

User Fee System 2000 Reference Manual

September 2008 Addendum

Prepared for
Veterinary Services - Animal and Plant Health Inspection Service
by
Veterinary Services - Office of the Chief Information Officer

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This document contains procedural and reference information to support the 9-22-2008 software update of the User Fee 2000 System.

Please insert this document at the back of the three-ring binder that already contains your *User Fee System 2000 Reference Manual*.

UFS Charge History Form

Purpose

This query-only form is used to query charge-history information for auditing purposes.

All fields on this form may be queried. The **Control Nr** and **New Control Nr** fields are the most likely and recommended fields to query.

This query form is available to only those users who have system administrator privileges.

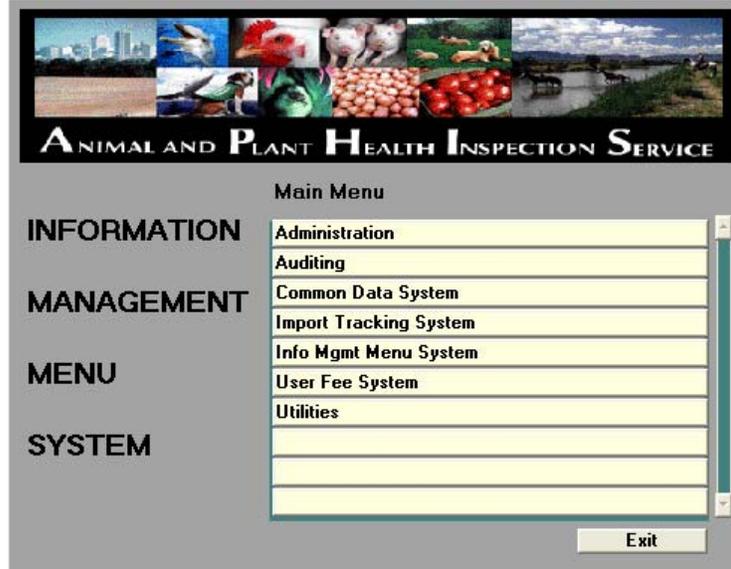
Special Notes

- The **Auditaction** value indicates if the transaction was an Insert (I), Update (U), or Delete (D).
- Fields on this form that start with the word “New” contain data that was changed from the original record.
- There may be multiple records for each **Control Nr**, as an entry is made for each insert, update, and delete transaction.
- The fields in the UFS Charge History Form correspond to the fields in the *Charges Block* on the UFS APHIS 81 Form.
- When using the UFS Charge History Form, you must query on at least one field. If instead you leave all the fields blank, the search will retrieve every UFS transaction (not a desirable result).
- Query the **New Control Nr** field to see how the record was originally entered into the system. An I (for Insert) will be displayed in the **Auditaction** field.
- Fields that are specific to the UFS Charge History Form are these:

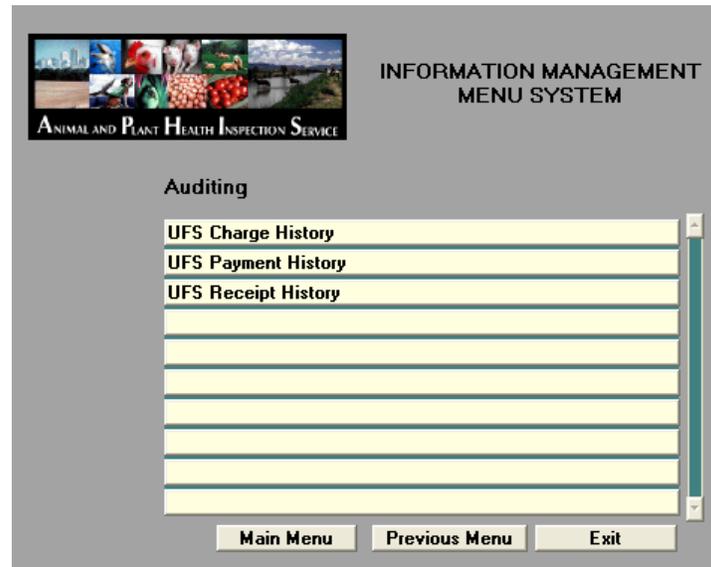
Update User	Userid of the person who made the update.
Update Date	Date on which the record was updated.
Create Username	Username of the person who created the record.
Create Date	Date on which the record was created.
Client Info	Information about the client PC that was used to generate the transaction.
Module	Program or tool used to generate the transaction (i.e., SQL *Plus, Toad, etc.).

Display Form

1. Log into APHIS IMMS. The APHIS IMMS Main Menu appears:



2. Single-click on **Auditing**. The UFS Auditing Menu appears:



3. Single-click on **UFS Charge History** to display this screen:

UFS_CHARGE_HISTORY - Query Only Form

Note: Query **New Control Nr** field to display the original record when it was inserted into the database.

Query **Control Nr** field to display any changes to the original record. There may be multiple updates to a record.

Auditaction I(nsert, U(pdate, D(elete)

Control Nr New Control Nr

Fee Code New Fee Code

Nr Units New Nr Units

Fee Amt New Fee Amt

Update User

Update Date

Create Username

Create Date

Client Info

Module

Exit /Cancel No Save

4. Verify that the form is in query mode by looking for this message at the bottom of the screen:

Enter a query: press F8 to execute, Ctrl+q to cancel.
Record: 1/1 Enter-Query

If you do not see this message, either press **F7** or select the **Query > Enter** menu command. The form will now be in query mode.

5. Enter a value into at least one field to initiate the search. There are two ways to do this:

- *Method A...* You can include the % wildcard as part of a search value (see the **Control Nr** field below).

UFS_CHARGE_HISTORY - Query Only Form

Note: Query **New Control Nr** field to display the original record when it was inserted into the database.

Query **Control Nr** field to display any changes to the original record. There may be multiple updates to a record.

Auditaction I(nsert, U(pdate, D(elete)

Control Nr New Control Nr

Fee Code New Fee Code

Nr Units New Nr Units

Fee Amt New Fee Amt

Update User

Update Date

Create Username

Create Date

Client Info

Module

Exit /Cancel No Save

- *Method B...* You can enter a complete search value (see **Control Nr** below).

6. *Optional...* If you are using the % wildcard as part of a search value, you may want to determine how many records will be retrieved before you actually run the query. Knowing that your query might return hundreds of records could be helpful in determining what action you do next.
 - a. You should have your search values entered on the form.
 - b. Select the **Query > Count Hits** menu command.
 - c. A message appears at the bottom of the screen similar to this example:

```
FRM-40355: Query will retrieve 86 records.
Record: 1/1      Enter-Query
```

This message tells you that your query will retrieve 86 records. You can now decide whether you want to enter additional search values to reduce this number, go ahead and execute the query (and get 86 records), or cancel the query altogether.

7. To run the query, either press **F8** or select the **Query > Execute** menu command.
8. If the search finds:
 - A single matching record, it is displayed in this form. In the lower-left corner, you will see a display, “Record: 1/1”.
 - More than one matching record, that means that other records were retrieved from the search. In the lower-left corner, you will see a display, “Record: 1/?”. To view the next matching record, press the DOWN ARROW (↓) key on your keyboard.

Note: You can determine which record is currently displayed in the form from the Record Counter that appears below the form.

Record: 8/?

The screenshot below shows one of the records that was retrieved because it matched the **Control Nr** value entered in Step 5 above. The updated field in this record is **New Fee Amt**.

UFS_CHARGE_HISTORY - Query Only Form

Note: Query **New Control Nr** field to display the original record when it was inserted into the database.

Query **Control Nr** field to display any changes to the original record. There may be multiple updates to a record.

Auditaction	<input type="checkbox"/> I(insert, U(pdate, D(elete)		
Control Nr	<input type="text" value="040280077"/>	New Control Nr	<input type="text" value="040280077"/>
Fee Code	<input type="text" value="103"/>	New Fee Code	<input type="text" value="103"/>
Nr Units	<input type="text" value="3"/>	New Nr Units	<input type="text" value="3"/>
Fee Amt	<input type="text" value="70"/>	New Fee Amt	<input type="text" value="90"/>

Update User	<input type="text" value="AZDOU_VSPORT"/>
Update Date	<input type="text" value="11-SEP-2008 06:09:45"/>
Create Username	<input type="text" value="AZDOU_VSPORT"/>
Create Date	<input type="text" value="11-SEP-2008 06:09:59"/>
Client Info	<input type="text"/>
Module	<input type="text"/>

UFS Payment History Form

Purpose

This query-only form is used to query payment history information for auditing purposes.

All fields on this form may be queried. The **Control Nr** and **New Control Nr** fields are the most likely and recommended fields to query.

This query form is available to only those users who have system administrator privileges.

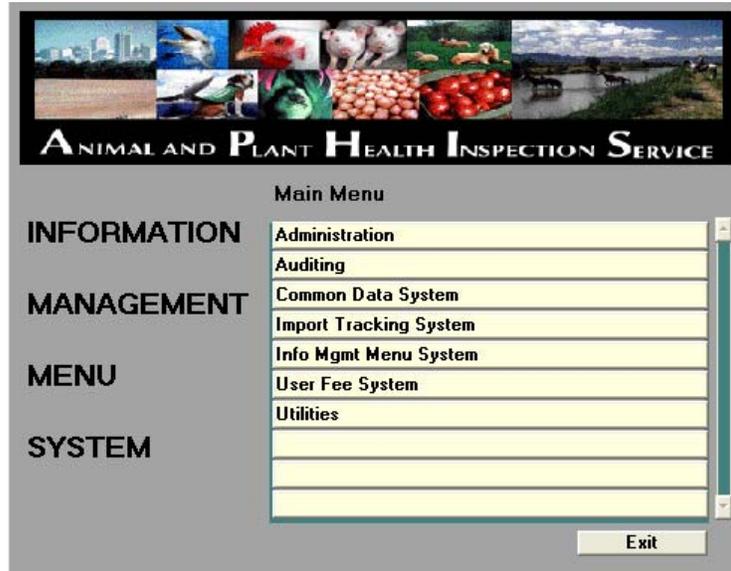
Special Notes

- The **Auditaction** value indicates if the transaction was an Insert (I), Update(U), or Delete (D).
- Fields on this form that start with the word “New” contain data that was changed from the original record.
- There may be multiple records for each **Control Nr**, as an entry is made for each insert, update, and delete transaction.
- The fields in the UFS Payment History Form correspond to the fields in the *Payments Block* on the UFS APHIS 81 Form.
- When using the UFS Payment History Form, you must query on at least one field. If instead you leave all the fields blank, the search will retrieve every UFS transaction (not a desirable result).
- Query the **New Control Nr** field to see how the record was originally entered into the system. An I (for Insert) will be displayed in the **Auditaction** field.
- Fields that are specific to the UFS Payment History Form are these:

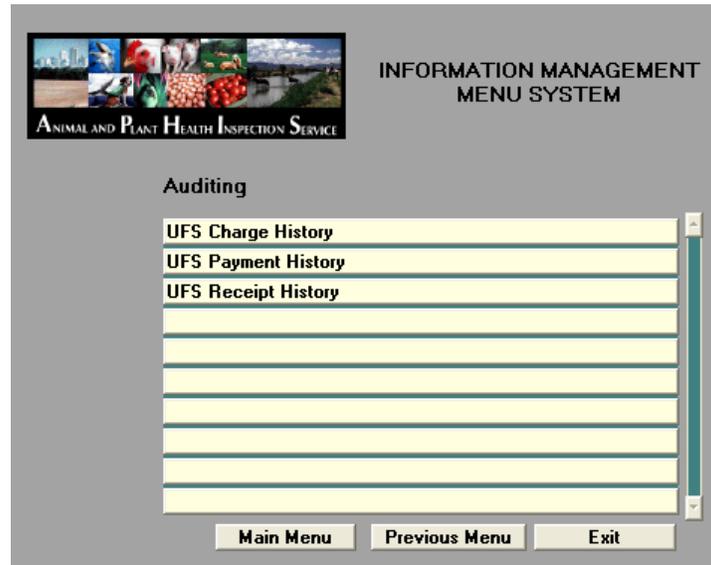
Update User	Userid of the person who made the update.
Update Date	Date on which the record was updated.
Create Username	Username of the person who created the record.
Create Date	Date on which the record was created.
Client Info	Information about the client PC that was used to generate the transaction.
Module	Program or tool used to generate the transaction (i.e., SQL *Plus, Toad, etc.).

Display Form

1. Log into APHIS IMMS. The APHIS IMMS Main Menu appears:



2. Single-click on **Auditing**. The UFS Auditing Menu appears:



3. Single-click on **UFS Payment History** to display this screen:

4. Verify that the form is in query mode by looking for this message at the bottom of the screen:

Enter a query; press F8 to execute, Ctrl+q to cancel.
 Record: 1/1 Enter-Query

If you do not see this message, either press **F7** or select the **Query > Enter** menu command. The form will now be in query mode.

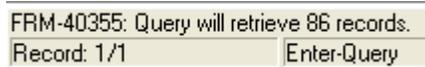
5. Enter a value into at least one field to initiate the search. There are two ways to do this:

- *Method A...* You can include the % wildcard as part of a search value (see the **Control Nr** field below).

- *Method B...* You can enter a complete search value (see **Control Nr** below).



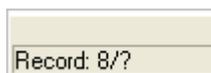
6. *Optional...* If you are using the % wildcard as part of a search value, you may want to determine how many records will be retrieved before you actually run the query. Knowing that your query might return hundreds of records could be helpful in determining what action you do next.
 - a. You should have your search values entered on the form.
 - b. Select the **Query > Count Hits** menu command.
 - c. A message appears at the bottom of the screen similar to this example:



This message tells you that your query will retrieve 86 records. You can now decide whether you want to enter additional search values to reduce this number, go ahead and execute the query (and get 86 records), or cancel the query altogether.

7. To run the query, either press **F8** or select the **Query > Execute** menu command.
8. If the search finds:
 - A single matching record, it is displayed in this form. In the lower-left corner, you will see a display, “Record: 1/1”.
 - More than one matching record, that means that other records were retrieved from the search. In the lower-left corner, you will see a display, “Record: 1/?”. To view the next matching record, press the DOWN ARROW (↓) key on your keyboard.

Note: You can determine which record is currently displayed in the form from the Record Counter that appears below the form.



The screenshot below shows one of the records that was retrieved because it matched the **Control Nr** value entered in Step 5 above. The updated field in this record is **New Amt Recvd**.

UFS_PAYMENT_HISTORY - Query Only Form

Note: Query New Control Nr field to display the original record when it was inserted into the database.

Query Control Nr field to display any changes to the original records. There may be multiple updates to a record.

Audita tion	<input type="text" value="U"/>	I(nsert), U(pdate), D(elete)		
Control Nr	<input type="text" value="040280077"/>		New Control Nr	<input type="text" value="040280077"/>
Payment Type	<input type="text" value="CA"/>		New Payment Type	<input type="text" value="CA"/>
Amt Recvd	<input type="text" value="146"/>		New Amt Recvd	<input type="text" value="138"/>
Payment Doc Nr	<input type="text" value="CHGD IN TOAD"/>		New Payment Doc Nr	<input type="text" value="CHGD IN TOAD"/>
Update User	<input type="text" value="AZDOU_VSPORT"/>			
Update Date	<input type="text" value="11-SEP-2008 06:09:45"/>			
Create Username	<input type="text" value="AZDOU_VSPORT"/>			
Create Date	<input type="text" value="11-SEP-2008 06:09:00"/>			
Client Info	<input type="text"/>			
Module	<input type="text"/>			

UFS Receipt History Form

Purpose

This query-only form is used to query receipt-history information for auditing purposes.

All fields on this form may be queried. The **Control Nr** and **New Control Nr** fields are the most likely and recommended fields to query.

This query form is available to only those users who have system administrator privileges.

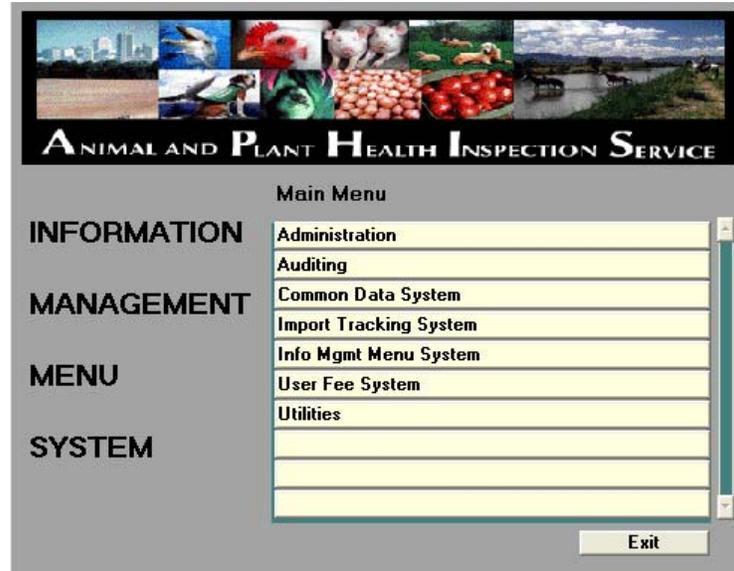
Special Notes

- The **Auditaction** value indicates if the transaction was an Insert (I), Update(U), or Delete (D).
- Fields on this form that start with the word “New” contain data that was changed from the original record.
- There may be multiple records for each **Control Nr**, as an entry is made for each insert, update, and delete transaction.
- The fields in the UFS Receipt History Form correspond to the fields in the top block on the UFS APHIS 81 Form.
- When using the UFS Receipt History Form, you must query on at least one field. If instead you leave all the fields blank, the search will retrieve every UFS transaction (not a desirable result).
- Query the **New Control Nr** field to see how the record was originally entered into the system. An I (for Insert) will be displayed in the **Auditaction** field.
- Fields that are specific to the UFS Receipt History Form are these:

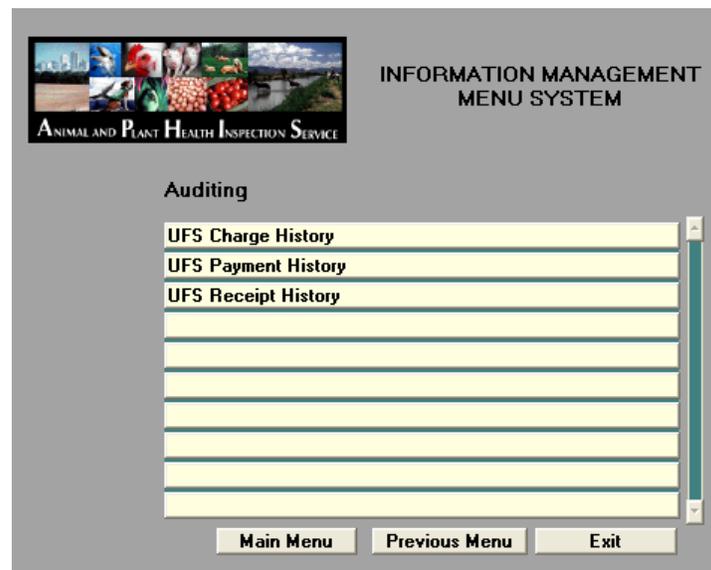
Update User	Userid of the person who made the update.
Update Date	Date on which the record was updated.
Create Username	Username of the person who created the record.
Create Date	Date on which the record was created.
Client Info	Information about the client PC that was used to generate the transaction.
Module	Program or tool used to generate the transaction (i.e., SQL *Plus, Toad, etc.).

Display Form

1. Log into APHIS IMMS. The APHIS IMMS Main Menu appears:



2. Single-click on **Auditing**. The UFS Auditing Menu appears:



3. Single-click on **UFS Receipt History** to display this screen:

4. Verify that the form is in query mode by looking for this message at the bottom of the screen:

```

Enter a query; press F8 to execute, Ctrl+q to cancel.
Record: 1/1      Enter-Query
    
```

If you do not see this message, either press **F7** or select the **Query > Enter** menu command. The form will now be in query mode.

5. Enter a value into at least one field to initiate the search. There are two ways to do this:

- *Method A...* You can include the % wildcard as part of a search value (see the **Control Nr** field below).

The screenshot shows a window titled 'UFS_RECEIPT_HISTORY' with a subtitle 'UFS RECEIPT HISTORY - Query Only Form'. A red note reads: 'Note: Query New Control Nr field to display the original record when it was inserted into database. Query Control Nr field to display any changes to the original record. There may be multiple updates to a record.' Below the note are several input fields: 'Auditation' with a dropdown menu showing 'I(nsert), U(pdate), D(elete)'; 'Control Nr' with the value '040%'; 'Trans Status', 'Trans Date', and 'Record Status' with empty text boxes; and 'New Control Nr', 'New Trans Status', 'New Trans Date', 'New Record Status', and 'New Send-To Nfc' with empty text boxes.

- *Method B...* You can enter a complete search value (see **Control Nr** below).

This screenshot is identical to the previous one, but the 'Control Nr' field now contains the complete search value '0400280077'.

6. *Optional...* If you are using the % wildcard as part of a search value, you may want to determine how many records will be retrieved before you actually run the query. Knowing that your query might return hundreds of records could be helpful in determining what action you do next.

- You should have your search values entered on the form.
- Select the **Query > Count Hits** menu command.
- A message appears at the bottom of the screen similar to this example:

```
FRM-40355: Query will retrieve 86 records.
Record: 1/1      Enter-Query
```

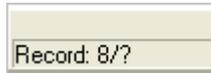
This message tells you that your query will retrieve 86 records. You can now decide whether you want to enter additional search values to reduce this number, go ahead and execute the query (and get 86 records), or cancel the query altogether.

7. To run the query, either press **F8** or select the **Query > Execute** menu command.

8. If the search finds:

- A single matching record, it is displayed in this form. In the lower-left corner, you will see a display, "Record: 1/1".
- More than one matching record, that means that other records were retrieved from the search. In the lower-left corner, you will see a display, "Record: 1/?". To view the next matching record, press the DOWN ARROW (↓) key on your keyboard.

Note: You can determine which record is currently displayed in the form from the Record Counter that appears below the form.



The screenshot below shows one of the records that was retrieved because it matched the **Control Nr** value entered in Step 5 above. The updated fields in this record are **New Reference Nr** and **New Remark 1**.

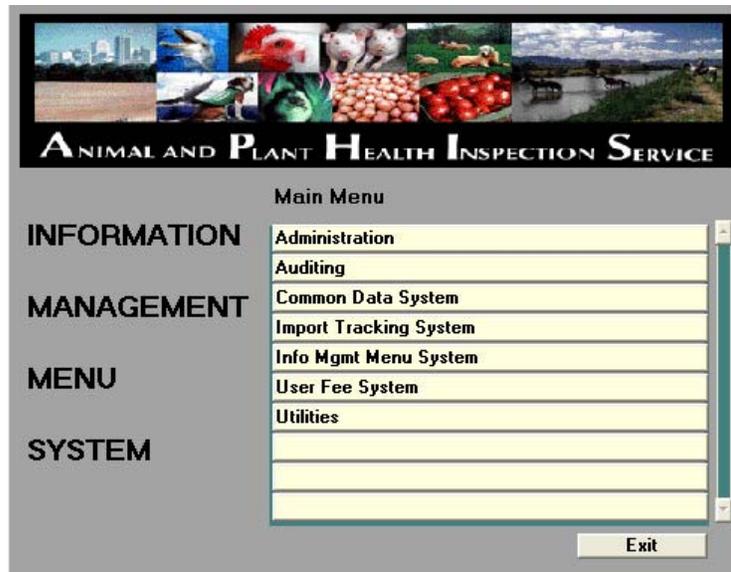
UFS140: User Fee Hold Report

Purpose

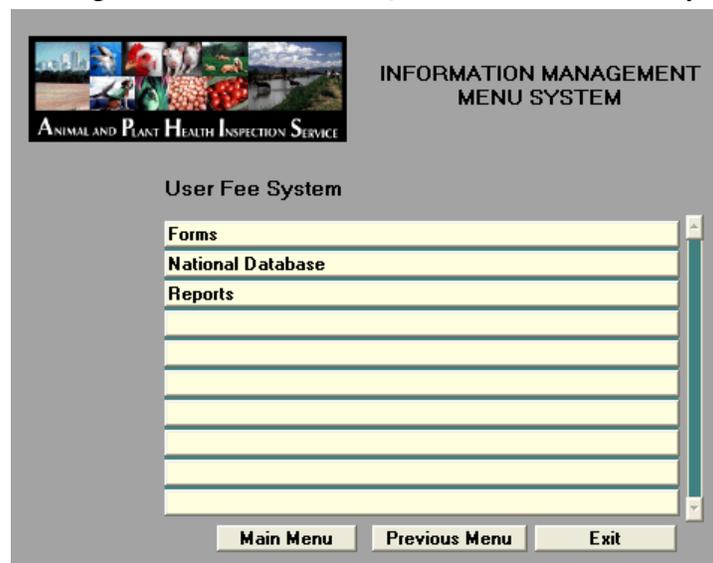
This report will produce information on any records that have an H (Hold) in the **Trans Status** field of the UFS 81 Form within the date range for which the report is run.

Required Information

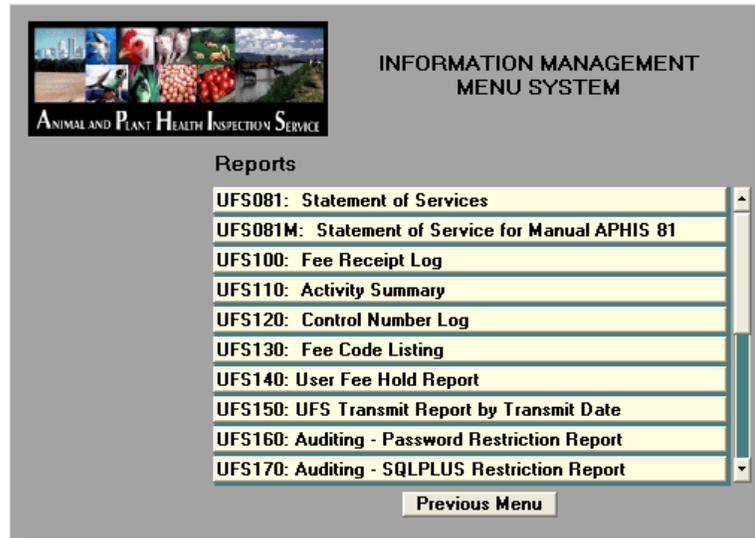
1. Start up the APHIS IMMS application. You will see this Main Menu:



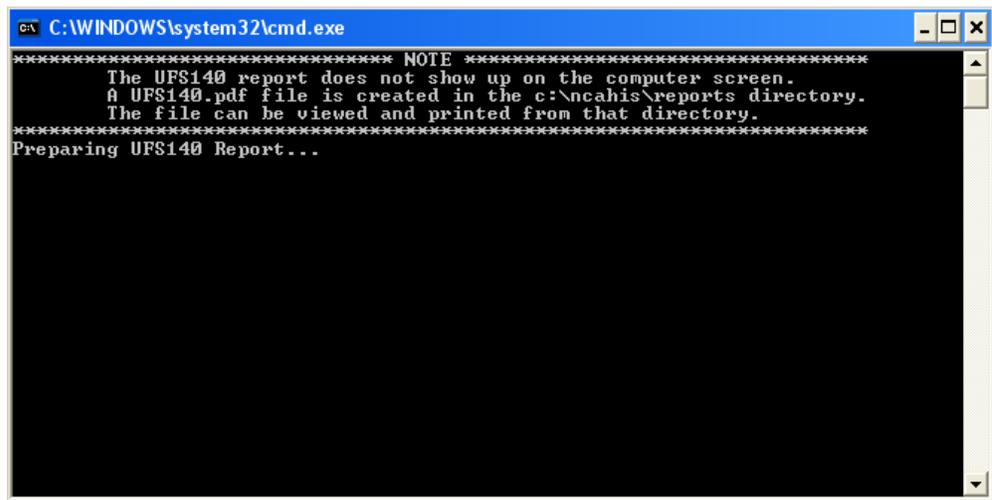
2. Single-click on **User Fee System**. The User Fee System Menu appears:



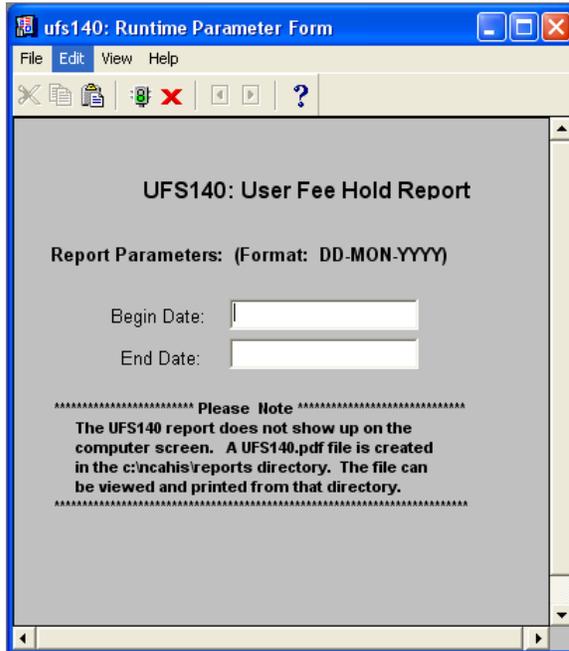
3. Single-click on **Reports**. The UFS Reports Menu appears:



4. Single-click on **UFS140: User Fee Hold Report**. The following message box appears. It reminds you that the output report will not appear onscreen – instead, it is saved as a PDF-formatted file in the C:\ncahis\reports directory on your client workstation.



5. After a few seconds, this prompt form appears:



- a. In the **Begin Date** field, enter the first date of the reporting period to be documented in the report.
 - b. In the **End Date** field, enter the last date of the reporting period.
 - c. Either single-click on the  icon or select the **File > Run Report** menu command.
 - d. You will see a message box that says the report is being generated.
6. To open and view your report, find it in the C:\ncahis\reports directory. It will be listed as **ufs140.pdf**. If you already have a PDF reader application installed on your workstation, just single-click on this filename to open the report.

It will look similar to the following example:

Vet Veterinary Services		UFS140: User Fee Hold Report											
Safeguarding Animal Health													
		Report run on:		September 15, 2008 12:51 PM		Begin Date:		01-SEP-08		End Date:		15-SEP-08	
Hold Date	Office ID	NFC ID	Client Name	Control NR	Receipt Date	End Service Date	Initials	Record Status	Trans Status	Payment	Amt Recvd		
15-SEP-08	970402	9999999999V	Gabby Fuller	040280081	12-SEP-08	12-SEP-08	CEF	U	H	CA	\$	35.00	

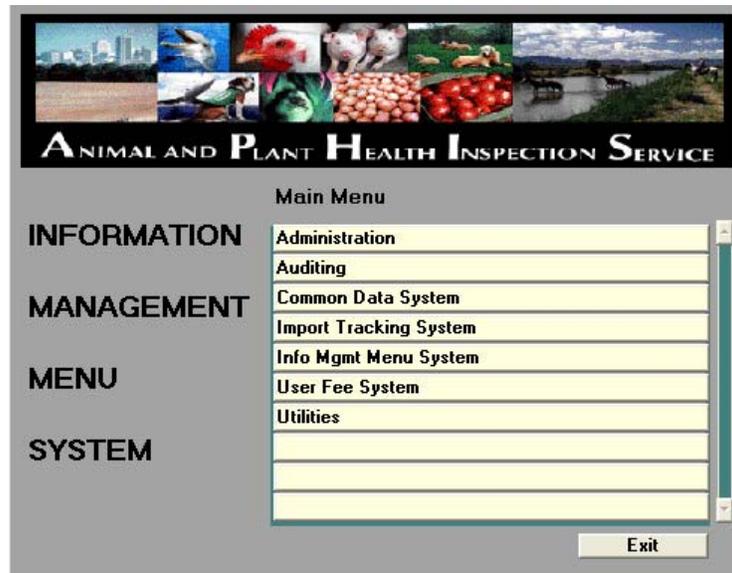
UFS150: UFS Transmit Report by Transmit Date

Purpose

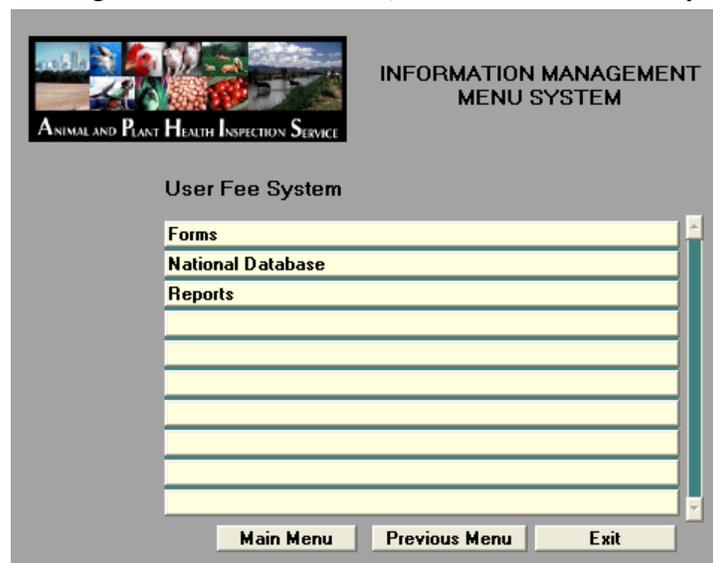
This report will produce information about the transmission for the date entered in the Prompt Form. It has been made available to reproduce the report that is run automatically with each UFS transmission.

Required Information

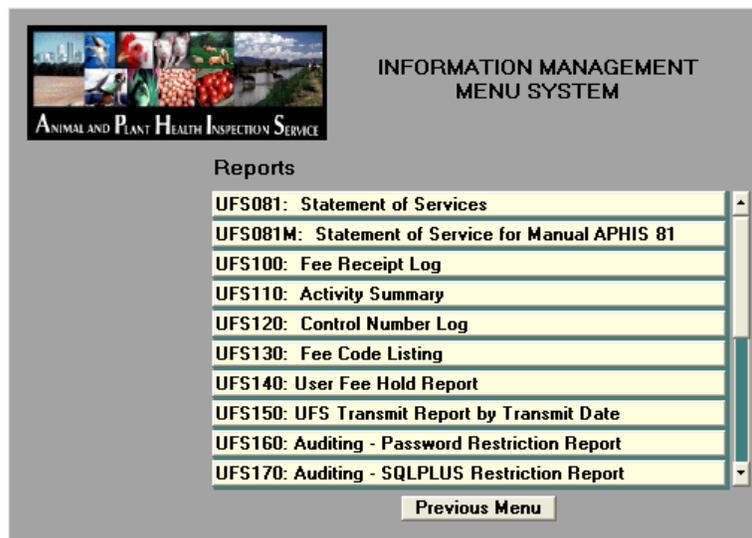
1. Start up the APHIS IMMS application. You will see this Main Menu:



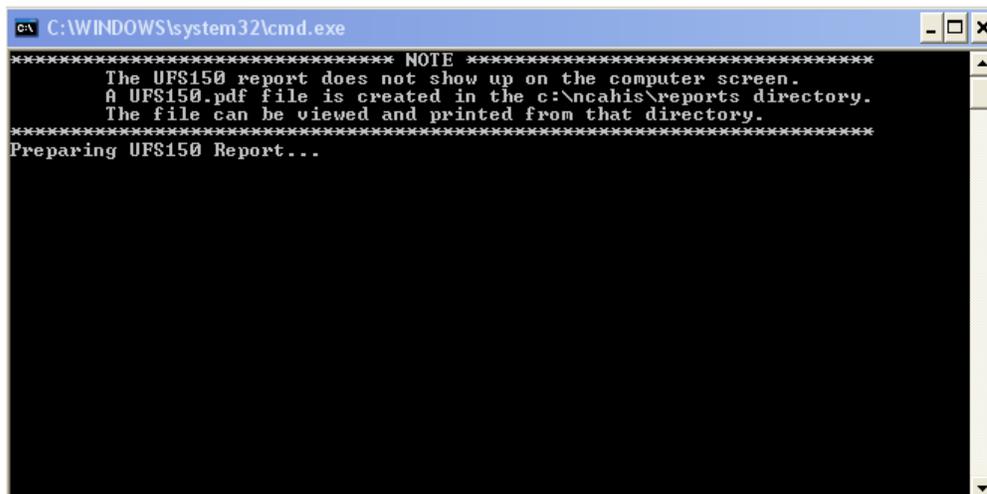
2. Single-click on **User Fee System**. The User Fee System Menu appears:



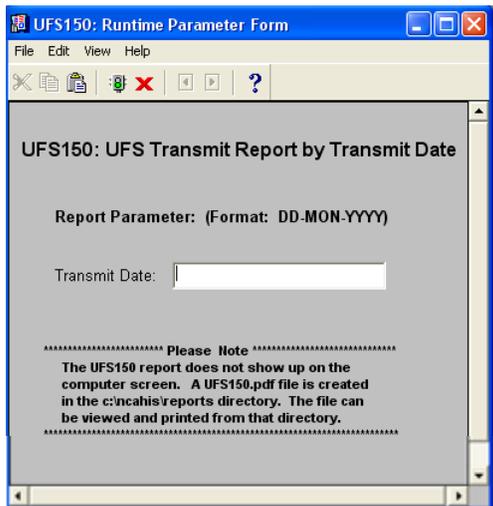
3. Single-click on **Reports**. The UFS Reports Menu appears:



4. Single-click on **UFS150: UFS Transmit Report by Transmit Date**. The following message box appears. It reminds you that the output report will not appear onscreen – instead, it is saved as a PDF-formatted file in the C:\ncahis\reports directory on your client workstation.



5. After a few seconds, this prompt form appears:



- a. In the **Transmit Date** field, enter the date of the transmission you wish to report.
- b. Either single-click on the  icon or select the **File > Run Report** menu command.
- c. You will see a message box that says the report is being generated.

6. To open and view your report, find it in the C:\ncahis\reports directory. It will be listed as **ufs150.pdf**. If you already have a PDF reader application installed on your workstation, just single-click on this filename to open the report.

It will look similar to the following example:

UFS TRANSMIT REPORT											
										Report run on: September 16, 2008 5:44 PM For Transmit Date: 16-SEP-08	
Transmission Certification Signature: _____ Date: _____ FFIS Reconciliation Signature: _____ Date: _____										Page 1 of 1	
Payment Type	Nfc Id	Control Nr	Receipt Date	Client Name	End Service Date	Trans Date	Trans Status	Record Status	Send To	Payment Doc Nr	Amt Recvd
CA	9999999999V	040280082	15-SEP-08	Elnor	15-SEP-08	16-SEP-08	S	U	N		\$ 35.00
Sub-Total Amount Received by payment type:											\$ 35.00
VO		040280079	12-SEP-08	Anderson, Charlie	12-SEP-08	16-SEP-08	S	V	N		\$ 718.00
Sub-Total Amount Received by payment type:											\$ 718.00
Report Total Sum Amount Received all payment types:											\$753.00
Control Nr	Fee Amt	Nfc Id	Accounting Code								
040280079	\$ 570.00		75970402177								
040280079	\$ 148.00		75970402177								
040280082	\$ 35.00	9999999999V	75970402177								
Report Total Sum Fee Amounts:		\$753.00									

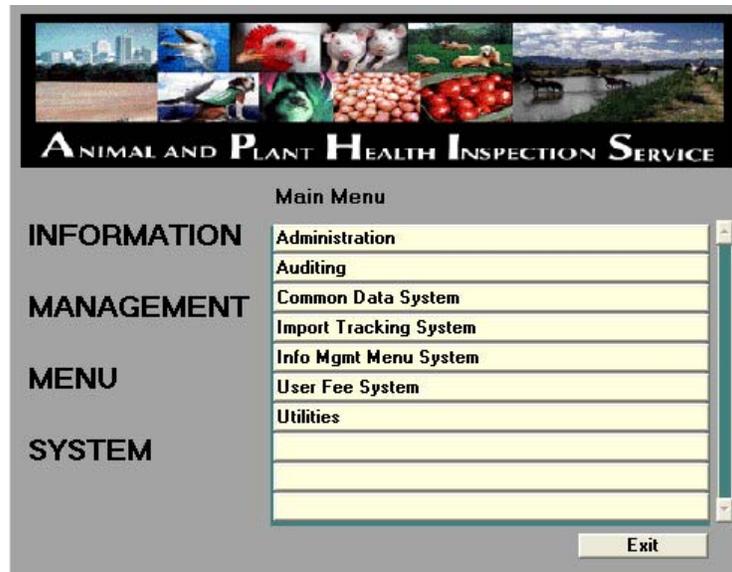
UFS650: User Fee Void Report

Purpose

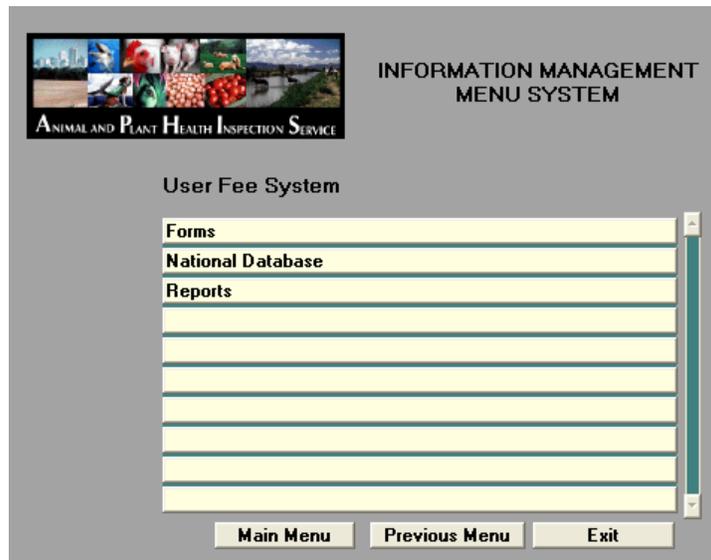
This report will produce information on any records that have a V (Void) in the Record Status field of the UFS 81 Form for the date range entered in the Prompt Form.

Required Information

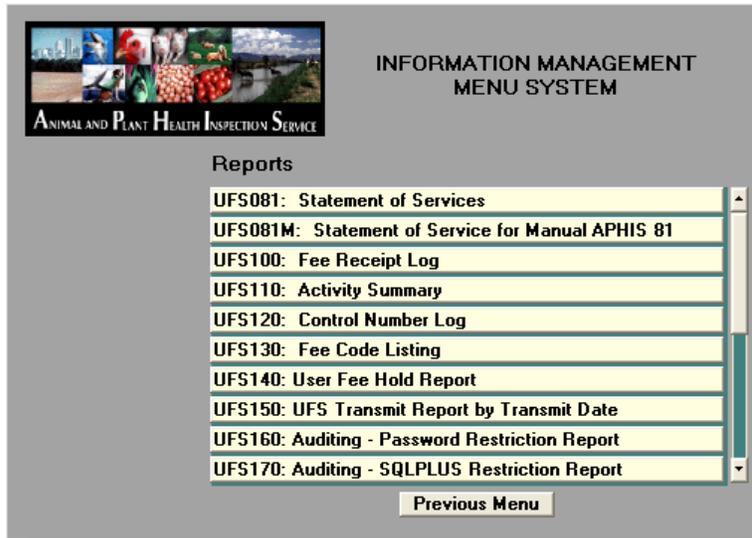
1. Start up the APHIS IMMS application. You will see this Main Menu:



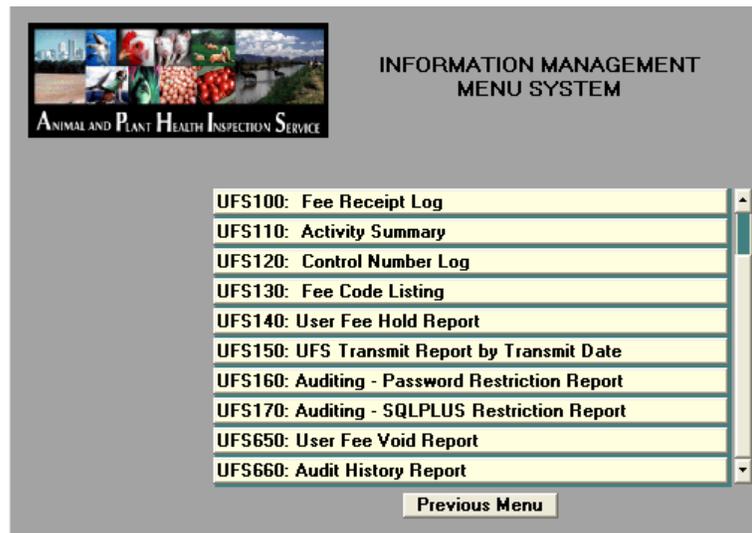
2. Single-click on **User Fee System**. The User Fee System Menu appears:



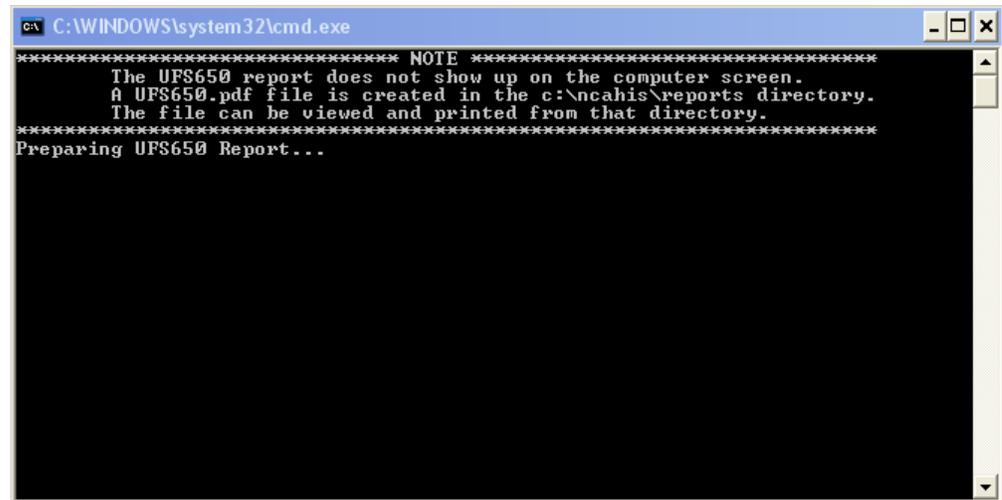
3. Single-click on **Reports**. The UFS Reports Menu appears:



4. Use the vertical scroll bar on the right side of the menu to scroll down the list.



5. Single-click on **UFS650: User Fee Void Report**. The following message box appears. It reminds you that the output report will not appear onscreen – instead, it is saved as a PDF-formatted file in the C:\ncahis\reports directory on your client workstation.



6. After a few seconds, this prompt form appears:

A screenshot of the "UFS650: Runtime Parameter Form" dialog box. The window has a title bar with the text "UFS650: Runtime Parameter Form" and standard Windows window controls. Below the title bar is a menu bar with "File", "Edit", "View", and "Help". A toolbar contains several icons, including a green play button. The main area of the dialog is titled "UFS650: User Fee Void Report" and contains the following text:

Report Parameters: (Format: DD-MON-YYYY)

Begin Date:

End Date:

***** Please Note *****
 The UFS650 report does not show up on the computer screen. A UFS650.pdf file is created in the c:\ncahis\reports directory. The file can be viewed and printed from that directory.

- a. In the **Begin Date** field, enter the first date of the reporting period to be documented in the report.
- b. In the **End Date** field, enter the last date of the reporting period.
- c. Either single-click on the  icon or select the **File > Run Report** menu command.
- d. You will see a message box that says the report is being generated.

7. To open and view your report, find it in the C:\ncahis\reports directory. It will be listed as **ufs650.pdf**. If you already have a PDF reader application installed on your workstation, just single-click on this filename to open the report.

It will look similar to the following example:

Veterinary Services
Safeguarding Animal Health

UFS650: User Fee Void Report

Report run on: September 15, 2008 12:48 PM Begin Date: 01-SEP-08 End Date 15-SEP-08

Void Date	NFC ID	Client Name	Control NR	Receipt Date	End Service Date	Initials	Record Status	Payment Type	Amt Recvd
15-SEP-08		Anderson, Charlie	040280079	12-SEP-08	12-SEP-08	KVR	V	VO	\$ 718.00

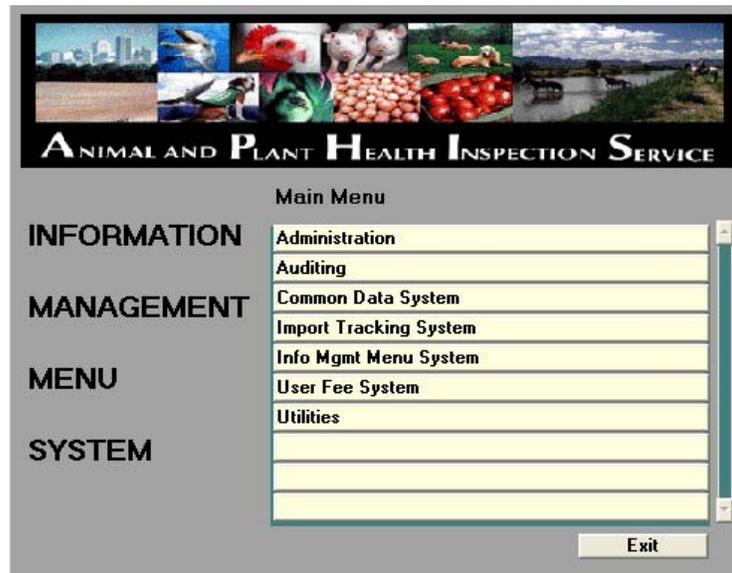
UFS660: UFS Audit History Report

Purpose

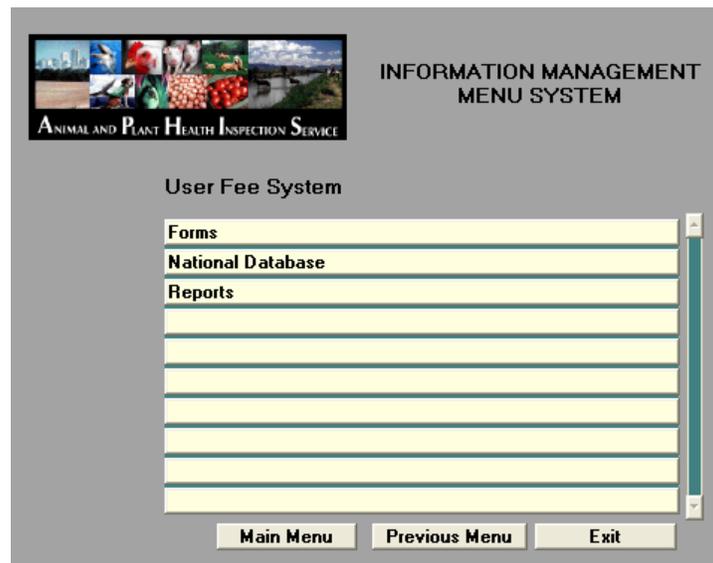
This report is used for auditing. Information is displayed on all Insert, Update, and Delete activity that was performed outside of APHIS MENU.

Required Information

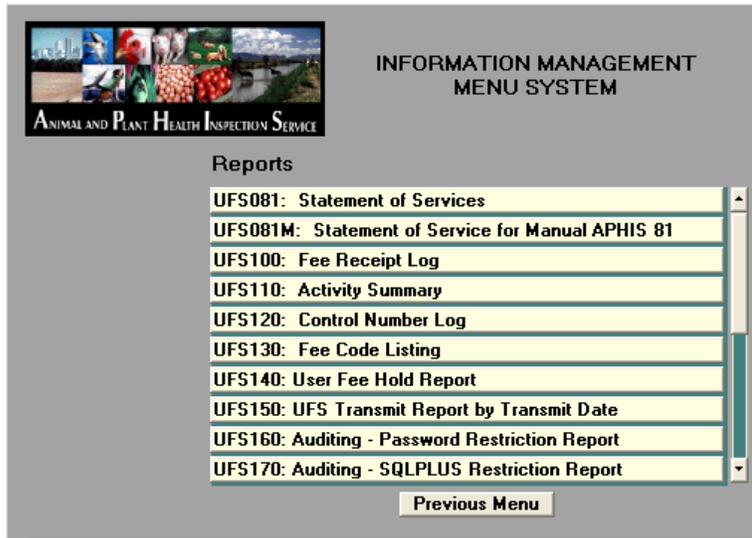
1. Start up the APHIS IMMS application. You will see this Main Menu:



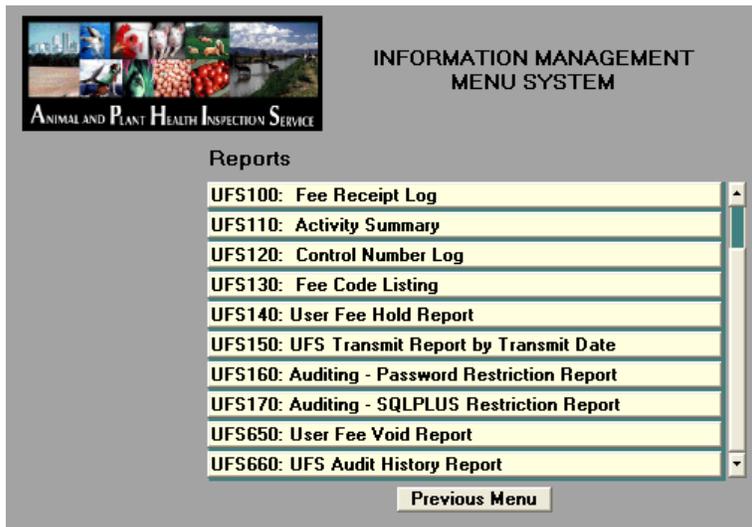
2. Single-click on **User Fee System**. The User Fee System Menu appears:



3. Single-click on **Reports**. The UFS Reports Menu appears:



4. Use the vertical scroll bar on the right side of the menu to scroll down the list.



5. Single-click on **UFS660: UFS Audit History Report**. The following message box appears. It reminds you that the output report will not appear onscreen – instead, it is saved as a PDF-formatted file in the C:\ncahis\reports directory on your client workstation.



6. After a few seconds, this prompt form appears.

A screenshot of a runtime parameter form titled "UFS660_AUDIT_HISTORY_REPORT: Runtime Pa...". The form has a menu bar with "File", "Edit", "View", and "Help". Below the menu bar is a toolbar with icons for file operations and a help icon. The main content area contains the following text:

UFS660: UFS AUDIT HISTORY REPORT

Report Parameters: (Format: DD-MON-YYYY)

Begin Date:

End Date:

***** Please Note *****
 The UFS660 report does not show up on the computer screen. A UFS660.pdf file is created in the c:\ncahis\reports directory. The file can be viewed and printed from that directory.

- a. In the **Begin Date** field, enter the first date of the reporting period to be documented in the report.
- b. In the **End Date** field, enter the last date of the reporting period.
- c. Either single-click on the  icon or select the **File > Run Report** menu command.
- d. You will see a message box that says the report is being generated.

- To open and view your report, find it in the C:\ncahis\reports directory. It will be listed as **ufs660.pdf**. If you already have a PDF reader application installed on your workstation, just single-click on this filename to open the report.

It will look similar to the following example:

Control Nr		New Control Nr		Acct Nr		New Acct Nr		Client Name	New Client Name	Beg Service Date	New Beg Service Date	End Service Date	New End Service Date	Receipt Date	New Receipt Date	Update Date	Update User	Module
040280087	040280087					Marsha Holly	Marsha Holly	15-SEP-08	15-SEP-08	15-SEP-08	15-SEP-08	15-SEP-08	15-SEP-08	15-SEP-08	15-SEP-08	15-SEP-08	AZDOU_VSPO RT	TOAD 9.1.0.62

Control Nr	New Control Nr	Fee Code	New FeeCode	NR Units	New Nr Units	Fee Amt	New Fee Amt	Update Date	Update User	Module
040280087	040280087	103	103	2.00	1.00	\$ 60.00	\$ 60.00	15-SEP-08	AZDOU_VSPORT	TOAD 9.1.0.62

Control Nr	New Control Nr	Payment Type	New Payment Type	Amt Recvd	New Amt Recvd	Payment Doo Nr	New Payment Doo Nr	Update Date	Update User	Module
040280087	040280087	CC	CC	\$ 60.00	\$ 40.00	3455	3455	15-SEP-08	AZDOU_VSPORT	TOAD 9.1.0.62

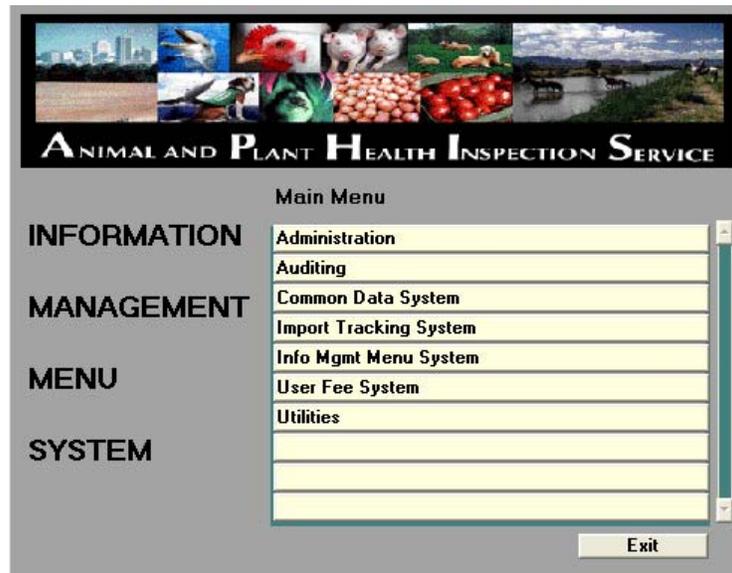
UFS National Database Logon

Purpose

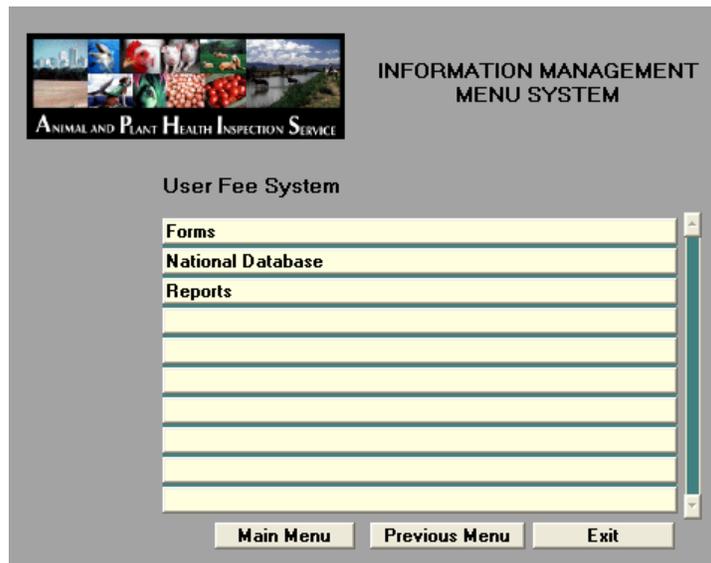
This feature enables you to log into the National User Fee Database and validate your user ID/password.

Required Information

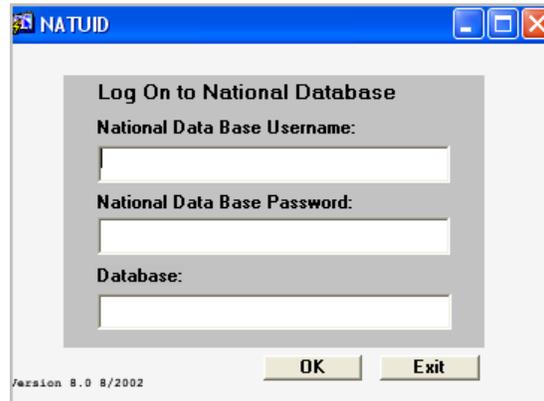
1. Start up the APHIS IMMS application. You will see this Main Menu:



2. Single-click on **User Fee System**. The User Fee System Menu appears:



3. Single-click on **National Database**. A NATUID prompt form appears:



The screenshot shows a window titled "NATUID" with a blue title bar. Inside the window, there is a gray-bordered box containing the text "Log On to National Database". Below this text are three input fields: "National Data Base Username:", "National Data Base Password:", and "Database:". At the bottom of the gray box are two buttons: "OK" and "Exit". In the bottom left corner of the window, the text "Version 8.0 8/2002" is visible.

- a. In the **National Data Base Username** field, enter the username assigned to you that has national privileges.
- b. In the **National Data Base Password** field, enter the password assigned to you that has national privileges.
- c. In the **Database** field, enter the database name that enables you to connect to the National Database.
- d. Click on **OK**.
- e. You will see one of the following two messages:

- **NATIONAL Login SUCCEEDED.**

Click on **OK**. You now see the UFS User Utilities menu.

- **NATIONAL Login FAILED.**

Click on **OK**. You return to the NATUID prompt form, where you can try again.

If you fail three times to log in, you may need to have your account unlocked. Contact the APHIS Technical Assistance Center (ATAC) for assistance:

- By phone at 1-877-944-8457
- By email at atac@aphis.usda.gov

Note: Accounts are automatically unlocked after 15 minutes.

Common Data Systems: Update to the CDS Person Form

Explanation

To comply with government security and privacy rules, two changes have been made to the CDS Persons Form:

- An explanatory message appears at the top of the form, which states:
Note: Please do not enter SSN or Tax Payer Identification information.
- The maximum number of characters for values you can enter into the **Other ID1** and **Other ID2** fields is now 8 characters, instead of 12 characters. (This restriction is intended to prevent anyone from entering Social Security Numbers or Tax Payer Identification Numbers in these two fields.)

The locations of both of these changes are circled in the screenshot below:

The screenshot shows the 'PERSON' form interface. At the top, there is a header bar with 'PERSON' on the left and 'CDSPER' on the right. Below this, there are fields for 'PERSON ID' and 'STATE'. A red circle highlights a note: 'Note: Please do not enter SSN or Tax Payer Identification information.' Below the note is the 'PERSON INFORMATION' section, which includes fields for 'Type', 'Class', 'Name' (Last, First, M), 'Address', 'Address2', 'City', 'Address State', 'Zip Code', 'County', 'Geo Source', 'Datum', 'Latitude[1y]', and 'Longitude[1x]'. A red circle highlights the 'Other ID1' and 'Other ID2' fields. Below this is the 'USER DEFINED INFORMATION' section with 'Code 1', 'Code 2', 'Code 3', and 'Remarks' fields. At the bottom is the 'COMMUNICATIONS INFORMATION' section with 'Priority', 'Comm Type', and 'Communications Information' fields. The bottom right corner has 'Save Record' and 'Exit/Cancel No Save' buttons. The bottom left corner shows 'Version 81.6.2 11/2004'.