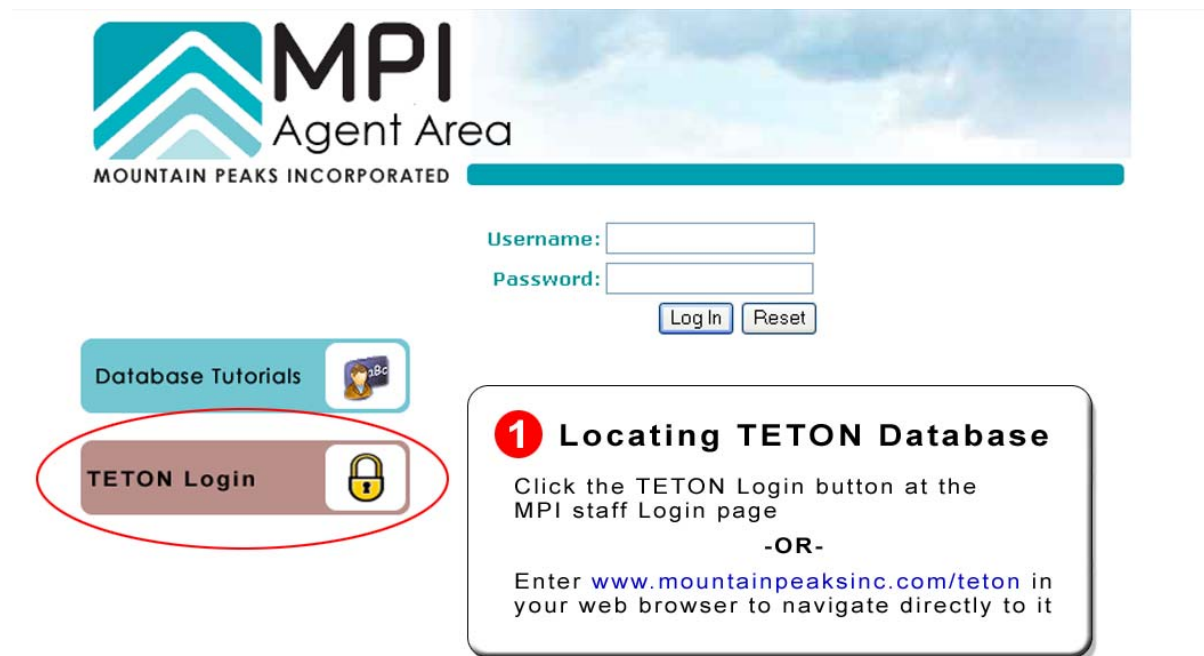


TETON Database Tutorial

This tutorial contains information and instruction on using the TETON database. If you have further questions regarding the TETON database, please call Mountain Peaks, Inc. at (406) 453-6784.

Locating the TETON database

This database is a Web based application that allows authorized users to access the database from any computer connected to the Internet. Simply start your Web browser and enter <http://www.mountainpeaksinc.com/teton> to navigate directly to the TETON login page. You can also access this page from the Mountain Peaks Inc. Community homepage by clicking the Staff Login button, then clicking the TETON Login button [Fig. 1].



[Fig. 1] Mountain Peaks Staff Login page

Next Page: Logging in to the TETON database

Log in to the TETON database

Once you have navigated to the TETON Login page [Fig.2] you must enter your Username and Password to access the database. If you do not have a Username and Password, click the Request Authorization button to request a Username and Password. You will be directed to a new page where you will enter your information and submit your request. Upon approval, your Username and Password will be emailed to you at the address you provided.

The image shows the TETON Login page with the MPI Agent Area logo and the TETON title. The login form includes fields for Username and Password, and buttons for Log In and Reset. A red circle highlights the Request Authorization button, which is accompanied by a padlock icon. A green arrow points from the Log In button to the Request Authorization button. Two instructional boxes are present: one for users not yet authorized and one for authorized users. The not yet authorized box contains a form with fields for Name, Phone, Email, DPHHS Location, and District Admin, and buttons for Request and Reset. A large red 'SAMPLE' watermark is overlaid on the form.

MPI Agent Area
MOUNTAIN PEAKS INCORPORATED

TETON

Username:

Password:

Log In Reset

Request Authorization

1 Not Yet Authorized?
Click "Request Authorization" on the TETON Login screen.

2 Complete Form
Fill in your information and click the "Request" button to send it.

Name:

Phone:

Email:

DPHHS Location:

District Admin:

Request Reset

3
Following Regional Administrator approval, your Username and Password will be emailed to you.

1 Authorized Users
Type in your Username and Password and click the Log In button on the TETON Login screen.

[Fig. 2] TETON Login page

Next Page: TETON Main page

TETON Main Page and Agent Area

This main page contains information and links to the different areas of the TETON database. It can always be accessed by clicking the “Main” link under the TETON Logo at the top of the page. See [Fig. 3] below for descriptions of the buttons and links.

The screenshot shows the TETON Agent Area interface. At the top left is the MPI logo with the text 'MOUNTAIN PEAKS INCORPORATED' and 'Agent Area'. To the right is the 'TETON' logo and a 'SIGN OUT' button with a red 'X' icon. Below the logo is a navigation bar with links for 'Main', 'Referrals List', and 'Referrals Search'. The main content area is divided into three sections: 'Referral Management', 'Your Account', and 'Your Stats'. The 'Referral Management' section contains four buttons: 'Add New Referral' (1), 'Active Referrals' (2), 'Archived Referrals' (3), and 'Search Referrals' (4). The 'Your Account' section contains two links: 'Configure Your Profile' and 'Access Password' (5). The 'Your Stats' section shows the user is logged in as 'Jason Anderson' (6). Below the main content area, there are two accreditation logos: 'DIVISION OF ALCOHOL TESTING & INDUSTRY ASSOCIATION' and 'SELECTION ACCREDITED FACILITY'. A large box on the left contains numbered descriptions for each callout.

1 Click to initiate referral process

2 Click to see current active referrals (user referred only)

3 Click to see past/completed client referrals

4 Allows you to search the database using last name

5 Allows you to change your User information and Password

6 Shows user is logged in to the TETON database

[Fig. 3] TETON main page and links

Next Page: Opening Active Referrals

Opening Active Referrals

You can open active referrals by clicking on the “Active Referrals” button on the main page. A list of your current active clients will appear. [Fig. 4]



The screenshot shows the MPI Agent Area interface. At the top left is the MPI logo with the text "Agent Area" and "MOUNTAIN PEAKS INCORPORATED". To the right is the "TETON" logo and a "SIGN OUT" button with a red 'X' icon. Below the header is a navigation bar with links for "Main", "Referrals List", and "Referrals Search". The main content area is titled "Referrals Management List" and contains a table with the following data:

ID	Primary Branch	Last Name	First Name	Action
2906	Great Falls	Doe	John	Open

Below the table, it indicates "1 of 1" entries. A callout box with a red checkmark icon and the title "Open 'Active Referrals'" provides instructions:

- 1 List of current active clients for that user
- 2 Click [Open](#) to access client file

[Fig. 4] Active referrals list

Adding New Referrals Step 1 of 2




You can add new referrals by clicking on the “Add New Referral” button on the main page. This will automatically begin a two-step process to add the referral. [Fig. 5]

The screenshot shows the MPI Agent Area interface. At the top left is the MPI logo with the text 'MOUNTAIN PEAKS INCORPORATED'. To the right is the 'TETON' logo. A 'SIGN OUT' button with a red 'X' icon is in the top right. A navigation bar contains 'Main | Referrals List | Referrals Search'. The main content area is titled 'Add New Referral'. On the left, a red checkmark icon is next to the heading 'Add New Referral'. Below it, a green circle with the number '1' is next to the text 'Step 1 of 2'. A paragraph of instructions reads: 'Fill in client information and click the “ADD” button. You will automatically be taken to the Step 2 screen.' On the right, a form contains the following fields: 'Branch Name:' with a dropdown menu showing 'Great Falls'; 'First Name:'; 'Last Name:'; 'Address:'; 'City:'; 'State:'; 'Zip:'; 'Phone Home#'; 'Phone Work#'; and 'Phone Cell#'. An 'ADD' button is located at the bottom of the form, circled in red. A large, semi-transparent 'SAMPLE' watermark is overlaid on the form fields.

[Fig. 5] Add New Referral Step 1 of 2

Next Page: Add New Referral Step 2 of 2

Add New Referral Step 2 of 2 [Fig. 6]

SIGN OUT 

MOUNTAIN PEAKS INCORPORATED Main | Referrals List | Referrals Search

Referral Client Info / Edit Compliance Reports

Referral Management

Referral Info

Branch: Great Falls
First Name: John
Last Name: Doe
Address: 111 Elm
City: Great Falls
State: MT
Zip: 59401
Phone Home# 000-0000
Phone Work#
Phone Cell#

Referral Source

Name: Jason Anderson
Email: jason@mpiwifi.com

Note:

Refer / Update

1 Frequency (per week)

1 2 3 4 5

One Time Only

2 Duration (weeks)

1 2 4 6 8 12 24

(example: 2 tests per week for 12 weeks, select Frequency @2 and Duration @12)

Additional Instructions:

4 Services

Drug Screening - Urinalysis

Immediate up to 5 panel
 Calibrated - 7 panel
 Not needed at this time

Drug Screening - Oral Fluid/Swab

Immediate up to 5 panel
 Calibrated - 7 panel
 Not needed at this time

Drug Screening - Hair

Specify Drug:

Not needed at this time

Drug Screening - Alcohol


Breathalyzer
 Sobrieter
 Not needed at this time

Service - Wellness Check

Basic
 Extended
 Not needed at this time

Comments

Additional Instructions:

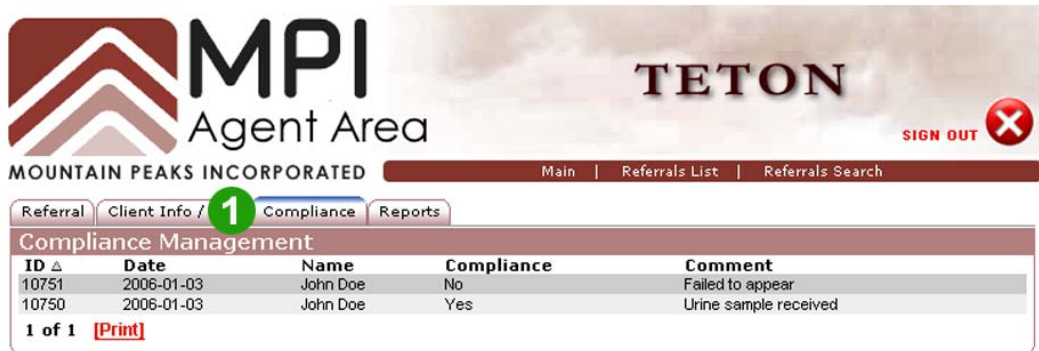
 **Add New Referral Step 2 of 2**

- 1** Select frequency for week.
- 2** Select # of weeks service is to last.
- 3** Utilize "additional instructions" for specific directives such as in home testing, weekend, etc.
- 4** Select 1 or more service. Utilize comment section if needed.
- 5** Utilize for further instruction.
- 6** Additional note opportunity regarding referral.
- 7** Upon clicking, the referral will be sent to both you (the source) and MPI.

[Fig. 6] Add New Referral Step 2 of 2

View Compliance Record

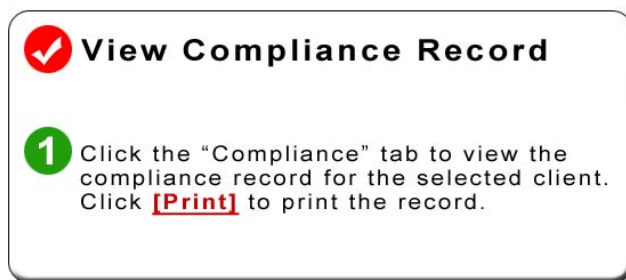
Click the “Compliance” tab to view the compliance record for the selected client. [Fig. 7]



The screenshot shows the MPI Agent Area interface. The header includes the MPI logo, 'Agent Area', and 'TETON'. A navigation bar contains 'Main', 'Referrals List', and 'Referrals Search'. Below the header, there are tabs for 'Referral', 'Client Info / Edit', 'Compliance', and 'Reports'. The 'Compliance' tab is selected and highlighted with a green circle containing the number '1'. The main content area is titled 'Compliance Management' and contains a table with the following data:

ID	Date	Name	Compliance	Comment
10751	2006-01-03	John Doe	No	Failed to appear
10750	2006-01-03	John Doe	Yes	Urine sample received

At the bottom of the table, it says '1 of 1' and there is a '[Print]' link.



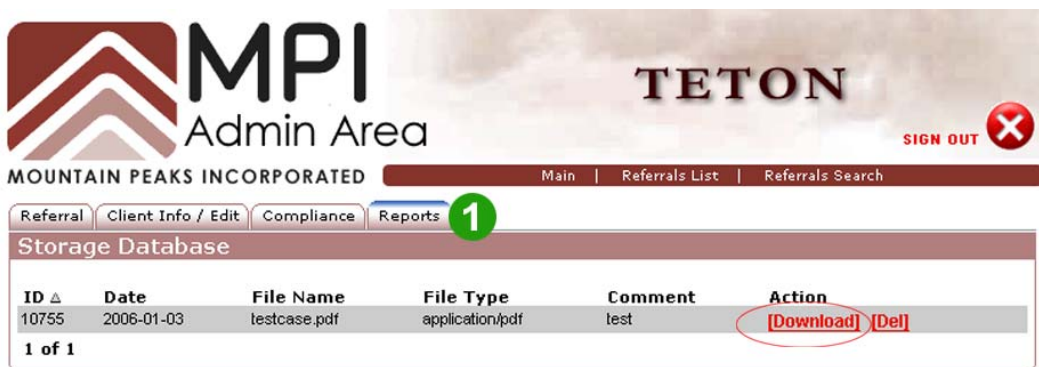
✓ View Compliance Record

1 Click the “Compliance” tab to view the compliance record for the selected client. Click [\[Print\]](#) to print the record.

[Fig. 7] Compliance Record

Download and View Reports

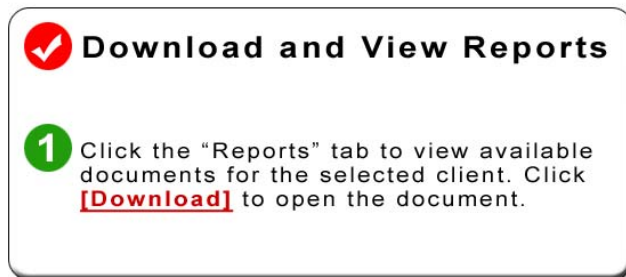
Click the “Reports” tab to view available reports for the selected client. [Fig. 8]



The screenshot shows the MPI Admin Area interface. The header includes the MPI logo, 'Admin Area', and 'TETON'. A navigation bar contains 'Main', 'Referrals List', and 'Referrals Search'. Below the header, there are tabs for 'Referral', 'Client Info / Edit', 'Compliance', and 'Reports'. The 'Reports' tab is selected and highlighted with a green circle containing the number '1'. The main content area is titled 'Storage Database' and contains a table with the following data:

ID	Date	File Name	File Type	Comment	Action
10755	2006-01-03	testcase.pdf	application/pdf	test	[Download] [Del]

At the bottom of the table, it says '1 of 1'.



✓ Download and View Reports

1 Click the “Reports” tab to view available documents for the selected client. Click [\[Download\]](#) to open the document.

[Fig. 8] Download and View Reports