

Table of Contents

Introduction	I.1
What is IPAC Enrollment?	I.1
IPAC System Requirements	I.1
About this Manual	I.2
This Guide's Audience	I.2
Assumptions	I.2
Administrators	I.2
IPAC Agency Administrator (IAA)	I.3
Authorities and Responsibilities of the IPAC Agency Administrator role:	I.3
Master Administrator	I.4
Authorities and Responsibilities of the Master Administrator role:	I.4
Organization of this Manual	I.4
Conventions Used in this Manual	I.5
Conventions Used in the Enrollment Application	I.5
Title Bars	I.5
Browser Buttons	I.5
Cursor Movement	I.6
Standard Buttons	I.6
Explanation of Standard Buttons	I.6
"Clear"	I.6
"Help"	I.6
"OK"	I.6
"Return to Enrollment Main Menu"	I.7
Formats	I.7
Button Formats	I.7
Date Formats	I.7
Telephone Number Formats	I.7
Asterisks for Required Fields	I.7
Error Messages	I.8
Retrieving User Records	I.8
Find User Screen	I.9
Find User Data Entry fields:	I.9
Login ID:	I.9
Last name:	I.9
Find User Function Buttons	I.10
"Find by LoginID"	I.10
"Find by Name"	I.10
"Return To Enrollment Main Menu"	I.10
"Clear"	I.10
"Help"	I.10
Select User Screen	I.11
Select User Data Fields	I.11
Selection Option Button	I.11
Users name	I.11

Login Ids	I.11
Security Level	I.11
Select User Function Buttons.....	I.11
"Select"	I.11
"Cancel"	I.11
"Return To Enrollment Main Menu"	I.11
"Clear"	I.11
"Help"	I.11
Viewing and Printing Documents	I.12
Report File Description / Footer Comments (Report Request) Screen	I.12
Data Entry Fields Common to All Report Request Screens.....	I.13
Report File Description	I.13
Footer Comments.....	I.13
Function Buttons.....	I.15
"Select Specific User"	I.15
"Clear"	I.15
"Return to Enrollment Main Menu"	I.15
"Help"	I.15
Report Statistics.....	I.15
Report Output Menu Options	I.16
HTML (HyperText Markup Language)	I.16
PDF (Portable Document Format)	I.16
Function Buttons.....	I.16
"OK"	I.16
"Return to Enrollment Main Menu"	I.16
"Help"	I.16
Viewing HTML Format Documents and Reports	I.16
Report Viewer Function Buttons	I.17
"First"	I.17
"Last"	I.17
"Next"	I.17
"Prior"	I.17
"Page Number"	I.18
"Back to Statistics Screen"	I.18
"Return to Enrollment Main Menu"	I.18
Viewing, Saving and Printing PDF Format Documents and Reports.....	I.18
Viewing and Printing a Report with Adobe Acrobat Reader	I.19
Saving a Report with Acrobat	I.22
Accessing the System.....	I.22
Security Login.....	I.23
Passwords	I.23
"Must See" System Messages	I.24
IPAC System Main Menu	I.25
IPAC Agency Administrator.....	1
IPAC Agency Administrator Main Menu	1
Option 1 Create User.....	3
Create/Edit User	4
Name:	4
First Name.....	4
Initial	4

Last Name	4
Employer:	4
Master ALC	5
Login ID	5
Contact Info:	5
Email Address	5
Complete Work Phone	5
Mailing Address:	5
Agency Name	5
Street	5
Mail Stop	5
City	5
State	5
ZipCode	5
Country	5
Function Buttons	5
"OK"	5
"Return To Enrollment Main Menu"	5
"Clear"	6
"Help"	6
Select Application	6
"OK"	7
"Return To Enrollment Main Menu"	7
"Clear"	7
"Help"	7
Select Organization	7
"OK"	7
"Select Another Application"	7
"Return To Enrollment Main Menu"	8
"Clear"	8
"Help"	8
Change User Roles	8
"Submit"	8
"Add Role"	8
"Select Another Organization"	8
"Return To Enrollment Main Menu"	8
"Help"	8
Add Role	9
"OK"	9
"Cancel"	9
"Return To Enrollment Main Menu"	9
"Clear"	9
"Help"	9
Change User Roles	10
User Roles Confirmation	10
Option 2 Maintain User Roles	13
Retrieve the User's Record	13
Existing User Roles	14
Delete	14
Application	14

Org Type	14
Organization	14
User Role	14
"Delete"	15
"Add"	15
"Return To Enrollment Main Menu"	15
"Clear"	15
"Help"	15
Deleting User Roles	15
Role Deletion Confirmation	15
Adding User Roles	16
Option 3 Record Audit Date	17
Enter Audit Information	18
Organization	18
Date of Audit	18
"OK"	18
"Return To Enrollment Main Menu"	18
"Help"	19
Record Audit Date Confirmation	19
Option 4 Password Reset	21
Retrieve the User's Record	22
Reset Password	22
Password Guidelines	23
Password Reset Confirmation	24
Option 5 Retrieve Report/Data Files	25
Option 6 Edit User	27
Retrieve the User's Record	27
Edit User Information	28
User Information Confirmation	29
Option 7 View Audit Info	31
Option 8 Edit User Status	33
Retrieve the User's Record	33
Edit User Status	34
Active	34
Suspended	34
Revoked	35
User Status Confirmation	35
Option 9 Update Security Question & Answer	37
Enter/Update Security Question and Answer	37
Security Question/Answer Changed Confirmation	38
Option 10 Reports	39
Viewing and Printing Reports	39
Report Request Which Produces No Data	39
Accessing the Reports Function	40
IPAC Access Report	41
IPAC Access Report Request Screen	42
IPAC Access Report Request data entry fields:	42
Report File Description	42

Organizations.....	42
User Status.....	42
Footer Comments.....	43
IPAC Access Report Request function buttons:.....	43
"OK".....	43
"Select Specific User".....	43
"Clear".....	43
"Return to Enrollment Main Menu".....	43
"Help".....	43
IPAC Letter Report.....	45
IPAC Letter Report Request data entry fields:.....	46
Report File Description.....	46
Start Date.....	46
End Date.....	46
Print All Letters.....	46
IPAC Letter Report Request function buttons:.....	46
"OK".....	46
"Select Specific User".....	47
"Clear".....	47
"Return to Enrollment Main Menu".....	47
"Help".....	47
Modification to User Access Report.....	50
Modification to User Access Report Request data entry fields:.....	51
Report File Description.....	51
Organization.....	51
Start Date.....	51
End Date.....	51
Footer Comments.....	51
Modifications to User Access Report Request function buttons:.....	51
"OK".....	51
"Select Specific User".....	51
"Clear".....	51
"Return to Enrollment Main Menu".....	51
"Help".....	51
User Activity Report.....	53
User Activity Report Request Screen.....	53
User Activity Report Request data entry fields:.....	54
Report File Description.....	54
Start Date.....	54
End Date.....	54
Footer Comments.....	54
IPAC Access Report Request function buttons:.....	54
"Select Specific User".....	54
"Clear".....	54
"Return to Enrollment Main Menu".....	54
"Help".....	54
Appendix A Roles and Functions.....	A.1
IPAC Roles and Functions.....	A.1
TRACS Roles and Functions.....	A.3
RITS Roles and Functions.....	A.4

Appendix B Table of Figures.....	B.1
Appendix C Configuring Netscape Navigator® to save PDF files	C.1
Appendix D Configuring Browsers to Accept Cookies.....	D.1
What are Cookies?	D.1
What are the IPAC System Cookie Requirements?.....	D.1
Controlling Cookies in Microsoft® Internet Explorer 5.....	D.2
Controlling Cookies in Netscape® Communicator 4.75	D.6
Appendix E Glossary of Terms and Acronyms	E.1
Index	Index.1