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

Pool/Spa/Special Use Pool User Manual

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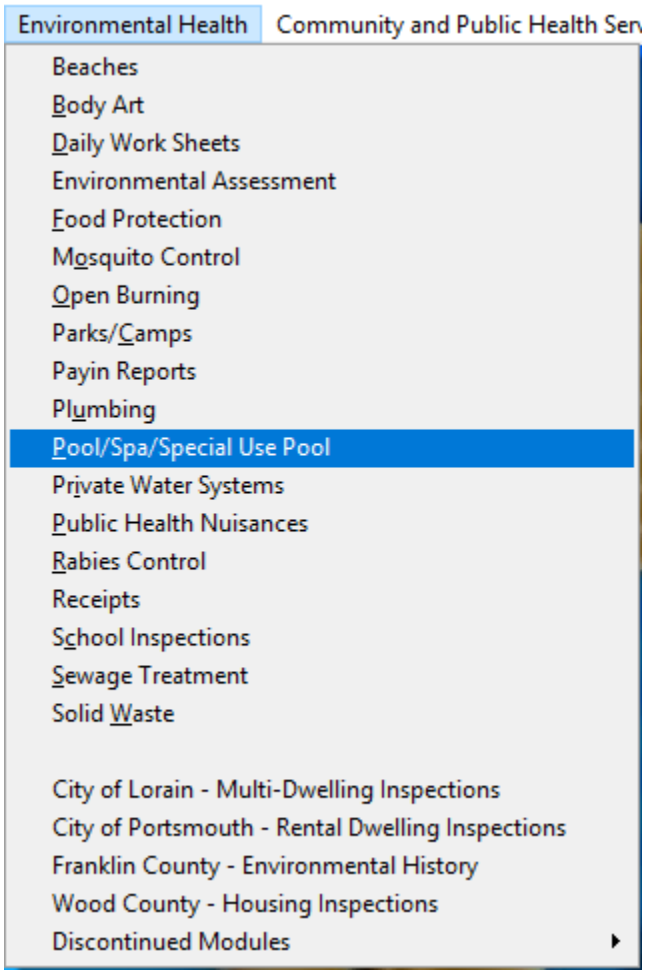
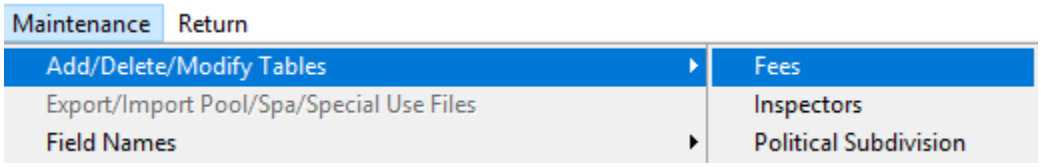
Chapter 1: Getting Started

Once the Pool/Spa/Special Use Pool Module has been installed, it can be accessed by going to:
Environmental Health > Pool/Spa/Special Use Pool

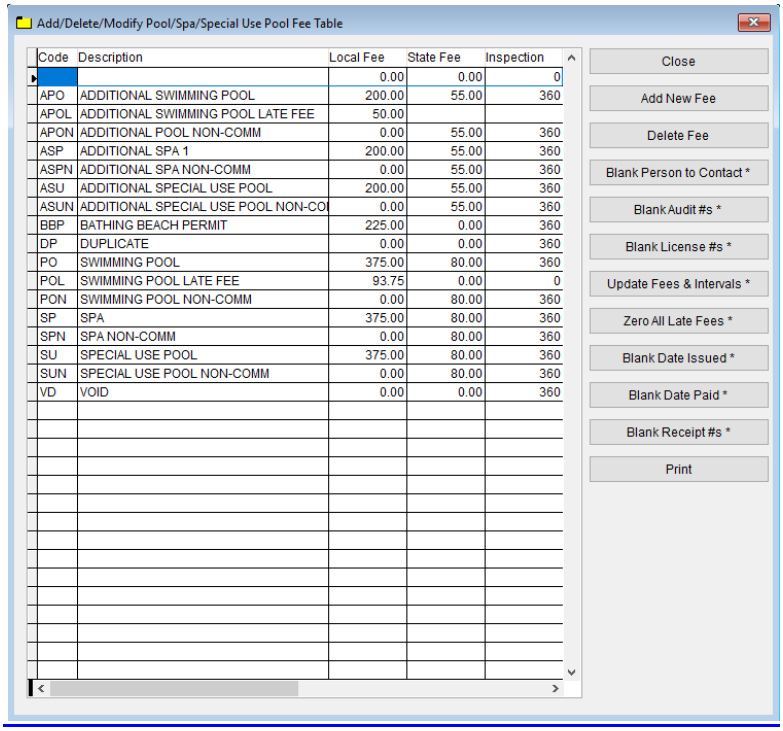


The first order of business is to complete the control files that will drive the module. After going into the Pool/Spa/Special Use Pool Module, these files can be found by going to: Maintenance > Add/Delete/Modify Tables.



Fees

From the Pool/Spa/Special Use Pool Module, navigate to: Maintenance > Add/Delete/Modify Tables > Fees.



Code	Description	Local Fee	State Fee	Inspection
		0.00	0.00	0
APO	ADDITIONAL SWIMMING POOL	200.00	55.00	360
APOL	ADDITIONAL SWIMMING POOL LATE FEE	50.00		
APON	ADDITIONAL POOL NON-COMM	0.00	55.00	360
ASP	ADDITIONAL SPA 1	200.00	55.00	360
ASPN	ADDITIONAL SPA NON-COMM	0.00	55.00	360
ASU	ADDITIONAL SPECIAL USE POOL	200.00	55.00	360
ASUN	ADDITIONAL SPECIAL USE POOL NON-CO	0.00	55.00	360
BBP	BATHING BEACH PERMIT	225.00	0.00	360
DP	DUPLICATE	0.00	0.00	360
PO	SWIMMING POOL	375.00	80.00	360
POL	SWIMMING POOL LATE FEE	93.75	0.00	0
PON	SWIMMING POOL NON-COMM	0.00	80.00	360
SP	SPA	375.00	80.00	360
SPN	SPA NON-COMM	0.00	80.00	360
SU	SPECIAL USE POOL	375.00	80.00	360
SUN	SPECIAL USE POOL NON-COMM	0.00	80.00	360
VD	VOID	0.00	0.00	360

The information entered in this table populates the fee code dropdown box in the module.
To enter Fees, follow these steps (use the tab key to advance to each field):

1. Click **Add New Fee** and enter a **Code** to identify this fee. It can be up to four characters long.
2. Enter a **Description** for this fee code.
3. Enter the amount of the **Local Fee** for this fee code.
4. Enter the amount of the **State Fee** for this fee code.
5. Enter the **Inspection** Interval in days.
6. Repeat steps 1-5 as many times as necessary.
7. Click **Close** to exit the table.

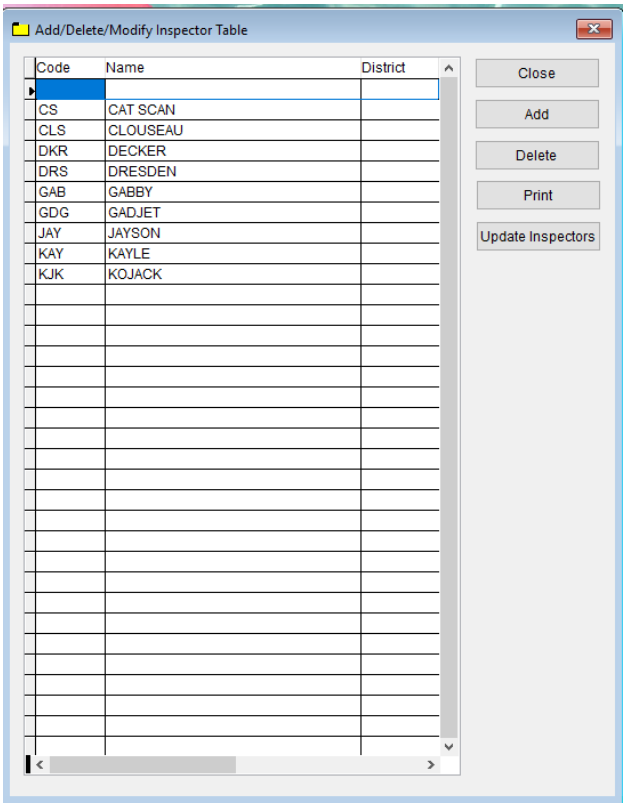
Additional information:

1. **Delete Fee**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.
3. Other buttons will be outlined later, as needed

Field/Button	Description
Code	Enter the code of the fee
Description	Enter the description of the code
Local Fee	Enter your local health department fee
State Fee	Enter state fee
Inspection	Enter the inspection interval
Close	Closes the table
Add New Fee	Adds a new fee to the table
Delete Fee	Deletes the highlighted fee
Blank Cert. Individuals*	
Blank Range of Audit # *	
Zero All Late Fees	Click this button before printing applications for the coming year. It will zero any late fees from the previous year.
Update New Fees	
Print	Prints a list of fee codes

Inspectors

From the Pool/Spa/Special Use Pool Module, navigate to: Maintenance > Add/Delete/Modify Tables > Inspectors.



If you have other HDIS Modules, this file may already be completed. The information entered in this table populates the inspector dropdown box in the module. This table cannot be populated "on the fly", so information must be entered here if you want it available in dropdown boxes throughout the module.

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

1. Click **Add** and enter a **Code** to identify this inspector. It can be up to four characters long.
2. Enter the **Name** of this inspector (Last Name, First Name).
3. Enter the **District** this inspector is assigned to, if applicable.
4. Repeat steps 1-3 as many times as necessary.
5. Click **Close** to exit the table.

Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.
3. **Update Inspectors:** Discussed later.

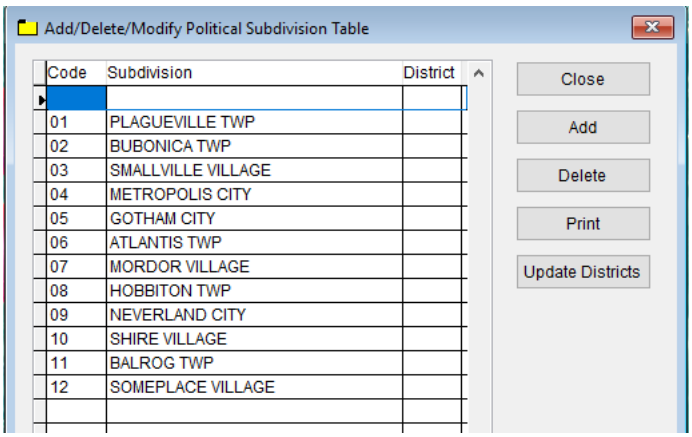
Field/Button	Description
Code	Enter a code for the inspector
Name	Enter the name of the inspector
District	Enter the inspector's district(optional)
Close Button	Closes the table
Adds Button	Adds an inspector to the table.
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Update Inspectors	Use this to assign inspectors by political subdivision.

Political Subdivision

If you have other HDIS Modules, this file may already be completed.

The information entered in this table populates political subdivision dropdown boxes in the module.

From the Pool/Spa/Special Use Pool Module, navigate to: Maintenance > Add/Delete/Modify Tables >Political Subdivisions.



1. Click **Add** and enter a **Code** to identify this political subdivision. It can be up to four characters long
2. Enter the name of this political **Subdivision**.
3. Enter the **District** this subdivision is assigned to, if applicable.
4. Repeat steps 1-3 as many times as necessary.
5. Click **Close** to exit the table.

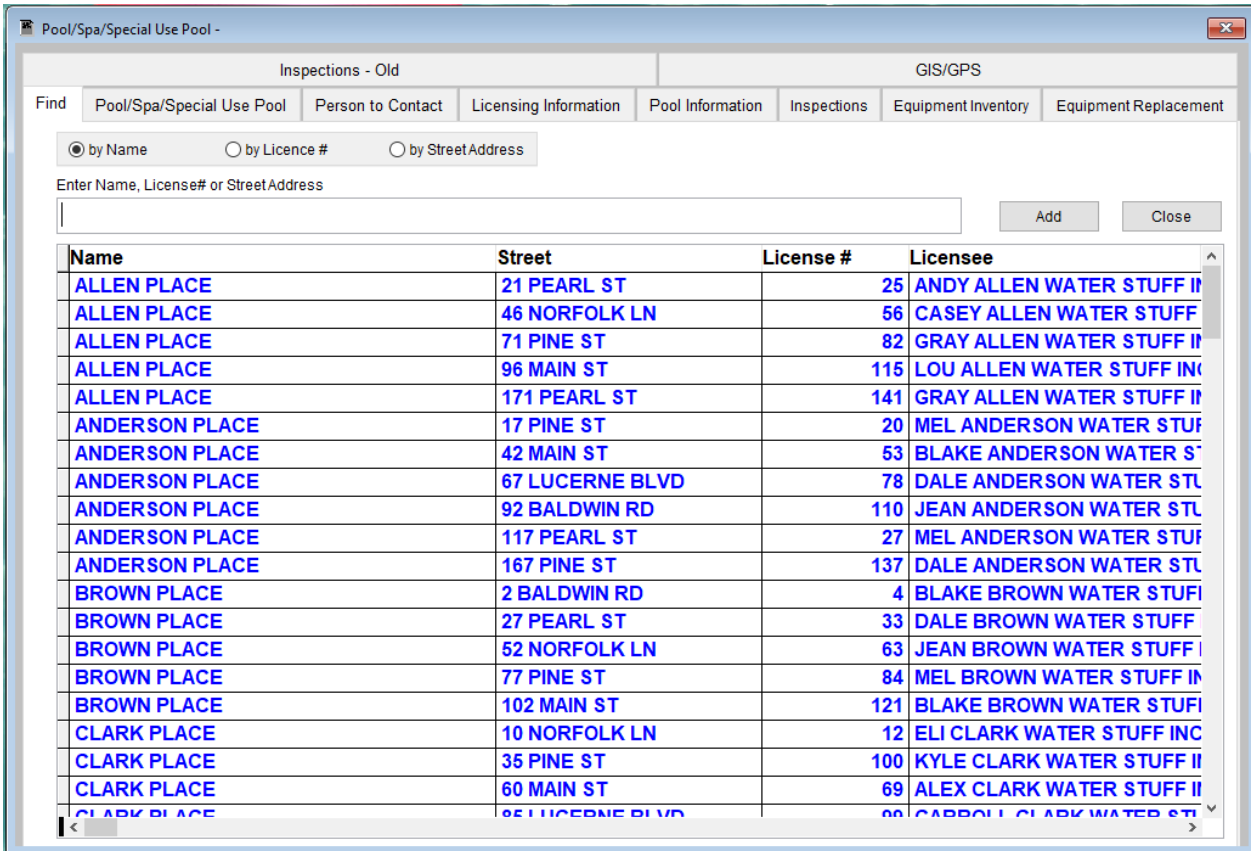
Additional information:

1. **Delete**: Use to delete the record where your cursor is positioned.
2. **Print:** Use to print the list.
3. **Update Districts:** Discussed later.

Field/Button	Description
Code	Enter the code of the subdivision
Subdivision	Enter the subdivision
Close Button	Closes the table
Add Button	Adds a code to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list

Chapter 2: Entering a Pool/Spa/Special Use Pool

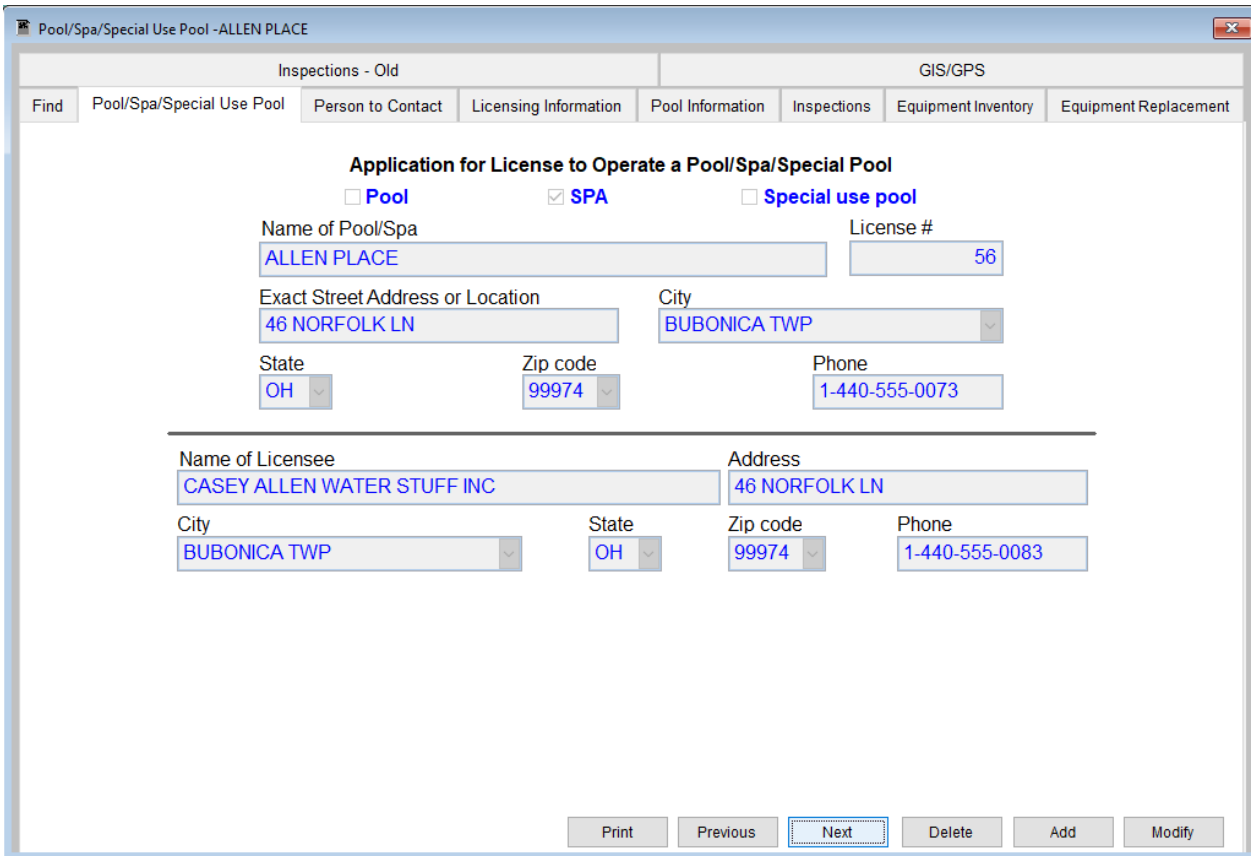
From the main screen, navigate to: Pool/Spa/Special Use Pool.



The **FIND** tab on the Pool/Spa/Special Use Pool window is for finding a previously entered Pool/Spa/Special Use Pool. You can browse through the grid to find a name or type the name in the **Enter Name, License# or Street Address** field and then press the enter key on your keyboard. To find a Pool/Spa/Special Use Pool by **License #,** click the radio button labeled **by License #** and then enter the license number. To find a Pool/Spa/Special Use Pool by **Street Address**, click the radio button labeled **by Street Address** and enter the street address.

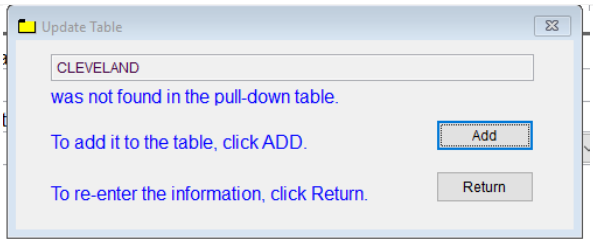
Click the **Add** button to enter a Pool/Spa/Special Use Pool. Once you click the **Add** button, you have entered a Pool/Spa/Special Use Pool record. You **do not** have to click the **Add** button again after you have entered the information.

Pool/Spa/Special Use Pool Tab

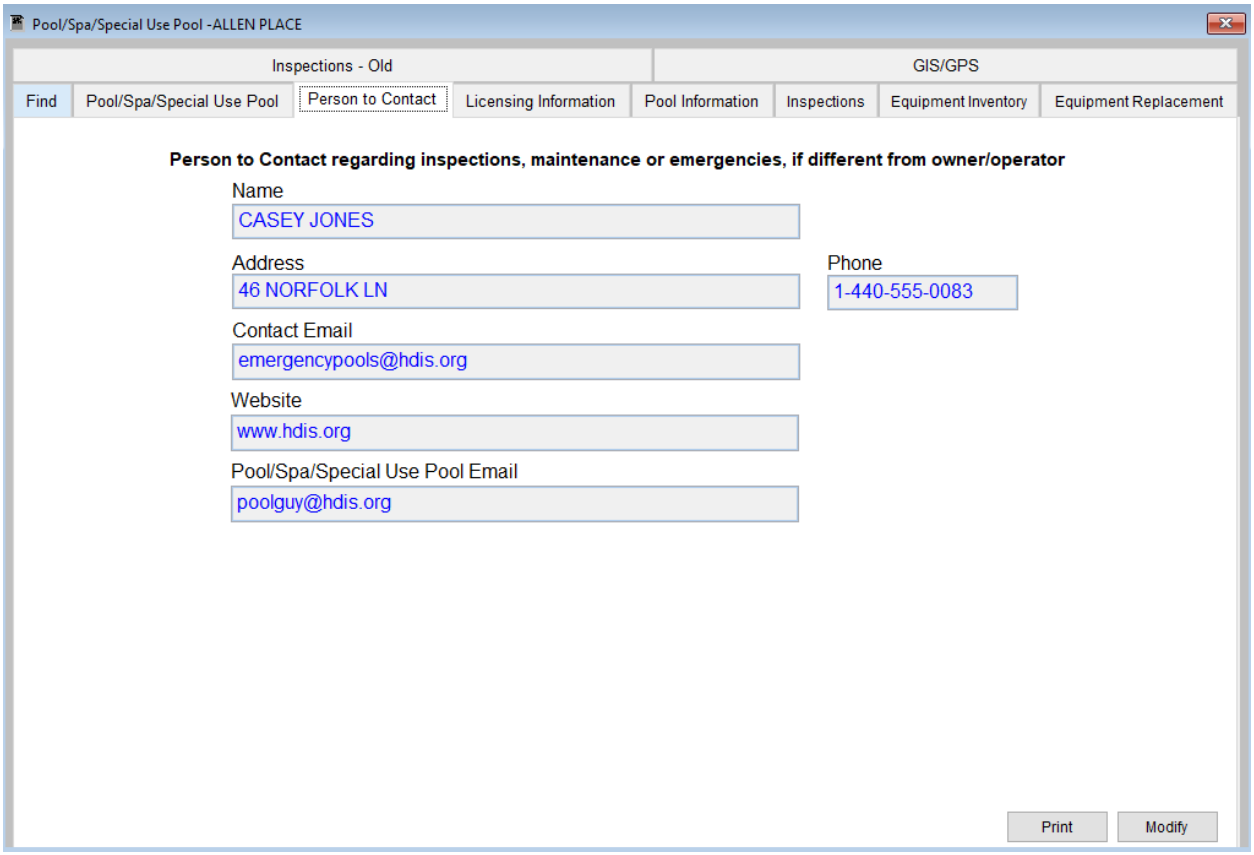


You may now begin to enter information into the fields. Remember, you can use the **Tab** key to advance from field to field. On this page, you will fill out the information for the Pool/Spa/Special Use Pool and the licensee that you received from the application.

Field/Button	Description
Pool	Mark this checkbox if this is a Pool
Spa	Mark this checkbox if this is a Spa
Special use pool	Mark this checkbox if this is a Special use pool
Name of Pool/Spa	Enter name of Pool/Spa
License #	Will automatically be completed with the next license #
Exact Street Address or Location	Enter the street address of the facility
City	Enter the city of the facility. If the city is new there will be a popup window that asks to add it to the table, click ADD. Either Add it to table or click Return to re-enter the information]

	
State	Enter the state of the facility
Zip Code	Enter the zip code of the facility
Phone	Enter the phone # for the facility. ** Note: Must start with a "1"
Name of Licensee	Enter the name of the licensee
Address	Enter the address of the licensee
City	Enter the city of the licensee
Zip Code	Enter the zip code of the licensee
Phone	Enter the phone # for the licensee. ** Note: Must start with a "1"

Person to Contact Tab

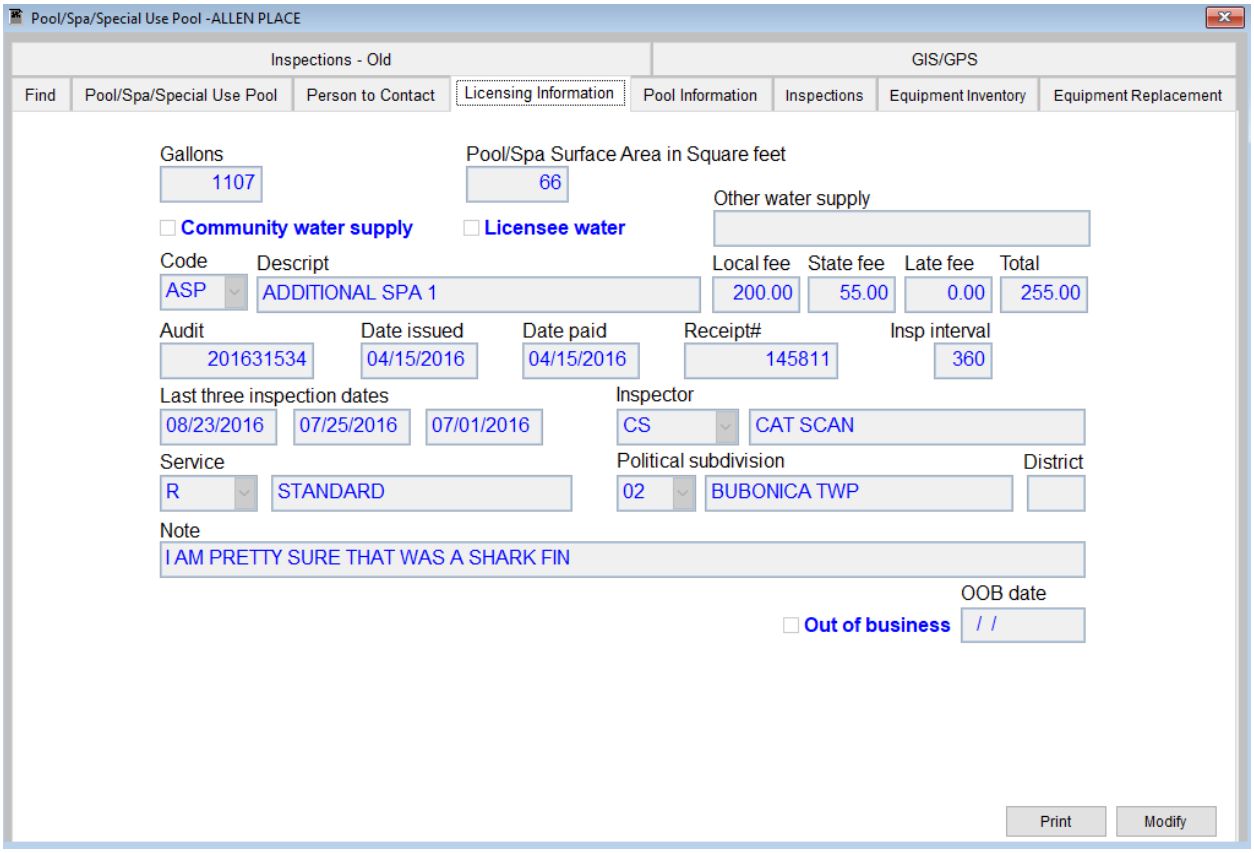


This screen designates the person(s) that you would contact regarding inspections, maintenance, and emergencies. This information can be found on the application form.

Enter a "^" (karat) between the street and city. This will allow you to print an envelope using the **Print** button.

Example: 1234 ANY STREET^PARMA, Oh 44134

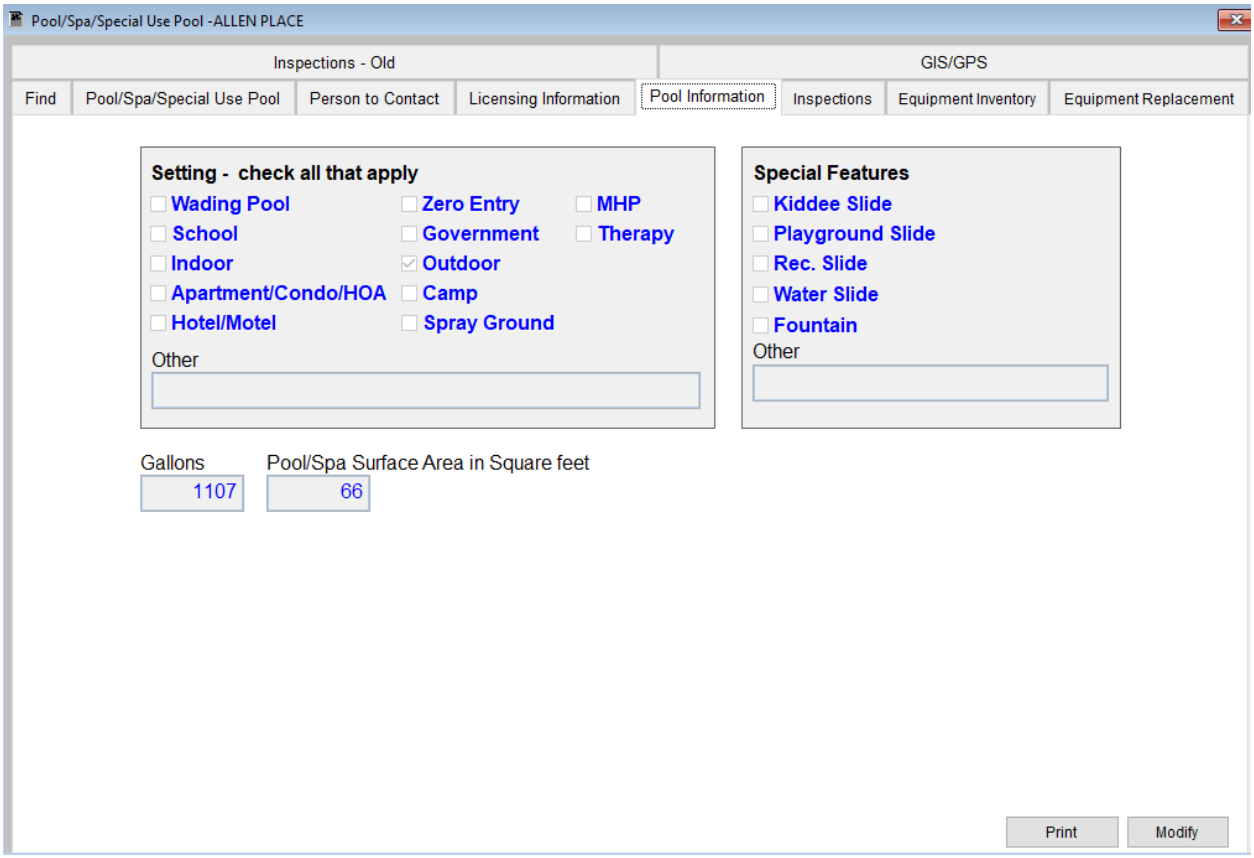
Licensing Information Tab



Field/Button	Description
Gallons	Enter the number of gallons in the pool/spa/special use pool
Pool/Spa/Surface Area in Square feet	Enter the surface area in square feet of the pool/spa/special use pool
Community Water Supply	Check if the pool/spa/special use pool is supplied by community water
Licensee Water	Check if the pool/spa/special use pool is supplied by the licensee
Other water supply	Enter if the water is supplied by something other than the community or licensee
Code	Choose the fee code for the pool/spa/special use pool
Description	(filled out once fee code is selected)
Local Fee	(filled out once fee code is selected)
State Fee	(filled out once fee code is selected)
Late Fee	(filled out by running delinquent letters)
Total	(filled out once fee code is selected)
Audit	(filled out once a license fee code is printed)
Date issued	Date permit issued
Date Paid	Date the permit was paid

Receipt #	Receipt number for the permit
Inspection Interval	(filled out once fee code is selected)
Last Three Inspection Dates	Enter your last three inspection dates
Inspector	Inspector's code and name
Service	Reason code and description
Political subdivision	Political subdivision code, city, and subdivision number
District	District of the pool/spa/ special use pool
Note	Enter your notes
Out of Business	Check if the pool/spa/special use pool is out of business
OOB Date	Enter the out of business date
Print	Opens the print menu
Modify	Click to modify the information on the page
OOB Date	Enter the out of business date
Print	Opens the print menu

Pool Information Tab

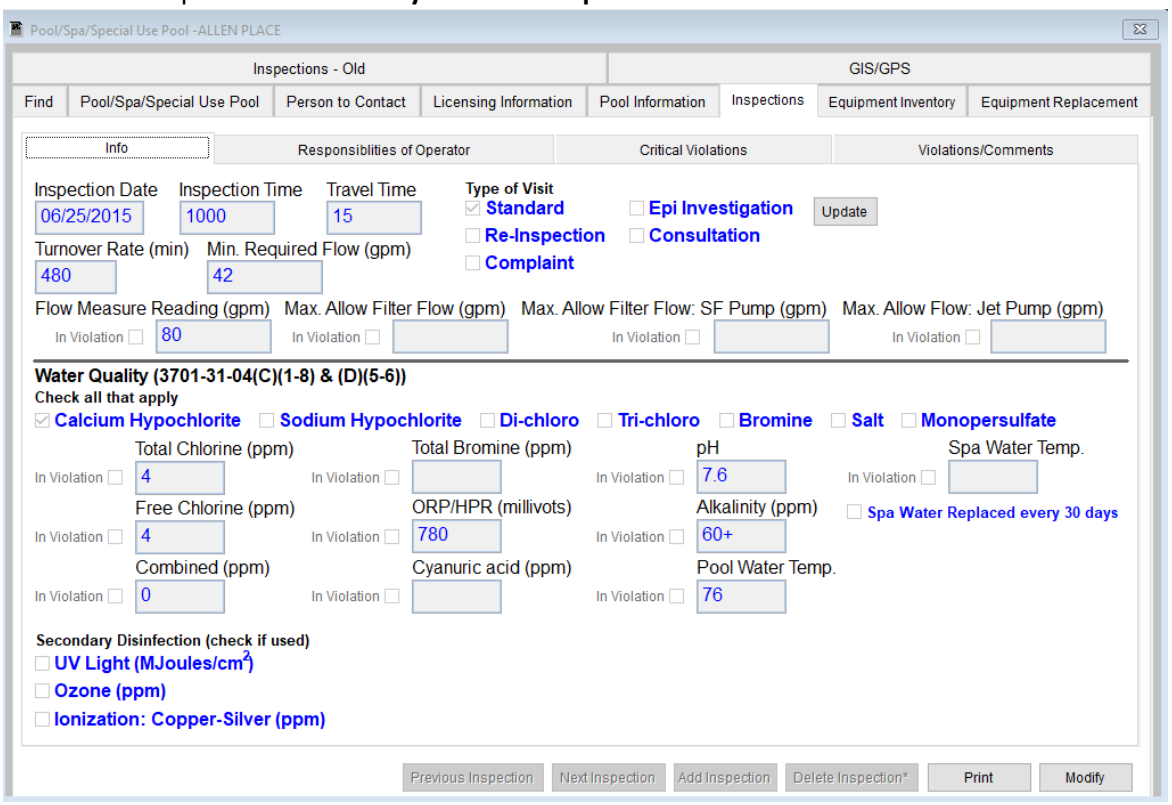


On the **Pool Information** page you will choose the **Type** of pool and also choose the Special Features of the pool. This information will be displayed on top of your inspection form.

Inspections Tab

Info Tab

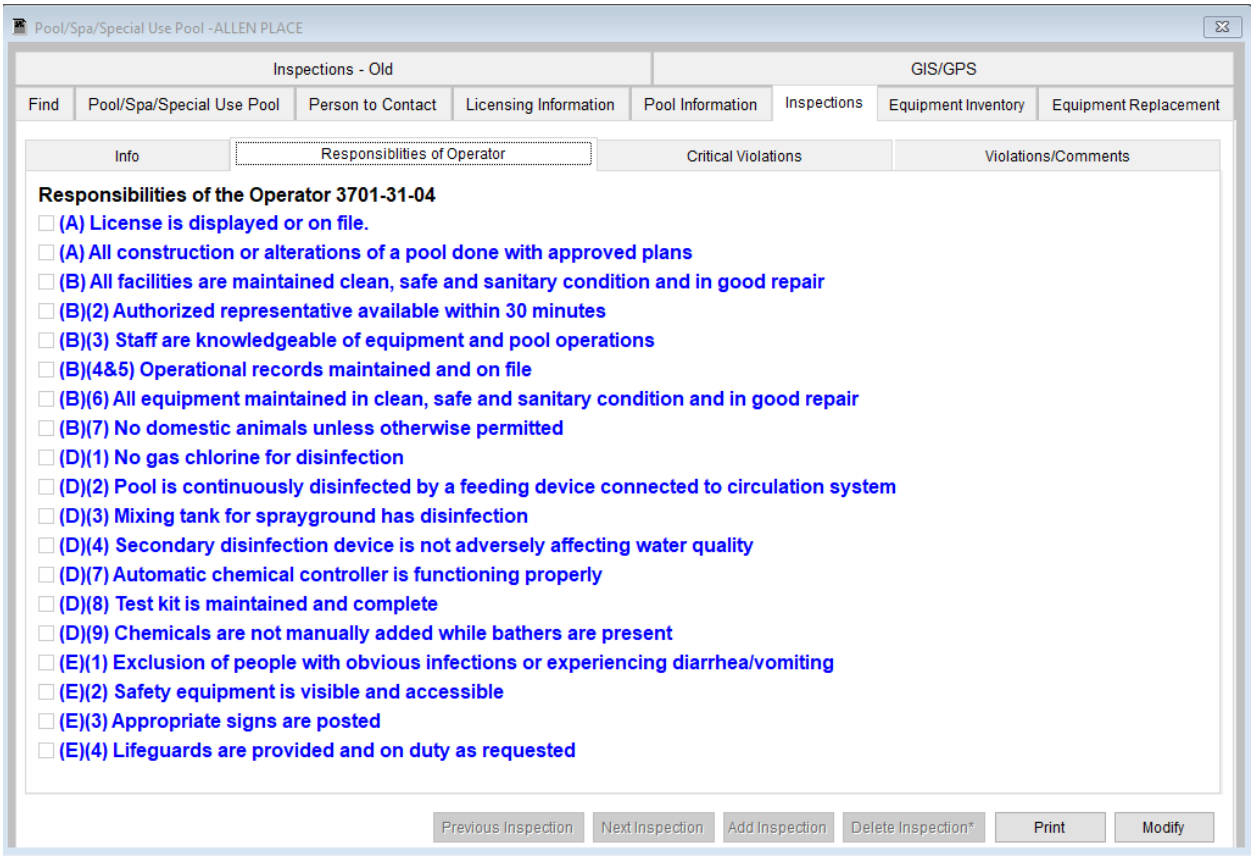
To enter an inspection click **Modify** then **Add Inspection**.



First enter an Inspection Date.

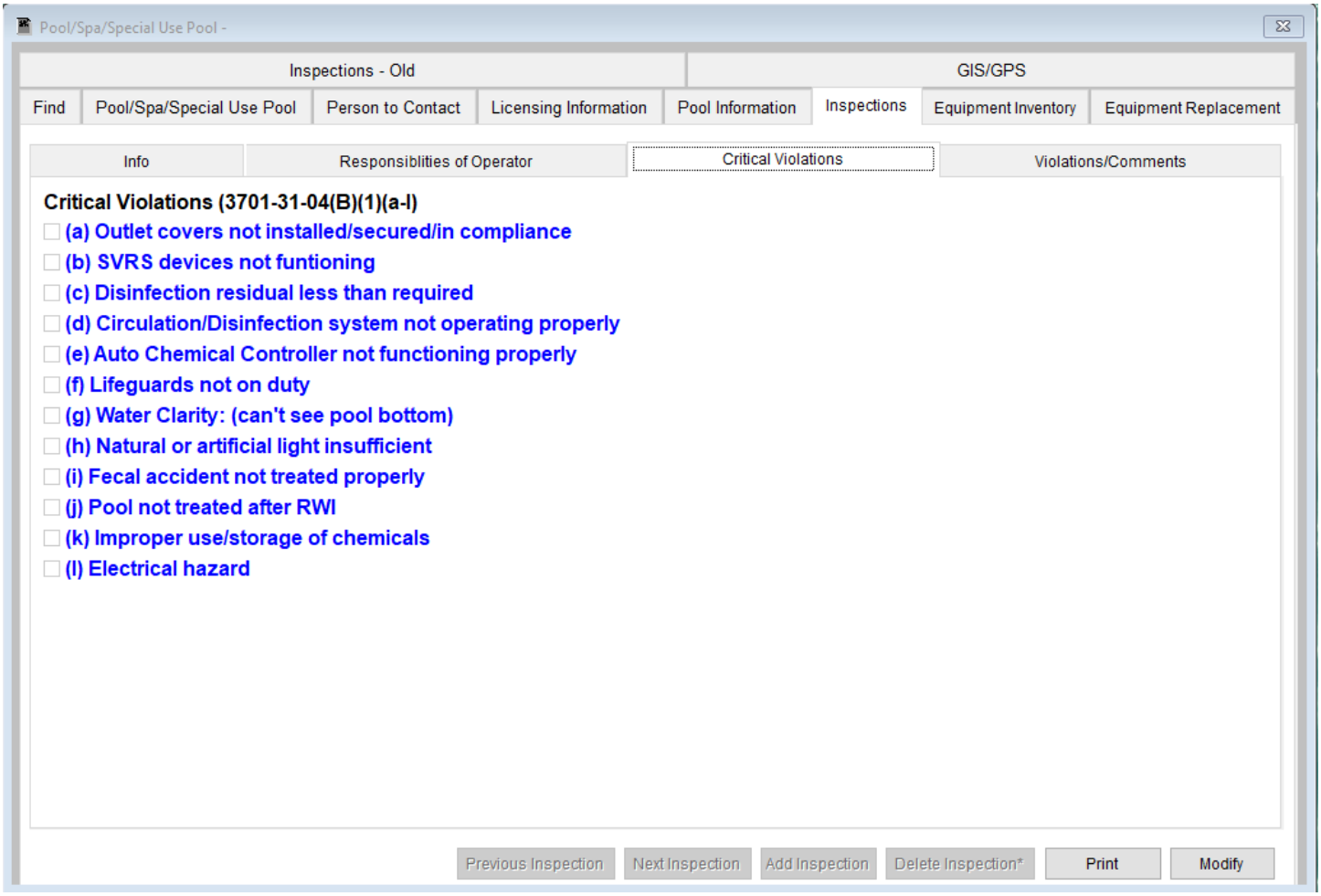
Field/Button	Description
Inspection Date	Enter the date of the inspection
Inspection Time	Enter the time of the inspection
Travel Time	Enter the travel time
Type of Visit	Check the type of visit
Turnover Rate(min)	Enter minimum Turnover Rate
Min.Requred Flow(gpm)	Enter minimum Required Flow
Flow Measure Reading (gpm)	Check mark and insert box
Max.Allow Filter Flow (gpm)	Check mark and insert box
Max.Allow Filter Flow: SF Pump (gpm)	Check mark and insert box
Max.Allow Flow: Jet Pump (gpm)	Check mark and insert box
Water Quality	Check all that apply
Secondary Disinfection	Check if used

Responsibilities of Operator



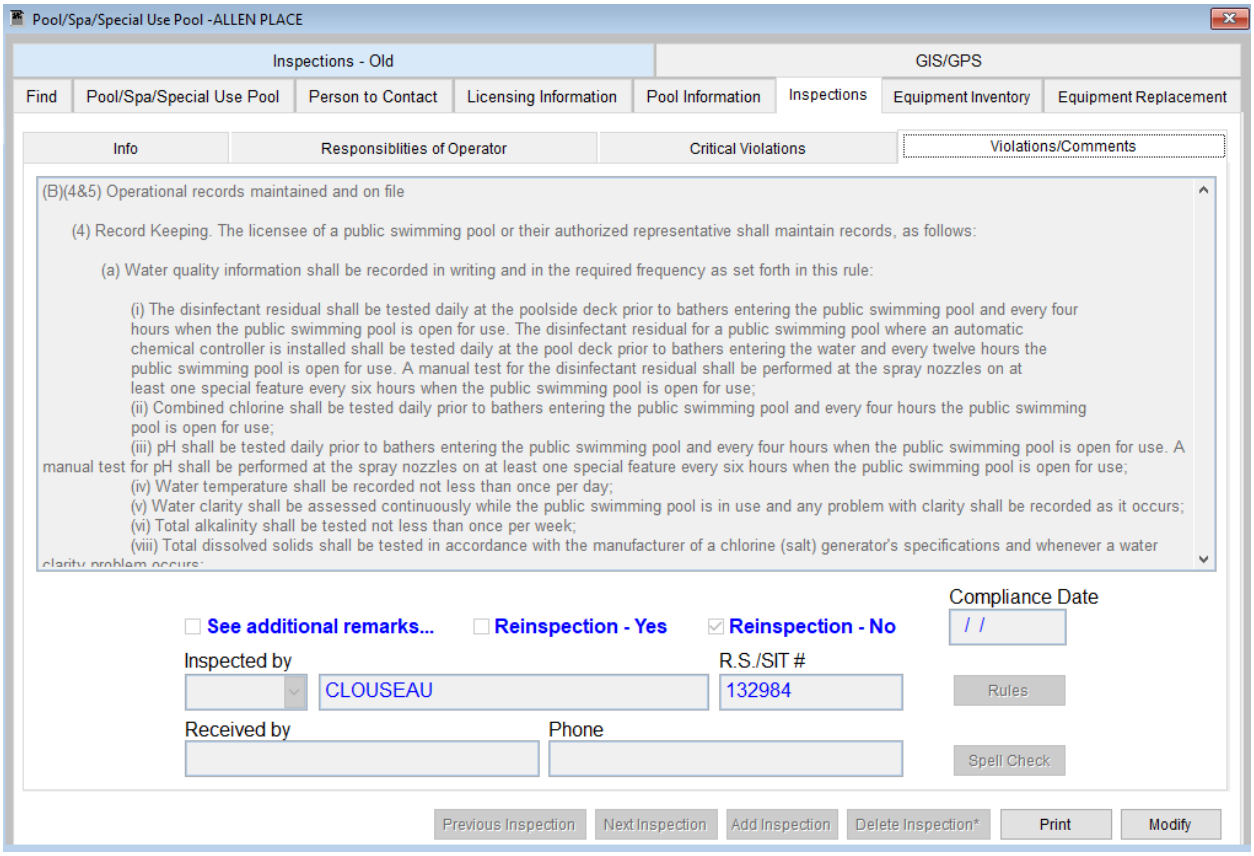
Check any responsibilities of the operator that apply.

Critical Violations



Check any Critical Violations that apply.

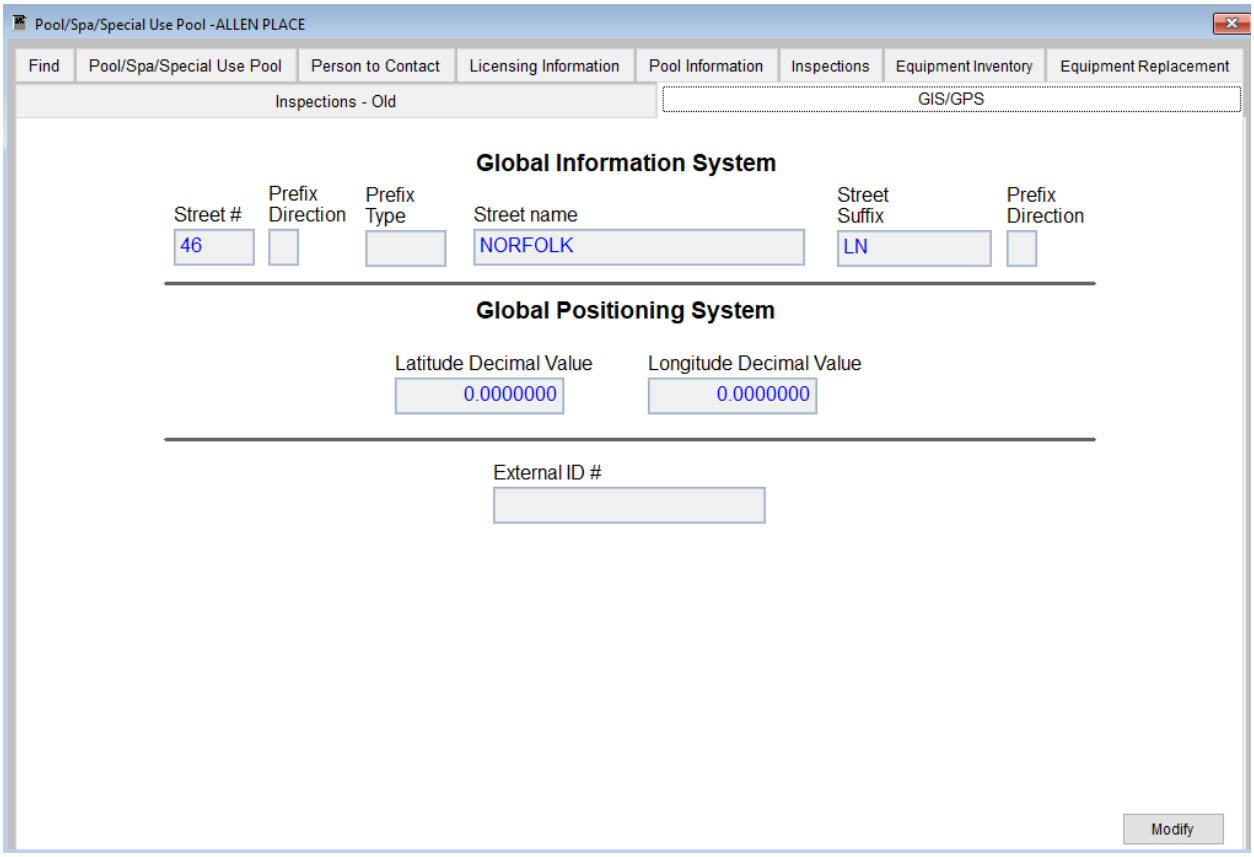
Violations/Comments



The **Violations/Comments** page displays the rules that you added. You may also add your comments specific to the rules.

Field/Button	Description
Violation(s)/Comment(s)	Displays the selected rules from the “Violations” tab along with your comments.
Inspected by	Choose the inspector who performed the inspection.
R.S./SIT#	
Received by	Enter the person who received the inspection form.
Rules	Click to open all inspection rules.
Spell Check	Click to perform a spell check on your comments.
Phone	Enter Received By’s phone number [*Must start with 1*]

GIS/GPS Tab

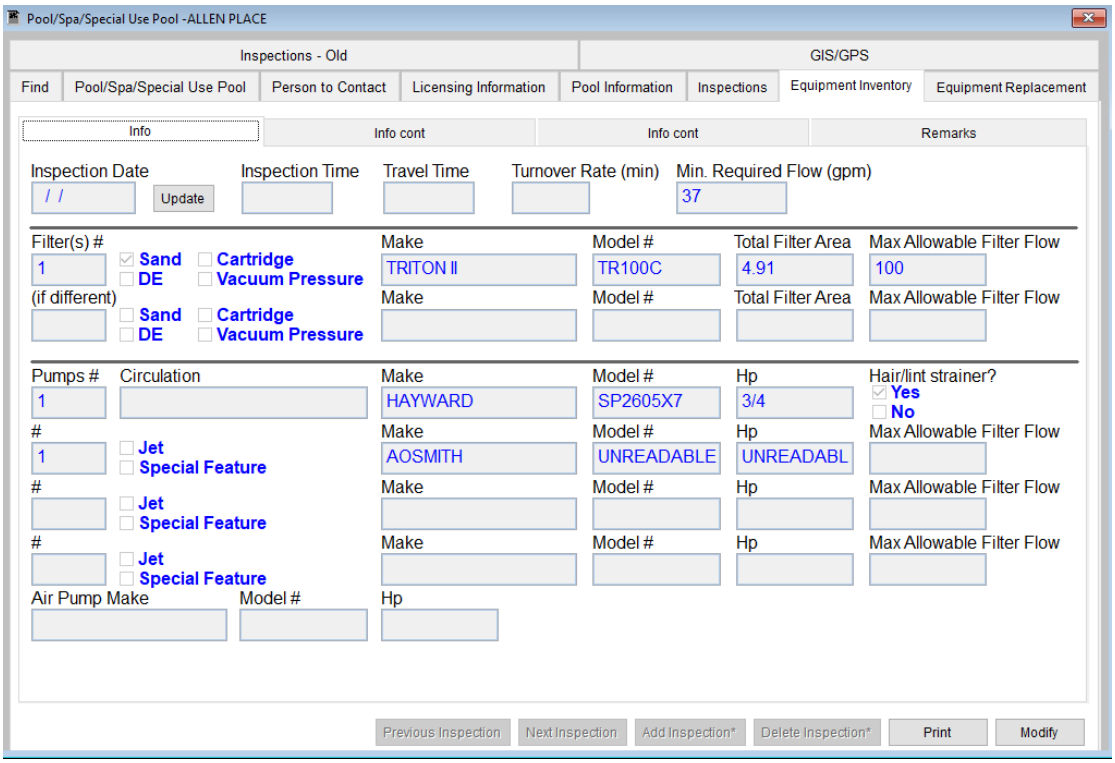


The **GIS/GPS** tab allows you to enter your GPS coordinates for mapping purposes.

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 screen

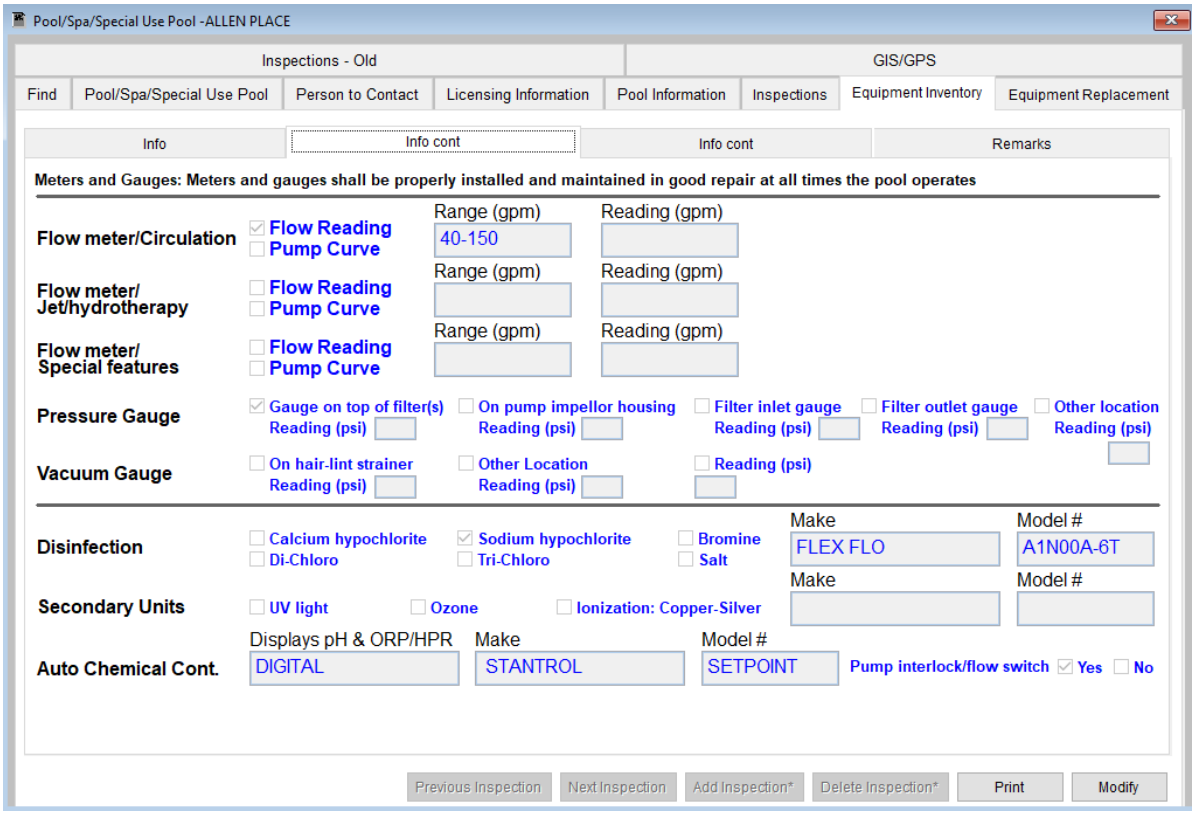
Equipment Inventory Tab

Info Tab



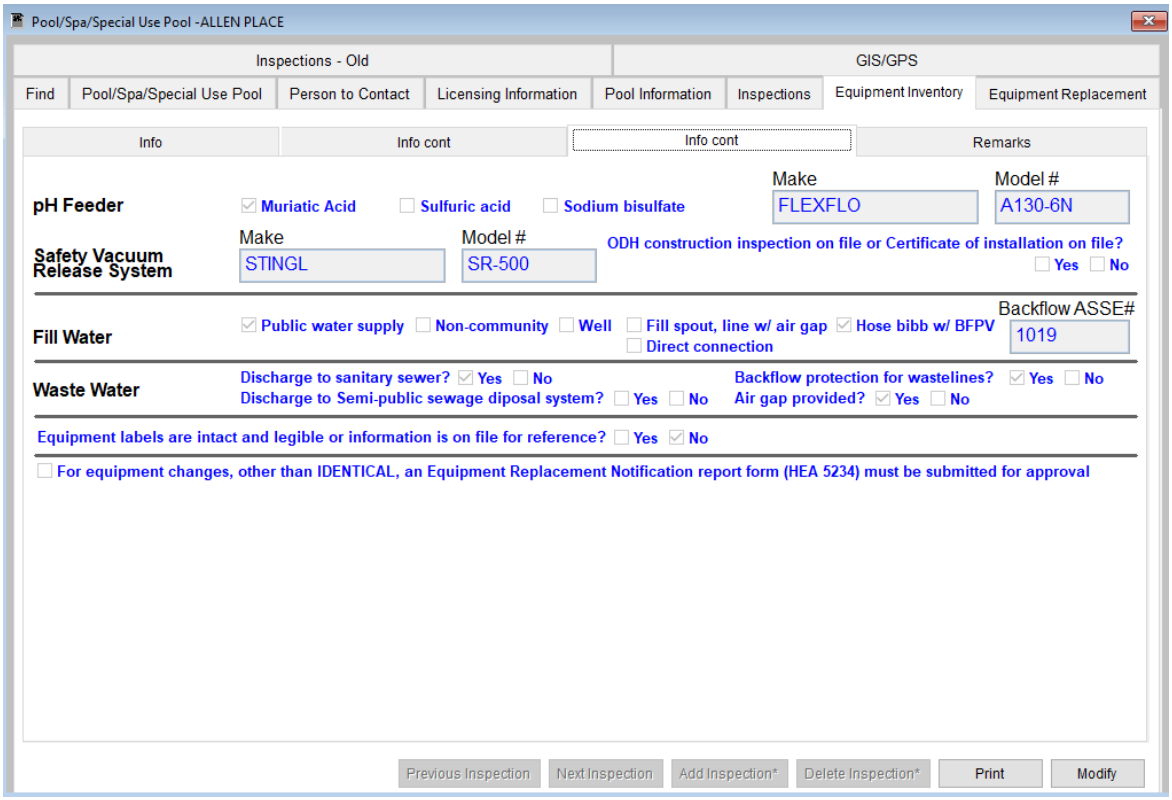
Field/Button	Description
Inspection Date	Enter the date of the inspection
Inspection Time	Enter the time of the inspection
Travel Time	Enter the travel time
Turnover Rate(min)	
Min. Required Flow(gpm)	
Filter(s)#	
Sand, DE Cartridge, Vacuum Pressure	Check if applies
Make	Enter the make
Model #	Enter the model number
Total Filter Area	
Max Allowable Filter Flow	
Pumps#	
Circulation	
HP	
Hair/lint Strainer	Check yes or no
Jet/Special Feature	Check if applies
Air Pump Make	Enter air pump make

Info cont Tab



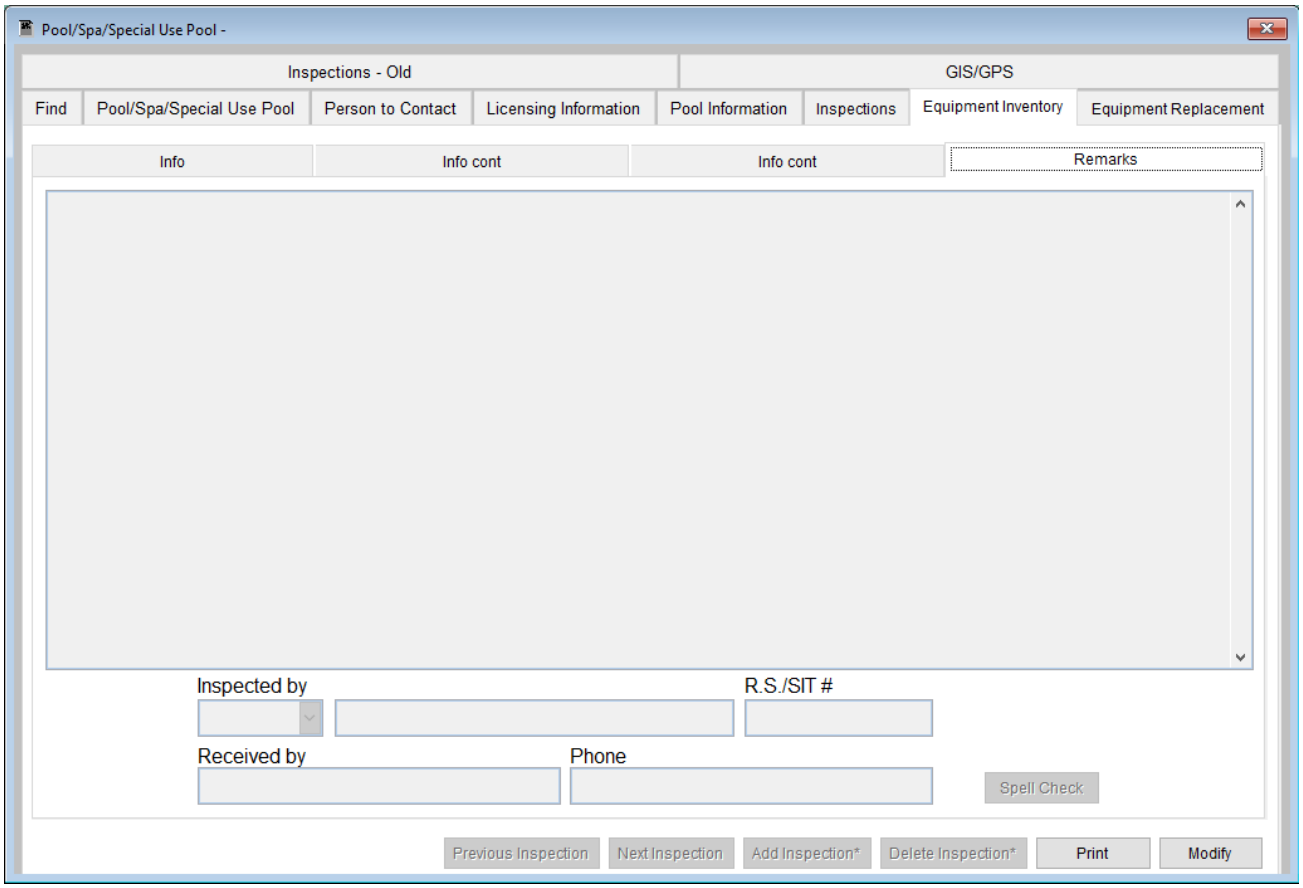
Field/Button	Description
Flow meter/Circulation [Flow Reading, Pump Curve]	Check if applies
Range (gpm)	
Reading (gpm)	
Flow meter/Jet/hydrotherapy	Check if applies
Flow meter/Special features	Check if applies
Pressure Gauge [Gauge on top of filter(s), Reading (psi), On pump impellor housing, Filter inlet gauge, Filter outlet gauge, Other location]	Check if applies, Enter Reading (psi)
Vacuum Gauge [On hair-lint strainer, Reading (psi), Other Location, Reading (psi)]	Check if applies, Enter Reading (psi)
Disinfection [Calcium hypochlorite, Sodium hypochlorite, Bromine, Di-Chloro, Tri-Chloro, Bromine, Salt	Check if applies
Make	Enter make
Model	Enter model
Auto Chemical Cont. Displays pH & ORP/HPR	
Pump interlock/flow switch [Yes, No]	Check yes or no

Info cont Tab



Field/Button	Description
pH Feeder [Muriatic Acid, Sulfuric acid, Sodium bisulfate]	Check if applies
Make	Enter make
Model #	Enter model number
Safety Vacuum Release System [Make, Model #]	Enter make and model number
ODH construction inspection on file or Certificate of installation on file?	Check Yes or No
Fill Water [Public water supply, Non-community, Well, Fill spout, line w/air gap, Hose bibb w/BFPV, Direct connection]	Check if applies
Backflow ASSE#	Enter Backflow ASSE number
Waste Water [Discharge to sanitary sewer? Backflow protection for wastelines? Discharge to Semi-public sewage disposal system? Air gap provided?	Check Yes or No
Equipment labels are intact and legible or information is on file for reference?	Check Yes or No
For equipment changes, other than IDENTICAL, an Equipment Replacement Notification report form (HEA 5234) must be submitted for approval	Check if applies

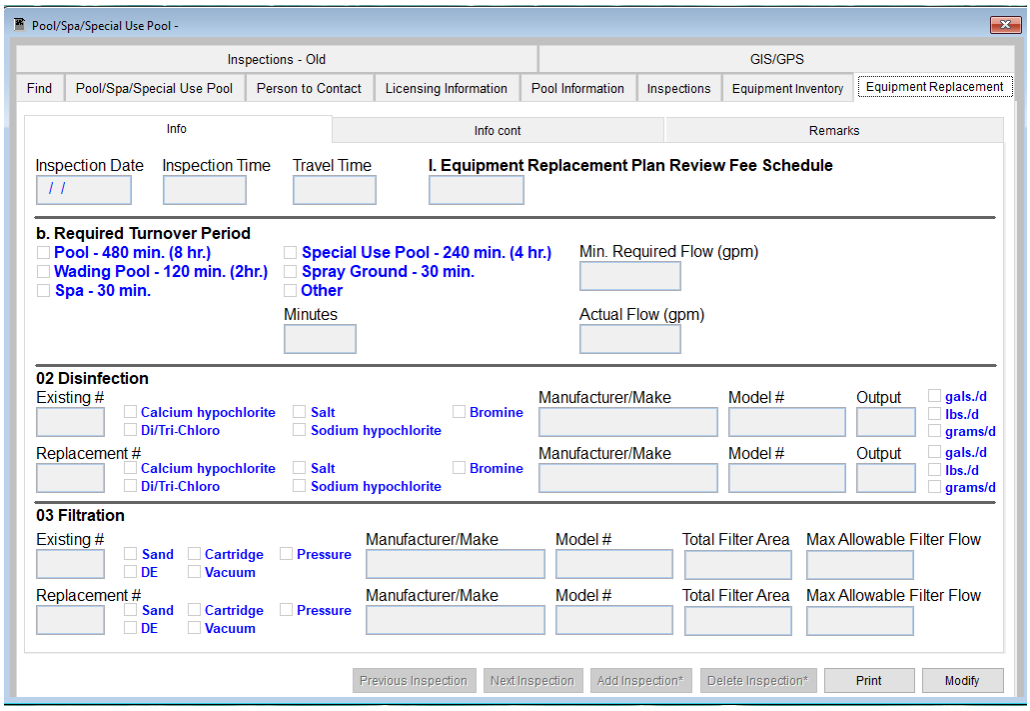
Remarks Tab



Field/Button	Description
Inspected by	Choose the inspector who performed the inspection
R.S/SIT#	
Received by	Enter the person who received the inspection form
Phone	Enter Received By's phone number [*Must start with 1*]
Print	Opens the print menu
Modify	Click to modify the information on the page

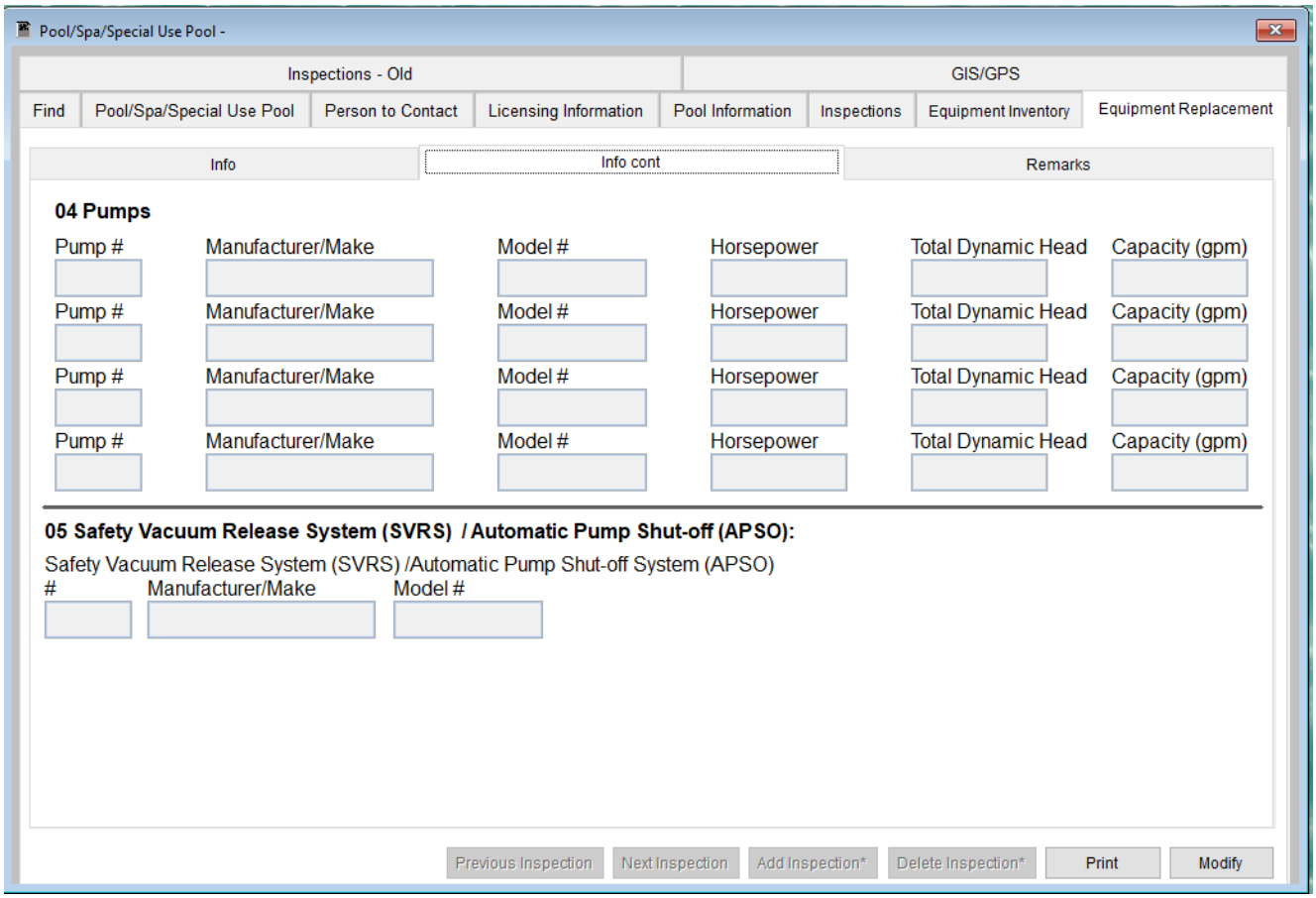
Equipment Replacement Tab

Info Tab



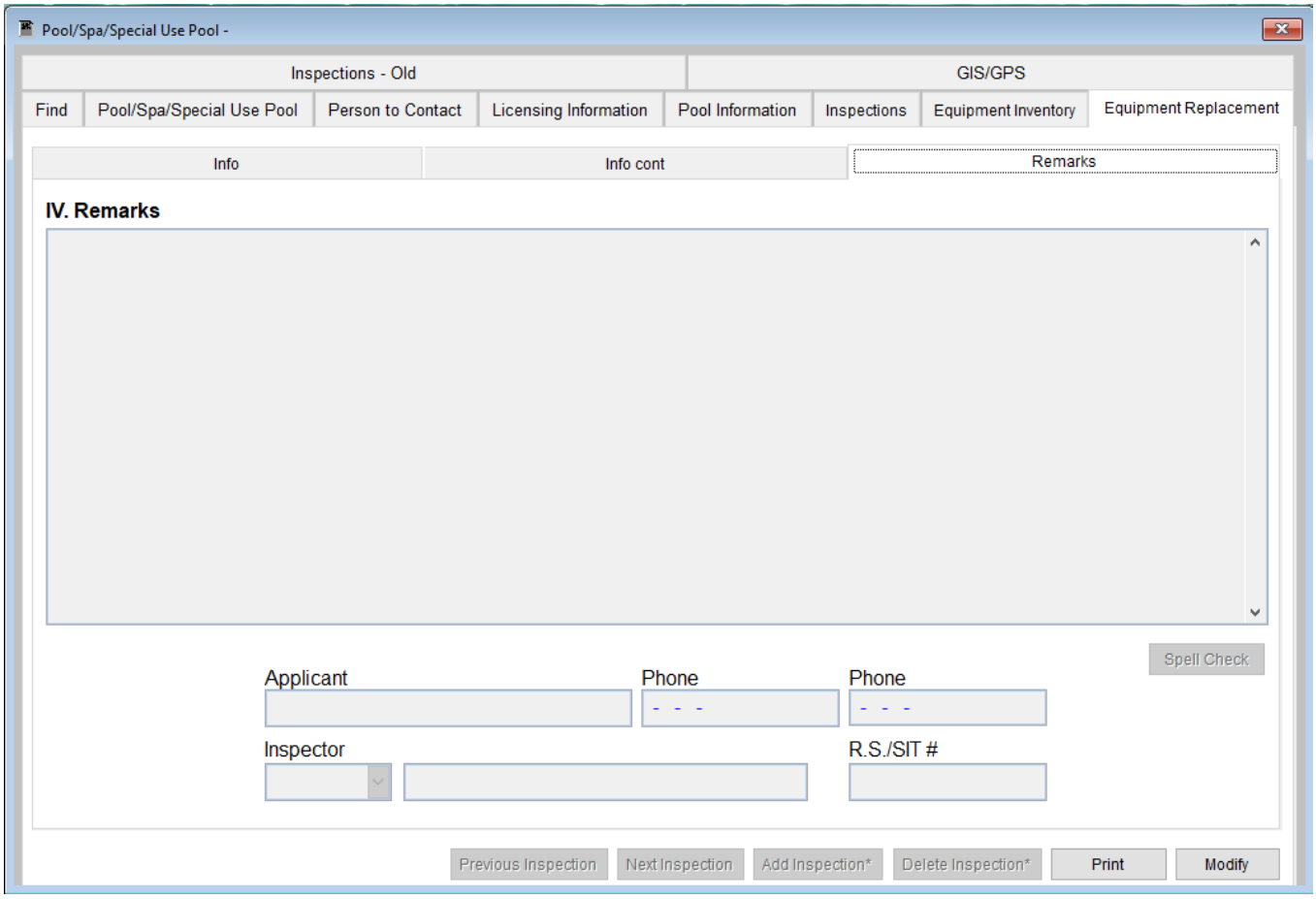
Field/Button	Description
Inspection Date	Enter date of Inspection
Inspection Time	Enter time of Inspection
Travel Time	Enter travel time
I. Equipment Replacement Plan Review Fee Schedule	
b. Required Turnover Period [Pool, Wading Pool, Spa, Special Use Pool, Spray Ground, Other]	Check if applies
Min.Required Flow (gpm)	
Minutes	Enter minutes
Actual Flow (gpm)	
Existing #	Enter existing number
Calcium hypochlorite, Salt, Bromine, Di/Tri-Chloro, Sodium hypochlorite	Check if applies
Manufacturer/Make	Enter Manufacturer/Make
Model #	Enter Model number
Output	Enter output
Gals./d, lbs./d, grams	Check if applies
Existing #	Enter existing number
Sand, Cartridge, Pressure, DE, vacuum	Check if applies
Total Filter Area	
Max Allowable Filter Flow	

Info cont Tab



Field/Button	Description
Pump #	Enter pump number
Manufacturer/Make	Enter manufacturer/make
Model #	Enter model number
Horsepower	Enter horsepower
Total Dynamic Head	Enter the total dynamic head
Capacity (gpm)	

Remarks Tab

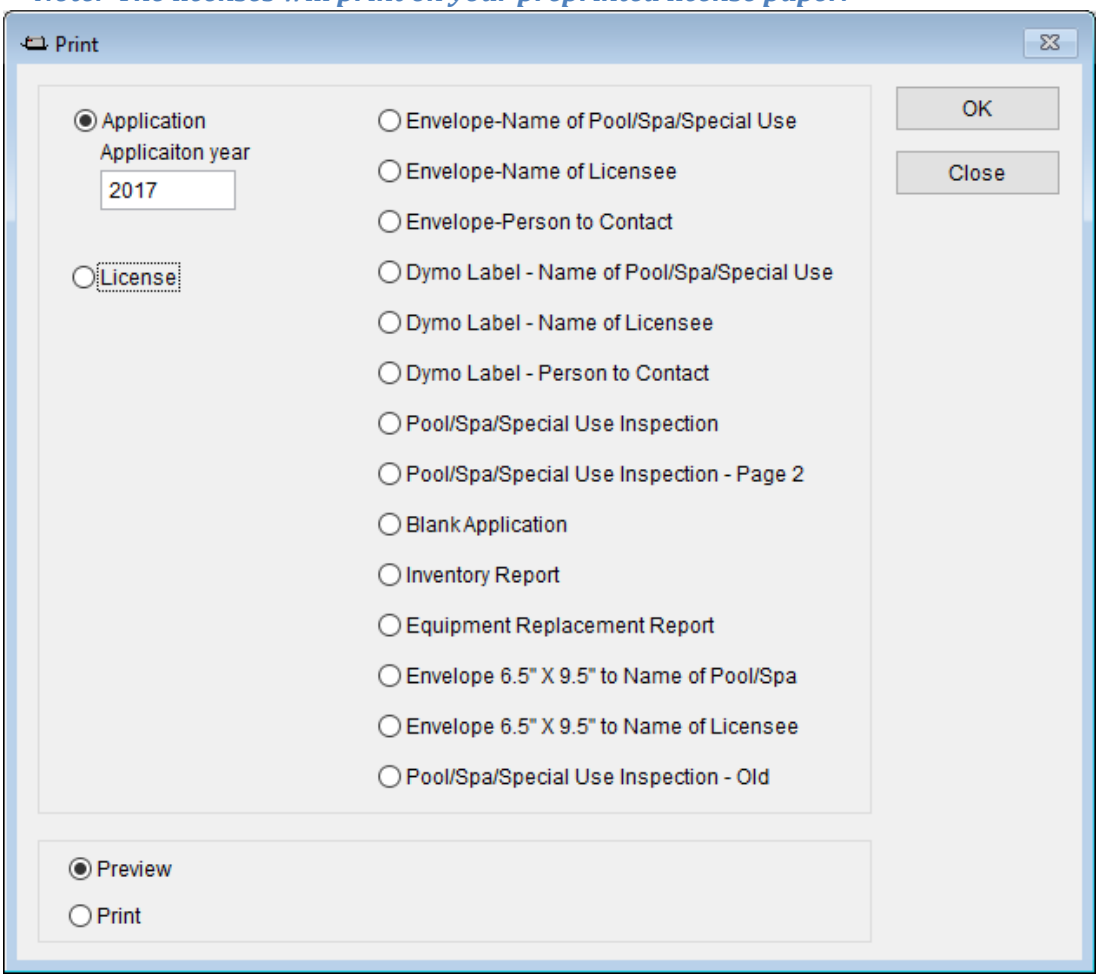


Field/Button	Description
Applicant	Enter applicant's name
Phone	Enter phone number [*Must begin with 1*]
Inspector	Enter Inspector
R.S/SIT #	
Spell Check	Click Spell Check to check for spelling errors
Remarks	Enter any remarks needed

Print

The **Print** button is available on all the tabs.

***** Note: The licenses will print on your preprinted license paper. *****



Field/Button	Description
Application	Prints out an application (right click OK to print a blank app.)
Application year	Specify the year you want the application printed for.
License	Prints out a license on the preprinted license paper. HDIS will automatically display the next available audit #. When you receive a new packet of licenses, enter the Audit # of the first license in the packet.
Envelope – Pool/Spa/Special Use	Prints an envelope addressed to the Pool/Spa/Special Use Pool

Envelope - Licensee	Prints an envelope addressed to the licensee.
Person to Contact	Prints an envelope addressed to the person to contact.
Pool/spa/special use pool Inspection	Prints out the Pool/spa/special use pool inspection form.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing a license, this button will appear. Click to update the new Audit Number and also the date issued.
Void	After printing a license, this button will appear. If you discover you incorrectly printed the license, click the Void button, which will create a Void record that will account for the license audit number.

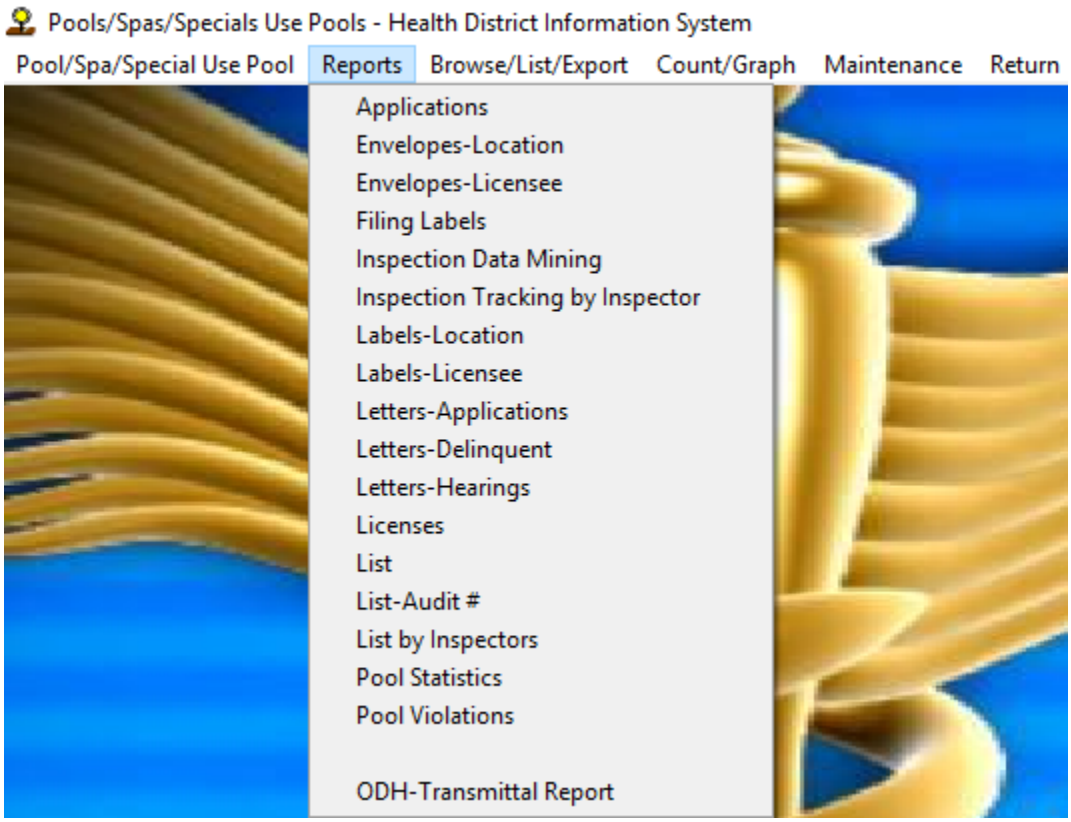
How to Void a License:

There are two ways to void a license. The first way is described above when you are in the Print window and have just incorrectly printed a license. The second way is as follows:

Click the Window Tab **Find**
Click the **Add** button
Click the appropriate check box for type of license
Enter "**\ VOID"** in the name field (use a backslash and a space before the word "VOID").
Click the "**Licensing Information"** window tab
Enter the fee code as "**VD"**
Enter the audit number you are voiding in the "**Audit"** field
Enter the date voided in the "**Date Issued"** field

Chapter 3: Reports

Reports



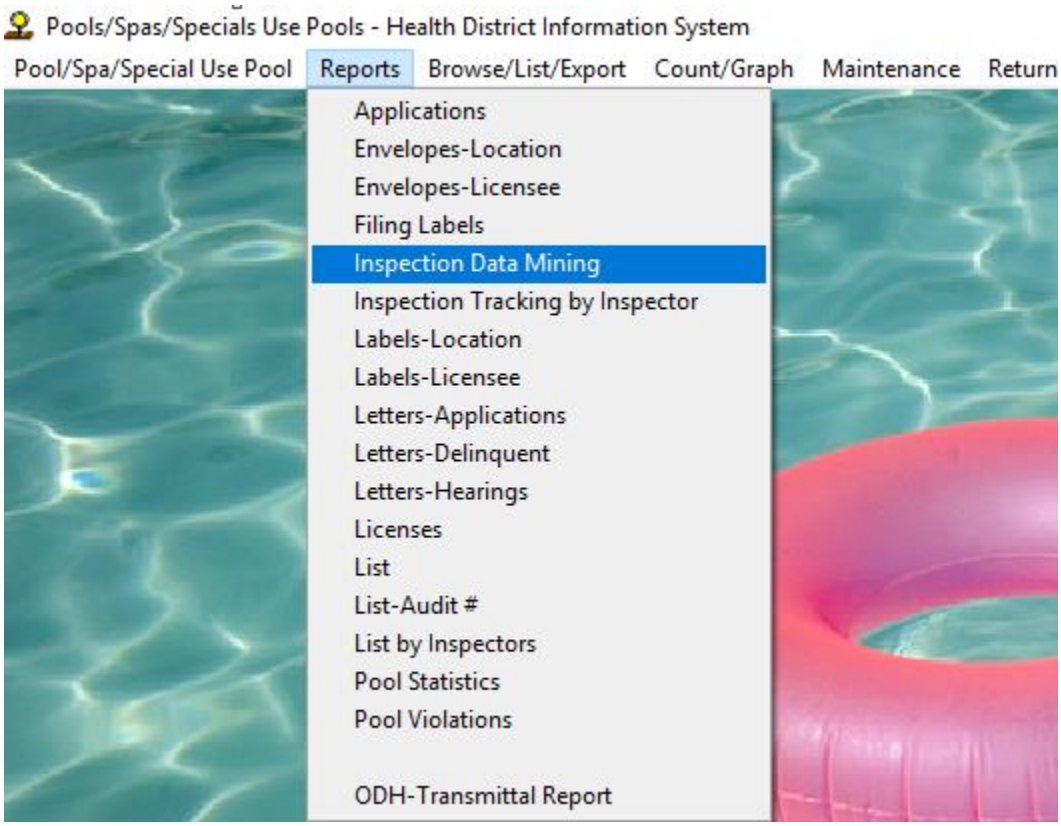
The Pool/Spa/Special Use Pool module has a set of pre-defined reports from which to choose. Each report will ask for **From date issued** and **To date issued.** This is to prevent printing a report for a Pool/spa/special use pool that is Out of Business or did not apply for a license.

You may preview the report before printing. Also, you have the ability to use filters to build a query.

Field/Button	Description
Applications	This will generate personalized application letters for each pool/spa/special use pool that meets the criteria set in the “from date” and “to date” issued.
Envelopes - Location	Addresses envelope to the location of the pool/spa/special use pool.
Envelopes - Licensee	Addresses envelope to the licensee of the pool/spa/special use pool.
Filing Labels	Generates filing labels for your pool/spa/special use pools.
Inspection Data Mining	
Inspection Tracking by Inspector	Will create a report based on Inspections by Inspectors
Labels - Locations	Generates mailing labels to the location of the pool/spa/special use pool.
Labels - Licensee	Generates mailing labels to the licensee of the pool/spa/special use pool.
Letters - Applications	Generates application letters for each pool/spa/special use pool. (You may set these letters up in the Maintenance menu)
Letters - Delinquent	Generates delinquent letters for each pool/spa/special use pool.(You may set these letters up in the Maintenance menu)
Letters - Hearings	Generates hearing letters for all pool/spa/special use pools. (You may set these letters up in the Maintenance menu)
Licenses	This will generate licenses for each pool/spa/special use pool that meets the criteria 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.
Lists	Generates a list of pool/spa/special use pools.
Lists – Audit #	Generates a list of pool/spa/special use pools by audit #.
List by Inspectors	Generates a list of pool/spa/special use pools by inspectors.
Pool Statistics	Generates a statistics report for all of your pool/spa/special use pools.
Pool Violations	This will generate a pool violations report.
ODH – Transmittal Report	This will generate the state transmittal report.

Inspection Data Mining

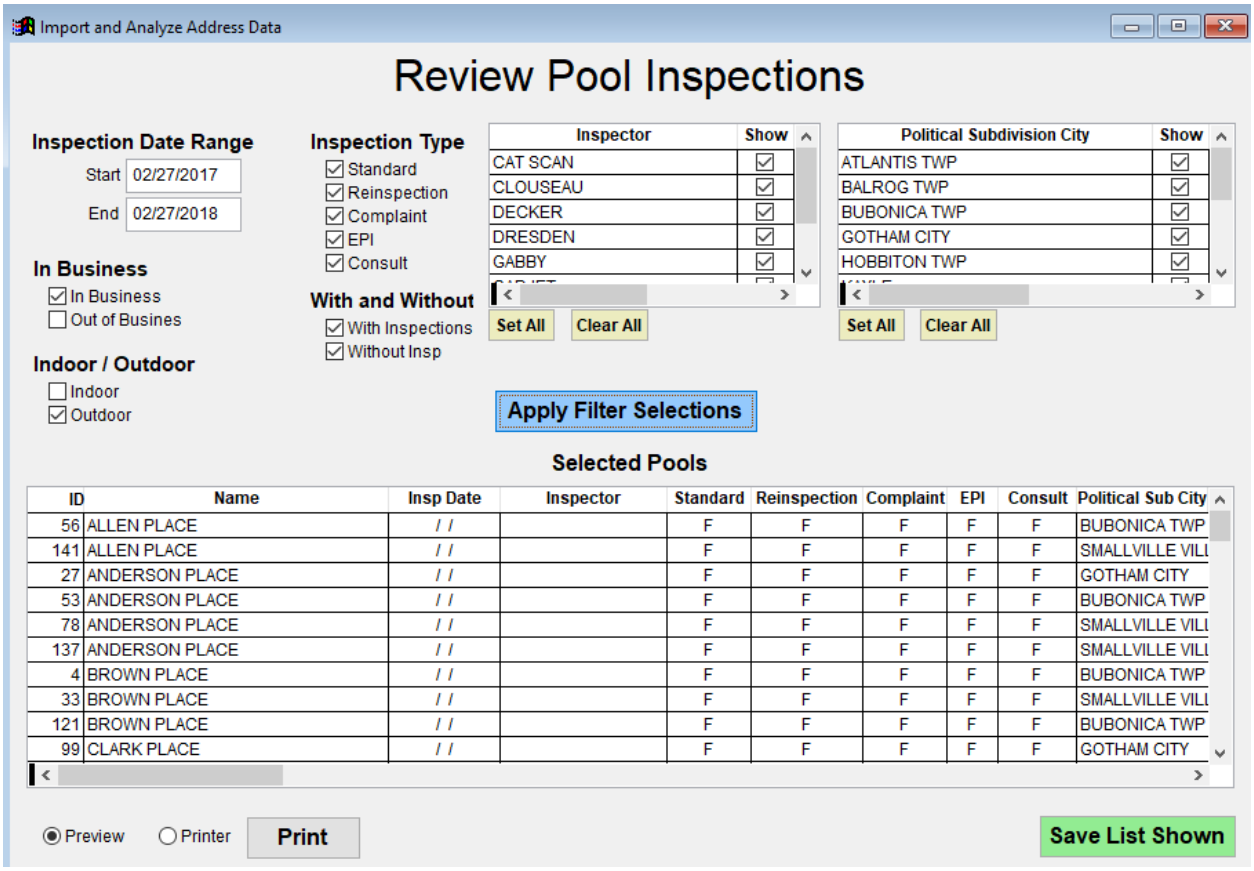
Pools/Spas/Specials Use Pools Data Mining provides for two different views of your data. First and foremost, there is a collection of establishments that have, or have not, had inspections that match the specified search criteria. The second view of your data is as a collection of violations found across any inspections.



Pools/Spas/Specials Use Pools Data Mining is available as the fifth option in the Report menu in the Pools/Spas/Specials Use Pools module.

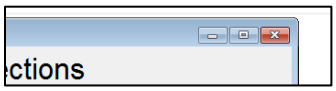
When you select the "Inspection Data Mining" option, the program might warn you that this is a data intensive operation not recommended for use on slower computers or slower network connections.

The Data Mining screen provides you with an overview of all establishments of all types. Particularly important attributes include the dates to search, the entity types to review, and whether or not there were inspections that match the search criteria for any matching establishments.



Within the Pools/Spas/Specials Use Pools Data Mining screen, it is possible to filter on many different aspects of your data.

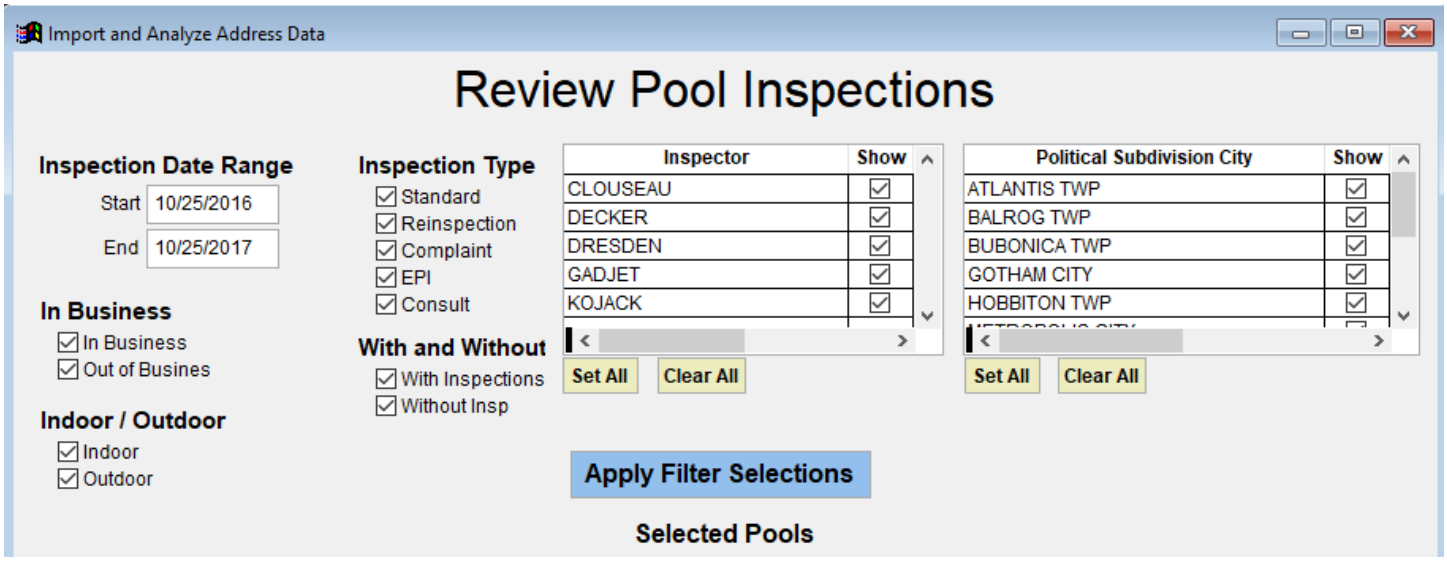
There are many columns in the list and you may need to scroll to the right in order to see all the columns based on your screen size and whether you have maximized the window.



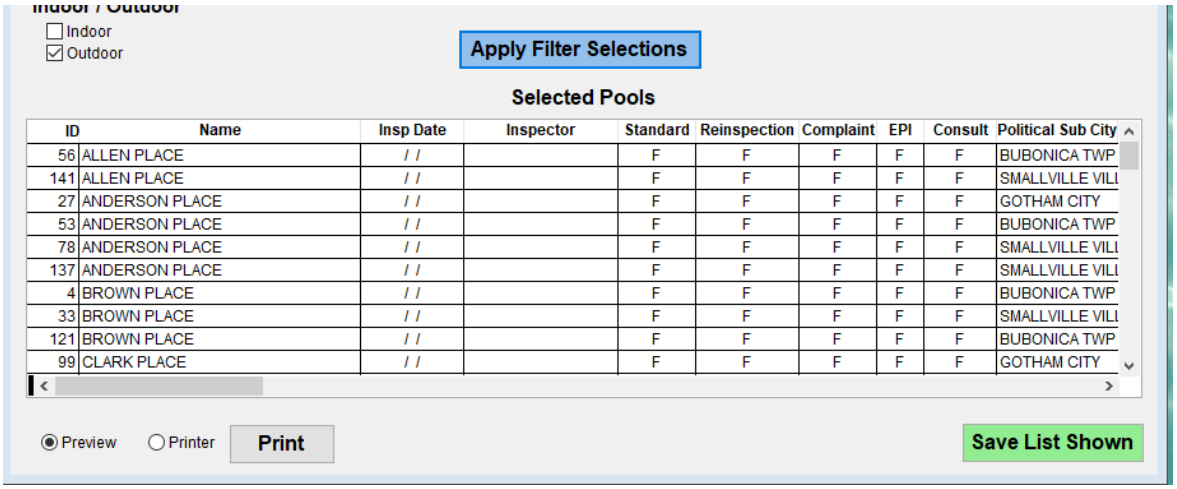
Click the Maximize button to expand the window to the maximum available size. Extra space will be given to the table showing the list of selected inspections.

Data Mining Filters

Check or uncheck boxes, specify a current ID#, or modify dates as desired to alter the list of inspections shown. After you have changed your search criteria, click the button labeled "**Apply Filter Selections**".

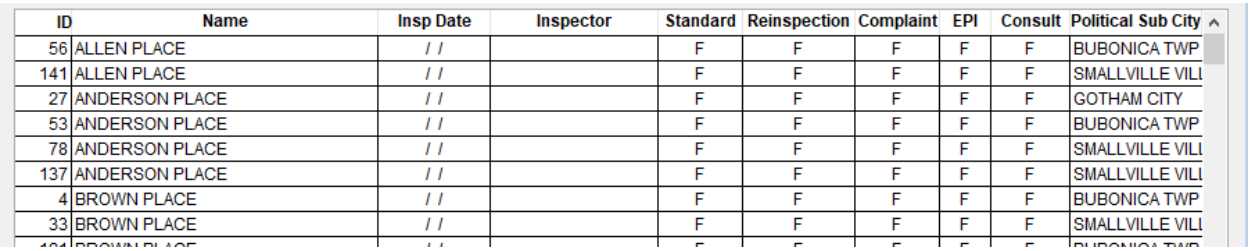


The search is narrowed or expanded as you see fit. Any time you want your selections to be applied, click on the **Apply Filter Selections** button.



If you wish to view only one establishment, either enter the current ID number or double click on any row that relates to that establishment. To view all establishments again either clear the ID amount field or enter a value of zero. Any time you want your changes to be applied, click on "Apply Filter Selections" to refresh the list of inspections.

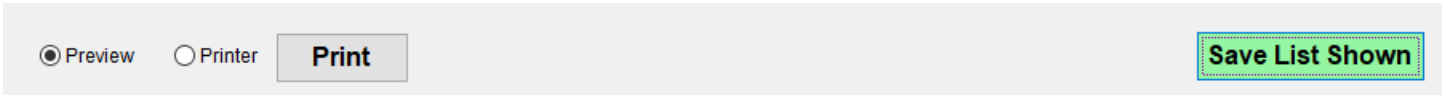
Click on any column heading to sort. On the first click the column will sort in ascending order. On the second click it will sort in descending order.



ID	Name	Insp Date	Inspector	Standard	Reinspection	Complaint	EPI	Consult	Political Sub City
56	ALLEN PLACE	/ /		F	F	F	F	F	BUBONICA TWP
141	ALLEN PLACE	/ /		F	F	F	F	F	SMALLVILLE VILL
27	ANDERSON PLACE	/ /		F	F	F	F	F	GOTHAM CITY
53	ANDERSON PLACE	/ /		F	F	F	F	F	BUBONICA TWP
78	ANDERSON PLACE	/ /		F	F	F	F	F	SMALLVILLE VILL
137	ANDERSON PLACE	/ /		F	F	F	F	F	SMALLVILLE VILL
4	BROWN PLACE	/ /		F	F	F	F	F	BUBONICA TWP
33	BROWN PLACE	/ /		F	F	F	F	F	SMALLVILLE VILL

Viewing in descending order may be useful when reviewing violation data.

There are several options for saving or printing the selected information.



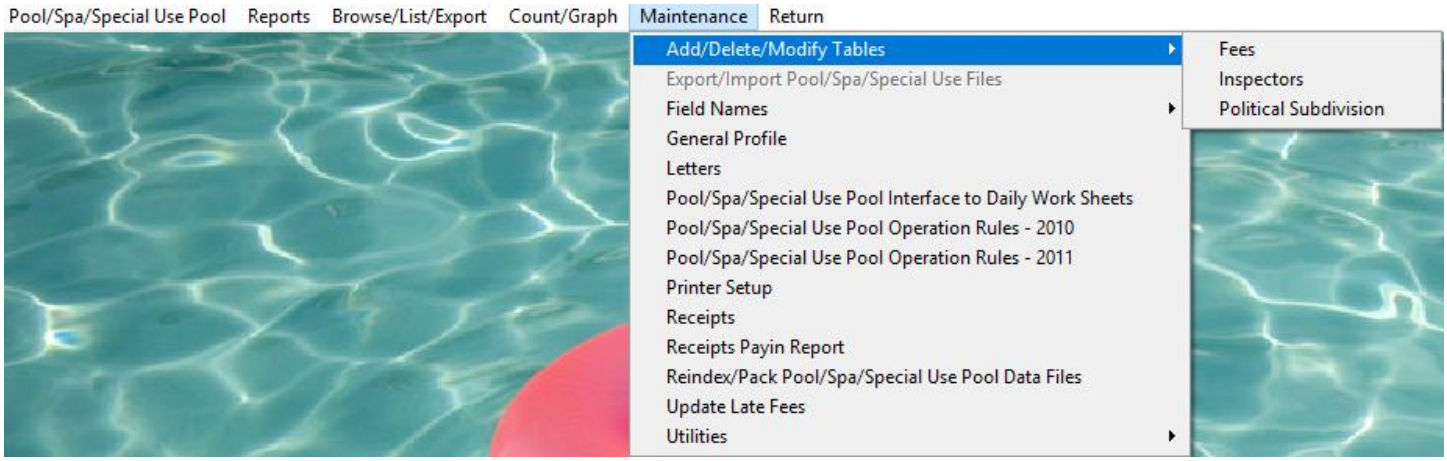
Print Button: Will produce a report listing the ID #, Name, Inspection Date, Inspector and Inspection Type of the information listed in the grid. Due to the large number of columns, the printed report does not include all the information shown on the screen. Also choose whether to preview or send the report directly to the printer.

Save Inspections: To save the full information shown, you may click on the "Save List Shown" button to save the displayed grid to a spreadsheet.

Chapter 4: Maintenance – Add/Delete/Modify Tables

Navigate to: Maintenance > Add/Delete/Modify Tables

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 **Pool/Spa/Special Use Pool tab.**



Export/Import Pool/Spa/Special Use Pool Files

The **Export/Import** function allows you to take your Pool/Spa/Special Use Pool data out of the office on your laptop. If you would like to use a laptop for your inspections, please contact The Baldwin Group for the Remote Laptop software.

GUIDELINES:

Before you leave the office:

Import Pool/spa/special use pool Files

Click "**Environmental Health**"

Click "**Pool/spa/special use pool**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Pool/spa/special use pool Files**"

Click "**Import Pool/spa/special use pool Clients from Server**" radio button

Click" **OK**"

Click "**Continue**"

Upon returning to the office:

Export Pool/spa/special use pool Files

Click "**Environmental Health**"

Click "**Pool/spa/special use pools"**

Click "**Maintenance"**

Click "**Lap Top - Export/Import Pool/spa/special use pool Files**"

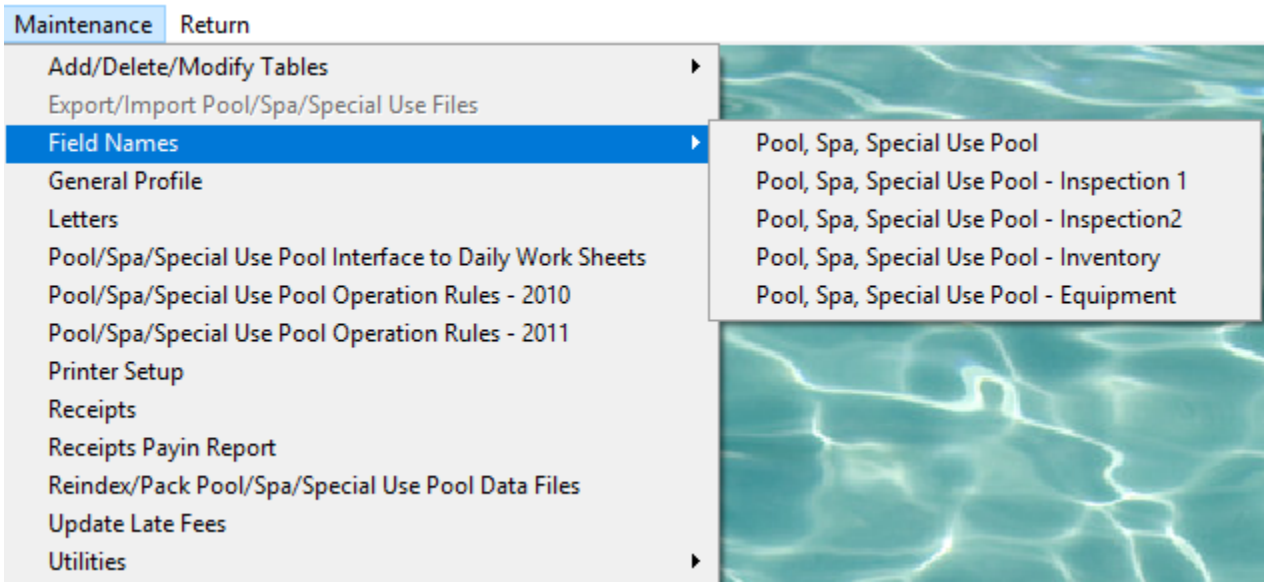
Click "**Export Pool/spa/special use pool Clients to Server**" radio button

Note: Any record that has been modified will display a check in the box next to their name.

Click "**OK**"

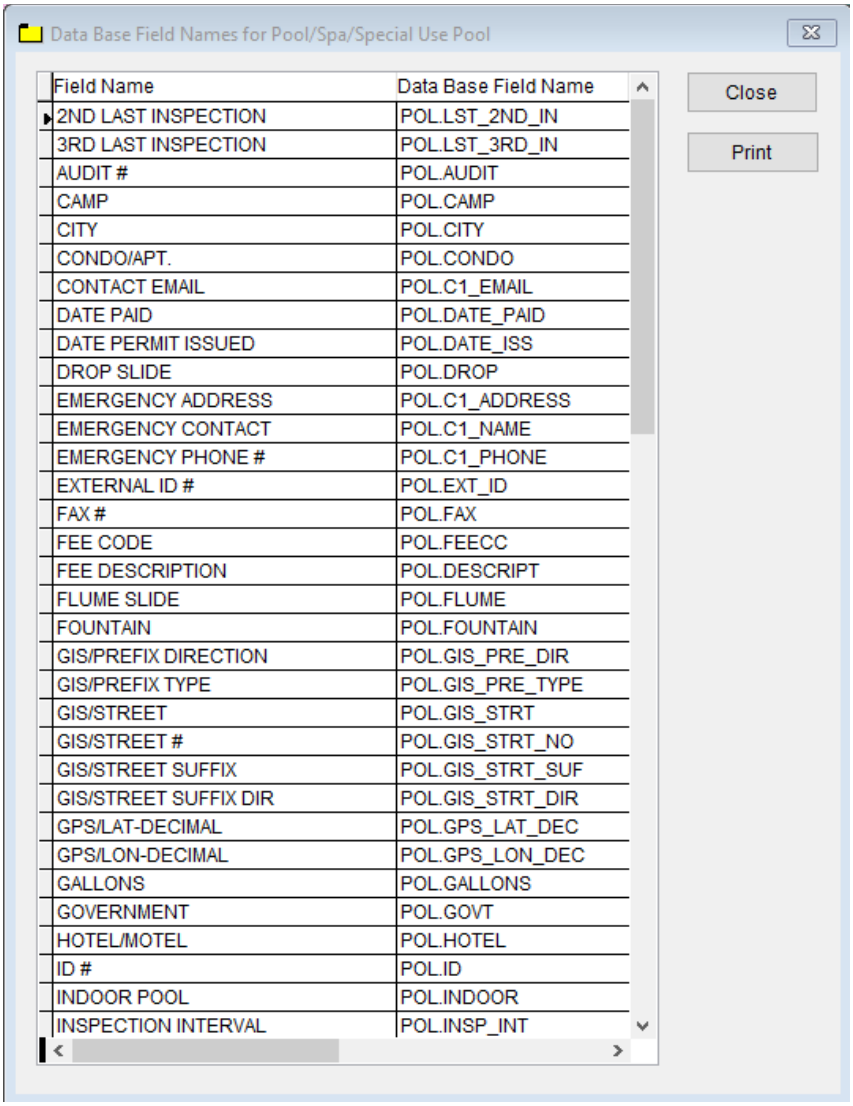
Click "**Continue**"

Field Names



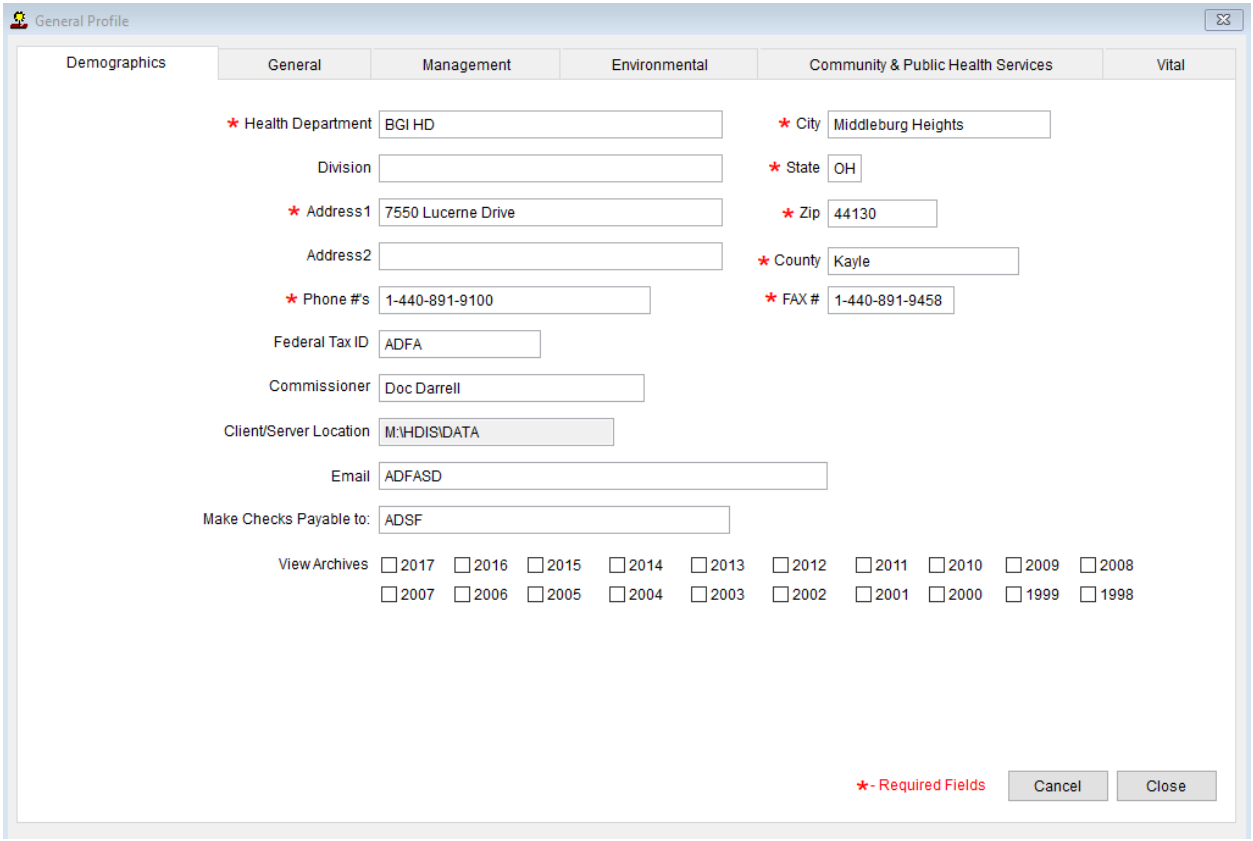
The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The Field Name column is used to merge data into letters.

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



Field Name	Data Base Field Name
2ND LAST INSPECTION	POL.LST_2ND_IN
3RD LAST INSPECTION	POL.LST_3RD_IN
AUDIT #	POL.AUDIT
CAMP	POL.CAMP
CITY	POL.CITY
CONDO/APT.	POL.CONDO
CONTACT EMAIL	POL.C1_EMAIL
DATE PAID	POL.DATE_PAID
DATE PERMIT ISSUED	POL.DATE_ISS
DROP SLIDE	POL.DROP
EMERGENCY ADDRESS	POL.C1_ADDRESS
EMERGENCY CONTACT	POL.C1_NAME
EMERGENCY PHONE #	POL.C1_PHONE
EXTERNAL ID #	POL.EXT_ID
FAX #	POL.FAX
FEE CODE	POL.FEECC
FEE DESCRIPTION	POL.DESCRIPT
FLUME SLIDE	POL.FLUME
FOUNTAIN	POL.FOUNTAIN
GIS/PREFIX DIRECTION	POL.GIS_PRE_DIR
GIS/PREFIX TYPE	POL.GIS_PRE_TYPE
GIS/STREET	POL.GIS_STRT
GIS/STREET #	POL.GIS_STRT_NO
GIS/STREET SUFFIX	POL.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	POL.GIS_STRT_DIR
GPS/LAT-DECIMAL	POL.GPS_LAT_DEC
GPS/LON-DECIMAL	POL.GPS_LON_DEC
GALLONS	POL.GALLONS
GOVERNMENT	POL.GOVT
HOTEL/MOTEL	POL.HOTEL
ID #	POL.ID
INDOOR POOL	POL.INDOOR
INSPECTION INTERVAL	POL.INSP_INT

General Profile



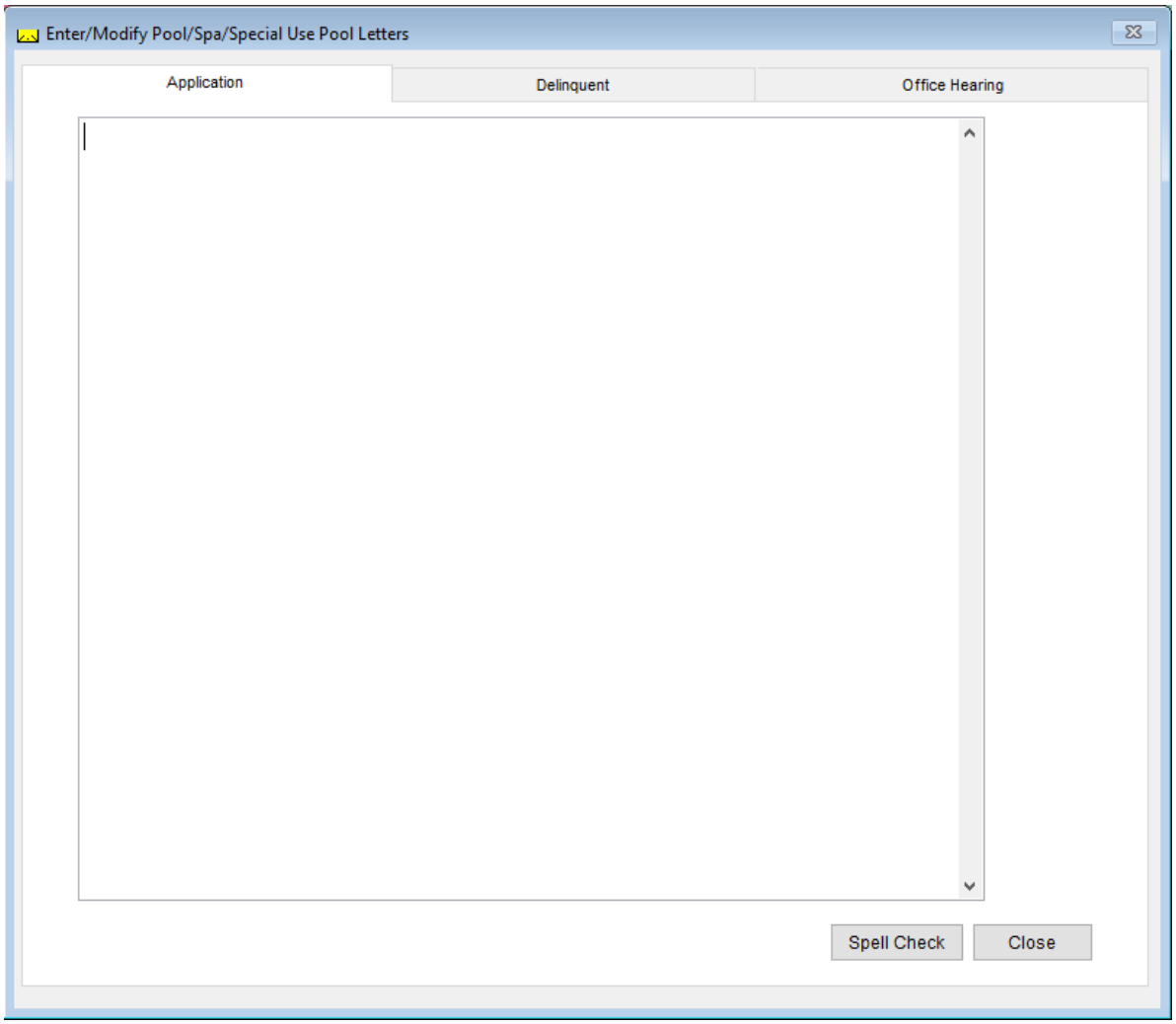
The **General Profile** allows you to fill out the basic information regarding your health department.

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

Make sure you are access General Profile through the Maintenance tab outside of the module when attempting an Archive.

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

Letters

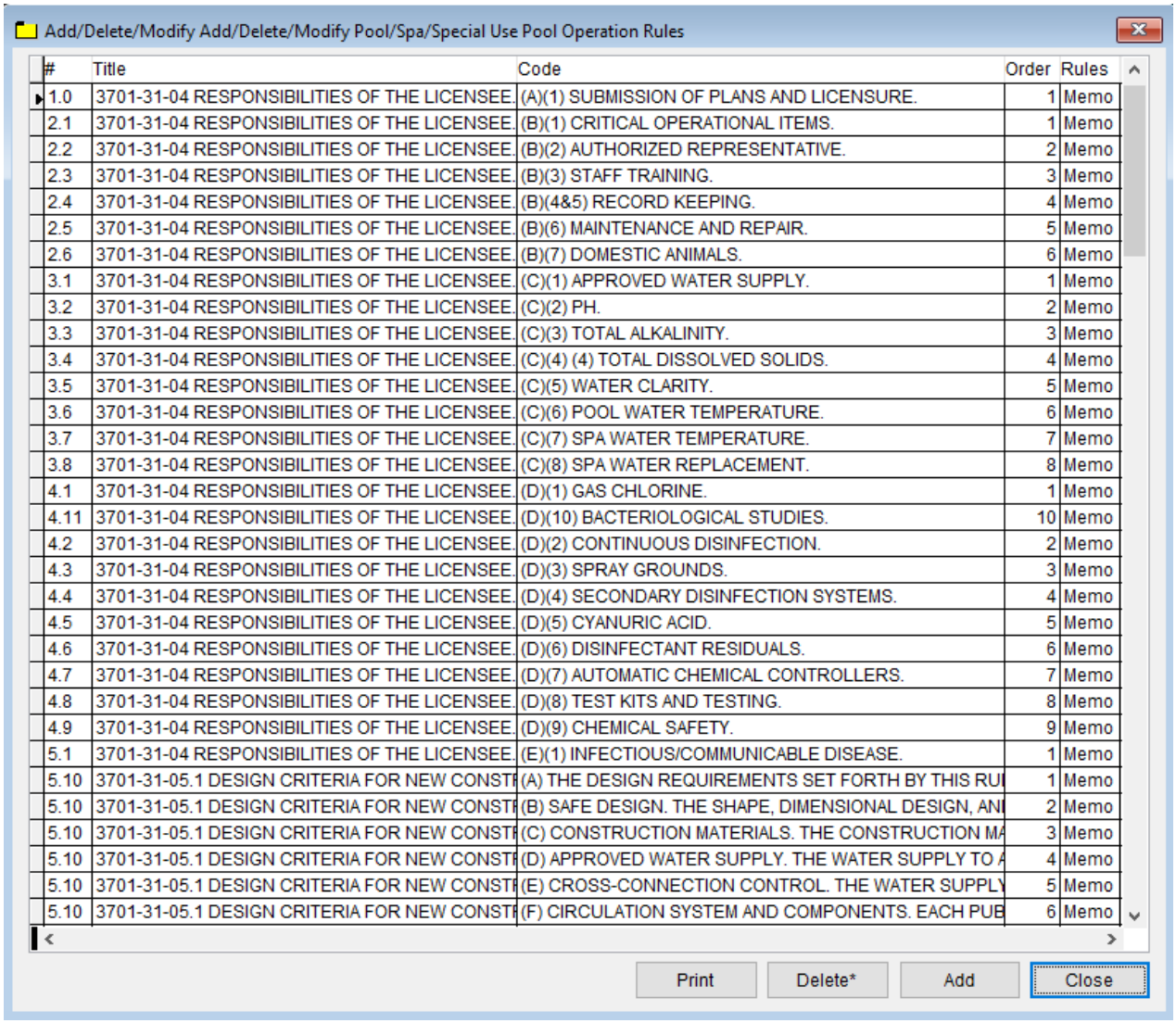


HDIS provides you with the flexibility to write standard letters that can be sent to clients. These letters will pull data through use of the *.

The * is placed on each end of the field name that you want to pull into the letter. Use **capital letters** to describe the field name.

Example: *OWNER* = TOM GORDON

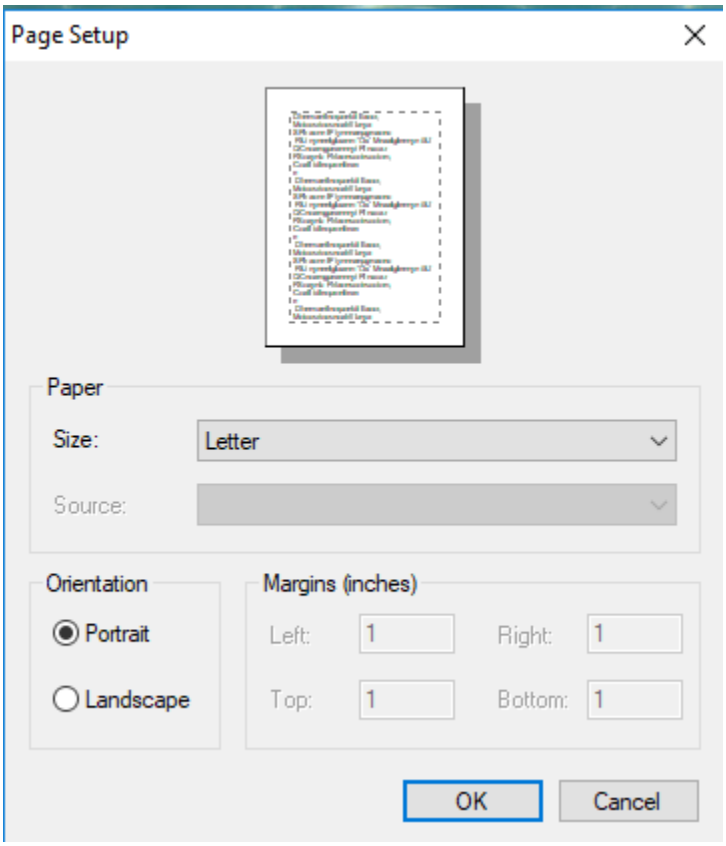
Pool/Spa/Special Use Pools Operation Rules



#	Title	Code	Order	Rules
1.0	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(A)(1) SUBMISSION OF PLANS AND LICENSURE.	1	Memo
2.1	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(B)(1) CRITICAL OPERATIONAL ITEMS.	1	Memo
2.2	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(B)(2) AUTHORIZED REPRESENTATIVE.	2	Memo
2.3	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(B)(3) STAFF TRAINING.	3	Memo
2.4	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(B)(4&5) RECORD KEEPING.	4	Memo
2.5	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(B)(6) MAINTENANCE AND REPAIR.	5	Memo
2.6	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(B)(7) DOMESTIC ANIMALS.	6	Memo
3.1	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(C)(1) APPROVED WATER SUPPLY.	1	Memo
3.2	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(C)(2) PH.	2	Memo
3.3	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(C)(3) TOTAL ALKALINITY.	3	Memo
3.4	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(C)(4) (4) TOTAL DISSOLVED SOLIDS.	4	Memo
3.5	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(C)(5) WATER CLARITY.	5	Memo
3.6	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(C)(6) POOL WATER TEMPERATURE.	6	Memo
3.7	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(C)(7) SPA WATER TEMPERATURE.	7	Memo
3.8	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(C)(8) SPA WATER REPLACEMENT.	8	Memo
4.1	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(1) GAS CHLORINE.	1	Memo
4.11	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(10) BACTERIOLOGICAL STUDIES.	10	Memo
4.2	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(2) CONTINUOUS DISINFECTION.	2	Memo
4.3	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(3) SPRAY GROUNDS.	3	Memo
4.4	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(4) SECONDARY DISINFECTION SYSTEMS.	4	Memo
4.5	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(5) CYANURIC ACID.	5	Memo
4.6	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(6) DISINFECTANT RESIDUALS.	6	Memo
4.7	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(7) AUTOMATIC CHEMICAL CONTROLLERS.	7	Memo
4.8	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(8) TEST KITS AND TESTING.	8	Memo
4.9	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(D)(9) CHEMICAL SAFETY.	9	Memo
5.1	3701-31-04 RESPONSIBILITIES OF THE LICENSEE.	(E)(1) INFECTIOUS/COMMUNICABLE DISEASE.	1	Memo
5.10	3701-31-05.1 DESIGN CRITERIA FOR NEW CONSTR	(A) THE DESIGN REQUIREMENTS SET FORTH BY THIS RUI	1	Memo
5.10	3701-31-05.1 DESIGN CRITERIA FOR NEW CONSTR	(B) SAFE DESIGN. THE SHAPE, DIMENSIONAL DESIGN, ANI	2	Memo
5.10	3701-31-05.1 DESIGN CRITERIA FOR NEW CONSTR	(C) CONSTRUCTION MATERIALS. THE CONSTRUCTION MA	3	Memo
5.10	3701-31-05.1 DESIGN CRITERIA FOR NEW CONSTR	(D) APPROVED WATER SUPPLY. THE WATER SUPPLY TO A	4	Memo
5.10	3701-31-05.1 DESIGN CRITERIA FOR NEW CONSTR	(E) CROSS-CONNECTION CONTROL. THE WATER SUPPLY	5	Memo
5.10	3701-31-05.1 DESIGN CRITERIA FOR NEW CONSTR	(F) CIRCULATION SYSTEM AND COMPONENTS. EACH PUB	6	Memo

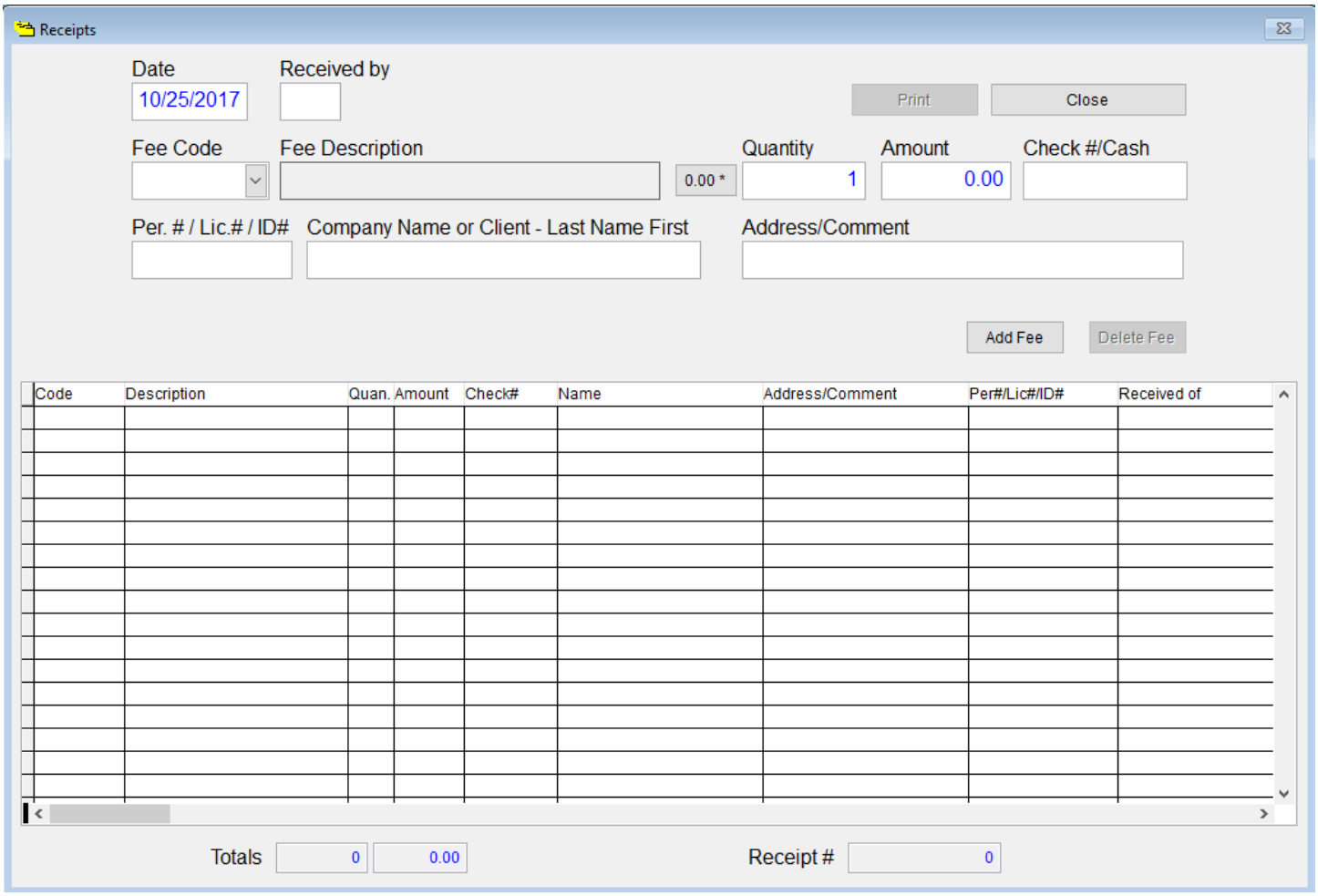
Field/Button	Description
#	ODH rule number
Title	ODH Rule Name
Code	ODH Rule Paragraph
Rules	Double click to view rule
Close	Closes the table
Add Button	Adds an operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list

Printer Setup



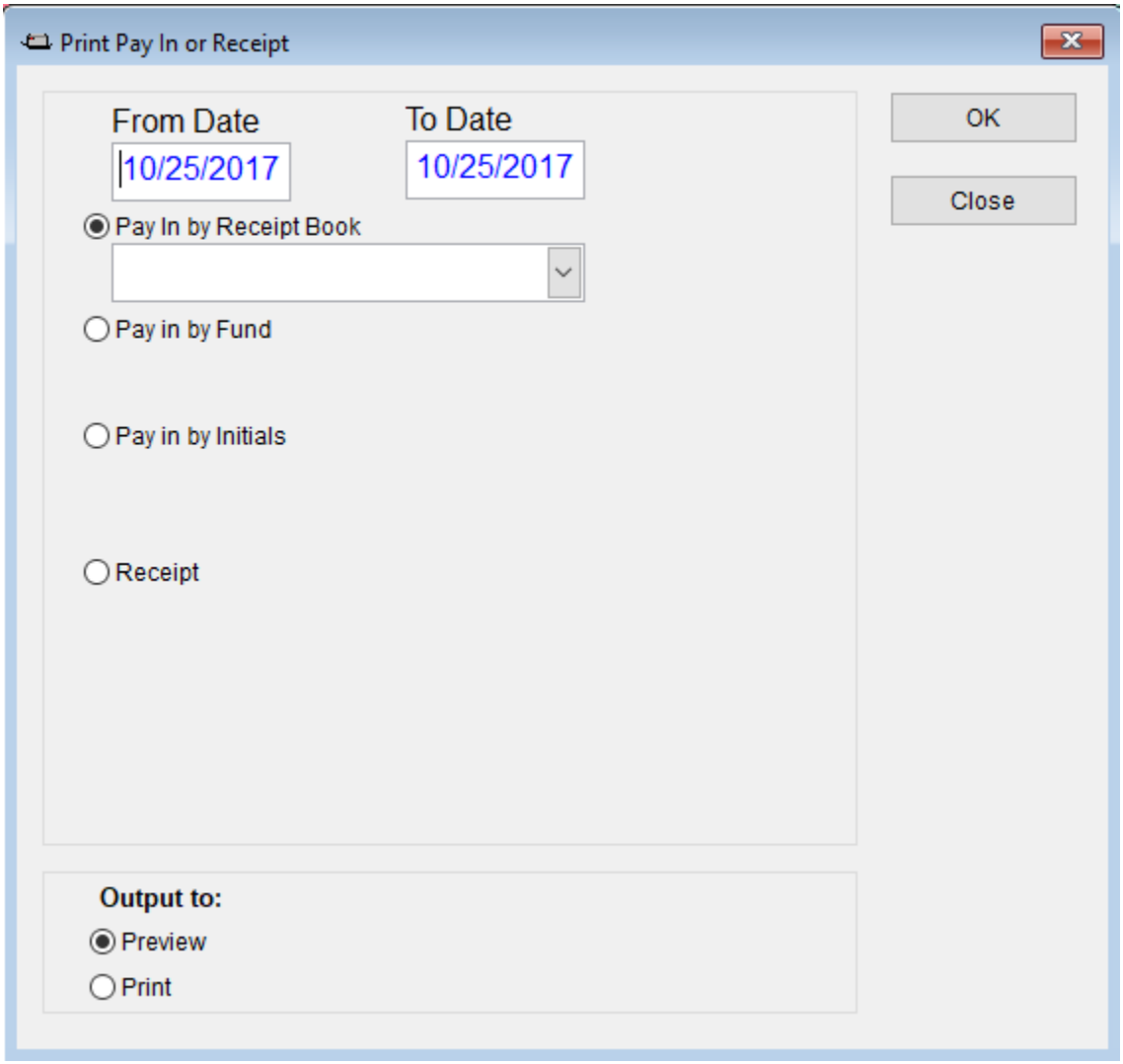
The print setup allows you to choose from what printer you would like to print. Pick the printer in the name dropdown and click **OK**.

Receipts



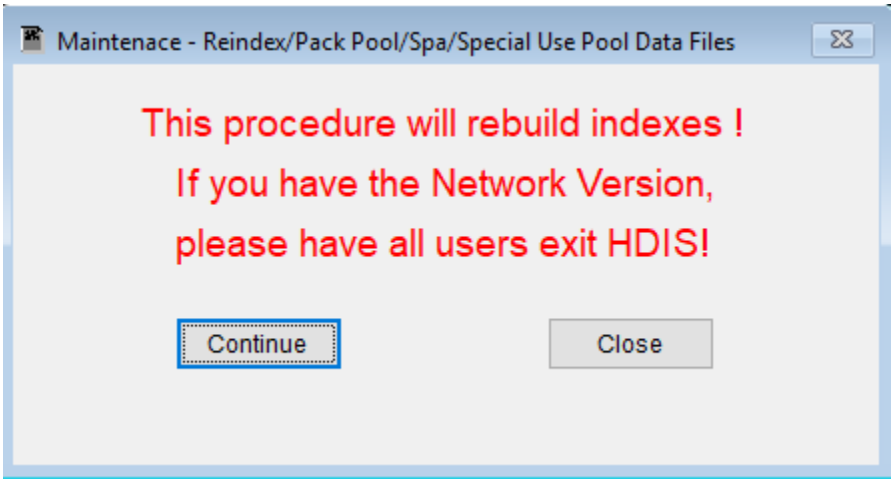
If your health department has the **Receipts** module, you have the ability to print any receipt through the **Maintenance** tab. You may also print a receipt by pressing **ALT-R** keys.

Receipts Pay-In Report



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

Reindex/Pack Pool/spa/special use pools Data Files

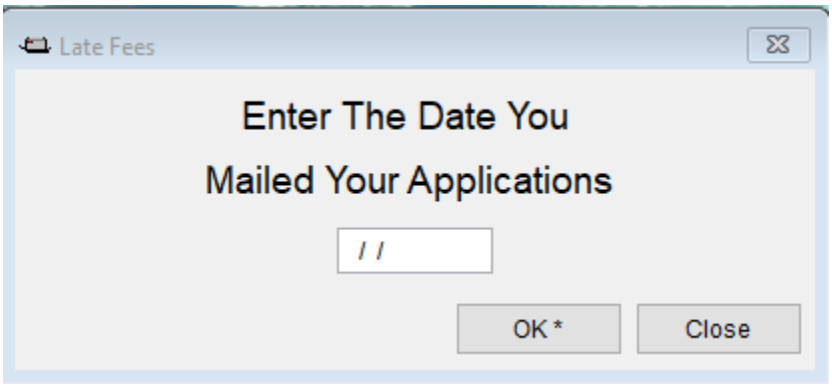


This function is only needed should your data be corrupted due to a power failure. Please contact BGI if you have any questions or concerns.

Update Late Fees

Enter the date you mailed your applications where it shows the date field.

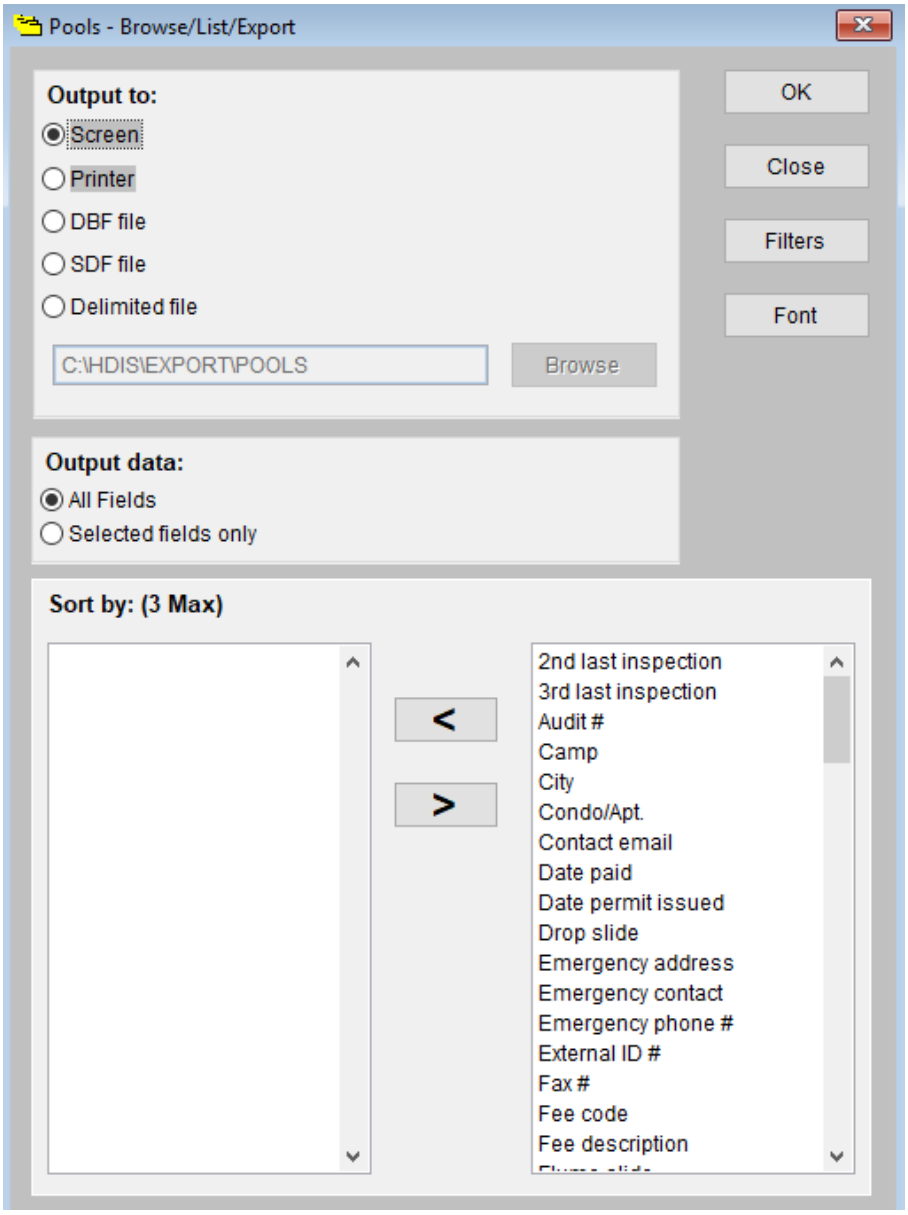
Click **OK***



Chapter 5: Browse/List/Export

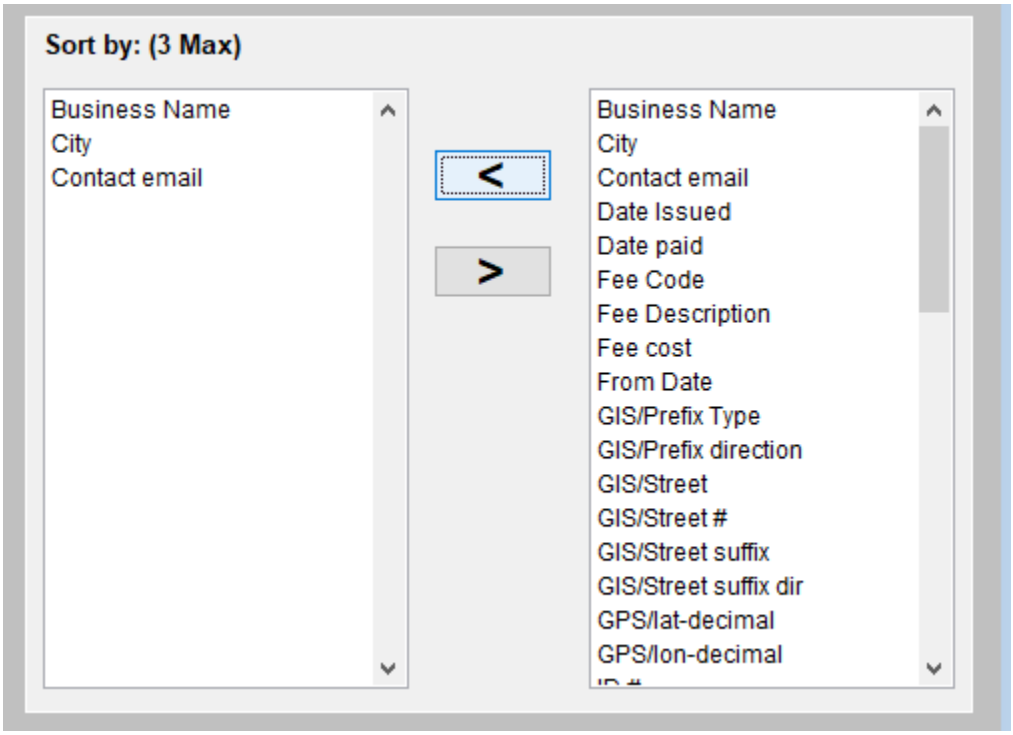
Inside the Pool/Spa/Special Use Pool module navigate to the **Browse/List/Export.**

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



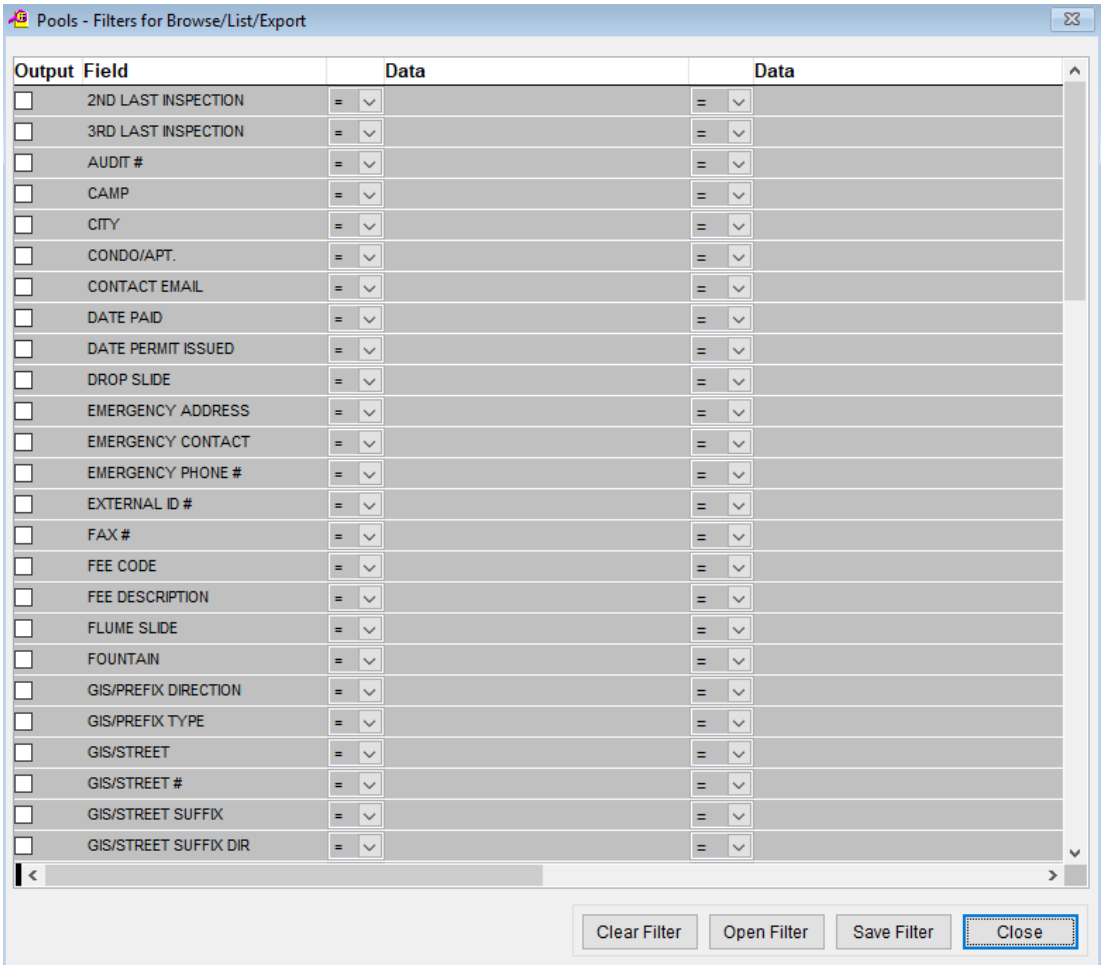
Sort by

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



Filters

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



**** 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 6: Count/Graph

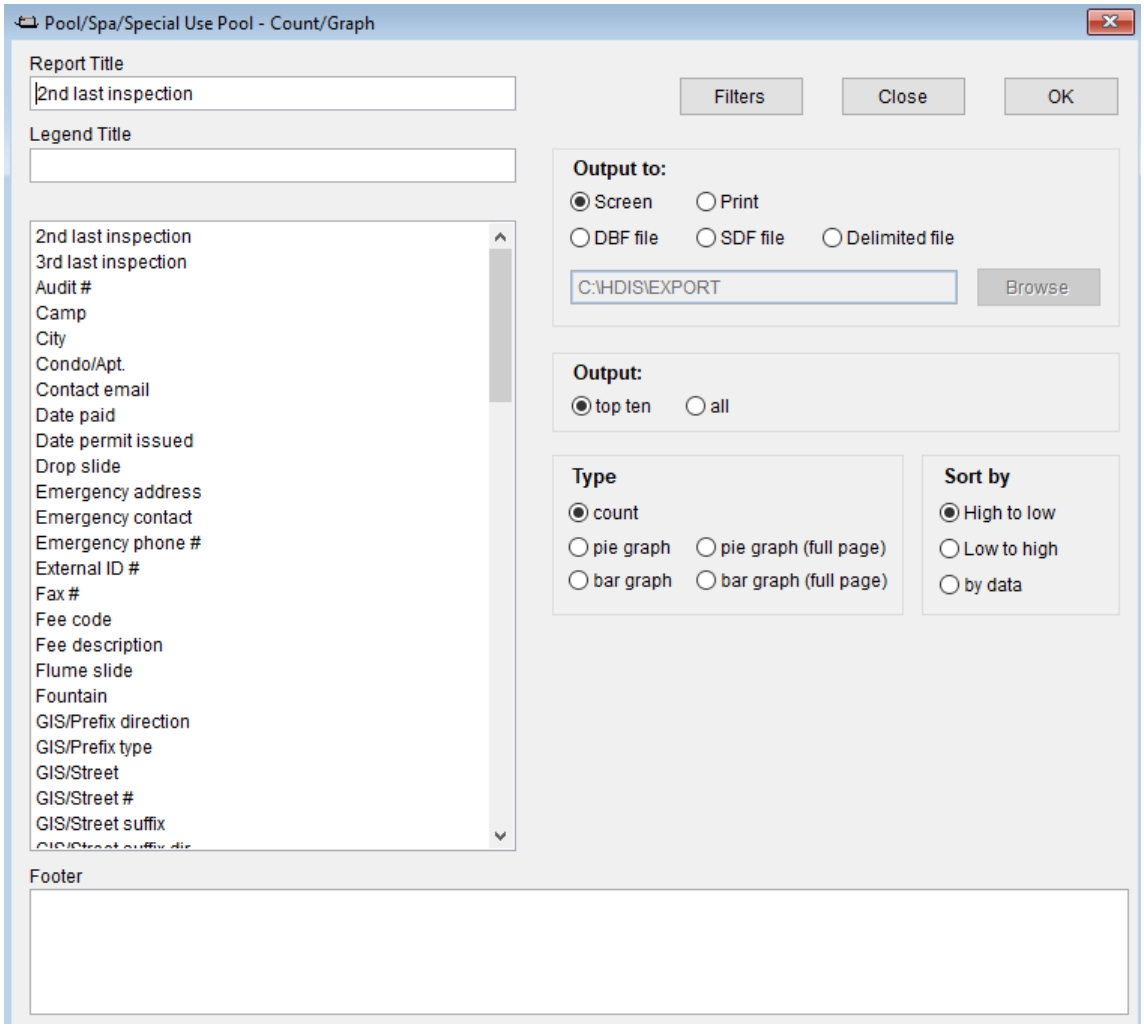
Inside the Pool/Spa/Special Use Pool module navigate to the **Count/Graph.**

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

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

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

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

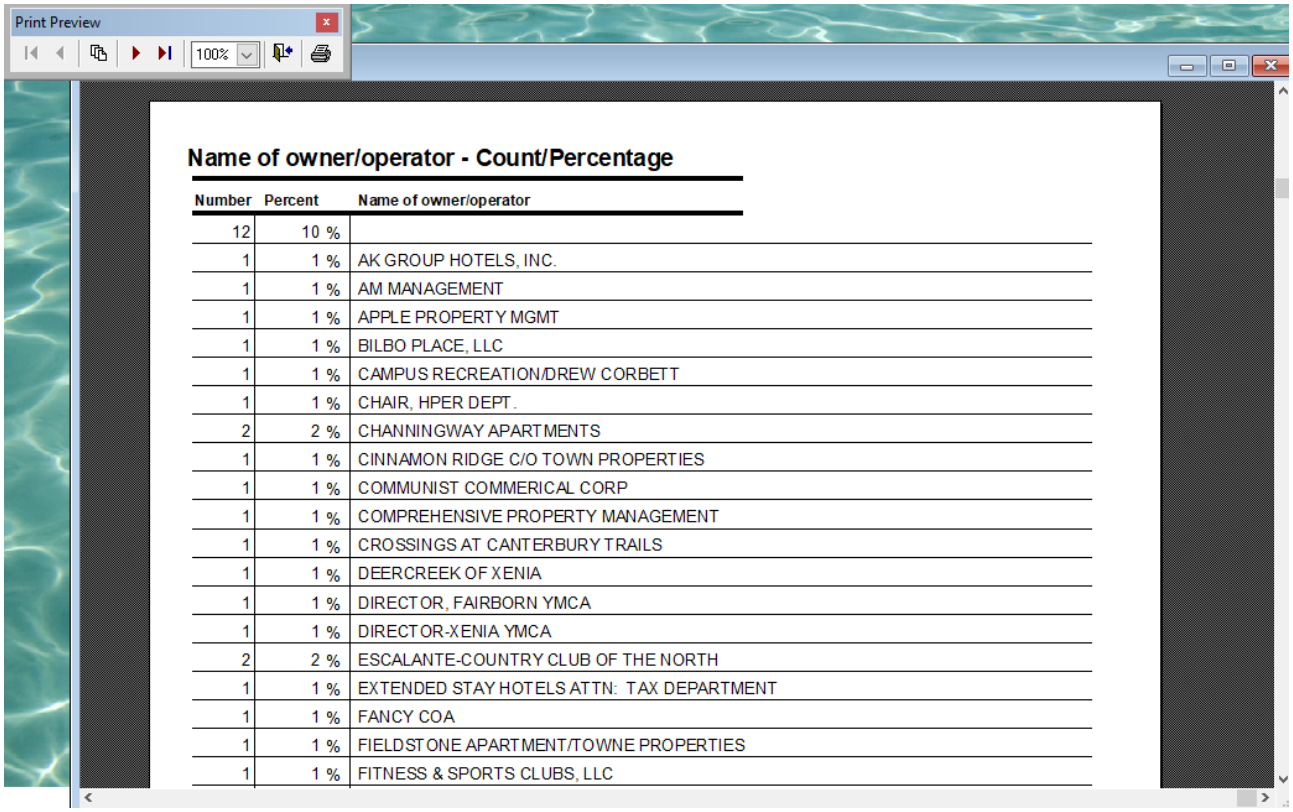


Count

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

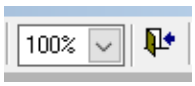
There are percentages and Totals on the side and bottom of the page.

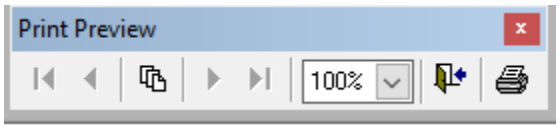
If you choose to add filters, those will also be shown at the bottom of the page.



Name of owner/operator - Count/Percentage

Number	Percent	Name of owner/operator
12	10 %	
1	1 %	AK GROUP HOTELS, INC.
1	1 %	AM MANAGEMENT
1	1 %	APPLE PROPERTY MGMT
1	1 %	BILBO PLACE, LLC
1	1 %	CAMPUS RECREATION/DREW CORBETT
1	1 %	CHAIR, HPER DEPT.
2	2 %	CHANNINGWAY APARTMENTS
1	1 %	CINNAMON RIDGE C/O TOWN PROPERTIES
1	1 %	COMMUNIST COMMERICAL CORP
1	1 %	COMPREHENSIVE PROPERTY MANAGEMENT
1	1 %	CROSSINGS AT CANTERBURY TRAILS
1	1 %	DEERCREEK OF XENIA
1	1 %	DIRECTOR, FAIRBORN YMCA
1	1 %	DIRECTOR-XENIA YMCA
2	2 %	ESCALANTE-COUNTRY CLUB OF THE NORTH
1	1 %	EXTENDED STAY HOTELS ATTN: TAX DEPARTMENT
1	1 %	FANCY COA
1	1 %	FIELDSTONE APARTMENT/TOWNE PROPERTIES
1	1 %	FITNESS & SPORTS CLUBS, LLC

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

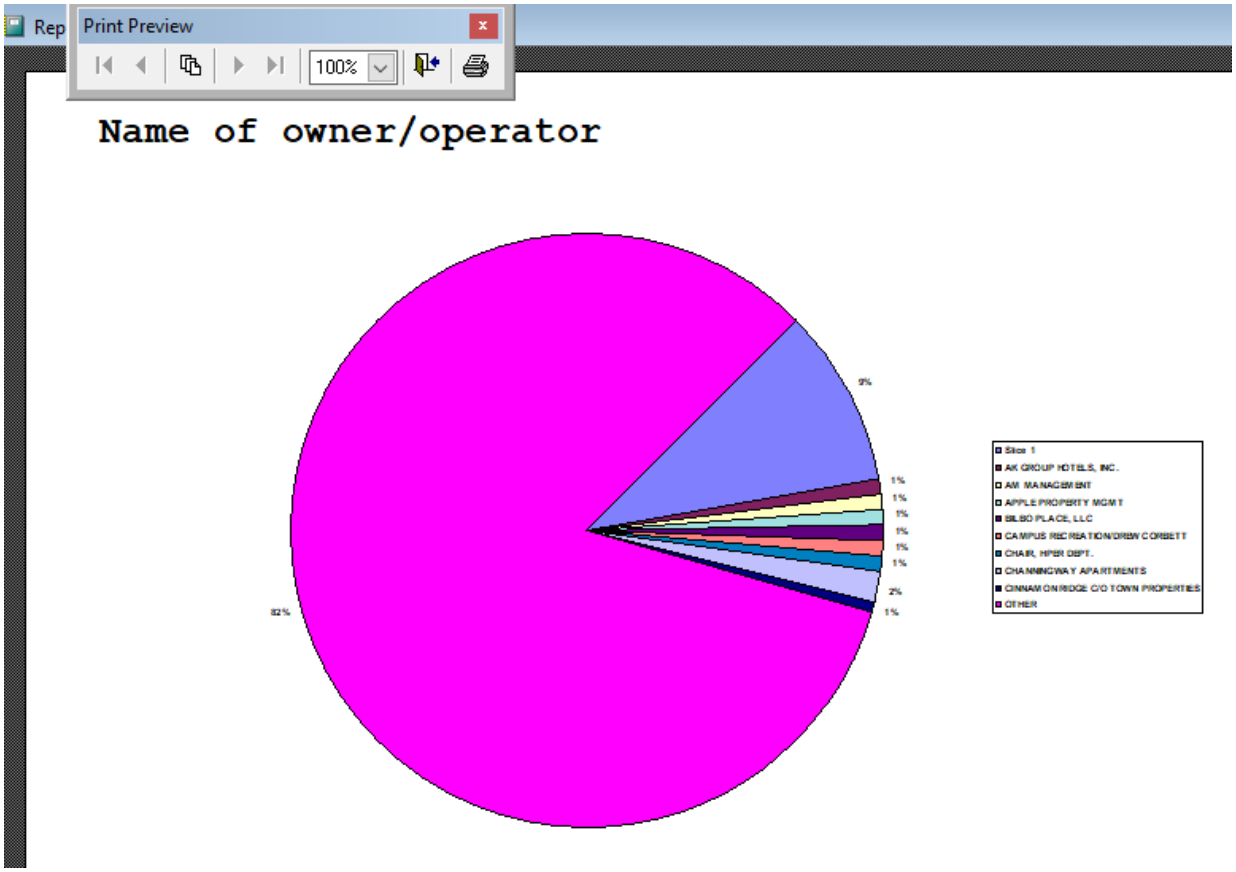


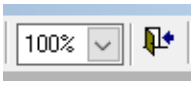
Pie Graph

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.

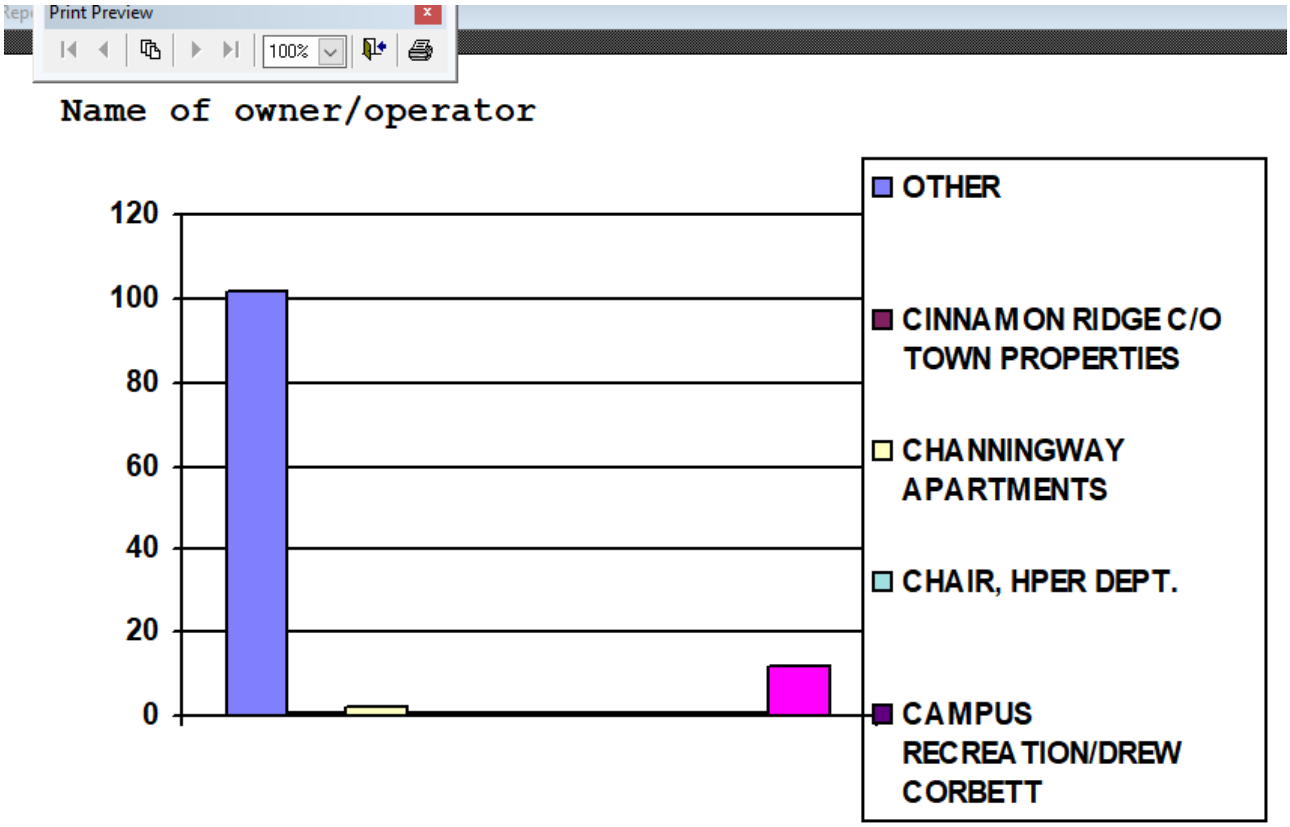
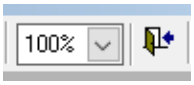
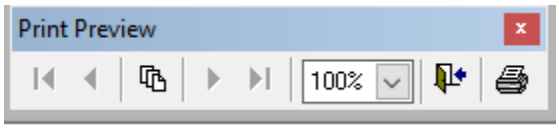


Click on the door icon next to the percent to return to the menu: 

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: