

Section 16 Display Messages

The IPAC System, and its multiple components, contains facilities for displaying messages to all ALCs or to select 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 enter the IPAC System, if there is a current “Must See” message, a text box containing the message will display as explained in the *Introduction*.

There is an additional communication method available for displaying “Broadcast Messages”. These messages are distributed to individual ALCs. In a future release of IPAC, approval or rejection of a Parent/Child Relationship requests will appear as a Broadcast Message, as will approval or rejection of Special Requirement requests. These messages are viewed through the “Display Messages” function on the **IPAC Main Menu**.

Accessing the Display Messages Function

To view **Broadcast Messages** intended for your ALC, log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 16.1.

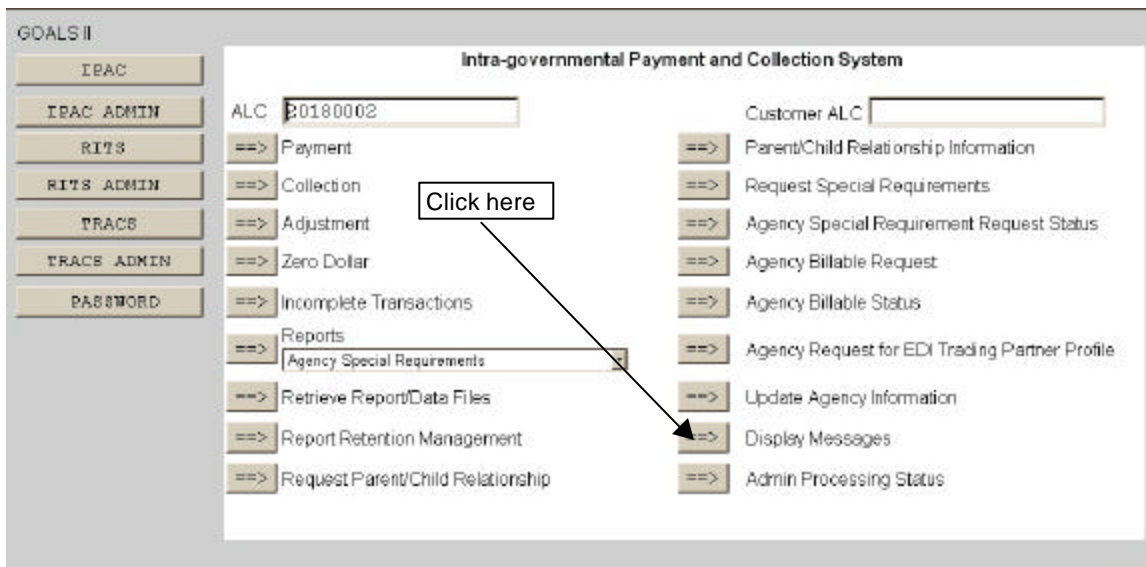


Figure 16.1 IPAC Main Menu

ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

Customer ALC

No entry is required in the Customer ALC field.

Broadcast Messages screen

After completing the ALC field, click on the “Display Messages” button as shown in Figure 16.1. The **Broadcast Messages** screen, shown in Figure 16.2, will display.

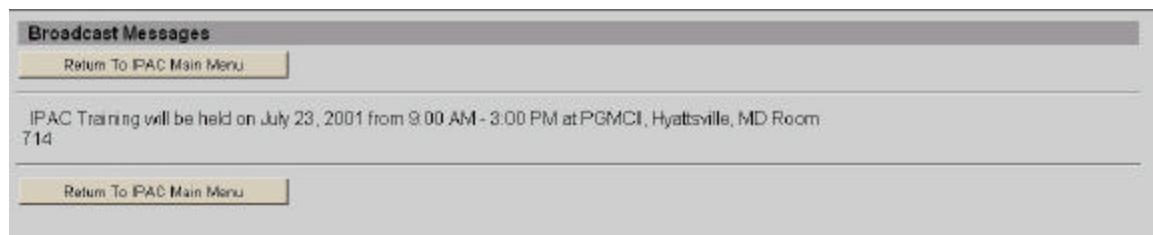


Figure 16.2 Broadcast Messages

You can print this message screen through your browser's print facility.

Once you have viewed and made note of any Broadcast Messages for your agency, click “Return to IPAC Main Menu.”