NIATx application administration Procedures.

When entering new users you will need a user ID, password, CMHP number, Provider number and the NIATx role the user will have in the NIATx system.

The User-ID format is

Position	Char	<u>data</u>
1	Н	Required to use Internet Gate way.
2-4	NTX	NIATx designator.
5,6	CMHP	CMHP number of users.
7	1-9, a-z	designation for individual ID's.

Suggested Password guidelines are:

- Select a STRONG password
 - At least 8 characters (up to 10); combination of numbers and letters (at least 2 of each)
 - Don't use previous password
 - Don't use words or names etc
 - Don't use anything that is identifiable to you (initials, birthdate, address etc)
- Don't share password with others
- Don't write password down
- Don't put password in macro's (record keys)
- Don't leave password on voice mail
- Don't use CELL phone to request password (use land-line)
- Don't send password in email

The CMHP number is the number assigned to the provider.

If the user enters data for multiple Provider ID's their Provider ID is zero.

The person administering the NIATx application must be a super user in the NIATx database. When they login to the NIATx application an additional menu (Admin) appears in the left hand side menu of the screen. Click on the Admin menu to display the "Admin Application management" screen.



The only menus on this screen, required to add users to the NIATx system, are the "Add a User" and the "Edit a User" menus.

When you want to add a new user to the system click the Add a User menu selection this will take you to the Add a User screen.

DHS - AMHD - Microsoft Interne	et Explorer				
	ols <u>H</u> elp				<u>.</u>
Back Forward	Stop Refresh	Home Search	Favorites History	Mail Print IE	Develop Edit
Address Address Address Address Address	mhd/index.cfm?fuseaction=users.A	ddUser			🗾 🔁 Go
Links 🕸 Windows Marketplace					
OREGON					<u> </u>
NIATX	K Tracking System				Department of Human Services
NIATX TRACKING S	YSTEM Welcome	e!			October 8, 2007
		<u>Return to Main</u>	Admin Screen		
Ad	d A Lleer				
R	ACFID NAME	UNIT PHONE	EMAILADD	PASSWORD	
		Add User Clear Fo	rm		
		Send Comments	to Webmaster		
Ø Dees					V Northeast

Enter the data requested; enter the User ID in the RACFID box. The required fields are the RACFID (USER_ID), name and password, any required information not entered, will display in red after the Administrator clicks the Add User button. When all the data is entered successfully you will be taken to the screen below.



Click "Return to Main Admin Screen", you are returned to the "Admin Application management" screen. Select "Edit A User" the "Search for User to edit" screen displays.

🚰 DHS - AMHD - Mic	rosoft Inte	ernet Explore	er								_ 8 ×
	F <u>a</u> vorites	<u>T</u> ools <u>H</u> elp	,								
Back -) Forward	- X	2 Refresh	() Home) Search	Favorites	History	Mail	Print	IE Develop	Edit **
Address Address //dr	ns-web3/cfm	x/amhd/index	.cfm?fuseaction=use	ers.FindUser							💌 🔁 Go
Links 🥨 Windows Ma	arketplace										
OREGON	1										
	NIA	TX Trac	eking Syste	m) Hu	partment of man Services
NIATX TRAC	CKING	SYSTE	M Welco	me!						Octo	ber 8, 2007
										1	
					<u>Return to Ma</u>	ain Admin Scre	<u>sen</u>				
			Search	for User to	Edit						
			RACFI		1E		ROLE				
								•			
					Find User	Clear For	m				
				1	Send Comme	ints to Webma	ster				
											-
											1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

Enter the User ID or name and click Find User (You can not search on role until the user is assigned a role). A list of users with that ID or name will display. Click on the User RACFID the "Edit User Roles" screen displays.

DHS - AMHD - Micros	soft Interne	t Explorer										_ 8 ×
	<u>a</u> vorites <u>T</u> oo	ols <u>H</u> elp										-
Back For	nward	× Stop	2 Refresh	↔ Home) Search	Favorites	History	Mail	Print	IE Develop.	. Edit	* *
Address Address //dhs-	web3/cfmx/am	hd/index.cfm	?fuseaction=use	rs.EditThisUserR	oles&RACFID=	HNTXADM					•	🔁 Go
Links 😻 Windows Marke	etplace											
OREGON												<u>~</u>
Lite North	NIATX	Tracki	ng Syster	n)()epartment luman Serv	of /ices
NIATX TRACK	(ING S)	(STEM	Welco	me!						Oc	tober 8, 2	2007
											-1	
				1	Return to Mai	in Admin Scre	en .				_	
					Return to Se	earch For Use	<u>er</u>					
			Deles							-		
		Edit User The user cur	rently has 0 ro	le(s) in this an	lication							
		Roles To	Add:	SUPERU	SER - 3 💌		Add Selec	ted Role				
		Roles To	Delete:	-		Ĩ	Delete Se	elected Role				
	L				end Commer	nts to Webma	ster					
												*
ど Done											😽 Local intranet	

Select the role you want to assign to the user, from the roles to add drop down box, click "Add Selected Role". Remember the SUPERUSER role is reserved only for users performing admin functions. This displays the "Add A User" screen.

🚰 DHS - AMHD - Microsoft	Internet Explorer								_ 8 ×
<u> </u>	ites <u>T</u> ools <u>H</u> elp								1
Back Forwar	d Stop	C Refresh Ho	me Search	K Favorites	History	🔗 🕶 Mail	Print	TE Develop	Edit **
Address Address Address	3/cfmx/amhd/index.cfm?	fuseaction=NTXAdd.Ac	dd_New_User&USERID=	HNTXADM&CFID	=17506&CFTOK	EN=93407400&jse	ssionid=rkGO	ScgHZaG9EHEhtNM	MMYTO 🔽 🄁 Go
Links 🥨 Windows Marketpla	ce								
OREGON									<u>^</u>
	NIATX Trac	king System) Hui	partment of man Services
Home								Octo	ber 8, 2007
Welcome Test User !									
menu			Add		lew	Usei	r		
Today Screen	User Nam	е	СМНР	Number	r		Provi	der ID	
NIATX Tracking	HNTXADM								
Update Client Data	Add Llear								
Add New Client	Add Oser								
View Records									
Search Client Data									
Admin									
			Send Comme	ents to Webmas	ter				
									-

Enter the CMHP number for the Provider and the Provider ID or zero for a provider with multiple Provider ID's. Note some administrators may need to enter data for multiple CMHP Provider combinations, usually these are SUPERUSERS, enter zero for both the CMHP and Provider ID number for these users.

To re-set a users password; find the user by using the steps defined above. When you find the users data in the list click on their name. The "Edit User" screen displays.



Enter the new password in the password box and click the submit button.