

Viewing Training Documents in FAF Procedure

Background

The Folder Application Facility (FAF) is a paperless system used for the filing , routing and viewing of documents. This system is used by the Telephone Claims Centers (TCC), the Special Programs Unit (SPU) and the Central Support Unit (CSU). All correspondence received in the TCCs and in SPU is sent to CSU to be coded, indexed and scanned into FAF.

Purpose

To provide the One-Stop offices with a guide for the viewing and printing of training documents in FAF.

Procedure

A. Logging onto FAF

1. From the "Application Selection" screen, type "FAF" on the "COMMAND" line and press "enter".

```
Application Selection      Help Desk 1-866-592-4640 or 402-4640
                          Date: 06/11/08 Time: 09:55:32
                          Broadcast:      Term: #####
                          Prtr:           Prt Key:
Select application or enter command. Return to this panel using Escape key PF14
Issue commands in applications using Command key PF10 and Prefix $$
ID Name      Status M  B Jump Key Application Description
 1  CERT      22:03          PF13  Certification CICS
 2  CICS      22:04          PF13  Production CICS
 3  TSO       21:53          PF13  Time Sharing
 4  OV/MVS    22:04          PF13  OfficeVision/MVS
 5  CICS2     22:04          PF13  Production CICS 2
 6  FAF       22:23          PF13  ImagePlus

Press PF3 (Disconnect) or type LOGOFF before leaving this terminal unattended!
To terminate all sessions use the LOGOFF command.  User: BCCDPS  Grp: LABOR2

COMMAND ==> FAF _____
PF1=Help          PF3=Disconnect          PF7=Backward PF8=Forward
```

2. Type in the following information:

- a. User ID – This is USER RACFID, the same user ID used when logging onto the mainframe system.
- b. Application ID code – Enter “02” only.
- c. Workstation ID – This is the identification number of the computer you are using. This information will appear automatically. Only change this information when working from a different computer.
([Click here if you do not know your Workstation ID.](#))

```
Folder Application Facility Sign On

Type information and then press Enter.

User ID . . . . . usamch
Application ID code 02
Language . . . . . _____
Workstation ID . . WFL3YWC1
IODM ID . . . . . _____
User security data _____

F1=Help F3=Exit F12=Cancel
```

After entering the above information, press enter twice.

The following screen will appear:

```
Folder Application Facility

Select one of the following functions and press Enter.

= 1. Get work
  2. Windup
  3. Folder functions
  4. Document functions
  5. List folders
  6. List folder contents
  7. Workflow functions
  8. Supervisory functions
  9. Sign off

Command ==> _____
_____

F1=Help F3=Exit F12=Cancel
```

B. Viewing Training documents

1. Enter the number "6", as shown below and press enter.

NOTE: One Stop staff members are not authorized to select any other function.

```
Folder Application Facility

Select one of the following functions and press Enter.

6 1. Get work
   2. Windup
   3. Folder functions
   4. Document functions
   5. List folders
   6. List folder contents
   7. Workflow functions
   8. Supervisory functions
   9. Sign off

Command ==> _____
              _____

F1=Help F3=Exit F12=Cancel
```

2. Enter the claimant's SSN and enter the number "1", as shown below and press enter.

NOTE: One Stop staff members are not authorized to select any other function.

```
Parameters for List Folder Contents

Type information, then tab to the menu selection field and select
an option. Press Enter.

Folder ID . . . ##### _____
File tab . . . _____
Start date . . . _____
End date . . . _____

1 1. List folder contents
   2. Modify documents
   3. Modify pages
   4. List deleted documents

F1=Help F3=Exit F12=Cancel
```

The following screen appears showing the documents stored under the claimant's Social Security Number.

Folder Contents		#####			
C#####	# H#####	801			
1=History	2=Workflow	3=Display document	4=Display details	5=Print	
8=Export	9=Versions				
-----					More: +
Act	Description	Received	Filed	File Tab	Pages
-	HEARING REQUEST-ROUTE	05/12/2008	05/14/2008	HEARING	002
-	TCC413.8-R VOL QUIT QUESTIONNA IRE - CLMT REPLY	04/22/2008	04/22/2008	NONMON	002
-	3 TC44-R TRAINING APPLICATION - CLMT REPLY	04/22/2008	*****	NONMON	003
-	TCC413.2 - VQ ER NY INNER CITY CHICKEN	04/15/2008	04/15/2008	NONMONM	001
-	TCC413.2 - VQ CLT NY INNER CIT Y CHICKEN	04/15/2008	04/15/2008	NONMONM	001
-	TCC413 - SUMMARY REAS ATT	12/28/2007	01/03/2008	NONMON	001
-	3 TC44-R TRAINING APPLICATION - CLMT REPLY	11/09/2007	12/28/2007	NONMON	004
F1=Help F3=Exit F6=More details F7=Bkwd F8=Fwd F12=Cancel					

C. Imaging Documents from FAF

1. Type a "3" next to the document (s) you wish to view and press "enter".

NOTE: One Stop staff members are not authorized to select any other function.

Folder Contents		#####			
C#####	# H#####	801			
1=History	2=Workflow	3=Display document	4=Display details	5=Print	
8=Export	9=Versions				
-----					More: +
Act	Description	Received	Filed	File Tab	Pages
-	HEARING REQUEST-ROUTE	05/12/2008	05/14/2008	HEARING	002
-	TCC413.8-R VOL QUIT QUESTIONNA IRE - CLMT REPLY	04/22/2008	04/22/2008	NONMON	002
-	3 TC44-R TRAINING APPLICATION - CLMT REPLY	04/22/2008	*****	NONMON	003
-	TCC413.2 - VQ ER NY INNER CITY CHICKEN	04/15/2008	04/15/2008	NONMONM	001
-	TCC413.2 - VQ CLT NY INNER CIT Y CHICKEN	04/15/2008	04/15/2008	NONMONM	001
-	TCC413 - SUMMARY REAS ATT	12/28/2007	01/03/2008	NONMON	001
-	3 TC44-R TRAINING APPLICATION - CLMT REPLY	11/09/2007	12/28/2007	NONMON	004
F1=Help F3=Exit F6=More details F7=Bkwd F8=Fwd F12=Cancel					

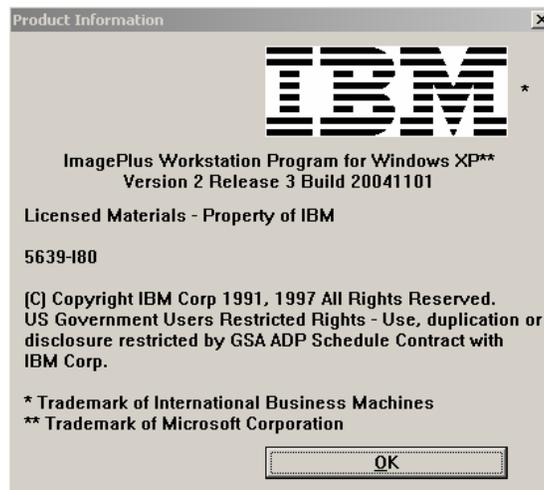
Once the document has been sent to your workstation, the following message will appear at the bottom of the screen.

```

Folder Contents      #####
C#####           # H#####           801
1=History  2=Workflow 3=Display document  4=Display details  5=Print
8=Export   9=Versions
----- More: +
Act Description                Received   Filed      File Tab   Pages
- HEARING REQUEST-ROUTE        05/12/2008 05/14/2008 HEARING    002
- TCC413.8-R VOL QUIT QUESTIONNA 04/22/2008 04/22/2008 NONMON     002
  IRE - CLMT REPLY
- TC44-R TRAINING APPLICATION  04/22/2008 ***** NONMON     003
  - CLMT REPLY
- TCC413.2 - VQ ER NY INNER CITY 04/15/2008 04/15/2008 NONMONM    001
  CHICKEN
- TCC413.2 - VQ CLT NY INNER CIT 04/15/2008 04/15/2008 NONMONM    001
  Y CHICKEN
- TCC413 - SUMMARY REAS ATT     12/28/2007 01/03/2008 NONMON     001
- TC44-R TRAINING APPLICATION  11/09/2007 12/28/2007 NONMON     004
  - CLMT REPLY
ENT0546I IPFAF sent the documents to the workstation.
F1=Help F3=Exit F6=More details F7=Bkwd F8=Fwd F12=Cancel

```

After a few seconds, the ImagePlus Workstation Program (IWPM) will start and the following window will appear.



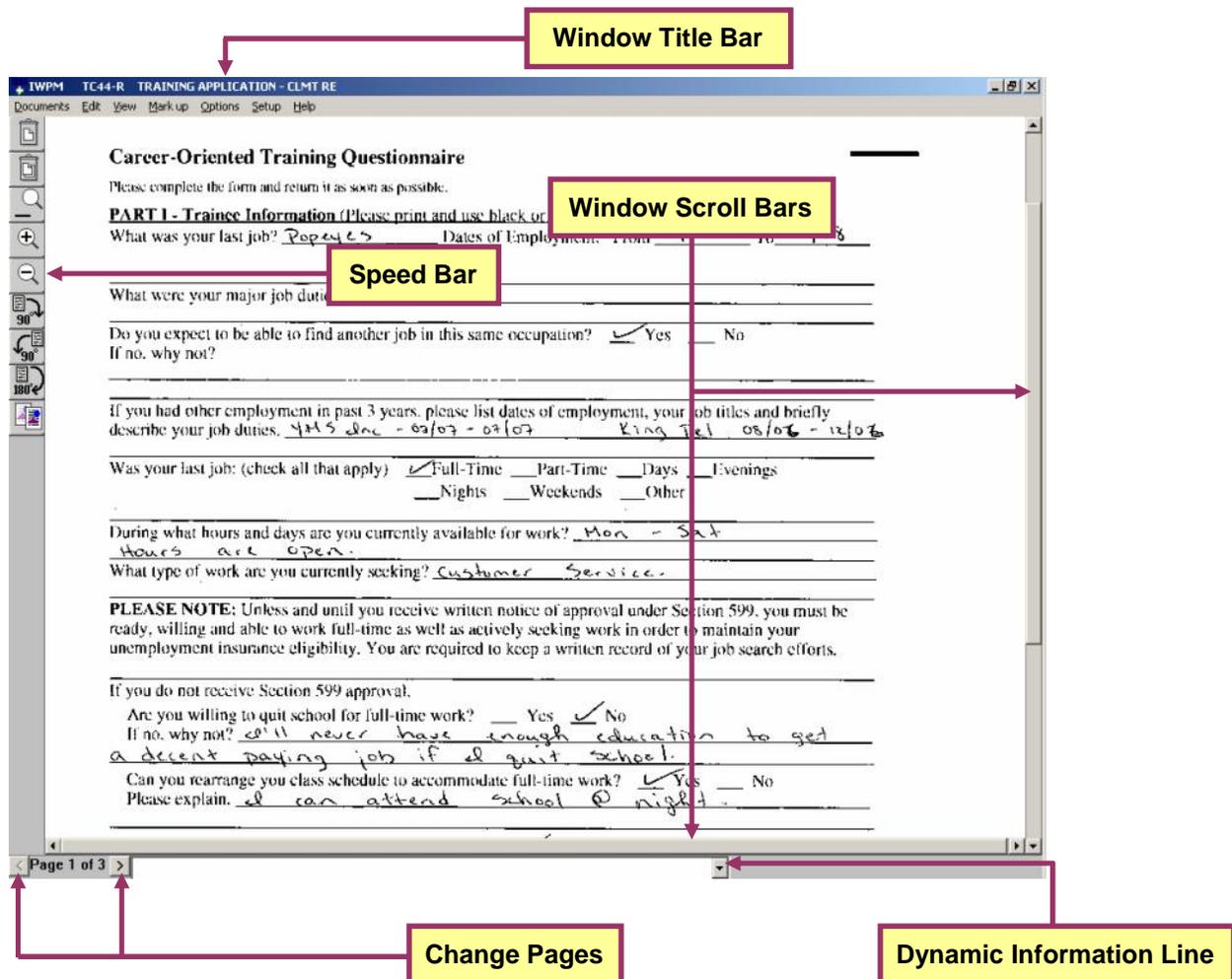
It is not necessary to click on the “OK” button. Afterwards, the IWPM window will open and the requested image will appear.

If the IWPM is currently opened, the above image will **not** appear. The requested image will appear in the IWPM window after any other documents already imaged.

NOTE: If the IWPM does not start, double left click on the IWPM icon on your desktop. Repeat #1.



2. The image of the requested document should now appear in IWPM, as shown below.



D. Viewing Training Documents

A single document in FAF can contain up to 15 pages. There is no limit to the number of documents that can be viewed in the IWPM window. When a document is imaged the first page of the first document will appear in the viewer. Subsequent documents that are imaged will appear after the initial image.

To facilitate viewing documents a variety of tools are offered allowing the user to navigate through the documents.

1. Window Title Bar – The document description, as shown in FAF, is displayed here.
2. Scroll bars – Use the scroll bars to move up, down, left or right on a single page.
3. Dynamic Information Line –
 - a. Indicates the page number that is currently being viewed and the total number of pages available for viewing. (This is not the total number of pages in the document).
 - b. Allows the user to change pages.
 - c. Displays and records error messages.

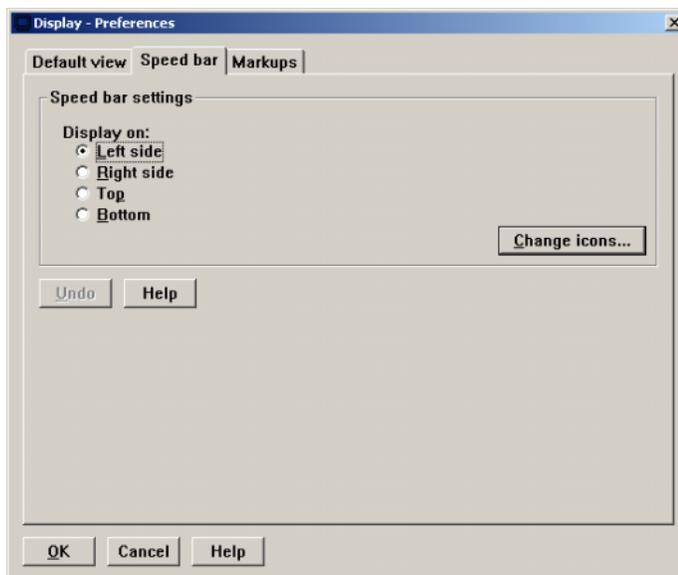
4. The Speed Bar – A tool bar that can be located on either the top, bottom, left or right side of the viewing window.

a. Basic Speed Bar Icons

Icon	Name	Description
	<u>Discard Document</u>	Deletes the single document that is currently being viewed from IWPM.
	<u>Discard Working Set</u>	Deletes all documents from IWPM
	<u>Default Zoom</u>	Resets current zoom setting to original.
	<u>Zoom In</u>	Increases magnification
	<u>Zoom Out</u>	Decreases magnification
	<u>Rotate Clockwise 90°</u>	Rotates the current view clockwise by 90°
	<u>Rotate Counterclockwise 90°</u>	Rotates the current view counterclockwise by 90°
	<u>Rotate 180°</u>	Rotates the current view by 180°
	<u>Enhance Document</u>	Increases the contrast on the document.

b. Editing the Speed Bar

- 1). To access the controls for the speed bar
 - a). Click on OPTIONS on the menu bar of the IWPM window.
 - b). Click on PREFERENCES.
 - c). Click on SPEED BAR tab.



2). Changing Speed Bar Location

Under “Display on” left click on LEFT SIDE, RIGHT SIDE, TOP or BOTTOM.

3). Changing Speed Bar Icons

- a). Left click on CHANGE ICONS. A DISPLAY PREFERENCES – CHANGE SPEED BAR window should appear.
- b). Left click on the icon of your choice from the AVAILABLE TOOLS menu list. This will highlight your selection.
- c). Left click on INSERT BEFORE or INSERT AFTER. This will insert your selection either before or after the highlighted icon on the SPEED BAR TOOLS menu list.
- d). To remove an icon from the SPEED BAR, Highlight your selection from the SPEED BAR TOOLS menu list and left click on REMOVE. This will place the icon on the AVAILABLE TOOLS menu list.
- e). Left click on OK on the bottom left corner of the DISPLAY PREFERENCES – CHANGE SPEED BAR window.
- f). Left click on OK on DISPLAY – PREFERENCES window.

4. Listing of Training Documents

The following are the training documents to be viewed by One Stop staff.

Form Name	Form Description
BYE	Advisement of BYE for 599
CALLBACK	SPU Callback
CALLBACK	SPU Spanish Callback
CHCABACK	SPU Chinese Language Callback
TC316SC	599 Special Circumstances
TC44	Training Application 599
TC44S	Training Application 599 (SP)
TC44.1S	Request for Additional Information (SP)
TC44.2	Not Enrolled Letter & Training Application
TC44.2S	Not Enrolled Letter & Training Application (SP)
TC599LMS	Labor Market Statement for Approved Training
TCC316.1	Training Approval Sect 599
TCC316.1S	Training Approval Sect 599 (SP)
TCC316.2	Training Disapproval Section 599
TCC316.2S	Training Disapproval Section 599 (SP)
TCC316.3	Training Termination Section 599
TCC316.3S	Training Termination Section 599 (SP)
TCC316Q	599.2 Inquiry
TCC316QS	599.2 Inquiry (SP)
TCC612.1	Student Attendance Verification

NOTE: One Stop staff members are not authorized to view any other document.

E. Printing Training Documents

A single page or complete document can be printed from IWPM. When printing either a single page or complete document, the page or document that is being viewed will be printed.

1. Single page – To print the page that is currently being viewed, press the F7 key.
2. Complete document – To print a complete document, of which one of the pages is currently being viewed, press the F8 key;

F. Discarding Documents

After a single document or group of documents have been viewed and/or printed, they should be removed from the IWPM or “discarded”.

1. Discard Document – This removes the document that is currently being viewed from IWPM **without** discarding other documents. This function can be accessed by pressing the “Discard Document” [icon](#) on the Speed bar. You may also access this function by pressing the “Alt” key and the “Delete” key simultaneously, **or** by left clicking on “Edit” on the menu bar and choosing “Discard Document”.
2. Discard Working Set – This removes all the documents from IWPM regardless. This function can be accessed by pressing the “Discard Working Set” [icon](#) on the Speed bar. You may also access this function by pressing the “Ctrl” key and the “Delete” key simultaneously, **or** by left clicking on “Edit” on the menu bar and choosing “Discard All”.