



## **Open Burning User Manual**



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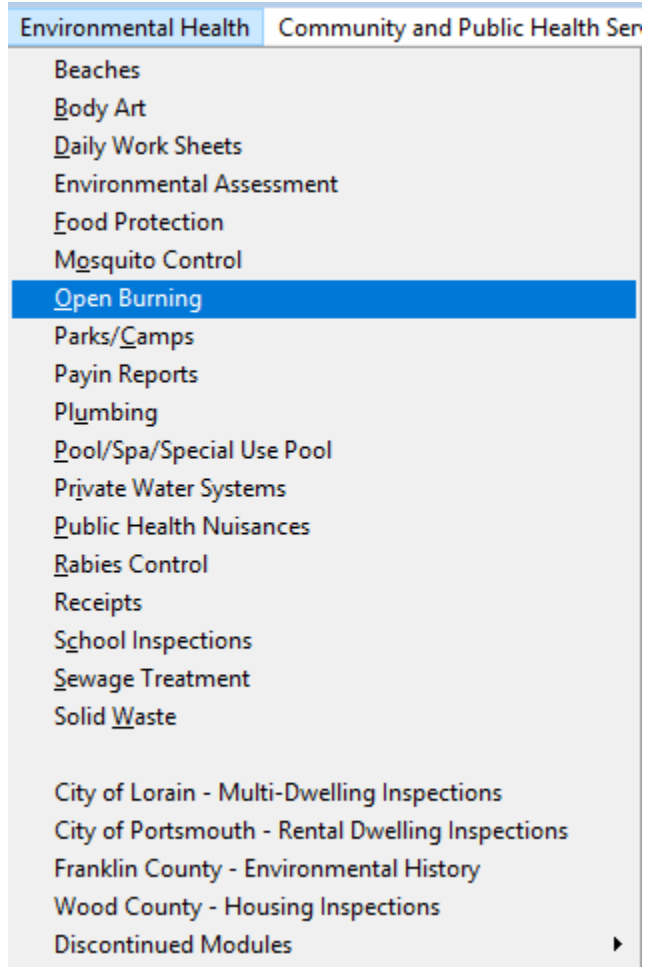
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## Chapter 1: Getting Started

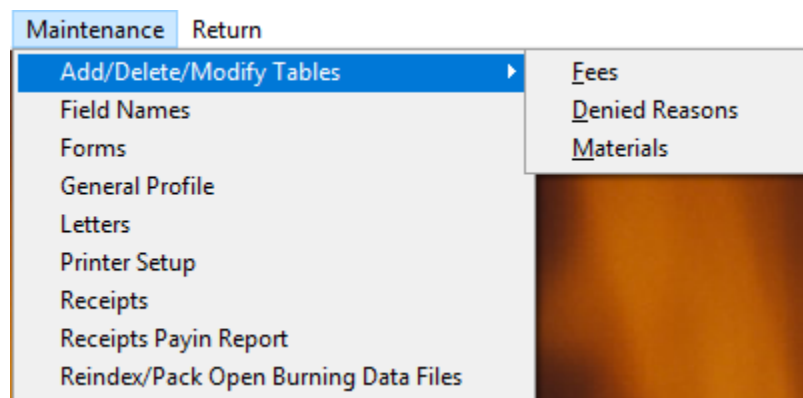
Once the Open Burning module has been installed, it can be accessed by going to:

**Environmental Health > Open Burning**



Once inside **Open Burning**, navigate to:

## Maintenance > Add/Delete/Modify Tables



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

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

The tables in the **Maintenance > Add/Delete/Modify Tables** 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.*

## Fees

The screenshot shows a software window titled "Add/Delete/Modify Open Burning Fees". Inside the window is a table with three columns: "Code", "Description", and "Local Fee". The table has approximately 25 empty rows. To the right of the table, there are five buttons: "Close", "Add New Fee", "Delete Fee", "Print", and "Update New Fees". The "Print" button is highlighted with a blue border. The window has a standard Windows-style title bar with a close button in the top right corner.

To enter **Open Burning Fees**, follow these steps (use the tab key to advance to each field):

- Click **Add New Fee** and enter a **Code** to identify the Fee.
- Enter the Fee's description under **Description** field.
- Click on a Fee's **Code** or **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Update New Fees** button will update the system with the new Fees entered.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Add/Delete/Modify Denied Reasons

Name

BURNING OF THIS MATERIAL IS PROHIBITED  
BURNING OF THIS MATERIAL IS PROHIBITED WITHOUT AN AIR CURTAIN DESTRUCTOR  
OHIO EPA DOES NOT ALLOW OPEN BURNING FOR WASTE DISPOSAL PURPOSES  
THE FIRE COULD CREATE A VISIBILITY HAZARD ON THE AIR FIELD  
THE FIRE COULD CREATE A VISIBILITY HAZARD ON THE RAILROAD TRACKS  
THE FIRE COULD CREATE A VISIBILITY HAZARD ON THE ROADWAY  
THE FIRE LOCATION IS IN A RESTRICTED AREA  
THE FIRE LOCATION IS NOT 1000' FROM INHABITED BUILDING ON A NEIGHBORING PROPERTY

Close

Add

Delete

Print

- Click **Add** and enter a **Name** to identify the Denied Reason.
- Click on a Denied Reasons **Name**, Click **Delete** to delete the entry.

- **Print** button will open printing option's window.
- Click **Close** to exit the table.





## Chapter 2: Entering in Open Burning

## Find Tab

Navigate to: **Open Burning**

[illegible]

Under the **Find** tab there are options to search for Open Burning entries. Search options consist of: **by Applicant Name**, **by Business Name**, **by ID#**, and **by Burn Location**.

Click which type of search you would like to perform and type the text in the textbox.

Hit **Enter** to perform the search.

## Applicant Tab

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

The screenshot shows a web application window titled "Open Burning - BURNING BUSINESS". The window has a tabbed interface with four tabs: "Find", "Applicant", "Information", and "GIS/GPS". The "Applicant" tab is currently selected. The form contains the following fields:

- ID #**: A text box containing the value "1".
- Name of Business**: A text box containing the value "BURNING BUSINESS".
- Applicant Street**: A text box containing the value "1111 BURNING ROAD".
- City**: A dropdown menu showing "TRAVERSE TOWN".
- State**: A dropdown menu showing "OH".
- Zip code**: A dropdown menu showing "11111".
- Phone**: A text box containing the value "1-111-111-1111".
- Applicant Name**: A text box containing the value "JOHN DOE".
- Date Received**: A text box containing the value "03/16/2018".

At the bottom of the form, there are five buttons: "Previous", "Next", "Delete", "Add", and "Modify".

Click **Modify** to change an existing **Applicant**, **Previous** to see the previous record, **Next** to see the next record, and **Delete** to delete current record.

## Information Tab

Open Burning - BURNING BUSINESS

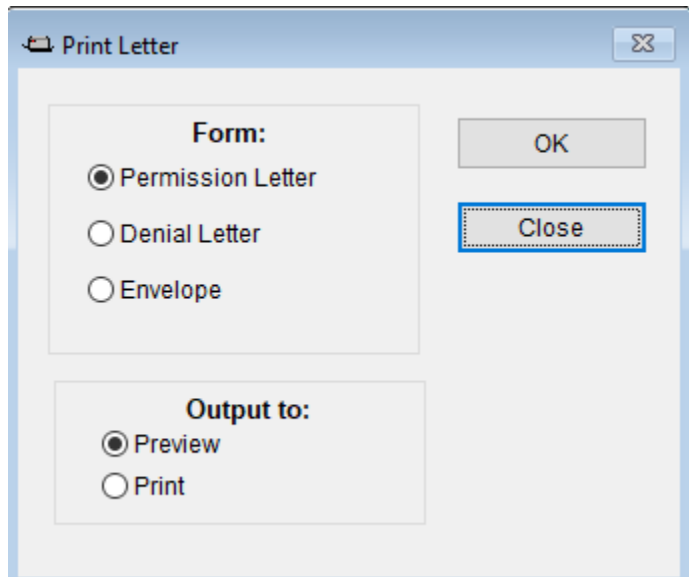
Find	Applicant	Information	GIS/GPS
Approved/Denied(A/D): <input type="text" value="D"/>		Code: <input type="text" value="1"/> Fee Description: <input type="text" value="TESTING"/> Local fee: <input type="text" value="50.00"/>	
Issuance Date: <input type="text" value="03/16/2018"/>	Effective Date: <input type="text" value="03/16/2018"/>	Certified #: <input type="text" value="1"/>	Date paid: <input type="text" value="//"/> Receipt#: <input type="text"/>
Material/Purpose: <input type="text" value="FOR DISPOSAL OF EXPLOSIVE MATERIALS"/>		Restricted(Y/N): <input type="text" value="Y"/>	Violations (Y/N): <input type="text" value="N"/>
Denied Reasons: <input type="text" value="BURNING OF THIS MATERIAL IS PROHIBITED WITHOUT AN AIR CURTAIN DESTRUCTOR"/>			
Burn Location: <input type="text" value="TRAVERSE TOWN"/>			
Political subdivision: <input type="text" value="07"/> <input type="text" value="MORDOR VILLAGE"/>			
Note: <input type="text" value="I AM A NOTE"/>			
<input type="button" value="Print Permission/Denial Letter"/> <input type="button" value="Print Application / Permit"/> <input type="button" value="Modify"/>			

Enter details in the Information Tab:

- Fill in the appropriate information for the Information tab.
- To edit the current record, click the **Modify** button

[See Next page for Print button options](#)

**Print Permission/Denial Letter:**

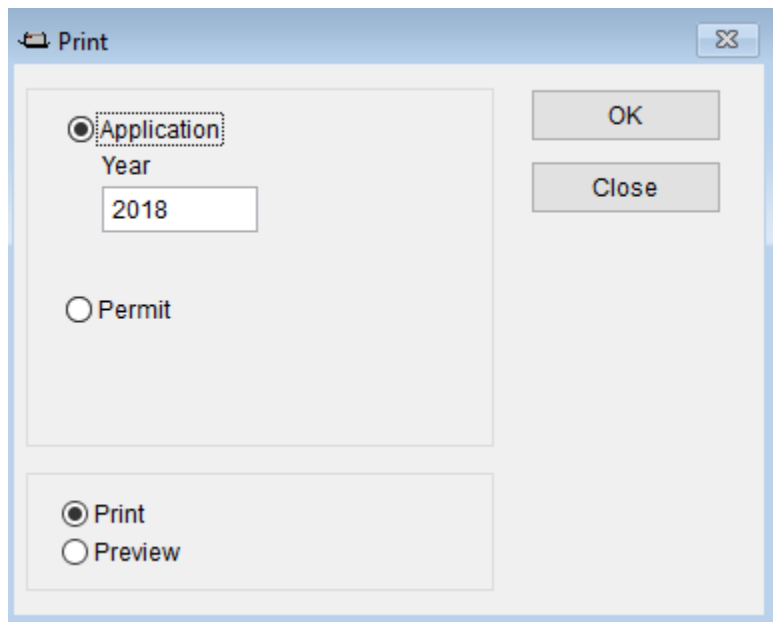


The 'Print Letter' dialog box has a title bar with a printer icon and the text 'Print Letter'. It contains two main sections. The 'Form:' section has three radio buttons: 'Permission Letter' (selected), 'Denial Letter', and 'Envelope'. The 'Output to:' section has two radio buttons: 'Preview' (selected) and 'Print'. On the right side, there are two buttons: 'OK' and 'Close'.

You can choose from printing a **Permission Letter**, **Denial Letter**, or **Envelope** from this print screen.

Navigate to: **Maintenance > Letters** (This is where you can edit the **Permission Letter** and **Denial Letter**)

**Print Application/Permit:**



The 'Print' dialog box has a title bar with a printer icon and the text 'Print'. It contains two main sections. The top section has two radio buttons: 'Application' (selected) and 'Permit'. Below the 'Application' radio button is a text field labeled 'Year' containing the value '2018'. The bottom section has two radio buttons: 'Print' (selected) and 'Preview'. On the right side, there are two buttons: 'OK' and 'Close'.

You can choose to print an **Application** or **Permit**. Make sure to enter the correct **year**.

## GIS/GPS

Open Burning - BURNING BUSINESS

Find Applicant Information **GIS/GPS**

**Global Information System**

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

111111 1 1111 TRAVERSE TOWN TRAV T

**Global Positioning System**

Latitude Decimal Value Longitude Decimal Value

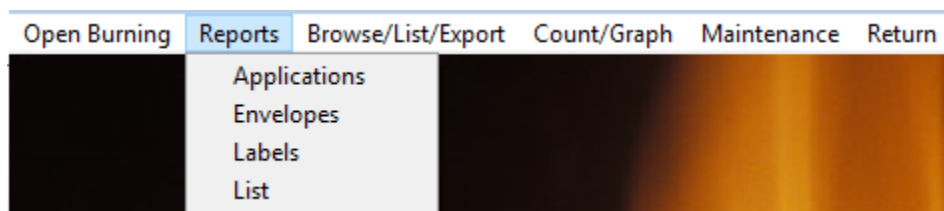
Modify

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> Open Burning> 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
Applications	Generates applications within the given date range.
Envelopes	Generates envelopes within the date issued date range.
Labels	Generates Labels within the date issued date range. Can pick sizing for the labels.
List	Generates a list of applicants recorded in the system within given date range.

**Each Report will have a date range you can enter before the report is generated:**

## Chapter 4: Browse/List/Export

Inside the **Open Burning** 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.

**Open Burning - Browse/List/Export**

**Output to:**

☒ Screen

☐ Printer

☐ DBF file

☐ SDF file

☐ Delimited file

C:\HDIS\EXPORT\OPEN BURNING Browse

**Output data:**

☒ All Fields

☐ Selected fields only

**Sort by: (3 Max)**

< >

- Applicant's city
- Applicant's phone
- Applicant's state
- Applicant's street
- Applicant's zip
- Approved/Denied
- Audit#
- Business Name
- Certified #
- Date issued
- Date paid
- Date received
- Effective Date
- Fee code
- Fee description
- GIS/Prefix direction
- GIS/Street
- GIS/Street #

## 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: Applicant's city, Applicant's phone, Applicant's state, Applicant's street, Applicant's zip, Approved/Denied, Audit#, Business Name, Certified #, Date issued, Date paid, Date received, Effective Date, Fee code, Fee description, GIS/Prefix direction, GIS/Street, and GIS/Street #. Both list boxes have up and down arrow icons at their top and bottom edges.



## 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"/> APPLICANT'S CITY	=	=
<input type="checkbox"/> APPLICANT'S PHONE	=	=
<input type="checkbox"/> APPLICANT'S STATE	=	=
<input type="checkbox"/> APPLICANT'S STREET	=	=
<input type="checkbox"/> APPLICANT'S ZIP	=	=
<input type="checkbox"/> APPROVED/DENIED	=	=
<input type="checkbox"/> AUDIT#	=	=
<input type="checkbox"/> BUSINESS NAME	=	=
<input type="checkbox"/> CERTIFIED #	=	=
<input type="checkbox"/> DATE ISSUED	=	=
<input type="checkbox"/> DATE PAID	=	=
<input type="checkbox"/> DATE RECEIVED	=	=
<input type="checkbox"/> EFFECTIVE DATE	=	=
<input type="checkbox"/> FEE CODE	=	=
<input type="checkbox"/> FEE DESCRIPTION	=	=
<input type="checkbox"/> GIS/PREFIX DIRECTION	=	=
<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"/> GIS/STREET TYPE	=	=
<input type="checkbox"/> GPS/LAT-DECIMAL	=	=
<input type="checkbox"/> GPS/LON-DECIMAL	=	=
<input type="checkbox"/> ID #	=	=
<input type="checkbox"/> ISSUANCE DATE	=	=

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 **Open Burning** module navigate to the **Count/Graph**.

Create the title you would like as the **Report Title**.

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**, **Footer**, and **Output to** section. The **Output to** gives you options on how you want to display or store your results.

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. The purpose of the filters section is so you can manipulate the type of results. For example: Let's say you wanted to see results from a certain date range. If you go into filters you can create a date range and the results will only display those records.

There is a **Sort by** section where you can organize your results from *High to low (Greatest value to lowest value)*, *Low to high (Lowest value to greatest value)*, and *by data* (results will be displayed organized based on the data. Example: If it is based on ID numbers, the numbers will be organized in order).

In the **Type** area, if you select Totals: **Level 1 Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

The screenshot shows the 'Open Burning - Count/Graph' window. It contains several sections for configuring a report:

- Report Title:** A text box containing 'Applicant's city'.
- Legend Title:** An empty text box.
- Field List:** A scrollable list of fields including 'Applicant's city', 'Applicant's phone', 'Applicant's state', 'Applicant's street', 'Applicant's zip', 'Approved/Denied', 'Audit#', 'Business Name', 'Certified #', 'Date issued', 'Date paid', 'Date received', 'Effective Date', 'Fee code', 'Fee description', 'GIS/Prefix direction', 'GIS/Street', 'GIS/Street #', 'GIS/Street suffix', 'GIS/Street suffix dir', 'GIS/Street type', 'GPS/lat-decimal', 'GPS/lon-decimal', 'ID #', and 'Issuance Date'.
- Output to:** Radio buttons for 'Screen' (selected), 'Print', 'DBF file', 'SDF file', and 'Delimited file'. A text box shows 'C:\HDSIEXPORT' with a 'Browse' button.
- Output:** Radio buttons for 'top ten' (selected) and 'all'.
- Type:** Radio buttons for 'count' (selected), 'pie graph', 'pie graph (full page)', 'bar graph', and 'bar graph (full page)'.
- Sort by:** Radio buttons for 'High to low' (selected), 'Low to high', and 'by data'.
- Level 1 Group:** A list box containing 'Applicant's city', 'Applicant's phone', 'Applicant's state', and 'Applicant's street'.
- Level 2 Group:** A list box containing 'Applicant's city', 'Applicant's phone', 'Applicant's state', and 'Applicant's street'.
- Footer:** An empty text box.

Buttons for 'Filters', 'Close', and 'OK' are located at the top right.

## 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.fx - Page 1

1st contact date - Count/Percentage		
Number	Percent	Location city
2419	89 %	/ /
6	0 %	02/23/2016
5	0 %	03/17/2016
5	0 %	04/26/2016
5	0 %	06/03/2016
5	0 %	09/01/2016
4	0 %	04/25/2016
4	0 %	09/09/2016
4	0 %	12/28/2015
266	10 %	OTHER
2723	100 %	Totals

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

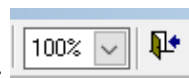
Report Designer - count.frx - Page 1

Contact's City - Count/Percentage		
Number	Percent	Contact's City
1	50 %	BEAVERCREEK
1	50 %	BELLBROOK
2	100 %	Totals

Filters

Contact's City=B

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



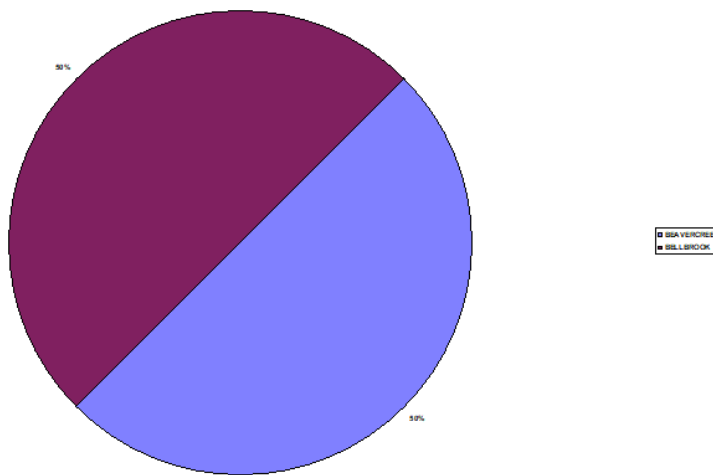
## Pie Graph

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.

**Contact's City**

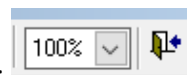


Filters
Contact's City=B

BGI HD

11/30/2017

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

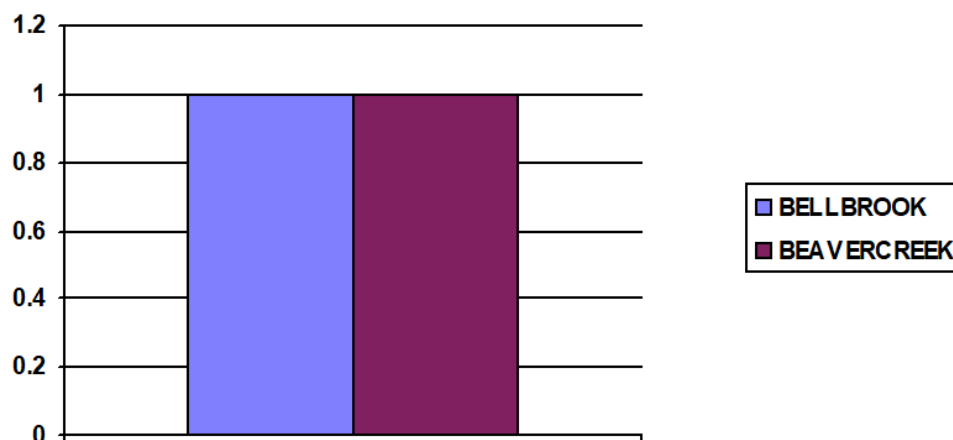


## Bar Graph

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.

Contact's City



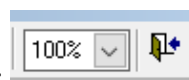
Filters

Contact's City=B

BGI HD

11/30/2017

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

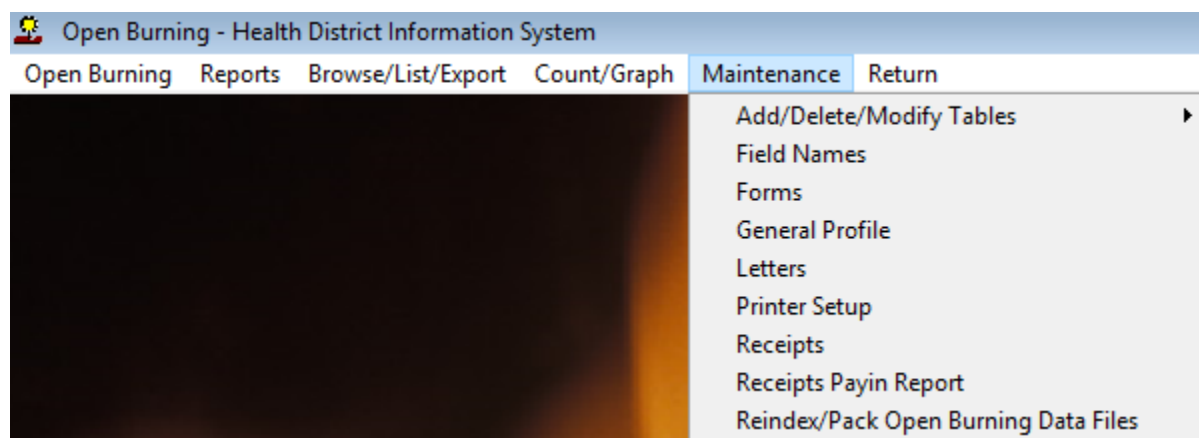


## Chapter 6: Maintenance

Navigate to: **Environmental Health > Open Burning > Maintenance**

The Maintenance section holds a lot of the mechanics behind the module.

This area is where you can [Add/Delete/Modify](#) tables along with other actions you use in the **Open Burning tab**.



## Field Names

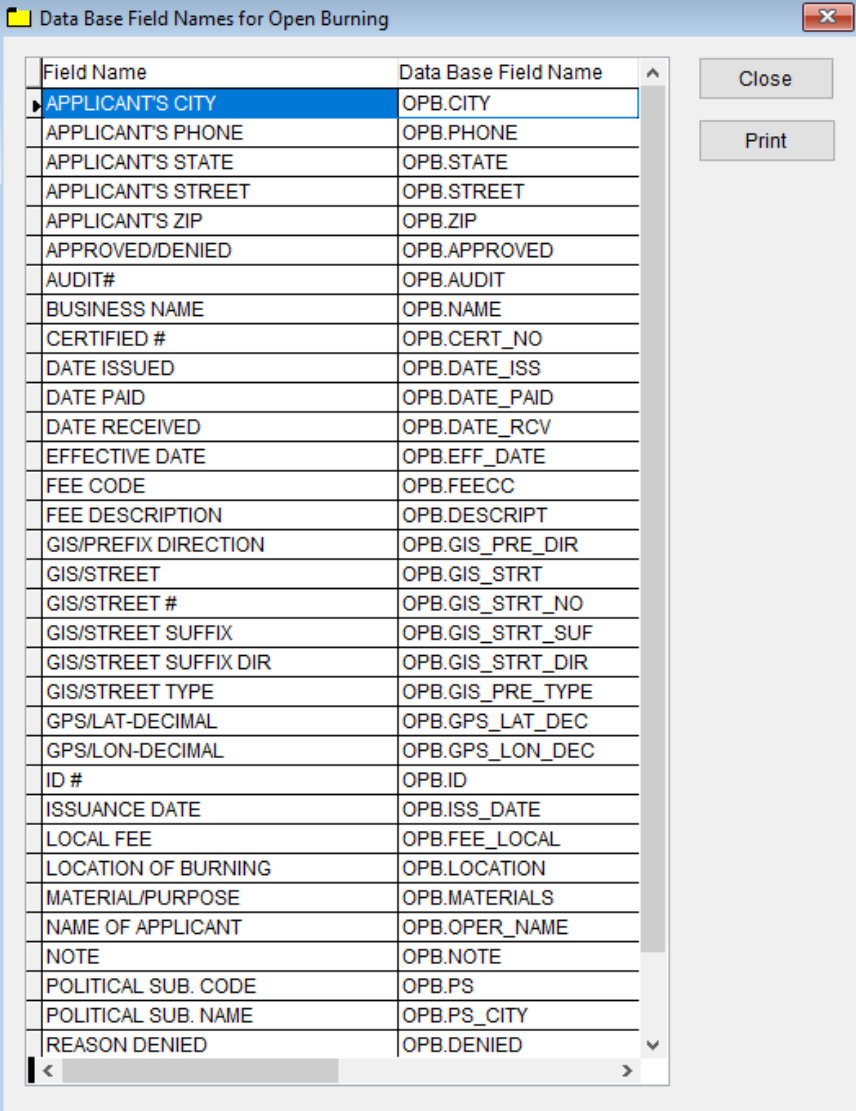
Navigate to: **Maintenance > Field Names**

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.

A screenshot of a software window titled "Data Base Field Names for Open Burning". The window contains a table with two columns: "Field Name" and "Data Base Field Name". The first row is highlighted in blue. To the right of the table are two buttons: "Close" and "Print".

Field Name	Data Base Field Name
APPLICANT'S CITY	OPB.CITY
APPLICANT'S PHONE	OPB.PHONE
APPLICANT'S STATE	OPB.STATE
APPLICANT'S STREET	OPB.STREET
APPLICANT'S ZIP	OPB.ZIP
APPROVED/DENIED	OPB.APPROVED
AUDIT#	OPB.AUDIT
BUSINESS NAME	OPB.NAME
CERTIFIED #	OPB.CERT_NO
DATE ISSUED	OPB.DATE_ISS
DATE PAID	OPB.DATE_PAID
DATE RECEIVED	OPB.DATE_RCV
EFFECTIVE DATE	OPB.EFF_DATE
FEE CODE	OPB.FEECC
FEE DESCRIPTION	OPB.DESCRPT
GIS/PREFIX DIRECTION	OPB.GIS_PRE_DIR
GIS/STREET	OPB.GIS_STRT
GIS/STREET #	OPB.GIS_STRT_NO
GIS/STREET SUFFIX	OPB.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	OPB.GIS_STRT_DIR
GIS/STREET TYPE	OPB.GIS_PRE_TYPE
GPS/LAT-DECIMAL	OPB.GPS_LAT_DEC
GPS/LON-DECIMAL	OPB.GPS_LON_DEC
ID #	OPB.ID
ISSUANCE DATE	OPB.ISS_DATE
LOCAL FEE	OPB.FEE_LOCAL
LOCATION OF BURNING	OPB.LOCATION
MATERIAL/PURPOSE	OPB.MATERIALS
NAME OF APPLICANT	OPB.OPER_NAME
NOTE	OPB.NOTE
POLITICAL SUB. CODE	OPB.PS
POLITICAL SUB. NAME	OPB.PS_CITY
REASON DENIED	OPB.DENIED



## Forms

Navigate to: **Maintenance > Forms**

This section is where you can enter your forms for **Applications** and **License/Permit/Registration**.

If there are any changes you need to make this is the place to add or edit.

The screenshot shows a web application window titled "Enter/Modify Open Burning Form Paragraphs". The window has a blue header bar with a yellow icon on the left and a red close button on the right. Below the header, there are two tabs: "Application" (selected) and "License / Permit / Registration". The main content area is a large text input field with the placeholder text "Insert Application here". A vertical scrollbar is visible on the right side of the text field. At the bottom right of the window, there is a "Close" button.

## General Profile

Navigate to: **Maintenance > General Profile**

The **General Profile** allows you to fill out the basic information regarding **Open Burning**.

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 **Open Burning**. [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

Select the printer in the name dropdown and click **OK**.



## Receipts

Navigate to: **Maintenance > Receipts**

The screenshot shows the 'Receipts' window with the following fields and controls:

- Date:** 03/19/2018
- Received by:** [Empty field]
- Print** and **Close** buttons.
- Fee Code:** KAY (dropdown)
- Fee Description:** KAYLE TEST
- Quantity:** 1
- Amount:** 0.00
- Check #/Cash:** [Empty field]
- Per. # / Lic.# / ID#:** [Empty field]
- Company Name or Client - Last Name First:** [Empty field]
- Address/Comment:** [Empty field]
- Add Fee** and **Delete Fee** buttons.
- Table:** A table with 8 columns: Code, Description, Quan., Amount, Check#, Name, Address/Comment, Per#/Lic#/ID#, and Received of. The table is currently empty.
- Totals:** 0 (Quan.), 0.00 (Amount)
- Receipt #:** 148904

If your department has the **Receipts** module, you have the ability to print any receipt through the **Maintenance** tab.

You may also print a receipt from the **Open Burning** data entry windows by pressing **ALT-R** keys.

*For more information regarding Receipt module setup please contact BGI.*

## Receipts Pay In Report

Navigate to: **Maintenance > Receipts Pay-In Report**

The screenshot shows a window titled "Print Pay In or Receipt" with a close button (X) in the top right corner. The window contains the following elements:

- From Date:** A text box containing "03/08/2018".
- To Date:** A text box containing "03/08/2018".
- Buttons:** "OK" and "Close" buttons are located on the right side of the window.
- Radio Buttons:**
  - ☒ **Pay In by Receipt Book**
  - ☐ **Pay in by Fund**
  - ☐ **Pay in by Initials**
  - ☐ **Receipt**
- Dropdown Menu:** A dropdown menu is located below the "Pay In by Receipt Book" radio button, showing the selected value "ENVIRONMENTAL".
- 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.

There is a drop down menu for each selection: **"Pay in by Receipt Book, Pay in by Fund, Pay in by Initials, and Receipt."** Either choose or fill in the necessary options available for your receipt.

### Reindex/Pack Open Burning Data Files

Navigate to: **Maintenance > Reindex/Pack Open Burning 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.

