

10 SCC BULLETIN BOARD

This option is a communication tool, used by state staff and local purchasing agencies, for sending and receiving messages related to the Subsidized Child Care Reimbursement System. It is used to inform users of system modifications, availability or scheduled maintenance. It is also used to issue announcements regarding close-out. It is monitored by the state staff. The screen initially displays the most current message received. Although most messages are automatically deleted on the 28th day of the next month, the state office can extend the time.

Select Option 10 from the Main Menu and press <ENTER>. The Bulletin Board screen will appear for the processing month (Figure 10 - 2).

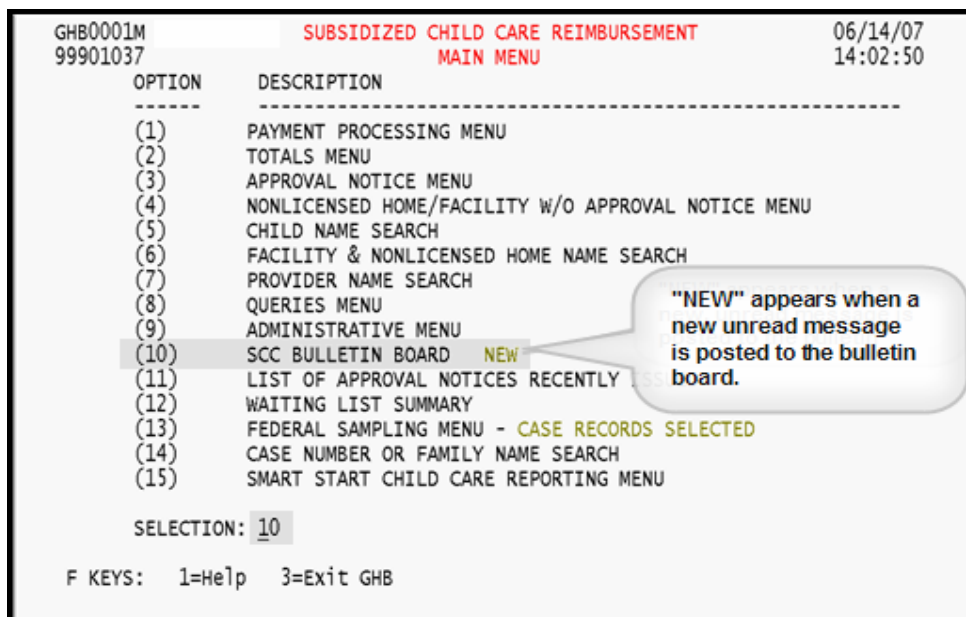


Figure 10 - 1: Option 10 - SCC Bulletin Board

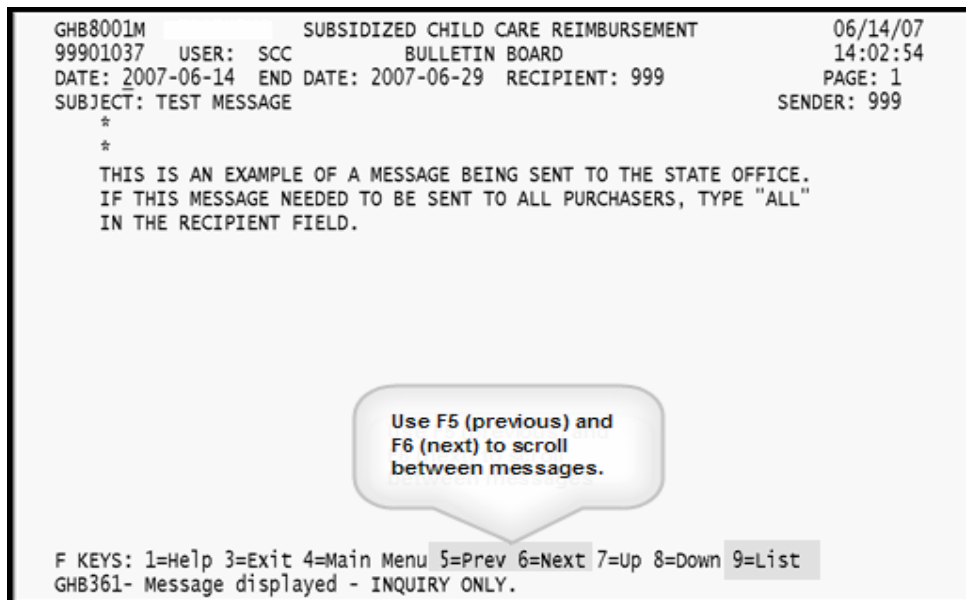


Figure 10 - 2: Most recent message displayed, press F9 to view list

10.1 Sending a New Message

1. Press **<F9>** to access the *Bulletin Board List* screen (Figure 10.1 - 1).

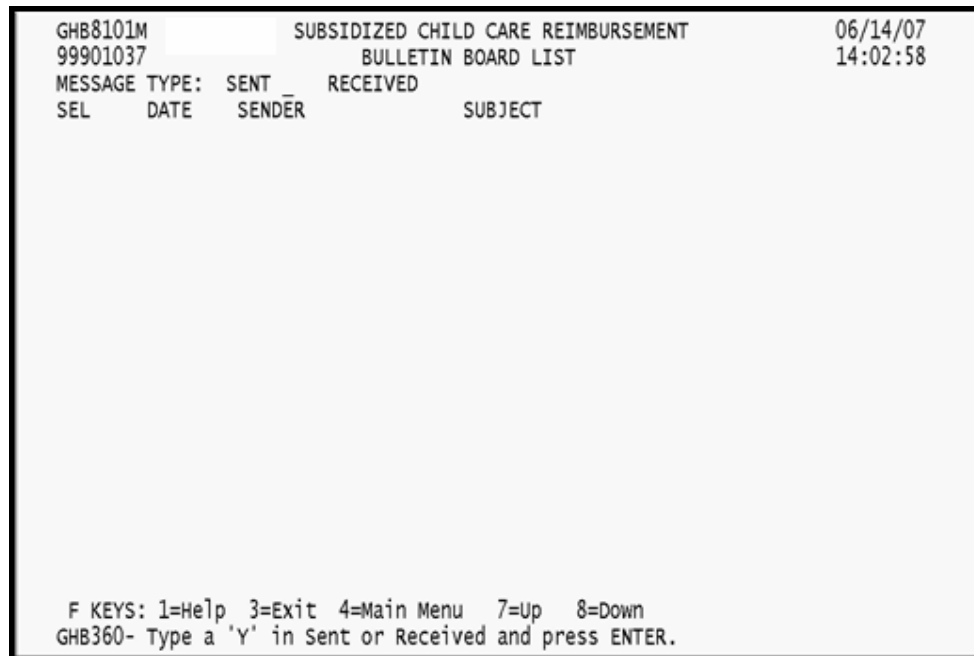


Figure 10.1 - 1: Bulletin Board List screen appears after pressing F9

2. On this screen the cursor should be to the right of the **SENT** field. If not, tab to that field and type "Y". Press **<ENTER>** (Figure 10.1 - 2).

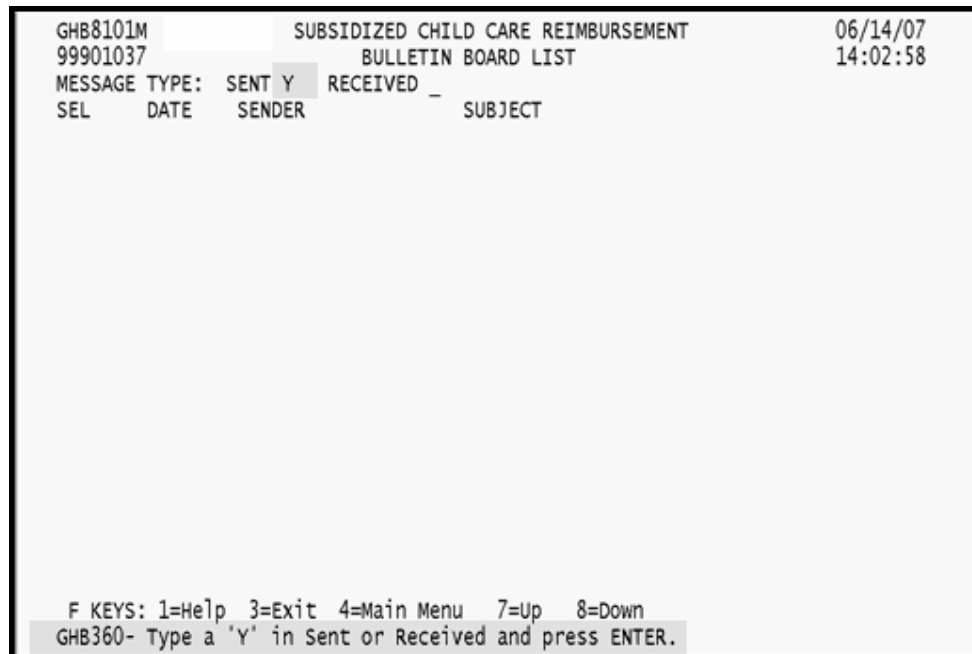


Figure 10.1 - 2: Type "Y" and press ENTER

- A list of messages you have sent will appear. Type "A" in the **SEL** field of any message. Press **<ENTER>** (Figure 10.1 – 3).

```
GHB8101M      SUBSIDIZED CHILD CARE REIMBURSEMENT      06/14/07
99901037      BULLETIN BOARD LIST                      14:03:01
MESSAGE TYPE: SENT Y RECEIVED
SEL   DATE   RECIPIENT   SUBJECT
  A 2007-06-14   999   TEST MESSAGE
  A 2007-06-07   ALL   SCC CLOSE OUT SCHEDULE FOR MAY 2007
  - 2007-05-17   037   ADD AS CONTRACTING COUNTY R7010027 TO GATES CO 37
  - 2007-05-07   005   TURNAROUND
    2007-05-07   ALL   SCC CLOSE OUT SCHEDULE FOR APRIL 2007
    2006-06-29   ALL   SCC CLOSE OUT SCHEDULE - IMPORTANT NOTICE
    2006-06-21   ALL   SCC CLOSE OUT SCHEDULE FOR MAY 2006

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB012- END OF LIST - select row then press ENTER or F3.
```

Figure 10.1 - 3: List of messages, type "A" by one to add a message

- A blank message screen appears (Figure 10.1 – 4).

```
GHB8001M      SUBSIDIZED CHILD CARE REIMBURSEMENT      06/14/07
99901037      USER:      BULLETIN BOARD                      14:03:13
DATE:      END DATE:      RECIPIENT:      PAGE: 1
SUBJECT:      SENDER: 999

F KEYS: 1=Help 3=Exit 4=Main Menu 5=Prev 6=Next 7=Up 8=Down 9=List
GHB342- Key in message and press ENTER.
```

Figure 10.1 - 4: Blank message screen generated

5. On the blank message screen complete the following fields: **USER, DATE, END DATE, RECIPIENT, SUBJECT** and **MESSAGE**. Figure 10.1 - 5 shows the blank screen with additional information about fields required for completion.

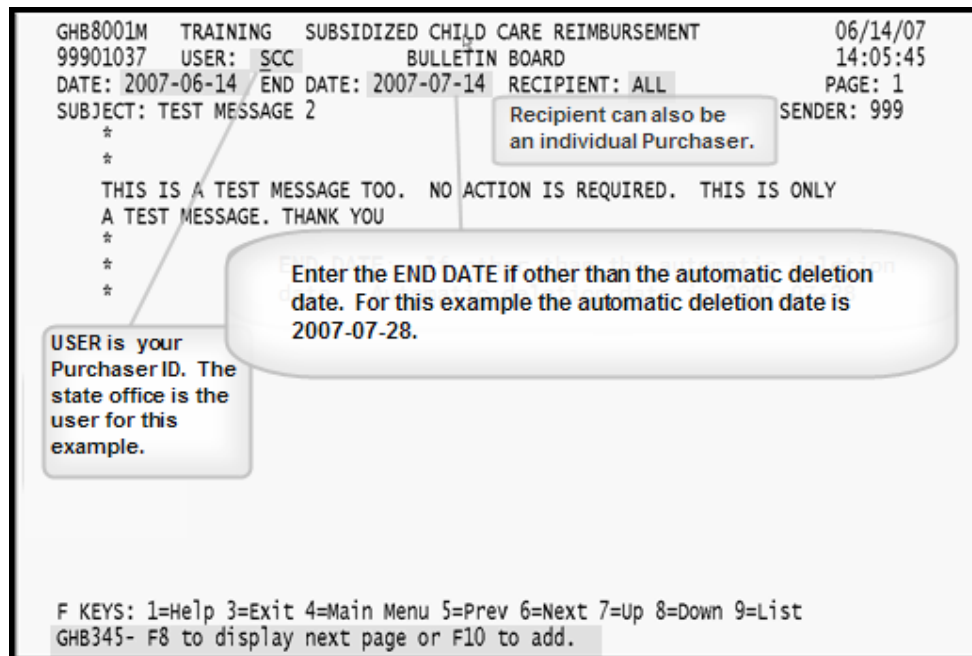


Figure 10.1 - 5: Completed message, ready to add

6. If you require additional space, press **<F8>**. Continue entering and press **<F10>** when you have completed your message.
7. The "GHB354 – Message successfully added" message will appear (Figure 10.1 - 6)

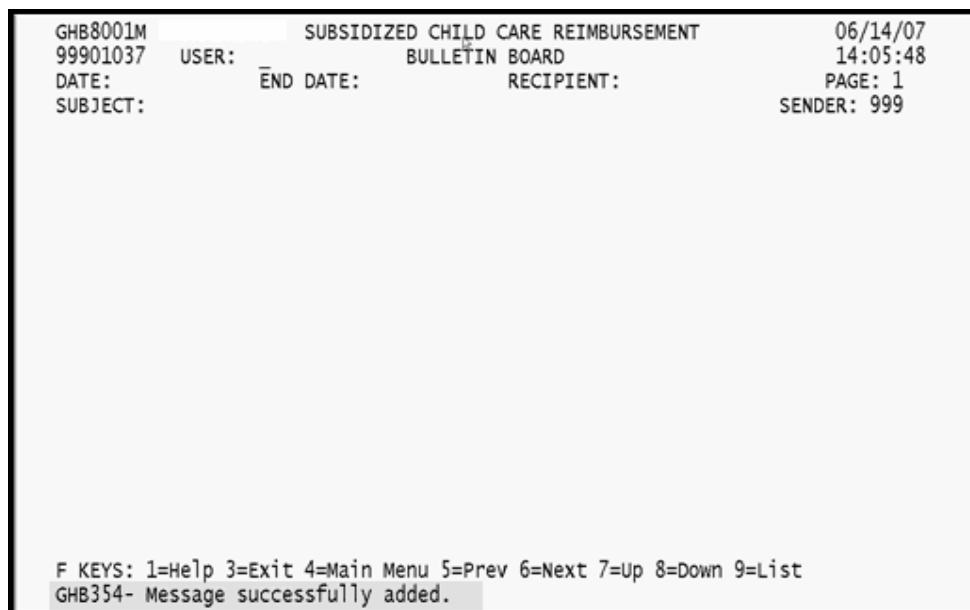


Figure 10.1 - 6: Message successfully added

10.2 Updating an Existing Message

1. Press **<F9>** to access the *Bulletin Board List* screen (Figure 10.2 - 1).

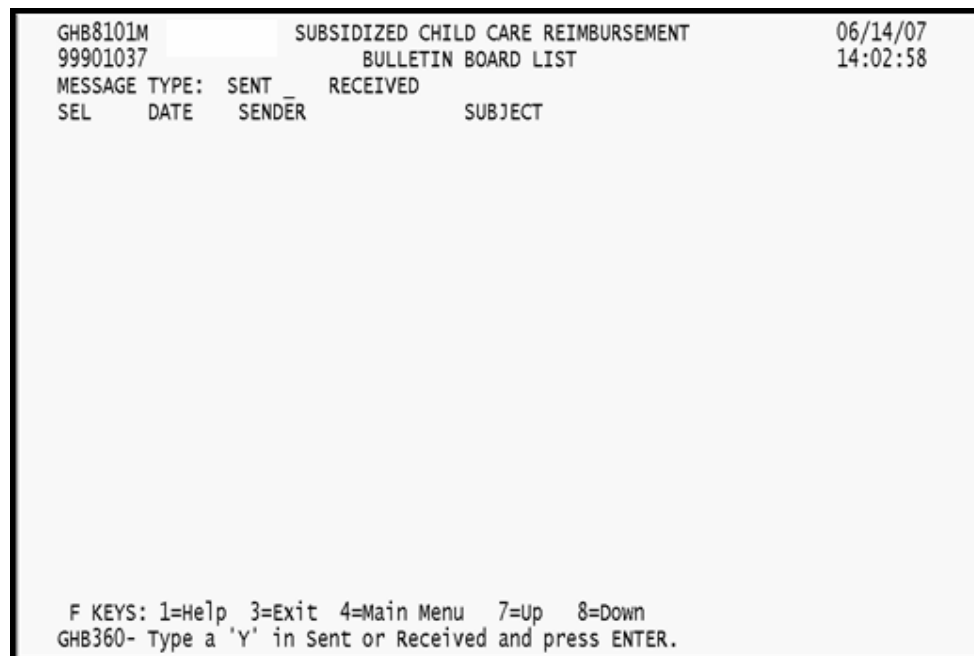


Figure 10.2 - 1: Bulletin Board List screen appears after pressing F9

2. On this screen the cursor should be to the right of the **SENT** field. If it is not, tab to that field and type "Y". Press **<ENTER>** (Figure 10.2 - 2).

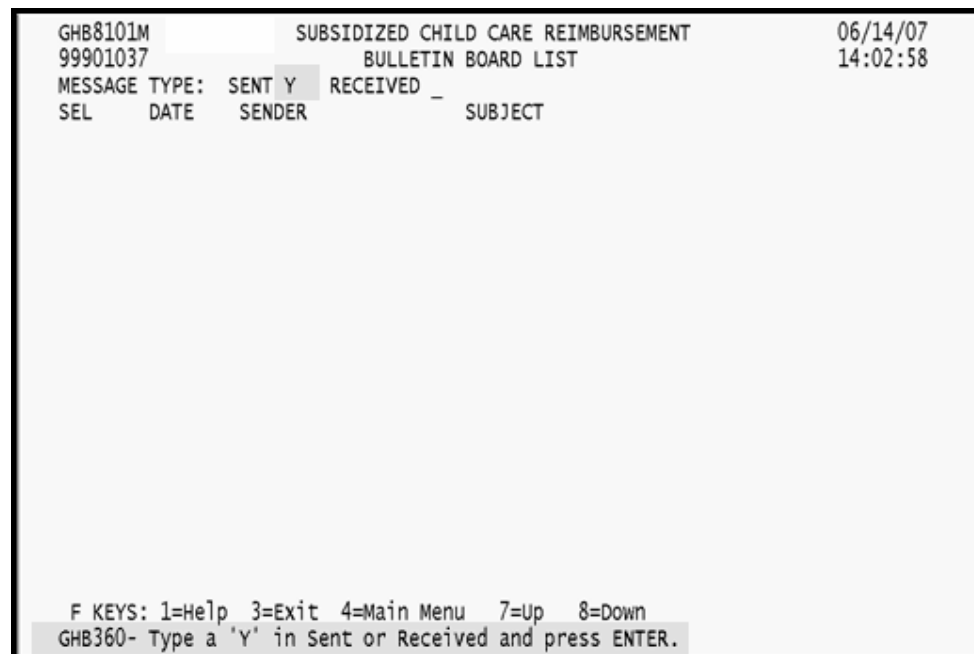


Figure 10.2 - 2: Type "Y" and press ENTER

- A list of messages you have sent will appear. Type "U" in the **SEL** field of the message you want to update. Press **<ENTER>** (Figure 10.2 – 3).

```
GHB8101M          SUBSIDIZED CHILD CARE REIMBURSEMENT          06/14/07
99901037          BULLETIN BOARD LIST                          14:06:43
MESSAGE TYPE: SENT Y RECEIVED
SEL      DATE      RECIPIENT      SUBJECT
      2007-06-14    ALL      TEST MESSAGE 2
      2007-06-14    999      TEST MESSAGE
  U      2007-06-07    ALL      SCC CLOSE OUT SCHEDULE FOR MAY 2007
      2007-05-17    037      ADD AS CONTRACTING COUNTY R7010027 TO GATES CO 37
      2007-05-07    005      TURNAROUND
      2007-05-07    ALL      SCC CLOSE OUT SCHEDULE FOR APRIL 2007
      2006-06-29    ALL      SCC CLOSE OUT SCHEDULE - IMPORTANT NOTICE
      2006-06-21    ALL      SCC CLOSE OUT SCHEDULE FOR MAY 2006

      F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
      GHB012- END OF LIST - select row then press ENTER or F3.
```

Figure 10.2 - 3: List of messages, type "U" by the one to update

- The message "GHB344 – Key in changes and press ENTER or F8 to display next page" appears at the bottom of the generated screen (Figure 10.2 – 4).

```
GHB8001M          SUBSIDIZED CHILD CARE REIMBURSEMENT          06/14/07
99901037  USER: SCC          BULLETIN BOARD                          14:06:51
DATE: 2007-06-07  END DATE: 2007-07-28  RECIPIENT: ALL          PAGE: 1
SUBJECT: SCC CLOSE OUT SCHEDULE FOR MAY 2007          SENDER: 999
*
REMINDER
*
THE SUBSIDIZED CHILD CARE REIMBURSEMENT SYSTEM CLOSE OUT SCHEDULE FOR
MAY 2007 SERVICE MONTH IS THURSDAY, JUNE 21. PLEASE COMPLETE PART 'A'
OF CLOSE OUT BY 5:00 P.M.
*
NOTE: YOU DO NOT HAVE TO WAIT UNTIL PROVIDERS ARE PAID IN ORDER TO
CLOSE OUT PART 'A' OF YOUR CHILD CARE REPORT.
*
THANK YOU.

      F KEYS: 1=Help 3=Exit 4=Main Menu 5=Prev 6=Next 7=Up 8=Down 9=List 11=Delete
      GHB344- Key in changes and press ENTER or F8 to display next page.
```

Figure 10.2 - 4: Key changes and press ENTER

- Follow steps 5 through 7 of Section 10.1.

10.3 Viewing a Received Message

1. Press **<F9>** to access the *Bulletin Board List* screen (Figure 10.3 - 1).

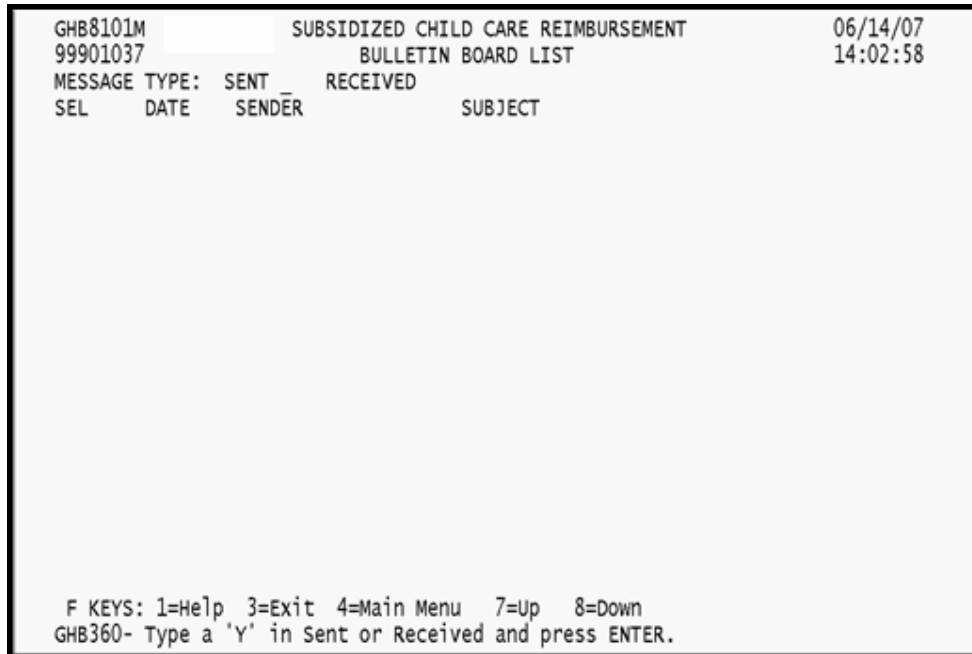


Figure 10.3 - 1: Bulletin Board List screen appears after pressing F9

2. On this screen tab to the **RECEIVED** field and type "Y". Press **<ENTER>** (Figure 10.3 - 2).

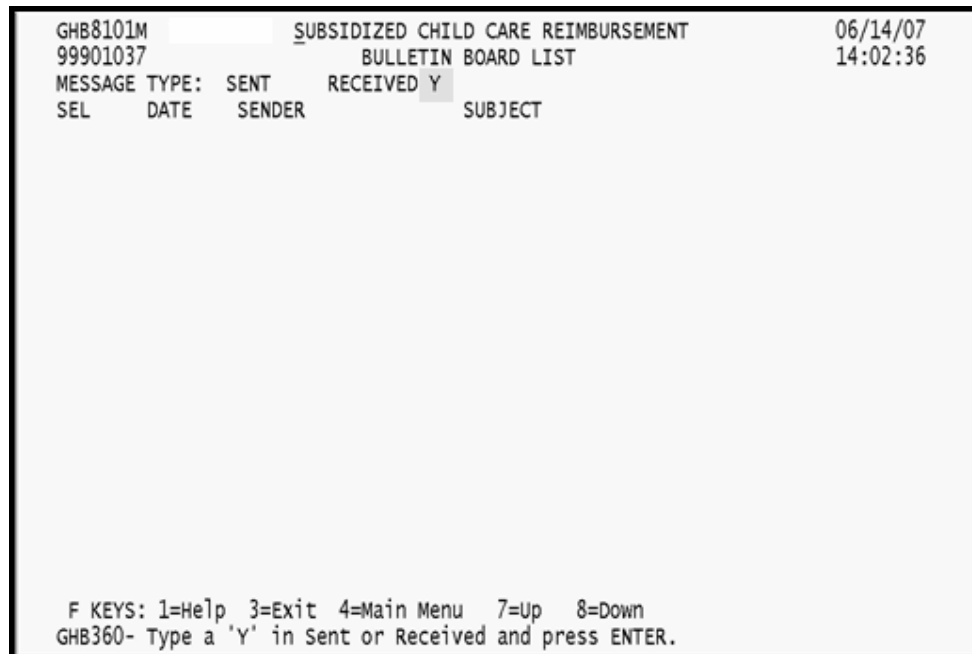


Figure 10.3 - 2: Type "Y" and press ENTER

- A list of messages received appears. Type "I" in the **SEL** field of the message you want to view (Figure 10.3 – 3).

```

GHB8101M          SUBSIDIZED CHILD CARE REIMBURSEMENT          06/14/07
99901037          BULLETIN BOARD LIST                          14:06:00
MESSAGE TYPE: SENT      RECEIVED Y
SEL      DATE      SENDER      SUBJECT
-        2007-06-14  999      TEST MESSAGE 2
i        2007-06-14  999      TEST MESSAGE
-        2007-06-07  027      MAY CLOSEOUT
-        2007-06-07  999      SCC CLOSE OUT SCHEDULE FOR MAY 2007
-        2007-06-07  999      SSRS CLOSE OUT SCHEDULE FOR MAY 2007
-        2007-05-16  037      ADD AS CONTRACTING COUNTY R7010027 TO GATES CO 37
-        2007-05-07  005      TURN AROUND
-        2007-05-07  999      SSRS CLOSE OUT SCHEDULE FOR APRIL 2007
-        2007-05-07  999      SCC CLOSE OUT SCHEDULE FOR APRIL 2007
-        2006-06-29  999      SCC CLOSE OUT SCHEDULE - IMPORTANT NOTICE
-        2006-06-29  999      SSRS CLOSE OUT SCHEDULE IMPORTANT NOTICE
-        2006-06-21  999      SCC CLOSE OUT SCHEDULE FOR MAY 2006

F KEYS: 1=Help 3=Exit 4=Main Menu 7=Up 8=Down
GHB012- END OF LIST - select row then press ENTER or F3.
    
```

Figure 10.3 - 3: List of messages, type "I" by the one you want to view

- Press **<ENTER>** to display the selected message. Note that this screen is for view only (Figure 10.3 – 4).

```

GHB8001M          SUBSIDIZED CHILD CARE REIMBURSEMENT          06/14/07
99901037  USER: SCC          BULLETIN BOARD                  14:06:07
DATE: 2007-06-14  END DATE: 2007-06-29  RECIPIENT: 999      PAGE: 1
SUBJECT: TEST MESSAGE          SENDER: 999
*
*
THIS IS AN EXAMPLE OF A MESSAGE BEING SENT TO THE STATE OFFICE.
IF THIS MESSAGE NEEDED TO BE SENT TO ALL PURCHASERS, TYPE "ALL"
IN THE RECIPIENT FIELD.

F KEYS: 1=Help 3=Exit 4=Main Menu 5=Prev 6=Next 7=Up 8=Down 9=List
GHB361- Message displayed - INQUIRY ONLY.
    
```

Figure 10.3 - 4: Message displayed - view only