


## **RECOVERY TRACKER DATA ENTRY GUIDE**


### **LOGGING INTO eCIMH AND ACTIVATING ACCOUNT**

1. Click on the URL (link) provided by eCenter Research to set your password
2. Login with your username (which is your email address) and password you just created
3. Accept the End User License Agreement by clicking the box
4. Click the Submit button
5. Activate your helpdesk account by clicking the box Visit Helpdesk (note the helpdesk will open in a new tab)
6. Click Logout, in the top right corner, to return to the log in page of eCIMH

### **ADDING A NEW CLIENT**

1. Place your mouse over the menu Client Management, scroll down and click on Clients
2. Click on the add button at the top or bottom left of the grid (looks like this )
3. Enter the information about Diego (Note: fields with a red \* are required)
4. Click the Submit button to save your work
5. A new window will open, click on the Initial Collections tab, click on the Forms tab, then click the checkbox to attach them to the ARC Recovery Tracker
6. Click on the Collections Summary tab, then click on the Forms tab, double click on the ARC Recovery Tracker, fill in the answers, then click the Submit button
7. Click the X at the top right to close the window
8. Click the X at the top right again to close the window

### **EDITING DEMOGRAPHIC INFORMATION FOR AN EXISTING CLIENT**

1. Click once on the row with clients', then click on the edit button at the top or bottom left of the grid (looks like this )
2. Make changes to client's information
3. Click the Submit button to save your work

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### CREATING AN INITIAL TRACKER FOR ALREADY ENTERED INTO eCIMH:

1. Place your mouse over the menu Client Management, scroll down and click on Clients
2. Double click on client's name
3. A new window will open, click on the Initial Collections tab, click on the Forms tab, then click the checkbox to attach them to the ARC Recovery Tracker
4. Click on the Collections Summary tab, then click on the Forms tab, double click on the ARC Recovery Tracker, fill in the answers, then click the Submit button
5. Click the X at the top right to close the window
6. Click the X at the top right again to close the window

### CREATING A SUBSEQUENT TRACKER FOR AN EXISTING CLIENT

1. Place your mouse over the menu Client Management, scroll down and click on Clients
2. Double click on client's name
3. Click on the Collections Summary tab, then click on the Forms tab
4. Double click on the ARC Recovery Tracker Entry X, update the answers, then click the Submit button
5. Click the X at the top right to close the window
6. Click the X at the top right again to close the window

### GENERATING A CLIENT'S RECOVERY TRACKER REPORT

1. VIEWING A SINGLE TRACKER: Click once on the **ARC Recovery Tracker X** to place check mark in left most box, then click the **"Generate Report"** button at the top or bottom left of the grid (looks like this ).
2. VIEWING AN ARRAY OF RECOVERY TRACKERS: Click once on each **ARC Recovery Tracker X** to be included in the array, then click the **"Generate Report"** button at the top or bottom left of the grid (looks like this ); select **"ARC Recovery Tracker Report"** on the drop down filter to view the array of selected trackers.