



Open Burning User Manual



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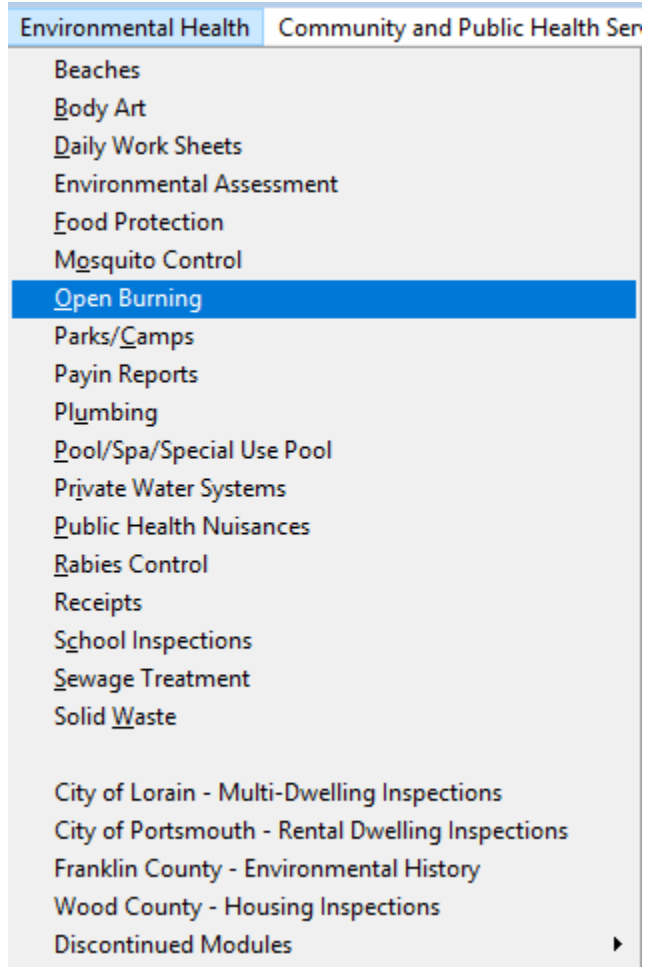
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Chapter 1: Getting Started

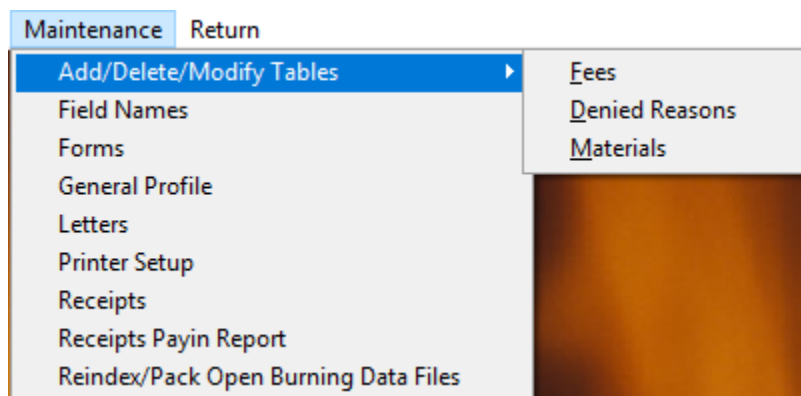
Once the Open Burning module has been installed, it can be accessed by going to:

Environmental Health > Open Burning



Once inside **Open Burning**, navigate to:

Maintenance > Add/Delete/Modify Tables



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

When entering data into **Open Burning**, 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.

Fees

The screenshot shows a software window titled "Add/Delete/Modify Open Burning Fees". Inside the window is a table with three columns: "Code", "Description", and "Local Fee". The table has approximately 25 empty rows. To the right of the table, there are five buttons: "Close", "Add New Fee", "Delete Fee", "Print", and "Update New Fees". The "Print" button is highlighted with a blue border. The window has a standard Windows-style title bar with a close button in the top right corner.

To enter **Open Burning Fees**, follow these steps (use the tab key to advance to each field):

- Click **Add New Fee** and enter a **Code** to identify the Fee.
- Enter the Fee's description under **Description** field.
- Click on a Fee's **Code** or **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Update New Fees** button will update the system with the new Fees entered.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

[illegible]

- Click **Add** and enter a **Name** to identify the Denied Reason.
- Click on a Denied Reasons **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 Open Burning

Find Tab

Navigate to: **Open Burning**

[illegible]

Under the **Find** tab there are options to search for Open Burning entries. Search options consist of: **by Applicant Name**, **by Business Name**, **by ID#**, and **by Burn Location**.

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

Hit **Enter** to perform the search.

Applicant Tab

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

The screenshot shows a web application window titled "Open Burning - BURNING BUSINESS". The window has a tabbed interface with four tabs: "Find", "Applicant", "Information", and "GIS/GPS". The "Applicant" tab is currently selected. The form contains the following fields:

- ID #**: A text box containing the value "1".
- Name of Business**: A text box containing the value "BURNING BUSINESS".
- Applicant Street**: A text box containing the value "1111 BURNING ROAD".
- City**: A dropdown menu showing "TRAVERSE TOWN".
- State**: A dropdown menu showing "OH".
- Zip code**: A dropdown menu showing "11111".
- Phone**: A text box containing the value "1-111-111-1111".
- Applicant Name**: A text box containing the value "JOHN DOE".
- Date Received**: A text box containing the value "03/16/2018".

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

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.

Information Tab

Open Burning - BURNING BUSINESS

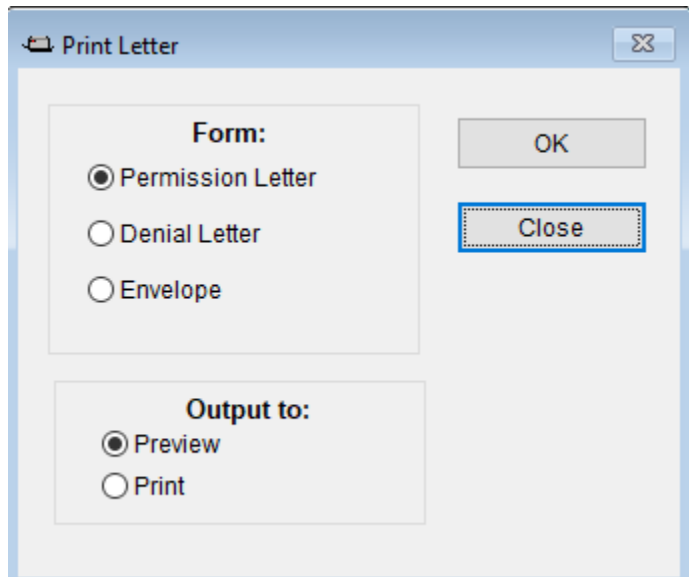
Find	Applicant	Information	GIS/GPS
Approved/Denied(A/D): <input type="text" value="D"/>		Code: <input type="text" value="1"/> Fee Description: <input type="text" value="TESTING"/> Local fee: <input type="text" value="50.00"/>	
Issuance Date: <input type="text" value="03/16/2018"/>	Effective Date: <input type="text" value="03/16/2018"/>	Certified #: <input type="text" value="1"/>	Date paid: <input type="text" value="//"/> Receipt#: <input type="text"/>
Material/Purpose: <input type="text" value="FOR DISPOSAL OF EXPLOSIVE MATERIALS"/>		Restricted(Y/N): <input type="text" value="Y"/>	Violations (Y/N): <input type="text" value="N"/>
Denied Reasons: <input type="text" value="BURNING OF THIS MATERIAL IS PROHIBITED WITHOUT AN AIR CURTAIN DESTRUCTOR"/>			
Burn Location: <input type="text" value="TRAVERSE TOWN"/>			
Political subdivision: <input type="text" value="07"/> <input type="text" value="MORDOR VILLAGE"/>			
Note: <input type="text" value="I AM A NOTE"/>			
<input type="button" value="Print Permission/Denial Letter"/> <input type="button" value="Print Application / Permit"/> <input type="button" value="Modify"/>			

Enter details in the Information Tab:

- Fill in the appropriate information for the Information tab.
- To edit the current record, click the **Modify** button

[See Next page for Print button options](#)

Print Permission/Denial Letter:

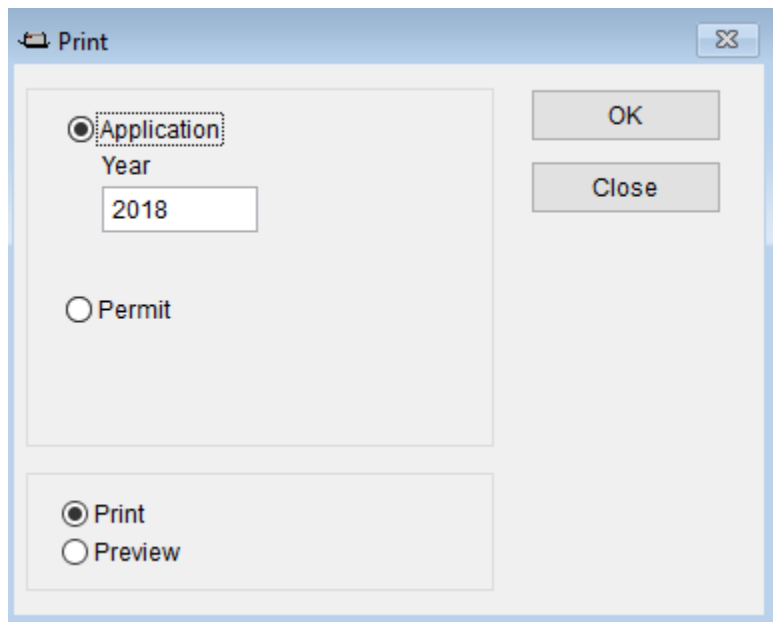


The 'Print Letter' dialog box has a title bar with a printer icon and the text 'Print Letter'. It contains two main sections: 'Form:' and 'Output to:'. The 'Form:' section has three radio buttons: 'Permission Letter' (selected), 'Denial Letter', and 'Envelope'. The 'Output to:' section has two radio buttons: 'Preview' (selected) and 'Print'. There are 'OK' and 'Close' buttons on the right side. The 'Close' button is highlighted with a red rectangle.

You can choose from printing a **Permission Letter**, **Denial Letter**, or **Envelope** from this print screen.

Navigate to: **Maintenance > Letters** (This is where you can edit the **Permission Letter** and **Denial Letter**)

Print Application/Permit:



The 'Print' dialog box has a title bar with a printer icon and the text 'Print'. It contains two main sections: 'Application/Permit' and 'Output to:'. The 'Application/Permit' section has two radio buttons: 'Application' (selected) and 'Permit'. Below the 'Application' radio button is a 'Year' label and a text box containing '2018'. The 'Output to:' section has two radio buttons: 'Print' (selected) and 'Preview'. There are 'OK' and 'Close' buttons on the right side.

You can choose to print an **Application** or **Permit**. Make sure to enter the correct **year**.

GIS/GPS

Open Burning - BURNING BUSINESS

Find Applicant Information **GIS/GPS**

Global Information System

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

111111 1 1111 TRAVERSE TOWN TRAV T

Global Positioning System

Latitude Decimal Value Longitude Decimal Value

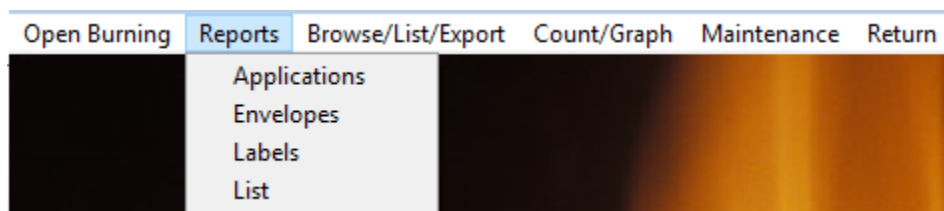
Modify

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> Open Burning> 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
Applications	Generates applications within the given date range.
Envelopes	Generates envelopes within the date issued date range.
Labels	Generates Labels within the date issued date range. Can pick sizing for the labels.
List	Generates a list of applicants recorded in the system within given date range.

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

Chapter 4: Browse/List/Export

Inside the **Open Burning** 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.

Open Burning - Browse/List/Export

Output to:

☒ Screen

☐ Printer

☐ DBF file

☐ SDF file

☐ Delimited file

C:\HDIS\EXPORT\OPEN BURNING Browse

Output data:

☒ All Fields

☐ Selected fields only

Sort by: (3 Max)

< >

- Applicant's city
- Applicant's phone
- Applicant's state
- Applicant's street
- Applicant's zip
- Approved/Denied
- Audit#
- Business Name
- Certified #
- Date issued
- Date paid
- Date received
- Effective Date
- Fee code
- Fee description
- GIS/Prefix direction
- GIS/Street
- GIS/Street #

OK Close Filters Font

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: a left-pointing arrow "<" and a right-pointing arrow ">". The right list box contains a scrollable list of field names: Applicant's city, Applicant's phone, Applicant's state, Applicant's street, Applicant's zip, Approved/Denied, Audit#, Business Name, Certified #, Date issued, Date paid, Date received, Effective Date, Fee code, Fee description, GIS/Prefix direction, GIS/Street, and GIS/Street #. Both list boxes have up and down arrow controls at their top and bottom.

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"/> APPLICANT'S CITY	=	=
<input type="checkbox"/> APPLICANT'S PHONE	=	=
<input type="checkbox"/> APPLICANT'S STATE	=	=
<input type="checkbox"/> APPLICANT'S STREET	=	=
<input type="checkbox"/> APPLICANT'S ZIP	=	=
<input type="checkbox"/> APPROVED/DENIED	=	=
<input type="checkbox"/> AUDIT#	=	=
<input type="checkbox"/> BUSINESS NAME	=	=
<input type="checkbox"/> CERTIFIED #	=	=
<input type="checkbox"/> DATE ISSUED	=	=
<input type="checkbox"/> DATE PAID	=	=
<input type="checkbox"/> DATE RECEIVED	=	=
<input type="checkbox"/> EFFECTIVE DATE	=	=
<input type="checkbox"/> FEE CODE	=	=
<input type="checkbox"/> FEE DESCRIPTION	=	=
<input type="checkbox"/> GIS/PREFIX DIRECTION	=	=
<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"/> GIS/STREET TYPE	=	=
<input type="checkbox"/> GPS/LAT-DECIMAL	=	=
<input type="checkbox"/> GPS/LON-DECIMAL	=	=
<input type="checkbox"/> ID #	=	=
<input type="checkbox"/> ISSUANCE DATE	=	=

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 **Open Burning** 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 [Filters](#) in the [Browse/List/Export](#) 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 1 Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

The screenshot shows the 'Open Burning - Count/Graph' window. It contains several sections for configuring a report:

- Report Title:** A text box containing 'Applicant's city'.
- Legend Title:** An empty text box.
- Field List:** A scrollable list of fields including 'Applicant's city', 'Applicant's phone', 'Applicant's state', 'Applicant's street', 'Applicant's zip', 'Approved/Denied', 'Audit#', 'Business Name', 'Certified #', 'Date issued', 'Date paid', 'Date received', 'Effective Date', 'Fee code', 'Fee description', 'GIS/Prefix direction', 'GIS/Street', 'GIS/Street #', 'GIS/Street suffix', 'GIS/Street suffix dir', 'GIS/Street type', 'GPS/lat-decimal', 'GPS/lon-decimal', 'ID #', and 'Issuance Date'.
- Output to:** Radio buttons for 'Screen' (selected), 'Print', 'DBF file', 'SDF file', and 'Delimited file'. A text box shows 'C:\HDISEXPORT' with a 'Browse' button.
- Output:** Radio buttons for 'top ten' (selected) and 'all'.
- Type:** Radio buttons for 'count' (selected), 'pie graph', 'pie graph (full page)', 'bar graph', and 'bar graph (full page)'.
- Sort by:** Radio buttons for 'High to low' (selected), 'Low to high', and 'by data'.
- Level 1 Group:** A list box containing 'Applicant's city', 'Applicant's phone', 'Applicant's state', and 'Applicant's street'.
- Level 2 Group:** A list box containing 'Applicant's city', 'Applicant's phone', 'Applicant's state', and 'Applicant's street'.
- Footer:** An empty text box.

Buttons for 'Filters', 'Close', and 'OK' are located at the top right.

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.

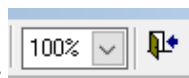
Report Designer - count.frx - Page 1

Contact's City - Count/Percentage		
Number	Percent	Contact's City
1	50 %	BEAVERCREEK
1	50 %	BELLBROOK
2	100 %	Totals

Filters

Contact's City=B

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



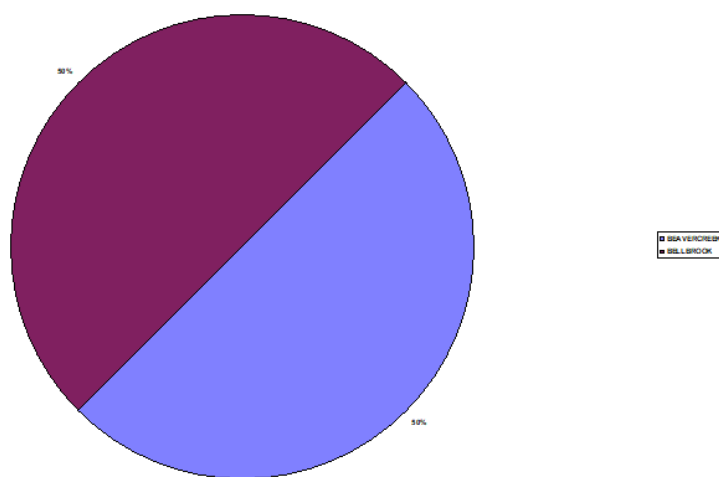
Pie Graph

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.

Contact's City

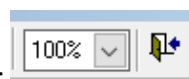


Filters
Contact's City=B

BGI HD

11/30/2017

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

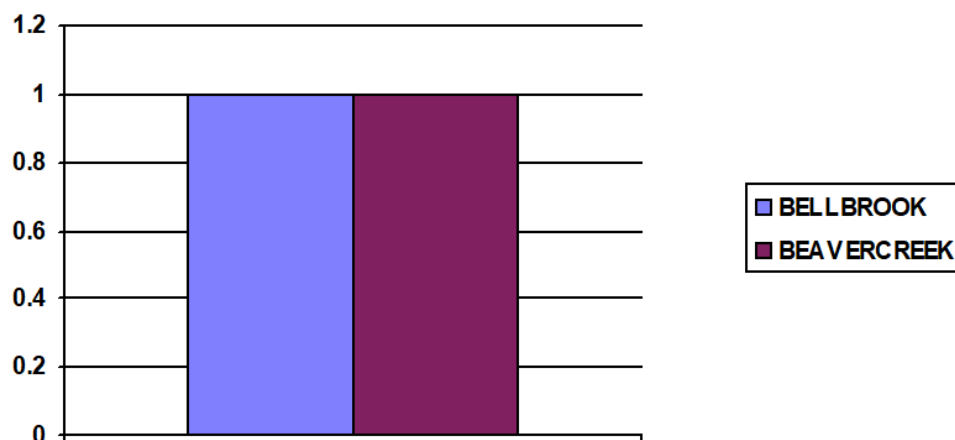


Bar Graph

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



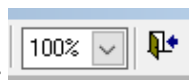
Filters

Contact's City=B

BGI HD

11/30/2017

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

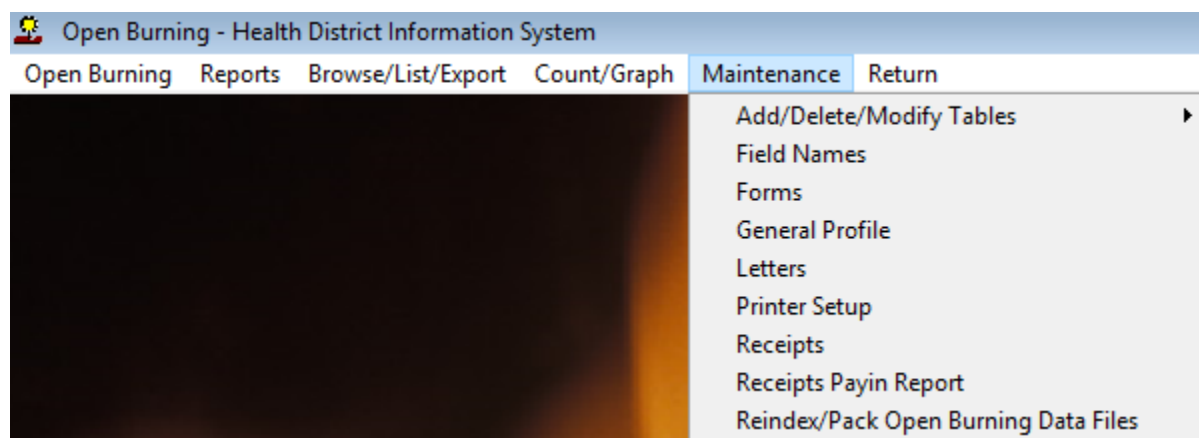


Chapter 6: Maintenance

Navigate to: **Environmental Health > Open Burning > Maintenance**

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

This area is where you can [Add/Delete/Modify](#) tables along with other actions you use in the **Open Burning tab**.



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 Open Burning		
Field Name	Data Base Field Name	
▶ APPLICANT'S CITY	OPB.CITY	
APPLICANT'S PHONE	OPB.PHONE	
APPLICANT'S STATE	OPB.STATE	
APPLICANT'S STREET	OPB.STREET	
APPLICANT'S ZIP	OPB.ZIP	
APPROVED/DENIED	OPB.APPROVED	
AUDIT#	OPB.AUDIT	
BUSINESS NAME	OPB.NAME	
CERTIFIED #	OPB.CERT_NO	
DATE ISSUED	OPB.DATE_ISS	
DATE PAID	OPB.DATE_PAID	
DATE RECEIVED	OPB.DATE_RCV	
EFFECTIVE DATE	OPB.EFF_DATE	
FEE CODE	OPB.FEECC	
FEE DESCRIPTION	OPB.DESCRPT	
GIS/PREFIX DIRECTION	OPB.GIS_PRE_DIR	
GIS/STREET	OPB.GIS_STRT	
GIS/STREET #	OPB.GIS_STRT_NO	
GIS/STREET SUFFIX	OPB.GIS_STRT_SUF	
GIS/STREET SUFFIX DIR	OPB.GIS_STRT_DIR	
GIS/STREET TYPE	OPB.GIS_PRE_TYPE	
GPS/LAT-DECIMAL	OPB.GPS_LAT_DEC	
GPS/LON-DECIMAL	OPB.GPS_LON_DEC	
ID #	OPB.ID	
ISSUANCE DATE	OPB.ISS_DATE	
LOCAL FEE	OPB.FEE_LOCAL	
LOCATION OF BURNING	OPB.LOCATION	
MATERIAL/PURPOSE	OPB.MATERIALS	
NAME OF APPLICANT	OPB.OPER_NAME	
NOTE	OPB.NOTE	
POLITICAL SUB. CODE	OPB.PS	
POLITICAL SUB. NAME	OPB.PS_CITY	
REASON DENIED	OPB.DENIED	

Forms

Navigate to: **Maintenance > Forms**

This section is where you can enter your forms for **Applications** and **License/Permit/Registration**.

If there are any changes you need to make this is the place to add or edit.

The screenshot shows a software window titled "Enter/Modify Open Burning Form Paragraphs". It has two tabs: "Application" (selected) and "License / Permit / Registration". The "Application" tab contains a large text area with the placeholder text "Insert Application here". A vertical scrollbar is on the right side of the text area. At the bottom right of the window is a "Close" button.

General Profile

Navigate to: **Maintenance > General Profile**

The **General Profile** allows you to fill out the basic information regarding **Open Burning**.

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 **Open Burning**. [After reading this page, click this link to see more information on field names.](#)

Enter/Modify Open Burning Letters

Permission Letter Denial Letter

Issuance Date: *ISSUANCE DATE* CERTIFIED MAIL 7000 1670 0004 3095 *CERTIFIED #*

BUSINESS
APPLICANT NAME
STREET
CITY, *STATE* *ZIP*

RE: PERMISSION TO OPEN BURN (ATTACHMENT A)

Dear *APPLICANT NAME*:

My staff has reviewed your application for permission to open burn, received on *DATE RECEIVED*.

In your application you requested permission to open burn: *MATERIAL* at *BURN LOCATION*. This is in a *RESTRICTED* area. Therefore, your request for permission to open burn is made pursuant to OAC-3745-19, Open Burning Standards.

I find that your request is allowed under the Ohio Administrative Code rules governing open burning. I hereby grant you permission to open burn at the site under the attached conditions. You are hereby notified that this action of the Director is final and may be appealed to the Environmental Review Appeals Commission pursuant to ORC Section 3745.04.

The appeal must be in writing and set forth the action complained of and the grounds upon which the appeal is based. It must be filed with the Environmental Review Appeals Commission within thirty (30) days after notice of the Director's action. Copies of the appeal must be serve on the Director of the Ohio EPA and the Environmental Law Division of the Office of the Attorney General within three (3) days of filing with the Environmental Review Appeals Commission at the following address:

Environmental Review Appeals Commission
236 E. Town Street, Room 300
Columbus, Ohio 43215

Close

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

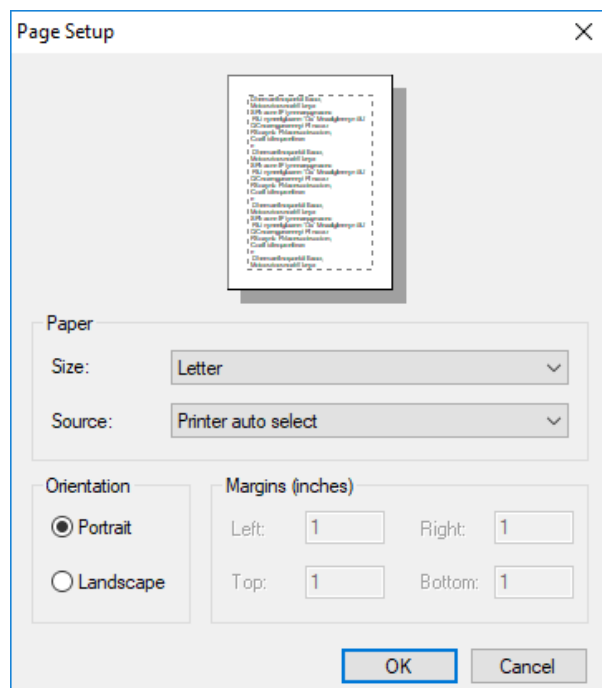
Examples: *OWNER* = TOM GORDON
 Owner = Tom Gordon
 type of animal = dog

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

Receipts

Navigate to: **Maintenance > Receipts**

The screenshot shows the 'Receipts' window with the following fields and controls:

- Date:** 03/19/2018
- Received by:** [Empty field]
- Print** and **Close** buttons.
- Fee Code:** KAY (dropdown)
- Fee Description:** KAYLE TEST
- Quantity:** 1
- Amount:** 0.00
- Check #/Cash:** [Empty field]
- Per. # / Lic.# / ID#:** [Empty field]
- Company Name or Client - Last Name First:** [Empty field]
- Address/Comment:** [Empty field]
- Add Fee** and **Delete Fee** buttons.
- Table:** A table with 8 columns: Code, Description, Quan., Amount, Check#, Name, Address/Comment, Per#/Lic#/ID#, and Received of. The table is currently empty.
- Totals:** 0 (Quan.), 0.00 (Amount).
- Receipt #:** 148904

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 **Open Burning** data entry windows by pressing **ALT-R** keys.

For more information regarding Receipt module setup please contact BGI.

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 Open Burning Data Files

Navigate to: **Maintenance > Reindex/Pack Open Burning 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.

