

Reports Available for CASST, Version 2.1 For Installation/Service Company Edition

As of (1/6/2001)

Following is a list of standard reports that are currently available of use in CASST, Version 2.1. 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.rpt	<p>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>) and a count of systems with maintenance contract renewals due (<i>the</i></p>

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		<i>current maintenance contract will be between 60 and 30 days of the end of the current maintenance contract) next month.</i>
Contract - Maint. Agreement	Contract-Maint-Agreement.rpt	One of two versions of a Maintenance Contract Agreement
Contract - Maintenance	Contract-Maintenance.rpt	Service Contract Agreement
Contract - Maintenance - Special	Contract-Maintenance-Special.rpt	One of two versions of a Maintenance Contract Agreement
Contract - Renewal	Contract-Renewal.rpt	Contract for the renewal of a maintenance contract. Designed to be printed as a “proposed” renewal contract.
Contract - Warranty	Contract-Warranty.rpt	Initial 2 year warranty maintenance contract agreement
CS ⁱ - Installation Co To Agency	CvrSht-InstCoToAgency.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) to the “Agency” (Regulatory Authority). 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 Agency or Regulatory Authority.
CS ⁱ - Installation Co To Agency - MS ⁱⁱ	CvrSht-InstCoToAgency-MS.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) to the “Agency” (Regulatory Authority). 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 Agencies or Regulatory Authorities.
CS ⁱ - Installation Co To Distributor	CvrSht-InstCoToDist.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) 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 ⁱ - Installation Co To Distributor - MS ⁱⁱ	CvrSht-InstCoToDist-MS.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) 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.
CS ⁱ - Installation Co To Manufacturer	CvrSht-InstCoToMfg.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) 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.

<u>Suggested Display Name</u>	<u>File Name</u>	<u>Description</u>
CS ⁱ - Installation Co To Manufacturer - MS ⁱⁱ	CvrSht-InstCoToMfg-MS.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) 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 Manufacturers.
CS ⁱ - Installation Co To Owner	CvrSht-InstCoToOwner.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) 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 ⁱ - Installation Co To Owner - MS ⁱⁱ	CvrSht-InstCoToOwner-MS.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) 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 ⁱ - Install Co To Service Co	CvrSht-InstCoToSrvCo.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) to the “Service Company” (Maintenance 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 Service Company.
CS ⁱ - Install Co To Service Co - MS ⁱⁱ	CvrSht-InstCoToSrvCo-MS.rpt	A special “coversheet” that provides addressing information from the “Installation Company” (the company that installed the system) to the “Service Company” (Maintenance 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 Service Companies.
CS ⁱ - Service Company To Agency	CvrSht-ServCoToAgency.rpt	A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) to the “Agency” (Regulatory Authority). 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 Agency or Regulatory Authority.
CS ⁱ - Service Company To Agency - MS ⁱⁱ	CvrSht-ServCoToAgency-MS.rpt	A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) to the “Agency” (Regulatory Authority). Designed to be printed as an addition to another report and then folded along with a copy of the

<u>Suggested Display Name</u>	<u>File Name</u>	<u>Description</u>
		primary report and placed in a windowed envelope for mailing to multiple Agencies or Regulatory Authorities.
CS ⁱ - Service Company To Distributor	CvrSht-ServCoToDist.rpt	A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) 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 ⁱ - Service Company To Distributor - MS ⁱⁱ	CvrSht-ServCoToDist-MS.rpt	A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) 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.
CS ⁱ - Service Co To Installation Co	CvrSht-ServCoToInstCo.rpt	A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) 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 ⁱ - Service Co To Installation Co - MS ⁱⁱ	CvrSht-ServCoToInstCo-MS.rpt	A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) 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 ⁱ - Service Co To Manufacturer	CvrSht-ServCoToMfg.rpt	A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) 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 ⁱ - Service Co To Manufacturer - MS ⁱⁱ	CvrSht-ServCoToMfg-MS.rpt	A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) 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 Manufacturers.
CS ⁱ - Service Company To Owner		A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) to the “Owner.” Designed to be printed as an addition to another report

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CS ⁱ - Service Company To Owner - MS ⁱⁱ	CvrSht-ServCoToOwner.rpt	and then folded along with the primary report and placed in a windowed envelope for mailing to one Owner. A special “coversheet” that provides addressing information from the “Service Company” (the company that maintains the system) 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.
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 Comp Last Mo-One Agency	InspComp-LastMonth-OneAgency.rpt	This report is identical to the “InspComp-LastMonth.rpt” report described above except that records are only presented for the Agency selected by the user.
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 Comp This Mo-One Agency	InspComp-ThisMonth-OneAgency.rpt	This report is identical to the “InspComp-ThisMonth.rpt” report described above except that records are only presented for the Agency selected by the user.
Inspections Due - Dates-One Agency	InspDue-BetweenDates-1Agency.rpt	Provides a list of all systems, for which a maintenance inspection is due between user specified starting and ending dates for user selected Regulatory Agency. 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 - One Agency	InspDue-LastMonth-OneAgency.rpt	This report is identical to the “InspDue-LastMonth.rpt” described above except that it only lists the inspections that were due last month for the selected Agency. The user is prompted to select the

<u>Suggested Display Name</u>	<u>File Name</u>	<u>Description</u>
Inspections Due - Last Month - WC ⁱⁱⁱ	InspDue-LastMonth-WC.rpt	Regulatory Agency for which the report is to be prepared. 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 - Last Month - Routing	InspDue-LastMonth-WithRouting.rpt	This report is identical to the “InspDue-LastMonth.rpt” described above except that it uses the “Grid Number” field to provide the grouping and sorting criteria for the report. The design of this report is based on using the “Grid Number” for a routing number. The “Grid Number” is a five character field. For this report, the “Grid Number” should start with an alpha character like “A”, “B”, or “C”. This would represent the route number. The remaining four characters should represent the sequence of the route. For example, the first stop on the route would be “A0001”. It is suggested that when first setting up a routing, the user would skip some numbers in the sequence to provide for new customers. Using this criteria, the next stop on the route might be numbered “A1050”. This report would group the inspections due this month by the first character of the “Grid Number”, thus creating routes A, B, etc. Each of the routes are then sorted using the last four numbers of the “Grid Number”
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-One Agency	InspDue-NextMonth-OneAgency.rpt	This report is identical to the “InspDue-NextMonth.rpt” described above except that it only lists the inspections that are due next month for the selected Agency. The user is prompted to select the Regulatory Agency for which the report is to be prepared.
Inspections Due - Next Month - WC ⁱⁱⁱ	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 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 - Next Month - Routing	InspDue-NextMonth-WithRouting.rpt	This report is identical to the “InspDue-NextMonth.rpt” described above except that it uses the “Grid Number” field to provide the grouping and sorting criteria for the report. The design of this report

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		is based on using the “Grid Number” for a routing number. The “Grid Number” is a five character field. For this report, the “Grid Number” should start with an alpha character like “A”, “B”, or “C”. This would represent the route number. The remaining four characters should represent the sequence of the route. For example, the first stop on the route would be “A0001”. It is suggested that when first setting up a routing, the user would skip some numbers in the sequence to provide for new customers. Using this criteria, the next stop on the route might be numbered “A1050”. This report would group the inspections due this month by the first character of the “Grid Number”, thus creating routes A, B, etc. Each of the routes are then sorted using the last four numbers of the “Grid Number”
Inspections Due - This Month	InspDue-ThisMonth.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-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, then by City, then by Subdivision, then by Lot, and then by Block.
Inspections Due - This Month-One Agency	InspDue-ThisMonth-OneAgency.rpt	This report is identical to the “InspDue-ThisMonth.rpt” described above except that it only lists the inspections that are due this month for the selected Agency. The user is prompted to select the Regulatory Agency for which the report is to be prepared.
Inspections Due - This Month - WC ⁱⁱⁱ	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 and then by City. This report is identical to the “InspDue-ThisMonth.rpt” above, except that it has a presentation type cover sheet.
Inspections Due - This Month with Routing	InspDue-ThisMonth-WithRouting.rpt	This report is identical to the “InspDue-ThisMonth.rpt” described above except that it uses the “Grid Number” field to provide the grouping and sorting criteria for the report. The design of this report is based on using the “Grid Number” for a routing number. The “Grid Number” is a five character field. For this report, the “Grid Number” should start with an alpha character like “A”, “B”, or “C”. This would represent the route number. The remaining four characters should represent the sequence of the route. For example, the first stop on the route would be “A0001”. It is suggested that

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		when first setting up a routing, the user would skip some numbers in the sequence to provide for new customers. Using this criteria, the next stop on the route might be numbered "A1050". This report would group the inspections due this month by the first character of the "Grid Number", thus creating routes A, B, etc. Each of the routes are then sorted using the last four numbers of the "Grid Number".
Inspections Due - Through Current Month	InspDue-ThruCurMonth.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.
Inspections Due-Thru Current Mo - BG ^{iv}	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 "Grid Number."
Insp Due - Thru Cur Mo-One Agency	InspDue-ThruCurMonth-OneAgency.rpt	This report is identical to the "InspDue-ThruCurMonth.rpt" described above except that it only lists the inspections that are due through next month for the selected Agency. The user is prompted to select the Regulatory Agency for which the report is to be prepared.
Insp-Due - Thru Cur Mo - One Service Co	InspDue-ThruCurMonth-OneServCo.rpt	This report was originally designed to be used by Regulatory Authorities but can be used by users when CASST is licensed as an Installation Company only to provide 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.
Insp-Due - Thru Cur Mo - with Routing	InspDue-ThruCurMo-WithRouting.rpt	This report is identical to the "InspDue-ThruCurMonth.rpt" described above except that it uses the "Grid Number" filed to provide the grouping and sorting criteria for the report. The design of this report is based on using the "Grid Number" for a routing number. The "Grid Number" is a five character field. For this report, the "Grid Number" should start with an alpha character like "A", "B", or "C". This would represent the route number. The remaining four characters should represent the sequence of the route. For example, the first stop on the route would be "A0001". It is suggested that when first setting up a routing, the user would skip some numbers in the sequence to provide for new customers. Using

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		this criteria, the next stop on the route might be numbered "A1050". This report would group the inspections due this month by the first character of the "Grid Number", thus creating routes A, B, etc. Each of the routes are then sorted using the last four numbers of the "Grid Number".
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.
Inspections Due - Thru Next Mo - BG ^{iv}	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."
Insp Due - Thru Next Mo-One Agency	InspDue-ThruNextMo-OneAgency.rpt	This report is identical to the "InspDue-ThruNextMonth.rpt" described above except that it only lists the inspections that are due through next month for the selected Agency. The user is prompted to select the Regulatory Agency for which the report is to be prepared.
Insp Due - Thru Next Mo - With Routing	InspDue-ThruNextMo-WithRouting.rpt	This report is identical to the "InspDue-ThruNextMonth.rpt" described above except that it uses the "Grid Number" field to provide the grouping and sorting criteria for the report. The design of this report is based on using the "Grid Number" for a routing number. The "Grid Number" is a five character field. For this report, the "Grid Number" should start with an alpha character like "A", "B", or "C". This would represent the route number. The remaining four characters should represent the sequence of the route. For example, the first stop on the route would be "A0001". It is suggested that when first setting up a routing, the user would skip some numbers in the sequence to provide for new customers. Using this criteria, the next stop on the route might be numbered "A1050". This report would group the inspections due this month by the first character of the "Grid Number", thus creating routes A, B, etc. Each of the routes are then sorted using the last four numbers of the "Grid Number".
Inspection Report - Service Company	InspRpt-ServCo.rpt	Inspection report form printed for any completed Maintenance/Service Company inspection visit. Report is to be printed for reporting inspection visits to Regulatory Authorities.
Insp Rpt - Serv Co - All Between Dates	InspRpt-ServCo-AllBetweenDates.rpt	Prints a "Blank" inspection report with the owner and property

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Inspection Report - Serv Co - Blank	InspRpt-ServCo-Blank.rpt	address information filled in for all system records that have regular inspections due between user provided dates. 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 Maintenance/Service Company inspector. After completion, this form is to be returned to the office for recording in CASST.
Insp Rpt - Serv Co - Blank - All Nxt Mo	InspRpt-ServCo-Blank-AllNextMo.rpt	Prints a “Blank” inspection report with the owner and property address information filled in for all system records that have regular inspections due for next month, based on the current computer date.
Insp Rpt - Serv Co - Blank - All This Mo	InspRpt-ServCo-Blank-AllThisMo.rpt	Prints a “Blank” inspection report with the owner and property address information filled in for all system records that have regular inspections due for the current month, based on the current computer date.
Insp Rpt-Serv Co-Blank-No Chlorine Flag	InspRpt-ServCo-Blank-NoChlFlag.rpt	Prints a “Blank” inspection report with the owner and property address information filled in. This report requires the addition of a field in the “More Data” area of CASST. This field must be defined as a Boolean type field and named “Provide No Chlorine”. Other special considerations must be applied. This from was requested by some users to help eliminate have an inspector add chlorine to a system when an owner has specifically asked that none be provided. By adding the field to the More Data area and then placing a check mark in this field for any system that owners have requested that no chlorine be added, a bold “Provide No Chlorine” text statement will be added at the top of each blank inspection form. To use this report effectively users may need to contact AppliTech, Inc.
Insp Rpt - Serv Co - Blank - Thru Cur Mo	InspRpt-ServCo-Blank-ThruCurMo.rpt	Prints a “Blank” inspection report with the owner and property address information filled in for all system records that have regular inspections due through the current month, based on the current computer date. This report will list all past due inspections, including those due for the current month.
Insp Rpt - Serv Co - Blank - Thru Nxt Mo	InspRpt-ServCo-Blank-ThruNextMo.rpt	Prints a “Blank” inspection report with the owner and property address information filled in for all system records that have regular inspections due through next month, based on the current computer date. This report will list all past due inspections, including those due next month.
InspRpt-ServCo-Blank-AllNxtMo-Routing	InspRpt-SrvCo-Blk-AllNextMo-Rt.rpt	This report is identical to the “InspRpt-ServCo-Blank-AllNextMo.rpt” described above except that it uses the “Grid

Suggested Display Name

File Name

Description

Number” field to provide the grouping and sorting criteria for the report. The design of this report is based on using the “Grid Number” for a routing number. The “Grid Number” is a five character field. For this report, the “Grid Number” should start with an alpha character like “A”, “B”, or “C”. This would represent the route number. The remaining four characters should represent the sequence of the route. For example, the first stop on the route would be “A0001”. It is suggested that when first setting up a routing, the user would skip some numbers in the sequence to provide for new customers. Using this criteria, the next stop on the route might be numbered “A1050”. This report a “Blank” inspection report with the owner and property address information filled in for all system records that have regular inspections due for next month, based on the current computer date. These blank inspection report forms will be sorted by the “Grid Number”.

InspRpt-ServCo-Blank-AllThsMo-Routing

InspRpt-SrvCo-Blk-AllThisMo-Rt.rpt

This report is identical to the “InspRpt-ServCo-Blank-AllThisMo.rpt” described above except that it uses the “Grid Number” field to provide the grouping and sorting criteria for the report. The design of this report is based on using the “Grid Number” for a routing number. The “Grid Number” is a five character field. For this report, the “Grid Number” should start with an alpha character like “A”, “B”, or “C”. This would represent the route number. The remaining four characters should represent the sequence of the route. For example, the first stop on the route would be “A0001”. It is suggested that when first setting up a routing, the user would skip some numbers in the sequence to provide for new customers. Using this criteria, the next stop on the route might be numbered “A1050”. This report a “Blank” inspection report with the owner and property address information filled in for all system records that have regular inspections due for the current month, based on the current computer date. These blank inspection report forms will be sorted by the “Grid Number”.

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

<u>Suggested Display Name</u>	<u>File Name</u>	<u>Description</u>
		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.
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.
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.rp	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

<u>Suggested Display Name</u>	<u>File Name</u>	<u>Description</u> 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 Service Calls	List-PendingServiceCalls.rpt	Report to be printed by the Service Company. Prints a list of all pending service calls sorted by the date of the request for the service call.
List - Renewals	List-Renewals.rpt	Prints a report that provides a count and a list for four categories: (1) <u>Renewals Expected</u> -- 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) <u>Renewals Due</u> -- Count and list of all systems for which a renewal of the maintenance contract will be due within 60 days (or the number of days specified in the "Number of days prior to the end of the current contract for the second renewal notice). (3) <u>Renewals Past Due</u> -- 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) <u>Not Renewed</u> -- Count and list of all systems for which the current maintenance contract has expired and no renewal maintenance contract has been received.
List - Renewals Due-One Serv Co	List-RenewalsDue-1ServCo.rpt	Report originally designed to be printed by the Regulatory Authority or Agency but can be used by users when CASST is licensed as an

<u>Suggested Display Name</u>	<u>File Name</u>	<u>Description</u>
		Installation Company only. 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.
List - Renewals Expected-One Serv Co	List-RenewalsExpected-1ServCo.rpt	Report originally designed to be printed by the Regulatory Authority or Agency but can be used by users when CASST is licensed as an Installation Company only. 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.
List - Renewals Not Renewed-One Serv Co	List-RenewalsNotRenewed-1ServCo.rpt	Report originally designed to be printed by the Regulatory Authority or Agency but can be used by users when CASST is licensed as an Installation Company only. 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.
List - Renewals Past Due-One Serv Co	List-RenewalsPastDue-1ServCo.rpt	Report originally designed to be printed by the Regulatory Authority or Agency but can be used by users when CASST is licensed as an Installation Company only. Prints a list of all system records for which a renewal of the maintenance contract is currently past due. A system record will appear on this report if the current date (current date of users computer) is between the “Renewal Due” date and the date on which the current contract will end as displayed on the “Current Contract” tab of the “Service Co” tab.
List - Service Companies	List-ServCos.rpt	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.
List Systems Not Renewed - 1 Agency	List-Systems-NotRenewed-1Agency.rpt	Report listing all systems regulated by one selected Regulatory Authority, with maintenance contracts that have not been renewed.
Notice - Did Not Renew	Notice-DidNotRenew.rpt	Notice that is to be sent to the Regulatory Authority or Agency

<u>Suggested Display Name</u>	<u>File Name</u>	<u>Description</u>
		notifying them that a maintenance/service contract on the identified system <u>has not been renewed</u> with the current Maintenance/Service Company. This report can be printed in conjunction with a coversheet for mailing to the Regulatory Authority or Agency.
Notice - Did Renew	Notice-DidRenew.rpt	Notice that is to be sent to the Regulatory Authority or Agency notifying them that a maintenance/service contract on the identified system <u>has been renewed</u> with the current Maintenance/Service Company. This report can be printed in conjunction with a coversheet for mailing to the Regulatory Authority or Agency.
Notice - Renewal 1	Notice-Renewal1.rpt	A letter that is to be sent to the Owner of an onsite system 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).
Notice - Renewal 1 - MS ⁱⁱ	Notice-Renewal1-MS.rpt	Same letter as the “Notice - Renewal 1” above except that this version will print the letter to all Owners that have a current maintenance contract that is less than 90 days more than 60 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) from the expiration date of the current contract. 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 - Renewal 2	Notice-Renewal2.rpt	A letter that is to be printed by the Maintenance/Service Company and sent to the Owner of an onsite system for which a renewal of the maintenance contract will be due within 60 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)
Notice - Renewal 2 - MS ⁱⁱ	Notice-Renewal2-MS.rpt	Same letter as the “Notice - Renewal 2” above except that this version will print the letter to all Owners that have a current maintenance contract that is less than 60 days more than 30 days (or the number of days specified in the “Number of days prior to the end of the current contract for the second renewal notice) from the expiration date of the current contract. 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

<u>Suggested Display Name</u>	<u>File Name</u>	<u>Description</u>
Renewal Notices Sent Between Dates	RenNoticesSent-BetweenDates.rpt	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.) Prints a list of all First Renewal and Second Renewal Notices that were printed between user specified dates.
Service Request	ServiceRequest.rpt	Service Request form designed to be printed by the Maintenance/Service Company and used by the Maintenance/Service Company’s agent to organize and plan service work.
Service Request with Blank Insp Report	ServiceRequestWithBlankInspSht.rpt	Prints the same “Service Request” form described above, but includes a “Blank Inspection Form” (same as “Inspection Report - Serv Co - Blank” described above) for recording and reporting the repairs.
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.
System Profile - Insps Due - This Month	SystemProfile-InspDueThisMo.rpt	Prints a copy of the “System Profile” report as described above for each system with a scheduled inspection due in the current month.

- i 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
- ii 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.
- iii 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.
- iv 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.