Section Q Reporter User Guide: ASAP User

Contents

I. Notes for ASAP Users:

Section Q Reporter was built in a program called QuickBase. ASAP Users must have a QuickBase account in order to access Section Q Reporter.

[future draft: instructions on creating QuickBase account.]

ASAP Users receive email notifications of new Section Q reports, and are able to view all referrals for their associated SNFs.

II. Getting Started:

A. Create a Bookmark

First go the Section Q Reporter website, and bookmark that page. Save it as a favorite, and make a desktop shortcut for yourself.

[Website: https://ummscwmuhs.quickbase.com/db/bigngj23b]
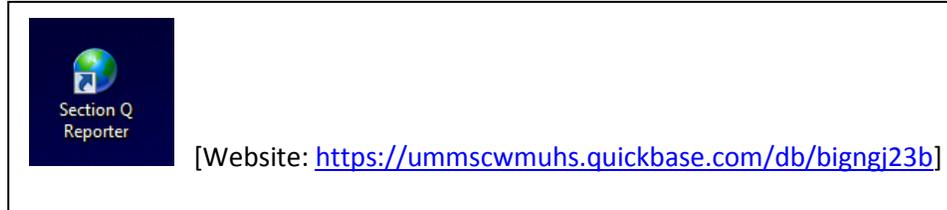
III. Using Section Q Reporter:

A. Navigating the ASAP User Dashboard

1. **Double-click the desktop shortcut** to get to the login screen, and enter your **username and password. [If you are brought to the Section Q Reporter welcome screen, click Sign In on the top right.] Click *Sign In.***

Email Address

ag.qasap@gmail.com

or user name

Password

•••••••••

I forgot my password

Sign in

Not a QuickBase user? Create a log-in.

2. **Click the icon for the Section Q Referrals application:**
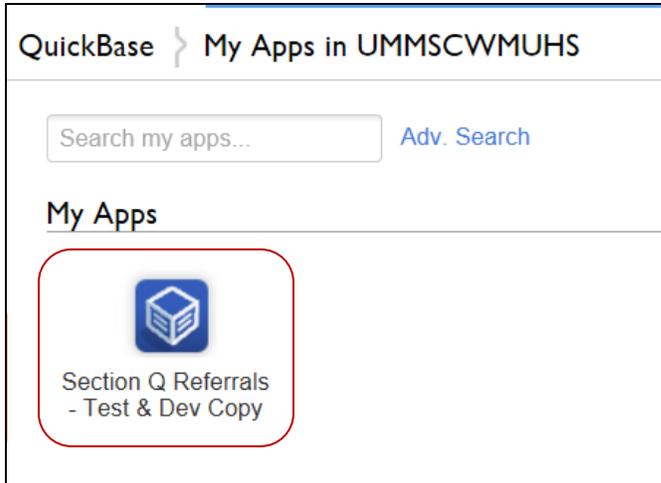
3. **This will bring you to the ASAP User Dashboard:**

ASAP User Dashboard Components:

Annotations on the figure:

- ASAPs have the ability to enter a new referral on a SNF's behalf if the need arises.
- List of referrals with most recent submission on top
- Not-yet viewed referrals display a "New" flag
- 10 referrals are visible at a time; use page advance to view previous referrals

B. Processing an Incoming Referral

1. **The first indication that a SNF has submitted a new Section Q Referral will be a notification arriving in your email inbox. The name of the SNF will be visible in the subject line, along with the referral ID number.**

2. **When you view the message you will see a link to the QuickBase application. Click the link.**

3. **This brings you to the sign in page. Enter your QuickBase account information.**

The ASAP User Dashboard appears, with the list of referrals.

*Check the Referral ID number and the date. The recently submitted referral should have a "new" flag displayed.

4. **Click the Edit** ✏️ **symbol next to the referral**

This will display the referral information page:

5. **To acknowledge that you have viewed the referral information, check the box "View Section Q Referral (check here)**

Once checked, the remaining referral information becomes visible on the lower half of the page:

6. **Select your ASAP from the drop down menu next to ASAP Acronym and click** Save

Note that the status of this referral has been changed to "viewed."

**The contact at the submitting SNF will now receive an email notification that the ASAP User has viewed the referral information.

C. Running Reports