

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

**Open Burning
User Manual**



The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

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® and MS-DOS® 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.

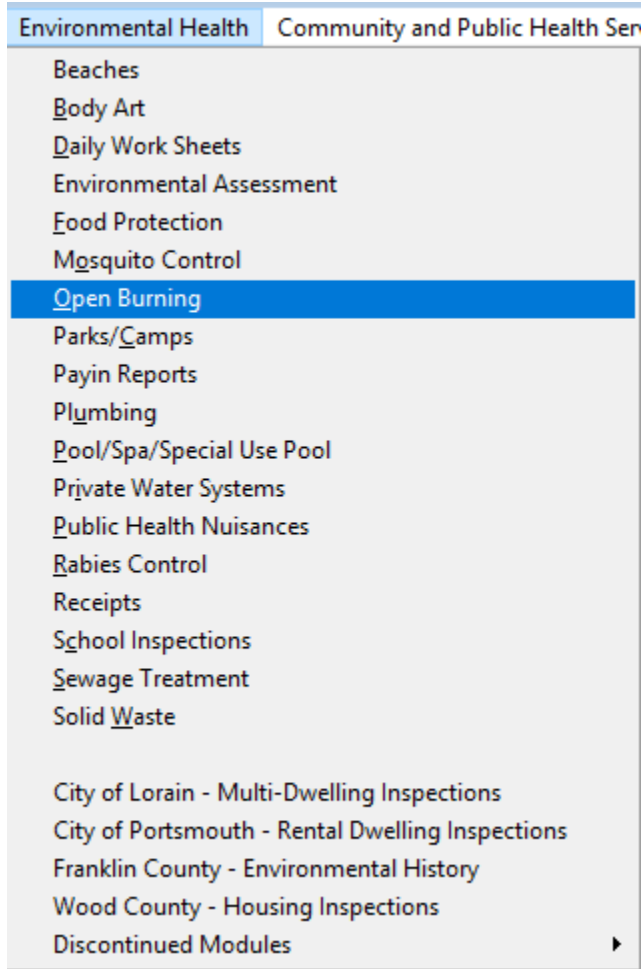
Contents

Chapter 1: Getting Started.....	4
Fees	6
Denied Reasons	7
Materials	8
Chapter 2: Entering in Open Burning.....	9
Find Tab	9
Applicant Tab.....	10
Information Tab.....	11
Print Button Options	12
GIS/GPS Tab.....	13
Chapter 3: Reports	14
Chapter 4: Browse/List/Export	15
Sort By	16
Filters.....	17
Chapter 5: Count Graph	18
Count.....	19
Pie Graph.....	21
Bar Graph	22
Chapter 6: Maintenance	23
Field Names.....	24
Forms.....	25
General Profile.....	26
Letters.....	27
Printer Setup	28
Receipts	29
Receipts Pay In Report	30
Reindex/Pack Open Burning Data Files.....	31

Chapter 1: Getting Started

Once the Open Burning module has been installed, it can be accessed by going to:

Environmental Health > Open Burning

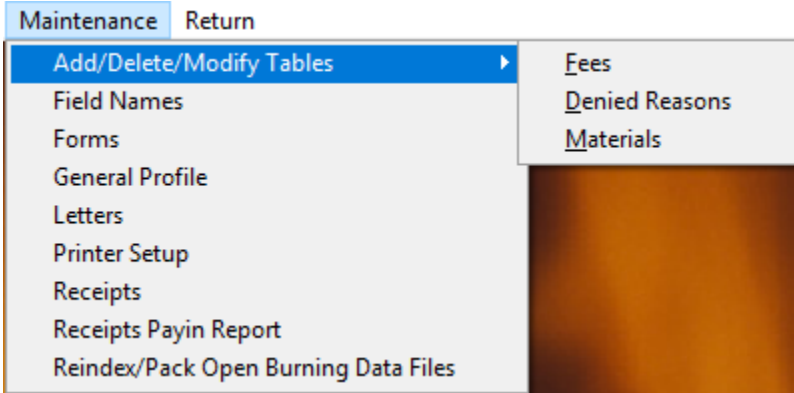


The screenshot shows a web-based navigation menu. At the top, there are two tabs: 'Environmental Health' (which is selected and highlighted in light blue) and 'Community and Public Health Services'. Below the tabs is a list of menu items. The item 'Open Burning' is highlighted with a dark blue background and white text. Other items include 'Beaches', 'Body Art', 'Daily Work Sheets', 'Environmental Assessment', 'Food Protection', 'Mosquito Control', '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', and 'Discontinued Modules'. At the bottom of the menu, there are four sub-menu items: 'City of Lorain - Multi-Dwelling Inspections', 'City of Portsmouth - Rental Dwelling Inspections', 'Franklin County - Environmental History', and 'Wood County - Housing Inspections'. A right-pointing arrow is visible at the bottom right of the menu area.

- Environmental Health
- Community and Public Health Services
- 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

Once inside **Open Burning**, navigate to:

Maintenance > Add/Delete/Modify Tables



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

When entering data into **Open Burning**, 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.

Fees

The screenshot shows a software window titled "Add/Delete/Modify Open Burning Fees". Inside the window is a table with three columns: "Code", "Description", and "Local Fee". The table is currently empty. To the right of the table is a vertical stack of five buttons: "Close", "Add New Fee", "Delete Fee", "Print", and "Update New Fees". The "Print" button is highlighted with a blue border. The window has a standard Windows-style title bar with a close button in the top right corner.

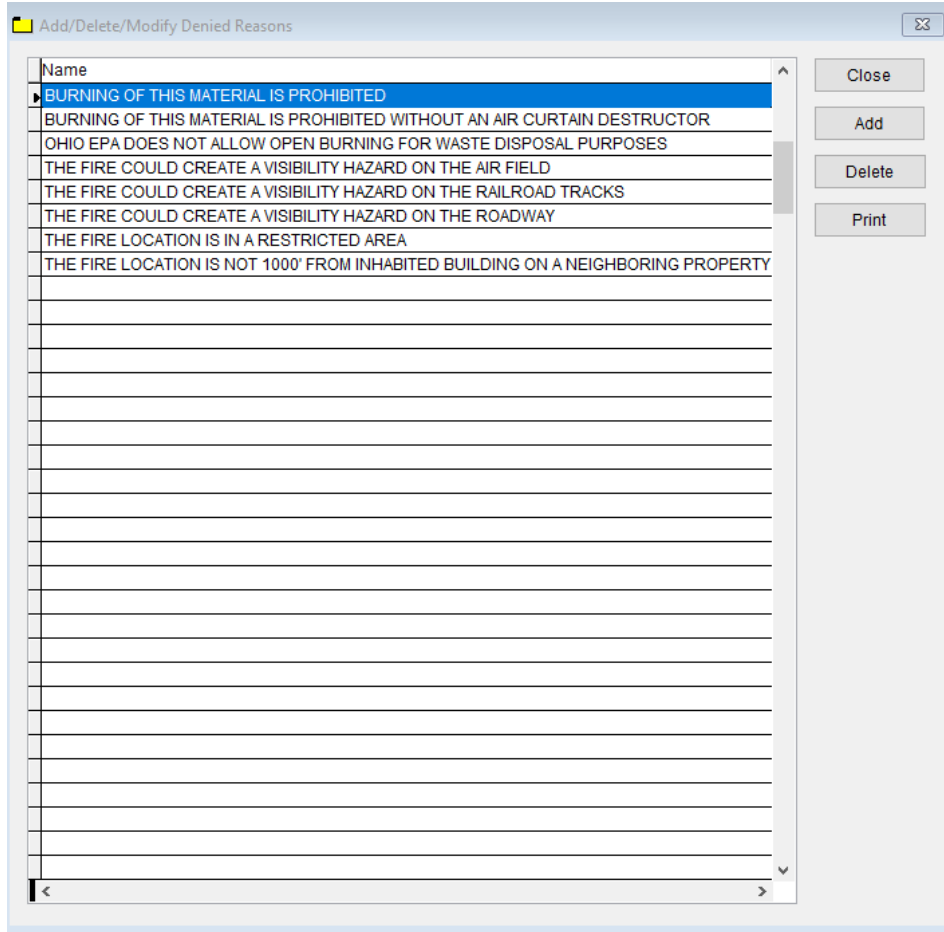
To enter **Open Burning Fees**, follow these steps (use the tab key to advance to each field):

- Click **Add New Fee** and enter a **Code** to identify the Fee.
- Enter the Fee's description under **Description** field.
- Click on a Fee's **Code** or **Name**, Click **Delete** to delete the entry.

Other options are as follows:

- **Update New Fees** button will update the system with the new Fees entered.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Denied Reasons



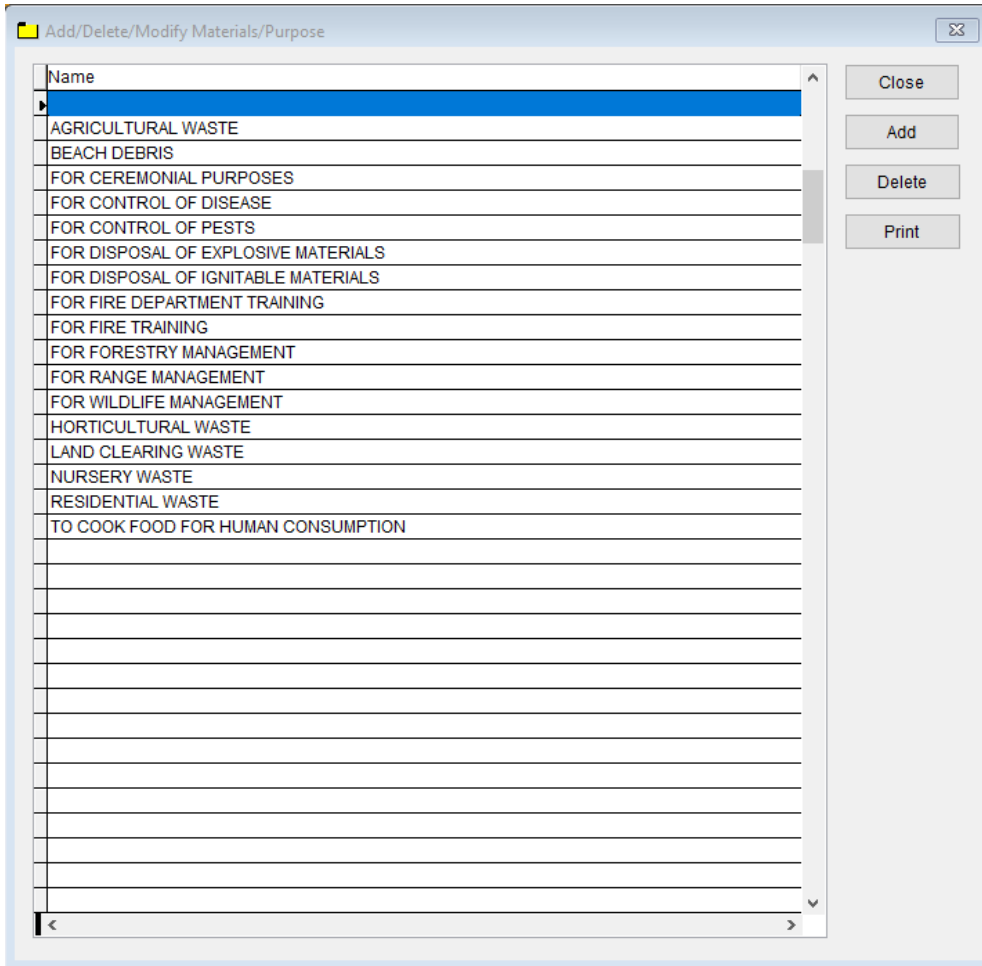
To enter **Denied Reasons**, follow these steps (use the tab key to advance to each field):

- Click **Add** and enter a **Name** to identify the Denied Reason.
- Click on a Denied Reasons **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.

Materials



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

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

Applicant Tab

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

The screenshot shows a web application window titled "Open Burning - BURNING BUSINESS". The window has a tabbed interface with four tabs: "Find", "Applicant", "Information", and "GIS/GPS". The "Applicant" tab is active. The form contains the following fields:

ID #	Name of Business	
1	BURNING BUSINESS	
Applicant Street	City	
1111 BURNING ROAD	TRAVERSE TOWN	
State	Zip code	Phone
OH	11111	1-111-111-1111
Applicant Name	Date Received	
JOHN DOE	03/16/2018	

At the bottom of the form, there are five buttons: "Previous", "Next", "Delete", "Add", and "Modify".

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.

Information Tab

Open Burning - BURNING BUSINESS

Find Applicant Information GIS/GPS

Approved/Denied(A/D): Code Fee Description Local fee

Issuance Date Effective Date Certified # Date paid Receipt#

Material/Purpose Restricted(Y/N): Violations (Y/N):

Denied Reasons

Burn Location

Political subdivision

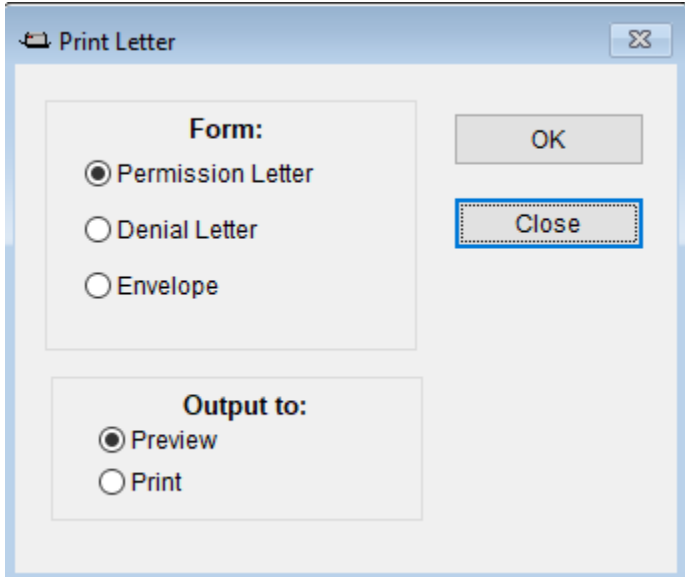
Note

Enter details in the Information Tab:

- Fill in the appropriate information for the Information tab.
- To edit the current record, click the **Modify** button

[See Next page for Print button options](#)

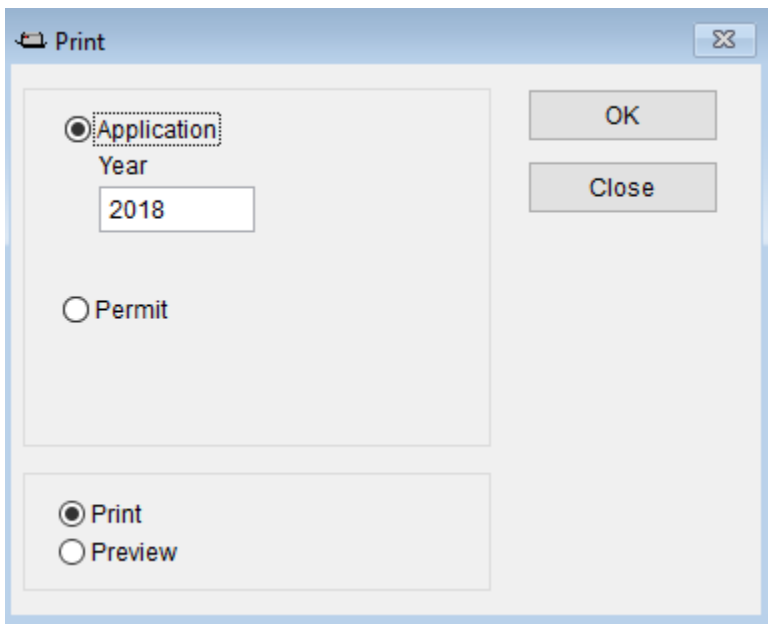
Print Permission/Denial Letter:



You can choose from printing a **Permission Letter**, **Denial Letter**, or **Envelope** from this print screen.

Navigate to: **Maintenance > Letters** (This is where you can edit the **Permission Letter** and **Denial Letter**)

Print Application/Permit:



You can choose to print an **Application** or **Permit**. Make sure to enter the correct **year**.

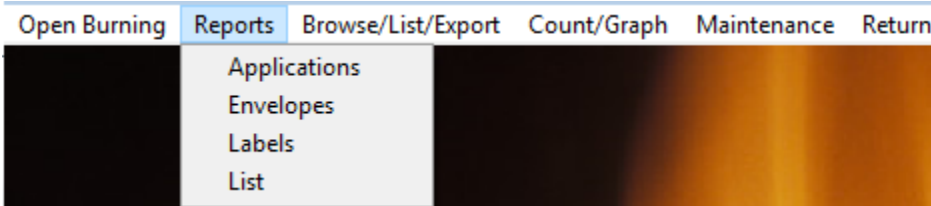
GIS/GPS

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 > Open Burning > 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
Applications	Generates applications within the given date range.
Envelopes	Generates envelopes within the date issued date range.
Labels	Generates Labels within the date issued date range. Can pick sizing for the labels.
List	Generates a list of applicants recorded in the system within given date range.

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

Chapter 4: Browse/List/Export

Inside the **Open Burning** 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.

Open Burning - Browse/List/Export

Output to:

Screen

Printer

DBF file

SDF file

Delimited file

C:\HDIS\EXPORT\OPEN BURNING

Output data:

All Fields

Selected fields only

Sort by: (3 Max)

< >

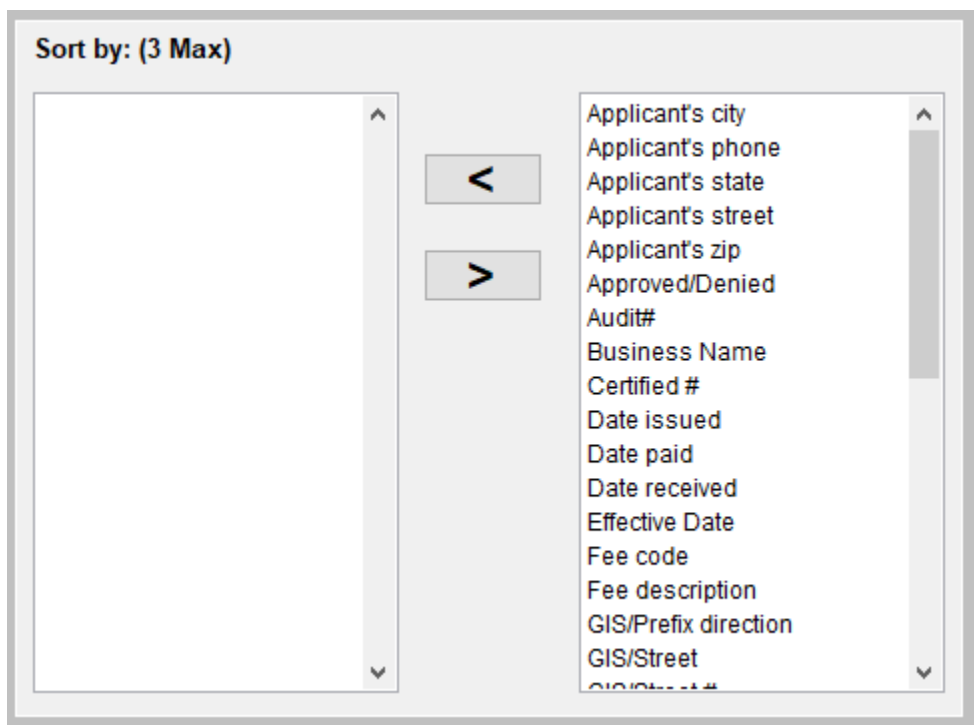
Applicant's city
Applicant's phone
Applicant's state
Applicant's street
Applicant's zip
Approved/Denied
Audit#
Business Name
Certified #
Date issued
Date paid
Date received
Effective Date
Fee code
Fee description
GIS/Prefix direction
GIS/Street

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.”

Output Field	Data	Data
<input type="checkbox"/> APPLICANT'S CITY	=	▼
<input type="checkbox"/> APPLICANT'S PHONE	=	▼
<input type="checkbox"/> APPLICANT'S STATE	=	▼
<input type="checkbox"/> APPLICANT'S STREET	=	▼
<input type="checkbox"/> APPLICANT'S ZIP	=	▼
<input type="checkbox"/> APPROVED/DENIED	=	▼
<input type="checkbox"/> AUDIT#	=	▼
<input type="checkbox"/> BUSINESS NAME	=	▼
<input type="checkbox"/> CERTIFIED #	=	▼
<input type="checkbox"/> DATE ISSUED	=	▼
<input type="checkbox"/> DATE PAID	=	▼
<input type="checkbox"/> DATE RECEIVED	=	▼
<input type="checkbox"/> EFFECTIVE DATE	=	▼
<input type="checkbox"/> FEE CODE	=	▼
<input type="checkbox"/> FEE DESCRIPTION	=	▼
<input type="checkbox"/> GIS/PREFIX DIRECTION	=	▼
<input type="checkbox"/> GIS/STREET	=	▼
<input type="checkbox"/> GIS/STREET #	=	▼
<input type="checkbox"/> GIS/STREET SUFFIX	=	▼
<input type="checkbox"/> GIS/STREET SUFFIX DIR	=	▼
<input type="checkbox"/> GIS/STREET TYPE	=	▼
<input type="checkbox"/> GPS/LAT-DECIMAL	=	▼
<input type="checkbox"/> GPS/LON-DECIMAL	=	▼
<input type="checkbox"/> ID #	=	▼
<input type="checkbox"/> ISSUANCE DATE	=	▼

**** 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 **Open Burning** 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 1 Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

The screenshot shows the 'Open Burning - Count/Graph' window with the following configuration:

- Report Title:** Applicant's city
- Legend Title:** (empty)
- Field List:** A scrollable list of fields including Applicant's city, phone, state, street, zip, Approved/Denied, Audit#, Business Name, Certified #, Date issued, Date paid, Date received, Effective Date, Fee code, Fee description, GIS/Prefix direction, GIS/Street, GIS/Street #, GIS/Street suffix, GIS/Street suffix dir, GIS/Street type, GPS/lat-decimal, GPS/lon-decimal, ID #, and Issuance Date.
- Output to:** Screen (selected), Print, DBF file, SDF file, Delimited file. Path: C:\HDISEXPORT
- Output:** top ten (selected), all
- Type:** count (selected), pie graph, pie graph (full page), bar graph, bar graph (full page)
- Sort by:** High to low (selected), Low to high, by data
- Level 1 Group:** Applicant's city, Applicant's phone, Applicant's state, Applicant's street
- Level 2 Group:** Applicant's city, Applicant's phone, Applicant's state, Applicant's street
- Footer:** (empty)

Count

Here is an example of what the “**Count**” type would look like.

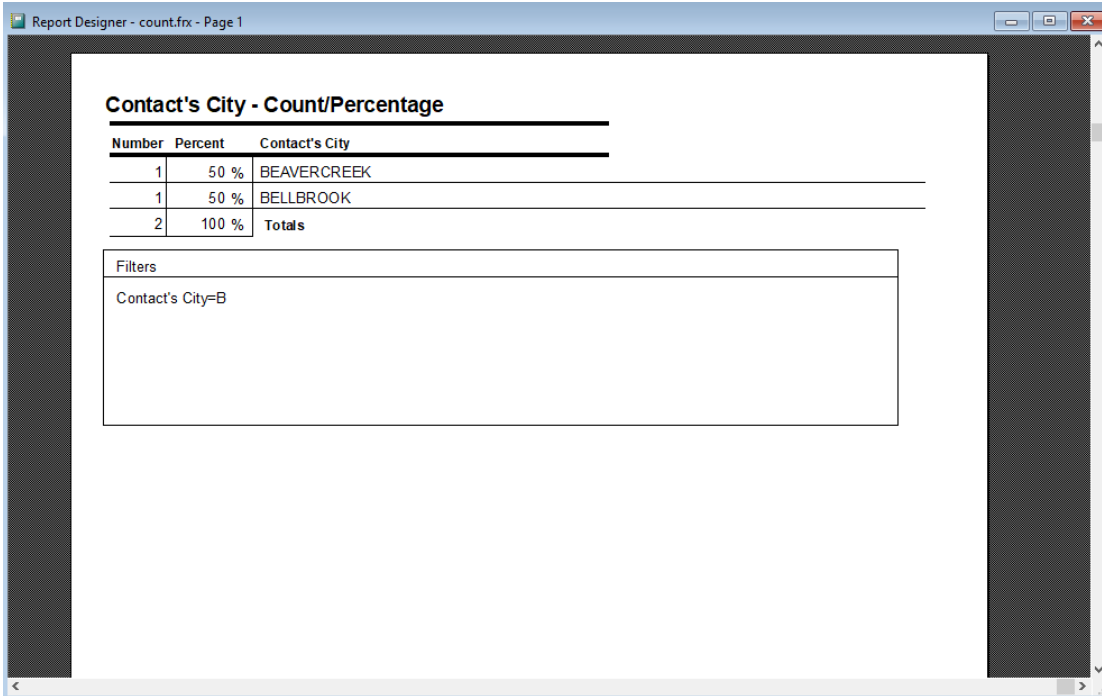
There are percentages and totals on the side and bottom of the page.

Report Designer - count.fx - Page 1

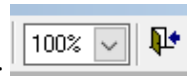
1st contact date - Count/Percentage

Number	Percent	Location city
2419	89 %	/ /
6	0 %	02/23/2016
5	0 %	03/17/2016
5	0 %	04/26/2016
5	0 %	06/03/2016
5	0 %	09/01/2016
4	0 %	04/25/2016
4	0 %	09/09/2016
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.



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



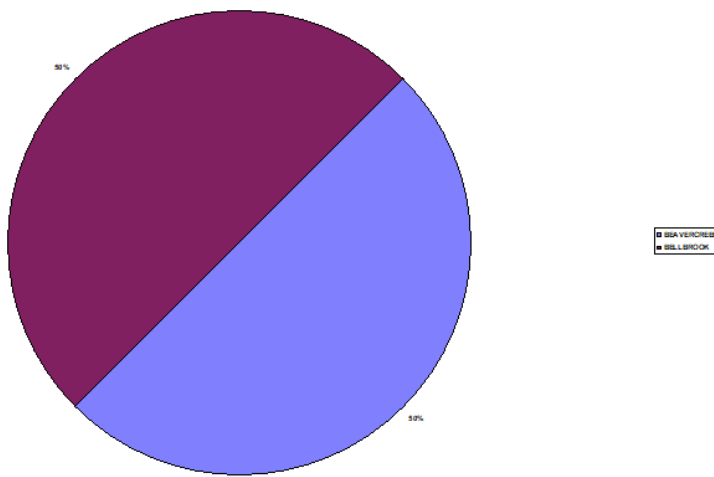
Pie Graph

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

100% [dropdown] [door icon]

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

Print Preview [close icon]

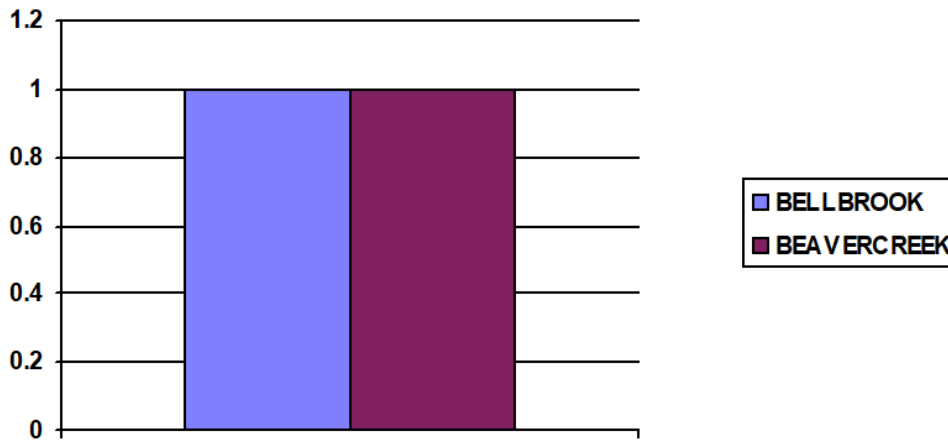
Navigation icons: back, forward, copy, zoom (100%), door icon, print.

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

BGI HD

11/30/2017

100% ↕ 🚪

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

Print Preview ✕

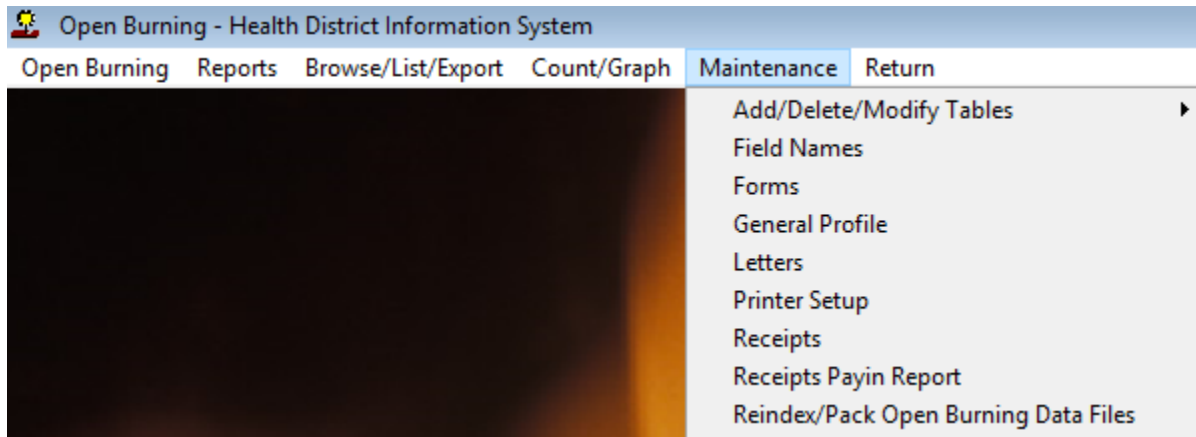
⏪ ⏩ 📄 ▶ ▶▶ 100% ↕ 🚪 🖨️

Chapter 6: Maintenance

Navigate to: **Environmental Health > Open Burning > 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 **Open Burning tab**.



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 Letters for more information on Letters.

Field Name	Data Base Field Name
▶ APPLICANT'S CITY	OPB.CITY
APPLICANT'S PHONE	OPB.PHONE
APPLICANT'S STATE	OPB.STATE
APPLICANT'S STREET	OPB.STREET
APPLICANT'S ZIP	OPB.ZIP
APPROVED/DENIED	OPB.APPROVED
AUDIT#	OPB.AUDIT
BUSINESS NAME	OPB.NAME
CERTIFIED #	OPB.CERT_NO
DATE ISSUED	OPB.DATE_ISS
DATE PAID	OPB.DATE_PAID
DATE RECEIVED	OPB.DATE_RCV
EFFECTIVE DATE	OPB.EFF_DATE
FEE CODE	OPB.FEECC
FEE DESCRIPTION	OPB.DESCRPT
GIS/PREFIX DIRECTION	OPB.GIS_PRE_DIR
GIS/STREET	OPB.GIS_STRT
GIS/STREET #	OPB.GIS_STRT_NO
GIS/STREET SUFFIX	OPB.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	OPB.GIS_STRT_DIR
GIS/STREET TYPE	OPB.GIS_PRE_TYPE
GPS/LAT-DECIMAL	OPB.GPS_LAT_DEC
GPS/LON-DECIMAL	OPB.GPS_LON_DEC
ID #	OPB.ID
ISSUANCE DATE	OPB.ISS_DATE
LOCAL FEE	OPB.FEE_LOCAL
LOCATION OF BURNING	OPB.LOCATION
MATERIAL/PURPOSE	OPB.MATERIALS
NAME OF APPLICANT	OPB.OPER_NAME
NOTE	OPB.NOTE
POLITICAL SUB. CODE	OPB.PS
POLITICAL SUB. NAME	OPB.PS_CITY
REASON DENIED	OPB.DENIED

Forms

Navigate to: **Maintenance > Forms**

This section is where you can enter your forms for **Applications** and **License/Permit/Registration**.

If there are any changes you need to make this is the place to add or edit.

The screenshot shows a software window titled "Enter/Modify Open Burning Form Paragraphs". It features two tabs: "Application" and "License / Permit / Registration". The "Application" tab is active, displaying a large text input area with the placeholder text "Insert Application here". A "Close" button is visible in the bottom right corner of the window.

General Profile

Navigate to: **Maintenance > General Profile**

The **General Profile** allows you to fill out the basic information regarding **Open Burning**.

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.

The screenshot shows a software window titled "General Profile" with several tabs: Demographics, General, Management, Environmental, Community & Public Health Services, and Vital. The "General" tab is active. The form contains the following fields:

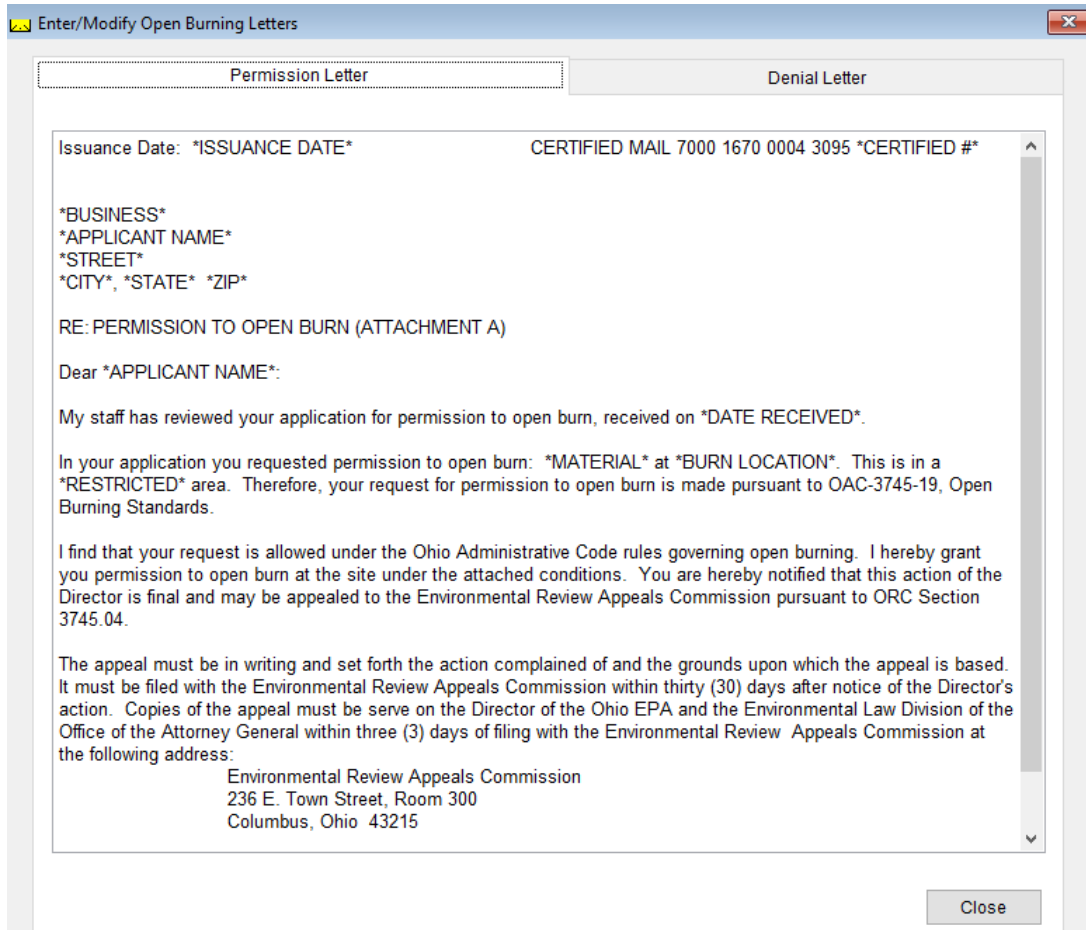
- Health Department:** BGI HD
- City:** Middleburg Heights
- Division:** (empty)
- State:** OH
- Address 1:** 7550 Lucerne Drive
- Zip:** 44130
- Address 2:** (empty)
- County:** Kayle
- Phone #s:** 1-440-891-9100
- FAX #:** 1-440-891-9458
- Federal Tax ID:** ADFA
- Commissioner:** Doc Darrell
- Client/Server Location:** M:\HDIS\DATA
- Email:** ADFASD
- Make Checks Payable to:** ADSF
- View Archives:** A grid of checkboxes for years from 2017 down to 1998.

At the bottom right, there is a legend: *** - Required Fields**, and two buttons: **Cancel** and **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 **Open Burning**. [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*	JOSEPH NAPAVER
Only first letter uppercase	*Owner*	Joseph Napaver
All lower case	*type of animal*	dog

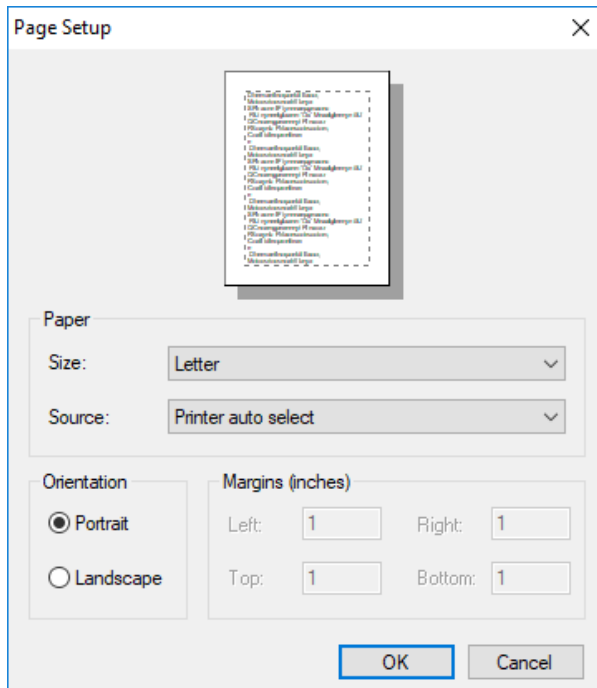
Examples: *OWNER* = TOM GORDON
 Owner = Tom Gordon
 type of animal = dog

Printer Setup

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**.



Receipts

Navigate to: **Maintenance > Receipts**

The screenshot shows a software window titled "Receipts". At the top, there are fields for "Date" (03/19/2018) and "Received by". To the right are "Print" and "Close" buttons. Below these are fields for "Fee Code" (KAY), "Fee Description" (KAYLE TEST), "Quantity" (1), "Amount" (0.00), and "Check #/Cash". There are also fields for "Per. # / Lic.# / ID#", "Company Name or Client - Last Name First", and "Address/Comment". At the bottom right are "Add Fee" and "Delete Fee" buttons. A table with the following columns is visible: Code, Description, Quan., Amount, Check#, Name, Address/Comment, Per#/Lic#/ID#, and Received of. The table is currently empty. At the bottom left, "Totals" are shown as 0 and 0.00. At the bottom right, "Receipt #" is 148904.

If your department has the **Receipts** module, you have the ability to print any receipt through the **Maintenance** tab.

You may also print a receipt from the **Open Burning** data entry windows by pressing **ALT-R** keys.

For more information regarding Receipt module setup please contact BGI.

Receipts Pay In Report

Navigate to: **Maintenance > Receipts Pay-In Report**

Print Pay In or Receipt

From Date: 03/08/2018 To Date: 03/08/2018

Pay In by Receipt Book
ENVIRONMENTAL

Pay in by Fund

Pay in by Initials

Receipt

Output to:
 Preview
 Print

OK
Close

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

There is a drop down menu for each selection: **“Pay in by Receipt Book, Pay in by Fund, Pay in by Initials, and Receipt.”** Either choose or fill in the necessary options available for your receipt.

Reindex/Pack Open Burning Data Files

Navigate to: **Maintenance > Reindex/Pack Open Burning 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.

