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INTEROFFICE MEMORANDUM

**INFORMATION
HSES 09-009**

DATE: August 28, 2009

TO: County Health Department Directors/Administrators
Environmental Health and Engineering Directors

THROUGH: Lisa Conti, D.V.M., M.P.H, Dipl. ACVPM, CEHP
Director, Division of Environmental Health

FROM: Gerald Briggs, Chief
Bureau of Onsite Sewage Programs

SUBJECT: Tracking of OSTDS Managed Systems

INFORMATION ONLY

In response to local legislation, many counties now need to track and manage onsite systems beyond the construction phase. Currently, the state does not require an operating permit for systems that don't fall under one of our Operating Permit categories.

The Environmental Health Database (EHD or Rehost) provides a module called Miscellaneous which will allow counties to track these managed systems. This module can be used to record basic demographic information (owner and contact information, addresses, phone numbers, etc.) for the system property. In addition, it provides for local billing and inspection management. There are also five facility-related fields provided that can be used to specify additional information about the system, such as county permit numbers, system size, system components, or age of the system.

The EHD team has added a Miscellaneous sub-type at the state level called "OSTDS Managed Systems" that should be used for these properties. This will allow for searching and report writing. In the future, we would like to incorporate these managed systems more closely with the OSTDS module. Use of the EHD system to track these systems will allow these data to be more easily migrated into any future management program in the EHD.

Attached is the User Manual for the Miscellaneous module in the EHD. Please contact Kara Loewe at (850) 245-4070 or by email at Kara_Loewe@doh.state.fl.us with any questions.

Attachment



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DIVISION OF
Environmental Health



Environmental Health Database (EHD)



DRAFT

**ENVIRONMENTAL HEALTH DATABASE
(EHD)**

**MISCELLANEOUS
FACILITIES
User Manual**

April 2009

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WELCOME

Welcome to the User Manual for the Environmental Health Database (EHD) Application System for the Miscellaneous Facility functions. This manual is the primary source of information and instruction on how to complete the various tasks related to creating and updating a miscellaneous facility in the State of Florida.

This application is comprised of the current functionality for the Miscellaneous Program functions of the CENTRAX system in a web-based software application available on the intranet at <http://ehd.doh.ad.state.fl.us/rehostrollout/homepage.aspx>

For individuals that are regularly responsible for the Miscellaneous Facilities, this document may serve as a self-directed guide while they learn the EHD System for daily business functionality.

Environmental Health Database (EHD) System

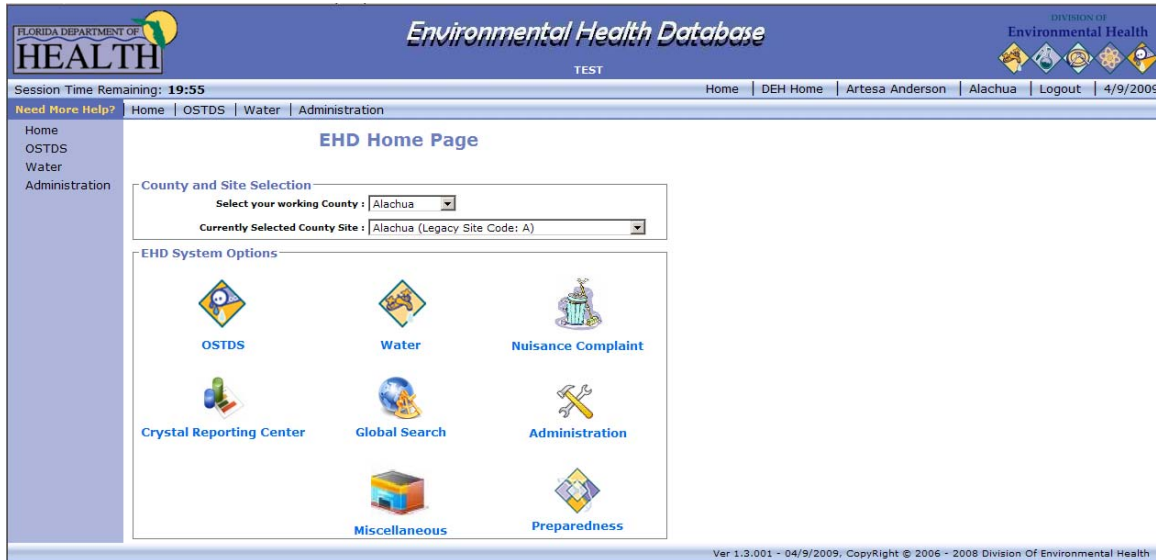
How to begin....

The application begins with the user accessing the Environmental Health Database application via the following link:

Environmental Health Database Application link

<http://ehd.doh.ad.state.fl.us/rehostrollout/homepage.aspx>

To ensure that the correct page is being viewed, verify that the current page is displayed:



When the EHD link is selected, the system will verify the network login ID of the user to verify the user has access to the EHD system. Please verify that your name appears in the upper right hand corner with the current date, prior to working in the EHD system. In the production EHD, the word "TEST" will not appear under the name Environmental Health Database. This word is only seen in our TEST environment.

Main Menu Page

When the user enters the system, the following page will be shown:



Menu Page Overview:

- Menu Options (above icons)
 - Contains all options available for selection in the Environmental Health Database System
- Menu Options (Center)
 - Contains visual options of programs available in the Environmental Health Database System

Please choose the icon "Miscellaneous" from the **center menu** to begin using the Miscellaneous Module.

Miscellaneous Menu Page

Now the user should see the following page:

The screenshot shows the 'Miscellaneous Facility Home' page of the Environmental Health Database. The page has a blue header with the Florida Department of Health logo and the text 'Environmental Health Database'. Below the header is a navigation bar with links: 'Home', 'DEH Home', 'Artesa Anderson', 'Alachua', 'Logout', and '4/10/200'. A left sidebar contains a 'Need More Help?' section with links to 'Miscellaneous Home', 'Create Facility', 'Billing', 'Entity Search', 'Administration', and 'Home Pages'. The main content area is titled 'Miscellaneous Facility Home' and contains five menu options, each with an icon and a brief description: 'Create New Miscellaneous Facility' (icon of a building with a checkmark), 'Billing' (icon of a globe), 'Search County 10 Fields' (icon of a person with a magnifying glass), 'Entity Search' (icon of a building with an arrow), and 'Crystal Reporting Center' (icon of a computer monitor).

This is the Miscellaneous Facility Menu Home Page for the Environmental Health Database System.

The Menu Options available are:

- **Create New Miscellaneous Facility**- This option provides the user the ability to create a new Miscellaneous facility
- **Billing**- This option provides the user the ability to access billing to manage fees, including updating current fees.
- **Search County 10 Fields**- This option allows the user to search the county specific fields created by the county administrator for their county.
- **Entity Search**- This option allows the user the ability to search for an existing Miscellaneous facility in the EHD system.
- **Crystal Reporting Center**- This option allows the user to navigate to the crystal reporting center to view or run current reports for Miscellaneous facilities.

From the menu options provided, please choose the "Create New Miscellaneous" option. If done correctly, the user should see the following page:

Create New Miscellaneous Facility

Now the user should see the following page:

The screenshot shows the 'Search For Miscellaneous Facilities' page in the Environmental Health Database. The page has a blue header with the Florida Department of Health logo on the left and the title 'Environmental Health Database' in the center. On the right of the header, it says 'DIVISION OF Environmental Health' with several small icons. Below the header, there is a navigation bar with links: 'Home', 'DEH Home', 'Artesa Anderson', 'Alachua', 'Logout', and '4/10/2009'. A session timer shows 'Session Time Remaining: 19:22'. A secondary navigation bar includes 'Need More Help?' and 'Miscellaneous Home | Create Facility | Billing | Entity Search | Administration | Home Pages'. A left sidebar menu lists 'Miscellaneous Home', 'Create Facility', 'Billing', 'Entity Search', 'Administration', and 'Home Pages'. The main content area is titled 'Search For Miscellaneous Facilities' and contains a 'Property Information' form. The form includes a 'Business Name' text field, a 'Street #' dropdown, a 'Pre Dir.' dropdown, a '*Street Name' text field, a 'Post Dir.' dropdown, and a 'Suffix' dropdown. Below these are 'Unit Name', 'Unit #', 'City', 'State' (with 'FL' selected), and '*Zip' with a '+4' checkbox. A 'Reset' button is next to the zip field. At the bottom of the form are 'Search' and 'New Facility' buttons. The footer of the page reads 'Ver 1.3.001 - 04/10/2009, CopyRight © 2006 - 2008 Division Of Environmental Health'.

This is the Miscellaneous Pre-Search Page. The minimal required to conduct a search on this page is the Business Name or the street name and valid city and zip. On the miscellaneous page, the user can decide to enter the city OR the state to fulfill the search requirement. When the user selects the city from the dropdown, the system will select the corresponding zip code.

Now the user should see the following page:

The screenshot shows the 'Environmental Health Database' web application. At the top left is the Florida Department of Health logo. The title 'Environmental Health Database' is centered in a large, stylized font. To the right, it says 'DIVISION OF Environmental Health' with several small icons below it. A navigation bar contains links for 'Home', 'DEH Home', 'Artesa Anderson', 'Alachua', 'Logout', and the date '4/10/2009'. Below this is a secondary navigation bar with 'Need More Help?' and links for 'Miscellaneous Home', 'Create Facility', 'Billing', 'Entity Search', 'Administration', and 'Home Pages'. A left sidebar lists 'Miscellaneous Home', 'Create Facility', 'Billing', 'Entity Search', 'Administration', and 'Home Pages'. The main content area is titled 'Search For Miscellaneous Facilities' and contains a 'Property Information' form. The form has fields for 'Business Name', 'Street #', 'Pre Dir.', '*Street Name', 'Post Dir.', 'Suffix', 'Unit Name', 'Unit #', 'City', 'State', '*Zip', and '+4'. The 'Street #' field contains '222', 'Pre Dir.' is a dropdown, '*Street Name' is 'Yellowstone', 'Post Dir.' is a dropdown, and 'Suffix' is 'Road'. The 'City' field contains 'Earleton', 'State' is 'FL', and '*Zip' is '32631'. There are 'Search' and 'New Facility' buttons at the bottom of the form. Below the form, it says 'No Results Found'. At the bottom right of the page, the version number 'Ver 1.3.001 - 04/10/2009, CopyRight © 2006 - 2008 Division Of Environmental Health' is displayed.

Once the user enters the search criteria, select the “**Search**” button to conduct the search. If results are found, those results will appear at the bottom of the page for the user to select. If no results are returned, select the “**New Facility**” button to begin the application process.

Facility Information

When the "New Facility" button is selected, the user will see the following page:

Create Miscellaneous Facility

*Miscellaneous Sub Type Centrax Permit #

*Original Application Date

Facility Information

NOTE: Either Company Name or First & Last Name are required.

*Company Name

Prefix *First Name Middle Name *Last Name Suffix

Street # Pre Dir. *Street Name Post Dir. Suffix

Unit Name Unit # City State *Zip +4

-

Country Code Area Code Phone # Extension

()

To begin entering the new facility, enter data into the required fields which are noted with a black asterisk. At the top of the page is the required miscellaneous sub type field. This field has county specific sub types so if there is any sub type missing for your county; please contact the EHD project team.

Begin entering the facility information in the required fields. The user may choose a company or a first and last name for a person. At least one is required. If the user chooses to enter a name in the First Name field, then the user must also enter a name in the Last Name field. If there is a need to record more than one person, enter both names in the company name field and leave the first and last name fields blank.

Notice that the address information entered during the pre search has already been populated for the user on this page. The user can continue to add address information here as well as adding a current phone number.

Owner's Information

Owner's Information

First Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>
Company Name		<input type="button" value="Update"/>
<input type="text"/>		
Address _____		
Phone # _____	Ext: _____	
<input type="button" value="Create New Owner"/>		
NOTE: If owner doesn't exist create new owner		

Save Miscellaneous

<input type="button" value="Save Miscellaneous"/>	<input type="button" value="Go to Manage Entity"/>
<input type="button" value="Collect Money"/>	

After the facility information has been entered, begin entering the owner information for the facility. When entering an owner, the user must first conduct a search to see if the owner currently exists in the system. Enter the first and last name or the company name of the owner then select the **“Search”** button.

Searching for an Owner

Owner's Information

First Name **Last Name**

Company Name

Address _____

Phone # _____ **Ext:** _____

No Records Found

NOTE: If owner doesn't exist create new owner

Save Miscellaneous

If the person or company is not found in the system, a message of “**No Records Found**” will appear on the screen. If no records are found, the “**Create New Owner**” button becomes available for selection. Please select this button to add the owner to the system.

Selecting an Existing Owner


Owner's Information

First Name **Last Name**

Company Name

Address _____

Phone # _____ **Ext:** _____

Company Name	First Name	Last Name	Street Name	Zip Code	Select
	Angela	Allen	52nd	32605	

NOTE: If owner doesn't exist create new owner

Save Miscellaneous

If the person or company has been found in the system, the owner information will appear on the screen. To select the owner, click the pencil tool.

When the owner is selected, the owner information populates the owner information fields. Verify that this is the correct owner by viewing the details for the owner. If it is not correct, the user can search for another owner by selecting the “**Search Again**” button. If the owner selected will need to be updated, select the “**Update**” button to make any changes to the owner.

Owner's Information

First Name: Last Name:

Company Name:

Address: 3046 NW 52nd Pl , Gainesville FL 32605

Phone #: 352 372-2135 Ext: _____

Company Name	First Name	Last Name	Street Name	Zip Code	Select
	Angela	Allen	52nd	32605	

NOTE: If owner doesn't exist create new owner

Save Miscellaneous

Select the “**Close**” button if this is the correct owner, or select the “**Create New Owner**” button to create a new owner for the system.

Owner's Information

First Name: Last Name:

Company Name:

Address: 3046 NW 52nd Pl , Gainesville FL 32605

Phone #: 352 372-2135 Ext: _____

NOTE: If owner doesn't exist create new owner

Save Miscellaneous

When the “**Close**” button is selected, the “**Create New Owner**” button becomes unavailable and the owner details have officially been attached to this facility.

Creating an Owner

When the "Create new Owner" button is selected, the following grid will appear:

Owner's Information

NOTE: Either Company Name or First & Last Name are required.

Prefix	First Name	Middle Name	Last Name	Suffix
<input type="text" value=""/>	<input type="text" value="Jessie"/>	<input type="text" value=""/>	<input type="text" value="Reynolds"/>	<input type="text" value=""/>

Title	Company Name
<input type="text" value=""/>	<input type="text" value=""/>

Email

Home Phone #

Country Code	Area Code	Phone #	Extension
<input type="text" value="1"/>	<input type="text" value="()"/>	<input type="text" value=""/>	<input type="text" value=""/>

Mailing Address

Street #	Pre Dir.	*Street Name	Post Dir.	Suffix
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Unit Name	Unit #	City	State	*Zip	+4
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="FL"/>	<input type="text" value=""/>	<input type="text" value=""/>

Reset

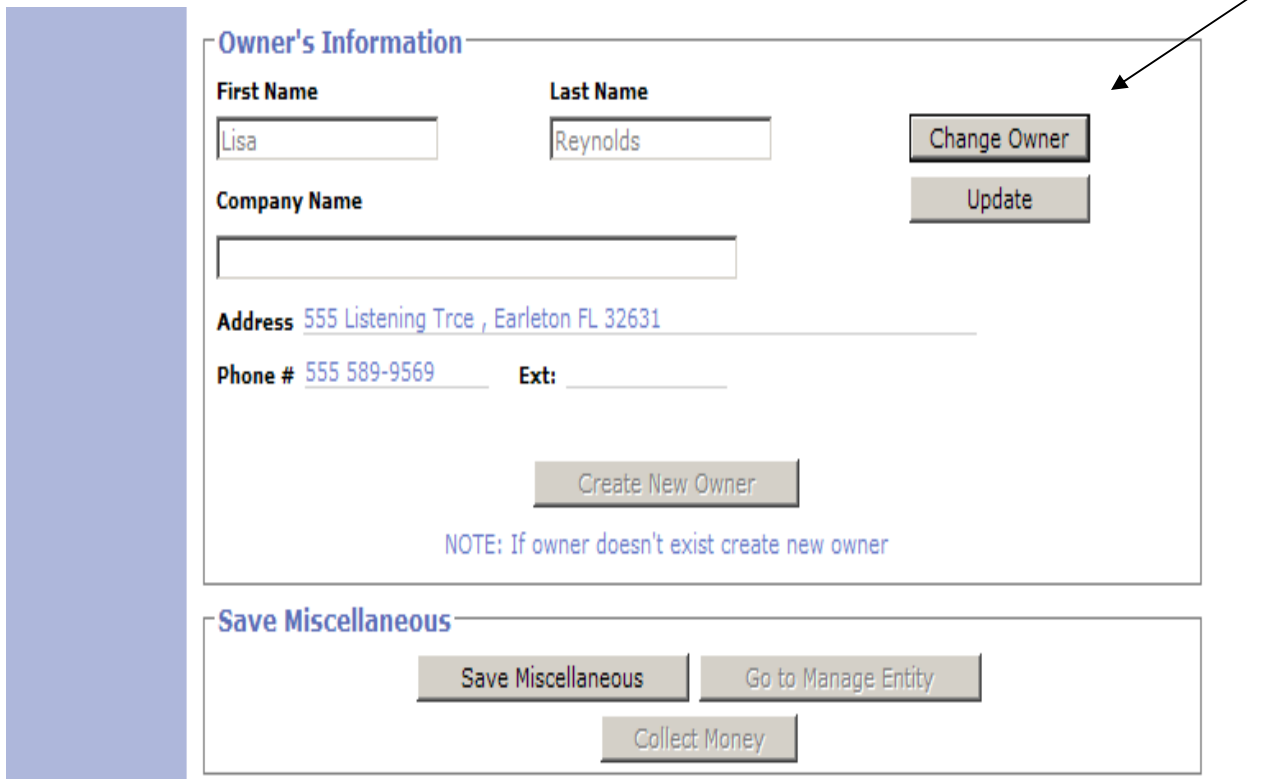
Comments

Notice that the owner information grid is in grey. This background distinguishes the section from the rest of the miscellaneous facility page. Once the user has entered all the owner information, remember to select the "Save" button within the grey grid so that all the owner information can be recorded.

Also notice that the search information entered for the owner appears on this page. Optional owner information can be added here such as title, email, phone number, and corresponding company name. The mailing address is required for the owner. As with the pre-search, the user can select the city or zip code from the dropdown list and the system will populate the corresponding field with the correct value.

After all the owner information that needs to be captured has been entered, select the "Save" button.

Updating an Owner



The screenshot shows a web form titled "Owner's Information" with the following fields and buttons:

- First Name:** Text input field containing "Lisa".
- Last Name:** Text input field containing "Reynolds".
- Change Owner:** A button located to the right of the last name field, with an arrow pointing to it from the top right.
- Company Name:** Text input field, currently empty.
- Update:** A button located below the "Change Owner" button.
- Address:** Text input field containing "555 Listening Trce , Earleton FL 32631".
- Phone #:** Text input field containing "555 589-9569".
- Ext:** Text input field, currently empty.
- Create New Owner:** A button located below the phone number fields.
- NOTE:** "NOTE: If owner doesn't exist create new owner" (in blue text).

Below the "Owner's Information" section is a "Save Miscellaneous" section with three buttons:

- Save Miscellaneous:** A button.
- Go to Manage Entity:** A button.
- Collect Money:** A button.

Once the owner has been saved to the system, the owner details will appear in the owner information fields. At this point, the owner can be changed by selecting the change owner button. When this button is selected, the system will ask the user to verify that they want to change the owner by displaying a message box. Once you agree to change the owner, the owner details will be wiped from the page and the search button becomes available to the user to enter another owner name to search for. Repeat the steps for selecting an owner when deciding to change the owner.

If the user wants to update the current Owner simply select the **“Update”** button on the right-hand side of the owner details. When the “Update” button is selected, a pop up message appears to confirm that the user wants to modify this record, as shown in the picture below.

The screenshot shows a web form titled "Owner's Information" with the following fields and buttons:

- First Name:** Lisa
- Last Name:** Reynolds
- Company Name:** (empty)
- Address:** 555 Liste
- Phone #:** 555 589-
- Buttons:** Change Owner, Update, Create New Owner

A confirmation dialog box titled "Windows Internet Explorer" is overlaid on the form. It contains the text "Are you sure you want to modify this record?" and two buttons: "OK" and "Cancel".

NOTE: If owner doesn't exist create new owner

Below the form, there is a section titled "Save Miscellaneous" with three buttons: "Save Miscellaneous", "Go to Manage Entity", and "Collect Money".

Verify that the record will be modified by selecting the “OK” button on the message box.

When the "OK" button on the message box is selected, the user will see the following page.

Owner's Information

NOTE: Either Company Name or First & Last Name are required.

Prefix	*First Name	Middle Name	*Last Name	Suffix
<input type="text" value=""/>	<input type="text" value="Lisa"/>	<input type="text" value=""/>	<input type="text" value="Reynolds"/>	<input type="text" value=""/>

Title *Company Name

Email

Home Phone #

Country Code	Area Code	Phone #	Extension
<input type="text" value="1"/>	<input type="text" value="(555)"/>	<input type="text" value="589-9569"/>	<input type="text" value=""/>

Mailing Address

Street #	Pre Dir.	*Street Name	Post Dir.	Suffix
<input type="text" value="555"/>	<input type="text" value=""/>	<input type="text" value="Listening"/>	<input type="text" value=""/>	<input type="text" value="Trace"/>
Unit Name	Unit #	City	State	*Zip +4
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Earleton"/>	<input type="text" value="FL"/>	<input type="text" value="32631"/> - <input type="text" value=""/>

Comments

Save Miscellaneous

Begin making any updates to the owner within the grey owner information section. Please remember that any changes to an existing owner on an application page will also update that owner's information on other records that he or she is attached to.

When all updates have been made, select the "Modify" button to save the changes.

Save Miscellaneous Facility

75 - General Environmental Health *Original Application Date 4/13/2009

Facility Information

NOTE: Either Company Name or First & Last Name are required.

*Company Name
Wanton's Miscellaneous Facility

Prefix *First Name Middle Name *Last Name Suffix
Tracy Wanton

Street # Pre Dir. *Street Name Post Dir. Suffix
555 Hampton Avenue

Unit Name Unit # City State *Zip +4
Gainesville FL 32601 - Reset

Country Code Area Code Phone # Extension
1 () -

Owner's Information

First Name Last Name
Lisa Reynolds Change Owner

Company Name Update

Address 555 Listening Trce , Earleton FL 32631

Phone # 555 589-9569 Ext:

Create New Owner

NOTE: If owner doesn't exist create new owner

Save Miscellaneous

Save Miscellaneous Go to Manage Entity

Collect Money

When all of the appropriate information has been added to the miscellaneous facility, select the “**Save Miscellaneous**” button to save the facility to the system.

When the “Save Miscellaneous” button has been selected, the “Data Saved” message will appear as below:

The screenshot shows a web interface with a left sidebar containing 'Manage Complaints', 'Manage Inspections', and 'Manage PDFs'. The main content area is divided into three sections:

- Facility Information:** Includes a note 'NOTE: Either Company Name or First & Last Name are required.' and a form for 'Wanton's Miscellaneous Facility'. Fields include: Company Name, Prefix (dropdown), First Name (Tracy), Middle Name, Last Name (Wanton), Suffix (dropdown), Street # (555), Pre Dir. (dropdown), Street Name (Hampton), Post Dir. (dropdown), Suffix (Avenue dropdown), Unit Name (dropdown), Unit #, City (Gainesville), State (FL), Zip (32601), and +4. A 'Reset' button is present.
- Owner's Information:** Includes fields for First Name (Lisa), Last Name (Reynolds), and Company Name. Buttons for 'Change Owner' and 'Update' are visible. Address is '555 Listening Trce , Earleton FL 32631' and Phone # is '555 589-9569'. A 'Create New Owner' button and a note 'NOTE: If owner doesn't exist create new owner' are also present.
- Save Miscellaneous:** A section with a 'Data Saved' message and three buttons: 'Save Miscellaneous', 'Go to Manage Entity', and 'Collect Money'.

The data saved message verifies that the facility has been saved to the system. Once the facility has been saved, the “Go to Manage Entity” button and the “Collect Money” buttons will appear for the user to select.

The look of the Create Miscellaneous Facility page changes as well, when the facility is saved.

The following features now appear on the page:

- ❖ Permit Number now appears in the tree diagram and in the right hand corner
- ❖ **Manage Entity** is available in the tree diagram
 - The user can navigate to the entity page to manage all areas related to the facility from this link
- ❖ **Manage Bills** is available in the tree diagram
 - The user can create and manage bills for Miscellaneous facilities from this link
- ❖ **Manage Complaints** is available in the tree diagram
 - The user can create a new complaint for the facility from this link
- ❖ **Manage Inspections** is available in the tree diagram
 - The user can manage inspections related to the facility from this link
- ❖ **Manage PDFs** is available in the tree diagram
 - The user can access and reprint PDFs generated in the system for this facility

Once the facility has been added and saved to the EHD system, the user will no longer be able to access this page to manage the facility. This application page is a quick entry page that is only available during the initial creation of the facility. To manage the facility, select the **“Go to Manage Entity”** button at the bottom of the page, or the **“Manage Entity”** link from the tree diagram.

Search for a Facility

Once a facility has been created via the quick entry application page, the user can access that facility by using the Entity Search function. This search can be found on the Miscellaneous main menu page.

Session Time Remaining: 09:47 Home | DEH Home

Need More Help? | [Miscellaneous Home](#) | [Create Facility](#) | [Billing](#) | [Entity Search](#) | [Administration](#) | [Nuisance Complaints](#)

Miscellaneous Home

Create Facility

Billing

Entity Search

Administration

Nuisance Complaints

Miscellaneous Facility Home

Miscellaneous Options



Create New Miscellaneous
For creating New Miscellaneous Facility



Billing
For collecting money, managing accounts, and issuing invoices



Search County 10 Fields
For County 10 Fields Search



Entity Search
Search for and manage Entities



Crystal Reporting Center
(Reports for Group Care Facility can be found in the Reporting Center)

Session Time Remaining: 15:55 Home

Need More Help? | [Miscellaneous Home](#) | [Create Facility](#) | [Billing](#) | [Entity Search](#) | [Administration](#) | [Nuisance Complaints](#)

Search for Entities

Entity Details

Permit #	Program Name	Program Sub Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Status	<ul style="list-style-type: none"> Food Hygiene Group Care Limited Use Water Miscellaneous OSTDS - Operating OSTDS - Service 	County Office
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company or Facility	Last Name	
<input type="text"/>	<input type="text"/>	
Responsible Employee	<input type="text"/>	

Owner Details

Company or Facility Name	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Location Address

Street #	Pre Dir.	*Street Name	Post Dir.	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit Name	Unit #	City	State	*Zip +4
<input type="text"/>	<input type="text"/>	<input type="text"/>	FL	<input type="text"/> - <input type="text"/>

[Search County 10 Fields](#)

To search for a Miscellaneous facility, enter the permit number or select the "Miscellaneous" program type from the Program Name list. If only the program type is selected, the system will return all Miscellaneous facilities for the county specified. The user also has the option to search by owner details or location address if this information is known.

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Facility Details

When the “Go to Manage Entity” button is selected, the system will direct the user to the following page:

There are various modifications that can be made to an entity from the manage entity page. The range of features includes adding additional addresses, phone numbers, and owners to the system, as well as managing entity bills and entity inspections. Any button that displays in yellow signals to the user that no information has been entered for this feature. To update the entity with the correct information, simply click on the yellow button and add the entity information.

When the Facility Details button is selected, the user will see the following page:

The screenshot displays the 'Environmental Health Database' interface. At the top, there is a header with the Florida Department of Health logo and the text 'Environmental Health Database'. Below the header is a navigation bar with links for 'Home', 'DEH Home', 'Artesa Anderson', 'Alachua', 'Logout', and '4/'. A sidebar on the left contains a tree view with 'Miscellaneous' expanded, showing options like 'Manage Entity', 'Manage Bills', 'Manage Complaints', 'Manage Inspections', and 'Manage PDFs'. An arrow points from 'Manage Entity' to the main content area.

The main content area is titled 'Miscellaneous Facility Details' and contains a 'Return' button. It is divided into three sections:

- Facility Information:** A table with columns for Permit Number, Program Name, Sub Type, Company Name, First Name, Last Name, State Status, and Address. The data shown is: Permit Number: 01-75-902471, Program Name: Miscellaneous, Sub Type: 75 - General Environmental Health, Company Name: Wanton's Miscellaneous Facility, First Name: Tracy, Last Name: Wanton, State Status: Active, State Status 2: , Address: 555 Hampton Ave , Gainesville FL 32601.
- Miscellaneous Details:** A form with five fields labeled Field 1 through Field 5.
- Non Emergency Medical Transport Data:** A form with fields for Application Type, Conveyance, VIN, Tag Number, Make, Model, Year, Odometer Reading, and Vehicle Lettering. An arrow points to the 'Vehicle Lettering' field.

The facility information displays at the top of the page. This information is based upon information entered in the initial quick application. The next section, Miscellaneous Details, contains county specific fields to track additional information. The field name such as Field 1, Field 2 etc, cannot be modified. The counties will have to communicate with their users as to what these fields mean so that they can be used appropriately and consistently.

The final section, Non Emergency Medical Transport data is available for counties to add their county specific information for non emergency medical vehicles. Notice that none of the fields on this page is required by the system. Again, this page is mainly for counties to track their additional county specific information.

Manage Entity Bills

To move to the manage entity bills section of the manage entity page, return to the main entity manager page and select the "Manage Entity Bills" button or select the "Manage Bills" option from the tree diagram.

Session Time Remaining: 19:42 | Home | Artesa Anderson

Need More Help? | Miscellaneous Home | Create Facility | Billing | Entity Search | Administration | Home Pages

Entity Manager

Return to Search

Addresses/Phone | **Facility Details** | Owner | People

Manage Entity Bills | **Manage Entity Inspections**

Save

Entity Information

Permit Number : 01-75-902471 | **Program Name :** Miscellaneous | **Sub Type :** General Environmental H

Company or Facility Name: Wanton's Miscellaneous Facility

Prefix: [v] | **First Name:** Tracy | **Middle Name:** [] | **Last Name:** Wanton | **Suffix:** [v]

***State Status:** Active | **State Status 2:** [v]

Current Application Date: [] | **Original Application Date:** 4/13/2009 | **County Status 1:** []

Permit Issue Date: [] | **Permit Expiration Date:** [] | **County Status 2 :** []

Entity Owner : Lisa Reynolds

Entity Address : 555 Hampton Avenue
Gainesville FL , 32601

When the “Manage Entity Bills” button is selected on the manage entity page, the system will direct the user to the following page:

The screenshot displays the 'Manage Bills' interface. At the top, a navigation bar includes 'Miscellaneous Home', 'Create Facility', 'Billing', 'Entity Search', 'Administration', and 'Home Pages'. A left-hand menu lists options like 'Manage Entity', 'Manage Bills', 'Manage Complaints', 'Manage Inspections', and 'Manage PDFs'. The main content area is titled 'All Bills For 01-75-902471' and shows details for 'Wanton's Miscellaneous Facility' at '555 Hampton Ave Gainesville, FL 32601'. The program is 'Miscellaneous (General Environmental Health)' with a status of 'Active'. Below this is a table with two sections: 'Bill Information' and 'Payment Information'. The 'Bill Information' section has columns for '1-BID-', 'Amount', and 'Date'. The 'Payment Information' section has columns for '1-PID-', 'Amount', 'Payment Type', and 'Date'. At the bottom of the table area, there is a 'Generate Single Invoice' button.

Here, on the manage bills page, the user can create a new bill for the facility by selecting the “Generate Single Invoice” button. The user can also review bills created previously for the facility. If there have been any bills generated for the facility, those bills will show in the center grid along with the payment amount, date, and payment type.

Manage Entity Inspections

When the “Manage Entity Inspections” button is selected on the manage entity page, the system will direct the user to the following page:

The screenshot displays the 'Manage Entity Inspections' interface. The top navigation bar includes the Florida Department of Health logo, the title 'Environmental Health Database', and the user name 'Artesa Anderson'. The main content area is divided into three sections:

- Entity Information:** Displays details for 'Wanton's Miscelleneous Facility' (Permit #: 01-75-902471), including the program name 'Miscellaneous', status 'Active', and contact information for Lisa Reynolds.
- Entity Inspection Details:** A form for updating inspection data, including fields for 'Last Inspection Date', 'Next Inspection Date', '# of Inspections This Year' (set to 0), and 'Frequency of Inspections'. It includes 'Update Date' and 'Save' buttons.
- Inspections:** A table with one entry: 'New Miscellaneous Facility Inspection'. A button labeled 'New Miscellaneous Facility Inspection' is located below the table.

Arrows in the image point to the 'Manage Inspections' link in the left sidebar and the 'New Miscellaneous Facility Inspection' button in the 'Inspections' section.

Current entity inspection details appear in the middle grid with data such as the next inspection date and frequency of inspections. The user has the opportunity to review these inspections, update the next inspection date, and change the frequency of the inspections. Once updates are made, make sure that the “**Save**” button is selected.

Located at the bottom of the page is a link to create a brand new miscellaneous facility inspection for this record. Select the “New Miscellaneous Facility Inspection” button.

When the “New Miscellaneous Facility Inspection” button is selected on the manage entity inspections page, the user will see the following page:

Need More Help? | Miscellaneous Home | Create Facility | Billing | Entity Search | Administration | Home Pages ▶

Miscellaneous Inspection

75 - General Environmental Health

Permit #
01-75-902471

System Details

System Name
Wanton's Miscellaneous Facility

Address
555 Hampton Ave Gainesville, FL 32601

Owner
Lisa Reynolds

Person In Charge _____ Phone # _____

Inspection Results

Outcome

Correct Violations By

Correct By Date

Inspection Details

* Inspection Purpose _____ Begin Time _____ End time _____ * Inspection Date _____

* Health Department Inspector _____ Position # _____ Phone # _____

Copy of Report Received By _____ Copy Received Date _____

Inspection Comments

Save Print

Manage Inspections

The system defines required fields by a black asterisk next to the name on the inspection page, just like it does throughout the rest of the EHD application. Enter in all the required fields, plus any other information that has been gathered during the inspection process. In order to save the new inspection entered, select the “Save” button located at the bottom of the page. To print the new inspection, select the “Print” button located at the bottom of the page. To return to the main manage inspections page, select the “Manage Inspections” button located at the bottom of the page.

Once you have entered all the data for the Miscellaneous Inspection, select the “Save” button.

Miscellaneous Inspection
75 - General Environmental Health

Permit #
01-75-902471

System Details

System Name
Wanton's Miscellaneous Facility

Address
555 Hampton Ave Gainesville, FL 32601

Owner
Lisa Reynolds

Person In Charge
Mary Swanson

Phone #
(333) 333-5845

Inspection Results

Outcome
S - Satisfactory

Correct Violations By

Correct By Date

Inspection Details

* Inspection Purpose
Change of Owner

Begin Time
8 : 00 AM

End time
6 : 00 PM

* Inspection Date
3/30/2009

* Health Department Inspector
Myers, Paul D (Environmental Health Director)

Position #
026889

Phone #

Copy of Report Received By
Mary Swanson

Copy Received Date

Inspection Comments

Save Print

Manage Inspections

The Inspection Saved Successfully

Once the “Saved Successfully” message is shown at the bottom of the screen, the inspection data has been saved to the database. The user can navigate back to the inspections page by selecting the “Manage Inspections” button, or by selecting “Manage Inspections” from the tree diagram.

Manage Entity Complaints

When the “Manage Complaints” button is selected from the manage entity page, the system will direct the user to the following page:

The screenshot shows the 'Environmental Health Database' interface. The header includes the Florida Department of Health logo and the text 'Environmental Health Database'. The navigation menu on the left lists 'Miscellaneous' and '01-75-902471' with sub-items: 'Manage Entity', 'Manage Bills', 'Manage Complaints', 'Manage Inspections', and 'Manage PDFs'. The main content area is titled 'Manage Complaints' and displays 'All Documents for 01-75-902471'. The details shown are:

Name:	Wanton's Miscellaneous Facility		
Physical Address:	555 Hampton Ave Gainesville FL 32601		
Program:	Miscellaneous (75 - General Environmental Health)	Status:	Active

At the bottom of the main content area, there is a button labeled 'Create New Complaint' with an arrow pointing to it.

On the manage complaints page, the user can select a current complaint which will display in the center grid, once created, or select to create a new complaint for the current Miscellaneous facility by selecting the “Create New Complaint” button.

When the “Create New Complaint” button is selected, the system will direct the user to the Nuisance Complaint Profile page for entry.

Notice that the facility information has already been populated for the user.

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes 'Need More Help?' and a list of links: 'Complaint Home', 'New Complaint', 'Search', 'Administration', and 'Home Pages'. The main content area is titled 'Nuisance Complaint Profile' and contains a form for 'Nuisance Complaint Number'. The form is pre-filled with the following information:

- Facility Permit #**: 01-75-902471
- Company Name**: Wanton's Miscellaneous Facility
- First Name**: Tracy
- Middle Name**: (empty)
- Last Name**: Wanton
- Suffix**: (empty)
- Street #**: 555
- Pre Dir.**: (empty)
- *Street Name**: Hampton
- Post Dir.**: (empty)
- Suffix**: Avenue
- Unit Name**: (empty)
- Unit #**: (empty)
- City**: Gainesville
- State**: FL
- *Zip**: 32601
- +4**: (empty)
- Directions**: (empty text area)
- Property ID**: (empty)
- *Complaint Status**: New Complaint
- *Complaint Type**: (empty)
- Primary Complaint**: (empty)
- *Date**: 4/17/2009
- Time**: (empty)
- *Sanitarian**: (empty)
- *Complaint Taken By**: (empty)
- *Reported Method**: (empty)

To navigate back to the Miscellaneous facility entity page, select the “Manage Entity” link from the tree diagram.

Manage Entity PDFs

When the “Manage Entity PDFs” button is selected from the manage entity page, the system will direct the user to the following page:

The screenshot shows the 'Manage Entity PDFs' page in the Environmental Health Database. The page header includes the Florida Department of Health logo, the title 'Environmental Health Database', and the text 'DIVISION OF Environmental Health'. A session timer shows 'Session Time Remaining: 19:42'. The breadcrumb trail is 'Home | Artesa Anderson | Alachua | Logout | 4/16/20'. The left sidebar contains a tree view with 'Miscellaneous' expanded to show '01-75-902471', which has sub-items: 'Manage Entity', 'Manage Bills', 'Manage Complaints', 'Manage Inspections', and 'Manage PDFs'. The main content area is titled 'Manage Entity PDFs' and displays 'All PDFs For Entity: 01-75-902471'. Below this, the entity details are shown: 'Entity Name: Wanton's Miscellaneous Facility', 'Physical Address: 555 Hampton Ave Gainesville, FL 32601', 'Program: Miscellaneous (General Environmental Health)', and 'Status: Active'. A table with columns 'Print Date', 'Print Time', 'Document Type', 'View', and 'Delete' is present but currently empty.

Here, any PDF generated for the facility will appear within the center grid. The user can select an available PDF and re-print it. No modifications can be made to a PDF from this page. Users will only be able to print a PDF once it has been created within the application.

Leaving the Application

The application is set up to allow the user to exit the system at any time during the application process. As stated earlier, it is always wise to save any changes made to the system at anytime to ensure that the data is not lost. If no activity is detected within 20 minutes, the system will automatically time out the session and the user will have to restart the application by closing the current browser and opening a new one. A new browser should also be opened if at anytime an error occurs on the page.

FLORIDA DEPARTMENT OF HEALTH
Environmental Health Database
DIVISION OF Environmental Health

TEST

Session Time Remaining: 19:55 Home | DEH Home | Artesa Anderson | Alachua | Logout | 4/9/2009

Need More Help? Home | OSTDS | Water | Administration

Home
OSTDS
Water
Administration

EHD Home Page

County and Site Selection

Select your working County: Alachua

Currently Selected County Site: Alachua (Legacy Site Code: A)

EHD System Options

OSTDS Water Nuisance Complaint

Crystal Reporting Center Global Search Administration

Miscellaneous Preparedness

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In order to exit the system, the user should choose the logout link located on the top menu bar. Once the user has logged out of the system successfully, a notification message displays on the screen that the user has logged out. The user may close the browser window at this time.

FLORIDA DEPARTMENT OF HEALTH
Environmental Health Database
DIVISION OF Environmental Health

4/16/2009

EH Database Logout

Thank you for using the EH Database.

You Have Successfully Logged out ...

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Remarks

Thank You for reviewing the Environmental Health Database (EHD) user manual for the Miscellaneous Facility Application. The Environmental Health Database Analyst Team consists of the following:

- ❖ **Artesa Anderson**
Lead QA/Training Analyst for the Environmental Health Database Application
- ❖ **Yera Patel**
QA Analyst for the Environmental Health Database Application
- ❖ **Kiran Barad**
Senior Business Analyst for the Environmental Health Database Application
- ❖ **Kristen Reynolds**
Senior Business Analyst for the Environmental Health Database Application
- ❖ **Norman Doxford**
Environmental Specialist III; CENTRAX/EHD Subject Matter Expert
- ❖ **Donna Dixon**
Project Manager for the Environmental Health Database Application

For inquiries or issues related to the EHD system, please contact the project team in any of the following manners:

- ❖ **Hepdesk Ticket:**
<http://adminapps35.doh.ad.state.fl.us/ITCSC/RequestAddUser.aspx?CSC=Yes>
- ❖ **Email:**
c3531@doh.state.fl.us
- ❖ **Phone:**
(850) 245-4You or (850) 245-4968