



Parks and Camps User Manual



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Chapter 1: Getting Started

Once the **Parks/Camps** module has been installed, it can be accessed by going to:

Environmental Health > Parks/Camps

Management Services Environmental Health Community and Public Health Services Vital Statistics Maintenance About Exit Beaches Body Art Daily Work Sheets Daily Work	🚊 Health District Infor	mation System					
Beaches Body Art Daily Work Sheets Environmental Assessment Eood Protection Mgsquito Control Open Burning Parks/Camps Payin Reports Plymbing Bool/Spa/Special Use Pool Private Water Systems Public Health Nuisances Babies 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	Management Services	Environmental Health	Community and Public Health Services	Vital Statistics	Maintenance	About	Exit
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Wood County - Housing Inspections Discontinued Modules		Franklin County - Er	vironmental History	the second second		-	and the
Discontinued Modules		Wood County - Hou	ising Inspections		1	-	
		Discontinued Modu	les 🕨	100			





Once inside **Parks/Camps** navigate to:

Maintenance > Add/Delete/Modify Tables

Maintenance	Return		
Add/Delete	/Modify Tables	×	Park/Camp Fees
Export/Imp	ort Parks/Camps Files		Resident Camp Fees
Field Name	5	►	Inspectors
General Pro	ofile		Political Subdivision
Letters		L	
Parks/Cam	ps Operation Rules		1 C 100000 1000
Printer Setu	ıp		2 1 R. B.
Receipts			1.10.101401000
Receipts Pa	iyin Report		S (2) [2010] [2010]
Reindex/Pa	ck Parks/Camps Data Files		
Resident Da	ay/Camp Rules (recinded)		 1.1.122.5113
Resident Ca	amp Rules		
Update Lat	e Fees		And the second second second second
Utilities		٠	A DESCRIPTION OF

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

When entering data into **Parks/Camps**, 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.





Buttons found in Parks/Camps Fee Tables

*The *asterisk on a button means to right-click the button.*

Blank Person to Contact^{*} Goes through and updates ALL records with Park/Camp fees. Button clears out specified details.

Blank Audit #s* Goes through and updates all records – Clearing out audit numbers.

Blank License #s* Goes through and updates all records – Clearing out License numbers.

Zero All Late Fees* Goes through and updates ALL records - Clearing out specified details.

Update Fees & Intervals* If you change the fee amount and click this button it will update ALL records with that fee. We recommend using this with extreme caution as it would gloss over reference to prior fee amounts.

Blank Date Issued* Goes through and updates ALL records - Clearing out date issued.

Blank Date Paid* Goes through and updates ALL records – Clearing out date paid.

Blank Receipt#* Goes through and updates ALL records – Clearing out receipt numbers.

Update New Fees * If you change the fee amount and click this button it will update ALL records with that fee. We recommend using this with extreme caution as it would gloss over reference to prior fee amounts.

Blank Comments* Goes through and updates ALL records - Clearing out specified details.

For more information on the other options under the "<u>Maintenance</u>" section refer to the "<u>Maintenance</u>" Chapter.





Parks/Camp Fees

	Add/D	elete/Modify Park/Camp Fee Table							23
	Code	Description	Local Fee	State Fee	Inspection	# of Lots	Cost over max	^	Close
Þ									
	CPCL	COMBINED PARK-CAMP =>50	400.00	130.00	180	50	4.00		Add New Fee
	CPCS	COMBINED PARK-CAMP <50	400.00	90.00	180		0.00		
	DP	DUPLICATE	0.00	0.00	0	0	0.00		Delete Fee
	RCL	RECREATION CAMP =>50	400.00	130.00	180	50	4.00		
	RCS	RECREATION CAMP < 50	400.00	90.00	180		0.00		Blank Person to Contact *
	RVPL	RECREATIONAL VEHICLE PARK =>5	400.00	130.00	180	50	4.00		
	RVPS	RECREATIONAL VEHICLE PARK < 50	400.00	90.00	180		0.00		Blank Audit #s *
Ī	TPC	TEMPORARY PARK-CAMP	250.00	0.00	360	0	0.00		
Ē	TR	TRANSFER	0.00	0.00	0	0	0.00		Blank License #s *
	VD	VOID	0.00	0.00	0	0	0.00		
H									Zero All Late Fees *
Ħ									Update Fees & Intervals *
+									Blank Date Issued *
Ħ									Blank Date Paid *
H									Blank Receipt #s *
H									Print

To enter **Parks/Camps 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 **Description** under **Description** column
- Enter the Fees: Local Fee and State Fee under their columns
- Enter the number for Inspection intervals under the Inspection column
- Enter the # of Lots and Cost over max under their columns

<u>Click here to view all buttons with an Asterisk</u>. Other button options are as follows:

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



Resident Camp Fees

Code	Description	Local Fee	Inspection interval 🔺	Close
1	RESIDENT CAMP	400.00	360	
				Add New Fee
				Delete Fee
				Update New Fees *
				Zero All Late Fees *
				Blank Date Paid *
				Block Dessint # *
				Biank Receipt # "
				Blank Date Issued *
				Blank Comments *
				Print

To enter **Parks/Camps Resident Camp 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 **Description** under **Description** column
- Enter the Local Fee under Local Fee column.
- Enter the number for Inspection intervals under the Inspection Interval column

<u>Click here to view all buttons with an Asterisk</u>. Other button options are as follows:

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





Inspectors

Code	Name	District	^	Close
CS	CAT SCAN			Add
CLS	CLOUSEAU			
DKR	DECKER			Delete
DRS	DRESDEN			
GAB	GABBY			Print
GDG	GADJET			
JAY	JAYSON			Update Inspector
KAY	KAYLE			
KJK	KOJACK			

To enter **Parks/Camps Inspectors**, follow these steps (use the tab key to advance to each field):

- Click Add and enter a Code to identify the Inspector.
- Enter the Inspector's Name in the Name field.
- Enter the Inspector's District in the **District** field.

Other options on this screen can be used as follows:

- To **Delete** an Inspector, select the Inspector's Code, **Name**, or **District** and click **Delete**.
- **Print** button will open printing option's window.
- Update Inspectors button will update the Inspectors in Public Health Nuisances.
- Click **Close** to exit the table.





Political Subdivision

Add/De	lete/Modify Political Subdivision Table			23
Code	Subdivision	District	^	Close
<mark>▶</mark> 01	PLAGUEVILLE TWP			
02	BUBONICA TWP			Add
03	SMALLVILLE VILLAGE			
04	METROPOLIS CITY			Delete
05	GOTHAM CITY			
06	ATLANTIS TWP			Print
07	MORDOR VILLAGE			
08	HOBBITON TWP			Update Districts
09	NEVERLAND CITY			•
10	SHIRE VILLAGE			
11	BALROG TWP			
12	SOMEPLACE VILLAGE			
13	KAYLE			

To enter Parks/Camps Political Subdivision, follow these steps (use the tab key to advance to each field):

- Click Add and enter a Code to identify the Subdivision.
- Enter the **Subdivision** Name in the Subdivision field.
- Enter the District in the **District** field.

Other options on this screen can be used as follows:

- To **Delete** a Political Subdivision, select the Code, Subdivision, or **District** and click **Delete**.
- **Print** button will open printing option's window.
- Update Districts button will update the Political Subdivision table in Public Health Nuisances.
- Click **Close** to exit the table.





Chapter 2: Entering in Parks/Camps & Resident Camps

This section is where the data will be entered and stored.

There are two selections: Parks/Camps and Resident Camps

Find Tab

Navigate to: Parks/Camps > Parks/Camps

Find	Park/Camp	Person to Contact	Licensing In	formation	Inspections	GIS/GPS
) by Name	O by Licence #) by Street Address				
Inter Name, Lice	nse# or Street Address					
					A	dd Close
Name		Stree		Licnese #	Licensee	
BALD CO.	GARDEN CENTER	754 H	ARVESTWAY	14	BALD CO. FAR	MERS COOP
BALD COL	JNTY FISH & GAME	1535	TROUT WAY	8	BALD CO FISH	& GAME
BECAUIDA	AY STATE PARK	4697	ST. RT. 4697	13	ODNR BECQUI	DAY S.P.
DKP ARBO	DRETUM	888 9	EEDLING DR	29	JOHN MUSTAN	G
DKP ARBO	DRETUM	888 5	EEDLING DR	34	JOHN MUSTAN	G
KING CEN	TER FOR THE ARTS) 123 E	ALCONY STREET	18	KING PERFORM	MANCE PARK
LEAD FOO	TCAMPGROUND	68 BI		32	LEAD FOOT CA	MPGROUND
LEAD FOO	TRACEWAY	68 BI		24	LEAD FOOT RA	CEWAY
LEAD FOO	TRACEWAY	68 BI		2	LEAD FOOT PR	ODUCTIONS
NEW US #	666 CAMPGROUND	333 L	.S. 666 EAST	1	DANIEL MOTH	
PERCH FI	SHING HOLE	830 \$	ALMIN CT	12	DENNIS GARTE	R
PONCHO (CENTER	2225	5 CAVE ST	35	JOHN MUSTAN	G
RED RAID	ER CAMPS	734 A	PPLESEED TRAIL	25	BALD CO PARK	(S
RED RAID	ER CAMPS	734 A	PPLESEED TRAIL	5	BALD CO PARK	(S
RED RAID	ERCAMPS	734 A	PPLESEED TRAIL	9	BALD CO PARK	(S & TRAILS
RED RAID	ER CAMPS	734 A	PPLESEED TRAIL	17	BALD CO PARK	(S & TRAILS
RED RAID	ER CAMPS	734 A	PPLESEED TRAIL	28	BALD CO PARK	(S & TRAILS
RED RAID	ER CAMPS	734 A	PPLESEED TRAIL	33	BALD CO PARK	(S & TRAILS
RED RAID	ERCAMPS	734 A	PPLESEED TRAIL	37	BALD CO PARK	(S & TRAILS

Under the **Find** tab there are options to search for a **Parks/Camps** entry. Search options consist of: **by Name, by License #**, and **by Street Address**.

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

Hit Enter to perform the search.





Park/Camp Tab

From the **Find** tab, go to **Park/Camp.** Click **Add** to enter a new record.

Find	Park/Camp	Person to Contact	Licensing Information	Inspections	GIS/GPS
		Application for Lice	nse to Operate a Park/Camp		
	Recreation Vehi Name of	cle Park	Combined Park/Camp	Temporary Park/Car icense #	np
	BALD C	OUNTY FISH & GAME		8	
	Address	of Park/Camp	City		
	1535 TR	OUT WAY		\sim	
	State	Zip code Phone #	Fax #		
		33333			
	Name of Licensee		Address		
	BALD CO FISH &	GAME	1535 TROUT \	NAY	
	City	~	State Zip code OH V 99999	Phone 1-555-555-0001	
	Email				

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

Print button will open up a Print options menu with various options to choose from.





Print Button

Inside Parks/Camps > Parks/Camps, you will find a Print Button on the following tabs:

Parks/Camps, Person to Contact, Licensing Information, and Inspections.

Park/Camp	Person to Contact	Licensing Information	Inspections	

The Print Button is location at the bottom of each screen



When clicking on the Print Button a new window will pop up.

🗢 Print		22
Application Application year 2018 OLicense	 Envelope-Park/Camp Envelope 6.5" X 9.5" to Name of Park/Camp Envelope 6.5" X 9.5" to Name of Licensee Envelope-Licensee Envelope-Person to Contact Dymo Label - Name of Park/Camp Dymo Label - Name of Licensee Dymo Label - Person to Contact Park/Camp Inspection 	OK Close
 Preview Print 	O Blank Application	





On the left side you will see 4 radio buttons: Application - Application year, License, Preview, and Print.

석그 Print
Application Application year 2018
O <u>License</u>
 Preview Print

Just like **Reports**, selecting the **Application - Application year** option will create an application for the record you are currently on.

If you want to print **multiple applications** you would choose this option in the **Reports** section.

Type the year you would like to make the application for, select if you would like to **Preview** or **Print** the application, and click **OK**.

If you did want to **Preview** or **Print** click the **Close** button.





Selecting the License radio button will create a license to print.

License	
Next available	AUDIT #
2	01604585
Licensing Yea	r
2018	

Check your **audit numbers**, if everything is in order then the system will select the next number in order.

If you are still getting used to the system, write down the current record's audit number and date issued, in case any mistakes are made it will make things easier if you have the original information handy.

Make sure the Licensing Year is correct.

Click OK to Preview or Print.

After closing from the **Preview** or **Print** screen you will notice new buttons on the right side of the original Print window.

ОК
Close
Update Record
Void

If everything from the License was correct, click **Update Record** to update the information inside the system.

If something was wrong with the printed License, click Void.

The **Void button** will void-out the audit and update the information accordingly.

Contact us if a mistake was made. A possible error could be creating a new audit number on the wrong record, updating that record, then attempting to void. If you forgot the original audit number for that record, we may be able to help in recovering the information.





Additional Options in the Print window:

- O Envelope-Park/Camp
- O Envelope 6.5" X 9.5" to Name of Park/Camp
- O Envelope 6.5" X 9.5" to Name of Licensee
- O Envelope-Licensee
- O Envelope-Person to Contact
- O Dymo Label Name of Park/Camp
- O Dymo Label Name of Licensee
- O Dymo Label Person to Contact
- O Park/Camp Inspection
- O Blank Application

Report	Description
Envelope-Park/Camp	Prints an envelope addressed to the Park/Camp
Envelope 6.5" X 9.5" to Name of Park/Camp	Prints a 6.5" X 9.5" envelope addressed to the Park/Camp
Envelope 6.5" X 9.5" to Name of Licensee	Prints a 6.5" X 9.5" envelope addressed to the Licensee
Envelope – Licensee	Prints an envelope addressed to the Licensee
Envelope – Person to Contact	Prints an envelope addressed to the Person to Contact
Dymo Label – Name of Park/Camp	Prints a Dymo Label with Name of Park/Camp
Dymo Label – Name of Licensee	Prints a Dymo Label with Name of Licensee
Dymo Label – Person to Contact	Prints a Dymo Label with Person to Contact
Park/Camp Inspection	Prints out the Park/Camp inspection
Blank Application	Prints out a basic blank application.



Person to Contact Tab

If the Person to Contact is different from the owner/operator, fill in their information in this window.

If you need to update a record, click **Modify** to change the record.

Find	Park/Camp	Person to Contact	Licensing Information	Inspections	GIS/GPS
	Person to Contact re Name	garding inspections, mainten	ance or emergencites, if differe	ent from owner/operat	or
	Address		Pho		
	Contact Ema	il		33-333-3333	
	Website				
	Camp Email				
					Print Modify





Licensing Information Tab

Enter the Licensing Information in this window.

Fields such as: **Descript**, **Inspector**, **Service**, and **Political Subdivision** will fill in after you select the information from the drop down list.





Inspections Tab

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

Clicking the **Update Last Inspection** button will update the record's information on the **Licensing Information** tab.

Violations Subtab

Park/Camp - BALD CO. GARDEN CENTER						
Find	Park/Camp	Person to Contact	Licensing Information	Inspections	GIS/GPS	
		Violations	Violations/0	Comments		
	Inspection date	Inspection	tion Time 60 _{mins} Travel Time Miles			
	04 Licensing		Re-inspection Required? Date	Yes		
	RULES RESCINDED / NO LONGER APPLY (Displayed per reference for Inspections prior to April 2016)					
	02 Plans		14 Dump Stations			
	03 Compliance 05 Campground submission and	with approved plan I plan review package I design	☐ 15 Gray Water Facilities ☐ 16 Handwashing and Sho ☐ 17 Solid Waste			
	06 Variances; w	aivers	18 Safety			
	07 Density		19 Rules			
	08 Site 09 Water, Sewag 10 Water Supply	je, Liquid Waste Systems	20 Electrical Service 21 Lighting 22 Maintenance, Rats, Mic	e and Noxious Plants		
	11 Sewage and	Gray Water	23 Animals and Pets			
	12 Required Fac	cilties	24 Operator Responsibility			
	13 Toilet Faciltie	s	71 Insects and Vectors			
		Previous Inspection	Next Inspection Add Inspection De	elete Inspection* Print	Modify	

Right-Click **Delete Inspection** * to delete an Inspection record.

To edit an inspection click the **Modify** button to change the record.

Previous Inspection button will take you to the inspection before the one that is selected.

Click Print to print an Inspection. For more information about Print click this link.





If you check-mark the O4 Licensing box the Parks/Camps Rules table will open.

		Search Rese	et Checks View	
Add	#	Code T	itle	^
	04	(A) Submission of plans. Any person who intends to construe	3701-26-04 Responsibilities of the licensee.	_
	04	(B) License to operate. No person shall operate or maintain 3	3701-26-04 Responsibilities of the licensee.	-
	04	(C) Initial license to operate. Any person who intends to op 3	3701-26-04 Responsibilities of the licensee.	-
	04	(D) License application. The licensee of an existing, licens 3	3701-26-04 Responsibilities of the licensee.	-
	04	(E) Temporary license to operate. The proposed licensee of a	3701-26-04 Responsibilities of the licensee.	
	04	(F) Any person that operates a county or state fair or any i 3	3701-26-04 Responsibilities of the licensee.	
	04	(G) A motorsports park is exempt from the license requireme 3	3701-26-04 Responsibilities of the licensee.	
	04	(H) The licensee of a campground shall properly maintain the 3	3701-26-04 Responsibilities of the licensee.	
	04	(I) The licensee of a campground shall ensure that the sites 3	3701-26-04 Responsibilities of the licensee.	
	04	(J) Water supply systems. 3	3701-26-04 Responsibilities of the licensee.	
	04	(K) Sewerage systems. 3	3701-26-04 Responsibilities of the licensee.	
	04	(L) Dump station requirements. 3	3701-26-04 Responsibilities of the licensee.	
	04	(M) Gray water recycling systems requirements. 3	3701-26-04 Responsibilities of the licensee.	
	04	(N) Hygiene facilities. 3	3701-26-04 Responsibilities of the licensee.	
	04	(O) Solid waste. 3	3701-26-04 Responsibilities of the licensee.	
	04	(P) Safety. 3	3701-26-04 Responsibilities of the licensee.	
	04	(Q) Electric 3	3701-26-04 Responsibilities of the licensee.	_
<			2	>

Check-mark the boxes that apply to your inspection.

The View button will show all the information related to a rule you have selected.

Reset Checks button will remove the boxes you have selected.

When finished, click the Add Rules and Close button to apply the selected rules and close this window.





Violations/Comments Subtab

The information selected from the Violations subtab will update onto the Violations/Comments subtab.

The rules you previously selected should appear already check-marked in the boxes.

Full text descriptions should appear underneath the check-marked boxes.

Park/Camp - BALD	CO. GARDEN CENTER				×	
Find	Park/Camp	Person to Contact	Licensing Information	Inspections	GIS/GPS	
Find	Find Park/Camp Person to Contact Licensing Information Inspections GIS/C Violations Violations Violations/Comments Submission of Plans Temporary License Sites Requirements Gray Water License to Operate Operation Water Systems Solid Waste Initial License Application Motorsports Park Dump Stations Safety Electric Met on site with John Wooten and Ester with Greene County Agricultural Society and Xenia Township Fire Chief. Teresa Myers and Rick Schairbaum attended. The combined park/camp is preparing to go through a plan renovation to make sites larger to accommodate the newer RV; si that have slideouts. They want to add several handicap lots near the bathhouse to accommodate disabled persons. Nu tuitibles are to be moved or installed. The combined park/camp is preparing to go through a plan renovation to make sites larger to accommodate the newer RV; si that have slideouts. They want to add several handicap lots near the bathhouse to accommodate the plane to be moved or installed. Nu tuitibles are to be moved or installed. The combined park/camp is preparing to go through a plan renovation to make sites larger to accommodate the plane.					
	No utilities are to be moved or installed. Rick and Teresa gave them the application and list of items that need to be submitted to the ODH for plan review. Rick Schairbaum noted that the Health District has a requirement to fill out Form HEA 5228, Site evaluation for the campground prior to submitting plans. It was discussed with the Fire Chief that part of the plan review requirement is to submit a letter from his department stating the campground meets fire codes and to determine what acceptable fire fighting equipment is necessary and where to place these items. 2 fire extinguishes and first aid kits have been purchased and will be located in the mens/womens bathhouses to supply the current campground. A copy of the current ODH campgrounds rules where provided to the operator during the meeting. The operator submitted to the Health department a copy of the onsite rules they hand out to customers, but may be updating the rules and including a map of the facility with all pertinent information included for patrons.					
	Inspected by		R.S./SIT #			
	KJK V KC	JACK	2699	Rules		
	Received by	Title		Spell Check		
		Previous Inspection	Next Inspection Add Inspection [Delete Inspection* Prir	it Modify	

If you click **Add Inspection**, navigate back to the **Violations tab** and begin entering information from there.

Right-Click **Delete Inspection** * to delete an inspection.

Previous Inspection button will take you to the inspection before the one that is selected.

Modify button will allow you to change an existing record.

Rules button will open a list of the rules that you can add in if needed.

Spell-Check button will check for spelling errors.

Click Print to print an Inspection. For more information about Print click this link.





GIS/GPS Tab

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

🖺 Park/Camp - BAL	D CO. GARDEN CENTER				×
Find	Park/Camp	Person to Contact	Licensing Information	Inspections	GIS/GPS
	Street # Direction	Global Info Prefix Type Street name	ormation System Stree Suffi	et Prefix x Direction	
		Global Pos	sitioning System		
		Latitude Decimal Value	Longitude Decimal Value		
					Modify

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.





Find Tab – Resident Camps

Navigate to: Parks/Camps > Resident Camps

sident/Day day -						23
Find Resident	t Camp Licensi	ng Information	Inspections	Rescind	ed Inspections	GIS/GPS
● by Name ○ by	y Licence # O by Street	Address				
Enter Name, License# or Stree	etAddress					
					Add	Close
Name		Street	Lie	cense #	Licensee	^
BAND CAMP		4444 PIANO /	AVENUE	2	BAND CAMP LICE	INSEE
CAMP GROUND		3333 CAMP 0	ROUND WAY	6	CAMP GROUND (OWNER
<		•				>

Under the **Find** tab there are options to search for a **Resident Camps** entry. Search options consist of: **by Name, by License #, and by Street Address**.

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

Hit Enter to perform the search.





Resident Camp Tab

From the Find tab, go to Resident Camp tab. Click Add to enter a new record.

🖀 Resident/Day day -	BAND CAMP				—
Find	Resident Camp	Licensing Information	Inspections	Rescinded Inspections	GIS/GPS
	✓ Resident Camp Name of Re	Application for License to Primitive Resident Ca OEPA Water Supply sident Camp	Operate a Resident/ mp	/Day day Day Camp Day Camp ater License #	
	BAND CAN	1P		2	
	Address of F 4444 PIANO	Resident Camp D AVENUE	City BUBONICA TWF	P	
	State Z OH	(ip code 44444 v			_
	Name of Licensee BAND CAMP LICEN	SEE	Address 4444 Pl/	ANO AVENUE	
	City BUBONICA TWP	Stat	e Zip code 44444	Phone 1-999-999-9999]
		Prin	Previous	Next Delete Add	Modify

Click **Modify** to modify an existing **Resident Camp, Previous** to see the previous record, **Next** to see the next record, and **Delete** to delete current record.

Print button will open up a Print options menu with various options to choose from.





Licensing Information Tab – Resident Camps

Enter the Licensing Information in this window.

Fields such as: **Fee Description**, **Inspector**, **Service**, and **Political Subdivision** will fill in after you select the information from the drop down list.

Click **Modify** to modify an existing **Resident Camp.**

Print button will open up a Print options menu with various options to choose from.





Inspections Tab – Resident Camps

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

Clicking the **Update Last Inspection** button will update the record's information on the **Licensing Information** tab.

Violations Subtab

🖀 Resident/Day d	lay - ANNUAL REUNION OF CHURC	HS AT TIMBERLANE FARMS			×
Find	Resident Camp	Licensing Information	Inspections	Rescinded Inspections	GIS/GPS
	Violati	ons	V	/iolations/Comments	
	Inspection date / / Update	Inspect Last Inspection	ion Time _{mins} T	ravel Time _{mins} Miles	
	☑ 01 Definitions		Re-inspection	Required?	_
	☑ 02 Permission to op	erate	Yes	Νο	
	⊠ 03 Plans: approval a	nd content	Re-inspection	Date	
	□ 04 Responsibility of camp operator / /				
	□ 05 Water, Sewerage and gray water recycling				
	06 Hygiene facilities				
	07 Solid Waste Stora	ge and disposal			
	09 Sleeping guarters	3			
	10 Safety				
		Previous Inspection	Next Inspection Add Inspe	ection Delete Inspection* Print	Modify

Right-Click **Delete Inspection** * to delete an Inspection record.

To edit an inspection click the **Modify** button to change the record.

Previous Inspection button will take you to the inspection before the one that is selected.

Click Print to print an Inspection. For more information about Print click this link.





If you check-mark any of the Violation check-mark boxes, the **Resident Camp Rules** table will open.

🔁 Resid	lent Ca	mp Rules		23
		Search Re	set Checks View	
Add	#	Code	Title	^
	03	(A) Plans shall be submitted	3701-25-03 Plans: approval and content	
	03	(B) The plans and specifications shall be submitted in	3701-25-03 Plans: approval and content	
	03	(C) The plans shall meet the requirements of paragraph	3701-25-03 Plans: approval and content	
	03	(D) Except as otherwise provided in this rule, a plan	3701-25-03 Plans: approval and content	
	03	(E) The plans may be disapproved for either of the	3701-25-03 Plans: approval and content	
	03	(F) Plan disapprovals may be appealed to the board of	3701-25-03 Plans: approval and content	
_				
_				
_				
_				
_				
_				
_				
<	1	1		*
			Add Rules and Close Close	

Check-mark the boxes that apply to your inspection.

The **View button** will show all the information related to a rule you have selected.

Reset Checks button will remove the boxes you have selected.

When finished, click the Add Rules and Close button to apply the selected rules and close this window.



Violations/Comments Subtab

The information selected from the Violations subtab will update onto the Violations/Comments subtab.

Full text descriptions should appear underneath the check-marked boxes.

🖀 Resident/D	ay day - BAND CAMP				×
Find	Resident Camp	Licensing Information	Inspections	Rescinded Inspections	GIS/GPS
	Violations			Violations/Comments]
	 3701-25-02 Permission to operate. (A) The local board of health shall have the right of entry and access to camps at any reasonable time for the purpose of inspecting and investigating conditions relating to the administration and enforcement of rules 3701-25-01 to 3701-25-10 of the Administrative Code. (1) Before a permit is initially issued and annually thereafter, or more often if necessary, the health commissioner shall cause each camp to be inspected relative to compliance with these rules. (2) A record shall be made of each inspection. 				
	Inspected by		R.S./SIT	#	
		T a		Rules	
	Received by	litie		Spell Check	
		Previous Inspection	Next Inspection Add Inspe	ction Delete Inspection* Pri	nt Modify
		Previous Inspection	Next inspection Add Inspe	ection Delete Inspection* Pri	nt Modify

If you click Add Inspection, navigate back to the Violations subtab and begin entering information from there.

Right-Click **Delete Inspection *** to delete an inspection.

Previous Inspection button will take you to the inspection before the one that is selected.

Modify button will allow you to change an existing record.

Rules button will open a list of the rules that you can add in if needed.

Spell-Check button will check for spelling errors.

Click Print to print an Inspection. For more information about Print click this link.





Rescinded Inspections Tab – Resident Camps

Similar to the Inspections tab, to enter an Inspection, click the **Add Inspection** button and enter the Inspection date.

Violations Subtab

(esident) Day day -	- BAND CAMP				
Find	Resident Camp	Licensing Information	Inspections	Rescinded Inspections	GIS/GPS
Find	Resident Camp	Licensing Information	Inspections Violat	Rescinded Inspections	GIS/GPS

Right-Click **Delete Inspection** * to delete an Inspection record.

To edit an inspection click the **Modify** button to change the record.

Previous Inspection button will take you to the inspection before the one that is selected.

Click **Print** to print an Inspection. For more information about Print click this link.

Clicking the **Update Last Inspection** button will update the record's information on the **Licensing Information** tab.





If you check-mark any of the Violation check-mark boxes, the **Resident Camp Rules** table will open.

a	Resid	ent Ca	mp Rules	83
I			Search	set Checks View
	Add	#	Code	Titlo
		05	(A) Water supply systems	3701-25-05 Water. Sewage and gray water recycling system
Ľ	Ē-	05	(B) Sewerage systems.	3701-25-05 Water, Sewage and gray water recycling system
		05	(C) Gray water recycling systems requirements.	3701-25-05 Water, Sewage and gray water recycling system
ĿĿ				
		<u> </u>		
H				
		-		
		<u> </u>		
	<	1	1	×
				Add Rules and Close Close

Check-mark the boxes that apply to your inspection.

The **View button** will show all the information related to a rule you have selected.

Reset Checks button will remove the boxes you have selected.

When finished, click the Add Rules and Close button to apply the selected rules and close this window.





Violations/Comments Subtab

The information selected from the Violations subtab will update onto the Violations/Comments subtab.

Full text descriptions should appear underneath the check-marked boxes.

🖀 Resident/Day day -	BAND CAMP				×
Find	Resident Camp	Licensing Information	Inspections	Rescinded Inspections	GIS/GPS
Find	Resident Camp	Licensing Information	Inspections Viola v and access to camps at a on and enforcement of rules hereafter, or more often if ne with these rules.	Rescinded Inspections	GIS/GPS
Imposed by Rules Received by Title Spell Check Previous Inspection Next Inspection Add Inspection Delete Inspection* Print Modify					

If you click Add Inspection, navigate back to the Violations subtab and begin entering information from there.

Right-Click **Delete Inspection *** to delete an inspection.

Previous Inspection button will take you to the inspection before the one that is selected.

Modify button will allow you to change an existing record.

Rules button will open a list of the rules that you can add in if needed.

Spell-Check button will check for spelling errors.

Click **Print** to print an Inspection. For more information about Print click this link.





GIS/GPS Tab – Resident Camps

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

🖀 Resident/Day day -	BAND CAMP				×
Find	Resident Camp	Licensing Information	Inspections	Rescinded Inspections	GIS/GPS
Find	Resident Camp Prefix Street # Direction	Licensing Information Global Inform Prefix Type Plano Global Positi Latitude Decimal Value	Inspections nation System oning System Longitude Decima	Rescinded Inspections Street Prefix Suffix Direction AVENUE	GIS/GPS
					Modify

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> Parks/Camps > 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
Parks/Camps	
Applications	This will generate applications for each park/camp
Applications – Temporary	This will generate applications for each temporary park/camp
Envelopes – Location	Addresses envelope to the location of the park/camp
Envelopes – Licensee	Addresses envelope to the licensee of the park/camp
Filing Labels	Prints out filing labels for your parks/camps
Inspection Tracking by Inspector	Generates an inspections tracking report by Inspector
Labels – Location	Generates mailing labels to the location of the park/camp
Labels – Licensee	Generates mailing labels to the licensee of the park/camp
Letters – Applications	Generates application letters for each park/camp. You may set
	these letters up in the Maintenance menu
Letters – Delinquent	Generates delinquent letters for each park/camp. You may set
Letters – Hearings	Generates hearing letters for all parks/camps. You may set these
	letters up in the Maintenance menu.
Licenses	Generates licenses for each park/camp that meets the criteria set
	in the "from date" and "to date" issued. Change the next Audit #
	if necessary. Click OK to generate licenses. After the licenses are
	printed, a window will appear asking you to update those records
	with their new Audit # and date issued. Click OK to update the
	records.
Licenses – Temporary	Generates temporary licenses for each park/camp that meets the
	criteria set in the "from date" and "to date" issued. Change the
	next Audit # if necessary. Click OK to generate licenses. After the
	licenses are printed, a window will appear asking you to update





	those records with their new Audit # and date issued. Click OK to update the records.
List	Generates a list of parks/camps
List-Audit #	Generates a list of parks/camps by audit #
List – Public	Generates a list of parks/camps by public
List by Inspectors	Generates a list of parks/camps by Inspectors
List by Inspectors – Additional Info	Generates a list by Inspectors with additional info
ODH Transmittal Report	Generates an ODH Transmittal report

Report	Description
Resident Camp	1
Applications	This will generate applications for each Resident camp
Envelopes – Location	Addresses envelope to the location of the Resident camp
Envelopes – Licensee	Addresses envelope to the licensee of the Resident camp
Filing Labels	Prints out filing labels for your Resident camp
Labels – Location	Generates mailing labels to the location of the Resident camp
Labels – Licensee	Generates mailing labels to the licensee of the Resident camp
Licenses	Generates licenses for each Resident camp that meets the criteria set in the "from date" and "to date" issued. Change the next Audit # if necessary. Click OK to generate licenses. After the licenses are printed, a window will appear asking you to update those records with their new Audit # and date issued. Click OK to update the records.
List	Generates a list of Resident camps
List-Audit#	Generates a list of Resident camps by audit #





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

Report Option	s for Applications		×
Output to:	From date issued	Application year 2018	ОК
Include Filter Printout	To date issued	С	lose
Include Mail Merge File	11	F	ilters

You can either Preview or send to Printer. Check-mark either boxes under Preview/Printer to include a filter printout or to include a mail merge file.

Some of these windows will include a drop down list to select an Inspector, Letter (A-T), or Political Subdivision.

Contact Field)				23
			OK	
Inspector		~	Close	
			Filters	
	×			
	OK			
Select Letter A - Letter T	Close			
	Filters			
ount - By Complaint Category B	By Political Subd	ivision	×	
		0	К	
Political Subdivision				
	\sim	Clo	ose	
		Filt	are	
		FIII	613	





Chapter 4: Browse/List/Export

Inside the Parks/Camps module navigate to the "Browse/List/Export."



There will be two different types to choose from: Parks/Camps and Resident Camps.

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.

Output to:			ОК
			Close
O DBF file			Filters
○ SDF file			
O Delimited file			Font
C:\HDIS\EXPORT\PARKS		Browse	
Output data:			
All FIElds Selected fields only			
O Selected lields only			
Sort by: (3 Max)	^ <	# of lots 2nd last inspect 3rd last inspect Audit # Camp email	tion ion
	>	City Combined park Contact email Date park Date permit iss Emergency con Emergency con Emergency con Fax # Fee code Fee description	/camp ued tact addr tact name tact phone
	~	GIS/Prefix direct	ion 🗸





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.

 Ist contact date Ist contact service Ist contact service code Ist contact service code Ist contact service code Ist contact service issued Board orders issued Board orders issued By # By name Census track # Co-owner Complaintant Complaintant city Complaintant phone Complaintant state Complaintant state Complaintant state 	Sort by: (3 Max)		
v v		1st contact date 1st contact service 1st contact service code 2nd date orders issued 3rd date orders issued Board orders issued By # By name Census track # Co-owner Complaint Complaintant Complaintant city Complaintant email Complaintant phone Complaintant state Complaintant street	





Filters

From the "Browse/List/Export," click on the "Filters" button. This section allows you to set filters based on the "Output Field."

💾 Parks	- Filters for Browse/List/Export			- 23
Output	Field	Data	Data	~
	# OF LOTS	= ~	= ~	
	2ND LAST INSPECTION	= 🗸	= ~	
	3RD LAST INSPECTION	= 🗸	= ~	
	AUDIT #	= 🗸	= ~	
	CAMP EMAIL	= 🗸	= ~	
	CITY	= 🗸	= ~	
	COMBINED PARK/CAMP	= 🗸	= ~	
	CONTACT EMAIL	= ~	= ~	
	DATE PAID	= ~	= ~	
	DATE PERMIT ISSUED	= ~	= 🗸	
	EMERGENCY CONTACT ADDR	= ~	= ~	
	EMERGENCY CONTACT NAME	= ~	= ~	
	EMERGENCY CONTACT PHONE	= ~	= ~	
	FAX #	= ~	= ~	
	FEE CODE	= ~	= ~	
	FEE DESCRIPTION	= ~	= ~	
	GIS/PREFIX DIRECTION	= 🗸	= ~	
	GIS/PREFIX TYPE	= ~	= ~	
	GIS/STREET	= ~	= ~	
	GIS/STREET #	= ~	= ~	
	GIS/STREET SUFFIX	= ~	= ~	
	GIS/STREET SUFFIX DIR	= ~	= ~	
	GPS/LAT-DECIMAL	= ~	= 🗸	
	GPS/LON-DECIMAL	= ~	= ~	
	ID #	= ~	= ~	~
<				>

** 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 Parks/Camps 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.

Output to:		
Output to:		
Screen		
C:\HDIS\EXPC	O SDF file O Delimite	d file Browse
Output: top ten () all	
Type count pie graph bar graph	○ pie graph (full page) ○ bar graph (full page)	Sort by High to low Low to high by data
Level 1 Group	# of lots 2nd last inspection 3rd last inspection Audit #	Cle
Level 2 Group	# of lots 2nd last inspection 3rd last inspection Audit #	Cle
	O DBF file C:\HDIS\EXPC is top ten is top ten is count is count is pie graph is bar graph Level 1 Group Level 2 Group	○ DBF file ○ SDF file ○ Delimite C:\HDIS\EXPORT ○ ● top ten ○ all Type ○ ● count ○ pie graph ○ bar graph ○ pie graph (full page) ○ bar graph ○ bar graph (full page) Level 1 Group # of lots 2nd last inspection 3rd last inspection 3rd last inspection 3rd last inspection Audit # Level 2 Group # of lots 2nd last inspection Audit #





<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.

🔲 Report Designer	- count.frx	- Page 1			
-					^ ^
	1st co	ntact da	te - Count/Percentage		
	Number	Percent	Location city	—	
	2419	89 %	11		
	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.

Report Designer - count.frx - Page 1

Political Sub. Name - Count/Percentage

Number	Percent	Name
17	40 %	ATLANTISTWP
7	17 %	HOBBITON TWP
5	12 %	
3	7%	GOTHAMCITY
2	5%	BUBONICATWP
2	5%	METROPOLIS CITY
2	5%	SHIRE VILLAGE
1	2 %	MORDOR VILLAGE
1	2 %	NEVERLAND CITY
2	5%	OTHER
42	100 %	Totals
Filters		
OOB=N	I	

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.

Report Designer - graph.frx - Page 1



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:

Print Preview		x
₩ ◀ 🕅	100% 🗸 📭	9





Chapter 6: Maintenance

Navigate to: Environmental Health > Parks/Camps > Maintenance

The Maintenance section holds a lot of the mechanics behind the module. This area is where you can **Add/Delete/Modify t**ables that you use in the **Parks/Camps and Resident Camps tab. General Profile** is connected to any other module you use besides this one. There is also an area for where you can edit letter margins and letterheads.

Export/Import Parks/Camps Files

If this is in a dark text font and not grayed out, you have the option to export or import Parks/Camps Files to or from the module. This area is usually used if you are using a remote version of HDIS.

Maintenance	Return	
Add/Delete	/Modify Tables	•
Export/Imp	ort Parks/Camps Files	
Field Name	s	•
General Pro	file	
Letters		
Parks/Cam	ps Operation Rules	
Printer Setup		
Receipts		
Receipts Pa	yin Report	
Reindex/Pa	ck Parks/Camps Data Files	
Resident Da	ay/Camp Rules (recinded)	
Resident Ca	amp Rules	
Update Late	e Fees	
Utilities		•





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	^	Close
# OF LOTS	CAM.LOTS		
2ND LAST INSPECTION	CAM.LST_2ND_IN	-	Print
3RD LAST INSPECTION	CAM.LST_3RD_IN	_	
AUDIT #	CAM.AUDIT		
CAMP EMAIL	CAM.CAMP_EMAIL		
CITY	CAM.CITY		
COMBINED PARK/CAMP	CAM.CPC		
CONTACT EMAIL	CAM.C1_EMAIL		
DATE PAID	CAM.DATE_PAID		
DATE PERMIT ISSUED	CAM.DATE_ISS		
EMERGENCY CONTACT ADDR	CAM.C1_ADDRESS		
EMERGENCY CONTACT NAME	CAM.C1_NAME		
EMERGENCY CONTACT PHONE	CAM.C1_PHONE		
FAX #	CAM.FAX		
FEE CODE	CAM.FEECC		
FEE DESCRIPTION	CAM.DESCRIPT		
GIS/PREFIX DIRECTION	CAM.GIS_PRE_DIR		
GIS/PREFIX TYPE	CAM.GIS_PRE_TYPE		
GIS/STREET	CAM.GIS_STRT		
GIS/STREET #	CAM.GIS_STRT_NO	_	
GIS/STREET SUFFIX	CAM.GIS_STRT_SUF		
GIS/STREET SUFFIX DIR	CAM.GIS_STRT_DIR		
GPS/LAT-DECIMAL	CAM.GPS_LAT_DEC		
GPS/LON-DECIMAL	CAM.GPS_LON_DEC		
D#	CAM.ID		
NSPECTION INTERVAL	CAM.INSP_INT		
NSPECTION REASON	CAM.F_DESC		
NSPECTOR	CAM.INSPECTOR	_	
NSPECTOR'S CODE	CAM.I_CODE	_	
AST INSPECTION	CAM.LST_RTN_IN		
ATE FEE	CAM.FEE_LATE		
ICENSEE	CAM.OPER_NAME		





General Profile

Navigate to: Maintenance > General Profile

The **General** Profile **allows** you to fill out the basic information regarding **Parks/Camps**.

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												83
Demographics	General	Mai	nagement		Environm	ental	Co	mmunity & Pu	Iblic Health	Services		Vital
	* Health Department	BGI HD					★ City	Middleburg H	leights			
	Division						* State	OH				
	* Address1	7550 Luc	erne Drive				★ Zip	44130				
	Address2						\star County	Kayle				
	★ Phone #s	1-440-89	1-9100				* FAX #	1-440-891-94	458			
	Federal Tax ID	ADFA										
	Commissioner	Doc Darr	ell									
	Client/Server Location	M:\HDIS\	DATA									
	Email	ADFASD										
м	ake Checks Payable to:	ADSF										
	View Archives	2017 2007	2016 2006	20152005	2014 2004	2013 2003	□ 2012 □ 2002	□ 2011 □ 2001	□ 2010 □ 2000	2009 (1999 (2008 1998	
								★- Requi	red Fields	Cano	el	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 **Parks/Camps**. <u>After reading this page, click this link to see more information on field names.</u>

Application	Delinquent	Office Hearing
Our records indicate that you hav Recreation Camp / Combined P required. Ohio Revised Code So or maintain recreational vehicle p month of April of each year, make Code Section 3729.05 (A)(1) als camp license by May 2, 2016 sho the normal license fee.	e not submitted the required Recre ark-Camp application and fee befor ection 3729.07 requires that every wark / recreation camp / combined p e application for a license to operat o requires that anyone who fails to all pay a twenty-five percent (25%)	eational Vehicle Park / ^ ore the May 2, 2016 deadline as person who intends to operate park-camp shall, during the te the camp. Ohio Revised renew their recreational vehicle penalty fee which is added to
Please secure your recreational to 4:00 p.m. on May 20, 2016. T against your license will be initiat County Public Health feels that you application form is attached for y hesitate to contact us Monday the	vehicle park / recreation camp / con nis is a FINAL friendly reminder, ott ed. Original notices were mailed in ou have been given sufficient time to our convenience. Should you have ough Friday between 8:00 a.m. an	mbined park-camp license prior herwise enhanced enforcement n March, 2016 and Greene o obtain your license. Another any questions, please do not d 4:00 p.m. at 374-5607.
Sincerely,		
J. Richard Schairbaum, R.S. Public Health Sanitarian Progran Environmental Health Division	n Manager	
		~

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.

JOSEPH NAPAVER Joseph Napaver

dog

Merge fields:

All upper case:	*OWNER*
Only first letter uppercase	*Owner*
All lower case	*type of animal*

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





Parks/Camps Operation Rules

Navigate to: Maintenance > Parks/Camps Operation Rules

L Add/Delete/Modify Add/Delete/Modify Parks/Camps Operation Rules						
#	Title	Code	Order	Rules	^	
▶01	3701-26-01 DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	1	Memo	Ī	
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(A) FORMS. THE DIRECTOR SHALL APPROVE FORMS TO B	1	Memo	ţ.	
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(B) STATE PROGRAM LICENSE FEES. THE DIRECTOR SHA	2	Memo	İ.	
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(C) PLAN REVIEW. THE DIRECTOR SHALL, WITHIN THIRTY	3	Memo	Ī	
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(D) PLAN VERIFICATION CONSTRUCTION INSPECTIONS.	4	Memo	İ.	
02	3701-26-02 RESPONSIBILITIES OF THE DIRECTOR	(E) EXCEPT AS OTHERWISE PROVIDED IN PARAGRAPH (E	5	Memo	Ī	
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(A) PRE-LICENSURE REQUIREMENTS. PRIOR TO ISSUING	1	Memo	Ī	
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(B) LOCATION EVALUATION. WITHIN TWENTY-ONE DAYS O	2	Memo	I	
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(C) INITIAL LICENSE INSPECTIONS. BEFORE A LICENSE IS	3	Memo	Ι	
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(D) LICENSING. THE LICENSOR SHALL PROCESS COMPLE	4	Memo	I	
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(E) THE LICENSOR SHALL DETERMINE THE LICENSED CA	5	Memo		
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(F) COMPLIANCE INSPECTIONS. THE LICENSOR SHALL AN	6	Memo	I	
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(G) TEMPORARY CAMPGROUND PLAN REVIEW REQUIREM	7	Memo	I	
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(H) TEMPORARY CAMPGROUND INSPECTIONS. WHEN A L	8	Memo		
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(I) THE LICENSOR OF ANY CAMPGROUND, OTHER THAN A	9	Memo	I	
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(J) THE LICENSOR OF A TEMPORARY CAMPGROUND MAY	10	Memo		
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(K) EXCEPT FOR THE FEE FOR A TEMPORARY CAMPGROU	11	Memo		
03	3701-26-03 RESPONSIBILITIES OF THE LICENSOR	(L) THE LICENSOR MAY CHARGE ADDITIONAL REASONABL	12	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(A) SUBMISSION OF PLANS. ANY PERSON WHO INTENDS	1	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(B) LICENSE TO OPERATE. NO PERSON SHALL OPERATE	2	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(C) INITIAL LICENSE TO OPERATE. ANY PERSON WHO INT	3	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(D) LICENSE APPLICATION. THE LICENSEE OF AN EXISTIN	4	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(E) TEMPORARY LICENSE TO OPERATE. THE PROPOSED I	5	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(F) ANY PERSON THAT OPERATES A COUNTY OR STATE F	6	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(G) A MOTORSPORTS PARK IS EXEMPT FROM THE LICENS	7	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(H) THE LICENSEE OF A CAMPGROUND SHALL PROPERLY	8	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(I) THE LICENSEE OF A CAMPGROUND SHALL ENSURE TH	9	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(J) WATER SUPPLY SYSTEMS.	10	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(K) SEWERAGE SYSTEMS.	11	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(L) DUMP STATION REQUIREMENTS.	12	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(M) GRAY WATER RECYCLING SYSTEMS REQUIREMENTS.	13	Memo		
04	3701-26-04 RESPONSIBILITIES OF THE LICENSEE.	(N) HYGIENE FACILITIES.	14	Memo	~	
<	·	·		>		
		Print Delete* Add		Close		

This section holds the operation rules for all Parks/Camps.

If you want to add a new **Operation Rule** click **Add**.

To successfully delete a rule select the rule and **Right-Click the Delete*** button.

The **Print** button opens up options for printing.

Close button will close out of this window.





If a memo (under Rules column) has a lowercase m, that means there is no information inside.

When the word memo has an uppercase M (Memo) that means there is information inside that rule.

Double click on the actual memo and another window should pop-up. Type the memo you would like to add or edit and close the window.







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	 Yan Shu Shu Shu Shu Shu Shu Shu Shu Shu Shu	
Size:	Letter	,
Source:	Printer auto select	·
Orientation	Margins (inches)	
Portrait	Left: 1 Right: 1	
◯ Landscape	Top: 1 Bottom: 1	
	OK Cancel	





Receipts

Navigate to: Maintenance > Receipts

🛅 Receipts							23
	Date Receiv 03/05/2018	ved by			Print	Close	
	Fee Code Fee D	escription		0.00 *	Quantity Amount	Check #/0	Cash
	Per. # / Lic.# / ID# Cor	mpany Name o	or Client - L	ast Name First A	ddress/Comment		
						Add Fee D	elete Fee
Code	Description	Quan. Amount	Check#	Name	Address/Comment	Per#/Lic#/ID#	Received of
<		+ +					× ×
	Totals	0 0.00]	I	Receipt #	0	-

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 Parks/Camps and Resident Camps 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	X
From Date To Date 03/08/2018 03/08/2018 • Pay In by Receipt Book • Pay In by Receipt Book • Pay in by Fund • Pay in by Initials	OK Close
⊖ Receipt	
Output to: Preview Print	

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 Parks/Camps Data Files

Navigate to: Maintenance >Reindex/Pack Parks/Camps 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.







Resident Day/Camp Rules (rescinded)

Navigate to: Maintenance > Resident Day/Camp Rules (rescinded)

₱ </th <th>ITTUE 3701-25-01 DEFINITIONS 3701-25-02 PLANS: APPROVAL AND CONTENT. 3701-25-02 INSPECTION 3701-25-04 PERMISSION TO OPERATE 3701-25-05 APPLICATION OF RULES 3701-25-06 WATER, SEWAGE, AND LIQUID WASTE 3701-25-07 WATER SUPPLY</th> <th>OHIO ADMINIS (A) NO PERSO (B) THE PLANS (C) THE PROV (D) THE PLANS (E) EXCEPT AS (F) THE PLANS (G) PLAN DISA THE HEALTH (NO PERSON S (A) RULES 37((B) RESIDENT</th> <th>TRATIVE CODE IN SHALL CONS S AND SPECIFI ISIONS OF RUL S SHALL MEET S OTHERWISE I MAY BE DISAF IPPROVALS MA COMMISSIONE SHALL OPERAT D1-25-01 TO 200</th> <th>E DEFINITIONS STRUCT, SUBST CATIONS SHALL LE 3701-21-03 OI THE REQUIREM PROVIDED IN TH PROVED FOR E Y BE APPEALED R SHALL HAVE T E OR MAINTAIN /</th> <th>ANTIALLY AL BE SUBMITTI F THE ADMINI IENTS OF PAF AIS RULE, A P ITHER OF TH TO THE BOAI HE RIGHT OF A CAMP UNLE</th> <th>0rder 1 1 1 2 3 4 5 6 7 1 1</th> <th>Memo Memo Memo Memo Memo Memo Memo Memo</th>	ITTUE 3701-25-01 DEFINITIONS 3701-25-02 PLANS: APPROVAL AND CONTENT. 3701-25-02 INSPECTION 3701-25-04 PERMISSION TO OPERATE 3701-25-05 APPLICATION OF RULES 3701-25-06 WATER, SEWAGE, AND LIQUID WASTE 3701-25-07 WATER SUPPLY	OHIO ADMINIS (A) NO PERSO (B) THE PLANS (C) THE PROV (D) THE PLANS (E) EXCEPT AS (F) THE PLANS (G) PLAN DISA THE HEALTH (NO PERSON S (A) RULES 37((B) RESIDENT	TRATIVE CODE IN SHALL CONS S AND SPECIFI ISIONS OF RUL S SHALL MEET S OTHERWISE I MAY BE DISAF IPPROVALS MA COMMISSIONE SHALL OPERAT D1-25-01 TO 200	E DEFINITIONS STRUCT, SUBST CATIONS SHALL LE 3701-21-03 OI THE REQUIREM PROVIDED IN TH PROVED FOR E Y BE APPEALED R SHALL HAVE T E OR MAINTAIN /	ANTIALLY AL BE SUBMITTI F THE ADMINI IENTS OF PAF AIS RULE, A P ITHER OF TH TO THE BOAI HE RIGHT OF A CAMP UNLE	0rder 1 1 1 2 3 4 5 6 7 1 1	Memo Memo Memo Memo Memo Memo Memo Memo
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07 07 07 07 08 08 08	3701-25-07 WATER SLIPPLY	ALL WATER, S	EWAGE, AND L	IQUID WASTE SY	YSTEMS SHAL	. 1	Memo
07 07 07 08 08 08	or of 20 of march oor i El	(A) THE OPER	ATOR SHALL M	AKE WATER FOR	R HUMAN COI	1	Memo
07 07 08 08 08	3701-25-07 WATER SUPPLY	(B) WATER TO	BE USED EXC	LUSIVELY FOR F	LUSHING TO	2	Memo
07 08 08 08	3701-25-07 WATER SUPPLY	(C) AS OF THE	EFFECTIVE DA	ATE OF THIS RUL	LE, WHEN WA	3	Memo
08 08 08	3701-25-07 WATER SUPPLY	(D) WHEN THE	E SERVICES OF	F A WATER HAUL	ER ARE UTIL	4	Memo
08 08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(A) ADEQUATE	FACILITIES SH	HALL BE PROVID	ED FOR THE.	. 1	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(B) ALL SEWA	GE COLLECTIO	IN SYSTEMS AND	D WASTE WAT	2	Memo
	3701-25-08 REQUIRED SEWAGE AND LIQUID WAST	(C) THE CAMP	SHALL BE MAII	NTAINED FREE (OF SEWAGE A	3	Memo
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08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(E) THE OPER	ATOR OF THE	CAMP SHALL NO	T PERMIT AN	5	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(F) WHEN THE	SERVICES OF	A SEPTAGE HAU	JLER ARE UT	6	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(G) THE ULTIN	IATE DISPOSAL	OF SEWAGE OF	R LIQUID WAS	5 7	Memo
08	3701-25-08 REQUIRED SEWAGE AND LIQUID WAS	(H) ANY PROP	OSED SEWAGE	E COLLECTION S	SYSTEM SHAL	8	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(A) IN AREAS V	WHERE WASTE	WATER IS GENE	ERATED, WAS	1	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(B) WASTE WA	TER DISPOSAL	L FACILITIES SHA	ALL BE EASIL	2	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(C) WASTE WA	TER DISPOSAL	L FACILITIES SH/	ALL BE DESIG	3	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(D) DIRECT OF	R INDIRECT CO	ONNECTION OF A	ANY PIPE, HO	4	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(E) EXCEPT AS	S PROVIDED IN	PARAGRAPH (F)) OF THIS RU	5	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(F) A CAMP TH	AT WAS IN EXIS	STENCE ON OR E	BEFORE THE	6	Memo
08.1	3701-25-08.1 WASTE WATER DISPOSAL FACILITIES	(G) THE OHIO	ENVIRONMENT	TAL PROTECTION	N AGENCY SH	- 7	Memo
<						•	>
				Deletet	Add		

This section holds the operation rules for all Resident Day/Camp Rules (rescinded).

If you want to add a new **Operation Rule** click **Add**.

To successfully delete a rule select the rule and **Right-Click the Delete*** button.

The **Print** button opens up options for printing.

Close button will close out of this window.

Click here to learn more about Rules and Memo.





Resident Camp Rules

Navigate to: Maintenance > Resident Camp Rules

- A	\dd/E	Delete/Modify Add/Delete/Modify REsident Camp Rules							×
#	ŧ	Title	Code				Order	Rules	^
	01	TEST	TEST					memo	I
0	02	3701-25-02 PERMISSIONS TO OPERATE	(A) THE LOCA	BOARD OF HE	ALTH SHALL HA	VE THE RIGH	1	Memo	ţ.
0	02	3701-25-02 PERMISSIONS TO OPERATE	(B) NO PERSO	N SHALL OPER	ATE OR MAINTA	IN A CAMP U	2	Memo	Ť.
	03	3701-25-03 PLANS: APPROVAL AND CONTENT	(A) PLANS SH	ALL BE SUBMIT	TED		1	Memo	Ī
0	03	3701-25-03 PLANS: APPROVAL AND CONTENT	(B) THE PLAN	S AND SPECIFIC	CATIONS SHALL	BE SUBMITT	2	Memo	Ī
0	03	3701-25-03 PLANS: APPROVAL AND CONTENT	(C) THE PLAN	S SHALL MEET	THE REQUIREM	ENTS OF PAP	3	Memo	Ī
	03	3701-25-03 PLANS: APPROVAL AND CONTENT	(D) EXCEPT A	S OTHERWISE F	PROVIDED IN TH	IIS RULE, A P	4	Memo	Ī
	03	3701-25-03 PLANS: APPROVAL AND CONTENT	(E) THE PLAN	S MAY BE DISAP	PROVED FOR E	ITHER OF TH	I 5	Memo	Ι
0	03	3701-25-03 PLANS: APPROVAL AND CONTENT	(F) PLAN DISA	PPROVALS MAY	BE APPEALED	TO THE BOAF	6	Memo	Ī
0)4	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(A) ESTABLISH	I RULES GOVER	RNING THE OPE	RATION AND	1	Memo	Ī
	04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(B) PREVENT	AND ABATE ANY	VNUISANCES W	ITHIN THE	. 2	Memo	Ī
	04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(C) MAINTAIN	VEHICULAR ACC	CESS, AS APPRO	OPRIATE, TH	3	Memo	Ι
0	04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(D) ENSURE A	T LEAST ONE R	RESPONSIBLE A	DULT IS AVAI	L 4	Memo	Ι
0)4	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(E) ENSURE T	HE CAMP IS PR	OPERLY DRAIN	ED AND KEP	15	Memo	Ι
0)4	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(F) IMPLEMEN	T INSECT AND F	RODENT CONTR	ROL MEASUR	6	Memo	
	04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(G) REASONA	BLY CONTROL I	NOXIOUS PLANT	IS SUCH AS I	7	Memo	Ι
0	04	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(H) REQUIRE	THE REGISTRA	TION OF ALL PE	TS AND SER	8	Memo	Ι
0)4	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(I) PROMPTLY	REPORT TO TH	IE HEALTH COM	MISSIONER	9	Memo	I
0)4	3701-25-04 RESPONSIBILITY OF CAMP OPERATOR	(J) PROMPTLY	NOTIFY THE H	EALTH COMMISS	SIONER OF A	10	Memo	I
0	05	3701-25-05 WATER, SEWAGE AND GRAY WATER R	(A) WATER SU	PPLY SYSTEMS	l.		1	Memo	Ι
0	05	3701-25-05 WATER, SEWAGE AND GRAY WATER R	(B) SEWERAG	E SYSTEMS.			2	Memo	I
0)5	3701-25-05 WATER, SEWAGE AND GRAY WATER R	(C) GRAY WAT	ER RECYCLING	SYSTEMS REQ	UIREMENTS	. 3	Memo	
	06	3701-25-06 HYGIENE FACILITIES	(A) ALL TOILET	FACILITIES SH	ALL BE:		1	Memo	Ι
0	06	3701-25-06 HYGIENE FACILITIES	(B) ALL HAND	WASHING FACIL	ITIES SHALL BE		2	Memo	Ι
0	06	3701-25-06 HYGIENE FACILITIES	(C) ALL SHOW	ER FACILITIES	SHALL BE:		3	Memo	I
0	07	3701-25-07 SOLID WASTE STORAGE AND DISPOSA	(A) THE STOR	AGE, COLLECTI	ON, AND DISPO	SAL OF SOLI	1	Memo	
0	07	3701-25-07 SOLID WASTE STORAGE AND DISPOSA	(B) WHEN SOL	ID WASTES AR	E STORED AT C	AMP AREAS (2	Memo	
0	07	3701-25-07 SOLID WASTE STORAGE AND DISPOSA	(C) ALL SOLID	WASTE CONTA	INERS MUST BE	E EASILY ACC	3	Memo	
0	07	3701-25-07 SOLID WASTE STORAGE AND DISPOSA	(D) ALL CAMP	S MUST HAVE A	WRITTEN POLIC	CY FOR THE I	4	Memo	
0	08	3701-25-08 ELECTRICAL SERVICE	(A) ELECTRIC	AL SYSTEMS IN:	STALLED IN CAN	MPS SHALL B	1	Memo	
0	08	3701-25-08 ELECTRICAL SERVICE	(B) WHEN, IN	THE OPINION O	F THE LOCAL HI	EALTH DISTR	2	Memo	
0	80	3701-25-08 ELECTRICAL SERVICE	(C) WRITTEN	VERIFICATION C	F THE MOST RE	ECENT PERM	3	Memo	\checkmark
<		·						>	
				Print	Delete*	Add		Close	

This section holds the operation rules for all **Resident Camp Rules**.

If you want to add a new **Operation Rule** click **Add**.

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Close button will close out of this window.

Click here to learn more about Rules and Memo.





Update Late Fees

Navigate to: Maintenance > Update Late Fees

🛥 Late Fees		23
	Enter The Date You	
	Mailed Your Applications	
	11	
	OK * CI	ose

To run the Update Late Fees utility, enter the date you mailed your applications and Right-Click OK*

Click **Close** to exit out of this window.





Utilities – Update Last Three Inspection Dates

Navigate to: Maintenance > Utilities > Update Last Three Inspection Dates

This is an automatic process and it will update your last three standard inspection dates.



Once complete, the Attention window will pop-up to tell you the process is completed.

Attention

Completed !

Press any key to continue ...

