



INSTRUCTION MANUAL

MAIN MENU

SAFE

Professional Septic, LLC Judy Pearson - EXIT -

SAFE SOFTWARE
Version 11.1 Copyright 2011

Customers Work Orders Financials Reminders Organizing Summaries

Overview -----

Septic Contracts Septic Inspections Pumping Rentals Remote Alarms Vehicles Spreadsheets

Memos and Notes
Date: 06/29/2011
View or Add New
Print All Print Range
Delete Range of Memos

Utilities and Options
Master Files
Connect to a Network
Backup Data
Employees
Switch Users (Login)
Switch Names

Quick Search
Site Address: [?] Customer Listings Customer Quickviews Miscellaneous Reports
Last Name: [?] Company Listings Customer Counts Customers to Contact
Email To: [?]
Map: [?]

Customers by Name	Count	City Name	Count	Subdivision	Count	County Name
A+ Plumbing,	158	Flower Mound	3	Hills of Argyle	589	Denton
Absolute Septic Pumping,	107	Argyle	3	Guy James Ranc	43	Cooke
ACE School of Tomorrow,	102	Double Oak	1	Wichita Creek Es	4	Wise
ACE School of Tomorrow,	72	Sanger	1	Sunrise Bay	4	Tarrant
Adkins,Chris	47	Justin	1	Lake Kiowa	4	Grayson
Ahrweiler,Mary & Joerg	34	Copper Canyon	1	Hidden Falls Ran		
Alford,Mark	33	Bartonville	1	Hidden Falls Ran		
Allegro,Robert	32	Valley View	1	Hickory Hill Estate		
Alvarado,Diana	27	Krum	1	The Oaks		
Alvarez,JoEllen	23	Lewisville				
Amen,Darrell	19	Aubrey				
American Pet Spa,	17	Gainesville				

Total Customers Entered: 833 Total Cities in Master Files: 38 Subs in Master Files: 3 Total Counties in Master Files: 6



THE MAIN MENU EXPLAINED

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Customer Listings | Customer Quickviews | Miscellaneous Reports
Company Listings | Customer Counts | Customers to Contact

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Callout Boxes:

- Click for Help
- Your Company Name
- Employee that's Logged in with an ID and Password
- Exit the Program
- Other Important section of SAFE
- Summaries help you understand what's going on with your company
- The Main Tab offers:
 - Overview Reports and Listings
 - Septic Contract Reports
 - Inspection Reports
 - Pumping Reports
 - Rental Entry and Reports
 - Remote Alarm Reports
 - Vehicle Entry and Reports
 - Excel Spreadsheet Exports
- Go to your Customers by clicking here
- Create Notes and Reminders here
- Set up your Company information and defaults in the Master Files
- Network Your Data and Backup the information easily
- Setup your Employees, record time, and establish restriction Levels here
- Switch Company Names or User Login Accounts
- Quick-searches, Emailing, and Map Search will help you get what you want fast!
- Quick-view Listings and Counts will give you great feedback



T H E E N D