


ABORIGINAL ENVIRONMENTAL HEALTH DATABASE

MANUAL

Government of Western Australia
Department of Health
Atlas of Environmental Health

Help ▾

Aboriginal Environmental Health Database



Username

Password

The password is case-sensitive.

[Forgot your password?](#)

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June 2016

INDEX

INDEX.....2

Getting Started3

Request a login.....3

Logging In.....3

Create Visit9

Enter Activity.....10

Help14

Log Out.....20

Getting Started

This page covers how to get started with the Atlas Aboriginal Environmental Health website, including:

- Request a Login
- Logging In

Request a login

To get started with the Atlas Aboriginal Environmental Health website, you will need to obtain a username and password for the site. These logins must be created for you by the Aboriginal Environmental Health team at the Department of Health and will be e-mailed to you.

Logging In

Once you have been emailed your username and password, you can log into the web site. Firstly, go to the main website at this address:


<http://waaeh.gaiaresources.com.au/visit/create>

You will be required to enter your username and password given in the e-mail as shown below and press Log In.

Government of Western Australia
Department of Health
Atlas of Environmental Health

Help ▾

Aboriginal Environmental Health Database



Username

Password

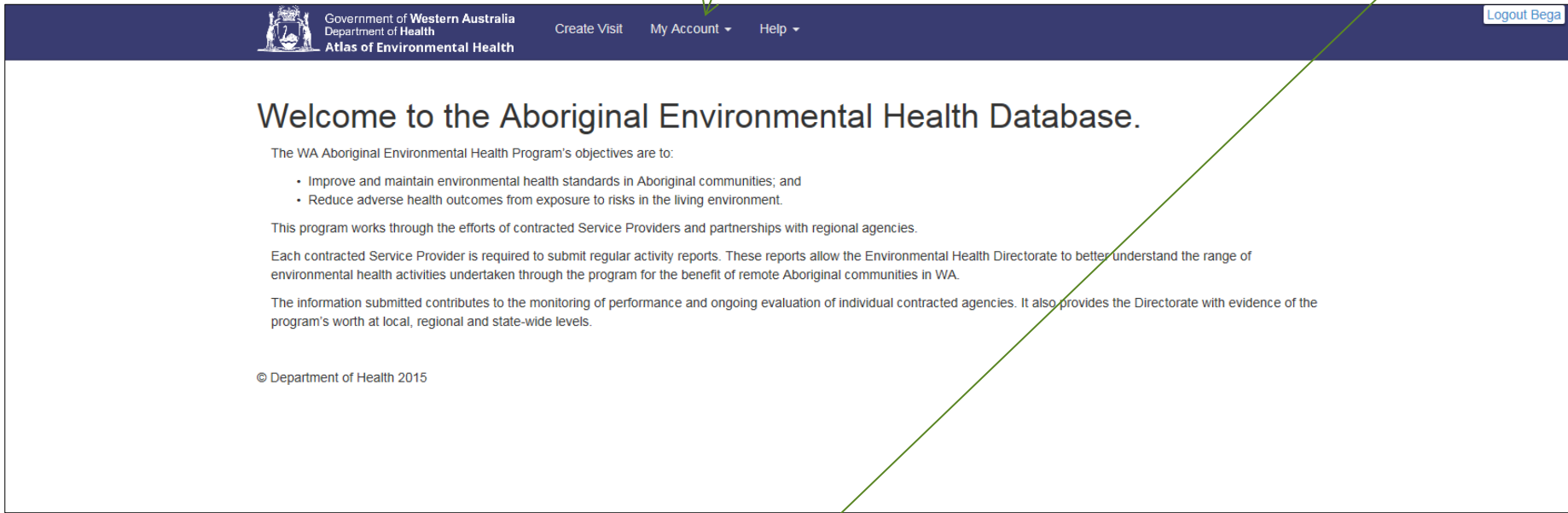
The password is case-sensitive.

[Log In](#)

[Forgot your password?](#)

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Once logged in the screen below will appear. Click on My Account and then a dropdown box appears. Click on Change Password.



The screenshot shows the top navigation bar of the Atlas of Environmental Health website. The bar is dark blue with white text. On the left, there is the Government of Western Australia logo and the text 'Government of Western Australia', 'Department of Health', and 'Atlas of Environmental Health'. In the center, there are links for 'Create Visit', 'My Account', and 'Help'. On the right, there is a 'Logout Bega' button. A green arrow points from the text above to the 'My Account' link. The main content area is white and contains the following text:

Welcome to the Aboriginal Environmental Health Database.

The WA Aboriginal Environmental Health Program's objectives are to:

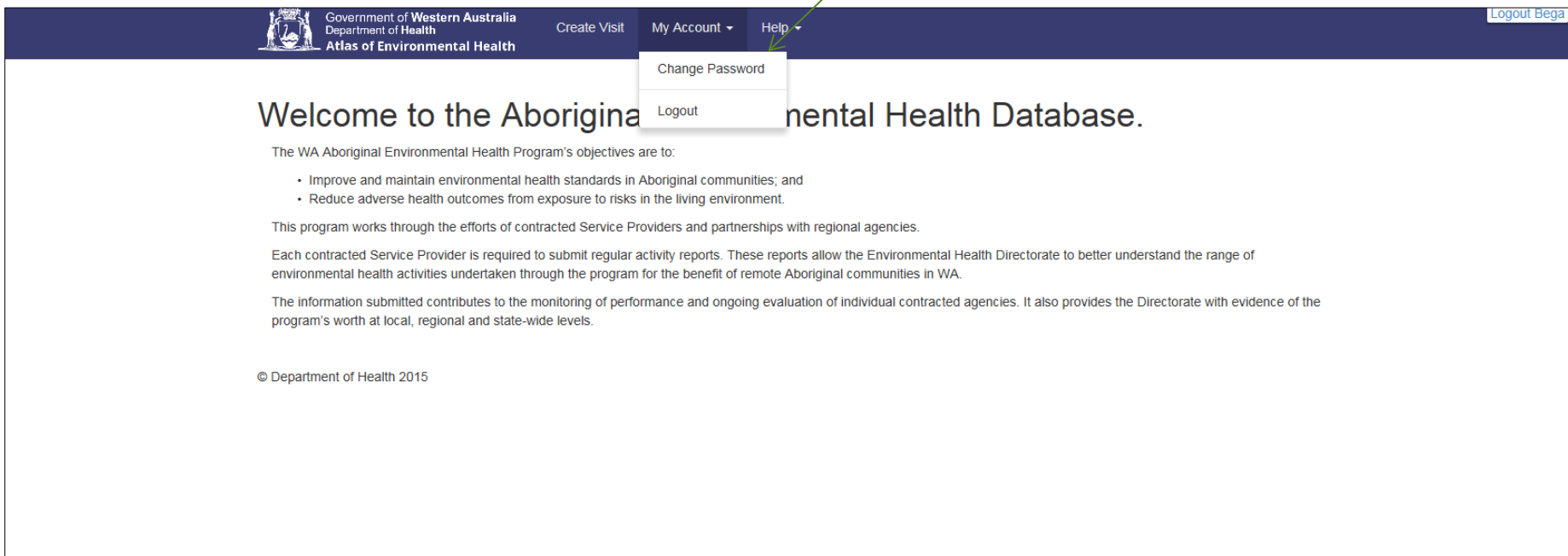
- Improve and maintain environmental health standards in Aboriginal communities; and
- Reduce adverse health outcomes from exposure to risks in the living environment.

This program works through the efforts of contracted Service Providers and partnerships with regional agencies.

Each contracted Service Provider is required to submit regular activity reports. These reports allow the Environmental Health Directorate to better understand the range of environmental health activities undertaken through the program for the benefit of remote Aboriginal communities in WA.

The information submitted contributes to the monitoring of performance and ongoing evaluation of individual contracted agencies. It also provides the Directorate with evidence of the program's worth at local, regional and state-wide levels.

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The screenshot shows the same website as the previous one, but with the 'My Account' dropdown menu open. The dropdown menu is white with a dark blue border and contains two options: 'Change Password' and 'Logout'. A green arrow points from the text above to the 'Change Password' option. The main content area is white and contains the following text:

Welcome to the Aboriginal Environmental Health Database.

The WA Aboriginal Environmental Health Program's objectives are to:

- Improve and maintain environmental health standards in Aboriginal communities; and
- Reduce adverse health outcomes from exposure to risks in the living environment.

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The screen below will appear. Add old password and then add new password. Type the new password again in New Password confirmation box. Make it something simple that you can remember. Then click Update Password.

The screenshot shows a web interface for changing a password. At the top, there is a dark blue header with the Government of Western Australia logo and text: "Government of Western Australia", "Department of Health", and "Atlas of Environmental Health". To the right of the header are links for "Create Visit", "My Account", and "Help". In the top right corner, there is a "Logout" button. The main content area is white and contains a "Change Password" form. The form has a title "Change Password" and a sub-header "Please enter your old password, and then enter your new password twice so we can verify you typed it in correctly." Below this are three input fields: "Old password", "New password", and "New password confirmation". At the bottom of the form is a dark blue button labeled "Update Password". Three green arrows point from the text above to the "Old password", "New password", and "Update Password" elements. At the bottom left of the page, there is a copyright notice: "© Department of Health 2015".

Government of Western Australia
Department of Health
Atlas of Environmental Health

Create Visit My Account Help

Logout

Change Password

Please enter your old password, and then enter your new password twice so we can verify you typed it in correctly.

Old password
Old password

New password
New password

New password confirmation
New password confirmation

Update Password

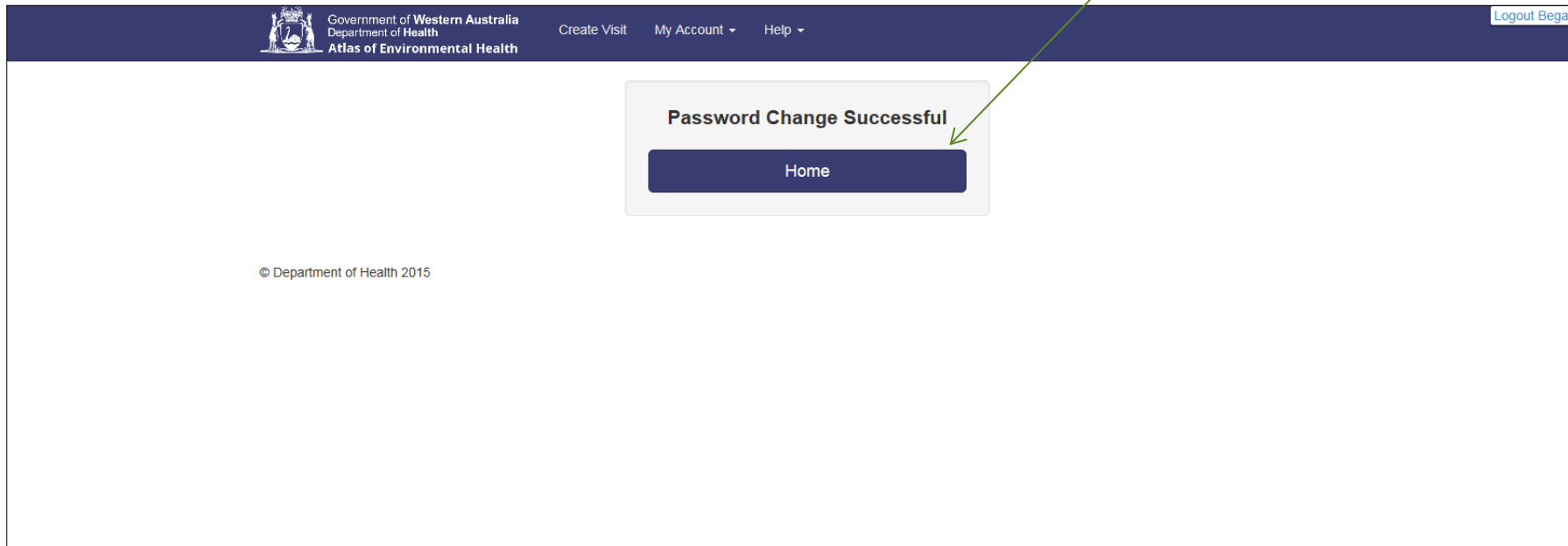
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If you miss any of the boxes to be completed or your new password and new password confirmation boxes do not have the same password you will see the following screen below.

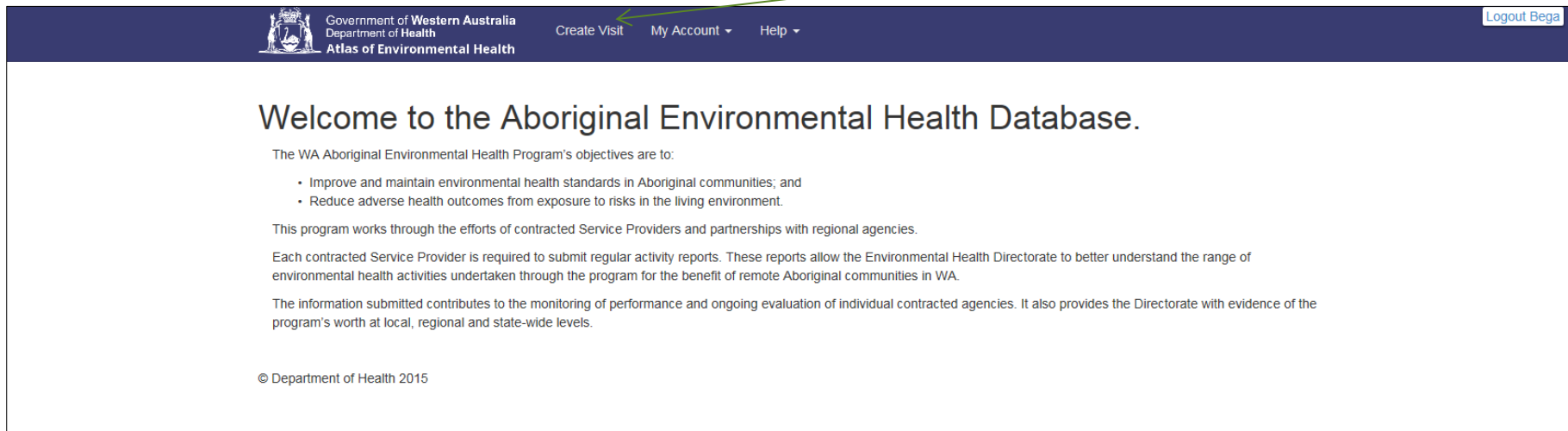
The screenshot shows a web interface for changing a password. At the top, there is a dark blue header with the Government of Western Australia logo and text: "Government of Western Australia", "Department of Health", and "Atlas of Environmental Health". To the right of the header are links for "Create Visit", "My Account", and "Help", and a "Logout" button. The main content area is white and contains a "Change Password" form. The form has a title "Change Password" and a message: "Please enter your old password, and then enter your new password twice so we can verify you typed it in correctly." Below this are three input fields: "Old password", "New password", and "New password confirmation". The "Old password" field is empty and has a red border. A tooltip above it says "This is a required field". The "New password" field is also empty and has a red border. The "New password confirmation" field contains the text "New password confirmation" and has a red border. Below the input fields is a dark blue button labeled "Update Password". A green arrow points to the "Update Password" button. In the bottom left corner of the page, there is a copyright notice: "© Department of Health 2015".

Try again and enter the information and press Update Password box.

Once this step is completed successfully the following screen will appear. Click on Home box.



You are now back at the home page and ready to proceed with Creating Visit (activity reports). Click on Create Visits in blue header.



Create Visit

Only your organisation will appear in the Service provider box (I have used Bega Gambirringu Health Services for demonstration purposes only).

To start entering the Visit you must start with the Community. Click on the arrow and a drop-down box will appear. Select the Community by clicking on it with the mouse. Once you have done this move to the Recorder and enter your name.

The screenshot shows the 'Create Visit' web form. At the top, there is a navigation bar with the Government of Western Australia logo, 'Department of Health', and 'Atlas of Environmental Health'. The page title is 'Create Visit'. The form is divided into two main sections: 'Visit' and 'Activity'.

Visit Section:

- Service provider:** A dropdown menu with 'Bega Gambirringu Health Services Incorporated' selected.
- Community:** A dropdown menu with a downward arrow. A green arrow points to this field. Below it is the text 'Enter the visited community.'
- Recorder:** A text input field containing 'Recorder'. A green arrow points to this field. Below it is the text 'Enter your name.'
- Start date:** A text input field containing '30/06/2016'. Below it is the text 'Enter the date the visit started.'
- End date:** A text input field containing 'End date'. Below it is the text 'Enter the date the visit ended or leave it blank if it is the same as the start date.'

Activity Section:

- EH item:** A dropdown menu with a downward arrow. Below it is the text 'Choose the item.'
- Action:** A dropdown menu with 'Inspected' selected. Below it is the text 'Choose the action - e.g what you did.'
- Description:** A text input field containing 'Description'. Below it is the text 'What did you do? e.g. mended hole in fences; car bodies removed to tip area; unblocked toilet; planted trees; hand washing session at school; cyclone/flood prep etc...'
- Number of times:** A text input field containing 'Number of times'. Below it is the text 'Enter the number of times/items/houses/dogs/etc...'
- Time taken:** A text input field containing 'Time taken'. Below it is the text 'Time taken (min/hours/days).'
- Time unit:** A dropdown menu with 'hrs' selected. Below it is the text 'Time unit.'
- Number of staff:** A text input field containing 'Number of staff'. Below it is the text 'Number of EH staff involved.'

At the bottom of the form, there are three buttons: 'Add Activity' (dark blue), 'Back to Home Page' (blue), and 'Finish Visit' (dark blue). A red button labeled 'Delete Activity' is located in the bottom right corner of the Activity section.

Next, enter the date by click in the Start Date box. A calendar will appear with today's date. Click on the arrow and select the month then the date of the activity done by click on the day in the month you selected. If the end date is the same as the start date leave it blank. If it is a different date the process is the same as the start date i.e. find the right month and day within the month and click with the mouse.

Government of Western Australia
Department of Health
Atlas of Environmental Health

Create Visit My Account Help Logout Beg

Create Visit

Visit

Service provider
Bega Gambirringu Health Services Incorporated

Community
Kalgoorlie

Recorder
Recorder

Start date
30/06/2016

End date
End date

Activity

EH item

Action
Inspected

Description
Description

Number of times
Number of times

Time taken
Time taken

Time unit
hrs

Number of staff
Number of staff

Delete Activity

Add Activity [Back to Home Page](#) **Finish Visit**

Enter Activity.

Once you have entered the Visit information you now can enter the activity. Click on EH item (EH = Environmental Health Item) and a drop box will appear.

Click on the item you want to record.

Government of Western Australia
Department of Health
Atlas of Environmental Health

Create Visit My Account Help Logout Bega

Create Visit

Visit

Service provider
Bega Gambirringu Health Services Incorporated

Community
Kalgoorlie

Recorder
Recorder

Start date
30/06/2016

End date
End date

Enter the visited community. Enter your name. Enter the date the visit started. Enter the date the visit ended or leave it blank if it is the same as the start date.

- Water Tank & Treatment Plant
- Water Source/Bore(s)
- Other Water Tank
- Sewage Ponds
- Pond Fences/Gates
- Community Ablution Block
- Grease Traps
- Landfill site
- Fences / Gates
- Household bins
- Community bins
- Household Rubbish Collections
- Car Bodies
- Community Clean-up
- House inspections/visited
- Rubbish in & around home
- Septic tanks & leach drains
- Other blocked drains/pipes
- Blocked toilets
- Taps leaking/not working
- Other plumbing
- Other faults
- Pest Control Treatment(s)
- Parasite Control (e.g use Cydectin)
- Population Control (e.g use Covinan)
- Euthanasing (Lethabarb/other)
- Desexing
- Dog / Animal Health Education

Description
Description

What did you do? e.g. mended hole in fences; car bodies removed to tip area; unblocked toilet; planted trees; hand washing session at school; cyclone/flood prep etc...

Time unit
hrs

Number of staff
Number of staff

Time unit. Number of EH staff involved.

Delete Activity

Back to Home Page Finish Visit

Now enter the action taken i.e. Inspected, advised etc. Then add some word in the Description box. Click in this box and start typing. In the Number of time box enter a number of times/items/houses/dogs/etc. In the Time Taken enter the minutes, hours or days. In the next box enter by using the drop-down arrow the hours or minutes or days taken to complete the Activity. In the Number of staff box enter the number of staff who assisted in the activity.

The screenshot shows the 'Create Visit' form with the following fields and values:

- Service provider:** Bega Gambling, Health Services Incorporated
- Community:** Kalgoorlie
- Recorder:** Jennie
- Start date:** 30/06/2016
- End date:** End date
- EH item:** Sewage Ponds
- Action:** Inspected (selected from a dropdown menu)
- Description:** Checked the sewage ponds did not have ducks and kids swimming in them.
- Number of times:** Number of times
- Time taken:** Time taken
- Time unit:** hrs
- Number of staff:** Number of staff

Buttons at the bottom: Add Activity, Back to Home Page, Finish Visit, Delete Activity.

If you have not entered all the information correctly the following screen will appear and the uncompleted box will be in red.

You cannot complete and finish the visit until all boxes are completed. You can add information or delete the Activity by clicking on the red button but this will mean no information was saved in the Activity screen. You cannot finish the visit until all information is completed.

The screenshot shows the 'Create Visit' interface. At the top, there is a navigation bar with the Government of Western Australia logo, 'Department of Health', and 'Atlas of Environmental Health'. Navigation links include 'Create Visit', 'My Account', and 'Help'. A 'Logout' button is in the top right corner.

The main content area is titled 'Create Visit' and is divided into two sections:

- Visit Section:** Contains fields for 'Service provider' (Bega Gambirringu Health Services Incorporated), 'Community' (Boulder), 'Recorder' (Jennie), 'Start date' (30/06/2016), and 'End date' (blank). Each field has a small red box below it, indicating it is required.
- Activity Sewage Ponds Section:** Contains fields for 'EH item' (Sewage Ponds), 'Action' (Inspected), 'Description' (check to see if ducks and kids were not swimming in ponds), 'Number of times' (blank), 'Time taken' (blank), 'Time unit' (min), and 'Number of staff' (blank). Each of these fields also has a red box below it, indicating they are required.

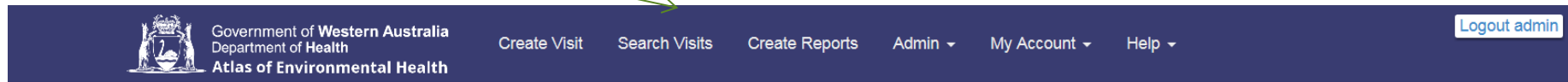
At the bottom of the form, there are three buttons: 'Add Activity' (blue), 'Back to Home Page' (blue), and 'Finish Visit' (blue). A red 'Delete Activity' button is located in the bottom right corner of the activity section.

Green arrows point from the text above to the 'Add Activity' button, the 'Finish Visit' button, and the 'Delete Activity' button. Another green arrow points from the text above to the 'Add Activity' button.

To enter the next Activity click on Add Activity button. If all areas have been completed then you can click on Finish Visit button and it will take you back to the home page. If you cannot complete the information click on home page and the information will not be saved.

Search Visits

This tab allows you to go into a created visit and view the information you have entered or filter so you can select information easily to amend, delete or view.



Welcome to the Aboriginal Environmental Health Database.

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The Filter Visits screen allows you to filter information. You can filter information by Communities, LGA (Local Government Authorities), Regions, EH Concern (who entered the information), EH Item i.e. Sewage Ponds, Water Tanks etc., the Action that was taken i.e. Inspected, Fixed etc. and the date from an to. Once you have picked the filters press the Search button with the mouse.

Filter Visits

Service Provider Filter

Service provider

Area Filter (choose only one or none for state wide selection)

Community LGA Region

Activity Filters

EH Concern EH Item Action

Date Filter

From date To date

Search

When this screen appears you can click on the visit date (highlighted in blue) and view or amend the information.

Search Result

Show 50 entries

Search:

Visit Date	Service provider	Community	No. Activities	Recorder
19/12/2014	Bundiyarra Aboriginal Community Aboriginal Corporation	Pia Wadjari	11	Gordon Gray

Showing 1 to 1 of 1 entries

Previous 1 Next

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In this example above you will note there are 11 Activities on the same visit date. There were no filters used so you will see all 11 different entries unless you filtered for just on EH Item.

This is the screen you will see if you did not filter and wanted to see all 11 activities. You can amend and save by clicking on the Finish Visit Button at the bottom, add activities by using the Add Activity button on the bottom of the screen or delete the activity as required.

Activity Travel

EH item <input type="text" value="Travel"/> Choose the item.	Action <input type="text" value="Travel"/> Choose the action - e.g what you did.	Description <input type="text" value="700 km round trip"/> What did you do? e.g. mended hole in fences; car bodies removed to tip area; unblocked toilet; planted trees; hand washing session at school; cyclone/flood prep etc...	
Number of times <input type="text" value="1"/> Enter the number of times/items/houses/dogs/etc...	Time taken <input type="text" value="10"/> Time taken (min/hours/days).	Time unit <input type="text" value="hrs"/> Time unit.	Number of staff <input type="text" value="1"/> Number of EH staff involved.

[Delete Activity](#)

Activity Parasite Control (e.g use Cydectin)

EH item <input type="text" value="Parasite Control (e.g use Cydectin)"/> Choose the item.	Action <input type="text" value="Inspected"/> Choose the action - e.g what you did.	Description <input type="text" value="spray dogs"/> What did you do? e.g. mended hole in fences; car bodies removed to tip area; unblocked toilet; planted trees; hand washing session at school; cyclone/flood prep etc...	
Number of times <input type="text" value="4"/> Enter the number of times/items/houses/dogs/etc...	Time taken <input type="text" value="1"/> Time taken (min/hours/days).	Time unit <input type="text" value="hrs"/> Time unit.	Number of staff <input type="text" value="1"/> Number of EH staff involved.

[Delete Activity](#)

Activity Post Control Treatment(s)

To get out of the screen press Finish Visit button and you will go back to a screen that looks like this.

The screenshot displays the top navigation bar of the Atlas of Environmental Health. On the left, it features the Government of Western Australia logo and the text "Government of Western Australia", "Department of Health", and "Atlas of Environmental Health". The navigation menu includes "Create Visit", "Search Visits", "Create Reports", "Admin", "My Account", and "Help". A "Logout admin" button is located on the right side of the navigation bar.

A green notification box in the center of the page states: "The visit was successfully updated." with a close button (X) on the right.

Below the notification, the text reads: "THANK YOU".

The information you entered has now been sent to the Environmental Health Directorate's Aboriginal Environmental Health Unit.

Remember...

You are a valuable partner in the bigger team here in WA that is "Closing the Gap".

The environmental health work you do makes a real difference to remote communities. Your work ensures that a strong healthy living foundation exists for yourselves, your families and your communities.

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In the bottom right corner of the page, there is a zoom level indicator showing "100%" with a dropdown arrow.

Create Reports

The Create Reports tab allows you to filter (as in Search Visit) to create a graph report. An Example below is of Balgo showing the services provided and hours per community etc., over years.



These graph reports can be printed or save in a PDF or saved as an Image by pressing on the required item. To get out of this screen press on the Government Logo at the top and it will take you to the Welcome screen.

Help

If you have any issues with the database you can contact the Aboriginal Environmental Health Team in Perth by either a telephone call or by clicking on the help button at the top of the page and the screen below will appear. Type in the Subject box the problem and type a message in the Message box to describe the problem. Once completed press send and the information will be emailed to the generic email address for the Aboriginal Environmental Health Team in Perth. We will reply as soon as possible by either an email or by a telephone call.

The screenshot shows the 'Contact Us' form on the Bega website. The form is titled 'Contact Us' and is located on the page. The form fields are:

- From:** Bega
- Email:** bega.accounts@bega.org.au
- Subject:** Subject
- Message:** Message

A 'Send' button is located at the bottom right of the form. In the top right corner of the page, there is a 'Logout Bega' link. The page header includes the Government of Western Australia logo and the text 'Government of Western Australia Department of Health Atlas of Environmental Health'. There are also links for 'Create Visit', 'My Account', and 'Help'.

Log Out.

To log out of the database click on the Logout button at the top right hand side of the screen.