



## User Login Management

### User Manual



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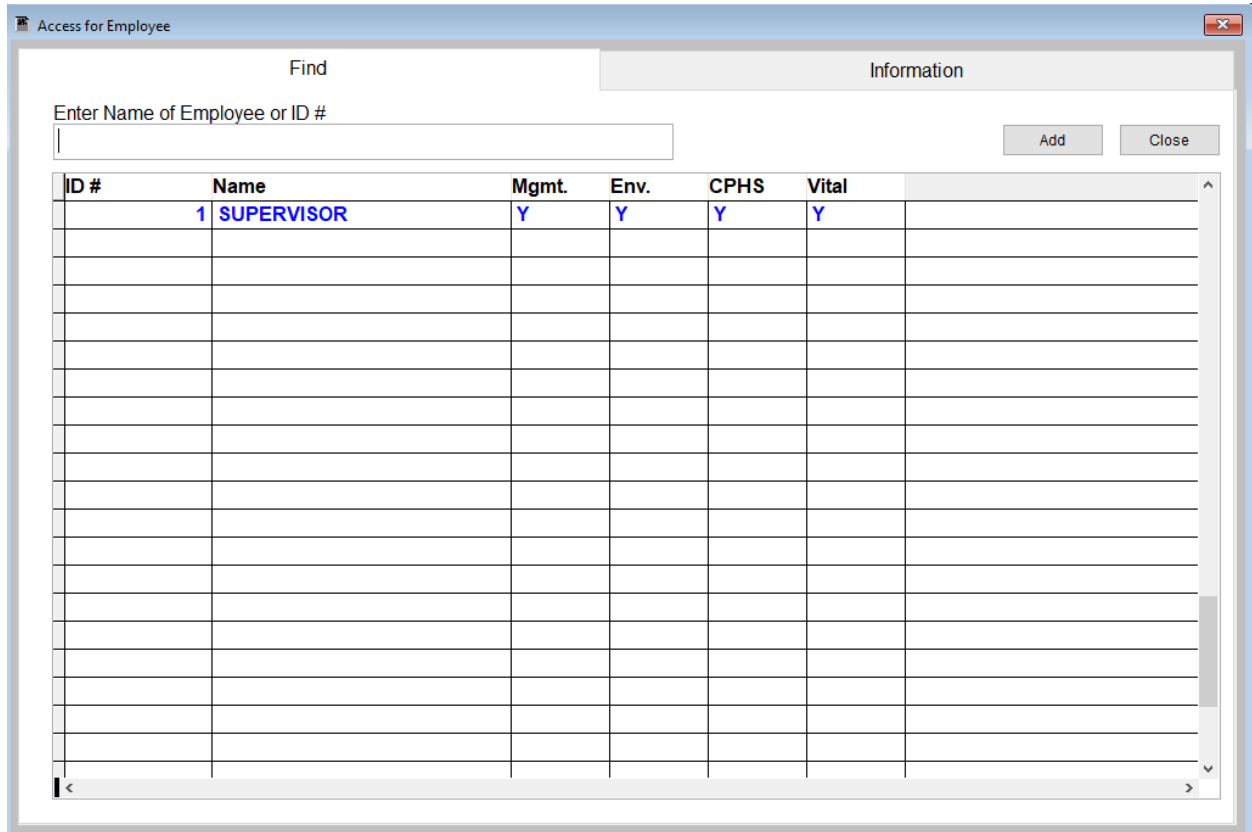
## Setup

Open HDIS and Login as “Supervisor”

Navigate to **Maintenance > Logins & Passwords:**



After clicking **Logins & Passwords**, a new window will appear:



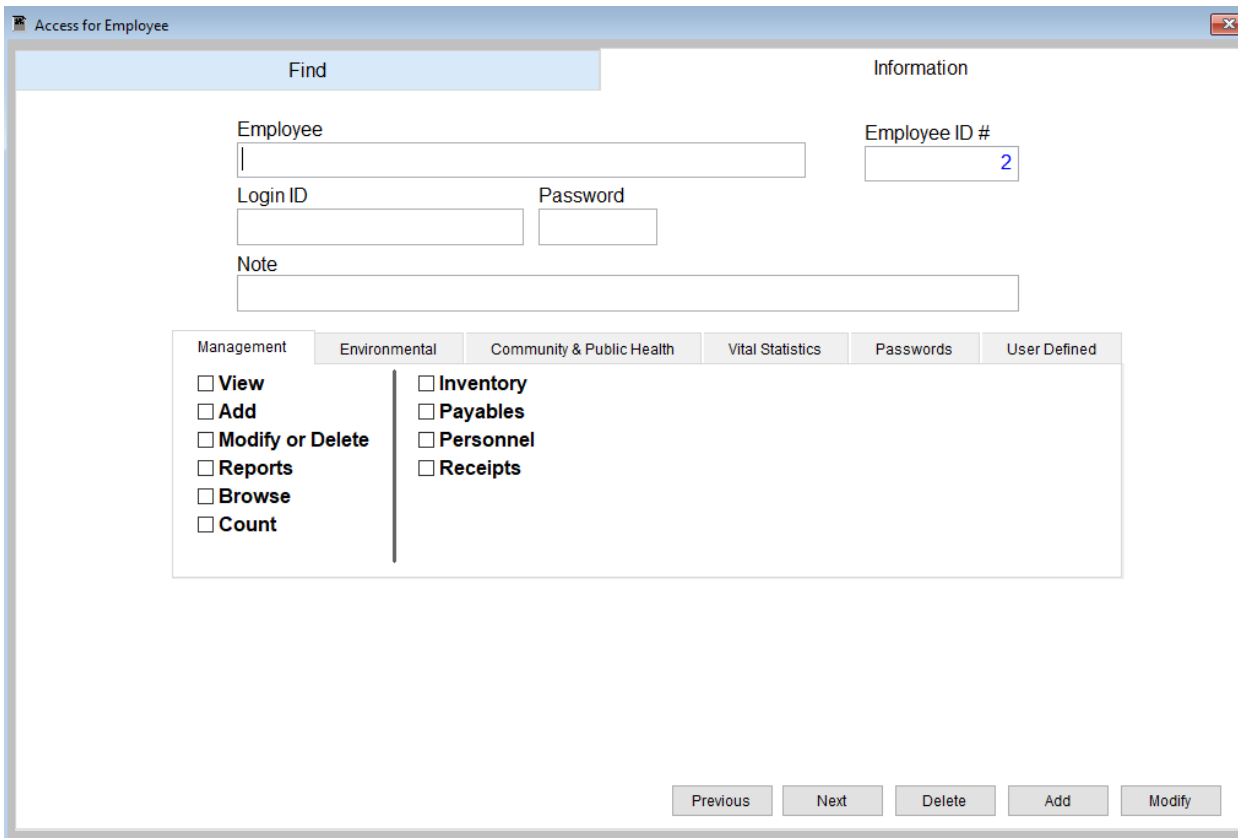
## Add

Looking at the **Logins & Passwords** screen, to **Add** a new employee account click the **Add** button.



The screenshot shows a web interface with two tabs: 'Find' and 'Information'. The 'Information' tab is active. Below the tabs is a text input field labeled 'Enter Name of Employee or ID #'. To the right of the input field are two buttons: 'Add' and 'Close'. A red arrow points to the 'Add' button.

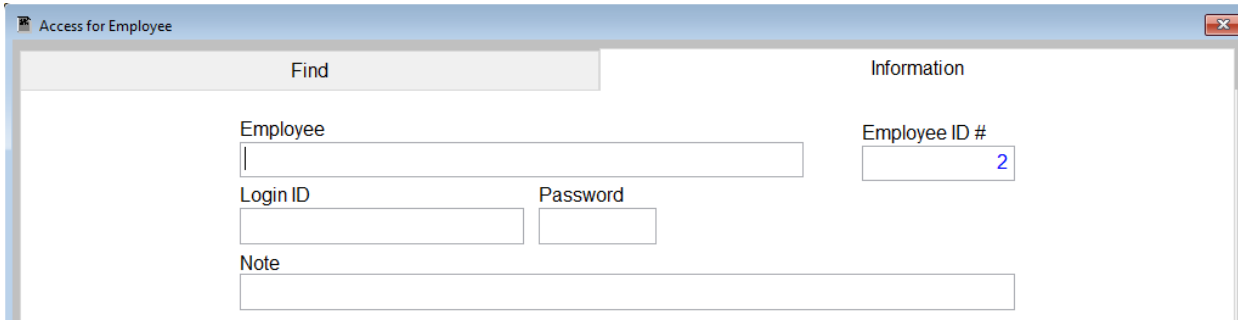
After clicking **Add**, a new window will appear:



The screenshot shows a window titled 'Access for Employee'. It has two tabs: 'Find' and 'Information'. The 'Information' tab is active. The window contains several input fields: 'Employee', 'Employee ID #' (with the value '2'), 'Login ID', and 'Password'. There is also a 'Note' text area. Below these fields is a list of management options under the 'Management' tab, which is selected. The options are: View, Add, Modify or Delete, Reports, Browse, Count, Inventory, Payables, Personnel, and Receipts. At the bottom of the window are buttons for 'Previous', 'Next', 'Delete', 'Add', and 'Modify'.

## Add – Continued

Type the Employee information into the text fields:



The screenshot shows a window titled "Access for Employee" with a "Find" tab selected. The "Information" section contains the following fields:

- Employee: [Empty text box]
- Login ID: [Empty text box]
- Password: [Empty text box]
- Employee ID #: [Text box containing "2"]
- Note: [Empty text box]

After adding the Employee information, look underneath at the tab selections:



The screenshot shows a tabbed interface with the following tabs: Management, Environmental, Community & Public Health, Vital Statistics, Passwords, and User Defined. The "Management" tab is active and displays the following options:

- View
- Add
- Modify or Delete
- Reports
- Browse
- Count
- Inventory
- Payables
- Personnel
- Receipts

Check-mark the permissions for each **Tab/Module** the user will need access to in HDIS:

### Permissions:

- View
- Add
- Modify or Delete
- Reports
- Browse
- Count

### Modules:

- Inventory
- Payables
- Personnel
- Receipts

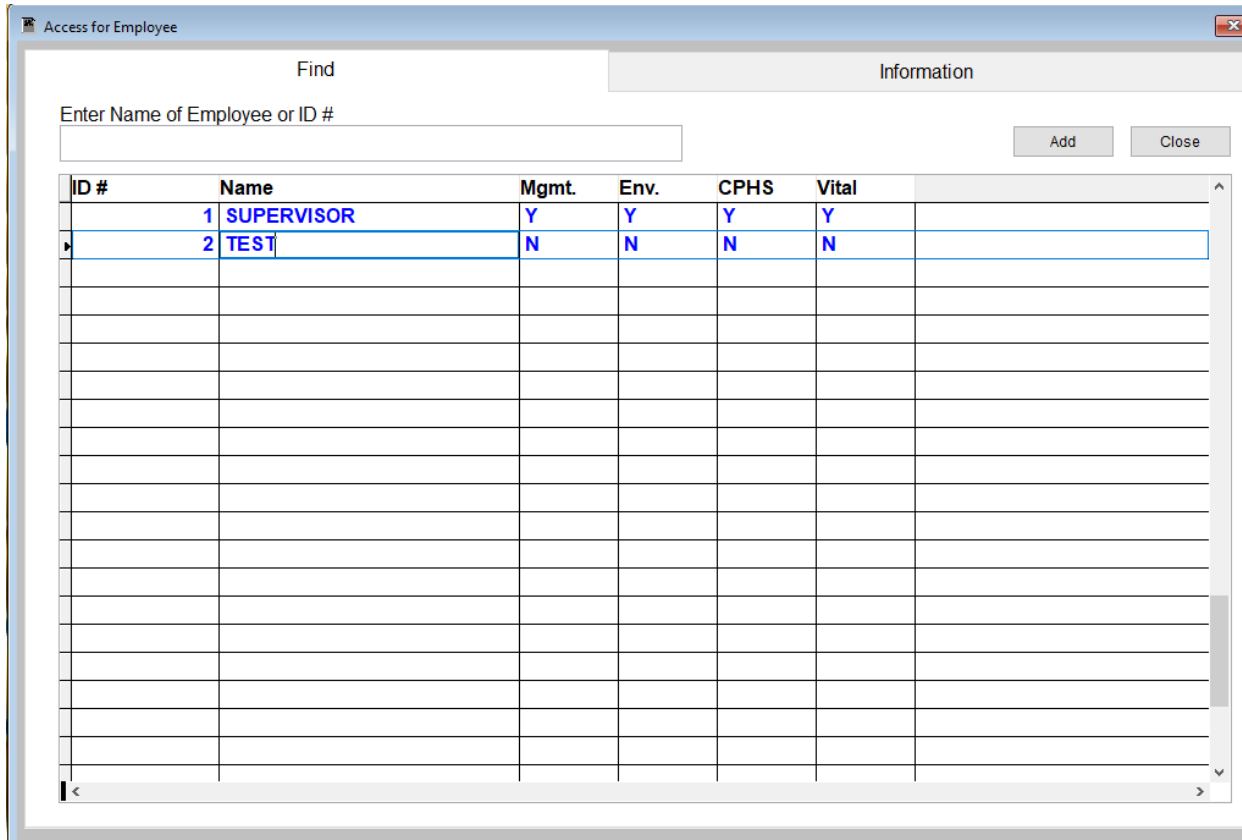
- Beaches
- Daily Work S....
- Food Protec....
- Manufactured....
- Marinas
- Mosquito Con....
- Open Burning
- Parks/Camps
- Plumbing
- Pool/Spa/Spec....
- Private Water....
- Public Health....
- Rabies Control
- School Inspec....
- Sewage Dis....
- Solid Waste
- Tattoos and/or....
- House Inspections

- Appointment....
- Adult/Travel....
- BCMH
- CFHS and Match
- Childhood Imm...
- Clinical Serv....
- Communicable....
- Early Interven....
- Flu Clinic
- Help Me Grow
- HIV/AIDS....
- Lead Clinics
- Montana-HV
- Nurse's Daily....
- OIMRI
- Tuberculosis Test....
- Welcome Home
- Adult Health
- Title 20
- Women's Health

- Birth & Death Certificates

### [Edit Existing Records](#)

To modify an existing account, click on the account on the **Find** tab:



The screenshot shows a window titled "Access for Employee" with two tabs: "Find" and "Information". The "Find" tab is active and contains a search bar labeled "Enter Name of Employee or ID #". Below the search bar are "Add" and "Close" buttons. A table with the following columns is displayed: ID #, Name, Mgmt., Env., CPHS, and Vital. Two rows are visible in the table.

ID #	Name	Mgmt.	Env.	CPHS	Vital
1	SUPERVISOR	Y	Y	Y	Y
2	TEST	N	N	N	N





Next, click the **Information** tab. Notice that the account information should be populated with the selected account:

Access for Employee TEST

Find  Information

Employee  Employee ID #

Login ID  Password

Note

Management Environmental Community & Public Health Vital Statistics Passwords User Defined

Comp Time Earned Balance  Comp Time Earned Balance  Comp Time Taken Balance

Previous Next Delete Add Modify

When on the **Information** tab, there are different actions at the bottom right corner of the window:

Previous Next Delete Add Modify

**Previous/Next:** Clicking these buttons will navigate between different accounts.

**Delete:** Will remove/delete the account from the list. You will no longer find this on the **Find** tab.

**Modify:** Clicking this button allows for the modification of the selected record.