



# **Mosquito Control User Manual**



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# **Chapter 1: Getting Started**

Once the Mosquito Control module has been installed, it can be accessed by going to:

### **Environmental Health > Mosquito Control**

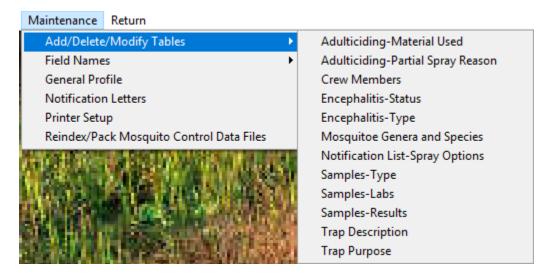
| Environm           | ental Health                                     | Community and Public Health Se |  |
|--------------------|--|--------------------------------|--|
| Beach              | es   |                                |  |
| Body A             | \rt  |                                |  |
| <u>D</u> aily V    | <u>D</u> aily Work Sheets                        |                                |  |
| Enviro             | nmental Asses                                    | ssment                         |  |
| <u>F</u> ood P     | rotection  |                                |  |
| M <u>o</u> squ     | iito Control                                     |                                |  |
|                    | Burning  |                                |  |
|                    | <u>C</u> amps                                    |                                |  |
| Payin I            | Reports  |                                |  |
| Pl <u>u</u> mb     | _  |                                |  |
|                    | pa/Special Us                                    |                                |  |
| _                  | Water Systen                                     |                                |  |
| -                  | Health Nuisa                                     | nces                           |  |
| _                  | Control  |                                |  |
| Receip             |  |                                |  |
| School Inspections |  |                                |  |
|                    | e Treatment                                      |                                |  |
| Solid <u>V</u>     | <u>V</u> aste                                    |                                |  |
| City of            | Lorain - Mult                                    | ti-Dwelling Inspections        |  |
| City of            | City of Portsmouth - Rental Dwelling Inspections |                                |  |
| Frankli            | Franklin County - Environmental History          |                                |  |
| Wood               | County - Hou                                     | ising Inspections              |  |
| Discon             | tinued Modu                                      | les •                          |  |





Once inside **Mosquito Control**, navigate to:

#### Maintenance > Add/Delete/Modify Tables



This section holds the control files that will drive the module.

When entering data into **Mosquito Control**, there will sometimes be drop-down boxes for quick data entry.

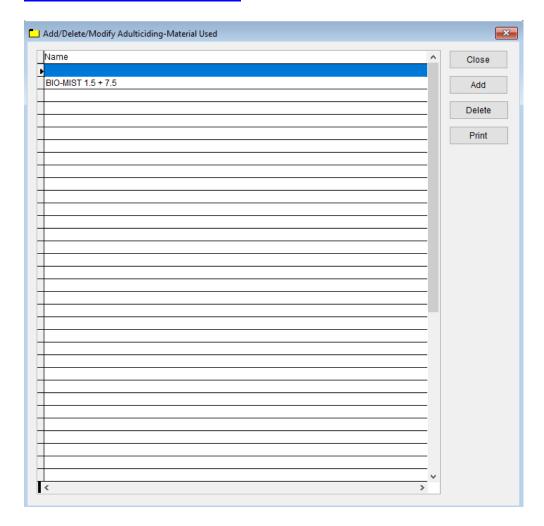
The tables in the Maintenance > Add/Delete/Modify Tables section hold the data that fill those drop-down boxes.

Entering the frequently used, fixed data ahead of time will make things a lot easier.





# **Adulticiding - Material Used**



To enter **Adulticiding – Material Used**, follow these steps (use the tab key to advance to each field):

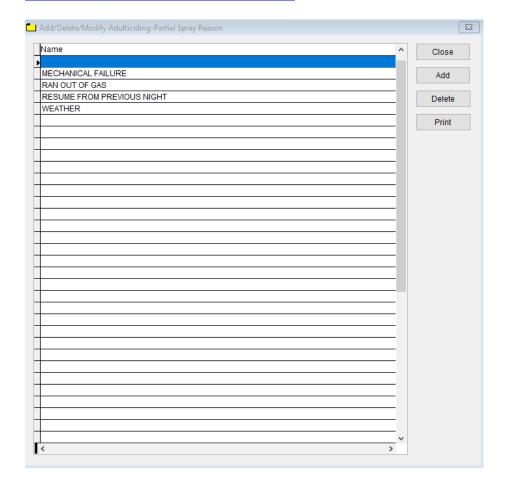
- Click **Add** and enter a **Name** to identify the Material Used.
- Click on Material Used Name, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





# **Adulticiding – Partial Spray Reason**



To enter **Adulticiding – Partial Spray Reason**, follow these steps (use the tab key to advance to each field):

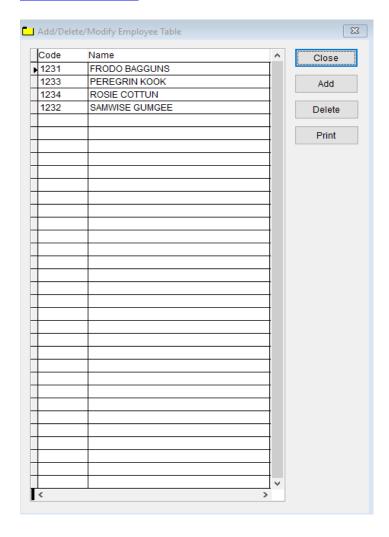
- Click Add and enter a Name to identify the Partial Spray Reason.
- Click on Material Used **Name**, Click **Delete** to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





### **Crew Members**



To enter **Crew Members**, follow these steps (use the tab key to advance to each field):

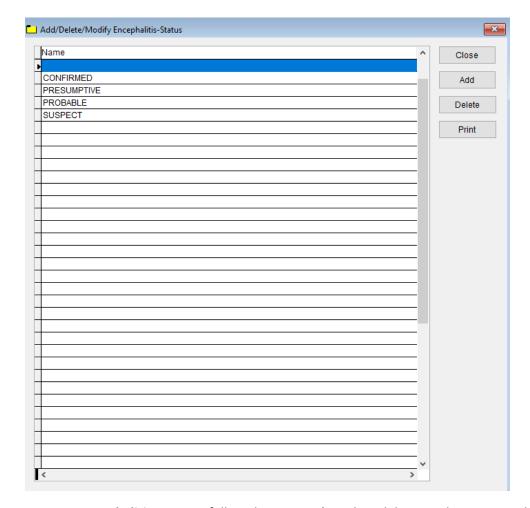
- Click **Add** and enter a **Code** to identify the **Crew Member**.
- Enter in the **Crew Member's name** under the **Name** column.
- Click on a Name or Code, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





### **Encephalitis - Status**



To enter **Encephalitis - Status**, follow these steps (use the tab key to advance to each field):

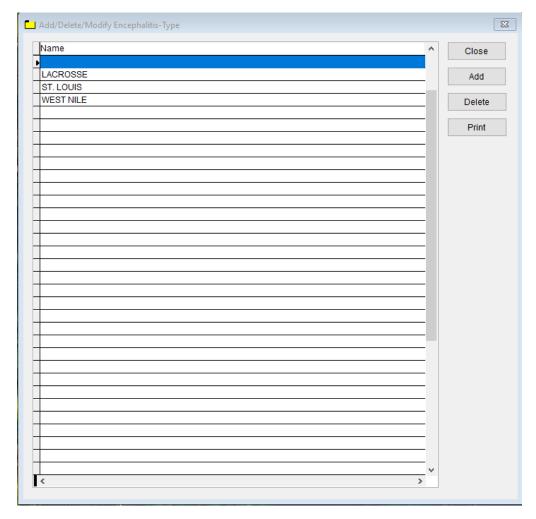
- Click **Add** and enter a **Name** to identify the **Encephalitis Status**.
- Click on Encephalitis Status Name, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





## **Encephalitis - Type**



To enter **Encephalitis - Type,** follow these steps (use the tab key to advance to each field):

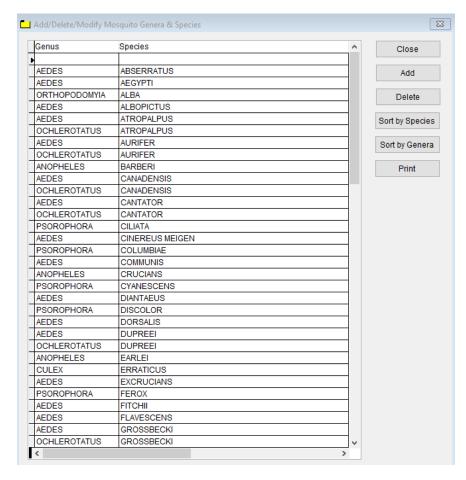
- Click **Add** and enter a **Name** to identify the **Encephalitis Type**.
- Click on Encephalitis Type Name, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





### **Mosquito Genera & Species**



To enter Mosquito Genera & Species, follow these steps (use the tab key to advance to each field):

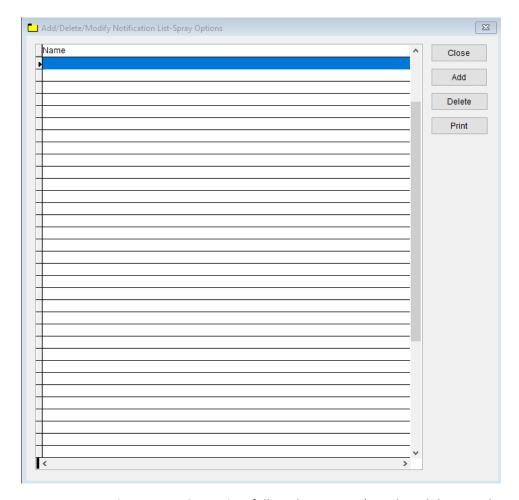
- Click Add and enter a Genus to identify the Genus.
- Enter the Species to identify the species
- Click on **Genus** or **Species**, Click **Delete** to delete the entry.

- Sort by Species will organize the data by Species.
- Sort by Genera will organize the data by Genera.
- Print button will open printing option's window.
- Click **Close** to exit the table.





# **Notification List – Spray Options**



To enter Mosquito Genera & Species, follow these steps (use the tab key to advance to each field):

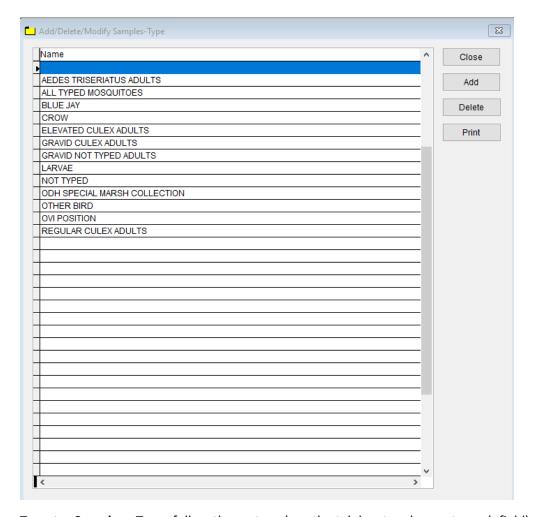
- Click **Add** and enter a **Name** to identify the **Spray Options**.
- Click on Name, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





## **Samples - Type**



To enter **Samples - Type,** follow these steps (use the tab key to advance to each field):

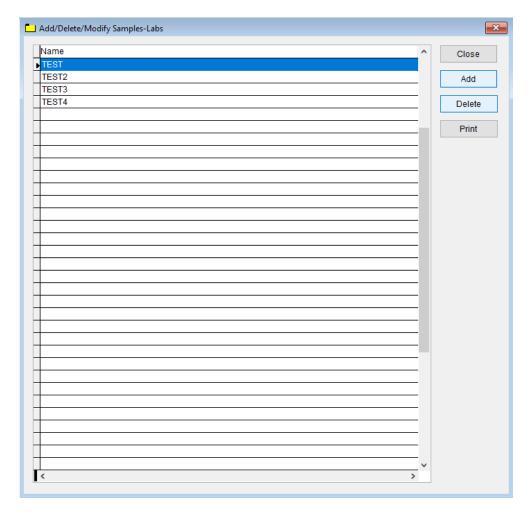
- Click **Add** and enter a **Name** to identify the **Samples Type.**
- Click on Name, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





## **Samples - Labs**



To enter **Samples – Labs,** follow these steps (use the tab key to advance to each field):

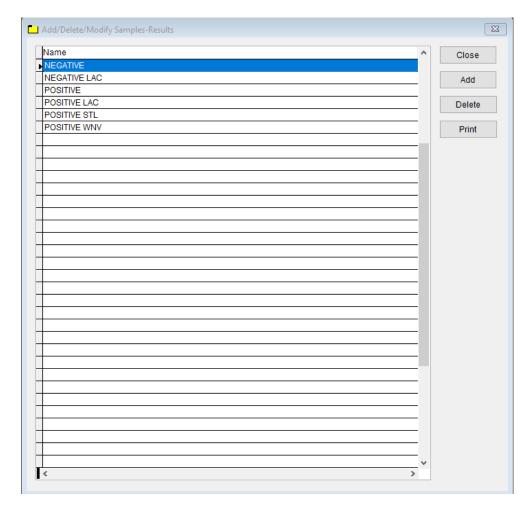
- Click **Add** and enter a **Name** to identify the **Samples Labs**.
- Click on Name, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





# **Samples - Results**



To enter **Samples – Results,** follow these steps (use the tab key to advance to each field):

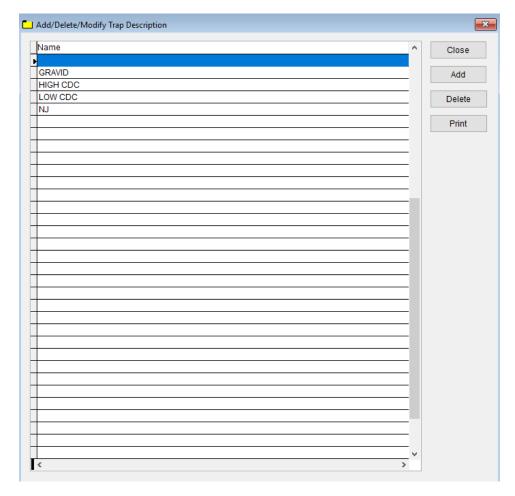
- Click **Add** and enter a **Name** to identify the **Samples Results**.
- Click on Name, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





### **Trap Description**



To enter **Trap Description**, follow these steps (use the tab key to advance to each field):

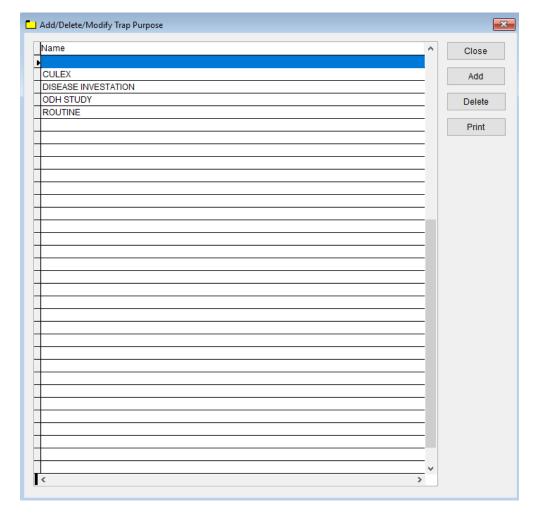
- Click **Add** and enter a **Name** to identify the **Trap Description**.
- Click on Name, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click Close to exit the table.





## **Trap Purpose**



To enter **Trap Purpose**, follow these steps (use the tab key to advance to each field):

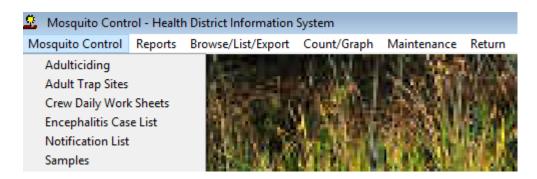
- Click **Add** and enter a **Name** to identify the **Trap Purpose**.
- Click on Name, Click Delete to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.



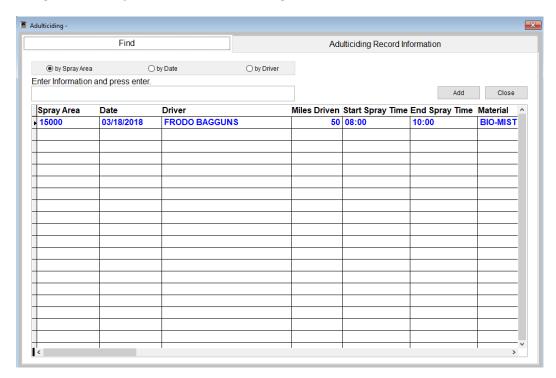


# **Chapter 2: Entering in Mosquito Control**



## **Adulticiding - Find Tab**

Navigate to: Mosquito Control > Adulticiding



Under the **Find** tab there are options to search Adulticiding entries. Search options consist of: **by Spray Area, by Date, and by Driver**.

Click which type of search you would like to perform and type the text in the textbox.

Hit Enter to perform the search.

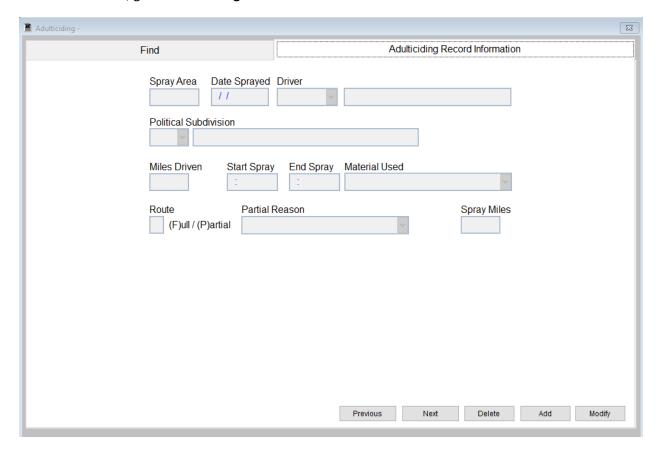
To add new records click the Add button.





# **Adulticiding Record Information Tab**

From the **Find tab**, go to **Adulticiding Record Information**. Click **Add** to enter a new record.



Type the appropriate information or use the drop down boxes to accurately fill in the record.

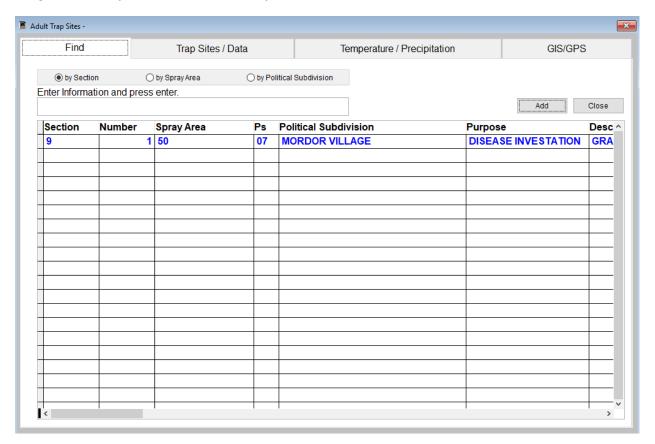
Click **Modify** to change an existing **Applicant**, **Previous** to see the previous record, **Next** to see the next record, and **Delete** to delete current record.





### **Adult Trap Sites - Find Tab**

### Navigate to: Mosquito Control > Adult Trap Sites



Under the **Find** tab there are options to search for Adult Trap Sites entries. Search options consist of: **by Section, by Spray Area, and by Political Subdivision**.

Click which type of search you would like to perform and type the text in the textbox.

Hit **Enter** to perform the search.

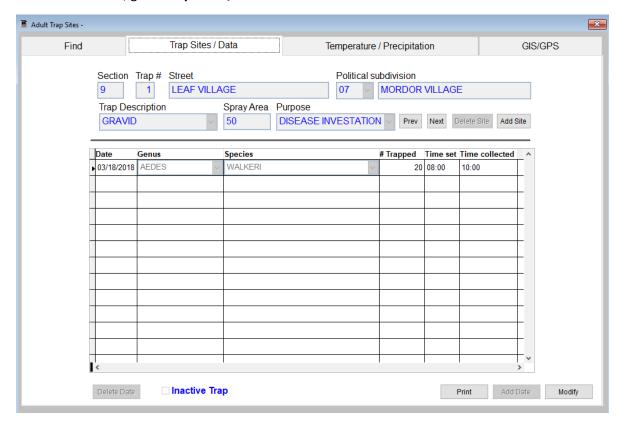
To add new records click the Add button.





### **Trap Sites / Data Tab**

From the Find tab, go to Trap Sites / Data.



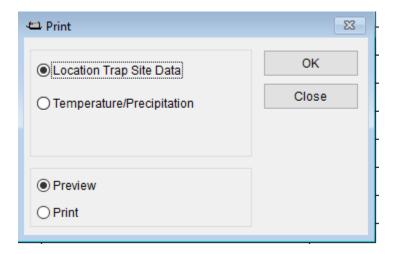
Actions capable of being performed on this screen:

- Click the button Add Site to add a new site
- Prev. button will take you to the previous record
- Next button will take you to the next record
- Add Date button will open up a blank column in the table to add a new record
- Modify will allow you to edit an existing record, and Print will open up a print menu.





### **Print Button:**



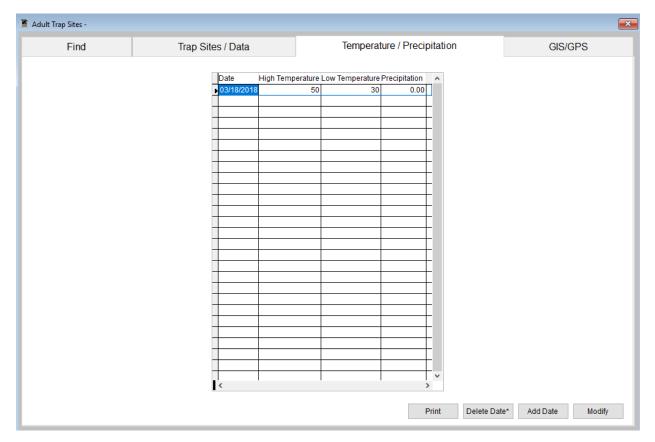
You can choose from printing a Location Trap Site Data or Temperature/Precipitation form.

Each form will show you totals from the data you entered into the system.





# **Temperature / Precipitation Tab**



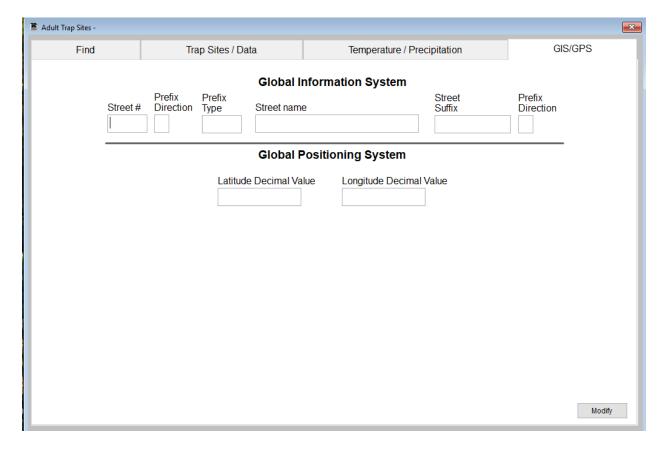
Actions capable of being performed on this screen:

- Right click **Delete Data\*** to delete the data from a record.
- Add Date button will allow you to enter in a new record inside the table.
- Modify button allows you to edit an existing record.
- **Print** button opens a window with printing options.





# **GIS/GPS – Adult Trap Sites**



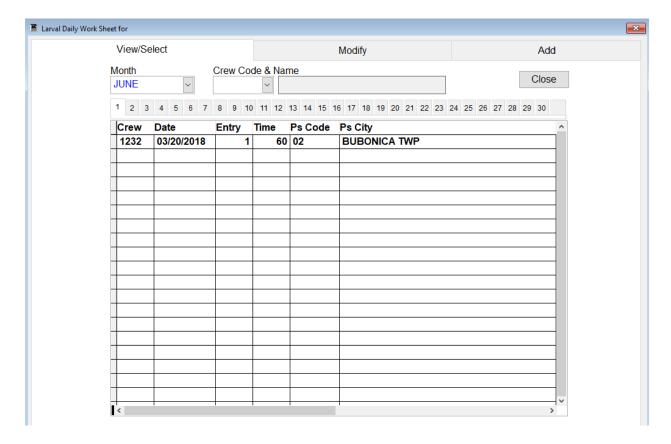
This tab allows you to enter your **GPS** coordinates for mapping purposes.

| 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.          |





# **Crew Daily Work Sheets**

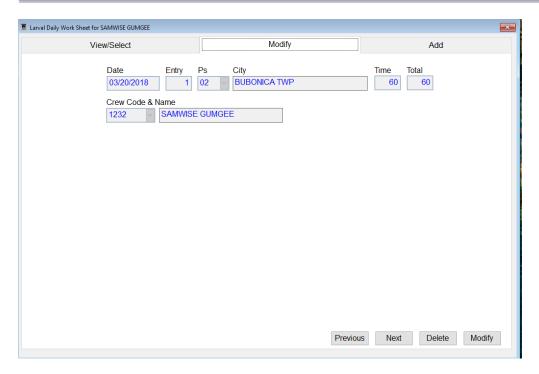


This screen allows you to view crew member entries.

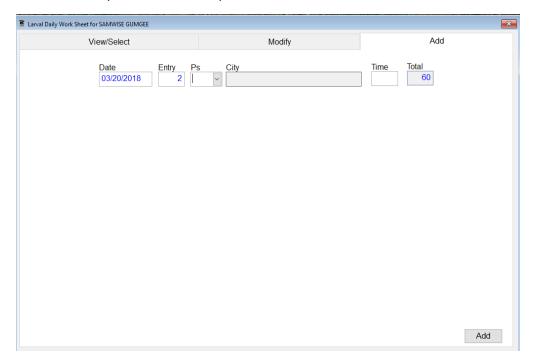
Navigate to the Modify tab after clicking the record you would like to edit.

Navigate to the Add tab to add a new record.





Click the Modify button and this opens the window to allow access to edit.

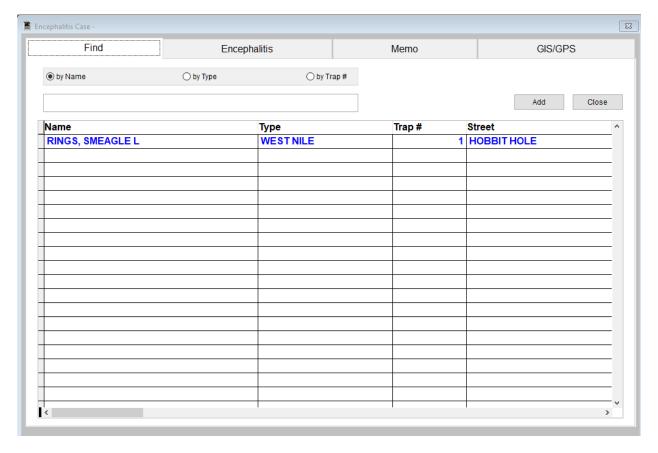


Enter the appropriate information and click the Add button.





# **Encephalitis Case - Find Tab**



Under the **Find** tab there are options to search for Encephalitis Case entries. Search options consist of: **by Name, by Encephalitis, and by Trap #**.

Click which type of search you would like to perform and type the text in the textbox.

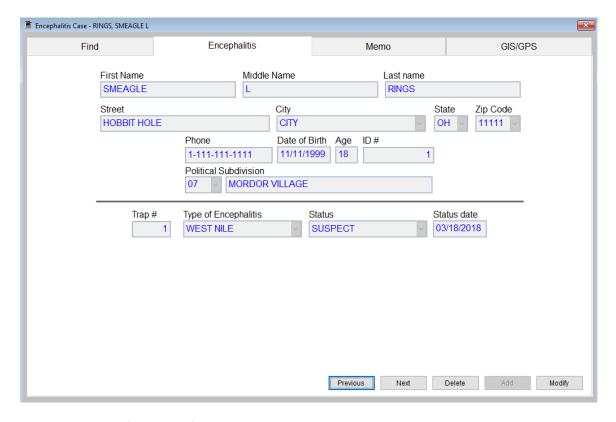
Hit **Enter** to perform the search.

To add new records click the Add button.





### **Encephalitis Tab**



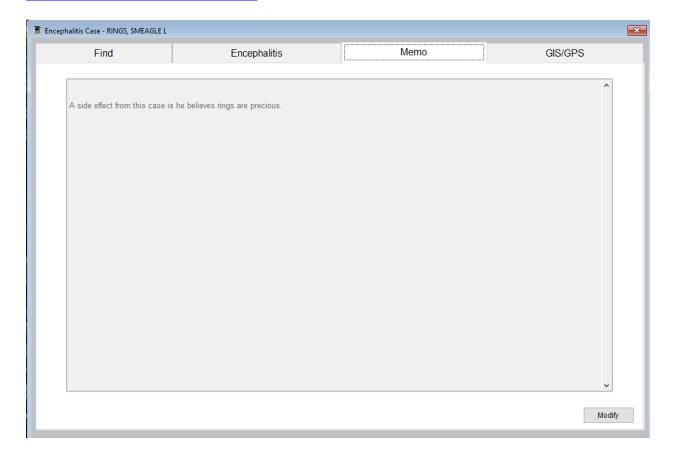
Actions capable of being performed on this screen:

- Click the button Add to add a new record
- Previous button will take you to the previous record
- Next button will take you to the next record
- Modify will allow you to edit an existing record
- Delete will remove a record





# **Encephalitis Case - Memo Tab**



This tab allows you to type a **Memo** you want a part of the record you are entering.

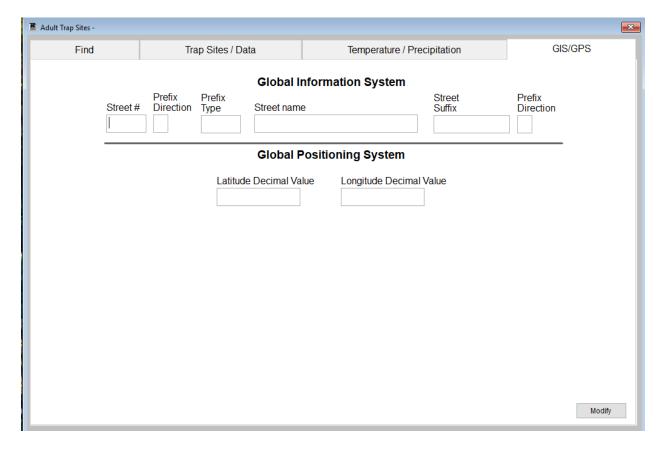
Click **Modify** to make changes to a previously entered record.

Once typed, the information will be stored.





# **Encephalitis Case – GIS/GPS Tab**



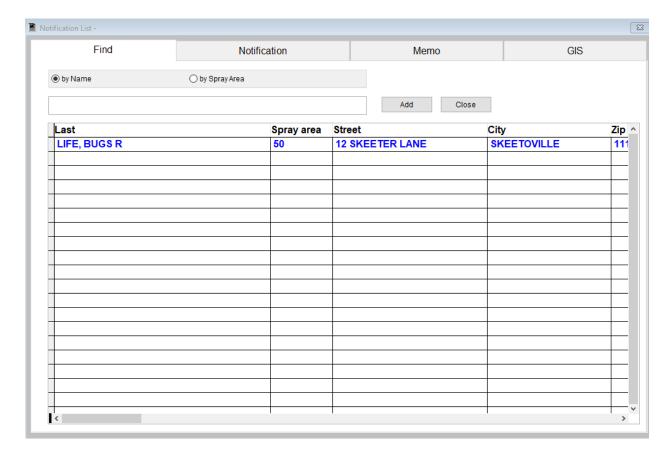
This tab allows you to enter your **GPS** coordinates for mapping purposes.

| 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.          |





# **Notification List - Find Tab**



Under the **Find** tab there are options to search for Notification List entries. Search options consist of: **by Name or by Spray Area.** 

Click which type of search you would like to perform and type the text in the textbox.

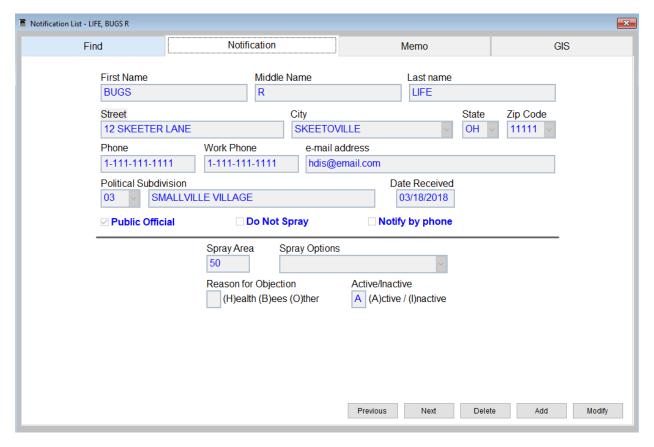
Hit **Enter** to perform the search.

To add new records click the **Add** button.





### **Notification Tab**



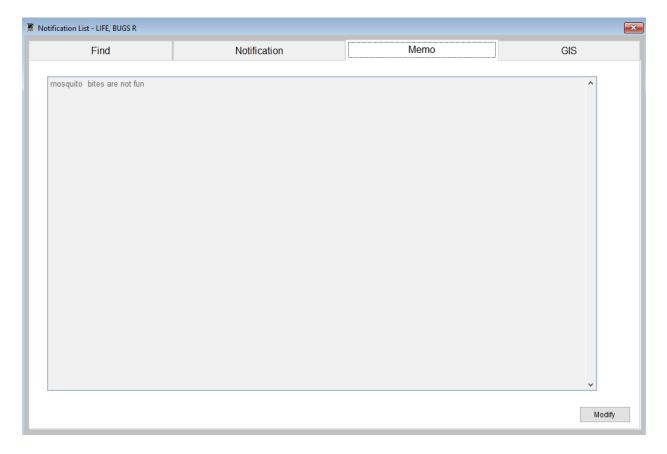
Actions capable of being performed on this screen:

- Click the button Add to add a new record
- Previous button will take you to the previous record
- Next button will take you to the next record
- Modify will allow you to edit an existing record
- Delete will remove a record





# **Notification – Memo Tab**



This tab allows you to type a **Memo** you want a part of the record you are entering.

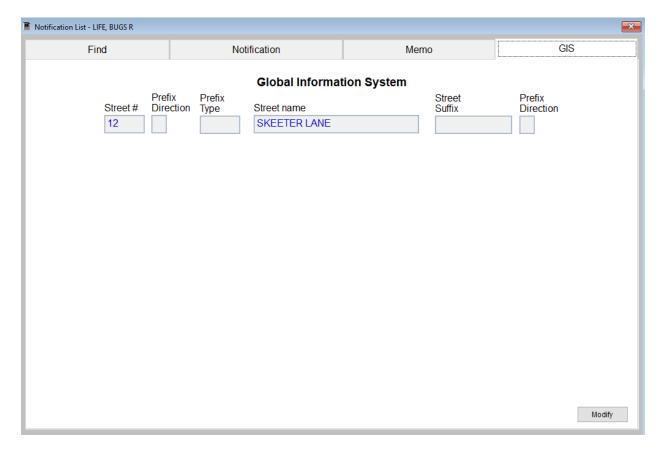
Click **Modify** to make changes to a previously entered record.

Once typed, the information will be stored.





# **Notification – GIS/GPS Tab**



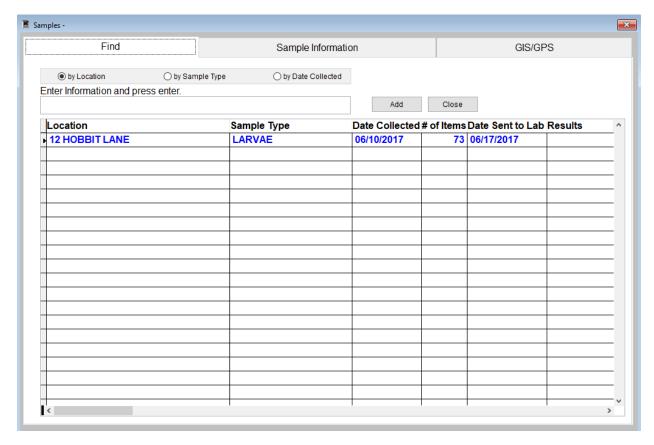
This tab allows you to enter your **GPS** coordinates for mapping purposes.

| 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) |
| Modify           | Click to modify the information on the page.          |





# Samples - Find Tab



Under the **Find** tab there are options to search for Notification List entries. Search options consist of: **by Location, by Sample Type, or by Date Collected.** 

Click which type of search you would like to perform and type the text in the textbox.

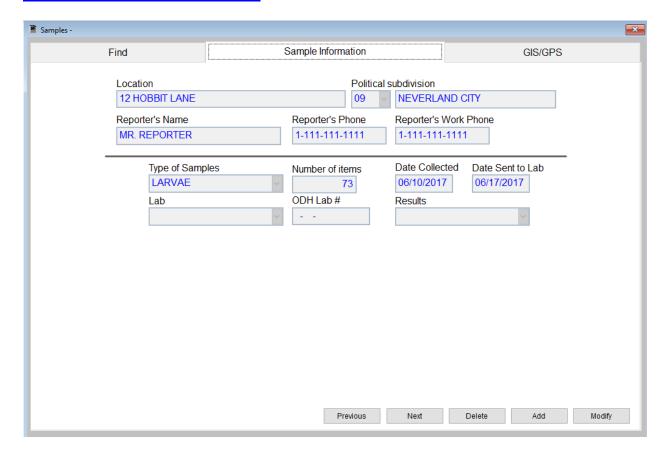
Hit **Enter** to perform the search.

To add new records click the **Add** button.





## Samples - Sample Information



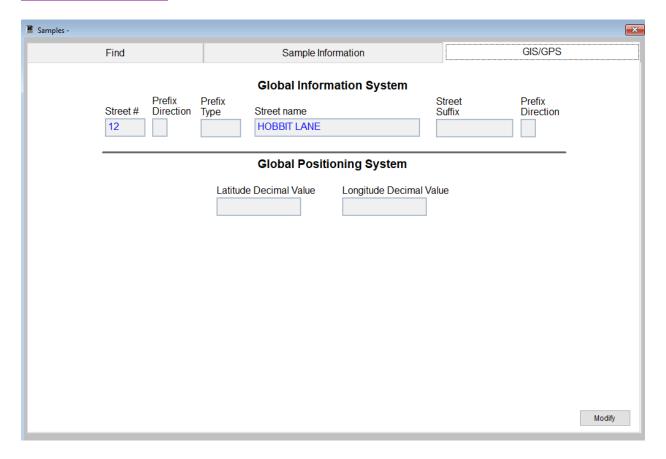
Actions capable of being performed on this screen:

- Click the button Add to add a new record
- Previous button will take you to the previous record
- Next button will take you to the next record
- Modify will allow you to edit an existing record
- Delete will remove a record





## Samples - GIS/GPS



This tab allows you to enter your **GPS** coordinates for mapping purposes.

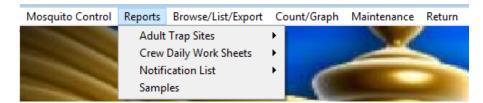
| Field/Button            | Description   |
|-------------------------|---|
| Street #                | (automatically filled out when you enter the address) |
| Prefix Direction        | (automatically filled out when you enter the address) |
| Prefix Type             | (automatically filled out when 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.          |





# **Chapter 3: Reports**

Navigate to: **Environmental Health> Mosquito Control > Reports**. There will be a drop down menu for different types of reports you can create/modify.



Reports can be filtered. See Page on Filters for more detail (Click this link).

| Report   | Description  |  |  |
|--|--|--|--|
| Adult Trap Sites   |  |  |  |
| Graph Genus/Species by Date                              | Generates a report based on graph genus/species by date                                |  |  |
| Graph Genus/Species by Month/Year                        | Generates a report based on graph genus/species by month/year                          |  |  |
| Graph Genus/Species by Year                              | Generates a report based on graph genus/species by year                                |  |  |
| Graph Number of Mosquitos by Trap                        | Generates a report based on graph number of mosquitos by trap                          |  |  |
| Graph number of Mosquitos by Section                     | Generates a report based on graph number of mosquitos by section                       |  |  |
| Graph Number of Mosquitos by Trap with Spray Dates       | Generates a report based on graph number of mosquitos by trap with spray dates         |  |  |
| Graph Number of Mosquitos by Spray Area with Spray Dates | Generates a report based on graph number of mosquitos by spray area with spray dates   |  |  |
| Graph precipitation by Date                              | Generates a report based on graph precipitation by date                                |  |  |
| Graph Temperature by Date                                | Generates a report based on graph temperature by date                                  |  |  |
| List by Description                                      | Generates a report list by Description   |  |  |
| List by Political Subdivision                            | Generates a report list by Political Subdivision                                       |  |  |
| List by Purpose  | Generates a report list by Purpose   |  |  |
| List by Spray Area                                       | Generates a report list by Spray Area  |  |  |
| Trap Data by Political Subdivision by Date & by Trap #   | Generates a report based on trap data by political subdivision, date, and trap number  |  |  |
| Trap data by Date by Section by Trap # by Genus/Species  | Generates a report based on trap data by date, section, trap number, and genus/species |  |  |





## Mosquito Control User Manual

| Crew Daily Work Sheets                    |   |  |
|---|---|--|
| Time/Political Subdivision                | Generates a report based on time/political subdivision                |  |
| Time/Political Subdivision by Crew Member | Generates a report based on time/political subdivision by crew member |  |
| Notification List                         |   |  |
| Notification Letters                      | Generates a notification letters reports                              |  |
| Notification Labels                       | Generates notification labels   |  |
| Notification List                         | Generates a list of Notifications                                     |  |
| Notification Envelopes                    | Generates notification Envelopes                                      |  |
| Samples                                   | Generates a Samples report based on date's collected                  |  |

#### Each Report will have a date range you can enter before the report is generated:







# **Chapter 4: Browse/List/Export**

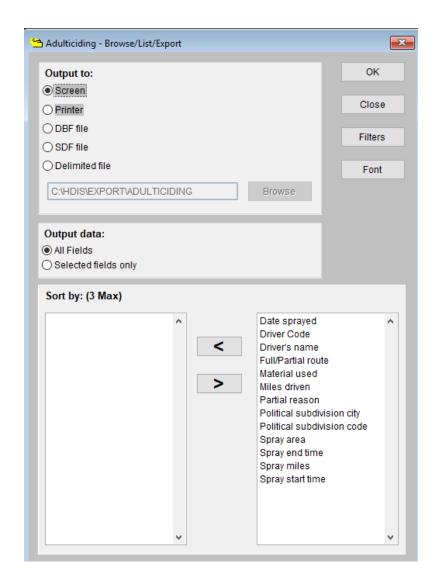
Inside the Mosquito Control module navigate to the Browse/List/Export.

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

There are also multiple ways for you to output the data: Screen, Printer, DBF file, SDF file, and Delimited file.

If you pick DBF file, SDF file, or Delimited file make sure you select the appropriate path.

Select **Browse** to find the needed path.





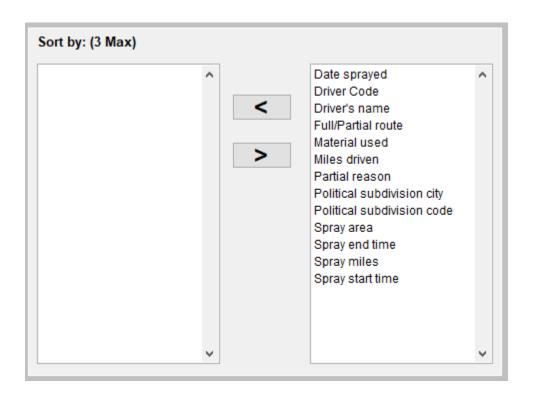


## **Sort by**

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.



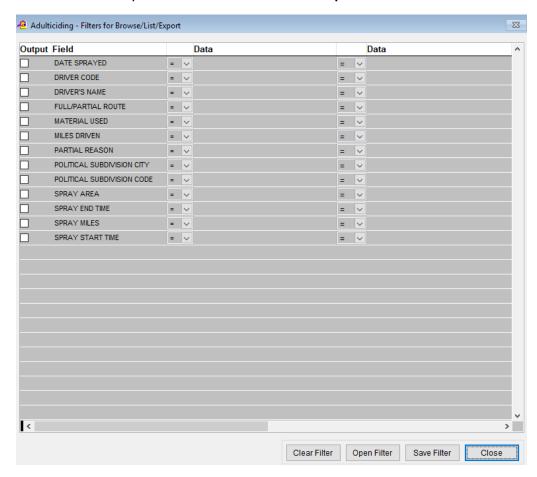




#### **Filters**

From the **Browse/List/Export** click on the **Filters** button.

This section allows you to set filters based on the Output Field.



\*\* 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 Mosquito Control module navigate to the Count/Graph.

Create the title you would like as the **Report Title**.

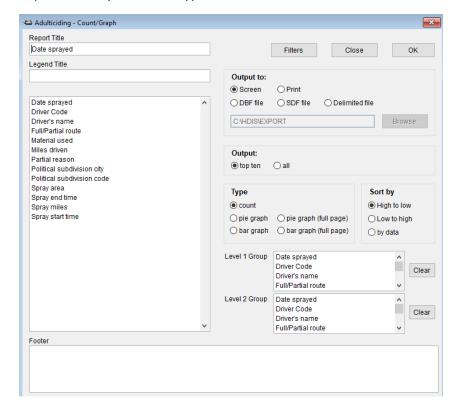
This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, **Footer**, **and Output to** section. The **Output to** gives you options on how you want to display or store your results.

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 <u>Filters</u> in the <u>Browse/List/Export</u> section. The purpose of the filters section is so you can manipulate the type of results. For example: Let's say you wanted to see results from a certain date range. If you go into filters you can create a date range and the results will only display those records.

There is a **Sort by** section where you can organize your results from *High to low (Greatest value to lowest value)*, *Low to high (Lowest value to greatest value)*, and by *data* (results will be displayed organized based on the data. Example: If it is based on ID numbers, the numbers will be organized in order).

In the **Type** area, if you select Totals: **Level I Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.



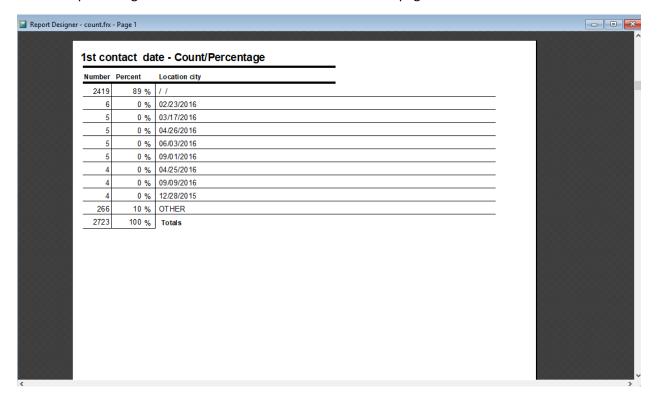




### **Count**

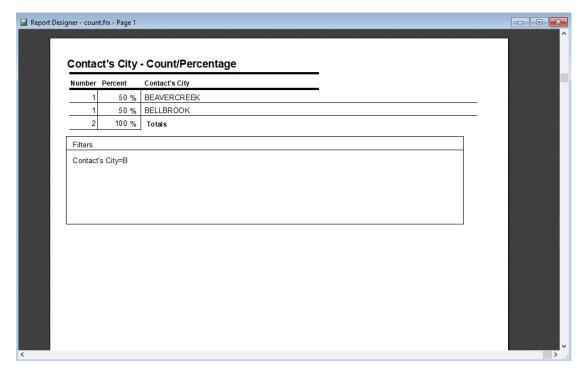
Here is an example of what the "Count" type would look like.

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.



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





100% 🗸



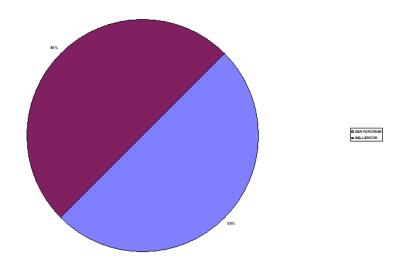
### **Pie Graph**

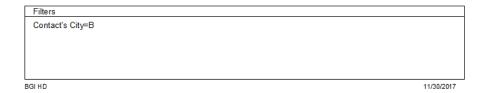
Here is an example of what the "Pie Graph" type would look like.

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

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

#### Contact's City





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







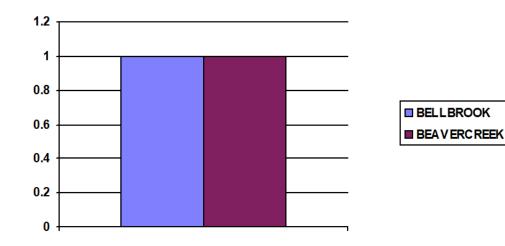


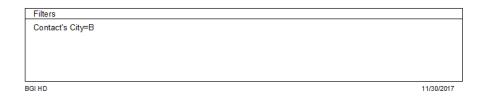
#### **Bar Graph**

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.

#### Contact's City





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





100% 🗸

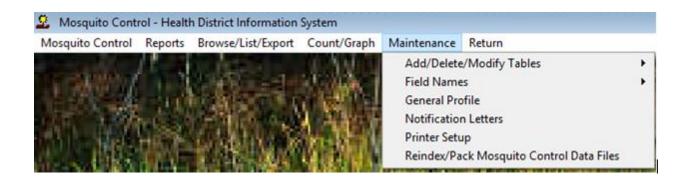


# **Chapter 6: Maintenance**

Navigate to: Environmental Health > Mosquito Control > Maintenance

The Maintenance section holds a lot of the mechanics behind the module.

This area is where you can <u>Add/Delete/Modify</u> tables along with other actions you use in the **Mosquito Control data** entry windows.

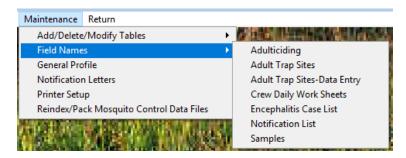






#### **Field Names**

#### Navigate to: Maintenance > Field Names

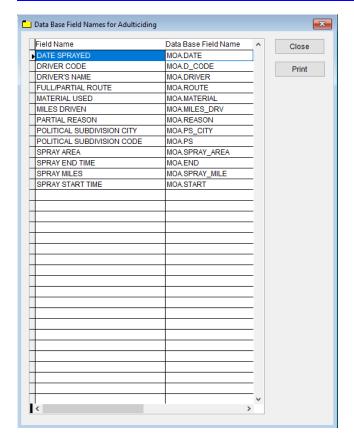


The field names listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating ad hoc reports. The field name column is used to merge data into letters.

Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).

Example: \*FIELDNAME\*

See Notification Letters for more information on Letters.







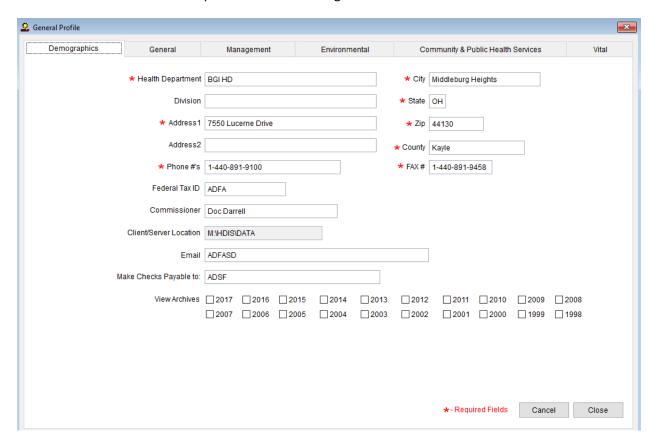
## **General Profile**

Navigate to: Maintenance > General Profile

The General Profile allows you to fill out the basic information regarding Mosquito Control.

Check marking a year next to View Archives will give you access to previous data from the selected years.

On the **General** Tab there are options to edit the margins in letters and letter heads.



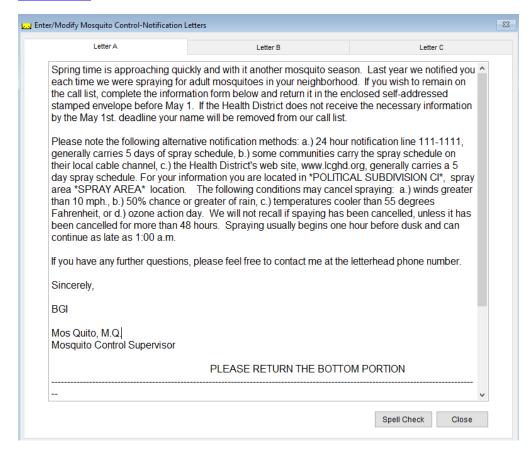




#### **Notification Letters**

Navigate to: Maintenance > Notification Letters

If you click on **Notification Letters** under the **Maintenance** tab, a window will pop up. Here you can create letters relating to a specific area under **Mosquito Control**. <u>After reading this page, click this link to see more information on field names</u>.



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\* JOHN DOE
Only first letter uppercase \*Owner\* John Doe
All lower case \*type of animal\* dog

Examples: \*OWNER\* = JOHN DOE \*Owner\* = John Doe

\*type of animal\* = dog



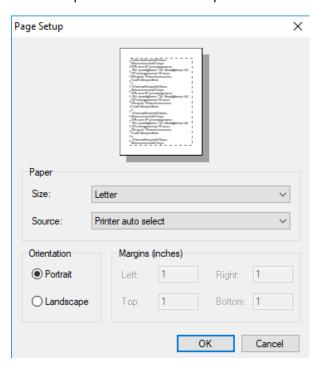


## **Printer Setup**

#### Navigate to: Maintenance > 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**.







## **Reindex/Pack Mosquito Control Data Files**

Navigate to: Maintenance > Reindex/Pack Mosquito Control Data Files

This function is only needed should your data be corrupt due to a power failure.

Please contact BGI if you have any questions or concerns.

