

## 2 DATA ENTRY/QUERY/ UPDATE/OUTPUT

### Accessing Data Entry Screens

The data entry application allows you to:

- P add new reports to the database
- P print reports
- P query and update existing reports
- P transmit reports

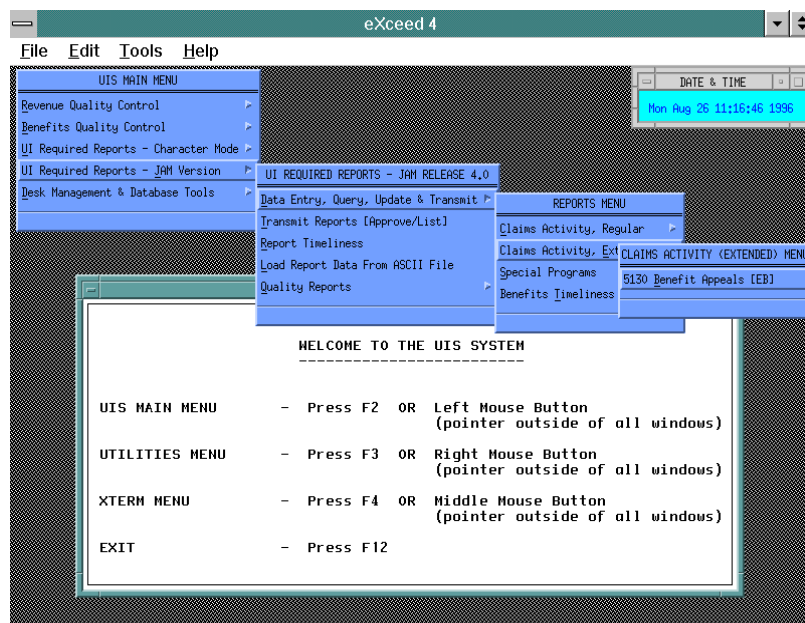
To access the data entry application, choose the UI Required Reports - JAM Version menu option. In the UI Required Reports - JAM Release 4.0 menu, choose Data Entry, Query, Update & Transmit. The Reports menu appears displaying the following categories of reports:

- P Claims Activity, Regular
- P Special Programs
- P Claims Activity, Extended
- P Benefits Timeliness Reports

Each of these categories contains one or more individual reports. Choose one of these categories to display individual report option(s), as shown in Figure 2.1. At the bottom of the screen the following message appears:

Machine loading screen arxxxx, please wait... ;  
where xxxx represents the report number.

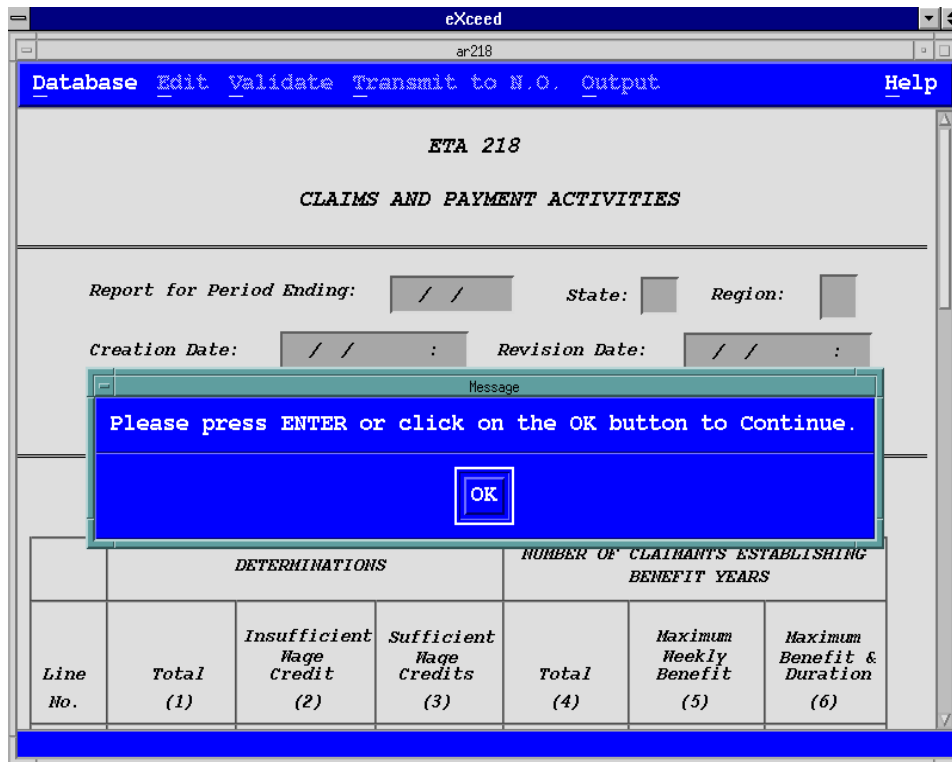
Figure 2.1  
UIRR Menu  
Options



## Data Entry Screen

When you choose a report, the Data Entry screen for the report is displayed along with a message window, as shown in Figure 2.2. Press **Z** or click on **OK** to close the message window.

Figure 2.2



## Sections of the Data Entry Screen

The Data Entry screen consists of a series of parts. This section explains these parts, beginning from the top of the screen. (See Figure 2.3.)

- P **Title bar.** Displays the alphanumeric name of the table used to store the report data (*example, ar218*).
- P **Menu bar.** Displays menu and sub-menu options that enable you to perform the report functions. The menu options include:
  - P Database      P Validate              P Output
  - P Edit            P Transmit to N.O.      P Help

Figure 2.3

Title of the Report

Header Information Identifying the Report

Data Section— Enter data in this area

Comments Section

eXceed  
ETA 218

Database Edit Validate Transmit to M.O. Output Help

ETA 218  
CLAIMS AND PAYMENT ACTIVITIES

Report for Period Ending: / / State: Region:

Creation Date: / / : Revision Date: / / :

Transmit Date: / / :

SECTION A. MONETARY DETERMINATIONS

Line No.	DETERMINATIONS			NUMBER OF CLAIMANTS ESTABLISHING BENEFIT YEARS		
	Total (1)	Insufficient Wage Credit (2)	Sufficient Wage Credits (3)	Total (4)	Maximum Weekly Benefit (5)	Maximum Benefit & Duration (6)
100						

SECTION B. POTENTIAL DURATION FOR DETERMINATIONS ESTABLISHING BENEFIT YEARS AND ACTUAL DURATION FOR CLAIMANTS WHO RECEIVED FINAL PAYMENTS

LINE NO.	ITEM	NUMBER BY WEEKS OF DURATION						
		Total (7)	Less 10 Weeks (8)	10-14 Weeks (9)	15-19 Weeks (10)	20-21 Weeks (11)	22-23 Weeks (12)	24-25 Weeks (13)
101	Potential							
102	Actual							

ITEM	NUMBER BY WEEKS OF DURATION					Number at Average	
	26-27 Weeks (14)	28-29 Weeks (15)	30-31 Weeks (16)	32-33 Weeks (17)	34 WKS. & OVER (18)	Maximum Duration (19)	Weeks Duration (20)
103	Potential						
104	Actual						

COMMENTS

\*\* F5 or Push Button for Zoom \*\*

Zoom

Title Bar  
Menu Bar

- P **Title.** Displays the report's full *title* (example, ETA5159 Claims & Payment Activities).
  
- P **Header Section.** Contains information identifying the report, such as:
  - ❖ Date for Period Ending — This date is always the last day of the report period
  - ❖ State and Region — The State version always displays your State and Region
  - ❖ Creation Date — The date the report was created
  - ❖ Revision Date — The date the report was last updated
  - ❖ Transmit Date — The date the report was first sent to the National Office
  
- P **Data Section.** The largest part of the Data Entry screen. You enter or modify data in the data fields in this section.
  
- P **Comments Section.** The last section of the Data Entry screen. It displays a text area of up to 20 lines of text for you to enter comments, when appropriate.

You can navigate through these various sections of the Data Entry screen in several ways:

- P With your left mouse button either drag (move) the *scrollbar* (right side) or click on the scrollbar column.
- P Press the PageUp/PageDown keys.
- P Press the Up/Down(↑ ↓) or Left/Right (→←) arrow keys .

## Database Menu

The Database Menu contains a submenu, as shown in Figure 2.4.

**Figure 2.4**  
*Database Submenus*



The functions within this submenu are:

- P Query Searches for one or more records that have been saved in the database. After you use the Query mode, you can access the following submenu options:
  - Next Displays the next record in chronological sequence.
  - Previous Displays the previous record in sequence.
  - First Displays the first (earliest) record in sequence.
  - Last Displays the last (most recent) record in sequence.
- P Add Adds a new record to the database.
- P Update Allows updating of the record currently displayed on the screen.
- P Save Saves the currently displayed report to the database. Available only in Add and Update modes.
- P Cancel Cancels the current operation. Available only in Add and Update modes.
- P Exit Exits the data entry application.

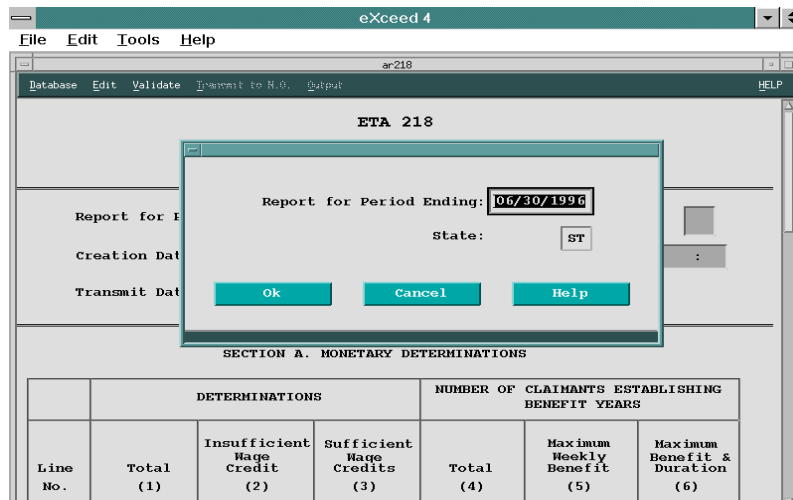
## Adding a New Report

To add a report to the State's database, you need to do these steps:

- P Identify the report period
- P Enter data in the Data Section
- P Enter comments, when applicable
- P Validate the report
- P Save the report

**Identify the Reporting Period.** Choose Add from the Database menu. A window is displayed, as shown in Figure 2.5.

**Figure 2.5**  
*Reporting period date window*



**Report for Period Ending:** The *reporting period* is the last day of the period to which a report pertains. Each report has its own reporting period or cycle: weekly, monthly, quarterly, or annually. The report date is always the *last day* of the report period (*example*, if the first quarter of a quarterly report begins on 01/01/1997, its report date would be 03/31/1997). *Note:* A few reports have data referring to periods of time in the future so the report date will be in the future.

Generally, a date will be displayed for the next report that is due. This default date may be overridden.

Type the ending date of the period covered for the report you want to add (*example*, 03/31/1996 for a first quarter report).

**State:** The State entry area displays the two-letter abbreviation of your State (*example*, MI for Michigan) and cannot be changed.

There are three pushbuttons at the bottom of the screen — **Ok**, **Cancel**, and **Help**.

- P **Ok** Prepares the Data Entry screen to receive the report date. If the report has been created already, a message window displays, *Record already exists!*
- P **Cancel** Exits the Add report process and returns to the Data Entry screen.
- P **Help** Displays information about the report date screen.

If your report date is valid, after choosing **Ok**, you are returned to the Data Entry screen. Notice that the header now displays the following information:

- P the Report Date you entered (*example, 06/30/1996*)
- P your State's two letter abbreviation (*example, MI*)
- P your Region (*example, 05*)
- P the Date and Time you entered the report (*example, 08/20/1996 11:45*)

## Data Section

You're now ready to enter information in the data fields of the Data Section. To enter data in a field, you need to highlight it. It can be highlighted several ways:

- P Use the tab key to position the focus on a field.
- P Click on the field with the mouse button.
- P Press the Up/Down ( $\uparrow \downarrow$ ) arrow keys to navigate *vertically* through the fields, and press the Left/Right ( $\rightarrow \leftarrow$ ) arrow keys to navigate *horizontally* through the fields.

*Tip:* To get help about the information you need to enter in a specific data field, highlight the field, then:

P Press **A** , or

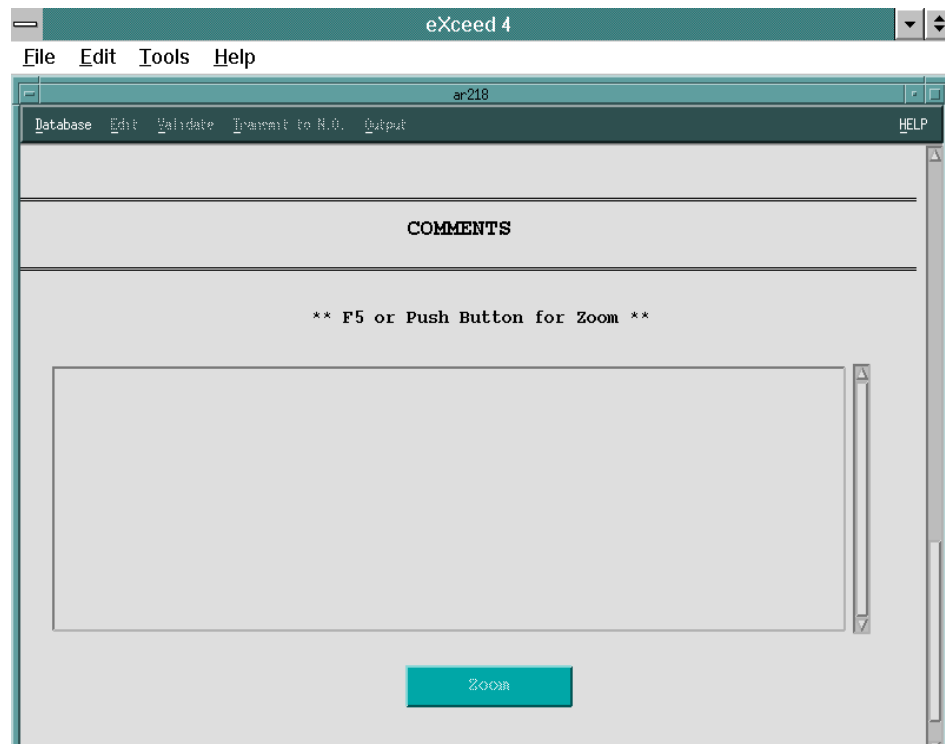
P Choose the Help menu, then choose the Context Help option.

(For more information about this option, see the section on “Getting Help On-Line”, Chapter 1, Getting Started.)

### Comments

At the bottom of the data entry screen is a Comments text entry window, as shown in Figure 2.6. This window enables you to enter or edit comments regarding a report. To enlarge the window into a full screen to make text entry and editing easier, press **E** or click on the Zoom pushbutton.

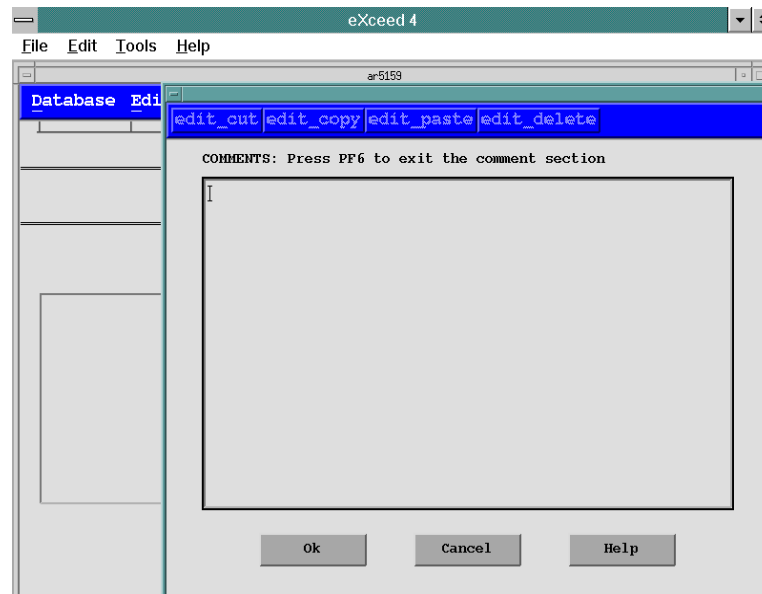
**Figure 2.6**  
*Comments window*



When you enlarge the Comments section, you can see the entire 20 lines of available text area, as shown in Figure 2.7.



**Figure 2.7**  
Zoom  
Comments  
window



At the top of the Comments section are buttons that allow you to edit your Comments. To edit, the text must first be blocked (highlighted).

To block text, move the mouse to the first character of text you want to block. Hold down the mouse button and drag the pointer to the last character you want to select, then release the mouse button. To select a paragraph, double-click the mouse button. Once the text is blocked, you can choose one of the following edit options at the top of the zoom Comments section:

- P Cut Moves a block of text from the Comments section to the clipboard, then you can paste the text elsewhere in the Comments section after you position the cursor.<sup>†</sup>
- P Copy Copies a block of text in the Comments section to the clipboard, then you can paste the duplicate text elsewhere in the Comments section after you position the cursor.
- P Paste Inserts a block of text from the clipboard in the Comments section at the cursor location.
- P Delete Deletes a block of text without inserting it into the clipboard.

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<sup>†</sup> A *clipboard* is a temporary storage area of memory where cut or copied text is stored until you paste it elsewhere.

Please note, that the double quotes character (e.g. “) does not work properly in the Comments section.

At the bottom of the zoom Comments section, there are the following buttons — Ok, Cancel, and Help.

- P Ok Saves your changes in the Comments section, closes the zoom Comments window, and returns you to the Data Entry screen.
- P Cancel Cancels the changes made in the Comments section since the report was last saved to the database and returns you to the Data Entry screen.
- P Help Displays information about using the zoom Comments section.

If you choose Ok and then choose the Save option in the File menu, the system scans the report for warnings and/or errors. If the report contains warnings or errors, a List of Edits is displayed, as shown in the sample in Figure 2.10.

Since you cannot transmit reports with errors, you must correct them. To do this, press the Edit Data pushbutton at the bottom of the List of Edits to return to the Data Entry screen. To edit data with errors, highlight the field by clicking on it with the mouse or navigate to it by pressing the up/down (↑ ↓) or left/right (→ ←) arrow keys.

If you need information about the type of data to enter in a field, highlight the field, then press **A** or choose Context Help from the Help menu. A screen displays information about the selected field.

If the cause of the error is not known and must be researched, the data can be saved and called up for correction later. However, as noted above, reports with errors cannot be transmitted.

## Querying Reports

To *query* for a report is to have the system look in the database for one or more saved records of a report specified. To query record(s), choose the Query option from the Database menu. A Query screen appears, as shown in Figure 2.8.

Figure 2.8  
Query Screen

Line No.	DETERMINATIONS			BENEFIT YEARS		
	Total (1)	Insufficient Wage Credit (2)	Sufficient Wage Credits (3)	Total (4)	Maximum Weekly Benefit (5)	Maximum Benefit & Duration (6)

P Click on the pushbutton to the right of EQUAL TO, which then displays the following options:

EQUAL TO Displays the report whose Report Date is equal to the date you enter (*example*, 06/30/1997).

GREATER THAN Displays all reports in the database whose Report Date is greater than the date you enter (*example*, 06/30/1997).

LESS THAN Displays all reports in the database less than the date you enter (*example*, 06/30/1997).

OTHER Allows you, if you're familiar with ISQL, to enter the where clause for the Query.

P Type a report date (*example*, 06/30/1996) in the top right rectangle.

### Searching Queried Reports

At the bottom of the Query screen are the following buttons:

- P Ok      Begins the retrieval search for the records with the date range you specified.
- P Cancel    Cancels the Query process.
- P Help      Displays information about the Query screen.

### Displaying Queried Reports

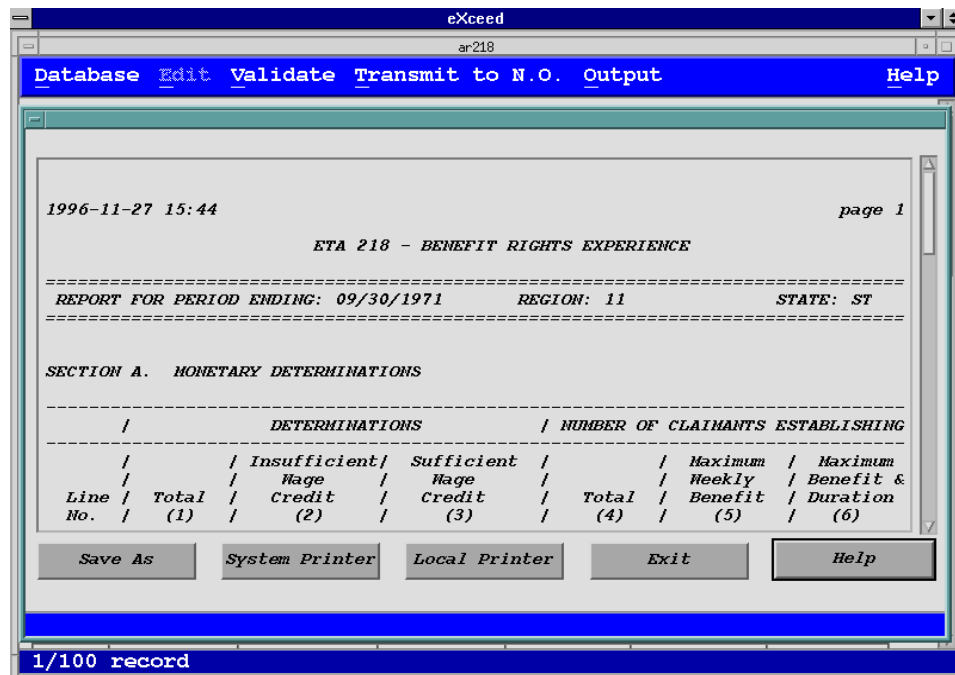
When you click on **Ok**, the data entry screen displays the report with the *earliest* report date in the range you specified. After the first report is shown, you can switch to other reports retrieved using the following options:

- P Next      Displays the report with the *next* chronological date.
- P Previous    Displays the report with the *previous* date.
- P Last        Displays the report with the *latest* date.
- P First        Displays the report with the *earliest* date.

## Outputting (Saving/Viewing/Printing) a Report

The Output menu allows you to view, print, or save a report to a file. To access a report via the Output menu, the report must have already been saved. When you choose the Output option, a report is displayed, as shown (partially) in Figure 2.9.

**Figure 2.9**  
Example of  
Output Screen



At the bottom of the report there are the following pushbuttons:

- P Save As            Allows you to save a file with a new file and/or path name.
- P System Printer    Prints the displayed report on your system printer.
- P Local Printer     Prints the displayed report on your local printer.
- P Exit                Quits the Output screen and returns to the Data Entry screen.
- P Help                Displays information about the Output screen.

## Unique Reports

While all UIRR reports follow the same general formats and procedures, the following reports have special features or requirements:

- |   |                  |   |                                       |
|---|------------------|---|---------------------------------------|
| P | ETA 191          | P | ETA 902                               |
| P | ETA 204          | P | ETA 8400 banking series               |
| P | ETA 205 (arertx) | P | ETA 9056 and ETA 9057 Quality Reports |

Of these reports, only the Quality reports are currently available in graphic user interface (GUI) mode. The other reports are still in character-based mode. As they become accessible in GUI mode, a discussion of the qualities that make them unique will be issued.

Quality reports are:

- ar 9056 - Nonmonetary determinations quality report
- ar 9057 - Lower authority appeals quality report

They are unique because:

- P There are multiple entries for each time period.
- P These reports represent a sample.
- P Data for each sample record is entered at two different points in time: case identifying data and then scoring data.
- P The system scores the result and provides an overall score for your State

For more information about Quality reports, see Chapter 6.

## Updating a Report

The Update options allows you to change data in a report that was previously entered. To make data change(s), click on the Database menu, then choose the Query option to retrieve the report. (See the Query section in this chapter for details.)

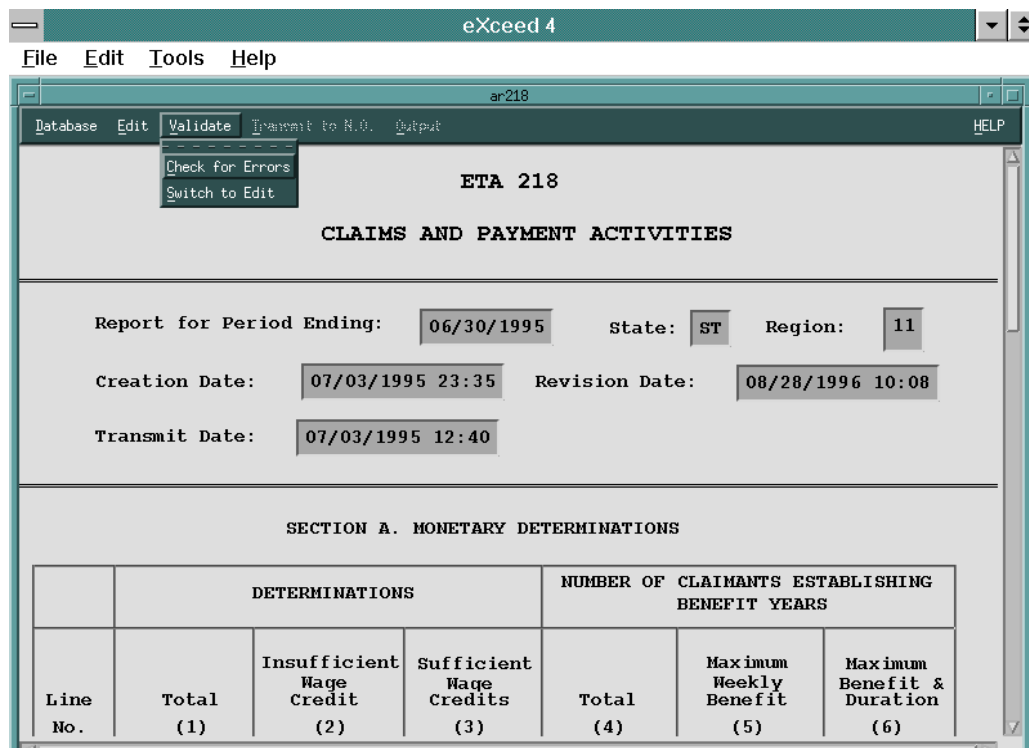
When the report is displayed, access the Update mode by pressing **N U**, or click on the Database menu and choose Update.

The first data field is highlighted. (To get an explanation of a data field, highlight the field with the cursor, then click on the Help menu and choose Context Help.) Click on the data field to be changed and retype the correct information.

## Validating a Report

The Validate option searches for errors and warnings in the currently displayed report. When you choose the Validate option, two submenus appear — Check for Errors and Switch to Edit, as shown in Figure 2-9.

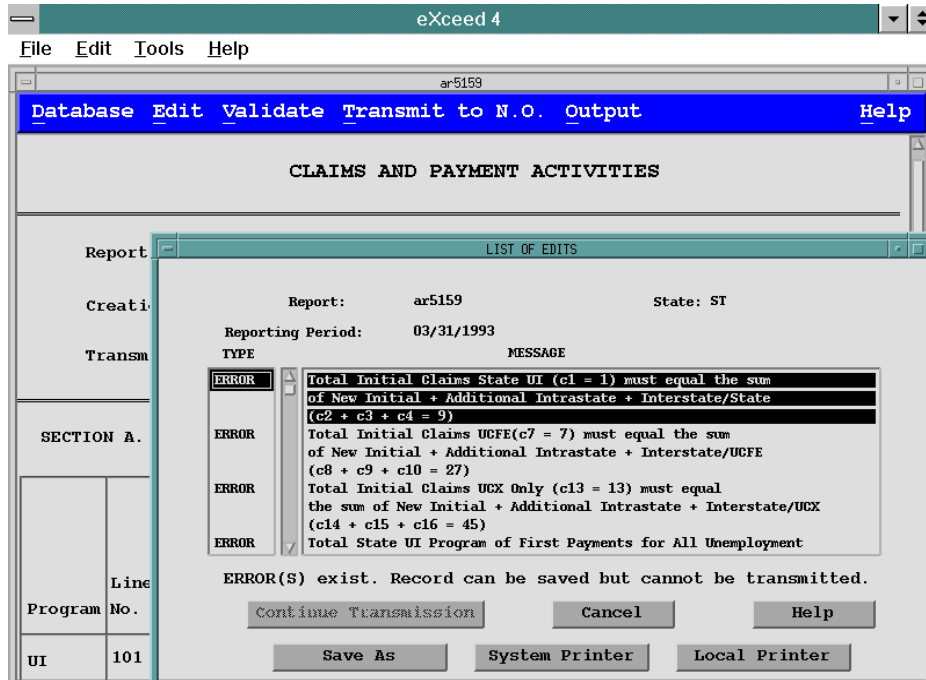
**Figure 2-9**  
*Validate*  
*Menu*



## Checking for Errors

This option checks for errors and warnings in the currently displayed report. If errors or warnings are found, a Review-Edit screen appears with a list of edits. See the sample shown in Figure 2-10.

Figure 2.10  
List of Edits



The top section of the Review-Edit screen displays the report's table name, reporting date, and the State.



The middle section displays one or more of three types of errors — fatal errors, errors, and warnings — and a description of them. Each type is described below:

- P **Fatal errors.** The system builds in safeguards to prevent fatal errors; nonetheless, the system checks for them. Fatal errors will not allow a report to be saved.

*Example:* If a Michigan data entry user somehow entered Minnesota's state abbreviation as the State designation, a fatal error would occur.

- P **Errors.** These are generally math errors, but may also be impossible entries.

*Example:* Assume two fields are supposed to add to a third field. If the program checks the two fields and finds they don't add to the third field, it is considered an error.

- P **Warnings.** Warnings occur when expected relationships between two or more items in a report are not found.

*Example:* The value in field c2 is usually less than the value in field c1. Other edits compare the value of a field with:

- ❖ the value of the comparable field in the immediate prior period, and
- ❖ the average value of the comparable fields for the same period in the immediate prior three years.

If there is a significant discrepancy, a message is generated.

Valid data generally pass these “reasonableness” tests. However, data can fail these tests. When data fail an edit, a warning message appears similar to the following example:

```
End of review edits -- Report does contain
WARNINGS
but can be transmitted.
```

When a warning message appears, check the numerical values. If the numbers are correct, the report can still be sent to the National Office.

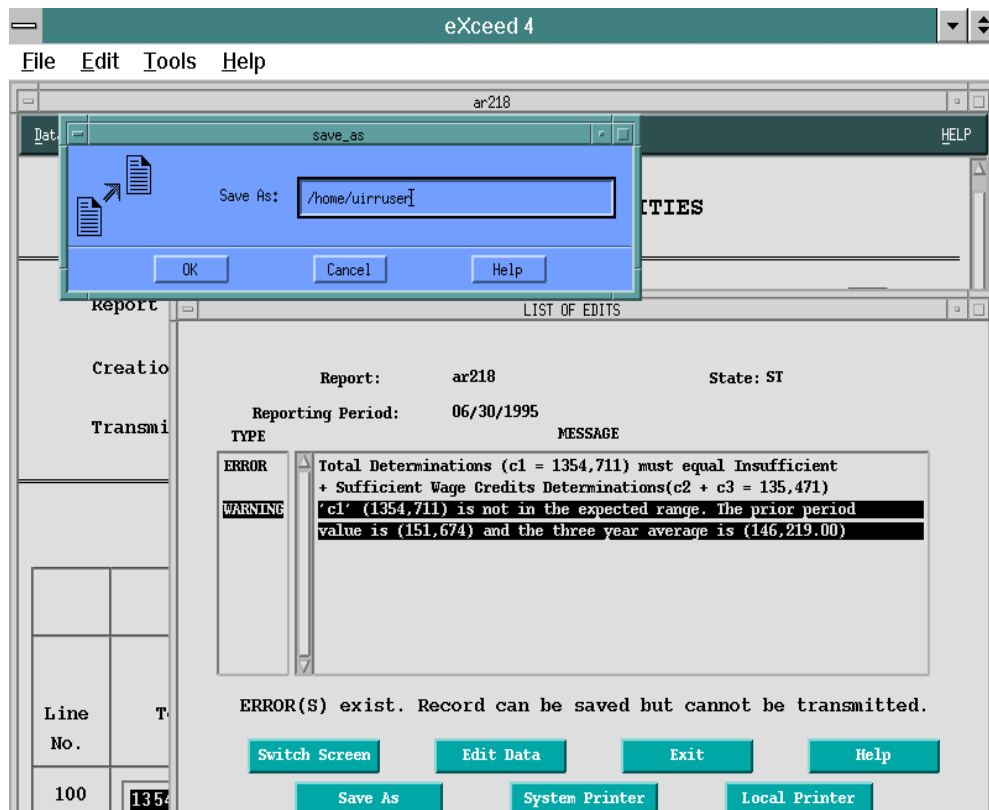
*Tip:* If you send reports to the National Office with warnings, an explanation in the Comments Section will prevent unnecessary questioning of the data by the National Office.

The bottom section of the List of Edits (Figure 2.11) displays a message indicating whether the report (record) can be saved and/or transmitted, plus the following pushbuttons:

- |   |               |  |
|---|---------------|--|
| P | Edit Data     | In the Update mode, choose this button after highlighting an error or warning message with your cursor. The Data Entry screen will be displayed with the cursor automatically on one of the fields corresponding to the error or warning message.  |
| P | Switch Screen | Displays the Data Entry screen so you can edit the data. If there is more than one error or warning to correct, after correcting the first error/warning, click on the Switch to Edit option in the Validate menu. This will redisplay the Review-Edit screen so you can see the remaining error(s) and/or warning(s) that need to be corrected. |

- P Save As Saves error and warning messages to a file. When you choose this pushbutton, a screen appears, as shown in Figure 2.11.

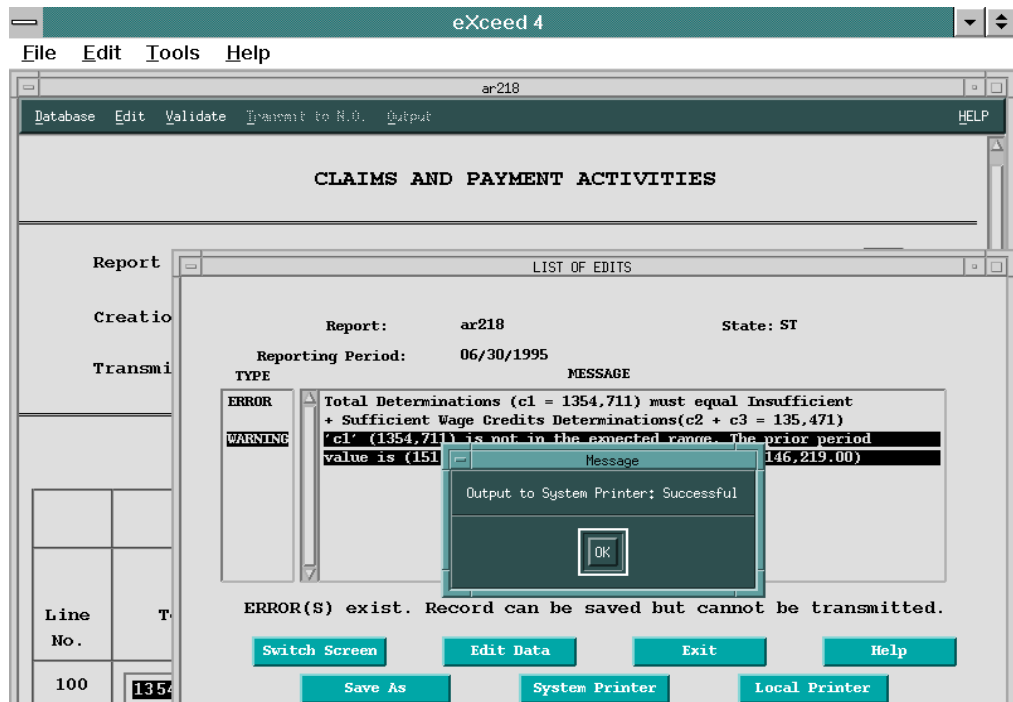
**Figure 2.11**  
Save As  
window



A default directory appears in the text box opposite Save As : . You may accept or change the default directory. You must add a filename. Click on **OK** to accept the path and filename of your choice. Click on **Cancel** if you don't want to save the error/warning messages as a file. Click on **Help** if you want information about the Save As window.

- P System Printer Sends the displayed Review-Edit report to your system printer. If the print job is successful, a message will inform you of this, as shown in Figure 2.12.

Figure 2.12  
Print message



- P Local Printer Sends the displayed report to your local printer.
- P Help Displays information about the Review-Edit screen. window.
- P Exit Exits the Review-Edit screen and returns you to the Data Entry screen.