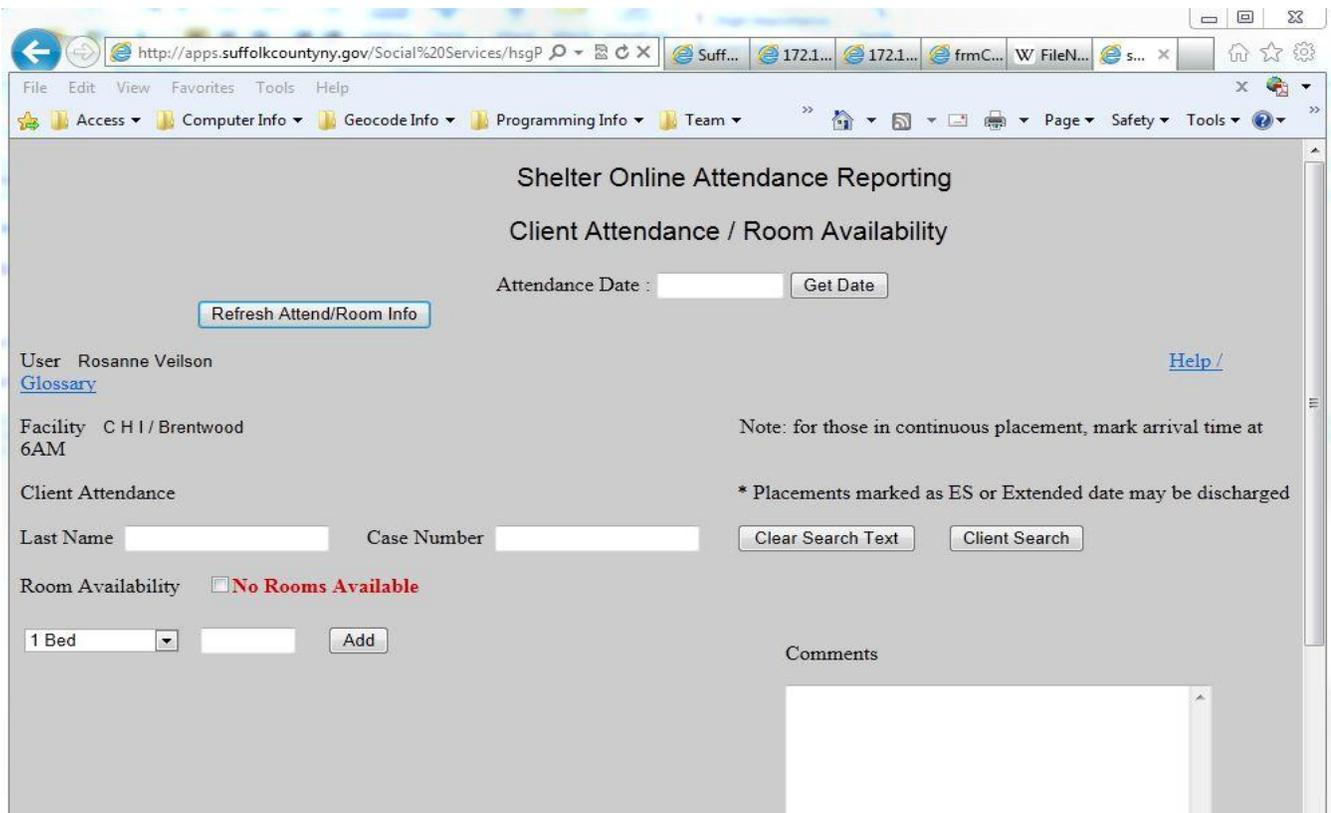


How to create a desktop shortcut to the Shelter Online Attendance Reporting application (TRAINING)

http://apps.suffolkcountyny.gov/Social_Services/hsgProviderTraining/ShelterOnlineAttendanceReporting.aspx

After logging in with your userid and password, the Shelter Online Attendance Reporting page opens.



Note: Do not create a shortcut to the Log In page! The shortcut must be to the Shelter Online Attendance Reporting page pictured above.

Right click in a gray empty area of the screen
Select "create shortcut" from the menu.

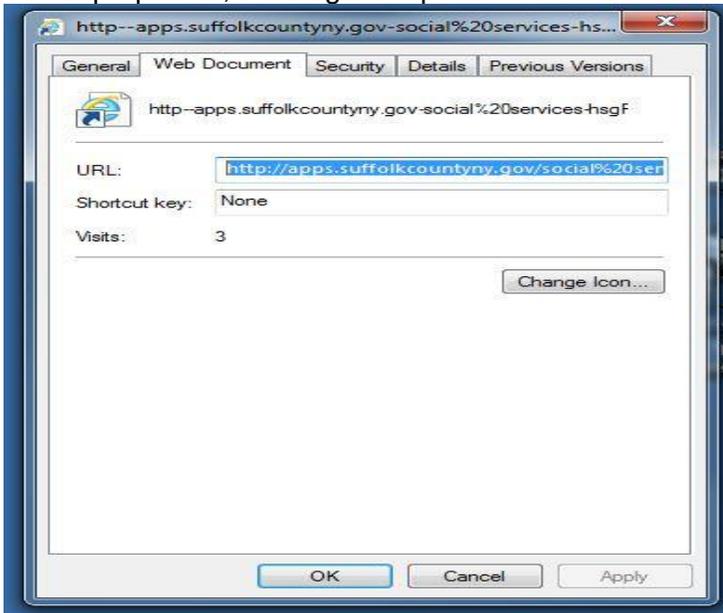
A dialog box opens asking if you want to send shortcut to desktop – select "Yes".

Locate the shortcut on your desktop – right click on it, select "Rename"

Rename shortcut to: DSS SOAR TRAINING AREA

Right click on shortcut again

Select properties, a dialog box opens with the URL text box highlighted



Make sure the URL text box contains the following:

http://apps.suffolkcountyny.gov/Social_Services/hsgProviderTraining/ShelterOnlineAttendanceReporting.aspx

Note: there is a space between Social and Services (or it may have a %20 – which represents a space)

Please use this training area to become familiar with editing/updating/saving and submitting the attendance/room availability (do not use dates in the past for the “get” date). We will be checking the information you submit to determine that the program is working correctly in terms of discharging/not discharging clients from our database each day and updating your facilities room availability.