



INSTRUCTION MANUAL

EMPLOYEES

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: ?
Last Name: ?
Email To: ?
Map: ?

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

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



Employees Button



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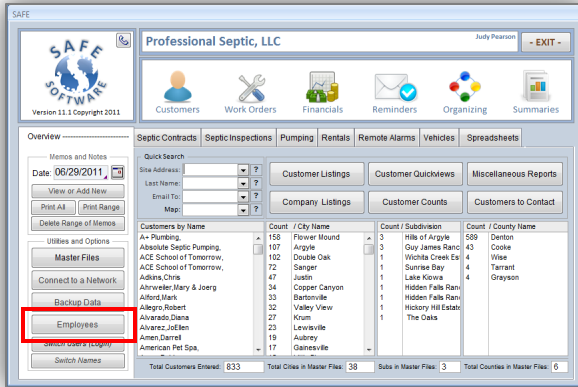
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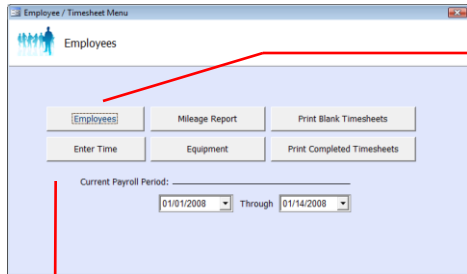
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Adkins,Chris	47 Justin	1 Lake Kowa	4 Grayson
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Alvarado,Diana	27 Krum	1 The Oaks	
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Total Customers Entered: 833 Total Cities in Master Files: 38 Subs in Master Files: 3 Total Counties in Master Files: 6

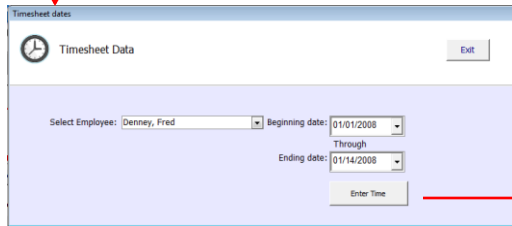
Main Menu – Setting Up EMPLOYEES, etc.



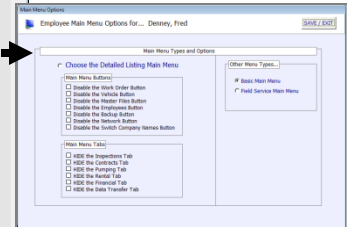
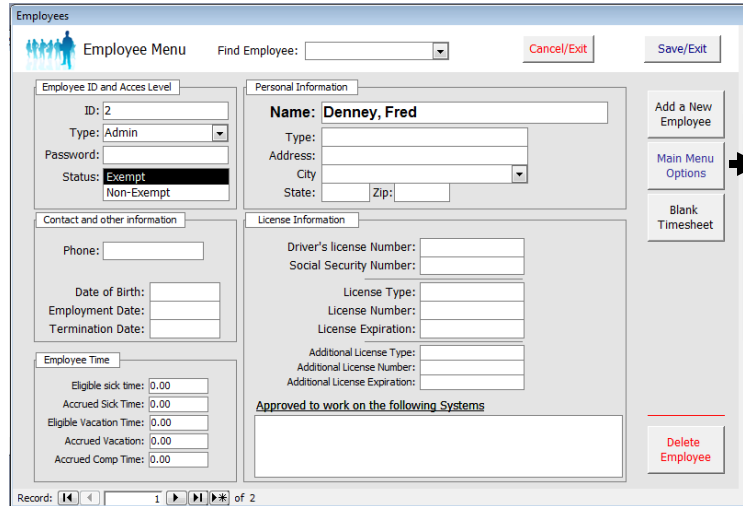
1. Click the Employees button on the Main Menu and then go to your desired screen. Please set up your employees and enter their information first.
2. Type in an ID, Type (Admin or Other), Password (if you want to create a secure log-on method).
3. Enter all the pertinent information for that employee and then click on the “Change Screen Types and Customize Main Menu Options” button
4. Decide if you want to use another Main Menu or limit tabs on the Main Detailed Menu. You have to have at least one employee with a Type = Admin to customize your main menu options.
5. Print out blank Timesheets if you track time with the software.



ATTENTION:
If you have more than one employee and give one employee the type “Admin”, then you will need to enter a password during login. Please remember the password you give each employee



Enter Time for each employee for a given time period

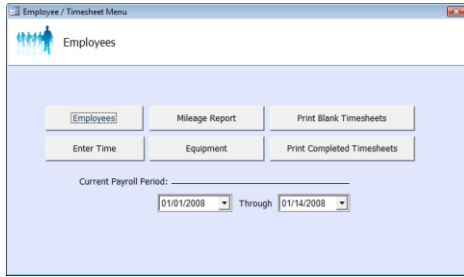


Date	Regular Time	Off With Pay	Scheduled Meeting	Comp Earned	Sick Taken	Vacation Taken	Comp Taken	Holiday	Off Without Pay	Day Total	Mileage
Tuesday	00.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wednesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Thursday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Saturday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wednesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Thursday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Date	Reg	Off	Sick	Vac	Comp	Holiday	O/W/P	Mileage
Tuesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wednesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Thursday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Saturday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Monday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wednesday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Thursday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Friday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Print out a completed timesheet when you finish. You can enter Mileage as well, if you track this.

Main Menu – Employees

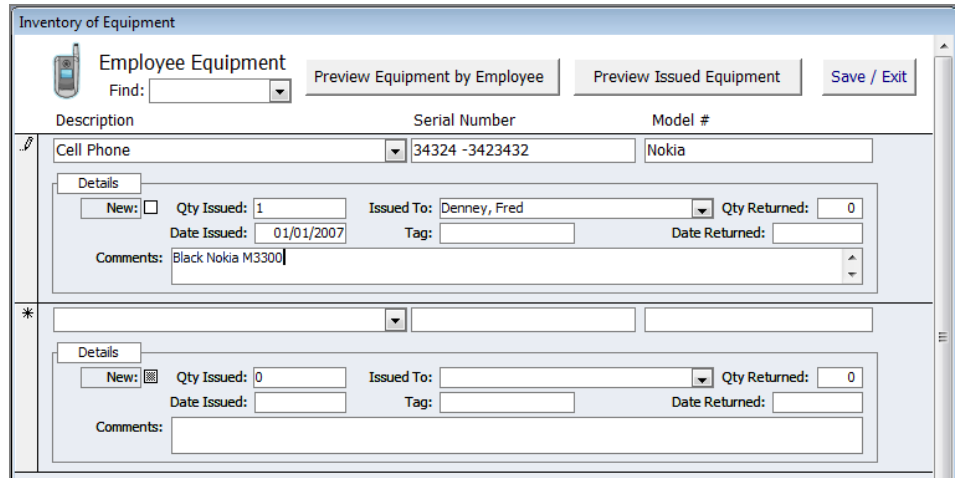


Employee Equipment: Enter any Equipment that the employee has

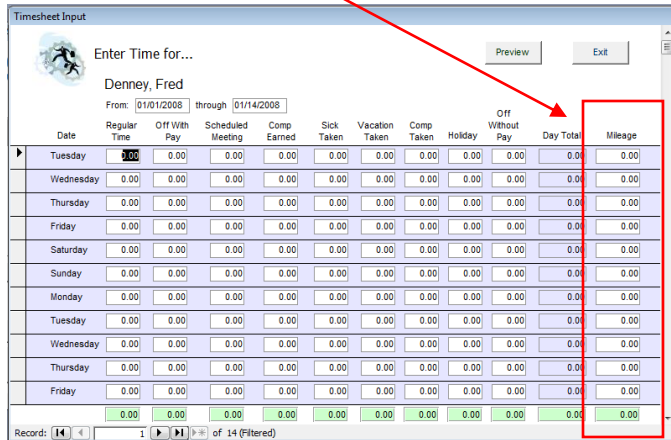
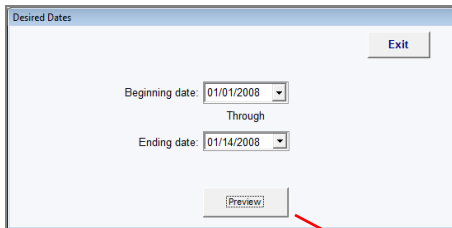
been issued.

Examples:

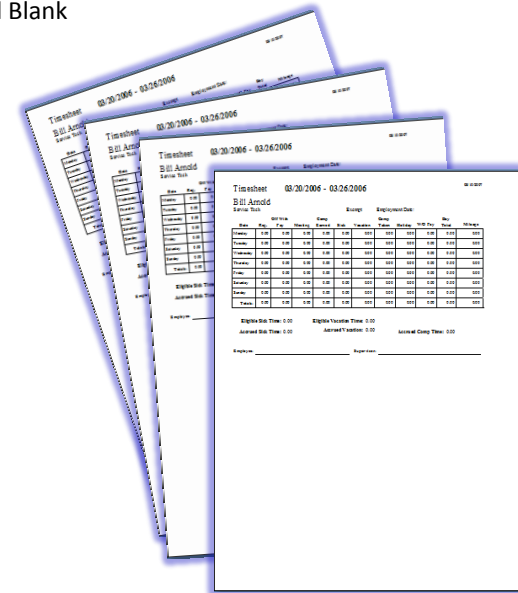
- Cell Phones
- Pager
- Tools
- Credit Cards



Employee Equipment: Print mileage reports for each employee



Create Reports for Completed and Blank Timesheets, Fuel, and Mileage.



Remember to enter your mileage into the Employee Timesheet Menu. This will allow you to track it later and print out reports for your records.

Program Privacy & Optional Settings



Welcome to SAFE - please login.....

 **Log in Security**

User ID

Password

[Why am I being asked to enter a User ID and Password?](#) [Need Help? Email us](#) [Cancel and Exit](#)

What to consider before adding security to the SAFE Program

Overview: For added security and menu restrictions, you can give each employee their own Password. Employees with the Type of "Other" cannot access many screens IF another employee has been given the Type of "Admin". You can assign each employee a User ID without a password, however, if one or more employees has been given the Type: "Admin", then you will be asked to login with a User ID and Password.

1. Main Menu

2. Employees

3. Menu Options

4. Choose Menu Options

5. Login

Definitions of Employee Types:

Admin: This employee type lets you access all screens and forms.

Assign this type to your employees if:

- You are the owner of your company and want to have access to all screens, menus, and documents BUT want to restrict other employees' access.
- You want to select different Main Menu Types for yourself and your employees.
- You want to hide or show certain tabs and buttons on the Main Menu for your different employees.
- You simply want to add more security to SAFE when opening the program. Make sure you assign passwords and remember those passwords!

Other: This employee type lets you access all screens and forms UNLESS another employee has been given the employee type of "Admin".

Assign this type to your employees if:

- You only have one person using SAFE and/or you do not care about security or menu restrictions.
- If you have entered another employee's type as "Admin" and wish to restrict this employee's access to screens and other functions.

Restricting Menu Options, views, and accessibility for your employees



MAIN MENU BUTTON AND TAB OPTIONS: If you choose the Detailed Listing Menu, you can also choose to view, hide, or disable several buttons and tabs.

This takes the worry out of whether an employee can have access to certain menus like Master Files, Employees, and Financials.

To take effect, you must restart the program and login as that user.

Memos and Reminder Messages



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Customers Work Orders Financials Reminders Organizing Summaries

Overview

Memos and Notes

Date: 03/15/2011

View or Add New

Print All Print Range

Delete Range of Memos

Master Files

Connect to a Network

Backup Data

Employees

Switch Names

Septic Contracts Septic Inspections Pumping Rentals Remote Alarms Vehicles Spreadsheets

Quick Search

Address: [Dropdown]

Last Name: [Dropdown]

Send Email: [Dropdown]

Map: [Dropdown]

Customer Listings Customer Quickviews Miscellaneous Reports

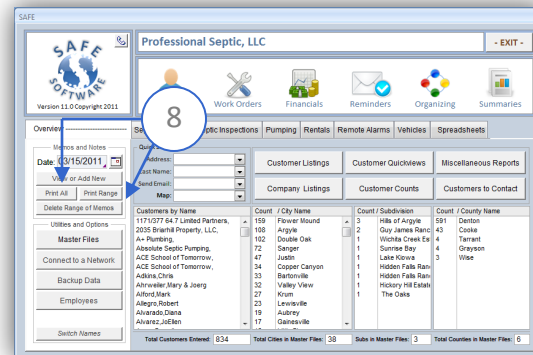
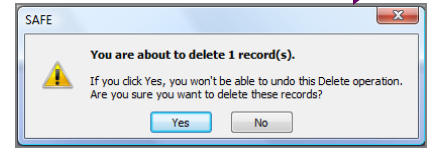
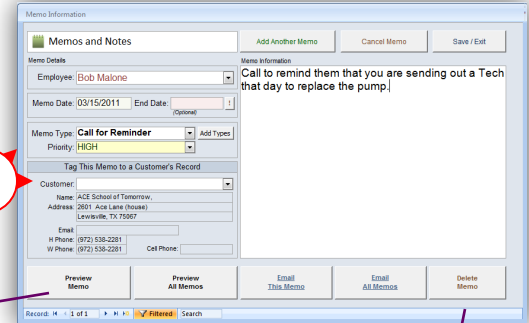
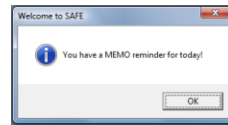
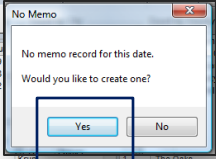
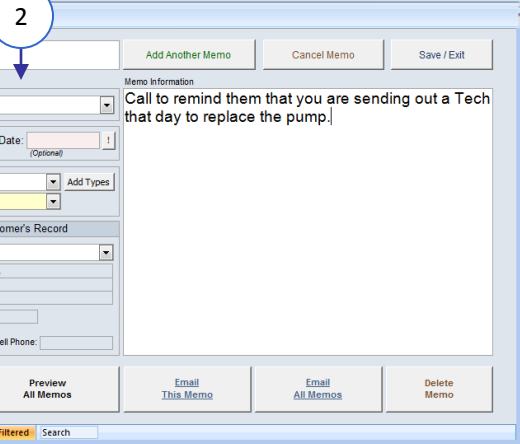
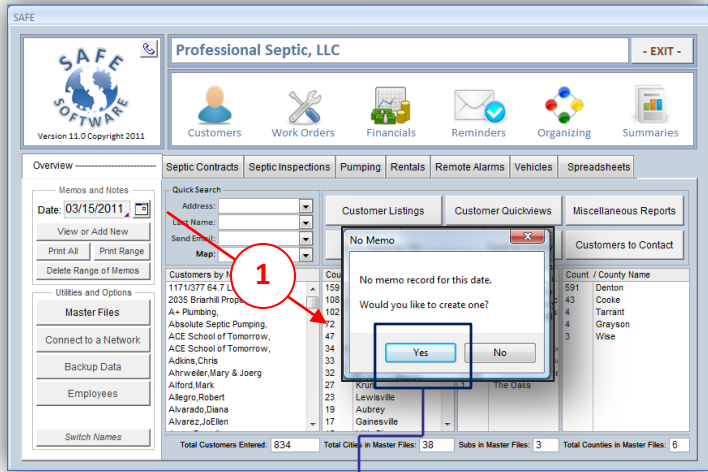
Company Listings Customer Counts Customers to Contact

Customers by Name	Count / City Name	Count / Subdivision	Count / County Name
1171077 64.7 Limited Partners,	159 Flower Mound	3 Hills of Argyle	591 Denton
2035 Briarhill Property, LLC,	108 Argyle	2 Guy James Ranc	43 Cooke
A+ Plumbing,	102 Double Oak	1 Wichita Creek Es	4 Tarrant
Absolute Septic Pumping,	72 Sanger	1 Sunrise Bay	4 Grayson
ACE School of Tomorrow,	47 Justin	1 Lake Kowwa	3 Wise
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Total Customers Entered: 834 Total Cities in Master Files: 38 Subs in Master Files: 3 Total Counties in Master Files: 6

Creating Memos and Reminders

1. Open SAFE and click on your desired date for a memo
2. Click “YES” to create a memo for that date
3. Enter the Memo or Reminder information
4. Click “SAVE/Exit”
5. When you open SAFE on that day, you will be prompted that you have a SAFE Memo for that day.
6. Click “OK” and view the memo
7. Delete the memo if desired
8. You can also Preview or Delete the memos from the Main Menu





T H E E N D