

myAvatar – Basic Data Entry

Avatar Support Team
October 2012

PSCH Inc.
142-02 20th Ave.
Flushing, NY 11351

Entry of basic information

Names	LASTNAME,FIRST MI LAST,FIRST JR	no spaces before or after the comma
SSN	321-45-9876	
Zip Code	12345-6789	
Phone Number	(213) 564-7890	preferred
Date	MM/DD/YYYY	preferred
Time	HH:MM AM (or PM)	preferred
Dollar amounts	Enter whole dollar amounts without the decimal. Enter incremental dollar amounts with decimal and cents amount. Dollar sign, spaces and commas are not required.	

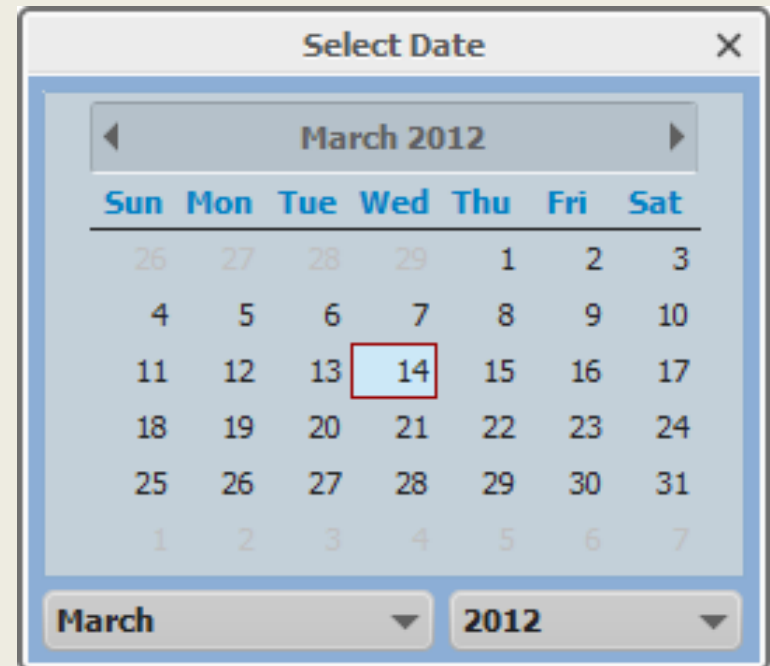
Date fields

All date fields are presented as in the example below:



- Where the format is : mm/dd/yyyy.
- T -- Today
- Y -- Yesterday
- Sliders change the date up or down, one day at a time.

Or, you can double-click in the date field to call up a calendar:



Time fields

All time fields are presented as in the example below:

Start Time

H M AM/PM

**note – colon
separators**

- Where the format is -- hh:mm:ss. e.g. 9:15 a.
- Sliders change the hours /minutes up or down. And change between “AM/PM”
- “Current” – enters the current clock time.

If you make an error entering the time, (e.g. “900” without the colon separator), you will get an error message reminding you of the correct format.



Selecting from a drop-down box

Avatar uses drop-down boxes to select from dictionaries.

This help to reduce errors.

Example,
for selecting a state.



Field labels

Field Label Color	Means ...
Black	Information is optional
Red	Information is required. The system will not allow you to file your forms without this data item.
Grayed out ... not accessible	Information will be defaulted in from another area in <i>myAvatar</i> . Although in some instances these may not fill in until a selection is made in an associated field.

If you need additional assistance,
please contact:

Who? Help-Desk
or the HIS Trainer

How? Go to *online.psych.org*
and click on the *IT HelpDesk* link
or call (718) 559-0559

HIS Trainer: 718-559-0558