

WinTOS (Windows Termite Office System)



www.akcomp.com

1298 Kifer Rd. Suite 505
Sunnyvale, CA 94086
(408)-730-1308
www.akcomp.com

Table of Contents

Installing WinTOS	6
Installing WinTOS Software from a CD for Windows XP	6
Installing WinTOS Software using Windows 7	7
Installing WinTOS Online	7
Beginning Setups.....	8
Code Setups	8
Setting up Operator	8
Printer Setup	9
Zip Code Rolodex	10
Edit Finding & Recommendation Codes	10
Edit Multiple Finding and Recommendation Codes	11
Other Setups	12
Setting up County Information	12
Setting up Pesticide Code	13
Preferences	13
General.....	13
Invoice	14
Company Information	14
System.....	15
Other Options	16
Write Reports.....	17
Toolbars	17
Main Tool Bar	17
Shortcut Tool Bar	17
Writing the Inspection Report	18
Findings and Recommendations.....	21
<i>Batch Input</i>	22
<i>Prefix, Finding, Recommendation, Price, Section, and Replacements</i>	22
<i>Prefix</i>	22
<i>Finding</i>	26

<i>Recommendation</i>	27
<i>Price</i>	28
<i>Section</i>	28
<i>Replacement for *****</i>	29
<i>Replacement for #####</i>	30
<i>Full Complete Batch Input</i>	31
Back to Writing the Inspection Report	32
Diagram	32
Invoice	33
Contract.....	34
Notice of Completion	35
Memo.....	37
Occupants	38
Inspection Report Options	38
Exit.....	38
Defaults	38
Record	38
Print.....	40
Other Forms	43
Archive Image	43
Schedule.....	43
View Weekly Schedule	43
Scheduled Jobs.....	46
Payments.....	47
Example of a Posted Transaction.....	49
Finance Charge.....	50
Reports	50
Print Finding and Recommendation Codes	50
Addresses Inspected	51
Commission Report.....	52
Performance by Inspector – Range by Invoice Date	53

Aging Report	53
Rolodex Report	54
Invoice Total by Date	54
Payment Report	55
Print Outstanding Invoices by Date	55
Addresses Inspected with Invoice Amount.....	56
Inspection Type Report.....	56
Invoice Total with Address by Date	57
Batch Combined Statement.....	57
Batch Combined Statement Group by Bill To	58
Contract Follow-Up Report	58
Activity Report	59
Read and Prep. Activity Report	59
Edit Activity Report	59
Chemical Reports	61
Read and Prepare Chemical Usage	61
Edit Chemical Used by Counties	61
Troubleshooting WinTOS	63
Common Errors.....	63
Error with Date.....	63
Error in Rolodexes.....	65
Other Errors	65
Report Writer defaults to a Previous Report when selecting New.....	65
Bottom Line on the Findings and Recommendations Page is cut off at the Bottom.....	66
“Report Number Already Exists” Error.....	66
“You have exceeded the number of users allowed” Error	67
“Too many users logged on” Error.....	67
Error when filing an Activity Report.....	67
Activity Type/Operator’s License does not show on some Records.....	68
Error where WinTOS Icon disappears from Desktop	68
Error where Report(s) does not Print	68

Installing WinTOS

WinTOS suggests operating systems: Windows XP, Windows Vista, and Windows 7. (32 or 64 bit is ok).

Installing WinTOS Software from a CD for Windows XP

1. Insert the CD and wait for the installation window to appear.
2. Click on **WinSetup** and click through the steps until finished.
3. Click on **Install WinTOS** and follow the steps until finished. The shortcut will be installed on your desktop.

When it is your first time opening the **WinTOS** program, a window called “WinTOS Update Wizard” will pop up. This is a simple procedure to update the program with your information. You must fill in and complete three basic information steps.

Step 1: Select the appropriate state and then click Next.



Step 2: For the next step, fill in your company information such as your Company Name, Company Address, City, State, Zip, etc. **Note: The License # box is for your company registration number!** The last three fields (Invoice Form Type, 2nd Page Form Type[s], and Contract Type) should remain blank unless your company has custom forms that A&K Computer has designed. If you are having trouble, follow the example below:



Step 3: The last step is to setup the *Findings and Recommendations* for your **WinTOS** program. If this is your first time installing **WinTOS**, make sure the first option called Use the Finding & Recommendations codes shipped with WinTOS is checked. If you are updating **WinTOS**, make sure the second option called Keep my current Finding & Recommendations codes is checked.



Afterwards, by clicking Finish, the *Login* window will pop up where you fill in the following information:

User Name: user1

Password: one

Click OK to access the program.

Installing WinTOS Software using Windows 7

Follow the steps above but right click and select "Run as Administrator" when installing **WinSetup** and **WinTOS**.

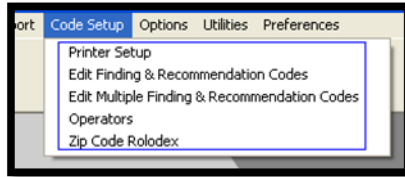
Installing WinTOS Online

This requires a broadband internet connection. Contact A&K Computers Termite Support @ 408-730-1308. We can install the **WinTOS** software for you online.

*Note: When installing **WinTOS** on a network, call A&K Computers for assistance.*

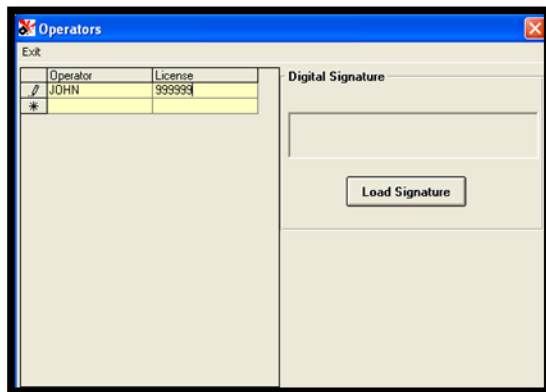
Beginning Setups

Code Setups

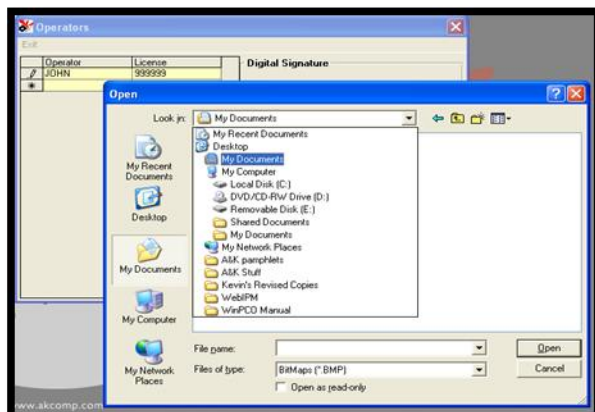


Setting up Operator

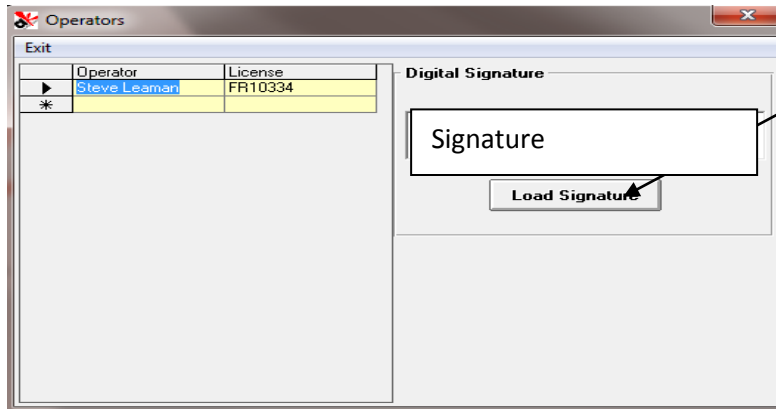
Once you are in the program, start by setting up the operator. Go to the Code Setup tab in the main **WinTOS** screen and select Operators. A window called *Operators* will pop up, where you want to fill in the appropriate operator name and license number.



To upload a digital signature, click on Load Signature (To install your inspector/operator signature, write it with a *Black Sharpie Pen* on a blank piece of paper, scan the signature, and save as BMP image). The *Open* window will pop up. Here, you want to select the down arrow in Look in and select My Documents.



From there, double click on My Pictures and choose the appropriate signature file. If your file is elsewhere, find it by using the down arrow in Look in. Once your signature is selected, click Open.

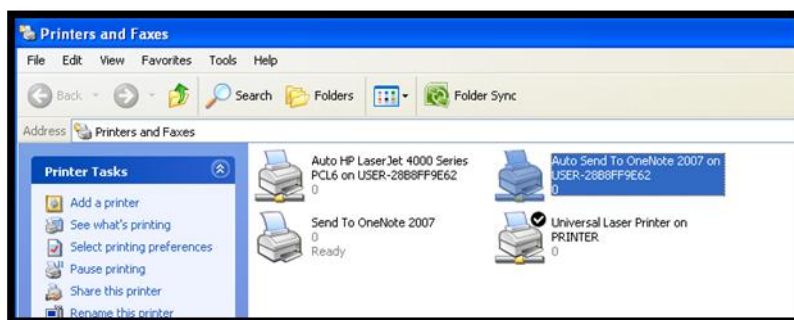


Clicking "Load Signature" will upload the signature.

When you are done, click Exit and your operator name will save and close.

Printer Setup

You want to have your printer setup so that you can print reports, invoice statements, etc. Go to the Code Setup tab and select Printer Setup. While in the screen, minimize the whole **WinTOS** window, click Start, and select Printers and Faxes for Windows XP operating systems, Devices and Printers for Windows 7 operating systems. A window will then pop up showing the available printers for your workstation:

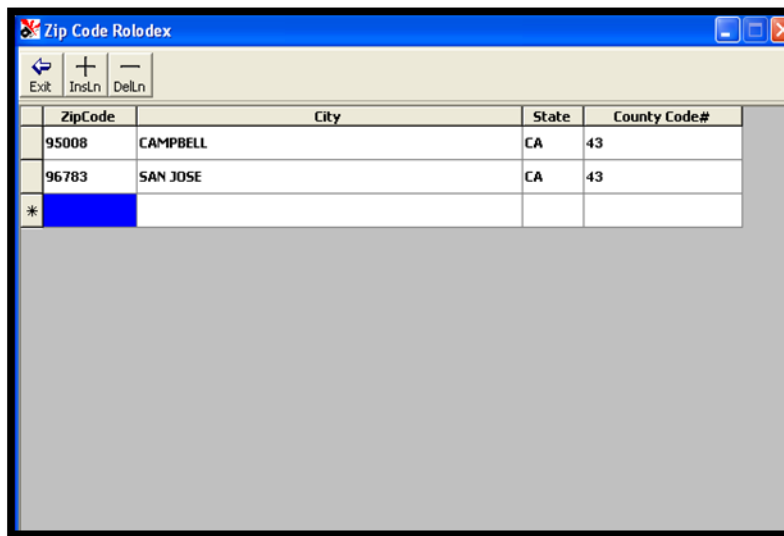


When you go back to the **WinTOS** software into Printer Setup, you will see that the available printers are in the list.



Zip Code Rolodex

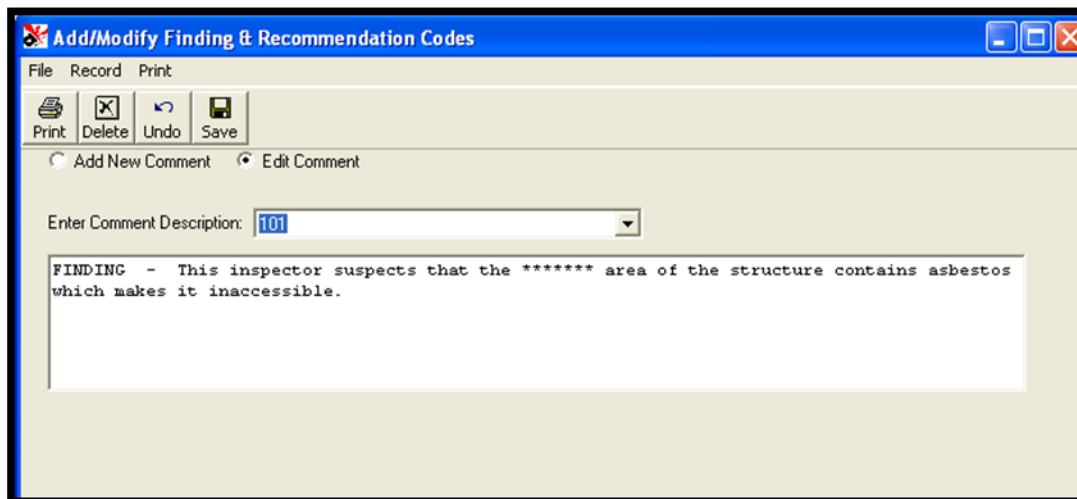
Select Zip Code Rolodex in the Code Setup Tab. This is where you enter in the city, zip code, and county information and save it so that you can access it with other files. After you enter each zip code and write down the corresponding information, click on the InsLn (+) box at the top to add and save the information. Then, go on to the next line and repeat the steps to write down more county information. If you want to delete county information, click on the DelLn (-) box.



ZipCode	City	State	County Code#
95008	CAMPBELL	CA	43
96783	SAN JOSE	CA	43
*			

Edit Finding & Recommendation Codes

In the main **WinTOS** screen, go to Code Setup and select Edit Finding & Recommendation Codes. From there, a window will pop up, which will let you add or modify Finding and Recommendation Codes.



File Record Print

Print Delete Undo Save

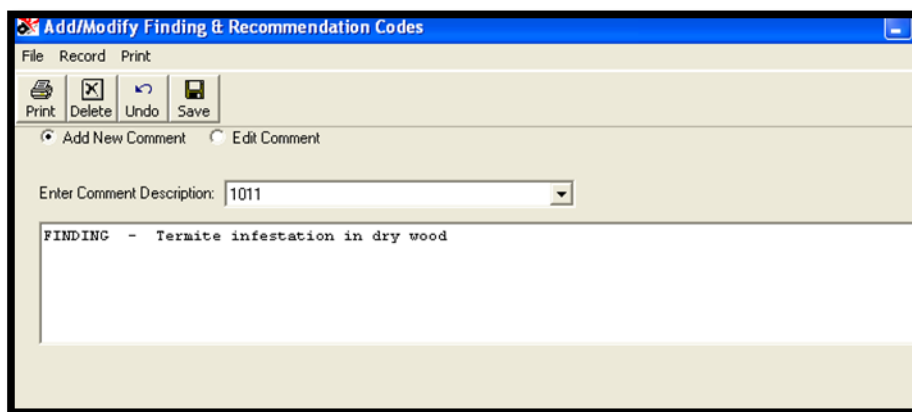
☐ Add New Comment ☒ Edit Comment

Enter Comment Description: 101

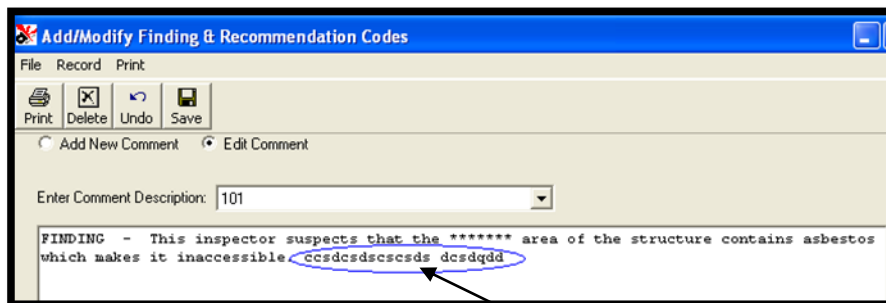
FINDING - This inspector suspects that the ***** area of the structure contains asbestos which makes it inaccessible.

The **WinTOS** software comes out with more than 200 default codes for Findings and Recommendations. These are comments you add based on what you found in the inspection area and what you recommend to be done. You can choose to Add New Comment or Edit New Comment by check-marking either of the boxes.

When adding a new comment, enter in a new code next to Enter Comment Description in the “Down Arrow” box. Then, in the big box below, type in the “finding or recommendation” description. Click the Save tab above to save the information.



When editing a comment that is already there, you can simply type/delete anything you wish to add/delete. Click Save to save the information.



This is the extra added information.

Edit Multiple Finding and Recommendation Codes

Go to Code Setup and click Edit Multiple Finding and Recommendation Codes. A window will pop up where you can edit multiple comments/codes for findings and recommendations. Click Insert a Row to add another row for writing a new comment and code. If you need to delete a comment/code, select a row and click Delete Selected Rows.

PredefinedComments	
Code	Comment
101	FINDING - This inspector suspects that the ***** area of the structure contains asbestos which makes it inaccessible.
102	FINDING - Subarea is inaccessible due to absence of a crawl space access opening.
103	FINDING - A portion of the subarea is inaccessible due to a cross foundation. Indicated by ***** on diagram
104	FINDING - The subarea or portions of the subarea are inaccessible due to inadequate clearance (less than 12") between the bottom of the floor joists and the soil.
105	FINDING - High dirt level in subarea resulting in less than 12" clearance between the bottom of the floor joist and the soil. This area is limited in size and did not interfere with the inspection of the subarea.
106	FINDING - Portions of the subarea are concealed by *****.
107	FINDING - The subarea contains stored goods that conceal a portion of the sub-structure.
108	FINDING - The subarea contains goods stored in direct contact with the soil and these goods conceal a portion of the substructure.

Note: Custom finding and recommendation codes should be alpha numeric and cannot duplicate the existing codes. Make an effort to make the codes short.

Note: Custom finding and recommendation codes that contain numbers should start at a value more than 100 (Example: AK100).

Note: When inserting a "fill in blank," use seven asterisks for the first blank and seven pound symbols for the second blank.

Exit the window and the **WinTOS** software and re-login to save the changes.

Other Setups

Setting up County Information

From the main page, go to the Chemical Report tab and then select Setup County Information. The *Setup County Information* window will pop up, where you are to enter in the county code & phone number(s) for each county you operate in (The Tax Rate depends on which state you live in).

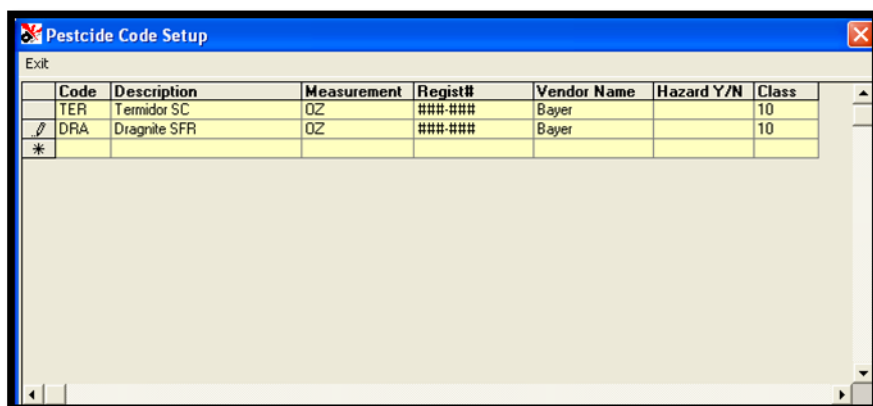
Code	County Name	Phone1	Phone2	Phone3	TaxRate
43	Santa Clara	408-888-8888	408-888-8888	408-888-8888	
*					

Exiting the program and restarting the **WinTOS** software will save the data.

Setting up Pesticide Code

From the main page, go to the Chemical Report tab and the select Pesticide Code Setup. Here, you enter the pesticide codes. You are to assign your own custom code for each pesticide, then enter the material in the description box. Set the measurement to OZ (ounces), which will be the default measurement, and the class should be 10 (Structural).

Note: The Pesticide code should be alpha numeric and preferably no more than three characters.



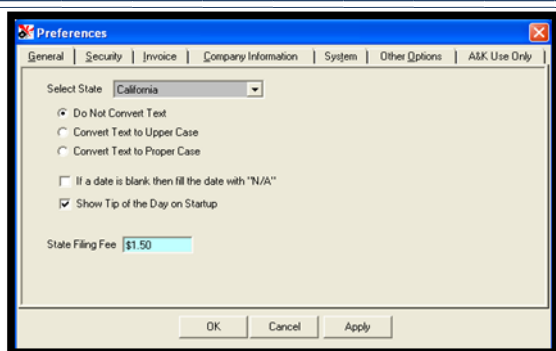
By exiting **WinTOS** and restarting the software, the data will save.

Preferences

The Preferences tab has seven different areas that organize the setup information for your company, report writing, and customer information. Go to the main screen and click on the Preferences tab above to access it.

General

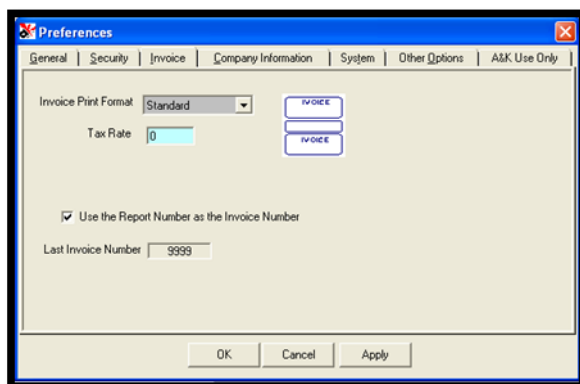
When you access the *Preferences* window, start by going to the General tab. In this tab, you can change or select your state, set the text conversion to Normal, Upper Case, or Proper Case. You also can choose to have date fields that are not available have the words "**N/A**" in them. You also have the option to enable or disable the tips of the day. You can also set up the cost of the State Filing Fee which is usually defaulted to \$2.50 (For California ONLY).



Once you are done, click Apply, exit the **WinTOS** software and restart it.

Invoice

Go to the Invoice tab to set preferences for invoices. You may choose to keep your Invoice Print Format Standard or Simple (Changing the settings to Simple sets it to the user's custom settings). If you want a customized print format, contact A&K Computers. You may set your tax rate in the next option. The last option is to setup your invoice number the same as your report number. *Note: This option should be check-marked for easy invoice tracking.*



When you are done, click Apply to save the changes.

Company Information

In the Company Information tab, you may edit your customer information if it has changed. This section will appear on every report. You may choose to upload a Company Logo by loading an image from your files. The three type fields in the bottom are for custom forms only, so they should be left blank unless *A&K Computers* has made a custom form for your company.

Company Name: A&K COMPUTERS

Address: 3381 Stevens Creek Blvd.

City State Zip: San Jose CA 95117

Telephone #: 408-244-2811

Fax #: 408-241-0113

Alternate #: 408-260-3075

E-Mail: WWW.AKCOMP

Company License: PR 9999

Invoice Form Type:

2nd Page Type(s):

Contract Type:

POP3 E-Mail Server Info.

POP3 Server:

Login:

Password:

Company Logo

Load Image

OK Cancel Apply

Contact A&K Computers for more information on the POP3.

System

The system tab can be used to set up various options in the program that control the system settings. You may change the report number sequence or change the last report number. The Auto Generate Inspection Report File Number box is usually checked, which indicates that Report #'s will automatically be generated to the next available number (The user may enter their own report # by un-checking Auto Generate Inspection Report File Number). You can select A&K Drawings or Microsoft Paint. You may also set the Default Drawing Size to be Small, Medium, Large, or you may set a custom setting. Make sure that the Data and Report paths are appropriate. If not, select Browse to find the right pathway.

Check here if you are running WinTOS on a Network

☒ Auto Generate Inspection Report File Number Last Report Number Used 10000

☐ Bypass Company information when adding a new record

Drawing Program: Paint Brush Default Drawing Size: Small

☐ Spell check in Findings and Recommendations

☐ Use New Company Logo (Enhanced Resolution) Add or Edit New Logo

Data Path: C:\WinTOS Browse.....

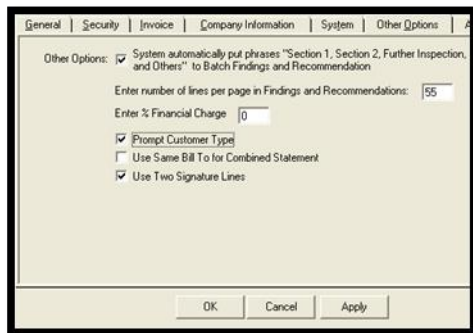
Report Path: C:\WinTOS Browse.....

OK Cancel Apply

When finished, click Apply to save the information.

Other Options

Use this tab to set up the section headers in the Findings and Recommendations section. For most companies, the first checkbox should be checked and the number of lines per page should be set at 55. You may also enter in % Financial Charge and check Prompt Customer Type, Use Same Bill To for Combined Statement, Use Two Signature Lines.



General | Security | Invoice | Company Information | System | Other Options | ?

Other Options: ☒ System automatically put phrases "Section 1, Section 2, Further Inspection, and Others" to Batch Findings and Recommendation

Enter number of lines per page in Findings and Recommendations: 55

Enter % Financial Charge 0

☒ Prompt Customer Type

☐ Use Same Bill To for Combined Statement

☒ Use Two Signature Lines

OK Cancel Apply

When you are done, click Apply and then click OK to finish all.

Write Reports

After doing the beginning setups, you are then ready to start writing reports. Start by clicking on the Write Reports button in the main screen and a big window called “*WOOD DESTROYING PESTS AND ORGANISMS INFESTATION INSPECTION REPORT for A&K COMPUTERS*” will pop up.

Toolbars

Main Tool Bar

The **Main Tool Bar** has many options to choose from:



Exit: This will exit the writing screen back to the main screen.

New: This will start a new report.

Edit: This will let you edit a report.

Save: This will save a report.

Print: This will print a report.

Delete: This will delete a report.

Find: This will let you search or find a report.

Cancel: This will cancel the current selection.

Insert: This will let you add a missing record (Report #).

Shortcut Tool Bar

The **Shortcut Tool Bar** is located on the left side of the report screen. This toolbar can save you time and allow easy access to different areas of the report.

- The **Record** category displays the number of records that are saved in the program.
- Use the “up” or “down” arrow to go to the next or previous record.
- The **five check boxes** below **Record** show whether the certain sections of the report have already been filled out.
- Use the **five shortcut buttons** to access different areas of the report (FR = Finding & Recommendations, NOC = Notice of Completion).
- The blank area of the toolbar is a **history bar** which shows all records related to the current record.
- The **Memo** button keeps track of notes. It also provides a date and user stamp



Writing the Inspection Report

First, start by clicking the New button on the main report window. From there, you will notice that the company name, address, city, state, etc. is automatically filled in from step two of the installation process. Fill in the Building #, Street, City, Zip Code, County Code, and Escrow # of the area of inspection.

When entering in the address and pressing the Enter key, the cursor jumps to the zip code box. This feature allows you to enter the zip code and auto fill the county and city information.

Exit Defaults Record Print Other Forms Archive/Image

Exit New Edit Save Print Delete Find Cancel Insert

Record Report 10011 Number of Pages:

Building # Street City Zip Code County Code

1298 Kifer Road

FR Diagram Invoice

Report #: 9999 Number of Pages:

Building # Street City Zip Code County Code

242 Pinecone Dr. San Jose 98110 222

Company Name: A&K COMPUTERS

Company Address: 3381 Stevens Creek Blvd.

City, State, Zip: San Jose CA 95117

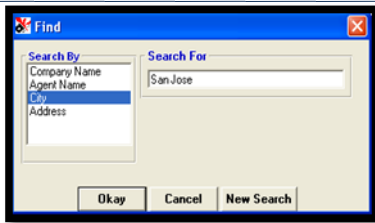
Phone #: 408-244-2811

Date of Inspection Registration # Escrow #

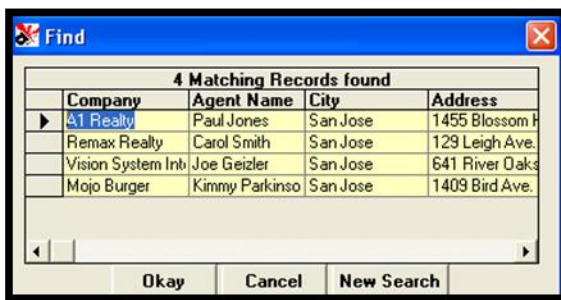
08/20/2011 PR 9999 9192

When you scroll down below, you are to fill in the Ordered By, Property Owner, Report Sent To, and Party in Interest information. Select the address/people/companies that are billed and checkmark them. If you want to quickly fill in the billing and reporting information, you can access the F7 key and F9 key which will go to the Rolodex and Search windows.

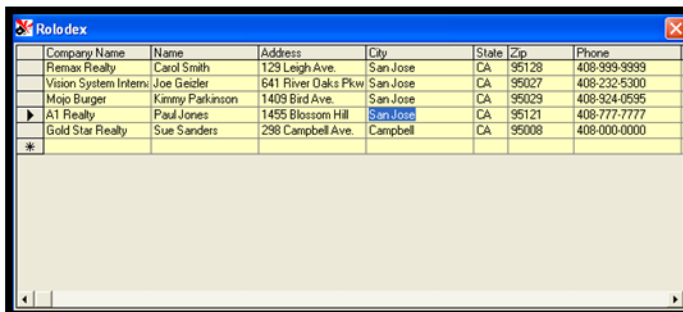
F7: This key will access the *Find* window, where you can find the information you are looking for through the Company Name, Agent Name, City, or Address. Select one of them and type in a keyword (Ex: for City, type in San Jose to find cities with that keyword).



Click Okay and you should see the following information with the city (Ex: San Jose) pop up. Select a Company to bill/report and it will be displayed in whichever category you choose (Ordered By section, Property Owner section, etc.).



F9: If you don't have any customer information saved yet, this button will access the **Rolodex**—an index used to record names, addresses, and telephone numbers. Fill in the appropriate information such as Company Name, Name, Address, etc. Closing the box will automatically save the information.



Once the information is saved, you may go back to the F7 key and you will see that all of the information that you saved can be found in the categories.

Note: Any area with a "Down Arrow" can use the Search and Rolodex function (F7 & F9).

Afterwards, click a Bill To box in any of the four fields, which will send the billing information to the invoice.

Ordered By: Bill To ☐ Joe Geisler Vision System International 641 River Oaks Pkwy San Jose CA 95027 Tel: 408-232-5300 Fax: Email:	Report Sent To: Bill To ☐ Carol Smith Remax Realty 129 Leigh Ave. San Jose CA 95128 Tel: 408-999-9999 Fax: Email:
Property Owner: Bill To ☐ Joe Geisler Vision System International 641 River Oaks Pkwy San Jose CA 95027 Tel: 408-232-5300 Fax: Email:	Party In Interest: Bill To ☐ Sue Sanders Gold Star Realty 298 Campbell Ave. Campbell CA 95008 Tel: 408-000-0000 Fax: Email:

Note: When printing the Inspection Report, a form called the **Second Page Disclaimer** will automatically print with it. This file is NOT shown in the preview screen, but it contains most of the general disclaimers suggested by the Structural Pest Control Board.

When scrolling down more, you will need to write the Original Report # if it is a re-inspection and type in the date of the inspection. When going to the General Description area, by typing in the appropriate code from Findings and Recommendations, a description will be provided below. Use the drop down menu to select the area the inspection tag was posted. Select the appropriate boxes for “Visible Problems”. When you fill in Inspected By, the License # will automatically generate when you press enter. You may or may not choose to Print Digital Signature.

Complete Report ☒ Limited Report ☐ Supplemental Report ☐ Re-Inspection Report ☐ Corrected Report ☐

If this is a re-inspection enter the Original Report # Date of Inspection

General Description:
 One Single Family Dwelling of Stucco and Frame Construction

Inspection Tag Posted: Other Inspection Tags:

Visible Problems:
 ATTIC
 GARAGE
 SUBAREA
☐ Drywood Termites
☒ Fungus / Dryrot
☐ Other Findings
☐ Further Inspection

Inspected by: License #: ☐ Print Digital Signature

Press Save at the tool bar when finished to save the report.

Findings and Recommendations

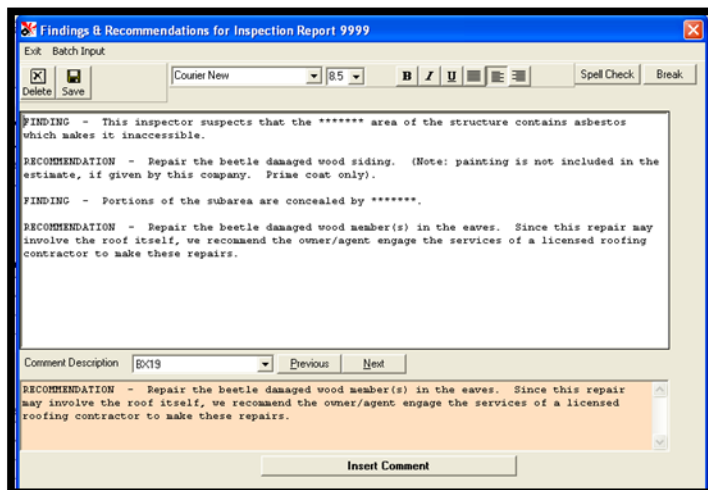
Now, you are ready to enter finding and recommendations into the report.

Look at the **Shortcut Tool Bar** and click on FR to start writing the Findings and Recommendations (A small window may pop up asking you to save the record. Click Yes to save and continue.). A window called “Findings & Recommendations for Inspection Report” will pop up.

Note: There are three ways to write and fill in Findings and Recommendations. You can choose to write it manually, use the Look-Up List, or use the Batch Input Feature.

To write manually, start typing in which findings and recommendations are needed in the big box.

To use the *Look-Up* list, you can use the Comment Description Code # and fill it in appropriately. Press enter and the comment will appear below. Once you are done, click Insert Comment and your message will be displayed for the report.



If you want to write Findings and Recommendations very quickly by using the *Batch Input Feature*, click on **Batch Input** and another window will pop up. The **Batch Input** procedure is highly recommended because of its convenience (however, the procedure has many steps compared to writing manually or using the *Look Up* list).

Batch Input

Prefix, Finding, Recommendation, Price, Section, and Replacements

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement for #####
--------	------	------	-------	------	-----------------------	-----------------------

When accessing the Batch Input window, you need to enter in information such as Prefix, Find, Rec., Price, Sec., Replacement for *****, and Replacement for #####.

Prefix

In the Prefix box, you must fill in codes based on *Inputting Notes* (Notes and comments before findings and recommendations), *Inputting Items* (Findings and recommendations: *Sections 1-5 & Sections 1-11*), and the *Tail* (The last part after the findings and recommendations), which will all be explained.

Inputting Notes: Inputting Notes are notes or comments that you would write before the finding and recommendation headings. To write Inputting Notes, put in the Prefix: 001, 002, 003, and so forth. This will insure that the notes appear before the findings and recommendations in the report. You can make them a “Header” or insert any other code in the Find or Rec. code to make the message pop up.

Exit

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement for #####
			\$0.00			
			\$0.00			
001	header		\$0.00			
*						

Finding & Recommendations Posting for 10013 Complete

Finding "header"

SECTION I CONTAINS ITEMS WHERE THERE IS EVIDENCE OF ACTIVE INFESTATION, INFECTION OR CONDITIONS THAT HAVE RESULTED IN OR FROM INFESTATION OR INFECTION.

Recommendation "" NOT Found

Courier New 8.5

SECTION I CONTAINS ITEMS WHERE THERE IS EVIDENCE OF ACTIVE INFESTATION, INFECTION OR CONDITIONS THAT HAVE RESULTED IN OR FROM INFESTATION OR INFECTION.

SECTION II ITEMS ARE CONDITIONS DEEMED LIKELY TO LEAD TO INFESTATION OR INFECTION BUT WHERE NO VISIBLE EVIDENCE OF SUCH WAS FOUND.

FURTHER INSPECTION ITEMS ARE DEFINED AS RECOMMENDATIONS TO INSPECT AREA(S) WHICH DURING THE ORIGINAL INSPECTION DID NOT ALLOW THE INSPECTOR ACCESS TO COMPLETE HIS INSPECTION AND CANNOT BE DEFINED AS SECTION I OR II.

001 with the “header” information is provided below in the white text box.

Inputting Items: Sections 1-5: The five section method is the most used method for entering in finding and recommendation headings/information. To write Inputting Items for Sections 1-5, put in prefixes such as: 1A, 2A, 3B, 4C, 5D, etc.

Prefix	Find	Rec.	Price/Sec.	Replacement for	Replacement
1a			\$0.00		
2a			\$0.00		
3a			\$0.00		
4a			\$0.00		
5a			\$0.00		

Finding & Recommendations Posting for 8998 Complete

Finding

Recommendation

County New 8.5

1. SUBTERRANEAN TERMITES:

2. DRYWOOD TERMITES:

3. FUNGUS / DRYROT:

4. OTHER FINDINGS:

5. FURTHER INSPECTION:

Section 1: Subterranean Termites

(If writing Findings and Recommendations for *Subterranean Termites* put 1 before a specific letter: 1A, 1B, 1C, 1D, etc.)

Section 2: Drywood Termites

(If writing Findings and Recommendations for *Drywood Termites* put 2 before a specific letter: 2A, 2B, 2C, 2D, etc.)

Section 3: Fungus/Dryrot

(If writing Findings and Recommendations for *Fungus/Dryrot* put 3 before a specific letter: 3A, 3B, 3C, 3D, etc.)

Section 4: Other Findings

(If writing Findings and Recommendations for *Other Findings* put 4 before a specific letter: 4A, 4B, 4C, 4D, etc.)

Section 5: Further Inspection

(If writing Findings and Recommendations for *Further Inspection* put 5 before a specific letter: 5A, 5B, 5C, 5D, etc.)

Inputting Items: Section 1-11: The eleven section method is the older method for entering in finding and recommendation headings/information. To write Inputting Items for Sections 1-11, put in prefixes such as: 01A, 02A, 03B, 04C, 05D, 06E, 07A, 08B, 09C, etc.

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement
01a			\$0.00			
02a			\$0.00			
03a			\$0.00			
04a			\$0.00			
05a			\$0.00			
06a			\$0.00			
07a			\$0.00			
08a			\$0.00			
09a			\$0.00			

* * *

Finding & Recommendations Posting for 10011 Complete

Finding

Recommendation

Courier New 8.5

1. SUBSTRUCTURE AREA:

2. STALL SHOWER:

3. FOUNDATIONS:

4. PORCHES - STEPS:

01A corresponds to *Substructure Area*, 02A corresponds to *Stall Shower*, and so forth.

5. VENTILATION:

6. ABUTMENTS:

7. ATTIC SPACES:

8. GARAGES:

9. DECKS - PATIOS:

10. OTHER - INTERIOR:

11. OTHER - EXTERIOR:

Section 01: Substructure Area

(If writing Findings and Recommendations for *Substructure Area* put 01 before a specific letter: 01A, 01B, 01C, 01D, etc.)

Section 02: Stall Shower

(If writing Findings and Recommendations for *Stall Shower* put 02 before a specific letter: 02A, 02B, 02C, 02D, etc.)

Section 03: Foundations

(If writing Findings and Recommendations for *Foundations* put 03 before a specific letter: 03A, 03B, 03C, 03D, etc.)

Section 04: Porches – Steps

(If writing Findings and Recommendations for *Porches – Steps* put 04 before a specific letter: 04A, 04B, 04C, 04D, etc.)

Section 05: Ventilation

(If writing Findings and Recommendations for *Ventilation* put 05 before a specific letter: 05A, 05B, 05C, 05D, etc.)

Section 06: Abutments

(If writing Findings and Recommendations for *Abutments* put 06 before a specific letter: 06A, 06B, 06C, 06D, etc.)

Section 07: Attic Spaces

(If writing Findings and Recommendations for *Attic Spaces* put 07 before a specific letter: 07A, 07B, 07C, 07D, etc.)

Section 08: Garages

(If writing Findings and Recommendations for *Garages* put 08 before a specific letter: 08A, 08B, 08C, 08D, etc.)

Section 09: Decks – Patios

(If writing Findings and Recommendations for *Decks – Patios* put 09 before a specific letter: 09A, 09B, 09C, 09D, etc.)

Section 10: Other Interior

(If writing Findings and Recommendations for *Other Interior* put 10 before a specific letter: 10A, 10B, 10C, 10D, etc.)

Section 11: Other Exterior

(If writing Findings and Recommendations for *Other Exteriors* put 11 before a specific letter: 11A, 11B, 11C, 11D, etc.)

Tail: The tail is the last comment that would come after the findings and recommendations. To input a tail in batch input use the following prefixes: 99A, 99B, or 99C. These prefixes will insure that the tail will appear after the findings and recommendations on the report.

The screenshot shows a software interface. At the top, there is a table with columns for Prefix, Find, Rec., Price, Sec., Replacement for, and Replacement for. The first row has '99a' in the Prefix column and 'tail' in the Find column. Below the table, there is a section titled 'Finding & Recommendations Posting for 10013 Complete'. It contains two sub-sections: 'Finding' and 'Recommendation'. Below these, there is a text box with a disclaimer: 'Thank you for selecting our company to perform a structural pest control inspection on your property. Our inspectors have determined that your property will benefit from the safe application of a chemical commonly used for structural pest control. In accordance with the laws and regulations of the State of California, we are required to provide you and your occupants with the following information prior to any application of chemicals to such property. Please take a few moments to read and become familiar with the content. State Law requires that you be given the following information: ***CAUTION - PESTICIDES ARE TOXIC CHEMICALS. Structural Pest Control Operators are licensed and regulated by the Structural Pest control Board, and apply pesticides which are registered and approved for use by the California Department of Food and Agriculture and the United States Environmental Protection Agency. Registration is granted when the state finds that based on scientific evidence, there are no appreciable risks weighed by the benefits. The degree of risk depends on the degree of exposure, so exposure should be minimized.''

In a Tail prefix (99A, 99B, or 99C), when writing the word "tail" in either the Find box or Rec. box, all the text in the white text box will appear after posting the finding and recommendation.

Finding

In the Find box, put in finding codes from 101 – 939 and A01 – B80.

The screenshot shows a software interface. At the top, there is a table with columns for Prefix, Find, Rec., Price, Sec., Replacement for, and Replacement for. The first row has '1a' in the Prefix column and '113' in the Find column. Below the table, there is a section titled 'Click Here to Post the Batch Input'. It contains a text box with the text: 'Finding "113" FINDING - Possible hidden dampwood termite damage at area indicated.'

When you put in a finding in the Find box, the information for the following code (Example: Finding "113") will show below. When you click Click Here to Post the Batch Input, the information will be posted and show below in the white box.

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement for #####
1a	113		\$0.00			
2a			\$0.00			
3a			\$0.00			
4a			\$0.00			
5a			\$0.00			
*						

Building # 333

Company

Company

City

Or

Printer

Finding & Recommendations Posting for 10012 Complete

Finding

Recommendation

Courier New 8.5

1. SUBTERRANEAN TERMITES:

1A - FINDING - Possible hidden dampwood termite damage at area indicated.

2. DRYWOOD TERMITES:

Example: For Prefix 1A (Subterranean Termites), finding 113 is written below.

Recommendation

In the Rec. box, put in recommendation codes from BX01 – CD02, and EC01 – ZX23.

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement for #####
1a	113	BX01	\$0.00			
2a			\$0.00			
3a			\$0.00			
4a			\$0.00			
5a			\$0.00			
*						

Click Here to Post the Batch Input

Finding "113"

FINDING - Possible hidden dampwood termite damage at area indicated.

Recommendation "BX01"

RECOMMENDATION - Fumigate the structure for the control of wood destroying beetles. Owner or agent to prepare the structure for fumigation as per list of instructions to be furnished by this company. The structure must be vacated until released for re-entry by the licensed fumigator.

Courier New 8.5

When you put in a Recommendation in the Rec. box, the information for the following (Example: Recommendation "BX01") will show below the Finding information box. Click Click Here to Post the Batch Input when finished and to preview the information in the white box below.

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement for #####
1a	113	BX01	\$0.00			
2a			\$0.00			
3a			\$0.00			
4a			\$0.00			
5a			\$0.00			
*						

Finding & Recommendations Posting for 10012 Complete

Finding

Recommendation

Courier New 8.5

1. SUBTERRANEAN TERMITES:

1A - FINDING - Possible hidden dampwood termite damage at area indicated.

RECOMMENDATION - Fumigate the structure for the control of wood destroying beetles. Owner or agent to prepare the structure for fumigation as per list of instructions to be furnished by this company. The structure must be vacated until released for re-entry by the licensed fumigator.

Example: For Prefix 1A (*Subterranean Termites*), recommendation BX01 is written below Finding 113.

Price

In the Price box, fill in the price for the item based on the findings and recommendations, which you can later transfer into the Contract information.

Prefix	Find	Rec.	Price	Sec.
1a	113	BX01	\$220.00	
2a			\$0.00	
3a			\$0.00	
4a			\$0.00	
5a			\$0.00	
*				

Section

In the Sec. box, you must put in a section number based on numbers 1 – 4.

Section Numbers 1 – 4

1 = SECTION I: Active infestations and infections and the resulting damage

2 = SECTION II: Conditions present which could lead to an infestation/infection

3 = SECTION III: Further Inspection

4 = SECTION IV: Other Time and Material

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement for #####
1a	113	8-01	\$220.00	1		
2a			\$0.00			
3a			\$0.00			
4a			\$0.00			
5a			\$0.00			
*						

Finding & Recommendations Posting for 10012 Complete

Finding

Recommendation

Courier New 85

1. SUBTERRANEAN TERMITES:

1A - FINDING - Possible hidden dampwood termite damage at area indicated.

RECOMMENDATION - Fumigate the structure for the control of wood destroying beetles. Owner or agent to prepare the structure for fumigation as per list of instructions to be furnished by this company. The structure must be vacated until released for re-entry by the licensed fumigator. SECTION 1

The section number appears in the white text box AFTER the Recommendation.

Replacement for *****

In some findings/recommendations (Example: Finding "101"), there are 7 asterisks, which indicate that a word needs to replace those asterisks.

FINDING - This inspector suspects that the ***** area of the structure contains asbestos which makes it inaccessible.

Finding "101" has asterisks, which needs to be replaced by an actual word.

To replace the ***** with a different word, go to the Replacement for ***** box and type in the word (Example: Garage).

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement for *****
1a	113	8-01	\$220.00	1		
2a	101		\$0.00	2	Garage	
3a			\$0.00			
4a			\$0.00			
5a			\$0.00			

Finding & Recommendations Posting for 10012 Complete

Finding

Recommendation

Courier New 8.5

RECOMMENDATION - Fumigate the structure for the control of wood destroying beetles. Owner or agent to prepare the structure for fumigation as per list of instructions to be furnished by this company. The structure must be vacated until released for re-entry by the licensed fumigator. SECTION 1

2. DRYWOOD TERMITES:

2A - FINDING - This inspector suspects that the Garage area of the structure contains asbestos which makes it inaccessible.

The word
replaces the
asterisks in
Finding 101
for 2A.

Replacement for

For a few Findings/Recommendations (Example: Finding "738"), there 2 or more areas with 7 asterisks.

738	FINDING - ***** damage to the ***** in the attic area.
-----	--

For the second set of asterisks after the first set of asterisks, you can replace that with a word by writing a word in the Replacement for ##### box (Example: area).

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement for #####
1a	113	8-01	\$220.00	1		
2a	101		\$0.00	2	Garage	
3a	738		\$0.00		Kitchen	area
4a			\$0.00			
5a			\$0.00			

Finding & Recommendations Posting for 10012 Complete

Finding

Recommendation

Courier New 8.5

3. FUNGUS / DRYROT:

3A - FINDING - Kitchen damage to the Kitchen in the attic area.

Full Complete Batch Input

Once you fill in the Prefix, price, Finding and Recommendation #s, replacement information, etc. for the areas affected, click [Click here to Post the Batch Input](#) and the information will be posted:

Note: It is always a good practice to insert notes, findings and recommendations, and tail in the order that they are intended to appear on the report.

Prefix	Find	Rec.	Price	Sec.	Replacement for *****	Replacement for #####
001	header		\$0.00			
1a	113	B001	\$220.00	1		
2a	101		\$220.00	2	Garage	
3a	738	B003	\$190.00	3	Kitchen	area
4a	415		\$1,000.00	1		
5a	513		\$240.00	2		
*						

Finding & Recommendations Posting for 10012 Complete

Finding "513"
FINDING - In the inspector's opinion, the number/size of the foundation vents is less than that recommended by this industry and no other form of moisture control is present to compensate for this lack of ventilation.

Recommendation "" NOT Found

Courier New 8.5

SECTION I CONTAINS ITEMS WHERE THERE IS EVIDENCE OF ACTIVE INFESTATION, INFECTION OR CONDITIONS THAT HAVE RESULTED IN OR FROM INFESTATION OR INFECTION.
SECTION II ITEMS ARE CONDITIONS DEEMED LIKELY TO LEAD TO INFESTATION OR INFECTION BUT WHERE NO VISIBLE EVIDENCE OF SUCH WAS FOUND.
FURTHER INSPECTION ITEMS ARE DEFINED AS RECOMMENDATIONS TO INSPECT AREA(S) WHICH DURING THE ORIGINAL INSPECTION DID NOT ALLOW THE INSPECTOR ACCESS TO COMPLETE HIS INSPECTION AND CANNOT BE DEFINED AS SECTION I OR II.

1. SUBTERRANEAN TERMITES:

1A - FINDING - Possible hidden dampwood termite damage at area indicated.

RECOMMENDATION - Fumigate the structure for the control of wood destroying beetles. Owner or agent to prepare the structure for fumigation as per list of instructions to be furnished by this company. The structure must be vacated until released for re-entry by the licensed fumigator. SECTION 1

2. DRYWOOD TERMITES:

2A - FINDING - This inspector suspects that the Garage area of the structure contains

3. FUNGUS / DRYROT:

3A - FINDING - Kitchen damage to the Kitchen in the attic area.

RECOMMENDATION - Locally treat for the control of wood boring beetles in the accessible work members. FURTHER INSPECTION IF REQUIRED

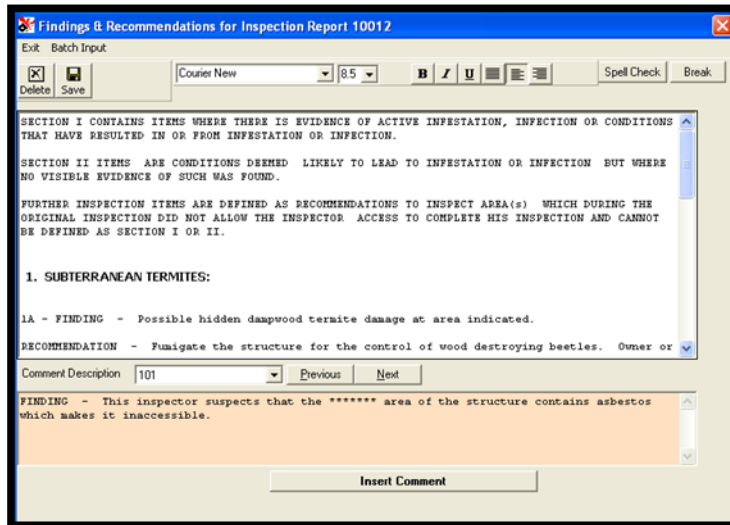
4. OTHER FINDINGS:

4A - FINDING - Evidence of wood boring beetles noted at the wood porch.

5. FURTHER INSPECTION:

5A - FINDING - In the inspector's opinion, the number/size of the foundation vents is less than that recommended by this industry and no other form of moisture control is present to compensate for this lack of ventilation.

Once you overwrite the file, you will notice in the *Findings and Recommendations* window that the information is posted.

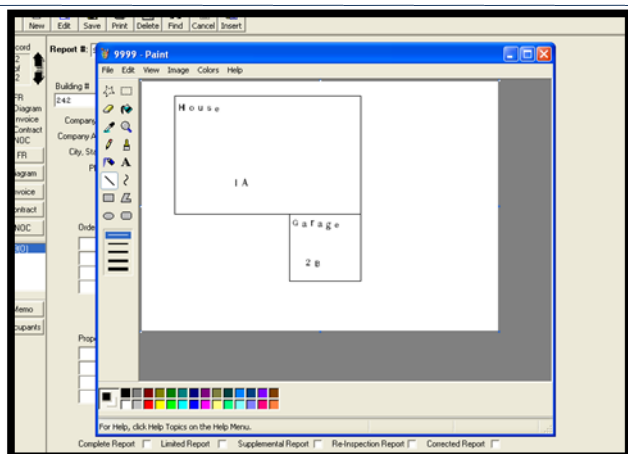


Click the Save key above to save, then click Exit to finish.

Back to Writing the Inspection Report

Diagram

When finished with findings and recommendations, click on Dialog in the **Shortcut Tool Bar**. The default office for making the diagram, *Microsoft Paint*, will pop up. Make a diagram of the areas inspected and indicate areas with findings and recommendations (Example 1A for area one, 1B for area two).



Click the X button on the top right, and click Yes to save the diagram. When it is closed, you will then notice in the **Shortcut Tool Bar** that the Diagram section is checked, which indicates that it is completed.

Invoice

(A more detailed explanation of this process is in the Payments page of the manual)

Go on to the **Shortcut Tool Bar** and click on Invoice. The *Invoice* window will then pop up. Here you may post payments and add additional charges. To add a charge, simply add any charges in the charges column and click *Enter*. To post a payment, write the information required in the Paid/Adjustment box and post when finished. When you are done, click the Save key and then click Exit. *Note: For the currency field, do NOT type in the dollar symbol (\$)!*

Charged	Paid/Adjustment
Inspection 120.00	
Contract .00	
Labor/Materials .00	
Misc. .00	
Interest .00	

Date	Check#	Debit	Credit	Remarks

Balance Charged \$120.00
 Payment .00
 Balance \$120.00

Payment/Adjustment Posting
 Date
 Check#
 Paid(Credit) 0
 Adj(Debit) 0
 Remarks
 Post

*Note: You may access the Invoice screen in another way by going to the main **WinTOS** screen and clicking on the Payments tab.*

You will then notice at the **Shortcut Tool Bar** that the Invoice section is checked, which indicates that it is completed.

If you want to print the report, make sure that the date range, the charges, and the information are all entered in.

INVOICE / STATEMENT
A&K COMPUTERS
 3381 Stevens Creek Blvd.
 San Jose CA 95117
 Tel 408-244-2811 Fax 408-241-0113 All 408-260-3075

Date: 08/18/11
 Report Number: 10000
 Invoice Number: 10000
 Escrow Number:

Property Inspected: 1298 Kifer Rd
 Sunnyvale, CA 94086

Bill To: 1298 Kifer Rd
 Sunnyvale, CA 94086

Description of Service

Inspection Amount:	\$20.00
Contract:	\$10.00
Labor/Materials:	\$0.00
Miscellaneous:	\$0.00
Interest:	\$0.00
Invoice Total:	\$30.00
Payments:	\$0.00
Additional Charge:	\$0.00
Total Due:	\$30.00

RETAIN THIS COPY FOR YOUR RECORDS
THANK YOU FOR YOUR BUSINESS
 CUT HERE CUT HERE CUT HERE

If the following print screen looks correct to you (the date, total amount due, report number, etc.), then you can exit the preview screen and print the page.

Contract

This screen, which you can access by clicking on Contract in the **Shortcut Tool Bar**. You can fill out the information manually, or do it quicker by accessing the Batch Input tab. To do it even quicker, click Copy from FR in the *Contract Batch Input* window. You will notice that the information you put on the Batch Input for Findings and Recommendation is copied into the Batch Input for the Contract.

Contract Batch Input

Copy from FR

Prefix	Find	Rec	Price	Sec	Replacement for	Replacement for
1A	101	bx17	\$200.00			
2B	106	bx19	\$200.00			

[Click Here to Post the Batch Input](#)

Finding "101"
 FINDING - This inspector suspects that the " " area of the structure contains asbestos which makes it inaccessible.

Recommendation "101"
 RECOMMENDATION - Repair the beetle damaged wood siding. (Note: painting is not included in the estimate, if given by the company. Please call only.)

Counter New 10

From there, click Click here to Post the Batch Input and overwrite the information. Exit the *Batch Input* screen and you will see that the information is in the information box.

Prefix	Section 1	Section 2	Inspection	Others
1A				250.00
2B				200.00

Total: 450.00 Grand: 450.00

When finished, click Save then Yes and click Exit. You will then notice at the Shortcut Tool Bar that the Contract section is checked, which indicates that it is finished.

Notice of Completion

To start the Notice of Completion, click NOC on the **Shortcut Tool Bar**. When the screen pops up, you will notice that the property information is automatically filled in. Make sure to input the date of completion. This is a standard notice of completion form. Simply fill in the items completed and the items not completed and associated costs in the appropriate boxes. The bottom box is for comments or certification.

Notice of Completion # 9999 Report # 9999

Building No. 242 Street Pinecone Dr. City San Jose Zip Code 98110 County Code 222

Company Name: A&K COMPUTERS
 Company Address: 3381 Stevens Creek Blvd.
 City, State, Zip: San Jose CA 95117

Date of Completion 08/12/11 Registration # PR 9999 Escrow #

Ordered By: Billy Report Sent To: Pest Control Company

Property Owner: Billy Party of Interest:

This is to certify that the following recommendations on the above designated property, as outlined in Wood Destroying Pests and Inspection Report No. 9999, dated 08/12/11

Recommendations completed by this firm that are in accordance with the Structural Pest Control Board's rules and Regulations: Code bx17

RECOMMENDATION - Repair the beetle damaged wood siding. (Note: painting is not included in the estimate, if given by this company. Prime coat only).

Recommendations completed by this firm that are considered secondary and substandard measures under Section 1992 of the Structural Pest Control Board's Rules and Regulations including person requesting secondary measure. Code bx19

RECOMMENDATION - Repair the beetle damaged wood member(s) in the eaves. Since this repair may involve the roof itself, we recommend the owner/agent engage the services of a licensed roofing contractor to make these repairs.

Cost: 200
 Inspection Fee: 0
 Other: 0
 Total: 200

Recommendations not completed by this firm: Code:

Estimated Cost: Remarks:

Inspected by: JORDEN License #: 999999 ☒ Print Digital Signature

To input the chemical used, select the Chemical Used button at the top of the top of the NOC page:

Notice of Completion of Work for A&K COMPUTERS

Exit Record Chemical Used Batch Input ArchiveImage

Exit Edit Save Print

Record 1 of 0

Notice of Completion # 10013

Building No. Street City

The chemical usage window then appears. Enter the chemicals used by entering in the chemical code in Code (From the Pesticide Code

information) and press enter. The chemical name will then pop up in Description. Enter the amount used (the number only represents ounces of active concentrate used). This data will be available when you create your Use Report.

To add additional NOCs, go to the Other Forms tab and select 2nd NOC or 3rd NOC. You can have a maximum of three NOCs.

Memo

The memo button can be used to write down extra notes needed for anything such as things to remember. To access the memo, go to the **Shortcut Tool Bar** on the left and click Memo below. Write down any information needed or to remember and simply click Close and Yes in the saving window to save and exit the memo.

Occupants

The Occupants button will let you record and save information based on the occupant and owner. To access the button, go to the **Shortcut Tool Bar** and click on Occupants below Memo. Fill in the information and close and click Yes to save and exit.

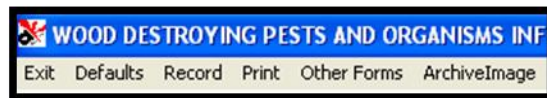


The screenshot shows a window titled "Occupants Information" with a report number "9999". The form contains the following fields:

Occupant's Name	BILLY SMITH
Cross Street	STEVENS CREEK BLVD
Access	
Building Type	SINGLE FAMILY
Home Phone	408-888-8888
Work Phone	408-888-8888
Map Reference	83487
Description	STUCCO
Closing Date	08/31/11
Square Feet	2000 SQUARE FT
Garage/Roof	YES
Loan Type	BANK AMERICA

Inspection Report Options

In the top part of the main screen of the inspection report, this toolbar is seen:



Each tab will be explained:

Exit

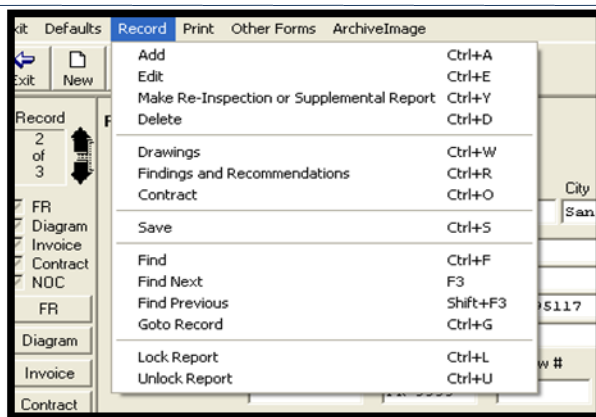
This button will exit you from the program. Before you exit, you are given the opportunity to save.

Defaults

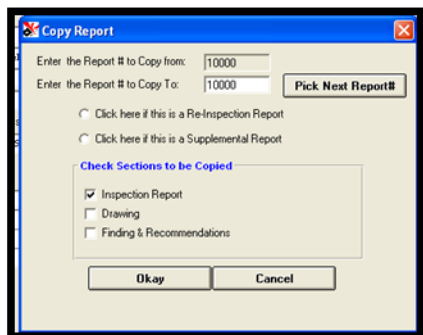
With this button, you can choose to set or clear defaults that you make.

Record

When accessing the Record tab, these options are available:



You can choose to Add or Edit your report. If you want to start a Re-inspection or Supplemental Report, scroll down the Record tab and click on make Re-inspection or Supplemental Report. Select between creating a Re-inspection or Supplemental report and choose which sections of the original report to copy over. Select Pick Next Report# to automatically assign the next available report number. The property information will automatically fill in.



Note that the two records are tied together in the record window. When you view either report, you can easily see that the two records are linked together:

(O) for Original Report

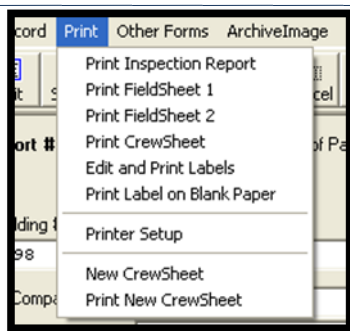
(R) for Re-Inspection Report

(S) for Supplemental Report

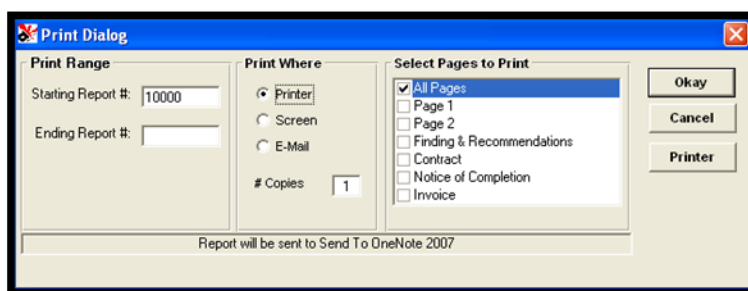
When you are done, click Okay so that the section may be copied over. The other options on Record are just other ways to access the FR, Diagram, and Contract. You may also choose to save the report, clear the report, go to the next/previous report, and lock/unlock the report.

Print

When you access the Print option, these are the options that you will see:



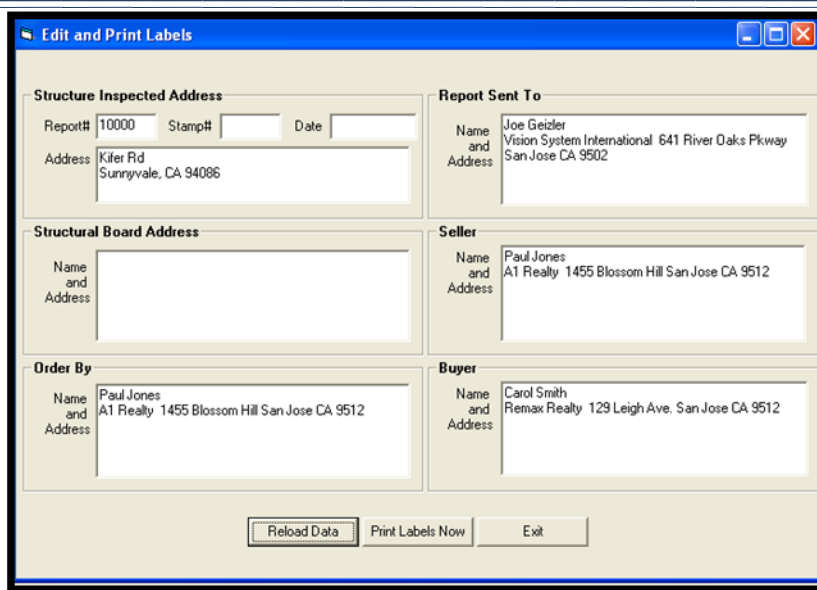
If you want to print an Inspection Form, click on Print Inspection Report and this screen will appear:



Select and check the options given. Click OK when you want to start the print job. Select All Pages in the *Pages to Print* option if you want to print all documents pertaining to the specified Inspection Report.

Back at the Print menu, you may choose to print FieldSheet 1, FieldSheet 2, or CrewSheet by selecting either to print for the screen or the printer for the location and by selecting Print afterwards.

If you want to edit the “Ordered By, Report Sent To, Property Owner, and Party In Interest” labels to print them, go to Edit and Print Labels in the Print option. When the window pops up, write down the following information or click Reload Data to receive the data that you wrote down for the report and click Print Labels Now when you are ready to print.

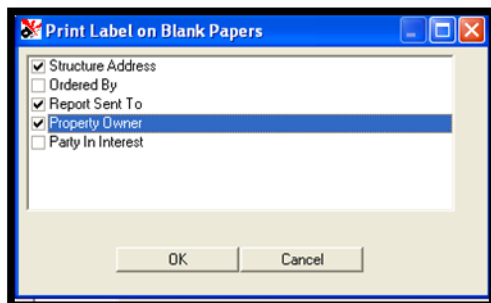


Edit and Print Labels

Structure Inspected Address Report# 10000 Stamp# Date Address Kifer Rd Sunnyvale, CA 94086		Report Sent To Name and Address Joe Geitzler Vision System International 641 River Oaks Pkway San Jose CA 9502
Structural Board Address Name and Address		Seller Name and Address Paul Jones A1 Realty 1455 Blossom Hill San Jose CA 9512
Order By Name and Address Paul Jones A1 Realty 1455 Blossom Hill San Jose CA 9512		Buyer Name and Address Carol Smith Remax Realty 129 Leigh Ave. San Jose CA 9512

Reload Data Print Labels Now Exit

If you want to print the labels on separate blank sheets of paper, go to Print and click on Print Label on Blank Paper. Check the boxes based on what you which labels you want to print.

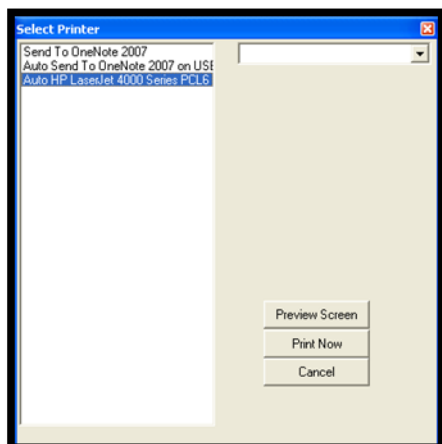


Print Label on Blank Papers

- ☒ Structure Address
- ☐ Ordered By
- ☒ Report Sent To
- ☒ Property Owner
- ☐ Party In Interest

OK Cancel

Then, click OK and select Print to print your label(s). If you want to preview what you are printing, select Preview Screen.



Select Printer

Send To OneNote 2007
 Auto Send To OneNote 2007 on USB
 Auto HP LaserJet 4000 Series PCL6

Preview Screen
 Print Now
 Cancel

If you need to setup your printer, select Printer Setup in the Print option. You may also choose to create a new crew sheet and print it in the Print option.

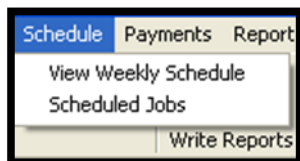
Other Forms

In the Other Forms option, you may edit the Soil Treatment Guarantee. Simply fill in the required information, click Save, and then Print. You may also edit the NOC and choose to add a 2nd or 3rd NOC report.

Archive Image

To access this feature, contact *A&K Computers*.

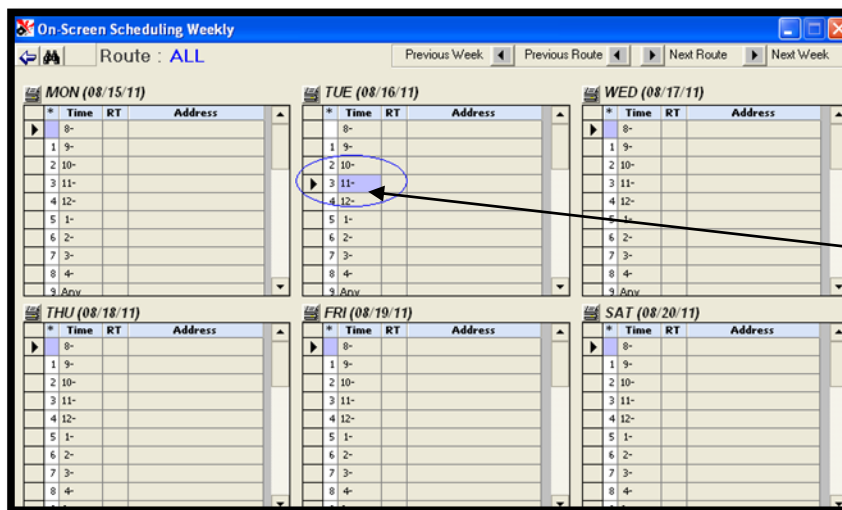
Schedule



Most companies have their own way of scheduling (such as Google Documents, Microsoft Excel, etc.). However, you may use the appointment scheduling feature in the **WinTOS** software if needed/wanted.

View Weekly Schedule

To schedule an appointment, go to the main **WinTOS** screen and select Schedule. From there, click on View Weekly Schedule. The *On-Screen Scheduling Weekly* window will pop up, where you can double click on any of the time fields to start writing an appointment.



Double click any of the tabs in Time to write an appointment for the certain time and date (Ex: This example is 11:00 AM @ 08/16/11).

Once you double click on a time field, the *Scheduled Jobs* window will pop up, where you may fill in the appropriate information including assigned route.

Scheduled Jobs

Exit Add Save Delete Reset

Serial# 0000001

Date 08/16/11

Time Slot 3 Route 11-12 PM

Building # 3381 Street Stevens Creek Blvd. City San Jose Zip Code 95117 County Code 43

Complete Report ☒ Limited Report ☐ Supplemental Report ☐ Re-Inspection Report ☐

Ordered By Paul Jones Report Sent To Sue Sanders

A1 Realty Gold Star Realty

1455 Blossom Hill 298 Campbell Ave.

San Jose CA 95121 Campbell CA 95008

Property Owner Paul Jones Party Interest Joe Geizler

A1 Realty Vision System International

1455 Blossom Hill 641 River Oaks Pkwy

San Jose CA 95121 San Jose CA 95027

Note

Create Report 10007

Print FieldSheet 1

Print FieldSheet 2

For these categories, you may use the F7 and F9 keys to search or access the Rolodex index. You can also use the “Down Arrow” to locate the information.

Selecting Save and exiting will bring up the scheduled inspection into the *On-Screen Scheduling Weekly* window:

On-Screen Scheduling Weekly

Route : **ALL** Previous Week Previous Route

MON (08/15/11)

* Time	RT	Address
0-		
1 9-		
2 10-		
3 11-		
4 12-		
5 1-		
6 2-		
7 3-		
8 4-		
5 Day		

TUE (08/16/11)

* Time	RT	Address
0-		
1 9-		
2 10-		
3 11-		3381 Stevens Creek Blvd., S
4 12-		
5 1-		
6 2-		
7 3-		
8 4-		
5 Day		

THU (08/18/11)

* Time	RT	Address
0-		

FRI (08/19/11)

* Time	RT	Address
0-		

To reschedule an inspection, double click the appointment and change the date or time slot in the *Scheduled Jobs* screen. Then, Save and exit. The time slot is represented by the time slot number. When you need to change the time slot, simply select the time slot number desired (Example: 9-10 AM is time slot 1 and 10-11 AM is time slot 2).



The screenshot shows the 'New' button in the 'New' button group. The button is labeled 'New' and has a small icon of a document with a plus sign. It is located in the top right corner of the 'New' button group.

There are two types of field sheets available:

Ordered: Paul Jones
A1 Realty
1455 Blossom Hill
San Jose CA 95121

Owner: Paul Jones
A1 Realty
1455 Blossom Hill
San Jose CA 95121

Buyer:

Escrow:

Escrow # _____ Closing Date _____

ORIGINAL REPORT ☒ LIMITED REPORT ☐ SUPPLEMENTAL REPORT ☐ REINSPECTION REPORT ☐

GENERAL DESCRIPTION:

INSPECTION TAG POSTED:

OTHER INSPECTION TAGS:

PROPERTY ADDRESS 3381 Stevens Creek Blvd. CITY San Jose ZIP CODE 95117

Appointment with _____ For _____ At _____ Inspection Fee _____

Field sheet 1

FIELD WORK SHEET

PROPERTY ADDRESS 3381 Stevens Creek Blvd., San Jose CA, 95117 Appointment Date & Time 08/16/11
Inspection Date & Time _____

REPORT # 10007 DATE OF INSPECTION 08/16/11

Occupant's Name _____ Home Phone _____ Work Phone _____

Cross Street _____ Map Ref. _____

Access _____ Square Feet _____ Garage/Roof _____

Insp. _____ Inspection Fee _____ Cash/Check _____

Building Type _____ Loan Type _____ Closing Date _____

Ordered By: Paul Jones
A1 Realty
1455 Blossom Hill
San Jose CA 95121

Owner: Paul Jones
A1 Realty
1455 Blossom Hill
San Jose CA 95121

Escrow:

Escrow # _____

ORIGINAL REPORT ☒ LIMITED REPORT ☐ SUPPLEMENTAL REPORT ☐ REINSPECTION REPORT ☐

GENERAL DESCRIPTION:

INSPECTION TAG POSTED:

OTHER INSPECTION TAGS:

Cellulose Insulation ☐ Drywood Termites ☐ Fungal/Dryrot ☐ Other Fungus ☐ Further Inspection ☐

Field Sheet #2

If you select the Create Report button before the print field sheet, the property information will be filled in on the field sheet. The report number will default to the next available report number unless you wish to enter your own.

The screenshot shows the 'Scheduled Jobs' application window. A 'Create Report' dialog box is open in the center, prompting the user to enter a report number. The dialog contains the following fields:

- Schedule Serial#: 0000001
- Enter the Report # to Create: 10016
- Buttons: Okay, Cancel

The background window shows the following data:

- Serial#: 0000001
- Date: 08/25/11
- Time Slot: 1 9-10 AM
- Route: 01
- Building #: 444, Street: Cash Street
- City: San Jose, Zip Code: 95124, County Code: 43
- Complete Report: ☒ Limited Report: ☐
- Ordered By: Larry James, 444 Cash Street, San Jose, CA 95124
- Property Owner: Larry James, 444 Cash Street, San Jose, CA 95124
- Party Interest: (empty)
- Note: (empty)
- Buttons: Create Report, Print FieldSheet 1, Print FieldSheet 2
- Status bar: Record Saved

Click Okay and print out a field sheet. *Note: If an inspector returns with a cancelled inspection, you can search for the report number that was assigned in the schedule from the report writer page and delete that report. When you delete it, the report number will be available and can be re-assigned.*

Scheduled Jobs

To view scheduled jobs for a particular day, select the Schedule button in the main **WinTOS** screen and click Scheduled Jobs. You may scroll through the jobs using the arrows at the top.

The screenshot shows the 'Scheduled Jobs' application window with the full form visible. The data is as follows:

- Serial#: 0000001
- Date: 08/25/11
- Time Slot: 1 9-10 AM
- Route: 01
- Building #: 444, Street: Cash Street
- City: San Jose, Zip Code: 95124, County Code: 43
- Complete Report: ☒ Limited Report: ☐ Supplemental Report: ☐ Re-Inspection Report: ☐
- Ordered By: Larry James, 444 Cash Street, San Jose, CA 95124
- Report Sent To: (empty)
- Property Owner: Larry James, 444 Cash Street, San Jose, CA 95124
- Party Interest: (empty)
- Note: (empty)
- Buttons: Create Report, Print FieldSheet 1, Print FieldSheet 2

Note: To print a crew sheet, go to the report writer page and pull up the report for that property. Select the print button at the very top. Then, select "Print Crew Sheet" to print it.

When you go back to the *On-Screen Scheduling Weekly* window, by clicking the Printer icon at the top of each date, you can print out the route sheet for the specific date. The schedule view will be default on all routes but can be changed to view individual routes.

Payments

The Payment button on the main **WinTOS** is meant to be a shortcut to access and view/modify or print an invoice. The original invoice is normally created on the Write Reports tab when writing a report or issuing a notice of completion. To start posting payments, from the main **WinTOS** screen, select the Payments tab. The invoice screen will then appear:

First, you may manually type in an invoice number and click the Enter button or you may select the Find tab above to search for an invoice by *Invoice #, Inspected Name, or Report #*. **To complete bill for properties, the inspected Bill To field needs to be checked.**

The screenshot shows the 'Invoice' window with a 'Find' dialog box open. The 'Find' dialog has two tabs: 'Search By' and 'Search For'. Under 'Search By', 'Invoice#' is selected. The 'Search For' field is empty. The 'Invoice' window shows fields for Invoice# (10000), Report# (10000), Date (08/18/11), Inspected (1238 Kifer Rd, Sunnyvale, CA 94086), and Bill To. Below these are 'Charged' fields: Inspection (20.00), Contract (10.00), Labor/Materials (.00), Misc. (.00), and Interest (.00). At the bottom, there is a 'Description of Work' field and a 'Payment/Adjustment Posting' section with fields for Date (08/25/11), Check#, Paid(Credit) (0), and Adj(Debit) (0).

If the inspected information is the same as the billing address, click on the hand symbols to copy the address across to the next field.

The screenshot shows the 'Invoice' window with Invoice# (9998), Report# (9998), and Date (08/14/11). The 'Inspected' field contains '222 Drive Lane, San Jose, CA 98776'. The 'Bill To' field also contains '222 Drive Lane, San Jose, CA 98776'. Two hand symbols are visible between the 'Inspected' and 'Bill To' fields, indicating a copy action.

To create a charge related to an inspection fee or work completed, go to the Charged box and simply fill in the charges.

The screenshot shows the 'Charged' box with a blue circle highlighting the input fields. The 'Charged' box has a table with the following data:

	Charged
Inspection	20.00
Contract	10.00
Labor/Materials	.00
Misc.	.00
Interest	.00

Below the table is a 'Description of Work' field.

To post a payment, go to the Payment/Adjustment Posting box and, fill in the information, and click Post.

Payment/Adjustment Posting

Date **08/25/11**

Check# **3135**

Paid(Credit) **120.00**

Adj(Debit) **50.00**

Remarks **Overdue Fee**

Post

When clicking Post, the transaction will jump into the Paid/Adjustment box:

Paid/Adjustment

Date	Check#	Debit	Credit	Remarks
08/25/11	1315	.00	120.00	\$120.00

* To delete a payment, double click on the line above.

For the Remarks box, enter in memo or check #.

Note that if you want to delete a payment, all you have to do is double click on a line above in the Paid/Adjustment box. To create an additional invoice, select the Additional Invoice button at the top. Select Print to print an invoice or statement.

Example of a Posted Transaction

Invoice

Exit Save Delete Print Find Additional Invoice

Invoice# 9998 Report# 9998 Date 08/14/11

Inspected: 222 Drive Lane San Jose, CA 98776 Bill To: 222 Drive Lane San Jose, CA 98776

Charged

Inspection	120.00
Contract	.00
Labor/Materials	.00
Misc.	.00
Interest	.00

Paid/Adjustment

Date	Check#	Debit	Credit	Remarks
08/25/11	3135	120.00	120.00	Overdue Fee

* To delete a payment, double click on the line above.

Description of Work

Overdue Fee

Balance Charged **\$120.00**

Payment **.00**

Balance **\$120.00**

Do Not Charge F/C ☐

Payment/Adjustment Posting

Date **08/25/11**

Check# **3135**

Paid(Credit) **120.00**

Adj(Debit) **0**

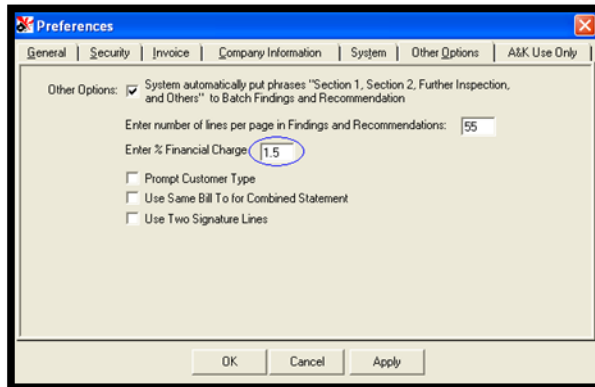
Remarks **Overdue Fee**

Post

Editing Record

Finance Charge

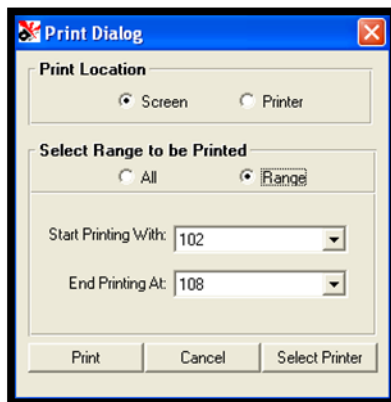
A finance charge can be set up to generate automatically for past due accounts. To set up the finance charge %, go to Preferences in the main **WinTOS** screen. When the window pops up, go to the Other Options tab and then enter in the finance charge % value in the box and then click Apply. Log out of the **WinTOS** software and log back in to save the changes.



Reports

Print Finding and Recommendation Codes

If you need to print Finding and Recommendation Codes for in-house use, go to the main **WinTOS** screen, select the Report tab, and click Print Finding and Recommendation Codes. The Print Dialog window pops up:



You may choose your printing location and the range to be printed. If you want to print all Findings and Recommendations, click All. If you want to print a certain range of Findings and Recommendations, click Range and select the range below using the "Down Arrows." When ready, select print.

(Example: Findings 102 – 108)

A&K COMPUTERS	
In-House Use ONLY - 08/25/11	
Codes	Comment / Description
102	FINDING - Subarea is inaccessible due to absence of a crawl space access opening.
103	FINDING - A portion of the subarea is inaccessible due to a cross foundation. Indicated by ***** on diagram
104	FINDING - The subarea or portions of the subarea are inaccessible due to inadequate clearance (less than 12") between the bottom of the floor joists and the soil.
105	FINDING - High dirt level in subarea resulting in less than 12" clearance between the bottom of the floor joist and the soil. This area is limited in size and did not interfere with the inspection of the subarea.
106	FINDING - Portions of the subarea are concealed by *****.
107	FINDING - The subarea contains stored goods that conceal a portion of the sub-structure.
108	FINDING - The subarea contains goods stored in direct contact with the soil and these goods conceal a portion of the substructure.

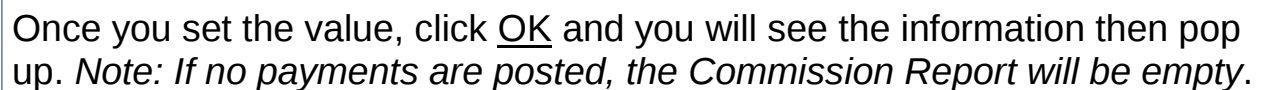
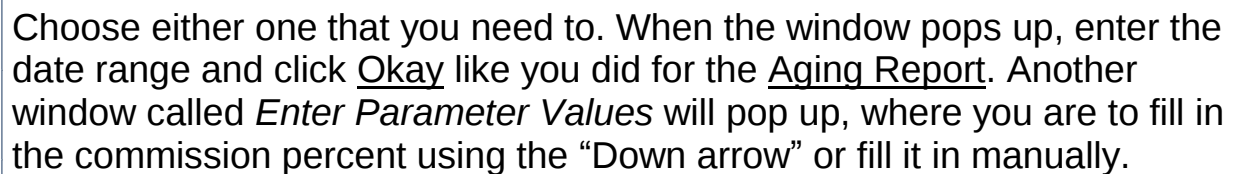
Addresses Inspected

This report is used to list all of the addresses inspected for a certain date range. To access the Addresses Inspected report, go to the Reports tab in the main **WinTOS** screen and select Addresses Inspected. This window will then pop up:

Select whether you want to print the information in the Screen or the Printer. Then, select the range to be printed. Select the field by clicking the “Down arrow” in the Select Field and choosing the appropriate field. You may fill in the Start Printing With and End Printing At if needed/wanted. When you are ready, select Print and the Addresses Inspected for the field will pop up:

ADDRESS INSPECTED						08/18/11	
Report #	InspectionAddress				Inspection Date	Inspected by	County Code
10000	1298 Kifer Rd Sunnyvale 94086						43
9998	222 Drive Lane San Jose 95076				08/12/11		43
9999	242 Pinecone Dr. San Jose 95110						222
TOTAL NUMBER OF INSPECTIONS		3					

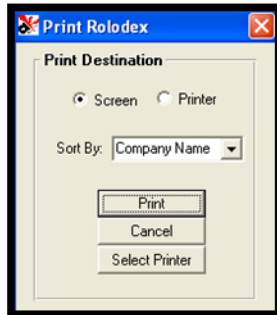
This report is meant to list all payments received, organized by the inspector to calculate commission rates by percentage. When you go to the Reports tab in the main **WinTOS** screen, you will see that you can open the commission report ranged by the invoice date or payment date.



This report is empty, which means that no payments are posted.

Rolodex Report

To print and see a list of all the Rolodex items, click on Reports in the main **WinTOS** screen and select Rolodex Report. This window will then pop up:



You can choose to print the information to the screen or the printer. You can select the Sort By information and choose where you want the information to be sorted by selecting the “Down arrow” and selecting Company Name, Agent Name, etc. Whichever category you choose, the rolodex items will be pulled out from the Rolodexes found on the front page of the report:

A&K COMPUTERS			
Rolodex			
08/18/11			
Company Name	Al Realty	Name	Paul Jones
Address	1455 Blossom Hill San Jose CA 95121		
Phone	408-777-7777	Fax	Cellular
Pager		E-mail	
Remark			
Company Name	Gold Star Realty	Name	Sue Sanders
Address	298 Campbell Ave. Campbell CA 95008		
Phone	408-000-0000	Fax	Cellular
Pager		E-mail	
Remark			
Company Name	Mojo Burger	Name	Kimmy Parkinson
Address	1409 Bird Ave. San Jose CA 95029		
Phone	408-924-0595	Fax	Cellular
Pager		E-mail	
Remark			
Company Name	Remax Realty	Name	Carol Smith
Address	129 Leigh Ave. San Jose CA 95128		
Phone	408-999-9999	Fax	Cellular

Invoice Total by Date

In the main **WinTOS** screen, select Reports and click Invoice Total by Date. When the window pops up, select the date range and print location, then click Print when ready.

Invoice Total By Date							
Date Printed: 08/25/11				Page: 1			
Date	Report Number	Inspection	Contract	Labor/Materials	Misc.	Interest	Total Invoiced
03/15/11	10009	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
08/24/11	10000	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
TOTALS:		\$240.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240.00

Payment Report

To print/access the payment report, go to the Reports tab in the main **WinTOS** screen and select Payment Report. When the *Select Range* window pops up, select the Starting Date, Ending Date, Number of Copies, and click either Screen or Printer.

When ready, hit Okay and your information will be printed.

List of Posted Payments					
					Page: 1
Date	Invoice #	Billed Party	Inspector	Check #	Payment Received
08/25/11	10000			31353	\$120.00
08/25/11	10000			3135	\$120.00
08/25/11	9998	222 Drive Lane, San Jose, CA 98776		3135	\$120.00
08/25/11	10013			1315	\$120.00
Grand Total:					\$480.00

Print Outstanding Invoices by Date

This is where you can print out all of your outstanding invoice/statements at one time and send them out. Go to the main **WinTOS** screen, select Reports and click on Print Outstanding Invoices by Date. From there, select the date range and print location, and click Print when ready.

INVOICE / STATEMENT																			
A&K Computers 1298 Kifer Road Santa Clara CA 94086 Tel 408-730-1308 Alt 408-244-4811																			
Date: 08/24/11 Report Number: 10000 Invoice Number: 10000 Escrow Number:																			
Property Inspected: 123 Kifer Road Santa Clara, CA 94086	<table border="1"> <tr> <td>Inspection Amount:</td> <td>\$120.00</td> </tr> <tr> <td>Contract:</td> <td>\$0.00</td> </tr> <tr> <td>Labor/Materials:</td> <td>\$0.00</td> </tr> <tr> <td>Miscellaneous:</td> <td>\$0.00</td> </tr> <tr> <td>Interest:</td> <td>\$0.00</td> </tr> <tr> <td>Invoice Total:</td> <td>\$120.00</td> </tr> <tr> <td>Payments:</td> <td>\$120.00</td> </tr> <tr> <td>Additional Charge:</td> <td>\$240.00</td> </tr> <tr> <td>Total Due:</td> <td>\$240.00</td> </tr> </table>	Inspection Amount:	\$120.00	Contract:	\$0.00	Labor/Materials:	\$0.00	Miscellaneous:	\$0.00	Interest:	\$0.00	Invoice Total:	\$120.00	Payments:	\$120.00	Additional Charge:	\$240.00	Total Due:	\$240.00
Inspection Amount:	\$120.00																		
Contract:	\$0.00																		
Labor/Materials:	\$0.00																		
Miscellaneous:	\$0.00																		
Interest:	\$0.00																		
Invoice Total:	\$120.00																		
Payments:	\$120.00																		
Additional Charge:	\$240.00																		
Total Due:	\$240.00																		
Bill To: Jim Kallitermes 123 Kifer Road Santa Clara CA 94086																			
Description of Service																			
RETAIN THIS COPY FOR YOUR RECORDS THANK YOU FOR YOUR BUSINESS																			

Addresses Inspected with Invoice Amount

To look at the addresses inspected with the invoice amount, go to the main **WinTOS** screen, select Reports, and select Addresses Inspected with Invoice Amount. Select the range and the printing location.

When ready, select Print to print the information.

ADDRESS INSPECTED WITH INVOICE AMOUNT						08/25/11
Report #	Inspection Address	Inspection Date	Inspected by	Invoice Amount		
10000	1298 Kifer Rd Sunnyvale 94086					0
10007	3381 Stevens Creek Blvd. San Jose 95117	08/16/11				0
10008	444					0
10009						0
10011						0
10012	333 dsdf fd fd					0
10013						0
9998	222 Drive Lane San Jose 98776	08/13/11				120
9999	242 Pinecone Dr. San Jose 98110	08/20/11	JOHN			120

Inspection Type Report

Contact A&K Computers if needed.

Invoice Total with Address by Date

In the main **WinTOS** screen, select Reports and click Invoice Total with Address by Date. From there, select the date range and printing location. When ready, click Print to print the report.

Invoice Total with Address By Date					
Date Printed: 08/25/11			Page: 1		
Date	Invoice#	Address	Inspection Date	Inspector	Amount
03/15/11	10009	123 Kiefer Road santa clara 95124	03/15/11	Steve Leaman	\$120.00
					03/15/11 \$120.00
08/24/11	10000	123 Kifer Road Santa Clara 94086	03/02/11	Steve Leaman	\$120.00
					08/24/11 \$120.00
TOTALS:					\$240.00

Batch Combined Statement

To access the batch combined statement, go to the Reports tab in the main **WinTOS** screen and select Batch Combined Statement. The *Batch Combined Statement* window will then pop up. You may choose to print all the information or select to print the balance only. Check the Exclude printed statements for the date range if needed/wanted. Then, enter in the date range.

Batch Print Combined Statement

☒ Balance Only
☐ Print All (Including 0 Balance)

☒ Exclude printed statements for the date range

From Date To

When ready, select Print to print the information. Before printing, select Preview Screen to make sure the information is valid.

STATEMENT / INVOICE
A&K COMPUTERS
 3381 Stevens Creek Blvd.
 San Jose CA 95117
 Tel 408-244-2811 Fax 408-241-0113 Alt 408-260-3075

Statement Date: 08/25/11

John Smith
 , CA
 (908)459 (3090)

Property Inspected:
 John Smith
 , CA

Report Number: 10013
 Invoice Number: 10013
 Expense Number:
 Invoice Date: 08/21/11

Inspection Fee:	\$8.00
Other Fees:	\$8.00
Invoice Total:	\$8.00
Payments:	\$120.00
Additional Charge:	\$8.00
Total Due:	\$-120.00

TOTAL BALANCE: -\$120.00

Batch Combined Statement Group by Bill To
 Contact A&K Computers if needed.

Contract Follow-Up Report

The Contract Follow-Up Report may be accessed through the main **WinTOS** screen. Select Reports and click Contract Follow-Up Report. When the print window pops up, select the printing location and range.

Print Contract Follow-Up

Print Location
☒ Screen ☐ Printer

Select Range to be Printed
☒ All ☐ Range

Select Field: Report Number

Start Printing With:

End Printing At:

Print Cancel Select Printer

When ready to print, click Print.

Print Date: 08/25/11 CONTRACT FOLLOW-UP REPORT Page 1 of 1

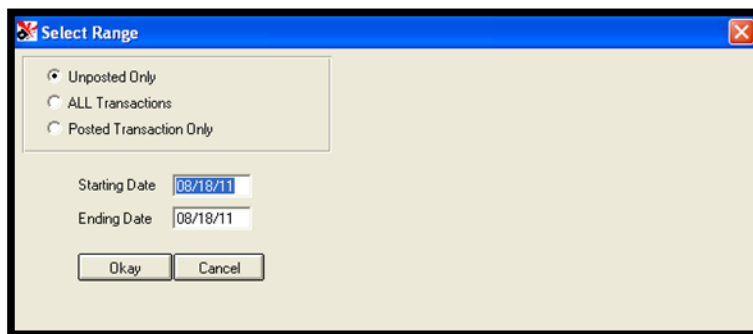
Report #	Reported Address	Invoice Amount
9998	222 Drive Lane San Jose 95176	120.00
08/13/11	1740 10 0100	
9999	242 Pinecone Dr. San Jose 95110	120.00
08/20/11	1740 10 0100	
	Prefix Section 1 Section 2 Inspection Other	
	1A	250.00
	2B	200.00
Total:		450.00 Grand: 450.00

Activity Report

Read and Prep. Activity Report

To run the activity report, go to the Activity Report tab at the main **WinTOS** screen and select Read and Prep. Activity Report. When the window pops up, set a date range and check one of the three boxes based on what is needed.

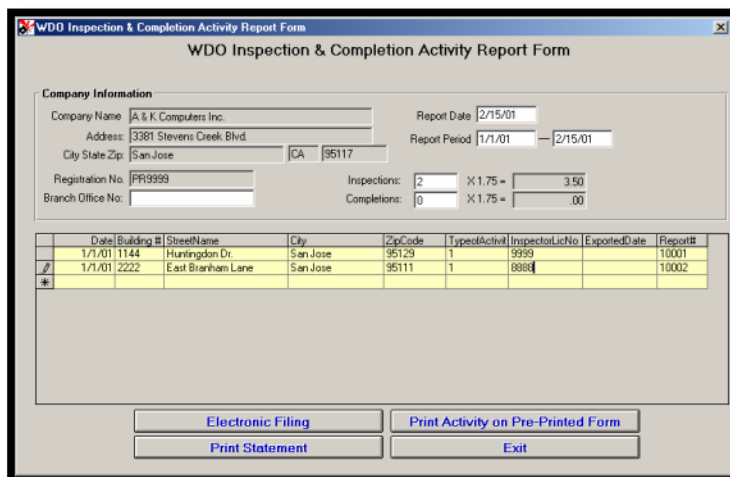
- Choosing Unposted Only brings up only the activities that do not show up as being posted within the specified date range.
- Choosing ALL Transactions brings up all activities.
- Choosing Posted Transaction Only brings up only posted activities.



The 'Select Range' dialog box has a title bar with a close button. It contains three radio buttons: 'Unposted Only' (selected), 'ALL Transactions', and 'Posted Transaction Only'. Below these are two date pickers: 'Starting Date' set to '08/18/11' and 'Ending Date' set to '08/18/11'. At the bottom are 'Okay' and 'Cancel' buttons.

Edit Activity Report

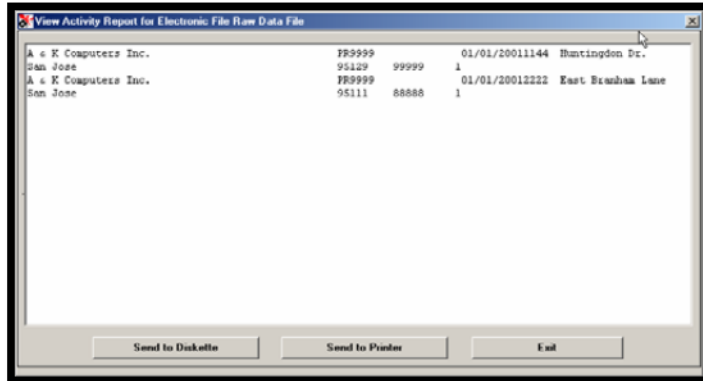
When you are ready, click Okay and the Activity Report Form will pop up, where you may transfer the data to floppy disks or save the WDO file to your computer. You may edit the activity report also by going to the main **WinTOS** screen, selecting Activity Report, and clicking Edit Activity Report.



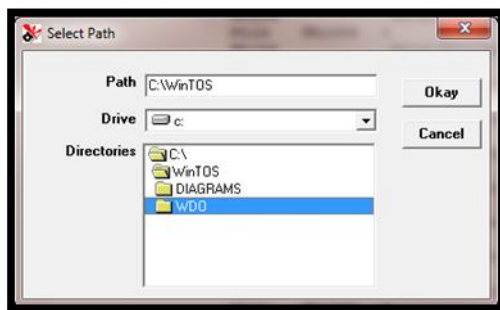
The 'WDO Inspection & Completion Activity Report Form' has a title bar and a main area with several sections. The 'Company Information' section includes fields for Company Name, Address, City/State/Zip, Registration No., and Branch Office No. The 'Report Date' and 'Report Period' are also specified. Below this is a table with columns: Date/Building #, StreetName, City, ZipCode, TypesofActivit, InspectorLicNo, ExportedDate, and Report#. The table contains two rows of data. At the bottom are four buttons: 'Electronic Filing', 'Print Activity on Pre-Printed Form', 'Print Statement', and 'Exit'.

Date/Building #	StreetName	City	ZipCode	TypesofActivit	InspectorLicNo	ExportedDate	Report#
1/1/01 1144	Huntingdon Dr.	San Jose	95129	1	9999		10001
1/1/01 2222	East Branham Lane	San Jose	95111	1	8888		10002

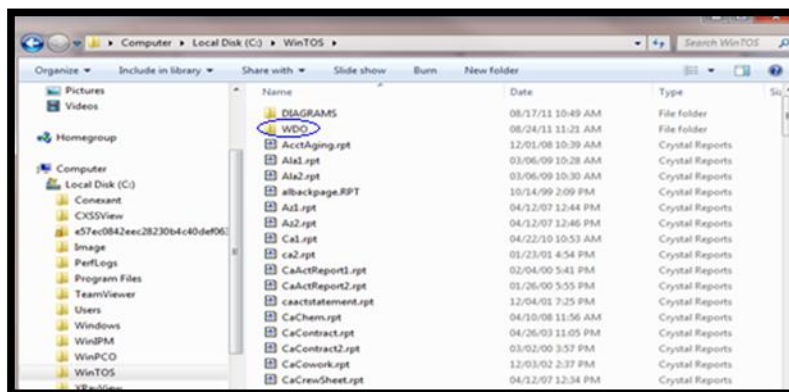
You may print out a statement or create a file to upload or send to the *Structural Pest Control Board*. To create a report and file electronically, select Electronic Filing and this window will pop up:



Select Save to Computer and the Data Path window will appear:



Select the WDO folder and click Okay. To open the WDO folder, go to *Start*, select *My Computer*, select the C: Drive, and open the WinTOS folder. The WDO folder is up at the top of the directory. Right click and copy the WDO folder to your desktop.



From the *Structural Pest Control Board WDO* site, you can browse to your desktop, open the WDO folder, and upload the report. *Note: To create and send an activity report, ALL FIELDS must be filled in.*

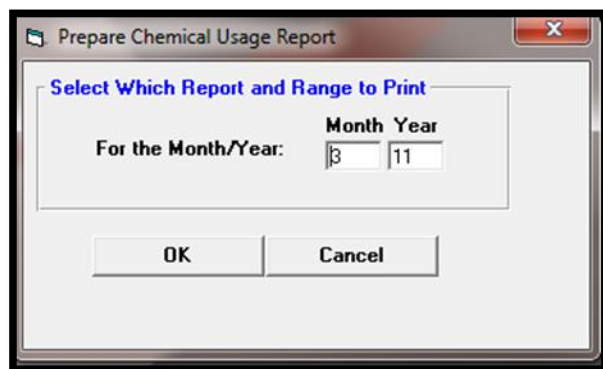
Chemical Reports

Note: Before you write a Chemical Report, you need to make sure that the Operator Information, Pesticide Code Information, and County Information are completed. If not, go to the Code Setups part of the manual to learn how to setup the information.

To write a chemical report for the chemicals used, go to the Chemical Used tab in the NOC screen.

Read and Prepare Chemical Usage

To create a chemical use report, select the Chemical Report button from the main **WinTOS** page and click Read and Prepare Chemical Usage. This window will appear:



Select the month and year and click OK.

Edit Chemical Used by Counties

On the main **WinTOS** menu, go to the Chemical Report tab and select Edit Chemical Used by Counties. When the window opens, you can choose the county by using the “Left” or “Right” arrows or by simply typing in the County Code. Manually type in the Codes of the chemicals and the amount used/site treated in the highlighted boxes below.

Code	Description	Amount Used
TER	Termidor SC	12
DRA	Dragnit SFR	20
*		

When you exit the window, the chemicals used will automatically save.

Code	Description	Total Amounts	Total # Apps	SiteTreated	AcresTreated
DRA	Dragnite SFR	5	5		
TER	Termidor SC	5	5		
*					

Total Apps : 5

When ready, go to the top-left corner and select Print. When you do, this screen will pop up:

Select your printing location (Screen or Printer). If you need to, go to the Select Printer button and select your printer. When ready, click Print to print the Chemical Report.

State of California
DEPARTMENT OF PESTICIDE REGULATION
INFORMATION SYSTEMS BRANCH

09/23/

MONTHLY SUMMARY PESTICIDE USE REPORT

OPERATOR (FIRM NAME)
A&K Computers

ADDRESS
1298 Kifer Road

CITY
Santa Clara

ZIP CODE
94096

PHONE NUMBER
408-736-1306

COUNTY (WHERE APPLIED)
Santa Clara

MONTH/YR. OF USE
Mar 11

LICENSE NUMBER
PK1234

COUNTY NUMBER
45

TOTAL NUMBER OF APPLICATIONS
2

NAME OF PERSON RESPONSIBLE FOR REPORT
Steve T. Loman

RESTRICTED MATERIAL PERMIT NUMBER

* COMPLETE COLUMNS A, B, C AND D FOR ALL USES *

IF I USE IF:
-STRUCTURAL PEST CONTROL 10
-LANDSCAPE MAINTENANCE 30
-HIGHWAY - (3) -WAY 40
-PUBLIC HEALTH PEST CONTROL 50
-VERTEBRATE PEST CONTROL 60
-REGULATORY PEST CONTROL 100

IF I USE IF:
-COMMODITY FUMIGATION 10
-SPOT TREATMENT 30
-IN THE TRIANGLE 40
-OTHER (AS PERMITTED BY THE COUNTY/AG. COMM.) 50

THEN, ENTER CODE IN COLUMN E
-11 AM. COMBINE WITH B AND C

THEN, LEAVE COLUMN E BLANK
-11 IN COLUMNS A & B

USE DEFINITIONS
STRUCTURAL PEST CONTROL - any pest control work performed with or on building and other structures (this includes work done by a licensed structural pest control operator)
LANDSCAPE MAINTENANCE - any pest control work performed on landscape planting around residences or other buildings, golf courses, parks, school grounds, cemeteries, etc.
HIGHWAY - any pest control work performed along or on roadsides, power lines, ditch banks and similar
PUBLIC HEALTH PEST CONTROL - any pest control work performed by or under contract with the state or its public health or vector control agencies.
IN THE TRIANGLE - any pest control work performed by public employees or contractors in a control of regulated pests.

A	B	C	D	E	F	G
MANUFACTURER AND NAME OF PRODUCT APPLIED	REGISTRATION NUMBER FROM LABEL (INCLUDE ALPHA CODE)	TOTAL PRODUCT USED (Pounds and Fractions)	NUMBER OF APPL.	CODE	TOXICITY OR RUP TREATED	ACRE UNIT TREAT
1. Bayer Terminator NC	123-027	24.00 OZ 16 oz 1 lb 28 2 1/2 1 1/2 1 1/2 1 1/2	1	10		
2. Zenco Dragonet SFR	447-990	22.00 OZ 16 oz 1 lb 28 2 1/2 1 1/2 1 1/2 1 1/2	1	10		

Note: If you do NOT see all materials actually used that month, then go back and review your completions. Check that the County Number box and the date of completion are filled in. Also, check Chemical Used and make sure it is entered

Troubleshooting WinTOS

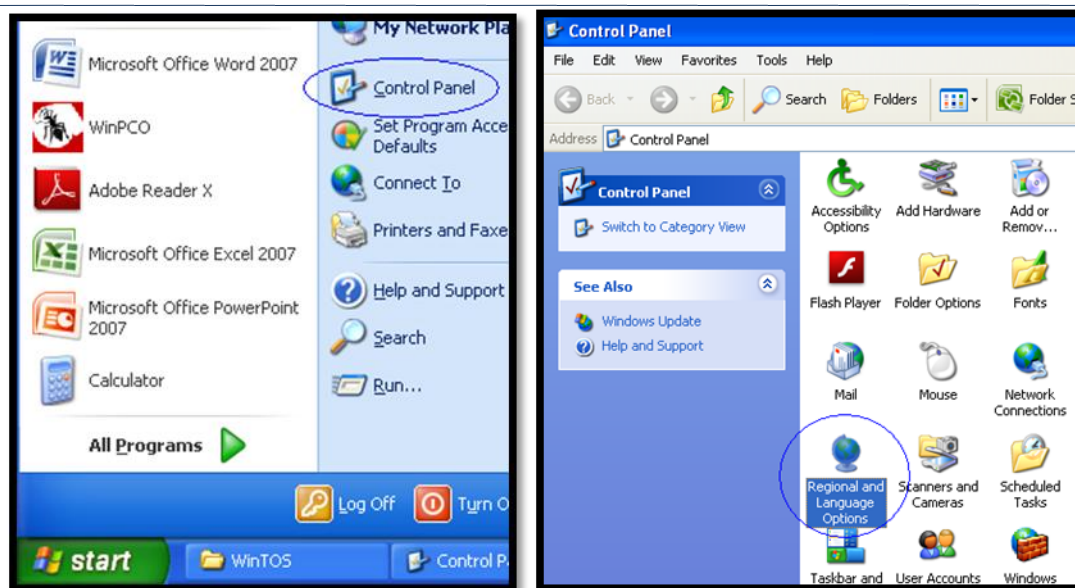
When using the **WinTOS** software, a few errors may occur. For most errors, you may need to contact **A&K Computers** for additional help. Otherwise, there are a few errors that can be fixed manually;

Common Errors

Error with Date

When writing the date, the year may come out as 20 instead of 00. The year setting is set differently.

To change the year setting to normal, click Start, go to the Control Panel, and double-click on Regional and Language Options.

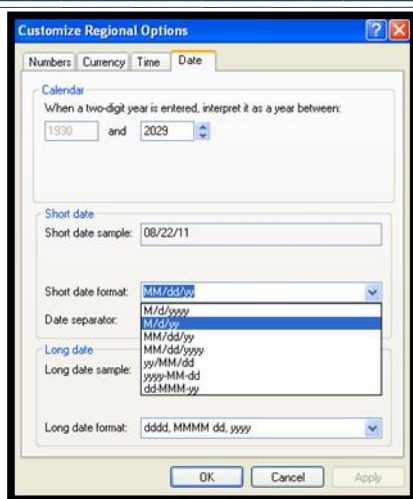


Make sure you are on the Regional Options tab and click on Customize.



Windows XP: In the next window, go to the Date tab and click on the “Down Arrow” in Short date format, and select the correct setting (MM/dd/yy) for the short date format.

Windows Vista/7: Follow the same procedure, but when selecting the Short Date Field, select MM/DD/yy.



Once you are done, the Apply button will be available. Click on Apply then click OK to save the changes.

Error in Rolodexes

In the Rolodexes, you may get an error stating: “The field is too small to accept the amount of data, try pasting less data.” The Rolodex entry(s) is probably too long. Simply shorten the one(s) that is too long, which is usually obvious, and the error will go away.

Other Errors

Report Writer defaults to a Previous Report when selecting New

When selecting New (when writing reports), the information from the previous report may remain. This happens when a record is saved as default. To fix this, click the Write Reports box at the main screen. At the top of the page, select Defaults. Next, select Clear Defaults.



Exit and log out of the **WinTOS** software, then log back in, which should fix the problem.

Bottom Line on the Findings and Recommendations Page is cut off at the Bottom

The bottom line on the page in Findings and Recommendations may be cut off at the bottom because the font size is too big.

To fix this, try a smaller font and use the font: *Courier New*.



This setting is a good default.

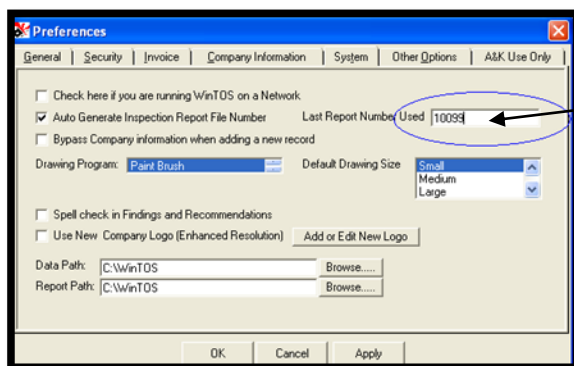
Print to screen and review the page before printing. ***Note: This may occur occasionally but is usually not a constant problem.***

“Report Number Already Exists” Error

When trying to start a new report and assigning your own report number, a window may pop up saying “Report Number already exists.” This may happen because you are using the same report numbers that have previously been used.

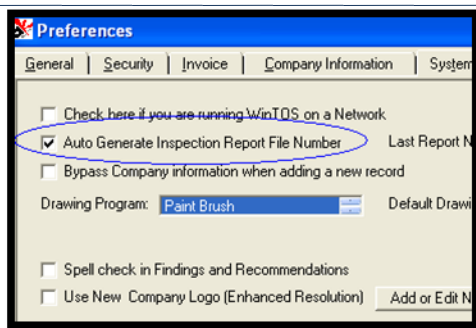
There are two ways to fixing this problem:

Option 1: Go to Preferences in the main **WinTOS** screen and select System. Then, change the last report number used to a number higher than your highest number ever used.



Use a number higher than your highest number ever used! Example: Here, the last number was 10007, but we made the number really high (10099).

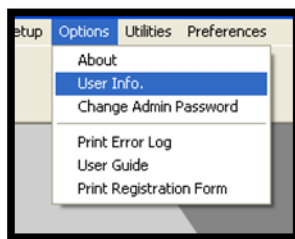
Option 2: Follow the instructions above in Option 1 and then check the “Auto generate inspection report file number” box. Selecting this option will help prevent this problem from reoccurring in the future.



“You have exceeded the number of users allowed” Error

When logging in, you may receive an error stating: “You have exceeded the number of users allowed.” This happens when they have surpassed the number of users allowed in the program all at one time.

To fix this, you must add a user. Contact A&K Computers.



This requires a clearance code. To add additional users, you must pay the charge. Contact *A&K Computers* if needed, or you may see the Price list for the cost.

“Too many users logged on” Error

Sometimes when you are on a network, you may not be able to login to **WinTOS**. The error may read: “Too many users logged on.”

To fix this, try rebooting the system. If that does not work, contact *A&K Computers*.

Error when filing an Activity Report

When filing an activity report, you note that the first screen activities that you created a record in do not show up. The record may not show up because you may not have entered the report date or completion date (NOC), or the date was entered incorrectly.

To fix this, look up the records and enter and/or correct the date:

Record # 4 of 4

Report #: 10007 Number of Pages: 0

Building #: 3381 Street: Stevens Creek Blvd. City: San Jose

Company Name: A&K COMPUTERS

Company Address: 3381 Stevens Creek Blvd.

City, State, Zip: San Jose CA 95117

Phone #: 408-244-2811

Date of Inspection: 08/16/11 Registration #: PR 9999 Escrow #

Ordered By: Bill To Report

Paul Jones Sue S

Al Realty Gold

1455 Blossom Hill 298 G

Correct the date and save the changes after.

Make sure to save the record after making the changes.

Activity Type/Operator's License does not show on some Records

When filing an activity report, the activity type or reporter's license may not show on some of the records. This may happen because you have not selected an activity type (or entered operator information) and saved it when you typed the report.

To fix this, look up the incorrect records, make the corrections, and click Save.

WinTOS Icon disappears from Desktop

To some users, the **WinTOS** Icon has disappeared from their desktop.

To fix this, check the *Start* menu for **WinTOS**. When found, right click the icon and select Send or Pin to desktop. If the Icon still does not show, contact *A&K Computers*.

Report does not Print

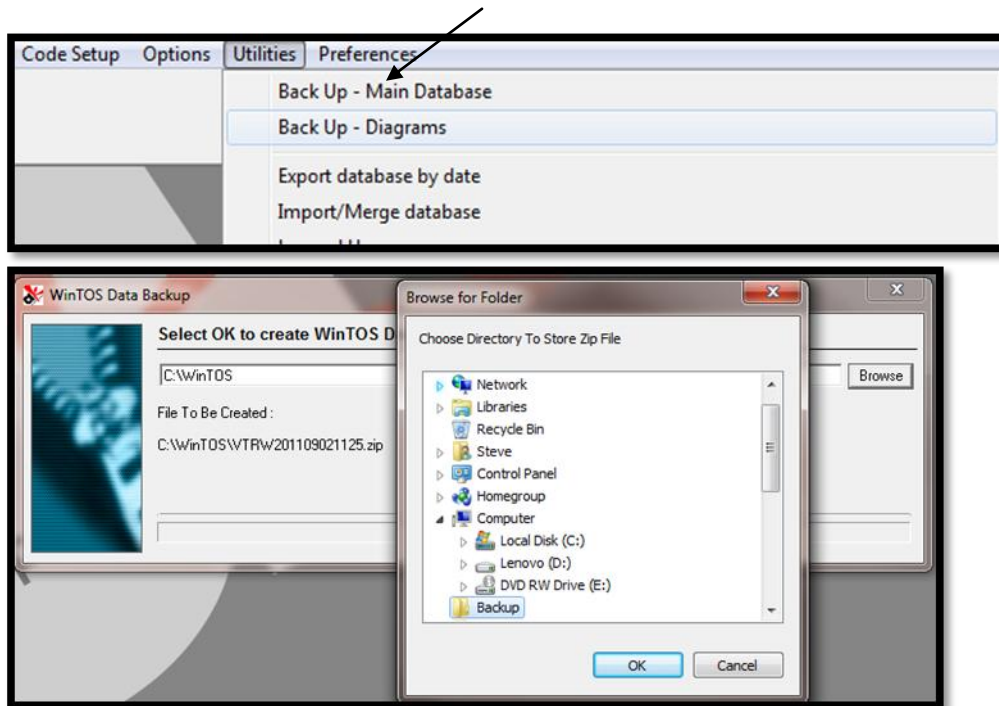
For some, their reports or one part of the report may not print.

To fix this, select Print to Screen in the printer location window to preview and make sure that all pages of the report appears. If they do, try rebooting your computer and printer. *Note: If you have a new printer and are experiencing problems printing reports, you may need to contact the manufacturer to install the latest drivers for the printer.* Otherwise, contact *A&K Computers* if needed.

Support

Important: Always back up your database regularly!

To do so, select Back Up – Main Database in the Utilities tab in the main **WinTOS** screen. Then, browse to the folder or drive you wish to back up to and click Okay.



A&K Computers recommends that you sign up for Support. We have an excellent support staff. Support for **WinTOS** is billed out annually and is affordable. With support, you get product upgrades, training, and most importantly, product support. After initial training, our customers may go for months without ever needing us. Eventually, as in life, something happens with your computer systems. We are there for you to reinstall our software and insert your database backup to get you up and running as quickly as possible. Also included with Support, we provide assistance with setting up the product on a network. We will work with your *IT* people to help get you up and running with our program.