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## 5. Probation

### 5.1 Probation Follow-up Activity

There are times when a vendor might be having problems in keeping compliant with the WIC regulations. When this happens, the State WIC Staff has the ability to put the Vendor on Probation in order to observe the vendor activities a little closer. Doing this allows the State to flag the vendor, monitoring the vendor until they are back in compliance with the WIC regulations. Depending on the way the dialog is invoked, the controls may differ in 'add' mode vs. "view" mode. The Probation dialog is invoked in response to the following user actions:

- Selection of the Probation follow-up activity on the Follow-up Activities dialog as described in [Chapter 04 - Vendor Folder](#).
- Selection of the Details button on the Event Log tab of the Vendor Folder when a Probation follow up activity is selected as described in [Chapter 04 - Vendor Folder](#).



Figure 1 - Probation Dialog – (Add mode)

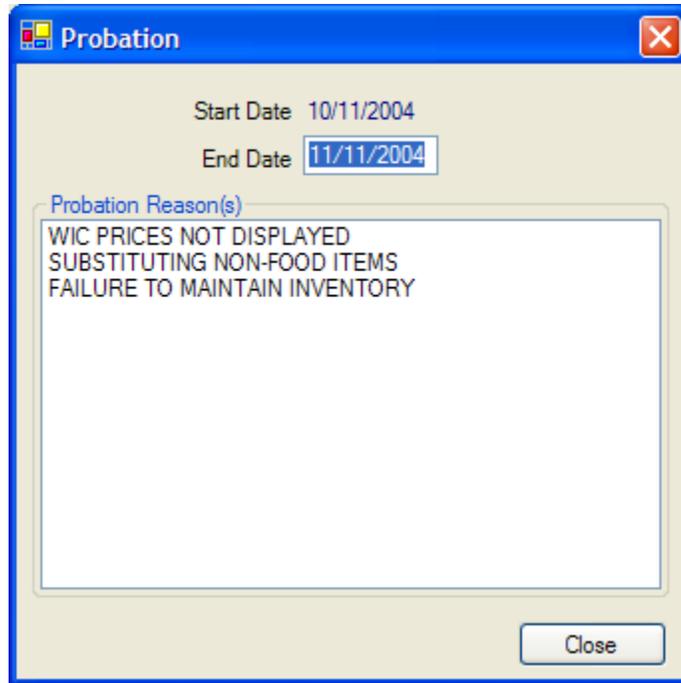


Figure 2 - Probation Dialog – (View mode)

### 5.1.1 Controls

This section describes the behavior of the controls on the Probation dialog.

#### 5.1.1.1 Start Date Text Label and Value (Date)

This text label and value allows the user to view the start date the vendor was first placed on Probation. The value label will be set to the value of the date the selected vendor was placed on probation. The date will display in the inverse color of the form. This control is read only and displays the current system date in the format of MM/DD/CCYY. The current system date is the default of the control.

#### 5.1.1.2 End Date Masked Edit Box

This control allows the user to enter or view the date that the probation will end. The masked edit box will be enabled when the Probation dialog is active. The masked edit box accepts entry of numeric digits. The mask on the box will be “99/99/9999” to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in “add” mode, the entry field will initially default to the current system date. When working in “view” mode, the control is populated with the previously saved entry and is read only.

### 5.1.1.3 Probation Reason List Box

This control allows the user to select or view the reasons the Vendor was placed on probation. The list box will be enabled when the Probation dialog is active. It is filled with a list of reasons for probation from the Reference Dictionary Table of the lookup database. The list will be read only. Single or Multiple selections are allowed. To make a single selection in this field, the user may use the mouse, arrow keys or the first character of the item within the list. To make multiple selections, use Shift or Ctrl keys while clicking on the selection(s). When working in “add” mode, the control will have no initial selections. When working in “view” mode, the control will display the previously saved selections.

### 5.1.1.4 OK Button

This control allows the user to instruct the system to dismiss the Probation dialog and save the visit information. The OK button will be enabled when the Probation dialog is active in “add” mode. Characteristics for the OK button are defined in *Consistencies*.

### 5.1.1.5 Cancel Button

This control allows the user to exit the Probation dialog without saving the probation information. The Cancel button will be enabled when the Probation dialog is active in “add” mode. Characteristics for the Cancel button are defined in *Consistencies*.

### 5.1.1.6 Close Button

This control allows the user to exit the Probation dialog. The Close button will be visible and enabled when the Probation dialog is active in “view” mode. Characteristics for the Close button are defined in *Consistencies*.

## 5.1.2 Processing

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

### 5.1.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to “Probation”
- In Add mode the Start and End dates will default to the current system date.
- In View mode the controls will display previously saved values as defined in the Data Map for this dialog
- In Add mode the OK and Cancel buttons are visible. The Close button is not visible.
- In View mode the Close button is visible. The OK and Cancel buttons are not visible

### 5.1.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
  - End Date Masked Edit Boxthe system will invoke a standard error message with the text “An entry is required for the <control label>.”
- If no selection has been made in the following control
  - Probation Reason List Boxthe system will invoke a standard error message with the text “A selection is required in the <control label>.”
- If an invalid date has been entered in the following entry field
  - End Date Masked Edit Boxthe system will invoke the standard error message with the text “Invalid date entered.”
- If the End Date is less than the Start Date, the system will invoke a standard error message with the text of “End Date must be equal to or greater than the Start Date.”

### 5.1.2.3 Saving the Data

Upon successful completion of the above listed edits:

- A Probation follow up activity will be added to the database as defined in the Data Map below.
- The user will be returned to the Vendor Event Log and the tree view on the Event Log tab of the Vendor Folder will be refreshed
- The status of the Vendor will be changed to Probation.

### 5.1.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Probation dialog without saving any information
- The system will return the user to the Event Log tab of the Vendor Folder.

### 5.1.2.5 Close

Upon selection of the Close button:

- The system will dismiss the Probation dialog
- The system will return the user to the Event Log tab of the Vendor Folder.

### 5.1.2.6 Data Map

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
A ProbationReason record is inserted for each reason selected			
Start Date	Probation	StartDate	
End Date	Probation	EndDate	
Reasons	ProbationReason	ReasonCode	