Accessing the NYSIIS Folders and Tutorials on the Health Commerce System (HCS)



Enter the Web Address: https://commerce.health.state.ny.us

- A. Log in to the HCS Portal
- B. From the top navigational bar on the HCS home page, click on **Documents.**
- C. Under **My Groups**, click on the group that describes your organization type.
- D. Then select the **NYSIIS** folder from the list.

Home	Documents	Applications	<u>My Accounts</u> <u>Help</u> <u>Contact Us</u> <u>Logout</u>		
Groups > P	hysician 🚖 Add to Fav	<u>.</u>	±View Help		
Physic	ian Document Groups		Physician Document Groups		
Calend	ars		Patient Safety		
Contac	Contacts		Preparedness		
Dear A	Dear Administrator Letters		Prescription Information		
Dear P	Dear Practitioner Letters		Public Health Promotion		
Diseas	Diseases and Conditions		Publications		
Enviror	Environmental Health		Recalls		
Eamily	Family and Community Health		Regulations		
Eorms	Forms		Reporting		
🔲 <u>Guideli</u>	Guidelines		Resources		
E Health	Health Insurance Programs		Security		
🔲 Help	Help		Statistics and Data		
NYSIIS	\rightarrow		Training		
Newsle	etters				

E. To save the entire **NYSIIS** folder to your favorites click **Add to Fav.**

Home	Documents	Applications	<u>M</u>		
Groups >	Health Care > NYSILS	Add to Fav.			
	Health Care Document Groups				
	Data Exchange				
	General Information				
	Laws and Regulations				
	Newsletters				
	Parents and Guardians				
	Providers				
	Schools and Daycares				
	Training				
	User Group Meetings				

F. Within the **NYSIIS folder**, select the **Training folder** in order to access the NYSIIS Self-Guided Training Tutorials.



G. To add the self-guided tutorials to your favorites, click the link to open the tutorials.

Hon	ne Documents	Applications	My Accounts	<u>Help</u> <u>Contac</u>	t Us Logo
Groups	<u>Health Care</u> > <u>NYSIIS</u> >	Training 🌲 Add to Fav	<u>.</u>	±View I	telp
	Health Care Document	Groups			
	Training Evaluation Form				
	User Manual				
Frainin	g Documents	Sort	by: Date Posted - Descendin	g 💌 11 Records	
Туре	Label	Description			Date Posted
"	NYSIIS Training Letter	2011 Inform	2011 Information for Accessing NYSIIS		08/01/2011
**	NYSIIS Classroom & Webir Training Schedule	July - Decem	July - December 2011		08/01/2011
1	NYSIIS Data Exchange Tra Schedule	ning July - Septer	July - September 2011 06		06/27/2011
	MISIIS WEDINAL HAMING S	chedule July - Decem	July - December 2011 06/2		06/27/2011
WEB	Self-Guided NYSIIS Training Tutorials	View online o	View online or save executable to view later		03/18/2011
WEB	CDC Immunization Training Resources	and Free Co	and Free Continuing Education (CE) Credits		02/25/2011
WEB	NYSIIS Onsite Training	Onsite trainir multiple staff	Onsite training provides organization with an opportunity to train multiple staff together.		06/15/2010
WEB	Webinar and Classroom Information	for Feb 2010	for Feb 2010 - June 1010 06/15/2010		

H. Select **Add to Fav.** at the top of the screen.

Hom	e Documer	Applications	<u>My Accounts</u> <u>Help</u> <u>Contact Us</u> <u>Logo</u>
📌 Add	to Fav. 🗲 Back	🔶 Forward 🛛 🖶 Print	
			Revised 02/17/10
Selt	-Guided NYSI	IS Training Tutor	ials
View	v Tutorials:		Download Tutorial Files:
Click supp viewe pause Make mute	on tutorial name be orts "iframes" the vi er window below. Vi a, fast forward, etc sure your speakers d.	elow. If your browser ideo will pop-up in the iewer controls (play, .) are below the video. s are on and volume is r	Some older browsers do not support iframes. If they don't, the iframe will not be visible in the viewer window below. Not You may select the tutorial's executable file below and save the video to your pc to view:
1. 2. 3. 4. 5. 6. 7. 8.	Accessing NYSIIS Information Adding New Users Searching for a Pa Entering a New Pa Viewing the Immur Recommendation S Adding Immunizati Generating Patient Setting Up the NY	& Verifying Organization tient nization History and Screen ons : Specific Reports SIIS Inventory Module	1. Accessing NYSIIS & Verifying Organizational Information 2. Adding New Users 3. Searching for a Patient 4. Entering a New Patient 5. Viewing the Immunization History and Recommendation Screen 6. Adding Immunizations 7. Generating Patient Specific Reports 8. Setting Up the NYSIIS Inventory Module

I. Once you have added the NYSIIS folder and/or self-guided tutorials you can now access them directly from the left-side panel under **My Favorites**

