# Getting Started -- Quick Reference Guide

Facility Registration: To be completed by the facility OSHPD ALIRTS Account Administrator (OAAA)

1. Launch Internet Explorer (v.5.0 or higher).
2. Type (http://www.alirts.oshpd.ca.gov) in the address bar and press the Enter key.
3. Select **Login** from left navigation bar on the ALIRTS home page.
4. Enter your nine-digit OSHPD Facility ID.
5. Enter Password provided in your OSHPD ALIRTS Registration Letter.

   - Important: Passwords are case sensitive. That means "A" is different from "a". Please enter password *exactly* as it appears in the registration letter.

6. Click **Login**.
7. In the Facility Registration page, enter registration information for **OSHPD ALIRTS Account Administrator (OAAA)**. **Important!** Follow instructions carefully especially for entering e-mail address and creating your new password.

   - Verify accuracy of email address entered. All account related info will be sent to the OAAA at this email address.
   ⇒ For password, DO NOT use the password that OSHPD mailed you. Create a NEW one. ⇐ **Caution!**
8. Designate Alternate (Backup) Contact. Enter registration information for this contact.

   - Note: Adding the Alternate Contact does NOT give the Alternate Contact a user account. If you would like the alternate contact to have access to ALIRTS, you must add the Alternate Contact as a report preparer. The Alternate Contact is used solely as a secondary contact to the OAAA.
9. Optional: Add additional facilities. If OAAA is responsible for multiple facilities, enter the Login ID and Password as it appears in the registration letter for that facility. Click **Add Facility**. Repeat this process for each additional facility.
10. When all information has been entered, Click **Register** to submit your registration information.
11. The ALIRTS Registration Confirmation page appears. (If you would like a copy of the agreement, click **Print** before selecting I Certify.) Please read the agreement and click **I Certify** if you agree to the terms.
12. You are now ready to start a utilization report or add additional users if applicable.
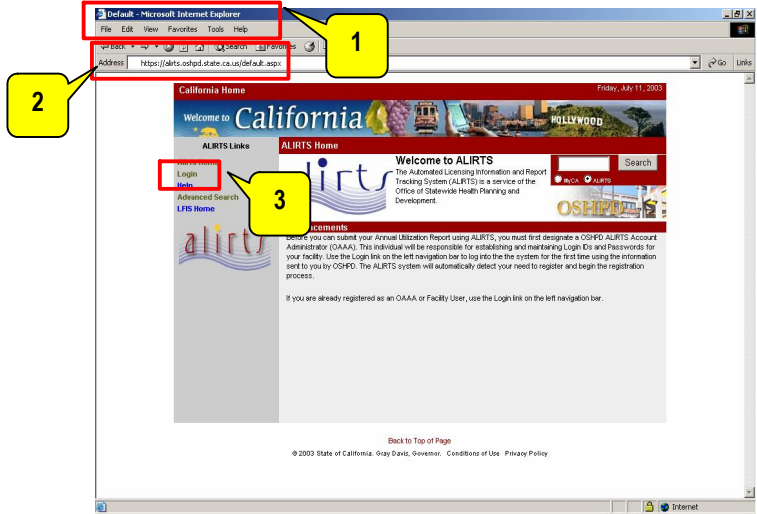
Optional – Adding Report Preparers:
If there will be more than one person who will enter, submit, and/or modify utilization data at your facility, you must add the user as an ALIRTS report preparer.

1. From the ALIRTS home page, select **Administration Home** from the left navigation bar. Then select **User Search/Edit**.
2. Click the **Add User** button.
3. Enter the report preparer's contact information (e.g. address, phone number, and email address).
4. Create a Login ID and Password for user. DO NOT use the password mailed by OSHPD in the registration letter. You must create a NEW password and Login ID. Check password rules on next page.
5. Be sure to check the **Assigned** box next to facility or facilities in which user will be report preparer.
6. Click **Ok** when all information has been entered.
7. Repeat this process for each user to be added.
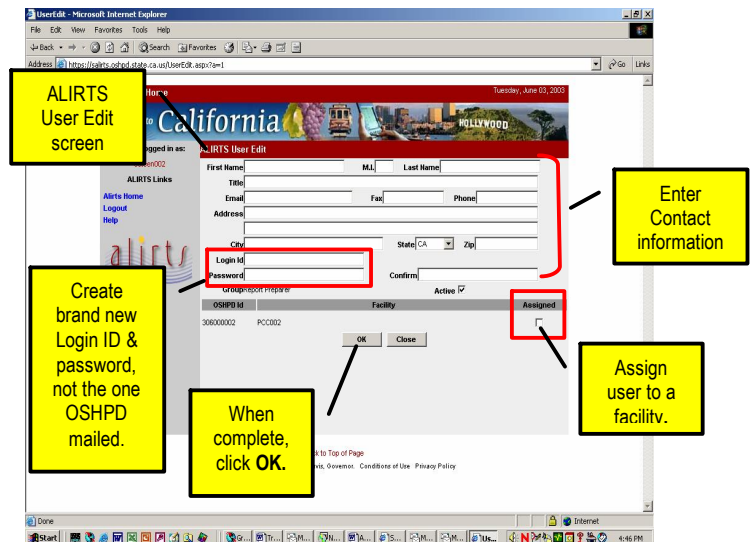
Questions? Contact the ALIRTS Support line at (916) 326-3854
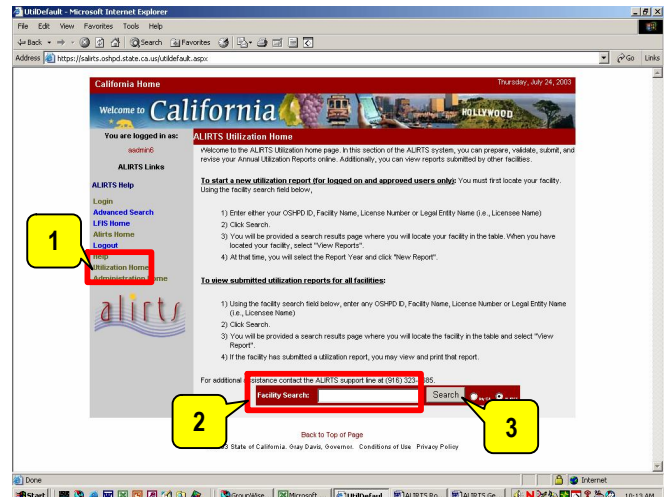Hours of support are 8:00am and 5:00pm, Monday – Friday   (QRGuide rev 11/15/07)

8. When complete, forward login IDs and passwords to the appropriate report preparers.
- <u>Note</u>: Report Preparers will be required to change their password upon their first login to ALIRTS.

Login ID Requirements	Password Requirements
Login IDs **must be** unique within ALIRTS. No one can have the same Login ID. The login ID cannot be the same as the password.	Passwords are **not** unique. The same password can be used for multiple ALIRTS accounts, but cannot be the same as the login ID.
Must contain 6 – 20 characters.	Must contain 8 – 20 characters.
Can contain special characters. For example: #, $, &	May contain special characters. For example: #, $, &
Login IDs are **not** case sensitive.	Passwords are case sensitive (i.e., "A" is different from "a".)
Can be **any** combination of letters and numbers. (i.e. "msmith12 or "maryannsmith" is acceptable)	Must contain **at least** one <u>letter</u> and one <u>number</u> (i.e. "msmith12 but not "maryannsmith")

Create a Utilization Report: After the registration is completed and, if applicable, Report Preparers have been added, you are now ready to create or start a utilization report.

After you have registered, you are automatically taken to the **ALIRTS Home** page.

1. From the ALIRTS Home Page, select Utilization Home (Submit/View Report) from the left navigation bar.
2. At the bottom of the Utilization Home Page, enter your nine-digit OSHPD ID# and click **Search**. Make sure the ALIRTS radio button is selected. <u>Note</u>: *Alternatively, you may enter your facility name, licensee name, or license number in the search field.*
3. You are then given the **Facility Search Results** page. Your facility should appear in the table. If your facility did not appear, check the OSHPD ID# or facility name entered and verify that it is correct. If it is correct and you still cannot locate your facility, please contact ALIRTS Support for assistance.

4. Click the **View Reports** link in the last column.
5. Select the appropriate **Report Year** from the drop down listing – in this case, it should be 2006.
6. Click the **New Report** button.
7. Begin entering your utilization data.
8. **It is important to Click the Save button (at the bottom of each section) before you close the session or log-off ALIRTS for the day.**
9. <u>Optional</u>: You may also click **Calc** at each section to total the data entered in that section.
10. When you have finished entering all your data, click **Validate & Save** button (at the bottom of the report, below the General Comments box).
11. If you have errors, you must clear them before you will be allowed to submit the report. (For more information on errors, click **ALIRTS Help** to reference the ALIRTS User Guide and Reporting Instructions.)
12. When all errors are cleared, click the **Submit** button at the bottom of the report page.
13. You will be requested to certify the report. After you have read and agreed to the terms of the agreement, click **OK**.
14. A new page appears: "ALIRTS Confirmation of Submitted Report". Click **Print** and keep a copy of this confirmation.
15. Click **Close** to return to the ALIRTS Utilization Home Page.
16. Congratulations, you've submitted your Annual Utilization Report!

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