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TIPS & TOPICS

The AVATAR Edition

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EFFECTIVELY USING AVATAR MULTI-ITERATION SCREENS

Multi-iteration screens allow you to enter and save more than one record at a time without having to exit to the Avatar Home screen and then access the screen again to enter more information.

- Click on the **Add New Item** button when you need to enter information. Failing to do so will display an error message.
- Select a record (line) and click on the **Edit Existing Item** button when you need to update information.
- Select a record (line) and click on the **Delete Existing Item** button when you need to remove an entire record (line) of information.
- Never leave blank records (lines). If a record has no information, delete it before submitting (saving) the screen.

AVATAR KEYBOARD SHORTCUT

- Ctrl + A** Select ALL in multi-select boxes
- Ctrl + E** Exit without filing
- Ctrl + L** Lock the application
- Ctrl+ S** Submit (save) your data
- F5** Clear selection in drop-list field
- F6** Open the next tab on a data input screen
- Page Down** Move to the next page on a tab
- Page Up** Move to the previous page on a tab
- Tab** Move forward through data fields
- Shift + Tab** Move backward through data fields

LOCKING AVATAR



1. Click **Lock Application**

UNLOCKING AVATAR

1. Enter your facility's **System Code**
2. Enter your Avatar **User ID**
3. Enter your Avatar **Password**
4. Click on **Unlock**



SETTING UP YOUR USER FAILED AUTHENTICATION QUESTION

All Avatar users should setup a User Failed Authentication Question in case they forgot their password. When an incorrect password is entered, Avatar will ask if you want to answer the question you setup. Provide the correct answer; a new password will be e-mailed to you.

1. Click on the **Avatar PM** menu and then **RADplus Utilities, System Security, User Failed Authentication Question**.
2. Type your DMHAS facility acronym (CVH, WCMHN, etc.) in the **System Code** field.
3. Type your user ID in the **Username** field.
4. Type your current password in the **Password** field.
5. Enter a question in the **Failed Authentication Question** field.
Note: Try to make the question easy for you to remember the answer to AND difficult for others to figure out.
6. Enter the answer to your question in the **Failed Authentication Question Answer** field.
7. Click on the **Yes** radio button in the **Activate Question** field.
8. Enter your State of CT e-mail address in the **E-mail Address** field.
9. Click on the **Test E-mail** button.
10. Click on the **Submit** button.

Do it today....It's a Good Thing!!!

CHANGING YOUR CURRENT PASSWORD

1. Click on the **Avatar PM** menu and then **RADplus Utilities, System Security, Change Current Password**.
2. Type your current password in the **Enter Current Password** field.
3. Type a new password in the **New Password** field.
4. Type the new password again in the **Re-Enter New Password** field.
5. Click on the **Submit** button.

FRIENDLY REMINDERS

- Always log off Avatar when you are not using the application. Use **Windows** key and **L** to lock workstation if you will be away briefly.
- Never share your password with other user(s). Do not tell anyone your password.
- The Internet is to be used for DMHAS business only. It is not for personal use.
- All data files should be saved on your facility's LAN drives. DO NOT save data on your PC drives (A: or C:).
- DO NOT send client information (PHI) via e-mail. If your job requires that you do, you may be able to use the Tumbleweed Secure Transport System.
- Do not install any software on your computer by yourself.
- Refer to the **DMHAS Commissioner's Policy Statement on Computer Use** for more information.

PASSWORD GUIDELINES

- Must be at least 6 characters in length
- Cannot be more than 12 characters in length
- Must contain at least 1 letter
- Must contain at least 1 numeric character
- Can contain uppercase and/or lowercase characters
- Must be different from your user ID
- Lifespan of 60 days
- Deactivates after 3 unsuccessful login attempts
- Allows reuse of prior passwords after 300 days

COMMENTS OR QUESTIONS?

Please e-mail your comments or questions to
ISDTips.Topics@po.state.ct.us
We look forward to hearing from you!