V3 Benefits Administration System

User's Manual

Vitech Systems Group, Inc.

Notices

Ownership

Vitech Systems Group, Inc.
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Contents

Screen Elements

The V3 application has many screen elements. Some of the components are available across numerous modules. However, the functional components depend on the location in the application.

The most common screen elements are included. Depending on the location in the application, there may be more screen components.

This is an example screen that includes all the components.

Key Features

- The address bar indicates the web address for the application. Type the web address or Unique Resource Locator (URL) here.

Note

Netscape users know this area of the web browser as the location bar.

Reminder

If the address bar is not visible, then it is turned of fin the web browser.

Caution

For this application it is best to use the term address bar because location bar is used to describe another screen element.

- The area at the top of the application page that displays the branding is the title bar.

- The application's menu bar the top-level menu options. Drop down menus display when the menu bar is clicked.
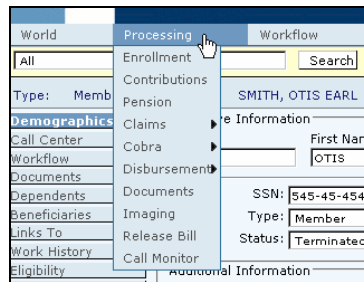
- The location bar indicates the location in the application. The left side of the location bar indicates the trail to this location. On the right side of the location, the logged in user and the database being used display.

- The container for the VCR is the VCR bar. It displays an alert or changes color based on the VCR options.

- VCR buttons are the set of buttons that allow a mode change. A different subset of buttons display based on the module or mode.

  In the read-only mode, New, Edit, and Save are available. Delete, Save and Cancel area available in the edit mode. Only Save and Cancel are available in the new mode.

- To search, use the VCR search box. The VCR bar usually has a search box and button. Type a few letters or complete phrase to search. The results display in a box with 10 rows. There is a paging tool at the bottom of the results box. .

- The tabs on the left side are links to sub-modules. The tabs change depending on the module.

Calendar

This section introduces the calendar feature in HPAS and provides instructions for:

- Selecting dates and populating date fields in HPAS

- Changing dates in date fields

The calendar feature in HPAS allows the user to select dates and change dates in date fields on each screen in the application. A calendar button, like this one

is next to each date field in HPAS.

The date fields in the application have an enhanced date mask. This feature allows the user to type in a date without typing in the separators to divide each section of the date field.

Selecting Dates

To select a date using the calendar feature, complete the following steps:

1. Click the button.

    The calendar displays.
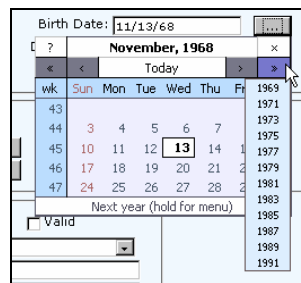
2. Click the << button to the left of the Today field to reset the calendar to the previous year.
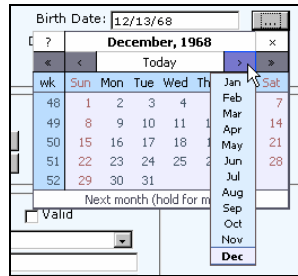
Note

Click the << or >> icon and hold it to display a drop down list of past or future years.

3. Click the >> button to the right of the Today field to reset the calendar to the next year.

4. Click the < button to the left of the Today field to reset the calendar to the previous month.

5. Click the > button to the right of the Today field to reset the calendar to the next month.

Note

Click the < or > buttons to display drop down lists of past or future months.

6. Click the date of the month.

   The system populates the date field with the selected month, date, and year.

Changing Dates

To change the date in a date field in the application, complete the following steps:

1. Type the date in the date field without separators.

    The date displays in the date field and the system inserts the separators (forward slashes, eg. 10/11/05)

    ## Note

    The date mask validates the date. If the date is invalid, the mask changes the color of the date to red.

    Death Date: 15/02/2005
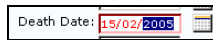
- OR -

2. Place the cursor in the month, day or year section of the date and press the up or down arrow keys on the keyboard.

    The value in the date section goes up or down. The value of the month section ranges from 1 to 12 and the value in the day section ranges from 1 to 31. The range in the year section is unlimited.

Address Feature

This section describes the address feature in the HPAS application. It also includes instructions for adding an address to the system and accessing and reviewing address history for members.

The address feature allows the user to type addresses into the system and make changes to existing address information. Changes made to the address data update the address information in each module of the application.

Key Features

The address feature has four components:

- **Address types**

  The system displays address types in a drop down menu that allows users to select one of the following address types:

  - Residence

  - Correspondence

  - Payment

- **Use Parent Address**

  This check box displays if a member has dependent children. It also displays for payroll locations or sublocations with employees. Selecting this box links the parent and child address records or the payroll location and employee address records.

  The system updates the linked dependent or employee addresses when changes to the associated parent or employer addresses are entered.

- **Valid Address**

  A definition of a valid address is one that has a start date that is between the current system date and the stop date of the address or one that is prior to the current system date with a null (undefined?) start date.

  For the US, a valid address must have a value in one of the three address lines, a valid combination of country, city, state and zip code.

  For non-US addresses, a valid address must have values in one of three address lines and a valid country and city name. Canadian addresses must also include a valid state or province and a postal code.

- **Zip Code**

  The system supports the USPS City/State zip code product, which stores all zip codes, cities, counties, and states in the U.S.

Adding an Address

1. Access the Member Demographics screen and place the cursor in the Address section.

2. Click the Add button.

   The Address section expands and displays the address data fields.

3. Click the ▦ button next to the Start Date field and select the start date for the address or type the start date in the field.

   ### Reminder

   The start date must be between the current system date and the stop date or a date prior to the current system date with a null (undefined) start date for the address to be valid.

4. Tab to the Stop Date field and enter the stop date for the address.

5. Click the arrow in the Address Type field and click the address type in the drop down menu to select it.

   ### Note

   When you select the address type from the drop down menu, the address type for the currently displayed address does not change. Selecting a different address type allows the user to view a different type of address. .

6. Click the Valid check box to select it.

   ### Note

   Selecting this checkbox sets the stop date for the current address record to the previous day's date. The system automatically checks the address to ensure it meets criteria for a valid address.

7. Type the address in the Address 1, Address 2 and Address 3 fields.

8. Tab to the Country field and Click the arrow in the field to select the country.

9. Tab to the Zip Code field and type the zip code.

Note

> If the user types a valid zip code in the field and clicks the arrow next to the field, the system automatically displays the city, state and county information from the HPAS database. If the user enters an invalid zip code, the system displays an error message. The user must enter a valid country selection to enable this feature.

Accessing & Reviewing Address History

Each time the user enters a new address or update to an existing address the system creates a new address record in the database and creates a stop date for the original address. To access and review address history complete the following steps:

1. Click the History button in the Address Information field.

A popup window displays with all of the addresses associated with the member or employer.

2. Click the arrow in the Address Type field and Click the address type in the drop down menu to select it.

    This allows the user to filter the addresses displayed in the address history by type.

3. Type a date in the Valid on field or Click the ▦ button to select a date.

    Selected date displays in the Valid on field.

4. Click the Go button
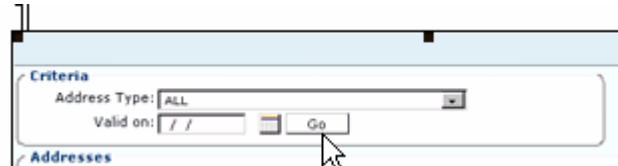
    The system displays all addresses that are valid as of the date in the Valid on field.

Login & Logout

Like most applications, users must log into the system to begin using the V3 applications. Upon completion, users must log out.
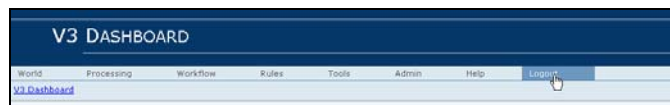
Key Features

- To log into the V3 application, a user must navigate to the V3 web address. The Login page displays once the web browser opens the web address.

- After a user logs in, the V3 home page displays.

- The logout link appears on every page except the login page and error pages.

Login & Logout of the Application

1. Navigate to the web address, **www.v3ga.gov**.

   The .V3 login page displays.

2. Type **MARY** in the Login ID field and press **Enter.**

Reminder

The Login ID is case-sensitive.

3. Type **1234** in the Password field and press **Enter**.

Reminder

The Password is case-sensitive.

Note

Instead of pressing Enter, the user can click the **Log In** button.

4. Select the Logout link.

The V3 login page displays.

Glossary of Terms

Unique Resource Locator (URL)	The global address of documents and other resources on the World Wide Web (WWW).
Web Browser	A software application used to locate and display web pages. Microsoft Internet Explorer and Netscape Navigator are the two major web browsers.
Date Mask	A feature in the V3 HPAS application that validates dates entered by the user and changes the color of the Date field to red if the user enters an invalid date.
Case-sensitive	A program's ability to distinguish between uppercase and lowercase letters.
Home page	The main page of a Web site. It generally has navigation to other areas of the Web site.
Parent Address	The address of a member that is linked to dependent records or the address of an employer that is linked to employee records.

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