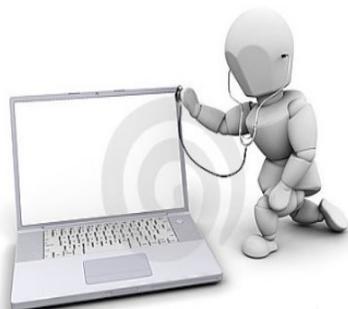


**e S H A R E** Informer

October 2018, Volume 7, Issue

**eSHARE Check Up!**

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!

**In This Issue**

- **eSHARE Check Up (Profile Status, User Roles and Service Categories)**
- **Canned Reports in eSHARE**
- **Upcoming eSHARE Training Schedule**

**✔ 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 eSHARE Administrator | • Agency Client Data Delete   |
| • Agency User Forms View | • Agency User Worker View     | • eSHARE Payment Data Extract |
| • Agency User Forms Edit | • Agency User Worker Edit     | • Agency User Forms Edit      |

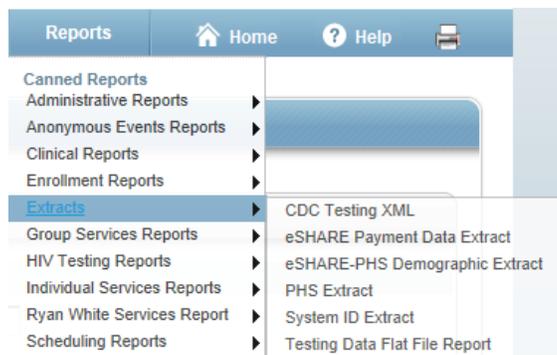
**✔ eSHARE Service Categories:**

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.

**Good  
to Go!**

Canned Reports in eSHARE

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:

	A	B	C	D	E	F	G	
	Agency	Agency Name	Contract Num	Client Id	eUCI	TC_ID: AIRS II	Client Gender: Sex at Birth	Client Gender
1	61	Sample, Inc.	07-EIS-000	SAM0058111050	11F0F7D304857BCC0E0E5E887C0A4573E8B0918EU		Female	Female
2	61	Sample, Inc.	07-EIS-000	SAM0058111050	11F0F7D304857BCC0E0E5E887C0A4573E8B0918EU		Female	Female
3	61	Sample, Inc.	07-EIS-000	SAM0058125029	0D9D2F7ED78D8D5DC3FFAF62CCB3491755DBD3FFU		Male	Male
17	61	Sample, Inc.	07-EIS-000	SAM0058125029	0D9D2F7ED78D8D5DC3FFAF62CCB3491755DBD3FFU		Male	Male
18	61	Sample, Inc.	07-EIS-000	SAM0058126263	88424D129F3B9F311F2544F684D714A1A05226CEU		Female	Female
19	61	Sample, Inc.	07-EIS-000	SAM0058126284	F6080FE3C3B2CA74E30970913204E9D21C41BDE9U		Male	Male
20	61	Sample, Inc.	07-EIS-000	SAM0058126302	23FC86349B3040C24B872896A8D9EC7206C5BD28U		Female	Female
21	61	Sample, Inc.	07-EIS-000	SAM0058126302	23FC86349B3040C24B872896A8D9EC7206C5BD28U		Female	Female
22	61	Sample, Inc.	07-EIS-000	SAM0058126302	23FC86349B3040C24B872896A8D9EC7206C5BD28U		Female	Female

In the next eSHARE Informer, we will feature the Enrollment Reports, so stay tuned!



TRAINING	DATE
eSHARE End-User HIV Testing	Tuesday, October 23, 2018
eSHARE End User: TNT, NCT	Tuesday, October 30, 2018
eSHARE Canned Reports	Wednesday, November 7, 2018
eSHARE End-User Ryan White	Thursday, November 15, 2018
eSHARE End-User Prevention	Thursday, November 29, 2018
eSHARE Agency Administrator	Tuesday, December 4, 2018
eSHARE End-User: CCR	Wednesday, December 5, 2018
eSHARE End-User: CCR	Monday, December 10, 2018
eSHARE End-User Ryan White	Tuesday, December 18, 2018