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

**Mosquito Control
User Manual**

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Contents

Chapter 1: Getting Started

Once the Mosquito Control module has been installed, it can be accessed by going to:

Environmental Health > Mosquito Control

Once inside **Mosquito Control**, navigate to:

Maintenance > Add/Delete/Modify Tables

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

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

The tables in the **Maintenance > Add/Delete/Modify Tables** 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.

Adulticiding - Material Used

To enter **Adulticiding – Material Used**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the Material Used.

- Click on Material Used **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.

- Click **Close** to exit the table.

Adulticiding – Partial Spray Reason

To enter **Adulticiding – Partial Spray Reason,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Partial Spray Reason**.
- Click on Material Used **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Crew Members

To enter **Crew Members**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Code** to identify the **Crew Member**.

- Enter in the **Crew Member's name** under the **Name** column.

- Click on a **Name or Code**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.

- Click **Close** to exit the table.

Encephalitis - Status

To enter **Encephalitis - Status,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Encephalitis Status**.

- Click on Encephalitis Status **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.

- Click **Close** to exit the table.

Encephalitis - Type

To enter **Encephalitis - Type,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Encephalitis Type**.

- Click on Encephalitis Type **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.

- Click **Close** to exit the table.

Mosquito Genera & Species

To enter **Mosquito Genera & Species,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Genus** to identify the **Genus.**
- Enter the Species to identify the species
- Click on **Genus** or **Species**, Click **Delete** to delete the entry.

Other options are as follows:

- **Sort by Species** will organize the data by Species.
- **Sort by Genera** will organize the data by Genera.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Notification List – Spray Options

To enter **Mosquito Genera & Species,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Spray Options.**
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Samples - Type

To enter **Samples - Type,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Samples – Type.**

- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.

- Click **Close** to exit the table.

Samples - Labs

Name		
TEST	Close	
TEST2	Add	
TEST3	Delete	
TEST4	Print	

To enter **Samples – Labs,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Samples – Labs**.

- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.

- Click **Close** to exit the table.

Samples - Results

To enter **Samples – Results,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Samples – Results**.

- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.

- Click **Close** to exit the table.

Trap Description

To enter **Trap Description,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Trap Description**.
- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Trap Purpose

```
Add/Delete/Modify Trap Purpose                                    ☒

 Name                                              ^      Close
▶
  CULEX                                                    Add
  DISEASE INVESTATION
  ODH STUDY                                               Delete
  ROUTINE
                                                          Print




                                                   v
 <                                            >
```

To enter **Trap Purpose,** follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the **Trap Purpose**.

- Click on **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Print** button will open printing option's window.

- Click **Close** to exit the table.

Chapter 2: Entering in Mosquito Control

Adulticiding – Find Tab

Navigate to: **Mosquito Control > Adulticiding**

Under the **Find** tab there are options to search Adulticiding entries. Search options consist of: **by Spray Area, by Date, and by Driver**.

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

Hit **Enter** to perform the search.

To add new records click the **Add** button.

Adulticiding Record Information Tab

From the **Find tab**, go to **Adulticiding Record Information**. Click **Add** to enter a new record.

Type the appropriate information or use the drop down boxes to accurately fill in the record.

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

Adult Trap Sites – Find Tab

Navigate to: **Mosquito Control > Adult Trap Sites**

Under the **Find** tab there are options to search for Adult Trap Sites entries. Search options consist of: **by Section, by Spray Area, and by Political Subdivision**.

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

Hit **Enter** to perform the search.

To add new records click the **Add** button.

Trap Sites / Data Tab

From the **Find tab**, go to **Trap Sites / Data**.

Actions capable of being performed on this screen:

- Click the button **Add Site** to add a new site

- **Prev.** button will take you to the previous record

- **Next** button will take you to the next record

- **Add Date** button will open up a blank column in the table to add a new record

- **Modify** will allow you to edit an existing record, and **Print** will open up a print menu.

Print Button:

You can choose from printing a **Location Trap Site Data or Temperature/Precipitation** form**.**

Each form will show you totals from the data you entered into the system.

Temperature / Precipitation Tab

Actions capable of being performed on this screen:

- Right – click **Delete Data*** to delete the data from a record.

- **Add Date** button will allow you to enter in a new record inside the table.

- **Modify** button allows you to edit an existing record.

- **Print** button opens a window with printing options.

GIS/GPS – Adult Trap Sites

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.

Crew Daily Work Sheets

This screen allows you to view crew member entries.

Navigate to the Modify tab after clicking the record you would like to edit.

Navigate to the Add tab to add a new record.

Click the Modify button and this opens the window to allow access to edit.

Enter the appropriate information and click the Add button.

Encephalitis Case – Find Tab

Under the **Find** tab there are options to search for Encephalitis Case entries. Search options consist of: **by Name, by Encephalitis, and by Trap #**.

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

Hit **Enter** to perform the search.

To add new records click the **Add** button.

Encephalitis Tab

Actions capable of being performed on this screen:

- Click the button **Add** to add a new record

- **Previous** button will take you to the previous record

- **Next** button will take you to the next record

- **Modify** will allow you to edit an existing record

- **Delete** will remove a record

Encephalitis Case - Memo Tab

This tab allows you to type a **Memo** you want a part of the record you are entering.

Click **Modify** to make changes to a previously entered record.

Once typed, the information will be stored.

Encephalitis Case – GIS/GPS Tab

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.

Notification List – Find Tab

Under the **Find** tab there are options to search for Notification List entries. Search options consist of: **by Name or by Spray Area.**

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

Hit **Enter** to perform the search.

To add new records click the **Add** button.

Notification Tab

Actions capable of being performed on this screen:

- Click the button **Add** to add a new record

- **Previous** button will take you to the previous record

- **Next** button will take you to the next record

- **Modify** will allow you to edit an existing record

- **Delete** will remove a record

Notification – Memo Tab

This tab allows you to type a **Memo** you want a part of the record you are entering.

Click **Modify** to make changes to a previously entered record.

Once typed, the information will be stored.

Notification – GIS/GPS Tab

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)
Modify	Click to modify the information on the page.

Samples – Find Tab

Under the **Find** tab there are options to search for Notification List entries. Search options consist of: **by Location, by Sample Type, or by Date Collected.**

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

Hit **Enter** to perform the search.

To add new records click the **Add** button.

Samples – Sample Information

Actions capable of being performed on this screen:

- Click the button **Add** to add a new record

- **Previous** button will take you to the previous record

- **Next** button will take you to the next record

- **Modify** will allow you to edit an existing record

- **Delete** will remove a record

Samples – GIS/GPS

This tab allows you to enter your **GPS** coordinates for mapping purposes.

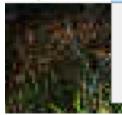| Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(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> Mosquito Control > 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).

Report	Description
Adult Trap Sites	
Graph Genus/Species by Date	Generates a report based on graph genus/species by date
Graph Genus/Species by Month/Year	Generates a report based on graph genus/species by month/year
Graph Genus/Species by Year	Generates a report based on graph genus/species by year
Graph Number of Mosquitos by Trap	Generates a report based on graph number of mosquitos by trap
Graph number of Mosquitos by Section	Generates a report based on graph number of mosquitos by section
Graph Number of Mosquitos by Trap with Spray Dates	Generates a report based on graph number of mosquitos by trap with spray dates
Graph Number of Mosquitos by Spray Area with Spray Dates	Generates a report based on graph number of mosquitos by spray area with spray dates
Graph precipitation by Date	Generates a report based on graph precipitation by date
Graph Temperature by Date	Generates a report based on graph temperature by date
List by Description	Generates a report list by Description
List by Political Subdivision	Generates a report list by Political Subdivision
List by Purpose	Generates a report list by Purpose
List by Spray Area	Generates a report list by Spray Area
Trap Data by Political Subdivision by Date & by Trap #	Generates a report based on trap data by political subdivision, date,

	and trap number
Trap data by Date by Section by Trap # by Genus/Species	Generates a report based on trap data by date, section, trap number, and genus/species
Crew Daily Work Sheets	
Time/Political Subdivision	Generates a report based on time/political subdivision
Time/Political Subdivision by Crew Member	Generates a report based on time/political subdivision by crew member
Notification List	
Notification Letters	Generates a notification letters reports
Notification Labels	Generates notification labels
Notification List	Generates a list of Notifications
Notification Envelopes	Generates notification Envelopes
Samples	Generates a Samples report based on date's collected

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

Workflow

Navigate to: **Reports** > **Workflow**

Workflow tabs allow for easy updates, editing, and viewing of the Mosquito data.

Each tab divides Mosquito data into categories, where you can view or update current data without having to navigate to individual records through the module.

Save Results as Spreadsheet will save the current data results into a spreadsheet outside HDIS.

Save Results as XML will save the current results as an XML file outside of HDIS.

Show Filters:

This area allows for the selection of filters to apply to the data in the Workflow tab screens. Set needed filters then click the **Apply Filter Selections** button.

Click **Hide Filters** to hide the filters and only view data results.
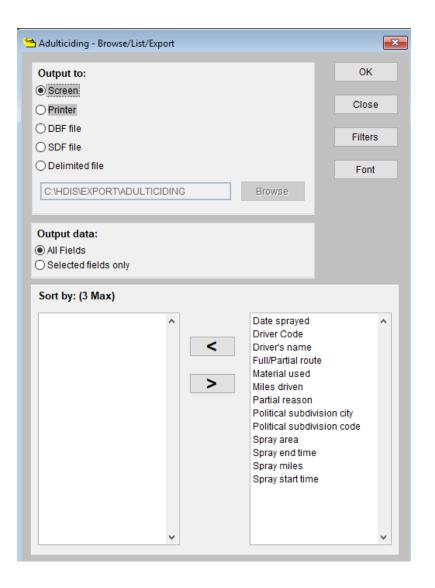
Chapter 4: Browse/List/Export

Inside the **Mosquito Control** 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.

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)

```
        <

        >
```

Date sprayed
Driver Code
Driver's name
Full/Partial route
Material used
Miles driven
Partial reason
Political subdivision city
Political subdivision code
Spray area
Spray end time
Spray miles
Spray start time

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 **Mosquito Control** module navigate to the **Count/Graph.**

Create the title you would like as the **Report Title**.

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**, **Footer, and Output to** section. The **Output to** gives you options on how you want to display or store your results.

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. The purpose of the filters section is so you can manipulate the type of results. For example: Let's say you wanted to see results from a certain date range. If you go into filters you can create a date range and the results will only display those records.

There is a **Sort by** section where you can organize your results from *High to low (Greatest value to lowest value)*, *Low to high (Lowest value to greatest value)*, and by *data* (results will be displayed organized based on the data. Example: If it is based on ID numbers, the numbers will be organized in order).

In the **Type** area, if you select Totals**: Level I Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

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.

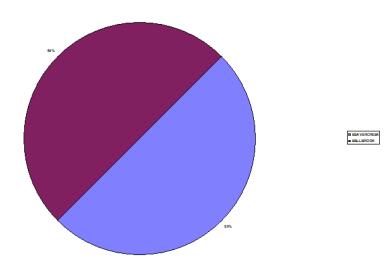Click on the door icon next to the percent to return to the menu:

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.

Contact's City

Filters
Contact's City=B

BGI HD   11/30/2017

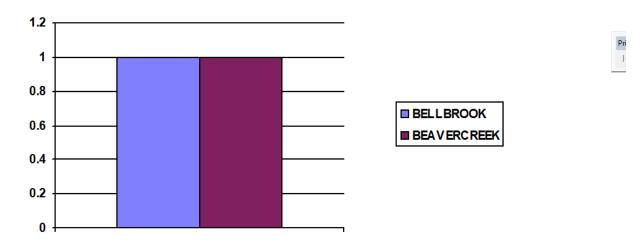Click on the door icon next to the percent to return to the menu:

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:

Chapter 6: Maintenance

Navigate to: **Environmental Health > Mosquito Control > Maintenance**

The Maintenance section holds a lot of the mechanics behind the module.

This area is where you can **Add/Delete/Modify** tables along with other actions you use in the **Mosquito Control data entry windows.**
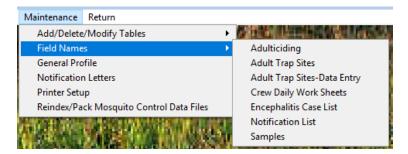
Field Names

Navigate to: **Maintenance > 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).

Example: *FIELDNAME*

See Notification Letters for more information on Letters.

Field Name	Data Base Field Name
DATE SPRAYED	MOA.DATE
DRIVER CODE	MOA.D_CODE
DRIVER'S NAME	MOA.DRIVER
FULL/PARTIAL ROUTE	MOA.ROUTE
MATERIAL USED	MOA.MATERIAL
MILES DRIVEN	MOA.MILES_DRV
PARTIAL REASON	MOA.REASON
POLITICAL SUBDIVISION CITY	MOA.PS_CITY
POLITICAL SUBDIVISION CODE	MOA.PS
SPRAY AREA	MOA.SPRAY_AREA
SPRAY END TIME	MOA.END
SPRAY MILES	MOA.SPRAY_MILE
SPRAY START TIME	MOA.START

General Profile

Navigate to: **Maintenance > General Profile**

The **General** Profile **allows** you to fill out the basic information regarding **Mosquito Control.**

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.
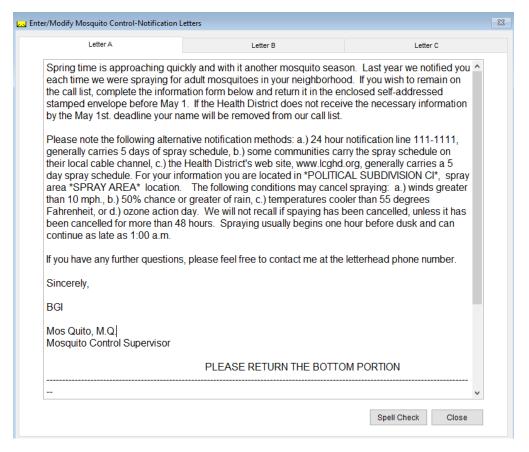
Notification Letters

Navigate to: **Maintenance > Notification Letters**

If you click on **Notification Letters** under the **Maintenance** tab, a window will pop up. Here you can create letters relating to a specific area under **Mosquito Control**. After reading this page, click this link to see more information on field names.

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*	JOHN DOE
Only first letter uppercase	*Owner*	John Doe
All lower case	*type of animal*	dog

Examples: *OWNER*   = JOHN DOE

 Owner   = John Doe

 type of animal   = dog

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**.

Reindex/Pack Mosquito Control Data Files

Navigate to: **Maintenance > Reindex/Pack Mosquito Control 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.