



ASAP Webcast Quick Reference

Introduction

The following **Quick Reference** provides you with an overview of ASAP webcast training.

Business Rules

- ❖ You will need a modern web browser (Internet Explorer 7+, Firefox 3+, Safari 4)
- ❖ Fast internet connection (DSL speeds or higher)
- ❖ You will need Microsoft's Silverlight plugin (<http://www.microsoft.com/silverlight/>)
Make sure you have the proper system privileges to install this plugin, or contact your tech support to install.

Navigate to the Webcast URL

- ❖ **CMH:**
Launch your internet browser and navigate to the following URL:
<http://mediasite.mihealth.org/mediasite/Catalog/pages/catalog.aspx?catalogId=976b10e3-741e-4654-985b-e25098dd8dd1>
- ❖ **Providers:**
Launch your internet browser and navigate to the following URL:
<http://mediasite.mihealth.org/mediasite/Catalog/pages/catalog.aspx?catalogId=2742fce2-4614-43b7-ae74-7838d356fa5f>

You should see a screen like this:

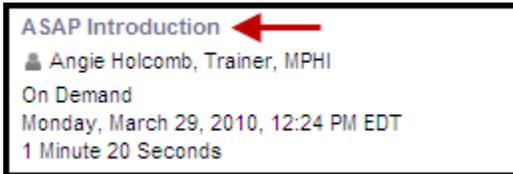




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View Webcast

- ❖ Click on the title of desired webcast clip you would like to view.

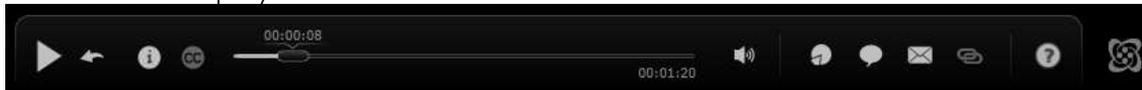


- ❖ A new browser **window** or new browser **tab** will open up with the media player. The webcast should start to play automatically. The media player looks like this:



Webcast Media Player Playback Controls

- ❖ This is the media player control bar. We will cover what each control does below.



- ❖ Click this  to play and this  to pause the webcast playback. This Play control toggles between these two states.



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- ❖  The Skip Back control skips 3 seconds back in the webcast. You can use it to quickly skip back a few seconds if you missed something the presenter said.
- ❖  The Display Presentation Information control brings up additional information about the webcast, including the date it was created, the title, and duration of the webcast.
- ❖  The Closed Captioning control brings up closed captioning (if available). Notice how in this image it is grayed-out. This means closed captioning is not available for this webcast.

- ❖  Use the scrubber control to quickly move through the webcast. The scrubber control also shows you time-wise where you are in the webcast – in this particular case the scrubber control tells us that we are 8 seconds into a 1 minute and 20 second long webcast.

- ❖  The Volume control is used to set the audio volume.

- ❖  The View Polls control allows you to view and interact with any polls associated with the webcast.

- ❖  The Ask a Question control lets you submit questions about the webcast.

- ❖  The Share a Presentation control lets you email your friends a link to the webcast.

- ❖  The Links control shows various links to other material associated with the webcast (documents, external websites, etc.). Note that in this case the icon is grayed-out, telling us that there are no additional resources associated with this webcast.

- ❖  The Help control brings up the media player's system help files.

- ❖  The Slides control can be used to quickly view the current slide and the next two slides. Clicking on a slide will take you to that particular point in time of the presentation.



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Webcast Media Player Viewing Controls

- ❖  Use this control to toggle (on/off) fullscreen playback of the webcast.
- ❖  Use the Picture in Picture control to view the webcast with the smaller media overlaying the larger media. This may be useful if you need a smaller window area to view the webcast.
- ❖  Use the Side by Side control to view the webcast with the smaller media to the lower right side of the larger media. The dot to the left signifies that this is the currently selected view option.
- ❖  Use the Full Frame control to view just the larger media – the smaller media is hidden from view.
- ❖  Use the Swap Media Elements control to swap which media is larger or smaller.

Available Webcasts

- ❖ **CMH:**
 - 1. ASAP Administrative Functions
 - 2. ASAP Authorizing Payments
 - 3. ASAP Beneficiaries
 - 4. ASAP Claims
 - 5. ASAP CMH Offices
 - 6. ASAP End Dating Authorizations
 - 7. ASAP Exceptions
 - 8. ASAP Fundamentals
 - 9. ASAP Providers
 - 10. ASAP Scenario
 - 11. ASAP submitting a Claim
 - 12. ASAP Viewing Claims
 - 13. Accessing ASAP
 - 14. ASAP Introduction

- ❖ **Providers:**
 - 1. ASAP Claims
 - 2. ASAP Fundamentals
 - 3. ASAP Payments
 - 4. ASAP Provider View Introduction
 - 5. ASAP Providers
 - 6. ASAP SSO
 - 7. ASAP Submitting Claims
 - 8. ASAP Subscribing to ASAP

Reminders

- ✓ You will need to have the Microsoft Silverlight plugin installed