

# Body Art User Manual



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# **Chapter 1: Getting Started**

Once the Body Art Module has been installed, it can be accessed by going to:

**Environmental Health >Body Art** 

Environmental Health	Community and Public Health Ser
Beaches	
<u>B</u> ody Art	
Daily Work Sheets	
Environmental Assess	ment
<u>Food</u> Protection	
Mosquito Control	
Open Burning	
Parks/ <u>C</u> amps	
Payin Reports	
Pl <u>u</u> mbing	
Pool/Spa/Special Use	Pool
Private Water Systems	;
Public Health Nuisand	ces
<u>R</u> abies Control	
Receipts	
School Inspections	
Sewage Treatment	
Solid <u>W</u> aste	
City of Lorain - Multi-	Dwelling Inspections
City of Portsmouth - I	Rental Dwelling Inspections
Franklin County - Env	ironmental History
Wood County - Hous	ing Inspections
Discontinued Module	s 🕨





#### **Entering an Operation**

#### Select Body Art

attoo and/or Boo	dy Piercing Operation -						
Find	Operation	Licensing Info	ormation	Inspections	;	GIS/GPS	;
nter Name of	f Operation or ID #					-	
						Add Close	е
ld	Name		Street		City		* ٤
7	ANDY'S TATTOOS AND PI	ERCINGS	1 LUCERNE BI	_VD	GOTHAI	MCITY	Т
6	BLAKE'S TATTOOS AND	CYBERNETICS	2 BALDWIN RD	)	BUBON	ICA TWP	T
16	BLAKE'S TATTOOS AND	CYBERNETICS	22 NORFOLK L	N	BUBON	ICA TWP	+
8	CASEY's TATTOOS AND (	CYBERNETICS	6 MAIN ST		BUBON	ICA TWP	T
18	DALE'S EVERLASTING M	AKEUP AND CYBEF	27 PEARL ST		SMALL\	/ILLE VILLAGE	+
9	GRAY'S EVERLASTING M	AKEUP AND CYBEF	11 PINE ST		SMALL\	/ILLE VILLAGE	+
10	JEAN's TATTOOS		12 MAIN ST		BALRO	G TWP	+
11	JORDAN'S TATTOOS AND	PIERCINGS	13 LUCERNE E	BLVD	GOTHAI		+
20	JORDAN'S TATTOOS AND	PIERCINGS	33 PEARL ST		GOTHAI		+
17	PAT'S EVERLASTING MA	KEUP AND CYBERN	23 PINE ST		SMALL\	/ILLE VILLAGE	+
15	ANDY'S TATTOOS AND P	IERCINGS	21 PEARL ST		GOTHAI	M CITY	+
4	BROOK'S TATTOOS		4 NORFOLK LN	1	BALRO	G TWP	+
3	\DALE's EVERLASTING M	AKEUP AND CYBEI	7 LUCERNE BI	VD	SMALL	/ILLE VILLAGE	+
1	LELI'S TATTOOS AND CYE	ERNETICS	10 NORFOLK L	N	BUBON	ICA TWP	+
12	KYLE'S EVERLASTING M	AKEUP AND CYBE	15 PEARL ST		SMALL	/ILLE VILLAGE	+
13	LOU's TATTOOS		16 NORFOLK L	N	BALRO	G TWP	+
14	MEL'S TATTOOS AND PIE	RCINGS	17 PINE ST		GOTHAI	M CITY	+
2	\PAT's EVERLASTING MA	KEUP AND CYBERI	3 PEARL ST		SMALL	/ILLE VILLAGE	+

The **FIND** tab on the Tattoo Parlors window is for locating a tattoo parlor and/or body piercing operation. You can browse through the grid or type **the Name of Operation, or ID #** field.

To add an operation to your list, click the **Add** button.

Once the name of the Operation is entered, you will not have to click the add button a second time.

While going through the process of entering information drop down boxes may be a choice to choose from. You can modify these choices by editing them in the "**Maintenance**" tab. Refer to **Chapter 3: Maintenance** for more detailed information.





#### **Operation Tab**

🖀 Tattoo and/or Body Pierci	ng Operation -			×
Find	Operation	Licensing Information	Inspections	GIS/GPS
	Application	to Operate a Tattoo and/or Body	Piercing Operation	
	ld	Name of Operation		
	Street	City	~	
	State	Zip code	Phone	
Nam	e of Operator	Name of Ow	ner	
Nam	ne of Trainer	Trainer's Re	gistration #	
Mail	to	N	lail to street	
City		S	tate Zi	ip code
		Previous	Next Delete	Add Modify

You may now begin to enter information into the fields. Remember, you can use the "Tab" or the "Enter" key to advance from field to field. On this page, you will fill out the information for the operation.

\*\* Note: All phone numbers must start with a "1"

Field/Button	Description
Previous	Click to view the previous operation
Next	Click to view the next operation
Delete	Click to delete the record
Add	Click to add a record
Modify	Click to modify the record





# Licensing Information Tab

Tattoo and/or Body Pierc	ing Operation -			×
Find	Operation	Licensing Information	Inspections	GIS/GPS
	Time Limited Event (Y/N	I):	To Date	]
Date	e issued Date pai	d Receipt#	Inspection interval Last i	nspection
	Inspector	Service		
	Political subdivision			
Not	e			
	Out of business OOB date	e //		
				Print Modify

Field/Button	Description
Time Limited Event	Enter a "Y" if the operation takes place during a limited event
From Date	Enter the starting date of the limited event
To Date	Enter the ending date of the limited event
Code	Choose the fee code for the operation (description, local fee, and inspection interval will be filled out automatically)
Date issued	Date permit issued.
Date Paid	Date the permit was paid.
Receipt #	Receipt number for the permit.
Last Inspection	Enter your last inspection date.
Inspector	Choose the Inspector's code and name.
Service	Choose the service code and description.
Political subdivision	Choose the Political subdivision code and city.
Note	Enter your notes.





Out of Business	Check if the operation is out of business.
OOB Date	Enter the out of business date.
Print	Opens the print window.
Modify	Modifies the data on the page.

You are able to build all of your dropdown fields in the "Maintenance" menu which is explained in Chapter 3: Maintenance.





### **Inspections Tab**

Tattoo and/or Body Pier	rcing Operation -				<b>×</b>
Find	Operation	Licensing Information	า	Inspections	GIS/GPS
Find Inspection date 3701-9-01 Def 3701-9-02 Bo 3701-9-03 Fee 3701-9-03 Fee 3701-9-04 Gef 3701-9-05 Add 3701-9-05 Add 3701-9-07 Eau 3701-9-08 Ste 3701-9-09 Def	Operation Violations /// Compret finitions ard of Health Approval es neral Safety & Sanitation ditional Requirements for T ditional Body Piercing Serv r Piercing Gun Standards erilize & Disenfection Proce ny	Licensing Information hensive Partial Fattoo Service vices edures Re-inspection Required? Yes No	Date	Inspections Violation(s)/Comment(s)	GIS/GPS
		Previous Inspection Next Inspec	tion Add I	nspection Delete Inspection*	Print Modify

To enter an inspection, click the "**Modify**" and "**Add Inspection**" button and enter the inspection date.

First, choose what type of inspection you are performing in the checkboxes on the top of the page.

To enter a violation, click on the appropriate check box. In this case, we will click "3701-9-07 General Safety & Sanitation" violation. When the violation is checked, the Tattoo and/or Body Piercing Operation Inspection rules table will open (see the next page).

Field/Button	Description
Previous Inspection	Click to view the previous inspection
Next Inspection	Click to view the next inspection
Add Inspection	Click to add an inspection
Delete Inspection*	Right-click to delete an inspection record
Print	Click to open the print window
Modify	Click to modify the record





		Search	Reset Checks View
Add	#	Code	
HUU	20	(A) In accordance with section 3730.02 of the Revis 3	701-0-02 Board of health approval
╡	2.0	(A) In accordance with section 3730.02 of the Revision	701-9-02 Board of health approval
╡	2.0	(C) Persons seeking approval to operate a busined	701-9-02 Board of health approval
╡	2.0	(D) Every person who intends to open a new body 43	701-9-02 Board of health approval
╡	2.0	(E) Every person who intends to open a new body as	701-9-02 Board of health approval
=	2.0	(E) Approvals are not transferable and remain valid 3	701-9-02 Board of health approval
	2.0	(G) The operator shall provide evidence and docum 3	701-9-02 Board of health approval
<u> </u>	2.0	(H) Refore an approval is initially issued and appua 3	701-9-02 Board of health approval
=	2.0	(1) In accordance with section 3730.04 of the Revise 3	701-9-02 Board of health approval
	2.0	(1) The board of health in the jurisdiction in which a 3	701-9-02 Board of health approval
	2.0	(K) The board of health may in accordance with rul 3	701-9-02 Board of health approval
	2.0	(1) Any person aggrieved by the board of health's d(3)	701-9-02 Board of health approval
	2.0	(M) Operators of an approved by the scale of mediate a s	701-9-02 Board of health approval
	2.0	(m) operators of an approved business performings	
<			

For your inspections, you have the ability to view the rules. When the violation is clicked, the program opens the Inspection Rules table above. Check the box for the appropriate code that was violated to add to your inspection form. You may also search the entire rule by typing a key word in the field box and clicking the Search button. This will display all rules under which the key word was found. You may view a rule by clicking on the row and then clicking the "View" button. When finished, click the "Add Rules and Close" button to add the rule violation to your inspection form.

Field/Button	Description
Search	Click to search a rule for a key word entered in the field to the left.
View	Click to view the selected rule
Reset Checks	Click to view all rules (used after a search)
Add	Check to add the rule to the inspection form
Add Rules and Close	Click to add the rules to the inspection and to close the rules window
Close	Click to close the rules window





## Violation(s)/Comment(s)

Tattoo and/or Body Piere	cing Operation -			<b>×</b>
Find	Operation	Licensing Information	Inspections	GIS/GPS
	Violations		Violation(s)/Comment(s)	
	nspected by	Title	SIT # Rule Spell C	v es theck
		Previous Inspection NextInspection Add	Inspection Delete Inspection*	Print Modify

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	Select inspector who performed the inspection.
R.S./SIT#	
Received by	Enter the person who received the inspection form.
Title	Enter the title of the person who received the form.
Rules	Click to view all inspection rules.
Spell Check	Click to perform a spell check on your comments.





### **GIS/GPS Tab**

Tattoo and/or Boo	ly Piercing Operation -						×
Find	Opera	tion	Licensing Info	rmation	Inspections		GIS/GPS
	Street # Direction	Prefix Type	Global Inform Street name	ation Systen	n Street Suffix	Prefix Direction	
			Global Positio	oning System	n		
		Latitude De	ecimal Value	Longitude Dec	imal Value		
		Contact En	nail	Tattoo Parlor E	mail		
							Modify

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 page.



#### **Print Button**

<ul> <li>Application</li> <li>Year</li> </ul>	O Envelope - Operation	ОК
2017	◯ Envelope - Licensee	Close
O Approval/Registration/Permit	◯ Letter A	
	◯ Letter B	
○ Tattoo and Body Piercing Inspection	⊖ Letter C	
Preview		
○ Print		

Print: The "Print" button is available on all the tabs.

Field/Button	Description
Application	Prints an application.
Application year	Specify the year you want the application printed.
Approval/Registration/Permit	Prints the approval registration/permit for the operation.
Approval year	Specify the year you want the approval printed.
Tattoo and/or Body Piercing	Prints the operation inspection.
Preview	Previews the printout.
Print	Prints the form.
ОК	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing an approval, this button will appear. Click to update the date issued field.





# Chapter 2: Reports

#### **Reports**:

Click on "**Reports**" to get to the Reports section. There will be a drop down menu for different types of reports you can create/modify.





The Tattoo Parlors has a set of pre-defined reports from which to choose. Each report will ask for: From date issued and To date issued.

🔀 Body Art Report Options for	Applications		×
Output to:	From date issued	Application year 2017	OK
Include Filter Printout	To date issued		Close
🗌 Include Mail Merge File	11		Filters

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

Report	Description
Applications	Generates Tattoo Parlor applications in bulk
Envelopes-Location	Generates envelopes addressed to the operation location
Envelopes-Mail To	Generates envelopes addressed to the individual filled out in the "mail to" fields
List	Generates your Tattoo Parlors list
Labels-Location	Generates filing labels by location for your operations
Labels-Mail To	Generates filing labels by the "mail to" fields for your operations





# **Chapter 3: Maintenance**

#### **Maintenance:**

Click on the "Maintenance" tab.

- 2 Body Art Operations Health District Information System
- Body Art Reports Browse/List/Export Count/Graph Maintenance Return



The Maintenance Menu contains a list of the tables that you can modify for your program.

This section is important because this list of tables affects how you enter information.

Chapter 1 explains how to enter the information and this section gives examples of the lists behind it.

At some point while you are entering information, you might click a button that generates a dropdown list to choose from.

Modifying these tables early will make entering information easier and quicker.





### **Fees**

#### Go to Maintenance -> Add/Delete/Modify Tables -> Fees

Code	Description	Local Fee	Inspection interval	^	Close
			0		
1	LATE FEE - 25% OF LICENSE	96.25	0		Add New Fee
BP	TATTOO SERVICES	385.00	180		
СТВ	COMBINED BODY ART SERVICES	385.00	180		Delete Fee
PO	PIERCING SERVICES	385.00	180		
TLE	TIME-LIMITED EVENT	200.00	360		Update New Fees
TPRF	BODY ART EST. PLAN REVIEW FEE	200.00	0		
					Zero All Late Fees
					Blank Date Paid *
					Blank Receipt # *
					Blank Date Issued
					Blank Comments
					Print

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.
Close	Closes the table.
Add New Fee	Adds a new fee to the table.
Delete Fee	Deletes the highlighted fee.
Update New Fees	Updates all operations based on the fees in the fee table.
Print	Prints a list of fee codes.
Update New Fees*	Right-Click to update new fees.
Zero All Late Fees*	Right-Click to zero all late fees.





Blank Date Paid*	Right-Click to blank date paid.
Blank Date Issued*	Right-Click to blank date issued.
Blank Comments*	Right-Click to blank comments.





#### **Body Art Rules**

#### Go to Maintenance -> Body Art Rules

#	Title	Code	Order	Rules
1.0	OHIO ADMINISTRATIVE CODE DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	1	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(A) IN ACCORDANCE WITH SECTION 3730.02 OF THE REV	1	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(B) NO PERSON SHALL CONSTRUCT, INSTALL, PROVIDE,	2	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(C) PERSONS SEEKING APPROVAL TO OPERATE A BUSIN	3	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(D) EVERY PERSON WHO INTENDS TO OPEN A NEW BOD	4	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(E) EVERY PERSON WHO INTENDS TO RENEW AN APPRO	5	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(F) APPROVALS ARE NOT TRANSFERABLE AND REMAIN V/	6	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(G) THE OPERATOR SHALL PROVIDE EVIDENCE AND DOC	7	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(H) BEFORE AN APPROVAL IS INITIALLY ISSUED AND ANNI	8	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(I) IN ACCORDANCE WITH SECTION 3730.04 OF THE REVI:	9	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(J) THE BOARD OF HEALTH IN THE JURISDICTION IN WHIC	10	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(K) THE BOARD OF HEALTH MAY, IN ACCORDANCE WITH F	11	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(L) ANY PERSON AGGRIEVED BY THE BOARD OF HEALTH'	12	Memo
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(M) OPERATORS OF AN APPROVED BUSINESS PERFORMI	13	Memo
3.0	3701-9-03 FEES.	(A) EACH BOARD OF HEALTH SHALL UTILIZE THE COST	. 1	Memo
3.0	3701-9-03 FEES.	(B) ALL FEES COLLECTED BY THE BOARD OF HEALTH SH	2	Memo
3.0	3701-9-03 FEES.	(C) EACH FEE ESTABLISHED BY THE BOARD OF HEALTH F	3	Memo
3.0	3701-9-03 FEES.	(D) FEES AUTHORIZED OR CHARGED AT THE RATE DETE	4	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(A) THE PREMISES SHALL HAVE AN AREA OF AT LEAST ON	1 1	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(B) THE ENTIRE PROCEDURE ROOM AND ALL EQUIPMEN	2	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(C) A MINIMUM OF AT LEAST TWENTY FOOT-CANDLES OF	. 3	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(D) ALL FLOORS DIRECTLY UNDER EQUIPMENT USED FO	4	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(E) ALL TABLES AND OTHER EQUIPMENT SHALL BE CONS	5	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(F) RESTROOM FACILITIES SHALL BE MADE AVAILABLE TO	6	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(G) A HAND WASHING SINK, WITH HOT AND COLD RUNNIN	7	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(H) THERE SHALL BE NO OVERHEAD OR OTHERWISE EXF	8	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(I) SUFFICIENT AND APPROPRIATE RECEPTACLES SHALL	. 9	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(J) ANIMALS SHALL NOT BE PERMITTED IN THE BODY ART	10	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(K) UNLESS MEDICALLY NECESSARY, NO FOOD OR DRIN	11	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(L) ALL WATER SUPPLIES, WASTE WATER DISPOSAL SYST	12	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(M) PERSONS PERFORMING BODY ART SERVICES HAVE F	13	Memo
4.0	3701-9-04 SAFETY AND SANITATION STANDARDS.	(N) WITHIN ONE YEAR OF THE EFFECTIVE DATE OF THIS F	14	Memo
¢	1	1		>
				01

You can Add, Delete, and Print the Body Art Rules.

Right-click to Delete.





#### **Field Names**

ield Name	Data Base Field Name	^	Close
BUSINESS NAME	TAT.NAME		
CITY	TAT.CITY		Print
CONTACT EMAIL	TAT.C1_EMAIL		
DATE ISSUED	TAT.DATE_ISS		
DATE PAID	TAT.DATE_PAID		
FEE CODE	TAT.FEECC		
FEE DESCRIPTION	TAT.DESCRIPT		
FEE COST	TAT.FEE_COST		
FROM DATE	TAT.FROM		
GIS/PREFIX TYPE	TAT.GIS_PRE_TYPE		
GIS/PREFIX DIRECTION	TAT.GIS_PRE_DIR		
GIS/STREET	TAT.GIS_STRT		
GIS/STREET #	TAT.GIS_STRT_NO		
GIS/STREET SUFFIX	TAT.GIS_STRT_SUF		
GIS/STREET SUFFIX DIR	TAT.GIS_STRT_DIR		
GPS/LAT-DECIMAL	TAT.GPS_LAT_DEC		
GPS/LON-DECIMAL	TAT.GPS_LON_DEC		
D#	TAT.ID		
NSPECTION INTERVAL	TAT.INSP_INT		
NSPECTOR	TAT.INSPECTOR		
NSPECTOR CODE	TAT.I_CODE		
AST INSPECTION	TAT.LST_RTN_IN		
LATE FEE	TAT.FEE_LATE		
LOCAL FEE	TAT.FEE_LOCAL		
MAIL TO CITY	TAT.MAIL_CITY		
MAIL TO NAME	TAT.MAIL_NAME		
MAIL TO STATE	TAT.MAIL_STATE		
MAIL TO STREET	TAT.MAIL_ST		
MAIL TO ZIP	TAT.MAIL_ZIP		
NAME OF OPERATOR	TAT.OPER_NAME		
NOTE	TAT.NOTE		
DOB	TAT.OOB		
DOB DATE	TAT.OOB_DATE	v	

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).





#### <u>Forms</u>

Application	License / Permit / Registration	
I CERTIFY THAT I AM THE OPERATOR OR DEFRATION AND INTEND TO COMPLY WITH 3730.11 OF THE OHIO REVISED CODE AN	THE AUTHORIZED REPRESENTATIVE OF THE ABOVE ALL REQUIREMENTS ESTABLISHED BY SECTION 3730.01 - D SECTION 3701-09 OF THE OHIO ADMINISTRATIVE CODE.	^
PLEASE CHECK ALL THE FOLLOWING CATE	GORIES THAT APPLY:	
TATTOOING SERVICES PIER	CING SERVICES COMBINED BODY ART SERVICES	
A LIST OF THE NAME OF EACH PERSON O DWNERSHIP INTEREST OF 5% OR MORE IN	R ENTITY, ADDRESS AND TELEPHONE NUMBER, WHO HAS AN THE BUSINESS, SHALL BE INCLUDED WITH YOUR	
APPLICATION.		
APPLICATION. A LIST OF BODY ARTISTS WHO HAVE REC ART SERVICES IN THE BODY ART ESTABL	EIVED ADEQUATE TRAINING AND WILL BE PERFORMING BODY ISHMENT SHALL BE INCLUDED WITH YOUR APPLICATION.	
APPLICATION. A LIST OF BODY ARTISTS WHO HAVE REC ART SERVICES IN THE BODY ART ESTABL	EIVED ADEQUATE TRAINING AND WILL BE PERFORMING BODY ISHMENT SHALL BE INCLUDED WITH YOUR APPLICATION.	
APPLICATION. A LIST OF BODY ARTISTS WHO HAVE REC ART SERVICES IN THE BODY ART ESTABL	EIVED ADEQUATE TRAINING AND WILL BE PERFORMING BODY ISHMENT SHALL BE INCLUDED WITH YOUR APPLICATION.	
APPLICATION. A LIST OF BODY ARTISTS WHO HAVE REC ART SERVICES IN THE BODY ART ESTABL	EIVED ADEQUATE TRAINING AND WILL BE PERFORMING BODY ISHMENT SHALL BE INCLUDED WITH YOUR APPLICATION.	
APPLICATION. A LIST OF BODY ARTISTS WHO HAVE REC ART SERVICES IN THE BODY ART ESTABL	EIVED ADEQUATE TRAINING AND WILL BE PERFORMING BODY ISHMENT SHALL BE INCLUDED WITH YOUR APPLICATION.	
APPLICATION. A LIST OF BODY ARTISTS WHO HAVE REC ART SERVICES IN THE BODY ART ESTABL	EIVED ADEQUATE TRAINING AND WILL BE PERFORMING BODY ISHMENT SHALL BE INCLUDED WITH YOUR APPLICATION.	
APPLICATION. A LIST OF BODY ARTISTS WHO HAVE REC ART SERVICES IN THE BODY ART ESTABL	EIVED ADEQUATE TRAINING AND WILL BE PERFORMING BODY ISHMENT SHALL BE INCLUDED WITH YOUR APPLICATION.	
APPLICATION. A LIST OF BODY ARTISTS WHO HAVE REC ART SERVICES IN THE BODY ART ESTABL	EIVED ADEQUATE TRAINING AND WILL BE PERFORMING BODY ISHMENT SHALL BE INCLUDED WITH YOUR APPLICATION.	

Enter information pertinent to your county's rules and regulations for tattoo/body piercing parlors. This information will print on the application and license/permit/registration.





### **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             Doc Darrell       Doc Darrell	🚨 General Profile												8
<ul> <li>* Health Department BGI HD</li> <li>* City Middleburg Heights</li> <li>Division</li> <li>* State OH</li> <li>* Address1 7550 Lucerne Drive</li> <li>* Zip 44130</li> <li>Address2</li> <li>* County Kayle</li> <li>* Phone #s 1-440-891-9100</li> <li>* FAX # 1-440-891-9458</li> <li>Federal Tax ID ADFA</li> <li>Commissioner Doc Darrell</li> </ul>	Demographics	General	Mai	nagement		Environm	ental	Co	mmunity & Pu	Iblic 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													
Division       * State       OH         * Address1       7550 Lucerne Drive       * Zip         Address2       * County       Kayle         * Phone #s       1-440-891-9100       * FAX #         Federal Tax ID       ADFA         Commissioner       Doc Darrell		★ Health Department	BGI HD					★ City	Middleburg H	leights			
* 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		Division						* State	OH				
Address2       * County       Kayle         * Phone #s       1-440-891-9100       * FAX #       1-440-891-9458         Federal Tax ID       ADFA       ADFA       Commissioner         Doc Darrell       Doc Darrell       Commissioner       Doc Darrell		* Address1	7550 Luc	erne Drive				\star Zip	44130				
* Phone #s         1-440-891-9100         * FAX #         1-440-891-9458           Federal Tax ID         ADFA             Commissioner         Doc Darrell		Address2						\star County	Kayle				
Federal Tax ID     ADFA       Commissioner     Doc Darrell		★ Phone #s	1-440-89	1-9100				* FAX #	1-440-891-9	458			
Commissioner Doc Darrell		Federal Tax ID	ADFA										
		Commissioner	Doc Darr	ell									
Client/Server Location M:HDIS\DATA		Client/Server Location	M:\HDIS\	DATA									
Email ADFASD		Email	ADFASD										
Make Checks Payable to: ADSF	N	lake Checks Payable to:	ADSF										
View Archives 2017 2016 2015 2014 2013 2012 2011 2010 2009 2008		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									★- Requi	red Fields	Canc	el	Close

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





#### **Letters**

Letter A	Letter B	Letter C
RE: 2016 Permit to Operate a Body Ar	Establishment Application	,
Enclosed please find your Body Art Es Greene County Public Health no later t pre-completed application to ensure ev directly on the application prior to send to your facility [tattooing services (only] application prior to mailing back to the	ablishment Application for the 2016 license nan December 31, 2015. Please review all erything is correct. If there are errors, then ng back to the Health District. Check the piercing services (only) or combined body Health District.	e year. All applications are due to of the information on the enclosed make the necessary corrections appropriate category that applies v art services] and sign / date the
NOTE: You must submit the following of - The name, address, telephone number operator. If the operator is an associat entity and the name of every person wh - The name of each person or entity wh - Statement of attestation that the oper to 3730.11 of the Revised Code and the - A list of all body artists who have rece establishment. Records of completion include: courses or seminars provided l American Red Cross, accredited learni recognized by the Board of Health as b	ocumentation with your completed applicat r, business address, business telephone n on, corporation, or partnership, the address o has an ownership interest of 5% or more o has an ownership interest of 5% or more ator intends to comply with all requirements rules of this chapter; and, ived adequate training and will be performin of First Aid and Standard Precautions Agai by licensed physicians, registered nurses, o g institutions, appropriate governmental en eing qualified to provide training.	tion and fee: umber, and occupation of the s and telephone number of the in the business; in the business; s established by sections 3730.01 ng body art services in the body art inst Bloodborne Pathogens organizations such as the tities, or other authorities
Be sure your studio is maintaining nec limited to: complete patron records, we maintenance logs, etc. Have you had establishment? If so contact the Healt Should you have any questions regardi 374-5606 or (937) 374-5607.	essary records for at least two years. Thes ekly biological monitoring tests & logs, ste or are you planning any equipment and/or fa n District so those changes may be reviewe ng the status of your particular studio conta	e records include, but are not rilization logs, autoclave acility changes in your ed and documented into your file. act the Health District at (937)
Applications must be postmarked by D January 1, 2016, the new fee structure applications postmarked or hand-delive	ecember 31, 2015, and include a license fe for a Body Art license will be \$550.00. In a red on or after January 1, 2016, must pay a	e of \$450.00. NOTE: Effective accordance with State Law, a 25% penalty fee of the new 2016

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*
Only first letter uppercase	*Owner*
All lower case	*type of animal*

Examples: \*OWNER\* = TOM GORDON \*Owner\* = Tom Gordon \*type of animal\* = dog JOSEPH NAPAVER Joseph Napaver dog





### **Printer Setup**

Page Setup	×
Paper Size: I	Image: state
Source: F	Printer auto select ~
Orientation	Margins (inches)
Portrait	Left: 1 Right: 1
O Landscape	Top: 1 Bottom: 1
	OK Cancel

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".





### **Receipts**

🔁 Receipts								X	3
	Date         Receive           11/03/2017	ved by				Print	Clo	ose	
	Fee Code Fee D	escription		0.00 *	Quantity	Amount	0.00 Check	#/Cash	
	Per. # / Lic.# / ID# Co	mpany Name	or Client - I	Last Name First	Address/Co	mment			
							Add Fee	Delete Fee	
Code	Description	Quan. Amount	Check#	Name	Address/Co	mment	Per#/Lic#/ID#	Received of	•
_									
-									
-									
									-
<								>	
	Totals	0.0	)		Receipt #		0		

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





### **Receipts Pay In Report**

🗢 Print Pay In or Receipt		×
From Date 11/03/2017  Pay In by Receipt Book Pay in by Fund Pay in by Initials	To Date 11/03/2017	OK Close
⊖ Receipt		
Output to: Preview     Print		

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





### **Reindex/Pack Tattoos and/or Body Piercing Operation Data Files**

Maintenace - Reindex/Pack Tatoos and/or Bo	ody Piercing Operation D 🛛		
This procedure will rebuild indexes !			
If you have the Network Version,			
please have all users exit HDIS!			
Continue	Close		

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.





### Tattoo Parlor Operation Rules

#	Title	Code				Order	Rulee	
# 10	OHIO ADMINISTRATIVE CODE DEFINITIONS					1	Memo	-
2.0				ECTION 3730.03		1	Memo	
2.0	3701-9-02 BOARD OF HEALTH APPROVAL	(A) RERSONS				2	Memo	
2.0						2 2	Momo	ł
2.0							Momo	ł
2.0						4	Mama	1
2.0			DAINCE VILLA S				Mama	
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(F) APPROVAL	IS NUT TRANS	FERABLE, ANT I	PERMANENT	. 0	Merrio	ł
2.0	(G) THE BOARD OF HEALTH IN THE JURISDICTION	3701-9-02 80	ARD OF HEALT	HAPPROVAL		1	Memo	ł
2.0	3701-9-02 BOARD OF HEALTH APPROVAL.	(H) THE APPR	OVAL OF A BUS	SINESS MAY BE I		8	Memo	-
3.0	3701-9-03 FEES.	(A) THE APPR	OVAL APPLICAT	TON, AND ANNU	AL RENEWAL		Memo	ł
3.0	3701-9-03 FEES.	(B) THE BOAR	O OF HEALTH S	SHALL UTILIZE D	DATA FROM TH	2	Memo	ł
3.0	3701-9-03 FEES.	(C) THE COST	IS FOR THE TA	FTOOING AND B	ODY PIERCIN	3	Memo	Ļ
3.0	3701-9-03 FEES.	(D) THE BOAF	RD OF HEALTH I	IN THE JURISDI	CTION IN WHI	4	Memo	Ļ
3.0	3701-9-03 FEES.	(E) THE TOTA	L TATTOOING A	ND BODY PIERC	ING PROGRA	5	Memo	Ļ
4.0	3701-9-04 GENERAL SAFETY AND SANITATION STA	(A) A BUSINES	SS OFFERING T	ATTOO OR BOD	Y PIERCING S	1	Memo	L
4.0	3701-9-04 GENERAL SAFETY AND SANITATION STA	(B) PERSONS	APPROVED TO	OPERATE A BU	SINESS OFFE	2	Memo	
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(A) IMMEDIATE	ELY PRIOR TO E	BEGINNING ANY	TATTOOING F	1	Memo	
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(B) THE INDIV	IDUAL PERFOR	MING THE PRO	CEDURE SHA	. 2	Memo	
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(C) ALL INDIV	IDUALS PERFO	RMING A TATTO	0 PROCEDUF	3	Memo	
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(D) THE INDIV	IDUAL PERFOR	RMING TATTOOIN	IG SHALL PER	4	Memo	[
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(E) WHEN SH	AVING THE SITE	OF THE TATTO	O IS NECESS.	5	Memo	
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(F) THE INDIV	IDUAL PERFOR	MING THE PRO	CEDURE, BEF	6	Memo	ſ
5.0	3701-9-05 ADDITIONAL REQUIREMENTS FOR TATT	(G) ONLY STE	RILE PETROLE	UM JELLY IN CO	LLAPSIBLE M	7	Memo	Γ.
1							*	ſ
			Print	Doloto*	Add	1	Close	

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





### **Update Late Fees**

🖽 Late Fees	8
Ente	r The Date You
Mailed	Your Applications
	11
	OK * Close

To update late fees enter the date you mailed your applications and right-click "OK."





# **Chapter 4: Browse/List/Export**

Inside the Body Art module navigate to the "Browse/List/Export."

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

Body Art - Browse/Li	st/Export			×
Output to:				ОК
Printer				Close
O SDE file				Filters
O Delimited file				First
				Font
C:\HDIS\EXPORT\E	BODY ART		Browse	
Output data:				
O				
All Fields				
All Fields     Selected fields oni     Sort by: (3 Max)	ly	1	Project Name	
(•) All Fields (•) Selected fields onl Sort by: (3 Max)		<	Business Name City Contact email Date Issued Date paid Fee Code Fee Description Fee cost From Date GIS/Prefix Type GIS/Prefix directio GIS/Street GIS/Street # GIS/Street suffix GIS/Street suffix	'n
(•) All Fields (•) Selected fields onl Sort by: (3 Max)		<	Business Name City Contact email Date Issued Date paid Fee Code Fee Description Fee cost From Date GIS/Prefix Type GIS/Prefix directio GIS/Street GIS/Street # GIS/Street suffix d GPS/Iat-decimal GPS/Ion-decimal	n





#### 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."

\land Body	Body Art - Filters for Browse/List/Export				
Output	Field	Data	Data	^	
	BUSINESS NAME	= 🗸	= 🗸		
	CITY	= 🗸	= ~		
	CONTACT EMAIL	= 🗸	= ~		
	DATE ISSUED	= 🗸	= 🗸		
	DATE PAID	= 🗸	= ~		
	FEE CODE	= 🗸	= ~		
	FEE DESCRIPTION	= 🗸	= ~		
	FEE COST	= 🗸	= ~		
	FROM DATE	= 🗸	= ~		
	GIS/PREFIX TYPE	= 🗸	= ~		
	GIS/PREFIX DIRECTION	= 🗸	= ~		
	GIS/STREET	= 🗸	= ~		
	GIS/STREET #	= 🗸	= ~		
	GIS/STREET SUFFIX	= 🗸	= ~		
	GIS/STREET SUFFIX DIR	= 🗸	= ~		
	GPS/LAT-DECIMAL	= 🗸	= ~		
	GPS/LON-DECIMAL	= 🗸	= ~		
	ID #	= 🗸	= 🗸		
	INSPECTION INTERVAL	= 🗸	= ~		
	INSPECTOR	= ~	= ~		
	INSPECTOR CODE	= ~	= ~		
	LAST INSPECTION	= ~	= ~		
	LATE FEE	= ~	= ~		
	LOCAL FEE	= ~	= ~		
	MAIL TO CITY	= ~	= ~	~	
<			د	*	
		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 Body Art 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 "Filters" in the "Browse/List/Export." section. [See Page 25 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.

🖴 Body Art - Count/Graph		<b>×</b>
Report Title Business Name	Filters	e OK
Legend Title	Output to:	
	Screen ○ Print	
Business Name A City Contact email Date Issued Date paid	O DBF file O SDF file O Delimiter	d file Browse
Fee Code Fee Description Fee cost From Date CIS/Prefix Type	Output: (a) top ten ) all	
GIS/Prefix direction GIS/Street GIS/Street # GIS/Street suffix GIS/Street suffix dir GPS/lat-decimal GPS/lon-decimal ID # Inspection Interval Inspector Inspector Code	© count     ○ pie graph  ○ pie graph (full page)     ○ bar graph  ○ bar graph (full page)	High to low     Low to high     by data
Last Inspection Late fee Local Fee Holite Other		





### <u>Count</u>

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.

Print Prev	/iew			X		
	呛	$ \bullet   \in [0,\infty)$	100% 🗸	📭 🎒		
			Busin	ess Nam	e - Count/Percentage	
			Number	Percent	Business Name	
-			1	8 %		
			1	8 %	24/7 PERMANENT MAKE-UP (HAIR BIZ)	_
_			1	8 %	BODY JEWEL	
			1	8 %	DRAGON TREE TATTOO & GIFTS	
			1	8 %	FAIRBORN TATTOO	
			1	8 %	GAILZ TATTOOZ	
			1	8 %	JAMESTOWN INK	
			1	8 %	MAIN STREET TATTOO, LLC	
			1	8 %	MONKEY BONES TATTOO, LLC	
			4	31 %	OTHER	
			13	100 %	Totals	
			Filters			
			OOB=N	l		
	<					

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



Print Preview	v		x
I€ €   Œ	א   ו	100% 🗸 🏴	9





#### **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:



Print Preview	N		×
	₨│▶	▶ 100% ~	] 📭 🥭





#### **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:

Print Prev	iew					x
	ጭ	►	<b>▶</b> I	100% 🗸	<b>₽</b> •	9



