

**Instructions for obtaining eFINDS agency specific demo/training barcodes for eFINDS training**

1. Must have eFINDS role in the Communications Directory as an **eFINDS Reporting Administrator**
2. Log into NYSDOH Health Commerce System: <https://commerce.health.state.ny.us>
- 3a. Look at “My Applications” on the left toolbar
- 3b. Click on the eFINDS Application.

Welcome Anne D'Angelo

Search

My Applications

- Acronyms & Abbreviations
- Application Access
- Coord Account Tools - HCS
- Coordinator's Update Tool
- e-FINDS
- Electronic Prescribing Waivers
- Emergency Contacts
- Role Lookup Tool
- ROPES
- ServNY

Refresh My Applications List

### System Notices

- As many of you know we have a new Secure File Transfer 2.0 that was released on Monday, December 19th, 2016 to a limited audience. Until this point we have kept both versions running to allow our users to get accustomed to the new version. This notice is to inform all HCS users that the old SFT will be turned off **today, Jan 9th, 2017 at 3:30pm**. If you have not used the new version or you expect people will be sending you an SFT, you must register for your name to be listed in the address book. Go to My Contents > All Applications > S > Secure File Transfer 2.0 for more information. This does not affect the group uploads at this time.

### Important Health Events

ZIKA VIRUS RESPONSE | NYS PMP | Visualization Portal

### Important Health Notifications

Posted	Priority	Keyword	Source	Audience	Description	Recipients
12/28/2016	Advisory	Influenza	NYSDOH		Influenza Prevalent in NYS	Recipients
12/23/2016	Advisory	Commissioner's Letter	NYSDOH		Dr. Zuckers December 2016 Monthly Letter: Looking Back and Looking Ahead	Recipients
12/14/2016	Advisory	Weather advisory	NYSDOH		Severe Cold Weather and Carbon Monoxide Advisory for Providers from NYSDOH	Recipients
12/13/2016	Advisory	Infectious Disease	NYSDOH		Carbapenem-resistant Enterobacteriaceae	Recipients

Showing notifications sent in the past 30 days.

4. Select Practice Only (for training barcodes).

Welcome to NYS eFINDS Home

Please click the link to match your use of eFINDS at this time

Evacuate

Practice Only

4

5. Select the appropriate **Current Location** (facility for which you will be registering people) and **Admin Role** (xxxx@admin) from the drop down list if you are affiliated with more than one facility and/or have more than one role at a given facility. **Click Set Location**  
 Note: your agency will be displayed not SMH

Welcome! You must select your current location before proceeding.

**Set Current Location**

Current Location \*

Set Location

5

6. Select Manage Barcodes from top toolbar



7. Verify **your** current location (the facility for which you will be registering people)

8. Leave Start Number and End Number *blank* for all assigned barcodes

9. Select the Barcode Assignment: Scannable Log (pdf) Option

10. Check Exclude used barcodes from List

11. Click **Download Document**

### Download Barcode Documents

Location Org. Type: [HO] Hospital ← 7

Location: Strong Memorial Hospital - PFI[HO] - 0413

Start Number:  ← 8

End Number:

Document Type: ← 9

- Barcode Assignment: Scannable Log (pdf)
- Barcode Assignment: Uploadable Spreadsheet (excel)
- Avery Label Document (Product No. 5262) (pdf)

Exclude used barcodes from list?  ← 10

Confidential (exclude facility name)

[Download Document](#) ← 11

12. Print the PDF and bring to training. Please make sure you have at least 8 barcodes available (not used)

Strong Memorial Hospital - PFI ( P40413 ) *** TRAINING ***					
Barcode	First Name	Last Name	Birth Date	Gender	Time
HQ041300294D				Male Female Transgender Unknown	
HQ041300295D				Male Female Transgender Unknown	
HQ041300297D				Male Female Transgender Unknown	
HQ041300298D				Male Female Transgender Unknown	
HQ041300299D				Male Female Transgender Unknown	
HQ041300300D				Male Female Transgender Unknown	
HQ041300307D				Male Female Transgender Unknown	
HQ041300308D				Male Female Transgender Unknown	
HQ041300309D				Male Female Transgender Unknown	
HQ041300310D				Male Female Transgender Unknown	

