

Beaches



User's Manual

Beaches

Health District Information System
HDIS (Windows Ver. 4.0)

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your Beaches and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The Beaches Module is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key you are to press on your keyboard. As an example, when you read ,

ENTER



press the **enter** key on your keyboard.

The word **TYPE** is followed by bracketed [] instructions of what to type into a field.

Note: For Technical Support, email: helpdesk@hdis.org



Navigation

Whenever you see one  click the left side of your mouse once.
Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor

Delete deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

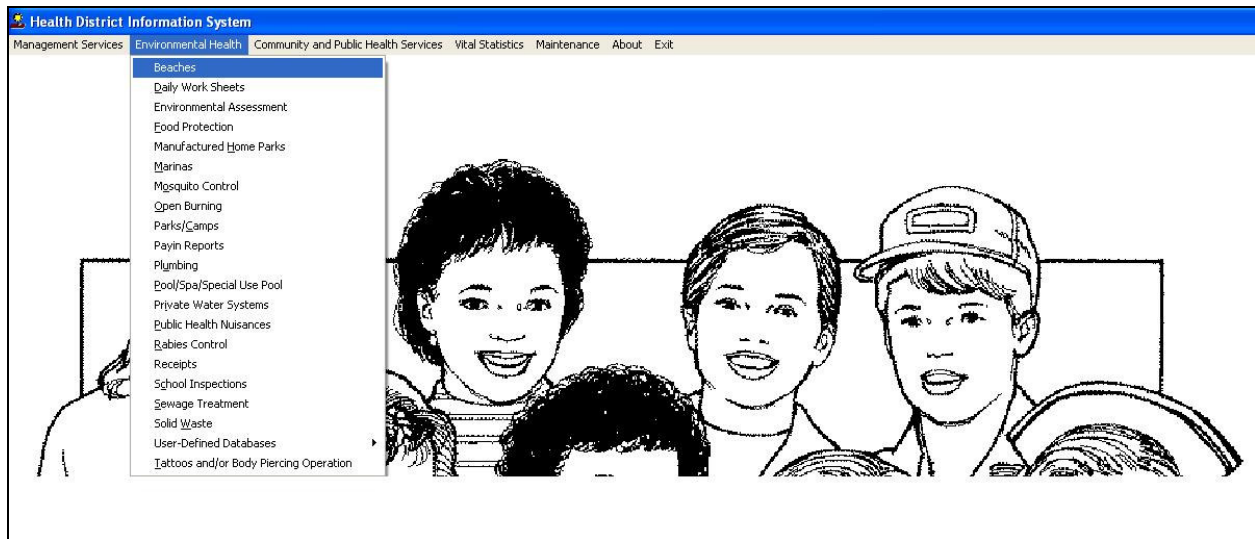
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Beaches module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



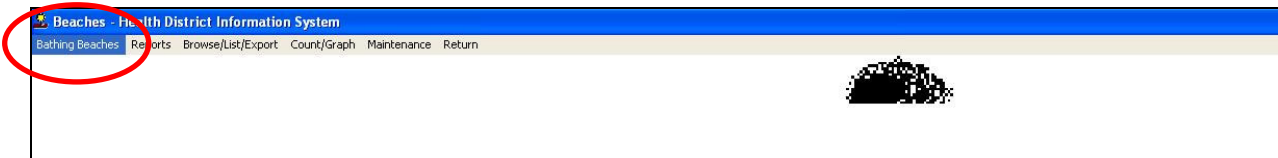
Select Environmental Health



Select Beaches



Beaches



Beach

You may now begin to enter information into the fields. Remember, you can use the “**Tab**” or the “**Enter**” key to advance from field to field. On this page, you will fill out the information for the Beach and the licensee that you received from their application.

**** Note: All phone numbers must start with a “1”**

Button	Description
Print	Click to open the Print window
Previous	Click to go to the previous beach
Next	Click to go to the next beach
Delete	Click to delete the record
Add	Click to add a record
Modify	Click to modify the record

Information



Information

Beach -
✖

Find
Beach
Information
Inspection
Water Testing Log
Notes
GIS/GPS

Emergency Contact

Emergency Contact Address
Emergency Contact Phone

Code
Descript
Local fee

Audit
Date issued
Date paid
Receipt#
Inspection interval

Last three inspection dates

Inspector

Service

Political subdivision

This screen is for entering information in the emergency contact field, together with basic inspection information on the beach.

Button	Description
Print	Click to open the Print window
Modify	Click to modify the record

Inspection



Inspection

The screenshot shows a software window titled "Beach" with a menu bar containing "Find", "Beach", "Information", "Inspection", "Water Testing Log", "Notes", and "GIS/GPS". Below the menu is a table with five columns: "Date", "Issues", "Review", "Violation", and "Notes". The table is currently empty. At the bottom of the window, there is an "Inspection date" field containing three slashes "///". To the right of the date field are four buttons: "Add Inspection", "Delete Inspection*", "Print", and "Modify". The "Add Inspection" button is circled in red.

The Inspection page is for entering your beach inspections. To enter an inspection, first enter the inspection date and then click the “**Add Inspection**” button.

The inspection tables can be built under the Maintenance menu which is discussed further on in this manual.

Field/Button	Description
Add Inspection	Click to add an inspection
Delete Inspection*	Right – click to delete an inspection
Print	Opens the print window.
Modify	Modifies the data on the page.

Inspections



Inspections

Beach -

Find | Beach | Information | Inspection | Water Testing Log | Notes | GIS/GPS

Date	Issues	Review	Violation	Notes
09/12/2007	GENERAL INFO	WATER APPEARANCE		
09/12/2007		ESTIMATED BATHER LOAD		
09/12/2007		WEATHER CONDITION		
09/12/2007		AIR TEMPERATURE		
09/12/2007	SAFETY & SANITATION	BATHING AREA		

Inspection date: 09/12/2007

Add Inspection | Delete Inspection* | Print | Modify

Once you have added the inspection, you can scroll through the information to check for possible violations and leave appropriate comments.

Water Testing Log



Water Testing Log

Test Date	Location-Left	Location-Middle	Location-Right	Average	Geo Mean

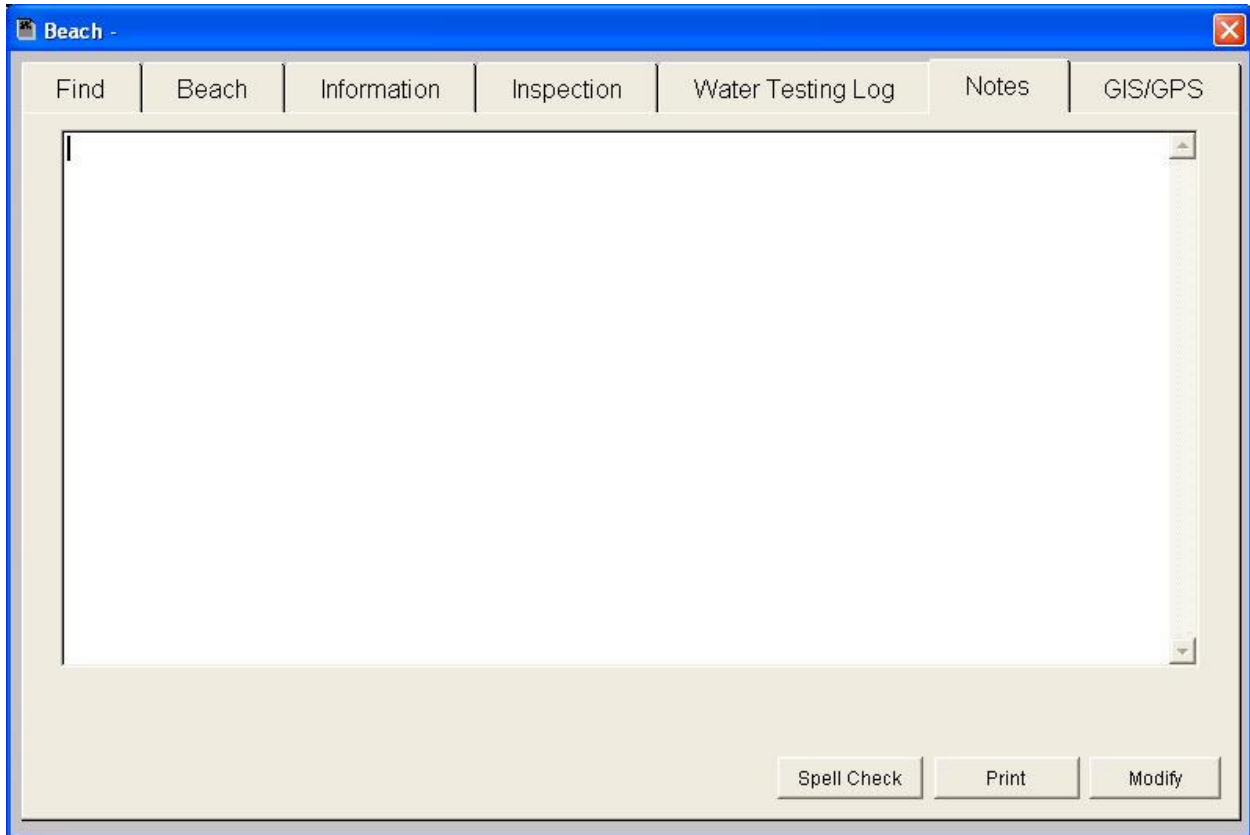
Inspection date

On the **Water Testing Log** page enter your water tests on the beach. To enter a test, enter the date and then click the **“Add Test”** button. The **“Add Test”** button will create a line in the grid to enter the test information. To delete a test, select the appropriate row in the grid and right-click the **“Delete Test*”** button.

Notes



Notes



The **Notes** page allows you to enter unlimited notes on the beach.

GIS/GPS



GIS/GPS

The "GIS/GPS" 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.

Print Button



Print

Print: The “**Print**” button is available on all the tabs.

**** Note: The licenses will print on your preprinted license paper.****

Field/Button	Description
Application	Prints an application (right-click OK to print blank application).
Application year	Specify the year for the application.
License	Prints a license for the bathing beach.
Envelope - Park	Prints an envelope addressed to the Beach.
Envelope - Licensee	Prints an envelope addressed to the licensee.
Inspection	Prints the Beach inspection.
Water Testing Log	Prints the water testing log for the beach.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.

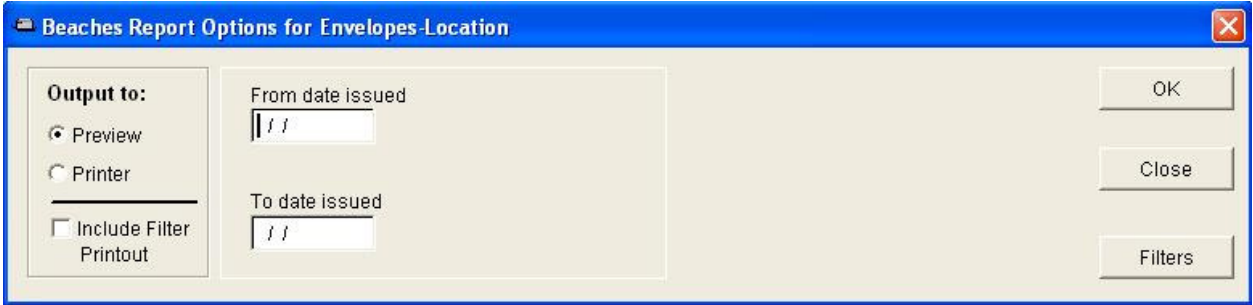
Reports



Reports



The **Beaches** module has a set of pre-defined reports from which to choose. Each report will ask for **From date issued** and **To date issued**. This is to prevent printing a report for a Beach that did not apply for a license.



You may preview the report before printing. Also, you have the ability to use filters to build a query.

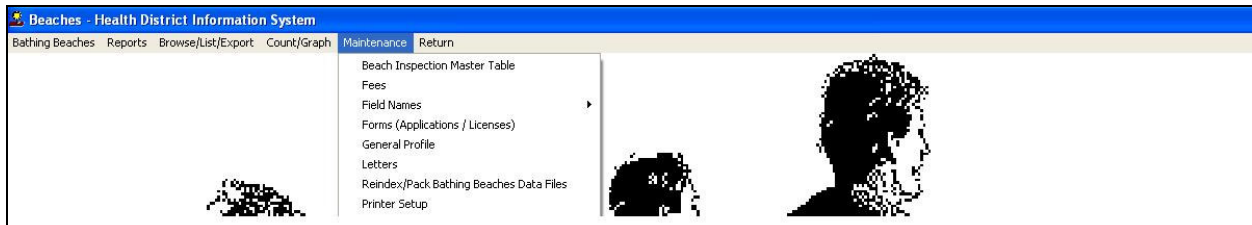
Reports

Report	Description
Envelopes - Location	Addresses envelope to the location of the Beach.
Envelopes - Licensee	Addresses envelope to the "Mail To" individual of the Beach.
Labels - Locations	Generates mailing labels to the location of the Beach.
Labels - Licensee	Generates mailing labels to "Mail To" individual of the Beach.
Lists	Generates a list of your Beaches.

Maintenance - Add/Delete/Modify Tables



Maintenance



The **Maintenance Menu** contains a list of the tables that you can modify for your program.



Beach Inspection Master Table

Number	Letter	Issues	Review
1	A	GENERAL INFO	WATER APPEARANCE
1	B		ESTIMATED BATHER LOAD
1	C		WEATHER CONDITION
1	D		AIR TEMPERATURE
2	A	SAFETY & SANITATION	BATHING AREA
2	B		LIFE GUARDS
2	C		SAFETY EQUIPMENT
2	D		COMMUNICATION
2	E		SUPERVISION
2	F		GENERAL SAFETY
2	G		SANITATION-BEACH
2	H		WATER SUPPLY
2	I		TOILET-HANDWASHING
2	J		BATHHOUSE
2	K		MISCELLANEOUS
3	A	WATER SAMPLE	SAMPLE COLLECTED
3	B		TIME SAMPLE COLLECTED
3	C		WATER TEMPERATURE
3	D		SAMPLE POINTS
3	E		AIR TEMPERATURE
3	F		PRESENT WEATHER CONDITIONS
3	G		PRIOR WEATER CONDITIONS(24 HOURS)
3	H		RAINFALL-INCHES(LAST 24 HOURS)
3	I		WIND DIRECTION

This table allows you to enter your inspection list for your beaches. The number and letter columns allow you to put your inspection rules in “order”. The “Issue” column is the general title of your inspection “set”. The “Review” column is for entering each specific issue for the inspection.

Field/Button	Description
Number	Groups review items under an issues listing
Letter	Puts the rules in “order”
Issue	Enter the Issue for the rule “set”
Review	Enter the guideline regarding the Issue
Close Button	Closes the table
Add Button	Allows you to add to the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Fees

Add/Delete/Modify Beaches Fees ✘

Code	Description	Local Fee
▶		
BEA	BATHING BEACH APPLICATION FEE	100.00

Close

Add New Fee

Delete Fee

Update New Fees

Print

Field/Button	Description
Code	Enter the code of the fee.
Description	Enter the description of the code.
Local Fee	Enter your local health department fee.
Close	Closes the table.
Add New Fee	Adds a new fee to the table.
Delete Fee	Deletes the highlighted fee.
Update New Fees	Updates all Beaches based on the fees in the fee table.
Print	Prints a list of fee codes.



Field Names

Field Name	Data Base Field Name
2ND LAST INSPECTION	EHBEA.LST_2ND_IN
3RD LAST INSPECTION	EHBEA.LST_3RD_IN
AUDIT #	EHBEA.AUDIT
BEACH SIZE	EHBEA.BEA_SIZ
CITY	EHBEA.CITY
DATE PAID	EHBEA.DATE_PAID
DATE PERMIT ISSUED	EHBEA.DATE_ISS
EMERGENCY ADDRESS	EHBEA.C1_ADDRESS
EMERGENCY CONTACT	EHBEA.C1_NAME
EMERGENCY PHONE	EHBEA.C1_PHONE
FEE CODE	EHBEA.FEECC
FEE DESCRIPTION	EHBEA.DESCRIP
GIS/PREFIX DIRECTION	EHBEA.GIS_PRE_DIR
GIS/PREFIX TYPE	EHBEA.GIS_PRE_TYPE
GIS/STREET	EHBEA.GIS_STRT
GIS/STREET #	EHBEA.GIS_STRT_NO
GIS/STREET SUFFIX	EHBEA.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	EHBEA.GIS_STRT_DIR
GPS/LAT-DECIMAL	EHBEA.GPS_LAT_DEC
GPS/LAT-DEGREES	EHBEA.GPS_LAT_DEG
GPS/LAT-DIRECTION	EHBEA.GPS_LAT_DIR
GPS/LAT-MINUTES	EHBEA.GPS_LAT_MIN
GPS/LAT-SECONDS	EHBEA.GPS_LAT_SEC

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc 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).



Forms (Applications and Licenses)

The screenshot shows a software window titled "Enter/Modify Beach Form Paragraphs". It features three tabs: "Application", "License / Permit / Registration", and "Certificate of Use". The "Application" tab is currently active. The main content area is a large, empty text field with a vertical scrollbar on the right side. A "Close" button is located in the bottom right corner of the window.

You are able to enter additional information to your application, registration, and certificate of use forms for your beaches. This information will appear on **EVERY** printout.



General Profile

General Profile

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

Health Department

Division

Address1

Address2

City State Zip

County

Phone #'s FAX #

Federal Tax ID

Commissioner

Client/Server Location

2006 2005 2004 2003 2002 2001 2000 1999 1998

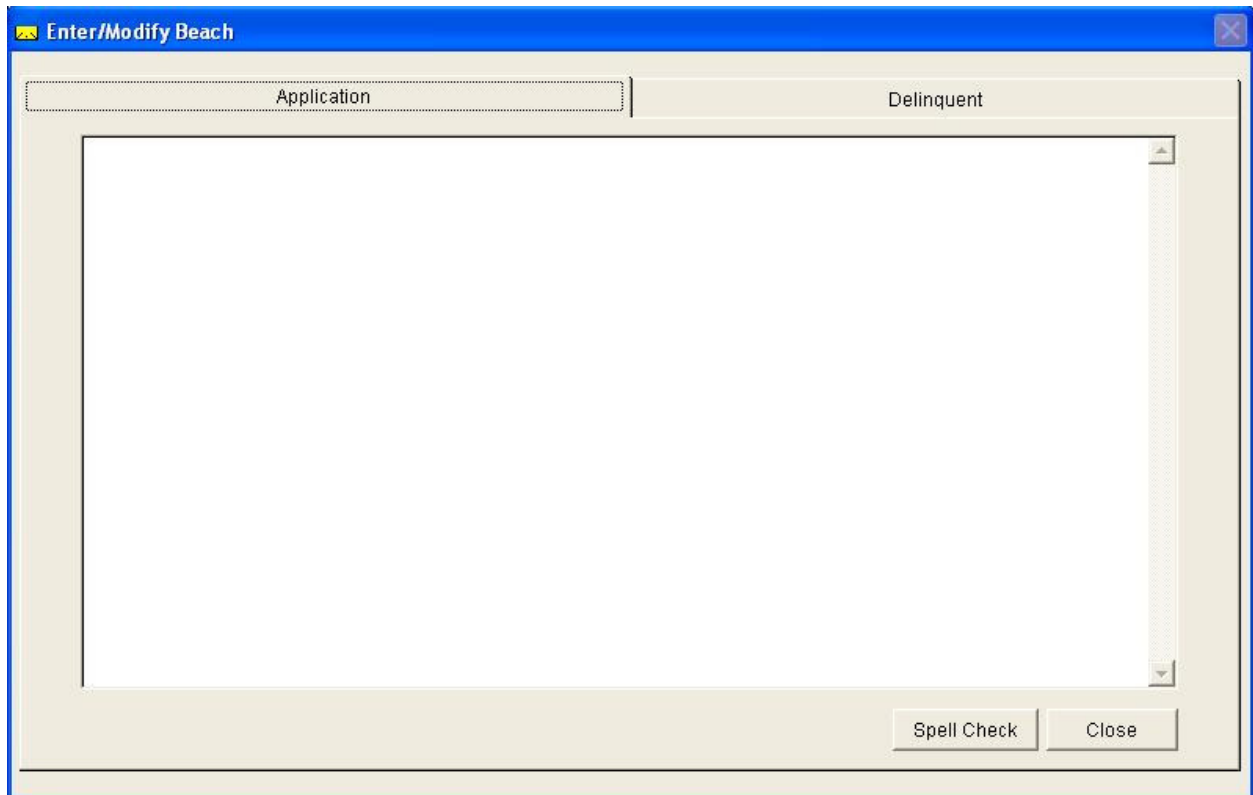
Make Checks Payable to:

Close

The **General Profile** enables you to fill out the basic information for your health department.



Letters



HDIS provides you with 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. Use **capital letters** to describe the field name.

Example: *OWNER* = TOM GORDON



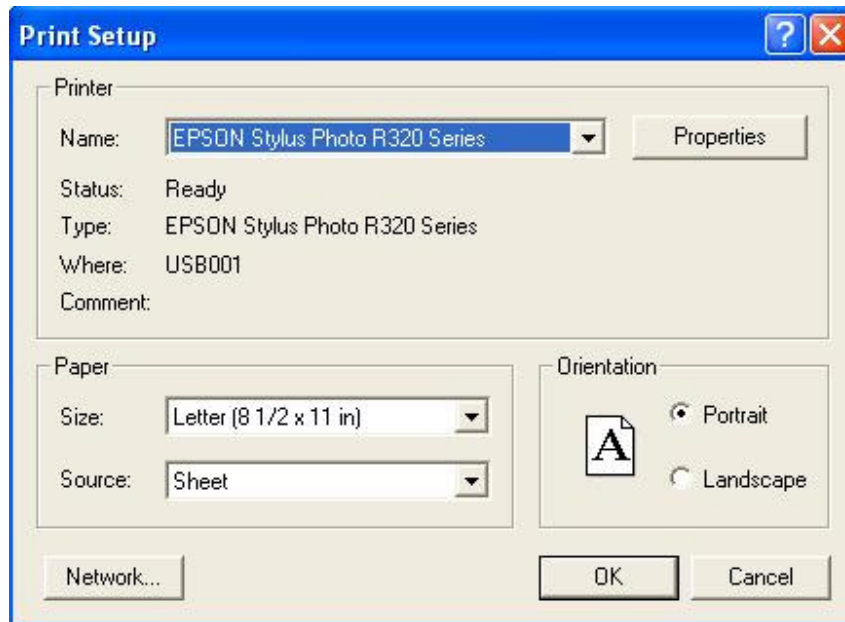
Reindex/Pack Bathing Beaches Data Files



This function is only needed should your data be corrupted due to a power failure. Please contact CHC Software if you have any questions or concerns.



Print Setup



The print setup allows you to choose from which printer you wish to print. Pick the printer in the name dropdown and click **OK**.

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