

## Online Help

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 can be used. All previous survey data were cleaned out of the database.
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 send a system generated password 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. The enter key is deactivated in this website to avoid incorrect submission of data.
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. Agency Name, Address, City/State/Zip, Telephone, Fax, Email, and Provider Number will carry over to the next entry if a user submits the data and continues adding records into the database. The data can be overwritten if it differs from the last entry. The Submit Data function must be used for data to be saved.
6. For all items, the subtotal values will appear or be updated after numbers are entered and Tab key is pressed.
7. The 8 questions on the Provider Section are not the entire survey, there is a County Section. You can add a County to a Provider on the "Display Data" page, just click the green link at the bottom of the page. Or you can choose to add a County after submitting a Provider record, there is a text link in black on the next page.
8. Please check the data using the "Check Data" button before submitting. Clicking the "Submit Data" button will send the data to the database server. Use the "Display Records" link to browse records saved under your user account. Data will be lost if it isn't submitted to the database server.
9. In the "Display Data" window, users can access all records. Provider and County forms are accessed through linked text, edit Provider and County by name and add new County records here as well.
10. The user's browser type and setting may affect this software. If you encounter technical problems, please call (501) 569-8545 or email the webmaster at [vswingfield@ualr.edu](mailto:vswingfield@ualr.edu) for assistance.