



## Arizona Crisis Bed Registry | Training Document

### Logging In

- Sign in with username and password
- Ensure unique photo is displayed

Sign In

Username  
eric.lee@solari-inc.org

Password  
••••••••

Remember me

Sign In

[Need help signing in?](#)

- Use *Google Authenticator* app or *SMS message* to enter unique code
  - Use caret to change between authentication methods

Google Authenticator

Enter your Google Authenticator passcode

Enter Code

Do not challenge me on this device for the next 15 minutes

Verify

[Back to sign in](#)

### Forgot Password/Locked Account:

- Click on 'Need help signing in?'



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Sign In

Username  
eric.lee@solari-inc.org

Password  
••••••••

Remember me

Sign In

Need help signing in?

- Click on 'Need help signing in?'
- Click the appropriate option

Sign In

[Need help signing in?](#)

[Forgot password?](#)

[Unlock account?](#)

[Help](#)

- Follow prompts for reset via SMS or Email

Reset Password

Email or Username

SMS can only be used if a mobile phone number has been configured.

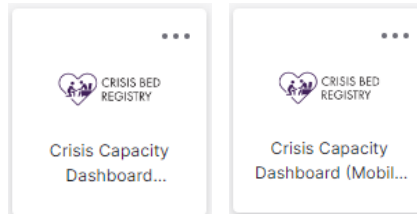
Reset via SMS

Reset via Email

[Back to sign in](#)      [Can't access email](#)

## Getting to the Dashboard

- Navigate to the dashboard via the [HIE Okta Dashboard](#)
- Click on icon for *Desktop* or *Mobile* dashboard

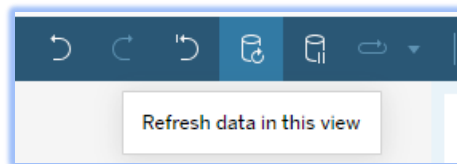


## Using the Dashboard – [Desktop Version](#)

### Icons:

**Refresh** – \*Refresh the data within the dashboard *upon opening*, or whenever looking at bed counts to guarantee that you are seeing the most up-to-date data.

- Data can be refreshed via the refresh button within the blue ribbon.



**Question Mark** - The question mark in the upper right corner provides additional information and a quality warning when you hover over it.



**Map View** - The image of the map in the upper right corner will take end users to the map view. list icon to toggle between



**List View** – From map view, click on the chart icon to toggle back to the list view.

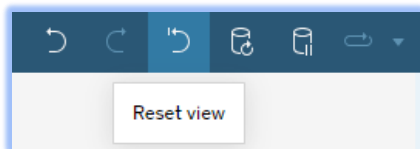


## Filters:

- Default filters are in place upon login, but users can set their own filter preferences by clicking the carets under field or inputting text data

Zip Code	Within Distance (mi)	Unit Type	Population Served	Facility Specialties	Facility Name
85008	25 miles	(All)	(All)	Show All Facilities	

- If an invalid filter select is made, or a filter select results in no matching data, the following message will display to end user: *'No Facilities to Display. Please make a different filter selection.'*
- To reset all filter selections to default, selecting the reset view button within the blue ribbon.



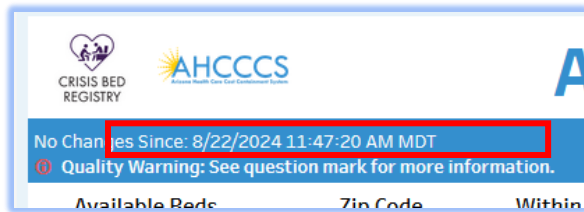
### Filter options:

- **Available Beds:** Filters options based on open bed count. *Set to 1 to only view facilities with open beds.* Set by moving the slider or clicking on the minimum number and entering your minimum value. **\*\* You can only control the minimum number and not the maximum number.**
- **Zip Code:** To change the zip code, type in a different AZ zip code by clicking within the box and typing in a new zip code. **\*\*85008 is the default setting and is the same for all users.\*\***
- **Within Distance and Facility Specialties:** Open the drop down to select one option at a time.
  - The Facility Specialties filter provides different specialty offerings. A selection will filter for all facilities that offer that specialty (even if they offer other specialties in addition to the selected option).
- **Unit Type and Population Served:** Select one or more options. **\*\*To apply that filter selection to the dashboard, select 'Apply' and then click off the filter.\*\***
- **Facility Name and Facility Address:** Type in keywords to filter down the data that matches those keywords. Facility names can be searched with either full name keywords or acronyms. Facility Address can be filtered by city, street address

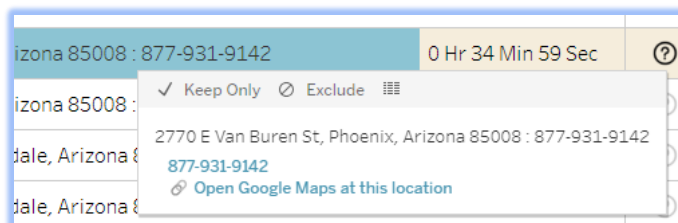
keywords, or zip code. To clear a selection, click on the small x next to the typed in search word.

## Table View:

- The *No Changes Since* time in the blue banner under the dashboard title provides the last date/time that data within the dashboard was refreshed. *\*\*It is in MDT/MST time, due to the server location in Colorado. i.e., it will show an hour ahead during mountain daylight time\*\**



- Hovering over a row will highlight it *\*\*If you hover over the first row in the table, all the rows below will be highlighted. This is a known limitation within Tableau.\*\**
- Bed counts are broken down by bed type offerings. E.g., if a facility offers both OBS and IP beds, then those bed counts are each displayed within their own row. Similarly, if a facility offers both Adult and Child OBS beds, those bed totals will each be displayed within their own individual row.
- To view all information about a facility, scroll horizontally across the dashboard and hover over the question mark. Question marks will appear *orange* if the facility has no bed available.
- The “Last Updated” column shows the last time that specific facility updated the bed board. This is different than the “No Changes Since” time which only indicates when the dashboard was last refreshed.
- Click on the facility address under the Facility Information column for a pop-up box with a link to google maps and the facility phone number. Click on the google maps link for google maps directions to that facility.



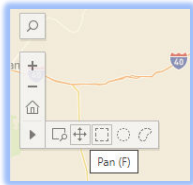
- Filter values are set to only display relevant values. E.g., this means that within the Population Served filter, the option 'Children' won't be available as a filter choice unless there is a facility offering child beds within the filtered table.
- To see all facilities within the table, set the distance filter to max distance and the available beds filter to 0.

## Map View

- Use the map icon to navigate to the map view



- All available filters on the Map View operate the same as they do on the Table View except for the 'Select a Unit Type' filter. On the map view, only one option can be selected at a time instead of multiple options.
- The red pin on the map indicates the center point of the zip code selected within the Zip Code filter.
- The black pins indicate the facilities.
- The yellow circle indicates the distance radius chosen via the Within Distance filter.
- Hover over the black pins for a tooltip display with the facility name, mileage from the center point of the selected zip code, and the number of available beds.
- Click on a black pin, and a text box will appear in the upper right corner of the map providing more information related to that facility.
  - To close the text box, click anywhere on the map.
  - Within the text box are links to Google maps and the facility phone number.
- Zoom in on the map and pan through the map via the pan function. To set the map back to the default zoom, select the House button.



- To navigate back to the table view, select the table in the upper right corner.



## Using the Dashboard – [Mobile Version](#)

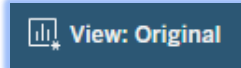
- The same recommendations, data logic, and dashboard functionality are consistent with the Desktop Version.
- To open filters on the mobile version, click on the 'Show Filters' button. To close the filters, click on the 'Hide Filters' button.



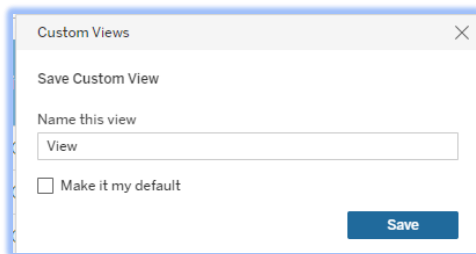
- To navigate to the map, click the Open Map button.
- Facility names within the Mobile Version table are displayed as acronyms to conserve table space. Users can still use the Facility Name filter to search for full names.

## Additional Helpful Tips and Tricks

- Set up custom views. For example, if a user wants their default zip code set to something other than the current default:
  - After filters have been set, select 'Save Custom View' in the toolbar.



- In the Save Custom View dialog, enter a name for the custom view.
- Select 'Make it my default'.
- Click Save.



## Feedback

Feedback survey can be accessed through this link:

<https://forms.office.com/r/dAHw230qrv> or



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## Arizona Crisis Bed Registry Feedback

