*e*HR

General Navigation

Quick Sheets

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State of Hawaii
Department of Education

eHR General Navigation Quick Sheets

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Logging Into eHR

Access the CHAP Portal
Description: The CHAP Portal page is the main directory for information pertaining to eHR and PDE3. It provides an overview of eHR, Introduction and Training Documentation, Login Help, and access to Launch eHR.

1. Open up an **internet connection** (i.e. Internet Explorer, Mozilla Firefox, or Safari).
2. Type in the URL address: **http://ohr.k12.hi.us**
3. CHAP Portal page will appear

(A) **eHR Overview**: provides an overview of what eHR is about.

(B) **Introduction and Training Documentation**: contains Quick Sheets and Video Demonstrations

(C) **Launch eHR**: connects directly to the eHR Log In page.

CHAP Portal

Welcome to the **C**ollaborative **H**uman Resources **A**utomation **P**roject (CHAP).

Click here for an overview of CHAP (CHAP overview)

	eHR Components
(A) eHR Overview	• School List Reports
(B) Introduction and Training Documentation	• Financial Plan Template
(C) **Launch eHR**	• Projected School List
o Login Help	• Teacher Assignment and Transfer Program (TATP)
	• Teacher Recruitment
	• School List full functionality

	PDE³ Components
• PDE³ Overview	• Highly Qualified Teacher Status
• **Launch PDE³**	• NHQT Principals Report

Log into eHR System

Important Notes:

- A DOE Internet Password is necessary. This the same password used for Lotus Notes webmail, eCSSS, PDE[3], OEC and CSD.

- If you do not have a DOE Internet Password or are experiencing log in difficulties, please contact the Centralized Service Desk at (808)564-6000 between the hours of 7:45am and 4:30pm HST Monday through Friday except on State/Federal holidays.

1. Enter your **User Name** and **Password.**   (A)

- Your User Name is either your Lotus Notes User Name (i.e. John Smith) or your Employee ID Number that may be listed on your DOE ID Badge.

- Your Password is your DOE Internet Password.

2. Click on **OK** button**.**

eHR — State of Hawaii Department of Education

System Availability
Daily, 2:00am - 1:00am, Hawaii Standard Time (HST)
**Please check System Messages after logging in for additional information on planned system outages.

* Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution.

Login Difficulties
Contact the Centralized Service Desk
(808) 377-8320, Monday - Friday, 7:00am - 5:00pm (HST), except on State/Federal holidays.

Sign In

(A) User Name [   ]
Password [   ]

[OK] [Cancel]

Important Notes / Tips:

- DO NOT use the internet browser back arrow.

  o   If you accidentally click the back arrow, try clicking on refresh to see if your connection can be re-established.

- For security purposes the system will automatically time out after thirty (30) minutes of inactivity. A five minute warning message will pop-up before you are logged out.

- Access to screens and tabs are based on your user role. Some screens and tabs may not be available to you.
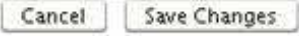
System Navigation/Information

Module Navigation Menu

A   **Standard Module Navigation Menu**

Title	Description
Module Drop Down Menu	Enables access to different modules.
Home	Returns user back to the CHAP Home Page from any module.
Help	Opens the CHAP Help feature which provides useful information specific to the page being viewed. • For example, clicking on Help from the Projected School List page will bring you to a Help page that contains a menu window which allows you to access a variety of Help topics such as the Projected School List Screen Overview, Screen Actions, Quick Sheets, etc.; while clicking on Help from the Reports page will bring you directly to a Help document summarizing how to use the report functionality.
Login/Logout	Displays user name and enables user to log out from the system.

Icons and Navigation

| Title		Description
Action Buttons	[Cancel] [Save Changes]	Allows users to perform or cancel an action. Typically displayed to the right of the screen. • If Save is one of the Action Buttons, it is important to click it in order to keep your changes. • If actions buttons are displayed both above and below a task, you only need to click one of the options.
Calendar/Clock		The Calendar and Clock icon allows users to open a calendar and select a date. Users may also enter the date directly into the field if they do not want to pull up a calendar. Manually entered dates need to follow the following format: MM/DD/YYYY.
Drop down menus	Select an Action ▼	Downward blue arrows indicate drop down menus which are predefined options that users may select from.
Flashlight		The Flashlight icon indicates a "look up" feature that allows users to view and select specific information. Alternatively, information may be keyboarded directly into the field.
-Hide	⊟ Hide	Hides additional information about a specific record.
Page Title	Example: **Fill Position**	The Page Title is displayed at the upper left of the screen. The Page Title describes the action that is being performed. In this example, the page title is called "Fill Position".
Radio Button	⊙	Radio Buttons enable you to select specific items, in this case a specific record, that you would like to work on.
Required Fields	✱	The asterisk indicates this is a required field. The system prevents users from moving forward with a specific task if a required field is not completed.
+Show	⊞ Show	Displays additional information about a specific record.
Keyboard Shortcut Keys (Alt+*shortcut letter*) or (Alt+Shift+*shortcut letter*)	Example: Add Row	Buttons with text that contain an underlined letter indicate that the button can be executed with a keyboard shortcut key. Depending on the browser being used, this can be done by using Alt+*shortcut letter* or Alt+Shift+*shortcut letter*, where the shortcut letter is the letter underlined. Refer to your browser's documentation for more information. For example, from the Financial Plan Details screen you can add a new row by using Alt+A or Alt+Shift+A.

Disabling Common Pop-Up Blockers

Please contact the Centralized Service Desk (CSD) at (808) 377-8320 if you have questions or difficulty disabling your pop-up blocker.

Internet Explorer

To disable the pop-up blocker while on the site, open the **Tools** menu, select the **Pop-up Blocker** option, and select the **Turn Off Pop-up Blocker** option (as shown below):
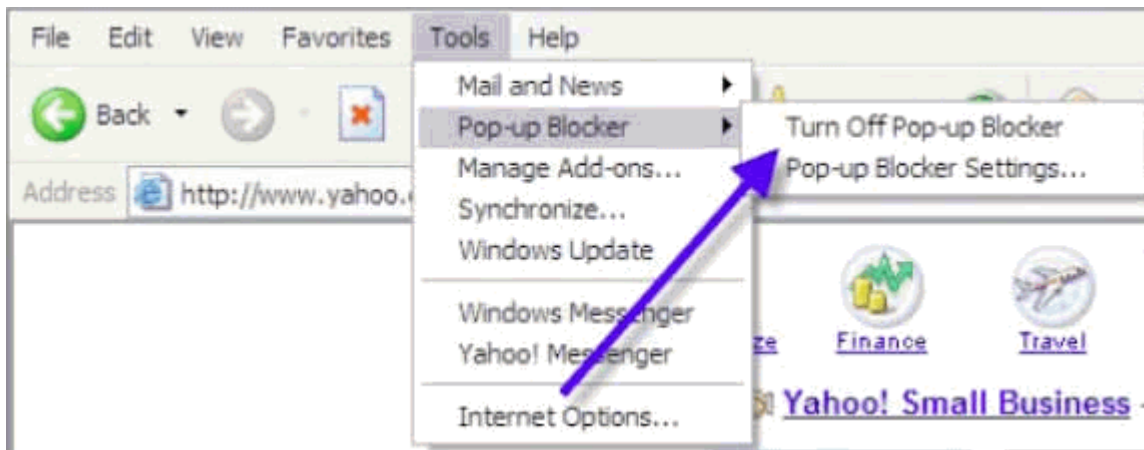
Once this is done, then you should be able to use the online system properly. Once you are finished using the online system, you can go back into the menu again to turn on the pop-up blocker.
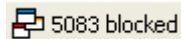

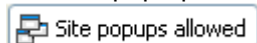
Google Toolbar

The Google Toolbar is provided by Google to facilitate searching the web, as well as providing pop-up blocking. This pop-up blocker is part of a menu bar and appears in the browser as follows:

The following icon is the pop-up blocker:

To allow pop-ups to appear, merely click on the icon. You should now see the following:

Once this is done, then you should be able to use the online system properly. Once you are finished using the online system, you can click the icon again to re-enable the pop-up blocker.
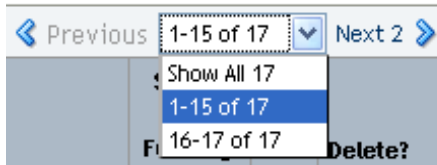
Records Display, Sorts, & Filters

All Record Display
Some pages default to displaying all records.

Select Number of Record Display
Other pages default to a set number of records. In the example below, the default number is fifteen (15) records. Additional records may be displayed by using the drop down menus, or the previous and next buttons.

‹ Previous 1-15 of 17 ▼ Next 2 ›
Show All 17
1-15 of 17
16-17 of 17
F   Delete?

Sorts and Filters

	How to Sort/Filter	**How to Return Information back to original view**
Sorting by Columns	Click the **column header** to quickly sort information displayed in a table. • For example, if you click on the column header for Last Name, records will appear in ascending order alphabetically by last name. A second click will result in records appearing in descending order.	Click **Reset Sort**.
Filters/ Quick Search	Click the **Filter by** drop down menu to select a primary filter and select/enter secondary filter (if applicable) • For example, if you'd like to see all of the vacant positions you would select Filter By "Vacant Position", ensure "Yes" is selected and click "Go". Filter By Vacant Position ▼ Yes ▼ Go	Erase the filter criteria in the secondary filter box and click **Filter/Find**. • The Reset Sort button does **not** apply to filters.
Advanced Search	Specific modules also have an advanced search feature which allows for the entry of multiple criteria with several options for record selection. Filters may be a dropdown or a textbox. Enter text to search for into textboxes and/or select criteria from dropdowns and click on **Find**.	Click **Back to Quick Search**.
Searching Using Wildcards (%)	The % key is used as a wildcard and can be used in textboxes with **Quick Search** and **Advanced Search**. It can be used before and/or after a portion of the information you are looking for. For example, to see both 10 and 12 month Elementary positions, type in %elem% to pull up all positions that have "elem" as a part of their title	