

Option 10 Reports


Report generation and printing for the Enrollment application is centralized in this function.

Viewing and Printing Reports

The viewing and printing of documents from Enrollment is standardized and is discussed in the *Introduction*. In many instances, reports have parameters that allow you to place constraints on the data retrieved into the report. The parameters, or report criteria, limit the boundaries of the data that will be contained in the report. For instance, you may be asked for a Start and End Date for the report and only data within this range will be retrieved. These and other parameters are entered through a **Report Request** screen after the report is selected from the menu and before generation of the report is requested and discussed with the individual reports to which they apply.

Report Request Which Produces No Data

When a report request does not produce any data, no report is generated and the **Report Statistics** screen will show the report having 0 pages. Figure 1.35 is an example of this situation.



The screenshot shows a window titled "Report Statistics". At the top, there are two buttons: "Return To Enrollment Main Menu" and "Help". Below this, the text "Number of pages in report:" is followed by the value "0". Underneath, "Output Format:" is followed by a dropdown menu currently set to "HTML". At the bottom of the window, there are again two buttons: "Return To Enrollment Main Menu" and "Help".

Figure 1.35 Report Request Which Produced No Data

When this happens, there is no "OK" button to request display of the report. Your only options are to return to the **Enrollment Main Menu** or to view the system help screen.

Accessing the Reports Function

To access the Reports function, log on to the IPAC System and choose the Enrollment option from the **IPAC System Main Menu** as explained in the *Introduction*. The **Enrollment Main Menu** is shown in Figure 1.36.

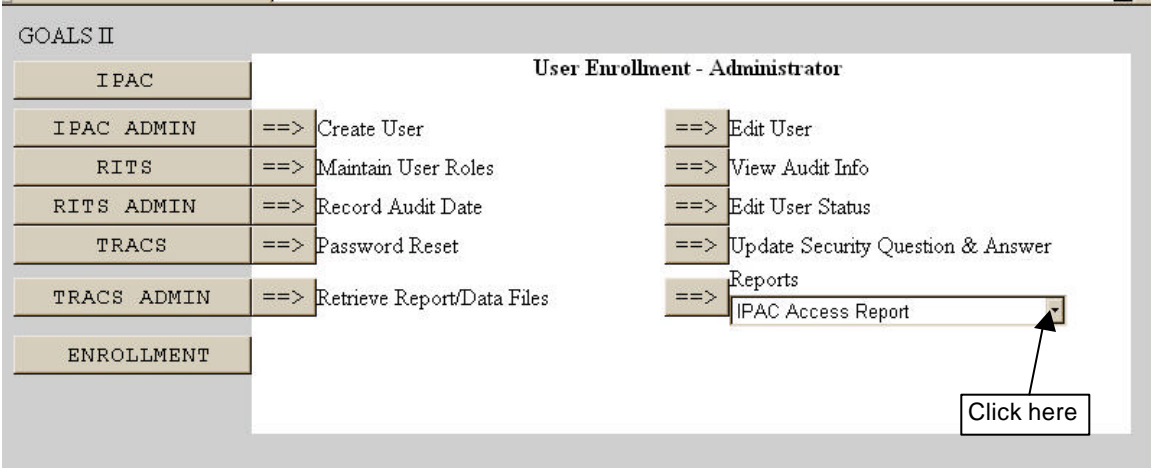


Figure 1.36 Enrollment Main Menu

The Reports function has a drop-down menu that allows you to select a report before entering the function. You can display this menu by clicking on the down arrow to the right of the default report name.

All of the Enrollment reports will be discussed in this section, but the reports that appear on your menu will vary according to the authorization associated with your Login ID. Figure 1.37 shows the **Enrollment Main Menu** with the report menu displayed.

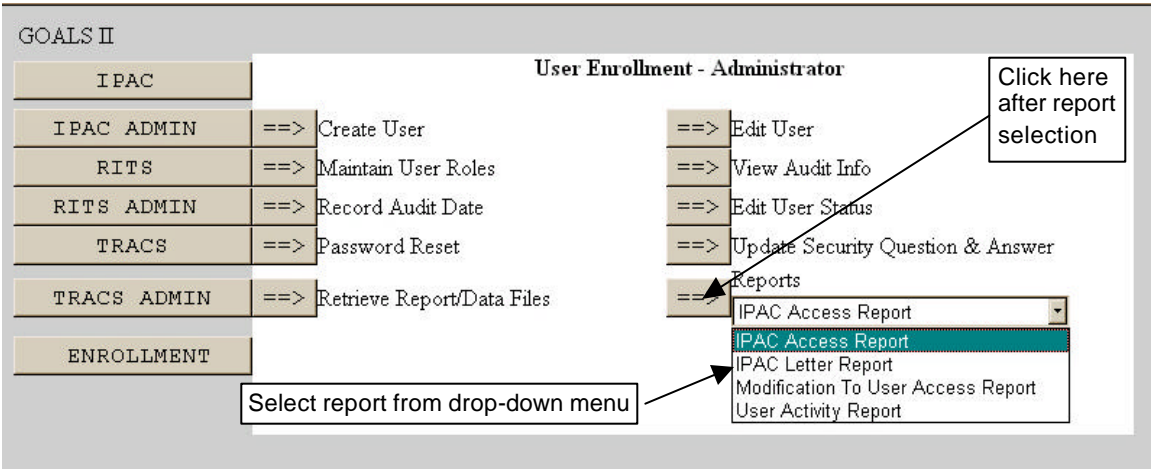


Figure 1.37 Enrollment Main Menu with Reports Menu

IPAC Access Report

This report reflects the access that has been made to the IPAC system by an IPAC organization (ALC or Payroll Office) or by a specific user.

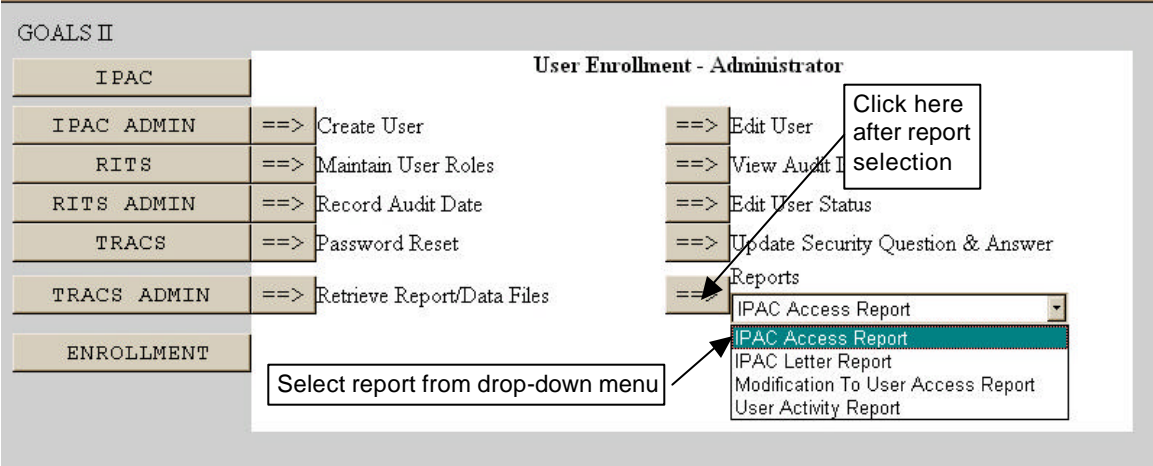


Figure 1.38 IPAC Access Report Menu Selection

To run this report, select and highlight "IPAC Access Report" from the drop down menu by the "Reports" function button, then select the "Reports" button. The **IPAC Access Report Request** screen, shown in Figure 1.39, will display.

IPAC Access Report Request Screen

IPAC Access Report

OK | Select Specific User | Clear | Return To Enrollment Main Menu

Help

Report File Description: [Text Input Field]

Organizations

All

ALC [Text Input Field]

Payroll Office [Text Input Field]

User Status

Active Users

Suspended Users

Revoked Users

Footer Comments: [Text Input Field]

OK | Select Specific User | Clear | Return To Enrollment Main Menu

Help

Figure 1.39 IPAC Access Report Request

IPAC Access Report Request data entry fields:

Report File Description

This field is discussed in the *Introduction* under *Viewing and Printing Reports*. This field is not required, but its use is strongly recommended.

Organizations

You **must** mark one of the option buttons under this category. To obtain a report on IPAC access for all IPAC Organizations, select the ALL option button. For a report on access for a single IPAC Organization, select the ALC option button and enter an ALC in the data entry box next to that button **or** select the Payroll Office option button and enter a Payroll Office Number in the data entry box next to that button. These option buttons are mutually exclusive, and selecting one of these buttons will deselect any previously selected button in this category.

User Status

You do **NOT** need to select an option button from this category. To show IPAC access from one of these user status categories, select the option button

labeled Active Users, Suspended Users or Revoked Users. To show IPAC access from all user status categories, do not select any of the option buttons.

Footer Comments

This field is discussed in the *Introduction* under *Viewing and Printing Reports*. The field is not required.

IPAC Access Report Request function buttons:

“OK”

This button accepts the Report File Description and Footer Comments and any restrictive criteria you have entered on the **Report Request Screen** and generates the report data for all users (as restricted by the User Status options and your Login ID authority), then displays the **Report Statistics Screen**.

“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 1.4 in the *Introduction* under *Viewing and Printing Reports*.

“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 and without generating the report.

“Help”

Displays system help information for this screen.

A sample of the IPAC Access Report is shown in Figure 1.40.

IPAC ACCESS REPORT
 Active Users Only
 For ALC 20180002

Organization	Logon ID	User Name	Application	Role	Date Assigned
20180002	e1lmm001	Lori M. Makle	IPAC Base	IPAC User IPAC Supervisor IPAC System Log	05/11/2001 05/11/2001 05/11/2001
20180002	e1sbu001	Sample B. User	IPAC Admin	GOALS Analyst	07/31/2001
20180002	e1sbu002	Sample B. User	IPAC Admin	IPAC Technician	07/31/2001
20180002	e1sbu005	Sample B. User	IPAC Admin	GOALS Analyst	07/31/2001
20180002	e1sxu003	Sample X. User	IPAC Admin	IPAC Technician	07/31/2001

Figure 1.40 Sample IPAC Access Report

IPAC Letter Report

When an IPAC Agency Administrator creates a new user (see *Option 1*) and sets the initial password (see *Option 4*), this option is accessed to print two form letters. One tells a newly registered user that he has been granted IPAC authority and informs him of his Login ID. The second letter (to be provided to the user under separate cover) tells the new user the initial password that he has been assigned.

The second letter is a form letter that contains a blank line for the password. Once the user's initial password has been set (see *Option 4*), and this letter is generated, the IPAC Agency Administrator must clearly document the initial password on the blank line provided in the letter. Note: Passwords are case sensitive, so be careful to write the password exactly as it was entered into the system.

Then the IPAC Agency Administrator must distribute both of these letters to the user. If the letters cannot be personally delivered by the IPAC Agency Administrator, then the letters should be mailed separately to the user. For security reasons, the Login ID and Password letters should not be mailed in the same envelope.

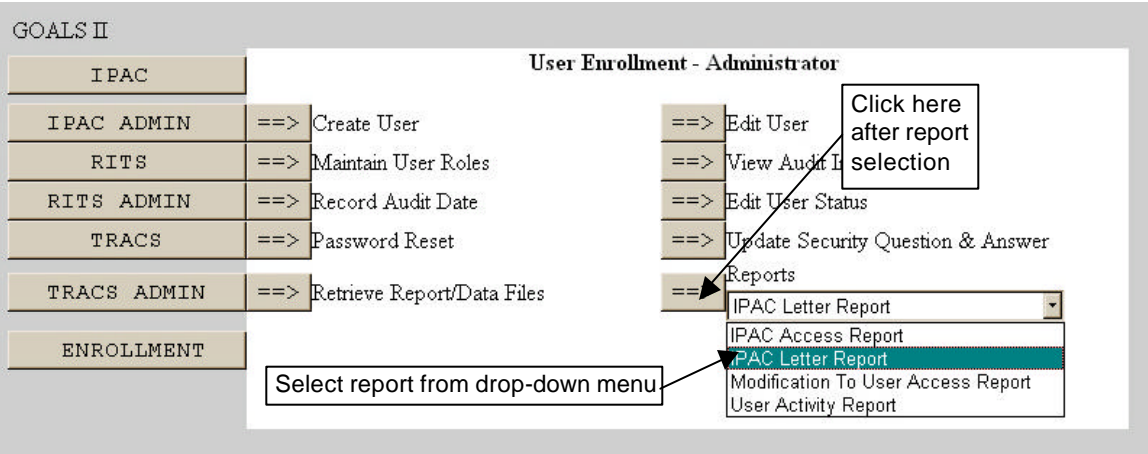


Figure 1.41 IPAC Letter Report Menu Selection

To run this report, select and highlight "IPAC Letter Report" from the drop down menu by the "Reports" function button, then select the "Reports" button. The **IPAC Letter Report Request** screen, shown in Figure 1.42, will display.

IPAC Letter Report

OK Select Specific User Clear Return To Enrollment Main Menu

Help

Report File Description:

Start Date: (optional)

End Date: (optional)

Print All Letters:

OK Select Specific User Clear Return To Enrollment Main Menu

Help

Figure 1.42 IPAC Letter Report Request screen

IPAC Letter Report Request data entry fields:

Report File Description

This field is discussed in the *Introduction* under *Viewing and Printing Reports*. This field is not required, but its use is strongly recommended.

Start Date

End Date

Enter the dates for which you want to generate IPAC Letter Reports. Dates must be entered in YYYY-MM-DD format. New users created before the Start Date or after the End Date will not have letters generated. These dates are optional. If no dates are entered, the Print All Letters option button should be selected.

Print All Letters

This option button should must be chosen if the Start Date and End Dates are not be specified. If neither the start and end dates nor this option are specified, the report will not contain any data.

IPAC Letter Report Request function buttons:

“OK”

This button accepts the Report File Description and Start and End dates (if those are specified) and generates the data for the IPAC Letter report (as restricted by the date options and your Login ID authority), then displays the **Report Statistics Screen** discussed in the *Introduction*.

“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 1.4 in the *Introduction* under *Viewing and Printing Reports*.

“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 and without generating the report.

“Help”

Displays system help information for this screen.

A sample of the IPAC Letter Report for a specific user is shown in Figures 1.43 and 1.44.

CONFIDENTIAL

Date: Thursday, September 13, 2001
To: Jane A. Doe
3700 East West Highway
Hyattsville, MD 20782

Your request for access to the IPAC System has been successfully processed. You have been granted access to the IPAC System as follows:

Organization*	Application	Role
20180002	IPAC	IPAC Supervisor
20180002	TRACS	TRACS Reports
20180002	TRACS	Bulk File User

Your Login ID is: e1jad002 Your initial password for this ID will be provided under separate cover.

Please use your access to the IPAC system in a responsible manner and only to accomplish legitimate IPAC business. Do not disclose your ID or Password to other people or knowingly or carelessly make it possible for other people to access the IPAC system using your Login ID and Password. You are responsible for all actions that are taken under your Login ID.

If you do not receive your password within 5 workdays, please contact your IPAC Agency Administrator or the GOALS Customer Support Staff on (202) 874-8270.

*Organization is defined as an ALC for the IPAC and TRACS applications or a Payroll Office for the RITS application.

Figure 1.43 IPAC Letter Report (page 1) – Login ID Letter

CONFIDENTIAL

Date: Thursday, September 13, 2001
To: Jane A. Doe
3700 East West Highway
Hyattsville, MD 20782

Your request for access to the IPAC System has been successfully processed. Your initial password is _____. Your Login ID will be provided under separate cover.

This password is a single one-time use password. Immediately upon it's use, you will be prompted to establish a new password. Your password must contain:

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

Please use your access to the IPAC system in a responsible manner and only to accomplish legitimate IPAC business. Do not disclose your ID or Password to other people or knowingly or carelessly make it possible for other people to access the IPAC system using your Login ID and Password. You are responsible for all actions that are taken under your Login ID.

If you do not receive your Login ID within 5 workdays, please contact your IPAC Agency Administrator or the GOALS Customer Support Staff on (202) 874-8270.

Figure 1.44 IPAC Letter Report (page 2) – Password Letter

Modification to User Access Report

This report reflects all administrative actions performed against a user's Login ID.

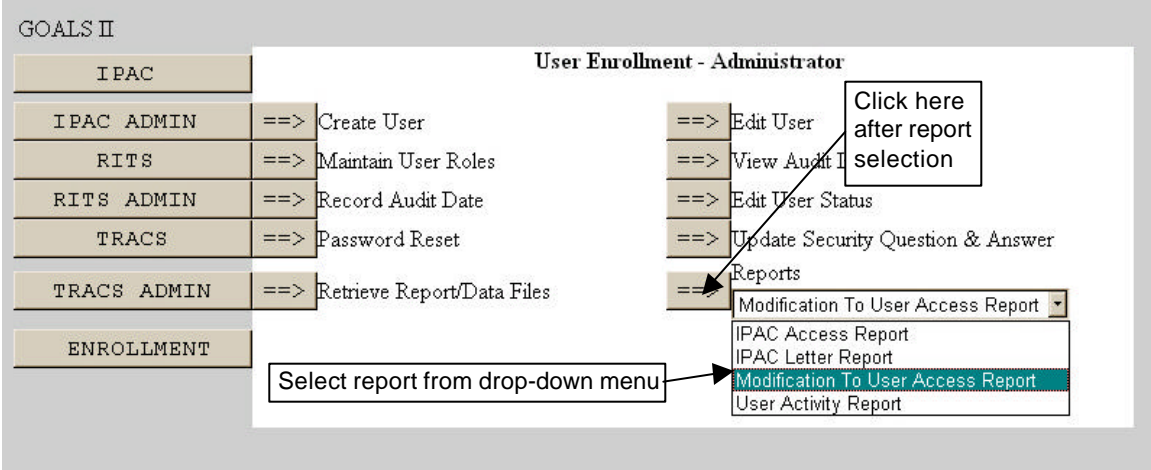


Figure 1.45 Modification to User Access Report Menu Selection

To run this report, select and highlight "Modification to User Access Report" from the drop down menu by the "Reports" function button, then select the "Reports" button. The **Modification to User Access Report Request** screen, shown in Figure 1.46, will display.

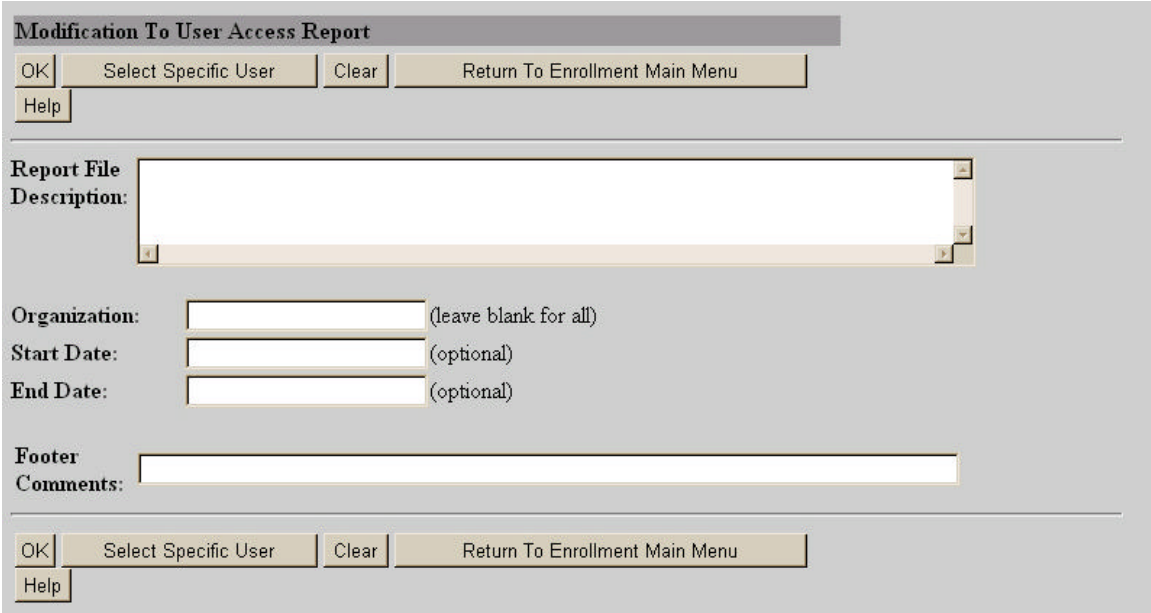


Figure 1.46 Modification to User Access Report Request screen

Modification to User Access Report Request data entry fields:

Report File Description

This field is discussed in the *Introduction* under *Viewing and Printing Reports*. This field is not required, but its use is strongly recommended.

Organization

To view the modifications to user access for a single IPAC Organization (ALC or Payroll Office), enter the ALC or Payroll Office Number in this data entry box. If no organization is entered in this box, the report will contain all modifications stored in the IPAC database (restricted by start and end dates if specified) which your Login ID authorizes you to view.

Start Date

End Date

Enter the dates for which you want to generate Modification to User Access report. Dates must be entered in YYYY-MM-DD format. User Access modifications made before the Start Date or after the End Date will not appear on the report. These dates are optional. If no dates are entered, the report will contain all modifications stored in the IPAC database which your Login ID authorized you to view.

Footer Comments

This field is discussed in the *Introduction* under *Viewing and Printing Reports*. The field is not required.

Modifications to User Access Report Request function buttons:

“OK”

This button accepts the Report File Description, Organization and Start and End dates (if those are specified) and generates the data for Modification to User Access report (as restricted by the date options and your Login ID authority), then displays the **Report Statistics Screen** discussed in the *Introduction*.

“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 in the *Introduction* under *Viewing and Printing Reports*.

“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 and without generating the report.

“Help”

Displays system help information for this screen.

A sample of the Modification to User Access Report for a specific IPAC Organization is shown in Figure 1.47.

MODIFICATION TO USER ACCESS

LOGIN ID	USERNAME	ORGANIZATION	ACTION	UPDATED BY	APPL.	ROLE
e1aba002	Agency B. Administrator	20180002	Created	e1dam001		
e1jad002	Jane A. Doe	20180002	Suspended Updated	e1aba001 e1aba001		
e1kot001	Keep O. Trukin	20180002	Revoked Revoked Updated	e1aba001 e1aba001 e1aba001		
e1sbu001	Sample B. User	20180002	Updated	e1sbu001		
e1sbu006	Sample B. User	20180002	Created	e1dam001		

1 of 1

Sample Modification to User Access

Report Requested by: Agency B. Administrator

Figure 1.47 Modification to User Access Report

User Activity Report

This report reflects the access that has been made to the IPAC system by a specific user.

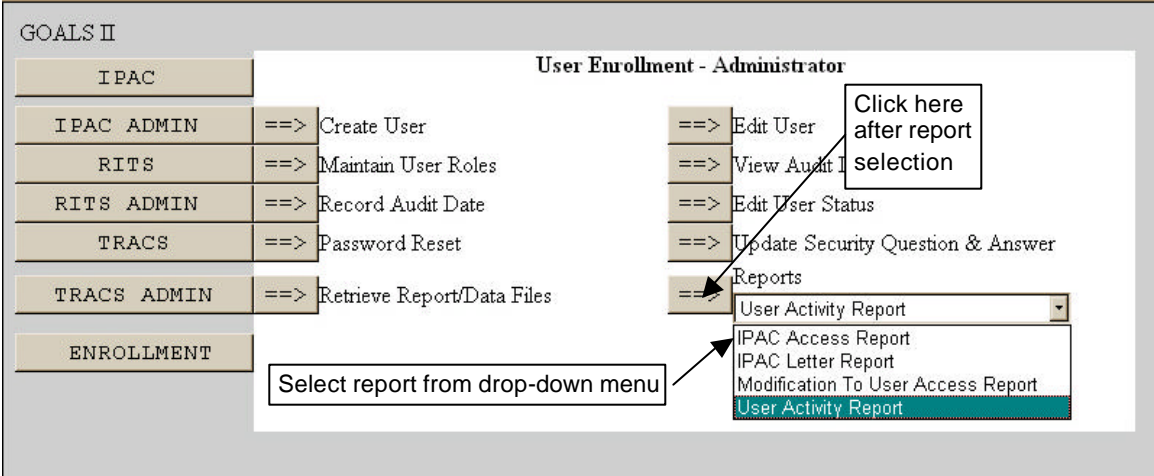


Figure 1.48 IPAC Access Report Menu Selection

To run this report, select and highlight "User Activity Report" from the drop down menu by the "Reports" function button, then select the "Reports" button. The **User Activity Report Request** screen, shown in Figure 1.49, will display

User Activity Report Request Screen

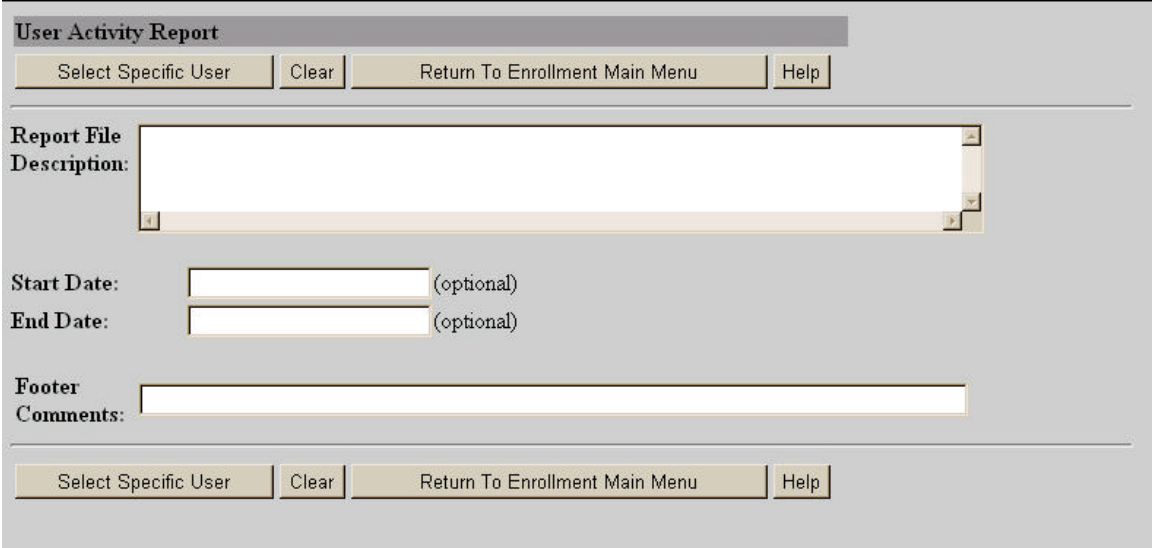


Figure 1.49 User Activity Report Request

User Activity Report Request data entry fields:

Report File Description

This field is discussed in the *Introduction* under *Viewing and Printing Reports*.
This field is not required, but its use is strongly recommended.

Start Date

End Date

Enter the dates for which you want to report on User Activity. Activity before the Start Date or after the End Date will not appear on the report. These dates are optional. If no dates are entered, all IPAC activity for the specified user will be reported.

Footer Comments

This field is discussed in the *Introduction* under *Viewing and Printing Reports*.
The field is not required.

IPAC Access Report Request function buttons:

“**Select Specific User**”

Accepts the information entered on the **Report Request** screen as the report description, report footer and date range and displays the **Find User** screen shown in Figure 1.4 in the *Introduction* under *Viewing and Printing Reports*.

“**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 and without generating the report.

“**Help**”

Displays system help information for this screen.

A sample of the User Activity Report is shown in Figure 1.50.

USER ACTIVITY					
All Application Activity for Login e1sbu003					
Date	Time	Controller Name	Organization	Organization Type	Elapsed Time (in seconds)
09/26/2001	14:45:27	org.frb.rich.ipac.bus.E_4_1_0_0_ChangeSecurityQuestionOKController	00000000	ALC	0.031
09/26/2001	14:45:33	org.frb.rich.ipac.bus.GOALSMenuIPACController	00000000	ALC	0.016
09/26/2001	14:45:45	org.frb.rich.ipac.bus.IPACMenuCollectionController	20180002	ALC	0.156
09/26/2001	14:45:50	org.frb.rich.ipac.bus.GOALSMenuIPACController	00000000	ALC	0.015
09/26/2001	14:46:17	org.frb.rich.ipac.bus.I_4_1_1_3_AgencySpecialRequirementsReportAllController	20180002	ALC	18.000
09/26/2001	14:46:46	org.frb.rich.ipac.bus.GOALSMenuIPACController	00000000	ALC	0.016
					18.234

1 of 1 9/26/01

Sample User Activity Report

Report Requested by: Sample B. User E_1_0_1_1_UserActivity.md

Figure 1.50 Sample User Activity Report

This page intentionally left blank.