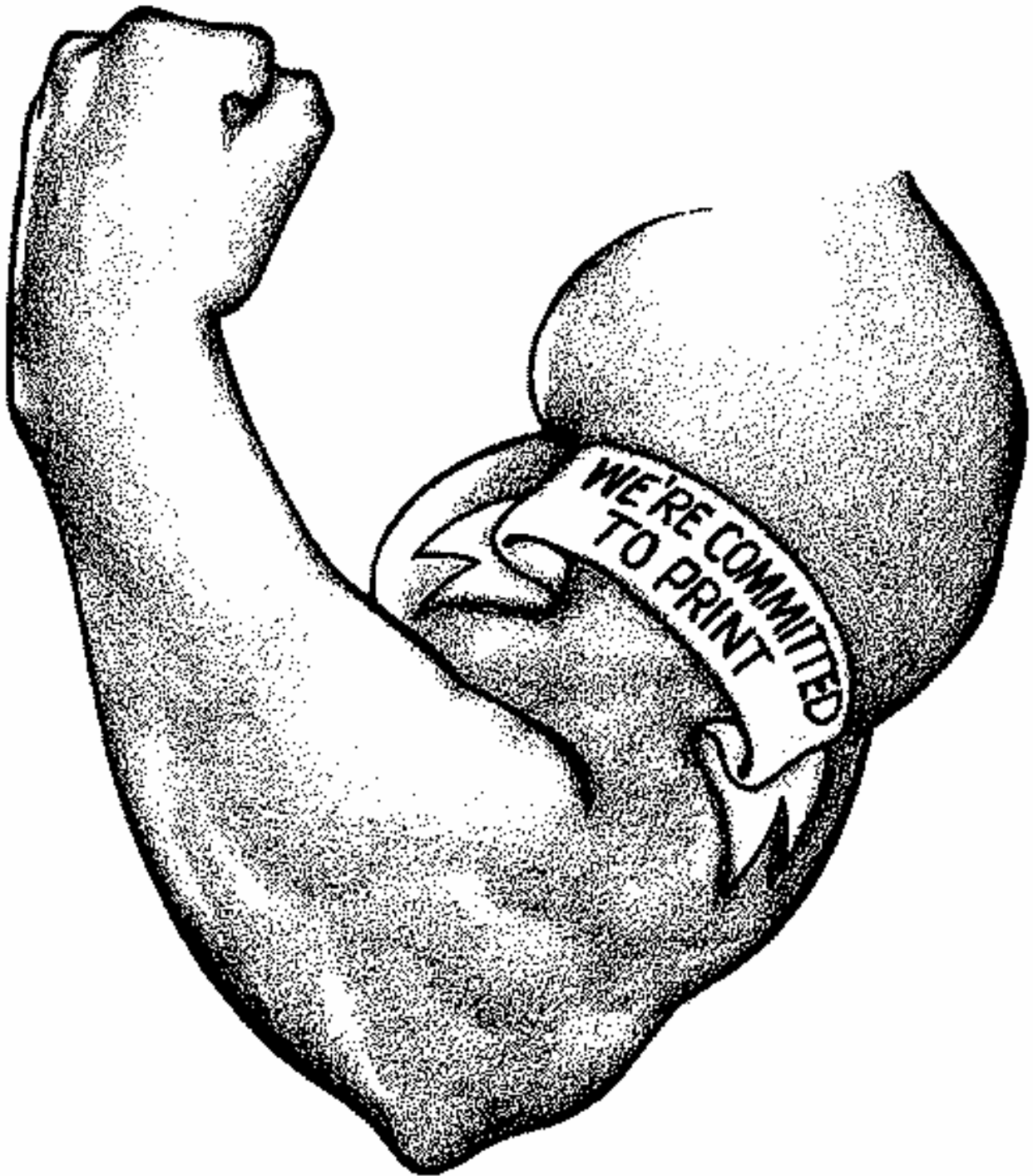


Tattoo Parlors



User's Manual

Tattoo Parlors

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 Tattoo Parlors 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 Tattoo Parlors 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

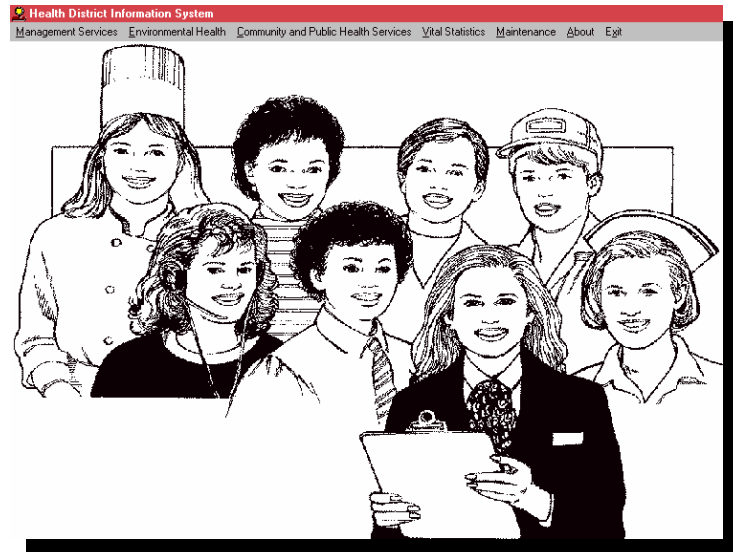
Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

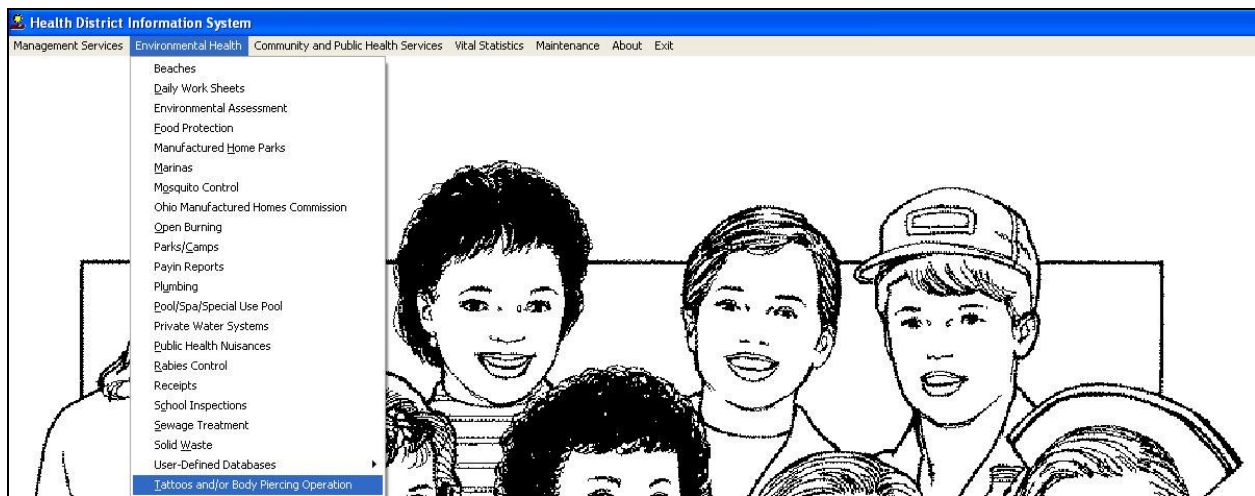
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Tattoo Parlors** module is a great addition to these modules and simplifies your record keeping, billing and information management needs.



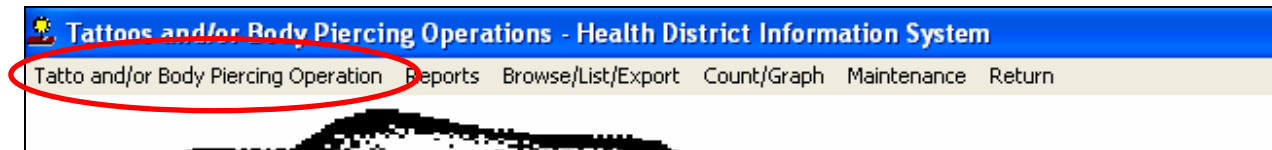
Select Environmental Health



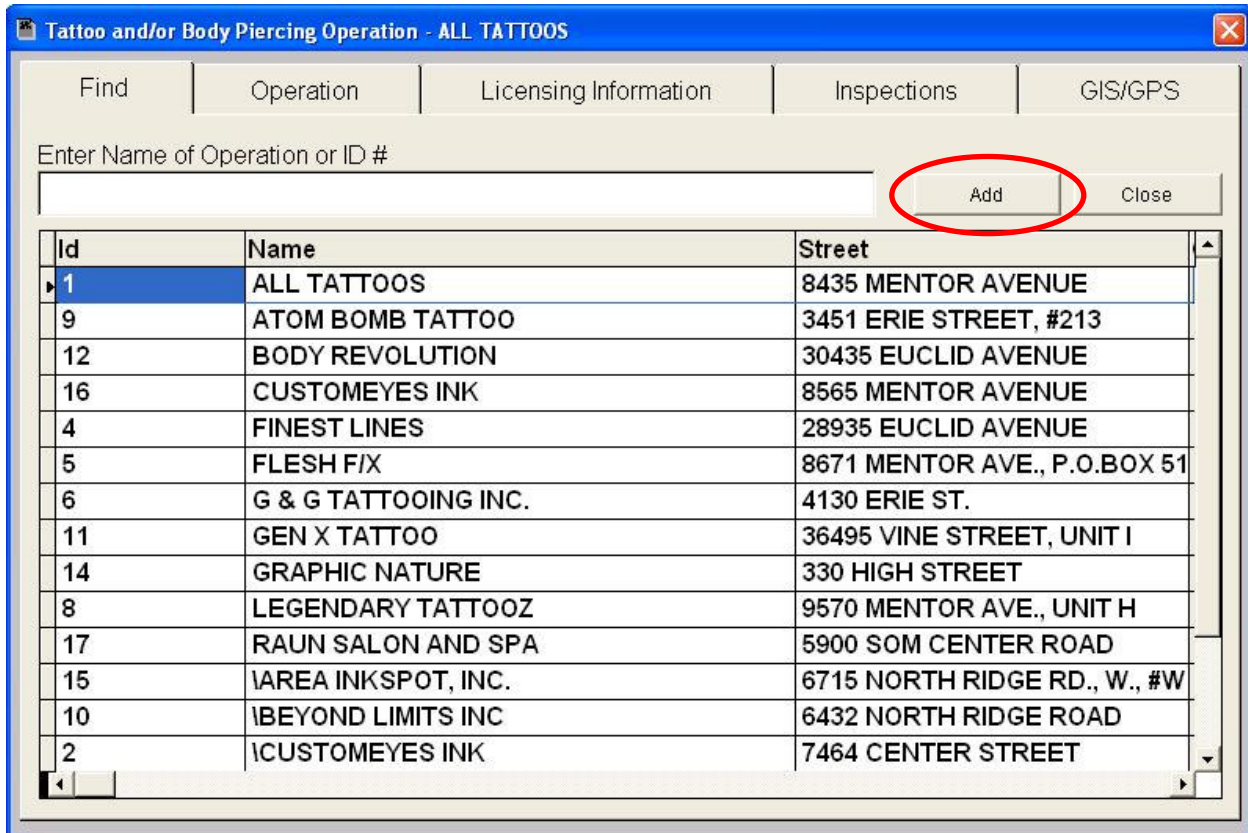
Select Tattoo and/or Body Piercing Operation



Select Tattoo and/or Body Piercing Operation



Entering an Operation



The **FIND** tab on the Tattoo Parlors window is for locating a tattoo parlor and/or body piercing operation. You can browse through the grid or type the **Name of Operation, or ID #** field.

To add an operation to your list, click the **Add** button.

Once the name of the Operation is entered, you will not have to click the add button a second time.

Operation



Add

Tattoo and/or Body Piercing Operation -

Find Operation Licensing Information Inspections GIS/GPS

Application to Operate a Tattoo and/or Body Piercing Operation

Id Name of Operation

Street City

State Zip code Phone

Name of Operator Name of Owner

Mail to Mail to street

City State Zip code

Previous Next Delete Add 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 operation.

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

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

Licensing Information



Licensing Information

Tattoo and/or Body Piercing Operation -

Find | Operation | **Licensing Information** | Inspections | GIS/GPS

Time Limited Event (Y/N): From Date: To Date:

Code: Descript: Local fee: Date issued:

Date paid: Receipt#: Inspection interval: Last inspection:

Inspector: Service:

Political subdivision:

Note:

Out of business OOB date:

Field/Button	Description
Time Limited Event	Enter a "Y" if the operation takes place during a limited event
From Date	Enter the starting date of the limited event
To Date	Enter the ending date of the limited event
Code	Choose the fee code for the operation (description, local fee, and inspection interval will be filled out automatically)
Date issued	Date permit issued.
Date Paid	Date the permit was paid.
Receipt #	Receipt number for the permit.
Last Inspection	Enter your last inspection date.
Inspector	Choose the Inspector's code and name.
Service	Choose the service code and description.
Political subdivision	Choose the Political subdivision code and city.
Note	Enter your notes.
Out of Business	Check if the operation is out of business.
OOB Date	Enter the out of business date.
Print	Opens the print window.
Modify	Modifies the data on the page.

Inspections



Inspections

Tattoo and/or Body Piercing Operation -

Find | Operation | Licensing Information | **Inspections** | GIS/GPS

Violations | Violation(s)/Comment(s)

Inspection date: Comprehensive Partial Reinspection

- 3701-9-02 Board of Health Approval
- 3701-9-03 Fees
- 3701-9-04 General Safety & Sanitation
- 3701-9-05 Additional Requirements for Tattoo Service
- 3701-9-06 Additional Body Piercing Services
- 3701-9-07 Ear Piercing Gun Standards
- 3701-9-08 Sterilize & Disinfection Procedures

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

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

First, choose what type of inspection you are performing in the checkboxes on the top of the page.

To enter a violation, click on the appropriate check box. In this case, we will click **“3701-9-07 General Safety & Sanitation”** violation. When the violation is checked, the Tattoo and/or Body Piercing Operation Inspection rules table will open (see the next page).

Field/Button	Description
Previous Inspection	Click to view the previous inspection
Next Inspection	Click to view the next inspection
Add Inspection	Click to add an inspection
Delete Inspection*	Right-click to delete an inspection record
Print	Click to open the print window
Modify	Click to modify the record



Violation(s)/Comment(s)

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	Select 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 form.
Rules	Click to view all inspection rules.
Spell Check	Click to perform a spell check on your comments.

GIS/GPS

The screenshot shows a software window titled "Open Burning -" with a blue title bar. It contains four tabs: "Find", "Applicant", "Information", and "GIS/GPS". The "GIS/GPS" tab is selected. Below the tabs, the window is divided into two main sections. The first section is titled "Global Information System" and contains six input fields arranged in two rows. The first row has "Street #", "Prefix Direction", and "Prefix Type". The second row has "Street name", "Street Suffix", and "Prefix Direction". The second section is titled "Global Positioning System" and contains two input fields: "Latitude Decimal Value" and "Longitude Decimal Value". A "Modify" button is located at the bottom right of the window.

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.

Print Button



Print

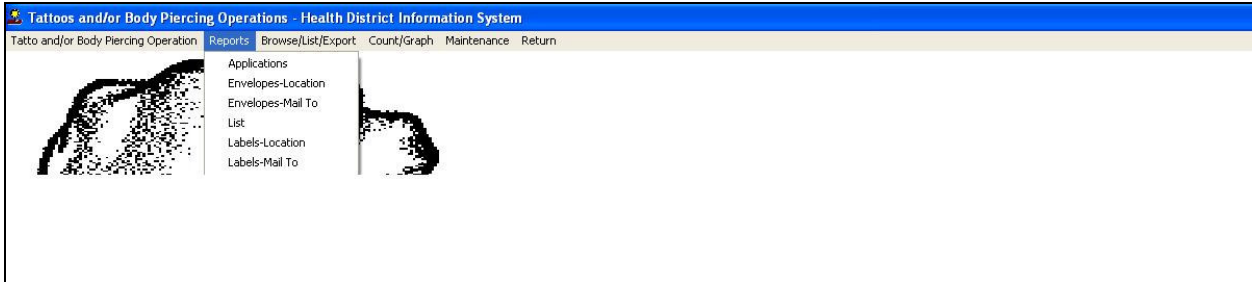
Print: The “**Print**” button is available on all the tabs.

Field/Button	Description
Application	Prints an application (right-click OK to print blank application).
Application year	Specify the year you want the application printed.
Approval	Prints the approval permit for the operation
Approval year	Specify the year you want the approval printed.
Tattoo and/or Body Piercing Inspection	Prints the operation inspection.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing an approval, this button will appear. Click to update the date issued field.

Reports



Reports



The **Tattoo Parlors** 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 Tattoo Parlor applications in bulk
Envelopes-Location	Generates envelopes addressed to the operation location
Envelopes-Mail To	Generates envelopes addressed to the individual filled out in the "mail to" fields
List	Generates your Tattoo Parlors list
Labels-Location	Generates filing labels by location for your operations
Labels-Mail To	Generates filing labels by the "mail to" fields for your operations

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
BUSINESS NAME	TAT.NAME
CITY	TAT.CITY
DATE ISSUED	TAT.DATE_ISS
DATE PAID	TAT.DATE_PAID
FEE CODE	TAT.FEECC
FEE DESCRIPTION	TAT.DESCRIP
FROM DATE	TAT.FROM
GIS/PREFIX TYPE	TAT.GIS_PRE_TYPE
GIS/PREFIX DIRECTION	TAT.GIS_PRE_DIR
GIS/STREET	TAT.GIS_STRT
GIS/STREET #	TAT.GIS_STRT_NO
GIS/STREET SUFFIX	TAT.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	TAT.GIS_STRT_DIR
GPS/LAT-DECIMAL	TAT.GPS_LAT_DEC
GPS/LON-DECIMAL	TAT.GPS_LON_DEC
ID #	TAT.ID
INSPECTION INTERVAL	TAT.INSP_INT
INSPECTOR	TAT.INSPECTOR
INSPECTOR CODE	TAT.I_CODE
LAST INSPECTION	TAT.LST_RTN_IN
LOCAL FEE	TAT.FEE_LOCAL
MAIL TO CITY	TAT.MAIL_CITY
MAIL TO NAME	TAT.MAIL_NAME

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

Enter/Modify Tattoo and/or Body Piercing Form Paragraphs

Application License / Permit / Registration

I CERTIFY THAT I AM THE OPERATOR OR THE AUTHORIZED REPRESENTATIVE OF THE ABOVE OPERATION AND INTEND TO COMPLY WITH ALL REQUIREMENTS ESTABLISHED BY SECTION 3730 OF THE OHIO REVISED CODE AND SECTION 3701 OF THE OHIO ADMINISTRATIVE CODE.

Close

Enter information pertinent to your county's rules and regulations for tattoo/body piercing parlors. This information will print on the application and license/permit/registration.



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

2006 2005 2004 2003 2002 2001 2000 1999 1998

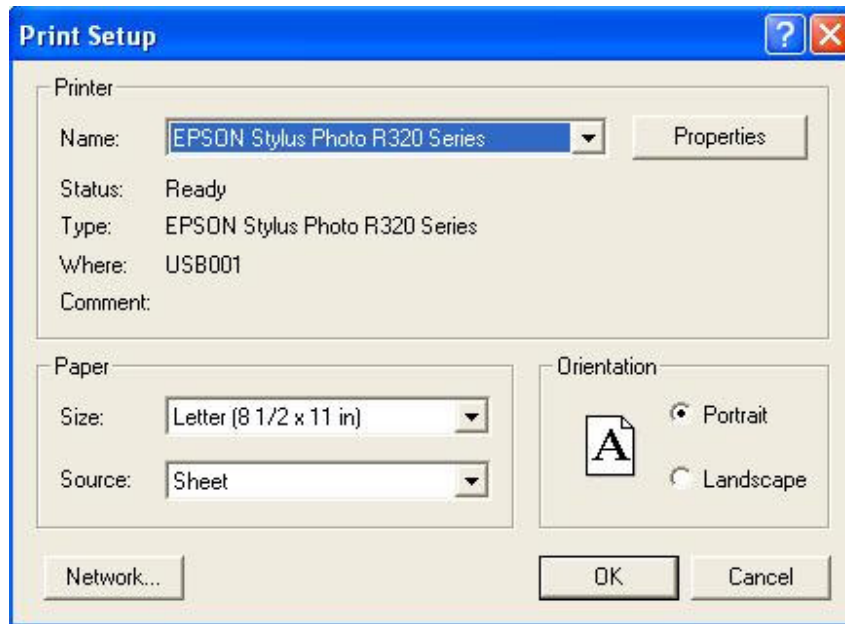
Make Checks Payable to:

Close

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



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

Pay in by Fund

Pay in by Initials

Receipt

Output to:

Preview

Print

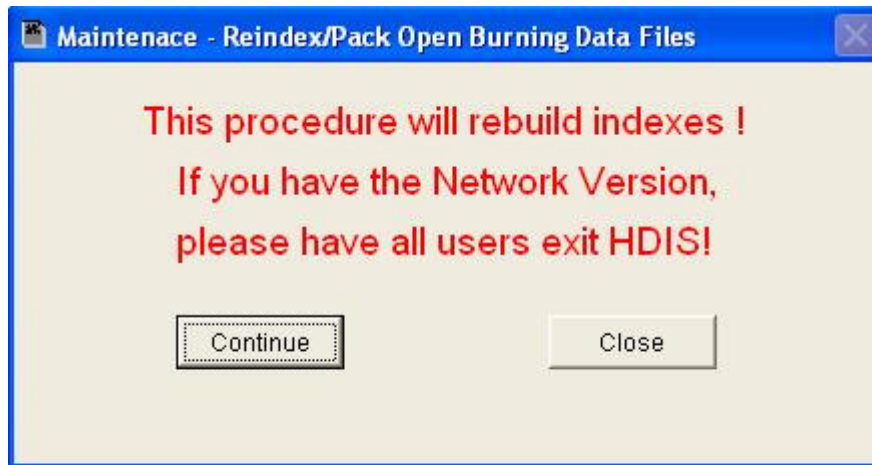
OK

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 Tattoo ParlorsData 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.



Tattoo Parlor Operation Rules

#	Title	Code	Order	Rules
1.0	OHIO ADMINISTRATIVE CODE DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	1	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(A) IN ACCORDANCE WITH SECTION 3730.02 OF THE REV	1	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(B) PERSONS SEEKING APPROVAL TO OPERATE A BUSINE	2	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(C) A BOARD OF HEALTH SHALL CONDUCT AT LEAST ONE	3	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(D) A BOARD OF HEALTH THAT DETERMINES, FOLLOWING	4	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(E) IN ACCORDANCE WITH SECTION 3730.04 OF THE REV	5	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(F) APPROVAL IS NOT TRANSFERABLE. ANY PERMANENT C	6	Memo
2.0	(G) THE BOARD OF HEALTH IN THE JURISDICTION	3701-9-02 BOARD OF HEALTH APPROVAL.	7	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(H) THE APPROVAL OF A BUSINESS MAY BE RENEWED AN	8	Memo
3.0	3701-9-03 FEES.	(A) THE APPROVAL APPLICATION, AND ANNUAL RENEWAL	1	Memo
3.0	3701-9-03 FEES.	(B) THE BOARD OF HEALTH SHALL UTILIZE DATA FROM TH	2	Memo
3.0	3701-9-03 FEES.	(C) THE COSTS FOR THE TATTOOING AND BODY PIERCIN	3	Memo
3.0	3701-9-03 FEES.	(D) THE BOARD OF HEALTH IN THE JURISDICTION IN WHI	4	Memo
3.0	3701-9-03 FEES.	(E) THE TOTAL TATTOOING AND BODY PIERCING PROGRA	5	Memo
4.0	3701-9-04 GENERAL SAFETY AND SANITATION STA	(A) A BUSINESS OFFERING TATTOO OR BODY PIERCING S	1	Memo
4.0	3701-9-04 GENERAL SAFETY AND SANITATION STA	(B) PERSONS APPROVED TO OPERATE A BUSINESS OFFE	2	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(A) IMMEDIATELY PRIOR TO BEGINNING ANY TATTOOING P	1	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(B) THE INDIVIDUAL PERFORMING THE PROCEDURE SHA	2	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(C) ALL INDIVIDUALS PERFORMING A TATTOO PROCEDUR	3	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(D) THE INDIVIDUAL PERFORMING TATTOOING SHALL PEF	4	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(E) WHEN SHAVING THE SITE OF THE TATTOO IS NECESS	5	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(F) THE INDIVIDUAL PERFORMING THE PROCEDURE, BEF	6	Memo
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(G) ONLY STERILE PETROLEUM JELLY IN COLLAPSIBLE M	7	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

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