

ASISTS Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Establish a Setup Date where the new system will be the production system.			
2. Ensure that ASISTS Version 2.0 is installed on the system and is patched to date.			
3. Ensure that the ASISTS GUI Client is installed according to the directions in Section 4 of the ASISTS Graphical User Interface Installation Guide.			
4. Ensure that the OOPS DOL XMIT DATA and the OOPS XMIT 2162 DATA security keys are provided to the appropriate personnel – See ASISTS GUI Technical Manual for more details.			
5. Ensure that the following mail groups are established and populated accordingly – See ASISTS GUI Technical Manual for more details OOPS EH OOPS INJURY OOPS NDB MESSAGES OOPS SAFETY OOPS UNION OOPS WC MESSAGE OOPS WCP OOPS ISO NOTIFICATION			
6. Ensure that the OOPS GUI EMPLOYEE menu is assigned as a secondary menu option for all employees.			
7. Ensure that the following menus are assigned to the appropriate individuals – See ASISTS GUI Technical Manual for more details.			

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
<p>OOPS GUI EMPLOYEE HEALTH MENU OOPS GUI SUPERVISOR MENU OOPS GUI SAFETY OFFICER MENU OOPS GUI UNION MENU</p>			
<p>8. Ensure that the following bulletins are established – see the ASISTS GUI Technical Manual for more details. OOPS BILL OF RIGHTS OOPS CASE OOPS CONTENT OOPS EMPLOYEE OOPS SAFETY OOPS SIGNATURE SECURITY OOPS SUPERVISOR OOPS WC EDITED OOPS WCPBOR OOPS WC SIGNED OOPS WORKERS COMP OOPS SENSITIVE DATA OOPS CASE CLOSE NOTIFICATION</p>			
<p>9. Ensure that the OOPS SCHEDULED XMIT 2162 DATA option is scheduled to run after hours on a daily basis.</p>			
<p>10. Information Security Officers at each facility will need to be aware of the potential of division employees seeing either division’s data through Fileman. The ASISTS Program Office has been made aware of this possibility and has granted approval. Internal memorandums of understanding may need to be created and signed.</p>			