
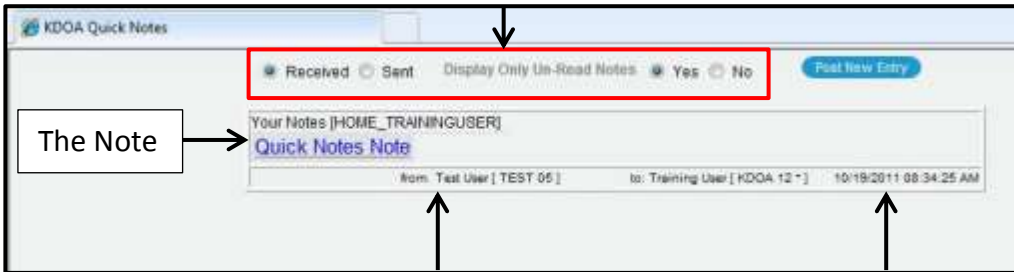


Quick Notes

Introduction To facilitate electronic communications between KDOA and the AAAs and other business partners, the Quick Notes application is available on the KDOA Web Applications home page. The Quick Notes application allows one Web Application user to send a note to anyone else within the KDOA Web Application user community, in a secured manner, allowing for the inclusion of HIPAA / PHI information.

Accessing Quick Notes:

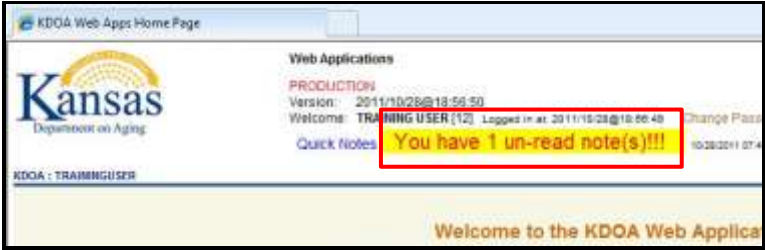
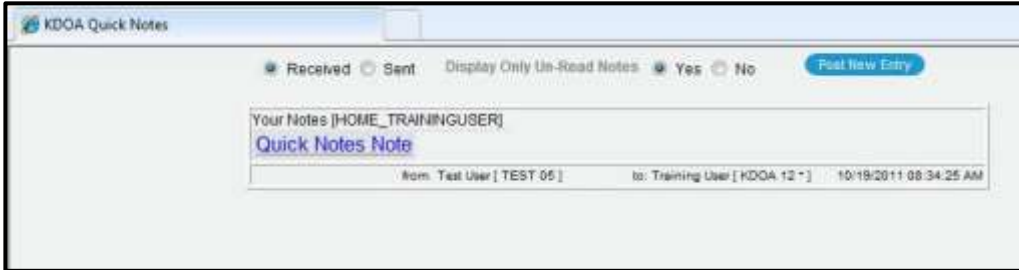
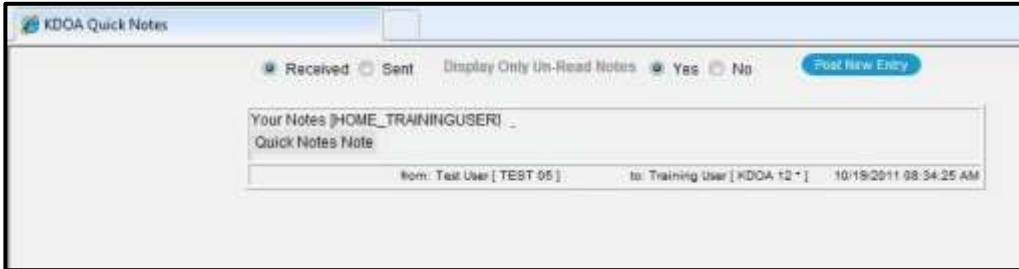
How to The following are the steps to access the Quick Notes Application.

Step	Action	Results
1.	Access and sign-on to KDOA Web Applications from one of the KDOA Websites.	Home Page is displayed.
		
2.	Click on the blue "Quick Notes" link near the top of the home page.	Quick Notes application will display.
<p style="text-align: center;">The default view of "Un-read Received Notes"</p>  <p style="text-align: center;">Name of the person who sent note</p> <p style="text-align: center;">Date and Time note sent</p>		

Quick Notes

To Read a Note:

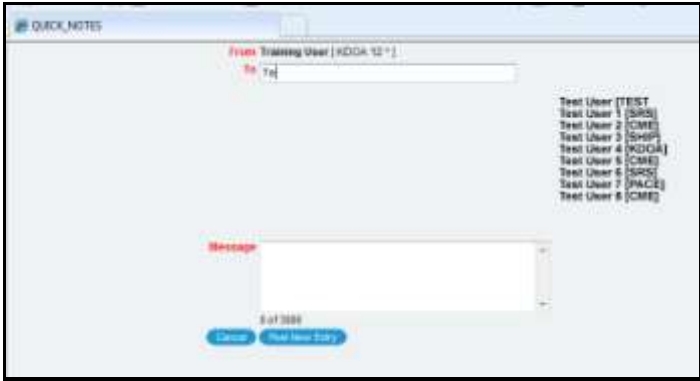

How to The following are the steps to read a Quick Note message.

Step	Action	Results
1.	A banner will display next to the Quick Notes link. The number of un-read notes will be indicated.	There are messages to be read within Quick Notes.
		
2.	Click on the Quick Note link .	The application opens.
3.	The un-read note will display in large blue letters.	
		
4.	Click on the blue text of a note.	The message formatting will change to normal font and will be moved to the "Read" category.
		

Quick Notes

To Post a Note:


How to The following are the steps to post a Quick Note message.

Step	Action	Results
1.	Click on the Quick Note link.	The application opens.
1.	Start typing the web application user name who will receive the note.	Listing of matching entries will display.
		
2.	Continue typing until the single name is displayed .	The abbreviations within the brackets [] indicates the organization category the user is associated. i.e. KDOA, SRS, CME, etc.
3.	Press the Tab key.	Name is entered in the To field
4.	Type the message.	
		

Quick Notes

How to

continued

Step	Action	Results
5.	Click on the Post New Entry button.	Note is posted.
 A screenshot of the EDGA Quick Notes application interface. The window title is "EDGA Quick Notes". At the top, there are navigation buttons: "Received", "Sent" (which is selected), "Shows On Read Status", "Yes", and "No". A blue "Post New Entry" button is visible in the top right. The main content area shows a message from "Your notes (HOME_TRAININGUSER)". The message text is: "You can type PTH information here as this system is secure and encrypted. This message will be viewable to only the person you send it to and yourself". Below the message, it says "From: Training User [EDGA 12 *] To: Test User [TEST SR] 10/28/2011 07:40:40 PM".		
6.	Once the person reads the message the formatting will change to normal font and will be moved to the "Read" category.	