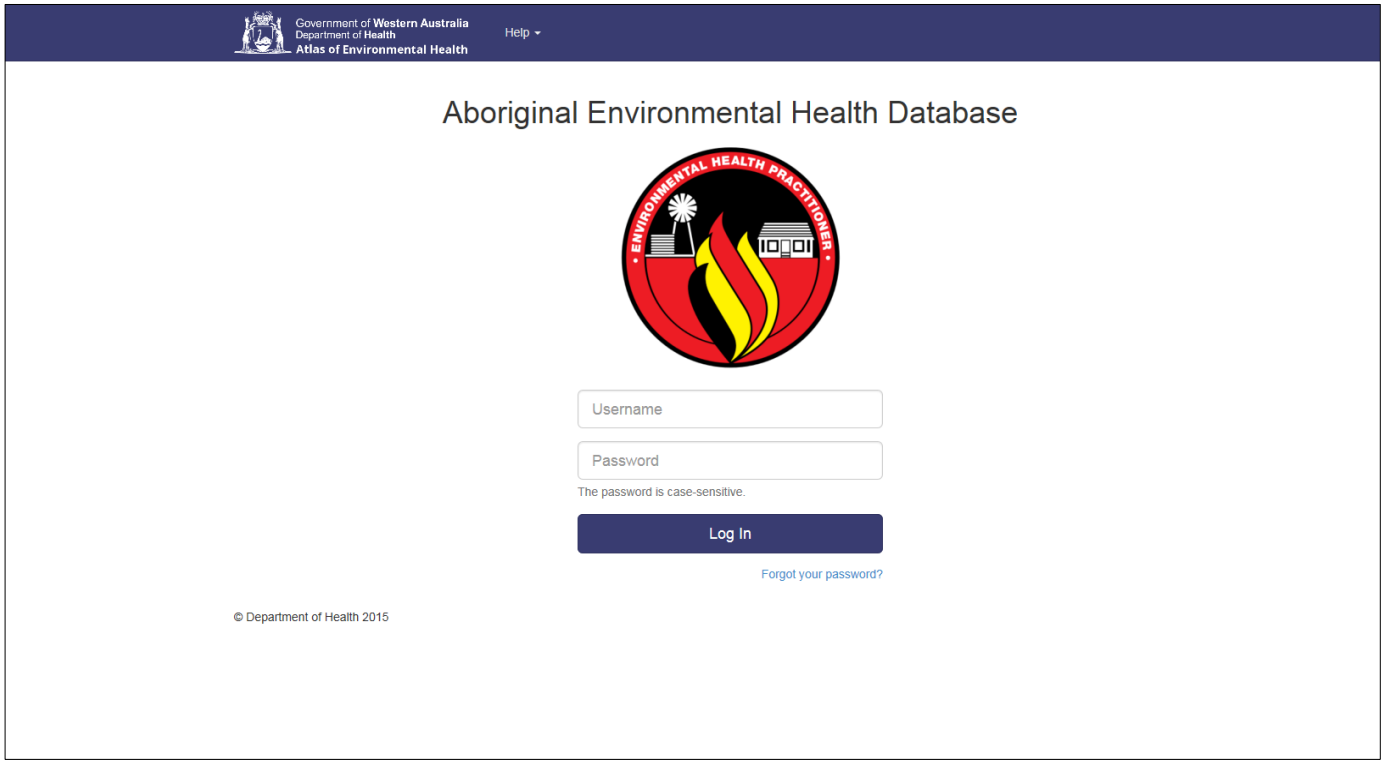
ABORIGINAL ENVIRONMENTAL HEALTH DATABASE

MANUAL



June 2016

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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

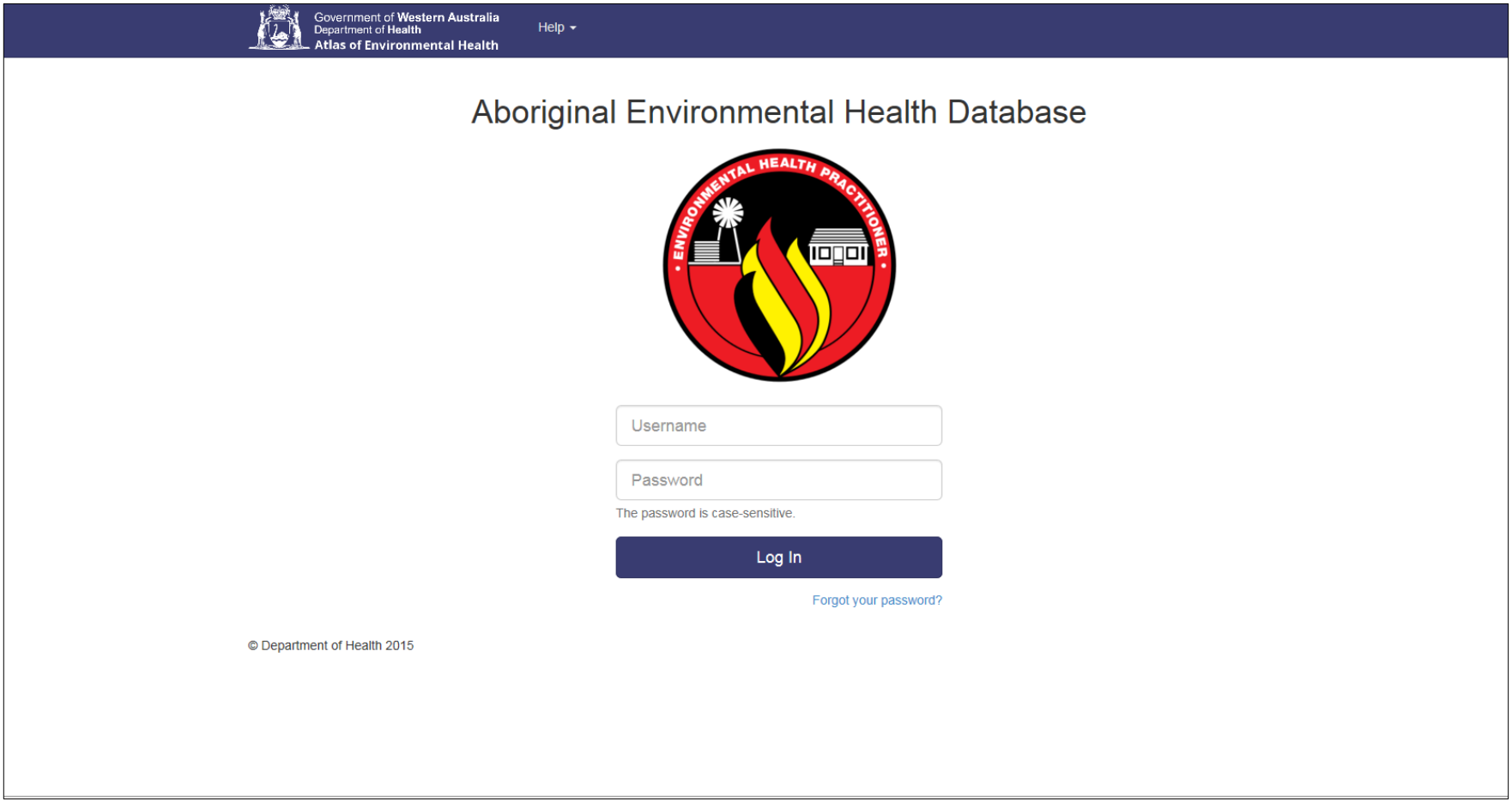
To get started with the Atlas Aboriginal Environmental Health website, you will need to obtain a username and password for the site. These logins must be created for you by the Aboriginal Environmental Health team at the Department of Health and will be e-mailed to you.

Logging In

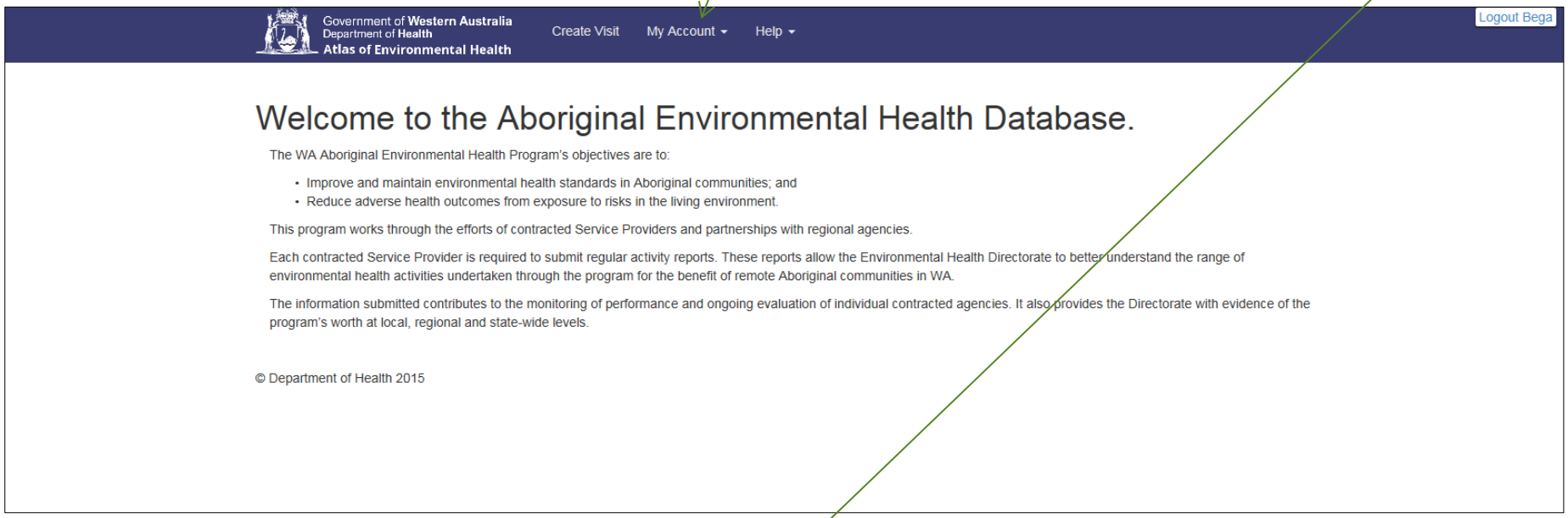
Once you have been emailed your username and password, you can log into the web site. Firstly, go to the main website at this address:

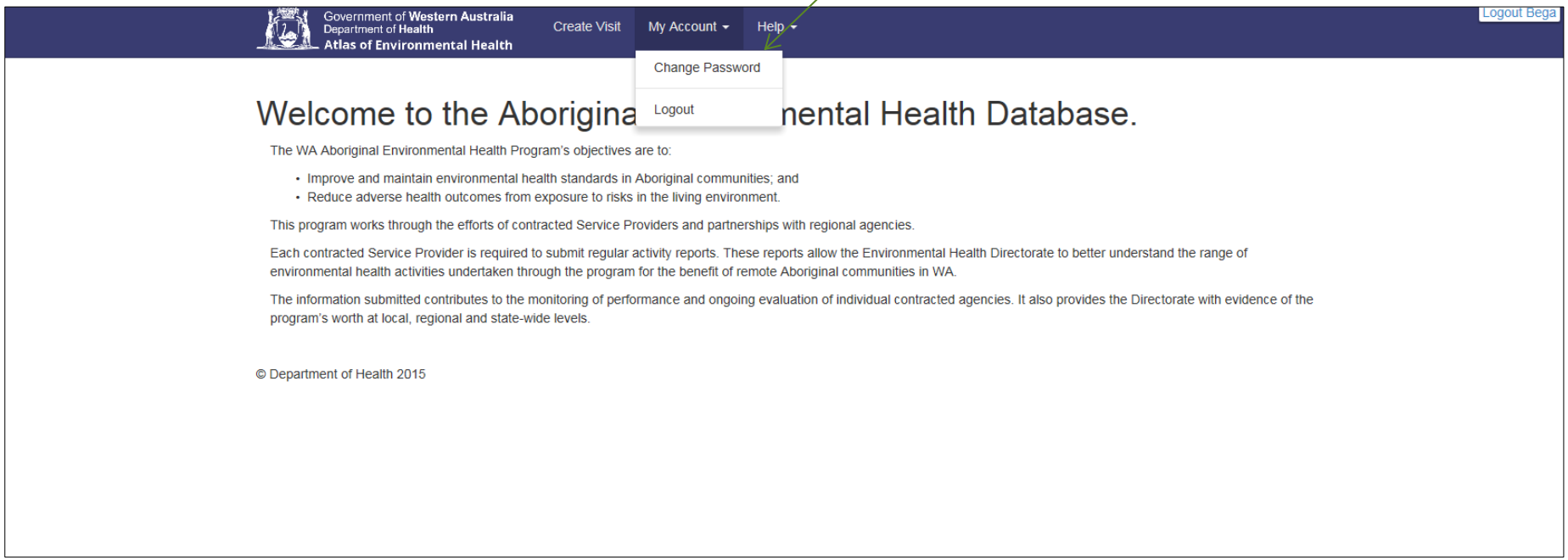
http://waaeh.gaiaresources.com.au/visit/create

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

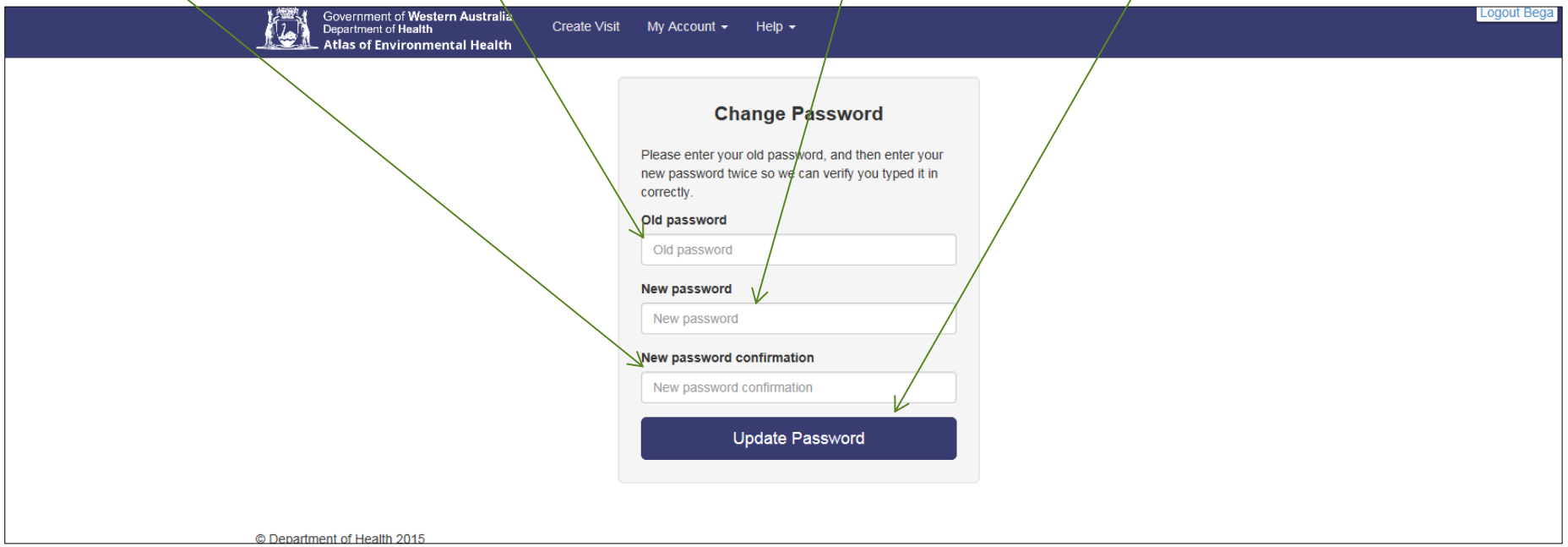


Once logged in the screen below will appear. Click on My Account and then a dropdown box appears. Click on Change Password.

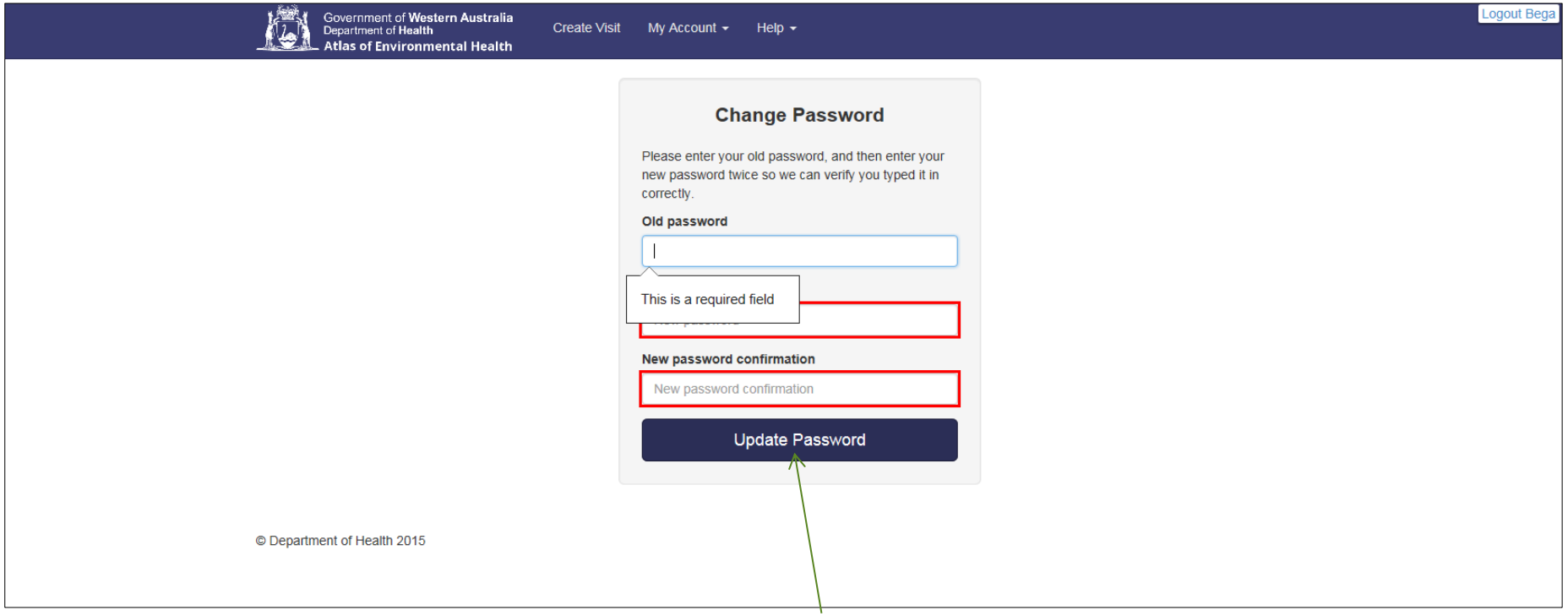




The screen below will appear. Add old password and then add new password. Type the new password again in New Password confirmation box. Make it something simple that you can remember. Then click Update Password.

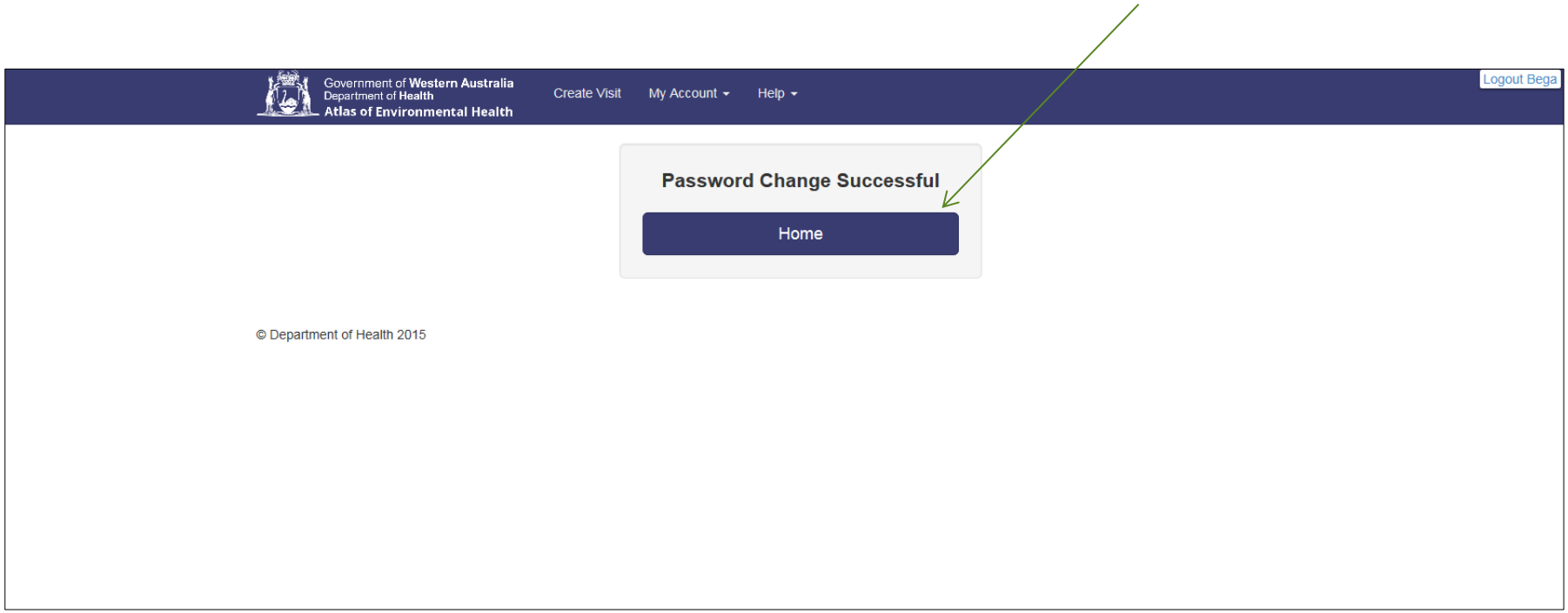


If you miss any of the boxes to be completed or your new password and new password confirmation boxes do not have the same password you will see the following screen below.

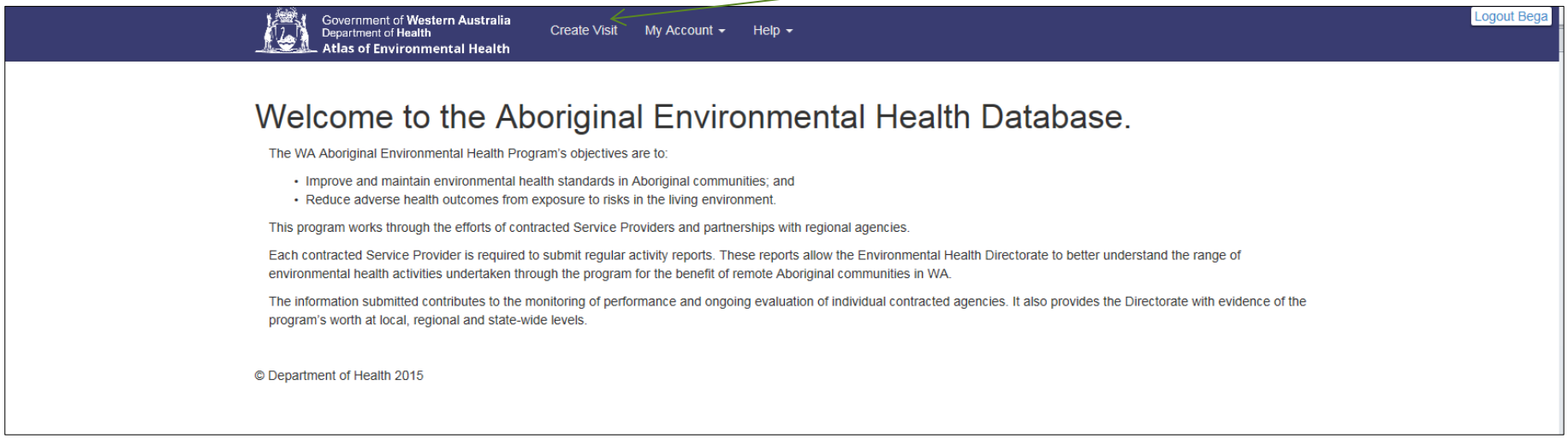


Try again and enter the information and press Update Password box.

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



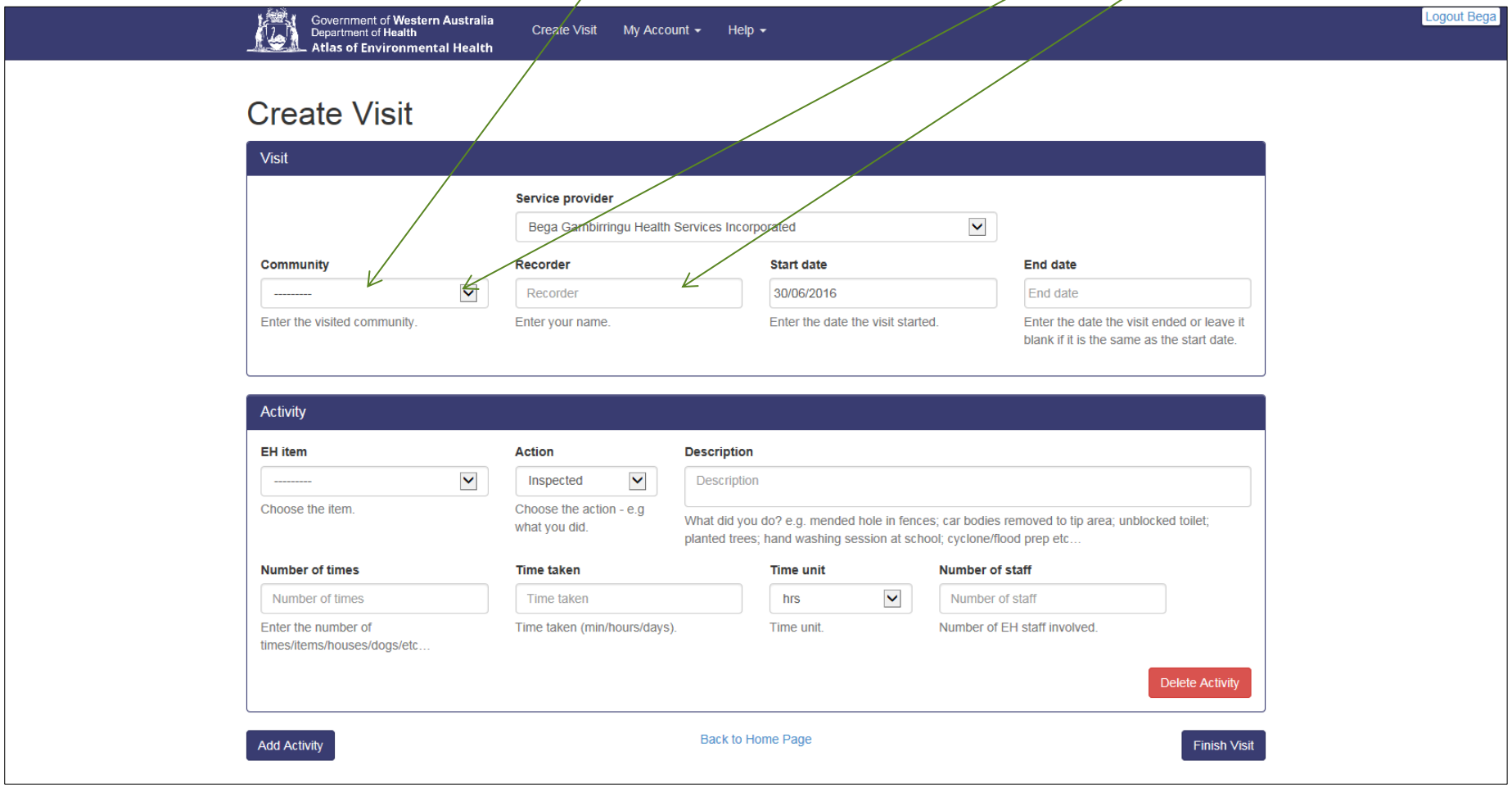
You are now back at the home page and ready to proceed with Creating Visit (activity reports). Click on Create Visits in blue header.



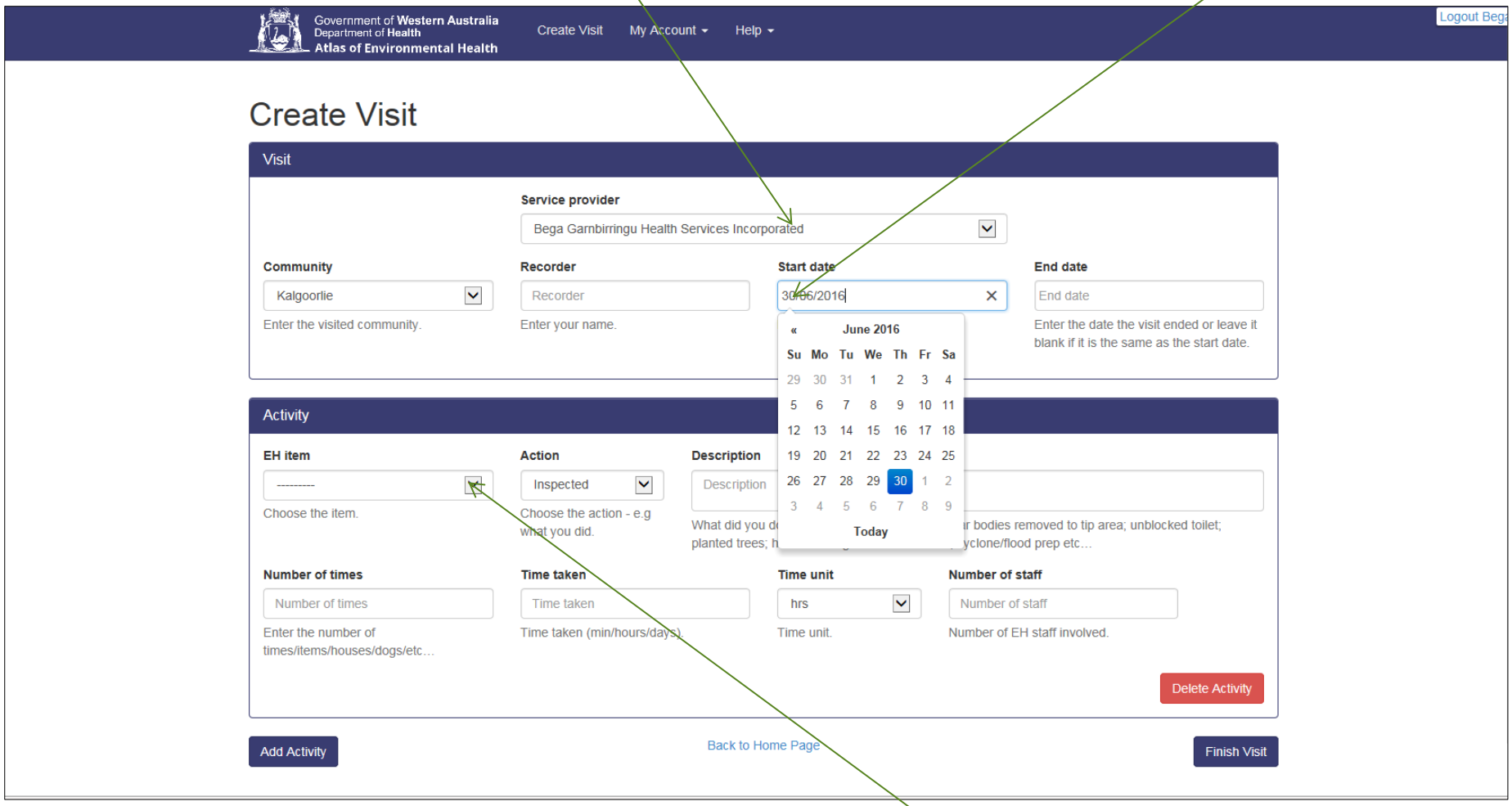
Create Visit

Only your organisation will appear in the Service provider box (I have used Bega Garnbirringu 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.



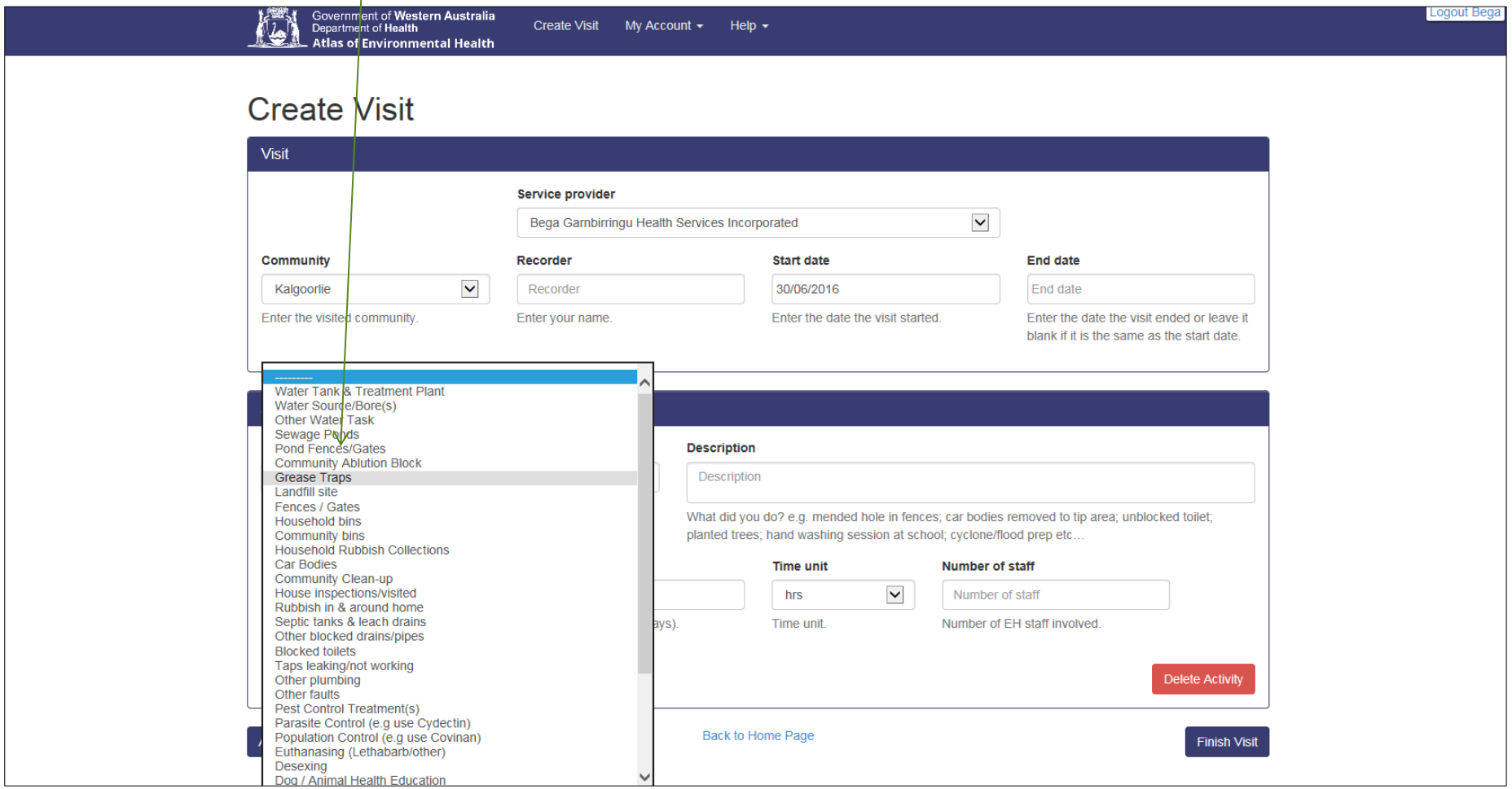
Next, enter the date by click in the Start Date box. A calendar will appear with today's date. Click on the arrow and select the month then the date of the activity done by click on the day in the month you selected. If the end date is the same as the start date leave it blank. If it is a different date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



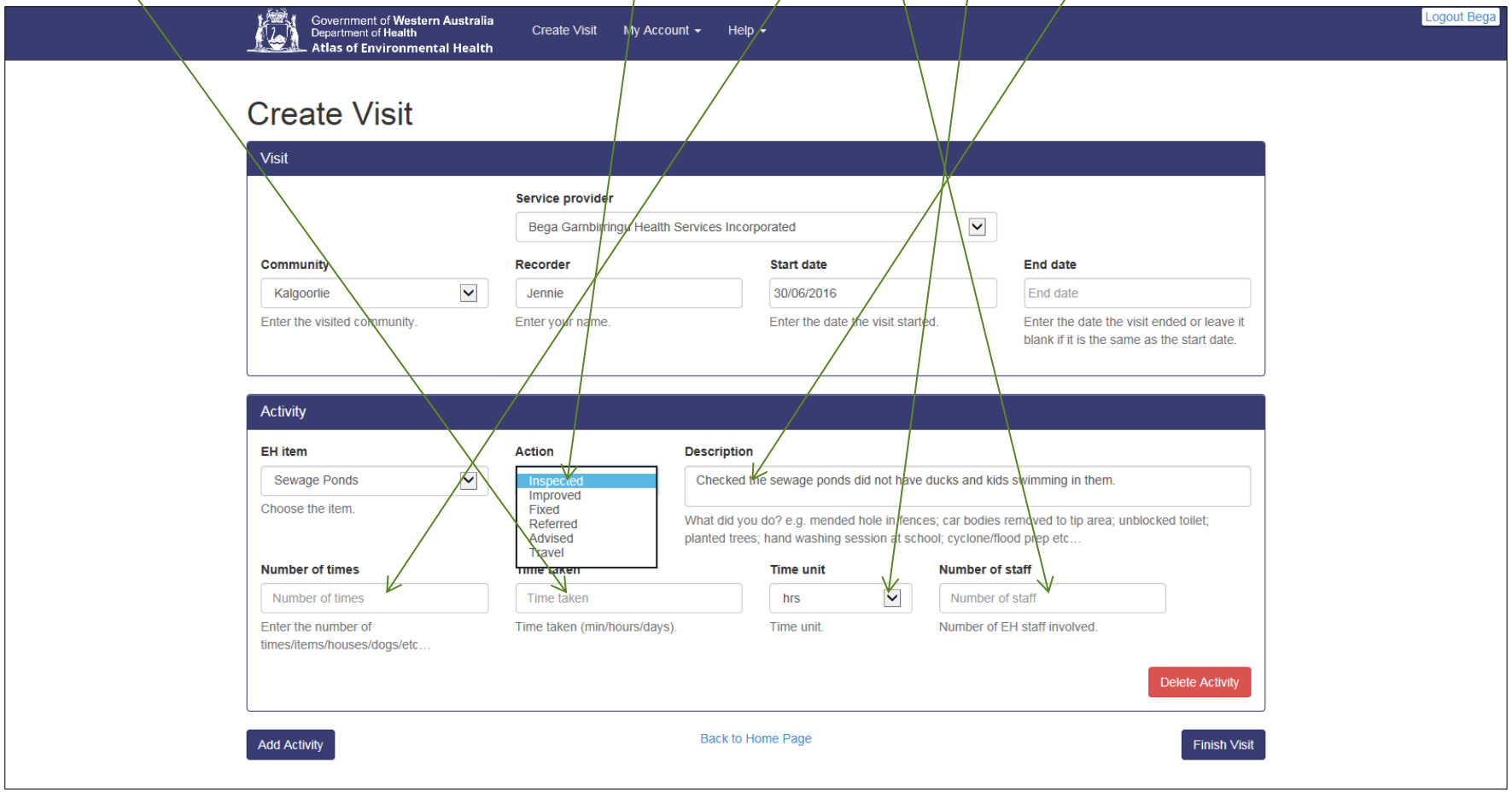
Enter Activity.

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.

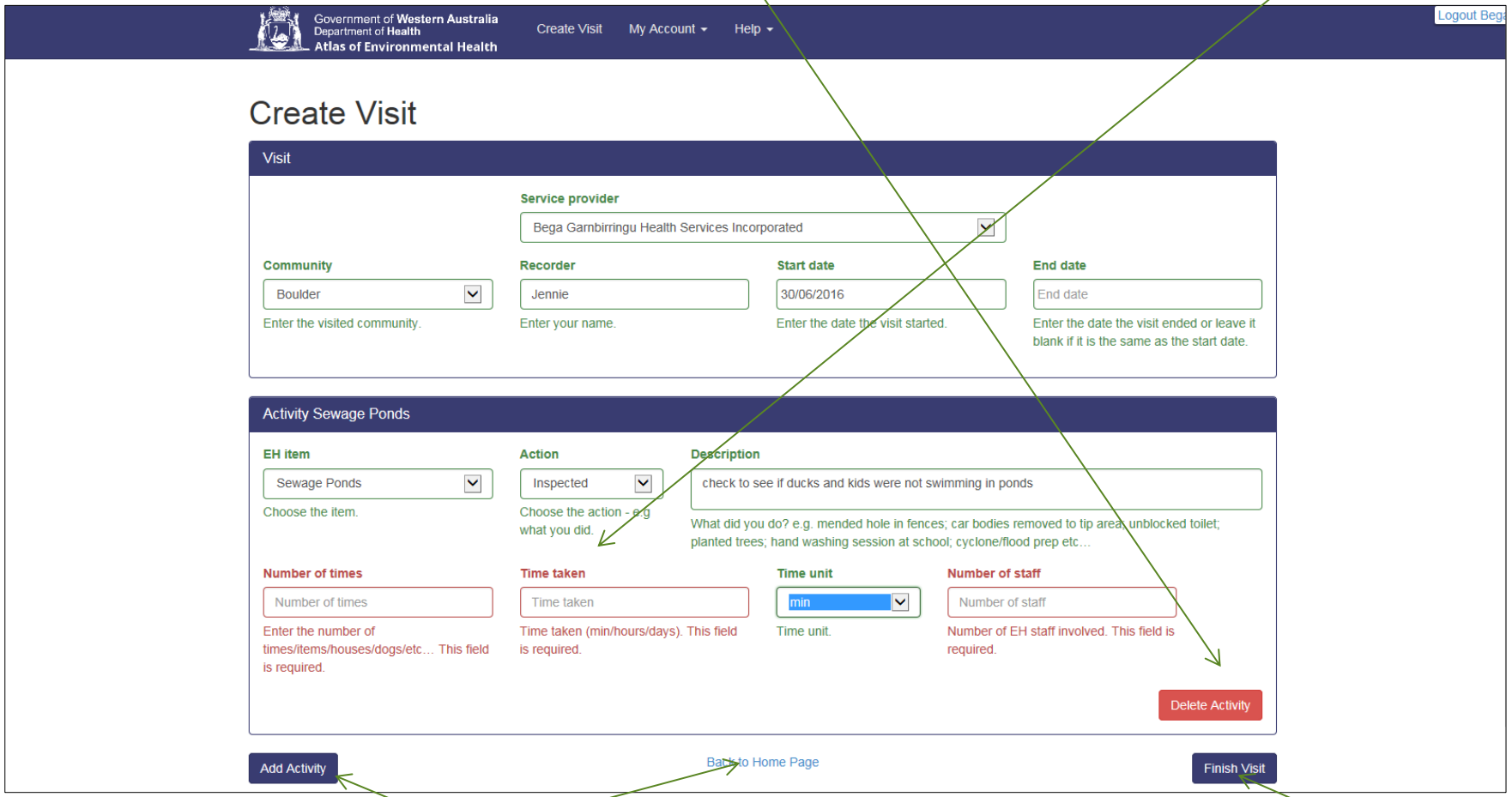


Now enter the action taken i.e. Inspected, advised etc. Then add some word in the Description box. Click in this box and start typing. In the Number of time box enter a number of times/items/houses/dogs/etc. In the Time Taken enter the minutes, hours or days. In the next box enter by using the drop-down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



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

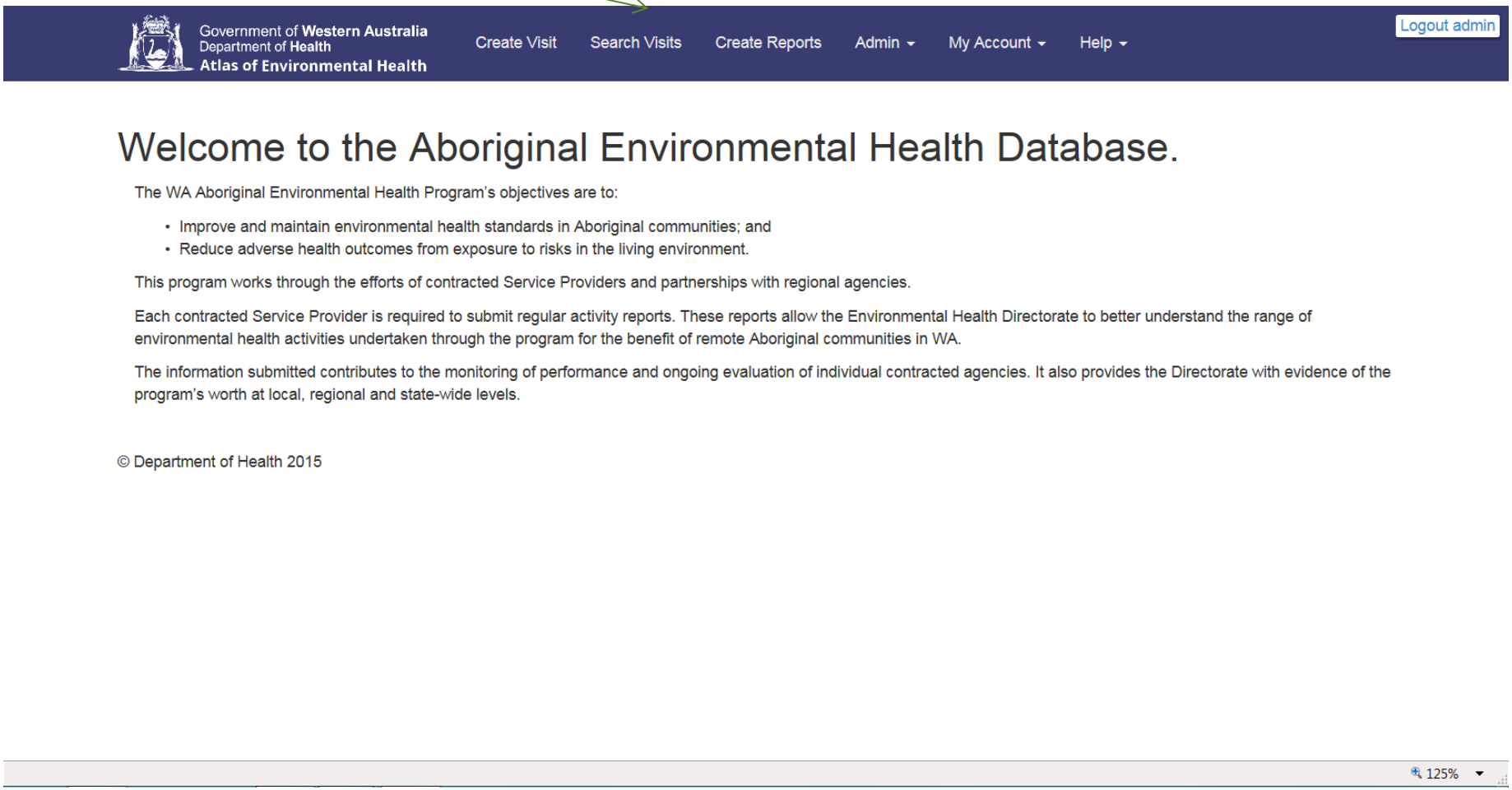
You cannot complete and finish the visit until all boxes are completed. You can add information or delete the Activity by clicking on the red button but this will mean no information was saved in the Activity screen. You cannot finish the visit until all information is completed.



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.

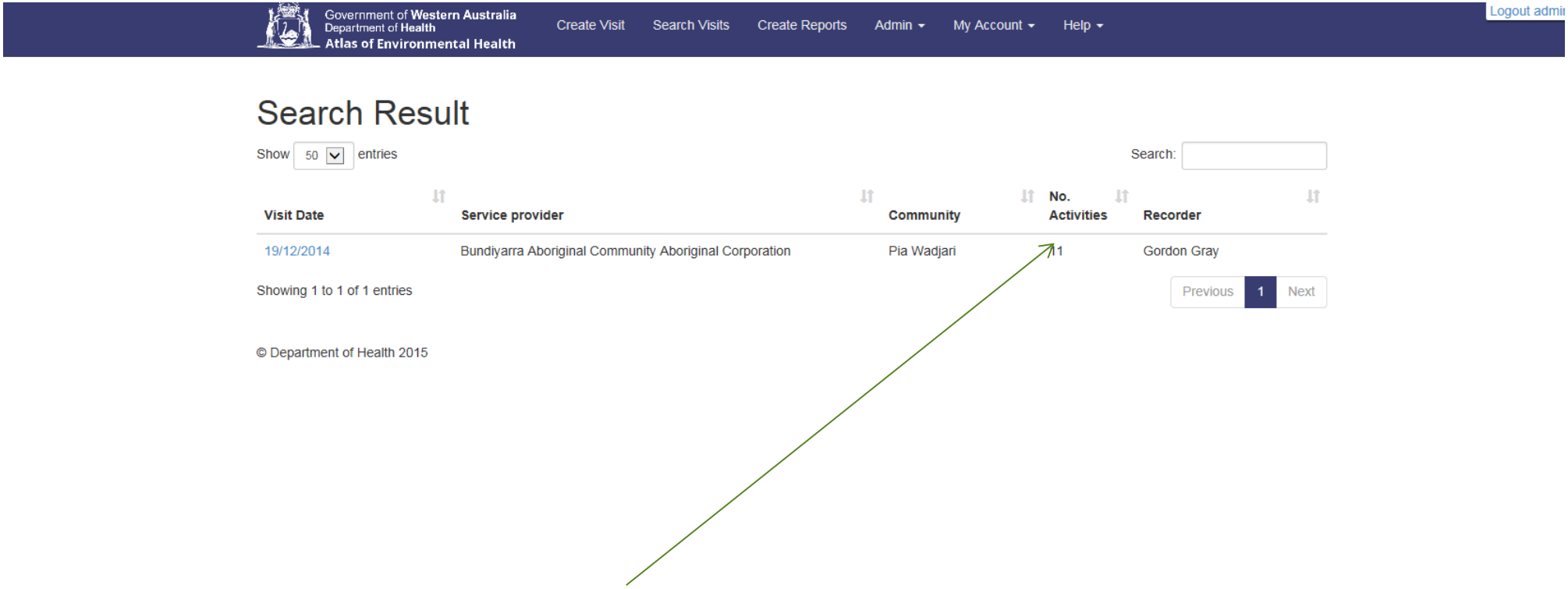
Search Visits

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.



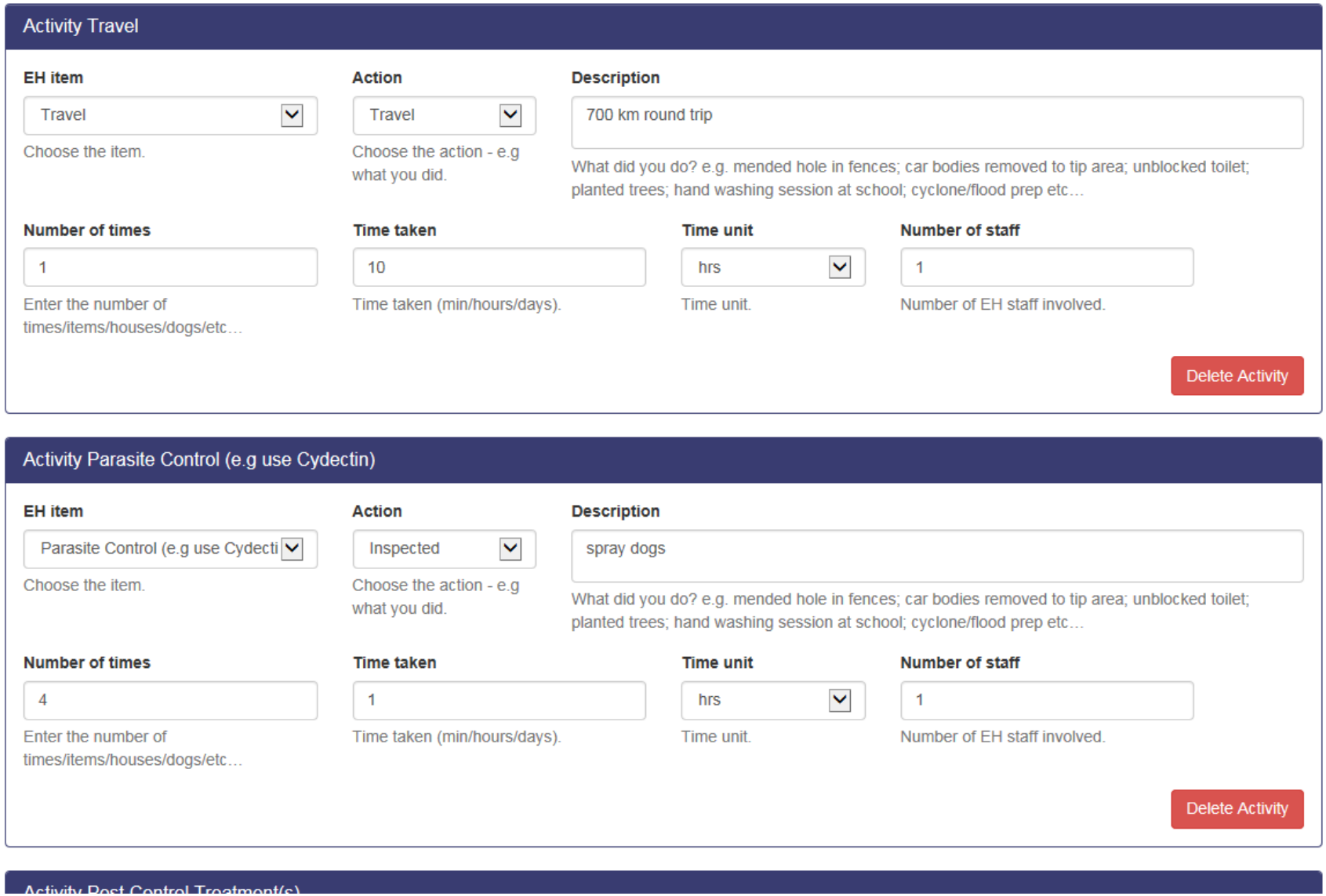
The Filter Visits screen allows you to filter information. You can filter information by Communities, LGA (Local Government Authorities), Regions, EH Concern (who entered the information), EH Item i.e. Sewage Ponds, Water Tanks etc., the Action that was taken i.e. Inspected, Fixed etc. and the date from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

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

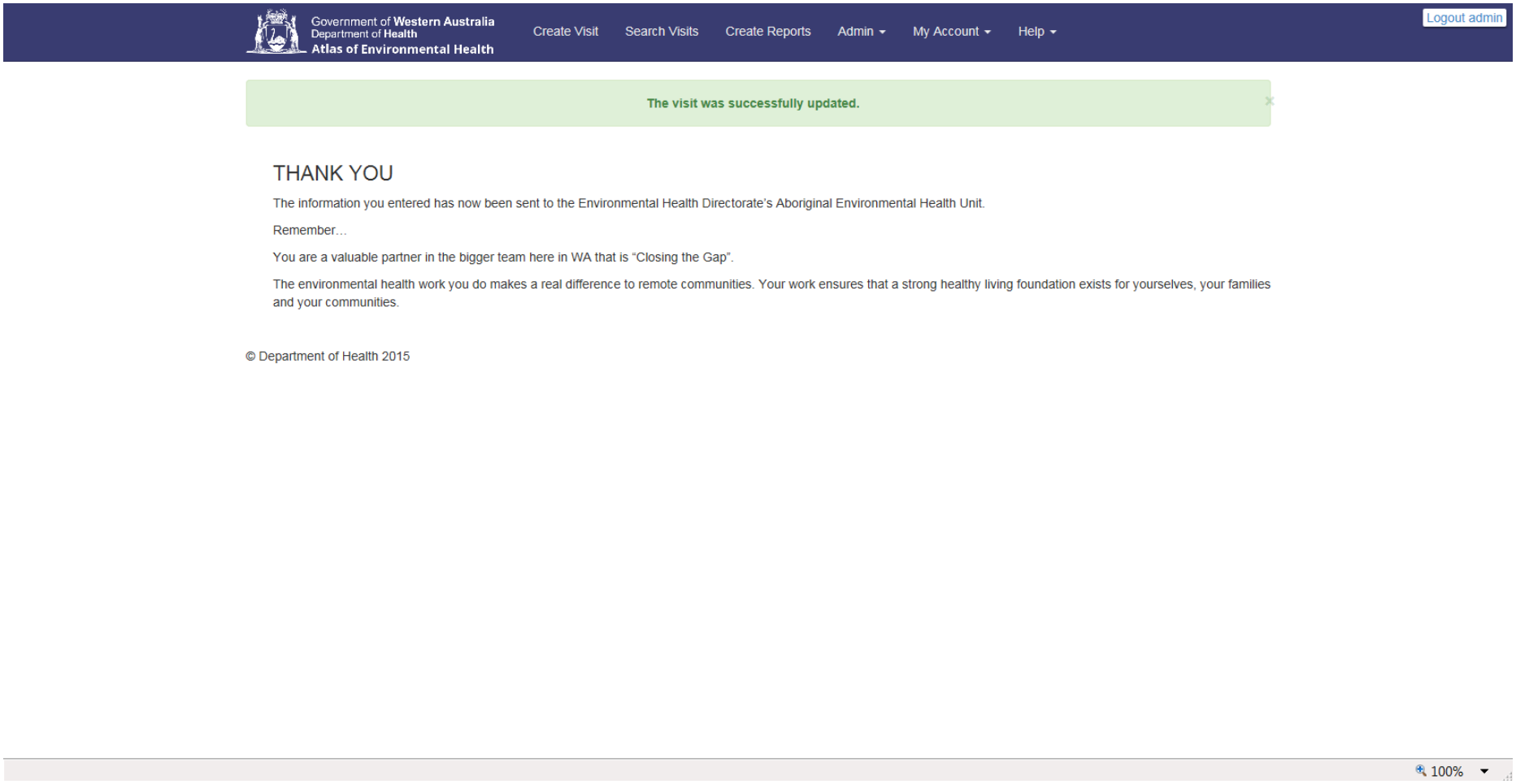


In this example above you will note there are 11 Activities on the same visit date. There were no filters used so you will see all 11 different entries unless you filtered for just on EH Item.

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.

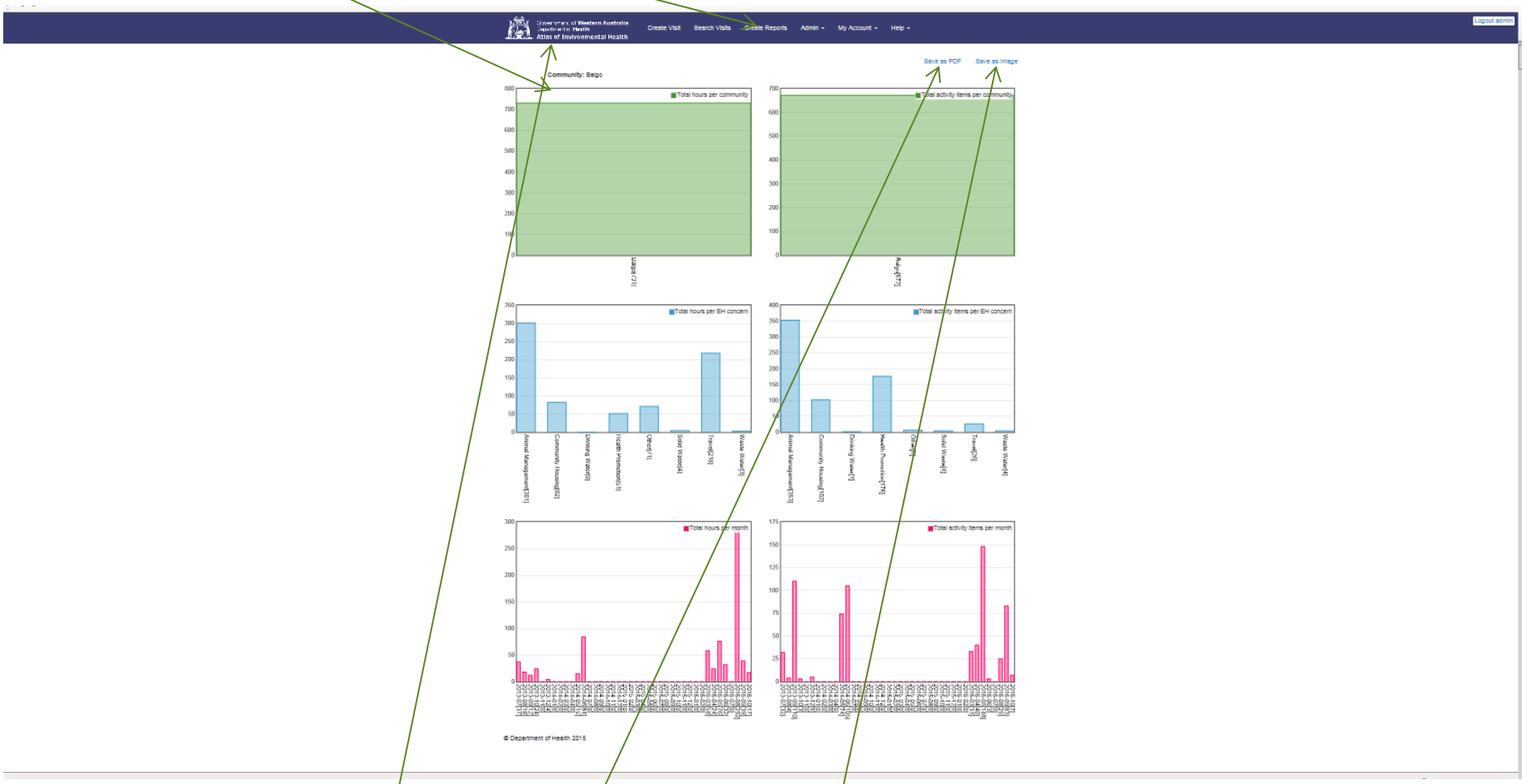


To get out of the screen press Finish Visit button and you will go back to a screen that looks like this.



Create Reports

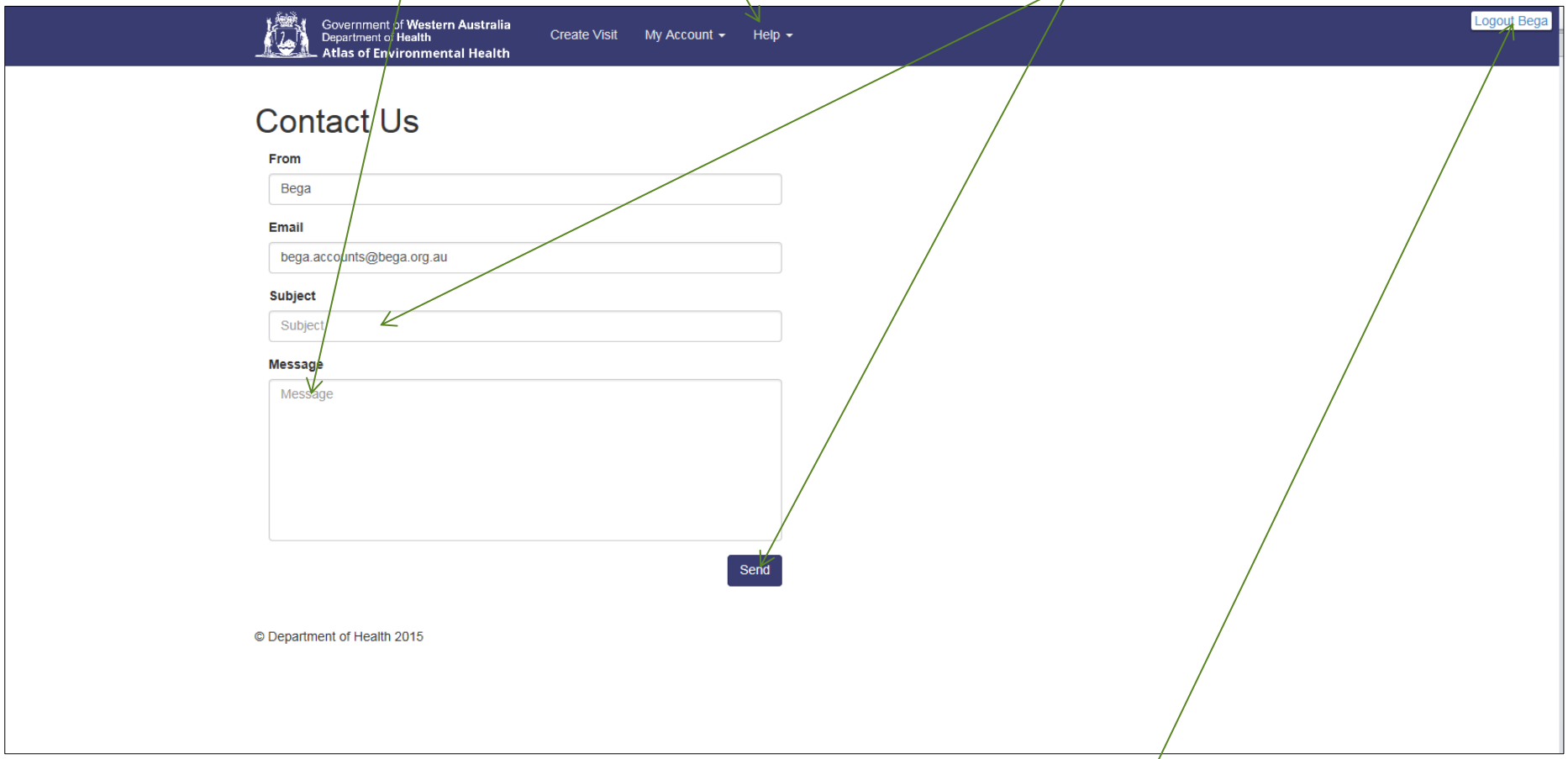
The Create Reports tab allows you to filter (as in Search Visit) to create a graph report. An Example below is of Balgo showing the services provided and hours per community etc., over years.



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.



Log Out.

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