

10. UPDATE VENDOR INFORMATION.....2

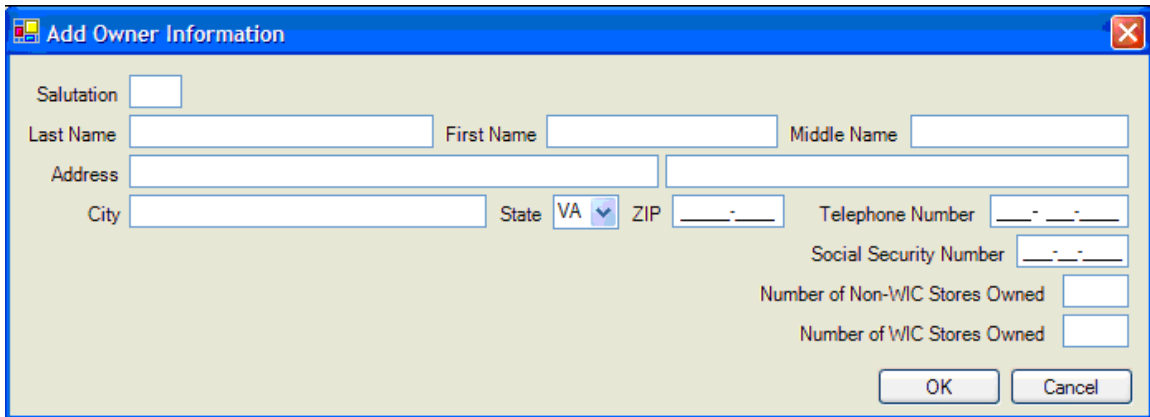
- 10.1 UPDATE OWNER INFORMATION.....2
- 10.2 UPDATE CORPORATE PARENT10
- 10.3 EDIT CORPORATE OWNER19
- 10.4 POTENTIAL DUPLICATE OWNER26
- 10.5 UPDATE PRIMARY GROCERY WHOLESALER.....30
- 10.6 UPDATE PHARMACY WHOLESALER.....37
- 10.7 UPDATE MILK WHOLESALER44
- 10.8 UPDATE LICENSED FORMULA WHOLESALER.....51

10. Update Vendor Information

10.1 Update Owner Information

The Update Owner Information dialog allows the user to add or edit the Vendor's owner information. This dialog is applicable when one or more individuals own the Vendor versus a corporation. The information collected on this dialog is the name, address, phone, social security and the number of WIC participating stores and non-WIC participating stores the owner owns. The Update Owner Information dialog is invoked in response to the following user actions:

- Selection of the Add button on the Partnership Information dialog of the Application Wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Edit button on the Partnership Information dialog of the Application Wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Edit button on the Page 1 sub-tab of the Demographics tab of the Vendor Folder when the Vendor ownership structure is Sole Ownership or Partnership as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Add button on the Maintain Owners dialog as described in [Application Administration Chapter 9 – Reference Utility](#).
- Selection of the Edit button on the Maintain Owners dialog as described in [Application Administration Chapter 9 – Reference Utility](#).



The screenshot shows a Windows-style dialog box titled "Add Owner Information". The dialog contains the following fields and controls:

- Salutation:
- Last Name:
- First Name:
- Middle Name:
- Address:
- City:
- State: (dropdown menu)
- ZIP:
- Telephone Number:
- Social Security Number:
- Number of Non-WIC Stores Owned:
- Number of WIC Stores Owned:
- OK button
- Cancel button

Figure 1 - Add Owner Information Dialog

The screenshot shows a Windows-style dialog box titled "Edit Owner Information". It contains the following fields and values:

- Salutation: MR
- Last Name: JOHNSON
- First Name: JOHNNIE
- Middle Name: (empty)
- Address: 12345 FIFTH STREET
- City: ANYTOWN
- State: VA
- ZIP: 46204-0000
- Telephone Number: 201-289-1388
- Social Security Number: 124-12-4124
- Number of Non-WIC Stores Owned: 1
- Number of WIC Stores Owned: 1

At the bottom right, there are "OK" and "Cancel" buttons.

Figure 2 - Edit Owner Information Dialog

10.1.1 Controls

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

10.1.1.1 Salutation Text Box

This control allows the user to enter or modify the salutation for the Owner. The text box will be enabled when the Update Owner Information dialog is active. The control accepts entry of alpha characters. The maximum size of the control may vary according to your state. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.1.1.2 Last Name Text Box

This control allows the user to enter or modify the last name of the Owner. The text box will be enabled when the Update Owner Information dialog is active. The control accepts entry of alpha characters and the special characters apostrophe ('), period (.), comma (,), and dash (-). The maximum size of the control will be twenty-five (25) characters. All alphabetic characters will be forced to uppercase. When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.1.1.3 First Name Text Box

This control allows the user to enter or modify the first name of the Owner. The text box will be enabled when the Update Owner Information dialog is active. The control accepts entry of alpha characters and the special characters comma (,), period (.), dash (-), and apostrophe ('). The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.1.1.4 Middle Name Text Box

This control allows the user to enter or modify the middle name of the Owner. The text box will be enabled when the Update Owner Information dialog is active. The control accepts entry of alpha characters along with the special characters comma (,), period (.), dash (-), and apostrophe ('). The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control defaults to the previously saved entry.

10.1.1.5 Address Text Boxes

These controls allow the user to enter or modify the address of the Owner. These text boxes will be enabled when the Update Owner 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: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control defaults to the previously saved entry.

10.1.1.6 City Text Box

This control allows the user to enter or modify the city in which the Owner resides. The text box will be enabled when the Update Owner Information dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be thirty- (30) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following: period (.), dash (-), forward slash (/), apostrophe ('), and pound sign (#). This text box is free form entry. When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control defaults to the previously saved entry.

10.1.1.7 State Dropdown

This control allows the user to enter or modify the state in which the Owner resides. The dropdown will be enabled when the Update 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 two-character abbreviation. This control is filled with the list of states from the Reference Dictionary Table. When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control defaults to the previously saved selection.

10.1.1.8 ZIP Masked Edit Box

This control allows the user to enter or modify the ZIP code in which the Owner resides. The masked edit box will be enabled when the Update Owner Information dialog is active. The masked edit box will accept the entry of numeric digits only. The mask for the box will be “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 entry field will initially be blank. When working in “edit” mode, the control defaults to the previously saved entry.

10.1.1.9 Telephone Masked Edit Box

This control allows the user to enter or modify the telephone number for the Owner. The masked edit box will be enabled when the Update Owner Information dialog is active. The masked edit box will only accept the entry of numeric digits. The mask for the box will be “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 entry field will initially be blank. When working in “edit” mode, the control defaults to the previously saved entry.

10.1.1.10 Social Security Number Masked Edit Box

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

10.1.1.11 Number of Non-WIC Stores Owned Masked Edit Box

This control allows the user to enter or modify the number of non-WIC stores owned by the Owner. The masked edit box will be enabled when the Update Owner Information dialog is active. The masked edit box will only allow the entry of numeric digits. The maximum size of the control will be four (4) characters. When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.1.1.12 Number of WIC Stores Owned Masked Edit Box

This control allows the user to enter or modify the number of WIC stores owned by the Owner. The masked edit box will be enabled when the Update Owner Information dialog is active. The masked edit box will only allow the entry of numeric digits. The maximum size of the control will be four (4) characters. When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.1.1.13 OK Button

This control allows the user to instruct the system to save the owner information and close the Update Owner Information dialog. The OK button will be enabled when the Update Owner Information dialog is active. Characteristics for the OK button are defined in the [Consistencies](#).

10.1.1.14 Cancel Button

This control allows the user to exit the Update Owner Information dialog without saving the owner information. The Cancel button will be enabled when the Update Owner Information dialog is active. Characteristics for the OK button are defined in the [Consistencies](#).

10.1.2 Processes

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

10.1.2.1 Initializing the Interface

Upon the initial display of the dialog:

- In add mode the title bar text will be set to “Add Owner Information”.
- In edit mode the title bar text will be set to “Edit Owner Information”.
- In add mode all fields and controls will default to blank.
- In edit mode all fields will display previously saved values as defined in the Data Map for this dialog

10.1.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
 - Last Name Text Box
 - First Name Text Box
 - Address Text Box (Address1)
 - City Text Box
 - ZIP Masked Edit Box
 - Number of Non-WIC Stores Owned Masked Edit Box
 - Number of WIC Stores Owned Masked Edit Box

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

- If no selection has been made in the following control
 - State Dropdown

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 entered in the following controls
 - ZIP Masked Edit Box
 - Telephone Masked Edit Box
 - Social Security 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.

10.1.2.3 Saving the Data

Upon successful completion of the above listed edits:, the system will save the owner information. The system will then return the user to the previous dialog from which the Update Owner Information dialog was invoked.

- If the Update Owner Information dialog is invoked from the Edit button on the Page 1 sub-tab of the Demographics tab of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#). The Owner dropdown will be refreshed to include the updated information.
- If the Update Owner Information dialog is invoked from the Add or Edit buttons on the Partnership Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#). The Partnership Information List View will be refreshed to include the added information.

- If the Update Owner Information dialog is invoked from the Add or Edit buttons on the Maintain Owner Information dialog, the system will return the user to the Reference Utility window as described in Application Administration *Chapter 09 – Reference Utility*.

10.1.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Update Owner Information dialog without saving any of the information entered. The system will then return the user to the dialog from which the Update Owner Information dialog was invoked.
 - When the Update Owner Information dialog is invoked from the Add button on the Partnership Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).
 - When the Update Owner Information dialog is invoked from the Edit button on the Partnership Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).
 - When the Update Owner Information dialog is invoked from the Edit button on the Page 1 sub-tab of the Demographics tab of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#).

10.1.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Salutation	Owner	Salutation	
Last Name	Owner	LastName	
First Name	Owner	FirstName	
Middle Name	Owner	MiddleName	
Address	Owner	Address1, Address2	
City	Owner	City	

State	Owner	State	
Zip	Owner	Zip	
Telephone	Owner	Telephone	
Social Security Number	Owner	SSN	
Number of Non-WIC Stores Owned	Owner	NonWICStores	
Number of WIC Stores Owned	Owner	WICStores	

10.2 Update Corporate Parent

The Update Corporate Parent dialog allows the user to add or edit corporation information as well as corporate owner information. This dialog is applicable when a corporation owns the Vendor versus an individual person. The information captured in this dialog is the corporate name, address, telephone, Federal Id and the Authorized Agent authorized to sign the WIC agreements on behalf of the corporation. This information allows the State office to maintain current records on the corporations participating in the WIC Program. The Update Corporate Parent dialog is invoked in response to the following user actions:

- Selection of the Add button on the Corporation Information dialog of the Application Wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Edit button on the Corporation Information dialog of the Application Wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Edit button on the Page 1 sub-tab of the Demographics tab of the Vendor Folder when the Vendor ownership structure is Corporation as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Add button on the Applicant Information dialog as described in [Chapter 03 – Entry of New Applicants](#).[Chapter 09 - Application Wizard.doc](#)
- Selection of the Add button on the Maintain Corporate Parents dialog as described in [Application Administration Chapter 9 – Reference Utility](#).
- Selection of the Edit button on the Maintain Corporate Parents dialog as described in [Application Administration Chapter 9 – Reference Utility](#).

The screenshot shows a Windows-style dialog box titled "Add Corporate Parent". The dialog contains the following fields and controls:

- Name:** A single-line text input field.
- Address:** Two stacked text input fields.
- City:** A text input field.
- State:** A dropdown menu currently displaying "VA".
- ZIP:** A text input field with a hyphen separator.
- Telephone Number:** A text input field with hyphen separators.
- Federal ID Number:** A text input field with hyphen separators.
- Authorized Agent:** A section header followed by four text input fields: "Title", "Salutation", "First Name", and "Last Name".
- Buttons:** "OK" and "Cancel" buttons located at the bottom right of the dialog.

Figure 3 – Add Corporate Parent Dialog

Title	Salu	First Name	Last Name	DOB	SSN	Phone	Email	% Owned	Date Associated	Date Disasso
CIO	Mrs.	Jean	Tyler	2/2/1960		(604) 253-5555	ityler@albertsons.com	51%	6/1/1990	
President	Mr.	Thomas	Ulbrich	3/3/1952	447-55-3644	(604) 253-5566	tulbrich@albertsons.com	34%	10/1/1995	

Figure 4 – Edit Corporate Parent Dialog

10.2.1 Controls

This section describes the behavior of the controls on the Update Corporate Parent dialog.

10.2.1.1 Name Text Box

This control allows the user to enter or modify the name of the Corporate Parent. The text box will be enabled when the Update Corporate Parent dialog is active. This control accepts entry of alphanumeric characters. The maximum size is fifty- (50) characters. All alphabetic characters will be forced to uppercase and special characters are accepted in this field. When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.2.1.2 Address Text Boxes (Lines 1 & 2)

These controls allow the user to enter or modify the address of the Corporate Parent. These text boxes will be enabled when the Update Corporate Parent dialog is active. Both controls (address line 1 and line 2) will accept entry of alphanumeric characters. The alphabetic characters will all be forced to uppercase. The maximum size of each control will be fifty- (50) characters. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control(s) is populated with the previously saved entry.

10.2.1.3 City Text Box

This control allows the user to enter or modify the city in which the Corporate Parent resides. The text box will be enabled when the Update Corporate Parent dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be thirty- (30) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following; comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). This text box is free form entry. When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.2.1.4 State Dropdown

This control allows the user to enter or modify the state in which the Corporate Parent resides. The dropdown will be enabled when the Update Corporate Parent 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 "add" mode, the field will default to the particular state for which the application is being used. When working in "edit" mode, the control is populated with the previously saved selection.

10.2.1.5 ZIP Masked Edit Box

This control allows the user to enter or modify the ZIP code in which the Corporate Parent resides. The masked edit box will be enabled when the Update Corporate Parent dialog is active. The masked edit box will accept the entry of numeric digits only. The mask for the box will be "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 entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.2.1.6 Telephone Masked Edit Box

This control allows the user to enter or modify the telephone number for the Corporate Parent. The masked edit box will be enabled when the Update Corporate Parent dialog is active. The masked edit box will only accept the entry of numeric digits. The mask for the box will be “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 entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.2.1.7 Federal ID Number Masked Edit Box

This control allows the user to enter or modify the Federal ID number of the Corporate Parent. The masked edit box will be enabled when the Update Corporate Parent dialog is active. The maximum size of the control will be nine (9) characters. The control accepts entry of numeric digits. The mask for this control will be “99-9999999”. Special characters are not accepted. When working in “add” the entry field will initially be blank. When working in “edit” mode, the entry field will default to the previously saved entry.

10.2.1.8 Authorized Agent Title Text Box (Title)

This text box allows the user to enter or modify the title for the Authorized Agent for the corporation. The text box will be enabled when the Update Corporate Parent dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.2.1.9 Authorized Agent Salutation Text Box (Salutation)

This control allows the user to enter or modify the salutation for the Authorized Agent for the corporation. The text box will be enabled when the Update Corporate Parent dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.2.1.10 Authorized Agent First Name Text Box (First Name)

This control allows the user to enter or modify the first name of the Authorized Agent for the corporation. The text box will be enabled when the Update Corporate Parent dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box, but are limited to apostrophe (’), comma (,), period (.), and dash (-). When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.2.1.11 Authorized Agent Last Name Text Box (Last Name)

This control allows the user to enter or modify the last name of the Authorized Agent for the corporation. The text box will be enabled when the Update Corporate Parent dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty-five (25) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box, but are limited to apostrophe (’), comma (,), period (.), and dash (-). When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.2.1.12 Corporate Owners Display Grid

The control allows the user to view, add, edit, or delete corporate owners. The display grid contains a row for each corporate owner that currently exists within the application. The display grid consists of the following columns:

- Title
- Salutation
- First Name
- Last Name
- DOB
- SSN
- Phone
- Email
- % Owned
- Date Associated
- Date Disassociated

Clicking on the blank row at the bottom of the display grid allows the user to enter the name of a new corporate owner. When clicked, the row in the table will be enabled and allow data entry. The user must click OK to save the new corporate owner information.

Clicking on a row for an existing corporate owner allows the user to edit the information directly in the table. When clicked, the row in the table will be enabled and allow data updates. The user must click OK to save the updated corporate owner information.

The columns of the grid follow the same data validation rules documented for the controls on the Update Corporate Owner dialog described in section 10.3 of in this document.

10.2.1.13 Edit Button

The control allows the user to edit the corporate owner. The button is enabled when a corporate owner is selected in the Corporate Owners display grid. The mnemonic for the button is "E".

10.2.1.14 Delete Button

The control allows the user to delete a corporate owner. The button is enabled when a corporate owner is selected in the Corporate Owners display grid. The mnemonic for the button is "D".

10.2.1.15 OK Button

This control allows the user to instruct the system to save the corporation information and close the Update Corporate Parent dialog. The OK button will be enabled when the Update Corporate Parent dialog is active. Characteristics of the OK button are defined in the [Consistencies](#).

10.2.1.16 Cancel Button

This control allows the user to exit the Update Corporate Parent dialog without saving the corporation information. The Cancel button will be enabled when the Update Corporate Parent dialog is active. Characteristics of the Cancel button are defined in the [Consistencies](#).

10.2.2 Processes

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

10.2.2.1 Initializing the Interface

Upon the initial display of the dialog:

- In add mode the title bar text will be set to "Add Corporate Parent Information".
- In edit mode the title bar text will be set to "Edit Corporate Parent Information".
- The Edit and Delete buttons will initially be disabled.
- In add mode all fields and controls will default to blank.
- In edit mode all fields will display previously saved values as defined in the Data Map for this dialog

10.2.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following controls:
 - Name Text Box

- Address Text Box (Address1)
- City Text Box
- ZIP Masked Edit Box
- Telephone Masked Edit Box
- Federal ID Number Masked Edit Box

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

- If no selection has been made in the following control:
 - State Dropdown

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 entered in the following controls:
 - ZIP Masked Edit Box
 - Telephone Masked Edit Box
 - 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 ZIP code extension is entered, the entire extension is required.

- If an incomplete entry has been entered in the following rows of the Corporate Owners table:
 - First Name
 - Last Name
 - DOB
 - SSN
 - Phone
 - % Owned
 - Date Associated

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

- The value of DOB column of the Corporate Owners display grid must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system invokes a standard error message with the text "Invalid date entered."
- The value entered in the SSN column of the Corporate Owners display grid must be a complete nine-digit (9) entry. If an invalid social security number is entered, the system invokes a standard error message with the text: "A complete Social Security Number is required."
- The value entered in the Phone column of the Corporate Owners display grid must be a complete ten-digit (10) entry. If an invalid telephone number is entered, the system invokes a standard error message with the text: "A complete telephone number is required."

- The value of Date Associated column of the Corporate Owners display grid must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system invokes a standard error message with the text "Invalid date entered."
- The value of Date Disassociated column of the Corporate Owners display grid must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system invokes a standard error message with the text "Invalid date entered."

10.2.2.3 Saving the Data

Upon successful completion of the above listed edits, the system will save the corporation information. The system will then return the user to the previous dialog from which the Update Corporate Parent dialog was invoked.

- If the Update Corporate Parent dialog is invoked from the Add or Edit buttons on the Corporation Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#). The Corporate Parent dropdown will be refreshed to include the added information.
- If the Update Corporate Parent dialog is invoked from the Edit button on the Page 1 sub-tab of the Demographics tab of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#). The Corporate Parent dropdown will be refreshed to include the updated information.
- If the Update Corporate Parent dialog is invoked from the Add button on the Applicant Information dialog, the system will return the user to that dialog as described in [Chapter 03 – Entry of New Applicants](#). The Corporate Parent dropdown will be refreshed to include the added information.
- If the Update Corporate Parent dialog is invoked from the Add or Edit buttons on the Maintain Corporate Parents dialog, the system will return the user to the Reference Utility window as described in [Application Administration Chapter 9 – Reference Utility](#).

10.2.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Update Corporate Parent dialog without saving any of the information entered. The system will then return the user to the dialog from which the Update Corporate Parent dialog was invoked.
 - When the Update Corporate Parent dialog is invoked from the Add button on the Corporation Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).

- When the Update Owner Information dialog is invoked from the Edit button on the Corporation Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).
- When the Update Corporate Parent dialog is invoked from the Edit button on the Page 1 sub-tab of the Demographics tab of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#).
- If information was updated in the Corporate Owners display grid that was not saved, a standard message with the text: “Do you want to save the changes to ‘Corporate Parents?’” displays.

10.2.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Name	CorporateParent	Name	
Address	CorporateParent	MailingAddress1, MailingAddress2	
State	CorporateParent	MailingState	
Zip	CorporateParent	MailingZipCode	
Telephone	CorporateParent	Telephone	
Federal ID Number	CorporateParent	FederalTaxNumber	
Title	CorporateParent	AuthorizedAgentTitle	
Salutation	CorporateParent	AuthorizedAgentSalutation	
First Name	CorporateParent	AuthorizedAgentFirstName	
Last Name	CorporateParent	AuthorizedAgentLastName	

10.3 Edit Corporate Owner

The Edit Corporate Owner dialog allows the user to add or edit the corporation's owner information. The information collected on this dialog is the name, address, phone, social security and the percentage of the corporation owned by the owner. The Edit Owner Information dialog is invoked in response to the following user actions:

- Selection of the Edit button on the Update Corporate Parent dialog described in section 10.2 of this document.

The screenshot shows a dialog box titled "Edit Corporate Owner". It contains the following fields and values:

Salutation	MR	Title	PRESIDENT
First Name	THOMAS	Last Name	ULBRICH
Birth Date	7/9/2009	SSN	447-55-3644
Telephone Number	604-253-5566	Email address	JLBRICH@ALBERTSONS.COM
<input type="checkbox"/> Same as Corporate Address			
Mailing Address	44 WEST 10TH STREET		
City	OAKLAND	State	DE
ZIP	64121-____		
% Owned	34%		
Date Associated	10/1/1995	Date Disassociated	

Buttons: OK, Cancel

Figure 5 - Edit Corporate Owner Dialog

10.3.1 Controls

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

10.3.1.1 Salutation Text Box

This control allows the user to enter or modify the salutation for the owner. The text box will be enabled when the dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). The control is populated with the previously saved entry.

10.3.1.2 Last Name Text Box

This control allows the user to enter or modify the last name of the owner. The text box will be enabled when the dialog is active. The control accepts entry of alpha characters and the special characters apostrophe (’), period (.), comma (,), and dash (-). The maximum size of the control will be twenty-five (25) characters. All alphabetic characters will be forced to uppercase. The control is populated with the previously saved entry.

10.3.1.3 First Name Text Box

This control allows the user to enter or modify the first name of the owner. The text box will be enabled when the dialog is active. The control accepts entry of alpha characters and the special characters comma (,), period (.), dash (-), and apostrophe (’). The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. The control is populated with the previously saved entry.

10.3.1.4 Birth Date Calendar Control

The control will be enabled when the dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “###/###/####”. The control is populated with the previously saved entry.

The characteristics for calendar controls are defined in [Consistencies](#).

10.3.1.5 Social Security Number Masked Edit Box (SSN)

This control allows the user to enter the Social Security number of the owner. The masked edit box will be enabled when the dialog is active. The control will only accept entry of numeric characters. The mask for the box will be “999-99-9999” to allow for the entry of a nine (9) digit Social Security number. The control is populated with the previously saved entry.

10.3.1.6 Telephone Number Masked Edit Box

This control allows the user to enter or modify the telephone number for the owner. The masked edit box will be enabled when the dialog is active. The masked edit box will only accept the entry of numeric digits. The mask for the box will be “999-999-9999” to allow entry of the area code and seven-digit telephone number. Special characters are not accepted in this field. The control defaults to the previously saved entry.

10.3.1.7 Email Address Text Box

The Email Address text box will be enabled when the dialog is active. Characteristics for the Email Address are defined in [Consistencies](#). The control is populated with the previously saved entry.

10.3.1.8 Same as Corporate Address Check Box

The check box will be enabled when the dialog is active. It has an initial value of selected. When selected, the Mailing Address fields will automatically populated with the address information currently specified on the Update Corporate Parent dialog described in section 10.2 of this document.

10.3.1.9 Address Text Boxes

These controls allow the user to enter or modify the address of the owner. These text boxes will be enabled when the dialog is active and the Same as Corporate Address check box is not checked. 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: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). The control defaults to the previously saved entry.

10.3.1.10 City Text Box

This control allows the user to enter or modify the city in which the owner resides. The text box will be enabled when the dialog is active and the Same as Corporate Address check box is not checked. The control accepts entry of alphanumeric characters. The maximum size of the control will be thirty- (30) characters. All alphabetic characters will be forced to upper case. Special characters are permitted but limited to the following: period (.), dash (-), forward slash (/), apostrophe ('), and pound sign (#). This text box is free form entry. The control defaults to the previously saved entry.

10.3.1.11 State Dropdown

This control allows the user to enter or modify the state in which the owner resides. The dropdown will be enabled when the dialog is active and the Same as Corporate Address check box is not checked. 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. The control defaults to the previously saved selection.

10.3.1.12 ZIP Masked Edit Box

This control allows the user to enter or modify the ZIP code in which the owner resides. The masked edit box will be enabled when the dialog is active and the Same as Corporate Address check box is not checked. The masked edit box will accept the entry of numeric digits only. The mask for the box will be “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. Control defaults to the previously saved entry.

10.3.1.13 % Owned Masked Edit Box

This control allows the user to enter or modify the percentage of the corporation owned by the owner. The masked edit box will be enabled when the dialog is active. The masked edit box will only allow the entry of numeric digits. The maximum size of the control will be three (3) characters. The control is populated with the previously saved entry.

10.3.1.14 Date Associated Masked Edit Box

This control allows the user to enter or modify the date on which the owner became associated with the corporation. The masked edit box will be enabled when the dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “###/###/#####”. The control is populated with the previously saved entry.

10.3.1.15 Date Disassociated Masked Edit Box

This control allows the user to enter or modify the date on which the owner became disassociated with the corporation. The masked edit box will be enabled when the dialog is active. It will only allow the entry of numeric characters. The mask for the box will be “###/###/#####”. The control is populated with the previously saved entry.

10.3.1.16 OK Button

This control allows the user to instruct the system to save the owner information and close the dialog. The OK button will be enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#).

10.3.1.17 Cancel Button

This control allows the user to exit the dialog without saving the owner information. The Cancel button will be enabled when the dialog is active. Characteristics for the OK button are defined in the [Consistencies](#).

10.3.2 Processes

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

10.3.2.1 *Initializing the Interface*

Upon the initial display of the dialog:

- The title bar text will be set to “Edit Corporate Owner”.
- All fields will display previously saved values as defined in the Data Map for this dialog.

10.3.2.2 *Edits*

Upon selection of the OK button:

- If an entry has not been made in the following controls:
 - First Name
 - Last Name
 - DOB
 - SSN
 - Phone
 - % Owned
 - Date Associated

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

- If the Same as Corporate Address check box is not checked and an entry has not been made in the following controls:
 - Mailing Address
 - City
 - ZIP

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

- If the Same as Corporate Address check box is not checked and no selection has been made in the following control:
 - State Dropdown

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 entered in the following controls:
 - ZIP Masked Edit Box
 - Telephone Masked Edit Box
 - Social Security 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.

- The value of the DOB masked edit box must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system invokes a standard error message with the text "Invalid date entered."

- The value entered in the SSN masked edit box must be a complete eight-digit (8) entry. If an invalid social security number is entered, the system invokes a standard error message with the text: "A complete Social Security Number is required."
- The value entered in the Phone masked edit box must be a complete ten-digit (10) entry. If an invalid telephone number is entered, the system invokes a standard error message with the text: "A complete telephone number is required."
- The value of Date Associated masked edit box must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system invokes a standard error message with the text "Invalid date entered."
- The value of Date Disassociated masked edit box must be a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system invokes a standard error message with the text "Invalid date entered."

10.3.2.3 Saving the Data

Upon successful completion of the above-listed edits, the system will save the owner information. The system will then return the user to the Update Corporate Parent dialog as described in section 10.2 of this document.

10.3.2.4 Cancel

Upon selection of the Cancel button, the system will dismiss the dialog without saving any of the information entered. The system will then return the user to the Update Corporate Parent dialog as described in section 10.2 of this document.

10.3.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Title	CorporateOwnership	Title	
Salutation	CorporateOwner	Salutation	
Last Name	CorporateOwner	LastName	
First Name	CorporateOwner	FirstName	
DOB	CorporateOwner	DOB	

Address	CorporateOwner	MailingAddress1,M ailingAddress2	
City	CorporateOwner	MailingCity	
State	CorporateOwner	MailingStateCd	
Zip	CorporateOwner	MailingZipCode	
Email Address	CorporateOwner	EmailAddress	
Telephone Number	CorporateOwner	Telephone	
SSN	CorporateOwner	SSN	
% Owned	CorporateOwnership	PercentOwned	
Date Associated	CorporateOwner	DateAssociated	
Date Disassociated	CorporateOwner	DateDisassociated	

10.4 Potential Duplicate Owner

The Potential Duplicate Owner dialog allows the user to review all existing owner records that have the exact same first name, last name and date of birth as the newly added owner. The user may choose one of the potential duplicates, proceed abandon the process altogether. The dialog is invoked when the user selects the OK button on the Edit Corporate Owner dialog and the system determines that there are potential duplicates.

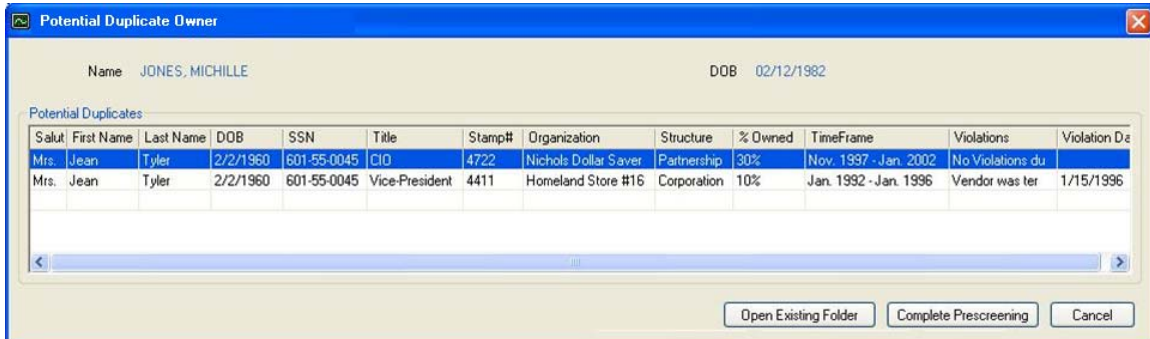


Figure 6 - Potential Duplicate Owner Dialog

10.4.1 Controls

This section describes the behavior of the controls on the Potential Duplicate Owner dialog.

10.4.1.1 Owner Name Text and Value Label (Name)

This control displays the name of the owner. It will display in the inverse color of the form. Note that this control does not receive focus and is not included in the tab order of this dialog.

10.4.1.2 Applicant Date of Birth Text and Value Label (DOB)

This control displays the date of birth of the owner. It will display in the inverse color of the form. Note that this control does not receive focus and is not included in the tab order of this dialog.

10.4.1.3 Potential Duplicates Display Grid

This control allows the user to view the existing owner records that have the exact same first name, last name and date of birth as the newly added owner. The display grid will be enabled when the Potential Duplicate Owner dialog is active. It consists of the following columns:

- Salutation
- First Name
- Last Name
- DOB
- SSN
- Title

- Stamp#
- Organization
- Structure
- % Owned
- Timeframe
- Violations
- Violation Date

The values on the grid are read-only.

10.4.1.4 Open Existing Folder Button

The Open Existing Folder button will be enabled when an entry is selected in the Potential Duplicates display grid. It has a mnemonic of “O” (see *Open Existing Folder* in the Processing section below).

10.4.1.5 Complete Prescreening Button

This control allows the user to complete the prescreening process for the applicant on the Applicant Prescreening dialog. The Complete Prescreening button will be enabled when the Potential Duplicate Owner dialog is active. It has a mnemonic of “C” (see *Complete Prescreening* in the Processing section below).

10.4.1.6 Cancel Button

The Cancel button will be enabled when the Potential Duplicate Owner dialog is active. Characteristics for the Cancel button are defined in [Consistencies](#).

10.4.2 Processes

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

10.4.2.1 Initializing the Interface

The Name value label is populated from the Last Name, First Name MI values entered on the Edit Corporate Owner dialog.

The DOB value label is populated from the Birth Date value entered on the Edit Corporate Owner dialog.

The first entry in the Potential Duplicates display grid will be initially selected.

The entries in the Potential Duplicates display grid will be sorted in alphabetic order according to the Last Name and First Name columns.

An entry will be added to the grid for each owner record that has the exact same first name, last name and date of birth as the newly added owner. The Potential Duplicates display grid displays the following values:

- Salutation (CorporateOwner.Salutation)

- First Name (CorporateOwner.FirstName)
- Last Name (CorporateOwner.LastName)
- DOB (CorporateOwner.DOB)
- SSN (CorporateOwner.SSN)
- Title (CorporateOwnership.Title)
- Stamp#
- Organization
- Structure
- % Owned (CorporateOwnership.PercentOwned)
- Timeframe
- Violations
- Violation Date

10.4.2.2 Open Existing Folder

Upon selection of the Open Existing Folder button if a selection is not made in the Potential Duplicates display grid, the system will invoke a standard error message with the text “A selection is required in the Potential Duplicates display grid.”

Upon selection of the Open Existing Folder button and successful completion of the edits listed above, the system will proceed depending upon the value of the [SavDupDemographics](#) business rule:

If the [SavDupDemographics](#) business rule is active and the following address and telephone information on the Applicant Prescreening panel does not match the selected participant’s data, the system will invoke a standard warning message with the text “The address and telephone information that was entered for the applicant does not match the information that is currently recorded for the selected participant. Do you want to update the participant with this new information?” with Yes and No buttons. The attributes compared are:

- Household.Address
- Household.CountyCd
- Household.LegalMunicipality
- Household.LocalMunicipality
- Household.StateCd
- Household.ZipCode
- Household.MailAddress
- Household.MailCity
- Household.MailState
- Household.MailZip
- Household.Telephone1
- Household.Comment1
- Household.Telephone2
- Household.Comment2

Upon selection of the Yes button the system will update the participant with the address and telephone information that was entered for the applicant, exit the Applicant Prescreening dialog and invoke the Participant Folder for the selected applicant/participant.

Upon selection of the No button the system will discard any changes made to the applicant information, exit the Applicant Prescreening dialog and invoke the Participant Folder for the selected applicant/participant.

If the [SavDupDemographics](#) business rule is not active, the system will discard any changes made to the applicant information, exit the Applicant Prescreening dialog and invoke the Participant Folder for the selected applicant/participant.

10.4.2.3 Complete Prescreening (Saving the Data)

Upon selection of the Complete Prescreening button, the system will complete the applicant prescreening process. The system will proceed to saving the owner information.

10.4.2.4 Cancel

Upon selection of the Cancel button, the system will return to the Edit Corporate Owner dialog.

10.5 Update Primary Grocery Wholesaler

The Update Primary Grocery Wholesaler dialog allows the user to add or edit the grocer information. The information captured in this dialog is the Primary Grocery Wholesaler's name, address, telephone, and contact, primary representative for the wholesaler. This information allows the State office to maintain current records on the Grocery Wholesalers participating in the WIC Program. The Update Primary Grocery Wholesaler dialog is invoked in response to the following user actions:

- Selection of the Add Primary Grocery Wholesaler button on the Miscellaneous Information dialog of the Application wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Edit Primary Grocery Wholesaler button on the Miscellaneous Information dialog of the Application wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Add Primary Grocery Wholesaler button on the Page 3 sub-tab of the Demographics tab of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Edit Primary Grocery Wholesaler button on the Page 3 sub-tab of the Demographics tab of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Add button on the Maintain Primary Grocery Wholesalers dialog as described in [Application Administration Chapter 9 – Reference Utility](#).
- Selection of the Edit button on the Maintain Primary Grocery Wholesalers dialog as described in [Application Administration Chapter 9 – Reference Utility](#).

The screenshot shows a Windows-style dialog box titled "Add Primary Grocery Wholesaler". The dialog contains the following fields and controls:

- Name:** A single-line text input field.
- Address:** Two stacked text input fields.
- City:** A text input field.
- State:** A dropdown menu currently displaying "VA".
- ZIP:** A text input field with a hyphen and two blank spaces (e.g., "____-____").
- Telephone Number:** A text input field with a hyphen and two blank spaces (e.g., "____-____").
- Contact Name:** A section containing four text input fields: "Title", "Salutation", "First Name", and "Last Name".
- Buttons:** "OK" and "Cancel" buttons located at the bottom right of the dialog.

Figure 7 – Add Primary Grocery Wholesaler Dialog

The screenshot shows a Windows-style dialog box titled "Edit Primary Grocery Wholesaler". It contains the following fields and controls:

- Name:** Text box containing "HIEN HOUSE".
- Address:** Two stacked text boxes containing "555 W. 27TH STREET" and "BOX 123451".
- City:** Text box containing "KANSAS CITY".
- State:** Dropdown menu showing "KS".
- ZIP:** Text box containing "66204-0000".
- Telephone Number:** Text box containing "913-555-1212".
- Contact Name:** A section containing four text boxes: "Title", "Salutation", "First Name", and "Last Name", all of which are currently empty.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Figure 8 – Edit Primary Grocery Wholesaler Dialog

10.5.1 Controls

This section describes the behavior of the controls on the Primary Grocery Wholesaler dialog.

10.5.1.1 Name Text Box

This control allows the user to enter or modify the name of the Primary Grocery Wholesaler. The text box will be enabled when the Update Primary Grocery Wholesaler dialog is active. This control accepts entry of alphanumeric characters. The maximum size is fifty- (50) characters. All alphabetic characters will be forced to uppercase and special characters are accepted in this field. When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.5.1.2 Address Text Boxes (Lines 1 & 2)

These controls allow the user to enter or modify address of the Primary Grocery Wholesaler. These text boxes will be enabled when the Update Primary Grocery Wholesaler dialog is active. Both controls (address line 1 and line 2) will accept entry of alphanumeric characters. The alphabetic characters will all be forced to uppercase. The maximum size of each control will be fifty- (50) characters. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the fields will initially be blank. When working in “edit” mode, the control(s) is populated with the previously saved entry.

10.5.1.3 City Text Box

This control allows the user to enter or modify the city in which the Primary Grocery Wholesaler resides. The text box will be enabled when the Update Primary Grocery Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be thirty- (30) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: period (.), dash (-), forward slash (/), pound sign (#), and apostrophe ('). This text box is free form entry. When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.5.1.4 State Dropdown

This control allows the user to enter or modify the state in which the Primary Grocery Wholesaler resides. The dropdown will be enabled when the Update Primary Grocery Wholesaler 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 "add" mode, the field will default to the particular state for which the application is being used. When working in "edit" mode, the control is populated with the previously saved selection.

10.5.1.5 ZIP Masked Edit Box

This control allows the user to enter or modify the ZIP code in which the Primary Grocery Wholesaler resides. The masked edit box will be enabled when the Update Primary Grocery Wholesaler dialog is active. The masked edit box will accept the entry of numeric digits only. The mask for the box will be "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 entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.5.1.6 Telephone Masked Edit Box

This control allows the user to enter or modify the telephone number for the Primary Grocery Wholesaler. The masked edit box will be enabled when the Update Primary Grocery Wholesaler dialog is active. The masked edit box will only accept the entry of numeric digits. The mask for the box will be "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 entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.5.1.7 Contact Title Text Box (Title)

This control allows the user to enter or modify the title for the Vendor's contact person within the Primary Grocery Wholesaler. The text box is enabled when the Update Primary Grocery Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.5.1.8 Contact Salutation Text Box (Salutation)

This control allows the user to enter or modify the salutation for the Vendor's contact person within the Primary Grocery Wholesaler. The text box is enabled when the Update Primary Grocery Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.5.1.9 Contact First Name Text Box (First Name)

This control allows the user to enter or update the first name of the Vendor's contact person within the Primary Grocery Wholesaler. The text box will be enabled when the Update Primary Grocery Wholesaler dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box, but are limited to apostrophe ('), comma (,), period (.), and dash (-). When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.5.1.10 Contact Last Name Text Box (Last Name)

This control allows the user to enter or update the last name of the Vendor's contact person within the Primary Grocery Wholesaler. The text box will be enabled when the Update Primary Grocery Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be twenty-five (25) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box, but are limited to apostrophe ('), comma (,), period (.), and dash (-). When working in "add" mode, the entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.5.1.11 OK Button

This control allows the user to instruct the system to save the primary grocery wholesaler information and close the Update Primary Grocery Wholesaler dialog. The OK button will be enabled when the Update Primary Grocery Wholesaler dialog is active. Characteristics of the OK button are defined in the [Consistencies](#).

10.5.1.12 Cancel Button

This control allows the user to exit the Update Primary Grocery Wholesaler dialog without saving the grocery wholesaler information. The Cancel button will be enabled when the Update Primary Grocery Wholesaler dialog is active. Characteristics of the Cancel button are defined in the [Consistencies](#).

10.5.2 Processes

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

10.5.2.1 Initializing the Interface

Upon the initial display of the dialog:

- In add mode the title bar text will be set to “Add Primary Grocery Wholesaler”.
- In edit mode the title bar text will be set to “Edit Primary Grocery Wholesaler”.
- In add mode all fields and controls will default to blank.
- In edit mode all fields will display previously saved values as defined in the Data Map for this dialog

10.5.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
 - Name Text Box
 - Address Text Box (Address1)
 - City Text Box
 - ZIP Masked Edit Box
 - Telephone Masked Edit Box

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

- If no selection has been made in the following control
 - State Dropdown

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 entered in the following controls
 - ZIP Masked Edit Box

- Telephone 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.

10.5.2.3 Saving the Data

Upon successful completion of the above listed edits, the system will save the Primary Grocery Wholesaler information. The system will then return to the previous dialog, which depends on how the Update Primary Grocery Wholesaler dialog was invoked.

- When the Update Primary Grocery Wholesaler dialog is invoked from the Add or Edit buttons on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#). The Primary Grocery Wholesaler dropdown will be refreshed to include the added information.
- When the Update Primary Grocery Wholesaler dialog is invoked from the Add or Edit buttons on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#). The Primary Grocery Wholesaler dropdown will be refreshed to include the added information.
- If the Update Primary Grocery Wholesaler dialog is invoked from the Add or Edit buttons on the Maintain Primary Grocery Wholesaler dialog, the system will return the user to the Reference Utility window as described in Application Administration *Chapter 09 – Reference Utility*.

10.5.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Update Primary Grocery Wholesaler dialog without saving any of the information entered. The system will then return the user to the dialog from which the Update Primary Grocery Wholesaler dialog was invoked.
 - When the Update Primary Grocery Wholesaler dialog is invoked from the Add button on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).
 - When the Update Primary Grocery Wholesaler dialog is invoked from the Edit button on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).

- When the Update Primary Grocery Wholesaler dialog is invoked from the Add button on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#).
- When the Update Primary Grocery Wholesaler dialog is invoked from the Edit button on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#).

10.5.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Name	GrocerySupplier	Name	
Address	GrocerySupplier	Address1, Address2	
City	GrocerySupplier	City	
State	GrocerySupplier	StateCd	
ZIP	GrocerySupplier	Zipcode	
Telephone	GrocerySupplier	Telephone	
Title	GrocerySupplier	ContactTitle	
Salutation	GrocerySupplier	ContactSalutation	
First Name	GrocerySupplier	ContactFirstName	
Last Name	GrocerySupplier	ContactLastName	

10.6 Update Pharmacy Wholesaler

The Update Pharmacy Wholesaler dialog allows the user to add or edit the Pharmacy Wholesaler information. If there is a change in the wholesaler's profile, such as a change in name, address, phone number or contact person, the user will invoke the Edit Pharmacy Wholesaler dialog to update the existing information. To add a new wholesaler, the user will invoke the Add Pharmacy Wholesaler dialog and enter the requested information. The Update Pharmacy Wholesaler (Add or Edit) dialogs are invoked when the State Business Rule "[PHARMACYWHOLESALER](#)" = 'Y' and in response to the following user actions:

- Selection of the Add button for the Pharmacy Wholesaler on the Miscellaneous Information dialog of the Application wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Edit button for the Pharmacy Wholesaler on the Miscellaneous Information dialog of the Application wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Add button for the Pharmacy Wholesaler on the Demographics tab – sub tab Page 3 of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Edit button for the Pharmacy Wholesaler on the Demographics tab – sub tab Page 3 of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Add button on the Maintain Pharmacy Wholesalers dialog as described [Application Administration Chapter 9 – Reference Utility](#). Selection of the Edit button on the Maintain Pharmacy Wholesalers dialog as described in [Application Administration Chapter 9 – Reference Utility](#).

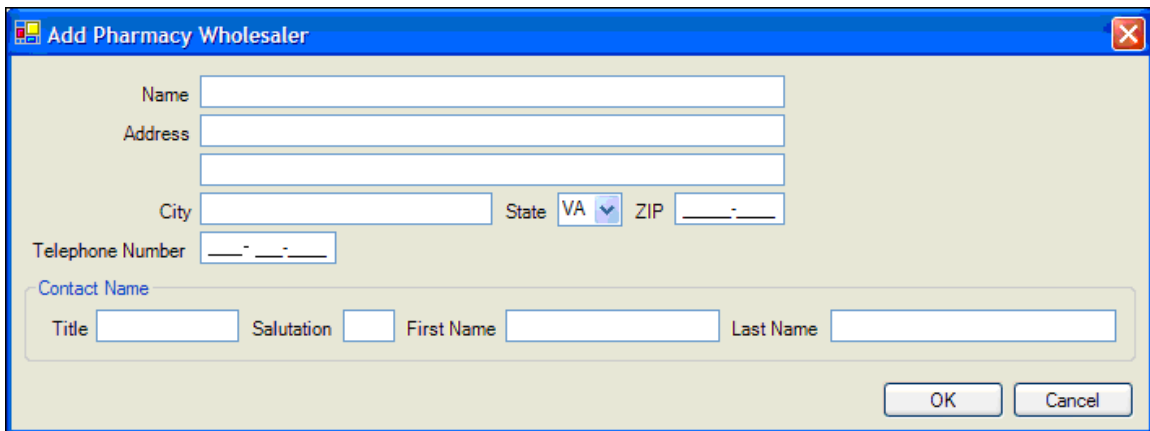


Figure 9 – Add Pharmacy Wholesaler Dialog

The screenshot shows a dialog box titled "Edit Pharmacy Wholesaler". It contains the following fields and values:

- Name: JOHN'S WHOLESALE PHARMACY
- Address: 808 W WESTERN AVE
- City: CHERRY HILL
- State: VA
- ZIP: 07381-0000
- Telephone Number: 913-555-1212

Below the main fields is a "Contact Name" section with four sub-fields: Title, Salutation, First Name, and Last Name. At the bottom right of the dialog are "OK" and "Cancel" buttons.

Figure 10 – Edit Pharmacy Wholesaler Dialog

10.6.1 Controls

This section describes the behavior of the controls on the Pharmacy Wholesaler dialog.

10.6.1.1 Name Text Box

This control allows the user to enter or modify the name of the Pharmacy Wholesaler. The text box is enabled when the Update Pharmacy Wholesaler dialog is active. The name text box accepts alphanumeric characters. The alphabetic characters will all be forced to uppercase. The maximum size of the control will be fifty- (50) characters. Special characters are permitted in the field. When working in “add” mode, the fields will initially be blank. When working in “edit” mode, the control(s) is populated with the previously saved entry.

10.6.1.2 Address Text Boxes (Lines 1&2)

These controls allow the user to enter or modify the address of the Pharmacy Wholesaler. The text boxes are enabled when the Update Pharmacy Wholesaler dialog is active. Both controls (address line 1 and line 2) will accept entry of alphanumeric characters. The alphabetic characters will all be forced to uppercase. The maximum size of each control will be fifty- (50) characters. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the fields will initially be blank. When working in “edit” mode, the control(s) is populated with the previously saved entry.

10.6.1.3 City Text Box

This control allows the user to enter or modify the city in which the Pharmacy Wholesaler resides. The text box will be enabled when the Update Pharmacy Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be thirty- (30) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following; period (.), dash (-), forward slash (/), pound sign (#), and apostrophe ('). This text box is free form entry. When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.6.1.4 State Dropdown

This control allows the user to select the state in which the Pharmacy Wholesaler resides. The dropdown will be enabled when the Update Pharmacy Wholesaler 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 "add" mode, the field will default to the particular state for which the application is being used. When working in "edit" mode, the control is populated with the previously saved selection.

10.6.1.5 ZIP Masked Edit Box

This control allows the user to enter or modify the ZIP code in which the Pharmacy Wholesaler resides. The masked edit box will be enabled when the Update Pharmacy Wholesaler dialog is active. The masked edit box will accept the entry of numeric digits only. The mask for the box will be "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 entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.6.1.6 Telephone Masked Edit Box

This control allows the user to enter or modify the telephone number for the Pharmacy Wholesaler. The masked edit box will be enabled when the Update Pharmacy Wholesaler dialog is active. The masked edit box will only accept the entry of numeric digits. The mask for the box will be "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 entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.6.1.7 Contact Title Text Box (Title)

This control allows the user to enter or modify the title for the Vendor's contact person within the Pharmacy Wholesaler. The text box is enabled when the Update Pharmacy Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.6.1.8 Contact Salutation Text Box (Salutation)

This control allows the user to enter or modify the salutation for the Vendor's contact person within the Pharmacy Wholesaler. The text box is enabled when the Update Pharmacy Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.6.1.9 Contact First Name Text Box (First Name)

This control allows the user to enter or modify the first name of the Vendor's contact person within the Pharmacy Wholesaler. The text box is enabled when the Update Pharmacy Wholesaler dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box, but are limited to apostrophe ('), comma (,), period (.), and dash (-). When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.6.1.10 Contact Last Name Text Box (Last Name)

This control allows the user to enter or modify the last name of the Vendor's contact person within the Pharmacy Wholesaler. The text box is enabled when the Update Pharmacy Wholesaler dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty-five (25) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box, but are limited to apostrophe ('), comma (,), period (.), and dash (-). When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.6.1.11 OK Button

This control allows the user to instruct the system to save the information entered and close the Update Pharmacy Wholesaler dialog. The OK button will be enabled when the Update Pharmacy Wholesaler dialog is active. Characteristics for the OK button are defined in the [Consistencies](#).

10.6.1.12 Cancel Button

This control allows the user to exit the Update Pharmacy Wholesaler dialog without saving any changes/additions made. The Cancel button will be enabled when the Update Pharmacy Wholesaler dialog is active. Characteristics for the OK button are defined in the [Consistencies](#).

10.6.2 Processes

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

10.6.2.1 Initializing the Interface

Upon the initial display of the dialog:

- In add mode the title bar text will be set to “Add Pharmacy Wholesaler”.
- In edit mode the title bar text will be set to “Edit Pharmacy Wholesaler”.
- In add mode all fields and controls will default to blank.
- In edit mode all fields will display previously saved values as defined in the Data Map for this dialog

10.6.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
 - Name Text Box
 - Address Text Box (Address1)
 - City Text Box
 - ZIP Masked Edit Box
 - Telephone Masked Edit Box

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

- If no selection has been made in the following control
 - State Dropdown

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 entered in the following controls
 - ZIP Masked Edit Box
 - Telephone 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.

10.6.2.3 Saving the Data

Upon successful completion of the above listed edits, the system will save the Pharmacy Wholesaler information. The system will then return to the previous dialog from which the Update Pharmacy Wholesaler (Add/Edit) dialog is invoked.

- If the Update Pharmacy Wholesaler (Add/Edit) dialog is invoked from the Add or Edit buttons on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#). The Pharmacy Wholesaler dropdown will be refreshed to include the information added.
- If the Update Pharmacy Wholesaler dialog is invoked from the Add or Edit buttons on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#). The Pharmacy Wholesaler dropdown will be refreshed to include the information added.
- If the Update Pharmacy Wholesaler dialog is invoked from the Add or Edit buttons on the Maintain Pharmacy Wholesaler dialog, the system will return the user to the Reference Utility window as described in Application Administration *Chapter 09 – Reference Utility*.

10.6.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Update Pharmacy Wholesaler dialog without saving any changes/additions made. The system will then return the user to the dialog from which the Update Pharmacy Wholesaler dialog was invoked.
 - When the Update Pharmacy Wholesaler dialog is invoked from the Add button on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).
 - When the Update Pharmacy Wholesaler dialog is invoked from the Edit button on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).
 - When the Update Pharmacy Wholesaler dialog is invoked from the Add button on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#).

- When the Update Pharmacy Wholesaler dialog is invoked from the Edit button on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#).

10.6.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Name	Wholesaler	Name	
Address	Wholesaler	Address1, Address2	
City	Wholesaler	City	
State	Wholesaler	StateCd	
ZIP	Wholesaler	Zipcode	
Telephone	Wholesaler	Telephone	
Title	Wholesaler	ContactTitle	
Salutation	Wholesaler	ContactSalutation	
First Name	Wholesaler	ContactFirstName	
Last Name	Wholesaler	ContactLastName	

10.7 Update Milk Wholesaler

The Update Milk Wholesaler dialog allows the user to add or edit the Milk Wholesaler information. If there is a change in the wholesaler's profile, such as a change in name, address, phone number or contact person, the user will invoke the Edit Milk Wholesaler dialog to update the existing information. To add a new wholesaler, the user will invoke the Add Milk Wholesaler dialog and enter the requested information. The Update Milk Wholesaler (Add or Edit) dialogs are invoked when the State Business Rule "[PHARMACYWHOLESALER](#)" = 'N' and in response to the following user actions:

- Selection of the Add button for the Milk Wholesaler on the Miscellaneous Information dialog of the Application wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Edit button for the Milk Wholesaler on the Miscellaneous Information dialog of the Application wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Add button for the Milk Wholesaler on the Demographics tab – sub tab Page 3 of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Edit button for the Milk Wholesaler on the Demographics tab – sub tab Page 3 of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Add button on the Maintain Milk Wholesalers dialog as described in [Application Administration Chapter 9 – Reference Utility](#).
- Selection of the Edit button on the Maintain Milk Wholesalers dialog as described in [Application Administration Chapter 9 – Reference Utility](#).

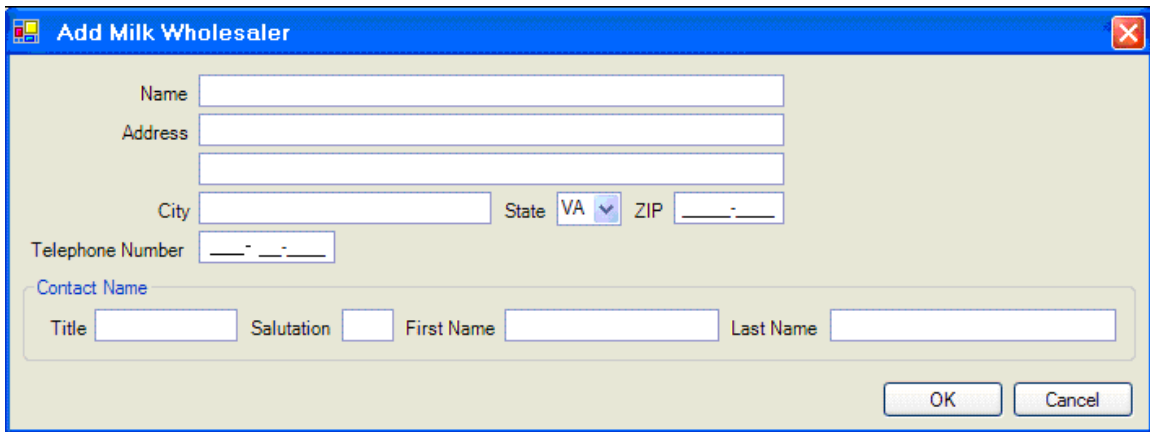


Figure 11 – Add Milk Wholesaler Dialog

The screenshot shows a Windows-style dialog box titled "Edit Milk Wholesaler". The dialog contains the following fields and controls:

- Name:** Text box containing "WATSON'S DAIRY".
- Address:** Two stacked text boxes, the top one containing "808 W WESTERN AVE".
- City:** Text box containing "CHERRY HILL".
- State:** Dropdown menu showing "VA".
- ZIP:** Text box containing "07381-0000".
- Telephone Number:** Text box containing "913-555-1212".
- Contact Name:** A group box containing four text boxes: "Title", "Salutation", "First Name", and "Last Name", all of which are currently empty.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Figure 12 – Edit Milk Wholesaler Dialog

10.7.1 Controls

This section describes the behavior of the controls on the Milk Wholesaler dialog.

10.7.1.1 Name Text Box

This control allows the user to enter or modify the name of the Milk Wholesaler. The text boxes are enabled when the Update Milk Wholesaler dialog is active. The name control allows alphanumeric characters. The alphabetic characters will all be forced to uppercase. The maximum size of the control will be fifty- (50) characters. Special characters are permitted. When working in “add” mode, the fields will initially be blank. When working in “edit” mode, the control(s) is populated with the previously saved entry.

10.7.1.2 Address Text Boxes (Lines 1&2)

These controls allow the user to enter or modify the address of the Milk Wholesaler. The text boxes are enabled when the Add/Edit Milk Wholesaler dialog is active. Both controls (address line 1 and line 2) will accept entry of alphanumeric characters. The alphabetic characters will all be forced to uppercase. The maximum size of each control will be fifty- (50) characters. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the fields will initially be blank. When working in “edit” mode, the control(s) is populated with the previously saved entry.

10.7.1.3 City Text Box

This control allows the user to enter or modify the city in which the Milk Wholesaler resides. The text box will be enabled when the Update Milk Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be thirty- (30) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). This text box is free form entry. When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.7.1.4 State Dropdown

This control allows the user to select the state in which the Milk Wholesaler resides. The dropdown will be enabled when the Update Milk Wholesaler 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 "add" mode, the field will default to the particular state for which the application is being used. When working in "edit" mode, the control is populated with the previously saved selection.

10.7.1.5 ZIP Masked Edit Box

This control allows the user to enter or modify the ZIP code in which the Milk Wholesaler resides. The masked edit box will be enabled when the Update Milk Wholesaler dialog is active. The masked edit box will accept the entry of numeric digits only. The mask for the box will be "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 entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.7.1.6 Telephone Masked Edit Box

This control allows the user to enter or modify the telephone number for the Milk Wholesaler. The masked edit box will be enabled when the Update Milk Wholesaler dialog is active. The masked edit box will only accept the entry of numeric digits. The mask for the box will be "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 entry field will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.7.1.7 Contact Title Text Box (Title)

This control allows the user to enter or modify the title for the Vendor's contact person within the Milk Wholesaler. The text box is enabled when the Update Milk Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted, but are limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.7.1.8 Contact Salutation Text Box (Salutation)

This control allows the user to enter or modify the salutation for the Vendor's contact person within the Milk Wholesaler. The text box is enabled when the Update Milk Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.7.1.9 Contact First Name Text Box (First Name)

This control allows the user to enter or modify the first name of the Vendor's contact person within the Milk Wholesaler. The text box is enabled when the Update Milk Wholesaler dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box, but are limited to apostrophe ('), comma (,), period (.), and dash (-). When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.7.1.10 Contact Last Name Text Box (Last Name)

This control allows the user to enter or modify the last name of the Vendor's contact person within the Milk Wholesaler. The text box is enabled when the Update Milk Wholesaler dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty-five (25) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box, but are limited to apostrophe ('), comma (,), period (.), and dash (-). When working in "add" mode, the fields will initially be blank. When working in "edit" mode, the control is populated with the previously saved entry.

10.7.1.11 OK Button

This control allows the user to instruct the system to save the information entered and close the Update Milk Wholesaler dialog. The OK button will be enabled when the Update Milk Wholesaler dialog is active. Characteristics of the OK button are defined in the [Consistencies](#).

10.7.1.12 Cancel Button

This control allows the user to exit the Update Milk Wholesaler dialog without saving any changes/additions made. The Cancel button will be enabled when the Update Milk Wholesaler dialog is active. Characteristics of the Cancel button are defined in the [Consistencies](#).

10.7.2 Processes

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

10.7.2.1 Initializing the Interface

Upon the initial display of the dialog:

- In add mode the title bar text will be set to “Add Milk Wholesaler”.
- In edit mode the title bar text will be set to “Edit Milk Wholesaler”.
- In add mode all fields and controls will default to blank.
- In edit mode all fields will display previously saved values as defined in the Data Map for this dialog

10.7.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
 - Name Text Box
 - Address Text Box (Address1)
 - City Text Box
 - ZIP Masked Edit Box
 - Telephone Masked Edit Box

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

- If no selection has been made in the following control
 - State Dropdown

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 entered in the following controls
 - ZIP Masked Edit Box
 - Telephone 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.

10.7.2.3 Saving the Data

Upon successful completion of the above listed edits, the system will save the Milk Wholesaler information. The system will then return to the previous dialog from which the Update Milk Wholesaler (Add/Edit) dialog is invoked.

- If the Update Milk Wholesaler (Add/Edit) dialog is invoked from the Add or Edit buttons on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#). The Milk Wholesaler dropdown will be refreshed to include the information added.
- If the Update Milk Wholesaler dialog is invoked from the Add or Edit buttons on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#). The Milk Wholesaler dropdown will be refreshed to include the information added.
- If the Update Milk Wholesaler dialog is invoked from the Add or Edit buttons on the Maintain Milk Wholesaler dialog, the system will return the user to the Reference Utility window as described in Application Administration *Chapter 09 – Reference Utility*.

10.7.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the Update Milk Wholesaler dialog without saving any changes/additions made. The system will then return the user to the dialog from which the Update Milk Wholesaler dialog was invoked.
 - When the Update Milk Wholesaler dialog is invoked from the Add button on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).
 - When the Update Milk Wholesaler dialog is invoked from the Edit button on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).
 - When the Update Milk Wholesaler dialog is invoked from the Add button on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#).

- When the Update Milk Wholesaler dialog is invoked from the Edit button on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#).

10.7.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Name	Wholesaler	Name	
Address	Wholesaler	Address1, Address2	
City	Wholesaler	City	
State	Wholesaler	State	
ZIP	Wholesaler	ZIP	
Telephone	Wholesaler	Telephone	
Title	Wholesaler	ContactTitle	
Salutation	Wholesaler	ContactSalutation	
First Name	Wholesaler	ContactFirstName	
Last Name	Wholesaler	ContactLastName	

10.8 Update Licensed Formula Wholesaler

The Update Licensed Formula Wholesaler dialog allows the user to add or edit licensed formula wholesaler information. The information captured in this dialog is the Licensed Formula Wholesaler's name, address, telephone, license number and contact, primary representative for the wholesaler. This information allows the State office to maintain current records on the Licensed Formula Wholesalers participating in the WIC Program. The Update Licensed Formula Wholesaler dialog is invoked in response to the following user actions:

- Selection of the Add licensed formula wholesaler button on the Miscellaneous Information dialog of the Application wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Edit licensed formula wholesaler button on the Miscellaneous Information dialog of the Application wizard as described in [Chapter 09 – Application Wizard](#).
- Selection of the Add licensed formula wholesaler button on the Page 3 sub-tab of the Demographics tab of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Edit licensed formula wholesaler button on the Page 3 sub-tab of the Demographics tab of the Vendor Folder as described in [Chapter 04 – Vendor Folder](#).
- Selection of the Add button on the Maintain Licensed Formula Wholesalers dialog as described in [Application Administration Chapter 9 – Reference Utility](#).
- Selection of the Edit button on the Maintain Licensed Formula Wholesalers dialog as described in [Application Administration Chapter 9 – Reference Utility](#).

The screenshot shows a Windows-style dialog box titled "Add Licensed Formula Wholesaler". The dialog contains the following fields and controls:

- Name:
- Address:
- City: State: ZIP:
- Telephone Number: License Number:
- Contact Name section:
 - Title:
 - Salutation:
 - First Name:
 - Last Name:
- Buttons: OK, Cancel

Figure 13 – Add Licensed Formula Wholesaler Dialog

The screenshot shows a Windows-style dialog box titled "Edit Licensed Formula Wholesaler". It contains the following fields and values:

- Name: CORTANA NUTRITION
- Address: 555 W. 27TH STREET
- BOX: 123451
- City: KANSAS CITY
- State: KS (dropdown menu)
- ZIP: 66204-0000
- Telephone Number: 913-555-1212
- License Number: 0098986765754435
- Contact Name: Title, Salutation, First Name, Last Name (all empty)

Buttons: OK, Cancel

Figure 14 – Edit Licensed Formula Wholesaler Dialog

10.8.1 Controls

This section describes the behavior of the controls on the Add/Edit Licensed Formula Wholesaler dialog.

10.8.1.1 Name Text Box

This control allows the user to enter or modify the name of the Licensed Formula Wholesaler. The text box will be enabled when the Update Licensed Formula Wholesaler dialog is active. This control accepts entry of alphanumeric and special characters. The maximum size is fifty- (50) characters. All alphabetic characters will be forced to uppercase. When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.8.1.2 Address Text Box (Line 1)

This control allows the user to enter or modify address of the Licensed Formula Wholesaler. The text box will be enabled when the Update Licensed Formula Wholesaler dialog is active. This control will accept entry of alphanumeric characters. The alphabetic characters will all be forced to uppercase. The maximum size of this control will be fifty- (50) characters. Special characters are permitted but limited to the following; period (.), pound sign (#), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the fields will initially be blank. When working in “edit” mode, the control(s) is populated with the previously saved entry. Entry is required in this field.

10.8.1.3 Address Text Box (Line 2)

This control allows the user to enter or modify address of the Licensed Formula Wholesaler. The text box will be enabled when the Update Licensed Formula Wholesaler dialog is active. This control will accept entry of alphanumeric characters. The alphabetic characters will all be forced to uppercase. The maximum size of this control will be fifty- (50) characters. Special characters are permitted but limited to the following: period (.), pound sign (#), dash (-), forward slash (/), and apostrophe. When working in “add” mode, the fields will initially be blank. When working in “edit” mode, the control(s) is populated with the previously saved entry. Entry is optional in this field.

10.8.1.4 City Text Box

This control allows the user to enter or modify the city in which the Licensed Formula Wholesaler resides. The text box will be enabled when the Update Licensed Formula Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control will be thirty- (30) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: period (.), dash (-), forward slash (/), pound sign (#) and apostrophe ('). This text box is free form entry. When working in “add” mode, the fields will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.8.1.5 State Dropdown

This control allows the user to select or modify the state in which the Licensed Formula Wholesaler resides. The dropdown will be enabled when the Update Licensed Formula Wholesaler dialog is active. The drop down list will display the ReferenceDictionary.Description where the ReferenceDictionary.Category = 'STATE'. The list will be in alphabetical order and read only. When working in “add” mode, the field will default to the particular state for which the application is being used. When working in “edit” mode, the control is populated with the previously saved selection.

10.8.1.6 ZIP Masked Edit Box

This control allows the user to enter or modify the ZIP code in which the Licensed Formula Wholesaler resides. The masked edit box will be enabled when the Update Licensed Formula Wholesaler dialog is active. The masked edit box will accept the entry of numeric digits only. The mask for the box will be “99999-9999” to include entry of a four digit ZIP extension. 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 entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.8.1.7 Telephone Masked Edit Box

This control allows the user to enter or modify the telephone number for the Licensed Formula Wholesaler. The masked edit box will be enabled when the Update Licensed Formula Wholesaler dialog is active. The masked edit box will only accept the entry of numeric digits. The mask for the box will be “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 entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.8.1.8 License Number Text Box

This control allows the user to enter or modify the license number for the Licensed Formula Wholesaler. The text box will be enabled when the Update Licensed Formula Wholesaler dialog is active. The text box will accept the entry of 16 alphanumeric characters. Special characters are not accepted in this field. When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.8.1.9 Contact Title Text Box (Title)

This control allows the user to enter or modify the title for the contact person for the Licensed Formula Wholesaler. The text box is enabled when the Add Licensed Formula Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control is twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.8.1.10 Contact Salutation Text Box (Salutation)

This control allows the user to enter or modify the salutation of the contact person of the Licensed Formula Wholesaler. The text box is enabled when the Add Licensed Formula Wholesaler dialog is active. The control accepts entry of alphanumeric characters. The maximum size of the control may vary according to your state. All alphabetic characters will be forced to uppercase. Special characters are permitted but limited to the following: comma (,), period (.), dash (-), forward slash (/), and apostrophe ('). When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.8.1.11 Contact First Name Text Box (First Name)

This control allows the user to enter or modify the first name of the contact person of the Licensed Formula Wholesaler. The text box will be enabled when the Update Licensed Formula Wholesaler dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty (20) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box but are limited to apostrophe ('), comma (,), period (.), and dash (-). When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.8.1.12 Contact Last Name Text Box (Last Name)

This control allows the user to enter or modify the last name of the contact person of the Licensed Formula Wholesaler. The text box will be enabled when the Add Licensed Formula Wholesaler dialog is active. The control accepts entry of alpha characters. The maximum size of the control will be twenty-five (25) characters. All alphabetic characters will be forced to uppercase. Special characters are permitted in this text box, but are limited to apostrophe ('), comma (,), period (.), and dash (-). When working in “add” mode, the entry field will initially be blank. When working in “edit” mode, the control is populated with the previously saved entry.

10.8.1.13 OK Button

The OK button will be enabled when the Update Licensed Formula Wholesaler dialog is active. Characteristics for the OK button are defined in [Consistencies](#).

10.8.1.14 Cancel Button

The Cancel button will be enabled when the Update Licensed Formula Wholesaler dialog is active. Characteristics for the Cancel button are defined in [Consistencies](#).

10.8.2 Processes

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

10.8.2.1 Initializing the Interface

Upon the initial display of the dialog:

- In add mode the title bar text will be set to “Add Licensed Formula Wholesaler”.
- In edit mode the title bar text will be set to “Edit Licensed Formula Wholesaler”.
- In add mode all fields and controls will default to blank.

- In edit mode all fields will display previously saved values as defined in the Data Map for this dialog

10.8.2.2 Edits

Upon selection of the OK button:

- If an entry has not been made in the following control
 - Name Text Box
 - Address Text Box (Address1)
 - City Text Box
 - ZIP Masked Edit Box
 - Telephone Masked Edit Box
 - License Number Text Box

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

- If no selection has been made in the following control
 - State Dropdown

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 entered in the following controls
 - ZIP Masked Edit Box
 - Telephone Masked Edit Box

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

10.8.2.3 Saving the Data

Upon successful completion of the above listed edits:

- The system will save the Licensed Formula Wholesaler information. The system will then return to the previous dialog, which depends on how the Update Licensed Formula Wholesaler dialog was invoked.
 - When the Update Licensed Formula Wholesaler dialog is invoked from the Add button on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#). The Formula Wholesaler dropdown will be refreshed to include the added information.
 - When the Update Licensed Formula Wholesaler dialog is invoked from the Edit button on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#). The Formula Wholesaler dropdown will be refreshed to include the updated information.

- When the Update Licensed Formula Wholesaler dialog is invoked from the Add button on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#). The Formula Wholesaler dropdown will be refreshed to include the added information.
- When the Update Licensed Formula Wholesaler dialog is invoked from the Edit button on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#). The Formula Wholesaler dropdown will be refreshed to include the updated information.

10.8.2.4 Cancel

Upon selection of the Cancel button:

- The system will dismiss the dialog without saving any of the information entered. The system will then return the user to the dialog from which the Licensed Formula Wholesaler dialog was invoked.
 - If the Licensed Formula Wholesaler dialog is invoked from the Add or Edit buttons on the Miscellaneous Information dialog of the Application Wizard, the system will return the user to that dialog as described in [Chapter 09 – Application Wizard](#).
 - If the Licensed Formula Wholesaler dialog is invoked from the Add or Edit buttons on the Demographics tab sub tab Page 3 of the Vendor Folder, the system will return the user to that dialog as described in [Chapter 04 – Vendor Folder](#).
 - If the Licensed Formula Wholesaler dialog is invoked from the Add or Edit buttons on the Maintain Formula Wholesaler dialog, the system will return the user to the Reference Utility window as described in Application Administration *Chapter 09 – Reference Utility*.

10.8.2.5 Data Map

Control Label	Entity	Attribute	Business Rule Applicable
Name	FormulaWholesaler	Name	
Address	FormulaWholesaler	Address1, Address2	
City	FormulaWholesaler	City	

State	FormulaWholesaler	State	
ZIP	FormulaWholesaler	ZIP	
Telephone	FormulaWholesaler	Telephone	
License Number	FormulaWholesaler	LicenseNumber	
Title	FormulaWholesaler	ContactTitle	
Salutation	FormulaWholesaler	ContactSalutation	
First Name	FormulaWholesaler	ContactFirstName	
Last Name	FormulaWholesaler	ContactLastName	