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## 9. Application Wizard

When the Application has been completed, returned, and logged into the system [Chapter 03 – Entry of New Applicants](#), the information on the paper application can be entered into the Vendor Management system using the Application Wizard. The Application Wizard will guide the user page-by-page through the application, entering the required information as they proceed. The Application Wizard is invoked when the user selects the Application Wizard follow-up activity on the Follow-up Activities dialog as described in [Chapter 04 – Vendor Folder](#).

The entire Application Wizard consists of eleven (11) screens that are invoked in order and as required by the information entered. For example, on the first dialog of the Application Wizard the user identifies the type of ownership the Vendor is under. Once this selection is made, the wizard automatically invokes the appropriate dialog for that ownership type in their proper order. The system only prompts for information that applies to the ownership type on the application.

The system will freely move forward and backward through the dialogs of the Application Wizard and allow changes to previously entered information unless the ownership type is changed. If the ownership type is changed on the first dialog of the Application Wizard, then all previously entered information is discarded.

Once the user progresses through the entire Application Wizard and selects the Finish button, the system invokes a dialog to allow the user to select which address to send the Contract Signature Page and who the recipient will be. When the user selects the OK button on this dialog, the system will generate the Contract Signature Page and save the Vendor Application information to the database. The Vendor information will then be available to be viewed through the Vendor Folder as described in [Chapter 04 – Vendor Folder](#). If an Application Wizard follow-up activity item is selected in the Event Log tree view and the Details button is selected, the Application Wizard will be displayed. All the controls on the screens will display the saved information for the vendor and will be read-only. Also, a Print button will replace the Finish button so that the Contract Signature Page Letter can be reprinted.

A system generated Application Wizard follow-up activity will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be updated with the new follow-up activity. The system will return the user to the Event Log tab of the Vendor Folder.

## 9.1 Ownership Structure

The initial dialog of the Application Wizard will allow the user to identify the type of ownership the Vendor is under. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls default to blank unless otherwise noted. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Ownership Structure dialog is invoked in response to the following user actions:

- Selection of the Application Wizard follow-up activity on the Follow-up Activities dialog as described in [Chapter 04 – Vendor Folder](#). The dialog will display in "add" mode.
- Selection of an Application Wizard follow-up activity in the Events Tree View on the Vendor Folder and then selecting the Details button as described in [Chapter 04 – Vendor Folder](#). The dialog will display in "view" mode.

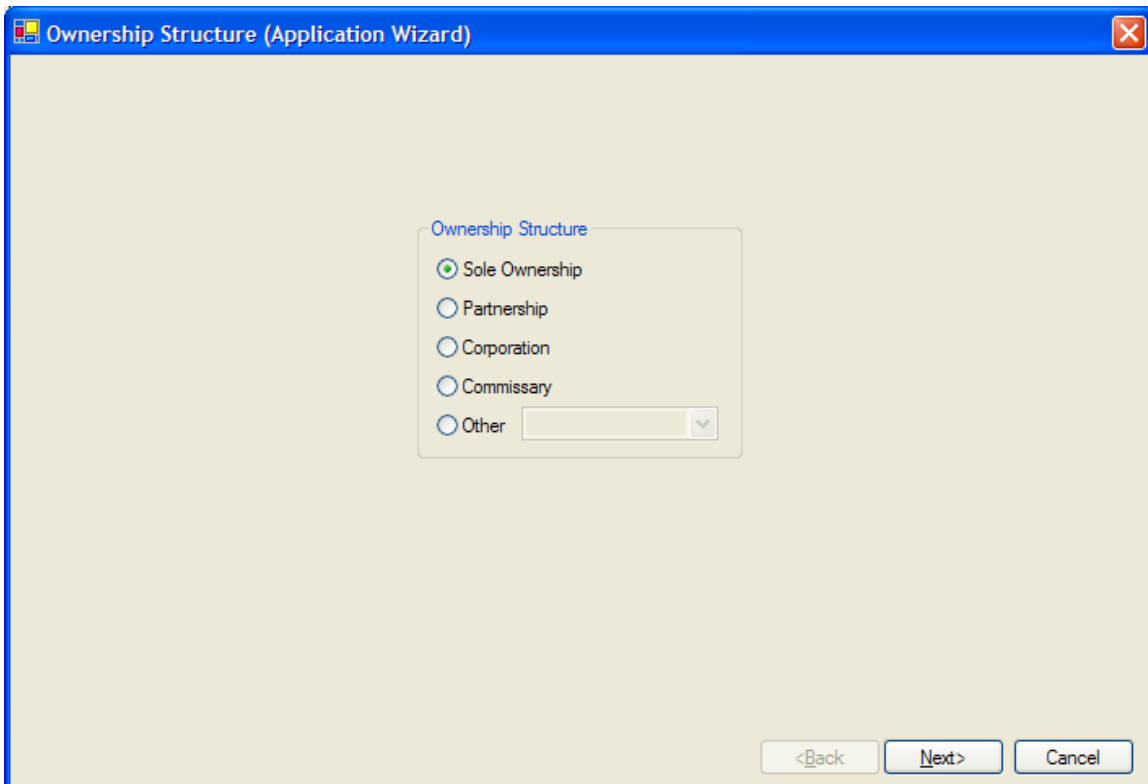
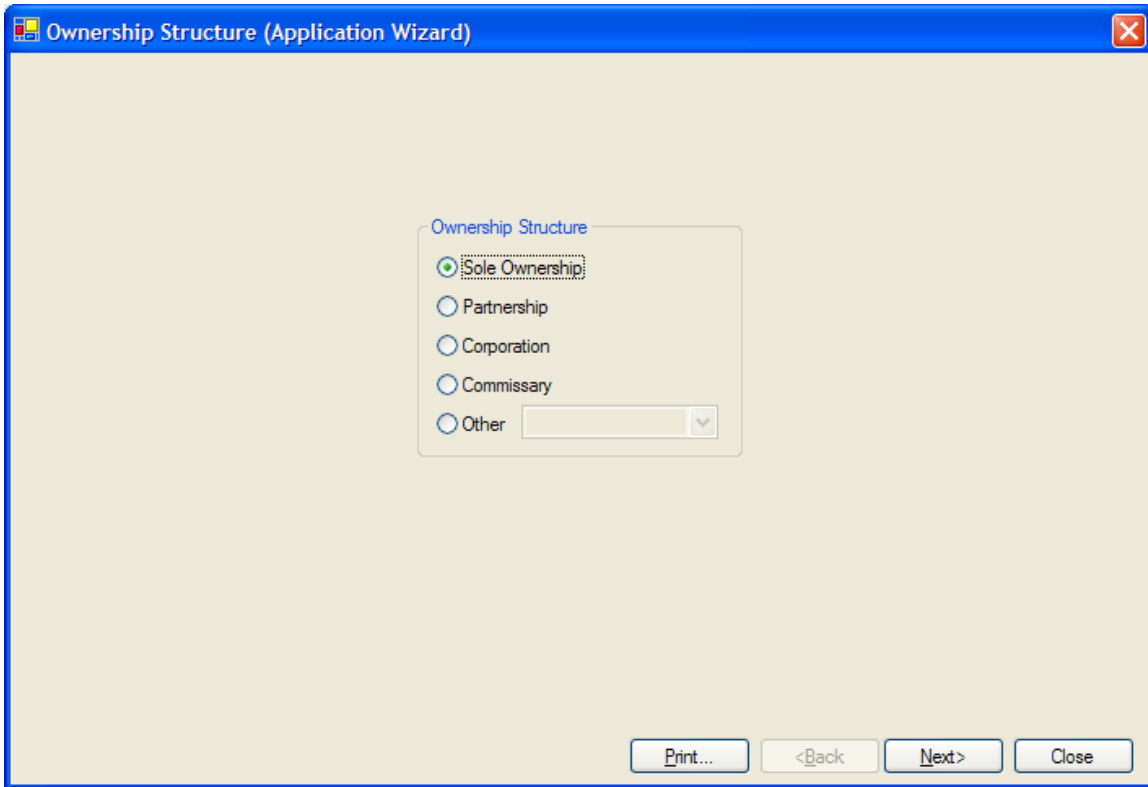


Figure 1 - Application Wizard - Ownership Structure Dialog (Add Mode)



**Figure 2 - Application Wizard - Ownership Structure Dialog (View Mode)**

### 9.1.1 Controls

This section describes the behavior of the controls on the Ownership Structure dialog.

#### 9.1.1.1 Ownership Structure Radio Button Group

This group of radio buttons allows the user to select the type of ownership structure of the Vendor submitting the application. The radio button group is enabled when the Ownership Structure dialog is active. There will be five (5) types of Ownership structures:

- Sole Ownership
- Partnership
- Corporation
- Commissary
- Other

The Ownership Structure radio button will default to the value previously recorded for the Vendor. When the Sole Ownership, Partnership, Corporation, or Commissary radio buttons are selected, the Other Ownership Structure drop-down will be cleared and disabled. When the "Other" radio button is selected, the Other Ownership Structure drop-down will be enabled.

### *9.1.1.2 Other Ownership Structure Drop-down (Other)*

This control allows the user to specify or enter an ownership structure when the Vendor does not precisely fit the defined ownership structures. The drop-down is enabled when the "Other" radio button is selected. Upon initial entry of the Ownership Structure (Application Wizard) dialog, this control will be disabled. It is filled from a list of "other" ownership structures from the OTHER-OWNERSHIP-STRUCTURE entity, and will allow the user to add additional "other" ownership structures to the list. This control accepts entry of alphanumeric characters. The maximum size is fifty (50) characters. All alphabetic characters are forced to uppercase. Special characters are not accepted in this field. When working "add" mode, the control will initially default to blank. When working in (View Mode), the control defaults to the previously saved value.

### *9.1.1.3 Print Button*

This control allows the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Ownership Structure dialog is active in "view" mode. It will have a mnemonic of "P".

### *9.1.1.4 Next Button*

This control allows the user to proceed to the next dialog within the Application Wizard. The Next button is enabled when the Ownership Structure dialog is active in "add" mode. It will have a mnemonic of "N" and will be the default command for the dialog.

### *9.1.1.5 Cancel Button*

This control allows the user to exit the Application wizard without processing the Vendor application. The Cancel button will be visible and enabled when the Ownership Structure dialog is active in "add" mode. Characteristics for the Cancel button are defined in the *Consistencies* chapter.

### *9.1.1.6 Close Button*

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Ownership Structure dialog is active in "view" mode. Characteristics for the Close button are defined in the *Consistencies* chapter.

## **9.1.2 Processes**

This section describes the processes that take place as a result of the actions taken on the Ownership Structure dialog.

### *9.1.2.1 Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Ownership Structure (Application Wizard)".
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Back button is disabled. The Close and Print buttons are not visible.
- In View mode the Close, Print, Back and Next buttons are visible. The Back button is disabled. The Cancel button is not visible.

#### 9.1.2.2 *Print*

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

#### 9.1.2.3 *Next*

Upon selection of the Next button:

- If the Other radio button is selected and no selection is made in the Other Ownership Structure Drop-down (Other), the system will invoke a standard error message with the text "A selection is required in the <control label>."
- The system will proceed to the next screen of the Application Wizard. The next screen depends on what type of ownership structure was selected.
  - When the Sole Ownership radio button is selected, the Application Wizard proceeds to the Sole Ownership Business Information dialog as described in this document.
  - When the Partnership radio button is selected, the Application Wizard proceeds to the Partnership Business Information dialog as described in this document.
  - When the Corporation radio button is selected, the Application Wizard proceeds to the Corporation Business Information dialog as described in this document.
  - When the Commissary radio button is selected, the Application Wizard proceeds to the Commissary Business Information dialog as described in this document.
  - When the Other radio button is selected, the system invokes the Select Type of Ownership dialog as described in this document.

#### 9.1.2.4 *Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Ownership Structure dialog and end the Application Wizard process without saving any of the entered application information.
- The system will return the user to the Event Log tab of the Vendor Folder.

### 9.1.2.5 Close

Upon selection of the Close button:

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

### 9.1.2.6 Data Map

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Sole Ownership	Vendor	OwnershipStructure	
Partnership	Vendor	OwnershipStructure	
Corporation	Vendor	OwnershipStructure	
Commissary	Vendor	OwnershipStructure	
Other	Vendor	OwnershipStructure	
Other	Vendor	OtherOwnershipStructure	

## 9.2 Sole Ownership Business Information

The Sole Ownership Business Information dialog of the Application Wizard allows the user to enter Vendor business information from an application for Sole Ownership. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls will default to the information previously recorded for the Vendor and will allow the user to change the information. Otherwise, the controls will default to blank and will allow the user to enter information. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Sole Ownership Business Information dialog is invoked when the user selects the Next button while the Sole Ownership radio button is selected on the Ownership Structure dialog of the Application Wizard as described in this document.

The screenshot shows a Windows-style dialog box titled "Sole Ownership Business Information (Application Wizard)". The dialog contains several input fields and sections:

- Trade Name (DBA):** LITTLE STORE
- Federal ID Number:** 43-0293841
- Vendor Address:**
  - Address: 1231 11TH ST
  - State: VA
  - County: MARYLAND
  - City: COLLEGE PARK
  - ZIP: 20001-0000
- Mailing Address:**
  - Same as Physical:
  - Address: 1231 11TH ST
  - City: WASHINGTON
  - State: VA
  - ZIP: 20001-0000
- Telephone Number:** 201-289-1388
- Fax Number:** 201-289-1336
- Email:** littlestore@myemail.com
- Contact Name:**
  - Title: OWNER
  - Salutation: MR
  - First Name: RICH
  - Last Name: LEWIS

At the bottom right, there are three buttons: "<Back", "Next>", and "Cancel".

Figure 3 - Application Wizard - Sole Ownership Business Information Dialog (Add Mode)

The screenshot shows a software dialog box titled "Sole Ownership Business Information (Application Wizard)". It contains several sections of input fields:

- Trade Name (DBA):** A text box containing "LITTLE STORE".
- Federal ID Number:** A text box containing "43-0293841".
- Vendor Address:** A section with a "Address" field containing "1231 11TH ST", a "State" dropdown menu set to "VA", a "County" dropdown menu set to "MARYLAND", a "City" dropdown menu set to "COLLEGE PARK", and a "ZIP" field containing "20001-0000".
- Mailing Address:** A section with a "Same as Physical" checkbox, an "Address" field containing "1231 11TH ST", a "City" field containing "WASHINGTON", a "State" dropdown menu set to "VA", and a "ZIP" field containing "20001-0000".
- Telephone Number:** A field containing "201-289-1388".
- Fax Number:** A field containing "201-289-1336".
- Email:** A field containing "littlestore@myemail.com".
- Contact Name:** A section with "Title" set to "OWNER", "Salutation" set to "MR", "First Name" set to "RICH", and "Last Name" set to "LEWIS".

At the bottom of the dialog are four buttons: "Print...", "<Back", "Next>", and "Close".

Figure 4 - Application Wizard - Sole Ownership Business Information Dialog (View Mode)

## 9.2.1 Controls

This section describes the behavior of the controls on the Sole Ownership Business Information dialog.

### 9.2.1.1 Trade Name (DBA) Text Box

This control allows the user to enter or view the name of the Vendor. The text box is enabled when the Sole Ownership Business Information dialog is active. This control accepts entry of alphanumeric characters. The maximum length allowed for the value is fifty (50) characters. Alphabetic characters are forced to uppercase and special characters are accepted in the field. When working in either "add" or "view" mode, the control defaults to the previously saved value.

### *9.2.1.2 Federal ID Number Text Box*

This control allows the user to enter or view the Federal ID number for the Vendor. The text box is enabled when the Sole Ownership Business Information dialog is active. The maximum length allowed for the value is nine (9) characters. The control accepts the entry of numeric characters. The mask for the box is "99-9999999". Special characters are not accepted. When working in "add" the control will initially be blank, unless entry is made on the Demographics Page 2 –Sub tab of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#) prior to processes within the Application Wizard. When working in "view" mode, the control defaults to the previously saved value.

### *9.2.1.3 Vendor Address Text Boxes (Address1 & Address2)*

These two controls (Address1 & Address2) allow the user to enter or view the physical address of the Vendor. The text boxes are enabled when the Sole Ownership Business Information dialog is active. Both controls (address1 & address2) will accept entry of alphanumeric characters. The alphabetic characters will be forced to upper case. The maximum size of each control will be fifty (50) characters. Special characters are permitted but limited to the following; comma (,), period (.), pound sign (#), hyphen, forward slash (/), apostrophe ('), and ampersand (&). When working in "add" or "view" mode, the control defaults to the previously saved value.

### *9.2.1.4 Vendor State Drop-down (State)*

This control allows the user to select the post office abbreviation for the physical state for the Vendor. The drop-down is enabled when the Sole Ownership Business Information dialog is active. The drop-down list will be in alphabetical order and read-only. All fifty- (50) states are listed in their proper two-character abbreviation. This control is filled with the list of states from the Reference Dictionary Table. When working in either "add" or "view" mode, the control defaults to the previously saved selection. Upon a change to State, the County drop-down will be refreshed with the county list associated with the newly selected state.

### *9.2.1.5 Vendor County Drop-down (County)*

This drop-down allows the user to select or view the County that corresponds to the selected state. Note: The applicable label will be displayed according to your state requirements. The drop-down is enabled when the Sole Ownership Business Information dialog is active and a selection is made in the State drop-down. It is filled with a list of counties within the state as defined in the COUNTY Table of the lookup database. The drop-down list will be in alphabetical order and read-only. When working in "add" or "view" mode, the control defaults to the previously saved selection.

### *9.2.1.6 Vendor City Drop-down (City)*

This control allows the user to select or view the city in which the Vendor resides. The text box is enabled when the Sole Ownership Business Information dialog is active and a selection has been made in the County/Quadrant field. If a selection is not made in the county/quadrant field, the city text box will remain disabled. It is filled with a list of cities that are located within the county selected from the County drop-down list. The sub-set list of cities is obtained from the LocalMunicipality Table. The drop-down list will be in alphabetical order and read-only. When working in "add" or "view" mode, the control defaults to the previously saved selection.

### *9.2.1.7 Vendor ZIP Masked Edit Box (ZIP)*

This control allows the user to enter or view the ZIP code in which the Vendor resides. The masked edit box is enabled when the Sole Ownership Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "99999-9999" to include entry of a four digit ZIP extension, if known. If the user does not enter a four-digit extension, the extension will be populated with zeros automatically. Special characters are not accepted in this field. When working in "add" or "view" mode, the control defaults to the previously saved entry.

### *9.2.1.8 Same as Physical Button*

This control will allow the user copy the information from the Vendor physical address controls into the corresponding Vendor mailing address controls. If information exists in the Vendor mailing address controls, this information will be replaced with the information in the physical address controls when the button is selected. The Same as Physical button is enabled when the Sole Ownership Business Information dialog is active in "add" mode. It will have a mnemonic of "P". The button is disabled when working in "view" mode.

### *9.2.1.9 Vendor Mailing Address Text Boxes (Address1 & Address2)*

These controls allow the user to enter or view the address at which the Vendor receives mail. The text boxes are enabled when the Sole Ownership Business Information dialog is active. Both controls (address1 & address2) will accept entry of alphanumeric characters. The alphabetic characters will be forced to upper case. The maximum size of each control will be fifty- (50) characters. Special characters are permitted but limited to the following; comma (,), period (.), pound sign (#), hyphen, forward slash (/), apostrophe ('), and ampersand (&). When working in "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.2.1.10 Vendor Mailing City Text Box (City)*

This control allows the user to enter or view the city in which the Vendor receives mail. The text box is enabled when the Sole Ownership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is thirty (30) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following; comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). This text box is free form entry. When working in "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.2.1.11 Vendor Mailing State Drop-down (State)*

This control allows the user to select the post office abbreviation for the state in which the Vendor receives mail. The drop-down is enabled when the Sole Ownership Business Information dialog is active. The drop-down list will be in alphabetical order and read-only. All fifty (50) states are listed in their proper two-character abbreviation. This control is filled with the list of states from the Reference Dictionary Table. When working in either "add" or "view" mode, the control defaults to the previously saved selection.

#### *9.2.1.12 Vendor Mailing ZIP Masked Edit Box (ZIP)*

This control allows the user to enter or view the ZIP code in which the Vendor receives mail. The masked edit box is enabled when the Sole Ownership Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "99999-9999" to include entry of a four digit ZIP extension, if known. If the user does not enter a four-digit extension, the extension will be populated with zeros automatically. Special characters are not accepted in this field. When working in "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.2.1.13 Telephone Number Masked Edit Box*

This control allows the user to enter or view the telephone number of the Vendor. The masked edit box is enabled when the Sole Ownership Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "999-999-9999" to allow entry of the area code and seven-digit telephone number. Special characters are not accepted in this field. When working in either "add" or "view" mode, the control defaults to the previously saved the previously saved entry.

#### *9.2.1.14 Fax Number Masked Edit Box*

This control allows the user to enter or modify the fax number for the owner. The masked edit box is enabled when the Sole Ownership Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "999-999-9999" to allow entry of the area code and seven-digit fax number. Special characters are not accepted in this field. When working in either "add" or "view" mode, the control defaults to the previously saved the previously saved entry.

#### *9.2.1.15 Email Address Text Box*

This control allows the user to enter or modify the email address for the vendor. The text box is enabled when the Sole Ownership Business Information dialog is active. Characteristics for Email Address text box are defined in the *Consistencies* chapter. When working in either "add" or "view" mode, the control defaults to the previously saved the previously saved entry.

#### *9.2.1.16 WIC Contact Title Text Box (Title)*

This control allows the user to enter or view the title for the WIC Contact Person of the Vendor. The text box is enabled when the Sole Ownership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.2.1.17 WIC Contact Salutation Text Box (Salutation)*

This control allows the user to enter or view the salutation for the WIC Contact Person for the Vendor. The text box is enabled when the Sole Ownership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.2.1.18 WIC Contact First Name Text Box (First Name)***

This control allows the user to enter or view the first name of the WIC Contact Person for the Vendor. The text box is enabled when the Sole Ownership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.2.1.19 WIC Contact Last Name Text Box (Last Name)***

This control allows the user to enter or view the last name of the WIC Contact Person for the Vendor. The text box is enabled when the Sole Ownership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty-five (25) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.2.1.20 Print Button***

This control will allow the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Sole Ownership Business Information dialog is active in "view" mode. It will have a mnemonic of "P."

### ***9.2.1.21 Back Button***

This control will allow the user to return to the previous dialog within the Application Wizard. This button is enabled when the Sole Ownership Business Information dialog is active in "add" mode. It will have a mnemonic of "B".

### ***9.2.1.22 Next Button***

This control will allow the user to proceed to the next dialog within the Application Wizard. The Next button is enabled when the Sole Ownership Business Information dialog is active in "add" mode. It will have a mnemonic of "N" and will be the default button for the dialog.

### ***9.2.1.23 Cancel Button***

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button will be visible and enabled when the Sole Ownership Business Information dialog is active in "add" mode. Characteristics for the Cancel button are defined in the *Consistencies* chapter.

### 9.2.1.24 Close Button

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Sole Ownership Business Information dialog is in "view" mode. Characteristics for the Close button are defined in the *Consistencies* chapter.

## 9.2.2 Processes

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

### 9.2.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Sole Ownership Business Information (Application Wizard)".
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close, Print, Back and Next buttons are visible. The Cancel button is not visible.

### 9.2.2.2 Print

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

### 9.2.2.3 Back

Upon selection of the Back button:

- The system will return the user to the Ownership Structure dialog of the Application Wizard as described this document.
- Any information entered on the Sole Ownership Business Information dialog since it was invoked will be cleared.

### 9.2.2.4 Next

Upon selection of the Next button:

- If an entry has not been made in one of the following controls
  - Trade Name (DBA) Text Box
  - Federal ID Number Text Box
  - Vendor Address Text Box (Address1)
  - Vendor ZIP Masked Edit Box (ZIP)
  - Vendor Mailing Address Text Box (Address1)
  - Vendor Mailing City Text Box (City)
  - Vendor Mailing State Drop-down (State)
  - Vendor Mailing ZIP Masked Edit Box (ZIP)

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If a selection has not been made in one of the following controls
  - Vendor State Drop-down (State)
  - Vendor County Drop-down (County)
  - Vendor City Drop-down (City)

the system will invoke a standard error message with the text "A selection is required in the <control label>."

- The system will invoke the Sole Ownership Owner Information dialog of the Application Wizard as described in this document.
- If an incomplete entry has been made into one of the following controls
  - Federal ID Number Text Box
  - Telephone Masked Edit Box
  - Fax Number Masked Edit Box
  - Vendor ZIP Masked Edit Box (ZIP)
  - Vendor Mailing ZIP

the system will invoke a standard error message with the text "A complete entry is required in the <control label>."

- If the value entered in the Email Address text box does not follow the characteristics defined in the *Consistencies* chapter, the system will invoke a standard error message with the text, "Email Address is invalid."
- If the [AllowFMVendors](#) state business rule is set to "Y", meaning farmers market vendors are allowed, the edits for required data may be relaxed because not all information required for normal vendors is required for farmers market vendors.

#### 9.2.2.5 *Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Sole Ownership Business Information dialog and end the Application Wizard without saving any of the entered application information.
- The system will return the user to the Event Log tab of the Vendor Folder.

#### 9.2.2.6 *Close*

Upon selection of the Close button:

- The system will dismiss the Sole Ownership Business Information dialog.
- The system will return the user to the Event Log tab of the Vendor Folder.

*9.2.2.7 Data Map*

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Trade Name (DBA)	Vendor	TradeName	
Federal ID Number	Vendor	FederalTaxNumber	
(Vendor) Address	Vendor	PhysicalAddress1, PhysicalAddress2	
(Vendor) State	Vendor	PhysicalState	
(Vendor) County	Vendor	County	
(Vendor) City	Vendor	PhysicalCity	
(Vendor) ZIP	Vendor	PhysicalZip	
(Mailing) Address	Vendor	MailingAddress1, MailingAddress2	
(Mailing) State	Vendor	MailingState	
(Mailing) City	Vendor	MailingCity	
(Mailing) ZIP	Vendor	MailingZIP	
Telephone Number	Vendor	Telephone	
Fax Number	Vendor	Fax	
Email	Vendor	Email	
Title	Vendor	WICContactTitle	
Salutation	Vendor	WICContactSalutation	
First Name	Vendor	WICContactFirstName	
Last Name	Vendor	WICContactLastName	

### 9.3 Sole Ownership Owner Information

The Sole Ownership Owner Information dialog of the Application Wizard allows the user to enter owner information from an application for Sole Ownership. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls will default to blank unless otherwise noted, and will allow the user to enter information. If the dialog is in "view" mode, the controls default to the previously saved values and will be read-only. The Sole Ownership Owner Information dialog is invoked when the user selects the Next button on the Sole Ownership Business Information dialog of the Application Wizard as described in this document.

Sole Ownership Owner Information (Application Wizard)

Owner Information

First Name  Middle Name  Last Name

Salutation  Telephone Number  Social Security Number

Mailing Address

Address

City  State  ZIP

<Back Next> Cancel

Figure 5 - Application Wizard - Sole Ownership Owner Information Dialog (Add Mode)

The screenshot shows a Windows-style dialog box titled "Sole Ownership Owner Information (Application Wizard)". It is divided into two main sections. The "Owner Information" section contains text boxes for "First Name" (JENNY), "Middle Name" (empty), "Last Name" (WAGNER), "Salutation" (MS), "Telephone Number" (201-289-1336), and "Social Security Number" (111-22-3333). The "Mailing Address" section contains text boxes for "Address" (901 CLAIRBOURNE), "City" (JASPER), "State" (CT), and "ZIP" (91873-0000). At the bottom right, there are four buttons: "Print...", "<Back", "Next>", and "Close".

Figure 6 - Application Wizard - Sole Ownership Owner Information Dialog (View Mode)

### 9.3.1 Controls

This section describes the behavior of the controls on the Sole Ownership Owner Information dialog.

#### 9.3.1.1 First Name Text Box

This control allows the user to enter or view the first name of the Owner. The text box is enabled when the Sole Ownership Owner Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in "add" mode, the control will initially be blank. When working in "view" mode, the control defaults to the previously saved entry.

#### 9.3.1.2 Middle Name Text Box

This control allows the user to enter or view the middle name of the Owner. The text box is enabled when the Sole Ownership Owner Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in "add" mode, the control will initially be blank. When working in "view" mode, the control defaults to the previously saved entry.

### *9.3.1.3 Last Name Text Box*

This control allows the user to enter or view the last name of the Owner. The text box is enabled when the Sole Ownership Owner Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty-five (25) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in "add" mode, the control will initially be blank. When working in "view" mode, the control defaults to the previously saved entry.

### *9.3.1.4 Salutation Text Box*

This control allows the user to enter or view the salutation for the Owner. The text box is enabled when the Sole Ownership Owner Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in "add" mode, the control will initially be blank. When working in "view" mode, the control defaults to the previously saved entry.

### *9.3.1.5 Telephone Number Masked Edit Box*

This control allows the user to enter or view the telephone number for the Owner. The masked edit box is enabled when the Sole Ownership Owner Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "999-999-9999" to allow entry of the area code and seven-digit telephone number. Special characters are not accepted in this field. When working in "add" mode, the control will initially be blank. When working in "view" mode, the control is populated with the previously saved entry.

### *9.3.1.6 Social Security Number Masked Edit Box*

This control allows the user to enter or view the Social Security number of the Owner. The masked edit box is enabled when the Sole Ownership Owner Information dialog is active. The control will only accept entry of numeric characters. The mask for the box is "999-99-9999" to allow for the entry of a nine (9) digit Social Security number. When working in "add" mode, the control will initially be blank. When working in "view" mode, the control is populated with the previously saved entry.

### *9.3.1.7 Street Address Text Box (Address)*

This control allows the user to enter or view the street address of the Owner. The text box is enabled when the Sole Ownership Owner Information dialog is active. This control accepts entry of alphanumeric characters. The alphabetic characters will all be forced to upper case. The maximum length allowed for the value is fifty (50) characters. Special characters are permitted but limited to the following; comma (,), period (.), pound sign (#), hyphen (-), forward slash (/), apostrophe ('), and ampersand (&). When working in "add" mode, the controls are initially blank. When working in "add" mode, the control will initially be blank. When working in "view" mode, the control defaults to the previously saved entry.

### *9.3.1.8 City Text Box*

This control allows the user to enter or view the city in which the Owner resides. The text box is enabled when the Sole Ownership Owner Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is thirty (30) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following; comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in "add" mode, the controls are initially blank. When working in "view" mode, the control defaults to the previously saved entry.

### *9.3.1.9 State Drop-down*

This control allows the user to select or view the State in which the Owner resides. The drop-down is enabled when the Sole Ownership Owner Information dialog is active. The drop-down list will be in alphabetical order and read-only. All fifty (50) states are listed in their proper mailing abbreviation. It is filled with a list of counties within the state as defined in the Reference Dictionary Table of the lookup database. When working in "add" mode, the field will default to the particular state for which the application is being used. When working in "view" mode, the control is populated with the previously saved selection.

### *9.3.1.10 ZIP Masked Edit Box*

This control allows the user to enter or view the ZIP code in which the Owner resides. The masked edit box is enabled when the Sole Ownership Owner Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "99999-9999" to include entry of a four digit ZIP extension, if known. If the user does not enter a four-digit extension, the extension will be populated with zeros automatically. Special characters are not accepted in this field. When working in "add" mode, the control will initially be blank. When working in "view" mode, the control is populated with the previously saved entry.

#### *9.3.1.11 Print Button*

This control will allow the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Sole Ownership Owner Information dialog is active in "view" mode. It will have a mnemonic of "P."

#### *9.3.1.12 Back Button*

This control allows the user to return to the previous dialog within the Application Wizard. This button is enabled when the Sole Ownership Owner Information dialog is active in "add" mode. It will have a mnemonic of "B".

#### *9.3.1.13 Next Button*

This control will allow the user to proceed to the next dialog within the Application Wizard. The Next button is enabled when the Sole Ownership Owner Information dialog is active in "add" mode. It will have a mnemonic of "N" and will be the default button for the dialog.

#### *9.3.1.14 Cancel Button*

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button will be visible and enabled when the Sole Ownership Owner Information dialog is active in "add" mode. It does not have a mnemonic and will be the cancel button for the dialog.

#### *9.3.1.15 Close Button*

This control allows the user to exit the Application wizard when in the "view" mode. The Close button will be visible and enabled when the Sole Ownership Owner Information dialog is in "view" mode. It does not have a mnemonic. It will be the cancel and the default button for the dialog.

### **9.3.2 Processes**

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

#### *9.3.2.1 Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Sole Ownership Owner Information (Application Wizard)".
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Close and Print buttons are not visible.

- In View mode the Close, Print, Back and Next buttons are visible. The Cancel button is not visible.

#### 9.3.2.2 Print

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

#### 9.3.2.3 Back

Upon selection of the Back button:

- The system will return the user to the Sole Ownership Business Information dialog of the Application Wizard as described in this document. Any information entered on the Sole Ownership Owner Information dialog since it was invoked will be cleared.

#### 9.3.2.4 Next

Upon selection of the Next button:

- If an entry has not been made in one of the following controls
  - First Name Text Box
  - Last Name Text Box
  - Street Address Text Box (Address)
  - City Text Box
  - ZIP Masked Edit Box

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If a selection has not been made in the following control
  - State Drop-down (State)

the system will invoke a standard error message with the text "A selection is required in the <control label>."

- If an incomplete entry has been made in one of the following controls
  - Telephone Number Masked Edit Box
  - Social Security Number Masked Edit Box
  - ZIP Masked Edit Box

the system will invoke a standard error message with the text "A complete entry is required for the <control label>."

- The system will invoke the Store Information dialog of the Application Wizard as described in as described in this document.
- If the [AllowFMVendors](#) state business rule is set to "Y", meaning farmers market vendors are allowed, the edits for required data may be relaxed because not all information required for normal vendors is required for farmers market vendors.

**9.3.2.5 Cancel**

Upon selection of the Cancel button:

- The system will dismiss the Sole Ownership Owner Information dialog and end the Application Wizard without saving any of the entered application information.
- The system will return the user to the Event Log tab of the Vendor Folder.

**9.3.2.6 Close**

Upon selection of the Close button:

- The system will dismiss the Sole Ownership Owner Information dialog.
- The system will return the user to the Event Log tab of the Vendor Folder.

**9.3.2.7 Data Map**

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
First Name	Owner	FirstName	
Middle Name	Owner	MiddleName	
Last Name	Owner	LastName	
Salutation	Owner	Salutation	
Telephone Number	Owner	Telephone	
Social Security Number	Owner	SSN	
Address	Owner	Address1	
City	Owner	City	
State	Owner	State	
Zip	Owner	Zip	

### 9.4 Partnership Business Information

The Partnership Business Information dialog of the Application Wizard allows the user to enter Vendor business information from an application for a Partnership. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls will default to the information recorded for the Vendor and will allow the user to change the information. Otherwise, the controls will default to blank and will allow the user to enter information. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Partnership Business Information dialog is invoked when the user selects the Next button while the Partnership radio button is selected on the Ownership Structure dialog of the Application Wizard as described in this document.

The screenshot shows a Windows-style dialog box titled "Partnership Business Information (Application Wizard)". The dialog contains several input fields organized into sections:

- Trade Name (DBA):** A single-line text input field.
- Federal ID Number:** A text input field with a pre-filled format of "\_\_\_\_-\_\_\_\_".
- Address Section:** A group box containing:
  - Address:** Two side-by-side text input fields.
  - City:** A text input field.
  - ZIP:** A text input field with a pre-filled format of "\_\_\_\_-\_\_\_\_".
- Telephone Number:** A text input field with a pre-filled format of "\_\_\_\_-\_\_\_\_-\_\_\_\_".
- Fax Number:** A text input field.
- Email:** A text input field.
- Contact Name Section:** A group box containing:
  - Title:** A text input field.
  - Salutation:** A dropdown menu.
  - First Name:** A text input field.
  - Last Name:** A text input field.

At the bottom right of the dialog, there are three buttons: "<Back", "Next>", and "Cancel".

Figure 7 - Application Wizard - Partnership Business Information Dialog (Add Mode)

Partnership Business Information (Application Wizard)

Trade Name (DBA)  Federal ID Number

Address

Address

City  ZIP

Telephone Number  Fax Number  Email

Contact Name

Title  Salutation  First Name  Last Name

Figure 8 - Application Wizard - Partnership Business Information Dialog (View Mode)

### 9.4.1 Controls

This section describes the behavior of the controls on the Partnership Business Information dialog.

#### 9.4.1.1 Trade Name (DBA) Text Box

This control allows the user to enter or view the name of the Vendor. The text box is enabled when the Partnership Business Information dialog is active. This control accepts entry of alphanumeric characters. The maximum length allowed for the value is fifty (50) characters. Alphabetic characters are forced to uppercase and special characters are accepted in the field. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.4.1.2 Federal ID Number Text Box*

This control allows the user to enter the Federal ID number of the Vendor. The text box is enabled when the Partnership Business Information dialog is active. The maximum length allowed for the value is nine (9) characters. The control accepts the entry of numeric characters. The maximum size of this control will be nine (9) characters. The mask for the box is "99-9999999". Special characters are not accepted. When working in "add" the control will initially be blank, unless entry is made on the Demographics Page 2 –Sub tab of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#) prior to processes within the Application Wizard. When working in "view" mode, the control defaults to the previously saved entry.

#### *9.4.1.3 Street Address Text Boxes (Address1 & Address2)*

These controls allow the user to enter or view the street address of the Vendor. The text boxes are enabled when the Partnership Business Information dialog is active. Both controls (address1 & address2) will accept entry of alphanumeric characters. The alphabetic characters will be forced to upper case. The maximum size of each control will be fifty (50) characters. Special characters are permitted but limited to the following; comma (,), period (.), pound sign (#), hyphen, forward slash (/), apostrophe ('), and ampersand (&). When working in "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.4.1.4 City Text Box*

This control allows the user to enter or view the city in which the Vendor resides. The text box is enabled when the Partnership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is thirty (30) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following; comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). This text box is free form entry. When working in "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.4.1.5 ZIP Masked Edit Box*

This control allows the user to enter or view the ZIP code in which the Vendor resides. The masked edit box is enabled when the Partnership Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "99999-9999" to include entry of a four digit ZIP extension, if known. If the user does not enter a four-digit extension, the extension will be populated with zeros automatically. Special characters are not accepted in this field. When working in "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.4.1.6 Telephone Number Masked Edit Box*

This control allows the user to enter or view the telephone number of the Vendor. The masked edit box is enabled when the Partnership Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "999-999-9999" to allow entry of the area code and seven-digit telephone number. Special characters are not accepted in this field. When working in either "add" or "view" mode, the control defaults to the previously saved the previously saved entry.

#### *9.4.1.7 Fax Number Masked Edit Box*

This control allows the user to enter or modify the fax number for the owner. The masked edit box is enabled when the Partnership Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "999-999-9999" to allow entry of the area code and seven-digit fax number. Special characters are not accepted in this field. When working in "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.4.1.8 Email Address Text Box*

This control allows the user to enter or modify the email address for the vendor. The text box is enabled when the Partnership Business Information dialog is active. Characteristics for Email Address text box are defined in the *Consistencies* chapter. When working in "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.4.1.9 WIC Contact Title Text Box (Title)*

This control allows the user to enter or view the title for the WIC Contact Person of the Vendor. The text box is enabled when the Partnership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.4.1.10 WIC Contact Salutation Text Box (Salutation)*

This control allows the user to enter or view the salutation for the WIC Contact Person of the Vendor. The text box is enabled when the Partnership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### ***9.4.1.11 WIC Contact First Name Text Box (First Name)***

This control allows the user to enter or view the first name of the WIC Contact Person for the Vendor. The text box is enabled when the Partnership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### ***9.4.1.12 WIC Contact Last Name Text Box (Last Name)***

This control allows the user to enter or view the last name of the WIC Contact Person for the Vendor. The text box is enabled when the Partnership Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty-five (25) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### ***9.4.1.13 Print Button***

This control will allow the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Partnership Business Information dialog is active in "view" mode. It will have a mnemonic of "P".

#### ***9.4.1.14 Back Button***

This control allows the user to return to the previous dialog within the Application Wizard. This button is enabled when the Partnership Business Information dialog is active in "add" mode. It will have a mnemonic of "B".

#### ***9.4.1.15 Next Button***

This control allows the user to proceed to the next dialog within the Application Wizard. The Next button is enabled when the Partnership Business Information dialog is active in "add" mode. It will have a mnemonic of "N" and will be the default button for the dialog.

#### ***9.4.1.16 Cancel Button***

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button will be visible and enabled when the Partnership Business Information dialog is active in "add" mode. It does not have a mnemonic and will be the cancel button for the dialog.

#### *9.4.1.17 Close Button*

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Partnership Business Information dialog is in "view" mode. It does not have a mnemonic. It will be the cancel and the default button for the dialog.

### **9.4.2 Processes**

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

#### *9.4.2.1 Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Partnership Business Information (Application Wizard)".
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close, Print, Back and Next buttons are visible. The Cancel button is not visible.

#### *9.4.2.2 Print*

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

#### *9.4.2.3 Back*

Upon selection of the Back button:

- The system will return the user to the Ownership Structure dialog of the Application Wizard as described this document.
- Any information entered on the Partnership Business Information dialog since it was invoked will be cleared.

#### *9.4.2.4 Next*

Upon selection of the Next button:

- If an entry has not been made in one of the following controls
  - Trade Name (DBA) Text Box
  - Federal ID Number Text Box
  - Street Address Text Box (Address1)
  - City Text Box
  - ZIP Masked Edit Box

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If an incomplete entry has been made in one of the following controls

- Federal ID Number Text Box
- ZIP Masked Edit Box
- Telephone Masked Edit Box
- Fax Number Masked Edit Box

the system will invoke a standard error message with the text "A complete entry is required for the <control label>."

- The system will invoke the Partnership Information dialog of the Application Wizard as described in this document.
- If the value entered in the Email Address text box does not follow the characteristics defined in the *Consistencies* chapter, the system will invoke a standard error message with the text, "Email Address is invalid."
- If the [AllowFMVendors](#) state business rule is set to "Y", meaning farmers market vendors are allowed, the edits for required data may be relaxed because not all information required for normal vendors is required for farmers market vendors.

#### 9.4.2.5 *Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Partnership Business Information dialog and end the Application Wizard without saving any of the entered application information.
- The system will return the user to the Event Log tab of the Vendor Folder.

#### 9.4.2.6 *Close*

Upon selection of the Close button:

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

*9.4.2.7 Data Map*

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Trade Name (DBA)	Vendor	TradeName	
Federal ID Number	Vendor	FederalTaxNumber	
Address	Vendor	PhysicalAddress1, PhysicalAddress2	
City	Vendor	PhysicalCity	
Zip	Vendor	PhysicalZip	
Telephone Number	Vendor	Telephone	
Fax Number	Vendor	Fax	
Email	Vendor	Email	
Title	Vendor	WICContactTitle	
Salutation	Vendor	WICContactSalutation	
First Name	Vendor	First Name	
Last Name	Vendor	Last Name	

### 9.5 Partnership Information (Application Wizard)

The Partnership Information dialog of the Application Wizard allows the user to add or view partner information from an application for a Partnership. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls will default to blank and allow the user to change the information. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Partnership Information dialog is invoked when the user selects the Next button on the Partnership Business Information dialog of the Application Wizard as described in this document.

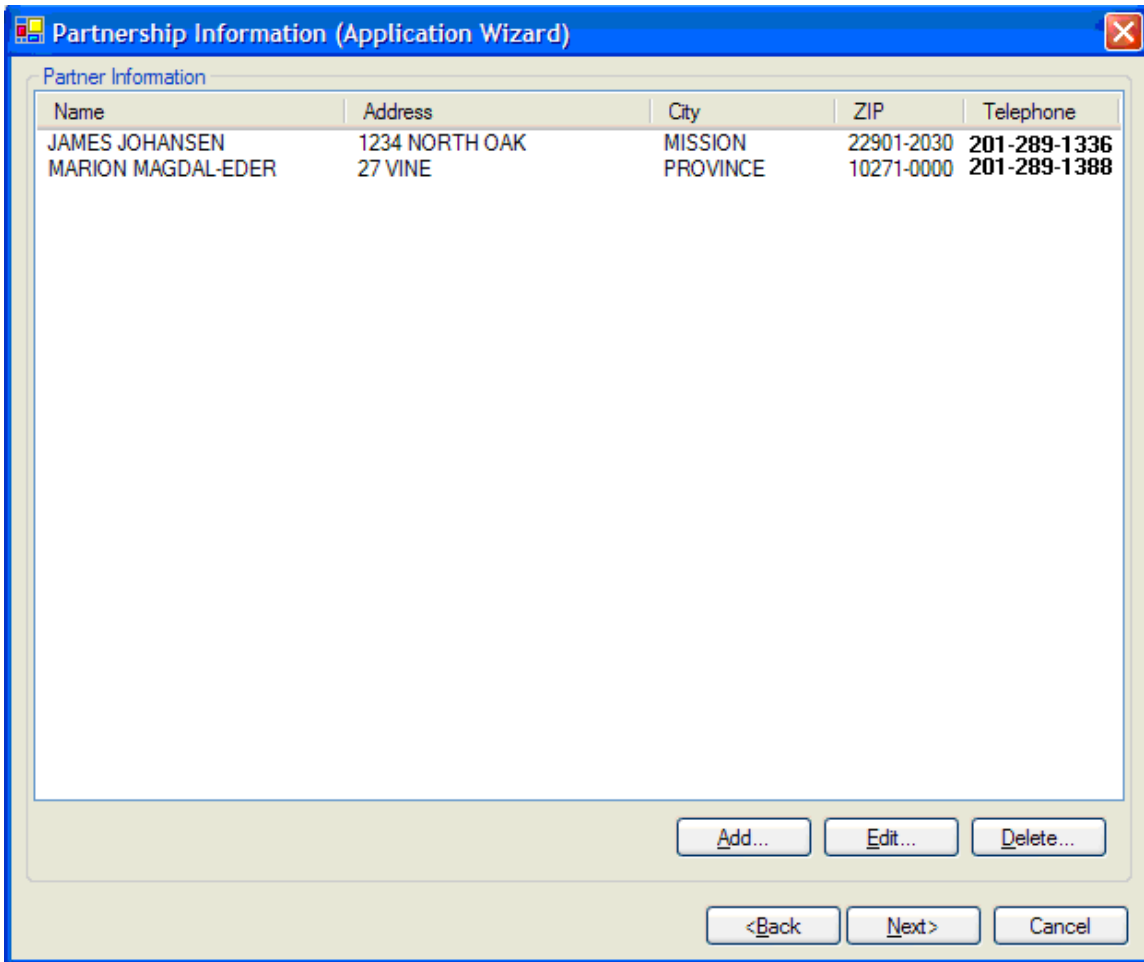


Figure 9 - Application Wizard - Partnership Information Dialog (Add Mode)

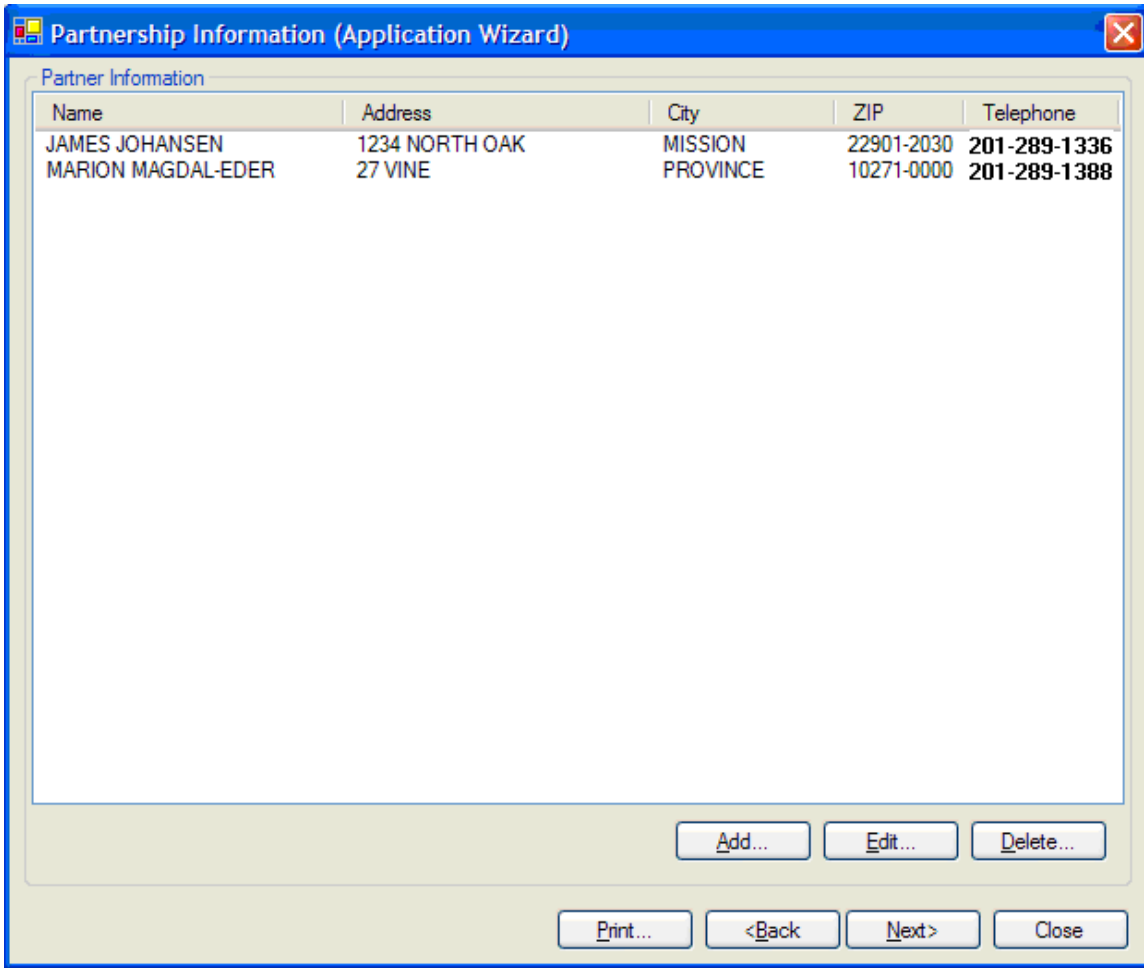


Figure 10 - Application Wizard - Partnership Information Dialog (View Mode)

### 9.5.1 Controls

This section describes the behavior of the controls on the Partnership Information dialog.

#### 9.5.1.1 Partner Information Grid

This control allows the user to view the partners of the Vendor. This Grid is enabled when the Partnership Information dialog is active.

The Grid will have the following headings:

- Name (Partnership Name)
- Address
- City
- ZIP
- Telephone

The Partner Information will be displayed in alphabetical order by Partner Name. The first item in the grid will be initially selected in "view" mode.

#### *9.5.1.2 Add Button*

This control allows the user to add a partner to the vendor's partner information record. The Add button is enabled when the Partnership Information dialog is active in "add" mode. When working in "view" mode, this command will be disabled. It will have a mnemonic of "A".

#### *9.5.1.3 Edit Button*

This control allows the user to edit the information for the selected partner. The Edit button is enabled when the Partnership Information dialog is active in "add" mode and an item is selected in the Partner Information grid. When working in "view" mode or when there are not selections made, this command will be disabled. It will have a mnemonic of "E".

#### *9.5.1.4 Delete Button*

This control allows the user to delete the selected partner from the vendor's partner information. The Delete button is enabled when the Partnership Information dialog is active in "add" mode and an item is selected in the Partner Information grid. When working in "view" mode when there are not selections made, this command will be disabled. It will have a mnemonic of "D".

#### *9.5.1.5 Print Button*

This control will allow the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Partnership Information dialog is active in "view" mode. It will have a mnemonic of "P".

#### *9.5.1.6 Back Button*

This control allows the user to return to the previous dialog within the Application Wizard. This button is enabled when the Partnership Information dialog is active in "add" mode. It will have a mnemonic of "B".

#### *9.5.1.7 Next Button*

This control allows the user to proceed to the next dialog within the Application Wizard. The Next button is enabled when the Partnership Information dialog is active in "add" mode. It will have a mnemonic of "N" and will be the default button for the dialog.

#### *9.5.1.8 Cancel Button*

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button is enabled when the Partnership Information dialog is active in "add" mode. It does not have a mnemonic and will be the cancel button for the dialog.

### 9.5.1.9 Close Button

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Partnership Information dialog is in "view" mode. It does not have a mnemonic. It will be the cancel and the default button for the dialog.

## 9.5.2 Processes

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

### 9.5.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Partnership Information (Application Wizard)".
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close, Print, Back and Next buttons are visible. The Cancel button is not visible.

### 9.5.2.2 Add

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

### 9.5.2.3 Edit

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

### 9.5.2.4 Delete

Upon selection of the Delete button, the system will invoke a standard dialog with the text "Do you want to delete this partner?" with the options "Yes" and "No".

- Select "Yes":
  - The system will delete the selected partner from the partner information for the Vendor.
  - The contents of the Partner Information Grid will be updated.
- Select "No", the system will return to the Partnership Information dialog without deleting.

#### *9.5.2.5 Print*

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

#### *9.5.2.6 Back*

Upon selection of the Back button:

- Upon selection of the Back button, the system will return the user to the Partnership Business Information dialog of the Application Wizard as described in this document.
- Information entered on the Partnership Information dialog will remain in the controls.

#### *9.5.2.7 Next*

Upon selection of the Next button:

- If no partners have been added, the system will invoke a standard error message with the text "You must add a partner to continue the wizard." Upon dismissal of the error message box, the system will return the user to the Partnership Information dialog.
- The system will invoke the Store Information dialog of the Application Wizard as described in this document.

#### *9.5.2.8 Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Partnership Information dialog and end the Application Wizard process without saving any of the entered application information.
- The system will return the user to the Event Log tab of the Vendor Folder.

#### *9.5.2.9 Close*

Upon selection of the Close button:

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

### 9.6 Corporation Business Information (Application Wizard)

The Corporation Business Information dialog of the Application Wizard allows the user to enter Vendor business information from an application for a Corporation. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls will default to the information previously recorded for the Vendor and will allow the user to change the information. Otherwise, the controls will default to blank and will allow the user to enter information. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Corporation Business Information dialog is invoked when the user selects the Next button while the Corporation radio button is selected on the Ownership Structure dialog of the Application Wizard as described in this document.

The screenshot shows a Windows-style dialog box titled "Corporation Business Information (Application Wizard)". It contains the following fields and controls:

- Trade Name (DBA): A single-line text input field.
- Vendor Address: A section header followed by:
  - Address: Two side-by-side text input fields.
  - City: A text input field.
  - ZIP: A text input field with a hyphen and a space for the last two digits.
- Telephone Number: A text input field with a hyphen and a space for the last three digits.
- Fax Number: A text input field.
- Email: A text input field.
- Contact Name: A section header followed by:
  - Title: A text input field.
  - Salutation: A dropdown menu.
  - First Name: A text input field.
  - Last Name: A text input field.
- Navigation: Three buttons at the bottom right: "<Back", "Next>", and "Cancel".

Figure 11 - Application Wizard - Corporation Business Information Dialog (Add Mode)

The screenshot shows a Windows-style dialog box titled "Corporation Business Information (Application Wizard)". The dialog is divided into several sections with labels in blue text:

- Trade Name (DBA):** A single text box containing "SIETZCO".
- Vendor Address:** A section containing:
  - Address:** Two text boxes, the first containing "921 BELIZE".
  - City:** A text box containing "GRISHAM".
  - ZIP:** A text box containing "99020-0000".
- Telephone Number:** A text box containing "201-289-1336".
- Fax Number:** A text box containing "201-289-1388".
- Email:** A text box containing "sietzco@myemail.com".
- Contact Name:** A section containing:
  - Title:** A text box containing "DIRECTOR".
  - Salutation:** A text box containing "MR".
  - First Name:** A text box containing "MAURICE".
  - Last Name:** A text box containing "DAVIS".

At the bottom right of the dialog, there are four buttons: "Print...", "<Back", "Next>", and "Close".

Figure 12 - Application Wizard - Corporation Business Information Dialog (View Mode)

### 9.6.1 Controls

This section describes the behavior of the controls on the Corporation Business Information dialog.

#### 9.6.1.1 Trade Name (DBA) Text Box

This control allows the user to enter or view the name of the Vendor. The text box is enabled when the Corporation Business Information dialog is active. This control accepts entry of alphanumeric characters. The maximum length allowed for the value is fifty (50) characters. Alphabetic characters are forced to uppercase and special characters are accepted in the field. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### 9.6.1.2 Street Address Text Boxes (Address1 & Address2)

These controls allow the user to enter or view the street address of the Vendor. The text boxes are enabled when the Corporation Business Information dialog is active. Both controls (address1 & address2) will accept entry of alphanumeric characters. The alphabetic characters will be forced to upper case. The maximum size of each control will be fifty (50) characters. Special characters are permitted but limited to the following; comma (,), period (.), pound sign (#), hyphen, forward slash (/), apostrophe ('), and ampersand (&). When working in "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.6.1.3 City Text Box***

This control allows the user to enter or view the city in which the Vendor resides. The text box is enabled when the Corporation Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is thirty (30) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following; comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). This text box is free form entry. When working in "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.6.1.4 ZIP Masked Edit Box***

This control allows the user to enter or view the ZIP code in which the Vendor resides. The masked edit box is enabled when the Corporation Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "99999-9999" to include entry of a four digit ZIP extension, if known. If the user does not enter a four-digit extension, the extension will be populated with zeros automatically. Special characters are not accepted in this field. When working in "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.6.1.5 Telephone Number Masked Edit Box***

This control allows the user to enter or view the telephone number of the Vendor. The masked edit box is enabled when the Corporation Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "999-999-9999" to allow entry of the area code and seven-digit telephone number. Special characters are not accepted in this field. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.6.1.6 Fax Number Masked Edit Box***

This control allows the user to enter or modify the fax number for the owner. The masked edit box is enabled when the Corporation Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "999-999-9999" to allow entry of the area code and seven-digit fax number. Special characters are not accepted in this field. When working in "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.6.1.7 Email Address Text Box***

This control allows the user to enter or modify the email address for the vendor. The text box is enabled when the Corporation Business Information dialog is active. Characteristics for Email Address text box are defined in the *Consistencies* chapter. When working in "add" or "view" mode, the control defaults to the previously saved entry.

#### ***9.6.1.8 WIC Contact Title Text Box (Title)***

This control allows the user to enter or view the title for the WIC Contact Person of the Vendor. The text box is enabled when the Corporation Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### ***9.6.1.9 WIC Contact Salutation Text Box (Salutation)***

This control allows the user to enter or view the salutation for the WIC Contact Person of the Vendor. The text box is enabled when the Corporation Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### ***9.6.1.10 WIC Contact First Name Text Box (First Name)***

This control allows the user to enter or view the first name of the WIC Contact Person for the Vendor. The text box is enabled when the Corporation Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### ***9.6.1.11 WIC Contact Last Name Text Box (Last Name)***

This control allows the user to enter or view the last name of the WIC Contact Person for the Vendor. The text box is enabled when the Corporation Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty-five (25) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.6.1.12 Print Button*

This control will allow the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Corporation Business Information dialog is active in "view" mode. It will have a mnemonic of "P".

#### *9.6.1.13 Back Button*

This control will allow the user to return to the previous dialog within the Application Wizard. This button is enabled when the Corporation Business Information dialog is active in "add" mode. It will have a mnemonic of "B".

#### *9.6.1.14 Next Button*

This control will allow the user to proceed to the next dialog within the Application Wizard. The Next button is enabled when the Corporation Business Information dialog is active in "add" mode. It will have a mnemonic of "N" and will be the default button for the dialog.

#### *9.6.1.15 Cancel Button*

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button will be visible and enabled when the Corporate Business Information dialog is active in "add" mode. It does not have a mnemonic and will be the cancel button for the dialog.

#### *9.6.1.16 Close Button*

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Sole Ownership Business Information dialog is in "view" mode. It does not have a mnemonic. It will be the cancel and the default button for the dialog.

### **9.6.2 Processes**

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

#### *9.6.2.1 Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Corporation Business Information (Application Wizard)".
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Close and Print buttons are not visible.

- In View mode the Close, Print, Back and Next buttons are visible. The Cancel button is not visible.

#### 9.6.2.2 *Print*

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

#### 9.6.2.3 *Back*

Upon selection of the Back button:

- The system will return the user to the Ownership Structure dialog of the Application Wizard as described in this document.
- Any information entered on the Corporation Business Information dialog since it was invoked will be cleared.

#### 9.6.2.4 *Next*

Upon selection of the Next button:

- If an entry has not been made in one of the following controls
  - Trade Name (DBA) Text Box
  - Street Address Text Box (Address1)
  - City Text Box

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If an incomplete entry has been made in one of the following controls
  - ZIP Masked Edit Box
  - Telephone Masked Edit Box
  - Fax Number Masked Edit Box

the system will invoke a standard error message with the text "A complete entry is required for the <control label>."

- The system will invoke the Corporation Information dialog of the Application Wizard as described in this document.
- If the [AllowFMVendors](#) state business rule is set to "Y", meaning farmers market vendors are allowed, the edits for required data may be relaxed because not all information required for normal vendors is required for farmers market vendors.

#### 9.6.2.5 *Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Corporation Business Information dialog and end the Application Wizard process without saving any of the entered application information.
- The system will return the user to the Event Log tab of the Vendor Folder.

### 9.6.2.6 Close

Upon selection of the Close button:

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

### 9.6.2.7 Data Map

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Trade Name (DBA)	Vendor	TradeName	
Address	Vendor	PhysicalAddress1, PhysicalAddress2	
City	Vendor	PhysicalCity	
ZIP	Vendor	PhysicalZip	
Census Tract	Vendor	CensusTract	
Telephone Number	Vendor	Telephone	
Fax Number	Vendor	Fax	
Email	Vendor	Email	
Title	Vendor	WICContactTitle	
Salutation	Vendor	WICContactSalutation	
First Name	Vendor	WICContactFirstName	
Last Name	Vendor	WICContactLastName	

### 9.7 Corporation Information (Application Wizard)

The Corporation Information dialog of the Application Wizard allows the user to enter corporation and corporate parent information from an application completed by a Corporation. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls will default to the information for the previously selected corporate parent. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Corporation Information dialog is invoked when the user selects the Next button on the Corporation Business Information dialog of the Application Wizard as described in this document.

The screenshot shows a dialog box titled "Corporation Information (Application Wizard)". It features a blue title bar with a close button. The main area is light beige and contains the following controls:

- Name of Corporation:** A single-line text input field.
- Federal ID Number:** A text input field with a mask of two digits, a hyphen, and three digits.
- Address:** A section header followed by two adjacent text input fields for the address line.
- City:** A text input field.
- ZIP:** A text input field with a mask of five digits, a hyphen, and four digits.
- Telephone Number:** A text input field with a mask of three digits, a hyphen, three digits, a hyphen, and four digits.
- Corporate Parent:** A dropdown menu with a downward arrow, followed by "Add..." and "Edit..." buttons.
- Navigation:** Three buttons at the bottom right: "<Back", "Next>", and "Cancel".

Figure 13 - Application Wizard - Corporation Information Dialog (Add Mode)

The screenshot shows a Windows-style dialog box titled "Corporation Information (Application Wizard)". It contains several input fields and a dropdown menu. The "Name of Corporation" field contains "Ramco" and the "Federal ID Number" field contains "12-345678". Under the "Address" section, the "Address" field contains "1234 Maple Street", the "City" field contains "Williamtown", and the "ZIP" field contains "64119-0000". The "Telephone Number" field contains "201-289-1336". The "Corporate Parent" section features a dropdown menu with "Walmart" selected, and "Add..." and "Edit..." buttons. At the bottom, there are four buttons: "Print...", "<Back", "Next>", and "Close".

**Figure 14 - Application Wizard - Corporation Information Dialog (View Mode)**

### 9.7.1 Controls

This section describes the behavior of the controls on the Corporation Information dialog.

#### 9.7.1.1 Name of Corporation Text Box

This control allows the user to view the name of the corporation that owns the Vendor. The text box is enabled when the Corporation Information dialog is active. The text box will be set to the value of the name of the vendor's corporate parent. The text box will read-only. When working in "add" mode, this control is populated once a selection is made in the Corporate Parent drop-down. When working in "view" mode, the control defaults to the previously saved entry.

#### 9.7.1.2 Federal ID Number Text Box

This control allows the user to view the Federal ID number of the corporation that owns the Vendor. The text box is enabled when the Corporation Information dialog is active. The text box will be set to the value of the Federal ID number of the vendor's corporate parent. The text box will read-only. When working in "add" mode, this control is populated once a selection is made in the Corporate Parent drop-down. When working in "view" mode, the control defaults to the previously saved entry.

### *9.7.1.3 Street Address Text Boxes (Address1 & Address2)*

These controls allow the user to view the street address of the corporation that owns the Vendor. The text box is enabled when the Corporation Information dialog is active. The text box will be set to the value of the street address for the vendor's corporate parent. The text box will read-only. When working in "add" mode, this control is populated once a selection is made in the Corporate Parent drop-down. When working in "view" mode, the control defaults to the previously saved entry.

### *9.7.1.4 City Text Box*

This control allows the user to view the city in which the corporation resides. The text box is enabled when the Corporation Information dialog is active. The text box will be set to the value of the city in which the vendor's corporate parent is located. The text box will read-only. When working in "add" mode, this control is populated once a selection is made in the Corporate Parent drop-down. When working in "view" mode, the control defaults to the previously saved entry.

### *9.7.1.5 State Drop-down*

This control allows the user to view the state in which the corporation resides. The text box is enabled when the Corporation Information dialog is active. The text box will be set to the value of the state in which the vendor's corporate parent is located. The text box will read-only. When working in "add" mode, this control is populated once a selection is made in the Corporate Parent drop-down. When working in "view" mode, the control defaults to the previously saved entry.

### *9.7.1.6 ZIP Masked Edit Box*

This control allows the user to view the ZIP code in which the corporation resides. The text box is enabled when the Corporation Information dialog is active. The text box will be set to the value of the ZIP code in which the vendor's corporate parent is located. The text box will read-only. When working in "add" mode, this control is populated once a selection is made in the Corporate Parent drop-down. When working in "view" mode, the control defaults to the previously saved entry.

### *9.7.1.7 Telephone Number Masked Edit Box*

This control allows the user to view the telephone number of the corporation. The text box is enabled when the Corporation Information dialog is active. The text box will be set to the value of the telephone number of the vendor's corporate parent. The text box will read-only. When working in "add" mode, this control is populated once a selection is made in the Corporate Parent drop-down. When working in "view" mode, the control defaults to the previously saved entry.

### *9.7.1.8 Corporate Parent Drop-down*

This control allows the user to select the corporation that owns the Vendor. The drop-down is enabled when the Corporate Information dialog is active. It is filled with a list of corporate parent names from the CORPORATE-PARENT entity within the database. The drop-down list will be in alphabetical order and read-only. When working in "add" mode, the field will initially be blank. Once a selection is made, the other fields within the Corporation Information dialog will be populated with the supporting information pertaining to the vendor's corporate parent. When working in "view" mode, the control is populated with the previously saved selection.

Upon selection of an item from the Corporate Parent drop-down, the following controls will be populated:

- Name of Corporation Text Box
- Federal ID Number Text Box
- Street Address Text Boxes (Address1 & Address2)
- City Text Box
- State Drop-down
- ZIP Masked Edit Box
- Telephone Number Masked Edit Box

### *9.7.1.9 Add Button*

This control allows the user to add a new corporate parent to the corporate parent list. The Add button is enabled when the Corporate Information dialog is active in "add" mode. When working in "view" mode, this command will be disabled. It will have a mnemonic of "A."

### *9.7.1.10 Edit Button*

This control allows the user to change the information for the corporate parent. The Edit button is enabled when the Corporate Information dialog is active in "add" mode and an item is selected in the Corporate Parent drop-down list. When working in "view" mode or when there are not selections made, this command will be disabled. It will have a mnemonic of "E."

### *9.7.1.11 Print Button*

This control will allow the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Corporation Information dialog is active in "view" mode. It will have a mnemonic of "P".

#### *9.7.1.12 Back Button*

This control will allow the user to return to the previous dialog within the Application Wizard. This button is enabled when the Corporation Information dialog is active in "add" mode. It will have a mnemonic of "B".

#### *9.7.1.13 Next Button*

This control will allow the user to proceed to the next dialog within the Application Wizard. The Next button is enabled when the Corporation Information dialog is active in "add" mode. It will have a mnemonic of "N" and will be the default button for the dialog.

#### *9.7.1.14 Cancel Button*

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button will be visible and enabled when the Corporation Information dialog is active in "add" mode. It does not have a mnemonic and will be the cancel button for the dialog.

#### *9.7.1.15 Close Button*

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Corporation Information dialog is in "view" mode. It does not have a mnemonic. It will be the cancel and the default button for the dialog.

### **9.7.2 Processes**

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

#### *9.7.2.1 Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Corporation Information (Application Wizard)".
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close, Print, Back and Next buttons are visible. The Cancel button is not visible.

#### *9.7.2.2 Add*

Upon selection of the Add button:

- The system will invoke the Corporate Parent dialog as described in [Chapter 10 – Update Vendor Information](#). Upon returning from the Corporate Parent dialog, the newly created corporate parent will be selected in the Corporate Parent drop-down. The controls on the Corporation Information dialog will be populated with the information for the selected corporate parent.

#### *9.7.2.3 Edit*

Upon selection of the Edit button:

- The system will invoke the Corporate Parent dialog as described in [Chapter 10 – Update Vendor Information](#). Upon returning from the Corporate Parent dialog, the controls on the Corporation Information dialog will be populated with the current information for the selected corporate parent.

#### *9.7.2.4 Print*

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

#### *9.7.2.5 Back*

Upon selection of the Back button:

- The system will return the user to the Corporate Business Information dialog of the Application Wizard as described in this document.
- Information entered on the Corporation Information dialog will remain in the controls.

#### *9.7.2.6 Next*

Upon selection of the Next button:

- If a selection has not been made in the following control
  - Corporate Parent Drop-down the system will invoke a standard error message with the text "A selection is required in the <control label>."
- The system will invoke the Store Information dialog of the Application Wizard as described in this document.
- If the [AllowFMVendors](#) state business rule is set to "Y", meaning farmers market vendors are allowed, the edits for required data may be relaxed because not all information required for normal vendors is required for farmers market vendors.

#### *9.7.2.7 Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Corporation Information dialog and end the Application Wizard process without saving any of the entered application information.

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

**9.7.2.8 Close**

Upon selection of the Close button:

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

**9.7.2.9 Data Map**

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Name of Corporation	CorporateParent	Name	
Federal ID Number	CorporateParent	FederalTaxNumber	
Address	CorporateParent	MailingAddress1, MailingAddress2	
City	CorporateParent	MailingCity	
ZIP	CorporateParent	MailingZip	
Telephone Number	CorporateParent	Telephone Number	
Corporate Parent	CorporateParent	This is documented under Update Vendor Information	

### 9.8 Commissary Business Information

The Commissary Business Information dialog of the Application Wizard allows the user to enter the commissary information from an application for a Commissary. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls will default to the information previously recorded for the Vendor and will allow the user to change the information. Otherwise, the controls will default to blank and will allow the user to enter information. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Commissary Business Information dialog is invoked when the user selects the Next button when the Commissary radio button is selected on the Ownership Structure dialog of the Application Wizard as described in this document.

The screenshot shows a Windows-style dialog box titled "Commissary Business Information (Application Wizard)". The dialog is divided into several sections:

- Trade Name (DBA):** A single text input field.
- Vendor Address:** A section containing:
  - Address:** Two text input fields.
  - City:** A text input field.
  - ZIP:** A text input field with a hyphen separator.
  - State:** A dropdown menu currently showing "VA".
- Telephone Number:** A text input field with a hyphen separator.
- Fax Number:** A text input field.
- Email:** A text input field.
- Contact Name:** A section containing:
  - Title:** A text input field.
  - Salutation:** A dropdown menu.
  - First Name:** A text input field.
  - Last Name:** A text input field.
- Authorized Agent:** A section containing:
  - Title:** A text input field.
  - Salutation:** A dropdown menu.
  - First Name:** A text input field.
  - Last Name:** A text input field.

At the bottom right of the dialog, there are three buttons: "<Back", "Next>", and "Cancel".

Figure 15 - Application Wizard - Commissary Business Information Dialog (Add Mode)

Commissary Business Information (Application Wizard)

Trade Name (DBA) WHITMAN AFB

Vendor Address

Address 1 COTTMAN ST. State VA

City JUNCTION CITY ZIP 99101-0000

Telephone Number 201-289-1336 Fax Number 201-289-1388 Email whitmanafb@usafb.gov

Contact Name

Title MANAGER Salutation MS First Name TAWNEY Last Name KAUFMAN

Authorized Agent

Title AST. MANAGER Salutation MRS First Name SUZANNE Last Name CAMPOS

Print... <Back Next> Close

Figure 16 - Application Wizard - Commissary Business Information Dialog (View Mode)

### 9.8.1 Controls

This section describes the behavior of the controls on the Commissary Business Information dialog.

#### 9.8.1.1 Trade Name (DBA) Text Box

This control allows the user to enter or view the name of the Vendor. The text box is enabled when the Commissary Business Information dialog is active. This control accepts entry of alphanumeric characters. The maximum length allowed for the value is fifty (50) characters. Alphabetic characters are forced to uppercase and special characters are accepted in the field. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### 9.8.1.2 Vendor Address Text Boxes (Address1 & Address2)

These two controls (Address1 & Address2) allow the user to enter or view the physical address of the Vendor. The text boxes is enabled when the Commissary Business Information dialog is active. Both controls (address1 & address2) will accept entry of alphanumeric characters. The alphabetic characters will be forced to upper case. The maximum size of each control will be fifty (50) characters. Special characters are permitted but limited to the following; comma (,), period (.), pound sign (#), hyphen, forward slash (/), apostrophe ('), and ampersand (&). When working in "add" or "view" mode, the control defaults to the previously saved entry.

### *9.8.1.3 State Drop-down*

This control allows the user to select the state for the commissary. The drop-down is enabled when the Commissary Business Information is active. It will be filled with a list of states defined in the Reference Dictionary where the category = "STATE".

### *9.8.1.4 City Text Box*

This control allows the user to enter or view the city in which the Vendor resides. The text box is enabled when the Commissary Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is thirty (30) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following; comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). This text box is free form entry. When working in "add" or "view" mode, the control defaults to the previously saved entry.

### *9.8.1.5 Vendor ZIP Masked Edit Box (ZIP)*

This control allows the user to enter or view the ZIP code in which the Vendor resides. The masked edit box is enabled when the Commissary Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "99999-9999" to include entry of a four digit ZIP extension, if known. If the user does not enter a four-digit extension, the extension will be populated with zeros automatically. Special characters are not accepted in this field. When working in "add" or "view" mode, the control defaults to the previously saved entry.

### *9.8.1.6 Telephone Number Masked Edit Box*

This control allows the user to enter or view the telephone number of the Vendor. The masked edit box is enabled when the Sole Ownership Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "(999) 999-9999" to allow entry of the area code and seven-digit telephone number. Special characters are not accepted in this field. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

### *9.8.1.7 Fax Number Masked Edit Box*

This control allows the user to enter or modify the fax number for the owner. The masked edit box is enabled when the Commissary Business Information dialog is active. The masked edit box accepts the entry of numeric characters. The mask for the box is "999-999-9999" to allow entry of the area code and seven-digit fax number. Special characters are not accepted in this field. When working in "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.8.1.8 Email Address Text Box***

This control allows the user to enter or modify the email address for the vendor. The text box is enabled when the Commissary Business Information dialog is active. Characteristics for Email Address text box are defined in the *Consistencies* chapter. When working in "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.8.1.9 WIC Contact Title Text Box (Title)***

This control allows the user to enter or view the title for the WIC Contact Person of the Vendor. The text box is enabled when the Commissary Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.8.1.10 WIC Contact Salutation Text Box (Salutation)***

This control allows the user to enter or view the salutation for the WIC Contact Person for the Vendor. The text box is enabled when the Commissary Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" or "view" mode, the control defaults to the previously saved entry.

### ***9.8.1.11 WIC Contact First Name Text Box (First Name)***

This control allows the user to enter or view the first name of the WIC Contact Person for the Vendor. The text box is enabled when the Commissary Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.8.1.12 WIC Contact Last Name Text Box (Last Name)*

This control allows the user to enter or view the last name of the WIC Contact Person for the Vendor. The text box is enabled when the Commissary Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty-five (25) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.8.1.13 Authorized Agent Title Text Box (Title)*

This control allows the user to enter or view the title for the vendor's Authorized Agent. The text box is enabled when the Commissary Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.8.1.14 Authorized Agent Salutation Text Box (Salutation)*

This control allows the user to enter or view the salutation for the vendor's Authorized Agent. The text box is enabled when the Commissary Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. Alphabetic characters are forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), hyphen (-), forward slash (/), and apostrophe ('). When working in either "add" and "view" mode, the control defaults to the previously saved entry.

#### *9.8.1.15 Authorized Agent First Name Text Box (First Name)*

This control allows the user to enter or view the first name of the vendor's Authorized Agent. The text box is enabled when the Commissary Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty (20) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.8.1.16 Authorized Agent Last Name Text Box (Last Name)*

This control allows the user to enter or view the last name of the vendor's Authorized Agent. The text box is enabled when the Commissary Business Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is twenty-five (25) characters. Alphabetic characters are forced to uppercase. Special characters are permitted in this text box. When working in either "add" or "view" mode, the control defaults to the previously saved entry.

#### *9.8.1.17 Print Button*

This control will allow the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Commissary Business Information dialog is active in "view" mode. It will have a mnemonic of "P".

#### *9.8.1.18 Back Button*

This control allows the user to return to the previous dialog within the Application Wizard. This button is enabled when the Commissary Business Information dialog is active in "add" mode. It will have a mnemonic of "B".

#### *9.8.1.19 Next Button*

This control allows the user to proceed to the next dialog within the Application Wizard. The Next button is enabled when the Commissary Business Information dialog is active in "add" mode. It will have a mnemonic of "N" and will be the default button for the dialog.

#### *9.8.1.20 Cancel Button*

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button will be visible and enabled when the Commissary Business Information dialog is active in "add" mode. It does not have a mnemonic and will be the cancel button for the dialog.

#### *9.8.1.21 Close Button*

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Commissary Business Information dialog is in "view" mode. It does not have a mnemonic. It will be the cancel and the default button for the dialog.

### **9.8.2 Processes**

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

### 9.8.2.1 *Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Commissary Business Information (Application Wizard)".
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close, Print, Back and Next buttons are visible. The Cancel button is not visible.

### 9.8.2.2 *Print*

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

### 9.8.2.3 *Back*

Upon selection of the Back button:

- The system will return the user to the Ownership Structure dialog of the Application Wizard as described in this document.
- Any information entered on the Commissary Business Information dialog since it was invoked will be cleared.

### 9.8.2.4 *Next*

Upon selection of the Next button:

- If an entry has not been made in one of the following controls
  - Trade Name (DBA) Text Box
  - Vendor Address Text Box (Address1)
  - City Text Box
  - Vendor ZIP Masked Edit Box (ZIP)
  - Authorized Agent First Name Text Box (First Name)
  - Authorized Agent Last Name Text Box (Last Name)

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If an incomplete entry has been made in one of the following controls
  - Vendor ZIP Masked Edit Box
  - Telephone Masked Edit Box
  - Fax Number Masked Edit Box

the system will invoke a standard error message with the text "A complete entry is required for the <control label>."

- The system will invoke the Store Information dialog of the Application Wizard as described in this document.

- If the value entered in the Email Address text box does not follow the characteristics defined in the *Consistencies* chapter, the system will invoke a standard error message with the text, "Email Address is invalid."
- If the [AllowFMVendors](#) state business rule is set to "Y", meaning farmers market vendors are allowed, the edits for required data may be relaxed because not all information required for normal vendors is required for farmers market vendors.

### 9.8.2.5 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Commissary Information dialog and end the Application Wizard process without saving any of the entered application information.
- The system will return the user to the Event Log tab of the Vendor Folder.

### 9.8.2.6 Close

Upon selection of the Close button:

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

### 9.8.2.7 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Trade Name (DBA)	Vendor	TradeName	
Address	Vendor	PhysicalAddress1, PhysicalAddress2	
City	Vendor	PhysicalCity	
State	Vendor	Physical State	
Zip	Vendor	PhysicalZip	
Census Tract	Vendor	CensusTract	
Telephone Number	Vendor	Telephone	
(Contact) Title	Vendor	WICContactTitle	
(Contact) Salutation	Vendor	WICContactSalutation	
(Contact) First Name	Vendor	WICContactFirstName	
(Contact) Last Name	Vendor	WICContactLastName	

(Authorized Agent)Title	Vendor	AuthorizedAgentTitle	
(Authorized Agent) Salutation	Vendor	AuthorizedAgentSalutation	
(Authorized Agent) First Name	Vendor	AuthorizedAgentFirstName	
(Authorized Agent) Last Name	Vendor	AuthorizedAgentLastName	

## 9.9 Select Type of Ownership

The Select Type of Ownership dialog of the Application Wizard allows the user to select an ownership structure that most closely resembles the ownership structure of a Vendor when the ownership types do not strictly apply. The selection must correspond to the information filled out by the Vendor on the application. For example, if the Vendor indicated that no selection resembles its ownership type, yet chose to fill out the application pieces that correspond to a Partnership, the user would select Partnership on this dialog. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the is in "add" mode, the controls will default to the previously recorded for the Vendor and will allow the user to change the information. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Select Type of Ownership dialog is invoked when the user selects the Next button while the Other radio button is selected on the Ownership Structure dialog of the Application Wizard as described in this document.



Figure 17 - Application Wizard - Select Type of Ownership Dialog

### 9.9.1 Controls

This section describes the behavior of the controls on the Select Type of Ownership dialog.

#### 9.9.1.1 Ownership Types Radio Button Group

This group of radio buttons allows the user to select the type of ownership that best fits the vendor for which the application has been completed. The radio buttons are enabled when the Select Type of Ownership dialog is active in "add" mode. There will be four (4) types of Ownership structures:

- Sole Ownership
- Partnership
- Corporation
- Commissary

The Select Type of Ownership radio button group will default to the value previously recorded for the Vendor. When selecting or deselecting an ownership type, the user may point and click the item using the mouse, or tab key and spacebar.

#### 9.9.1.2 OK Button

This control allows the user to instruct the system to save the information on the Select Type of Ownership dialog and proceed to the next appropriate Application Wizard screen. The OK button is enabled when the Select Type of Ownership dialog is active. Characteristics for the OK button are defined in the *Consistencies* chapter.

#### 9.9.1.3 Cancel Button

This control allows the user to exit the Select Type of Ownership dialog without saving the signature page information. The Cancel button is enabled when the Select Type of Ownership dialog is active. Characteristics for the Cancel button are defined in the *Consistencies* chapter.

### 9.9.2 Processes

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

#### 9.9.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Select Type of Ownership".
- The dialog will display previously saved values as defined in the Data Map for this dialog.

#### 9.9.2.2 Edits

Upon selection of the OK button:

- The system will proceed to the next appropriate screen of the Application Wizard. The next screen will depend on the type of ownership structure selected.
  - When the Sole Ownership radio button is selected, the Application Wizard proceeds to the Sole Ownership Business Information dialog as described in this document.
  - When the Partnership radio button is selected, the Application Wizard proceeds to the Partnership Business Information dialog as described in this document.
  - When the Corporation radio button is selected, the Application Wizard proceeds to the Corporation Business Information dialog as described in this document.
  - When the Commissary radio button is selected, the Application Wizard proceeds to the Commissary Business Information dialog as described in this document.

### *9.9.2.3 Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Select Type of Ownership dialog
- The system will return the user to the Ownership Structure dialog of the Application Wizard as described in this document.

### 9.10 Store Information

The Store Information dialog of the Application Wizard allows the user to enter information about the store operation and service from an application. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls will default to the information previously recorded for the Vendor and will allow the user to change the information. Otherwise, the controls will default to blank and will allow the user to enter information. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Store Information dialog is invoked in response to the following user actions:

- Selection of the Next button on the Sole Ownership Owner Information dialog as described in this document.
- Selection of the Next button on the Partnership Information dialog as described in this document
- Selection of the Next button on the Corporation Information dialog as described in this document
- Selection of the Next button on the Commissary Information dialog as described in this document
- Selection of the Back button on the Miscellaneous Information dialog as described in this document

**Store Information (Application Wizard)**

StoreType: Franchise

Scanners  EBT  
 Scan for WIC Items

**Measurements**  
 Square Footage: 1234567  
 Cash Registers: 23  
 Cashiers: 123

**Annual Sales**  
 WIC: \$1,688,333.56  
 Non-WIC: \$1,955,234.44  
 46% WIC Total: \$3,643,568.00

**Business Hours**  
 Open at least 8 Hours a Day 6 Days a Week

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OPEN	08:00	08:00	08:00	08:00	08:00	08:00	
CLOSED	10:00	10:00	10:00	10:00	10:00	10:00	

State Sales Tax Number: 4567890  
 Federal ID Number: 09-8765432  
 Health ID: A33B2

**Food Stamp Authorization**  
 Pending  
 Authorization Date: \_\_/\_\_/\_\_\_\_  
 Food Stamp Number: \_\_\_\_\_

**Bank Information**  
 Bank Name: BANK NAME  
 Bank Transit Number: 1234567890  
 Account Number: 8765432345

**Koshers Foods**  
 Yes - Some  
 Yes - Primarily Kosher  
 No

<Back   Next>   Cancel

Figure 18 - Application Wizard - Store Information Dialog (Add Mode)

**Store Information (Application Wizard)**

StoreType: Franchise

Scanners    EBT  
 Scan for WIC Items

**Measurements**

Square Footage: 1234567  
 Cash Registers: 23  
 Cashiers: 123

**Annual Sales**

WIC: \$1,688,333.56  
 Non-WIC: \$1,955,234.44  
 46% WIC Total: \$3,643,568.00

**Business Hours**

Open at least 8 Hours a Day 6 Days a Week

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OPEN	08:00	08:00	08:00	08:00	08:00	08:00	
CLOSED	10:00	10:00	10:00	10:00	10:00	10:00	

State Sales Tax Number: 4567890  
 Federal ID Number: 09-8765432  
 Health ID: A33B2

**Food Stamp Authorization**

Pending   Authorization Date: \_\_/\_\_/\_\_\_\_  
 Food Stamp Number: \_\_\_\_\_

**Bank Information**

Bank Name: BANK NAME  
 Bank Transit Number: 1234567890  
 Account Number: 8765432345

**Kosher Foods**

Yes - Some  
 Yes - Primarily Kosher  
 No

Print...   <Back   Next>   Close

**Figure 19 - Application Wizard - Store Information Dialog (View Mode)**

### 9.10.1 Controls

This section describes the behavior of the controls on the Store Information dialog.

#### 9.10.1.1 Store Type Drop-down

This control allows the user to select or view the store type of the Vendor. The drop-down is enabled when the Store Information dialog is active. It is filled with a list of store types from the StoreType Table. The drop-down list will be read-only. When working in "add" mode, the field will initially be blank, unless a selection has been previously made during the initial application process. When working in "view" mode, the control is populated with the previously saved selection.

### ***9.10.1.2 Scanners Check Box***

This control allows the user to indicate or view that the Vendor has scanners. The check box is enabled when the Store Information dialog is active in the Application Wizard. The user will be allowed to check or leave unchecked through the Application Wizard Follow-up Activity process. When working in "add" mode, the control will initially be blank (unchecked). When working in "view" mode, the control is populated with the previously saved value. Checked indicates Yes, vendor has scanners; Unchecked indicates No, vendor does not have scanners. When the Scanners check box is selected, the Scan for WIC Items check box will be enabled. When the Scanners check box is deselected, the Scan for WIC Items check box will be disabled and cleared.

### ***9.10.1.3 EBT Items Check Box***

This control allows the user to indicate if EBT or Electronic Banking Transfer is applicable to the Vendor. The check box is enabled when the Store Information dialog is active in the Application Wizard. When working in "add" mode, the control will initially be blank (unchecked). When working in "view" mode, the control is populated with the previously saved value. Checked indicates Yes, EBT; Unchecked indicates No, EBT.

### ***9.10.1.4 Scan for WIC Items Check Box***

This control allows the user to indicate or view that the store scanners identify WIC items separately. The check box is enabled when the Scanners check box is selected. When working in "add" mode, the control will initially be blank (unchecked). When working in "view" mode, the control is populated with the previously saved value. Checked indicates Yes, scanning for WIC items; Unchecked indicates No, scanning for WIC items. When the Scanners check box is selected, the Scan for WIC Items check box will be enabled. When the Scanners check box is deselected, the Scan for WIC Items check box will be disabled and cleared.

### ***9.10.1.5 Square Footage Masked Edit Box***

This control allows the user to enter or view the square footage of the Vendor's building. The masked edit box is enabled when the Store Information dialog is active. The masked edit box will only allow the entry of numeric characters. The maximum size of this control will be seven (7) characters. When working in "add" mode, the field will initially be blank, unless an entry has been previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry.

### *9.10.1.6 Cash Registers Masked Edit Box*

This control allows the user to enter or view the number of cash registers the Vendor has in the store. The masked edit box is enabled when the Store Information dialog is active. The masked edit box will only allow the entry of numeric characters. The maximum size of this control will be two (2) characters. When working in "add" mode, the field will initially default to zero (0), unless an entry has been previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry.

### *9.10.1.7 Cashiers Masked Edit Box*

This control allows the user to enter or view the number of cashiers that are employed at the Vendor store. The masked edit box is enabled when the Store Information dialog is active. The masked edit box will only allow the entry of numeric characters. The maximum size of this control will be three (3) characters. When working in "add" mode, the field will initially be blank, unless an entry has been previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry.

### *9.10.1.8 Annual Sales – WIC Masked Edit Box (WIC)*

This control allows the user to enter or view the Annual WIC Sales for the Vendor. The masked edit box is enabled when the Store Information dialog is active in add mode. It will be read-only in view mode. The masked edit box will only allow the entry of numeric characters. The mask for the box is "\$999,999,999.99" and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The value of the control will display the previously saved value as defined in the data map for this dialog, otherwise it will be blank. The Total masked edit box and WIC percent value label will be refreshed when this field has been valued or modified.

### *9.10.1.9 Annual Sales – Non-WIC Masked Edit Box (Non-WIC)*

This control allows the user to enter or view the Annual Non-WIC Sales for the Vendor. The masked edit box is enabled when the Store Information dialog is active in add mode. It will be read-only in view mode. The masked edit box will only allow the entry of numeric characters. The mask for the box is "\$999,999,999.99" and will accept maximum size of eleven (11) characters. The entry will be formatted to accept up to nine (9) whole numbers and two (2) decimals. The value of the control will display the previously saved value as defined in the data map for this dialog, otherwise it will be blank. The Total masked edit box and WIC percent value label will be refreshed when this field has been valued or modified.

#### *9.10.1.10 Annual Sales - Total Masked Edit Box (Total)*

This control allows the user to view the total sales for the Vendor location. The masked edit box is enabled and read-only when the Store Information dialog is active. The value of the control will be a calculated value from the sum of the WIC and Non-WIC masked edit box values. This field will be refreshed when the values of the WIC or Non-WIC values are entered or modified.

#### *9.10.1.11 Annual Sales – WIC Percent text and value label*

This text label and value allows the user to view the percentage of the Annual WIC sales. The label is enabled when the Store Information dialog is active. It will display the Percentage of the WIC sales for the vendor. The value will be displayed in the inverse color of the dialog and will be read-only. The value will be calculated by taking the WIC Sales divided by the Total Sales multiplying by 100 and rounding to the nearest whole number. It will display as 'XX%'

#### *9.10.1.12 Open at least 8 Hours a Day 6 Days a Week Check Box*

This control allows the user to indicate or view if the Vendor is open at least 6 days a week, and at least 8 hours each day. The check box is enabled when the Store Information dialog is active. The check box will initially be selected (checked). When working in "add" mode, the field will initially be checked, unless the checkbox has been deselected on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved selection. When selected, the Business Hours grid will be disabled.

#### *9.10.1.13 Business Hours Grid*

This control allows the user to enter or view the days and hours of operation for the selected vendor's store. The grid is enabled when the Open At Least 8 Hours a Day 6 Days a Week check box is not selected. The grid will consist of a column for each day of the week, with two rows per column to indicate the Open and Close time for each day. The format for the Open and Close rows will be HH:MM (where HH is the two-digit hour and MM is the two digit minute) and will only accept numbers. Upon beginning the entry of the time, the system automatically formats the entry and defaults to AM. If the time entry is incomplete, the system will automatically pad the field with zeros. The user can toggle the meridian (AM / PM) to assign the appropriate time of day by pressing the A (AM) or P (PM) keys. Navigation through the grid is accomplished through the use of the arrow keys. When working in the add mode, the time will initially be blank. When working in the edit mode, the time will default to the previously saved values.

#### ***9.10.1.14 State Sales Tax Number Masked Edit Box***

This control allows the user to enter or view the State Sales Tax number of the Vendor. The masked edit box is enabled when the Store Information dialog is active. The masked edit box will only allow the entry of numeric characters. The maximum size of this control will be fifteen (15) characters. When working in "add" mode, the field will initially be blank, unless an entry has been previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry.

#### ***9.10.1.15 Federal ID Number Masked Edit Box***

This control allows the user to enter or view the Federal Identifier number of the Vendor. The masked edit box is enabled when the Store Information dialog is active. The masked edit box will only allow the entry of numeric characters. The maximum size of this control will be nine (9) characters. When working in "add" mode, the field will initially be blank, unless an entry has been previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry.

#### ***9.10.1.16 Health ID Text Box***

This control allows the user to enter the regional Health ID for the vendor. The text box is enabled when the Store Information dialog is active in the Application Wizard. This control will accept entry of alphanumeric characters, with a maximum size of five (5) characters.

Alphabetic characters are forced to uppercase. Special characters are not permitted in this field. When working in "add" mode, the control will initially be blank unless an entry was previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry.

#### ***9.10.1.17 Pending Check Box***

This control allows the user to indicate or view that the Food Stamp Authorization number is pending approval. The check box is enabled when the Store Information dialog is active. When working in "add" mode, the control is initially blank (unchecked), unless selected (checked) previously on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved selection. When selected, the Authorization Date and Food Stamp Number controls will be disabled.

#### *9.10.1.18 Authorization Date Masked Edit Box*

This control allows the user to enter or view the date the Food Stamp number was given to the Vendor. The masked edit box is enabled when the Pending check box is blank (unchecked). The masked edit box accepts entry of numeric characters. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in "add" mode, the control will initially be blank unless an entry was previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry. This control will be disabled if the Pending check box is checked.

#### *9.10.1.19 Food Stamp Number Masked Edit Box*

This control allows the user to enter or view the Food Stamp Authorization number of the Vendor. The masked edit box is enabled when the Store Information dialog is active and the Pending checkbox is deselected. The masked edit box will only allow the entry of numeric characters. The length for the masked edit box may vary according to your state. The maximum allowed will be fifteen (15) digits. When working in "add" mode, the control will initially be blank unless an entry was previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry. This control will be disabled if the Pending check box is checked.

#### *9.10.1.20 Bank Name Text Box*

This control allows the user to enter or view the name of the bank used by the Vendor. The text box is enabled when the Store Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is fifty (50) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited the ampersand (&) only. When working in "add" mode, the field will initially be blank, unless an entry has been previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry.

#### *9.10.1.21 Bank Transit Number Masked Edit Box*

This control allows the user to enter or view the transit number of the bank used by the Vendor. The masked edit box is enabled when the Store Information dialog is active. The masked edit box will only allow the entry of numeric characters. The maximum size of this control will be ten (10) characters. When working in "add" mode, the field will initially be blank, unless an entry has been previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry.

#### *9.10.1.22 Account Number Masked Edit Box*

This control allows the user to enter or view the Vendor account number at the bank used by the Vendor. The masked edit box is enabled when the Store Information dialog is active. The masked edit box will only allow the entry of numeric characters. The maximum size of this control will be ten (10) characters. When working in "add" mode, the field will initially be blank, unless an entry has been previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved entry.

#### *9.10.1.23 Kosher Foods Radio Button Group*

This radio button group allows the user to indicate or view that the Vendor sells Kosher foods and how much of their sales are from Kosher food sales. The radio buttons are enabled when the Store Information dialog is active. There will be three (3) options:

- Yes - Some
- Yes - Primarily Kosher
- No

When working in "add" mode, the control defaults to the information previously recorded for the Vendor. If no information was previously recorded for this field, the "Yes – Some" radio button will be the default. When working in "view" mode, the control is populated with the previously saved selection.

#### *9.10.1.24 Print Button*

This control will allow the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Store Information dialog is active in "view" mode. It will have a mnemonic of "P."

#### *9.10.1.25 Back Button*

This control will allow the user to return to the previous dialog within the Application Wizard. This button is enabled when the Store Information dialog is active in "add" mode. It will have a mnemonic of "B".

#### *9.10.1.26 Next Button*

This control will allow the user to proceed to the next dialog within the Application Wizard. The Next button is enabled when the Store Information dialog is active in "add" mode. It will have a mnemonic of "N" and will be the default button for the dialog.

#### *9.10.1.27 Cancel Button*

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button is enabled when the Store Information dialog is active in "add" mode. It does not have a mnemonic and will be the cancel button for the dialog.

#### *9.10.1.28 Close Button*

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Store Information dialog is in "view" mode. It does not have a mnemonic. It will be the cancel button and the default button for the dialog when in "view" mode.

### **9.10.2 Processes**

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

#### *9.10.2.1 Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Store Information (Application Wizard)".
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close, Print, Back and Next buttons are visible. The Cancel button is not visible.

#### *9.10.2.2 Print*

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

#### *9.10.2.3 Back*

Upon selection of the Back button, the system will return the user to the previous dialog of the Application Wizard based on the ownership structure of the Vendor as follows.

- When the Vendor ownership structure is sole ownership, the system will return the user to the Sole Ownership Owner Information dialog as described in this document.
- When the Vendor ownership structure is partnership, the system will return the user to the Partnership Information dialog as described in this document.
- When the Vendor ownership structure is corporation, the system will return the user to the Corporation Information dialog as described in this document.
- When the Vendor ownership structure is commissary, the system will return the user to the Commissary Business Information dialog as described in this document.

#### 9.10.2.4 Next

Upon selection of the Next button:

- If an entry is not made in one of the following controls
  - Cash Registers
  - State Sales Tax Number Masked Edit Box
  - Federal ID Number Masked Edit Box
  - Bank Name Text Box
  - Bank Transit Masked Edit Box
  - Account Number Masked Edit Box

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If an incomplete entry has been entered in the following control
  - Federal ID Number Masked Edit Box

the system will invoke a standard error message with the text "A complete entry is required for the <control label>." If any part of the four-digit extension is entered, the entire extension is required.

- If Open time is not earlier than the Close time in the Business Hours Grid, the system will invoke a standard error message with the text "The Open time must be earlier than the Close time. Please change the time information or change the AM/PM selection."
- If entry of the open or closed time is made in the Business Hours Grid, then both the open and closed time must be entered. If only one is entered the system will invoke a standard error message with the text, "An open and close time is required if either is entered. Please correct your entry for {Day of Week}."
- The system will invoke the Miscellaneous Information dialog.
- If the [AllowFMVendors](#) state business rule is set to "Y", meaning farmers market vendors are allowed, the edits for required data may be relaxed because not all information required for normal vendors is required for farmers market vendors.

**9.10.2.5 Cancel**

Upon selection of the Cancel button:

- The system will dismiss the Store Information dialog and end the Application Wizard without saving any of the entered application information.
- The system will return the user to the Event Log tab of the Vendor Folder.

**9.10.2.6 Close**

Upon selection of the Close button:

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

**9.10.2.7 Data Map**

Control Label	Entity	Attribute	Business Rule Applicable
Store Type	Vendor	StoreTypeId	
Scanners	Vendor	ElectronicScanners	
EBT	Vendor	EBT	
Scan for WIC Items	Vendor	RecognizeWICFoods	
Square Footage	Vendor	SquareFootage	
Cash Registers	Vendor	CheckOutRegisters	
Cashiers	Vendor	Cashiers	
WIC	Vendor	AnnualWICFoodSales	
Non-WIC	Vendor	AnnualNonWICFoodSales	
Total	Vendor	AnnualFoodSales	
%	Calculated Value	Calculated Value	
Open at least 8 Hours a Day 6 Days a Week	Vendor	OpenRequiredHours	
Business Hours Sunday Open	StoreHours	SundayOpen	
Business Hours Sunday Close	StoreHours	SundayClose	
Business Hours Monday	StoreHours	MondayOpen	

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Open			
Business Hours Monday Close	StoreHours	MondayClose	
Business Hours Tuesday Open	StoreHours	TuesdayOpen	
Business Hours Tuesday Close	StoreHours	TuesdayClose	
Business Hours Wednesday Open	StoreHours	WednesdayOpen	
Business Hours Wednesday Close	StoreHours	WednesdayClose	
Business Hours Thursday Open	StoreHours	ThursdayOpen	
Business Hours Thursday Close	StoreHours	ThursdayClose	
Business Hours Friday Open	StoreHours	FridayOpen	
Business Hours Friday Close	StoreHours	FridayClose	
Business Hours Saturday Open	StoreHours	SaturdayOpen	
Business Hours Saturday Close	StoreHours	SaturdayClose	
State Sales Tax Number	Vendor	StateSalesTaxNumber	
Federal ID Number	Vendor	FederalTaxNumber	
Health ID	Vendor	HeathID	
Pending	Vendor	ApplicationPending	
Authorization Date	Vendor	AuthorizationDate	
Food Stamp Number	Vendor	FSAuthorizationNumber	
Bank Name	Vendor	BankName	
Bank Transit Number	Vendor	BankTransitNumber	
Account Number	Vendor	AccountNumber	

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Kosher Foods Yes – Some	Vendor	KosherFoods (value = S)	
Kosher Foods Yes – Primarily Kosher	Vendor	KosherFoods (value = P)	
Kosher Foods No	Vendor	KosherFoods (value = N)	

### 9.11 Miscellaneous Information

The Miscellaneous Information dialog of the Application Wizard allows the user to enter information about the store service and suppliers. The dialog will display in "add" or "view" mode, depending on how the dialog is invoked. If the dialog is in "add" mode, the controls will default to the information previously recorded for the Vendor and will allow the user to change the information. Otherwise, the controls will default to blank and will allow the user to enter information. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Miscellaneous Information dialog is invoked in response to the following user actions:

- Selection of the Next button on the Store Information dialog of the Application Wizard as described in this document
- Selection of the Back button on the Contract Approval dialog of the Application Wizard as described in this document

The screenshot shows a window titled "Miscellaneous Information (Application Wizard)". It contains the following fields and lists:

- Primary Grocery Wholesaler:** A dropdown menu with an "Add..." button and an "Edit..." button.
- Milk or Pharmacy Wholesaler:** A dropdown menu with an "Add..." button and an "Edit..." button.
- Licensed Formula Wholesaler:** A dropdown menu with an "Add..." button and an "Edit..." button.
- Peer Group:** A dropdown menu.
- Staff Member Assigned:** A dropdown menu.
- Shared Local Clinics:** A list box containing "000 - CLINIC", "002 - CLINIC", "003 - CLINIC", and "005 - CLINIC".
- Other WIC Programs Served:** A list box containing "Oklahoma WIC Program", "Muskogee Creek Nation WIC Program", and "Wichita, Caddo, Delaware (WCD) WIC Program".
- Directions to the Store:** A text area.

At the bottom of the dialog are three buttons: "<Back", "Next>", and "Cancel".

Figure 20- Application Wizard - Miscellaneous Information Dialog (Add Mode)

Miscellaneous Information (Application Wizard)

Primary Grocery Wholesaler  
DOBSON'S GROCERS Add... Edit...

Milk or Pharmacy Wholesaler  
TIKA DAIRY Add... Edit...

Licensed Formula Wholesaler  
HALVOORNIK BABY SUPPLY Add... Edit...

Peer Group  
SMALL GROCERY

Staff Member Assigned  
DBSMITH

Shared Local Clinics  
000 - CLINIC  
002 - CLINIC  
003 - CLINIC  
005 - CLINIC

Other WIC Programs Served  
Oklahoma WIC Program  
Muskogee Creek Nation WIC Program  
Wichita, Caddo, Delaware (WCD) WIC Program

Directions to the Store

Print... <Back Next> Close

Figure 21- Application Wizard - Miscellaneous Information Dialog (View Mode)

### 9.11.1 Controls

This section describes the behavior of the controls on the Miscellaneous Information dialog.

#### 9.11.1.1 Primary Grocery Wholesaler Drop-down

This control allows the user to select or view the primary grocery wholesaler for the Vendor. The drop-down is enabled when the Miscellaneous Information dialog is active. It is filled with a list of grocery wholesalers from the GrocerySupplier entity and will be displayed in alphabetical order. When working in "add" mode, the control is initially blank unless a selection was previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved selection.

#### 9.11.1.2 Add Primary Grocery Wholesaler Button (Add)

This control allows the user to enter a new grocery wholesaler. The Add primary grocery wholesaler button is enabled when the Miscellaneous Information dialog is active. It will have a mnemonic of "A".

#### ***9.11.1.3 Edit Primary Grocery Wholesaler Button (Edit)***

This control allows the user to edit the grocery wholesaler information. The Edit primary grocery wholesaler button is enabled when an item is selected in the Primary Grocery Wholesaler drop-down. It will be disabled when no item is selected in the Primary Grocery Wholesaler drop-down. It will have a mnemonic of "E".

#### ***9.11.1.4 Milk or Pharmacy Wholesaler Drop-down***

This control allows the user to select or view the milk or pharmacy wholesaler for the Vendor. The drop-down is enabled when the Miscellaneous Information dialog is active. It is filled with a list of milk or pharmacy wholesalers from the GrocerySupplier entity and will be displayed in alphabetical order. When working in "add" mode, the control is initially blank unless a selection was previously made on the Demographics tab sub tab Page 3 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved selection.

#### ***9.11.1.5 Add Milk or Pharmacy Wholesaler Button (Add)***

This control allows the user to enter a new milk or pharmacy wholesaler. The Add milk or Add pharmacy wholesaler button is enabled when the Miscellaneous Information dialog is active. It will have a mnemonic of "D".

#### ***9.11.1.6 Edit Milk or Pharmacy Wholesaler Button (Edit)***

This control allows the user to edit the milk or pharmacy wholesaler information. The Edit milk or pharmacy wholesaler button is enabled when an item is selected in the Milk or Pharmacy Wholesaler drop-down. It will be disabled when no item is selected in the control. It will have a mnemonic of "I".

#### ***9.11.1.7 Licensed Formula Wholesaler Drop-down***

This control allows the user to select or view the licensed formula wholesaler for the Vendor. The drop-down is enabled when the Miscellaneous Information dialog is active. It is filled with a list of licensed formula wholesalers from the GrocerySupplier entity and will be displayed in alphabetical order. When working in "add" mode, the control is initially blank unless a selection was previously made on the Demographics tab sub tab Page 3 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved selection.

#### ***9.11.1.8 Add Licensed Formula Wholesaler Button (Add)***

This control allows the user to enter a new licensed formula wholesaler. The Add button is enabled when the Miscellaneous Information dialog is active. It will have a mnemonic of "A".

#### *9.11.1.9 Edit Licensed Formula Wholesaler Button (Edit)*

This control allows the user to edit the licensed formula wholesaler information. The Edit button is enabled when an item is selected in the Licensed Formula Wholesaler drop-down. It will be disabled when no item is selected in the Licensed Formula Wholesaler drop-down. It will have a mnemonic of "E".

#### *9.11.1.10 Peer Group Drop-down*

This control allows the user to select or view the peer group for the Vendor. The drop-down is enabled when the Miscellaneous Information dialog is active. It is a read-only drop-down list. It is filled with a list of peer groups from the PEERGROUP Table. When working in "add" mode, the control is initially blank unless a selection was previously made during the application process. When working in "view" mode, the control is populated with the previously saved selection.

#### *9.11.1.11 Staff Member Assigned Drop-down*

This control allows the user to select or view the staff member who will be assigned to the Vendor. The drop-down is enabled when the Miscellaneous Information dialog is active. It is a read-only drop-down list. It is filled with a list of staff members from the STAFF-MEMBER entity and will be displayed in alphabetical order. When working in "add" mode, the control is initially blank unless selection was previously made on the Demographics tab sub tab Page 1 of the Vendor Folder. When working in "view" mode, the control is populated with the previously saved selection.

#### *9.11.1.12 Primary Agency Drop-down*

This control allows the user to select the primary agency for the Vendor. The drop-down is enabled when Miscellaneous Information dialog is active and the state business rule "[PRIMARYAGENCY](#)" = 'Y'. It is filled with a list of agencies from the AGENCIES entity. The value of the control defaults to the information recorded through the Application Wizard Follow-up Activities and will allow the user to change the information. If the Application Wizard Follow-up Activities has not been completed, the control is initially blank. If the state business rule "[PRIMARYAGENCY](#)" = 'N' this control will not be visible.

#### *9.11.1.13 Shared Agencies List Box*

This control allows the user to select the shared (secondary) agencies of the Vendor. The list box is enabled when the Miscellaneous Information dialog is active and the state business rule "[PRIMARYAGENCY](#)" = 'Y'. It will be a multi-select list box. It is filled with a list of agencies from the AGENCIES entity. The value of the control defaults to the information recorded through the Application Wizard Follow-up Activities and will allow the user to change the information. If the Application Wizard Follow-up Activities has not been completed, the control is initially blank. If the state business rule "[PRIMARYAGENCY](#)" = 'N' this control will be replaced with Shared Local Clinics list box. The user is not allowed to select the Agency selected in the Primary Agency drop-down.

#### *9.11.1.14 Shared Local Clinics List Box*

This control allows the user to select the shared local clinics. The list box is enabled when the Miscellaneous Information dialog is active and the state business rule "[PRIMARYAGENCY](#)" = 'N'. It will be a multi-select list box. It is filled with a list of clinics listed in the ServiceSite entity. The value of the control defaults to the information recorded through the Application Wizard Follow-up Activities and will allow the user to change the information. If the Application Wizard Follow-up Activities has not been completed, then no record will be selected. . If the state business rule "[PRIMARYAGENCY](#)" = 'Y' this control will be replaced with Shared Agencies list box.

#### *9.11.1.15 Other WIC Programs Served List Box*

This control allows the user to select the other WIC programs that the Vendor serves. The list box is displayed if the [OTHERWICPROGRAMSERVED](#) business rule is set. The list box is enabled when the Miscellaneous Information dialog is active. It will be a multi-select list box. It is filled with a list of other WIC programs from the OtherWICProgram entity. The value of the control defaults to the information recorded through the Application Wizard Follow-up Activities and will allow the user to change the information. If the Application Wizard Follow-up Activities has not been completed, no other WIC program will be selected.

#### *9.11.1.16 Directions to the Store Text Box*

This control allows the user to enter or view directions to the Vendor location. The text box is enabled when the Miscellaneous Information dialog is active. The control accepts entry of alphanumeric characters. The maximum length allowed for the value is four thousand (4,000) characters. All alphabetic characters will appear in mixed case (upper and lower case) depending on how entry was made. As text is entered in this control, the information will word wrap to accommodate multiple lines of text. Special characters are not accepted in this text box. When working in "add" mode, the controls are initially blank. When working in "view" mode, the control is populated with the previously saved entry.

#### *9.11.1.17 Cancel Button*

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button will be visible and enabled when the Miscellaneous Information dialog is active in "add" mode. It does not have a mnemonic and will be the cancel button for the dialog.

#### *9.11.1.18 Back Button*

This control allows the user to return to the previous dialog within the Application Wizard. This button is enabled when the Miscellaneous Information dialog is active. It will have a mnemonic of "B".

#### *9.11.1.19 Next Button*

This control allows the user to proceed to the next dialog within Application Wizard. The Next button is enabled when the Miscellaneous Information dialog is active. It will have a mnemonic of "N" and will be the default button when working in the "add" mode.

#### *9.11.1.20 Print Button*

This control allows the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Miscellaneous Information dialog is in the "view" mode. It will have a mnemonic of "P".

#### *9.11.1.21 Close Button*

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Miscellaneous Information dialog is in "view" mode. It does not have a mnemonic. When working in the "view" mode, this control will be the default and cancel button for the dialog.

### **9.11.2 Processes**

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

### 9.11.2.1 *Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Miscellaneous Information (Application Wizard)".
- The system will determine if the value for the state business rule "[PRIMARYAGENCY](#)". If the value is set to 'N' the Shared Local Clinics list box will be visible and the Primary Agency drop-down and the Shared Agency list box will be hidden. If the value is set to 'Y' the Primary Agency drop-down and the Shared Agency list box will be visible and the Shared Local Clinics list box will be hidden.
- The dialog will display previously saved values as defined in the Data Map for this dialog.
- In Add mode the Back, Next and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close, Print, Back and Next buttons are visible. The Cancel button is not visible.

### 9.11.2.2 *Print*

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in as described in this document.

### 9.11.2.3 *Add Primary Grocery Wholesaler*

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

### 9.11.2.4 *Edit Primary Grocery Wholesaler*

Upon selection of the Edit Primary Grocery Wholesaler button, the system will invoke the Edit Primary Grocery Wholesaler dialog as described in [Chapter 10 – Update Vendor Information](#).

### 9.11.2.5 *Add Milk or Pharmacy Wholesaler*

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

### 9.11.2.6 *Edit Milk or Pharmacy Wholesaler*

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

#### 9.11.2.7 Add Licensed Formula Wholesaler

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

#### 9.11.2.8 Edit Licensed Formula Wholesaler

Upon selection of the Edit Licensed Formula Wholesaler button, the system will invoke the Edit Licensed Formula Wholesaler dialog as described in [Chapter 10 – Update Vendor Information](#).

#### 9.11.2.9 Back

Upon selection of the Back button:

- The system will return the user to the Store Information dialog of the Application Wizard as described in this document.
- Information entered on the Miscellaneous Information dialog will remain in the controls.

#### 9.11.2.10 Next

Upon selection of the Next button:

- If a selection is not made in on of the following controls
  - Peer Group Drop-down
  - Licensed Formula Wholesaler Drop-down

the system will invoke a standard error message with the text "A selection is required in the <control label>."

- If the "[PRIMARYAGENCY](#)" value is set to 'N', the system will automatically set the value of the single agency listed in the Agency table to the VendorLAAssociation table for this vendor and the Primary flag will be set to 'Y'.
- The system will invoke the Contract Approval dialog as described in this document.
- If the [AllowFMVendors](#) state business rule is set to "Y", meaning farmers market vendors are allowed, the edits for required data may be relaxed because not all information required for normal vendors is required for farmers market vendors.

#### 9.11.2.11 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Miscellaneous Information dialog and end the Application Wizard process without saving any of the application information entered.
- The system will return the user to the Event Log tab of the Vendor Folder.

**9.11.2.12 Close**

Upon selection of the Close button:

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

**9.11.2.13 Data Map**

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Primary Grocery Wholesaler	Vendor	GrocerySupplierID	
Milk or Pharmacy Wholesaler	Vendor	WholesalerID	Y
Formula Wholesaler	Vendor	FormulaWholesalerID	Y
Peer Group	Vendor	PeerGroup	
Staff Member Assigned	Vendor	StaffID	
Primary Agency	VendorLAAssociation	AgencyID  (note Primary flag is set to 'Y')	Y
Shared Agencies	VendorLAAssociation	AgencyID  (note: Primary flag is set to 'N')	Y
Shared Local Clinics	VendorSSAssociation	ServiceSiteID	Y
Other WIC Programs Served	OtherWICProgramsServed	OtherWICProgramID	Y
Directions to the Store	Vendor	Directions	

### 9.12 Contract Approval

The Contract Approval dialog of the Application Wizard allows the user to enter information about the Federal Fiscal year and the contract effective dates. The dialog will display in "add" or "view" mode, depending on how the dialog is invoked. If the dialog is in "add" mode, the controls will default to blank unless otherwise noted. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Contract Approval dialog is invoked when the user selects the Next button on the Miscellaneous Information dialog of the Application Wizard as described in this document.

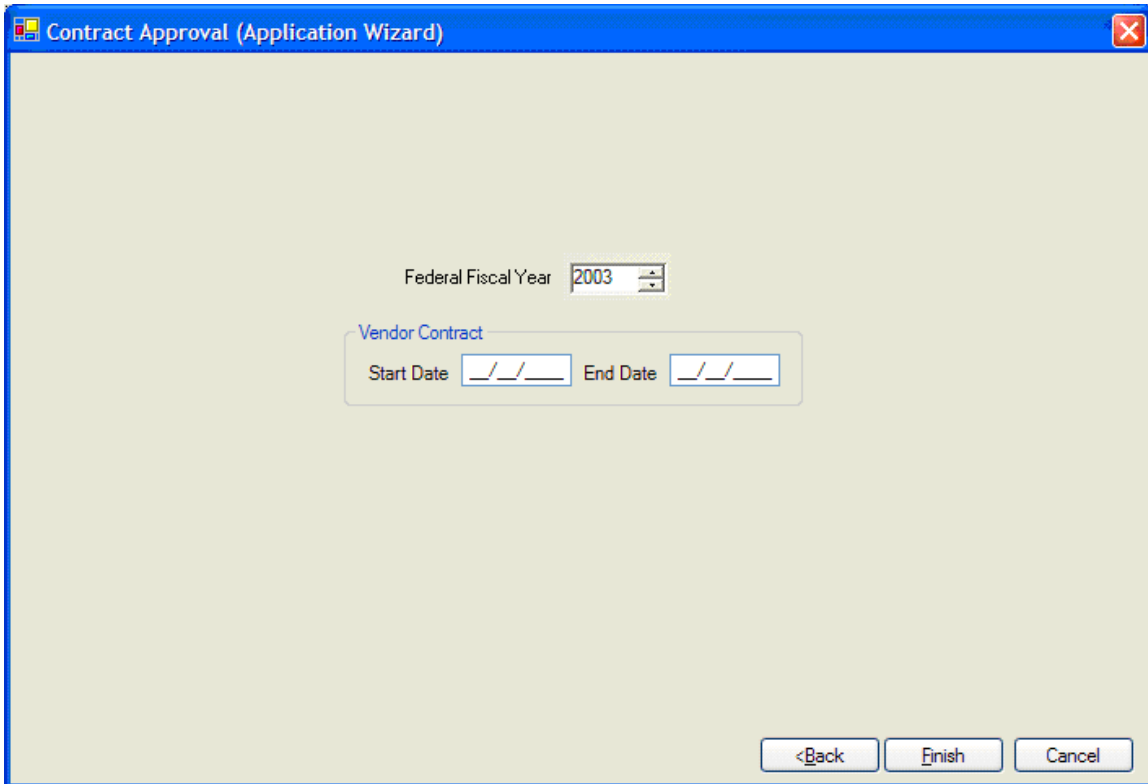
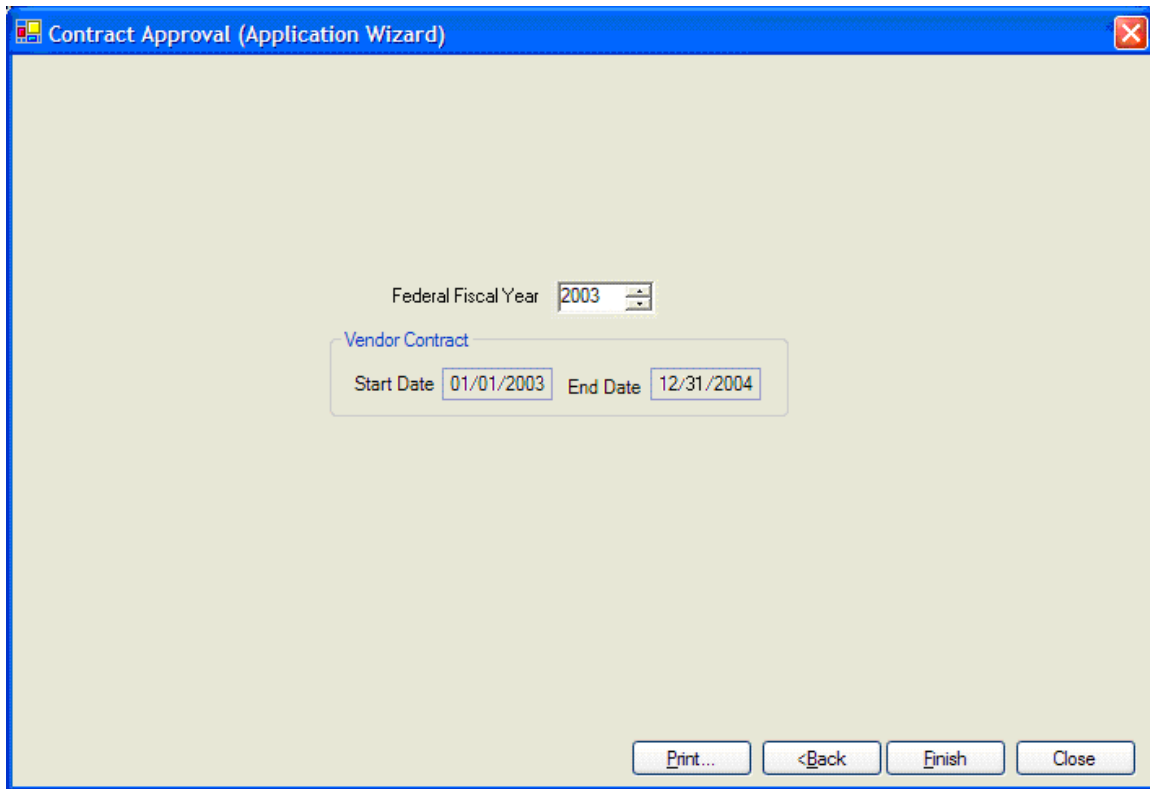


Figure 22- Application Wizard - Contract Approval Dialog (Add Mode)



**Figure 23- Application Wizard - Contract Approval Dialog (View Mode)**

### 9.12.1 Controls

This section describes the behavior of the controls on the Contract Approval dialog.

#### 9.12.1.1 Federal Fiscal Year Masked Edit Box and Spin Control

This control allows the user to specify the starting Federal Fiscal Year for the Vendor Contract. The masked edit box and spin control is enabled when the Contract Approval dialog is active. It will only allow the entry of numeric characters. The maximum length allowed for the value is four (4) digits. It will be filled with the current year, the two previous years, and the next year. It will default to the current year if the current month is before October. It will default to the current year plus one if the current month is October through December. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1).

#### ***9.12.1.2 Contract Start Date Masked Edit Box (Start Date)***

This control allows the user to enter or view the date that the Vendor contract becomes effective. The masked edit box is enabled when the Contract Approval dialog is active. The masked edit box accepts entry of numeric characters. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. When working in "add" mode, the control defaults to the present system date. When working in "view" mode, the control is populated with the previously saved entry and is read-only.

#### ***9.12.1.3 Contract End Date Masked Edit Box (End Date)***

This control allows the user to enter or view the date that the Vendor contract expires. The masked edit box is enabled when the Contract Approval dialog is active. The masked edit box accepts entry of numeric characters. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. When working in "add" mode, the control will initially be blank. When working in "view" mode, the control is populated with the previously saved entry and is read-only.

#### ***9.12.1.4 Print Button***

This control will allow the user to print the Contract Signature Page Letter for vendor application information that has previously been entered. The Print button will be visible and enabled when the Contract Approval dialog is active in "view" mode. It will have a mnemonic of "P".

#### ***9.12.1.5 Back Button***

This control will allow the user to return to the previous dialog within the Application Wizard. This button is enabled when the Contract Approval dialog is active in "add" mode. It will have a mnemonic of "B".

#### ***9.12.1.6 Finish Button***

This control will allow the user to end entry of the application information and print the Contract Signature Page. The Finish button is enabled when the Contract Approval dialog is active. It will have a mnemonic of "F" and will be the default button for the dialog when in "add" mode.

#### ***9.12.1.7 Cancel Button***

This control allows the user to exit the Application Wizard without processing the Vendor application. The Cancel button will be visible and enabled when the Contract Approval dialog is in "add" mode. It does not have a mnemonic. It will be the cancel button for the dialog.

#### ***9.12.1.8 Close Button***

This control allows the user to exit the Application Wizard. The Close button will be visible and enabled when the Contract Approval dialog is in "view" mode. It does not have a mnemonic. When working in the "view" mode, this control will be the default and cancel button for the dialog.

## 9.12.2 Processes

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

### 9.12.2.1 *Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Contract Approval (Application Wizard)".
- In Add mode, the Federal Fiscal Year Date will default to the current system year. Otherwise, the dialog will display previously saved values as defined in the Data Map for this dialog when in view mode.
- In Add mode the Back, Finish and Cancel buttons are visible. The Close and Print buttons are not visible.
- In View mode the Close, Print and Back buttons are visible. The Cancel and Finish buttons are not visible

### 9.12.2.2 *Print*

Upon selection of the Print button, the system will invoke the Send Contract Signature Page Letter dialog as described in this document.

### 9.12.2.3 *Back*

Upon selection of the Back button, the system will return the user to the previous dialog of the Application Wizard based on the ownership structure of the Vendor as follows:

- When the Vendor ownership structure is sole ownership, the system will return the user to the Sole Ownership Owner Information dialog as described in this document.
- When the Vendor ownership structure is partnership, the system will return the user to the Partnership Information dialog as described in this document.
- When the Vendor ownership structure is corporation, the system will return the user to the Corporation Information dialog as described in this document.
- When the Vendor ownership structure is commissary, the system will return the user to the Commissary Business Information dialog as described in this document.

### 9.12.2.4 *Edits*

Upon selection of the Finish button:

- If an entry is not made in one of the following controls
  - Federal Fiscal Year Masked Edit Box and Spin control
  - Contract Start Date Masked Edit Box
  - Contract End Date Masked Edit Box

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If an invalid date has been entered in one of the following controls
  - Contract Start Date Masked Edit Box
  - Contract End Date Masked Edit Box

the system will invoke a standard error message with the text "Invalid date entered."

- If the Vendor Contract End Date is less than or equal to the Vendor Contract Start Date, the system will invoke a standard error message with the text "The end of the contract must occur later than the start of the contract. Please correct this information."
- If the Vendor Contract End Date is greater than 3 years past the Contract Start Date, the system will invoke a standard error message with the text "The Vendor's contract cannot be greater than 3 years. Please correct this information."

#### **9.12.2.5 Saving the Data**

Upon selection of the Finish button and successful completion of all edits:

- The system will save the information to the database and create an Application Wizard follow-up activity for this vendor.
- The system will invoke the Send Contract Signature Page Letter dialog as described in this document.

#### **9.12.2.6 Cancel**

Upon selection of the Cancel button:

- The system will dismiss the Contract Approval dialog and end the Application Wizard without saving any of the entered application information.
- The system will return the user to the Event Log tab of the Vendor Folder.

#### **9.12.2.7 Close**

Upon selection of the Close button:

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

*9.12.2.8 Data Map*

<b>Control Label</b>	<b>Entity</b>	<b>Attribute</b>	<b>Business Rule Applicable</b>
Federal Fiscal Year	Vendor	FiscalYearStart FiscalYearEnd	System will populate start and end date based on Federal Fiscal Year entered Start date = "10/01/" & spnFiscalYear minus 1. End date = "9/30/" & spnFiscalYear.
	Vendor	DateInitContract	This value is set for the Initial contract only.
Contract Start Date	Vendor	ContractStartDate	
Contract End Date	Vendor	ContractEndDate	

### **9.13 Send Contract Signature Page Letter**

The Send Contract Signature Page Letter dialog allows the user to select which address will receive a copy of the contract signature page letter, and who at the address will be the recipient of the contract signature page letter. After the user identifies these items, the system will generate the required contract signature page letters. If indicated by the user, the system will also generate a mailing label for each contract signature page letter generated. For each selected recipient, the system will generate a contract signature page letter and mailing label for every selected address. The Send Contract Signature Page Letter dialog is invoked in response to the following user actions:

- Selection of the Finish button on the Contract Approval dialog (as described in this document)
- Selection of the Print button on the Ownership Structure dialog as described in this document
- Selection of the Print button on the Sole Ownership Business Information dialog as described in this document
- Selection of the Print button on the Sole Ownership Owner Information dialog as described in this document
- Selection of the Print button on the Partnership Business Information dialog as described in this document
- Selection of the Print button on the Partnership Information dialog as described in this document
- Selection of the Print button on the Corporation Business Information dialog as described in this document
- Selection of the Print button on the Corporation Information dialog as described in this document
- Selection of the Print button on the Commissary Business Information dialog as described in this document
- Selection of the Print button on the Store Information dialog as described in this document
- Selection of the Print button on the Miscellaneous Information dialog as described in this document
- Selection of the Print button on the Contract Approval dialog as described in this document

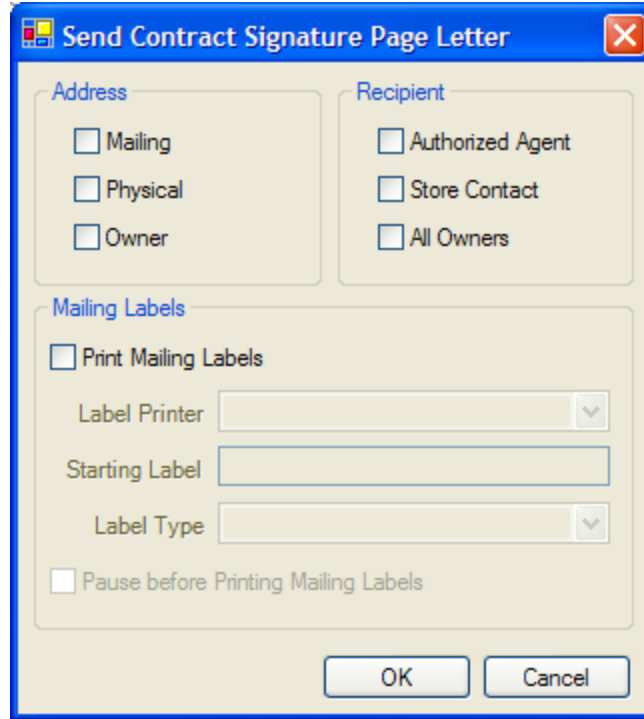


Figure 24 - Send Contract Signature Page Letter Dialog

### 9.13.1 Controls

The controls for the Send Letter dialog are defined in [Chapter 20 – Vendor Form Letters](#).

### 9.13.2 Processes

The processes for the Send Letter dialog are defined in [Chapter 20 – Vendor Form Letters](#). In addition to the standard processes, the following processes will apply.

#### 9.13.2.1 *Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to "Send Contract Signature Page Letter"

#### 9.13.2.2 *Saving the Data*

- An Application Wizard follow-up activity will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed.
- The system will save a copy of each generated letter in the directory defined by the State.
- The system will return the user to the Event Log tab of the Vendor Folder dialog.

### *9.13.2.3 Cancel*

Upon selection of the Cancel button:

- The system will dismiss the Send Contract Signature Page Letter dialog without generating or printing a Contract Signature Page Letter.
- The system will return the user to the Event Log tab of the Vendor Folder.
- An Application Wizard follow-up activity will be added to the Vendor Events tree view on the Event Log tab of the Vendor Folder.
- The Events tree view will be refreshed.

### 9.14 Contract Signature Page Returned

The contract can be sent to the Vendor when the contract signature page is returned. The Signature Page Returned dialog allows the user to record when the contract signature page was received and when the contract was sent to the Vendor. The dialog will display in "add" or "view" mode, depending on how it is invoked. If the dialog is in "add" mode, the controls default to blank unless otherwise noted. If the dialog is in "view" mode, the controls will default to the previously saved values and will be read-only. The Contract Signature Page dialog is invoked in response to the following user actions:

- Selection of the Signature Page Returned follow-up activity on the Follow-up Activities dialog as described in [Chapter 04 – Vendor Folder](#). The dialog will display in "add" mode.
- Selection of the Details button on the Follow-up Activities dialog when the Signature Page Returned is selected as described in [Chapter 04 – Vendor Folder](#). The dialog will display in "view" mode.

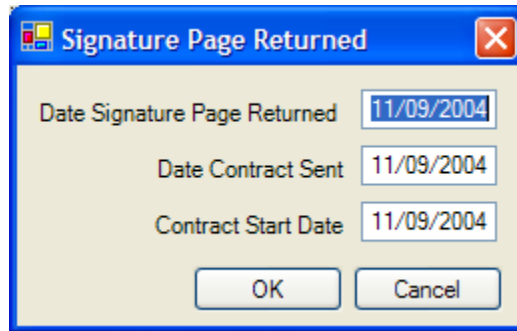


Figure 25 - Signature Page Returned Dialog (Add mode)

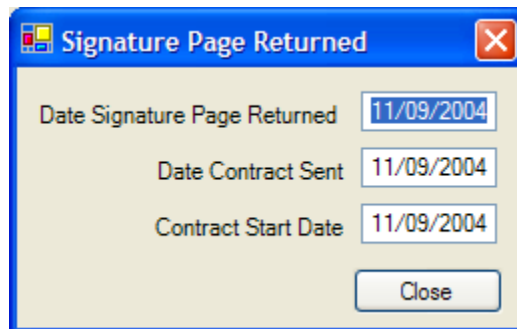


Figure 26 - Signature Page Returned Dialog (View mode)

#### 9.14.1 Controls

This section describes the behavior of the controls on the Signature Page Returned dialog.

#### ***9.14.1.1 Date Signature Page Returned Masked Edit Box (Date)***

This control allows the user to enter or view the date the signature page was returned. The masked edit box is enabled when the Signature Page Returned dialog is active. The masked edit box accepts entry of numeric characters. 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. The date entered must be less than or equal to the current system date. When working in "add" mode, the control defaults to the present system date. When working in "view" mode, the control is populated with the previously saved entry and is read-only.

#### ***9.14.1.2 Date Contract Sent Masked Edit Box***

This control allows the user to enter or view the date the contract was sent to the vendor. The masked edit box is enabled when the Signature Page Returned dialog is active. The masked edit box accepts entry of numeric characters. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in "add" mode, the control defaults to the present system date. When working in "view" mode, the control is populated with the previously saved entry and is read-only.

#### ***9.14.1.3 Contract Start Date Masked Edit Box***

This control allows the user to enter or view the date the vendor's contract is effective with the WIC Program. The masked edit box is enabled when the Signature Page Returned dialog is active. The masked edit box accepts entry of numeric characters. The mask on the box will be "99/99/9999" to accept a date with a four-digit year. The string entered must be a valid date in the format of MM/DD/CCYY or MM/DD/YY. If the latter the system will automatically add the century to the year. When working in "add" mode, the control will initially default to the contract start date entered on the Contract Approval screen in the Application Wizard. When working in "view" mode, the control is populated with the previously saved entry and is read-only.

#### ***9.14.1.4 OK Button***

This control allows the user to instruct the system to close the Signature Page Returned dialog and to save the signature page information. The OK button will be visible and enabled when the Signature Page Returned dialog is active in "add" mode. Characteristics for the OK button are defined in the *Consistencies* chapter.

#### 9.14.1.5 Cancel Button

This control allows the user to exit the Signature Page Returned dialog without saving the signature page information. The Cancel button will be visible and enabled when the Signature Page Returned dialog is active in "add" mode. Characteristics for the Cancel button are defined in the *Consistencies* chapter.

#### 9.14.1.6 Close Button

This control allows the user to exit the Signature Page Returned dialog. The Close button will be visible and enabled when the Signature Page Returned dialog is active in "view" mode. Characteristics for the Cancel button are defined in the *Consistencies* chapter.

### 9.14.2 Processes

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

#### 9.14.2.1 Initializing the Interface

Upon the initial display of the dialog:

- The title bar text will be set to "Signature Page Returned".
- In Add mode the Date Signature Page Returned and Date Contract Sent will default to the current system date. The Date Contract Start date will default to the value entered in the Contract Start Date in the Application Wizard.
- In View mode all controls display previously saved values as defined in the Data Map for this dialog.
- In Add mode the OK and Cancel buttons are visible. The Close button is not visible.
- In View mode the Close button is visible. The OK and Cancel buttons are not visible.

#### 9.14.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in one of the following controls
  - Date Signature Page Returned Masked Edit Box
  - Date Contract Sent Masked Edit Box
  - Contract Start Date Masked Edit Box

the system will invoke a standard error message with the text "An entry is required for the <control label>."

- If an invalid date has been entered in one of the following entry fields
  - Date Signature Page Returned Masked Edit Box
  - Date Contract Sent Masked Edit Box
  - Contract Start Date Masked Edit Box

the system will invoke the standard error message with the text "Invalid date entered."

- If the date entered is greater than the current system date in one of the following controls
  - Date Signature Page Returned Masked Edit Box
  - Date Contract Sent Masked Edit Box
  - Contract Start Date Masked Edit Box

the system will invoke a standard error message with the text of "Date entered must be less than or equal to today's date."

#### 9.14.2.3 Saving the Data

Upon successful completion of the above listed edits:

- A Signature Page Returned follow-up activity will be added to the Event Log of the Vendor, and the Vendor Events tree view on the Event Log tab of the Vendor Folder will be refreshed.
- The system will return the user to the Event Log tab of the Vendor Folder.
- The Vendor.CurrentStatus will be set to '3' (Enrolled).

#### 9.14.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Signature Page Returned dialog without saving any of the information entered.
- The system will then return the user to the Event Log tab of the Vendor Folder.

#### 9.14.2.5 Close

Upon selection of the Close button:

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

#### 9.14.2.6 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Date Signature Page Returned	SignaturePage	ReturnedDate	
Date Contract Sent	SignaturePage	AgreementSent	
Contract Start Date	Vendor	DateInitContract	