ASE-Q Account Setup

To support central administration of ASPEN user accounts, ASE-Q user records are created in ACO or ARO. You can configure one ASE-Q user at a time in the Enter/Update Surveyor Information window, or multiple users via a right-click option in the Staff Directory. To populate the ASE-Q Sybase database with personnel records, export the records from ACO/ARO and import them into ASE-Q.

For employees who are ASE-Q users, you enter information on the Employee Identification and Employee Details tabs in the Enter/Update Surveyor Information window as for any user.

The exercise demonstrates how to set up ASE-Q user account permissions in ACO and transfer the information into ASE-Q.

Configure ASE-Q user accounts in ACO

1 Open Employee Record

- Go to the **Directory** tab in ACO, and click the + to expand the Staff Directory.
- Right-click staff name and select **Update Staff Member**.

2 Assign ASE-Q Login ID

- In the Staff Access and Type section of the Employee Identification tab, verify that your ASE-Q Login ID is assigned.

  Select **Use ACO Login** to use the same login as ACO.

3 Assign ASE-Q permissions

- Specify the users ASE-Q permissions:
  - **Assessment**: Provides access to MDS data for Nursing Homes (for LTCSP)
  - **QIS**: No longer in use
  - **Complaints**: Allows user to view complaint information
  - **ASE-Q Admin**: Not currently in use
- Click **OK** to close the employee record.

Administer Multiple ASE-Q Accounts

You can enter the same changes in ASE Account Administration as in Update Staff Member, but for multiple staff members.

4   Configure multiple accounts

- In ACO, go to the **Directory** tab.
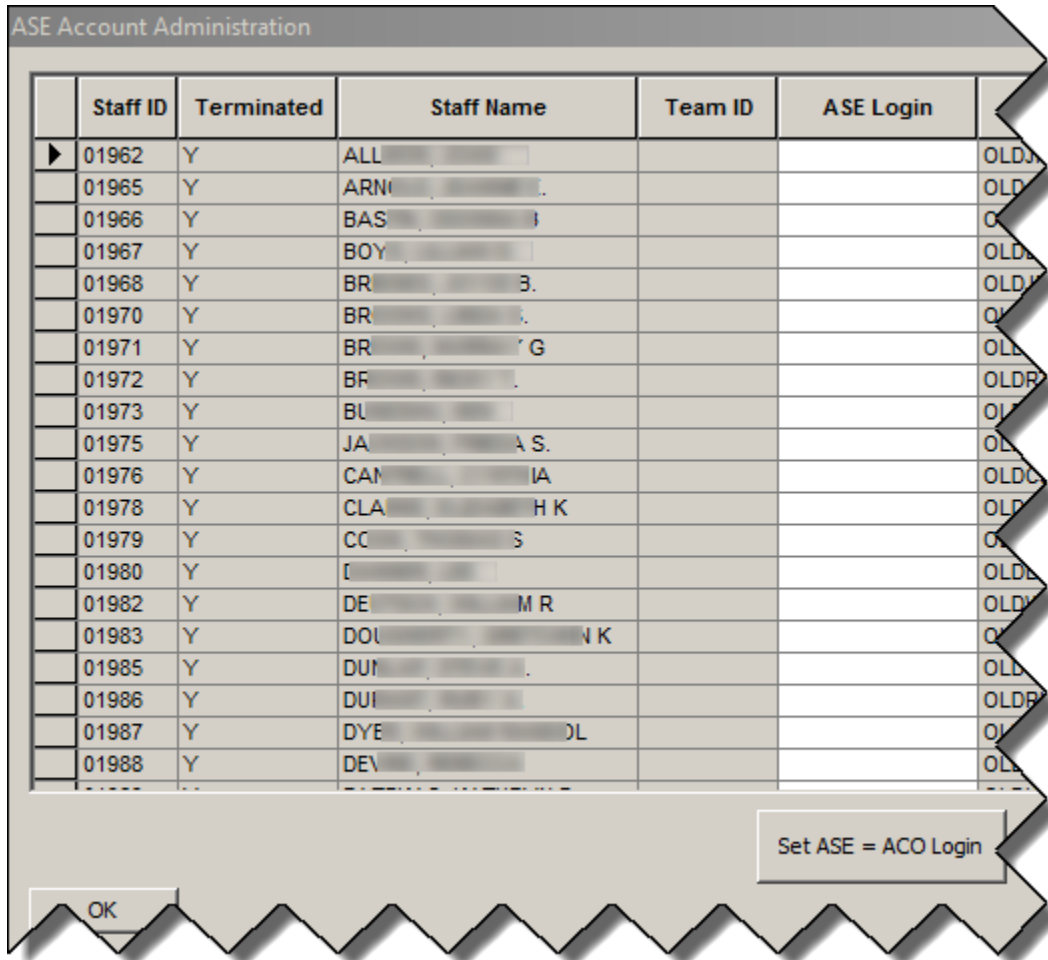- Right-click **Staff Directory**.
- Select **Administer ASE Accounts**.

ASE Account Administration

Staff ID	Terminated	Staff Name	Team ID	ASE Login	
▶ 01962	Y	ALL			OLDJ
01965	Y	ARN			OLD
01966	Y	BAS			O
01967	Y	BOY			OLD
01968	Y	BR B.			OLD
01970	Y	BR			O
01971	Y	BR G			OLL
01972	Y	BF			OLDR
01973	Y	BU			OL
01975	Y	JA A S.			OL
01976	Y	CAN IA			OLDC
01978	Y	CLA H K			OLD
01979	Y	CC			O
01980	Y	[			OLDL
01982	Y	DE M R			OLD
01983	Y	DOU N K			O
01985	Y	DUI			OLD
01986	Y	DUI			OLDR
01987	Y	DYE L			O
01988	Y	DEV			OL

Set ASE = ACO Login

OK

Figure 1: ASE Account Administration window – left side

Figure 2: ASE Account Administration window – right side

- Locate your user account.
- Experiment with sorting columns, selecting and deselecting permissions, etc.
- Click **Save,** or **Cancel** to exit without saving any changes.

Export ASE-Q User Accounts

This function is used primarily to transfer user accounts to newly installed instances of ASE-Q Surveyor laptops. You can export one or multiple ASE-Q surveyor records at a time.

5   To export yourself

- From the ACO Main menu, select **System | Specialty Info Transfer | Export ASE Users**.
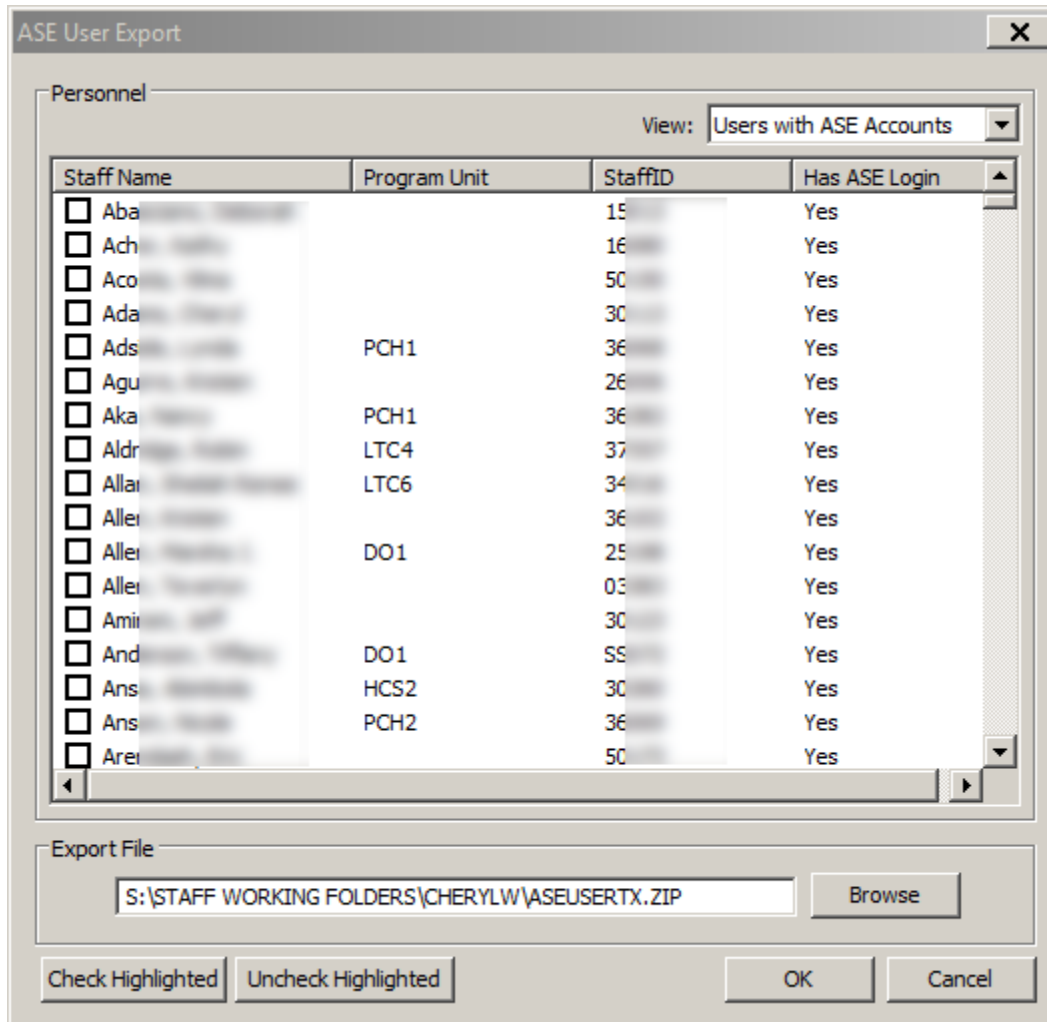

Figure 3: ASE User Export window

- In the ASE User Export window, select the checkbox next to your staff name.

  The View setting defaults to Users with ASE Accounts. You can also choose to view Users without ASE Accounts, or All Users.

6   Choose the export location

- Click the **Browse** button.

- In the Select for Export window, browse to and select your export location.

- Click **Open**.

7   Export user information

- Click **OK**, then **OK** again on the User Export Successful message.

- Close **ACO**.

Import the User Account file from ASE-Q

8   Launch ASE-Q

- Double-click the icon on your desktop to open ASE-Q.

- Type your User Name and password in the ASE login window.

- Click **Login**. If this is the first time you've opened ASE-Q, your user account information is not recognized by the Sybase database.

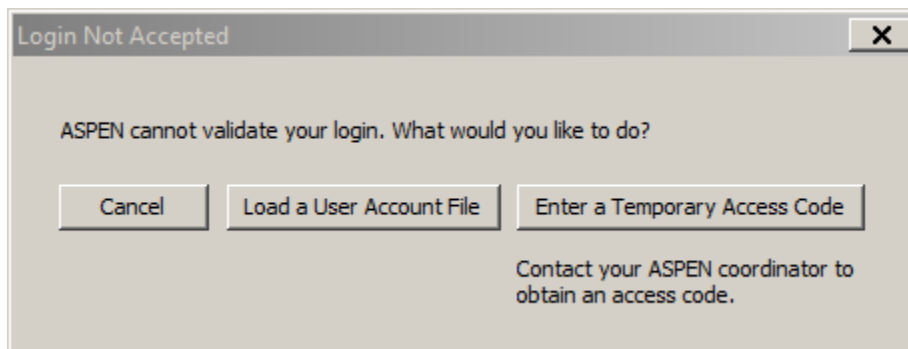 You will see a message, "ASPEN cannot validate your login. What would you like to do?"

Figure 4: Login Not Accepted message

9   Import your account information

- Select **Load a User Account File**.

- Navigate to the export location you selected in Step 6.

- Click **Open** to import the user information.

- Click **Apply** to complete the transfer and open ASE-Q.