

**Reports Available for CASST, Version 2.1**  
**For the Regulatory Authority or Agency Edition**

As of (1/6/2001)

Following is a list of standard reports that are currently available of use in CASST, Version 2.1, when CASST is licensed as an Agency. Some of the reports listed here may not be available from the pull-down list of reports in the CASST “Reports” dialog box. These reports may need to be added through the use of the “Report Manager”. (See “Using the Report Manager” in the user’s manual.) A suggested ”Display Name”, the actual file name and a description of each report is provided.

<u>Suggested Display Name</u>	<u>File Name</u>	<u>Description</u>
Activities Report - Monthly	Activities-Monthly-Agency.rpt	<p>This report provides a count of the number of systems for which various activities occurred within the current month. It is divided into four main groups:</p> <p><u>Installation Activities:</u> including a count of all new installation contracts (system records with a purchase date in the current month), a count of Installations completed (system records with an installation date in the current month), and a count of installations still pending (system records with a purchase date in the current month and no installation date).</p> <p><u>Regular Scheduled Inspections:</u> including a count of all pending inspections still due from the previous month, a count of all inspections due from the previous month and completed during the current month, a count of all regular scheduled inspections due and completed during the current month, a count of all regular scheduled inspections still due for the current month, and a count of all regular inspections scheduled for next month.</p> <p><u>Service Call Activities:</u> including a count of all service calls still pending from the previous month, a count of new service calls from the current month, a count of all service calls completed for the current month, a count of all service calls still pending for the current month.</p> <p><u>Maintenance Contract Activities:</u> including a count of systems with renewals expected (<i>between 90 and 60 days of the end of the current maintenance contract</i>) in the current month, a count of systems with renewals due (<i>between 60 and 30 days of the end of the current maintenance contract</i>) in the current month, a count of systems with renewal contracts that are past due (<i>at least 30 days from the end of the current maintenance contract</i>), a count of systems with no valid maintenance contract (<i>the current maintenance contract has expired</i>)</p>

Suggested Display Name	File Name	Description
Application Status	ApplicationsStatus.rpt	<p>and a count of systems with maintenance contract renewals due (<i>the current maintenance contract will be between 60 and 30 days of the end of the current maintenance contract</i>) next month.</p> <p>Prints a list of all pending "Permit" Applications, grouping then using the following criteria: (1) any that are more that 30 days old (action by regulator past due); (2) those that are more that 25 but less that 30 days old; those that are more that 20 but less that 25 days old; and those that are less that 20 days old. Designed to be used by a Regulator in the management of their permitting processes. It is a tool that will help Regulators meet the TNRCC rule for having all permit applications approved or denied within 30 days of the receipt of a valid application. In order to use this report, a custom "date-time" type field named "AppDate" must be created on the "More Data" tab of CASST. (To create this special field: In CASST, click on the "More Data" tab. Then click the "Add" button. Type "AppDate" in the "Name:" field - without the quotation marks. From the "Type:" pull-down list, select the "Date/Time" option. Finally, click the "Save" button.) When this field exists, CASST will automatically enter the current date in this field when a new system record is started in CASST. To best utilize this option, and this report, it is suggested that a policy be adopted which would have staff creating a new record immediately upon the receipt of a new valid application. In order to print this report, users will need to obtain an additional file named "u25dataadd.dll". This file and instructions for installing it are available from AppliTech and can be downloaded from our web site at <a href="http://www.casst.com">www.casst.com</a>.</p>
Complaint	Complaint-Agency.rpt	A form for printing a "Complaint" as logged by an Agency
CS <sup>i</sup> - Agency To Distributor	CvrSht-AgencyToDist.rpt	A special "coversheet" that provides addressing information from the "Agency" (Regulatory Authority) to the "Distributor." Designed to be printed as an addition to another report and then folded along with the primary report and placed in a windowed envelope for mailing to one Distributor.
CS <sup>i</sup> - Agency To Distributor - MS <sup>ii</sup>	CvrSht-AgencyToDist-MS.rpt	A special "coversheet" that provides addressing information from the "Agency" (Regulatory Authority) to the "Distributor." Designed to be printed as an addition to another report and then folded along with a copy of the primary report and placed in a windowed envelope for mailing to multiple Distributors.

Suggested Display Name	File Name	Description
CS <sup>i</sup> - Agency To Installation Company	CvrSht-AgencyToInstCo.rpt	A special “coversheet” that provides addressing information from the “Agency” (Regulatory Authority) to the “Installation Company.” Designed to be printed as an addition to another report and then folded along with the primary report and placed in a windowed envelope for mailing to one Installation Company.
CS <sup>i</sup> - Agency To Installation Co - MS <sup>ii</sup>	CvrSht-AgencyToInstCo-MS.rpt	A special “coversheet” that provides addressing information from the “Agency” (Regulatory Authority) to the “Installation Company.” Designed to be printed as an addition to another report and then folded along with a copy of the primary report and placed in a windowed envelope for mailing to multiple Installation Companies.
CS <sup>i</sup> - Agency To Manufacturer	CvrSht-AgencyToMfg.rpt	A special “coversheet” that provides addressing information from the “Agency” (Regulatory Authority) to the “Manufacturer.” Designed to be printed as an addition to another report and then folded along with the primary report and placed in a windowed envelope for mailing to one Manufacturer.
CS <sup>i</sup> - Agency To Manufacturer - MS <sup>ii</sup>	CvrSht-AgencyToMfg-MS.rpt	A special “coversheet” that provides addressing information from the “Agency” (Regulatory Authority) to the “Manufacturer.” Designed to be printed as an addition to another report and then folded along with a copy of the primary report and placed in a windowed envelope for mailing to multiple Installation Companies.
CS <sup>i</sup> - Agency To Owner	CvrSht-AgencyToOwner.rpt	A special “coversheet” that provides addressing information from the “Agency” (Regulatory Authority) to the “Owner.” Designed to be printed as an addition to another report and then folded along with the primary report and placed in a windowed envelope for mailing to one Owner.
CS <sup>i</sup> - Agency To Owner - MS <sup>ii</sup>	CvrSht-AgencyToOwner-MS.rpt	A special “coversheet” that provides addressing information from the “Agency” (Regulatory Authority) to the “Owner.” Designed to be printed as an addition to another report and then folded along with a copy of the primary report and placed in a windowed envelope for mailing to multiple Owners.
CS <sup>i</sup> - Agency To Service Company	CvrSht-AgencyToSrvCo.rpt	A special “coversheet” that provides addressing information from the “Agency” (Regulatory Authority) to the “Service Company.” Designed to be printed as an addition to another report and then folded along with the primary report and placed in a windowed envelope for mailing to one Maintenance/Service Company.
CS <sup>i</sup> - Agency To Service Co - MS <sup>ii</sup>	CvrSht-AgencyToSrvCo-MS.rpt	A special “coversheet” that provides addressing information from the “Agency” (Regulatory Authority) to the “Service Company.”

Suggested Display Name	File Name	Description
CS <sup>i</sup> - Agency To TNRCC	CvrSht-AgencyToTNRCC.rpt	Designed to be printed as an addition to another report and then folded along with a copy of the primary report and placed in a windowed envelope for mailing to multiple Maintenance/Service Companies.  A special “coversheet” that provides addressing information from the “Agency” (Regulatory Authority) to the “TNRCC.” Designed to be printed as an addition to the “TNRCC Monthly Report” and then folded along with this report and placed in a windowed envelope for mailing to the “TNRCC.”
Inspections Completed - Give Dates	InspComp-BetweenDates.rpt	Provides a list of all systems for which a maintenance inspection has been complete. User is required to provide starting and ending dates for the report. Report is sorted by Service Company, then by County and then by City.
Inspections Completed Last Month	InspComp-LastMonth.rpt	Provides a list of all systems, for which a maintenance inspection was completed during the past month, based on the current computer date. Report is sorted by Service Company, then by County and then by City.
Inspections Completed This Month	InspComp-ThisMonth.rpt	Provides a list of all systems, for which a maintenance inspection was completed during the current month, based on the current computer date. Report is sorted by Service Company, then by County and then by City.
Inspections Due Last Month	InspDue-LastMonth.rpt	Provides a list of all systems, for which a maintenance inspection was and still remains due during the previous month, based on the current computer date. Report is sorted by Service Company, then by County and then by City.
Inspections Due - Last Month - WC <sup>iii</sup>	InspDue-LastMonth-WC.rpt	Provides a list of all systems, for which a maintenance inspection was and still remains due during the previous month, based on the current computer date. Report is sorted by Service Company, then by County and then by City. This report is identical to the “InspDue-LastMonth.rpt” above, except that it has a presentation type cover sheet.
Inspections Due - Next Month	InspDue-NextMonth.rpt	Provides a list of all systems, for which a maintenance inspection will be due during the next month, based on the current computer date. Report is sorted by Service Company, then by County and then by City.
Inspections Due - Next Month - WC <sup>iii</sup>	InspDue-NextMonth-WC.rpt	Provides a list of all systems, for which a maintenance inspection will be due during the next month, based on the current computer

Suggested Display Name	File Name	Description
Inspections Due - This Month	InspDue-ThisMonth.rpt	date. Report is sorted by Service Company, then by County and then by City. This report is identical to the "InspDue-NextMonth.rpt" above, except that it has a presentation type cover sheet.
Inspections Due - This Month-Subdivision	InspDue-ThisMonthBySubdivision.rpt	Provides a list of all systems, for which a maintenance inspection is still due for the current month, based on the current computer date. Report is sorted by Service Company, then by County and then by City.
Inspections Due - This Month - WC <sup>iii</sup>	InspDue-ThisMonth-WC.rpt	Provides a list of all systems, for which a maintenance inspection is still due for the current month, based on the current computer date. Report is sorted by Service Company, then by County, then by City, then by Subdivision, then by Lot, and then by Block.
Inspections Due - Through Current Month	InspDue-ThruCurMonth.rpt	Provides a list of all systems, for which a maintenance inspection is still due for the current month, based on the current computer date. This report is identical to the "InspDue-ThisMonth.rpt" above, except that it has a presentation type cover sheet.
Inspections Due-Thru Current Mo - BG <sup>iv</sup>	InspDue-ThruCurMonth-BG.rpt	Provides a list of all systems, for which a maintenance inspection is still due through the current month, based on the current computer date. This report will list all past due inspections, including those still due for the current month month. Report is sorted by Service Company, then by County and then by City.
Insp-Due - Thru Cur Mo - One Service Co	InspDue-ThruCurMonth-OneServCo.rpt	Provides a list of all systems, for which a maintenance inspection is still due through the current month, based on the current computer date. This report will list all past due inspections, including those still due for the current month month. Report is sorted by "Grid Number."
Inspections Due - Through Next Month	InspDue-ThruNextMonth.rpt	This report provides a list of all systems, for which a maintenance inspection is still due through the current month, based on the current computer date, for a selected Maintenance/Service Company. This report will list all past due inspections, including those still due for the current month. Report is sorted by Service Company, then by County and then by City.
Inspections Due - Through Next Month	InspDue-ThruNextMonth.rpt	Provides a list of all systems, for which a maintenance inspection will be due through the next month, based on the current computer date. This report will list all past due inspections, including those due for the next month. Report is sorted by Service Company, then by County and then by City.

Suggested Display Name	File Name	Description
Inspections Due - Thru Next Mo - BG <sup>iv</sup>	InspDue-ThruNextMonth-BG.rpt	Provides a list of all systems, for which a maintenance inspection will be due through the next month, based on the current computer date. This report will list all past due inspections, including those due for the next month. Report is sorted by "Grid Number."
Inspection Report	InspRpt-Agency.rpt	Inspection report form printed for any completed Agency inspection visit. Identical to the Inspection Report that is sent in by Maintenance/Service Companies except that it reflects the findings of the Agency inspections.
Inspection Report - Blank	InspRpt-Agency-Blank.rpt	Prints a "Blank" inspection report with only the owner and property address information filled in. This report is designed to be printed for each system that is to be inspected by a Regulatory Authority inspector. After completion, this form is to be returned to the office for recording in CASST.
Labels (Avery 5160) - All Contacts	Labels(5160)ToContacts.rpt	Prints mailing labels on sheets of Avery 5160 labels for each contact entered in the Contacts database of CASST.
Labels (Avery 5160) - All Install Cos	Labels(5160)ToInstCos.rpt	Prints mailing labels on sheets of Avery 5160 labels for each Installation Company entered in the Installation Companies tab from the Support Data window of CASST.
Labels (Avery 5160) - All Owners	Labels(5160)ToOwners.rpt	Prints mailing labels on sheets of Avery 5160 labels for each Owner of a system with information entered in the Owners tab from the Main Screen of CASST.
Labels (Avery 5160) - All Service Cos	Labels(5160)ToServCos.rpt	Prints mailing labels on sheets of Avery 5160 labels for each Maintenance/Service Company entered in the Service Companies tab from the Support Data window of CASST.
Labels (Avery 5163) - All Contacts	Labels(5163)ToContacts.rpt	Prints mailing labels on sheets of Avery 5163 labels for each contact entered in the Contacts database of CASST
Labels (Avery 5163) - All Install Cos	Labels(5163)ToInstCos.rpt	Prints mailing labels on sheets of Avery 5163 labels for each Installation Company entered in the Installation Companies tab from the Support Data window of CASST.
Labels (Avery 5163) - All Owners	Labels(5163)ToOwners.rpt	Prints mailing labels on sheets of Avery 5163 labels for each Owner of a system with information entered in the Owners tab from the Main Screen of CASST.
Labels (Avery 5163) - All Service Cos	Labels(5163)ToServCos.rpt	Prints mailing labels on sheets of Avery 5163 labels for each Maintenance/Service Company entered in the Service Companies tab from the Support Data window of CASST.

Suggested Display Name	File Name	Description
License - Combo	License-Combo.rpt	A generic combination construction and operation permit that is to be issued by the regulatory authority.
License - to Construct - Letterhead	License-Construct-LetrHd.rpt	A generic permit (license) to construct an on-site wastewater. This report is identical to the "License-ToConstruct.rpt" listed below except that this one is designed to print on the users preprinted letterhead stationary. This permit would be issued in conjunction with the "License to Operate" listed above. This permit would be printed after final approval for the system had been given.
License - Operation	License-Operate.rpt	A generic permit (license) to operate an on-site wastewater. This permit would be issued in conjunction with the "License to Construct" listed below. This permit would be printed after final approval for the system had been given.
License - Operation - Letterhead	License-Operate-LetrHd.rpt	A generic permit (license) to construct an on-site wastewater. This report is identical to the "License-Operate.rpt" listed above except that this one is designed to print on the users preprinted letterhead stationary. This permit would be issued in conjunction with the "License to Construct" listed below. This permit would be printed after final approval for the system had been given.
License - to Construct	License-ToConstruct.rpt	A generic permit (license) to construct an on-site wastewater. This permit would be issued in conjunction with the "License to Operate" listed above. This permit would be printed after final approval for the system had been given.
List - All Aerobic Systems	List-AllAerobicSystems.rpt	Prints a list of all aerobic type wastewater systems entered into CASST, listing the Installation Date, the Permit Number, the Brand Name, the Name of the Owner, and the Location of the System.
List - All Systems Installed - One Inst Co	List-AllSys-Installed-OneInstCo.rpt	Prints a list of all wastewater systems entered into CASST, installed by a user selected Installation Company. It lists the Serial Number, the Installation Date, the Permit Number, the Name of the Owner and the Location of the System.
List - All Systems Serviced - One Serv Co	List-AllSys-Serviced-OneServCo.rpt	Prints a list of all wastewater systems entered into CASST, serviced by a user selected Maintenance Company. It lists the Serial Number, the Installation Date, the Permit Number, the Name of the Owner and the Location of the System.
List - All Systems	List-AllSystems.rpt	Prints a list of all wastewater systems entered into CASST, listing the Installation Date, the Permit Number, the Brand Name, the Name of the Owner, and the Location of the System.

Suggested Display Name	File Name	Description
List All Approved Systems - Agency	List-AllSystems-Approved-Agency.rpt	Prints a count and a list of all systems approved for operation by the Regulatory between user specified dates and list the Approval Date, the Permit Number, the Brand Name, the Owner's Name, and the Location of the System.
List All Systems by Grid Number	List-AllSystems-by Grid Num.rpt	Prints a list of all wastewater systems entered into CASST, sorted by the Grid Number, listing the Installation Date, the Grid Number, the Brand Name, the Name of the Owner, and the Location of the System.
List - All Systems by Brand name	List-AllSystemsByBrandName.rpt	Prints a list of all wastewater systems entered into CASST, sorted by the Brand Name, listing the Installation Date, the Permit Number, the Brand Name, the Model Number, the Location of the System and the Name of the Owner.
List - All Systems by City	List-AllSystemsByCity.rpt	Prints a list of all wastewater systems entered into CASST, sorted by the City in which it is located, listing the Installation Date, the Permit Number, the Brand Name, the Model Number, the Location of the System and the Name of the Owner.
List - All Systems by Serial Number	List-AllSystems-SerialNums.rpt	Prints a list of all wastewater systems entered into CASST, sorted by the Serial Number, listing the Serial Number, the Installation Date, the Permit Number, the Name of the Owner and the Location of the System.
List - All Contacts	List-Contacts.rpt	Prints a list of all Contacts that are entered into the Contacts database of CASST, listing the Contacts Name and Title, the Company Name, the Address (from the first address field only), the City, State and Zip Code, and the Business Phone number for the Contact.
List - Installation Companies	List-InstCos.rpt	Prints a list of all of the Installation Companies that are entered into CASST. (Especially useful to the regulatory agency for providing lists to persons requesting a list of installation companies that install on-site systems in the jurisdiction of the regulatory authority.
List - Pending Complaints	List-PendingComplaints.rpt	Prints a list of all pending complaint, grouped by Service Company and then sorted by the date of complaint.
List - Renewals - Agency	List-Renewals-Agency.rpt	Prints a report that provides a count and a list for four categories: (1) <b><u>Renewals Expected</u></b> -- Count and list of all systems for which a renewal of the maintenance contract will be due within 90 days (or the number of days specified in the "Number of days prior to the end of the current contract for the first renewal notice). (2) <b><u>Renewals Due</u></b> -- Count and list of all systems for which a renewal of the maintenance contract will be due within 60 days (or the number of

Suggested Display Name	File Name	Description
List - Renewals Due-One Serv Co	List-RenewalsDue-1ServCo.rpt	<p>days specified in the “Number of days prior to the end of the current contract for the second renewal notice). (3) <b><u>Renewals Past Due</u></b> -- Count and list of all systems for which the current maintenance contract is less than 30 days from expiration. (or the number of days specified in the “Number of days prior to the end of the current contract for the renewal notice to be in the Regulator office). (4) <b><u>Not Renewed</u></b> -- Count and list of all systems for which the current maintenance contract has expired and no renewal maintenance contract has been received.</p>
List - Renewals Expected-One Serv Co	List-RenewalsExpected-1ServCo.rpt	<p>Prints a list of all system records for which a renewal of the maintenance contract is not due. A system record will appear on this report if the current date (current date of users computer) is between the “Renewal Notice 1” date and the “Renewal Notice 2” dates as displayed on the “Current Contract” tab of the “Service Co” tab.</p>
List - Renewals Not Renewed-One Serv Co	List-RenewalsNotRenewed-1ServCo.rpt	<p>Prints a list of all system records for which a renewal of the maintenance contract is currently expected due. A system record will appear on this report if the current date (current date of users computer) is between the “Renewal Notice 2” date and the “Renewal Due” dates as displayed on the “Current Contract” tab of the “Service Co” tab.</p>
List - Renewals Past Due-One Serv Co	List-RenewalsPastDue-1ServCo.rpt	<p>Prints a list of all system records for which a renewal of the maintenance has not been renewed due. A system record will appear on this report if the current date (current date of users computer) is past the date on which the current contract will end as displayed on the “Current Contract” tab of the “Service Co” tab.</p>
List - Service Companies	List-ServCos.rpt	<p>Prints a list of all of the Maintenance/Service Companies that are entered into CASST. (Especially useful to the regulatory agency for providing lists to persons requesting a list of companies that maintain and/or service on-site systems in the jurisdiction of the regulatory authority.</p>

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List Systems Approved Between Dates	List-SystemsApprovedBetweenDates.rpt	Prints a list of all system records where the "Approval Date" is between user provided dates. The user is prompted for these dates when the report is run.
Notice - Cont Notices Sent Between Dates	NoContNoticesSent-BetweenDates.rpt	Prints a list of all systems for which a "No Valid Contract" letter has been sent. A version of the "Notice - No Valid Contract - MS" report must be used to print the letter in order to have the printing of the letter recorded by CASST.
Notice - No Inspection	Notice-NoInspection.rpt	A letter that is to be sent to a Maintenance/Service Company listing one or more systems required maintenance inspections for which a report has not been received and requesting them to provide the required inspection report. The Permit Number, the Owner's Name, the System Address, the City and State and the Date of the Last Service Date.
Notice - No Inspection - One Serv Co	Notice-NoInspection-1ServCo.rpt	This report is identical to the "Notice-NoInspection.rpt" described above except that it prints the list of one or more systems required maintenance inspections for which a report has not been received from a user selected maintenance company.
Notice - No Inspection - Letterhead	Notice-NoInspection-LetrHd.rpt	This report is identical to the "Notice-NoInspection.rpt" described above except that it is designed to start printing on preprinted letterhead stationary.
Notice - No Inspection - MS <sup>ii</sup>	Notice-NoInspection-MS.rpt	Prints a letter exactly like the "Notice - No Inspection" report above, except that when this report is printed it will print the letter addressed to any Maintenance/Service Company that has failed to provide a report of the scheduled maintenance visit for at one system. If the Maintenance/Service Company has more than one system for which they have not provided a report, each system will be listed on the letter. An address coversheet for each letter printed by this report can also be printed during the printing of the report by placing an "X" in the checkbox next to the "CS - Agency to Service Company - MS" option in the "Additional Coversheets and Additional Reports" area of the "Reports" dialog box. (If a "MS", or Multiple System, Report is selected, a "MS" coversheet must also be selected.)
Notice - No Inspection - MS <sup>ii</sup> - Letterhead	Notice-NoInspection-MS-LetrHd.rpt	This report is identical to the "Notice-NoInspection-MS.rpt" described above except that it is designed to start printing on preprinted letterhead stationary.

Suggested Display Name	File Name	Description
Notice - No Valid Contract	Notice-NoValidContract.rpt	A letter that is to be printed by the Regulatory Authority or Agency and sent to the Owner of an Onsite System informing the owner that the Regulatory Authority or Agency has no record of the renewal of a maintenance contract for their onsite system.
Notice - No Valid Contract - Letter Head	Notice-NoValidContract-LetrHd.rpt	Same letter as the “Notice - No Valid Contract” above except that this version allows the letter to be printed on the official letterhead stationary of the Regulatory Authority or Agency.
Notice - No Valid Contract - Letr Head Sp	Notice-NoValidContract-LetrHd-Sp.rpt	Same letter as the “Notice - No Valid Contract” above except that this version allows the letter to be printed on the official letterhead stationary of the Regulatory Authority or Agency.
Notice - No Valid Contract - MS <sup>ii</sup>	Notice-NoValidContract-MS.rpt	Same letter as the “Notice - No Valid Contract” above except that this version will print the letter to all Owners that have a current maintenance contract that is less than 30 days from the expiration date. An address coversheet for each letter printed by this report can also be printed during the printing of the report by placing an “X” in the checkbox next to the “CS - Agency to Owner - MS” option in the “Additional Coversheets and Additional Reports” area of the “Reports” dialog box. (If a “MS”, or Multiple System, Report is selected, a “MS” coversheet must also be selected.)
Notice - No Valid Contract - MS <sup>ii</sup> - LetrHd	Notice-NoValidContract-MS-LetrHd.rpt	Same letter as the “Notice - No Valid Contract - MS” above except that this version allows the letter to be printed on the official letterhead stationary of the Regulatory Authority or Agency.
Notice - No Valid Contract - MS <sup>ii</sup> - LetrHd-SP	Notice-NoValidContract-MS-LetrHd-Sp.rpt	Same letter as the “Notice - No Valid Contract - MS” above except that this version allows the letter to be printed on the official letterhead stationary of the Regulatory Authority or Agency and has a slightly different verbiage.
Notice - No Valid Contract	Notice-NoValidContract-ver2.rpt	A revised edition of and replaces the original “Notice - No Valid Contract” letter that is to be printed by the Regulatory Authority or Agency and sent to the Owner of an Onsite System informing the owner that the Regulatory Authority or Agency has no record of the renewal of a maintenance contract for their onsite system.
Notice - No Valid Contract - MS <sup>ii</sup>	Notice-NoValidContract-ver2-MS.rpt	A revised edition of and replaces the original “Notice - No Valid Contract - MS”. See the description of the “Notice - No Valid Contract - MS” above.
Summary of Installed Systems between Dates	Summary-InstalledSystems.rpt	Prints a summarizing count per month of all systems installed by each installation company, a total count of systems installed by each installation company for the reporting period and a grand total of all

Suggested Display Name	File Name	Description
System Profile	SystemProfile.rpt	Prints a form with a variety of information about the system for which it is being printed. This form can be printed as an individual report or as an "Addition Coversheet or Additional Report", and is very useful for service personnel when making maintenance visits.
TNRCC - Monthly Report - Last Month	TNRCC-MonRpt-LastMonth.rpt	Prints the TNRCC Monthly Report for the <u>previous month</u> . Produces the same form as provided by the TNRCC and includes the counts for the various items requested on the form.
TNRCC - Monthly Rpt - Last Mon - AppDate	TNRCC-MonRpt-LastMonth-AppDate.rpt	Prints the TNRCC Monthly Report for the <u>previous month</u> but uses the custom data field, "AppDate", for calculating the report. (See the "Application Status" report description for more information about the "AppDate" field.) Produces the same form as provided by the "TNRCC Monthly" and includes the counts for the various items requested on the form.
TNRCC - Monthly	TNRCC-Monthly.rpt	Prints the TNRCC Monthly Report for the <u>current month</u> . (This report must be run at or near the last working day of the month.) Produces the same form as provided by the TNRCC and includes the counts for the various items requested on the form.
TNRCC-Monthly-AppDate	TNRCC-Monthly-AppDate.rpt	Prints the TNRCC Monthly Report for the <u>current month</u> but uses the custom data field, "AppDate", for calculating the report. (See the "Application Status" report description for more information about the "AppDate" field.) Produces the same form as provided by the "TNRCC Monthly" and includes the counts for the various items requested on the form.

<sup>i</sup> Any reports that start with the letters "CS" refer to a special "Cover Sheet" document that is to be used as an addressing sheet when using windowed envelopes

<sup>ii</sup> Any report that ends with the letters "MS" are designed to print reports for multiple systems based on specific criteria for each report. The "MS" stands for "Multiple Systems". If an "MS" report is selected for printing, and additional coversheets are needed, an "MS" type coversheet must be selected.

<sup>iii</sup> The "WC" at the end of any report denotes the presence of a special coversheet, designed for presenting to persons like officials, financial officers, etc.

<sup>iv</sup> The "BG" at the end of any report denotes that the report will be sorted by the "Grid Number" field. This field is located in the "Property Info" area of CASST.