

CBS Access & Navigation

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Chapter 3 CBS Access & Navigation

The Commerce Business Systems (CBS) Access & Navigation training provides basic information regarding how to log-in to the system and fundamentals for navigating through various modules. CBS Access & Navigation applies to all of the Core Financial System (CFS) modules and other CBS components, and provides the foundation for detailed training related to each individual module. CBS modules are composed of both character-based and graphical user interface (GUI) applications. The majority of CBS applications which are deployed at the end-user level consist of mainly GUI applications. This document addresses the basic fundamentals applicable to GUI functionality.

The purpose of this section of the training is to meet the following objectives.

- ◆ Provide an overview of CBS applications
- ◆ Assist users in becoming familiar with CBS terminology
- ◆ Assist users in becoming familiar with CBS software functionality
- ◆ Instruct users on CBS navigation
- ◆ Instruct CBS users on how to properly enter data in screens and process transactions
- ◆ Instruct users on interpreting and resolving error messages
- ◆ Instruct users on the use of on-line help and documentation
- ◆ Provide a basic foundation for the hands-on exercises that reinforce information provided during training related to specific modules

3.1 System Access

Access to various CBS applications is based on user identification and privileges which are established by the Database Administrator. Certain reports, such as labor, limit data available to users based on specific organizations codes for users with authorized access. To obtain access, users must submit a CBS User ID Request Form, which has been signed by the employee's supervisor, to Client Services. The CBS User ID Request Form is used for new users and to add/modify roles for existing users. This form is available on the NOAA CBS web site at <http://www.rdc.noaa.gov/~cams/>.

CBS Client Services notifies users via e-mail once the user account is established. Users must contact Client Services at 301-427-1023 to obtain their password. After receiving the userid/password, if additional assistance is required, users should contact Client Services.

CBS utilizes two separate platforms. CBS production applications (CFSFX), such as Budget , Bankcard, Travel, Small Purchases, Accounts Payable, Cost Accumulation, Accounts Receivable/Reimbursables, General Ledger, and various reports reside on the GS140B - Stratus server. The Data Warehouse (CFSDW) resides on the GS140A - Cumulus server. Production

modules may be character, web, or GUI-based. The Data Warehouse is a GUI-based application which provides access to information through the CBS Navigator for Data Warehouse Reports; Oracle Discoverer for web-based queries using standard workbooks; query applications for budget and expenditure data; and interfaces to extract/download data for LO use.

Because CBS utilizes separate platforms, users with both CFSFX and CFSDW access will have two accounts. Each CBS User ID has an associated password. All CBS accounts utilize the same User ID structure, with the exception of Travel as a specific structure is required by the Travel Manager software. Although the same Oracle naming convention is used for CFSFX and CFSDW, they are distinct accounts with separate passwords. Users may elect to specify the same password for both accounts. However, changing the CFSFX password will not affect the CFSDW account. Additional information pertaining to passwords is provided in the next subsection of this documentation.

3.1.1 Citrix Logon Process

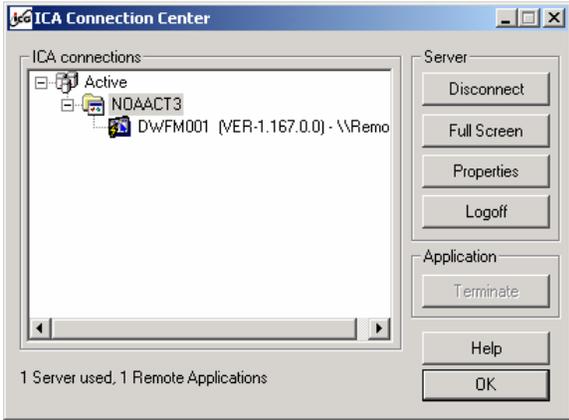
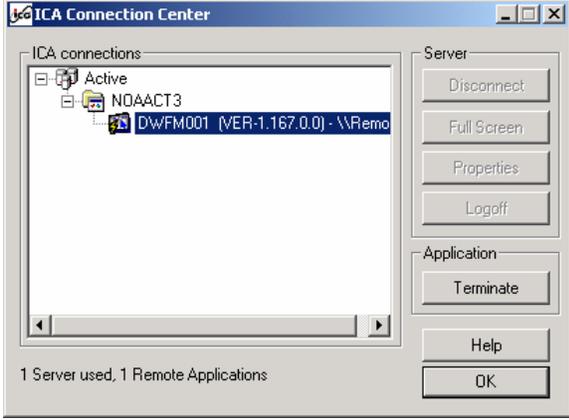
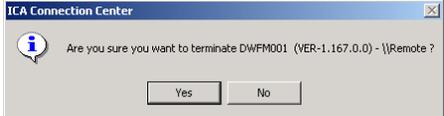
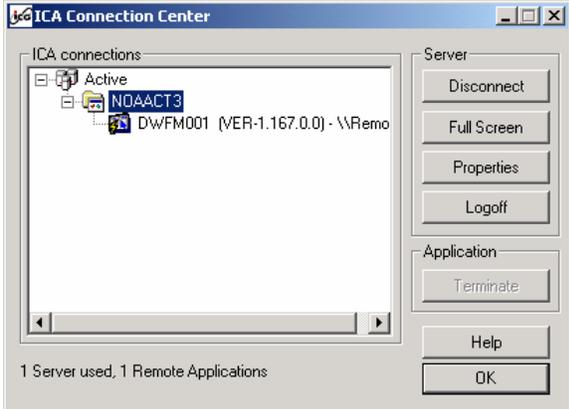
Icons are set up on the user's desktop to access the GUI components of CBS, including the Budget Execution module, through Citrix. ***Although access via Citrix applies to other CBS applications, CPCS users (cardholders, group administrators, initiators, and approving officials) will not use Citrix to access CPCS.*** CPCS access via Citrix is limited to CBS Client Services and Database Administrators (DBAs) for maintenance, security, and setup efforts.

3.1.1.1 Terminate Citrix Connection

Under certain circumstances, users may wish to terminate/logoff while the system is in the process of responding to actions taken by the user. For example, if a user initiates a complex query or report and subsequently realizes that the proper parameters were not specified. Depending upon what point the system is not responding to the request, clicking the **Cancel** button may not immediately stop the current process.

Although most users have a tendency to utilize the **Ctrl-Alt-Delete** method to shutdown or reboot, there is a better way to stop the process without having to close other applications on the user's desktop. Users perform the following procedure to terminate the Citrix connection:

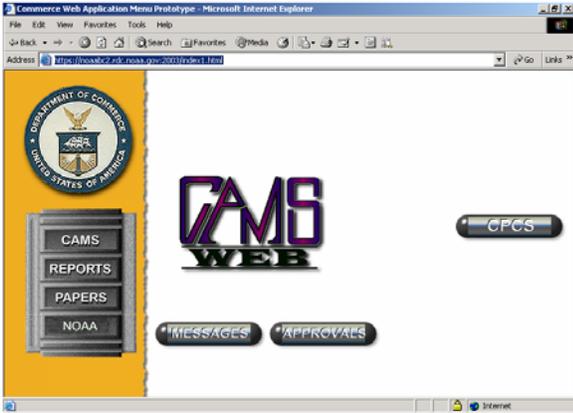
Step	Action
1	Users connected via Citrix will have an ICA icon in the lower right corner of the screen: 
2	Right click on the ICA icon and select Open Connection Center : 

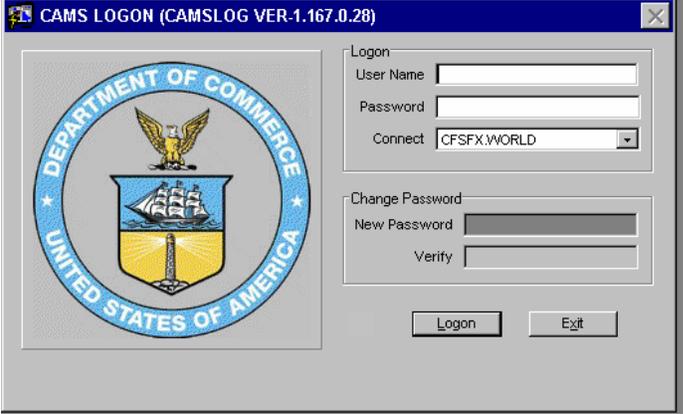
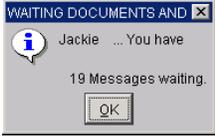
Step	Action
3	<p>The previous action will open the ICA Connection Center window displayed below:</p> 
4	<p>Select any open applications and press the Terminate button</p> 
5	<p>In the dialog box, respond by clicking Yes</p> 
6	<p>Select NOAACT# and press the Logoff button under the Server options:</p> 

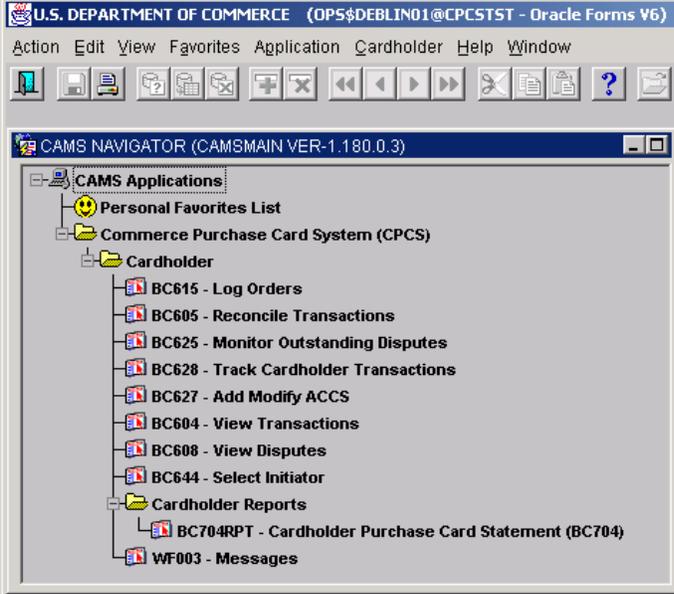
Step	Action
7	In the dialog box, respond by clicking <input type="button" value="Yes"/> 

3.1.2 Web Logon Process

Certain CBS components are web-based applications. Although the method of access differs, the log-in screen and CBS Navigator menus are identical to applications accessed via Citrix. Users perform the following steps to access CBS applications available via the web:

Step	Action
1	Launch a web browser (Netscape Navigator, Internet Explorer) and enter the CBS application web address; please note that SSL is used: https://noaabc1.rdc.noaa.gov:2000/index1.html
2	Click the CPCS button on the right side of the screen: 
3	During the connection process, the following message appears briefly on the screen:  <i>Note: CBS web applications may require the applicable Oracle Jinitiator (JAVA Initiator) plug-in. Please refer to Section 3.1.4 for additional details pertaining to Oracle JInitiator.</i>

Step	Action
4	<p>Enter <i>User Name</i> and <i>Password</i>:</p>  <p><i>Note: Users are limited to 3 attempts at entering passwords correctly before the account is locked. Users must contact CBS Client Services via email to Clientservices@noaa.gov to reset accounts.</i></p>
5	<p>Click the Logon button or press the Enter key to complete the connection process</p>
6	<p>The CPCS message dialogue box appears, click the OK button to acknowledge the message:</p>  <p><i>Note: The CPCS Message box not only indicates whether there are messages for the user, but may also display additional information which may be of interest to CPCS users such as system availability, sweep information, etc.</i></p>

Step	Action
7	<p>The <i>CBS Navigator</i> Menu will be displayed. Menus differ among users, depending on job functions/options authorized for each user.</p> 
8	<p>Clicking on the  or  next to a specific folder on the <i>CBS Navigator</i> will expand or compress the available menu options displayed. Users can also click <i>Application</i> on the menu bar to expand the drop-down menu options.</p> <p>Users can select desired menu options from the <i>CBS Navigator</i> by double-clicking or by using the drop-down lists on the menu bar to select from the available options.</p> <p><i>Note: Although CPCS screens can now be accessed using the CBS Navigator menu functionality, users have the option of using the drop-down menus. Please refer to Section 3.2.2 for additional information on the menu structure.</i></p>

3.1.3 CBS Passwords

Users have the ability to change passwords during the logon process or by selecting the applicable screen. Passwords expire based on established security parameters and users will be prompted to enter a new password prior to the old password expiring. After a password has expired, users will be required to update password information prior to being able to gain access to the system.

As noted above, CBS utilizes separate platforms for CBS production applications (CFSFX) and the Data Warehouse (CFSDW). Users with access to both database instances will have two accounts and although the same Oracle naming convention is used for each, they are still distinct accounts with separate passwords. Since changing the password on one account will not automatically update the other, if users elect to specify the same password for both, it will be their responsibility to keep their passwords synchronized.

CBS production applications share the same Oracle password for all modules residing on the GS140B - Stratus server. If a user changes their Oracle password in any one of these applications (e.g., CPCS, AR, BOPs, Budget, etc.) accessed via Telnet, Citrix, or the web, changes to their password affects all CBS applications on the GS140B - Stratus server.

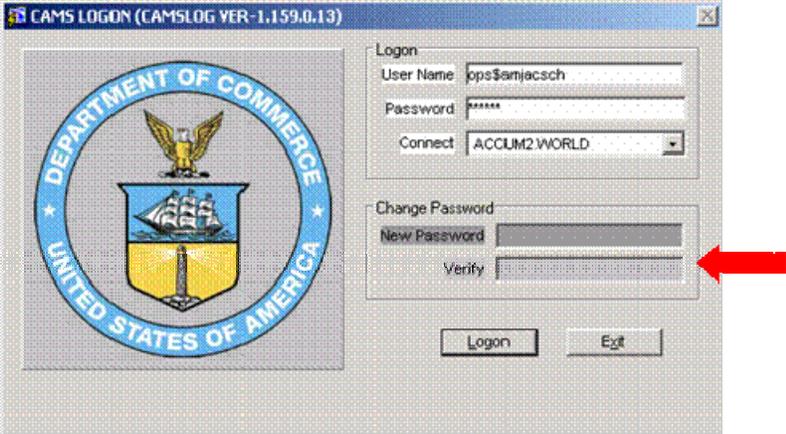
Note: Core Financial System (CFS) production users on the GS140B – Stratus server can change their Oracle password on the main menu. This does NOT impact the Oracle password used for Data Warehouse located on the GS140A – Cumulus server.

Access to components of the Data Warehouse is available through Citrix, web, or batch interfaces. CBS Data Warehouse and Oracle Discoverer tools share the same Oracle password on the GS140A - Cumulus server. For users with authorized access for both Data Warehouse and Oracle Discoverer, changing the password in either application affects both.

Note: Data Warehouse users on the GS140A – Cumulus server can change their Oracle password through Citrix on the CAMS Navigator menu or within the Oracle Discoverer tool. Changes to the Oracle password will apply to the user account regardless of the access method utilized for Data Warehouse components.

If a user enters their Oracle password 3 times incorrectly, their account will be locked. Users must submit an email to clientservices@noaa.gov to have their account reset or unlocked. Upon receipt of the email request, CBS Client Services will reset the account and notify the user to contact Client Services via telephone to receive their new password. NOAA Security guidelines prohibit Client Services from providing passwords via email.

Users perform the following steps to change passwords in CBS applications:

Step	Action
1	<p>After entering their User Name and current Password during the logon process, users enter a New Password prior to clicking the Logon button.</p> 
2	<p>Move to the next field and Verify the new password.</p> <p><i>Note: The current Password, New Password, and Verify fields are protected from view and only display asterisks. (*)</i></p>

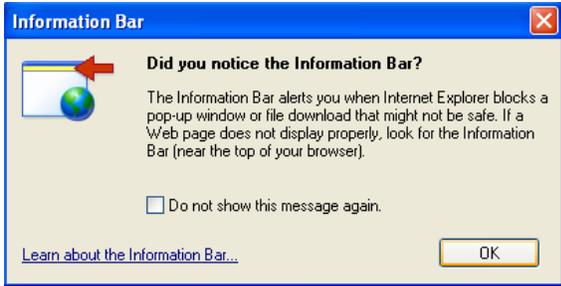
Step	Action
3	<p>After clicking on the Logon command button, users will receive confirmation that their password has changed. The confirmation dialog box only appears if users are changing their password. For the normal logon process, the system will go directly to the application menu. Illustrated below is an example of the confirmation:</p>  <p><i>Note: If users have access to both the Data Warehouse and Oracle Discoverer, changing the password in either application will change it for both.</i></p>

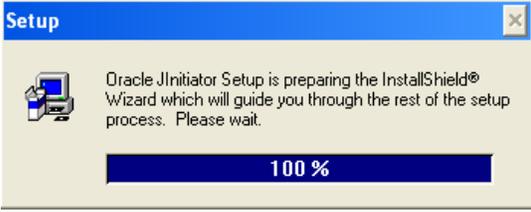
3.1.4 Oracle JInitiator

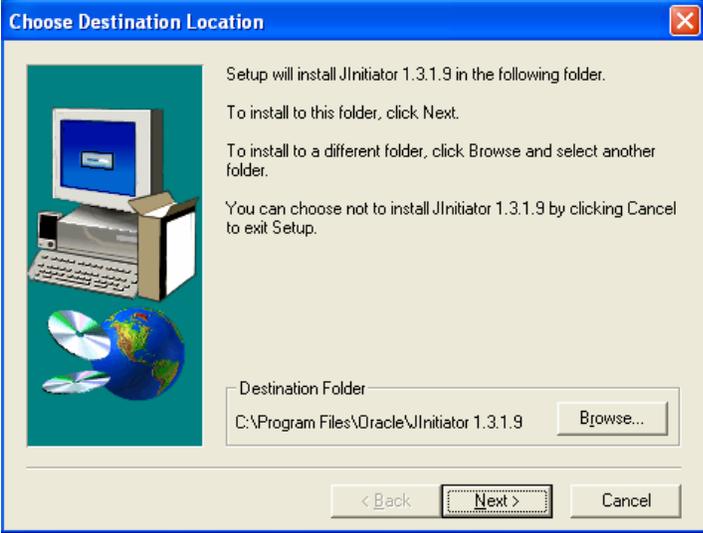
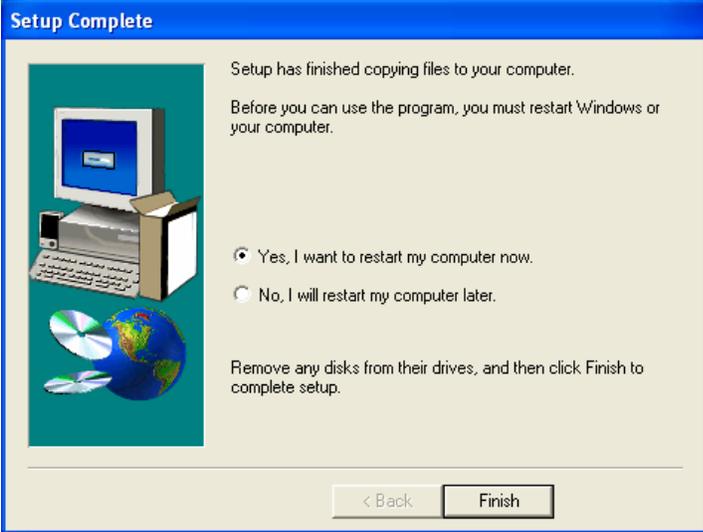
Certain CBS web applications require the use of Oracle JInitiator (JAVA Initiator). Internet Explorer allows for an automated procedure to locate, download, and install the required version of the JInitiator plug-in, if it is not available the first time users access this type of application. After JInitiator is installed, users may choose either Netscape or Internet Explorer as their browser.

3.1.4.1 Installing JInitiator - Windows XP

For Windows XP, users perform the following steps to install Oracle JInitiator:

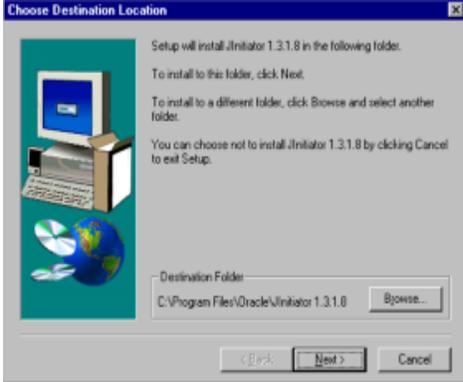
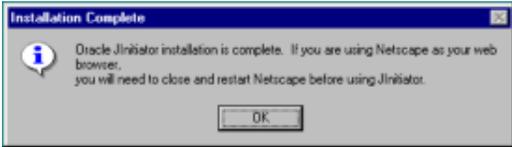
Step	Action
1	<p>Users will be prompted to install Oracle JInitiator the first time they attempt to access Discoverer if the plug-in is not available. Click on the OK button in the dialog box which appears if pop-up windows are blocked.</p> 

Step	Action
2	<p>If the ActiveX control is required, click to install as indicated in the illustration below:</p> 
3	<p>Click on Install ActiveX Control within the pop-up box.</p> 
4	<p>Click on the Install button to start the Oracle JInitiator installation. During the installation process, pop-up boxes display the status of the Oracle Jinitiator setup.</p> 
5	<p>Users will be guided through the setup process; boxes will display with the status:</p> 

Step	Action
6	<p>Click the Next button to continue by using the default destination location or specify the desired destination folder.</p> 
7	<p>Click the OK button in the dialogue upon completion of the installation process.</p> 
8	<p>Click the Finish button to restart your computer.</p> 

3.1.4.2 Installing JInitiator - Other Windows Versions

To install Oracle JInitiator for Windows versions other than XP, users perform the following steps:

Step	Action
1	<p>Users will be prompted to install Oracle JInitiator the first time they attempt to access Discoverer if the plug-in is not available. Click Yes to start the installation process. A box will be displayed with the status of the Oracle JInitiator setup.</p> 
2	<p>Click Next to continue with the installation process.</p> 
4	<p>Information will be displayed with the status during the Oracle JInitiator installation. Click OK in the dialogue box upon completion of the installation process.</p> 

3.2 System Navigation

CBS components which are deployed to the client or end-user level are Graphical User Interface (GUI) applications which utilize Windows point-and-click functionality and drop-down menu bars. The GUI functionality provides more user-friendly menus, screens, and features for CBS users.

A series of maintenance, transaction, batch, and report screens enable users to establish maintenance/set-up data, process transactions, conduct queries, and run reports. The GUI components of CBS are fully integrated with the character portions of the CFS.

GUI capability enables users to navigate through various CBS Data Warehouse screens by utilizing drop-down menus and full point-and-click functionality. The GUI functionality allows for increased use of the mouse as well as the ability to use on-window buttons, icons, and menu options. The following keys are used to navigate throughout the screens:

Tab	Permits movement from field to field.
Enter	Accepts data entered and permits movement to the next field
↑ ↓	Permits movement between fields

When a screen is accessed, a new window opens with the title displayed at the top. Each window has a drop-down menu located at the top, with options similar to other Windows applications. Users select from the menu by highlighting an option and clicking with the mouse.

3.2.1 Mouse Functions

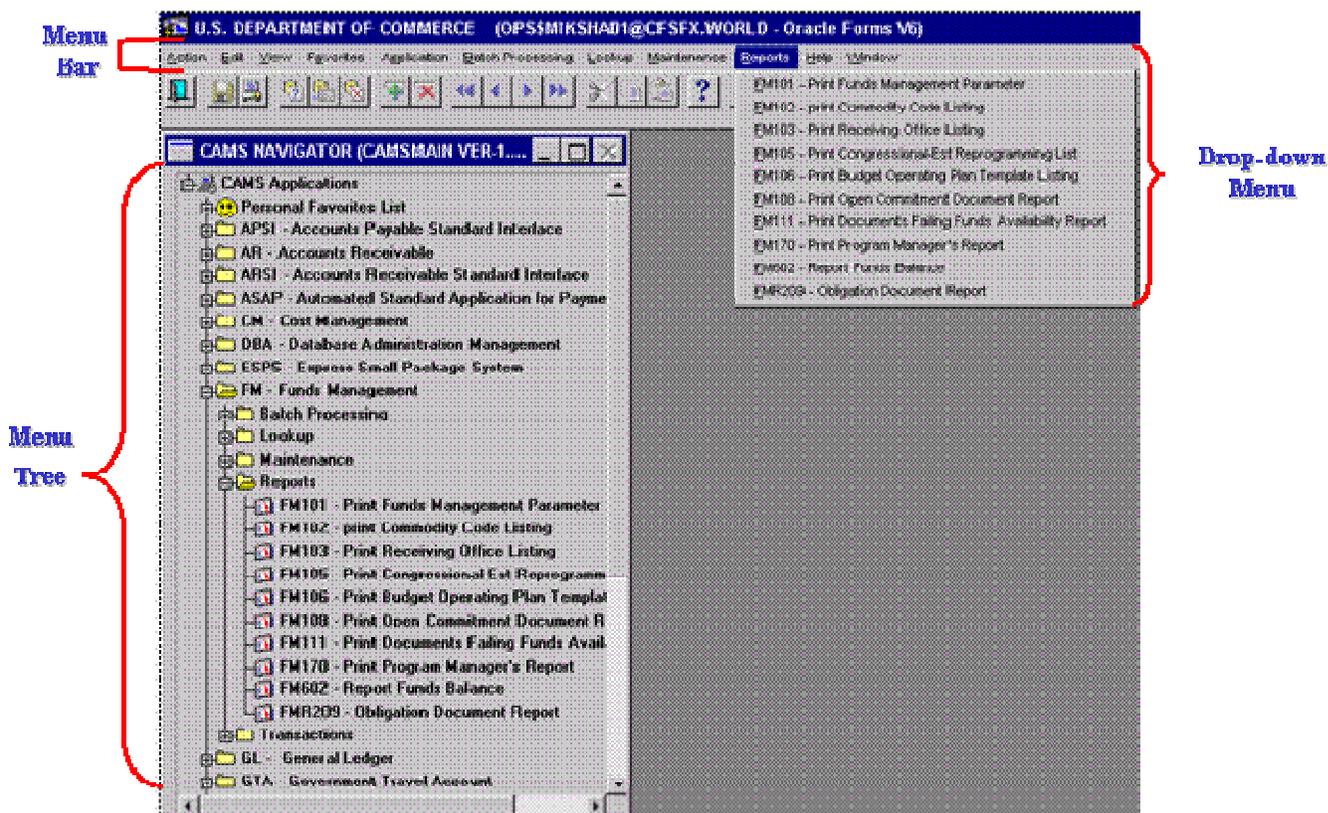
The mouse allows a user to highlight, select, scroll, and access lists and pop-up windows. It also allows movement around the menu and icon bars to select different windows, options and exit. Within a specific screen, use of the mouse enables the point-and-click functionality to move between fields, tabs, and folders in addition to utilizing available features applicable to a screen.

There are two types of clicks associated with the mouse. A single click of the left mouse button allows a user to select a menu option within the navigator tree or drop down menu. A single click will also allow access to buttons in the window as well as accept system responses such as "OK" and "Cancel". A double-click of the left mouse button allows a user to access the List of Values for the current field or move to subsequent screens.

3.2.2 Menu Structure

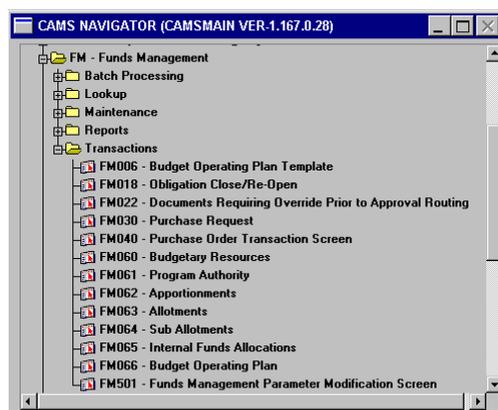
GUI screens incorporate the use of drop-down menus and menu trees to facilitate navigation and selection of documents. The Navigator Menu tree and drop-down menu structure includes all available options. Menu options vary depending upon the type of user; access privileges are restricted to individuals authorized for certain reports. Users determine which method of menu selection they prefer to use.

The following illustrates the GUI menu structure for Budget Execution:



3.2.2.1 Navigator Menu

The menu tree structure is referred to as the *Navigator Menu*. The Navigator Menu is utilized through Windows point and click functionality. The following is an example of the Navigator Menu for Budget Execution, illustrating the Transaction options:

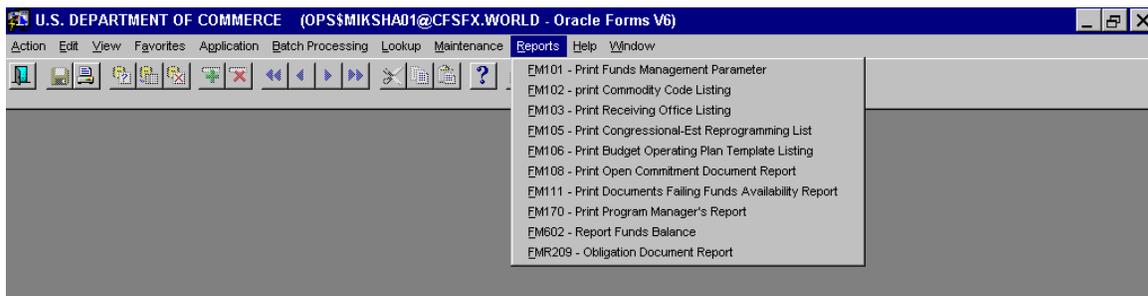


As shown in the above illustration, modules are organized in individual folders. Available menu options can be viewed, or hidden, by clicking on the  or  next to the menu folders or double-clicking to expand or compress available options. Expanding a folder will display a list of all available screens within that specific module. Users can access specific menu options by double-clicking on the selected option.

3.2.2.2 Drop-Down Menus

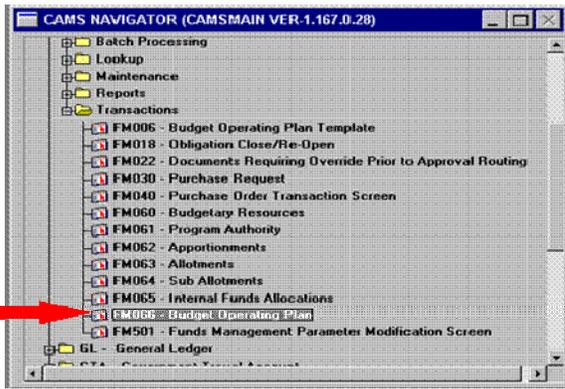
Drop-down menus are available on the menu bar on the top of the screen. Drop-down menus are utilized by selecting an option on the menu bar, which displays the available choices. Upon accessing the system, users click on the Application option from the menu bar to display the available applications. Selecting Funds Management from the Application option on the drop-down menu is equivalent to opening the Funds Management folder on the Navigator Menu.

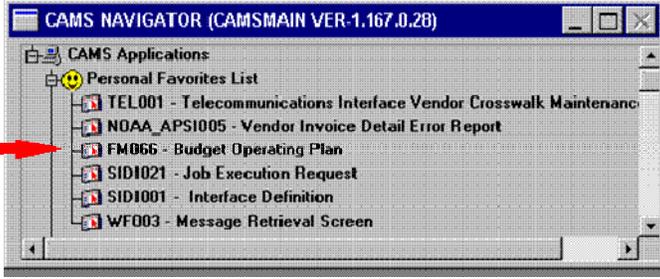
Menu options are accessed by using the mouse to highlight the desired option from the list of menu choices. The following is an example of a drop down menu with the Report options for Budget Execution:



3.2.2.3 Personal Favorites List

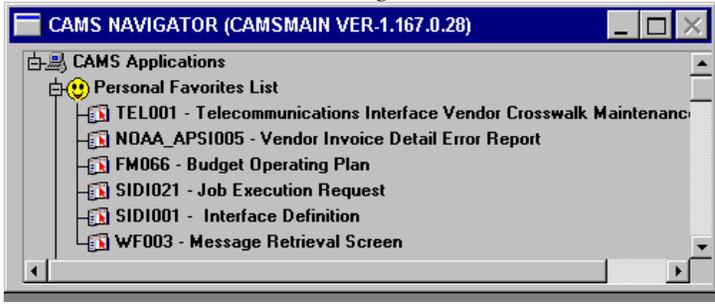
The Personal Favorites List is designed to include the menu options frequently used. Users perform the following steps to add a screen to the Personal Favorites List:

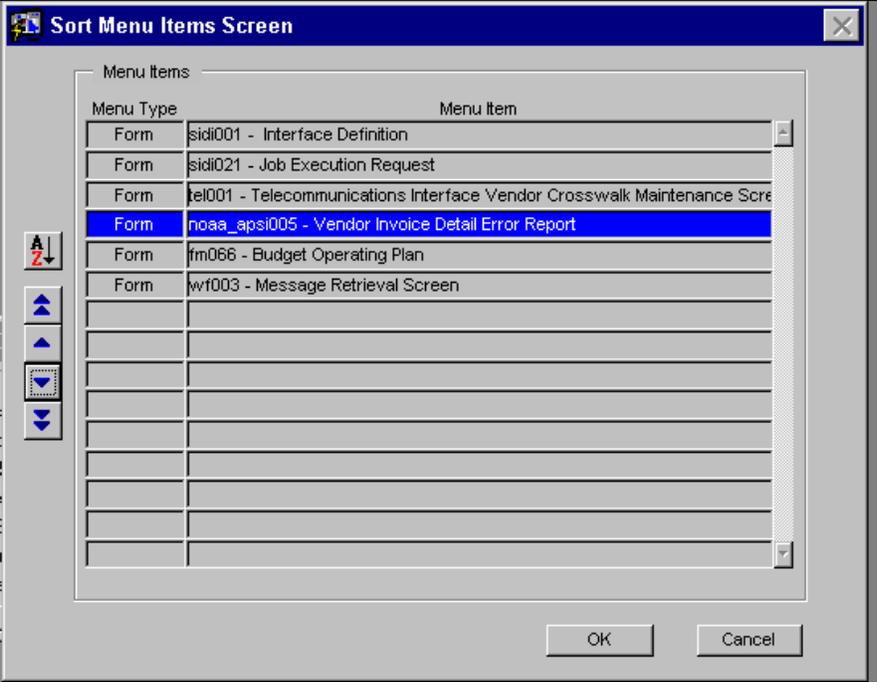
Step	Action
1	<p>On the <i>Navigator Menu</i>, right-click on the screen option you want to add</p>  <p>The screenshot shows the CAMS NAVIGATOR interface with a tree view of menu options. A red arrow points to the 'FM066 - Budget Operating Plan' option. The tree view includes folders like Batch Processing, Lookup, Maintenance, Reports, and Transactions, and various screen options such as FM006 - Budget Operating Plan Template, FM018 - Obligations Close/Re-Open, FM022 - Documents Requiring Override Prior to Approval Routing, FM030 - Purchase Request, FM040 - Purchase Order Transaction Screen, FM060 - Budgetary Resources, FM061 - Program Authority, FM062 - Apportionments, FM063 - Allotments, FM064 - Sub Allotments, FM065 - Internal Funds Allocations, FM066 - Budget Operating Plan, and FM501 - Funds Management Parameter Modification Screen.</p>

Step	Action
2	Click on Favorite List from the pop-up menu block <div data-bbox="954 247 1127 531" style="float: right; border: 1px solid gray; padding: 5px; margin-top: 10px;"> Menu ID 1240 Sort Edit Item New Sibling New Child Delete Item Import Export ✓ Favorite List </div>
3	The screen will be copied to your Personal Favorites List <div data-bbox="344 594 1127 873" style="float: right; border: 1px solid gray; padding: 5px; margin-top: 10px;">  </div>

3.2.2.3.1 Sorting Your Personal Favorites List

The Personal Favorites List can be sorted to display menu options by CBS Screen Number. Users perform the following steps to sort items on the Personal Favorites List:

Step	Action
1	Click on Personal Favorites from the <i>Navigator Menu</i> <div data-bbox="459 1287 1174 1591" style="float: right; border: 1px solid gray; padding: 5px; margin-top: 10px;">  </div>
2	Right click for the pop up menu and click on Sort <div data-bbox="1003 1612 1198 1948" style="float: right; border: 1px solid gray; padding: 5px; margin-top: 10px;"> Menu ID 2 Sort Edit Item New Sibling New Child Delete Item Import Export Favorite List </div>

Step	Action
3	<p>The Sort Menu Items Screen displays</p> 
4	Press  to sort Favorites alphabetically
5	Press the OK button to complete

3.2.3 Screen Types

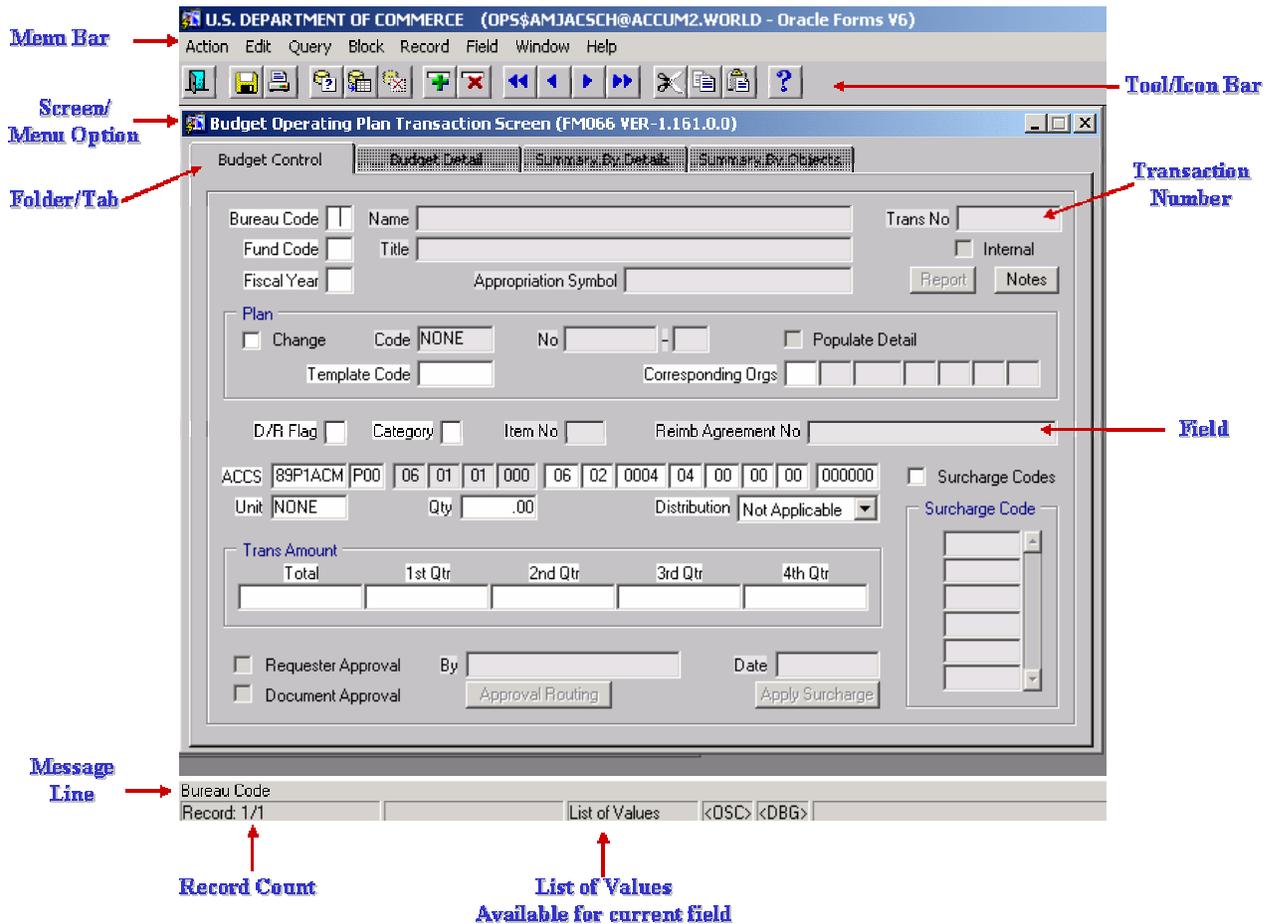
The types of screens available within CBS modules are dependent upon the functionality required for a specific application. The GUI functionality for specific modules may not include all of the screen types which are available throughout the system.

GUI screens are divided into the following categories:

- ◆ Transaction
- ◆ Administrative
- ◆ Maintenance
- ◆ Workflow Management
- ◆ Batch
- ◆ Reports
- ◆ Processing

3.2.3.1 Screen Layout/Features

The following illustration depicts a sample screen layout:



3.2.3.2 Common Screen Elements

<u>Item</u>	<u>Description</u>
Window	A "fill-in-the blanks" arrangement that facilitates data insert, update, delete and/or query of the database. The terms window and screen are used interchangeably.
Title Bar	The bar along the immediate top of the window. Three buttons displayed in the top right hand corner, allow the user to maximize, minimize, or close the active window.
Menu Bar	The bar along the top of the window, above the icon bar. The menu bar provides various drop down menus to use while moving throughout the program.
Icon Bar	The bar under the menu bar, which displays the icons currently available to the user. For more information regarding the icons, refer to the icon listing in the following section of this documentation.

Table	A logical grouping of related records, e.g., transactions or orders. A table is arranged like a spreadsheet with each row corresponding to an individual record and each column corresponding to a particular field. (See <i>Field and Record</i>). Tables cannot be seen by users. They serve as a means to store information in the database.
Record	A single line item within a transaction.
Window Name/ Option Code	The name of the window will appear with the option code as follows: Screen Title (Option Code #) . The option code in the upper left hand corner of the window is alphanumeric.
Tabs/Folders	Detail blocks, usually on the lower half of the screen, may have information divided into separate tabs/folders. Users click on the tab to view information applicable to the data contained in the control block on the upper half of the screen. Certain screens may have the tabs and folders appear across the top portion of the screen when control blocks do not apply.
Field	<p>A column in a database table. A field is displayed as a highlighted area on the window that can contain an existing value from the database and/or accept a new value. Below are the general descriptions of the varying fields.</p> <p>White fields are used for data entry. Certain fields are mandatory and a user will not be able to approve, submit, or activate data unless these fields are filled. Users can continue without entering data in optional fields.</p> <p>Light Grey (i.e. the same color as the window background) indicate fields that are not accessible by the user; most of these fields are system-generated.</p> <p>Dark Grey fields cannot be modified.</p>
Check-box	A box that allows the user to select a specific option by “checking it”, or view that an option has been chosen. This is normally indicated by either an “x” or a “✓”.
Pushbuttons	<p>The buttons available within a window, usually located at the bottom of the screen. In order to access a button, a user must click on it. If a button is shaded, it is not active for the current window. Examples of these buttons include <i>OK, Run Report, Note, ACCS, Next, Prev</i>, etc.</p> <p>Pushbutton examples: </p>
Radio Button	<p>Allow users to specify the type of information that will be displayed; also used to sort information.</p> <p>Radio buttons example: </p>
System Message	<p>System messages appear in the lower left corner of the window in the message bar. It will display what action the computer is taking (e.g., working, printing, querying), as well as what may be available in a certain window or field.</p> <p>Dialog boxes also appear containing messages/user prompts based on data input or certain actions performed by the user.</p>
Count	In response to an executed query, the record count always appears in the lower left hand corner of the window and indicates the current record and total number of records retrieved.
Date Fields	All date fields use the Oracle default format of DD-MON-YYYY,

(e.g., 12-JUN-2004).

- Scroll Bar** The bar which allows movement between records. Clicking on the down or up arrows allows the user to scroll through records.
- Pop-ups** Pop-up windows are used to include additional information within a record. A pop-up window can be an entire window or a small window depending upon the information recorded/displayed.
- List of Values** A pop-up table that contains a List of Values for the selected field. It is often denoted as LOV.

3.2.3.3 Icons/Buttons

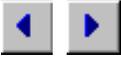
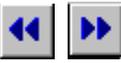
The icon toolbar, located at the top of the window, consists of a horizontal strip of icons. Each icon is a small graphic image that represents a command, tool, or specific functionality. A “hint balloon” is associated with each icon. The hint balloon displays the name, or narrative description, summarizing the functionality of a specific icon. The icon’s hint balloon is displayed by positioning the cursor on an icon and pausing. The following is an example of a hint balloon for the *Exit* icon:



GUI screens also contain pushbuttons that provide specific commands, tools, or functionality that is available to users on applicable screens. These buttons are usually located at the bottom of the screen and any buttons that are lightly shaded are not available at that point. In order to access a button, a user must click on it.

The following table illustrates the various icons/buttons and their functions.

<i>Icon</i>	<i>Name</i>	<i>Description</i>
	EXIT	Allows users to leave the current window, document, and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	SAVE	Used in many circumstances to save (commit) complete or partial records to the database.
	PRINT	Prints a report related to the data appearing on the current active window. <i>Note: In some instances, selecting the print icon does not automatically print the report.</i>

Icon	Name	Description
	ENTER QUERY	Clears any existing records or data from the window and prompts the user for query information.
	EXECUTE QUERY	Executes the query to retrieve all records that match the query criteria. <i>Note: General queries retrieve all records if specific query criteria is not entered.</i>
	CANCEL QUERY	Cancels query mode and returns the system to edit mode.
	ADD A RECORD	Allows users to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field.
	DELETE A RECORD	In a limited number of instances, this button can be used to delete a record or a line item.
 	PREVIOUS/NEXT RECORD PREVIOUS/NEXT SET	Allows users to scroll through records applicable to a particular transaction, document, query, or menu option.
	RUN REPORT	Allows users to execute a report.
	CUT	Allows users to delete selected data.
	COPY	Allows users to copy selected data.
	PASTE	Allows users to paste selected data.
	HELP	At this time, the help available to a user is not designed to facilitate data entry. Currently, Oracle related information applicable to a specific field is provided.
	MENU	Allows users to access the menu or Navigator Menu.
 	NEXT PREVIOUS	Allows users to move forward or back among multiple pages.
	DETAIL (DTL)	Allows users to access detailed information applicable to selected line

3.3 Operator Functions

Operator functions are the specific actions that can be performed within CBS components, such as conducting queries, sorting, inserting dates, and reports/batch processing. The operator functions are available utilized by taking advantage of system features applicable to various icons, menu options, and screens.

3.3.1 Query Process

CBS provides on-line query capabilities for performing general and specific queries. Queries are performed within a specific CBS screen by utilizing the query icons. The following icons are applicable to the query process:



Enter Query



Execute Query



Cancel Query

3.3.1.1 General Queries

Executing a general query retrieves all records from the database. There are two methods that apply for conducting general queries:

- ▶ Press the <**Execute Query**> icon; the system will respond: “*Working...*” and then display query results
- ▶ Click on the <**OK**> button from a Query Criteria window

3.3.1.2 Specific Queries

Executing a specific query will retrieve all records from the database which meet the query criteria. Users perform the following steps apply for specific queries:

<i>Step</i>	<i>Action</i>
1	Press the  Enter Query icon on the applicable screen; the system displays <i>Enter a query</i> on the message line in the lower left corner of the screen.
2	The system will display <i>Enter a query</i> on the message line in the lower left corner
3	Enter specific query criteria in any valid field(s) to achieve desired query results
4	Press the  Execute Query icon to obtain query results. <i>Note: Queries can be cancelled by clicking on the  Cancel Query icon</i>

3.3.1.3 Wildcards

Wildcard characters can be used within specific query criteria. The wildcard characters are % (percent) and _ (underscore). The placement of the % symbol as a wildcard determines which records match the criteria specified:

- ▶ ABC% Retrieves records beginning with ABC
- ▶ %ABC Retrieves records ending with ABC
- ▶ %ABC% Retrieves records containing ABC

An underscore (_) matches exactly one character:

- ▶ T_P Retrieves records containing TOP and TAP

3.3.1.4 Cancel Queries

Queries may be cancelled by pressing the <Cancel Query> icon.



3.3.2 Sort

Upon entering list screens, records are sorted in a default ascending order. Users can click on applicable columns to change the sort order. However, this feature does not apply to all columns on all screens.

3.3.3 Calendar

Double-clicking in the date field, will bring up a calendar for the current time period. Users can choose a date from the calendar rather than entering data in the date field. Users can move through the calendar through use of the arrow keys. Press the left arrow for previous months or the right arrow key for future dates. Use of the double arrow keys allows users to select dates from prior or future years.



After selecting the correct month, click in an individual box to select the appropriate day and click the **OK** button to populate the date field. Users also have the option of double-clicking on a specific date to automatically pull the date forward.

3.3.4 Report Process

Report processing extracts data from applicable tables and writes out the selected extracted data on the appropriate medium, i.e. display on the screen or hard copy (printed) format. Users determine the appropriate parameters applicable to each report or customize standard reports for their individual reporting requirements. An example of the report process would be the generic reports available within the CFS AR Module for managing an agency's receivable portfolio.

3.3.5 Batch Process

Batch processing entails automated programs for managing large number of transactions or bulk transfers of information. Batch processing screens, accessed through the main navigation window, are used to set up the process to run under a scheduler. The system will only allow one batch process to be executed at a time.

3.3.5.1 Process Log

The Process Log displays information concerning current and previous batches and indicates whether batches were run successfully and without errors. The process log also allows users to run various reports to view documents that were successfully completed and/or errors.

3.4 Workflow Management

CBS provides an automated mechanism for document approvals and electronic messages through Workflow Management functionality. The document approval chain is established on established parameters for document type, organization, employee, etc. within the various CBS components. The system also provides capabilities to re-routing, documents to alternate approving officials in case of extended absences.

The document approval chain is established on the Document Approval Maintenance (WF001) screen. Document approvals are recorded on the Documents Requiring Approval Screen (WF002) screen. Certain modules provide capabilities for documents to be re-routed to an alternate approving official in case of extended absences. This process is accomplished on either of the document re-routing screens - Re-assign Approvers by Documents (WF604) or Re-Assign Approvers by Employee (WF605).

Workflow Management functionality also encompasses the Message Retrieval (WF003) screen. All of the Workflow Management screens are documented in the following sub-sections.

3.4.1 Document Approval Maintenance (WF001)

The Document Approval Maintenance Screen (WF001) is used to record and maintain administrative approval routing for specific document types. The approval routing is established for each document type by ACCS, dollar amount and effective date range. The priority level indicates the order of approval for the employee number, document source and document type.

The following illustrates the Document Approval Maintenance Screen (WF001):

Once a document/transaction is entered and validated, it is automatically routed to the appropriate approver based on the ACCS, dollar amount, and date ranges specified in the Document Approval Maintenance Screen (WF001). Document routing is established by bureau code, document source, and document type. The designated approver will receive the message “There are documents awaiting your approval” on the banner line of the menu system. This message is displayed until all awaiting documents have either been approved or disapproved. If multiple levels of approvals apply, upon approval at the lower level, the system automatically routes the document to the next level approver with an electronic.

Alternate approving officials are also established on the WF001, *for those modules with alternate approving official capabilities*. Alternates are established by using the drop down menu and highlighting the appropriate individuals. Once alternates are selected and saved, the alternate field will display a ‘Y’. Multiple alternates can be specified. Using the document re-routing screens, alternates are then able to re-route documents in the event of vacations and extended absences. However, limited access will be given to this screen. NOAA business rules require Line Office M&B staff to be set up as alternates to the FMC approving officials so documents can be approved if the FMC approvers are out of the office for a few days.

3.4.2 Documents Requiring Approval Screen (WF002)

The Documents Requiring Approval Screen (**WF002**) is used to review documents awaiting approval and to record approval/disapproval. Electronic messages are generated to notify approving officials of documents which require their action. Upon completion of the logon process, approving officials are notified of messages via the pop-up illustrated below:



The following is an illustration of the Documents Requiring Approval Screen (**WF002**):

NOTES	APVD	TYPE	DOCUMENT NUMBER	TRANS NO	TOTAL (\$)	DATE REQUESTED	REQUESTED BY
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							

Approving Officials have multiple options available from the Documents Requiring Approval (**WF002**) screen. Approvals may be entered directly from this screen. Users also have the ability to drill down for details applicable to a specific document/transaction. Notes applicable to the document/transaction can also be recorded. Notes are optional unless a document will be disapproved. The following sub-sections provide additional details for this screen.

3.4.2.1 View Document/Transaction Detail

To view the document awaiting approval, users can double-click in the Document Number (composed of three individual segments) or Transaction Number. The following illustrates Purchase Card transaction detail which is accessed from the WF002 screen:

The screenshot shows two windows. The top window, 'Documents Requiring Approval (WF002 VER-1.175.0.11)', displays a table of transactions. The bottom window, 'ACCS (BC608 VER-1.171.0.9)', displays the details for the selected transaction.

NOTES	APVD	TYPE	NUMBER	TRANS NO	TOTAL (\$)	DATE REQUESTED	REQUESTED BY
		PCARD	150400	1	-20.44	24-MAR-2004	D A LINGLE
		PCARD	150400	2	-10.30	24-MAR-2004	D A LINGLE
		PCARD	150400	3	250.00	24-MAR-2004	D A LINGLE
		PCARD	150400	4	29.98	24-MAR-2004	D A LINGLE
		PCARD	150400	5	25.48	24-MAR-2004	D A LINGLE
		PCARD	150400	6	259.90	24-MAR-2004	D A LINGLE
		PCARD	150400	7	35.99	24-MAR-2004	D A LINGLE

Trans No	Reference Number	Purchase Date	Vendor	Status	Amount
150400-1	74412954051310000053134	19-FEB-2004	GRAYBAR ELECTRIC CO	J	-\$20.44

LN	FY	Accounting Classification Code	Qty	Amt	Total
1	2004	14 B8M4JLB-P00 27 04-01-01-005 20-30-0004-00-00-00 26-19-00-00 000000	1	-20.44	-20.44

Description: CREDIT CARD PURCHASE
ACCS Total: -\$20.44

To exit the transaction/document detail window and return to the Documents Requiring Approval Screen (WF002), users can click on the **EXIT** icon, click on the **X** in the upper right corner of the window, or select **Action-Exit** from the drop-down menu.

3.4.2.2 Record Document Approval

To approve/deny documents or transactions from the Documents Requiring Approval Screen (WF002), approving officials click on the down arrow in the APVD column and select Yes or No from the drop down list.

The screenshot shows the 'Documents Requiring Approval (WF002)' window with the APVD column updated. The first transaction (Trans No 150400-1) now has a dropdown menu set to 'Yes'.

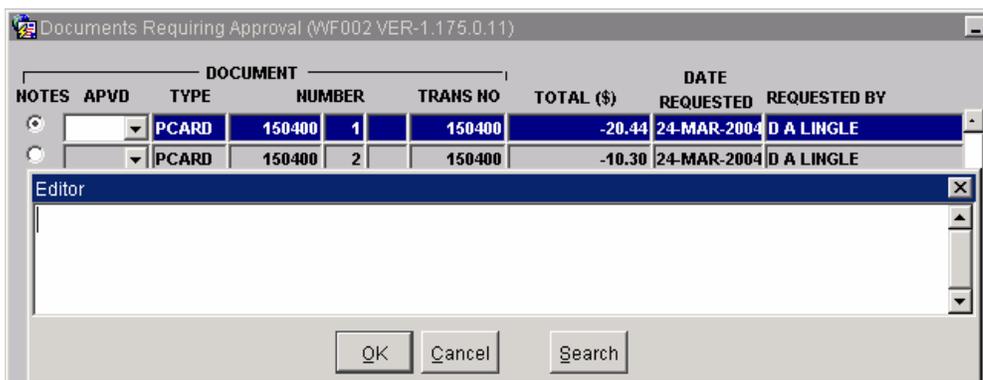
NOTES	APVD	TYPE	NUMBER	TRANS NO	TOTAL (\$)	DATE REQUESTED	REQUESTED BY
	Yes	PCARD	150400	1	-20.44	24-MAR-2004	D A LINGLE
		PCARD	150400	2	-10.30	24-MAR-2004	D A LINGLE
		PCARD	150400	3	250.00	24-MAR-2004	D A LINGLE
		PCARD	150400	4	29.98	24-MAR-2004	D A LINGLE
		PCARD	150400	5	25.48	24-MAR-2004	D A LINGLE
		PCARD	150400	6	259.90	24-MAR-2004	D A LINGLE

Upon approval or disapproval, approving officials must save prior to exiting the screen. To approve multiple documents, users should approve or disapprove all the relevant entries prior to executing the save command. There are 2 options available for saving, click on the **Save**  icon or select **Action-Save** from the drop-down menu.

Approving officials are required to enter information in the Notes field when disapproving a document/transaction by selecting No from the drop down list in the APVD column. The process for recording notes is covered in the following sub-section.

3.4.2.3 Notes

The notes field is optional for approved documents/transactions. However, approving officials are required to enter information in the Notes when disapproving a document/transaction. Upon clicking the radio button in the Notes column for a transaction allows approving officials to enter information specific to the transaction/document. The following illustrates the Notes pop-up:



After recording the applicable information, approving officials click the **OK** button to exit the pop-up and return to the Documents Requiring Approval Screen (WF002).

3.4.3 Message Retrieval (WF003)

The workflow module of CFS includes a mailbox within CFS called the Message Retrieval Screen (WF003). Messages are automatically generated based on functionality within specific applications or processes. Messages also displays the data, time, and status of system processes and reports initiated by the user and indicates whether processes are still running, have completed, or had errors.

Users are notified of messages upon completion of the logon process. The following illustrates the dialog pop-up, which includes the number of messages:



The Message Retrieval Screen (WF003) screen displays messages to users when documents are awaiting their approval or require other. The following illustrates the Message Retrieval Screen (WF003):

The screenshot shows a window titled "Message Retrieval Screen (WF003 VER-1.175.0.11)". It contains a table with the following columns: MESSAGE FROM, TITLE, PHONE, and DATE. The messages listed are:

MESSAGE FROM	TITLE	PHONE	DATE
CAMS - PURCHASE CARD	OPERATING SYSTEM		22-JAN-04 0
TEXT	PURCHASE CARD TRANSACTIONS HAVE BEEN RECEIVED FOR YOU TO RECONCILE. PLEASE I		
CAMS - PURCHASE CARD	SYSTEM		27-JAN-04 0
TEXT	YOU HAVE UNRECONCILED PURCHASE CARD TRANSACTIONS.IF YOU DO NOT RECONCILE Y		
CAMS - PURCHASE CARD	SYSTEM		17-MAR-04
TEXT	YOU HAVE UNRECONCILED PURCHASE CARD TRANSACTIONS.IF YOU DO NOT RECONCILE Y		
TEXT			

The complete text may be displayed for a specific message by double-clicking in the text block to open the Editor pop-up, illustrated below:

The screenshot shows the same Message Retrieval Screen window. The first message is selected, and an "Editor" pop-up window is open over it. The Editor window contains the following text:

Purchase Card transactions have been received for you to reconcile. Please enter the Commerce Purchase Card System and make the following selections: Cardholder, Reconcile Transactions.

At the bottom of the Editor window, there are three buttons: OK, Cancel, and Search.

Users will also receive a pop-up notification upon accessing Message Retrieval Screen (WF003) if messages do not exist. The following is an example of this notification:

The screenshot shows a small notification window titled "NO MESSAGES". It contains an information icon (a lowercase 'i' in a circle) and the text "You do not have any messages." Below the text is an "OK" button.

3.4.3.1 Deleting Messages

Messages can be deleted from the Message Retrieval Screen (WF003) and users are encouraged to delete older messages on a regular basis. After deleting messages, it is very important to save prior to exiting the WF003 screen. Users perform the following steps to delete messages:

<i>Step</i>	<i>Action</i>
1	Select the message to be deleted by clicking on it; this action deleted the message from the WF003 screen
2	Press the <Delete Record> icon 
3	Repeat previous step for any other messages to be deleted
4	Press the <Save> icon  <i>Note: Messages are not deleted from the system until the deletions have been saved, prior to exiting the screen.</i>

3.4.4 Document Re-routing

Documents can be re-routed to alternates when the normal approving official will be on extended absences. Documents can only be re-routed by authorized individuals established as alternates on WF001. Re-routing can be by document or employee.

NOTE: BOP approvers should only reroute budget Operating Plans.

Two separate screens are applicable to document re-routing. Depending upon the desired method, the Re-assign Approvers by Documents (WF604) or the Re-assign Approvers by Employee (WF605) screens are used by authorized individuals. Each of these screens are documented in the following sub-sections.

3.4.4.1 Reassign Approvers by Document (WF604)

Individual documents can be reassigned to alternate approving officials using the Re-assign Approvers by Documents screen (WF604). To accomplish this, users enter the Bureau Code, Document Source, Document Type, and Document Number. NOAA's bureau code is 14 and the document source and document type for BOPS is OPER. The document number to be re-routed must be selected from the drop down list in the control portion of the screen.

The following illustrates the Re-assign Approvers by Documents screen (WF604):

Re-Assign Approvers By Document (WF604 VER.1.164.0.9)

BUREAU CODE: NAME

DOCUMENT: SOURCE TYPE NUMBER - -

CURRENT ROUTING

PRIORITY	CURRENT APPROVER
<input type="text"/>	<input type="text"/>

DEFAULT ROUTING

DEFAULT APPROVER
<input type="text"/>

If users are authorized to re-route the document selected, the cursor moves to the detail portion of the screen. The current approving official's employee number and name appears in the left portion with the default approver's employee number and name in the right portion of the screen. In some circumstances, both names may be the same.

To change the approving official, users must select the alternate approver from the drop down list in the current approver field. After selecting and pressing enter, a message will be displayed that states *"FRM-40400: Transaction complete -- X records posted and committed."* At this point, the document has been re-routed to the alternate approving official. The alternate approving official must access the Documents Awaiting Approval screen (WF002) to approve the document.

3.4.4.2 Reassign Approvers by Employee (WF605)

Approving officials can be reassigned by individual document on the Re-assign Approvers by Employee (WF605) screen. Users have the option to re-route each document individually or use the multiple re-routing block to re-route all documents for a specific approver.

The following illustrates the Re-assign Approvers by Employee (WF605) screen:

To re-route specific documents, the bureau and current approver's employee number must be entered in the header screen. The system will then populate the detail portion of the screen with the various documents that are awaiting approval. Users may type a 'Y' in the Re-Routing field and then select the alternate approver from the drop-down box for each document. When the user presses enter, the system will re-route the document selected.

Users may also elect to re-route all documents for a specific approver by proceeding to the multiple re-routing section on the lower portion of the screen and selecting the alternate from the drop down menu. Upon completion of selecting an alternate and pressing enter, all documents are re-routed to the alternate. The system displays a message which states that "*FRM-40400: Transaction complete -- X records posted and committed.*" At this point, the document(s) are awaiting action by the alternate approving official. The alternate approving official must access the Documents Awaiting Approval (WF002) screen to record their approval.