eHEAT Screens: Module 1

Navigating the eHEAT Screens
Purpose

• To familiarize users with the look and feel of eHEAT screens
• To familiarize users with navigational design of eHEAT screens
• To promote self-learning
This is the eHEAT Logo.
And this is the eHEAT Menu.

The Logo and Menu will be at the top of all eHEAT screens.

The Menu is similar to the menu on Word or Excel: each menu item contains sub items. In eHEAT, the menu sub-items are called “tabs.”
For example, if you click on “Client Services”

These tabs appear:
Within each tab are “sub-links.” The sub-links for “Application are:
The rest of the screen is where the work gets done, similar to a document in Word or a spreadsheet in Excel.
For example, this is the “Search” screen.

You can use any of these items, as highlighted by a green arrow, as search criteria. Click on “Search” to get a list of applications that fit the criteria.
This is an example of a list of applications that met search criteria. The “Search Results” will always have these columns.

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Agency Name</th>
<th>DOB(mm/dd/yyyy)</th>
<th>City</th>
<th>Denial Reason</th>
<th>Primary Heat Benefit($)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>In,fn mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Woodbury</td>
<td></td>
<td></td>
<td>Logged</td>
</tr>
<tr>
<td>123456789</td>
<td>In,fn mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Sacred</td>
<td></td>
<td></td>
<td>Incomp</td>
</tr>
<tr>
<td>123456789</td>
<td>In,fn mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Woodbury</td>
<td></td>
<td>600.00</td>
<td>Complete</td>
</tr>
<tr>
<td>123456789</td>
<td>In,fn mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Sacred</td>
<td>Out of funds</td>
<td>450.00</td>
<td>Complete</td>
</tr>
</tbody>
</table>

The “Search Results” will always have these “actions:”

- Edit
- View
- Reactivate
- Approve Eligibility
- Deny and Notify
- View History
- Transfer Agency
- Void
- Additional Information
TO REVIEW: The Logo and Menu

the basic format of the eHEAT screens:

The Tabs and Sub-links
A screen with action buttons

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Agency Name</th>
<th>DOB (mm/dd/yyyy)</th>
<th>City</th>
<th>Denial Reason</th>
<th>Primary Heat Benefit ($)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>In, fn, mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Woodbury</td>
<td></td>
<td></td>
<td>Logged</td>
</tr>
<tr>
<td>123456789</td>
<td>In, fn, mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Sacred Heart</td>
<td></td>
<td>600.00</td>
<td>Complete</td>
</tr>
<tr>
<td>123456789</td>
<td>In, fn, mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Woodbury</td>
<td>Out of funds</td>
<td>450.00</td>
<td>Certified</td>
</tr>
<tr>
<td>123456789</td>
<td>In, fn, mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Sacred Heart</td>
<td></td>
<td></td>
<td>Void</td>
</tr>
<tr>
<td>123456789</td>
<td>In, fn, mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Woodbury</td>
<td>Over Income</td>
<td></td>
<td>Complete</td>
</tr>
<tr>
<td>123456789</td>
<td>In, fn, mi</td>
<td>Agency Name</td>
<td>1/1/1978</td>
<td>Sacred Heart</td>
<td>Insufficient Information</td>
<td></td>
<td>Denied</td>
</tr>
</tbody>
</table>
To navigate eHEAT, click the Menu, then click the Tab, then click the Sub-link.

To become proficient: become familiar with

Each Menu item
Each Tab
Each sub-link
Each action button
Each screen
The End