



Calumet County

Sanitary Maintenance On-line

Reporting Guide

Calumet County

Access Type: Maintenance

Choose Category: Permit Management

What do you want to do? Permit Search

Help ?

ALERT: Ascent System Staging! Browser Setup Help

Clear Search

Municipality: <All Municipalities>

Issue Date:

Parcel ID: 10598

Site Address:

Mailing Address:

Additional Info:

Owner Name: First Name Last Name

Original Owner:

Permit No: Application No:

Permit Type: Sanitary

System Status: Active

Records/Page: 20 Include Deleted

Permit Status: <All Statuses>

Sort By: Permit No.

Find Now

Displaying records 1 - 4 of 4 total records.

Page 1

Permit	Parcel	Issued	Owner(s)	Site Address
SAN - 582484 (16-13)	10598 - T. Stockbridge	03/22/2016	CALUMET COUNTY PARK	N6150 COUNTY EE
SAN - 574627 (14-65)	10598 - T. Stockbridge	09/09/2014	CALUMET COUNTY PARK	N6150 COUNTY EE
SAN - 442962 (05-91)	10598 - T. Stockbridge	10/25/2005	CALUMET COUNTY PARK	N6150 COUNTY EE
SAN - 179124 (92-74)	10598 - T. Stockbridge	09/21/1992	CALUMET COUNTY PARK	N6150 COUNTY EE

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Calumet County Planning, Zoning and Land Information Department
 206 Court St., Chilton, WI 53014
 Phone: (Local) 920-989-1493
 Phone: (Appleton) 920-989-2700
 Website: www.co.calumet.wi.us



STEP 1—Navigate to Online Permitting Home Page

1. Log on to the Calumet County on-line permitting system (Transcendent) using the link below <https://ascent.co.calumet.wi.us/PermitManagement/> or go to the Sanitation Page on the Calumet County Website and click the this icon



STEP 2—Log Into System

1. Enter your user name and password
2. Check "Remember me" box
3. Click "Log in"

A screenshot of the Calumet County online permitting system login page. The page has a grey header with "Calumet County" and "ALERT: Ascent System Staging!". Below the header is a login form with fields for "User name:" (containing "jjtoe") and "Password:" (masked with dots). There is a "Remember me" checkbox which is checked and circled in blue. A red "Log In" button is to the right of the password field. At the bottom right of the page, there is another "Log in" button circled in blue. The footer contains "View Disclaimer", "Database Versions", the "Ascent" logo, and "© 2017 Transcendent Technologies".

STEP 3—Changing Your Password

1. Click the "My profile" box. This will allow you to update/change your password

NOTE 1: This only applies to the first time you log into the system. After that, this step can be omitted and you will skip to step 5 on Page 3.

NOTE 2: After Step 1, your screen may appear different. If that is the case you should still have the "My Profile" button in roughly the same location to click.

A screenshot of the Calumet County online permitting system search page. The page has a grey header with "Calumet County" and "ALERT: Ascent System Staging!". Below the header are navigation tabs for "Maintenance" and "Permit Management", and a search bar with "Permit Search" and a "Help" button. The main content area is titled "Clear Search" and contains several search filters: Municipality (set to "<All Municipalities>"), Owner Name (First Name, Last Name), Issue Date, Parcel ID, Site Address, Mailing Address, Additional Info, Original Owner, Permit No., Application No., Permit Type (set to "Sanitary"), Permit Status (set to "<All Statuses>"), System Status (set to "Active"), Sort By (set to "Permit No."), Records/Page (set to "20"), and an "Include Deleted" checkbox. A red "Find Now" button is at the bottom right. At the bottom of the page, there is a "My Profile" button circled in blue and a "Log out" button.

STEP 4—Updating / Changing Password

1. Enter current password and new password and click “Save”

The screenshot shows the Calumet County Ascent System Staging! interface. At the top, there is a navigation bar with "Access Type: Maintenance", "Choose Category:" (dropdown), and "What do you want to do? <Select Task>" (dropdown). A "Help" icon is visible. Below the navigation bar, there is a "Current Password:" field, a "New Password:" field, and a "Confirm New Password" field, all of which are circled in blue. To the right of these fields is a "You are logged in as:" field showing "jdoe". A red "Save" button is located below the password fields. At the bottom of the page, there are links for "View Disclaimer", "Database Versions", "My Profile", and "Log out", along with the Ascent logo and copyright information: "© 2017 Transcendent Technologies".

STEP 5—Searching for Permits or Properties

1. In the upper right corner under “Choose Category” click the dropdown arrow and select “Permit Management”
2. In the upper right corner under “What do you want to do?” click the dropdown arrow and select “Permit Search”
3. You can now search in multiple ways (Owner, Address, Parcel ID etc)

The screenshot shows the Calumet County Ascent System Staging! interface with the search options updated. In the top navigation bar, "Choose Category:" is set to "Permit Management" and "What do you want to do?" is set to "Permit Search". Both dropdown menus are circled in blue. Below the navigation bar, there is a "Clear Search" button and a search form. The search form includes fields for "Municipality" (set to "<All Municipalities>"), "Owner Name" (with "First Name" and "Last Name" sub-fields), "Issue Date", "Parcel ID", "Site Address", "Mailing Address", "Additional Info", "Original Owner", "Permit No.", "Application No.", "Permit Type" (set to "Sanitary"), "Permit Status" (set to "<All Statuses>"), "System Status" (set to "Active"), "Sort By" (set to "Permit No."), "Records/Page" (set to "20"), and an "Include Deleted" checkbox. A red "Find Now" button is located at the bottom right of the search form. At the bottom of the page, there are links for "View Disclaimer", "Database Versions", "My Profile", and "Log out", along with the Ascent logo and copyright information: "© 2017 Transcendent Technologies".

STEP 6—Searching for Permits or Properties Continued

1. Enter your search criteria and click the “Find Now” button
2. Your search results will appear below. In this case there is one permit (SAN-99-4998)
3. Click on the Permit in red text (SAN-99-4998)

NOTE: If you select the Parcel to the right of the Permit, this will take you to the County’s GIS site.

NOTE: If multiple permits exist on a property they will all be listed. Make sure you choose the correct permit/system if multiple systems exist on the property.

Calumet County
ALERT: Ascent System Staging!

Access Type: Maintenance Choose Category: Permit Management What do you want to do? Permit Search Help
Browser Setup Help

Clear Search

Municipality: <All Municipalities> Owner Name: First Name Last Name
Issue Date: Original Owner: CALUMET COUNTY LEDGEVIEW
Parcel ID: Permit No: Application No:
Site Address: Permit Type: Sanitary Permit Status: <All Statuses>
Mailing Address: System Status: Active Sort By: Permit No.
Additional Info: Records/Page: 20 Include Deleted Find Now

Displaying records 1 - 1 of 1 total records.

Permit	Parcel	Issued	Owner(s)	Site Address
SAN-99-4998	4998 - T. Chilton		CALUMET COUNTY LEDGEVIEW	W2348 SHORT RD

My Profile Logout
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STEP 7—Reviewing Selected Permit / Maintenance Occurrence Entry

1. Under this screen you can review permit data and past maintenance events
2. Scroll to the bottom of the page and select “Maintenance” in the Select Detail section. Then click “Set Default”
3. To enter a holding tank servicing or maintenance event, click “Submit Report”

Powts System

System Type: Holding Tank Installed Property: W2348 SHORT RD Installer:
Design Flow(gpd): 0 Soil Application Rate(gpdsf): 0 Dispersal Area(sf): Required 0 Proposed 0
Soil Horizon: None System Elevation: 0 Final Inspection: 6/30/2004 Status: Active

Capacity New	Capacity Existing	Total	Units	Tanks	Manufacturer	Type
Tank						
Chamber						
Pretreatment						

Select Detail --> Maintenance Set Default

Displaying records 1 - 5 of 40 total records.

Maintenance Reports					
Service Date	Filed Date	Gallons	Maintenance Company	Filed By	Action
6/21/2017	9/27/2017	38400	C&R Pumpers Inc	Rose Faust	
11/28/2016	4/19/2017	4400	C&R Pumpers Inc	Rose Faust	
10/25/2016	4/19/2017	4000	C&R Pumpers Inc	Rose Faust	
10/21/2016	4/19/2017	5000	C&R Pumpers Inc	Rose Faust	
10/6/2016	4/19/2017	4400	C&R Pumpers Inc	Rose Faust	

Submit Report
My Profile Logout

STEP 8—Entering Maintenance and Pumping Occurrence Event

NOTE: Your Name and Maintenance Company will automatically appear in the upper right corner

1. Click on the date after “Service Date” and use the calendar to enter the date of service
2. Click on the date after “File Date” and use the calendar to enter the date of entry
3. Click in the Gallons box and enter the Gallons pumped
4. Review the drop down menus for the 5 questions under the Holding Tank Tab and update if needed. Please note that these questions automatically default to code compliant answers
5. If you would like to report an issue or provide additional information to the County click the “Generate Alert” box and enter your comments in the text box to the right
6. Once you complete your entry click “Save”. If you do not click “Save” your entry will be lost.

Site Address W2348 SHORT RD Maintenance Company ZZZ Pumping Filed By John Doe

Service Date 1/10/2018 Filed Date 1/10/2018 Gallons

Component L Jan 2018

Holding Tank

Was tank structurally sound? (No obvious cracks, scaling, sulfur rot) No

Manhole or access above grade? Yes

Was it chained/locked or secured properly? Yes

Did alarm/float appear to be operating properly? Yes

Generate Alert Comments Please call me regarding this Holding Tank

Save Cancel

View Disclaimer Database Versions My Profile Log out

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STEP 9—Verifying Your Entry

NOTE: The Maintenance or Servicing event you entered will now appear under Maintenance Reports

Select Detail --> Maintenance Set Default

Displaying records 1 - 5 of 41 total records.

Page 1 2 3 4 5 6 7 8 9

Service Date	Filed Date	Gallons	Maintenance Company	Filed By	Action
1/10/2018	1/10/2018	2000	ZZZ Pumping	John Doe	Edit Delete
6/21/2017	9/27/2017	38400	C&R Pumpers Inc	Rose Faust	
11/28/2016	4/19/2017	4400	C&R Pumpers Inc	Rose Faust	
10/25/2016	4/19/2017	4000	C&R Pumpers Inc	Rose Faust	
10/21/2016	4/19/2017	5000	C&R Pumpers Inc	Rose Faust	

Submit Report

My Profile Log out

Other Program Functions

Creating A Sanitary Maintenance Report by Company

Step 1—Creating a Report

1. Click on the drop down box under “What do you want to do?” in the upper right hand corner and select “Sanitary Report”
2. Click “Select” under Action

The screenshot shows the Calumet County Ascent System Staging! interface. At the top, there is a navigation bar with "Access Type: Maintenance" and "Choose Category: Permit Management". A dropdown menu labeled "What do you want to do?" is open, showing "Sanitary Reports" selected. Below this, a table titled "Sanitary Permits Report" has the following content:

Report	Description	Action
Sanitary Permits Report By Maintenance	Report is generated based on the Maintenance Company.	Select

At the bottom right, there are links for "My Profile" and "Logout", and the Ascent logo with "© 2017 Transcendent Technologies".

Step 2—Creating a Report Cont...

1. Click in the Start and End date boxes to choose a date range for the report
2. Click “Generate Report” button

NOTE 1: Leaving the start date blank and choosing today's date for the End Date will give you all maintenance reports in the system

NOTE 1: All sanitary reports open in a new window

The screenshot shows the report generation form. The "Maintainer Name" is set to "ZZZ Pumping". The "Start Date" is "01/01/2017" and the "End Date" is "01/10/2018". A red "Generate Report" button is visible. Below the date fields, there is a calendar for January 2018. The calendar shows the following dates:

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Reviewing Property and Permit Information—Property Search

Step 1—Searching for Property Information and Related Permits

1. Click on the “What do you want to do?” drop down box in the upper right hand corner and select “Property Search”
2. Enter your Search Criteria (Address, Owner, Parcel ID, etc)
3. Click “Find Now”

NOTE: Click “Clear Search” after searching for a property when doing multiple searches. This assures that all fields are empty so new data can be entered.

Calumet County
ALERT: Ascent System Staging!

Access Type: Admin Choose Category: Permit Management What do you want to do? Permit Search Help

Clear Search

Municipality: <All Municipalities> Owner Name: First Name Last Name

Issue Date: Original Owner:

Parcel ID: Permit No: Application No:

Site Address: Permit Type: <All Types> Permit Status: <All Statuses>

Mailing Address: System Status: <All Statuses> Sort By: Permit No:

Additional Info: Records/Page: 20 Include Deleted: Find Now

Manage Users My Profile Log out

View Disclaimer Database Versions

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Step 2—Searching for Property Information and Related Permits Cont...

1. You now have 2 options. If you wish to see property information, including legal descriptions and past permits click “View” under Action. If you wish to see a GIS map of the property click the Parcel Number (4998) under Parcel.

NOTE: If you wish to open the GIS map we recommend holding the CTRL Key to open the map in a new window.

Calumet County
ALERT: Ascent System Staging!

Access Type: Maintenance Choose Category: Permit Management What do you want to do? Property Search Help

Clear Search

Municipality: <All Municipalities> Owner Name: First Name Last Name

Parcel ID: 4998 Sort By: Parcel ID Records/Page: 20

Site Address: Mailing Address: Find Now

Displaying records 1 - 1 of 1 total records.

Page 1

Parcel	Owner(s)	Site Address	Action
4998 - T. Chilton	CALUMET COUNTY LEDGEVIEW	W2348 SHORT RD	View

My Profile Log out

Frequently Ask Questions (FAQ's)

What if I forget my user name or password?

Solution 1: Use the phone or email contacts listed at the bottom of the page and staff will assist you in resetting your username or password.

When I enter a maintenance event or holding tank pumping my data isn't saved into the system?

Solution 1: Make sure to click the "Save" button after every entry. Although your data is entered and it appears on screen it will not be saved unless you hit "Save".

I'm having trouble searching for a permit or property?

Solution 1: Make sure to click the "Clear Search" button and try re-entering your search criteria (name, address etc.).

Solution 2: Try to search using a different field (if you don't obtain results searching under owner, try searching under address. Transcendent is connected to the County's tax listing system and pulls ownership as it is listed on the tax bill. Therefore, the permit or property may be under a slightly different name such as a LLC, trust or estate.

Solution 3: When typing in an owner name, address etc. the system will automatically give you options to select in a drop down menu. Use that menu to select the owner or address that matches the owner or property you are searching for.

When I click on the permit a GIS map appears and the permitting session is gone?

Solution 1: You may have clicked on the Parcel ID# instead of the permit. Use the back arrow on your web browser (explorer, chrome) to return to the permitting session. If you want to view the GIS map, remember to always hold the CTRL key down while clicking the Parcel Number. This will open the GIS mapping site in a new window.

Please use the following contact information to troubleshoot issues with the permitting system

EMAIL:

Brian Giebel—Giebel.brian@co.calumet.wi.us
Matt Payette—payette.matthew@co.calumet.wi.us

PHONE:

1-920-849-1493 ext 2304 or 2306

Calumet County Planning,
Zoning and Land Information
206 Court Street
Chilton, WI 53014

