OASAS Web-based Applications Tips

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Internet Explorer Security Settings (5.5 or higher, 1024x768 minimum resolution)

Setting the application website up as a trusted site will help to eliminate security and other pop-up prompts that might be bothersome. These steps will assign the web site to Trusted Security Zone:

1. In Internet Explorer, on the **Tools** menu, click **Internet Options**.
2. Click the **Security** tab, and then click the **Trusted sites** zone.
3. Click **Sites**.
4. In the **Add this Web site to the zone** text box, type https://apps.oasas.ny.gov, and then click **Add**.

Pop-ups

Pop-ups must be allowed for this site. The reports will display a pop-up that is used to specify the parameters to be used (i.e., programs or transaction dates to be included). Please set your pop-up blocker to allow pop-ups for the https://apps.oasas.ny.gov website.

Logging In & Out

To login, click the login button on the OASAS application website (https://apps.oasas.ny.gov). Enter your OASAS user id and password.

To logout, click on the logout link or button in the upper right hand corner. After logging out of the OASAS application website, you will see briefly see a screen that shows you have been successfully logged out and then you will be returned to the OASAS application website. At this point, you can simply close the web browser (use the X in the upper right hand corner).

Password Changes

To change your password click on the change password link found in the upper left corner after your user id. After changing the password you will be returned to the screen with no message that the password has been changed. You will only get a message if the change fails.

Session Expiration

On the web, you don't have a constant connection to the application. If you don't submit information for an extended period of time, your session will expire. You will get error messages from the applications when you try to process transactions. You will have to login again to initiate a new session.

Keyboard Navigation Tips

Tab Keys
The tab key will move the cursor from one field to the next. Shift-tab will move back one field.

Pulldown Lists
Entering a letter takes you to the first option beginning with that letter, repeating that letter will move to the second, etc. Repeatedly keying the letter will cycle through all values beginning with that letter. Arrow keys will also move up or down the options.

Checkboxes
You can use the Spacebar to turn the checkbox on.

Buttons
You can use the Enter (or Spacebar) key on a button to cause the action to occur. For example, if you tab to the Save button and hit the Enter key, the form will be saved.

Icons

| Icon	Meaning	Description
*	Required Item	Items preceded by this icon are required to be entered. Note that items not preceded by this icon may also be required because of cross edits with required items. For example, If the primary substance is "none", route of administration, frequency and age at first use are not required so there is no *. If it is a value other than "none", the route of administration, frequency and age at first use will be required.
	List of Values	Clicking on the flashlight will open a list of values box that will allow you to search for a value.
	Dates	The calendar icon will open a calendar date picker. This will open to the date in the field or today's date (if the field is blank). Note: Date fields require the full <u>four</u> digit year to be entered.
(mm/dd/yyyy)	Hint Text	The hint text explains the formatting, edits or other requirements for data in the field.
	Pulldown Lists	Clicking the down arrow displays all the options for that field. Keying a letter will display the first value that begins with that letter. Repeatedly keying the letter will cycle through all values that begin with that letter.
	Notepad	Used for entering text. It will display a separate browser window with a text editor.
	Checkbox	Clicking or using the spacebar in this field will turn the checkbox on.

Sorting Results Sets

When searching for records, the screen will return a list of matching records. Frequently, you can sort these results sets by clicking the heading. If the heading appears to be shadowed, you can click that area to sort by the item. In the following heading, program number, Provider Client ID, Sex, Birth Date, Last 4 SSN, and Last Name 2 Char can all be used to sort the records.


Shuttle Controls

Items that allow you to select several options such as the addiction medications list below are presented as shuttle controls. The > keys will move selected value(s) from one side to the other. To select multiples use either hold the shift or ctrl key while selecting the values.
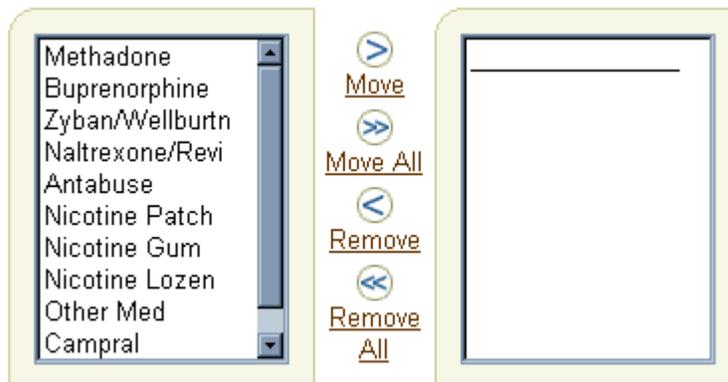
Record Scrolling

When multiple records are returned for review, a scroll bar will appear. The pull-down list allows you to move rapidly to specific sets of records, next and previous will page through records 25 at a time.

Previous | 1-25 of 146 | Next 25
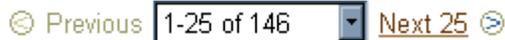
Breadcrumbs

Some transactions will display a details button for editing specific information about the records. You may notice a link to the previous page from the current page. These links are called breadcrumbs that show your path to the current page. You can return to the previous page by clicking the link.

Summary > Details   << < [1 / 9] > >>

Printing Reports

When printing reports, there are two output types available: PDF and HTMLCSS

PDF

This format requires Adobe Acrobat Reader on your pc. This free software generally comes with the pc, but if not it can be downloaded from the Adobe website (http://adobe.com). The benefits of using the PDF format include: easy to save the report to a file on your computer; attach the report file to email; PDF version maintains proper pagination and formatting; allows you to search document; select text to copy; and print single or multiple pages.

HTMLCSS

This is the default web format. It will print, save and search like any other web page. Since it prints based on your default printer settings, the formatting, including the number of lines per page, will be variable. This format will not produce the quality that is available in the PDF version. It is available for those who cannot load the Adobe Acrobat Reader.

Refreshing Your Internet Explorer Installation

As mentioned in the quick reference documents, the OASASAPPS applications need to be run in Internet Explorer version 5.5 or higher. In rare cases, the Internet Explorer installation can become unstable or corrupted, or it can display unexplained behavior. In these situations, the Help Desk or OASASAPPS staff may instruct you to refresh your installation, or you may also want to try this refresh on your own. Note that customized settings you have made in the Internet Explorer options dialogs may be lost, but this may be desirable because an incorrect options setting may be causing a problem.

To refresh your Internet Explorer installation, connect to the following address in the browser:
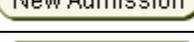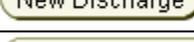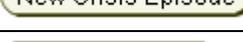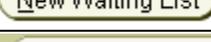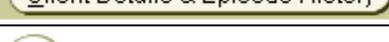
http://www.microsoft.com/windows/ie/

This address may change over time. If it does not work, search for "Internet Explorer" on the www.microsoft.com website.

Look for and click a link to download the latest full-production Internet Explorer (not just an update or beta). Since version numbers and actual links on the Microsoft website change over time, you may need to explore a bit to find this file.

Be sure to verify that your operating system (for example Windows 2000 or Windows XP) is supported with the version you are downloading and installing. To determine your version of Windows, select Start | Run from the task bar, enter "winver" in the Open field, and click OK. A window will appear with version information. Note the version information and click OK to dismiss this window. Follow the instructions on the download page.

Client Data System (CDS) Application Tips

Buttons

Button	Description
Back	Returns to previous page
Continue	Submits data entered for editing and moves to the next page of the transaction
Save	Submits data entered for editing and, if successful, saves the record
Delete	Deletes transaction
Find	Submits search query based on the parameters entered on the search screen
Details	Presents details of the transaction selected. Generally, allows editing of transaction information.
Print	Displays a printable version of the page that eliminates graphic images
New Admission	Displays a new first page of the admission transaction without returning to the CDS home page
New Discharge	Displays a new first page of the discharge transaction without returning to the CDS home page
New Crisis Episode	Displays a new first page of the crisis episode transaction without returning to the CDS home page
New Waiting List	Displays a new waiting list transaction page without returning to the CDS home page
Client Details & Episode History	Displays client details and the episode history for selected client
Home	Returns to the CDS home page
Logout	Logs out of the CDS application and closes the browser window
Help	Displays the CDS help page

CDS Page ID

The CDS application has a variety of paths available to reach the same transaction page. In order to facilitate problem resolution, there is a CDS page ID located in the upper right hand corner under the page tab. When reporting a problem with the application, please include the page id on which the error occurred as well as the description of the error.

Admission

H_H_A1

CDS Error Handling

All error messages related to a transaction are displayed at the top of the page after clicking the Save button. The error messages contain a link to the field in error and a description of the error.

The error message is also found on the field(s) in error. The field will be preceded by a red X and the error description can be found beneath the field.
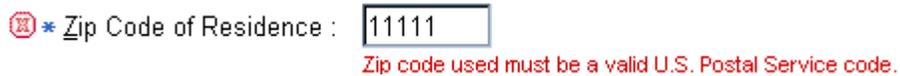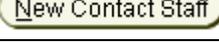

CDS Action Pulldown List

From the Client Management page, you can process transactions for existing clients. After the client is selected, the action pulldown list will allow you to enter a transaction for that client without going back to the CDS Home Page. Select the transaction from the list and click the Go button.

Provider Directory System (PDS) Application Tips

Buttons

Button	Description
Save	Submits data entered for editing and, if successful, saves the record
Find	Submits search query based on the parameters entered on the search screen
Details	Presents details of the transaction selected. Generally, allows editing of transaction information.
Delete	Deletes transaction
New Contact Staff	Displays a new contact staff transaction page without returning to the PDS home page
Back to Portal	Returns to the OASAS Applications home page

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