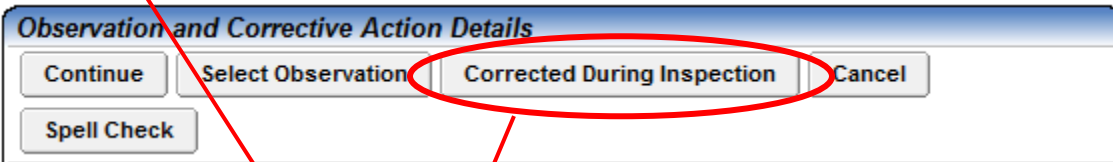


HealthSpace EnviroIntel

Oregon Field Users Cheat Sheet and FAQ

Best practices in HS:

- Type violation and corrective text in caps to set them apart from the canned violation text
- Do NOT hit return after 'specifically:', just start typing on the same line as the canned text
- Use the Corrected During Inspection button if they have fixed the violations and enter your text in the Actions Taken section. When you do this, you may not need to enter any additional text in the Corrective Action section:

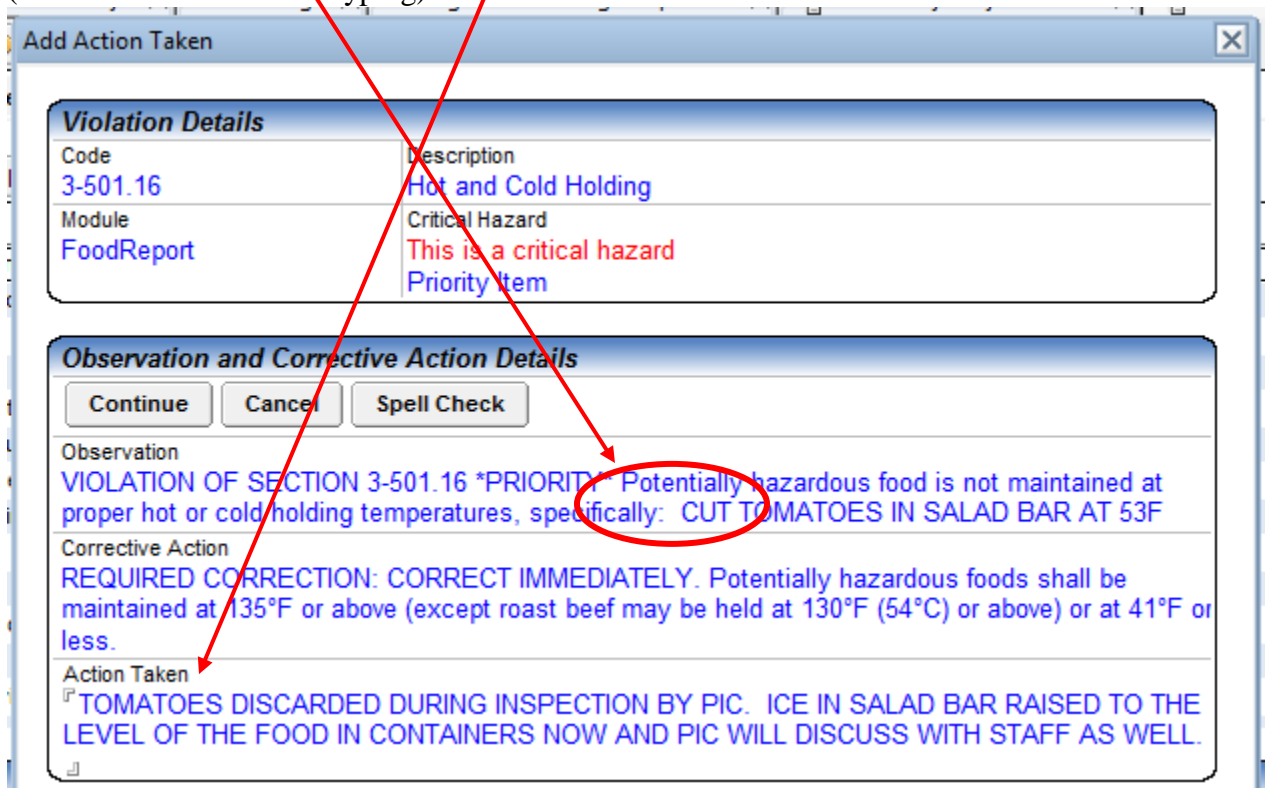


Observation and Corrective Action Details

Continue Select Observation **Corrected During Inspection** Cancel

Spell Check

- Type your additional violation and corrective text on the same line as the canned text that is provided (do NOT hit enter before typing):



Add Action Taken

Violation Details

Code	Description
3-501.16	Hot and Cold Holding
Module	Critical Hazard
FoodReport	This is a critical hazard Priority Item

Observation and Corrective Action Details

Continue Cancel Spell Check

Observation
VIOLATION OF SECTION 3-501.16 *PRIORITY* Potentially hazardous food is not maintained at proper hot or cold holding temperatures, specifically: CUT TOMATOES IN SALAD BAR AT 53F

Corrective Action
REQUIRED CORRECTION: CORRECT IMMEDIATELY. Potentially hazardous foods shall be maintained at 135°F or above (except roast beef may be held at 130°F (54°C) or above) or at 41°F or less.

Action Taken
TOMATOES DISCARDED DURING INSPECTION BY PIC. ICE IN SALAD BAR RAISED TO THE LEVEL OF THE FOOD IN CONTAINERS NOW AND PIC WILL DISCUSS WITH STAFF AS WELL.

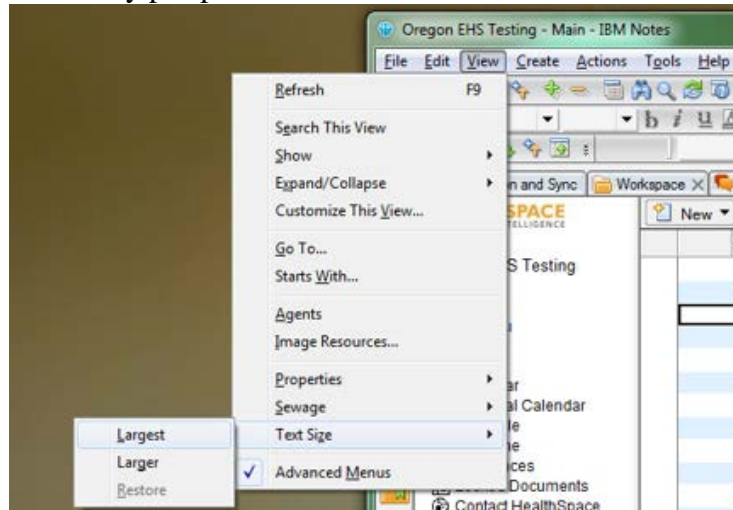
- Remember that inspections lock after printing because they are now the legal, signed document!

Attaching pics/docs:

Be sure to use the attach icon or top menu File> Attach instead of cutting and pasting. Only attach .peg or .pdf files---other types are too large and will start to slow database performance.

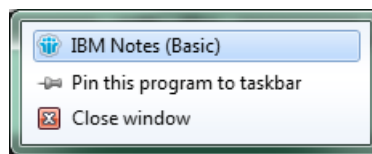
How can I make my text bigger in HealthSpace?

1. Go to View in the top tool bar
2. Select Text Size and pick Largest
3. You will have to do the same process but select 'Restore' before you can email or print out your inspection reports. It can only pdf/print after it is restored to the normal text size.

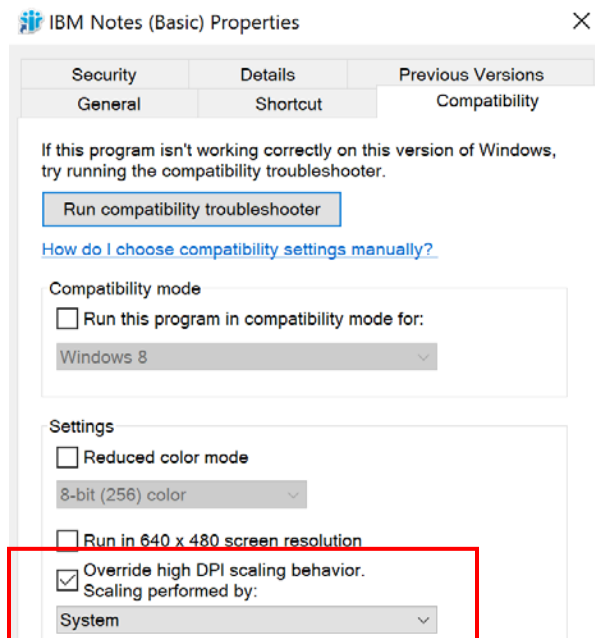


How can I make my icons bigger in HealthSpace?

1. With HealthSpace open Right click on the notes icon in the bottom toolbar on your computer screen
2. Right click on the IBM Notes Basic:



3. Click on Properties
4. Go to the Compatibility Tab
5. Check the box that says Override high DPI Scaling Behavior
6. Under this box (Scaling Performed By), change the dropdown from Application to System:



7. Close HealthSpace completely and log back in to see changes

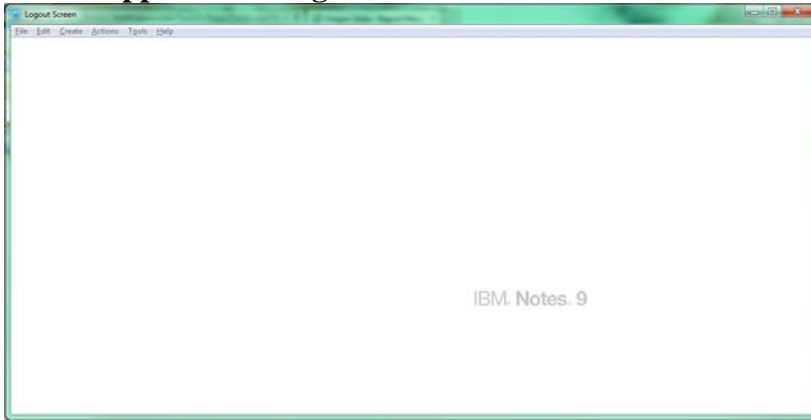
My twisties are not showing for all my facilities or my inspection score is not updating quickly:

Hit Shift-F9 or Shift-Fn-End/F9 (on some tablets) to update the view. You may need to do this in your office with a network connection for it to work properly.

I got a message saying that “Your administrator wants you to generate a new set of public keys for your ID file”:

Click on ‘Create public keys’. You will get another message asking if you want to copy the keys select ‘No’, and that should be all you have to do.

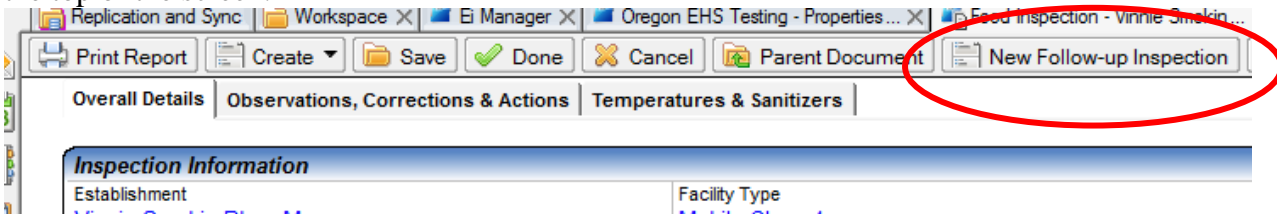
What happens when I get a blank screen like this?



IBM has just timed out due to inactivity, so simply double-click on the blank and then you will be prompted to enter your password again. You can exit Notes after you log back in.

How do I conduct a reinspection?

Open up the semi-annual that you conducted originally and select the ‘New Follow-Up Inspection’ button from the top of the screen:



Printing inspection reports:

When printing an inspection report for the first time, go to Page Setup make sure your margins are set to 0 for all options, except for Above and Below Body=.5. And this may even need to be .25 depending on your printer. That should get your pages to print correctly and your printer should hold the settings going forward:

FOOD SERVICE INSPECTION
Malheur-Baker Environmental Health Department (541) 333-150

Owner: Barbara Larsen
251 B Street W 9
Vale, OR 97918

Facility: Crab Shack
251 B Street W
Vale, OR 97918

AN EVALUATION OF SANITATION ON YOUR PREMISES HAS THIS DAY BEEN MADE A
333-150. SUCH VIOLATIONS MAY RESULT IN DENIAL, SUSPENSION, OR REVOCATION
UNCORRECTED VIOLATIONS OR FAILURE TO MAINTAIN THE MINIMUM ACCEPTED
SUSPENSION OR CLOSURE BY CONTACTING THE LICENSING AGENCY

FOODBORNE ILLNESS		
	IN-In Compliance	OUT-Out of Compliance
Supervision		
1	IN	PIC present, demonstrates knowledge, performs duties
Employee Health		
2	IN	Management awareness, policy present
3	IN	Proper use of restriction & exclusion
Good Hygienic Practices		
4	IN	Proper eating, tasting, drinking, or tobacco use
5	IN	No discharge from eyes, nose, and mouth
Preventing Contamination by Hands		
6	OUT	Hands clean and properly washed
7	IN	Minimize bare hand contact with ready-to-eat foods
8	IN	Adequate handwashing sinks, properly supplied and accessible
Approved Source		
9	IN	Food obtained from approved source
10	IN	Food received at proper temperature
11	IN	Food in good condition, safe and unadulterated

Conformance with Approved Procedures

Once this is set up, you should not need to do it again.

Searching Violations:

From your Observations, Corrections & Actions tab, select Include Violations to pull up all violations so you can search the view:

Print Report **Create** **Save** **Done** **Cancel** **Parent Document**

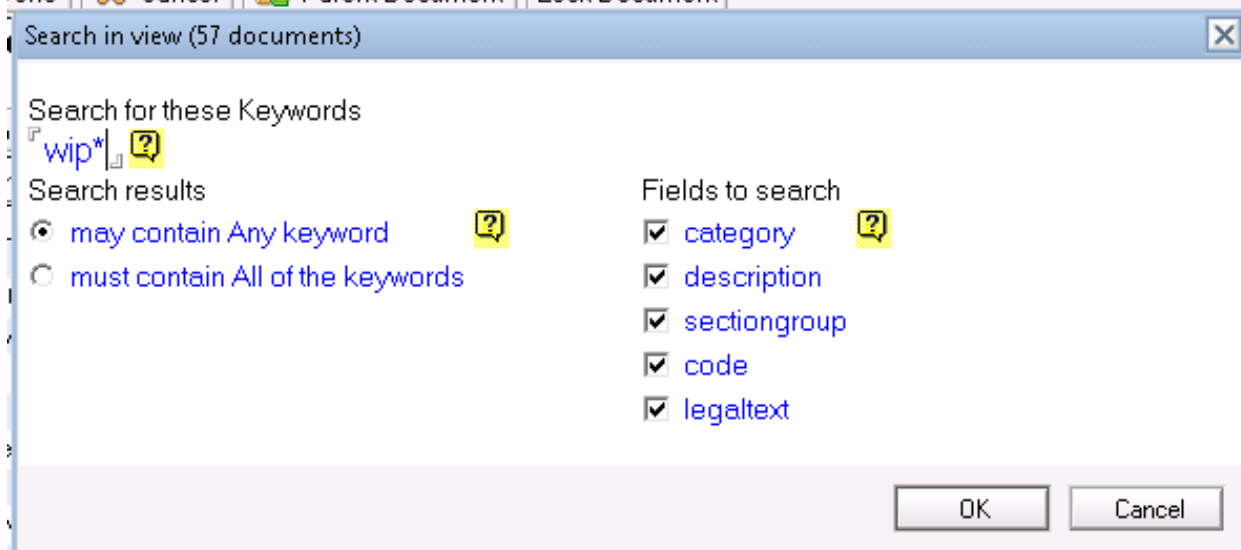
Overall Details **Observations, Corrections & Actions** **Temperatures & Sanitizers**

In **Out** **N/A** **N/O** **Collapse all** **Expand all** **Search** **Clear Search** **Include Violations**

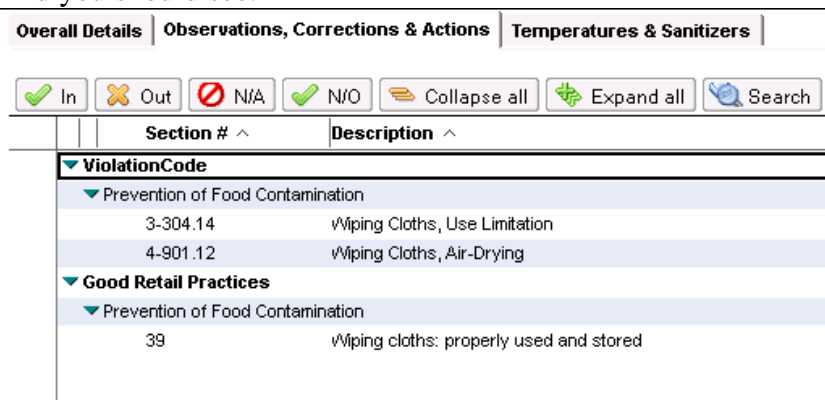
Section # ^	Description ^
ViolationCode	
Approved Source	
3-101.11	Safe/Unadulterated/Honestly Presented
3-201.11(A)(B)(H)(I)(J)(K)	Compliance with Food Law, Source
3-201.11(C)(E)(I)(f)	Compliance with Food Law, Labeling
3-201.11(F)(G)	Compliance with Food Law, Meat/Egg Labeling
3-201.12	Hermetically Sealed Food
3-201.13	Fluid Milk and Milk Products
3-201.14	Fish
3-201.15	Molluscan Shellfish
3-201.16	Wild Mushrooms
3-201.17	Game Animals
3-202.110(A)	Juice Treated, HACCP
3-202.110(B)	Juice Treated, Pasteurized

Violation Overview		
# Priority Items	# Core Items	# Priority Foundation Items
0	0	0
Hazard Rating Priority & Priority Foundation Items	Hazard Rating Core Items	

Use the shortest part of a word and an asterisk for the best results, ex: for wiping cloth, use wip*:



And you should see:

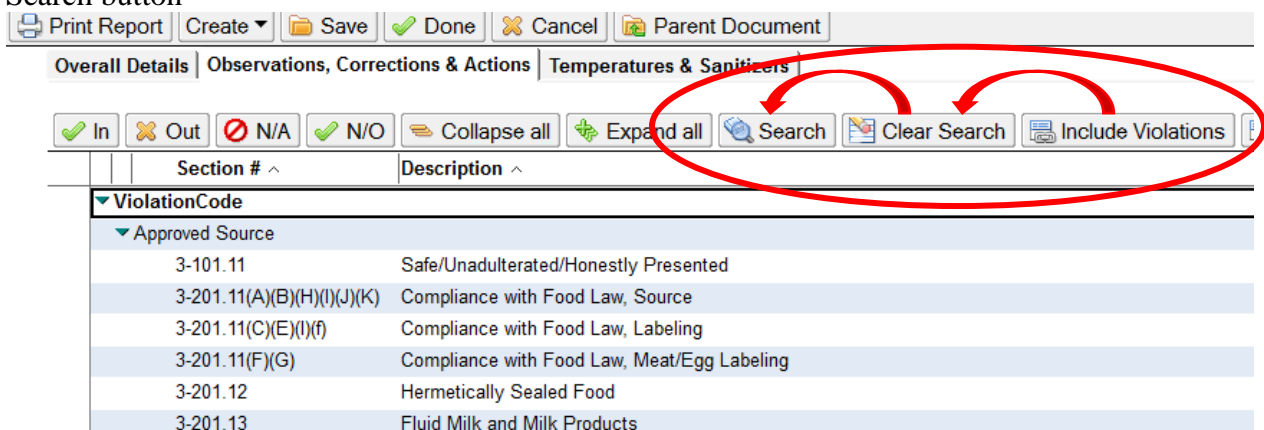


Section #	Description
ViolationCode	
Prevention of Food Contamination	
3-304.14	Wiping Cloths, Use Limitation
4-901.12	Wiping Cloths, Air-Drying
Good Retail Practices	
Prevention of Food Contamination	
39	Wiping cloths: properly used and stored

Mark the violation OUT that you want to cite and add it to your report. It will then return you to this screen.

To search another violation, hit:

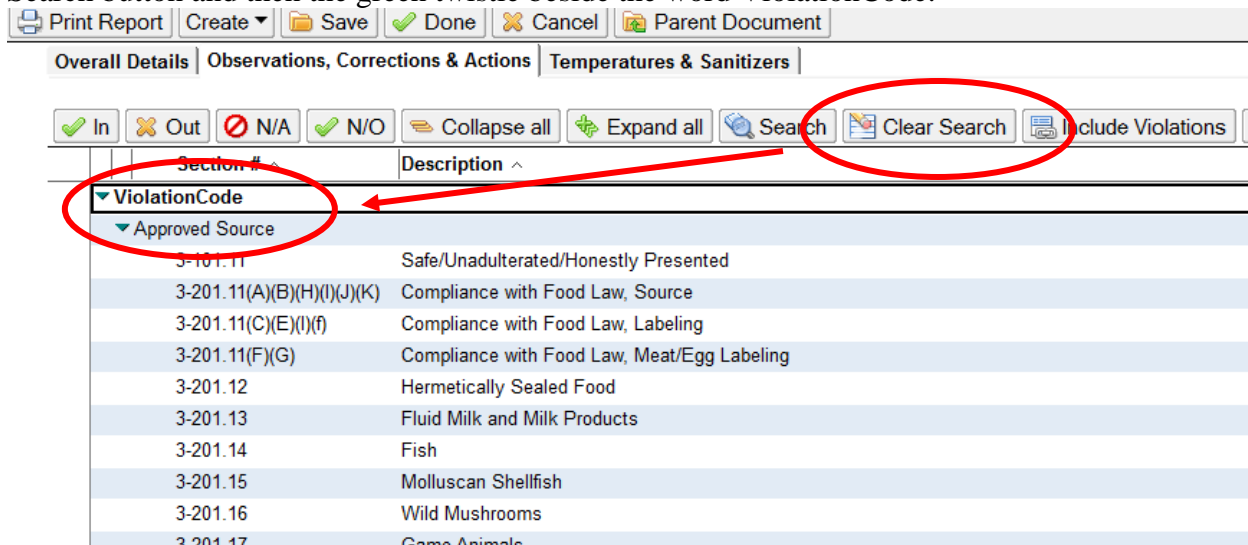
1. Include Violations
2. Clear Search
3. Search button



Section #	Description
ViolationCode	
Approved Source	
3-101.11	Safe/Unadulterated/Honestly Presented
3-201.11(A)(B)(H)(I)(J)(K)	Compliance with Food Law, Source
3-201.11(C)(E)(I)(f)	Compliance with Food Law, Labeling
3-201.11(F)(G)	Compliance with Food Law, Meat/Egg Labeling
3-201.12	Hermetically Sealed Food
3-201.13	Fluid Milk and Milk Products

This will clear out your last search, pull up all the violations to search again and open the search window.

When you are done searching and adding violations, you can return to your inspection by hitting the Clear Search button and then the green twistie beside the word ViolationCode:



This will pull up any remaining checklist items that you need to complete before moving forward.

Exporting and Printing a Schedule:

1. Go to your Ei Manager tab and select Classic Menu from the options at the top
2. Then go to Inspections>Due and open the twistie by your name.
3. Open the twistie for Upcoming or Overdue (or both depending on your needs)
4. Use the plus sign in the top tool bar to open your entire facility list
5. Select the child docs individually by putting a check mark out to the left of each facility, then use the menu item Actions>Export>View to Microsoft Excel.

