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Systems Administration

Section 6: Systems Administration

Section 6 - 1 : Update

Section 6 - 1.1 : Update Systems Administration Functions

Section 6 - 1.1.1 : Perform System Backup

Priority: Required

Window: Backup

Report: No

FSRD Reference: SA 3.1, SA 3.2

Narrative:

This Window permits the User to initiate three levels of system backups. These backups are separate from the nightly EOD backup which shuts down the database, performs a full database backup and incremental backup of word processing files on the server, then brings the database back up. Backups provide assurance for recovery of data should there be a traumatic hardware error. The three levels are explained as follows:

Full Export of WIC Application Tables - This backup allows the Local Agency System Administrator to perform a backup of all the base tables and participant tables in the AIM application and output them to a single dump (*.dmp) file at the User selected time.

Weekly (Backup of Disk Structure) - This backup allows the Local Agency System Administrator to perform a backup of all files resident on the application server, including Oracle System files at the User selected time. This backup does not require the database being shutdown.

Custom - This backup, run on demand, allows the User to choose any tables (from the database) or any directories from the server to backup. The User can backup all the files within a selected directory, but cannot select a single specific file. This is especially useful if for example a User wanted to backup word processing files in a directory separate from the WIC System.

All of the backups can be done immediately (the system will default to 5 minutes in the future of the system clock) or scheduled by the time in the Time field of the Window. Backups will run in the background allowing the User to leave the system unattended without waiting for the backup to complete.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.1.1 : Backup

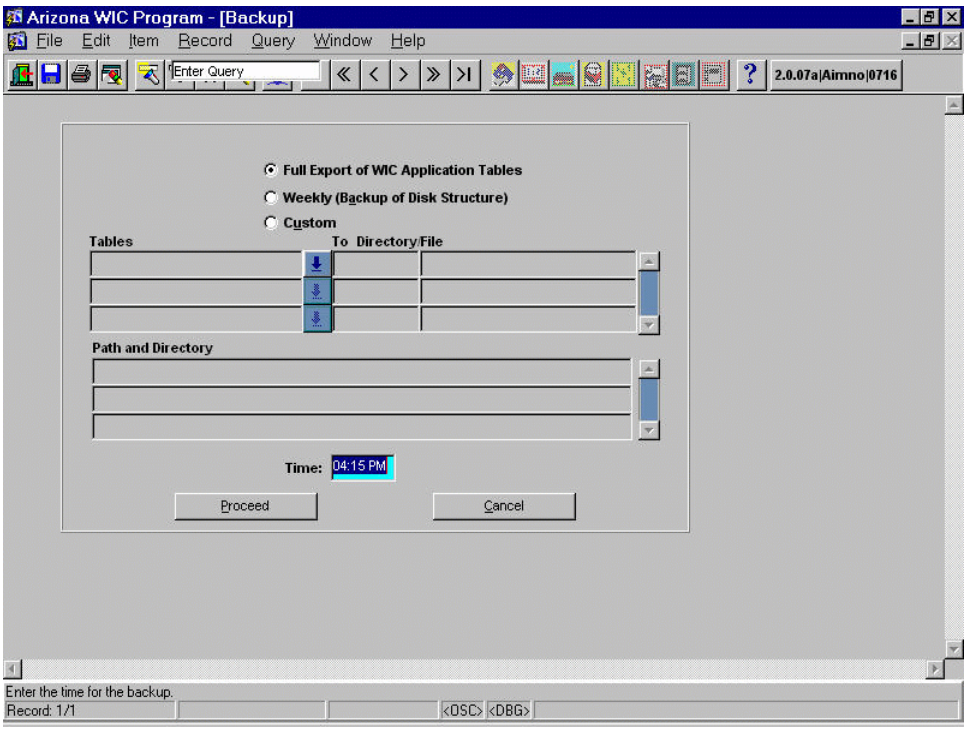

Figure 1 - Backup

Radio Button(s)

Full Export of WIC Application Tables - When the User selects this button, a complete backup of all the application base and participant tables supporting the WIC system will be performed.
Weekly (Backup of Disk Structure) - When the User selects this button, a complete backup of all files stored on the server will be performed.
Custom - When this button is selected, the User may choose what application tables and server directories to back up.

Fields

Tables - Clicking the list of values button allows the User to select the application tables to be backed up (custom selection only). This field is optional.
To Directory/File - The system designated directory location and file name that the selected application table's backup file(s) will be written to. The system populates the directory information in the field immediately to the right of the list of values button by searching for the Code column residing on the Env_Variables database table. Prior to system implementation the Backup_Path record on the table is loaded with a path (currently I:\Backup in the Hawaii transfer) and this is the directory the backup file will be stored in. The File field is populated automatically and is a combination of the name of the table being backed up with a .dmp extension. An example is: Staff_Date.dmp. The To Directory/File field is display only.
Path and Directory - This field allows the User to enter the server file directory paths to be backed up in a custom backup. This field is optional.

Time - The time of the day that the system backup is scheduled to begin. This field is mandatory and must be entered when the User chooses to schedule the backup for a later time. This field will default to 5 minutes from the current time of the system clock.

Push Button(s)

Proceed - Click on this button to initiate the backup process.
Cancel - Click on this button to cancel/exit the Window.

Calculation(s):

None

Background Process(es):

Per ADHS's request, CMA will set up each AIM application server equipped with an Uninterrupted Power Supply (UPS) to display a warning message to each workstation connected to the server indicating that the server is operating on the UPS. The message will be broadcast immediately after the UPS is engaged and will include in the message a note to: "Please shut down the server" to ensure transactions are not lost and there is no corruption to database files. As well, this broadcast message will allow workstation Users to save their work and properly shut down their machines. The exact content of the message and regularity of its transmission will be defined when the State of Arizona identifies the specific UPS and Servers it will purchase for the implementation of the AIM application.

Section 6 - 1.1.2 : Perform System Restore

Priority: Required

Window: None

Report: No

FSRD Reference: SA 3.3

Narrative:

The AIM system, utilizing transfer functionality from the Hawaii WIC System, does not include an automated restore capability as part of its design. Local Agency and State Agency staff will not have the Oracle database expertise to handle the restore function. AIM staff will depend on the AIM Help Desk or escalated levels of CMA staff to help correct problems on Local Agency application servers. Restoration of one or more files or disk structures will require the User to contact either their Local Agency System Administrator or place a call to the AIM Help Desk. The basic restore procedures to be used by the Local Agency System Administrator and Help Desk personnel are documented here. These procedures will also be documented in the AIM Help Desk Run Book.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.2.1 : Restore Procedures

Restore Scenarios for the Arizona WIC Database

There are many failure scenarios that can occur, each dictating a different method of recovery. The mode in which the database is operating will dictate the type of recovery that can be accomplished. The database will either be operating in ARCHIVELOG mode or NOARCHIVELOG mode. To find out the mode the database is operating in, select log_mode from v$database as a dba. The advantage of operating in ARCHIVELOG mode is that the database has the ability to be restored up to the time of failure. This type of recovery will require the skills of an Oracle DBA to restore the database. Described in this document is an approach to restoring to the last full nightly cold backup as well as recovering from a lost control file if control files are mirrored.

If recovering to the last full nightly cold backup, transactions that occurred between the time of backup and the time of failure WILL be lost. If transactions cannot be lost and must be recovered, the database must be in ARCHIVELOG mode and the skills of a DBA will be required. If the database is in NOARCHIVELOG mode, the only recovery choice available is to restore to the last full nightly cold backup. Oracle error messages ORA-01157 and ORA-01110 on database open indicate a lost file or files that the database needs in order to function. When these errors are received, a recovery will be necessary.

Steps To Recover to the last full nightly cold backup

1. On the database server, go to the ms-dos prompt.
2. Enter the command: set ORACLE_SID=sid name
3. Enter the command: svrmgr23
4. In server manager, enter: connect internal Note: If prompted for password, enter password for internal.
5. Next, enter: shutdown immediate
6. Should get the message that database was shutdown. If not, enter: shutdown abort Note: at this point exit from server manager and exit from dos.
7. Now, all backed up files can be restored to their original location. The backup should include at least database files, control files, and redo log files. The backup may include archived log files and the init.ora file. The archived log files only need to be restored if a complete or incomplete recovery is being performed. Again, the skills of a DBA will be needed for this type of recovery. The init.ora will need to be restored only if the init.ora on disk is missing or corrupted.
8. Once all files are restored, go to ms-dos prompt. Enter the command: set ORACLE_SID=sid name
9. Enter the command: svrmgr23
10. In server manager, enter: connect internal
11. Next, enter: startup pfile=location of init.ora file NOTE: The init.ora file is generally named init<sid name>.ora. To find the location of the file, search first in the ORACLE_HOME directory. If not found, search the entire hard disk. The ORACLE_HOME variable is defined in the registry. To determine the value of ORACLE_HOME run regedit and find ORACLE_HOME. The corresponding value will be displayed.

12. At this point, the database should be open indicated by a message displayed that the database is open and restored to the date of the backup. To verify the database is open, enter the command: select * from v$database;

Another error that can occur is a missing control file indicated by ORA-00205. If the control files are mirrored (2 or more) and at least 1 control file is still available then a recovery is no more than shutting down the database and copying the available control file to the location(s) of the lost control file(s). When this method is used, no transactions will be lost.

Steps to Recover from a loss of control file(s) if one is still available:

1. If an ORA-00205 is displayed when opening the database, then a control file(s) is missing. First, get to the ms-dos prompt on the database server.
2. Enter the command: set ORACLE_SID= sid name
3. Enter the command: svrmgr23
4. In server manager, enter: connect internal
5. Once connected, enter: show parameters background
6. The background_dump_dest is the location of the alert<sid name>.log file.
7. Go to the location using Explorer and open the alert<sid name>.log. Scroll to the bottom and search for the ORA-00205 message. This will indicate the location and name of the missing control file. The init.ora file lists all control files included in the database. Compare that list to the missing list. If 1 control file is still available, proceed to next step. Otherwise, let an Oracle DBA recover from this situation.
8. In server manager, enter: connect internal
9. Next, enter: shutdown immediate Note: if a message is displayed that the database is shutdown then and only then proceed to the next step.
10. Copy the remaining control file to the destination(s) of the missing file and name it the same name as the missing file(s).
11. Once all files are back to original location and named appropriately, go to ms-dos and enter the command: set ORACLE_SID=sid name
12. Next, enter: svrmgr23
13. Enter: connect internal
14. Enter: startup pfile=location and name of init.ora file Note: a message should be displayed that the database is open.

Both of these situations should be handled with care. If the procedure is not correctly followed, the database will be corrupted and will not be able to start. Again, if transactions cannot be lost and the database is in ARCHIVELOG mode, the assistance of a skilled Oracle DBA is essential to restoring the database completely and correctly.

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.3 : Archive Data

Priority: Required

Window: Perform Data Archive

Report: No

FSRD Reference: SA 2.1, SA 2.4

Narrative:

This Window permits the User to archive (store) certain data to a media (i.e., tape, CD Rom). The purpose of this is to place outdated information from main system resources, thereby freeing up database resources that could be better utilized. Archive tapes can be utilized at any time to retrieve information. This is done using the archive retrieval function. Both the archiving and retrieval functions will be performed by the Integris Operations Center. Archiving will be done on a regular basis to be determined jointly by ADHS, Integris and CMA, while retrievals will be done upon User request via email/phone call to the Operations Center.

Two types of data can be archived from the new AIM system: Vendor Data and Participant Data. Currently vendor data that has been inactive for 999 months will be archived, while Participant Data is scheduled to be archived after it has reached 66 months of inactivity. Vendor and Participant records are archived simultaneously. If one or the other does not contain records meeting the months of inactivity criteria no records for the category (Participant or Vendor) are archived. Archived records stored by Integris will reside on media (i.e., tape, CD Rom) to be determined jointly by Integris, ADHS, and CMA, which will be compliant with Arizona State law. Additionally, Integris, ADHS, and CMA will determine the length of time that Integris will be required to retain archived data, which will also be compliant with Arizona State law.

The archiving process creates two index tables which are later searched upon by using the Archive Retrieval screen. The archiving of client records creates the s_client_archives table which stores the client ID, last name, first name, MI1, MI2, archive date, Local Agency, and Clinic of the archived client. The archiving of vendor records creates the s_vendor_archives table which stores the vendor ID, name and date of archive.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.3.1 : Archive Data

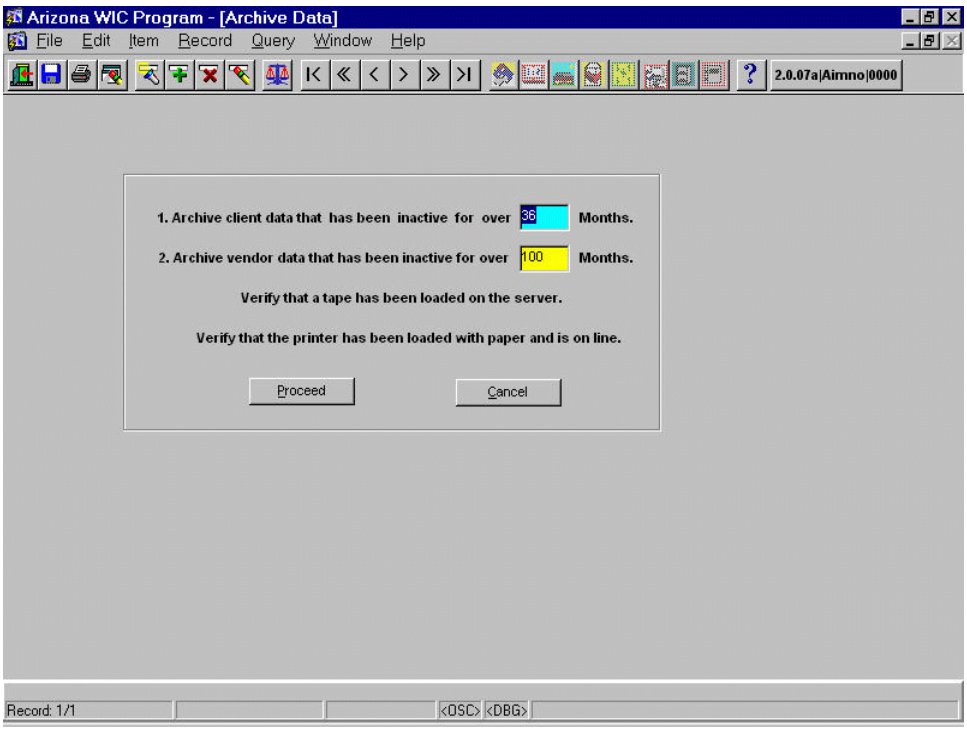

Figure 2 - Archive Data

Fields

1. The age, in months, of inactive participant records to be archived. Any inactive participant and participant related records of that age or older will be archived. This field is mandatory.
2. The age, in months, of inactive vendor records to be archived. Any inactive vendor records of that age or older will be archived. This field is mandatory.

Push Button(s)

Proceed - Click on this button to initiate the archive process.
Cancel - Click on this button to cancel/exit the Window.

Calculation(s):

None

Background Process(es):

When the User clicks on the Proceed button the system initiates the archive_clients.sql and the archive_vendors.sql scripts. The archive_clients.sql script initiates the trunc_cli.sql and ins_cli.sql scripts and the archive_vendors.sql script initiates the trunc_ven.sql and ins_ven.sql scripts**.** Both the trunc scripts are used to delete any previous data from the temporary archive tables used in the archiving of vendors and clients. After the archive tables are empty, the system runs the ins cli.sql and ins_ven.sql scripts which first identify those client and vendor records meeting the parameters of inactivity specified in the archive data window (66 months for clients and 999

months for vendors). After the system identifies those records, it goes to each record and copies data from several base tables and inserts the copied data into the temporary archive tables. The tables from which data is copied will be listed in the Detailed Technical Specifications Document (DTSD). After the appropriate data has been copied to the archive tables, the system creates "report" or "index" tables. The archiving process creates two index tables which are later searched upon by using the Archive Retrieval screen. The archiving of client records creates the s_client archives table which stores the Client ID, last name, first name, MI1, MI2, archive date, Local Agency, and Clinic of the archived client. The archiving of vendor records creates the s_vendor_archives table which stores the Vendor ID, name and date of archive.

Systems Administration

Section 6 - 1.1.4 : Perform Archive Retrieval

Priority: Required

Window: Archive Retrieval

Report: No

FSRD Reference: SA 2.2

Narrative:

This Window permits the User to restore participant or vendor data from previously created archive tape(s). Various archive restore criteria can be specified to search the archives for either a vendor or participant.

After searching the database for a list of results meeting the search criteria, the Operations Center administrator can specify vendors or participants to be retrieved from tape media by clicking the select check box. Any requested data will be transmitted over the wide area network utilizing the end of day process for use by the Local Agency or Clinic User the next day. Participant retrieval will restore not only participant data but also information about food packages issued to the participant and captured through the archival process.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.4.1 : Archive Retrieval

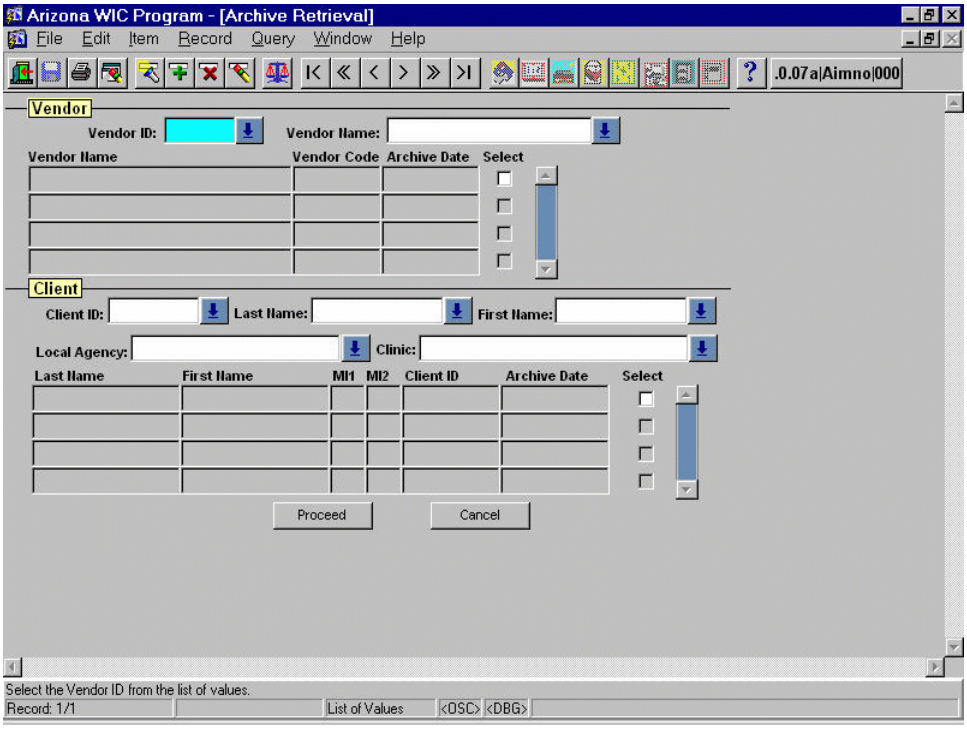

Figure 3 - Archive Retrieval

Fields

The following fields are used as parameters that determine which vendors or participants are shown in the scrollable blocks of the window.

Vendor ID - The identification associated with the vendor data to be restored from archive files. This field is only entered if vendor data is to be retrieved by searching for a specific Vendor ID.
Vendor Name - The name of the vendor retail outlet as it was captured during the authorization process. This field is only entered if vendor data is to be retrieved utilizing the outlet (vendor) name.
Client ID - The identification associated with the participant data to be restored from archive files. This field is only entered if the participant data is to be retrieved utilizing a specific Participant ID.
Last Name - The last name of a participant who may need to be retrieved from archive. This field is only entered if the participant data is to be retrieved utilizing a specified name.
First Name - The first name of a participant who may need to be retrieved from archive. This field is only entered if the participant is to be retrieved utilizing a specified name.
Local Agency - The Local Agency of the participant(s) who may need to be retrieved from archive. This field is only entered if the participant is to be retrieved utilized the specified Local Agency to receive WIC services.
Clinic - The Clinic of the participant (s) who may need to be retrieved from archive. This field is only entered if the participant (s) to be retrieved utilized the specified Clinic to receive WIC services.

The following fields represent the results of entered parameter values:

Vendor Name - The name of the vendor retail outlet as it was captured during the authorization process. This field is display only.
Vendor Code - The identification number associated with the vendor name returned. This field is display only.
Archive Date - The date that this vendor's information was placed into archival storage. This field is display only.
Last Name - The last name of a participant who may need to be retrieved from archive. This field is display only.
First Name - The first name of a participant who may need to be retrieved from archive. This field is display only.
MI 1 - The first middle initial of a participant who may need to be retrieved from archive. This field is display only.
MI 2 - The second middle initial of a participant who may need to be retrieved from archive. This field is display only.
Client ID - The identification of a participant who may need to be retrieved from archive. This field is display only.
Archive Date - The date that this participant's information was placed into archival storage. This field is display only.

Push Button(s)

Proceed - Click this button to initiate the archive retrieval.
Cancel - Click this button to cancel/exit this window.

Check Boxes

Select (Vendor) - "X" by clicking on the box to select desired vendor retrieval parameters.
Select (Participant) - "X" by clicking on the box to select desired participant retrieval parameters.

Calculation(s):

None

Background Process(es):

When the retrieval process is run, the system will prompt the Integris Operations Center User to load the appropriate backup tape* or CD Rom* into the server drive. Since index files for both vendors and clients capture the archive date, the User will select the tape/CD with the appropriate archive date and load it. After the User selects the appropriate records to retrieve, the system will restore the vendor or client records to the Central Database and pass client records down to the appropriate Local Agency through the end of day process. *****As of submittal of this document the specific media to be used for archiving is undecided. The current media under consideration are: 4mm DAT or DVD CD ROM as possible solutions.

Systems Administration

Section 6 - 1.1.5 : Update Security

Priority: Required

Window: Security

Report: No

FSRD Reference: SA 1.1, SA 1.5

Narrative:

This window permits the Local or State Agency System Administrator to assign WIC staff Users names to/from the WIC System and reinstate passwords that have expired or violated due to incorrect User entry. It also allows the administrator to assign each User functional roles in the WIC System. These roles will provide screen level locks, effectively denying access to windows that a User is not assigned authorization to utilize.

For information concerning password changes and updates performed by individual Users, please refer to the System Logon window.

Role	***Functions / Permissions***
State Agency	
*System Admin I	All (create, view, update, generate reports)
**System Admin II	All (view)
Vendor Management	Vendor (create, update, generate reports) Financial (create, update, generate reports) FI Production (create, update, generate reports) Certification (view, generate reports) Enrollment (view, generate reports) Oper. Mgmt. (create, update, generate reports) System Admin (create, update, generate reports)
Financial I	Financial/Caseload (create, update, generate reports) Vendor (create, update, generate reports) Oper. Mgmt. (create, update, generate reports)
***Financial II	Financial (update, generate reports)
QA	Certification (create, update, generate reports) Enrollment (create, update, generate reports) Appt. Scheduling (create, update, generate reports) Caseload (view, generate reports) FI Production (view generate reports) Oper. Mgmt (create, update, generate reports) System Admin. (generate reports)
CSFP	Certification (create, update, generate reports) Enrollment (create, update, generate reports) Caseload (create update, generate reports)

	Appointment Scheduling (generate reports) Oper. Mgmt. (create, update, generate reports) System Admin (create, update, generate reports)
*****Surveillance	Certification (create, update, generate reports) Enrollment (create, update, generate reports) System Admin (create, update, generate reports) Oper. Mgmt. (create, update, generate reports)
Admin Support Services	System Admin (view) Client Look-Up (view)
Local Agency	
LA System Administrator	Super User
ITS Administrator	All, except staff salary data and participant and family data.
CNW 1	Certification and enrollment (WIC & CSFP)
CNW 2	Certification, enrollment, and nutrition education.
CNW 3	Certification, enrollment, nutrition education, restore, back-up, and EOD processing.
Operations	Operations management, scheduling and all reports that are not staff related.
Superintendent	Sets-up templates for appointment scheduling.
FI Issuer	Food instrument issuance only.
BF Counselor	Breastfeeding screens for data entry and view only participant /family screens.
Appt. Scheduler	Appointment scheduling only.
Nutritionist 1	Approval authority.
Nutritionist 2	Approval authority and access to nutrition education screens.
Look-up Viewer	Look-up only for participant , family, and vendor screens.
Trainer	Access to document training for staff, but not staff salary information.
Special Project Coordinator	Still to be determined (Dolores requested this role).
CSF Data Entry	Access to screens documenting nutrition education, food pick-up.
CSF Certify	Certification of elderly and 5 year olds for CSF only.
CSF Manager	Access to reports regarding CSF .
ADHS Viewer	For grants manager persons / state managers.

* ITS WIC Manager, Automation Unit
**ITS
***ADHS
*****Includes Epidemiologist

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.5.1 : Security

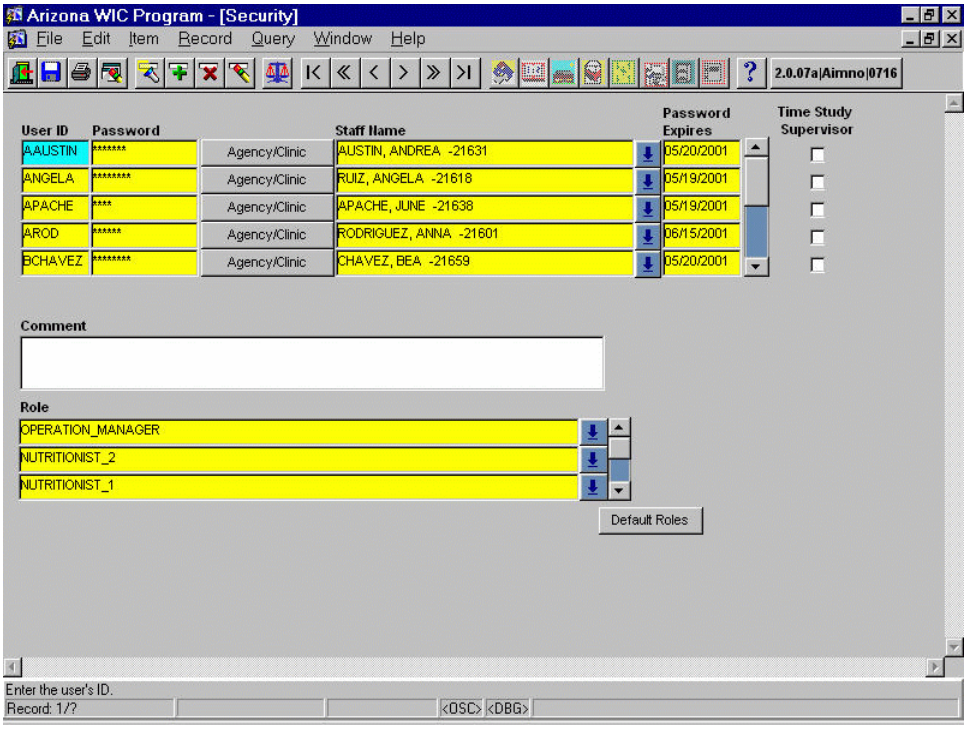

Figure 4 - Security

Fields

User ID - The WIC system User ID assigned to the Staff Member. The System Administrator will be allowed to enter an ID up to 8 alpha numeric characters here. This field is mandatory.
Password - The encrypted Oracle password associated with the User ID. The System Administrator will be allowed to enter an ID up to 10 alpha numeric characters here. The administrator cannot view this password. When the User presses the TAB key to move to the next field the system automatically prompts the User with the Security - Password Verification pop up window. This field is mandatory.
Staff Name - Clicking on the list of values button allows a User to select a Staff Member to associate with the User ID/password combination. This field is mandatory.
Password Expires - The date the password associated with the User ID expires. This date will default to 8 calendar days from the current system date. This field is mandatory.
Comment - The User may enter comments associated with this Staff Member's User ID and password record. This field is optional.
Role - These represent pre-defined groups of User privileges to perform certain actions. A User can be assigned to one or more roles. Clicking on the list of values button allows the User to select the appropriate roles for this User's position. This field is mandatory.

Push Button(s)

Agency - Clicking on this button allows the User to display Security -Agency popup window.

Default Roles - Clicking on this button allows the User to display the Security - Granted Roles popup window in which the User can change the granted roles assigned the User ID.

Check Box(es)

Time Study Supervisor - Selecting this check box allows the System Administrator to give a User the permissions of a Time Study Supervisor that can access the Time Study Daily log information for other Staff Members in the Clinic or Local Agency.

Calculation(s):

None

Background Process(es):

The system encrypts the password entered by the System Administrator, displaying only asterisks.

Section 6 - 1.1.5.2 : Security-Password Verification popup

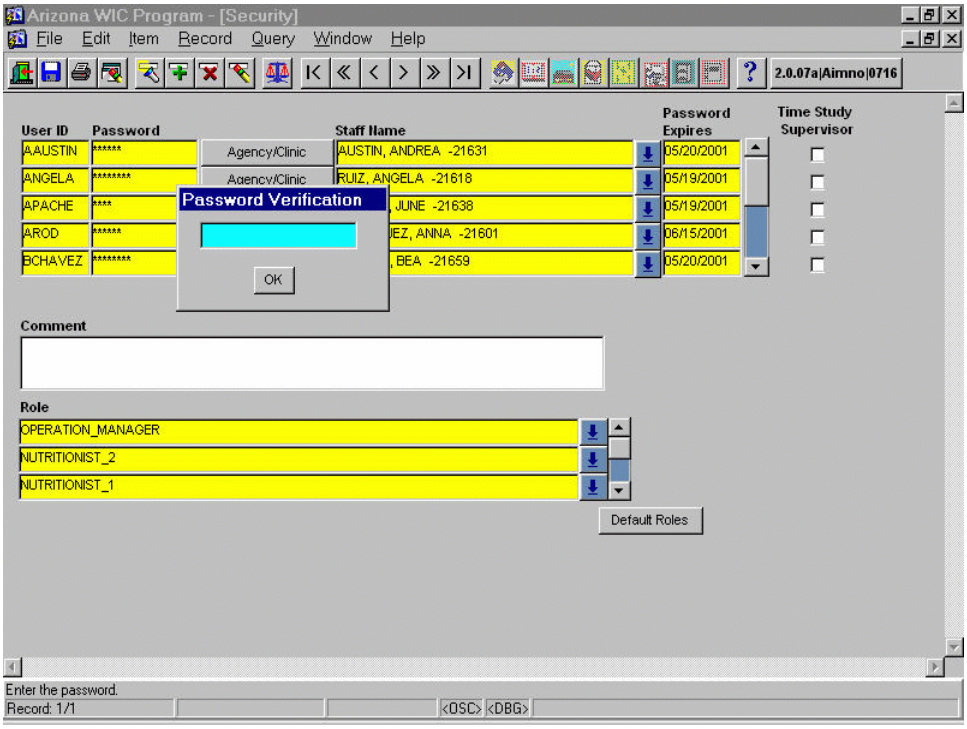

Figure 5 - Security-Password Verification popup

Fields

Password Verification - The encrypted Oracle password associated with the User ID. The administrator re-enters the new User password to "double-check" the accuracy of the first entry. This field is mandatory.

Calculation(s):

None

Background Process(es):

The system automatically prompts the User with a popup requiring the User to re-enter the chosen password. The system matches the re-entered password to the chosen password for consistency.

Section 6 - 1.1.5.3 : Security-Agency popup

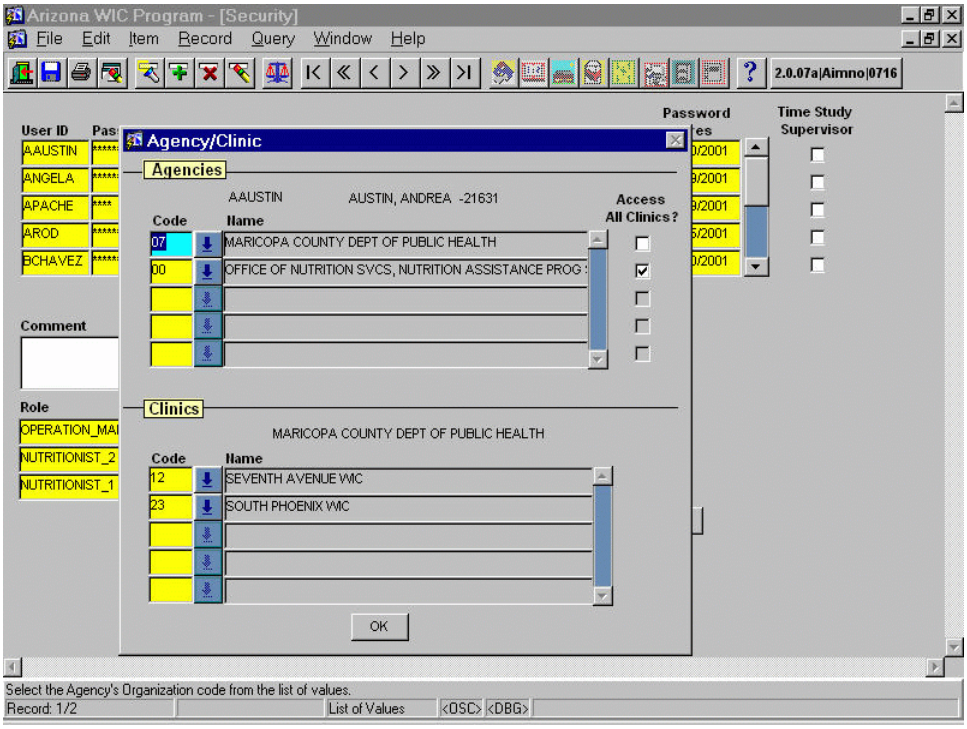

Figure 6 - Security-Agency popup

Fields

Code - Clicking on the list of values button allows the User to select the Local Agency numeric identifier for the State Agency, Local Agency or Clinic to which the User is associated. This field is mandatory.
Name - This field is populated automatically based upon the organizational unit selected in the Code field. This field is display only.

Push Button(s)

OK - Clicking this button exits the Security-Agency popup window.

Calculation(s):

None

Background Process(es):

None

Section 6 - 1.1.5.4 : Security-Granted Roles prompt

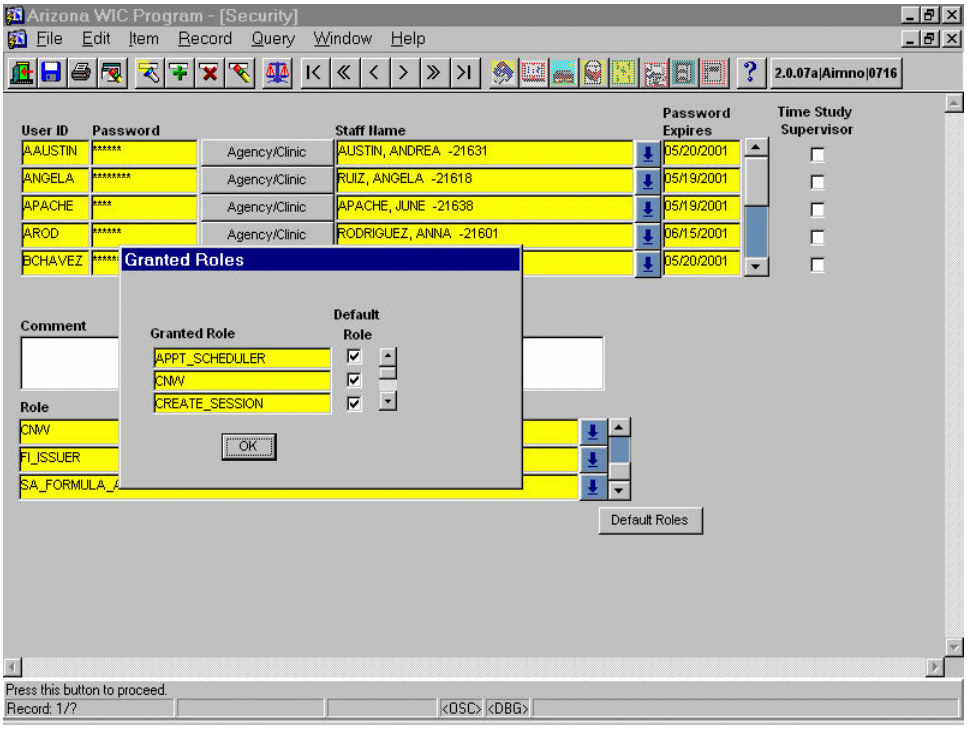

Figure 7 - Security-Granted Roles prompt

Fields

None

Push Button(s)

Yes - Clicking this button allows the User to proceed to the Security - Granted Roles popup window in order to "activate" or change the roles granted to a User.
No - Clicking this button allows the User to exit the Security - Granted Roles prompt without saving any changes to the User's default roles.

Calculation(s):

None

Background Process(es):

The system triggers this window to open when the Default Roles push button is clicked.

Section 6 - 1.1.5.5 : Security-Granted Roles popup

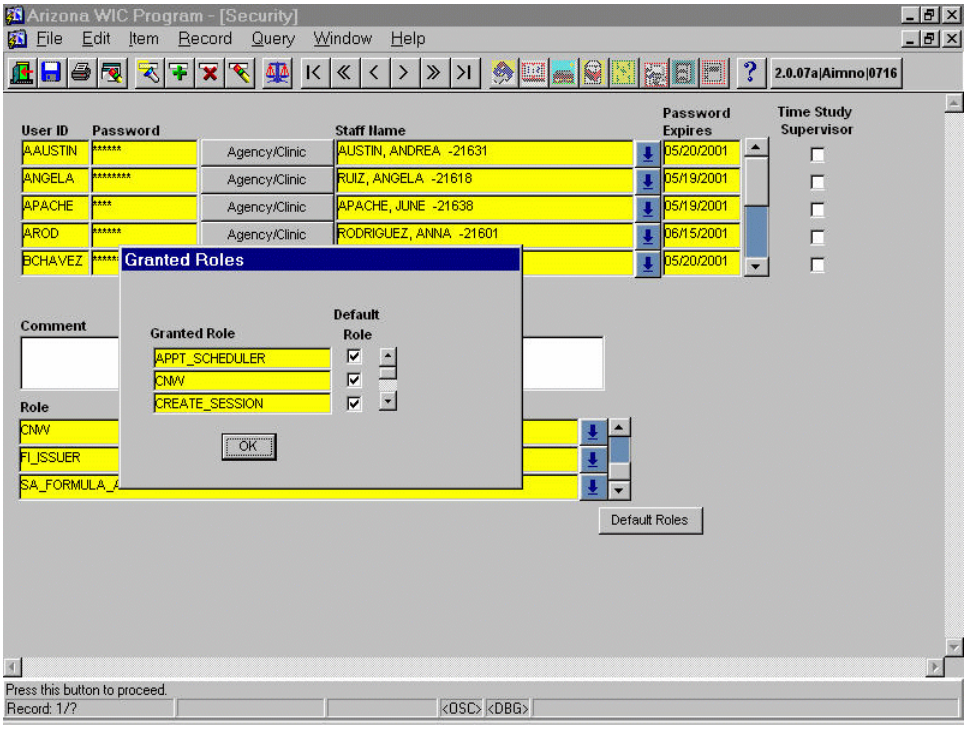

Figure 8 - Security-Granted Roles popup

Fields

Granted Role - This field displays the Oracle Role associated with the User ID. A role will appear here if it is a basic Oracle role necessary for system operation or if the User has selected the role from the list of values on the Security screen. This field is mandatory.

Check Box(es)

Default Role - The User will select this check box to "activate" the role displayed in the Granted Role field. If the User fails to check this box next to the role name, the role will not be applied to the functions allowed by the User ID.

Push Button(s)

OK - Clicking this button will exit the administrator form the Security-Granted Roles popup.

Calculation(s):

None

Background Process(es):

The system automatically populates the Granted Role field with the Oracle roles previously programmed into the database. These roles include both application specific roles and basic Oracle roles.

Systems Administration

Section 6 - 1.1.5.6 : System Logon

Priority: Required

Window: Arizona Welcome Screen - [Log On]

Report: No

FSRD Reference: SA 1.1, SA 1.3, SA 1.4

Narrative:

This window permits the User to log into the AIM application. The User enters his/her Username and corresponding password provided by the System Administrator. Individuals attempting to log onto the system without a valid User ID and active password will be denied access. For first time Users, the Change Password window will be displayed after the User enters his/her password, requiring the User to enter a new password. After entering the new password and moving to the new password field, the User will re-enter the new password. If the User has correctly performed the activity, he/she will be returned to the Arizona Welcome Screen to select the appropriate Database and Agency to enter the system.

The User will have the ability to change his/her password at any time (as long as their User ID and password have not expired) by clicking on the Change password push button and invoking the Change Password window.

Upon moving out of the Password field on the Arizona Welcome Screen - [Log On] window, the system will display the following message at the bottom of the screen: "Your password will expire in XX days" with the xx's being the correct number of days left. When the User's password will expire in 10 days or less, the system will flash this message on screen.

Currently, User passwords will default to expire 45 days from the date of their creation/refresh by the System Administrator.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.5.7 : Arizona WIC - [Log On]

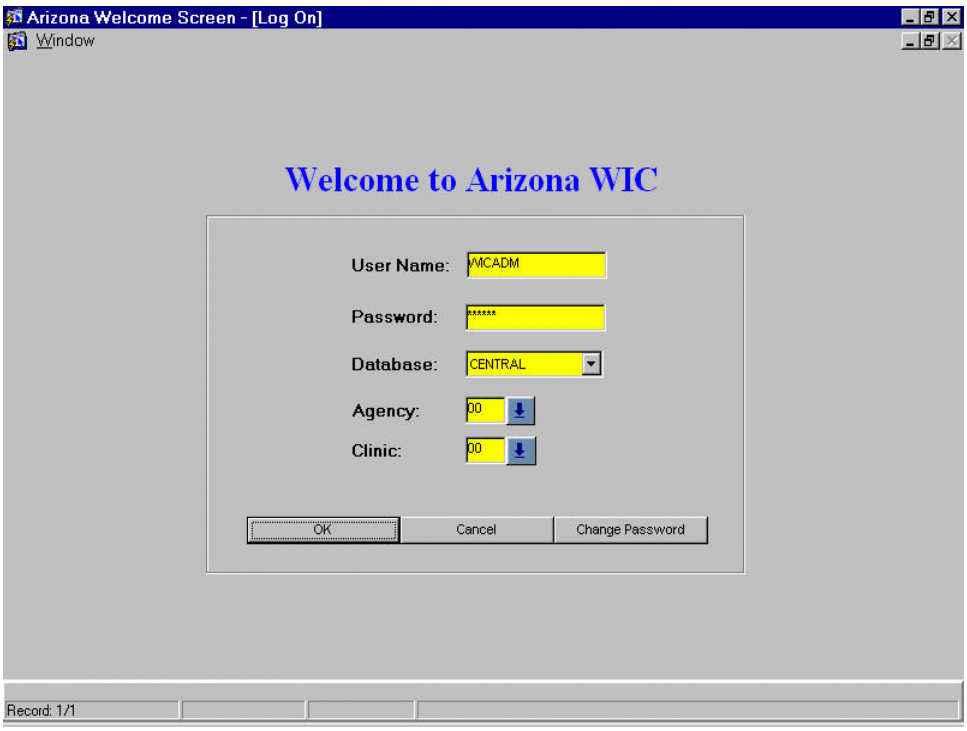

Figure 9 - Arizona WIC - [Log On]

Fields

User Name - The User enters his/her AIM system User ID in this field. This field is mandatory.
Password - The User enters his/her AIM system User password in this field. This field is mandatory.
Database - Clicking the list of values button here allows the User to select the database to log into. The User can choose either the Central database at the Integris Operations Center or the Local Database at their Local Agency. This field is mandatory and defaults to Local.
Agency - Clicking the list of values button here allows the User to select the State or Local Agency to log into. This field is mandatory.
Clinic - Clicking the list of values button here allows the User to select the Clinic to log into. The User may select all Clinics under the Local Agency entered above by putting a 00 in this Clinic field.

Push Button(s)

OK - Clicking on this button allows the User to enter the AIM application and view the Main Menu screen.
Cancel - Clicking on this button allows the User to exit the AIM application.
Change Password - Clicking on this button displays the Arizona WIC - [Log On] -Change Password window to allow the User to change his/her password.

Calculation(s):

None

Background Process(es):

The system validates the entered Username and password against the User IDs and passwords entered in the Security screen (System Administration) for the selected Agency.

Based upon the User ID entered in this logon screen, the AIM system will record the User ID and date of creation for all data in all databases and tables in the system. Updated records will have the User ID and date of change also recorded. The previously recorded User ID and date will be overwritten by the User ID of the last person updating the record. The previously recorded User ID will not be overwritten if the current User simply views the record.

As an additional barrier against unauthorized access to the system, the AIM system will log the User out of any application screen he/she is in and return to the Arizona WIC - [Log On] window if the User doesn't perform any navigation or navigation through system screens for 10 minutes. The system will not retain any entered information that hasn't been saved. If the application continues to remain inactive for 30 minutes the system will completely close the AIM application.

Section 6 - 1.1.5.8 : Arizona WIC - [Log On]-Change Password

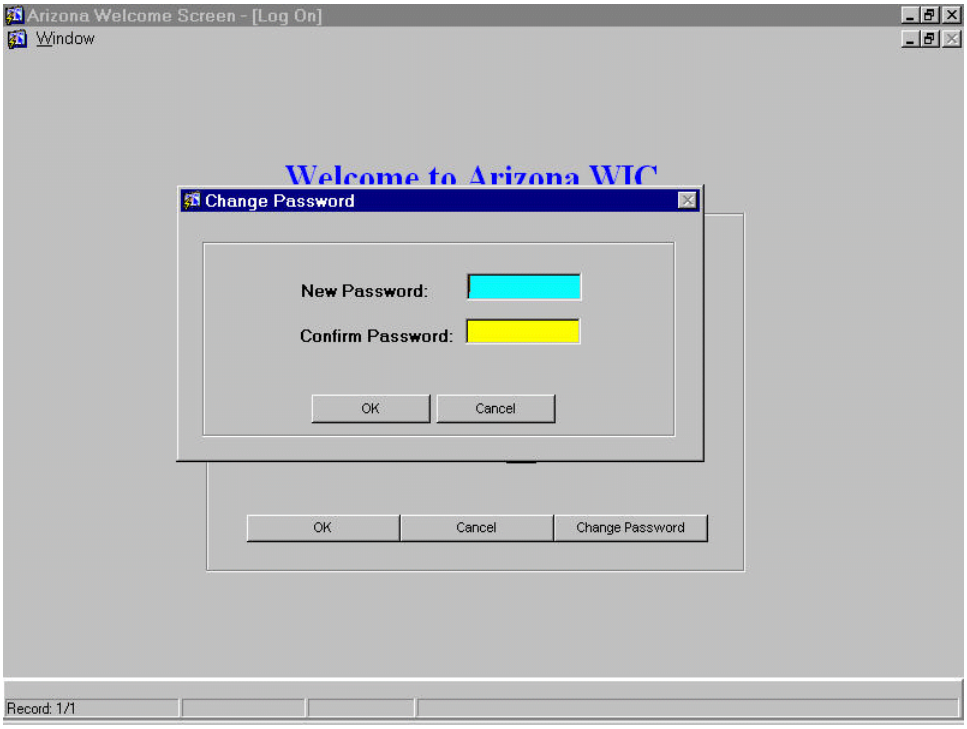

Figure 10 - Arizona WIC - [Log On]-Change Password

Fields

New Password - This field allows the User to enter a new password corresponding to their User ID for the AIM Application. This field is mandatory.
Confirm Password - This field allows the User to re-enter his/her new password which will correspond to the User ID for the AIM Application. This field is mandatory.

Push Button(s)

OK - Clicking on this button captures the new password entered by the User and saves the new password to correspond with the User's ID in the security screen.
Cancel - Clicking on this button allows the User to exit this window without saving his/her new password changes.

Calculation(s):

None

Background Process(es):

The system validates the entered confirm password against the new password entered. After clicking the OK button, the new password is saved with the corresponding User ID in the Security screen (System Administration).

Systems Administration

Section 6 - 1.1.5.9 : Initiate End of Day Processing

Priority: Required

Window: End of Day

Report: No

FSRD Reference: SA2.3, SA4.1, FM5, FPR1.1, FPR1.2, FPR1.8, FPR2.1, FPR5.1, FPR5.2, FPR5.3, FPR5.4, FPR5.5, FPR5.6, FPR5.7, FPR6.1, EP7.2

Narrative:

This Window permits the User to initiate the end of day processing procedures required at different host computer sites. This processing synchronizes all the data at the Local Agency Servers to the data at the Central Operations Server at Integris. This screen allows the User to initiate the process manually, though each Local Agency's AIM database will have a pre-programmed time that the End of Day process initiates automatically.

Additionally, end of day will perform the following tasks:

Processes	LA	Central	Bank
Perform backup			
Delete future appointments for participants who have transferred from one Clinic to another within an agency	x	x	
Automatic termination of participants no longer eligible (omit if done during Clinic day)	x		
Perform automatic category changes	x		
Mark appointments as Missed or Kept	x		
Delete information no longer used by the system (Includes participants with no Certification Record after 60 days on system)	x		
Set exclusively breastfeeding participants to active status	x		
Void FIs not deposited after the stale date		x	
Generate notice of ineligibility and appointment letters	x		
Initiate Autodialer*	x		
Gather updated participant information, new issuance information, void information, requests for transfer, and outreach org. information	x		
Send Updated Local Agency information to Central server	x	x	
Delete information no longer used by the system	x	x	
Compile direct payment and revalidated FI information and send to bank		x	x
Compile vendor information to send to bank		x	
Consolidate participant information		x	
Financial - process totals and store in F_CASELOAD table. Totals are based on priority, language, caseload type, ethnic group and poverty level		x	

Update caseload assignment information from the Clinics		x	
Consolidate and update all food instrument data to calculate FI obligation value		x	
Search for potential dual enrollment participants		x	
Compile new issuance and void information to send to bank		x	x
Poll bank, send and receive FI and Vendor information		x	x
Create consolidated record of all FI issuance and redemption information and create vendor payment records		x	
Create date of current food funds available from all sources as well as current food obligations and expenditures to establish current cash position		x	
Financial (end of month) - Populate F_INCOME to POVERTY table. These values are used in populating of caseload table		x	
Vendor (end of month) calculate and update peer group averages		x	
Vendor (end of month) run and print analysis factor reports		x	
Generate dual enrollment report to be sent to agencies		x	
Gather new/updated data to be sent to the agencies		x	
Process transfer requests		x	
Prepare archival retrieval data		x	
Print out status logs		x	
Initiate Polling Process		x	
Consolidate information from central		x	
Transmit System Tables		x	
Update System Tables	x	x	
Update caseload assignment information from the Clinics	x		
Update records at losing agencies for transferred participants and delete any irrelevant transfer information	x		
Send redemption/rejection information to agencies	x		
Transmit archival parts. and vendors and update records at agencies	x	x	
Print out status logs of the process	x		

*The auto-dialer functionality will be built into the end of day process at a later date. The system will extract participant demographic and appointment related data from the system and create a file that is read by the auto-dialer software. The specifications for this software will be developed when an auto-dialer software vendor is selected and the decision to run the auto-dialer centrally or distributed is made. The software to extract the data will then be developed, integration tested and implemented with the auto-dialer software that is selected.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.5.10 : : End of Day

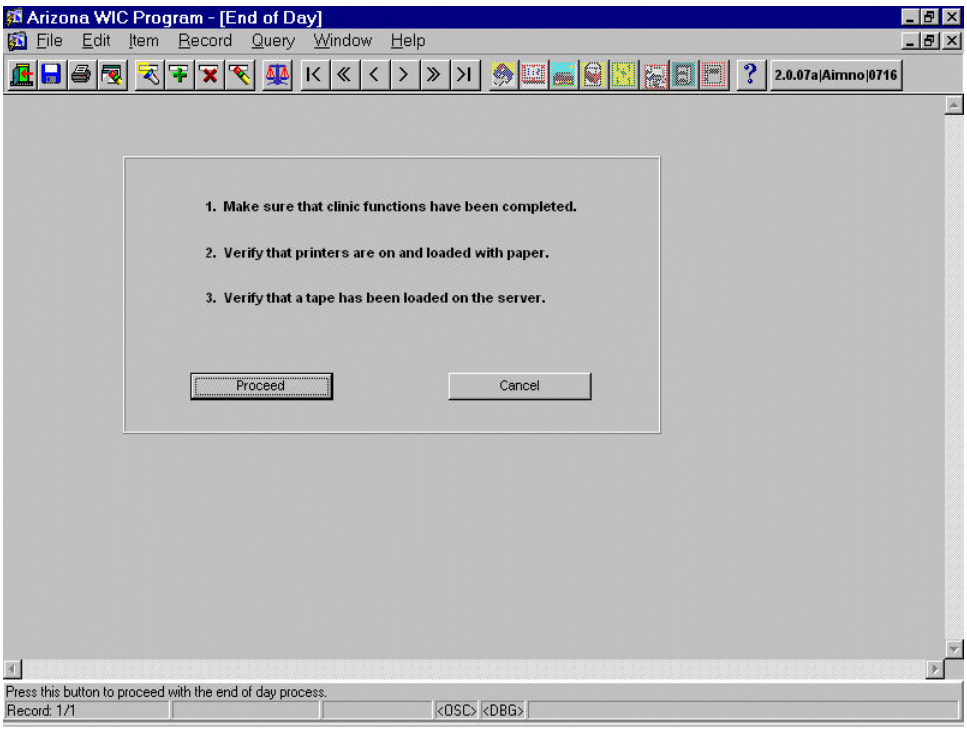

Figure 11 - End of Day

Push Button(s)

Proceed - Click on this button to initiate the End of Day processing.
Cancel - Click on this button to cancel/exit the End of Day Window.

Calculation(s):

None

Background Process(es):

The system shuts down the application database, then performs the activities detailed in the table on the previous pages above. When these activities are complete, the system brings the database back up.

The system prints several reports and logs during and after the end of day process. Some are used for participant communications, other are used to track the successful completion of the end of day process. The following is a list of the logs and outputs that are generated at the Central and Local Agencies from the End of Day process:

Central

Ctrl_sql.log - A list that details by date the participants at each agency whose records were added, deleted or updated. This includes information regarding the processing of food instruments.
Sql.log - A historic list that details by date the participants at each agency whose records were added, deleted or updated.
Ec.log - A list that details by date and time that all Central Agency scripts initiated and finished.
Ec_his.log - A historic list that details by date and time that all Central Agency scripts initiated and finished.
Mon_bank.log - A historic log file that details by date and time that scripts are initiated and completed to transfer information back and forth between the Central Database and the Banking Intermediary.
Agcy_01.log - This script details for a single Local Agency (in this case 01) the table data that was extracted from the agency's base tables, updated at the Central server, then exported from the Central server database.
Agcy_01_his.log - This script is a historic log which details for a single Local Agency (in this case 01) the table data that was extracted from the agency's base tables, updated at the Central server, then exported from the Central server database.
01_ec4_retrieve.log - This scripts details that the scripts concerning retrieving and storing requested archived data at the Central Database have run.

Local Agency

Ea.log - This script details by date and time that outputs at the Local Agency have printed.
Mon_agcy.log - This is a historic log that details by date and time that connections and file transfers were successful to and from the Central Server database.
Agcy_ctrl.log - A list that details inserts of all new and updated data into the End of Day temporary tables. It also provides information regarding the export of these tables for preparing the zip file to be sent to the Central Server database.
Agcy_sql.log - A list that details participants who have been terminated or experienced a category change during the End of Day process.
Appt_Not.log - Details whether the printing of appointment notices was successful or unsuccessful.
Ctrl_agcy.log - A list that details the transfer of base table, participant and food instrument data from the Central Server Database to the Agency Server Database.
Agcy_01.log - A historical log which details for the agency the data that was extracted from the agency's base tables and exported to the central server.
EC4_DUAL - This report prints out at each Local Agency detailing the Participant ID, Name, Birth Date, Category, Address and Phone Number of Participants who are showing a dual enrollment in the AIM system.
Ineligibility Notices - The system prints out a letter for each participant who has been determined ineligible through the end of day process.
Appointment Notices - The system prints out a letter for each participant who is scheduled to have a WIC / CSFP appointment in 14 days.
Appointment Labels - The system generates a mailing label for each Appointment notice letter generated.
CSF Notice to Reapply - The system generates a letter for each participant who must reapply for CSF because their eligibility will end in 6 weeks.

Systems Administration

Section 6 - 1.1.6 : Producing a Participant Characteristics File

Priority: Required

Window: Participant Characteristics

Report: No

FSRD Reference: SA5.1

Narrative:

This Window permits the User at the Integris Operations Center to create a Participant Characteristics file and save the file to the network or create a CD for submission to ABT associates to meet federal reporting requirements. Integris will create the file and make it available for ADHS to review. The alotted review time will be 10 to 20 business days to allow ADHS staff sufficient time to ensure that the data is accurate and complete. After ADHS staff have approved the file content as satisfactory, Integris will create a CD Rom for final submission. A detailed write-up of this procedure will be included in the Run Book used by AIM Help Desk staff.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.6.1 : Participants Characteristics

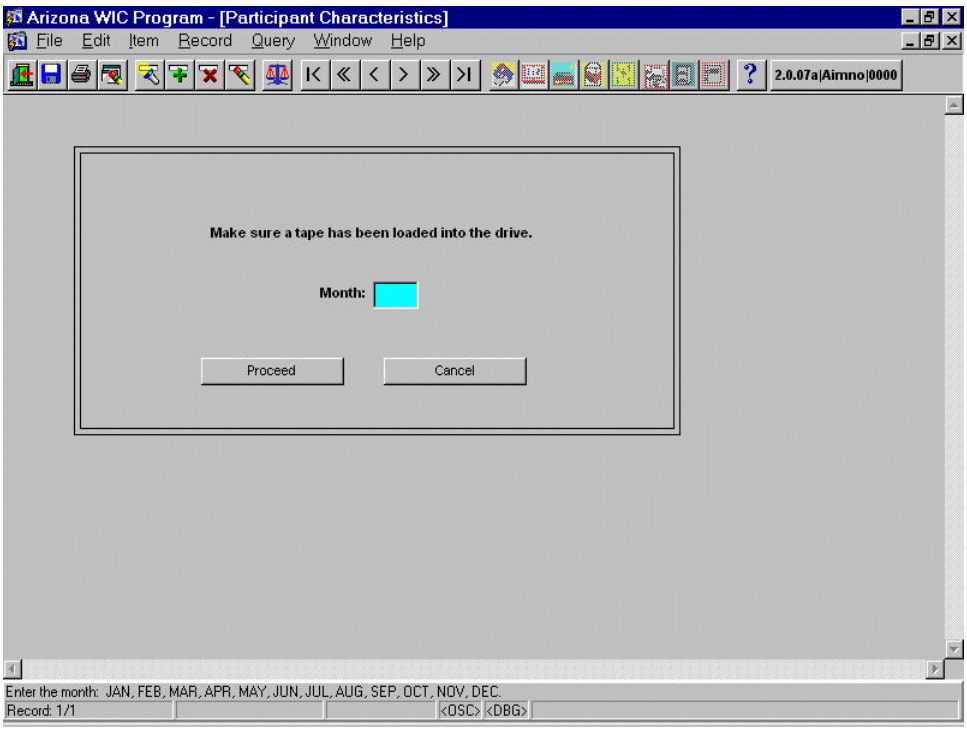

Figure 12 - Participant Characteristics

Fields

Month - A mandatory field entered by the User (Mon format) which defines the month that the "snapshot" of participant data is captured. This is usually April.

Push Button(s)

Proceed - Click on this button to initiate the creation of the participant characteristics tape.
Cancel - Click on this button to cancel/exit the Window.

Calculation(s):

None

Background Process(es):

The system runs sql scripts to extract the necessary participant data from system tables and writes this information to a single ASCII file stored on a predetermined server directory.

Systems Administration

Section 6 - 1.1.6.2 : Producing a CDC Pregnancy Nutrition Surveillance File

Priority: Required

Window: CDC Pregnancy Window

Report: No

FSRD Reference: SA 5.3

Narrative:

This Window permits the User at the Integris Operations Center to generate the Pregnancy Nutrition Surveillance Information Report file. Integris will create the extract file (at the end of each quarter and on an ad hoc basis) and make it available for ADHS to review. The alotted review time will be 10 to 20 business days to allows ADHS staff sufficient time to ensure the data is accurate and complete. ADHS staff will approve the file content as satisfactory and Integris will create either a CD Rom or set of diskettes for final submission to CDC. A detailed write-up of this procedure will be included in the Run Book used by AIM Help Desk staff.

At the time of this submission, Arizona is sending this file via email, but the CDC is reassessing the security risks associated with this method and will implement an encryption procedure for file submissions.

The CDC Pregnancy extract file that is sent to CDC each quarter covers activity that occurred during the past three months. The From and Thru date fields provide the User the capability of specifying the beginning and ending of the three month period, or a longer time period for an ad hoc report, because CDC frequently requests runs for older time ranges that may be larger than a three month range.

Access to this screen will be confined to a select number of state agency Users, though Local Agency staff will have access to the same type of data provided in this report via the Discoverer Ad Hoc query tool.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.6.3 : CDC Pregnancy

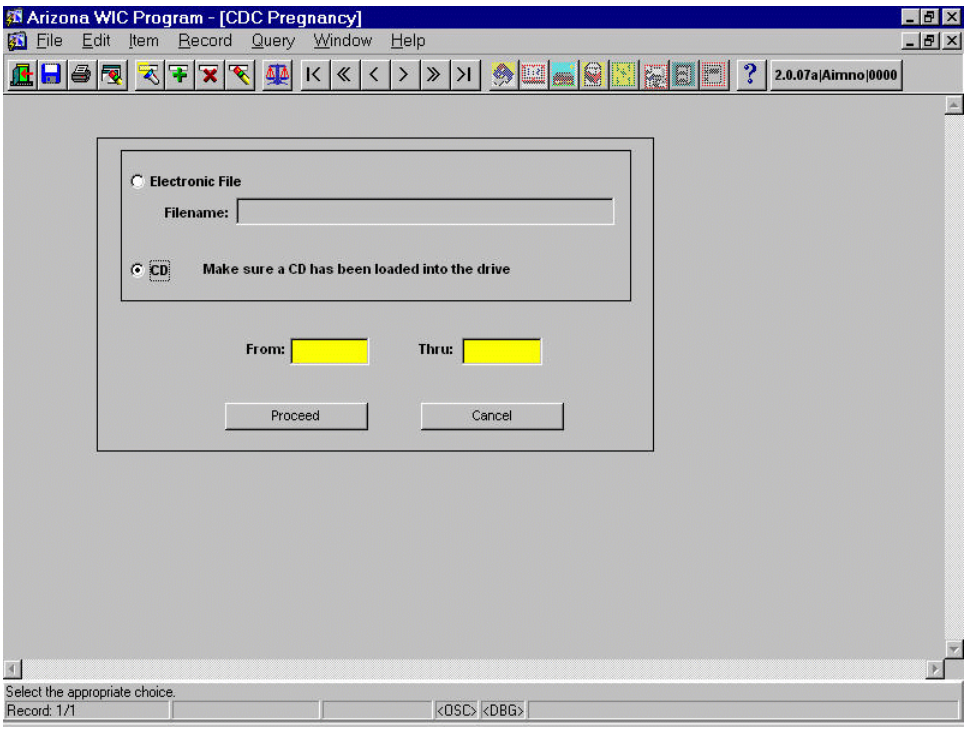

Figure 13 - CDC Pregnancy

Fields

Filename - Name of the file to be created. This field is optional.
From/Thru - The range of dates upon which the report will filter data, excluding information not falling within the specified range. These fields are mandatory.

Radio Button(s)

Electronic File - The User will select this button if he/she wishes to create an electronic version of the report for storage on the network server.
CD - The User will select this button if he/she wishes to create a CD to store the report being generated for the selected time period. This CD will then be sent to the CDC.

Push Button(s)

Proceed - Click this button to initiate the creation of the CDC pregnancy file or CD.
Cancel - Click this button to cancel/exit the Window.

Calculation(s):

None

Background Process(es):

The system runs sql scripts to extract the necessary information from pregnant participant records and writes this information to an ASCII file stored on a predetermined server directory or CD Rom.

Systems Administration

Section 6 - 1.1.7 : Producing a CDC Pediatric Nutrition Surveillance File

Priority: Required

Window: CDC Pediatric

Report: No

FSRD Reference: SA 5.2

Narrative:

This Window permits the User at the Integris Operations Center to generate the Pediatric Nutrition Surveillance Information Report file. Integris will create the extract file (at the end of each month and on an ad hoc basis) and make it available for ADHS to review. The alotted review time will be 10 to 20 business days to allows ADHS staff sufficient time to ensure the data is accurate and complete. ADHS staff will approve the file content as satisfactory and Integris will create either a CD Rom or set of diskettes for final submission to CDC. A detailed write-up of this procedure will be included in the Run Book used by AIM Help Desk staff.

At the time of this submission, Arizona is sending this file via email, but the CDC is reassessing the security risks associated with this method and will implement an encryption procedure for file submissions.

The CDC Pediatric extract file that is sent to CDC each month covers activity that occurred during the past month. The From and Thru date fields provide the User the capability of specifying the beginning and ending of the 1 month period, or a longer time period for an ad hoc report, because CDC frequently requests runs for older time ranges that may be larger than a 1 month range.

Access to this screen will be confined to a select number of State Agency Users, though Local Agency staff will have access to the same type of data provided in this report via the Discoverer Ad Hoc query tool.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.7.1 : CDC Pediatric

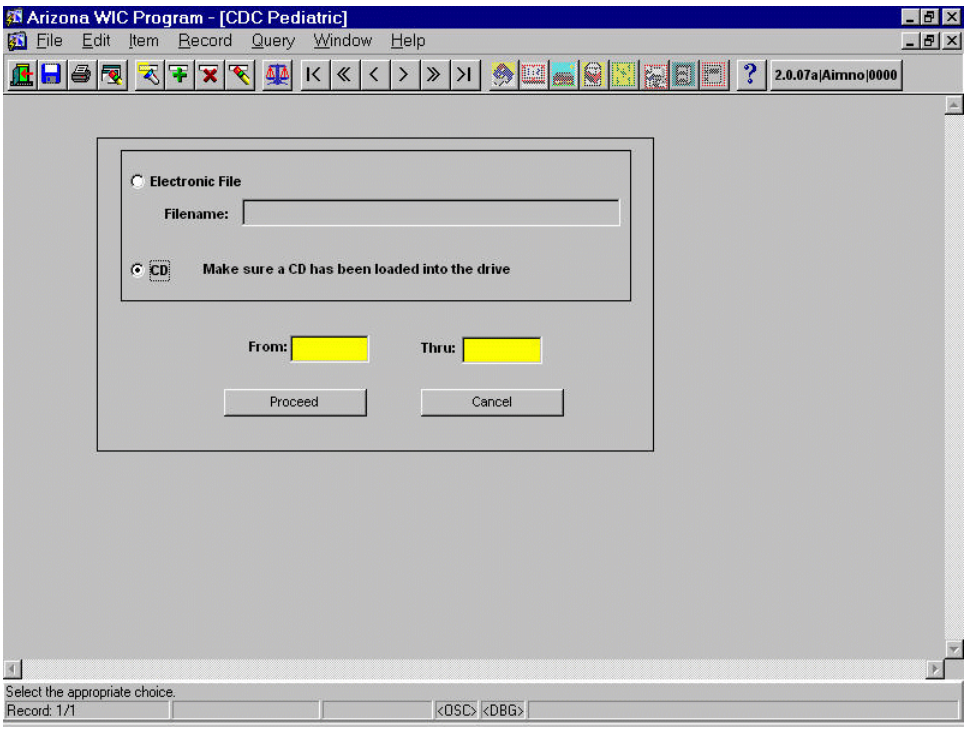

Figure 14 - CDC Pediatric

Fields

Filename - Name of the file to be created. This field is optional.
From/Thru - The range of dates upon which the report will filter data, excluding information not falling within the specified range. These fields are mandatory.

Radio Button(s)

Electronic File - The User will select this button if he/she wishes to create an electronic version of the report for storage on the network server.
CD - The User will select this button if he/she wishes to create a CD to store the report being generated for the selected time period. This CD will then be sent to the CDC.

Push Button(s)

Proceed - Click this button to initiate the creation of the CDC pediatric CD.
Cancel - Click this button the cancel/exit the Window.

Calculation(s):

None

Background Process(es):

The system runs sql scripts to extract the necessary information from pediatric participant records and writes this information to an ASCII file stored on a predetermined server directory or CD Rom.

Systems Administration

Section 6 - 1.1.7.2 : Updating a CDC / Participant Charac. File Transmission Log

Priority: Required

Window: CDC / PC File Transmission Log Window

Report: No

FSRD Reference: SA 5

Narrative:

This window allows the User responsible for the final transmission of CDC files (Pregnancy and Pediatric) or Participant Characteristics files to record information concerning the dates and other information about the files sent. This window is used for tracking purposes to reference transmission information about any files that may not have reached the CDC or USDA successfully. This window will only be accessible at the State level for viewing to those ADHS staff assigned the appropriate role.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.7.3 : CDC / PC File Transmission Log

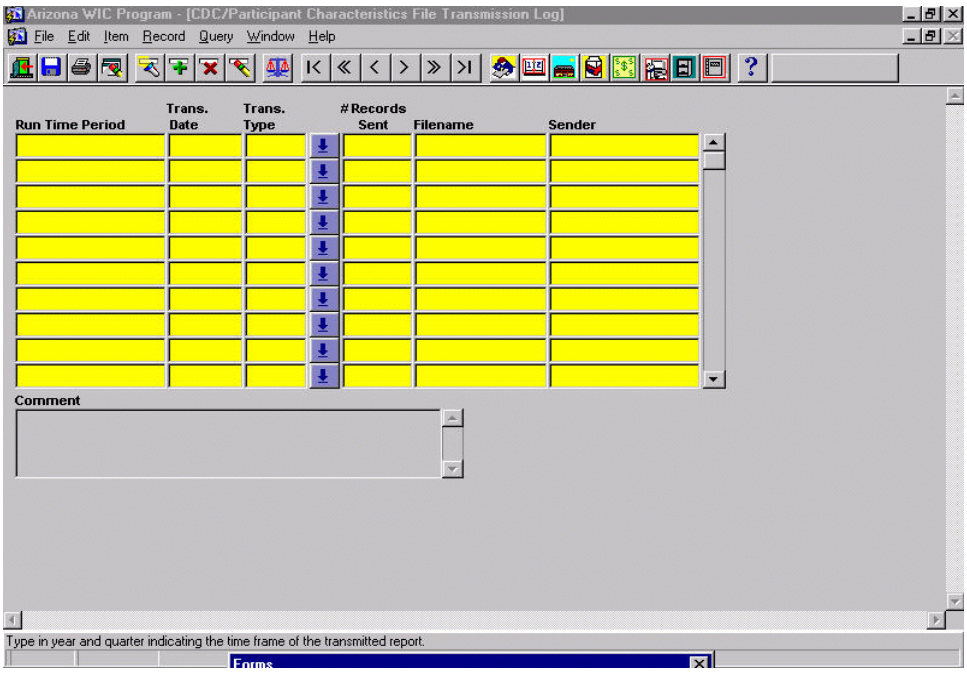

Figure 15 - CDC / PC File Transmission Log

Fields

Run Time Period - The User entered year and quarter indicating the time frame the content of the file covers. This field is optional.
Trans. Date - The User entered date the file was submitted electronically or via CD to the CDC or USDA. This field is optional.
Trans. Type - The User selected type of file sent; Pregnancy, Pediatric or Participant Characterisitics. This field is optional.
 # records sent Records Sent - The User entered number of records included in the file transmission recorded here. This field is optional.
Filename - The User entered name of the electronic file generated by the User running the CDC Pediatric, CDC Pregnancy, or Participant Characteristics screen. This filename is system generated, but is User entered here. This field is optional.
Sender - The Last name, First Name of the Staff Member responsible for transmission/submission of this file to the CDC or USDA for reporting. This field is optional.
Comment - The User may enter comments concerning the transmission record entered here. This field is optional.

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.8 : Inter Agency - File Upload

Priority : Required

Window : ss_dual_enrollment

Report : No

FSRD Reference :

Narrative:

In order to run the cr_dual_enrollment report for "Inter Agency" option, i.e. to find the dual enrollment between AZ WIC and ITCA WIC or AZ WIC and NAVAJO Nation WIC, the User needs to upload the data file for both the agencies in AZ WIC database, this is done using this screen. This form allows the upload of the data file. After this upload the User can run the dual enrollment report to get the results of possible dual enrollment candidates in ITCA and NAVAJO WIC. The User is allowed to upload only one data file at a time for each agency.

Date Current As Of : Run Time

Frequency : On Demand

Roles(s) : Enrollment and Certifications

Section 6 - 1.1.8.1 : Inter Agency File - Upload

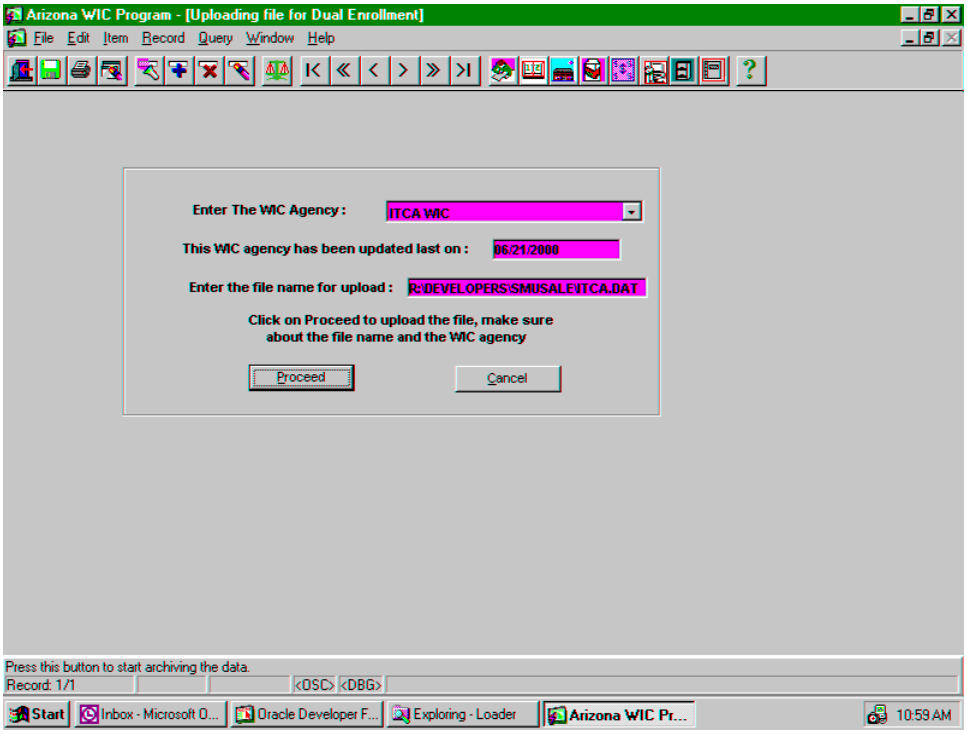

Figure 16 -Uploading File for Dual Enrollment

Fields :

WIC_agency - Enables the User to select ITCA WIC agency or NAVAJO WIC agency.
Last Updated Date - The last upload date for the data file for corresponding WIC agency
File Name - Enables User to enter the data file name for corresponding WIC agency

Push Button(s)

Proceed - Pressing this button will actually upload the data file
Cancel - Pressing this button will cancel the process of upload

Calculations

None.

Background Processes

This process reads the file from ITCA or the Navajo Nation and loads the data into a table that is then used for the dual enrollment report comparison.

Systems Administration

Section 6 - 1.1.9 : Laptop Administration

Section 6 - 1.1.10 : Load/Unload Clinic

Priority: Required

Windows: Load/Unload Clinic

Report: No

FSRD Reference: SA 6.1, SA 6.2

Narrative:

This window permits the User, when utilizing a desktop workstation (not a laptop) connected to the server, to check out or check in data necessary to support remote laptop functionality. This window differs from the Load/Unload Laptop window which is used when the Staff Member is utilizing a laptop. In this Load/Unload Clinic screen, the User is able to transfer the necessary table and/or participant data to diskette(s). **Note:** A User may only transfer one Clinic at a time onto diskette(s), but is allowed to transfer a second Clinic onto diskette(s) without uploading the previous one back onto the Local Agency Server.

The User selects the Clinic to "check out" from the system, then enters the number of expected participants. The system will then populate the Number of FI's field with a value 4 times that of the value entered in the Number of Expected Participants field. The User has the ability to change the the Number of FI's value at his/her discretion. After clicking the Check out radio button and clicking on the desired data for download, the User clicks the proceed button to copy the necessary data from the server to the diskette(s). The User will load the information on the diskette(s) onto the the laptop utilizing the Load/Unload Laptop window. Upon completion of providing the satellite services, the User can then return the Clinic to the diskette, take the diskettes to the desktop workstation, return to the Load/Unload Clinic screen, select the Clinic once again, click the Check In radio button, then click the Proceed button to update the server database with those participant records which have been modified while in use at the satellite Clinic. When the FI information is checked back into the Local Agency Server, the database automatically assigns FI records to the unused FI numbers and assigns them a void code indicating they have been unused. The User does not modify Table Data when the Clinic is checked out.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.10.1 ` : Load/Unload Clinic

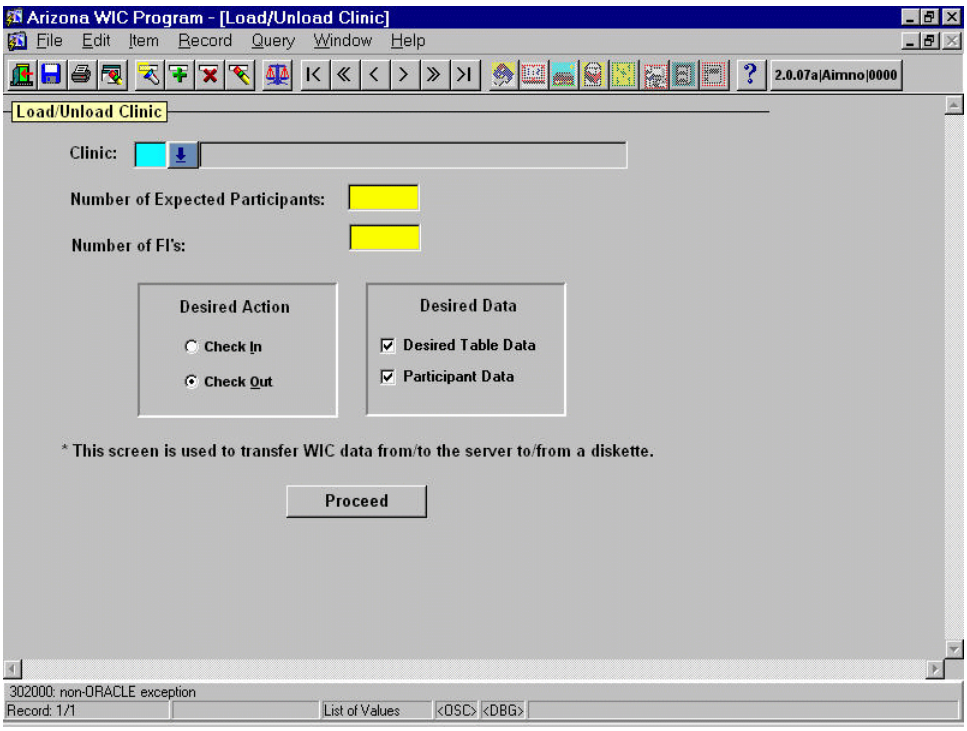

Figure 17 - Load/Unload Clinic

Fields

Clinic - Select the Clinic from the list to be loaded/unloaded to diskette. This field is mandatory.
Number of Expected Participants - The User enters the number of participants that are expected to be serviced during the time period the Clinic will be checked out from the server. These fields are mandatory.
Number of FI's - The system will provide a default value in this field that is 4 times that of the value entered by the User in the Number of Expected Participants field. The User has the ability to change the default value.

Radio Button(s)

Check In - Selected by the User if the Clinic selected above is to have its modified participant records update the Clinic locked on the server.
Check Out - Selected by the User if the Clinic selected above will be downloaded to the diskette(s) for use at a satellite site.

Check Box(es)

Desired Table Data - The User selects this check box if a download of the table data to the diskette(s) is desired. It is recommended that the User always select this box in order to ensure that the table data on the laptop is current. This is especially important because some table data is Clinic specific. The system will default to this box being checked.
Participant Data - The User selects this check box if a download / upload of participant data to/from the diskette(s) is desired.

Push Button(s)

Proceed - Proceeds with the loading or unloading of the Clinic data. When the proceed button is clicked a message box will display "working" while data is gathered from the source. If the User does not want to proceed with the load or unload process, he/she can simply click the Exit icon on the toolbar to leave the screen.

Calculation(s):

Calculates the number of diskettes needed to unload the Clinic. A message is displayed indicating how many diskettes are needed.

Background Process(es):

None

Systems Administration

Section 6 - 1.1.10.2 :: Update Lock Table View and Modify Table

Priority: Required

Window: Lock Table View and Modify Window

Report: No

FSRD Reference: SA 6.2, AS9.1

Narrative:

The Lock Table view and Modify Window enables Local Agency System Administrators to view all Clinics in that Local Agency and determine which Clinics are currently loaded onto diskette(s) or laptop for use in satellite site(s). In certain rare situations, the check out flag can be removed to allow Clinic functions to be performed on the Local Agency server. The flag should then be immediately reset. This function should be exercised with extreme caution. Changes made to a participant record on the server and to the same record which has been downloaded to the laptop or diskette(s) will cause conflicts when the participant record from the laptop or diskette is checked back into the server.

One advantage of removing the Checked Out Flag is that the adminstrator may immediately check an unmodified Clinic back into the server by deselecting the Clinic as checked out. This saves time by not having to actually go through the procedure of checking the Clinic back in through either the Load/Unload Clinic or Load/Unload Laptop windows. The User will save the performance of this activity by clicking on the save icon on the toolbar and may then exit the window by clicking the exit icon.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.10.3 : Lock Table View and Modify

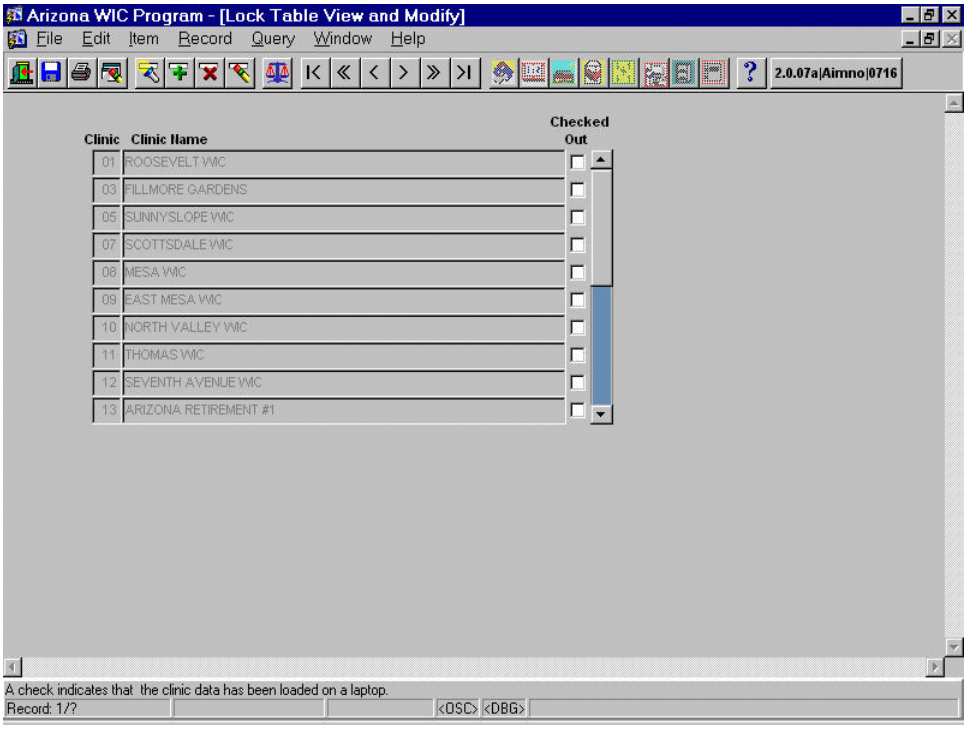

Figure 18 - Lock Table View and Modify

Fields

Clinic - The ID number of the Clinic that is checked out. This field is populated by those Clinics whose records are housed on the database the User logged into. A Local Agency administrator will be able to view all the Clinics within a Local Agency here if he/she logged into the Local Agency database. This field is display only.
Clinic Name - The name of the Clinic associated with the Clinic field. This field is display only.

Check Box(es)

Checked Out - This check box, if selected, indicates that a Clinic is "checked out" from the server onto either diskette(s) or a laptop. It is almost always activated, and is only disabled if for some reason data needs to be updated for a Clinic that is currently on a laptop or diskette(s).

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.10.4 : Load/Unload Laptop

Priority: Required

Windows: Load/Unload Laptop

Report: No

FSRD Reference: SA 6.1, SA 6.2

Narrative:

This window permits the User to check out or check in data necessary to support laptop functionality. This window differs from the Load/Unload Clinic window which is used when the User is performing this function on a desktop workstation (not a laptop) connected directly to the server via a network connection. In this Load/Unload Laptop screen, the User is able to transfer the necessary table and/or participant data to/from the network or diskette. **Note:** The system only allows a single Clinic's information to be loaded onto a laptop at one time.

The User selects the Clinic to "check out" from the system, then enters the number of expected participants and FI's. After clicking the Check out radio button and clicking on the desired data for download, the User clicks the radio button corresponding to the appropriate method of data transfer, then clicks the Proceed button to copy the necessary data from the server or laptop to the diskette(s). Upon completion of providing the satellite services, the User then returns to this screen and selects the Clinic once again, then clicks the Check In radio button, selects the type of data to transfer and the method by which to do it. Finally the User clicks the Proceed button to update the server database or populate the diskette(s) with those participant records which have been modified while in use at the satellite Clinic. When the FI information is checked back into the Local Agency Server, the database automatically assigns FI records to the unused FI numbers and assigns them a void code indicating they have been unused. The User should not modify Table Data when the Clinic is checked out.

Data Current As Of: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.10.5 : Load/Unload Laptop

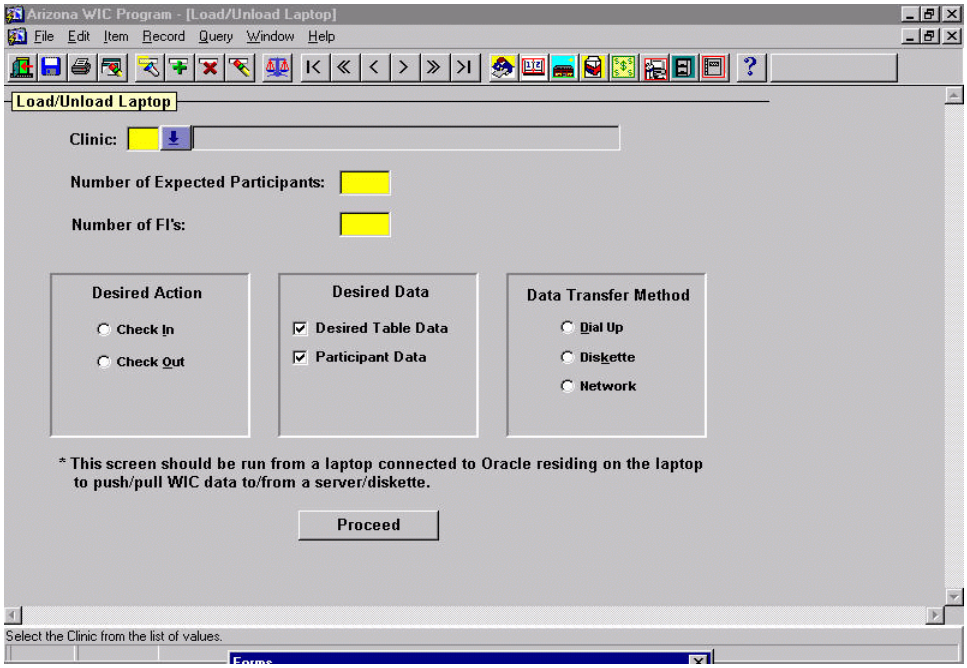

Figure 19 - Load/Unload Laptop

Fields

Clinic - Select the Clinic from the list to be loaded/unloaded to diskette. This field is mandatory.
Number of Expected Participants - The User enters the number of participants that are expected to be serviced during the time period the Clinic will be check out from the server. This field is mandatory.
Number of FI's - The system will provide a default value in this field that is 4 times that of the value entered by the User in the Number of Expected Participants field. The User has the ability to change the default value. .

Radio Button(s)

Check In - Selected by the User if the Clinic selected above is to have its modified participant records update the Clinic locked on the server or populate a diskette.
Check Out -Selected by the User if the Clinic selected above will be downloaded to the laptop from the server or diskette(s) for use at a satellite site.
Dial Up - The User selects this button if the method of data between the laptop and server will be via a dial up connection.
Diskette - The User selects this button if the data being transferred from/to the laptop will be going/coming from a diskette.
Network - The User selects this button if the data being transferred between the laptop and server will be via a direct connection the . Local Area Network.

Check Box(es)

Desired Table Data - The User selects this check box if a download of the table data is desired. It is recommended that the User always select this box in order to ensure that the table data on the laptop is current. This is especially important because some table data is Clinic specific. The system will default to this box being checked.
Participant Data - The User selects this check box if a download / upload of participant data is desired.

Push Button(s)

Proceed - Proceeds with the loading or unloading of the Clinic data. When the Proceed button is clicked a message box will display "working" while data is gathered from the source..

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.11 : Tables

Section 6 - 1.1.12 : Update Table Information

Section 6 - 1.1.13 : Update Cities

Priority: Required

Window: Maintain Cities

Report: No

FSRD Reference: SA 8

Narrative:

This Window allows Users to capture new and update existing cities being used in WIC system records. The records in this table can be selected from for use in the Maintain Locales tables, in which Users create entire locales made up of city, zip code, county and state.

Data Current: Run Time

Frequency: On Demand

Role(s): LA System Administrator

Section 6 - 1.1.13.1 : Cities

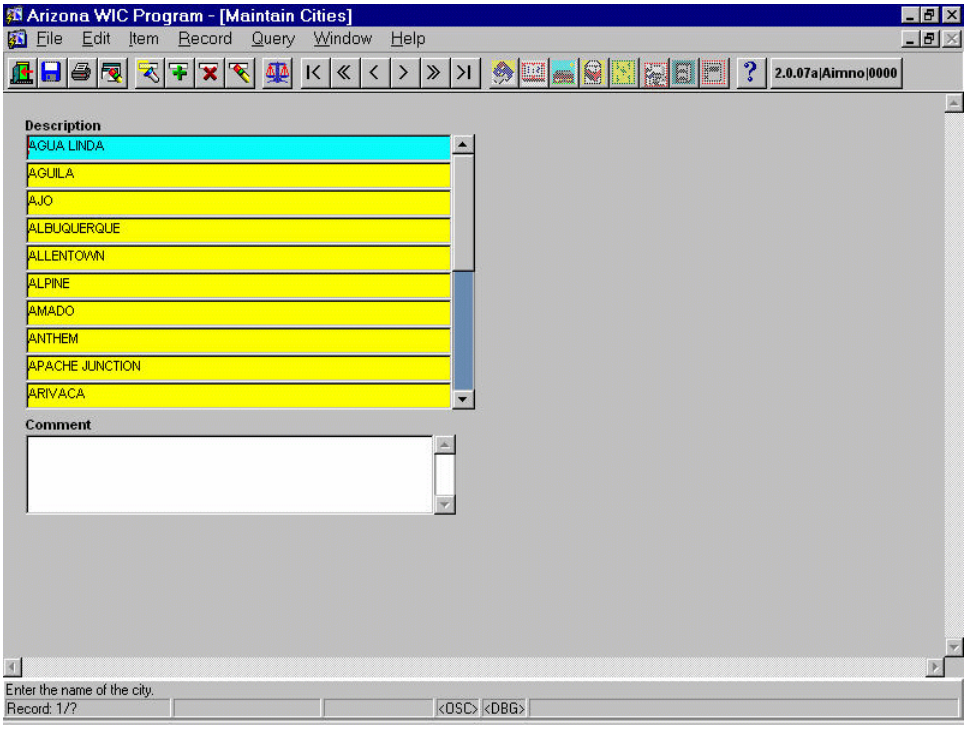

Figure 20 - Cities

Fields

Description - The name of the City being utilized by the system for record keeping, tracking and reporting purposes. This field is mandatory.
Comment - The User may enter any comments or notes regarding the City. This field is optional.

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.14 : Update Contact Methods

Priority: Required

Window: Maintain Contact Methods Window

Report: No

FSRD Reference: SA 8

Narrative:

This window serves to capture and maintain cross reference information about different contact methods used in areas such as vendor monitoring and outreach / referral organization activities. Examples of contact methods include phone calls, on site visits, etc.

Data Current: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.14.1 : Contact Methods

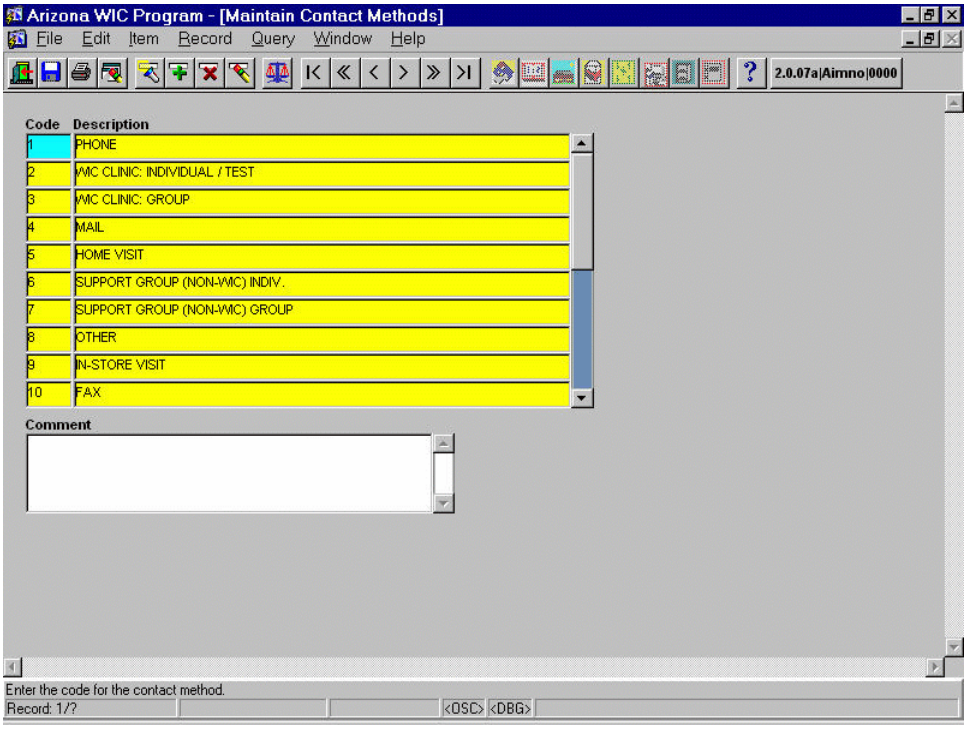

Figure 21 - Contact Methods

Fields

Code - User entered numeric code associated with a contact method. This field is mandatory.
Description - A description of the contact method associated with the code. This field is mandatory.
Comment - Any free form text that the User desires to enter concerning the contact method. This field is optional.

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.15 : Update Contact Titles

Priority: Required

Window: Maintain Contact Titles Window

Report: No

FSRD Reference: SA 8

Narrative:

This window serves to capture and maintain cross reference information about different contact titles used in vendor monitoring. Examples of contact methods include owner, manager, cashier, etc.

Data Current: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.15.1 : Contact Titles

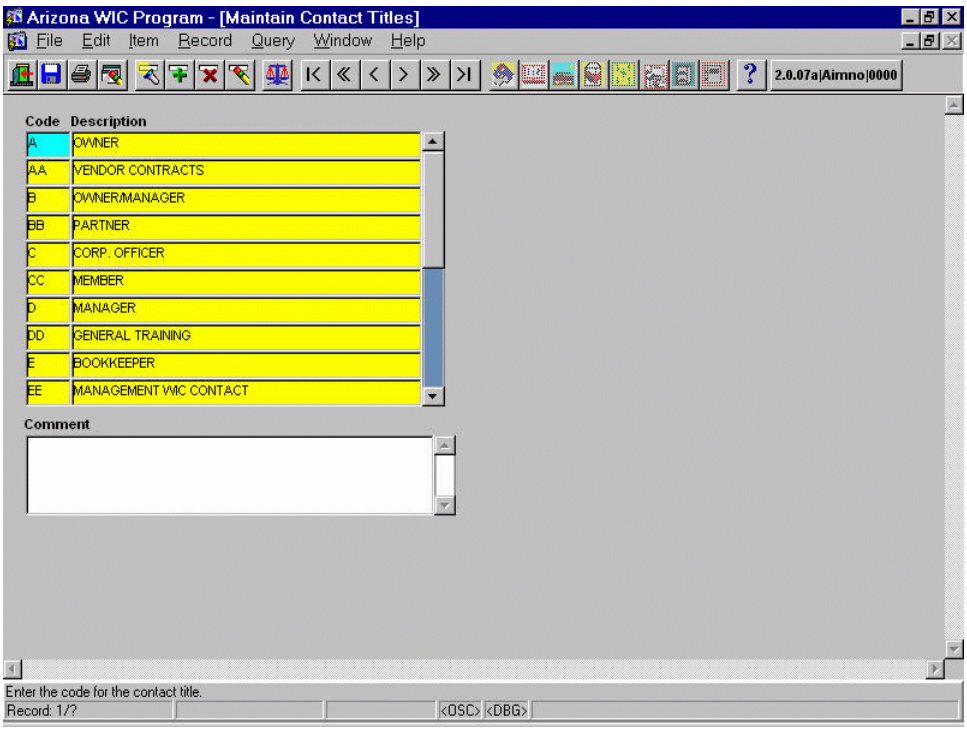

Figure 22 - Contact Titles

Fields

Code - User entered alpha code associated with a contact method. This field is mandatory.
Description - A description of the contact method associated with the code. This field is mandatory.
Comment - Any free form text that the User desires to enter concerning the contact method. This field is optional.

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.16 : Update States/Counties

Priority: Required

Window: Maintain States/Counties

Report: No

FSRD Reference: SA 8

Narrative:

This Window allows Users to capture new and update existing counties within the context of the state, and to store CDC and system codes associated with the counties. The states will be preloaded for queries by Users.

Arizona intends to store county information in this table for some counties in the U.S. without CDC codes. An example of this is a manufacturer in Columbus, Ohio who provides the state with supplies but doesn't perform WIC services. In the case of counties such as these, the CDC County Code field will be entered as 999.

Future additions to records on this screen may include, but isn't limited to, the states and counties of new manufacturers that contract to do business with the State of Arizona.

Data Current: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.16.1 : States/Counties

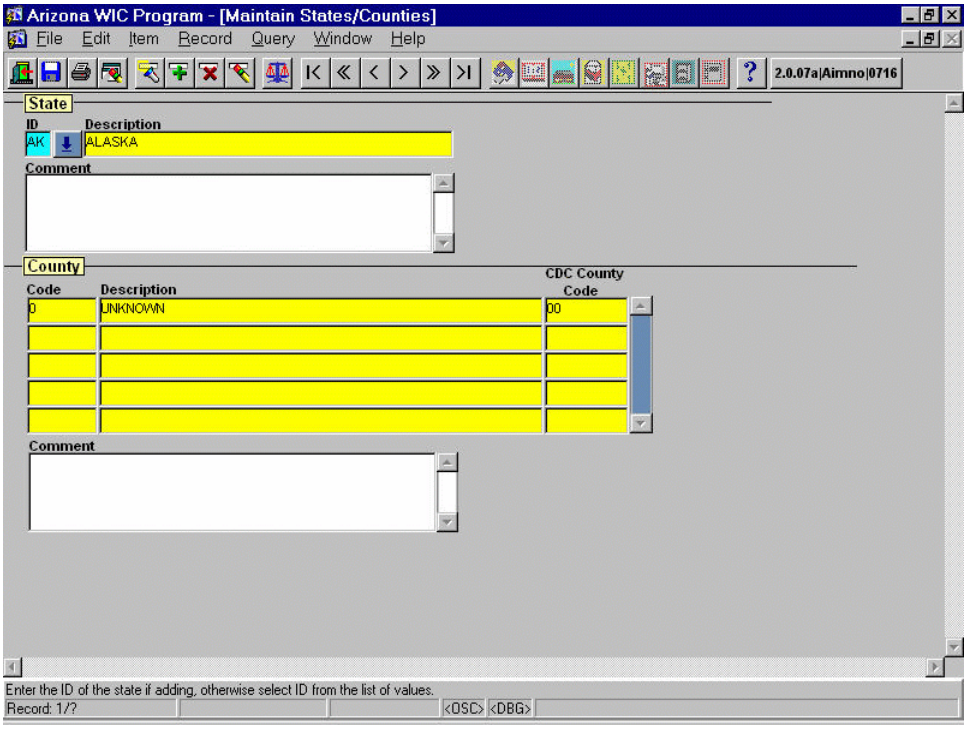

Figure 23 - States/Counties

Fields

ID - The two letter abbreviation of the state for which the User will query for counties. This field is mandatory.
Description - The name of the state for which the User will query for counties. This field is mandatory.
Comment - Free form text field for the User to enter any information concerning the specified state. This field is optional.
Code - The User entered number or letter ID associated with a particular county. This field is mandatory.
Description - The name of the county associated with the code. This field is mandatory.
CDC County Code - The numeric CDC ID of the county assigned by the Center for Disease Control. This field is mandatory.
Comment - Free form text field for the User to enter any information concerning the specified county. This field is optional.

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.17 : Update Locales

Priority: Required

Window: Maintain Locales Window

Report: No

FSRD Reference: SA 8

Narrative:

This window is intended to track all necessary combinations of locales for Arizona WIC Users to utilize in data entry of records. The system will allow the User to select locale data covering participant residences or vendors outside the state of Arizona if appropriate. Included in the tracking is the merging of city, state, zip codes and county information. This information is used in subsequent WIC functionality. The system requires that the Cities, States/Counties and Zip Code tables be populated with data prior to the creation of records in the locales table.

Data Current: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.17.1 : Locales

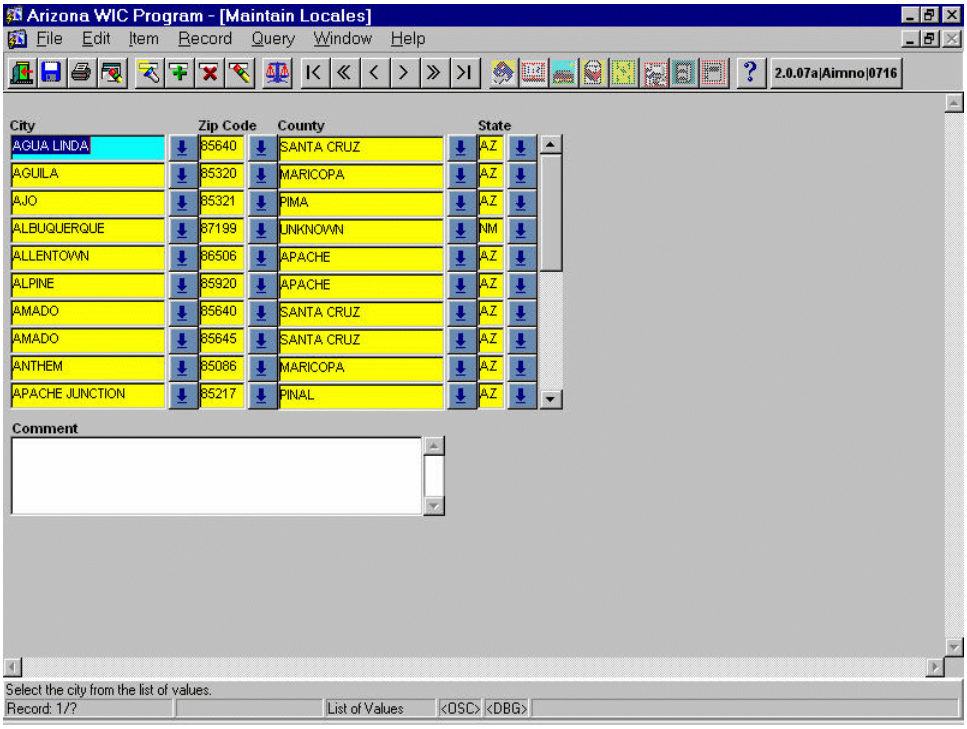

Figure 24 - Locales

Fields

City - The User will select the name of the City which is used to define the geographic location from the list of values. This field is mandatory.
Zip Code - The User will select the five digit zip code which is associated with the geographic location from the list of values. This field is mandatory.
County - The User will select the name of the County which is associated with the geographic location from the list of values. This field is mandatory.
State - The User will select the State abbreviation which is associated with the geographic location from the list of values. This field is mandatory.
Comment - Free form text field for the User to enter any information concerning the specified geographic location. This field is optional.

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.18 : Update Phone Types

Priority: Required

Window: Maintain Phone Types

Report: No

FSRD Reference: SA 8

Narrative:

This window serves to capture and maintain cross reference information about different types of telecommunications devices used by participants, vendors, manufacturers, etc. A description is given a unique associated code.

Data Current: Run Time

Frequency: On Demand

Role(s): Systems Administration

Section 6 - 1.1.18.1 : Phone Types

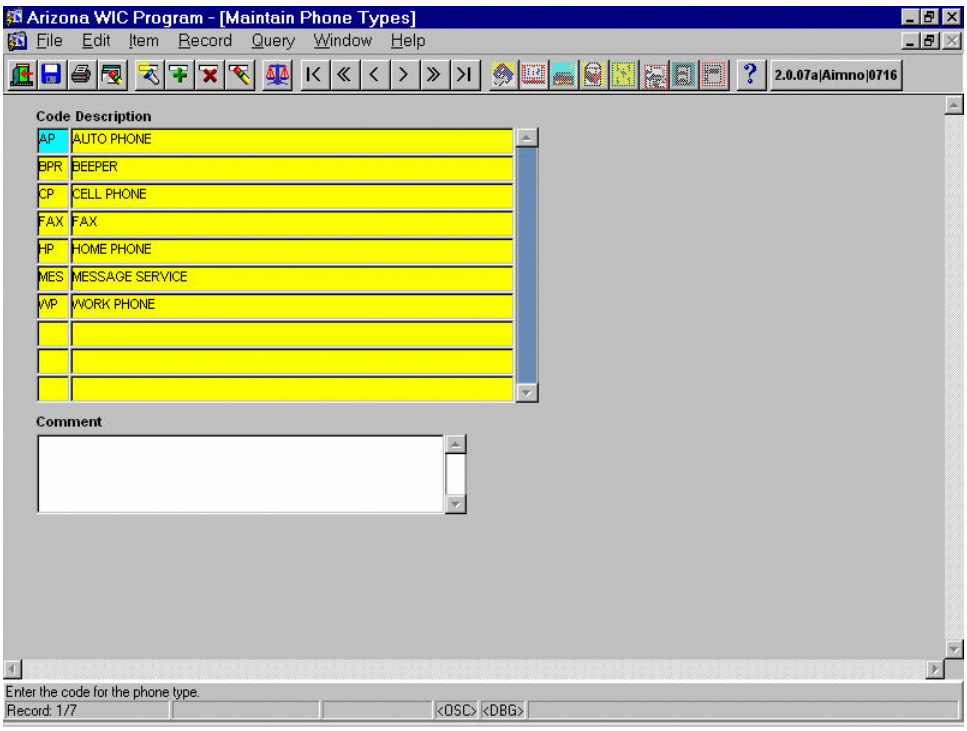

Figure 25 - Phone Types

Fields

Code - The User assigned code which references a particular form of telecommunications device. This field is mandatory.
Description - The explanation of the phone type as it refers to the associated code. This field is mandatory.
Comment - Any free form text that the User may want to enter concerning a particular phone type. This field is optional.

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.19 : Update Zip Codes

Priority: Required

Window: Maintain Zip Codes

Report: No

FSRD Reference: SA 8

Narrative:

This window serves to capture and maintain cross reference information about the zip codes used by the Arizona WIC Program. The system maintains 5 digit zip code information, with the 4 digit extension being an optional field that the User may enter on the Family Information screen in the Certification module at his/her discretion. The 4 digit extension isn't regulated by the system.

Data Current: Run Time

Frequency: On Demand

User(s): Central 3, SYSADM

Section 6 - 1.1.19.1 : Zip Codes

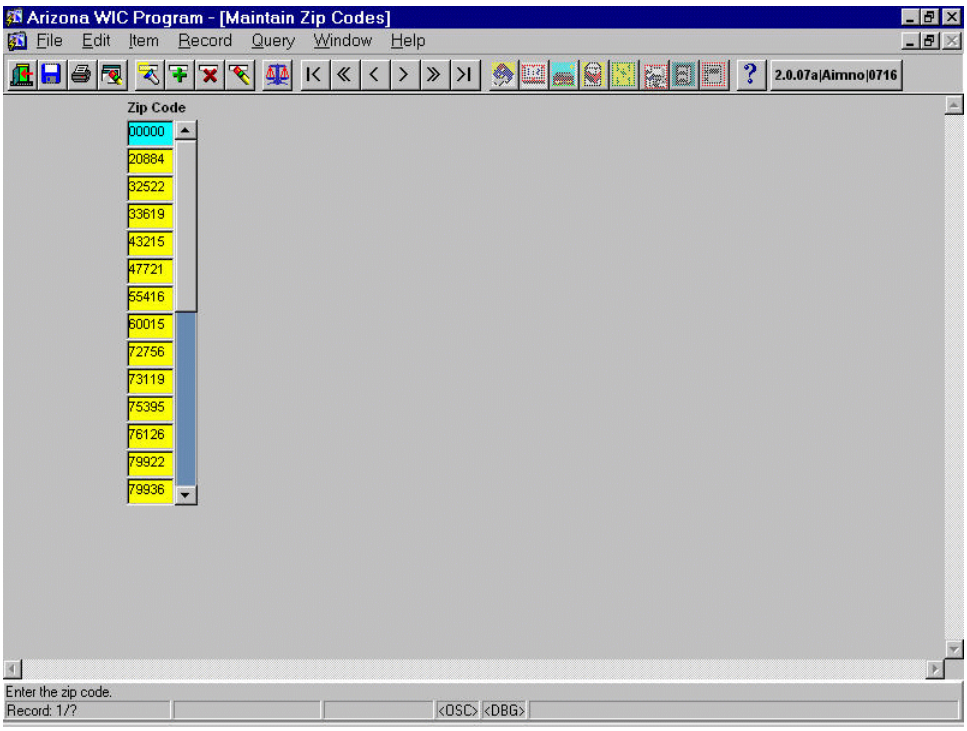

Figure 26 - Zip Codes

Fields

Zip Code - The list of five digit zip codes used by the State of Arizona in providing WIC benefits. This list will include zip codes from neighboring states from which the Arizona WIC program may receive participants or vendors. This field is mandatory.

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.20 : Email Functionality

Priority: Required

Window: None

Report: No

FSRD Reference: SA 7.1

Narrative:

This function serves to connect all local agencies and permanent Clinics via email functionality. Anticipated uses of this function are: to allow staff the ability to distribute a single communication to multiple staff, give Users the ability to attach files for transmission to other staff or Integris Operations Center for the investigation of system errors, and the sending of archive retrieval requests to the Central Operations Center.

At the time of this submittal the State of Arizona is investigating the appropriate email application to implement for statewide use by WIC and CSF staff. Currently the sites which will employ email functionality are split between Groupwise and Microsoft Exchange products. The pending recommendation was for the use of Microsoft Exchange to keep in line with the Microsoft Word application being used in conjunction with the Hawaii transfer system.

The new AIM System is not designed to be integrated, nor invoke, the email functionality regardless of what application is finally selected.

Data Current: N/A

Frequency: On Demand

User(s): All

Systems Administration

Section 6 - 1.1.21 : GIS Capability

Priority: Required

Window: None

Report: No

FSRD Reference: SA 10.2

Narrative:

This function serves to utilize software currently being used within the State of Arizona to provide state staff with GIS reporting capability. The State, at the time of this submission, is currently researching the use of ArcView GIS Version 3.1.

The State staff intend to utilize data extracted from the State or Central Operations Center AIM application database to run GIS reports to provide visual depictions of data. One example of the intended use is to plot on a map residences of WIC participants, in a User selected Geographic Location, so the User can determine an appropriate location to open a new Clinic.

The AIM application is not designed to be integrated with the selected GIS program, but does meet the required functionality through the ability to provide the necessary file exports to support GIS queries.

Data Current: N/A

Frequency: On Demand

User(s): All

Systems Administration

Section 6 - 1.1.22 : Ad Hoc Querying and Reporting Functionality

Priority: Required

Window: None

Report: No

FSRD Reference: SA 7.2, SA 10.1

Narrative:

This function serves to provide the State of Arizona with the ability to run Ad Hoc queries and run Ad Hoc reports from the data contained in the AIM application database at the Integris Operations Center, the State Agency or a Local Agency.

The State has selected Oracle's Discoverer Tool as the Ad Hoc application to be purchased. At the time of this submission, State Managment staff is currently researching the licensing agreements available for this product by the Oracle Corporation. The intent is to provide access to the tool to every Local Agency, the State Agency and Integris Operations Center if this is financially feasible.

It is expected that a minimum of Users at each Local Agency with access to the tool will utilize the Discoverer application to create and run Ad Hoc reports. The State indicated in Attachment D of the RFP (Solicitation no. H8- 032), that new Ad Hoc reports are required to be reusable and accessible to all agencies and Clinics. The suggested procedure for facilitating this requirement is the submision of the new report to an administrator at the state level for quality assurance testing and approval. Upon approval the administrator will store the new report query in an accessible location on the Wide Area Network (WAN) for use by staff statewide. Making this report query available to WIC staff statewide will satisfy Arizona's original requirement for the system to allow the State and Local Agencies to share queries.

The new AIM application isn't designed to be integrated with the Discoverer tool, but does meet the required functionality through the ability to provide the necessary file exports to support Ad Hoc queries and reporting.

Data Current: N/A

Frequency: On Demand

User(s): All

Section 6 - 1.1.22.1 : Discoverer Log on screen

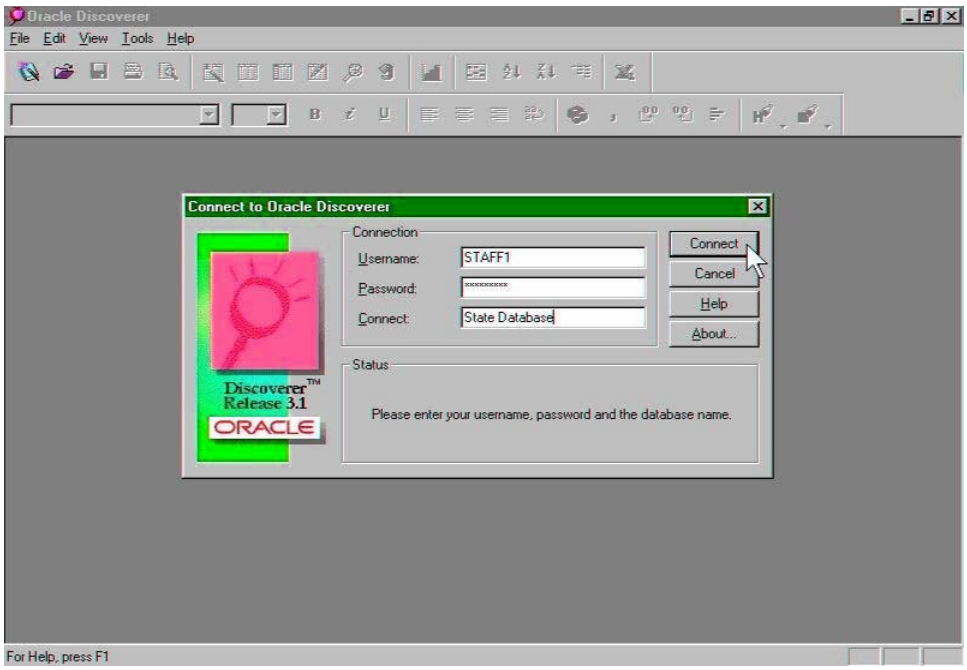

Figure 27 - Discoverer Log on Screen

Fields

Username - The User types his/her Username in order to access the Discoverer Query Tool Application. This field is mandatory.
Password - The User types his/her password which corresponds to the User name entered above in order to access the Discoverer Query Tool Application. The application encrypts the password being entered. The User will only be able to view asterisks being typed in. This field is mandatory.
Connect - The User types the database that he/she wishes to connect to. This field is mandatory.

Push Button(s)

Connect - Clicking this button allows the User to access the system and display the main screen in order to begin using the Dicoverer Query Tool.
Cancel - Clicking this button allows the User to exit the Discoverer Log on Screen without entering the application.
Help - Clicking this button allows the User to invoke the Discoverer Help File.
About - Clicking this button allows the User to invoke a display screen detailing licensing and product information about the Discoverer Help Tool.

Calculation(s):

None

Background Process(es):

The Discoverer application encrypts the text being entered by the User in the password field. When the User clicks the Connect button, the Discoverer application verifies the User name as a valid User name stored in the application tables. After the Username has been validated, the system verifies the password entered as the valid password corresponding to the Username entered. If the Username or password is invalid, access to the Discoverer application is denied.

Systems Administration

Section 6 - 1.1.23 : Outputs

Section 6 - 1.1.24 : Reports

Section 6 - 1.1.25 : Producing a System Access Report

Priority: Required

Window: System Access Initiation Window

Report: Yes

FSRD Reference: SA 1.2, SA 9.1

Narrative:

The purpose of this report is to display a list of normal, unusual or unauthorized access attempts to the system. The system provides a report of the Users who have performed logon actions at the agency or Clinic that the administrator running this report is logged into.

Normal access will display Users who have successfully logged into the system during the Clinic/Local Agency office hours established in the Appointment Scheduling table Establish Office Hours. Unusual access will display Users who have successfully logged into the system before or after the Clinic/Local Agency office house established in the Appointment Scheduling table Establish Office Hours. Unauthorized access will display Users who have unsuccessfully attempted to log into the system.

Data Current: Run Time

Frequency: On Demand

Roles: Systems Administration

Section 6 - 1.1.25.1 System Access Parameter Form

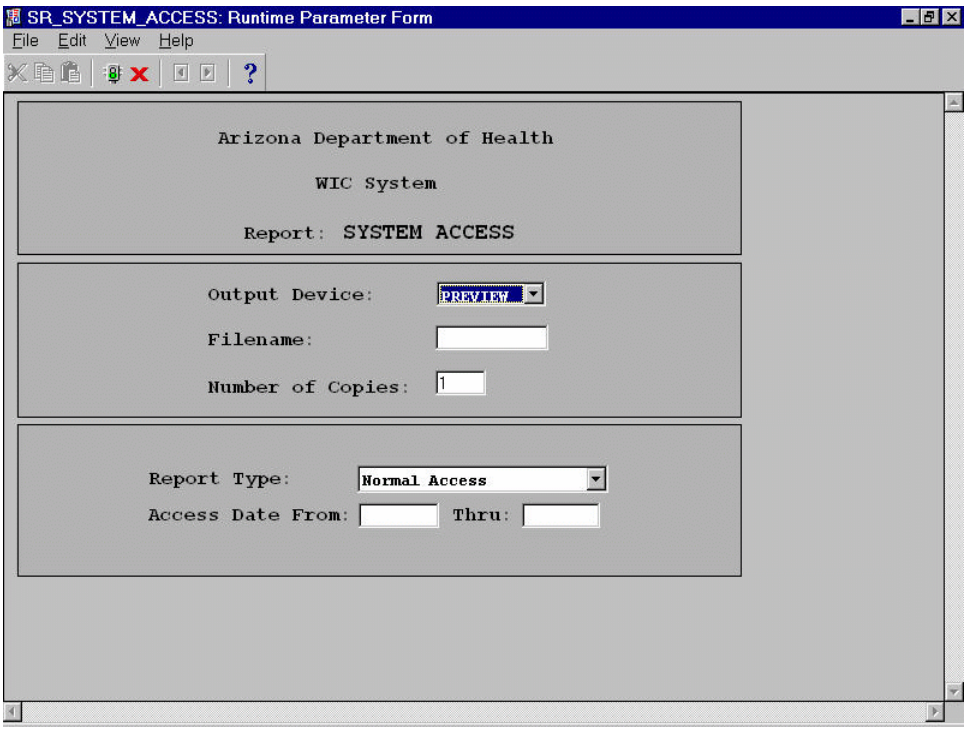

Figure 28 - System Access Parameter Form

Fields

Output Device - The User may select from a drop down list: screen, file, printer, mail or preview.
File Name - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above) the number of copies desired is entered.
Report Type - The User clicks on this list box to select the desired report type. (Normal, Unusual, Unauthorized, etc.) The layout on the following page depicts the report with all three report types indicated for the purpose of this document. For actual use, the User will only select one report type and only that report type (Normal, Unusual, or Unauthorized) information and name will be displayed at the top.
Access Date From/Thru - The range of dates upon which the report will filter data, excluding information not falling within the specified range. These fields are mandatory.

Push Button(s)

Previous - Clicking on this button allows the User to see the previous parameter form page.
Next - Clicking on this button allows the User to see the next report page.
Run Report - Clicking on this button allows the User to run the report.
Cancel - Clicking on this button cancels the report execution / viewing.

Report Name: SR_SYSTEM_ACCESS
Report Date: MM/DD/YYYY

Report No: SA6112
Page: ZZZ9

Arizona WIC Program
SYSTEM ACCESS
Access Dates From: MM/DD/YYYY Thru: MM/DD/YYYY
Normal / Unusual / Unauthorized Access

~~Local Agency: XX XXXXXXXXXXXX Clinic: XX XXXXXXXXXXXX~~

Access Date	Access Time	User ID	Access Requested	Reason Denied
MM/DD/YYYY	HH:MM:SS	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
MM/DD/YYYY	HH:MM:SS	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
MM/DD/YYYY	HH:MM:SS	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

Figure 29 System Access Report

Sort Criteria (Major to Minor):

Access Date

Calculation(s):

None

Background Process(es):

The system will only display a history of access information for Users who are assigned as Staff Members in the state agency, Local Agency or Clinic the System Administrator running this report has logged into.

Systems Administration

Section 6 - 1.1.25.2 : Producing a WIC Active and Inactive Roles Report

Priority: Required

Window: WIC Active and Inactive Roles Initiation Window

Report: Yes

FSRD Reference: SA 9.1

Narrative:

The WIC System will provide a listing of WIC roles and reference these roles as “Active” or “Inactive.” The roles listed under the Active Roles section of the report will be those which have had the Default Role check box next to them activated in the Security - Granted Roles popup window. The roles listed under the Inactive Roles section of the report will be those which appear in the Local Agency or Clinic's Staff Members Granted Role field in their security record, but which aren't activated by the Default Role check box. The roles listed under the Inactive Users section of the report will be for those Staff Members which have expired passwords. Although the AIM system contains an Expired Passwords report, the Inactive Users section of the WIC Active and Inactive Roles report will remain because this report is a direct transfer from the Hawaii SWICH System. Also, when a User's password expires his/her role(s) do not become inactive because the User is still granted or "assigned" the roles.

Data Current: Run Time

Frequency: On Demand

Roles: Systems Administration

Section 6 - 1.1.25.3 : WIC Active and Inactive Roles Parameter Form

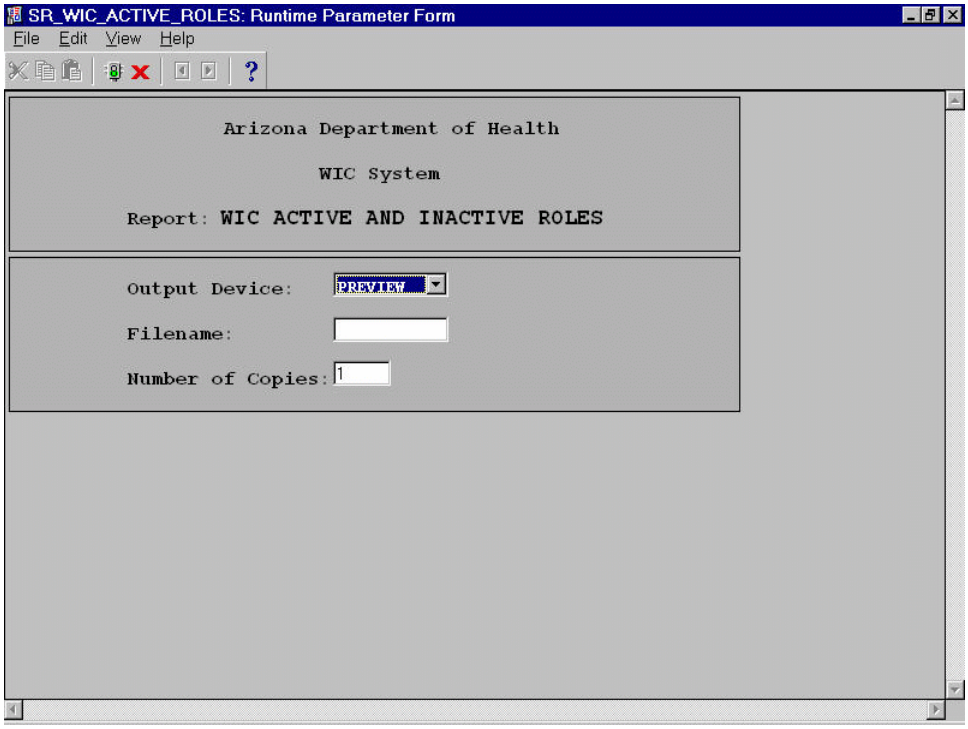

Figure 30 - WIC Active and Inactive Roles Parameter Form

Fields

Output Device - The User may select from a drop down list: screen, file, printer, mail or preview.
File Name - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above) the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the User to see the previous parameter form page.
Next - Clicking on this button allows the User to see the next report page.
Run Report - Clicking on this button allows the User to run the report.
Cancel - Clicking on this button cancels the report execution / viewing.

Report Name: SR_WIC_ACTIVE_ROLES Report No: SA6110
Report Date: MM/DD/YYYY Page: ZZZ9

Arizona WIC Program
WIC ACTIVE AND INACTIVE ROLES

Local Agency: XX XXXXXXXXXXXX Clinic: XX XXXXXXXXXXXX

Active Roles

Description	User Count
XXXXXXXXXXXXXXXXXXX	ZZZ9
XXXXXXXXXXXXXXXXXXX	ZZZ9
XXXXXXXXXXXXXXXXXXX	ZZZ9
XXXXXXXXXXXXXXXXXXX	ZZZ9

Inactive Roles

Description
XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX

Inactive Users

User ID	Role
XXXXXXXX	XXXXXXXXXXXXXXXXXXX
XXXXXXXX	XXXXXXXXXXXXXXXXXXX
XXXXXXXX	XXXXXXXXXXXXXXXXXXX

Figure 31 - WIC Active and Inactive Roles Report

Sort Criteria (Major to Minor):

LA
Clinic

Calculation(s):

User Count - a count of Users in a Local Agency/Clinic with an active role.

Background Process(es): None

Systems Administration

Section 6 - 1.1.26 : Producing a WIC Role Authorities Report Window

Priority: Required

Window: WIC Role Authorities Report Window

Report: Yes

FSRD Reference: SA 9.1

Narrative:

The WIC System will provide a listing of all Users and the roles assigned to them. This report displays the roles for both active and inactive Users. The Users displayed will only be those who are assigned as Staff Members in the state agency, Local Agency or Clinic that the System Administrator running this report has logged into.

Data Current: Run Time

Frequency: On Demand

Roles: Systems Administration

Section 6 - 1.1.26.1 : Producing a WIC Role Authorities Parameter Form

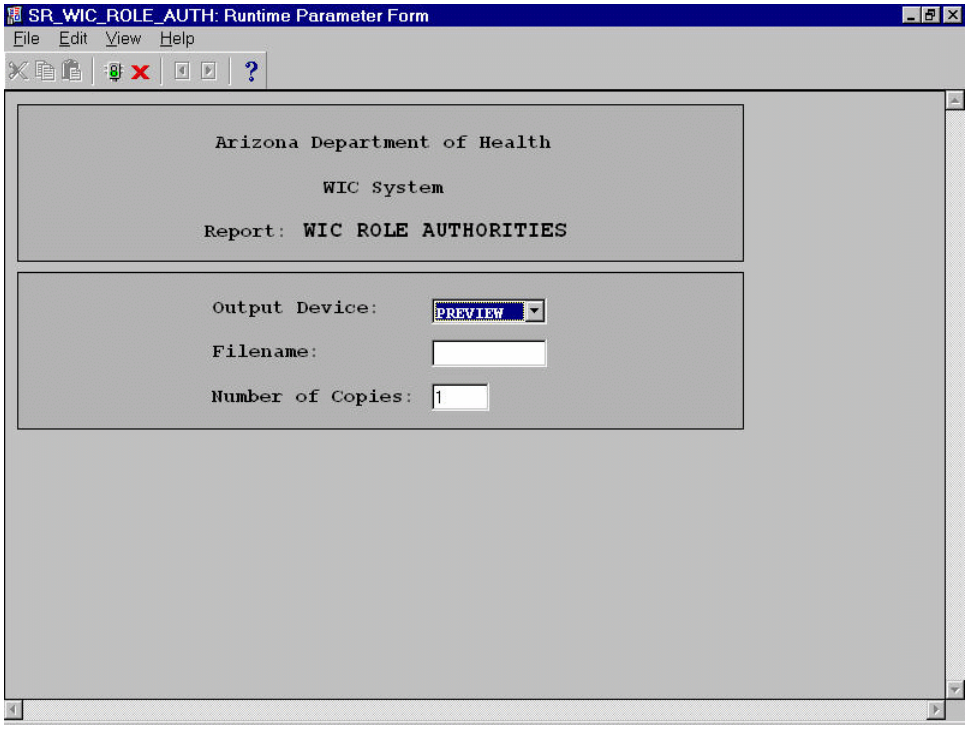

Figure 32 - WIC Role Authorities Parameter Form

Fields

Output Device - This User may select from a drop down list: screen, file, printer, mail or preview.
File Name - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above) the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the User to see the previous parameter form page.
Next - Clicking on this button allows the User to see the next report page.
Run Report - Clicking on this button allows the User to run the report.
Cancel - Clicking on this button cancels the report execution / viewing.

Report Name: SR_WIC_ROLE_AUTH Report No: SA6101
Report Date: MM/DD/YYYY Page: ZZZ9

Arizona WIC Program
WIC ROLE AUTHORITIES

Local Agency: XX XXXXXXXXXXXX Clinic: XX XXXXXXXXXXXX

User Name	User ID	Roles
XXXXXXXX, XXXXXXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX
XXXXXXXX, XXXXXXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX

Figure 33 - WIC Role Authorities Report

Sort Criteria (Major to Minor):

LA
Clinic
User Last Name
User First Name

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.26.2 : Produce an Expired Passwords Report

Priority: Required

Window: Expired Passwords Window

Report: Yes

FSRD Reference: SA 9.1

Narrative:

The WIC System will monitor and list all Users whose password has expired for more than 1 day. The purpose of this is for the administrator to investigate an inactive account for a non-terminated User. Unused accounts may pose a security risk. This report was named the WIC User Access Report in the FSRD and will be changed to the Expired Password Report in the final revision to the FSRD.

Data Current: Run Time

Frequency: On Demand

Roles: Systems Administration

Section 6 - 1.1.26.3 : Expired Passwords Parameter Form

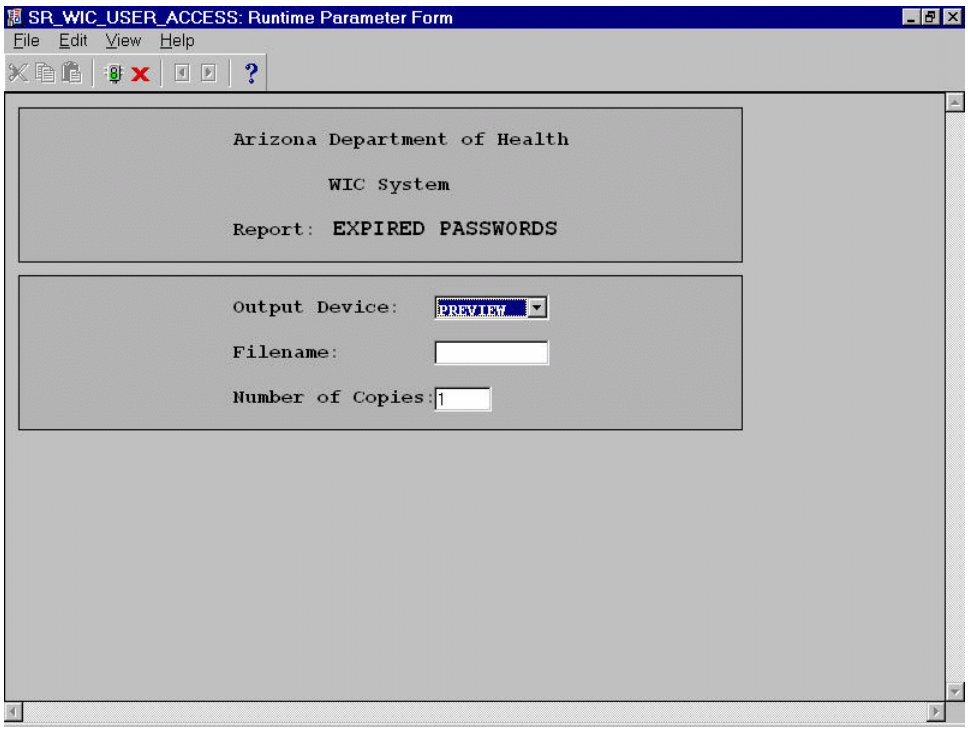

Figure 34 - Expired Passwords Parameter Form

Fields

Output Device - The User may select from a drop down list: screen, file, printer, mail or preview.
File Name - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above) the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the User to see the previous parameter form page.
Next - Clicking on this button allows the User to see the next report page.
Run Report - Clicking on this button allows the User to run the report.
Cancel - Clicking on this button cancels the report execution / viewing.

Report Name: SR_WIC_USER_ACCESS Report No: SA6111
Report Date: MM/DD/YYYY Page: ZZZ9

Arizona WIC Program
Expired Passwords

Local Agency: XX XXXXXXXXXXXX Clinic: XX XXXXXXXXXXXXX

User Name	User ID	Role	Password Expiration Date
XXXXXXXX, XXXXXXXXXX	XXXXXXXX	XXXXXXXXXXX	MM/DD/YYYY
XXXXXXXX, XXXXXXXXXX	XXXXXXXX	XXXXXXXXXXX	MM/DD/YYYY
XXXXXXXX, XXXXXXXXXX	XXXXXXXX	XXXXXXXXXXX	MM/DD/YYYY
XXXXXXXX, XXXXXXXXXX	XXXXXXXX	XXXXXXXXXXX	MM/DD/YYYY

Figure 35 - Expired Passwords Report

Sort Criteria (Major to Minor):

LA
Clinic
User Last Name
User First Name

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.27 : Producing a WIC User Directory Report

Priority: Required

Window: WIC User Directory Initiation Window

Report: Yes

FSRD Reference: SA 9.1

Narrative:

The WIC User directory will provide a listing of all current WIC Users, their staff ID, User ID, whether they are classified as Pseudo, Vacant or Non-WIC and their associated roles. This will provide the system administration and any required supervisors, the ability to create and view a hard copy of all Users.

Data Current: Run Time

Frequency: On Demand

Roles: Systems Administration

Section 6 - 1.1.27.1 : WIC User Directory Parameter Form

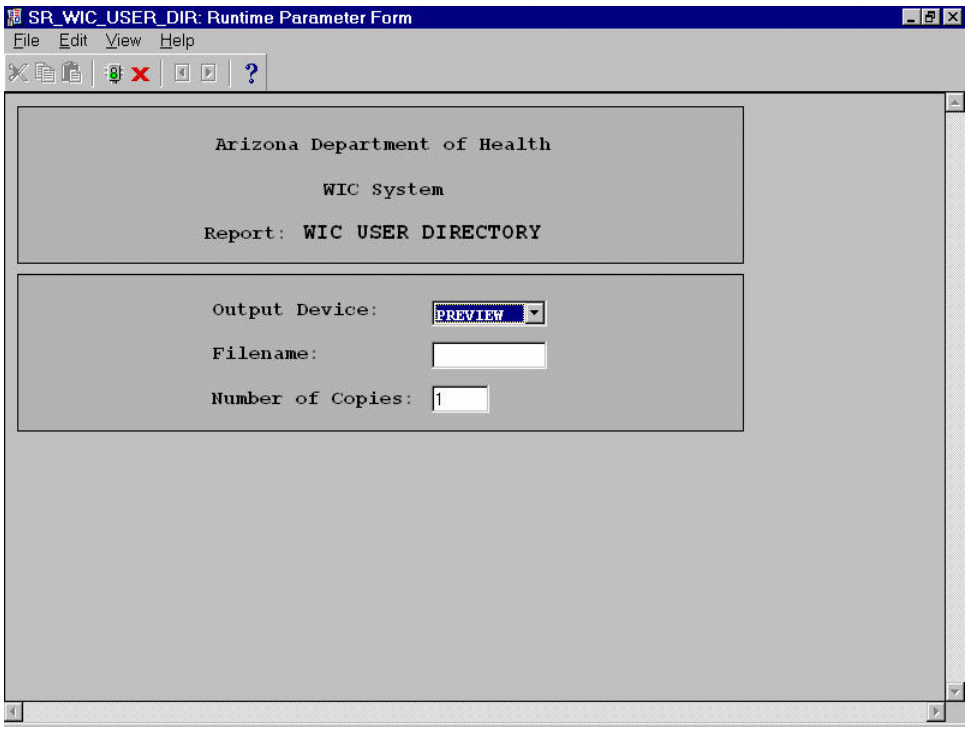

Figure 36 - WIC User Directory Parameter Form

Fields

Output Device - The User may select from a drop down list: screen, file, printer, mail or preview.
File Name - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above) the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the User to see the previous parameter form page.
Next - Clicking on this button allows the User to see the next report page.
Run Report - Clicking on this button allows the User to run the report.
Cancel - Clicking on this button cancels the report execution / viewing.

Report Name: SR_WIC_USER_DIR
Report Date: MM/DD/YYYY

Report No: SA6100
Page: ZZZ9

Arizona WIC Program
WIC USER DIRECTORY

Local Agency: XX XXXXXXXXXXXX Clinic: XX XXXXXXXXXXXX

Name	Staff ID	User ID	Pseudo	Vacant	Non-WIC	Roles
XXXXXXXX, XXXXXXXXX	NNNNNN	XXXXXXXX	X	X	X	XXXXXXXXXXXXX
						XXXXXXXXXXXXX
						XXXXXXXXXXXXX
						XXXXXXXXXXXXX
XXXXXXXX, XXXXXXXXX	NNNNNN	XXXXXXXX	X	X	X	XXXXXXXXXXXXX
						XXXXXXXXXXXXX
						XXXXXXXXXXXXX
						XXXXXXXXXXXXX

Figure 37 - WIC User Directory Report

Sort Criteria (Major to Minor):

LA
Clinic
Last Name
First Name

Calculation(s):

None

Background Process(es):

None

Systems Administration

Section 6 - 1.1.28 : Producing a Pending Certification Records Report

Priority: Required

Window: Pending Certification Records Report Window

Report: Yes

FSRD Reference: SA 9.1

Narrative:

This window allows the User to produce a report detailing the participants entered in the WIC system who have begun the certification process, but have not been issued food instruments. This report is **not** to include Breastfed infants who are scheduled not to receive food instruments. This report was named the Incomplete Client Records Report in the FSRD and will be changed to the Pending Certification Records Report in the final revision to the FSRD.

Data Current: Run Time

Frequency: On Demand

Roles: Systems Administration

Section 6 - 1.1.28.1 : Pending Certification Records Parameter Form

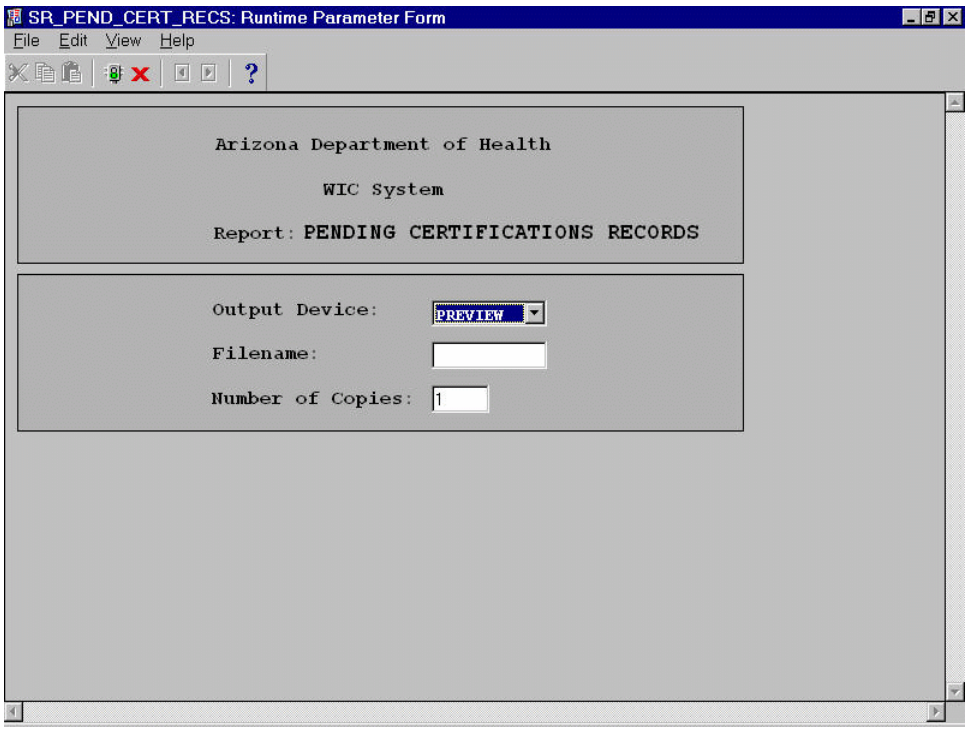

Figure 38 - Pending Certification Records Parameter Form

Fields

Output Device - The User may select from a drop down list: screen, file, printer, mail or preview.
File Name - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above) the number of copies desired is entered.

Push Button(s)

Previous - Clicking on this button allows the User to see the previous parameter form page.
Next - Clicking on this button allows the User to see the next report page.
Run Report - Clicking on this button allows the User to run the report.
Cancel - Clicking on this button cancels the report execution / viewing.

Report Name: SR_PEND_CERT_RECS Report No: SA6120
Report Date: MM/DD/YYYY Page: ZZZ9

Arizona WIC Program
PENDING CERTIFICATION RECORDS

Local Agency: XX XXXXXXXXXXX Clinic: XX XXXXXXXXXXXX

Participant ID	Name	Application Date
XXXXXXXX	XXXXXXXXXXXX, XXXXXXXXXX	MM/DD/YYYY
XXXXXXXX	XXXXXXXXXXXX, XXXXXXXXXX	MM/DD/YYYY

Figure 39 - Pending Certification Records Report

Sort Criteria (Major to Minor):

Participant ID
Last Name
First Name

Calculation(s):

None

Background Process(es):

None

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