

The HazSearch®
Custom Report Writer

Version 1.0

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HazSearch Custom Report Writer Setup

This guide helps you through the following procedures:

- How to install the HazSearch Custom Report Writer
- How to import a dBASE file
- How to create a HazSearch report
AND
- How to print a HazSearch report

This guide also lists and briefly describes the 13 reports generated by the HazSearch Custom Report Writer beginning on page 4.

How to Install the HazSearch Custom Report Writer with Microsoft Access or Microsoft Access 2000:

1. Insert your HazSearch Installation CD.
2. Open Windows Explorer and find the drive that contains your CD.
3. *If you have Microsoft Access*, click and drag the file named **Hazrpt.mde** to your desktop. Close Windows Explorer.

OR

If you have Microsoft Access 2000, click and drag the file named **Hazrpt20.mde** to your desktop. Close Windows Explorer.

OR

If you have Microsoft Access XP (2002), click and drag the file named **HazRpt XP.mde** to your desktop. Close Windows Explorer.

4. Right-click on the new icon that is now on your desktop and select Properties. The Properties dialog box displays.
5. In the Attributes section, click the Read Only check box to remove the check mark.
6. Click **Apply** and then click **OK**.

You will now be able to open the HazSearch Custom Report Writer by double-clicking the icon on your desktop.


How to Install the HazSearch Custom Report Writer if you DO NOT have Microsoft Access:

1. Insert your HazSearch Installation CD.
2. Click the Start Menu button and then click Run. The Run dialog box displays.
3. Click **Browse**. The Browse dialog box displays.
4. In the Look in: drop-down list, click the down arrow to browse to your CD-ROM.
5. Double-click the **Rptwrtr** folder.
6. Double-click **setup.exe**. The Run dialog box displays.
7. Click **OK**. The EDS HazReport Setup begins.
8. Click **Continue**.
9. Click **OK** to save the HazReports application to the default folder.
10. Click the **Typical** button. A dialog box displays that the setup was completed successfully.
11. Click **OK**.
12. Restart your computer.

How to Import a dBASE File

1. Open the HazSearch Custom Report Writer by clicking the icon on your desktop (PCs with Access)
OR
the Start Menu button, Programs, EDS HazReports, and then EDS HazReports again (PCs without Access).
The HazSearch Custom Report Writer displays with the following dialog box.

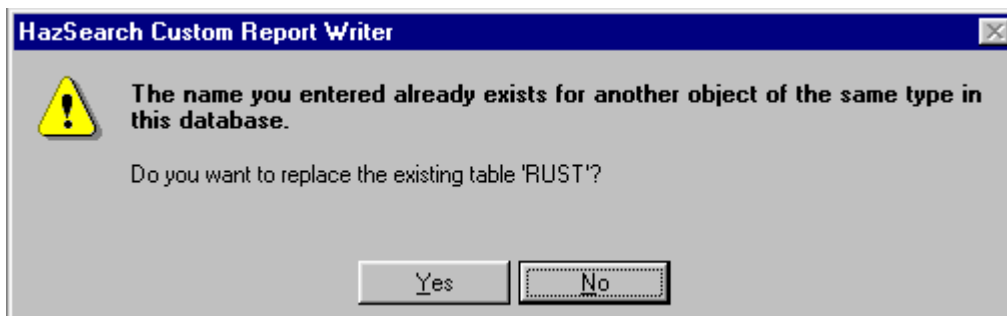


2. Click **Import** .
The Import dialog box displays.
3. In the **Look in:** drop-down list, click the down arrow to browse to C: Program files>Environmental Data Services>HazSearch>Exports.
4. Double-click your **Exports** folder.
5. In the **File of type** drop-down list, click the down arrow and click **dBASE III**.
All dBASE files in the Exports folder display.
6. Double-click the dBASE file in which you are interested.
A dialog box displays the message, "Successfully imported (your file's name)."
7. Click **OK**.
8. Click **Close** on the Import dialog box.

You can now create a HazSearch Custom Report.


How to Create a HazSearch Report

1. Select one of the HazSearch Custom Reports by clicking one of the 13 reports.
2. Type the title of your report in the Title text box.
Note: This step is optional. If you do not give your report a specific title, the report's title will be the same as the name of the report. For a complete list of reports, see the following section, "What Types of Reports Can HazSearch Create?"
3. Click **Build Report**.
Note: After you have generated your first report, the following message displays each time you generate a new report based on a new file. Always click **Yes** to continue generating your new report.



4. If you want to view the same file in a different Custom Report format before printing, close the open window by pressing the **Esc** key and repeat steps 1 and 3.

How to Print a HazSearch Report

- Click Print  while viewing your report.
Note: To print a report based on another file you have exported from the HazSearch CD-ROM, repeat the steps, beginning with step #2, under "How to Import a dBASE File."

What Types of Reports Can HazSearch Create?

HazSearch offers 13 Custom Reports. You can click on each Report Title to display a page of the report to see if the report meets your needs. You can save the report as a file or print a hardcopy of the report. Below is a list of custom reports and the data elements that each report captures:

Note: Data elements will be captured only if they are present in the raw data you have exported from the CD.

Waste Generators Ranked by Volume—Displays your search results with generators ranked in descending order. Data elements captured: Generator name, EPA ID number, address and telephone number, contact name and title, SIC code, ton equivalent, total tons for each generator, waste codes, EPA ID number and name of the facility receiving the waste, and a Report Total Tons for all the generators in your search.

Waste Generators Sorted by State—Displays your search results organized by the state where the generators are located. This captures the same data elements as Waste Generators Ranked by Volume. Additionally, it gives you State Total Tons at the end of each state's report.

Standard Full Report—Displays your search results with generators organized alphabetically. Data elements captured: Generator name, EPA ID number, address and telephone number, contact name and title, transporter name, EPA ID number, address and telephone number, contact name and title, facility name, EPA ID number, address and telephone number, contact name and title, tons, waste codes, total tons for each generator, and Report Total Tons.

Waste Generators by State and Zip Code—Displays your search results organized by state and then by Zip Codes within each state in ascending order. Data elements captured: Generator name, EPA ID number, address and telephone number, contact name and title, ton equivalent, total tons for each generator, Zip Code, Total Tons, State Total Tons, Report Total Tons, waste codes, and facility name.

Waste Generators by State and County—Displays your search results organized by state and then by county alphabetically. Data elements captured: Generator name, EPA ID number, address and telephone number, contact name and title, ton equivalent, waste codes, facility name, total tons for each generator, County Total Tons, State Total Tons, and Report Total Tons.

Detailed Generator Report (Landscape)—Displays your search results organized alphabetically. Data elements captured: Generator name, EPA ID number, address and telephone number, contact name and title, SIC code, amount reported, units (unit of measurement used on reporting form by the generator), Total Tons for each generator, waste codes, year (data vintage), method code, form code, remarks, facility, facility state, and Report Total Tons.

Shipments Sorted by Receiving Facility—Displays your search results organized by receiving facility in descending order of tonnage received. Data elements captured: Facility name, EPA ID number, and address. Then for each facility, generator name, EPA ID number, address and telephone number, contact name and title, SIC code, ton equivalent, Total Tons for each generator, waste codes, remarks, and Report Total Tons.

Receiving Facilities Ranked by Volume—Displays your search results organized by receiving facility in descending order of tonnage received. Data elements captured: Facility name, EPA ID number, address, telephone number, contact name, title, SIC code, ton equivalent, Total Tons received by each facility, waste codes, EPA ID number, and name of generator, and Report Total Tons.

Receiving Facilities Ranked by Volume with Waste Generator Detail—Displays your search results organized by receiving facility in descending order of tonnage. Data elements captured: Facility name, EPA ID number, address, telephone number, contact name, title, SIC code, ton equivalent, Total Tons received by each facility, waste codes, generator name, EPA ID number, address and telephone number, contact name and title, SIC code, and Report Total Tons.

Detailed Waste Transporter Report—Displays your search results organized by transporters in descending order of tonnage transported. Data elements captured: Transporter name, EPA ID number, address, telephone number, contact name, title, tons, Total Tons for each transporter, waste codes, generator name, EPA ID number, address and telephone number, contact name and title, facility name, EPA ID number, address, telephone number, contact name.

Waste Generator Summary Report—Displays your search results organized by generators in descending order of tonnage. Data elements captured: Generator name, EPA ID number, address, contact name, title, telephone number, total ton equivalent shipped, and Report Total.

Receiving Facility Summary Report—Displays your search results organized by facilities in descending order of tonnage. Data elements captured: Facility name, EPA ID number, address, telephone number, contact name, title, telephone number, total ton equivalent received, and Report Total.

Waste Transporter Summary Report—Displays your search results organized by transporters in descending order of tonnage. Data elements captured: Transporter name, EPA ID number, address, telephone number, contact name, title, telephone number, total ton equivalent received, and Report Total.