

Getting Started with CBISA™ Mobile

1. From your mobile device's web browser, go to your system's login screen at [https://www.cbisaonline.com/\(Assigned_URL\)](https://www.cbisaonline.com/(Assigned_URL))
2. Apple users will now be at the mobile login screen. Android users, for their initial login only, will first proceed to the bottom of the login screen and click the **Mobile Site** link.

3. Enter user name and password, then click **Login**. (Single Reporting Unit organizations can now skip ahead to Step 5.)



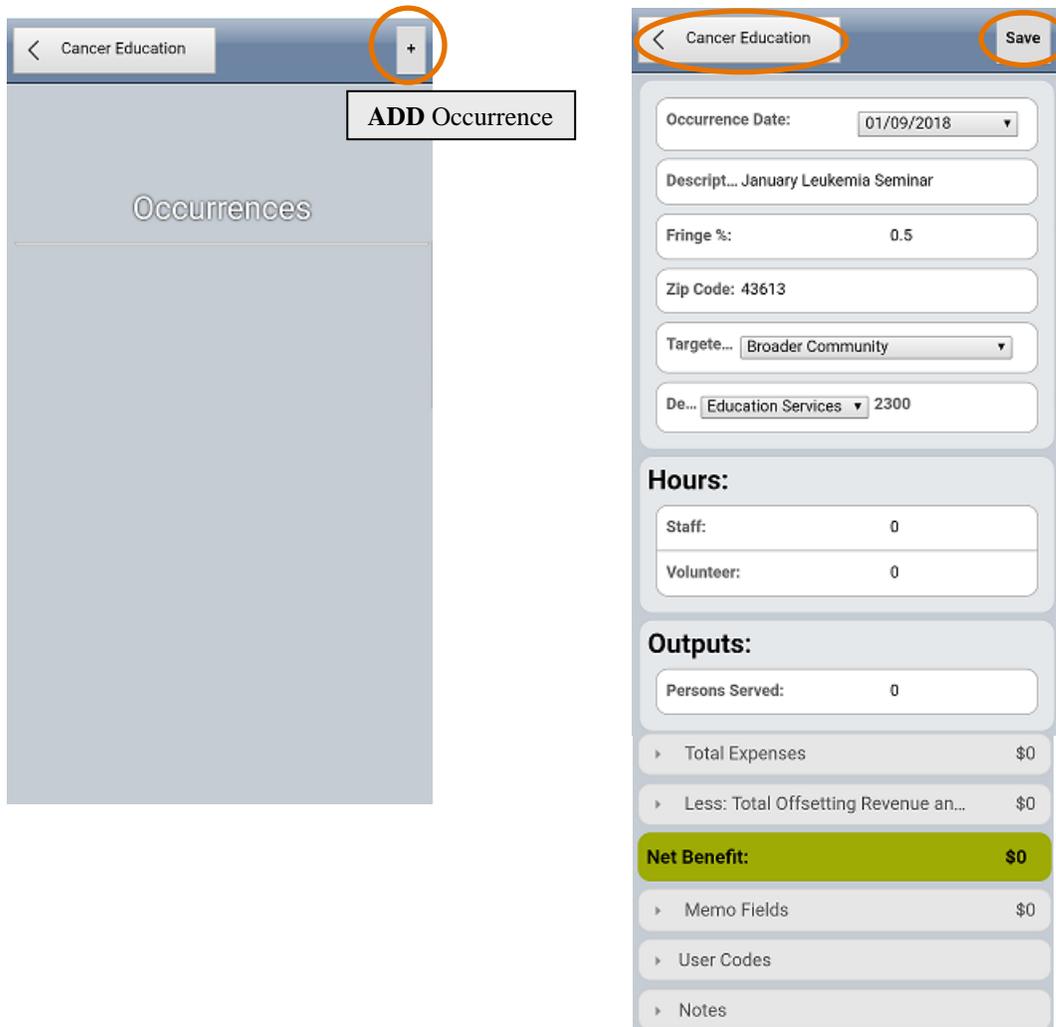
4. Once logged in, users with multiple Reporting Units will select a Reporting Unit.



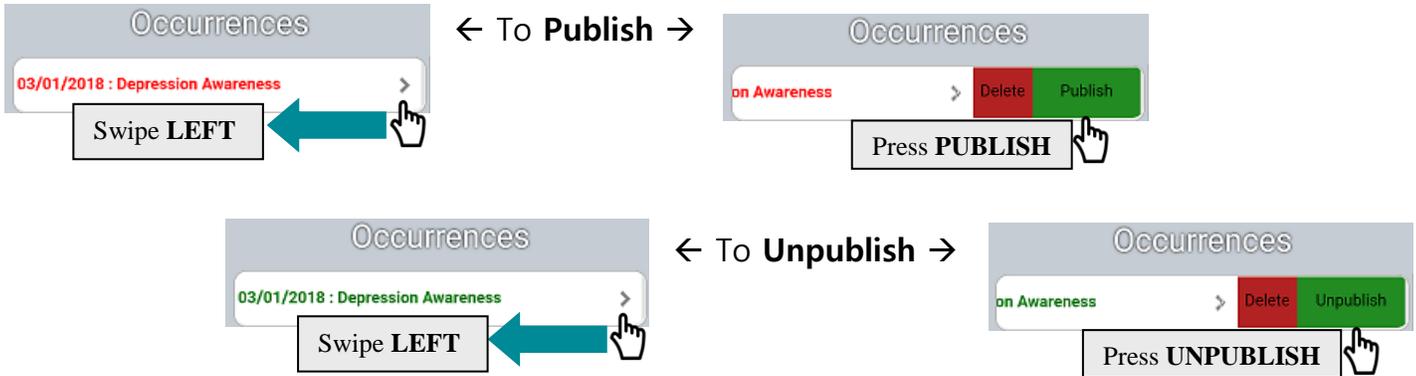
5. Select appropriate active year in upper-right corner of screen, then select desired Program. Multiple Reporting Unit users can return to Reporting Units screen by clicking Reporting Unit name in upper-left corner.



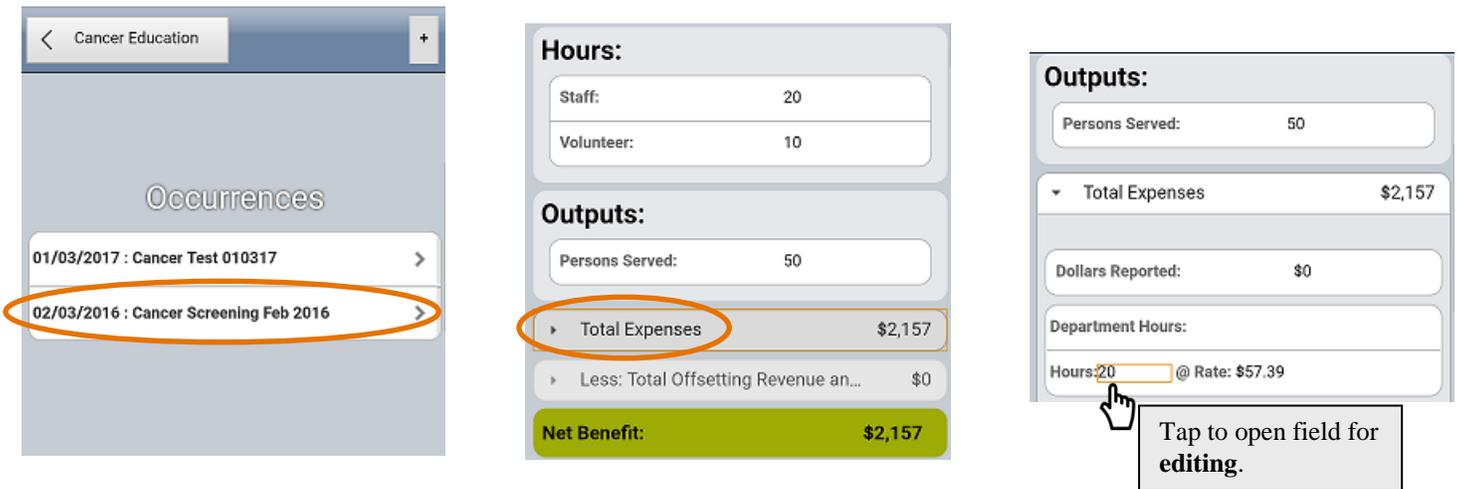
6. To **add** an Occurrence to the Program, click the + in the upper-right corner and complete the Occurrence entry form as needed. Click **Save** in the upper-right corner to save your entry. Click (Program Name) in upper-left corner to return to the Occurrences screen.



Note: As in the desktop version, Reporters can **publish** their Occurrences in the mobile site to avoid further editing prior to import. Also as in desktop, Reporters can then reverse the process by **unpublishing** the entry.



7. To **view/edit** existing approved Occurrences, simply tap the desired Occurrence from the Occurrences screen and tap the field(s) that require further viewing and/or editing.



8. To **delete** an Occurrence, go to the right-arrow symbol (>) on the selected Occurrence to be deleted and swipe **left** to access the **Delete** button.



9. If desired, follow the steps below to create a **shortcut** for CBISA™ Mobile on your mobile device's home screen, bearing in mind the steps may vary depending on the age and type of device you're using.

