

APTA CSIF Web Instructions for a CCCE

Login to APTA CSIF Web at <https://csifweb.amsapps.com>

1. To access CSIF Web you will need to **login using your username and password from CPI Web.**
2. If you do not recall your username and password, please contact CSIF Web Support at: csifwebsupport@academicsoftwareplus.com

To Start Completing Your CSIF:

1. Click on the **'2011 CSIF Web Surveys'** tab on your home page. It is located near the top of the screen.
2. You will then be brought over to the **'Current Site Surveys'** page. Please select your clinical site from the drop-down menu.
 - a. Once you click on your clinical site, the name of your site will be displayed. You will see the statement: "There is no currently active survey for (the name of your specific site). Who do you wish to work on this survey?" All CCCEs that are registered in CPI Web will have access to edit the CSIFs. If you would like to designate one or more of your CIs to have access to fill out the CSIF, please check the box next to their name.

PLEASE NOTE: If you do not see your particular clinical site in the drop-down menu, please contact CSIF Web Support at: csifwebsupport@academicsoftwareplus.com

3. Click on **'Create Site Survey'** button to begin completing the CSIF.
4. You will see a screen with an overview of all the Topic categories and their associated Sections for the CSIF. **Click on one of the red Topic** names to access the Sections that need to be completed or edited.
5. On the last column on the right, you can click on **'Edit All'** to edit the entire Topic or click on **'Edit Now'** to revise information associated with a particular Section.
6. To complete the CSIF, you will need to type information into the appropriate fields, and select check boxes, radio buttons, and options from a drop-down menu.

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7. When you are finished editing a particular Section, look for the **Section Sign Off** message. Click the box that says: **'This section has been completed.'**

PLEASE NOTE: If you do not click on the 'This section has been completed' box for each Section, those Sections will be considered still "In Progress".

8. When you are finished editing a Topic, be sure to click on one of the **'Save'** buttons to keep your work for that Topic.
9. Once you click on one of the **'Save'** buttons, all of your work will be saved, and the status for all Sections will show as being **'Completed'** in green lettering. The Last Update column will show the Date and Time that the information was last updated.
10. Click on another **'Topic'** tab on the top of the page to continue completing the CSIF or Log Out if you are finished.
11. To download, save, or print out a copy of your completed CSIF, please follow the below instructions:
 - a. Log into CPI Web using your same username and password for CSIF Web.
 - b. After you have logged into CPI Web, please click on the **'Sites'** tab on your home page.
 - c. On the **'Sites'** tab, you will see the name of your site, and your 100% complete CSIF.
 - d. Click on the **'Export to PDF'** icon.
 - e. Click on the **'Downloads'** tab. **(Please be advised that it could take anywhere from a few seconds or longer to generate your CSIF depending on how much information is contained in your document.) In the event that your CSIF takes a bit longer than expected to generate, please click on the 'Refresh' button in your Internet browser. Your CSIF should then show up as being ready to download.**
 - f. After your CSIF has been generated, please click on the **'Download'** link. Once your CSIF downloads, it will display in a PDF format on your system.
 - g. Please **'Save'** the PDF to your computer. To do this, drag your mouse to the bottom of the page and click on the **'Disk'** icon. This will prompt a **'Save As'** box to appear on your screen. Please **'Save'** your CSIF to an appropriate place on your computer.

h. To **'Print'** out a copy of your CSIF, drag your mouse to the bottom of the page and click on the **'Printer'** icon. This will prompt a **'Print'** box to appear on your screen. Please **'Print'** your CSIF to the designated printer connected to your computer.

12. If you decide that you would like to complete part of the CSIF at a given time, but want to finish at a later date, please make sure that you **'Save'** all of the information that you entered in, and then Log Out.

PLEASE NOTE: The 'Log Out' button is located in the upper right hand corner of the screen.

13. To access CSIF Web at a later time to complete your CSIF, please use your same **username and password from CPI Web.**

If you have any questions, comments or encounter any issues using APTA CSIF Web, please contact Support at:

csifwebsupport@academicsoftwareplus.com