

Pool/Spa/Special Use Pool



User's Manual

Pool/Spa/Special Use Pool

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 pools/spas/special use pools 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 Pool/Spa/Special Use Pool 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

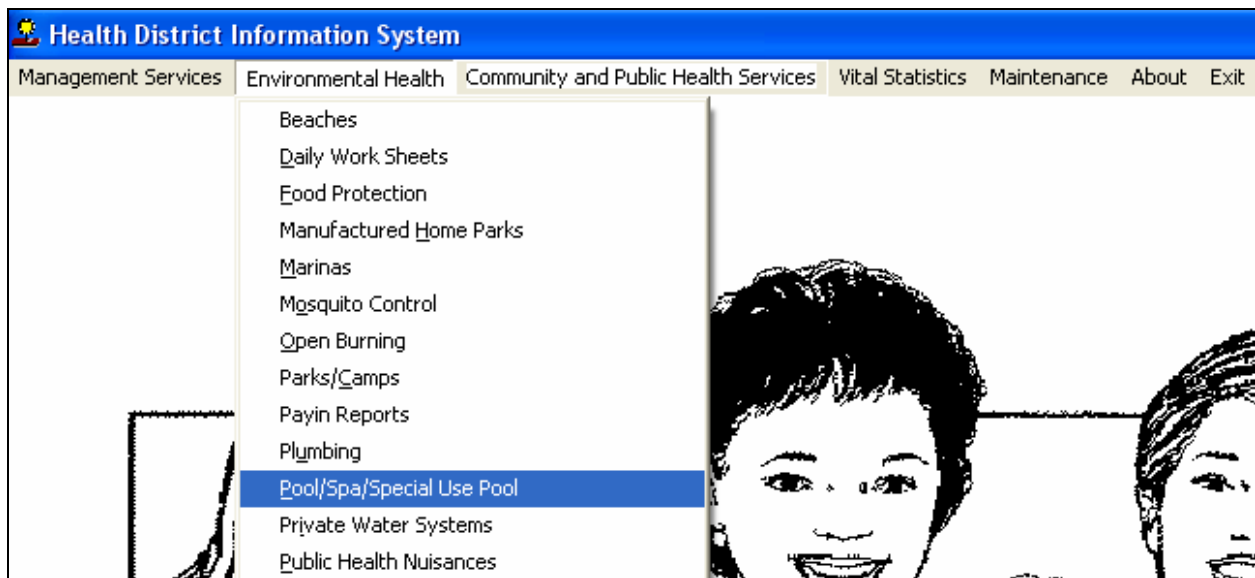
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Pool/Spa/Special Use Pool module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



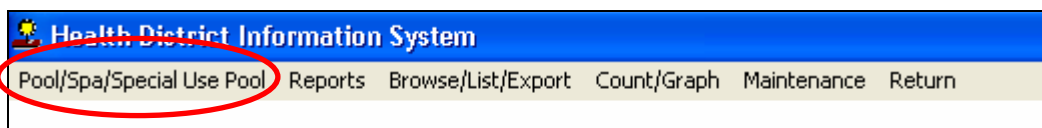
Select Environmental Health



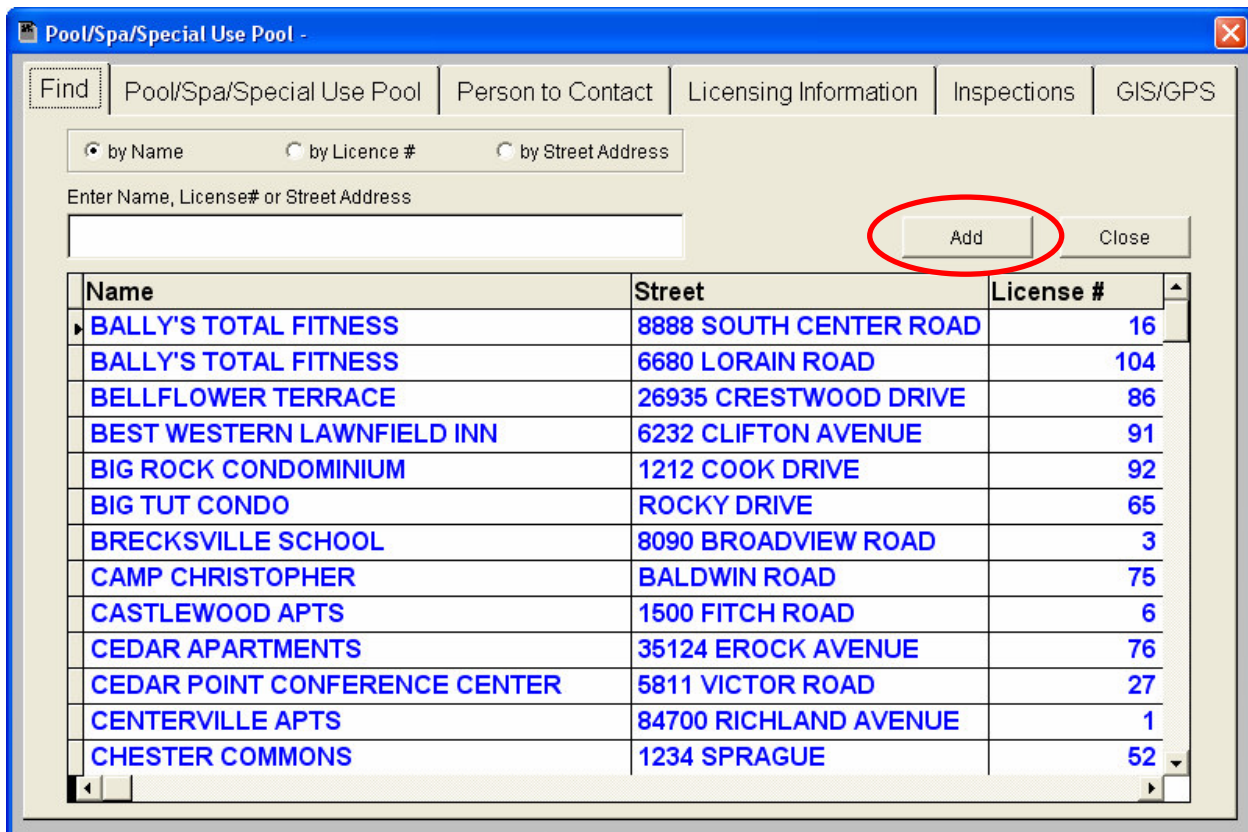
Select Pool/Spa/Special Use Pool



Pool/Spa/Special Use Pool



Entering a Pool/Spa/Special Use Pool



The screenshot shows a software window titled "Pool/Spa/Special Use Pool -". The window has a blue title bar and a menu bar with tabs: "Find", "Pool/Spa/Special Use Pool", "Person to Contact", "Licensing Information", "Inspections", and "GIS/GPS". The "Find" tab is active. Below the menu bar, there are three radio buttons: "by Name" (selected), "by Licence #", and "by Street Address". Below the radio buttons is a text input field labeled "Enter Name, License# or Street Address". To the right of the input field are two buttons: "Add" and "Close". The "Add" button is circled in red. Below the input field and buttons is a table with three columns: "Name", "Street", and "License #". The table contains 15 rows of data.

Name	Street	License #
BALLY'S TOTAL FITNESS	8888 SOUTH CENTER ROAD	16
BALLY'S TOTAL FITNESS	6680 LORAIN ROAD	104
BELLFLOWER TERRACE	26935 CRESTWOOD DRIVE	86
BEST WESTERN LAWNFIELD INN	6232 CLIFTON AVENUE	91
BIG ROCK CONDOMINIUM	1212 COOK DRIVE	92
BIG TUT CONDO	ROCKY DRIVE	65
BRECKSVILLE SCHOOL	8090 BROADVIEW ROAD	3
CAMP CHRISTOPHER	BALDWIN ROAD	75
CASTLEWOOD APTS	1500 FITCH ROAD	6
CEDAR APARTMENTS	35124 E ROCK AVENUE	76
CEDAR POINT CONFERENCE CENTER	5811 VICTOR ROAD	27
CENTERVILLE APTS	84700 RICHLAND AVENUE	1
CHESTER COMMONS	1234 SPRAGUE	52

The **FIND** tab on the Pool/Spa/Special Use Pool window is for locating a current pool/spa/special use pool. You can browse through the grid or type the Name, License#, or street address in the “**Enter Name, License#, or street address**” field. To find a pool/spa/special use pool by **License #**, click the radio button labeled **by License #** and then enter the license number. To find a pool/spa/special use pool by Street Address, click the radio button labeled **by Street Address** and enter the street address.

To add a pool/spa/special use pool to your list, click the **Add** button. **Once the pool/spa/special use pool is entered you will not have to enter it again.**

Pool/Spa/Special Use Pool -BALLY'S TOTAL FITNESS

Find Pool/Spa/Special Use Pool | Person to Contact | Licensing Information | Inspections | GIS/GPS

Application for License to Operate a Pool/Spa/Special Pool

Pool
 SPA
 Special use pool

Name of Pool/Spa: License #:

Exact Street Address or Location: City:

State: Zip code: Phone:

Name of Licensee: Address:

City: State: Zip code: Phone:

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 pool/spa/special use pool and the licensee that you received from their application.

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

Person to Contact



Select Person to Contact

Pool/Spa/Special Use Pool -BALLY'S TOTAL FITNESS

Find | Pool/Spa/Special Use Pool | Person to Contact | Licensing Information | Inspections | GIS/GPS

Person to Contact regarding inspections, maintenance or emergencies, if different from owner/operator

Name
BALLY TOTAL FITNESS-JOHN SMITH

Address
391 MCKENZIE ROAD., TALLMADGE, OH 44278

Phone
1-555-235-7835

Print Modify

This screen designates the person(s) that you would contact regarding inspections, maintenance, and emergencies. This information can be found on the application form.

Enter a “^” (karat) between the street and city. This will allow you to print an envelope using the “**Print**” button.

Example: 1234 ANY STREET^PARMA, Oh 44134

Licensing Information



Licensing Information

Pool/Spa/Special Use Pool -BALLY'S TOTAL FITNESS

Find | Pool/Spa/Special Use Pool | Person to Contact | **Licensing Information** | Inspections | GIS/GPS

Gallons: Pool/Spa Surface Area in Square feet:

Community water supply Licensee water Other water supply:

Code: Descript: Local fee: State fee: Total:

Audit: Date issued: Date paid: Receipt#: Insp interval:

Last three inspection dates: Inspector:

Service: Political subdivision: District:

Note:

Out of business OOB date:

Field/Button	Description
Gallons	Enter the number of gallons in the pool/spa/special use pool.
Pool/Spa/ Surface Area in Square feet	Enter the surface area in square feet of the pool/spa/special use pool.
Community Water Supply	Check if the pool/spa/special use pool is supplied by community water.
Licensee Water	Check if the pool/spa/special use pool is supplied by the licensee.
Other water supply	Enter if the water is supplied by something other than the community or licensee.
Code	Choose the fee code for the pool/spa/special use pool.
Description	(filled out once fee code is selected)
Local Fee	(filled out once fee code is selected)
State Fee	(filled out once fee code is selected)
Late Fee	(filled out by running delinquent letters)
Total	(filled out once fee code is selected)
Audit	(filled out once a license fee code is printed)
Date issued	Date permit issued.
Date Paid	Date the permit was paid.

Receipt #	Receipt number for the permit.
Inspection Interval	(filled out once fee code is selected)
Last Three Inspection Dates	Enter your last three inspection dates.
Inspector	Inspector's code and name.
Service	Reason code and description.
Political subdivision	Political subdivision code, city and subdivision number.
District	District of the pool/spa/special use pool.
Note	Enter your notes.
Out of Business	Check if the pool/spa/special use pool is out of business.
OOB Date	Enter the out of business date.
Print	Opens the print menu.
Modify	Click to modify the information on the page.

Pool Information



Pool Information

Pool/Spa/Special Use Pool -BALLY'S TOTAL FITNESS

Find | Pool/Spa/Special Use Pool | Person to Contact | Licensing Information | **Pool Information** | Inspections | GIS/GPS

Type

Outdoor Indoor

Pool Dive Well

Wading Pool Spa

Special Use Pool

Special Features

Flume Slide Kiddee Slide

Rec. Slide Rain Drop

Speed Slide Wet Deck

Drop Slide

Other

Gallons Pool/Spa Surface Area in Square feet

Print Modify

On the “**Pool Information**” page you will choose the “**Type**” of pool and also choose the “**Special Features**” of the pool. This information will be displayed on top of your inspection form.

Inspections



Part 1

Pool/Spa/Special Use Pool -BALLY'S TOTAL FITNESS

Find | Pool/Spa/Special Use Pool | Person to Contact | Licensing Information | Pool Information | **Inspections** | GIS/GPS

Part 1 | Part 2 | Part 3 | Violations/Comments

Inspection Date: //

Inspection Time: []

Travel Time: []

Flowmeter (gpm): []

Other: []

Disinfectant

CaOCl NaOCl

Di/ Tri-Chloro Bromine NaCl

Total Cl₂/Br₂ (ppm): []

Free Cl₂/Br₂ (ppm): []

Combined Cl₂/Br₂ (ppm): [] To superchlorinate

ORP (Millivolts): []

Cyanuric Acid (ppm): []

pH: []

Alkalinity (ppm): []

TDS (ppm): []

Temp. F: []

Water Clarity

Sufficient

Insufficient

Other: []

Previous Inspection | Next Inspection | **Add Inspection** | Delete Inspection* | Rules | Print | Modify

To enter an inspection, click the “**Add Inspection**” button and enter the inspection date.

Now that you have added an inspection, you are able to fill out the inspection form fields.

Field/Button	Description
Previous Inspection	Click to view the previous pool/spa/special use pool inspection.
Next Inspection	Click to view the next pool/spa/special use pool inspection.
Add Inspection	Click to add a pool/spa/special use pool inspection.
Delete Inspection*	Right click to delete the pool/spa/special use pool inspection.
Rules	Click to view the pool/spa/special use pool inspection rules (explained further on in this manual).
Print	Click to open the Print menu (explained further on in this manual).
Modify	Click to modify the information on the page.



Part 2

Pool/Spa/Special Use Pool -BALLY'S TOTAL FITNESS

Find | Pool/Spa/Special Use Pool | Person to Contact | Licensing Information | Pool Information | Inspections | GIS/GPS

Part 1 | **Part 2** | Part 3 | Violations/Comments

Filters

Sand DE Press. Vac. Cartridge

#	Make	Model	Total Filter Area (sf)	Max. Filter Flow
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pressure Gauge Make Range (psm) Reading (gpm)

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Vacuum Gauge Make Range (psm) Reading (gpm)

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Circulation Pump Make Model # Hp **Hair Lint Strainer**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
----------------------	----------------------	----------------------	----------------------	--

Flow meter/pump curve Make Range (psm) Reading (gpm)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Jet Pump # Make Model # Hp

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Special Feature Pump

Previous Inspection Next Inspection Add Inspection Delete Inspection* Rules Print Modify

On this screen, continue to fill out the fields for your inspection form.



Part 3

Pool/Spa/Special Use Pool -BALLY'S TOTAL FITNESS

Find | Pool/Spa/Special Use Pool | Person to Contact | Licensing Information | Pool Information | Inspections | GIS/GPS

Part 1 | Part 2 | **Part 3** | Violations/Comments

Flow meter/ pump curve Make [] Range (psm) [] Reading (gpm) [] Category []

Air Pump Make [] Model # [] Hp [] Category []

Disinfection Make [] Model # [] Feed Rate [] Category []

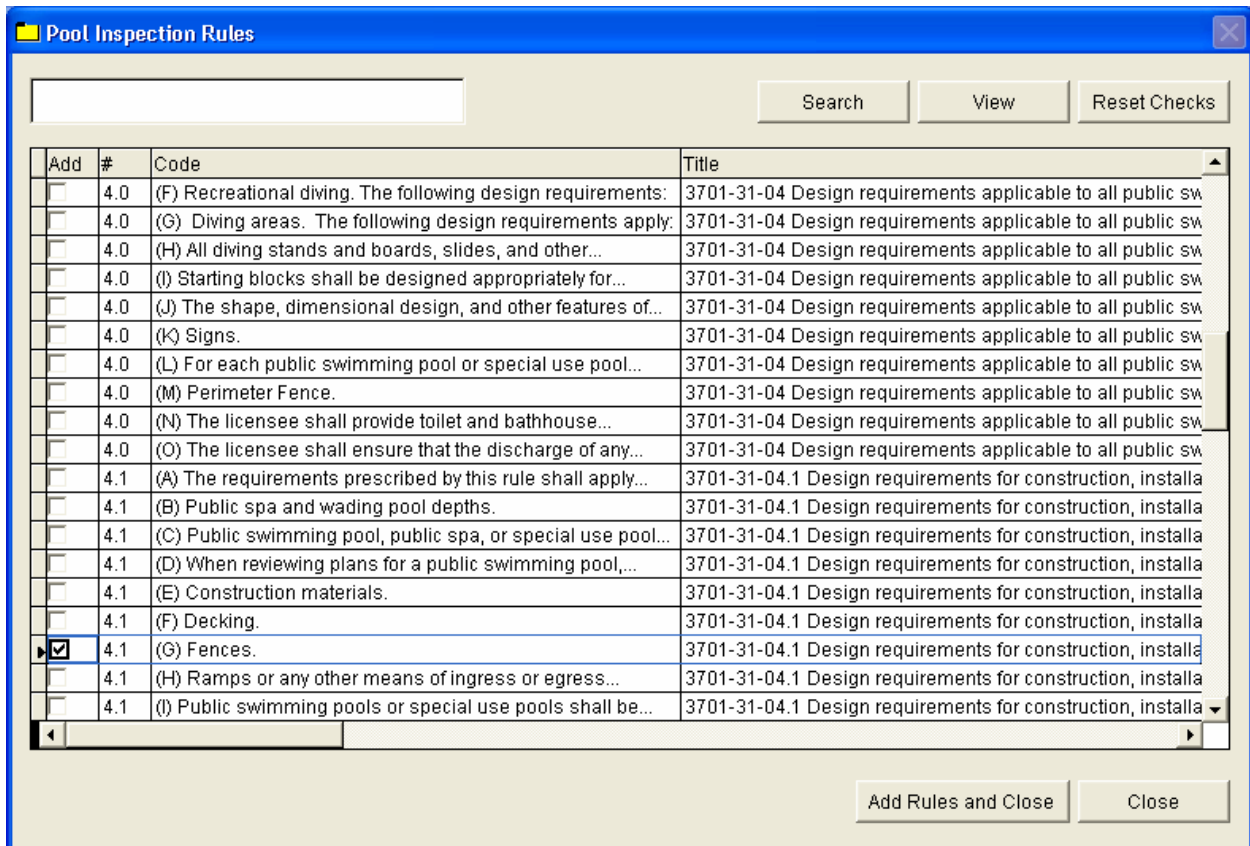
Secondary Disinfection Make [] Model # []

Auto Controller Make [] Model # [] pH feeder Make [] Model # []

Public water supply **Fill spout, line w/ air gap** Backflow ASSE # [] **Air gap provided**
 Pre-treated system **Hose bibb** **Direct connection** **Yes**
 For equipment changes, other than those that are IDENTICAL. submit an Equipment Replacement form (HEA5234). **No**

Previous Inspection | Next Inspection | Add Inspection | Delete Inspection* | Rules | Print | Modify

Continue to fill out the fields for your inspection form. The “**Rules**” button will be explained on the following page.



For your inspections, you have the ability to view the rules .When the “**Rules**” button is clicked, the program opens the Pool Inspection Rules table above. To enter a violation, click on the appropriate check box. In this case, there was a “**4.1 (G) Fences**” violation. You may also search all the rules by typing a key word in the field box and clicking the **Search** button. This will show all rules under which the key word was found. You may view a rule by clicking on the row and then clicking the “**View**” button. When finished, click the “**Add Rules and Close**” button to add the violation(s) to your inspection form.

Field/Button	Description
Search	Click to search a rule for a key word entered in the field to the left.
View	Click to view the selected rule
Reset Checks	Click to view all rules (used after a search)
Add	Check to add the rule to the inspection form
Add Rules and Close	Click to add the rules to the inspection and to close the rules window
Close	Click to close the rules window



Violation(s)/Comment(s)

Pool/Spa/Special Use Pool - BALLY'S TOTAL FITNESS

Find | Pool/Spa/Special Use Pool | Person to Contact | Licensing Information | Pool Information | Inspections | GIS/GPS

Part 1 | Part 2 | Part 3 | Violations/Comments

3701-31-04.1 Design requirements for construction, installation, renovation, or other substantial alteration of public swimming pools, public spas, and special use pools on or after January 1, 1999.

(G) Fences.

(1) The licensee shall provide a perimeter fence or permanent structural barrier to enclose an outdoor or indoor public swimming pool, public spa, special use pool or complex of pools or spas that shall be at least forty-eight inches in height. All gates or doors in the perimeter fence or barrier shall be lockable, and any gates or doors that are used for ingress or egress of pool or spa patrons shall be self-closing and self-latching. The actuating device for the latching mechanism shall be at least thirty-eight inches above the ground. The fence or barrier shall be constructed on the outside without horizontal members on the exterior side that would make it easy to climb. In no event shall a perimeter fence or barrier be

See additional remarks on the attached form, HEA 5217

Respection - Yes Respection - No

Compliance Date: //

Inspected by: [Dropdown] [Text] R.S./SIT #: [Text]

Received by: [Text] Title: [Text]

Buttons: Rules, Spell Check

Bottom Navigation: Previous Inspection, Next Inspection, Add Inspection, Delete Inspection*, Rules, Print, Modify

The “Violations/Comments” page displays the rules that you added. You may, also, add your comments specific to the rules.

Field/Button	Description
Violation(s)/Comment(s)	Displays the selected rules from the “Violations” tab along with your comments.
Inspected by	Choose the inspector who performed the inspection.
R.S./SIT#	
Received by	Enter the person who received the inspection form.
Title	Enter the title of the person who received the information.
Rules	Click to open all inspection rules.
Spell Check	Click to perform a spell check on your comments.

GIS/GPS



GIS/GPS

Pool/Spa/Special Use Pool -BALLY'S TOTAL FITNESS

Find | Pool/Spa/Special Use Pool | Person to Contact | Licensing Information | Inspections | GIS/GPS

Global Information System

Street # Prefix Direction Prefix Type Street name Street Suffix Prefix Direction

6680 [] [] LORAIN ROAD []

Global Positioning System

Latitude Decimal Value Longitude Decimal Value

0.000000 0.000000

Modify

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 screen

Print Button



Print

Print: The “**Print**” button is available on all the tabs.

**** Note: The licenses will print on your preprinted license paper. ****

Field/Button	Description
Application	Prints out an application (right click OK to print a blank app.)
Application year	Specify the year you want the application printed for.
License	Prints out a license on the preprinted license paper. HDIS will automatically display the next available audit #. When you receive a new packet of licenses, enter the Audit # of the first license in the packet.
Envelope – Pool/Spa/Special Use	Prints an envelope addressed to the Pool/Spa/Special Use Pool
Envelope - Licensee	Prints an envelope addressed to the licensee.
Person to Contact	Prints an envelope addressed to the person to contact.
Pool/spa/special use pool Inspection	Prints out the Pool/spa/special use pool inspection form.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing a license, this button will appear. Click to update the new Audit Number and also the date issued.

Void	After printing a license, this button will appear. If you discover you incorrectly printed the license, click the Void button, which will create a Void record that will account for the license audit number.
------	--

How to Void a License

There are two ways to void a license. The first way is described above when you are in the Print window and have just incorrectly printed a license. The second way is as follows:

Click the Window Tab **Find**

Click the **Add** button

Click the appropriate check box for type of license

Enter “\ **VOID**” in the name field (use a backslash and a space before the word “VOID”).

Click the “**Licensing Information**” window tab

Enter the fee code as “**VD**”

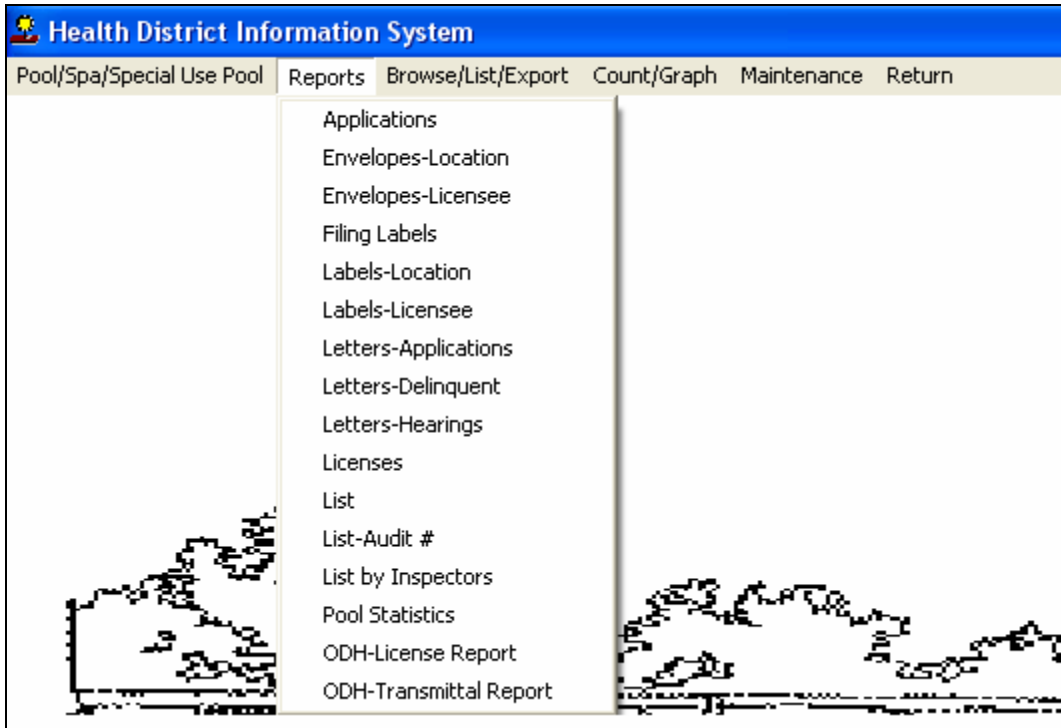
Enter the audit number you are voiding in the “**Audit**” field

Enter the date voided in the “**Date Issued**” field

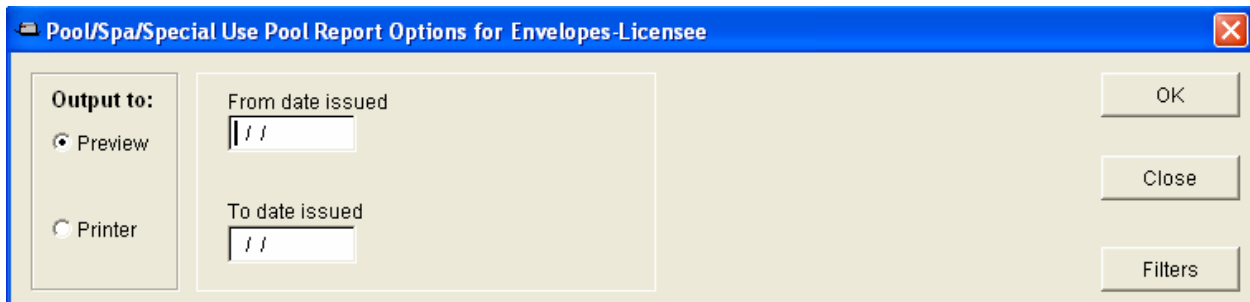
Reports



Reports



The **Pool/Spa/Special Use Pool** module has a set of pre-defined reports from which to choose. Each report will ask for **From date issued** and **To date issued**. This is to prevent printing a report for a Pool/spa/special use pool that is Out of Business or did not apply for a license.



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

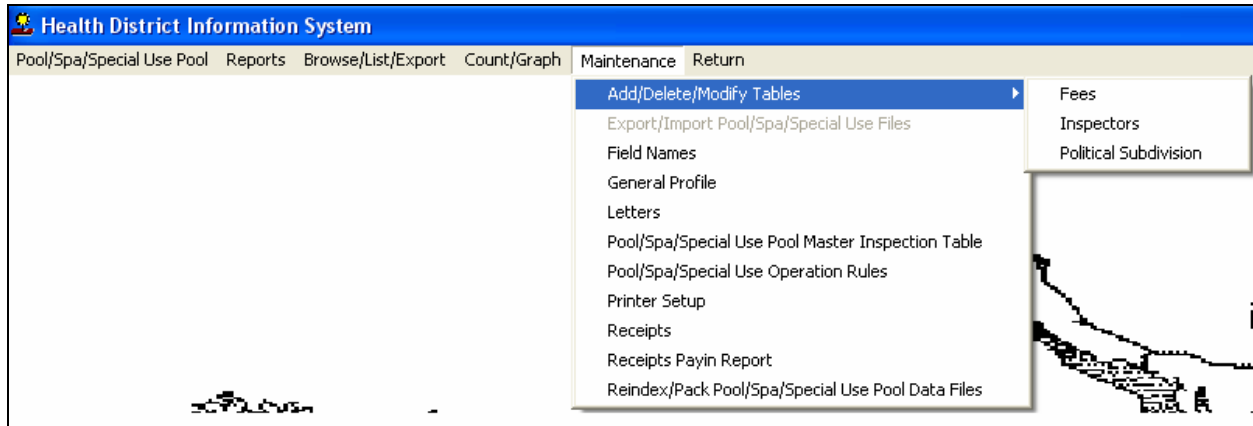
Reports

Report	Description
Applications	This will generate personalized application letters for each pool/spa/special use pool that meets the criteria set in the “from date” and “to date” issued.
Envelopes - Location	Addresses envelope to the location of the pool/spa/special use pool.
Envelopes - Licensee	Addresses envelope to the licensee of the pool/spa/special use pool.
Filing Labels	Generates filing labels for your pool/spa/special use pools.
Labels - Locations	Generates mailing labels to the location of the pool/spa/special use pool.
Labels - Licensee	Generates mailing labels to the licensee of the pool/spa/special use pool.
Letters - Applications	Generates application letters for each pool/spa/special use pool. (You may set these letters up in the Maintenance menu)
Letters - Delinquent	Generates delinquent letters for each pool/spa/special use pool.(You may set these letters up in the Maintenance menu)
Letters - Hearings	Generates hearing letters for all pool/spa/special use pools. (You may set these letters up in the Maintenance menu)
Licenses	This will generate licenses for each pool/spa/special use pool that meets the criteria meets the criteria set in the “from date” and “to date” issued. Change the next Audit# if necessary. Click OK to generate licenses. After the licenses are printed, a window will appear asking you to update those records with their new Audit # and date issued. Click OK to update the records.
Lists	Generates a list of pool/spa/special use pools.
Lists – Audit #	Generates a list of pool/spa/special use pools by audit #.
List by Inspectors	Generates a list of pool/spa/special use pools by inspectors.
Pool Statistics	Generates a statistics report for all of your pool/spa/special use pools.
ODH – License Report	This will generate the state license report.
ODH – Transmittal Report	This will generate the state transmittal report.

Maintenance - Add/Delete/Modify Tables



Maintenance



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



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 of the subdivision.
Subdivision	Enter the subdivision.
Close Button	Closes the table.
Add Button	Adds a code to the table.
Delete Button	Deletes a highlighted entry.
Print	Prints the list.

Pool/spa/special use pools – Lap Top Export / Import Files

Before you leave the office:

Import Pool/spa/special use pool Files

Click "**Environmental Health**"

Click "**Pool/spa/special use pool**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Pool/spa/special use pool Files**"

Click "**Import Pool/spa/special use pool Clients from Server**" radio button

Click "**OK**"

Click "**Continue**"

Upon returning to the office:

Export Pool/spa/special use pool Files

Click "**Environmental Health**"

Click "**Pool/spa/special use pools**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Pool/spa/special use pool Files**"

Click "**Export Pool/spa/special use pool Clients to Server**" radio button

Note: Any record that has been modified will display a check in the box next to their name.

Click "**OK**"

Click "**Continue**"



Field Names

Field Name	Data Base Field Name
2ND LAST INSPECTION	POL.LST_2ND_IN
3RD LAST INSPECTION	POL.LST_3RD_IN
AUDIT #	POL.AUDIT
CITY	POL.CITY
DATE PAID	POL.DATE_PAID
DATE PERMIT ISSUED	POL.DATE_ISS
EMERGENCY ADDRESS	POL.C1_ADDRESS
EMERGENCY CONTACT	POL.C1_NAME
EMERGENCY PHONE #	POL.C1_PHONE
FEE CODE	POL.FEECC
FEE DESCRIPTION	POL.DESCRPT
GIS/PREFIX DIRECTION	POL.GIS_PRE_DIR
GIS/PREFIX TYPE	POL.GIS_PRE_TYPE
GIS/STREET	POL.GIS_STRT
GIS/STREET #	POL.GIS_STRT_NO
GIS/STREET SUFFIX	POL.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	POL.GIS_STRT_DIR
GPS/LAT-DECIMAL	POL.GPS_LAT_DEC
GPS/LAT-DEGREES	POL.GPS_LAT_DEG
GPS/LAT-DIRECTION	POL.GPS_LAT_DIR
GPS/LAT-MINUTES	POL.GPS_LAT_MIN
GPS/LAT-SECONDS	POL.GPS_LAT_SEC
GPS/LON-DECIMAL	POL.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).



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

2004 2003 2002 2001 2000 1999 1998

Make Checks Payable to:

Close

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



Letters

A screenshot of a software window titled "Enter/Modify Pool/Spa/Special Use Pool Letters". The window has a blue title bar and a light beige background. At the top, there are three tabs: "Application" (which is selected and has a dotted border), "Delinquent", and "Office Hearing". Below the tabs is a large, empty rectangular text area with a vertical scrollbar on the right side. At the bottom right of the window, there are two buttons: "Spell Check" and "Close".

HDIS provides you with the flexibility to write standard letters that can be sent to clients. 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



Pool/spa/special use pools Operation Rules

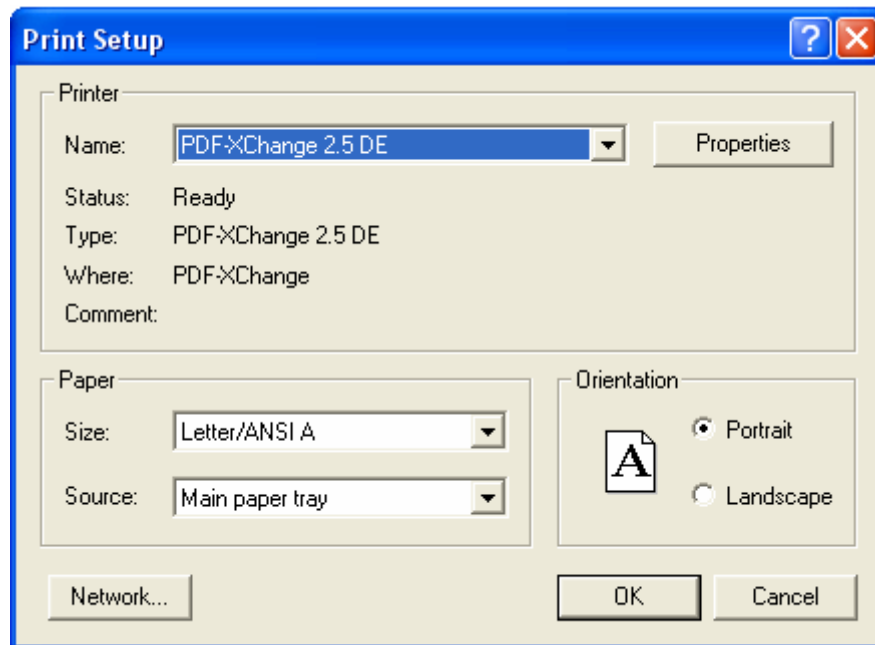
#	Title	Code	Rules
1.0	3701-31-01 DEFINITIONS .	3701-31-01 DEFINITIONS .	Memo
2.0	3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS	(A) NO PERSON SHALL OPERATE OR MAINTAIN A PUBLIC S	Memo
2.0	3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS	(B) EVERY PERSON WHO INTENDS TO OPERATE OR MAIN	Memo
2.0	3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS	(C) AT THE TIME OF APPLICATION FOR A LICENSE, THE...	Memo
2.0	3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS	(D) EACH LICENSE ISSUED SHALL BE EFFECTIVE FROM T	Memo
2.0	3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS	(E) PRIOR TO THE ISSUANCE OF AN INITIAL LICENSE AND	Memo
2.0	3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS	(F) THE LICENSEE OF A PUBLIC SWIMMING POOL, PUBLIC	Memo
2.0	3701-31-02 LICENSE TO OPERATE OR MAINTAIN; LICENS	(G) THE LICENSOR OF THE HEALTH DISTRICT IN WHICH A	Memo
2.1	3701-31-02.1 FEES.	(A) IN DETERMINING THE AMOUNT OF THE LICENSING AN	Memo
2.1	3701-31-02.1 FEES.	(B) EXCEPT AS PROVIDED IN PARAGRAPH (C) OF THIS RU	Memo
2.1	3701-31-02.1 FEES.	(C) AN ANNUAL LICENSE FEE FOR AN ADDITIONAL PUBLIC	Memo
2.1	3701-31-02.1 FEES.	(D) THE LICENSOR SHALL COLLECT AND TRANSMIT THE	Memo
2.2	3701-31-02.2 LICENSE FEE CATEGORIES.	(A) EXCEPT AS PROVIDED IN PARAGRAPHS (B) AND (C) OF	Memo
2.2	3701-31-02.2 LICENSE FEE CATEGORIES.	(B) ALTHOUGH EACH PUBLIC SWIMMING POOL, PUBLIC S	Memo
2.2	3701-31-02.2 LICENSE FEE CATEGORIES.	(C) FOR PUBLIC SWIMMING POOLS, PUBLIC SPAS, AND SP	Memo
2.3	3701-31-02.3 COST METHODOLOGY .	(A) THE ACTUAL COST TO A CITY OR GENERAL HEALTH DI	Memo
2.3	3701-31-02.3 COST METHODOLOGY .	(B) THE COSTS FOR THE PUBLIC SWIMMING POOL, PUBLI	Memo
2.3	3701-31-02.3 COST METHODOLOGY .	(C) THE TOTAL PUBLIC SWIMMING POOL, PUBLIC SPA, AN	Memo
3.0	3701-31-03 PLAN APPROVAL.	(A) NO PERSON SHALL CONSTRUCT OR INSTALL, OR REN	Memo
3.0	3701-31-03 PLAN APPROVAL.	(B) AS USED IN THIS PARAGRAPH, "COMBINATION THERE	Memo
3.0	3701-31-03 PLAN APPROVAL.	(C) PLANS FOR A PROJECT THAT ARE SUBMITTED TO THE	Memo
3.0	3701-31-03 PLAN APPROVAL.	(D) FOR AN APPLICATION FOR THE APPROVAL OF PLANS	Memo
3.0	3701-31-03 PLAN APPROVAL.	(E) AN APPLICANT FOR PLAN APPROVAL MAY REQUEST A	Memo

Print Delete* Add Close

Field/Button	Description
#	ODH rule number
Title	ODH Rule Name
Code	ODH Rule Paragraph
Rules	Double click to view rule
Close	Closes the table
Add Button	Adds an operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list



Printer Setup



The print setup allows you to choose from which printer you wish to print. Pick the printer in the name dropdown and click **OK**.



Receipts

Receipts

Date: 09/02/2005 Received by:

Print Close

Fee Code: 00316 Fee Description: MARINA 25-59 DOCKS Quantity: 1 Amount: 190.00 Check #/Cash:

Per. # / Lic.# / ID# Name Address/Comment

Certified: 0 Add Fee Delete Fee

Code	Description	Quantity	Amount	Check#	Name	Address/Comment

Totals 0 0.00 Receipt # 45

If your health department has the **“Receipts”** module, you have the ability to print any receipt through the **“Maintenance”** tab. You may also print a receipt from the Pool/spa/special use pool data entry windows by pressing **ALT-R** keys.



Receipts Pay In Report

Print Pay In or Receipt

From Date: 09/02/2005 To Date: 09/02/2005

Pay In by Receipt Book
[Empty dropdown menu]

Pay in by Fund

Pay in by Initials

Receipt

Output to:

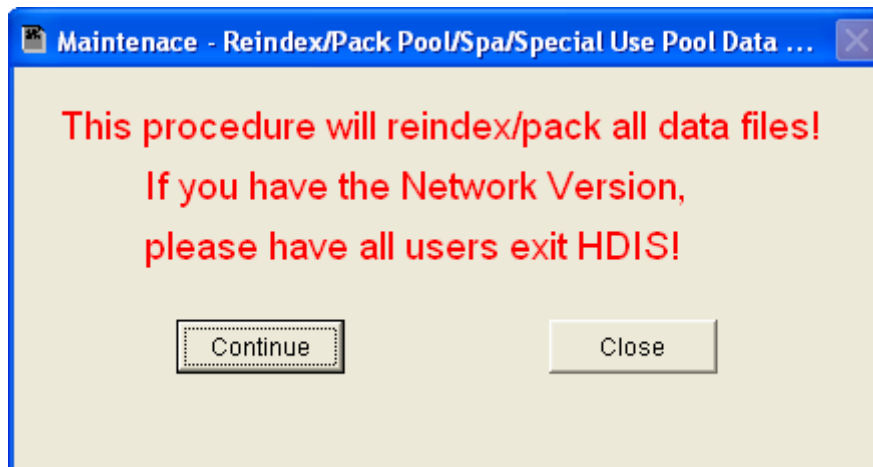
Preview
 Print

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 Pool/spa/special use pools 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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