

CHRIS Support Features

Whether you use CHRIS for the Child Find process or the Child Outcomes Summary (COS) process the CHRIS website, chris.miami.edu, is your gateway to everything CHRIS. The CHRIS website contains a variety of training and support information including manuals, instructional videos, frequently asked questions, and contact information for the CHRIS Help Desk.

COS Process Users

COS users have access to a report which generates an Excel spreadsheet providing detailed COS information. An [instructional video](#) on how to generate this report is available on the CHRIS website.

Child Find Process Users

The [Reports Manual](#) walks you through how to use the more than 40 standard report layouts included in the CHRIS program. For users who prefer an interactive experience, the CHRIS Help Desk offers a half-day virtual Reports training. This training can be customized to meet the needs of individual users or sites. Contact the Help Desk to schedule a Report training session.

If the report you need isn't available as a standard report, the Help Desk can create custom reports for you and even export the data into an Excel spreadsheet, if needed. Custom reports can include any fields in CHRIS as well as calculated fields like averages and totals. We can also add sub-summaries, which will break down the data into sub-categories. For example, users can break down a found set by zip codes, timeline status, or virtually any field the user would like to use.

Another available feature is the Locator Junior screen. It allows the user to "go back" to their original found set, but it is filtered so it only shows the children the user has been authorized to view. This feature is accessed by first selecting an available child from the original found set. From this child's Demographic or Tracking screen, the user would click on the magnifying glass icon at the top left of the window to open Locator Junior. For more information, see the CHRIS [User Manual](#) available on our website or contact the Help Desk for more details.

Finally, we would like to spotlight the ability to change the order in which Significant Adults appear on the Significant Adults screen. By using the arrows at the top right of each individual Significant Adult record, users can move each record up or down in relation to any other existing adult records, so the list appears in the order desired. For more details on this feature, please click on the link "[New CHRIS Features Article](#)" available on our website's home page under "What's New at CHRIS?". For any other requests or concerns regarding CHRIS, please do not hesitate to contact the Help Desk.