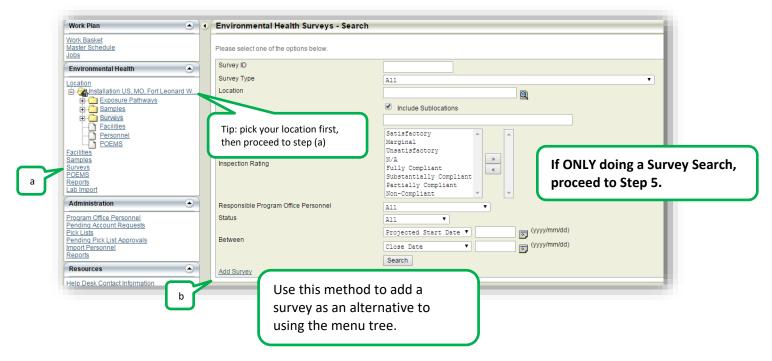
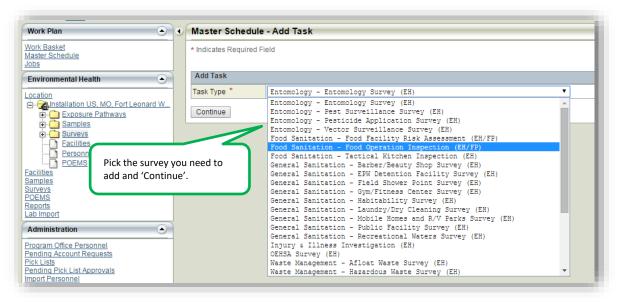
-Adding any EH Survey (Method #2)-Survey Searching

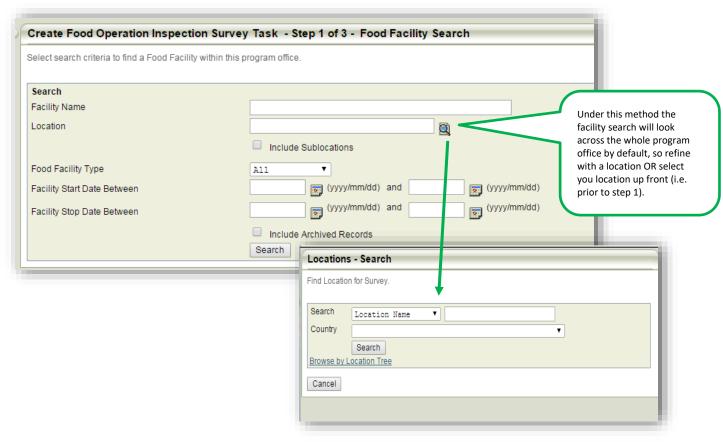
[1] Click the Surveys link as shown (a). Click the Add Survey link (b) to add "any" type of Survey/Inspection.



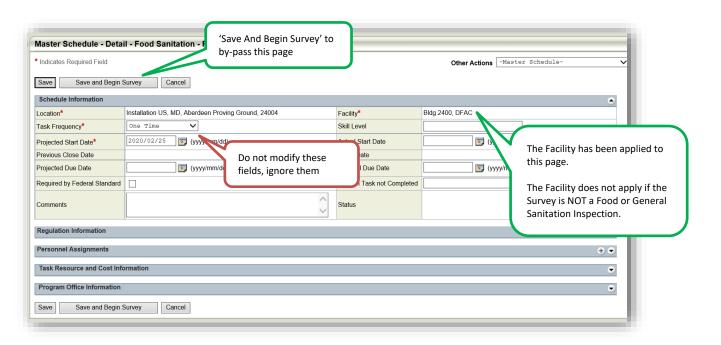
[2] After clicking "Add Survey" in Step 1, select a Task Type, and then click Continue. If the Survey/Inspection is NOT a Food or General Sanitation Survey, proceed to step 4.



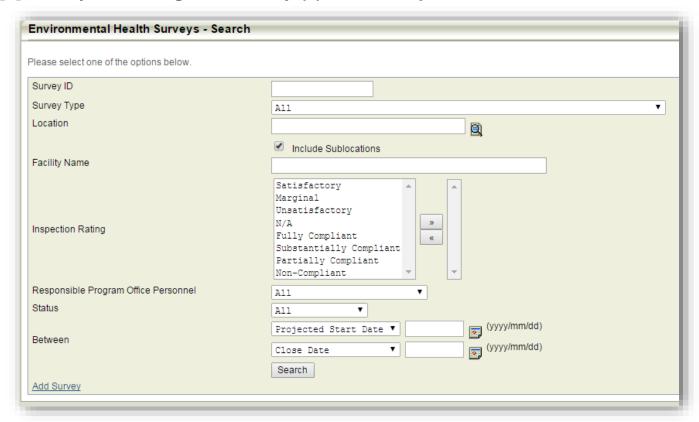
[3 - Food and General Sanitation only] Select a Facility if adding a Food or General Sanitation Inspection. Click Search when ready.



[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.



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



- 1) Type in a specific **Survey ID** for a specific survey.
- 2) Select a **Survey Type** to target only a specific type across many Locations or Facilities.
- 3) Use the magnifying glass to pick a specific **Location**, but only (1) at time.
- 4) Target (1) Facility only. Partial name spelling is OK.
- 5) Target (1) or multiple **Inspection Rating** types. <u>Shuttle to right box.</u>
- 6) Target the Responsible Personal (i.e. person who input the data).
- 7) Target the Status (In Progress, Ready for QA, etc.)
- 8) Target the date range. Note: **Projected Start Date** should equal Survey Start date. See step 4. **Close Date** = date survey was marked Completed or Approved by QA.