

HRET HIIN

Comprehensive Data System (CDS) Quick Start Guide: Set up for Hospitals that are RETURNING Users of CDS*

This document is created to support HIIN hospitals that are RETURNING* users of the HRET Comprehensive Data System (CDS). This Quick Start Guide covers logging into CDS and walks you through how to make any updates to the user accounts for your hospital.

The Comprehensive Data System can be accessed by visiting: <https://www.hretcds.org/>

SYSTEM REQUIREMENTS

The HRET CDS is a secure, web-based data collection system. Users must have a connection to the Internet and a browser which supports SSL (secure socket layer) encryption.

Currently, the CDS supports the use of Internet Explorer v8 or higher and FireFox v 11.0 or higher. The system is currently being tested for use with Google Chrome and on iPad (IOS v5 or higher).

For optimal performance, your computer and/or browser must be configured as follows:

- The computer/browser must permit SSL connections
- The computer/browser must allow pop-ups from <https://www.hretcds.org>
- [CDS](#) must be set up as a trusted site
- Email systems should be configured to allow emails from hretdatasupport@aha.org

TECHNICAL ASSISTANCE

- HRET actively monitors data support emails: hretdatasupport@aha.org.
- HRET generally responds to requests within 2 business days, more complex items may require more time.

*RETURNING user means that your hospital was a HEN 2 participant, and that you logged into CDS at least once between July 1 and October 15 2016. If you had not logged into CDS in that timeframe, you will need to follow the directions to log into CDS as a NEW user, and set your account up again. Instructions for NEW users can be found on the HRET HIIN website: www.HRET-HIIN.org

LOG IN AS AN EXISTING CDS USER

- After your hospital submits its letter of commitment to your state partner organization for the HIIN project, the CDS setup process begins.
- Your state partner organization will contact you once your hospital has been setup in CDS, usually within 5 business days of when you return your commitment letter and it is recorded.
- Once you have received notification from your state organization, you may return to the CDS website and log in, using your previous CDS credentials (provided you logged into CDS between July 1 and October 15 2016).
- As a reminder, your LoginID is your email address, and if you have forgotten your password, please click on the “forgot password” link on the CDS homepage and the system will email you your password.



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Questions? Email [HRET Data Support](#)

Welcome, please log in.

LoginID:
Password:

Login

Enter your LoginID and password, then click “Login.”

This web site enables organizations participating in Health Research & Educational Trust (HRET) projects to securely submit project data.

The CDS has been developed for the following browsers:
Internet Explorer, Version 8.0, 9.0 or 10.0
FireFox 11, version 11.0 or higher

[Forgot your password?](#)

If you have forgotten your password, click ‘Forgot your password?’ to have your password emailed to you.

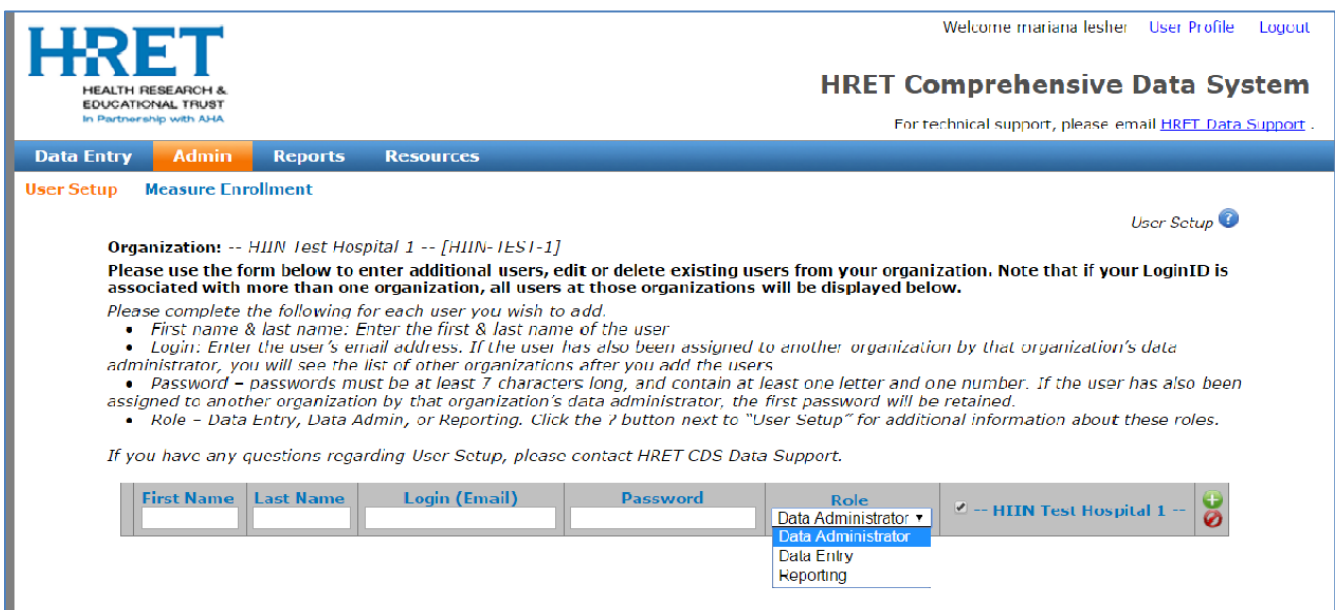
JULY 19 2016 - There are no known issues with CDS at this time.

Important messages about the system will appear in **red** at the bottom of the page.

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SETTING UP USER ACCOUNTS – NAMED USER ACCOUNTS MUST BE CREATED FOR DATA ENTRY

- If you are a Data Administrator for your hospital and would like to create additional user accounts for HIIN, please utilize the “User Setup” screen to do so. Hospitals are encouraged to designate at least two users for their facility to serve as Data Administrators (primary and back-up).
- Illustrated below, in the “Admin” tab, “User Setup” screen, enter the information requested, then click the “plus” sign to add the user.
 - First name & last name: Enter the first & last name of the user
 - Login (Email): Enter the user’s email address
 - Password: Create a password for the user. Passwords must be at least 7 characters long, and contain at least one letter and one number
 - Choose a role:
 - Data administrators should be persons with experience in data collection and measurement. An administrator will be permitted to add and delete users, enter & edit data, view reports, download data, and add/remove measures from the listing. Organization Data Administrators are responsible for managing **all user accounts** at their organization.
 - Data entry users should have experience with entering data, and shall only be permitted to enter and edit data.
 - Reporting users can view reports but may not enter or edit data.



Welcome mariana lesher [User Profile](#) [Logout](#)

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For technical support, please email [HRET_Data_Support](#).

[Data Entry](#) **Admin** [Reports](#) [Resources](#)

[User Setup](#) [Measure Enrollment](#)

Organization: -- HIIN Test Hospital 1 -- [HIIN-IES1-1] User Setup ?

Please use the form below to enter additional users, edit or delete existing users from your organization. Note that if your LoginID is associated with more than one organization, all users at those organizations will be displayed below.

Please complete the following for each user you wish to add.

- First name & last name: Enter the first & last name of the user
- Login: Enter the user’s email address. If the user has also been assigned to another organization by that organization’s data administrator, you will see the list of other organizations after you add the users
- Password – passwords must be at least 7 characters long, and contain at least one letter and one number. If the user has also been assigned to another organization by that organization’s data administrator, the first password will be retained.
- Role – Data Entry, Data Admin, or Reporting. Click the ? button next to “User Setup” for additional information about these roles.

If you have any questions regarding User Setup, please contact HRET CDS Data Support.

First Name	Last Name	Login (Email)	Password	Role	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="password"/>	Data Administrator	✓ -- HIIN Test Hospital 1 --
				Data Administrator	
				Data Entry	
				Reporting	

Enter first & last name, login, and password, and select the user role from the drop-down

Click the green plus (+) sign to add the user

- **Important notes**

- Only Data Administrators can create or modify user accounts.
- Each user added will receive an email confirmation, which includes their LoginID, password, role, and to which facility(s) they have been assigned. Please be sure your email is configured to allow messages from hretdatasupport@aha.org.
- Only named user accounts will have access to all CDS features (based on role assigned)
- If the LoginID (email) is already in CDS, you will be required to confirm that you wish to add that user to your organization:

This login ID is also associated with another organization. Would you like to add them to your organization?