



# Helping You...Help Others

# Beaches User Manual



The Baldwin Group, Inc.

7550 Lucerne Drive, Middleburg Heights, OH 44130

Suite 306

support@baldwingroup.com

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458



Copyright © 1996 - 2022

The Baldwin Group, Inc.

ALL RIGHTS RESERVED

HDIS are trademarks of The Baldwin Group, Inc.

No part of this publication may be stored in a retrieval system, transmitted, or reproduced in any way, including but not limited to photocopy, photograph, magnetic, or other record, without the prior agreement and written permission of The Baldwin Group, Inc.

Windows<sup>®</sup> and MS-DOS<sup>®</sup> are registered trademarks of Microsoft Corporation.

Other trademarks are owned by their respective companies.

#### Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.





# Contents

Chapter 1: Getting Started	
Beach Inspection Master Table	3
Chapter 2: Entering in Bathing Beaches	4
Find Tab	4
Beach Tab	5
Print Button	6
The Print Button is location at the bottom of each screen	6
When clicking on the Print Button a new window will pop up	6
Additional Options in the Print window:	8
Information Tab	9
Inspection Tab	
Water Testing Log Tab	
Notes Tab	
GIS/GPS Tab	
Chapter 3: Reports	
Chapter 4: Browse/List/Export	
Sort by	
Filters	
Chapter 5: Count Graph	
Count	
Pie Graph	
Bar Graph	
Chapter 6: Maintenance	24
Fees	25
Field Names	
Forms	
General Profile	
Letters	
Reindex/Pack Bathing Beaches Data Files	
Printer Setup	
Fees	





# Beaches User Manual

Field Names	
Forms	
General Profile	
Letters	
Reindex/Pack Bathing Beaches Data Files	
Printer Setup	





# **Chapter 1: Getting Started**

Once the **Beaches** module has been installed, it can be accessed by going to:

#### **Environmental Health > Beaches**

Management Services	Environmental Health	Community and Public Health S	er
nanagement services		Community and Public Health 3	E
The second se	Beaches		
	Body Art		
-	Daily Work Sheets		
	Environmental Asse	ssment	
	<u>Food</u> Protection		
1	M <u>o</u> squito Control		
	<u>O</u> pen Burning		
	Parks/ <u>C</u> amps		
	Payin Reports		
	Pl <u>u</u> mbing		
	Pool/Spa/Special Us	e Pool	
	Private Water Syster	ns	
	<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		
and the second s			
	City of Lorain - Mult	ti-Dwelling Inspections	
	City of Portsmouth	- Rental Dwelling Inspections	
	Franklin County - Er	vironmental History	
	Wood County - Hou	using Inspections	
	Discontinued Modu	les	•





Once inside **Beaches** navigate to:

#### Maintenance > Beach Inspection Master Table

Maintenance	Return
Beach Insp	ection Master Table
Fees	
Field Name	is 🕨
Forms (App	olications / Licenses)
General Pro	file
Letters	
Reindex/Pa	ck Bathing Beaches Data Files
Printer Setu	ıp

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

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

The tables in the **Maintenance** 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.





٦

# **Beach Inspection Master Table**

umber Letter	Issues	Review	~	Close
1 A	GENERAL INFO	AIR TEMPERATURE		L
1 B		ESTIMATED BATHER LOAD		Add
1 C		WEATHER CONDITION		
1 D		WATER APPEARANCE		Delete
2 A	SAFETY & SANITATION	BATHING AREA		
2 B		LIFE GUARDS		Print
2 C		SAFETY EQUIPMENT		
2 D		COMMUNICATION		
2 E		SUPERVISION		
2 F		GENERAL SAFETY		
2 G		SANITATION-BEACH		
2 H		WATER SUPPLY		
2		TOILET-HANDWASHING		
2 J		BATHHOUSE		
2 K		MISCELLANEOUS		
3 A	WATER SAMPLE	SAMPLE COLLECTED		
3 B		TIME SAMPLE COLLECTED		
3 C		WATER TEMPERATURE		
3 D		SAMPLE POINTS		
3 E		AIR TEMPERATURE		
3 F		PRESENT WEATHER CONDITIONS		
3 G		PRIOR WEATER CONDITIONS(24 HOURS)		
3 H		RAINFALL-INCHES(LAST 24 HOURS)		
31		WIND DIRECTION		
3 J		WIND VELOCITY		
3 K		WAVE HEIGHT		
3 L		WAVE DIRECTION		
3 M		WATER APPEARANCE		
3 N		BIRD NESTING(BEACH AREA)		
3 O		ADVISORY CURRENTLY POSTED		
3 P		E.COLI - 100ML OF WATER		
3 Q		DATE REPORTED TO HEALTH DEPT.		
3 R		MISC. COMMENTS	$\sim$	

- To enter a new record, click Add
- To get rid of a record, click **Delete**
- Print button will open a window with printing options
- Close button will exit the window





# **Chapter 2: Entering in Bathing Beaches**

This section is where the data will be entered and stored.

### Find Tab

#### Navigate to: Bathing Beaches

Find	Beach	Information	Inspection	Water Testing Log	Notes	GIS/GPS
) by Name	) by Licens	e # O by Street A	ddress			
Enter Name, Licer	nse# or Street Addre	SS				
					Ac	id Close
Name			Street	License #	City	Stat
TEST			TESTLANE		1 2 TEST CITY	AL
-						

Under the **Find** tab there are options to search for Beaches entry. Search options consist of: **by Name, by License #, and by Street Address**.

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

Hit Enter to perform the search.





### **Beach Tab**

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

🖀 Beach - TEST							×
Find	Beach	Information	Inspection	Water Testing Lo	g	Notes	GIS/GPS
	TEST State AL Months	of Park s of Park	for a Permit to Operat Phone 1-111-111-1111 Hours of Operation 6AM	City TEST CITY Beach Size 0 7PM	License	e # 2 um Bathers 12	
	Name of License TEST LICENSEI City TEST CITY		State	Address of Lice TEST LANE Zip code	Phor	ne 11-111-1111	
			Print	Previous Next	D	elete Add	Modify

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





#### **Print Button**

Inside **Beach**, you will find a **Print Button** on the following tabs:

Parks/Camps, Person to Contact, Licensing Information, and Inspections.

Beach	Information	Inspection	Water Testing Log	Notes

#### The Print Button is location at the bottom of each screen

Print	Previous	Next	Delete	Add	Modify

#### When clicking on the Print Button a new window will pop up.

🖴 Print		23
<ul> <li>Application</li> <li>Application year</li> <li>2018</li> <li>License</li> <li>Year</li> <li>2018</li> </ul>	<ul> <li>Envelope-Beach</li> <li>Envelope-Licensee</li> <li>Inspection</li> <li>Water Testing Log</li> </ul>	OK Close
<ul> <li>Preview</li> <li>Print</li> </ul>		





On the left side you will see 4 radio buttons: Application - Application year, License – License Year, Preview, and Print.

🖽 Print
<ul> <li>Application</li> <li>Application year</li> <li>2018</li> <li>License</li> </ul>
<ul> <li>Preview</li> <li>Print</li> </ul>

Just like **Reports**, selecting the **Application - Application year** option will create an application for the record you are currently on.

License – License year is like Application – Application year, creating a license for the record you are currently on.

If you want to print **multiple applications** you would choose this option in the **Reports** section.

Type the year you would like to make the application for, select if you would like to **Preview** or **Print** the application, and click **OK**.

If you did want to **Preview** or **Print** click the **Close** button.





Selecting the License radio button will create a license to print.

License			
	Year		
	2018		

Make sure the Licensing Year is correct.

#### Click OK to Preview or Print.

After closing from the **Preview** or **Print** screen you will notice new buttons on the right side of the original Print window.

	PERMIT T	O OPERA	ΓΕ Α ΒΑΤ	HING BEACH		
		7550 LUC	GI HD ERNE DRIVE AND, OH 4413	0		
Name of Beach: TES	т		Operato	r: TE ST LICEN SEE		
Street Address: TES	T LANE					
City, State, Zip: <u>TES</u>	T CITY, AL 11111			P	hone: <u>1-</u>	111-111-1111
ID #	2	Beach Size:	100	Maximum Bath	ners :	12
Months of Oper. JUN	to SEP		Hours	of Oper. 6AM	to	7PM
	2018					
/ / Date Issued	2018 Year Valid					

#### Additional Options in the Print window:

Report	Description
Envelope-Beach	Prints an envelope addressed to the Beach
Envelope – Licensee	Prints an envelope addressed to the Licensee
Inspection	Prints out the Beach inspection
Water Testing Log	Prints out the Water Testing Log





# **Information Tab**

🖀 Beach - TEST							23
Find	Beach	Information	Inspection	Water Te	esting Log	Notes	GIS/GPS
	Emergency TEST CON Emergency TEST PAR	TACT Contact Address			Emergency C 1-111-111-1	Contact Phone	_
	Code Des	script		Loc	0.00		
	Audit	Date issued	Date paid / /	Receipt#	Inspection in	terval	
	Last three inspec	tion dates	11	nspector			
	Service			Political subdivis	ion		
						Print	Modify

- Fill in the appropriate information for the Information tab.
- To edit the current record, click the **Modify** button
- To print the current record, click the **<u>Print</u>** button





# **Inspection Tab**

ind	Beach	Information		Inspection	J	Water Testing Log	Notes		GIS/GP
		1							
	Date I	ssues		Review		Violation Notes		^	
		GENERAL INFO	^	AIR TEMPERATURE	^			^	
	03/13/2018								
			~		~			~	
			~	ESTIMATED BATHER	^			^	
	03/13/2018			LOAD					
			~		¥			~	
			^	WEATHER CONDITION	^			^	
	03/13/2018								
			~		~			~	
			^	WATER APPEARANCE	^			^	
	03/13/2018								
			~		~			~	
		SAFETY & SANITATION	^	BATHING AREA	^			^	
	03/13/2018								
			~		¥			~	
			^	LIFE GUARDS	^			^	
	03/13/2018								
			~		~			~	
			^	SAFETY EQUIPMENT	^			^	
	03/13/2018								
			¥		¥			~ ~	
	`							>	

- The first step is to fill in the Inspection date
- Click Add Inspection to add a new Inspection
- Right-click Delete **Inspection\*** to remove an inspection. Whichever Inspection is selected, that will be the one deleted.
- To print the current record, click the **<u>Print</u>** button
- To edit a record, click Modify





# Water Testing Log Tab

Find	Beach	Information	Inspectio	on Wa	ter Testing Log	Notes	GIS/GPS
	Test Date	Location-Left	Location-Middle	Location-Right	Average	Geo Mean	^
	▶ 03/13/2018						
							-
	-						
	_						-
							-
							_
							-
							_
	-						
	<		1				>
	Inspection date	03/16/2018	Add Test Del	ete Test*			Print Modify

- The first step is to fill in the Inspection date
- Click Add Test to begin filling in the Water Testing Log
- Right-click Delete **Test\*** to remove a **Test**. Whichever Inspection is selected, that will be the one deleted.
- To print the current record, click the **<u>Print</u>** button
- To edit a record, click Modify





## Notes Tab

🖀 Beach	1-						×
F	ind	Beach	Information	Inspection	Water Testing Log	Notes	GIS/GPS
ŀ		Beach notes in here.	Information	Inspection	Water lesting Log	Notes	GIS/GPS
					Spe	II Check Prin	t Modify

- Type your notes in this section.
- Spell Check button will go over your notes and look for spelling errors.
- To print the current record, click the **<u>Print</u>** button
- To edit a record, click **Modify**





# **GIS/GPS Tab**

🖀 Beach -						×
Find	Beach	Information	Inspection	Water Testing Log	Notes	GIS/GPS
	Street # Dir	efix Prefix	Global Informati	on System Street Suffix	Prefix Direction	
		(	Global Positioni	ng System		
		Latitude De	ecimal Value Lo	ngitude 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> Beaches > 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).

🧟 Beaches - Health District Information System							
<b>Bathing Beaches</b>	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
	Applications						
	Envelopes-Location						
	Envelopes-Mail To						
	Labels-Location						
	Label	s-Mail To					
	Letters-Applications						
	Letters-Delinquent						
	List						

Report	Description
Parks/Camps	
Applications	This will generate applications for each Beach
Envelopes – Location	Addresses envelope to the location of the Beach
Envelopes – Mail To	Addresses envelope to the Name of Beach
Labels – Location	Generates mailing labels to the location of the Beach
Labels – Licensee	Generates mailing labels to the licensee of the Beach
Letters – Applications	Generates application letters for each Beach. You may set these letters up in the Maintenance menu
Letters – Delinquent	Generates delinquent letters for each Beach. You may set these letters up in the Maintenance menu
List	Generates a list of Bathing Beaches





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

🔀 Beaches Report Options for .	Applications		×
Output to:	From date issued	Application year 2018	ОК
Preview     Printer			Close
Include Filter Printout	To date issued		0,000
🗌 Include Mail Merge File			Filters

You can either Preview or send to Printer. Check-mark either boxes under Preview/Printer to include a filter printout or to include a mail merge file.





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

Inside the Beaches 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.

🖆 Beaches - Browse/List/Export			×
Output to:			ОК
Screen			01
○ Printer			Close
O DBF file			Filters
◯ SDF file			Fillers
O Delimited file			Font
C:\HDIS\EXPORT\BEACHES		Browse	
Output data:			
All Fields			
Selected fields only			
Sort by: (3 Max)	< <li></li> <li>&gt;</li>	2nd last inspection 3rd last inspection Audit # Beach size City Date paid Date permit issued Emergency address Emergency contact Emergency phone Fee code Fee description GIS/Prefix direction GIS/Prefix type GIS/Street GIS/Street # GIS/Street suffix	t S t





### 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.

Sort by: (3 Max)				
	~	<	2nd last inspection 3rd last inspection Audit # Beach size City Date paid Date permit issued Emergency address Emergency contact Emergency phone Fee code Fee description GIS/Prefix direction GIS/Prefix type GIS/Street GIS/Street # GIS/Street suffix OLIVITY direction direction	*





### **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	
2ND LAST INSPECTION	= 🗸	= ~	
3RD LAST INSPECTION	= ~	= ~	
AUDIT#	= 🗸	= ~	
BEACH SIZE	= 🗸	= ~	
CITY	= 🗸	= ~	
DATE PAID	= 🗸	= ~	
DATE PERMIT ISSUED	= 🗸	= ~	
EMERGENCY ADDRESS	= 🗸	= 🗸	
EMERGENCY CONTACT	= 🗸	= 🗸	
EMERGENCY PHONE	= 🗸	= 🗸	
FEE CODE	= 🗸	= ~	
FEE DESCRIPTION	= 🗸	= ~	
GIS/PREFIX DIRECTION	= ~	= 🗸	
GIS/PREFIX TYPE	= 🗸	= 🗸	
GIS/STREET	= 🗸	= 🗸	
GIS/STREET #	= 🗸	= 🗸	
GIS/STREET SUFFIX	= ~	= 🗸	
GIS/STREET SUFFIX DIR	= ~	= 🗸	
GPS/LAT-DECIMAL	= 🗸	= ~	
GPS/LAT-DEGREES	= 🗸	= 🗸	
GPS/LAT-DIRECTION	= 🗸	= 🗸	
GPS/LAT-MINUTES	= 🗸	= 🗸	
GPS/LAT-SECONDS	= ~	= 🗸	
GPS/LON-DECIMAL	= ~	= 🗸	
GPS/LON-DEGREES	= ~	= 🗸	
<			>

**\*\* 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 Beaches module navigate to the "Count/Graph." Select the section you would like to access.

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 <u>Filters</u> in the "Browse/List/Export." section.

There is a "Sort by" section where you can organize your results from High to low, Low to high, and by data.

Beaches - Count/Graph Report Title				Ľ
2nd last inspection			Filters Clos	se OK
			Tillers Cios	OK OK
Legend Title				
		Output to:		
		Screen	○ Print	
2nd last inspection	^	O DBF file	○ SDF file ○ Delimite	ed file
3rd last inspection				
Audit #		C:\HDIS\EXF	PORT	Browse
Beach size				
City				
Date paid		Output:		
Date permit issued		top ten	⊖all	
Emergency address		e top ten		
Emergency contact				
Emergency phone		Туре		Sort by
Fee code		count		High to low
Fee description		0		High to low
GIS/Prefix direction		O pie graph	🔘 pie graph (full page)	Cow to high
GIS/Prefix type GIS/Street		🔵 bar graph	🔘 bar graph (full page)	🔘 by data
GIS/Street #				
GIS/Street suffix		1		
GIS/Street suffix dir		Level 1 Group	2nd last inspection	<u>^</u>
GPS/lat-decimal			3rd last inspection	Cle
GPS/lat-degrees			Audit#	
GPS/lat-direction			Beach size	¥
GPS/lat-minutes		Level 2 Group	2nd last inspection	^
GPS/lat-seconds			3rd last inspection	Cle
GPS/Ion-decimal			Audit #	
ODO/lon degraes	*		Beach size	¥
Footer				





### <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.

eport Desig	iner - count.fr	< - Page 1	
0:4			
		ercentage	
Number		Audit#	
3	75 %		-
1	25 %		-
4	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

# Political Sub. Name - Count/Percentage

Number	Percent	Name
17	40 %	ATLANTISTWP
7	17 %	HOBBIT ON TWP
5	12 %	
3	7%	GOTHAMCITY
2	5 %	BUBONICATWP
2	5 %	METROPOLIS CITY
2	5 %	SHIRE VILLAGE
1	2 %	MORDOR VILLAGE
1	2 %	NEVERLAND CITY
2	5 %	OTHER
42	100 %	Totals
		-
Filters		
OOB=N	l	

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





**ب** 

100% 🗸



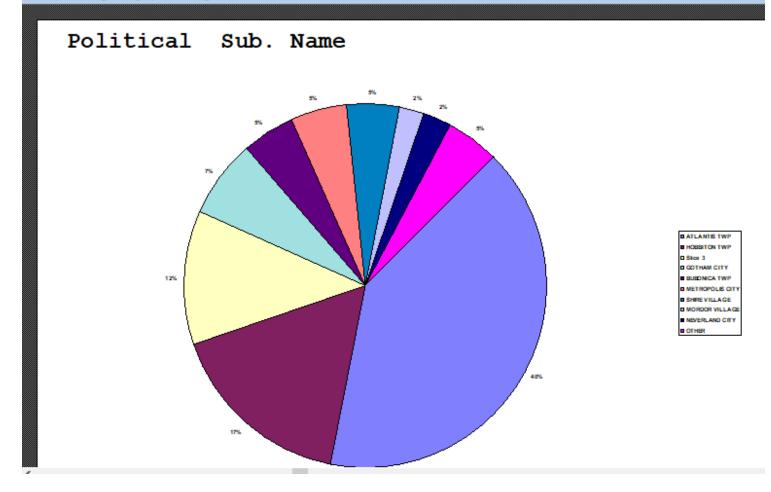
### Pie Graph

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.

#### 📓 Report Designer - graph.frx - Page 1



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





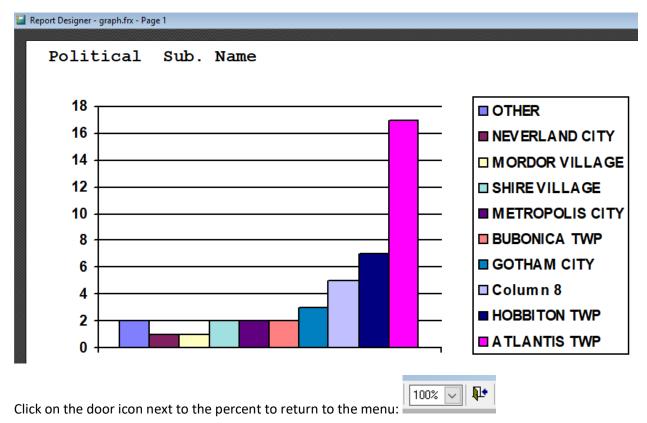




### **Bar Graph**

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.



Print	Preview		X
M	•   ⑮	Þ	) 100% 🗸 🎼 🖨





# **Chapter 6: Maintenance**

Navigate to: Environmental Health > Beaches > Maintenance

The Maintenance section holds a lot of the mechanics behind the module. This area is where you can **Add/Delete/Modify t**ables that you use in the **Beaches tab.** 

Maintenance Return	_
Beach Inspection Master Table	
Fees	
Field Names 🔸	Beaches
Forms (Applications / Licenses)	Beach Inspections
General Profile	Beach Tests
Letters	
Reindex/Pack Bathing Beaches Data Files	
Printer Setup	





#### **Fees**

ode	Description	Local Fee 🔺	Close
			Add New Fee
			Delete Fee
			Print
			Update New Fees
<		V	

- This section is where you can add all of your **Beaches Fees**.
- Add New Fee button will allow you to type in a new fee.
- **Delete** Fee will remove a fee that is selected from this table.
- **Print** button will print off a list of the fees.
- **Update New Fees** will update the newest fees added into the system.





### **Field Names**

#### Navigate to: Maintenance > Field Names

Beaches	
Beach Inspections	
Beach Tests	

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 🔺 Clo	
2ND LAST INSPECTION	EHBEALST 2ND IN	36
3RD LAST INSPECTION	EHBEALST_3RD_IN Pr	int
AUDIT #	EHBEA.AUDIT	m
BEACH SIZE	EHBEA.BEA_SIZ	
CITY	EHBEA.CITY	
DATE PAID	EHBEA.DATE_PAID	
DATE PERMIT ISSUED	EHBEA.DATE_ISS	
EMERGENCY ADDRESS	EHBEA.C1_ADDRESS	
EMERGENCY CONTACT	EHBEA.C1_NAME	
EMERGENCY PHONE	EHBEA.C1_PHONE	
FEE CODE	EHBEA.FEECC	
FEE DESCRIPTION	EHBEA.DESCRIPT	
GIS/PREFIX DIRECTION	EHBEA.GIS_PRE_DIR	
GIS/PREFIX TYPE	EHBEA.GIS_PRE_TYPE	
GIS/STREET	EHBEA.GIS_STRT	
GIS/STREET #	EHBEA.GIS_STRT_NO	
GIS/STREET SUFFIX	EHBEA.GIS_STRT_SUF	
GIS/STREET SUFFIX DIR	EHBEA.GIS_STRT_DIR	
GPS/LAT-DECIMAL	EHBEA.GPS_LAT_DEC	
GPS/LAT-DEGREES	EHBEA.GPS_LAT_DEG	
GPS/LAT-DIRECTION	EHBEA.GPS_LAT_DIR	
GPS/LAT-MINUTES	EHBEA.GPS_LAT_MIN	
GPS/LAT-SECONDS	EHBEA.GPS_LAT_SEC	
GPS/LON-DECIMAL	EHBEA.GPS_LON_DEC	
GPS/LON-DEGREES	EHBEA.GPS_LON_DEG	
GPS/LON-DIRECTION	EHBEA.GPS_LON_DIR	
GPS/LON-MINUTES	EHBEA.GPS_LON_MIN	
GPS/LON-SECONDS	EHBEA.GPS_LON_SEC	
ID #	EHBEA.ID	
INSPECTION INTERVAL	EHBEA.INSP_INT	
INSPECTION REASON	EHBEA.F_DESC	
INSPECTOR	EHBEA.INSPECTOR	
INSPECTOR'S CODE	EHBEA.I CODE	





### **Forms**

Enter/Modify Beach Form Paragraphs	
Application	License / Permit / Registration
	^
	×
	Close

This is where you can place your Application or License/Permit/Registration forms.

You can access these and generate data based off these forms from the **Reports** tab.





#### **General Profile**

#### Navigate to: Maintenance > General Profile

The **General** Profile **can** affect other modules in HDIS.

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	Manag	ement		Environm	ental	Co	mmunity & Pu	blic Health	Services		Vital
	★ Health Department	BGI HD					★ City	Middleburg H	eights			
	Division						* State	OH				
	* Address1	7550 Lucern	e Drive				\star Zip	44130				
	Address2						★ County	Kayle				
	★ Phone #'s	1-440-891-9	100				★ FAX #	1-440-891-94	158			
	Federal Tax ID	ADFA										
	Commissioner	Doc Darrell										
	Client/Server Location	M:\HDIS\DAT	A									
	Email	ADFASD										
м	ake Checks Payable to:	ADSF										
			]2016 ]2006	2015 2005	2014 2004	□2013 □2003	□ 2012 □ 2002		2010 2000	2009	2008 1998	
								★- Requir	ed Fields	Cano	el	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 **Beaches**. After reading this page, click this link to see more information on field names.

Enter/Modify Be			Σ
	Application	Delinquent	
			^
			~
		Spell Check	Close
		Spen Check	Close

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

FG



## **Reindex/Pack Bathing Beaches Data Files**

Navigate to: Maintenance >Reindex/Pack Bathing Beaches 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 Bathing Bea	ches Data Files	83
This procedure will rebuild indexes ! If you have the Network Version, please have all users exit HDIS!		
Continue	Close	





#### **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	×
Paper	The most of the set of
Size:	Letter ~
Source:	Printer auto select $\checkmark$
Orientation	Margins (inches)
Portrait	Left: 1 Right: 1
○ Landscape	Top: 1 Bottom: 1
	OK Cancel

