

WAYPATH | DAODAS Portal Reference Guide

August 2022

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Introduction

The purpose of this document is to serve as a reference guide for the Dynamics 365 DAODAS Portal. This document provides an overview of the Portal including access, navigation, forms, and tracking.

DAODAS Portal URL: <https://das-prod.powerappsportals.us>

Supported Platforms, Browsers, and Operating Systems

Platforms

The most recent version of iOS is recommended to run Power Apps for mobile devices, noting the previous version meets the minimum required.

Browsers

The following browsers are supported for using Microsoft Power Apps portals:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Apple Safari

NOTE: Internet Explorer is not supported for Microsoft Power Apps portals.

Operating Systems

The operating systems listed below are supported for running Microsoft Power Apps portals.

- Windows 10 or later
- macOS 10.13 or later
- iOS 13 or later
- Android 10 or later

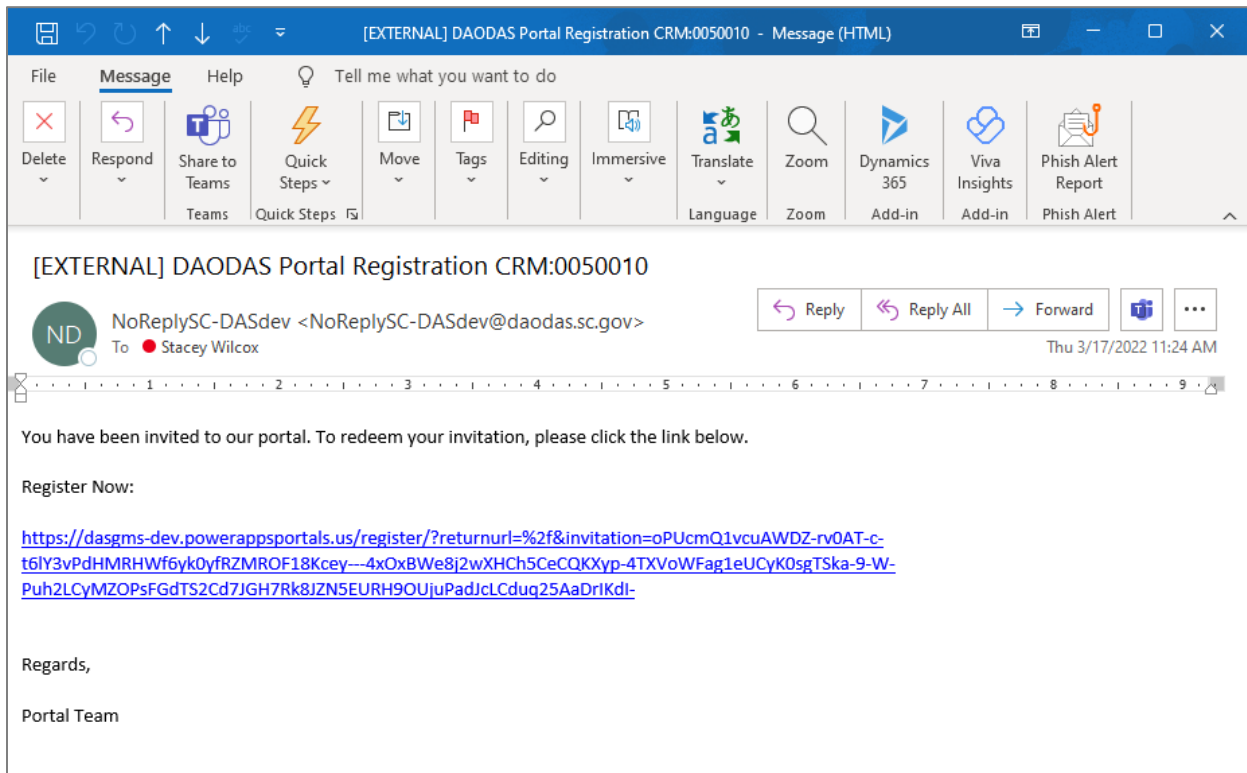
Access

Access to the DAODAS Portal is granted one of two ways:

1. Via Portal Invitation triggered from the Dynamics 365 GrantVantage application
2. Via Self-Registration

Portal Invitation User Experience

The DAODAS Prevention team will trigger the invitation which sends an email to the user. The recipient will click on the URL in the email invitation to navigate to the portal.



An Invitation code is assigned to the user. Do not clear the Invitation code. This is required to complete the registration process successfully.

Next, click the Register button under the Redeem invitation tab. The system will redirect the user to the Register tab.

South Carolina
DAODAS
Department of Alcohol and Other Drug Abuse Services

Home | Contact Us | Sign in

Sign in Register **Redeem invitation**

Sign up with an invitation code

* Invitation code oPucmQ1vcuAWDZ-rv0AT-c-t6IY3vPdHMRHWf6yk0yRZMROF18Kcey---4xOxBWe8j2wXCh5CeCQKXyp-4TXVoWfag1eUCyK0sgTSka-9-W-

I have an existing account

Register

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Note that the code has been redeemed.

Complete the required fields under Register for a new local account, and then click the Register button. The Profile screen displays.

South Carolina
DAODAS
Department of Alcohol and Other Drug Abuse Services

Home | Contact Us | Sign in

Sign in Register **Redeem invitation**

Redeeming code: DVyU5mAuqXs2xiihbohHqsBOYIxD7RSUWlc-dLJw4-wdokmFZRfM4iNnmRlvMOxfVT9abwJ5A4pY46bL70Hdi1IkSXMgfABUJ-JkuLeYtVGfeLU-kSPfTp03H-8vNErbuVN8OkfHO4-AIKC4YvDmph-pKbniVi32FbFOOicPD08-

Register for a new local account Register using an external account

* Email swilcox@waypathconsulting.com **Azure AD**

* Username

* Password

* Confirm password


Register

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Update the profile, noting required fields, and then click Submit to complete the registration process.

South Carolina
DAODAS
Department of Alcohol and Other Drug Abuse Services

[Home](#) | [Contact Us](#) | [Forms](#) | [My Forms](#) | [Stacey Wilcox](#)



[Home](#) > [Profile](#)

Profile

Please provide some information about yourself.

First Name *

Last Name *

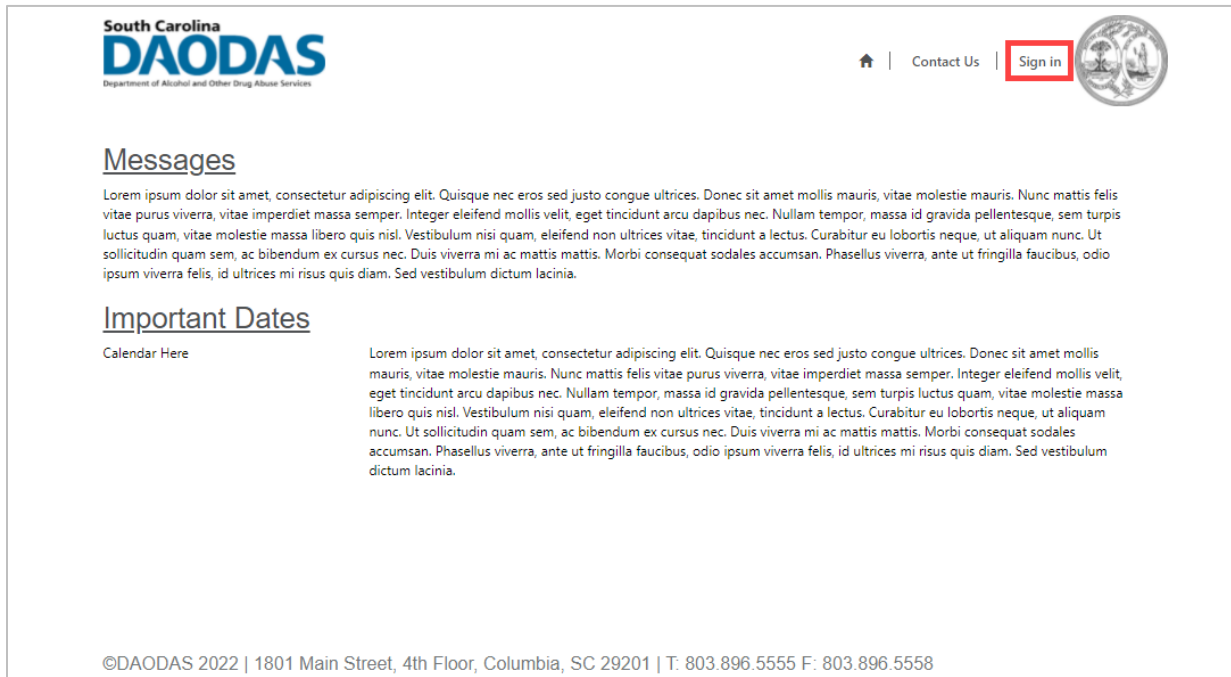
Organization *

Email Address *

Business Phone *

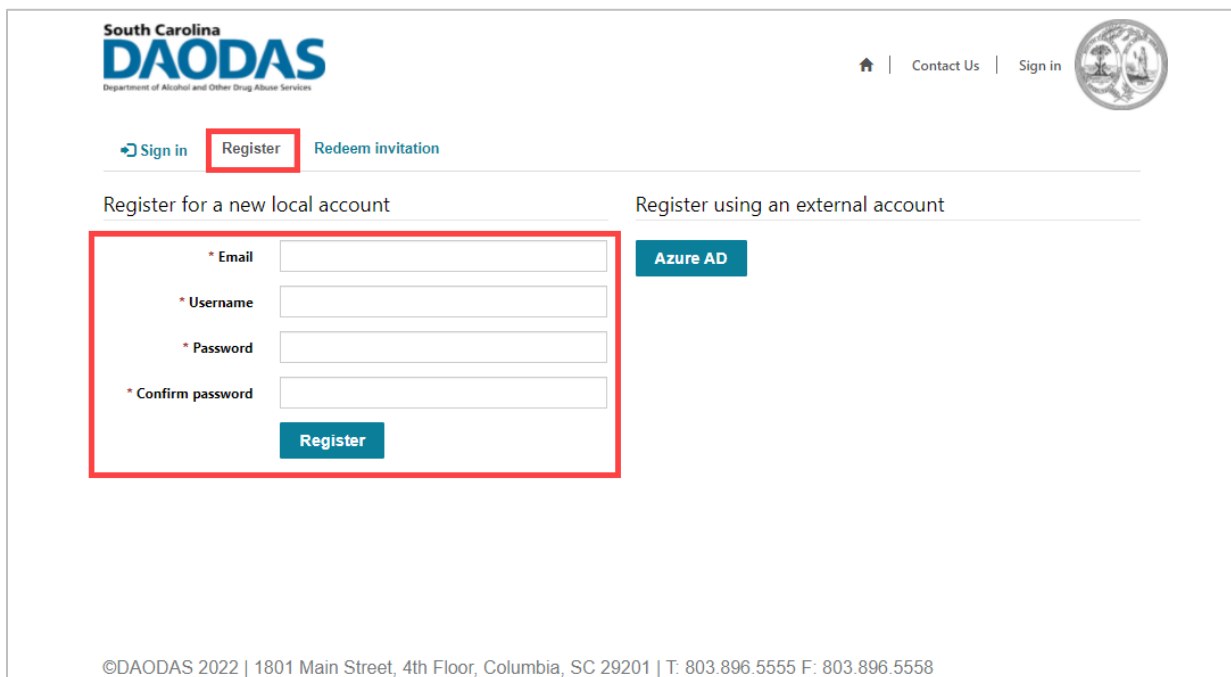
Mobile Phone

Self-Registration User Experience
 On the DAODAS Portal Home page, click Sign in.



Click on the Register tab.


Complete the registration information under “Register for a new local account,” and then click the Register button. The Profile screen displays.



Complete the required fields under Register for a new local account, and then click the Register button. The Profile screen displays.

An email is sent to DAODAS Prevention team to set up the user. Upon completion of the set-up, the DAODAS Prevention team will notify the user that the registration process is complete.

South Carolina
DAODAS
Department of Alcohol and Other Drug Abuse Services

Home | Contact Us | Profile name 

Home > Profile

Profile

Please provide some information about yourself.

First Name *
Claude

Last Name *
Monet

Organization *
Clarendon Sheriff's Office

Email Address *
swilcoxwpc+1@gmail.com

Business Phone *
555-555-1111

Mobile Phone
555-555-1234

Submit

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Navigation

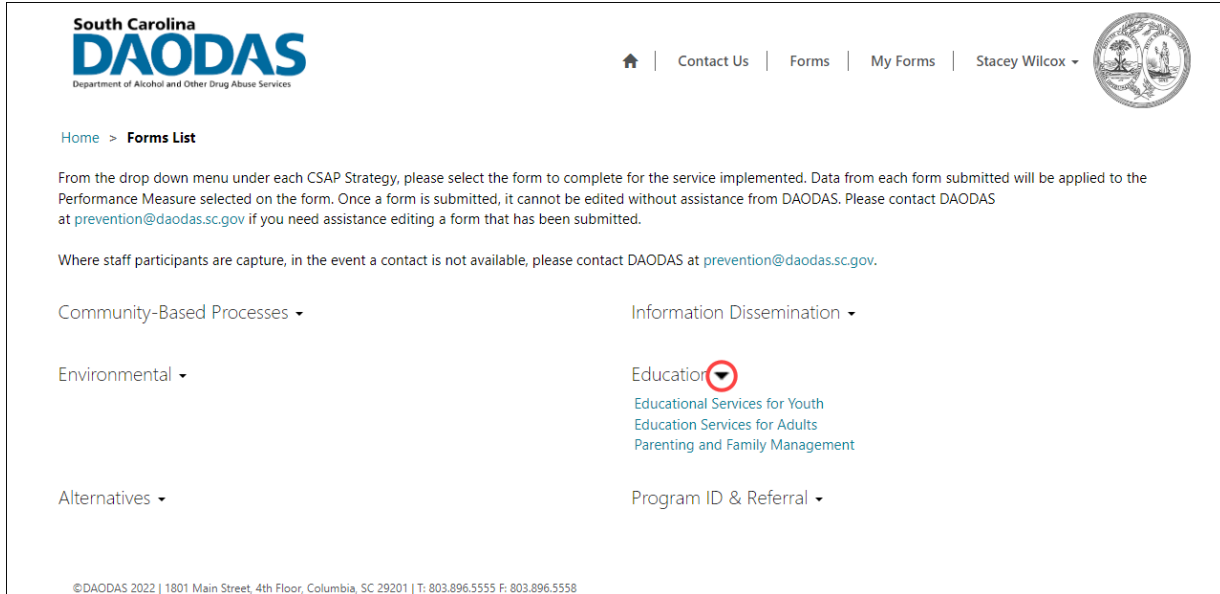
The DAODAS Portal consists of a Home Page, Forms library, and a My Forms view. Users must complete the portal registration process and be signed in to access these pages. The sections below offer an overview and/or functionality of each page.

Home Page

The Home page provides information about the portal, including instructions and important dates.

Forms

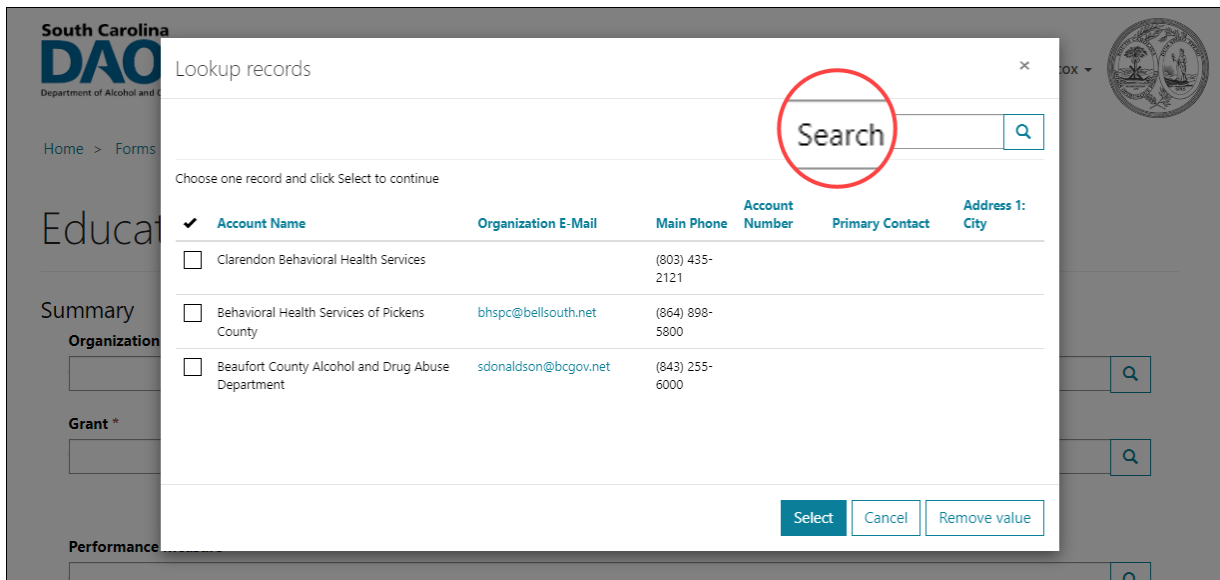
The Forms library displays a list of forms grouped by strategy. By default, strategies are collapsed. Clicking the drop down next to a strategy displays the related forms.



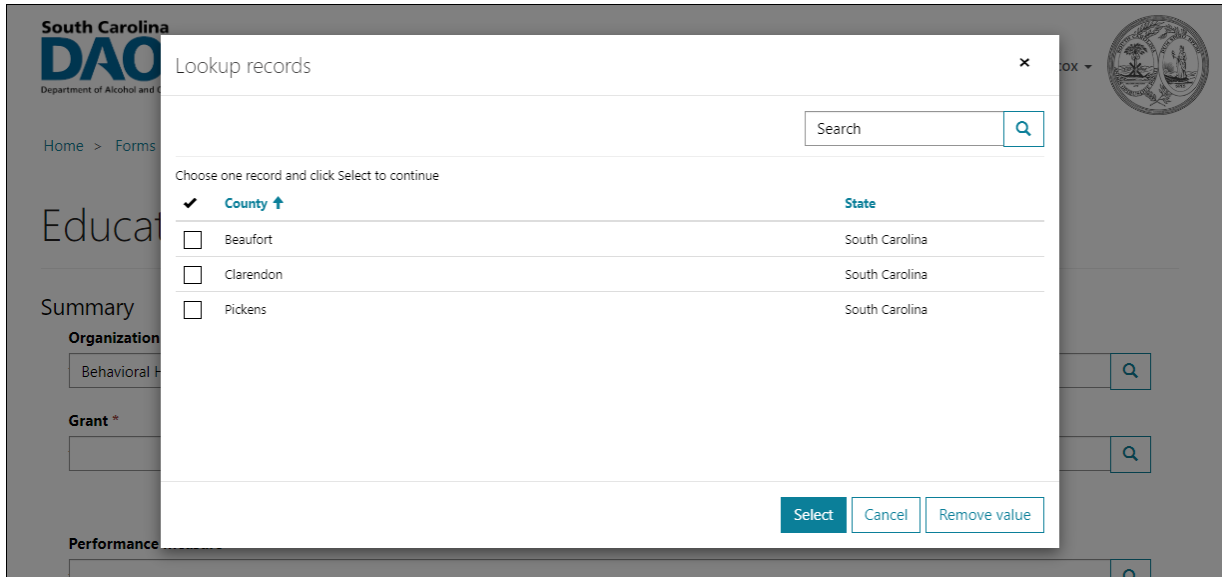
Clicking on a form launches the form detail. Each form contains a series of fields for reporting on an event or activity. The top section of each form contains fields that display a list of options that are filtered based on the authenticated user’s set-up in Dynamics 365 (D365), which is managed by the DAODAS Prevention team.

The Organization field displays only those organizations to which the authenticated user is assigned in D365.

NOTE: Use the Search feature to narrow down the list of options.



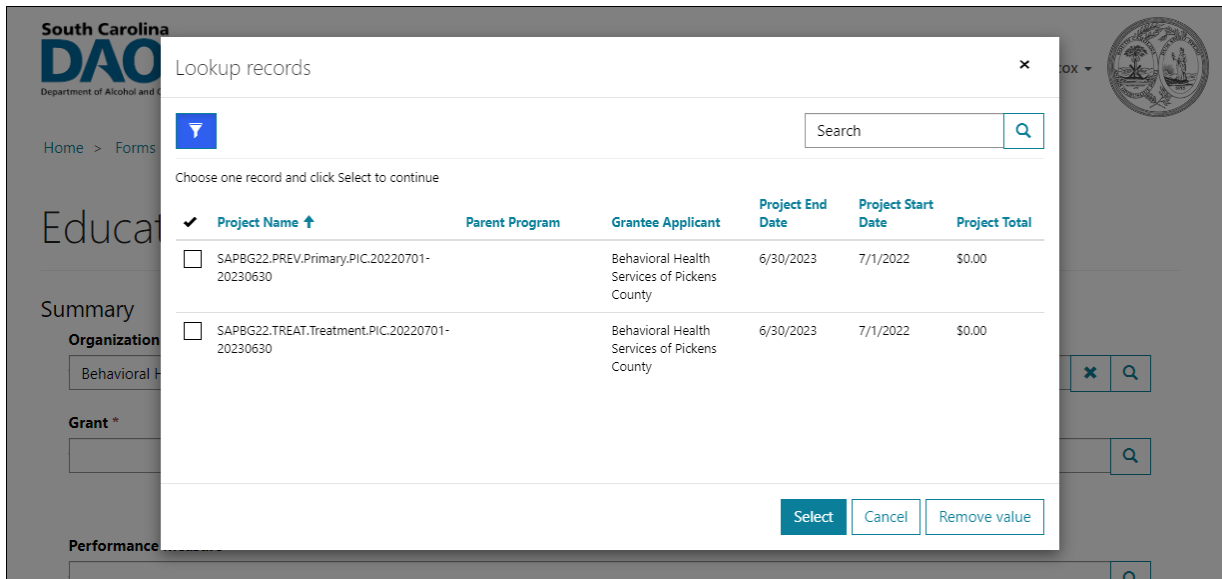
Similarly, the County field displays counties assigned to the authenticated user’s contact record in D365.



The Grant, Objective, and Performance Measure fields are configured with cascading logic to simplify the user’s selections.

- The Grant field displays a list of Grants assigned to the Organization.
- The Objective field displays Objectives associated with the Grant.
- The Performance Measure displays only those Performance Measures associated with the Objective that have been flagged as eligible for display on the portal.

Grant Selection



Objective Selection

Lookup records

Choose one record and click Select to continue

<input type="checkbox"/>	Objective Name	Grant ↑	Sub-Award ↑	Objective Number	Objective Start Date	Objective End Date	Objective Status
<input type="checkbox"/>	Problem Identification and Referral – Tobacco Education Program-Tobacco/Nicotine Use	SAPBG22.PREV.Primary.PIC.20220701-20230630		17	7/1/2022	6/30/2023	Draft
<input type="checkbox"/>	Environmental- Merchant Education -Underage Tobacco Use.	SAPBG22.PREV.Primary.PIC.20220701-20230630		10	7/1/2022	6/30/2023	Draft
<input type="checkbox"/>	Education-Multi-session evidence-based program(s)	SAPBG22.PREV.Primary.PIC.20220701-20230630		9	7/1/2022	6/30/2023	Draft

Select Cancel Remove value

Performance Measure Selection

Lookup records

Choose one record and click Select to continue

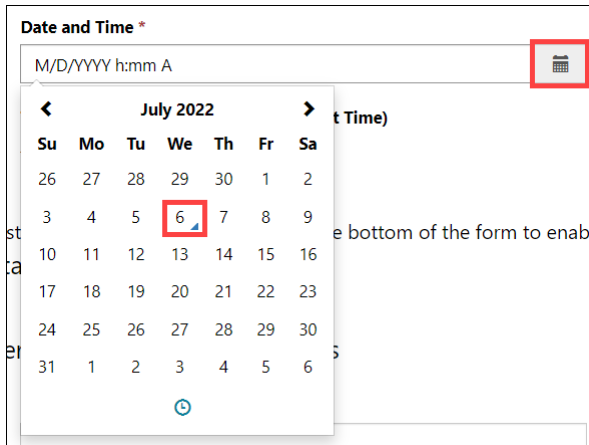
<input type="checkbox"/>	Measure Description	Grant (Objective)	Objective	Type of Measure	Measure Status	Planned Amount	Actual Amount	Display on Portal?	Metric Increment Rule	Pla S
<input type="checkbox"/>	Educational Services- Multi-session evidence-based program(s) for youth: By June 30, 2023,	SAPBG22.PREV.Primary.PIC.20220701-20230630	Education- Multi-session evidence-based program(s) for Youth- Underage drinking - Prime for	Number	Not Started	3	1	Yes	Increment By One	

Select Cancel Remove value

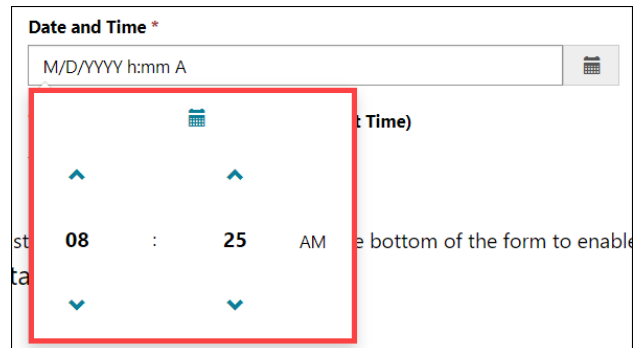
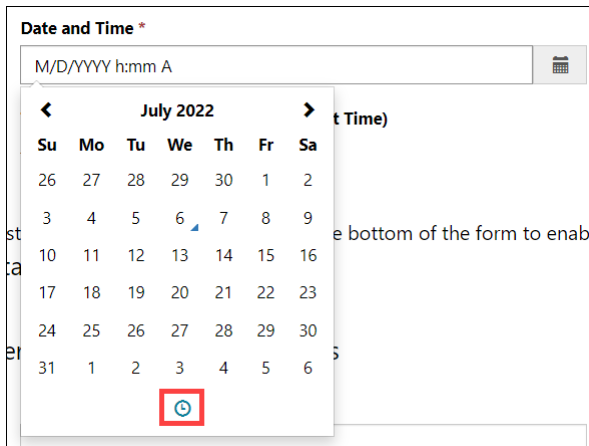
Event Date and Time

The Date and Time field is required. This field is used to document the date and time the event or activity occurred.

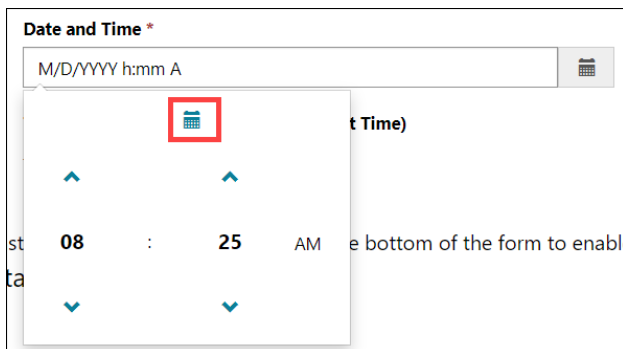
Clicking the calendar widget presents a calendar to select the date. The current date is set as the default.



Clicking the clock widget below the calendar presents a dialog box to set the time. Use the up/down arrows or click on the hour or minutes to set the exact time of event or activity. Click on 'AM' to change to PM and vice versa.



Click the calendar widget again to return to the calendar to update the date as needed.



Demographics

Several forms capture demographics: Age, Gender, Race, and Ethnicity of the participants. The total count entered for each demographic must equal the Total Number Served.

Clicking Save triggers validation of the demographic counts. If the counts for each demographic do not equal the Total Number Served, an error message is displayed.

Total Number Served
100

Handouts
2

dasgms-dev.powerappsportals.us says

Gender total does not equal Total Number Served

Age total does not equal Total Number Served

Race total does not equal Total Number Served

Ethnicity total does not equal Total Number Served

Age

Age 5 - 11 <input type="text" value="10"/>	Age 15 - 17 <input type="text" value="15"/>	Age 18 - 20 <input type="text" value="10"/>
Age 18 - 20 <input type="text" value="20"/>	Age 21 - 24 <input type="text" value="15"/>	Age 25 - 44 <input type="text" value="10"/>
Age 45 - 64 <input type="text" value="10"/>	Age 65 and over <input type="text" value="5"/>	Age Not Known <input type="text" value="3"/>

Gender

Male <input type="text" value="45"/>	Female <input type="text" value="50"/>	Gender Unknown <input type="text" value="2"/>
--	--	---

Race

White <input type="text" value="40"/>	American Indian/Alaska Native <input type="text" value="5"/>
Black or African American <input type="text" value="25"/>	More than One Race <input type="text" value="10"/>
Native Hawaiian/Other Pacific Islander <input type="text" value="7"/>	Race Not Known or Other <input type="text" value="10"/>
Asian <input type="text" value="1"/>	

Ethnicity

Hispanic or Latino <input type="text" value="35"/>	Not Hispanic or Latino <input type="text" value="60"/>	Ethnicity Unknown <input type="text" value="3"/>
--	--	--

Instructions: Click the Save button at the bottom of the form to enable Staff Members and Volunteers.

Staff Members and Volunteers

Total Duration Hours (Direct and Indirect Time) —	Total Duration Minutes (Direct and Indirect Time) —
---	---

Administration

Form Name
Speaking Engagements

The Educational forms also contain a Program Participants section as a sub-form for recording demographics. This form is enabled the first time the Educational form is saved.

Staff Members and Volunteers

Staff Members + Create

Staff Member ↑	Total Hours	Total Minutes	↓
Claude Monet	4	0	↓

Total Duration Hours (Direct and Indirect Time)

Volunteers + Create

Volunteer Type ↑	Volunteer ID	Total Hours	Total Minutes	↓
Coalition Member	12345	3	15	↓

Total Duration Minutes (Direct and Indirect Time)

Program Participants + Create

Submission ID (Portal Submission)	Session Date ↓	Group	Headcount
There are no records to display.			

Administration

Form Name

Educational Services for Youth

I confirm the information submitted is complete.

Save

Clicking Create opens the sub-form for recording the demographics specific to a Group/Session Date. The Headcount serves as the point of validation for demographic counts per section.

Clicking Save triggers validation of the demographic counts. If the counts for each demographic do not equal the Headcount, an error message is displayed.

If there are no validation errors, the session demographics are recorded on the primary form. Click Create to add another session.

Create

dasgms-dev.powerappsportals.us says

Gender total does not equal Headcount
Age total does not equal Headcount
Race total does not equal Headcount
Ethnicity total does not equal Headcount

OK

Summary

Group

Group A

Headcount

25

Age

Age 5 - 11	Age 12 - 14	Age 15 - 17
<input type="text"/>	<input type="text" value="12"/>	<input type="text" value="13"/>
Age 18 - 20	Age 21 - 24	Age 25 - 44
<input type="text"/>	<input type="text"/>	<input type="text"/>
Age 45 - 64	Age 65 and over	Age Not Known
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>

Gender

Male	Female	Gender Unknown
<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="1"/>

Race

White	Black or African American
<input type="text" value="6"/>	<input type="text" value="5"/>
American Indian/Alaska Native	Asian
<input type="text"/>	<input type="text" value="4"/>
Native Hawaiian/Other Pacific Islander	More than One Race
<input type="text"/>	<input type="text" value="1"/>
Race Not Known or Other	
<input type="text"/>	

Ethnicity

Hispanic or Latino	Not Hispanic or Latino	Ethnicity Unknown
<input type="text" value="6"/>	<input type="text" value="9"/>	<input type="text" value="1"/>

Save

Staff Members and Volunteers

Staff Members + Create

Staff Member ↑	Total Hours	Total Minutes	
Claude Monet	5	30	▼

Volunteers + Create

Volunteer Type ↑	Volunteer ID	Total Hours	Total Minutes	
Coalition Member	9999999	3	30	▼

Program Participants + Create

Submission ID (Portal Submission)	Session Date ↓	Group	Headcount	
DAS-001144	7/8/2022 1:00 PM	Group A	25	▼

I confirm the information submitted is complete.

Administration

Form Name
Educational Services for Youth

Save

The Total Number Served field on the Educational form is read only. The count is automatically set from the Program Participants session with the highest headcount.

Location Name
Pickens Elementary School

Presentation Type
In-Person

Handouts
2

Targeted Population
Elementary School Students

Total Number Served
27

Staff Members and Volunteers

Staff Members + Create

Staff Member ↑	Total Hours	Total Minutes	
Stacey Wilcox	3	30	▼

Volunteers + Create

Volunteer Type ↑	Volunteer ID	Total Hours	Total Minutes	
Adult Chaperon	Test	4	0	▼

Total Duration Hours (Direct and Indirect Time)
-7

Total Duration Minutes (Direct and Indirect Time)
30

Program Participants + Create

Submission ID (Portal Submission)	Session Date ↓	Group	Headcount	
DAS-001478	8/5/2022 10:00 PM	Group A	25	▼
DAS-001478	8/5/2022 1:00 PM	Group B	27	▼

Staff Members and Volunteers

Each form contains a section for indicating the Staff Members and / or Volunteers that contributed to the event or activity. This section is comprised of a sub-form for each, which is enabled upon clicking the Save button at the bottom of the form.

Instructions: Click the Save button at the bottom of the form to enable Staff Members and Volunteers.
Staff Members and Volunteers

Total Duration Hours (Direct and Indirect Time)

—

Total Duration Minutes (Direct and Indirect Time)

—

Administration

Form Name

Alcohol and Drug Free Social & Recreational Events

[Save](#)

Staff Members and Volunteers

Staff Members

[+ Create](#)

Staff Member ↑	Total Hours	Total Minutes
There are no records to display.		

Total Duration Hours (Direct and Indirect Time)

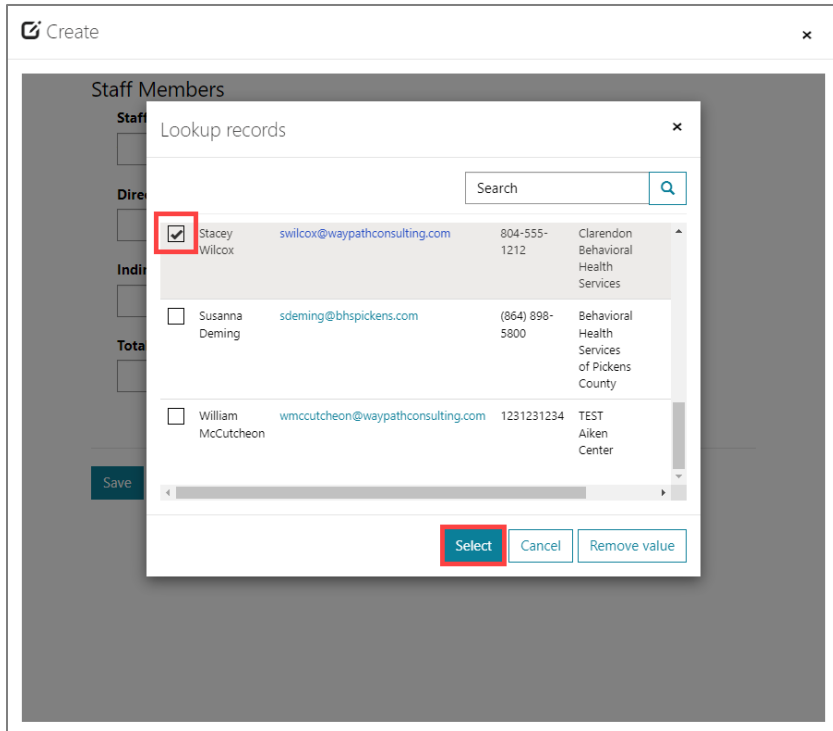
Volunteers

[+ Create](#)

Volunteer Type ↑	Volunteer ID	Total Hours	Total Minutes
There are no records to display.			

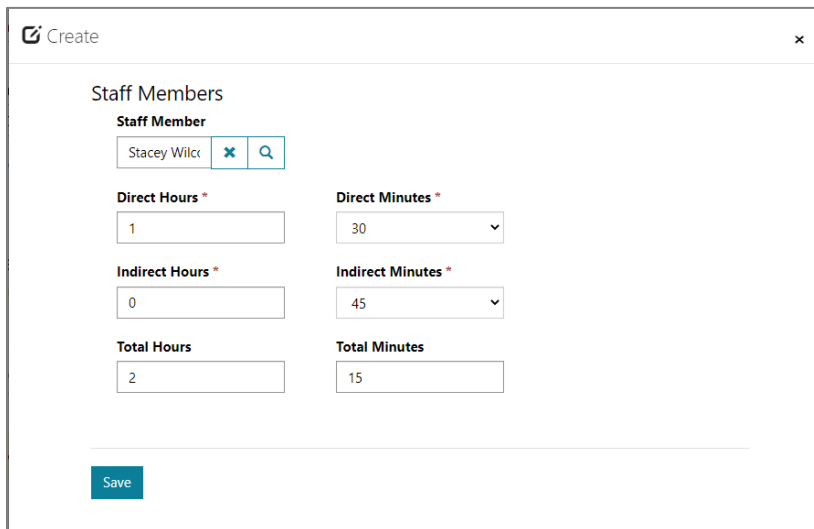
Total Duration Minutes (Direct and Indirect Time)

Clicking the Create button for Staff Members displays the sub-form. Only one member can be added at a time. Select the member, and then click Select.



Enter the Direct and Indirect time and click Save. The Total Hours and Total Minutes are automatically calculated.

NOTE: If Hours are entered for Direct or for Indirect, then the related Minutes field must be completed, and vice versa. Entering '0' is an acceptable value.



Clicking Save records the staff member on the form. Click Create again to add the next staff member, if applicable.

The Volunteers sub-form works similar to the Staff Members sub-form. Clicking the Create button opens the sub-form. Use the Volunteer Type field to indicate the type of volunteer that contributed to the event or activity.

Although optional, the Volunteer ID is used to indicate the unique identifier used by the volunteer. While optional for submission, it is recommended that the identifier be entered when Volunteer Type = Volunteer ID.

Use the Direct and/or Indirect time entry fields to record the volunteer's time.

Clicking Save records the volunteer on the form. Click Create again to add the next volunteer, if applicable.


The combined Total Hours and Total Minutes from all Staff Members and Volunteers are summed and added to the Total Duration Hours and Total Duration Minutes fields.

Staff Member ↑	Total Hours	Total Minutes
Stacey Wilcox	2	15

Volunteer Type ↑	Volunteer ID	Total Hours	Total Minutes
Coalition Member	12345	2	45

Total Duration Hours (Direct and Indirect Time)	Total Duration Minutes (Direct and Indirect Time)
5	0

NOTE: Attempting to save a submission without adding at least one Staff Member or one Volunteer renders an error message.

 The form could not be submitted for the following reasons:

A Staff Member or Volunteer is a required field.

Participating Agencies

Specific Environmental forms allow users to select other Organizations (aka Participating Agencies) that participated in multi-jurisdictional efforts. These forms include:

- Compliance Check
- Controlled Party Dispersals
- Public Safety Checkpoints
- Public Safety Saturation Patrols
- Shoulder Tap Operations
- Bar Checks/Fake Id Sweeps

The bottom portion of each form contains a sub-grid to add other Organizations as Participating Agencies. To enable the sub-grid, save the form.

Instructions: Click the Save button at the bottom of the form to enable Staff Members and Volunteers and Participating Agencies.

Staff Members and Volunteers

Participating Agencies

Multi-Jurisdictional Effort? *

Administration

Form Name

Compliance Check

Save

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Indicate YES for Multi-Jurisdictional Effort?

Click the Associate button on the sub-grid to view a list of Organizations to select.

Participating Agencies

Multi-Jurisdictional Effort?

Yes

Organization/County/Judicials

Associate

Organization	County	Judicial Circuit
There are no records to display.		

Use the Search feature to search for:

- the Organization by name
- Organizations by County
- Organizations by Jurisdiction

The pagination bar allows users to scroll through the entire list of available Organizations.

Select the Organization(s).
Click Add.

NOTE: More than one Organization can be added at a time (multi-select).

Lookup records
✕

🔍

<input type="checkbox"/>	Organization County Judicial Circuit ↑	County	Judicial Circuit
<input type="checkbox"/>	Beaufort County Alcohol and Drug Abuse Department	Beaufort	14
<input checked="" type="checkbox"/>	Behavioral Health Services of Pickens County	Pickens	13
<input type="checkbox"/>	Cherokee County Commission on Alcohol and Drug Abuse	Cherokee	7
<input type="checkbox"/>	Clarendon Behavioral Health Services	Clarendon	3
<input type="checkbox"/>	Clarendon Behavioral Health Services	Chesterfield	4
<input type="checkbox"/>	Cornerstone-Abbeville	Abbeville	8

<
1
2
3
>

Selected records

Behavioral Health Services of Pickens County ✕

Add
Cancel

The selected Organizations are added to the Participating Agencies sub-grid.
To remove an Organization, use the drop-down feature to the right of the record and select Disassociate.

Participating Agencies

Multi-Jurisdictional Effort?

No

Organization/County/Judicials Associate

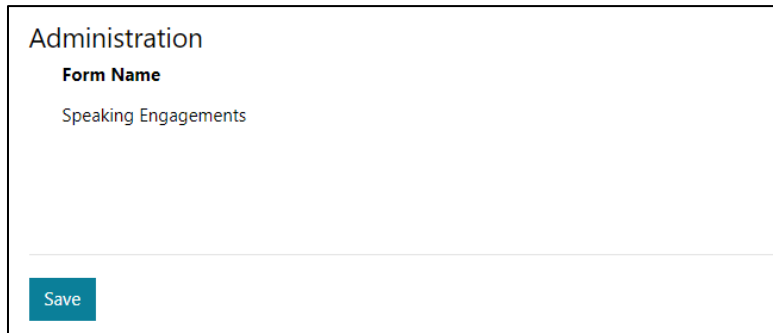
Organization	County	Judicial Circuit	
Behavioral Health Services of Pickens County	Pickens	13	▼
South Carolina Highway Patrol	All Counties		▼
South Carolina Law Enforcement Division (SLED)	All Counties		▼

Disassociate

Form Submission Statuses

The Save button at the bottom of the form has two (3) functions.

1. Clicking Save the first time enables sub-forms to display, such as Staff Members and Volunteers (for all forms) and a Demographics sub-form (for Educational forms).



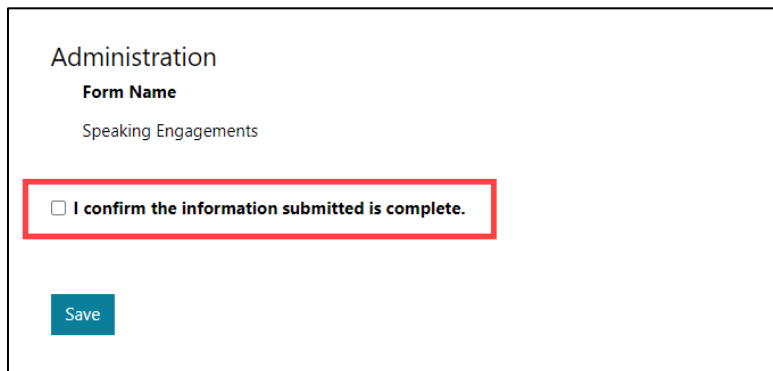
Administration

Form Name

Speaking Engagements

Save

2. Clicking Save a second time without checking the 'confirm' checkbox saves the form in a Draft status. The form can be opened from the My Forms page to make changes.



Administration

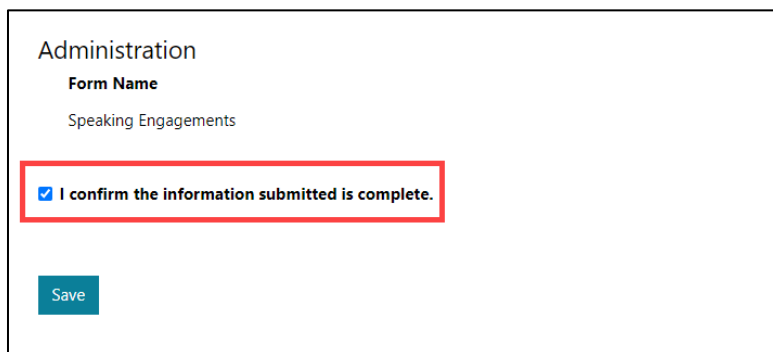
Form Name

Speaking Engagements

I confirm the information submitted is complete.

Save

3. Clicking Save with the confirm statement checked sets the form to a Submitted status. A form cannot be altered after it has been submitted. To make modifications to a submitted form, contact the DAODAS Prevention team.



Administration

Form Name

Speaking Engagements

I confirm the information submitted is complete.

Save

Attachments

The Upload Files feature on the forms listed below allows the portal user to attach multiple documents to a submission.

Strategy	Form Name
Community-Based Processes	<ul style="list-style-type: none"> Multi-Agency Coordination/Collaboration/Coalition Meetings Youth Boards/Coalitions Meetings
Environmental	<ul style="list-style-type: none"> Promoting The Establishment Or Review Of Alcohol, Tobacco And Drug Use Policies In Schools/Workplaces Public Policy Efforts

Clicking the Choose Files button opens Windows Explorer. Browse to and click on the file(s) to add.

NOTE: All supporting documentation must be attached at one time. Clicking the Choose Files button again to attach additional documents will remove the initial documents that were attached.

Administration

Form Name
Multi-Agency Coordination/Collaboration/Coalition Meetings

Upload Files

Choose Files No file chosen

[Save](#)

Administration

Form Name
Multi-Agency Coordination/Collaboration/Coalition Meetings

Upload Files

Choose Files 3 files

[Save](#)

My Forms

The My Forms page displays a list of forms initiated or submitted by the authenticated user. By default, the form submissions are sorted by Submitted Date in descending order. Clicking on a column name changes the list sort order in ascending order based on the values in *that* column. Clicking the column name again sorts the list in descending order.

Submitted Date	Submission Status	Location Name	Strategy	Form Name	Performance Measure	County of Operation
8/16/2022 9:29 AM	Draft		Education	Educational Services for Youth	Educational Services-Multi-session evidence-based program(s) for youth: By June 30, 2023, Behavioral Health Services of Pickens County will provide 3 sessions of the multi-session program Prime for Life High School reaching 100 high school youth in Pickens County educating on the dangers of underage drinking.	Pickens
8/16/2022 8:09 AM	Submitted	Pickens Civic Center	Information Dissemination	Alcohol and Drug Free Social & Recreational Events	Alcohol and Drug-Free Social and Recreational Events: By June 30, 2023, Behavioral Health Services of Pickens County will	Pickens

The Submitted Date is the primary attribute (hyperlink) for each submission. Clicking on the date/time opens the form in its last saved state.

- Forms with a Submitted Status of Draft will open in Edit mode and can be updated prior to submission.
- Forms with a Submitted Status of Submitted will open in Read Only mode.



Home > **My Forms**

My Forms

Submitted Date ↓	Submission Status	Location Name	Strategy	Form Name	Performance Measure	County of Operation
8/16/2022 9:29 AM	Draft		Education	Educational Services for Youth	Educational Services-Multi-session evidence-based program(s) for youth: By June 30, 2023, Behavioral Health Services of Pickens County will provide 3 sessions of the multi-session program Prime for Life High School reaching 100 high school youth in Pickens County educating on the dangers of underage drinking.	Pickens
8/16/2022 8:09 AM	Submitted	Pickens Civic Center	Information Dissemination	Alcohol and Drug Free Social & Recreational Events	Alcohol and Drug-Free Social and Recreational Events: By June 30, 2023, Behavioral Health Services of Pickens County will	Pickens

NOTE: To make modifications to a submitted form, contact the DAODAS Prevention team.

Versioning

Version	Description	Author	Date
V1.0	Initial Release	SWilcox	July 2022
V1.1	Phase 3 Updates <ul style="list-style-type: none"> • Updated Staff Member and Volunteers as required data points for submission • Added calculation of Total Duration Hours and Minutes across Staff Members and Volunteers • Updated Participating Agencies for Environmental forms • Added update for Total Number Served on Education submissions • General screenshot updates 	SWilcox	August 2022