

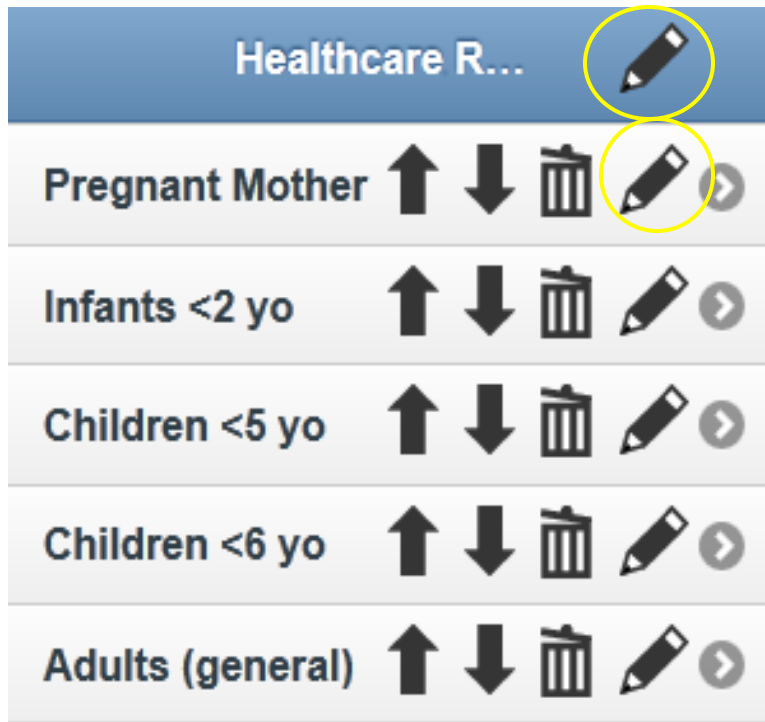
DATA ENTRY USER GUIDE

Christine Zhao

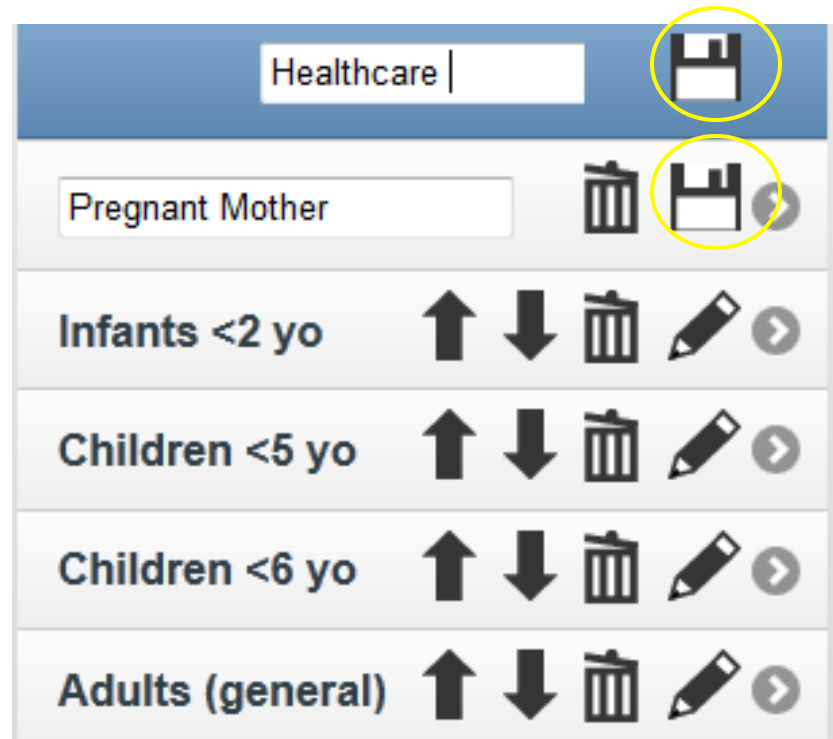
Table of Contents

- ❑ Edit Title
- ❑ Change Order of Menu Items
- ❑ Delete Menu Item
- ❑ Edit Endpage Content
- ❑ Add New Menu Linked Item
- ❑ Add New Endpage Linked Item
- ❑ Use Existing Menu
- ❑ Use Existing Endpage

Edit Title

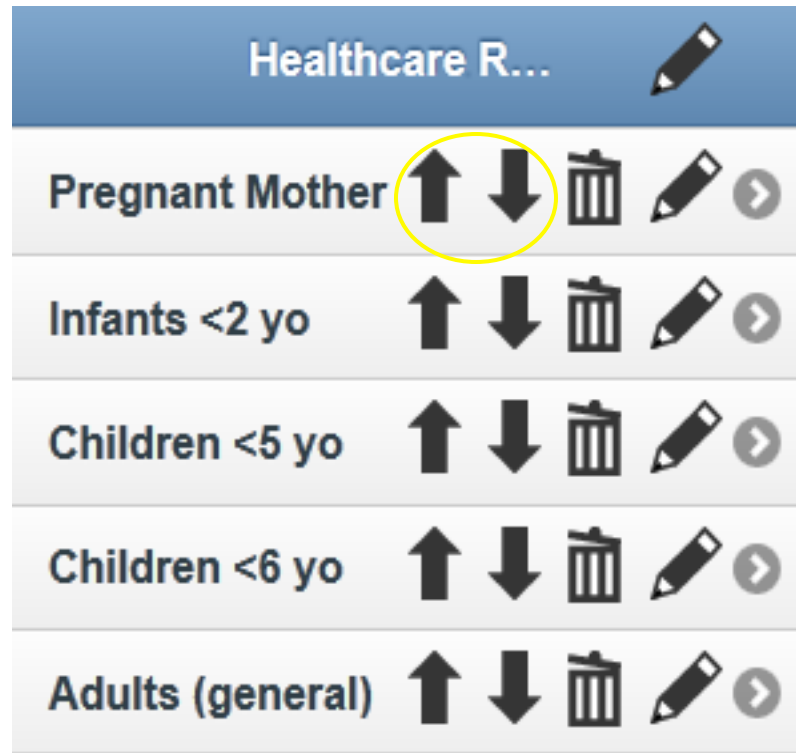


Click on Edit Icon



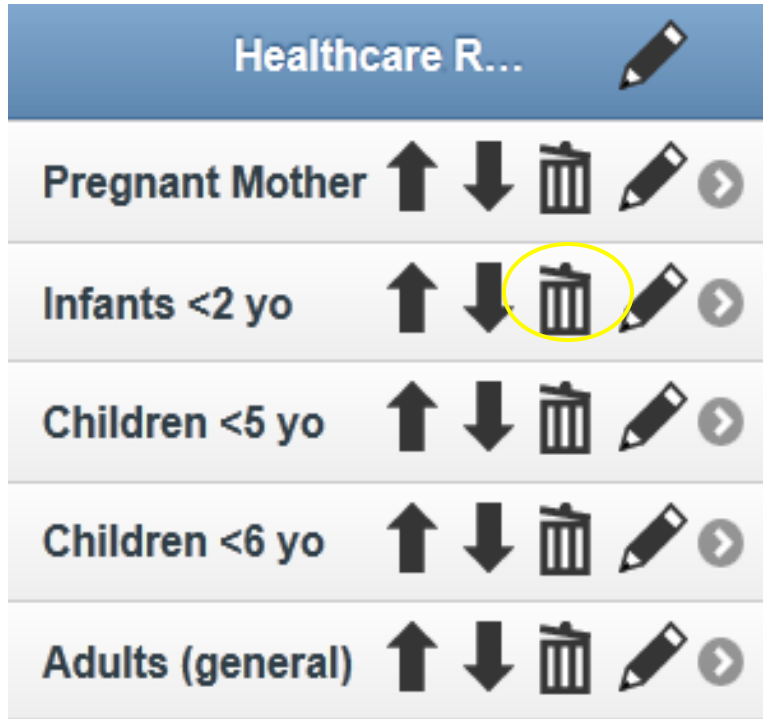
Make changes
Click on Save Icon

Change Order of Menu Items

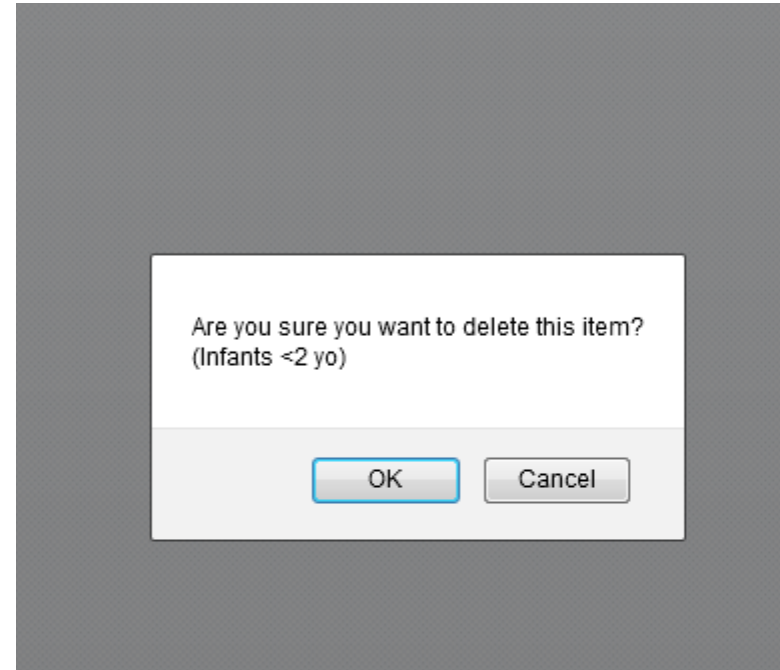


Click on Up and Down arrows to change order of menu items

Delete Menu Item



Click on Trash Icon



Confirm Deletion

Edit Endpage Content

Healthcare R...

Pregnant Mother

Infants <2 yo

Children <5 yo

Children <6 yo

Adults (general)

Add New Item to this Menu

Pregnant Mot...

Smoker

Poor Nutrition

Poor resources, high risk

Father of baby is involved

Add New Item to this Menu

Maternal and ...

Enacted in 1935 as a part of the Social Security Act, the Title V Maternal and Child Health Program is the Nation's oldest Federal-State partnership. For over 75 years, the Federal Title V Maternal and Child Health program has provided a foundation for ensuring the health of the Nation's mothers, women, children and youth, including children and youth with special health care needs, and their families. Title V converted to a Block Grant Program in 1981.

Maternal and ...

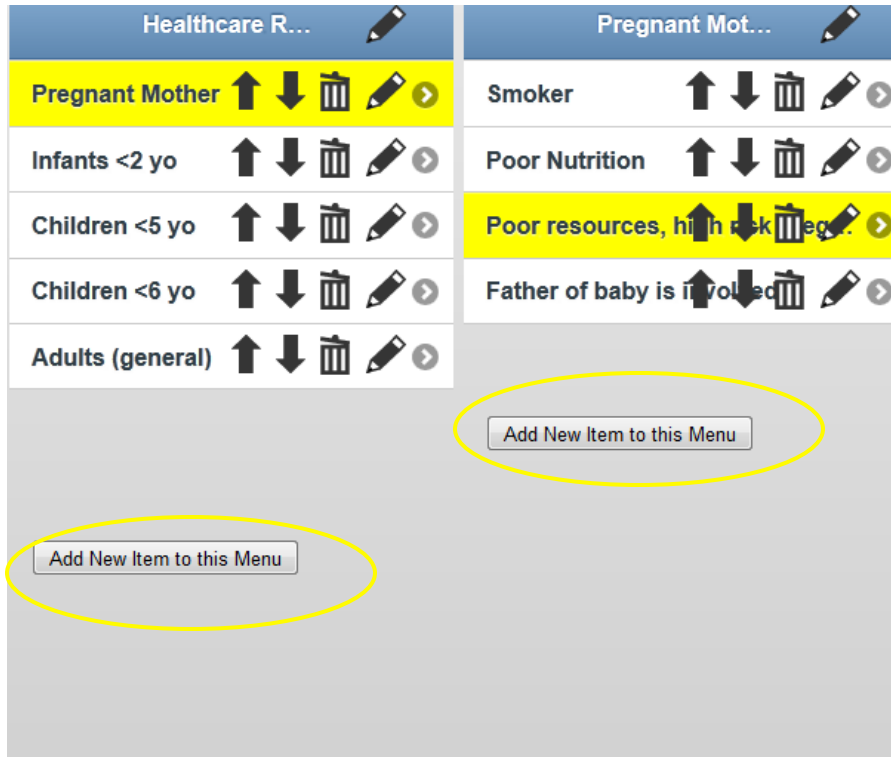
Save

Enacted in 1935 as a part of the Social Security Act, the Title V Maternal and Child Health Program is the Nation's oldest Federal-State partnership. For over 75 years, the Federal Title V Maternal and Child Health program has provided a foundation for ensuring the health of the Nation's mothers, women, children and youth, including children and youth with special health care needs, and their families. Title V converted to a Block Grant Program in 1981.

Navigate to end page
Click on Edit button

Make changes and click on
save button

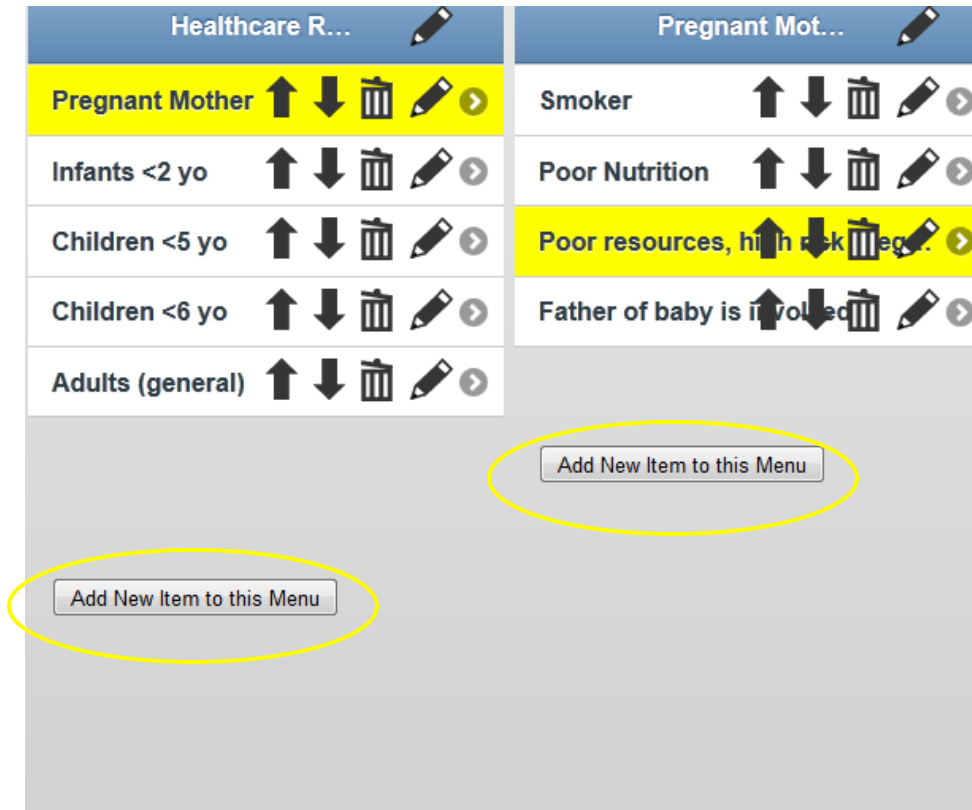
Add New Menu Linked Item



Click on Add Item to this Menu on desired menu level
(Creates a blank menu to add menu items to)

Type in Title
Make sure “Add New Menu Linked Item is selected”
Click Submit

Add New Endpage Linked Item



Click on Add Item to this Menu on desired menu level
(Creates a menu item that links to a blank endpage)

Add New Item

Title: Allergies

New Item

- ☐ Add New Menu Linked Item
- ☒ Add New Endpage Linked Item
- ☐ Use Existing Menu
- ☐ Use Existing Endpages

Submit **Cancel**

Type in Title
Make sure “Add New Endpage Linked Item” is selected
Click Submit

Use Existing Menu

The screenshot displays a menu management interface with two columns of menu items. The left column is titled 'Healthcare R...' and the right column is titled 'Pregnant Mot...'. Both columns have a yellow highlight on the first item. Below the columns are two buttons labeled 'Add New Item to this Menu', each circled in yellow. To the right is a 'Add New Item' dialog box with a 'Title' field containing 'Allergies', an 'Add' section with four radio button options, and an 'Existing Menu' dropdown menu.

Healthcare R...	Pregnant Mot...
Pregnant Mother	Smoker
Infants <2 yo	Poor Nutrition
Children <5 yo	Poor resources, high risk leg...
Children <6 yo	Father of baby is involved
Adults (general)	

Buttons: Add New Item to this Menu

Dialog: Add New Item

Title: Allergies

Add

- ☐ Add New Menu Linked Item
- ☐ Add New Endpage Linked Item
- ☒ Use Existing Menu
- ☐ Use Existing Endpages

Existing Menu

Adults (general)

- Adults (general)
- Children <5 yo
- Children <6 yo
- Healthcare Resources
- Infants <2 yo

Click on Add Item to this Menu on desired menu level

Type in Title

Make sure "Use Existing Menu" is selected

Select a menu item from dropdown

Click Submit

Use Existing Endpage

Healthcare R...	Pregnant Mot...
Pregnant Mother	Smoker
Infants <2 yo	Poor Nutrition
Children <5 yo	Poor resources, high risk leg...
Children <6 yo	Father of baby is involved
Adults (general)	

Add New Item to this Menu

Add New Item to this Menu

Click on Add Item to this Menu on desired menu level

Add New Item

Title: Allergies

Add

- ☐ Add New Menu Linked Item
- ☐ Add New Endpage Linked Item
- ☐ Use Existing Menu
- ☒ Use Existing Endpages

Existing Endpage

Air Quality Monitor

- Air Quality Monitor
- Breastfeeding Hotline
- Healthy Start, Inc
- Lead Prevention Program
- Maternal and Child Health

Type in Title

Make sure "Use Existing Endpages is selected"

Select an endpage from dropdown

Click Submit