Introduction

What is IPAC Enrollment?

GOALS II (**G**overnment **O**n-Line **A**ccounting **L**ink **S**ystem **II**) is the telecommunications network that provides automated financial reporting directly to the Department of the Treasury, Financial Management Service (FMS).

The **IPAC** (**I**ntergovernmental **P**ayment and **C**ollection) System, a component of GOALS II, is a group of applications designed to facilitate the intra-governmental transfer of Federal Government funds. There are several components to the IPAC suite of applications:

- **IPAC**, managed by FMS (**F**inancial **M**anagement **S**ervice, Department of the Treasury), handles payments between agencies.

- **IPAC Administration** handles administration and security for the IPAC Base module.

- **RITS** (**R**etirement and **I**nsurance **T**ransfer **S**ystem) handles agency retirement and insurance payments to **OPM** (**O**ffice of **P**ersonnel **M**anagement).

- **RITS Administration** handles administration and security for the RITS base module.

- **TRACS** (**T**reasury **R**eceivables **A**ccounting **C**ollection **S**ystem) is the FMS check claims application.

- **TRACS Administration** handles administration and security for the TRACS base module.

- **Enrollment** handles the administration and security for the entire IPAC system.

The **Enrollment** application is the User Administration function for the IPAC application suite and has been implemented as a separate and distinct component of the IPAC System. The Enrollment facility is designed to be flexible to meet a wide range of organizational needs. It will be managed by FMS with operational backup from **FRB** (**F**ederal **R**eserve **B**ank) **CBAF** (**C**entral **B**ank **A**dministration **F**unction).

IPAC System Requirements

To use the IPAC System, the computer must have:

- Access to the Internet

- A browser with 128-bit encryption - Microsoft Internet Explorer 4.0 or higher or Netscape 4.0 or higher

- The browser must have cookies enabled

- Software to view Portable Document Format (PDF) files (such as Adobe Acrobat™)

About this Manual

This Guide's Audience

This Manual is intended for users of the IPAC system Enrollment application. The intention of this manual is to describe the Enrollment element of IPAC system in its entirety, though individual users will only have access to the screens and functions that are authorized by the role associated with their Login ID.

Assumptions

It is assumed that the users for whom this manual was written are familiar with the following:

- The use of a personal computer in a Windows environment.

- The basics of the Internet and the Internet browser they will be using.

- The user roles within their organization.

Administrators

Users designated as a **Master Administrator** or an **IPAC Agency Administrator (IAA)** are the only ones authorized to use the Enrollment application. The organizational assignment of these roles is as follows:

- **IPAC Agency Administrator**   Agency level authorization.
- **Master Administrator**   FMS/FRB (CBAF) level authorization.

As Master Administrators, FMS (with FRB CBAF backup) will establish and maintain Agency Administrator accounts and set certain parameters within IPAC.

As IPAC Agency Administrators, agency personnel will establish and maintain agency User accounts and request certain settings from FMS for their agency.

A definition of each of these Administrative roles follows.

IPAC Agency Administrator (IAA)

The IAA's are responsible for the creation and management of user accounts for their agencies. They will define users of the system for each IPAC organizational entity (ALC or Payroll Office) within the IPAC system.

Users designated as an Administrator at the Agency level should only be authorized to access this Enrollment application, and not the other IPAC applications, to ensure the separation of responsibility required in enterprise applications. In practice, there is nothing to keep an IPAC Agency Administrator from setting up another User ID for himself as an Application User. Dual access is an Agency internal control issue based on security policy. This administrative authority is delegated by FMS to the Agency organization owning or managing the IPAC entities.

Design assumptions for the Enrollment application were that most agencies have networks or applications that require User Access controls and a business organization to establish and manage that access. In these organizations, the IPAC Agency Administrator function would easily fit into the existing User Administration organization. In organizations that do not have this organizational structure, this role could be assigned to any appropriate individual or group within the organization, again with the view that a separation of responsibility should be considered. Individuals acting as Administrators should be designated in writing by an appropriate level of management to assure FMS that proper review and consideration is given to this assignment.

The Enrollment application is designed to allow the definition of one or more IPAC Agency Administrators. The scope of authority for each administrator can be limited by:

- organizational entity (ALC or Payroll Office)
- application

This will provide the Agency or FMS maximum flexibility in structuring the authority of each administrator. Once the Administrator's scope of authority is defined, he may only create and administer user accounts within that scope.

The IPAC Agency Administrator's primary system responsibilities are the creation of user accounts and enforcement of the system security policy. This includes the assignment and periodic review of user access to ensure that all granted authority is warranted and proper.

Authorities and Responsibilities of the IPAC Agency Administrator role:

- Establishment, maintenance and management of Application User accounts that are within the defined scope of authority.
- Adding and deleting users, and updating user profiles on an as needed basis after system implementation.
- Administering the password process for agency users.

- Conducting quarterly access audits for your organizations.

- Ensuring that IPAC users follow system procedures.

Master Administrator

The Master Administrator role is intended for use by FMS personnel responsible for IPAC system administration. As an operational backup, individuals in the FRB CBAF should also have authority to act as Master Administrators.

This role is a "super" IPAC Agency Administrator. Master Administrators can execute all IPAC Agency Administrator functions for any organizational entity.

Authorities and Responsibilities of the Master Administrator role:

- Establishment, maintenance and management of IPAC Agency Administrator and Application User accounts.

- Establishment, maintenance and management of Master Administrator accounts (peer relationships).

- Password management, including initial password creation and password resets.

- Review and enforcement of agency level quarterly access audits.

- Provision of administration across all organizational entities, applications, and role boundaries.

Organization of this Manual

The description of the IPAC Agency Administrator role will be subdivided into sections that describe the processes available under each menu choice for the menu shown to an IPAC Agency Administrator. The manual will include screen views to insure that the correct paths are being followed.

The manual also contains this Introduction, which discusses the purpose of the manual, it's intended audience and some of the functions common to the Enrollment application, a table of contents, a glossary, several other appendices and an index.

Conventions Used in this Manual

The following conventions are used throughout the manual:

- References to **screen names** will appear in bold print (i.e. **Enrollment Main Menu**).
- Names of **screen buttons** will be in "quotes".
- References to **field names** on a screen will be underlined.
- References to **other sections** of this manual will be in *italics.*

Conventions Used in the Enrollment Application

Title Bars

As you use the Enrollment application, the title bars on your screen will help you keep track of your location within the application. Once you leave the **Enrollment Main Menu**, the title bar of each screen contains the name of the function under that application in which you are working, as shown in Figure I.1.
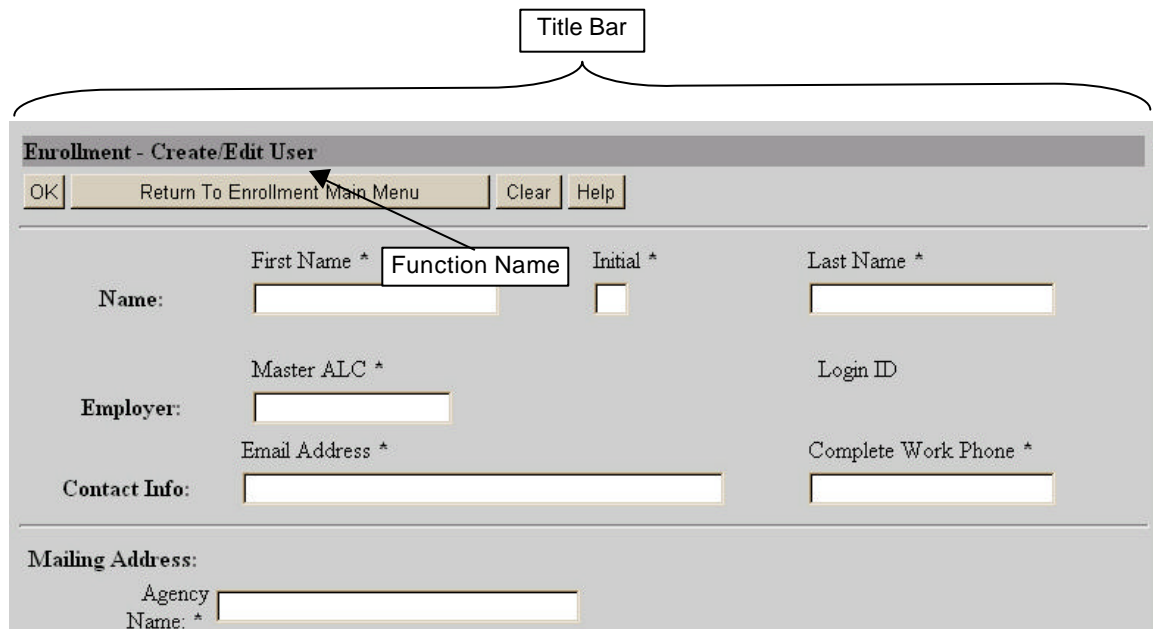
Figure I.1   Title Bar

Browser Buttons

You must **not** use the "Back" and "Forward" buttons of your *browser* to navigate through the Enrollment screens. The programs expect data to be submitted in specific sequence and using the browser navigation buttons can result in activation of intruder detection

software. If you accidentally hit the back button of the browser, you will be returned to the **IPAC System Main Menu** with none of the data entered on your most recent screen being saved to the database.

Cursor Movement

When a screen first appears, you must click to position the cursor in the first data entry field or menu selection. You may continue to position the cursor with the mouse, or you may use the "Tab" key to move forward between fields, "Shift"-"Tab" to move backward. You **must** use a button to submit data to the IPAC database.

> Hitting the Enter key while in a data entry field is **NOT** the same as clicking the "OK" button, the Submit button, or other IPAC screen buttons. If you would like to use the keyboard rather than mouse to click a button, then use the Tab key to move the focus to the button ("OK", "Submit", etc.) and then hit Enter.

Standard Buttons

Standard buttons have been established for use throughout the Enrollment application. Their availability may vary as needed by the function being performed, but when they appear they will always behave in a consistent fashion. They typically include "**Clear**", "**Help**", "**OK**", and "**Return to Enrollment Main Menu**". Additional buttons will be included as needed by specific areas of the program.

Explanation of Standard Buttons

"Clear"
    All of the data entry fields which you have modified since the last time the screen was displayed are returned to their former values. No data is submitted to the database.

 "Help"
     A new browser window is opened and page level, context sensitive help for the current screen is displayed. After reading and/or printing the help screen, you should close the help window by using its "**Return**" button to go back to the previous screen. (The "Back" button on your browser will not be functional on the help screen since this is a new window with no history.)

"OK"
    This acknowledges that you have read any message on the current screen and are prepared to submit any data just entered. The data is submitted, the message screen disappears and you are returned to the previous screen or to a previous menu.

"Return to Enrollment Main Menu"

> No data entered on the current screen will be saved. You will be returned to the
> **Enrollment Main Menu**.

Formats

Button Formats

Because screen presentation is influenced solely by the browser configuration, all
function buttons will display at both the top and the bottom of all IPAC screens.
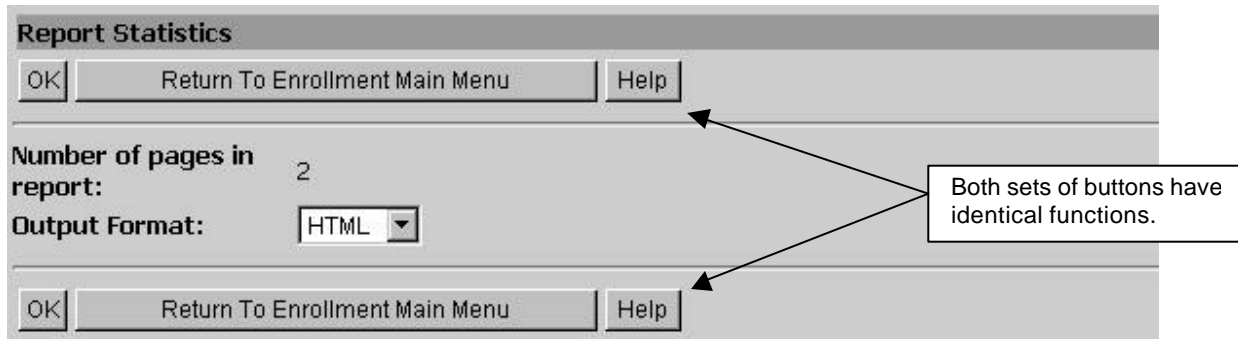Either set may be used depending on your location and preference as shown in Figure
I.2.

Figure I.2   Function Button Locations

Date Formats

When entering dates in IPAC, the format is **YYYY-MM-DD** (2001-06-22 for
June 22, 2001). The IPAC system will not recognize a date entered in another format as
valid.

Telephone Number Formats

Since the IPAC application is distributed world wide, there is no "mask" to automatically
format telephone numbers in Enrollment. They will be displayed exactly as you enter
them. Since all telephone numbers entered should include your area code (and country
code for foreign exchanges), it is recommended that you use some formatting characters
to make the telephone numbers easier to read, as in (804) 555-1212 or 804-555-1212.

Asterisks for Required Fields

Most data entry screens contain required fields. These fields **MUST** be completed
before the data on the current screen will be accepted and recorded in the database. In

IPAC Enrollment, these fields will be indicated with an asterisk on the screen after the field label.

Error Messages

An error message is generated to tell you that the action you have taken is improper, or the data you have entered is incorrect. Typically, the Enrollment Error Messages will tell you the nature of the error that you have made. Error messages appear in a separate browser window. **Error Message** windows are typically small, and the same **Error Message** window is reused without being cleared until you specifically close that window. This means that error messages will continue to accumulate as the window is called for additional message display. Since this can be confusing, it is advisable for you to close the Error Message window when you have read and understood the information provided. A sample **Error Message** is shown in Figure I.3.
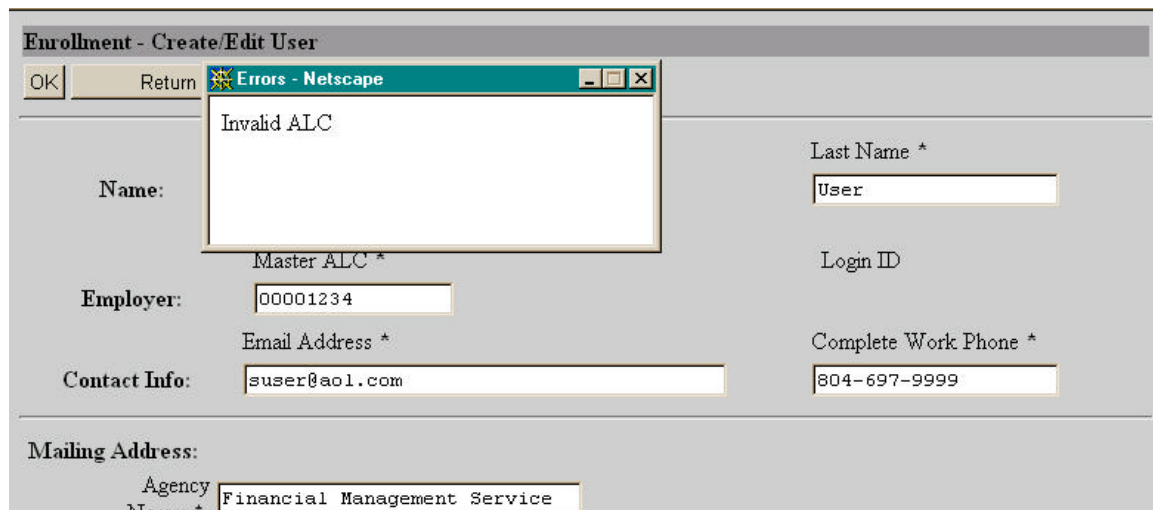
Figure I.3   Error Message

Whenever you receive an error message, the submission causing the error is returned to you unprocessed. In the example shown in Figure I.3, the request to create a user profile is NOT submitted. To resubmit:

- Close the error box.
- Correct the error.
- Select the "OK" button again.

Retrieving User Records

One of the major responsibilities of an Administrator in the Enrollment application is the maintenance of user accounts within the IPAC System. To make changes to the status of an existing User, you must first locate that User's record within the IPAC database

and retrieve the record for editing. The screens used for locating and retrieving user records are consistent within the Enrollment application.

When you choose a function from the **Enrollment Main Menu** which allows you to make changes to a current User's account (such as "Edit User" or "Maintain User Roles"), the next screen displayed will be the Find User screen shown in Figure I.4.

Find User Screen

Figure I.4   Find User

Find User Data Entry fields:

The **Find User** screen has two data entry boxes:

> **Login ID:**
> The Login ID of the user whose record you want to retrieve

> **Last name:**
> The last name, or first few letters of the last name, of the user whose record you want to locate.

You will only use one of these data entry boxes at a time. This screen allows you to directly retrieve a user's record through his **Login ID** or look for the user's record using all or part of the user's **Last name**.

If you know the user's Login ID, then it will be faster to retrieve the user's record directly. Simply enter the user's Login ID in the data entry box labeled **Login ID** and select the "**Find by LoginId**" function button.

If you do not know the user's Login ID, you can look for the user's record using the user's last name. Enter the user's last name, or the first few letters of the last name in the data entry box labeled **Last Name** and select the "**Find by Name**" function button. This will allow you to display a list of users, the beginning of whose last names match the pattern of letters you entered.

Find User Function Buttons

The **Find User** screen has the following function buttons:

"Find by LoginID"
When you know the user's Login ID you can retrieve his record directly by entering the user's Login ID in the **LoginID** data entry box and selecting this function button to retrieve the user's record.

"Find by Name"
Enter the last name, or the beginning of the last name, of the user whose record you want to locate and select this function button. The **Select User** screen, shown in Figure I.5 will display with a list of users whose name begins with the letters you entered in the **Last Name:** data entry box.

"Return To Enrollment Main Menu"
Returns you to the **Enrollment Main Menu** screen without saving any information you have entered on this screen.

"Clear"
Restores the data entry fields to their values the last time the screen was displayed.

"Help"
Displays the system help for this screen.

If you select the **"Find by Name"** button, the **Select User** screen (see Figure I.5) will display with a list of registered users whose last name begins with the letters you entered in the data entry box labeled **"Last name:"**. Selecting "Find by Name" without entering any letters into the Last Name: data entry box will display a list of all registered users of the IPAC system. This may take a considerable time. The more letters you enter in this data entry box, the more you restrict your search and the more manageable your selection list will be.

Figure I.5   Select User

Select User Screen

The **Select User** screen, shown in Figure I.5, allows you to select the user record that you want to edit from a list of records that match the criteria you entered in the LoginID box on the **Find User** screen.

Select User Data Fields

This list has columns with the following data fields:

Selection Option Button
An option button which may be marked to indicate your selection of the record in that row as the one you wish to retrieve. These buttons are mutually exclusive and only one button may be selected at a time. Selection of another button will unmark your previous selection.

Users name
The name under which the user was registered with the IPAC System.

Login Ids
Any Login IDs assigned to the user.

Security Level
The Security Level (user or administrator) that has been granted to the user.

Select User Function Buttons

"Select"
Selects the user record indicated by the marked option button. One row must be marked by a selected option button or selecting this function will generate an error message.

"Cancel"
Discards any selections you have made on this screen and displays the **Find User** screen.

"Return To Enrollment Main Menu"
Returns to the **Enrollment Main Menu** screen without saving any information entered.

"Clear"
Restores the data entry fields to their values the last time the screen was displayed.

"Help"
Displays the system help for this screen.

Selecting the "Select" button on the **Select User** screen or the **Find by Name** button on the **Find User** screen will retrieve the user record for use with the function in which you are working.

Viewing and Printing Documents

Common conventions are used throughout the Enrollment application for printing documents and reports. When you select a report to be generated, you will be forwarded to a report printing screen where the data just entered will appear as a document and may be printed. First, you will see a Report File Description and Footer Comments entry screen referred to in this manual as the **Report Request** screen. Then the **Report Statistics** screen displays, which has several output options as discussed below.

Report File Description / Footer Comments (Report Request) Screen

When you select a report to be generated, the next screen to display is the **Report Request** screen. The entry of a Report File Description and Footer Comments for the report is available, as shown in Figure I.6. This screen may also allow you to enter restrictive criteria to limit the data retrieved by the report. The title of this screen will vary depending on the location in the Enrollment application, but the appearance and functionality of the screen will be consistent.

Figure I.6   Report File Description/Footer Comments

Data Entry Fields Common to All Report Request Screens

There are two data entry fields on this screen which are common to all report request screens in the Enrollment application. You are not required to complete either field, but it is highly recommended that the <u>Report File Description</u> field be completed.

<u>Report File Description</u>

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. The description that is assigned to the report should be as meaningful as possible to help with later report identification. This description does not print on the report itself.

<u>Footer Comments</u>

This field is printed on the bottom of each page of the document or report. Figure I.7 shows a sample report with the location of the Footer Comments marked.

Figure I.7   Report Footer Comments

In addition to these two data entry fields, a Report Request screen may also contain additional fields that allow you to enter restrictive criteria for report data retrieval. Since these fields will vary by report, they will be discussed under Menu Option 10 with each individual report.

Function Buttons

There are 4 standard function buttons on Enrollment application **Report Request** screens:

"Select Specific User"
> Accepts the information entered on the **Report Request** screen as the report description and report footer and displays the **Find User** screen shown in Figure I.4 and discussed above.

"Clear"
> Restores the data entry field to its value the last time the screen was displayed.

"Return to Enrollment Main Menu"
> Returns to the **Enrollment Main Menu** screen without saving any information entered.

"Help"
> Displays system help information for this screen.

Report Statistics

Selecting "Find by Login ID" from the **Find User** screen or "Select" from the **Select User** screen will display the **Report Statistics** screen shown in Figure I.7. This screen displays the number of pages the report or document will have and provides you with a drop-down menu option of output formats.

Figure I.8   Report Statistics

Report Output Menu Options

HTML (HyperText Markup Language)
The document format used on the World Wide Web. Choose this option to view the report immediately. This is the default choice. The report is generated in HTML format and displays in the IPAC Report Viewer.

PDF (Portable Document Format)
A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Function Buttons

"OK"
Displays the report in the specified format.

"Return to Enrollment Main Menu"
Returns to the **Enrollment Main Menu** screen without generating, saving or printing the report or document.

"Help"
Displays system help information for this screen.

Viewing HTML Format Documents and Reports

When a report is generated in HTML format for viewing on-line, the IPAC System Report Viewer is automatically called to display the report as shown in Figure I.9.
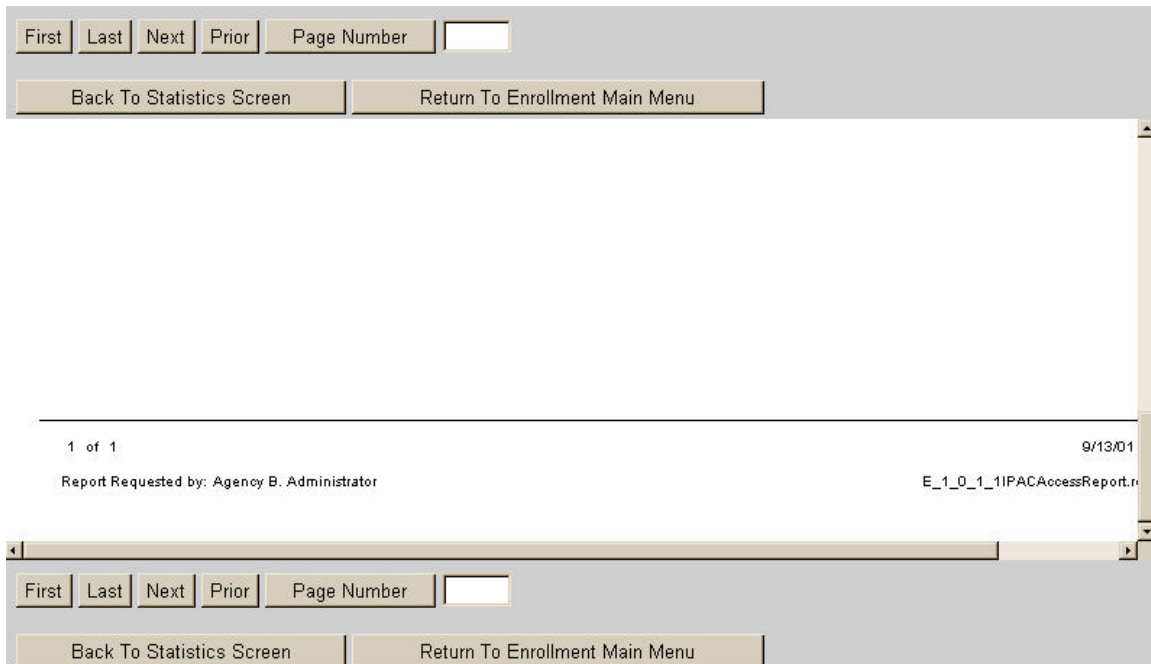
Figure I.9   Report Viewer

The Report Viewer will display the document or report one page at a time with as much of the page visible as your browser will allow. To see the rest of the page use the scroll bars. If you attempt to print this report through your browser, only the page currently being viewed will be printed.

Report Viewer Function Buttons

The Report Viewer also has standard function buttons, shown in Figure I.8, which appear at both the top and the bottom of the screen.

"First"
Moves you to the top of the first page (page 1) of the document.

"Last"
Moves you to the end of the last page of the document.

"Next"
Moves you to the next page in the document unless you are already on the last page.

"Prior"
Moves you back one page in the document unless you are already on the first page.

"Page Number"

Moves you to the page number entered in the Page Number field. If the field is left blank, clicking "Page Number" will move to the first page of the report. If the field is set to a page number greater than the number of pages in the report, clicking "Page Number" will move to the last page of the report. The presence of a page number in the field does not affect the operation of the "First", "Last", "Next" or "Prior" buttons.

"Back to Statistics Screen"

Returns you to the **Report Statistics** screen, discussed earlier in this section, where you can choose to display or print the report in another format.

"Return to Enrollment Main Menu"

Returns you to the **Enrollment Main Menu**. In a future release of IPAC, the report will be saved for later viewing through the Retrieve Report Function.

Viewing, Saving and Printing PDF Format Documents and Reports

If your system is equipped with Adobe Acrobat®, then a better choice for viewing or printing the report may be the PDF (**P**ortable **D**ocument **F**ormat) format. PDF, read with an Acrobat reader, allows documents to be displayed and printed in different operating systems while retaining its formatting properties and appearance. There are Acrobat readers available for DOS, Windows, UNIX and Mac platforms.

If you choose PDF as your file output format and see an error message similar to the one in Figure I.10, then either Acrobat is not installed on your system, or your browser is not configured to use it.
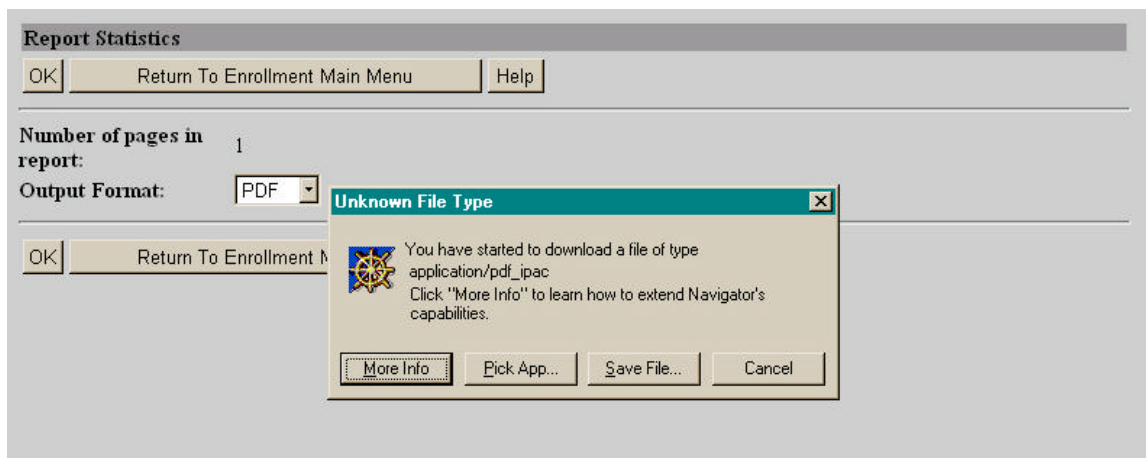

Figure I.10   Acrobat Error Message

If your browser is configured to use Acrobat, the next screen you see should be similar to Figure I.11. This is a warning that some files downloaded from the Internet can be dangerous. It also asks if you would like to open the file or save it to disk.
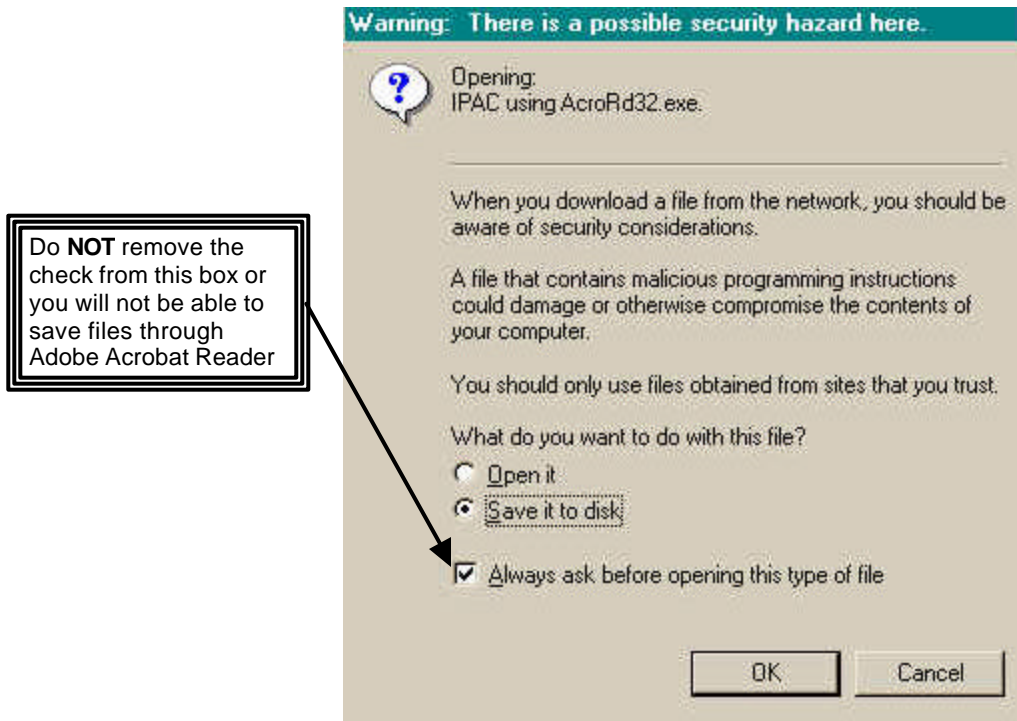
Do **NOT** remove the check from this box or you will not be able to save files through Adobe Acrobat Reader

Figure I.11   File Download Warning

Since this report is coming from IPAC, a secure system, you can trust the source of the report. On this screen you must also decide if you want to open the report for viewing and printing, or if you want to save it to disk. Do NOT remove the check mark from the "Always ask before opening this type of file" box or you will not be able to save (or, conversely, view) files in PDF format.

If the check mark in the "Always ask…" box has been removed, this screen does not display and the report will be saved immediately ("Save As …" dialog box will display), or displayed immediately in Acrobat. To correct this situation, see *Appendix D*.

Viewing and Printing a Report with Adobe Acrobat Reader

To **Open** the PDF file, Acrobat will automatically be opened to display it. Figure I.12 illustrates Acrobat's view of an IPAC Enrollment report.
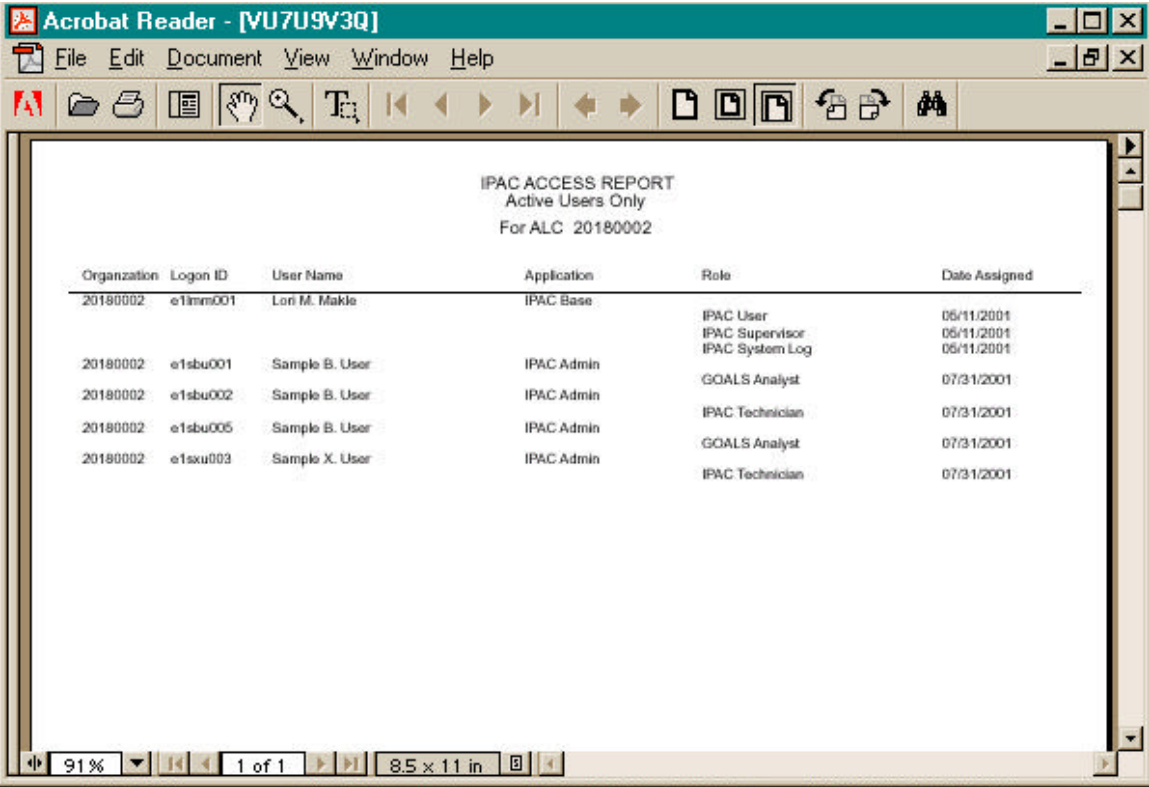
Figure I.12   Acrobat View of a Report

Acrobat is an easy program to use, and the buttons on its toolbar function as expected. For further assistance in the use of Acrobat, click **Help** while in the program, then **Reader Online Guide**, then **Viewing PDF Documents** for further information.

The report can also be printed from within the Acrobat Reader. Click the **File** option of the Acrobat menu bar to get the menu shown in Figure I.13.
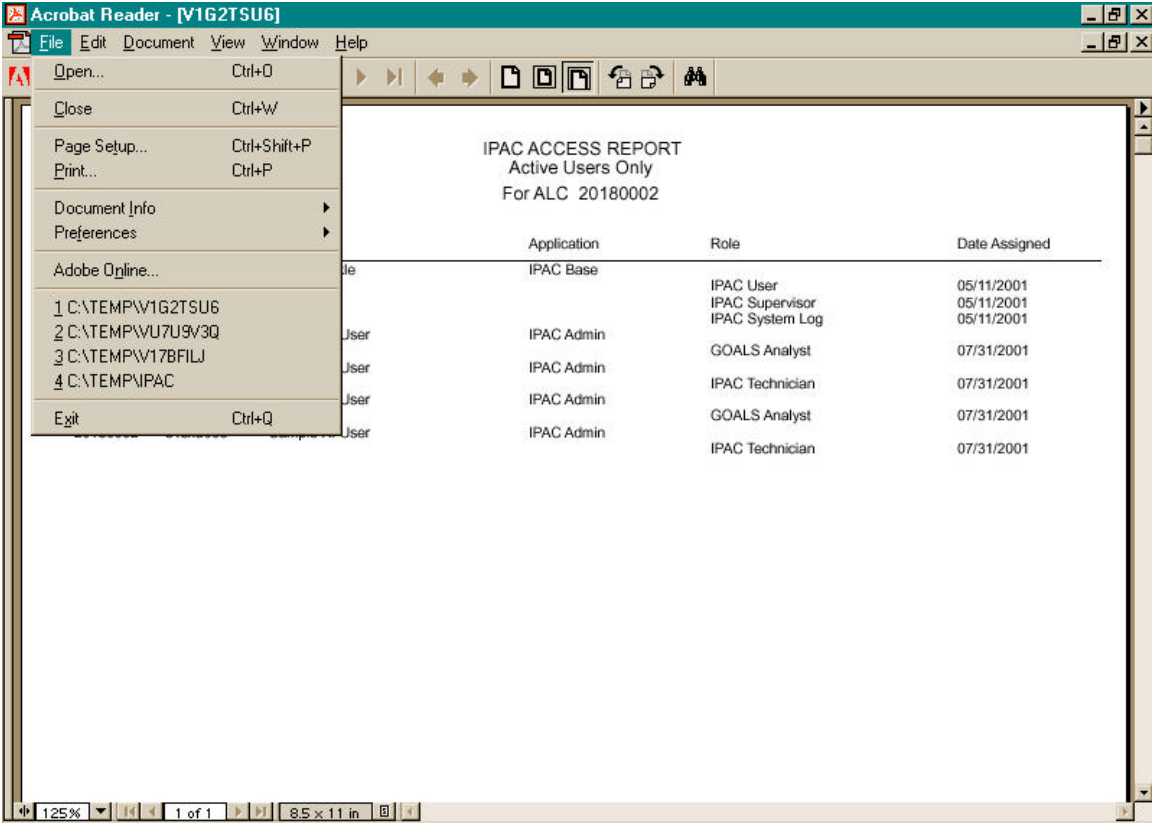
Figure I.13 Acrobat File Menu

Choosing the **Print** option from this menu will display the menu shown in Figure I.14
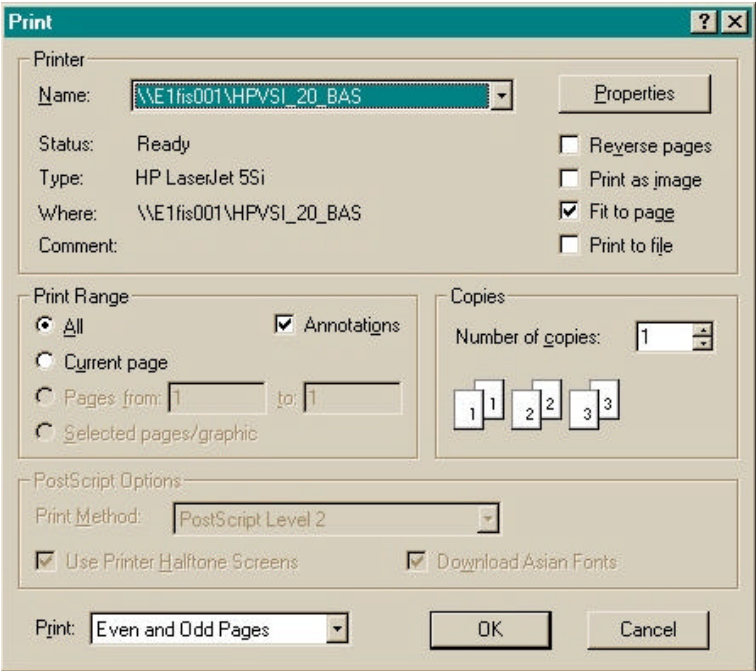

Figure I.14 Acrobat Print Menu

From here you can print the entire report, the current page of the report or a range of pages to your default printer. If you put a check in the "Print to File" box on this menu screen, the report will be saved to a file that can be interpreted by your printer, but will not be readily viewable by you. To save the file to a disk, choose the "Save it to disk" option on the previous menu. (See Figure I.11 in the *Introduction* and read below.)

Saving a Report with Acrobat

If you choose **Save it to disk** from the earlier menu shown in Figure I.11, you will see a standard Windows "Save As…" Dialogue Box (see Figure I.15). This allows you to name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer's configuration and your agency's procedures. Do NOT remove the check mark from the "Always ask before opening this type of file" box or you will not be able to save files through the Acrobat Reader. Once the file is saved, you will be returned to the **Report Statistics** screen where you can display the report in another format or return to the **Enrollment Main Menu**.
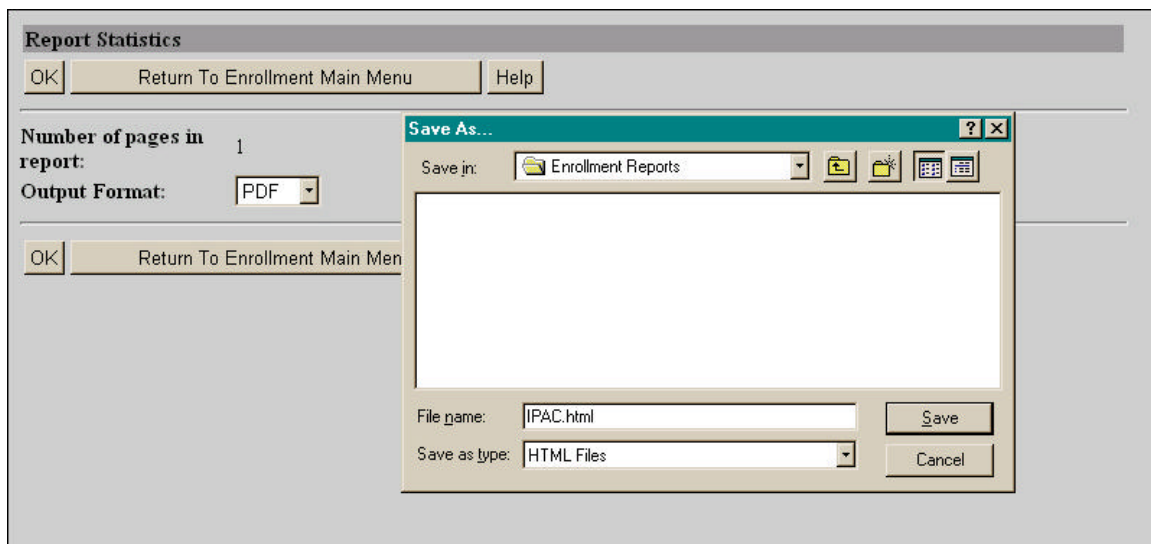

Figure I.15   Window "Save As…" Dialog box

Accessing the System

IPAC Enrollment is an Internet application that can be accessed using a secured web site address. The on-line version of the manual does not list the secured web site address. For more information contact the GOALS Customer Support Staff on (202) 874-8270.

Security Login

When you first enter the IPAC web address in your browser, you will be presented with a Login Screen similar to the one in Figure I.16. The actual appearance of this window may vary with the browser you are using to access the IPAC System, but the data entry boxes will remain the same. You must enter your User Name (Login ID) and Password to be allowed through the security layer and into the IPAC website.
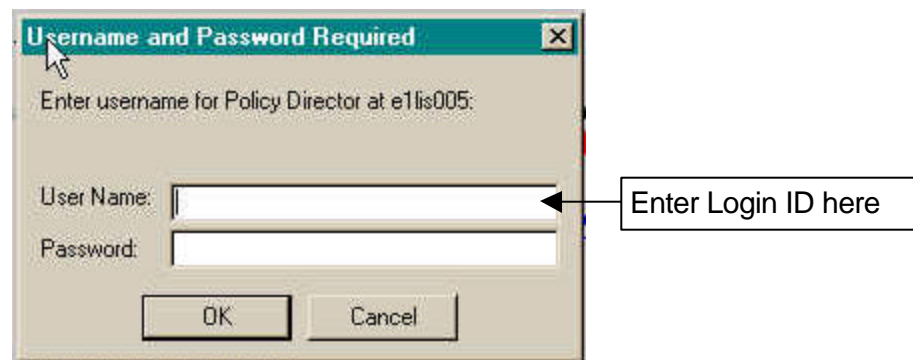

Enter Login ID here

Figure I.16   Security Login Screen

When you are authorized as an administrator, you will be assigned a Login ID and a one-time-use password. Your Login ID will tell IPAC about your authorization to access various functions within the program. It will also tell IPAC the ALCs and/or Payroll Offices for whom you are authorized to do business. The first time you log onto the IPAC system you will be required to change your password. IPAC is a secure system and has specific requirements for passwords.

Passwords

Passwords must contain:

- A minimum of 8 characters
- At least 2 alphabetic characters
- At least 3 non-alphabetic (numeric and special) characters
- At least 5 unique (different) characters
- A maximum of 2 sequentially repeating characters

Passwords are case sensitive.

Passwords are aged and expire automatically every 30 days.

The user will receive warnings that the password is about to expire for the last 5 days of the password life.

Passwords will be disabled after 3 unsuccessful attempts.

Accounts must remain disabled for 30 minutes after being disabled for unsuccessful Login attempts.

The system will not let a user reuse any of the last 5 passwords.

The same password cannot be reused within 120 days.

"Must See" System Messages

Enrollment and its companion programs contain a facility for presenting messages to the entire system or to specified ALCs. The "Must See" messages are transmitted system wide to all users of the IPAC system, and may contain general instructions, training announcements, new reporting requirements or other administrative information. When you first go to the IPAC web site, if there is a current "Must See" message, you will be presented with a message screen similar to the one in Figure I.17 though the actual appearance of the message window will depend on the browser you are using. Once you have read and noted the message, you may close that window.
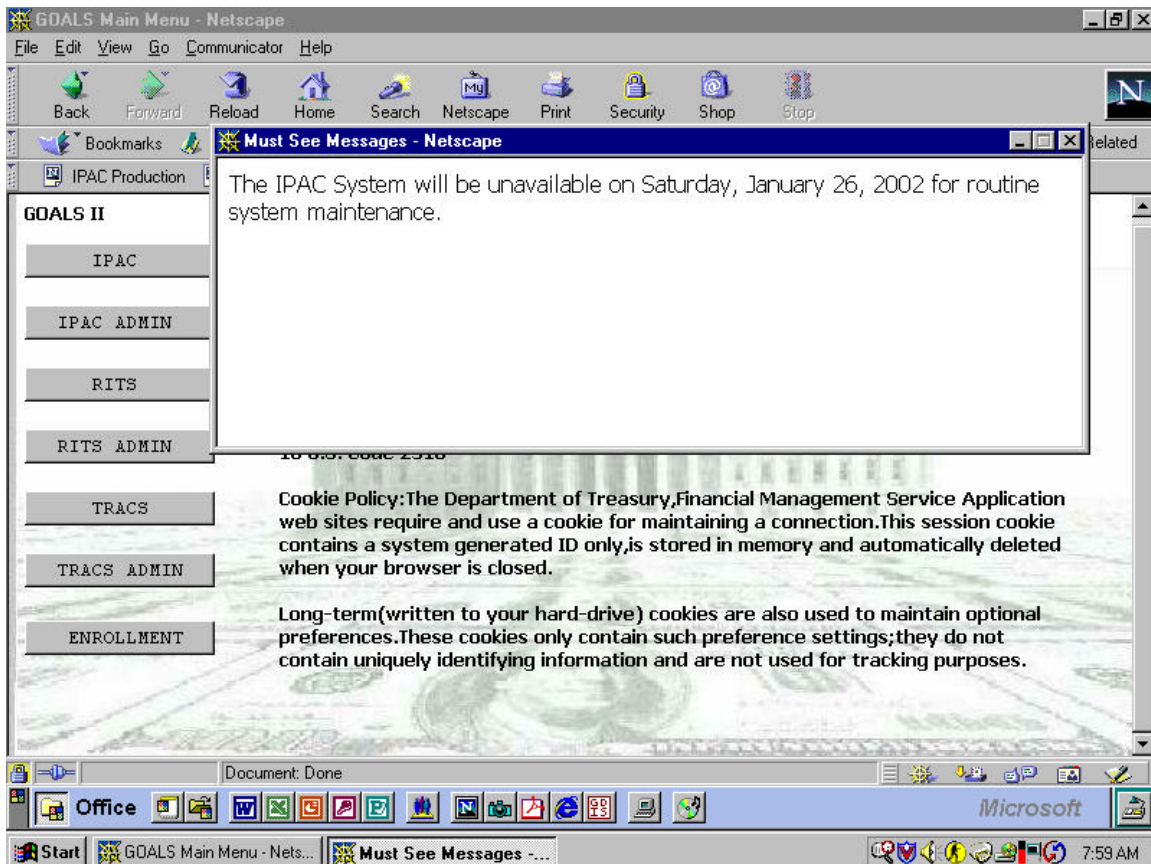

Figure I.17   System Messages

IPAC System Main Menu

Once you have completed the Login Screen and closed any system messages that appear, you will see the **IPAC System Main Menu** screen as shown in Figure I.18.
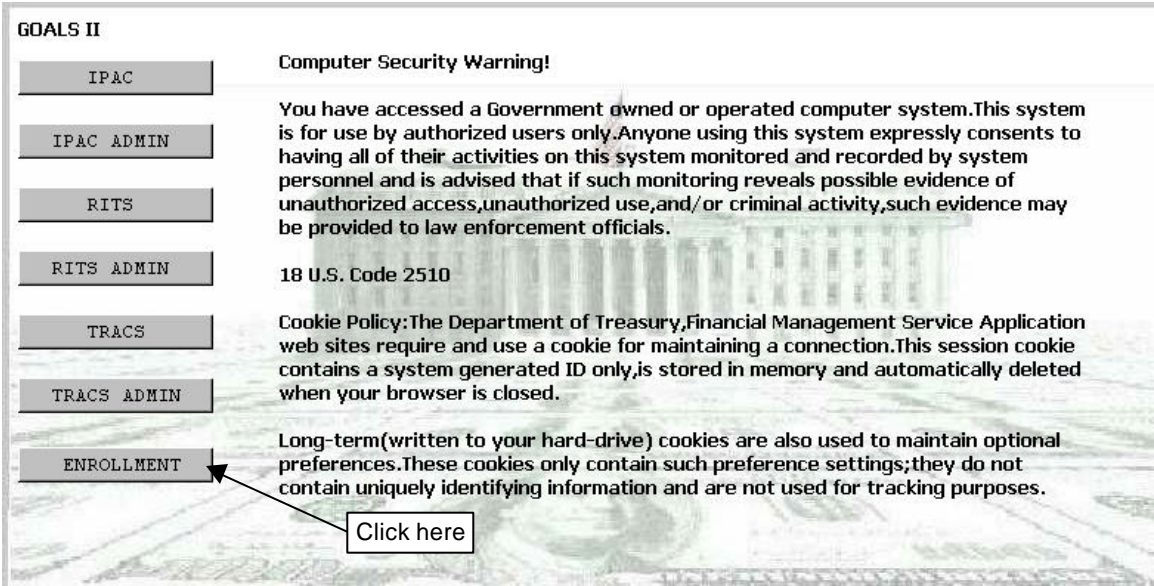

Figure I.18   IPAC System Main Menu

To enter the Enrollment module of the IPAC system, select the "Enrollment" button in the bottom left area of the screen. This will display a screen that is custom designed for the administrative role assigned to your Login ID.

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