GENERAL INFORMATION AND FUNCTIONALITY

Radio Buttons - Choice of only one option from group available.

Checkboxes - Click on as many options from the group as you wish to select.

Drop Down Boxes - Click **arrow**, **highlight** an option, **blank** at top is sometimes an option to select.

**Modules -** The modules within NJCOS are: **Customer**, **Provider**, **Employer**, **Staff** and **Help**.

Function Keys - The function keys allow you to select a particular task.

Tabs - The tabs contain the logical pertinent customer information provided.
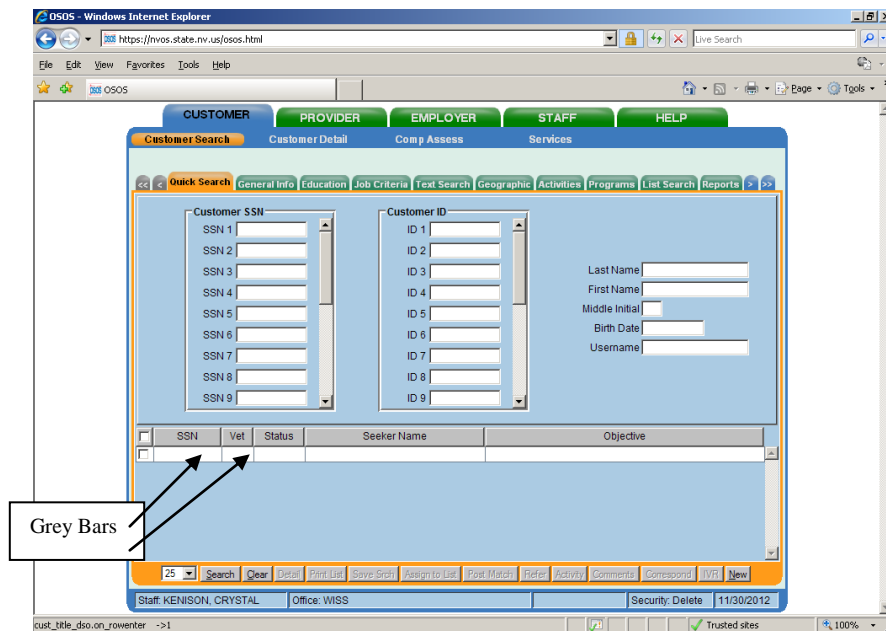
Dialog Boxes (Pop-up) - **Bold** indicates Sub Categories below. Click on the folders next to bold categories to drill down into sub-categories. (Example: O*NET Titles)
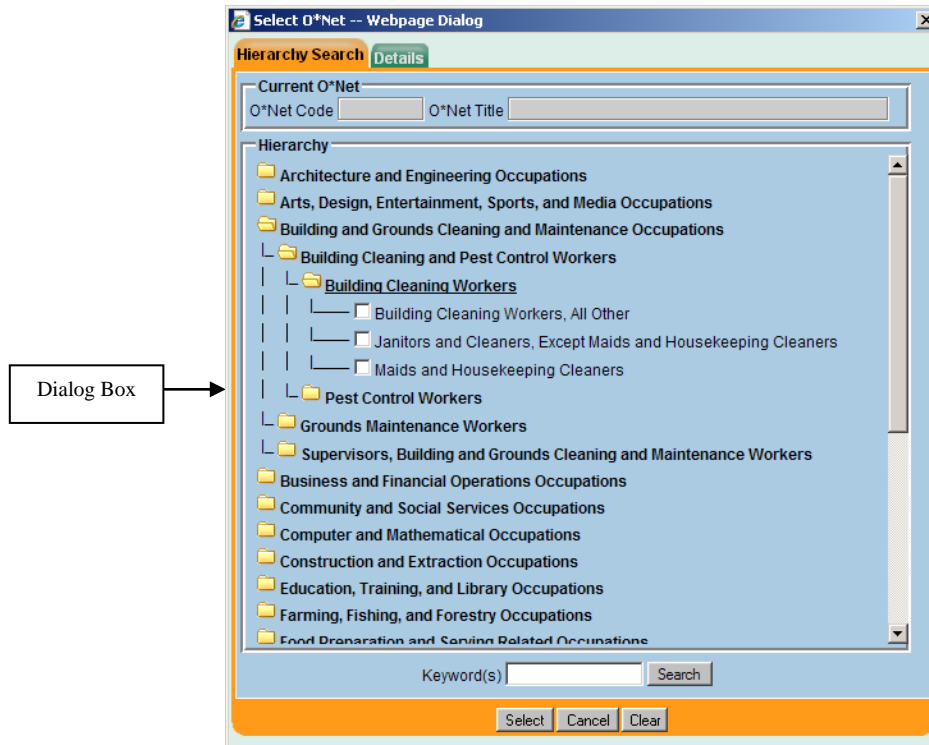

Grey Bars (Above Lists) - Throughout NJCOS when double clicked will arrange lists alpha or numeric in ascending or descending order.

Open **https://nvos.state.nv.us** , this link will take you to the confidentiality page (please see picture below). For all future logins you must use this page to access NJCOS. If you do not start NJCOS from this page, the application will not function properly. This page can be saved in your favorites or added as a shortcut on your desktop:
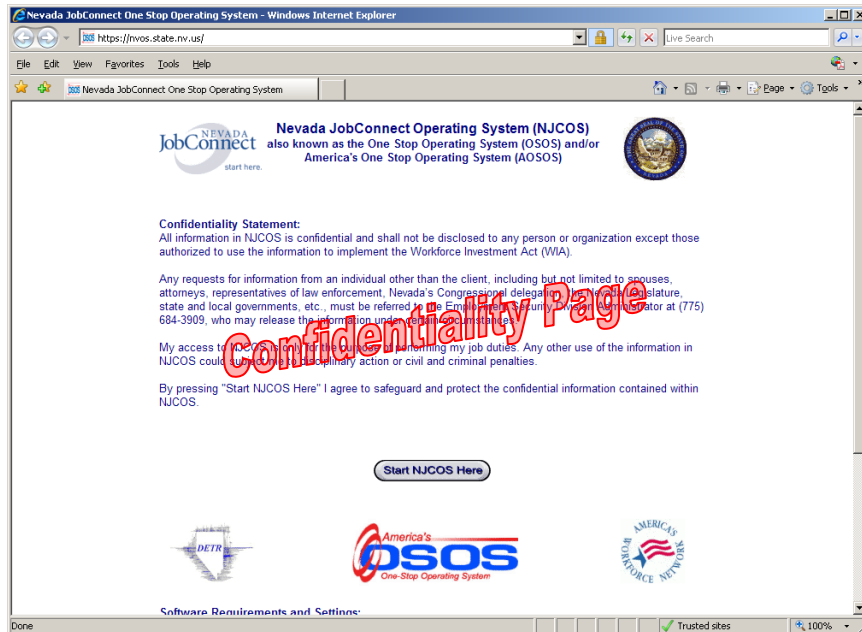
- **Preparing your Computer for NJCOS (make sure you are on the confidentiality page when completing the following steps):**
    - **Requirements:**
    Windows 98, ME, NT, 2000 or XP
    Microsoft Internet Explorer version 6.0
    Screen resolution set to **800X600** or **higher and small fonts**.
    Internet security settings under **Tools: (A heat ticket must be created or technician must be called, as this requires administrative rights to the PC to adjust. Please indicate which version of Internet Explorer you are using)**
        - Internet zone set to the **default level (low).**
        - Assign the **https://nvos.state.nv.us** to the **trusted site zone**.
        - Set your Internet Explorer cache setting to "Every Visit to the Page". Click on
        - Tools, select Internet Options, and go to temporary Internet settings. Choosing this will check for the newest version of the web page each time it is accessed.
        ActiveX settings should be enabled in order to use the templates feature.
        Pop up Blocker must be turned off.

- **Start NJCOS** by opening the webpage referenced above. You should be on the confidentiality page. Click on "Start NJCOS here". On the next screen, enter your user name and password. Click "login" (must click on "login", hitting enter will not work.) Please see username and password details that follow on the next page.

- **Signing off:** Select "Staff" module. Click Logout. Always use the **Back button** (upper left corner of the screen) to **exit NJCOS.** This clears the memory cache and is needed for the application to function correctly. Once you reach the Confidentiality page you may click on the "X" (upper right hand corner) to exit the Internet.

- **User name and password** - User name and password are **case sensitive** and must be at least 6-80 characters, unique to the user. Username will be your first initial, middle initial and last name (If you do not have a middle initial, it may contain a hyphen or number).

- **Customer User Name and Password:** In order to standardize and help with retrieving user names and passwords for clients, the following format is suggested.

   - If the Customer is at desk, help the customer create a user name and password they will be able to remember.

   - If the customer is not at your desk use the following default**:**

   User Name: Use the first 3 letters of first name and birth date and month (MMDD)
   Password: Use the first 3 letters of last name and birth year (YYYY)

- **Records converted from GUIDE** Interface will assign the **User Name:** First 3 letters of the last name **(CAPS)** + last 6 digits of social security number and **Password:** Last 6 digits of the social security number.

- **Do not use symbols** which include any that are included on the number keys or /, \, <, > in any field in NJCOS as these symbols can effect how the NJCOS application runs. It can be detrimental to the NJCOS application causing malfunctions and errors to the record. Correspondence using mail merge techniques will appear unprofessional if symbols are used. **You may use . = - or ,**

- **Back Button:** Using the Back button on the Internet browser will take you out of the NJCOS application and you will have to reload.

- **Multiple record selection –** Multiple records can be selected by selecting the check box next to each individual record in the list of results.

- **Time Out -** the time out is set for 15 minutes of inactivity. Moving from screen to screen is not an activity and will not reset the clock and you will need to login again. Searching and saving data will reset the time out. Always **logout of NJCOS** when away from your desk.