Tips for Using **ShowMeVax** Registry

Prior to use:

- Recommended screen resolution: 1024 x 768 (minimum)

- Recommended browser: Internet Explorer (version 7 or greater)

    -SMV internet URL will be provided

- Turn off Pop-Up Blocker which interferes with the application or allow pop ups from dhss.mo.gov.

- The first time a user enters the SMV URL they will be directed to install the Silverlight application which is a pop up window and it is required to install this to run the ShowMeVax application.

- Don't leave system idle for $\geq$ 15 minutes as system will time out and unsaved data will be lost.

- Desktop Shortcut for ShowMeVax:

    Use this web address to get to ShowMeVax Application https://showmevax.dhss.mo.gov/ .   To create a shortcut on your desktop just click on your Internet Explorer window on the red area highlighted in the graphic below and drag it to your desktop.

During use:

- Do not press the Back, Forward or Reload buttons. Pressing the Back, Forward or Reload buttons on the Internet Explorer Task Bar may cause errors and data to not be saved.

- The scroll button on the mouse is not enabled.

- Clicking on a row will result in the selection of that record or client.

- You can use Ctrl+Shift to increase the zoom on your browser window and Ctrl and – (no shift) will decrease zoom on your browser window.

- Click on a column name to sort by that column in ascending or descending order. An arrow next to the column name will indicate the sort.

- Navigation Menu items that are active will be highlighted in blue

- Enter dates by filling in the field using MM/DD/YYYY format including slashes or use the pop up calendar by clicking the to the right of the field.

- Click ⊞ to expand areas like the client details banner and family unit; click ⊟ to collapse them.

- Use the Tab key to move forward from one entry field to the next; use Shift+Tab to move backward through the entry fields.

- Select dropdown fields by clicking the down arrow ▼ ; select the value, or type the first letter until the value is reached.

- Required fields are shown with a red asterisk *.

- Don't select a screen from the Navigation Menu without hitting 'Apply' as unsaved data will be lost.

- Don't bookmark (save to favorites) pages within the application.

- Click on hyperlinks (defined as: a word or group of words that is underlined and appears in a colored font; usually blue- example: blue underlined text), in SMV. When you click on the underlined text, the web site, screen, or document/link that is described will be displayed. Examples of external links are available on the homepage.

Troubleshooting:

- Remove Add-On Internet Explorer tool bars such as those from Google and Yahoo.

- Delete cookies and temporary files in browser if you experience problems.

- Go to Settings – Temporary Internet Files – Set "Check for newer versions of stored pages" to "Automatically". Check that disk space allocated for temporary internet files is set to the recommended size of 50-250 MB.

- If you need to have multiple Web applications open at one time but the second application takes over the window of the first application, an Internet Explorer setting needs to be changed. To do this, go to Tools – Internet Options – Advanced. Uncheck "Reuse Windows for Launching Shortcuts".