



Helping You...Help Others

Associations

User Manual



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Overview

Associations are a document management system that is a part of HDIS.

Instrumental to the online O/M, **Associations** provides a new way to store notes and files with records and accounts stored in HDIS.

This feature is a step towards using a new database system, **MariaDB**, which is coupled with **OpenSSL** (communication security) to efficiently store information.

Instead of changing the FoxPro database tables, **Associations** uses a device driver that communicates between the FoxPro tables and MariaDB.

In order to properly set up Associations, the server would need to have MariaDB, OpenSSL, VFPOLEDB, and Microsoft Visual C++ Redistributable installed.

After BGI has this installed on the server, each workstation then needs to install the **VFPOLEDB** driver in order to successfully use **Associations**.

BGI will provide the installation and can answer any questions during or outside the process.





How To

Notes Navigation 1-2

Navigate to Sewage Treatment Module

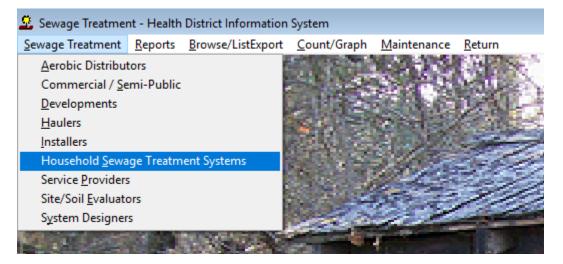
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Notes Navigation 2-2

Once in Sewage Treatment Module, navigate to Household Sewage Treatment Systems



Select a record from the Find tab

Find	Owner/Applicant	Site Review/Fees	Permit	Treatment	t	Other Devices	Disposal	Insp	ection Record	O/M	Sewer Connection	Comments	GIS/GPS
) # street na	me () street name () par	cel # 🔿 sub lot# 🔿 directior	ns 🔿 Site ID# 🔿	Permit # () Rec	# C) Owner () Requestor		Environment	alAssessment				
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100	W. WASHINGTO		TREET	NN									
1000	CONSTITUTION		RIVE			KINSEY MEADOW	S #43	M400002	00320005300				
1000	FREDRICK		RIVE	NN									
1000	JASPER		ROAD	Y N				M360002	00301013700				
1000	MAIN		T	NY									
1000	SCENIC VIEW		RIVE		-	199			00600006100				
1000	STONE	-	ROAD			LOT #5			00350005800				
1000	VAN EATON		ROAD	NY				K280001	00070004100				
10000	SHARK		T	Y N									
10001	DOLPHIN		T	NN									
10002	EASY		T	NY									
10003	ROUGH		RD			7338							
100045	BROOKS-CARR		ROAD	NN	-								
10005	NARWHAL		.N		Y								
10006	WEST		2D		Y								
10008	SOUTH		T	NN									
10009	MAIN		т	NN		142		B030002	00320006900				
1001	ARMSTRONG		ROAD	YY					00000040.00				



Notes Screen

When on a record, hit the keys Alt-n on the keyboard

Sewage Treatment - Health District Information System Sewage Treatment Reports Browse/ListExport Con				
🛬 Household Sewage Treatment Systems - 10000 SH				—
Find Owner/Applicant Site	Review/Fees Permit Treatment	Other Devices Disposal	Inspection Record O/M Sewer Co	onnection Comments GIS/GPS
Street 10000 SHARK ST Census Political S	Sewage System Location City SHIRE VILLAGE Bubdivision D	State Zip OH 80808 evelopment	USPS System Loc	
× ×	SHIRE VILLAGE	~		
Record # 1	0000 Send Results to: Owne	r Y Requestor N Mail to N	_	
Own	ner Requestor	Mail to		
Owner's Nam POWELL, S City BERLIN CEI Cell Phone email	TEVEN 15951 AKRO State Zip	N CANFIELD ROAD Phone Fax 		
		Cut & Paste to Comments *		
	Previous Next	Link to Another Address Delete Add	Modify	
🔓 Associations for Sewage, Hou	sehold - 10000 SHARK ST			– 🗆 X
Associations for th				
Date Created	Туре	Publish	Note	Has a File ^
4/16/2019 1:19 PM	Owner/Applicant		Jaws was a shark- a mean shark	
4/18/2019 1:01 PM	Owner/Applicant		Bruce was a shark in finding nemo !	
4/22/2019 8:36 AM	Owner/Applicant		Test entry kljkl	
4/23/2019 8:40 AM	Owner/Applicant		This is a picture of a library. It is p	
4/23/2019 8:51 AM	Owner/Applicant		This is the library. The other was	
4/23/2019 12:48 PM	Owner/Applicant		Bruce was a shark in finding nemo	
Note				
		File Na	ame	
			Select View File File	Delete FileSave to Disk
			Publish To Web	
			Publish To Web	
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			🗆 Publish To Web	
			🗆 Publish To Web	
Save Print	New I	Note	🗆 Publish To Web	





Open Note

Double-click on the note to view selected details or make changes

Date Created	Туре	Publish 💊	Note	Has a File
/21/2020 11:16 AM	Inspection Record		Test for word app	
/23/2020 4:59 PM	Inspection Record			
/26/2020 10:14 AM	Inspection Record			\checkmark
/26/2020 10:28 AM	Inspection Record			
/26/2020 10:51 AM	Inspection Record		This is from Word Module	
/26/2020 10:52 AM	Inspection Record		Test 2 Word Module	
	New N		🗆 Publish To Web	
Save Print		- 4 -		

Click Save button to save any changes made to a note





New Note

Click the New Note button to create a new note

0/26/2020 10:28 AM Inspection Record Image: Constraint of the system of the syste	0/23/2020 4:59 PM Inspection Record Image: Cond Image	Date Created	Туре	Publish	Note	Has a File
0/26/2020 10:14 AM Inspection Record IIII Inspection Record IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	0/26/2020 10:14 AM Inspection Record Inspection	0/21/2020 11:16 AM	Inspection Record		Test for word app	
0/26/2020 10:28 AM Inspection Record Inspection	0/26/2020 10:28 AM Inspection Record Inspection	0/23/2020 4:59 PM	Inspection Record			
0/26/2020 10:51 AM Inspection Record Inspection Word Module Image: Constraint of the second in	10/26/2020 10:51 AM Inspection Record Inspection Record Image: Constraint of the system of the	0/26/2020 10:14 AM	Inspection Record			
10/26/2020 10:52 AM Inspection Record Contraction Record	10/26/2020 10:52 AM Inspection Record Test 2 Word Module Note test File Name TemplateGeneratedDoc4SESIR_Edited Select File View File Save t Disk	0/26/2020 10:28 AM	Inspection Record			
Note test File Name TemplateGeneratedDoc4SESIR_Edited Select File File File Disl	Note test File Name TemplateGeneratedDoc4SESIR_Edited Select File File Save t File File Save t	0/26/2020 10:51 AM	Inspection Record		This is from Word Module	\checkmark
Select View Delete Save File File Dist	test TemplateGeneratedDoc4SESIR_Edited Select View File View File File Select File File File Delete Disk	10/26/2020 10:52 AM	Inspection Record		Test 2 Word Module	







Actions

Publish to Web checkbox will allow the note to be published to the web

Select File button opens File Explorer to add a file to the note

View File button will automatically open files attached to note

Delete File button will delete the file currently attached to note

Print button will open a print dialogue box to print out the note

Date Created	Туре	Publish	Note	Has a File
0/21/2020 11:16 AM	Inspection Record		Test for word app	
0/23/2020 4:59 PM	Inspection Record			
0/26/2020 10:14 AM	Inspection Record			\checkmark
0/26/2020 10:28 AM	Inspection Record			
0/26/2020 10:51 AM	Inspection Record		This is from Word Module	\checkmark
0/26/2020 10:52 AM	Inspection Record		Test 2 Word Module	
			Select	Delete Save to
			File File	Delete File Save to Disk





Add File

To add a file to a note click the Select File button

Date Created	Туре	Publish	Note	Has a File
0/21/2020 11:16 AM	Inspection Record		Test for word app	
0/23/2020 4:59 PM	Inspection Record			
0/26/2020 10:14 AM	Inspection Record			
/26/2020 10:28 AM	Inspection Record			
0/26/2020 10:51 AM	Inspection Record		This is from Word Module	
0/26/2020 10:52 AM	Inspection Record		Test 2 Word Module	
test			Select File	4SESIR_Edited
			Select View	Delete Save to
			Select File File	Delete Save to

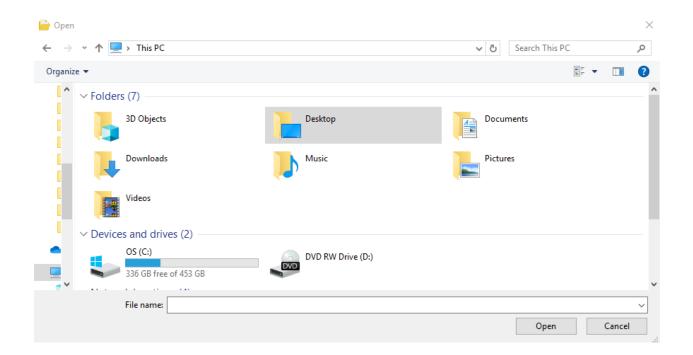




Save File 1-3

This should open up a File Explorer window allowing you to find the needed file to attach

Select the file and click the **Open** button to add the file with the Note





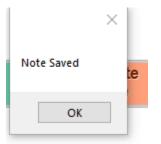


Save File 2-3

Once you see the file name appear next to File Name, click the Save button to save the file to the record

Date Created	Туре	Publish	Note	Has a File
0/21/2020 11:16 AM	Inspection Record		Test for word app	
)/23/2020 4:59 PM	Inspection Record			
0/26/2020 10:14 AM	Inspection Record			\checkmark
0/26/2020 10:28 AM	Inspection Record			
0/26/2020 10:51 AM	Inspection Record		This is from Word Module	\checkmark
0/26/2020 10:52 AM	Inspection Record		Test 2 Word Module	
		File	Name TemplateGeneratedDoc Select File View File	
lote test		File	Select View	Delete Save to

Once the note is saved a window will pop-up to indicate the action.



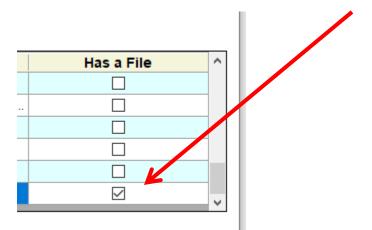




Save File 3-3

To make sure the file was saved to the note, look through the list

Make sure Has a File column is populated with a checkmark







Save to Disk

To save a file locally, click the **Save to Disk** button.

This will open up File Explorer.

Find a location, for example "Desktop," and a copy of the selected file will be saved.

Date Created	Туре	Publish	Note	Has a File
0/21/2020 11:16 AM	Inspection Record		Test for word app	
10/23/2020 4:59 PM	Inspection Record			
10/26/2020 10:14 AM	Inspection Record			
10/26/2020 10:28 AM	Inspection Record			
10/26/2020 10:51 AM	Inspection Record		This is from Word Module	
10/26/2020 10:52 AM	Inspection Record		Test 2 Word Module	
			Select View File File	
			File	File Disk
				File Disk
			File	File Disk
			File	File Disk
			File	File Disk

