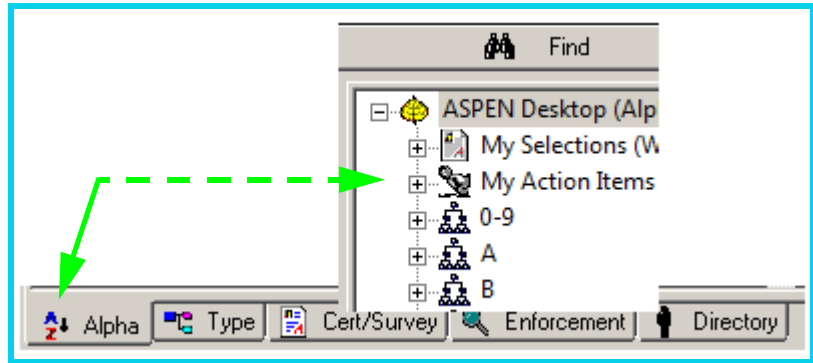
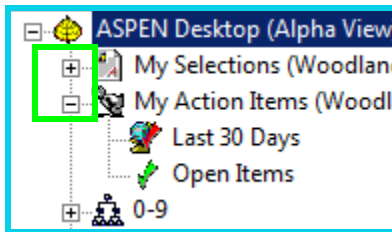


Navigating ASPEN

- Click a tab to display a Tree view of that tab's information.



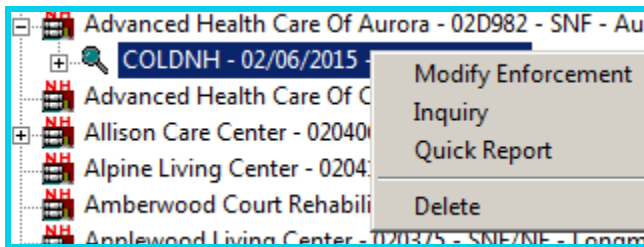
- Click Plus (+) to expand and Minus (-) to collapse tree nodes.



- Click any column heading in List or Detail view to sort by that column. Current sort is indicated by blue arrow beside column title.

Survey Events for: Bear Creek Center - 020435 - SNF/NH				
Event ID		Survey Date	Exit Date	Categ
R0Bx11	Open	09/26/2014	08/28/2024	F
UDKD11	Open	01/22/2015	01/22/2015	C
6H6K11	Closed	07/16/2014	08/20/2014	C
6H6K12	Closed	10/16/2014	10/22/2014	C

- Right-click item to open a list of associated menu items.



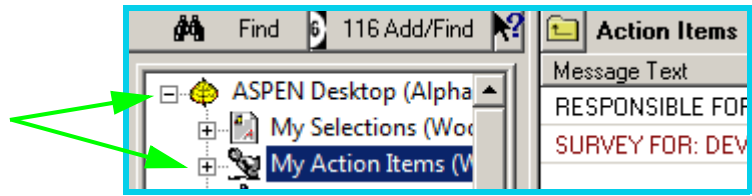
Find

- Click Find to search for a particular item in the application.

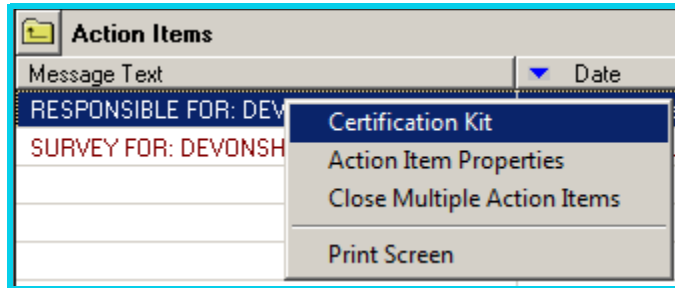


Action Items

- To view action items, click ASPEN Desktop or My Action Items.



- Right-click action item to select related form or double-click action item to open related form.

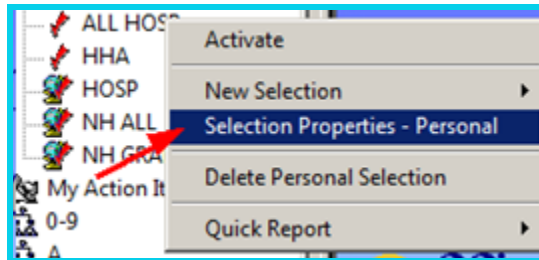


Filters

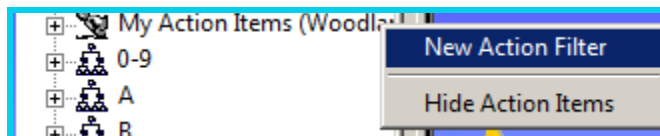
- Right-click My Selections to create a new personal or global selection.



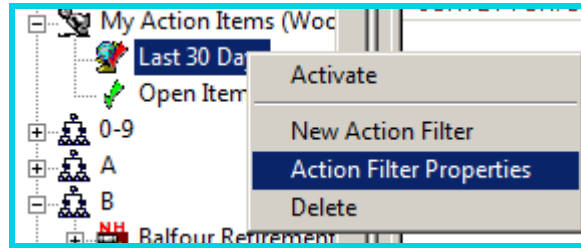
- Right-click existing My Selections filter and click Selection Properties to modify filter.



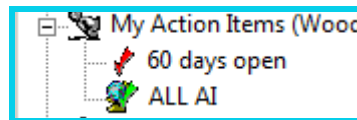
- Right-click My Action Items to create a new action item filter or to hide the display of action items on the desktop.



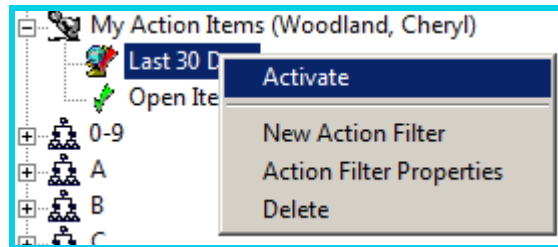
- Right-click existing action item filter and click Action Filter Properties to modify filter.



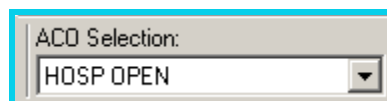
- Filters must be activated to be effective.
 - Red checkmark indicates inactive filter
 - Green checkmark indicates active filter



- To activate a selection set or action item filter, right-click the filter and select Activate.

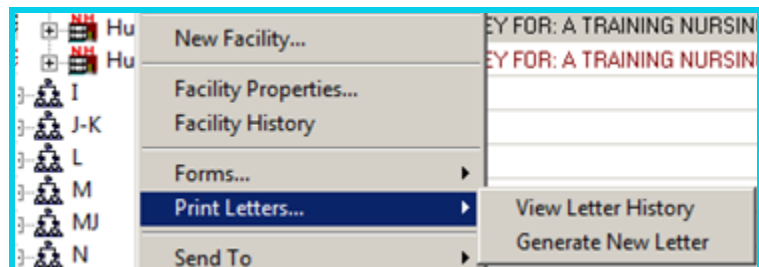


- You can activate a selection set from the ACO toolbar:
 - Click the drop-down arrow in ACO Selection to select the filter.

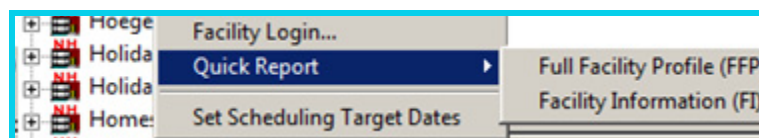


Letters & Reports

- Right-click facilities and surveys to View Letter History, Generate New Letter, and print Forms.

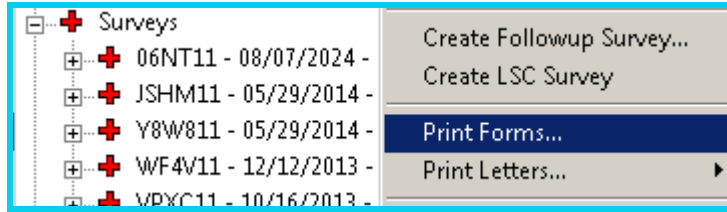


- Right-click an entity to open the Quick Report menu.



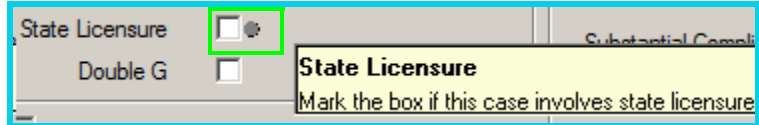
Forms

- Right-click a survey to Print Forms e.g., CMS-2567 and CMS-670.



Resources

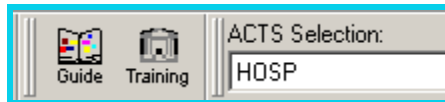
- Gray dot beside field indicates Hover Help is available in ACTS and AEM.



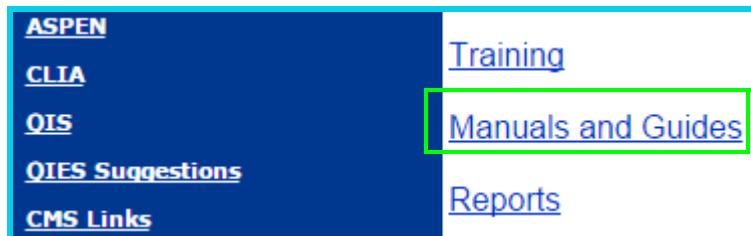
- ASPEN resources located on QTSO website:
 - Procedures Guides
 - Release Notes
 - eLearning modules
 - Webex sessions

- Access QTSO website from browser: <https://www.qtso.com/>

- Access QTSO website from ACTS toolbar.



- ASPEN Procedures Guides are located on QTSO under ASPEN | Manuals and Guides.



- QTSO Help Desk phone number.
 - 1-800-477-7876