HiCAMS:

Getting Started

Log On to HiCAMS

Step 1: Double-click on the HiCAMS Shortcut on your Windows™ Desktop.

The **HiCAMS System Logon** window displays:
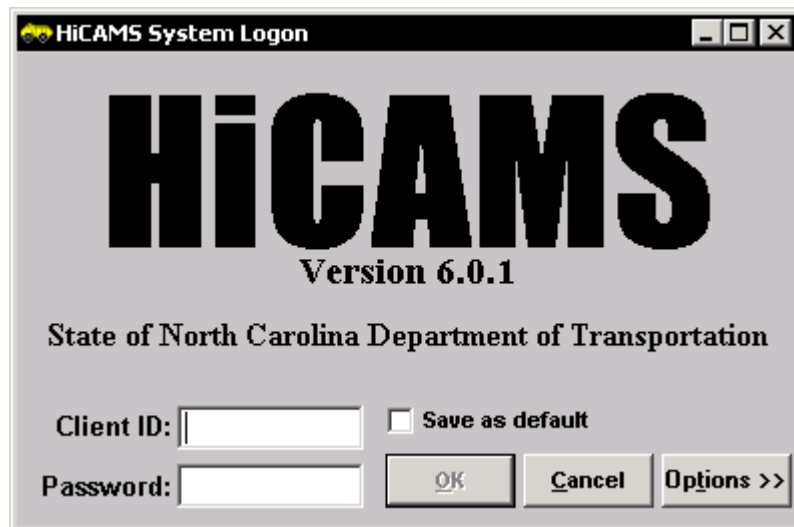
Step 2: Enter Client ID in the *Client ID* field (in most cases, this will be the same as your Netscape logon.)
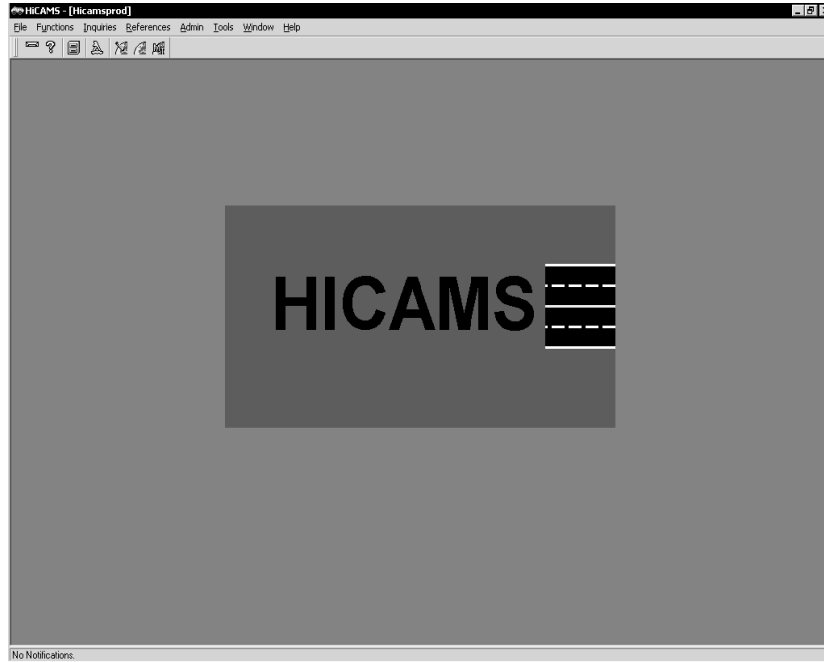
For future reference, write your Client ID here:

Step 3: Press your **Tab** key.

Step 4: Type your HiCAMS password in the *Password* field.

Step 5: Click **OK**.

The HiCAMS banner screen displays:

Tip: *To log onto the current HiCAMS database again as another user, choose **Re-Logon** from the **File** menu and repeat **Steps 2** through **5** in this section, above.*

Note: *If you log onto HiCAMS and minimize the program, then attempt to logon a second time, the system automatically opens the minimized window instead of running another copy of the program.*

Logon Options

It is possible to select the **Options** button in the HiCAMS System Logon window to expand the window and access other fields.

Definitions for the additional fields are as follows:

Server

This field lists the HiCAMS database file servers that are available.

Note: *This setting should not be altered except to switch to or from the training database. Other selections may cause improper operation of the application.*

Database

This field lists the name of the database being accessed.

Note: *This setting should not be altered except to switch to or from the training database. Other selections may cause improper operation of the application.*

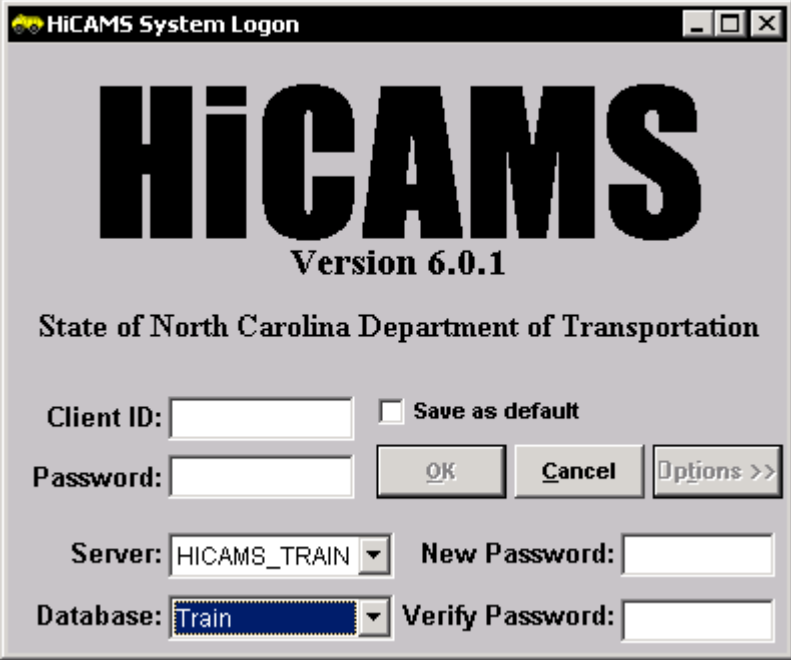### New Password

Use this field to change current password.

Note: *See the section "Changing Your Password" below for instructions on changing your password.*

Verify Password

You use this field to verify the entry of a new password.

Switching To and From the Training Database

To switch to or from the training database, select the server and database from the drop-down lists in the *Server* and *Database* fields:

Step 1:   Enter the same Client ID as used for HiCAMS production database.

Step 2:   Enter **hicams** as the password.

> **Note:** *This password is the same for all users on HiCAMS when using the "Train" database. You should not alter these settings except to switch to or from the training database. Other selections may cause improper operation of your application.*

Changing Your Password

To change your password, perform the following steps:

Step 1:   Perform Steps 1 through 4 in the "Logging onto HiCAMS" section, above.

Step 2:   Click on the **Options** button. The HiCAMS System Logon window displays.

Step 3:   Type the new password in the *New Password* field.

> **Note:** *HiCAMS passwords cannot be alpha-characters only. They must be at least 6 characters long and require at least one number or special symbol. The only special symbols accepted in the password are '@', '#', and '$'.*

Step 4:   Press the **Tab** key to advance to the next field.

Step 5:   Type the new password again in the Verify Password field.

Step 6:   Click OK to save the new password and log onto the HiCAMS system.

Accessing the HiCAMS Modules

Step 1:   Log onto HiCAMS, using the instructions in the "Logging Onto HiCAMS," above.

Step 2:   Choose the desired HiCAMS module from the **Functions** menu.

Step 3:   The HiCAMS main screen refreshes and displays the
module menu and toolbar.

Tip: *Alternatively, access the Claims Tracking module by clicking the*
Claims *button.*

To return to the main HiCAMS system from Claims Tracking, click
on the HiCAMS button. All open windows must be closed before
*the **HiCAMS** button displays on the toolbar.*

Navigating in HiCAMS

These instructions assume a basic knowledge of Windows
operating systems, familiarity with using a mouse, and
comfort with accessing menus in Windows. If unfamiliar
with Windows, please contact your supervisor for training
information.

Using the Main Menu and Toolbars

The main menu is the area from which all options originate.

When you click on one of these menu options, a pull-down
menu displays:
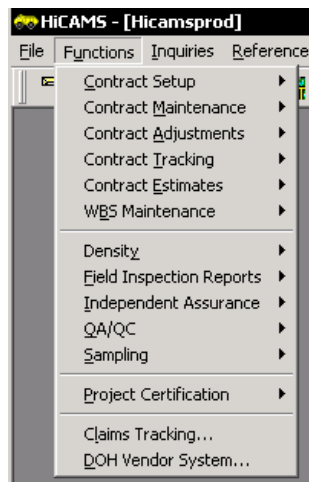
Options with an arrow contain additional sub-menus:

These options are different for the main HiCAMS system than they are for the various HiCAMS modules.

Using the Toolbar

The buttons on the toolbar change when navigating to other modules or HiCAMS features. You can view a brief explanation of buttons in the toolbar by positioning your mouse pointer over each one and viewing the pop-up Tooltips.

Tip: *Alternatively, you can display a text description of each toolbar button, on each button, by clicking the right mouse button and selecting "Show Text" from the menu that displays.*

To use these buttons, simply click on them.

Tip: *By clicking on the right mouse button and selecting **Move Toolbar** from the menu that displays it is possible to position the toolbar in any location within the toolbar section of the window.*

*By clicking the right mouse button and selecting **Float** from the menu that displays, it is possible to position the toolbar anywhere within the window by simply dragging it to the appropriate location.*

Main Menu Options

File Menu

Depending on where you are in the HiCAMS system, this menu contains the following options:

Re-logon

This option allows the logout of the system and immediate logon to the same database using a different Client id.

Exit

In the main HiCAMS system, this option exits the HiCAMS application.

In some of the HiCAMS modules, this option exits the module and returns you to the main HiCAMS window.

Close

Closes the record that is currently open.

Save & Save As

These options save the current record:

Save saves changes made to the current record.

Save As allows a duplicate of an existing record to be created.

Tip: *The **Save As** feature is useful if you want to create a second item that is almost identical to the original. Data entry time is reduced when you copy the existing information and then modify only specific areas.*

Print

Prints the current record or report.

Print Setup

Opens the standard Windows™ Printer Properties window, where you can choose and/or modify the printer or printer settings to print records/reports. Refer to Windows documentation for specific instructions for this window.

Edit Menu

When available, this menu provides standard editing functions:

Insert

Adds a new record to the database.

Delete

Removes a record from the database.

Note: *Not all records can be deleted from the database – some are designated as permanent in the system. A good example of permanent records are those that are used in multiple places in the system. Since they effect many different areas, they cannot be deleted.*

Cut

Removes a record from its current position in the database so that it can be moved to another location or application.

When **Cut** is clicked, the record is moved to the Windows clipboard, where it is held until it is **pasted** it into its new location/application.

Copy

Copies a record, so that it can be used in another location or application, without removing it from its current position in the database.

Click **Copy**; the record is copied to the Windows™ Clipboard, where it is held until you **Paste** it into its new location/application.

Paste

Places a copied or cut record into a new location.

Find

Opens the Find window to locate a specific record within a set of records.

Sort

Opens the Sort Criteria window, enables viewing of records in a particular format, based on selected options.

Functions Menu

Use this menu to enter and maintain construction-related information in the HiCAMS system. Depending on where you are in the HiCAMS system, this menu contains the following task related options:

Sampling

Accesses all functions specific to Sampling processes and maintenance. When selected, a sub-menu displays the functions available for recording and updating Sampling information.

Contract Setup

Accesses the functions for downloading contract letting information from the Design Services System to HiCAMS, reviewing and verifying the downloaded data, and authorizing the contracts for use in the HiCAMS operational tables.

Contract Maintenance

Accesses all functions specific to the Contract Maintenance process. When selected, a sub-menu displays the various functions available for activating and managing contracts and contract work orders.

Maintain Work Orders

Accesses all functions specific to the maintenance of contract work orders, including creating new work orders, merging work orders, and splitting work orders.

Claims Tracking

Opens the Claims Tracking module; access all options specific to recording, updating and tracking Intents and Claims. An option for generating automatic letters is included.

Claims Tracking is a separate module from the main HiCAMS system with its own distinct menu options.

Intents

Option in the Claims Tracking module. Records, updates and tracks all information related to Intents filed by a contractor or by a DOT staff member.

Claims

Option in the Claims Tracking module. Records, updates and tracks all information related to Claims filed by a contractor.

Letters

Option in the Claims Tracking module. Automatically generates the letters that are most frequently written during the Claims Tracking process, such as acknowledgments, approvals, denials, etc.

HiCAMS

Closes the current module and returns to the main HiCAMS system.

Inquiries Menu

The options in this menu are related to queried reports. This menu is used to filter, generate, and view reports, and to request and retrieve (query) specific information. Depending on location within the HiCAMS system, the following menu options are available:

Standard Reports

Displays a window with all the reports available for the current module in the HiCAMS system.

Note: *This window may not be accessible depending upon location within the HiCAMS system.*

Query Tools

This option displays a sub-menu with query options that are specific to the current HiCAMS module.

Use these options to retrieve specific information from the database (query) or print out a report containing that information.

References Menu

This menu has options for accessing and maintaining database table information. It is used to view, enter and maintain information in the various database tables in the HiCAMS system. Depending on location in the HiCAMS system, the following options are available:

Average Terminal Prices

This window lets you enter Average Terminal Prices. The Average Terminal Price defaults to the first of the month. Should there be a policy change requiring that data be entered for any additional date, the *Date* field may be updated with the desired date.

Batch Printing

Automatic "Batch Printing" of test results is now available to M&T Lab personnel on Blue Ridge Road. This functionality allows for one copy of all test results of authorized samples to be printed at a predetermined time to one predefined printer. The printed results are sorted by Lab. When a sample has parts only the test results of the authorizing lab will print.

Manual "Batch Printing" of test results is now available by security tag. This functionality allows for up to 15 test results of authorized samples to be printed on demand. The test results to print are selected by Lab or date range. The user can select the number of copies to print.

Concrete Mix Designs

The menu item *Assign Contracts* allows for the assignment of Concrete Mix Designs to specific Contracts.

A new report has been added to the Assign Contracts window which prints the Form 312 report for all mixes that are currently active on a Contract.

Job Mix Formulas

Launches a window that enables certain users with proper security to enter new JMFs. All HiCAMS users can also access this window for the purpose of viewing JMFs.

Master Bill of Materials

Opens a window that enables access to Master Bill of Materials information by pay item or material type

Master Pay Item List

Displays the Master Pay Item database table. With the proper security access, allows editing of the information found in these tables.

Materials List

Displays the material database table. With the proper security access, allows editing of the information found in these tables.

Minimum Sampling Guide

This option displays the sampling database table. With the proper security access, allows editing of the information found in these tables.

IA Rating Limits

The rating standards used by Independent Assurance in their testing process. All users can view the standards as a reference tool.

Admin Menu

These menu options are used to maintain HiCAMS system administration information, such as entering and maintaining staff member and security access.

Note: *Few staff members have the security access necessary to add, modify, or delete record information contained in any of the database tables that are accessible from this menu option.*

Depending on current location in the HiCAMS system and security access, the following options are available:

Security Maintenance

This option is with the proper security level to access security information.

Codes Table Maintenance

This option allows access to database tables so that they can be modified when necessary.

Organization Information

This option allows access to staff member, office location and office assignment database tables.

Claims Authorization Maintenance

This option is an administration tool used to assign and maintain security access authorization for the Claims Tracking module.

Tools Menu

The options in this menu are for miscellaneous tools can be used throughout the HiCAMS system. It is possible to access and use these options regardless of security access privileges or location in the HiCAMS system.

Calculator

Displays a standard on-screen calculator.

Notifications

Displays the **Notifications** window to maintain notification messages. The **Notifications** window is very similar to a regular E-mail mailbox, but with limited functionality.

Who

Displays a list of staff members currently logged onto the same HiCAMS database.

Window Menu

The options found under this menu are standard Windows features, common to all applications running under Windows 95, 98, NT, or 2000.

Tile Vertical

Allows viewing and editing of the contents of multiple windows without minimizing and maximizing any of them. When this option is selected, all open windows are resized so that they all fit on the screen in column format.

Tile Horizontal

Like the Tile Vertical option, this option allows viewing and editing of the contents of multiple windows without minimizing and maximizing any of them. However, the windows are displayed in row format.

Layer

If windows have been tiled or cascaded, this option changes the screen display back to the Windows default, with the active window on top and any other open windows in the background, behind the active window.

Minimizing the active window will allow access to the other windows open in the background.

Cascade

Allow access to any open windows without minimizing and maximizing them.

Open windows are arranged in a manner resembling folders in a filing cabinet. The title bar of each window is visible; access each window by clicking on its title bar.

Arrange Icons

Aligns all minimized windows that have been moved around, and places them at the bottom of the main window, directly above the status bar.

Toolbars

Toggles the toolbar display on or off.

Help Menu

The options on this menu allow access to various Help systems included with HiCAMS. They also allow access to basic information about the HiCAMS system itself.

Business Help

Opens the Business Rules Online Help system, to search for pertinent, current information about the business rules and logic behind the HiCAMS development.

Online Help

Opens the Online Help system, to search for step-by-step instructions on how to perform tasks in HiCAMS.

About

Displays information about the HiCAMS system, such as the current version number.

HiCAMS Homepage

Opens the Web browser and displays the HiCAMS home page, allows access to frequently asked questions, user guides, or other information about HiCAMS.

Enhancement and Defect Reporting Web Page

Opens the Web browser and displays the Enhancement & Defect Reporting Form, to provide communication of problems encountered in the HiCAMS system or make

suggestions, requests, or comments about the system or the Online Help.

Release Notes

Opens the Web browser and allows review of the HiCAMS Release Notes; find the most recent information about changes that are not documented elsewhere in the HiCAMS system.

Toolbar Options

The HiCAMS system provides toolbars at the top of the window for quick access to system functions.

Many of the buttons represent options available throughout the menu structure. Others are available only for certain modules or tasks.

Close - Closes the current record.

Open - Opens a window to select a previously saved HiCAMS report.

Delete - Deletes the selected record.

Find - Accesses the Find window (this is the same window that can be accessed through the **Edit** menu).

Help - Accesses the Online Help.

Insert - Inserts a new record into a series of existing records.

New - Creates a new record or file.

Notifications - Accesses the HiCAMS notification message system. If no waiting messages, the mail slot remains empty.

Notifications - Accesses the HiCAMS notification message system. When you have an unread message, a picture of an envelope displays in the mail slot.

HiCAMS Homepage - Opens the Web browser and launches the HiCAMS home page where frequently asked questions, the latest HiCAMS news, or other information about HiCAMS is available.

Enhancement and Defect Reporting Web Page - Opens the Web browser and launches the "Defect Reporting/Enhancement Request Form"; used to submit suggestions, request or comments about HiCAMS and Claims Tracking.

HiCAMS - Returns to the main HiCAMS functions from the Claims Tracking module. This button is only visible when in the Claims Tracking module of the HiCAMS application.

Claims Tracking - Launches the Claims Tracking module.

Print - Prints the current record, message, or report.

Save - Saves the current record.

Save As - Creates a duplicate of an existing record.

Save Template - Creates a duplicate of the existing open letter template in the Letter Template function.

Sort - Accesses the Sort Criteria window (this is the same window that can be accessed through the **Edit** menu).

Next Record - Move forward to the next record.

Forward to Last Record - Move forward to the last record in a table.

Previous Record - Move back to the previous record.

Back to First Record - Move back to the first record in a table.

Left Justify - Aligns the selection to the left.

Center Justify - Centers the selection on the page.

Right Justify - Aligns the selection to the right.

Standard Selection Functions in HiCAMS

Some of the navigation methods in HiCAMS are standard and operate in the same manner for every window. These standard functions are described, below.

Click Label Sorting

It is possible to use click label sorting on the raised column headers in the HiCAMS window tables.

Claim ID	Claim Description	Claim Status

Each time a column-heading label is clicked, the information in the window sorts according to that label. The information sorts in ascending order as default, then in descending order with each successive click.

HiCAMS Sort Button

As an alternative to click label sorting, the **Sort** button is available.

When this button is clicked, a window opens where the sort criteria are set for the type of records being viewed.

Refer to "Using the Sort Feature" in the "Using Standard Tools" section below for more information.

Check Boxes and Radio Buttons

To mark a check box or radio button, position the mouse in the box and click once. To remove the mark, click in the box once again.

Check box

Radio button

Drop-down Selection List

Selection menus (drop-down list boxes) provide a list of valid selections to enter into a field. These lists help prevent incorrect data entry and preserve the integrity of the database.

A down arrow adjacent to the field indicates selection menus.

To make a selection from a drop-down list:

Step 1:   Click once on the arrow to display a list of valid choices.

Step 2:   Click once on the item in the list to select. The selection displays in the field.

Drag and Drop

Click on the object and hold the mouse button down. Move the mouse to the desired position (drag); then release the button to place the object in the new position (drop).

Re-sizing Columns

The columns in a window can be resized to view all information in the window. Columns that can be re-sized usually have headers that appear like this:

Description - « resizable column »

To resize a column:

Step 1: Position the mouse pointer directly over the line that separates two column headers. The appearance of the pointer changes, as shown:

↔

Step 2: Click the mouse button and hold it down while dragging the mouse to the left or right.

HiCAMS Calendar Icon

Throughout HiCAMS, the choice of either double-clicking a date field or clicking the HiCAMS **Calendar** icon to access the **Calendar** window is available.

The **Calendar** window is used as an alternative to typing a date directly in a date field. For more information, refer to "Using the Calendar and Calendar/Time Windows," below.

HiCAMS Notepad Button

The **Notepad** button opens a text box that is larger than the corresponding field in the current window. This provides more room to enter and view additional comments about a field.

HiCAMS Calculator Button

The **Calculator** button provides a quick method of opening the on-screen calculator. This is helpful when mathematical functions are required to determine the value of a field.

HiCAMS Find Button

The **Find** button is used to locate a specific record within a set of records.

When the button is clicked, a small window opens where the criteria are set for the type of record to search for. For more information, refer to "Using the Find Feature," below.

HiCAMS Smart Pointer

When the mouse pointer is moved over certain areas of the HiCAMS windows, its appearance changes to that of the HiCAMS Smart Pointer:

When this displays, it is possible to click the right mouse button once to open a shortcut menu containing additional options.

Using the Standard Tools

Using the Sort Feature

To sort information in the HiCAMS windows by using the **Sort** feature**:**

Step 1:   Select **Sort** from the **Edit** menu, or click the **Sort** button in the toolbar at the top of the window.

The **Sort Criteria** window displays:

The following options are available in this window:
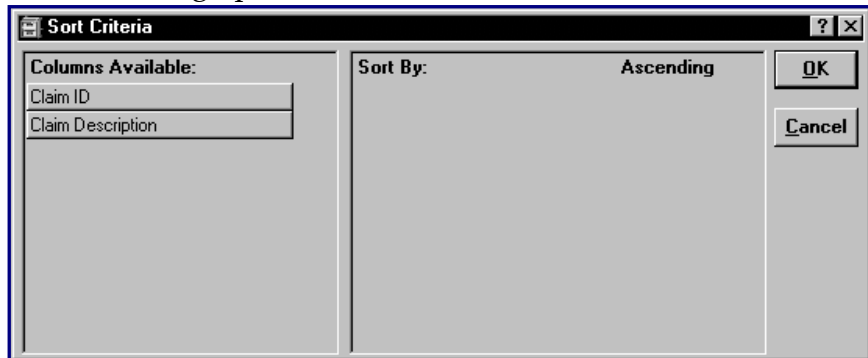
♦ Select the columns to view.

♦ Place the columns in any sort order.

♦ Sort each column heading in *ascending* or *descending* order.

Step 2: In the *Columns Available* area, click the column heading to use as the first sort criteria and drag it to the *Sort By* column.

> **Note:** *These fields vary, depending on current location in the HiCAMS application. As system default, the **Ascending** check box appears with a mark in it.*

Step 3: To sort the column heading information in descending order, clear the check box by clicking it.

Step 4: Repeat **Steps 2** and **3** for each column heading to be included as the second, third, etc. sort criteria.

> **Tip:** *If a column heading is moved to the Sort By section, it is possible to click and drag it back to the Columns Available section at any time.*

Step 5: Click **OK** to save the sort criteria and exit the window. The information in the current window sorts according to the criteria selected.

Using the Calendar Window

When a date is required for a field:

◆ Type the date in the field, using the format **MM/DD/YYYY** (*Example: 05/15/2001)*

◆ Choose the date from the **Calendar** window.

To choose a date from the **Calendar** window:

**Step 1:** Click the **Calendar** button, if one is available.

Tip: *Alternatively, it is possible to **double-click** directly on the date field.*

The **Calendar** window displays, displaying the current month and day:

Use the method(s) provided below, to select the month and date to enter in the field:

To Select …	*Do this…*
Today's date (current month & day)	**Double-click on the highlighted date.**
A different date (from the current month)	**Double-click on the date**.
A different month	**Click once** on the ▸ (forward) or ◂ (backward) button to move forward or backward one month at a time. **Double-click** on the date .
A different year	**Click once** on the ▸▸ (next year) or ◂◂ (prior year) button to move forward or backward one year at a time. **Click on the appropriate button** ▸ or ◂ to move to the **month** . **Double-click** on the date.

The window closes and the date displays in the current field.

Tip: *After moving to a different year, month, or date, it is possible to return to the current date instantly by clicking on the **Today** button in the Calendar window.*
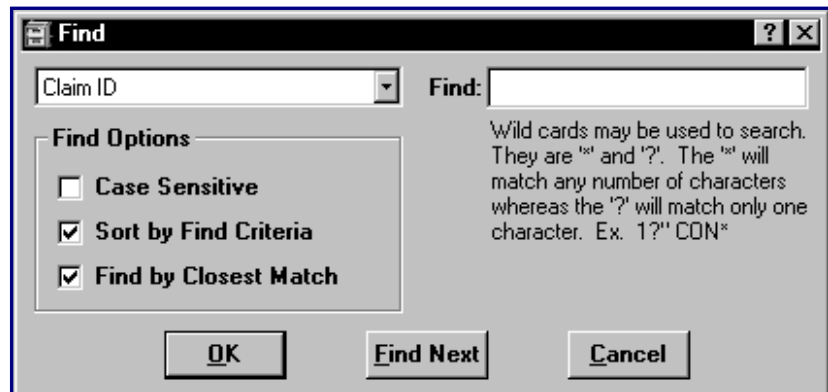
Using the Find Feature

Use the **Find** feature to locate a specific record within a set of records.

Step 1:   Select **Find** from the **Edit** menu or click on the **Find** button in the toolbar at the top of the window.

The **Find** window displays:

Step 2:   If desired, use the options in the window to narrow the scope of the search:

♦   Click the down arrow icon in the top left section of the window to select from a list of search criteria.

♦   Enter the appropriate text in the *Find* field.

Tip: *It is possible to place "wild card" characters (* or ?) before, after, or around text in the Find field, to retrieve different variations of the text. This is useful if the exact text is unknown.*

> ➢ ***Example:*** *To find all contract numbers beginning with the letter "C" select "Contract Number" from the drop-down list in the top left section of the Find window; then type **C*** in the Find field. This causes the system to retrieve all instances of the letter **C**, followed by any string of alphanumeric characters.*

◆   Click in any of the **Find Options** check boxes to further define the search. Explanations for each are as follows:

Case Sensitive

To retrieve the text in the *Find* field as exactly entered (including upper and lower case letters), click the Case Sensitive check box.

If this checkbox is blank, the *Find* feature finds all occurrences of the text string, regardless of the case of the characters.

Sort by Find Criteria

To sort the records retrieved by the system according to the text entered in the *Find* field, place a mark in the Sort by Find Criteria check box.

Find by Closest Match

To retrieve all records that may not be exact matches to the text in the *Find* field but are the closest to that criteria, place a mark in the Find by Closest Match check box.

Step 3: Click **OK** to start the search. When the first record is found, it is highlighted.

Step 4: To find another record that meets the same search criteria, click on the **Next Find** button.

Step 5: After the search is completed, click the **Cancel** or **Close** buttons in the top right corner of the **Find** window, to close the window.
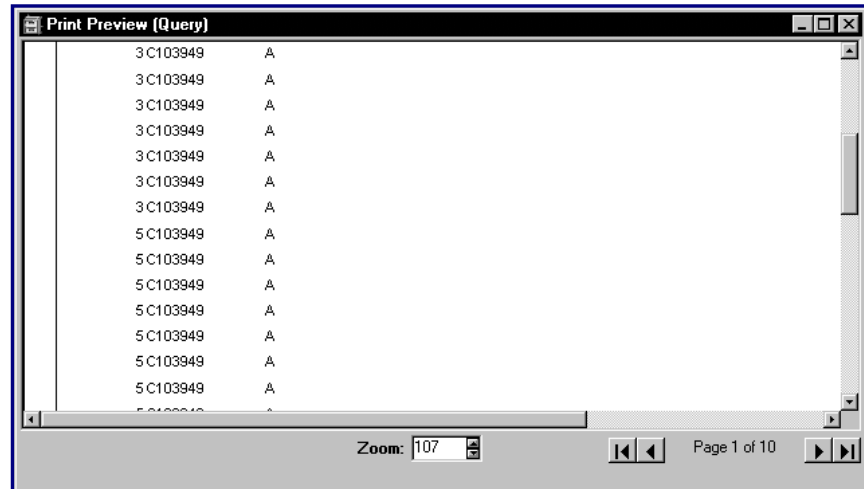

Using the Print Option

To print records or reports:

Step 1: Select **Print** from the File menu, or click the **Print** button in the main toolbar at the top of the window.

The **Print Preview** window displays, displaying the report or record exactly as it will appear when printed:

> **Note:** *In some instances, records are sent directly to the printer, rather than appearing, first, in the Print **Preview** window.*


The Zoom function at the bottom of the window displays various sizes of the record or report in the **Print Preview** window, creating the effect of zooming in and out.

> **Tip:** *Type the desired percentage directly into the field, or select the percentage by clicking the up and down arrow buttons located to the right of the Zoom field.*

The horizontal arrow buttons at the bottom of the window display the next, previous, first or last page of the record or report.

Step 2: To print the record or report, click the **Print** button or select **Print** from the **File** menu.

The **Printer Properties Window** displays:
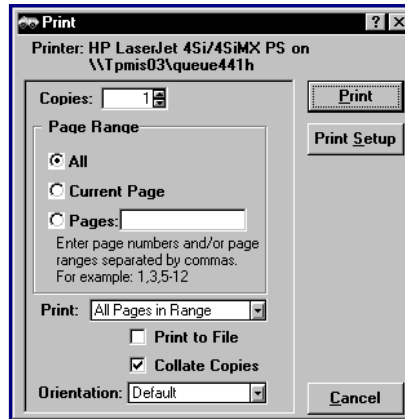
Step 3:   Select any of the following printing options:

Copies

Specifies the number of copies to be printed. Type the desired number directly into the field, or use the arrow buttons to locate the desired number.

Page Range

Specifies a range of pages to print:

All pages

The current page (the page displayed in the **Print Preview** window)

A specific range of pages

Print

Select to print either all pages in the specified range or just the even or odd numbered pages.

Use the down arrow button to the right of the *Print* field to display a list of available choices. Click once on the desired choice to enter it into the field.

Print to File

This option saves the report to a computer file. This is useful when using data in another application. If this box remains unchecked, the system defaults to paper output.

Collate Copies

To print more than one copy, this command forces the printer to sort each copy in the printer's output tray. This makes it easier to separate individual copies after they have been printed and deposited in the tray.

Orientation

Select either *landscape* or *portrait* paper orientation.

- Portrait - standard (top of the page is 8 ½ inches, side of the page is 11 inches)

- Landscape - lengthwise (top of the page is 11 inches, side of the page is 8 ½ inches)

- Default - this option prints the report to the default printer (setup in windows) using the default layout options that have been set for that printer.

Step 4:   To alter the settings on the printer or change the printer destination, click the **Print Setup** option. This action displays a standard Windows 95 Printer Setup window. Refer to your Windows 95 documentation for detailed instructions on how to use this window and how to change printer settings.

Step 5:   Click the button labeled "Print" to send the report to the printer with the selected options.

Step 6:   To save the report as a file, choose **Save As** from the **File** menu.

Step 7:   In the window, name the file; click **Save**.

Using the Staff List Window

Many fields in the HiCAMS modules require that a staff name and/or title be entered. The HiCAMS **Staff List** window provides a quick, easy way to enter this staff information in an accurate, consistent manner.

To open and use the **Staff List** window, perform the following steps:

Step 1:   Click the **Staff List** button, adjacent to the field that requires staff member information.

The **Staff List** window displays:

Step 1:   Filter the staff member information that the system retrieves and places in the window by typing or selecting information in the following fields:

♦ Staff Name

♦ Job Title

♦ Office Category

♦ Office Location

Note: *When typing the staff member name in the Staff Name field, enter the **last name only**.*

*Depending on security access, some of these fields may **not** be available to select information. When this is the case, HiCAMS enters appropriate phrase for the job title, office category, or office location in the field(s), automatically.*

Step 2:   Click the **Retrieve** button. The names, job titles, etc. of the staff members appear in the window, according to the filtering options selected:

Step 4: Select the desired name. Click **OK.**

The selection displays in the field adjacent to the **Staff List** button clicked in **Step 1**.

Note: *New staff cannot be added through this window. Instead, new staff must be added through the Security function (accessible only from the HiCAMS main menu) by staff members who have the proper security clearance.*

Accessing Staff Member Details

To search for specific details about staff members in the HiCAMS system (i.e., address or telephone number) perform the following:

Step 1: After logging onto HiCAMS, select **Organization Information** from the **Admin** menu and choose **List Staff Member** from the sub-menu that displays.

Step 2: Repeat **Step 2** and **Step 3** from the previous section, "Using the Staff List Window," to retrieve the appropriate name or names.

The requested names appear in the window:

Tip: *The information in the **List Staff** Members window is sorted by last name, in ascending order.*
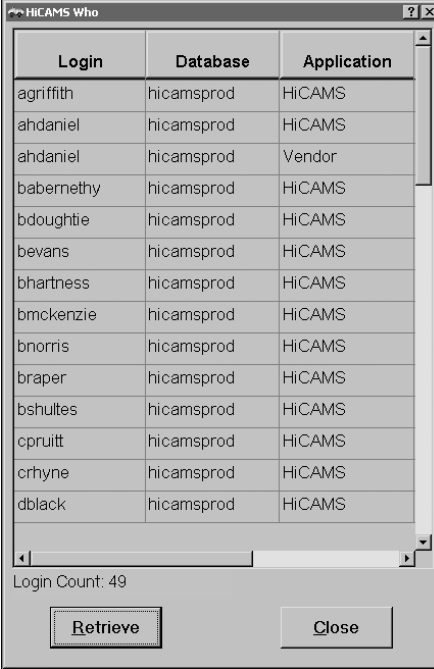
> *To change the sort order or type, click on the corresponding column title.*

Step 3:   Locate the staff member name for to view details using the scroll bar if necessary.

Step 4:   Click the desired staff member name.

Step 5:   Click on the Staff Detail tabbed folder. The details for the selected staff member appear in the tabbed folder.

Using the Who Feature

The *"Who"* feature displays all users who are currently logged into the same database.

Step 1:   Select **Who** from the **Tools** menu. The **Who** window displays:

The window consists of five columns:

Login

This column shows the Login Ids of all users currently logged into the various applications.

Database

This column indicates the database each user is currently logged into.

Application

This column indicates the application each user is currently accessing.

Blocking User

This column is most commonly used by the Unit Information Systems Liaison. The user listed may have experienced a problem with their PC that causes multiple logins to the HiCAMS database. This may cause delays in processing tasks in the application for other users, until the problem is resolved.

Blocking Application

This column is used in conjunction with the "Blocking User" column, to indicate which application is being affected by the database problem.

Step 2:   Click the **Close** button to exit this window and return to the current window.

Using the HiCAMS Calculator

The HiCAMS calculator is an on-screen calculator that can be used to perform simple math functions. It offers an advantage over the standard Windows™ calculator, in that you do not need to leave the HiCAMS program to access it.

To access and use the calculator, perform the following:

Step 1:   Choose **Calculator** from the **Tools** menu. The **Calculator** window displays:
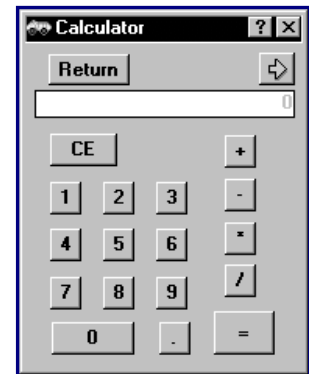
Step 2:   Enter numbers and perform calculations by clicking the numbers and operational symbols to use with the mouse or by using the numeric keypad on the keyboard.

Step 3:   It is also possible to click the arrow button located in the top right hand portion of the **Calculator** window to open a second session of the calculator that operates simultaneously with the first.

Tip: *This step is useful for comparing calculations.*

Step 4: Click the **Return** button to exit the calculator and return to the current window.

Working with HiCAMS Notification Messages

The HiCAMS Notifications function receives and forwards system-generated messages. These messages are generated and sent to specific staff members when users complete particular actions in the system.

Recipients of these messages can:

♦ View details about who and which process triggered the message.

♦ Forward the message to another staff member.

♦ Append additional comments or questions to the notice before forwarding it.

The HiCAMS **Notifications** window allows:

♦ Review of the In Box/Out Box content.

♦ Hide notification messages that have been opened, so that only unread messages are displayed in the **In Box** window.

♦ Delete notification messages without reading them.

♦ Set a another user as a "proxy" to receive copies of notifications.

♦ Turn on or off automatic deletion of notification messages that are 60 days old.

Note: *The HiCAMS notification system is not e-mail but an internal HiCAMS messaging system that uses the e-mail system.*

It is not possible create and send regular e-mail messages to other users in this messaging system.

To use the Notifications function:

Step 1:   Click the **Notification** button on the toolbar.

> **Note:** *If a notification is received, the notification button on the toolbar changes from an empty mail slot to a mail slot with an envelope in it.*
>
>

> **Tip:** *Alternatively, click on the **Tools** menu and select **Notifications** from the sub-menu that displays.*

The **Notifications** window displays:
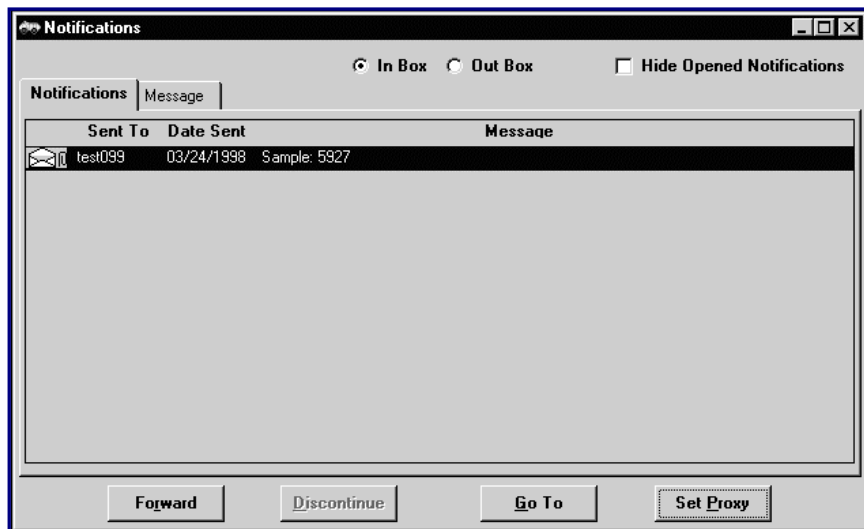
This window contains the following:

In Box

Select this radio button to view all messages received.

Out Box

Select this radio button to view all messages forwarded to other staff members.

Hide Opened Notifications

Place a mark in this check box to hide the messages already viewed; only unread notification messages will be displayed.

Notifications

This tabbed folder displays all notifications received.

Unopened notifications display a "sealed envelope" icon, and opened notifications display an "open envelope" icon.

By default, the system deletes opened notifications automatically after 60 days. However, this option can be turned off or on at will, in the Message tabbed folder.

It is also possible to delete unopened notification messages from this window.

Message

In this tabbed folder it is possible to:

♦   Read a notification message

♦   Turn off automatic deletion of notification messages that are 60 days old

♦   Forward a notification message to another user

♦   Go to the function that generated the notification and setup another user as your "proxy," so they will receive copies of your notification messages.

Step 2:   To view a notification message, click the notification message; then click on the **Message** tab.

Tip: Alternatively, double-click on the notification message to access the Message tab to read the message.

Step 3:   To delete an unread notification message, click the **Notifications** tab (if it is not already selected), select the message you wish to delete, then click the **Delete** button on the toolbar.

Step 4:   To turn off the automatic deletion of notification messages that are 60 days old, click the **Messages** tab and remove the checkmark from the **Auto Delete After 60 Days** checkbox. To turn automatic deletion back on, click in the checkbox

again. When a checkmark is displayed in the checkbox, automatic deletion is turned on.

Step 5:   To forward a notification message to another user, click the **Forward** button. Then perform **Steps 4**, **5**, and **6**. Otherwise, skip to **Step 7**, for other options.
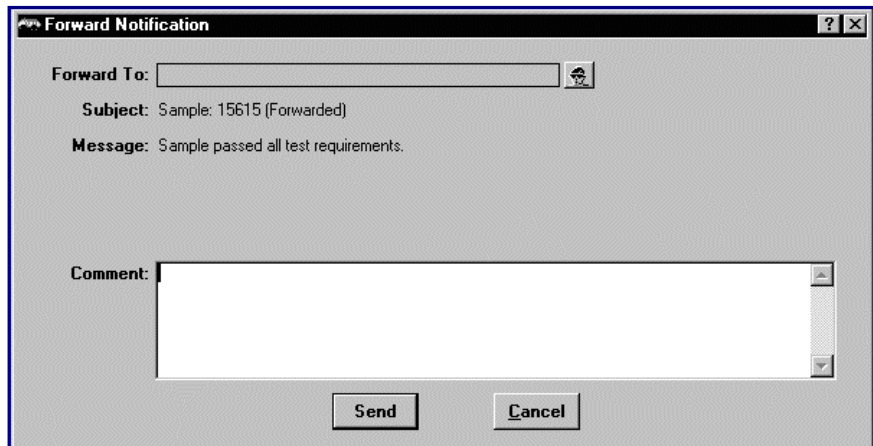
The **Forward Notification** window displays:

Step 6:   Click the **Staff List** button adjacent to the *Forward To* field. When the **Staff List** window displays, choose the staff member to forward the message.

For more information about the **Staff List** window, see the section "Using the Staff List Window."

The **Forward Notification** window displays. The selected name displays in the *Forward To* field.

Step 7:   Type a message in the Attachment box.

> **Note:** *A message is required before the notification can be forwarded.*

Step 8:   Click the **Send** button. The message is forwarded.

Step 9:   To discontinue receipt of notifications for a particular type of item, click the **Discontinue** button. *Example:* To discontinue the receipt of a notification message each time a certain type of sample is received by a specific lab, select the notification message that refers to the specific sample type and lab and then click the **Discontinue** button.

Step 10:   To access the window that is related to the item of this notification, click on the **Go To** button. The system opens the window specific to the process or task that triggered the original notification. *Example:* If the notification regarding a Claim has been received, clicking this button opens the **Claims** window; the referenced Claim displays in the window.

Step 11:   To setup another user as a "proxy," click the **Proxy** button. This allows HiCAMS to send a copy of all notification messages to the designated user. *Example:* If leaving for vacation, set another user as your proxy, so that your notification messages are read and the proper action taken while away.

> **Note:**   *Set only **one** proxy to receive copies of your notification messages.*
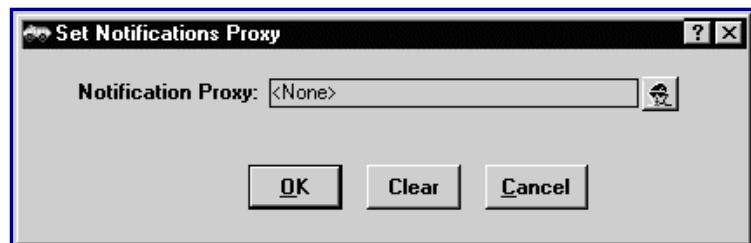
The **Set Notifications Proxy** window displays:

Step 12:   Click the **Staff List** button adjacent to the *Notification Proxy* field. When the **Staff List** window displays, choose the staff member to forward copies of your messages to.

For more information about the **Staff List** window, see the section "Using the Staff List Window."

The **Set Notifications Proxy** window displays. The selected name displays in the *Notification Proxy* field.

Tip: *To remove a proxy you have set, click the **Clear** button at the bottom of the **Set Notifications Proxy** window – this sets the Notification Proxy field to "none."*

Step 13: To close the **Notifications** window, click the **Close** button at the top of the window.