

How to Reset the Current Contract After Activating Tracking

After the contract perimeters have been provided and the "Activate System Tracking" button has been clicked and all of the confirmations have been accepted, there is not supposed to be any way to change the current contract perimeters, however, in an effort to provide our customers with the user-friendliest program possible, we have provided a "back door" to accomplish the impossible.

To reset the current contract follow the instruction below:

1. Locate the system record for which you wish to change the current contract perimeters.
2. Click on the "Service Co" tab
3. Next, click on the "Current Contract" Tab. Your screen should look like the one below. Please note that all of the data entry areas are grayed out and not available.

Property Address/Location: 3456 W. Hampton City: Seagoville State: TX Zip Code: 75159

County: Hoosier Lot: Block: Subdivision: Grid #: Legal Description

System Status: **Active - Pending Complaint**

Service Company: Southside Septic Systems, Inc. More...

Current Contract | Inspections

Under Warranty Service Contract for 24 months starting 6/23/1998 and inspections every 4 months.

Current contract will expire on 6/23/2000

Renewal Notice 1: 90 days 3/25/2000
Renewal Notice 2: 60 days 4/24/2000
Renewal Due: 30 days 5/24/2000

Property Notes:

Filter No active filter System 1 of 1

Press F1 for Help CAPS NUM INS 11:33 AM 10/7/1999

4. Next, hold down the "Shift", "Ctrl", and "Alt" keys. (All at the same time.) While holding these keys down, move the mouse pointer over the "Current Contract" tab, the actual words" and click once with the left mouse button.

5. Your screen should now resemble the one shown below. Please note that now all of the data entry areas are available for changing.

6. Next, make any desired changes to the contract perimeters.
7. Next, again activate the system tracking by clicking on the "Activate System Tracking" button and responding appropriately to the prompts that follow.

Through the use of this "back door" utility you should be able to save having to delete existing records and information just because you need to make a change in the initial or current contract perimeters.