

NAVIGATING IN I-SMART

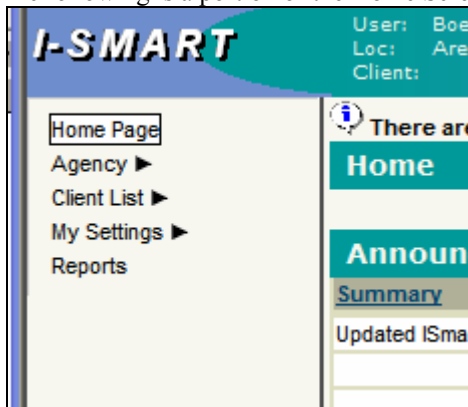
There is a lot of information, menus and navigation buttons with in the screens of ISmart. Knowing what these are will help you move around within ISmart and your client's file.

This is a picture of the top of the Home Page once you have logged on:



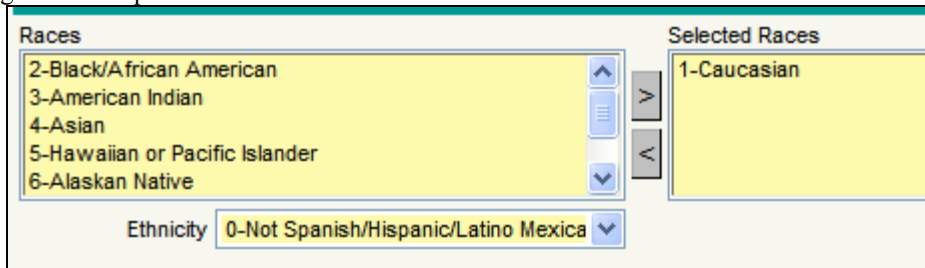
- User: = Staff who is logged in
- Loc: = Facility you are logged into.
- Client: = The name of the client who's Case you are in.

Through out this manual I refer to the Left Menu Bar. This is the menu bar on the left hand side of the screen. The following is a portion of the Home Screen that shows the Left Menu Bar:



There are many different types of fields in the ISmart screens.

Some fields you just type a value into and others are boxes that have specific choices in them. The following is an example of those boxes:



- Races and Selected Races boxes = *Service Slider boxes*
This means you could choose multiple choices and not just one item.
- Ethnicity Box = *Drop Down Box*
This means that you only can choose one choice.

Hyperlinks:

There are two different types of hyperlinks in ISmart. Hyperlinks are always underlined. The following is an example of both types:



Yellow hyperlinks= these are action hyperlinks. They will open up another screen for you to start entering information into.

Blue hyperlinks = these are administrative hyperlinks. They can be a short cut to another screen or can sign off on treatment plans.

Saving your data:

Every time you save your data in ISmart the screen will refresh. This means that your information is being saved onto the States servers. It is important to push Save at each screen before moving on (except for in the Discharge module or Encounter Note, see this Discharge or Encounter Note Procedure for more information on this.) If you do not click on save at each screen before moving on to the next screen and you lose the Internet, etc. then you will lose the data you just entered.

Error messages and screens:

From time to time you may get error screens or red error messages.

If you get a Red Error message at the top of your screen this means that you did not enter something correctly within that screen and you must fix it before moving on.

You also might receive a Server Error or an error message in I-SMART that you cannot get around. We need to notify the State of these error screens so that they can be aware of problems we have with the program.

The first thing I need for you to try is getting around the error screen that you have received. Most times what happened was just a small glitch in the system and by moving around in another way you might get past the error and can continue on with your work. Once you have received the error screen:

1. Right click some where in the middle of the screen.
2. A menu box will pop up, click on Back.
3. This takes you back to the screen you were at when you got the error message.
4. Try again what you were doing.
5. If it worked its way out of it then great, if not then go onto 6.
6. If you get the same error message then:
 - a. Right click some where in the middle of the screen.
 - b. A menu box will pop up, click on Back
7. This takes you back to the screen you were at again.
8. This time try to use the Left Menu bar to get to the next screen. Sometimes navigating around in another way will get you out of the error.
9. If you were able to work your way out of it then great. If not proceed to the next section of this procedure.

You will need to take a screen shot of the error received and type in a brief explanation of the steps you took to get this error message. Then you will send an email to Stephanie Boesenberg (sboesenberg@asac.us).

1. Once you receive the error you will want to take a screen shot.
 - a. Hit the Print Screen key on your keyboard. (This is located on the top right of your computer, next to the Scroll Lock and the Pause keys.)
 - b. Now minimize the current screen. (Click on the minimize button with your mouse located on the upper right side of your screen.)
2. Open Microsoft Word.
 - a. You can either click on the icon located on your desktop
 - b. Or you can click on Start, then Programs and open Word from there.
3. Once you have Word open click on the Paste button located on your tool bar. A picture of the screen that shows the error message should now appear in your newly created Word document.

4. I need for you to also let me know how you got this error screen.
 - a. Hit the Enter key twice. You should now see your cursor a couple spaces down from the picture.
 - b. Here you can type in an explanation of what you were doing and the steps you took to get to this error screen.

5. Now you need to send this to Stephanie Boesenberg (sboesenberg@asac.us) in e-mail. There are two ways of doing this.
 - a. You can send this document directly from Word.
 1. Click on File from the tool bar in Word.
 2. Then click on Send To.
 3. Then click on Mail Recipient.
 4. A New Email Message tool bar appears and you can now put in my email address in the To: line.
 5. Then click on Send a Copy

 - b. If this feature does not work from your computer you will need to save this document to your computer and then attach it in an email to me.
 1. Click on File then Save.
 2. Make sure that your My Documents folder is listed in the Save box. Name the file something like "ISmart error 1" and click on Save.
 3. Go to your Outlook Express (Webmail or what ever you use for email) and compose a new message to Stephanie Boesenberg (sboesenberg@asac.us)
 4. Click on Attach and navigate to your My Documents folder and then click on the file that you just saved.
 5. Send the message to me.