



Last Updated : 01-January-2006

Navigation Overview

Description - Special navigation bars and menus provide rapid selection of data. The primary navigational components are described below.

Subsections:

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General Information

Field Colors- White with a red asterisk is a required field. White with no asterisk is not required, but can be gathered. Beige means the field is not required. Grey fields become enabled when a gatepost type of question is answered yes.

Screen Setting- The CARES Worker Web uses a resolution of 1024 pixels by 768 pixels or greater. Follow these steps to change your screen resolution to the correct amount:

From Windows 2000/NT:

1. Right click from your desktop.
2. Click Properties
3. Choose the "Settings" tab.
4. In the "Screen Area" or "Desktop Area" section, move the sliding bar to the right until you choose "1024 by 768" pixels.
5. Click the "Apply" button on the lower right hand corner of the dialog box.
6. Click "OK" .

or

1. Click on "Start/Settings/Control Panel".
2. Double click on the "Display" icon.
3. Then follow steps 3-6 above.

This will result in smaller text size and smaller menus, but the CWW page displays correctly.

Change the Font Size- There are two ways to do this, although we prefer that most workers do not reset their font as we didn't design CWW to seamlessly accommodate this need, but it

is an option. (Some workers may have to have their IT people do this for them, but since it is a setting that only affects Internet Explorer, it shouldn't be many.)

Option 1

1. Open Internet Explorer
2. Click Tools from top toolbar
3. Click Internet Options
4. Click General tab
5. Click Accessibility button
6. On Accessibility page, check Ignore font sizes specified on Web pages

Option 2

1. Keep Internet Explorer open
2. Click View from top toolbar
3. Click Text Size
4. Select a text size: Select the smallest size that is viewable. The larger the text size selected, the more scrolling and misalignment. Please don't choose Largest unless necessary as it is hard to read due to alignment.

Finally, if you don't choose either of the above options, you can use the magnifying option in Windows. This tool provides you with the ability to magnify portions of the page as you work on it. To enable this tool, follow these steps:

1. Once logged in to CWW, maximize the Internet Explorer window
2. Click Start Button
3. Click Programs
4. Click Accessories
5. Click Accessibility
6. Click Magnifier. The magnification panel will appear at the top and a pop-up window will give options for the magnifier functions

Drop down boxes- These are the boxes that give you a choice to select from. If you wish to remove a choice, choose the blank space at the top of the drop down list.

Global Navigation Menu

The global navigation menu appears at the left side of your page. See Figure 1 below.

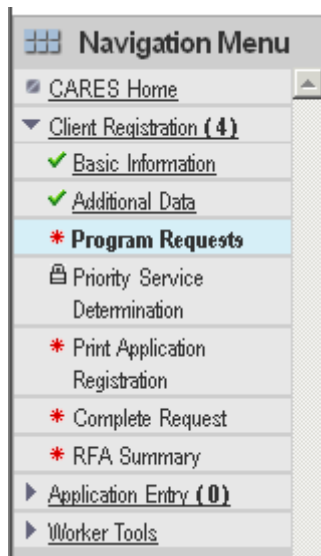


Figure 1: Global Navigation Menu

The global navigation menu will always contain all pages to which you have access.

Depending on your current tasks, page names may or may not have links. If an RFA is started or accessed, the Client Registration menu becomes active. If a case is accessed, the Application Entry menu becomes active

If you are in a case, the Client Registration pages may appear protected. You can access the RFA for the case from the Case Summary Page by using the magnifying glass.

There are additional menu items under Worker Tools that are not specific to a case or RFA.

The number of remaining required pages in the driver is listed in parentheses for Client Registration and Application Entry. The following symbols will also show in the global navigation menu:

- ✓ - A green check mark means a page is “Complete” and has data.
- * - A red asterisk means a page is “Required.”
- 🔒 - A black lock means the page is “Protected.”
- ☐ - A gray box means the page is “Not Required.”

Page Record Navigator

When a page initially displays, the most recent sequence for a household member is displayed if it exists. Otherwise, the page will be blank for you to enter new information. There are two ways of navigating through individuals and sequences on the detail pages using the Page Record Navigator (as shown in Figure 2):

1. You can select an individual and/or enter a sequence number using the 'Select Individual' and 'Select Sequence' fields and click 'GO.'
2. You can go through each individual and sequence by using one of the Next/Previous Sequence or Next/Previous Individual buttons. When a button cannot be used, it is disabled. These buttons improve navigation by allowing you to jump directly to a

particular person without having to view all sequences for all people.

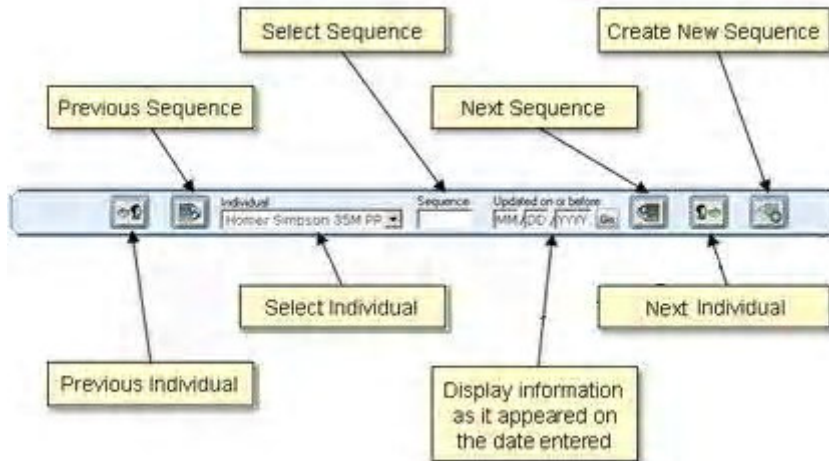


Figure 2: Page Record Navigator

History- The page record navigator can also display all of the information as of a particular date. For example, if you enter 01/01/2004 into the 'Updated on or before' field and click 'Go', the most recent information as of 1/1/2004 will be retrieved. When entering a date, deleted records are also retrieved. Therefore, to view all sequences (active and deleted), you would enter today's date.

Button Descriptions:



- Previous individual that has data existing on the page



- Next individual that has data existing on the page



- If multiple sequences exist for the currently viewed individual, this button will take the previous sequence



- If multiple sequences exist for the currently viewed individual, this button will take the next sequence



- This button is used to create a new page. This is like to using PF16 in CARES

Note: Buttons will some times appear faded, which means they are disabled. They are disabled based on the information available on the page for the case, and what individuals or sequences you are viewing.

Summary Page Navigator

Summary pages allow viewing of CARES information based on the data entered on the AE

pages. These pages provide a snapshot view for entire sections of detailed information, such as Non-Financial Information or Asset Information. Use the navigation bar at the bottom of the summary page (shown in Figure 2) to view summary information:

- for just one particular individual
- for a particular Effective Begin Month
- as of a specified last updated date

Note: Summary pages display the most current information for a sequence, just like the CARES mainframe does. But they do not display all effective months or updates made to that sequence. To view all effective months and updates, view the detail pages. On the detailed page, use the double arrows in the date navigator to see current information for all the effective months. To view all updates, enter an Updated on or before date in the Page Record Navigator and use the single arrows in the Date Navigator.

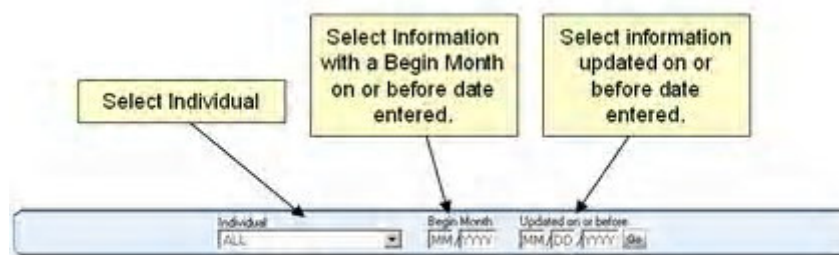


Figure 3: Summary Page Navigator

Date Navigator - Use this to update records.

The Date Navigator (shown in figure 4) allows you to navigate through all of the effective periods for which the data on the current page has been entered. There are two ways to navigate through the dates: (1) Current Mode and (2) History Mode.



Figure 4: Date Navigator

In Current Mode, the Date Navigator allows you to view history of the current information shown on the page. It also allows you to change begin months. There are two ways to change the begin month for an existing sequence:

1. Current, Retro, and Future Updates-Use the "Enter New Begin Month." fields and click 'Go.' This will load the most current information prior to the Begin Month specified. Type over the existing information that needs updating. Edit the dynalist rows and click update if a dynalist needs updating.

For Retro Adds - If there is no existing data prior to your retro begin month, it will display the oldest existing effective month information. Example: If you enter July as your new





begin month, and you already have records for Aug, Sept, and Oct., the August information will appear, but with a July effective month. To add another effective month, just repeat the process.

2. Reviews - Overtyping the Begin Month as you currently doing CARES. You only need to change begin months if there is new information for that page. Make your updates. Edit the dynalist and click on update if a dynalist update is needed. That updates the record with the new month and information..

Note: If you want to add multiple effective month updates, you need to save the data each time. Do this by entering the next new Begin Month in Enter New Begin and clicking Go in the Date Navigator. That reloads the page and you can then do the next month.

In History mode (which can be accessed by entering an 'Updated on or before' date on the Page Record Navigator of a page), you will be able to see all updates to all effective months.

Button Descriptions:

-  - Go to Previous Begin Month (Allows you to go back through the most recent of effective month)
-  - Go to the Next Begin Month (Allows you to go forward through the most recent of effective month)
-  - Goes to prior history version (PF8 on mainframe)
-  - Goes to next history version (PF7 on mainframe)

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