

User Fee System 2000 Reference Manual

May 2010 Addendum

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Contents for May 2010 Addendum

About the May 2010 User Fee System Release.....	Page G.3
Login Procedure.....	Page G.4
UFS Forms	Page G.5
UFS Reports	Page G.6
UFS Transmission	Page G.7
UFS Keyboard Shortcuts Chart.....	Page G.9

This document contains procedural and reference information to support the May 2010 software update of the User Fee 2000 System, which has been converted from a client-server platform to a web-based platform.

Please store this *May 2010 Addendum* document with your copies of the *User Fee System 2000 Reference Manual* and *September 2008 Addendum* documents. All three documents are important and valid in helping you maximize your use and understanding of the UFS:

- Both the *User Fee System 2000 Reference Manual* and the *September 2008 Addendum* – which describe the client-server version of UFS – are still valid in their descriptions of the menu system, forms, and reports.
- The *May 2010 Addendum* describes the new features of the web-based version of the UFS.

About the May 2010 User Fee System Release

The User Fee System (UFS) has been converted to run on the World Wide Web, in order to address the following security deficiencies that were identified in a recent U.S.D.A. Financial Controls Audit. This assessment determined that the client-server version of the UFS was:

- Not encrypting the transactions from end to end.
- Operating on obsolete, unsupported Oracle software.

The table below shows the similarities and differences between the client/server version and the new, web-based version.

	UFS Client/Server Version (released Sept 2008)	UFS Web Version 11.0.0 (released May 2010)
Function Keys	Has its own set of function keys.	Has a new set of function keys.
Login Database	Login is the same in both versions.	
Login Procedure	You click on the APHIS Menu icon on your computer's desktop.	You access UFS by entering a URL within a web browser window.
Menu Bar	Looks and works the same in both versions.	
Transmission Database	Transmission is the same in both versions.	
UFS Data-Entry Forms	Look and work the same in both versions.	
UFS Reports	Look and work the same in both versions.	
	<ul style="list-style-type: none"> - Some reports are automatically saved to a specific location on your computer. - Some reports are printed automatically. 	<ul style="list-style-type: none"> - Are displayed, but not saved, on-screen in PDF format. - You have the option of printing and/or saving each report to your computer's hard drive.
UFS Transmission Logs	Are automatically saved to C:\ncahis\reports on your computer.	You must elect to save and print the transmission log file. These files should be saved to C:\ncahis\reports .

Login Procedure

1. In a web browser window, enter the appropriate URL shown below.

If you use the COVSREG or COVSREG_RAC database:

<https://covebforms02.aphis.usda.gov/forms/frmservlet?config=ufs>

If you use the MDVSREG or MDVSREG_RAC database:

<https://mdwebforms02.aphis.usda.gov/forms/frmservlet?config=ufs>

2. On the WARNING screen, click **Accept**.
3. In the Logon Window, enter your **Username**, **Password**, and **Database** values. Click **Connect**.
4. The APHIS IMMS Main Menu screen appears.

UFS Forms

The following describes changes with the UFS Web Version 11.0.0:

1. In the APHIS IMMS Main Menu, click **User Fee System**.
2. In the User Fee System menu, click **Forms**.
3. In the Forms menu, click the name of the UFS form that you want.
 - a. Complete this form.
 - b. The data is saved in the database.
 - c. If this form is a multi-block form, you can use **SHIFT+PAGE UP** and **SHIFT+PAGE DOWN** to navigate between blocks.
 - d. Optional... To generate a printable version of the UFS81 form, use the **CTRL+P** shortcut.
 - e. A Print_Option dialog box appears. In the **Enter Option** field, specify the desired print option. Then press **Enter**.
 - f. The printable form is automatically displayed on-screen as a PDF file within a separate web browser window.
 - g. Optional... Use the browser window's **File > Print** command or **Printer** icon to generate any printouts you need.
 - h. Close the PDF's browser window by clicking the red **X** icon in the upper-right corner.

UFS Reports

The following describes changes with the UFS Web Version 11.0.0:

1. In the APHIS IMMS Main Menu, click **User Fee System**.
2. In the User Fee System menu, click **Reports**.
3. In the Reports menu, click the name of the UFS report that you want to generate.
 - a. A parameter form for this report displays in a separate web browser window.
 - b. Fill out the parameter form.
 - c. Click the **Submit Query** button to generate the report.
4. The report is automatically displayed on-screen as a PDF file.
 - a. If you do not see this report on-screen, it may be minimized as an icon in your computer desktop's Start tray. Click the icon to re-display the file.
 - b. Optional... Use the browser window's **File > Save As** command or **Save** icon to save this file to a folder on your computer. To be consistent with previous UFS best practices, we recommend that you save the file to the **C:\ncahis\reports** folder.
 - c. Optional... Use the browser window's **File > Print** command or **Printer** icon to generate any printouts you need. Change the number of copies, if you need multiple copies.
5. Close the report's browser window by clicking the red **X** icon in the upper-right corner.

UFS Transmission

The following describes changes with the UFS Web Version 11.0.0:

1. In the APHIS IMMS Main Menu, click **User Fee System**.
2. In the User Fee System menu, click **National Database**.
3. In the NATUID Window, enter your **National Data Base Username, Password, and Database** values. Then click **OK**.
4. You see a **NATIONAL Login SUCCEEDED** message. Click **OK**.
5. In the National Database menu, click **UFS National Utilities**.
6. In the UFS National Utilities menu, single-click **UFS915: APHIS 81 Record Transmission**.

- a. The UFS915 transmission log is automatically displayed on-screen within a separate web browser window.
- b. If you do not see it on-screen, it may be minimized as an icon in your computer desktop's Start tray. Click the icon to re-display the file.
- c. *Important: This transmission log file cannot be regenerated.* You should immediately use the browser window's **File > Save As** command or **Save** icon to save this file to a folder on your computer. To be consistent with previous UFS best practices, we recommend that you save the file to the **C:\ncahis\reports** folder.

When saving the file, it is best practice to use the default filename (formatted as application name_report name_your name_date_timestamp) and file type (Web archive).

- d. Optional... Use the browser window's **File > Print** command or **Printer** icon to generate any printouts you need.
- e. A **UFS910 PROCEDURE COMPLETED SUCCESSFULLY** message also appears. Click **Continue**.
- f. A UFS900 Client Download report is automatically displayed on-screen within a separate web browser window.

If you do not see this report on-screen, it may be minimized as an icon in your computer desktop's Start tray. Click the icon to re-display the report.

Use the browser window's save and print commands/icons for this report, as desired.

- g. The UFS150 Transmit report is also automatically displayed on-screen within a separate web browser window.

Use the browser window's save and print commands/icons for this report, as desired.

- h. Close each log's and report's browser window by clicking the red **X** icon in the upper-right corner.

- 7. If you closed the browser window without saving the UFS915 transmission log, and you need this file for your work, notify the U.S.D.A.'s APHIS Technical Assistance Center (ATAC) immediately. The center's staff may be able to retrieve the file for you. Contact ATAC using either method below:

Phone: (877) 944-8457

Email: atac@aphis.usda.gov

When using email, include the following two items:

- * In the Subject line, enter **VS IT System**.
- * In the message, include **UFS** as the application; your role as an **APHIS employee, State employee, or Federal non-APHIS user**; and details about which transmission log you need help retrieving.

UFS Keyboard Shortcuts Chart

In the web-based version of the UFS, many of the keyboard and function key shortcuts have changed. See the chart below.

*Reminder: You can also perform your tasks by using the commands in the **Query**, **Block**, **Record**, and **Field** drop-down menus displayed in the menu bar at the top of each UFS screen.*

Function	Old Shortcut	New Shortcut
Block Menu	F5	Ctrl + B
Clear Block	Shift + F5	F7
Clear Field/Item	Ctrl + U	F5
Clear Form	Shift + F7	Action-Clear All
Clear Record	Shift + F4	F6
Commit Record	Save Record	Save Record
Count Matching Records	Shift + F2	F12
Delete Backward	Delete	Delete
Delete Backward	Backspace	Backspace
Delete Record	Shift + F6	Ctrl + Up
Display Error	Shift + F1	Shift + Ctrl + E
Down	Ctrl + L	Down
Down	Down	Down
Duplicate Field/Item	F3	Shift + F5
Duplicate Record	F4	Shift + F6
Edit	Ctrl + E	Ctrl + E
Enter Query	F7	F11
Execute Query	F8	Ctrl + F11
Exit	Exit/Cancel No Save	Exit/Cancel No Save
Help	F1	Ctrl + H
Left	Left	Left
List of Values	F9	Ctrl + L
New Record	F6	Ctrl + Down
Next Block	Ctrl + PageDown	Shift + PageDown
Next Field/Item	Ctrl + Tab	Tab
Next Field/Item	Tab	Tab
Next Record	Shift + Down	Down
Next Set of Records	Ctrl + >	Shift + F8
Previous Block	Ctrl + PageUp	Shift + PageUp
Previous Field/Item	Shift + Tab	Shift + Tab
Previous Field/Item	Shift + Ctrl + Tab	Shift + Tab
Previous Record	Shift + Up	Up
Print	Shift + F8	Ctrl + P
Return	Enter	Enter

Function	Old Shortcut	New Shortcut
Right	Right	Right
Scroll Down	PageDown	PageDown
Scroll Up	PageUp	PageUp
Show Keys	Ctrl + F1	Ctrl + K
Up	Up	Up
Up	Ctrl + P	Up