

HDIS
Health Department Information System
Helping You...Help Others

**Rabies Control
User Manual**



The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

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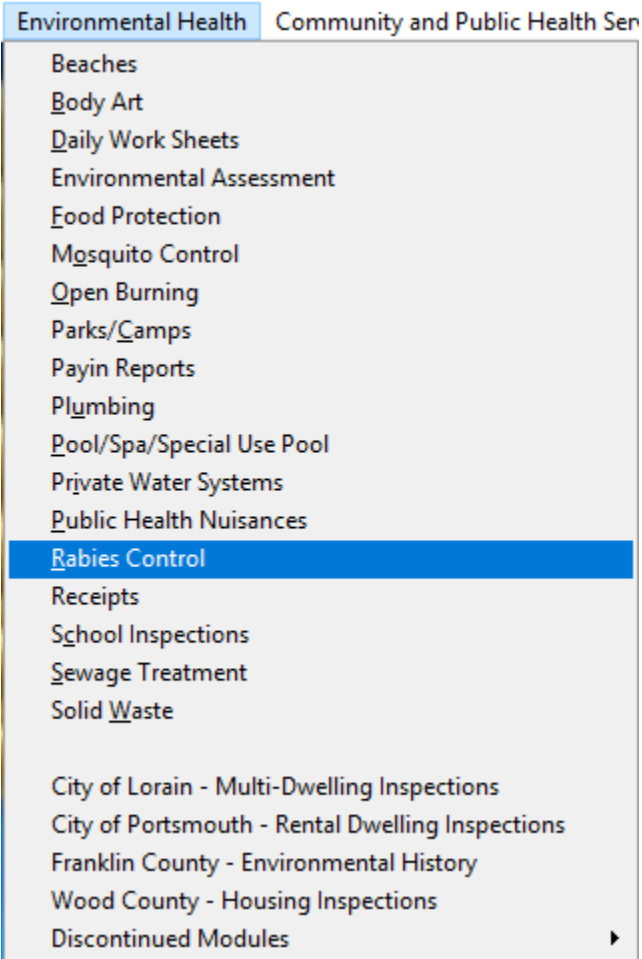
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Chapter 1: Getting Started

Once the Rabies Control Module has been installed, it can be accessed by going to:
Environmental Health > Rabies Control



The screenshot shows a web-based navigation menu. At the top, there are two tabs: 'Environmental Health' (which is active) and 'Community and Public Health Services'. Below the tabs is a list of menu items. 'Rabies Control' is highlighted with a blue background. Other items include 'Beaches', 'Body Art', 'Daily Work Sheets', 'Environmental Assessment', 'Food Protection', 'Mosquito Control', 'Open Burning', 'Parks/Camps', 'Payin Reports', 'Plumbing', 'Pool/Spa/Special Use Pool', 'Private Water Systems', 'Public Health Nuisances', 'Receipts', 'School Inspections', 'Sewage Treatment', 'Solid Waste', 'City of Lorain - Multi-Dwelling Inspections', 'City of Portsmouth - Rental Dwelling Inspections', 'Franklin County - Environmental History', 'Wood County - Housing Inspections', and 'Discontinued Modules' with a right-pointing arrow.

- Environmental Health
- Community and Public Health Services
- Beaches
- Body Art
- Daily Work Sheets
- Environmental Assessment
- Food Protection
- Mosquito Control
- Open Burning
- Parks/Camps
- Payin Reports
- Plumbing
- Pool/Spa/Special Use Pool
- Private Water Systems
- Public Health Nuisances
- Rabies Control**
- Receipts
- School Inspections
- Sewage Treatment
- Solid Waste
- City of Lorain - Multi-Dwelling Inspections
- City of Portsmouth - Rental Dwelling Inspections
- Franklin County - Environmental History
- Wood County - Housing Inspections
- Discontinued Modules ▶

Once inside “**Rabies Control**” navigate to the “**Bite Victim**” tab.

The screenshot shows a window titled "Bite Victim" with a search bar and a grid of data. The search bar has radio buttons for "by Bite ID #", "by Victim", "by Victim ID #", "by Owner", and "Owner's Address". There is also an "Environmental Assessment" checkbox. The grid has columns for Bite ID#, Name, ID #, Street, City, and State.

Bite ID#	Name	ID #	Street	City	State
2016294	THOMAS, JEAN A.		5512 NORFOLK LN	BALROG TWP	
2016293	HALL, GRAY W.	409	5511 PEARL ST	SMALLVILLE VILLAGE	OH
2016292	CLARK, ELI	3051	5510 BALDWIN RD	BUBONICA TWP	OH
2016291	WHITE, DYLAN	59	5509 LUCERNE BLVD	GOTHAM CITY	OH
2016290	DAVIS, DALLAS	2110	5508 MAIN ST	BALROG TWP	OH
2016289	WILSON, DALE	797	5507 PINE ST	SMALLVILLE VILLAGE	OH
2016288	TAYLOR, CASEY	88	5506 NORFOLK LN	BUBONICA TWP	OH
2016287	MILLER, CARROLL	195	5505 PEARL ST	GOTHAM CITY	OH
2016286	WILLIAMS, BROOK	733	5504 BALDWIN RD	BALROG TWP	OH
2016285	JOHNSON, PAT	3942	5503 LUCERNE BLVD	SMALLVILLE VILLAGE	OH
2016284	BROWN, BLAKE	267	5502 MAIN ST	BUBONICA TWP	OH
2016283	JONES, ANDY	895	5501 PINE ST	GOTHAM CITY	OH
2016282	SMITH, ALEX	3711	5500 NORFOLK LN	BALROG TWP	OH
2016281	SCOTT, SEAN	1252	5499 PEARL ST	SMALLVILLE VILLAGE	OH
2016280	LEWIS, MAX	971	5498 BALDWIN RD	BUBONICA TWP	OH
2016279	ROBINSON, MEL	124	5497 LUCERNE BLVD	GOTHAM CITY	OH
2016278	ALLEN, LOU	161	5496 MAIN ST	BALROG TWP	OH
2016277	WOOD, KYLE	1346	5495 PINE ST	SMALLVILLE VILLAGE	OH
2016276	MARTIN, JAMIE	2046	5494 NORFOLK LN	BUBONICA TWP	OH

The **FIND** tab on the Rabies Control window is for locating a bite victim. You can browse through the grid or type the **Bite ID #**, **Victim’s name**, **Victim’s ID #**, **Owner’s name**, or **Owner’s Address** in the search field.

To add a bite victim into the program, type the name of the bite victim in the name field and press “**Enter**”. If a bite victim already exists, the program will find it in the grid for you.

In this case, we are going to add a bite victim. To do this, click the “**Add**” button. Once the bite victim is entered, you will not have to click the “**Add**” button again.

While going through the process of entering information drop down boxes may be a choice to choose from. You can modify these choices by editing them in the “**Maintenance**” tab. Refer to **Chapter 3: Maintenance** for more detailed information.

Victim Tab

The screenshot shows a web-based form titled "Bite Victim - BROWN, BLAKE". The form is organized into several sections with tabs at the top: "Find", "Victim", "Animal", "Owner", "Information", "Comments", and "GIS/GPS". The "Victim" tab is active. The form contains the following fields and values:

- Bite ID #:** 2016284
- Victim's First Name:** BLAKE
- Victim's Middle Name:** (empty)
- Victim's last name:** BROWN
- Victim's ID#:** 267
- Victim's Street:** 5502 MAIN ST
- Victim's City:** BUBONICA TWP
- State:** OH
- Zip Code:** 99974
- Phone:** 4-0-5-5-5-39
- Age:** 70
- Political Subdivision:** 02 BUBONICA TWP
- Parent's Name(if applicable):** THOR ODINSON
- Bite/Exposure:** 11/18/2016
- Circumstances:** BITTEN
- Body Part Bitten/Scratched:** UNKNOWN
- Date Received:** 11/23/2016
- Reported by:** CAPTAIN OBVIOUS
- Last Contacted:** 12/05/2016
- Additional Info:** of Person's Exposed / Vaccines Given to Any Victims #
- Pet or Human Bitten/Exposed:** H
- Hospital/Doctor:** DR. CANIS INFIRMUM
- Phone:** 4-0-5-5-5-29

At the bottom of the form, there are buttons for "Print", "Previous", "Next", "Delete", "Add", and "Modify".

You may now begin to enter data into the fields. Remember, you can use the “**Tab**” or the “**Enter**” button to travel from field to field.

**** Note:** For your first bite victim ID#, change the number 1 to indicate year and the number followed by the estimated bite victims per year (Example: 2005001 for up to 999 bite victims).

Each victim added afterwards will be given an automatic ID based on the previous.

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

Animal Tab

Bite Victim - BLAIR, CARTER

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS	
Animal Owned ?	<input checked="" type="checkbox"/> Y	Animal Species	DOG	Species or Animal Group	DOG	Animal's Sex	<input type="checkbox"/>
Animal Color	WHITE	Animal Name		Dog Breed			
Mixed Breed?	<input type="checkbox"/> (Yes (N)o	Neutered ?	<input type="checkbox"/> (Yes (N)o	Veterinarian		Vet's Phone	- - -
Place of Confinement	UNKNOWN	Days Confined	10	First Observation	//	Second Observation	//
Date Immunized	//	Immunized at Time of Bite?	<input type="checkbox"/> (Yes (N)o	Rabies Tag#			
Head Sent To Lab?	<input checked="" type="checkbox"/> N (Yes (N)o	Results:	<input type="checkbox"/> (P)os, (N)eg (U)nable to Determine				

Print Modify

On this screen, fill out the information on the animal. You are able to build all of your dropdown fields in the "Maintenance" menu which is explained in **Chapter 3: Maintenance**.

Owner Tab

Bite Victim - BROWN, BLAKE

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
Owner Name		Owner Street				
CARROLL MILLER		5502 BALDWIN RD				
Owner city		State	Zip code	Copy Victim's Location		
BUBONICA TWP		OH	99974			
Owner Phone		Political Subdivision				
4-0-5-5-5-02		02 BUBONICA TWP				
Office Hearing Date		Office Hearing Time	Board of Health Hearing Date			
//			//			

Print Modify

On this screen, enter the information about the owner of the animal. Refer to **Chapter 3: Maintenance** for a detailed explanation on any dropdown fields.

Information Tab

Bite Victim - BROWN, BLAKE

Find	Victim	Animal	Owner	Information	Comments	GIS/GPS
				By employee <input type="text" value="MARTHA WASHINGTON"/>	<input type="checkbox"/> Letter A sent to victim <input type="checkbox"/> Letter B sent to victim <input type="checkbox"/> Letter C sent to victim <input type="checkbox"/> Letter A sent to owner <input type="checkbox"/> Letter B sent to owner <input type="checkbox"/> Letter C sent to owner <input checked="" type="checkbox"/> Completed	
				Inspector <input type="text" value="CAT SCAN"/>		
				Service <input type="text" value="FBI"/> <input type="text" value="FINAL BITE INVESTIGATION"/>		
				Mail Certified Number <input type="text"/> Human Bite-Associated Fatality <input type="text" value="N"/> (Yes (N)o		
				Date Victim Notified of Results <input type="text" value="//"/> Inspector <input type="text"/>		
				Comments (Max. 160 characters) <input type="text" value="SPOT LOOKS CUTE DESPITE THE RADIOACTIVITY AND ABILITY TO SPIT FIRE 30 FEET."/>		
					<input type="button" value="Print"/> <input type="button" value="Modify"/>	

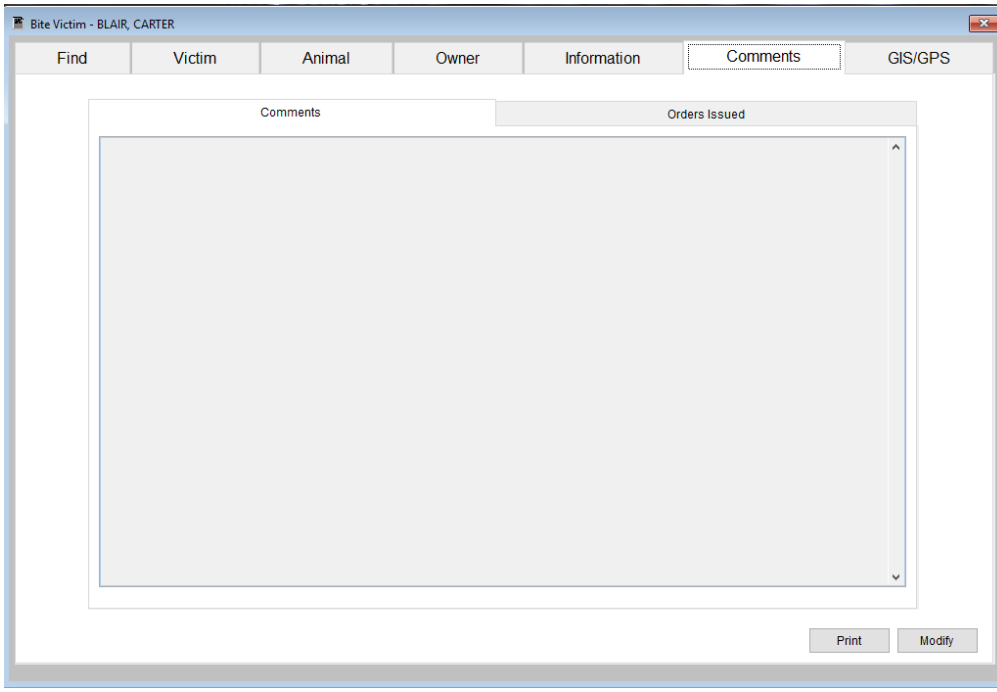
On this screen, enter the other information such as the employee, inspector, what letter has been sent out, etc.

There is a **Comments** section where you can type comments up to 160 characters.

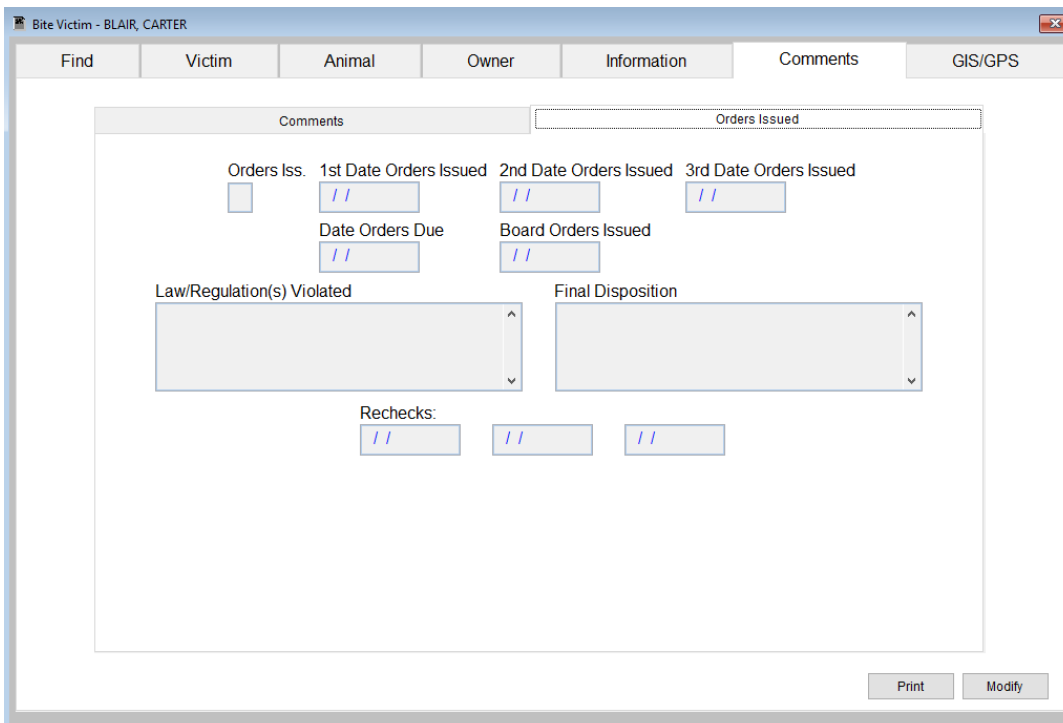
Refer to **Chapter 3: Maintenance** for a detailed explanation on any dropdown fields.

Comments Tab

On this screen, you are able to enter your comments on the record.



There is an **“Orders Issued”** subtab next to **“Comments”** where you can record information about the orders.

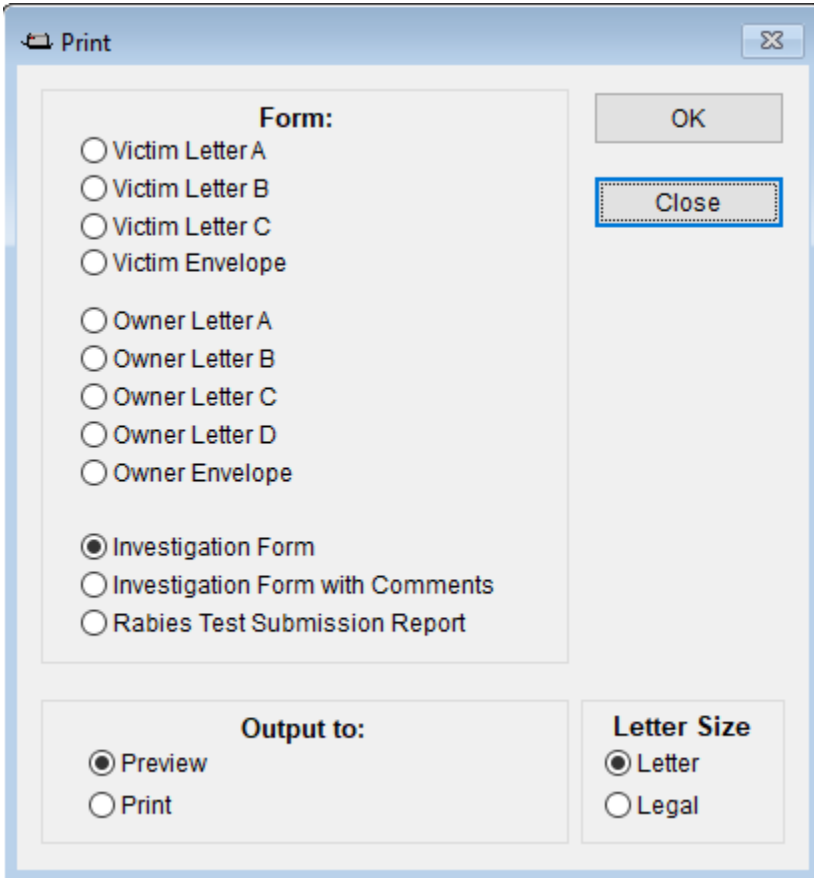


GIS/GPS Tab

The **GIS/GPS** tab enables you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out)
Prefix Direction	Enter prefix direction of the street
Prefix Type	Enter the prefix type of the street
Street Name	(automatically filled out)
Street Suffix	Enter the street suffix
Prefix Direction	Enter prefix direction of the street
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



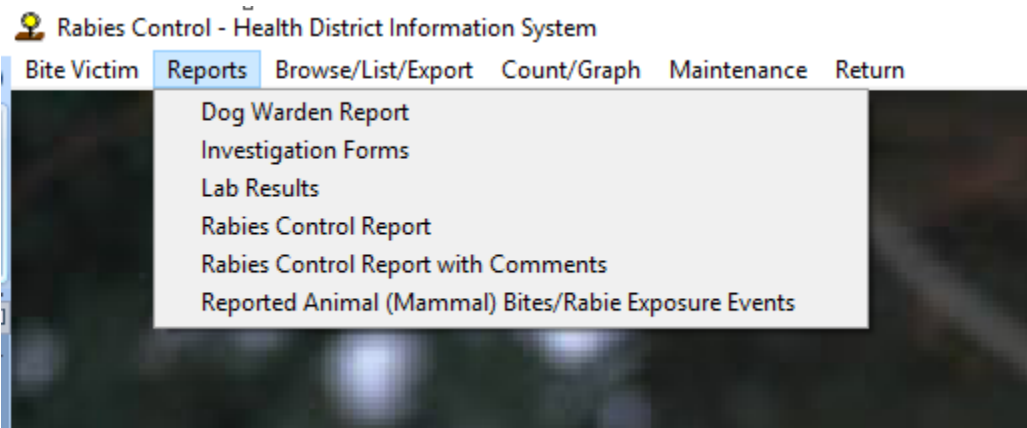
Print: The print button is available on all the tabs.

Field/Button	Description
Victim Letter A	Prints out Letter A to the victim (These letters are composed by you under the “Maintenance” menu)
Victim Letter B	Prints out Letter B to the victim (These letters are composed by you under the “Maintenance” menu)
Victim Letter C	Prints out Letter C to the victim (These letters are composed by you under the “Maintenance” menu)
Victim Envelope	Prints out an envelope addressed to the victim
Owner Letter A	Prints out Letter A to the owner (These letters are composed by you under the “Maintenance” menu)

Owner Letter B	Prints out Letter B to the owner (These letters are composed by you under the "Maintenance" menu)
Owner Letter C	Prints out Letter C to the owner (These letters are composed by you under the "Maintenance" menu)
Owner Envelope	Prints out an envelope addressed to the owner
Investigation Form	Prints out an investigation form that may be given to the sanitarian for investigation
Investigation Form with Comments	Prints out an investigation form along with comments that may be given to the sanitarian for investigation
Rabies Test Submission Report	Prints the Rabies Test Submission Report
Letter Size - Letter	Prints the letter on letter paper
Letter Size - Legal	Prints the letter on legal paper
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.

Chapter 2: Reports

Reports



Rabies Control Report



For each report that you run, the menu above will appear. You will need to enter a “From Bite/Exposure Date” and a “To Bite/Exposure Date” to run the report for that timeframe. You may also preview the report before you print it out along with the ability to use filters which will be explained in the next section.

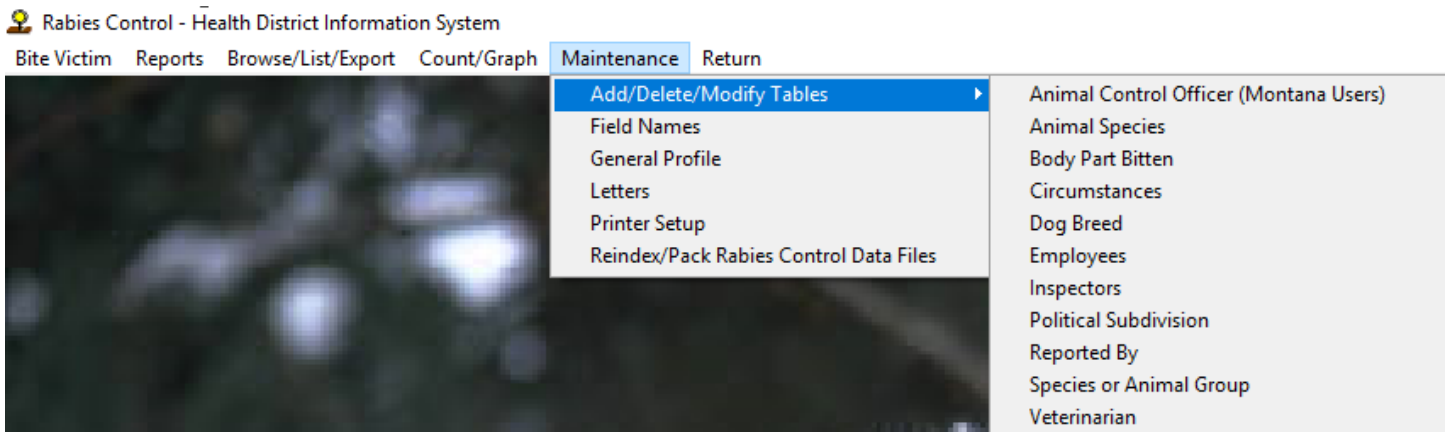
Report	Description
Dog Warden Report	Generates a report of all animal bites along with animal information for the dog warden in your community that meet the criteria in the “From” and “To Date of Bite” fields.
Investigation Forms	This will generate an Investigation Form for each bite victim that meets the criteria in the “From” and “To Date of Bite” fields.
Lab Results	Generates a report of lab results for each animal species that meet the criteria in the “From” and “To Date of Bite” fields.

Rabies Control Report With Comments	Listing of Rabies Control Victims
Reported Animal (Mammal) Bites/Rabies Exposure Events	Generates a Health Department Survey of Reported Animal (Mammal) Bite/Rabies Exposure Events

Chapter 3: Maintenance – Add/Delete/Modify Tables

Maintenance

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



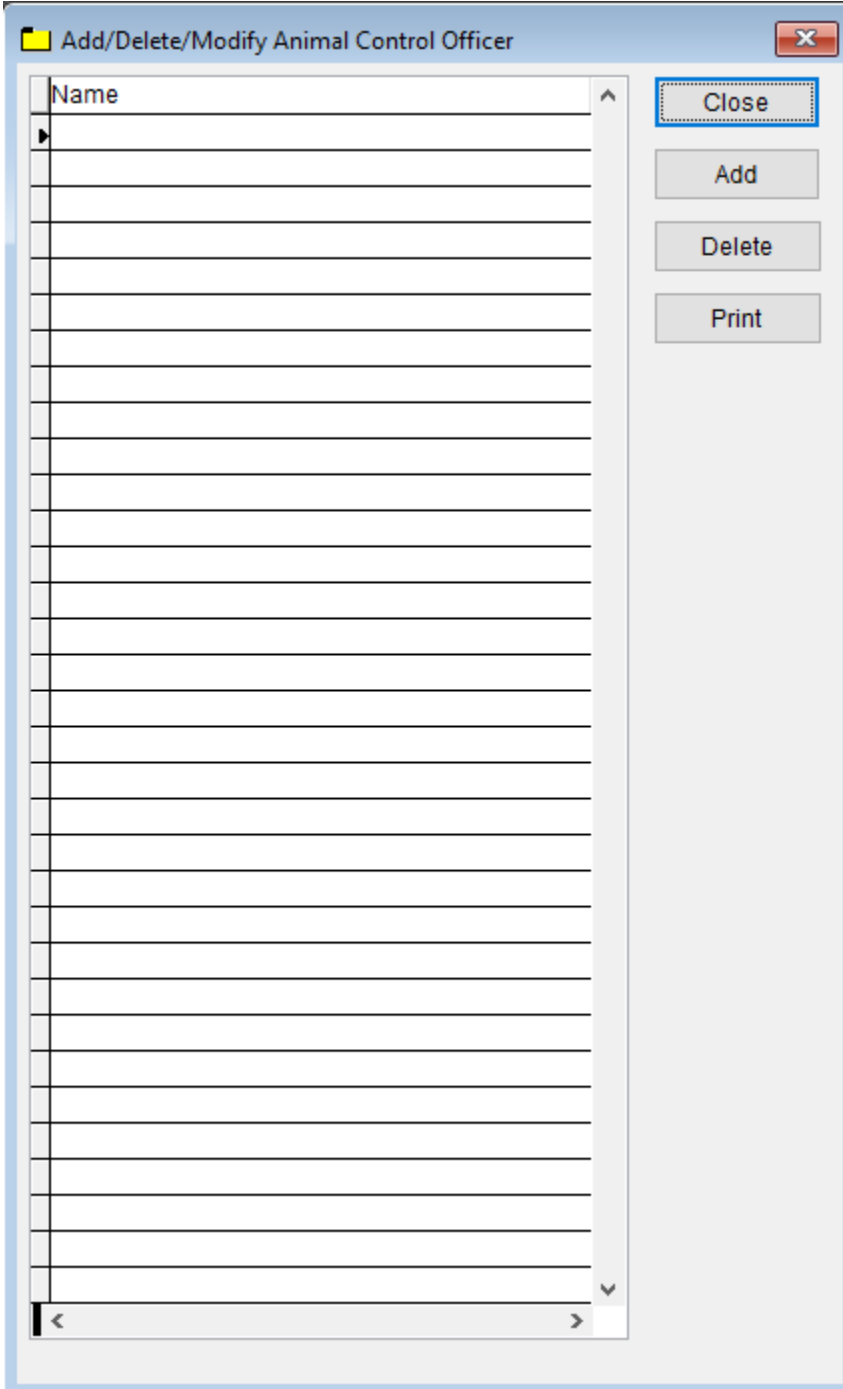
This section is important because this list of tables affects how you enter information.

Chapter 1 explains how to enter the information and this section gives examples of the lists behind it.

At some point while you are entering information, you might run into a part that you clicked and a list will appear to choose from.

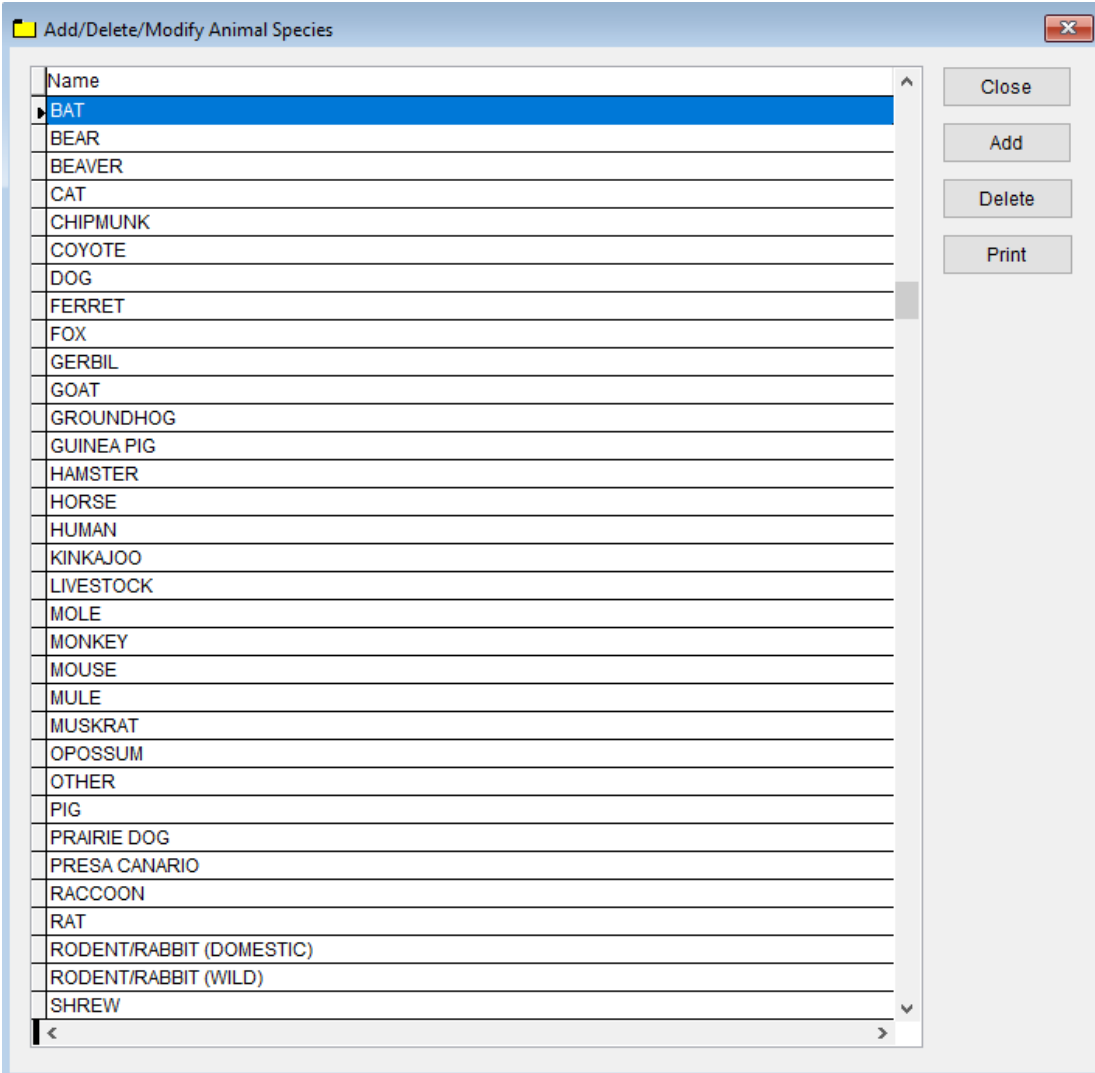
Modifying these tables early will make entering information easier and quicker.

Animal Control Officer (Montana Users)



You can add, delete, or modify the Animal Control Officer's here (For Montana Users).

Animal Species

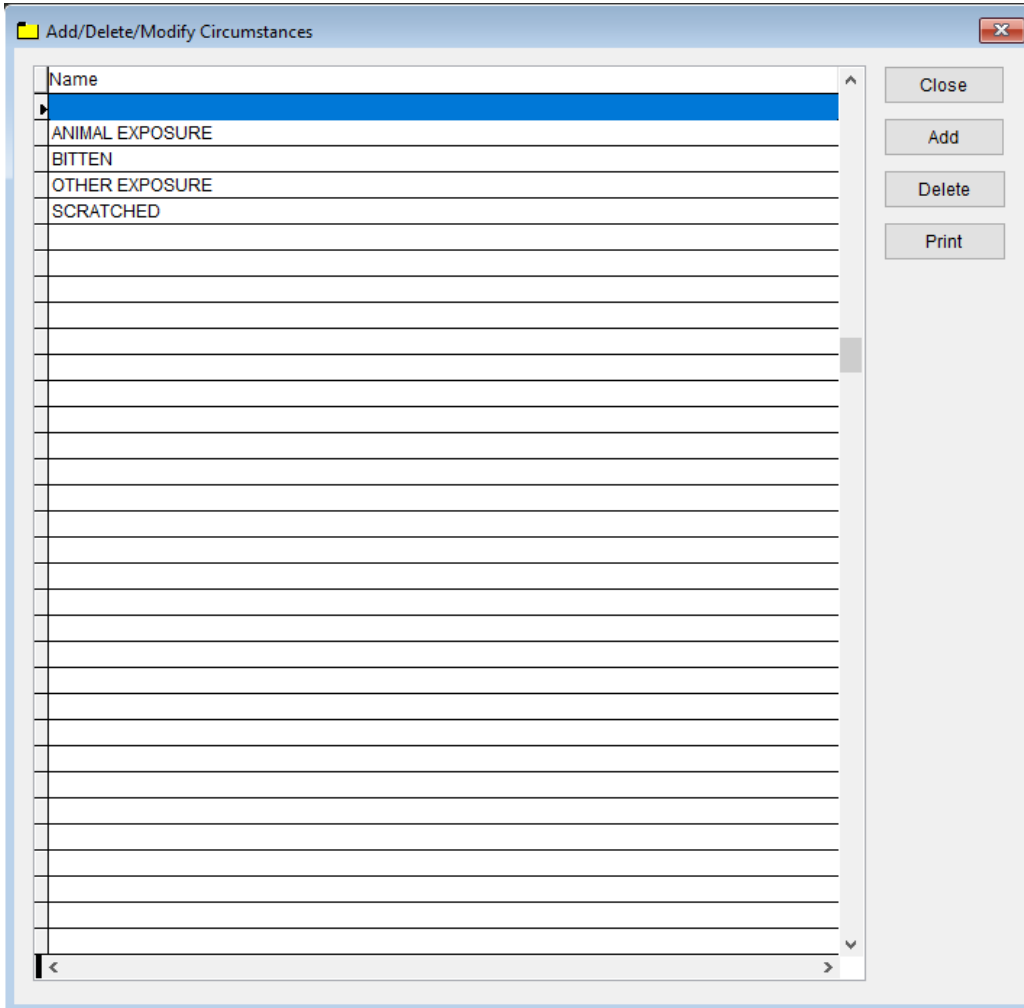


Field/Button	Description
Name	Enter the name of the animal
Close	Closes the table
Add	Adds animal to the table
Delete	Deletes the highlighted animal
Print	Prints the list

Body Part Bitten

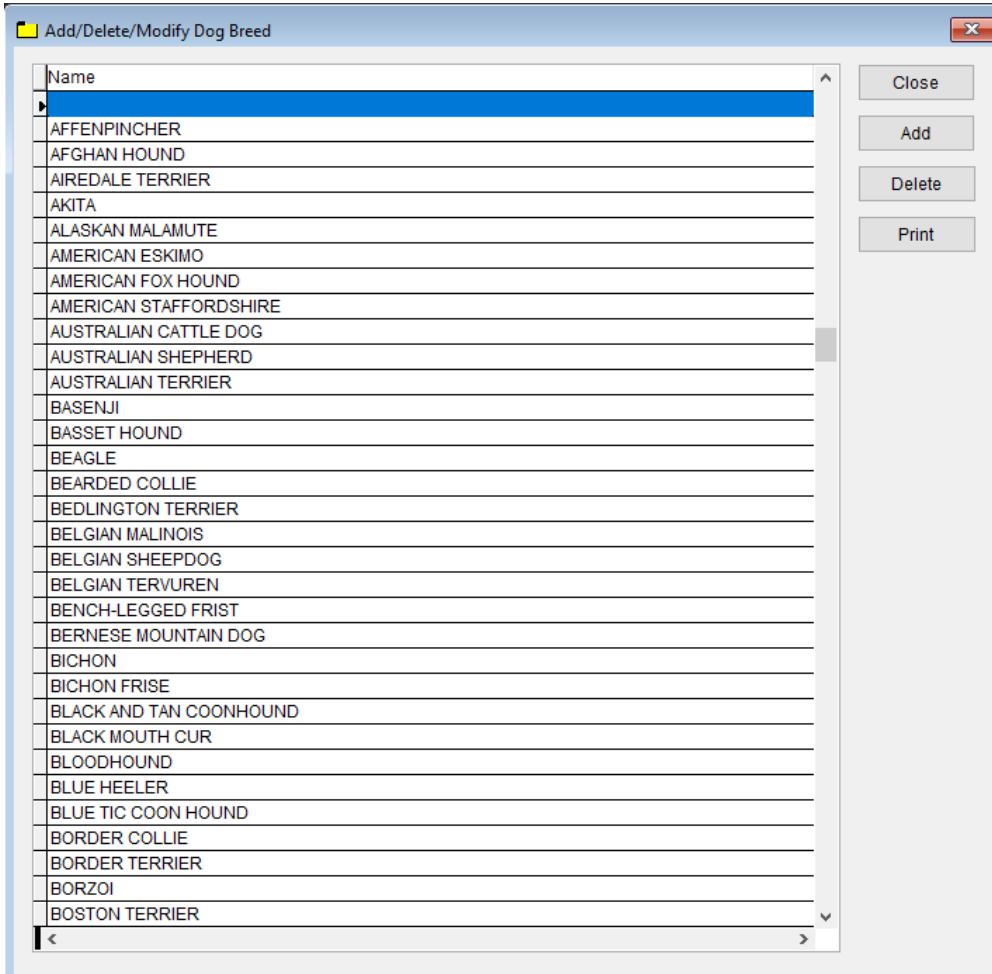
Field/Button	Description
Name	Enter the body part bitten
Close Button	Closes the table
Add Button	Adds a body part bitten to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Circumstances



Field/Button	Description
Name	Enter the circumstance
Close Button	Closes the table
Add Button	Adds a circumstance to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Dog Breed



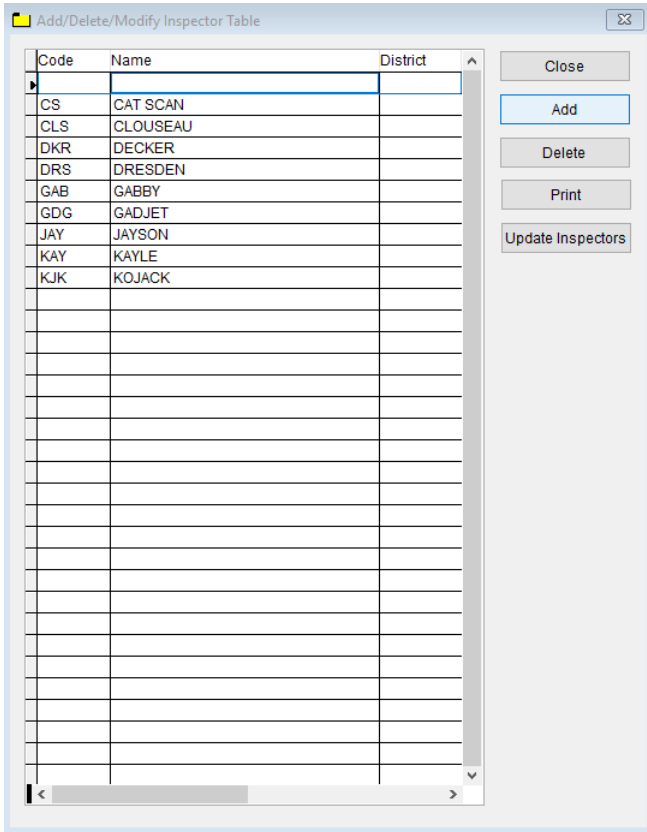
Field/Button	Description
Name	Enter the dog breed
Close Button	Closes the table
Add Button	Adds a dog breed to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Employees

Code	Name
AB	ALEX BROWN
AH	ALEX HALL
AJ	ANDY JOHNSON
AM	ANDY MOORE
AT	ANDY THOMAS
BT	BLAKE THOMPSON
BW	BLAKE WILLIAMS
BH	BROOK HILL
BW	BROOK WILLIAMS
CM	CARROLL MILLER
CW	CARROLL WALKER
CA	CASEY ANDERSON
CD	CASEY DAVIS
CT	CASEY TAYLOR
DW	DALE WILSON
DC	DALLAS CLARK
DD	DALLAS DAVIS
DM	DALLAS MARTIN
DH	DYLAN HALL
DS	DYLAN SMITH
EC	ELI CLARK
EJ	ELI JONES
ET	ELI THOMAS
PM	PAT MOORE

Field/Button	Description
Code	Enter the employee's code
Name	Enter the name of the employee
Close Button	Closes the table
Add Button	Adds an employee to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Inspectors



Field/Button	Description
Code	Enter a code for the inspector
Name	Enter the name of the inspector
District	Enter the district of the inspector
Close Button	Closes the table
Adds Button	Adds a inspector to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Update Inspectors	(See Daily Worksheets Manual)

Political Subdivision

■ Add/Delete/Modify Political Subdivision Table ✖

Code	Subdivision	District
01	PLAGUEVILLE TWP	
02	BUBONICA TWP	
03	SMALLVILLE VILLAGE	
04	METROPOLIS CITY	
05	GOTHAM CITY	
06	ATLANTIS TWP	
07	MORDOR VILLAGE	
08	HOBBITON TWP	
09	NEVERLAND CITY	
10	SHIRE VILLAGE	
11	BALROG TWP	
12	SOMEPLACE VILLAGE	

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



Reported By

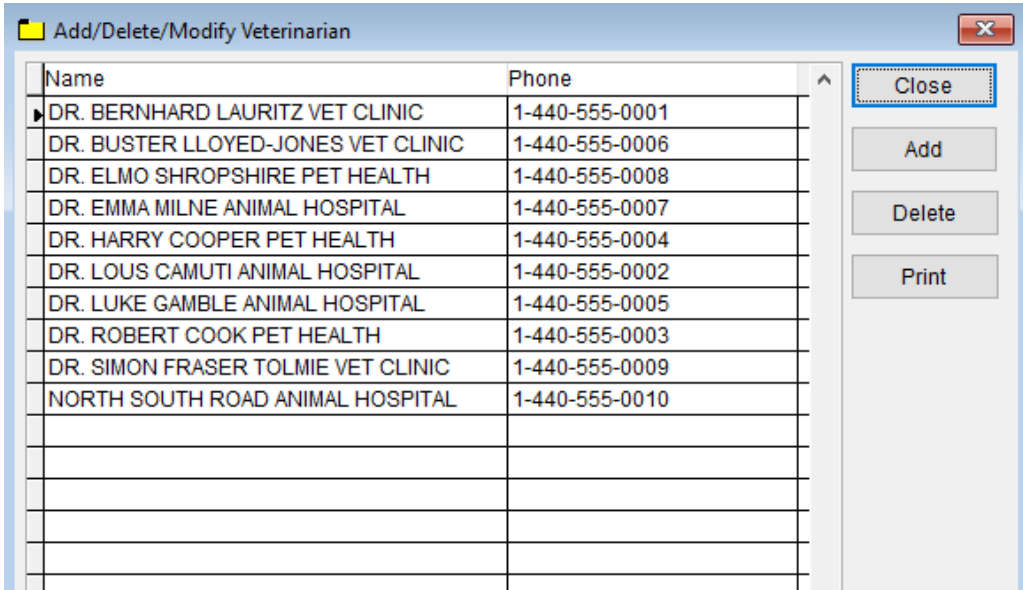
Add/Delete/Modify Reported By

Name
BEEGEEYE CO. BOARD OF HEALTH
BEEGEEYE COUNTY COMBINED HEALTH DIST.
BEEGEEYE COUNTY HEALTH DEPARTMENT
BEEGEEYE COUNTY SHERIFF'S OFFICE
BEEGEEYESVILLE CHILDREN'S OUTPATIENT CARE CENTER
BEEGEEYESVILLE ER
BEEGEEYESVILLE ANIMAL CLINIC
BEEGEEYESVILLE POLICE DEPARTMENT
BEEGEEYESVILLE POLICE DEPT.
BEEGEEYESVILLE POLICE DEPT.
BEEGEEYESVILLE VALLEY HOSPITAL SOUTH
BGI URGENT CARE
BUSY VETERINARY TREATMENT FACILITY
CHILDRENS MEDICAL CENTER
DAYTON VA
FAMILY HEALTH OF BEEGEEYESVILLE
GREENE COUNTY ANIMAL CONTROL
HOBBITON ANIMAL CONTROL
HOMETOWN URGENT CARE & WORKCARE CENTER
JAMESTOWN POLICE DEPARTMENT
OHIO DEPARTMENT OF HEALTH
OWNER
URGENT CARE OF BEEGEEYESVILLE
URGICARE
VETERINARY CLINIC OF BEEGEEYESVILLE
VICTIM
YELLOW SPRINGS POLICE DEPARTMENT

Buttons: Close, Add, Delete, Print

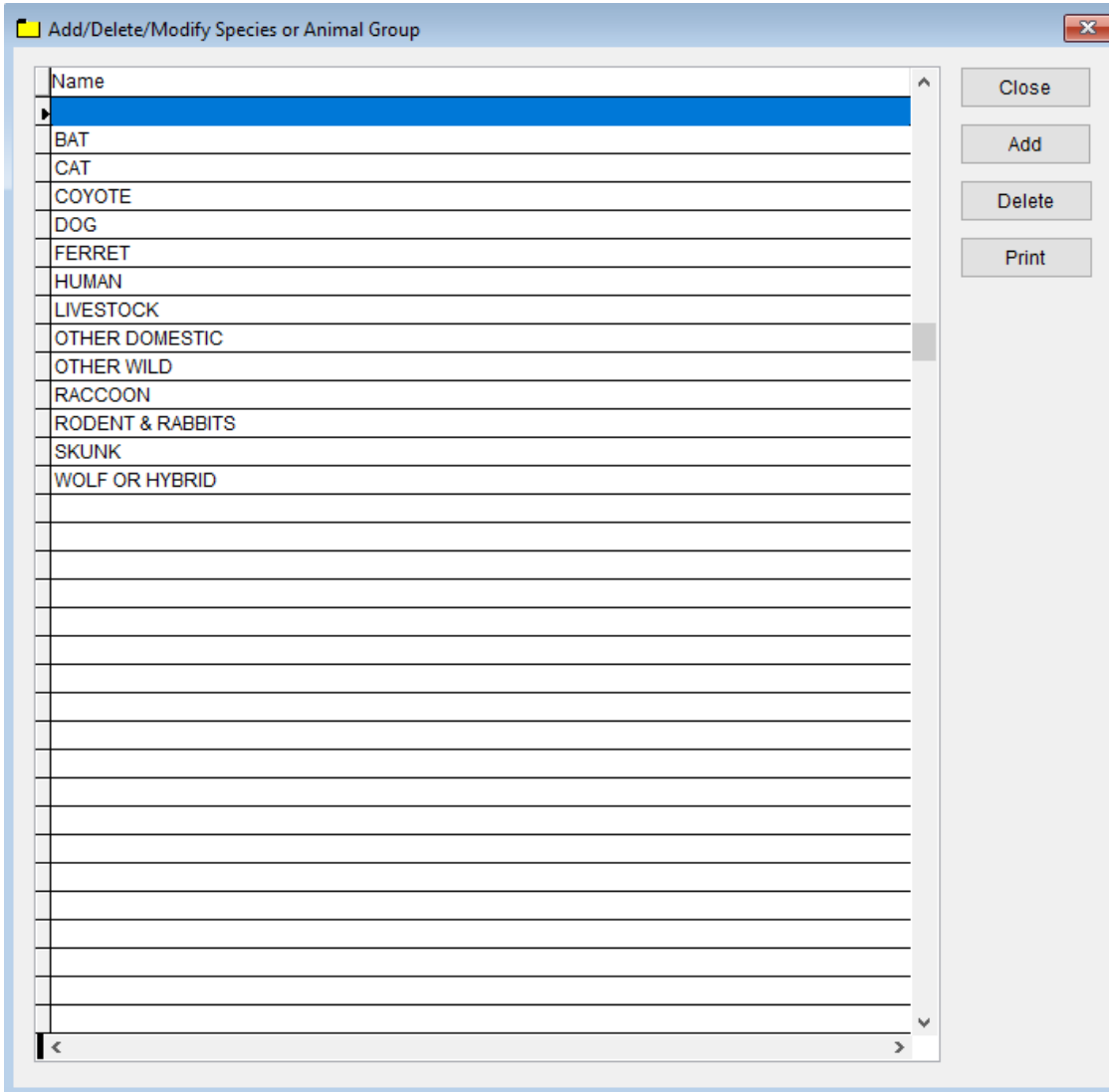
Field/Button	Description
Name	Enter a name
Close Button	Closes the table
Adds Button	Adds a name to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Veterinarian



Field/Button	Description
Name	Enter the name of the veterinarian
Close Button	Closes the table
Adds Button	Adds a veterinarian to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Species or Animal Group



Field/Button	Description
Name	Enter the animal type
Add Button	Adds an animal type to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Field Names

Field Name	Data Base Field Name
# OF PEOPLE WHO RECEIVED VACCINATIONS	RAB.NO_RCV_VAC
# OF PERSON'S EXPOSED	RAB.NO_EXPOSED
1ST DATE ISSUED	RAB.ORDER_DATE
2ND DATE ISSUED	RAB.ORDER2
3RD DATE ISSUED	RAB.ORDER3
ANIM. IMM. AT BITE TIME	RAB.ANIM_IMM
ANIMAL OWNED	RAB.ANIM_OWNED
ANIMAL SPECIES	RAB.ANIM_SPECIES
ANIMAL TAG#	RAB.ANIM_TAG
ANIMAL CONTROL OFFICER	RAB.OFFICER
ANIMAL MIXED ?	RAB.ANIM_MIXED
ANIMAL NEUTERED	RAB.ANIM_NEUT
ANIMAL SEX	RAB.ANIM_SEX
ANIMAL'S COLOR	RAB.ANIM_COLOR
ANIMAL'S IMM. DATE	RAB.ANIM_IMMDD
ANIMAL'S BREED	RAB.ANIM_BREED
ANIMAL'S NAME	RAB.ANIM_NAME
ANIMAL'S VETINARIAN	RAB.ANIM_VET
BITE ID#	RAB.BITE_ID
BOARD HEARING DATE	RAB.BOARD_DATE
BOARD ISSUED	RAB.BOARD_ISS
CIRCUMSTANCES	RAB.CIRCUM
COMMENTS	RAB.COMMENTS
CONFINEMENT DAYS	RAB.DAYS
DATE CLOSED	RAB.CLOSED
DATE OF BIRTH	RAB.DOB
DATE OF BITE	RAB.DATE_BITE
DATE ORDERS DUE	RAB.ORDER_DUE
DATE RECEIVED	RAB.DATE_RCV
DATE VICTIM NOTIFIED OF RESULTS	RAB.V_NOT
DESCRIPTION	RAB.F_DESC
EMPLOYEE	RAB.BY_NAME
EMPLOYEE CODE	RAB.BY

The **field** names listing can be very useful in determining what fields you wish to utilize to capture data for letters and when creating reports for that data. The program will display a list of names that you can print.

General Profile

The screenshot shows a web-based form titled "General Profile" with a tabbed interface. The "General" tab is active, displaying various input fields for health department information. Required fields are marked with a red asterisk. At the bottom right, there are "Cancel" and "Close" buttons, and a legend for the asterisk symbol.

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: <input type="checkbox"/> 2017 <input type="checkbox"/> 2016 <input type="checkbox"/> 2015 <input type="checkbox"/> 2014 <input type="checkbox"/> 2013 <input type="checkbox"/> 2012 <input type="checkbox"/> 2011 <input type="checkbox"/> 2010 <input type="checkbox"/> 2009 <input type="checkbox"/> 2008 <input type="checkbox"/> 2007 <input type="checkbox"/> 2006 <input type="checkbox"/> 2005 <input type="checkbox"/> 2004 <input type="checkbox"/> 2003 <input type="checkbox"/> 2002 <input type="checkbox"/> 2001 <input type="checkbox"/> 2000 <input type="checkbox"/> 1999 <input type="checkbox"/> 1998				
				* - Required Fields	Cancel Close

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

Rabies Control

Under: Maintenance – >Add/Delete/Modify Tables – >General Profile – >Environmental – >Rabies Control

The screenshot shows a software window titled "General Profile" with a close button in the top right corner. The window is divided into several tabs: "Demographics", "General", "Management", "Environmental", "Community & Public Health Services", and "Vital". The "Environmental" tab is selected and contains sub-tabs: "Body Art", "Daily Work Sheets", "Food Protection", "Mosquito Control", "Open Burning", "Parks/Camps", "Plumbing", "Pools/Spa/Special Use Pool", and "Private Water Systems". The "Rabies Control" sub-tab is selected and contains two checkboxes: "Legal Letter - Use Health Dept. Title" and "Upper Case Envelopes", both of which are currently unchecked.

Check Box	Description
Legal Letter – Use Health Department Title	Check the box if you wish to have your health department title printed on top of your legal letters
Upper Case Envelopes	Check the box to print all upper case letters on your envelopes

Letters

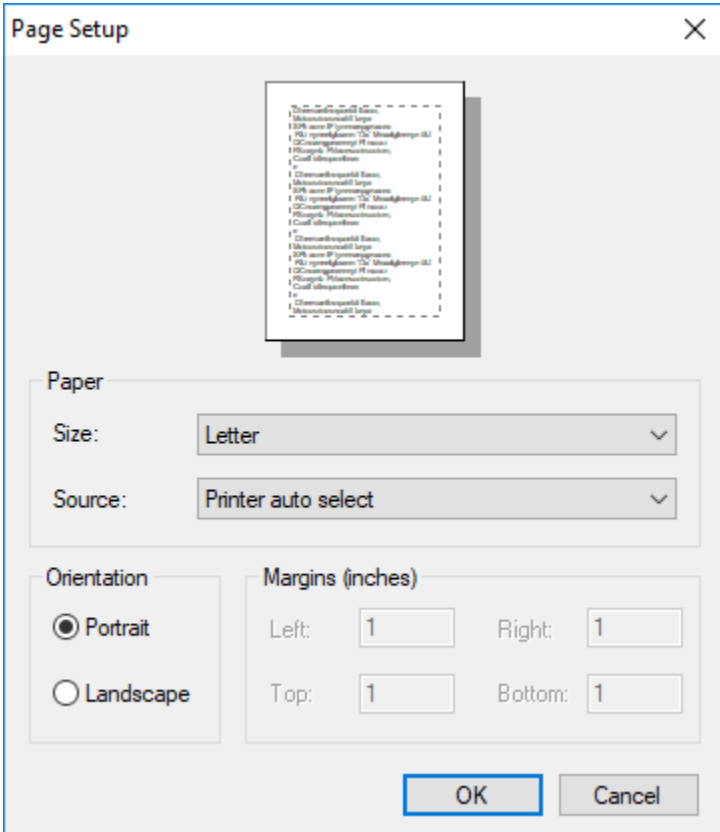
The HDIS system provides you the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *. The * is placed on each end of the field name that you want to pull into the letter.

Merge fields:

All upper case:	*OWNER*	JOSEPH NAPAVER
Only first letter uppercase	*Owner*	Joseph Napaver
All lower case	*type of animal*	dog

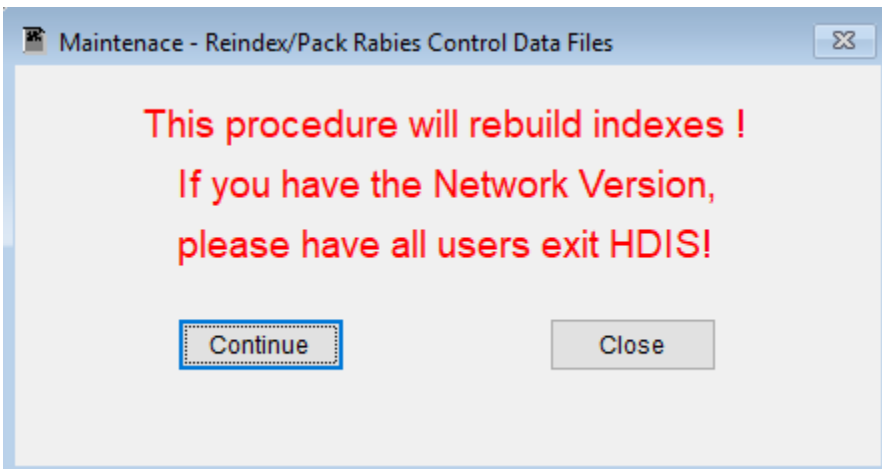
Examples: *OWNER* = TOM GORDON
 Owner = Tom Gordon
 type of animal = dog

Print Setup



The print setup allows you to choose from which printer you want to print. Pick the printer in the name dropdown and click “OK”.

Reindex/Pack Rabies Control Data Files



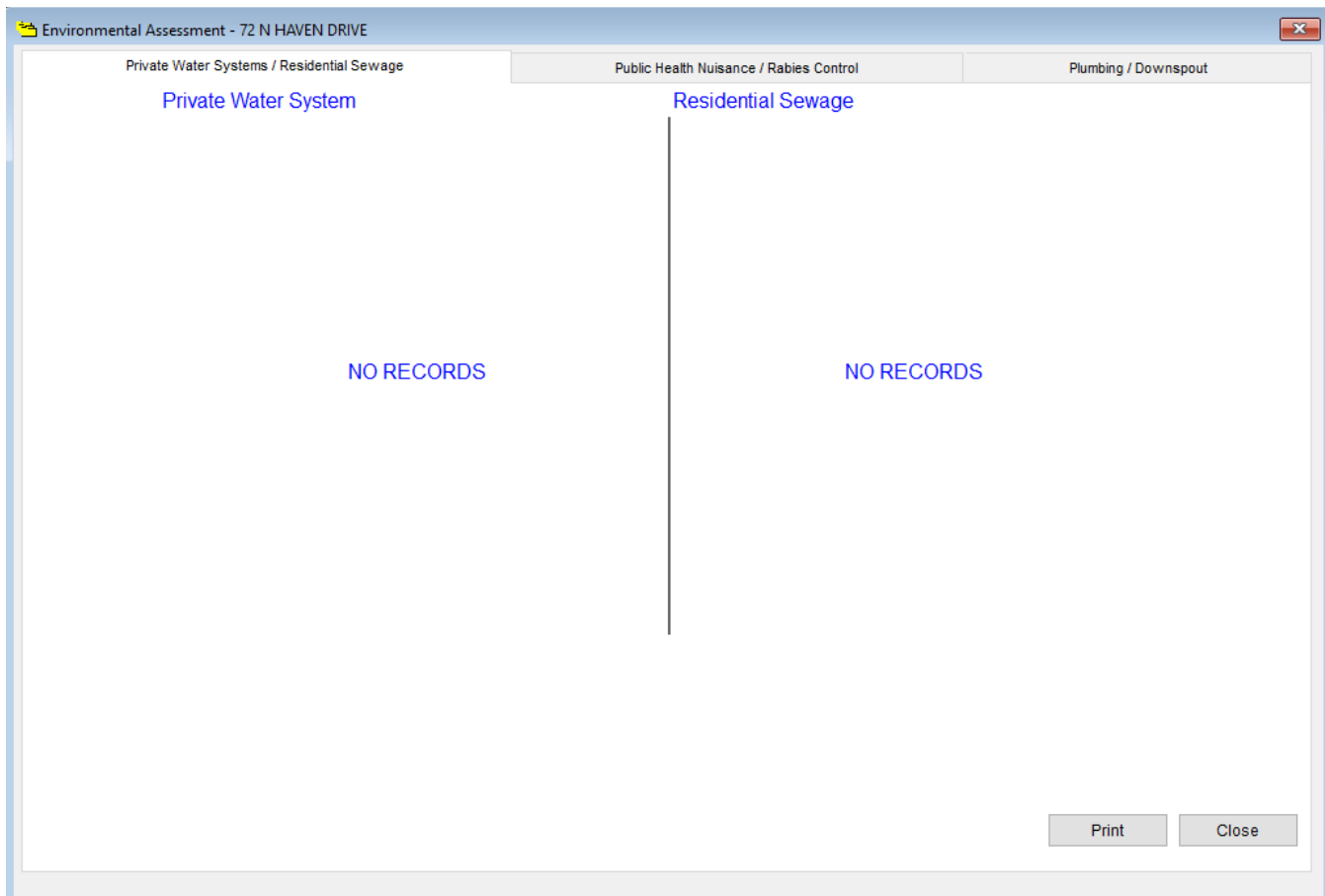
This function is only needed should your data be corrupted due to a power failure. Please contact BGI if you have any questions or concerns.

Environmental Assessment

Go to “Bite Victim” and look for the button “Environmental Assessment.”

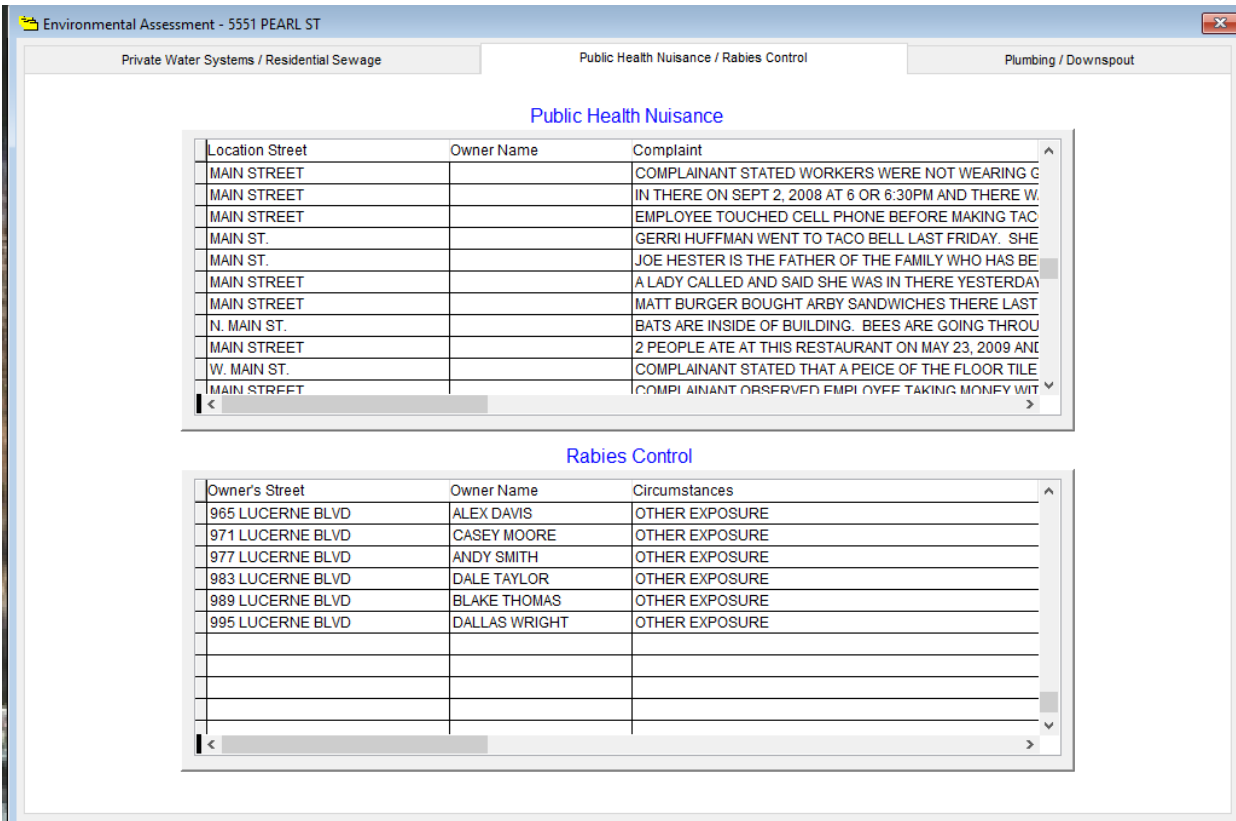
The screenshot shows a web application window titled "Bite Victim". At the top, there are tabs for "Find", "Victim", "Animal", "Owner", "Information", "Comments", and "GIS/GPS". Below the tabs, there are radio buttons for search criteria: "by Bite ID #", "by Victim", "by Victim ID #", "by Owner", and "Owner's Address". A button labeled "Environmental Assessment" is visible. Below this is a search input field and "Add" and "Close" buttons. The main area contains a table with the following columns: Bite ID#, Name, ID #, Street, City, and State. The table lists 20 records of bite victims.

Bite ID#	Name	ID #	Street	City	State
2017005	JONES, GRAY	72	5551 LUCERNE BLVD	SMALLVILLE VILLAGE	OH
2017004	SMITH, ELI	8804	5550 MAIN ST	BUBONICA TWP	OH
2017003	SCOTT, DYLAN	767	5549 PINE ST	GOTHAM CITY	OH
2017002	LEWIS, DALLAS	638	5548 NORFOLK LN	BALROG TWP	OH
2017001	ALLEN, CASEY	1584	5546 BALDWIN RD	BUBONICA TWP	OH
2016326	WOOD, CARROLL	2350	5545 LUCERNE BLVD	GOTHAM CITY	OH
2016325	MARTIN, BROOK	230	5544 MAIN ST	BALROG TWP	OH
2016324	WRIGHT, PAT		5543 PINE ST	SMALLVILLE VILLAGE	OH
2016323	ANDERSON, BLAKE		5542 NORFOLK LN	BUBONICA TWP	OH
2016322	WALKER, ANDY	586	5541 PEARL ST	GOTHAM CITY	OH
2016321	HILL, ALEX	184	5540 BALDWIN RD	BALROG TWP	OH
2016320	MOORE, SEAN	214	5539 LUCERNE BLVD	SMALLVILLE VILLAGE	OH
2016319	THOMPSON, MAX	1149	5538 MAIN ST	BUBONICA TWP	OH
2016318	THOMAS, MEL	5403	5537 PINE ST	GOTHAM CITY	OH
2016317	HALL, LOU	1328	5536 NORFOLK LN	BALROG TWP	OH
2016316	CLARK, KYLE	15	5535 PEARL ST	SMALLVILLE VILLAGE	OH
2016315	WHITE, JAMIE	1537	5534 BALDWIN RD	BUBONICA TWP	OH
2016314	DAVIS, JORDAN	3003	5533 LUCERNE BLVD	GOTHAM CITY	OH
2016313	WILSON, JEAN	282	5532 MAIN ST	BALROG TWP	OH



The “**Environmental Assessment**” button will display the following for that address:

- Private Water Systems / Residential Sewage
- Public Health Nuisance / Rabies Control
- Plumbing / Downspout

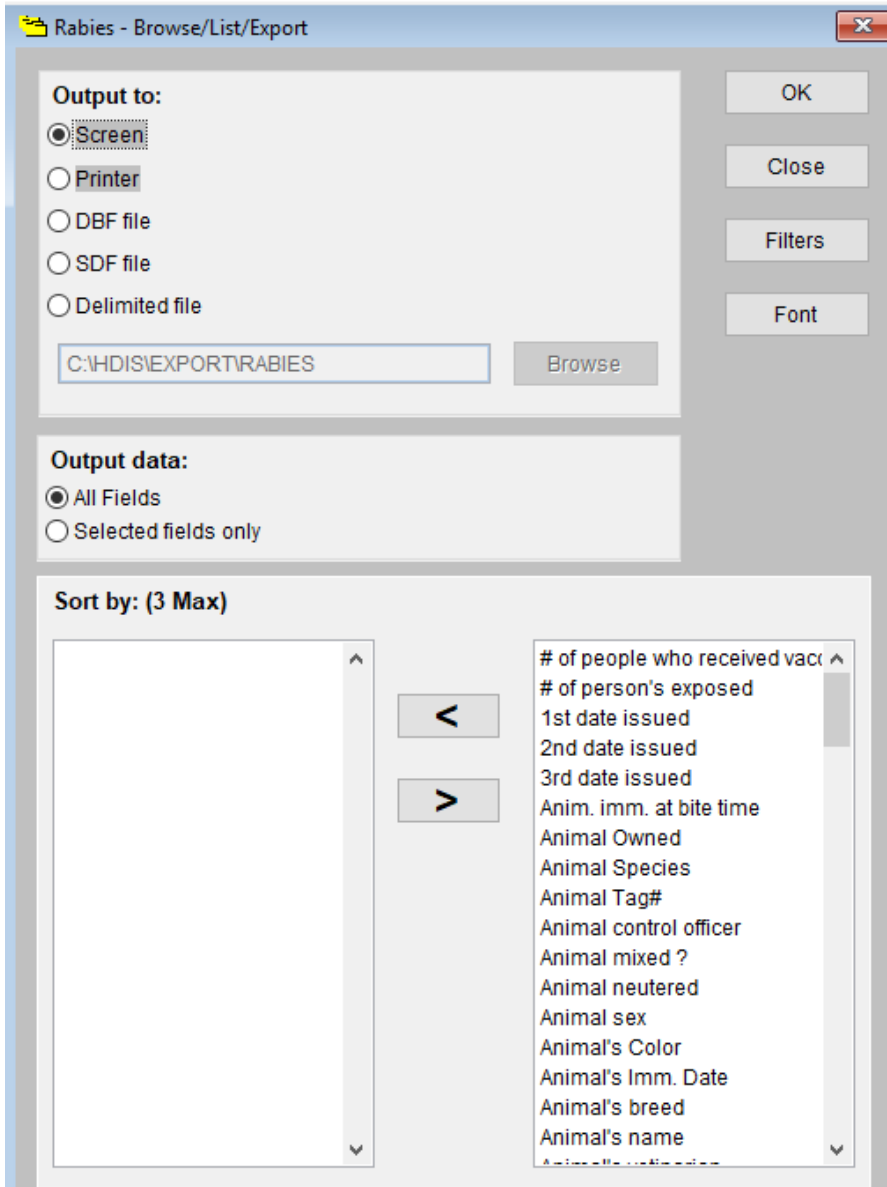


If you click on the “Public Health Nuisance / Rabies Control” you will be able to see the records.

Chapter 4: Browse/List/Export

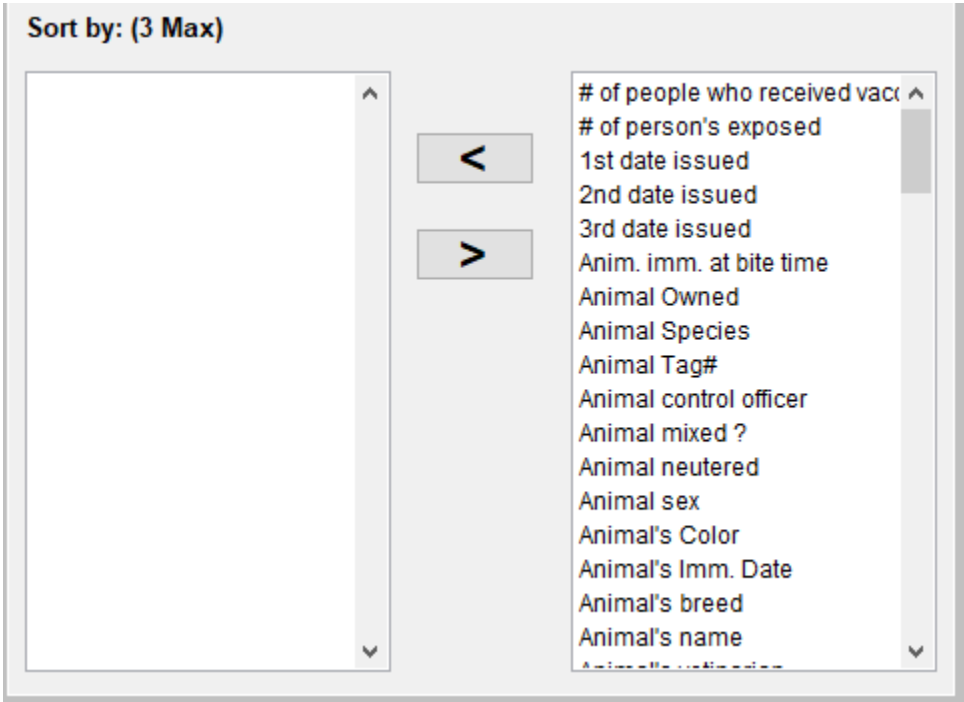
Inside the Rabies Control module navigate to the “**Browse/List/Export.**”

This section allows the exportation of data, also allowing the user to use **Filters**.



Sort by

Sorting by Field Names (3 Max) is an option. Click on the Field Name you want to sort by and press the “<” symbol to move the Field Name to the empty box. If you want to remove a Field Name, click the Field Name and press the “>” symbol.



Filters

From the “Browse/List/Export,” click on the “Filters” button. This section allows you to set filters based on the “Output Field.”

Output Field	Data	Data
<input type="checkbox"/> # OF PEOPLE WHO RECEIVED VAC	=	=
<input type="checkbox"/> # OF PERSON'S EXPOSED	=	=
<input type="checkbox"/> 1ST DATE ISSUED	=	=
<input type="checkbox"/> 2ND DATE ISSUED	=	=
<input type="checkbox"/> 3RD DATE ISSUED	=	=
<input type="checkbox"/> ANIM. IMM. AT BITE TIME	=	=
<input type="checkbox"/> ANIMAL OWNED	=	=
<input type="checkbox"/> ANIMAL SPECIES	=	=
<input type="checkbox"/> ANIMAL TAG#	=	=
<input type="checkbox"/> ANIMAL CONTROL OFFICER	=	=
<input type="checkbox"/> ANIMAL MIXED ?	=	=
<input type="checkbox"/> ANIMAL NEUTERED	=	=
<input type="checkbox"/> ANIMAL SEX	=	=
<input type="checkbox"/> ANIMAL'S COLOR	=	=
<input type="checkbox"/> ANIMAL'S IMM. DATE	=	=
<input type="checkbox"/> ANIMAL'S BREED	=	=
<input type="checkbox"/> ANIMAL'S NAME	=	=
<input type="checkbox"/> ANIMAL'S VETINARIAN	=	=
<input type="checkbox"/> BITE ID#	=	=
<input type="checkbox"/> BOARD HEARING DATE	=	=
<input type="checkbox"/> BOARD ISSUED	=	=
<input type="checkbox"/> CIRCUMSTANCES	=	=
<input type="checkbox"/> COMMENTS	=	=
<input type="checkbox"/> CONFINEMENT DAYS	=	=
<input type="checkbox"/> DATE CLOSED	=	=

Buttons: Clear Filter, Open Filter, Save Filter, Close

**** Note **** If you are attempting to create a filter to search for **only** blank data use: “(Blank).”

“(Blank)” is appropriate when you are searching for an unspecified name, date, or Boolean (True/False – Yes/No).

**** Note **** If you want to search for a string with some spacing after the characters use: “AB(B)”.

Example for characters with a space:

Desired Search Result: “Monkey Inc.”

Appropriate Search: “Monkey(B)”

Chapter 5: Count/Graph

Inside the Rabies module navigate to the “**Count/Graph.**”

This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, and **Footer**.

Under the “**Output:**” there is an option to show the **top ten** or **all** results.

There is a “**Filters**” button which is identical to the “Filters” in the “**Browse/List/Export.**” section. [See Page 25 for a recap on “Filters”]

There is a “**Sort by**” section where you can organize your results from *High to low*, *Low to high*, and by *data*.

Count

Here is an example of what the “Count” type would look like.

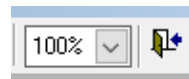
There are percentages and Totals on the side and bottom of the page.

If you choose to add filters, those will also be shown at the bottom of the page.

The screenshot shows a 'Print Preview' window with a table titled 'Animal's breed - Count/Percentage'. The table has three columns: 'Number', 'Percent', and 'Animal's breed'. The data is as follows:

Number	Percent	Animal's breed
3125	61 %	
219	4 %	LABRADOR RETRIEVER
216	4 %	PIT BULL
156	3 %	GERMAN SHEPHERD
130	3 %	MIX
124	2 %	BOXER
69	1 %	JACK RUSSELL
69	1 %	TERRIER
60	1 %	BEAGLE
977	19 %	OTHER
5145	100 %	Totals

Click on the door icon next to the percent to return to the menu:

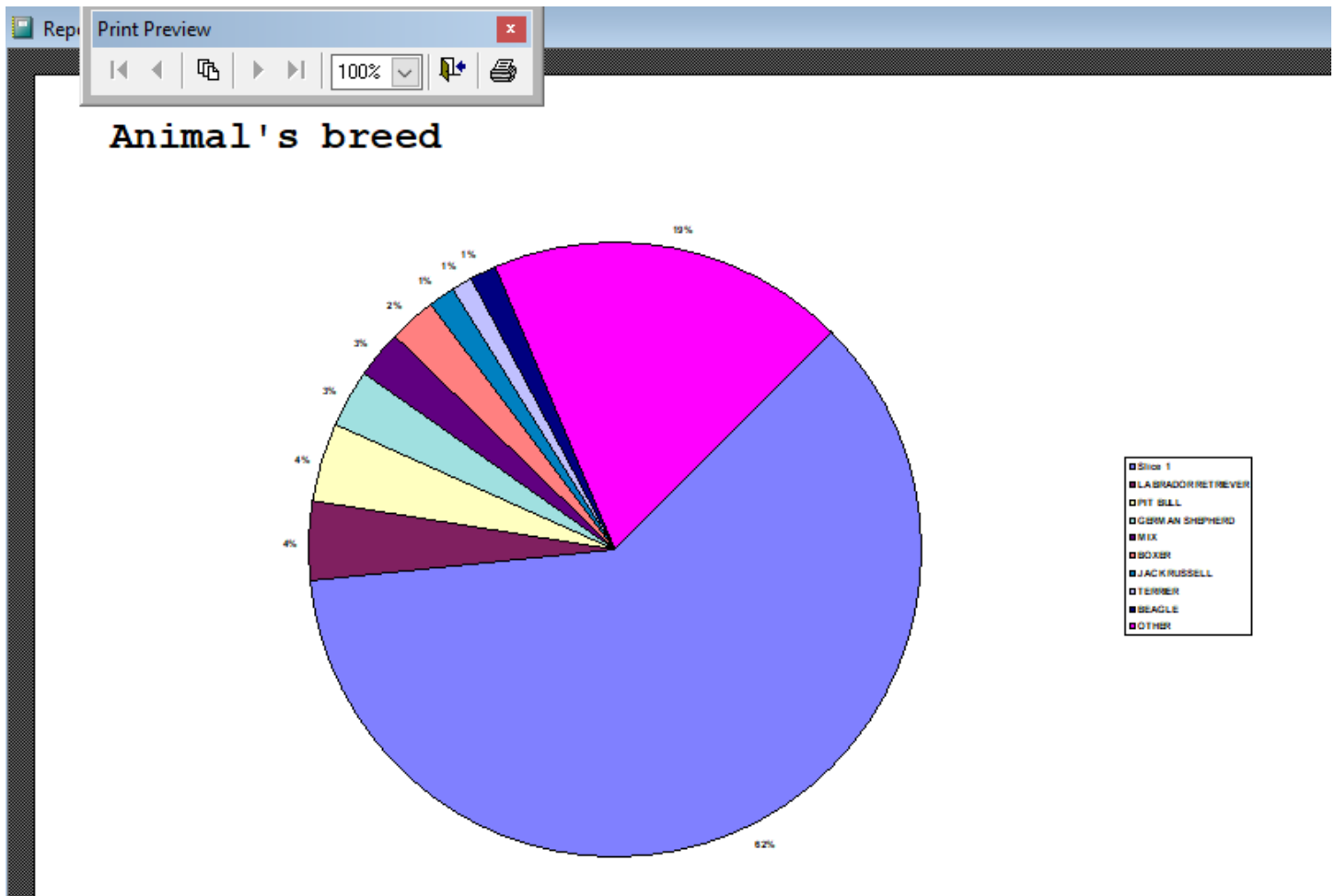


Pie graph

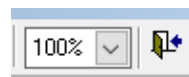
Here is an example of what the “Pie Graph” type would look like.

Depending on the data chosen, the percentages are altered to reflect it.

There is a legend displaying the data chosen and the color representation.



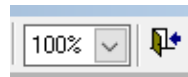
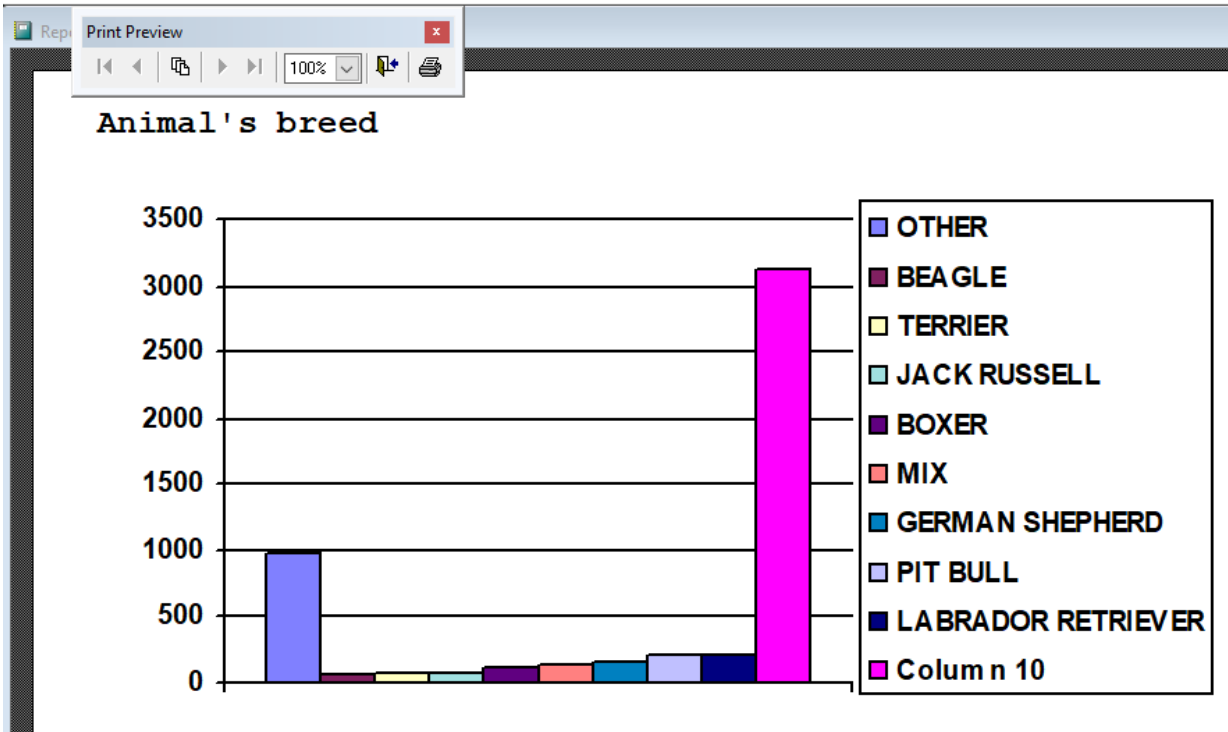
Click on the door icon next to the percent to return to the menu:



Bar Graph

Here is an example of what the “**Bar Graph**” type would look like.

Depending on the data chosen, there will be a specific color to represent the data’s bar.



Click on the door icon next to the percent to return to the menu:

