

NIATx Tracking System Questions & Answers

Q: It would be helpful to have a print function for the program so a hard copy of all entries can be used.

A: A print function is not currently available on the NIATx Tracking System. However, one may be provided to you upon request.

Q: When entering clients into NIATx it would be helpful if the entries were sorted alphabetically by last name.

A: You may change the sort arrangement by any column simply by double-clicking on the column header. By double-clicking on it again, the sort arrangement will change between ascending and descending order from top to bottom or bottom to top.

Q: When looking at an entry up by the first letter of the last name it would be helpful to be able to edit an entry from that screen.

A: This request will be added to the list of suggested changes for future improvement of the online NIATx Tracking System.

Q: A delete function would help when there is, for example, a duplicate entry and/or a client transfer to a different facility.

A: This request will be added to the list of suggested changes for future improvement of the online NIATx Tracking System.

Q: When entering data I must use the bottom scroll bar to enter data to the far right of the computer screen.

A: The NIATx Tracking System was designed for monitors sized 15" or larger. If your monitor is of a smaller size, you will need to either scroll or press 'Tab' on your keyboard in order to move to the next field.

Q: It would be a lot faster to have an 'Enter' button at the end of each row rather than having to click down to the lower left-hand corner of the computer screen.

A: You may also press the 'Enter' key on your keyboard when you are finished entering a row. This will also input the record into the NIATx Tracking System.

Q: Should I enter a client that has been transferred to a different facility or otherwise no-shows for an assessment?

A: No. Unless the client is expected to return for treatment services, it is not necessary to enter them into the NIATx Tracking System.