



Mosquito Control User Manual



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Mosquito Control User Manual

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Field Names	
General Profile	
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Printer Setup	
Reindex/Pack Mosquito Control Data Files	





Chapter 1: Getting Started

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

Environmental Health > Mosquito Control

Environmental Health	Community and Public Health Se
Beaches	
Body Art	
Daily Work Sheets	
Environmental Asse	ssment
Eood Protection	
Mosquito Control	
Open Burning	
Parks/ <u>C</u> amps	
Payin Reports	
Pl <u>u</u> mbing	
<u>P</u> ool/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	
City of Lorain - Mult	ti-Dwelling Inspections
City of Portsmouth	 Rental Dwelling Inspections
Franklin County - Er	nvironmental History
Wood County - Hou	using Inspections
Discontinued Modu	les 🕨





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

Maintenance > Add/Delete/Modify Tables

Maintenance Return	
Add/Delete/Modify Tables	Adulticiding-Material Used
Field Names	Adulticiding-Partial Spray Reason
General Profile	Crew Members
Notification Letters	Encephalitis-Status
Printer Setup	Encephalitis-Type
Reindex/Pack Mosquito Control Data Files	Mosquitoe Genera and Species
	Notification List-Spray Options
在一般的时候,我们的时候,我们就能能 不能	Samples-Type
	Samples-Labs
	Samples-Results
STATISTICS STATISTICS	Trap Description
· · · · · · · · · · · · · · · · · · ·	Trap Purpose

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

Add/Delete/Modify Adulticiding-Material Used	×
Name	^ Close
Þ	
BIO-MIST 1.5 + 7.5	Add
	Delete
	Delete
	Print
	~
< >	

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.

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





Adulticiding – Partial Spray Reason

Add/Delete/Modify Adulticiding-Partial Spray Reason		X
Name	^	Close
MECHANICAL FAILURE		Add
RAN OUT OF GAS	-	Add
RESUME FROM PREVIOUS NIGHT		Delete
WEATHER	•	Print
	-	
	•	
	•	
	-	
	-	
	-	
	-	
	-	
	•	
	v	
< >>		

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.

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





Crew Members

Code	Name	~	Close
1231	FRODO BAGGUNS		
1233	PEREGRIN KOOK		Add
1234	ROSIE COTTUN		
1232	SAMWISE GUMGEE		Delete
			Print

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.

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





Encephalitis - Status

Add/Delete/Modify Encephalitis-Status		×
Name	^	Close
CONFIRMED		Add
PRESUMPTIVE		
PROBABLE SUSPECT		Delete
		Print
	4	
x >	Ŧ	

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.

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





Encephalitis - Type

Add/Delete/Modify Encephalitis-Type	83
Name	Close
LACROSSE	Add
ST. LOUIS	, 100
WEST NILE	Delete
	Print
۲ ۲	

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.

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





Mosquito Genera & Species

Genus	Species	^	Close
AEDES	ABSERRATUS		Add
AEDES	AEGYPTI		
ORTHOPODOMYIA	ALBA		Delete
AEDES	ALBOPICTUS		
AEDES	ATROPALPUS		Sort by Specie
OCHLEROTATUS	ATROPALPUS		
AEDES	AURIFER		Sort by Genera
OCHLEROTATUS	AURIFER		
ANOPHELES	BARBERI		Print
AEDES	CANADENSIS		
OCHLEROTATUS	CANADENSIS		
AEDES	CANTATOR		
OCHLEROTATUS	CANTATOR		
PSOROPHORA	CILIATA		
AEDES	CINEREUS MEIGEN		
PSOROPHORA	COLUMBIAE		
AEDES	COMMUNIS		
ANOPHELES	CRUCIANS		
PSOROPHORA	CYANESCENS		
AEDES	DIANTAEUS		
PSOROPHORA	DISCOLOR		
AEDES	DORSALIS		
AEDES	DUPREEI		
OCHLEROTATUS	DUPREEI		
ANOPHELES	EARLEI		
CULEX	ERRATICUS		
AEDES	EXCRUCIANS		
PSOROPHORA	FEROX		
AEDES	FITCHII		
AEDES	FLAVESCENS		
AEDES	GROSSBECKI		
OCHLEROTATUS	GROSSBECKI	~	

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.

- 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

Add/Delete/Modify Notification List-Spray Options		×
Name	^	Close
Þ		Add
	-	Delete
	_	Delete
	-	Print
	-	
	_	
	-	
	_	
	-	
	_	
	-	
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۲ ۲	•	

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.

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





Samples - Type

Add/Delete/Modify Samples-Type		23
Name	^	Close
AEDES TRISERIATUS ADULTS	_	Add
ALL TYPED MOSQUITOES	_	
BLUE JAY	_	Delete
CROW	_	
ELEVATED CULEX ADULTS	_	Print
GRAVID CULEX ADULTS		
GRAVID NOT TYPED ADULTS	_	
LARVAE	_	
NOT TYPED		
ODH SPECIAL MARSH COLLECTION		
OTHER BIRD		
OVI POSITION		
REGULAR CULEX ADULTS		
	_	
	_	
	_	
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	_	
	-	
	-	
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	-	
	-	
	<u> </u>	
`	~	

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.

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





Samples - Labs

📕 Add/Delete/Modify Samples-Labs		×
Name	^	Close
▶ TEST		
TEST2		Add
TEST3	-	
TEST4	-	Delete
	-	
	-	Print
	-	
	-	
	-	
	-	
	-	
	-	
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	~	
< >		

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.

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





Samples - Results

Add/Delete/Modify Samples-Results		23
Name	^	Close
▶ NEGATIVE		
NEGATIVE LAC		Add
POSITIVE		
POSITIVE LAC		Delete
POSITIVE STL		
POSITIVE WNV		Print
	-	
	•	
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< >		

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.

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





Trap Description

Add/Delete/Modify Trap Description		×
Name	^	Close
GRAVID HIGH CDC		Add
LOW CDC		Delete
		Print
	.	
	~	
< >>		

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.

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





Trap Purpose

Name Close CULEX Add DISEASE INVESTATION Delete ROUTINE Print I Image: Strate Stra	Add/Delete/Modify Trap Purpose	×
CULEX DISEASE INVESTATION ODH STUDY ROUTINE	Name	Close
DISEASE INVESTATION ODH STUDY ROUTINE Print Print Print Print	▶	0.000
ODH STUDY Delete ROUTINE Print		Add
ROUTINE Print		
Image: Control of the second secon		Delete
	ROUTINE	
		Print

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.

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





Chapter 2: Entering in Mosquito Control

🚨 Mosquito Control - Health District Information System

Mosquito Control Reports Browse/List/Export Count/Graph Maintenance Return

Adulticiding Adult Trap Sites Crew Daily Work Sheets Encephalitis Case List Notification List Samples



Adulticiding – Find Tab

Navigate to: Mosquito Control > Adulticiding

	Find			Ad	ulticiding Record In	formation	
by Spray Area	and press enter.) by Date	O by Driver				
	and press enter.					Add	Close
Spray Area	Date	Driver				End Spray Time	
15000	03/18/2018	FRODO BAGGUNS		50	08:00	10:00	BIO-MIST
							v

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.

Adulticiding -	8
Find	Adulticiding Record Information
Spray Area Date Sprayed	Driver
Miles Driven Start Spray	End Spray Material Used
Route Partial F	Reason Spray Miles
	Previous Next Delete Add Modify

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

Find		Trap Sites /	Data	Temperature / Preci	pitation	GIS/GPS
() by Sect		🔾 by Spray Area	🔿 by Pol	tical Subdivision		
Enter Informa	ation and pres	is enter.			Add	Close
Section	Number	Spray Area		Political Subdivision	Purpose	Desc
9		1 50	07	MORDOR VILLAGE	DISEASE INVEST	TATION GRA

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.

🖀 Adult Trap Sites -			×
Find	Trap Sites / Data	Temperature / Precipitati	on GIS/GPS
Section 9 Trap Des GRAVID		Political subdivision 07 V MORDOR ea Purpose DISEASE INVESTATION V Prev	Next Delete Site Add Site
Date	Genus Species	# Trapped	Time set Time collected
▶ 03/18/2018	AEDES VALKE	20	08:00 10:00
<			~
×			7
Delete Date	Inactive Trap		Print Add Date Modify

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 <u>Print</u> will open up a print menu.





Print Button:

83
ОК
Close

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

🖀 Adult Trap Sites -			×
Find	Trap Sites / Data	Temperature / Precipitation	GIS/GPS
	Date High Temp 03/18/2018	Print Delete Da	te* Add Date Modify

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.
- <u>**Print</u>** button opens a window with printing options.</u>





GIS/GPS – Adult Trap Sites

🖀 Adult Trap Sites -			×
Find	Trap Sites / Data	Temperature / Precipitation	GIS/GPS
Street #	Prefix Prefix	e Suffix	Prefix Direction
	Global F	ositioning System	
	Latitude Decimal Va	lue Longitude 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.





Crew Daily Work Sheets

heet for							
View/S	elect				Modify	Add	
Month JUNE	~	Crew Co	de & Nar	ne		Close	
1 2 3	4 5 6 7	8 9 10	0 11 12	13 14 15 1	6 17 18 19 20 21 22 23	24 25 26 27 28 29 30	
Crew	Date	Entry	Time	Ps Code	Ps City		^
1232	03/20/2018	1	60	02	BUBONICA TWP		
_							
_							
							~
<						>	

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.





Larval Daily Work Sheet for Sk	AMWISE GUMGEE					×
View	w/Select	N	Aodify		Add	
	Date Entry 03/20/2018 1 Crew Code & Name	Ps City 02 BUBONIC/ E GUMGEE		Time 60	Add Total 60	
			Previo	us Next	Delete	Modify

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

for SAMWISE GUMGEE				Modify		Add	ĺ
Date 03/20/2018	Entry 2	Ps	City		Time	Total 60	
							Add

Enter the appropriate information and click the Add button.





Encephalitis Case – Find Tab

Find	Enc	ephalitis	Memo		GIS/GPS
● by Name	🔿 by Туре	⊖ by 1	Frap #		
					Add Close
Name		Туре	Trap #	Street	,
RINGS, SMEAGLE L		WESTNILE		1 HOBE	BITHOLE

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

Encephalitis Case - RINGS, SI	MEAGLE L							×
Find		Encephalitis			Memo		GIS/G	PS
SME	Name EAGLE et BBIT HOLE	Phone 1-111-1111 Political Subdivisior	City CITY Date of 11/11/1 R VILLAGE	999 18	Last n RING			
	Trap #	Type of Encephalitis WEST NILE		Status SUSPECT	IS Nex	∨ 03	tus date /18/2018 Delete Add	Modify

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

cephalitis Case - RINGS, SMEAGLE L			
Find	Encephalitis	Memo	GIS/GPS
			^
A side effect from this case is	ne believes rings are precious.		
			v
			Modify

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

🖀 Adult Trap Sites -						×
Find	Trap Sites / Da	ıta	Temperature / Precip	itation	GIS/	GPS
s	Prefix Prefix Street # Direction Type	Global Inform		Street Suffix	Prefix Direction	
-		Global Positi	oning System			
		e Decimal Value	Longitude Decimal Va	lue		
						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.





Notification List – Find Tab

Find	Notif	ication	Memo		GIS
• by Name	🔿 by Spray Area				
			Add	Close	
Last		Spray area		City	Zip
LIFE, BUGS R		50	12 SKEETER LANE	SKEETOV	ILLE 11
-					

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

Notification List - LIFE, BUGS	R							×
Find		Notification	1		Memo			GIS
BUG Stree 12 S Phon 1-11 Politi 03	t KEETER LANE e 1-111-1111 cal Subdivision	Midd R Work Phone 1-111-1111 E VILLAGE Do No	hdis@	address email.com [Last name LIFE	State OH	Zip Code 11111	
		Spray Area 50 Reason for Obje (H)ealth (B)e		Active/Ina	ctive re / (I)nactive	Delete	Add	Modify

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

Find	Notification	Memo	GIS
mosquito bites are not fun			^
			~
			Modif

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

Notification List - LIFE, BUGS R			×
Find	Notification	Memo	GIS
Prei	Global Informat		GIS Prefix Direction
			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)
Modify	Click to modify the information on the page.





Samples – Find Tab

Find		Sample Inform	nation	GI	S/GPS
• by Location Enter Information and pr	O by Sample Typess enter.	e O by Date Collecte	Add	Close	
Location		Sample Type		of Items Date Sent to	Lab Results
12 HOBBIT LANE		LARVAE	06/10/2017	73 06/17/2017	

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

🖀 Samples -		—
Find	Sample Information	GIS/GPS
Location 12 HOBBIT LANE Reporter's Name MR. REPORTER	Political subdivision 09 NEVERLAN Reporter's Phone Reporter's W 1-111-1111 1-111-111-1	/ork Phone
Type of Sample LARVAE Lab	Pes Number of items Date Collect 73 06/10/2017 ODH Lab # Results	
	Previous Next	Delete Add Modify

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

🖀 Samples -					6
	Find	Sample Inform	ation		GIS/GPS
	Street # Prefix Direction	Global Informat Prefix Type Street name HOBBIT LANE		Street Suffix	Prefix Direction
		Global Position	ing System		
		Latitude Decimal Value	Longitude Decimal Va	lue	
					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.

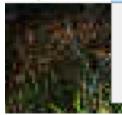


Chapter 3: Reports

Navigate to: **Environmental Health> Mosquito Control > Reports**. There will be a drop down menu for different types of reports you can create/modify.

Mosquito Control - Health District Information System

Mosquito Control Reports Browse/List/Export Count/Graph Maintenance Return



Workflow Adult Trap Sites Crew Daily Work Sheets Notification List Samples



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	I
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:

Report Options for Graph G	enus/Species by Date	23
Output to:	From Trap Date	ОК
Preview Printer Include Filter Printout	01/01/2015	Close
Include Mail Merge File	To Trap Date 01/01/2018	Filters





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.

Mosquito Workflow w Filters Apply Filter Selections ticiding Adult Traps Crew DW Encephalitis Notifications Samples Temp/Precip Selection
ticiding Adult Traps Crew DW Encephalitis Notifications Samples Temp/Precip
Selection
Results as Spreadsheet Save Results as XML

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.

Hide Filters	Apply Filter Selections					
Date Range	Status		Political Subdivisi	ons	Inspectors	
Start 11/25/2019	Status	Show A	Political Subdivision City	Show \land	Crew Code	Show A
	CONFIRMED		ATLANTIS TWP		1231	
End 11/25/2020	PRESUMPTIVE	\checkmark	BALROG TWP		1232	
	PROBABLE		BUBONICA TWP		1233	
	SUSPECT		GOTHAM CITY		1234	
		~	HOBBITON TWP	✓ *		~
	Set All Clear All		Set All Clear All		Set All Clear All	





Chapter 4: Browse/List/Export

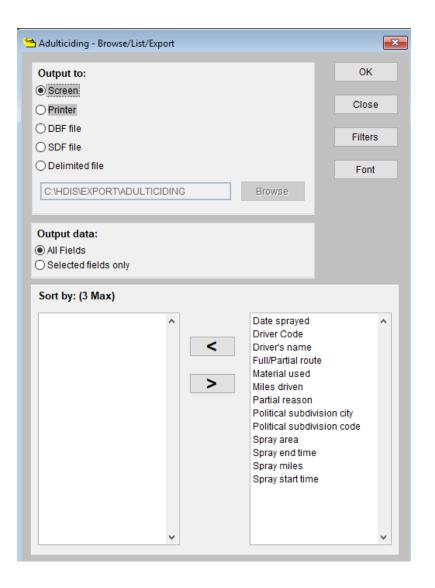
Inside the Mosquito Control module navigate to the Browse/List/Export.

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 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**.

- a a a a a	ut Field	Data	a		Data	
	DATE SPRAYED	= ~		=	~	
	DRIVER CODE	= ~		=	\sim	
	DRIVER'S NAME	= ~		=	\sim	
]	FULL/PARTIAL ROUTE	= ~		=	\sim	
]	MATERIAL USED	= ~		=	\sim	
	MILES DRIVEN	= ~		=	\sim	
]	PARTIAL REASON	= ~		=	\sim	
]	POLITICAL SUBDIVISION CITY	= ~		=	\sim	
	POLITICAL SUBDIVISION CODE	= ~		=	\sim	
]	SPRAY AREA	= ~		=	\sim	
	SPRAY END TIME	= ~		=	\sim	
	SPRAY MILES	= ~		=	\sim	
]	SPRAY START TIME	= ~		=	~	

** 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 <u>Filters</u> in the <u>Browse/List/Export</u> 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.

🖴 Adulticiding - Count/Graph			×
Report Title			
Date sprayed		Filters Clos	e OK
Legend Title			
	Output to: Screen	○ Print	
Date sprayed Driver Code Driver's name Full/Partial route Material used	O DBF file	O SDF file O Delimite	d file Browse
Miles driven Partial reason Political subdivision city Political subdivision code	Output: (e) top ten	() all	
Spray area Spray end time Spray miles Spray start time	Type count pie graph	○ pie graph (full page)	Sort by High to low
) bar graph) by data
	Level 1 Group	Date sprayed Driver Code Driver's name Full/Partial route	Clear
~	Level 2 Group	Date sprayed Driver Code Driver's name Full/Partial route	Clear
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.

Number	Percent	Location city	
2419		11	_
6	0 %	02/23/2016	_
5	0 %	03/17/2016	-
5		04/26/2016	-
5	0 %	06/03/2016	-
5		09/01/2016	-
4		04/25/2016	-
4			-
4	0 %	12/28/2015	-
266	10 %	OTHER	-
2723	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		
		- Count/Percentage	^
Num	ber Percent	Contact's City	
	1 50 %	BEAVERCREEK	
	1 50 %	BELLBROOK	
	2 100 %	Totals	
Filt	ers		
CO	tact's City=B		
<			> .

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







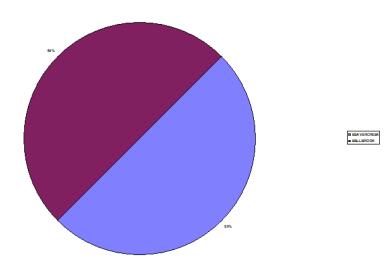
Pie Graph

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:





100% 🗸

Į.

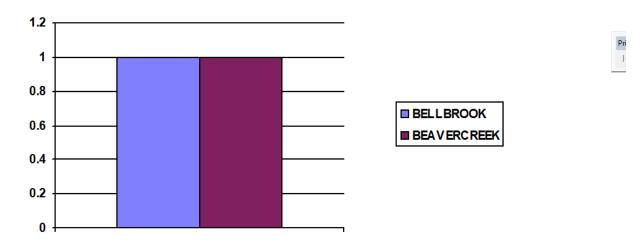


Bar Graph

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.

Contact's City



Filters	
Contact's City=B	
IGI HD	11/30/2017

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





100% 🗸

₽•



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 <u>Add/Delete/Modify</u> tables along with other actions you use in the **Mosquito Control data** entry windows.

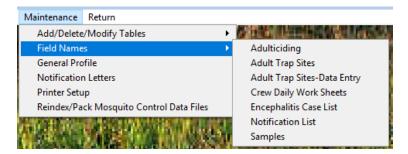






Field Names

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	^	Close
DATE SPRAYED	MOA.DATE		0.000
DRIVER CODE	MOA.D_CODE	-	Print
DRIVER'S NAME	MOA.DRIVER	-	1.1114
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.

🚨 General Profile												×
Demographics	General	Ма	nagement		Environm	ental	Co	mmunity & Pu	ublic Health	Services		Vital
* Hea	alth Department	BGI HD					★ City	Middleburg H	leights			
	Division				* State	OH						
	* Address1	7550 Luc	cerne Drive				\star Zip	44130				
	Address2						★ County	Kayle				
	★ Phone #'s	1-440-89	1-9100				* FAX #	1-440-891-9	458			
	Federal Tax ID	ADFA										
	Commissioner	Doc Darr	rell									
Client/S	Server Location	M:\HDIS\	DATA									
	Email	ADFASD										
Make Che	cks Payable to:	ADSF										
	View Archives	2017 2007	□2016 □2006	2015 2005	□ 2014 □ 2004	2013 2003	□ 2012 □ 2002		□ 2010 □ 2000	2009 <u>1999</u>	2008 1998	
								h Dervi	rod Field-	0	-	01
								★- Requ	red Fields	Cano	el	Close

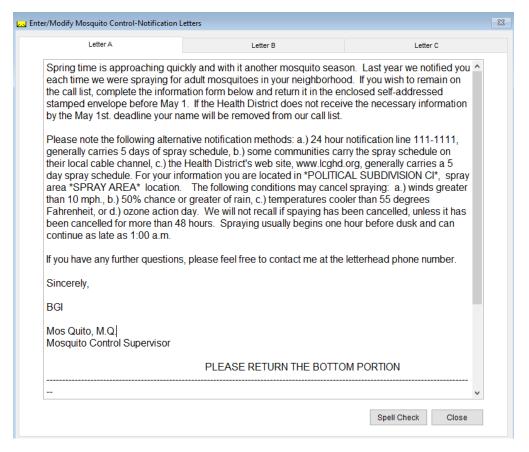




Notification Letters

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**. <u>After reading this page, click this link to see more information on field names.</u>



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**.

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





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.

Maintenace - Reindex/Pack Mosquito Control Data Files					
This procedure will rebuild indexes ! If you have the Network Version, please have all users exit HDIS!					
Continue					

