



Recommended Reports from DHD

I. Reporting and Analysis Center

A. Completed Inspections

1. Select your Agency.
2. Select the Firm Type(s) - you can select multiple types by holding the Ctrl button while you mouse click on the Type.
3. We recommend selecting "All Activity Types."
4. We recommend selecting "All Inspectors." There may be firms that don't have an assigned inspector.
5. We recommend selecting "Any Status."
6. Choose your Start Date and set the end date to June 30, 2016
7. Order by either Firm ID or Firm Name.
8. Once it has run, export to Excel. 
9. You will get a pop-up screen before you see the Excel document. Select Yes.
10. Once the Excel spreadsheet is open, Save As > select Excel Document as the File Type. Save to a location that you can find easily.

**This spreadsheet will show the inspections that have been completed to help with future scheduling.



B. Firm - Full Contact Info

1. Select your Agency.
2. Select the Firm Type(s) - you can select multiple types by holding the Ctrl button while you mouse click on the Type.
3. We recommend selecting "Select an Inspector." There may be firms that don't have an assigned inspector.
4. We recommend selecting "Any Status."
5. Order by either Firm ID or Firm Name.
6. Once it has run, export to Excel. 
7. You will get a pop-up screen before you see the Excel document. Select Yes.
8. Once the Excel spreadsheet is open, Save As > select Excel Document as the File Type. Save to a location that you can find easily.

**This spreadsheet can be used to keep track of new firms, deactivated firms, any changes to firms/owners, and having history of deactivated firms that may reopen.

C. Inspection Violation History (New)

1. We recommend Search by Firm. When you run the report, you will see all inspections with violations grouped by county. This will keep those agencies that inspect multiple counties from having to run multiple reports.
2. Leave "FirmID" and "Firm Name" blank.
3. Select the Firm Type(s) - you can select multiple types by holding the Ctrl button while you mouse click on the Type.
4. Choose your Start Date and set the end date to June 30, 2016.
5. Order by either Firm ID or Firm Name.
6. Once it has run, export to Excel. 
7. You will get a pop-up screen before you see the Excel document. Select Yes.
8. Once the Excel spreadsheet is open, Save As > select Excel Document as the File Type. Save to a location that you can find easily.

**This spreadsheet will show the inspections that have violations. Comments and Pre-defined comments are not part of this report.

D. Retail Food Risk Based Report

1. Select your Agency.
2. We recommend selecting "Any Status"
3. Order by either Firm ID or Firm Name.
4. Once it has run, export to Excel. 
5. You will get a pop-up screen before you see the Excel document. Select Yes.
6. Once the Excel spreadsheet is open, Save As > select Excel Document as the File Type. Save to a location that you can find easily.

**This spreadsheet will show the last inspection date and the risk factors, including current liability codes.

II. Home Screen

A. Inspector Scheduler (New)

1. We recommend selecting "Select an Inspector." There may be firms that don't have an assigned inspector.
2. Select your County/Countries - you can select multiple types by holding the Ctrl button while you mouse click on the County.
3. Except for Pitkin County and the City of Aspen, select "N/A" for the Subcounty.
4. Select the Firm Type(s) - you can select multiple types by holding the Ctrl button while you mouse click on the Type.
5. We suggest that you select "Any Firm Sub-Type."
6. Leave "Firm Name Search" blank.
7. We recommend selecting "Any Inspection Type."
8. Choose your Start Date and set the end date to June 30, 2016.
9. Select "Yes" for Use Date Range.
10. Select "Yes" for Show all past due.
11. We recommend selecting "Any Seasonal."
12. Once it has run, export to Excel. 
13. You will get a pop-up screen before you see the Excel document. Select Yes.
14. Once the Excel spreadsheet is open, Save As > select Excel Document as the File Type. Save to a location that you can find easily.