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## 1. WIC Outreach Woman List

The WIC Outreach Woman List window is the main dialog for accessing the functions within the Other Breastpump Issuance application. The first step is to identify the WIC Outreach woman with which the staff member will work. The Other Breastpump Issuance application provides the WIC Outreach Woman List functions to assist the user in locating the desired woman's record or to add a new WIC Outreach woman's information to the system so that she may be issued a breastpump and/or supplies.

### 1.1 Menus

The menus presented on the WIC Outreach Woman List Window provide mouse and keyboard functionality to functions within the Clinic application. The list will consist of the following menus:

- File
- WIC Outreach Woman List
- Activities
- Help

#### 1.1.1 File Menu

This File menu contains menu items for invoking the various global features of the Other Breastpump Issuance application. It will have a mnemonic of 'F'. When hovering over or selecting a file menu item, if a sub-list of items is available, the sub-list will automatically expand and be invoked. The File menu will invoke as follows:

- File
  - System Outputs
  - System Reports
  - System Tools
  - Exit

##### 1.1.1.1 System Outputs Menu Item

This menu item allows the user to invoke the System Outputs function. This menu item will be enabled when the File menu is active. It has a mnemonic of 'O'.

##### 1.1.1.2 System Tools Menu Item

This menu item allows the user to invoke the System Tools function. This menu item will be enabled when the File menu is active. It has a mnemonic of 'S'.

##### 1.1.1.3 Exit

This menu item allows the user to exit the Other Breastpump Issuance application. This menu item will be enabled when the File menu is active. It has a mnemonic of 'X'.

## 1.1.2 File Menu Processes

### 1.1.2.1 System Outputs

Upon selection of the System Outputs menu item, the system will expand the sub-menu as follows:

- System Outputs
  - Reports (mnemonic of 'R')

#### 1.1.2.1.1 Reports

Upon selection of the Reports sub-menu item, the system will invoke the Generate Reports dialog described in this chapter.

### 1.1.2.2 System Tools

Upon selection of the System Tools menu item, the system will expand the sub-menu as follows:

- System Tools
  - Change Password (mnemonic of 'P')
  - Select Clinic (mnemonic of 'C')
  - Set Default Printers (mnemonic of 'D')

#### 1.1.2.2.1 Change Password

Upon selection of the Change Password sub-menu item, the system will invoke the Change password dialog as described in Security.

#### 1.1.2.2.2 Select Clinic

Upon selection of the Select Clinic sub-menu item, the system will invoke the Select Clinic of Operation dialog described in System Tools.

#### 1.1.2.2.3 Set Default Printers

Upon selection of the Set Default Printers sub-menu item, the system will invoke the Default Printers dialog as described in Common Interface Panels Chapter S – System Tools.

### 1.1.2.3 Exit

Upon selection of the Exit menu item, the system will close and exit the Other Breastpump Issuance Application.

If the Exit menu item is selected and the user has an open dialog where updates are being made, the system will invoke the standard edits as defined in this chapter.

### 1.1.3 WIC Outreach Woman List Menu

This menu contains menu items that allow the user to access functions of the WIC Outreach woman list. It will have a mnemonic of 'N'. The menu will be enabled when the WIC Outreach Woman Window is active. The WIC Outreach Woman List menu will be displayed as follows:

- Add WIC Outreach Woman
- Edit WIC Outreach Woman
- Delete WIC Outreach Woman

#### 1.1.3.1 Add WIC Outreach Woman

This menu item allows the user to create a new WIC Outreach woman record. The menu item will be enabled when the WIC Outreach Woman List Window is active. It has a mnemonic of 'A'.

#### 1.1.3.2 Edit WIC Outreach Woman

This menu item allows the user to change information about a WIC Outreach woman who is already on the system. The menu item will be enabled when the WIC Outreach Woman List Window is active and a WIC Outreach woman record has been selected from the grid. It has a mnemonic of 'E'.

#### 1.1.3.3 Delete WIC Outreach Woman

This menu item allows the user to delete a WIC Outreach woman record from the system. The menu item will be enabled when the WIC Outreach Woman List Window is active and a WIC Outreach woman record has been selected from the grid. It has a mnemonic of 'D'.

### 1.1.4 WIC Outreach Woman List Menu Processes

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

#### 1.1.4.1 Add WIC Outreach Woman

Upon selection of the Add WIC Outreach Woman menu item, the system will check the permissions for the currently logged-on user. If the user does not have the appropriate permissions (WIC Outreach Woman.Add or Full Control) to create a new WIC Outreach woman record, the system invokes a standard error message with the text "You do not have the necessary permissions to create a new WIC Outreach woman. Please see the supervisor."

If the user has the appropriate permissions, the system will invoke the WIC Outreach Woman dialog in Add mode as defined later in this chapter.

#### 1.1.4.2 *Edit WIC Outreach Woman*

Upon selection of the Edit WIC Outreach Woman menu item, the system will check the permissions for the currently logged-on user. If the user does not have the appropriate permissions (WIC Outreach Woman.Add or Full Control) to edit a WIC Outreach woman's record, the system invokes a standard error message with the text "You do not have the necessary permissions to modify a WIC Outreach woman's record. Please see the supervisor."

If the user has the appropriate permissions, the system will invoke the WIC Outreach Woman dialog in Edit mode as defined later in this chapter.

#### 1.1.4.3 *Delete WIC Outreach Woman*

Upon selection of the Delete WIC Outreach Woman menu item, the system will check the permissions for the currently logged-on user. If the user does not have the appropriate permissions (WIC Outreach Woman.Add or Full Control) to delete a WIC Outreach woman's record, the system invokes a standard error message with the text "You do not have the necessary permissions to delete a WIC Outreach woman's record. Please see the supervisor."

If the user had the appropriate permissions, the system will invoke a standard delete confirmation message with the text "Are you sure you want to delete {Name}?" where {Name} is the first name, middle initial (followed by a period), last name of the selected WIC Outreach woman. The responses of 'Yes' and 'No' will be available.

If the user selects 'Yes', the system will perform edits to make sure there is no breastpump issuance activity for the selected WIC Outreach woman.

- If the selected WIC Outreach woman has been issued breastfeeding items, the system will invoke a standard error message with the text "The selected WIC Outreach woman has been issued breastfeeding items. Her record cannot be deleted." The user is returned to the WIC Outreach Woman List. There will be no change in the grid.
- If the selected WIC Outreach woman has no issuance history, the system will delete the WIC Outreach woman and associated infant record(s) from the system. The user is returned to the WIC Outreach Woman List. The items on the grid will be refreshed.

If the user selects 'No', the system will exit the delete function without deleting the WIC Outreach woman's record and return the user to the WIC Outreach Woman List. There will be no change in the grid.

### 1.1.5 Activities Menu

This menu contains menu items that allow the user to perform functions on WIC Outreach women. It will have a mnemonic of 'A'. This menu will be enabled when the WIC Outreach Woman List Window is active. The activities menu will be displayed as follows:

- Activities
  - Issue Breastfeeding Items
  - Breastpump Issuance History

#### 1.1.5.1 Issue Breastfeeding Items Menu Item

This menu item will allow the user to issue breastfeeding items such as milk bags and nursing bras to WIC Outreach women. The menu item will be enabled when the Activities menu is active. It will have a mnemonic of 'I'.

#### 1.1.5.2 Breastpump Issuance History

This menu item will allow the user to view breastpump issuance history or issue a breastpump to a WIC Outreach woman. The menu item will be enabled when the Activities menu is active. It will have a mnemonic of 'H'.

### 1.1.6 Activities Menu Processes

#### 1.1.6.1 Issue Breastfeeding Items

Upon selection of the Issue Breastfeeding Items menu item, the system will check the permissions of the currently logged-on user to determine if they have the appropriate permissions (BreastfeedingItemIssuance.View, Add or FullControl) to issue breastfeeding items to the WIC Outreach woman. If the user does not have the appropriate permissions, the system will invoke a standard error message with the text "You do not have the necessary permissions to issue breastfeeding items. Please see the supervisor."

If the user has the appropriate permissions, the system will invoke the Issue Breastfeeding Items dialog described in Clinic Chapter 09 – Participant Folder.

#### 1.1.6.2 Breastpump Issuance History

Upon selection of the Breastpump Issuance History menu item the system will check the permissions of the currently logged-on user to determine if they have the appropriate permissions (BreastfeedingItemIssuance.View, Add or FullControl) to issue breastpumps to the WIC Outreach woman. If the user does not have the appropriate permissions, the system will invoke a standard error message with the text "You do not have the necessary permissions to issue breastpumps. Please see the supervisor."

If the user has the appropriate permissions, the system will invoke the Item Issuance History dialog described in Clinic Chapter 09 – Participant Folder.

### **1.1.7 Help Menu**

The Help menu is provided to assist the user in finding answers to questions about how to use the Clinic application. This menu item will be enabled when the File menu is accessible. It has a mnemonic of 'H'. The Help menu will be displayed as follows:

- Help
  - Help on Screen
  - Other Breastpump Issuance Help Topics
  - About

#### *1.1.7.1 Help on Screen*

This menu item will allow the user to view panel-level help for the currently invoked screen. This menu item will be enabled when the Help Menu is active. This menu item has a mnemonic of 'S' and a shortcut key of 'F1'.

#### *1.1.7.2 Other Breastpump Issuance Help Topics Menu Item*

This menu item will allow the user to view a list of help topics for the Other Breastpump Issuance application. This menu item will be enabled when the Help menu is active. It has a mnemonic of 'O'.

#### *1.1.7.3 About Other Breastpump Issuance*

This menu item allows the user to view information about the software. This menu item will be enabled when the Help menu is active. It has a mnemonic of 'A'.

### **1.1.8 Help Menu Processes**

#### *1.1.8.1 Help on Screen*

Upon selection of the Help on Screen menu item, the system will invoke the Other Breastpump Issuance application panel level help. This function is also invoked when pressing the F1 key.

#### *1.1.8.2 Other Breastpump Issuance*

Upon selection of the Other Breastpump Issuance Help Topics menu item, the system will invoke the Help Topics: Other Breastpump Issuance Help System at the Index tab of the help function.

### *1.1.8.3 About Other Breastpump Issuance*

Upon selection of the About Other Breastpump Issuance menu item, the system will invoke the About Other Breastpump Issuance application information dialog.

## **1.1.9 Toolbar**

This Toolbar contains items for invoking the various features of the Other Breastpump Issuance application.



**Figure 1- Toolbar**

### *1.1.9.1 System Outputs Toolbar Button*

This toolbar button allows the user to invoke the System Outputs function. It will be enabled when the WIC Outreach Woman List is active. It has a tool tip text of “System Outputs”.



**Figure 2- System Outputs Toolbar Button**

### *1.1.9.2 System Tools Toolbar Button*

This toolbar button allows the user to invoke the System Tools function. It will be enabled when the WIC Outreach Woman List is active. It has a tool tip text of “System Tools”.



**Figure 3- System Tools Toolbar Button**

### *1.1.9.3 Exit Toolbar Button*

This toolbar button allows the user to exit the Clinic application. It will be enabled when the WIC Outreach Woman List is active. It has a tool tip text of “Exit Other Breastpump Issuance Application”.



**Figure 4- Exit Toolbar Button**

## 1.1.10 Toolbar Processing

### 1.1.10.1 System Outputs

Upon selection of the System Outputs toolbar button, the system will expand the sub-menu as follows:

- System Outputs
  - Reports (mnemonic of 'R')

#### 1.1.10.1.1 Reports

Upon selection of the Reports sub-menu item, the system will invoke the Generate Reports dialog described in this chapter.

### 1.1.10.2 System Tools

Upon selection of the System Tools toolbar button, the system will expand the sub-menu as follows:

- System Tools
  - Change Password (mnemonic of 'P')
  - Select Clinic (mnemonic of 'C')
  - Set Default Printers (mnemonic of 'D')

#### 1.1.10.2.1 Change Password

Upon selection of the Change Password sub-menu item, the system will invoke the Set password dialog as described in Application Administration – *Chapter 2 - Security*.

#### 1.1.10.2.2 Select Clinic

Upon selection of the Select Clinic sub-menu item, the system will invoke the Select Clinic of Operation dialog described in Common Interface Panels *Chapter S - System Tools*.

#### 1.1.10.2.3 Set Default Printers

Upon selection of the Set Default Printers sub-menu item, the system will invoke the Default Printers dialog as described in Common Interface Panels *Chapter S – System Tools*.

### 1.1.10.3 Exit

Upon selection of the Exit toolbar button, the system will close and exit the Other Breastpump Issuance Application.

If the Exit toolbar button is selected and the user has an open dialog where updates are being made, the system will invoke the standard edits as defined in this chapter.

## 1.2 WIC Outreach Woman List

The initial dialog of the Other Breastpump Issuance system allows the user to reach all functions of the system including the WIC Outreach Woman records, Issue Breastfeeding Items, Breastpump Issuance History, the System Outputs, and System Tools. The WIC Outreach Woman List creates the foundation of the Other Breastpump Issuance application. This document describes the various functions for searching and displaying the WIC Outreach woman list. The list may be searched in several ways: by WIC Outreach ID, by Infant DOB, and by one or more of the demographics search fields shown on the dialog.

WIC Outreach ID	Last Name	First Name	MI	Address	City	State	ZIP	Telephone	Infant's DOB
20	LOUDEN	CRISTINA	A	97 GRANT	DELTON	OK	12342-3423	580-312-4123	12/12/2006

Figure 5 – WIC Outreach Woman List Dialog

### 1.2.1 Controls

This section describes the behavior of the controls on the WIC Outreach Woman List dialog.

#### 1.2.1.1 Selection Criteria Radio Button Group

This control allows the user to select the search criteria to use when searching for information about a WIC Outreach woman. The control will be enabled when the WIC Outreach Woman List dialog is active. It will contain three radio buttons:

- WIC Outreach ID
- Infant DOB
- Demographics

The Demographics button will initially be selected.

#### *1.2.1.2 WIC Outreach ID Masked Edit Box*

This control allows the user to specify the woman's WIC Outreach ID number. The masked edit box will be enabled when the WIC Outreach ID radio button is selected. It will accept entry of only numeric digits. The mask on the box will be "#####". It will initially be blank.

#### *1.2.1.3 Infant DOB Calendar Control*

This control allows the user to specify the WIC Outreach woman's infant date of birth. The calendar control will be enabled when the Infant DOB radio button is selected. It will accept entry of only numeric digits. The date will initially be blank.

#### *1.2.1.4 Last Name Text Box*

This control allows the user to enter the last name for the mother. The text box will be enabled when the WIC Outreach Woman List dialog is active. Only characters A-Z, {space}, and the following characters ( ' , - ) are allowed. The maximum size of this control will be twenty-five (25) characters.

#### *1.2.1.5 First Name Text Box*

This control allows the user to enter the first name for the mother. The text box will be enabled when the WIC Outreach Woman List dialog is active. Only characters A-Z, {space}, and the following characters ( ' , - ) are allowed. The maximum size of this control will be twenty (20) characters.

#### *1.2.1.6 Middle Initial Text Box (MI)*

This control allows the user to enter the middle initial for mother. The text box will be enabled when the WIC Outreach Woman List dialog is active. The control will only accept entry of alpha characters. The maximum size of this control will be one (1) character.

#### *1.2.1.7 Telephone Masked Edit Box*

The masked edit box will be enabled when the WIC Outreach Woman List dialog is active. It will only allow the entry of numeric characters. The mask for the box will be "###-###-#####" to allow entry of an area code and seven digit telephone number. The area code portion of this box will default from the established Clinic defaults.

### ***1.2.1.8 Address Text Box***

The text box will be enabled when the WIC Outreach Woman List dialog is active. Only characters A-Z, 0-9, {space}, and the following characters ( . - # / ) are allowed. It will convert all entered characters to upper case. The maximum size of this control will be fifty (50) characters.

### ***1.2.1.9 City Text Box***

The text box will be enabled when the WIC Outreach Woman List dialog is active. Only characters A-Z, {space}, and the following characters ( . , - ) are allowed. It will convert all entered characters to upper case. The maximum size of this control will be twenty (20) characters.

### ***1.2.1.10 State Dropdown List***

The dropdown list will be enabled when the WIC Outreach Woman List dialog is active. It will contain a list of valid state codes. It will default to the value of your state.

### ***1.2.1.11 ZIP Code Masked Edit Box (ZIP)***

The masked edit box will be enabled when the WIC Outreach Woman List 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.

A complete five digit ZIP code is required. If any part of the four-digit extension is entered, the entire extension is required.

### ***1.2.1.12 Search Button***

This control allows the user to initiate a search for the WIC Outreach woman criteria specified. The Search button will be enabled when the WIC Outreach Woman List dialog is active. It will have a mnemonic of ‘S’.

### ***1.2.1.13 Clear Button***

This control allows the user to clear the dialog to its originally defaulted values. The Clear button will be enabled when the WIC Outreach Woman list dialog is active. It will have a mnemonic of ‘C’.

### ***1.2.1.14 WIC Outreach Woman Display Grid***

This control allows the user to view and select a WIC Outreach woman’s record for Edit or Delete. The display grid will be enabled when the WIC Outreach Woman list dialog is active. It will consist of the following columns:

- WIC Outreach ID
- Last Name
- First Name
- Middle Initial

- Address
- City
- State
- Zip Code
- Telephone Number
- Infant's DOB
- Infant's Last Name
- Infant's First Name
- Infant's Middle Initial

## 1.2.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the WIC Outreach Woman List Window.

### 1.2.2.1 *Initializing the Interface*

Upon initial presentation of the dialog, the title bar text will be set to "WIC Outreach Woman List"

The Demographics radio button will be initially selected.

The following controls are initially blank (and disabled where indicated in parenthesis)

- WIC Outreach ID radio button
- WIC Outreach ID masked edit box (disabled)
- Infant DOB radio button
- Infant DOB calendar control (disabled)
- Last Name
- First Name
- Middle Initial (MI)
- Telephone
- Address
- City
- ZIP Code (ZIP)

WIC Outreach Woman List Grid is initially blank

### 1.2.2.2 *Edits for Search Criteria*

Upon selection of the Search button, then the WIC Outreach ID radio button is selected and no entry is made in the WIC Outreach ID field, the system will invoke a standard error message with the text "An entry is required for the WIC Outreach ID."

When the Infant DOB radio button is selected and no entry is made in the Infant DOB field, the system will invoke a standard error message with the text "An entry is required for the Infant DOB."

When the Demographics radio button is selected, and an entry is not made in at least one of the following controls:

- Last Name text box

- First Name text box
- Middle Initial text box
- Telephone masked edit box
- Address text box
- City text box
- State dropdown list
- ZIP masked edit box

The system will invoke a standard error message with the text “An entry is required for at least one of the Demographics fields to perform a search.”

If an invalid date is entered in the Infant DOB calendar control, the system will invoke a standard error message with the text “Invalid date entered.”

If the value entered into the Infant DOB calendar control is greater than the system date, the system will invoke a standard error message with the text “Date entered must be less than or equal to today’s date.”

#### *1.2.2.3 Display WIC Outreach Woman List*

Upon successful completion of the above edits, if a value exists, the system will perform a soft search combined with a Soundex search on the ‘Last Name’ and ‘First Name’ fields. (For example, if the user performs a search on the Last Name of ‘PATTER’, a combined Soundex and soft search would yield results similar to the following: PADDER, PADDERSON, PATTER, PATTERSON, POTTER, POTTERSON, POTTERS.)

The system will provide a hard search for the remaining controls.

The system will display all records found meeting the criteria in the WIC Outreach Woman List Grid.

The first record in the list will be initially selected.

If no records are found that meet the search criteria, the system will invoke a standard message with the text “No WIC Outreach woman matching your search criteria could be found ” Upon dismissal of the message, the system will then return to the WIC Outreach Woman List Window preserving the previously entered search criteria.

#### *1.2.2.4 Clear*

Upon selection of the Clear button, the system will clear and reset all controls on the WIC Outreach Woman List Window.

#### *1.2.2.5 Saving the Data*

There are no updateable controls on this dialog; therefore no data is saved to the database.

### *1.2.2.6 Data Map*

There are no updateable controls on this dialog; therefore no data is saved to the database.

### 1.3 WIC Outreach Woman

The WIC Outreach Woman dialog allows the user to add or edit demographic information or infant information related to the WIC Outreach woman selected from the grid on the WIC Outreach Woman List. The WIC Outreach Woman dialog is invoked by selecting the Add or Edit button from the WIC Outreach Woman List.

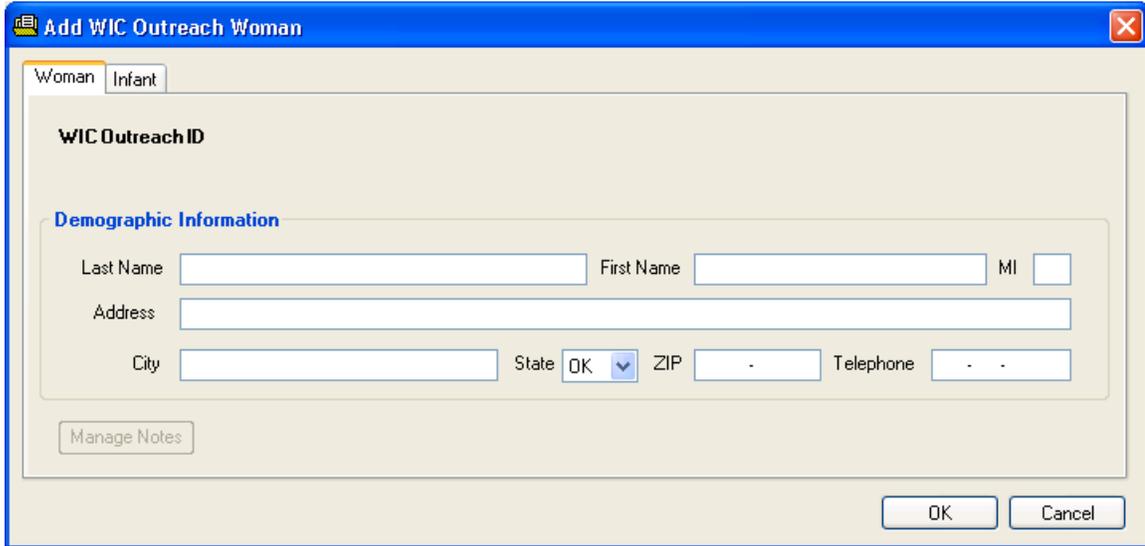


Figure 6 - WIC Outreach Woman Dialog

#### 1.3.1 Controls

This section describes the behavior of the controls on the WIC Outreach Woman dialog. The controls for each tab are described as a separate section.

##### 1.3.1.1 Tab

This control allows the user to maintain general information about a WIC Outreach woman who is set up in the system to receive breastfeeding items and/or breastpumps. The control will be enabled when the WIC Outreach Woman dialog is enabled. It will have the following tabs: WIC Outreach Woman and Infant.

Upon the change of the tab, the system will check for required fields. If any required information has not been entered or is invalid, the system will present the error message. Also, if information on one tab is required to be saved before presenting another tab, the system will prompt the user to confirm the save operation before continuing.

##### 1.3.1.1.1 Woman Tab

The tab will be enabled when the WIC Outreach Woman dialog is enabled. It will be the default tab for the dialog.

#### 1.3.1.1.2 Infant Tab

The tab will be enabled when the WIC Outreach Woman dialog is enabled.

#### 1.3.1.2 OK Button

This control allows the user to save the WIC Outreach woman's information. The control will be enabled when the WIC Outreach Woman dialog is enabled for add and edit. Characteristics for the OK button are defined in *Consistencies*.

The system will check for required fields on each of the tabs. If any required information has not been entered or is invalid, the system will present the appropriate error message.

#### 1.3.1.3 Cancel Button

This control allows the user to exit the WIC Outreach Woman dialog. The control will be enabled when the WIC Outreach Woman dialog is active in add and edit mode. Characteristics for the Cancel button are defined in *Consistencies*.

### 1.3.2 Processing

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

#### 1.3.2.1 Change Tabs

Upon the change of the tab, the system will check for required fields. If any required information has not been entered or is invalid, the system will present the error message. Also, if information on one tab is required to be saved before presenting another tab, the system will prompt the user to confirm the save operation before continuing.

#### 1.3.2.2 OK

Upon selection of the OK button, if any of the following controls are blank, the system will invoke a standard error message with the text: "An entry is required in the {control label}."

- Last Name text box
- First Name text box
- Address text box
- City text box
- ZIP masked edit box

If a selection has not been made in the State, the system will invoke a standard error message with the text: "A selection is required in the State."

### *1.3.2.3 Cancel*

Upon selection of the Cancel button, the system will dismiss the WIC Outreach Woman dialog and present the WIC Outreach Woman List dialog.

## 1.4 WIC Outreach Woman - Woman Tab

The Woman Tab allows the user to enter or modify demographic information related to the WIC Outreach woman who will be receiving or is receiving breastfeeding items and/or breastpumps. The Woman Tab of the WIC Outreach Woman dialog is invoked by selecting the Add or Edit button from the WIC Outreach Woman List.

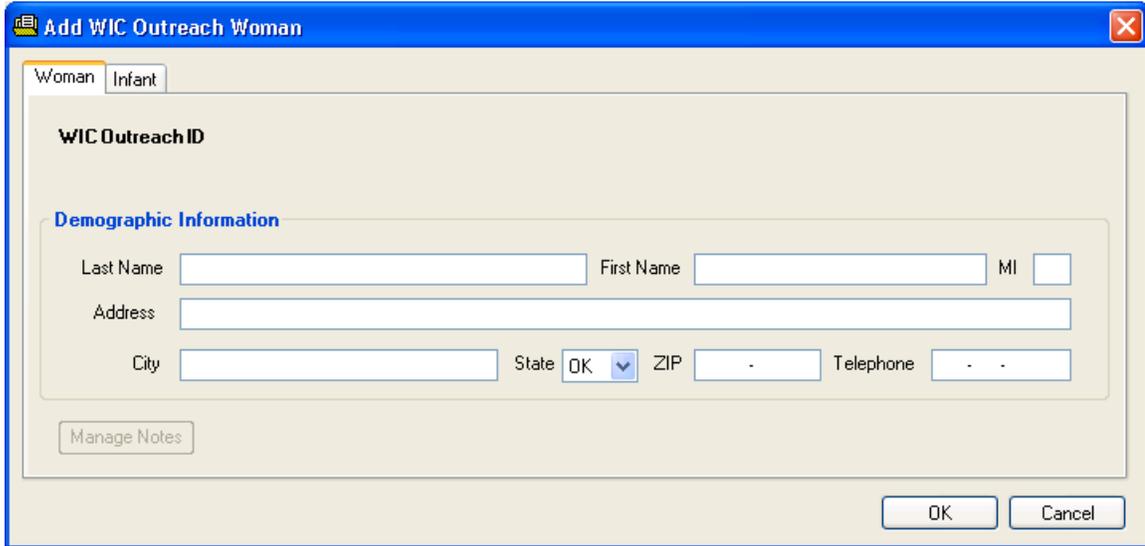


Figure 7 - WIC Outreach Woman - Woman Tab Dialog (Add Mode)

### 1.4.1 Controls

This section describes the behavior of the controls on the WIC Outreach Woman - Woman Tab dialog.

#### 1.4.1.1 WIC Outreach ID Text and Value Label

This control allows the user to view the woman's system assigned WIC Outreach ID number. The information in the control is read only. The value label will display in the inverse color of the form.

#### 1.4.1.2 Last Name Text Box

This control allows the user to enter the last name for the mother. The text box will be enabled when the WIC Outreach Woman - Woman Tab dialog is active. Only characters A-Z, {space}, and the following characters ( ' . , - ) are allowed. The maximum size of this control will be twenty-five (25) characters.

#### *1.4.1.3 First Name Text Box*

This control allows the user to enter the first name for the mother. The text box will be enabled when the WIC Outreach Woman - Woman Tab dialog is active. Only characters A-Z, {space}, and the following characters ( ' . , - ) are allowed. The maximum size of this control will be twenty (20) characters.

#### *1.4.1.4 Middle Initial Text Box (MI)*

This control allows the user to enter the middle initial for mother. The text box will be enabled when the WIC Outreach Woman - Woman Tab dialog is active. The control will only accept entry of alpha characters. The maximum size of this control will be one (1) character.

#### *1.4.1.5 Address Text Box*

The text box will be enabled when the WIC Outreach Woman - Woman Tab dialog is active. Only characters A-Z, 0-9, {space}, and the following characters ( ' . - # / ) are allowed. It will convert all entered characters to upper case. The maximum size of this control will be fifty (50) characters.

#### *1.4.1.6 City Text Box*

The text box will be enabled when the WIC Outreach Woman - Woman Tab dialog is active. Only characters A-Z, {space}, and the following characters ( ' . , - ) are allowed. It will convert all entered characters to upper case. The maximum size of this control will be twenty (20) characters.

#### *1.4.1.7 State Dropdown List*

The dropdown list will be enabled when the WIC Outreach Woman - Woman Tab dialog is active. It will contain a list of valid state codes. It will default to the value of your state.

#### *1.4.1.8 ZIP Code Masked Edit Box (ZIP)*

The masked edit box will be enabled when the WIC Outreach Woman - Woman Tab 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.

A complete five digit ZIP code is required. If any part of the four-digit extension is entered, the entire extension is required.

#### *1.4.1.9 Telephone Masked Edit Box*

The masked edit box will be enabled when the WIC Outreach Woman - Woman Tab dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “###-###-####” to allow entry of an area code and seven digit telephone number. The area code portion of this box will default from the established Clinic defaults.

#### 1.4.1.10 Manage Notes Button

This control allows the user to manage note for the WIC Outreach woman and her infants. The Manage Notes button will be enabled when the WIC Outreach Woman - Woman Tab dialog is displayed in Edit mode.

#### 1.4.1.11 OK Button

This control allows the user to save the WIC Outreach woman demographic information. The OK button will be enabled when the WIC Outreach Woman - Woman Tab dialog is active. Characteristics of the OK button are defined in *Consistencies*.

#### 1.4.1.12 Cancel Button

This control allows the user to exit the dialog without saving any information. The Cancel button will be enabled when the WIC Outreach Woman - Woman Tab dialog is active. Characteristics of the Cancel button are defined in *Consistencies*.

### 1.4.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the WIC Outreach Woman - Woman Tab.

#### 1.4.2.1 Initializing the Interface

Upon initial presentation of the dialog, this tab (Woman) will be the default tab

The title bar text will be initially set to "WIC Outreach Woman"

##### 1.4.2.1.1 In **ADD** mode:

The following controls will initially be blank:

- WIC Outreach ID
- Last Name
- First Name
- Middle Initial (MI)
- Address
- City
- ZIP Code (ZIP)
- Telephone

The Manage Notes button will be disabled.

##### 1.4.2.1.2 In **EDIT** Mode,

The controls will be populated with the information related to the selection from the list grid on the WIC Outreach Woman List dialog.

The Manage Notes button will be enabled.

#### *1.4.2.2 Manage Notes*

Upon selection of the Manage Note button, the system will invoke the Manage Note dialog described in this chapter.

#### *1.4.2.3 Edits*

Upon selection of the Infant tab, if any of the following controls are blank, the system will invoke a standard error message with the text: “An entry is required in the {control label}.”

- Last Name text box
- First Name text box
- Address text box
- City text box
- ZIP masked edit box

If a selection has not been made in the State, the system will invoke a standard error message with the text: “A selection is required in the State.”

All edits on the Woman Tab must be satisfied before the user can select the Infant Tab.

#### *1.4.2.4 Saving the Data*

Upon successful completion of the above-listed edits, the system will save the values to the database as defined in the Data Map below. The system will and return the user to the WIC Outreach Woman List dialog.

*1.4.2.5 Data Map*

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule</b>
WIC Outreach ID	NonWIC Woman	NonWICWomanID	System Generated
Last Name	NonWIC Woman	LastName	
First Name	NonWIC Woman	FirstName	
Middle Initial	NonWIC Woman	MiddleInitial	
Address	NonWIC Woman	MailAddress	
City	NonWIC Woman	MailCity	
State	NonWIC Woman	MailState	
ZIP	NonWIC Woman	MailZip	
Telephone	NonWIC Woman	Telephone1	

## 1.5 WIC Outreach Woman - Infant Tab

This dialog allows the user to view the infant demographic information for the infant(s) associated with the WIC Outreach woman. The Infant tab of the WIC Outreach Woman dialog is invoked by selecting the Infant tab of the WIC Outreach Woman dialog.

Last Name	First Name	MI	Date of Birth

Figure 8 - WIC Outreach Woman - Infant Tab Dialog

### 1.5.1 Controls

This section describes the behavior of the controls on the WIC Outreach Woman Infant Tab dialog.

#### 1.5.1.1 WIC Outreach Woman ID Text and Value Label

This control allows the user to view the mother's WIC Outreach ID number. The information in the control is read only. The value label will display in the inverse color of the form.

#### 1.5.1.2 WIC Outreach Woman Name Text and Value Label

This control allows the user to view the mother's full name. The information in the control is read only. The value label will display in the inverse color of the form. The name will be displayed in the format First Name, Middle Initial (followed by a period if middle initial is not null), Last Name.

#### 1.5.1.3 Infant Information List Grid

This control allows the user to view a list of infants associated with the WIC Outreach woman. The information in the control is read only. The infant information columns on the grid will consist of the following:

- Last Name

- First Name
- Middle Initial (MI)
- Date of Birth

#### ***1.5.1.4 Add Button***

This control allows the user to invoke the Infant dialog in Add mode in order to add an infant record for the WIC Outreach woman. The Add button is enabled when the Infant Tab of the WIC Outreach Woman dialog is active. It will have a mnemonic of 'A'.

#### ***1.5.1.5 Edit Button***

This control allows the user to invoke the Infant dialog in Edit mode in order to change infant information related to a WIC Outreach woman. The Edit button is enabled when the Infant Tab of the WIC Outreach Woman dialog is active. It will have a mnemonic of 'E'.

#### ***1.5.1.6 Delete Button***

This control allows the user to delete an infant record that is associated with the selected WIC Outreach woman. The Delete button is enabled when the Infant Tab of the WIC Outreach Woman dialog is active. It will have a mnemonic of 'D'.

### **1.5.2 Processes**

This section describes the processes that take place on the WIC Outreach Woman Infant Tab dialog.

#### ***1.5.2.1 Initializing the Interface***

Upon initial presentation of the dialog, the title bar text will be initially set to "WIC Outreach Woman"

This tab (Infant) will be the tab with focus

The WIC Outreach Woman ID and Name will be populated with the values associated with the selected woman's record

The Infant Information grid will contain a list of infants associated with the selected WIC Outreach woman

#### ***1.5.2.2 Saving the Data***

There are no updateable controls on this dialog; therefore no data is saved to the database.

#### ***1.5.2.3 Data Map***

There are no updateable controls on this dialog; therefore no data is saved to the database.

## 1.6 Infant

This dialog allows the user to enter infant demographic information for a WIC Outreach woman. The Infant dialog is invoked by selecting the Add or Edit button from the List of Infants on the Infant tab of the WIC Outreach Woman dialog.



Figure 9 - Infant Dialog (Add Mode)

### 1.6.1 Controls

#### 1.6.1.1 Infant Last Name Text Box (Last)

This control allows the user to enter the last name for the infant of the woman. The text box will be enabled when the Infant dialog is active. Only characters A-Z, {space}, and the following characters ( ' . , - ) are allowed. The maximum size of this control will be twenty-five (25) characters.

#### 1.6.1.2 Infant First Name Text Box (First)

This control allows the user to enter the first name for the infant of the woman. The text box will be enabled when the Infant dialog is active. Only characters A-Z, {space}, and the following characters ( ' . , - ) are allowed. The maximum size of this control will be twenty (20) characters.

#### 1.6.1.3 Infant Middle Initial Text Box (MI)

This control allows the user to enter the middle initial for the infant of the woman. The text box will be enabled when the Infant dialog is active. The control will only accept entry of alpha characters. The maximum size of this control will be one (1) character.

#### 1.6.1.4 Infant Date of Birth Date Control

This control allows the user to enter the date of birth for the infant of the woman. The date control will be enabled when the Infant dialog is active. It will only accept entry of numeric digits. The mask on the box will be “####/###/####” to accept a date with a four digit year.

### 1.6.1.5 OK Command Button

This control allows the user to save the infant information. The OK Command button will be enabled when the Infant dialog is active. Characteristics of the OK button are defined in *Consistencies*.

### 1.6.1.6 Cancel Button

This control allows the user to exit the Infant dialog. The Cancel command button will be enabled when the Infant dialog is active. Characteristics of the Cancel button are defined in *Consistencies*.

## 1.6.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Issue Breastpump to Woman not on WIC dialog.

### 1.6.2.1 Initializing the Interface

Upon initial display of the Infant dialog, the title bar text will be set to “Infant”.

The following controls will be initially blank:

- Infant Last Name text box
- Infant First Name text box
- Infant Middle Initial text box
- Infant Date of Birth masked edit box

### 1.6.2.2 Edits

Upon selection of the OK button the system will invoke a standard error message with the text “An entry is required in the {control label}” if an entry is not made in the following:

- Infant Last Name text box
- Infant First Name text box
- Infant Date of Birth calendar control

### 1.6.2.3 Saving the Data

Upon successful completion of the above-listed edits, the system will save the values to the database as defined in the Data Map below. The system will exit the Infant dialog and return to the Infants tab of the WIC Outreach Woman dialog.

### 1.6.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the Infant dialog without saving any data and return the user to the Infants tab of the WIC Outreach Woman dialog.

*1.6.2.5 Data Map*

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule</b>
	NonWICWomanInfant		System Generated
	NonWICWomanInfant		Mother's System Generated WIC Outreach ID from NonWICWoman table
Infant Last Name	NonWICWomanInfant	LastName	
Infant First Name	NonWICWomanInfant	FirstName	
Infant Middle Initial	NonWICWomanInfant	MiddleInitial	
Infant Date of Birth	NonWICWomanInfant	DateofBirth	

## 1.7 View Notes for WIC Outreach Woman

The View Notes dialog allows the user to view previously created notes for the current WIC Outreach Woman. Additionally, the user may create a note for the WIC Outreach Woman. The View Notes dialog is invoked when the user selects the Manage Notes button on the Woman tab of the WIC Outreach Woman dialog.

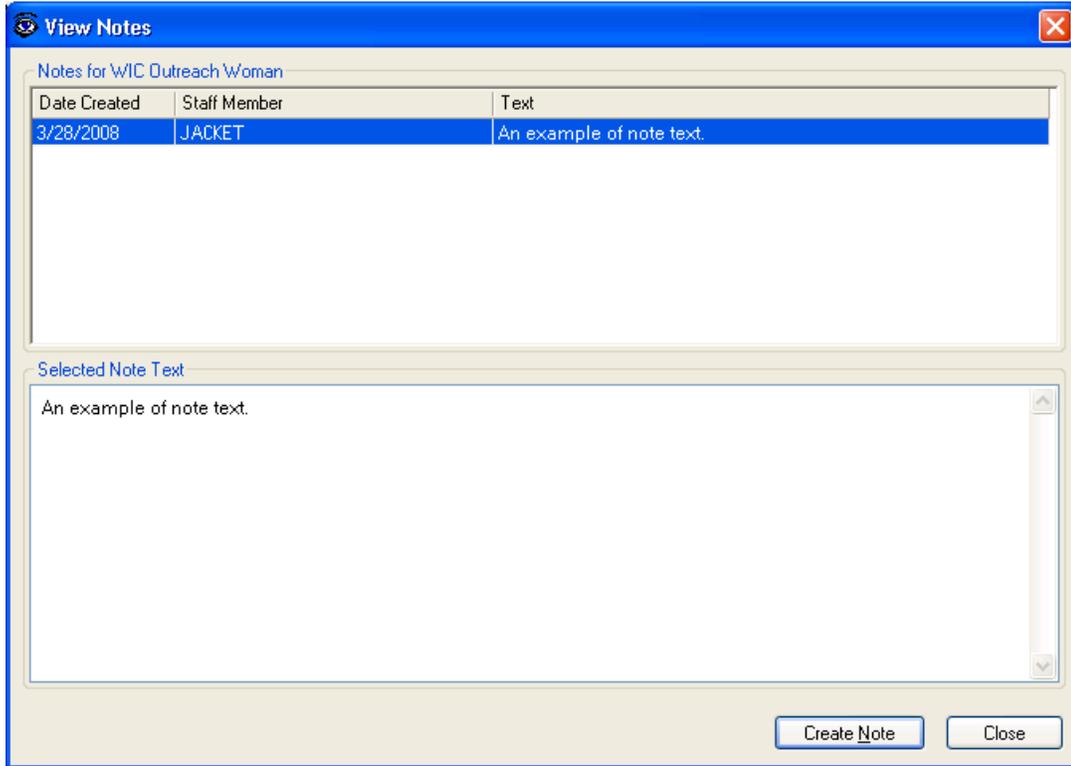


Figure 10 - View Notes dialog

### 1.7.1 Controls

This section describes the behavior of the controls on the View Notes dialog.

#### 1.7.1.1 Notes for WIC Outreach Woman Display Grid

This control allows the user to view the notes that have been previously defined for the WIC Outreach Woman. The grid will be enabled when the View Notes dialog is active. It consists of the following columns:

- Date Created
- Staff Member
- Text

The grid will be filled with an entry for each note recorded on the local database for the current WIC Outreach Woman.

The entries will be sorted according to the value of the Date Created column in the order indicated by the *NoteSortOrder* business rule. If the *NoteSortOrder* business rule = 'C', the notes will be sorted chronologically by date. If the *NoteSortOrder* business rule = 'R', the notes will be sorted in reverse chronological order by date. The values in the control will be read-only.

#### *1.7.1.2 Selected Note View Text Box*

This control allows the user to view the actual text of the note. The text box will be enabled when the View Notes dialog is active. It will be filled with the actual text of the note selected in the Notes for WIC Outreach Woman display grid. The contents of the control are read-only. When the text exceeds the bounds of the text box, a vertical scroll bar will display.

#### *1.7.1.3 Create Note Button*

This control allows the user to create a new note for the current WIC Outreach Woman. The Create Note button will be enabled when the View Notes dialog is active. It has a mnemonic of "N".

Upon selection of the button, the system will check the permissions for the current user. If the user does not have the appropriate permissions (Notes.Add) to create notes for the WIC Outreach Woman, the system will invoke a standard error message with the text "You do not have the necessary permissions to create notes. Please see the supervisor."

#### *1.7.1.4 Close Button*

This control allows the user to exit the View Notes dialog and return to the calling window. The Close button will be enabled when the View Notes dialog is active. Characteristics for the Close button are described in [Consistencies](#).

### **1.7.2 Processes**

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

#### *1.7.2.1 Create Note*

Upon selection of the Create Note button, the system will invoke the Create Note dialog described in this document.

## 1.8 Create Note

The Create Note dialog allows the user to create a note for the current selected WIC Outreach Woman. The Create Note dialog is invoked when the user selects the Create Note button on the View Notes dialog.

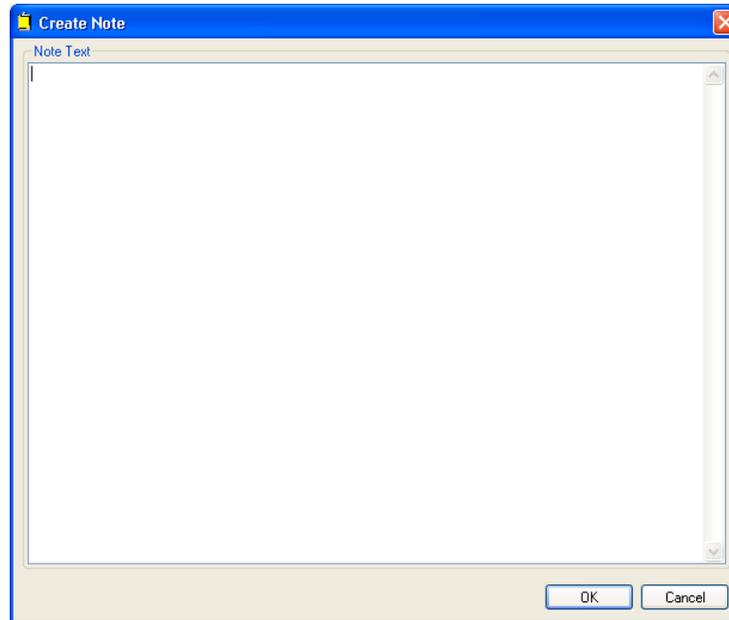


Figure 11 - Create Note Dialog

### 1.8.1 Controls

This section describes the behavior of the controls on the Create Note dialog.

#### 1.8.1.1 Note Text Box

This control allows the user to enter the text of the note for the WIC Outreach Woman. The text box will be enabled when the Create Note dialog is active. When the text exceeds the bounds of the text box, a vertical scroll bar will display. It will initially be blank. The control will have focus upon entry to the dialog.

#### 1.8.1.2 OK Button

This control allows the user to save the note and exit the Create Note dialog. The OK button will be enabled when the Create Note dialog is active. Characteristics for the OK button are defined in [Consistencies](#).

#### 1.8.1.3 Cancel Button

This control allows the user to discard changes made to the note and exit the Create Note dialog. The Cancel button will be enabled when the Create Note dialog is active. Characteristics for the Cancel button are defined in [Consistencies](#).

## 1.8.2 Processes

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

### 1.8.2.1 *Initializing the Interface*

Upon initial display, set the title bar text to “Create Note”.

The Note Text box will initially be blank.

The Application Area will display the area of the application where the user was working right before they created the note.

The Protected check box will initially be blank.

### 1.8.2.2 *Edits*

Upon selection of the OK button, if an entry is not made in the Note Text box, the system will invoke a standard error message with the text “An entry is required for the {control label}”.

### 1.8.2.3 *Save Note*

Upon selection of the OK button, the system will write the note information on the dialog to the database (see *Data Map* section below). The system will then close the Create Note dialog and return to the View Notes dialog.

### 1.8.2.4 *Data Map*

Control Label	Entity	Attribute	Business Rule
Note Text	HealthNote	NoteText	

### ***1.9 Generate Reports***

The Generate Reports dialog allows the user to select which report to generate. It is invoked when the user selects the Reports sub-menu item from the System Outputs menu located on the WIC Outreach Woman List dialog.

Reports specific to the WIC Outreach Woman application have not been defined. It is conceivable that some unique reports will be identified later. It is also possible to use the WIC participant reports reporting both WIC and WIC Outreach breastpump and breastfeeding item issuance separately within the same report or on separate reports generated in the same format.