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

Public Health Nuisances
User Manual

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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.
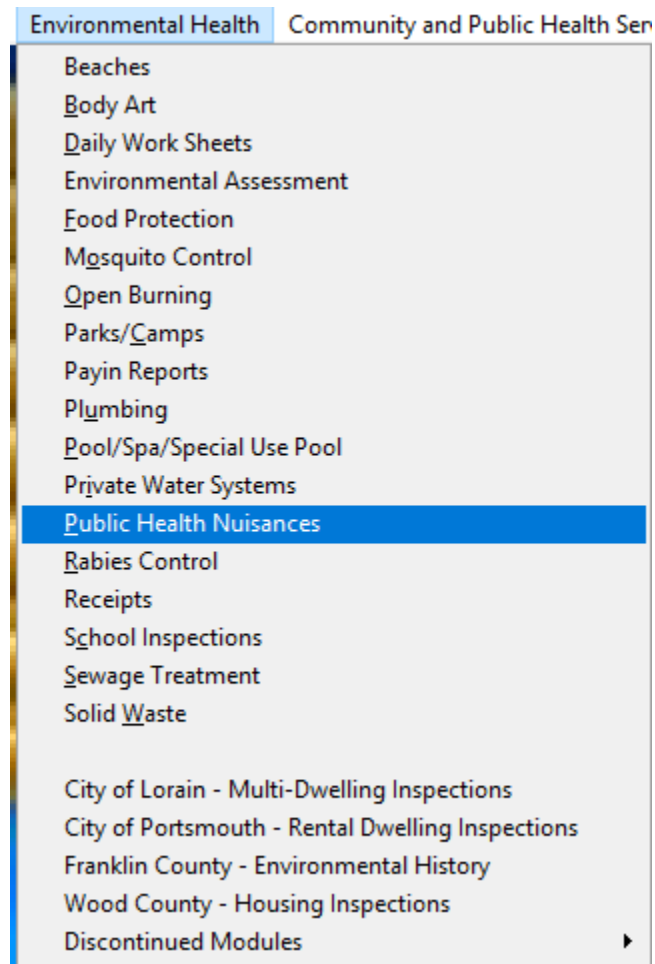
Contents

Chapter 1: Getting Started

Once the Public Health Nuisances module has been installed, it can be accessed by going to:

Environmental Health > Public Health Nuisances

Once inside **Public Health Nuisances**, navigate to:

Maintenance > Add/Delete/Modify Tables
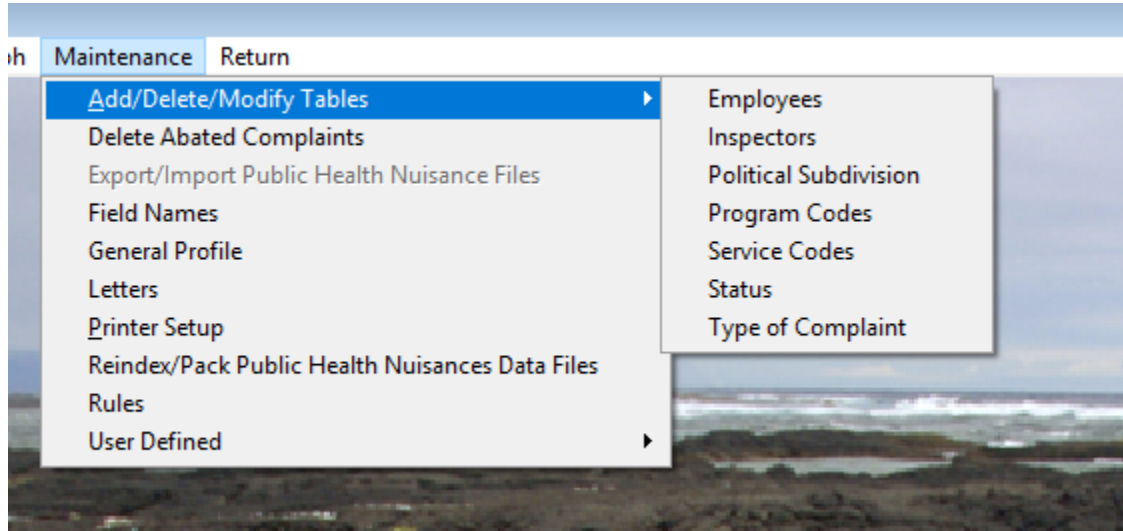
This section holds the control files that will drive the module.

When entering data into **Public Health Nuisances,** 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.

Employees

Code	Name
AB	ALEX BROWN
AH	ALEX HALL
AJ	ANDY JOHNSON
AM	ANDY MOORE
AT	ANDY THOMAS
BT	BLAKE THOMPSON
BW	BLAKE WILLIAMS
BH	BROOK HILL
BW	BROOK WILLIAMS
CM	CARROLL MILLER
CW	CARROLL WALKER
CA	CASEY ANDERSON
CD	CASEY DAVIS
CT	CASEY TAYLOR
DW	DALE WILSON
DC	DALLAS CLARK
DD	DALLAS DAVIS
DM	DALLAS MARTIN
DH	DYLAN HALL
DS	DYLAN SMITH
EC	ELI CLARK
EJ	ELI JONES
ET	ELI THOMAS
PM	PAT MOORE

Buttons: Close, Add, Delete, Print

To enter **Public Health Nuisances Employee**, follow these steps (use the tab key to advance to each field):

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

Other options on this screen can be used as follows:

- To **Delete** an Employee, select the Employee's **Code** or **Name** and click **Delete**.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Inspectors

To enter **Public Health Nuisances 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

To enter **Public Health Nuisances 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.

Program Codes

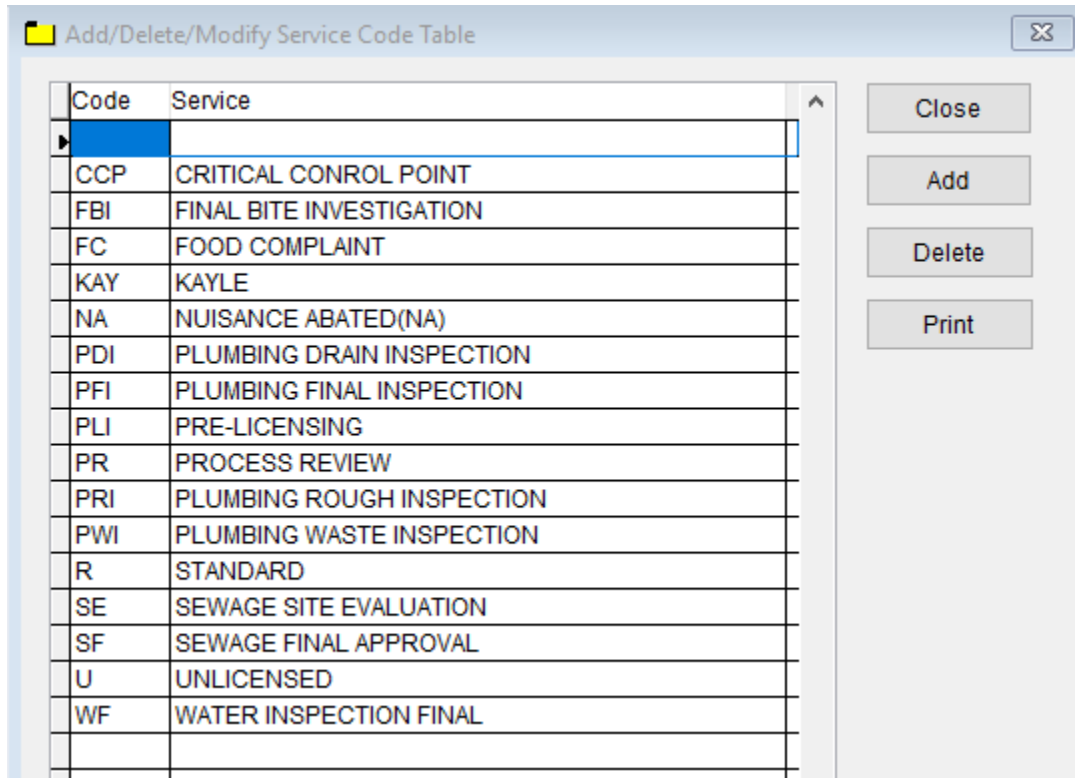| Code	Program	Update Module	Fund #
1026	ACCREDITATION		
3001	SOLID WASTE	SWP	
3003	WATER PRIVATE - PERMIT	PWS	
3004	PLUMBING CODE		
3005	HOUSING		
3007	NUISANCE		
3008	RABIES		
3009	TRASH AND TANK TRUCK	SEH	
3010	SEWAGE GENERAL	SDR	
3011	RESIDENT CAMPS	DAY	
3012	DEMOLITION		
3013	EH-GENERAL		
3014	MOSQUITO-RODENT-BIRD		
3015	JAILS		
3016	SCHOOLS	SCH	
3017	TATTOO PARLOR	TAT	
3018	SWIMMING POOL AND SPA	POL	

Close
Add
Delete
Print

To enter **Public Health Nuisances Program Codes**, follow these steps (use the tab key to advance to each field):

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

- Enter the Program's Name in the **Program** field.

- Enter the Update Module in the **Update Module** field.

- Enter the Fund number in the **Fund #** field.

Other options on this screen can be used as follows:

- To **Delete** a Program code, select the **Code**, **Program**, **Update Module**, or **Fund #** and click **Delete**.

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

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

Service Codes

Code	Service
CCP	CRITICAL CONROL POINT
FBI	FINAL BITE INVESTIGATION
FC	FOOD COMPLAINT
KAY	KAYLE
NA	NUISANCE ABATED(NA)
PDI	PLUMBING DRAIN INSPECTION
PFI	PLUMBING FINAL INSPECTION
PLI	PRE-LICENSING
PR	PROCESS REVIEW
PRI	PLUMBING ROUGH INSPECTION
PWI	PLUMBING WASTE INSPECTION
R	STANDARD
SE	SEWAGE SITE EVALUATION
SF	SEWAGE FINAL APPROVAL
U	UNLICENSED
WF	WATER INSPECTION FINAL

Add/Delete/Modify Service Code Table

Buttons: Close, Add, Delete, Print

To enter **Public Health Nuisances Service Codes**, follow these steps (use the tab key to advance to each field):

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

- Enter the Service's Name in the **Service** field.

Other options on this screen can be used as follows:

- To **Delete** a Service Code, select the **Code**, **Program**, **Update Module**, or **Fund #** and click **Delete**.

- Click on a Service Code's **Code** or **Service.** Click **Delete** to delete the entry.

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

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

Status

To enter **Public Health Nuisances Status**, follow these steps (use the tab key to advance to each field):

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

Other options on this screen can be used as follows:

- To **Delete** a Status select the **Name** and click **Delete**.
- **Print** button will open printing option's window.
- Click **Close** to exit the table.

Type of Complaint

Name	
ANIMAL FECES	Close
BAD SMELL	
CLEANLINESS OF FACILITY	Add
DUMPING OF GREASE	
DUMPING OF RAW SEWAGE	Delete
FACILITY MAINTENANCE ISSUES	
FOOD RELATED ISSUES	Print
HAIR RESTRAINT ISSUES	
HAND WASHING ISSUES	
HOUSING CODE ISSUES	
ILL EMPLOYEES	
ILLEGAL OPERATIONS	
IMPROPER GLOVE USE	
MOSQUITO COMPLAINT	
NO AIR OR FANS IN FACILITY	
NO HOT WATER / NO WATER	
OPEN DUMPING	
RAW SEWAGE ON GROUND	
ROACHES	
SEWAGE SYSTEM MALFUNCTIONING	
SMOKING AT FSO OPERATION	
SWIMMING POOL COMPLAINT	
TIRES	
TRASH DEBRIS	
UNCLEAN TABLEWARE	
VERMIN COMPLAINT	
WATER WELL OR SYSTEM PROBLEMS	

To enter **Public Health Nuisances Type of Complaint**, follow these steps (use the tab key to advance to each field):

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

Other options on this screen can be used as follows:

- To **Delete** a Status select the **Name** and click **Delete**.

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

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

Chapter 2: Entering in Public Health Nuisance

Find Tab

ID #	Date received	Abated	Location name	Location street	Location city
2007109	01/10/2007	☑	HOUSE OF BLAKE THOMPS(	10 NORFOLK LN	BUBONICA TWP
2007196	04/02/2007	☑	HOUSE OF BROOK JOHNSO	100 NORFOLK LN	BALROG TWP
2009206	07/22/2009	☑	HOUSE OF BLAKE JOHNSON	1000 NORFOLK LN	BALROG TWP
2009207	07/28/2009	☑	HOUSE OF PAT WILLIAMS	1001 PINE ST	GOTHAM CITY
2009208	07/27/2009	☑	HOUSE OF BROOK MILLER	1002 MAIN ST	BUBONICA TWP
2009209	07/28/2009	☑	HOUSE OF CARROLL TAYLO	1003 LUCERNE BLVD	SMALLVILLE VILLA
2009210	07/30/2009	☑	HOUSE OF CASEY WILSON	1004 BALDWIN RD	BALROG TWP
2009211	07/30/2009	☑	HOUSE OF DALE DAVIS	1005 PEARL ST	GOTHAM CITY
2009212	07/30/2009	☑	HOUSE OF DALLAS WHITE	1006 NORFOLK LN	BUBONICA TWP
2009213	07/31/2009	☑	HOUSE OF DYLAN CLARK	1007 PINE ST	SMALLVILLE VILLA
2009214	08/04/2009	☑	HOUSE OF ELI HALL	1008 MAIN ST	BALROG TWP
2009215	08/10/2009	☑	HOUSE OF ALEX THOMAS	1009 LUCERNE BLVD	GOTHAM CITY
2007197	04/02/2007	☑	HOUSE OF CARROLL WILLIA	101 PINE ST	GOTHAM CITY
2009216	08/10/2009	☑	HOUSE OF ANDY THOMPSON	1010 BALDWIN RD	BUBONICA TWP
2009217	08/10/2009	☑	HOUSE OF BLAKE MOORE	1011 PEARL ST	SMALLVILLE VILLA
2009218	08/11/2009	☑	HOUSE OF PAT HILL	1012 NORFOLK LN	BALROG TWP
2009219	08/11/2009	☑	HOUSE OF BROOK WALKER	1013 PINE ST	GOTHAM CITY
2009220	08/12/2009	☑	HOUSE OF CARROLL ANDER	1014 MAIN ST	BUBONICA TWP
2009221	08/17/2009	☑	HOUSE OF CASEY WRIGHT	1015 LUCERNE BLVD	SMALLVILLE VILLA

Under the Find tab there are options to search for a Public Health Nuisance entry. Search options consist of: **by location street address, ID#, complainant, owner, street name, Parcel#, Type of Comp., and Inspector**.

Location/Complaint Tab

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

Click **Modify** to modify an existing **Location/Complaint**, **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 [Letters, Specific Letters, and Forms].

Print Button

Click on the **Print Button** from the **Location/Complaint Tab**, **Complainant/Owner Tab**, and **Comments Tab** to open this window.

The print menu is the same for all tabs stated and you can print any of the options.

Field/Button	Description
Complaint Investigation Form	Prints Complaint Investigation form for the record you are on
Complaint Investigation Form (with comments)	Prints Complaint Investigation form with comments for the record you are on
#10 Envelope to Owner	Prints out a #10 envelope to addressed to the owner
#10 Envelope to Complainant	Prints out a #10 envelope to addressed to the complainant
#10 Envelope to Location	Prints out a #10 envelope to the location of the complaint
File Envelope (9X6)	
Letters A thru T	Prints out Letter A thru T(These letters are composed by you under the "Maintenance" menu)
Letters 1 thru 6	Prints out your specific letters 1 thru 6

Word Document	Prints out a Word Document
Address Letter to Owner	Addresses the letter to the owner
Address Letter to Location	Addresses the letter to the location
Address Letter to Complainant	Addresses the letter to the Complainant
Print Comments	Prints your comments for Complaint Investigation Form (with comments)
Print Bracketed Comments	Prints out only your bracketed comments for Complaint Investigation Form (with comments)
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.

Complainant/Owner Tab

Click **Modify** to edit a current record under the Complainant/Owner Tab.

If new/blank record, fill in information in the Complainant/Owner Tab.

Use drop-down boxes and check-mark boxes as necessary.

Comments Tab

Findings and Actions

This section will show the **Findings and Actions**.

Click **Modify** to edit a record.

Click the **Pictures** button if you want to view selected record's PDF attachments. To add attachments, go to: Pictures (PDF Files) Button Page for more detailed information – Or Click this link.

Spell Check will check for incorrect spelling, and **Print** will open a print window with different options for printing.

Pictures (PDF Files) Button

Go to Maintenance > General Profile > Environmental > Public Health Nuisance

Make sure you have the file location/folder entered **in Location of Pictures (PDF files)** correctly entered.

To add file attachments to a record, store attachment in specified folder with the record's ID as the attachment's name.

For example, let's say I designated my Location of Pictures (PDF files) as:

C:\USERS\DESKTOP\PUBLIC_HEALTH_NUISANCE

I have a PDF file I want associated with the record I am entering and it is called **JohnDoe.PDF**

Rename the PDF file with the selected record's ID given in the **Location/Complaint** tab.

The JohnDoe.PDF file will now be called 2007109.PDF

For any additional files you want associated with this record add a letter in alphabetical order after the ID#.

2007109a.PDF, 2007109b.PDF, 2007109c.PDF, 2007109d.PDF

For the FIRST attachment, make sure the first file is named JUST the ID number. Each file added afterwards must be in order and end with a, b, c, d and so on.

Now when you are viewing the record, clicking the **Pictures (PDF files) button** will open all associated files.

Information

Check to make sure fields are filled in with appropriate data.

If you are entering a new record this tab should be ready to fill in.

If changes are needed, click the **Modify** button and add changes accordingly.

You are given up to 6 letter windows to modify, each on a separate subtab.

Like Letters in the *Maintenance* section, add text in selected letter field.

There are field names available to place record related data into the letters.

Go to Field Names section in this document or click this link for more details on field names.

- *Letter 1*
- *Letter 2*
- *Letter 3*
- *Letter 4*
- *Letter 5*
- *Letter 6*

GIS/GPS Tab

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

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Latitude Decimal Value	Enter the latitude DECIMAL value of the location.
Longitude Decimal Value	Enter the longitude DECIMAL value of the location.
Modify	Click to modify the information on the page.

Chapter 3: Reports

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

Reports can be filtered.

Report	Description
Assessments	This will generate a list for each Public Health Nuisance that meets the criteria in the "from" and "to date" received fields. Click **Filters** to set other criteria.
By Owner	This will generate a list for each Public Health Nuisance that meets the criteria in the "from" and "to date" received fields. Click **Filters** to set other criteria.
Count – By Complaint Category	Generates a count report based on complaint category.
Count – By Complaint Category By Inspector	Generates a count report based on complaint category by inspector.
Count – By Complaint Category By Political Subdivision	Generates a count report based on complaint category by political subdivision.
Count – By Complaint Status	Generates a count report based on complaint status.
Investigation forms	This will generate a list for each Public Health Nuisance that meets the criteria in the "from" and "to date" received fields. Click **Filters** to set other criteria.
Post Cards to Complainant (Front)	Generates the front of a post card addressed to the complainant
Post Cards to Complainant (Back)	Generates the back of the post card. You may choose which letter you would like to be printed on the back of the card.
Response Time (with Day Sheet Entries)	Generates a report of response time for each nuisance.
Response Time by Inspector (with Day Sheet Entries)	Generates a report of response time grouped by each inspector for each nuisance.
Response Time by Inspector (using First Contact Field)	Generates a Response Time by Inspector Report.
Status	Generates a status report for each nuisance.
Status with Inspection Dates	Generates a status report with inspection dates for each nuisance.

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

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.

Chapter 4: Browse/List/Export

Inside the **Public Health Nuisances** 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)

	<	>

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**."

** 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 Public Health Nuisances module navigate to the **Count/Graph.**

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

This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, **Footer, and Output to** section. The **Output to** gives you options on how you want to display or store your results.

Under the **Output**: there is an option to show the *top ten* or *all* results.

There is a **Filters** button which is identical to the Filters in the **Browse/List/Export** section. The purpose of the filters section is so you can manipulate the type of results. For example: Let's say you wanted to see results from a certain date range. If you go into filters you can create a date range and the results will only display those records.

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

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

Count

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

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

Report Designer - count.frx - 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.
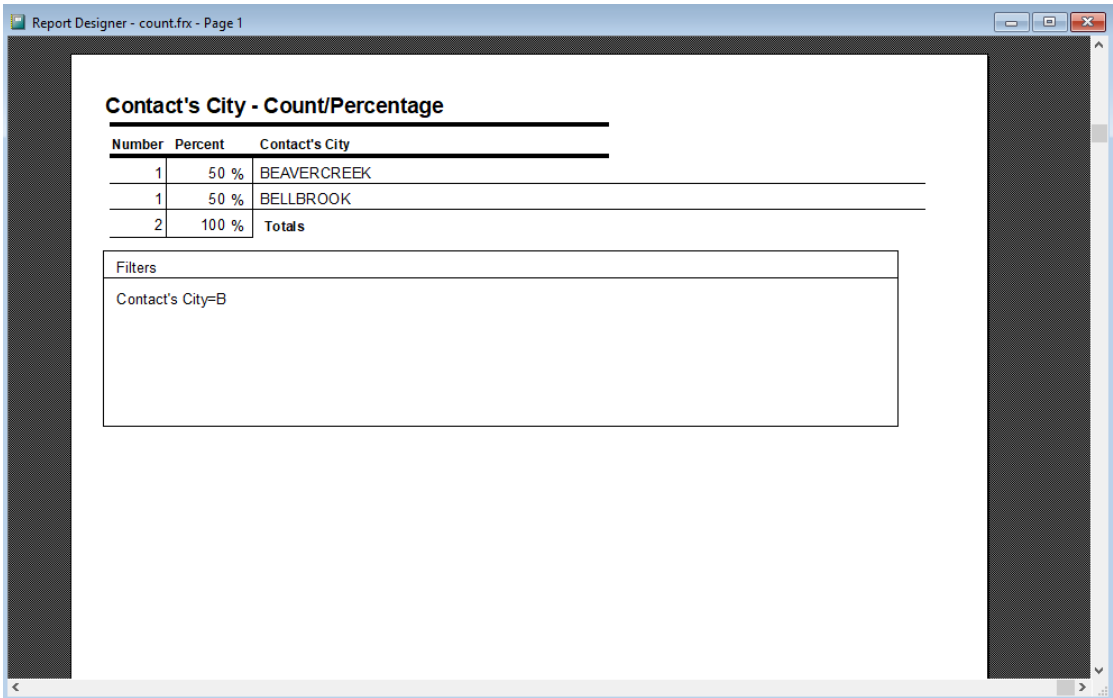
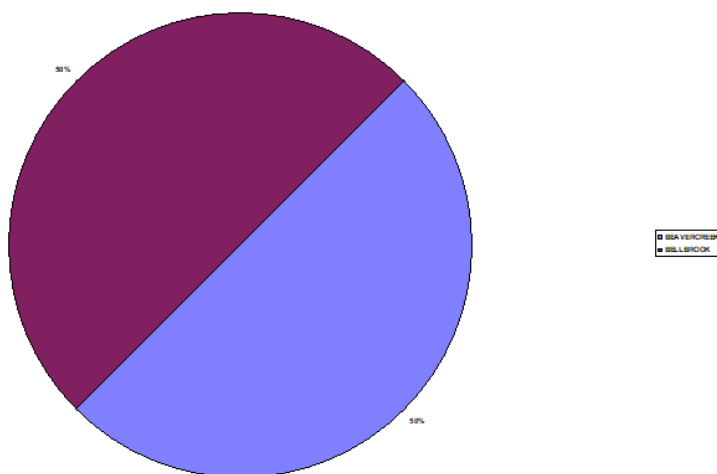Click on the door icon next to the percent to return to the menu:
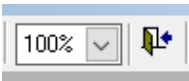
Pie Graph

Here is an example of what the "**Pie Graph**" type would look like.

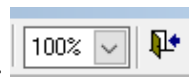Depending on the data chosen, the percentages are altered to reflect it.

There is a legend displaying the data chosen and the color representation.
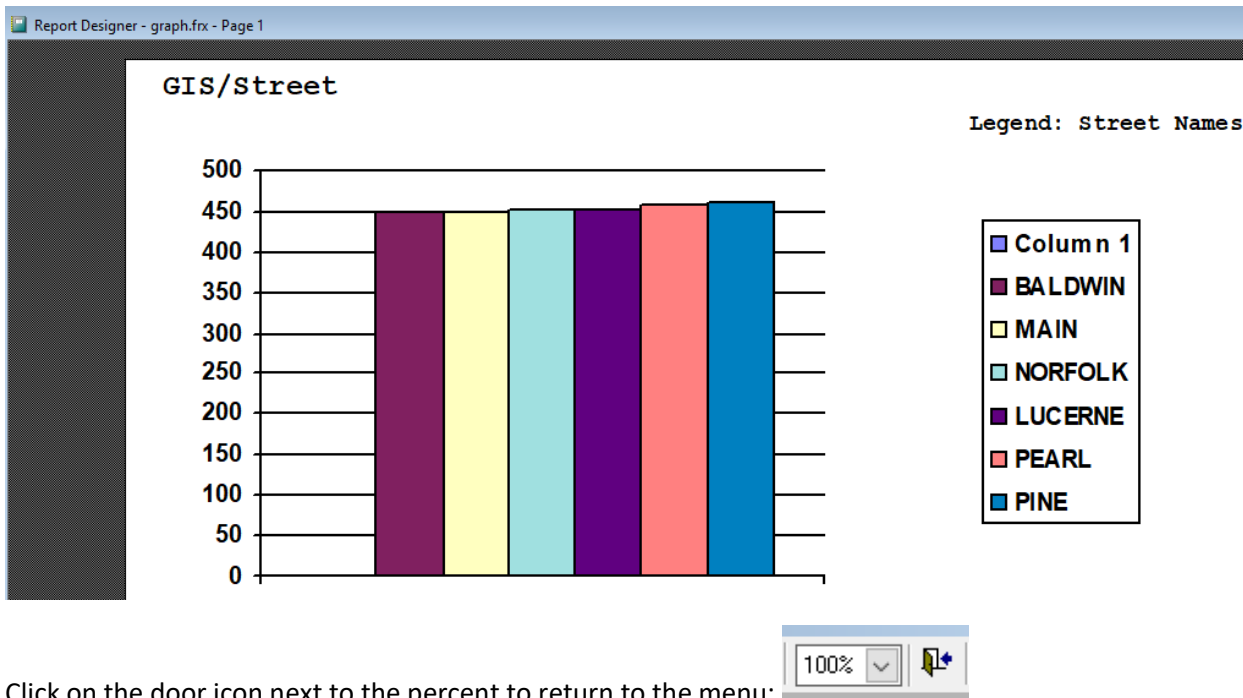

Click on the door icon next to the percent to return to the menu:

Bar Graph

Here is an example of what the **Bar Graph** type would look like.

Depending on the information requested, there will be a specific color to represent each data element.

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

Chapter 6: Maintenance

Navigate to: **Environmental Health >Public Health Nuisances> 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 **Public Health Nuisances tab.**
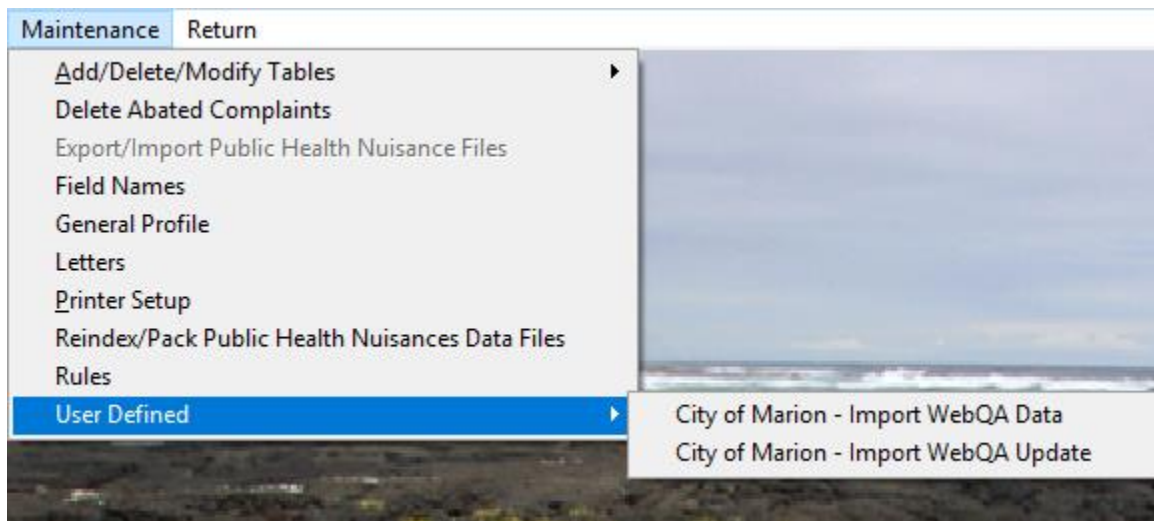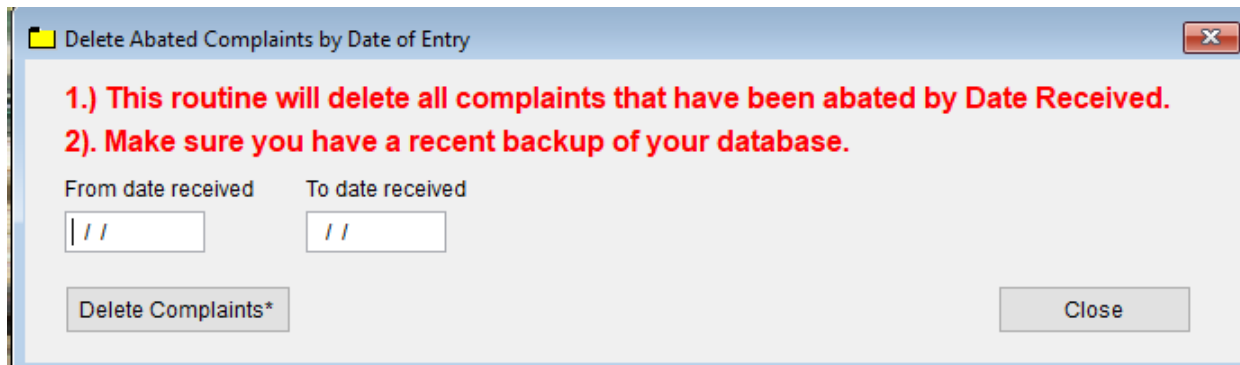
Delete Abated Complaints

If you want to use this function make sure you enter in the **From date received** and **to date received** boxes.

*Any time you see an asterisk on a button, you must use a right-click to initiate the process.*

To delete Complaints, you must right-click Delete Complaints* button.

Export/Import Public Health Nuisance Files

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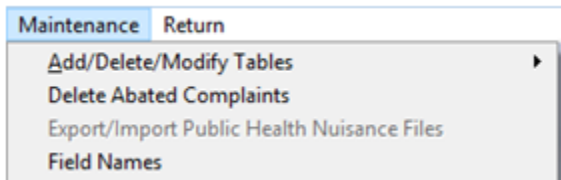
Field Names

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 (Click This Link)

Field Name	Data Base Field Name
1ST CONTACT DATE	NUI.FC_DATE
1ST CONTACT SERVICE	NUI.FC_SERV
1ST CONTACT SERVICE CODE	NUI.FC_CODE
2ND DATE ORDERS ISSUED	NUI.ORDER2
3RD DATE ORDERS ISSUED	NUI.ORDER3
BOARD ORDERS ISSUED	NUI.BOARD_ISS
BY #	NUI.BY
BY NAME	NUI.BY_NAME
CENSUS TRACK #	NUI.CENSUS
CO-OWNER	NUI.CO_OWNER
COMPLAINT	NUI.COMPLAINT
COMPLAINTANT	NUI.CO_NAME
COMPLAINTANT CITY	NUI.CO_CITY
COMPLAINTANT EMAIL	NUI.CO_EMAIL
COMPLAINTANT PHONE	NUI.CO_PHONE
COMPLAINTANT STATE	NUI.CO_STATE
COMPLAINTANT STREET	NUI.CO_STREET
COMPLAINTANT ZIP	NUI.CO_ZIP
COMPLETED	NUI.COMPLETE
DATE COMPLETED	NUI.DATE_COMP
DATE INVESTIGATED	NUI.DATE_INV
DATE ORDER'S DUE	NUI.ORDER_DUE
DATE ORDERS ISSUED	NUI.ORDER_DATE
DATE RECEIVED	NUI.DATE_RCV
DESCRIPTION	NUI.F_DESC
FINAL DISPOSITION	NUI.FINAL_DIS
GIS/PREFIX DIRECTION	NUI.GIS_PRE_DIR
GIS/PREFIX TYPE	NUI.GIS_PRE_TYPE
GIS/STREET	NUI.GIS_STRT
GIS/STREET #	NUI.GIS_STRT_NO
GIS/STREET SUFFIX	NUI.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	NUI.GIS_STRT_DIR
GPS/LAT-DECIMAL	NUI.GPS_LAT_DEC

Close

Print

General Profile

The **General** Profile **allows** you to fill out the basic information regarding **Public Health Nuisances**.

On the **General** Tab there are options to edit the margins in letters and letter heads.

Navigate to **Environmental Tab**.

Select **Public Health Nuisance**

This section is to set up access to PDF files you want to attach to records.

To view previous archives you must back out of this module and access General Profile from the main screen.

Letters

If you click on **Letters** under the **Maintenance** tab, this window will be displayed. Here you can create letters relating to a specific area under **Public Health Nuisances**. 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

Letters now allows for text formatted dates:
(ex: March 3, 2018 instead of 3/1/2018) on letters using the variables:

TEXT DATE RECEIVED
TEXT LAST INSPECTION DATE
TEXT RETURN DATE
TEXT DATE INVESTIGATED
TEXT DATE ORDERS ISSUED
*TEXT 2ND DATE ORDERS ISSUED *
 *TEXT 3RD DATE ORDERS ISSUED *
TEXT DATE ORDER'S DUE
TEXT BOARD ORDERS ISSUED
TEXT DATE COMPLETED

Printer Setup

The print setup allows you to choose from what printer you would like to print.

Select the printer in the name dropdown and click **OK**.
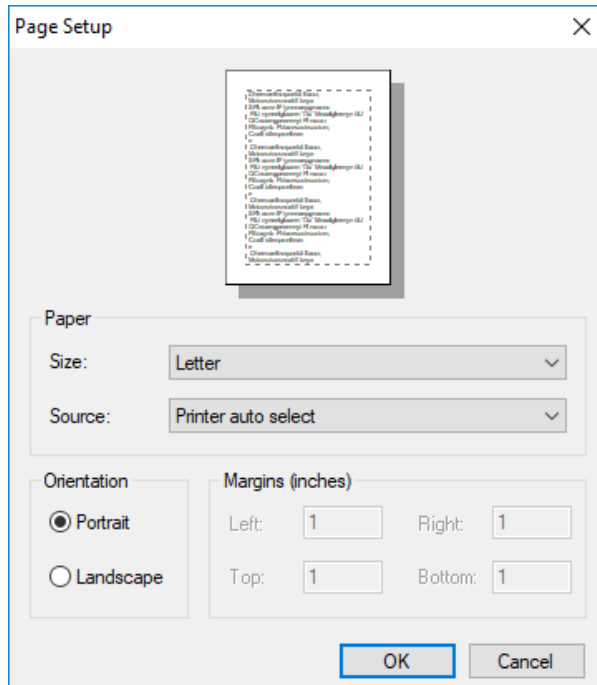
Reindex/Pack Public Health Nuisances Data Files

Before executing, make sure every machine logged into HDIS is out of the system completely.

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.

Rules

The Rules table allows you to add rules for the Public Health Nuisances module. **Print** to print the rules, Right-click **Delete*** to delete a rule, **Add** to add a new rule, and **Close** to close the window.

Once you fill in the **Code** and **Title** you will notice that "**memo**" under **Rules** will have a lowercase **m**. If the m in memo is lowercase that means it is blank.

Double-**click** on the word memo under rules to open a blank text screen. Here you can type the rules, which will save upon closing.
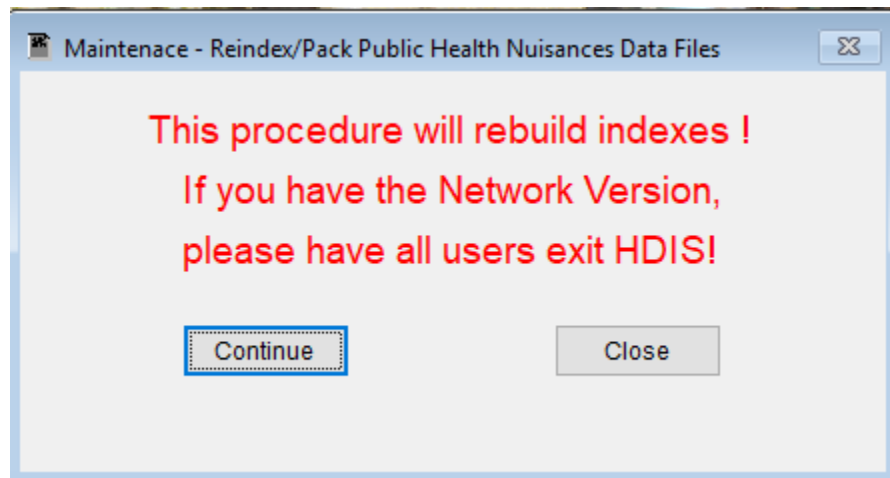
Once there are rules added the **memo** will change to **Memo**, signifying there is text inside of the **Rule**.

Code	Title	Rules
		memo
04.03.01	ONE	Memo
04.03.02	TWO	Memo
04.03.03	EVERY DWELLING MUST HAVE HEATING...	Memo
04.03.04	FOUR	Memo
04.03.05	FIVE	Memo
04.03.06	SIX	Memo

Print   Delete*   Add   Close

Public Health Nuisances   Reports   Browse/List/Export   Count/Graph   Maintenance   Return   **Format**

Nuihs.rules

This is a grand test for a Memo rule