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9. Reference Utility

The Reference Utility allows the user to modify information in the reference database.

9.1 Reference Utility Window

The Reference Utility Window allows the user to select which table or tables the user wishes to edit.

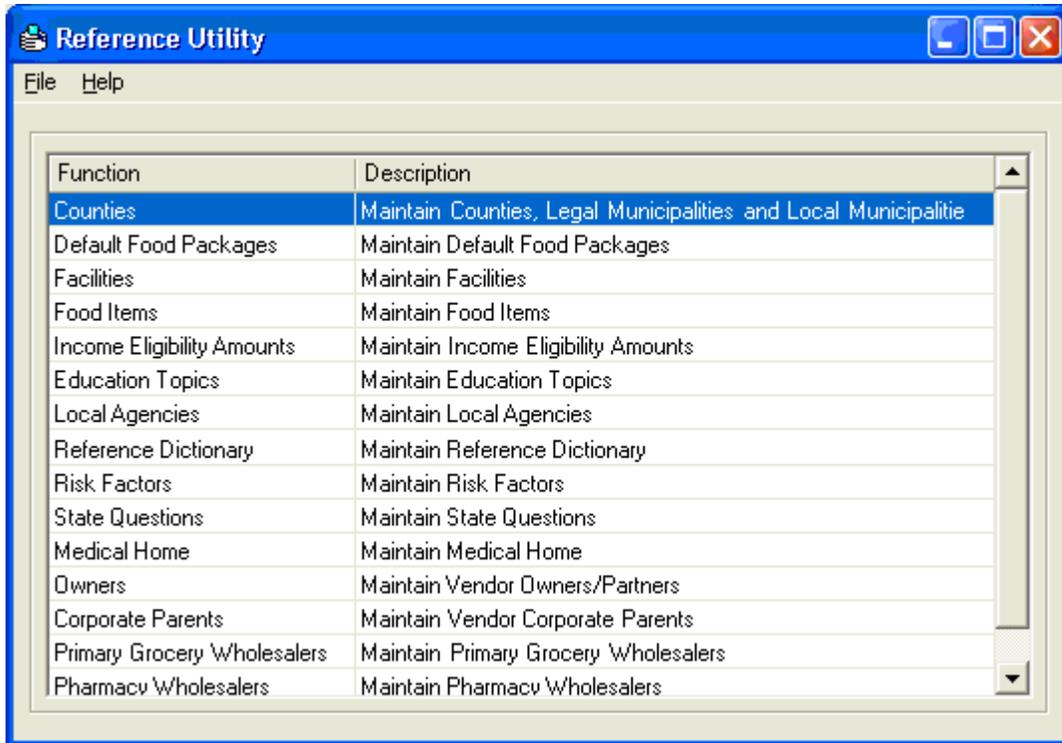


Figure 1 - Reference Utility Window

9.1.1 File Menu

This menu contains menu items that allow the user to open and close reference database files. This menu will be enabled when the system menu bar is active. It has a mnemonic of "F".

9.1.1.1 Exit Menu Item

This menu item closes the reference database program. The menu item will be enabled when the File menu is active. It has a mnemonic of "X".

9.1.1.1.1 Processing

Upon selection of this menu item, the Reference Utility application will close.

9.1.2 Help Menu

This menu contains menu items that allow the user to view help information. This menu will be enabled when the system menu is enabled. It has a mnemonic of “H”.

9.1.2.1 About Reference Utility Menu Item

This menu item displays the program’s “About” box. The menu item will be enabled when the system menu is enabled. It has a mnemonic of “A”. The About Dialog provides copyright and version information for the Reference Utility program.

9.1.2.1.1 Processing

Upon selection of this menu item, the system will invoke the program’s “About” dialog which provides copyright and version information for the Reference Utility program.

9.1.3 Controls

This section describes the behavior of the controls on the Reference Utility window.

9.1.3.1 Function List

This control displays the list of available functions. The function list will be enabled when the Reference Utility window is active. Each function is listed in the Function column. Additional information is provided for each function in the Description column. The functions are listed in alpha order. The first function in the list will be initially selected.

9.1.3.2 Counties List Item

Upon selection of the Counties list item, the system will invoke the Counties dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.3 Default Food Packages List Item

Upon selection of the Default Food Packages list item, the system will invoke the Default Food Packages dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.4 Facilities List Item

Upon selection of the Facilities list item, the system will invoke the Facilities dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.5 Food Items List Item

Upon selection of the Food Items list item, the system will invoke the Food Items dialog described in this document. The list item will be enabled when the Reference Utility dialog is active.

9.1.3.6 Income Eligibility Amounts List Item

Upon selection of the Income Eligibility Amounts list item, the system will invoke the Income Eligibility Amounts dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.7 Education Topics List

Upon selection of the Education Topics list item, the system will invoke the Education Topics dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.8 Agencies List Item

Upon selection of the Agencies list item, the system will invoke the Agencies dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.9 Reference Dictionary List Item

Upon selection of the Reference Dictionary list item, the system will invoke the Reference Dictionary dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.10 Risk Factors List Item

Upon selection of the Risk Factors list item, the system will invoke the Risk Factors dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.11 State Questions List Item

Upon selection of the State Questions list item, the system will invoke the State Use Questions/State Use Answers dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.12 Medical Home List Item (This list item will not be visible if not applicable to your state)

Upon selection of the Medical Home list item, the system will invoke the Medical Home dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.13 Owners List Item

Upon selection of the Owners list item, the system will invoke the Maintain Owners dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.14 Primary Grocery Wholesalers List Item (This list item will not be visible if not applicable to your state)

Upon selection of the Primary Grocery Wholesalers list item, the system will invoke the Maintain Primary Grocery Wholesalers dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.15 Pharmacy Wholesalers List Item (This list item is visible when the StateBusinessRule 'PHARMACYWHOLESALE' = 'Y')

Upon selection of the Pharmacy Wholesalers list item, the system will invoke the Maintain Pharmacy Wholesalers dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.16 Milk Wholesalers List Item (This list item is visible when the StateBusinessRule 'PHARMACYWHOLESALE' = 'N')

Upon selection of the Milk Wholesalers list item, the system will invoke the Maintain Milk Wholesalers dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.17 Store Types List Item

Upon selection of the Store Types list item, the system will invoke the Store Types dialog described in this document. The list item will be enabled when the Reference Utility dialog is active.

9.1.3.18 Fixed Nighttime Location List Item (This list item will not be visible if not applicable to your state)

Upon selection of the Fixed Nighttime Location list item, the system will invoke the Fixed Nighttime Location dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.19 Maintain County/City by ZIP List Item (This list item will not be visible if not applicable to your state)

Upon selection of the Maintain County/City by ZIP list item, the system will invoke the Maintain County/City by ZIP dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.20 Maintain Food Prescription Age Category List Item (This list item will not be visible if not applicable to your state)

Upon selection of the Maintain Food Prescription Age Category list item, the system will invoke the Maintain Food Prescription Age Category dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.21 Maintain Risk Factor Age Category List Item (This list item will not be visible if not applicable to your state)

Upon selection of the Maintain Risk Factor Age Category list item, the system will invoke the Maintain Risk Factor Age Category dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.22 Maintain Licensed Formula Wholesalers List Item (This list item is visible when the StateBusinessRule 'FormulaWholesalerEnabled' = 'Y')

Upon selection of the Licensed Formula Wholesalers list item, the system will invoke the Maintain Licensed Formula Wholesalers dialog described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.23 Other WIC Programs List Item (This list item will not be visible if not applicable to your state)

Upon selection of the Other WIC Programs list item, the system will invoke the [Other WIC Programs Dialog](#) described in this document. The list item will be enabled when the Reference Utility window is active.

9.1.3.24 Food Items List Item

Upon selection of the Food Items list item, the system will invoke the Food Items dialog described in this document. The list item will be enabled when the Reference utility window is active.

9.1.3.25 Food Distribution Items List Item

Upon selection of the Food Distribution Items list item, the system will invoke the Food Distribution Items List dialog described in this document. The list item will be enabled when the Reference utility window is active.

9.1.3.26 View EBT Approved Products List item

Upon selection of the View EBT Approved Products List item, the system will invoke the View EBT Approved Products List dialog described in Application Administration - [Chapter 13 - Reference Utility EBT.doc](#). The list item will be visible and enabled when the Reference utility window is active and the state business rule FI_ENABLE_DELIVERYSYSTEMTYPE_EBT = 'Y'.

9.2 Counties Dialog

The Counties dialog allows the user to display and edit the information for counties, legal municipalities and local municipalities. It is invoked in response to the following user actions:

- Selection of the Counties list item in the Reference Utility window described in this document.

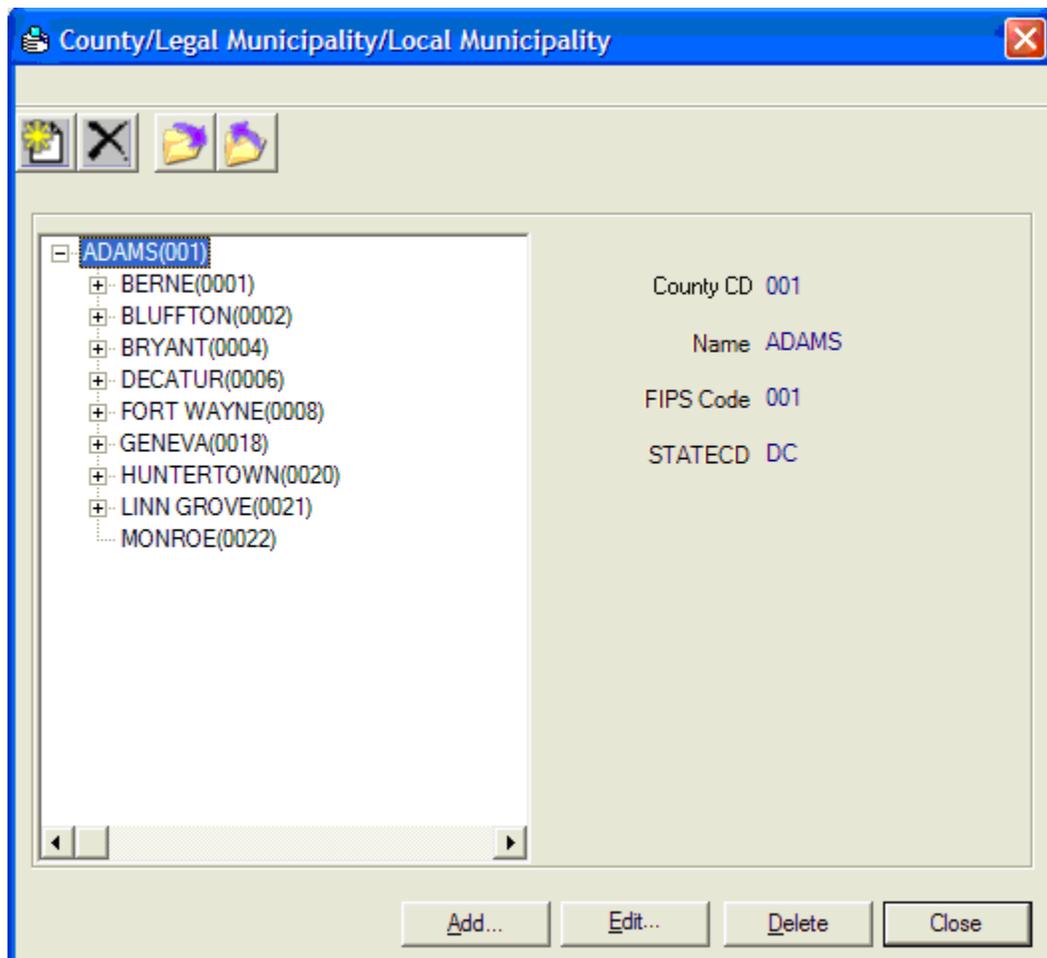


Figure 2 - Counties Dialog

9.2.1 Counties Toolbar



Figure 3 - Counties Toolbar

9.2.1.1 Add Toolbar Button

This toolbar button allows the user to add a new county, legal municipality or local municipality. The type of record to be added is determined by the type of tree view node currently selected:

Tree View Node	Record
“All Counties”	County
County	Legal Municipality
Legal Municipality	Local Municipality

The toolbar button will be enabled when the “All Counties”, County or Legal Municipality tree view node is selected. It has a tool tip text of “Add Record”.

9.2.1.2 Delete Toolbar Button

This toolbar button allows the user to delete the currently selected county, legal municipality or local municipality record. This toolbar button will be enabled when a County, Legal Municipality or Local Municipality tree view node is selected. It has a tool tip text of “Delete Record”.

9.2.1.3 Expand All Toolbar Button

This toolbar button allows the user to expand all the nodes shown in the Counties tree view control. This toolbar button will be enabled when the Counties dialog is active. It has a tool tip text of “Expand All”

9.2.1.4 Collapse All Toolbar Button

This toolbar button allows the user to collapse all the nodes shown in the Counties tree view control. Only the “All Counties” node will remain expanded. This toolbar button will be enabled when the Counties dialog is active. It has a tool tip text of “Collapse All”

9.2.2 Controls

9.2.2.1 Counties Tree View

This control allows the user to view all the counties, legal municipalities and local municipalities. The tree view will be enabled when the County dialog is active. It will consist of the following hierarchical structure:

```
(All Counties) Root Node
|
| _ County Node
|
|   |
|   | __Legal Municipality Node
|   | |
|   | | __Local Municipality Node
|   | | __Local Municipality Node
|   |
|   | __Legal Municipality Node
|   |
|   |   |
|   |   | __Local Municipality Node
|   |   | __Local Municipality Node
```

The data values on the tree view will be read-only. The tree is single select.

9.2.2.2 All Counties Root Tree View Node

This node of the Counties tree view allows the user to view all the counties. The node will consist of the text “(All Counties)”.

9.2.2.3 County Tree View Node

This node of the Counties tree view allows the user to view the counties defined by the reference database. The node will consist of the text in the format of {County Name} ({CountyCD}). Nodes are sorted by ascending County CD.

9.2.2.4 Legal Municipality Tree View Node

This node of the Counties tree view allows the user to view the legal municipalities associated with a county. The node will consist of the text in the format of {Legal Municipality Name} ({Legal Municipality ID}). Nodes are sorted by ascending Legal Municipality ID.

9.2.2.5 Local Municipality Tree View Node

This node of the Counties tree view allows the user to view the local municipalities associated with a legal municipality. The node will consist of the text in the format of {Local Municipality Name} ({Local Municipality ID}). Nodes are sorted by ascending Local Municipality ID.

9.2.2.6 County Detail View

The County detail view is shown when a County tree view node is selected.

9.2.2.7 County CD Text Label and Value

This control allows the user to view the ID of the county associated with the currently selected tree view node. The value label will be filled with the Health County ID. It will display in the inverse color of the form.

9.2.2.8 Name Text Label and Value

This control allows the user to view the name of the county associated with the currently selected tree view node. The value label will be filled with the name. It will display in the inverse color of the form.

9.2.2.9 FIPS Code Text Label and Value

This control allows the user to view the FIPS code of the county associated with the currently selected tree view node. The value label will be filled with the FIPS code. It will display in the inverse color of the form.

9.2.2.10 Legal Municipality Detail View

The Legal Municipality detail view is shown when a Legal Municipality tree view node is selected.

9.2.2.11 Legal Municipality ID Text Label and Value

This control allows the user to view the ID of the legal municipality associated with the currently selected tree view node. The value label will be filled with the Legal Municipality ID. It will display in the inverse color of the form.

9.2.2.12 Health County ID Text Label and Value

This control allows the user to view the name and ID of the parent county for the legal municipality associated with the currently selected tree view node. The value label will be filled with {County Name} ({Heath County ID}). It will display in the inverse color of the form.

9.2.2.13 Name Text Label and Value

This control allows the user to view the name of the legal municipality associated with the currently selected tree view node. The value label will be filled with the name. It will display in the inverse color of the form.

9.2.2.14 Municipality FIPS Code Text Label and Value

This control allows the user to view the FIPS code of the legal municipality associated with the currently selected tree view node. The value label will be filled with the FIPS code. It will display in the inverse color of the form.

9.2.2.15 Altitude ID Text Label and Value

This control allows the user to view the altitude ID of the legal municipality associated with the currently selected tree view node. The altitude ID identifies the elevation or altitude of the location and is used for anemia cutoff. The value label will be filled with the Altitude ID. It will display in the inverse color of the form.

9.2.2.16 Local Municipality Detail View

The Local Municipality detail view is shown when a Local Municipality tree view node is selected.

9.2.2.17 Local Municipality ID Text Label and Value

This control allows the user to view the ID of the local municipality associated with the currently selected tree view node. The value label will be filled with the local municipality ID. It will display in the inverse color of the form.

9.2.2.18 Legal Municipality ID Text Label and Value

This control allows the user to view the ID of the parent legal municipality for the local municipality associated with the currently selected tree view node. The value label will be filled with the legal municipality ID. It will display in the inverse color of the form.

9.2.2.19 Health County ID Text Label and Value

This control allows the user to view the ID of the parent county for the local municipality associated with the currently selected tree view node. The value label will be filled with {County Name} ({Heath County ID}). It will display in the inverse color of the form.

9.2.2.20 Name Text Label and Value

This control allows the user to view the name of the local municipality associated with the currently selected tree view node. The value label will be filled with the name. It will display in the inverse color of the form.

9.2.2.21 Add Button

This control allows the user to add a new county, legal municipality or local municipality record to the database. The type of record to be added is determined by the type of tree view node currently selected:

Tree View Node	Record
“All Counties”	County
County	Legal Municipality
Legal Municipality	Local Municipality

This button will be enabled when the “All Counties”, County or Legal Municipality tree view node is selected. It has a mnemonic of “A”.

9.2.2.22 Edit Button

This control allows the user to edit a county, legal municipality or local municipality record. The type of record to be edited is determined by the type of tree view node currently selected. This button will be enabled when a County, Legal Municipality or Local Municipality tree view node is selected. It has a mnemonic of “E”.

9.2.2.23 Delete Button

This control allows the user to delete the record associated with the currently selected node in the Counties tree view control. This button will be enabled when a County, Legal Municipality or Local Municipality tree view node is selected. It has a mnemonic of “D”.

9.2.2.24 Close Button

The Close button will be enabled when the Counties dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.2.3 Processing

9.2.3.1 Add County

Upon selection of the Add button or the Add toolbar button when the “All Counties” tree view node is selected, the system will create a new (blank) County record and invoke the Update County dialog described in this document.

9.2.3.2 Edit County

Upon selection of the Edit button when a County tree view node is selected the system will allow the user to edit the County record by invoking the Update County dialog described in this document.

9.2.3.3 Delete County

Upon selection of the Delete button or the Delete toolbar button when a County tree view node is selected, the system will invoke a standard warning message with the text “Are you sure you want to delete {County Name} ({Health County ID})?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected County record, all child legal municipality records and all child local municipality records. The contents of the Counties tree view will be refreshed. If the user selects No, the system will return to the Counties dialog without deleting the County.

If the selected record is in use, a message is displayed stating, “This record is referenced elsewhere and cannot be deleted.” Clicking OK on the message returns the user to the Counties dialog.

9.2.3.4 Add Legal Municipality

Upon selection of the Add button or the Add toolbar button when a County tree view node is selected, the system will create a new (blank) Legal Municipality record, set the Health County ID field to the ID of the selected county, and invoke the Update Legal Municipality dialog described in this document.

9.2.3.5 Edit Legal Municipality

Upon selection of the Edit button when a Legal Municipality tree view node is selected the system will allow the user to edit the Legal Municipality record by invoking the Update Legal Municipality dialog described in this document.

9.2.3.6 Delete Legal Municipality

Upon selection of the Delete button or the Delete toolbar button when a County tree view node is selected, the system will invoke a standard warning message with the text “Are you sure you want to delete {Legal Municipality Name} ({Legal Municipality ID})?” The options of ‘Yes’ and ‘No’ will be available. If the user selects Yes, the system will delete all the selected Legal Municipality record and all child local municipality records. The contents of the Counties tree view will be refreshed. If the user selects No, the system will return to the Counties dialog without deleting the Legal Municipality.

If the selected record is in use, a message is displayed stating, “This record is referenced elsewhere and cannot be deleted.” Clicking OK on the message returns the user to the Counties dialog.

If the selected record is the only Legal Municipality record attached to the County record, deletion is not allowed. If attempted, a message is displayed stating, “Record {Legal Municipality name/ID} cannot be deleted.” Selecting OK dismisses the message and the user is returned to the Counties dialog.

9.2.3.7 Add Local Municipality

Upon selection of the Add button or the Add toolbar button when a Legal Municipality tree view node is selected, the system will create a new (blank) Local Municipality record, set the Health County ID and Legal Municipality ID fields to the IDs of the selected legal municipality, and invoke the Update Local Municipality dialog described in this document.

9.2.3.8 Edit Local Municipality

Upon selection of the Edit button when a Local Municipality tree view node is selected the system will allow the user to edit the Local Municipality record by invoking the Update Local Municipality dialog described in this document.

9.2.3.9 Delete Local Municipality

Upon selection of the Delete button or the Delete toolbar button when a Local Municipality tree view node is selected, the system will invoke a standard warning message with the text “Are you sure you want to delete {Local Municipality Name} ({Local Municipality ID})?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected Local Municipality record. The contents of the Counties tree view will be refreshed. If the user selects No, the system will return to the Counties dialog without deleting the Local Municipality.

If the selected record is in use, a message is displayed stating, “This record is referenced elsewhere and cannot be deleted.” Clicking OK on the message returns the user to the Counties dialog.

If the selected record is the only Local Municipality record attached to the Legal Municipality record, deletion is not allowed. If attempted, a message is displayed stating, “Record {Local Municipality name/ID} cannot be deleted.” Selecting OK dismisses the message and the user is returned to the Counties dialog.

9.2.3.10 Close Button

The Close button will be enabled when the Counties dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.3 Update County Dialog

The Update County dialog allows the user to specify the information for a county. It is invoked in response to the following user actions:

- Selection of the Add button on the Counties dialog described in this document.
- Selection of the Add toolbar button on the Counties dialog described in this document.
- Selection of the Edit button on the Counties dialog described in this document.

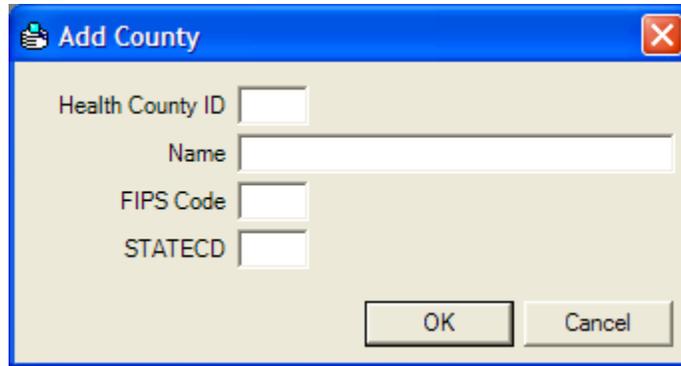


Figure 4 - Add County Dialog

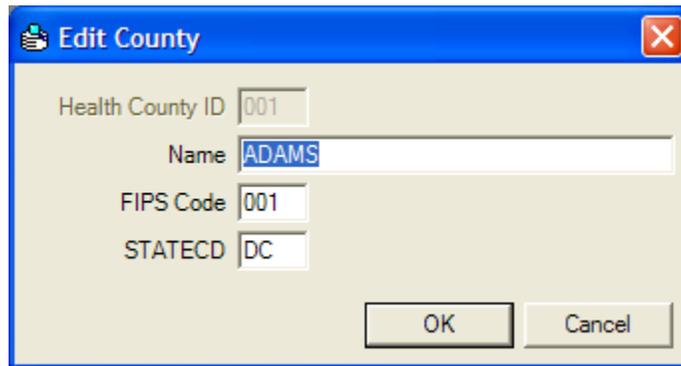


Figure 5 - Edit County Dialog

9.3.1 Controls

This section describes the behavior of the controls on the Update County dialog.

9.3.1.1 Health County ID Text Box

This control allows the user to enter the ID of the county. The text box will be enabled when the Update County dialog is in Add mode. The maximum size of this control will be three (3) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the ID of the county selected on the Counties dialog. This field allows entry of numeric digits only.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

9.3.1.2 Name Text Box

This control allows the user to enter the name of the county. The text box will be enabled when the Update County dialog is active. The maximum size of this control will be thirty (30) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the name of the county selected on the Counties dialog. Alpha characters will be forced to upper case.

9.3.1.3 FIPS Code Text Box

This control allows the user to enter the FIPS Code of the county. The text box will be enabled when the Update County dialog is active. The maximum size of this control will be three (3) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the FIPS code of the county selected on the Counties dialog. This field allows entry of numeric digits only.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

9.3.1.4 OK Button

The OK button will be enabled when the Update County dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.3.1.5 Cancel Button

The Cancel button will be enabled when the Update County dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.3.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update County dialog.

9.3.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Health County ID text box
- Name text box
- FIPS Code text box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.3.2.2 Edit for Legitimate Values in Controls

All values entered on the Update County dialog are considered legitimate.

9.3.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update County dialog participate in cross-edits.

9.3.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update County dialog to the database. If the Update County dialog was in Add mode, a node will be added to the Counties tree view with the values on the dialog. If the Update County dialog was in Edit mode, the selected node will be updated on the Counties tree view with the values on the dialog.

9.4 Update Legal Municipality Dialog

The Update Legal Municipality dialog allows the user to specify the information for a Legal Municipality. It is invoked in response to the following user actions:

- Selection of the Add button on the Counties dialog described in this document.
- Selection of the Add toolbar button on the Counties dialog described in this document.
- Selection of the Edit button on the Counties dialog described in this document.

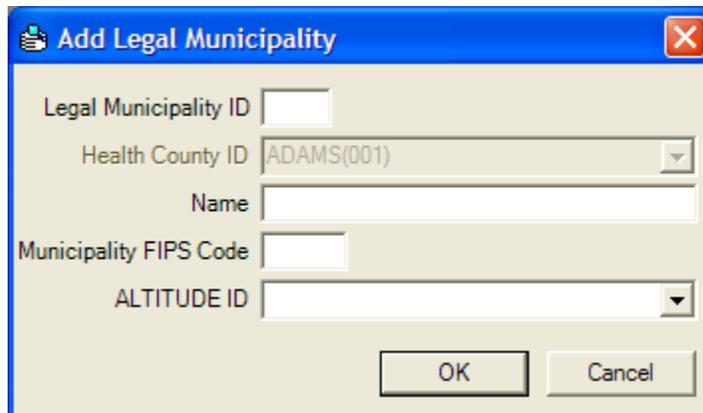


Figure 6 - Add Legal Municipality Dialog

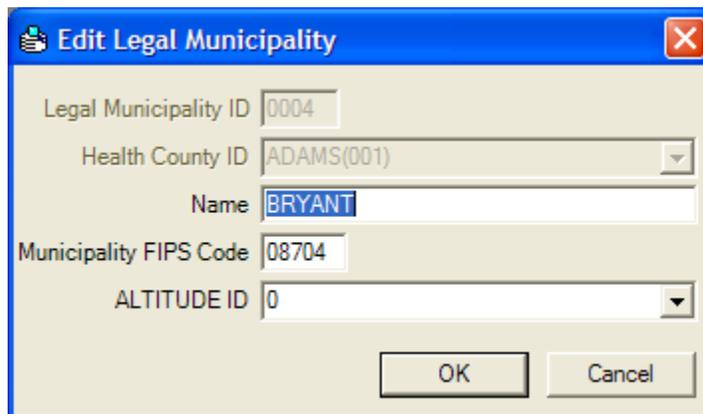


Figure 7 - Edit Legal Municipality Dialog

9.4.1 Controls

This section describes the behavior of the controls on the Update Legal Municipality dialog.

9.4.1.1 Legal Municipality ID Text Box

This control allows the user to enter the ID of the Legal Municipality. The text box will be enabled when the Update Legal Municipality dialog is in Add mode. The maximum size of this control will be four (4) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the ID of the Legal Municipality selected on the Counties dialog. This field will accept entry of numeric digits only.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

9.4.1.2 Health County ID Dropdown

This control allows the user to view the ID of the parent County record for the Legal Municipality. The dropdown will be disabled. If the dialog is in Add mode, it will be set to the Health County ID of the currently selected County node on the Counties dialog. If the dialog is in Edit mode, the control will be set to the Health County ID of the Legal Municipality selected on the Counties dialog.

9.4.1.3 Name Text Box

This control allows the user to enter the name of the Legal Municipality. The text box will be enabled when the Update Legal Municipality dialog is active. The maximum size of this control will be thirty (30) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the name of the Legal Municipality selected on the Counties dialog. Alpha characters are forced to upper case.

9.4.1.4 Municipality FIPS Code Text Box

This control allows the user to enter the Municipality FIPS code of the Legal Municipality. The text box will be enabled when the Update Legal Municipality dialog is in Add mode. The maximum size of this control will be five (5) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the Municipality FIPS code of the Legal Municipality selected on the Counties dialog. This field will accept entry of numeric digits only.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

9.4.1.5 Altitude ID Dropdown List

This control allows the user to enter the altitude ID of the Legal Municipality. The text box will be enabled when the Update Legal Municipality dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “##”. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the altitude ID of the Legal Municipality selected on the Counties dialog. The altitude ID identifies the elevation or altitude of the location and is used for anemia cutoff.

9.4.1.6 OK Button

The OK button will be enabled when the Update Legal Municipality dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.4.1.7 Cancel Button

The Cancel button will be enabled when the Update Legal Municipality dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.4.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Legal Municipality dialog.

9.4.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Legal Municipality ID text box
- Name text box
- Municipality FIPS code text box
- Altitude ID dropdown list

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.4.2.2 Edit for Legitimate Values in Controls

All values entered on the Update Legal Municipality dialog are considered legitimate.

9.4.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update Legal Municipality dialog participate in cross-edits.

9.4.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Legal Municipality dialog to the database. If the Update Legal Municipality dialog was in Add mode, a node will be added to the Counties tree view with the values on the dialog. If the Update Legal Municipality dialog was in Edit mode, the selected node will be updated on the Counties tree view with the values on the dialog.

9.5 Update Local Municipality Dialog

The Update Local Municipality dialog allows the user to specify the information for a Local Municipality. It is invoked in response to the following user actions:

- Selection of the Add button on the Counties dialog described in this document.
- Selection of the Add toolbar button on the Counties dialog described in this document.
- Selection of the Edit button on the Counties dialog described in this document.



Figure 8 - Add Local Municipality Dialog



Figure 9 - Edit Local Municipality Dialog

9.5.1 Controls

This section describes the behavior of the controls on the Update Local Municipality dialog.

9.5.1.1 Local Municipality ID Masked Edit Box

This control allows the user to enter the ID of the Local Municipality. The masked edit box will be enabled when the Update Local Municipality dialog is in Add mode. It will only allow the entry of numeric characters. The mask for the box will be “#####”. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the ID of the Local Municipality selected on the Counties dialog.

The value is formatted with leading zeros when saved to the database.

9.5.1.2 Legal Municipality ID Text Box

This control allows the user to enter the ID of the parent Legal Municipality record. The text box will be disabled. The maximum size of this control will be four (4) characters. If the dialog is in Add mode, it will be populated with the Legal Municipality ID of the Legal Municipality selected on the Counties dialog. If the dialog is in Edit mode, the control will be populated with the Legal Municipality ID of the Local Municipality selected on the Counties dialog.

9.5.1.3 Health County ID Dropdown

This control allows the user to view the ID of the parent county for the Local Municipality. The dropdown will be disabled. If the dialog is in Add mode, it will be set to the Health County ID of the currently selected Legal Municipality node on the Counties dialog. If the dialog is in Edit mode, the control will be set to the Health County ID of the Local Municipality selected on the Counties dialog.

9.5.1.4 Name Text Box

This control allows the user to enter the ID of the Local Municipality. The text box will be enabled when the Update Local Municipality dialog is active. The maximum size of this control will be thirty (30) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the name of the Local Municipality selected on the Counties dialog. Alpha characters will be forced to upper case.

9.5.1.5 OK Button

The OK button will be enabled when the Update Local Municipality dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.5.1.6 Cancel Button

The Cancel button will be enabled when the Update Local Municipality dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.5.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Local Municipality dialog.

9.5.2.1 *Edit for Required Entry in Controls*

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Local Municipality ID masked edit box
- Name text box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.5.2.2 *Edit for Legitimate Values in Controls*

All values entered on the Update Legal Municipality dialog are considered legitimate.

9.5.2.3 *Perform Cross-Edits for Values Entered In Controls*

No controls on the Update Local Municipality dialog participate in cross-edits.

9.5.2.4 *Save Values*

Upon successful completion of the above-listed edits, the system will save the values on the Update Local Municipality dialog to the database. If the Update Local Municipality dialog was in Add mode, a node will be added to the Counties tree view with the values on the dialog. If the Update Local Municipality dialog was in Edit mode, the selected node will be updated on the Counties tree view with the values on the dialog.

9.6 *Default Food Packages Dialog*

The Default Food Packages dialog allows the user to display and edit the information for Default Food Packages and Default Food Package Items. It is invoked in response to the following user actions:

- Selection of the Default Food Packages list item in the Reference Utility window described in this document.

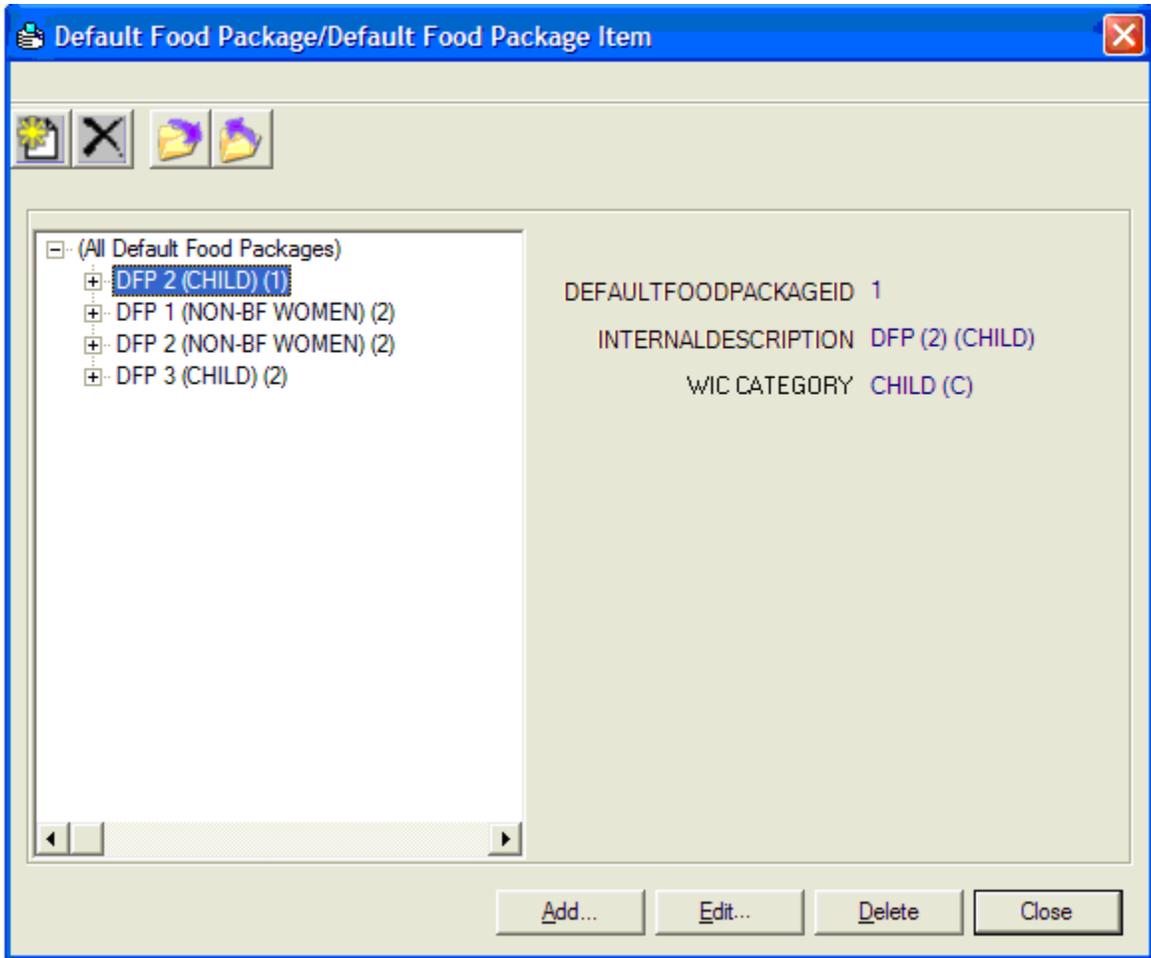


Figure 10 - Default Food Packages Dialog

9.6.1 Default Food Packages Toolbar



Figure 11 - Default Food Packages Toolbar

9.6.1.1 Add Toolbar Button

This toolbar button allows the user to add a new Default Food Package or Default Food Package Item. The toolbar button will be enabled when the “All Default Food Packages” or Default Food Package tree view node is selected. It has a tool tip text of “Add Record”.

9.6.1.2 Delete Toolbar Button

This toolbar button allows the user to delete the currently selected Default Food Package or Default Food Package Item. This toolbar button will be enabled when a Default Food Package or Default Food Package Item tree view node is selected. It has a tool tip text of “Delete Record”.

9.6.1.3 *Expand All Toolbar Button*

This toolbar button allows the user to expand all the nodes shown in the Default Food Packages tree view control. This toolbar button will be enabled when the Default Food Packages dialog is active. It has a tool tip text of “Expand All”

9.6.1.4 *Collapse All Toolbar Button*

This toolbar button allows the user to collapse all the nodes shown in the Default Food Packages tree view control. Only the “All Default Food Packages” node will remain expanded. This toolbar button will be enabled when the Default Food Packages dialog is active. It has a tool tip text of “Collapse All”

9.6.2 Controls

9.6.2.1 *Default Food Packages Tree View*

This control allows the user to view all the Default Food Packages and Default Food Package Items. The tree view will be enabled when the dialog is active. It will consist of the following hierarchical structure:

```
(All Default Food Packages) Root Node
|
| _ Default Food Package Node
| |
| | __Default Food Package Item Node
| | __Default Food Package Item Node
|
| _ Default Food Package Node
|
|   __Default Food Package Item Node
|   __Default Food Package Item Node
```

The data values on the tree view will be read-only. The tree is single select.

9.6.2.2 *All Default Food Packages Root Tree View Node*

This node of the Default Food Packages tree view allows the user to view all the Default Food Packages. The node will consist of the text “(All Default Food Packages)”.

9.6.2.3 Default Food Package Tree View Node

This node of the Default Food Packages tree view allows the user to view the Default Food Packages defined by the reference database. The node will consist of the text in the format of {Default Food Package Name} ({Default Food Package ID}). Nodes are sorted by ascending ID.

9.6.2.4 Default Food Package Item Tree View Node

This node of the Default Food Packages tree view allows the user to view the Default Food Package Items associated with a Default Food Package. The node will consist of the text in the format of {Default Food Package Item Name} ({Default Food Package Item ID}). Nodes are sorted by ascending ID.

9.6.2.5 Default Food Package Detail View

The Default Food Package detail view is shown when a Default Food Package tree view node is selected.

9.6.2.6 Default Food Package ID Text Label and Value

This control allows the user to view the ID of the Default Food Package associated with the currently selected tree view node. The value label will be filled with the Default Food Package ID. It will display in the inverse color of the form.

9.6.2.7 Internal Description Text Label and Value

This control allows the user to view the internal description of the Default Food Package associated with the currently selected tree view node. The value label will be filled with the description. It will display in the inverse color of the form.

9.6.2.8 WIC Category Text Label and Value

This control allows the user to view the WIC Category of the Default Food Package associated with the currently selected tree view node. The value label will be filled with {WIC Category Description} ({WIC Category Code}). It will display in the inverse color of the form.

9.6.2.9 Default Food Package Item Detail View

The Default Food Package Item detail view is shown when a Default Food Package Item tree view node is selected.

9.6.2.10 Default Food Package Item ID Text Label and Value

This control allows the user to view the ID of the Default Food Package Item associated with the currently selected tree view node. The value label will be filled with the Default Food Package Item ID. It will display in the inverse color of the form.

9.6.2.11 Prescription Item ID Text Label and Value

This control allows the user to view the prescription item of the Default Food Package Item associated with the currently selected tree view node. The value label will be filled with {Prescription Item Description} ({Prescription Item ID}). It will display in the inverse color of the form.

9.6.2.12 Default Food Package ID Text Label and Value

This control allows the user to view the ID of the parent Default Food Package associated with the currently selected tree view node. The value label will be filled with {Default Food Package Description} ({Default Food Package ID}). It will display in the inverse color of the form.

9.6.2.13 Quantity Text Label and Value

This control allows the user to view the quantity of the Default Food Package Item associated with the currently selected tree view node. The value label will be filled with the quantity. It will display in the inverse color of the form.

9.6.2.14 Add Button

This control allows the user to add a new Default Food Package or Default Food Package Item record to the database. The type of record to be added is determined by the type of tree view node currently selected:

Tree View Node	Record
“All Default Food Packages”	Default Food Package
Default Food Package	Default Food Package Item

This button will be enabled when the “All Default Food Packages” or Default Food Package tree view node is selected. It has a mnemonic of “A”.

9.6.2.15 Edit Button

This control allows the user to edit a Default Food Package or Default Food Package Item record in the database. The type of record to be edited is determined by the type of tree view node currently selected. This button will be enabled when the Default Food Package or Default Food Package Item tree view node is selected. It has a mnemonic of “E”.

9.6.2.16 Delete Button

This control allows the user to delete the record associated with the currently selected node in the Default Food Packages tree view control. This button will be enabled when a Default Food Package or Default Food Package Item tree view node is selected. It has a mnemonic of “D”.

9.6.2.17 Close Button

The Close button will be enabled when the dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.6.3 Processing

9.6.3.1 Add Default Food Package

Upon selection of the Add button or the Add toolbar button when the “All Default Food Packages” tree view node is selected, the system will create a new (blank) Default Food Package record, set the Default Food Package ID to the next available ID, and invoke the Update Default Food Package dialog described in this document.

9.6.3.2 Edit Default Food Package

Upon selection of the Edit button when a Default Food Package tree view node is selected, the system will allow the user to edit the Default Food Package record by invoking the Update Default Food Package dialog described in this document.

9.6.3.3 Delete Default Food Package

Upon selection of the Delete button or the Delete toolbar button when a Default Food Package tree view node is selected, the system will invoke a standard warning message with the text “Are you sure you want to delete {Default Food Package Name} ({Default Food Package ID})?” The options of ‘Yes’ and ‘No’ will be available. If the user selects Yes, the system will delete the selected Default Food Package record and all child Default Food Package Item records. The contents of the Default Food Packages tree view will be refreshed. If the user selects No, the system will return to the Default Food Packages dialog without deleting the Default Food Package.

9.6.3.4 Add Default Food Package Item

Upon selection of the Add button or the Add toolbar button when a Default Food Package tree view node is selected, the system will create a new (blank) Default Food Package Item record, set the Default Food Package ID field to the ID of the selected Default Food Package, set the Default Food Package Item ID to the next available ID, and invoke the Update Default Food Package Item dialog described in this document.

9.6.3.5 Edit Default Food Package Item

Upon selection of the Edit command when a Default Food Package Item tree view node is selected the system will allow the user to edit the Default Food Package Item record by invoking the Update Default Food Package Item dialog described in this document.

9.6.3.6 Delete Default Food Package Item

Upon selection of the Delete button or the Delete toolbar button when a Default Food Package Item tree view node is selected, the system will invoke a standard warning message with the text “Are you sure you want to delete {Default Food Package Item Name} ({Default Food Package Item ID})?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected Default Food Package Item record. The contents of the Default Food Packages tree view will be refreshed. If the user selects No, the system will return to the Default Food Packages dialog without deleting the Default Food Package Item.

9.7 Update Default Food Package Dialog

The Update Default Food Package dialog allows the user to specify the information for a Default Food Package. It is invoked in response to the following user actions:

- Selection of the Add button on the Default Food Packages dialog described in this document.
- Selection of the Add toolbar button on the Default Food Packages dialog described in this document.
- Selection of the Edit button on the Default Food Packages dialog described in this document.

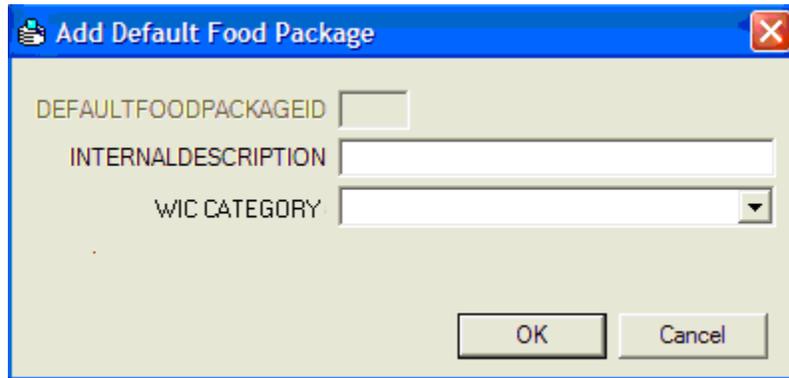


Figure 12 - Add Default Food Package Dialog



Figure 13 - Edit Default Food Package Dialog

9.7.1 Controls

This section describes the behavior of the controls on the Update Default Food Package dialog.

9.7.1.1 Default Food Package ID Text Box

This control allows the user to view the ID of the Default Food Package. The text box will be disabled. If the dialog is in Add mode, the control will initially be blank Default Food Package ID. If the dialog is in Edit mode, the control will be populated with the ID of the Default Food Package selected on the Default Food Packages dialog.

9.7.1.2 Internal Description Text Box

This control allows the user to enter the description of the Default Food Package. The text box will be enabled when the Update Default Food Package dialog is active. The maximum size of this control will be thirty (30) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the description of the Default Food Package selected on the Default Food Packages dialog.

9.7.1.3 WIC Category Dropdown

This control allows the user to specify the WIC Category of the Default Food Package. The dropdown will be enabled when the Update Default Food Package dialog is active. It is filled with the list of WIC Categories. If the dialog is in Add mode, no item will be selected. If the dialog is in Edit mode, the WIC Category of the Default Food Package selected on the Default Food Packages dialog will be selected.

9.7.1.4 OK Button

The OK button will be enabled when the Update Default Food Package dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.7.1.5 Cancel Button

The Cancel button will be enabled when the Update Default Food Package dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.7.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Default Food Package dialog.

9.7.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Internal Description text box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}.”

Upon selection of the OK button, the system will check that a selection is made in the following control:

- WIC Category dropdown

If a selection is not made in the above-listed control, the system invokes a standard error message with the text “A selection is required in the {control label}.”

9.7.2.2 Edit for Legitimate Values in Controls

All values entered on the Update Default Food Package dialog are considered legitimate.

9.7.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update Default Food Package dialog participate in cross-edits.

9.7.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Default Food Package dialog to the database. If the Update Default Food Package dialog was in Add mode, a node will be added to the Default Food Packages tree view with the values on the dialog. If the Update Default Food Package dialog was in Edit mode, the selected node will be updated on the Default Food Packages tree view with the values on the dialog.

9.8 Update Default Food Package Item Dialog

The Update Default Food Package Item dialog allows the user to specify the information for a Default Food Package Item. It is invoked in response to the following user actions:

- Selection of the Add button on the Default Food Packages dialog described in this document.
- Selection of the Add toolbar button on the Default Food Packages dialog described in this document.
- Selection of the Edit button on the Default Food Packages dialog described in this document.

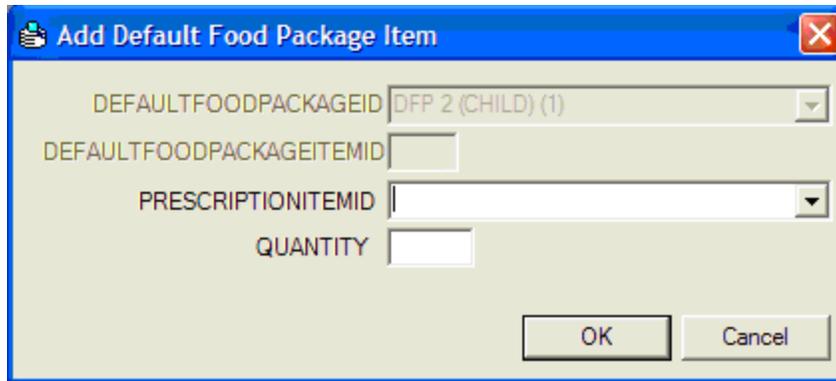


Figure 14 - Add Default Food Package Item Dialog

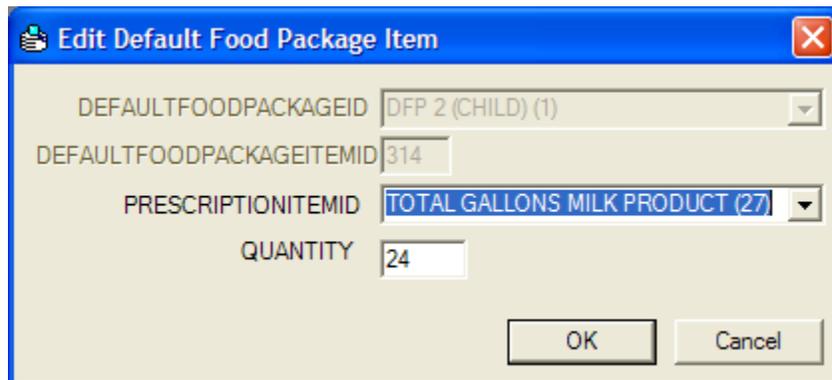


Figure 15 - Edit Default Food Package Item Dialog

9.8.1 Controls

This section describes the behavior of the controls on the Update Default Food Package Item dialog.

9.8.1.1 Default Food Package Item ID Text Box

This control allows the user to view the ID of the Default Food Package Item. The text box will be disabled. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will be populated with the ID of the Default Food Package Item selected on the Default Food Packages dialog.

9.8.1.2 Prescription Item ID Dropdown

This control allows the user to specify the prescription item ID associated with the Default Food Package Item. The dropdown will be enabled when the Update Default Food Package Item dialog is active. It will be populated with all food prescription items associated with the WIC Category assigned to the parent Default Food Package record. If the dialog is in Add mode, no item will be selected. If the dialog is in Edit mode, the prescription item ID of the Default Food Package Item selected on the Default Food Packages dialog will be selected.

9.8.1.3 Default Food Package ID Dropdown

This control allows the user to view ID of the parent Default Food Package. The dropdown will be disabled. If the dialog is in Add mode, the ID of the Default Food Package selected in the Default Food Packages dialog will be selected. If the dialog is in Edit mode, the control will be populated with the Default Food Package ID of the Default Food Package Item selected on the Default Food Packages dialog.

9.8.1.4 Quantity Masked Edit Box

This control allows the user to enter the quantity of the Default Food Package Item. The text box will be enabled when the Update Default Food Package Item dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “##”. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the quantity of the Default Food Package Item selected on the Default Food Packages dialog.

9.8.1.5 OK Button

The OK button will be enabled when the Update Default Food Package Item dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.8.1.6 Cancel Button

The Cancel button will be enabled when the Update Default Food Package Item dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.8.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Default Food Package Item dialog.

9.8.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following control:

- Quantity masked edit box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

Upon selection of the OK button, the system will check that a selection is made in the following control:

- Prescription Item ID dropdown

If a selection is not made in an above-listed control, the system will invoke a standard error message with the text “A selection is required in the {control label}”.

9.8.2.2 Edit for Legitimate Values in Controls

All values entered on the Update Default Food Package Item dialog are considered legitimate.

9.8.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update Default Food Package Item dialog participate in cross-edits.

9.8.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Default Food Package Item dialog to the database. If the Update Default Food Package Item dialog was in Add mode, a node will be added to the Default Food Packages tree view with the values on the dialog. If the Update Default Food Package Item dialog was in Edit mode, the selected node will be updated on the Default Food Packages tree view with the values on the dialog.

9.9 Facilities Dialog

The Facilities dialog displays all the birthing facility records in the reference database. It is invoked in response to the following user actions:

- Selection of the Facilities list item on the Reference Utility window described in this document.

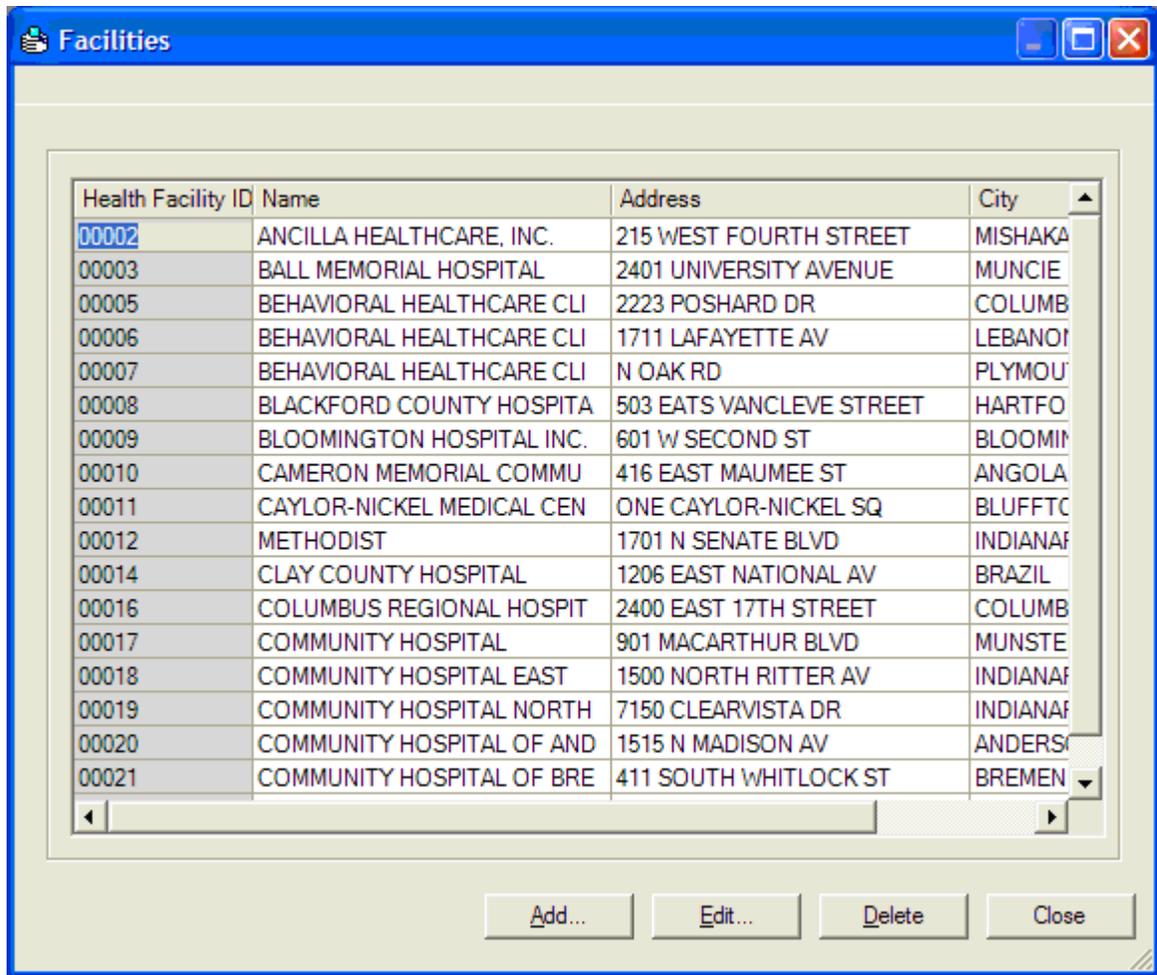


Figure 16 - Facilities Dialog

9.9.1 Controls

This section describes the behavior of the controls on the Facility List dialog.

9.9.1.1 Facility List Grid

This control allows the user to view all birthing facility records. The list grid will be enabled when the Facilities dialog is active. It consists of the following columns:

- Health Facility ID
- Name
- Address
- City
- State
- Zip

An entry will be added to the grid for each birthing facility record in the reference database. The records will be initially ordered by the value in the Health Facility ID column. The values in the grid are read-only. The user may select a single entry in the grid.

9.9.1.2 Add Button

This control allows the user to insert a new birthing facility into the reference database. This button will be enabled when the Facilities dialog is active. It has a mnemonic of “A”.

9.9.1.3 Edit Button

This control allows the user to edit the birthing facility selected in the Facility List grid. This button will be enabled when a birthing facility record is highlighted. It has a mnemonic of “E”.

9.9.1.4 Delete Button

This control allows the user to delete the birthing facility selected in the Facility List grid. This button will be enabled when a birthing facility record is highlighted. It has a mnemonic of “D”.

9.9.1.5 Close Button

The Close button will be enabled when the Facilities dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.9.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Facility List dialog.

9.9.2.1 Add Facility

Upon selection of the Add button, the system will create a new (blank) birthing facility record and invoke the Update Facility dialog described in this document.

9.9.2.2 Edit Facility

Upon selection of the Edit button, the system will allow the user to edit the birthing facility record selected in the Facility List grid by invoking the Update Facility dialog described in this document.

9.9.2.3 Delete Facility

Upon selection of the Delete button, the system will invoke a standard warning message with the text “Are you sure you want to delete the selected record?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected birthing facility. The contents of the Facility List grid will be refreshed. If the user selects ‘No’, the system will return to the Facilities List dialog without deleting the facility.

9.10 Update Facility Dialog

The Update Facility dialog allows the user to specify the information for a facility. It is invoked in response to the following user actions:

- Selection of the Add button on the Facilities dialog described in this document
- Selection of the Edit button on the Facilities dialog described in this document

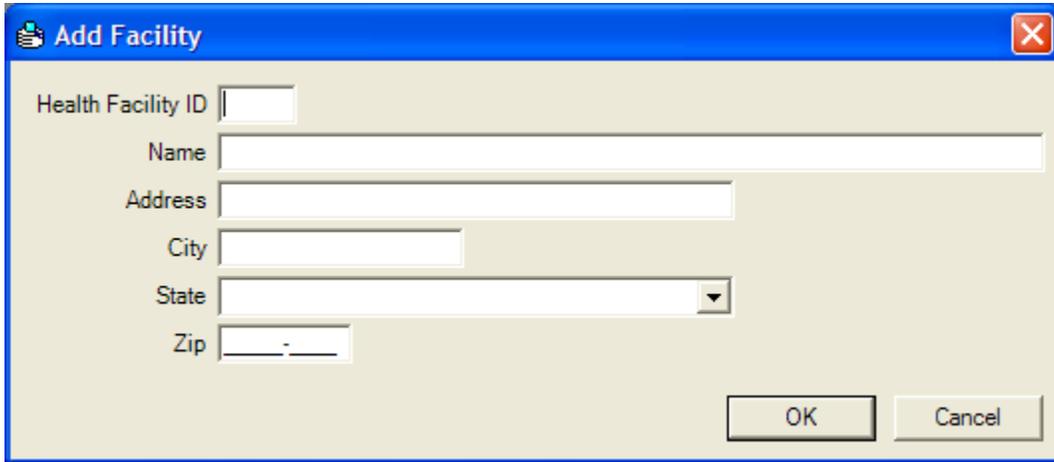


Figure 17 - Add Facility Dialog

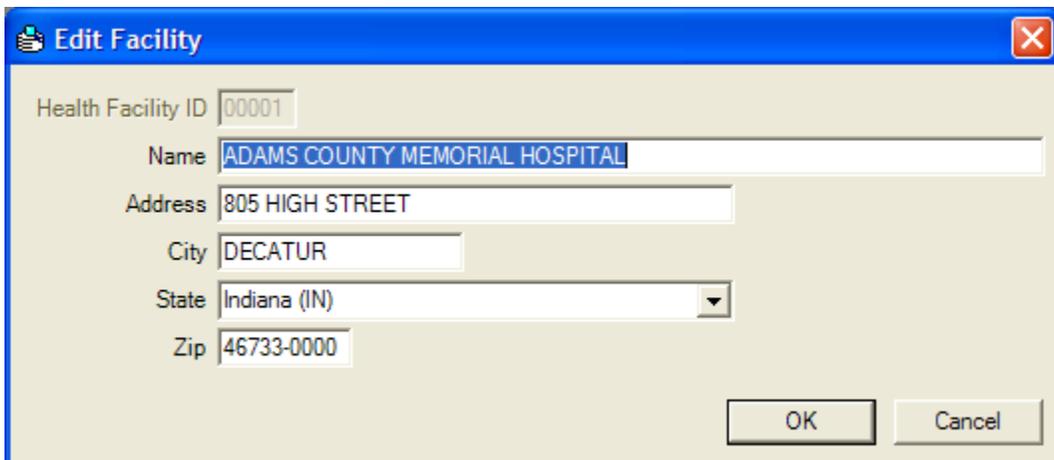


Figure 18 - Edit Facility Dialog

9.10.1 Controls

This section describes the behavior of the controls on the Update Facility dialog.

9.10.1.1 Health Facility ID Text Box

This control allows the user to enter the ID of the facility. The text box will be enabled when the Update Facility dialog is in Add mode. The maximum size of this control will be five (5) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the ID of the facility selected on the Facilities dialog. If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

9.10.1.2 Name Text Box

This control allows the user to enter the name of the facility. The text box will be enabled when the Update Facility dialog is active. The maximum size of this control will be fifty-eight (58) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the name of the facility selected on the Facilities List dialog.

9.10.1.3 Address Text Box

This control allows the user to enter the address of the facility. The text box will be enabled when the Update Facility dialog is active. The maximum size of this control will be thirty-six (36) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the address of the facility selected on the Facilities List dialog.

9.10.1.4 City Text Box

This control allows the user to enter the city of the Facility. The text box will be enabled when the Update Facility dialog is active. The maximum size of this control will be sixteen (16) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the city of the facility selected on the Facilities List dialog.

9.10.1.5 State Text Box

This control allows the user to enter the state of the Facility. The text box will be enabled when the Update Facility dialog is active. The maximum size of this control will be two (2) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the state of the facility selected on the Facilities List dialog.

9.10.1.6 ZIP Masked Edit Box

This control allows the user to enter the zip code of the Facility. The masked edit box will be enabled when the Update Facility dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “#####-####” to allow entry of a four digit ZIP extension, if known. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the zip code of the facility selected on the Facilities List dialog.

A complete 5 or 9-digit ZIP code is required. If any part of the four-digit extension is entered, the entire extension is required. If a partial ZIP code is entered, an error message is produced.

9.10.1.7 OK Button

The OK button will be enabled when the Update Facility dialog is active (See the Processing section below). Characteristics for the OK button are defined in the *Consistencies*.

9.10.1.8 Cancel Button

The Cancel button will be enabled when the Update Facility dialog is active. Characteristics for the Cancel button are defined in the *Consistencies*.

9.10.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Facility dialog.

9.10.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Health Facility ID text box
- Name text box
- Address text box
- City text box
- State text box
- Zip masked edit box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.10.2.2 Edit for Legitimate Values in Controls

The system will check that a 5-digit or 9-digit ZIP code is entered into the ZIP Code masked edit box.

9.10.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update Facility dialog participate in cross-edits.

9.10.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Facility dialog to the database. If the Update Facility dialog was in Add mode, an entry will be added to the Facility List grid with the values on the dialog. If the Update Facility dialog was in Edit mode, the selected entry will be updated on the Facility List grid with the values on the dialog.

9.11 Income Eligibility Amounts Dialog

The Income Eligibility Amounts dialog displays all the Income Eligibility Amount records in the reference database. It is invoked in response to the following user actions:

- Selection of the Income Eligibility Amounts list item on the Reference Utility window described in this document.

Fiscal Year	Household Size	Annual Amount	Monthly Amount	Weekly Amount
1998	1	\$14,597.00	\$1,216.42	\$280.71
1998	2	\$19,629.00	\$1,635.75	\$377.48
1998	3	\$24,661.00	\$2,055.08	\$474.25
1998	4	\$29,693.00	\$2,474.42	\$571.02
1998	5	\$34,725.00	\$2,893.75	\$667.79
1998	6	\$39,757.00	\$3,313.08	\$764.56
1998	7	\$44,789.00	\$3,732.42	\$861.33
1998	8	\$49,821.00	\$4,151.75	\$958.10
1998	9	\$54,853.00	\$4,571.08	\$1,054.87
1998	10	\$59,885.00	\$4,990.42	\$1,151.63
1998	11	\$64,917.00	\$5,409.75	\$1,248.40
1998	12	\$69,949.00	\$5,829.08	\$1,345.17
1998	13	\$74,981.00	\$6,248.42	\$1,441.94
1998	14	\$80,013.00	\$6,667.75	\$1,538.71
1998	15	\$85,045.00	\$7,087.08	\$1,635.48
1998	16	\$90,077.00	\$7,506.42	\$1,732.25

Figure 19 - Income Eligibility Amounts Dialog

9.11.1 Controls

This section describes the behavior of the controls on the Income Eligibility Amount List dialog.

9.11.1.1 Income Eligibility Amount List Grid

This control allows the user to view all Income Eligibility Amount records. The list grid will be enabled when the Income Eligibility Amounts dialog is active. It consists of the following columns:

- Fiscal Year
- Household Size
- Annual Amount
- Monthly Amount
- Weekly Amount

An entry will be added to the grid for each Income Eligibility Amount record in the reference database. The records will be initially ordered by the values in the Fiscal Year and Household Size columns. The values in the grid are read-only. The user may select a single entry in the grid.

9.11.1.2 Add Button

This control allows the user to insert new Income Eligibility Amount into the reference database. This button will be enabled when the Income Eligibility Amounts dialog is active. It has a mnemonic of "A".

9.11.1.3 Edit Button

This control allows the user to edit the Income Eligibility Amount selected in the Income Eligibility Amount List grid. This button will be enabled when an Income Eligibility Amount record is highlighted. It has a mnemonic of "E".

9.11.1.4 Delete Button

This control allows the user to delete the Income Eligibility Amount selected in the Income Eligibility Amount List grid. This button will be enabled when an Income Eligibility Amount record is highlighted. It has a mnemonic of "D".

9.11.1.5 Close Button

The Close button will be enabled when Income Eligibility Amounts dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.11.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Income Eligibility Amount List dialog.

9.11.2.1 Add Income Eligibility Amount

Upon selection of the Add button, the system will create a new (blank) Income Eligibility Amount record and invoke the Update Income Eligibility Amount dialog described in this document.

9.11.2.2 Edit Income Eligibility Amount

Upon selection of the Edit button, the system will allow the user to edit the Income Eligibility Amount record selected in the Income Eligibility Amount List grid by invoking the Update Income Eligibility Amount dialog described in this document.

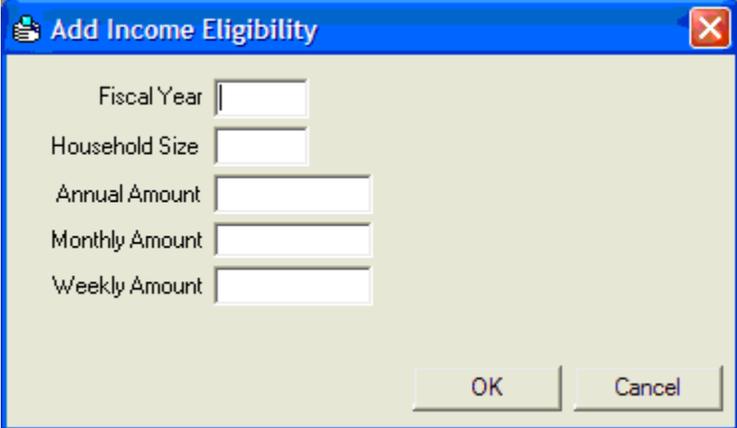
9.11.2.3 Delete Income Eligibility Amount

Upon selection of the Delete button, the system will invoke a standard warning message with the text “Are you sure you want to delete the selected record?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected Income Eligibility Amount. The contents of the Income Eligibility Amount List grid will be refreshed. If the user selects No, the system will return to the Income Eligibility Amounts List dialog without deleting the Income Eligibility Amount.

9.12 Update Income Eligibility Amount Dialog

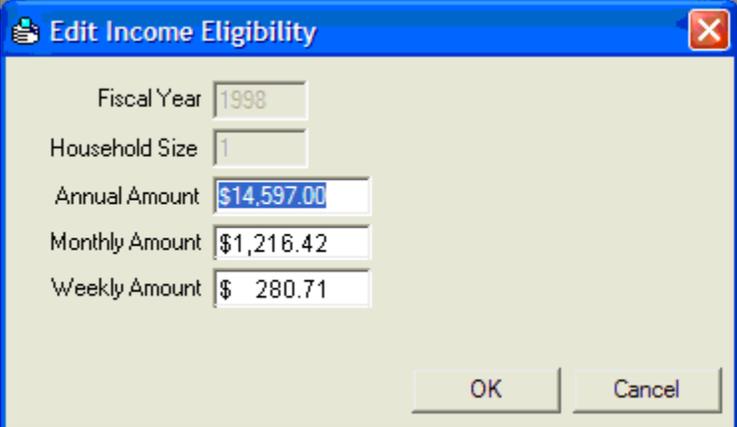
The Update Income Eligibility Amount dialog allows the user to specify the information for an Income Eligibility Amount. It is invoked in response to the following user actions:

- Selection of the Add button on the Income Eligibility Amounts dialog described in this document
- Selection of the Edit button on the Income Eligibility Amounts dialog described in this document



The screenshot shows a dialog box titled "Add Income Eligibility". It has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains five input fields stacked vertically, each with a label to its left: "Fiscal Year", "Household Size", "Annual Amount", "Monthly Amount", and "Weekly Amount". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Figure 20 - Add Income Eligibility Amount Dialog



The screenshot shows a dialog box titled "Edit Income Eligibility". It has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains five input fields stacked vertically, each with a label to its left: "Fiscal Year", "Household Size", "Annual Amount", "Monthly Amount", and "Weekly Amount". The fields contain the following values: "1998", "1", "\$14,597.00", "\$1,216.42", and "\$ 280.71". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Figure 21 - Edit Income Eligibility Amount Dialog

9.12.1 Controls

This section describes the behavior of the controls on the Update Income Eligibility Amount dialog.

9.12.1.1 Fiscal Year Text Box

This control allows the user to enter the fiscal year of the Income Eligibility Amount. The text box will be enabled when the Update Income Eligibility Amount dialog is in Add mode. The maximum size of this control will be four (4) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the fiscal year of the Income Eligibility Amount selected on the Income Eligibility Amounts dialog.

9.12.1.2 Household Size Masked Edit Box

This control allows the user to enter the household size of the Income Eligibility Amount. The masked edit will be enabled when the Update Income Eligibility Amount dialog is in Add mode. It will allow only the entry of numeric digits. The mask for the box will be “###”. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the household size of the Income Eligibility Amount selected on the Income Eligibility Amounts dialog.

9.12.1.3 Annual Amount Masked Edit Box

This control allows the user to enter the Fiscal Year of the Income Eligibility Amount. The masked edit box will be enabled when the Update Income Eligibility Amount dialog is active. It will allow only the entry of numeric digits. The mask for the box will be “\$###,###”. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the annual amount of the Income Eligibility Amount selected on the Income Eligibility Amounts dialog.

9.12.1.4 Monthly Masked Edit Box

This control allows the user to enter the Monthly amount of the Income Eligibility Amount. The masked edit box will be enabled when the Update Income Eligibility Amount dialog is active. Upon entry of the Annual Amount, if the value is blank, this value will be calculated by taking the Annual Amount and dividing by 12. Once valued, modifying the Annual Amount will not modify the value entered. The control will allow only the entry of numeric digits. The mask for the box will be “\$###,###”. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the Monthly amount of the Income Eligibility Amount selected on the Income Eligibility Amounts dialog.

9.12.1.5 Weekly Masked Edit Box

This control allows the user to enter the Weekly amount of the Income Eligibility Amount. The masked edit box will be enabled when the Update Income Eligibility Amount dialog is active. Upon entry of the Annual Amount, if the value is blank, this value will be calculated by taking the Annual Amount and dividing by 52. Once valued, modifying the Annual Amount will not modify the value entered. It will allow only the entry of numeric digits. The mask for the box will be “\$##,###”. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the Weekly amount of the Income Eligibility Amount selected on the Income Eligibility Amounts dialog.

9.12.1.6 OK Button

The OK button will be enabled when the Update Income Eligibility Amount dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.12.1.7 Cancel Button

The Cancel button will be enabled when the Update Income Eligibility Amount dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.12.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Income Eligibility Amount dialog.

9.12.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Fiscal Year text box
- Household Size masked edit box
- Annual Amount masked edit box
- Monthly Amount masked edit box
- Weekly Amount masked edit box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.12.2.2 Edit for Legitimate Values in Controls

All values entered on the Update Income Eligibility Amount dialog are considered legitimate.

9.12.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update Income Eligibility Amount dialog participate in cross-edits.

9.12.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Income Eligibility Amount dialog to the database. If the Update Income Eligibility Amount dialog was in Add mode, an entry will be added to the Income Eligibility Amount List grid with the values on the dialog. If the Update Income Eligibility Amount dialog was in Edit mode, the selected entry will be updated on the Income Eligibility Amount List grid with the values on the dialog.

9.13 Education Topics Dialog

The Education Topics dialog displays all the Education Topic records in the reference database. It is invoked in response to the following user actions:

- Selection of the Education Topics list item on the Reference Utility window described in this document.

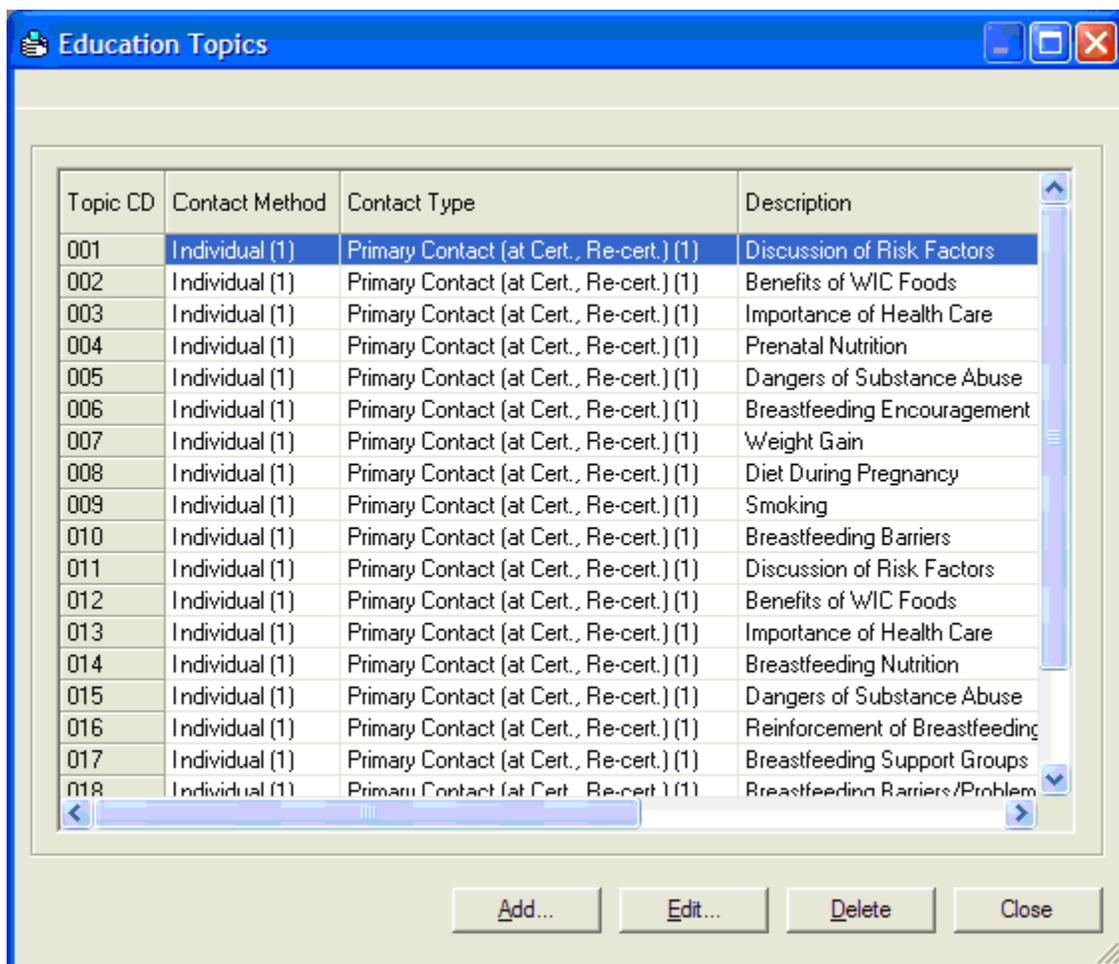


Figure 22 - Education Topics Dialog

9.13.1 Controls

This section describes the behavior of the controls on the Education Topic List dialog.

9.13.1.1 Education Topic List Grid

This control allows the user to view all Education Topic records. The list grid will be enabled when the Education Topics dialog is active. It consists of the following columns:

- Topic CD
- Contact Method
- Contact Type
- Description
- Initially Selected
- WIC Category
- Active

An entry will be added to the grid for each Education Topic record in the reference database. The records will be initially ordered by the value in the Topic CD column. The values in the grid are read-only. The user may select a single entry in the grid.

9.13.1.2 Add Button

This control allows the user to insert new Education Topic into the reference database. This button will be enabled when the Education Topics dialog is active. It has a mnemonic of "A".

9.13.1.3 Edit Button

This control allows the user to edit the Education Topic selected in the Education Topic List grid. This button will be enabled when an Education Topic record is highlighted. It has a mnemonic of "E".

9.13.1.4 Delete Button

This control allows the user to delete the Education Topic selected in the Education Topic List grid. This button will be enabled when an Education Topic record is highlighted. It has a mnemonic of "D".

9.13.1.5 Close Button

The Close button will be enabled when the Education Topics dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.13.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Education Topic List dialog.

9.13.2.1 Add Education Topic

Upon selection of the Add button, the system will create a new (blank) Education Topic record and invoke the [Update Education Topic dialog](#) described in this document.

9.13.2.2 Edit Education Topic

Upon selection of the Edit button, the system will allow the user to edit the Education Topic record selected in the Education Topic List grid by invoking the [Update Education Topic dialog](#) described in this document.

9.13.2.3 Delete Education Topic

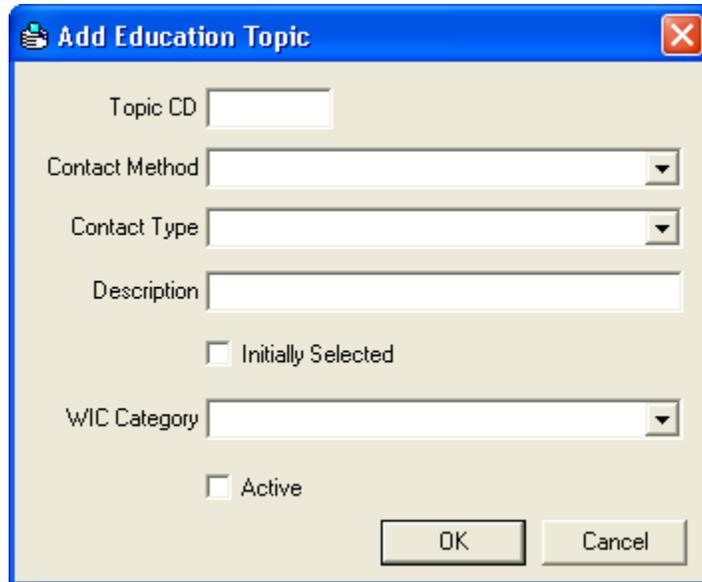
Upon selection of the Delete button, the system will determine if the topic is associated with any participant, appointment or calendar records in the database. If the topic is currently in use the system will invoke a standard error message with the text “The selected topic is in use and cannot be deleted. Instead it can be made inactive by removing the check mark from the Active field.” After the user closes this message, the system will return to the Education Topics List dialog without deleting the Education Topic.

If the topic is not associated with any records in the database, the system will invoke a standard warning message with the text “Are you sure you want to delete the selected record?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected Education Topic. The contents of the Education Topic List grid will be refreshed. If the user selects No, the system will return to the Education Topics List dialog without deleting the Education Topic.

9.14 Update Education Topic Dialog

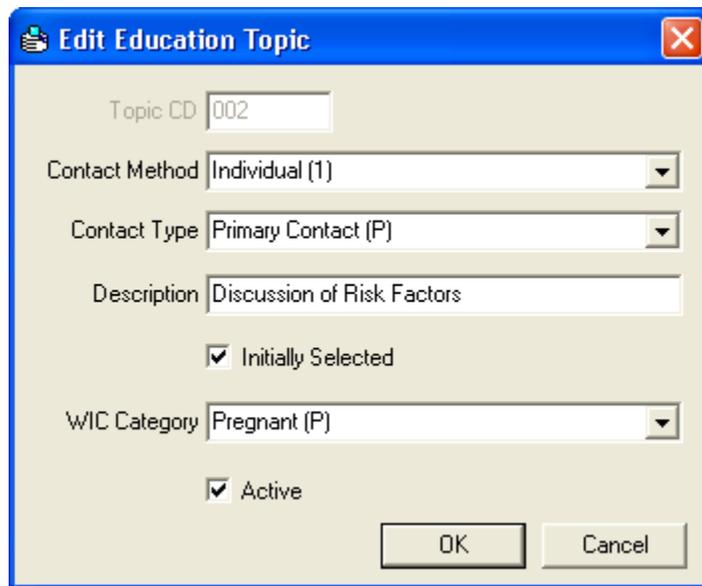
The Update Education Topic dialog allows the user to specify the information for an Education Topic. It is invoked in response to the following user actions:

- Selection of the Add button on the Education Topics dialog described in this document
- Selection of the Edit button on the Education Topics dialog described in this document



The 'Add Education Topic' dialog box features a blue title bar with a close button. The main area is light beige and contains the following controls: a text box for 'Topic CD', a dropdown menu for 'Contact Method', a dropdown menu for 'Contact Type', a text box for 'Description', a checkbox for 'Initially Selected', a dropdown menu for 'WIC Category', and a checkbox for 'Active'. At the bottom right are 'OK' and 'Cancel' buttons.

Figure 23 - Add Education Topic Dialog



The 'Edit Education Topic' dialog box features a blue title bar with a close button. The main area is light beige and contains the following controls: a text box for 'Topic CD' containing '002', a dropdown menu for 'Contact Method' showing 'Individual (1)', a dropdown menu for 'Contact Type' showing 'Primary Contact (P)', a text box for 'Description' containing 'Discussion of Risk Factors', a checked checkbox for 'Initially Selected', a dropdown menu for 'WIC Category' showing 'Pregnant (P)', and a checked checkbox for 'Active'. At the bottom right are 'OK' and 'Cancel' buttons.

Figure 24 - Edit Education Topic Dialog

9.14.1 Controls

This section describes the behavior of the controls on the Update Education Topic dialog.

9.14.1.1 Topic CD Text Box

This control allows the user to enter the unique code of the Education Topic. The text box will be enabled when the Update Education Topic dialog is in Add mode. The maximum size of this control will be three (3) characters. It will initially be blank. If the dialog is in Edit mode, the control will be disabled and populated with the CD of the Education Topic selected on the Education Topics dialog.

9.14.1.2 Contact Method Dropdown

This control allows the user to select the contact method for the education topic. The dropdown will be enabled when the Update Education Topic dialog is active. It is filled with the list of all education contact methods from the reference database.

9.14.1.3 Contact Type Dropdown

This control allows the user to select the contact type for the education topic. The dropdown will be enabled when the Update Education Topic dialog is active. It is filled with the list of all education contact types from the reference database.

This control will be disabled when the contact method is Group Education Contact and it will default to "Secondary".

9.14.1.4 Description Text Box

This control allows the user to enter the description of the education topic. The text box will be enabled when the Update Education Topic dialog is active. The maximum size of this control will be thirty (30) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the description of the Education Topic selected on the Education Topics List dialog.

9.14.1.5 Initially Selected Check Box

This control allows the user to indicate if the education topic is initially selected when a new education contact is recorded for a participant. The check box will be enabled when the Update Education Topic dialog is active. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the value for the education topic selected on the Education Topics List dialog.

9.14.1.6 WIC Category Dropdown

This control allows the user to specify that the education topic is only available for a specific WIC Category. The dropdown will be enabled when the Update Education Topic dialog is active. It is filled with the list of all WIC Categories. No item will be initially selected. If the dialog is in Edit mode, the WIC Category of the education topic selected on the Education Topics List dialog will be selected.

9.14.1.7 OK Active Check Box

This control allows the user to indicate that the education topic will be active (displayed as a topic to be discussed) when a new education contact is recorded for a participant. The check box will be enabled when the Update Education Topic dialog is active. It will initially be cleared (blank). If the dialog is in Edit mode, the control will be populated with the value for the education topic selected on the Education Topics List dialog.

9.14.1.8 Button

The OK button will be enabled when the Update Education Topic dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.14.1.9 Cancel Button

The Cancel button will be enabled when the Update Education Topic dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.14.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Education Topic dialog.

9.14.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Topic CD text box
- Description text box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

Upon selection of the OK button, the system will check that a selection is made in the following controls:

- Contact Type dropdown
- Contact Method dropdown

If a selection is not made in an above-listed control, the system invokes a standard error message with the text “A selection is required in the {control label}”.

9.14.2.2 Edit for Legitimate Values in Controls

All values entered into the controls on the Update Education Topic dialog are considered legitimate.

9.14.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update Education Topic dialog participate in cross-edits.

9.14.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Education Topic dialog to the database. If the Update Education Topic dialog was in Add mode, an entry will be added to the Education Topic List grid with the values on the dialog. If the Update Education Topic dialog was in Edit mode, the selected entry will be updated on the Education Topic List grid with the values on the dialog.

9.15 Agencies Dialog

The Agencies dialog allows the user to display and edit the information for agencies and clinics. It is invoked in response to the following user actions:

- Selection of the Agencies list item in the Reference Utility window described in this section.

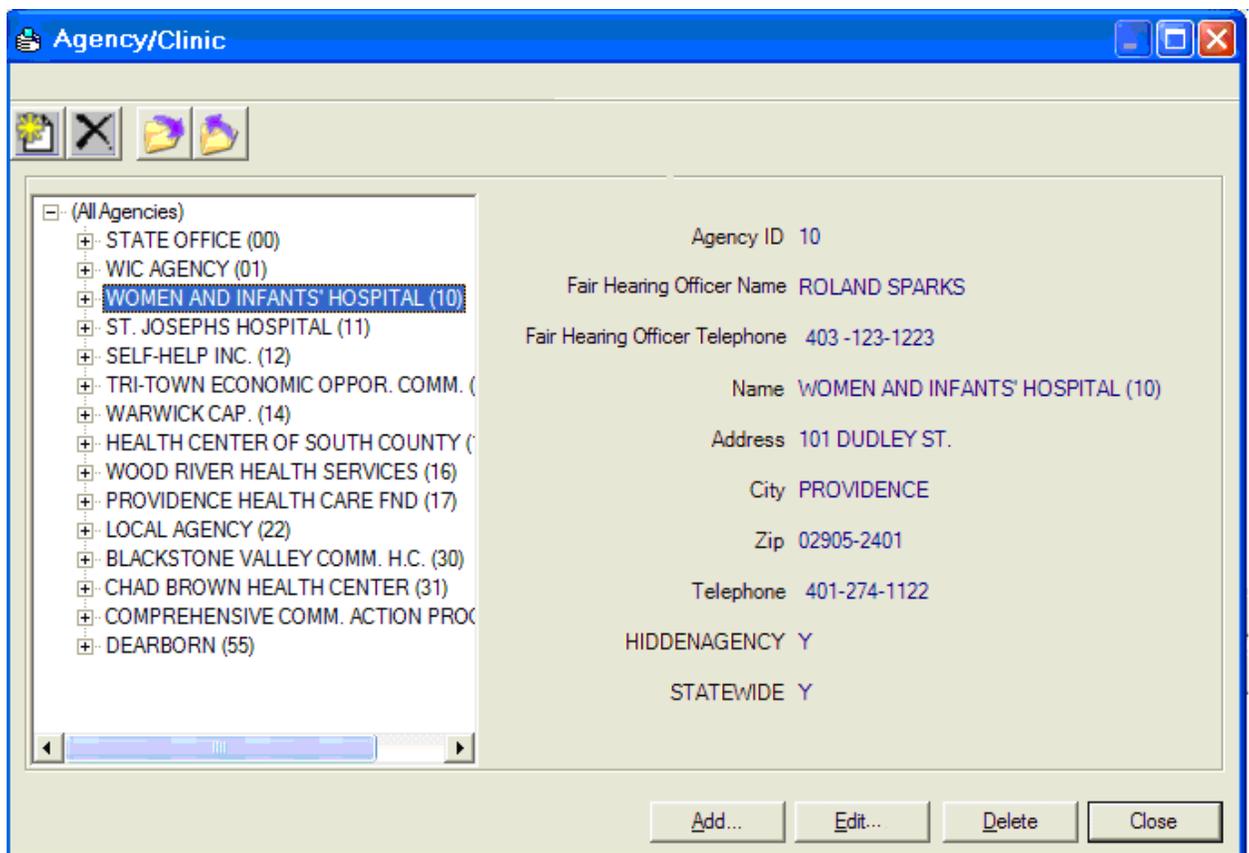


Figure 25 - Agencies Dialog

9.15.1 Agencies Toolbar



Figure 26 - Agencies Toolbar

9.15.1.1 Add Toolbar Button

This toolbar button allows the user to add a new Agency or Clinic record. The toolbar button will be enabled when the “All Agencies” or Agency tree view nodes are selected. It has a tool tip text of “Add Record”.

9.15.1.2 Delete Toolbar Button

This toolbar button allows the user to delete the currently selected Agency or Clinic record. The toolbar button will be enabled when the Agency or Clinic tree view nodes are selected. It has a tool tip text of “Delete Record”.

9.15.1.3 Expand All Toolbar Button

This toolbar button allows the user to expand all the nodes shown in the Agencies tree view control. This toolbar button will be enabled when the Agencies dialog is active. It has a tool tip text of “Expand All”.

9.15.1.4 Collapse All Toolbar Button

This toolbar button allows the user to collapse all the nodes shown in the Agencies tree view control. Only the “All Agencies” node will remain expanded. This toolbar button will be enabled when the Agencies dialog is active. It has a tool tip text of “Collapse All”.

9.15.2 Controls

9.15.2.1 Agencies Tree View

This control allows the user to view all the agencies and clinics. The tree view will be enabled when the dialog is active. It will consist of the following hierarchical structure:

(All Agencies) Root Node

|

| _ Agency Node

|

| __Clinic Node

|

| __Clinic Node

The data values on the tree view will be read-only. The tree is single select.

9.15.2.2 All Agencies Root Tree View Node

This node of the Agencies tree view allows the user to view all the agencies. The node will consist of the text “All Agencies”.

9.15.2.3 Agency Tree View Node

This node of the Agencies tree view allows the user to view the agencies defined by the reference database. The node will consist of the text in the format of {Agency Name} ({Agency ID}). Nodes are sorted by ascending ID.

9.15.2.4 Clinic Tree View Node

This node of the Agencies tree view allows the user to view the clinics associated with an agency. The node will consist of the text in the format of {Service Site Name} ({Service Site ID}). Nodes are sorted by ascending ID.

9.15.2.5 Agency Detail View

The Agency detail view is shown when a Agency tree view node is selected.

Agency ID	10
Fair Hearing Officer Name	ROLAND SPARKS
Fair Hearing Officer Telephone	401-123-1223
Name	WOMEN AND INFANTS' HOSPITAL
Address	101 DUDLEY STREET
City	PROVIDENCE
Zip	02905-2401
Telephone	401-274-1122

Figure 27 - Agencies Dialog – Agency Detail

9.15.2.6 Agency ID Text Label and Value

This control allows the user to view the ID of the agency associated with the currently selected tree view node. The value label will be filled with the Agency ID. It will display in the inverse color of the form.

9.15.2.7 Name Text Label and Value

This control allows the user to view the name of the agency associated with the currently selected tree view node. The value label will be filled with the name. It will display in the inverse color of the form.

9.15.2.8 Fair Hearing Officer Name Text Label and Value

This control allows the user to view the name of the fair hearing officer for the agency associated with the currently selected tree view node. This field will not be displayed if not applicable to your state. The value label will be filled with the Name of the Fair Hearing Officer. It will display in the inverse color of the form.

9.15.2.9 Fair Hearing Officer Telephone Text Label and Value

This control allows the user to view the telephone number of the fair hearing officer for the agency associated with the currently selected tree view node. This field will not be displayed if not applicable to your state. The value label will be filled with the Telephone number of the Fair Hearing Officer. It will display in the inverse color of the form.

9.15.2.10 Address Text Label and Value

This control allows the user to view the address of the agency associated with the currently selected tree view node. The value label will be filled with the address. It will display in the inverse color of the form.

9.15.2.11 City Text Label and Value

This control allows the user to view the city of the agency associated with the currently selected tree view node. The value label will be filled with the city. It will display in the inverse color of the form.

9.15.2.12 Zip Text Label and Value

This control allows the user to view the ZIP code of the agency associated with the currently selected tree view node. The value label will be filled with the ZIP code in “#####-####” format. It will display in the inverse color of the form.

9.15.2.13 Telephone Text Label and Value

This control allows the user to view the telephone number of the agency associated with the currently selected tree view node. The value label will be filled with the telephone number in “###-###-####” format. It will display in the inverse color of the form.

9.15.2.14 Clinic Detail View

The Clinic detail view is shown when a Clinic tree view node is selected.

Agency ID	HEALTH CENTER OF SOUTH COUNTY (15)
Clinic ID	015
County	JOE (055)
Area Code	546
Issuance Frequency	Test Issuance Frequency 1 (1)
Followup Method	F/U Meth 1 (1)
Followup Frequency	F/U Freq 1 (1)
Introduce Juice	4 months (4)
Introduce Cereal	4 months (4)
Checks Required	8
Default Language	Lang 1 (1)
Clinic Name	HEALTH CENTER 3
Address 1	TEST
City	TEST
Zip Code	98797-9797
Telephone	401-274-1122

Figure 28 - Agencies Dialog - Clinic Detail

9.15.2.15 Agency ID Text Label and Value

This control allows the user to view the ID of parent agency for the clinic associated with the currently selected tree view node. The value label will be filled with the Agency ID. It will display in the inverse color of the form.

9.15.2.16 Clinic ID Text Label and Value

This control allows the user to view the ID of the Clinic associated with the currently selected tree view node. The value label will be filled with the Clinic ID. It will display in the inverse color of the form.

9.15.2.17 County Text Label and Value

This control allows the user to view the County for the Clinic associated with the currently selected tree view node. The value label will be filled with the County Name and Health County ID. It will display in the inverse color of the form.

9.15.2.18 Area Code Text Label and Value

This control allows the user to view the Area Code for the Clinic associated with the currently selected tree view node. The value label will be filled with the area code. It will display in the inverse color of the form.

9.15.2.19 Issuance Frequency Text Label and Value

This control allows the user to view the Issuance Frequency for the Clinic associated with the currently selected tree view node. The value label will be filled with the Issuance Frequency description and ID. It will display in the inverse color of the form.

9.15.2.20 Follow-up Method Text Label and Value

This control allows the user to view the Follow-up Method for the Clinic associated with the currently selected tree view node. The value label will be filled with the Follow-up Method description and ID. It will display in the inverse color of the form.

9.15.2.21 Follow-up Frequency Text Label and Value

This control allows the user to view the Follow-up Frequency for the Clinic associated with the currently selected tree view node. The value label will be filled with the Follow-up Frequency description and ID. It will display in the inverse color of the form.

9.15.2.22 Introduce Juice Text Label and Value

This control allows the user to view the month to introduce juice for the Clinic associated with the currently selected tree view node. The value label will display the selected month and month value. It will display in the inverse color of the form.

9.15.2.23 Checks Required Text Label and Value

This control allows the user to view the number of checks required for the Clinic associated with the currently selected tree view node. The value label will display the number of checks. It will display in the inverse color of the form.

9.15.2.24 Default Language Text Label and Value

This control allows the user to view the Default Language for the Clinic associated with the currently selected tree view node. The value label will be filled with the language description and ID. It will display in the inverse color of the form.

9.15.2.25 Name Text Label and Value

This control allows the user to view the name of the Clinic associated with the currently selected tree view node. The value label will be filled with the name. It will display in the inverse color of the form.

9.15.2.26 Address Text Label and Value

This control allows the user to view the address of the Clinic associated with the currently selected tree view node. The value label will be filled with the address. It will display in the inverse color of the form.

9.15.2.27 City Text Label and Value

This control allows the user to view the city of the Clinic associated with the currently selected tree view node. The value label will be filled with the city. It will display in the inverse color of the form.

9.15.2.28 Zip Text Label and Value

This control allows the user to view the ZIP code of the Clinic associated with the currently selected tree view node. The value label will be filled with the ZIP code in “#####-####” format. It will display in the inverse color of the form.

9.15.2.29 Telephone Text Label and Value

This control allows the user to view the telephone number of the Clinic associated with the currently selected tree view node. The value label will be filled with the telephone number in “###-###-####” format. It will display in the inverse color of the form.

9.15.2.30 Add Button

This control allows the user to add a new agency or clinic record to the database. The type of record to be added is determined by the type of tree view node currently selected:

Tree View Node	Record
“All Agencies”	Agency
Agency	Clinic

This button will be enabled when the “All Agencies” or Agency tree view node is selected. It has a mnemonic of “A”.

9.15.2.31 Edit Button

This control allows the user to edit an existing agency or Clinic record. The type of record to be edited is determined by the type of tree view node currently selected. This button will be enabled when a Agency or Clinic tree view node is selected. It has a mnemonic of “E”.

9.15.2.32 Delete Button

This control allows the user to delete the record associated with the currently selected node in the Agencies tree view control. This button will be enabled when a Agency or Clinic tree view node is selected. It has a mnemonic of “D”.

9.15.2.33 Close Button

The Close button will be enabled when the Agencies dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.15.3 Processing

9.15.3.1 Add Agency

Upon selection of the Add button or the Add toolbar button when the “All Agencies” tree view node is selected, the system will create a new (blank) agency record and invoke the Update Agency dialog described in this section.

9.15.3.2 Edit Agency

Upon selection of the Edit button when a Agency tree view node is selected the system will allow the user to edit the agency record by invoking the Update Agency dialog described in this document.

9.15.3.3 Delete Agency

Upon selection of the Delete button or the Delete toolbar button when a Agency tree view node is selected, the system will invoke a standard warning message with the text “Are you sure you want to delete {Agency Name} ({Agency ID})?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected agency record and all child clinic records. The contents of the Agencies tree view will be refreshed. If the user selects No, the system will return to the Agencies dialog without deleting the agency.

If the selected record is in use, a message is displayed stating, “This record is referenced elsewhere and cannot be deleted.” Clicking OK on the message returns the user to the Agencies dialog.

9.15.3.4 Add Clinic

Upon selection of the Add button or the Add toolbar button when an Agency tree view node is selected, the system will create a new (blank) Clinic record and set the Agency ID to the ID of the selected agency and invoke the Add Clinic dialog described in this document.

9.15.3.5 Edit Clinic

Upon selection of the Edit button when a Clinic tree view node is selected, the system will allow the user to edit the Clinic record by invoking the Edit Clinic dialog described in this document.

9.15.3.6 Delete Clinic

Upon selection of the Delete button or the Delete toolbar button when a Clinic tree view node is selected, the system will invoke a standard warning message with the text “Are you sure you want to delete {Service Site Name} ({Service Site ID})?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected Clinic record. The contents of the Agencies tree view will be refreshed. If the user selects No, the system will return to the Agencies dialog without deleting the Clinic.

If the selected record is in use, a message is displayed stating, “This record is referenced elsewhere and cannot be deleted.” Clicking OK on the message returns the user to the Agencies dialog.

If the selected record is the only Clinic record attached to the Agency record, deletion is not allowed. If attempted, a message is displayed stating, “Record {Clinic name/ID} cannot be deleted.” Selecting OK dismisses the message and the user is returned to the Agencies dialog.

9.15.3.7 Close Button

The Close button will be enabled when the Agencies dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.16 Update Agency Dialog

The Update Agency dialog allows the user to specify the information for a Agency. It is invoked in response to the following user actions:

- Selection of the Add button on the Agencies dialog described in this document.
- Selection of the Add toolbar button on the Agencies dialog described in this document.
- Selection of the Edit button on the Agencies dialog described in this document

The screenshot shows a dialog box titled "Add Local Agency". It contains the following fields and controls:

- Agency ID:
- Fair Hearing Officer Name:
- Fair Hearing Officer Telephone:
- Name:
- Address:
- City:
- Zip:
- Telephone:
- Hidden Agency
- State Wide
- OK button
- Cancel button

Figure 29 - Add Agency Dialog

The screenshot shows a Windows-style dialog box titled "Edit Local Agency". It contains the following fields and controls:

- Agency ID: 00
- Fair Hearing Officer Name: JOHN MILLER
- Fair Hearing Officer Telephone: 913-469-8700
- Name: WIC State Agency
- Address: 2100 MARTIN LUTHER KING, JR. AVENUE SE/SUITE 409
- City: WASHINGTON
- Zip: 20020-____
- Telephone: 202-645-5663
- Hidden Agency
- State Wide
- OK button
- Cancel button

Figure 30 - Edit Agency Dialog

9.16.1 Controls

This section describes the behavior of the controls on the Update Agency dialog.

9.16.1.1 Agency ID Text Box

This control allows the user to enter the ID of the Agency. The text box will be enabled when the Update Agency dialog is in Add mode. The maximum size of this control will be determined by state requirements. This field allows entry of numeric only. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the ID of the Agency selected on the Agencies dialog.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

9.16.1.2 Fair Hearing Officer Name Text Box

This control allows the user to enter the name of fair hearing officer for the Agency. This field will not be displayed if not applicable to your state. The text box will be enabled when the Update Agency dialog is active. The maximum size of this control will be fifty (50) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the Fair Hearing Officer Name of the Agency selected on the Agencies dialog. Alpha characters will be forced to upper case.

9.16.1.3 Fair Hearing Officer Telephone Masked Edit Box

This control allows the user to enter the telephone number of the fair hearing officer for the Agency. This field will not be displayed if not applicable to your state. The masked edit box will be enabled when the Update Agency dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “###-###-####”. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the fair hearing officer telephone of the Agency selected on the Agencies dialog.

A complete phone number is required. A partial entry is not allowed. If any partial number is entered, an error message is produced.

9.16.1.4 Name Text Box

This control allows the user to enter the name of the Agency. The text box will be enabled when the Update Agency dialog is in active. The maximum size of this control will be fifty (50) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the name of the Agency selected on the Agencies dialog. Alpha characters will be forced to upper case.

9.16.1.5 Address Text Box

This control allows the user to enter the address of the Agency. The text box will be enabled when the Update Agency dialog is active. The maximum size of this control will be fifty (50) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the address of the Agency selected on the Agencies dialog. Alpha characters will be forced to upper case.

9.16.1.6 City Text Box

This control allows the user to enter the city of the Agency. The text box will be enabled when the Update Agency dialog is active. The maximum size of this control will be thirty (30) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the city of the Agency selected on the Agencies dialog. Alpha characters will be forced to upper case.

9.16.1.7 ZIP Masked Edit Box

This control allows the user to enter the ZIP code of the Agency. The masked edit box will be enabled when the Update Agency dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “#####-####” to allow entry of a four digit ZIP extension, if known. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the ZIP code of the Agency selected on the Agencies dialog.

A complete 5 or 9 digit ZIP code is required. If any part of the four digit extension is entered, the entire extension is required. If a partial ZIP code is entered, an error message is produced.

9.16.1.8 Telephone Masked Edit Box

This control allows the user to enter the telephone of the Agency. The masked edit box will be enabled when the Update Agency dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “###-###-####”. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the telephone of the Agency selected on the Agencies dialog.

A complete phone number is required. A partial entry is not allowed. If any partial number is entered, an error message is produced.

9.16.1.9 Hidden Agency Check Box

This control allows the user to indicate if the agency is a “hidden” agency. Hidden agencies are used internally and are excluded from agency lists. Uses include logical designations such as a transfer agency for inactive members or transfers within WIC or to CSFP, etc. The check box will be enabled when the Update Agency dialog is active.

9.16.1.10 State Wide Check Box

This control allows the user to indicate that the agency is to be used internally as a statewide agency. The check box will be enabled when the Update Agency dialog is active.

9.16.1.11 OK Button

The OK button will be enabled when the Update Agency dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.16.1.12 Cancel Button

The Cancel button will be enabled when the Update Agency dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.16.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Agency dialog.

9.16.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Agency ID text box
- Fair Hearing Officer Name text box (if applicable to your state)

- Fair Hearing Officer Telephone masked edit box (if applicable to your state)
- Name text box
- Address text box
- City text box
- Zip masked edit box
- Telephone masked edit box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.16.2.2 Edit for Legitimate Values in Controls

The system will check that a 5-digit or 9-digit ZIP code is entered into the ZIP Code masked edit box.

The system will check that a complete phone number is entered into the Telephone masked edit box.

9.16.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update Agency dialog participate in cross-edits.

9.16.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Agency dialog to the database. If the Update Agency dialog was in Add mode, a node will be added to the Agencies tree view with the values on the dialog. If the Update Agency dialog was in Edit mode, the selected node will be updated on the Agencies tree view with the values on the dialog.

9.17 Update Clinic Dialog

The Update Clinic dialog allows the user to add or edit a Clinic record. It is invoked in response to the following user actions:

- Selection of the Add button on the Agencies dialog described in this document.
- Selection of the Add toolbar button on the Agencies dialog described in this document.
- Selection of the Edit button on the Agencies dialog described in this document

Add Clinic

Agency ID: WOMEN AND INFANTS' HOSPITAL (10)

Clinic ID: []

County: []

Area Code: []

Issuance Frequency: []

Followup Method: []

Followup Frequency: []

Introduce Juice: []

Introduce Cereal: []

Checks Required: []

Default Language: []

Clinic Name: []

Address 1: []

City: []

Zip Code: []

Telephone: []

Food Delivery System: Checks Vouchers Direct Distribution EBT
 Completed EBT Certification

OK Cancel

Figure 31 - Add Clinic Dialog

Edit Clinic

Agency ID: WOOD RIVER HEALTH SERVICE (16)

Clinic ID: 016

County: JOE (055)

Area Code: 465

Issuance Frequency: Monthly (M)

Followup Method: F/U Meth 1 (1)

Followup Frequency: Monthly (M)

Introduce Juice: 4 months (4)

Introduce Cereal: 4 months (4)

Checks Required: 555

Default Language: Lang 1 (1)

Clinic Name: WOOD RIVER 3

Address 1: ADDRESS

City: CITY

Zip Code: 78979-8798

Telephone: 202-645-5663

Food Delivery System: Checks Vouchers Direct Distribution EBT
 Completed EBT Certification

OK Cancel

Figure 32 - Edit Clinic Dialog

9.17.1 Controls

This section describes the behavior of the controls on the Update Clinic dialog.

9.17.1.1 Agency ID Dropdown

This control allows the user to view the ID of the parent Agency record. The dropdown will be disabled. If the dialog is in Add mode, it will be populated with the Agency ID selected on the Agencies dialog. If the dialog is in Edit mode, the control will be populated with the Agency ID of the Clinic selected on the Agencies dialog.

9.17.1.2 Clinic ID Text Box

This control allows the user to enter the ID of the Clinic. The text box will be enabled when the Update Clinic dialog is in Add mode. The maximum size of this control will be two (2) characters. Only numeric and alphabetic characters will be allowed. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the ID of the Clinic selected on the Agencies dialog.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

9.17.1.3 County Dropdown

This control allows the user to select the county of the Clinic. The dropdown will be enabled when the Update Clinic dialog is active. It will display all counties listed in the County table. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the county of the Clinic selected on the Agencies dialog. This dropdown will not be displayed if not applicable to your state.

9.17.1.4 Area Code Text Box

This control allows the user to enter the area code of the Clinic. The text box will be enabled when the Update Clinic dialog is active. The maximum size of this control will be three (3) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the area code of the Clinic selected on the Agencies dialog. The text box will accept entry of numeric only. This field will not be displayed if not applicable to your state.

9.17.1.5 Issuance Frequency Dropdown

This control allows the user to select the issuance frequency of the Clinic. The dropdown will be enabled when the Update Clinic dialog is active. It will display all issuance frequencies listed in the Reference Dictionary table. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the issuance frequency for the Clinic selected on the Agencies dialog. This dropdown will not be displayed if not applicable to your state.

9.17.1.6 Follow-up Method Dropdown

This control allows the user to select the follow-up method of the Clinic. The dropdown will be enabled when the Update Clinic dialog is active. It will display all follow-up methods listed in the Reference Dictionary table. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the follow-up method for the Clinic selected on the Agencies dialog. This dropdown will not be displayed if not applicable to your state.

9.17.1.7 Follow-up Frequency Dropdown

This control allows the user to select the follow-up frequency of the Clinic. The dropdown will be enabled when the Update Clinic dialog is active. It will display all follow-up frequencies listed in the Reference Dictionary table. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the follow-up frequency for the Clinic selected on the Agencies dialog. This dropdown will not be displayed if not applicable to your state.

9.17.1.8 Introduce Juice Dropdown

This control allows the user to select when the system should automatically start introducing infant juice to an Infant's food prescription. The dropdown will be enabled when the Update Clinic dialog is active. It will display the month listed for introducing juice in the Reference Dictionary table (month 1 through month 11). The category for accessing the Reference Dictionary is "INTROJUICEAGES". If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the age (month) selected to introduce juice for the Clinic selected on the Agencies dialog. This dropdown will not be displayed if not applicable to your state.

9.17.1.9 Introduce Cereal Dropdown

This control allows the user to select when the system should automatically start introducing cereal to an Infant's food prescription. The dropdown will be enabled when the Update Clinic dialog is active. It will display all months listed for introducing cereal in the Reference Dictionary table (month 1 through month 11). The category for accessing the Reference Dictionary is "INTROCEREALAGES". If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the age (month) selected to introduce cereal for the Clinic selected on the Agencies dialog. This dropdown will not be displayed if not applicable to your state.

9.17.1.10 Checks Required Text Box

This control allows the user to enter the number of checks required for the Clinic. The text box will be enabled when the Update Clinic dialog is active. The maximum size of this control will be four (4) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the number of checks required for the Clinic selected on the Agencies dialog. The text box will accept entry of numeric only. This field will not be displayed if not applicable to your state.

9.17.1.11 Default Language Dropdown

This control allows the user to select the default language of the Clinic. The dropdown will be enabled when the Update Clinic dialog is active. It will display all languages listed in the Reference Dictionary table. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the default language for the Clinic selected on the Agencies dialog. This dropdown will not be displayed if not applicable to your state.

9.17.1.12 Name Text Box

This control allows the user to enter the name of the Clinic. The text box will be enabled when the Update Clinic dialog is active. The maximum size of this control will be fifty (50) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the name of the Clinic selected on the Agencies dialog.

9.17.1.13 Address Text Box

This control allows the user to enter the address of the Clinic. The text box will be enabled when the Update Clinic dialog is active. The maximum size of this control will be fifty (50) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the address of the Clinic selected on the Agencies dialog.

9.17.1.14 City Text Box

This control allows the user to enter the city of the Clinic. The text box will be enabled when the Update Clinic dialog is active. The maximum size of this control will be thirty (30) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the city of the Clinic selected on the Agencies dialog.

9.17.1.15 ZIP Masked Edit Box

This control allows the user to enter the ZIP code of the Clinic. The masked edit box will be enabled when the Update Clinic dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “#####-####” to allow entry of a four digit ZIP extension, if known. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the ZIP code of the Clinic selected on the Agencies dialog.

A complete 5 or 9 digit ZIP code is required. If any part of the four digit extension is entered, the entire extension is required. If a partial ZIP code is entered, an error message is produced.

9.17.1.16 Telephone Masked Edit Box

This control allows the user to enter the telephone of the Clinic. The masked edit box will be enabled when the Update Clinic dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “###-###-####”. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the telephone of the Clinic selected on the Agencies dialog.

A complete phone number is required. A partial entry is not allowed. If any partial number is entered, an error message is produced.

9.17.1.17 Food Delivery System (Checks) Check Box

This control allows the user to enable the food delivery system type for checks. The check box will be enabled when the Update Clinic dialog is active. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the value selected for the clinic.

The check box will be **disabled** and unchecked when the dialog is active if the FI_ENABLE_DELIVERYSYSTEMTYPE_CHECK business rule is set to “N” (No).

9.17.1.18 Food Delivery System (Vouchers) Check Box

This control allows the user to enable the food delivery system type for vouchers. The check box will be enabled when the Update Clinic dialog is active. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the value selected for the clinic.

The check box will be **disabled** and unchecked when the dialog is active if the FI_ENABLE_DELIVERYSYSTEMTYPE_VOUCHER business rule is set to “N” (No).

9.17.1.19 Food Delivery System (Direct Distribution) Check Box

This control allows the user to enable the food delivery system type for direct distribution. The check box will be enabled when the Update Clinic dialog is active. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the value selected for the clinic.

The check box will be **disabled** and unchecked when the dialog is active if the FI_ENABLE_DELIVERYSYSTEMTYPE_DISTRIBUTIONLIST business rule is set to “N” (No).

9.17.1.20 Food Delivery System (EBT) Check Box

This control allows the user to enable the food delivery system type for EBT. The check box will be enabled when the Update Clinic dialog is active. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the value selected for the clinic.

The check box will be **disabled** and unchecked when the dialog is active if the FI_ENABLE_DELIVERYSYSTEMTYPE_EBT business rule is set to “N” (No). The check box will be **disabled** and uncheck when the dialog is active if the Completed EBT Certification check box is unchecked for this clinic.

9.17.1.21 Completed EBT Certification Check Box

This control allows the user to enable the EBT card food instrument issuance for this clinic. The check box will be enabled when the Update Clinic dialog is active. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the value selected for the clinic.

The check box will be **disabled** and uncheck when the dialog is active if the FI_ENABLE_DELIVERYSYSTEMTYPE_EBT business rule is set to “N” (No).

9.17.1.22 OK Button

The OK button will be enabled when the Update Clinic dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.17.1.23 Cancel Button

The Cancel button will be enabled when the Update Clinic dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.17.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Clinic dialog.

9.17.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Clinic ID text box
- Area Code text box
- Checks Required text box
- Name text box
- Address text box
- City text box
- Zip masked edit box
- Telephone masked edit box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- County dropdown
- Issuance Frequency dropdown
- Follow-up Method dropdown
- Follow-up Frequency dropdown
- Introduce Juice dropdown
- Introduce Cereal dropdown
- Default Language dropdown

If a selection is not made in an above-listed control, the system will invoke a standard error message with the text “A selection is required in the {control label}”.

9.17.2.2 Edit for Legitimate Values in Controls

The system will check that a 5-digit or 9-digit ZIP code is entered into the ZIP Code masked edit box.

The system will check that a complete phone number is entered into the Telephone masked edit box.

9.17.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update Clinic dialog participate in cross-edits.

9.17.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Clinic dialog to the database. If the Update Clinic dialog was in Add mode, a node will be added to the Agencies tree view with the values on the dialog. If the Update Clinic dialog was in Edit mode, the selected node will be updated on the Agencies tree view with the values on the dialog.

9.17.2.5 Data Map

Control Label	Entity	Attribute	Business Rule
Food Delivery System (Checks)	ServiceSite	FoodDeliverySystemCheck: Set to Y if checked else N	
Food Delivery System (Vouchers)	ServiceSite	FoodDeliverySystemVoucher: Set to Y if checked else N	
Food Delivery System (Direct Distribution)	ServiceSite	FoodDeliverySystemDirectDist : Set to Y if checked else N	
Food Delivery System (EBT)	ServiceSite	FoodDeliverySystemEBT: Set to Y if checked else N	
Completed EBT Certification	ServiceSite	CompletedEBTCertification: Set to Y if checked else N = (No is Not Ready)	

9.18 Reference Dictionary Dialog

The Reference Dictionary dialog allows the user to edit and sort the values for various reference dictionary categories. It is invoked in response to the following user actions:

- Selection of the Reference Dictionary list item in the Reference Utility window described in this document

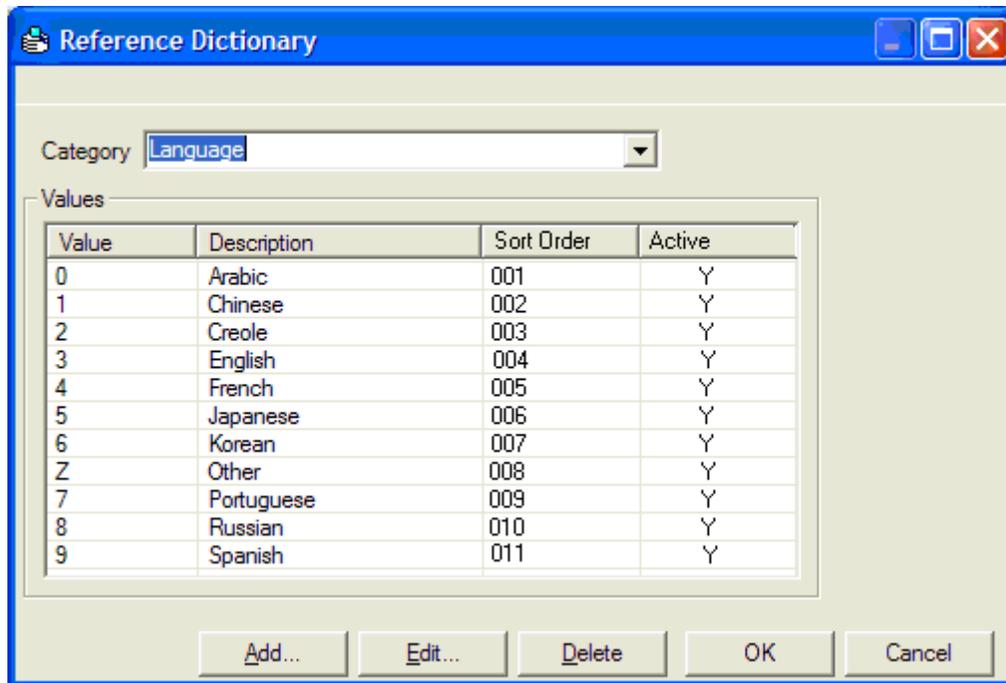


Figure 33 - Reference Dictionary Dialog

9.18.1 Controls

This section describes the behavior of the controls on the Reference Dictionary dialog.

9.18.1.1 Category Dropdown

This control allows the user to specify the reference dictionary category to be edited. The dropdown will be enabled when the Reference Dictionary dialog is active. It will contain an entry for each category where the RefDictionaryCategory.StateDefined value = 'Y'. The dropdown is initially blank.

Upon a change of the entry selected in the Category dropdown, the values on the Values display grid will be refreshed to display the Category items specific to the selected category.

Upon a change in a category, if changes have been made to the category, the save function will be invoked. The user will receive a warning message "Do you wish to save your changes?" The options of Yes, No and Cancel will be available. If the user selects 'Yes', changes made to the current category will be saved before the new category is selected. If the user selects 'No', changes made to the current category will be discarded. If the user selects 'Cancel', the new category is not selected and the user can continue to work with the currently selected category.

9.18.1.2 Values Display Grid

This control allows the user to view the values in the reference dictionary assigned to the category selected in the Category dropdown. The display grid will be enabled when the Reference Dictionary dialog is active. The grid consists of the following columns:

- Value (ExternalID)
- Description
- Sort Order
- Active

An entry will be added to the grid for each record in the ReferenceDictionary table where the Category = ReferenceDictionary.Category and the Value represents ReferenceDictionary.ExternalID. The entries are sorted in the order of the Sort Order column. The order of the entries are resorted upon a change in the Sort Order. The values on the grid are read-only. Single selection is allowed. Multiple selections are not allowed.

If no values exist for the selected Category, the grid will be blank.

9.18.1.3 Add Button

This control allows the user to insert a new value in Values display grid. The Add button will be enabled when a category in the Category dropdown is selected. It has a mnemonic of 'E'.

9.18.1.4 Edit Button

This control allows the user to edit the currently selected value in the Values display grid. The Edit button will be enabled when an enabled row is highlighted in the Values display grid. It has a mnemonic of 'E'.

9.18.1.5 Delete Button

This control allows the user to delete the currently selected value in the Values display grid. The Delete button will be enabled when a row is highlighted in the Values display grid. It has a mnemonic of 'D'.

9.18.1.6 OK Button

The OK button will be enabled when the Reference Dictionary dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.18.1.7 Cancel Button

The Cancel button will be enabled when the Reference Dictionary dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.18.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Reference Dictionary dialog.

9.18.2.1 Add

Upon selecting of the Add button, the system will create a new (blank) value record and invoke the Update Reference Dictionary Entry dialog described in this document.

9.18.2.2 Edit

Upon selection of the Edit button, the system will allow the user to edit the value record selected in the Values display grid by invoking the Update Reference Dictionary Entry dialog described in this document.

9.18.2.3 Delete

Upon selection of the Delete button, the system will invoke a standard warning message with the text "Are you sure you want to delete the selected record?" The options of 'Yes' and 'No' will be available. If the user selects 'Yes', the system will delete the selected record. The contents of the grid will be refreshed. If the user selects No, the system will return to the Reference Dictionary dialog without deleting the record.

9.18.2.4 Edit for Required Entry in Controls

No controls on the Reference Dictionary dialog are considered required.

9.18.2.5 Edit for Legitimate Values in Controls

All values entered into the controls on the Reference Dictionary dialog are considered legitimate.

9.18.2.6 Perform Cross-Edits for Values Entered In Controls

The system will check for duplicate Value entries. If the user enters two entries with the same Value, the error message "Value {value} appears more than once." The first entry containing the duplicate value will be highlighted.

9.18.2.7 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Reference Dictionary dialog to the ReferenceDictionary table in the database.

9.19 Update Reference Dictionary Entry Dialog

The Update Reference Dictionary Entry dialog allows the user to specify the value and description for an entry in the Reference Dictionary. It is invoked in response to the following user actions:

- Selection of the Add button on the Reference Dictionary dialog described in this document.
- Selection of the Edit button on the Reference Dictionary dialog described in this document.

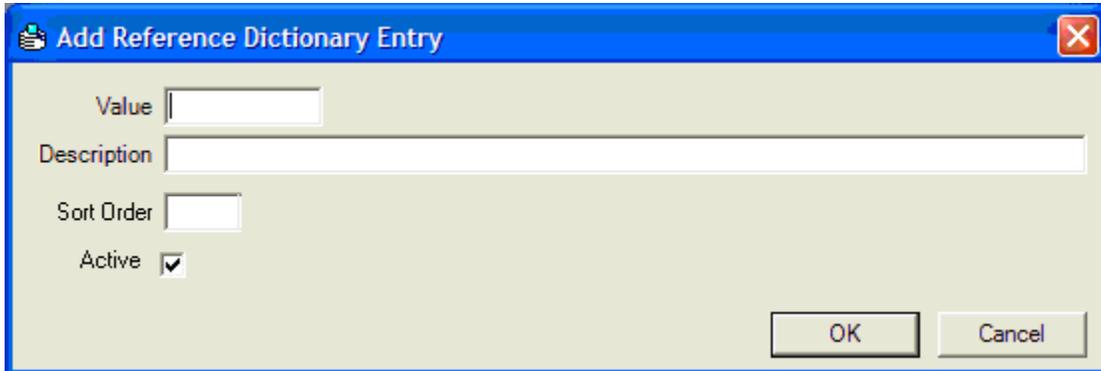


Figure 34 - Add Reference Dictionary Entry Dialog

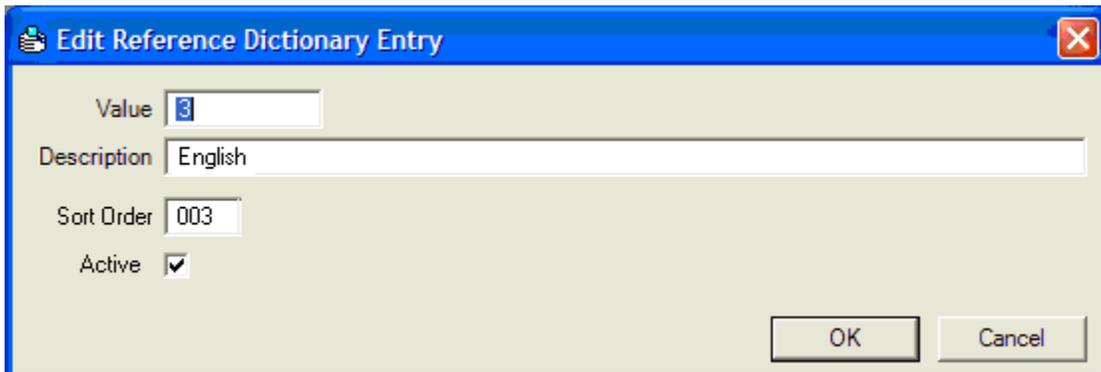


Figure 35 - Edit Reference Dictionary Entry Dialog

9.19.1 Controls

This section describes the behavior of the controls on the Update Reference Dictionary Entry dialog.

9.19.1.1 Value Text Box

This control allows the user to specify the value of the reference dictionary entry. The text box will be enabled when the Add or Edit Reference Dictionary Entry dialog is active and `ReferenceDictionary.SystemAssigned = 'N'`. The text box will be disabled when `ReferenceDictionary.SystemAssigned = 'Y'`. The characters for this control are defined by the value in the `RefDictionaryCategory.ValueType`. If the value is A, alphanumeric characters are allowed. If the value is N, only numeric digits are allowed. The length of the control is determined by the value in the `RefDictionaryCategory.ValueLength`. If the dialog is in Edit mode, the control will be populated with the value of the entry selected in the Values display grid of the Reference Dictionary dialog.

9.19.1.2 Description Text Box

This control allows the user to specify the description of the reference dictionary entry. The text box will be enabled when the Add or Edit Reference Dictionary Entry dialog is active and ReferenceDictionary.SystemAssigned = 'N' . The text box will be disabled when ReferenceDictionary.SystemAssigned = 'Y'. The maximum size of this control will be sixty (60) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the description of the entry selected in the Values display grid of the Reference Dictionary dialog.

9.19.1.3 Sort Order Masked Edit box

This control allows the user to specify the sort order of the reference dictionary entry. The text box will be enabled when the Add or Edit Reference Dictionary Entry dialog is active. The maximum size of this control will be three (3) numeric digits. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the sort order of the selected entry.

9.19.1.4 Active Check Box

This control allows the user to set the entry to active or inactive. The check box will be enabled when the Add or Edit Reference Dictionary Entry dialog is active and ReferenceDictionary.SystemAssigned = 'N' . The check box will be disabled when ReferenceDictionary.SystemAssigned = 'Y'. If the dialog is in Add mode, it will be initially checked. If the dialog is in Edit mode, the control will be populated with the description of the entry selected in the Values display grid of the Reference Dictionary dialog..

9.19.1.5 OK Button

The OK button will be enabled when the Update Reference Dictionary Entry dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.19.1.6 Cancel Button

The Cancel button will be enabled when the Update Reference Dictionary Entry dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.19.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Reference Dictionary Entry dialog.

9.19.2.1 Edits

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Value text box
- Description text box
- Sort Order

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

If any value is duplicated for a category, a message is displayed stating, “{Value} already exists”. Upon exiting the message box, the user is returned to the Value text box to correct the entry.

9.19.2.2 Saving the Data

Upon successful completion of the above-listed edits, the system save the Reference Dictionary information. The system will return to the Reference Dictionary dialog and refresh the grid. If the sort order is added or modified, the system will resort the entries. If the sort order is updated to an existing sort order, the subsequent sort order will be incremented by one. For example, if upon saving, the sort order of 003 is added, and an existing sort order for the same category but different ExternalID is 003, the system will save this entry with the sort order of 003, and increment the existing entry to 004, cascaded until all entries are incremented and are not duplicated.

9.19.2.3 Data Map

Control Label	Entity	Attribute	Business Rule
Category	ReferenceDictionary	Category	
Value	ReferenceDictionary	ExternalID	
Description	ReferenceDictionary	Description	
Sort Order	ReferenceDictionary	SortOrder	
Active	ReferenceDictionary	Active	

9.20 Risk Factors Dialog

The Risk Factors dialog displays all the Risk Factor records in the reference database. It is invoked in response to the following user actions:

- Selection of the Risk Factors list item on the Reference Utility window described in this document.

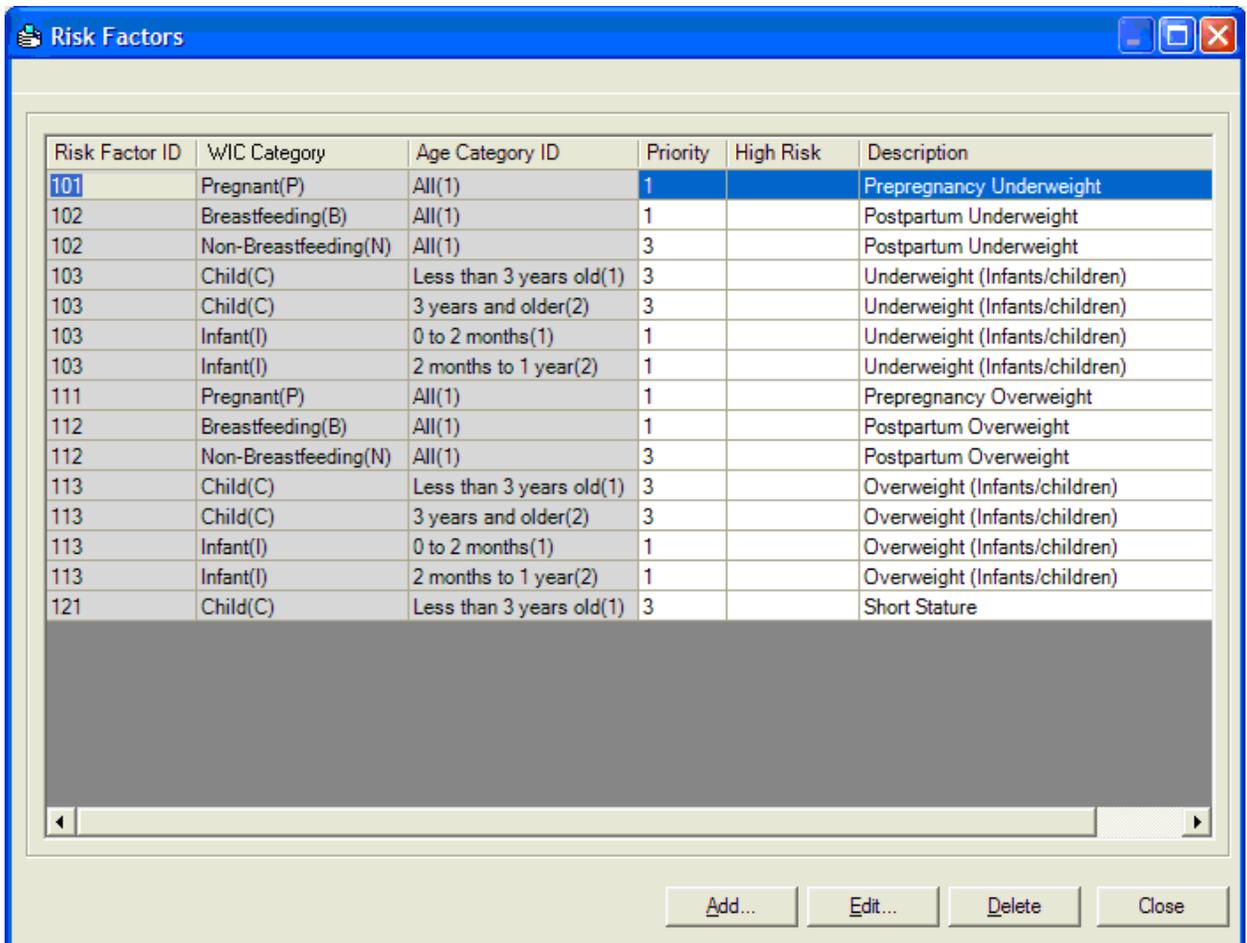


Figure 36 - Risk Factors Dialog

9.20.1 Controls

This section describes the behavior of the controls on the Risk Factor List dialog.

9.20.1.1 Risk Factor List Grid

This control allows the user to view all Risk Factor records. The list grid will be enabled when the Risk Factors dialog is active. It consists of the following columns:

- Risk Factor ID
- WIC Category
- Age Category
- Priority
- High Risk
- Description
- Assignment Method
- Default Food Package ID
- DFP Priority
- Default Assessment

- Default Plan

An entry will be added to the grid for each Risk Factor record in the reference database. The records will be initially ordered by the value in the Health Risk Factor ID column. The values in the grid are read-only. The user may select a single entry in the grid.

9.20.1.2 Add Button

This control allows the user to insert new Risk Factor into the reference database. This button will be enabled when the Risk Factors dialog is active. It has a mnemonic of "A".

9.20.1.3 Edit Button

This control allows the user to edit the Risk Factor selected in the Risk Factor List grid. This button will be enabled when a Risk Factor record is highlighted. It has a mnemonic of "E".

9.20.1.4 Delete Button

This control allows the user to delete the Risk Factor selected in the Risk Factor List grid. This button will be enabled when a Risk Factor record is highlighted. It has a mnemonic of "D".

9.20.1.5 Close Button

The Close button will be enabled when the Risk Factor List dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.20.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Risk Factor List dialog.

9.20.2.1 Add Risk Factor

Upon selection of the Add button, the system will create a new (blank) Risk Factor record and invoke the Update Risk Factor dialog described in this document.

9.20.2.2 Edit Risk Factor

Upon selection of the Edit button, the system will allow the user to edit the Risk Factor record selected in the Risk Factor List grid by invoking the Update Risk Factor dialog described in this document.

9.20.2.3 Delete Risk Factor

Upon selection of the Delete button, the system will invoke a standard warning message with the text “Are you sure you want to delete the selected record?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected Risk Factor. The contents of the Risk Factor List grid will be refreshed. If the user selects No, the system will return to the Risk Factors List dialog without deleting the Risk Factor.

9.21 Update Risk Factor Dialog

The Update Risk Factor dialog allows the user to specify the information for a Risk Factor. It is invoked in response to the following user actions:

- Selection of the Add button on the Risk Factors dialog described in this document
- Selection of the Edit button on the Risk Factors dialog described in this document

The screenshot shows a dialog box titled "Add Risk Factor". The dialog contains the following fields and controls:

- Risk Factor ID: Text input field.
- WIC Category: Dropdown menu.
- Age Category ID: Dropdown menu.
- Priority: Text input field.
- High Risk: Checkbox.
- Description: Text input field.
- Assignment Method: Dropdown menu.
- Active Date: Date input field (format: __/__/__).
- Inactive Date: Date input field (format: __/__/__).
- Default Food Package ID: Dropdown menu.
- DFP Priority: Text input field.
- Default Assessment: Text input field.
- Default Plan: Text input field.
- OK and Cancel buttons at the bottom right.

Figure 37 - Add Risk Factor Dialog

The screenshot shows the 'Edit Risk Factor' dialog box. The fields are as follows:

- Risk Factor ID: 101
- WIC Category: Pregnant (P)
- Age Category ID: All (1)
- Priority: 1
- High Risk:
- Description: Prepregnancy Underweight
- Assignment Method: System Assigned
- Active Date: 01/01/1998
- Inactive Date: 12/31/2020
- Default Food Package ID: (empty dropdown)
- DFP Priority: 1
- Default Assessment: (empty text box)
- Default Plan: (empty text box)

Figure 38 - Edit Risk Factor Dialog

9.21.1 Controls

This section describes the behavior of the controls on the Update Risk Factor dialog.

9.21.1.1 Risk Factor ID Text Box

This control allows the user to enter the ID of the Risk Factor. The text box will be enabled when the Update Risk Factor dialog is in Add mode. The maximum size of this control will be three (3) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the ID of the Risk Factor selected on the Risk Factors dialog.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

9.21.1.2 WIC Category Dropdown

This control allows the user to specify the WIC Category of the Risk Factor. The dropdown will be enabled when the Update Risk Factor dialog is in Add mode. It will be populated with the list of WIC Categories. No entry will be initially selected. If the dialog is in Edit mode, the WIC Category of the Risk Factor selected on the Risk Factors List dialog will be selected.

9.21.1.3 Age Category Dropdown

This control allows the user to specify the Age Category of the Risk Factor. The dropdown will be enabled when the Update Risk Factor dialog is in Add mode. It will be populated with the list of Age Categories associated with the WIC Category as defined by the State. No entry will be initially selected. If the dialog is in Edit mode, the Age Category of the Risk Factor selected on the Risk Factors List dialog will be selected.

9.21.1.4 Priority Text Box

This control allows the user to enter the priority of the Risk Factor. The text box will be enabled when the Update Risk Factor dialog is active. The maximum size of this control will be one (1) character. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the priority of the Risk Factor selected on the Risk Factors List dialog.

9.21.1.5 High Risk Check Box

This control allows the user to enter the high risk status of the Risk Factor. The check box will be enabled when the Update Risk Factor dialog is active. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the high risk status of the Risk Factor selected on the Risk Factors List dialog.

9.21.1.6 Description Text Box

This control allows the user to enter the description of the Risk Factor. The text box will be enabled when the Update Risk Factor dialog is active. The maximum size of this control will be sixty (60) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the description of the Risk Factor selected on the Risk Factors List dialog.

9.21.1.7 Assignment Method Dropdown

This control allows the user to specify how the Risk Factor is assigned to a participant. The dropdown will be enabled when the Update Risk Factor dialog is active. It will be populated with the list of assignment methods for risk factors where the ReferenceDictionary.Category = 'RISKASSIGNMENTMETHOD'. No entry will be initially selected. If the dialog is in Edit mode, the Assignment Method of the Risk Factor selected on the Risk Factors List dialog will be selected.

9.21.1.8 Active Date Masked Edit Box

This control allows the user to specify the date that the risk factor will be active and available to be assigned to a participant. The masked edit box will be enabled when the Update Risk Factor dialog is active. It will only allow the entry of numeric characters. The mask for the box will be "###/###/#####" to accept a date with a four digit year.

9.21.1.9 Inactive Date Masked Edit Box

This control allows the user to specify the date when the risk factor will be inactive and cannot be assigned to a participant. The masked edit box will be enabled when the Update Risk Factor dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “####/####” to accept a date with a four digit year.

9.21.1.10 Default Food Package ID Dropdown

This control allows the user to specify the default food package ID of the Risk Factor. The dropdown will be enabled when the Update Risk Factor dialog is active. It will be populated with the list of default food packages associated with the WIC Category. No entry will be initially selected. If the dialog is in Edit mode, the default food package ID of the Risk Factor selected on the Risk Factors List dialog will be selected.

9.21.1.11 DFP Priority Text Box

This control allows the user to enter the DFP priority of the Risk Factor. The text box will be enabled when the Update Risk Factor dialog is active. The maximum size of this control will be one (1) character. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the DFP priority of the Risk Factor selected on the Risk Factors List dialog.

9.21.1.12 Default Assessment Text Box

This control allows the user to enter the Default Assessment for the Risk Factor. The text box will be enabled when the Update Risk Factor dialog is active. The maximum size of this control will be four thousand (4,000) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the Default Assessment of the Risk Factor selected on the Risk Factors List dialog.

9.21.1.13 Default Plan Text Box

This control allows the user to enter the Default Plan for the Risk Factor. The text box will be enabled when the Update Risk Factor dialog is active. The maximum size of this control will be four thousand (4,000) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the Default Plan of the Risk Factor selected on the Risk Factors List dialog.

9.21.1.14 OK Button

The OK button will be enabled when the Update Risk Factor dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.21.1.15 Cancel Button

The Cancel button will be enabled when the Update Risk Factor dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.21.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Risk Factor dialog.

9.21.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Risk Factor ID text box
- Priority text box
- Description text box
- Active Date masked edit box
- Inactive Date masked edit box
- DFP Priority text box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

Upon selection of the OK button, the system will check that a selection is made in the following controls:

- WIC Category dropdown
- Age Category dropdown
- Assignment Method dropdown
- Default Food Package ID dropdown

If a selection is not made in an above-listed control, the system will invoke a standard error message with the text “A selection is required in the {control label}”.

9.21.2.2 Edit for Legitimate Values in Controls

Upon successful completion of the above-listed edits, the system will check that the values entered into the controls are considered legitimate as follows:

- The value of the Active Date masked edit box must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”
- The value of the Inactive Date masked edit box must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text “Invalid date entered.”

9.21.2.3 Perform Cross-Edits for Values Entered In Controls

Upon successful completion of the above-listed edits, the system will perform the following cross-edits:

- The value of the Inactive Date masked edit box must be greater than or equal to the value of the Active Date masked edit box. If the date entered in the Inactive Date masked edit box is less than the Active Date masked edit box, a standard message box will be displayed with the message text “Active date must come before Inactive date.”

9.21.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Risk Factor dialog to the database. If the Update Risk Factor dialog was in Add mode, an entry will be added to the Risk Factor List grid with the values on the dialog. If the Update Risk Factor dialog was in Edit mode, the selected entry will be updated on the Risk Factor List grid with the values on the dialog.

9.22 Store Types Dialog

The Store Types dialog displays all the Store Type records in the reference database. It is invoked in response to the following user actions:

- Selection of the Store Types list item on the Reference Utility window described in this document.

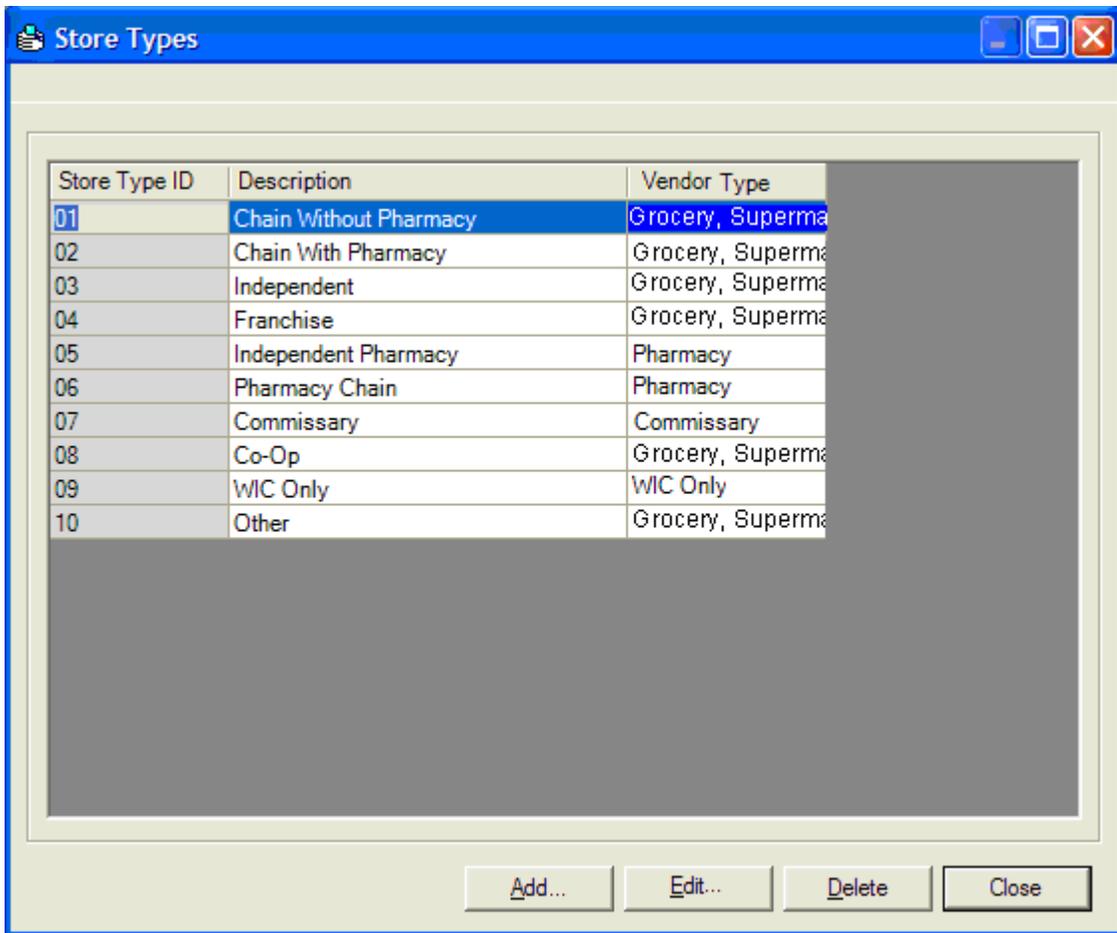


Figure 39 - Store Types Dialog

9.22.1 Controls

This section describes the behavior of the controls on the Store Type List dialog.

9.22.1.1 Store Type List Grid

This control allows the user to view all Store Type records. The list grid will be enabled when the Store Types dialog is active. It consists of the following columns:

- Store Type ID
- Description
- Vendor Type

An entry will be added to the grid for each Store Type record in the StoreType table. The records will be initially ordered by the value in the Store Type ID column. The values in the grid are read-only. The user may select a single entry in the grid.

9.22.1.2 Add Button

This control allows the user to insert new Store Type into the StoreType Table. This button will be enabled when the Store Type List dialog is active. It has a mnemonic of “A”.

9.22.1.3 Edit Button

This control allows the user to edit the Store Type selected in the Store Type List grid. This button will be enabled when a Store Type record is highlighted. It has a mnemonic of “E”.

9.22.1.4 Delete Button

This control allows the user to delete the Store Type selected in the Store Type List grid. This button will be enabled when a Store Type record is highlighted. It has a mnemonic of “D”.

9.22.1.5 Close Button

The Close button will be enabled when the Store Type List dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.22.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Store Type List dialog.

9.22.2.1 Add Store Type

Upon selection of the Add button, the system will create a new (blank) Store Type record and invoke the Update Store Type dialog described in this document.

9.22.2.2 Edit Store Type

Upon selection of the Edit button, the system will allow the user to edit the Store Type record selected in the Store Type List grid by invoking the Update Store Type dialog described in this document.

9.22.2.3 Delete Store Type

Upon selection of the Delete button, the system will invoke a standard warning message with the text “Are you sure you want to delete the selected record?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected Store Type. The contents of the Store Type List grid will be refreshed. If the user selects No, the system will return to the Store Types List dialog without deleting the Store Type.

9.23 Update Store Type Dialog

The Update Store Type dialog allows the user to specify the information for a Store Type. It is invoked in response to the following user actions:

- Selection of the Add button on the Store Types dialog described in this document
- Selection of the Edit button on the Store Types dialog described in this document

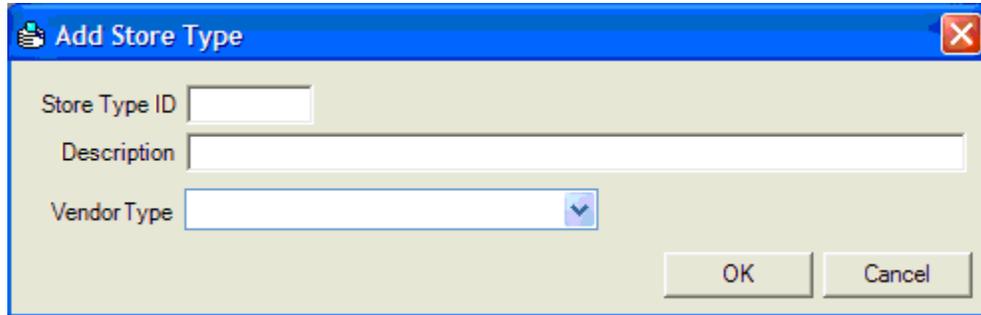


Figure 40 - Add Store Type Dialog

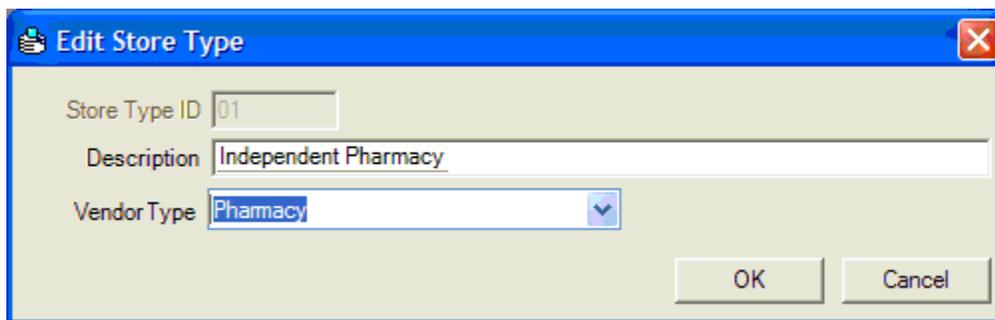


Figure 41 - Edit Store Type Dialog

9.23.1 Controls

This section describes the behavior of the controls on the Update Store Type dialog.

9.23.1.1 Store Type ID Text Box

This control allows the user to enter the ID of the Store Type. The text box will be disabled when the Update Store Type dialog is in Add mode. The maximum size of this control will be two (2) characters. If the dialog is in Add mode, the control will be populated with the next available store ID. If the dialog is in Edit mode, the control will be populated with the ID of the Store Type selected on the Store Types dialog.

If the control contains a numeric value, it is formatted with leading zeros when saved to the database.

9.23.1.2 Description Text Box

This control allows the user to enter the name of the Store Type. The text box will be enabled when the Update Store Type dialog is active. The maximum size of this control will be fifty (50) characters. It will initially be blank. If the dialog is in Edit mode, the control will be populated with the description of the Store Type selected on the Store Types List dialog.

9.23.1.3 Vendor Type Dropdown Box

This control allows the user to specify the vendor type to indicate the Store Type is a pharmacy/commissary/WIC-only type used for the TIP and High Risk reporting. The dropdown box will be enabled when the Update Store Type dialog is active. It is filled with a list of vendor types from the Reference Dictionary Table of the lookup database category "INTERNALVNDRTYP". It will initially be blank. If the dialog is in Edit mode, the control will be populated with the vendor type of the Store Type selected on the Store Types List dialog. The value will be based on the Vendor-Store-Type attribute of the TIP Report file.

9.23.1.4 OK Button

The OK button will be enabled when the Update Store Type dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.23.1.5 Cancel Button

The Cancel button will be enabled when the Update Store Type dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.23.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Store Type dialog.

9.23.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Store Type ID text box
- Description text box
- Vendor Type dropdown box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text "An entry is required for the {control label}".

9.23.2.2 Edit for Legitimate Values in Controls

All values entered into the controls on the Update Store Type dialog are considered legitimate.

9.23.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update Store Type dialog participate in cross-edits.

9.23.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update Store Type dialog to the database. If the Update Store Type dialog was in Add mode, an entry will be added to the Store Type List grid with the values on the dialog. If the Update Store Type dialog was in Edit mode, the selected entry will be updated on the Store Type List grid with the values on the dialog.

9.24 State Use Questions/State Use Answers Dialog

The State Use Questions/State Use Answers dialog allows the user to display and edit the information for State Questions and Answers. It is invoked in response to the following user actions:

- Selection of the State Questions list item in the Reference Utility window described in this document.

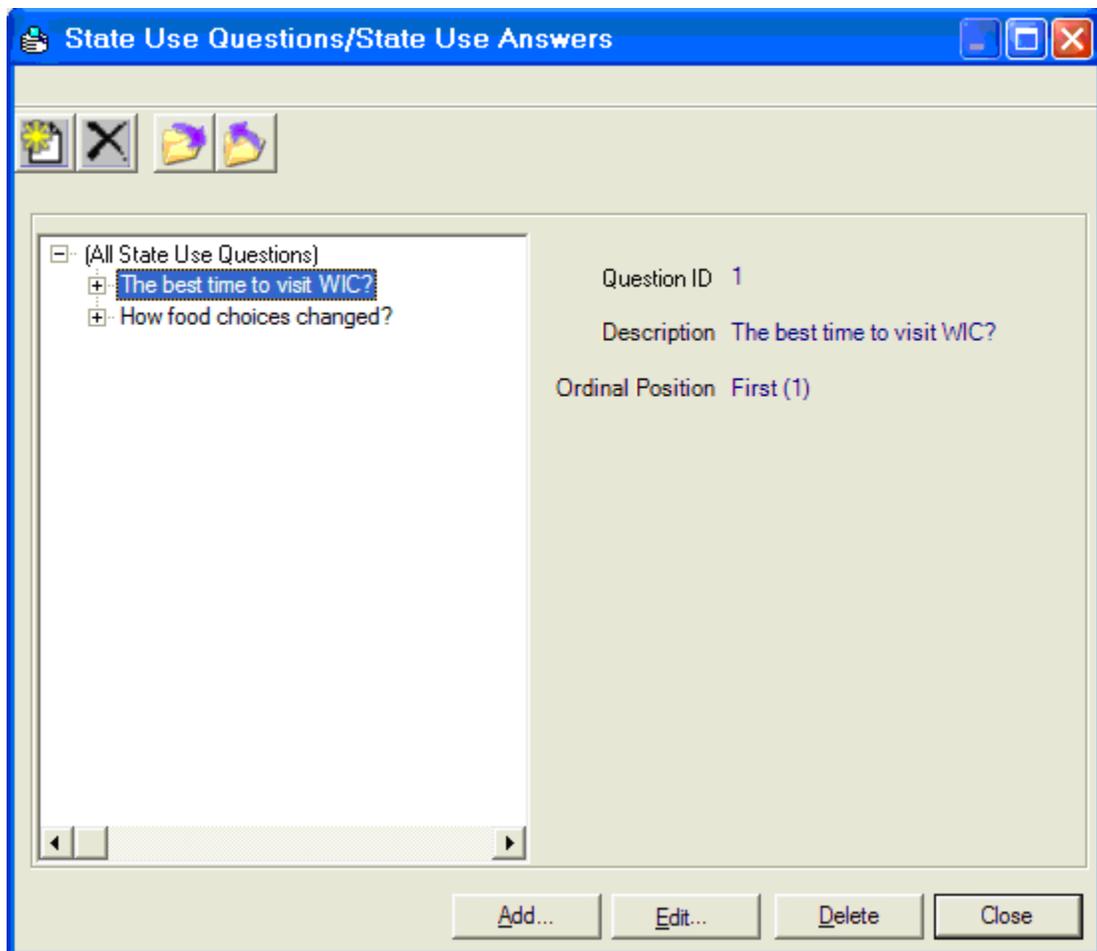


Figure 42 - State Use Questions/State Use Answers dialog

9.24.1 State Questions Toolbar



Figure 43 - State Questions Toolbar

9.24.1.1 Add Toolbar Button

This toolbar button allows the user to add a new State Questions or State Answers. The toolbar button will be enabled when the “All State Questions” or State Questions tree view nodes are selected. It has a tool tip text of “Add Record”.

9.24.1.2 Delete Toolbar Button

This toolbar button allows the user to delete the currently selected State Questions or State Answer. This toolbar button will be enabled when the State Questions or State Answer tree view nodes are selected. It has a tool tip text of “Delete Record”.

9.24.1.3 Expand All Toolbar Button

This toolbar button allows the user to expand all the nodes shown in the State Questions tree view control. This toolbar button will be enabled when the State Use Questions/State Use Answers dialog is active. It has a tool tip text of “Expand All”

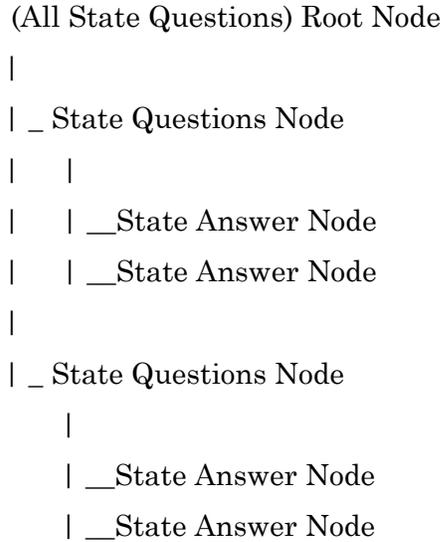
9.24.1.4 Collapse All Toolbar Button

This toolbar button allows the user to collapse all the nodes shown in the State Questions tree view control. Only the “All State Questions” node will remain expanded. This toolbar button will be enabled when the State Use Questions/State Use Answers dialog is active. It has a tool tip text of “Collapse All”

9.24.2 Controls

9.24.2.1 State Questions Tree View

This control allows the user to view all the State Questions and State Answers. The tree view will be enabled when the State Use Questions/State Use Answers dialog is active. It will consist of the following hierarchical structure:



The data values on the tree view will be read-only. The tree is single select.

9.24.2.2 All State Questions Root Tree View Node

This node of the State Questions tree view allows the user to view all the State Questions. The node will consist of the text “(All State Questions)”.

9.24.2.3 State Questions Tree View Node

This node of the State Question tree view allows the user to view the State Questions defined by the reference database. The node will consist of the text in the format of {Description} ({Question ID}). Nodes are sorted by ascending Ordinal Position.

9.24.2.4 State Answer Tree View Node

This node of the State Questions tree view allows the user to view the State Answer associated with a State Question. The node will consist of the text in the format of {Description} ({Value ID}). Nodes are sorted by ascending Value ID.

9.24.2.5 State Question Detail View

The State Question detail view is shown when a State Question tree view node is selected.



Figure 44 - State Use Question dialog – State Question Detail

9.24.2.6 Question ID Text Label and Value

This control allows the user to view the ID of the State Question associated with the currently selected tree view node. The value label will be filled with the Question ID. It will display in the inverse color of the form.

9.24.2.7 Description Label and Value

This control allows the user to view the description of the State Question associated with the currently selected tree view node. The value label will be filled with the description. It will display in the inverse color of the form.

9.24.2.8 Ordinal Position Label and Value

This control allows the user to view the ordinal position of the State Question associated with the currently selected tree view node. The value label will be filled with the ordinal position. It will display in the inverse color of the form.

9.24.2.9 State Answer Detail View

The State Answer detail view is shown when a State Answer tree view node is selected.

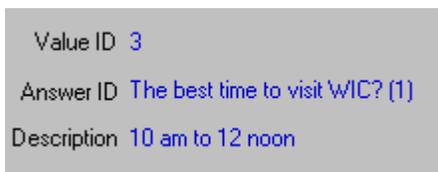


Figure 45 - State Use Question dialog – State Answer Detail

9.24.2.10 Value ID Text Label and Value

This control allows the user to view the ID of the State Answer associated with the currently selected tree view node. The value label will be filled with the ID. It will display in the inverse color of the form.

9.24.2.11 Question ID Text Label and Value

This control allows the user to view the ID of the parent State Question record associated with the currently selected tree view node. The value label will be filled with the Question ID. It will display in the inverse color of the form.

9.24.2.12 Description Text Label and Value

This control allows the user to view the description of the State Answer associated with the currently selected tree view node. The value label will be filled with the description. It will display in the inverse color of the form.

9.24.2.13 Add Button

This control allows the user to add a new State Question, State Answer or local municipality record to the database. The type of record to be added is determined by the type of tree view node currently selected:

Tree View Node	Record
“All State Question”	State Question
State Question	State Answers

This button will be enabled when the “All State Question” or State Question tree view node is selected. It has a mnemonic of “A”.

9.24.2.14 Edit Button

This control allows the user to edit a new State Question or State Answer record. The type of record to be edited is determined by the type of tree view node currently selected. This button will be enabled when the State Question or State Answer tree view node is selected. It has a mnemonic of “E”.

9.24.2.15 Delete Button

This control allows the user to delete the record associated with the currently selected node in the State Question tree view control. This button will be enabled when a State Question or State Answer tree view node is selected. It has a mnemonic of “D”.

9.24.2.16 Close Button

The Close button will be enabled when the State Use Questions/State Use Answers dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.24.3 Processing

9.24.3.1 Add State Question

Upon selection of the Add button or the Add toolbar button when the “All State Questions” tree view node is selected, the system will create a new (blank) State Question record, set the Question ID to the next available ID number, and invoke the Update State Use Question dialog described in this document.

9.24.3.2 Edit State Question

Upon selection of the Edit button when a State Question tree view node is selected, the system will allow the user to edit the State Question record by invoking the Update State Use Question dialog described in this document.

9.24.3.3 Delete State Question

Upon selection of the Delete button or the Delete toolbar button when a State Question tree view node is selected, the system will invoke a standard warning message with the text “Are you sure you want to delete {Description} ({{Question ID}})?” The options of ‘Yes’ and ‘No’ will be available. If the user selects Yes, the system will delete the selected State Question record and all child State Answer records. The contents of the State Questions tree view will be refreshed. If the user selects No, the system will return to the State Use Questions/State Use Answers dialog without deleting the State Question.

9.24.3.4 Add State Answer

Upon selection of the Add button or the Add toolbar button when a State Question tree view node is selected, the system will create a new (blank) State Answer record, set the Question ID field to the ID of the selected State Question, set the Value ID field to the next available ID number, and invoke the Update State Use Answer dialog described in this document.

9.24.3.5 Edit State Answer

Upon selection of the Edit command when a State Answer tree view node is selected, the system will allow the user to edit the State Answer record by invoking the Update State Use Answer dialog described in this document.

9.24.3.6 Delete State Answer

Upon selection of the Delete button or the Delete toolbar button when a State Answer tree view node is selected, the system will invoke a standard warning message with the text “Are you sure you want to delete {Description} ({{Value ID}})?” The options of ‘Yes’ and ‘No’ will be available. If the user selects 'Yes', the system will delete all the selected State Answer record. The contents of the State Questions tree view will be refreshed. If the user selects No, the system will return to the State Use Questions/State Use Answers dialog without deleting the State Answer.

9.25 Update State Use Question Dialog

The Update State Use Question dialog allows the user to specify the information for a State Question. It is invoked in response to the following user actions:

- Selection of the Add button when the All State Questions node is selected on the State Use Questions/State Use Answers dialog described in this document.
- Selection of the Add toolbar button when the All State Questions node is selected on the State Use Questions/State Use Answers dialog described in this document.
- Upon highlighting a question and selecting the Edit button on the State Use Questions/State Use Answers dialog described in this document.

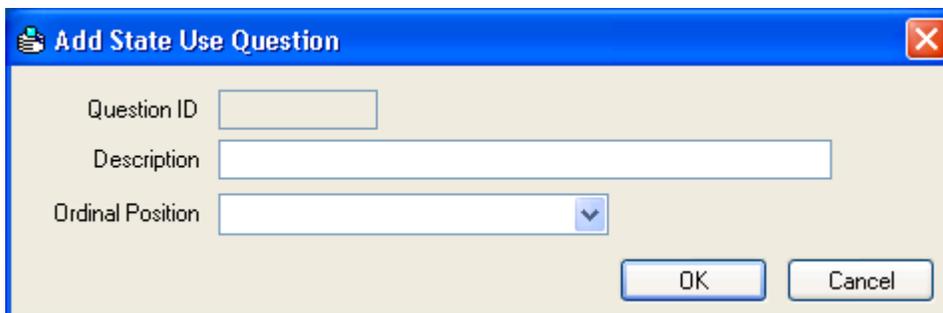


Figure 46 - Add State Use Question Dialog

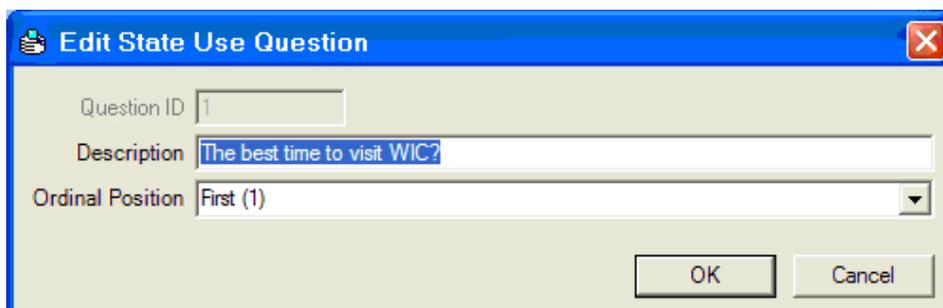


Figure 47 - Edit State Use Question Dialog

9.25.1 Controls

This section describes the behavior of the controls on the Update State Use Question dialog.

9.25.1.1 Question ID Text Box

This control allows the user to view the ID of the State Question. The text box will be disabled when the Update State Use Question dialog is displayed. If the dialog is in Add mode, it will initially be blank, and the Question ID will be automatically generated when OK is clicked. If the dialog is in Edit mode, the control will be populated with the ID of the State Question selected on the State Use Question dialog.

9.25.1.2 Description Text Box

This control allows the user to enter the description of the State Question. The text box will be enabled when the Update State Use Question dialog is active. The maximum size of this control will be fifty (50) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the description of the State Question selected on the State Use Questions/State Use Answers dialog.

9.25.1.3 Ordinal Position Dropdown

This control allows the user to enter the ordinal position of the State Question. The dropdown will be enabled when the Update State Use Question dialog is active. The dropdown will contain the following values:

- First (1)
- Second (2)
- Third (3)
- Fourth (4)
- Fifth (5)
- Sixth (6)
- Not Used (-1)

If the dialog is in Add mode, no item will be selected. If the dialog is in Edit mode, the ordinal position of the State Question selected on the State Use Questions/State Use Answers dialog will be selected.

9.25.1.4 OK Button

The OK button will be enabled when the Update State Use Question dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.25.1.5 Cancel Button

The Cancel button will be enabled when the Update State Use Question dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.25.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update State Use Question dialog.

9.25.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Description text box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

Upon selection of the OK button, the system will check that a selection is made in the following control:

- Ordinal Position dropdown

If a selection is not made in an above-listed control, the system will invoke a standard error message with the text “A selection is required in the {control label}”.

9.25.2.2 Edit for Legitimate Values in Controls

All values entered on the Update County dialog are considered legitimate.

9.25.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update State Use Question dialog participate in cross-edits.

9.25.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update State Use Question dialog to the database and generate a unique Question ID for the record. If the Update State Use Question dialog was in Add mode, a node will be added to the State Questions tree view with the values on the dialog and the system will generate a unique Question ID for the record. If the Update State Use Question dialog was in Edit mode, the selected node will be updated on the State Questions tree view with the values on the dialog.

9.26 Update State Use Answer dialog

The Update State Use Answer dialog allows the user to specify the information for a State Answer. It is invoked in response to the following user actions:

- Selection of the Add button when a Question is highlighted on the State Use Questions/State Use Answers dialog described in this document.
- Selection of the Add toolbar button when a Question is highlighted on the State Use Questions/State Use Answers dialog described in this document.
- Selection of the Edit button when an answer is selected on the State Use Questions/State Use Answers dialog described in this document.

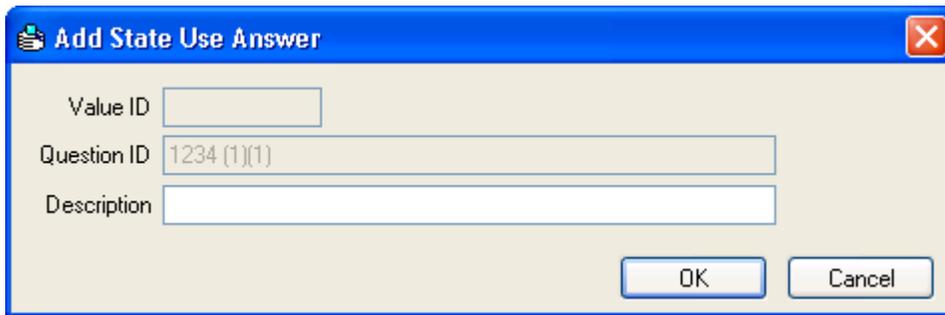


Figure 48 - Add State Use Answer Dialog

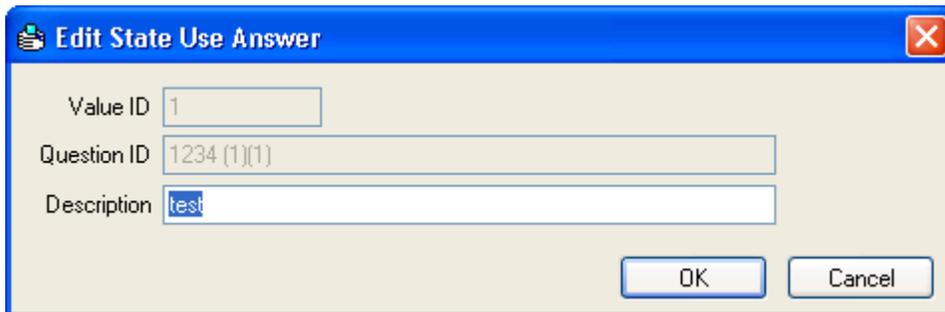


Figure 49 - Edit State Use Answer Dialog

9.26.1 Controls

This section describes the behavior of the controls on the Update State Use Answer dialog.

9.26.1.1 Value ID Text Box

This control allows the user to view the ID of the State Answer. The text box will be enabled when the Update State Use Answer dialog is in Add mode. If the dialog is in Add mode, it will be populated with the next available Value ID. If the dialog is in Edit mode, the control will be populated with the ID of the State Answer selected on the State Use Questions/State Use Answers dialog.

9.26.1.2 Question ID Text Box

This control allows the user to view the ID of the parent State Question record. The text box will be disabled. If the dialog is in Add mode, it will initially be populated with the ID of the State Question selected on the State Use Questions/State Use Answers dialog. If the dialog is in Edit mode, the control will be populated with the Question ID of the State Answer selected on the State Use Questions/State Use Answers dialog.

9.26.1.3 Description Text Box

This control allows the user to enter the description of the State Question. The text box will be enabled when the Update State Use Question dialog is active. The maximum size of this control will be fifty (50) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the description of the State Answer selected on the State Use Questions/State Use Answers dialog.

9.26.1.4 OK Button

The OK button will be enabled when the Update State Use Answer dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.26.1.5 Cancel Button

The Cancel button will be enabled when the Update State Use Answer dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.26.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update State Use Answer dialog.

9.26.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Description text box

If an entry is not made in an above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.26.2.2 Edit for Legitimate Values in Controls

All values entered on the Update County dialog are considered legitimate.

9.26.2.3 Perform Cross-Edits for Values Entered In Controls

No controls on the Update State Use Answer dialog participate in cross-edits.

9.26.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Update State Use Answer dialog to the database. If the Update State Use Answer dialog was in Add mode, a node will be added to the State Questions tree view with the values on the dialog. If the Update State Use Answer dialog was in Edit mode, the selected entry will be updated on the State Questions tree view with the values on the dialog.

9.27 Medical Home

The Medical Home dialog allows the user to define medical homes. It is invoked when the user selects the Medical Home list item from the Reference Utility dialog.

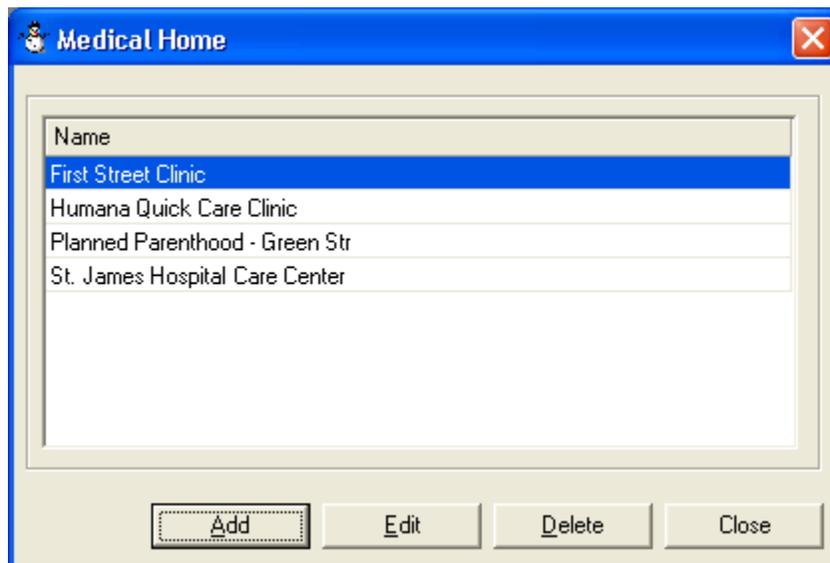


Figure 50 - Medical Home Dialog

9.27.1 Controls

This section describes the behavior of the controls on the Medical Home dialog.

9.27.1.1 Medical Home Display Grid

This control allows the user to view the existing medical homes. The grid will consist of the following columns:

- Medical Home Name (Name)

An entry will be added to the grid for each existing medical home. The entries in the grid will be sorted in descending order according to the values of the Medical Home Name column. The values on the grid are read-only.

9.27.1.2 Add Button

This control allows the user to add a medical home. The Add button will be enabled when the Medical Home dialog is active. It has a mnemonic of “A”.

9.27.1.3 Edit Button

This control allows the user to edit a medical home. The Edit button will be enabled when an entry is selected on the Medical Home display grid. It has a mnemonic of “E”.

9.27.1.4 Delete Button

This control allows the user to delete a medical home. The Delete button will be enabled when an entry is selected on the Medical Home display grid. It has a mnemonic of “D”.

9.27.1.5 Close Button

The Close button will be enabled when the Medical Home dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.27.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Medical Home dialog.

9.27.2.1 Edit for Required Entry in Controls

There are no updateable controls on the Medical Home dialog; therefore, there are no required controls.

9.27.2.2 Edit for Legitimate Values in Controls

There are no updateable controls on the Medical Home dialog; therefore, these edits are not applicable.

9.27.2.3 Perform Cross-Edits for Values in Controls

There are no updateable controls on the Medical Home dialog; therefore, these edits are not applicable.

9.27.2.4 Save Values

There are no updateable controls on the Medical Home dialog; therefore, no data is written to the database.

9.27.2.5 Add Medical Home

Upon selection of the Add button, the system will invoke the Update Medical Home dialog in Add mode.

9.27.2.6 Edit Medical Home

Upon selection of the Edit button, the system will invoke the Update Medical Home dialog in Edit mode.

9.27.2.7 Delete Medical Home

Upon selection of the Delete button, the system will invoke a standard warning message with the text “Do you want to delete this medical home?” The options of Yes and No will be available. If the user selects Yes, the system will delete the medical home from the database. It will also delete the medical home from all applicants and participants in the system. The contents of the Medical Home display grid will be updated. If the user selects No, the system will return to the Medical Home dialog.

9.28 Update Medical Home

The Update Medical Home dialog allows the user to specify the name for a medical home. It is invoked in response to the following user actions:

- Selection of the Add button on the Medical Home dialog
- Selection of the Edit button on the Medical Home dialog

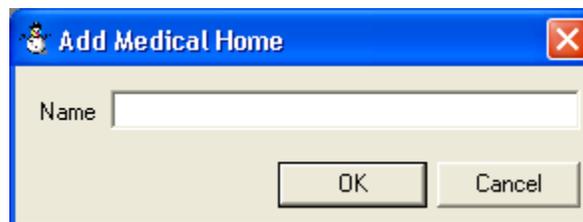


Figure 51 - Add Medical Home Dialog

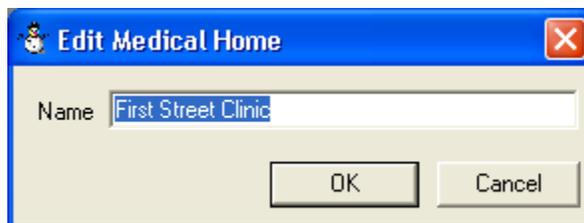


Figure 52 - Edit Medical Home Dialog

9.28.1 Controls

This section describes the behavior of the controls on the Update Medical Home dialog.

9.28.1.1 Medical Home Name Text Box (Name)

This control allows the user to enter the name of the medical home. The control will be enabled when the Update Medical Home dialog is active. The maximum size of this control will be thirty (30) characters. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will be populated with the value of the entry selected in the Medical Home display grid.

9.28.1.2 OK Button

The OK button will be enabled when the Update Medical Home dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.28.1.3 Cancel Button

The Cancel button will be enabled when the Update Medical Home dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.28.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Medical Home dialog.

9.28.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following control:

- Medical Home Name text box

If an entry is not made in the above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.28.2.2 Edit for Legitimate Values in Controls

Upon successful completion of the required entry edits, the system will check that the values entered into the controls are considered legitimate as follows:

- If the Update Medical Home dialog is in Add mode, the value of the Medical Home Name text box must not equal the name of a medical home that already exists in the database.
- If the Update Medical Home dialog is in Edit mode, the value of the Medical Home Name text box must not be changed to equal the name of another medical home that already exists in the database.

9.28.2.3 Perform Cross-Edits for Values Entered In Controls

There is only one control on the Update Medical Home dialog; therefore, these edits are not applicable.

9.28.2.4 Save Values and Return

Upon successful completion of the above-listed edits, the system will save the values on the Update Medical Home dialog to the database and return to the Medical Home dialog. If the Update Medical Home dialog was in Add mode, an entry will be added to the Medical Home display grid with the values on the dialog. If the Update Medical Home dialog was in Edit mode, the selected entry will be updated on the Medical Home display grid with the values on the dialog.

9.29 Maintain Owners

The Maintain Owners dialog allows the user to update the owners defined in the database. It is invoked when the user selects the Maintain Owners list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Owners list item in the Reference Utility dialog (double click) as described earlier in this document.

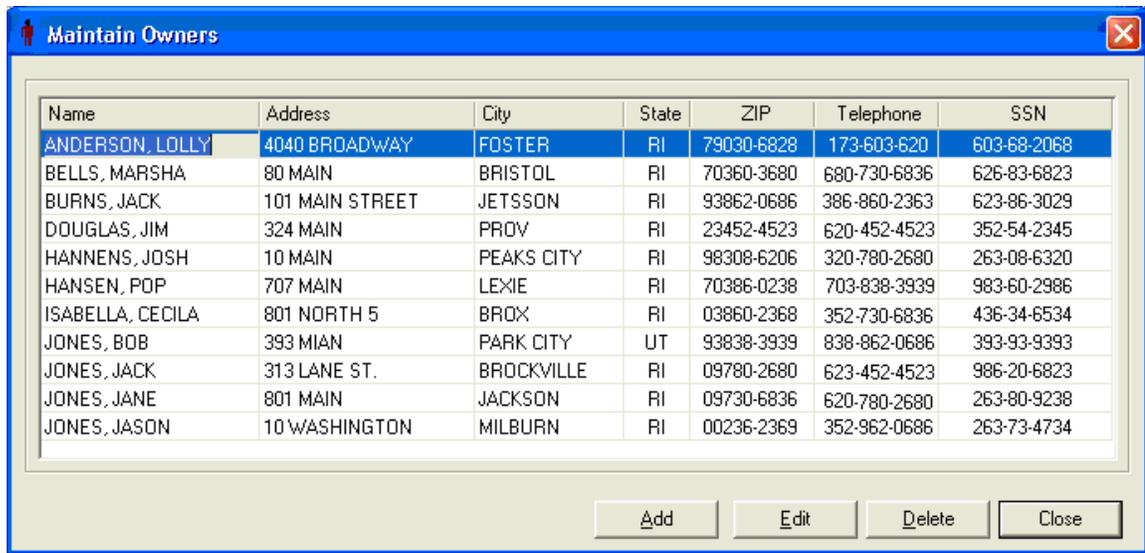


Figure 53 – Maintain Owners Dialog

9.29.1 Controls

This section describes the behavior of the controls on the Maintain Owners dialog.

9.29.1.1 Owners Grid

This control allows the user to view all owners that have been defined in the database. The grid will be enabled when the dialog is active. The grid will consist of seven (7) columns:

- Name (Owner Name)
- Address
- City
- State
- ZIP
- Telephone
- SSN (Social Security Number)

The list will consist of all the owners defined in the database. The records will be sorted in alphabetical order by Name. The first item in the grid is initially selected. The grid is single select. The values on the grid will be read-only.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.29.1.2 Add Button

This control allows the user to add additional owners to the database. The Add button will be enabled when the Maintain Owners dialog is active. It has a mnemonic of "A".

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.29.1.3 Edit Button

This control allows the user to modify the owner information for the owner that is currently selected in the Owners grid. The Edit button will be enabled when a record is selected in the Maintain Owners dialog. It has a mnemonic of “E”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.29.1.4 Delete Button

This control allows the user to delete the owner that is currently selected in the Owners list. The Delete button will be enabled when a record is selected in the Maintain Owners dialog. It has a mnemonic of “D”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.29.1.5 Close Button

The Close button will be enabled when the Maintain Owners dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.29.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Maintain Owners dialog.

9.29.2.1 Add Owner

Upon selection of the Add button, the system will invoke the Owner Information dialog in “add” mode as described in [Chapter 10 – Update Vendor Information](#).

9.29.2.2 Edit Owner

Upon selection of the Edit button when an owner is selected in the Owners grid, the system will invoke the Owner Information dialog in “edit” mode as described in [Chapter 10 – Update Vendor Information](#).

9.29.2.3 Delete Owner

Upon selection of the Delete button when an owner is selected in the Owners grid, the system will invoke a standard dialog with the text “Do you want to delete this owner?” The options of “Yes” and “No” will be available. If the user selects “Yes” or Alt+Y or Y, the system will delete the selected owner from the owners table. The contents of the Owners grid will be updated. If the user selects “No”, Alt+N or N, the system will return to the Maintain Owners dialog without deleting the selected owner.

9.29.2.4 Close

Upon selection of the Close button, the system will dismiss the Maintain Owners dialog and will return the user to the Reference Utility window.

9.30 Maintain Corporate Parents

The Maintain Corporate Parents dialog allows the user to update the corporate parents defined in the database. It is invoked when the user selects the Maintain Corporate Parents list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Corporate Parents list item in the Reference Utility dialog (double click) as described earlier in this document.

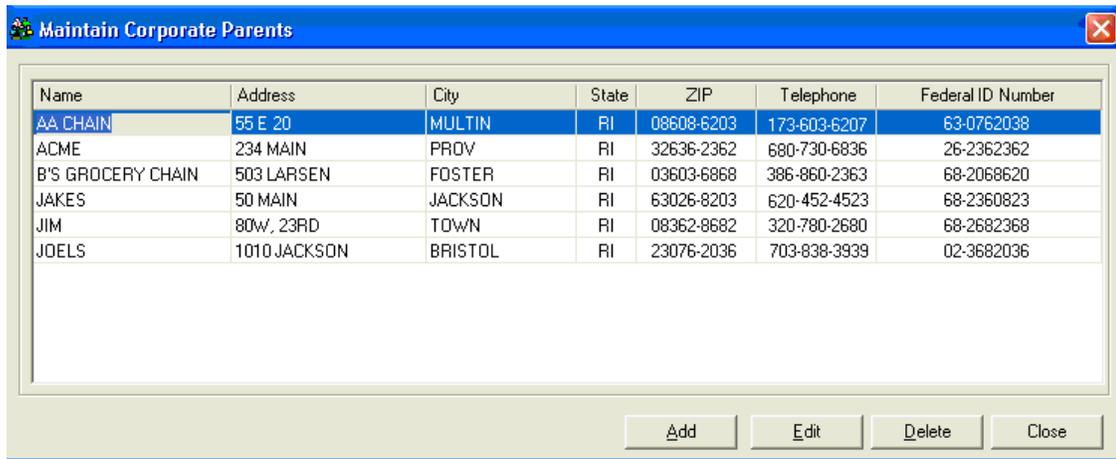


Figure 54 – Maintain Corporate Parents Dialog

9.30.1 Controls

This section describes the behavior of the controls on the Maintain Corporate Parents dialog.

9.30.1.1 Corporate Parents Grid

This control allows the user to view all corporate parents that have been defined in the database. The grid will be enabled when the dialog is active. The grid will consist of seven (7) columns:

- Name (Corporate Parent)
- Address
- City
- State
- ZIP
- Telephone
- Federal ID Number

It will be list all the corporate parents defined in the database. The records will be sorted in alphabetical order by Name. The first item in the grid is initially selected. The values on the grid will be read-only. The grid is single select.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.30.1.2 Add Button

This control allows the user to add additional corporate parents to the database. The Add button will be enabled when the Maintain Corporate Parents dialog is active. It has a mnemonic of “A”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.30.1.3 Edit Button

This control allows the user to modify the corporate parent information on the currently selected in the Corporate Parents grid. The Edit button will be enabled when a record is selected in the Corporate Parents dialog. It has a mnemonic of “E”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.30.1.4 Delete Button

This control allows the user to delete the selected record within the Corporate Parents list. The Delete button will be enabled when a record is selected in the Owners dialog. It has a mnemonic of “D”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.30.1.5 Close Button

The Close button will be enabled when the Maintain Corporate Parents dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.30.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Maintain Corporate Parents dialog.

9.30.2.1 Add Corporate Parent

Upon selection of the Add button, the system will invoke the Corporate Parents dialog in “add” mode as described in [Chapter 10 – Update Vendor Information](#).

9.30.2.2 Edit Corporate Parent

Upon selection of the Edit button when an item is selected in the Corporate Parents grid, the system will invoke the Corporate Parents dialog in “edit” mode as described in [Chapter 10 – Update Vendor Information](#).

9.30.2.3 Delete Corporate Parent

Upon selection of the Delete button when an item is selected in the Corporate Parents grid, the system will invoke a standard dialog with the text “Do you want to delete this corporate parent?” The options of “Yes” and “No” will be available. If the user selects “Yes”, Alt+Y, or Y, the system will check to see if the selected corporate parent is associated with a vendor. If the corporate parent is associated with at least one vendor, the system will not delete the selected corporate parent, but will invoke a standard error message with the text “Unable to delete. This Corporate Parent is associated with at least one vendor.” Upon dismissal of the error message, the system will return the user to the Maintain Corporate Parents dialog without deleting that corporate parent. If the selected corporate parent is not associated with a vendor, the system will delete the corporate parent from the corporate parent table. The contents of the Corporate Parents grid will be updated. If the user selects “No”, Alt+N, or N the system will return to the Maintain Corporate Parents dialog without deleting the corporate parent.

9.30.2.4 Close

Upon selection of the Close button, the system will dismiss the Maintain Corporate Parents dialog and will return the user to the Reference Utility window.

9.31 Maintain Primary Grocery Wholesalers

The Maintain Primary Grocery Wholesalers dialog allows the user to update the primary grocery wholesalers defined in the database. It is invoked when the user selects the Maintain Primary Grocery Wholesalers list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Primary Grocery Wholesalers list item in the Reference Utility dialog (double click) as described earlier in this document.

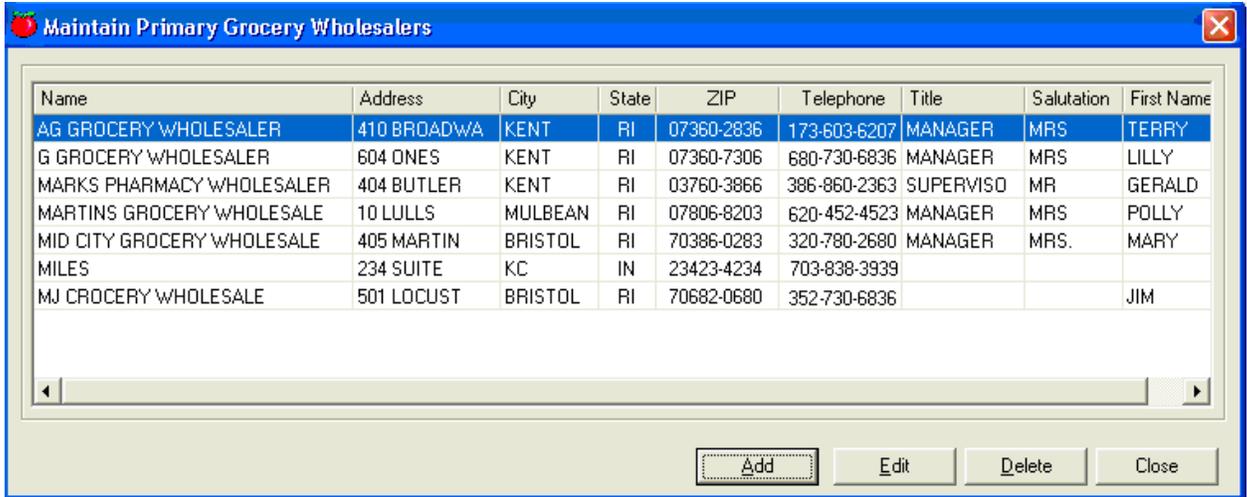


Figure 55 – Maintain Primary Grocery Wholesalers Dialog

9.31.1 Controls

This section describes the behavior of the controls on the Maintain Primary Grocery Wholesalers dialog.

9.31.1.1 Primary Grocery Wholesalers Grid

This control allows the user to view all primary grocery wholesalers that have been defined in the database. The grid will be enabled when the Maintain Primary Grocery Wholesalers dialog is active. The grid will consist of ten (10) columns:

- Name (Primary Grocery Wholesaler)
- Address
- City
- State
- ZIP
- Telephone
- Title (Contact Person)
- Salutation (Contact Person)
- First Name (Contact Person)
- Last Name (Contact Person)

It will be filled with all primary grocery wholesalers defined in the database. The records will be sorted in alphabetical order by Name. The first item in the grid is initially selected. The values on the grid will be read-only. The grid is single select.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.31.1.2 Add Button

This control allows the user to add a primary grocery wholesaler in the database. The Add button will be enabled when the Maintain Primary Grocery Wholesalers dialog is active. It has a mnemonic of “A”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.31.1.3 Edit Button

This control allows the user to modify information for the selected primary grocery wholesaler in the Maintain Primary Grocery Wholesalers grid. The Edit button will be enabled when a record is selected in the Maintain Primary Grocery Wholesalers dialog. It has a mnemonic of “E”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.31.1.4 Delete Button

This control allows the user to delete the selected primary grocery in the Maintain Primary Grocery Wholesalers grid. The Delete button will be enabled when a record is selected in the Maintain Primary Grocery Wholesalers dialog. It has a mnemonic of “D”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.31.1.5 Close Button

The Close button will be enabled when the Maintain Primary Grocery Wholesalers dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.31.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Maintain Primary Grocery Wholesalers dialog.

9.31.2.1 Add Primary Grocery Wholesaler

Upon selection of the Add button, the system will invoke the Maintain Primary Grocery Wholesaler dialog in “add” mode as described in [Chapter 10 – Update Vendor Information](#)

9.31.2.2 Edit Primary Grocery Wholesaler

Upon selection of the Edit button when an item is selected in the Maintain Primary Grocery Wholesalers dialog, the system will invoke the Primary Grocery Wholesaler dialog in “edit” mode as described in [Chapter 10 – Update Vendor Information](#).

9.31.2.3 Delete Primary Grocery Wholesaler

Upon selection of the Delete button when an item is selected in the Primary Grocery Wholesalers grid, the system will invoke a standard dialog with the text “Do you want to delete this primary grocery wholesaler?” The options of “Yes” and “No” will be available. If the user selects “Yes”, Alt+Y, or Y, the system will check to see if the selected wholesaler is associated with a vendor. If the wholesaler is associated with at least one vendor, the system will not delete the selected wholesaler, but will invoke a standard error message with the text “Unable to delete. This Primary Grocery Wholesaler is associated with at least one vendor.” Upon dismissal of the error message, the system will return the user to the Maintain Primary Grocery Wholesalers dialog without deleting that wholesaler. If the selected wholesaler is not associated with a vendor, the system will delete the primary grocery wholesaler from the grocery wholesaler table. The contents of the Primary Grocery Wholesalers grid will be updated. If the user selects “No”, Alt+N or N, the system will return to the Maintain Primary Grocery Wholesalers dialog without deleting the selected primary grocery wholesaler.

9.31.2.4 Close

Upon selection of the Close button, the system will dismiss the Maintain Primary Grocery Wholesalers dialog and will return the user to the Reference Utility window.

9.32 Maintain Pharmacy Wholesalers

The Maintain Pharmacy Wholesalers dialog allows the user to update the pharmacy wholesalers defined in the database if the StateBusinessRule “PHARMACYWHOLESALE” = ‘Y’. It is invoked when the user selects the Maintain Pharmacy Wholesalers list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Pharmacy Wholesalers list item in the Reference Utility dialog (double click) as described earlier in section 1.

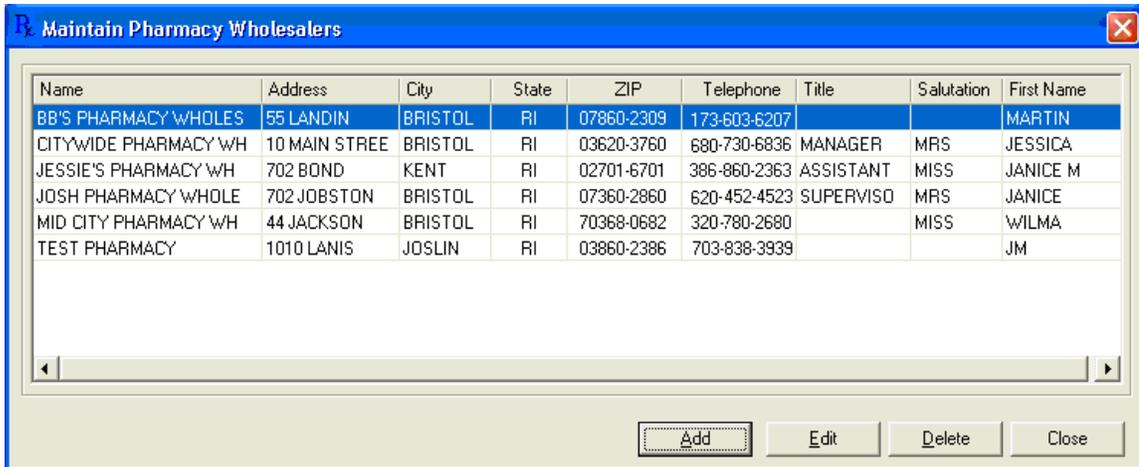


Figure 56 – Maintain Pharmacy Wholesalers Dialog

9.32.1 Controls

This section describes the behavior of the controls on the Maintain Pharmacy Wholesalers dialog.

9.32.1.1 Pharmacy Wholesalers Grid

This control allows the user to view all pharmacy wholesalers that have been defined in the database. The grid will be enabled when the dialog is active. The grid will consist of ten (10) columns:

- Name (Pharmacy wholesaler)
- Address
- City
- State
- ZIP
- Telephone
- Title
- Salutation
- First Name
- Last Name

It will be filled with all pharmacy wholesalers defined in the database. The records will be sorted in alphabetical order by Name. The first item in the grid is initially selected. The values on the grid will be read-only. The grid is single select.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.32.1.2 Add Button

This control allows the user to add a pharmacy wholesaler in the database. The Add button will be enabled when the Maintain Pharmacy Wholesalers dialog is active. It has a mnemonic of “A”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.32.1.3 Edit Button

This control allows the user to edit information for the pharmacy wholesaler that is currently selected in the Pharmacy Wholesalers grid. The Edit button will be enabled when an item is selected in the Pharmacy Wholesalers dialog. It has a mnemonic of "E".

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.32.1.4 Delete Button

This control allows the user to delete the pharmacy wholesaler that is currently selected in the Pharmacy Wholesalers list. The Delete button will be enabled when an item is selected in the Pharmacy Wholesalers dialog. It has a mnemonic of "D".

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.32.1.5 Close Button

The Close button will be enabled when the Maintain Pharmacy Wholesalers dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.32.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Maintain Pharmacy Wholesalers dialog.

9.32.2.1 Add Pharmacy Wholesaler

Upon selection of the Add button, the system will invoke the Pharmacy Wholesaler dialog in Add mode described in [Chapter 10 – Update Vendor Information](#).

9.32.2.2 Edit Pharmacy Wholesaler

Upon selection of the Edit button when an item is selected in the Pharmacy Wholesalers grid, the system will invoke the Pharmacy Wholesaler dialog in Edit mode described in [Chapter 10 – Update Vendor Information](#).

9.32.2.3 Delete Pharmacy Wholesaler

Upon selection of the Delete button when an item is selected in the Pharmacy Wholesalers grid, the system will invoke a standard dialog with the text “Do you want to delete this pharmacy wholesaler?” The options of “Yes”, Alt+Y or Y, and “No”, Alt+N or N, will be available. If the user selects “Yes”, the system will check to see if the selected pharmacy wholesaler is associated with a vendor. If the wholesaler is associated with at least one vendor, the system will not delete the wholesaler, but will invoke a standard error message with the text “Unable to delete. This Pharmacy Wholesaler is associated with at least one vendor.” Upon dismissal of the error message, the system will return the user to the Maintain Pharmacy Wholesalers dialog without deleting that wholesaler. If the selected wholesaler is not associated with a vendor, the system will delete the pharmacy wholesaler from the pharmacy wholesaler table. The contents of the Pharmacy Wholesalers grid will be updated. If the user selects “No”, the system will return to the Maintain Pharmacy Wholesalers dialog without deleting the pharmacy wholesaler.

9.32.2.4 Close

Upon selection of the Close button, the system will dismiss the Maintain Pharmacy Wholesalers dialog and will return the user to the Reference Utility window.

9.33 Maintain Milk Wholesalers

The Maintain Milk Wholesalers dialog allows the user to update the milk wholesalers defined in the database if the StateBusinessRule “PHARMACYWHOLESALE” = ‘N’. It is invoked when the user selects the Maintain Milk Wholesalers list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Maintain Milk Wholesalers list item in the Reference Utility dialog (double click) as described earlier in section 1.

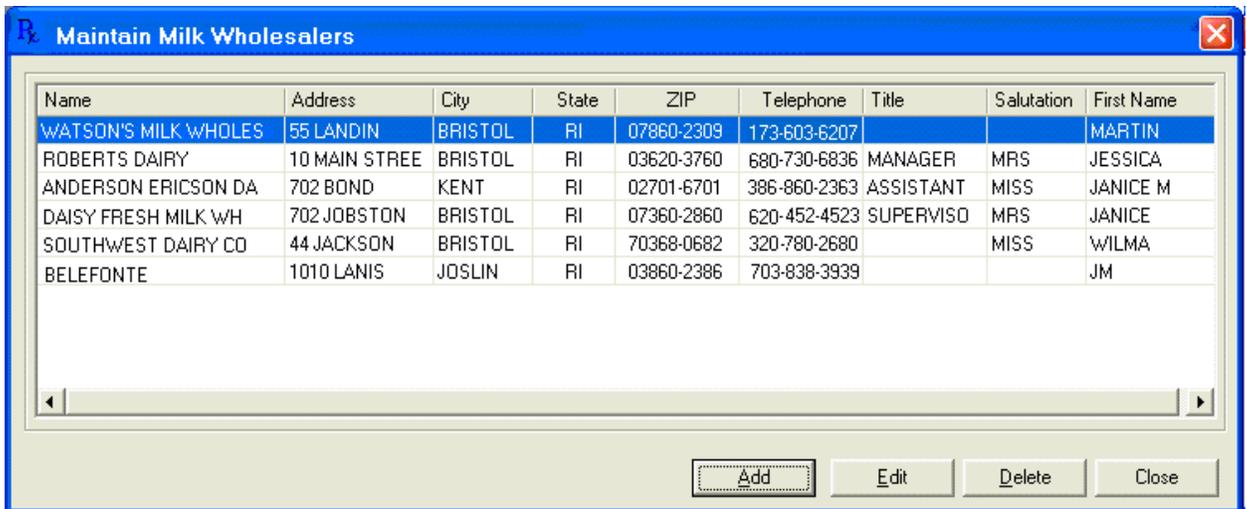


Figure 57 – Maintain Milk Wholesalers Dialog

9.33.1 Controls

This section describes the behavior of the controls on the Maintain Milk Wholesalers dialog.

9.33.1.1 Milk Wholesalers Grid

This control allows the user to view all milk wholesalers that have been defined in the database. The grid will be enabled when the dialog is active. The grid will consist of ten (10) columns:

- Name (Milk wholesaler)
- Address
- City
- State
- ZIP
- Telephone

It will be filled with all milk wholesalers defined in the database. The records will be sorted in alphabetical order by Name. The first item in the grid is initially selected. The values on the grid will be read-only. The grid is single select.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.33.1.2 Add Button

This control allows the user to add a milk wholesaler in the database. The Add button will be enabled when the Maintain Milk Wholesalers dialog is active. It has a mnemonic of “A”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.33.1.3 Edit Button

This control allows the user to edit information for the milk wholesaler that is currently selected in the Milk Wholesalers grid. The Edit button will be enabled when an item is selected in the Milk Wholesalers dialog. It has a mnemonic of “E”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.33.1.4 Delete Button

This control allows the user to delete the milk wholesaler that is currently selected in the Milk Wholesalers list. The Delete button will be enabled when an item is selected in the Milk Wholesalers dialog. It has a mnemonic of “D”.

This control will be disabled if not applicable to your state; otherwise, there are currently no edits defined.

9.33.1.5 Close Button

The Close button will be enabled when the Maintain Milk Wholesalers dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.33.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Maintain Milk Wholesalers dialog.

9.33.2.1 Add Milk Wholesaler

Upon selection of the Add button, the system will invoke the Milk Wholesaler dialog in Add mode described in [Chapter 10 – Update Vendor Information](#).

9.33.2.2 Edit Milk Wholesaler

Upon selection of the Edit button when an item is selected in the Milk Wholesalers grid, the system will invoke the Milk Wholesaler dialog in Edit mode described in [Chapter 10 – Update Vendor Information](#).

9.33.2.3 Delete Milk Wholesaler

Upon selection of the Delete button when an item is selected in the Milk Wholesalers grid, the system will invoke a standard dialog with the text “Do you want to delete this milk wholesaler?” The options of “Yes”, Alt+Y or Y, and “No”, Alt+N or N, will be available. If the user selects “Yes”, the system will check to see if the selected milk wholesaler is associated with a vendor. If the wholesaler is associated with at least one vendor, the system will not delete the wholesaler, but will invoke a standard error message with the text “Unable to delete. This Milk Wholesaler is associated with at least one vendor.” Upon dismissal of the error message, the system will return the user to the Maintain Milk Wholesalers dialog without deleting that wholesaler. If the selected wholesaler is not associated with a vendor, the system will delete the milk wholesaler from the milk wholesaler table. The contents of the Milk Wholesalers grid will be updated. If the user selects “No”, the system will return to the Maintain Milk Wholesalers dialog without deleting the Milk wholesaler.

9.33.2.4 Close

Upon selection of the Close button, the system will dismiss the Maintain Milk Wholesalers dialog and will return the user to the Reference Utility window.

9.34 Fixed Nighttime Location

The Fixed Nighttime Location dialog allows the user to define the fixed nighttime location for participants. It is invoked when the user selects the Fixed Nighttime Location list item from the Reference Utility dialog.

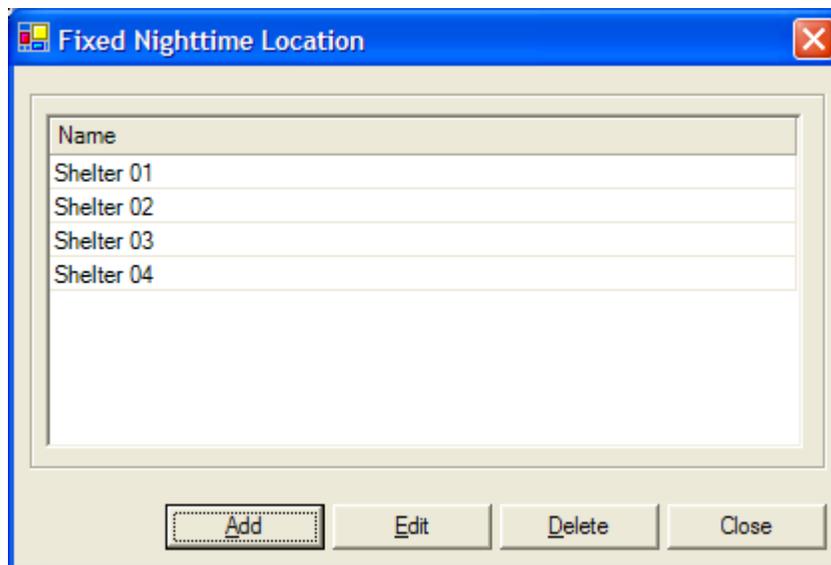


Figure 58 - Fixed Nighttime Location Dialog

9.34.1 Controls

This section describes the behavior of the controls on the Fixed Nighttime Location dialog.

9.34.1.1 Fixed Nighttime Location Display Grid

This control allows the user to view the existing fixed nighttime locations. The grid will consist of the following columns:

- Fixed Nighttime Location Name (Name)

An entry will be added to the grid for each existing fixed nighttime location. The entries in the grid will be sorted in descending order according to the values of the Fixed Nighttime Location Name column. The values on the grid are read-only.

9.34.1.2 Add Button

This control allows the user to add a fixed nighttime location. The Add button will be enabled when the Fixed Nighttime Location dialog is active. It has a mnemonic of "A".

9.34.1.3 Edit Button

This control allows the user to edit a fixed nighttime location. The Edit button will be enabled when an entry is selected on the Fixed Nighttime Location display grid. It has a mnemonic of "E".

9.34.1.4 Delete Button

This control allows the user to delete a fixed nighttime location. The Delete button will be enabled when an entry is selected on the Fixed Nighttime Location display grid. It has a mnemonic of "D".

9.34.1.5 Close Button

The Close button will be enabled when the Fixed Nighttime Location dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.34.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Fixed Nighttime Location dialog.

9.34.2.1 Edit for Required Entry in Controls

There are no updateable controls on the Fixed Nighttime Location dialog; therefore, there are no required controls.

9.34.2.2 Edit for Legitimate Values in Controls

There are no updateable controls on the Fixed Nighttime Location dialog; therefore, these edits are not applicable.

9.34.2.3 Perform Cross-Edits for Values in Controls

There are no updateable controls on the Fixed Nighttime Location dialog; therefore, these edits are not applicable.

9.34.2.4 Save Values

There are no updateable controls on the Fixed Nighttime Location dialog; therefore, no data is written to the database.

9.34.2.5 Add Fixed Nighttime Location

Upon selection of the Add button, the system will invoke the Update Fixed Nighttime Location dialog in Add mode.

9.34.2.6 Edit Fixed Nighttime Location

Upon selection of the Edit button, the system will invoke the Update Fixed Nighttime Location dialog in Edit mode.

9.34.2.7 Delete Fixed Nighttime Location

Upon selection of the Delete button, the system will invoke a standard warning message with the text “Do you want to delete this fixed nighttime location?” The options of Yes and No will be available. If the user selects Yes, the system will delete the fixed nighttime location from the database. It will also delete the fixed nighttime location from all applicants and participants in the system. The contents of the Fixed Nighttime Location display grid will be updated. If the user selects No, the system will return to the Fixed Nighttime Location dialog.

9.35 Update Fixed Nighttime Location

The Update Fixed Nighttime Location dialog allows the user to specify the name for a fixed nighttime location. It is invoked in response to the following user actions:

- Selection of the Add button on the Fixed Nighttime Location dialog
- Selection of the Edit button on the Fixed Nighttime Location dialog

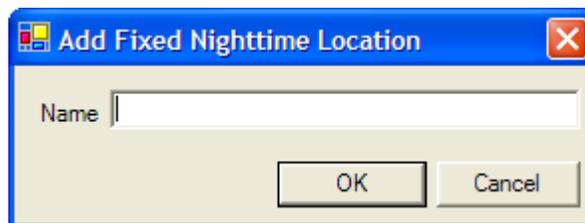


Figure 59 - Add Fixed Nighttime Location Dialog

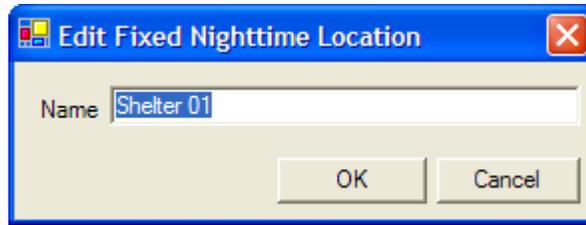


Figure 60 - Edit Fixed Nighttime Location Dialog

9.35.1 Controls

This section describes the behavior of the controls on the Update Fixed Nighttime Location dialog.

9.35.1.1 Fixed Nighttime Location Name Text Box (Name)

This control allows the user to enter the name of the fixed nighttime location. The control will be enabled when the Update Fixed Nighttime Location dialog is active. The maximum size of this control will be thirty (30) characters. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will be populated with the value of the entry selected in the Fixed Nighttime Location display grid.

9.35.1.2 OK Button

The OK button will be enabled when the Update Fixed Nighttime Location dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.35.1.3 Cancel Button

The Cancel button will be enabled when the Update Fixed Nighttime Location dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.35.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Fixed Nighttime Location dialog.

9.35.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following control:

- Fixed Nighttime Location Name text box

If an entry is not made in the above-listed control, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.35.2.2 Edit for Legitimate Values in Controls

Upon successful completion of the required entry edits, the system will check that the values entered into the controls are considered legitimate as follows:

- If the Update Fixed Nighttime Location dialog is in Add mode, the value of the Fixed Nighttime Location Name text box must not equal the name of a fixed nighttime location that already exists in the database.
- If the Update Fixed Nighttime Location dialog is in Edit mode, the value of the Fixed Nighttime Location Name text box must not be changed to equal the name of another fixed nighttime location that already exists in the database.

9.35.2.3 Perform Cross-Edits for Values Entered In Controls

There is only one control on the Update Fixed Nighttime Location dialog; therefore, these edits are not applicable.

9.35.2.4 Save Values and Return

Upon successful completion of the above-listed edits, the system will save the values on the Update Fixed Nighttime Location dialog to the database and return to the Fixed Nighttime Location dialog. If the Update Fixed Nighttime Location dialog was in Add mode, an entry will be added to the Fixed Nighttime Location display grid with the values on the dialog. If the Update Fixed Nighttime Location dialog was in Edit mode, the selected entry will be updated on the Fixed Nighttime Location display grid with the values on the dialog.

9.36 Maintain County/City by ZIP Code Dialog

The Maintain County/City by ZIP Code dialog displays all the ZIP codes that have been defined for automatically populating Residential State, County and City in the Clinic application. It is invoked in response to the following user actions:

- Selection of the Maintain County/City by ZIP Code list item on the Reference Utility window described in this document.

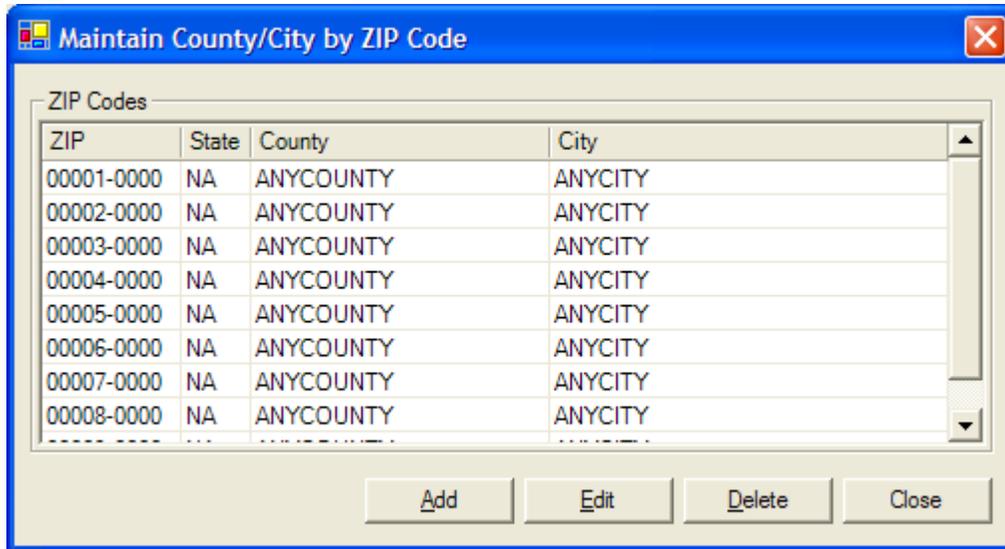


Figure 61 – Maintain County/City by ZIP Code Dialog

9.36.1 Controls

This section describes the behavior of the controls on the Maintain County/City by Zip Code dialog.

9.36.1.1 County/City by Zip Code Grid

This control allows the user to view all County/City by Zip Code records. The list grid will be enabled when the Maintain County/City by Zip Code dialog is active. It consists of the following columns:

- ZIP Code
- State
- County
- City

An entry will be added to the grid for each record in the CountyCityByZIP entity. The records will be ordered by the value in the ZIP Code column. The values in the grid are read-only. The user may select a single entry in the grid. Grid may be resorted by clicking on the column headers.

9.36.1.2 Add Button

This control allows the user to add a County/City by Zip Code. This button will be enabled when the Maintain County/City by Zip Code dialog is active. It has a mnemonic of “A”.

9.36.1.3 Edit Button

This control allows the user to edit the record selected in the County/City by Zip Code grid. The Edit button will be enabled when a record is highlighted. It has a mnemonic of “E”.

9.36.1.4 Delete Button

This control allows the user to delete the selected record in the County/City by Zip Code grid. This button will be enabled when a record is highlighted. It has a mnemonic of “D”.

9.36.1.5 Close Button

The Close button will be enabled when the Maintain County/City by Zip Code dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.36.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Maintain County/City by Zip Code dialog.

9.36.2.1 Add

Upon selection of the Add button, the system will invoke the Add County/City by Zip Code dialog described in this document.

9.36.2.2 Edit

Upon selection of the Edit button, the system will invoke the Edit County/City by Zip Code dialog described in this document.

9.36.2.3 Delete

Upon selection of the Delete button, the system will invoke a standard warning message with the text “Are you sure you want to delete the selected record?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected record. The contents of the grid will be refreshed. If the user selects No, the system will return to the dialog without deleting.

9.36.2.4 Close

Upon selection of the Close button, the system will dismiss the Maintain County/City by ZIP Code dialog and return to the Reference Utility window.

9.37 Update County/City by ZIP Code Dialog

The Add/Edit County/City by ZIP Code dialog allows the user to maintain the County/City by ZIP Code database. It is invoked in response to the following user actions:

- Selection of the Add button on the Maintain County/City by ZIP Code dialog described in this document.
- Selection of the Edit button on the Maintain County/City by ZIP Code dialog described in this document.

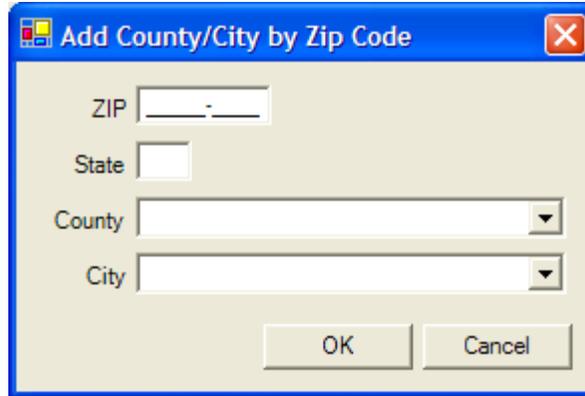


Figure 62 - Add County/City by ZIP Code Dialog



Figure 63 - Edit County/City by ZIP Code Dialog

9.37.1 Controls

This section describes the behavior of the controls on the Add/Edit County/City by ZIP Code dialog.

9.37.1.1 ZIP Code Masked Edit Box

This control allows the user to enter the ZIP Code. The masked edit box will be enabled when the dialog is in Add mode. It will be disabled when the dialog is active in Edit mode. It will only allow the entry of numeric characters. The mask for the box will be “#####-####” to allow entry of a four digit ZIP extension

9.37.1.2 State Masked Edit Box

This control allows the user to enter the State for the ZIP code. The masked edit box will be enabled when the dialog is active. It will only allow the entry of alpha characters. It will convert all entered characters to upper case. The mask for the box will be “AA” to allow entry of a State postal code. Upon a change in State the County and City dropdowns will become blank.

9.37.1.3 County Dropdown

This control allows the user to select the County for the ZIP Code. The Dropdown will be enabled when the dialog is active and a valid 2-character State code has been entered in the Residence State masked edit box. The County Dropdown will display a sub-set list of counties listed in the County entity sub-set by StateCD. Upon a selection in the County dropdown the City dropdown will become enabled. Upon a change in county, the Residence City Dropdown will be cleared and remain enabled.

9.37.1.4 City Dropdown

This control allows the user to select the City for the ZIP Code. The Dropdown will be enabled when the dialog is active and a county is selected in the Residence County dropdown. The dropdown displays a sub-set list of cities listed in the LocalMunicipality entity sub-set by CountyCD.

9.37.1.5 OK Button

The OK button will be enabled when Add/Edit County/City by ZIP Code dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.37.1.6 Cancel Button

The Cancel button will be enabled when Add/Edit County/City by ZIP Code dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.37.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Add/Edit County/City by ZIP dialog.

9.37.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- ZIP Code Masked Edit Box
- State Masked Edit Box
- County Dropdown
- City Dropdown

If an entry is not made in a masked edit box, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

If a selection is not made in a dropdown, the system will invoke a standard error message with the text “A selection is required in the {control label}”.

If the value entered in the ZIP Code masked edit box matches another ZIP Code found in the CountyCityByZip.ZIP, the system will invoke a standard error message with the message text, “ZIP Code already exists.”

If the value entered in the ZIP Code masked edit box is not a complete 5 or 9 digit ZIP, the system will invoke a standard error message with the text, “{Control label} is invalid.”

9.37.2.2 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Add/Edit County/City by ZIP Code dialog as defined in the data map below.

9.37.2.3 Data Map

Control Label	Entity	Attribute	Business Rule
ZIP Code	CityCountyByZip	ZIP	
State	CityCountyByZip	StateCD	
County	CityCountyByZip	County	
City	CityCountyByZip	City	

9.38 Maintain Licensed Formula Wholesalers

The Maintain Licensed Formula Wholesalers dialog allows the user to update the Formula Wholesalers defined in the database. It is invoked when the user selects the Maintain Licensed Formula Wholesalers list item from the Reference Utility dialog. The dialog is invoked in response to the following actions:

- Selection of the Licensed Formula Wholesalers list item in the Reference Utility dialog (double click) as described earlier in this document.

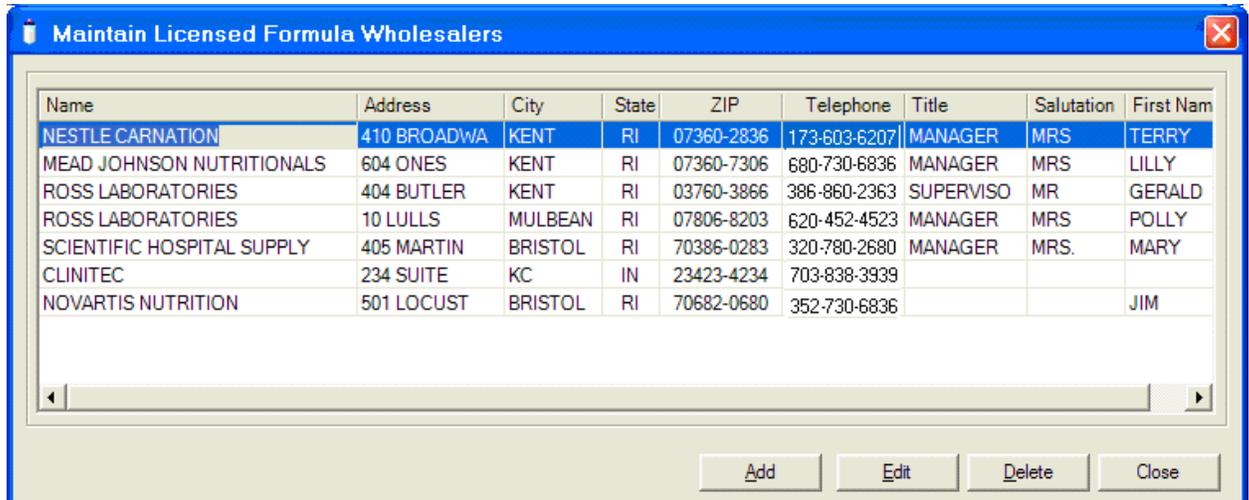


Figure 64 – Maintain Licensed Formula Wholesalers dialog

9.38.1 Controls

This section describes the behavior of the controls on the Maintain Licensed Formula Wholesalers dialog.

9.38.1.1 Formula Wholesalers Grid

This control allows the user to view all Formula Wholesalers that have been defined in the database. The grid will be enabled when the Maintain Licensed Formula Wholesalers dialog is active. The grid will consist of the following columns:

- Name (Primary Grocery Wholesaler)
- Address
- City
- State
- ZIP
- Telephone
- Title (Contact Person)
- Salutation (Contact Person)
- First Name (Contact Person)
- Last Name (Contact Person)

It will be filled with all Formula Wholesalers defined in the database. The records will be sorted in alphabetical order by Name. The first item in the grid is initially selected. The values on the grid will be read-only. The grid is single select.

9.38.1.2 Add Button

This control allows the user to add a Formula Wholesaler in the database. The Add button will be enabled when the Maintain Licensed Formula Wholesalers dialog is active. It has a mnemonic of “A”.

9.38.1.3 Edit Button

This control allows the user to modify information for the selected Formula Wholesaler in the Maintain Licensed Formula Wholesalers grid. The Edit button will be enabled when a record is selected in the Maintain Licensed Formula Wholesalers dialog. It has a mnemonic of "E".

9.38.1.4 Delete Button

This control allows the user to delete the selected Formula Wholesaler in the Maintain Licensed Formula Wholesalers grid. The Delete button will be enabled when a record is selected in the Maintain Licensed Formula Wholesalers dialog. It has a mnemonic of "D".

9.38.1.5 Close Button

The Close button will be enabled when the Maintain Licensed Formula Wholesalers dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.38.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Maintain Licensed Formula Wholesalers dialog.

9.38.2.1 Add Formula Wholesaler

Upon selection of the Add button, the system will invoke the Add Formula Wholesaler dialog as described in [Chapter 10 – Update Vendor Information](#)

9.38.2.2 Edit Primary Grocery Wholesaler

Upon selection of the Edit button when an item is selected in the Maintain Licensed Formula Wholesalers dialog, the system will invoke the Edit Formula Wholesaler dialog as described in [Chapter 10 – Update Vendor Information](#).

9.38.2.3 Delete Primary Grocery Wholesaler

Upon selection of the Delete button when an item is selected in the Formula Wholesalers grid, the system will invoke a standard dialog with the text “Do you want to delete this formula wholesaler?” The options of “Yes” and “No” will be available. If the user selects “Yes”, the system will check to see if the selected wholesaler is associated with a vendor. If the wholesaler is associated with at least one vendor, the system will not delete the selected wholesaler, but will invoke a standard error message with the text “Unable to delete. This Formula Wholesaler is associated with at least one vendor.” Upon dismissal of the error message, the system will return the user to the Maintain Licensed Formula Wholesalers dialog without deleting that wholesaler. If the selected wholesaler is not associated with a vendor, the system will delete the Formula Wholesaler from the FormulaWholesaler table. The contents of the Formula Wholesalers grid will be refreshed. If the user selects “No”, the system will return to the Maintain Licensed Formula Wholesalers dialog without deleting the selected Formula Wholesaler.

9.38.2.4 Close

Upon selection of the Close button, the system will dismiss the Maintain Licensed Formula Wholesalers dialog and will return the user to the Reference Utility window.

9.39 Other WIC Programs Dialog

The Other WIC Programs dialog displays all of the other WIC programs (outside of the current State program) whose participants redeem their checks at the same vendors. It is invoked in response to the following user actions:

- Selection of the Other WIC Programs list item on the Reference Utility window described in this document.

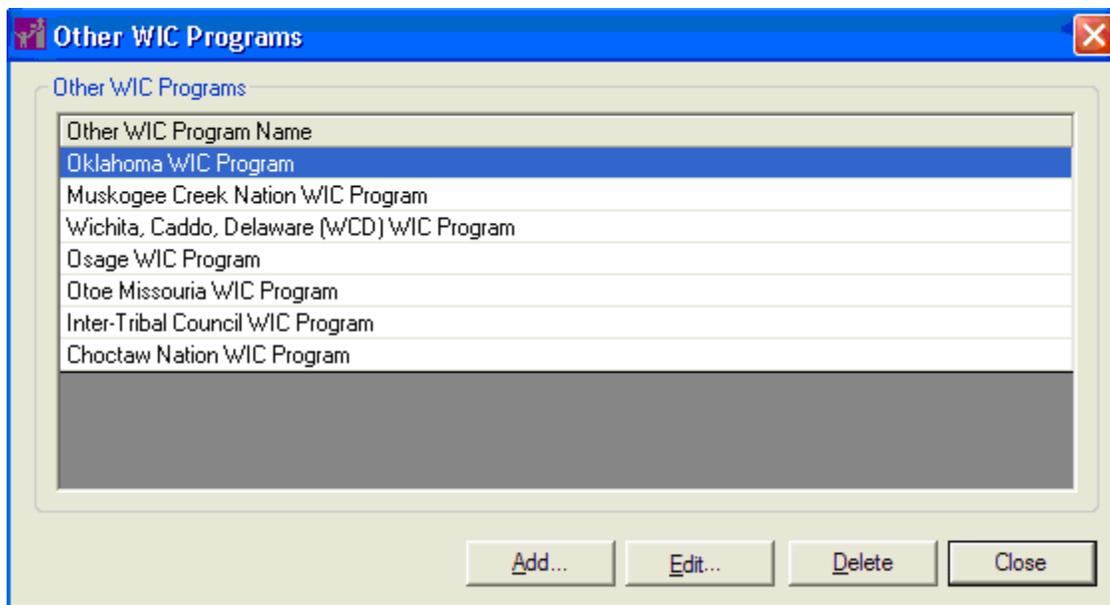


Figure 65 – Other WIC Programs Dialog

9.39.1 Controls

This section describes the behavior of the controls on the Other WIC Programs dialog.

9.39.1.1 Other WIC Programs Grid

This control allows the user to view all Other WIC Programs records. The list grid will be enabled when the Other WIC Programs dialog is active. It consists of the following columns:

- Other WIC Program Name

An entry will be added to the grid for each record in the OtherWICProgram entity. The records will be ordered by the value in the Other WIC Program Name column. The values in the grid are read-only. The user may select a single entry in the grid. The entries in the grid may be resorted by clicking on a column header.

9.39.1.2 Add Button

This control allows the user to add an Other WIC Programs. This button will be enabled when the dialog is active. It has a mnemonic of “A”.

9.39.1.3 Edit Button

This control allows the user to edit the record selected in the Other WIC Programs grid. This button will be enabled when a record is highlighted. It has a mnemonic of “E”.

9.39.1.4 Delete Button

This control allows the user to delete the selected record in the Other WIC Programs grid. This button will be enabled when a record is highlighted. It has a mnemonic of “D”.

9.39.1.5 Close Button

The Close button will be enabled when the Other WIC Programs dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.39.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Other WIC Programs dialog.

9.39.2.1 Add

Upon selection of the Add button, the system will invoke the [Update Other WIC Program Dialog](#) described in this document.

9.39.2.2 Edit

Upon selection of the Edit button, the system will invoke the [Update Other WIC Program Dialog](#) described in this document.

9.39.2.3 Delete

Upon selection of the Delete button, the system will invoke a standard warning message with the text “Are you sure you want to delete the selected record?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected record. The contents of the grid will be refreshed. If the user selects No, the system will return to the dialog without deleting.

9.39.2.4 Close

Upon selection of the Close button, the system will dismiss the Other WIC Programs dialog and return to the Reference Utility window.

9.40 Update Other WIC Program Dialog

The Add/Edit Other WIC Program dialog allows the user to maintain the other WIC programs. It is invoked in response to the following user actions:

- Selection of the Add button on the [Other WIC Programs Dialog](#) described in this document.
- Selection of the Edit button on the [Other WIC Programs Dialog](#) described in this document.

Add Other WIC Program

Other WIC Program Name

Address 1

Address 2

City State ZIP

Telephone 1 Telephone 2

Email

Contact Name

Active

OK Cancel

Figure 66 - Add Other WIC Program Dialog

Edit Other WIC Program

Other WIC Program Name

Address 1

Address 2

City State ZIP

Telephone 1 Telephone 2

Email

Contact Name

Active

OK Cancel

Figure 67 - Edit Other WIC Program Dialog

9.40.1 Controls

This section describes the behavior of the controls on the Add/Edit Other WIC Program dialog.

9.40.1.1 Other WIC Program Name Text Box

This control allows the user to enter the name of the other WIC program. The text box will be enabled when the Update Other WIC Program dialog is active. This control accepts entry of alphanumeric characters. The maximum size is fifty (50) characters. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the value of the entry selected in the [Other WIC Programs Grid](#).

9.40.1.2 Address1 Text Box

This control allows the user to enter the address for the other WIC program. The text box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with Address1 of the other WIC program selected in the [Other WIC Programs Grid](#). This is a fifty (50) character alphanumeric text box. The alpha characters entered will be forced to uppercase.

9.40.1.3 Address2 Text Box

This control allows the user to enter additional address information for the other WIC program. The text box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with Address2 of the other WIC program selected in the [Other WIC Programs Grid](#). This is a fifty (50) character alphanumeric text box. The alpha characters entered will be forced to uppercase.

9.40.1.4 City Text Box

This control allows the user to enter the city in which the other WIC program is located. The text box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the city of the referral agency selected in the [Other WIC Programs Grid](#). This is a thirty (30) character alphanumeric text box. The alpha characters entered will be forced to uppercase.

9.40.1.5 State Text Box

This control allows the user to enter the state abbreviation of the state in which the other WIC program is located. The text box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the state of the other WIC program selected in the [Other WIC Programs Grid](#). This is a 2 character alpha text box. The alpha characters entered will be forced to uppercase.

9.40.1.6 ZIP Masked Edit Box

This control allows the user to enter the zip code for the other WIC program. The masked edit box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the zip code of the other WIC program selected in the [Other WIC Programs Grid](#). The masked edit box will only allow the entry of numeric digits. The mask for the box will be “#####-####” to allow entry of a four digit ZIP extension, if known.

9.40.1.7 Telephone 1 Masked Edit Box

This control allows the user to enter the first telephone number for the other WIC program. The masked edit box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the first telephone number for the other WIC program selected in the [Other WIC Programs Grid](#). The mask for the box will be “###-###-####”.

9.40.1.8 Telephone 2 Masked Edit Box

This control allows the user to enter the second telephone number for the other WIC program. The masked edit box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the second telephone number for the other WIC program selected in the [Other WIC Programs Grid](#). The mask for the box will be “###-###-####”.

9.40.1.9 Email Address Text Box (Email)

This control allows the user to enter the email address for the other WIC program. The text box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the email address for the other WIC program selected in the [Other WIC Programs Grid](#). Characteristics for the Email Address are defined in *Consistencies*.

9.40.1.10 Contact Name Text Box

This control allows the user to enter the name of the contact person at the other WIC program. The text box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the contact name for the other WIC program selected in the [Other WIC Programs Grid](#). This is a fifty (50) character alphanumeric text box.

9.40.1.11 Active Checkbox

This control allows the user to indicate whether the Other WIC Program is active or not. The text box will be enabled when the Update Other WIC Program dialog is active. If the dialog is in Add mode, it will initially be checked. If the dialog is in Edit mode, the control will be populated with the active status of the other WIC program selected in the [Other WIC Programs Grid](#).

9.40.1.12 OK Button

The OK button will be enabled when the Update Other WIC Program dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.40.1.13 Cancel Button

The Cancel button will be enabled when the Update Other WIC Program dialog is active. Characteristics for the Cancel button are defined in *Consistencies*.

9.40.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Update Other WIC Program dialog.

9.40.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Other WIC Program Name text box
- Address1 text box
- City text box
- State text box
- ZIP masked edit box
- Telephone 1 edit box

If an entry is not made in a masked edit box, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

9.40.2.2 Edit for Legitimate Values in Controls

Upon successful completion of the required entry edits, the system will check that the values entered into the controls are considered legitimate as follows:

- If the Update Other WIC Program dialog is in Add mode, the value of the Other WIC Program Name text box must not equal the name of an other WIC program that already exists in the database. If entry does match a previous entry, the system will invoke a standard error message with the text “Other WIC Program Name already exists.”

- If the Update Other WIC Program dialog is in Edit mode, the value of the Other WIC Program Name text box must not be changed to equal the name of another other WIC program that already exists in the database. If entry does match a previous entry, the system will invoke a standard error message with the text “Other WIC Program Name already exists.”
- The State text box must contain two characters. If one character is entered, the system invokes a standard error message with the text “State is invalid.”
- When a value is entered into the ZIP masked edit box but not a complete 5-digit or 9-digit ZIP code, the system invokes a standard error message with the text “(control label} is invalid.”
- If a value is entered in the Telephone 1 and/or Telephone 2 masked edit boxes but not a complete a 10-digit telephone number, the system invokes a standard error message with the text “The entry for (control label} is invalid.”

9.40.2.3 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Add/Edit Food Prescription Age Category dialog as defined in the data map below.

After the data is saved the system will return to the [Other WIC Programs Dialog](#). If the Update Other WIC Program dialog was in Add mode, an entry will be added to the [Other WIC Programs Grid](#) with the values on the dialog. If the Update Other WIC Program dialog was in Edit mode, the selected entry will be updated on the [Other WIC Programs Grid](#) with the values on the dialog.

9.40.2.4 Data Map

Control Label	Entity	Attribute	Business Rule
Other WIC Program Name	OtherWICProgram	Name	
Address1	OtherWICProgram	Address1	
Address2	OtherWICProgram	Address2	
City	OtherWICProgram	City	
State	OtherWICProgram	State	
ZIP	OtherWICProgram	ZIP	
Telephone 1	OtherWICProgram	Telephone 1	
Telephone 2	OtherWICProgram	Telephone 2	
Email	OtherWICProgram	Email	
Contact Name	OtherWICProgram	ContactName	
Active	OtherWICProgram	Active	

9.41 Food Items Dialog

The Food Items dialog allows the user to manage Food Items that are distributed to participants in the WIC Clinics. It is invoked when the user selects the Food Items list item on the Reference Utility window.

9.41.1.3 Edit Button

The Edit button allows the user to edit an existing food item in the system. It is enabled when the dialog is active and a food item is selected in the list. It will have a mnemonic of 'E'.

9.41.1.4 Delete Button

The Delete button allows the user to delete an existing food item provided it is not referenced anywhere in the system. It is enabled when the dialog is active and a food item is selected in the list. It will have a mnemonic of 'D'.

9.41.1.5 Close Button

The Close button allows the user to close the dialog. It is enabled when the dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.41.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Items dialog.

9.41.2.1 Edits

There are no updateable controls on this dialog, so no edits are performed.

9.41.2.2 Add

Upon selection of the Add button, the system will display the Food Item Wizard described in this document in Add mode. When adding a food item, there are no automatic additions to other tables. Upon returning to the Food Items dialog from the Food Item Wizard, the Food Items grid will be refreshed to show the newly added item.

9.41.2.3 Edit

Upon selection of the Edit button, the system will display the Food Item Wizard described in this document in Edit mode for the selected Food Item. Upon returning to the Food Items dialog from the Food Item Wizard, the Food Items grid will be refreshed to reflect the changes to the food item.

9.41.2.4 Delete

Upon selection of the Delete button, the system will do the following:

- If the food item has been issued and is referenced elsewhere in the database, the system will display an error message with the message text, "This food item has been issued and may not be deleted." If any of the tables listed below contain a reference to the food item to be deleted, the delete will not occur. A database integrity error will occur. The associated tables are:

- ItemPurchaseSize
- FoodPackageItem
- FoodPrescriptionItem
- FoodPrescriptionTypeItem
- FoodInstrumentItem
- If the food item has not been issued and is not referenced elsewhere in the application, the system will delete the food item and all records associated with this food item. After the food item has been deleted, the Food Items grid will be refreshed and the deleted item will no longer appear in the list.

9.41.2.5 Close

Upon selection of the Close button, the system will dismiss the dialog and return to the Reference Utility window.

9.42 Food Item Wizard Dialogs

The Food Item Wizard allows the user to add or edit food items. It is invoked in Add mode when the user selects the Add button on the Food Items dialog. It is invoked in Edit mode when the user selects the Edit button on the Food Items dialog.

NOTE: Data entered in the Food Item Wizard either in Add mode or Edit mode is not saved to the database until all three dialogs of the wizard have been completed and the Finish button selected on the last dialog.

9.42.1 Food Item Wizard (1 of 4)

The screenshot shows a Windows-style dialog box titled "Food Item Wizard (1 of 4)". The dialog is organized into several sections with labels on the left and controls on the right:

- Base Food Category:** A dropdown menu showing "Milk".
- Description on Food Prescription:** A text box containing "Whole Milk".
- Number of Items in Package/Case:** A text box, currently empty.
- Effective Date:** A date picker showing "10/10/2005".
- Expiration Date:** A date picker showing "10/10/2006".
- Distribution Rule:** A dropdown menu showing "Balance on Remaining Check".
- Food Instrument Number:** A dropdown menu, currently empty.
- Unit of Measure:** A dropdown menu showing "quart".
- Container Formulation Units:** A text box, currently empty.

At the bottom of the dialog, there are three buttons: "<Back", "Next>", and "Cancel".

Figure 69 – Food Item Wizard (1 of 4) Dialog

9.42.1.1 Controls

This section describes the behavior of the controls on the Food Item Wizard (1 of 4) dialog.

9.42.1.1.1 Base Food Category Dropdown List

This control allows the user to select the Base Food Category associated with the Food Item. The Base Food Category dropdown will be enabled when the Food Item Wizard (1 of 4) dialog is active. The dropdown will be populated with the descriptions of all Base Food Categories from the BaseFoodCategory table. If the dialog is in Add mode, the default value is initially set to blank. If the dialog is in Edit mode, the default value will be set to the Base Food Category associated with the selected item.

9.42.1.1.2 Description on Food Prescription Text Box

This control allows the user to add or modify the description of the food item that will appear on food prescriptions. The control will be enabled when the Food Item Wizard (1 of 4) dialog is active. The text box will accept entry of sixty (60) alphanumeric characters and the special characters comma, period, apostrophe, dash, forward slash, left and right parentheses, asterisk, dollar sign, and plus sign. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will be populated with the previously saved value associated with the selected food item. When adding a description for a formula item, the text should be a very detailed description of the item. For example enter "Vital High Nitrogen 2.79 oz Powder Containers". Other types of items such as Milk can have more generic descriptions such as "2% Milk".

9.42.1.1.3 Multiple Items per Package Check Box

This control allows the user to indicate that this item is packaged with more than one item in the package as in the example of a six pack of formula which contains six individual cans or bottles. The check box will be enabled when the Food Item Wizard (1 of 4) dialog is active. If the dialog is in Add mode, the box is initially unchecked. If the dialog is in Edit mode, the check box will be marked or unmarked depending on the previously saved value associated with the selected item.

9.42.1.1.4 Number of Items in Package/Case Masked Edit Box

This control allows the user to indicate the number of items per package if this item is a pack or case. The masked edit box will be enabled when the Food Item Wizard (1 of 4) dialog is active and the Multiple Items per Package check box is checked. The control allows for entry of six (6) numeric characters. The mask for the box will be "#####". If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will be populated with the previously saved value associated with the selected item.

9.42.1.1.5 Item is Active Check Box

The check box allows the user to indicate whether an item is active or inactive. An active item is available to the application. An inactive item can be obsolete or omitted or may be a new item pending activation. The check box is usually associated with infant formulas. The control is enabled when the Food Item Wizard (1 of 4) dialog is active. If the dialog is in Add mode, the check box will initially be unchecked. If the dialog is in Edit mode, the check box will be marked or unmarked depending on the previously saved value associated with the selected item.

9.42.1.1.6 Effective Date Calendar Date Control

This control allows the user to select a date that the item becomes available to the application. The effective date is usually associated with infant formulas. The date control will be enabled when the Food Item Wizard (1 of 4) dialog is active. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will reflect the last date saved for the selected item.

9.42.1.1.7 Expiration Date Calendar Date Control

This control allows the user to select the last date the food item is available to the application. The expiration date is usually associated with infant formulas. The date control will be enabled when the Food Item Wizard (1 of 4) dialog is active. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will reflect the last date saved for the selected item.

9.42.1.1.8 Prorate for Partial Month Issuance Check Box

This control allows the user to indicate that this food item should be prorated to a reduced package size at issuance, if necessary. Some items can be prorated and some cannot. The check box is enabled when the Food Item Wizard (1 of 4) dialog is active. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the check box will be marked or unmarked depending on the previously saved value associated with the selected item.

9.42.1.1.9 Distribution Rule Dropdown List

This control allows the user to specify the distribution rule used to divide the prescribed quantity of the item across food instruments. The dropdown will be enabled when the Food Item Wizard (1 of 4) dialog is active. It will be populated with the values from the Reference Dictionary that have a Category = "FDDISTRULE". If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the distribution rule previously saved for the food item will be selected.

9.42.1.1.10 Food Instrument Number Dropdown List

This control allows the user to specify the ordinal number of the food instrument within the food instrument set on which the entire quantity of the food item should be placed. The dropdown will be enabled when the Food Item Wizard (1 of 4) dialog is active and Distribution Rule "Entire Qty on Specific Check" is selected in the Distribution Rule dropdown. The Food Instrument Number dropdown list will contain the values 1, 2, 3, and 4 plus an entry for "null". If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will contain the previously saved value associated with the selected food item.

9.42.1.1.11 Unit of Measure Dropdown List

This control allows the user to specify the prescribed container size in units for the food item such as quart, ounce, box, can, pkt, or pkg. The dropdown list will be enabled when the Food Item Wizard (1 of 4) dialog is active. It will be populated with the values from the Reference Dictionary that have a Category = "UNITOFMEASURE". If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will contain the previously saved value associated with the selected food item.

9.42.1.1.12 Container Formulation Units Masked Edit Box

This control allows the user to specify the number of units (defined in the Unit of Measure above) held by each individual container. The masked edit box will be enabled when the Food Item Wizard (1 of 4) dialog is active. The control will allow entry of six (6) numeric digits including two decimal positions. The mask on the box will be #####.##. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will contain the previously saved value associated with the selected food item.

9.42.1.1.13 Has Rebate Contract Check Box

This control allows the user to indicate that the selected food item has a rebate contract. The check box will be enabled when the Food Item Wizard (1 of 4) dialog is active. It will initially be blank if the dialog is in Add mode. If the dialog is in Edit mode, it will contain the previously saved value associated with the selected food item.

9.42.1.1.14 Rebate Contract Dropdown List

This control allows the user to specify the source for the contract under which the food item would be counted for estimated rebates. This dropdown list is gray, cleared, and disabled if the Has Rebate Contract check box is unchecked. The control is enabled when the Food Item Wizard (1 of 4) is active and Has Rebate Contract check box is checked. It will contain a list of manufacturers from the Reference Dictionary having Category = "CONTRACT". If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will contain the previously saved value associated with the selected food item.

9.42.1.1.15 Item is only available to women who are exclusively breastfeeding Check Box

This control allows the user to indicate that the selected food item is specific to enhanced breastfeeding, such as tuna and carrots. The check box is enabled when the Food Item Wizard (1 of 4) dialog is active. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will contain the previously saved value associated with the selected food item.

9.42.1.1.16 Back Button

This control allows the user to display the previous dialog in the Food Item Wizard. The Back button is gray and disabled whenever the Food Item Wizard (1 of 4) dialog is active since this dialog is the first in the Food Item Wizard series. The mnemonic for the Back button is “B”.

9.42.1.1.17 Next Button

The Next button allows the user to display the Food Item Wizard (2 of 4) dialog in the Food Item Wizard. The Next button is enabled when the Food Item Wizard (1 of 4) dialog is active. The mnemonic for the Next button is “N”.

9.42.1.1.18 Cancel Button

The Cancel button allows the user to dismiss the dialog without saving any of the data. The button is enabled when the dialog is active. Characteristics of the Cancel button are defined in *Consistencies*.

9.42.1.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Item Wizard (1 of 4) dialog.

9.42.1.2.1 Edit for Required Entry in Controls

Upon selection of the Next button, the system will check that an entry is made in the following controls:

- Description on Food Prescription text box
- Container Formulation Units masked edit box
- If the Multiple Items per Package check box is checked, an entry must be made in the Number of Items in Package/Case

If an entry is not made in a masked edit box, the system will invoke a standard error message with the text “An entry is required for the {control label}.”

Upon selection of the Next button, the system will check that a selection is made in the following controls:

- Base Food Category dropdown list
- Distribution Rule dropdown list
- Unit of Measure dropdown list
- If Distribution Rule is set to ‘Entire Qty on Specific Check’, then a selection is required for the Food Instrument Number
- If Has Rebate Contract check box is checked, a selection is required in the Rebate Contract dropdown list

If a selection is not made in a dropdown list, the system will invoke a standard error message with the text “A selection is required for the {control label}.”

9.42.1.2.2 Edits for Effective Date and Expiration Date

If both the Effective Date and Expiration Dates are valued, the Expiration Date cannot be before the Effective Date. If it is, the system will invoke a standard error message with the text: “Expiration Date must be greater than or equal to the Effective Date.”

9.42.1.2.3 Next Button

Upon successful completion of the above-listed edits, the system will navigate to page 2 of 4 of the Food Item Wizard. No data is saved until the last page of the wizard has been completed and the Finish button selected.

9.42.1.2.4 Cancel Button

Upon selection of the Cancel button, the system will dismiss the Food Item Wizard without saving any changes.

9.42.2 Food Item Wizard (2 of 4)

Allowed	Category	Initial Qty on Food Prescription	Max. Qty on Food Prescription	Max. Qty on Food Prescription (Excl. Breastfeeding)	Max. Qty on Check
<input checked="" type="checkbox"/>	Infant	10	10		5
<input checked="" type="checkbox"/>	Child - Less than 3 years old	10	12		6
<input type="checkbox"/>	Child - 3 years or older				
<input checked="" type="checkbox"/>	Pregnant	10	11		6
<input checked="" type="checkbox"/>	Breastfeeding	10	11	11	6
<input checked="" type="checkbox"/>	Non-Breastfeeding	10	11		6

Figure 70 - Food Item Wizard (2 of 4) Dialog

9.42.2.1 Controls

This section describes the behavior of the controls on the Food Item Wizard (2 of 4) dialog.

9.42.2.1.1 Category Grid

This control allows the user to select a category and edit the corresponding initial and maximum food item quantities by invoking the Food Item Quantity dialog. The grid is enabled when the Food Item Wizard (2 of 4) dialog is active. The columns on the grid are read only. The grid supports single item selection. Double clicking an item in the grid invokes the Food Item Quantity dialog. The columns on the grid are:

- Allowed
- Category
- Initial Quantity on Food Prescription
- Max. Quantity on Food Prescription
- Max. Quantity on Food Prescription (exclusively breastfeeding)
- Max. Quantity on Check

9.42.2.1.2 Edit Quantity Button

This control allows the user to set initial and maximum quantities for the item by invoking the Quantity dialog in Edit mode. The Edit Quantity button is enabled when the Food Item Wizard (2 of 4) dialog is active. The mnemonic of for the button is “E”.

9.42.2.1.3 Back Button

This control allows the user to dismiss this dialog and return to the Food Item Wizard (1 of 4) dialog. It is enabled when the Food Item Wizard (2 of 4) dialog is active. The mnemonic for the Back button is “B”.

9.42.2.1.4 Next Button

This control allows the user to dismiss this dialog and invoke the Food Item Wizard (3 of 4) dialog. It is enabled when the Food Item Wizard (2 of 4) dialog is active. The mnemonic for the Next button is “N”.

9.42.2.1.5 Cancel Button

This control allows the user to dismiss the dialog without saving any changes. It is enabled when the Food Item Wizard (2 of 4) dialog is active. Characteristics of the Cancel button are defined in *Consistencies*.

9.42.2.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Item Wizard (2 of 4) dialog.

9.42.2.2.1 Edits

Since no information can be updated on this dialog, there are no edits to be performed.

9.42.2.2.2 Edit Quantity Button

Upon selection of the Edit Quantity button, the system will invoke the Quantity dialog in Edit mode. Even though the dialog will appear in Edit mode, there may or may not be a quantity record already established for the selected item and age category. If a record exists in the Food Item Quantity table, it should be displayed upon presentation of the Food Item Quantity dialog. If no record exists in the Food Item Quantity table, a record should be added with zeros in all the quantity fields so that the user may establish the quantities. Upon returning to the Food Item Wizard (2 of 4) dialog, the system refreshes the grid so that it reflects the changes.

9.42.2.2.3 Back Button

Upon selection of the Back button, the system will return the user to the Food Item Wizard (1 of 4) dialog. No data is saved until all pages of the wizard have been completed and the Finish button selected.

9.42.2.2.4 Next Button

Upon selection of the Next button, the system will invoke the Food Item Wizard (3 of 4) dialog. No data is saved until all pages of the wizard have been completed and the Finish button selected.

9.42.2.2.5 Cancel Button

Upon selection of the Cancel button, the system will dismiss the Food Item Wizard without saving any changes.

9.42.3 Food Item Wizard (3of 4)

Food Distribution Item	Quantity	Link Type	Linked Distribution	Conversion Factor

Figure 71 – Food Item Wizard (3 of 4) Dialog

9.42.3.1 Controls

This section describes the behavior of the controls on the Food Item Wizard (3 of 4) dialog.

9.42.3.1.1 Milk Substitution Type Dropdown List

This control allows the user to select a milk substitution type from the list if the base food category of the item is Milk. The control is enabled when the Food Item Wizard (3 of 4) dialog is active and the Base Food Category of the selected item is Milk. The dropdown list will be populated with entries from the MilkSubstitutionType table and an additional entry “[None]”.

9.42.3.1.2 Manufacturer/Source Dropdown List

This control allows the user to select a Manufacturer/Source from the list if the base food category of the item is Formula. The control is enabled when the Food Item Wizard (3 of 4) dialog is active and the Base Food Category of the selected item is Formula. The dropdown list will be populated with entries from the Reference Dictionary having the Category equal to “FORMULASOURCE”.

9.42.3.1.3 Formula Type Dropdown List

This control allows the user to select a Formula Type from the list if the base food category of the item is Formula. The control is enabled when the Food Item Wizard (3 of 4) dialog is active and the Base Food Category of the selected item is Formula. The dropdown list will be populated with entries from the Reference Dictionary having the Category equal to "FORMULATYPE".

9.42.3.1.4 Formulation Base Dropdown List

This control allows the user to select a Formulation Base from the list if the base food category of the item is Formula. The control is enabled when the Food Item Wizard (3 of 4) dialog is active and the Base Food Category of the selected item is Formula. The dropdown list will be populated with entries from the Reference Dictionary having the Category equal to "FORMULATIONBASE".

9.42.3.1.5 Formulation Format Dropdown List

This control allows the user to select a Formulation Format from the list if the base food category of the item is Formula. The control is enabled when the Food Item Wizard (3 of 4) dialog is active and the Base Food Category of the selected item is Formula. The dropdown list will be populated with entries from the Reference Dictionary having the Category equal to "FORMULATIONFORMAT".

9.42.3.1.6 Classification Dropdown List

This control allows the user to select a Formula Class from the list if the base food category of the item is Formula. The control is enabled when the Food Item Wizard (3 of 4) dialog is active and the Base Food Category of the selected item is Formula. The dropdown list will be populated with entries from the Reference Dictionary having the Category equal to "FORMULACLASS".

9.42.3.1.7 Item Purchase Sizes Display Grid

This control allows the user to select an Item Purchase Size for the selected item. The grid is enabled when the Food Item Wizard (3 of 4) dialog is active. It is populated with entries from the ItemPurchaseSize table. The grid supports single item selection and the data on the grid is read only. Double clicking an item in the grid invokes the Item Purchase Size dialog described in this document. The following columns are displayed on the grid:

- Food Distribution Item (Description)
- Quantity
- Link Type
- Linked Distribution
- Conversion Factor

9.42.3.1.8 Add Button

This control allows the user to add a new Item Purchase Size by invoking the Item Purchase Size dialog described in this document in Add mode. The Add button is enabled when the Food Item Wizard (3 of 4) dialog is active. The mnemonic for the button is “A”.

9.42.3.1.9 Edit Button

This control allows the user to edit an existing Item Purchase Size by invoking the Item Purchase Size dialog described in this document in Edit mode. The Edit button is enabled when the Food Item Wizard (3 of 4) dialog is active. The mnemonic for the button is “E”.

9.42.3.1.10 Delete Button

This control allows the user to delete an existing Item Purchase Size if it is not in use by the system. The Delete button is enabled when the Food Item Wizard (3 of 4) dialog is active. The mnemonic for the button is “D”.

9.42.3.1.11 Back Button

This control allows the user to return to the Food Item Wizard (2 of 4) dialog. The Back button is enabled when the Food Item Wizard (3 of 4) dialog is active. The mnemonic for the button is “B”.

9.42.3.1.12 Next Button

This control allows the user to dismiss this dialog and invoke the Food Item Wizard (3 of 4) dialog. It is enabled when the Food Item Wizard (2 of 4) dialog is active. The mnemonic for the Next button is “N”.

9.42.3.1.13 Cancel Button

This control allows the user to exit the Food Item Wizard (3 of 4) dialog without saving any changes. Characteristics of the Cancel button are defined in *Consistencies*.

9.42.3.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Item Wizard (3 of 4) dialog.

9.42.3.2.1 Edit for Required Entry in Controls

Upon selection of the Finish button, the system will check that a selection is made in the following controls if they are enabled:

- Milk Substitution Type dropdown list
- Manufacturer/Source dropdown list
- Formula Type dropdown list
- Formulation Base dropdown
- Formulation Format dropdown

- Classification dropdown list

If a dropdown list is enabled and a selection is not made in that control, the system will invoke a standard error message with the text “A selection is required for the {control label}.”

9.42.3.2.2 Add Button

Upon selection of the Add button, the system will invoke the Item Purchase Size dialog described in this document in Add mode. Upon returning to the Food Item Wizard (3 of 4) dialog, the Item Purchase Sizes grid will be refreshed.

9.42.3.2.3 Edit Button

Upon selection of the Edit button, the system will allow the user to edit the Item Purchase Size record selected in the Item Purchase Sizes grid by invoking the Item Purchase Size dialog described in this document in Edit mode. Upon returning to the Food Item Wizard (3 of 4) dialog, the Item Purchase Sizes grid will be refreshed.

9.42.3.2.4 Delete Button

Upon selection of the Delete button, the system will invoke a standard warning message with the text “Are you sure you want to delete the selected record?” The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will check to see if the selected item is in use by the system. If it is not, the system deletes the selected Item Purchase Size record. The contents of the Item Purchase Sizes grid will be refreshed. If the user selects ‘No’, the system will return to the Food Item Wizard (3 of 4) dialog without deleting the Item Purchase Size record.

9.42.3.2.5 Back Button

Upon selection of the Back button, the system will return to the Food Item Wizard (2 of 4) dialog. No data is saved until all pages of the wizard have been completed and the Finish button selected.

9.42.3.2.6 Next Button

Upon selection of the Next button, the system will invoke the Food Item Wizard (3 of 4) dialog. No data is saved until all pages of the wizard have been completed and the Finish button selected.

9.42.3.2.7 Cancel Button

Upon selection of the Cancel button, the system dismisses the Food Item Wizard (3 of 4) dialog without saving any changes and returns to the Reference Utility window.

9.42.4 Food Item Wizard (4 of 4)

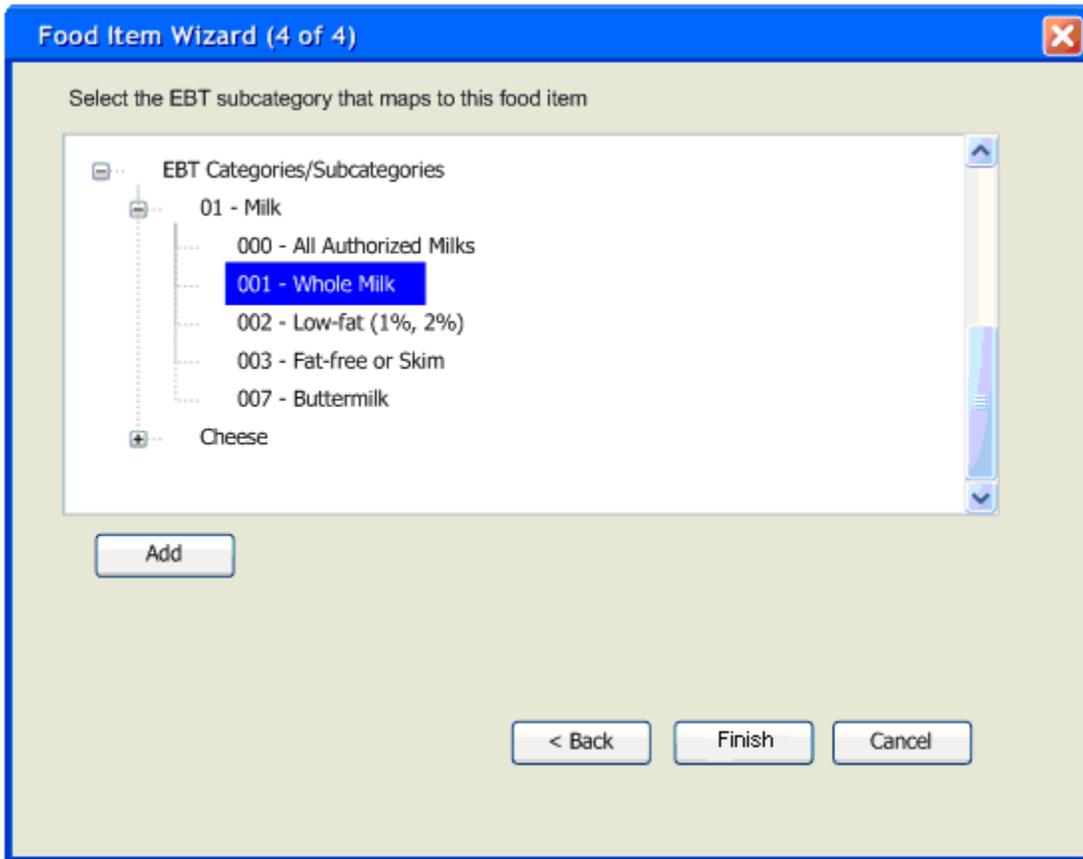


Figure 72 – Food Item Wizard (4 of 4) Dialog

9.42.4.1 Controls

This section describes the behavior of the controls on the Food Item Wizard (4 of 4) dialog.

9.42.4.1.1 EBT Categories/Subcategories Tree Category Node

This control allows the user to select the EBT food category to associate with the food item. The control is enabled when the Food Item Wizard (4 of 4) dialog is active if the `FI_ENABLE_DELIVERYSYSTEMTYPE_EBT` business rule is set to “Y” (Yes). Otherwise it is disabled. It will be filled with the EBT food category entries from the `EBTFoodCatSubCat` table. In edit mode, the value on the food item will be selected in the tree.

9.42.4.1.2 EBT Categories/Subcategories Tree Subcategory Node

This control allows the user to select the EBT food subcategory to associate with the food item. The control is enabled when the Food Item Wizard (4 of 4) dialog is active if the `FI_ENABLE_DELIVERYSYSTEMTYPE_EBT` business rule is set to “Y” (Yes). Otherwise it is disabled. It will be filled with the EBT food subcategory entries from the `EBTFoodCatSubCat` table. In edit mode, the value on the food item will be selected in the tree.

9.42.4.1.3 Add Button

This control allows the user to add a new EBT Food Category/Subcategory by invoking the Manage EBT Category/Subcategories dialog described in this document. The Add button is enabled when the Food Item Wizard (4 of 4) dialog is active. The mnemonic for the button is “A”.

9.42.4.1.4 Back Button

This control allows the user to return to the Food Item Wizard (3 of 4) dialog. The Back button is enabled when the Food Item Wizard (4 of 4) dialog is active. The mnemonic for the button is “B”.

9.42.4.1.5 Finish Button

This control allows the user to complete the wizard and save the Food Item information to the database. The Finish button is enabled when the Food Item Wizard (4 of 4) dialog is active. The mnemonic for the button is “F”.

9.42.4.1.6 Cancel Button

This control allows the user to exit the Food Item Wizard (4 of 4) dialog without saving any changes. Characteristics of the Cancel button are defined in *Consistencies*.

9.42.4.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Item Wizard (4 of 4) dialog.

9.42.4.2.1 Edit for Required Entry in Controls

Upon selection of the Finish button, the system will check that a selection is made in the following controls if they are enabled:

- Subcategory Tree Node Selected

If a subcategory tree node is enabled and a selection is not made in that control, the system will invoke a standard error message with the text “A selection is required for the {control label}.”

9.42.4.2.2 Add Button

Upon selection of the Add button, the system will invoke the Manage EBT Categories/Subcategories dialog described in this document. Upon returning to the Food Item Wizard (4 of 4) dialog, the EBT Categories/Subcategories tree will be refreshed.

9.42.4.2.3 Back Button

Upon selection of the Back button, the system will return to the Food Item Wizard (3 of 4) dialog. No data is saved until all pages of the wizard have been completed and the Finish button selected.

9.42.4.2.4 Finish Button

Upon selection of the Finish button and successful completion of the edits, the system will save all the changes made within the Food Item Wizard to the database according to the data map and then dismiss the Food Item Wizard (4 of 4) dialog and return the user to the Reference Utility window.

9.42.4.2.5 Cancel Button

Upon selection of the Cancel button, the system dismisses the Food Item Wizard (4 of 4) dialog without saving any changes and returns to the Reference Utility window.

9.42.4.3 Data Map

Control	Table	Column	Business Rule
Food Item Wizard (1 of 4)			
Base Food Category	FoodItem	BaseFoodCategoryID	
Description on Food Prescription	FoodItem	Description	
Multiple Items per Package	FoodItem	IsPack	
Number of Items in Package/Case	FoodItem	NumberInPack	
Item is Active	FoodItem	Active	
Effective Date	FoodItem	EffectiveDate	
Expiration Date	FoodItem	ExpirationDate	

Control	Table	Column	Business Rule
Food Item Wizard (1 of 4)			
Prorate for Partial month issuance	FoodItem	Prorate	
Distribution Rule	FoodItem	DistributionRule	
Check Number	FoodItem	CheckNumber	
Container Unit of Measure	FoodItem	UnitOfMeasure	
Quantity in Container	FoodItem	ContainerUomQty	
Has Rebate Contract (dropdown)	FoodItem	RebateContract	
Item is only available to women who are exclusively breastfeeding	FoodItem	IsEhbfOnly	
Food Item Wizard (2 of 4)			
None			
Food Item Wizard (3 of 4)			
Milk Substitution Type	FoodItem	MilkSubstitutionType (If [None] is selected, the column value is set to Null)	If [None] is selected, set column value to null.
Manufacturer/Source	FoodItemFormula	SourceCd	
Formula Type	FooditemFormula	FormulaType	
Formulation Base	FooditemFormula	FormulationBase	

Control	Table	Column	Business Rule
Food Item Wizard (1 of 4)			
Formulation Format	FooditemFormula	FormulationFormat	
Classification	FooditemFormula	Classification	
Quantity Dialog			
Initial Quantity on Food Prescription	FoodItemQty	InitialFoodItemQty	
Maximum Quantity on Food Prescription	FoodItemQty	MaximumFoodItemQty	
Maximum Quantity on Food Prescription (exclusively breastfeeding)	FoodItemQty	MaximumFoodItemQtyEnhanced	
Maximum Quantity on Distribution	FoodItemQty	MaxQuantityOnCheck	
Item Purchase Size Dialog			
Distribution Item	ItemPurchaseSize	DistributionItemId	
Quantity	ItemPurchaseSize	Quantity	
Link Type	ItemPurchaseSize	LinkageType	If linkage type selection is [None], set column value to null.
Linked Distribution Item	ItemPurchaseSize	LinkedDistributionItemId	If linkage type selection is [None], set column

Control	Table	Column	Business Rule
Food Item Wizard (1 of 4)			
			value to null.
Conversion Factor	ItemPurchaseSize	ConversionFactor	
Food Item Wizard (4 of 4)			
EBT Food Category	FoodItem	FoodCategoryCd – Store leading zeros	
EBT Food Category	FoodItem	FoodSubcategoryCd – Store leading zeros	

NOTE:

FoodItem Table:

- When **adding** a FoodItem there are no automatic additions to other tables:
- Do not allow **delete** of a FoodItem if these reference it. It should cause an integrity error:
 - ItemPurchaseSize
 - FoodPackageItem
 - FoodPrescriptionItem
 - FoodPrescriptionTypeItem
 - FoodInstrumentItem

FoodDistributionItem Table:

- When **adding** a FoodDistributionItem add rows to these tables:
 - PeerGroupFoodItem (for each peergroup in the PeerGroup table)
 - PeerGroupFoodItemHistory (trigger for each row added to the PeerGroupFoodItem)
 - VendorPrices (for each vendor in the vendor table for the most recent price list)
- Do not allow **delete** of a FoodDistributionItem if these reference it. It should cause an integrity error:
 - ItemPurchaseSize
 - FoodInstrumentItem
 - FoodInstrumentTypeItems
 - PeerGroupFoodItem
 - PeerGroupFoodItemHistory
 - VendorPrices

9.43 Food Item Quantity Dialog

The Food Item Quantity dialog is invoked from Food Item Wizard (2 of 4). It provides the capability to add or edit specific category information.

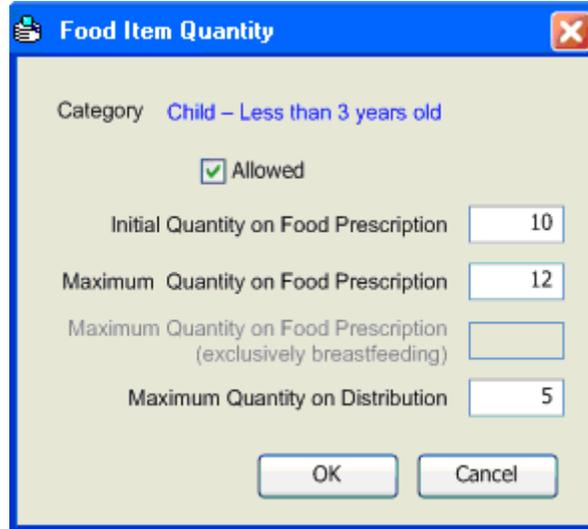


Figure 73 – Food Item Quantity Dialog

9.43.1 Controls

This section describes the behavior of the controls on the Food Item Quantity dialog.

9.43.1.1 Category Text Label and Value Label

This control allows the user to view the Category description associated with the selected food item. The value label will be filled with the category description associated with the selected item. It will display in the inverse color of the form.

9.43.1.2 Allowed Check Box

This control allows the user to indicate whether the selected food item is allowed on a food prescription for the age category shown. The check box is enabled when the Food Item Quantity dialog is active. If the dialog is in Add mode, it will initially be blank. If the dialog is in Edit mode, the control will be populated with the previously saved value associated with the selected food item.

9.43.1.3 Initial Quantity on Food Prescription Masked Edit Box

This control allows the user to enter the quantity of the selected WIC approved food item to initially present. The masked edit box will be enabled when the Food Item Quantity dialog is active and the Allowed checkbox is checked. If the Allowed check box is unchecked, the Initial Quantity masked edit box will be disabled and cleared. The control accepts entry of six (6) numeric digits with two decimal places. The mask on the box is “#####.##”. If the dialog is in Add mode, the control will initially be set to zero (0). If the dialog is in edit mode, it will contain the previously saved value associated with the selected food item.

9.43.1.4 Maximum Quantity on Food Prescription Masked Edit Box

This control allows the user to enter the maximum quantity of the WIC approved food formulation format that may be added to a food prescription. The masked edit box will be enabled when the Food Item Quantity dialog is active and the Allowed checkbox is checked. If the Allowed check box is unchecked, the Maximum Quantity masked edit box will be disabled and cleared. The control accepts entry of six (6) numeric digits with two decimal places. The mask on the box is “#####.##”. If the dialog is in Add mode, the control will initially be set to zero (0). If the dialog is in edit mode, it will contain the previously saved value associated with the selected food item.

9.43.1.5 Maximum Quantity on Food Prescription (exclusively breastfeeding) Masked Edit Box

This control allows the user to enter an override maximum quantity for enhanced food prescriptions. The masked edit box will be enabled when the Food Item Quantity dialog is active and the Allowed checkbox is checked. If the Allowed check box is unchecked, the Maximum Quantity on Food Prescription (exclusively breastfeeding) masked edit box will be disabled and cleared. The control accepts entry of six (6) numeric digits with two decimal places. The mask on the box is “#####.##”. If the dialog is in Add mode, the control will initially be set to zero (0). If the dialog is in edit mode, it will contain the previously saved value associated with the selected food item.

9.43.1.6 Maximum Quantity on Distribution Masked Edit Box

This control allows the user to enter the maximum quantity of the prescribed food item units that may appear on a single check. The masked edit box will be enabled when the Food Item Quantity dialog is active and the Allowed checkbox is checked. If the Allowed check box is unchecked, the Maximum Quantity on Distribution masked edit box will be disabled and cleared. The control accepts entry of six (6) numeric digits with two decimal places. The mask on the box is “#####.##”. If the dialog is in Add mode, the control will initially be set to zero (0). If the dialog is in edit mode, it will contain the previously saved value associated with the selected food item.

9.43.1.7 OK Button

It is enabled when the Food Item Quantity dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.43.1.8 Cancel Button

The Cancel button is enabled when the Food Item Quantity dialog is active. Characteristics of the Cancel button are defined in *Consistencies*.

9.43.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Item Quantity dialog.

9.43.2.1 Initial Display of the Dialog

Upon initial presentation of the dialog, the system will

- Set the title bar text to “ Food Item Quantity”
- Disable and clear all entry fields if the Allowed check box is not checked
- Enable the Maximum Quantity on Food Prescription (exclusively breastfeeding) if the WIC Category is Breastfeeding.
- Disable the Maximum Quantity on Food Prescription (exclusively breastfeeding) if the WIC Category is not Breastfeeding.

9.43.2.2 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls if they are enabled:

- Initial Quantity on Food Prescription
- Maximum Quantity on Food Prescription
- Maximum Quantity on Food Prescription (exclusively breastfeeding)
- Maximum Quantity on Distribution

If an entry has not been made in one of these controls and it is enabled, the system will invoke a standard error message with the text “An entry is required in the {control label}.”

9.43.2.3 OK Button

Upon selection of the OK button and successful completion of the edits, the system will dismiss the Food Item Quantity dialog and return the user to the Food Item Wizard (2 of 4) dialog. No data is saved to the database until the user completes the Food Item Wizard and selects the Finish button. Characteristics of the OK button are defined in *Consistencies*.

9.43.2.4 Cancel Button

Upon selection of the Cancel button, the system will dismiss the Food Item Quantity dialog without saving any information and will return the user to the Food Item Wizard (2 of 4) dialog. Characteristics of the Cancel button are defined in *Consistencies*.

9.44 Item Purchase Size

The Item Purchase Size dialog provides the capability to add or edit specific item purchase size information. It is invoked in Add mode by selecting the Add button on the Food Item Wizard (3 of 4) dialog. It is invoked in Edit mode by selecting the Edit button on the Food Item Wizard (3 of 4) dialog.

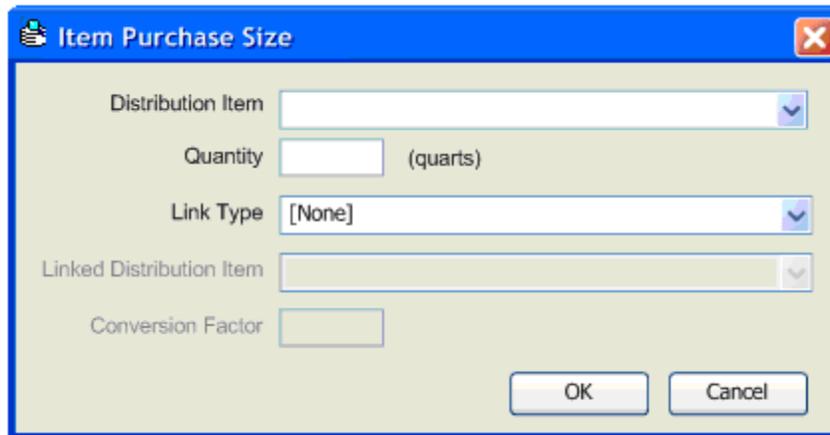


Figure 74 - Item Purchase Size Dialog

9.44.1 Controls

This section describes the behavior of the controls on the Item Purchase Size dialog.

9.44.1.1 Distribution Item Dropdown List

This control allows the user to select a Food Distribution Item associated with the selected Food Item. The dropdown list will be enabled when the Item Purchase Size dialog is active. The dropdown list will contain entries from the FoodDistributionItem table having the same base food category ID as the selected food item and only those items where the distribution is not already shown in the Item Purchase Sizes grid on page 3 of 4 of the Food Item Wizard. (A food item can be linked to a distribution item only once.) If the dialog is in Add mode, the dropdown value will initially be blank. If the dialog is in Edit mode, the dropdown value selected will be the previously saved value associated with the selected food item. A selection is required in this control.

9.44.1.2 Quantity Masked Edit Box

This control allows the user to specify the number of designated units of the selected food distribution item that can be used to issue food benefits on a food instrument. The masked edit box will be enabled when the Item Purchase Size dialog is active. The control will allow entry of seven (7) numeric digits. The mask on the box will be “#####.##”. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will be populated with the previously saved value associated with the selected food item. An entry is required in this control.

Quantity is a count of the described food item to equal the value in the food distribution item, for example: quantity of 4 quarts of milk = 1 gallon of the distribution item.

9.44.1.3 Unit of Measure Value Label

This control allows the user to view the description of the Unit of Measure associated with the selected Food Item. The text description will be taken from the Reference Dictionary having ExternalID = FoodItem.UnitOfMeasure and Category = “UNITOFMEASURE”. The control will display in the inverse color of the form.

9.44.1.4 Link Type Dropdown List

This control allows the user to select a code indicating the type of linkage between the distribution item and the linked distribution item. The dropdown list will be enabled when the Item Purchase Size dialog is active. The list will contain entries from the Reference Dictionary having Category = “DILINKAGE” plus an entry = “[None]”. If the dialog is in Add mode, the default value in the control will be “[None]”. If the dialog is in Edit mode, the default value in the control will be the previously saved value associated with the selected item. A selection from the dropdown list is required. NOTE: The “OR” linkage type should not be selected if the food distribution items are in a rebate.

9.44.1.5 Linked Distribution Item Dropdown List

This control allows the user to select the item to be “linked”. The dropdown list is enabled when the Link Type is not equal to “[None]”. If the Link Type selected is “[None]”, the dropdown list will be cleared and disabled. The list will be populated with distribution items from the FoodDistributionItem table that are have a base food category ID equal to the food item except for the item selected in the Distribution Item dropdown list. This eliminates the possibility of linking an item to itself. If the dialog is in Add mode, the default value will be blank. If the dialog is in Edit mode, the default value will be set to the previously saved entry associated with the selected food item. If the dropdown list is enabled, a selection is required for the control.

9.44.1.6 Conversion Factor Masked Edit Box

This control allows the user to specify the factor used to convert the quantity of the primary distribution item into the quantity of the linked distribution item. For example, if the first item is a quantity of one 16 ounce package of cheese, the second item would have a conversion factor of two if the item was an 8 ounce package of cheese. The masked edit box will be enabled when the Item Purchase Size dialog is active and the Link Type is not “[None]”. The masked edit box will be cleared and disabled if the Link Type equals [None]”. The control will allow entry of ten (10) numeric digits. The mask on the box will be “#####”. If the dialog is in Add mode, the control will initially be blank. If the dialog is in Edit mode, the control will be populated with the previously saved value associated with the selected food item. An entry is required in this control if it is enabled.

9.44.1.7 OK Button

This control allows the user to dismiss the Item Purchase Size dialog and return the specified information to the Food Item Wizard. Characteristics of the OK button are defined in *Consistencies*.

9.44.1.8 Cancel Button

This control allows the user to dismiss the Item Purchase Size dialog without saving any changes. Characteristics of the Cancel button are defined in *Consistencies*.

9.44.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Item Purchase Size dialog.

9.44.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls if they are enabled:

- Quantity
- Conversion Factor

If an entry has not been made in one of these controls and it is enabled, the system will invoke a standard error message with the text “An entry is required in the {control label}.”

Upon selection of the OK button, the system will check that a selection is made in the following controls if they are enabled:

- Distribution Item
- Link Type
- Linked Distribution Item

If a selection has not been made in one of these dropdown lists and it is enabled, the system will invoke a standard error message with the text “A selection is required in the {control label}.”

9.44.2.2 OK Button

Upon selection of the OK button and successful completion of the edits, the system will dismiss the Item Purchase Size dialog return the information to the Food Item Wizard (3 of 4). No data is saved to the database until the user completes the Food Item Wizard and selects the Finish button. Characteristics of the OK button are defined in *Consistencies*.

9.44.2.3 Cancel Button

Upon selection of the Cancel button, the system will dismiss the Item Purchase Size dialog without saving any information and will return the user to the Food Item Wizard (3 of 4) dialog. Characteristics of the Cancel Button are defined in *Consistencies*.

9.45 Food Distribution Items List Dialog

The Food Distribution Items List dialog displays a list of all the food distribution items defined in the system. It is invoked when the user selects the Food Distribution Items list item in the Reference Utility window described in this document.

The grid will be populated with the DistributionItemID from the FoodDistributionItem table, Description and Description 2 concatenated from the FoodDistributionItem table, the Description from the BaseFoodCategory table having BaseFoodCategoryID = the BaseFoodCategoryID in the FoodDistributionItem table, and the Active indicator from the FoodDistributionItem table. The entries on the grid are read only. The grid supports single item selection. Double clicking an item in the grid invokes the Food Distribution Item dialog.

9.45.1.2 Add Button

This control allows the user to add a new Distribution Item by invoking the Food Distribution Item dialog in Add mode. The Add button is enabled when the Food Distribution Items List dialog is active. The mnemonic for the button is "A".

9.45.1.3 Edit Button

This control allows the user to edit a Food Distribution Item by invoking the Food Distribution Item dialog in Edit mode. The Edit button is enabled when the Food Distribution Items List dialog is active. The mnemonic for the button is "E".

9.45.1.4 Delete Button

This control allows the user to delete a Food Distribution Item if it is not in use elsewhere in the system. The Delete button is enabled when the Food Distribution Items List dialog is active. The mnemonic for the button is "D".

9.45.1.5 Close Button

This control allows the user to dismiss the Food Distribution Items List dialog and return to the Reference Utility window.

9.45.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Distribution Items List dialog.

9.45.2.1 Add Button

Upon selection of the Add button, the system will invoke the Food Distribution Items dialog in Add mode. When adding a food distribution item, the system will automatically add rows to these additional tables:

- PeerGroupFoodItem (for each peergroup in the PeerGroup table)
- PeerGroupFoodItemHistory (trigger for each row added to the PeerGroupFoodItem)
- VendorPrices(for each vendor in the vendor table for the most recent price list)

Upon returning to the Food Distribution Items List dialog, the grid will be refreshed showing the newly added item.

9.45.2.2 Edit Button

Upon selection of the Edit button, the system will invoke the Food Distribution Items dialog in Edit mode. Upon returning to the Food Distribution Items List dialog, the grid will be refreshed showing the changes made during the edit.

9.45.2.3 Delete Button

Upon selection of the Delete button, the system will invoke a standard the warning message with the text “Are you sure you want to delete ({Item ID} {Base Food Category} {Description})?” where description is the concatenation of description and description 2 from the FoodDistributionItem table. The options of ‘Yes’ and ‘No’ will be available. If the user selects ‘Yes’, the system will delete the selected Food Distribution Item record if it is not in use by the system. The contents of the Food Distribution Items List grid will be refreshed. If the user selects ‘No’, the system will return to the Distribution Items dialog without deleting the Food Distribution Item.

- If the selected record is in use, a message is displayed stating, “This record is referenced elsewhere and cannot be deleted.” If any of the tables listed below contain a reference to the food distribution item to be deleted, the selected record is considered to be “in use” and the delete will not occur due to a data integrity error. The associated tables are:
 - ItemPurchaseSize
 - FoodInstrumentItem
 - PeerGroupFoodItem
 - PeerGroupFoodItemHistory
 - VendorPrices

Clicking OK on the message returns the user to the Food Distribution Items List dialog.

9.45.2.4 Close Button

Upon selection of the Close button, the system will close the Food Distribution Items List dialog. Characteristics of the Close button are defined in *Consistencies*.

9.46 Food Distribution Item Dialog

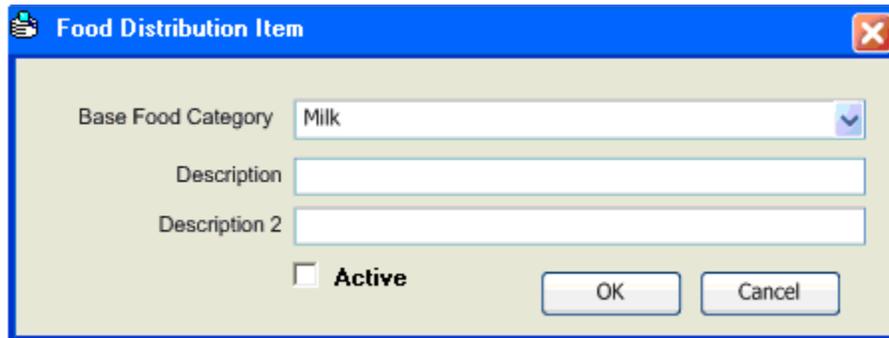


Figure 76 – Food Distribution Item Dialog

9.46.1 Controls

This section describes the behavior of the controls on the Food Distribution Item dialog.

9.46.1.1 Base Food Category Dropdown List

This control allows the user to select the Base Food Category for the Food Distribution Item. The dropdown list is enabled when the Food Distribution Item dialog is active. The control is populated with the Base Food Category Descriptions from the BaseFoodCategory table. If the dialog is in Add mode, the default value will initially be blank. If the dialog is in Edit mode, the default value will be set to the previously saved value associated with the selected food distribution item.

9.46.1.2 Description Text Box

This control allows the user to enter a description for the food distribution item. The text box is enabled when the Food Distribution Item dialog is active. It allows entry of sixty (60) alphanumeric characters. The text box will accept entry of sixty (60) alphanumeric characters and the special characters comma, period, apostrophe, dash, forward slash, left and right parentheses, asterisk, dollar sign, and plus sign. If the dialog is in Add mode, the default will initially be blank. If the dialog is in Edit mode, the default value will be set to the previously saved value associated with the selected distribution item.

9.46.1.3 Description 2 Text Box

This control allows the user to enter an extended description. This description is used to balance to external clinic systems that print food instruments and import data into this system. The text box is enabled if the business rule DISTRIBUTIONITEMDESCRIPTION2ENABLED is set to "Y". The text box is disabled if the same business rule is set to "N". It allows entry of sixty (60) alphanumeric characters. The text box will accept entry of sixty (60) alphanumeric characters and the special characters comma, period, apostrophe, dash, forward slash, left and right parentheses, asterisk, dollar sign, and plus sign. If the dialog is in Add mode, the default will initially be blank. If the dialog is in Edit mode, the default value will be set to the previously saved value associated with the selected distribution item.

9.46.1.4 Active Check Box

This control allows the user to mark a Food Distribution Item as active. If the check box is not marked, the item is considered to be inactive. An inactive item is ignored by vendor pricing. This indicator is used as a filter for the vendor price list. The check box is enabled when the Food Distribution Item dialog is active. If the dialog is in Add mode, the default will initially be unchecked. If the dialog is in Edit mode, the default value will be set to the previously saved value associated with the selected distribution item.

9.46.1.5 OK Button

The OK button will be enabled when the Food Distribution Item dialog is active (See the Processing section below). Characteristics for the OK button are defined in *Consistencies*.

9.46.1.6 Cancel Button

The Cancel button will be enabled when the Food Distribution Item dialog is active (See the Processing section below). Characteristics for the Cancel button are defined in *Consistencies*.

9.46.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Food Distribution Item dialog.

9.46.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Description
- Description 2, if the control is enabled

If an entry has not been made in a required control, the system will invoke a standard error message with the text “An entry is required in the {control label}.”

Upon selection of the OK button, the system will check that a selection is made in the Base Food Category Dropdown list. If a selection has not been made in this control, the system will invoke a standard error message with the text “A selection is required in the {control label}.”

9.46.2.2 OK Button

Upon selection of the OK button and successful completion of the edits, the system will save the information to the database according to the data map and dismiss the Food Distribution Item dialog and return the user to the Food Distribution Items List dialog.

9.46.2.3 Cancel Button

Upon selection of the Cancel button, the system will dismiss the Food Distribution Item dialog without saving any information and will return the user to the Food Distribution Items List dialog.

9.46.3 Data Map

Control	Table	Column	Business Rule
Base Food Category	FoodDistributionItem	BaseFoodCategoryID	
Description	FoodDistributionItem	Description	
Description2	FoodDistributionItem	Description2	
Active	FoodDistributionItem	Active	

NOTE: If a NEW distribution item is being added, a record will be added to the VendorPrice table for each vendor in the system and a record will be added to the PeerGroupFoodItem and PeerGroupFoodItemHistory tables for each peer group in the system.

9.47 High Risk Volume Score Dialog

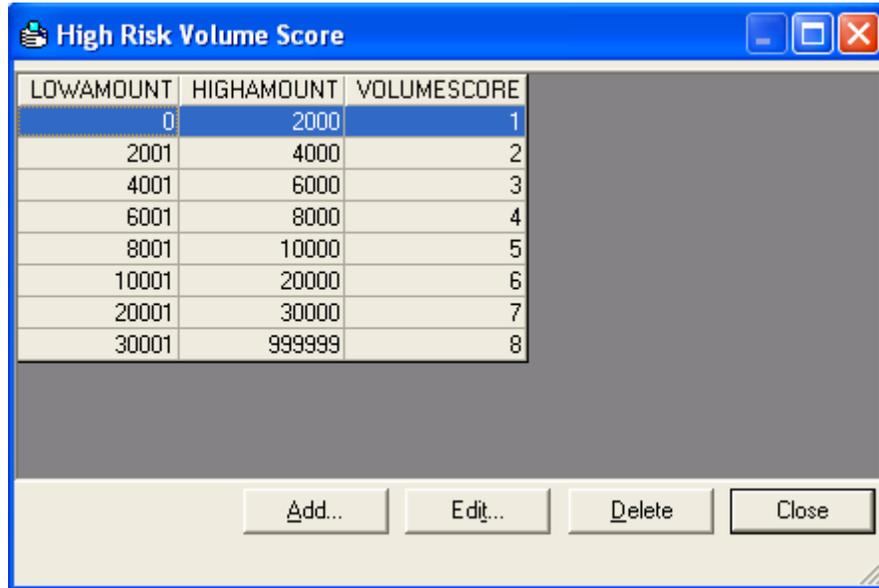


Figure 77 – High Risk Volume Score Dialog

9.47.1 Controls

This section describes the behavior of the controls on the High Risk Volume Score dialog.

9.47.1.1 High Risk Volume Score Grid

This control allows to view all volume scores previously added by the user. It will be enabled when the dialog is active. It will be listed in order of the Volume Score column. Double clicking a row in the grid invokes the Edit High Risk Volume Score dialog for the selected record. A single selection is allowed. The grid is a read-only control.

The following columns are listed:

- Low Amount
- High Amount
- Volume Score

9.47.1.2 Add Button

The Add button will be enabled when the dialog is active. It will have a mnemonic of 'A'.

9.47.1.3 Edit Button

The Edit button will be enabled when the dialog is active and a record is selected in the grid. It will have a mnemonic of 'E'.

9.47.1.4 Delete Button

The Delete button will be enabled when the dialog is active and a record is selected in the grid. It will have a mnemonic of 'D'.

9.47.1.5 Close Button

The Close button will be enabled when the dialog is active. Characteristics for the Close button are defined in *Consistencies*.

9.47.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the High Risk Volume Score dialog.

9.47.2.1 Edits

There are no editable controls on this dialog.

9.47.2.2 Add Button

Upon selection Add button, the system will invoke the Add High Risk Volume Score dialog described in this document.

9.47.2.3 Edit Button

Upon selection Edit button, the system will invoke the Edit High Risk Volume Score dialog described in this document for the selected record.

9.47.2.4 Delete Button

Upon selection Delete button, the system will a confirmation message with the text, "Are you sure you want to delete the selected record?" 'Yes' and 'No' options will be available. Upon selection of 'Yes' the system will delete the selected record. Upon selection of 'No', the system will cancel the confirmation message and return to the High Risk Volume Score dialog.

9.47.2.5 Close Button

Upon selection of the Close button, the system will dismiss the High Risk Volume Score dialog and return to the Reference Utility window.

9.48 Add/Edit High Risk Volume Score Dialog

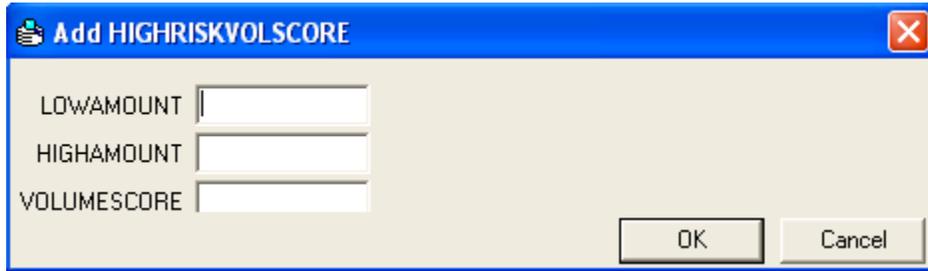


Figure 78 – Add High Risk Volume Score Dialog

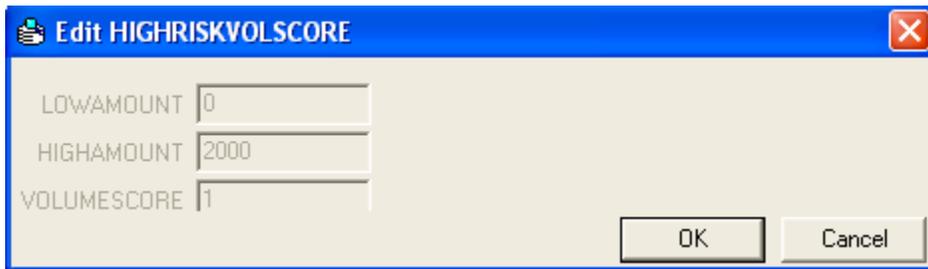


Figure 79 – Edit High Risk Volume Score Dialog

9.48.1 Controls

This section describes the behavior of the controls on the Add/Edit High Risk Volume Score dialog.

9.48.1.1 Low Amount Text Box

The Low Amount text box is enabled when the dialog is active in add mode. It will also be active in edit mode unless the volume score is found in the HighRisk.VOLSCORE. Once the Volume Score has been used, this control will be disabled. When enabled, the text box will allow a maximum of 5 numeric digits. Alpha characters and special characters are not allowed. Zero is also accepted in this control.

9.48.1.2 High Amount Text Box

The High Amount text box is enabled when the dialog is active in add mode. It will also be active in edit mode unless the volume score is found in the HighRisk.VOLSCORE. Once the Volume Score has been used, this control will be disabled. When enabled, the text box will allow a maximum of 5 numeric digits. Alpha characters and special characters are not allowed. Zero is also accepted in this control.

9.48.1.3 Volume Score Text Box

The Volume Score text box is enabled when the dialog is active in add mode. It will also be active in edit mode unless the volume score is found in the HighRisk.VOLSCORE. Once the Volume Score has been used, this control will be disabled. When enabled, the text box will allow a maximum of 5 numeric digits. Alpha characters and special characters are not allowed. Zero is not accepted in this control.

9.48.1.4 OK Button

The OK button will be enabled when the Add/Edit High Risk Volume Score dialog is active. Characteristics for the OK button are defined in *Consistencies*.

9.48.1.5 Cancel Button

The Cancel button will be enabled when the Add/Edit High Risk Volume Score dialog. Characteristics for the Cancel button are defined in *Consistencies*.

9.48.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the Add/Edit High Risk Volume Score dialog.

9.48.2.1 Edit for Required Entry in Controls

Upon selection of the OK button, the system will check that an entry is made in the following controls:

- Low Amount Text Box
- High Amount Text Box
- Volume Score

If an entry has not been made in a required control, the system will invoke a standard error message with the text “An entry is required in the {control label}.”

If the High Amount value is less than the Low Amount value, the system will invoke a standard error message with the text “The High Amount must be greater than or equal to the Low Amount.”

If a zero is entered in the Volume Score, the system will invoke a standard error message with the text “The Volume Score must be greater than 0.”

9.48.2.2 Saving the Data

Upon selection of the OK button and successful completion of the edits, the system will save the information to the database according to the data map, dismiss dialog and return the user to the High Risk Volume Score dialog.

9.48.2.3 Cancel Button

Upon selection of the Cancel button, the system will dismiss the dialog without saving any information and return the user to the High Risk Volume Score dialog.

9.48.3 Data Map

Control	Table	Column	Business Rule
Low Amount	HighRiskVolScore	LowAmount	
High Amount	HighRiskVolScore	HighAmount	
Description2	HighRiskVolScore	VolumeScore	