

Community Resources On-Line (CRO)

How to Use This Website

www.irissoft.com/cje1

INTRODUCTION

CJE's program Community Resources On-Line (CRO), formerly referred to as IRis, is an online database of community resources such as health care, social services, and other organizations. Each program is assigned one or more "keywords" that expedite searching for items or services.

THE BASICS

Locating Services

- Select a keyword/service from the box on the right side of the screen.
- You may search for multiple services at once by holding down the 'Ctrl' key as you click on each keyword/service.
- Click "Search Now" to return a list of programs offering the selected service.

Inside the Program Record

- Click the blue highlighted program names to reveal additional information.
- Once inside, you may click the blue links to visit the operating agency's website or to send email.
- At the bottom of the listing are options that allow you to return to the list of programs, start a completely new search, or email the listing to someone else.

Searching within a geographic location

- By default, "All Areas" (nationwide) are searched. The option to broaden or narrow the geographic search area appears on the left side of the screen. *Please Note: The majority of programs included in the database serve Metropolitan Chicago.*
- Click the circle next to the desired geographic area. Based on the area selected, a drop down box will appear. For example, if you select "Search by city", a drop down box containing cities will appear.

ADVANCED FEATURES

Not sure which keywords are available to use?

Click "advanced search". Select "Keyword Search". Type the service or item (type one word only) you are seeking. A list of similar keywords will appear.

Have limited information about a specific agency's program and want to know more?

Click "advanced search" and select "Program Record(s)". Search by name, address, or AKA (other known names).

MAKING CORRECTIONS AND ADDITIONS RIGHT ON-LINE

Have more accurate information?

Once inside the program listing, click on "Update Information" at the bottom of the page. Complete contact information and update the information. Click "Submit". The information will be reviewed, edited, and if deemed appropriate, incorporated into the website.

Have a program to add?

Click "advanced search". Select "Add your **Service** to our database". Provide contact and program information. Click "Submit".