

# Index

- Accessing the System, I.25
- Acronyms, E.1
- Active
  - user status, E.2
- administrative authority
  - delegated by FMS, I.3
- Administrator
  - agency administrator, I.3
  - master administrator, I.4
  - types of, I.2
- Adobe Acrobat Reader®
  - how to use, I.23
  - printing from, I.23
- Agency Administrator
  - authorities, I.4
  - authority, I.3
  - definition, I.2
  - System responsibilities, I.4
- Application User
  - authority to establish, I.4
- Assumptions
  - about the manual user, I.2
  - design assumptions, I.3
- Asterisks for required fields, I.9
- Audience
  - for manual, I.2
- Authority
  - Agency Administrator, I.3
  - Master Administrator, I.4
- Button Formats, I.8
- Buttons
  - browser buttons, I.7
  - screen buttons, I.6
  - standard buttons, I.7
- Clear button, I.7
- Conventions, I.6
  - used in Enrollment Applications, I.6
- Cookies, D.1
  - configuring browser, D.1
  - definition, D.1
  - enable, D.2
  - Internet Explorer, D.2
  - long term, D.1
  - Netscape Communicator, D.6
  - policy, D.1
  - Prompt, D.2
  - session, D.1
  - Warn, D.2
- Cookies subdirectory, D.1
- cookies.txt, D.1
- Create user
  - Add role, 9
  - Change user roles, 8, 10
- Create User, 3
- Cursor Movement, I.7
- Date Formats, I.8
- definition
  - Enrollment application, I.1
  - RITS Administration, I.1
- Definition
  - CBAF, I.1
  - FRB, I.1
  - GOALS II, I.1
  - IPAC, I.1
  - RITS, I.1
  - TRACS, I.1
- Edit User, 3, 28
- Edit User Status, 33
- Enrollment
  - definition of application, I.1
- Enrollment Application
  - conventions, I.6
- Error Messages
  - appearance in windows, I.9
- Field Names, I.6
- Financial Management Service, I.1
- Find User
  - screen, I.10
- Find User screen
  - data entry fields, I.10
  - function buttons, I.12
- FMS, I.1
- Footer Comments, I.15, I.16, 45, 53, 56
- Format
  - date, I.8
  - telephone number, I.8

- Formats
  - button, I.8
- Glossary, I.5, E.1
- GOALS II
  - definition, I.1
  - main menu, I.28
- Help button, I.7
- HTML Format Documents
  - Printing - one page only, I.20
  - Viewing, I.19
- IPAC
  - definition, I.1
  - programs in suite, I.1
- IPAC Administration
  - definition of Application, I.1
- Login Screen, I.26
- Long Term Cookies, D.1
- Magic Cookies, D.1
- Main Menu
  - GOALS II, I.28
- Maintain User Roles, 13
- Manual
  - conventions, I.6
  - organization of, I.5
- Master Administrator
  - authority, I.4
  - definition, I.2
- Master Administrators
  - responsibilities, I.3
- Messages
  - must see, I.27
- Must See system messages, I.27
- OK button, I.8
- Organizational Entity, I.4
- Password
  - reuse, I.27
- Password management, I.5
- Password Reset, 21
- Passwords, I.26
  - aging, I.26
  - expiration, I.26
  - number of characters, I.26
  - requirements, I.26
- PDF Format Document
  - about, I.21
  - help, I.23
  - printing, I.22
  - viewing, I.22
- Peer Relationships
  - authority to establish, I.4
- Periodic Review, I.4
- Printing Documents, I.15
- Quarterly access audits, I.5
- Report File Description, I.15, I.16, 44, 45, 48, 53, 56
  - Summary Only, 44, 45, 48, 53, 56
- Report Footer Comments
  - sample, I.17
- Report Request form, 40
- Report Request Form
  - data entry fields, I.16
  - function buttons, I.18
- Report Statistics, I.18
  - function buttons, I.19
  - menu choices, I.19
- Report Viewer
  - function buttons, I.20
- Reports, 40
  - accessing the function, 41
  - date and time formats, 40
  - generating, 40
  - no data produced, 40
  - not produced, 40
  - viewing and printing, 40
- Required Fields
  - asterisks, I.9
- Retrieving
  - user records, I.10
- Revoked
  - user status, E.2
- RITS
  - definition, I.1
- RITS Administration
  - definition, I.1
  - scope of authority, I.3
    - areas that may be limited, I.3
    - limited by, I.3
- Screen Names, I.6
- Security Login, I.26
- Select User
  - screen, I.13
- Select User screen

- data fields, I.13
- function buttons, I.13
- Session Cookies, D.1
- Standard Buttons, I.7
  - Clear, I.7
  - explanation, I.7
  - Help, I.7
  - OK, I.8
  - Return to Enrollment Main Menu, I.8
- Suspended
  - user status, E.2
- System access, I.25
- System Messages, I.27
- System Requirements, I.2
  - IPAC, I.2
- Telephone Number Formats, I.8
- Title Bars, I.6
- TRACS
  - definition, I.1
- TRACS Administration
  - definition of application, I.1
- User
  - user accounts, I.3
  - user name, I.26
- User Records
  - retrieving, I.10
- User Role Maintenance, 14
- User status
  - active, E.2
  - active-definition, E.2
  - revoked-definition, E.2
  - suspended-definition, E.2
- User Status
  - levels, E.2
- View ALC Audit Info, 31
- Viewing Documents, I.15