Optimizing NESIIS

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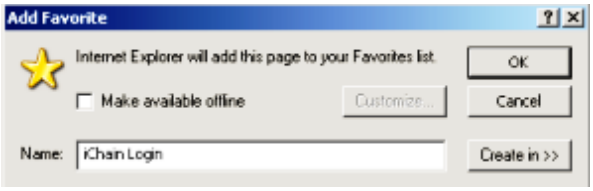
Creating Favorites and Shortcuts

To access NESIIS quickly, we recommend you set up a shortcut icon for NESIIS, set NESIIS as a favorite (also known as a bookmark), or set NESIIS as your browser's home page.

Adding NESIIS to Favorites (Internet Explorer):

1. Click File and choose Open.
2. Type in the NESIIS Web address https://nesiis-dhhs-prod.ne.gov/prd_ir/portalInfoManager.do, Press **OK**.
3. Accept any security or certificate warnings.
4. Once at the login screen, prior to entering any information, click on Favorites on your browser's menu bar or press the **FAVORITES** button.



5. Click Add to Favorites and press **OK**.
6. The Nebraska Immunization Information System should now appear on your browser's list of favorite sites.

Creating a NESIIS Shortcut on Your Desktop (Internet Explorer):

Once you add NESIIS as a favorite, you may copy it as a shortcut to your computer's desktop. Once the shortcut is created, simply double-click on it to open your browser to the NESIIS login screen. To create a NESIIS shortcut:

1. Click on Favorites and right-click on the Nebraska Immunization Information System favorite.
2. Click on Send To and then Desktop (create shortcut).
3. Press **OK**.

If there is no Desktop option under the Send To pop-up menu, do the following:

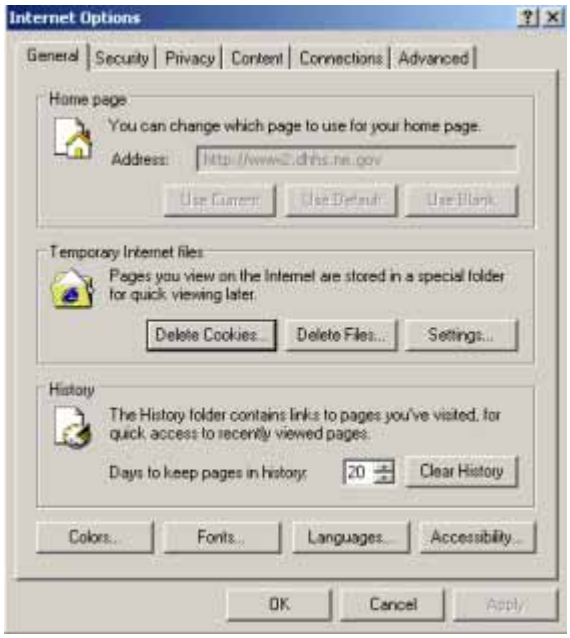
1. After right-clicking on the Nebraska Immunization Information System favorite, choose Copy.
2. Minimize the Internet Explorer screen.
3. Choose an open area on your desktop and right-click.
4. Choose Paste Shortcut.

Alternately, you may set a shortcut by doing the following:

1. At the NESIIS login screen, before entering any data, choose File from the menu bar.
2. Click on Send and Shortcut to Desktop.

Setting NESIIS as Your Browser's Home Page (Internet Explorer):

1. At the NESIIS login screen, before entering any data, choose Tools from the menu bar.
2. Click on Internet Options.



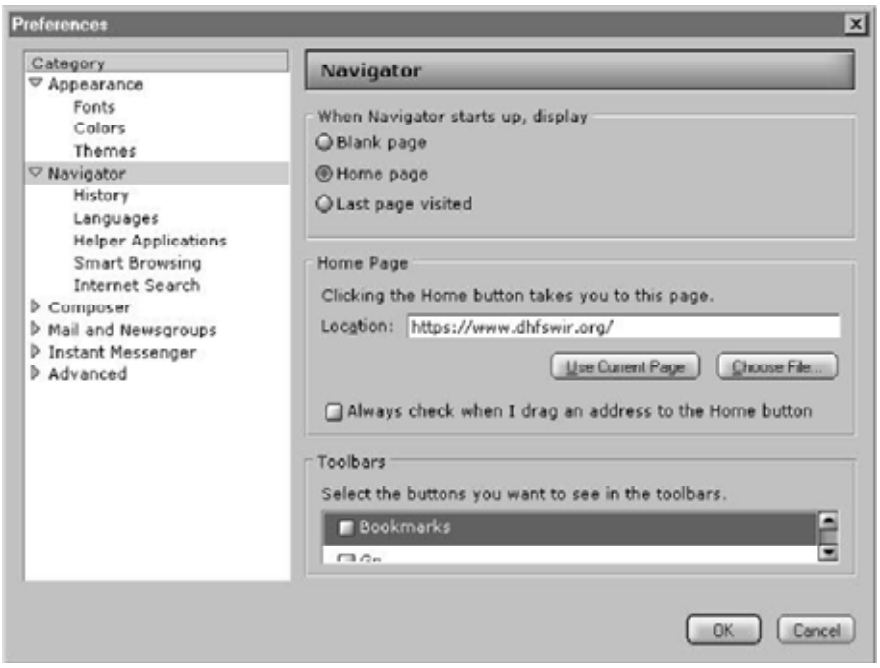
3, In the Internet Options box, click on the General tab.
4. On the Home Page section of the box, press **USE CURRENT**,
5. Press **OK**.

Adding a NESIIS Bookmark (Netscape® 6.0):

1. Click File and choose Open Web Location.
2. Type in the NESIIS Web address https://nesiis-dhhs-prod.ne.gov/prd_ir/portalInfoManager.do. Press **OPEN**.
3. Accept any security or certificate warnings.
4. Once at the login screen, click on Bookmarks on your browser's menu bar. Choose Add Current Page.
5. The Nebraska Immunization Information System should now appear on your browser's list of bookmarks.

Setting NESIIS as Your Browser's Home Page (Netscape® 6.0):

1. At the NESIIS login screen before entering any data, click Edit and choose Preferences.



2. Click the Navigator category.
3. In the Home Page section, press **USE CURRENT PAGE** to make the page currently displayed in the browser window your home page.
4. Press **OK**.

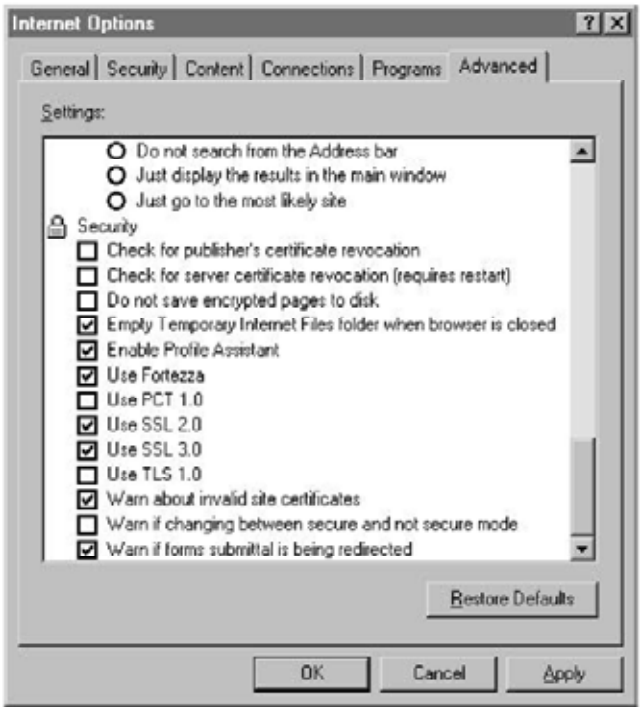
Optimizing Browser Performance

Unless instructed to do otherwise, your browser will automatically save a copy of each new Web page you visit to your computer's hard drive. Over time, these saved files can slow down your browser's performance. To avoid this problem, you may set your browser to automatically delete the temporary Internet files each time the browser is closed.

Deleting Temporary Internet Files (Internet Explorer 5. 0)

To automatically delete all temporary Internet Files each time Internet Explorer is closed, follow these steps:

1. Click on Tools on your browser's menu bar.
2. Choose Internet Options.
3. Click on the Advanced tab.



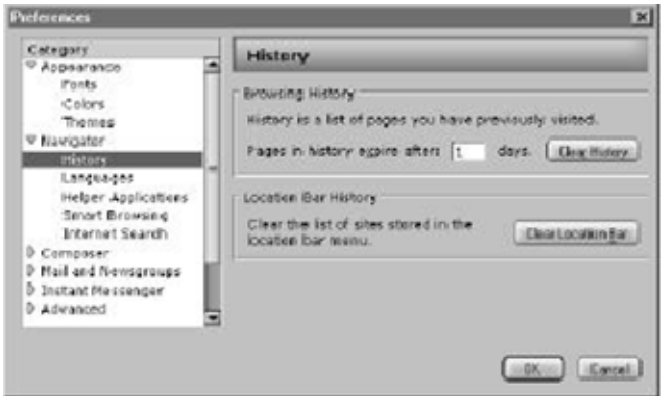
4. Scroll down the list until you see the Security heading.
5. Put a check mark next to the command, "Empty Temporary Internet Files folder when browser is closed."
6. Press **OK**.

Deleting Temporary Internet Files (Internet Explorer 4. 0)

1. Click on View on your browser's menu bar.
2. Choose Internet Options.
3. Click on the Advanced tab.
4. Scroll down the list until you see the Security heading.
5. Put a check mark next to the command, "Delete saved pages when browser is closed."
6. Press **OK**.

Clearing History Files (Netscape® 6.0)

1. Click Edit and choose Preferences.
1. Under the Navigator category, choose History (if no options are visible in this category, click the arrow to expand the list).



3. Press **CLEAR HISTORY** and/or **CLEAR LOCATION BAR** to remove all previously visited Web pages from the lists.
4. To limit how long pages remain in the History list, click the field next to “Pages in history expire after:” and type in a number of days.
5. Press **OK**.

Operating in Full-Screen Mode (Internet Explorer)

To view most elements of NESIIS with a minimal amount of scrolling, set your browser to full screen mode by pressing F11 on your keyboard. This mode gives you minimal browser commands and maximum viewing area for NESIIS screens. To return to normal screen mode, press F11 again.

Running Reports with Adobe Reader®

NESIIS uses Adobe Reader® 6.0 to display reports in portable document file (PDF) format. This format allows you to print reports exactly as they appear online.

Running Adobe Reader® Files

The first time a report is displayed using Adobe Reader®, a window may appear asking whether you want to run the file or save the file to disk. Choose “Run the file” and “Do not display this message again.”

If you try to print a report in Adobe Reader® and find that some of the text is illegible, choose Edit, Preferences, and Smoothing. In the Smoothing dialog box, make sure the “Smooth text” and “Smooth images” boxes are checked.

Problems Running Reports in Adobe Reader®

If, while using Adobe Reader® 6.0, you get a small icon resembling a segmented cube and the report does not display, Adobe Reader® needs to be opened in a separate window. To do this, follow these steps:

1. Press the **START** button on the lower left corner of your computer screen.
2. Click on Programs.
3. Click on Adobe Reader® 6.0.
5. On the Adobe Reader® menu bar, click on Edit.
6. Choose Preferences.
7. Choose Internet.
8. Under Web Browser Options, uncheck Display PDF in Browser.
9. Press **OK**.

Try running your report again. If you continue to have problems, contact the NESIIS Help Desk at (888) 433-2510.

File Transfer Protocol Server Access

When running reports and data downloads, NESIIS queries a File Transfer Protocol (FTP) server to ready the file. If your network has blocked FTP access for any reason or if FTP wasn't installed with your browser, you will be unable to run reports or download data. Contact your information systems (IS) staff if you suspect your FTP access is blocked.

Efficient Screen Navigation

Microsoft® Windows® often allows users several ways to accomplish certain tasks. Because NESIIS runs under Windows®, it also allows users to use these methods to enter data. Learning the shortcuts in this section will help you increase your efficiency when entering data in NESIIS, particularly by reducing the number of times you will need to switch from keyboard to mouse. These shortcuts will work in almost all Microsoft® software, not just Internet Explorer.

Keyboard Shortcuts in NESIIS

Shortcuts below that are marked with an asterisk (*) behave differently in Netscape® than they do in Internet Explorer. Read the explanation for the shortcut in question for more information.

Deleting data:	When a field or a portion of a field is highlighted, typing something deletes the highlighted information and replaces it with the characters you typed. If you hit the Delete or Backspace key, the highlighted information is deleted. To place the cursor in a specific position within highlighted text, position the cursor where you want it and click the left mouse button once.
Tab*:	The Tab key advances the cursor to the next field. Internet Explorer moves through the fields in the order specified by the Web page. When the cursor reaches the last field, it advances back to the first field on the screen when Tab is pressed. *In Netscape®, the Tab key moves the cursor from left to right, top to bottom, regardless of the tab order specified by the Web page.
Shift+Tab*:	Holding down the Shift key and pressing the Tab key will bring the cursor back to the previous field. In Internet Explorer, the cursor will go back to the previous field defined by the Web page. *In Netscape®, the cursor will go to the previous field as defined by the order described above.
Enter*:	In most cases, the Enter key will complete entry of information on the current screen. Most screens have a default button that is activated when the Enter key is pressed — this button could be called Save, Submit, OK, etc. *Netscape® does not recognize the Enter key.
(Left arrow):	The left arrow moves the cursor one character to the left.

(Right arrow):	The right arrow moves the cursor one character to the right.
Ctrl+(left arrow):	Holding down the Ctrl key and pressing the left arrow key moves the cursor one word to the left.
Ctrl+(right arrow):	Holding down the Ctrl key and pressing the right arrow key moves the cursor one word to the right.
Ctrl+A:	Holding down the Ctrl key and pressing the A key will select all the text in the current field.
Ctrl+C:	Holding down the Ctrl key and pressing the C key will copy all highlighted text in the current field to the clipboard without changing the highlighted field.
Ctrl+V:	Holding down the Ctrl key and pressing the V key will insert (“paste”) the contents of the clipboard at the current cursor position.
Ctrl+X:	Holding down the Ctrl key and pressing the X key will cut all highlighted text from the current field and place it on the clipboard.
Delete:	This key deletes the character to the right of the cursor. If the field is highlighted, all highlighted text is deleted.
Backspace:	Backspace deletes the character to the left of the cursor. If the field is highlighted, all highlighted text is deleted.
Home:	The Home key positions the cursor to the left of the first character in the field.
End:	The End key positions the cursor to the right of the last character in the field.
Shift:	Using the Shift key in conjunction with any key affecting cursor position will highlight all characters in the field between the starting cursor position and the ending cursor position. For example, if the cursor is at the end of a field and Shift+Home is typed, the cursor is repositioned to the left of the beginning of the field and the entire field is highlighted.

Ctrl: Using the Ctrl key in conjunction with any key affecting cursor position will move the cursor all the way to either end of the field, or the next space in the indicated direction. Using the Ctrl and Shift keys simultaneously not only moves the cursor, but also highlights all text in the field between the starting cursor position and the ending cursor position.

Space: When the cursor is at a check box, the Space bar toggles the check mark on and off.

Mouse Shortcuts in NESIIS

Unless otherwise specified, mouse clicks refer to the left mouse button. Internet Explorer automatically positions the cursor in the field specified by the Web page; Netscape® does not. To position the cursor, click the mouse in the desired field.

Clicking in a field: Clicking in a field will place the cursor in that position.

Double clicking in a field: When a field contains one character string with no spaces, you may highlight the entire field by double clicking anywhere in the field. If the field contains words separated by spaces, double clicking highlights only the word at which the cursor is pointing.

Triple clicking in a field: When a field contains words separated by spaces, the entire field may be highlighted by triple clicking anywhere in the field.

Dragging the mouse: To highlight a field, hold down the left mouse button within a field and drag the mouse across the field.

Right clicking in a field: When you right click in a field, NESIIS displays a popup menu with various options. If any items are grayed out, there is either no text currently selected or no text is currently on the clipboard. The popup menu options are as follows:

Undo: Undo reverses your last action. Undo may be repeated several times.

Cut: Cut deletes all highlighted text in the current field and places it on the clipboard.

Copy: Copy duplicates all highlighted text in the current field on to the clipboard without changing the highlighted field.

Paste: Paste inserts the contents of the clipboard into the current field.

Delete: Delete removes the highlighted text without placing it on the clipboard.

Select All: Select All highlights all text in the current field.