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| Getting started in Child Development Information System |
| Victorian Maternal and Child Health (MCH) Child Development Information System (CDIS) |

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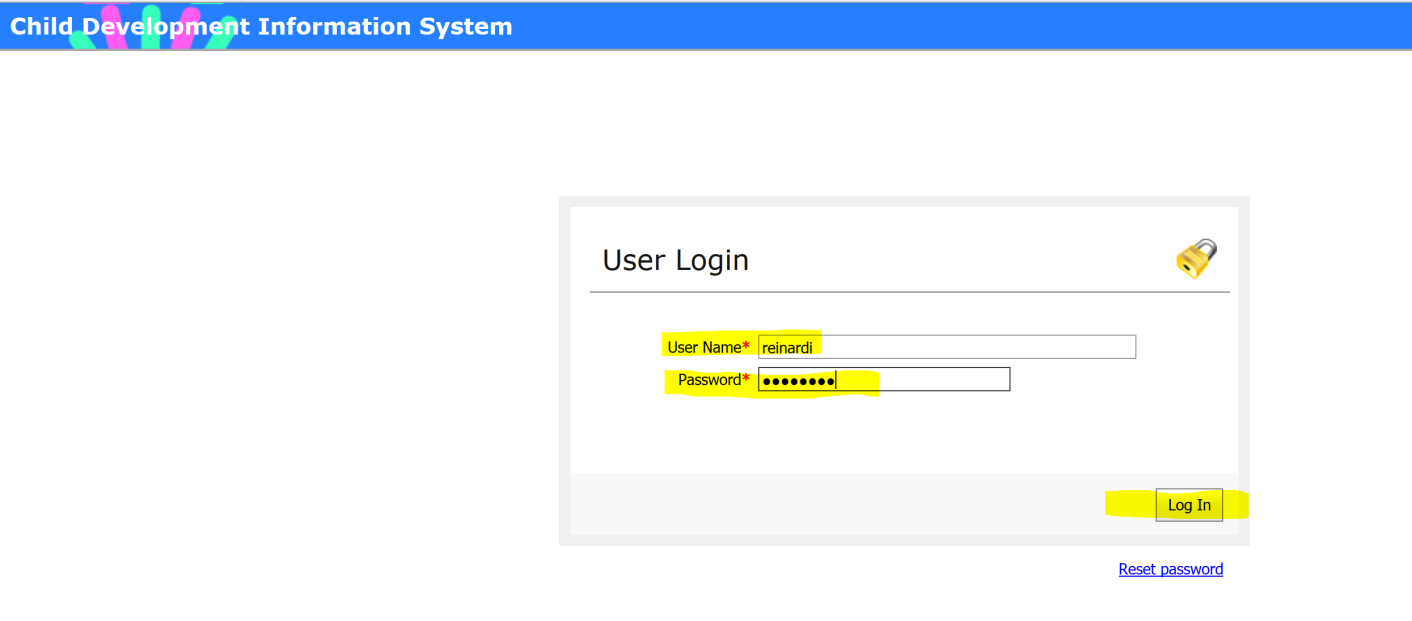
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# Logging into CDIS for the first time

* Please consult your council officer if you haven't received your username credential.
* Check your email for your initial login password.
* Open the [CDIS homepage](https://cdis.mav.asn.au) <https://cdis.dhhs.vic.gov.au>
* Type in your username and your password and select the **Log In** button**.** Don't select the **Reset password** link.

Figure 1: Login screen



* You will get a prompt to set a new password and secret question and answer.
* Passwords must be between 6 and 10 characters.
* Passwords must not be the word ‘password’.
* Passwords are case sensitive.
* Usernames can’t be used as passwords.
* User accounts must have a secret question and secret answer set.

# Important tips

**Do not use the Backspace key** except when your cursor is in a data entry field or you will lose any data entered but not saved.

You can navigate through screens using typical hot keys (such as Tab and Enter).

No horizontal scrolling is needed on 1024 x 768 screens

You can hold the **Ctrl**key while moving your scroll mouse up or down to zoom in or out

Always remember to select the green plus icon to add data.

Figure 12: Plus icon

green plus icon for adding datagreen plus icon for adding data

For example: If you progress without selecting the icon, this language exposure data will **not** be included when you save the client record.

Figure 13: Language exposure data

Language exposure screen: Language selected is Afrikaans, Exposed environment selected is 'Childcare', Exposed time is 10% and next to this is the green plus icon to add the data.

If you lose connectivity – you will **not** lose data on the screen that you have entered but haven’t been able to save. Leave your machine on, stay logged on and try to save every 30 minutes or so.

# Saving data

The concept of saving work to prevent data loss is central to all computer programs.

CDIS has a **Save** button at the bottom of all screens when you are adding or editing information.

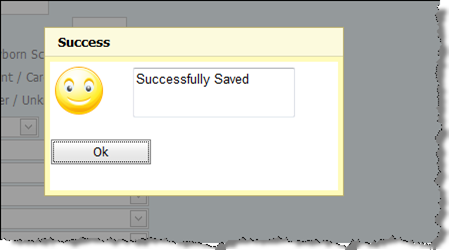
**Note**: some screens may be long – you may need to scroll to reach the end and access the Save button.

Figure 14: Save button



Once you select the save button, you will see the following confirmation message:

Figure 15: Success message



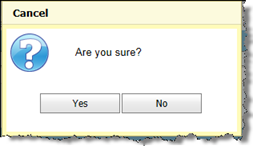
Select **Ok** to close the message box.

If at any time you select the **Cancel** button, you will be prompted with a warning box. If you are sure you want to cancel and therefore lose any information entered or edited, select the **Yes** button (otherwise, select **No**).

Figure 16: Cancel button



Figure 17: Cancel warning message

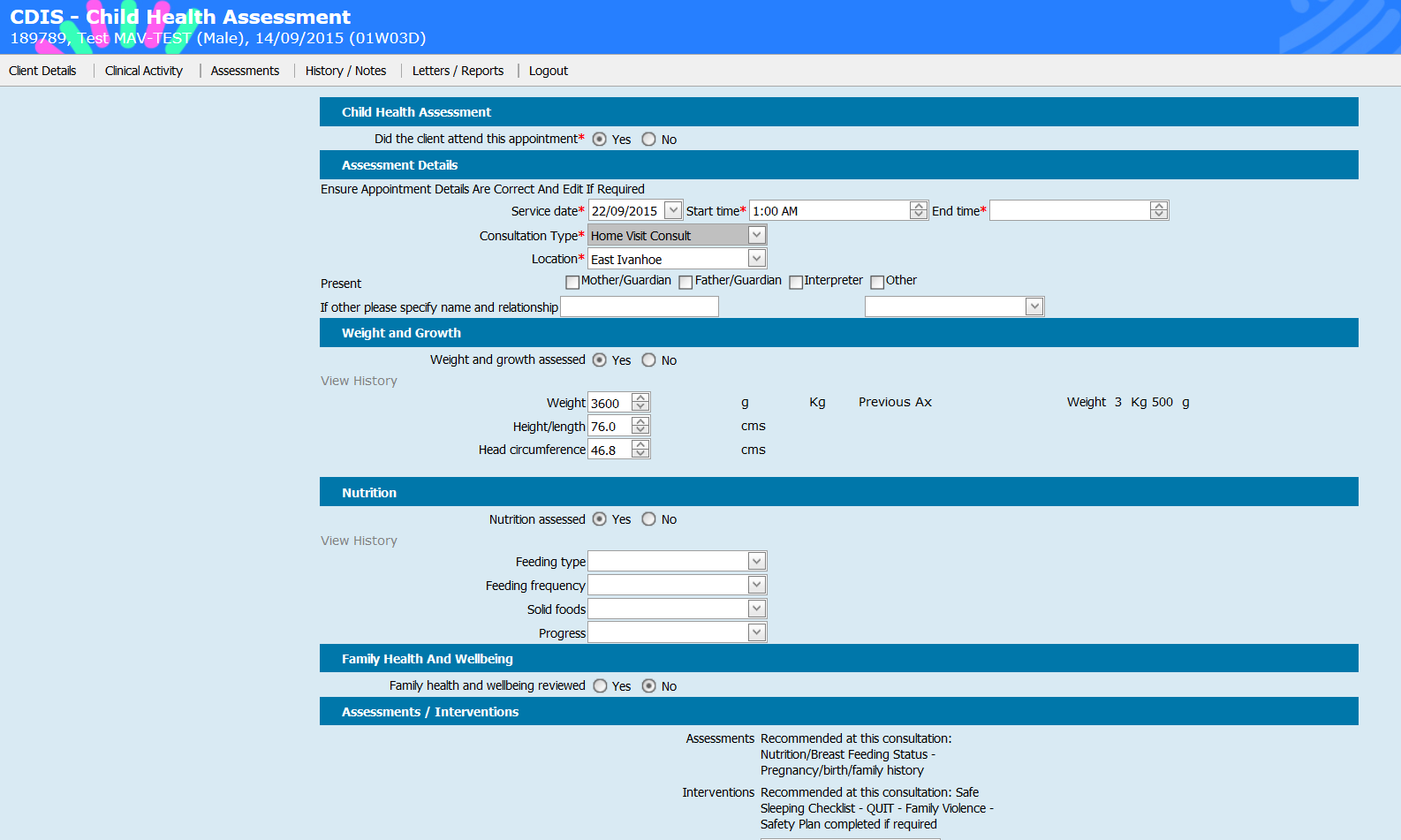


Always take the time to read warning screens.

# Best practice when saving consultations

When you are doing a consultation, always make sure to triple check the data you have entered. Once you select save,you **won't be able to edit the consultation**.

Figure 18: Consultation form



If you don't have the time to check the data that you have entered is correct, select **Save as draft** first

Figure 19: Save as draft button

Close up of three buttons: 'Save', 'Save as draft' (this is highlighted), and 'Cancel'

When you are ready to save the consultation permanently:

* go to the **Consultations** screen (Figure 20)
* under **Incomplete consultations**, choose the consultation
* select **Continue** to open the consultation
* review and check the data
* Once satisfied, select **Save**.

Figure 20: Consultations screen



# Spellcheck in CDIS

CDIS relies on web browser (Internet Explorer, Safari, Firefox or Chrome) spell check add-on for spell check.

Contact your IT Council Coordinator or Administrator to install the spell check add-on for your web browser.

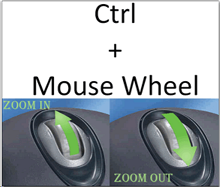
# Zooming in and out

You can zoom out to view everything in one screen (if you have a big resolution monitor, this will be an advantage) or you can zoom in to enlarge fonts to your preference.

Using your keyboard and mouse, hold down the **Ctrl** key and use:

* **Mouse Wheel Up** to zoom in
* **Mouse Wheel Down** to zoom out

Figure 21: Using a mouse scroll wheel to zoom



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