

# **HDIS**

**Health Department Information System**

*Helping You...Help Others*

## **Associations**

## **User Manual**



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## Overview

**Associations** are a document management system that is a part of HDIS.

Instrumental to the online O/M, **Associations** provides a new way to store notes and files with records and accounts stored in HDIS.

This feature is a step towards using a new database system, **MariaDB**, which is coupled with **OpenSSL** (communication security) to efficiently store information.

Instead of changing the FoxPro database tables, **Associations** uses a device driver that communicates between the FoxPro tables and MariaDB.

In order to properly set up **Associations**, the server would need to have **MariaDB**, **OpenSSL**, **VFPOLEDB**, and **Microsoft Visual C++ Redistributable** installed.

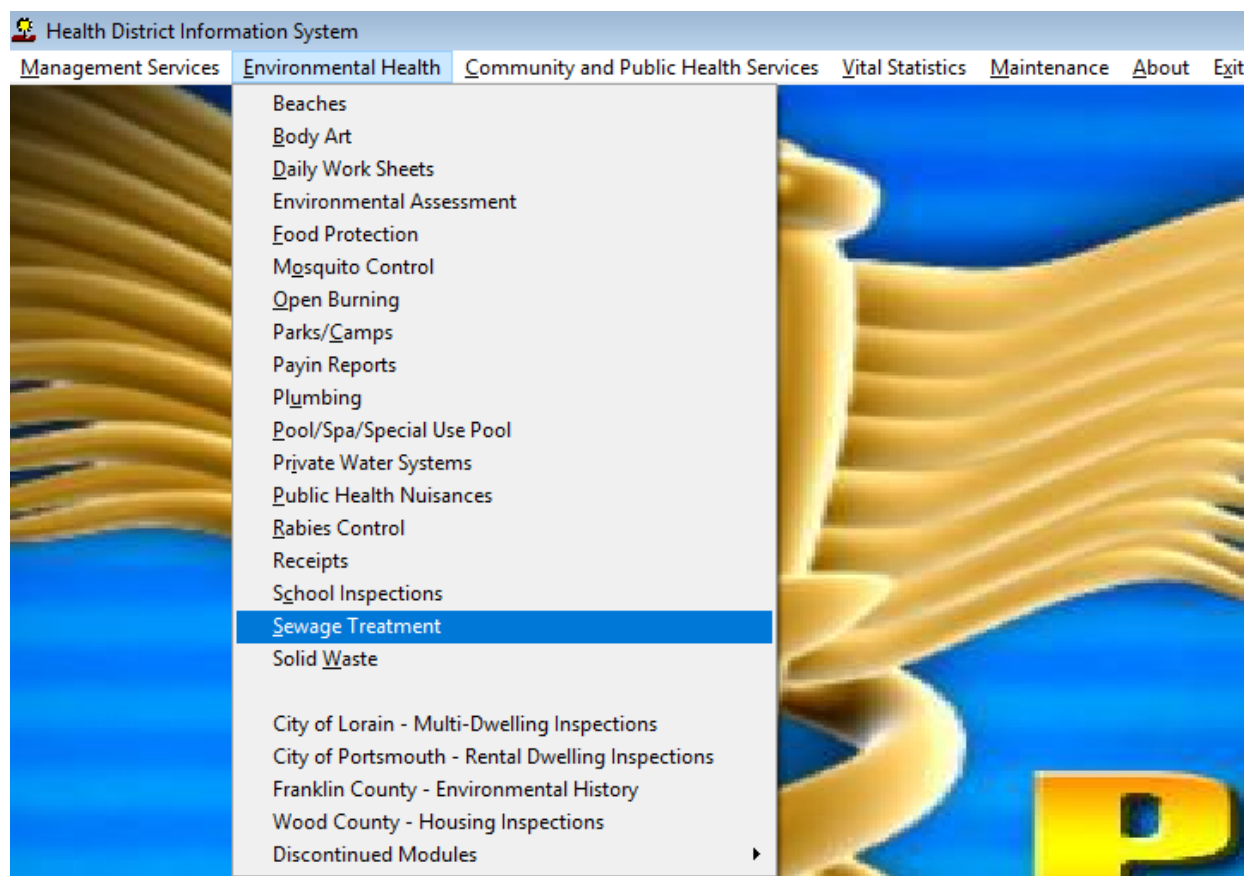
After BGI has this installed on the server, each workstation then needs to install the **VFPOLEDB** driver in order to successfully use **Associations**.

BGI will provide the installation and can answer any questions during or outside the process.

## How To

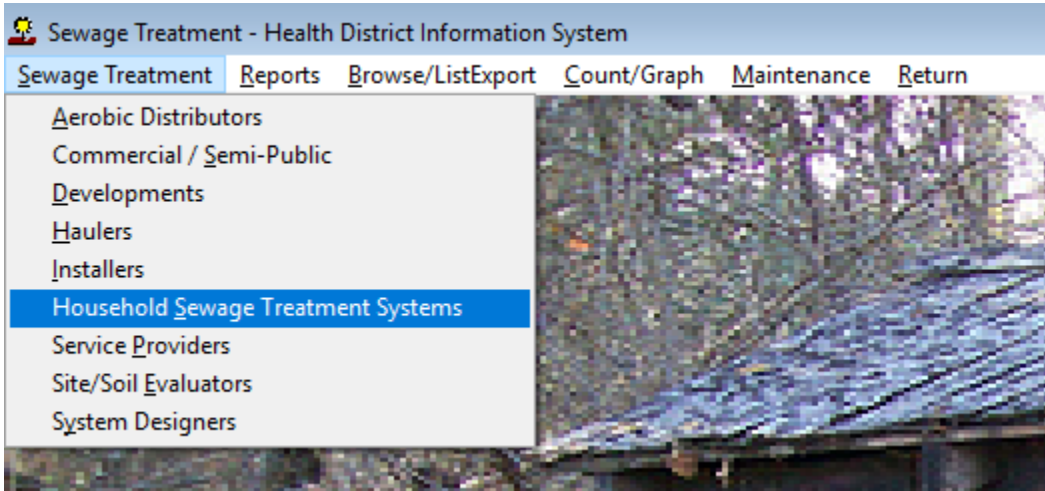
### Notes Navigation 1-2

Navigate to **Sewage Treatment** Module



## Notes Navigation 2-2

Once in **Sewage Treatment** Module, navigate to **Household Sewage Treatment Systems**



Select a record from the **Find** tab

Household Sewage Treatment Systems - 33

Find Owner/Applicant Site Review/Fees Permit Treatment Other Devices Disposal Inspection Record O/M Sewer Connection Comments GIS/GPS

☒ # street name ☐ street name ☐ parcel # ☐ sub lot# ☐ directions ☐ Site ID# ☐ Permit # ☐ Rec# ☐ Owner ☐ Requestor

Environmental Assessment

Type find information and press enter

10000

Add Address Modify/Delete Address Close

Number	Name	Suffix	S	W	P	Sub Lot #	Parcel #	Directions
100	OAKCREST DRIVE		Y	N	N		052501009000	
100	SIGNATURE DR S		N	N	Y			
100	W. WASHINGTON	STREET	N	N	Y			
1000	CONSTITUTION	DRIVE	N	N	Y	KINSEY MEADOWS #43	M40000200320005300	
1000	FREDRICK	DRIVE	N	N	Y			
1000	JASPER	ROAD	Y	N	N		M36000200301013700	
1000	MAIN	ST	N	Y	N			
1000	SCENIC VIEW	DRIVE	N	N	Y	199	M40000100600006100	
1000	STONE	ROAD	Y	Y	Y	LOT #5	M36000200350005800	
1000	VAN EATON	ROAD	N	Y	N		K28000100070004100	
10000	SHARK	ST	Y	N	N			
10001	DOLPHIN	ST	N	N	Y			
10002	EASY	ST	N	Y	Y			
10003	ROUGH	RD	N	N	Y	7338		
100045	BROOKS-CARROLL	ROAD	N	N	Y			
10005	NARWHAL	LN	Y	N	Y			
10006	WEST	RD	N	N	Y	7		
10008	SOUTH	ST	N	N	Y	6		
10009	MAIN	ST	N	N	Y	142	B03000200320006900	
1001	ARMSTRONG	ROAD	Y	Y	N			

## Notes Screen

When on a record, hit the keys **Alt-n** on the keyboard

Sewage Treatment - Health District Information System

Sewage Treatment Reports Browse/ListExport Count/Graph Maintenance Return

Household Sewage Treatment Systems - 10000 SHARK ST

Find Owner/Applicant Site Review/Fees Permit Treatment Other Devices Disposal Inspection Record O/M Sewer Connection Comments GIS/GPS

Sewage System Location

Street 10000 SHARK ST City SHIRE VILLAGE State OH Zip 80808

Census Political Subdivision SHIRE VILLAGE Development

USPS System Loc

Record # 10000 Send Results to: Owner ☒ Requestor ☐ Mail to ☐

Owner's Name POWELL, STEVEN Street 15951 AKRON CANFIELD ROAD

City BERLIN CENTER State OH Zip 44401 Phone - - -

Cell Phone - - - Work Phone - - - Fax - - -

email

Cut & Paste to Comments \*

Previous Next Link to Another Address Delete Add Modify

Associations for Sewage, Household - 10000 SHARK ST

### Associations for this Item

Date Created	Type	Publish	Note	Has a File
4/16/2019 1:19 PM	Owner/Applicant	<input type="checkbox"/>	Jaws was a shark- a mean shark. ...	<input type="checkbox"/>
4/18/2019 1:01 PM	Owner/Applicant	<input type="checkbox"/>	Bruce was a shark in finding nemo !	<input checked="" type="checkbox"/>
4/22/2019 8:36 AM	Owner/Applicant	<input type="checkbox"/>	Test entry kjkl	<input type="checkbox"/>
4/23/2019 8:40 AM	Owner/Applicant	<input checked="" type="checkbox"/>	This is a picture of a library. It is p...	<input checked="" type="checkbox"/>
4/23/2019 8:51 AM	Owner/Applicant	<input checked="" type="checkbox"/>	This is the library. The other was ...	<input checked="" type="checkbox"/>
4/23/2019 12:48 PM	Owner/Applicant	<input checked="" type="checkbox"/>	Bruce was a shark in finding nemo...	<input type="checkbox"/>

Note

File Name

Select File View File Delete File Save to Disk

☐ Publish To Web

Save Print New Note

## Open Note

Double-click on the note to view selected details or make changes

Associations for Sewage, Household - 10000 SHARK ST : Sewage, Household - Inspections - 07/15/2019

### Associations for this Item

Date Created	Type	Publish	Note	Has a File
10/21/2020 11:16 AM	Inspection Record	<input type="checkbox"/>	Test for word app	<input type="checkbox"/>
10/23/2020 4:59 PM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:14 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:28 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:51 AM	Inspection Record	<input type="checkbox"/>	This is from Word Module	<input checked="" type="checkbox"/>
10/26/2020 10:52 AM	Inspection Record	<input type="checkbox"/>	Test 2 Word Module	<input checked="" type="checkbox"/>

**Note**

test

File Name: TemplateGeneratedDoc4SESIR\_Edited

☐ Publish To Web

Click **Save** button to save any changes made to a note



## New Note

Click the **New Note** button to create a new note

Associations for Sewage, Household - 10000 SHARK ST : Sewage, Household - Inspections - 07/15/2019

### Associations for this Item

Date Created	Type	Publish	Note	Has a File
10/21/2020 11:16 AM	Inspection Record	<input type="checkbox"/>	Test for word app	<input type="checkbox"/>
10/23/2020 4:59 PM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:14 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:28 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:51 AM	Inspection Record	<input type="checkbox"/>	This is from Word Module	<input checked="" type="checkbox"/>
10/26/2020 10:52 AM	Inspection Record	<input type="checkbox"/>	Test 2 Word Module	<input checked="" type="checkbox"/>

### Note

test

File Name

☐ Publish To Web

## Actions

**Publish to Web** checkbox will allow the note to be published to the web

**Select File** button opens File Explorer to add a file to the note

**View File** button will automatically open files attached to note

**Delete File** button will delete the file currently attached to note

**Print** button will open a print dialogue box to print out the note

Associations for Sewage, Household - 10000 SHARK ST : Sewage, Household - Inspections - 07/15/2019

### Associations for this Item

Date Created	Type	Publish	Note	Has a File
10/21/2020 11:16 AM	Inspection Record	<input type="checkbox"/>	Test for word app	<input type="checkbox"/>
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10/26/2020 10:51 AM	Inspection Record	<input type="checkbox"/>	This is from Word Module	<input checked="" type="checkbox"/>
10/26/2020 10:52 AM	Inspection Record	<input type="checkbox"/>	Test 2 Word Module	<input checked="" type="checkbox"/>

**Note**

test

**File Name** TemplateGeneratedDoc4SESIR\_Edited

☐ Publish To Web

## Add File

To add a file to a note click the **Select File** button

Associations for Sewage, Household - 10000 SHARK ST : Sewage, Household - Inspections - 07/15/2019

### Associations for this Item

Date Created	Type	Publish	Note	Has a File
10/21/2020 11:16 AM	Inspection Record	<input type="checkbox"/>	Test for word app	<input type="checkbox"/>
10/23/2020 4:59 PM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:14 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:28 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:51 AM	Inspection Record	<input type="checkbox"/>	This is from Word Module	<input checked="" type="checkbox"/>
10/26/2020 10:52 AM	Inspection Record	<input type="checkbox"/>	Test 2 Word Module	<input checked="" type="checkbox"/>

**Note**

test

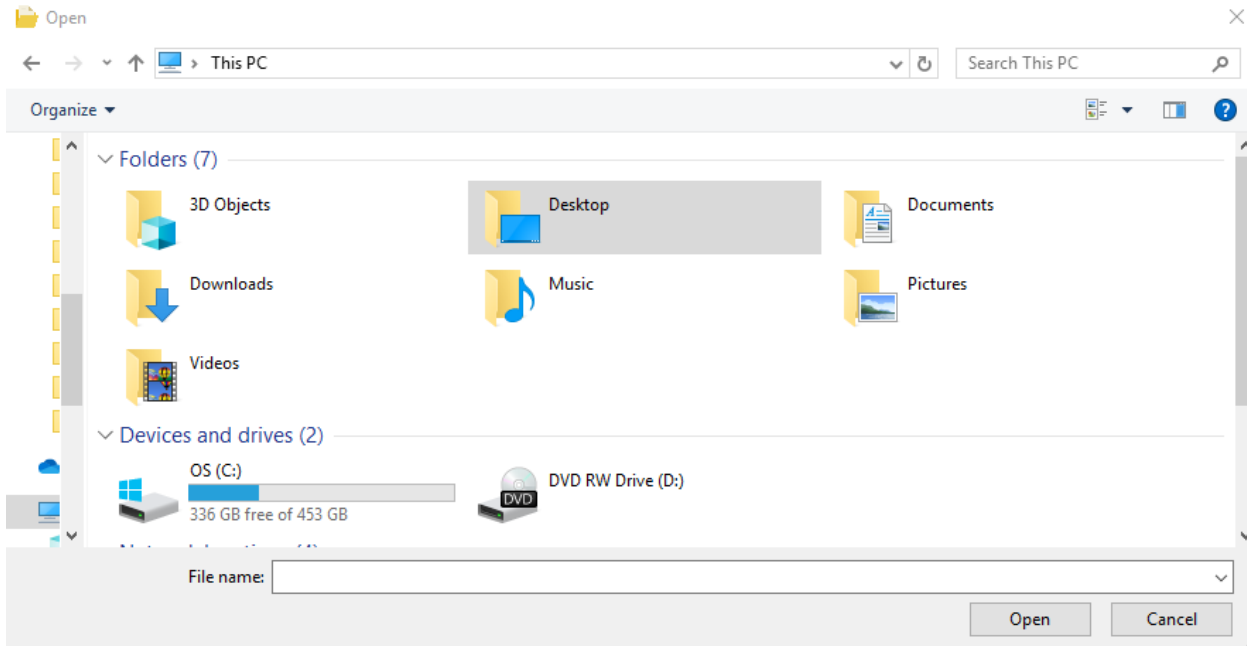
**File Name** TemplateGeneratedDoc4SESIR\_Edited

☐ Publish To Web

### Save File 1-3

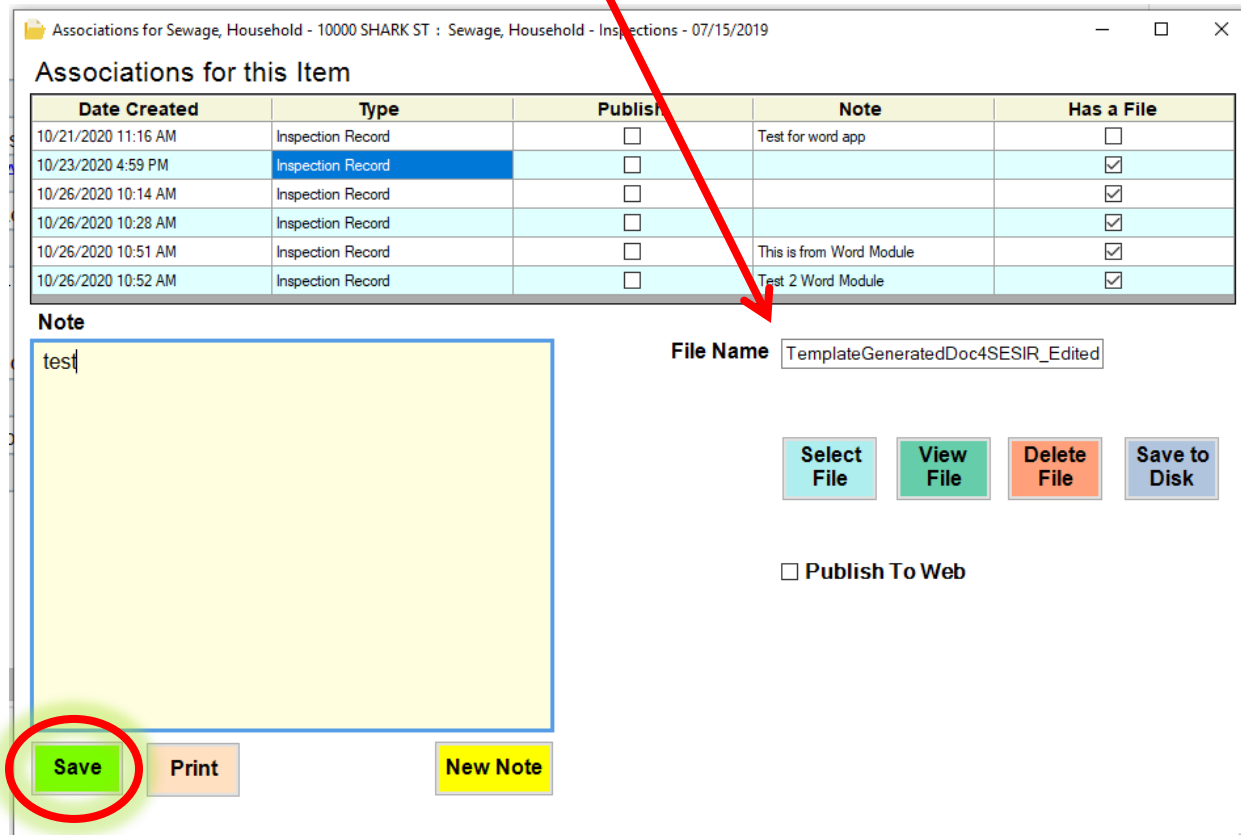
This should open up a **File Explorer** window allowing you to find the needed file to attach

Select the file and click the **Open** button to add the file with the Note



## Save File 2-3

Once you see the file name appear next to **File Name**, click the **Save** button to save the file to the record



Associations for Sewage, Household - 10000 SHARK ST : Sewage, Household - Inspections - 07/15/2019

Associations for this Item

Date Created	Type	Publish	Note	Has a File
10/21/2020 11:16 AM	Inspection Record	<input type="checkbox"/>	Test for word app	<input type="checkbox"/>
10/23/2020 4:59 PM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:14 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:28 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:51 AM	Inspection Record	<input type="checkbox"/>	This is from Word Module	<input checked="" type="checkbox"/>
10/26/2020 10:52 AM	Inspection Record	<input type="checkbox"/>	Test 2 Word Module	<input checked="" type="checkbox"/>

Note

test

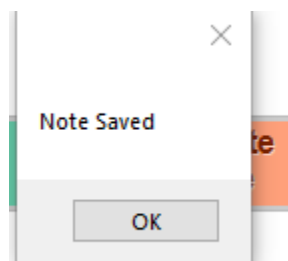
File Name: TemplateGeneratedDoc4SESIR\_Edited

Select File View File Delete File Save to Disk

☐ Publish To Web

Save Print New Note

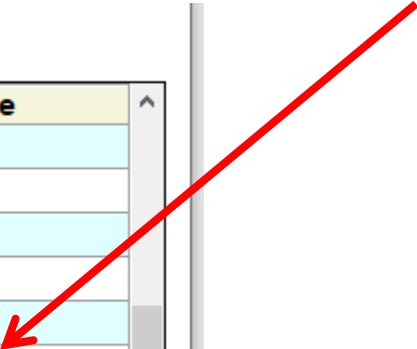
Once the note is saved a window will pop-up to indicate the action.



### Save File 3-3

To make sure the file was saved to the note, look through the list

Make sure **Has a File** column is populated with a checkmark



	Has a File
	<input type="checkbox"/>
..	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input checked="" type="checkbox"/>

### Save to Disk

To save a file locally, click the **Save to Disk** button.

This will open up File Explorer.

Find a location, for example "Desktop," and a copy of the selected file will be saved.

Associations for Sewage, Household - 10000 SHARK ST : Sewage, Household - Inspections - 07/15/2019

#### Associations for this Item

Date Created	Type	Publish	Note	Has a File
10/21/2020 11:16 AM	Inspection Record	<input type="checkbox"/>	Test for word app	<input type="checkbox"/>
10/23/2020 4:59 PM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:14 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:28 AM	Inspection Record	<input type="checkbox"/>		<input checked="" type="checkbox"/>
10/26/2020 10:51 AM	Inspection Record	<input type="checkbox"/>	This is from Word Module	<input checked="" type="checkbox"/>
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**Note**

test

**File Name** TemplateGeneratedDoc4SESIR\_Edited

☐ Publish To Web

