



Archive User Manual



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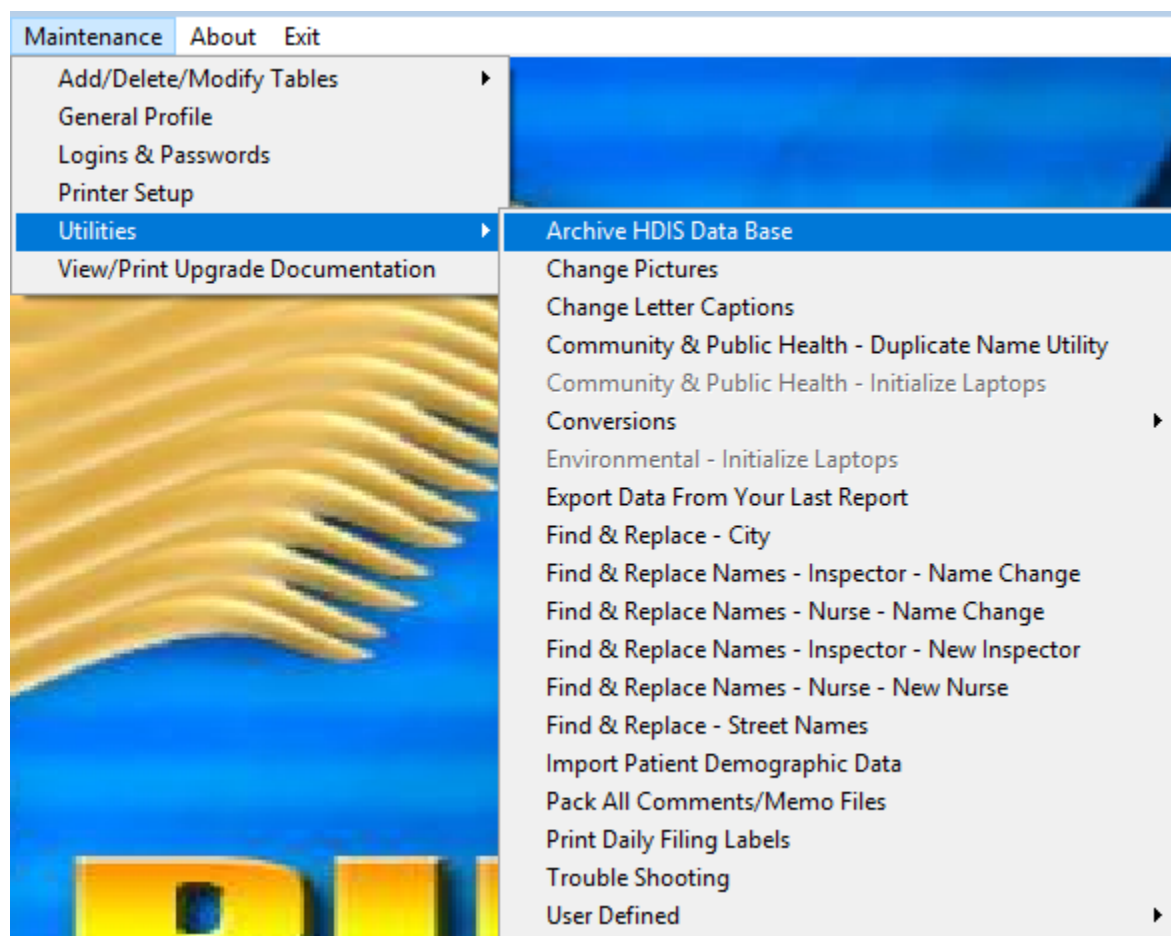
Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

How to Archive

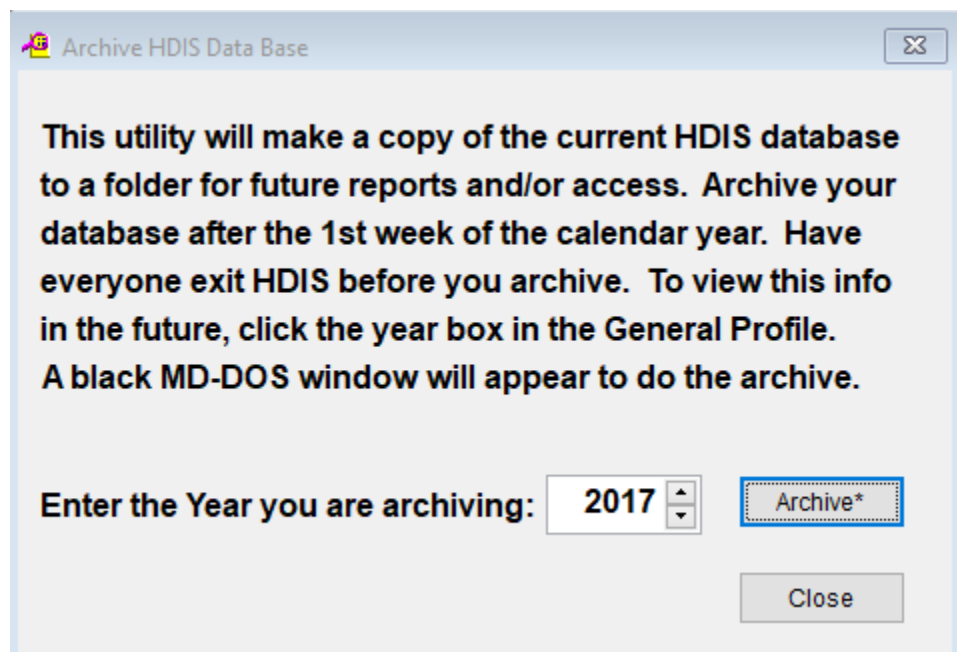
From the main menu in HDIS, navigate to:

HDIS > Maintenance > Utilities > Archive HDIS Data Base



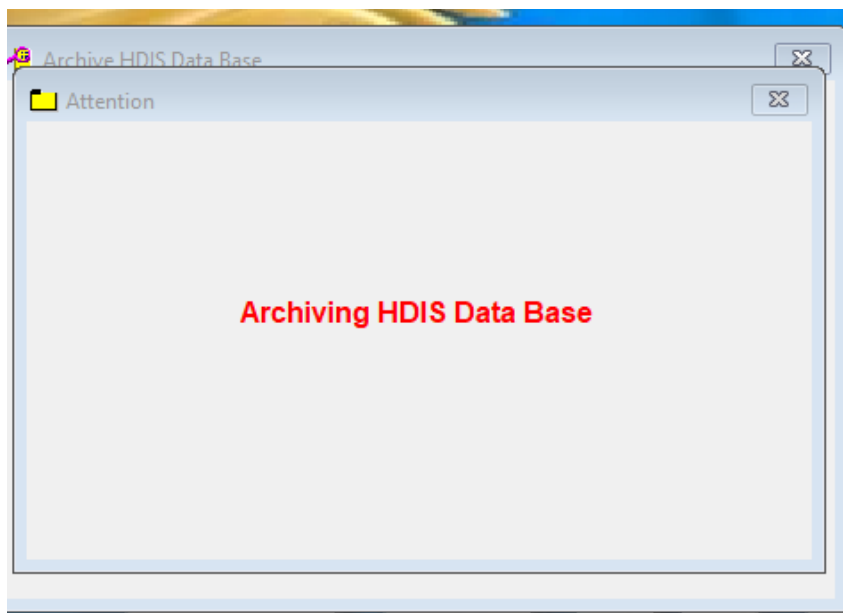
After you click on “**Archive HDIS Data Base**” a window should pop up:

Reminder: Please perform this function when no one is using HDIS.

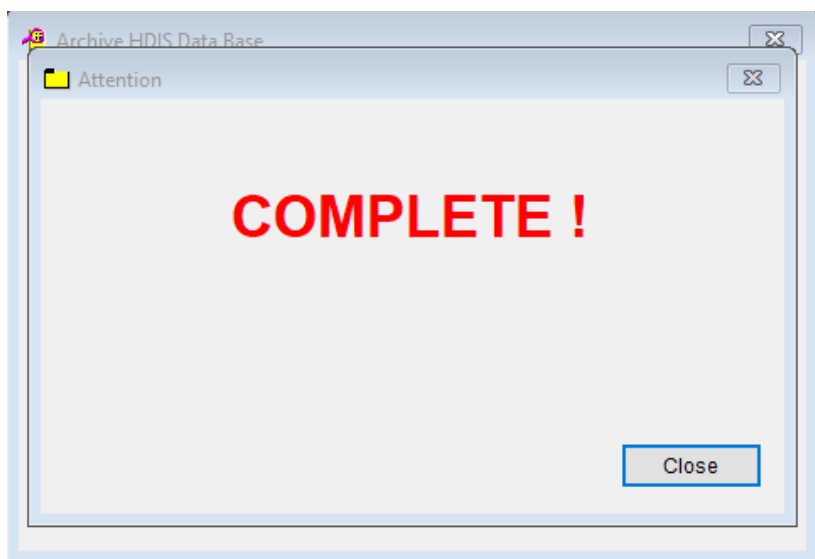


Enter the year you would like to archive and RIGHT – click the “**Archive***” button.

A new window should pop up that tells you it is Archiving HDIS Data Base:



After it has finished another window should pop up:

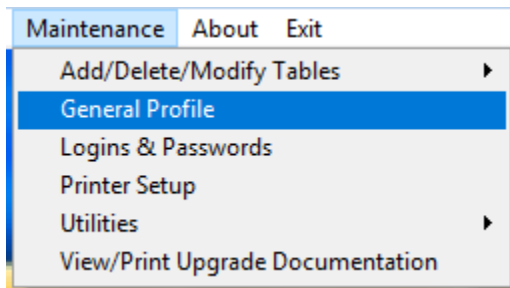


Hit the "**Close**" button to close out.

How to Use an Archive

From the main menu in HDIS, navigate to:

HDIS > Maintenance > General Profile



The “General Profile” should pop up:

A screenshot of the 'General Profile' form in HDIS. The form has tabs for Demographics, General, Management, Environmental, Community & Public Health Services, and Vital. The 'General' tab is active. The form contains various input fields for demographic and contact information, some marked with a red star to indicate they are required. At the bottom, there is a section for 'View Archives' with checkboxes for years from 2017 down to 1998. The form also includes 'Cancel' and 'Close' buttons.

General Profile

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

★ Health Department: BGI HD

City: Middleburg Heights

Division:

★ State: OH

★ Address1: 7550 Lucerne Drive

★ Zip: 44130

Address2:

★ County: Kayle

★ Phone #'s: 1-440-891-9100

★ FAX #: 1-440-891-9458

Federal Tax ID: ADFA

Commissioner: Doc Darrell

Client/Server Location: M:\HDIS\DATA

Email: ADFASD

Make Checks Payable to: ADSF

View Archives: ☐ 2017 ☐ 2016 ☐ 2015 ☐ 2014 ☐ 2013 ☐ 2012 ☐ 2011 ☐ 2010 ☐ 2009 ☐ 2008 ☐ 2007 ☐ 2006 ☐ 2005 ☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998

★ - Required Fields

Cancel Close

At the bottom of this window you should see **“View Archives”**

View Archives ☐ 2017 ☐ 2016 ☐ 2015 ☐ 2014 ☐ 2013 ☐ 2012 ☐ 2011 ☐ 2010 ☐ 2009 ☐ 2008
☐ 2007 ☐ 2006 ☐ 2005 ☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998

★ - Required Fields

Cancel

Close

Click on the year of the archive you would like to view.

If it does not allow you to click on a year then that means there is not an archive for it.

Click the **“Close”** button to close out.

You should now be able to see the data related to the year you have chosen.