WF104   GENERAL USE
Change #3-2004
December 1, 2004

WF104.01   SYSTEMS

There are 7 system areas that support *Work First* discussed in this user s manual.

A.   IMS

This system consists of EIS. This system is usually referred to as EIS.

B.   SCC1CICS

This system consists of FSIS. This system is usually referred to as FSIS.

C.   SCC4CICS

This system allows access to various on-line verification tools, including:

- MCI;
- SDX;
- BENDEX
- EPICS; and
- ESC/UIB.

These verification tools are referred to by name throughout the user s manual.

D.   NCDOT

This system allows access to the DOT/DMV. This system is usually referred to as DMV.

E.   www.doc.state.nc.us

This system allows access to the DOC Offender Population Unified System (OPUS). This system is referred to as DOC.

F.   SCCGCICS

This system consists of EPIS.

G.   NCXPTR

This system allows access to XPTR. This system is usually referred to as XPTR.

H.   CICSNC26

This system allows access to Child Support. The system is usually referred to as IV-D.

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WF104.02   CONVENTIONS OF DATA ENTRY

A.   **Common Terminology**

1.   Alpha - This is the term for data entry fields that accept alphabetic characters only.

2.   Numeric -   This is the term for data entry fields that accept numeric characters only. These fields are designated by the symbol 0 on screen examples.

3.   Alphanumeric - This is the term for data entry fields that accept both alphabetic and numeric characters. These fields are designated by the symbol X on screen examples.

B.   **Names**

1.   First Name - 10 alpha characters maximum

2.   Middle Initial - 1 alpha character

3.   Last Name - 15 alpha characters maximum

4.   Suffix - 3 alpha characters maximum

C.   **Dates**

1.   6 digit dates - MMDDYY, all numeric

2.   4 digit dates - MMYY, all numeric

D.   **Monetary Entries**

1.   Income - Unless stated otherwise in these instructions, use dollars and cents with no decimal point.

2.   Grant payments and recoupments - Use full dollar amounts only.

E.   **Addresses**

1.   Enter ADDRESS LINE 1. See the Mailing Address Appendix, EIS-4050, for correct abbreviations. Do not enter punctuation or symbols in an address. Always enter the apartment number or lot number on ADDRESS LINE 1 when the address is too long for one line.

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2. Enter ADDRESS LINE 2 if an additional line of address is needed. Do not enter just Rd or St if there is not room on ADDRESS LINE 1. Do not enter this field if ADDRESS LINE 1 has not been completed. Use ADDRESS LINE 2 to enter the location where the Postal Service must deliver the mail.

EXAMPLES:

Line 1   Shady MHP Lt 39
Line 2   900 Stuckey Road

Line 1   c/o John Jones
Line 2   Rt 6 Box 46A

Line 1   Britthaven
Line 2   3409 Bond St

Line 1   Apt 10
Line 2   1187 W Johnston St

Actual Address   287 Colonial Village Drive
Line 1   287 Colonial Vlg
Line 2   Blank

3. City - 12 alpha characters maximum

Do not use punctuation. For example, WINSTON-SALEM is WINSTON SALE (limited to 12 spaces).

4. State - 2 alpha characters

5. Zip Code - 5 or 9 numeric characters

6.   Standard Address Abbreviations

a.   Address Lines 1 and 2

Alley	ALY	Grove	GRV
Apartment	APT	Heights	HTS
Avenue	AVE	Highway	HWY
Beach	BCH	In care of	C/O
Block	BLK	Lane	LN
Boulevard	BLV	Lot	LT
Box	BOX	Mobile home park	MHP
Brook	BRK	Mobile home village	MHV
Building	BLDG	North	N
Cape	CPE	Northwest, etc.	NW, etc.
Center	CTR	Parkway	PKY
Circle	CIR	Place	PL
City	CT	Point	PT
Corner(s)	COR(s)	Post Office	PO
Court	CT	Road	RD
Creek	CRK	Route	RT
Drive	DR	South	S
East	E	Terrace	TER
Extension	EXT	Trailer Park	TRLR PK
General Delivery	GEN DEL	West	W

NOTE: Enter number street names with a number and the two letter ending. For example, 2nd, 3rd, 4th, etc.

b.   City

Beach	(as in Carolina Beach)	CAROLINA BCH
Ferry	(as in Sneads Ferry)	SNEADS FRY
Mount	(as in Rocky Mount)	ROCKY MT
Mountain	(as in Kings Mountain)	KINGS MTN
Neck	(as in Scotland Neck)	SCOTLAND NCK
Rapids	(as in Roanoke Rapids)	ROANOKE RPDS
ville	(as in Wrightsville)	WRIGHTSVL

WF104.03   EXAMPLES IN THE USER'S MANUAL

Most of the examples of screens contained in this user s manual do not have descriptions of the fields on the screen.

Instructions that are contained on the screens are not repeated in the User's manual. However, instructions may appear under the screen examples if not included on the screen itself.

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