

**100 – ADMINISTRATION – COUNTY DETAIL**  
**Change #1-2004**  
**July 1, 2004**

**I.      THIS CHAPTER:**

- Describes the Administration Menu options;
- Describes the Administration Menu function keys;
- Describes the County Detail Field Descriptions;
- Describes the County Detail Function Keys;
- Describes how to display County Detail Information;
- Describes how to update County Detail Information;
- Describes how to enter field details using F4 key.

**II. ADMINISTRATION MENU**

All security access for the EPICS system is maintained through the **Administration Menu** screen. The DHHS Customer Support Center maintains this screen.

Each user's security access rights is defined and assigned to one or more authorized user groups. An authorized user group is defined as the type of security currently identified by EPICS. Each authorized group will allow the user to have create, read, update, and/or delete rights. The county security officer (with the assistance of the county supervisor) is responsible for ensuring all users' access rights for their county are up to date with the Customer Support Center. The county security officer has read-only access to option.

County Detail was formerly named "Locality" located under Disqualification and is located under Administration.

Counties **will not** have access to Group Detail, Screen Detail, or Authorized User Detail.

**A. Administration Menu Options**

<b>Option</b>	<b>Description</b>
1. Group Detail	To create an authorized user group and set security access rights
2. Screen Detail	To define the screens of the system
3. Authorized User Detail	To create a new user profile or update an existing user profile access to authorized user groups
4. County Detail	To view/update the specific contact information for a county

**B. Administration Menu Function Keys**

Function Key	Description
F1	To access EPICS on-line help
F3	To exit and return to the Main Menu

**C. County Detail**

The County Detail screen is designed to enable the user to display contact information for a county in the state of North Carolina. This information is also used for the Contact Information located on the Disqualification Detail screen.

All users with inquiry access to EPICS may view this screen. However, only Program Integrity Supervisors have update capabilities.

Whenever the county address or telephone number changes, this information **must** be updated. If these fields are not updated, the screen displays incorrect contact data on the Disqualification Detail screen. This data is accessed by other states.

**D. County Detail Field Descriptions**

Field	Description
<b>COUNTY</b>	Three-character code used to identify the county.
<b>TEAM NUMBER</b>	Code used to identify the Team Number within the state where the county number resides.
<b>COUNTY NUMBER</b>	The county's name.
<b>COUNTY ADDRESS</b>	The full mailing address for the county including the street address, city, state, and zip code.
<b>COUNTY TELEPHONE</b>	The local area code and phone number used by the county.
<b>COUNTY EXTENSION</b>	The extension of the phone number used by the county.
<b>COUNTY FAX NUMBER</b>	The 10 digit County Fax Number.
<b>COMMENTS</b>	Free form text and allows up to 42 alpha/numeric characters.

**E. County Detail Function Keys**

Key	Description
F1	To access EPICS on-line help.
F2	To clear the screen
F3	To exist and return to the Main Menu
F4	To display a list
F9	To update the County Detail screen
F12	To cancel or return to the previous screen

**F. To display County Detail information:**

1. From the **Main Menu**, key the number 1 in the **Enter Option** field and press **Enter**. The ADMINISTRATION MENU displays.
  
2. From the **ADMINISTRATION MENU**, key the number 4 in the **ENTER OPTION** field and press **Enter**. The COUNTY DETAIL screen displays.

FR17  
FRD0170

NC DHHS - ENTERPRISE PROGRAM INTERGITY CONTROL SYSTEM  
COUNTY DETAIL

02/23/2004  
15:11:28

COUNTY: \_\_\_ + TEAM NUMBER: \_\_\_\_\_

COUNTY NAME: \_\_\_\_\_

COUNTY ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ NC \_\_\_\_\_ - \_\_\_\_\_

COUNTY TELEPHONE: \_\_\_ - \_\_\_\_\_ COUNTY EXT: \_\_\_\_\_

COUNTY FAX NUMBER: \_\_\_ - \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

F1=HELP F2=CLEAR F3=EXIT F4=LIST F9=UPDATE F12=CANCEL

3. In the **COUNTY** field, key the county code of the county you wish to display and press **Enter**. The remaining fields automatically populate.

**NOTE:** If you do not know the code or value for a field, you can use the **F4** function key, which displays a list of codes or values for selection. This field attribute is only available for those fields that contain a + (plus sign) to the right of the field.

3. To exit and return to the **MAIN MENU**, press the **F3** function key. The MAIN MENU displays.

**G.      To update County Detail Information:**

1.      From the MAIN MENU, key the number 1 in the ENTER OPTION field and press Enter. The ADMINISTRATION MENU displays.
2.      From the ADMINISTRATION MENU, key the number 4 in the ENTER OPTION field and press Enter. The COUNTY DETAIL screen displays.
3.      In the COUNTY field, key the county code and press Enter. The remaining fields automatically populate.

**NOTE:** If you do not know the code or value for a field, you can use the **F4** function key, which displays a list of codes or values for selection. This field attribute is only available for those fields that contain a + (plus sign) to the right of the field.

4.      In the COUNTY ADDRESS field, key the new address for the county, if applicable.
5.      In the COUNTY TELEPHONE field, key the new telephone number for the county, if applicable.
6.      In the COUNTY EXT. Field, key the new extension for the county, if applicable.
7.      Enter the 10 digit COUNTY FAX NUMBER, if applicable.
8.      Enter up to 42 alpha/numeric COMMENTS, if applicable.
9.      To complete the update, press the F9 function key.
10.     To exit and return to the MAIN MENU, press the F3 function key. The MAIN MENU appears.

**H.      UTILIZING F4**

If you do not know the code or value for a field, you can use the F4 key, which displays a list of codes or values for selection. This field attribute is not available for all fields, but only those fields that contain a + (plus sign) to the right of the field.

To enter field details using F4:

1.      In the field that contains a + (plus sign) to the right of the field, type = (equal sign) and press **F4**. The specific code list screen displays.
2.      To select a code or value, navigate to the appropriate code/value in the **S** column and type s.
3.      Press **Enter**. The previous screen displays with the field populated with the selected code or value.
4.      Continue entering or updating the screen details.