101 – GETTING STARTED
Change #1-2016
September 1, 2016

I. THIS CHAPTER:

- Describes how to access EPICS;

- Describes Main Menu options;

- Describes Main Menu function keys;

- Describes how to access a Main Menu option; **and**

- Describes how to exit EPICS.

II. ACCESSING EPICS

You can access EPICS via a terminal or personal computer.

A. To Access EPICS Via a Terminal

1. Open the **Mainframe State Banner** screen.

2. From the **State Banner** screen, key CICSSCC4 and press **Enter**.

3. In the **Userid** field, key your RACF ID.

4. Press **Tab**.

5. In the **bill-cde** field, key FRD-DHR.

6. Press **Tab**.

7. In the **Password** field, key your password.

8. Press **Enter**. A blank CICS screen displays.

9. Key FRO1 and press **Enter**. The EPICS MAIN MENU displays.

   NOTE: The O in FRO1 is a number value.

B. To Access Via a PC (Personal Computer)

1. From your **Windows Desktop**, double-click the **Mainframe** icon.

2. From the **State Banner** screen, key CICSSCC4 and press **Enter**. The CICS screen displays.

3.   In the **Userid** field, key your RACF ID.

4.   Press **Tab**.

5.   In the **bill-cde** field, key FRD-DHR.

6.   Press **Tab**.

7.   In the **Password** field, key your password.

8.   Press **Enter**. A blank CICS screen displays.

9.   Key FR01 and press **Enter**. The EPICS MAIN MENU displays.

      NOTE: The 0 in FR01 is a number value.

III.   MAIN MENU

The EPICS **MAIN MENU** provides you with a list of six options from which to choose. These options define the six major functionalities within EPICS. Depending on your security authorization, you can select an option from the list and view, create, or update data.

A.   Main Menu Options

Option	Description
1. Administration Menu	To enter security updated (**DHHS Customer Support Only**)
2. Referral Menu	To process referrals
3. Claims Menu	To process claims
4. Collections	To process payments
5. Disqualifications	To process disqualifications
6. Maintenance Menu	To transfer and reassign cases

B.   Main Menu Function Keys

Option	Description
F1	To access EPICS on-line help
F12	To exit EPICS

C.   To Access a Main Menu Option

After you complete the EPICS logon procedures, select a MAIN MENU option to add, update, or view data in EPICS.

1.   Logon to EPICS. The MAIN MENU displays.

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FR01        NCDHHS – ENTERPRISE PROGRAM INTEGRITY CONTROL SYSTEM      07/25/2009
FRD0010                              MAIN MENU                         15:35:27


              1.  Administration Menu          4.  Collections Menu

              2.  Referral Menu                5.  Disqualifications

              3  Claims Menu                    6.  Maintenance Menu



                              Enter Option:  _

                              ***WARNING***

    THE EPICS APPLICATION CONTAINS FEDERAL TAX RETURN INFORMATION.  UNAUTHORIZED USE OR
    DISCLOSURE OF THIS INFORMATION IS PROHIBITED BY THE TAXPAYER BROWSING PROTECTION ACT OF
    1997.  BY AUTHORITY OF N.C.G.S. 110-139, ONLY AUTHORIZED STAFF SHOULD ACCESS THE FOLLOWING
    EPICS INFORMATION.


    F1=HELP      F12=EXIT EPICS
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2.   In the **Enter Option** field, key the number of the **MAIN MENU** option and press **Enter**. A menu displays with a list of options from which to choose.

3.   Proceed with adding, updating, or viewing data.

IV.   EXITING EPICS

When exiting EPICS, you must logoff properly from the session. If you neglect to do so, you may have difficulty logging back into EPICS or the system may "lock." Ensure all work has been added and updated successfully before you logoff.

To Exit EPICS Via a Terminal or Personal Computer (PC):

A.   To exit EPICS, press the **F12** function key. A PIE menu displays.

B.   Press the **F3** function key. A blank CICS screen displays.

C.   Key logoff, press **Enter**. The STATE BANNER screen displays.

> **NOTE:**   From any screen in EPICS, you can press the **F3** function key to return to the **MAIN MENU**.

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