

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

**Archive
User Manual**



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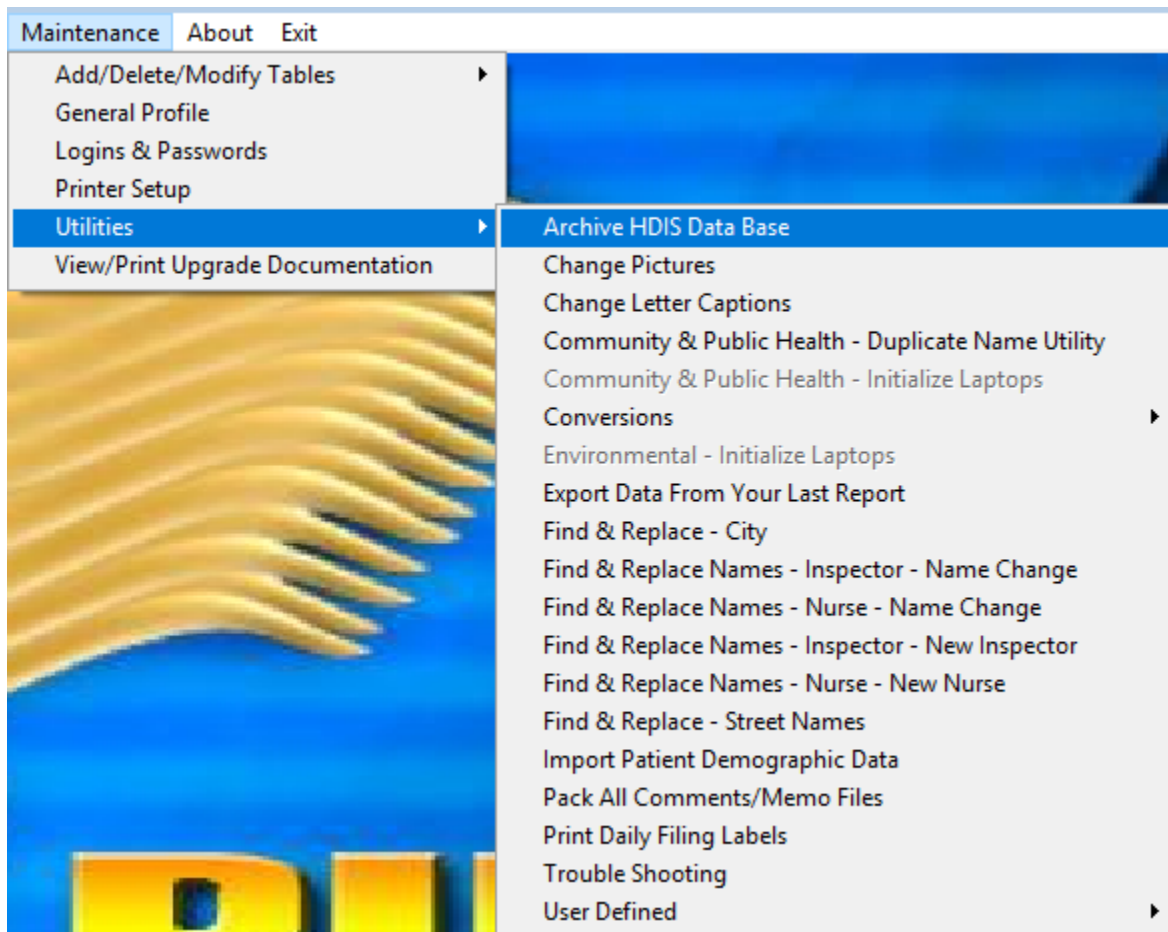
Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

How to Archive

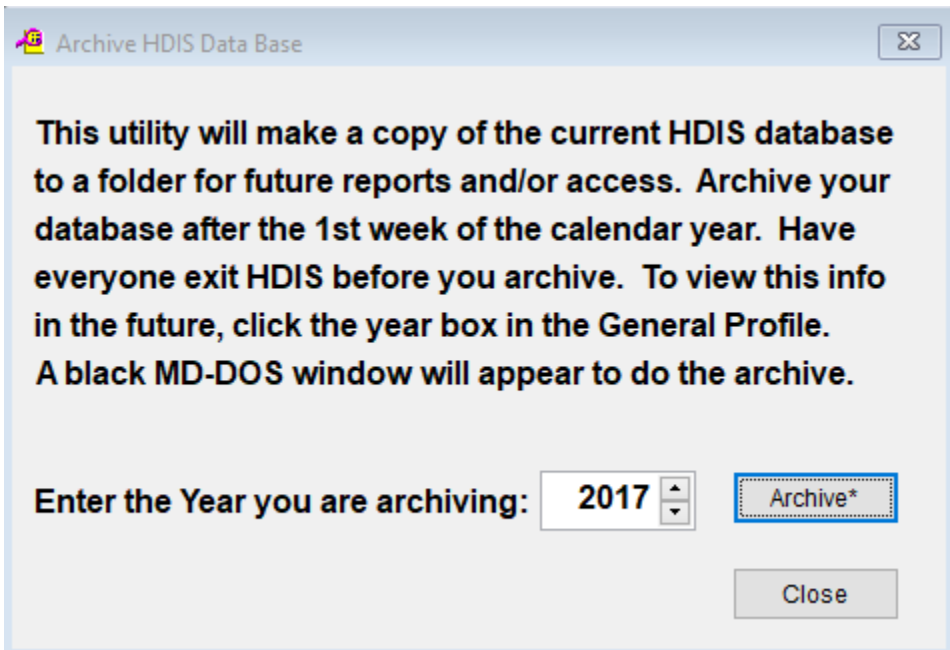
From the main menu in HDIS, navigate to:

HDIS > Maintenance > Utilities > Archive HDIS Data Base



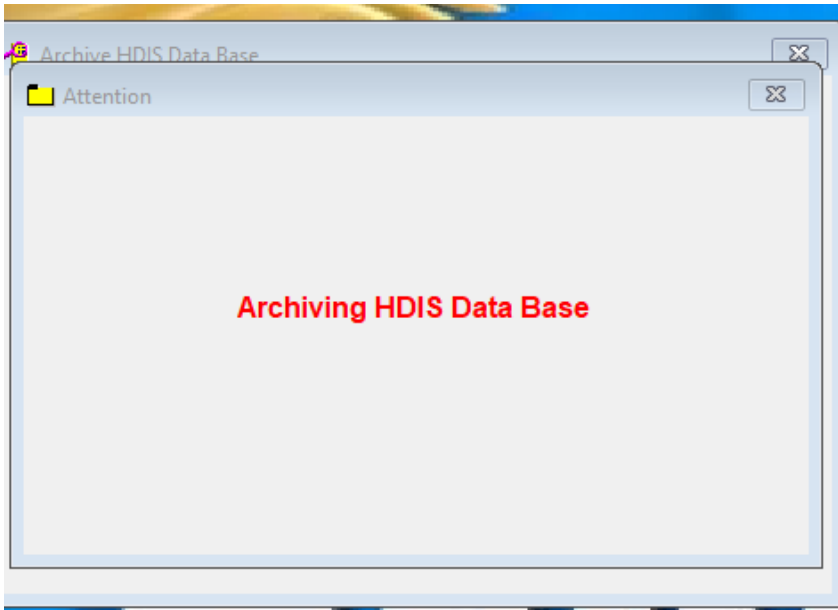
After you click on “**Archive HDIS Data Base**” a window should pop up:

Reminder: Please perform this function when no one is using HDIS.

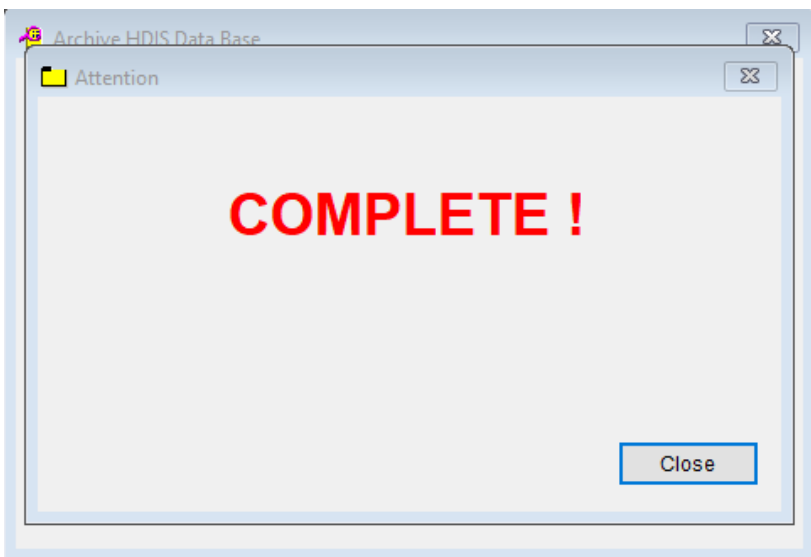


Enter the year you would like to archive and RIGHT – click the “**Archive***” button.

A new window should pop up that tells you it is Archiving HDIS Data Base:



After it has finished another window should pop up:

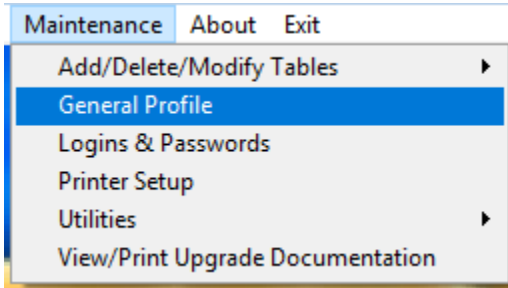


Hit the "Close" button to close out.

How to Use an Archive

From the main menu in HDIS, navigate to:

HDIS > Maintenance > General Profile



The “**General Profile**” should pop up:

The screenshot shows the 'General Profile' window with the following fields and values:

- Demographics:**
 - Health Department: BGI HD
 - City: Middleburg Heights
 - Division: [Empty]
 - State: OH
 - Address1: 7550 Lucerne Drive
 - Zip: 44130
 - Address2: [Empty]
 - County: generic
 - 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: [2017-2000 checkboxes]
- System Settings:**
 - Workstation Monitor Active:
 - Update Frequency: 60 seconds
- Workstation Settings:**
 - Station ID: 51CAAE9B-CA36-49CF-8092-FADC821D4648
 - Station Description: Workstation Description
 - Workstation Monitor Active:
 - Update Frequency: 60 seconds

Buttons: Cancel, Close. Legend: * - Required Fields

At the bottom of this window you should see “**View Archives**”

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

Click on the year of the archive you would like to view.

If it does not allow you to click on a year then that means there is not an archive for it.

Click the “**Close**” button to close out.

You should now be able to see the data related to the year you have chosen.