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Overview of the CommerceDesk:

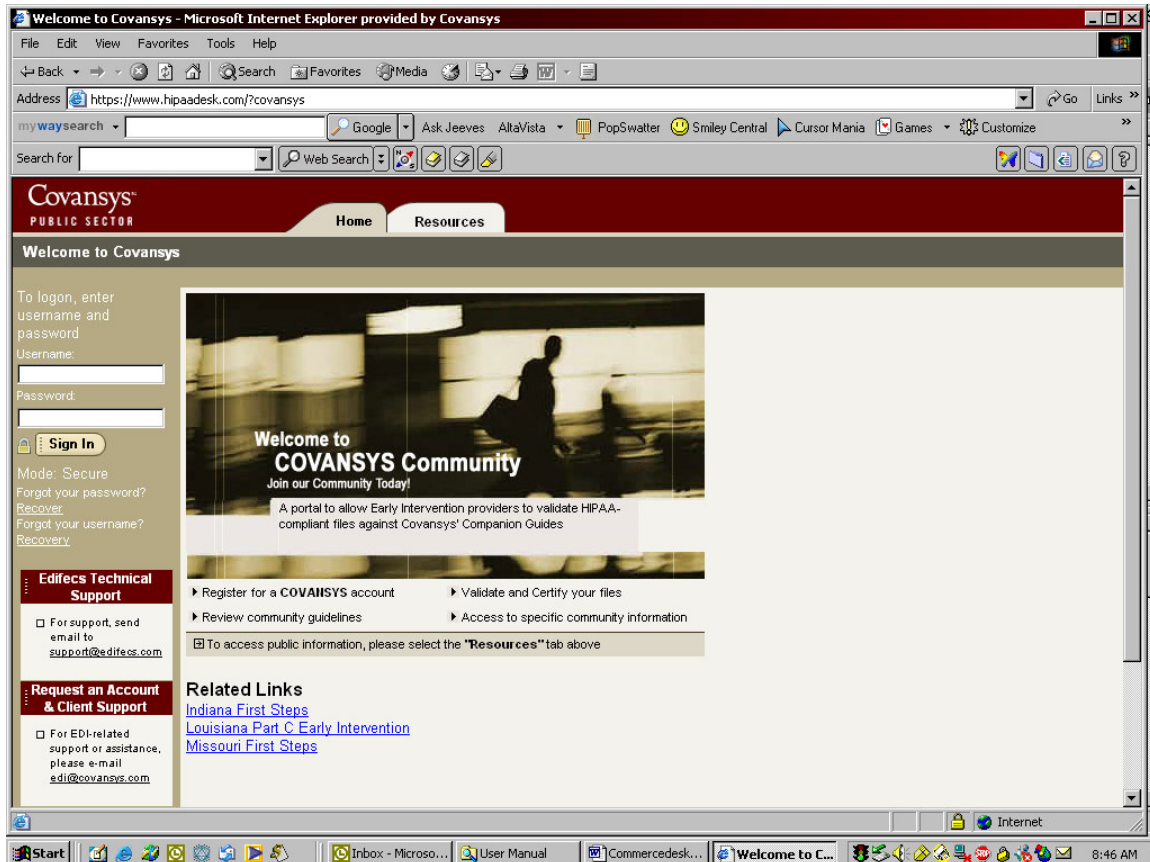
CommerceDesk is a web-based application that enables companies to manage their trading partner communities. Covansys, which hosts its trading community on CommerceDesk can easily distribute information to its partners, notify its partners of updates, assign tasks for its partners to complete, manage programs and manage partner participation. New Programs may be added and managed as appropriate.

How to Login:

1. Each partner will be invited to participate in using our CommerceDesk via email. The email will provide User Name and information on how to obtain a password. All User Names will be configured with your email address. When trying to login

to CommerceDesk you should provide full email address as a user id. Example:
Nknauss@covansys.com

2. Type the password
3. Click the OK button.



Both your User Name and Password can be retrieved using the instructions on the Signon screen.

Home Tab:

Once the user has successfully logged into the Community, the user is defaulted to the “Home” tab for the community. This tab is where welcome messages or community updates and information are kept. This view also provides a quick glance and confirmation that a specific user of a specific trading partner is signed on to the site.

CommerceBar

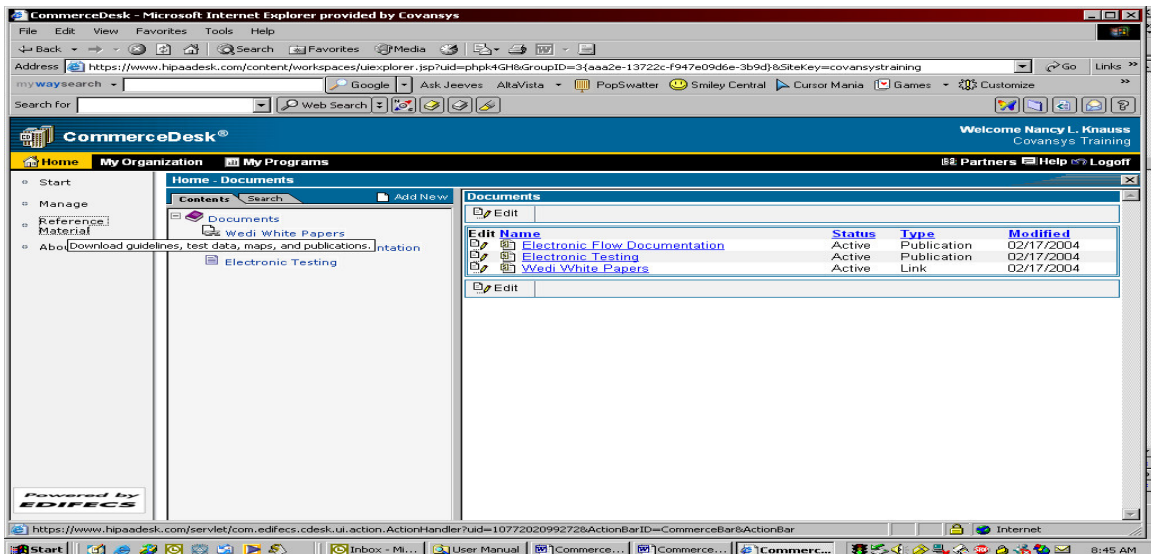
The CommerceBar is the blue bar located on the far left of the page. This bar houses “navigational” links that will allow the user to browse the information associated with the “Home” Tab. If an item is listed on the CommerceBar, it will take the user to additional information.

Start Here:

This navigational link will take you back to the default welcome screen on the home tab.

Reference Material:

The “Reference Material” link found on the “Home” tab is where information is kept that pertains to the community as a whole. For example, a link to HIPAA related information. The reference material listed on the Welcome page is different from that found in a program. Information posted within a program is specific to that particular task.



About Edifecs:

Clicking the About Edifecs link will direct the user to Edifecs website.

My Organization Tab:**CommerceBar**

The CommerceBar is the bar located on the far left of the page. This bar houses “navigational” links that will allow the user to browse the information associated with the “Home” Tab. If an item is listed on the CommerceBar, it will take the user to additional information.

Organization Start:

By clicking on organization start, the Organization Dashboard link will display the following screen:

CommerceDesk - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Address: <https://www.hipaadesk.com/content/workspaces/uiexplorer.jsp?uid=ZHLJFFK&GroupID=1{aaa32-6fe0f4-faa5a62c62--a43}&SiteKey=covansysraining&TabID=49{88F886}>

CommerceDesk® Welcome Suresh Gopalarathinam
Covansys Training

Home My Organization My Programs Logoff

Organization Start
My Members
Inbox

Covansys Training - My Organization Dashboard

My Organization Dashboard Community: Covansys Training
Monday, February 16th, 2004
MY ORGANIZATION: Covansys Training
MY ROLE: Organization User

My User Account Edit

Name:	Suresh Gopalarathinam	Created:	February 11, 2004
Title:		Modified:	February 16, 2004
Email Address:	SGopalar@Covansys.com	Reviewed:	February 16, 2004
User Name:	SGopalar@Covansys.com	Locked:	No
Phone Number:		Locked Date:	
Fax Number:		Last Locked Date:	
Business Address:			

My Organization Membership Edit

User Role:	Organization User	Created:	February 11, 2004
Membership Status:	Active	Modified:	February 16, 2004
Categories:	Business Analyst	Logged On:	February 16, 2004

My Organization Profile

NAME AND CONTACT		IDENTIFIERS	
Name:	Covansys Training	D-U-N-S #:	
Email Address:		Tax ID (EIN):	987687654
Home Page:	www.covansys.com	External ID:	
Commerce Page:	www.hipaadesk.com/?covansys	TEST ADDRESS:	
Phone:	309 797-0537 ext. none	ID Qualifier:	

Powered by **EDIFECs**

Internet

In this link there will be five different panes as follows:

- My user Account.
- My organization membership.
- My organization profile.
- My Community Enrollment
- My Organization Members

Administrators have the ability to update information on the Organization Dashboard. The edit button on each pane is located in the upper right hand corner.

My User Account on the Dashboard:

By clicking the edit button in each section, the user can modify his information. Once it is done, click on the save and close button to save the changes.

The screenshot shows a web browser window titled "CommerceDesk - Microsoft Internet Explorer provided by Covansys". The address bar shows a URL from "www.hipaadesk.com". The page content includes a navigation menu with "Home", "My Organization", and "My Programs". The main content area is titled "Edit User Account (Kevin Jackson)" and contains the following sections:

- 1 Profile Confirmation:** A message stating "This User profile is not confirmed. Please review and confirm it. The profile was last modified by System System on 2004-02-17." with a "Confirm Profile:" checkbox.
- 2 User Profile:**
 - Name, Title and Email:**
 - First Name: * Kevin
 - M.I.:
 - Last: * Jackson
 - Title:
 - Email Address: kjackson@mchsi.com
 - Confirm Email Address: kjackson@mchsi.com
 - Preferred Email Type: HTML
 - User Name, Password & Security Question:**
 - User Name: * Kevin Jackson
 - Password: * [masked]
 - Confirm Password: * [masked]

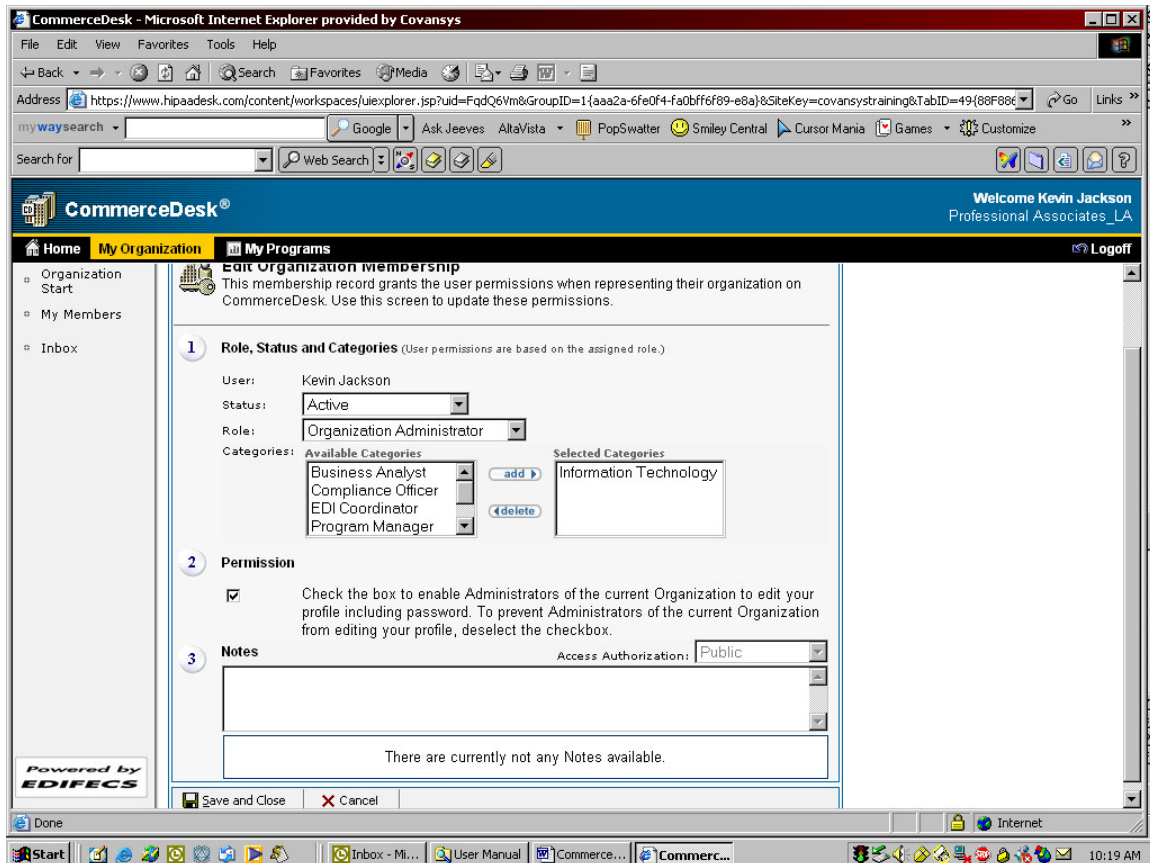
At the bottom of the form, there is a note: "Choose a password that is at least eight(8) characters long, it may contain numbers (0-9) and upper and lowercase letters (A-Z, a-z), but no spaces."

My Organization Membership on the dashboard:

This screen is used to edit:

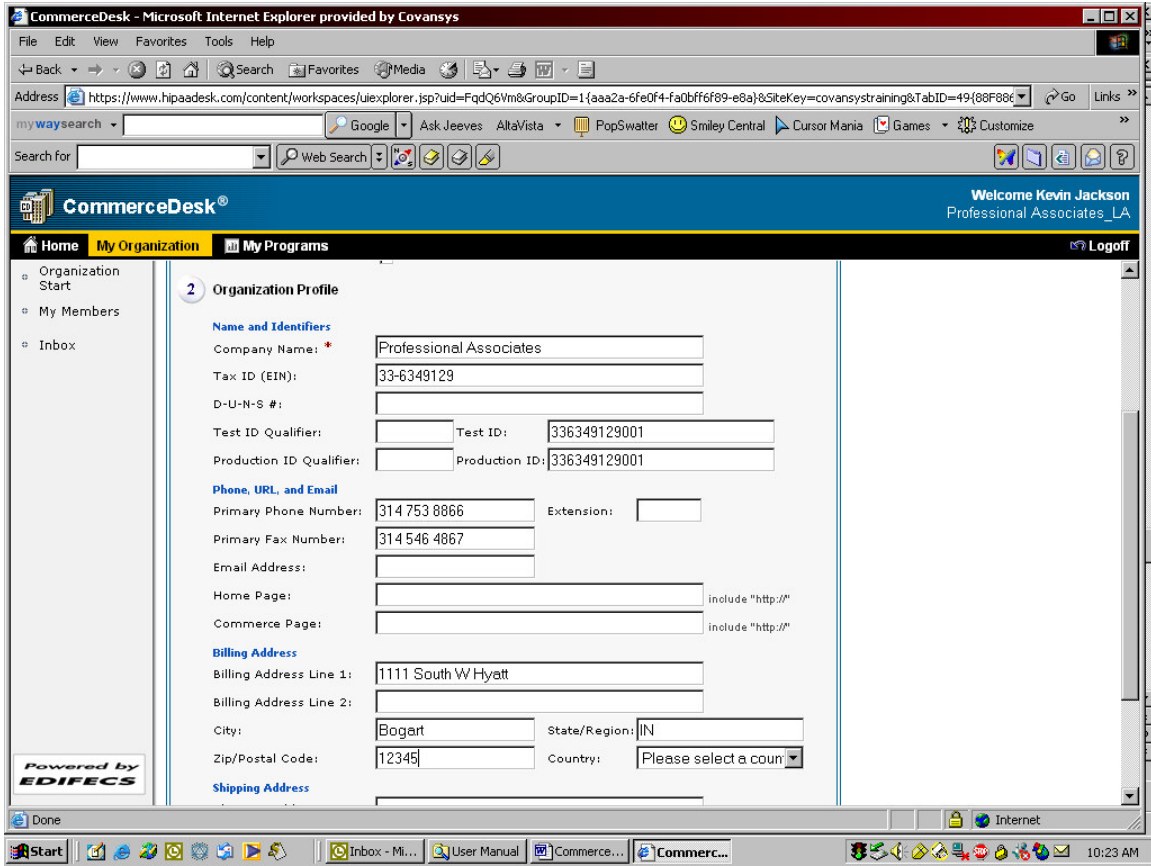
1. The user role with the organization
2. The status – active, rejected, revoked or requested

3. Assign the user category
4. Permission for Administrator to edit users personal profile
5. Any note related to users membership



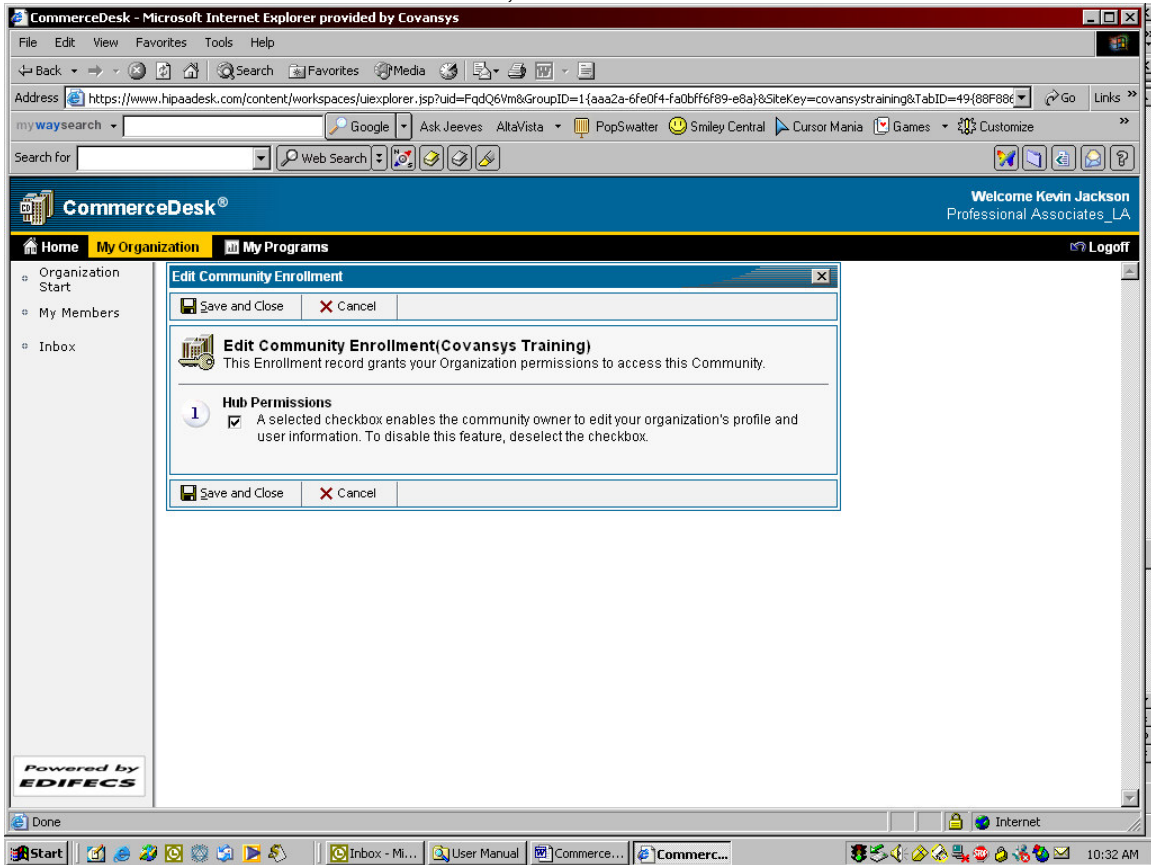
My Organization Profile on the dashboard:

This screen should be reviewed frequently and updated as necessary to maintain business identifiers. The following information can be edited: Name and any keys that are used to identify your organization, such as its DUNS number, TAX ID and EDI and B2B identifiers. Also your organizations contact information including organization's telephone and fax numbers, billing address, shipping address and other contact information.



My Community Enrollment on the dashboard:

A selected checkbox enables the community owner to edit your organization’s profile and user information. To disable this feature, deselect the checkbox.



My Organization Members on the dashboard :

This screen displays the members of your organization and their role within the CommerceDesk..

<u>Edit</u>	<u>Name</u>	<u>Role</u>	<u>Status</u>
<input type="checkbox"/>	John Jackson	Organization User	Active
<input type="checkbox"/>	Kevin Jackson	Organization Administrator	Active
<input type="checkbox"/>	Sally Jackson	Organization User	Active

Commerce Bar:

The Commerce Bar, displayed on the left side of the CommerceDesk Screens, provides links to specific area of the CommerceDesk. For example, when you are working in a program, the Commerce Bar might contain links to list of program tasks, issues, or reference materials. The options that are available in the Commerce Bar depend on your user role and the CommerceDesk screen you are currently working in.

My Members:

Organization Administrators are allowed to add and edit organization users permissions. A member's permissions are defined by their security role on their Membership in the Organization.

The screenshot shows the CommerceDesk web application running in Microsoft Internet Explorer. The browser title is "CommerceDesk - Microsoft Internet Explorer provided by Covansys". The address bar shows the URL: <https://www.hipaadesk.com/content/workspaces/uiexplorer.jsp?uid=zEqZQU3&GroupID=1{aaa2a-6fe0f4-fa0bfff6f89-e8a}&SiteKey=covansysstraining&TabID=49{88F886}>. The page header includes the CommerceDesk logo and a welcome message for Kevin Jackson, Professional Associates_LA. The navigation bar shows "Home", "My Organization", "My Programs", and "837P IN". The left sidebar contains "Organization Start", "My Members", and "Inbox". The main content area is titled "Professional Associates_LA - Organization Membe..." and contains a table of organization members.

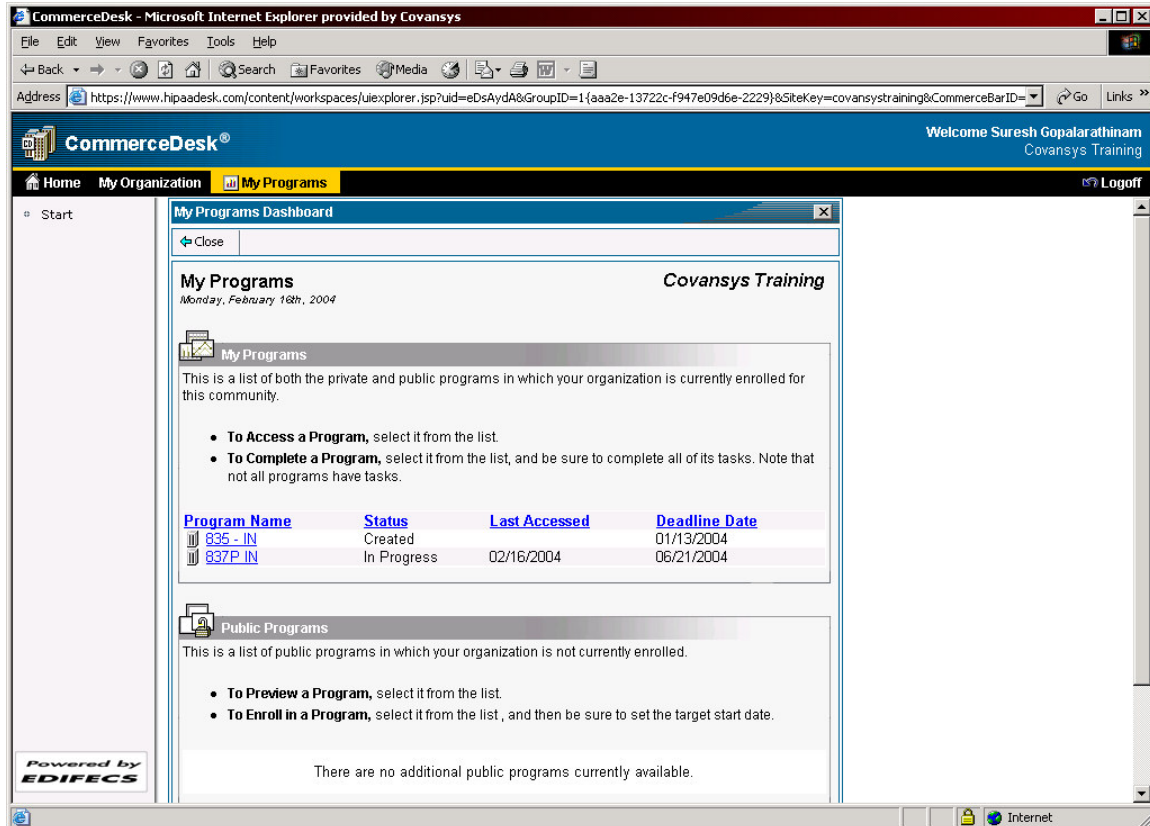
Edit	Name	Role	Status	Last Accessed
	John Jackson	Organization User	Active	01/14/2004
	Kevin Jackson	Organization Administrator	Active	02/17/2004
	Sally Jackson	Organization User	Active	02/17/2004

Inbox:

The inbox is a list of notifications that have been sent to you. Community administrators can send notifications to community members at any time.

My Programs Tab:

By clicking the My Programs the user is able to see the list of programs they are enrolled through their organization.



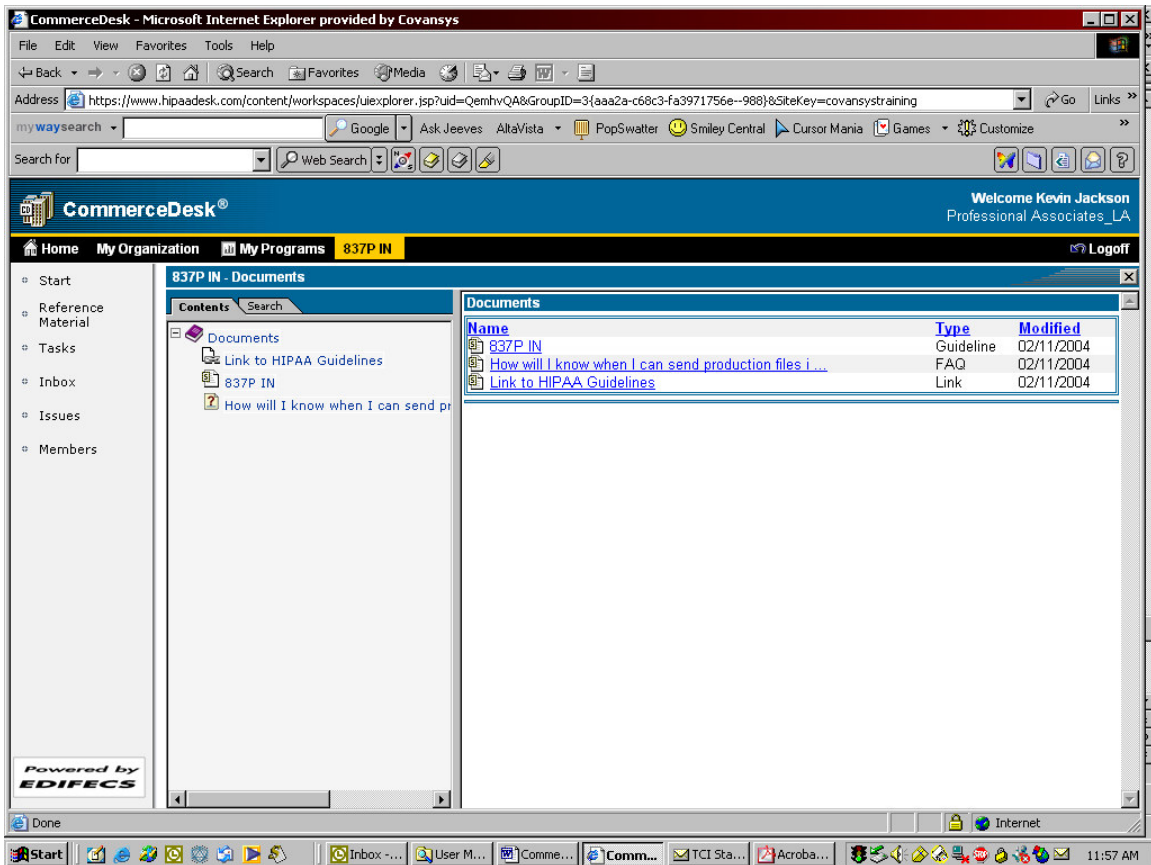
By clicking the program link (837P-IN), the application will take the user to a Program Dashboard. By clicking on the desired program you will receive the specific Program Dashboard and new Commerce Bar links including Reference Material, Tasks, Inbox, Issues and Members.

CommerceBar:

The Commerce Bar is the bar located on the far left of the page. This bar houses “navigational” links that will allow the user to browse the information associated with the “Home” Tab. If an item is listed on the CommerceBar, it will take the user to additional information.

Reference Material :

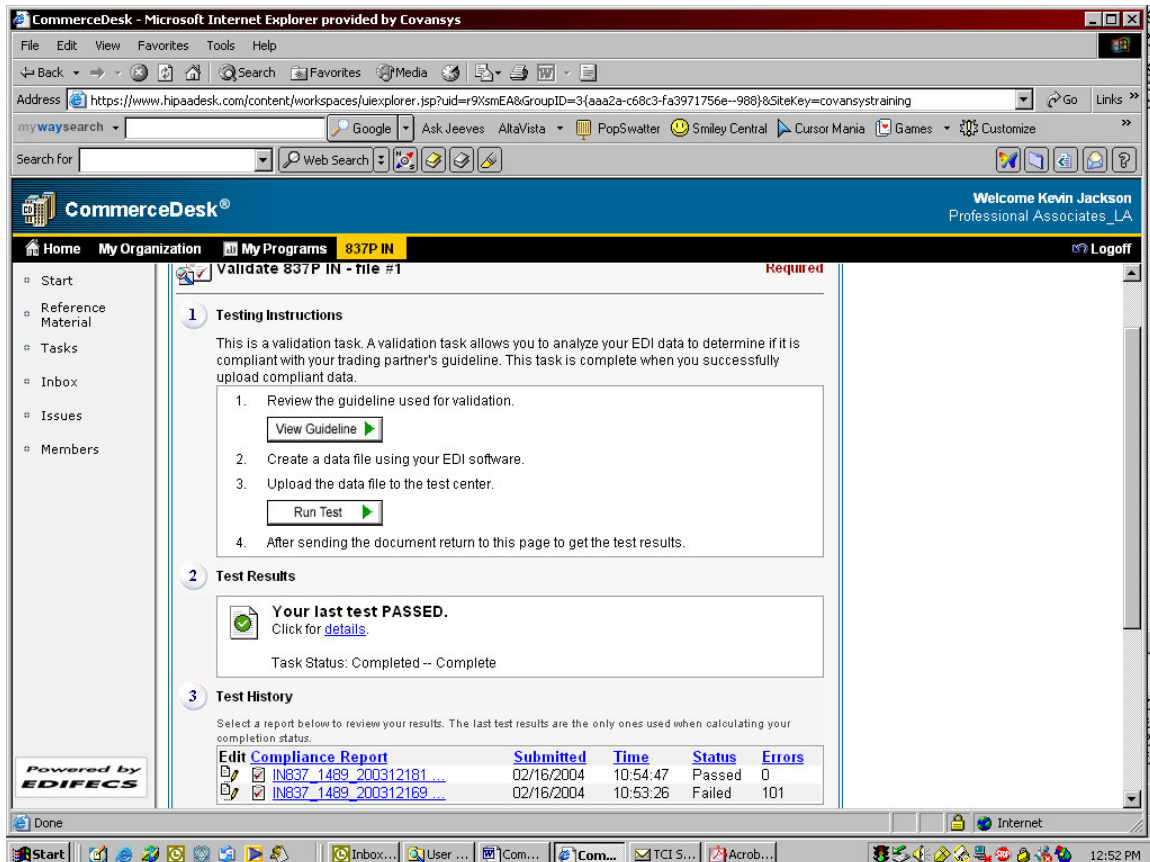
Reference material may include documents that can be accessed to assist the partner in completing their tasks successfully. These documents may include: A guideline, test data, publications, Links and FAQs.



Tasks:

Task Name	Required	Status Message	Completed
837P IN	Yes	Completed -- Co ...	02/16/2004
837P IN file#2	Yes	Completed -- Co ...	02/16/2004
837P IN file #3	Yes	Completed -- Co ...	02/16/2004
Send_email_to_EDI@Covansys.com	Yes	Not Started -- ...	
Submit_files_to_FDS	Yes	Not Started -- ...	

Each task must be completed successfully in order to complete this program. Each file should contain valid data, as they will be used in the final testing phase using our test database. They must also be files containing completely independent data. Tasks can be manual tasks, reference material tasks, survey task, test data tasks or validation tasks. Upon selecting a task you will be provided a specific set of instructions depending on the type of tasks within the program. The validation task requires partners to upload a data file for validation against a guideline. The task is automatically updated based on the results of the validation.



Testing Instruction include:

1. **View Guide Line Button:** By clicking the View Guideline button, all the guidelines will be displayed in the tree format. By clicking (Single Click) the respective guidelines will be displayed.
2. **Run Test:** By clicking the run test button, the Validation Test Wizard will be displayed. In this screen the user can upload the file from his local drive by clicking the browse button. Once the file is selected, by clicking next button the validation process will start and it will display the result. If the user wants to cancel the testing process in the middle of the process, click cancel button will stop the process.

Test Results:

To view the results of the latest test, click the link in the Test Results section or to view the results of a previous test, click the name of a data file in the Test History.

Inbox:

The Inbox is where all notifications, (emails) sent by Covansys are housed. When the “Inbox” link is clicked, a list of all notification received will appear. Click on the notification to be read. Notifications cannot be deleted from this box.

Issues:

An issue is a problem requiring action by an Covansys or Edifecs, such as a question about validation or a problem with a survey. Using issues, user can collaborate with Covansys to find solutions to any problems that arise during the enablement process. You can also add an issue by clicking the Issue button on the bottom of the screen.

Notes can be used to record additional information about most items in CommerceDesk, such as tasks, issues, programs and enrollments. The content can be up to 255 characters and contains a creation date. Most notes can be viewed by anyone who can access the related item. Private notes can only be viewed by Administrators.

The screenshot shows the 'Open an Issue' form in a Microsoft Internet Explorer browser window. The browser title is 'CommerceDesk - Microsoft Internet Explorer provided by Covansys'. The address bar shows the URL: <https://www.hipaadesk.com/content/workspaces/ueexplorer.jsp?uid=9XsmEA&GroupID=3{aaa2a-c68c3-fa3971756e--988}&SiteKey=covansystraining>. The browser's search bar contains 'mywaysearch'. The CommerceDesk logo is visible in the top left, and the user is logged in as 'Kevin Jackson, Professional Associates_LA'. The navigation menu includes 'Home', 'My Organization', 'My Programs', and '837P IN'. The 'Issues' link is selected in the left sidebar. The main content area is titled 'Open an Issue' and contains the following fields:

- Issue #:** ----
- 1 Subject** (Short description of the issue): A text input field.
- 2 Assign, Update Status, and Categorize**:
 - Status:** Open Community Owner (dropdown menu)
 - Severity:** 3 - Important (dropdown menu)
 - Categories:** Available Categories (Covansys Support, Edifecs Support, Testing Question) and Selected Categories (empty). Includes 'add' and 'delete' buttons.
- 3 Initial Issue Summary** (Detailed description of the issue. Use "Notes" for entering ongoing comments.): A large text area.

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 1:25 PM.

Information that needs to be provided include a short description of the issue, status selected from the drop down box, level of severity, entity that should respond and a more

detailed description of the issue. The issue screen also allows the ability for the submitter to attach supporting documentation.

Members:

This link will take the user to a list of all members that are registered on Covansys HIPAA Testing Environment. This link is also the same as the menu choice “My Members” under My Organization Tab.

Log Off:

The logoff button is located in the right hand corner of the toolbar and can be used from any screen.