit Card Fees, Invoice Message, Standard Invoice Lines), Employees (Employees, Employee Activities, Offices / Annexes, Complaint Categories, Violation Letters, Violation Types), and Septic (Brand Names, Tank Types, Pump Model Types, Disinfectants, Status Master, Treatment and Disposal Types, Activities / Inspections). There are also sections for Change Information (Service Company Name Change, Mass Update Query) and Vehicles (Vehicle WO Types, Vehicle WO Co's). A sidebar on the left includes a Memo Calendar for December 2009, a 'Today: 12/15/2009' indicator, and a list of web links (SAFE Website, SAFE Instruction Manuals Link, Customer Support Link, SAFE Update Link). The user is identified as Jon Smith.

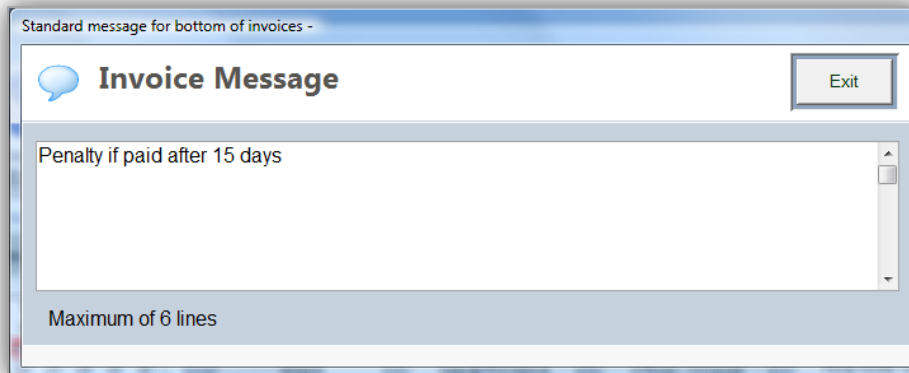
**Standard Lines for Invoices:** Enter in the most common line charges that you want to choose from on your invoices.



The Standard Invoice Lines form is a table with three columns: Description, Standard Quantity, and Unit Price. It contains two rows of data. The first row is for 'Processing Fee for Contracts and Inspections' with a quantity of 1.00 and a unit price of \$5.00. The second row is for a blank entry with a quantity of 1.00 and a unit price of \$0.00. An 'Exit' button is located in the top right corner.

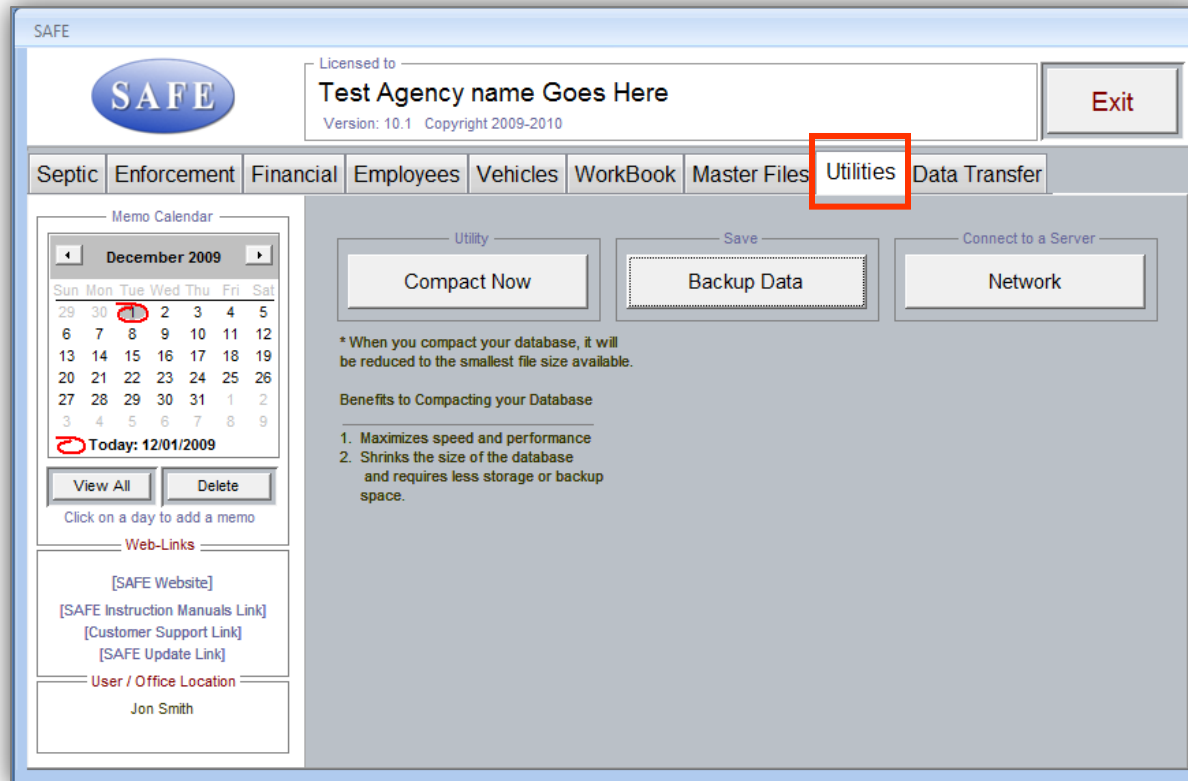
Description	Standard Quantity	Unit Price
Processing Fee for Contracts and Inspections	1.00	\$5.00
*	1.00	\$0.00

**Messages and Letters:** Enter in the Letters and change all verbiage on your documents



The Invoice Message form is a text entry area for standard messages for the bottom of invoices. It has a title bar that says 'Standard message for bottom of invoices -'. The main area is a large text box with the text 'Penalty if paid after 15 days'. Below the text box, it says 'Maximum of 6 lines'. An 'Exit' button is located in the top right corner.

# SECTION 8



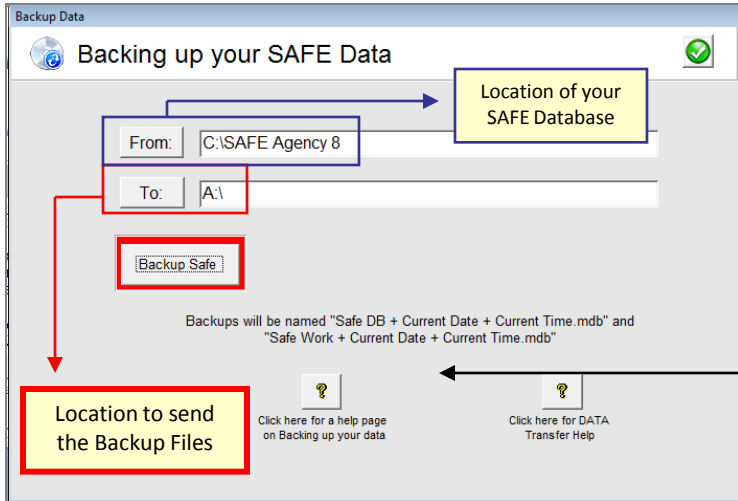
# UTILITIES TAB



## Main Menu

# Backup and Network

Backup your data with ease. Safe will automatically know where your database is (Access Version or Stand-alone). Simply select the location that you want your information copied to.



**IMPORTANT NOTE:** Microsoft Access cannot SYNCHRONIZE DATA. In other words, you cannot **add** data in on your laptop with a copy of SAFE while your office person adds data to the SAFE Program in the office. One database will override the other when merged, thus losing the data from one database. If you are networking your Laptop and your Server over a wireless Network, you will be simply using ONE database (placed on the server).

Prices for these Storage Devices vary depending on the storage capacity. Check your local computer store for current prices. Many computers come standard with external USB Ports for Data Storage devices and other equipment connections, however, please make sure your computer has one of these connections before your purchase.

## USB Storage Device Backup Process:



Laptop with USB Ports

## Backing up Procedure:

Send it to your hard drive by typing in the location "C:\\" if you want to send it to an internal location on your computer. You are vulnerable of losing your data if your computer "crashes". BETTER METHOD: Send the Program to a CD-R or RW Drive or Zip drive if it is larger. \*If you get an error on CD-R's, you will need to "format the disk for Data". After doing this, you can click and send it to your CD Drive and the appropriate drive letter.



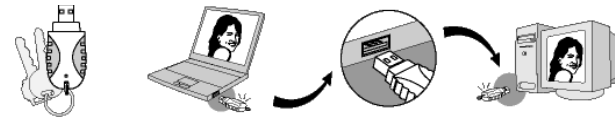
**External Hard Drives work GREAT!** They can be an expense, but are portable and hold a massive amount of memory.



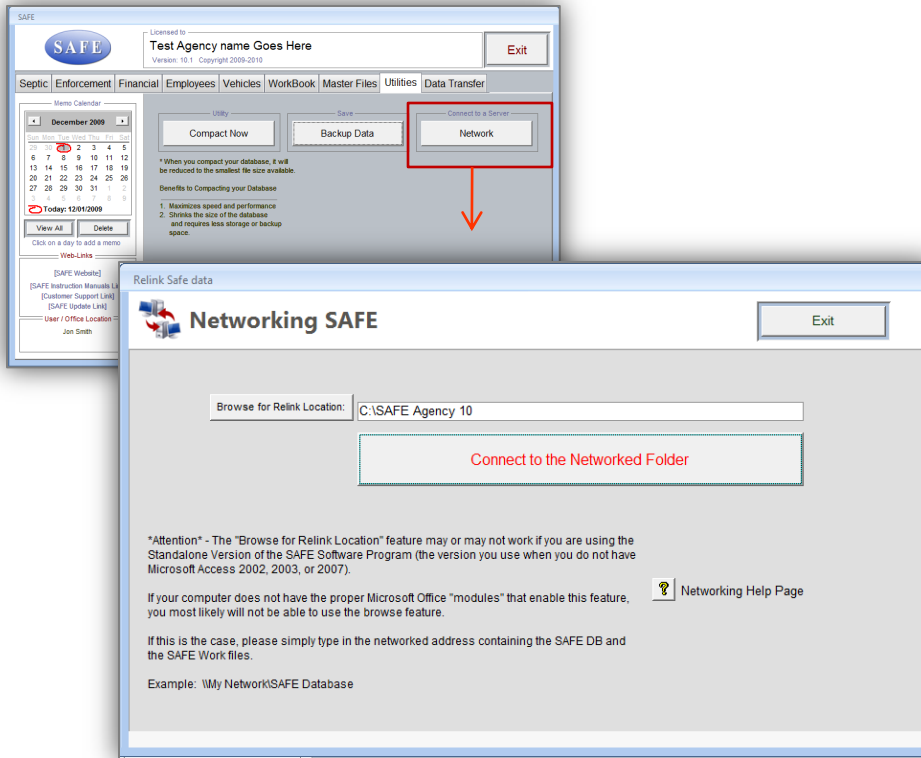
**Compressed "zip" Disks** are durable and portable.



**Portable USB Storage Devices** are ultra-portable and inexpensive. We recommend getting at least a 128mb Capacity device to save multiple projects.



# Networking your SAFE Program

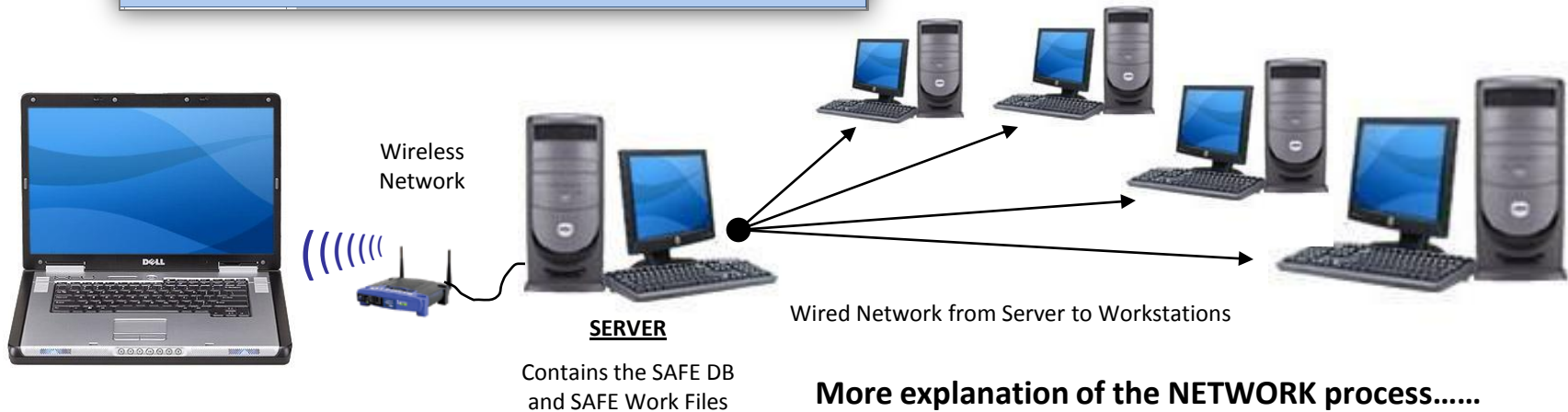


## Networking and Re-linking Data Tables

I have had a lot of questions concerning networking SAFE and the Re-linking of the data tables.

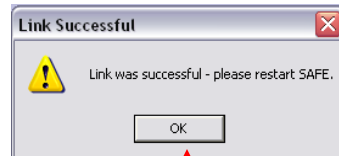
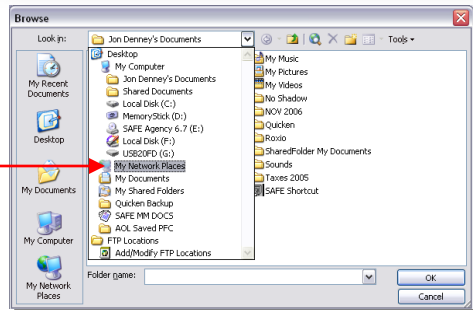
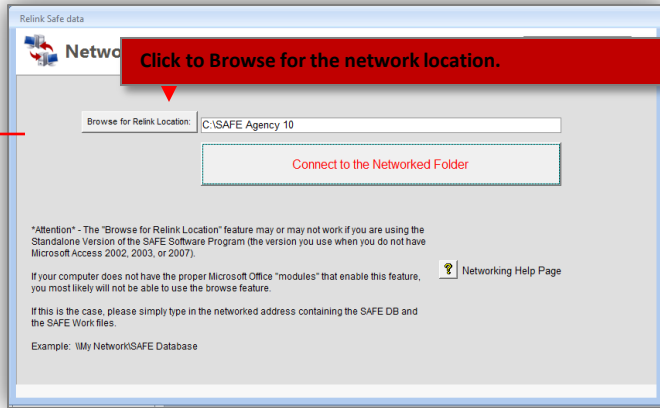
**SAFE DOES NOT SETUP OR CREATE A NETWORK FOR YOUR MULTIPLE SYSTEMS. WE SIMPLY GIVE YOU THE ABILITY TO RELINK YOUR DATA TABLES TO THE APPROPRIATE NETWORK FOLDER IN ORDER TO VIEW AND WORK FROM SAFE ON THESE MULTIPLE SYSTEMS.**

Networking: It is advisable to seek professional "help" before setting up an office network. **The SAFE DB.mdb and the SAFE Work.mdb have to reside in the same folder in order to network properly.**



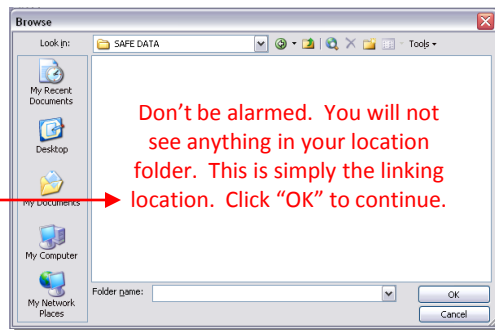
**More explanation of the NETWORK process.....**

# Most Common Setup Procedure – Agencies using a stand-alone server application.



1. Install SAFE on every computer. Make sure the Startup Icon is on each desktop. Click on it and go through the installation process until SAFE is loaded on every computer. The same Product Code will need to be on every computer.
2. Create a folder called SAFE DATA (for example) on your server. Make sure that you set the Sharing Properties correctly by right clicking on it and looking at the security and sharing properties.
3. Copy the SAFE DB.mdb and the SAFE Work.mdb files from the main computer (C:\Program Files\SAFE folder) to this SAFE DATA folder on the server.
4. Re-link each computer to the "SAFE DATA" folder on the network by going from the Main Menu in SAFE to the Utilities/Network button shown to the left.
5. Click on "Click to Re-link the SAFE DB" and you should see some progress bars at the bottom left of the screen start to cycle. You will know it linked properly when the prompt box appears and states that the link was successful – press "OK" and restart SAFE.
6. Check your Septic Permits (Records) and make sure all computers have access to edit, add, or delete data.

\* We are not responsible for improper network configuration or Microsoft Networking Conflicts. It is advisable to run the same operating systems on all computers when networking (Windows XP Professional, for example).

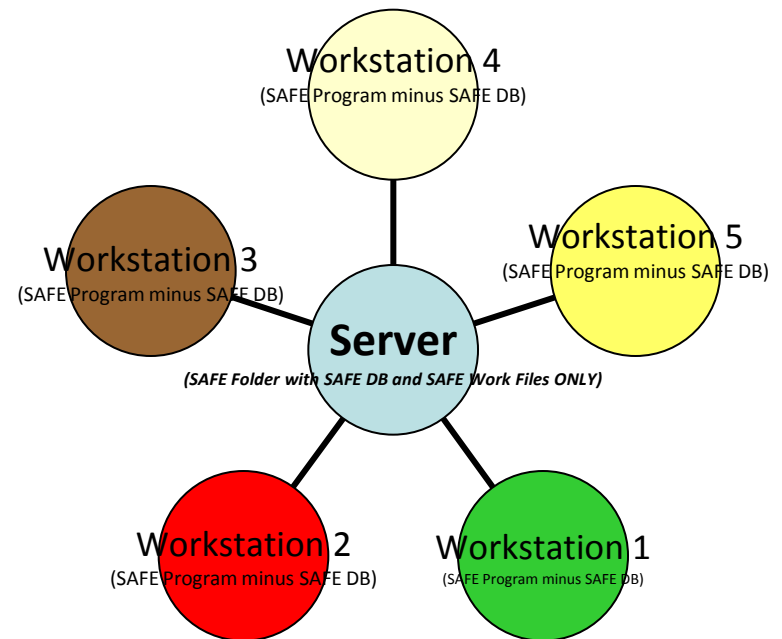


## Second Network Configuration: Using a PC as a Server and linking others to your computer

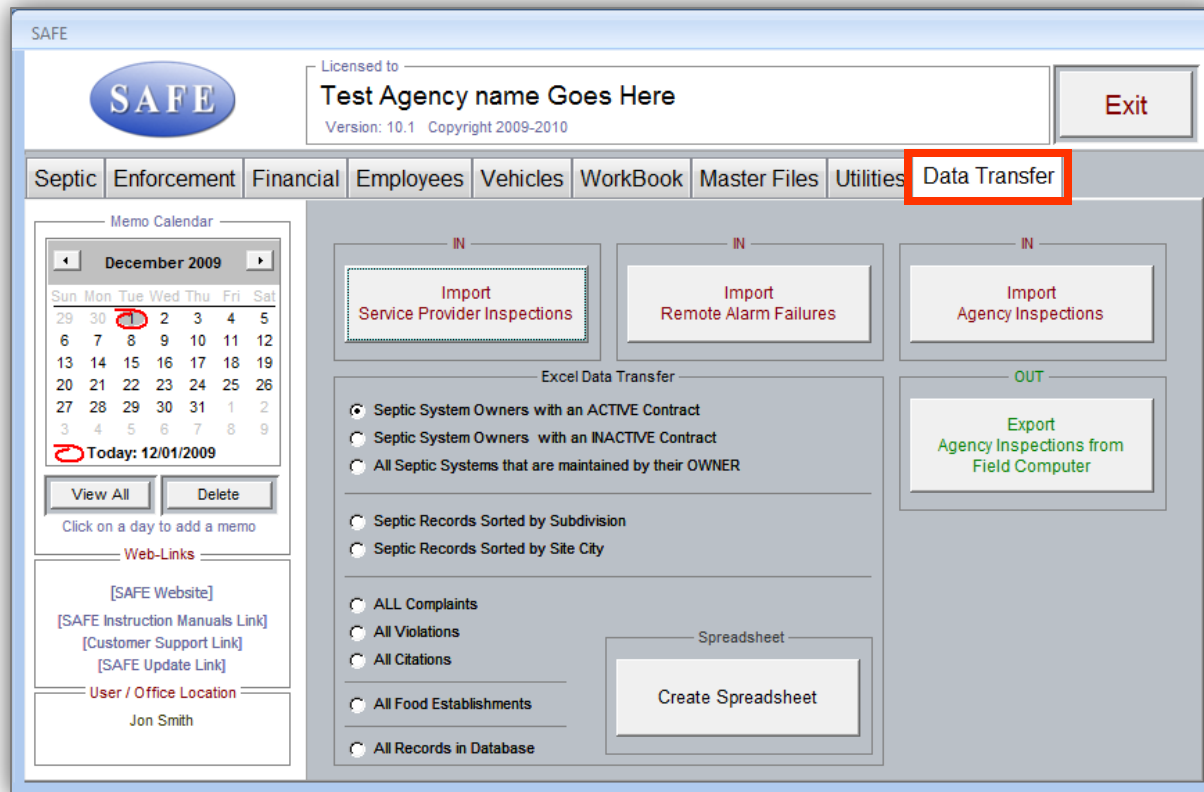
1. Follow Steps; 1, 4, and 5
2. Instead of Steps 2 and 3, simply link to the main computer's (acting as the server) C:\Program Files\SAFE folder. Again, make sure the sharing properties are set correctly.

# NETWORK DIAGRAM

1. Install the SAFE Program on all Workstations.
2. Start up SAFE from one Workstation and go through the install / setup procedure (Product Code and Company Name entry).
3. Create a folder on the Server called SAFE DB (or something similar).
4. Copy and Paste the SAFE DB and the SAFE Work Files from the Workstation where SAFE has been fully installed and setup (codes and company name have been entered).
5. Delete the SAFE DB in the C:\Program Files\SAFE Folder of each WORKSTATION.
6. On each Workstation, start SAFE from the Desktop Icon (an error will appear). Go to the Re-link Menu. Type (stand-alone version) or Browse (Access XP or 03 versions) the target for the re-linking. Example: G:\SAFE DB or \\SAFE DB. Consult a Computer Network Specialist if you are having difficulty.
7. Click the Re-link button and restart SAFE. You will be re-linked to the server drive.



# SECTION 9



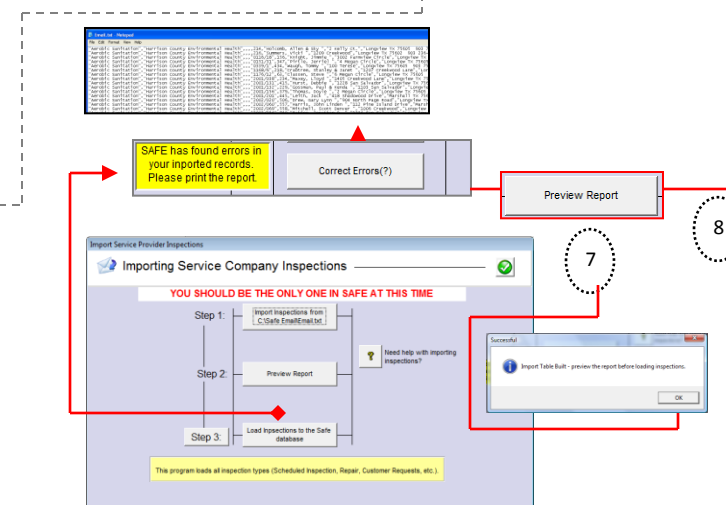
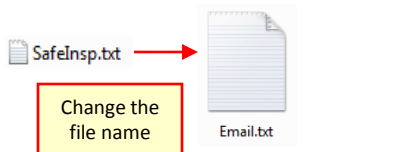
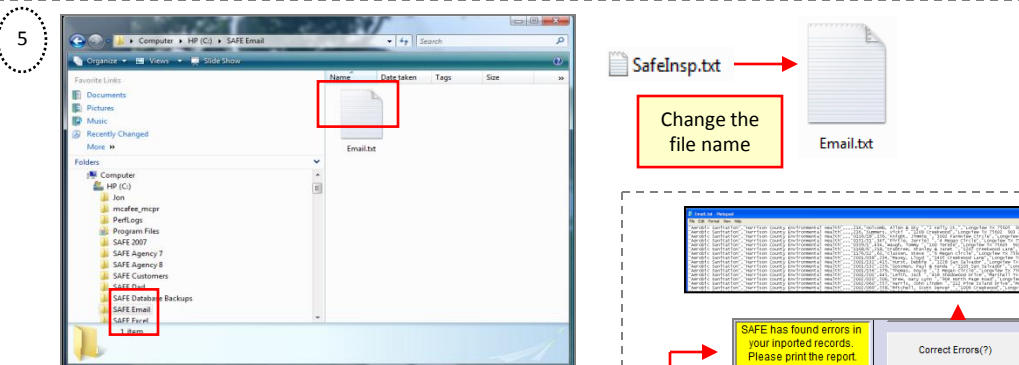
# Data Transfer Tab

# IMPORTING

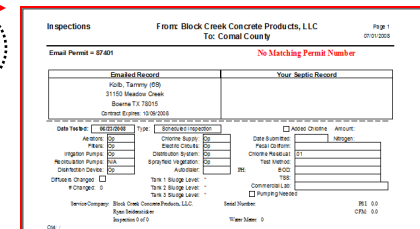
Service Provider Septic Inspections

\*Service Company has to be using the  
SAFE™ Private Company Software Program

## Importing Service Provider Inspection Emails – Initial SETUP



1. Right click Start, left click Explore.
2. Click File/New (Vista users click Organize/New Folder). Type in the folder name "SAFE Email" and click OK when finished.
3. If you are using Windows Vista, please set the Security settings by right clicking on the folder and left clicking on Security. Click on Edit User Groups, click the User and then check the box that says "Allow" on Full Control. Click Apply when finished. Do this for the other User Groups. Exit when finished.
4. Open your Internet Explorer or your email account. Find the email from your area service company with the "SAFE Insp.txt" attached to it. Download (save) it to your C:\SAFE Email folder. Close your Internet/Email screen.
5. Right click Start, left click Explore, click the "C" directory, then open the folder called SAFE Email. Right click on the file called "SAFE Insp.txt" and left click on Rename. Rename it to "Email.txt" or "Email" (if you do not see the file extension). Exit when finished. If you already have a file in that folder called Email.txt, create a new sub-folder and simply drag and drop the old file into that folder.
6. Open SAFE, click on Transfer/ Import Service Provider Emailed Inspections. Click on Step 1: "Import Inspections From C:\SAFE Email\Email.txt"
7. Click OK to the message about the table being built.
8. If you get the error message, please preview the report to view the errors. There are Permit Numbers missing or not matched up. SAFE Importing only links the Permit No. to the Permit No. – Nothing else. You can try to correct the errors yourself, but it is advisable to have the service company correct their data and then retry the process.





# Importing Service Provider Inspection Emails - Continued

## Preview of Email Import

**Inspections**

From Aerobic Sanitation  
To Harrison County Environmental Health

Page 1  
01/24/06

Email Permit = 0116/18

Emailed Record		Your Septic Record	
Knight, Jimmie (156) 3002 Farmview Circle Longview TX 75602 903 753-6521 Contract Expires: 07/15/06		Knight Jimmie C. 59 3002 Farmview Circle Longview TX 75602 Contract Expires: 07/15/06	

Date Tested: 12/06/05 Type: Scheduled Inspection

Aerators: ☐ Chlorine Supply: ☐ Date Submitted: 01/24/06 Amount: Nitrogen: ☐

Filters: ☐ Electric Circuits: ☐ Fecal Coliform: ☐

Irrigation Pumps: ☐ Distribution System: ☐ Chlorine Residual: ☐

Recirculation Pumps: ☐ Sprayfield Vegetation: ☐ Test Method: ☐

Disinfection Device: ☐ PSI: ☐ CFM: ☐

Diffusers Changed: ☐ Treatment Tank Sludge Level: " " TSS: ☐

# Changed: ☐ Disposal Tank Sludge Level: " " Commercial Lab: ☐

Service Provider: Aerobic Sanitation Serial Number: 27071-05

Comments: changed filter, cleaned wier

**Inspections**

From Aerobic Sanitation  
To Harrison County Environmental Health

Page 1  
01/24/06

Email Permit = 0116/18

Emailed Record		The Permit #'s Must Match		Your Septic Record	
Service Provider's Data		Matching Agency Database Record			
Knight, Jimmie (156) 3002 Farmview Circle Longview TX 75602 903 753-6521 Contract Expires: 07/15/06				Knight Jimmie C. 59 3002 Farmview Circle Longview TX 75602 Contract Expires: 07/15/06	

Date Tested: 12/06/05 Type: Scheduled Inspection

Aerators: ☐ Chlorine Supply: ☐ Date Submitted: 01/24/06 Amount: Nitrogen: ☐

Filters: ☐ Electric Circuits: ☐ Fecal Coliform: ☐

Irrigation Pumps: ☐ Distribution System: ☐ Chlorine Residual: 1

Recirculation Pumps: ☐ Sprayfield Vegetation: ☐ Test Method: Grab

Disinfection Device: ☐ PSI: ☐ CFM: ☐

Diffusers Changed: ☐ Treatment Tank Sludge Level: " " TSS: ☐

# Changed: ☐ Disposal Tank Sludge Level: " " Commercial Lab: ☐

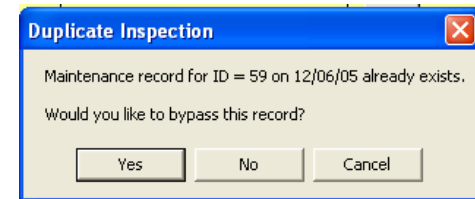
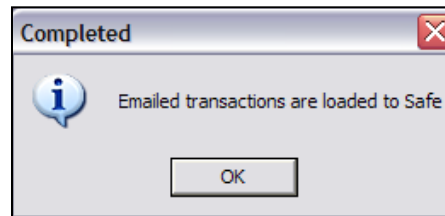
Service Provider: Aerobic Sanitation Serial Number: 27071-05

Comments: changed ext filter, cleaned wier

(Zoomed to show detail)

After Correcting the errors, click the Load Inspections Button and SAFE Should load your service provider's email fully.

Load Inspections to the Safe database



SAFE has found errors in your imported records. Please print the report.

Correct Errors(?)

Email.txt - Notepad

```
File Edit Format View Help
"Aerobic Sanitation", "Harrison County Environmental Health", "...214, Holcomb, Allen & Sky ", "2 Kelly Ct.", "Longview TX 75605 903 7
"Aerobic Sanitation", "Harrison County Environmental Health", "...216, Summers, Vicki ", "1209 Creekwood", "Longview TX 75602 903 236-
"Aerobic Sanitation", "Harrison County Environmental Health", "...0116/18", 156, "Knight, Jimmie ", "3002 Farmview Circle", "Longview TX
"Aerobic Sanitation", "Harrison County Environmental Health", "...0151/31", 347, "Pirtle, Jerrie", "4 Megan Circle", "Longview TX 75605
"Aerobic Sanitation", "Harrison County Environmental Health", "...0339/1", 434, "Wagh, Tommy ", "100 Terese", "Longview TX 75605 903 75
"Aerobic Sanitation", "Harrison County Environmental Health", "...1168/6", 218, "Crabtree, Stanley & Janet ", "1207 Creekwood Lane", "Lon
"Aerobic Sanitation", "Harrison County Environmental Health", "...1176/12", 63, "Clausen, Steve ", "6 Megan Circle", "Longview TX 75605
"Aerobic Sanitation", "Harrison County Environmental Health", "...2001/038", 234, "Maxey, Lloyd ", "1405 Creekwood Lane", "Longview TX 75
"Aerobic Sanitation", "Harrison County Environmental Health", "...2001/131", 415, "Hurst, Debbie ", "1228 San Salvador", "Longview TX 756
"Aerobic Sanitation", "Harrison County Environmental Health", "...2001/132", 229, "Gossman, Paul & Kendra ", "1103 San Salvador", "Longview
"Aerobic Sanitation", "Harrison County Environmental Health", "...2001/136", 379, "Thomas, Doyle ", "2 Megan Circle", "Longview TX 75605
"Aerobic Sanitation", "Harrison County Environmental Health", "...2001/201", 445, "Leith, Jack ", "418 Shadowood Drive", "Marshall TX 756
"Aerobic Sanitation", "Harrison County Environmental Health", "...2002/020", 506, "Brew, Gary Lynn ", "904 North Page Road", "Longview TX
"Aerobic Sanitation", "Harrison County Environmental Health", "...2002/060", 557, "Harris, John Linden ", "112 Pine Island Drive", "Marsh
"Aerobic Sanitation", "Harrison County Environmental Health", "...2002/069", 558, "Mitchell, Scott Denver ", "1006 Creekwood", "Longview
"Aerobic Sanitation", "Harrison County Environmental Health", "...2002/254", 740, "Babbie, Jonathan B. ", "1321 San Salvador", "Longview
```

This error warning will prompt you that you have already imported the record before.

# END OF SEPTIC PORTION



Please feel free to contact us with any questions or comments.

VMSoft Products 2007

Jon Denney

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