




CHRIS Web General Tip Sheet

This guide is designed to inform CHRIS Users of the changes most likely to affect them when using the new version of CHRIS. For a full description of the new database, a Quick Start Tutorial and the CHRIS User Manual are available on the CHRIS website: chris.miami.edu.

1. Make sure the CHRIS Help Desk has a user's most current email address.
 - a. In order to login to the new version of CHRIS for the first time, an email invitation will be sent to the address on file prompting the user to create their own password.
2. Users will navigate to the CHRIS login website via the preferred internet browser programs; Google Chrome or Safari. Users can also use Mozilla Firefox or Microsoft Edge. (CHRIS Login web address to be distributed shortly)
3. CHRIS Usernames will now be comprised of the user's current email address.
4. CHRIS Passwords will be created and managed by the user. Users will be able to change their password by clicking on the "Forgot Password?" link on the CHRIS login screen.
5. The Record Locator Screen now has separate fields to enter "From" and "To" for Birth Date Range. To find a singular date, only the "From" field is to be used.
6. All Record Transfers will now be facilitated by the CHRIS Help Desk. (This is a temporary feature. Control of Record Transfers will be returned to CHRIS Data Facilitators in a subsequent version of CHRIS Web.)
7. The "Find" option has been streamlined and is now available as "Advanced Search Options" on the Record Locator and Locator Junior (see item 8) screens.
8. The "List" option has been enhanced and now includes a site-specific find function, referred to as Locator Junior, that will only display records the user can access. It is accessed via the magnifying glass icon at the top-left of most screens.
9. The "Demo" and "Track" buttons found on the Record Locator and Locator Junior screens now graphically indicate which records the user can access
 - a.  Indicates no access
 - b.  &  Indicate records the user can access
10. The Demographics screen is now split into four screens, General (Child Demographic Info), Significant Adults, Other Adults and Critical Info. Users can access these by selecting them on the upper-left side of the Demographics screen.
11. The Tracking screen is now split up into three screens, General, SC Events and Timeline Events. Users can access the three screens by selecting them on the upper-left side of the screen.
12. Adding a new Service Coordination Event to a child's record is now performed by selecting the "Add Event" button found on the SC Events screen.
13. The Print option will now utilize a drop-down list to give users four choices with which to display their data: Print Demographics, Print Demographics with Tracking, Print Demographics and Tracking with Detail and Print All Three Above. The program will then save a PDF document in the format selected to the user's local Download folder.
14. To logout of the program safely, the user must select the "Sign Out" option.