

# School Inspections User Manual



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## **Chapter 1: Getting Started**

Once the Mosquito Control module has been installed, it can be accessed by going to:

#### **Environmental Health > School Inspections**

Management Services	Environmental Health	Community and Public Health Ser
	Beaches	
	<u>B</u> ody Art	
	Daily Work Sheets	
	Environmental Asse	ssment
	<u>F</u> ood Protection	
and the second s	M <u>o</u> squito Control	
	<u>O</u> pen Burning	
	Parks/ <u>C</u> amps	
	Payin Reports	
	Pl <u>u</u> mbing	
	<u>P</u> ool/Spa/Special Us	e Pool
-	Private Water Syster	ns
and the second second	<u>P</u> ublic Health Nuisa	nces
	<u>R</u> abies Control	
_	Receipts	
	School Inspections	
-	<u>S</u> ewage Treatment	
	Solid <u>W</u> aste	
	City of Lorain - Mult	ti-Dwelling Inspections
	City of Portsmouth	<ul> <li>Rental Dwelling Inspections</li> </ul>
	Franklin County - Er	nvironmental History
	Wood County - Hou	using Inspections
	Discontinued Modu	les 🕨





Once inside School Inspections, navigate to:

#### Maintenance > Master Table – Playground Inspection

Maintenance	Return							
Export/Imp	ort School Files							
Field Names								
General Pro	General Profile							
Letters								
Master Tab	Master Table - Playground Inspection							
Master Tab	le - School Inspection							
Printer Setup								
Reindex/Pa	ck School Inspections Data Files							
Rescinded Rules								
User Define	User Defined							

This section holds the **Playground Inspection** topics.

Click **Add** to enter a new topic. Under the Item column **double-click on Memo** to enter or view the information inside. Select a topic and click **Delete** to remove a topic.

imber Letter	Topic	Item	^	Close
1 A	IMPROPER SURFACING MATERIAL	Memo		L
2 A	INSUFFICIENT CUSHIONING MATERIAL	Memo		Add
3 A	SURFACING - OTHER	Memo		
4 A	INADEQUATE FALL ZONES - STATIONARY EQUIPMENT	Memo		Delete
5 A	INADEQUATE FALL ZONES - SWINGS	Memo		
6 A	INADEQUATE FALL ZONES - SLIDES	Memo		Print
7 A	INADEQUATE FALL ZONES - OTHER	Memo		
8 A	PROTRUSION HAZARDS	Memo		
9 A	ENTANGLEMENT HAZARDS	Memo		
10 A	IMPALEMENT HAZARDS	Memo		
11 A	PROTRUSION - OTHER	Memo		
12 A	ENTRAPMENT - BOUNDED OPENINGS	Memo		
13 A	ENTRAPMENT - UNBOUNDED OPENINGS	Memo		
14 A	ENTRAPMENT - OTHER	Memo		
15 A	INSUFFICIENT SPACING EQUIPMENT, > 24" HIGH	Memo		
16 A	INSUFFICIENT SPACING EQUIPMENT, MOVING	Memo		
17 A	INSUFFICIENT SPACING - OTHER	Memo		
18 A	TRIPPING HAZARDS	Memo		
19 A	INADEQUATE SUPERVISION	Memo		
20 A	AGE INAPPROPRIATE EQUIPMENT/ACTIVITIES	Memo		
21 A	LACK OF MAINTENANCE - COMPONENTS	Memo		
22 A	LACK OF MAINTENANCE - STRUCTURE*********	Memo		
23 A	LACK OF MAINTENANCE - HARDWARE	Memo		
24 A	LACK OF MAINTENANCE - OTHER	Memo		
25 A	PINCHING HAZARDS	Memo		
26 A	CRUSHING HAZARDS	Memo		
27 A	SHEARING HAZARDS/SHARP EDGES	Memo		
28 A	MISSING GUARDRAILS	Memo		
29 A	MISSING BARRIERS	Memo		
30 A	INADEQUATE GUARDRAILS	Memo		
31 A	INADEQUATE BARRIERS	Memo		
32 A	EQUIPMENT NOT RECOMMENDED	Memo		





Tbschpl3.item

Navigate to:

#### Maintenance > Master Table – School Inspection

This section holds the **School Inspection** topics.

Click **Add** to enter a new topic. Under the Item column **double-click on Memo** to enter or view the information inside. Select a topic and click **Delete** to remove a topic.

lumber I et	ter Topic	Item	•	Cloco
1 A	SUBROUNDINGS	Memo		Cluse
1.8		Memo		6dd
10		Memo		Auu
2 A	BUILDING	Memo		Delete
2 B		Memo		Derete
2 C		Memo		Print
2 D		Memo		
3 A	HEATING & VENTILATION	Memo		
3 B		Memo		
3 C		Memo		
4 A	LIGHTING	Memo		
4 B		Memo		
4 C		Memo		
5 A	WATER SUPPLY	Memo		
5 B		Memo		
5 C		Memo		
5 D		Memo		
6 A	TOILET & LOCKER ROOM FACILITIES	Memo		
6 B		Memo		
6 C		Memo		
6 D		Memo		
6 E		Memo		
6 F		Memo		
7 A	WASTE DISPOSAL	Memo		
7 B		Memo		
7 C		Memo		
7 D		Memo		
8 A	SCHOOL ROOM FACILITIES	Memo		
8 B		Memo		
8 C		Memo		
9 A	ACCIDENT PREVENTION	Memo		
9 B		Memo		





## **Chapter 2: Entering in School Inspections**

🔽 Schoo	ol Inspectio	ons - Health District In	formation Syste	m	
Schools	Reports	Browse/List/Export	Count/Graph	Maintenance	Return

## Schools – Find Tab

#### Navigate to: School Inspections > Schools

d So	chool Boar	d of Ed	School Insp	Env. Measures	School	Playground	Comments	School Insp - Rescino	ied Roof Insp -	Rescinded	GIS/GF
Enter N	Name of Sc	hool or	ID#								
									A	dd	Close
ld		Schoo	ol Name			Prin	cipal		Street		
	599										
	600	TEST	SCHOOL A	CADEMY					TEST AVEN	JE	
	601										
-											
-											
-											
_											
_											
_											

Enter the name of **School or ID#** to find a school record. Click on the record you are searching for and navigate to the next tab.

If you want to enter a new record just click the **Add** button and it will take you to the **School** tab.





## **School Tab**

From the Find tab, go to the School tab.

ind	School	Board of	Ed School Insp	Env. Measures So	hool Playground	Comments	School Insp - Rescinded	Roof Insp - Rescinded	GIS/GI
	School	□ Preschool □ □ Other	Kind. 🗆 Elem	entary 🗆 Mid	dle 🗌 Junio	or/Int 🗌 Senior H	ligh 🗌 Tech.		
		Туре	Public	□ Private	Charter	MRDD	Tools for School	ol	
	Info	Info	□ Food Service □ Sewage(priv)	□ Vending □ Water(priv)	□ Pool   □ □ Closed	] Playground	I		
			Grades of Instruc	ction	Hours of Op	eration	Classrooms	Enrollment	
			Year constructed		Year(s) renov	vated			
			School Address	Principa	al/ChiefAdministrate	r	Custodian/Facility Ope	rations	
			ID # 602 School District	Name of Scl	hool				
			Street Address		City			~	
			State Zip co	de Phone					
					<b>D</b> : 1	D. i.	Net		M

Checkmark, type the appropriate information, or use the drop down boxes to accurately fill in the record.

Actions capable of being performed on this screen:

- Previous button will take you to the previous record
- Next button will take you to the next record
- Add button will open up a blank page where you can fill in a record.
- Modify will allow you to edit an existing record, and <u>Print</u> will open up a print menu.





#### **Print Button:**

2 Print		8
Envelope to School	◯ Letter A	
CEnvelope to Board of Education	◯ Letter B	
O Envelope to Custodian/Facility C	Operator O Letter C	
O Envelope to Board of Education	Secretary O Letter D	
O School Information Form	◯ Letter E	
O School Inspection - 2013	◯ Letter F	
O Environmental Measures	◯ Letter G	
◯ School Inspection	◯ Letter H	
O Playground Inspection	◯ Letter I	
O School Inspection - Rescinded	◯ Letter J	
O Roof Inspection - Rescinded		
O School Information Form (blank)	) Rescinded	
Address Letter to School     Address Letter to Principal	O Address Letter to Custodian O Address Letter to Board of Educa	ation
Preview		ОК
○ Print		Close

You can choose to print envelopes, forms, inspections, rescinded inspections, and custom letters. There are 4 types of addresses you can choose from relating to School Inspection data.

#### Either select Preview or Print.

Pressing the **OK** button the print window will generate your selection.

**Close** button will exit from this window.





## **Board of Ed tab**

#### **Board of Education Sub Tab:**

🖀 School	-									×
Find	School	Board of Ed	School Insp	Env. Measures	School	Playground	Comments	s School Insp - Rescinded	Roof Insp - Rescinde	d GIS/GPS
		Boa	ard of Education		Conta	act/Items		Inspections/Political Subdiv	vision	
		Board of E	Education							
		THE BOA	RD							
		Superinter	ndent			Email				
		SUPER I	NTEND			email@email.	com			
		Street				City				
		TEST ST	REET			TEST CITY		$\sim$		
		State	Zip code	Phone						
		OH ~	11111 🗸	1-111-111-	1111					
		Secretary				Email				
		MR SEC	RETARY			email@anoth	eremail.	com		
		Street				City				
		TEST ST	REET			TEST CITY		$\sim$		
		State	Zip code	Phone 1-111-111	-1111					
									Print	Modify
_										

- Click **Modify** button to edit an existing record.
- Enter/Checkmark/Select appropriate information.
- Click **Contact/Items** sub tab to continue entering in data.
- **Print** button will open printing options window.





#### **Contact/Items Sub Tab:**

Find School Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded Roof Insp - Rescinded GIS/C	Board of Ed School Insp Env. Measures School Playground Comments School Insp - Rescinded GIS/GPS
Find       School       Board of Ed       School Insp       Env. Measures       School       Playground       Comments       School Insp - Rescinded       Roof Insp - Rescinded       GBIG         Board of Ed ucation       Contact/litems       Inspections/Political Subdivision         How would you like to receive quarterly transmittals of dangerous products or conditions?         Email       Email       Email         Board of Ed ucation       Address       Pone         Dus Post       Mame       Address         Dus Post       Commentation of monthly inspections of emergency showers and eyewash stations grandstands and folding or telescopic seation of conservery showers and eyewash stations grandstands and folding or telescopic seation decation tank and evidence of annual inspection of ture hoots areas       Policies/Procedures Bus/Nehicle idling Radon         MSDS files in office and at location of use grandstands and folding or telescopic seation conservery lists in chemical storage areas       Roof diagram completed transmittal forms for dangerous or recalled products       Policies/Procedures Bus/Nehicle idling Radon       Bood diagram Chemical inventory lists in chemical storage areas       Completed transmittal forms for dangerous or recalled products       Completed transmittal forms for dangerous or recalled products         Other documents requested by sanitarian       Water line flushing	Board of Ed       School Insp       Env. Measures       School       Playground       Comments       School Insp - Rescinded       Roof Insp - Rescinded       GIS/GPS         Board of Education       Contactitiems       Inspections/Political Subdivision         How would you like to receive quarterly transmittals of dangerous products or conditions?         Email

- Click **Modify** button to edit an existing record.
- Enter/Checkmark/Select appropriate information.
- Click Inspections/Political Subdivision sub tab to continue entering in data.
- **Print** button will open printing options window.





#### **Inspections/Political Subdivision:**

🖀 School -	
Find School	Board of Ed         School Insp         Env. Measures         School         Playground         Comments         School Insp - Rescinded         Roof Insp - Rescinded         GIS/GPS
	Board of Education Contact/Items Inspections/Political Subdivision
	Insp.Interval Last three inspection dates Next Inspection          12       04/25/2018       / /       / /       / /         Inspector       CS       CAT SCAN       Service         R       STANDARD       Political Subdivision
	US GOTHAM CITY
	Print Modify

- Click **Modify** button to edit an existing record.
- Enter/Checkmark/Select appropriate information.
- Click School Insp Tab to continue entering in data.
- **Print** button will open printing options window.





## **School Insp Tab**

#### **Inspection Info Sub Tab:**

🌋 School -		×
Find School Board of Ed School Insp	Env. Measures School Playground C	omments School Insp - Rescinded Roof Insp - Rescinded GIS/GPS
Inspection Info	Areas of Deficiency	Observations and Recommendations
	Inspection Date 04/25/2018	
	Type of Inspection           Routine         Complaint	Itation 🗹 Follow-up
	HVAC System Heatir	ng Cooling
	Central Forced Air Systems	
	Unit Ventilators	
	Steam/Hot Water Radiators	n/a
	Electric Heating Units	n/a
	Geothermal	
	Other	
	Previous Inspection Next Inspection Ar	dd Inspection Delete Inspection* Print Modify

- Enter/Checkmark/Select appropriate information.
- Add Inspection button allows you to enter a new inspection
- Right-click Delete Inspection to remove current inspection displayed on screen
- Next Inspection takes you to next inspection
- Previous Inspection takes you to a previous inspection
- **Print button** opens a printing options window
- Modify button allows you to edit current record





## Areas of Deficiency Sub Tab:

nd School Board of Ed	School Insp	Env. Measures	School	Playground	Comments	School Insp - Rescinded	Roof Insp - Rescinded	GIS/
Inspection Info		A	reas of Defic	iency		Observations and	Recommendations	
<ul> <li>□ Grounds &amp; Building</li> <li>□ Playgrounds (2)</li> <li>□ Solid Waste Dispos</li> <li>☑ All School Indoor E</li> <li>□ Hallways &amp; Stairwe</li> <li>□ Science Classroon</li> </ul>	g Exterior (1) sal Areas (3) Environments ells (5) ns (6)	Visu     Indu     Oth     S (4)     Libi     Indu	ual Arts C ustrial Art er Specia litoriums rary/Media por Athlet	lassrooms ( s Classroor lity Areas (6) & Student [ a Center (8) tic Facilities	6) ns (6) Dining (7) (9)	Locker Roor Training or V Restrooms ( Custodial Cl- Mechanical F Water/Waster	ns (9) Veight Lifting Roon 10) osets (11) Rooms (12) water Systems (12)	ns (9)
		☐ Hea ☐ Adr ☐ Pol	lth Care / nin Areas icies/Rule	Areas (13) (14) es/Procedur	es			

Check mark Areas of Deficiency to add to current record.





#### **Observations and Recommendations**

School	-									×
Find	School	Board of Ed	School Insp	Env. Measures	School	Playground	Comments	School Insp - Rescinded	Roof Insp - Rescinded	GIS/GPS
		Inspection Info		Ar	eas of Defic	iency		Observations and	Recommendations	
	Section	Observe							Location	•
	Occurr	observe notes							school	- 1
	•									1
										-
										-
										-
										_
	_									_
										-
	_									-
										~
Incr	• • • • • • • • • • • • • • • • • • •						N	ama of achool staff a		
			ΔΝ			R.J.IJI #		ame of school stall a	ccompanying empic	iyee
	2	V CAT SU	AIN							
Red	ceived b	y		Title						
						_				
						A	dd Observation	Delete Observation*	Print Mo	odify

- Add Observation button allows you to enter a new observation
- Right-click Delete Observation to remove selected observation
- **Print button** opens a printing options window
- Modify button allows you to edit current record





## Env. Measures Tab

🖹 So	hool - TEST SCHOOl	ACADEMY												×
Fir	nd School I	Board of Ed	School Insp	Env. Measures	School	Playground	Com	ments	School Insp -	Rescinded	Roof Ins	p - Rescino	led GIS/	GPS
	L											_		_
L H	Date	Outside	Carbon Dio	de Outside	Temp	Outside Hum	idity	Location	ו	Carbon L	Dioxide	Temp	Humidity	^
•	04/10/2018	_			72.0							0.0		
L H														-
														1
														1
														-
														-
														-
														1
														1
-														-
L H														-
I	<												>	
							A	dd Room	Delete	Env. Measur	e*	Print	Modify	

- Add Room button allows you to enter a new record.
- Right-click Delete Env. Measure\* to remove selected entry
- **Print button** opens a printing options window
- Modify button allows you to edit current record





## School Tab

🖀 School - TEST SC	HOOL ACADEMY									×
Find School	Board of Ed	School Insp	Env. Measures	School	Playground	Comments	Scho	ol Insp - Rescin	ded Roof Insp - Res	cinded GIS/GPS
	Date	Topic		Inspection ite	m			NIC Notes	'	<b>^</b>
	●04/10/2018	SURROUNDIN	GS	LOCATION			Ŷ			
	04/10/2018			GROUNDS,	WALKWAYS & I	DRIVEWAYS	<b>^</b>		~	
	04/10/2018			PLAYGROU	ND EQUIPMEN	Г	^ ~		^ ~	
	04/10/2018	BUILDING		STRUCTUR	E		<b>^</b>		^ ~	
	04/10/2018			FLOOR CLE	ANING & REPA	IR	<b>^</b>		• •	
	04/10/2018			WALLS & CE	EILING CLEANII	NG & REPAIRS	<b>^</b>		< v	
	<			DOORS & W	INDOWS		^		^ ,	~
	Inspection dat	e 04/25/201	Add Inspe	ction Delet	e Inspection*				Print	Modify

- Add Inspection button allows you to enter a new Inspection [Enter Inspection date]
- Right-click Delete Inspection\* to remove selected entry
- Print button opens a printing options window
- Modify button allows you to edit current record
- For NIC click the checkbox





## **Playground Tab**

ıd	School	Board of Ed	School Insp	Env. Measures	School	Playground	Comments	School In	sp - Rescinded	Roof Insp - Re	escinded	GIS/G
		Date	Topic		Inspection Iter	m		NIC	Notes		^	
		▶ 04/10/2018	IMPROPER SU	RFACING MATERI	HARD SUFA BLACKTOP, NOT ACCEP EQUIPMENT	CES SUCH AS PACKED EART TABLE UNDER FALLS ONTO	CONCRETE, H OR GRASS AF PLAYGROUND ONE OF THESE			< v		
		04/10/2018	INSUFFICIENT	CUSHIONING MA	CUSHIONING DEPTH OF T STANDING V COMPACTED	G MATERIALS I WELVE (12) IN VATER AND DE D. IMPROPER	MAINTAINED AT CHES, FREE OF BRIS, AND NOT SURFACING			<b>^</b>		
		04/10/2018	SURFACING - (	OTHER				< >		< >		
		04/10/2018	INADEQUATE F	ALL ZONES - STA	PROTECTIVE SHOULD EX FEET IN ALL STATIONARY	E SURFACING TEND A MINIMU DIRECTIONS / (PLAY EQUIPM	MATERIAL JM OF SIX (6) AROUND A IENT SUCH AS	< _ >		< >		
		04/10/2018	INADEQUATE F	ALL ZONES - SWI	PROTECTIVE IN FRONT AN OF TWO (2) T SWING PIVO	E SURFACING ND BACK OF S <sup>1</sup> FIMES THE HIE T/HANGER. PF	SHOULD EXTEN WINGS A MINIMU GHT OF THE ROTECTIVE			< v		
		04/10/2018	INADEQUATE F	ALL ZONES - SLI	PROTECTIVE A MINIMUM C END OF THE THAN FOUR	E SURFACING DF SIX (6) FEET SLIDE; FOR S FEET THE PRO	SHOULD EXTEN FROM HTE EXIT SLIDES HIGHER DTECTIVE			<b>^</b>	~	
		<								>		
		Inspection d	ate //	Add Insp	action Del	ata Inspection*				Print		Modify

- Add Inspection button allows you to enter a new Inspection [Enter Inspection date]
- Right-click Delete Inspection\* to remove selected entry
- Print button opens a printing options window
- Modify button allows you to edit current record
- For NIC click the checkbox





## **Comments Tab**

🖺 Schoo	I - TEST SCHO	OOL ACADEMY								23
Find	School	Board of Ed	School Insp	Env. Measures	School	Playground	Comments	School Insp - Rescinded	Roof Insp - Rescinded	GIS/GPS
Find	School	Board of Ed	School Insp	Env. Measures	School	Playground	Comments	School Insp - Rescinded	Roof Insp - Rescinded	GIS/GPS
										~
								Spell Check	k Print	Modify

This tab is where you can post comments relating to the record.

- Print button opens a printing options window
- Modify button allows you to edit current comment
- Spell Check will look for spelling errors in the comments





### School Insp – Rescinded Tab

Find       School       Board of Ed       School Insp       Env. Measures       School       Playground       Comments       School Insp - Rescinded       Roof Insp - Rescinded       Git/GPS         Reason for Inspection//School Info       Inspection Items       Violations/Comments         Inspection Date       Inspection Time       Travel Time       Other Time       Year constructed       Year(s) renovated         Image: Complaint       Consultation       Follow-up       HVAC System       Heating       Cooling         Central Forced Air Systems       Inspection Hours of Operation       Follow-up       Hvar Radiators       n/a         Electric Heating Units       n/a       Inspection Hours of Operation       Other       Inspection       Inspection         Other       Image: Complaint       Consultation       Follow-up       Inspection Hours of Operation       Inspection Hours of Operation
Reason for Inspection/School Info       Inspection Items       Violations/Comments         Inspection Date       Inspection Time       Travel Time       Other Time       Year constructed       Year(s) renovated         //       Image: Colling Consultation       Follow-up       HVAC System       Heating       Cooling         Grades of Instruction       Hours of Operation       Follow-up       Central Forced Air Systems       Image: Cooling Control in Value Consultations         Other       Other       Image: Cooling Control in Value Consultation       Pollow-up       Cooling Control in Value Control in
Previous Inspection NextInspection Add Inspection* Delete Inspection* Print Modify

This section holds the rescinded school inspections.





### **Roof Insp – Rescinded Tab**

d Scho	ool Board of Ed School Insp Env. Measures School Playg	round Comments School Insp - Rescinded Roof Insp - Rescinded GIS/
	Reason for Inspection/Documentation In	spection Items Violations/Comments
	Inspection Date Inspection Time Travel Time	Other Time Year roof installed Year renovated
	Reason for Inspection	Type of Roofing System           Thermoset single-ply membrane         Built-up
	□ Following Severe Weather (check all that apply)	Thermosplastic single-ply membrane Metal
	Damaging Wind Lightning	Modified bitumen Shingle
	Hail Excess Snow Accumulation	Other
	Heavy Rain     Falling Debris     Other	Rooftop HVAC and exhaust components           Air handling units         Kitchen exaust stacks
	Documentation	Dryer vent stacks Sanitary system vent stacks
	Current roof drawing or diagram containing:	Chemical fume hood Combustion flues
	2. Location of all HVAC air handling units	Restroom exaust stacks
	3. Location of all exhaust stacks 4. Location of all roof drains	Other
	One copy of HD Roof Inspection for each insp. completed	1
	Previous Inspection Next	Inspection Add Inspection Delete Inspection* Print Modify

This section holds the rescinded roof inspections.





## **GIS/GPS Tab**

🖀 School - TEST	SCHOOL ACADEM	Y							×
Find Scho	Board of Ed	School Insp	Env. Measures	School	Playground	Comments	School Insp - Rescinded	Roof Insp - Rescinded	GIS/GPS
			GI	obal Inf	ormation	System			
	Street #	Prefix F Direction	Prefix Type Stre	eet name			Street Suffix	Prefix Direction	
			TE	ST			AVENUE		
			GI	obal Po	sitioning	System			
			Latitude Dec	cimal Value	e Long	itude Decim	al 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> School Inspections> Reports.

There will be a drop down menu for different types of reports you can create/modify.

Schools	Reports	Browse/List/Export	Count/Graph	Maintenance	Return
	Envel	opes-Board of Educati	on		
	Envel	opes-Schools			
	Filing	Labels			
	Labels	s-Board of Education			
	Label	s-School			
	Letter	s			
	List				
	List of	f Schools With Inspect	ion Dates		
	User [	Defined Report	•	School Insp	ections Compliant Report

Reports can be filtered. See Page on Filters for more detail (Click this link).

Click on the type of report you want to create and an options window will pop-up.

Some options windows are different than others but are simple to use.

You can always preview a report before printing.





#### **Report Options Window For:**

- Envelopes -Board of Education
- Envelopes Schools
- Filing Labels
- List
- List of Schools With Inspection Dates

#### The list above is what the options window will look like for those selections.

🔀 Schools Report Options for Envelopes-Board of Education	<b>X</b>
Output to:	ОК
Preview     OPrinter	Close
Include Mail Merge File	Filters

#### **Report Options Window For:**

- Labels School
- Labels Board of Education

The list above is what the options window will look like for those selections.

🔀 Schools Report Options for Labels-Board of Education		×
Output to: Preview OPrinter Include Filter Printout	<ul> <li>○ 1 X 12 (4145)</li> <li>○ 2 X 10 (5161)</li> <li>● 3 X 10 (5160)</li> </ul>	OK
Include Mail Merge File		Filters





#### Letters:

🔀 Letters Report Options for Letters		×
Output to:	● Letter A ○ Let	tter F OK
Preview     OPrinter	◯ Letter B ◯ Le	tter G
	◯ Letter C ◯ Le	tter H Close
Include Filter Printout	◯ Letter D ◯ Le	tter I
🗌 Include Mail Merge File	◯ Letter E ◯ Le	tter J
		Filters

#### The only report with a date range is User Defined Report > School Inspections Compliant Report:

🔀 Schools Report Options for S	chool Inspections Compliant Report	×
Output to:	Inspection From Date	OK
Include Filter Printout	Inspection To Date	Close





## Chapter 4: Browse/List/Export

Inside the School Inspections 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.







## **Filters**

From the Browse/List/Export or Reports click on the Filters button.

This section allows you to set filters based on the **Output Field**.

ield Name	Data	Data	1st sort 2nd sort 3rd sort 🖌
OF CLASSROOMS	= ~	= ~	
ND LAST INSPECTION	= ~	= ~	
RD LAST INSPECTION	= ~	= ~	
CID TANK	= ~	= ~	
LEACHERS	= ~	= ~	
OARD CITY	= ~	= ~	
OARD PHONE	= ~	= ~	
OARD STATE	= ~	= ~	
OARD STREET	= ~	= ~	
OARD ZIP	= ~	= ~	
HARTER	= ~	= ~	
HEMICAL INVENTORY	= ~	= ~	
HIEF ADMIN.	= ~	= ~	
ſΓΥ	= ~	= ~	
LOSED	= ~	= ~	
ONTACT EMAIL	= ~	= ~	
ONTACT FAX	= ~	= ~	
ONTACT US POST	= 🗸	= ~	
USTODIAN	= 🗸	= ~	
USTODIAN CITY	= ~	= ~	
USTODIAN EMAIL	= ~	= ~	
USTODIAN PHONE	= ~	= ~	
USTODIAN STATE	= ~	= ~	
USTODIAN STREET	= ~	= ~	
USTODIAN ZIP	= ~	= ~	
I EMENTA D∨ ≪			· · · · · ·

\*\* 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 School Inspections 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 <u>Filters</u> in the <u>Browse/List/Export</u> 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 I Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

# of classrooms .egend Title # of classrooms A of classrooms A of classrooms A of classinspection A clot ank Bleachers Board City Board City Board City Board City Board City Board City B of classrooms B of	Output to: (e) Screen O DBF file C:\HDIS\EXP	Filters     Clos       O Print     SDF file     O Delimite       ORT     ORT     O Delimite	d file
# of classrooms ^ 2nd last inspection 3rd last inspection Add tank Bleachers Board City Board City Board City	Output to: Screen DBF file C:\HDIS\EXP	O Print O SDF file O Delimite	d file
# of classrooms ^ 2nd last inspection 3rd last inspection Add tank Bleachers Board City Board City Board City	Output to: Screen DBF file C:\HDIS\EXP	O Print O SDF file O Delimite	dfile
# of classrooms ^ 2nd last inspection 3rd last inspection Add tank Bleachers Board City Board City	Screen     DBF file     C:\HDIS\EXP	O Print O SDF file O Delimite	dfile
# of classrooms ^  2nd last inspection 3rd last inspection Add tank Bleachers Board City React Proces Board City Bleachers Ble	O DBF file C:\HDIS\EXP	O SDF file O Delimite	d file
2nd last inspection 3rd last inspection Acid tank Bleachers Board City Board City	C:\HDIS\EXP	PORT	
3rd last inspection Acid tank Bleachers Board City	C:\HDIS\EXP	ORT	
Acid tank Bleachers Board City			Browse
Bleachers Board City			
Board City			
Poord Phone	Output		
Board Filone	Output	0.11	
Board State	(e) top ten		
Board Street			
Board Zip	Type		Sort by
Charter	Type		Soluby
Chemical inventory	count		High to low
Chief admin.	O pie graph	pie graph (full page)	O Low to high
City	O bar graph	O bar graph (full page)	Oburtata
Closed	O bai graph	( bai graph (iun page)	O by data
Contact email			
Contact fax	Level 1 Group	# of classrooms	^
Contact us post		2nd last inspection	01-
Custodian		3rd last inspection	Cle
Custodian city		Acid tank	v
Custodian email	Level 0. Orever	H - f - l	
Custodian phone	Lever 2 Group	# of classrooms	^
Custodian state		2nd last inspection	Cle
Custodian street		and last inspection	
Oustadian zin		Acid tank	×
ooter			





## **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 Desig	jner - count.fn	<- Page 1	
			^
# of cl	assroom	s - Count/Percentage	
	assioon	s - Countre centage	
Number	Percent	# of classrooms	
19	26 %	0	
5	7%	2	
3	4 %	15	
3	4 %	24	
3	4 %	28	
2	3 %	4	
2	3 %	8	
2	3 %	10	
2	3 %	11	
31	43 %	OTHER	
72	100 %	Totals	
			~
<			>





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

eport Design	er - count.frx	x - Page 1	- • •
# of cla	ssroom	is - Count/Percentage	
Number F	Percent	# of classrooms	
1	50 %	0	
1	50 %	30	
2	100 %	Totals	
Filters			
Board Cit	y=TEST		

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 Citv=B	
RCI HD	11/30/2017

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





100% 🗸

Į.



## **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.

Report Designer - graph.frx - Page 1	
# of classrooms	^
45	
40	■ 9
35	□ 8
30	□7
25	■ 6
20	<b>5</b>
15 +	■ 4
	□ 2
5 +	■1
¢	<b>∨</b> .::

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







## **Chapter 6: Maintenance**

#### Navigate to: Environmental Health > School Inspection > Maintenance

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

This area is where you can edit tables and adjust settings, along with other actions you use in the **School Inspections** data entry windows.

🙎 Schoo	l Inspectio	ons - Health District In	formation Syste	m		
Schools	Reports	Browse/List/Export	Count/Graph	Maintenance	Return	
				Export/Imp	ort School Files	
				Field Name	S	
				General Pro	file	
				Letters		
				Master Tab	le - Playground Inspection	
				Master Tab	le - School Inspection	
				Printer Setu	p	
				Reindex/Pa	ck School Inspections Data Files	
				Rescinded F	Rules	- F
				User Define	d	•





## **Field Names**

#### Navigate to: Maintenance > Field Names

Maintenance	Return					
Export/Imp	Export/Import School Files					
Field Name	25					
General Pro	ofile					
Letters						
Master Tab	Master Table - Playground Inspection					
Master Tab	Master Table - School Inspection					
Printer Setu	Printer Setup					
Reindex/Pa	ck School Inspections Data Files					
Rescinded I	Rules	•				
User Define	d	•				

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	^	Close
# OF CLASSROOMS	SCH.CLASS		0.000
2ND LAST INSPECTION	SCH.LST_2ND_IN	-	Print
3RD LAST INSPECTION	SCH.LST 3RD IN	-	Finn
ACID TANK	SCH.ACID	-	
BLEACHERS	SCH.BLEACH	_	
BOARD CITY	SCH.BE_CITY	_	
BOARD PHONE	SCH.BE PHONE	-	
BOARD STATE	SCH.BE_STATE	_	
BOARD STREET	SCH.BE_STREET	_	
BOARD ZIP	SCH.BE_ZIP		
CHARTER	SCH.CHARTER	-	
CHEMICAL INVENTORY	SCH.INVENTORY	-	
CHIEF ADMIN.	SCH.CHIEF_ADMIN	-	
CITY	SCH.CITY	-	
CLOSED	SCH.CLOSED	-	
CONTACT EMAIL	SCH.EMAIL	-	
CONTACT FAX	SCH.FAX	-	
CONTACT US POST	SCH.POST	-	
CUSTODIAN	SCH.CUSTODIAN	_	
CUSTODIAN CITY	SCH.CUST_CITY	_	
CUSTODIAN EMAIL	SCH.CUST_EMAIL	-	
CUSTODIAN PHONE	SCH.CUST_PHONE	-	
CUSTODIAN STATE	SCH.CUST_ST	-	
CUSTODIAN STREET	SCH.CUST_STREET	_	
CUSTODIAN ZIP	SCH.CUST_ZIP	_	
ELEMENTARY	SCH.ELEMENTARY	_	
EMAIL ADDRESS	SCH.REC_EMAIL	_	
ENROLLMENT	SCH.ENROLL	_	
FAX #	SCH.REC_FAX	-	
FLOOR PLANS	SCH.FLOOR	-	
FOOD SERVICE	SCH.FOOD	-	
FUME HOODS	SCH.FUME	-	
GIS/PREFIX DIRECTION	SCH.GIS PRE DIR	~	





## **General Profile**

#### Navigate to: Maintenance > General Profile

The General Profile allows you to fill out the basic information regarding School Inspections.

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	Environm	ental (	Community & Public Health	Services	Vital
★ Health Departme	BGI HD		* Cit	y Middleburg Heights		
Divisio	n		* Stat	e OH		
* Address	1 7550 Lucerne Drive		★ Zi	p 44130		
Address	2		* Count	y Kayle		
* Phone #	5 1-440-891-9100		* FAX a	# 1-440-891-9458		
Federal Tax II	ADFA					
Commission	r Doc Darrell					
Client/Server Locatio	M:\HDIS\DATA					
Ema	ADFASD					
Make Checks Payable to	ADSF					
View Archive	3 □ 2017 □ 2016 □ □ 2007 □ 2006 □	2015 2014 2005 2004	□ 2013 □ 20 <sup>.</sup> □ 2003 □ 200	12 2011 2010 02 2001 2000	2009 2008 1999 1998	
				★- Required Fields	Cancel	Close





## **Letters**

Navigate to: Maintenance > Notification Letters

If you click on **Letters** under the **Maintenance** tab, a window will pop up. Here you can create letters relating to a specific area under **School Inspections**. <u>After reading this page, click this link to see more information on field names.</u>



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:	
Only first letter uppercase	
All lower case	

*OWNER*	
*Owner*	
*type of animal'	k

JOHN DOE John Doe dog

Examples: \*OWNER\* = JOHN DOE \*Owner\* = John Doe \*type of animal\* = dog





### **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	×					
Pages	The second second product of the second seco					
Paper						
Size:	Letter ~					
Source:	Printer auto select $\sim$					
Orientation Margins (inches)						
Portrait	Left: 1 Right: 1					
◯ Landscape	Top: 1 Bottom: 1					
	OK Cancel					





## **Reindex/Pack School Inspections Data Files**

Navigate to: Maintenance > Reindex/Pack School Inspections 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.

Maintenace - Reindex/Pack School Inspections Data Files						
This procedure will rebuild indexes ! If you have the Network Version, please have all users exit HDIS!						
Continue	ISE					





## **Rescinded Rules**

### **School Inspection Rules**

	Add/E	Delete/Modify Add/Delete/Modify School Inspection Ru	les					Í	×
	#	Title	Code				Order	Rules	^
	1.0	3701-54-01 DEFINITIONS.	3701-54-01 DE	FINITIONS			1	Memo	I
Γ	2.0	3701-54-02 PURPOSE, SCOPE AND AUTHORITY	3701-54-02 PU	JRPOSE, SCOP	E AND AUTHOR	ITY	1	Memo	Ī
Γ	3.0	3701-54-03 RESPONSIBILITIES OF THE DIRECTOR	3701-54-03 RE	ESPONSIBILITIE	S OF THE DIRE	CTOR OF HE/	1	Memo	Ţ
	4.0	3701-54-04 RESPONSIBILITIES OF BOARDS OF HE	3701-54-04 RE	ESPONSIBILITIE	S OF BOARDS O	OF HEALTH	1	Memo	Ι
	5.0	3701-54-05 RESPONSIBILITIES OF THE PRINCIPAL	3701-54-05 RE	ESPONSIBILITIE	S OF THE PRIN	CIPAL, CHIEF	1	Memo	Ī
Γ	6.1	LITTER - EXTERIOR	*06-A1(E) LITT	ER - EXTERIOR	1		0	Memo	Ī
Γ	6.1	TRIP HAZARDS - EXTERIOR	*06-A1(E) TRIF	PHAZARDS - EX	TERIOR		1	Memo	Ī
Γ	6.1	STANDING WATER - EXTERIOR	*06-A1(F) STA	NDING WATER	- EXTERIOR		2	Memo	Ī
	6.1	GROUND SLOPED TOWARD BUILDING	*06-A1(G) GR0	OUND SLOPED	TOWARD BUILD	ING	3	Memo	I
	6.1	CLOGGED AIR INTAKES - EXTERIOR	*06-A1(H) CLC	GGED INTAKES	6 - EXTERIOR		4	Memo	Ī
Γ	6.1	GUTTERS BLOCKED - EXTERIOR	*06-A1(I) GUT	FERS BLOCKED	) - EXTERIOR		5	Memo	Ī
Γ	6.1	BUILDING DAMAGED - EXTERIOR	*06-A1(J) BUIL	DING DAMAGE	D - EXTERIOR		6	Memo	Ī
	6.1	ROOF INSPECTION MISSING - EXTERIOR	*06-A1(L) ROC	F INSPECTION	MISSING - EXTE	RIOR	7	Memo	I
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(A) ALL BUILD	NGS SHALL BE	IN GENERAL G	OOD REPAIR;	8	Memo	I
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(B) SCHOOLS	SHALL ABIDE E	BY THE ENGINE	IDLING TIME I	9	Memo	II
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(C) VEHICLES	OR GAS-POWE	RED EQUIPMEN	IT, WITH THE	10	Memo	
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(D) VEHICLE U	JSE AREAS, INC	LUDING BUS LO	DADING AND	11	Memo	
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(E) NO TRIP H	AZARDS SHALL	BE PRESENT A	ND GROUND	12	Memo	I
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(F) THERE SH	ALL BE NO EVID	DENCE OF STAN	IDING WATER	13	Memo	Ī
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(G) THERE SH	ALL BE NO EVI	DENCE ON THE	BUILDING OF	14	Memo	II
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(H) THERE SH	ALL BE NO CO	NTAMINANT SOU	JRCES NEAR	15	Memo	
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(I) GUTTERS, I	DOWNSPOUTS	SCUPPERS AN	D STORM DR	16	Memo	I
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(J) WALLS AND	O WINDOWS SH	IALL BE INTACT	WITH NO SIG	17	Memo	I
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(K) THERE SH	ALL BE NO PAI	NT, ROOFING MA	TERIALS OR	18	Memo	Ī
	6.1	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(L) THE ROOF	OF A SCHOOL	SHALL BE INSPE	ECTED BY A C	19	Memo	Ī
	6.2	PLAYGROUND EQUIPMENT REPAIR	*06-A2(B) PLA	YGROUND EQU	JIP. IN DISREPAI	R	0	Memo	II
	6.2	PLAYGROUND SURFACE MATERIAL	*06-A2(C) PLA	YGROUND SUF	RFACE MATERIA	S	1	Memo	
	6.2	PLAYGROUND HAZARDS	*06-A2(F) PLA	GROUND HAZ	ARDS		2	Memo	
	6.2	3701-54-06 SCHOOL GROUNDS AND BUILDING EX	(A) STUDENTS	SHALL NOT B	E ALLOWED TO	USE THE PLA	3	Memo	
	6.2	2 3701-54-06 SCHOOL GROUNDS AND BUILDING EX (B) ALL PLAYGROUND EQUIPMENT SHALL BE IN GOOD RE				4	Memo		
	6.2	3701-54-06 SCHOOL GROUNDS AND BUILDING EX (C) SURFACING IN THE USE ZONES OF PLAYGROUND EQ				5	Memo		
	6.2	3.2 3701-54-06 SCHOOL GROUNDS AND BUILDING EX (D) USE ZONES AROUND SLIDES, SWINGS AND STATIONA				6	Memo	$\sim$	
	<						>		
				Print	Delete*	Add		Close	

This table holds all of the School Inspection Rescinded Rules:

- To permanently **delete** a rule, select the rule and **right-click**.
- Click **Print** button to print a copy of the rules.
- Click **Add** button to add a new rule.

