jRAVEN Installation Quick Start Guide for Network Install

Version 1.1.4

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Install: Starting the Application, and Initial Setup

The Resident Assessment Instrument (RAI) and the Minimum Data Set (MDS) were developed by the Centers for Medicare & Medicaid Services (CMS).

jRAVEN (Resident Assessment Validation and Entry) is a free, Java-based application that provides an option for facilities to collect and maintain Facility, Resident, and MDS Assessment information for subsequent submission to the appropriate state and/or national data repository.

jRAVEN displays the MDS assessment instrument similar to the paper version of the form.

IMPORTANT: Refer to the jRAVEN User Guide for information regarding using the application.

The version of jRAVEN is displayed on several windows in the application. In this document, the version is not displayed on the pictures of the screens, but rather is documented in the text as 1.X.X.

Overview of this guide

- 1. Download and install jRAVEN Server/Client.
 - **NOTE:** To install jRAVEN, the user must be logged into the PC as an Administrator. Users of jRAVEN <u>must</u> have read/write access to the location where the jRAVEN database is installed.
- 2. Log in utilizing jraven as the user ID *and* password. **NOTE: The userID and password are casesensitive.** The initial user signing in is required *to* setup at least one facility and one user with the System Administrator role.
- 3. Change password for user jraven.
- 4. Answer security questions for user jraven.
- 5. Setup the facility.
- 6. Setup users with the System Administrator role.
 NOTE: <u>It is highly recommended to set up more than one System Administrator account as</u> a back-up, in the event that one of the System Administrator accounts becomes locked.
- 7. Log out as jraven user and log in with a System Administrator role.

To complete these steps, follow the details included in this guide.

INSTALL / SETUP

A workstation System Administrator is required to complete the initial installation. User's that will be using jRAVEN <u>must</u> have read/write access to the location on the PC where the jRAVEN database is installed.

Required installation files and instructions are located on the QIES Technical Support Office (QTSO) website (<u>https://www.qtso.com/ravendownload.html</u>) and/or the Centers for Medicare & Medicaid Services MDS 3.0 Technical Information page (<u>https://www.cms.gov</u>).

System Configuration

jRAVEN has been designed as a standalone application. A standalone workstation is installed and used on independent user workstation.

jRAVEN may also be used in a network configuration.

A network installation is intended to be used for a group of users with a designated database server in a separate location.

Supported systems:

- Windows XP with Service Pack 2 or 3
- Windows Vista with Service Pack 1 or 2 and all current security patches applied
- Windows 7, 32-bit operating system
- Pentium 4 1.4 GHz PC workstation with minimum 1 GB of free RAM
- 1 GB hard disk space available
- Color monitor, display setting at 1024 x 768 and minimum of 256 colors
- 32-bit operating system

NOTE: The .NET framework is required for jRAVEN to function correctly. To verify the computer has .NET framework:

Open an internet connection.

Enter, or copy and paste the following into the internet address/search bar:

javascript;alert(navigator.userAgent).



A message displays with a semicolon-separated value of the Browser Name and version, OS (operating system) Platform version, .Net CLR (Common Language Runtime), and versions installed in windows XP and above. The .NET framework should be listed (other items may also be listed).



If .NET is **NOT** listed:

Using the internet, navigate to the Microsoft downloads page.

Follow the instructions for downloading the current version of the .NET framework.

<u>NOT supported:</u> Windows 2000, Windows ME or Windows 98 64-bit operating system Any non-Microsoft operating system All version of Windows Server

Functionality

jRAVEN software provides the following functionality:

- Facility Setup/Maintenance
- User Setup/Maintenance
- Resident Setup/Maintenance
- Assessment
- Reporting
- Importing and Exporting
- Grouper\RUGS configuration

Steps to install jRAVEN

Navigate to the QIES Technical Support Office (https://www.qtso.com/ravendownload.html) website.

Network (Server/Client) Install: used to connect multiple workstations to a centralized jRAVEN database.

Click on the appropriate jRAVENServerSetup.exe.

Important Notes:

When completing a network installation, the Server install MUST be completed first The Client and Server installations must not be performed in the same location Only a Windows Administrator (Admin rights to the PC) may perform a server installation.

On the File Download – Security Warning window:

- Click **Run** to start the installation
- Click **Save** to save the installation file to the workstation
- Click **Cancel** to cancel the installation and close the File Download window

NOTE: If Installation files are saved to the workstation, double click the jRAVEN.exe 🗊 to start the installation.

File Down	load - Secu	rity Warning			X
Do you	want to ru	n or save this fil	в?		
	Name: Type: From:	jRAVENSetup-1. Application, 137ME www.qtso.com Run	,exe } Save	Cancel]
٢	While files fr potentially h run or save l	om the Internet can arm your computer. this software. <u>What'</u>	be useful, this fil If you do not trus is the risk?	le type can st the source, do n	iot

After selecting **Run**, or selecting the file from its saved location, the **Setup is loading** message displays:



Once the Setup is loading message has completed, the Welcome to the jRAVEN MySQL Server 1.X.X Setup Wizard displays:



- Click **Next** to continue with the set up.
- Click **Cancel** to cancel the install/set up and close the window.

After clicking **Next** on the **Welcome to the jRAVEN MySQL Server 1.X.X Setup Wizard,** the License Agreement window displays. Click **I Agree** to continue with the installation. Click Back to return to the previous window.

Click Cancel to close the window and cancel the installation.

🗑 jRAVEN MySQL Server Setup	_ 🗆 🗙
License Agreement Please review the license terms before installing jRAVEN MySQL Server	
Press Page Down to see the rest of the agreement. To the maximum extent permitted by applicable law, CMS and its contractors/distribu make no representations about the suitability, for any purpose or use, of the softwa documents. THE SOFTWARE AND DOCUMENTS ARE PROVIDED "AS IS" AND WITHO WARRANTY OF ANY KIND. ANY WARRANTIES, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE, ITTLE, AND MY INFRINGEMENT ARE HEREBY DISCLAIMED. Recipient shall not, in any event, be ent and CMS or contractors/distributors shall not be liable for indirect, special, incidental, consequential damages of any nature including, without being limited to, loss of use, or profit irrespective of the nature of the claim, whether in contract, tort, warranty, otherwise. If you accept the terms of the agreement, click I Agree to continue. You must accept agreement to install jRAVEN MySQL Server	tors re and UT DF NN- or data, or data, or
Nullsoft Install System v2.46	Cancel

After clicking **I Agree**, the **Choose Install Location** window displays.

The default location for the install destination folder is C:\jRAVENServer\.

To install in a different location, use the Browse button to navigate to the applicable location.

Choose Install Location Choose the folder in which t	o install jRAVEN MySQL Server	6
Setup will install jRAVEN My folder, click Browse and sele	5QL Server in the followin act another folder. Click Next to	ng folder. To install in a different o continue.
Destination Folder		
Destination Folder		Browse

- Click **Next** to continue with the installation.
- Click **Cancel** to close the window and cancel the installation.
- Click **Back** to return to the previous window.

😚 jRAVEN MySQL Server	Setup	
Choose Install Location Choose the folder in which t	o install jRAVEN MySQL Server	0
	Port: 3330	
(Yullsoft Install System V2:46 —		
	< Back Instal	Cancel

After clicking Next, enter the desired port or use the default of 3330.

Click Back to return to the previous window.

Click Cancel to close the window and cancel installation.

Click **Install** to continue installation.

NOTE: The Port information will be needed later to complete the install of jRAVEN.

After clicking Install, the Installing window displays:

N MySQL Server	Setup		_	<u>.</u>
ng wait while jRAVEN MySQL	. Server	is being installe	ed.	0
t; ibdata1 97%				
ut folder: c:\jRAVENServe act: errmsg.sys act: errmsg.sys act: errmsg.sys ut folder: c:\jRAVENServe act: errmsg.sys aut folder: c:\jRAVENServe act: errmsg.sys aut folder: c:\jRAVENServe	er\mysql\bir er\mysql\bir er\mysql\bir er\mysql\bir er\mysql	n\temp\share\slov n\temp\share\spar n\temp\share\swe n\temp\share\ukra	ak nish dish ainian	*
act: COPYING ut folder: c:\jRAVENServe act: ibdata1 97%	er\mysgl\da	ata		×
istall System V2 ~c	a fuià adi (go	< Bagi	(Heyling	Cano

No action is required by the user while the JRAVEN application is being installed. A progress bar on the **Installing** window allows the user to monitor the progress.

Once the install is complete, the **Completing the jRAVEN MySQL Server 1.X.X Setup Wizard** window displays:

🌍 jRAVEN MySQL Server	Setup	<u>- </u>
	Completing the jRAVEN MySQL Server Setup Wizard jRAVEN MySQL Server has been installed on you	r
	computer.	
	Click Finish to close this wizard.	
	< Back Finish Ca	ancel

Click **Finish** to close the window.

If a PC is used for the sever installation, <u>before</u> starting and running jRAVEN, navigate to the PC Start menu. Click **Start**. Select **Run** from the menu.

Microsoft Office Excel 2007	Control Panel Set Program Access and Defaults	
🤤 iZip	Printers and Faxes Wy Help and Support Search	
All Programs 🔸	727 Run	
	Opens a program, folder, d	ocument, or Web site.
🥂 Start		Search Desktr

The **Run** box displays:

		? 🛛
Type the name of a pr Internet resource, and	ogram, folder, do Windows will op	ocument, or en it for you.
smd		*
ОК	Cancel	Browse
	Type the name of a printernet resource, and	Type the name of a program, folder, di Internet resource, and Windows will op Emd OK Cancel

Type cmd, and click **OK**.

The **Windows system** window displays:

(For security purposes, information has been removed from these screen prints.)



Type **ipconfig** and press Enter on the keyboard.

The **Window IP Configuration** displays:



Make note of the IP Address that displays.

NOTE: The IP Address will be needed to complete the install.

Type Exit and press **Enter** to exit from the Windows system window.

If a PC is used as the server (used to store the database), follow these additional steps on the PC where the server is installed:

WINDOWS 7 INSTRUCTIONS:

From the Start menu, navigate to Control Panel:

	Documents
IRAVEN	Pictures
	Music
	Computer
	Control Panel
	Devices and Printers
	Default Programs
	Help and Support
All Programs	
Search programs and files	P Shut down ▶

Select Windows Firewall

In the left pane, select Advanced settings. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

In the Windows Firewall with Advanced Security dialog box, in the left pane, select *Inbound Rules* Then, in the right pane, select *New Rule...*.

In the New Inbound Rule Wizard, select 'Port' and hit the 'Next' button.



Select the TCP option.

(TCP stands for Transmission Control Protocol. Using this method, the computer sending the data connects directly to the computer it is sending the data to. The PC remains connected for the duration of the transfer. With this method, the two computers can guarantee the data has arrived safely and correctly. This method also allows the PCs to disconnect the connection. This method of transferring data tends to be quicker and more reliable, but puts a higher load on the computer as it has to monitor the connection and the data going across it.)

Enter a specific local port number of 3330 and hit the 'Next' button.

Protocol and Ports	
Specify the protocols and por	prts to which this rule applies.
Steps:	
Rule Type	Does this rule apply to TCP or UDP?
Protocol and Ports	(тср
Action	© UDP
Profile	
Name	Deserthis a la sanksia all'Israel anda as assaille Israel anda 2
	Does this rule apply to all local ports or specific local ports?
	All local ports
	Specific local ports: 3330
	Example: 80, 443, 5000-5010
	Learn more about protocol and porte
	Learn more about protocol and posts
	Learn more about protocol and ports

New Inbound Rule Wizard		23
Action Specify the action to be taken wh	nen a connection matches the conditions specified in the rule.	
Specify the action to be taken when specify the action to be taken when specify the action and Ports Protocol and Ports Action Profile Name	 What action should be taken when a connection matches the specified conditions? Allow the connection This includes connections that are protected with IPsec as well as those are not. Allow the connection if it is secure This includes only connections that have been authenticated by using IPsec. Connection will be secured using the settings in IPsec properties and rules in the Connection Security Rule node. Eustomates Block the connection Learn more about actions Calculations Calculations	ns r

Select the 'Allow the Connection' option and hit the 'Next' button.

Select when the rule should apply and hit the next button.



On the next screen, enter a name for the port (jRAVEN) and an optional description. Hit the 'Finish' button. Installation of the jRAVEN Server Setup is now complete.

XP INSTRUCTIONS:

On the Start menu, select Settings. Navigate to Control Panel:



Select Windows Firewall.

From the Windows Firewall line, select the Change Settings link.

Select the Exceptions tab. Click on the Add Port button.

Exceptions control how programs communicate through W program or port exception to allow communications throug Windows Firewall is currently using settings for the domain What are the risks of unblocking a program?	lindows Firewall. Add a gh the firewall. n network location.
To enable an exception, select its check box:	
Program or port	*
Acrobat.com	
AR System Alert for Windows	E
BITS Peercaching	
Bonjour Service	
Client Activator	
Connect to a Network Projector	
Core Networking	
CyberLink PowerDVD DX	
CyberLink PowerDVD DX Resident Program	
Distributed Transaction Coordinator	
File and Printer Sharing	
	-
Add program Add port Properties	Delete

In the **Add a Port** window, enter a **Name** for the port, enter desired port number, or use the default value of 3330.

Next to Protocol, click the TCP radio button:

(TCP stands for Transmission Control Protocol. Using this method, the computer sending the data connects directly to the computer it is sending the data to. The PC remains connected for the duration of the transfer. With this method, the two computers can guarantee the data has arrived safely and correctly. This method also allows the PCs to disconnect the connection. This method of transferring data tends to be quicker and more reliable, but puts a higher load on the computer as it has to monitor the connection and the data going across it.)

service you war	nt to use.
<u>N</u> ame:	jRAVEN
<u>P</u> ort number:	3330
Protocol:	@ <u>I</u> CP
	CUDP

Click **OK** to close the **Add Port** window. Click **OK** to close the **Windows Firewall Settings** window. Close the **Windows Firewall** window.

Installation of the jRAVEN Server Setup is now complete.

CLIENT INSTALLATION

Important Reminders

- When completing a network installation, the Server install MUST be completed first
- The Client and Server installations must not be performed in the same location

Navigate to the QIES Technical Support Office (<u>https://www.qtso.com/ravendownload.html</u>) website. Click on the appropriate jRAVENClientSetup-1.X.X.exe.

On the File Download – Security Warning window:

- Click **Run** to start the installation
- Click Save to save the installation file to the workstation
- Click Cancel to cancel the installation and close the File Download window

Do you	want to run	n or save this file?		
	Name: Type: From:	jRAVENClientSetup Application, 140MB www.qtso.com	exe	
		Run	Save	Cancel
	While files fr	om the Internet can be	useful, this file	type can

NOTE: If Installation files are saved to the workstation, double click the jRAVEN.exe start the installation.

After selecting **Run**, or selecting the file from its saved location, the **Setup is loading** message displays:



•	
RAVENClientSetup Estimated time left: 1	hr 3 min 8 sec (368KB of 140MB copied)
Download to: To Transfer rate: 31	emporary Folder 8.8KB/Sec
Uose this dialog b	Open Open Folder Cancel
_	

The pu softwa	blisher could re?	d not be verifie	ed. Are you s	ure you war	nt to run this
Na	me: jRAVENSe	erverSetup	l.exe		
Publish	ner: Unknow	n Publisher			
				Run	Don't Run
	This file doe	s not have a vali run software fro	d digital signatu m publishers vo	re that verifie	es its publisher. You

Once the Setup is loading message has completed, the Welcome to the jRAVEN Client 1.X.X Setup Wizard displays:



Click Cancel to close the window and cancel the installation. Click Next to continue with the installation.

After clicking Next, on the Welcome to the jRAVEN Client 1.X.X Setup Wizard, the License Agreement window displays:



Click **I** Agree, to continue the setup.

Click Back, to return to the previous window.

Click **Cancel**, to cancel the set up process and close the window.

After clicking I Agree, the Choose Install Location window displays:

JKMTLN CREAK	Setup		
Choose Install L	ocation		(mar)
Choose the folder	in which to install jRAV	/EN Client	
Setup will install jF Browse and select	AVEN Client in th another folder, Click II	ne following folder. To ins install to start the installa	stall in a different folder, click ation.
Destination Fold	er —		
Destination Fold	er nu		Browse
Destination Fold	er nt 64.8MB		Browse
Destination Fold	er nt 64.8MB 105.0GB		Browse
Destination Fold	er 64.8MB 105.0GB		Browse

The default location for the install destination folder is C:\jRAVENClient. To install in a different location, use the **Browse** button to navigate to the applicable location.

Click Install to start the installation process:

jRAVEN Client Setup	_ 🗆 🛛
Installing Please wait while jRAVEN Client is being installed.	
Extract: org.eclipse.ui.workbench_3.5.2.M20100113-0800.jar	
Extract: org.eclipse.ui.console_3.4.0.v20090513.jar Extract: org.eclipse.ui.editors_3.5.0.v20090527-2000.jar Extract: org.eclipse.ui.forms_3.4.1.v20090714_35x.jar Extract: org.eclipse.ui.ide_3.5.2.M20100113-0800.jar Extract: org.eclipse.ui.intro_3.3.2.v20100111_95x.jar Extract: org.eclipse.ui.navigator_resources_3.4.1.M20090826-0800.jar Extract: org.eclipse.ui.navigator_3.4.2.M20100120-0800.jar Extract: org.eclipse.ui.navigator_3.4.2.M20100120-0800.jar Extract: org.eclipse.ui.views.properties.tabbed_3.5.0.120090429-1800.jar Extract: org.eclipse.ui.views_3.4.1.M20090826-0800.jar Extract: org.eclipse.ui.views_3.4.1.M20090826-0800.jar Extract: org.eclipse.ui.views_3.4.1.M20090826-0800.jar Extract: org.eclipse.ui.views_3.4.1.M20090826-0800.jar Extract: org.eclipse.ui.workbench.texteditor_3.5.1.r352_V20100105.jar Extract: org.eclipse.ui.workbench_3.5.2.M20100113-0800.jar	
Nullsoft Install System v2,46	Cancel

No action is required by the user while the JRAVEN application is being installed. A progress bar on the **Installing** window allows the user to monitor the progress.

Once the install is complete, the **Completing the jRAVEN 1.X.X Setup Wizard** window displays:



The **Run jRAVEN** checkbox is checked by default and will start jRAVEN directly after install is complete. Uncheck the box to complete the install **without** automatically starting jRAVEN. Select **Finish**, to complete the installation process.

Initial Setup Overview

The initial "jraven" user signing into the application is required to:

- 1. Setup at least one Facility.
- **2.** Setup one User with the System Administrator user type role. (System Administrator is the highest user level).

Once this is completed, the System Administrator may:

- Setup and maintain Facility information.
- Setup and maintain User accounts, establish User IDs and security settings for all users.
- On the facility screen, establish the default Submission Requirement (subreq) value (A0410) :
 - 1. Neither Federal nor State required submission.
 - 2. State but not Federal required submission.
 - 3. Federal required submission.

STARTING the jRAVEN APPLICATION

NOTE: Instructions for entering data in jRAVEN can be found in the jRAVEN User Guide. **To access jRAVEN**

Select jRAVEN from one of the following methods:

- Start menu, click on the jRAVEN icon *start* menu.
- On the desktop, double click the jRAVEN icon *E*.

The jRAVEN screen displays:



For a Client installation only: The **Confirm Database Configuration** window displays:

Server Na	me	
Carlier Da		
Server Pol	·	

Enter the IP Address in the Server Name field (documented from the **IP Configuration** window). Enter the Port in the **Server Port** field (documented in the jRAVENServerSetup.exe install). **Note:** you only need to enter this information once. Click **Confirm**.

The Welcome to MDS 3.0 – jRAVEN screen displays:

(This screen displays while the program is loading. This may take a few minutes and requires no response from the user.)



When jRAVEN is completely loaded, the login window displays: The title bar of the login window displays the application name (jRAVEN) and version number. (Note: this picture does not display a full version number.)

QTC - jRAVEN - 1.	Login
User ID	
Password	
Login	Cancel Forgot Password
	Enable Accessibility Features

Selecting the **Enable Accessibility Features** box at the bottom of the login window will turn on accessibility features for users requiring assistive technology (e.g.; screen readers). Note: The box is checked by default. Uncheck the box if the accessibility features are not needed. This only needs to be done once.

Log in to jRAVEN first time after installation: Enter <u>iraven</u> in the User ID field. (Case-sensitive) Enter jraven in the Password field. (Case-sensitive)

Click Login.

A **Change Password** box displays. The Password rules are also displayed at the top of the screen followed by the New Password, Confirm New Password fields.

NOTE: To enhance security, users are <u>required</u> to change the password before accessing the jRAVEN system.

The generic (jraven/jraven) user will not be available after the initial login is complete and may not be used to create assessments.

Change Password
The new password and the confirm new password must match. The new password must be at least 8 characters long. The new password must not contain any space. The new password must not contain the User ID. The new password must not contain the User ID. The new password must not contain the user ID. The new password must not begin with a number. The new password must contain a maximum of 3 repetitive characters. The new password must contain at least one for each of the following type of characters. Upper-case Character: A-2 Lower-case Character: a-2 Number: 0-9 Special Character: ~`!@#\$%^*()_+={{[]}:;"<>,?/ The new password must not match any of the user's most recent 6 passwords. The new password will be set to expire in 60 days.
New Password
Confirm New Password
Continue

Enter a new password in the **New Password** and **Confirm New Password** fields. This will change the password for the "jraven" user account. Click **Continue**. If the user does not change the password and clicks **Cancel**, a message displays:



Click **OK** to return to the log in window.

Click Cancel to close the message and change the password.

PASSWORD RULES

- Use a minimum of eight characters and a maximum of twenty.
- Must contain at least one upper case and one numeric character, and one special character (the valid special characters are displayed on the Change Password screen).
- Passwords are case-sensitive.
- Users cannot set their password to contain their User ID, First Name, Last Name or E-mail address.
- Must not contain more than three consecutive-like characters.
- Must wait a minimum of six password changes to reuse a password. The new password will be set to expire in 60 days.
- Must not contain any spaces.
- Must not begin with a number.

After changing the password, the **Security Questions** box displays.

It is **required** to answer six of the ten Security Questions listed.

Tab off (press the **Tab** key on computer keyboard) after answering at least 6 questions to enable the **OK** button.

Security Questions	
To enable the OK button, a minimum of f	answers is required.
What city were you born in?	
What year did you graduate from high school?	
What is your favorite sport?	
What was the make of your first car?	
What was the color of your first car?	
What is your mother's maiden name?	
What was the name of your first pet?	
What size shoe do you wear?	
What is your favorite season of the year?	
What is your favorite movie?	
QK Cancel]

Click **OK** - after completing at least 6 of the 10 questions.



Add Facility

On the Administration menu, click Facility:



_ # X

The **Facility Information** screen displays:

THERE TI							in p
acility Information				_	12 13 1 To T		
Facility Summary (Alt+L)			 	_	+Facility + = Required Field (Alt+1)		
Pisithy Name Address (29)	09	Rans Zig Cols Facely Terrevoltor Date (YAC (0	14	Assigned Facility (provider suborssion BP* () Facility Name* () Facility Address * () Facility Address * () Facility Cars* () Facility 20 Eade* () F	AB ABsection/S & Eds AB: Artenses (Ed2) 		
					Agent in scenario (por 2) Agent is 0 (b) Agent Kalo (c) Agent 2 Code (c)		×

Enter data in the facility fields. Required fields display on the screen in bold type with an asterisk. **NOTE:** A0410 - Submission requirement (sub req) is selected on the Facility Screen. The selected value will be the default for all assessments associated with the facility.

A0410 may be modified for an individual assessment when the assessment is added. For assistance with A0410, refer to the Help section of the jRAVEN User Manual.

Click **Save** Saved facility information will display in the **Facility Summary** section.

To add additional facilities, click the **New icon**, enter data and click **Save**

Add System Administrator User

It is highly recommended to set up more than one System Administrator account, in the event that one of the System Administrator accounts becomes locked.

On the Administration menu, click User:

X ji	Raven - MDS 3.0	
File	Administration Security Help	
1	📅 Facility	
	💷 User	
-		-

The U	Jser	Informa	tion	screen	displays:
-------	------	---------	------	--------	-----------

There 23							ET P
lser Information							
User Summary (Alt+L)					+User Detail	* = Required Field (ALT+1)	
Ser ID Pric Name chan Uter	Une Nove	Uber Type Provide System Adamset. M.R.S.W.9409	Activation Date E 12-07-2010	Temmistion Date 11	User ID* (?) First Name* (?) Midde tame (?) Last Name* (?) Phore (?) Ext. (?) Email (?) User Type* (?) (?) * Activation Date* Termination Date * Provider Det. Facility* (?)	<pre></pre>	() () () () () () () () () () () () () (

Enter data in User Detail fields. Required fields display on the screen in bold type with an asterisk.

Once the data is entered, click **Save** Saved user information will display in the **User Summary** section.

To add additional users, click the New icon , enter data and click Save

After successfully adding at least one System Administrator role and at least one facility, the user must log out of the application and log in with the newly created UserID.

To log out - select the **Security** menu on the tool and select **Logout**:

File Administration	Security Help	
T	Change Security Answers	
	💥 Logout	

✔ JRaven - MDS 3.0 File - Hein		X
😵 Welcome 🗙		ta ← → [□] #
Welcome to MDS 3.0 - jRaven		777
	JRaven - MDS 3.0 Login User ID Password Login Cancel Forgot Password	

The Welcome to MDS 3.0 – jRAVEN Login screen displays:

Initial Login

- 1. Enter the new User ID assigned by the System Administrator.
- 2. Enter that same User ID value in the Password field (user id / user id).
- **NOTE:** They are case-sensitive. First-time through the values are the same until prompted to change.
- 3. Click Login. The Change Password screen displays.
- 4. Enter a new password in the New Password and Confirm New Password fields.
- 5. Click Continue.
- 6. The Security Questions box displays. Response to six of the ten listed Security Questions is required, click **OK**.
- 7. The jRAVEN window displays.

IMPORTANT: Refer to the jRAVEN User Guide for information regarding using the application. The jRAVEN User Guide (.pdf) is included with the jRAVEN install and is added to the desktop of the user's PC and is also available on QTSO (<u>https://www.qtso.com/ravendownload.html</u>).

Help

Additional Information for using jRAVEN can be found in the jRAVEN User Guide (part of tool install). <u>The User Guide</u> includes information regarding settings, reports functionality, RUGS, exports and imports.

<u>Users are strongly encouraged to read the jRAVEN User Guide carefully to assist with accurate use of the tool.</u>

The Help Desk is available for technical support and assistance with problems or questions that may arise regarding the JRAVEN software.

Contact information for the Help Desk:

1-800-339-9313 or <u>help@qtso.com</u>.