

Personnel



User's Manual

Personnel

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 personnel and provides accurate up-to-date records within your health department.

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 Personnel 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 that you are to press on your keyboard. As an example, when you read

ENTER

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 **Personnel Module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



Management Services



Personnel



Personnel



Finding an Employee

The screenshot shows a window titled "Employee -" with a blue title bar. Below the title bar is a tabbed interface with the following tabs: Find, Info, Emergency, Ins, Salary, Evaluation, Comp/Overtime, Sick, Vacation, Personal, Tardy, Educ., and Memo. The "Find" tab is currently selected. Below the tabs is a text input field with the placeholder text "Enter last name, first name middle name(example: SMITH, JOHN JAMES) or ID#". To the right of the input field are two buttons: "Add" and "Close". Below the input field is a table with five columns: Id, Last, First, Middle, and Street. The table is currently empty, showing only the header row. The table has a vertical scrollbar on the right side.

To find an employee, enter the name (**last, first, middle**) and press the “**Enter**” key. The program will automatically find the name in the database if present. If the employee’s name is not in the list, you will then enter it in the database.

Radio Button	Description
Add Name	Click to add a new employee
Close	Click to exit



Add Name

Employee - ,

Find Info Emergency Ins Salary Evaluation Comp/Overtime Sick Vacation Personal Tardy Educ. Memo

Employee ID# 1 First Name Middle Name Last name

Status Division Program

Position Full/Part/Seasonal Union Policy

Personal Important Dates Automobile Evaluation

Street City

State Zip Code Home Phone Date of Birth Sex Race

SSN Cell Phone Work Phone Work Phone Extension

Print Previous Next Delete Add Modify

The **"Info"** page is for entering general information for the employee. Be sure not to overlook the additional tabs (**Important Dates**, **Automobile**, and **Evaluation**).

Field/Button	Description
Print	Click to open the Print window
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Delete	Click to delete the employee's record
Add TB Record	Click to add an employee
Modify Button	Click to modify the record

Emergency



Emergency

Employee -

Find | Info | **Emergency** | Ins | Salary | Evaluation | Comp/Overtime | Sick | Vacation | Personal | Tardy | Educ. | Memo

Emergency Contact

Name	Phone	Ext

Previous | Next | Delete Emergency Contact* | Add Emergency Contact | Modify

To enter emergency contacts for the employee, click the **“Add Emergency Contact”** button.

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Delete Emergency Contact*	Right-Click to delete the row from the grid
Add Emergency Contact	Click to add a row to the grid
Modify Button	Click to modify the record

Insurance



Insurance

To enter insurance information for the employee, enter the information in the fields above the grid and click the **"Add Insurance"**.

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Delete Insurance*	Right-Click to delete the row from the grid
Add Insurance	Click to add insurance information to the grid
Modify Button	Click to modify the record

Salary



Salary

To enter salary information for the employee, enter the information in the fields above the grid and click the **“Add Salary History”** button.

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Refresh	Click to put the information in the grid in order by date
Delete Salary History*	Right-Click to delete row form the grid
Add Salary History	Click to add salary history to the grid
Modify Button	Click to modify the record

Evaluation



Evaluation

Employee - ,

Find Info Emergency Ins Salary Evaluation Comp/Overtime Sick Vacation Personal Tardy Educ. Memo

Evaluation Scores

Date	Type	Form	Score	Super

Previous Next Delete Evaluation* Add Evaluation Modify

To enter evaluation scores for the employee, click the **“Add Evaluation”**.

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Delete Evaluation*	Right-Click to delete the row from the grid
Add Evaluation	Click to add a row to the grid
Modify Button	Click to modify the record

Comp/Overtime



Comp/Overtime

To enter comp/overtime for the employee, click the **“Add Overtime”**. You may also enter a “Balance Forward” for the very first time you use the Personnel module.

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Refresh	Click to put the information in the grid in order by date
Delete Overtime*	Right-Click to delete the row from the grid
Add Overtime	Click to add a row to the grid
Modify Button	Click to modify the record

Sick



Sick

To enter sick leave for the employee, choose the type of sick leave in the dropdown and click the “**Add Sick Leave**” button. You may also enter a “Balance Forward” for the very first time you use the Personnel module.

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Refresh	Click to put the information in the grid in order by date
Delete Sick Leave*	Right-Click to delete the row from the grid
Add Sick Leave	Click to add a row to the grid
Modify Button	Click to modify the record

Vacation



Vacation

Employee - ,

Find Info Emergency Ins Salary Evaluation Comp/Overtime Sick Vacation Personal Tardy Educ. Memo

Vacation Leave

Date	Type	Time	Bal	Reason

Previous Next Refresh Delete Vacation* Add Vacation Modify

To enter vacation time for the employee, choose the type of vacation time in the dropdown and click the **“Add Vacation”** button. You may also enter a “Balance Forward” for the very first time you use the Personnel module.

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Refresh	Click to put the information in the grid in order by date
Delete Vacation*	Right-Click to delete the row from the grid
Add Vacation	Click to add a row to the grid
Modify Button	Click to modify the record

The screenshot shows a software application titled "Employee". The interface includes a menu bar with the following options: Find, Info, Emergency, Ins, Salary, Evaluation, Comp/Overtime, Sick, Vacation, Personal, Tardy, Educ., and Memo. The "Personal" tab is currently selected. Below the menu bar is a table with four columns: Date, Time, Balance, and Comment. The table is empty. At the bottom of the window, there are six buttons: Previous, Next, Refresh, Delete Personal*, Add Personal, and Modify.

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Refresh	Click to put the information in the grid in order by date
Delete Personal*	Right-Click to delete the row from the grid
Add Personal	Click to add a row to the grid
Modify Button	Click to modify the record

Tardy



Tardy

Date	Comment

Previous Next Delete Tardy* Add Tardy Modify

To enter tardy dates for the employee, click the **“Add Tardy”** button.

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Delete Tardy*	Right-Click to delete the row from the grid
Add Tardy	Click to add a row to the grid
Modify Button	Click to modify the record

[illegible]

Field/Button	Description
Previous	Click to navigate to the previous employee
Next	Click to navigate to the next employee
Delete Educ.*	Right-Click to delete the row from the grid
Add Educ.	Click to add a row to the grid
Modify Button	Click to modify the record

Memo



Memo

A screenshot of a software window titled 'Employee - ,'. The window has a blue title bar and a menu bar with the following options: Find, Info, Emergency, Ins, Salary, Evaluation, Comp/Overtime, Sick, Vacation, Personal, Tardy, Educ., and Memo. The 'Memo' option is currently selected. The main area of the window is a large, empty text box for entering notes. At the bottom right of the text box, there are three buttons: 'Previous', 'Next', and 'Modify'.

You can enter unlimited notes on the employee.

Print Button



Print

Print: The print button is available on all the window tabs. The print menu is the same, and you may print any of the options no matter what tab you have open at the time.

Print Options

Field/Button	Description
Vacation History	Prints the selected employee's vacation history.
Sick History	Prints the selected employee's sick time history.
Comp History	Prints the selected employee's comp time history.
Personal History	Prints the selected employee's personal time history.
Print	Prints the report
Preview	Previews the report

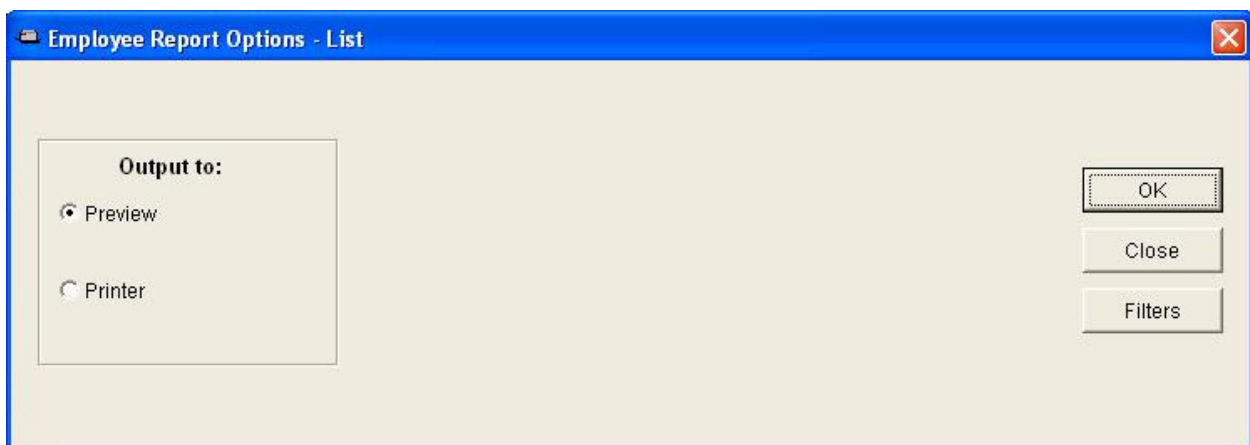
Reports



Reports



The reports menu contains a list of the many reports that you are able to obtain from the program.



For each report, an option box will appear similar to the one shown above. It enables you to enter dates for your reports as well as use of filters.

Personnel Reports

Reports	Description
Address Labels	Creates address labels, by employee
Auto Insurance Due	List, by employee, when their auto insurance is due.
Birthdates	Lists birthdays of employees alphabetically including the program in which they are involved.
Checklist	Alphabetical list of employees and the days the week in a table format.
Comp/Overtime by Division	List of employee comp/overtime by division.
Comp/Overtime by Program	List of employee comp/overtime by program.
Current Salary	List, by employee, with their current salary.
Driver's Lic. # Expiration	Lists the date the employee's driver's license expires.
Education	List, by employee, with their education.
Emergency Contact	Alphabetical list, by employee, of emergency contact names and phone numbers.
Employee by Supervisor	Alphabetical list of employees by supervisor.
Employee Comp Time History	List, by employee, the date of the comp time, if it is accrued, paid or used, the program the employee is assigned to, any pertinent comments, the amount of actual time, the rate the employee is reimbursed, the amount of time the final calculations are based on and the balance of available time.
Employee Personal History	List, by employee, the date the time was taken or accrued, the number of hours, and the available balance.
Employee Sick History	List, by employee, the date sick time was taken, the reason it was taken, was it excused, the amount of time taken, and the available balance.
Employee Vacation History	List, by employee, the date of the vacation time, if it is accrued or used, any pertinent comments, amount of time, and the available balance.
Evaluation Labels	Creates labels that may be affixed to evaluation forms.
Insurance Coverage	List, by employee, of their insurance coverage.
List	Alphabetical list, by employee including occupation information
List with Demographics	Alphabetical list, by employee with demographics.
Phone Numbers	List, by employee, with all phone numbers.
Positions	List, by employee, with position and description.
Professional Lic. Expiration	Lists of the date the employee's professional license expires.
Salary History	Provides salary history by employee.
Start Date	List, by employee, with their start date.
Tardy	List, by employee, who have recorded tardy instances.
Time Off – Detail	List, by employee (detailed), with balance of vacation time, sick leave, comp time, and personal time.
Time Off – Summary	List, by employee (summary), with balance of vacation time, sick leave, comp time, and personal time.

Maintenance - Add/Delete/Modify Tables



Maintenance



The maintenance menu contains a list of tables that you can modify for your program.



Field/Button	Description
Code	Enter the division code
Descript	Enter the description
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Insurance

Add/Delete/Modify Insurance

Code	Type	Carrier	Cover	Cost	Emp Cost	Date
89L	LIF	MEDICAL LIFE	SINGLE	2.10	0.00	//
911MBCBS30	MED	BLUE CROSS	SINGLE 30-39	212.75	106.75	//
916MCCBF	MED	CIGNA	FAMILY	450.87	214.87	//
916MCCBS	MED	CIGNA	SINGLE	182.17	76.17	//
916MCNBF	MED	CIGNA	FAMILY	450.87	125.92	//
916MCNBS	MED	CIGNA	SINGLE	182.17	56.56	//
916MHCBF	MED	HMO HEALTH OHIO	FAMILY	361.06	125.06	//
916MHCBS	MED	HMO HEALTH OHIO	SINGLE	139.57	33.57	//
916MHNBF	MED	HMO HEALTH OHIO	FAMILY	361.06	36.11	//
916MHNBS	MED	HMO HEALTH OHIO	SINGLE	139.57	13.96	//
916MKCBF	MED	KAISER HMO	FAMILY	390.96	154.96	//
916MKCBS	MED	KAISER HMO	SINGLE	141.18	35.18	//
916MKNBF	MED	KAISER HMO	FAMILY	390.96	66.01	//
916MKNBS	MED	KAISER HMO	SINGLE	141.18	15.57	//
918MBCBS30	MED	BLUE CROSS	SINGLE 30-39	212.75	86.75	//
918MCCBF	MED	CIGNA	FAMILY	450.87	164.87	//
918MCCBS	MED	CIGNA	SINGLE	182.17	46.17	//
918MHCBF	MED	HMO HEALTH OHIO	FAMILY	361.06	75.06	//
918MHCBS	MED	HMO HEALTH OHIO	SINGLE	139.57	13.57	//
918MKCBF	MED	KAISER HMO	FAMILY	390.96	104.96	//
918MKCBS	MED	KAISER HMO	SINGLE	141.18	15.18	//
91DBCBF2	DEN	BLUE CROSS	FAMILY-2	25.18	0.00	//
91DBCBF3	DEN	BLUE CROSS	FAMILY-3	36.97	0.00	//

Buttons: Close, Add, Delete, Print

Field/Button	Description
Code	Enter the insurance code
Type	Enter the type of insurance
Carrier	Enter the insurance carrier
Cover	Enter the insurance coverage
Cost	Enter the cost of the insurance
Emp. Cost	Enter the employee's cost
Date	Enter the date
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Positions

Add/Delete/Modify Positions

App_date	Div	Prog	Grade	Hours	Number	Position	Bar
///	100	100		80	0001	ADMINISTRATIVE CLERICAL SPEC.	N
///	100	100		80	0002	ADMINISTRATIVE SECRETARY	N
///	700	712		80	0003	AIDS COUNSELOR	Y
///	500	540		80	0004	PUBLIC HEALTH SANITARIAN I	Y
///	500	540		80	0005	AIR POLLUTION CONTROL TECH. I	Y
///	700	700		80	0006	HEALTH EDUCATOR	Y
///	500	500		80	0007	CLERICAL SPECIALIST III - EH	Y
///	500	500		80	0008	CLERICAL SPECIALIST III - EH	Y
///	500	500		80	0009	CLERICAL SPECIALIST III - EH	Y
///	500	500		80	0010	CLERICAL SPECIALIST III - EH	Y
///	600	600		80	0011	CLERICAL SPECIALIST III - HCN	Y
///	600	600		80	0012	CLERICAL SPECIALIST III - HCN	Y
///	700	700		80	0013	CLERICAL SPECIALIST III - CHS	Y
///	700	700		80	0014	CLERICAL SPECIALIST III - CHS	Y
///	700	700		80	0015	CLERICAL SPECIALIST III - CHS	Y
///	700	730		80	0016	CLERICAL SPECIALIST III - WIC	Y
///	700	730		80	0017	CLERICAL SPECIALIST III - WIC	Y
///	700	700		80	0018	PHN III	Y
///	600	619		80	0019	COORDINATOR - HOME HEALTH AIDE	N
///	600	600		80	0020	COORDINATOR - PATIENT CARE	N
///	900	900		80	0021	DEPUTY REGISTRAR	Y
///	700	700		80	0022	DIRECTOR - COMM HEALTH SERVICE	N
///	500	500		80	0023	DIRECTOR - ENV. HEALTH	N

Buttons: Close, Add, Delete, Print

Field/Button	Description
App Date	Enter the application date
Div	Enter the division code
Program	Enter the program
Grade	Enter the grade
Hours	Enter the number of hours (two-weeks)
Number	Enter the employee's cost
Position	Enter the position
Bar	Indicates employee is involved in collective bargaining.
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Programs

Add/Delete/Modify Programs

Code	Descript
100	ADMINISTRATION
500	ENVIRONMENTAL HEALTH
510	MOSQUITO CONTROL
530	RADIOLOGICAL HEALTH
539	CEI MONITOR PROGRAM
540	AIR POLLUTION
600	HOME HEALTH CARE
619	HOME HEALTH AIDE
620	HOME CARE NURSING
621	AROUND THE CLOCK
700	COMMUNITY HEALTH SER
701	COMMUNICABLE DISEASE
702	FLU PROGRAM
703	TUBERCULOSIS PROGRAM
704	CHILD IMMUNIZATIONS
707	ADULT IMMUNIZATIONS
710	HEALTH PROMOTION
711	HOPWA
712	AIDS GRANT
715	HEMOSIDEROSIS
717	CHILD PASSENGER SEAT
718	TRAFFIC SAFETY
721	EARLY INTERVENTION

Close
Add
Delete
Print

Field/Button	Description
Code	Enter the code
Program	Enter the program
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Wages

Add/Delete/Modify Wages

Code	Union	Wage	PERS
95NBS012	N	6.96	
95NBS022	N	7.50	
96NBS011	N	6.75	
97CB10100	Y	9.11	
97CB10200	Y	10.07	
97CB10400	Y	13.38	
97CB10503	Y	13.98	
97CB10600	Y	15.05	
97NBS011	N	6.95	
97NBS012	N	7.16	
97NBS022	N	8.00	
98CB10600	Y	16.74	
98CB10800	Y	12.37	
99CB10000	Y	9.21	S
99CB10100	Y	9.84	S
99CB10101	Y	10.02	S
99CB10200	Y	10.88	S
99CB10300	Y	14.46	S
99CB10400	Y	15.10	S
99CB10401	Y	15.69	S
99CB10500	Y	16.26	S
99CB10600	Y	17.40	S
99CB10701	Y	21.51	S

Close
Add
Delete
Print

Field/Button	Description
Code	Enter the wage code
Union	"Y" = Yes, "N" = No
Wage	Enter the hourly wage
PERS	Contributes to PERS
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Field Names

Data Base Field Names for Employee		
Field Name	Data Base Field Name	
ADJUSTED START	EMP.START_ADJ	
ANNIVERSARY	EMP.ANNIV	
AUTO INS EXPIRES	EMP.AUTO_EXP	
BARG	EMP.BARG	
CELL PHONE	EMP.CELL_PHONE	
CITY	EMP.CITY	
DOB	EMP.DOB	
DEGREE	EMP.DEGREE	
DIV DESCRIPTION	EMP.DIV_DESC	
DIVISION	EMP.DIV	
DRIVER'S LIC#	EMP.DRIV_LIC	
DRIVER'S LIC# EXPIRES	EMP.DRIV_EXP	
EVALUATION FORM	EMP.EV_FORM	
FIRST NAME	EMP.FIRST	
FULL/PART/SEASONAL	EMP.TIME	
H.D. DRIVE	EMP.DRIVER	
HOURLY WAGE	EMP.W_HRS_WAGE	
HOURS SCHEDULED	EMP.W_HOURS	
ID#	EMP.ID	
LC_ID	EMP.LC_ID	
LAST NAME	EMP.LAST	
MIDDLE NAME	EMP.MIDDLE	
PERS	EMP.W_PERS	

Field names are available for programmers or for Browse/List/Export functions.



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

☐ 2007 ☐ 2006 ☐ 2005 ☐ 2004 ☐ 2003 ☐ 2002 ☐ 2001 ☐ 2000 ☐ 1999 ☐ 1998

Make Checks Payable to:

Close

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



Personnel Profile

Personnel Profile

Vacation(FT)		Sick Leave(FT)		Vacation(PT)		Sick Leave(PT)		Other	
Years of Service				Years of Service (continued)					
Seniority		Anniversary/Calendar		Accrued					
Years	8	Hours	120	Hours per pay	4.6000000				
Years	19	Hours	240	Hours per pay	6.2000000				
Years	99	Hours	360	Hours per pay	7.7000000				
Years	0	Hours	0	Hours per pay	0.0000000				
Years		Hours		Hours per pay					
Years		Hours		Hours per pay					
Years		Hours		Hours per pay					
Years		Hours		Hours per pay					
Years		Hours		Hours per pay					
Years		Hours		Hours per pay					

Enter the intervals that determine vacation and sick leave for full and part time personnel as well as other needed parameters.



Personnel Profile (Optional – Union)

Vacation(FT)			Sick Leave(FT)			Vacation(PT)			Sick Leave(PT)			Other		
Years of Service						Years of Service (continued)								
Seniority			Anniversary/Calendar			Accrued								
Years			Hours			Hours per pay								
Years			Hours			Hours per pay								
Years			Hours			Hours per pay								
Years			Hours			Hours per pay								
Years			Hours			Hours per pay								
Years			Hours			Hours per pay								
Years			Hours			Hours per pay								
Years			Hours			Hours per pay								
Years			Hours			Hours per pay								
Years			Hours			Hours per pay								

Enter the intervals that determine vacation and sick leave for full and part time personnel as well as other needed parameters. **(Optional for Union workers)**



Post Vacation/Sick Leave

Post Vacation/Sick Leave

ALL VACATION / SICK LEAVE WILL BE POSTED FOR THE DATES OF THE PAY PERIOD INDICATED BELOW

First Day of Pay Period Last Day of Pay Period

POST LEAVECancel

Last	First	Part time/Seasonal	Pay Period Hours

This feature allows you to post accrued vacation and sick leave per pay period. This will post to all active employees. If there are any employees who are inactive, you must change their status in their record.



Vacation/Sick/Comp Time Used

Vacation/Sick/Comp Time Used

ID# Employee 1st Day of Pay Period

Vacation

Date	Day of Week	Type	Time	Reason
/ /			0.0000000	
/ /			0.0000000	
/ /			0.0000000	
/ /			0.0000000	
/ /			0.0000000	

Sick

Date	Day of Week	Time	Reason	Excuse	Comment
/ /		0.0000000			
/ /		0.0000000			
/ /		0.0000000			
/ /		0.0000000			
/ /		0.0000000			

Comp Time

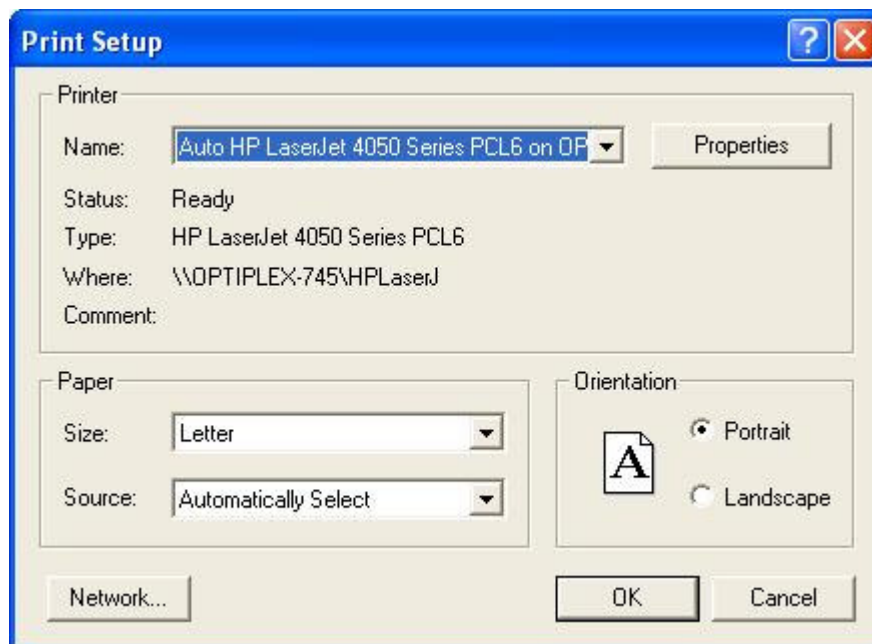
Date	Day of Week	Type	Hours	Prog	Rate	Comment
/ /			0.00		0.0	
/ /			0.00		0.0	
/ /			0.00		0.0	
/ /			0.00		0.0	
/ /			0.00		0.0	

Add

This feature allows you to easily enter any vacation, sick, or comp time the employee has used during the pay period.



Print Setup



The image shows a Windows-style 'Print Setup' dialog box. It has a blue title bar with a question mark icon and a close button. The dialog is divided into several sections. The 'Printer' section at the top contains a 'Name' dropdown menu showing 'Auto HP LaserJet 4050 Series PCL6 on OP', a 'Status' field showing 'Ready', a 'Type' field showing 'HP LaserJet 4050 Series PCL6', a 'Where' field showing '\\OPTIPLEX-745\\HPLaserJ', and a 'Comment' field. To the right of the 'Name' dropdown is a 'Properties' button. Below the 'Printer' section are two main areas: 'Paper' and 'Orientation'. The 'Paper' section has a 'Size' dropdown set to 'Letter' and a 'Source' dropdown set to 'Automatically Select'. The 'Orientation' section has a paper icon with a large 'A' and two radio buttons: 'Portrait' (which is selected) and 'Landscape'. At the bottom of the dialog are three buttons: 'Network...', 'OK', and 'Cancel'.

Print Setup

Printer

Name: Auto HP LaserJet 4050 Series PCL6 on OP Properties

Status: Ready

Type: HP LaserJet 4050 Series PCL6

Where: \\OPTIPLEX-745\\HPLaserJ

Comment:

Paper

Size: Letter

Source: Automatically Select

Orientation

 ☒ Portrait ☐ Landscape

Network... OK Cancel

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”**.



Field/Button	Description
Name	Enter the race
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Reindex/Pack Personnel Data Files



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

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