

## 4 MANAGE TRANSMITTAL

### Accessing the Manage Transmittal Application

The Manage Transmittal application allows the state to send UIR reports from the state's database to the National Office (NO). The reports may contain warnings but must not contain any errors. To transmit reports, you must belong to the approving official user group (uidbapr).

To access the Manage Transmittal application, choose the UIR option from the state Application Menu. Choose the *Manage Transmittal* menu option from the UIR menu, as shown in Figure 4.1.



Figure 4.1 UIR Menu

## Manage Transmittal

### Manage Transmittal Utility Screen

The Transmittal Utility screen is displayed, as shown in Figure 4.2. It displays a list of all reports that are available to be transmitted to the NO. The list includes new reports as well as reports that have been revised after having been previously transmitted. Reports that have been revised more than six months prior are automatically eliminated from this list.



**Figure 4.2** Manage Transmittal Utility Screen

The application query screen is comprised of three sections:

- **Display Fields**

The Transmittal Utility displays five columns:

- *Select*: The radio buttons used to select the report.

- *Report Name*: The name of the report that is available to be transmitted to the NO.
- *Report Date*: The date on which the report is due to the NO.
- *3rd Key*: This is used to give a unique identity to reports that have multiple reports/records within the *same* reporting period. While most reports require only the state (first key) and date (second key) to make them unique, certain reports have special features requiring an additional identifier - the third key - to differentiate them from other reports. An example of a third key is banking number for the ETA 8401 report.
- *Status*: The status of the transmission
  - **New**: A report has been created, but not transmitted to the NO.
  - **Revised**: The report has been revised since it was previously transmitted to the NO. The revised report has not yet been transmitted.
  - **Transmitted**: The report has been successfully transmitted to the NO in the current session.
  - **Failed**: An attempt was made in the current session to transmit the report and the attempt failed.

- **Action Buttons**

The following buttons either process the user's transmit request or reset the select radio button:

- *Transmit*: Transmit the report(s) to NO.
- *Reset*: Resets the select radio button.

- **Navigation Bar**

The Navigation Bar displayed at the bottom of the application screen helps the user to access one of the following:

- *Home*: Display the Applications Menu Page.
- *Feedback*: Display the feedback contact information.
- *Help*: Display the current application help.

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### Transmitting Reports to the National Office

Select the report you want to send to the NO, and then click on the *Transmit* button. One of the following three situations will occur.

#### Report with No Errors or Warnings

If the selected report does not have any errors or warnings, it will be successfully spooled for transmission to the NO. Figure 4.3 shows an example of a successful spool for transmission.

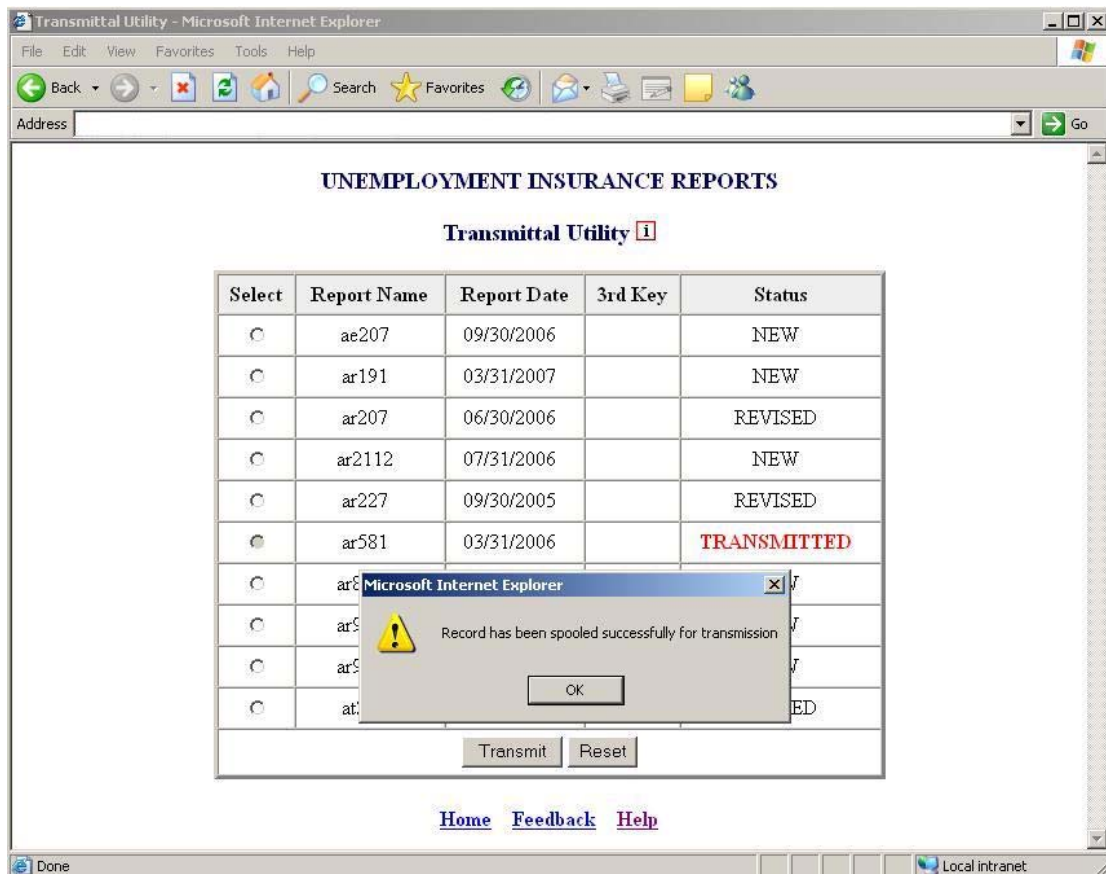
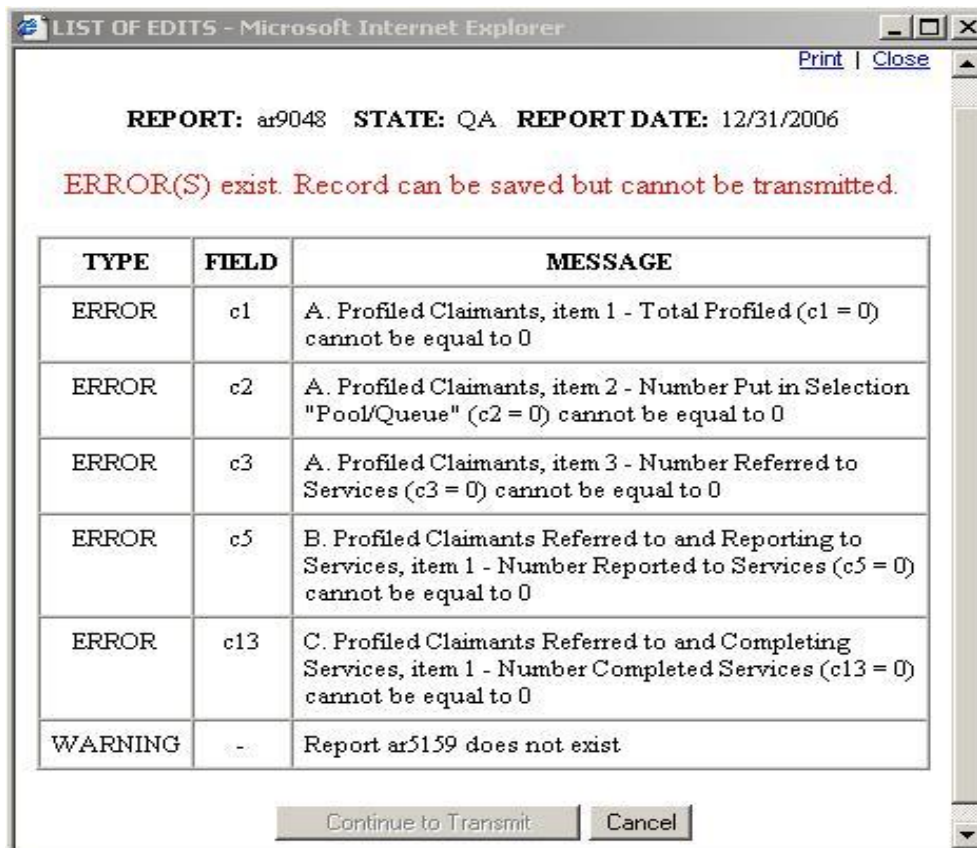


Figure 4.3 Successful Report Transmittal Screen

## Report with Errors

If the selected report has any errors, then a list of edits will be displayed in a separate window, as shown in Figure 4.4a.



**Figure 4.4a** List of Edits Screen

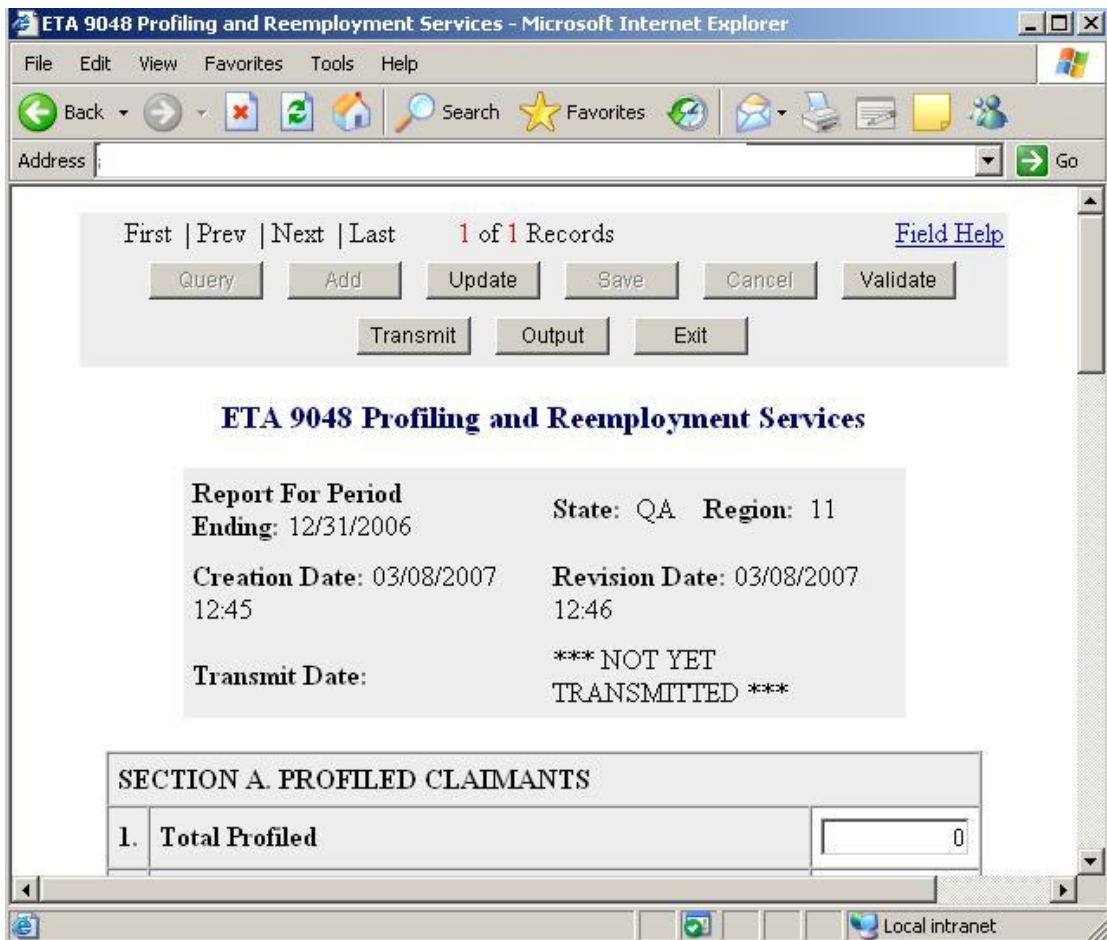
The List of Edits screen has the following links and buttons:

- *Print*: Sends the edits to the printer.
- *Close*: Closes the List of Edits window and places the user in Data Entry mode.
- *Continue Transmittal*: This option is not available if there are errors in the report.
- *Cancel*: Closes the List of Edits window and places the user in Data Entry mode.

If there are errors, upon closure of the List of Edits window, the data entry window of the report, as shown in Figure 4.4b will be displayed so the user can use the *Update* button to correct the error(s). Once the changes are made, choose the *Save* button to save the corrected data to your state's database. To transmit the corrected version of the report to the NO, choose the *Transmit* button on the Data Entry screen. The system scans the

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report again for errors. If no errors or warnings are found, the report is successfully spooled for transmission. For more details on data entry, see Chapter 2, Data Entry.

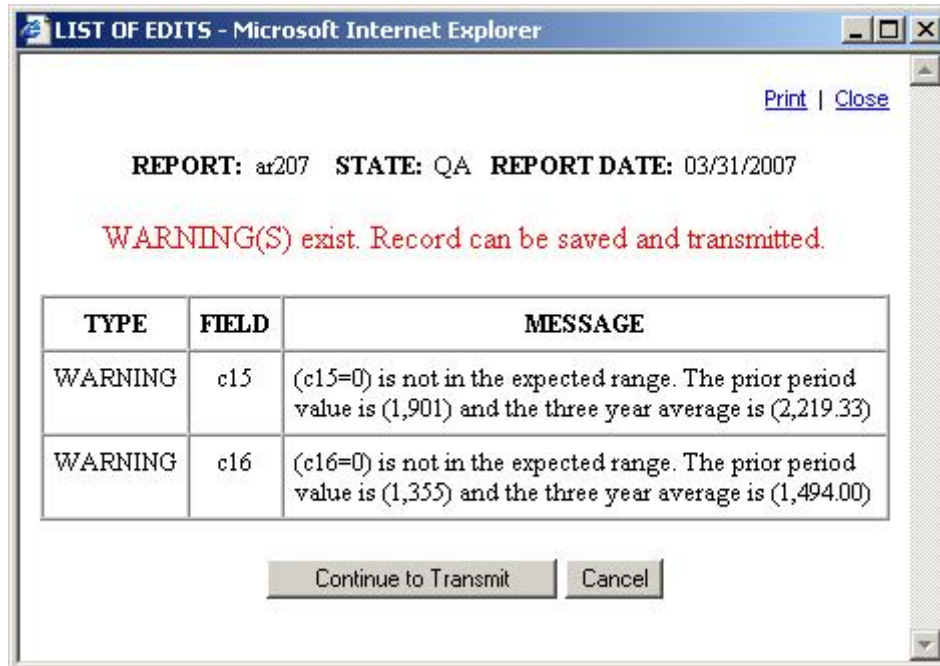


**Figure 4.4b** Report Data Entry Screen

**Tip:** If you do not wish to correct the errors at the moment, then click on the Exit button to exit the Data Entry application. You will be returned to the Manage Transmittal application.

## Report with Warnings, but no Errors

If the selected report has warnings, but no errors, then the list of edits (warnings) will be displayed in a separate window, as shown in Figure 4.5.



**Figure 4.5** List of Edits Screen

The List of Edits screen has the following links and buttons:

- *Print*: Sends the edits to printer.
- *Close*: Closes the List of Edits window and places the user in Data Entry mode.
- *Continue to Transmit*: This option is available so you can transmit a report with warnings to the NO without having to go back into Data Entry mode.
- *Cancel*: Closes the List of Edits window and returns the user in Data Entry mode.

The user can exit the application by closing the web browser.

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