UWITS Navigation

How to move through UWITS, understanding fields in UWITS and what the icons mean.

Contents

Menus

UWITS screens are connected to a menu. The UWITS Main Menu (also called the Navigation Pane) appears at the left of the screen. The menu has several levels. Each menu option allows the user to navigate to specific screens. Click on a menu item to select it.

Menu items at the first level include an icon plus a text label beneath. Which options appear will vary depend on the user's level of access.

Once a first level function has been selected, the menu expands to display the second level options.

If these second level menus are connected to a third level menu, that is shown by an arrow to the left of the menu option. When the second level menu is selected the menu will expand and the arrow will point down.

This is also true when level three options are connected to a fourth level menu.

Home Page and Tool Bar

The UWITS Home Page shares notifications, announcements and schedules. Throughout UWITS, the Tool Bar offers information and many helpful options.

The UWITS environment and current version number will shows to the left side. Production is not specifically labeled, but it will say "Training" or "UAT" when not Production.

Watch the center of the Tool Bar for the Generate Report, Document Management and Snapshot buttons and the action button (⋮). These are available on many screens throughout UWITS.

The **Generate Report** button creates a report showing the details of the current screen.

Document Storage is available on many screens throughout UWITS.

The **Snapshot** button opens a new window with a read-only copy of the current screen.

Hover over the **action button** (⋮) to show any available menu options.

If the user has added a photo then it will show here. If not then their initials will appear.

The current user's name and context (both agency name and facility name) show in the top right corner.

UWITS
22.2.0

Generate Report | Documents (2) | Snapshot | ⋮ | AS Andy Sachs
Administrative Agency, Administrative Unit

Home Page
Agency
Group List
Clinical Dashboard
Client List
System Administration
Reports

May 9

Hello, **Andy**

Notices will appear on the user's Home page relative to permissions and access.

Change Credentials
Logout

Logout should be used when exiting UWITS. Do not close the window.

Announcements

7/21/2021 9:58 am
THIS IS NOT A PRODUCTION SITE

Start: 7/1/2021   HIGH PRIORITY   >

Announcements appear in the middle of the Home Page.

Scheduler

🔍 Search Calendar   ＋ Edit/Add Schedule

Start Date
5/9/2022

End Date

🔄 Refresh

You have no appointments.

The Navigation Pane can be used to navigate to different areas of the system.

Schedule for user (or multiple users) depending on the user's assigned permissions.

Client Header

The Client Headers identifies and shows helpful information about the client a user is working with.

Client photo (or initials)

Client name

Client preferred name

Client age

CRUNCH, Horatio M.(Cap'n Crunch) | 21

HC

H9C010101M
UNIQUE CLIENT ID

1/1/2001
DOB

Male
SEX

Unique Client ID

Client Date of Birth

If Gender Identity is blank then this will show the client's sex at birth and be labeled Sex.

If a Gender Identity has been selected then this space will show the client's Gender Identity and will be labeled Gender Identity.

RUNNER, Road | 21

RR

R9R010101M
UNIQUE CLIENT ID

1/1/2001
DOB

NON-BINARY
GENDER IDENTITY

The Client Header collapses to a smaller version after scrolling down.

CRUNCH, Horatio M.(Cap'n Crunch)   UCN   H9C010101M | 21   Male

Navigation Buttons

These buttons allow the user to move through a particular UWITS module (such as the Client Admission).

< Back   Next >   Save   Save and Finish   × Cancel

< Back

The **Back** button takes you to the previous screen.

The **Next** button advances you to the next screen in the module.

The **Save** button saves your work, but you remain on the same screen. The **Save and Finish** button saves your work and returns you to the original screen.

The **Cancel** button cancels your transaction and no work is saved.

Navigation buttons will be grayed out if not applicable.

Navigation Shortcuts

Tab key   Moves the user from field to field

Control (Ctrl) key   Holding down the Control key while selecting multiple options in mover boxes allows the user to select and move more than one selection in a mover box.

Shift key   Holding down the Shift key while selecting options in a mover box will allow the user to choose multiple sequential options.

Helpful Hints   Moving your mouse over a field will generate a helpful hint box providing additional information about the data field.

Understanding Fields in UWITS

When data is required to save, a yellow bar will be drawn at the left side of the field.

First Name
River

Billable
● Yes   ○ No

When data is required for completion, a striped yellow bar will be drawn at the left side of the field. Incomplete data will not be submitted to the State through the monthly process.

Living Arrangement
2-Private Residence - Independent ▼

When data is not required, no bar will be drawn at the left side of the field.

Middle Name
S

Ethnicity
Not Hispanic or Latino ▼

When the cursor is currently in a field, the field will be drawn in blue, including the bar to the left, if any.

Fields drawn in red indicate a validation error. A short description of the error will also be indicated nearby.

First Name
[blank]
*Required to Save

When a field is grayed out it indicates that editing of that field is not allowed.

Signed By
Westergard, Cory, BA; Administrator

Signed On
2/16/2016 12:51 PM

Admission Type

Initial Admission ▲

Initial Admission
Transfer/Change in Service

A drop down box is used where only one entry may be selected from a list of values.

Available Staff

Priestly, Miranda

Selected Staff

Charlton, Emily
Sachs, Andy

A mover box is used where more than one entry may be selected from a list of values. Some boxes may scroll.

Scrolling textboxes have gray bars drawn at the right side of the box. Drag the scroll bar down to view the text not shown on the screen.

Some scrolling textboxes also have gray bars drawn along the bottom of the box. Drag the scroll bar to the right to view the text not shown on the screen.

Follow-up Details

Scrolling textboxes are used to capture notes and descriptions. An example of a scrolling box, this field will accept at least 500 characters. Some scrolling text boxes have no character limits. An example of a scrolling textbox is a Comment field. There are many more examples throughout

Date fields include an icon to the right of the field. Click on the icon to select a date using the mouse.

Admission Date

5/9/2022 📅

Admission Date

5/9/2022 📅

	S	M	T	W	T	F	S

May 2022 >

	1	2	3	4	5	6	7
	8	**9**	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

Jun 2022 >   1   2   3   4
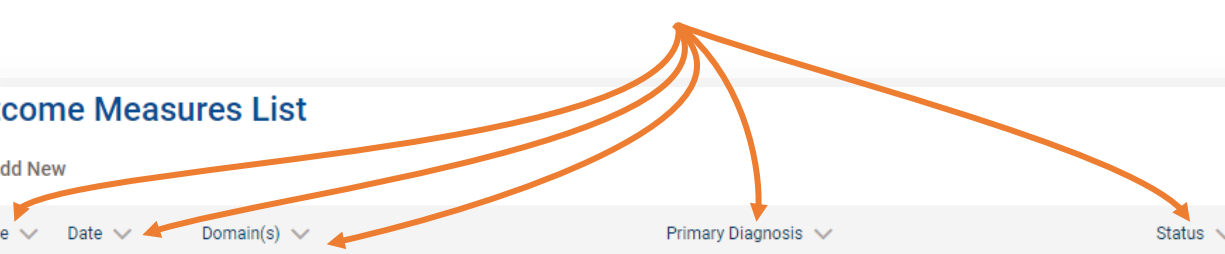
Tables

On an screen with a table, click on the label at the top of any column to sort the table by that column in ascending order. Click again to sort descending. Click again to remove the sort.

Outcome Measures List

+ Add New

Type	Date	Domain(s)	Primary Diagnosis	Status	
Initial	8/1/2013	Substance Use	Bipolar I Disorder, Most Recent Episode Mixed, Mild	Completed	⋮
Update	3/15/2015	Substance Use	Alcohol abuse, uncomplicated	Completed	⋮
Update	3/25/2015	Substance Use		Completed	⋮
Update	2/1/2014	Substance Use	Alcohol Intoxication Delirium	Completed	⋮
Update	7/1/2015	Mental Health	Personality Change Due to...[Indicate the General Medical Condition]	Completed	⋮

In Progress Activities

Incomplete activities show as **In Progress** in the **Activity List**. Address each of the items listed then recheck the **Activity List** to ensure that it has been completed.

✏️	Outcome Measures - Client Status	5/25/2022	5/25/2022	Completed	
✏️	Outcome Measures - Client Status	6/14/2022	6/17/2022	In Progress (Details)	
✏️	Encounter Summary	6/17/2022	2/17/2022	Completed	
✏️	Diagnosis Summary	6/17/2022	2/17/2022	Not Applicable	

Outcome Measures - Client Status Progress
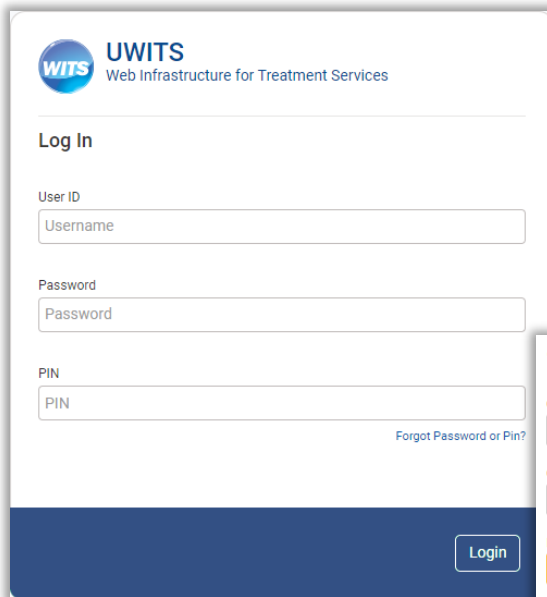
- # of Arrests in Past 30 Days is missing.

Changing a Password

There are two methods for changing a password.
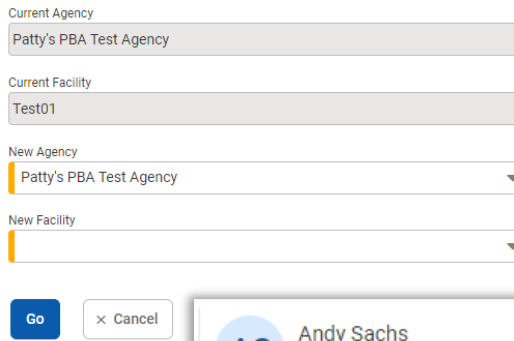
Method 1. Password Both Known and Not Expired

If the password is known and has not yet expired then start by logging in to UWITS.

Select a **Facility** then click on **Go**.
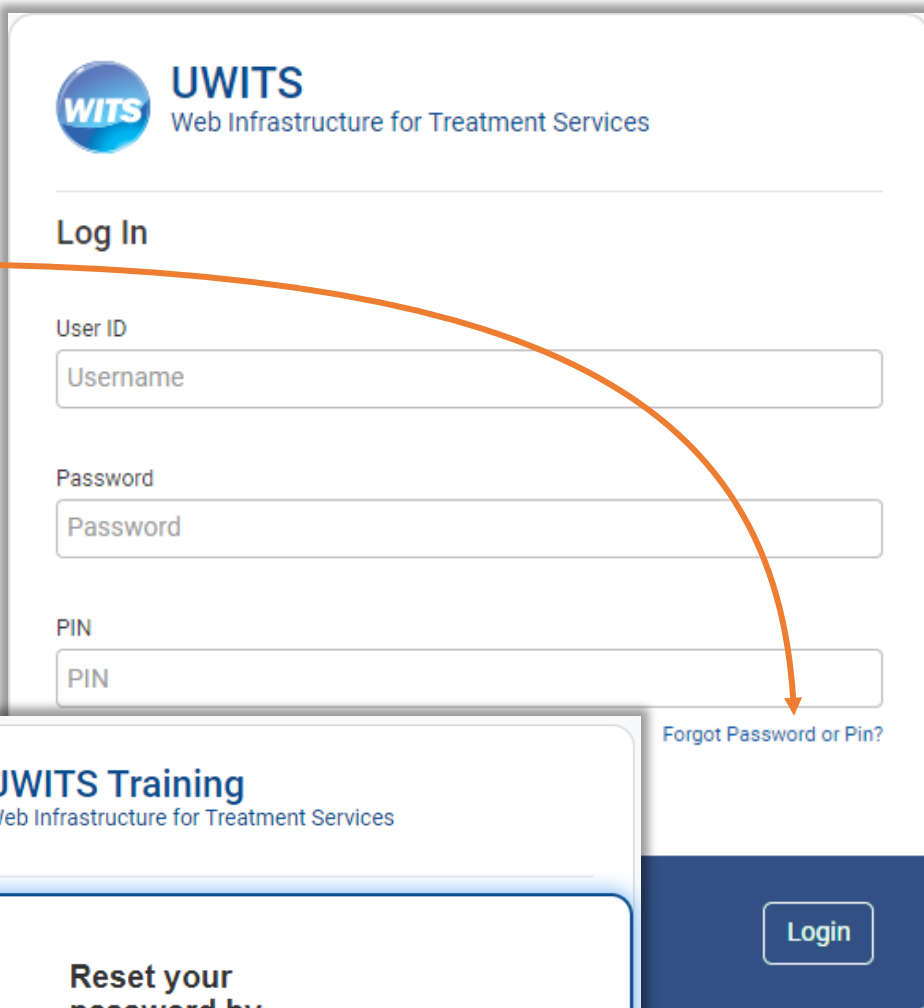
Select **Change Credentials** from the left menu.

Select a **Security Question** and enter an **Answer**.

Enter a **Password** and then enter it again to confirm that it has been typed correctly. A box with password requirements will appear to guide your password selection.

You may click on the checkbox by **Show Password/PIN** to show the password as you type it.
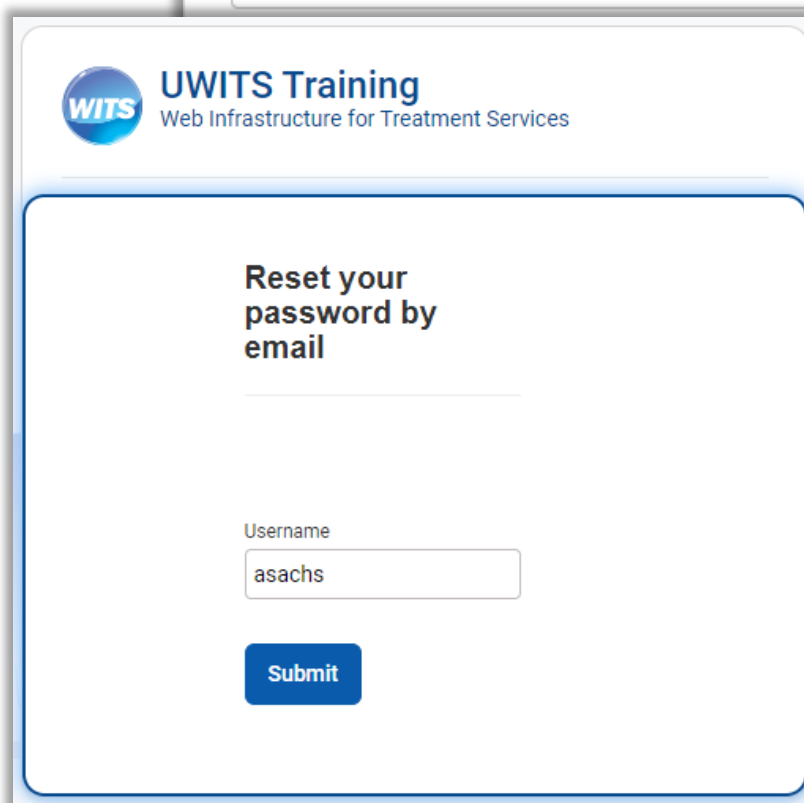
Method 2. Forgotten or Expired Password

If the password is not known or has expired then start by clicking on the **Forgot Password or Pin?** link at the **Log In** screen.

UWITS
Web Infrastructure for Treatment Services

Log In

User ID

Username

Password

Password

PIN

PIN

Forgot Password or Pin?

Login

At the next screen, labeled **Reset your password by email**, enter your **Username**. Take care to enter your username and not your email address.
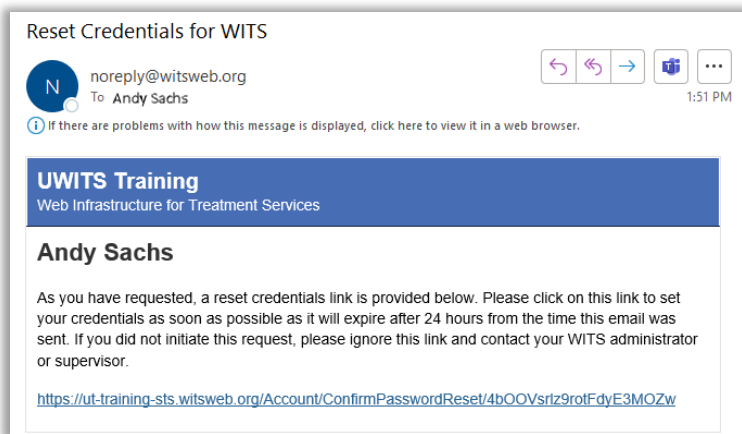
UWITS Training
Web Infrastructure for Treatment Services

Reset your password by email

Username

asachs

Submit

Note: If you have not yet setup your Security Question and Answer then you will receive an error message to that effect. If so, please contact your Agency Navigator for assistance.

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Web Infrastructure for Treatment Services

asachs

You have not set your Security Question/Answer and cannot proceed with your request.

Please contact your UWITS Training administrator or supervisor.

Reset Credentials for WITS

N noreply@witsweb.org
To Andy Sachs
1:51 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

UWITS Training
Web Infrastructure for Treatment Services

Andy Sachs

As you have requested, a reset credentials link is provided below. Please click on this link to set your credentials as soon as possible as it will expire after 24 hours from the time this email was sent. If you did not initiate this request, please ignore this link and contact your WITS administrator or supervisor.

https://ut-training-sts.witsweb.org/Account/ConfirmPasswordReset/4bOOVsrlz9rotFdyE3MOZw

Check your email for an email with a link to reset your credentials.

Click the link then enter the **Answer** to the **Security Question** then click on the **Submit** button.

Enter your security answers to reset your password

Please note that answers are case sensitive.
(For example, if your security question answer is **Dog**, then you will need to enter **Dog** rather than **dog**.)

What breed is your dog?

[   ]

Submit

Change Credentials

User ID: **asachs**

Security Question
Which high school did you attend? ▼

Answer
Secret Answer

☐ Show Password/PIN

Old Password
[   ]

New Password
[   ]

Your Password must have
✅ at least 6 character(s).

And contains at least 3 of the following:
✅ uppercase letters
✅ lowercase letters
✅ numbers
✅ punctuation

Confirm Password
[   ]

Old PIN
[   ]

New PIN
[   ]

Confirm PIN
[   ]

Change **✕ Cancel**

At the next screen, enter a **Password** and then enter it again to confirm that it has been typed correctly. A box with password requirements will appear to guide your password selection.

You may click on the checkbox by **Show Password/PIN** to show the password as you type it.

Getting Started with Multifactor Authentication

UWITS now displays a slightly different login screen. Instead of asking for a PIN, the screen says **TOTP**.

To login successfully, you will need a TOTP app.

To find one, search for "TOTP Authenticator" in your cell phone's app store or in a web browser. Select and install an authenticator then proceed to the next step.
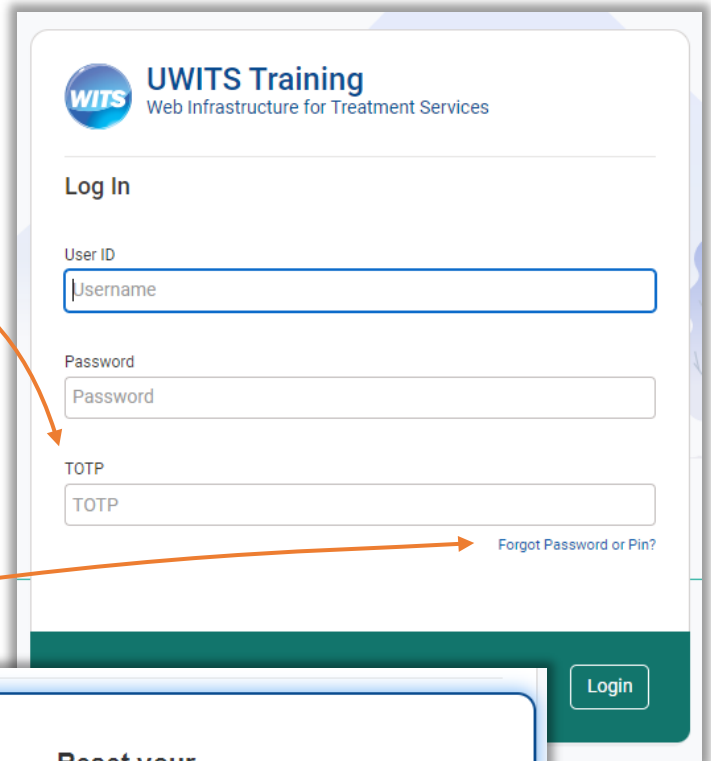
Please see your Navigator for assistance in selecting a TOTP Authenticator app.

Click on the **Forgot Password or Pin?** link.
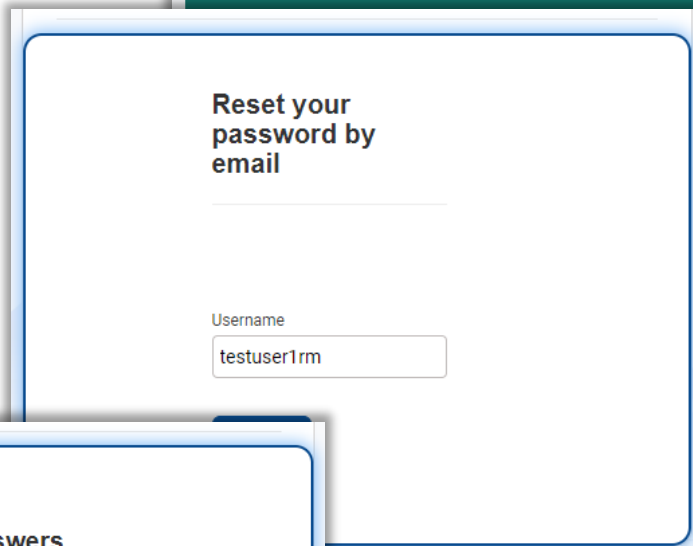
Enter your username and click on the **Submit** button.

Then answer the security question and click **Submit**.
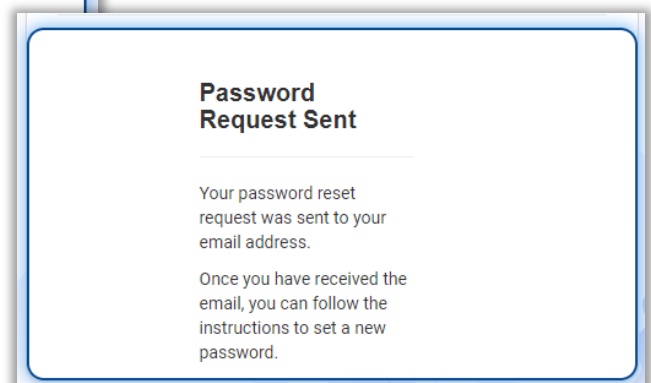
Now check your email.

Click on the link in the email to reset your credentials.

Reset Credentials for WITS

N noreply@witsweb.org
To ▮▮▮▮▮▮▮▮

Reply | Reply All | → Forward | ...

Fri 7/8/2022 12:07 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

UWITS Training
Web Infrastructure for Treatment Services

Test 1 User

As you have requested, a reset credentials link is provided below. Please click on this link to set your credentials as soon as possible as it will expire after 24 hours from the time this email was sent. If you did not ini~~...~~ administrator or supervisor.

https://ut-training-sts.witsweb.org/Account/ConfirmPasswordReset/qPaF~~...~~

Important: This email is intended for the above named only and may be confidential, ~~...~~ take no action on it, nor may you copy or show it to anyone. Please contact the send~~...~~

Update your password then click save.

Reset Credentials

Display Name
User, Test 1

Email
rmasters@slco.org

Security Question
What breed is your dog?

Answer
Beagle

Password
****

Confirm Password
****

[Save] Cancel

☐ Show Password/Pin

Now check your email again.

**UWITS Training
TOTP Authentication Reset Request Sent**

Your TOTP Authentication reset request was sent to your email address.

Once you have received the email, you can follow the instructions to set-up TOTP Authentication.

Click on the link to setup Multifactor Authentication.

Reset TOTP for WITS

N noreply@witsweb.org
To ▮▮▮▮▮▮▮▮

Reply | Reply All | → Forward | ...

Fri 7/8/2022 12:10 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

UWITS Training
Web Infrastructure for Treatment Services

Test 1 User

As you have requested, a reset TOTP link is provided below. Please click on this link to set your TOTP as soon as possible as it will expire after 24 hours from the time this email was sent. If you did not initiate this request, please ignore this link and contact your WITS administrator or supervisor.

https://ut-training-sts.witsweb.org/Account/CreateTotpSecretKey/qnrpYPPkIt
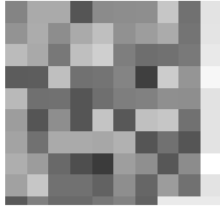
Important: This email is intended for the above named only and may be confidential, proprietary, and/or legally privileged. If this email has come to you in error, you must take no action on it, nor may you copy or show it to anyone. Please contact the sender and delete the material from any computer.

Use the QR Code (or the text code) on the next screen to setup your TOTP Authenticator app.

Then enter the six-digit code from your TOTP Authenticator app and click on the Submit button.

UWITS Training - Setup TOTP Authentication

Scan the barcode with the two-factor authentication app on your phone.

If you can't scan a barcode, enter the following text code instead on the two-factor authentication app on your phone.

QWERTYUIOP123ASDFGHJKL456ZXCVBNM789QWERTYUIOP012ASDF

Then the app will display a six-digit code to enter below.

Six-digit code is required

Submit

When your TOTP Authenticator app has been setup successfully, the UWITS screen will announce your success.

You may now login to UWITS using your chosen TOTP app.

Please see your Navigator for assistance in selecting a TOTP Authenticator app.

Success

You can now log in to WITS.