**Beaches
User Manual**

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Disclaimer

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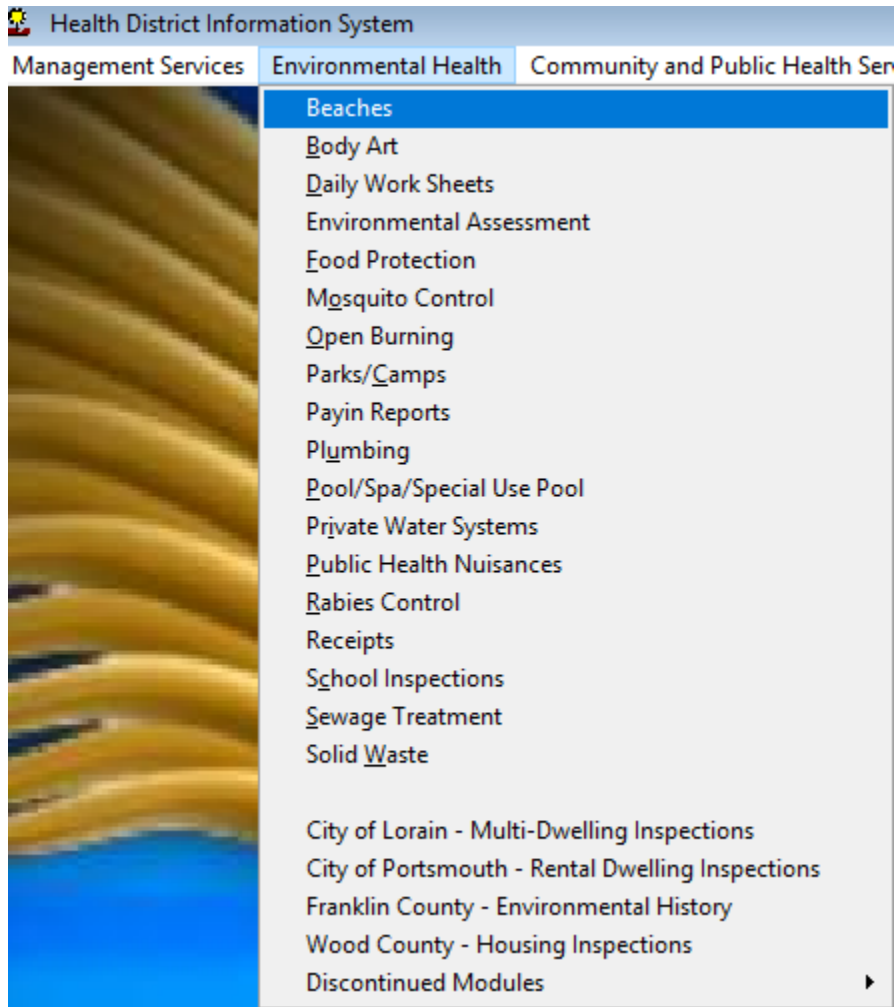
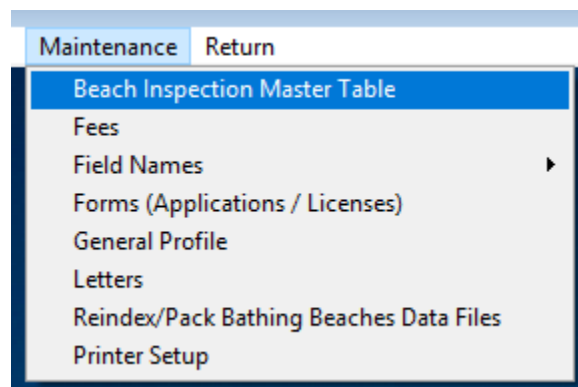# Contents

Chapter 1: Getting Started

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

Environmental Health > Beaches

Once inside **Beaches** navigate to:

Maintenance > Beach Inspection Master Table

```
Maintenance  Return
  Beach Inspection Master Table
  Fees
  Field Names                          ▶
  Forms (Applications / Licenses)
  General Profile
  Letters
  Reindex/Pack Bathing Beaches Data Files
  Printer Setup
```

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

When entering data into **Beaches,** there will sometimes be drop-down boxes for quick data entry.

The tables in the **Maintenance** 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.

Beach Inspection Master Table

Number	Letter	Issues	Review
1	A	GENERAL INFO	AIR TEMPERATURE
1	B		ESTIMATED BATHER LOAD
1	C		WEATHER CONDITION
1	D		WATER APPEARANCE
2	A	SAFETY & SANITATION	BATHING AREA
2	B		LIFE GUARDS
2	C		SAFETY EQUIPMENT
2	D		COMMUNICATION
2	E		SUPERVISION
2	F		GENERAL SAFETY
2	G		SANITATION-BEACH
2	H		WATER SUPPLY
2	I		TOILET-HANDWASHING
2	J		BATHHOUSE
2	K		MISCELLANEOUS
3	A	WATER SAMPLE	SAMPLE COLLECTED
3	B		TIME SAMPLE COLLECTED
3	C		WATER TEMPERATURE
3	D		SAMPLE POINTS
3	E		AIR TEMPERATURE
3	F		PRESENT WEATHER CONDITIONS
3	G		PRIOR WEATER CONDITIONS(24 HOURS)
3	H		RAINFALL-INCHES(LAST 24 HOURS)
3	I		WIND DIRECTION
3	J		WIND VELOCITY
3	K		WAVE HEIGHT
3	L		WAVE DIRECTION
3	M		WATER APPEARANCE
3	N		BIRD NESTING(BEACH AREA)
3	O		ADVISORY CURRENTLY POSTED
3	P		E.COLI - 100ML OF WATER
3	Q		DATE REPORTED TO HEALTH DEPT.
3	R		MISC. COMMENTS

Window title: Add/Modify/Delete Beaches

Buttons: Close, Add, Delete, Print

- To enter a new record, click **Add**

- To get rid of a record, click **Delete**

- **Print** button will open a window with printing options

- **Close** button will exit the window

Chapter 2: Entering in Bathing Beaches

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

Find Tab

Navigate to: **Bathing Beaches**

Under the **Find** tab there are options to search for Beaches 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.

Beach Tab

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

Click **Modify** to change an existing **Beach**, **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.

Print Button

Inside **Beach**, you will find a **Print Button** on the following tabs:

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

Beach	Information	Inspection	Water Testing Log	Notes

The Print Button is location at the bottom of each screen

Print	Previous	Next	Delete	Add	Modify

When clicking on the Print Button a new window will pop up.

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

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

License – **License year** is like Application – Application year, creating a license 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.*
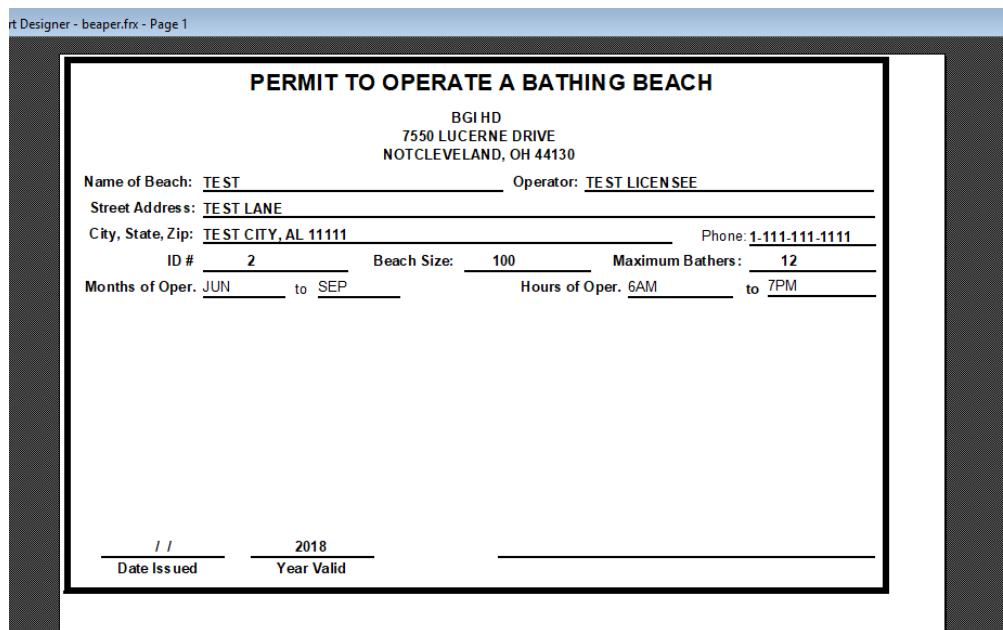
Selecting the **License** radio button will create a license to print.

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.

Additional Options in the Print window:

Report	Description
Envelope-Beach	Prints an envelope addressed to the Beach
Envelope – Licensee	Prints an envelope addressed to the Licensee
Inspection	Prints out the Beach inspection
Water Testing Log	Prints out the Water Testing Log

Information Tab

- Fill in the appropriate information for the Information tab.

- To edit the current record, click the **Modify** button

- To print the current record, click the **Print** button

Print button will open up a Print options menu with various options to choose from.

Inspection Tab

- The first step is to fill in the **Inspection date**

- Click **Add Inspection** to add a new Inspection

- Right-click Delete **Inspection*** to remove an inspection.   Whichever Inspection is selected, that will be the one deleted.

- To print the current record, click the **Print** button

- To edit a record, click Modify

Print button will open up a Print options menu with various options to choose from.
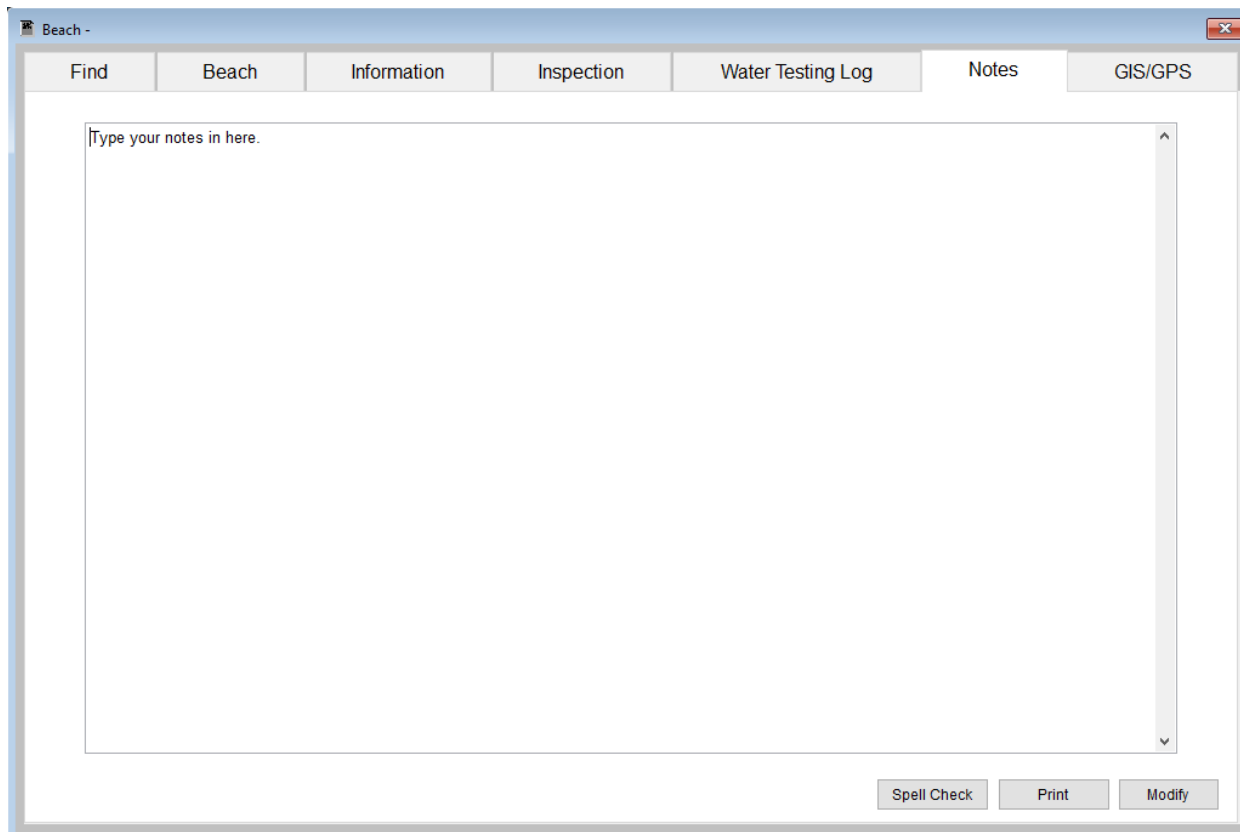
Water Testing Log Tab

- The first step is to fill in the **Inspection date**

- Click **Add Test** to begin filling in the Water Testing Log

- Right-click Delete **Test*** to remove a **Test**.   Whichever Inspection is selected, that will be the one deleted.

- To print the current record, click the **Print** button

- To edit a record, click **Modify**

Print button will open up a Print options menu with various options to choose from.

Notes Tab

- Type your notes in this section.

- **Spell Check** button will go over your notes and look for spelling errors.

- To print the current record, click the **Print** button

- To edit a record, click **Modify**

Print button will open up a Print options menu with various options to choose from.

GIS/GPS Tab

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> Beaches > 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).
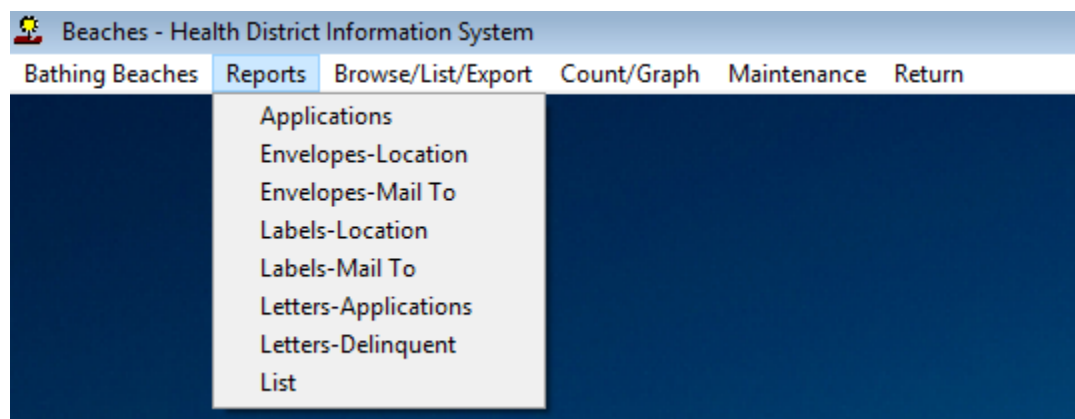
Report	Description
Parks/Camps	
Applications	This will generate applications for each Beach
Envelopes – Location	Addresses envelope to the location of the Beach
Envelopes – Mail To	Addresses envelope to the Name of Beach
Labels – Location	Generates mailing labels to the location of the Beach
Labels – Licensee	Generates mailing labels to the licensee of the Beach
Letters – Applications	Generates application letters for each Beach. You may set these letters up in the Maintenance menu
Letters – Delinquent	Generates delinquent letters for each Beach. You may set these letters up in the Maintenance menu
List	Generates a list of Bathing Beaches

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.

Chapter 4: Browse/List/Export

Inside the **Beaches** 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.

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.

Sort by: (3 Max)

| < |
| > |

2nd last inspection
3rd last inspection
Audit #
Beach size
City
Date paid
Date permit issued
Emergency address
Emergency contact
Emergency phone
Fee code
Fee description
GIS/Prefix direction
GIS/Prefix type
GIS/Street
GIS/Street #
GIS/Street suffix

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 5: Count Graph

Inside the Beaches 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*.

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.

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 %	**Totals**

Filters

OOB=N

Click on the door icon next to the percent to return to the menu:
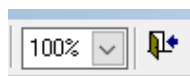
Print Preview
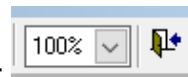
Pie Graph

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.

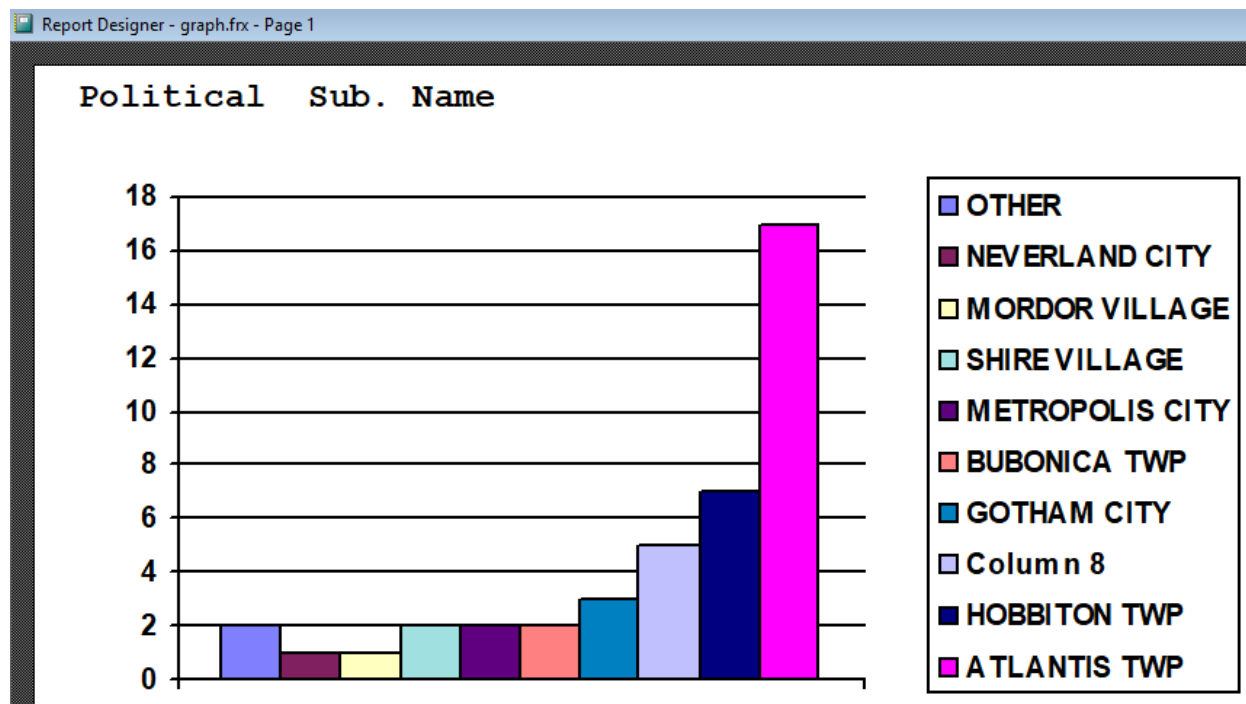There is a legend displaying the data chosen and the color representation.
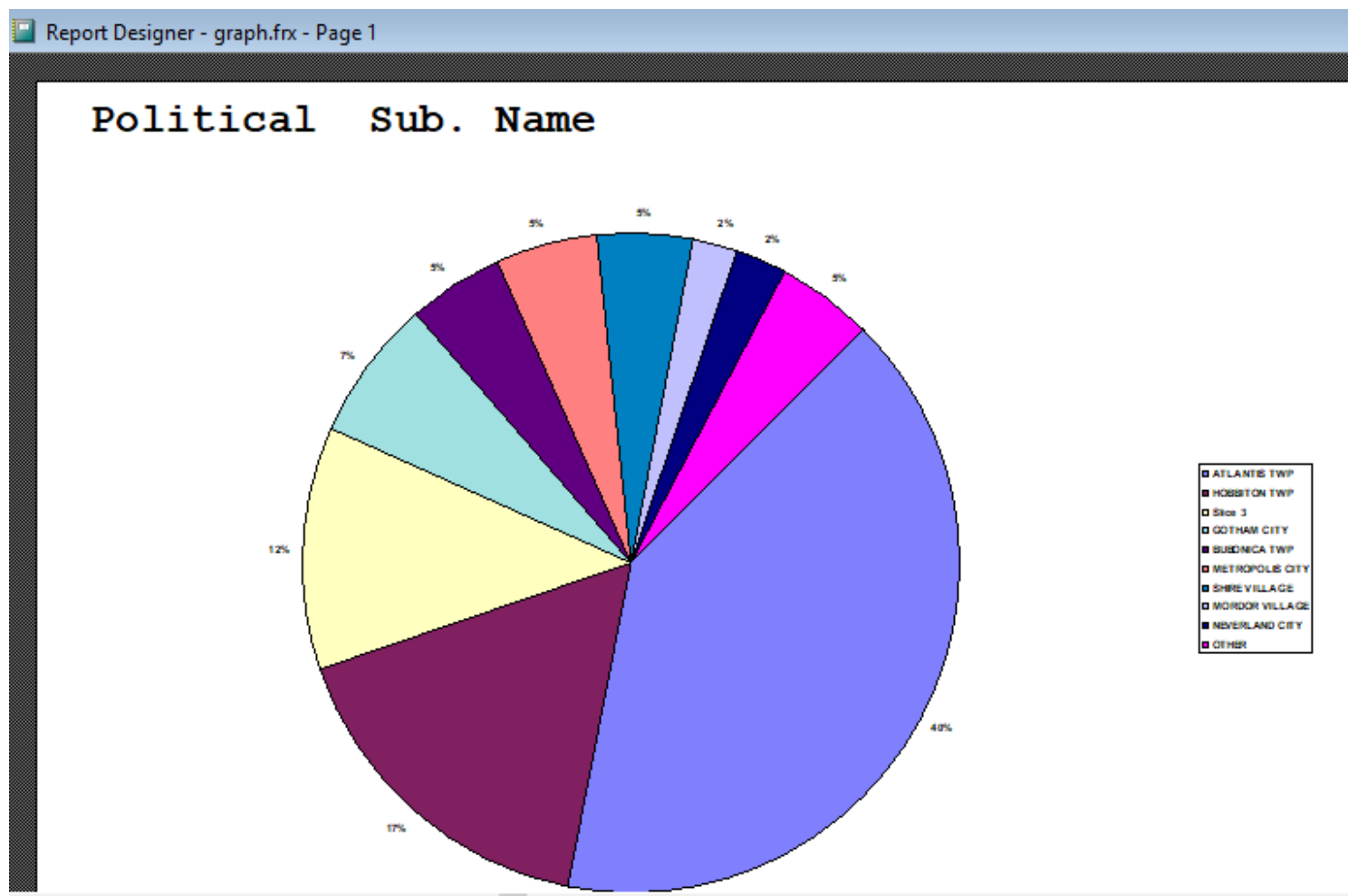
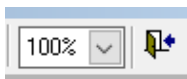Click on the door icon next to the percent to return to the menu:

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:
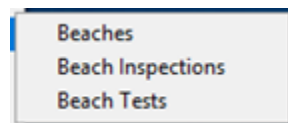
Chapter 6: Maintenance

Navigate to: **Environmental Health > Beaches > Maintenance**

The Maintenance section holds a lot of the mechanics behind the module. This area is where you can **Add/Delete/Modify t**ables that you use in the **Beaches tab.**

Fees

- This section is where you can add all of your **Beaches Fees**.
- **Add New Fee** button will allow you to type in a new fee.
- **Delete** Fee will remove a fee that is selected from this table.
- **Print** button will print off a list of the fees.
- **Update New Fees** will update the newest fees added into the system.
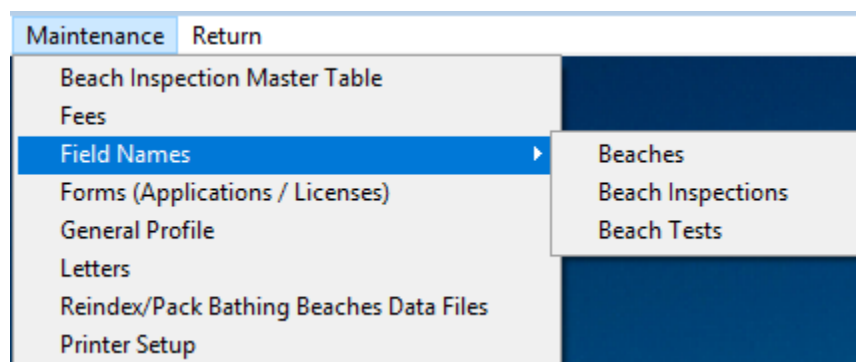
Field Names

Navigate to: **Maintenance > Field Names**

Beaches
Beach Inspections
Beach Tests

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***
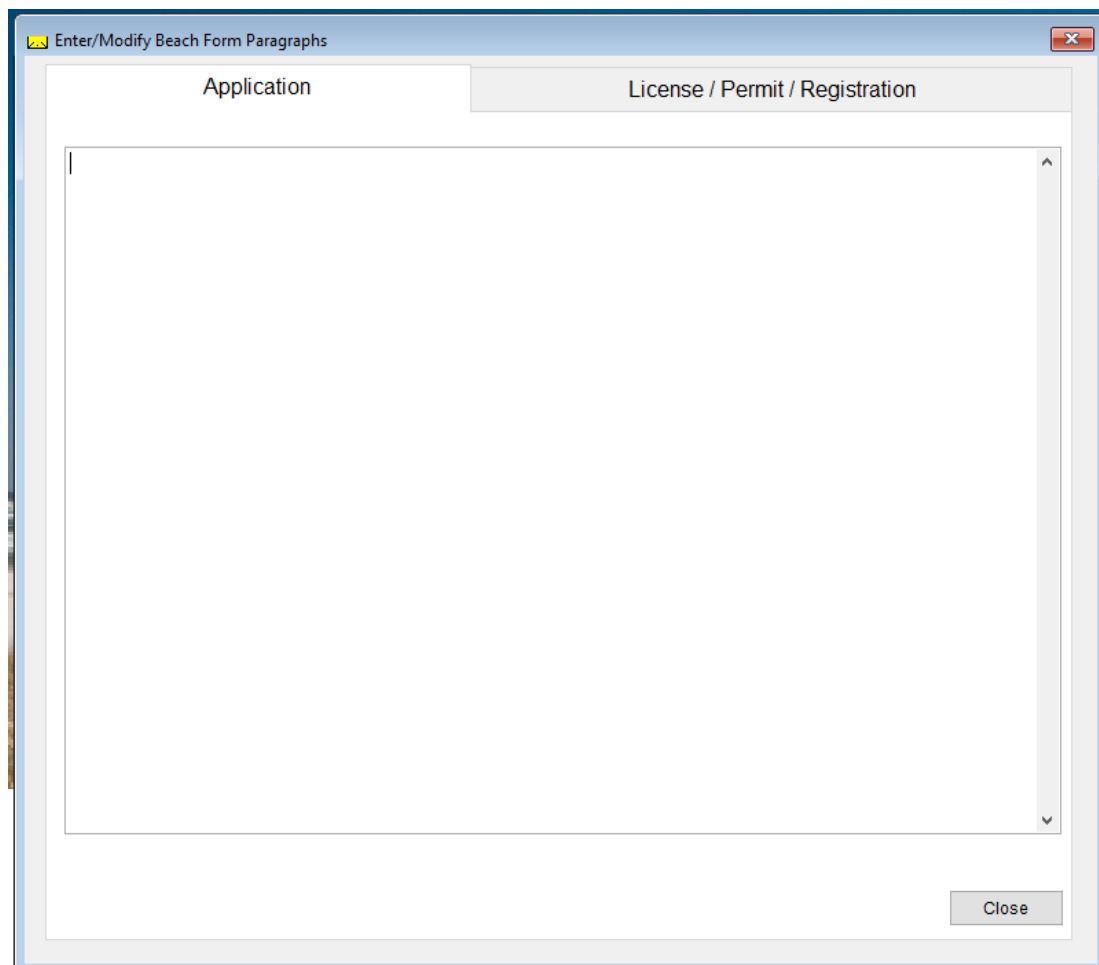
See Letters for more information on Letters.

Field Name	Data Base Field Name
2ND LAST INSPECTION	EHBEA.LST_2ND_IN
3RD LAST INSPECTION	EHBEA.LST_3RD_IN
AUDIT #	EHBEA.AUDIT
BEACH SIZE	EHBEA.BEA_SIZ
CITY	EHBEA.CITY
DATE PAID	EHBEA.DATE_PAID
DATE PERMIT ISSUED	EHBEA.DATE_ISS
EMERGENCY ADDRESS	EHBEA.C1_ADDRESS
EMERGENCY CONTACT	EHBEA.C1_NAME
EMERGENCY PHONE	EHBEA.C1_PHONE
FEE CODE	EHBEA.FEECC
FEE DESCRIPTION	EHBEA.DESCRIPT
GIS/PREFIX DIRECTION	EHBEA.GIS_PRE_DIR
GIS/PREFIX TYPE	EHBEA.GIS_PRE_TYPE
GIS/STREET	EHBEA.GIS_STRT
GIS/STREET #	EHBEA.GIS_STRT_NO
GIS/STREET SUFFIX	EHBEA.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	EHBEA.GIS_STRT_DIR
GPS/LAT-DECIMAL	EHBEA.GPS_LAT_DEC
GPS/LAT-DEGREES	EHBEA.GPS_LAT_DEG
GPS/LAT-DIRECTION	EHBEA.GPS_LAT_DIR
GPS/LAT-MINUTES	EHBEA.GPS_LAT_MIN
GPS/LAT-SECONDS	EHBEA.GPS_LAT_SEC
GPS/LON-DECIMAL	EHBEA.GPS_LON_DEC
GPS/LON-DEGREES	EHBEA.GPS_LON_DEG
GPS/LON-DIRECTION	EHBEA.GPS_LON_DIR
GPS/LON-MINUTES	EHBEA.GPS_LON_MIN
GPS/LON-SECONDS	EHBEA.GPS_LON_SEC
ID #	EHBEA.ID
INSPECTION INTERVAL	EHBEA.INSP_INT
INSPECTION REASON	EHBEA.F_DESC
INSPECTOR	EHBEA.INSPECTOR
INSPECTOR'S CODE	EHBEA.I_CODE

Data Base Field Names for Beaches

Close

Print

Forms

This is where you can place your Application or License/Permit/Registration forms.

You can access these and generate data based off these forms from the **Reports** tab.

General Profile

Navigate to: **Maintenance > General Profile**

The **General** Profile **can** affect other modules in HDIS.

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.

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 **Beaches**. 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

Reindex/Pack Bathing Beaches Data Files

Navigate to: **Maintenance >Reindex/Pack Bathing Beaches 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.
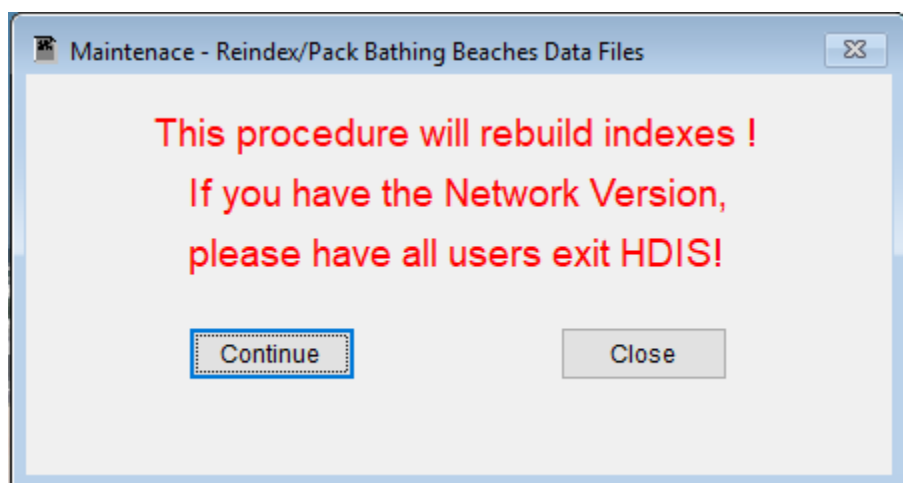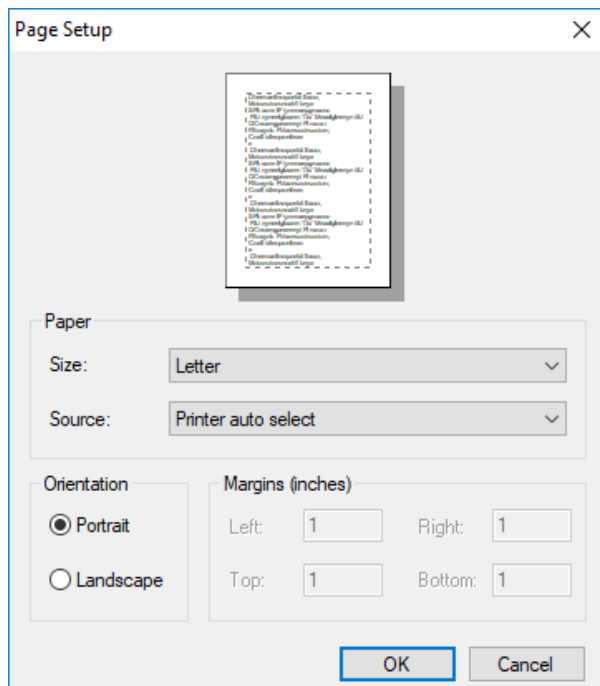
Printer Setup

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**.