

Online Help – Quick tips for working with the Hospice survey website.

- 1. A user needs to register an account to begin data entry. If a user has registered an account for last year's survey, the same account login can be used this year. All previously years' survey data, however, were cleaned out of the database prior to the current survey round for this year. Each survey round starts with a clean slate.**
- 2. To register a new account, click the “Register” button on the Hospice Agency Annual Statistical Report website. The “User Register” window will appear. A valid user name and password can be any combination of letters and numbers. User Name should be less than 16 characters. The password should be more than 6 characters and less than 20 characters. Please give a valid email address in the Email Address box. The email address is used to verify user in case the password is forgotten.**
- 3. Press the Tab key to jump to the next entry box. Hold the Shift key then press Tab key to jump back to the previous box, or use the mouse to point to the object box or button.**
- 4. Entry of letters and numbers is allowed in all boxes; however when letters are entered where numbers should be the related totals will be incorrect. Do not use commas as number separators.**
- 5. Once data has been entered and saved it can be revisited and edited at a later date. The data of a survey record can be overwritten right up to the deadline date of the survey overall.**
- 6. For many numeric items, the subtotal values will be updated as numbers are entered or if the Tab key is pressed.**
- 7. Most of the 8 survey pages are just one time sets of questions; however the Inpatient and County pages do allow the user to make multiple entries to represent multiple Inpatient facilities or multiple related County records.**
- 8. Use the "Click to submit page #, continue to page #" button will send the data to the database server. This is the only way to save new data entries or updates to existing field values. Data will be lost if it isn't submitted to the database server.**
- 9. In the “Display Data” window, users can access all their records entered for the current survey round. Provider and County forms are accessed through linked text on their respective survey pages. To view the entire survey record at a glance - click the View Entire Record link on this Display Data / Index of Your Record page.**
- 10. The user's browser type and setting may affect this software. If you encounter technical problems, please email David Rasmussen drrasmussen@ualr.edu for assistance.**