



# ***Quickstart Guide***

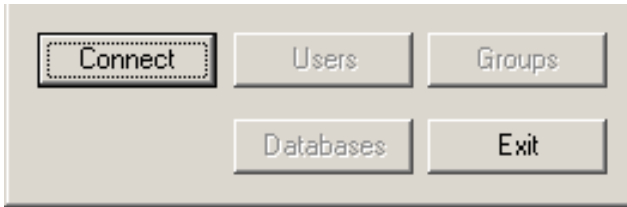


# Overview

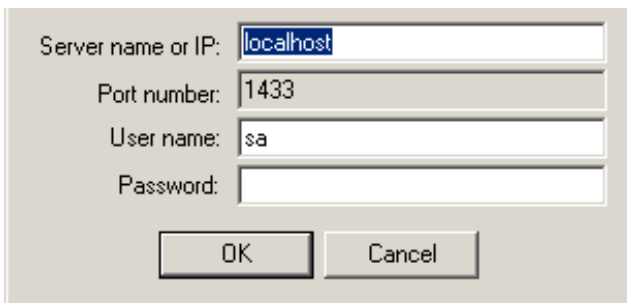
Welcome to the quick start guide for CIMS 9. This guide covers the basics of using the program. Installation is covered in the full instruction manual.

## Section 1: Administrator Functions

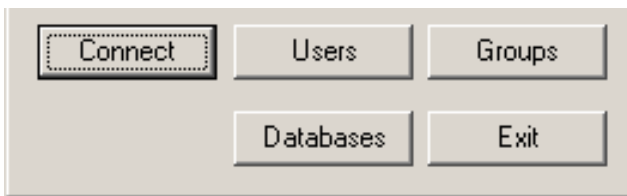
From the Windows™ start menu navigate to the CIMS 9 folder and select CIMS 9 Administration.  
Click **Connect**



Enter the password and click **OK**

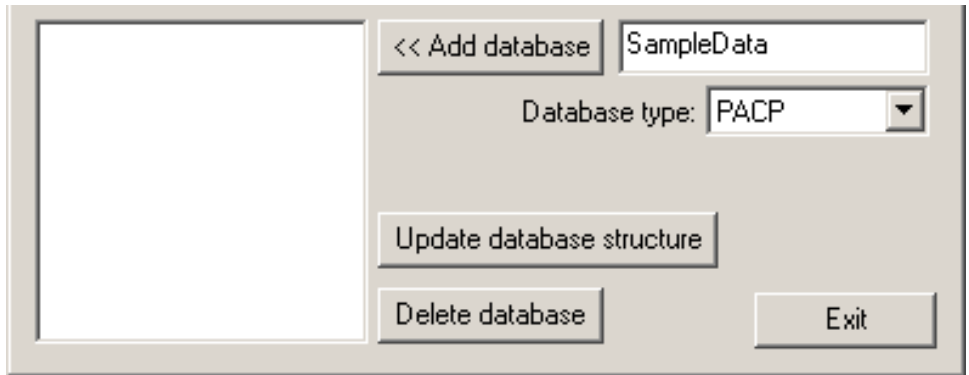
A screenshot of the CIMS 9 Administration connection dialog box. It has a light gray background and contains four text input fields: 'Server name or IP:' with 'localhost', 'Port number:' with '1433', 'User name:' with 'sa', and 'Password:' which is empty. At the bottom are 'OK' and 'Cancel' buttons.

Click **Databases**



Type a name for the database  
Choose the type of database to create

Click **Add Database**



Click **Exit**

Click **Users**

Type a user name

Click **Add User**

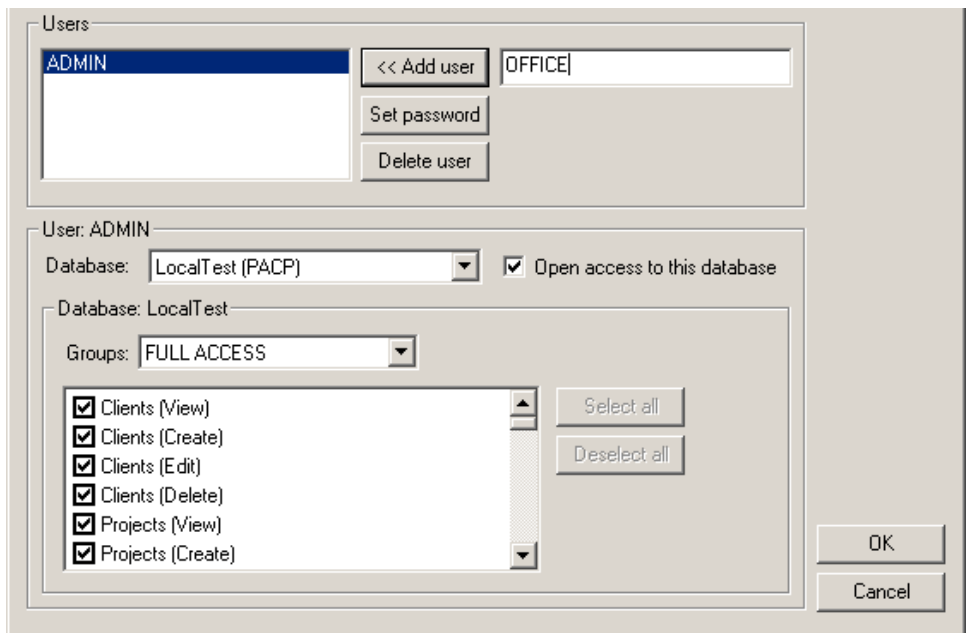
Click the check box next to **Open access to this database**

Select the access rights for the user by checking the boxes next to the desired actions or select an access group for the user.

Click **OK**

Creating access groups is covered in the full instruction manual.

Click **Exit**





## Click **Select Client**

Client:

Name:

Contract:  Job:

Contractor:  Location:

Project Manager:  Phone:


Web Site:  Logo path:

Start Date:

Comment:


Date Created:

Date Changed:



## Click **Add**

Name	City	Country	County



## Enter client information

### Click **OK**

Name:

Address1:  Phone:

Address2:  Fax:


City:  Country:

State:  Country:

Postal Code:  Web Site:


Date Created:

Date Changed:



## Click **Select**

Name	City	Country	County
City of Samletown	Samletown	USA	Random



Type Project information

Click **OK**

Only fields in red are required.

Client: City of Samoletown Select Client...

Name: Silver Creek Estates

Contract: 58624 Job:

Contractor: Inspection Co. Location:

Project Manager: Joe Average Phone: 770-555-5555

Web Site: Logo path:

Start Date: 03/02/2009

Comment:

Date Created: Date Changed:

OK Cancel

## Section 3: Importing Inspection Data

Click the **Transfer Data** tab

Click the Import button corresponding to the data file to be imported

Database Browser | Options | Help | Report Designer

SortFilter | Projects/Clients | Project browser | Inspection | Observations | Reports | Transfer Data | Validation

Import

Import from MDB file (CDL9000 Format)...

Format v4.2

Export

Export...

Import from MDB file (Std PACF Format)...

Format v4.2

Burn data to CD...

Erase CD-RW...

Transfer from TFR or GDB file...

Burn data to DVD...

Erase DVD-RW...

Transfer from .IMG file...

Write Data to Device...

Import from WinCan...

Export to WinCan...

Navigate to the file to be imported and click **Open**

Look in: Removable Disk (I:)

Documents

hij

System

test73

test 01

testsv

SILVERCREEKESTATES.mdb

File name: SILVERCREEKESTATES.mdb

Files of type: MS Access database file (\*.mdb)

Open Cancel



## Section 4: Inspections

The Inspections tab displays the Work Order information and allows users to edit any Work Order fields that need to be changed or to add new Work Orders.

Clicking on the Edit button will open the Work Order in a new window for the user to make changes.

Clicking the Tracking button will display a list of all changes made to the Work Order since it was created or imported into CIMS 9.

Clicking Reports For This Inspection will bring up the Report tab.

**CIMS 9 Municipal (Server: localhost, Database: SampleData (PACF)) - Connected**

Database Browser Options Help Report Designer

Sort/Filter Projects/Clients Project browser Inspection Observations Reports Transfer Data Validation

**Prj: Silver Creek Estates**

Project: Silver Creek Estates [Select Project...]  
Conn: [Select Conn...]

Surveyor Name: John Doe [Select Surveyor...]  
Certificate Number: PACF57  
Owner: City Of Sampletown  
Customer: City Of Sampletown  
Drainage Area:  
PD Number:  
Pipe Segment Reference (PSR): CPE040  
Date: 12/12/2007  
Time:  
Street: Washington Parkway  
City: Sampletown  
Location Details: Sheet 13  
Upstream MH: CPE040  
Rim to Invert (U): 12.110  
Grade to Invert (U): 0.000  
Rim to Grade (U): 0.000  
Downstream MH: CPE045  
Rim to Invert (D): 11.400  
Grade to Invert (D): 0.000  
Rim to Grade (D): 0.000  
Sewer Use: Sanitary  
Direction of Survey: Downstream  
Flow Control:

Height (Diameter): 12  
Width: 0  
Shape: Circular  
Material: Clay Tile  
Lining Method:  
Pipe Joint Length: 0.00  
Total Length: 0.00  
Length Surveyed: 323.10  
Year Laid: 0  
Year Renewed: 0  
Media Label: None  
Purpose: Routine Assessment  
Sewer Category:  
Pre-Cleaning: Jetting  
Date Cleaned: 12/12/2007  
Weather: Damp  
Location Code: Light Highway  
Additional Info: 2008 Sewer TV Program  
Video Location: C:\Users\Lane\AppData\Local  
Status:  
Export: 03/03/2009  
Reverse Setup: 0

Custom\_Field\_One:  
Custom\_Field\_Two:  
Custom\_Field\_Three:  
Custom\_Field\_Four:  
Custom\_Field\_Five:  
Custom\_Field\_Six:  
Custom\_Field\_Seven:  
Custom\_Field\_Eight:  
Custom\_Field\_Nine:  
Custom\_Field\_Ten:

Date Created: 03/03/2009 09:07:35  
Date Changed: 03/03/2009 09:14:48

Total Length: 0.00  
Length Surveyed: 323.10  
Status:  
Num of Obs: 48  
Results/Rehab...

Change Video... Video Player

Edit... Interactive Reports... Reports for this Insp Tracking... First Prev Next Last

## Section 5: Observations

The Observation tab displays all of the defects observed during an inspection and allows the user to edit or add defects.

Clicking the Edit button with a defect highlighted will open a new window for the user to make changes. Clicking Reports For This Inspection will bring up the Report tab.

Database Browser Options Help Report Designer

Projects/Clients Project browser Inspection Observations Reports Transfer Data Validation

Inspections Pri: Golden Trail Estates, Insp PSR: ESA005, Insp Date: 07/14/2008

View/Edit... + Add... Delete

Counter	Distance	PACP Code	Continuo...	S/M/L	Value 1st Di...	Value 2nd Dimension	Value Percent	Joint
17	0.0	AMH (Manhole)						No
21	0.0	MWL (Water Level)					5	No
131	4.4	TFA (Tap Factory A...			4			No
159	7.1	TFA (Tap Factory A...			4			No
317	84.2	TFB (Tap Factory A...			4			No
343	86.3	TF (Tap Factory)			4			No
440	109.3	AMH (Manhole)						No

Total records: 7

Images... Video Player Assign Video Select All Refresh

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## Section 6: Reports

Highlight the Work Orders to be printed and click the button for the desired report.

CIMS 9 Municipal (Server: localhost, Database: SampleData (PACP)) - Connected

Database Browser Options Help Report Designer

Sort/Filter Projects/Clients Project browser Inspection Observations Reports Transfer Data Validation

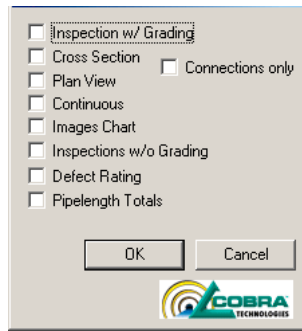
Print Preview is enabled. Select all Refresh

Project	Pipe Segment Refere...	Owner	Customer	Surveyor Name	Certificate Number	PO Number
Silver Creek Estates	CPE040	City Of Samoletown	City Of Samoletown	John Doe	PACP57	
Silver Creek Estates	SMH a2-SMH a3	City Of Samoletown	City Of Samoletown	John Doe	PACP57	
Silver Creek Estates	SMH a4-SMH a5	City Of Samoletown	City Of Samoletown	John Doe	PACP57	
Silver Creek Estates	SMH16-SMH17	City Of Samoletown	City Of Samoletown	John Doe	PACP57	
Silver Creek Estates	SMH23-SMH24	City Of Samoletown	City Of Samoletown	John Doe	PACP57	
Silver Creek Estates	SMH2-SMH1	City Of Samoletown	City Of Samoletown	John Doe	PACP57	

Report Package... Cross Section... Plan View... Continuous... Custom Reports...


Connection only  Connection only Num of pages: 1

Clicking Report Package allows the user to select multiple reports for the same Work Orders.



- Inspection w/ Grading
- Cross Section  Connections only
- Plan View
- Continuous
- Images Chart
- Inspections w/o Grading
- Defect Rating
- Pipelength Totals

OK Cancel



## Section 7: Filters

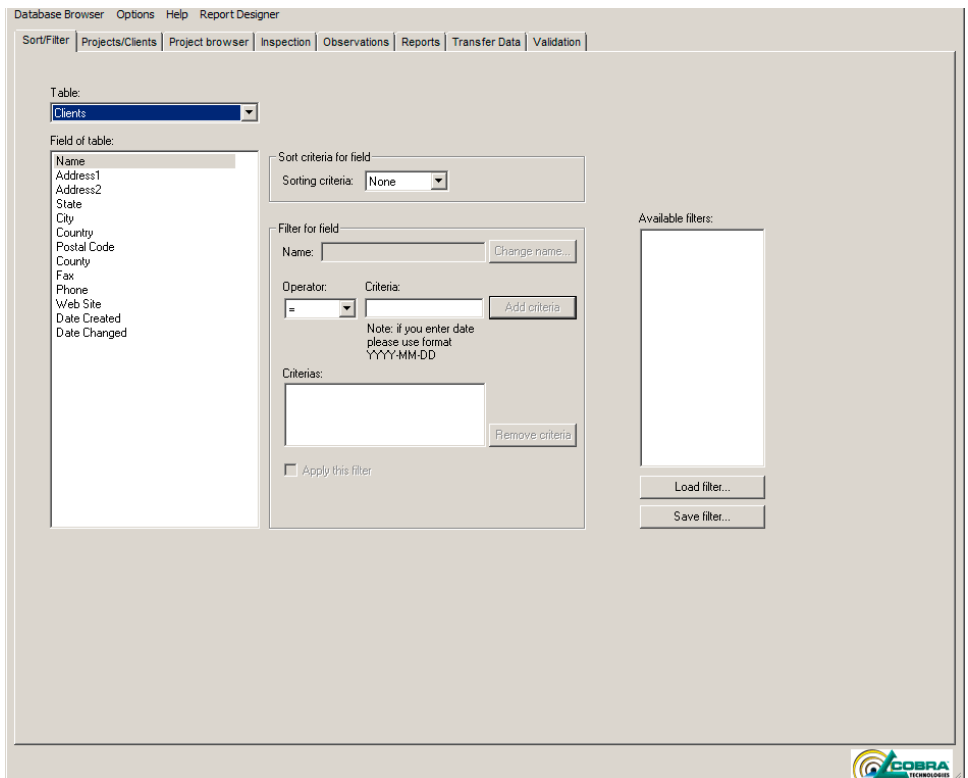
Select the fields to be used for the filter by using the drop-down menu to select a table and highlight the field in the list that appears.

Enter the criteria for the filter in the box provided and click **Add Criteria**

Type a name for the filter and click **OK**

The filter will be added to the list on the left of the filter screen.

To change or delete existing filters highlight them in the list and make the changes.



Database Browser Options Help Report Designer

Sort/Filter Projects/Clients Project browser Inspection Observations Reports Transfer Data Validation


Table:  
Clients

Field of table:  
Name  
Address1  
Address2  
State  
City  
Country  
Postal Code  
County  
Fax  
Phone  
Web Site  
Date Created  
Date Changed

Sort criteria for field  
Sorting criteria: None

Filter for field  
Name:  Change name...  
Operator: Criteria:  
=  Add criteria  
Note: if you enter date please use format YYYY-MM-DD  
Criteria:  
 Remove criteria  
 Apply this filter

Available filters:  
  
Load filter...  
Save filter...



# Section 8: Exporting Data

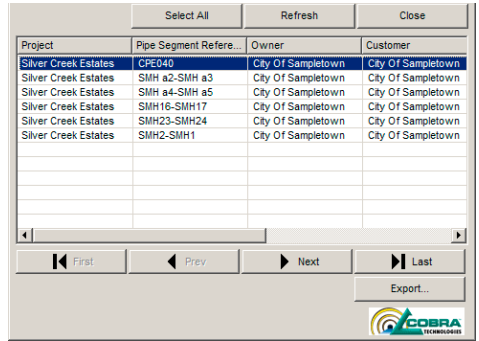
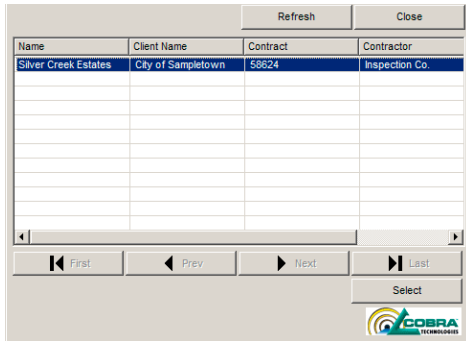
Click the **Transfer Data** tab

## To export to a file on a local or network hard drive

Click **Export**

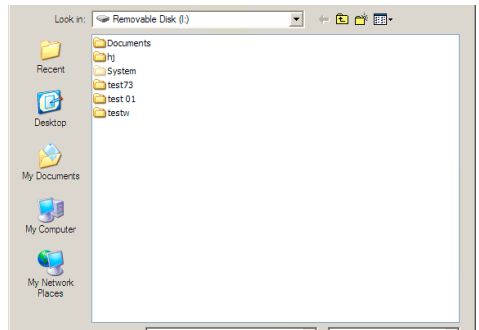
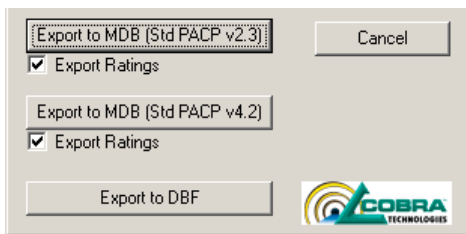
Select the project to export click **Select**

Select the Work Orders to export from the selected project click **Select**



Depending on the coding standard used for the database the user will need to select the file type for the exported data

Select a file to add the exported data to or type a name for a new exported file and click **Open**



The process for exporting to CD or DVD is similar. CIMS 9 will ask if the videos and still images are to be exported along with the data and it will add the CIMS 9 Read Only version to the disk to allow others to view the data.

The Write Data To Device button works in the same way as CD and DVD writing and can be used to send the data and media files to a USB memory stick or a Zip drive or other removable storage media.



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