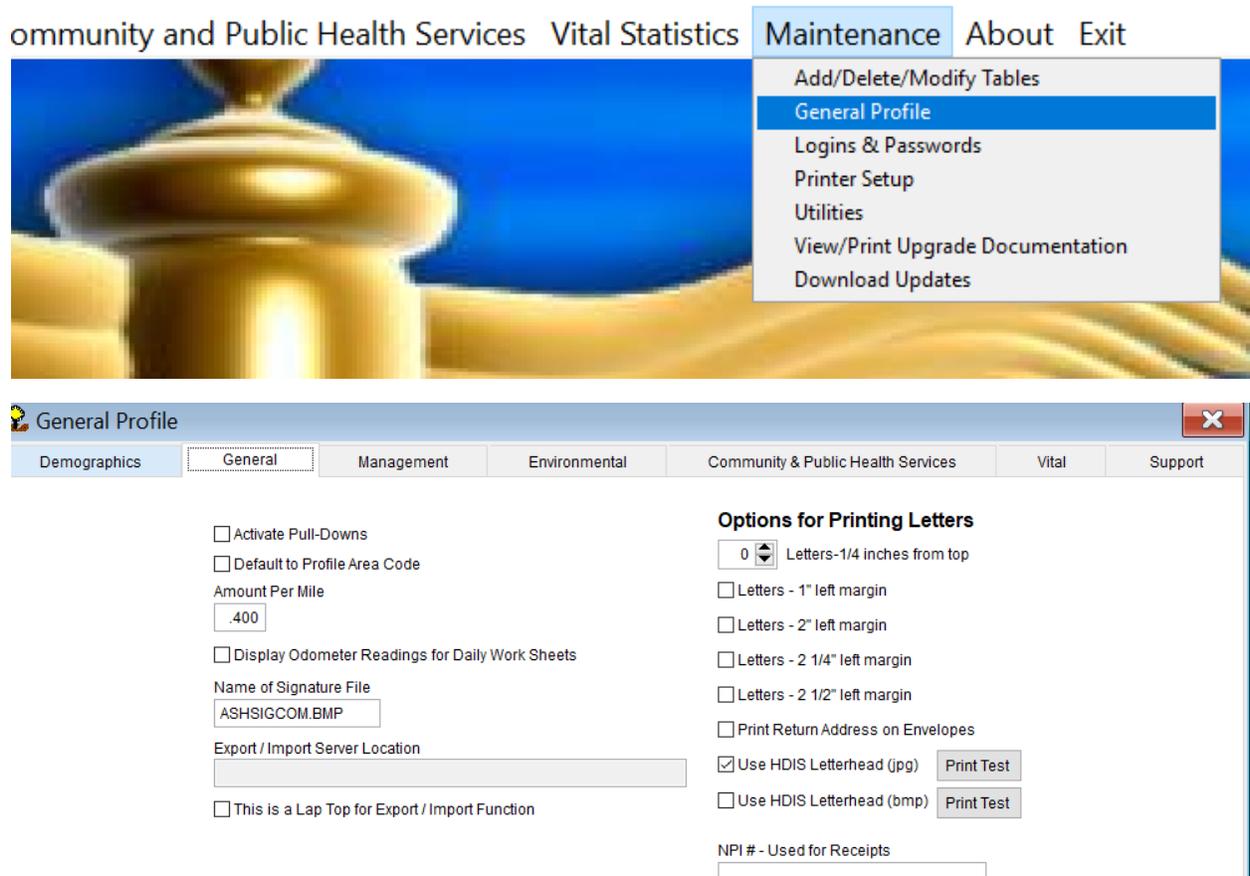


## To change letterhead:

Open HDIS and go to **Maintenance > General Profile > General**

Make sure **Use HDIS Letterhead** is check marked and to preview an example click the **Print Test** button.



The image shows a screenshot of the HDIS web application. At the top, there is a navigation menu with the following items: "Community and Public Health Services", "Vital Statistics", "Maintenance", "About", and "Exit". The "Maintenance" menu is open, showing a list of options: "Add/Delete/Modify Tables", "General Profile", "Logins & Passwords", "Printer Setup", "Utilities", "View/Print Upgrade Documentation", and "Download Updates". Below the menu is a banner image of a golden chess piece. The main content area is titled "General Profile" and has several tabs: "Demographics", "General", "Management", "Environmental", "Community & Public Health Services", "Vital", and "Support". The "General" tab is selected. The page contains several configuration options:

- Activate Pull-Downs
- Default to Profile Area Code
- Amount Per Mile:
- Display Odometer Readings for Daily Work Sheets
- Name of Signature File:
- Export / Import Server Location:
- This is a Lap Top for Export / Import Function

**Options for Printing Letters**

- Letters-1/4 inches from top
- Letters - 1" left margin
- Letters - 2" left margin
- Letters - 2 1/4" left margin
- Letters - 2 1/2" left margin
- Print Return Address on Envelopes
- Use HDIS Letterhead (jpg)
- Use HDIS Letterhead (bmp)

NPI # - Used for Receipts:

### Options for Printing Letters

0 Letters-1/4 inches from top

Letters - 1" left margin

Letters - 2" left margin

Letters - 2 1/4" left margin

Letters - 2 1/2" left margin

Print Return Address on Envelopes

Use HDIS Letterhead (jpg)

Use HDIS Letterhead (bmp)

NPI # - Used for Receipts



To change the actual letterhead, open up **File Explorer**



Navigate to: **C:\HDIS\Graphics\Header.jpg**

Look for **Header.jpg**

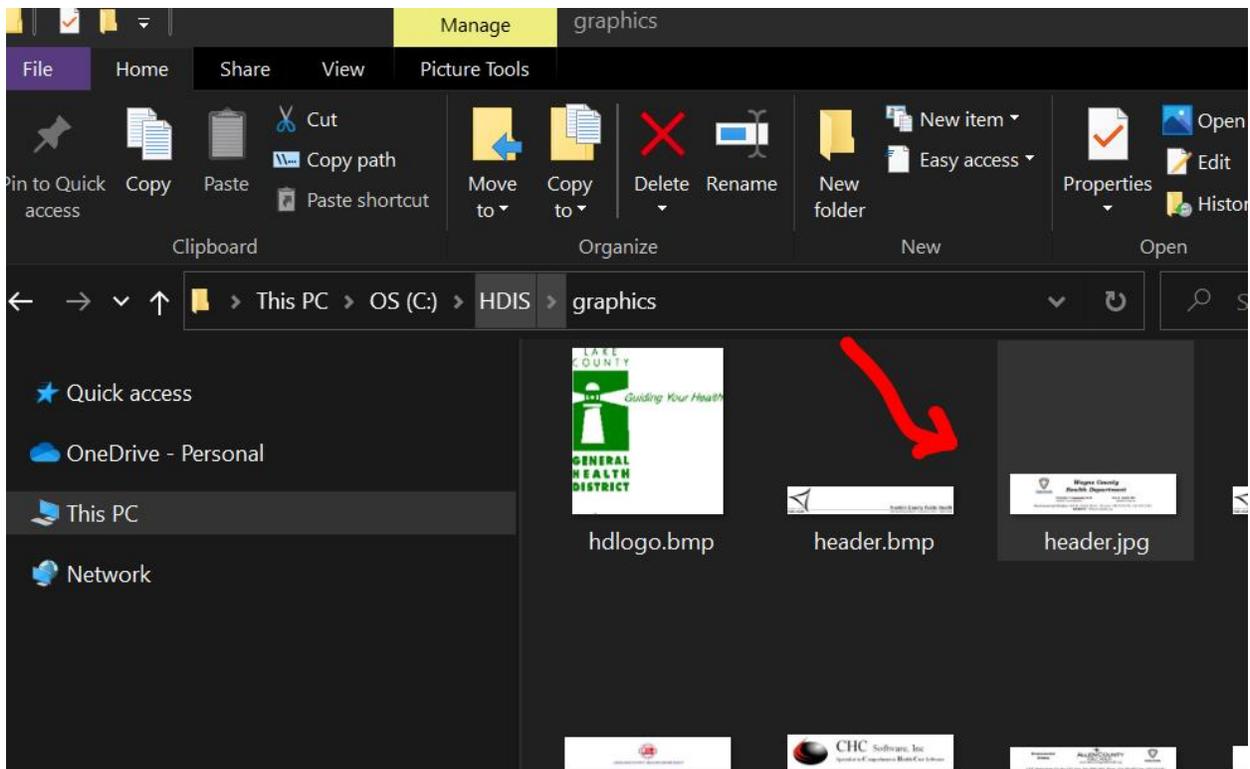
If you have a new letterhead to add, rename that file to Header.jpg and add it to the graphics folder.

Once added here, navigate to the Graphics folder in HDIS on the network.

For example, the network path might be “M:\HDIS\Graphics”

Copy and paste Header.jpg here.

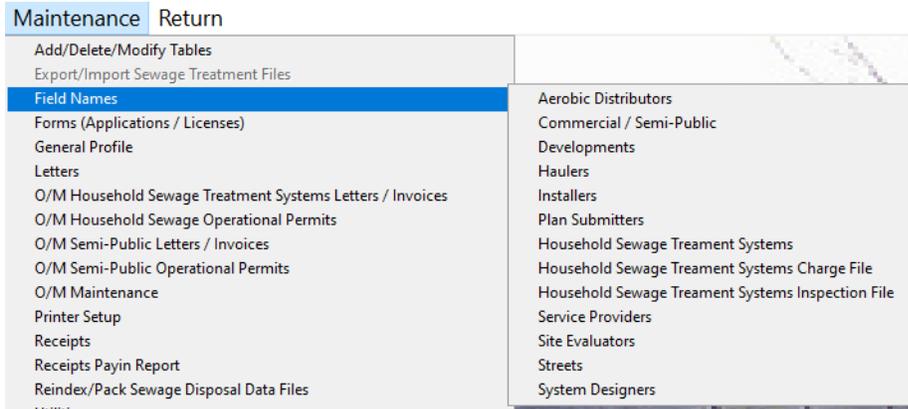
For other users to have the updated letterhead they must run their local HDIS update, which can be found in: C:\HDIS\upghdis.exe



How to add **Field names** in **Letters**:

In Sewage, open **Maintenance > Field Names**

Select the section you will be using to view field names.



For Sewage O/M Charges you can open **Household Sewage Treatment Systems Charge File**

Field Name	Data Base Field Name
1ST NOTICE	SESCHX.NOTICE1
1ST QUARTER AMOUNT	SESCHX.AMT_1
1ST QUARTER DATE PAID	SESCHX.DATE_1
1ST QUARTER RECEIPT	SESCHX.REC_1
2ND NOTICE	SESCHX.NOTICE2
2ND QUARTER AMOUNT	SESCHX.AMT_2
2ND QUARTER DATE PAID	SESCHX.DATE_2
2ND QUARTER RECEIPT	SESCHX.REC_2
3RD NOTICE	SESCHX.NOTICE3
3RD QUARTER AMOUNT	SESCHX.AMT_3
3RD QUARTER DATE PAID	SESCHX.DATE_3
3RD QUARTER RECEIPT	SESCHX.REC_3
4TH QUARTER AMOUNT	SESCHX.AMT_4
4TH QUARTER DATE PAID	SESCHX.DATE_4
4TH QUARTER RECEIPT	SESCHX.REC_4
ASSESSED	SESCHX.ASSESSED
CHECK #	SESCHX.CHECK_NUM
COST	SESCHX.COST
DATE	SESCHX.DATE
DATE PAID	SESCHX.PAID_DATE
DESCRIPTION	SESCHX.DESCRIP
FEE CODE	SESCHX.CODE
FINAL NOTICE	SESCHX.FINAL
O/M OPER PERMIT #	SESCHX.PERMIT
PAID	SESCHX.PAID
RECEIPT #	SESCHX.RCPT

For the main Sewage Field Names open **Field Names > Household Sewage Treatment Systems**. Everything underneath **Field Name** can be used in letters. Make sure to add \* in front and after a field name when entering this in a letter.

Field Name	Data Base Field Name
# OF BEDROOMS	SES.BEDROOMS
# OF TANKS	SES.P_TANKS
2ND SOIL SERIES CODE	SES.SOIL2_CODE
2ND SOIL SERIES RATING	SES.SOIL2_RAT
2ND SOIL SERIES SLOPE	SES.SOIL2_SLOPE
2ND SOIL SERIES TEXT	SES.SOIL2_TEXT
2ND SOIL SERIES TYPE	SES.SOIL2_SERIES
2ND INSTALLER	SES.INSTALLER2
ATU MFG.	SES.P_AEROBIC
ACREAGE	SES.ACREAGE
ADDITIONAL PRETREATMENT MFG. AB	SES.S_MFG_A
AEROBIC FILTER TYPE	SES.S_MFG_AT
AMOUNT PUMPED	SES.PR_AMT1
AMOUNT PUMPED 2	SES.PR_AMT2

To edit Sewage O/M Letters go to **Maintenance > O/M Household Sewage Treatment Systems Letters/Invoices:**

 Sewage Treatment - Health District Information System

Sewage Treatment Reports Browse/ListExport Count/Graph

Maintenance Return



- Add/Delete/Modify Tables
- Export/Import Sewage Treatment Files
- Field Names
- Forms (Applications / Licenses)
- General Profile
- Letters
- O/M Household Sewage Treatment Systems Letters / Invoices**
- O/M Household Sewage Operational Permits
- O/M Semi-Public Letters / Invoices
- O/M Semi-Public Operational Permits
- O/M Maintenance
- Printer Setup
- Receipts
- Receipts Payin Report
- Reindex/Pack Sewage Disposal Data Files
- Utilities
- Sync

Select the letter you want to edit and add in the field names.

The sections highlighted below are the field names used.

Example:



1 2 3 Final 2-1 2-2 2-3 Final-2 3-1 3-2 3-3 Final-3 4-1 4-2 4-3 Final-4 5-1 5-2 5-3 Final-5 S.C. Expires

OPERATION & MAINTENANCE INSPECTION INVOICE - \$180.00

DUE

\*OPERATIONAL PERMIT #\* \*O/M TOTAL\*

RE: Household Sewage Treatment System Operation & Maintenance Inspection Invoice

Parcel ID # \*PARCEL ID#\* \*ATU MFG.\* Aeration Unit

Property Address, \*STREET\*, \*POLITICAL SUB. CITY\*

The Mahoning County District Board of Health sent you an initial letter indicating that an operation & maintenance contract was required for the household sewage treatment system (HSTS) located at this property. We also indicated that, if we failed to receive an active service contract, the Board of Health would conduct an inspection and charge for that inspection.

Please note the Ohio Administrative Code 3701-29-23 (A) and (B)(3)(4) states:

(A) The board of health may at any reasonable time inspect any STS, part thereof, or proposed STS site, to conduct sampling, collect data, or perform other activities necessary to assure compliance with this chapter

(B) The board of health may conduct an inspection when:

(3) Proof of required maintenance has not been provided by the owner of the STS

as

required in paragraph (D) of 3701-29-19 of the Administrative Code. The board of health shall provide written notice to the owner of a STS of the option to

provide

proof of maintenance in lieu of inspection by the board, and the reasonable cost of the inspection which may be assessed to the STS owner; or

(4) A board of health may inspect a STS without prior notice in any instance in which

Spell Check

Close