

Offline/Online: Quick Study

Purpose: Checklist of steps for experienced users

1. Login to MnCHOICES
2. Click **Assessment** on menu bar
3. Click **Check Out for Offline Use**
4. Click **Check Out All Assessment for Offline Mode**
5. Click **OK** each time asked
6. **Right click** inside the empty rectangle box (blue arrow in screen shot below)
7. Click on **Install DHS MnCHOICES onto this computer**



8. Click **Install**
9. Click **OK**
10. **Minimize** log in screen for Offline Mode



11. Check desktop for MnCHOICES icon



12. **Open** MnCHOICES by clicking icon
13. Make sure needed assessments are downloaded
14. Click **View** on one assessment to assure you can edit
15. Click red **X** and close the MnCHOICES window
16. At assessment interview, open laptop and start computer
17. Open MnCHOICES by clicking **icon**
18. **Login** as usual and click **Proceed**
19. Find person to assess and click **View**
20. Complete assessment
21. Run **Eligibility Summary** and discuss
22. When finished click **Logout**



23. Close window by clicking red X
24. Return to office
25. Dock laptop or connect to network/internet
26. Turn on computer
27. Open MnCHOICES with **icon**
28. Click **Proceed**
29. Click **Check In for Online Use**
30. Click **Check in All Assessments for Online Mode**
31. **Right click** in the empty rectangle
32. Click **Remove** this application
33. Click **Yes** to: Are you sure you want to permanently remove this application?
34. MnCHOICES icon is gone from your desktop screen
35. All assessments taken offline are now ready to go back online with new data entered
36. Click **internet icon** to open your internet browser
37. Enter **MnCHOICES internet address** in browser window or choose in favorites
38. Must see: Retrieving Data entered in Offline Mode and click **OK AND**
39. Must see: Offline Data Changes Saved to the Server and click **OK**
40. **NOTE:** if you do not see the two messages above, contact your MnCHOICES Mentor immediately!
41. Patiently wait while screen indicates Retrieving Questions from Local file until it disappears – Your data is saving
42. **Login** to MnCHOICES using username/password and click **Proceed**
43. Click **Assessment** on menu bar and note: Check Out for Offline Use, View & Person buttons, no checks under Offline
44. **NOTE:** Click **View** to make sure data entered offline saved. If data is missing or assessment is grayed out, contact your MnCHOICES Mentor!