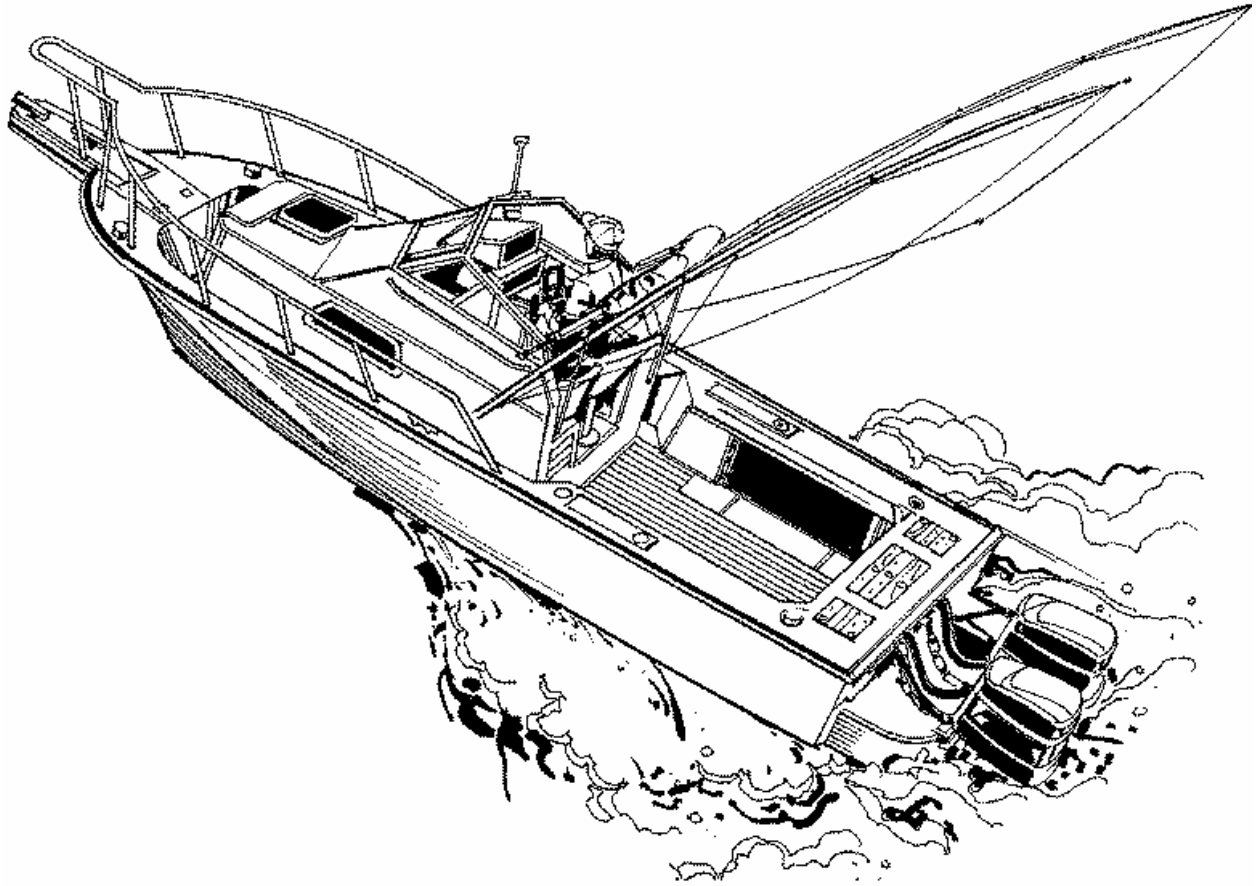


Marinas



User's Manual

Marinas

Health District Information System
HDIS (Windows Ver. 4.0)

Copyright © 1998 by **CHC** Software, Inc
All Rights Reserved

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

Table of Contents

- Introduction1**
- About This Manual1**
- Navigation2**
- Entering a Marina4**
- Person to Contact6**
- Licensing Information7**
- Inspections9**
- GIS/GPS.....13**
- Print Button.....14**
- How to Void a License15**
- Reports.....16**
- Maintenance - Add/Delete/Modify Tables18**

Introduction

This program is designed to assist you in organizing a systematic approach to entering your marinas 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 Marinas 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 ,





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

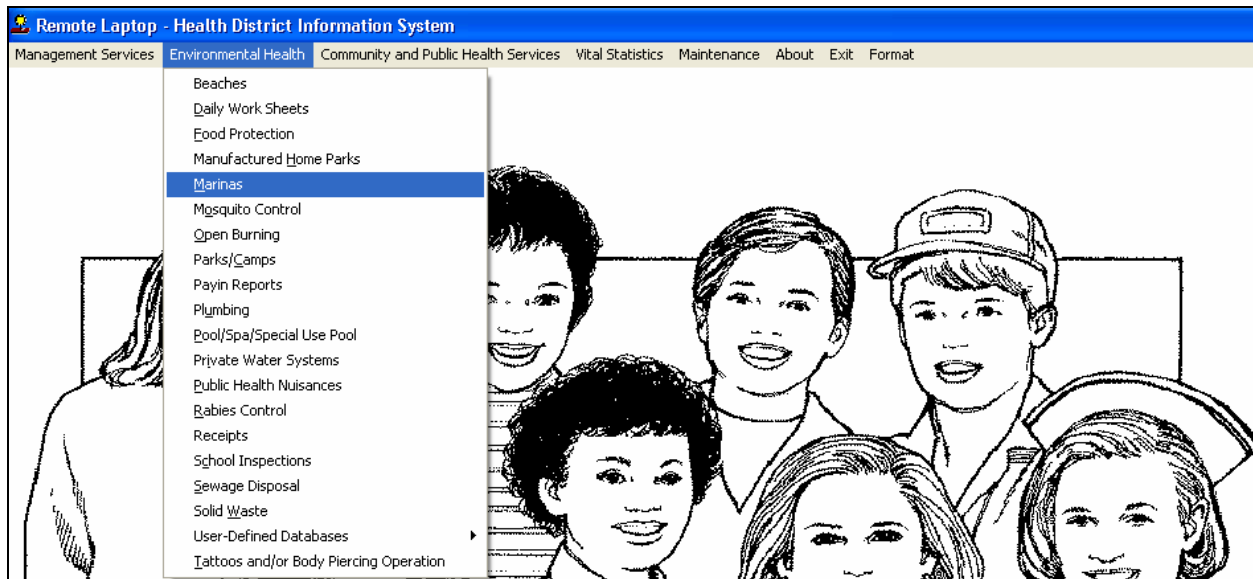
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Marinas module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



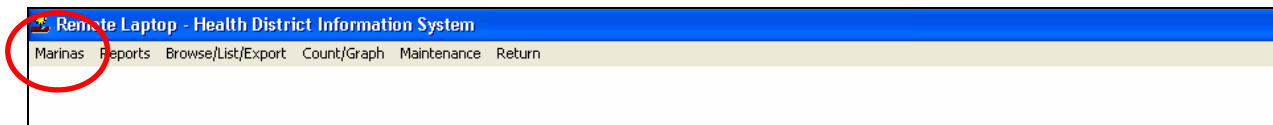
Select Environmental Health



Select Marinas



Marinas



Entering a Marina

The screenshot shows a software window titled "Marina" with a blue border. At the top, there are several tabs: "Find", "Marina", "Person to Contact", "Licensing Information", "Inspections", and "GIS/GPS". The "Find" tab is active. Below the tabs, there are three radio buttons: "by Name" (selected), "by Licence #", and "by Street Address". Below these is a text input field with the placeholder text "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 is a table with three columns: "Name", "Street", and "License #". The table contains 15 rows of data, all in blue text.

Name	Street	License #
BORAC'S LANDING	437 RIVERSIDE DRIVE	30
CHAGRIN LAGOONS YACHT CLUB	35111 LAGOONS DRIVE	11
CHAGRIN RIVER YACHT CLUB	35943 LAKESHORE BOULE	14
DOUGLASS & MCLEOD INC	209 RIVER STREET P O BOX	1
EAST BANK MARINA	35909 LAKE SHORE BOULE	29
EAST ISLAND MARINA	150 EAST ISLAND DRIVE	28
EASTLAKE MARINA	36000 REEVES ROAD	26
FAIRPORT HARBOR ROD & REEL ASSOCIAT	1201 HIGH STREET	10
FAIRPORT HARBOR YACHT CLUB INC	1177 HIGH STREET	27
GRAND RIVER MARINE INC	93 RIVER STREET P O BOX	21
GRAND RIVER MARINE INC SAILING	1011 HIGH STREET	17
GRAND RIVER YACHT CLUB	301 RIVER STREET	5
HARBOR 220 MARINA	106 OLIVE STREET	12

The **FIND** tab on the Marinas window is for locating a marina. You can browse through the grid to find a name or type the name in the **Enter Name, License# or Street Address** field and then press the "enter" key on your keyboard. To find a marina by License #, click the radio button labeled **by License #** and then enter the license number. To find a Marina by street address, click the radio button labeled **by Street Address** and enter the street address.

To add a Marina to your list, click the **Add** button.
Once the marina is entered, you will not have to click the **Add** button.

Marina -

Find Marina Person to Contact Licensing Information Inspections GIS/GPS

Application for License to Operate a Marina

Name of marina Id

Address of marina City

State Zip code Phone

Name of licensee Address of licensee

City State Zip code Phone

Print 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 marina 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

Marina - CRANBERRY CREEK MARINA

Find | Marina | **Person to Contact** | Licensing Information | Inspections | GIS/GPS

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

Name

Address

Phone

This screen is for 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, state, and zip. This will allow you to print an envelope using the **Print** button.

Example: 1234 ANY STREET^PARMA, Oh 44134

Licensing Information



Licensing Information

Marina - CRANBERRY CREEK MARINA

Find | Marina | Person to Contact | **Licensing Information** | Inspections | GIS/GPS

Total # of watercraft at this marina: # of watercraft with sewage holding tanks: Sewage pump out facility on-site?:

Community water supply Licensee water

Other water supply:

Code	Description	Local fee	State fee	Total
M25	MARINA (25-59 WATERCRAFT)	167.50	22.50	190.00

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
Total # of watercraft at this marina	Enter the number watercraft at the marina
# of watercraft with sewage holding tanks	Enter the number watercraft at the marina with sewage holding tanks
Sewage pump out facility on-site?	Enter a "Y" if there is a sewage pump out facility at the marina
Community Water Supply	Check if the marina is supplied by community water
Licensee Water	Check if the marina is supplied by the licensee
Other water supply	Enter of the water is supplied by something other than the community or licensee
Code	Chose the fee code for the marina
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 park
Note	Enter your notes
Out of Business	Check if the marina 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

Inspections



Inspections

Marina - BORAC'S LANDING

Find | Marina | Person to Contact | Licensing Information | **Inspections** | GIS/GPS

Violations	Violation(s)/Comment(s)
Inspection date <input type="text" value="//"/>	
<input type="checkbox"/> 02 License <input type="checkbox"/> 03 Plans Approved <input type="checkbox"/> 04 Sanitation Requirements <input type="checkbox"/> 05 Disposal of Waste <input type="checkbox"/> 06 Safety <input type="checkbox"/> 07 Vector Control <input type="checkbox"/> 08 Nuisance	

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

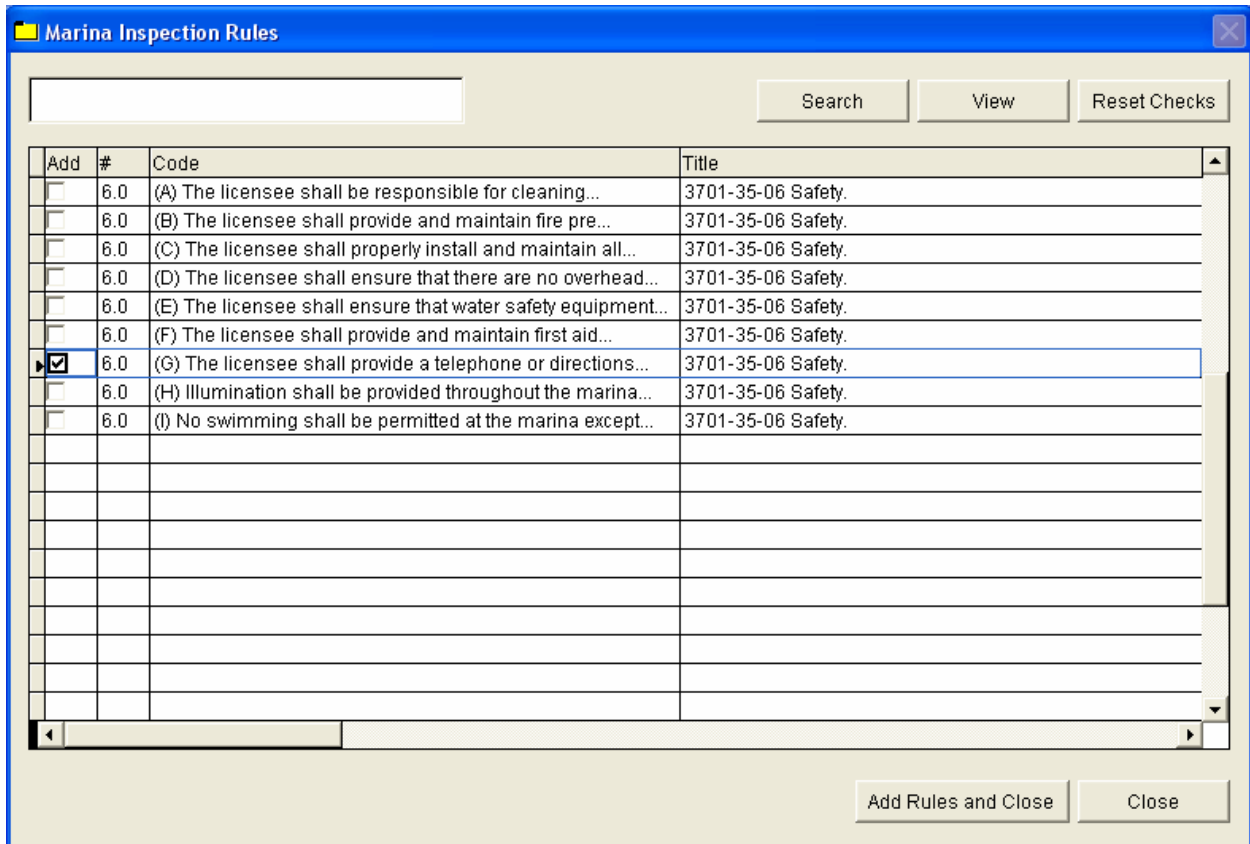
To enter an inspection, click the “**Add Inspection**” button and enter the inspection date.

The screenshot shows a software window titled "Marina - BORAC'S LANDING" with a blue border. At the top, there are several tabs: "Find", "Marina", "Person to Contact", "Licensing Information", "Inspections" (which is selected and highlighted with a dotted border), and "GIS/GPS". Below the tabs, there are two columns: "Violations" on the left and "Violation(s)/Comment(s)" on the right. Under the "Violations" column, there is a text field labeled "Inspection date" containing the value "09/01/2005". Below this, there is a list of violation categories, each with a checkbox:

- 02 License
- 03 Plans Approved
- 04 Sanitation Requirements
- 05 Disposal of Waste
- 06 Safety
- 07 Vector Control
- 08 Nuisance

At the bottom of the window, there is a row of six buttons: "Previous Inspection", "Next Inspection", "Add Inspection", "Delete Inspection*", "Print", and "Modify".

To enter a violation, click on the appropriate check box.. In this case, there was a “**06 Safety Violation**”. When the violation is checked, the Marina Inspection rules table will open (seen on the next page).



For your inspections, you have the ability to view the rules .When the violation is clicked, the program opens the inspection rules table above. Check the box for the appropriate code that was violated to add to your inspection form. You may also search all 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.

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)

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

Marina - CRANBERRY CREEK MARINA ✖

Find
Marina
Person to Contact
Licensing Information
Inspections
GIS/GPS

Global Information System

Street #	Prefix Direction	Prefix Type	Street name	Street Suffix	Prefix Direction
<input type="text" value="1255"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="CLEVELAND"/>	<input type="text" value="ROAD"/>	<input type="text"/>

Global Positioning System

Latitude Decimal Value	Longitude Decimal Value
<input type="text" value="0.000000"/>	<input type="text" value="0.000000"/>

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.

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

Field/Button	Description
Application	Prints out an application form To print a blank application, right click the print button.
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 - Marina	Prints an envelope addressed to the marina.
Envelope - Licensee	Prints an envelope addressed to the licensee.
Marina Inspection	Prints out the marina inspection.
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**”

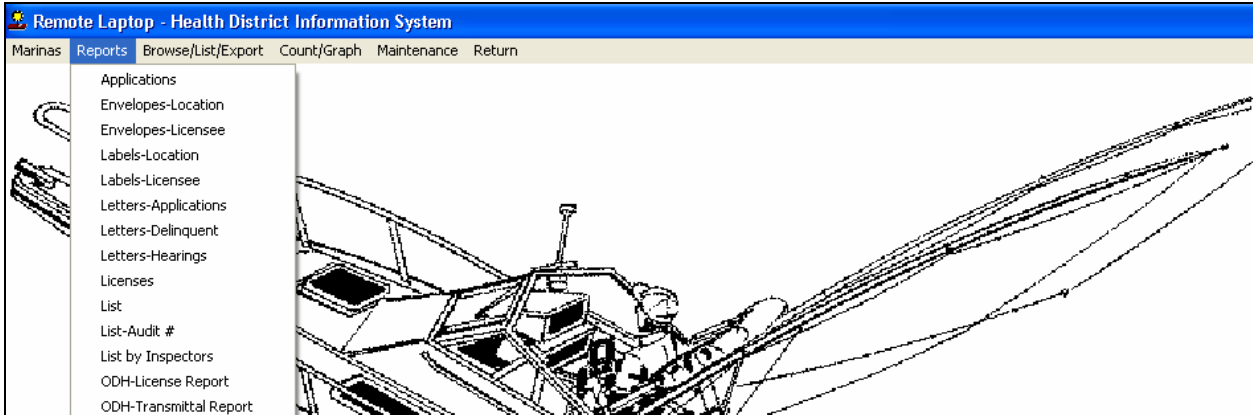
Enter the audit number you are voiding in the “**Audit**” field

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

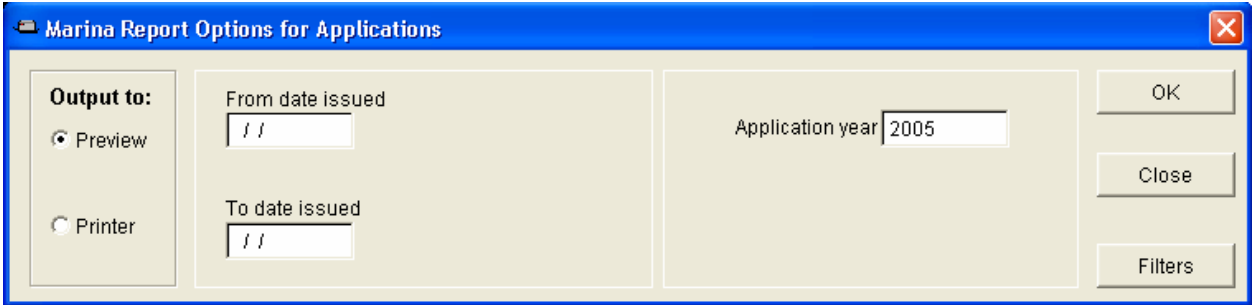
Reports



Reports



The **Marinas** 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 marina 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

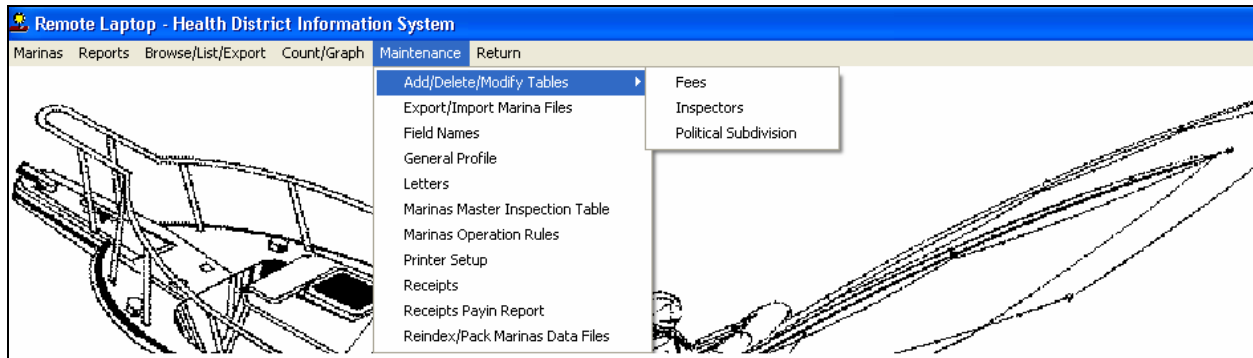
Report	Description
Applications	This will generate applications for each marina.
Envelopes - Location	Addresses envelope to the location of the marina
Envelopes - Licensee	Addresses envelope to the licensee of the marina.
Labels - Locations	Generates mailing labels to the location of the marina.
Labels - Licensee	Generates mailing labels to the licensee of the marina.
Letters - Applications	Generates application letters for each marina. (You may set these letters up in the Maintenance menu)
Letters - Delinquent	Generates delinquent letters for each marina. (You may set these letters up in the Maintenance menu)
Letters - Hearings	Generates hearing letters for all marinas. (You may set these letters up in the Maintenance menu)

Licenses	This will generate licenses for each marina 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 marinas.
Lists – Audit #	Generates a list of marinas by audit #.
List by Inspectors	Generates a list of marinas by inspectors.
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.



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

Marinas – Lap Top Export / Import Files

Before you leave the office:

Import Marina Files

Click “**Environmental Health**”

Click “**Marinas**”

Click “**Maintenance**”

Click “**Lap Top - Export/Import Marina Files**”

Click “**Import Marina Clients From Server**” radio button

Click “**OK**”

Click “**Continue**”

Upon returning to the office:

Export Marina Files

Click “**Environmental Health**”

Click “**Marinas**”

Click “**Maintenance**”

Click “**Lap Top - Export/Import Marina Files**”

Click “**Export Marina 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
# OF WATERCRAFT	MAR.WC
# OF WATERCRAFT W/TANKS	MAR.WC_TANKS
2ND LAST INSPECTION	MAR.LST_2ND_IN
3RD LAST INSPECTION	MAR.LST_3RD_IN
AUDIT #	MAR.AUDIT
CITY	MAR.CITY
DATE PAID	MAR.DATE_PAID
DATE PERMIT ISSUED	MAR.DATE_ISS
EMERGENCY CONTACT	MAR.C1_NAME
EMERGENCY CONTACT ADDR	MAR.C1_ADDRESS
EMERGENCY PHONE #	MAR.C1_PHONE
FEE CODE	MAR.FEECC
FEE DESCRIPTION	MAR.DESCRPT
GIS/PREFIX DIRECTION	MAR.GIS_PRE_DIR
GIS/PREFIX TYPE	MAR.GIS_PRE_TYPE
GIS/STREET	MAR.GIS_STRT
GIS/STREET #	MAR.GIS_STRT_NO
GIS/STREET SUFFIX	MAR.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	MAR.GIS_STRT_DIR
GPS/LAT-DECIMAL	MAR.GPS_LAT_DEC
GPS/LON-DECIMAL	MAR.GPS_LON_DEC
ID #	MAR.ID
INSPECTION CODE	MAR.I_CODE

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

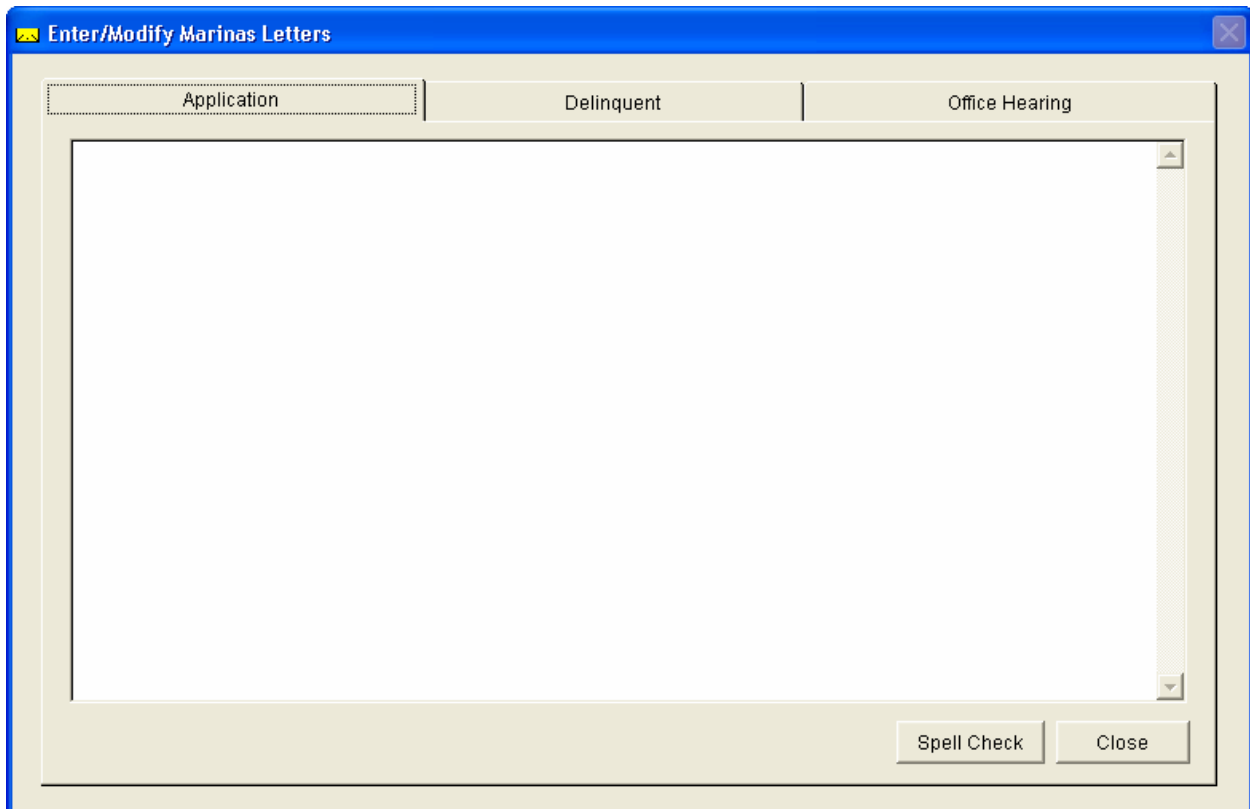
Make Checks Payable to:

Close

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



Letters



The HDIS system provides you 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.

Examples: *OWNER* = TOM GORDON



Marinas Operation Rules

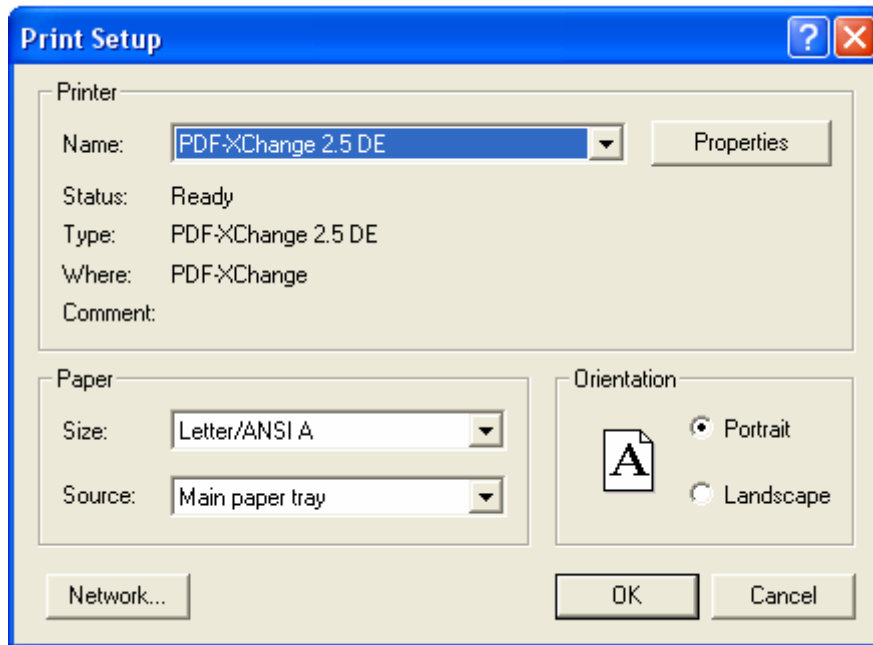
#	Title	Code	Rules
1.0	OHIO ADMINISTRATIVE CODE DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	Memo
2.0	3701-35-02 LICENSE.	(A) NO PERSON SHALL OPERATE OR MAINTAIN A MARINA V	Memo
2.0	3701-35-02 LICENSE.	(B) DURING THE MONTH OF MARCH, EVERY PERSON PRO	Memo
2.0	3701-35-02 LICENSE.	(C) WRITTEN APPLICATION FOR A LICENSE SHALL BE SUB	Memo
2.0	3701-35-02 LICENSE.	(D) ANY FEE FOR THE LICENSE REQUIRED BY THIS RULE	Memo
2.1	3701-35-021 LICENSE FEE CATEGORIES.	(A) THE LICENSE FEES ESTABLISHED BY A BOARD OF HE	Memo
2.1	3701-35-021 LICENSE FEE CATEGORIES.	(B) IN ADDITION TO THE FEES ESTABLISHED BY A CITY OF	Memo
2.2	3701-35-022 COST METHODOLOGY.	(A) THE ACTUAL COST TO A CITY OR GENERAL HEALTH DI	Memo
2.2	3701-35-022 COST METHODOLOGY.	(B) THE COSTS FOR THE MARINA PROGRAM MAY ALSO INC	Memo
2.2	3701-35-022 COST METHODOLOGY.	(C) THE TOTAL MARINA PROGRAM COSTS SHALL BE CALC	Memo
2.3	3701-35-023 INSPECTION PROCEDURES; CERTIFICATION	(A) THE LICENSOR SHALL INSPECT EACH MARINA BEFOR	Memo
2.3	3701-35-023 INSPECTION PROCEDURES; CERTIFICATION	(B) WITHIN THIRTY DAYS AFTER THE ISSUANCE OF A LICE	Memo
3.0	3701-35-03 APPROVAL OF PLANS.	(A) NO PERSON SHALL:	Memo
3.0	3701-35-03 APPROVAL OF PLANS.	(B) THE PLANS SHALL BE SUBMITTED TO THE DIRECTOR	Memo
3.0	3701-35-03 APPROVAL OF PLANS.	(C) EXCEPT AS OTHERWISE PROVIDED IN THIS PARAGRA	Memo
3.0	3701-35-03 APPROVAL OF PLANS.	(D) PLANS SUBMITTED TO THE DIRECTOR FOR REVIEW S	Memo
3.0	3701-35-03 APPROVAL OF PLANS.	(E) PLANS AND SPECIFICATIONS FOR ALL NEW OR ALTER	Memo
3.0	3701-35-03 APPROVAL OF PLANS.	(F) PLAN APPROVAL BY THE DIRECTOR DOES NOT CONST	Memo
4.0	3701-35-04 SANITATION REQUIREMENTS.	(A) THE MARINA SHALL BE DEVELOPED IN SUCH A MANNE	Memo
4.0	3701-35-04 SANITATION REQUIREMENTS.	(B) A WATER SUPPLY FOR HUMAN CONSUMPTION, IF PRO	Memo
4.0	3701-35-04 SANITATION REQUIREMENTS.	(C) ANY WATER LINE OR HOSE PROVIDED AT A SEWAGE F	Memo
4.0	3701-35-04 SANITATION REQUIREMENTS.	(D) REST ROOM FACILITIES SHALL BE MAINTAINED IN A SA	Memo
5.0	3701-35-05 DISPOSAL OF WASTE.	(A) THE LICENSEE SHALL PROVIDE SEWAGE DISPOSAL F	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 a 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 Pay In Report

Print Pay In or Receipt

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

Pay In by Receipt Book
[Dropdown menu]

Pay in by Fund

Pay in by Initials

Receipt

Output to:

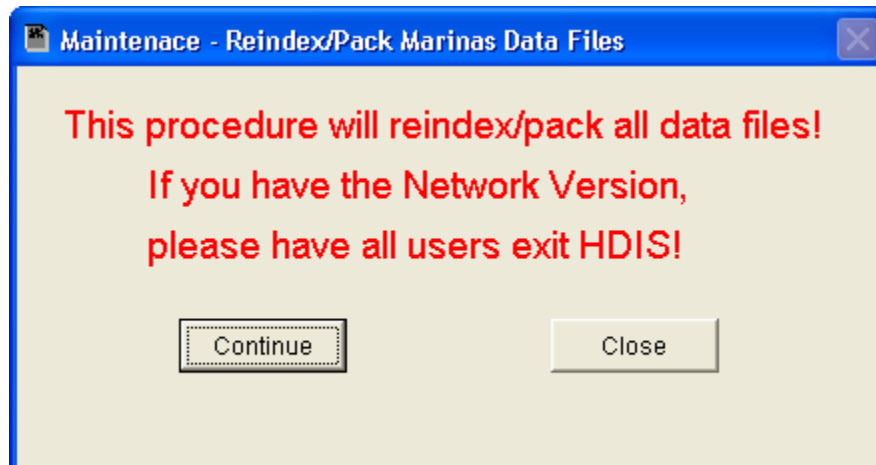
Preview
 Print

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 Marinas 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.

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

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