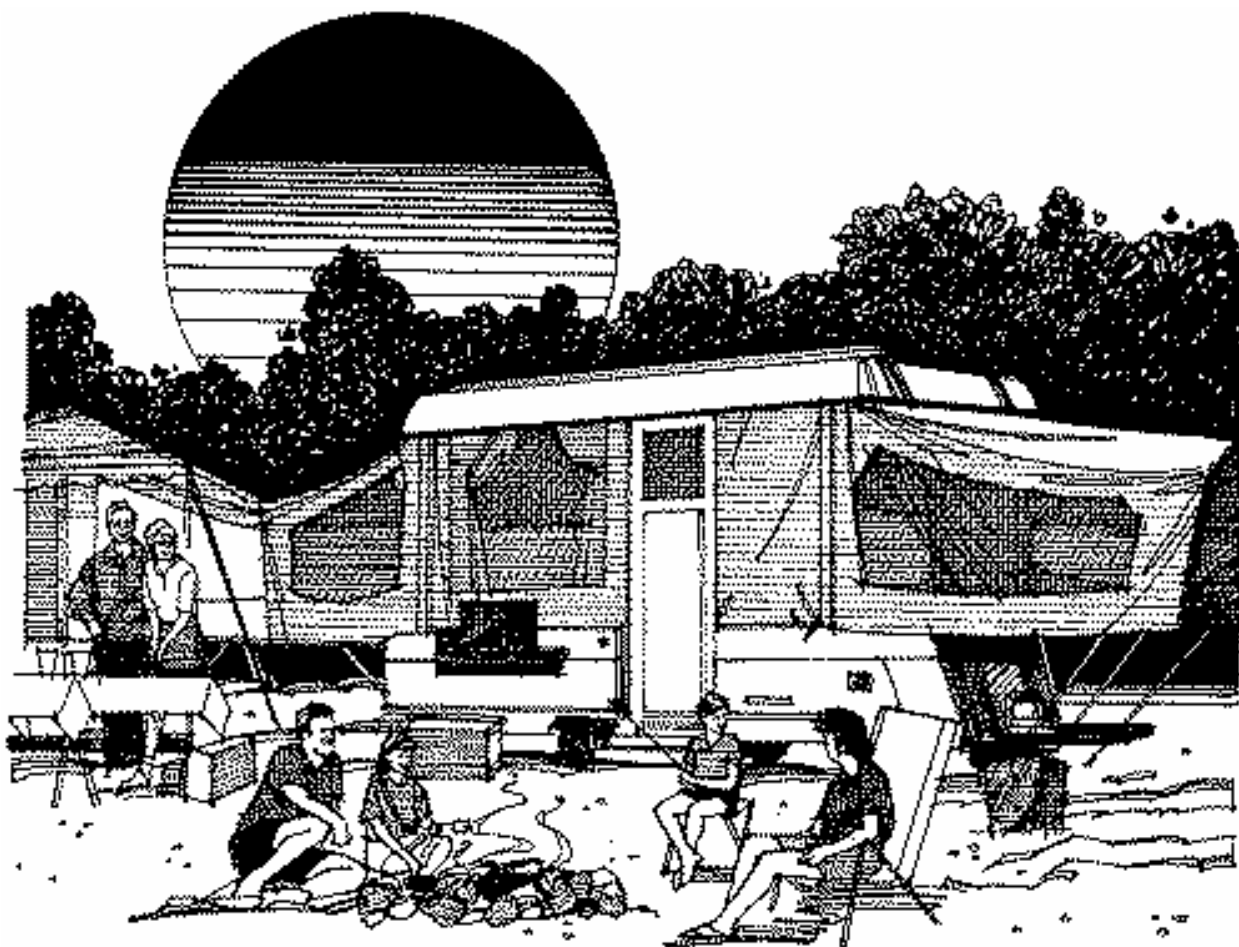


Parks and Camps



User's Manual

Parks and Camps

Health District Information System

HDIS (Windows Ver. 4.0)

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CHC Software, Inc.
Health District Information Systems
helpdesk@hdis.org

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your parks and camps 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 Parks and Camps 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

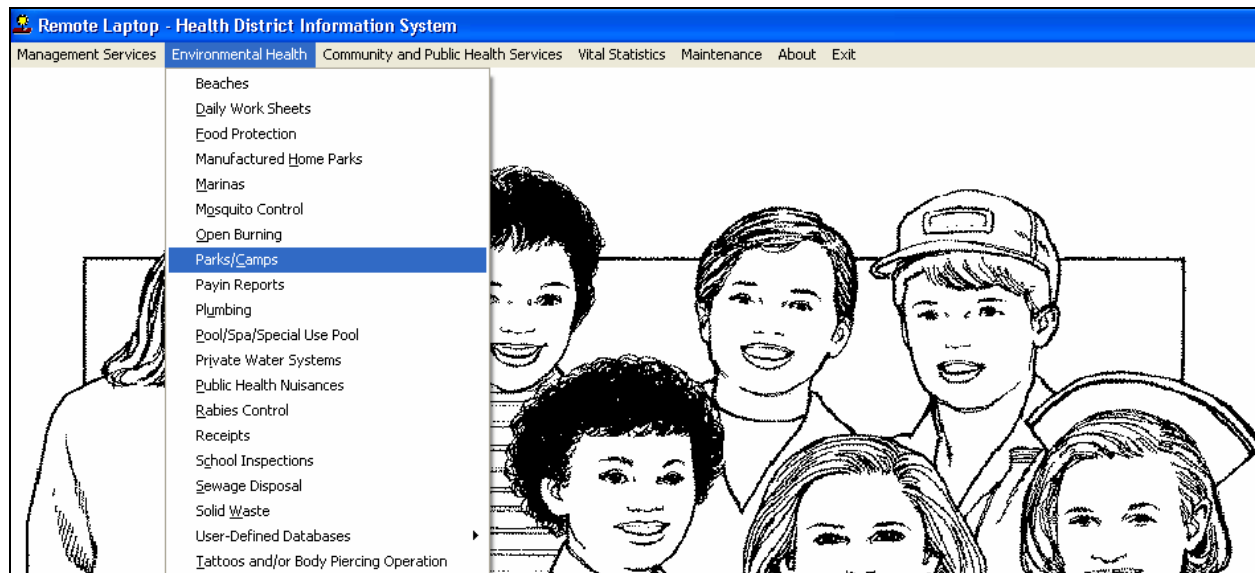
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Parks/Camps module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



Select Environmental Health



Select Parks/Camps



Parks/Camps



Entering a Park/Camp

Recreation Vehical Park, Recreation Camp, Combined Park-Camp or Temporary Park-Camp

Find | Park/Camp | Person to Contact | Licensing Information | Inspections | GIS/GPS

☒ by Name
 ☐ by Licence #
 ☐ by Street Address

Enter Name, License# or Street Address

Add Close

Name	Street	Licnese #
LAKE COUNTY ROD & GUN CLUB	LOVELAND ROAD	6
PERRY TOWNSHIP PARK	2815 PERRY PARK ROAD	2
SHOREGATE FESTIVAL	SHOREGATE SHOPPING CE	2301
WARTS & CRAFT SHOW	7850 MENTOR AVE	9818
WARTS & CRAFTS SHOW	7850 MENTOR AVENUE	9912
WARTS AND CRAFT SHOW	7850 MENTOR AVENUE	9909
IBATES AMUSEMENT INC	KIRTLAND SCHOOL CAMPL	2205
IBATES AMUSEMENT INC.	JOHNNYCAKE ROAD	2003
IBATES AMUSEMENT INC/ST. GABRIEL'S CH	9935 JOHNNYCAKE RIDGE I	2203
IBATES AMUSEMENTS	9935 JOHNNYCAKE	2104
IBATES BROS. AMUS. CO.	SHOREGATE	9902
IBATES BROS. AMUSEMENT CO.	SHOREGATE SHOPPING CE	2002
IBATES BROS. AMUSEMENT CO.	SHOREGATE SHOPPING CE	2103

The **FIND** tab on the Parks/Camps window is for locating a Park or Camp. You can browse through the grid to find a name or type the name in the **Enter Name, License# or Street Address** field and then press the enter key on your keyboard. To find a Park/Camp by **License #**, click the radio button labeled **by License #** and then enter the license number. To find a Park/Camp by **Street Address**, click the radio button labeled **by Street Address** and enter the street address.

To add a Park/Camp to your list, click the **Add** button.
Once the Park/Camp is entered you will not have to enter it again.

Park/Camp - SMOKIE THE BEARS

Find Park/Camp Person to Contact Licensing Information Inspections GIS/GPS

Application for License to Operate a Park/Camp

☐ Recreation Vehical Park
 ☐ Recreation Camp
☒ Combined Park/Camp
☐ Temporary Park/Camp

Name of Park/Camp:
 License #:

Address of Park/Camp:
 City:

State:
 Zip code:
 Phone #:

Name of Licensee:
 Address:

City:
 State:
 Zip code:
 Phone:

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 park/camp and the licensee that you received from their application.

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

Person to Contact



Select Person to Contact

Park/Camp - SMOKIE THE BEARS

Find | Park/Camp | **Person to Contact** | Licensing Information | Inspections | GIS/GPS

Person to Contact regarding inspections, maintenance or emergencies, if different from owner/operator

Name
CHRIS WOODY

Address
5555 LAKEVIEW AVENUE

Phone
1-555-693-5784

Print Modify

This screen identifies the person(s) that you would contact regarding inspections, maintenance, and emergencies. This information can be found on the application form. **Enter a “^” (karat) between the street and city. This will allow you to print an envelope using the “Print” button.**

Example: 1234 ANY STREET^PARMA, Oh 44134

Licensing Information



Licensing Information

Park/Camp - SMOKIE THE BEARS

Find | Park/Camp | Person to Contact | **Licensing Information** | Inspections | GIS/GPS

of park/camp sites: ☒ **Community water supply** ☐ **Licensee water**

Code: Descript: Local fee: State fee: Late fee: Total:

Audit: Date issued: Temporary Valid date: Temporary Through date:

Date paid: Receipt#: Inspection interval: Last three inspection dates:

Inspector: Service:

Political subdivision: District: ☐ **Out of business** OOB date:

Note:

Field/Button	Description
Total # of park/camp sites	Enter the number park/camp sites
Community Water Supply	Check if the park/camp is supplied by community water
Licensee Water	Check if the park/camp is supplied by the licensee
Other water supply	Enter if the water is supplied by something other than the community or licensee
Code	Chose the fee code for the park/camp
Description	(filled out once fee code is selected)
Local Fee	(filled out once fee code is selected)
State Fee	(filled out once fee code is selected)
Late Fee	(filled out by running delinquent letters)
Total	(filled out once fee code is selected)
Audit	(filled out once a license fee code is printed)
Date issued	Date permit issued
Temporary Valid Date	
Temporary Through Date	
Date Paid	Date the permit was paid
Receipt #	Receipt number for the permit
Inspection Interval	(filled out once fee code is selected)

Last Three Inspection Dates	Enter your last three inspection dates
Inspector	Inspector's code and name
Service	Service code and description
Political subdivision	Political subdivision code, city and subdivision number
District	District of the park
Out of Business	Check if the park/camp is out of business
OOB Date	Enter the out of business date
Note	Enter your notes
Print	Opens the print menu
Modify	Click to modify the information on the page

Inspections



Inspections

The screenshot shows a software window titled "Park/Camp - SMOKEY THE BEARS". It has a menu bar with "Find", "Park/Camp", "Person to Contact", "Licensing Information", "Inspections" (which is selected), and "GIS/GPS". Below the menu bar, there are two tabs: "Violations" and "Violation(s)/Comment(s)". The "Violations" tab is active, showing a form with an "Inspection date" field containing " / /". Below this is a list of inspection items, each with a checkbox:

<input type="checkbox"/> 52 Plans	<input type="checkbox"/> 65 Solid Waste
<input type="checkbox"/> 521 Compliance with approved plan	<input type="checkbox"/> 66 Safety
<input type="checkbox"/> 54 Licensing	<input type="checkbox"/> 67 Rules
<input type="checkbox"/> 55 Density	<input type="checkbox"/> 68 Electrical Service
<input type="checkbox"/> 56 Site	<input type="checkbox"/> 69 Lighting
<input type="checkbox"/> 57 Water, Sewage, Liquid Waste Systems	<input type="checkbox"/> 70 Maintenance
<input type="checkbox"/> 58 Water Supply	<input type="checkbox"/> 71 Insects and Vectors
<input type="checkbox"/> 59 Sewage and Liquid Waste	<input type="checkbox"/> 72 Animals and Pets
<input type="checkbox"/> 60 Required Facilities	<input type="checkbox"/> 74 Operator Responsibility
<input type="checkbox"/> 61 Toilet Facilities	
<input type="checkbox"/> 62 Dump Stations	
<input type="checkbox"/> 63 Waste Water Drains	
<input type="checkbox"/> 64 Handwashing and Shower	

At the bottom of the window, there are five buttons: "Previous Inspection", "Next Inspection", "Add Inspection" (which is circled in red), "Delete Inspection*", "Print", and "Modify".

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

Park/Camp - SMOKEY THE BEARS

Find | Park/Camp | Person to Contact | Licensing Information | **Inspections** | GIS/GPS

Violations | Violation(s)/Comment(s)

Inspection date: 09/02/2005

<input type="checkbox"/> 52 Plans	<input type="checkbox"/> 65 Solid Waste
<input type="checkbox"/> 521 Compliance with approved plan	<input type="checkbox"/> 66 Safety
<input type="checkbox"/> 54 Licensing	<input type="checkbox"/> 67 Rules
<input type="checkbox"/> 55 Density	<input type="checkbox"/> 68 Electrical Service
<input type="checkbox"/> 56 Site	<input type="checkbox"/> 69 Lighting
<input type="checkbox"/> 57 Water, Sewage, Liquid Waste Systems	<input type="checkbox"/> 70 Maintenance
<input type="checkbox"/> 58 Water Supply	<input checked="" type="checkbox"/> 71 Insects and Vectors
<input type="checkbox"/> 59 Sewage and Liquid Waste	<input type="checkbox"/> 72 Animals and Pets
<input type="checkbox"/> 60 Required Facilities	<input type="checkbox"/> 74 Operator Responsibility
<input type="checkbox"/> 61 Toilet Facilities	
<input type="checkbox"/> 62 Dump Stations	
<input type="checkbox"/> 63 Waste Water Drains	
<input type="checkbox"/> 64 Handwashing and Shower	

Previous Inspection | Next Inspection | Add Inspection | Delete Inspection* | Print | Modify

To enter a violation, click on the appropriate check box. In this case, there was a “**71 Insects and Vectors**”. When the violation is checked, the Parks/Camps Inspection rules table will open (seen on the next page).



Violation(s)/Comment(s)

Park/Camp - SMOKEY THE BEARS

Find | Park/Camp | Person to Contact | Licensing Information | **Inspections** | GIS/GPS

Violations | Violation(s)/Comment(s)

3701-25-71 Control of insects, rats, mice, and noxious plants

(A) Insects and rodent control measures shall be employed by the operator whenever an insect or rodent nuisance exists.

Inspected by: 19 | BERNIE KOSAR | R.S./SIT #: 19889 | Rules

Received by: BUD CARSON | Title: R.S. | Spell Check

Previous Inspection | Next Inspection | Add Inspection | Delete Inspection* | Print | Modify

The “**Violations/Comments**” page displays the rules that you added. You may, also, add comments specific to the rules.

Field/Button	Description
Violation(s)/Comment(s)	Displays the selected rules from the “Violations” tab along with your comments
Inspected by	Choose the inspector who performed the inspection
R.S./SIT#	
Received by	Enter the person who received the inspection form
Title	Enter the title of the person who received the information
Rules	Click to open all inspection rules
Spell Check	Click to perform a spell check on your comments

GIS/GPS



GIS/GPS

Park/Camp - SMOKIE THE BEARS

Find | Park/Camp | Person to Contact | Licensing Information | Inspections | **GIS/GPS**

Global Information System

Street #	Prefix Direction	Prefix Type	Street name	Street Suffix	Prefix Direction
<input type="text" value="12345"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="YELLOWSTONE"/>	<input type="text"/>	<input type="text"/>

Global Positioning System

Latitude Decimal Value	Longitude Decimal Value
<input type="text"/>	<input type="text"/>

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 out an application (right click OK to print blank application)
Application year	Specify the year you want the application printed for.
License	Prints out a license on the preprinted license paper. HDIS will automatically display the next available audit #. When you receive a new packet of licenses, enter the Audit # of the first license in the packet.
Envelope – Park/Camp	Prints an envelope addressed to the Park/Camp.
Envelope - Licensee	Prints an envelope addressed to the licensee.
Person to Contact	Prints an envelope addressed to the “person to contact”.
Park/Camp Inspection	Prints out the Park/Camp inspection.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing a license, this button will appear. Click to update the new Audit Number and also the date issued.
Void	After printing a license, this button will appear. If you discover you incorrectly printed the license, click the Void button, which will create a Void record that will account for the license audit number.

How to Void a License

There are two ways to void a license. The first way is described above when you are in the Print window and have just incorrectly printed a license. The second way is as follows:

Click the Window Tab **Find**

Click the **Add** button

Click the appropriate check box for type of license

Enter “\ **VOID**” in the name field (use a backslash and a space before the word “VOID”).

Click the “**Licensing Information**” window tab

Enter the fee code as “**VD**”

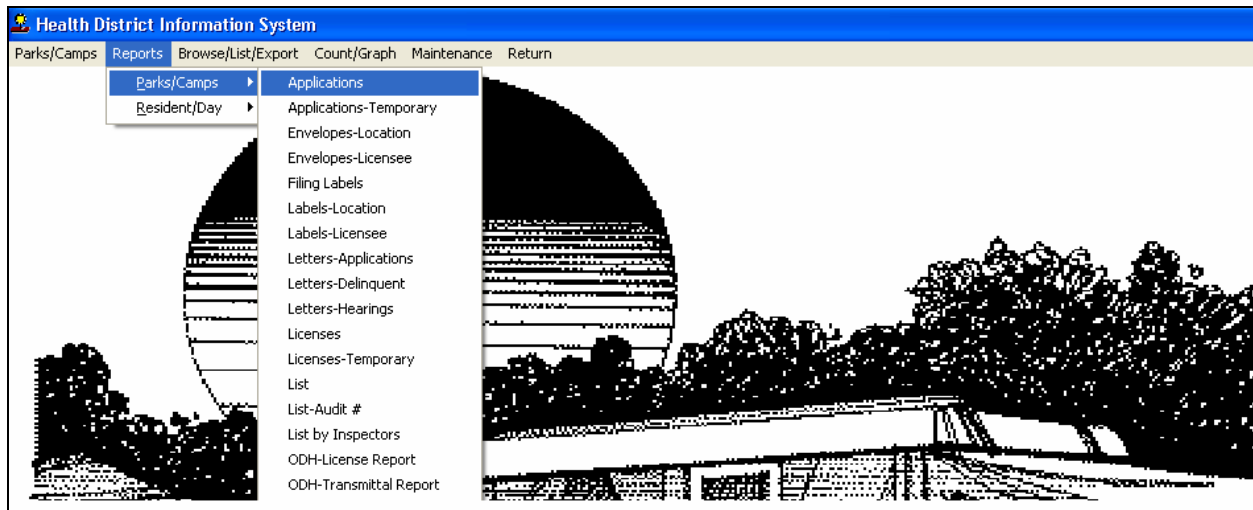
Enter the audit number you are voiding in the “**Audit**” field

Enter the date voided in the “**Date Issued**” field

Reports



Reports – Parks/Camps



The **Parks/Camps** 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 park/camp that is Out of Business or did not apply for a license.

Parks/Camps Report Options for Applications

Output to:

☒ Preview

☐ Printer

From date issued: 11

To date issued: 11

Application year: 2005

OK

Close

Filters

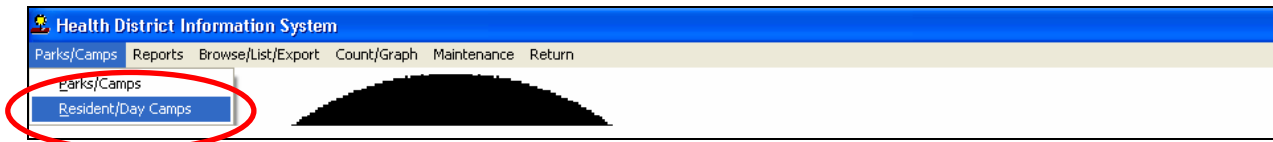
You may preview the report before printing. Also, you have the ability to use filters to build a query.

Reports

Report	Description
Applications	This will generate applications for each park/camp.
Applications - Temporary	
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.
Labels - Locations	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 these letters up in the Maintenance menu)
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	
Lists	Generates a list of parks/camps.
Lists – Audit #	Generates a list of parks/camps by audit #.
List by Inspectors	Generates a list of parks/camps by inspectors.
ODH – License Report	This will generate the state license report.
ODH – Transmittal Report	This will generate the state transmittal report.



Resident/Day Camps



Entering a Resident/Day Camp

Resident/Day Camp -

Find Resident/Day Camp Licensing Information GIS/GPS

☒ by Name ☐ by Licence # ☐ by Street Address

Enter Name, License# or Street Address

Name	Street	License #
CAMP LEJNAR	6881 KNIFFEN ROAD	3
CAMP ROOSEVELT	2814 PERRY PARK ROAD	1
CAMP STIGWANDISH	7497 ROSS ROAD	5
CEDAR HILLS CONFERENCE CENTER	5811 VROOMAN ROAD	4
CHINCAPIN CAMP	KING MEMORIAL ROAD	6
KRUSTYS KAMPS	1234 MAIN AVENUE	10
RED BARN CAMP	9057 KIRTLAND CHARDON	8
RED OAK CAMP	9057 KIRTLAND CHARDON	7
STONY GLEN CAMP	5300 WEST LOVELAND ROAD	2
LAKE COUNTY YMCA OUTDOOR FAMILY CE	4540 RIVER ROAD	9

The **FIND** tab on the Resident/Day Camp window is for finding a Resident/Day Camp. You can browse through the grid to find a name or type the name in the **Enter Name, License# or Street Address** field and then press the enter key on your keyboard. To find a Resident/Day Camp by **License #**, click the radio button labeled **by License #** and then enter the license number. To find a Resident/Day Camp by Street Address, click the radio button labeled **by Street Address** and enter the street address.

To add a Resident/Day Camp to your list, click the **Add** button.
Once the Resident/Day Camp is entered you will not have to enter it again.

Resident/Day Camp - KRUSTYS KAMPS

Find Resident/Day Camp Licensing Information GIS/GPS

Application for License to Operate a Resident/Day Camp

☒ Resident Camp
☒ Day Camp
☐ Primitive Resident Camp
☐ Primitive Day Camp

☐ OEPA Water Supply
☐ OEPA Wastewater

Name of Resident/Day Camp: KRUSTYS KAMPS License #: 10

Address of Resident/Day Camp: 1234 MAIN AVENUE City: SPRINGFIELD

State: OH Zip code: 44566

Name of Licensee: KRUSTY THE KLOWN Address: 1234 MAIN AVENUE

City: SPRINGFIELD State: OH Zip code: 44566 Phone: 1-555-484-8488

Print Previous Next Delete Add Modify

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

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

Licensing Information – Resident Day Camps



Licensing Information

Resident/Day Camp - KRUSTYS KAMPS

Find	Resident/Day Camp	Licensing Information	GIS/GPS
Code []	Fee Description []	Local fee []	Audit []
Date paid 09/13/2005	Receipt# 225	Authorization expires / /	Insp.Interval 360
Inspector 19	HANFORD DIXON	Service OI	OFFICE ISSUED
Political subdivision 02	WICKLIFFE CITY	District 02	OOB date / /
<input type="checkbox"/> Out of business			
Note ENTER YOUR NOTES HERE			
		Print	Modify

Field/Button	Description
Code	Chose the fee code for the resident/day camp.
Description	(filled out once fee code is selected)
Local Fee	(filled out once fee code is selected)
State Fee	(filled out once fee code is selected)
Late Fee	(filled out by running delinquent letters)
Total	(filled out once fee code is selected)
Audit	(filled out once a license fee code is printed)
Date issued	Date the permit issued
Date Paid	Date the permit was paid
Receipt #	Receipt number for the permit
Inspection Interval	(filled out once fee code is selected)
Last Three Inspection Dates	Enter your last three inspection dates
Inspector	Inspector's code and name
Service	Service code and description
Political subdivision	Political subdivision code, city and subdivision number
District	District of the park
Note	Enter your notes
Out of Business	Check if the resident/day camp is out of business

OOB Date	Enter the out of business date
Print	Opens the print menu
Modify	Click to modify the information on the page

GIS/GPS – Resident Day Camps



GIS/GPS

Resident/Day Camp - KRUSTYS KAMPS
✕

Find
Resident/Day Camp
Licensing Information
GIS/GPS

Global Information System

Street #

Prefix Direction

Prefix Type

Street name

Street Suffix

Prefix Direction

Global Positioning System

Latitude Decimal Value

Longitude Decimal Value

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 – Resident Day Camps



Print

Print: The print button is available on all the tabs

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

Field/Button	Description
Application	Prints out an application form To print a blank application, right click the print button.
Application year	Specify the year you want the application printed for.
License	Prints out a license on the preprinted license paper. HDIS will automatically display the next available audit #. When you receive a new packet of licenses, enter the Audit # of the first license in the packet.
Envelope – Resident Day/Camp	Prints an envelope addressed to the resident/day camp.
Envelope - Licensee	Prints an envelope addressed to the licensee.
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.
Update Record	After printing a license, this button will appear. Click to update the new Audit Number and also the date issued.
Void	After printing a license, this button will appear. If you discover you incorrectly printed the license, click the Void button, which will create a Void record that will account for the license audit number.

How to Void a License

There are two ways to void a license. The first way is described above when you are in the Print window and have just incorrectly printed a license. The second way is as follows:

Click the Window Tab **Find**

Click the **Add** button

Click the appropriate check box for type of license

Enter “\ **VOID**” in the name field (use a backslash and a space before the word “VOID”).

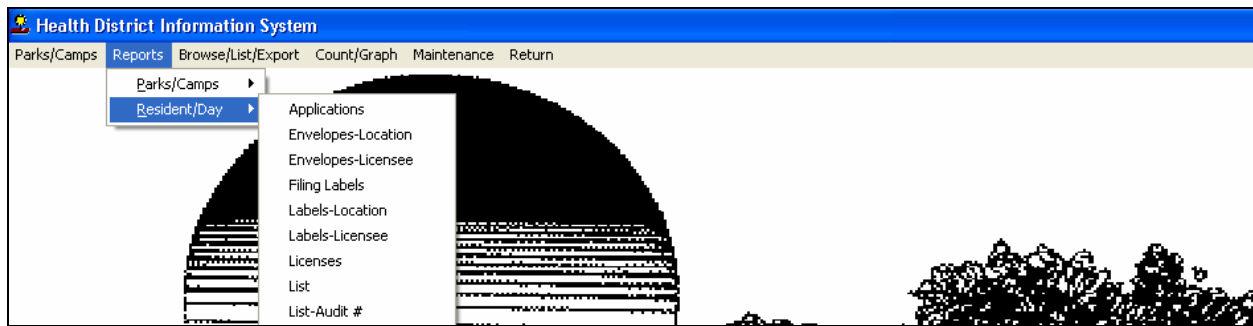
Click the “**Licensing Information**” window tab

Enter the fee code as “**VD**”

Enter the audit number you are voiding in the “**Audit**” field

Enter the date voided in the “**Date Issued**” field

Reports – Resident Day Camps



The **Resident/Day Camps program** has a set of pre-defined reports to choose from. Each reported will ask for **From date issued** and **To date issued**. This is to prevent printing a report for a resident/day camp that is Out of Business or did not apply for a license.

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

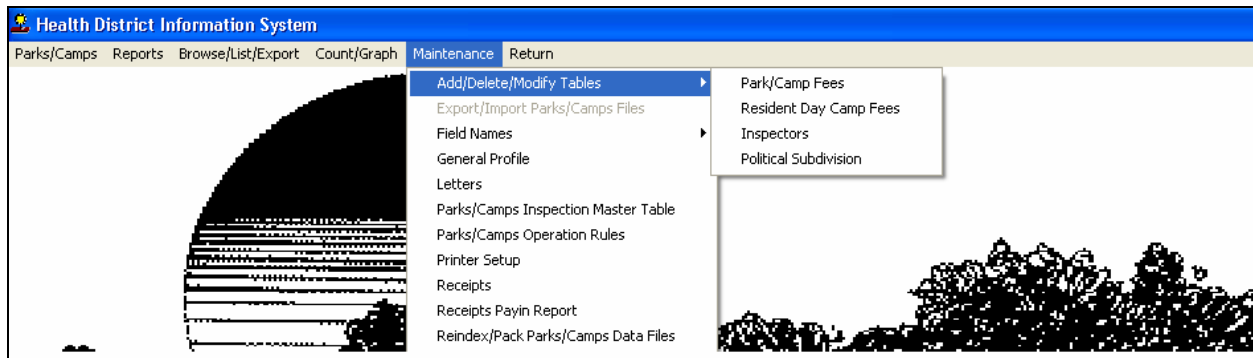
Reports

Report	Description
Applications	Generates applications for each resident/day camp.
Envelopes - Location	Addresses envelope to the location of the resident/day camp.
Envelopes - Licensee	Addresses envelope to the licensee of the resident/day camp.
Filing Labels	Generates filing labels for each resident/day camp.
Labels - Locations	Generates mailing labels to the location of the resident/day camp.
Labels - Licensee	Generates mailing labels to the licensee.
Licenses	Generates licenses for each resident/day camp that meets the criteria 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.
Lists	Generates a list of resident/day camps.
Lists – Audit #	Generates a list of resident/day camps by audit #.

Maintenance - Add/Delete/Modify Tables



Maintenance



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



Political Subdivision

Add/Delete/Modify Political Subdivision Table

Code	Subdivision	District
01	WILLOWICK CITY	07
02	WICKLIFFE CITY	02
03	WILLOUGHBY HILLS CITY	02
04	WILLOUGHBY CITY	06
05	EASTLAKE CITY	07
06	PAINESVILLE CITY	03
07	MENTOR CITY WEST	04
08	KIRTLAND CITY	02
09	MENTOR ON THE LAKE CITY	05
10	WAITE HILL VILLAGE	02
11	TIMBERLAKE VILLAGE	07
12	KIRTLAND HILLS VILLAGE	02
13	GRAND RIVER VILLAGE	03
14	FAIRPORT HARBOR VILLAGE	05
15	NORTH PERRY VILLAGE	01
16	PERRY VILLAGE	01
17	MADISON VILLAGE	01
18	LAKELINE VILLAGE	07
19	CONCORD TOWNSHIP	01
20	PERRY TOWNSHIP	01
21	LEROY TOWNSHIP	01
22	MADISON TOWNSHIP	01

Buttons: Close, Add, Delete, Print, Update Districts

Field/Button	Description
Code	Enter the code of the subdivision
Subdivision	Enter the subdivision
Close Button	Closes the table
Add Button	Adds a code to the table
Delete Button	Deletes a highlighted entry
Print	Prints the list



Export/Import Parks/Camps Clients

Type	Export	Name	Street	Licence #

The **Export/Import** function enables you to take your Parks & Camps data out of the office on your laptop. If you use a laptop for your inspections or are interested in this function, please contact **CHC Software for directions at helpdesk@hdis.org**

Parks/Camps – Lap Top Export / Import Files

Before you leave the office:

Import Parks/Camps Files

Click "**Environmental Health**"

Click "**Parks/Camps**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Parks/Camps Files**"

Click "**Import Parks/Camps Clients From Server**" radio button

Click "**OK**"

Click "**Continue**"

Upon returning to the office:

Export Parks/Camps Files

Click "**Environmental Health**"

Click "**Parks/Camps**"

Click "**Maintenance**"

Click "**Lap Top - Export/Import Parks/Camps Files**"

Click "**Export Parks/Camps Clients to Server**" radio button

Note: Any record that has been modified will display a check in the box next to their name.

Click "**OK**"

Click "**Continue**"



Field Names – Parks/Camps

Data Base Field Names for Park/Camp		
Field Name	Data Base Field Name	
# OF LOTS	CAM.LOTS	
2ND LAST INSPECTION	CAM.LST_2ND_IN	
3RD LAST INSPECTION	CAM.LST_3RD_IN	
AUDIT #	CAM.AUDIT	
CITY	CAM.CITY	
COMBINED PARK/CAMP	CAM.CPC	
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	
FEE CODE	CAM.FEECC	
FEE DESCRIPTION	CAM.DESCRPT	
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	
ID #	CAM.ID	
INSPECTION INTERVAL	CAM.INSP_INT	

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).



Field Names – Resident Day Camps

Data Base Field Names for Resident Day Camp		
Field Name	Data Base Field Name	
AUDIT #	DAY.AUDIT	
AUTHORIZATION EXPIRES	DAY.THROUGH	
CITY	DAY.CITY	
DATE PAID	DAY.DATE_PAID	
DATE PERMIT ISSUED	DAY.DATE_ISS	
DAY CAMP	DAY.DC	
FEE CODE	DAY.FEECC	
FEE DESCRIPTION	DAY.DESCRPT	
GIS/PREFIX DIRECTION	DAY.GIS_PRE_DIR	
GIS/PREFIX TYPE	DAY.GIS_PRE_TYPE	
GIS/STREET	DAY.GIS_STRT	
GIS/STREET #	DAY.GIS_STRT_NO	
GIS/STREET SUFFIX	DAY.GIS_STRT_SUF	
GIS/STREET SUFFIX DIR	DAY.GIS_STRT_DIR	
GPS/LAT-DECIMAL	DAY.GPS_LAT_DEC	
GPS/LON-DECIMAL	DAY.GPS_LON_DEC	
ID #	DAY.ID	
INPECTION REASON	DAY.F_DESC	
INSPECTION INTERVAL	DAY.INSPE_INT	
INSPECTOR	DAY.INSPECTOR	
INSPECTOR'S CODE	DAY.I_CODE	
LAST INSPECTION DATE	DAY.LST_RTN_IN	
LICENCEE STREET	DAY.MAIL_ST	

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).



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

☐ 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 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



Parks/Camps Operation Rules

Add/Delete/Modify Add/Delete/Modify Parks/Camps Operation Rules

#	Title	Code	Rules
5.1	3701-25-51 DEFINITIONS	OHIO ADMINISTRATIVE CODE DEFINITIONS	Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT	(A) NO PERSON SHALL CONSTRUCT, SUBSTANTIALLY AL	Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT	(B) BEFORE SUBMITTING PLANS TO THE DIRECTOR OR LI	Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT	(C) PLANS FOR RECREATIONAL VEHICLE PARKS, RECREA	Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT	(D) THE PLANS SUBMITTED UNDER PARAGRAPH (C) OF T	Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT	(E) EXCEPT AS OTHERWISE PROVIDED IN PARAGRAPH (E	Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT	(F) PLANS FOR TEMPORARY PARK-CAMPS SHALL BE SUB	Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT		Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT	(G) THE DIRECTOR OR LICENSOR MAY DISAPPROVE PLAN	Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT	(H) THE PERSON WHO SUBMITTED PLANS MAY APPEAL TH	Memo
5.2	3701-25-52 PLANS; APPROVAL AND CONTENT	(I) THE FEE FOR PLAN REVIEW UNDER THIS RULE FOR...	Memo
5.21	3701-25-521 COMPLIANCE WITH APPROVED PLANS, VER	(A) THE OWNER OR OPERATOR OF A PROPOSED RECREA	Memo
5.21	3701-25-521 COMPLIANCE WITH APPROVED PLANS, VER	(B) THE DIRECTOR OR LICENSOR AUTHORIZED BY THE D	Memo
5.21	3701-25-521 COMPLIANCE WITH APPROVED PLANS, VER	(C) THE DIRECTOR OR LICENSOR AUTHORIZED BY THE D	Memo
5.21	3701-25-521 COMPLIANCE WITH APPROVED PLANS, VER	(D) THE FEE FOR ANY ADDITIONAL INSPECTIONS IN EXCE	Memo
5.4	3701-25-54 LICENSING	(A) ON OR AFTER THE FIRST DAY OF APRIL, BUT BEFORE	Memo
5.4	3701-25-54 LICENSING	(B) EVERY PERSON WHO INTENDS TO OPERATE A TEMPO	Memo
5.4	3701-25-54 LICENSING	(C) NO RECREATIONAL VEHICLE PARK, RECREATION CAM	Memo
5.4	3701-25-54 LICENSING	(D) NO PERSON WHO HAS RECEIVED A LICENSE, UPON T	Memo
5.4	3701-25-54 LICENSING	(E) A PERSON SHALL OBTAIN A SEPARATE LICENSE FOR E	Memo
5.4	3701-25-54 LICENSING	(F) ANY PERSON WHO OPERATES A COUNTY OR STATE FA	Memo
5.4	3701-25-54 LICENSING	(G) THE LICENSOR SHALL CONDUCT INSPECTIONS OF PA	Memo
5.4	3701-25-54 LICENSING	(H) THE LICENSOR SHALL DETERMINE THE LICENSED CA	Memo

Print Delete* Add Close

Field/Button	Description
#	ODH rule number
Title	ODH Rule Name
Code	ODH Rule Paragraph
Rules	Double click to view rule
Close	Closes the table
Add Button	Adds an operation rule to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list



Printer Setup

Print Setup

Printer

Name: PDF-XChange 2.5 DE Properties

Status: Ready

Type: PDF-XChange 2.5 DE

Where: PDF-XChange


Comment:

Paper

Size: Letter/ANSI A

Source: Main paper tray

Orientation

 ☒ Portrait

☐ Landscape

Network... OK Cancel

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



Receipts

Receipts

Date

09/02/2005

Received by

Print

Close

Fee Code

00316

Fee Description

MARINA 25-59 DOCKS

Quantity

1

Amount

190.00

Check #/Cash

Per. # / Lic.# / ID#

Name

Address/Comment

Certified

0

Add Fee

Delete Fee

Code	Description	Quantity	Amount	Check#	Name	Address/Comment

Totals

0

0.00

Receipt #

45

If your health 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 data entry windows by pressing **ALT-R** keys.



Receipts Pay In Report

The dialog box has a blue title bar with the text "Print Pay In or Receipt" and a red close button. The main area is light beige. At the top, there are two date fields: "From Date" and "To Date", both containing "09/02/2005". Below these are four radio button options: "Pay In by Receipt Book" (selected), "Pay in by Fund", "Pay in by Initials", and "Receipt". The "Pay In by Receipt Book" option has a dropdown menu below it. To the right of the radio buttons are "OK" and "Close" buttons. At the bottom, there is a section titled "Output to:" with two radio button options: "Preview" (selected) and "Print".

Print Pay In or Receipt

From Date To Date

09/02/2005 09/02/2005

☒ Pay In by Receipt Book

☐ Pay in by Fund

☐ Pay in by Initials

☐ Receipt

OK

Close

Output to:

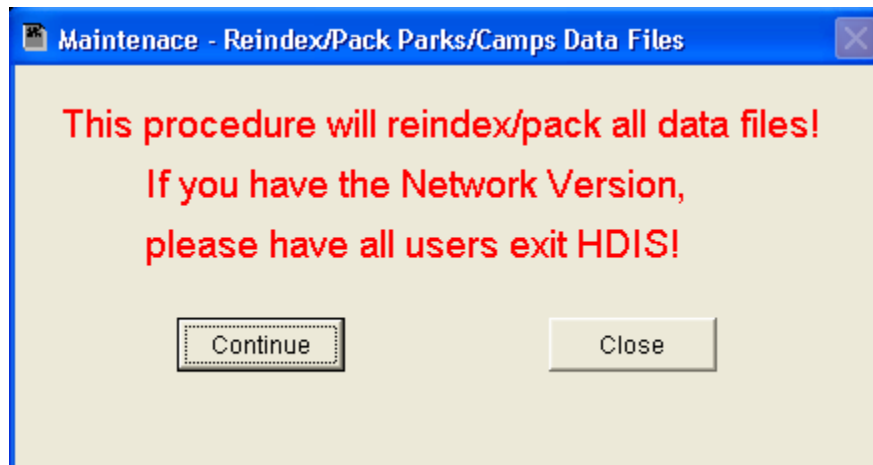
☒ Preview

☐ Print

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



Reindex/Pack Parks/Camps 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.

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