



Beaches User Manual



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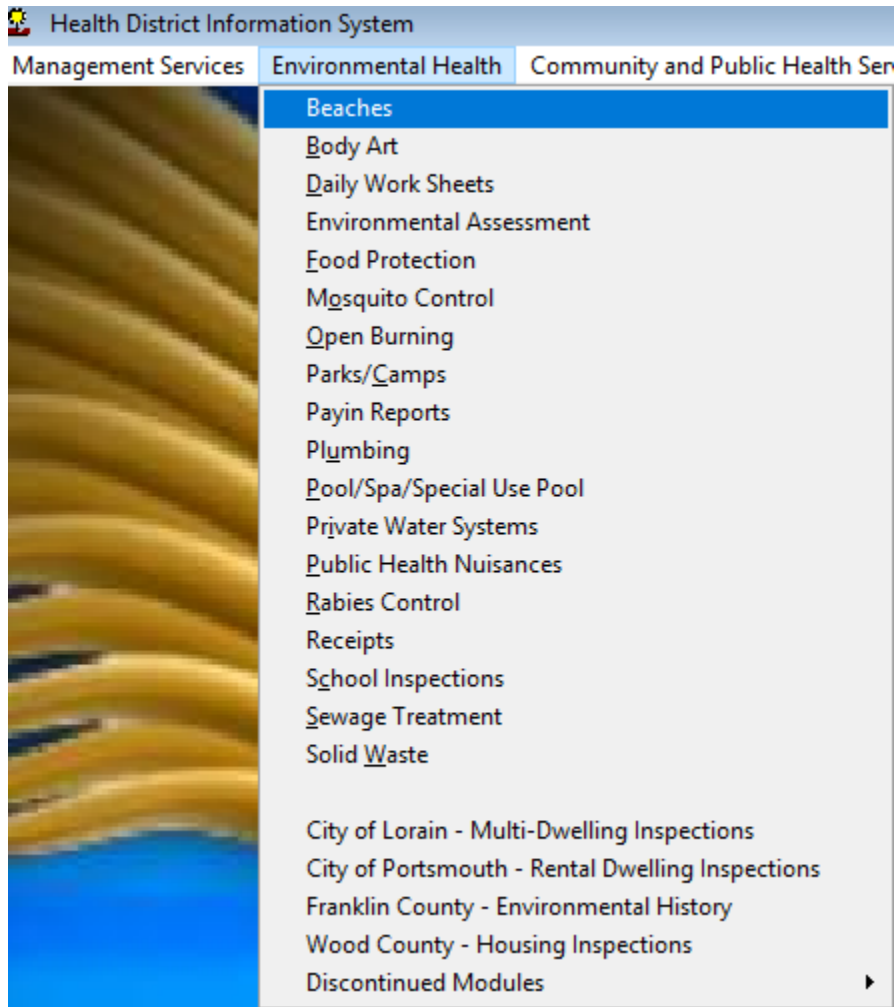
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Chapter 1: Getting Started

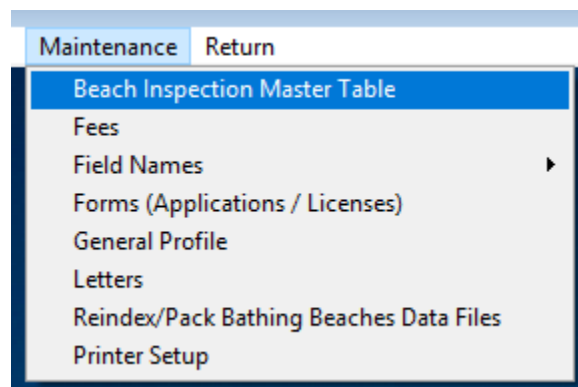
Once the **Beaches** module has been installed, it can be accessed by going to:

Environmental Health > Beaches



Once inside **Beaches** navigate to:

Maintenance > Beach Inspection Master Table



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

Add/Modify/Delete Beaches

| 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 |

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**

| Name | Street | License # | City | Stat ^ |
|------|-----------|-----------|-----------|--------|
| | | 1 | | |
| TEST | TEST LANE | 2 | TEST CITY | AL |
| | | | | |
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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.

Beach - TEST

Find Beach Information Inspection Water Testing Log Notes GIS/GPS

Application for a Permit to Operate a Public Bathing Beach

Name of Park: TEST License #: 2

Address of Park: TEST LANE City: TEST CITY

State: AL Zip code: 11111 Phone: 1-111-111-1111 Beach Size: 100 Maximum Bathers: 12

Months of Operation: JUN To SEP Hours of Operation: 6AM To 7PM

Name of Licensee: TEST LICENSEE Address of Licensee: TEST LANE

City: TEST CITY State: AL Zip code: 11111 Phone: 1-111-111-1111

Print Previous Next Delete Add Modify

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.

Print

☒ Application
 Application year

☐ License
 Year

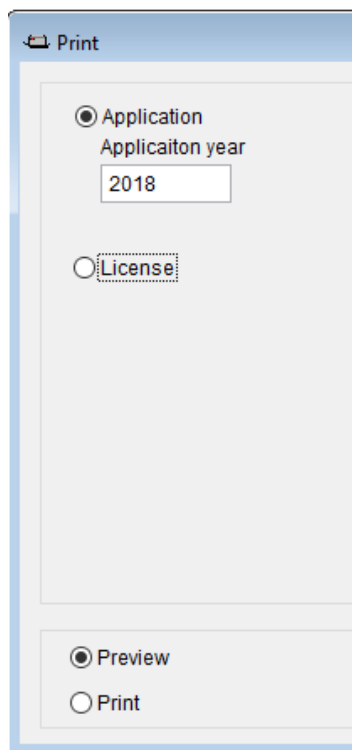
☐ Envelope-Beach
☐ Envelope-Licensee
☐ Inspection
☐ Water Testing Log

☒ Preview
☐ Print

OK

Close

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.*

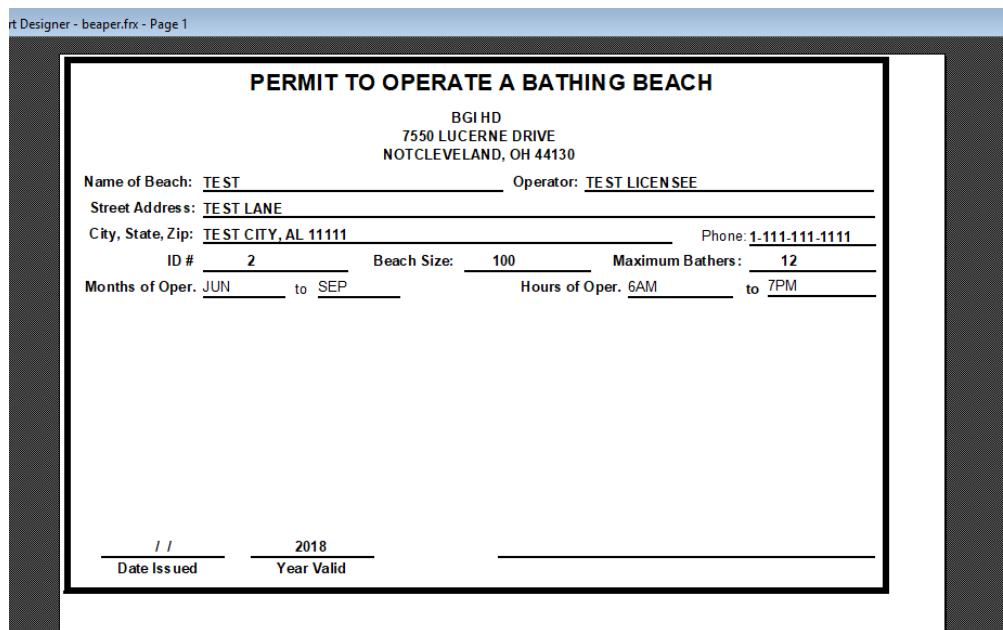
Selecting the **License** radio button will create a license to print.



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

Beach - TEST

Find Beach **Information** Inspection Water Testing Log Notes GIS/GPS

Emergency Contact
TEST CONTACT

Emergency Contact Address
TEST PARK DRIVE

Emergency Contact Phone
1-111-111-1111

Code Descript Local fee
0.00

Audit Date issued Date paid Receipt# Inspection interval
0

Last three inspection dates Inspector

Service Political subdivision

Print Modify

- 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

| Date | Issues | Review | Violation Notes |
|------------|---------------------|-----------------------|-----------------|
| 03/13/2018 | GENERAL INFO | AIR TEMPERATURE | |
| 03/13/2018 | | ESTIMATED BATHER LOAD | |
| 03/13/2018 | | WEATHER CONDITION | |
| 03/13/2018 | | WATER APPEARANCE | |
| 03/13/2018 | SAFETY & SANITATION | BATHING AREA | |
| 03/13/2018 | | LIFE GUARDS | |
| 03/13/2018 | | SAFETY EQUIPMENT | |

Inspection date:

- 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.

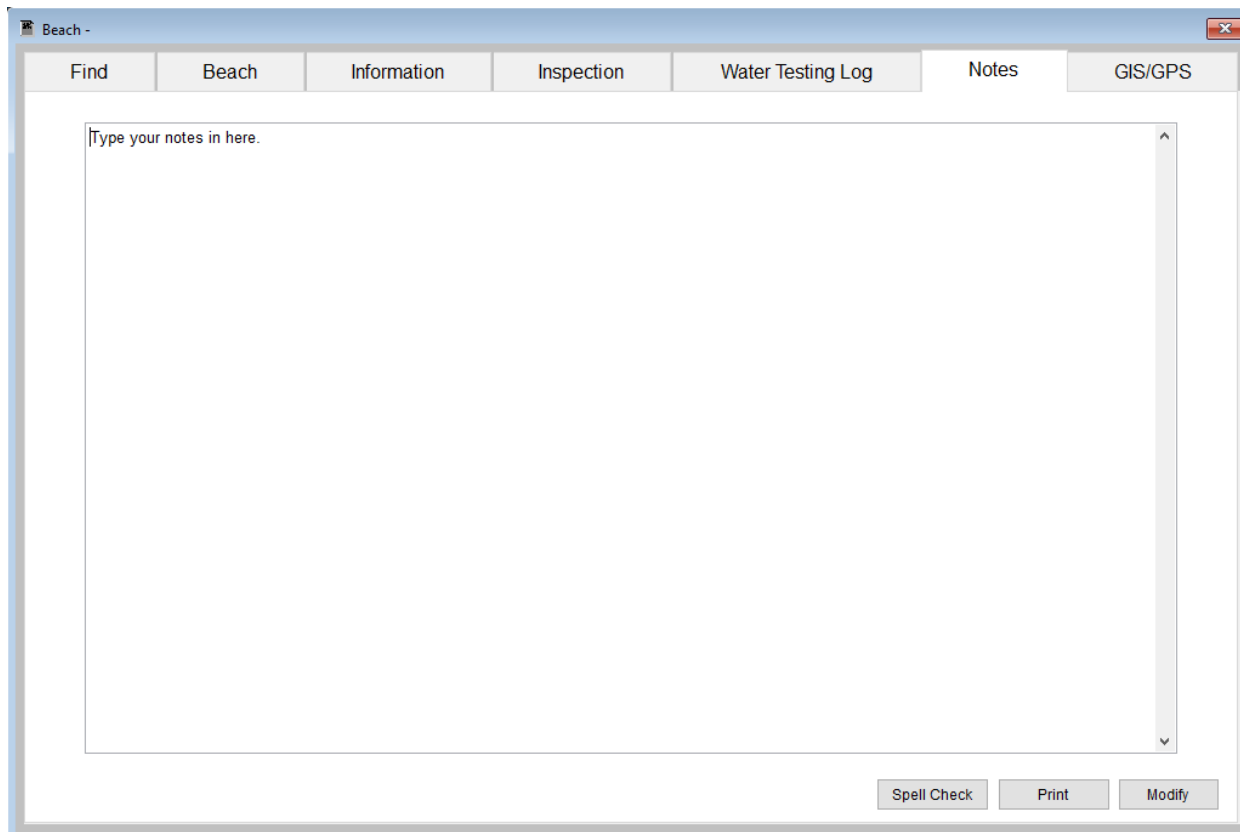
Water Testing Log Tab

[illegible]

- 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

Global Information System

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

Global Positioning System

Latitude Decimal Value Longitude Decimal Value

Modify

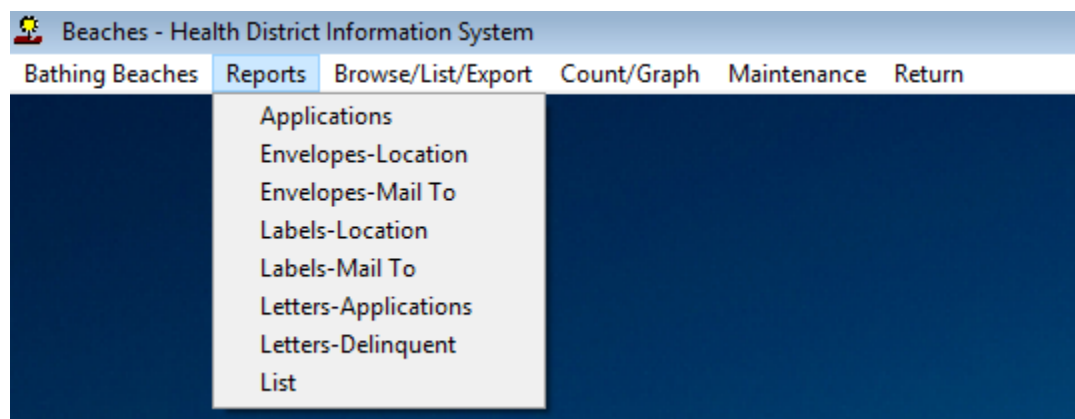
This tab allows you to enter your **GPS** coordinates for mapping purposes.

| 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 > 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:

Beaches Report Options for Applications

Output to: ☒ Preview ☐ Printer

☐ Include Filter Printout

☐ Include Mail Merge File

From date issued: / /

To date issued: / /

Application year: 2018

OK

Close

Filters

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.

Beaches - Browse/List/Export

Output to:

☒ Screen

☐ Printer

☐ DBF file

☐ SDF file

☐ Delimited file

C:\HDIS\EXPORT\BEACHES Browse

Output data:

☒ All Fields

☐ Selected fields only

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
GIS/Street suffix direction

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: 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, and GIS/Street suffix direction. Both list boxes have up and down arrow controls at their ends.

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"/> 2ND LAST INSPECTION | = ▾ | = ▾ |
| <input type="checkbox"/> 3RD LAST INSPECTION | = ▾ | = ▾ |
| <input type="checkbox"/> AUDIT # | = ▾ | = ▾ |
| <input type="checkbox"/> BEACH SIZE | = ▾ | = ▾ |
| <input type="checkbox"/> CITY | = ▾ | = ▾ |
| <input type="checkbox"/> DATE PAID | = ▾ | = ▾ |
| <input type="checkbox"/> DATE PERMIT ISSUED | = ▾ | = ▾ |
| <input type="checkbox"/> EMERGENCY ADDRESS | = ▾ | = ▾ |
| <input type="checkbox"/> EMERGENCY CONTACT | = ▾ | = ▾ |
| <input type="checkbox"/> EMERGENCY PHONE | = ▾ | = ▾ |
| <input type="checkbox"/> FEE CODE | = ▾ | = ▾ |
| <input type="checkbox"/> FEE DESCRIPTION | = ▾ | = ▾ |
| <input type="checkbox"/> GIS/PREFIX DIRECTION | = ▾ | = ▾ |
| <input type="checkbox"/> GIS/PREFIX TYPE | = ▾ | = ▾ |
| <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"/> GPS/LAT-DECIMAL | = ▾ | = ▾ |
| <input type="checkbox"/> GPS/LAT-DEGREES | = ▾ | = ▾ |
| <input type="checkbox"/> GPS/LAT-DIRECTION | = ▾ | = ▾ |
| <input type="checkbox"/> GPS/LAT-MINUTES | = ▾ | = ▾ |
| <input type="checkbox"/> GPS/LAT-SECONDS | = ▾ | = ▾ |
| <input type="checkbox"/> GPS/LON-DECIMAL | = ▾ | = ▾ |
| <input type="checkbox"/> GPS/LON-DEGREES | = ▾ | = ▾ |

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 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*.

The screenshot shows the 'Beaches - Count/Graph' window with the following fields and options:

- Report Title:** 2nd last inspection
- Legend Title:** (empty)
- Field List:** A scrollable list of fields including '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', 'GIS/Street suffix dir', 'GPS/lat-decimal', 'GPS/lat-degrees', 'GPS/lat-direction', 'GPS/lat-minutes', 'GPS/lat-seconds', 'GPS/lon-decimal', and 'GPS/lon-degrees'.
- Buttons:** Filters, Close, OK
- Output to:**
 - ☒ Screen
 - ☐ Print
 - ☐ DBF file
 - ☐ SDF file
 - ☐ Delimited file
- File Path:** C:\HDIS\EXPORT (with a Browse button)
- Output:**
 - ☒ top ten
 - ☐ all
- Type:**
 - ☒ count
 - ☐ pie graph
 - ☐ pie graph (full page)
 - ☐ bar graph
 - ☐ bar graph (full page)
- Sort by:**
 - ☒ High to low
 - ☐ Low to high
 - ☐ by data
- Level 1 Group:** 2nd last inspection, 3rd last inspection, Audit #, Beach size (with a Clear button)
- Level 2 Group:** 2nd last inspection, 3rd last inspection, Audit #, Beach size (with a Clear button)
- Footer:** (empty)

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.frx - Page 1

| Number | Percent | Audit # |
|--------|---------|-----------|
| 3 | 75 % | |
| 1 | 25 % | TEST CITY |
| 4 | 100 % | Totals |

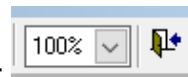
If you choose to add filters, those will also be shown at the bottom of the page.

Report Designer - count.frx - Page 1

| Political Sub. Name - Count/Percentage | | |
|--|---------|-----------------|
| Number | Percent | Name |
| 17 | 40 % | ATLANTIS TWP |
| 7 | 17 % | HOBBIT ON 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:

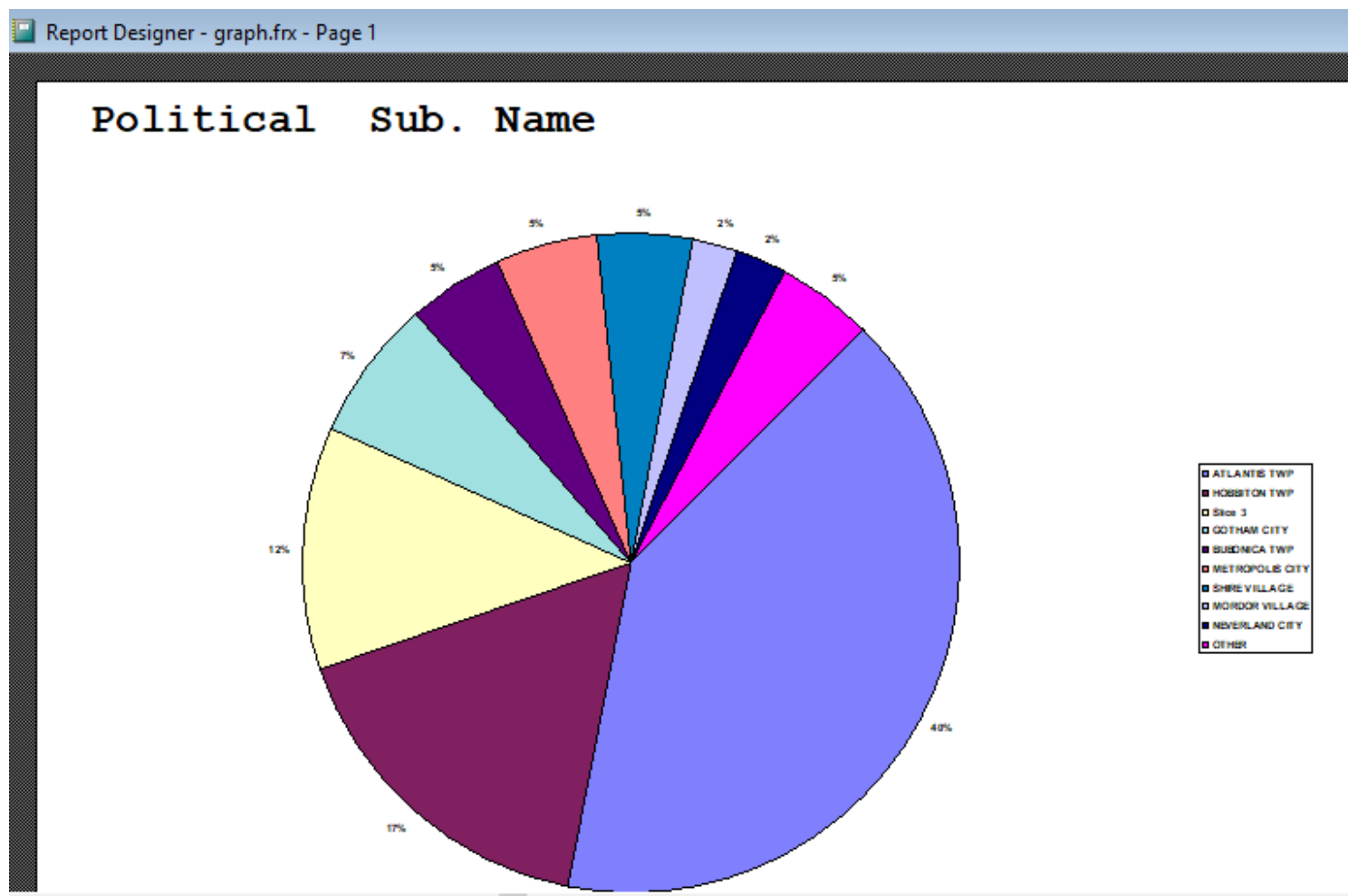


Pie Graph

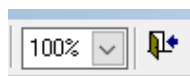
Here is an example of what the “**Pie Graph**” type would look like.

Depending on the data chosen, the percentages are altered to reflect it.

There is a legend displaying the data chosen and the color representation.



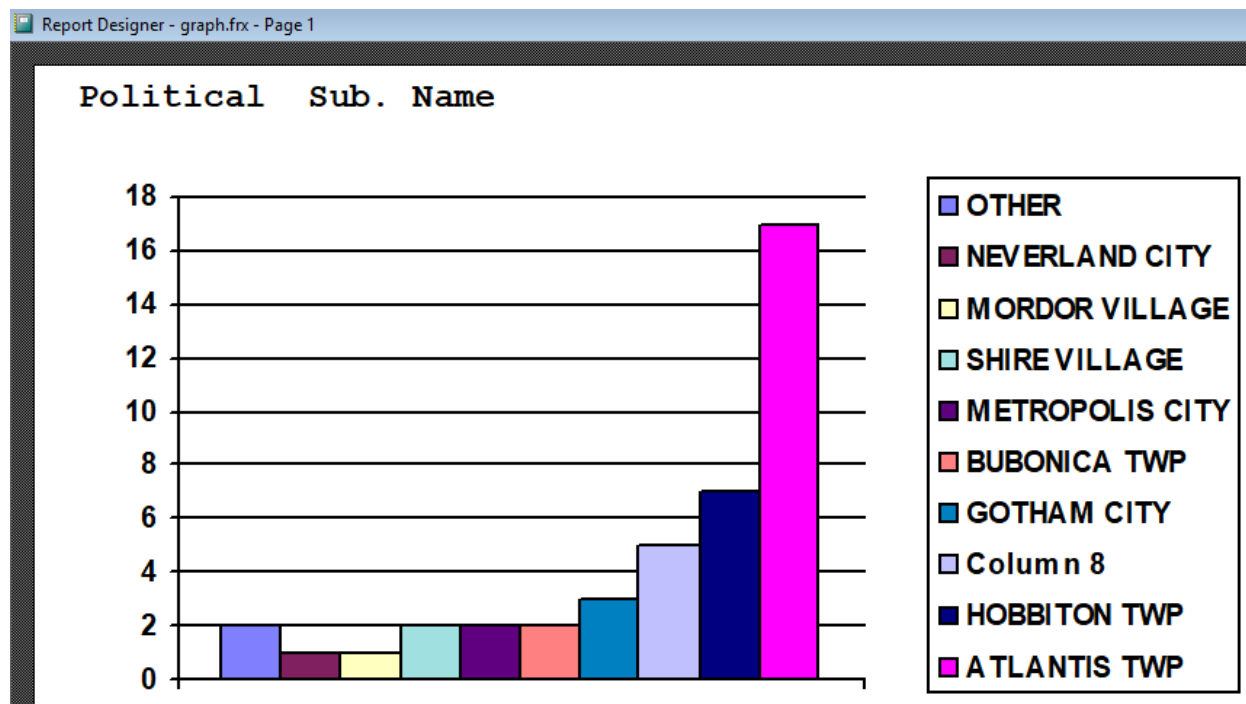
Click on the door icon next to the percent to return to the menu:



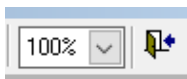
Bar Graph

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.



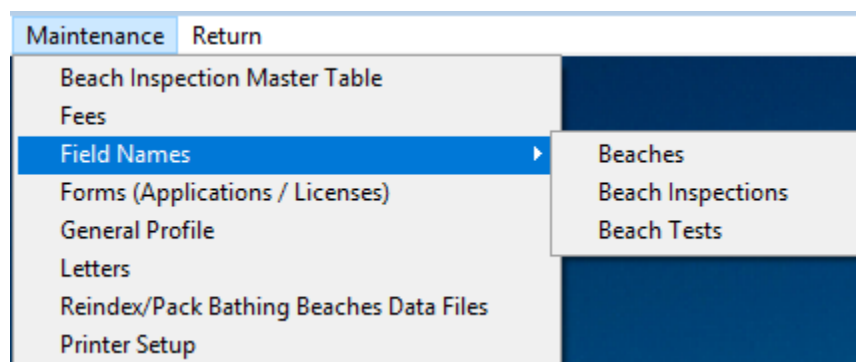
Click on the door icon next to the percent to return to the menu:



Chapter 6: Maintenance

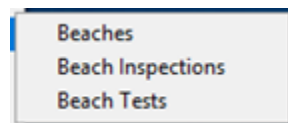
Navigate to: **Environmental Health > Beaches > Maintenance**

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

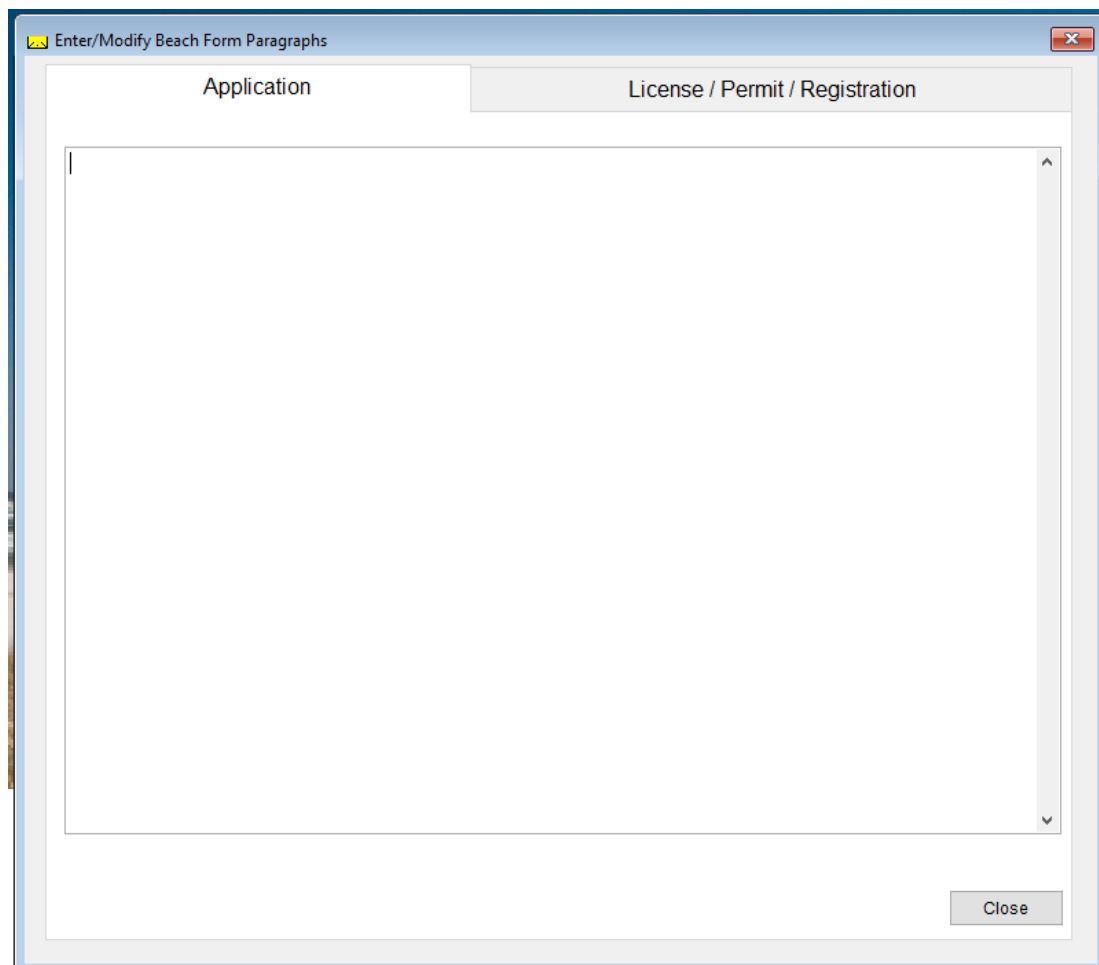
[See Letters for more information on Letters.](#)

Data Base Field Names for Beaches

| Field Name | Data Base Field Name |
|-----------------------|----------------------|
| 2ND LAST INSPECTION | EHBEALST_2ND_IN |
| 3RD LAST INSPECTION | EHBEALST_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.DESCRPT |
| 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.INSPE_INT |
| INSPECTION REASON | EHBEA.F_DESC |
| INSPECTOR | EHBEA.INSPECTOR |
| INSPECTOR'S CODE | EHBEA.I_CODE |

Close Print

Forms

A screenshot of a software window titled "Enter/Modify Beach Form Paragraphs". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). Inside the window, there are two tabs: "Application" and "License / Permit / Registration". The "License / Permit / Registration" tab is currently selected and active. Below the tabs is a large, empty rectangular text area with a vertical scrollbar on the right side. At the bottom right of the window, there is a "Close" button.

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.

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 **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 |

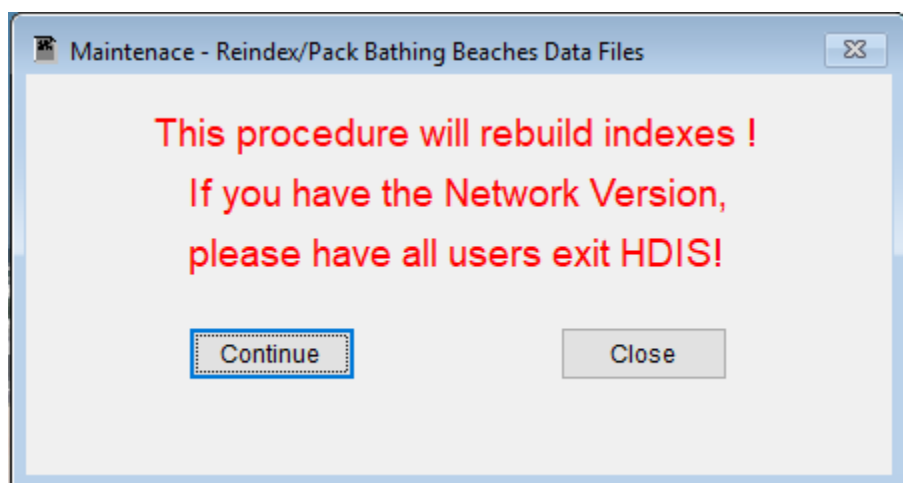
Examples: *OWNER* = TOM GORDON
 Owner = Tom Gordon
 type of animal = dog

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.

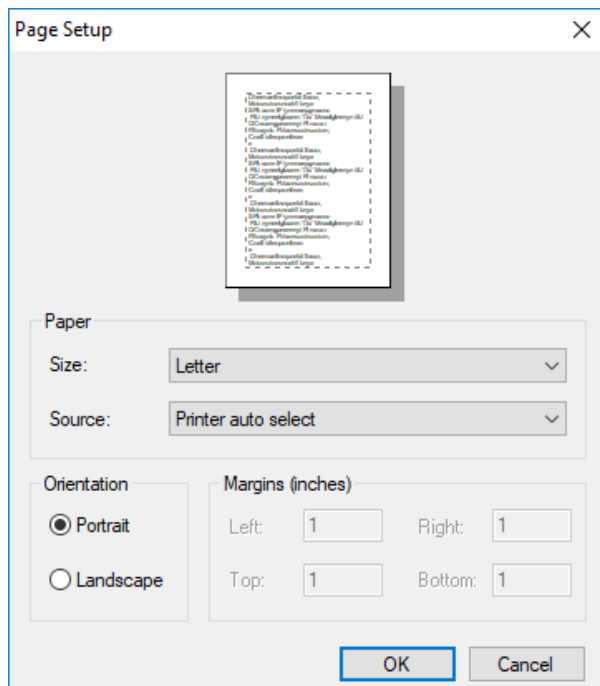


Printer Setup

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**.



Page Setup

Printer List:

- 1. 2500x1250 DPI Color
- 2. 2500x1250 DPI Color
- 3. 2500x1250 DPI Color
- 4. 2500x1250 DPI Color
- 5. 2500x1250 DPI Color
- 6. 2500x1250 DPI Color
- 7. 2500x1250 DPI Color
- 8. 2500x1250 DPI Color
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- 100. 2500x1250 DPI Color

Paper

Size: Letter

Source: Printer auto select

Orientation

☒ Portrait

☐ Landscape

Margins (inches)

Left: 1 Right: 1

Top: 1 Bottom: 1

OK Cancel