

**1. CONSISTENCIES.....2**

**1.1. CONTROLS .....2**

## 1. Consistencies

### 1.1. Controls

#### 1.1.1. Tab Order

The tab order of the controls within each document is the same as the order in which they are listed. Generally the tab order will flow left to right top to bottom on each screen.

The contents of the field should be highlighted and updateable if Editing is allowed on the screen.

#### 1.1.2. Last Name Text Box

The control will only accept entry of alpha and the following characters ( ' , - ) characters. It will convert all entered characters to upper case. The maximum size of this control will be twenty-five (25) characters.

#### 1.1.3. First Name Text Box

The control will only accept entry of alpha and the following characters ( ' , - ). It will convert all entered characters to upper case. The maximum size of this control will be twenty (20) characters.

#### 1.1.4. Middle Initial (MI)

The control will only accept entry of alpha characters. It will convert all entered characters to upper case. The maximum size of this control will be one (1) character.

#### 1.1.5. Address Text Box

The control will only accept entry of alphanumeric and the following and the following characters ( ' . - # / ). It will convert all entered characters to upper case. The maximum size of this control will be fifty (50) characters.

#### 1.1.6. State Dropdown

Displays a list of 2 character state codes from the REFERENCEDICTIONARY entity where the CATEGORY = 'STATE'

#### 1.1.7. State Masked Edit Box

It will only allow the entry of alphabetic characters. It will convert all entered characters to upper case. The mask for the box will be "AA" to allow entry of a State postal code. It will default to the value of your state.

### **1.1.8. County Dropdown**

Displays a list of counties from the COUNTY entity. Upon a change in county, the City dropdown is emptied. Only in the Vendor Application will County be sub-set by STATECD attribute of the COUNTY entity.

### **1.1.9. City Dropdown**

Remains disabled until a County is selected in the County dropdown. The dropdown displays a sub-set list of cities listed in the LOCALMUNICIPALITY entity sub-set by HEALTHCOUNTYID.

### **1.1.10. City Text Box**

The control will only accept entry of alpha and the following and the following characters ( ' . - # / ). It will convert all entered characters to upper case. The maximum size of this control will be twenty (20) characters.

### **1.1.11. ZIP**

It will only allow the entry of numeric characters. The mask for the box will be "#####-#####" to allow entry of a four digit ZIP extension. A complete five digit ZIP code is required. If any part of the four-digit extension is entered, a complete nine digit ZIP is required.

### **1.1.12. Telephone Masked Edit Box**

The mask for the box will be "###-###-#####" to allow entry of an area code and seven digit telephone number.

### **1.1.13. Date Masked Edit Box**

It will only allow the entry of numeric characters. The mask for the box will be "##/##/#####".

The resultant string must be a valid date representation in the form of MM/DD/CCYY.

### **1.1.14. OK Button**

The OK button will be the default button for windows and dialogs unless otherwise noted in the documentation. Pressing the Enter key is the equivalent of pressing the OK button when enabled. The OK button is used in conjunction with the Cancel Button. The OK button does not have a mnemonic key.

### **1.1.15. Cancel Button**

The Cancel button will dismiss windows and dialogs. Pressing the Escape key is the equivalent of pressing the Cancel button when enabled. . The Cancel button is used in conjunction with the OK Button. The Cancel button does not have a mnemonic key.

### **1.1.16. Save Button**

The Save button will be the default button for windows and dialogs unless otherwise noted in the documentation. Pressing the Enter key is the equivalent of pressing the Save button when enabled. The Save button is used in conjunction with the Close button. The Save button has a mnemonic of 'S'.

### **1.1.17. Close Button**

The Close button will dismiss windows and dialogs. Pressing the Escape key is the equivalent of pressing the Close button when enabled. . The Close button is used in conjunction with the Save Button. The Close button does not have a mnemonic key.

### **1.1.18. Saving Create User, Date and Time**

For all entities there is an attribute for CREATEUSER, CREATEDATE and CREATETIME where the logged in user's ID is captured upon saving records as well as the system's date and time.

### **1.1.19. Updating User Data Modified User, Date and Time**

For all entities there is an attribute for MODIFYUSER, MODIFYDATE and MODIFYTIME where the logged in user's ID is captured upon updating and saving records as well as the system's date and time.

### **1.1.20. Context Sensitive Help (Field Level Help)**

All entry fields and controls for all forms will provide Context Sensitive Help when the user hovers over the field or control.

### **1.1.21. Agency Dropdown**

Displays a list of agencies from the Agency entity. The Agency list will display Agency.AgencyID + Agency.AgencyName and will be sorted in numeric order by AgencyID. If only one Agency is listed in the Agency entity, the dropdown will default to that agency. If more than one Agency is listed in the Agency entity, they dropdown will default to blank.

### **1.1.22. Email Address Text Box**

The email address text box will allow up to 100 alphanumeric and special characters - at symbol (@) period (.) underscore (\_) and apostrophe (') . The text box will allow only one at symbol (@) and no spaces.

### **1.1.23. State WIC ID Text Box**

The State WIC ID text box will allow up to 8 alphanumeric. The mask for the box will be "#####". The system will pad the entry with leading zeros if the entry is not 8 characters. It will default to blank.

### 1.1.24. Common User Permission Message

If the user is not authorized to the function attempted, the system will present a critical error message that states that you do not have permission to this function. “You do not have the necessary permissions to <function description>. Please see your supervisor.”

### 1.1.25. System Menu and Toolbar

#### 1.1.25.1. Windows System Menu

The Windows system menu will be active on all windows and dialogs within the system. The menu is invoked when clicking the Menu icon located in the title bar of the window. The functions available on the System Menu will be determined by the window/dialog that is active. Double clicking on the System Menu icon will perform the Close function as defined below. The menu items will be enabled and disabled depending on the current state of the window/dialog.

The standard Windows System Menu consists of the following menu items:

- Restore – restores the window to its previous state.
- Move – allows the user to move the window using arrow keys.
- Size – allows the user to resize the window using arrow keys.
- Minimize – minimizes the window to the taskbar.
- Maximize – opens the window to the full size of the desktop. However, this menu item will be grayed in the .net environment because the window cannot be sized.
- Close – exits the window, invoking any applicable edits and returns the user to the calling window or desktop.

A standard dialog System Menus consists of the following menu items:

- Move – allows the user to move the window using arrow keys.
- Close – exits the dialog, invoking any applicable edits and returns the user to the calling window/dialog.

#### 1.1.25.2. Windows System Toolbar Buttons

The Windows system toolbar will be active on all windows and dialogs within the system. The functions available on the System toolbar will be determined by the window/dialog that is active. The toolbar buttons will be visible depending on the current state of the window/dialog.

The standard Windows System toolbar consists of the following buttons:

- Minimize – minimizes the window to the taskbar.
- Maximize – opens the window to the full size of the desktop. However, this button will be grayed in the .net environment because the window cannot be sized.
- Close ‘X’ – exits the window and returns the user to the calling window or desktop.

A standard dialog System toolbar consists of the following button:

- Close 'X'– exits the dialog and returns the user to the calling window/dialog.

### 1.1.26. Inverse Color of the Form

The phrase “...inverse color of the form...” found throughout the DFDDs actually means the color selected as the Color1 attribute of the “Selected Items” item on the Advanced Appearance dialog.”

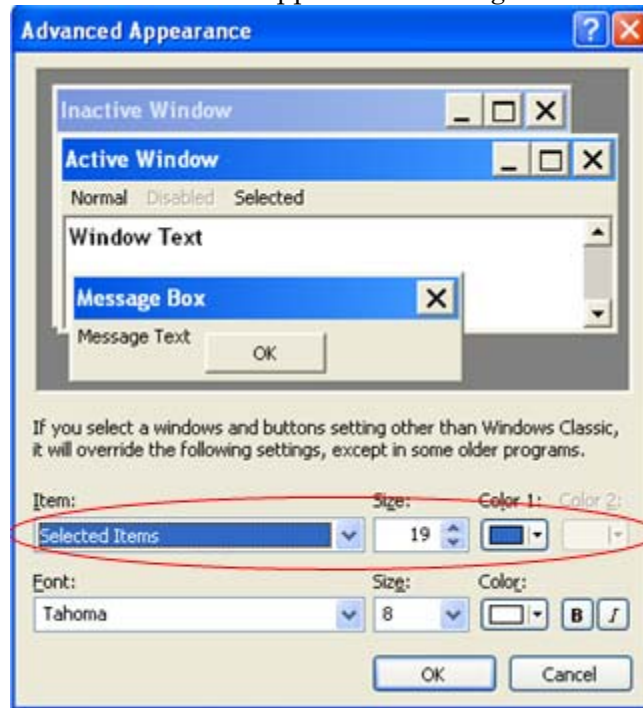


Figure 1 – Advanced Appearance Dialog

### 1.1.27. Non-required Dropdowns

For all non-required dropdowns on all screens, a blank row will be added to the list to allow the user to select a null value. This will allow the user the ability to de-select a non-required value if selected in error without requiring the user to cancel the screen and start over.