

SESSION III: USING RIWIS FOR COMMON EVERYDAY TASKS (Continued...)

PART II: Town Officials

This session will feature a brief presentation explaining the property information page and service schedule summary. Including: how to set system components; change inspection intervals; update property information; and log in homeowner correspondence.

Exercise 4: Update the property information page

Every month the wastewater management specialist receives a list of all property transfers in the town. This month 520 Beavertail Rd (tracking # = 12/48) previously owned by Donald Cloud was purchased by Kevin Sun.

The mailing address for Kevin Sun is:

Post Office Box 1739
North Kingstown RI 02852

For this exercise you will edit the “property information page” to update the new owner’s information.

- Log into RIWIS as The Town of Jamestown
Username: jamestown
Password: office

- Proceed to the “Submit Reports” page (click on the “SUBMIT REPORTS” tab on the “Records” menu)

- Search for the property by using the tracking number 12/48

- Click on the owner’s name to access the property information page

1. Tracking # 2. County # 3. State # 4. Capacity	Home Owner	System Address	Links	Action								
1. 12/48 2. 12/48 3. 4. 0 Gals./0 Tanks	CLOUD, DONALD M Donald M & Nancy A	520 BEAVERTAIL ROAD Jamestown, RI	Map	<table border="1"> <tr> <td>Pump</td> <td>Maintenance</td> </tr> <tr> <td>Inspection</td> <td>View History</td> </tr> <tr> <td>Add State</td> <td>Scan Document</td> </tr> <tr> <td>Complaint</td> <td>Profile</td> </tr> </table>	Pump	Maintenance	Inspection	View History	Add State	Scan Document	Complaint	Profile
Pump	Maintenance											
Inspection	View History											
Add State	Scan Document											
Complaint	Profile											

Click on the property owner's name to access the "property information page"

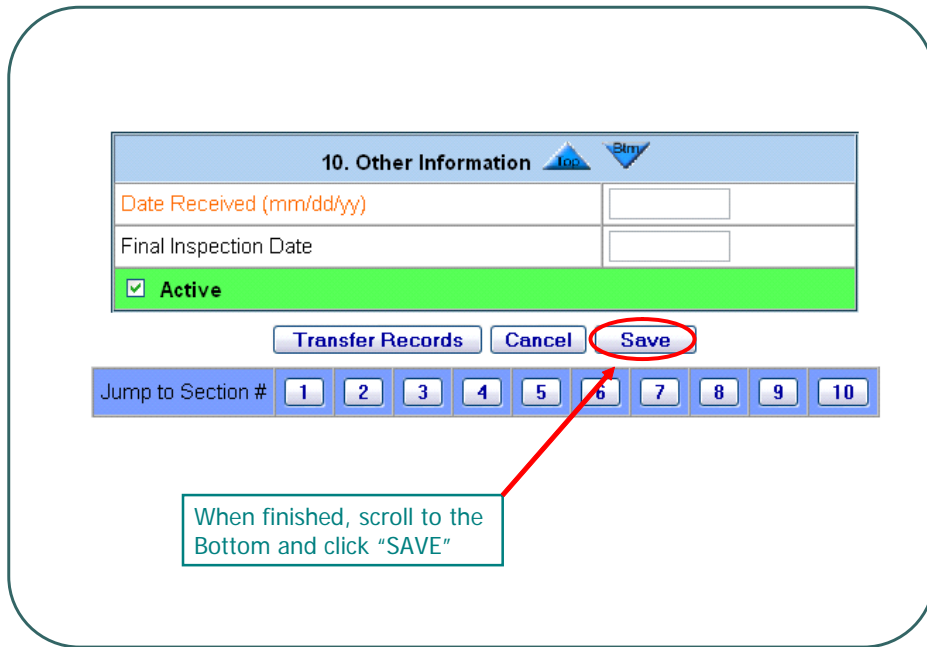
- From the property information page you will need to edit section I with the new owner information.

1. Owner & Property Information

Property Owner	First Name	DONALD M
	*Search #1	
	*Last Name / Business	CLOUD
	Mailing Address	520 BEAVERTAIL RD
	City, State	Jamestown , RI USA
	ZIP Code	02835
	Phone #	Home n/a Work
Business, Renter, or Alternate Name	First Name	Donald M & Nancy A
	*Last Name / Business	Cloud, ET UX
	*Search #2	Phone #

[Copy](#) *Click here if the physical site address is the same as the mailing address.*

- When finished updating the information, scroll to the bottom of the page and hit "SAVE"



Exercise 5: Download the service schedule to excel
Click on the “Home” button on menu.

- Review the service schedule for all conventional (non-pressurized) systems.

How many systems just came due for service? _____

How many are overdue for service? _____

Download the list of all conventional (non-pressurized) systems that are 60 days overdue for service to Excel.

- Click on the systems that are 60 days overdue for service.

Message Center

Maintenance Verification	Failed Inspections
22	48

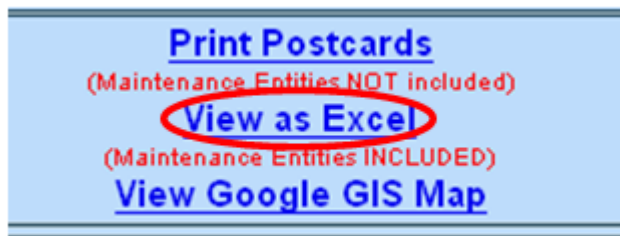
Service Schedules Summary
(System Components, Flags, Reports, Sampling and Renewals)
[Click here for help on how to read the Service Schedule Summary below.](#)
 Service events are updated once every day at 2:00 AM EST

Description	Total	Notice (60 days)	Due	30	60	90+
Activated Seawater System	1					1
Aerobic (FAST)	11					11
Aerobic (Singular)	7					7
Conventional (Non-Pressurized)	1410	110	46	43	11	89
Conventional (Pressurized)	8					5
Pending Installation	9					9
RUCK	2				1	1
Sand Filter - Recirculating	3					3
Sand Filter - Single Pass	8					8
Sub-Standard	90	17	14	2	1	34
Textile Filter (Advantex)	87	2	1	1		77
Unknown	73					64
TOTALS	1709	129	61	46	13	309

1. Review the service Schedule summary And make note as to How many conventional (non-pressurized) Systems are past due

Click on the Conventional Systems that are 60 past due – and Download the list to Excel.

- Once the window loads, scroll to the bottom and click “view as excel”



- Save the file to the computer and open it in excel.

Exercise 6: Log in correspondence from property owners

The correspondence tab is a nice feature that allows you to track all correspondence with property owners and upload documents. This feature is often used to track phone calls with property owners or upload scanned documents that the homeowner or inspector has forwarded to the onsite wastewater office.

Christopher Small, of 48 TOP O THE MARK DRIVE, has forwarded your office a copy of his Certificate of Construction (COC) from RIDEM. For this exercise you will log in the correspondence and upload the scanned COC.

- Proceed to the “Submit Reports” page (click on the “SUBMIT REPORTS” tab on the “Records” menu)

- Search for the property either using the name of the property owner or the site address
- Click on the “correspondence” tab and begin entering information

Correspondence

1. Fill out the correspondence report. For subject choose “homeowner correspondence”. For correspondence type choose “other” and type in COC.

Receiver

Subject:

If "other", describe:

Correspondence Type:

Action:

Is this a correspondence issue that you would like to monitor?

Click Here to attach document**. You can attach more than one item, but you can only attach one at a time.

**Acceptable file formats: MS Excel (.xls), MS Word (.doc), Adobe (.pdf), Text (.txt), Images (.jpg, .jpeg, .gif, .dwg)

[View/Refresh Thumbnails](#)

Click this button to view thumbnails of documents you have attached so far.

Notes/Comments/Message or Other Observations:

Active Record? Active Inactive (hidden)

Save

If printing, you **MUST** click SAVE to save this form **AFTER PRINTING.**

[Print This Form](#)

[Print Letter Form](#)

[5/432 \(tracking #\)](#)

Small, ET, C Christopher & Elizabeth A
48 TOP O THE MARK DRIVE
JAMESTOWN, RI

Level: Residential
Scott Carmody

MM/DD/YYYY @ HH:MM AMPM

MM / DD / YYYY @ HH:MM AMPM

Receiver

Subject: - Select -

If "other", describe:

Correspondence Type: - Select -

Action: - Select -

Is this a correspondence issue that you would like to monitor? Yes

Click Here to attach document**. You can attach more than one item, but you can only attach one at a time.

**Acceptable file formats: MS Excel (.xls), MS Word (.doc), Adobe (.pdf), Text (.txt), Images (.jpg, .jpeg, .gif, .dwg)

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[Print This Form](#)

[Print Letter Form](#)

Choose “click here” to attach document.

- Choose “click here to upload document”. This will open a new window. Choose “Browse” to select the file (located on your desktop in the RIWIS folder) then click “Upload My File!”

Select the file you want to upload below.
When you have selected the file you want - then click on 'Upload My File!'

Follow the steps below to **REDUCE** the file size for scanned documents!

The reason for this is to benefit everyone who is going to view this document. The smaller the document size, the less time it takes for the page to load.

CHANGE YOUR SCANNER SETTINGS TO THE SETTINGS BELOW

1. If the document is an 8.5 X 11.0 sheet, set the paper size to: LETTER
2. Set the Image Quality or Resolution of the scan to: 200 dpi
3. Set the Scan Mode / Color Mode to: Black and White

If your settings do not reflect these settings, please take a moment to re-scan the documents before uploading. This will be greatly appreciated.

Select File To Upload:

Or, [Click Here](#) to close this window and return to the application.

1. Click browse to locate the file. (in the RIWIS directory on your desktop)

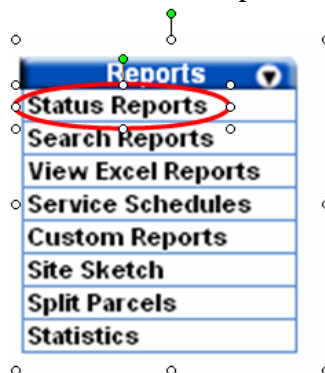
2. Once you've located the file, click "Upload My File!" to return to the correspondence page.

- Now you will return to the correspondence page. Make sure the report is complete and click “SAVE”

Exercise 7: Using the search reports feature

There are many different features in RIWIS that allow the town to query data and compile reports. For this exercise we will examine a basic “status report”. Status reports are helpful in producing a quick monthly summary for Town council showing systems inspected and pumped out during a set period of time.

- From the “REPORTS” menu, click “Status Report”



- Choose the following report settings from the menu then click “view report”

Status Report

Select Status Report Criteria

Detail Level	County
Component Type	All Component Types
Date Range	<input type="radio"/> Use all dates on file
	<input checked="" type="radio"/> Search by Service Date 1/1/2007 to 7/25/2007
	<input type="radio"/> Search by Filing Date 1/1/2007 to 7/25/2007
	<input type="button" value="View Report"/>

- Review the report then call up the list of systems serviced in July by clicking on “Jamestown”

Status Report

Jamestown County, RI
Search by Service Dates
1/1/2007 - 7/25/2007

Locations With Activity
[Click Here](#) To See All Locations

Municipalities	Service Events	Properties Serviced	Sanitary Permits Issued ¹	Gallons Pumped
Jamestown	213	205	1,705	12,775
No Activity	0	0	0	0
Total for county	213	205	1,705	12,775

¹Count of permits is not affected by date range selected. All permits are included.

Total # of Inspections For July

→

Total # of Systems

→

Total # of gallons pumped Reported into the system

→

Click on “Jamestown”
To view the list of 213
Systems serviced in July

Another way to view all the systems serviced in July is by using the “search reports” feature

- From the reports menu click on “Search Reports”

Reports

- Status Reports
- Search Reports
- View Excel Reports
- Service Schedules
- Custom Reports
- Site Sketch
- Split Parcels
- Statistics

- Choose the following report settings from the menu then click “view report”

Search Reports

Select Report Criteria	
Report Type	Systems Serviced
Detail Level	Municipality
Municipality	Jamestown
Category	- All Categories -
Mgmt. / State Permit Type	All Types
Report Category	All Types
Date Range	1/1/2007 to 7/25/2007
<input type="button" value="view Report"/>	

- Now you will see a list of all systems serviced in July 2007 and by clicking “view in excel” you will be able to download the report into excel.

[END OF SESSION 3 PART 2]