Open the application.

It displays the clients for the Provider.

To update a client:

Click on the “Update Client Data” link in the left margin of the page. The “Display Clients to Update” screen will display. Double click on the client you want to update then click the “select Client” button at the bottom of the screen. This will take you to the “Update Client Data” screen. This screen is populated with the clients existing data. To add new treatment dates, enter the date in number format via the keyboard or click on the calendar icon and a popup calendar will appear. The popup calendar enables you to click on the date you want and enters it in the appropriate box.

Once you have updated the information click the update button to record the new data. The application will validate the information prior to updating the database. If there is an error it will return to the “Update Client Data” screen displaying the existing data and an error message. Make the appropriate data corrections and press the update button again. When the new data passes, the validation process, the record will be updated to the database and the “Display Clients to Update”. From here you can verify that the data was updated or select another client to update.

To add a client:

Click on the “Add New Client” link in the left margin the “Add A New Client” screen displays, to input the client data. This screen requires the case number, the clients first and last name and the Assessment date. The application will report an error if any of the required data is missing or entered in the incorrect format. Note: it does not verify the validity of the case number but it does verify that the case number is numeric and that the assessment date is entered in the proper format (MM/DD/YY or MM/DD/YYYY) and is a valid date.

To view records:

Click on the “View Records” link in the left margin the “Display Client Data” screen appears. This is the same screen that appears when you open the NIATX tracking system. You can scroll through the list of clients or click on a letter and the display will go directly to the first name of that letter in the alphabet. You can also double click on any of the column headers and data in the grid will sort by that column.

To search records:

Click on the “Search Client Data” link, the “Search Client Records” screen displays. Enter specific data in the boxes on the screen to refine the search process. Click on the search button and the “Display Clients to Update” screen displays with the records that match your search criteria. Select the record to update and click the “Select Client” button. The process will then be the same as the update a client process described earlier.

Re-set Password:

To change your password click on “my profile” in the upper left hand corner of the main menu page. Enter your new Password in the new password box. Confirm the new password by re-entering this in the Confirm new password box.