1. System Administration

The system administration functions allow the user to modify the database settings for the workstation application and its users. These functions also allow the user to manage the modules that support the workstation application. The database settings and modules are critical to the support of the workstation application. The system will check the permissions of the currently logged-on user to determine if the user has system administration rights. If the user does not have system administration rights, the user will be unable to access the System Administration application.

1.1 System Administration Functions

The System Administration Functions Window allows the user to select which system administration function to perform. This window displays after the user successfully logs into the System Administration application.

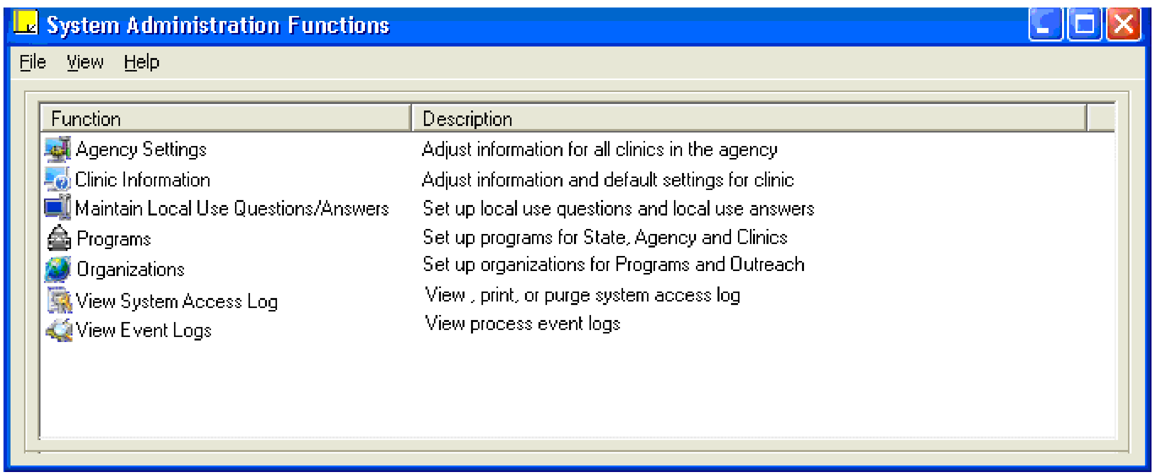

Figure 1 - System Administration Functions Window

1.1.1 Controls

This section describes the behavior of the controls on the System Administration Functions Window.

1.1.1.1 System Administration Functions Display List

This control allows the user to view the functions available within the System Administration Application. The following table describes the format of the System Administration Functions display list depending on the current view of the list control:

Current View	Format of Display List
Large Icons	Each function displays as a full-sized (standard) icon with a text label.
Small Icons	Each function displays as a small icon and a text label that displays to the right of the icon. The functions display horizontally.
List	Each function displays as a small icon and a text label that displays to the right of the icon. The functions are arranged vertically, each on its own line with information arranged in columns.
Details	Each function displays as a small icon and a text label that displays to the right of the icon in the Function column. Additional information is provided for each function in the Description column. The functions are arranged vertically, each on its own line with information arranged in columns.

1.1.1.2 Agency Settings List Item

Upon selection of the Agency Settings list item, the system will invoke the Agency Settings dialog described in this document. The list item will be enabled when the System Administration Functions window is active.

Upon selection of the list item, the system will check the permissions of the currently logged-on user to determine if they have the appropriate permissions to update the Agency Settings. If the user does not have the appropriate permissions, the system will invoke a standard error message with the text "You do not have permission to update Agency Settings. Please see the supervisor."

1.1.1.3 Clinic Information List Item

Upon selection of the Clinic Information list item, the system will invoke the Clinic Information Maintenance dialog described in this document. The list item will be enabled when the System Administration Functions window is active.

Upon selection of the list item, the system will check the permissions of the currently logged-on user to determine if they have the appropriate permissions to update the information and defaults for Clinics. If the user does not have the appropriate permissions, the system will invoke a standard error message with the text "You do not have permission to update Clinic information. Please see the supervisor."

1.1.1.4 Maintain Local Use Questions/Answers List Item

Upon selection of the Maintain Local Use Questions/Answers list item, the system will invoke the Maintain Local Use Questions/Answers dialog described in this document. The list item will be enabled when the System Administration Functions window is active.

Upon selection of the list item, the system will check the permissions of the currently logged-on user to determine if they have the appropriate permissions to update locally used Questions and Answers. If the user does not have the appropriate permissions, the system will invoke a standard error message with the text "You do not have permission to add a Question. Please see the supervisor."

1.1.1.5 Programs List Item

Upon selection of the Programs list item, the system will invoke the Programs dialog described in this document. The list item will be enabled when the System Administration Functions window is active.

Upon selection of the list item, the system will check the permissions of the currently logged-on user to determine if they have the appropriate permissions to view Programs. If the user does not have the appropriate permissions, the system will invoke a standard error message with the text "You do not have permission to view Programs. Please see the supervisor."

1.1.1.6 Organizations List Item

Upon selection of the Organizations list item, the system will invoke the Organizations dialog described in this document. The list item will be enabled when the System Administration Functions window is active.

Upon selection of the list item, the system will check the permissions of the currently logged-on user to determine if they have the appropriate permissions to view Organizations. If the user does not have the appropriate permissions, the system will invoke a standard error message with the text "You do not have permission to view Organizations. Please see the supervisor."

1.1.1.7 View System Access Log List Item

Upon selection of the View System Access Log list item, the system will invoke the View System Access Log dialog as described in this document. The list item will be enabled when the System Administration Functions window is active.

1.1.1.8 View Event Logs List Item

Upon selection of the View Event Logs list item, the system will invoke the View Event Logs dialog as described in Section in this document. The list item will be enabled when the System Administration Functions window is active.

1.2 Agency Settings

The Agency Settings dialog allows the user to update the settings for all Clinics in the local agency. It is invoked when the user selects the Agency Settings list item from the System Administration Functions list.

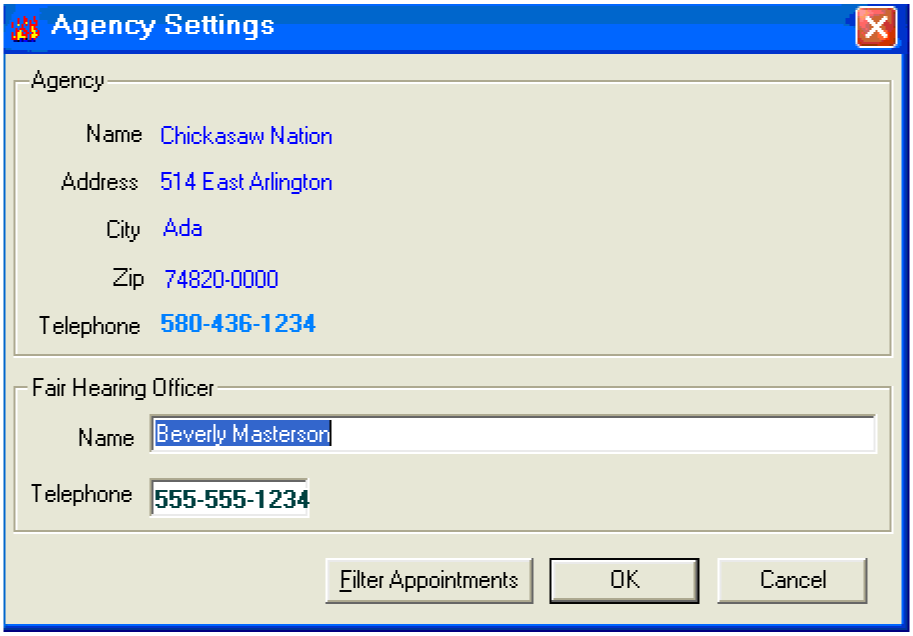

Figure 2 - Agency Settings Dialog

1.2.1 Controls

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

1.2.1.1 Name Text Label and Value (Name)

This control displays the Agency.Name. It will display in the inverse color of the form.

1.2.1.2 Address Text Label and Value (Address)

This control displays the Agency.Address. It will display in the inverse color of the form.

1.2.1.3 City Text Label and Value (City)

This control displays the Agency.City. It will display in the inverse color of the form.

1.2.1.4 ZIP Code Text Label and Value (ZIP)

This control displays the Agency.ZIP. It will display in the inverse color of the form.

1.2.1.5 Telephone Number Text Label and Value (Telephone)

This control displays the Agency.Telephone. It will display in the inverse color of the form.

1.2.1.6 Fair Hearing Officer Name Text Box (Name)

This control allows the user to enter the name of the fair hearing officer for the agency. The text box will be enabled when the Agency Settings dialog is active. This control accepts entry of alphanumeric characters. The maximum size is fifty- (50) characters. Special characters are allowed in this control. Entry will display in mixed case (upper/lower).

An entry is required in this control.

1.2.1.7 Fair Hearing Officer Telephone Number Masked Edit Box (Telephone)

This control allows the user to enter the telephone number of the fair hearing officer for the agency. The masked edit box will be enabled when the Agency Settings dialog is active. The masked edit box will only accept the entry of numeric digits. The mask for the box will be "###-###-####" to allow entry of the area code and seven-digit telephone number. Special characters are not accepted in this field. The area code portion of this box will default from the established Clinic defaults.

An entry is required in this control.

1.2.1.8 Filter Appointments Button

This control allows the user to filter the participants to include in the Appointments for Day view of the Participant List by the resource with which their appointment is scheduled. The Filter Appointments button will be enabled when the Agency Settings dialog is active. It has a mnemonic of "F".

1.2.1.9 OK Button

This control allows the user to update the agency information and exit the dialog. The OK button will be enabled when the Agency Settings dialog is active. Characteristics for the OK button are defined in the *Consistencies*.

1.2.1.10 Cancel Button

This control allows the user to exit the Agency Settings dialog without applying any changes. The Cancel button will be enabled when the Agency Settings dialog is active. Characteristics for the Cancel button are defined in the *Consistencies*.

1.2.2 Processes

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

1.2.2.1 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:

- Fair Hearing Officer Name text box
- Fair Hearing Officer Telephone Number 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 Fair Hearing Officer <control name>}."

1.2.2.2 Edit for Legitimate Values in Controls

If an incomplete Fair Hearing Officer Telephone Number is entered, the system will invoke a standard error message with the text "A valid phone number is required for the Fair Hearing Officer Telephone Number."

All other values entered into the controls on the Agency Settings dialog are considered legitimate.

1.2.2.3 Perform Cross-Edits for Values Entered In Controls

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

1.2.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Agency Settings dialog to the database.

1.2.2.5 Filter Appointments by Resource

Upon selection of the Filter Appointments button, the system will invoke the Filter Appointments by Resource dialog described in this document.

1.2.2.6 Data Map

Control Label	**Entity**	**Attribute**	**Business Rule Applicable**
Name	Agency	Name	
Address	Agency	Address	
City	Agency	City	
Zip	Agency	Zip	
Telephone	Agency	Telephone	
(Fair Hearing Officer) Name	Agency	FairHearingOfficerName	
(Fair Hearing Officer) Telephone	Agency	FairHearingOfficerTelephone	

1.3 Filter Appointments by Resource

The Filter Appointments by Resource dialog allows the user to filter the participants to include in the Appointments for Day view of the Participant List by the resource with which their appointment is scheduled. The dialog is invoked when the user selects the Filter Appointments by Resource button on the Agency Settings dialog described in this document.

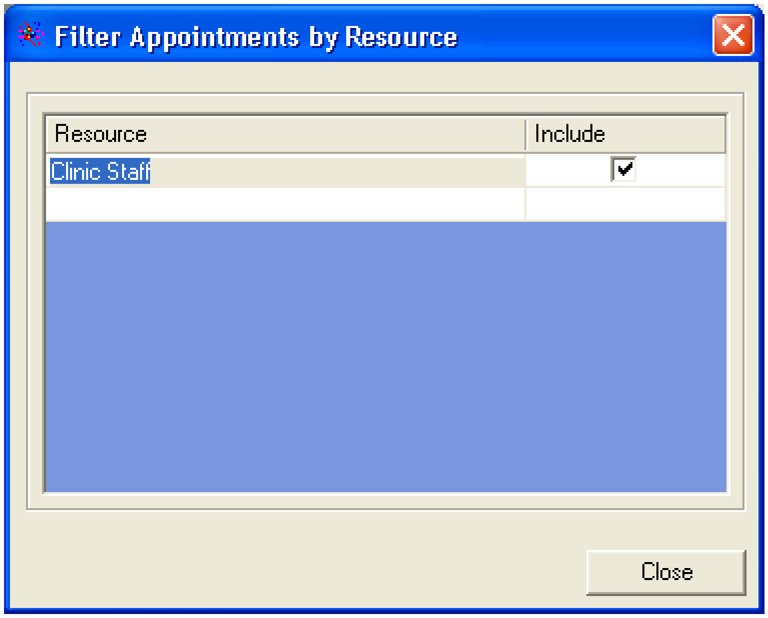

Figure 3 - Filter Appointments by Resource Dialog

1.3.1 Controls

This section describes the behavior of the controls on the Filter Appointments by Resource dialog.

1.3.1.1 Resource Display Grid

This control allows the user to view the resources defined for the agency, and indicate which to include in the filter for the Appointments for Day view of the Participant List. The display grid will be enabled when the Filter Appointments by Resource dialog is active. It consists of the following columns:

- Resource
- Include

An entry will be added to the grid for each resource defined for the agency. The grid will be sorted by the value of the Resource column. A check mark may be placed in the Include column of each resource whose appointments should be included in the Appointments for Day view of the Participant List. The values in the remaining column are read-only. To place a check mark in the Include column, click the box to be checked. To remove the check mark, click the box within the Include column that has a check mark displayed. The check mark will be removed and the box will be blank.

1.3.1.2 Close Button

This control allows the user to exit the Filter Appointments by Resource dialog. The Close button will be enabled when the Filter Appointments by Resource dialog is active. Characteristics of the Close button are defined in the *Consistencies*.

1.3.2 Processes

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

1.3.2.1 Include Resource in Filter

Upon placing or removing the mark from the Include column of the Resource display grid, the system will save the value to the database.

1.4 Clinic Information Maintenance

The Clinic Information Maintenance dialog allows the user to update the information and defaults for a specific Clinic. It is invoked when the user selects the Clinic Information list item from the System Administration Functions list.

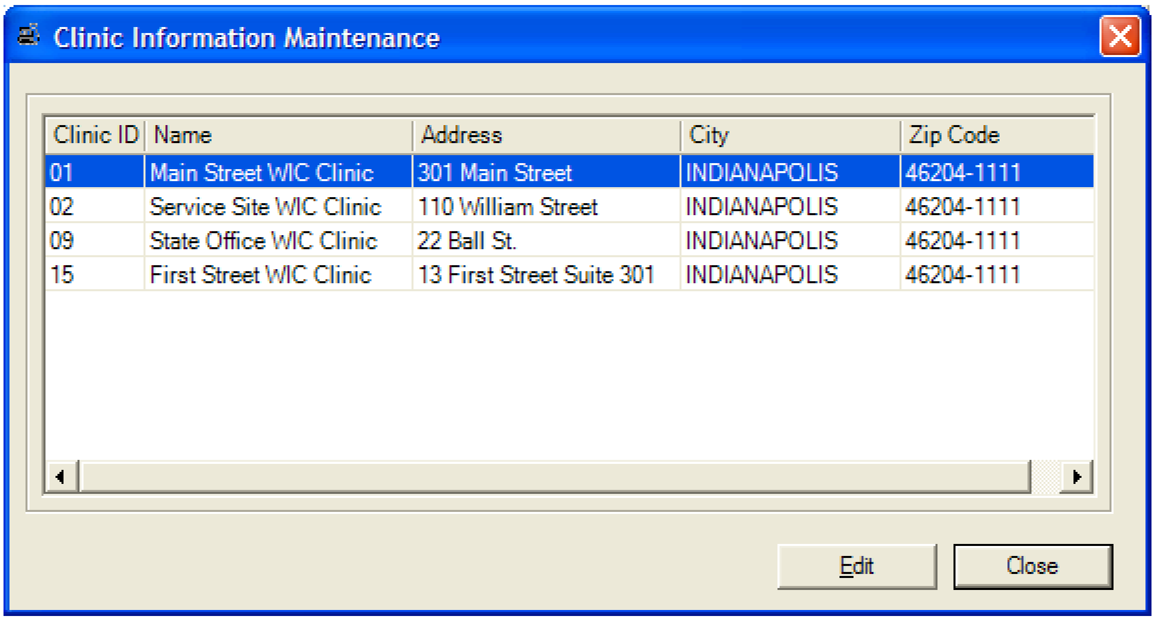

Figure 4 - Clinic Information Maintenance Dialog

1.4.1 Controls

This section describes the behavior of the controls on the Clinic Information Maintenance dialog.

1.4.1.1 Clinics Display Grid

This control allows the user to view the existing Clinics for the local agency. The grid is enabled when the Clinic Information Maintenance dialog is active. The grid will consist of the following columns:

- Clinic ID
- Name
- Address
- City
- ZIP Code

An entry will be added to the grid for each Clinic in the local agency. The entries in the grid will be sorted in ascending order by Clinic ID. The values in the grid are read only. Double clicking on a clinic in the grid invokes the Edit Clinic dialog.

1.4.1.2 Edit Button

This control allows the user to edit a Clinic for the local agency. The Edit button will be enabled when a record is selected on the Clinics display grid. It has a mnemonic of "E".

1.4.1.3 Close Button

This control allows the user to exit the Clinic Information Maintenance dialog. The Close button will be enabled when the Clinic Information Maintenance dialog is active. Characteristics of the Close button are defined in the *Consistencies*.

1.4.2 Processes

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

1.4.2.1 Edit Clinic

Upon selection of the Edit button or double clicking one of the items within the display grid, the system will invoke the Edit Clinic dialog described in this document.

1.5 Edit Clinic

The Edit Clinic dialog allows the user to specify the information and defaults for a Clinic for the local agency. It is invoked when the user selects the Edit button from the Clinic Information Maintenance dialog or double clicks an entry in the Clinics display grid on the Clinic Information Maintenance dialog.

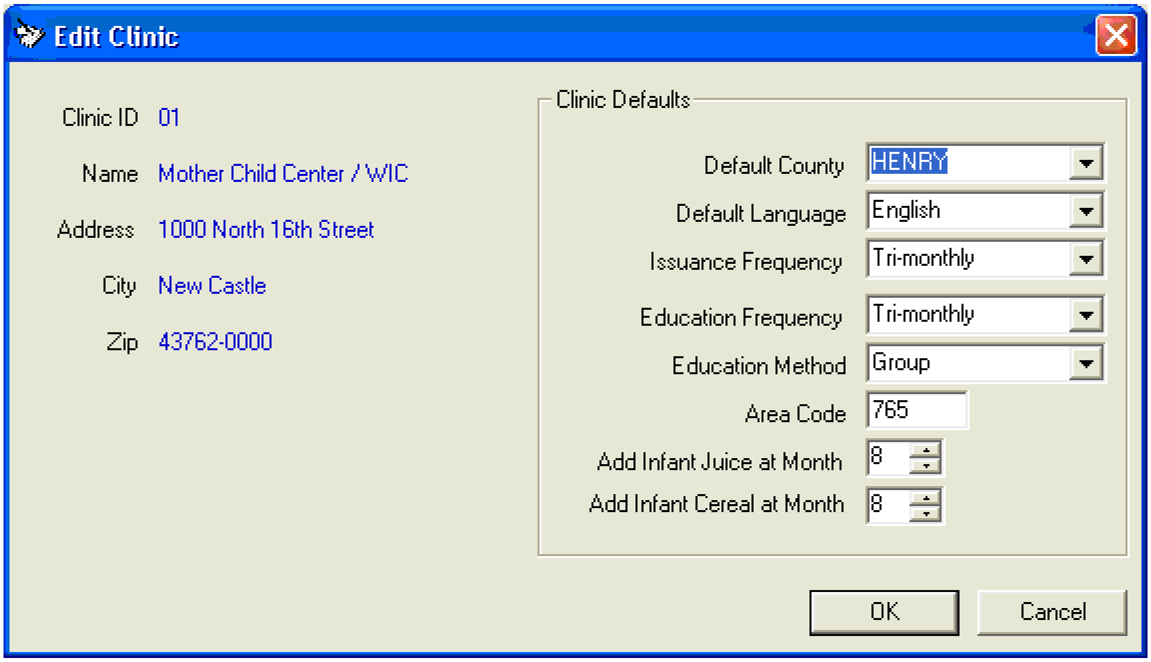

Figure 5 - Edit Clinic Dialog

1.5.1 Controls

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

1.5.1.1 Clinic ID Text and Value Label (Clinic ID)

This control allows the user to view the ID of the Clinic. The value label will be filled with the value of the entry selected on the Clinics display grid on the Clinic Information Maintenance dialog. It will display in the inverse color of the form.

1.5.1.2 Clinic Name Text and Value Label (Name)

This control allows the user to view the name of the Clinic. The value label will be filled with the value of the entry selected on the Clinics display grid on the Clinic Information Maintenance dialog. It will display in the inverse color of the form.

1.5.1.3 Clinic Address Text and Value Label (Address)

This control allows the user to view the address of the Clinic. The value label will be filled with the value of the entry selected on the Clinics display grid on the Clinic Information Maintenance dialog. It will display in the inverse color of the form.

1.5.1.4 Clinic City Text Box (City)

This control allows the user to view the city where the Clinic is located. The value label will be filled with the value of the entry selected on the Clinics display grid on the Clinic Information Maintenance dialog. It will display in the inverse color of the form.

1.5.1.5 Clinic ZIP Code Text and Value Label (ZIP)

This control allows the user to view the ZIP code of the Clinic. The value label will be filled with the value of the entry selected on the Clinics display grid on the Clinic Information Maintenance dialog. It will display in the inverse color of the form.

1.5.1.6 Default County Dropdown

This control allows the user to select the county to use as a default for the Clinic. The dropdown will be enabled when the Edit Clinic dialog is active. It is filled from a list of counties from the reference dictionary table of the lookup database. The drop down list will be in alphabetical order and read only. To make a selection in this field, the user may use the mouse, arrow keys or the first character of the item within the list. If there is more than one item within the list with the same first character, the user may select that character to move through the list of items beginning with that character and pressing enter when making a selection. A character that is selected and is not found in the list, no change is made.

1.5.1.7 Default Language Dropdown

This control allows the user to select the language to use as a default for the participants at the Clinic. The dropdown will be enabled when the Edit Clinic dialog is active. It is filled from a list of languages from the reference dictionary table of the lookup database. The drop down list will be in alphabetical order and read only. To make a selection in this field, the user may use the mouse, arrow keys or the first character of the item within the list. If there is more than one item within the list with the same first character, the user may select that character to move through the list of items beginning with that character and pressing enter when making a selection. A character that is selected and is not found in the list, no change is made.

1.5.1.8 Issuance Frequency Dropdown

This control allows the user to select the issuance frequency of food instruments to use as a default for the participants at the Clinic. The dropdown will be enabled when the Edit Clinic dialog is active. It is filled from a list of issuance frequencies from the reference dictionary table of the lookup database. See Reference Dictionary Category - 'ISSUEFREQ'.

1.5.1.9 Education Frequency Dropdown

This control allows the user to select the education frequency to use as a default for the participants at the Clinic. The dropdown will be enabled when the Edit Clinic dialog is active. It is filled from a list of follow-up frequencies from the reference dictionary table of the lookup database. See Reference Dictionary Category - 'FLLWUPFREQ'.

1.5.1.10 Education Method Dropdown

This control allows the user to select the education method to use as a default for the participants at Clinic. The dropdown will be enabled when the Edit Clinic dialog is active. It is filled from a list of follow-up methods from the reference dictionary table of the lookup database. Use the education contact method - See Reference Dictionary Category 'NEMETHOD'.

1.5.1.11 Area Code Masked Edit Box

This control allows the user to enter the area code to use as a default for the Clinic. The masked edit box will be enabled when the Edit Clinic dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “999” to allow entry of a three digit area code.

1.5.1.12 Add Infant Juice at Month Spin Control

This control allows the user to specify the default month when juice will be added to the food prescription of an infant at the Clinic. The spin control will be enabled when the Edit Clinic dialog is active. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by 1 month. The minimum value for this control is one (1), and the maximum value is nine (9). It will initially be blank.

1.5.1.13 Add Infant Cereal at Month Spin Control

This control allows the user to specify the default month when infant cereal will be added to the food prescription of an infant at the Clinic. The spin control will be enabled when the Edit Clinic dialog is active. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by 1 month. The minimum value for this control is one (1), and the maximum value is nine (9). It will initially be blank.

1.5.1.14 OK Button

This control allows the user to instruct the system to edit the values of the controls, save the changes, and exit the Edit Clinic dialog. The OK button will be enabled when the Edit Clinic dialog is active. Characteristics of the Close button are defined in the *Consistencies*.

1.5.1.15 Cancel Button

This control allows the user to exit the Edit Clinic dialog without applying any changes. The Cancel button will be enabled when the Edit Clinic dialog is active. Characteristics of the Cancel button are defined in the *Consistencies*.

1.5.2 Processes

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

1.5.2.1 Edit for Required Entry in Controls

The system will then verify an entry is made in the following control:

- Add Infant Juice at Month spin control
- Add Cereal at Month spin control

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}”.

1.5.2.2 Edit for Legitimate Values in Controls

If an incomplete Area code is entered, the system will invoke a standard error message with the text “A valid area code is required.”

Otherwise, all values entered into the controls on the Edit Clinic dialog are considered legitimate.

1.5.2.3 Perform Cross-Edits for Values Entered In Controls

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

1.5.2.4 Save Values

Upon successful completion of the above-listed edits, the system will save the values on the Edit Clinic dialog to the database.

1.5.2.5 Data Map

Control Label	**Entity**	**Attribute**	**Business Rule Applicable**
Clinic ID	ServiceSite	ServiceSiteID	
Name	ServiceSite	ServiceSiteName	
Address	ServiceSite	Address	
City	ServiceSite	City	
Zip	ServiceSite	Zip	
Default County	ServiceSite	County	
Default Language	ServiceSite	DefaultLanguage	
Issuance Frequency	ServiceSite	IssuanceFrequency	
Education Frequency	ServiceSite	FollowupFrequency	
Education Method	ServiceSite	FollowupMethod	
Area Code	ServiceSite	AreaCode	
Add Infant Juice at Month	ServiceSite	IntroJuice	
Add Infant Cereal at Month	Service Site	IntroCereal	

1.6 Local Use Question/Answers List

The Maintain Local Use Questions/Answers dialog allows the user to update the Questions and Answers for the local agency. It is invoked when the user selects the Maintain Local Use Questions/Answers list item from the System Administration Functions list.

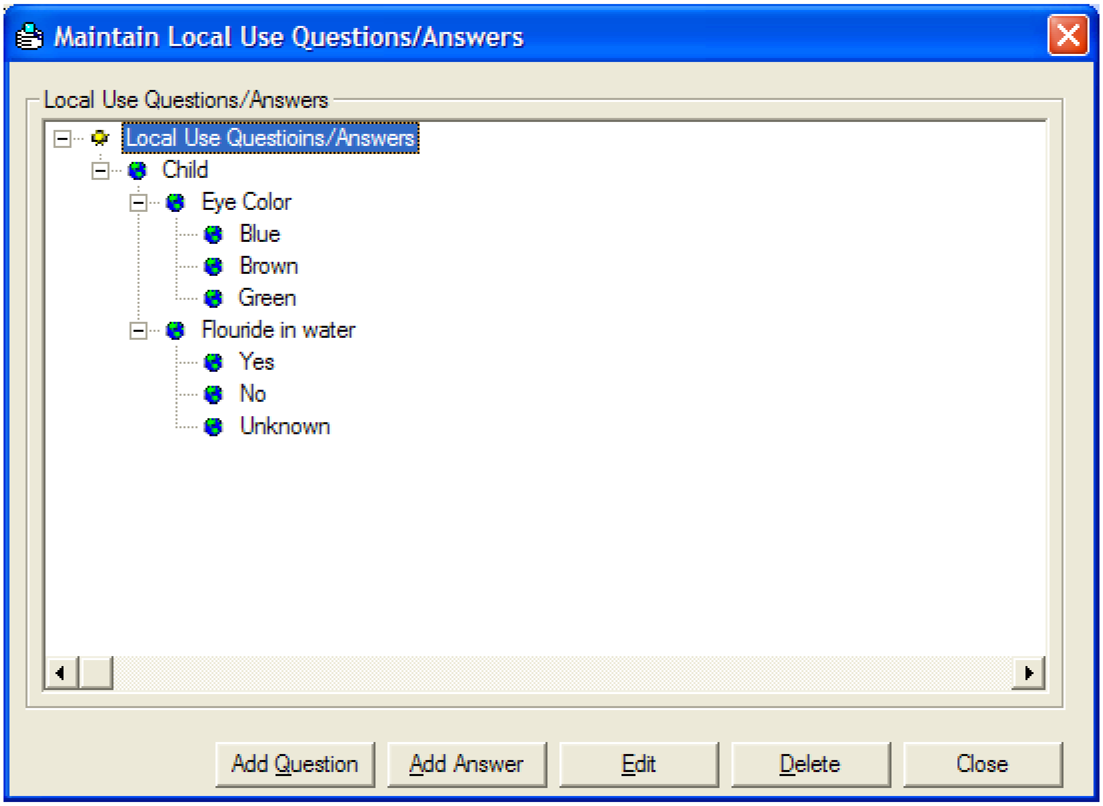

Figure 6 - Maintain Local Use Questions/Answers Dialog

1.6.1 Controls

This section describes the behavior of the controls on the Maintain Local Use Questions/Answers dialog.

1.6.1.1 Local Use Questions/Answers Display Tree View

This control allows the user to view the Questions for the local agency along with the available Answers under the Question. The tree view will be enabled when the Maintain Local Use Questions/Answers dialog is active. It will consist of the following hierarchical structure:

```
Local Use Questions/Answers
|_ WIC Category
|____Question Node
|        |
|        |__Answer Node
|        |__Answer Node
|
|____Question Node
|
|_ WIC Category
|____Question Node
|        |
|        |__Answer Node
|        |__Answer Node
|
|____Question Node
```

It will be filled with all existing Questions and Answers for the local agency. The Questions and related Answers will display in the order they were added to the database. The data values on the tree view will be read-only.

1.6.1.2 Question Tree View Node

This node of the Local Use Questions/Answers display tree view allows the user to select the Question for which to view Answers. The node will consist of an appropriate icon and the Question description. The last Question node in the tree will default to "expanded". All other Question nodes will be collapsed.

1.6.1.3 Answer Tree View Node

This node of the Local Use Questions/Answers display tree view allows the user to view the Answers for a Question. The node will consist of an appropriate icon and the Answer description. The tree view will sort by WIC Category.

1.6.1.4 Add Question Button

This control allows the user to add a Question for the local agency. The Add Question button will be enabled when the Maintain Local Use Questions/Answers dialog is active. It has a mnemonic of "Q".

1.6.1.5 Add Answer Button

This control allows the user to add an Answer to a Question for the local agency. The Add Answer button will be enabled when a Question tree view node or Answer tree view node is selected in the Local Use Questions/Answers Display tree view. It has a mnemonic of "A".

1.6.1.6 Edit Button

This control allows the user to edit either a Question or an Answer for the local agency, depending on what node was selected in the Local Use Questions/Answers Display tree view when the button was selected. The following table summarizes the process the system will invoke:

Node Selected	Process Invoked
Question Node	Edit Local Use Question
Answer Node	Edit Local Use Answer

The Edit button will be enabled when a node is selected in the Local Use Questions/Answers display tree view. It has a mnemonic of "E".

1.6.1.7 Delete Button

This control allows the user to delete either a Question or an Answer for the local agency, depending on what node was selected in the Local Use Questions/Answers Display tree view when the button was selected. The following table summarizes the process the system will invoke:

Node Selected	Process Invoked
Question Node	Delete Local Use Question
Answer Node	Delete Local Use Answer

The Delete button will be enabled when a node is selected in the Local Use Questions/Answers display tree view. It has a mnemonic of "D".

1.6.1.8 Close Button

This control allows the user to exit the Maintain Local Use Questions/Answers dialog. The Close button will be enabled when the Maintain Local Use Questions/Answers dialog is active. Characteristics for the Close button are defined in the *Consistencies*.

1.6.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Maintain Local Use Questions/Answers dialog.

1.6.2.1 Edit for Required Entry in Controls

There are no required controls on the Maintain Local Use Questions/Answers dialog.

1.6.2.2 Add Local Use Question

Upon selection of the Add Question button, the system will invoke the Update Local Use Question dialog in Add mode described in this document.

1.6.2.3 Add Local Use Answer

Upon selection of the Add Answer button, the system will invoke the Update Local Use Answer dialog in Add mode described in this document.

1.6.2.4 Edit Local Use Question

Upon selection of the Edit button when a Question tree view node is selected in the Local Use Questions/Answers Display tree view, the system will invoke the Update Local Use Question dialog in Edit mode described in this document.

1.6.2.5 Edit Local Use Answer

Upon selection of the Edit button when an Answer tree view node is selected in the Local Use Questions/Answers Display tree view, the system will invoke the Update Local Use Answer dialog in Edit mode described in this document.

1.6.2.6 Delete Local Use Question

Upon selection of the Delete button when a Question tree view node is selected in the Local Use Questions/Answers Display tree view, the system will invoke a standard dialog with the text "Warning: All existing Answer selections for this Question will also be deleted. Are you sure you want to delete this Question?" The options of Yes and No will be available. If the user selects Yes, the system will delete the local Question from the local use Question table and all its related local use Answers from the local use Answer table. It will also delete the local use Question and its related local use Answers from all applicants and participants in the system. The contents of the Local Use Questions/Answers display tree view will be updated. If the user selects No, the system will return to the Maintain Local Use Questions/Answers dialog.

1.6.2.7 Delete Local Use Answer

Upon selection of the Delete button when an Answer tree view node is selected in the Local Use Questions/Answers Display tree view, the system will invoke a standard dialog with the text "Are you sure you want to delete this local use Answer?" The options of Yes and No will be available. If the user selects Yes, the system will delete the local Answer from the local use Answer table. It will also delete the local use Answer from all applicants and participants in the system. The contents of the Local Use Questions/Answers display tree view will be updated. If the user selects No, the system will return to the Maintain Local Use Questions/Answers dialog.

1.7 Update Local Use Question

The Update Local Use Question dialog allows the user to specify the Questions for the local agency to be added or edited. It is invoked in response to the following user actions:

- Selection of the Add Question button on the Maintain Local Use Questions/Answers dialog described in this document.
- Selection of the Edit button on the Maintain Local Use Questions/Answers dialog when a Question tree view node is selected in the Local Use Questions/Answers display tree view described in this document.

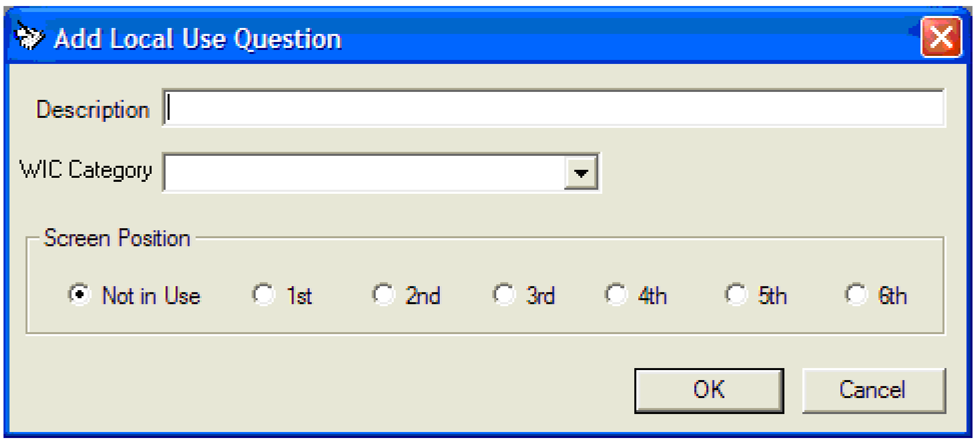

Figure 7 - Add Local Use Question Dialog

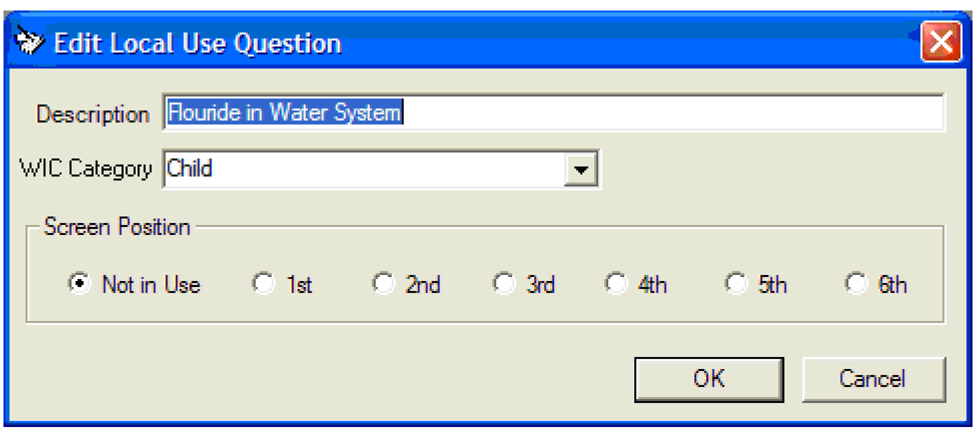

Figure 8 - Edit Local Use Question Dialog

If this dialog was called from the Add Question button of the Maintain Local Use Questions/Answers dialog, it is considered to be in Add mode. If the dialog was called from the Edit button of the Maintain Local Use Questions/Answers dialog when a Question tree view node was selected in the Local Use Questions/Answers display tree view, it is considered to be in Edit mode.

1.7.1 Controls

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

1.7.1.1 Local Use Question Description Text Box (Description)

This control allows the user to enter the description of the local use Question. The text box will be enabled when the Update Local Use Question 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 has an initial value of cleared. If the dialog is in Edit mode, the control will be populated with the value of the Question node that was selected in the Local Use Questions/Answers display tree view.

An entry is required for this control.

1.7.1.2 WIC Category Dropdown

This control allows the user to select the WIC Category assigned to the current local use Question. The dropdown will be enabled when the Update Local Use Question dialog is active. The dropdown will list all WIC Categories available. An entry is required for this control.

1.7.1.3 Screen Position Radio Button Group

This control allows the user to indicate the screen position of the current local use Question, or whether it is not in use at this time. The radio button group will be enabled when the Update Local Use Question dialog is active. The radio button group consists of the following radio buttons:

- Not in Use
- 1^{st}
- 2^{nd}
- 3^{rd}
- 4^{th}
- 5^{th}
- 6^{th}

The Not in Use radio button will default to "selected". The radio button associated with a screen position will be disabled when the position has been assigned to another local use Question.

1.7.1.4 OK Button

This control allows the user to instruct the system to edit the values of the controls, save the changes, and exit the Update Local Use Question dialog. The OK button will be enabled when the Update Local Use Question dialog is active. Characteristics of the OK button are defined in the *Consistencies*.

1.7.1.5 Cancel Button

This control allows the user to exit the Update Local Use Question dialog without applying any changes. The Cancel button will be enabled when the Update Local Use Question dialog is active. Characteristics of the Cancel button are defined in the *Consistencies*.

1.7.2 Processes

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

1.7.2.1 Edit for Required Entry in Controls

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

- Local Use Question Description 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 name>".

1.7.2.2 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 Local Use Question dialog is in Add mode, the value of the Local Use Question Description text box must not equal the description of a Question that already exists in the database. If it does, the system will invoke a standard error message with the text "Description already exists."
- If the Update Local Use Question dialog is in Edit mode, the value of the Local Use Question Description text box must not be changed to equal the name of another Question that already exists in the database. If it does, the system will invoke a standard error message with the text "Description already exists."

1.7.2.3 Save Values and Return

Upon successful completion of the above-listed edits, the system will save the values on the Update Local Use Question dialog to the database and return to the Maintain Local Use Questions/Answers dialog. If the Update Local Use Question dialog was in Add mode, a Question tree view node will be added to the Local Use Questions/Answers display tree view with the values on the dialog. If the Update Local Use Question dialog was in Edit mode, the selected Question tree view node will be updated on the Local Use Questions/Answers display tree view with the values on the dialog.

1.7.2.4 Data Map

Control Label	**Entity**	**Attribute**	**Business Rule Applicable**
Description	LocalCaption	Description	
WIC Category	LocalCaption	WICStatus	
Screen Position	LocalCaption	OrdinalPosition	

1.8 Update Local Use Answer

The Update Local Use Answer dialog allows the user to specify the Answers for the local agency to be added or edited under the selected Question tree view node in the Local Use Questions/Answers display tree view on the Maintain Local Use Questions/Answers dialog. The Update Local Use Answer dialog is invoked in response to the following user actions:

- Selection of the Add Answer button on the Maintain Local Use Questions/Answers dialog, as described in this document.
- Selection of the Edit button on the Maintain Local Use Questions/Answers dialog when an Answer tree view node is selected in the Local Use Questions/Answers display tree view, as described in this document

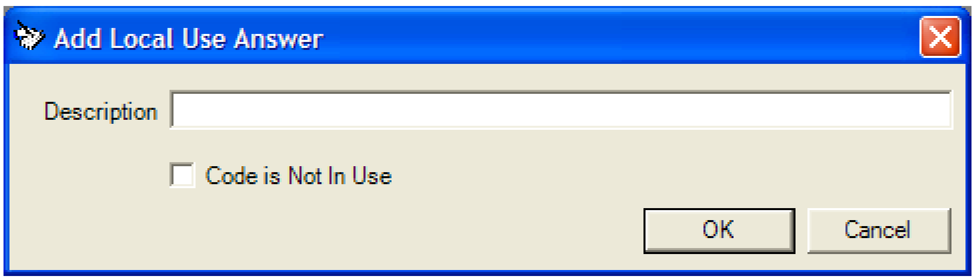

Figure 9 - Add Local Use Answer Dialog

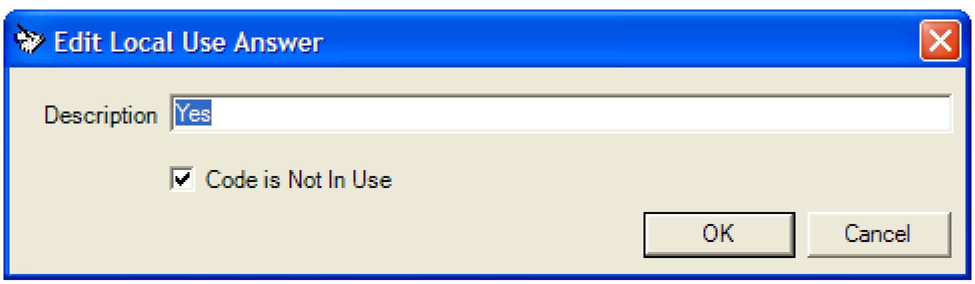

Figure 10 - Edit Local Use Answer Dialog

If this dialog was called from the Add Answer button of the Maintain Local Use Questions/Answers dialog, it is considered to be in Add mode. If the dialog was called from the Edit button of the Maintain Local Use Questions/Answers dialog when an Answer tree view node was selected in the Local Use Questions/Answers display tree view, it is considered to be in Edit mode.

1.8.1 Controls

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

1.8.1.1 Local Use Answer Description Text Box (Description)

This control allows the user to enter the description of the local use Answer. The text box will be enabled when the Update Local Use Answer dialog is active. This control accepts entry of alphanumeric characters. The maximum size is fifty- (50) 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 Answer node that was selected in the Local Use Questions/Answers display tree view.

An entry is required for this control.

1.8.1.2 Code Is Not In Use Check Box

This control allows the user to indicate the local use Answer is in use. The check box will be enabled when the Update Local Use Answer dialog is active. If the dialog is in Add mode, it has an initial value of cleared. If the dialog is in Edit mode, the control will be populated with the value of the Answer node that was selected in the Local Use Questions/Answers display tree view.

1.8.1.3 OK Button

This control allows the user to instruct the system to edit the values of the controls, save the changes, and exit the Update Local Use Answer dialog. The OK button will be enabled when the Update Local Use Answer dialog is active. Characteristics of the OK button are defined in the *Consistencies*.

1.8.1.4 Cancel Button

This control allows the user to exit the Update Local Use Answer dialog without applying any changes. The Cancel button will be enabled when the Update Local Use Answer dialog is active. Characteristics of the Cancel button are defined in the *Consistencies*.

1.8.2 Processes

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

1.8.2.1 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:

- Local Use Answer Description 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 name>".

1.8.2.2 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 Local Use Answer dialog is in Add mode, the value of the Local Use Answer Description text box must not equal the description of a local use Answer that already exists in the database for the selected Question node in the Local Use Questions/Answers display tree view. If it does, the system will invoke a standard error message with the text “Description already exists.”
- If the Update Local Use Answer dialog is in Edit mode, the value of the Local Use Answer Description text box must not be changed to equal the description of another local use Answer that already exists in the database for the selected Question node in the Local Use Questions/Answers display tree view. If it does, the system will invoke a standard error message with the text “Description already exists.”

1.8.2.3 Save Values and Return

Upon successful completion of the above-listed edits, the system will save the values on the Update Local Use Answer dialog to the database and return to the Maintain Local Use Questions/Answers dialog. If the Update Local Use Answer dialog was in Add mode, an Answer tree view node will be added to the Question node in Local Use Questions/Answers display tree view with the values on the dialog. If the Update Local Use Answer dialog was in Edit mode, the Answer tree view node will be updated on the Local Use Questions/Answers display tree view with the values on the dialog.

1.8.2.4 Data Map

Control Label	**Entity**	**Attribute**	**Business Rule Applicable**
Description	LocalUse	Description	
Code is Not In Use	LocalUse	InUse	

1.9 Programs

The Programs dialog allows the user to define referral programs for State, Agency, Clinics and associated programs. It is invoked when the user selects the Programs list item from the System Administration Functions list.

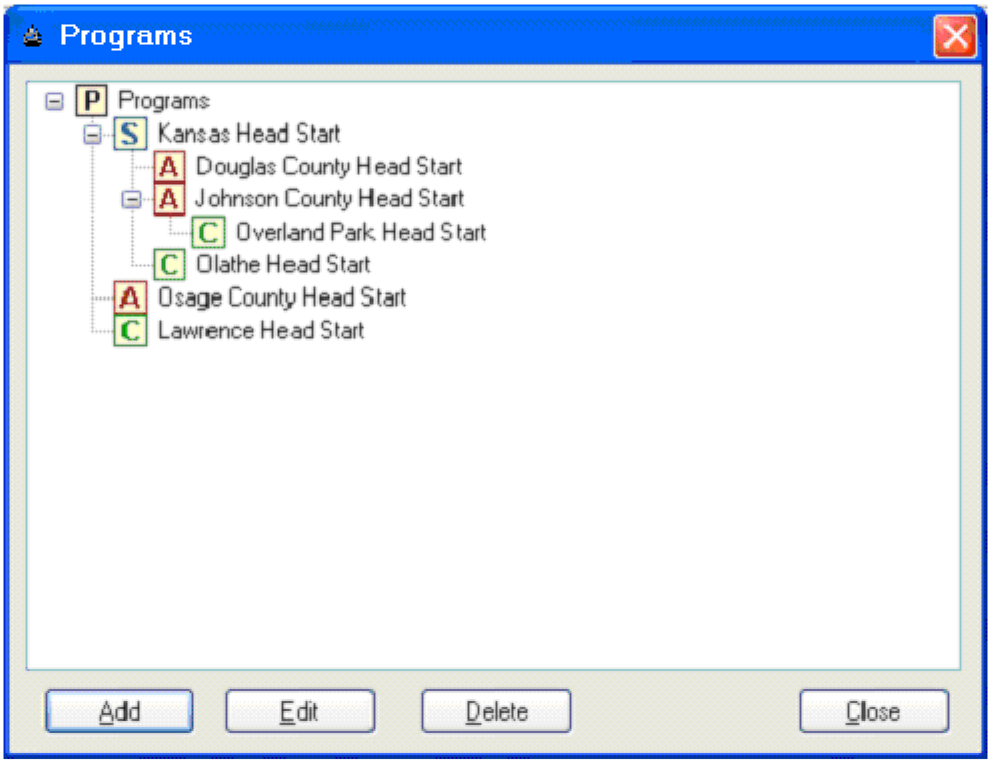

Figure 11 - Programs Dialog

1.9.1 Controls

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

1.9.1.1 Programs Display Tree

This control allows the user to view the Programs associated with the State, Agencies and Clinics

The tree view displays a hierarchical list of programs. The root node of the list is the Programs node. The hierarchy is based on linked relationships established while adding programs to the system. The images used in the list indicate the program level:

S	State
A	Agency
C	Clinic

A node will be added to the tree for each existing program. There can be up to 4 node levels in the tree. The type of each node is dependent on the program visibility established when the program was added to the system. As depicted in the clip above, the parent node for both the Douglas County Head Start program, (defined as an agency level program), and the Olathe Head Start program, (defined as a clinic level program), is the Kansas Head Start program. The nodes in the tree will be sorted in ascending alpha order within each node of the tree. The values on the grid are read-only.

The list is retrieved by performing a union of the StateProgram, AgencyProgram and ClinicProgram tables.

1.9.1.2 Add Button

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

1.9.1.3 Edit Button

This control allows the user to edit a program. The Edit button will be enabled when a node is selected in the Programs tree. It has a mnemonic of “E”.

1.9.1.4 Delete Button

This control allows the user to delete a program. The Delete button will be enabled when a node is selected in the Programs tree. It has a mnemonic of “D”.

1.9.1.5 Close Button

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

1.9.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the State Defined External Referral Agencies dialog.

1.9.2.1 Add Programs

Upon selection of the Add button, the system will display the Update Program dialog described in this document. This dialog will be displayed in add mode.

1.9.2.2 Edit Programs

Upon selection of the Edit button, the system will display the selected program (node) using the Update Program dialog described in this document. This dialog will be displayed in edit mode.

1.9.2.3 Delete Programs

Upon selection of the Delete button:

- The system will determine if any participants have been referred to the selected program. If participants have been referred to the program, the system will invoke a standard error message with the text “<Program Name> cannot be deleted because participants have been referred to the program.”
- If no participants have been referred to the selected program, the system will invoke a standard error message with the text “Are you sure you want to delete <Program Name>?” The message box will have a Yes and No button. If the user selects the Yes button the program will be deleted from the database and Programs tree will be refreshed. The user will be returned to the Programs dialog. If the user selects the No button, the program will not be deleted and the user will be returned to the Programs dialog with the selected program highlighted.

1.10 Update Programs

The Update Programs dialog allows the user to add or edit program information. It is invoked in response to the following user actions:

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

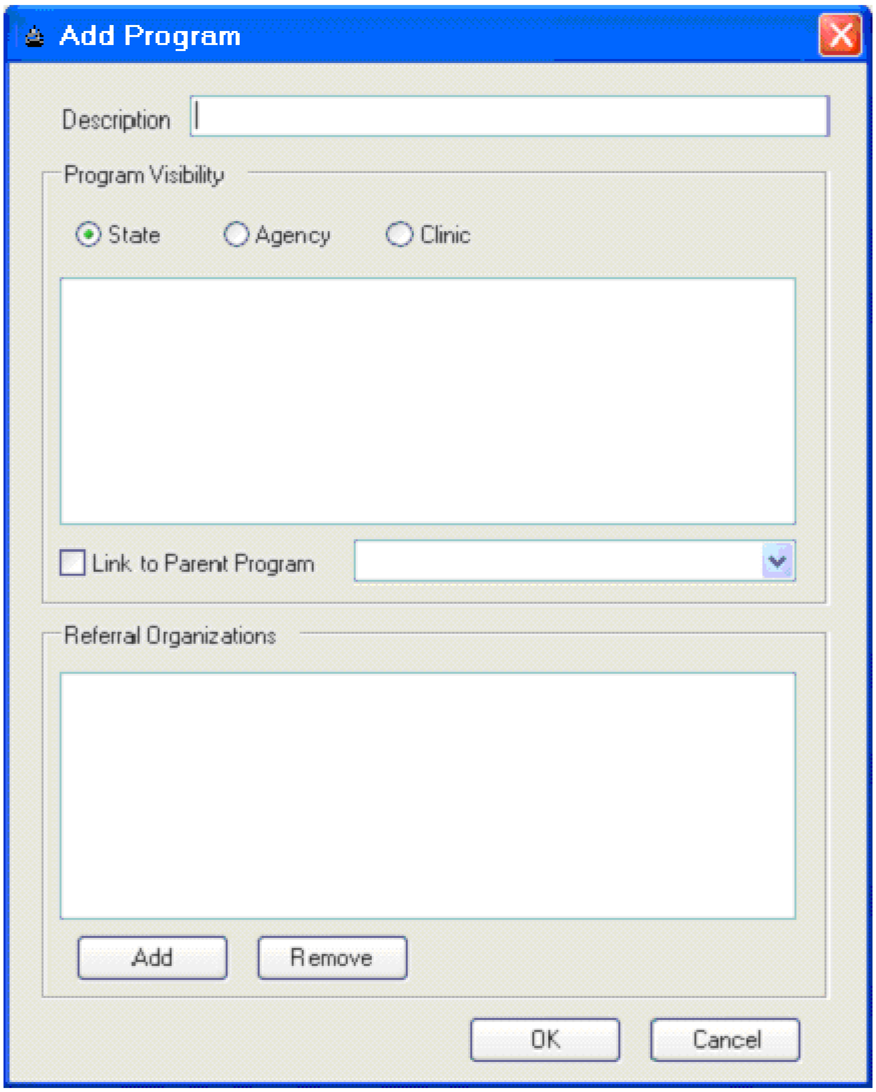

Figure 12 - Add Program Dialog

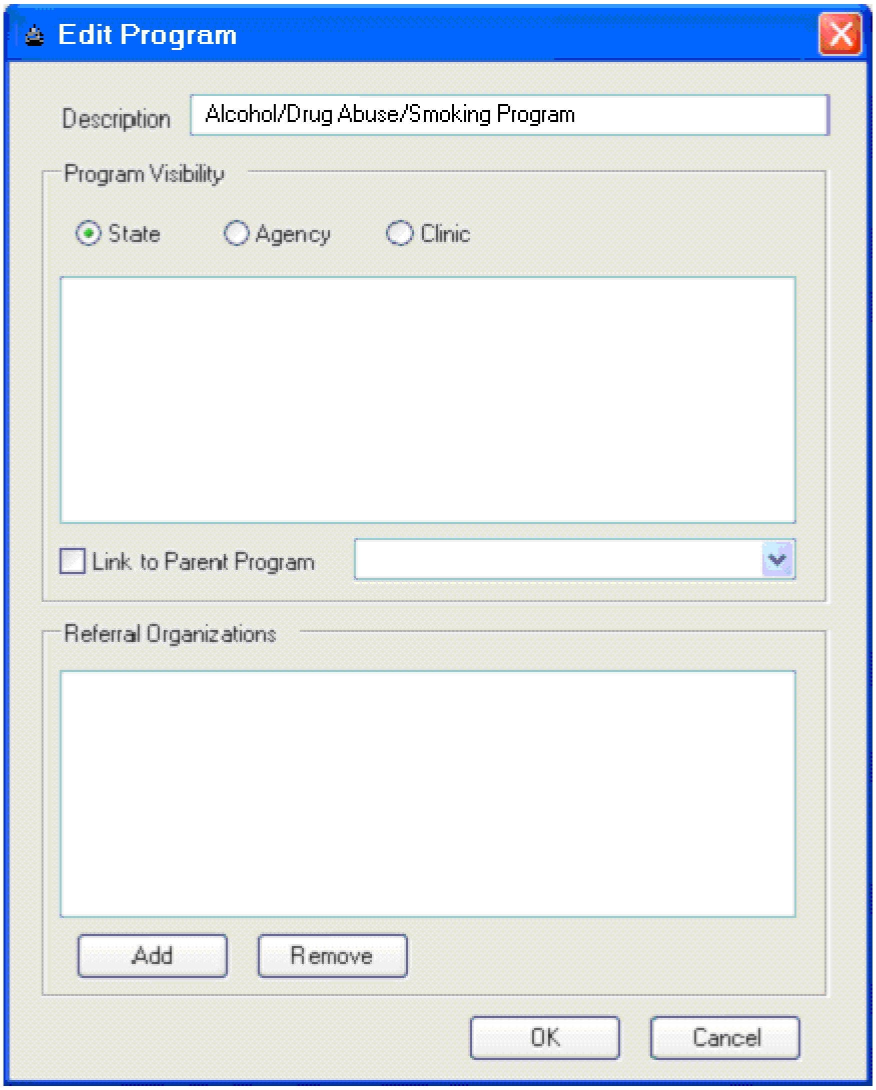

Figure 13 - Edit Program Dialog

1.10.1 Controls

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

1.10.1.1 Description Text Box

This control allows the user to enter the name of the Program. The text box will be enabled when the Add or Edit Programs 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 node selected in the Programs tree.

1.10.1.2 Program Visibility Radio Button Group

Program Visibility defines which WIC locations can "see" the specified program. The visibility information is used to subset the referral program listing displayed while adding/editing a referral contact for a participant as defined in Common Interface Panels – *Chapter M - Referrals*, to include only those programs (and their associated organizations) that are "visible" to the clinic.

The Program Visibility includes the following radio buttons:

- State
- Agency
- Clinic

Upon selection of a radio button, the Program Visibility location list is populated as follows:

- Selection of the State radio button, the location list will remain empty. Note that selecting State automatically includes all Agencies and Clinics.
- Selection of the Agency radio button, the list is refreshed to display all Agencies. The user is required to select one or more locations from the list in order to establish which Agency(s) the program is to be associated with. Note that selecting an Agency automatically includes all Clinics associated with that Agency.
- Selection of the Clinic radio button, the list is refreshed to display all Clinics. The user is required to select one or more locations from the list in order to establish which Clinic(s) the program is to be associated with.
- This list supports the extended selection mode.

1.10.1.3 Link to Parent Program Check Box

The link program checkbox is enabled when either the Agency or Clinic radio button is selected. If checked, the parent program dropdown list is enabled.

1.10.1.4 Link to Parent Program Dropdown

The Link to Parent Program dropdown is enabled when the Link to Parent Program check box is checked. When enabled, the dropdown list will display a list of programs as follows:

- If the agency radio button is selected the list will be filled with state level programs since agency level programs can only be linked to programs that have been defined at a State level.
- If the clinic radio button is selected the list will be filled with both state and agency level programs since clinic level programs can be linked to programs that have been defined at a State level or Agency level.

1.10.1.5 Referral Organizations List

The Referral Organizations list will display all organizations added for the selected program. It will display the organizations in alpha order. The list is read only. Double clicking an organization in the list will display the Edit Organization dialog for the selected record.

1.10.1.6 Add Button

This control allows the user to add an organization to the list of referral organizations for the program. The Add button will be enabled when the dialog is active. It has a mnemonic of 'A'.

1.10.1.7 Remove Button

This control allows the user to remove the selected organization from list of referral organizations for the program. The Remove button will be enabled when the dialog is active and an item is selected in the Referral Organizations list. It has a mnemonic of 'R'.

1.10.1.8 OK Button

This control allows the user save the changes and exit the Add or Edit Programs dialog. The OK button will be enabled when the Add or Edit Programs dialog is active. Characteristics of the OK button are defined in the *Consistencies*.

1.10.1.9 Cancel Button

This control allows the user to exit the Add or Edit Programs dialog without saving. The Cancel button will be enabled when the Add or Edit Programs dialog is active. Characteristics of the Cancel button are defined in the *Consistencies*.

1.10.2 Processes

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

1.10.2.1 Initializing the Interface

Upon initial display of the dialog:

In add mode:

- The title bar text will be set to "Add Program"
- All controls will be initially blank
- The State radio button in the Program Visibility radio button group will be initially selected.

In edit mode:

- The title bar text will be set to "Edit Program".
- All controls will display previously saved values as defined in the data map for this dialog.

1.10.2.2 Add

Upon selection of the Add button, the system will display the Organizations dialog.

1.10.2.3 Remove

Upon selection of the Remove button, the system will remove the selected organization from the Referral Organizations list.

1.10.2.4 Edits

Upon selection of the OK button:

- If an entry is not made in the Description text box, the system will display a standard error message with the text "An entry is required for the Description."
- If the Agency or the Clinic radio button is selected, and a selection is not made in the Program Visibility location list, the system will display a standard error message with the text "A selection is required in the Location List."
- If the Link to Parent Program check box is checked and a selection is not made in the Link to Parent Program dropdown, the system will display a standard error message with the text "A selection is required in the Link to Parent Program."

1.10.2.5 Saving the Data

Upon successful completion of the above listed edits, the system will save the data as defined in the data map below. The system will return the user to the Programs dialog.

1.10.2.6 Cancel

Upon selection of the Cancel button, the system will dismiss the Add or Edit Program dialog without saving and return to the Programs dialog.

1.10.2.7 Data Map

The data map varies based on the Program Visibility:

- If the state radio button is selected
    - The program is stored in the StateProgram table
    - The list of organizations is stored in the StateProgramOrganization table, one record for each organization in the list, using the StateProgramId and OrganizationId
- If the agency radio button is selected
    - The program is stored in the AgencyProgram table. If the program is linked to a state level program the StateProgramId is stored here as well.

    - The list of locations is stored in the AgencyProgramLocation table, one record for each location in the list, using the AgencyProgramId, and AgencyId.
    - The list of organizations is stored in the AgencyProgramOrganization table, one record for each organization in the list, using the AgencyProgramId and OrganizationId
- If the clinic radio button is selected
    - The program is stored in the ClinicProgram table. If the program is linked to a state level program the StateProgramId is stored here as well. If the program is linked to an agency level program the AgencyProgramId is stored here as well.
    - The list of locations is stored in the ClinicProgramLocation table, one record for each location in the list, using the ClinicProgramId, and the primary key for the location, which is a combination of ServiceSiteId and AgencyId.
    - The list of organizations is stored in the ClinicProgramOrganization table, one record for each organization in the list, using the ClinicProgramId and OrganizationId

1.11 Organizations

The Organizations dialog allows the user to maintain Organizations. It is invoked by the following user actions:

- Selection of the Organizations list item from the System Administration Functions list.
- Selection of the Add button on the Add Program dialog
- Selection of the Add button on the Edit Program dialog

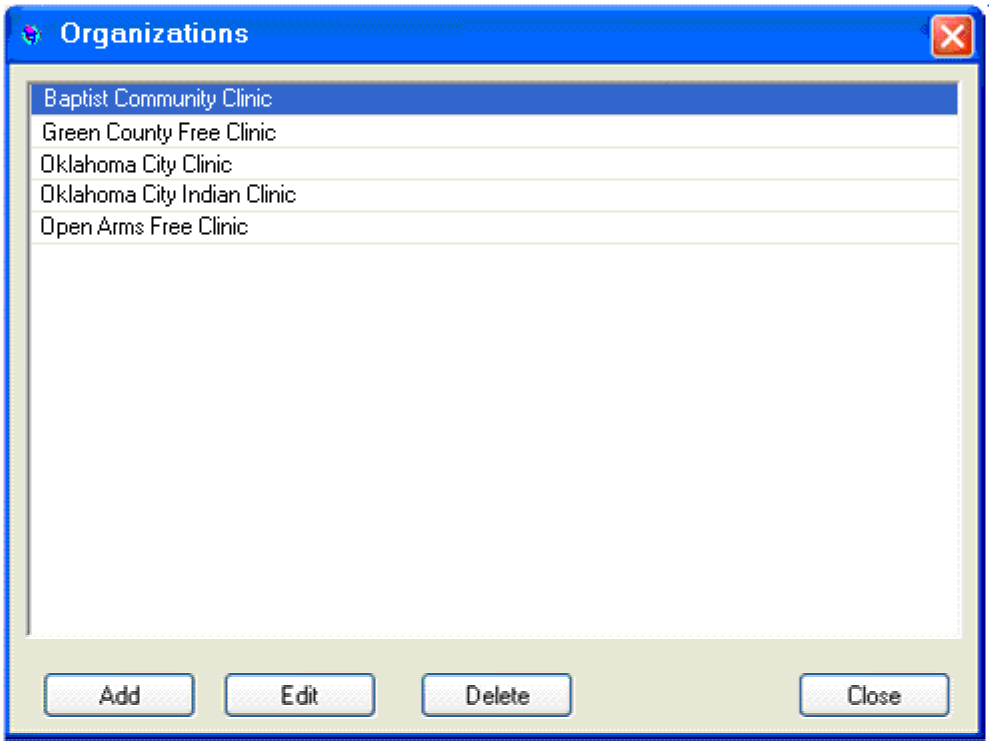

Figure 14 - Organizations Dialog

1.11.1 Controls

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

1.11.1.1 Organizations List

This control allows the user to view the existing organizations.

An entry will be added to the list for each organization listed in the Organization table. The entries in the list will be sorted in ascending order by organization name. Multiple selections are allowed. The values on the grid are read-only.

1.11.1.2 Add Button

This control allows the user to add an organization. The Add button will be enabled when the Organizations dialog is active. It has a mnemonic of "A".

1.11.1.3 Edit Button

This control allows the user to edit an organization. The Edit button will be enabled when a single entry is selected in the Organizations list. If more than one row is selected, the Edit button will be disabled. It has a mnemonic of "E".

1.11.1.4 Delete Button

This control allows the user to delete an organization. The Delete button will be enabled when an entry is selected in the Organizations list. It has a mnemonic of "D".

1.11.1.5 Close Button

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

1.11.2 Processes

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

1.11.2.1 Add Organization

Upon selection of the Add button, the system will invoke the Add Organization dialog described in this document.

1.11.2.2 Edit Organization

Upon selection of the Edit button, the system will invoke the Edit Organization dialog described in this document.

1.11.2.3 Delete Organization

Upon selection of the Delete button:

- The system will determine if any participants have been referred to the selected organization. If participants have been referred to the organization, the system will invoke a standard error message with the text "<Organization Name> cannot be deleted because participants have been referred to the organization."

- If no participants have been referred to the selected organization, the system will invoke a standard error message with the text "Are you sure you want to delete <Organization Name> from the list?" The message box will have a Yes and No button. If the user selects the Yes button the organization will be deleted from the database. The user will be returned to the Organizations dialog and the Organization list will be refreshed. If the user selects the No button, the organization will not be deleted and the user will be returned to the Organizations dialog with the selected organization highlighted.

1.11.2.4 Close

Upon selection of the Close button:

- If the dialog is invoked from the System Administration window, the system will Close the Organizations dialog and return the user to the System Administration window.
- If the dialog is invoked from the Add or Edit Program dialog, the system will return to the Add or Edit Program dialog and the Referral Organizations list be refreshed to display all selected referral organizations.

1.12 Add or Edit Organization

The Add or Edit Organization dialog allows the user to maintain State, Agency or Clinic level organizations and outreach agencies. It is invoked in response to the following user actions:

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

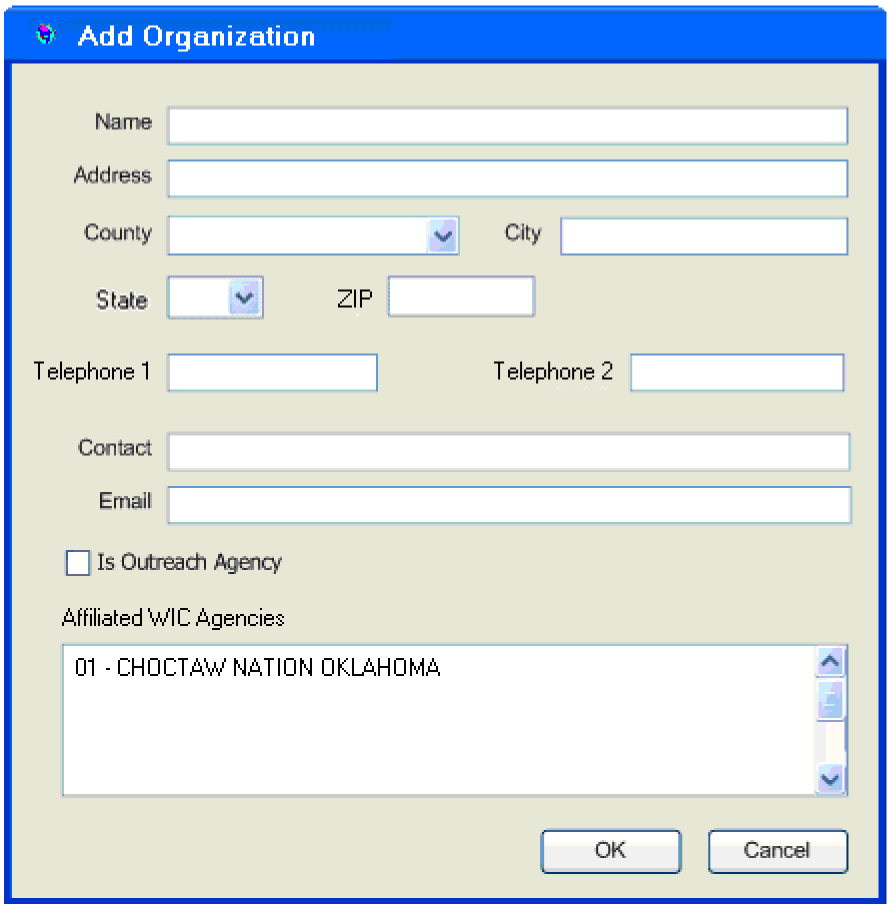

Figure 15 - Add Organization Dialog

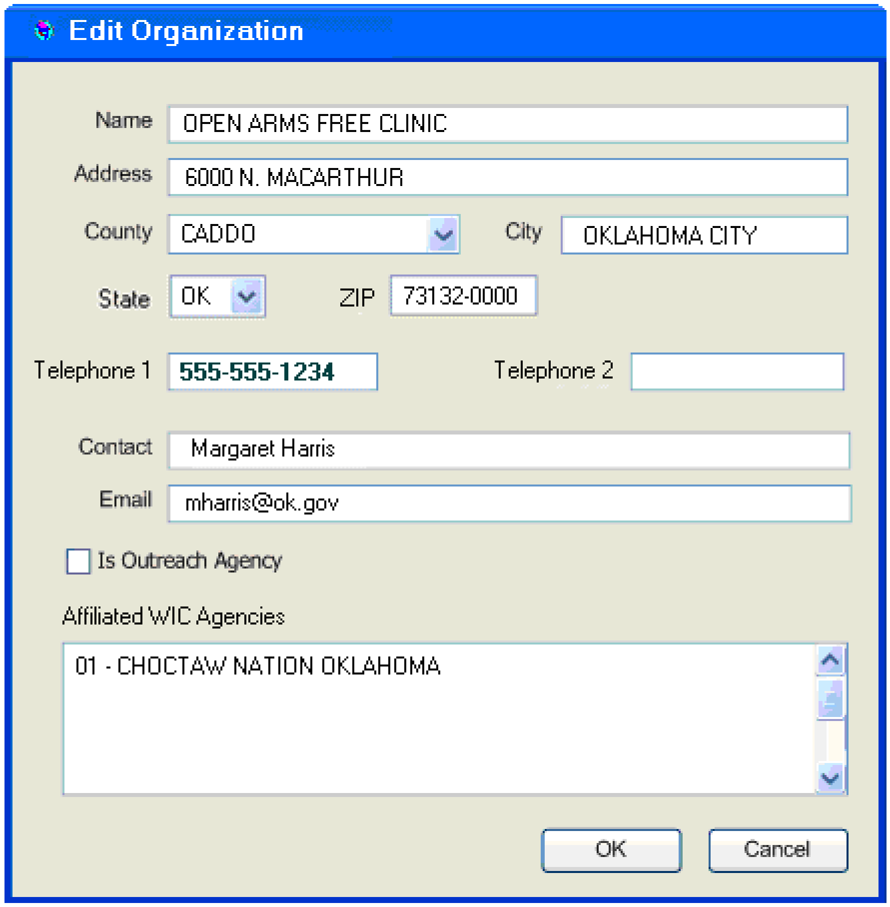

Figure 16 - Edit Organization Dialog

1.12.1 Controls

This section describes the behavior of the controls on the Add or Edit Organization dialog.

1.12.1.1 Organization Name Text Box

This control allows the user to enter the name of the Organization. The text box will be enabled when the Add or Edit Organization 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 Organizations display grid.

1.12.1.2 Address Text Box

This control allows the user to enter the address for the Organization. The text box will be enabled when the Add or Edit Organization 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 address of the organization selected in the Organizations Display Grid. This is a 50 character alphanumeric text box. The alpha characters entered will be forced to uppercase.

1.12.1.3 County Dropdown

This control allows the user to select the county in which the organization is located. The dropdown will be enabled when the Add or Edit Organization dialog is active. It will be filled with a list of Counties from 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 organization selected in the Organizations Display Grid. This control is read only.

1.12.1.4 City Text Box

This control allows the user to enter the city in which the organization is located. The text box will be enabled when the Add or Edit Organization 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 organization selected in the Organizations Display Grid. This is a 30 character alphanumeric text box. The alpha characters entered will be forced to uppercase.

1.12.1.5 State Dropdown

This control allows the user to select the state in which the organization is located. The dropdown will be enabled when the Add or Edit Organization dialog is active. It will be filled with a list of State codes defined in the reference dictionary. 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 organization selected in the Organizations Display Grid. This control is read only.

1.12.1.6 ZIP Masked Edit Box

This control allows the user to enter the zip code for the organization. The masked edit box will be enabled when the Add or Edit Organization 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 organization selected in the Organizations Display 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.

1.12.1.7 Telephone 1 Masked Edit Box

This control allows the user to enter the first telephone number for the organization. The masked edit box will be enabled when the Add or Edit Organization 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 telephone 1 for the organization selected in the Organizations Display Grid, The mask for the box will be "###-###-####".

1.12.1.8 Telephone 2 Masked Edit Box

This control allows the user to enter the second telephone number for the organization. The masked edit box will be enabled when the Add or Edit Organization 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 telephone 2 for the organization selected in the Organizations Display Grid, The mask for the box will be "###-###-####".

1.12.1.9 Contact Text Box

This control allows the user to enter the name of the contact person at the organization. The text box will be enabled when the Add or Edit Organization 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 organization selected in the Organizations Display Grid. This is a 50 character alphanumeric text box.

1.12.1.10 Email Address Text Box (Email)

This control allows the user to enter the email address for the contact person for the organization. The text box will be enabled when the Add or Edit Organization 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 organization selected in the Organizations Display Grid. Characteristics for the Email Address are defined in *Consistencies.*

1.12.1.11 Is Outreach Agency Check Box

This control allows the user to indicate the organization as an outreach agency. The check box will be enabled when the Add or Edit Organization dialog is active. If the dialog is in Add mode, it will be initially unchecked. If the dialog is in Edit mode, the control will display the previously saved value.

1.12.1.12 Affiliated WIC Agencies List Box

This control allows the user to indicate the affiliated WIC agencies for an outreach agency. The list box will be enabled when the Add or Edit Organization dialog is active and the Is Outreach Agency check box is checked. If the dialog is in Add mode, it will be initially disabled. Upon becoming enabled, no selection will be made initially. The list box will allow selection of one or more agencies in the list. If the dialog is in Edit mode, the control will display the previously saved value.

1.12.1.13 OK Button

This control allows the user save the information on the Add or Edit Organization dialog. The OK button will be enabled when the dialog is active. Characteristics of the OK button are defined in the *Consistencies*.

1.12.1.14 Cancel Button

This control allows the user to exit the Add or Edit Organization dialog without applying any changes. The Cancel button will be enabled when the dialog is active. Characteristics of the Cancel button are defined in the *Consistencies*.

1.12.2 Processes

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

1.12.2.1 Initializing the Interface

Upon initial display of the dialog:

In add mode:

- The title bar text will be set to “Add Organization”
- All controls will be initially blank.
- The Affiliated WIC Agencies list box will be initially disabled.

In edit mode:

- The title bar text will be set to “Edit Organization”
- All controls will be display previously saved values for the selected record as defined in the data map below.

1.12.2.2 Edits

Upon selection of the OK button:

- The system will check that an entry is made in the following controls
    - o Organization Name text box
    - o Address text box
    - o City text box
    - o ZIP masked edit box
    - o Telephone 1 edit 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}”.

- The system will verify that a selection has been made in the
  - State 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 for the {control label}.”

- The value of the Organization Name text box must not equal the name of an Organization that already exists in the database. If entry does match a previous entry, the system will invoke a standard error message with the text “Organization Name already exists.”
- 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 “ZIP 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 “(control label} is invalid.”
- If the Is Outreach Agency check box is checked, and no selection has been made in the Affiliated WIC Agencies list box, the system invokes a standard error message with the text “A selection is required in the Affiliated WIC Agencies.”

1.12.2.3 Saving the Data

Upon successful completion of the above-listed edits, the system will save the Organization information to the database and return to the Organizations dialog. The Organizations list will be refreshed.

1.12.2.4 Data Map

Control Label	**Entity**	**Attribute**	**Business Rule Applicable**
Name	Organization	Name	
Address	Organization	Address	
County	Organization	CountyCD	
City	Organization	City	
State	Organization	StateCd	
Zip	Organization	ZipCd	
Phone 1	Organization	Phone1	
Phone 2	Organization	Phone2	
Email	Organization	Email	
Contact	Organization	Contact	
Is Outreach	Organization	IsOutreach	
Affiliated WIC Agencies	OrganizationAgency	AgencyID	1 row created for each agency selected

* Note that there is one OrganizationLocation record for each selected location in the list.

1.13 View Event Logs

The View Event Log dialog allows the user to view a list of the event logs that were created by system processes. It is invoked when the user selects the View Event Logs list item from the System Administration Functions list. The dialog is invoked in response to the following actions:

- Selection of the View Event Logs list item in the System Administration Functions List (double click).
- Selection of the View Event Logs list item in the System Administration Functions List, on the menu bar click File, Open or press Alt+F, O.

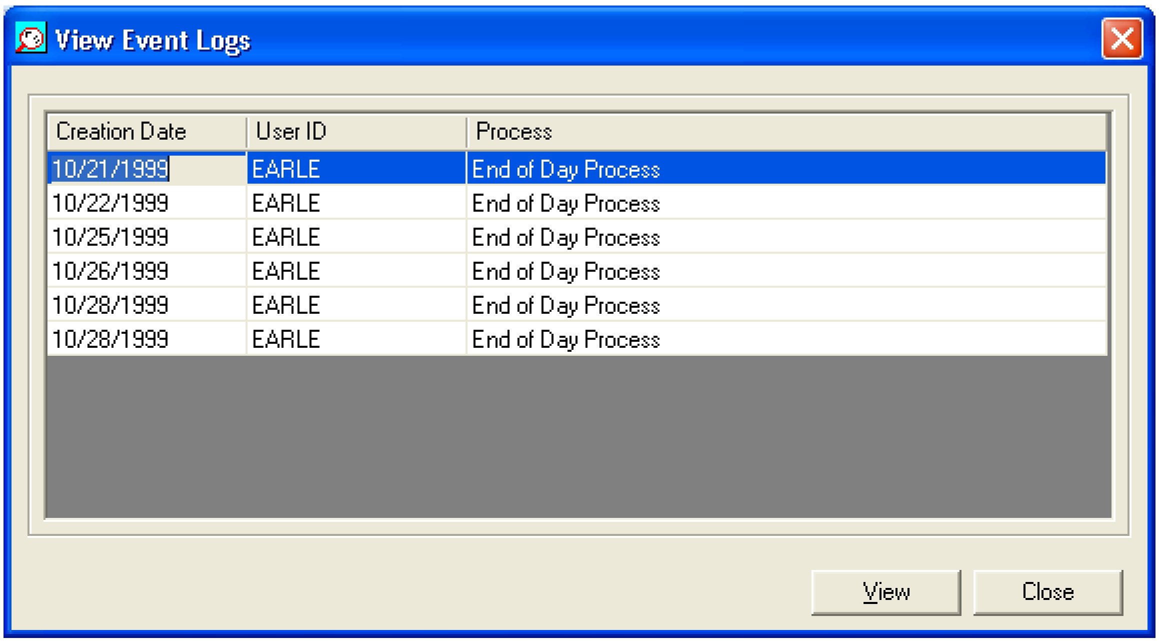

Figure 17 - View Event Logs Dialog

1.13.1 Controls

This section describes the behavior of the controls on the View Event Logs dialog.

1.13.1.1 Event Logs Display Grid

This control allows the user to view the event logs that were created by system processes, and select an event log to view the entire contents of the event log. The display grid will be enabled when the View Event Logs dialog is active. It consists of three (3) columns:

- Creation Date
- User ID
- Process

An entry will be added to the grid for each event log that was created by a system process. The entries in the grid will be sorted in chronological order by the value of the Creation Date column. The values in the grid are read-only. The user may select a single entry in the grid. The first entry in the display grid will be initially selected.

1.13.1.2 View Button

This control allows the user to view the contents of the event log entry selected in the Event Logs display grid. The View button will be enabled when the View Event Logs dialog is active. It has a mnemonic of “V”. If a selection is not made, this button will be disabled.

1.13.1.3 Close Button

This control allows the user to exit the View Event Logs dialog. The Close button will be enabled when the View Event Logs dialog is active. Characteristics for the Close button are defined in *Consistencies*.

1.13.2 Processes

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

1.13.2.1 View

Upon selection of the View button, the system will check that a selection is made in Event Logs display grid. If a selection is not made in the grid, the system will invoke a standard error message with the text “An event log must be selected to be viewed”. If a selection is made, the system will invoke the View Event Log dialog described in the next Section.

1.13.2.2 Close

Upon selection of the Close button, the system will dismiss the View Event Logs dialog and will return the user to the System Administration Functions window. Characteristics of the Close button are defined in the *Consistencies*.

1.14 Event Log

The Event Log dialog allows the user to view the contents of an event log created by a system process. It will also allow the user to print the event log. It is invoked when the user selects the View button on the View Event Logs dialog.

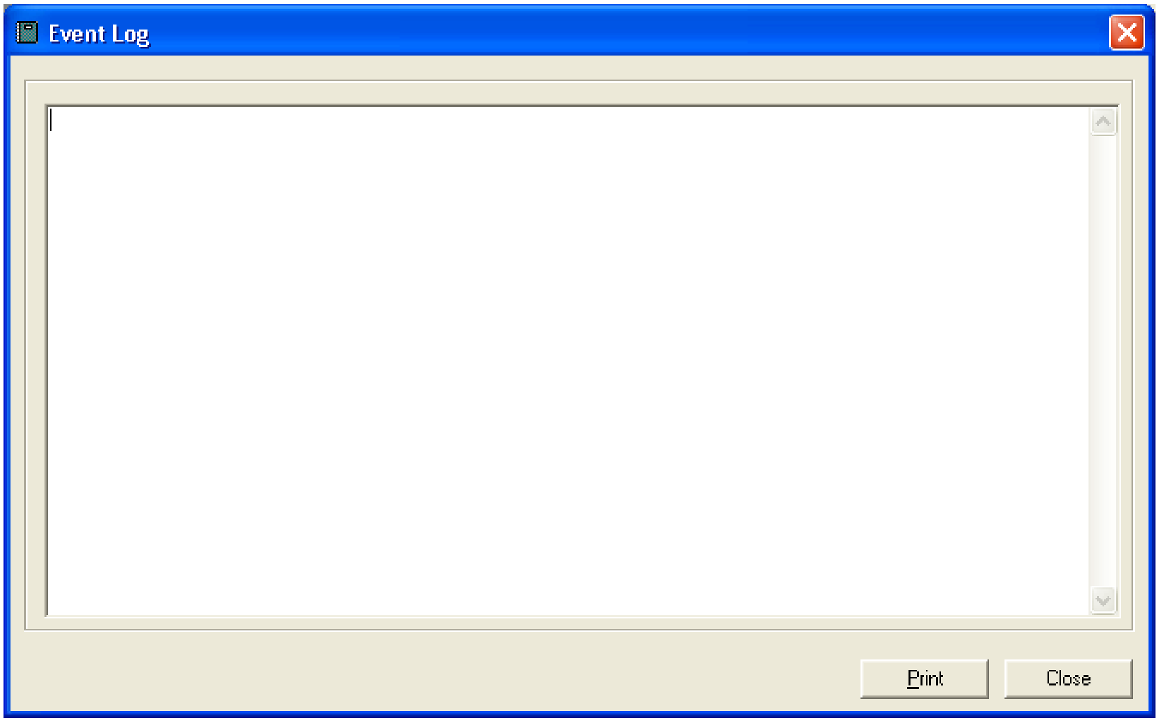

Figure 18 - Event Log Dialog

1.14.1 Controls

This section describes the behavior of the controls on the Event Log dialog.

1.14.1.1 Event Log Text Box

This control allows the user to view the record of events and errors that occurred as a result of the system process. The text box will be enabled when the Event Log dialog is active. It will be filled with the event log generated during the system process. The contents of the control are read-only. When the text exceeds the bounds of the text box, vertical and horizontal scroll bars will display.

1.14.1.2 Print Button

This control allows the user to print the event log entries in the Event Log text box. The Print button will be enabled when the Event Log dialog is active. It has a mnemonic of "P".

1.14.1.3 Close Button

This control allows the user to exit the Event Log dialog and return to the View Event Logs dialog. The Close button will be enabled when the Event Log dialog is active. Characteristics of the Close button are defined in the *Consistencies*.

1.14.2 Processes

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

1.14.2.1 Print Event Log

Upon selection of the Print button, the system will print the contents of the event log to the Operating System's default printer.

1.14.2.2 Close

Upon selection of the Close button, the system will dismiss the Event Log dialog and will return the user to the View Event Logs dialog.

1.15 View System Access Log

The View System Access Log dialog allows the user to view all or part of the contents of the system access log, depending on what filter criteria is defined. The user may print the contents of the system access log to a printer. The user may also purge the system access log from this dialog. The View System Access Log dialog is invoked when the user selects the View System Access Log list item from the System Administration Functions list. To enter the local agencies, the dialog is invoked in response to the following actions:

- Selection of the View System Access Log list item in the System Administration Functions window (double click the item).
- Selection of the View System Access Log list item in the System Administration Functions window, on the menu bar click File, Open or press Alt+F, O.

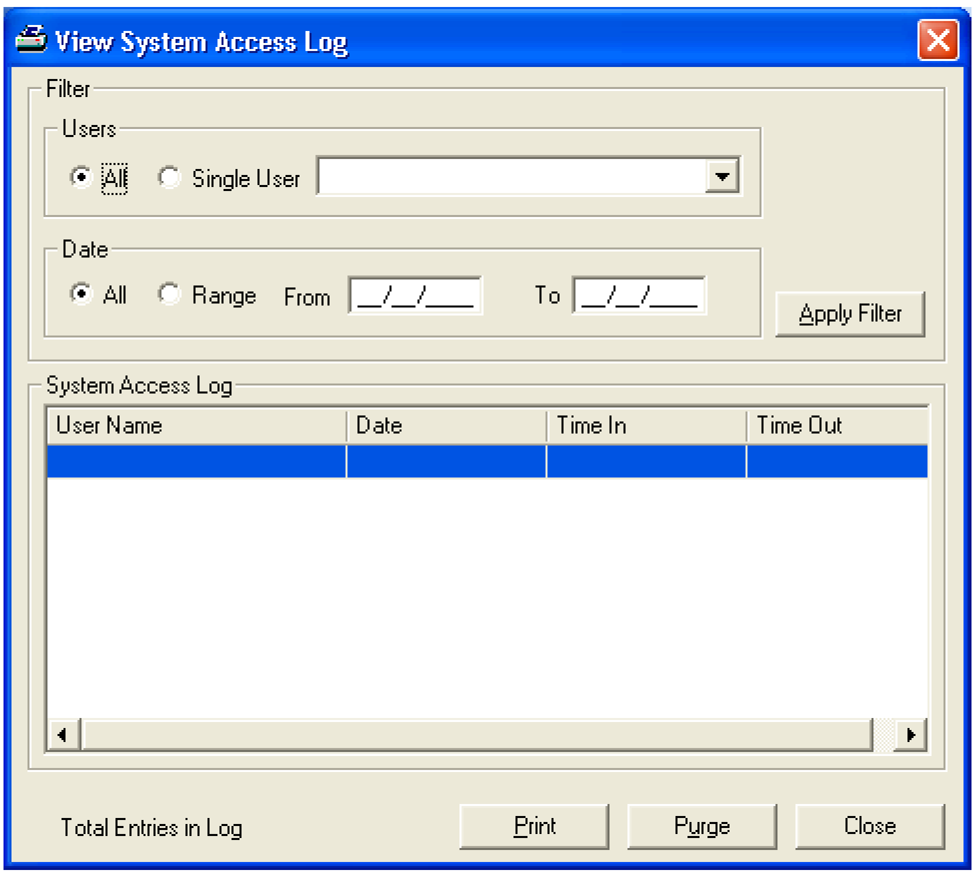

Figure 19 - View System Access Log Dialog

1.15.1 Controls

This section describes the behavior of the controls on the View System Access Log dialog.

1.15.1.1 Filter Group Box: Users Radio Button Group (Users)

This control allows the user to specify whether the System Access Log display grid shows log entries for all users or for a single user. The control will be enabled when the View System Access Log dialog is active. The radio button group consists of the following radio buttons:

- All
- Single User

Upon entry of the System Access Log dialog, the "All" control will be selected. This control will be the default for the dialog. When the "All" radio button is selected, the Single User radio button will be blank and the dropdown will be disabled.

1.15.1.2 Single User Name Dropdown (Single User)

This control allows the user to specify an individual user by name for which the System Access Log display grid shows log entries. The dropdown will be enabled when the Single User radio button is selected. Once the Single User control is selected, the dropdown will become enabled. The dropdown will be filled with a list of all the users within the system by name. When the dropdown becomes enabled it will default to blank until a selection is made. To make a selection in this field, the user may use the mouse, arrow keys or the first character of the item within the list. If there is more than one item within the list with the same first character, the user may select that character to move through the list of items beginning with that character and pressing enter when making a selection. A character that is selected and is not found in the list, no change is made. A selection is required when enabled.

1.15.1.3 Filter Group Box: Date Radio Button Group (Date)

This control allows the user to specify whether the System Access Log display grid shows log entries for "All" dates or a particular date range for the user(s) selected. The control will be enabled when the View System Access Log dialog is active. The radio button group consists of the following radio buttons:

- All
- Range

Upon entry of the System Access Log dialog, the "All" control will be selected. This control will be the default for the dialog. When the "All" radio button is selected, the Range radio button will be blank and the Date Range "From" and Filter Date Range "To" fields will be disabled.

1.15.1.4 Filter Date Range "From" Masked Edit Box (From)

This control allows the user to specify the start (From) date of the date range on which to filter the System Access Log display grid log entries. The masked edit box will be enabled when the Range radio button is selected. 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. Entering the letter "T" will cause the system to insert the current system date into the field. If a date already exists in the field, entering the letter "F" will cause the system to insert the first day of that month into the field. Entering the letter "M" will cause the system to insert the middle day of that month into the field. Entering the letter "L" will cause the system to insert the last day of that month into the field. The masked edit box will initially be set to the date of the first system access log entry.

1.15.1.5 Filter Date Range "To" Masked Edit Box (To)

This control allows the user to specify the end (To) date of the date range on which to filter the System Access Log display grid log entries. The masked edit box will be enabled when the Range radio button is selected. 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. Entering the letter "T" will cause the system to insert the current system date into the field. If a date already exists in the field, entering the letter "F" will cause the system to insert the first day of that month into the field. Entering the letter "M" will cause the system to insert the middle day of that month into the field. Entering the letter "L" will cause the system to insert the last day of that month into the field. The masked edit box will initially be set to the current system date.

1.15.1.6 Apply Filter Button

This control allows the user to instruct the system to apply the selected filter criteria and display the results within the System Access Log display grid. The Apply Filter button will be enabled when the View System Access Log dialog is active. It has a mnemonic of "A".

1.15.1.7 System Access Log Display Grid

This control allows the user to view the system access log entries that correspond to the selected filter criteria. The grid will consist of four (4) columns:

- User Name
- Date
- Time In

- Time Out

An entry will be added to the grid for each system access log entry that corresponds to the selected filter criteria. The entries in the grid will display in descending order according to the values of the Date column. The display grid will initially be blank. The values on the grid are read-only.

1.15.1.8 Total Entries in Log Text Label and Value

This control allows the user to view the number of entries displayed as a result of the user defined filter criteria within the System Access Log display grid. The value label will be filled with the value of the number of entries in the System Access Log display grid. It will display in the inverse color of the form and will be ready only.

1.15.1.9 Print Button

This control allows the user to print the entries within the System Access Log display grid. The Print button will be enabled when the View System Access Log dialog is active and at least one item exists in the System Access Log grid. It has a mnemonic of “P”.

1.15.1.10 Purge Button

This control allows the user to purge (or remove) records from the system access log for the dates previous to, but not including, the user defined date. The Purge button will be enabled when the View System Access Log dialog is active. It has a mnemonic of “U”.

1.15.1.11 Close Button

This control allows the user to exit the View System Access Log dialog. The Close button will be enabled when the View System Access Log dialog is active. Characteristics of the Close button are defined in the *Consistencies*.

1.15.2 Processes

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

1.15.2.1 Apply Filter to System Access Log

Upon selection of the Apply Filter button, the system will initiate a check for required and valid information.

If the Single User radio button is selected, but no user is selected in the drop down list, the system will invoke a standard error message with the text “A selection is required in the Single User.” Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.

If the Filter Date Range radio button is selected, but no dates are entered in either the filter "From" or "To" masked edit boxes, the system will invoke a standard message with the text "An entry is required for the <control label>." Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.

If the Filter Date Range To masked edit box and the Filter Date Range From masked edit box have values, the date must be a valid calendar date. If not, the system will invoke a standard error message with the text "Invalid date entered." Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.

If the Filter Date Range From masked edit box and the Filter Date Range To masked edit box have values, both must have values that are less than or equal to the current system date. If either value is not, the system will invoke a standard error message with the text "Date entered must be equal to or less than today's date." Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.

Upon the validation of all controls, the system will refresh the System Access Log display grid with only those entries that correspond to the selected filter criteria. If there are no entries in the System Access Log that correspond to the selected filter criteria, the system will invoke a standard informational message with the text "No entries qualified for selected filter criteria."

1.15.2.2 Print System Access Log

Upon selection of the Print button, the system will produce the System Access Logon Report described in this document.

1.15.2.3 Purge System Access Log

Upon selection of the Purge button, the system will invoke the Purge System Access Log dialog described in this document.

1.15.2.4 Close

Upon selection of the Close button, the system will dismiss the View System Access Log dialog. The system will return the user to the System Administration Functions window.

1.16 Purge System Access Log

The Purge System Access Log dialog allows the user to purge records created prior to a specific date from the system access log. The records that are purged are not limited to the records that are displayed in the System Access Log display grid on the View System Access Log dialog; all system access log records created prior to the specified date, not including that date, will be purged. The Purge System Access Log dialog is invoked when the user selects the Purge button from the View System Access Log dialog. To enter the date for purging entries, the dialog is invoked in response to the following actions:

- Selection of the Purge button on the View System Access Log dialog.
- Selection of the Alt+U keys from the View System Access Log dialog.

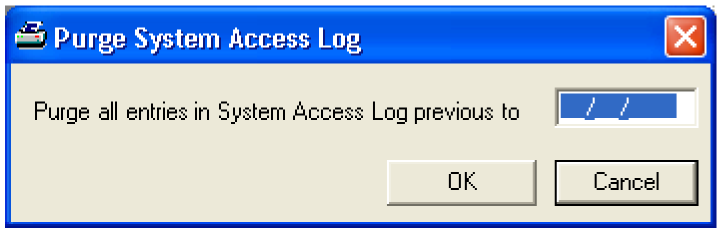

Figure 20 - Purge System Access Log Dialog

1.16.1 Controls

This section describes the behavior of the controls on the Purge System Access Log dialog.

1.16.1.1 Purge All Entries in System Access Log previous to Masked Edit Box

This control allows the user to enter the end date of the range of system access log entries to keep in the database. All system access log entries created prior to this date will be permanently purged from the system. The masked edit box will be enabled when the Purge System Access Log dialog is active. It will only allow the entry of numeric characters. The mask on the box will be "##/##/####" to accept a date with a four digit year. The masked edit box will initially be blank. An entry is required.

1.16.1.2 OK Button

This control allows the user to instruct the system to edit the values of the controls, save the changes, and exit the Purge System Access Log dialog. The OK button will be enabled when the Purge System Access Log dialog is active. Characteristics of the OK button are defined in the *Consistencies*.

1.16.1.3 Cancel Button

This control allows the user to exit the Purge System Access Log dialog without applying any changes. The Cancel button will be enabled when the Purge System Access Log dialog is active. Characteristics of the Cancel button are defined in the *Consistencies*.

1.16.2 Processes

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

1.16.2.1 OK

Upon selection of the OK button, the system will initiate a check for required and valid information.

If any required information has not been entered, the system will invoke a standard message box with the text "An entry is required for the <control label>." Upon dismissal of the error message box, the system will automatically position the cursor to the field found in error to facilitate error correction.

If an invalid value has been entered in the Purge all entries System Access Log previous to control, the system will display a standard error message with the text "Invalid date entered." Upon dismissal of the error message, the system will automatically position the cursor to the field found in error to facilitate error correction.

If a future date has been entered in the Purge all entries System Access Log previous to control, the system will display a standard error message with the text "Date entered must be equal to or less than today's date." Upon dismissal of the error message, the system will automatically position the cursor to the field found in error to facilitate error correction.

Upon validation of the controls, the system will purge all qualifying records from the system access log and return the user to the View System Access Log dialog.

1.16.2.2 Cancel

Upon selection of the Cancel button, the system will dismiss the Purge System Access Log dialog without purging the log. The system will return the user to the View System Access Log dialog.

1.17 System Access Logon Report (Output)

This report allows the user to print a detail report of system access by All Staff members or by individual staff members in the SPIRIT system. When pulling this report the user may indicate "All" or select a single user and "All" or a Range of dates. This report is produced when the user selects the Print button from the View System Access Log dialog described earlier in View System Access Log.

1.17.1 Data Elements

System Access Logon Report

```
System Name                   System Access Logon                   2/27/1997
Don User                   01/28/1997 - 02/27/1997                  12:30:00
                                                                    Page   1

Clinic: Carpenter
                                                              Time     Time
 User ID            User Name                 Logon Date       In       Out
--------- -----------------------------    ----------    -------   -------
JRRUSL01  James R. Russel                  01/28/1997   08:05am  11:30am
SPRUST    Sam Peckinpaw                    01/28/1997   08:06am  04:32pm
KRDDT     Kathy D. Dietrich                01/28/1997   12:03pm  04:30pm
JRRUSL01  James R. Russel                  01/29/1997   08:30am  05:02pm

<<page break will occur between Clinics for state report>>
```

This section describes the data elements that will print on the document.

1.17.1.1 Report Title

The title of the report will be the text "System Access Logon" with the subtitle being the system access date range specified by the user.

1.17.1.1.1 Origin of Data Element

The date range will be selected by the user on the View System Access Log dialog as described in this document.

1.17.1.1.2 Format

The beginning and end date values will print in MM/DD/CCYY format.

1.17.1.2 Clinic Name

This value will display the location, State Office Clinic that access the system by the user and date range selected.

1.17.1.2.1 Origin of Data Element

The value will be taken from the Service-Site-Name attribute of the SERVICE-SITE entity.

1.17.1.2.2 Format

The value will print as its literal value.

1.17.1.3 User ID

This value will be the ID of the user who accessed an application in the SPIRIT system.

1.17.1.3.1 Origin of Data Element

The value will be taken from the System-Access-Log-User-ID attribute of the SYSTEM-ACCESS-LOG entity for the user who accessed the application.

1.17.1.3.2 Format

The value will print as its literal value. Alphabetical characters are all forced to upper case.

1.17.1.4 User Name

This value will be the name of the user who accessed an application in the SPIRIT system.

1.17.1.4.1 Origin of Data Element

The value will be taken from the Staff-Member-First-Name, Staff-Member-Middle-Initial and Staff-Member-Last-Name attributes of the STAFF-MEMBER entity for the user who accessed the application.

1.17.1.4.2 Format

The value will print in {first name} {middle initial} {last name} format. Alphabetical characters are all forced to upper case.

1.17.1.5 Logon Date

This value will be the date when the user accessed the application.

1.17.1.5.1 Origin of Data Element

The value will be taken from the System-Access-Log-Login-Date attribute of the SYSTEM-ACCESS-LOG entity.

1.17.1.5.2 Format

The value will print in MM/DD/CCYY format.

1.17.1.6 Time In

This value will be the time the user started accessing the application.

1.17.1.6.1 Origin of Data Element

The value will be taken from the System-Access-Log-Login-Time attribute of the SYSTEM-ACCESS-LOG entity.

1.17.1.6.2 Format

The value will print in HH:MM {AM/PM} format. Alphabetical characters are all forced to upper case.

1.17.1.7 Time Out

This value will be the time the user exit the application.

1.17.1.7.1 Origin of Data Element

The value will be taken from the System-Access-Log-Logout-Time attribute of the SYSTEM-ACCESS-LOG entity.

1.17.1.7.2 Format

The value will print in HH:MM {AM/PM} format. Alphabetical characters are all forced to upper case.

1.17.2 Filter Criteria

1.17.2.1 User Name

The View System Access Log dialog allows the user to select all user names for inclusion in the report or a single user name. Alphabetical characters are all forced to upper case.

1.17.2.2 System Access Date Range

The View System Access Log dialog allows the user to select system access entries across all days or to enter a beginning and ending date to print a range of system access entries. Format will be MM/DD/CCYY.

1.17.3 Sort Order

1.17.3.1 Clinic

The report will be sorted by State Office Clinic.

1.17.3.2 Logon Date

The report will be sorted by logon date within the State Office Clinic.

1.17.3.3 Logon Time (Time In)

The report will be sorted by logon time (time in) within logon date within the State Office Clinic.

1.17.4 Grand Total

No grand total is indicated for this report. Totals will only be displayed on the dialog as described in this document – View Access Log.