

# 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.

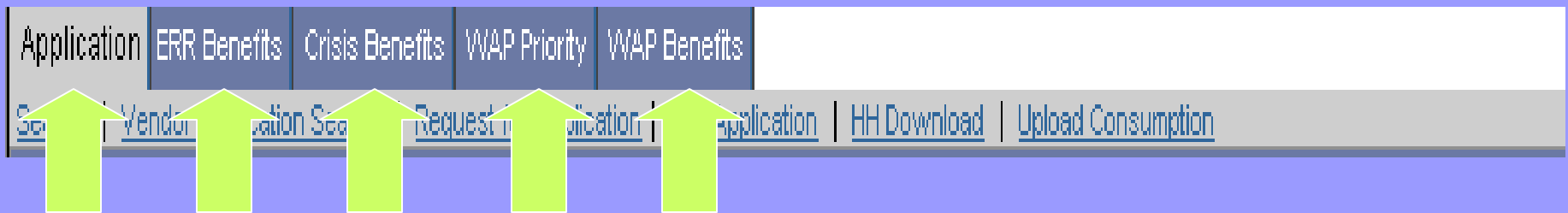
The Logo and Menu will be at the top of all eHEAT screens.

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:

Application | ERR Benefits | Crisis Benefits | WAP Priority | WAP Benefits

[Search](#) | [Vendor Application Search](#) | [Request for Application](#) | [Log Application](#) | [HH Download](#) | [Upload Consumption](#)



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.

Search | Vendor Application Search | Request for Application | Log Application | PDF Download | Upload Consumption

### Household Application Search Criteria

Agency: **Your Agency**

Household Number:  SSN:  Last Name:  First Name:

DOB (mm/dd/yyyy):  Vendor Account:  Year: 2004 Status: All

Problem Type: -Select- Expedited:

**All**  
Furnace Problem  
Non-furnace problem

**2003**  
2002  
2001

**Complete**  
incomplete  
void

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.



HouseHold Application Search Criteria

Agency:

Household  Last  First

This is an example of a list of applications that met search criteria. The "Search Results" will always have these columns.

	SSN	Name	Agency Name	DOB(mm/dd/yyyy)	City	Denial Reason	Primary Heat Benefit(\$)	Status
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Woodbury			Logged
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Sacred Heart			Incomplete
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Woodbury		600.00	Complete
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Sacred Heart		450.00	Certified
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Woodbury	Out of funds		Complete

The "Search Results" will always have these "actions:"

<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Sacred Heart	Insurance Information	Denial Reason	
<input type="button" value="Edit"/>	<input type="button" value="View"/>	<input type="button" value="Reactivate"/>	<input type="button" value="Approve Eligibility"/>	<input type="button" value="Deny and Notify"/>	<input type="button" value="View History"/>	<input type="button" value="Transfer Agency"/>	<input type="button" value="Void"/>	<input type="button" value="Additional Information"/>

## TO REVIEW: The Logo and Menu

the basic format of the eHEAT screens:

[Application](#) | [ERR Benefits](#) | [Crisis Benefits](#) | [WAP Priority](#) | [WAP Benefits](#)

[Search](#) | [Vendor Application Search](#) | [Request for Application](#) | [Log Application](#) | [HH Download](#) | [Upload Consumption](#)

## The Tabs and Sub-links

# A screen with action buttons

## HouseHold Application Search Criteria

**Agency:**    
**Household Number:**    
**DOB (mm/dd/yyyy):**      
**Problem Type:**    
**SSN:**      
**Vendor Account:**    
**Expedited:**    
**Last Name:**    
**Year:**    
**First Name:**    
**Status:**

[Previous](#) | [Next](#)

## HouseHold Application Search Results

	SSN	Name	Agency Name	DOB(mm/dd/yyyy)	City	Denial Reason	Primary Heat Benefit(\$)	Status
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Woodbury			Logged
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Sacred Heart			Incomplete
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Woodbury		600.00	Complete
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Sacred Heart		450.00	Certified
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Woodbury	Out of funds		Complete
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Sacred Heart			Void
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Woodbury	Over Income		Complete
<input type="radio"/>	123456789	In,fn mi	Agency Name	1/1/1978	Sacred Heart	Insufficient Information		Denied

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