It’s that time again to do your eSHARE profile check up!

Whether you are a frequent eSHARE user, or someone who logs in every few months, it is important to ensure your eSHARE profile is active and up-to-date with your assigned user profiles!

**eSHARE Profile Status:**

Please be sure to log into eSHARE at least every 60 days. If you do not log into eSHARE within that specific timeframe, your eSHARE User Profile will be deactivated. You will know your profile has been deactivated when you get ‘Invalid Credentials’ when trying to log into eSHARE. You can have your eSHARE Administrator reactivate your profile or contact eSHARE Technical Assistance to have your profile reinstated.

Note: Your eSHARE profile must be in ‘Active’ status to receive any eSHARE communication or announcements!

**eSHARE User Assigned Roles:**

Always ensure that you have the appropriate user roles selected for your eSHARE Profile. Your Agency Administrator should be able to show you what roles you currently have. These user roles are crucial to what you can access in eSHARE. For example, in order to view or run a Canned Report, you must have ‘Canned Reports’ selected as a role. If you need assistance with this, you can contact your agency eSHARE Administrator or the eSHARE Technical Assistance team. Example of eSHARE Roles:

- Canned Reports
- Agency User Forms View
- Agency User Forms Edit
- Agency eSHARE Administrator
- Agency User Worker View
- Agency User Worker Edit
- Agency Client Data Delete
- eSHARE Payment Data Extract
- Agency User Forms Edit

**eSHARE Service Categories:**

In order to access any forms for your program, you must have that service category selected under ‘User Association with Agency and Service Category’ in your eSHARE profile. If you need assistance with this, you can contact your agency eSHARE Administrator or the eSHARE Technical Assistance team.
Are you familiar with all the Canned Reports in eSHARE that can serve as tools for checking, reconciling and analyzing your eSHARE data?

For those eSHARE users who are new to Canned Reports, and for others who may need a brush-up, we will be featuring one Canned Report per eSHARE Informer issue. The focus for this issue is the eSHARE Payment Data Extract.

The eSHARE Payment Data Extract is located under ‘Extracts’ in the Canned Reports menu. Please note that in order to have access to this extract, your user profile will need to include this role, which is a separate permission from ‘Canned Reports’.

The eSHARE Payment Data Extract is updated monthly and contains client service information submitted to Public Health Solutions. This report can be used to identify payment issues including service types or details that might be missing or entered incorrectly.

Criteria include a ‘From’ date and a ‘To’ date. The ‘From’ date will limit data from this date forward; however, the ‘To’ date will include data only up to the Run date indicated on the criteria screen:

The report must be downloaded, saved and then imported (as a text file) into a blank MS Excel spreadsheet. (Detailed instructions can be found under eSHARE Resources in the ‘Help with Reports and Extracts’ section).

The extract contains detailed demographic and service data by client and service:

In the next eSHARE Informer, we will feature the Enrollment Reports, so stay tuned!
<table>
<thead>
<tr>
<th>TRAINING</th>
<th>DATE</th>
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<tbody>
<tr>
<td>eSHARE End-User HIV Testing</td>
<td>Tuesday, October 23, 2018</td>
</tr>
<tr>
<td>eSHARE End User: TNT, NCT</td>
<td>Tuesday, October 30, 2018</td>
</tr>
<tr>
<td>eSHARE Canned Reports</td>
<td>Wednesday, November 7, 2018</td>
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<tr>
<td>eSHARE End-User Ryan White</td>
<td>Thursday, November 15, 2018</td>
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<tr>
<td>eSHARE End-User Prevention</td>
<td>Thursday, November 29, 2018</td>
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<tr>
<td>eSHARE Agency Administrator</td>
<td>Tuesday, December 4, 2018</td>
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<tr>
<td>eSHARE End-User: CCR</td>
<td>Wednesday, December 5, 2018</td>
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<tr>
<td>eSHARE End-User: CCR</td>
<td>Monday, December 10, 2018</td>
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<tr>
<td>eSHARE End-User Ryan White</td>
<td>Tuesday, December 18, 2018</td>
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