

Open Burning



User's Manual

Open Burning

Health District Information System
HDIS (Windows Ver. 4.0)

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your open burning applicants 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 Open Burning 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 you are to press on your keyboard. As an example, when you read ,

ENTER

press the **enter** key on your keyboard.

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

Note: **For Technical Support, email: helpdesk@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 **Open Burning** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



Select Environmental Health



Select Open Burning



Applicant

The screenshot shows a software window titled "Open Burning" with a blue title bar. The window has four tabs: "Find", "Applicant", "Information", and "GIS/GPS". The "Applicant" tab is active. The form contains the following fields and controls:

- ID #: Text box containing the number "1".
- Name of Business: Text box.
- Applicant Street: Text box.
- City: Dropdown menu.
- State: Dropdown menu.
- Zip code: Dropdown menu.
- Phone: Text box containing dashes "-- --".
- Applicant Name: Text box.
- Date Received: Text box containing "//".

At the bottom of the form are five buttons: "Previous", "Next", "Delete", "Add", and "Modify".

You may now begin to enter information into the fields. Remember, you can use the “**Tab**” or the “**Enter**” key to advance from field to field. On this page, you will fill out the information for the open burning applicant.

**** Note: All phone numbers must start with a “1”**

Field/Button	Description
Previous	Click to view the previous applicant
Next	Click to view the next applicant
Delete	Click to delete the record
Add	Click to add a record
Modify	Click to modify the record

Information

The screenshot shows a software window titled "Open Burning -" with a blue title bar. The window is divided into four tabs: "Find", "Applicant", "Information" (which is selected), and "GIS/GPS". The "Information" tab contains the following fields and controls:

- Code:** A dropdown menu.
- Fee Description:** A text input field.
- Local fee:** A text input field.
- Approved/Denied(A/D):** A checkbox.
- Issuance Date:** A date input field with slashes (//).
- Effective Date:** A date input field with slashes (//).
- Certified #:** A text input field.
- Date paid:** A date input field with slashes (//).
- Receipt#:** A text input field.
- Material/Purpose:** A dropdown menu.
- Restricted(Y/N):** A checkbox.
- Violations (Y/N):** A checkbox.
- Denied Reasons:** A dropdown menu.
- Burn Location:** A text input field.
- Political subdivision:** A dropdown menu and a text input field.
- Note:** A large text input area.

At the bottom of the window, there are three buttons: "Print Permission/Denial Letter", "Print Application / Permit", and "Modify".

You may now begin to enter information into the fields. Remember, you can use the **“Tab”** or the **“Enter”** key to advance from field to field. On this page, you will fill out the application information for the open burning site.

**** Note: All phone numbers must start with a “1”**

Field/Button	Description
Previous	Click to view the previous distributor
Next	Click to view the next distributor
Delete	Click to delete the record
Add	Click to add a record
Modify	Click to modify the record

GIS/GPS

The "GIS/GPS" tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude DECIMAL value of the location.
Longitude Decimal Value	Enter the longitude DECIMAL value of the location.
Modify	Click to modify the information on the page.

Reports



Reports



The **Open Burning** module has a set of pre-defined reports from which to choose. Each report will ask for **From date issued** and **To date issued**.



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

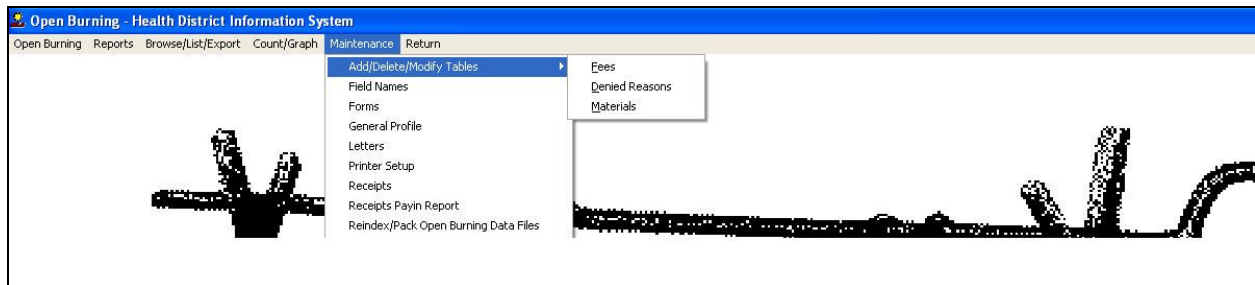
Reports

Report	Description
Applications	Generates open burning applications in bulk
Envelopes	Generates envelopes addressed to the applicant
Labels	Generates filing labels for your applicants
List	Generates your open burning list

Maintenance



Maintenance



The **Maintenance Menu** contains a list of the tables that you can modify for your program.



Field Names

Field Name	Data Base Field Name
▶ APPLICANT'S CITY	OPB.CITY
APPLICANT'S PHONE	OPB.PHONE
APPLICANT'S STATE	OPB.STATE
APPLICANT'S STREET	OPB.STREET
APPLICANT'S ZIP	OPB.ZIP
APPROVED/DENIED	OPB.APPROVED
AUDIT#	OPB.AUDIT
BUSINESS NAME	OPB.NAME
CERTIFIED #	OPB.CERT_NO
DATE ISSUED	OPB.DATE_ISS
DATE PAID	OPB.DATE_PAID
DATE RECEIVED	OPB.DATE_RCV
EFFECTIVE DATE	OPB.EFF_DATE
FEE CODE	OPB.FEECC
FEE DESCRIPTION	OPB.DESCRPT
GIS/PREFIX DIRECTION	OPB.GIS_PRE_DIR
GIS/STREET	OPB.GIS_STRT
GIS/STREET #	OPB.GIS_STRT_NO
GIS/STREET SUFFIX	OPB.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	OPB.GIS_STRT_DIR
GIS/STREET TYPE	OPB.GIS_PRE_TYPE
GPS/LAT-DECIMAL	OPB.GPS_LAT_DEC
GPS/LON-DECIMAL	OPB.GPS_LON_DEC

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).



Forms

A screenshot of a software window titled "Enter/Modify Open Burning Form Paragraphs". The window has a blue title bar with a yellow icon on the left and a red close button on the right. Below the title bar, there are two tabs: "Application" (selected) and "License / Permit / Registration". The main area of the window is a large, empty white rectangular box with a thin black border and a vertical scrollbar on the right side. In the bottom right corner of the window, there is a "Close" button.

Enter information pertinent to your county's rules and regulations for open burning. This information will print on the application and license/permit registration.



General Profile

General Profile [Close]

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

2006 2005 2004 2003 2002 2001 2000 1999 1998

Make Checks Payable to:

Close

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



Letters

Enter/Modify Open Burning Letters

Permission Letter Denial Letter

Issuance Date: *ISSUANCE DATE* CERTIFIED MAIL 7000 1670 0004 3095 *CERTIFIED #*

BUSINESS

APPLICANT NAME

STREET

CITY, *STATE* *ZIP*

RE: PERMISSION TO OPEN BURN (ATTACHMENT A)

Dear *APPLICANT NAME*:

My staff has reviewed your application for permission to open burn, received on *DATE RECEIVED*.

In your application you requested permission to open burn: *MATERIAL* at *BURN LOCATION*. This is in a *RESTRICTED* area. Therefore, your request for permission to open burn is made pursuant to OAC-3745-19, Open Burning Standards.

I find that your request is allowed under the Ohio Administrative Code rules governing open burning. I hereby grant you permission to open burn at the site under the attached conditions. You are hereby notified that this action of the Director is final and may be appealed to the Environmental Review Appeals Commission pursuant to ORC Section 3745.04

Close

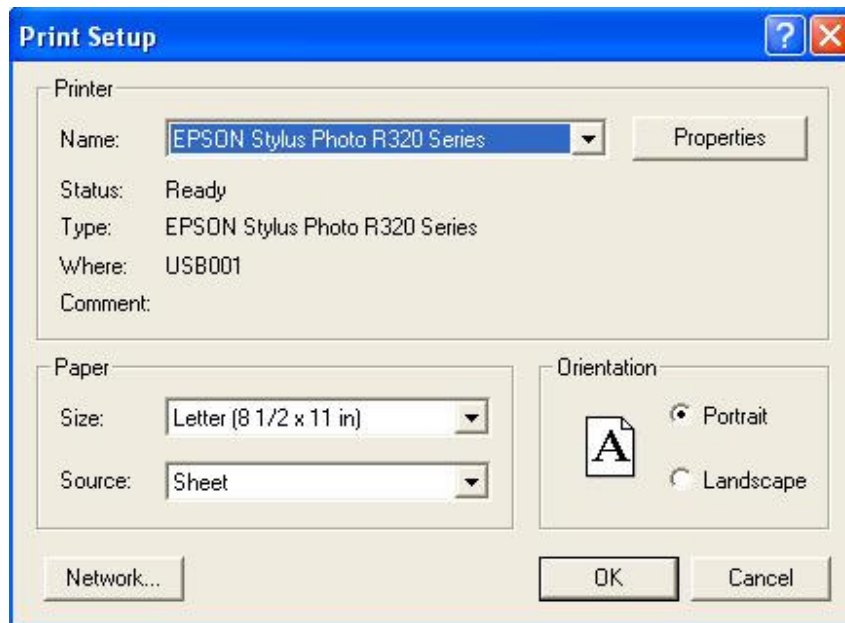
The HDIS system provides you the flexibility to write standard letters that can be sent to your applicants. These letters will pull data through use of the *.

The * is placed on each end of the field name that you want to pull into the letter. Use capital letters to describe the field name.

Example: *OWNER* = TOM GORDON



Printer Setup



The print setup allows you to choose from what printer you would like to print.

Select the printer in the name dropdown and click **OK**.



Receipts Pay In Report

Print Pay In or Receipt

From Date: 09/05/2007 To Date: 09/05/2007

Pay In by Receipt Book
[Dropdown menu]

Pay in by Fund

Pay in by Initials

Receipt

Output to:

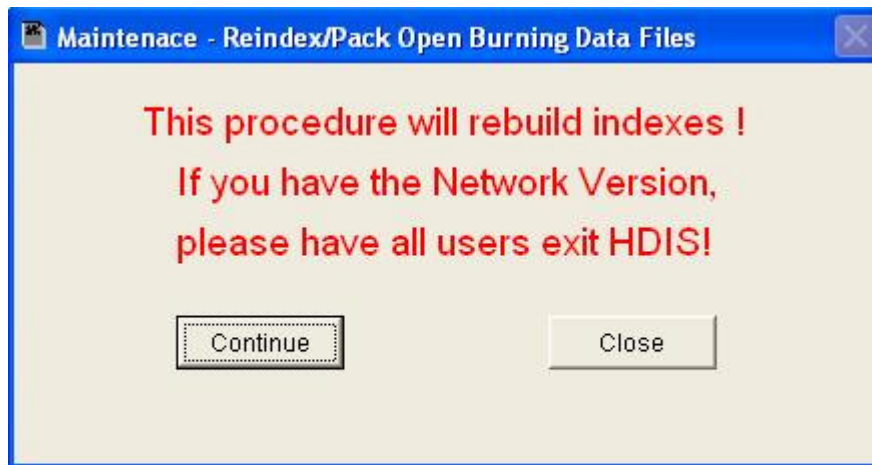
Preview
 Print

OK
Close

If your health department has the **“Receipts”** module, you have the ability to print your pay in reports through the **“Maintenance”** tab.



Reindex/Pack Open Burning Data Files



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

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