

-Adding any EH Surveys (Method #2) -Survey Searching

[1] Click the Surveys link as shown (a). Click the Add Survey link (b) to add “any” type of Survey/Inspection.

Work Plan

Work Basket
Master Schedule
Jobs

Environmental Health

Location

- Installation US, MO, Fort Leonard W...
- Exposure Pathways
- Samples
- Surveys ← a
- Facilities
- Personnel
- POEMS

Facilities
Samples
Surveys
POEMS
Reports
Lab Import

Administration

Program Office Personnel
Pending Account Requests
Pick Lists
Pending Pick List Approvals
Import Personnel
Reports

Resources

Help Desk Contact Information

Environmental Health Surveys - Search

Please select one of the options below.

Survey ID

Survey Type

Location

Facility Name

Include Sublocations

Inspection Ra

Responsible Program Office Personnel

Status

Between

Projected Start Date (yyyy/mm/dd)

Close Date (yyyy/mm/dd)

Search

Add Survey ← b

Use this method to add a survey as an alternative to using the menu tree.
If ONLY doing a Survey Search, proceed to Step 6.

[2] After clicking “Add Survey” in Step 1, select a Task Type, and then click Continue. If the Survey/Inspection is NOT a Food or General Sanitation Survey, proceed to step 4.

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Facilities
Samples
Surveys
POEMS
Reports
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Pending Pick List Approvals
Import Personnel

Master Schedule - Add Task

* Indicates Required Field

Add Task

Task Type *

Continue

- Entomology - Entomology Survey (EH)
- Entomology - Entomology Survey (EH)
- Entomology - Pest Surveillance Survey (EH)
- Entomology - Pesticide Application Survey (EH)
- Entomology - Vector Surveillance Survey (EH)
- Food Sanitation - Food Facility Risk Assessment (EH/FP)
- Food Sanitation - Food Operation Inspection (EH/FP)**
- Food Sanitation - Tactical Kitchen Inspection (EH)**
- General Sanitation - Barber/Beauty Shop Survey (EH)
- General Sanitation - EPW Detention Facility Survey (EH)
- General Sanitation - Field Shower Point Survey (EH)
- General Sanitation - Gym/Fitness Center Survey (EH)
- General Sanitation - Habitability Survey (EH)
- General Sanitation - Laundry/Dry Cleaning Survey (EH)
- General Sanitation - Mobile Homes and R/V Parks Survey (EH)
- General Sanitation - Public Facility Survey (EH)
- General Sanitation - Recreational Waters Survey (EH)
- Injury & Illness Investigation (EH)
- OEHS Survey (EH)
- Waste Management - Afloat Waste Survey (EH)
- Waste Management - Hazardous Waste Survey (EH)

[3a – Food and General Sanitation only] Select a Facility if adding a Food or General Sanitation Inspection. Click Search when ready.

Create Food Operation Inspection Survey Task - Step 1 of 3 - Food Facility Search

Select search criteria to find a Food Facility within this program office.

Search
Facility Name

Include Sublocations

All

(yyyy/mm/dd) and (yyyy/mm/dd)

Facility Stop Date Between

Include Arch

Search

Locations - Search
Find Location for Survey.

Search Location Name

Country

Search

[Browse by Location Tree](#)

Cancel

[3b - Food and General Sanitation only] If the Facility needed is not shown in this list, it must be created by going to the Facility page.

Facilities

To view Facility details, click the Facility Name link.

Location Name: Base Camp LION

Facility Name	Facility Type	Parent Location	Start Date	Stop Date
Bldg 150_Main Gym	Gym/Fitness Center	Base Camp LION	2013/05/09	
Bldg 25_Main DFAC	Food Facility	Base Camp LION	2013/05/09	
Bldg 75_Zone 1 Green Beans	Food Facility	Base Camp LION	2013/05/09	

Page: 1 (Displaying results 1 - 3 of 3)

Reference Tutorial #15 for how to do this correctly. A user must have the Facility Role to add or edit Facilities.

[4] All Surveys in DOEHRS have a scheduling page. This should be *by-passed* by clicking “Save and Begin Survey”. There is no need to populate the information on this page.

Note 1: The Facility has been applied to this page as well.

Note 2: The Facility does not apply if the Survey is NOT a Food or General Sanitation Inspection.

After Clicking “Save and Begin Survey”, complete the Survey as directed in tutorial #14 (Water Survey) or #16-17 (Food/General Sanitation). **Note:** Waste Management Surveys will follow #14 as well.

[6] Survey Searching. Note: Only (1) filter is required. Use at will.