Offline/Online: Quick Study
Purpose: Checklist of steps for experienced users
1. Login to MnCHOICES
2. Click Assessment on menu bar
3. Click Check Out for Offline Use
4. Click Check Out All Assessment for Offline Mode
5. Click OK each time asked
6. Right click inside the empty rectangle box (blue arrow in screen shot below)
7. Click on Install DHS MnCHOICES onto this computer
8. Click Install
9. Click OK
10. Minimize log in screen for Offline Mode
11. Check desktop for MnCHOICES icon
12. Open MnCHOICES by clicking icon
13. Make sure needed assessments are downloaded
14. Click View on one assessment to assure you can edit
15. Click red X and close the MnCHOICES window
16. At assessment interview, open laptop and start computer
17. Open MnCHOICES by clicking icon
18. Login as usual and click Proceed
19. Find person to assess and click View
20. Complete assessment
21. Run Eligibility Summary and discuss
22. When finished click Logout
23. Close window by clicking red X
24. Return to office
25. Dock laptop or connect to network/internet
26. Turn on computer
27. Open MnCHOICES with icon
28. Click Proceed
29. Click Check In for Online Use
30. Click Check in All Assessments for Online Mode
31. Right click in the empty rectangle
32. Click Remove this application
33. Click Yes to: Are you sure you want to permanently remove this application?
34. MnCHOICES icon is gone from your desktop screen
35. All assessments taken offline are now ready to go back online with new data entered
36. Click internet icon to open your internet browser
37. Enter MnCHOICES internet address in browser window or choose in favorites
38. Must see: Retrieving Data entered in Offline Mode and click OK AND
39. Must see: Offline Data Changes Saved to the Server and click OK
40. NOTE: if you do not see the two messages above, contact your MnCHOICES Mentor immediately!
41. Patiently wait while screen indicates Retrieving Questions from Local file until it disappears – Your data is saving
42. Login to MnCHOICES using username/password and click Proceed
43. Click Assessment on menu bar and note: Check Out for Offline Use, View & Person buttons, no checks under Offline
44. NOTE: Click View to make sure data entered offline saved. If data is missing or assessment is grayed out, contact your MnCHOICES Mentor!