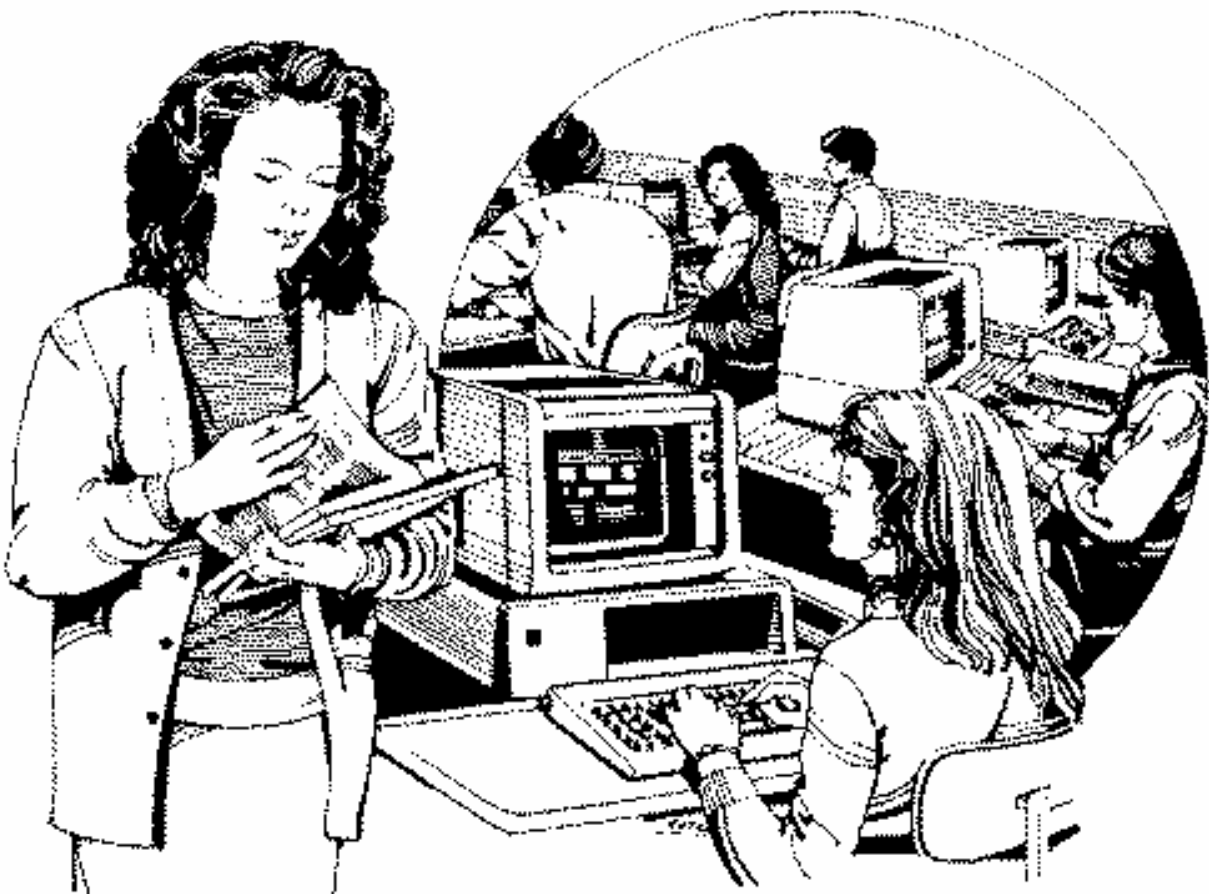


Environmental Daily Work Sheets



User's Manual

Environmental Daily Work Sheets

Health District Information System

HDIS (Windows Ver. 4.0)

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CHC Software, Inc.
Health District Information Systems
helpdesk@hdis.org

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your environmental daily work sheets and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. Little or no prior computer experience is necessary to operate this program.

About This Manual

The Environmental Daily Work Sheets Module is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read

ENTER

The word

TYPE is followed by bracketed [] instructions of what to type into a field.

Note: For Technical Support, email: help@hdis.org



Navigation

Whenever you see one  click the left side of your mouse once.

Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor

Delete deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

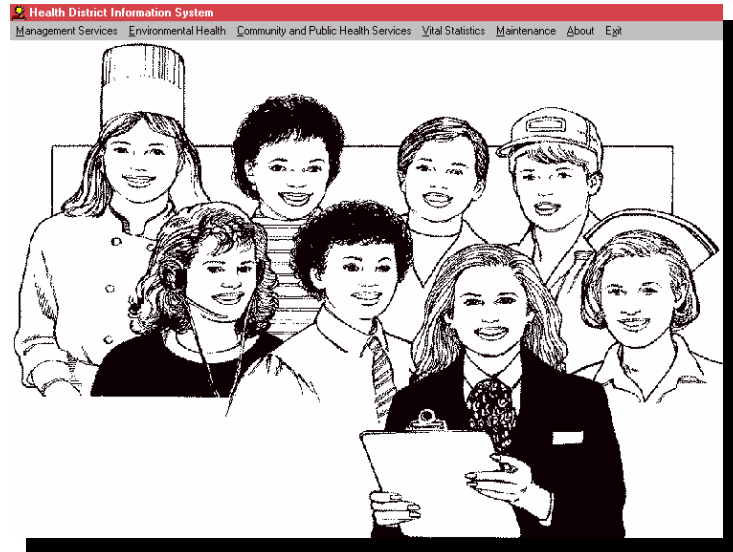
Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Environmental Daily Work Sheets module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



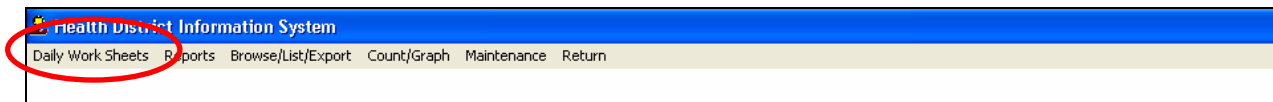
Environmental Health



Daily Work Sheets



Daily Work Sheets



Entering an Activity

Inspector	Date	Entry	P.S.	Return visit	Program	Activity	ID#	Service
05	01/02/2003	1	26	//	300	15		
05	01/02/2003	2	26	//	351	16		
05	01/02/2003	3	26	//	300	15		
05	01/02/2003	4	26	//	351	15		
05	01/02/2003	5	26	//	380	15		
05	01/02/2003	6	26	//	351	15		
05	01/02/2003	7	23	//	300	25		
05	01/02/2003	8	22	//	351	22	35	R
05	01/02/2003	9	22	//	351	15		
05	01/02/2003	10	23	//	351	16		
05	01/02/2003	11	23	//	351	26		
05	01/02/2003	12	23	//	351	26		
05	01/02/2003	13	23	//	351	16		
05	01/02/2003	14	23	//	300	25		

The “**View/Select**” window is for viewing an employee’s worksheets. To add a daily work sheet, choose the **Month**, **Year**, **Inspector Code & Name**, and choose the **Day** from the tab bar that lies on top of the grid.

In this case we are entering a daily worksheet for **Jane Doe** on **December 2, 2007**. When you are ready to start making entries for the day, click the “**Add**” tab.

You may now begin to enter information into the fields for your entry. In this particular example we are entering the **1st** entry on **December 2, 2007**. When complete making one entry, click **“Add”** to begin the next.

Field/Button	Description
Date	Date of work sheet.
Entry	Entry number from work sheet.
Ps	Choose the political subdivision from the dropdown list.
Return Visit Date	Enter a return visit date if needed.
Program	Indicate the program.
Activity	Indicate the activity performed.
ID	Enter the ID # of the location of the visit (i.e. restaurant, manufactured home park, etc.)
Service Code & Description	Enter the service code for the entry.
Time	Enter the time of your entry in minutes.
Total Office Time	The program will fill this field out automatically.
Total Field Time	The program will fill this field out automatically.
Total	The program will fill this field out automatically.
Vehicle #	Enter the vehicle number if you used a county/city vehicle.
Mileage	Enter your mileage if applicable.
Add	Click to move on to the next entry for the day.

Daily Work Sheet for JANE DOE

View/Select		Modify		Add	
Date	Entry	Ps	Political Subdivision Name	Return visit date	
12/02/2007	2			/ /	
Prgm	Description	Activity	Description		
Id	Name	Service Code & Description			
Time	Total office time	Total field time	Total	Vehicle #	Mileage
	0	0	0		

Add

After the **“Add”** button was clicked, the program automatically moved on to the next entry (2) for the day. Continue filling out your entries until you have completed your days’ work.

Modifying an Entry



Modify

Daily Work Sheet for JANE DOE

View/Select		Modify		Add	
Date	Entry	Ps	Political Subdivision Name	Return visit date	
12/02/2007	1	02	WICKLIFFE CITY	/ /	
Prgm	Description	Activity	Description		
310	SCHOOLS	13	OFFICE -- PLAN REVIEW		
Id	Name	Service Code & Description			
32	MADISON AVENUE ELEMENTAF	R	ROUTINE		
Time	Total office time	Total field time	Total	Vehicle #	Mileage
32	32	0	32		0.0

Previous Next Delete **Modify**

To modify a work sheet choose the day of the work sheet on the “**View/Select**” tab and click on the “**Modify**” tab. The entry that is selected will appear as “Read Only” (gray). To modify the entry click the “**Modify**” button. The “**Next**” and “**Previous**” buttons will navigate to your next or previous entries for the work sheet. To delete an entry, click the “**Delete**” button.

Using the Preview Button



View/Select

Daily Work Sheet for JANE DOE

View/Select Modify Add

Month: Year: Inspector code & name:

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

Inspector	Date	Entry	P.S.	Return visit	Program	Activity	ID#	Service
01	12/02/2007	1	02	//	310	13	32	R
05	01/02/2003	1	26	//	300	15		
05	01/02/2003	2	26	//	351	16		
05	01/02/2003	3	26	//	300	15		
05	01/02/2003	4	26	//	351	15		
05	01/02/2003	5	26	//	380	15		
05	01/02/2003	6	26	//	351	15		
05	01/02/2003	7	23	//	300	25		
05	01/02/2003	8	22	//	351	22	35	R
05	01/02/2003	9	22	//	351	15		
05	01/02/2003	10	23	//	351	16		
05	01/02/2003	11	23	//	351	26		
05	01/02/2003	12	23	//	351	26		
05	01/02/2003	13	23	//	351	16		

The **“Preview”** button will allow you to preview any input for a particular day. On the **“View/Select”** page, click on the **“P”** button. In the example above we are going to preview the daily work sheet for **“Jane Doe”** on **“December 2, 2007”**.

JANE DOE - 12.02.2007

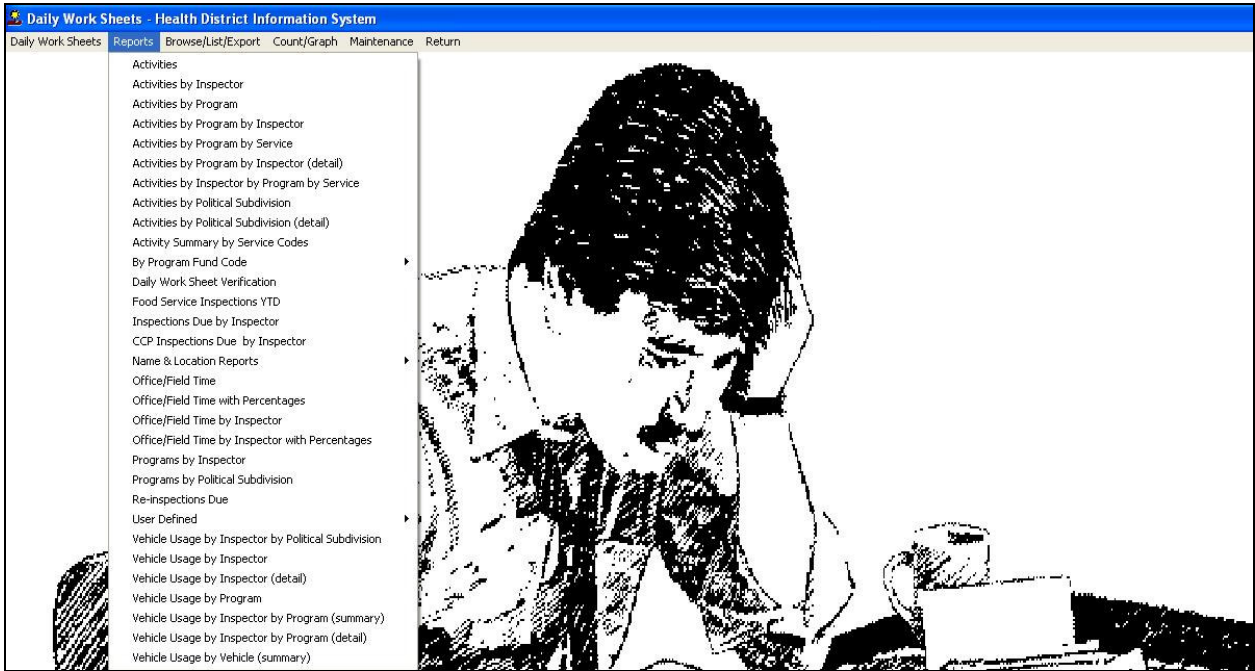
Political Sub division Political Sub division City	Program Activity Service	Descriptions	Time	Vehicle Miles	Location Name Location Address Location Notes
02 WICKLIFFE CITY	310 13 R	SCHOOLS OFFICE -- PLAN REVIEW ROUTINE	32		MADISON AVENUE ELEMENTARY 845 MADISON AVE
			32		0 hr. 32 min.

The screen above will appear for the daily work sheet. In the above example there is only one entry for **“Jane Doe”** on **“December 2, 2007”**.

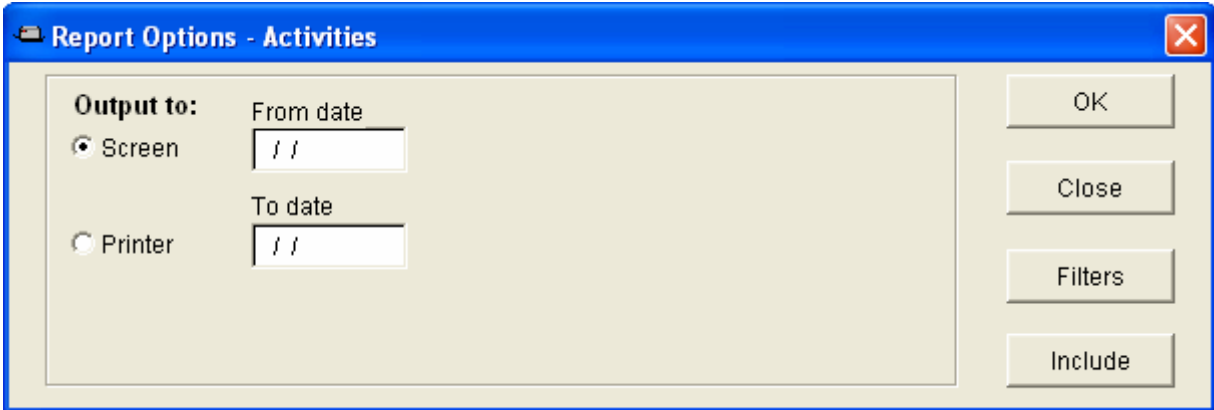
Reports



Reports



The **Daily Work Sheets program** has a set of pre-defined reports to choose from. Each reported will ask for **From date issued** and **To date issued** in order for you to perform your reporting needs under different time frames.



You may also preview the report before printing. Also, you have the ability to use filters to build a query.

Reports

Report	Description
Activities	Generates a count report for all the activities performed based on the time frame you indicate in the “From” and “To” date fields. The activities will be broken down between “Office” and “Field” and will also include a “total” along with a percentage.
Activities by Inspector	Generates a count report for all the activities performed based on the time frame you indicate in the “From” and “To” date fields for each employee. The activities will be broken down between “Office” and “Field” and will also include a “total” along with a percentage.
Activities by Program	Generates a count report for all the activities performed for each program based on the time frame you indicate in the “From” and “To” date fields. The report will also generate a “total time” for and “average time” for each activity.
Activities by Program by Inspector	Generates a count report for all the activities performed for each program, by each employee based on the time frame you indicate in the “From” and “To” date fields. The report will also generate a “total time” and “average time” for each activity.
Activities by Program by Service	Generates a count report for all the activities performed for each program, by service based on the time frame you indicate in the “From” and “To” date fields. The report will also generate a “total time” and “average time” for each activity.
Activities by Program by Inspector (detail)	Generates a count report for all the activities performed for each program, by each employee based on the time frame you indicate in the “From” and “To” date fields. The report will also generate a “total time”, “average time”, and “date” for each activity.
Activities by Political Subdivision	Generates a count report for activities by each political subdivision based on the time frame you indicate in the “From” and “To” date fields.
Activities by Political Subdivision (detail)	Generates a count report of activities by political subdivision based on the time frame you indicate in the “From” and “To” date fields. The report also includes average time and mileage.
By Program Fund Code – Office/Field Time with Percentages	Generates a fund code count report with office versus field time with percentages based on the time frame you indicate in the “From” and “To” date fields.
By Program Fund Code - Office/Field Time by Employee with Percentages	Generates a fund code count report with office versus field time by employee with percentages based on the time frame you indicate in the “From” and “To” date fields.

By Program Fund Code - Office/Field Time by Employee by Date	Generates a fund code count report with office versus field time by employee by date based on the time frame you indicate in the "From" and "To" date fields.
By Program Fund Code - Vehicle Usage by Fund	Generates a vehicle usage report by fund code based on the time frame you indicate in the "From" and "To" date fields.
Daily Work Sheet Verification	
Name and Location Reports – Detail	Generates a name and location report along with a program description based on the time frame you indicate in the "From" and "To" date fields.
Name and Location Reports – Summary	Generates a name and location report along with a program description by employee based on the time frame you indicate in the "From" and "To" date fields.
Office/Field Time by Program	Generates an office versus field time report for all programs based on the time frame you indicate in the "From" and "To" date fields.
Office/Field Time by Employee by Program	Generates an office versus field time spent for each employee based on the time frame you indicate in the "From" and "To" date fields.
Office/Field Time by Program with Percentages	Generates an office versus field time report for all programs by with percentages based on the time frame you indicate in the "From" and "To" date fields.
Office/Field Time by Employee with Percentages	Generates an office versus field time spent for each employee with percentages based on the time frame you indicate in the "From" and "To" date fields.
Vehicle Usage by Employee	Generates vehicle usage report by each employee for each based on the time frame you indicate in the "From" and "To" date fields.
Vehicle Usage by Employee (detail)	Generates a vehicle usage report by each employee based on the time frame you indicate in the "From" and "To" date fields. The report also includes a "location name and address" along with a "Traveler's Certificate" for the inspector to sign.
Vehicle Usage by Program	Generates a vehicle usage report for each program based on the time frame you indicate in the "From" and "To" date fields.
Vehicle Usage by Employee by Program (summary)	Generates a vehicle usage report by employee, by program based on the time frame you indicate in the "From" and "To" date fields.
Vehicle Usage by Employee by Program (detail)	Generates a vehicle usage report by employee, by program based on the time frame you indicate in the "From" and "To" date fields. The report also includes a "location name and address" along with a "Traveler's Certificate" for the employee to sign.
Vehicle Usage by Employee by Program (summary)	Generates a vehicle usage report for each vehicle based on the time frame you indicate in the "From" and "To" date fields.

Using the Include Button

Include in Report

Checked boxes indicate that the code is included in your report!

Close

IN	Code	Program	IN	Code	Activity
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	000	ENV. HEALTH COMPREHENS	<input checked="" type="checkbox"/>	11	OFFICE -- LETTER
<input checked="" type="checkbox"/>	010	AROUND THE CLOCK	<input checked="" type="checkbox"/>	12	OFFICE -- PHONE CALL
<input checked="" type="checkbox"/>	020	HEALTH DISTRICT FUND	<input checked="" type="checkbox"/>	13	OFFICE -- PLAN REVIEW
<input checked="" type="checkbox"/>	030	HDIS	<input checked="" type="checkbox"/>	14	OFFICE -- VISITATION
<input checked="" type="checkbox"/>	100	MOSQUITOES	<input checked="" type="checkbox"/>	15	OFFICE -- OTHER
<input checked="" type="checkbox"/>	101	TICKS	<input checked="" type="checkbox"/>	16	OFFICE -- ILLNESS INVESTIG,
<input checked="" type="checkbox"/>	200	H2O/SEWAGE/SW COMPREH	<input checked="" type="checkbox"/>	17	OFFICE -- HEALTH EDUCATIC
<input checked="" type="checkbox"/>	201	NEW RESIDENTIAL WATER*	<input checked="" type="checkbox"/>	18	OFFICE -- MEETING
<input checked="" type="checkbox"/>	202	RESIDENTIAL WATER ALTER,	<input checked="" type="checkbox"/>	19	OFFICE -- COMPLAINT
<input checked="" type="checkbox"/>	203	WATER SUP./PRV./EXIST	<input checked="" type="checkbox"/>	21	FIELD -- CONSULTATION
<input checked="" type="checkbox"/>	204	WATER SUP./NON-COMMUNI	<input checked="" type="checkbox"/>	22	LICENSE/PERMIT INSPECTIO
<input checked="" type="checkbox"/>	205	WATER SUP./COMMUNITY	<input checked="" type="checkbox"/>	23	FIELD -- SAMPLE TRANSPOR
<input checked="" type="checkbox"/>	206	WATER HAULERS	<input checked="" type="checkbox"/>	24	FIELD -- OPACITY READING
<input checked="" type="checkbox"/>	207	WATER--OTHER	<input checked="" type="checkbox"/>	25	FIELD -- OTHER
<input checked="" type="checkbox"/>	208	BUSTER	<input checked="" type="checkbox"/>	26	FIEL -- ILLNESS INVESTIGATI
<input checked="" type="checkbox"/>	209	WATER/SUP/PRIV/ABAN/PERM	<input checked="" type="checkbox"/>	27	FIELD -- HEALTH EDUCATION
<input checked="" type="checkbox"/>	210	SEWAGE SITE EVALUATIONS*	<input checked="" type="checkbox"/>	28	FIELD -- MEETING
<input checked="" type="checkbox"/>	211	NEW RESIDENTIAL SEWAGE*	<input checked="" type="checkbox"/>	29	FIELD -- COMPLAINT
<input checked="" type="checkbox"/>	212	RESIDENTIAL SEWAGE ALTEI			

Reset All Check Boxes Reset All Check Boxes

The **“Include”** button on the **Report Options** menu allows you to choose which **Program** and **Activity** codes to include in each of your reports. If you wish to include the codes, place a checkmark in the **“IN”** box.

Maintenance - Add/Delete/Modify Tables



Maintenance



The maintenance menu contains a list of the tables that you can modify for your program.



Activity Codes

Add/Delete/Modify Activity Table

Code	Activity	Time
11	OFFICE -- LETTER	O
12	OFFICE -- PHONE CALL	O
13	OFFICE -- PLAN REVIEW	O
14	OFFICE -- VISITATION	O
15	OFFICE -- OTHER	O
16	OFFICE -- ILLNESS INVESTIGATION	O
17	OFFICE -- HEALTH EDUCATION	O
18	OFFICE -- MEETING	O
19	OFFICE -- COMPLAINT	O
21	FIELD -- CONSULTATION	F
22	LICENSE/PERMIT INSPECTION*	F
23	FIELD -- SAMPLE TRANSPORT	F
24	FIELD -- OPACITY READING	F
25	FIELD -- OTHER	F
26	FIEL -- ILLNESS INVESTIGATION	F
27	FIELD -- HEALTH EDUCATION	F
28	FIELD -- MEETING	F
29	FIELD -- COMPLAINT	F

Buttons: Close, Add, Delete, Print

Field/Button	Description
Code	Enter the activity code.
Activity	Enter the activity.
Time	Enter "O" for OFFICE activity, or "F" for FIELD activity
Close	Closes the table
Add New Fee	Adds an activity to the table.
Delete Fee	Deletes the activity.
Print	Prints a list of the Activity Codes



Inspectors

Add/Delete/Modify Inspector Table

Code	Name	District
66	ANNE GEHRES	XXX
97	BERT MECHENBIER	
53	CHRIS LOXTERMAN	
39	CHRISTY CHARNOKY	07
26	DAN LARK	
77	DAN MARN	
65	DAN MILO	XXX
17	DAN NICHOLSON	
18	DANIEL O'NEILL	XXX
71	DAVENE SARROCCO-SMITH	02
23	DAVID KOVACH	XXX
73	DOUG MEHLS	
87	ED BINIC	XXX
29	FRANK KELLOGG	
41	GERALD NORRIS	
13	GREG DION	XXX
01	JANE DOE	XXX
70	JIM ARMSTRONG	VEN
70	JIM ARMSTRONG	04
90	JON LINDSAY	XXX
05	JUSTIN BECHTEL	01
60	KRISTEN BROSCHEID	06

Buttons: Close, Add, Delete, Print, Update Inspectors

Field/Button	Description
Code	Enter the inspector's code.
Name	Enter inspector's name (last name, first name).
District	Enter the inspector's district.
Close	Closes the table
Add New Fee	Adds an inspector to the table
Delete Fee	Deletes the inspector.
Print	Prints a list of the inspectors.



Political Subdivision

Add/Delete/Modify Political Subdivision Table

Code	Subdivision	District
01	WILLOWICK CITY	07
02	WICKLIFFE CITY	02
03	WILLOUGHBY HILLS CITY	02
04	WILLOUGHBY CITY	06
05	EASTLAKE CITY	07
06	PAINESVILLE CITY	03
07	MENTOR CITY WEST	04
08	KIRTLAND CITY	02
09	MENTOR ON THE LAKE CITY	05
10	WAITE HILL VILLAGE	02
11	TIMBERLAKE VILLAGE	07
12	KIRTLAND HILLS VILLAGE	02
13	GRAND RIVER VILLAGE	03
14	FAIRPORT HARBOR VILLAGE	05
15	NORTH PERRY VILLAGE	01
16	PERRY VILLAGE	01
17	MADISON VILLAGE	01
18	LAKELINE VILLAGE	07
19	CONCORD TOWNSHIP	01
20	PERRY TOWNSHIP	01
21	LEROY TOWNSHIP	01
22	MADISON TOWNSHIP	01

Buttons: Close, Add, Delete, Print, Update Districts

Field/Button	Description
Code	Enter the code for the subdivision.
Subdivision	Enter the political subdivision.
District	Enter the district.
Close	Closes the table
Add	Adds a political subdivision to the table.
Delete	Deletes the political subdivision.
Print	Prints a list of subdivisions.
Update Districts	



Program Codes

Add/Delete/Modify Program Codes Table

Code	Program	Update Module	Fund #
000	ENV. HEALTH COMPREHENSIVE		
010	AROUND THE CLOCK		
020	HEALTH DISTRICT FUND		
030	HDIS		
100	MOSQUITOES		
101	TICKS		
200	H2O/SEWAGE/SW COMPREHENSIVE		
201	NEW RESIDENTIAL WATER*		
202	RESIDENTIAL WATER ALTERATION*		
203	WATER SUP./PRV./EXIST		
204	WATER SUP./NON-COMMUNIT		
205	WATER SUP./COMMUNITY		
206	WATER HAULERS		
207	WATER--OTHER		
208	BUSTER		
209	WATER/SUP/PRIV/ABAN/PERMITS		
210	SEWAGE SITE EVALUATIONS*		
211	NEW RESIDENTIAL SEWAGE*		
212	RESIDENTIAL SEWAGE ALTERATION*		
213	SEWAGE DISP./PRV./EXIST		
214	SEWAGE DISP./SEMI/NEW		
215	COMMERCIAL SEWAGE*	SDC	

Buttons: Close, Add, Delete, Print

Field/Button	Description
Code	Enter the program code.
Program	Enter the program.
Update Module	
Fund #	
Close	Closes the table
Add	Adds a program code to the table
Delete	Deletes the code
Print	Prints a list of the program codes.



Distribute Daily Mileage

Use this procedure if you enter your mileage as one total for the whole day.

This procedure will use the mileage entered for each person on a given day and distribute it evenly across each program code. The last entry in that day might be adjusted to reflect the total amount for that day. If you do not want a particular program code to receive a portion of that mileage, enter an "X" in the update column in the program code table.

From date: To date:

OK Close

Use this procedure if you enter your mileage as one total for the whole day. This procedure will use the mileage entered for each person on a given day and distribute it evenly across each program code. The last entry in that day might be adjusted to reflect the total amount for that day.

If you do not want a particular program code to receive a portion of that mileage, enter an "X" in the "Update Column", in the "Program Code" table.



Field Names

Field Name	Data Base Field Name
ACTIVITY	DW.ACT
COMP TIME	DW.COMP
DATE	DW.DATE
EH DIVISION	DW.DIV
ENTRY # (ASCII)	DW.C_ENTRY
ENTRY # (NUMERIC)	DW.ENTRY
FLEX TIME	DW.FLEX
FROM ODOMETER READING	DW.F_ODOM
ID#	DW.ID
INSPECTOR'S CODE	DW.INSPEC
LOCATION ADDRESS	DW.LOC_ADDR
LOCATION NAME	DW.LOC_NAME
LOCATION NOTES	DW.LOC_NOTE
MILES	DW.MILES
OVERTIME	DW.OVERTIME
POLITICAL SUB. CODE	DW.PS
POLITICAL SUB. NAME	DW.PS_CITY
PROGRAM CODE	DW.PRGM
REASON	DW.F
RETURN VISIT	DW.RV_DATE
TIME	DW.TIME
TO ODOMETER READING	DW.T_ODOM
VEHICAL #	DW.VEHICAL

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The Field Name column is used to merge data into letters. Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).



General Profile

General Profile

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

Health Department

Division

Address1

Address2

City State Zip

County

Phone #'s FAX #

Federal Tax ID

Commissioner

Client/Server Location

2004 2003 2002 2001 2000 1999 1998

Make Checks Payable to:

Close

The **General Profile** allows you to fill out the basic information for your health department.



General

General Profile
X

Demographics
General
Management
Environmental
Community & Public Health Services
Vital

Activate Pull-Downs

Default to Profile Area Code

Amount Per Mile

Display Odometer Readings for Daily Work Sheets

Name of Signature File

Export / Import Server Location

This is a Lap Top for Export / Import Function

Memory Problem - "Not Responding"

Environmental / Use Street Name Table

Options for Printing Letters

Letters-1/4 inches from top

Letters - 1 3/4" left margin

Letters - 2" left margin

Letters - 2 1/4" left margin

Letters - 2 1/2" left margin

Print Return Address on Envelopes

Field/Button	Description
Activate Pull-Downs	Activates the "pull down" menus in HDIS
Default to Profile Area Code	Defaults every phone number area code to the area code entered in the "General Profile" on the "Demographics" page.
Amount Per Mile	Enter the amount of money received per mile for personal vehicle usage.
Display Odometer Readings for Daily Work Sheets	Allows you to enter mileage using odometer readings for your Daily Work Sheets.
Name of Signature File	
Export/Import Server Location	
This is a Lap Top for Export/Import Function	Check if the PC is being used out in the field.
Memory Problem – "Not Responding"	

Environmental/Use Street Table	
Letters – ¼ Inches from Top	Choose how many times you would like to move your letter down from the top of the paper.
Letters – 1 ¾" left margin	Check to begin printing your letters 1 ¾" left of the margin.
Letters – 2" left margin	Check to begin printing your letters 2" left of the margin.
Letters – 2 ¼" left margin	Check to begin printing your letters 2 ¼" left of the margin.
Letters – 2 ½" left margin	Check to begin printing your letters 2 ½" left of the margin.



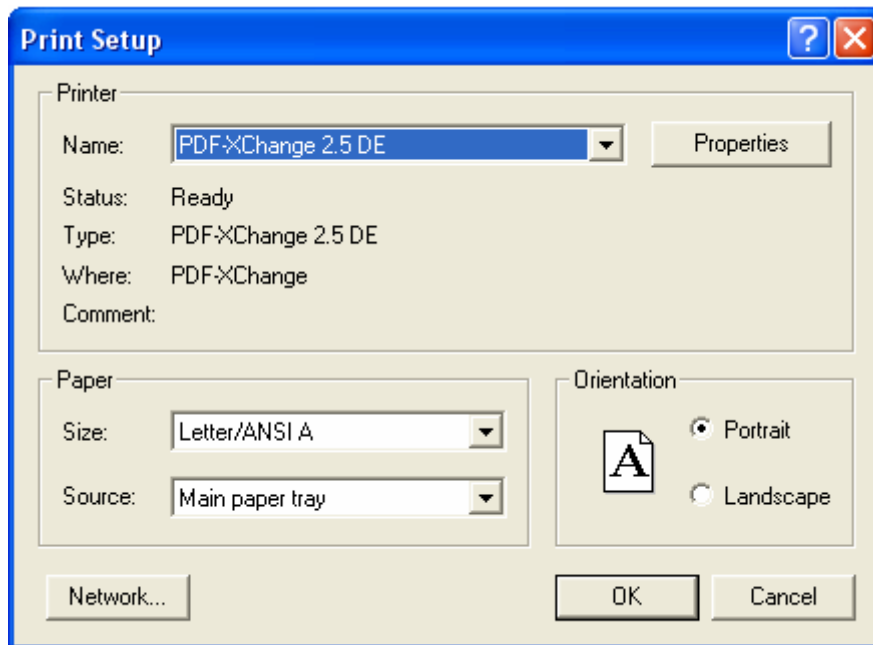
Environmental – Daily Work Sheets

The screenshot shows a software window titled "General Profile" with a blue border and a close button in the top right corner. The window has several tabs: "Demographics", "General", "Management", "Environmental" (which is selected and highlighted with a dotted border), "Community & Public Health Services", and "Vital". Below the tabs is a grid of sub-tabs: "Rabies Control", "School Inspections", "Sewage Disposal", "Solid Waste", "Tattoos and/or Body Piercing", "Parks/Camps", "Plumbing", "Pools/Spa/Special Use Pool", "Private Water Systems", "Public Health Nuisance", "Daily Work Sheets", "Food Protection", "Manufactured Home Parks", "Marinas", "Mosquito Control", and "Open Burning". The "Daily Work Sheets" sub-tab is active, displaying a list of checkboxes for configuration. On the left side, there are ten checkboxes: "Daily Work Sheets - Edit Check Work Sheets" (with sub-items "Political Subdivision, Program Code" and "Activity Code, Minutes"), "Daily Work Sheets - Edit Check Work Sheets (additional)" (with sub-item "Service Codes"), "Daily Work Sheets - Display Critical / Non Critical Fields", "Daily Work Sheets - Display Name & Address for Mileage", "Daily Work Sheets - Display Name & Address Always", "Daily Work Sheets - Display Notes", "Daily Work Sheets - Indicate Flex of Comp", and "Daily Work Sheets - by login & password". On the right side, there is a checkbox for "Daily Work Sheet Division" and a box titled "Remove Fields From Data Entry Screen" containing five checkboxes: "Daily Work Sheets - Return Visit", "Daily Work Sheets - Vehicle", "Daily Work Sheets - Miles", "Daily Work Sheets - Service Code", and "Daily Work Sheets - ID # & Name".

The Daily Work Sheets tab under the General Profile allows you to pick and choose what fields to include or not include in the Daily Work Sheet module. Please contact our office if you have any questions on these options.



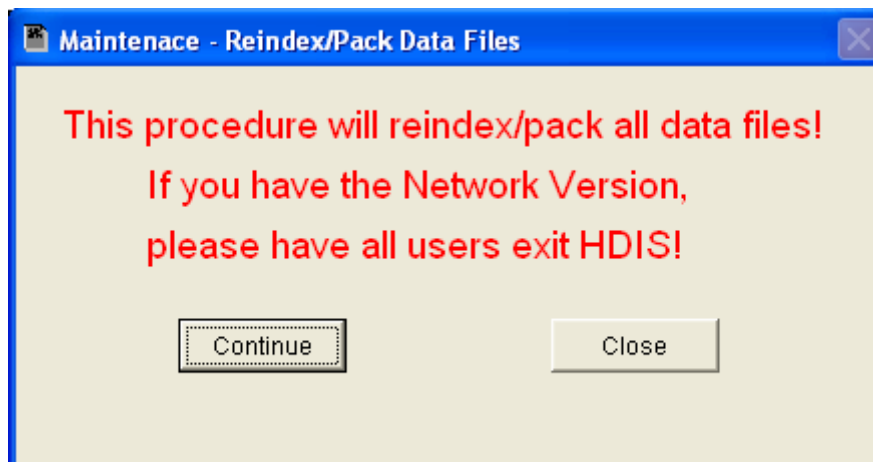
Printer Setup



The print setup allows you to choose what printer you would like to print from. Pick the printer in the name dropdown and click “**OK**”.



Reindex/Pack Data Files.



This function is only needed should your data be corrupted due to a power failure. Please contact CHC Software if you have any questions or concerns.

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