V3 Benefits Administration System

# Instructor Guide

Vitech Systems Group, Inc.

Georgia Department of Community Health

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# Contents


**SCREEN ELEMENTS** 1

**Objectives** 1
Key Terms 1
Key Features 2

**KNOWLEDGE CHECK** 4

**Review Questions** 4

**CALENDAR** 5
Objectives 5
Key Terms 5

**GUIDED WALK THROUGH** 6
Selecting Dates 6
Changing Dates 7

**KNOWLEDGE CHECK** 9

**Review Questions** 9

**ADDRESS FEATURE** 11
Objectives 11
Key Terms 11
Key Features 11

**GUIDED WALK THROUGH** 13
Adding an Address 13
Accessing and Reviewing Address History 14

**KNOWLEDGE CHECK** 16

**Review Questions** 16

**LOGIN & LOGOUT** 17
Objectives 17
Key Terms 17

Key Features 17

**GUIDED WALKTHROUGH 19**
Login & Logout of the Application 19

**SKILL BUILDER 20**

**Hands-On Practice 20**

**GLOSSARY OF TERMS 21**

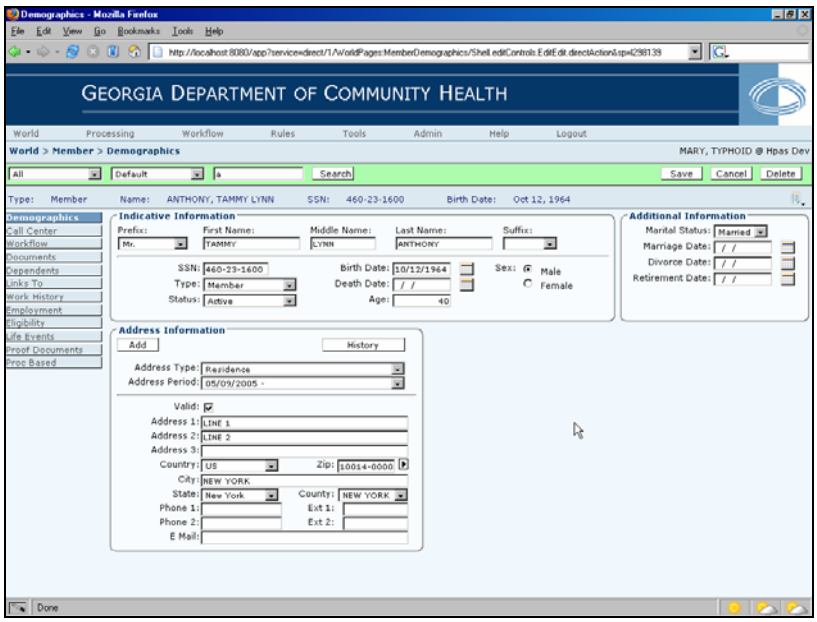
**INDEX 23**

# Screen Elements

The V3 application has many screen elements. Some of the components are available across numerous modules. However, the functional components depend on the location in the application.

The most common screen elements are included. Depending on the location in the application, there may be more screen components.

This is an example screen that includes all the components.




## Objectives

A slide will be used to teach this topic.

After completing this lesson, you will be able to:

- Identify the screen elements
- Describe the screen elements' screen location
- Describe the screen elements' function

### Key Terms

- Unique Resource Locator (URL)

- Web Browser

## Key Features

- The address bar indicates the web address for the application. Type the web address or Unique Resource Locator (URL) here.

### Note

Netscape users know this area of the web browser as the location bar.

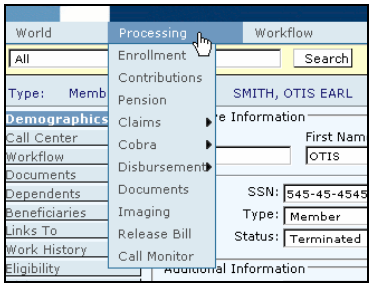
### Reminder

If the address bar is not visible, then it is turned of fin the web browser.

### Caution

For this application it is best to use the term address bar because location bar is used to describe another screen element.

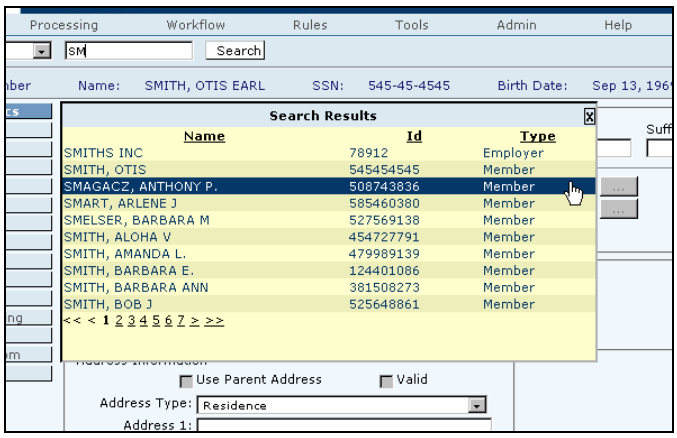
- The area at the top of the application page that displays the branding is the title bar.
- The application's menu bar the top-level menu options. Drop down menus display when the menu bar is clicked.




- The location bar indicates the location in the application. The left side of the location bar indicates the trail to this location. On the right side of the location, the logged in user and the database being used display.
- The container for the VCR is the VCR bar. It displays an alert or changes color based on the VCR options.
- VCR buttons are the set of buttons that allow a mode change. A different subset of buttons display based on the module or mode.

  In the read-only mode, New, Edit, and Save are available. Delete, Save and Cancel area available in the edit mode. Only Save and Cancel are available in the new mode.

- To search, use the VCR search box. The VCR bar usually has a search box and button. Type a few letters or complete phrase to search. The results display in a box with 10 rows. There is a paging tool at the bottom of the results box. .




- The tabs on the left side are links to sub-modules. The tabs change depending on the module.

# Knowledge Check

## Review Questions

Take a few minutes to answer the following questions before the instructor reviews the answer with the entire class.

1. True or False. Tabs provide links to new modules.

2. The results that display after using the VCR search have what components?

3. (Circle all that apply) Which name should be used with caution as an alternate name to the address bar?

   (a.) Menu Bar

   (b.) Location Bar

   (c.) Title Bar

   (d.) VCR Bar

4. True or False. The available VCR buttons are determined by the application mode.

# Calendar

Total time for lesson: 20 minutes

Spend 5 minutes on the overview of the topic and 10 minutes on the demonstration and questions and answers. Spend 5 minutes on the topic summary."

**FYI**

**Note** Demonstrate that users can type the date into the field instead of using the calendar feature.

This section introduces the calendar feature in HPAS and provides instructions for:

- Selecting dates and populating date fields in HPAS
- Changing dates in date fields

The calendar feature in HPAS allows the user to select dates and change dates in date fields on each screen in the application. A calendar button, like this one is next to each date field in HPAS.

The date fields in the application have an enhanced date mask. This feature allows the user to type in a date without typing in the separators to divide each section of the date field.

## Objectives

Refer to the objectives slide and review the objectives for the topic.

After completing this topic, you will be able to:

- Use the calendar feature to select dates to populate date fields in HPAS
- Change dates in date fields

## Key Terms

- Date Mask

# Guided Walk Through

Use this information to demonstrate how to select a date using the calendar feature and how to change the dates.

Harry Walker was recently divorced and because of the alimony he must pay his ex-wife, he has decided to change his retirement date.

- Divorce date: 10/11/05
- New retirement date: 11/03/08

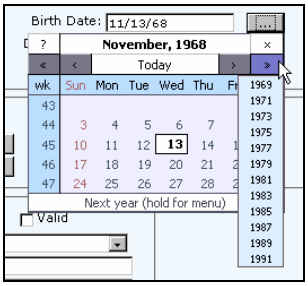
## Selecting Dates

To select a date using the calendar feature, complete the following steps:

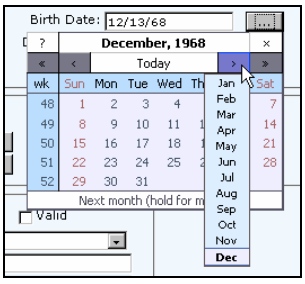
Refer to the following step action tables and demonstrate how to select a date and change a date using the calendar feature.

1. Click the button.

   The calendar displays.




2. Click the << button to the left of the Today field to reset the calendar to the previous year.




### Note

Click the << or >> icon and hold it to display a drop down list of past or future years.

3. Click the >> button to the right of the Today field to reset the calendar to the next year.

4. Click the < button to the left of the Today field to reset the calendar to the previous month.

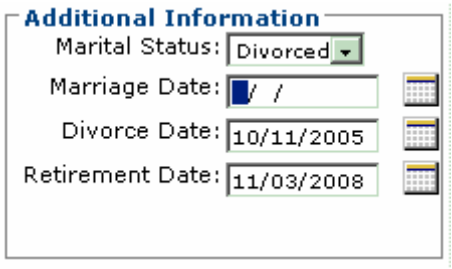
5. Click the > button to the right of the Today field to reset the calendar to the next month.

**Note**

Click the < or > buttons to display drop down lists of past or future months.

6. Click the date of the month.

   The system populates the date field with the selected month, date, and year.




# Changing Dates

To change the date in a date field in the application, complete the following steps:

Enter an invalid date to illustrate how the system changes the date field to red if the user enters invalid dates.

1. Type the date in the date field without separators.

   The date displays in the date field and the system inserts the separators (forward slashes, eg. 10/11/05)

**Note**

The date mask validates the date. If the date is invalid, the mask changes the color of the date to red.

- OR -

**Question** Do you have any questions about selecting dates or changing dates in the HPAS application?

2. Place the cursor in the month, day or year section of the date and press the up or down arrow keys on the keyboard.

   The value in the date section goes up or down. The value of the month section ranges from 1 to 12 and the value in the day section ranges from 1 to 31. The range in the year section is unlimited.

# Knowledge Check

## Review Questions

Take a few minutes to answer the following questions before the instructor reviews the answer with the entire class.

False.

1. True or False. When entering a data into the HPAS application, you must type the separators between MM/DD/YY.

---

B. The color of the Date field changes to red.

2. (Circle all that apply) How does the system let the user know that a date is invalid?

   (a.) A popup box displays with an error message.

   (b.) The color of the Date field changes to red.

   (c.) The screen refreshes and leaves the Date field blank.

   (d.) The system gives the user an audio message.

# Address Feature

Total time for lesson: 20 minutes.

Spend 5 minutes giving the participants an overview of the topic and showing them how to access the address information.

This section describes the address feature in the HPAS application. It also includes instructions for adding an address to the system and accessing and reviewing address history for members.

The address feature allows the user to type addresses into the system and make changes to existing address information. Changes made to the address data update the address information in each module of the application.

## Objectives

Cue the slide presentation Topic 7, The Address Feature.

After completing this topic, user will be able to:

- Explain how the address feature in V3 HPAS works
- Add an address to the system
- Access and review address history

## Key Terms

- Parent Address

## Key Features

Review the components of the address feature.

The address feature has four components:

- **Address types**

  The system displays address types in a drop down menu that allows users to select one of the following address types:

  - Residence
  - Correspondence
  - Payment

Enter Instructor Notes or delete this text.

- **Use Parent Address**

  This check box displays if a member has dependent children. It also displays for payroll locations or sublocations with employees. Selecting this box links the parent and child address records or the payroll location and employee address records.

  The system updates the linked dependent or employee addresses when changes to the associated parent or employer addresses are entered.

Give them an example of a valid address.

- **Valid Address**

  A definition of a valid address is one that has a start date that is between the current system date and the stop date of the address or one that is prior to the current system date with a null (undefined?) start date.

  For the US, a valid address must have a value in one of the three address lines, a valid combination of country, city, state and zip code.

  For non-US addresses, a valid address must have values in one of three address lines and a valid country and city name. Canadian addresses must also include a valid state or province and a postal code.

Explain how this information is updated.

- **Zip Code**

  The system supports the USPS City/State zip code product, which stores all zip codes, cities, counties, and states in the U.S.

# Guided Walk Through

Use the information in this section to complete the demonstrations for adding and changing an address.

John Davis's son Michael is starting his first year of college. He just turned 19 and will be living on campus this year. Mr. Davis entered the student verification data into the system. John and his wife just moved to a new condo.

- Old address: 85 Glenwood Parkway, Atlanta GA 30328
- New address: 350 17th Street, Atlantic Station, Atlanta, GA 30322
- Michael's address: Same as parent address

## Adding an Address

1. Access the Member Demographics screen and place the cursor in the Address section.

2. Click the Add button.

   The Address section expands and displays the address data fields.

3. Click the button next to the Start Date field and select the start date for the address or type the start date in the field.

   **Reminder**

   The start date must be between the current system date and the stop date or a date prior to the current system date with a null (undefined) start date for the address to be valid.

4. Tab to the Stop Date field and enter the stop date for the address.

5. Click the arrow in the Address Type field and click the address type in the drop down menu to select it.

   **Note**

   When you select the address type from the drop down menu, the address type for the currently displayed address does not change. Selecting a different address type allows the user to view a different type of address. .

6. Click the Valid check box to select it.

**Note**

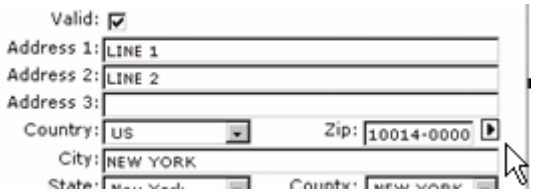
Selecting this checkbox sets the stop date for the current address record to the previous day's date. The system automatically checks the address to ensure it meets criteria for a valid address.

7. Type the address in the Address 1, Address 2 and Address 3 fields.

8. Tab to the Country field and Click the arrow in the field to select the country.

After selecting a valid country and typing in a valid zip code, demonstrate how the system populates the city state and county fields when the user clicks the arrow to the right of the zip code field.

9. Tab to the Zip Code field and type the zip code.



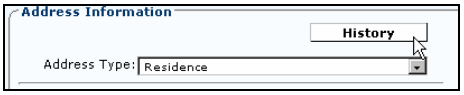

**Note**

If the user types a valid zip code in the field and clicks the arrow next to the field, the system automatically displays the city, state and county information from the HPAS database. If the user enters an invalid zip code, the system displays an error message. The user must enter a valid country selection to enable this feature.

# Accessing & Reviewing Address History

Each time the user enters a new address or update to an existing address the system creates a new address record in the database and creates a stop date for the original address. To access and review address history complete the following steps:

1. Click the History button in the Address Information field.




   A popup window displays with all of the addresses associated with the member or employer.

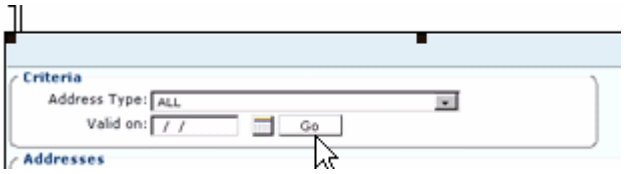
2. Click the arrow in the Address Type field and Click the address type in the drop down menu to select it.

   This allows the user to filter the addresses displayed in the address history by type.

3. Type a date in the Valid on field or Click the button to select a date.

   Selected date displays in the Valid on field.

4. Click the Go button




   The system displays all addresses that are valid as of the date in the Valid on field.

# Knowledge Check

## Review Questions

Take a few minutes to answer the following questions before the instructor reviews the answer with the entire class.

An entry in one of the three address lines and a valid combination of country, city, state, and zip code information.

1. What characteristics must a US address have to be valid?

False.

2. True or False. If the user checks the Use Parent Address checkbox, any addresses for any dependents must be updated separately each time the parent address changes.

# Login & Logout

Total time for lesson: 10 minutes.

Like most applications, users must log into the system to begin using the V3 applications. Upon completion, users must log out.

## Objectives

Students will need their student IDs and passwords. PCs with Internet access are needed to teach this topic.

After completing this lesson, you will be able to:

- Log into the V3 application
- Log out of the V3 application

## Key Terms

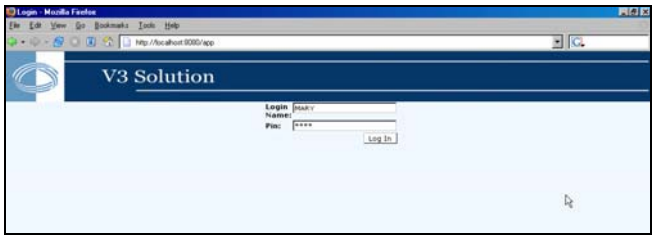
- Case-sensitive
- Home page

## Key Features

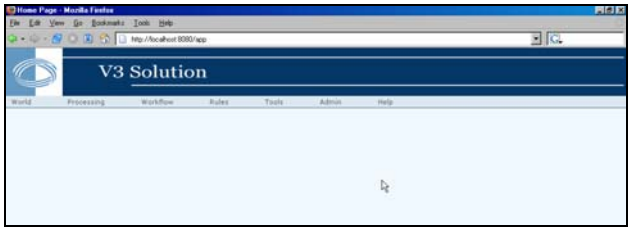
**F.Y.I.**

**Note** Tell the students that their ID and password are case-sensitive.

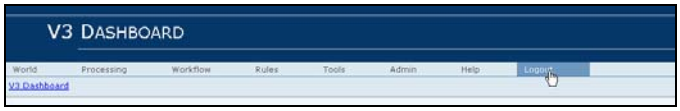
- To log into the V3 application, a user must navigate to the V3 web address. The Login page displays once the web browser opens the web address.




- After a user logs in, the V3 home page displays.



- The logout link appears on every page except the login page and error pages.



# Guided Walkthrough

In the following example, the steps for log in will be demonstrated.

- Log in ID: Mary
- Password: 1234
- Web Address: www.gaV3.gov

## Login & Logout of the Application

1. Navigate to the web address, **www.v3ga.gov**.

   The .V3 login page displays.

2. Type **MARY** in the Login ID field and press **Enter.**

   **Reminder**

   The Login ID is case-sensitive.

3. Type **1234** in the Password field and press **Enter**.

   **Reminder**

   The Password is case-sensitive.

   **Note**

   Instead of pressing Enter, the user can click the **Log In** button.

4. Select the Logout link.

   The V3 login page displays.

**Question** What link do I use?

# Skill Builder

## Hands-On Practice

Review the scenario and take a few minutes to try and complete it on your own.

Ask the participants to locate their classroom IDs and passwords. Walk around the room to see if anyone needs assistance.

You need to log into and log out of the V3 application. You need the following:

- Log in ID: As assigned
- Password: As assigned
- Web Address: www.gaV3.gov

You have approximately 5 minutes to login and logout of the system before the instructor asks if you have any questions.

# Glossary of Terms

**Unique Resource Locator (URL)**

The global address of documents and other resources on the World Wide Web (WWW).

**Web Browser**

A software application used to locate and display web pages. Microsoft Internet Explorer and Netscape Navigator are the two major web browsers.

**Date Mask**

A feature in the V3 HPAS application that validates dates entered by the user and changes the color of the Date field to red if the user enters an invalid date.

**Case-sensitive**

A program's ability to distinguish between uppercase and lowercase letters.

**Home page**

The main page of a Web site. It generally has navigation to other areas of the Web site.

**Parent Address**

The address of a member that is linked to dependent records or the address of an employer that is linked to employee records.

# Index

**A**

Address Feature 11

**C**

Calendar 5
Case-sensitive 21

**D**

Date Mask 21

**H**

Home page 21

**L**

Login & Logout 17

**O**

Objectives 1

**P**

Parent Address 21

**R**

Review Questions 8

**S**

Screen Elements 1

**U**

Unique Resource Locator (URL) 21

**W**

Web Browser 21