Body Art
User Manual

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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

Once the Body Art Module has been installed, it can be accessed by going to:
Environmental Health >Body Art

Environmental Health | Community and Public Health Ser

Beaches
Body Art
Daily Work Sheets
Environmental Assessment
Food Protection
Mosquito Control
Open Burning
Parks/Camps
Payin Reports
Plumbing
Pool/Spa/Special Use Pool
Private Water Systems
Public Health Nuisances
Rabies Control
Receipts
School Inspections
Sewage Treatment
Solid Waste
City of Lorain - Multi-Dwelling Inspections
City of Portsmouth - Rental Dwelling Inspections
Franklin County - Environmental History
Wood County - Housing Inspections
Discontinued Modules ▶

Entering an Operation

Select Body Art

Id	Name	Street	City	S
7	ANDY's TATTOOS AND PIERCINGS	1 LUCERNE BLVD	GOTHAM CITY	
6	BLAKE's TATTOOS AND CYBERNETICS	2 BALDWIN RD	BUBONICA TWP	
16	BLAKE's TATTOOS AND CYBERNETICS	22 NORFOLK LN	BUBONICA TWP	
8	CASEY's TATTOOS AND CYBERNETICS	6 MAIN ST	BUBONICA TWP	
18	DALE's EVERLASTING MAKEUP AND CYBER	27 PEARL ST	SMALLVILLE VILLAGE	
9	GRAY's EVERLASTING MAKEUP AND CYBER	11 PINE ST	SMALLVILLE VILLAGE	
10	JEAN's TATTOOS	12 MAIN ST	BALROG TWP	
11	JORDAN's TATTOOS AND PIERCINGS	13 LUCERNE BLVD	GOTHAM CITY	
20	JORDAN's TATTOOS AND PIERCINGS	33 PEARL ST	GOTHAM CITY	
17	PAT's EVERLASTING MAKEUP AND CYBERN	23 PINE ST	SMALLVILLE VILLAGE	
15	\ANDY's TATTOOS AND PIERCINGS	21 PEARL ST	GOTHAM CITY	
4	\BROOK's TATTOOS	4 NORFOLK LN	BALROG TWP	
3	\DALE's EVERLASTING MAKEUP AND CYBE	7 LUCERNE BLVD	SMALLVILLE VILLAGE	
1	\ELI's TATTOOS AND CYBERNETICS	10 NORFOLK LN	BUBONICA TWP	
12	\KYLE's EVERLASTING MAKEUP AND CYBE	15 PEARL ST	SMALLVILLE VILLAGE	
13	\LOU's TATTOOS	16 NORFOLK LN	BALROG TWP	
14	\MEL's TATTOOS AND PIERCINGS	17 PINE ST	GOTHAM CITY	
2	\PAT's EVERLASTING MAKEUP AND CYBER	3 PEARL ST	SMALLVILLE VILLAGE	

The **FIND** tab on the Tattoo Parlors window is for locating a tattoo parlor and/or body piercing operation. You can browse through the grid or type **the Name of Operation, or ID #** field.

To add an operation to your list, click the **Add** button.

Once the name of the Operation is entered, you will not have to click the add button a second time.

While going through the process of entering information drop down boxes may be a choice to choose from. You can modify these choices by editing them in the "**Maintenance**" tab. Refer to **Chapter 3: Maintenance** for more detailed information.

Operation Tab

You may now begin to enter information into the fields. Remember, you can use the "Tab" or the "Enter" key to advance from field to field. On this page, you will fill out the information for the operation.

** Note: All phone numbers must start with a "1"

Field/Button	Description
Previous	Click to view the previous operation
Next	Click to view the next operation
Delete	Click to delete the record
Add	Click to add a record
Modify	Click to modify the record

Licensing Information Tab

Field/Button	Description
Time Limited Event	Enter a "Y" if the operation takes place during a limited event
From Date	Enter the starting date of the limited event
To Date	Enter the ending date of the limited event
Code	Choose the fee code for the operation (description, local fee, and inspection interval will be filled out automatically)
Date issued	Date permit issued.
Date Paid	Date the permit was paid.
Receipt #	Receipt number for the permit.
Last Inspection	Enter your last inspection date.
Inspector	Choose the Inspector's code and name.
Service	Choose the service code and description.
Political subdivision	Choose the Political subdivision code and city.
Note	Enter your notes.

Out of Business	Check if the operation is out of business.
OOB Date	Enter the out of business date.
Print	Opens the print window.
Modify	Modifies the data on the page.

You are able to build all of your dropdown fields in the "**Maintenance**" menu which is explained in **Chapter 3: Maintenance**.

Inspections Tab

To enter an inspection, click the "**Modify**" and "**Add Inspection**" button and enter the inspection date.

First, choose what type of inspection you are performing in the checkboxes on the top of the page.

To enter a violation, click on the appropriate check box. In this case, we will click "3701-9-07 General Safety & Sanitation" violation. When the violation is checked, the Tattoo and/or Body Piercing Operation Inspection rules table will open (see the next page).

Field/Button	Description
Previous Inspection	Click to view the previous inspection
Next Inspection	Click to view the next inspection
Add Inspection	Click to add an inspection
Delete Inspection*	Right-click to delete an inspection record
Print	Click to open the print window
Modify	Click to modify the record

For your inspections, you have the ability to view the rules. When the violation is clicked, the program opens the Inspection Rules table above. Check the box for the appropriate code that was violated to add to your inspection form. You may also search the entire rule by typing a key word in the field box and clicking the Search button. This will display all rules under which the key word was found. You may view a rule by clicking on the row and then clicking the "View" button. When finished, click the "Add Rules and Close" button to add the rule violation to your inspection form.

Field/Button	Description
Search	Click to search a rule for a key word entered in the field to the left.
View	Click to view the selected rule
Reset Checks	Click to view all rules (used after a search)
Add	Check to add the rule to the inspection form
Add Rules and Close	Click to add the rules to the inspection and to close the rules window
Close	Click to close the rules window

Violation(s)/Comment(s)

The "Violations/Comments" page displays the rules that you added. You may, also, add your comments specific to the rules.

Field/Button	Description
Violation(s)/Comment(s)	Displays the selected rules from the "Violations" tab along with your comments.
Inspected by	Select inspector who performed the inspection.
R.S./SIT#	
Received by	Enter the person who received the inspection form.
Title	Enter the title of the person who received the form.
Rules	Click to view all inspection rules.
Spell Check	Click to perform a spell check on your comments.

GIS/GPS Tab

The "GIS/GPS" 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.

Print Button

Print: The "Print" button is available on all the tabs.

Field/Button	Description
Application	Prints an application.
Application year	Specify the year you want the application printed.
Approval/Registration/Permit	Prints the approval registration/permit for the operation.
Approval year	Specify the year you want the approval printed.
Tattoo and/or Body Piercing	Prints the operation inspection.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing an approval, this button will appear. Click to update the date issued field.

Chapter 2: Reports

Reports:

Click on "**Reports**" to get to the Reports section. There will be a drop down menu for different types of reports you can create/modify.
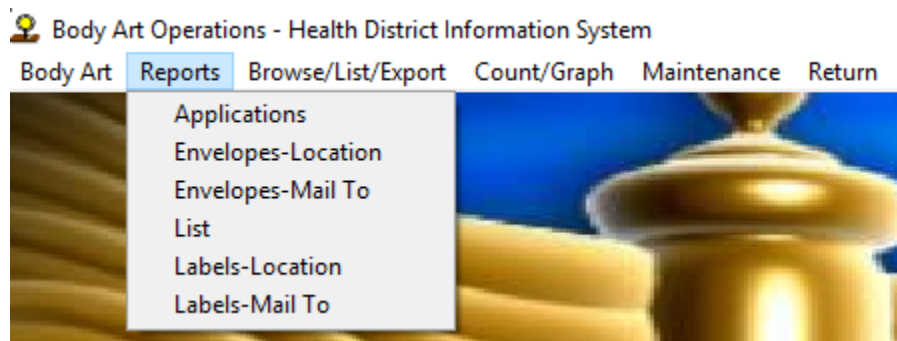
The Tattoo Parlors has a set of pre-defined reports from which to choose. Each report will ask for: From date issued and To date issued.

You may preview the report before printing. Also, you have the ability to use filters to build a query.

Report	Description
Applications	Generates Tattoo Parlor applications in bulk
Envelopes-Location	Generates envelopes addressed to the operation location
Envelopes-Mail To	Generates envelopes addressed to the individual filled out in the "mail to" fields
List	Generates your Tattoo Parlors list
Labels-Location	Generates filing labels by location for your operations
Labels-Mail To	Generates filing labels by the "mail to" fields for your operations

Chapter 3: Maintenance

Maintenance:

Click on the "**Maintenance**" tab.
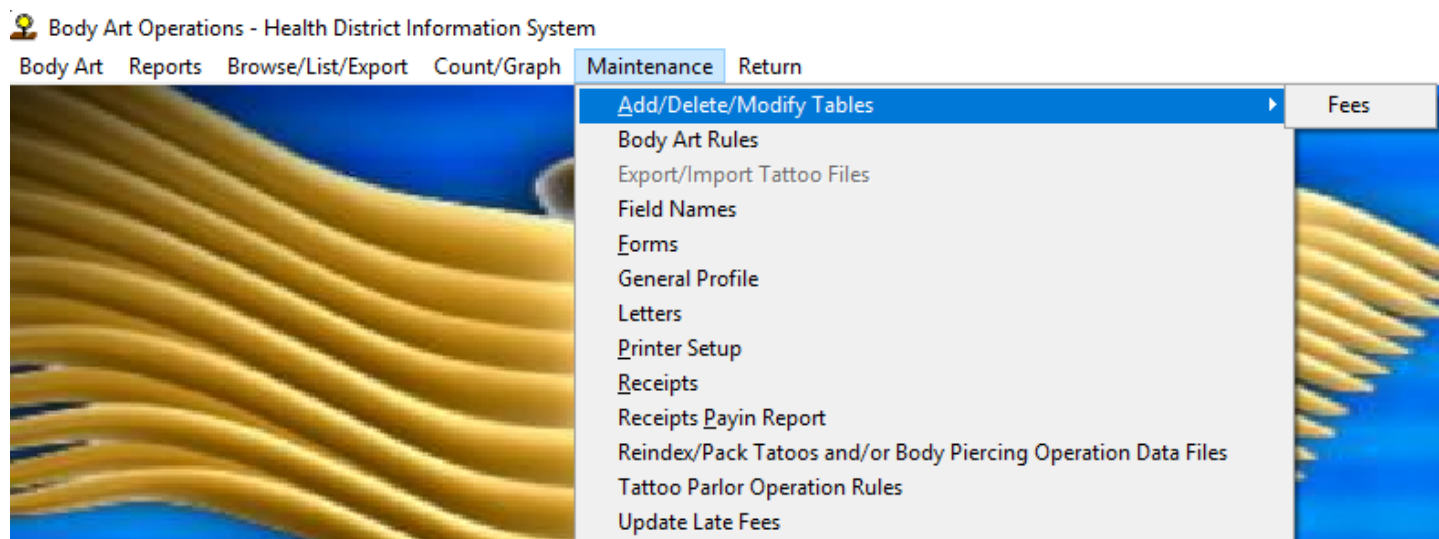
The **Maintenance Menu** contains a list of the tables that you can modify for your program.

This section is important because this list of tables affects how you enter information.

Chapter 1 explains how to enter the information and this section gives examples of the lists behind it.

At some point while you are entering information, you might click a button that generates a dropdown list to choose from.

Modifying these tables early will make entering information easier and quicker.

Fees

Go to **Maintenance -> Add/Delete/Modify Tables -> Fees**

Field/Button	Description
Code	Enter the code of the fee
Description	Enter the description of the code.
Local Fee	Enter your local health department fee.
Close	Closes the table.
Add New Fee	Adds a new fee to the table.
Delete Fee	Deletes the highlighted fee.
Update New Fees	Updates all operations based on the fees in the fee table.
Print	Prints a list of fee codes.
Update New Fees*	Right-Click to update new fees.
Zero All Late Fees*	Right-Click to zero all late fees.

Blank Date Paid*	Right-Click to blank date paid.
Blank Date Issued*	Right-Click to blank date issued.
Blank Comments*	Right-Click to blank comments.

Body Art Rules

Go to Maintenance -> Body Art Rules

You can **Add**, **Delete**, and **Print** the Body Art Rules.

Right-click to Delete.

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).

Forms

Enter information pertinent to your county's rules and regulations for tattoo/body piercing parlors. This information will print on the application and license/permit/registration.

General Profile

The **General Profile** allows you to fill out the basic information regarding your health department.

Letters

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

Printer Setup
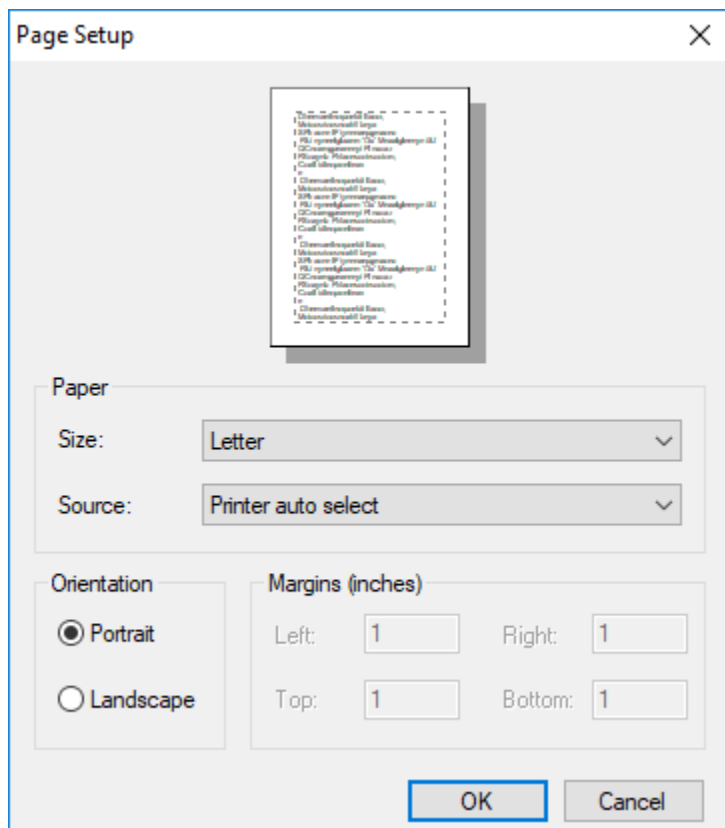
The print setup allows you to choose from what printer you would like to print.
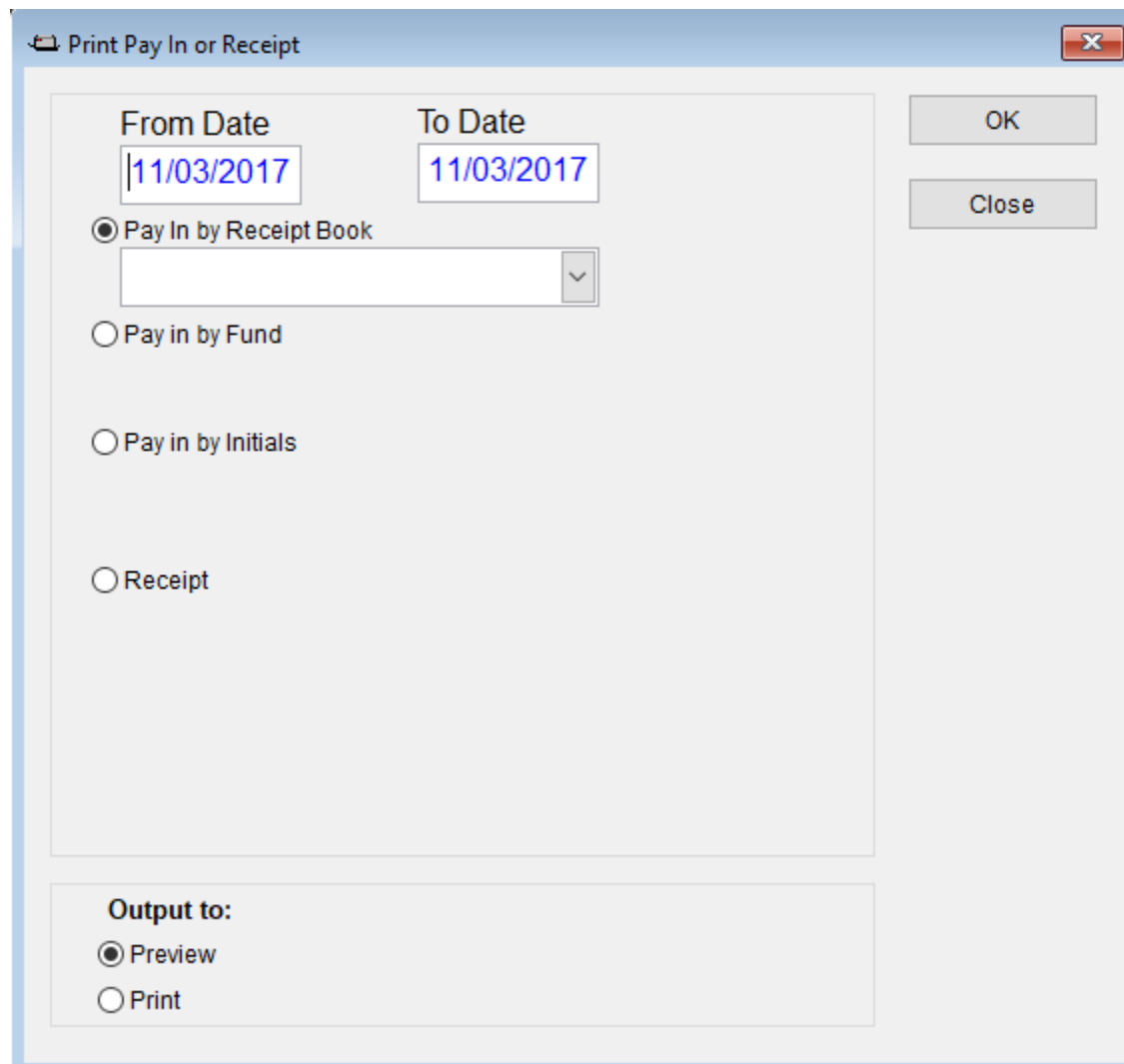
Select the printer in the name dropdown and click "OK".

Receipts

If your health department has the "**Receipts**" module, you have the capability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the data entry windows by pressing the ALT-R keys.

Receipts Pay In Report

If your health department has the "**Receipts**" module, you have the ability to print your pay in reports through the "**Maintenance**" tab.

Reindex/Pack Tattoos and/or Body Piercing Operation Data Files
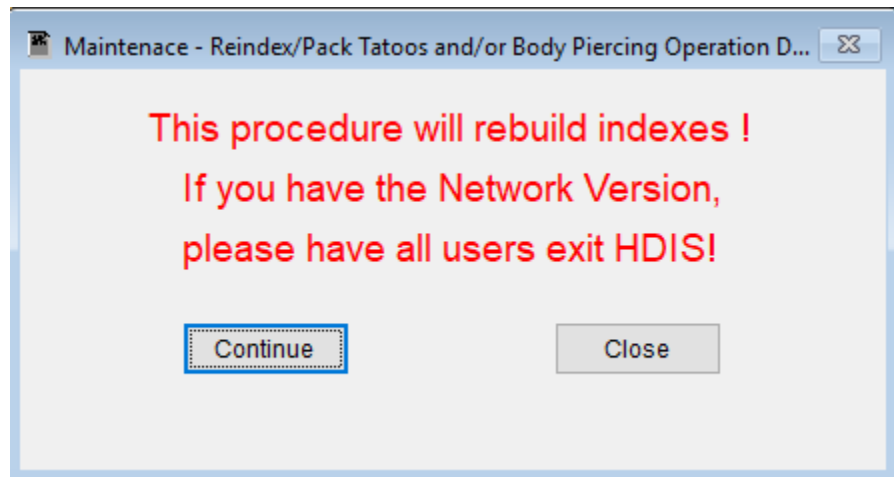
This function is only needed should your data be corrupt due to a power failure.

Please contact BGI if you have any questions or concerns.

Tattoo Parlor Operation Rules

Field/Button	Description
#	ODH rule number
Title	ODH Rule Name
Code	ODH Rule Paragraph
Rules	Double click to view rule
Close	Closes the table
Add Button	Adds an operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list

Update Late Fees

To update late fees enter the date you mailed your applications and right-click "OK."

Chapter 4: Browse/List/Export

Inside the Body Art module navigate to the "**Browse/List/Export.**"

This section allows the exportation of data, also allowing the user to use **Filters**.

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,**" click on the "**Filters**" button. This section allows you to set filters based on the "**Output Field**."

** 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 Body Art module navigate to the "**Count/Graph.**"

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 "Filters" in the "**Browse/List/Export.**" section. *[See Page 25 for a recap on "Filters"]*

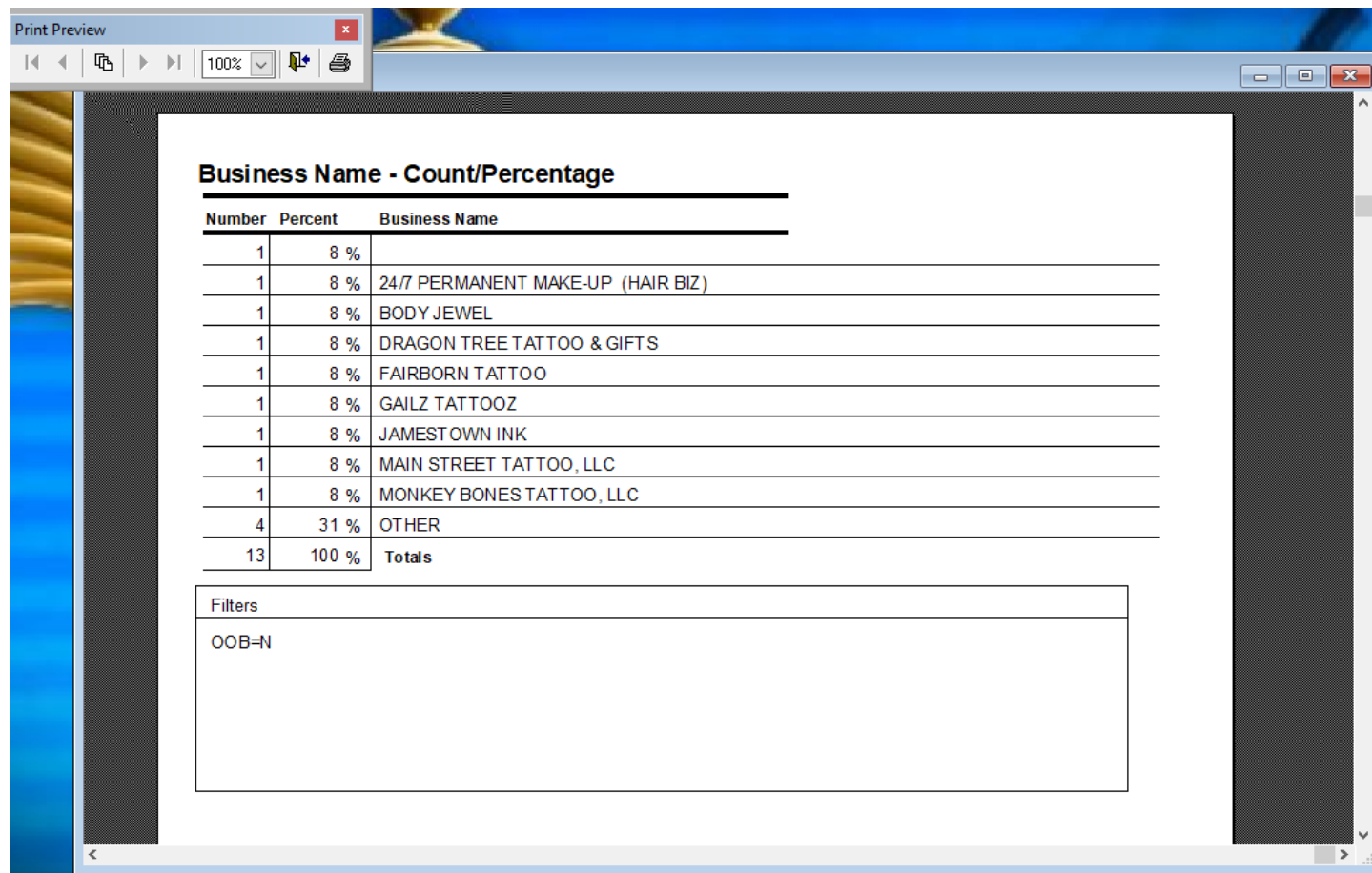There is a "**Sort by**" section where you can organize your results from *High to low*, *Low to high*, and by *data*.

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.

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

Business Name - Count/Percentage

Number	Percent	Business Name
1	8 %	
1	8 %	24/7 PERMANENT MAKE-UP (HAIR BIZ)
1	8 %	BODY JEWEL
1	8 %	DRAGON TREE TATTOO & GIFTS
1	8 %	FAIRBORN TATTOO
1	8 %	GAILZ TATTOOZ
1	8 %	JAMESTOWN INK
1	8 %	MAIN STREET TATTOO, LLC
1	8 %	MONKEY BONES TATTOO, LLC
4	31 %	OTHER
13	100 %	**Totals**

Filters

OOB=N

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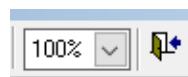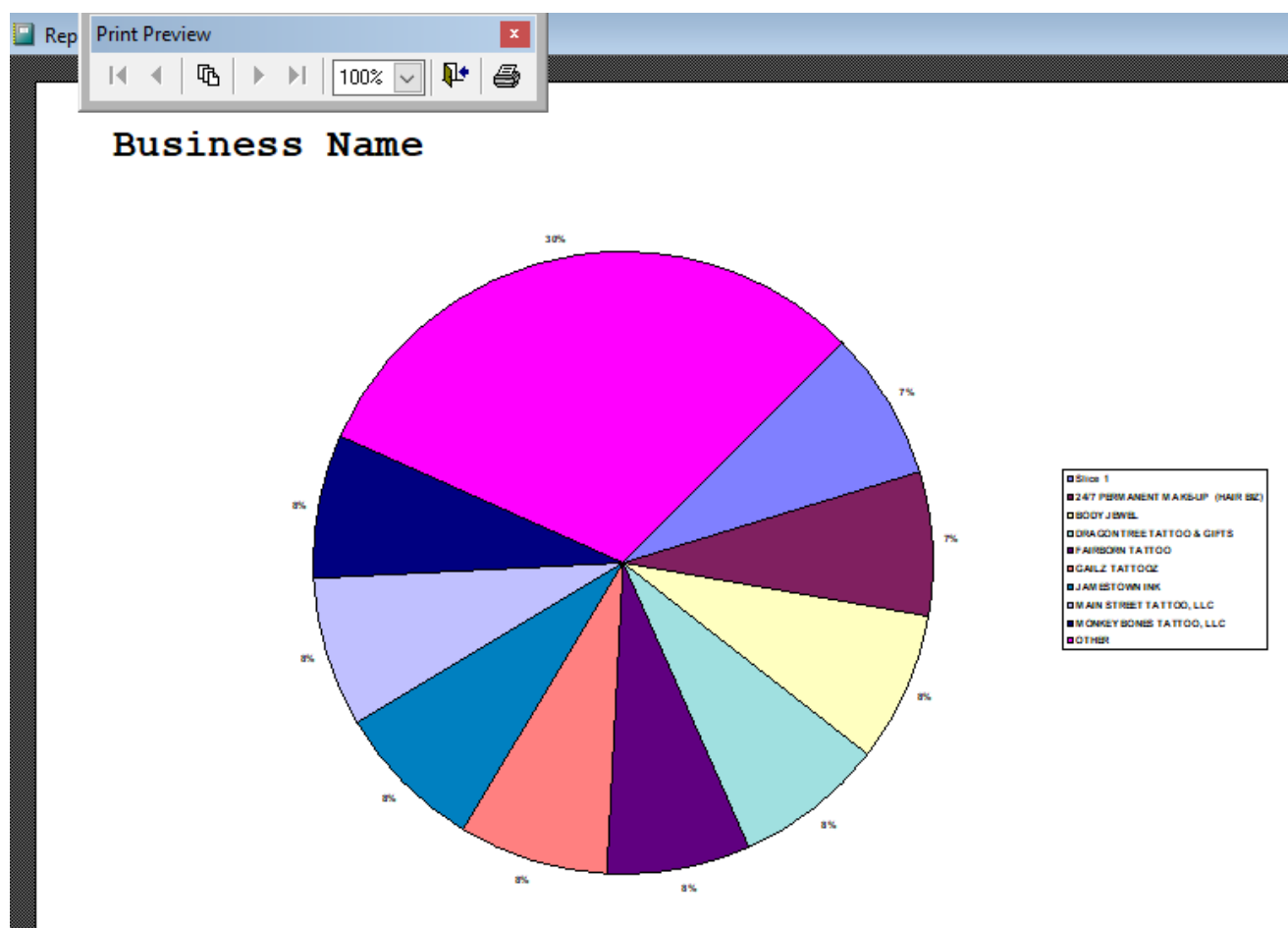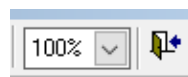
Pie Graph

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.
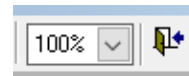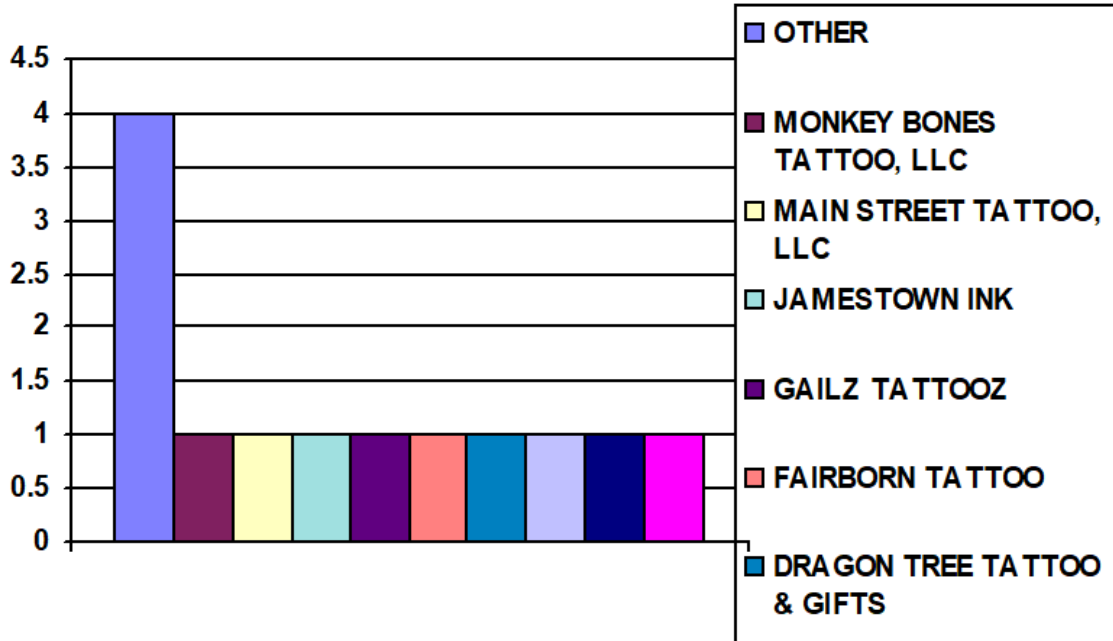

Click on the door icon next to the percent to return to the menu:

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.

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