## **CPFD Web Portal General Information**

Wednesday, October 23, 2013 11:49 AM

DSSWeb Logon page is located http://www.cpfd.com/logon.aspx.

Under the Login information you will see messages giving updates on changes to the system and announcements on when the system will be unavailable due to maintenance upgrades.



Once you have logged in to the Portal you will see a list of available reports. The reports listed are specific for each user profile.

In the Header on the page you will see the Main Menu hyperlink on the left to help guide you back to the Main Menu at any time. On the right side you will see the Log Off button to exit the portal. Screens with the print button allows you to print the report data.

When you see this globe symbol, you can click on it to open the report in a new window or tab. This feature will allow you to open multiple reports for easier viewing. It works in any browser.



The footer on every page provides a technical support hyperlink to our IT Support Ticket System. Or you can email ITSupport@cpfd.com. Please make sure you are viewing the web portal in the appropriate version of the browser before logging in a problem ticket.

The Web Portal has a built in 'Time-Out' function. Each Form that you receive has the current Time stamped on it. If you do not submit the form back to our WebSite within 120 minutes you will have to re-Login. Similarly, if you use the 'Back' button to return to an earlier Form and then resend that form more than 120 minutes since that Form was sent to you then you will have to re-Login.

For CPFD technical support, please go to our <u>IT Support Site.</u>
This website is best viewed using <u>Google Chrome 19</u>, <u>Safari 5.1.7</u>, <u>Firefox 13</u>, or <u>IE9</u>.