



## **Parks and Camps User Manual**



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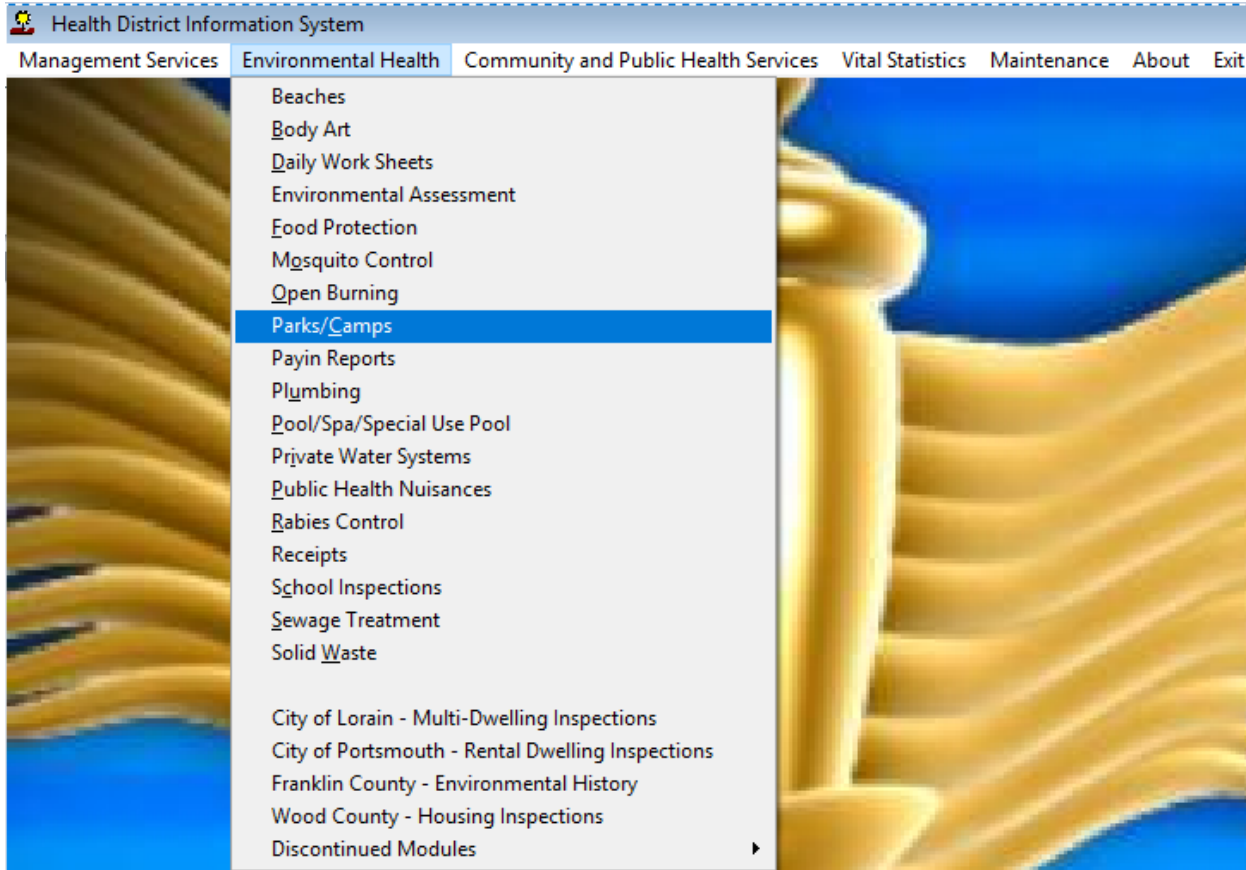
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## Chapter 1: Getting Started

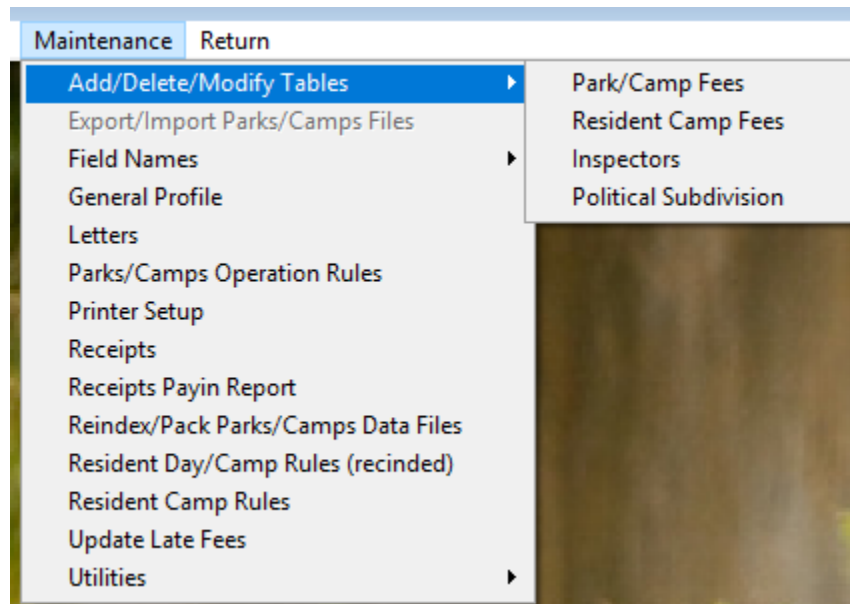
Once the **Parks/Camps** module has been installed, it can be accessed by going to:

**Environmental Health > Parks/Camps**



Once inside **Parks/Camps** navigate to:

**Maintenance > Add/Delete/Modify Tables**



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

When entering data into **Parks/Camps**, 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.*

*Buttons found in Parks/Camps Fee Tables*

*The \*asterisk on a button means to right-click the button.*

**Blank Person to Contact\*** Goes through and updates ALL records with Park/Camp fees. Button clears out specified details.

**Blank Audit #s\*** Goes through and updates all records – Clearing out audit numbers.

**Blank License #s\*** Goes through and updates all records – Clearing out License numbers.

**Zero All Late Fees\*** Goes through and updates ALL records - Clearing out specified details.

**Update Fees & Intervals\*** If you change the fee amount and click this button it will update ALL records with that fee. We recommend using this with extreme caution as it would gloss over reference to prior fee amounts.

**Blank Date Issued\*** Goes through and updates ALL records - Clearing out date issued.

**Blank Date Paid\*** Goes through and updates ALL records – Clearing out date paid.

**Blank Receipt#\*** Goes through and updates ALL records – Clearing out receipt numbers.

**Update New Fees \*** If you change the fee amount and click this button it will update ALL records with that fee. We recommend using this with extreme caution as it would gloss over reference to prior fee amounts.

**Blank Comments\*** Goes through and updates ALL records - Clearing out specified details.

**For more information on the other options under the “[Maintenance](#)” section refer to the “[Maintenance](#)” Chapter.**

[illegible]

- Click **Add New Fee** and enter a **Code** to identify the Fee
- Enter the **Description** under **Description** column
- Enter the **Fees: Local Fee** and **State Fee** under their columns
- Enter the number for **Inspection intervals** under the Inspection column
- Enter the **# of Lots** and **Cost over max** under their columns

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



[illegible]

- Click **Add New Fee** and enter a **Code** to identify the Fee
- Enter the **Description** under **Description** column
- Enter the **Local Fee** under Local Fee column.
- Enter the number for **Inspection intervals** under the Inspection Interval column

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

## Inspectors

Code	Name	District
CS	CAT SCAN	
CLS	CLOUSEAU	
DKR	DECKER	
DRS	DRESDEN	
GAB	GABBY	
GDG	GADJET	
JAY	JAYSON	
KAY	KAYLE	
KJK	KOJACK	

Buttons: Close, Add, Delete, Print, Update Inspectors

To enter **Parks/Camps Inspectors**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code** to identify the Inspector.
- Enter the Inspector's Name in the **Name** field.
- Enter the Inspector's District in the **District** field.

Other options on this screen can be used as follows:

- To **Delete** an Inspector, select the Inspector's Code, **Name**, or **District** and click **Delete**.
- **Print** button will open printing option's window.
- **Update Inspectors** button will update the Inspectors in Public Health Nuisances.
- Click **Close** to exit the table.

## 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	
13	KAYLE	

Close

Add

Delete

Print

Update Districts

To enter **Parks/Camps Political Subdivision**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code** to identify the **Subdivision**.
- Enter the **Subdivision** Name in the Subdivision field.
- Enter the District in the **District** field.

Other options on this screen can be used as follows:

- To **Delete** a Political Subdivision, select the Code, Subdivision, or **District** and click **Delete**.
- **Print** button will open printing option's window.
- **Update Districts** button will update the Political Subdivision table in Public Health Nuisances.
- Click **Close** to exit the table.

## Chapter 2: Entering in Parks/Camps & Resident Camps

*This section is where the data will be entered and stored.*

There are two selections: **Parks/Camps** and **Resident Camps**

### Find Tab

Navigate to: **Parks/Camps > Parks/Camps**

Name	Street	Licnese #	Licensee
BALD CO. GARDEN CENTER	754 HARVEST WAY	14	BALD CO. FARMERS COOP
BALD COUNTY FISH & GAME	1535 TROUT WAY	8	BALD CO FISH & GAME
BECAUIDAY STATE PARK	4697 ST. RT. 4697	13	ODNR BECQUIDAY S.P.
DKP ARBORETUM	888 SEEDLING DR	29	JOHN MUSTANG
DKP ARBORETUM	888 SEEDLING DR	34	JOHN MUSTANG
KING CENTER FOR THE ARTS	123 BALCONY STREET	18	KING PERFORMANCE PARK
LEAD FOOT CAMPGROUND	68 BRICK LANE	32	LEAD FOOT CAMPGROUND
LEAD FOOT RACEWAY	68 BRICK LANE	24	LEAD FOOT RACEWAY
LEAD FOOT RACEWAY	68 BRICK LANE	2	LEAD FOOT PRODUCTIONS
NEW US #666 CAMPGROUND	333 U.S. 666 EAST	1	DANIEL MOTH
PERCH FISHING HOLE	830 SALMIN CT	12	DENNIS GARTER
PONCHO CENTER	222555 CAVE ST	35	JOHN MUSTANG
RED RAIDER CAMPS	734 APPLESEED TRAIL	25	BALD CO PARKS
RED RAIDER CAMPS	734 APPLESEED TRAIL	5	BALD CO PARKS
RED RAIDER CAMPS	734 APPLESEED TRAIL	9	BALD CO PARKS & TRAILS
RED RAIDER CAMPS	734 APPLESEED TRAIL	17	BALD CO PARKS & TRAILS
RED RAIDER CAMPS	734 APPLESEED TRAIL	28	BALD CO PARKS & TRAILS
RED RAIDER CAMPS	734 APPLESEED TRAIL	33	BALD CO PARKS & TRAILS
RED RAIDER CAMPS	734 APPLESEED TRAIL	37	BALD CO PARKS & TRAILS
RED RAIDER TRAIL S	8476 ROCKY MOUNTAIN DR	24	BALD CO PARKS

Under the **Find** tab there are options to search for a **Parks/Camps** entry. Search options consist of: **by Name**, **by License #**, and **by Street Address**.

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

Hit **Enter** to perform the search.

## Park/Camp Tab

From the **Find** tab, go to **Park/Camp**. Click **Add** to enter a new record.

The screenshot shows a web application window titled "Park/Camp - BECAUIDAY STATE PARK". It features a tabbed interface with the following tabs: Find, Park/Camp (selected), Person to Contact, Licensing Information, Inspections, and GIS/GPS. The main content area is titled "Application for License to Operate a Park/Camp" and contains the following fields:

- Radio buttons for license type: ☐ Recreation Vehicle Park, ☐ Recreation Camp, ☒ Combined Park/Camp, ☐ Temporary Park/Camp.
- Name of Park/Camp: BECAUIDAY STATE PARK
- License #: 13
- Address of Park/Camp: 4697 ST. RT. 4697
- City: (dropdown menu)
- State: OH (dropdown menu)
- Zip code: 99999 (dropdown menu)
- Phone #: 1-555-555-0002
- Fax #: - - -

---

Below the main form, there is a section for the licensee:

- Name of Licensee: ODNR BECQUIDAY S.P.
- Address: 4697 ST. RT. 4697
- City: (dropdown menu)
- State: OH (dropdown menu)
- Zip code: 99999 (dropdown menu)
- Phone: 1-555-555-0002

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

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

[Print](#) button will open up a Print options menu with various options to choose from.

### **Parks/Camps, Person to Contact, Licensing Information, and Inspections.**

Park/Camp	Person to Contact	Licensing Information	Inspections
-----------	-------------------	-----------------------	-------------

Print Previous Next Delete Add Modify

Print

☒ Application  
Applicaition year  
2018

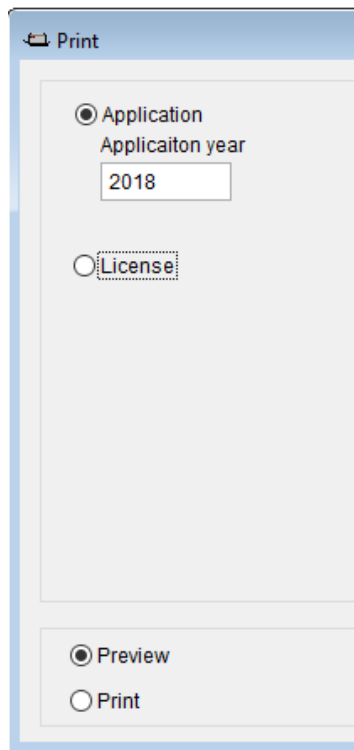
☒ License

☐ Envelope-Park/Camp  
☐ Envelope 6.5" X 9.5" to Name of Park/Camp  
☐ Envelope 6.5" X 9.5" to Name of Licensee  
☐ Envelope-Licensee  
☐ Envelope-Person to Contact  
☐ Dymo Label - Name of Park/Camp  
☐ Dymo Label - Name of Licensee  
☐ Dymo Label - Person to Contact  
☐ Park/Camp Inspection  
☐ Blank Application

☒ Preview  
☐ Print

OK  
Close

On the left side you will see 4 radio buttons: **Application** - **Application year**, **License**, **Preview**, and **Print**.



Just like **Reports**, selecting the **Application** - **Application year** option will create an application for the record you are currently on.

*If you want to print **multiple applications** you would choose this option in the **Reports** section.*

Type the year you would like to make the application for, select if you would like to **Preview** or **Print** the application, and click **OK**.

*If you did want to **Preview** or **Print** click the **Close** button.*

Selecting the **License** radio button will create a license to print.



The screenshot shows a form titled "License" with a radio button selected. Below the title, there is a label "Next available AUDIT #" followed by a text input field containing the number "201604585". Below that, there is a label "Licensing Year" followed by a text input field containing the year "2018".

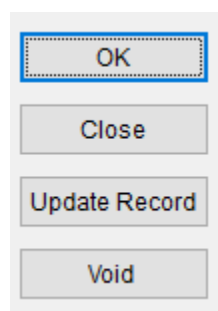
Check your **audit numbers**, if everything is in order then the system will select the next number in order.

*If you are still getting used to the system, write down the current record's audit number and date issued, in case any mistakes are made it will make things easier if you have the original information handy.*

Make sure the **Licensing Year** is correct.

Click **OK** to **Preview** or **Print**.

After closing from the **Preview** or **Print** screen you will notice new buttons on the right side of the original Print window.



The screenshot shows a vertical stack of four buttons: "OK", "Close", "Update Record", and "Void". The "OK" button is highlighted with a blue border.

If everything from the License was correct, click **Update Record** to update the information inside the system.

If something was wrong with the printed License, click **Void**.

The **Void button** will void-out the audit and update the information accordingly.

*Contact us if a mistake was made. A possible error could be creating a new audit number on the wrong record, updating that record, then attempting to void. If you forgot the original audit number for that record, we may be able to help in recovering the information.*



**Additional Options in the Print window:**

- ☐ Envelope-Park/Camp
- ☐ Envelope 6.5" X 9.5" to Name of Park/Camp
- ☐ Envelope 6.5" X 9.5" to Name of Licensee
- ☐ Envelope-Licensee
- ☐ Envelope-Person to Contact
- ☐ Dymo Label - Name of Park/Camp
- ☐ Dymo Label - Name of Licensee
- ☐ Dymo Label - Person to Contact
- ☐ Park/Camp Inspection
- ☐ Blank Application

Report	Description
Envelope-Park/Camp	Prints an envelope addressed to the Park/Camp
Envelope 6.5" X 9.5" to Name of Park/Camp	Prints a 6.5" X 9.5" envelope addressed to the Park/Camp
Envelope 6.5" X 9.5" to Name of Licensee	Prints a 6.5" X 9.5" envelope addressed to the Licensee
Envelope – Licensee	Prints an envelope addressed to the Licensee
Envelope – Person to Contact	Prints an envelope addressed to the Person to Contact
Dymo Label – Name of Park/Camp	Prints a Dymo Label with Name of Park/Camp
Dymo Label – Name of Licensee	Prints a Dymo Label with Name of Licensee
Dymo Label – Person to Contact	Prints a Dymo Label with Person to Contact
Park/Camp Inspection	Prints out the Park/Camp inspection
Blank Application	Prints out a basic blank application.

## Person to Contact Tab

If the Person to Contact is different from the owner/operator, fill in their information in this window.

If you need to update a record, click **Modify** to change the record.

The screenshot shows a web application window titled "Park/Camp - BALD CO. GARDEN CENTER". The window has a tabbed interface with the following tabs: "Find", "Park/Camp", "Person to Contact" (which is the active tab), "Licensing Information", "Inspections", and "GIS/GPS".

Below the tabs, the heading "Person to Contact regarding inspections, maintenance or emergencies, if different from owner/operator" is displayed. The form contains the following fields:

- Name: A text input field.
- Address: A text input field.
- Phone: A text input field containing the value "1-999-999-9999".
- Contact Email: A text input field.
- Website: A text input field.
- Camp Email: A text input field.

At the bottom right of the form, there are two buttons: "Print" and "Modify".

## Licensing Information Tab

Enter the Licensing Information in this window.

Park/Camp - BALD CO. GARDEN CENTER

Find	Park/Camp	Person to Contact	Licensing Information	Inspections	GIS/GPS
# of park/camp sites <input type="text" value="110"/>					
<input checked="" type="checkbox"/> Community water supply <input type="checkbox"/> Licensee water    Other water supply <input type="text"/>					
Code	Descript	Local fee	State fee	Late fee	Total
CPCL	COMBINED PARK-CAMP =>50	640.00	130.00	0.00	770.00
Audit	Date issued	Temporary Valid date	Temporary Through date		
201604586	03/01/2018	//	//		
Date paid	Receipt#	Insp. interval	Last three inspection dates		
04/06/2016	145681	180	12/07/2017	10/18/2017	09/24/2017
Inspector	Service				
KJK	R	STANDARD			
Political subdivision	District	Out of business		OOB date	
01	01	<input type="checkbox"/>		//	
Note <input type="text"/>					
				Print	Modify

Fields such as: **Descript**, **Inspector**, **Service**, and **Political Subdivision** will fill in after you select the information from the drop down list.

## Inspections Tab

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

Clicking the **Update Last Inspection** button will update the record's information on the **Licensing Information** tab.

### *Violations Subtab*

Park/Camp - BALD CO. GARDEN CENTER

Find Park/Camp Person to Contact Licensing Information **Inspections** GIS/GPS

Violations Violations/Comments

Inspection date

☐ 04 Licensing **Re-inspection Required?** ☐ Yes ☒ No  
Date

**RULES RESCINDED / NO LONGER APPLY**

<input type="checkbox"/> 02 Plans	<input type="checkbox"/> 14 Dump Stations
<input type="checkbox"/> 03 Compliance with approved plan	<input type="checkbox"/> 15 Gray Water Facilities
<input type="checkbox"/> 05 Campground plan review package submission and design	<input type="checkbox"/> 16 Handwashing and Shower
<input type="checkbox"/> 06 Variances; waivers	<input type="checkbox"/> 17 Solid Waste
<input type="checkbox"/> 07 Density	<input type="checkbox"/> 18 Safety
<input type="checkbox"/> 08 Site	<input type="checkbox"/> 19 Rules
<input type="checkbox"/> 09 Water, Sewage, Liquid Waste Systems	<input type="checkbox"/> 20 Electrical Service
<input type="checkbox"/> 10 Water Supply	<input type="checkbox"/> 21 Lighting
<input type="checkbox"/> 11 Sewage and Gray Water	<input type="checkbox"/> 22 Maintenance, Rats, Mice and Noxious Plants
<input type="checkbox"/> 12 Required Facilities	<input type="checkbox"/> 23 Animals and Pets
<input type="checkbox"/> 13 Toilet Facilities	<input type="checkbox"/> 24 Operator Responsibility
	<input type="checkbox"/> 71 Insects and Vectors

*Right-Click* **Delete Inspection \*** to delete an Inspection record.

To edit an inspection click the **Modify** button to change the record.

**Previous Inspection** button will take you to the inspection before the one that is selected.

Click **Print** to print an Inspection. [For more information about Print click this link.](#)

If you check-mark the **04 Licensing** box the **Parks/Camps Rules** table will open.

Parks/Camps Rules

Add	#	Code	Title
<input type="checkbox"/>	04	(A) Submission of plans. Any person who intends to construct	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(B) License to operate. No person shall operate or maintain	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(C) Initial license to operate. Any person who intends to op	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(D) License application. The licensee of an existing, licens	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(E) Temporary license to operate. The proposed licensee of	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(F) Any person that operates a county or state fair or any i	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(G) A motorsports park is exempt from the license requireme	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(H) The licensee of a campground shall properly maintain th	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(I) The licensee of a campground shall ensure that the sites	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(J) Water supply systems.	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(K) Sewerage systems.	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(L) Dump station requirements.	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(M) Gray water recycling systems requirements.	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(N) Hygiene facilities.	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(O) Solid waste.	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(P) Safety.	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>	04	(Q) Electric	3701-26-04 Responsibilities of the licensee.
<input type="checkbox"/>			
<input type="checkbox"/>			

Check-mark the boxes that apply to your inspection.

The **View button** will show all the information related to a rule you have selected.

**Reset Checks** button will remove the boxes you have selected.

When finished, click the **Add Rules and Close** button to apply the selected rules and close this window.

## Violations/Comments Subtab

The information selected from the Violations subtab will update onto the Violations/Comments subtab.

The rules you previously selected should appear already check-marked in the boxes.

Full text descriptions should appear underneath the check-marked boxes.

The screenshot shows a web application window titled "Park/Camp - BALD CO. GARDEN CENTER". It has several tabs: Find, Park/Camp, Person to Contact, Licensing Information, Inspections, and GIS/GPS. The "Inspections" tab is active, and within it, the "Violations/Comments" subtab is selected. The "Violations" section contains a grid of checkboxes for various categories: Submission of Plans, License to Operate, Initial License, License Application, Temporary License, Operation, Motorsports Park, Maintenance, Sites Requirements, Water Systems, Sewerage Systems, Dump Stations, Gray Water, Hygiene Facilities, Solid Waste, Safety, and Electric. Below this grid is a large text area containing a detailed inspection report. At the bottom of the form, there are fields for "Inspected by" (with a dropdown menu showing "KJK" and a text field with "KOJACK"), "R.S./SIT #" (with a text field showing "2699"), "Received by", and "Title". There are also buttons for "Rules", "Spell Check", "Previous Inspection", "Next Inspection", "Add Inspection", "Delete Inspection\*", "Print", and "Modify".

If you click **Add Inspection**, navigate back to the **Violations tab** and begin entering information from there.

Right-Click **Delete Inspection \*** to delete an inspection.

**Previous Inspection** button will take you to the inspection before the one that is selected.

**Modify** button will allow you to change an existing record.

**Rules** button will open a list of the rules that you can add in if needed.

**Spell-Check** button will check for spelling errors.

Click **Print** to print an Inspection. [For more information about Print click this link.](#)

## GIS/GPS Tab

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

Park/Camp - BALD CO. GARDEN CENTER

Find Park/Camp Person to Contact Licensing Information Inspections **GIS/GPS**

**Global Information System**

Street # Prefix Direction Prefix Type Street name Street Suffix Prefix Direction

**Global Positioning System**

Latitude Decimal Value Longitude Decimal Value

0.000000 0.000000

Modify

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.

Navigate to: **Parks/Camps > Resident Camps**

Under the **Find** tab there are options to search for a **Resident Camps** entry. Search options consist of: **by Name, by License #, and by Street Address.**

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

Hit **Enter** to perform the search.



## Resident Camp Tab

From the **Find** tab, go to **Resident Camp** tab. Click **Add** to enter a new record.

The screenshot shows a web application window titled "Resident/Day day - BAND CAMP". It features a tabbed interface with the following tabs: Find, Resident Camp (selected), Licensing Information, Inspections, Rescinded Inspections, and GIS/GPS. The main content area is titled "Application for License to Operate a Resident/Day day" and contains the following fields and options:

- ☒ Resident Camp ☐ Primitive Resident Camp ☐ Primitive Day Camp ☐ Day Camp
- ☒ OEPA Water Supply ☒ OEPA Wastewater
- Name of Resident Camp: BAND CAMP
- License #: 2
- Address of Resident Camp: 4444 PIANO AVENUE
- City: BUBONICA TWP
- State: OH
- Zip code: 44444
- Name of Licensee: BAND CAMP LICENSEE
- Address: 4444 PIANO AVENUE
- City: BUBONICA TWP
- State: OH
- Zip code: 44444
- Phone: 1-999-999-9999

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

Click **Modify** to modify an existing **Resident Camp**, **Previous** to see the previous record, **Next** to see the next record, and **Delete** to delete current record.

[Print](#) button will open up a Print options menu with various options to choose from.

## Licensing Information Tab – Resident Camps

Enter the **Licensing Information** in this window.

The screenshot shows a software window titled "Resident/Day day - BAND CAMP". It has a tabbed interface with the following tabs: Find, Resident Camp, Licensing Information (selected), Inspections, Rescinded Inspections, and GIS/GPS. The "Licensing Information" tab contains the following fields:

- Code:** 1 (dropdown)
- Fee Description:** RESIDENT CAMP
- Local fee:** 400.00
- Audit:** 2
- Date issued:** 12/15/2016
- Date paid:** 12/15/2016
- Receipt#:** 148374
- Auth. exp.:** 12/31/2017
- Insp.Interval:** 360
- Last three inspection dates:** 06/03/2016, 09/17/2015, 06/04/2015
- Inspector:** CS (dropdown)
- Service:** R (dropdown), STANDARD
- Political subdivision:** 08 (dropdown), HOBBITON TWP
- District:** (empty dropdown)
- OOB date:** ☐ Out of business, / /
- Note:** (empty text area)
- Contact Email:** hdis@hdis.com
- Camp Email:** (empty text field)

At the bottom right of the window are two buttons: **Print** and **Modify**.

Fields such as: **Fee Description**, **Inspector**, **Service**, and **Political Subdivision** will fill in after you select the information from the drop down list.

Click **Modify** to modify an existing **Resident Camp**.

[Print](#) button will open up a Print options menu with various options to choose from.

## Inspections Tab – Resident Camps

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

Clicking the **Update Last Inspection** button will update the record's information on the **Licensing Information** tab.

### *Violations Subtab*

The screenshot shows the 'Resident/Day day - BAND CAMP' window with the 'Inspections' tab selected. Below the tabs, the 'Violations' subtab is active. It features a form with the following elements:

- Inspection date:** A text box containing '03/13/2014' and an 'Update Last Inspection' button.
- Violations/Comments:** A large text area for notes.
- Re-inspection Required?:** Radio buttons for 'Yes' and 'No'.
- Re-inspection Date:** A text box containing ' / /'.
- Checklist:** A list of 10 items, each with a checkbox:
  - ☐ 01 Definitions
  - ☐ 02 Permission to operate
  - ☐ 03 Plans: approval and content
  - ☐ 04 Responsibility of camp operator
  - ☐ 05 Water, Sewerage and gray water recycling
  - ☐ 06 Hygiene facilities
  - ☐ 07 Solid waste storage and disposal
  - ☐ 08 Electrical service
  - ☐ 09 Sleeping quarters
  - ☐ 10 Safety

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

*Right-Click* **Delete Inspection \*** to delete an Inspection record.

To edit an inspection click the **Modify** button to change the record.

**Previous Inspection** button will take you to the inspection before the one that is selected.

Click **Print** to print an Inspection. [For more information about Print click this link.](#)

[illegible]

When finished, click the **Add Rules and Close** button to apply the selected rules and close this window.

### *Violations/Comments Subtab*

The information selected from the Violations subtab will update onto the Violations/Comments subtab.

Full text descriptions should appear underneath the check-marked boxes.

The screenshot shows a web application window titled "Resident/Day day - BAND CAMP". It has a navigation bar with tabs: Find, Resident Camp, Licensing Information, Inspections, Rescinded Inspections, and GIS/GPS. The "Inspections" tab is active, and within it, the "Violations/Comments" subtab is selected. The main content area displays a text box with the following text:

3701-25-02 Permission to operate.

(A) The local board of health shall have the right of entry and access to camps at any reasonable time for the purpose of inspecting and investigating conditions relating to the administration and enforcement of rules 3701-25-01 to 3701-25-10 of the Administrative Code.

(1) Before a permit is initially issued and annually thereafter, or more often if necessary, the health commissioner shall cause each camp to be inspected relative to compliance with these rules.

(2) A record shall be made of each inspection.

Below the text box, there are several input fields and buttons:

- Inspected by:** A dropdown menu.
- R.S./SIT #:** A text input field.
- Received by:** A text input field.
- Title:** A text input field.
- Rules:** A button.
- Spell Check:** A button.

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

If you click **Add Inspection**, navigate back to the **Violations subtab** and begin entering information from there.

Right-Click **Delete Inspection \*** to delete an inspection.

**Previous Inspection** button will take you to the inspection before the one that is selected.

**Modify** button will allow you to change an existing record.

**Rules** button will open a list of the rules that you can add in if needed.

**Spell-Check** button will check for spelling errors.

Click **Print** to print an Inspection. [For more information about Print click this link.](#)

## Rescinded Inspections Tab – Resident Camps

Similar to the Inspections tab, to enter an Inspection, click the **Add Inspection** button and enter the Inspection date.

### *Violations Subtab*

*Right-Click* **Delete Inspection \*** to delete an Inspection record.

To edit an inspection click the **Modify** button to change the record.

**Previous Inspection** button will take you to the inspection before the one that is selected.

Click **Print** to print an Inspection. [For more information about Print click this link.](#)

Clicking the **Update Last Inspection** button will update the record's information on the **Licensing Information** tab.

[illegible]

When finished, click the **Add Rules and Close** button to apply the selected rules and close this window.

### *Violations/Comments Subtab*

The information selected from the Violations subtab will update onto the Violations/Comments subtab.

Full text descriptions should appear underneath the check-marked boxes.

Resident/Day day - BAND CAMP

Find Resident Camp Licensing Information Inspections Rescinded Inspections GIS/GPS

Violations Violations/Comments

3701-25-02 Permission to operate.

(A) The local board of health shall have the right of entry and access to camps at any reasonable time for the purpose of inspecting and investigating conditions relating to the administration and enforcement of rules 3701-25-01 to 3701-25-10 of the Administrative Code.

(1) Before a permit is initially issued and annually thereafter, or more often if necessary, the health commissioner shall cause each camp to be inspected relative to compliance with these rules.

Inspected by  R.S./SIT #

Received by  Title

Rules Spell Check

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

If you click **Add Inspection**, navigate back to the **Violations subtab** and begin entering information from there.

Right-Click **Delete Inspection \*** to delete an inspection.

**Previous Inspection** button will take you to the inspection before the one that is selected.

**Modify** button will allow you to change an existing record.

**Rules** button will open a list of the rules that you can add in if needed.

**Spell-Check** button will check for spelling errors.

Click **Print** to print an Inspection. [For more information about Print click this link.](#)



## GIS/GPS Tab – Resident Camps

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

Resident/Day day - BAND CAMP

Find Resident Camp Licensing Information Inspections Rescinded Inspections GIS/GPS

**Global Information System**

Street # Prefix Direction Prefix Type Street name Street Suffix Prefix Direction

4444 PIANO AVENUE

**Global Positioning System**

Latitude Decimal Value Longitude Decimal Value

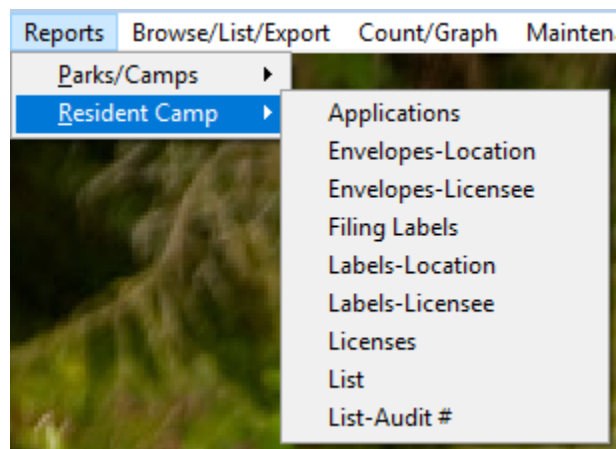
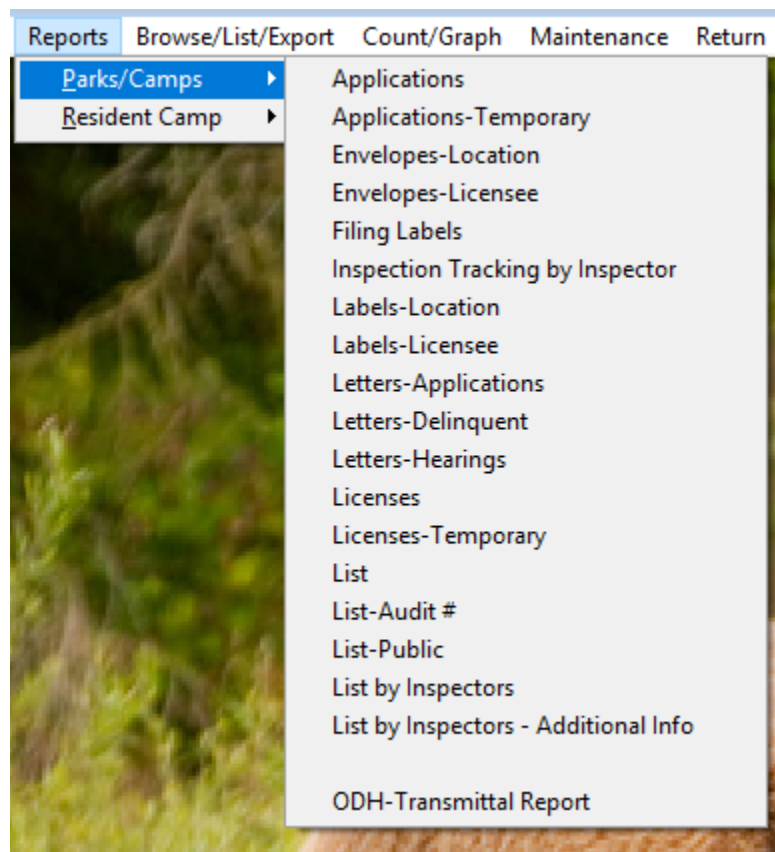
Modify

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 > Parks/Camps > 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
<b>Parks/Camps</b>	
Applications	This will generate applications for each park/camp
Applications – Temporary	This will generate applications for each temporary park/camp
Envelopes – Location	Addresses envelope to the location of the park/camp
Envelopes – Licensee	Addresses envelope to the licensee of the park/camp
Filing Labels	Prints out filing labels for your parks/camps
Inspection Tracking by Inspector	Generates an inspections tracking report by Inspector
Labels – Location	Generates mailing labels to the location of the park/camp
Labels – Licensee	Generates mailing labels to the licensee of the park/camp
Letters – Applications	Generates application letters for each park/camp. You may set these letters up in the Maintenance menu
Letters – Delinquent	Generates delinquent letters for each park/camp. You may set these letters up in the Maintenance menu
Letters – Hearings	Generates hearing letters for all parks/camps. You may set these letters up in the Maintenance menu.
Licenses	Generates licenses for each park/camp that 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.
Licenses – Temporary	Generates temporary licenses for each park/camp that 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.
List	Generates a list of parks/camps
List-Audit #	Generates a list of parks/camps by audit #
List – Public	Generates a list of parks/camps by public
List by Inspectors	Generates a list of parks/camps by Inspectors
List by Inspectors – Additional Info	Generates a list by Inspectors with additional info
ODH Transmittal Report	Generates an ODH Transmittal report

Report	Description
<b>Resident Camp</b>	
Applications	This will generate applications for each Resident camp
Envelopes – Location	Addresses envelope to the location of the Resident camp
Envelopes – Licensee	Addresses envelope to the licensee of the Resident camp
Filing Labels	Prints out filing labels for your Resident camp
Labels – Location	Generates mailing labels to the location of the Resident camp
Labels – Licensee	Generates mailing labels to the licensee of the Resident camp
Licenses	Generates licenses for each Resident camp that 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.
List	Generates a list of Resident camps
List-Audit#	Generates a list of Resident camps by audit #

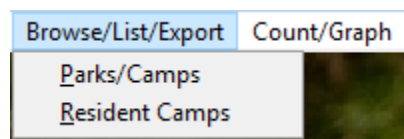
Each Report will have a date range you can enter before the report is generated:

You can either Preview or send to Printer. Check-mark either boxes under Preview/Printer to include a filter printout or to include a mail merge file.

Some of these windows will include a drop down list to select an Inspector, Letter (A-T), or Political Subdivision.

## Chapter 4: Browse/List/Export

Inside the **Parks/Camps** module navigate to the “**Browse/List/Export.**”



There will be two different types to choose from: Parks/Camps and Resident Camps.

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.

The screenshot shows a web interface titled "Sort by: (3 Max)". It features two vertical list boxes. The left list box is currently empty. Between the two list boxes are two buttons: one with a left-pointing arrow (<) and one with a right-pointing arrow (>). The right list box contains a scrollable list of field names: "1st contact date", "1st contact service", "1st contact service code", "2nd date orders issued", "3rd date orders issued", "Board orders issued", "By #", "By name", "Census track #", "Co-owner", "Complaint", "Complainant", "Complainant city", "Complainant email", "Complainant phone", "Complainant state", and "Complainant street".

## 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 LOTS	= ▾	= ▾
<input type="checkbox"/> 2ND LAST INSPECTION	= ▾	= ▾
<input type="checkbox"/> 3RD LAST INSPECTION	= ▾	= ▾
<input type="checkbox"/> AUDIT #	= ▾	= ▾
<input type="checkbox"/> CAMP EMAIL	= ▾	= ▾
<input type="checkbox"/> CITY	= ▾	= ▾
<input type="checkbox"/> COMBINED PARK/CAMP	= ▾	= ▾
<input type="checkbox"/> CONTACT EMAIL	= ▾	= ▾
<input type="checkbox"/> DATE PAID	= ▾	= ▾
<input type="checkbox"/> DATE PERMIT ISSUED	= ▾	= ▾
<input type="checkbox"/> EMERGENCY CONTACT ADDR	= ▾	= ▾
<input type="checkbox"/> EMERGENCY CONTACT NAME	= ▾	= ▾
<input type="checkbox"/> EMERGENCY CONTACT PHONE	= ▾	= ▾
<input type="checkbox"/> FAX #	= ▾	= ▾
<input type="checkbox"/> FEE CODE	= ▾	= ▾
<input type="checkbox"/> FEE DESCRIPTION	= ▾	= ▾
<input type="checkbox"/> GIS/PREFIX DIRECTION	= ▾	= ▾
<input type="checkbox"/> GIS/PREFIX TYPE	= ▾	= ▾
<input type="checkbox"/> GIS/STREET	= ▾	= ▾
<input type="checkbox"/> GIS/STREET #	= ▾	= ▾
<input type="checkbox"/> GIS/STREET SUFFIX	= ▾	= ▾
<input type="checkbox"/> GIS/STREET SUFFIX DIR	= ▾	= ▾
<input type="checkbox"/> GPS/LAT-DECIMAL	= ▾	= ▾
<input type="checkbox"/> GPS/LON-DECIMAL	= ▾	= ▾
<input type="checkbox"/> ID #	= ▾	= ▾

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 Parks/Camps module navigate to the “**Count/Graph.**” Select the section you would like to access.

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.

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

The screenshot shows the 'Park/Camp - Count/Graph' window with the following sections:

- Report Title:** A text box containing '# of lots'.
- Legend Title:** An empty text box.
- Field List:** A scrollable list of fields including '# of lots', '2nd last inspection', '3rd last inspection', 'Audit #', 'Camp email', 'City', 'Combined park/camp', 'Contact email', 'Date paid', 'Date permit issued', 'Emergency contact addr', 'Emergency contact name', 'Emergency contact phone', 'Fax #', 'Fee code', 'Fee description', 'GIS/Prefix direction', 'GIS/Prefix type', 'GIS/Street', 'GIS/Street #', 'GIS/Street suffix', 'GIS/Street suffix dir', 'GPS/lat-decimal', 'GPS/lon-decimal', and 'ID #'. The 'ID #' field is currently selected.
- Buttons:** 'Filters', 'Close', and 'OK' buttons are located at the top right.
- Output to:** A section with radio buttons for 'Screen' (selected), 'Print', 'DBF file', 'SDF file', and 'Delimited file'. Below these is a text box containing 'C:\HDIS\EXPORT' and a 'Browse' button.
- Output:** A section with radio buttons for 'top ten' (selected) and 'all'.
- Type:** A section with radio buttons for 'count' (selected), 'pie graph', 'pie graph (full page)', 'bar graph', and 'bar graph (full page)'.
- Sort by:** A section with radio buttons for 'High to low' (selected), 'Low to high', and 'by data'.
- Level 1 Group:** A list box containing '# of lots', '2nd last inspection', '3rd last inspection', and 'Audit #'. A 'Clear' button is to its right.
- Level 2 Group:** A list box containing '# of lots', '2nd last inspection', '3rd last inspection', and 'Audit #'. A 'Clear' button is to its right.
- Footer:** An empty text box at the bottom.

## 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.

Report Designer - count.fx - Page 1

1st contact date - Count/Percentage		
Number	Percent	Location city
2419	89 %	/ /
6	0 %	02/23/2016
5	0 %	03/17/2016
5	0 %	04/26/2016
5	0 %	06/03/2016
5	0 %	09/01/2016
4	0 %	04/25/2016
4	0 %	09/09/2016
4	0 %	12/28/2015
266	10 %	OTHER
2723	100 %	Totals

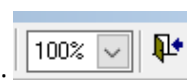
If you choose to add filters, those will also be shown at the bottom of the page.

Report Designer - count.frx - Page 1

Political Sub. Name - Count/Percentage		
Number	Percent	Name
17	40 %	ATLANTIS TWP
7	17 %	HOBBITON TWP
5	12 %	
3	7 %	GOTHAM CITY
2	5 %	BUBONICA TWP
2	5 %	METROPOLIS CITY
2	5 %	SHIRE VILLAGE
1	2 %	MORDOR VILLAGE
1	2 %	NEVERLAND CITY
2	5 %	OTHER
42	100 %	<b>Totals</b>

Filters
OOB=N

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

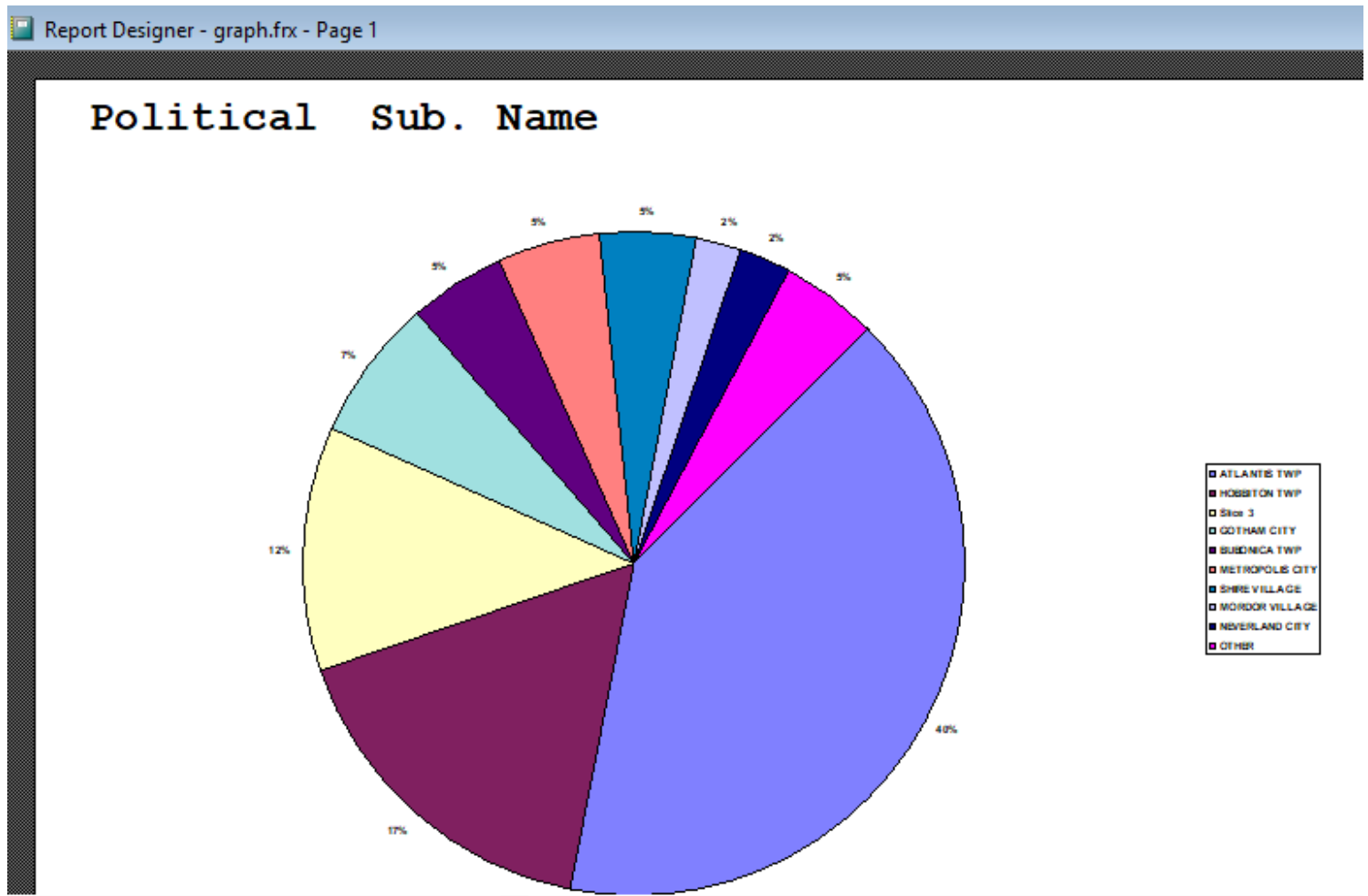


## Pie Graph

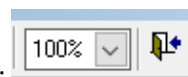
Here is an example of what the “**Pie Graph**” type would look like.

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

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



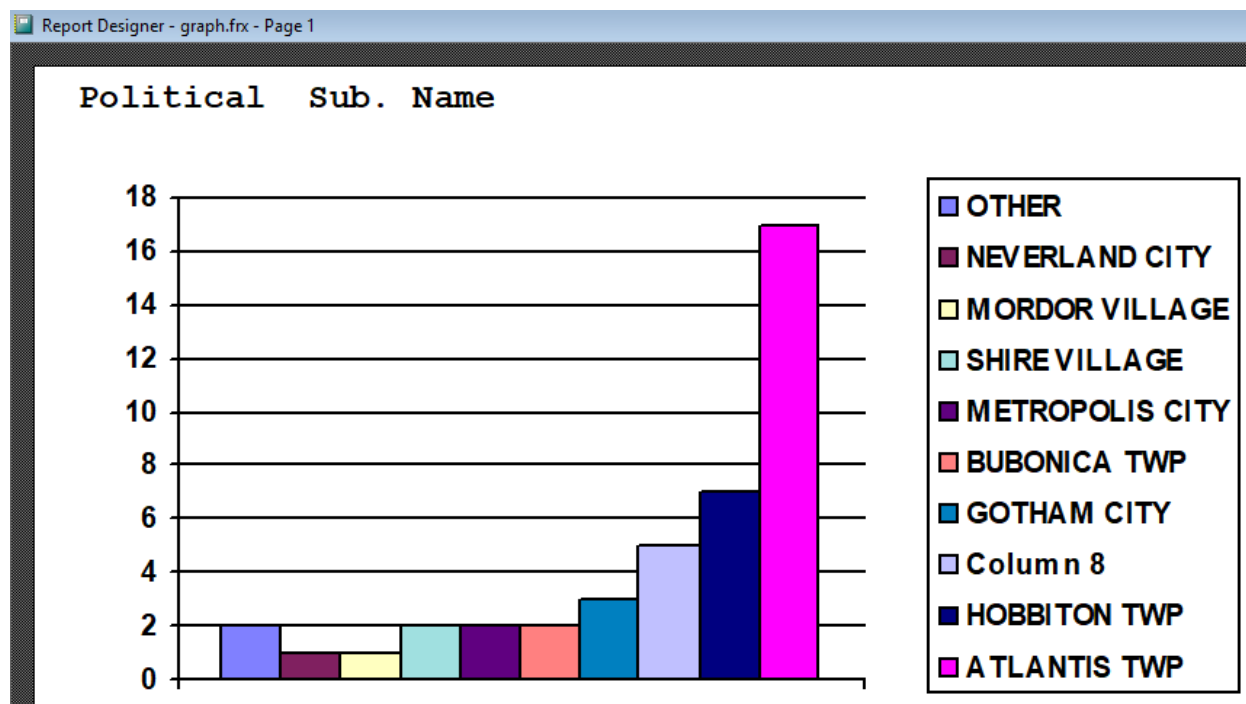
Click on the door icon next to the percent to return to the menu:



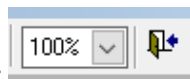
## Bar Graph

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:



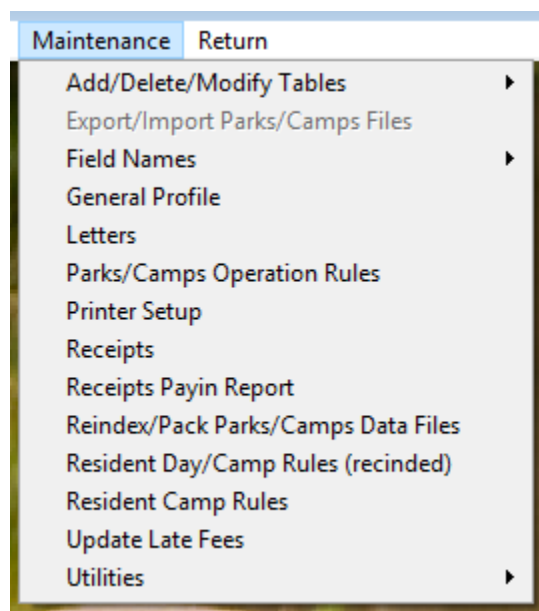
## Chapter 6: Maintenance

Navigate to: **Environmental Health > Parks/Camps > Maintenance**

The Maintenance section holds a lot of the mechanics behind the module. This area is where you can **Add/Delete/Modify** tables that you use in the **Parks/Camps and Resident Camps** tab. **General Profile** is connected to any other module you use besides this one. There is also an area for where you can edit letter margins and letterheads.

### **Export/Import Parks/Camps Files**

If this is in a dark text font and not grayed out, you have the option to export or import Parks/Camps Files to or from the module. This area is usually used if you are using a remote version of HDIS.



## 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 Letters for more information on Letters.](#)

Data Base Field Names for Park/Camp		Close
Field Name	Data Base Field Name	Print
# OF LOTS	CAM.LOTS	
2ND LAST INSPECTION	CAM.LST_2ND_IN	
3RD LAST INSPECTION	CAM.LST_3RD_IN	
AUDIT #	CAM.AUDIT	
CAMP EMAIL	CAM.CAMP_EMAIL	
CITY	CAM.CITY	
COMBINED PARK/CAMP	CAM.CPC	
CONTACT EMAIL	CAM.C1_EMAIL	
DATE PAID	CAM.DATE_PAID	
DATE PERMIT ISSUED	CAM.DATE_ISS	
EMERGENCY CONTACT ADDR	CAM.C1_ADDRESS	
EMERGENCY CONTACT NAME	CAM.C1_NAME	
EMERGENCY CONTACT PHONE	CAM.C1_PHONE	
FAX #	CAM.FAX	
FEE CODE	CAM.FEECC	
FEE DESCRIPTION	CAM.DESCRPT	
GIS/PREFIX DIRECTION	CAM.GIS_PRE_DIR	
GIS/PREFIX TYPE	CAM.GIS_PRE_TYPE	
GIS/STREET	CAM.GIS_STRT	
GIS/STREET #	CAM.GIS_STRT_NO	
GIS/STREET SUFFIX	CAM.GIS_STRT_SUF	
GIS/STREET SUFFIX DIR	CAM.GIS_STRT_DIR	
GPS/LAT-DECIMAL	CAM.GPS_LAT_DEC	
GPS/LON-DECIMAL	CAM.GPS_LON_DEC	
ID #	CAM.ID	
INSPECTION INTERVAL	CAM.INSPE_INT	
INSPECTION REASON	CAM.F_DESC	
INSPECTOR	CAM.INSPECTOR	
INSPECTOR'S CODE	CAM.I_CODE	
LAST INSPECTION	CAM.LST_RTN_IN	
LATE FEE	CAM.FEE_LATE	
LICENSEE	CAM.OPER_NAME	
LICENSEE STATE	CAM.MAIL_STATE	

## General Profile

Navigate to: **Maintenance > General Profile**

The **General Profile** allows you to fill out the basic information regarding **Parks/Camps**.

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.

**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



## Letters

Navigate to: **Maintenance > Letters**

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

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

## Parks/Camps Operation Rules

Navigate to: **Maintenance > Parks/Camps Operation Rules**

Add/Delete/Modify Add/Delete/Modify Parks/Camps Operation Rules

#	Title	Code	Order	Rules
01	3701-26-01 DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	1	Memo
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(A) FORMS. THE DIRECTOR SHALL APPROVE FORMS TO B	1	Memo
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(B) STATE PROGRAM LICENSE FEES. THE DIRECTOR SHA	2	Memo
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(C) PLAN REVIEW. THE DIRECTOR SHALL, WITHIN THIRTY	3	Memo
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(D) PLAN VERIFICATION CONSTRUCTION INSPECTIONS.	4	Memo
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(E) EXCEPT AS OTHERWISE PROVIDED IN PARAGRAPH (E	5	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(A) PRE-LICENSURE REQUIREMENTS. PRIOR TO ISSUING	1	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(B) LOCATION EVALUATION. WITHIN TWENTY-ONE DAYS O	2	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(C) INITIAL LICENSE INSPECTIONS. BEFORE A LICENSE IS	3	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(D) LICENSING. THE LICENSOR SHALL PROCESS COMPLE	4	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(E) THE LICENSOR SHALL DETERMINE THE LICENSED CA	5	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(F) COMPLIANCE INSPECTIONS. THE LICENSOR SHALL AN	6	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(G) TEMPORARY CAMPGROUND PLAN REVIEW REQUIREM	7	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(H) TEMPORARY CAMPGROUND INSPECTIONS. WHEN A L	8	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(I) THE LICENSOR OF ANY CAMPGROUND, OTHER THAN A	9	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(J) THE LICENSOR OF A TEMPORARY CAMPGROUND MAY	10	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(K) EXCEPT FOR THE FEE FOR A TEMPORARY CAMPGROU	11	Memo
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(L) THE LICENSOR MAY CHARGE ADDITIONAL REASONABL	12	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(A) SUBMISSION OF PLANS. ANY PERSON WHO INTENDS T	1	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(B) LICENSE TO OPERATE. NO PERSON SHALL OPERATE.	2	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(C) INITIAL LICENSE TO OPERATE. ANY PERSON WHO INT	3	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(D) LICENSE APPLICATION. THE LICENSEE OF AN EXISTIN	4	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(E) TEMPORARY LICENSE TO OPERATE. THE PROPOSED	5	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(F) ANY PERSON THAT OPERATES A COUNTY OR STATE F	6	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(G) A MOTORSPORTS PARK IS EXEMPT FROM THE LICENS	7	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(H) THE LICENSEE OF A CAMPGROUND SHALL PROPERLY	8	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(I) THE LICENSEE OF A CAMPGROUND SHALL ENSURE TH	9	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(J) WATER SUPPLY SYSTEMS.	10	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(K) SEWERAGE SYSTEMS.	11	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(L) DUMP STATION REQUIREMENTS.	12	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(M) GRAY WATER RECYCLING SYSTEMS REQUIREMENTS.	13	Memo
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE	(N) HYGIENE FACILITIES.	14	Memo

Print Delete\* Add Close

This section holds the operation rules for all Parks/Camps.

If you want to add a new **Operation Rule** click **Add**.

To successfully delete a rule select the rule and **Right-Click the Delete\*** button.

The **Print** button opens up options for printing.

**Close** button will close out of this window.

If a memo (under Rules column) has a lowercase m, that means there is no information inside.

When the word memo has an uppercase M (Memo) that means there is information inside that rule.

Double click on the actual memo and another window should pop-up. Type the memo you would like to add or edit and close the window.

Rules.rules  
3701-26-01 Definitions.

(A) "ASSE" means the American society of sanitary engineering.

(B) "Backflow" has the same meaning as set forth in rule 4101:3-2-01 of the Administrative Code.

(C) "Campground" collectively means a combined park-camp, recreation camp, recreational vehicle park and temporary campground unless otherwise specifically identified.

(D) "Combined park-camp" means any tract of land upon which a combination of five or more self-contained recreational vehicles or portable camping units are placed and includes any roadway, building, structure, vehicle or enclosure used or intended for use as part of the park facilities. A tract of land that is subdivided for lease or other contract of the individual sites is a combined park-camp if a combination of five or more recreational vehicles or portable camping units are placed on it for recreation, vacation or business purposes. "Combined park-camp" does not include any tract of land used solely for the storage or display for sale of self-contained recreational vehicles or portable camping units or solely as a temporary park-camp.

(E) "Dependent recreational vehicle" means a recreational vehicle other than a self-contained recreational vehicle and does not include a manufactured home or a mobile home.

(F) "Director" means the director of health or the director's authorized representative.

(G) "Domestic septage" has the same meaning as set forth in section 3718.01 of the Revised Code.

(H) "Dump station" means a facility designed to receive the contents from sewage holding tanks or self-contained recreational vehicles and may include both of the following:

Order Rules

Order	Rules
1	memo
1	Memo
2	Memo
3	Memo
4	Memo
5	Memo
6	Memo
7	Memo
8	Memo
9	Memo
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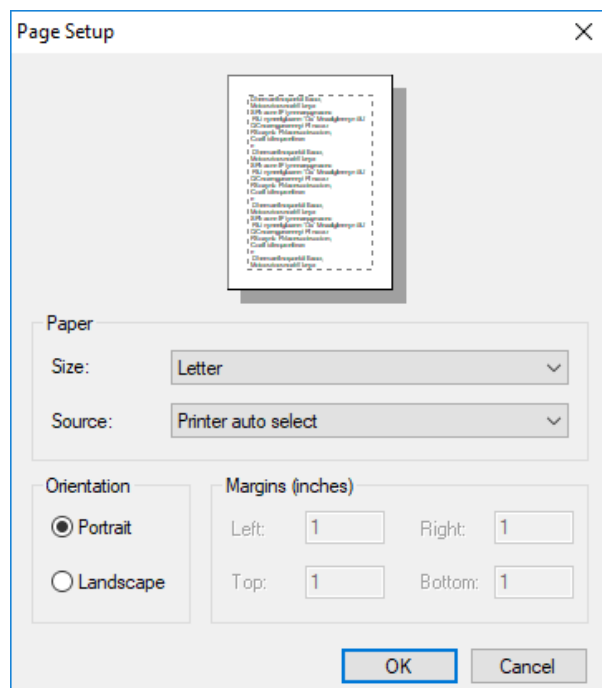
Print Delete\* Add Close

## 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**.



Page Setup

Preview:

Paper

Size: Letter

Source: Printer auto select

Orientation

☒ Portrait

☐ Landscape

Margins (inches)

Left: 1 Right: 1

Top: 1 Bottom: 1

OK Cancel

Navigate to: **Maintenance > Receipts**

If your department has the **Receipts** module, you have the ability to print any receipt through the **Maintenance** tab.

You may also print a receipt from the **Parks/Camps** and **Resident Camps** data entry windows by pressing **ALT-R** keys.



## Receipts Pay-In Report

Navigate to: **Maintenance > Receipts Pay-In Report**

Print Pay In or Receipt

From Date: 03/08/2018 To Date: 03/08/2018

☒ Pay In by Receipt Book  
ENVIRONMENTAL

☐ Pay in by Fund

☐ Pay in by Initials

☐ Receipt

OK

Close

Output to:

☒ Preview

☐ Print

If your health department has the **Receipts** module, you have the ability to print your **pay in reports** through the **Maintenance** tab.

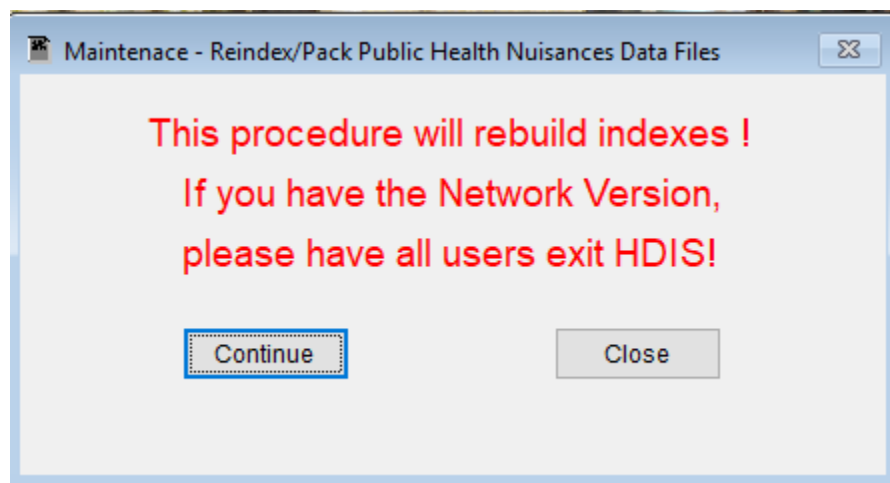
There is a drop down menu for each selection: **“Pay in by Receipt Book, Pay in by Fund, Pay in by Initials, and Receipt.”**  
Either choose or fill in the necessary options available for your receipt.

### Reindex/Pack Parks/Camps Data Files

Navigate to: **Maintenance >Reindex/Pack Parks/Camps 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.



## Resident Day/Camp Rules (rescinded)

Navigate to: **Maintenance > Resident Day/Camp Rules (rescinded)**

Add/Delete/Modify Add/Delete/Modify Resident Camp Rules

#	Title	Code	Order	Rules
01	3701-25-01 DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	1	Memo
02	3701-25-02 PLANS: APPROVAL AND CONTENT.	(A) NO PERSON SHALL CONSTRUCT, SUBSTANTIALLY AL	1	Memo
02	3701-25-02 PLANS: APPROVAL AND CONTENT.	(B) THE PLANS AND SPECIFICATIONS SHALL BE SUBMITT	2	Memo
02	3701-25-02 PLANS: APPROVAL AND CONTENT.	(C) THE PROVISIONS OF RULE 3701-21-03 OF THE ADMINI	3	Memo
02	3701-25-02 PLANS: APPROVAL AND CONTENT.	(D) THE PLANS SHALL MEET THE REQUIREMENTS OF PAR	4	Memo
02	3701-25-02 PLANS: APPROVAL AND CONTENT.	(E) EXCEPT AS OTHERWISE PROVIDED IN THIS RULE, A P	5	Memo
02	3701-25-02 PLANS: APPROVAL AND CONTENT.	(F) THE PLANS MAY BE DISAPPROVED FOR EITHER OF TH	6	Memo
02	3701-25-02 PLANS: APPROVAL AND CONTENT.	(G) PLAN DISAPPROVALS MAY BE APPEALED TO THE BOAR	7	Memo
03	3701-25-03 INSPECTION	THE HEALTH COMMISSIONER SHALL HAVE THE RIGHT OF	1	Memo
04	3701-25-04 PERMISSION TO OPERATE	NO PERSON SHALL OPERATE OR MAINTAIN A CAMP UNLE	1	Memo
05	3701-25-05 APPLICATION OF RULES	(A) RULES 3701-25-01 TO 3701-25-22 OF THE ADMINISTRA	1	Memo
05	3701-25-05 APPLICATION OF RULES	(B) RESIDENT CAMPS AND DAY CAMPS SHALL COMPLY W	2	Memo
06	3701-25-06 WATER, SEWAGE, AND LIQUID WASTE	ALL WATER, SEWAGE, AND LIQUID WASTE SYSTEMS SHAL	1	Memo
07	3701-25-07 WATER SUPPLY	(A) THE OPERATOR SHALL MAKE WATER FOR HUMAN CON	1	Memo
07	3701-25-07 WATER SUPPLY	(B) WATER TO BE USED EXCLUSIVELY FOR FLUSHING TO	2	Memo
07	3701-25-07 WATER SUPPLY	(C) AS OF THE EFFECTIVE DATE OF THIS RULE, WHEN WA	3	Memo
07	3701-25-07 WATER SUPPLY	(D) WHEN THE SERVICES OF A WATER HAULER ARE UTIL	4	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(A) ADEQUATE FACILITIES SHALL BE PROVIDED FOR THE.	1	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(B) ALL SEWAGE COLLECTION SYSTEMS AND WASTE WAT	2	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(C) THE CAMP SHALL BE MAINTAINED FREE OF SEWAGE A	3	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(D) ADEQUATE DRAINAGE SHALL BE PROVIDED AT ALL WA	4	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(E) THE OPERATOR OF THE CAMP SHALL NOT PERMIT AN	5	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(F) WHEN THE SERVICES OF A SEPTAGE HAULER ARE UT	6	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(G) THE ULTIMATE DISPOSAL OF SEWAGE OR LIQUID WAS	7	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(H) ANY PROPOSED SEWAGE COLLECTION SYSTEM SHAL	8	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(A) IN AREAS WHERE WASTE WATER IS GENERATED, WAS	1	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(B) WASTE WATER DISPOSAL FACILITIES SHALL BE EASILY	2	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(C) WASTE WATER DISPOSAL FACILITIES SHALL BE DESIG	3	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(D) DIRECT OR INDIRECT CONNECTION OF ANY PIPE, HO	4	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(E) EXCEPT AS PROVIDED IN PARAGRAPH (F) OF THIS RUI	5	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(F) A CAMP THAT WAS IN EXISTENCE ON OR BEFORE THE	6	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(G) THE OHIO ENVIRONMENTAL PROTECTION AGENCY SH	7	Memo

Print Delete\* Add Close

This section holds the operation rules for all **Resident Day/Camp Rules (rescinded)**.

If you want to add a new **Operation Rule** click **Add**.

To successfully delete a rule select the rule and **Right-Click the Delete\*** button.

The **Print** button opens up options for printing.

**Close** button will close out of this window.

[Click here to learn more about Rules and Memo.](#)



## Resident Camp Rules

Navigate to: **Maintenance > Resident Camp Rules**

Add/Delete/Modify Add/Delete/Modify Resident Camp Rules

#	Title	Code	Order	Rules
01	TEST	TEST		memo
02	3701-25-02 PERMISSIONS TO OPERATE	(A) THE LOCAL BOARD OF HEALTH SHALL HAVE THE RIGHT TO	1	Memo
02	3701-25-02 PERMISSIONS TO OPERATE	(B) NO PERSON SHALL OPERATE OR MAINTAIN A CAMP UNLESS	2	Memo
03	3701-25-03 PLANS: APPROVAL AND CONTENT	(A) PLANS SHALL BE SUBMITTED.....	1	Memo
03	3701-25-03 PLANS: APPROVAL AND CONTENT	(B) THE PLANS AND SPECIFICATIONS SHALL BE SUBMITTED	2	Memo
03	3701-25-03 PLANS: APPROVAL AND CONTENT	(C) THE PLANS SHALL MEET THE REQUIREMENTS OF PAR	3	Memo
03	3701-25-03 PLANS: APPROVAL AND CONTENT	(D) EXCEPT AS OTHERWISE PROVIDED IN THIS RULE, A P	4	Memo
03	3701-25-03 PLANS: APPROVAL AND CONTENT	(E) THE PLANS MAY BE DISAPPROVED FOR EITHER OF TH	5	Memo
03	3701-25-03 PLANS: APPROVAL AND CONTENT	(F) PLAN DISAPPROVALS MAY BE APPEALED TO THE BOAR	6	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(A) ESTABLISH RULES GOVERNING THE OPERATION AND	1	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(B) PREVENT AND ABATE ANY NUISANCES WITHIN THE ....	2	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(C) MAINTAIN VEHICULAR ACCESS, AS APPROPRIATE, TH	3	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(D) ENSURE AT LEAST ONE RESPONSIBLE ADULT IS AVAIL	4	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(E) ENSURE THE CAMP IS PROPERLY DRAINED AND KEPT	5	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(F) IMPLEMENT INSECT AND RODENT CONTROL MEASUR	6	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(G) REASONABLY CONTROL NOXIOUS PLANTS SUCH AS F	7	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(H) REQUIRE THE REGISTRATION OF ALL PETS AND SERV	8	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(I) PROMPTLY REPORT TO THE HEALTH COMMISSIONER C	9	Memo
04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(J) PROMPTLY NOTIFY THE HEALTH COMMISSIONER OF AM	10	Memo
05	3701-25-05 WATER, SEWAGE AND GRAY WATER R	(A) WATER SUPPLY SYSTEMS.	1	Memo
05	3701-25-05 WATER, SEWAGE AND GRAY WATER R	(B) SEWERAGE SYSTEMS.	2	Memo
05	3701-25-05 WATER, SEWAGE AND GRAY WATER R	(C) GRAY WATER RECYCLING SYSTEMS REQUIREMENTS.	3	Memo
06	3701-25-06 HYGIENE FACILITIES	(A) ALL TOILET FACILITIES SHALL BE:	1	Memo
06	3701-25-06 HYGIENE FACILITIES	(B) ALL HANDWASHING FACILITIES SHALL BE:	2	Memo
06	3701-25-06 HYGIENE FACILITIES	(C) ALL SHOWER FACILITIES SHALL BE:	3	Memo
07	3701-25-07 SOLID WASTE STORAGE AND DISPOS	(A) THE STORAGE, COLLECTION, AND DISPOSAL OF SOLID	1	Memo
07	3701-25-07 SOLID WASTE STORAGE AND DISPOS	(B) WHEN SOLID WASTES ARE STORED AT CAMP AREAS C	2	Memo
07	3701-25-07 SOLID WASTE STORAGE AND DISPOS	(C) ALL SOLID WASTE CONTAINERS MUST BE EASILY ACC	3	Memo
07	3701-25-07 SOLID WASTE STORAGE AND DISPOS	(D) ALL CAMPS MUST HAVE A WRITTEN POLICY FOR THE C	4	Memo
08	3701-25-08 ELECTRICAL SERVICE	(A) ELECTRICAL SYSTEMS INSTALLED IN CAMPS SHALL B	1	Memo
08	3701-25-08 ELECTRICAL SERVICE	(B) WHEN, IN THE OPINION OF THE LOCAL HEALTH DISTR	2	Memo
08	3701-25-08 ELECTRICAL SERVICE	(C) WRITTEN VERIFICATION OF THE MOST RECENT PERM	3	Memo

Print Delete\* Add Close

This section holds the operation rules for all **Resident Camp Rules**.

If you want to add a new **Operation Rule** click **Add**.

To successfully delete a rule select the rule and **Right-Click the Delete\*** button.

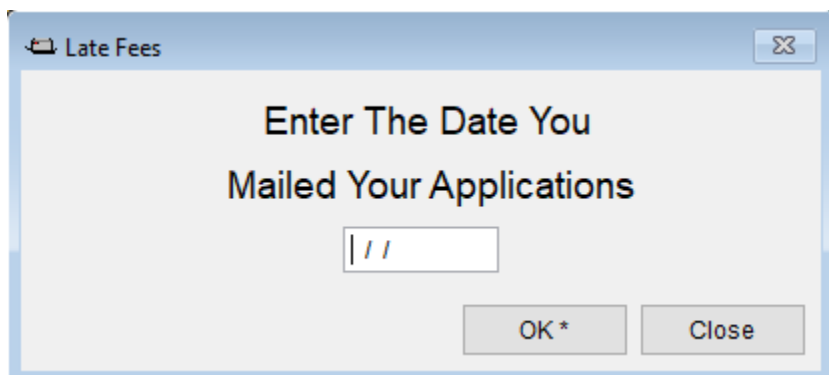
The **Print** button opens up options for printing.

**Close** button will close out of this window.

[Click here to learn more about Rules and Memo.](#)

## Update Late Fees

Navigate to: **Maintenance > Update Late Fees**



Late Fees

Enter The Date You  
Mailed Your Applications

/ /

OK \* Close

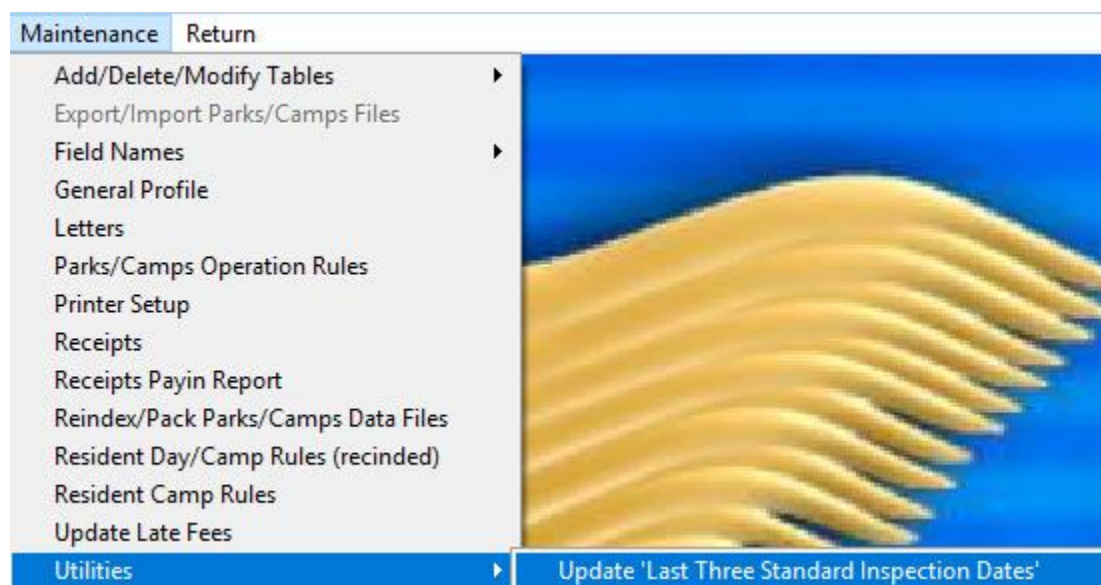
To run the **Update Late Fees** utility, enter the date you mailed your applications and **Right-Click OK\***

Click **Close** to exit out of this window.

## Utilities – Update Last Three Inspection Dates

Navigate to: **Maintenance > Utilities > Update Last Three Inspection Dates**

This is an automatic process and it will update your last three standard inspection dates.



Once complete, the Attention window will pop-up to tell you the process is completed.

