

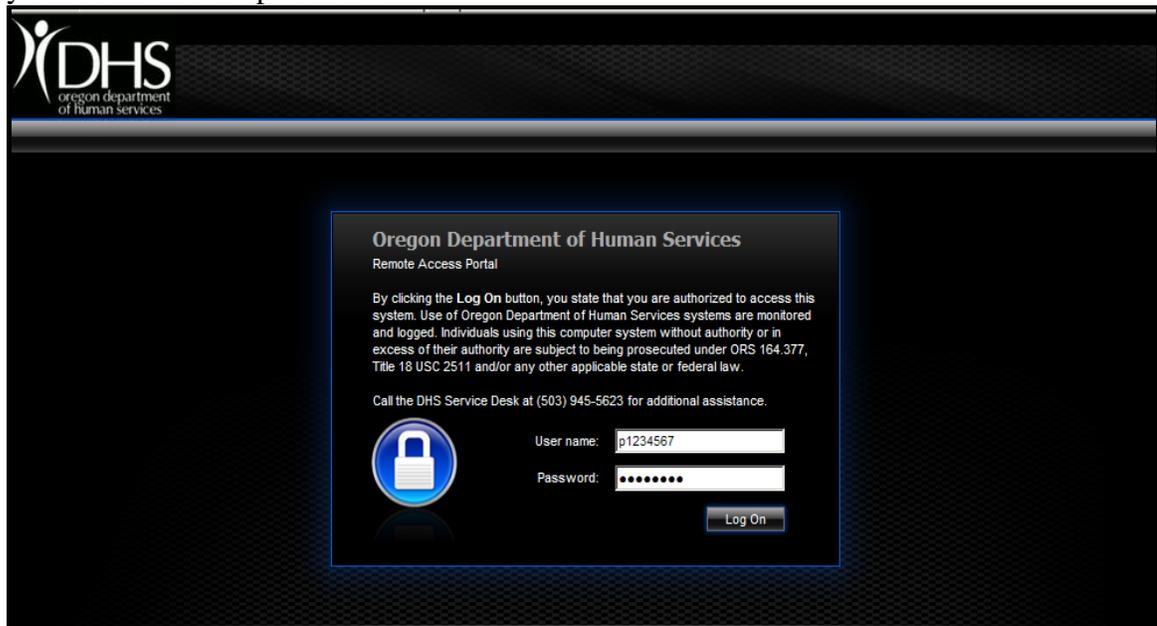


Early Hearing, Detection and Intervention Program

How to generate EHDI reports through Citrix/BOXI

The steps outlined in this document will show you how to access and generate EHDI Reports through Citrix/BOXI.

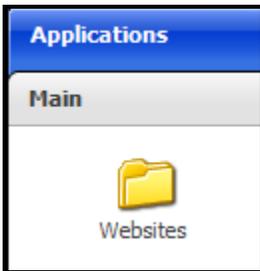
1. Launch the website <https://dhs.oregon.gov/vpn/index.html> and log into Citrix by entering your username and password.



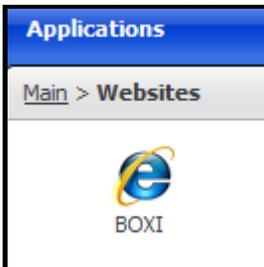
2. Click on the  button.

Please note: If you do not have the latest version of Citrix, you will be prompted to download the Citrix client software. You must download the software before you proceed with step 3. To download the software, please refer to the “How to install the Citrix Client” document at, http://www.oregon.gov/DHS/ph/ch/hearing/providers.shtml#OVERS_Hearing_Screening_Module

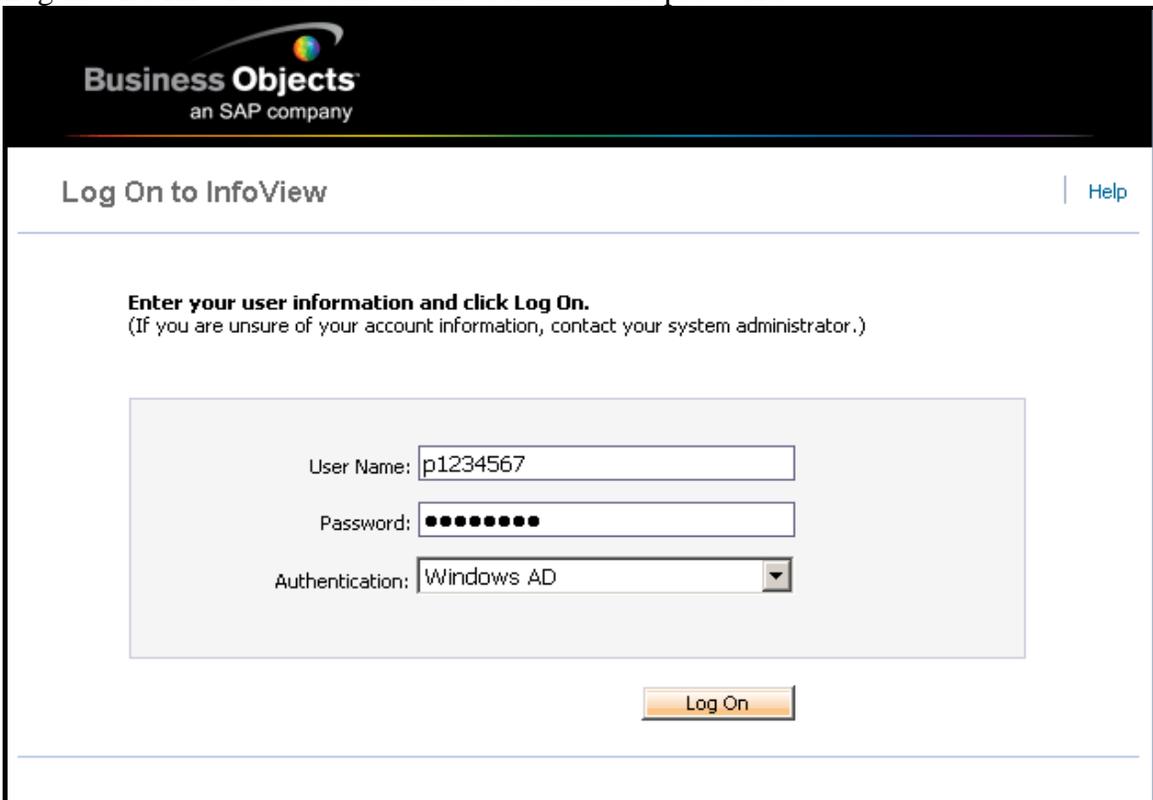
3. In the main menu click on the “Website” folder.

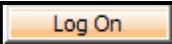


4. Then click on the “BOXI” icon.

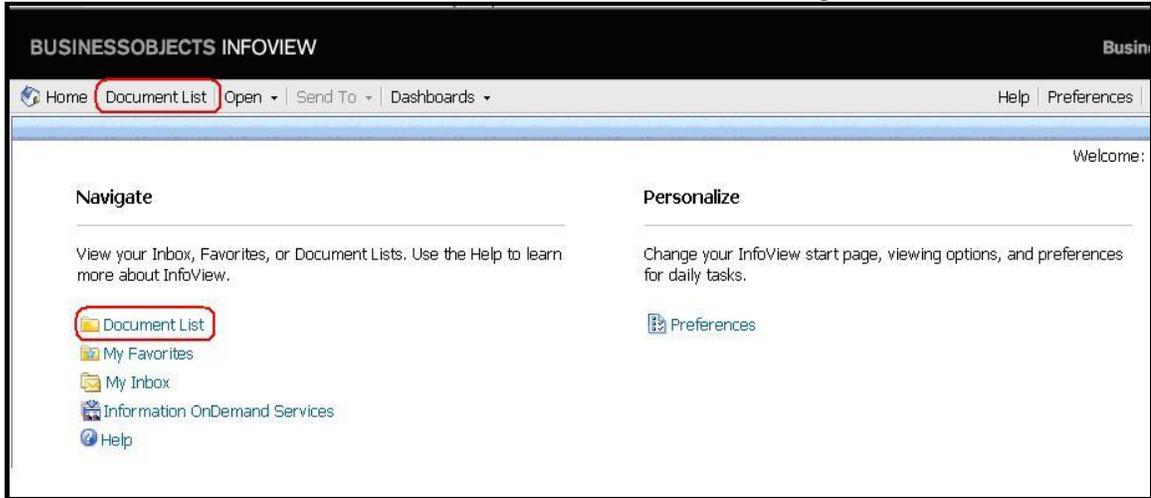


5. Log into BOXI with the same Citrix user name and password.



6. Click on the  button.

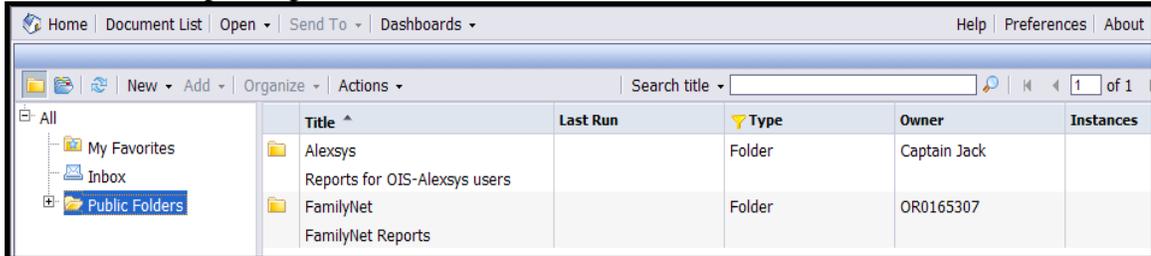
- Click on “Document List” located on the tool bar or under Navigate.



For steps 8 through 11, we will be using the navigation panel located to the left of the screen.



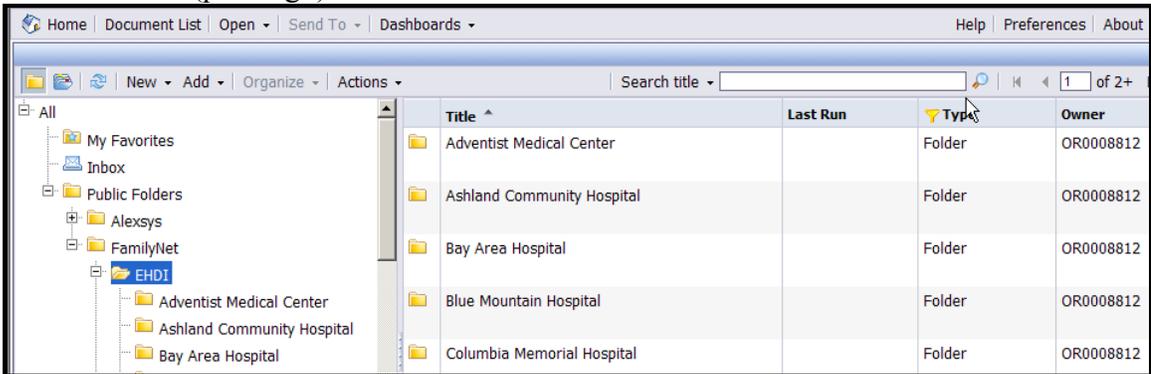
- Click on the + (plus sign) next to “Public Folders”.



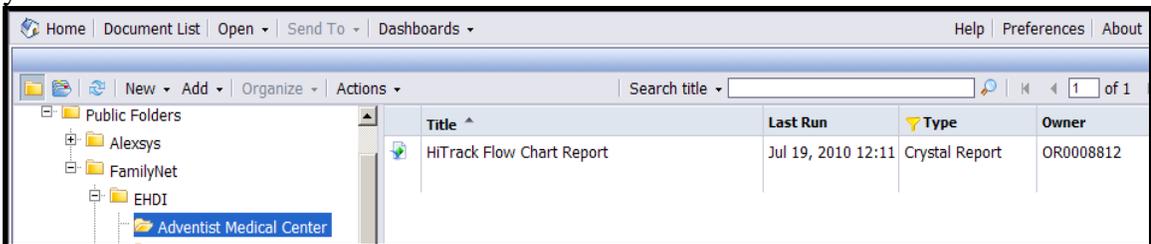
- Click on the + (plus sign) next to “FamilyNet”.



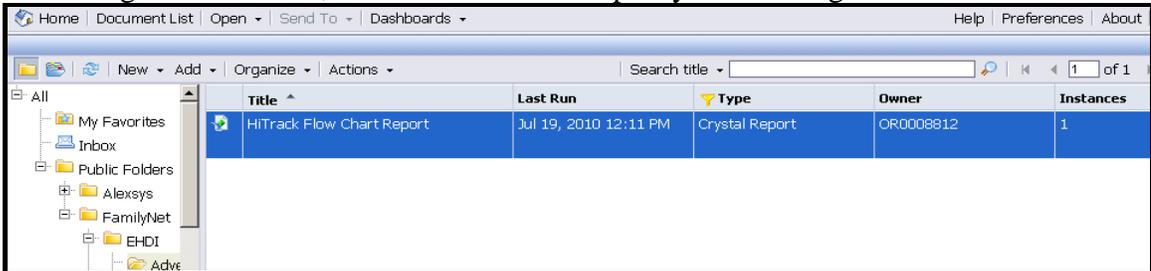
10. Click on the + (plus sign) next to “EHDI”.



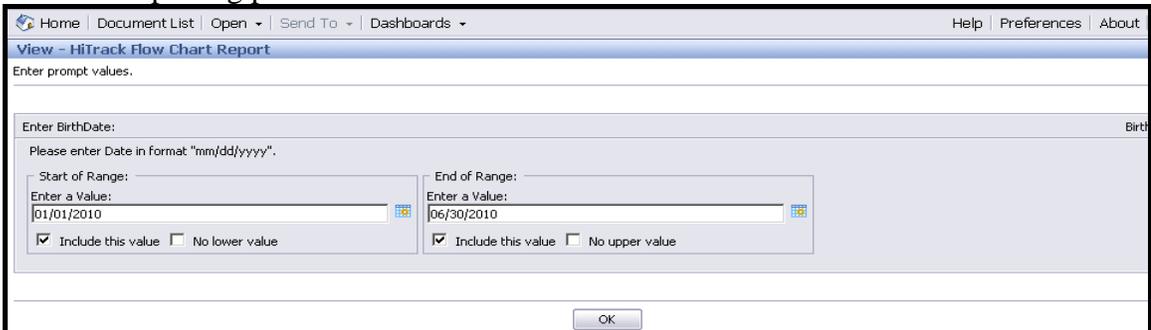
11. Click on the folder with your hospital’s name and a list of reports will be available for your selection.

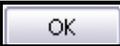


12. To the right of the screen, double click on the report you wish to generate.

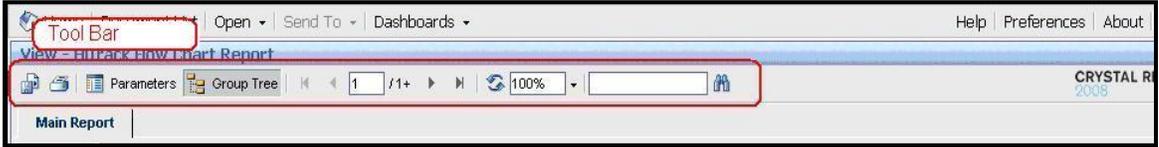


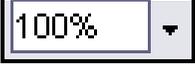
13. Enter the reporting parameters.



14. Click on the  button.

After the report is generated you can save, export, zoom or print the report by selecting the designated icon(s) on the tool bar.



		<p>The disk icon allows you to save the report into one of the following formats:</p> <ul style="list-style-type: none"> • Crystal Report (RPT) • Portable Document Format (PDF) • Microsoft Excel (xls) • Microsoft Word (doc) • Rich Text Format (RTF) • Separated Values (CSV) • Extensible Markup Language(XML)
		<p>The printer icon is a short cut that allows you to print the report.</p>
		<p>The arrows allow you to page forward or backwards.</p>
		<p>The refresh icon allows you to regenerate the report by taking you back to Step 13.</p>
		<p>This is a zoom function that allows you to enlarge or reduce the image on the screen.</p>
		<p>This binocular allows you to search the report for a specific text.</p>

If you have any problems accessing Citrix/BOXI or have any questions about the report, please call Ben Spencer at 971-673-2433 or Julie Hass at 971-673-0264.