



# HuBERT System Administration

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The purpose of this document is to provide a brief overview of functionality within the HuBERT System Administration Module.

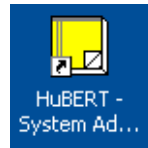
# Table of Contents

## System Administration Functions..... 3

- Agency Setting..... 4
- Clinic Information..... 5
- Local Use Questions ..... 6
- Maintain Medical Clinics ..... 7
- Maintain Medical Providers ..... 7
- Programs..... 8
- Organizations..... 9
- View System Access Log ..... 10
- View Event Logs..... 12
- Data Sync History ..... 12
- Maintain Local Nutrition Assessment Questions ..... 12
- Potential Duplicate Participants..... 12

# System Administration Functions

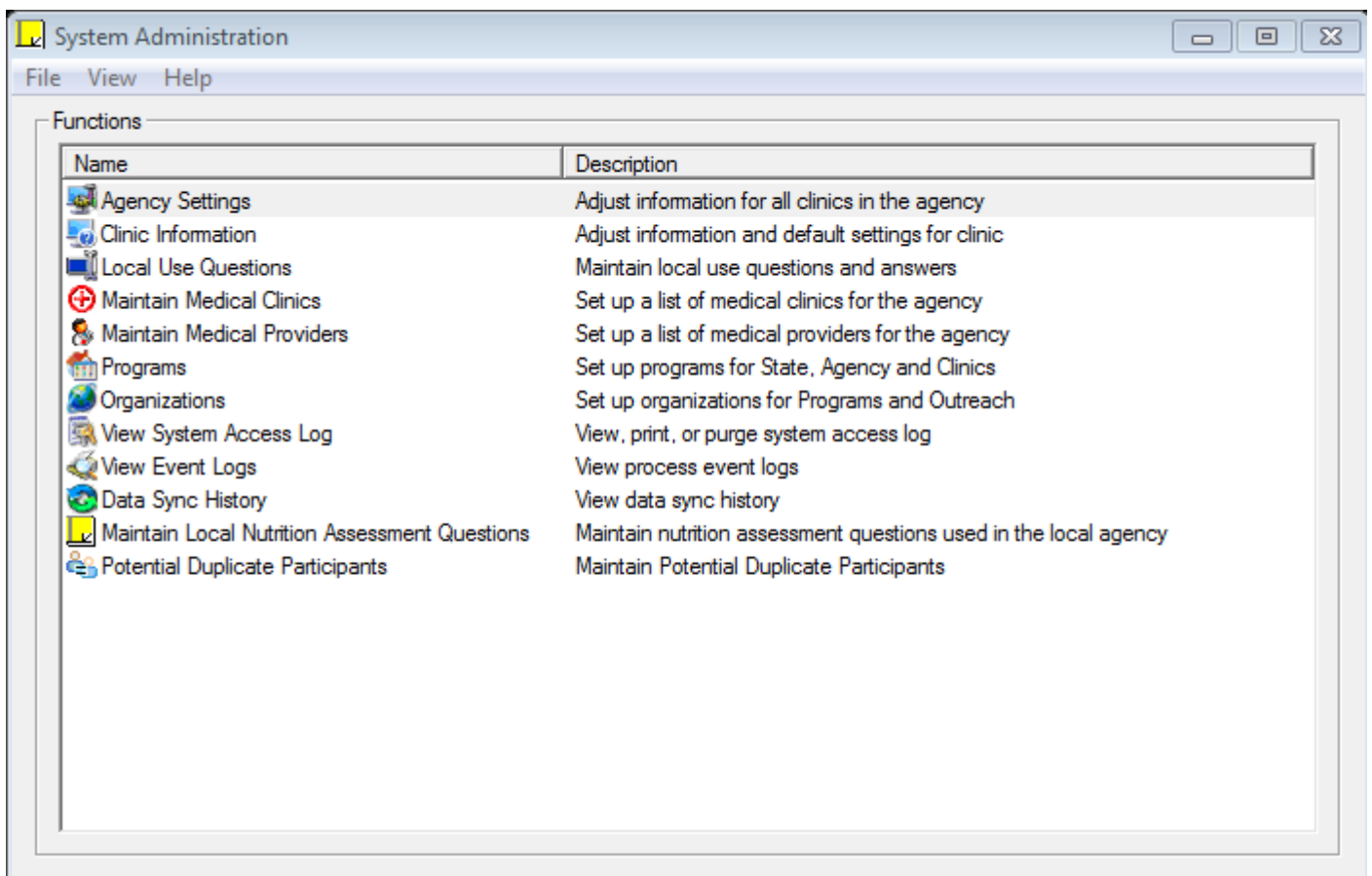
Double-click the **HuBERT – System Administration** icon on the desktop to open the **System Administration Functions** window.



If the user is already logged into the HuBERT application, click OK on the **Select Agency** message. Otherwise, log into HuBERT.

The **System Administration Functions** window opens and lists the functions the user can perform

Double-click on the option to open the function.



# Agency Setting

View only list of Agency information, which includes; Agency Name, Address, City, Zip, phone and fair hearing officer information. Although the Fair Hearing Officer Name and Number are enabled, it should remain the Minnesota WIC Program and telephone number.

Agency Settings

Agency

Name DAKOTA COUNTY PUBLIC HEALTH DEPARTMENT

Address 14955 GALAXIE AVENUE

City APPLE VALLEY

ZIP 55124

Telephone 952-891-7525

Agency Preferences

Require Medical Clinic

Require Medical Provider

Fair Hearing Officer

Name MINNESOTA WIC PROGRAM

Telephone 651-201-4404

Filter Appointments OK Cancel

The screen also includes buttons to:

**Filter appointments** - allows the user to filter the participants to include in the Appointments for Day view of the Participant List by the resource with which their appointment is scheduled.

Filter Appointments By Resource

Resource	Include
DYAD	<input checked="" type="checkbox"/>
INCP PM	<input checked="" type="checkbox"/>
WIC AB	<input checked="" type="checkbox"/>
WIC BC	<input checked="" type="checkbox"/>
WIC DW	<input checked="" type="checkbox"/>
WIC HN	<input checked="" type="checkbox"/>
WIC KA	<input checked="" type="checkbox"/>
WIC KK	<input checked="" type="checkbox"/>
WIC MB	<input checked="" type="checkbox"/>
WIC TE	<input checked="" type="checkbox"/>
INCP AF	<input checked="" type="checkbox"/>
INCP BW	<input checked="" type="checkbox"/>

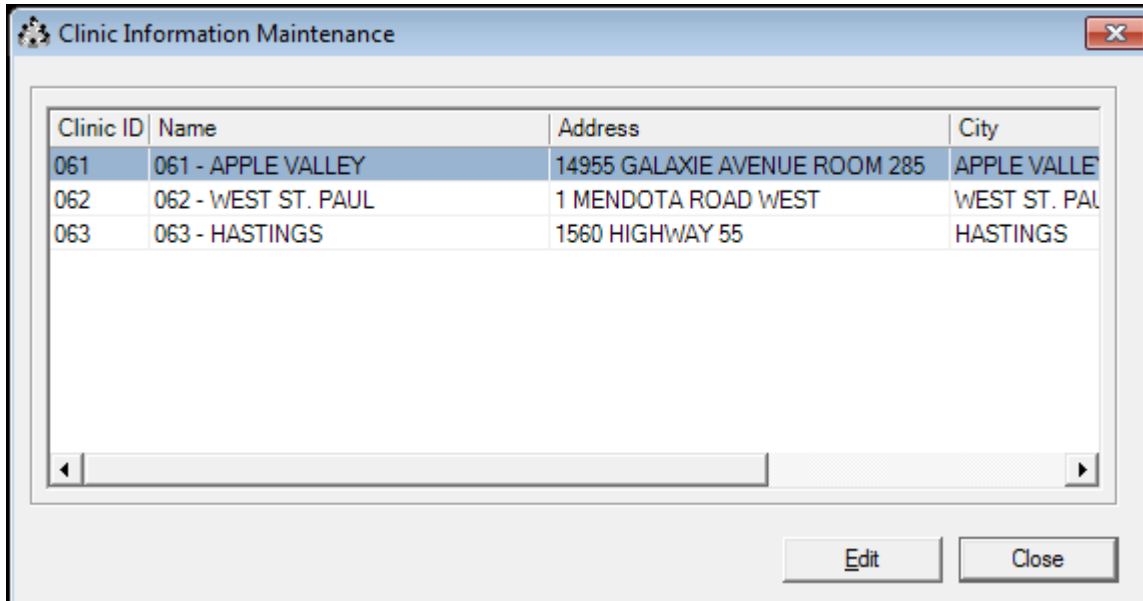
Close

**OK** – Closes the window and saves changes made.

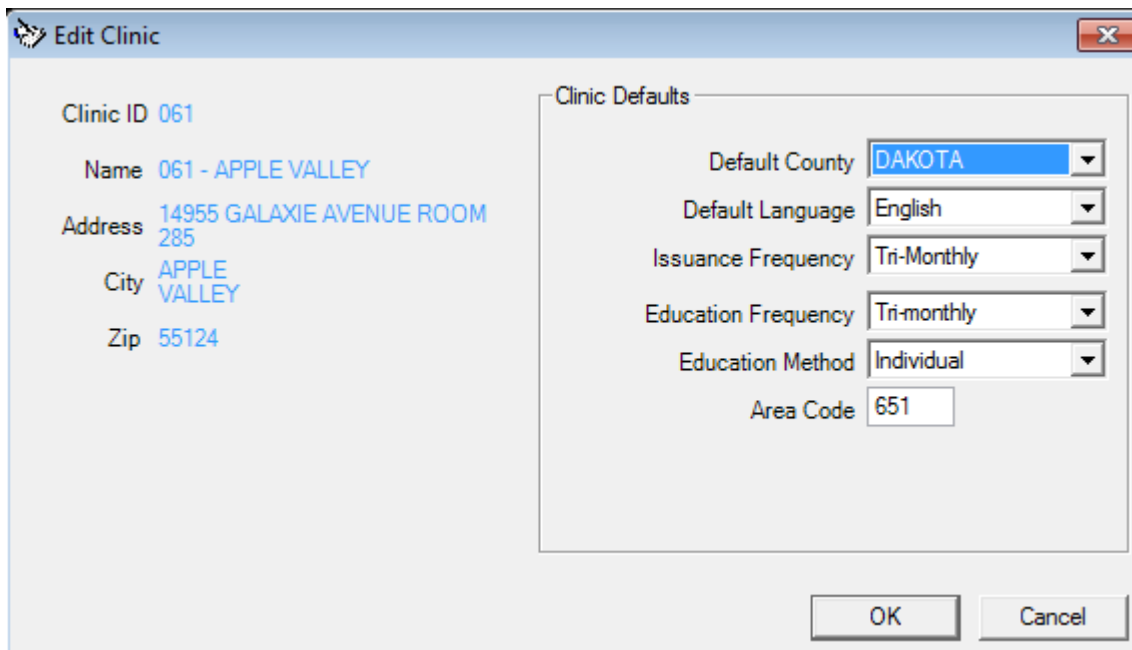
**Cancel** – Closes the window and does not save any changes made.

# Clinic Information

The Clinic Information window opens to allow the user to view the Clinic ID, Name, Address, City and Zip code for Clinics assigned to the Agency. The user has the ability to adjust basic information that defaults for each clinic.



To edit the Clinic defaults, click the Edit button on the Clinic Information Maintenance screen and the Edit Clinic window will open.



The following Clinic Defaults are enabled:

- Default County – **Should not be changed**
- Default Language
- Issuance Frequency
- Education Frequency
- Education Method
- Area Code

\*For changes to the Clinic name or address, the Local Agency Coordinator should request a change using the Local Agency HuBERT Change Request Form.

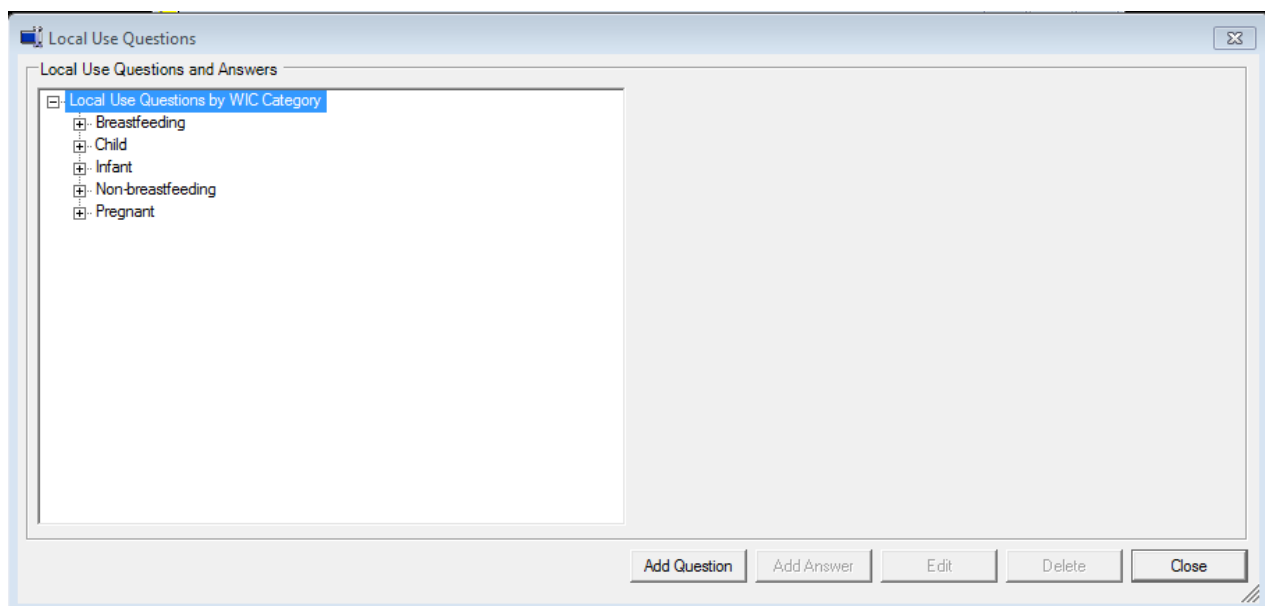
**OK** – Closes the window and saves changes made.

**Cancel** – Closes the window and does not save any changes made.

## Local Use Questions

The Local Use Questions are useful if collecting information that is short term. These are specific to WIC category so are removed when a participants category changes; for example from Pregnant to Breastfeeding.

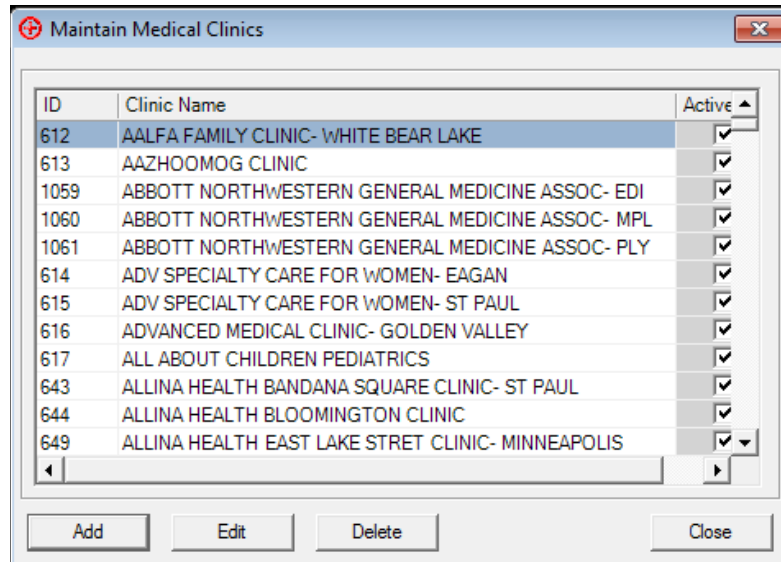
A training module has been provided with instructions on using Local Use Questions. [HuBERT Training Local System Administration - Local Use Questions](#) provides information on adding questions, adding answers, editing and deleting.



# Maintain Medical Clinics

The Maintain Medical Clinics provides a location for Local Agencies to add and maintain a list of Medical Clinics used by participants in their agency.

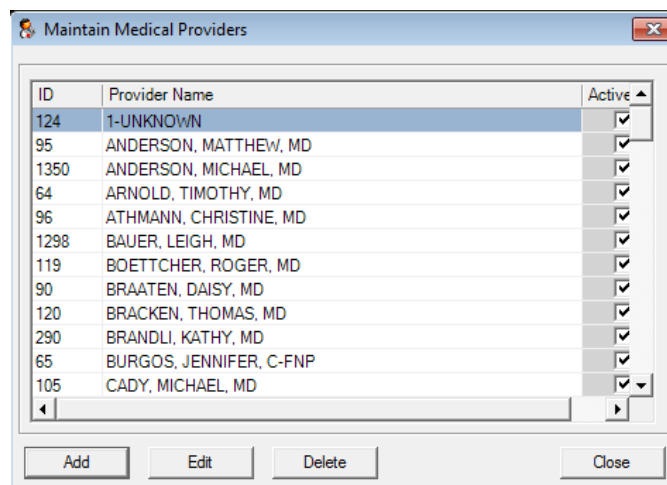
A training module has been provided with instructions for maintaining Medical Clinics. HuBERT Training [Local System Administration- Maintain Medical Clinics and Providers](#) provides information adding, editing, deleting and making clinics inactive.



# Maintain Medical Providers

The Maintain Medical Providers gives a location for Local Agencies to add and maintain a list of Medical Providers used by participants in their agency.

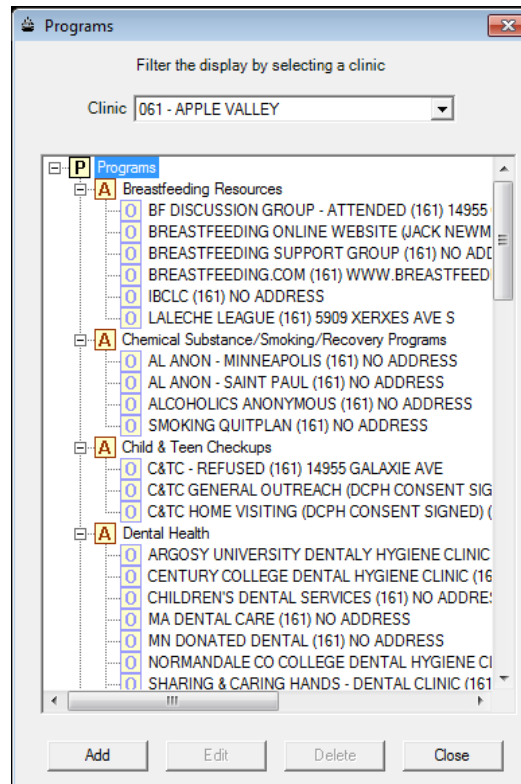
A training module has been provided with instructions for maintaining Medical Providers. HuBERT Training [Local System Administration - Maintain Medical Clinics and Providers](#) provides information adding, editing, deleting and making Medical Providers inactive.



# Programs

The Programs Function allows maintenance of referral programs topics. Within the Programs area you will assign Organizations to the Program topics where they will display in the Clinic Module.

A training module has been provided with instructions for maintaining Programs. [HuBERT Training Local System Administration - Referrals - Program Topics](#) provides information adding, editing, deleting and assigning Organizations to Program topics.

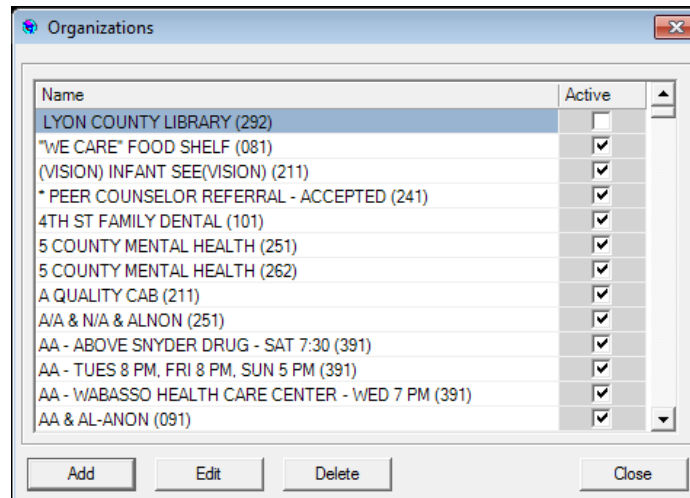




# Organizations

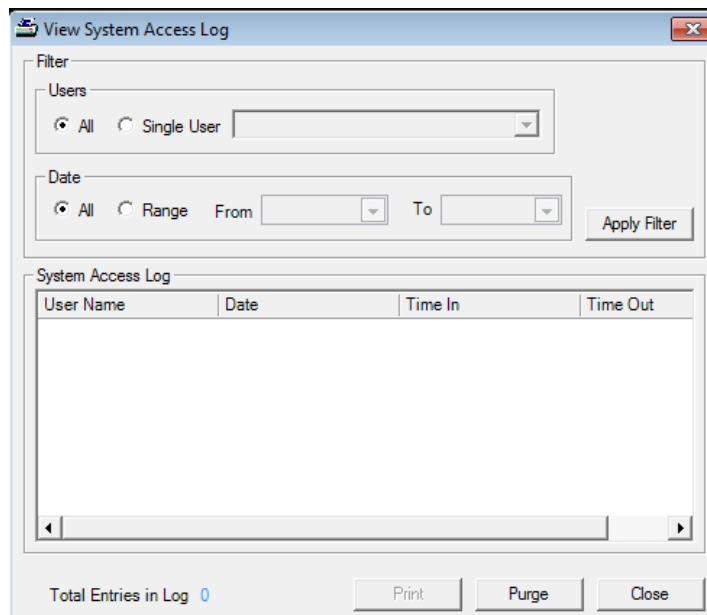
The Organizations allows Local Agencies to maintain referrals that are agency specific.

A training module has been provided with instructions for maintaining Organizations. HuBERT Training [Local System Administration - Referrals - Organizations](#) provides information adding, editing, and deleting Organizations.



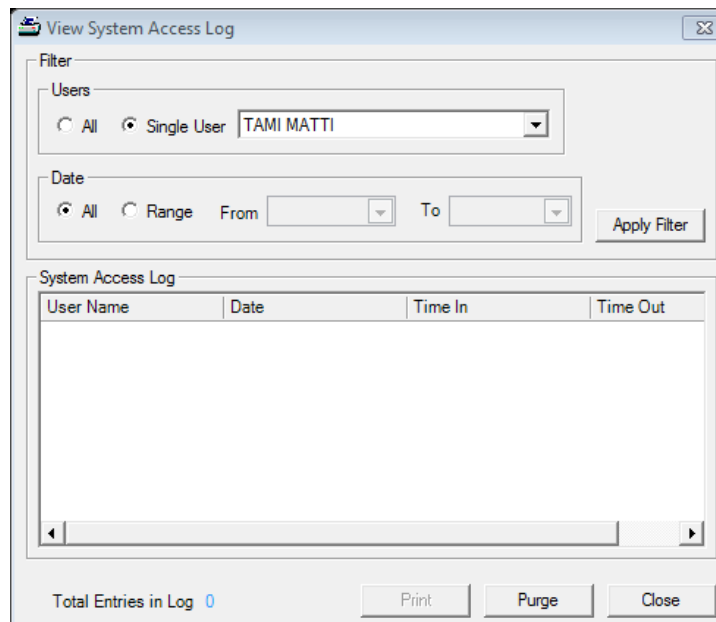
# View System Access Log

Allows the user to view by user name the date and specific times that a user was logged into the system.



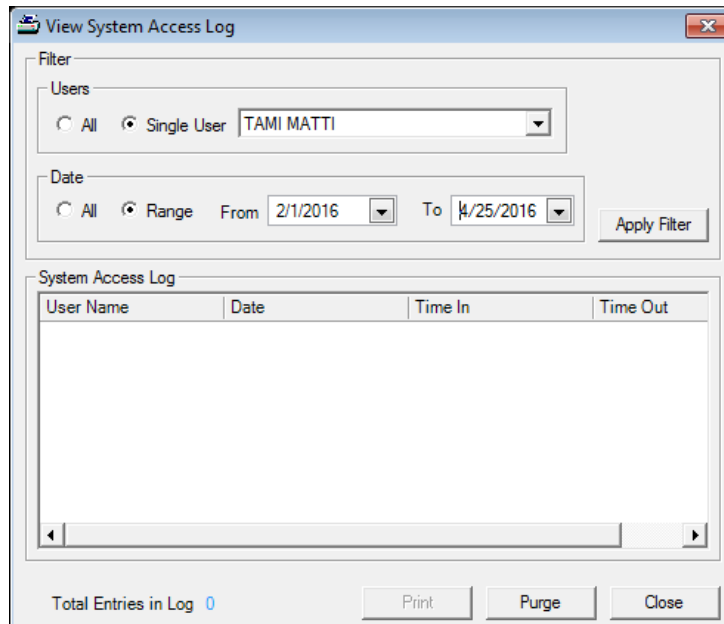
The View System Access Log is run by selecting filters:

**Users** – **DO NOT** run the **“All”** users option. This is a statewide list and will display all users in the system. You **MUST** select a **single user** to run this filter; they are listed by first and last name.

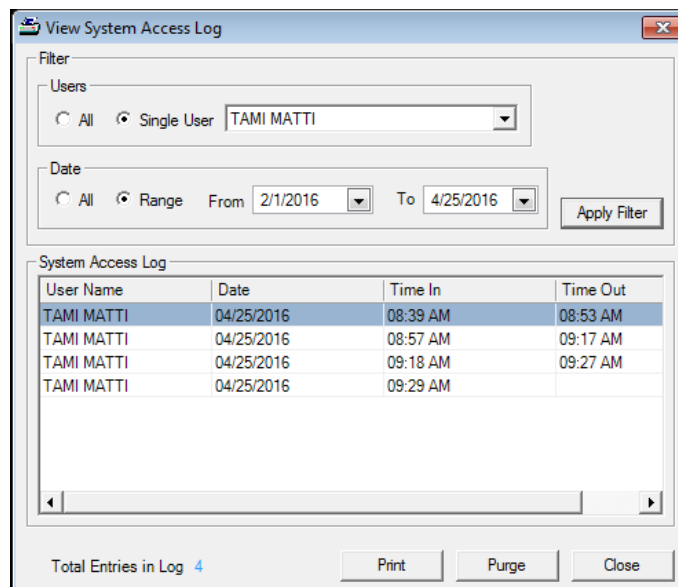


**Date** –You **MUST** choose a date range. **Do NOT** run the **all** option.

**\*\*Note:** If you choose a user and a date range and they have been using the system for years without being purged the entire list will display until it has been purged.



**Apply Filter** – Click the apply filter button to run the log.



The following actions are then enabled:

**Print** - Allows the user to print the entries within the System Access Log display grid

**Purge** - Allows the user to purge (or remove) records from the system access log for the dates previous to, but not including, the user defined date.

**Close** – Closes the window.

## View Event Logs

The View Events Logs allows the user to view the contents of an event log created by a system process. This will not be used by Local Agency staff.

## Data Sync History

No agencies in Minnesota are using Data Sync at this time.

## Maintain Local Nutrition Assessment Questions

The Maintain Local Nutrition Assessment Questions allows Local Agencies to add agency specific questions to the Nutrition Assessment tab in the Clinic Module.

At this time Minnesota WIC is not using this functionality.

## Potential Duplicate Participants

The Potential Duplicate Participants functionality allows Local Agencies to designate a Participant folder as having a duplicate. The duplicate folder is no longer available and moved to agency 88. You are able to access the duplicate record for historical information via the actual participant's folder.

The document [System Administration: Potential Duplicate Participants](#) is available to give instructions on comparing and marking the folders as a potential duplicate.