

# HOW TO USE THE GRU GREASE TRAP HAULERS ONLINE DATABASE

## WEBSITE USERNAMES, PASSWORDS, and LINK

Each company will have a username and password. Usernames are not case sensitive, but passwords are case sensitive. The link to the website is [https://filemaker.gru.com/fmi/iwp/res/iwp\\_home.html](https://filemaker.gru.com/fmi/iwp/res/iwp_home.html)

## CERTIFICATION STATEMENT

Each record entry contains the following statement and the person entering the data with their username is certifying that the information is correct.

**I certify that all information below is correct, that all the wastewater was removed from the grease trap or interceptor of the food service customer named below and that the wastewater was disposed of at the facility indicated below, which is permitted to accept and treat grease laden wastewater.**

## HOW TO SEARCH THE DATABASE FOR A RECORD FOR A RESTAURANT/FACILITY

A record for each known restaurant/facility has already been created for you in the database. To find the record of a restaurant/facility you may search based on the name or address or both. To do a search click on the **Find** button then enter the name, address or both. (Hint: It is best to enter just one word of the name or just the house# of the address because the more you type the more chance you will not match the name or address).

## HOW TO ENTER PUMP-OUT INFORMATION

- A. First find the record in the database which corresponds to the restaurant/facility you pumped out. Once you find the correct record, click **Copy** (green button) and enter your information including the condition of all grease traps on-site (there are fields for reporting the condition of up to three grease traps at the same facility). You may type something in the **Notes** field if any explanation is needed. After you have completed all required fields click **Submit** at the top of the screen (or click **Cancel** if you do not want to submit the record).

### INFORMATION REQUIRED TO BE ENTERED:

**Facility Name and Address**

**Trap Type, Size, Number, Shared**

**Pump Date**---drop down calendar

**Gallons Removed**

**Both Sides Pumped**---drop down menu (Yes or No)

**Cleaned**---drop down menu (Scraped or Power Washed)

**Trap 1 Condition Baffle**---drop down menu (Good, Missing, Poor, NA)

**Trap 1 Condition Inlet Tee**---drop down menu (Good, Missing, Poor, NA)

**Trap 1 Condition Outlet Tee**---drop down menu (Good, Missing, Poor, NA)

**Trap 1 Condition Walls & Floor**---drop down menu (Good, Poor, Rebar Showing, Hole Visible, NA)

**Name of Disposal Facility**---drop down menu. If your disposal facility is not in the menu choose "Not listed" and enter the name and address in the Unlisted Disposal Facility Name/Address field. The database manager will then add your disposal facility to the drop down menu.

**Disposal Date**---drop down calendar

**Disposal Volume (gal)**

- B. If you cannot find the restaurant or facility in the database click the **New** (blue button) and enter all information including name and address. After all required fields are completed click **Submit** at the top of the screen.

## OTHER BUTTONS AND THEIR FUNCTIONS

- A. **Report**---This will give a list which is useful for looking at more than one restaurant record at a time.
- B. **BBoard**---Stands for Bulletin Board. Check this periodically to get information about changes to the database and upcoming meetings.
- C. **Customers**---This will find your customers' records for you based on your username and password.
- D. **History**---This gives a report on all previous pump-outs for the restaurant.
- E. **All**---will cause all records in the database to be in the found set.
- F. **Browse**---Stands for Browse mode as opposed to Find mode. If you get stuck in Find mode click on Browse to get back to the "normal" or Browse mode.
- G. **Help**---takes you to a screen where you can get some explanation of different topics.

#### HOW TO SCROLL THROUGH RECORDS IN A REPORT

The report screen will only show 25 records at a time. To get to the next 25 records go to the top where it says which record you are on and enter the lowest numbered record you want to look at then hit **Enter** on your keyboard.

Example: Of 100 records in the report you want to see records 26-50. Enter 26 as the record number and hit **Enter** on your keyboard.

#### GRU CONTACT INFORMATION

If you have problems with the database or have a question please contact Fred Williams ([williamsfd@gru.com](mailto:williamsfd@gru.com), 352-393-1698)