HDIS
Health Department Information System
Helping You...Help Others

User Login Management

User Manual

The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458

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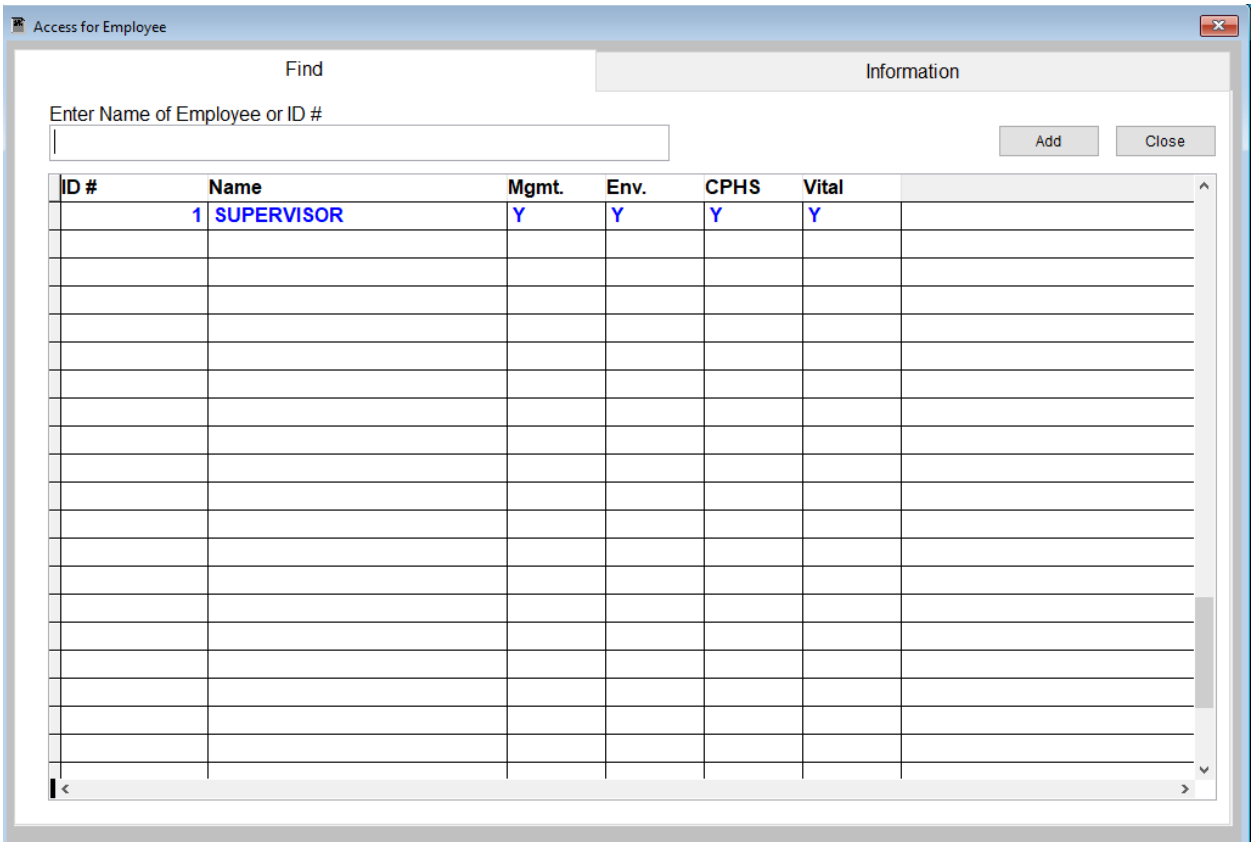
Setup

Open HDIS and Login as "**Supervisor**"

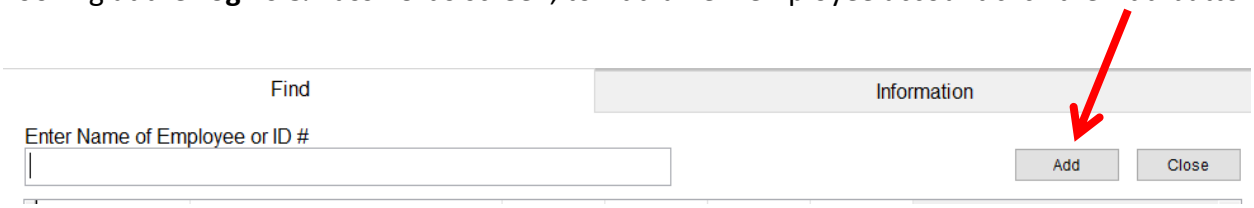
Navigate to **Maintenance > Logins & Passwords:**

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

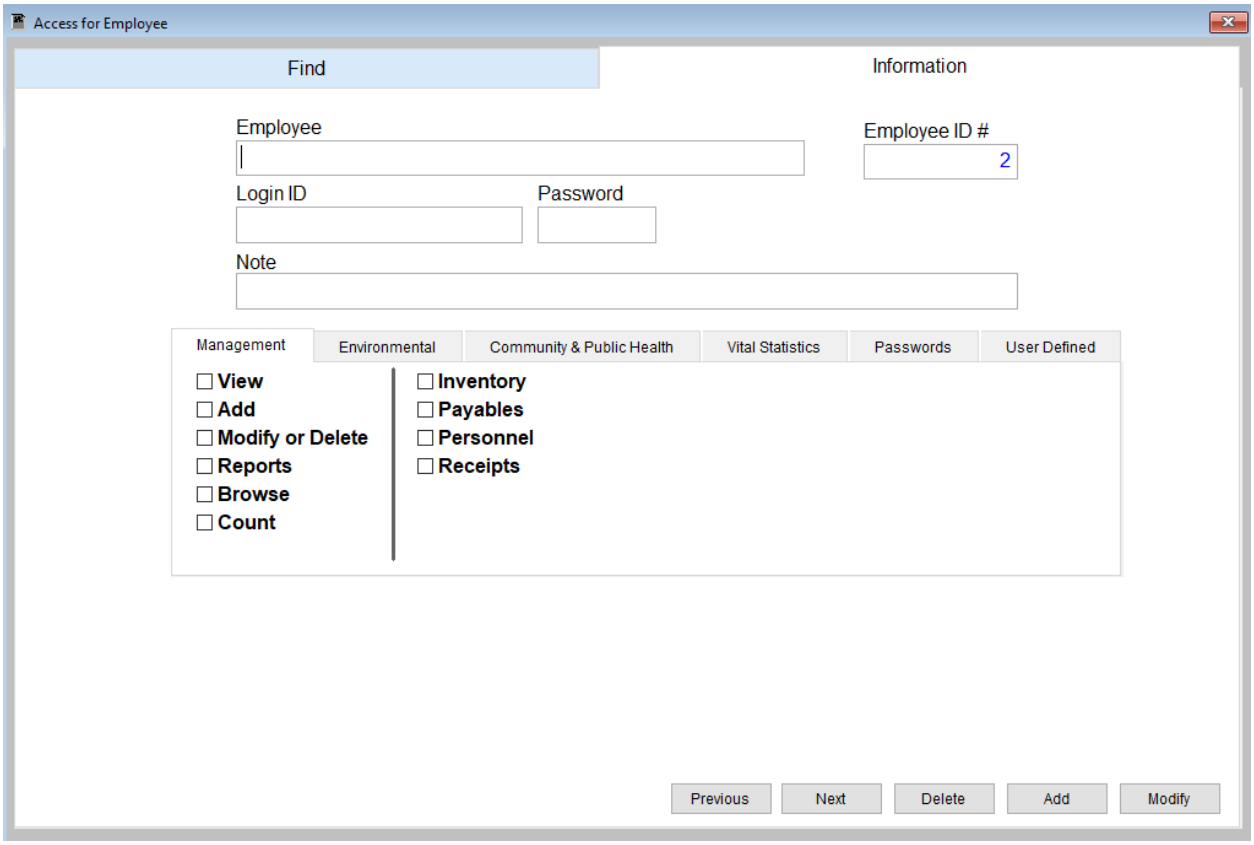


Add

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

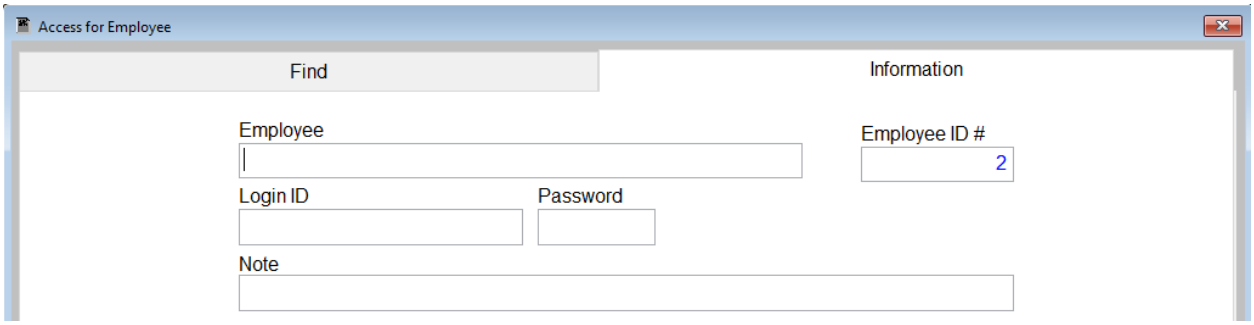


After clicking **Add**, a new window will appear:

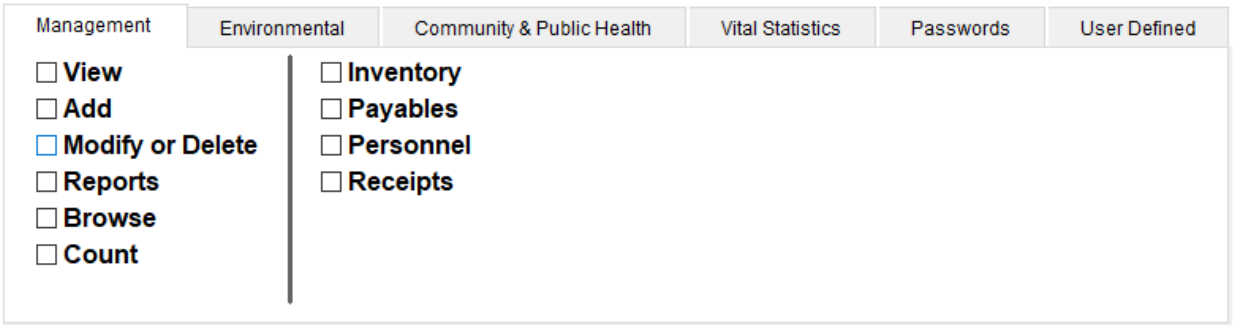


Add – Continued

Type the Employee information into the text fields:



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



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

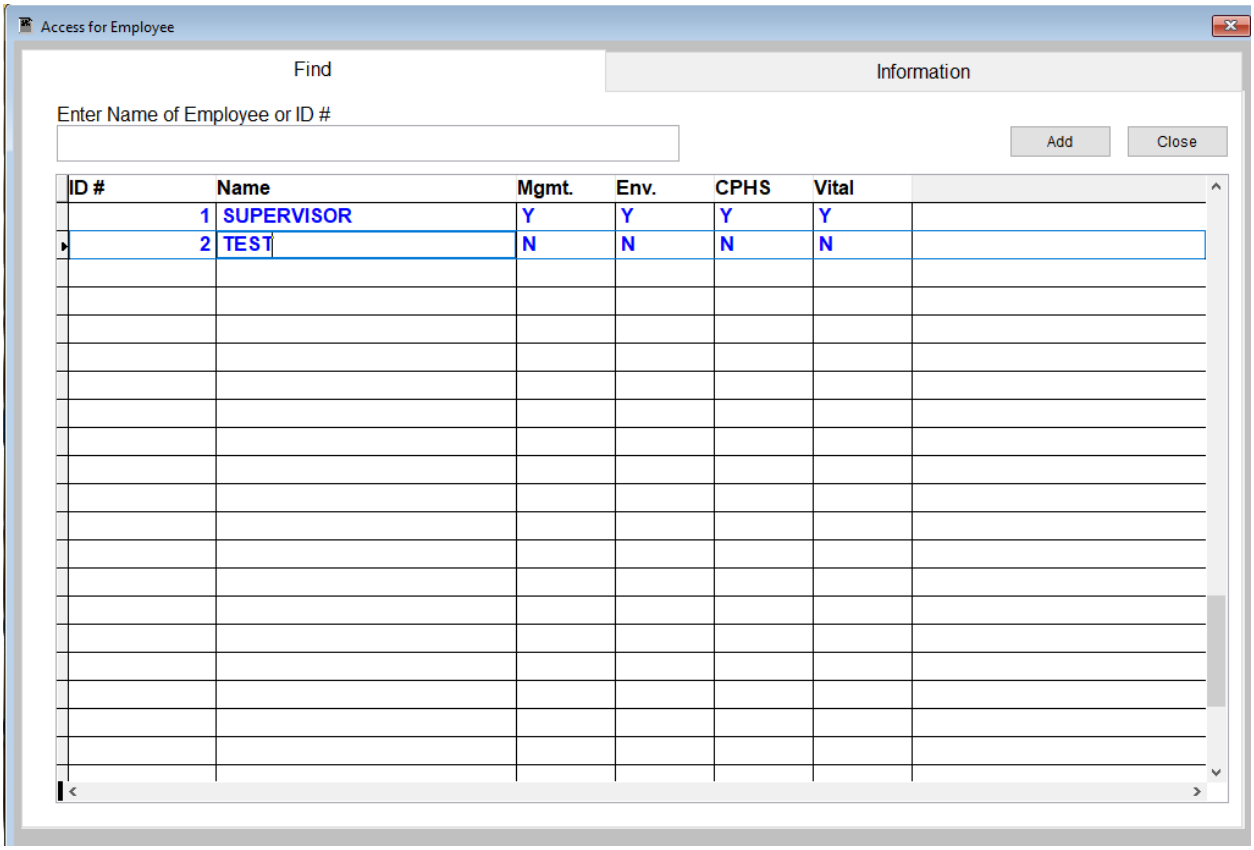
☐ Beaches	☐ Open Burning	☐ Rabies Control
☐ Daily Work S....	☐ Parks/Camps	☐ School Inspec....
☐ Food Protec....	☐ Plumbing	☐ Sewage Dis....
☐ Manufactured....	☐ Pool/Spa/Spec....	☐ Solid Waste
☐ Marinas	☐ Private Water....	☐ Tattoos and/or....
☐ Mosquito Con....	☐ Public Health....	☐ House Inspections

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

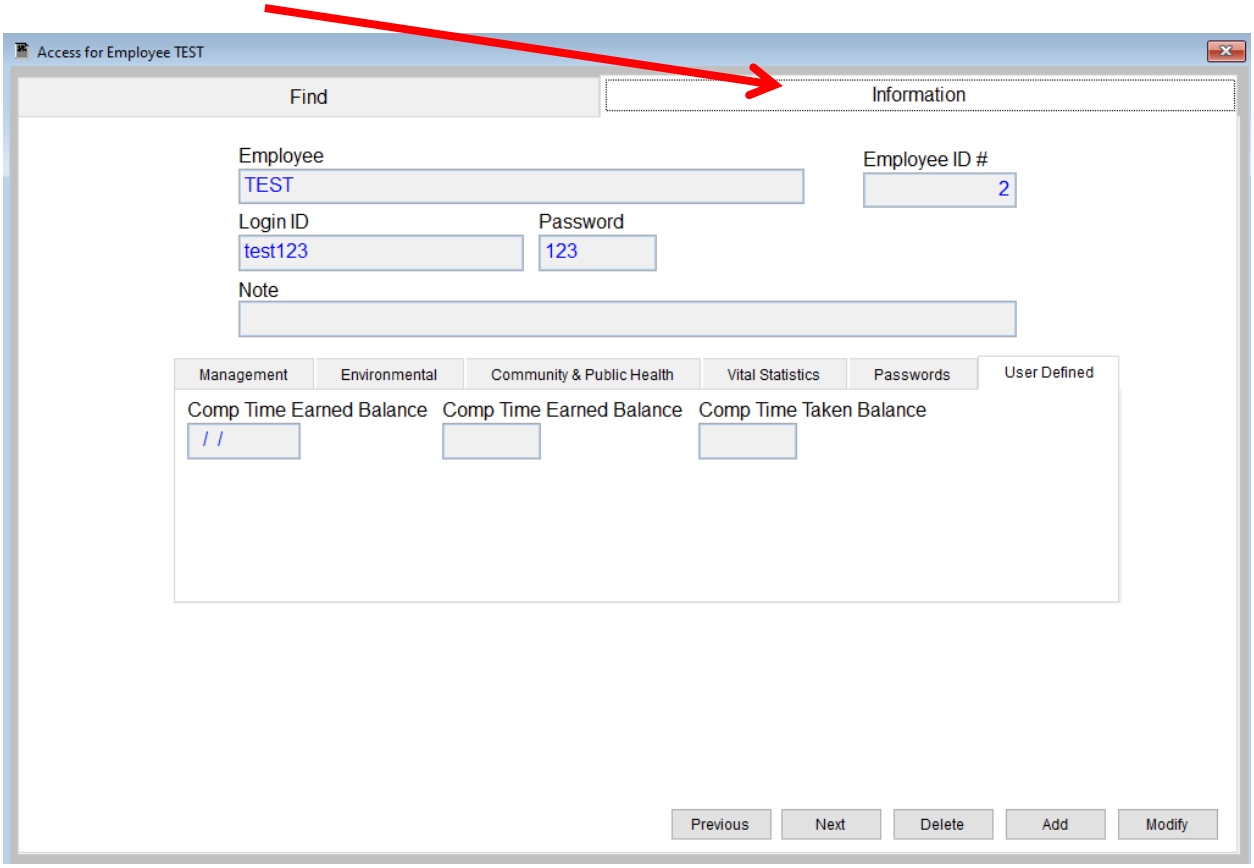
- ☐ Birth & Death Certificates

Edit Existing Records

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



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



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

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.