

Questionnaire for Sensitive Positions (QSP) Version 4.0 - Users Guide Document

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ABSTRACT: The U.S. Government does background investigations and reinvestigations to establish that applicants are eligible for required security clearance. The QSP system is an automated Paradox application developed by Boeing in 1988 and used by DOE-RL for data collection, retention, and printing of facsimile of the Standard Form 86 containing a person's data needed to conduct an investigation. In March 1991 the QSP form was revised by the Office of Personnel Management (OPM). The QSP system was modified and enhanced to QSP version 3.0 and released for use in 1992. Copies of QSP version 3.0 were provided to approximately 20 other sites when requested. In February 1995 the Office of Personnel Management (OPM) approved the new Standard Form 86 "Questionnaire for National Security Positions." The QSP system was modified and upgraded to QSP Version 4.0 to agree with the revised form.

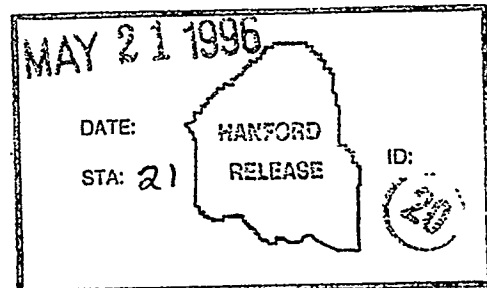
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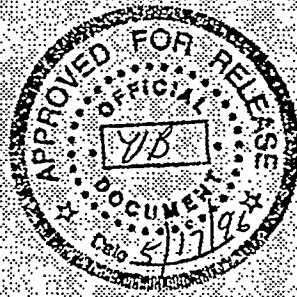
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1.0 OVERVIEW

1.1 QSP SYSTEM

The U.S. Government background investigations and reinvestigations to establish that applicants are eligible for required security clearance.

The QSP system is an automated Paradox application developed by Boeing in 1988 and used by DOE-RL for data collection, retention, and printing of facsimile of the Standard Form 86 containing a persons data needed to conduct an investigation.

In March 1991, the QSP form was revised by the Office of the Personnel Management (OPM). The QSP system was modified and enhanced to QSP version 3.0 and released for use in 1992. Copies of QSP version 3.0 have been provided to approximately 20 other sites when requested. In February, 1995 the Office of the Personnel Management (OPM) approved the new form Standard Form 86 "Questionnaire for National Security Positions". The QSP system was once again to be modified to agree with the revised form and be upgraded to QSP version 4.0.

This document describes the "how-to" process of the new QSP, released 4.0 System.

1.2 VERSION 4.0 ENHANCEMENTS

The enhanced QSP (version 4.0) system was developed by Boeing Computer Services, Richland for the Department Of Energy (DOE), Richland Operations Office (RL). This system supports the new Questionnaire for National Security Positions (QNSP) Standard form 86, revised September 1995. The enhanced QSP version 4.0 will replace the existing QSP system at RL site.

This section will list and describe briefly the new features and enhancements available in QSP version 4.0.

- 1 Printing - In order to better operate one shared network printer, the program will reset the JetForm format before printing each page of report, the electronic form image is merged with the data file and printed as one form. The "Load Eform" was removed from the QSP utility menu. The printout for page 11 was added into the print QSP form menu.
- 2 The system will print the new QNSP, standard Form 86, Revised September 1995. A blank printed out QNSP form is shown in Appendix A.

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- 3 The system now offers the capability to print continuation pages for question 9, 10, and 11.
- 4 A new sequential index mechanism has been added into the system. This function will help the user insert a record in edit mode without having to shuffling sequential records around. In insert mode, for the multi-record type questions, the sequential record number will be begin with 01 and increment by 3 for each additional record.
- 5 The format of all date field was changed to include the "/" separator character.
- 6 The system will default in the following fields in items A-P: L, N, P (Name), P(Phone).
- 7 The duplicate key exist routine has been modified to prevent the system lockup.

2.0 MAIN MENU

2.1 CHOICES

DATA ENTRY	EDIT	PRINT QSP FORM	ARCHIVE MODULE	UTILITIES	QUIT
------------	------	----------------	----------------	-----------	------

The above is the QSP Main Menu that appears at the top of the screen. To select any of the choices, the user may either highlight the choice by moving to it using the cursor keys or by typing the first letter of the choice. The following briefly describes each selection.

2.1.1 DATA ENTRY

This selection allows the user to enter new QSP records in two modes: Complete QSP Form Data Entry and Partial Data Entry. When entering a new QSP Packet from the beginning, the user would choose "Complete QSP Form Data Entry". It starts on Page 1, Item A and continues through the rest of the form until the user exits out the data entry mode. If, for some reason, the data entry could not be completed in one session, the user may select "Data Entry" then select "Partial Data Entry". This mode would allow starting the data entry process at a particular question number and continuing on from that question. An additional data entry mode, "A-P Data Entry" limits data entry to just Items A through P on Page 1.

2.1.2 EDIT

This selection allows the user to fetch and possible change data based on social security number (SSN) which is the key field in this application and a question number. All fields are changeable except for SSN.

2.1.3 PRINT QSP FORM

This selection allows the user to selectively print all or selected QSP form page for a SSN. The data may come from either the Active or Archive data tables.

2.1.4 ARCHIVE MODULE

This selection allows the user to: a) Mark or unmark a QSP as completed, b) Recall a selected archived QSP from the Archive data tables to make it active again, c) Query information from archived QSPs.

2.1.5 UTILITIES

This selection allows the user to: a) Locate a person in the QSP system by name if SSN is not known, b) Check questions with date ranges for gaps, c) Check any or all questions for blank data fields, d) Modify an erroneously entered SSN to fix it, e) Delete a QSP from the system partially or entirely, f) Produce a listing of SSN and Names of all QSP's that have been entered into the system, g) Print a complete 13 page blank QSP package, h) Edit default field values in Items A-P located on Page 1.

2.1.6 QUIT

This selection invokes the exit process out of the QSP application and the PARADOX software.

3.0 DATA ENTRY

3.1 CHOICES

COMPLETE QSP FORM DATA ENTRY	PARTIAL DATA ENTRY	A-P DATA ENTRY	QUIT
------------------------------	--------------------	----------------	------

The above will appear at the top of the screen. To select any of the choices, either highlight the choice and press Enter key or type in the first letter of the choice.

3.2 DATA ENTRY SCREEN OPTIONS

F1=ST Lookup F2=Save & Display Next Blank Record
Shft F2=Save & Display Next Question ESC=Cancel Data Entry

The above will appear at the top of all data entry screens. Each choice refers to a keypress the user may use during a data entry session. They may all be pressed at any time with the exception of the F1 key (see below). The following briefly describes each option.

3.2.1 F1 Key

A PARADOX feature was utilized in this application. It is called "Help and Fill". All valid 2 digit abbreviations for US states and territories have been stored in a lookup table. Each entry in a state field is verified against this lookup table. If no match is found (invalid state WX), the message "Not one of the possible values for this field" will be displayed. By pressing the F1 key, the state lookup table will be displayed. The user may then cursor down to the desired abbreviation and press the F2 key. This will cause PARADOX to fill-in the state field with the desired abbreviation automatically. The F1 key may be used only when the cursor is in a "State" field.

3.2.2 F2 Key

This is basically a record "save" key. Whenever this is used, the current record image is saved and stored in the table. In the case of multiple record questions such as #9.#10.#11, it is used to save the "just entered" record to the respective data file and create and display a new blank record for that same question. When the maximum number of records for a question has been reached, the use of the F2 key will save the "just entered" record and advance the user to the next page/question.

3.2.3 Shft-F2 Key

This is the "save" key for a whole question. It acts the same as the F2 key by saving the current record image but instead of displaying the next blank record for the same question, it advances the user to the next question in succession. If, for example, a user has entered 2 employment records (question #11) and has just filled-in a third, the Shft-F2 key would save the third employment record image and advance the user to Question #12.

NOTE: When entering data in a multiple page screen, be sure to use the PageDn key to view all screens before pressing Shft-F2.

3.2.4 ESC Key

This key does not save the current record image. It will return the user to the previous menu. It may be pressed at any time.

3.3 COMPLETE QSP FORM DATA ENTRY

1. Items A-P - This is a multiple page screen.

- a. Fill-in the blank data fields as required.
- b. Use PageUp/PageDn keys to view all screens.
- c. Press F2 key to advance to Question #1 on Page 1.
- d. NOTE: The system will supply default values in the following fields: L - "DN04", N - "89002001", P(Name) - "Dennis G. Sieracki, Chief, PSB", P(Phone) - "(509) 376-6854"

2. Questions #1-8e - This has a multiple page screen.

- a. Fill-in the blank data fields as required.
- b. Use PageUp/PageDn keys to view all screens.
(Quest. 8 has been reordered on the screen. It appears in the following order: 8a, 8b, 8d, 8c, 8e.)
- c. Press Shft-F2 key to advance to Question #9 on Page 2.
- d. NOTE: If Question 3 (Country of Birth) is left blank, the system will supply a default value of 'USA'.
- e. NOTE: SSN and Mother's Maiden Name are required entries. If they are left blank, the user will not be permitted to proceed to the next question.

3. Question #9 RESIDENCES - This is a multiple record question.
 - a. This has a multi-record screen which allows the user to view more than one record at a time.
 - b. Maximum number of records per SSN: 99
 - c. Fill-in the blank data fields as required.
 - d. Press F2 key after each individual record to receive next new blank record.
 - e. Press Shft-F2 key after the last residence record has been typed. This will advance user to Question #10 on Page 2.
 - f. NOTE: All ZIP Code fields have been expanded to accept ZIP+4, and they will also accept alpha characters for foreign addresses.

4. Question #10 SCHOOLING - This is a multiple record question.
 - a. This has a multi-record screen which allows the user to view more than one record at a time.
 - b. Maximum number of records per SSN: 6
 - c. Fill-in the blank data fields as required.
 - d. Press F2 key after each individual record to receive next new blank record.
 - e. Press Shft-F2 key after the last school record has been typed. This will advance user to Question #11 on Page 3.
 - f. NOTE: If the user needs to enter more than six records, those must be entered on the CPX Continuation Page as the SF86A Continuation Sheet no longer contains space for this question.

5. Question #11 EMPLOYMENT - This is a multiple record question.
 - a. This has a multi-table screen which allows the user to view or enter the period of employment with an employer.
 - b. Maximum number of previous periods of employment records per company: 3
 - c. Fill-in the blank data fields as required.
 - d. Press F2 key after each individual record to receive next new blank record.
 - e. Press Shft-F2 key after the last employment record has been typed. This will advance user to Question #12 on Page 4.

6. Question #12 REFERENCES -
 - a. One record holds 3 complete references.
 - b. Fill-in the blank data fields as required.
 - c. Use PageUp/PageDn keys to view all screens.
 - d. Press Shft-F2 key to advance to advance to Question #13 on Page 5.

7. Question #13 MARITAL STATUS -

- a. Fill-in the blank data fields as required.
- b. Use PageUp/PageDn keys to view all screens.
- c. Press Shft-F2 key to advance to Question #14 on Page 5.
- d. NOTE: "Country of Citizenship". if left blank, will default to 'USA'.

8. Question #14 YOUR RELATIVES AND ASSOCIATES - This is a multiple record question.

- a. This has a multi-record screen which allows the user to view more than one record at a time.
- b. Maximum number of records per SSN: 12
- c. Fill-in the blank data fields as required.
- d. Press F2 key after each individual record to receive next new blank record.
- e. Press Shft-F2 key to advance to Question #15 on Page 6.

9. Question #15 CITIZENSHIP OF RELATIVES AND ASSOCIATES -

- a. One record holds 2 complete associations.
- b. Fill-in the blank data fields as required.
- c. Press F2 key after each individual record to receive next new blank record.
- d. Press Shft-F2 key after the last reference record has been typed. This will advance user to Question #16 on Page 6.

10. Question #16 MILITARY HISTORY - This is a multi-record question.

- a. This has a multi-record screen which allows the user to view more than one record at a time.
- b. Question #16a - Fill-in the blank data fields as required.
- c. Question #16b - Fill-in the blank data fields as required.
- d. Maximum number of records per SSN: 2
- e. Press F2 key after each individual record to receive next new blank record.
- f. Press Shft-F2 key after the last active service record has been typed. This will advance user to Question #17 on Page 6.
- g. NOTE: Code 7 for National Guard now requires a two digit state abbreviation to be filled in.

11. Question #17 FOREIGN ACTIVITIES -

- a. Fill-in the blank data fields as required.
- b. Use PageUp/PageDn keys to view all screens.
- c. Press Shft-F2 key to advance to Question #18 on Page 6.

12. Question #18 FOREIGN COUNTRIES -

- a. Fill-in the blank data fields as required.
- b. Press F2 key after each individual record to receive next new blank record.
- c. Press Shft-F2 key after the last country record has been typed This will advance user to Question #19 on Page 7.
- d. NOTE: The user may indicate more than one purpose for a visit to a foreign country by separating the purpose codes with a comma, e.g., '1,2'.

13. Question #19 MILITARY RECORD -

- a. Fill-in the blank data fields as required.
- b. Press Shft-F2 key to advance to Question #20 on Page 7.

14. Question #20 SELECTIVE SERVICE -

- a. Fill-in the blank data fields as required.
- b. Press Shft-F2 key to advance to Question #21 on Page 7.

15. Question #21 MEDICAL RECORD -

- a. Fill-in the blank data fields as required.
- b. Press Shft-F2 key to advance to Question #22 on Page 7.

16. Question #22 EMPLOYMENT RECORD -

- a. Fill-in the blank data fields as required.
- b. Press Shft-F2 key to advance to Question #23 on Page 7.

17. Question #23 POLICE RECORD -

- a. Fill-in the blank data fields as required.
- b. Use PageUp/PageDn keys to view all screens.
- c. Press Shft-F2 key to advance to Question #24 on Page 8.

18. Question #24 ILLEGAL DRUGS AND DRUG ACTIVITIES -

- a. Fill-in the blank data fields as required.
- b. Use PageUp/PageDn keys to view all screens.
- c. Press Shft-F2 key to advance to Question #25 on Page 8.

19. Question #25 USE OF ALCOHOL -

- a. Fill-in the blank data fields as required.
- b. Use PageUp/PageDn keys to view all screens.
- c. Press Shft-F2 key to advance to Question #26 on Page 8.

20. Question #26 INVESTIGATIONS RECORD -
 - a. Fill-in the blank data fields as required.
 - b. Use PageUp/PageDn keys to view all screens.
 - c. Press Shft-F2 key to advance to Question #27 on Page 8.
21. Question #27 FINANCIAL RECORD -
 - a. Fill-in the blank data fields as required.
 - b. Use PageUp/PageDn keys to view all screens.
 - c. Press Shft-F2 key to advance to Question #28 on Page 9.
22. Question #28 FINANCIAL DELINQUENCIES -
 - a. Fill-in the blank data fields as required.
 - b. Use PageUp/PageDn keys to view all screens.
 - c. Press Shft-F2 key to advance to Question #29 on Page 9.
23. Question #29 PUBLIC RECORD CIVIL COURT ACTIONS -
 - a. Fill-in the blank data fields as required.
 - b. Use PageUp/PageDn keys to view all screens.
 - c. Press Shft-F2 key to advance to Question #30 on Page 9.
24. Question #30 ASSOCIATION RECORD -
 - a. Fill-in the blank data fields as required.
 - b. Press Shft-F2 key to advance to the Continuation space on Page 9.
25. PAGE 9 CONTINUATION SPACE - This is a multiple record item.
 - a. This is a multi-record screen which allows the user to view more than one record at a time.
 - b. Maximum number of records per SSN: 9
 - c. Fill-in the blank line as required. Format is free form. Data field is displayed as two 65 character lines on the screen. This will be printed as one 130 character line on the form.
 - d. Press F2 key after each individual record to receive next new blank record.
 - e. Press Shft-F2 key after the last continuation record has been typed.
 - f. If more continuation pages are needed, go to step #25, otherwise press Esc to end data entry session.

26. CONTINUATION SHEET (CPX) - This is a multiple record item.

- a. This is a multi-record screen which allows the user to view more than one record at a time.
- b. Maximum number of records per SSN: 36
- c. Fill-in the blank line as required. Format is free form. Data field is displayed as two 65 character lines on the screen. This will be printed as one 130 character line on the form.
- d. Press F2 key after each individual record to receive next new blank record.
- e. Press Shft-F2 key after the last continuation record has been typed. User is returned to Data Entry Menu.

27. NOTE: The date fields (those specifying Month/Year) are 6 character fields; enter MM/YY. The extra byte is available for the user to enter any special character, e.g., '*', either before or after the date, in order to indicate that the person is simply not sure of the exact date. In other words, this date is approximate.

3.4 PARTIAL DATA ENTRY

This mode can only be used when a question has had nothing entered in it initially. If the user needs to add new records to an existing question, use the Insert option in the EDIT mode. (see 4.2.3 INS Key)

P A R T I A L D A T A E N T R Y M O D E

Enter Social Security Number.:_____

Enter QSP Question Number.....:_____

1. To cancel edit; press ESC key.
2. Blank SSN will activate Name Search.
3. For cont. pages, Question no. CP1 = Pg. 9, CPX = Extra Pages.

1. At the Partial Data Entry Screen, enter employee's SSN. (Blank SSN activates the Name Search Utility; Esc key will cancel data entry and return to Main Menu.)
2. Program will verify entered SSN against QSP Master Table (QST_1-8).
3. If entered SSN is not found, a message indicating such is displayed and the SSN will have to be re-entered.

4. If entered SSN is marked as completed, this process is canceled and the user is returned to the Data Entry Menu.
5. If entered SSN is valid, the user is prompted for question number. (Blank question number will cause program to loop up and prompt to re-enter SSN.) NOTE: This entry is case sensitive.
6. Program will verify entered question no. against a lookup table that has all valid question numbers in it.
7. If the entered question number is invalid, a message indicating such is displayed and the user will have to re-enter the question number.
8. If the entered question no. is valid, the data entry screen will be displayed and will act the same as if the user were in the Complete Data Entry mode.

3.5 PART 2 DATA ENTRY ONLY

This procedure can be used to enter just Part 2 data if the person has NOT been previously entered. If a person has been previously entered, use the Edit mode to view the QSP data question number by question number.

1. At the Data Entry Menu Screen, select COMPLETE QSP FORM DATA ENTRY and press Enter key.
2. When a blank Page 1 is displayed, type the information required.
3. Program will verify entered SSN against QSP Master Table.
4. When done with Page 1, press Shft-F2 keys to save Page 1 data.
5. Press Esc key to return to Data Entry Menu Screen.
6. Select PARTIAL QSP FORM DATA ENTRY and press Enter key.
7. At the prompt, type person's SSN and press Enter key.
8. At the question number prompt, type 19 and press Enter key. (Question 19 is the first question of the Part 2 section on Page 7.)
9. The user may now input Part 2 data in blank record displayed on the screen. The rest of the Part 2 section (Pages 8 & 9) will follow as the user presses Shft-F2 upon the completion of each page.
10. To cancel and return to Data Entry Menu Screen, press Esc key.

3.6 A-P DATA ENTRY

This procedure can be used to enter just Items A-P data if the person has no A-P data has been previously entered. If data has been previously entered, use the Edit mode to view the items by entering "AP" as the question number.

1. Select A-P DATA ENTRY and press Enter key.
2. At the prompt, type person's SSN and press Enter key.
3. Program will verify entered SSN against QSP Master Table.
4. If entered SSN is not found, a message indicating such is displayed and the SSN will have to be re-entered.
5. If entered SSN is marked as completed, this process is canceled and the user is returned to the Main Menu.
6. If entered SSN is valid, the program will search for an existing A-P QSP record. If not found there, new entry is assumed and the data entry screen with blank record is displayed.
7. The user may now input A-P data in blank record displayed on the screen. The data entry is limited to just Items A through P. When done, press F2 key.
8. To cancel and return to Data Entry Menu Screen, press Esc key.

3.7 QUIT

This selection will take the user back to the Main Menu.

3.8 MESSAGES FROM DATA ENTRY PROGRAMS

1. "DUPLICATE SSN FOUND ON FILE...USER MUST MODIFY SSN TO INPUT NEW RECORD, OR ESC TO CANCEL RECORD ENTRY...PRESS ANY KEY TO CONTINUE

CAUSE: An attempt was made to enter a new QSP with a SSN that is already in the QSP Master table.

USER ACTION REQ'D: Press any key to receive further instructions.

2. "This Social Security Number is not found in Master Table (QST_1-8)"

CAUSE: From Partial Data Entry mode, the entered SSN was not found in the QSP Master table (QST_1-8) when the verify process was done. Only SSN's matching existing SSN's in the QSP Master table are allowed.

USER ACTION REQ'D: None. Program will automatically loop back to allow user to re-enter SSN or exit.

3. "Not one of the possible values for this field"

CAUSE: A number not matching the valid question numbers was entered.

USER ACTION REQ'D: None. Program will automatically allow user to re-enter question number.

4. "Record(s) exists...Use EDIT Mode to enter more or to view..."

CAUSE: From Partial Data Entry mode, one or more records matching the entered SSN currently exist for the desired question. Perhaps the user had previously entered one record in a multi-record question and is now trying to use Partial Data Entry mode to enter more records for that question. In any case, the EDIT mode must be used to view what has previously been entered.

USER ACTION REQ'D: 1. Press any key which will cause program to loop back to allow user to re-enter SSN and question number.

2. Quit out of DATA ENTRY mode and select EDIT to view records.

5. "This QSP is marked as completed & archived...Cancel..."

CAUSE: When the entered SSN was being validated, the Date Archived field was non-blank indicating a completed/archived QSP.

USER ACTION REQ'D: 1. Press any key. The program will continue on.

Note: This QSP may be recalled from the Archive tables (see Sec 7.3) if it has indeed been archived. Otherwise, the user may unmark the QSP by following Sec. 7.2.

4.0 EDIT

4.1 PRE-EDIT SCREEN

<p>E D I T M O D E</p> <p>Enter Social Security Number: _____ Enter QSP Question Number....: _</p> <ol style="list-style-type: none">1. To cancel edit, press ESC key.2. Blank SSN will activate Name Search.3. For cont. pages, Question no. CP1 = Pg. 9, CPX = Extra Pages. For Pg1 items A-P, use 'AP'.
--

1. Enter employee's SSN. (Blank SSN activates Name Search Utility. Esc key will cancel edit mode and return to Main Menu.)
2. Program will verify entered SSN against QSP Master Table.
3. If entered SSN is not found, a message indicating such is displayed and the SSN will have to be re-entered.
4. If entered SSN is marked as completed, this process is canceled and the user is returned to the Main Menu.
5. If entered SSN is valid, the user is prompted for question number. (Blank question number will cancel edit mode and return to Main Menu.) NOTE: This entry is case sensitive.
6. Program will verify entered question no. against a lookup table that has all valid question numbers in it.
7. If the entered question number is invalid, a message indicating such is displayed and the user will have to re-enter the question number.
8. If the entered question number is valid, a check is made to see if a record exists for that question.
9. If a record exists, the record will be displayed.
10. If no record exists for that question, the following prompt will be displayed:

"Do you wish to insert data for this question ? (Y/N)"

4.1 PRE-EDIT SCREEN

A "yes" answer will invoke an insert process similar to the data entry process that will allow the user to enter data just for that one question (see 2.0 DATA ENTRY for explanation of options and keys). A "no" answer will prompt the user to re-enter the question number.

4.2 EDIT SCREEN OPTIONS

ESC=Cancel F2=Done/Save INS=Insert new seq rec DEL=Delete rec F1=St Lookup F9=↓ Rec F10=↑ Rec F3=↑ Tbl F4=↓ Tbl F5=Date Gap Chk CTL-F=Field Edit

The above will appear at the top of all data entry screens. Each choice refers to a keypress the user may use during an edit session. They may all be pressed at any time with the exception of the F1 key (see below). The following briefly describes each option.

4.2.1 F1 Key

Same as 2.2.1 F1 Key.

4.2.2 F2 Key

This is the record "save" key. This key would save all changes made to the current record image. It will return the user to the Pre-Edit Screen.

4.2.3 INS Key

Upon pressing this key a check is made to see if question is a multiple record type. If it is, it will allow the insert process to continue; otherwise, a message will be displayed informing the user that the insert attempt will not be allowed.

NOTE: Only 1 insert record per INS keypress, except Question #11.

The following outlines the insert process.

YES	NO
Proceed with Insert	Cancel Insert

1. The above is displayed when the INS key is pressed and is a safety check in case of an errant keystroke.

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2. A "no" answer will display the following message: "Insert canceled...Press ENTER key." The insert process is canceled and returns the user to the Edit screen.

3. A "yes" answer will prompt the user with the following:

"Social Security Number is xxx-xx-xxxx
Enter New Record Sequence Number: _____ (Prev. # was 01)
(Blank number or ESC key will cancel insert)"

4. Fill-in the sequence number blank with the next sequential record number. Except for Question #11, the record sequence number is a 2-digit number; use leading zeroes on sequence numbers 1-9. For example, if there are 2 school records (Question #10) existing, and the user wishes to enter a third, then the record sequence number would be "03".

5. Several checks will take place upon entering the record sequence number:

1st - Check for blank sequence number. If blank, program will return user to Edit screen.

2nd - Check for maximum sequence number for that question. If the question is a multiple record type, the program will check to see if the sequence number entered is greater than the maximum number set for that question. If it is greater than, an error message is displayed (see 4.2.9) and the user will have to re-enter it or exit with a blank number. If it is less than the maximum allowed, the program will accept it.

3rd - Check for existing record with the entered SSN and record sequence number. If a record does exist, an error message is displayed (see 4.2.9) and returns user to the Edit screen. If none exists, a new blank record is created and displayed.

6. A new menu appears at the top of the screen:

F1 = ST Lookup	F2 = Done/Save	ESC = Cancel Insert/No Save
----------------	----------------	-----------------------------

These keys perform the same functions as has been previously described. Fill-in the data fields as required.

7. If F2 key is pressed, the program will save the new record and it will be the current record image when the user is returned to the Edit screen.

8. If Esc is pressed, the user will be returned to the record image that was displayed before the INS key was pressed.

4.2.4 DEL Key

This key will invoke a "delete" process outlined below.

1. A safety check prompt is then displayed in case of an errant keystroke.

YES	NO
Proceed with Delete	Cancel Delete Process

2. A "no" answer will display the following message: "Delete canceled...Press ENTER key." The delete process is canceled and returns the user to the Edit screen.

3. A "yes" answer will take one of the two branches:

- a. If the question is not a multiple record type, the following menu is displayed at the top of screen:

Select Field : Delete this field data only
All Fields : Delete ALL data fields on this record
ESC : Cancel delete process

Select Field - This selection will delete just the contents of the data field that the cursor is on and the message "Field Deleted..." is displayed. The user is then returned to the Edit screen with the current record.

All Fields - This selection will delete the contents of all the data fields, thereby leaving a blank record. A message "All Fields Deleted..." is then displayed. The user is returned to the Edit screen displaying the current record.

(If this selection is made while editing Questions 1, 2, 3, 5, 6, 7 or 8, a message "All Fields Deletion Not Allowed in Master Table..." is displayed and the user is returned to the Edit screen with the current record displayed.)

ESC - Returns the user to the Edit screen displaying the current record.

- b. If the question is a multiple record type, the following menu is displayed at the top of the screen:

Select : Delete only current sequential record
All : Delete ALL current sequential records with this SSN
ESC : Cancel delete process

Select - This selection will delete just the current record that was displayed when the DEL key was pressed. A "Record deleted" message will be displayed and the program will return to display the previous sequential record (current record - 1). If that record has a different SSN than the one deleted, the program will return the user to the Pre-Edit screen.

All - This selection will delete all records with matching SSN. The number of records found and deleted will be displayed. The program returns the user to the Pre-Edit screen.

ESC - Returns the user to the Pre-Edit screen.

4.2.5 F9 Key

This key allows the user to view and edit the next record in ascending order for that SSN (current record + 1). This is only useful with the multiple record questions e.g #9,#10,etc.

4.2.6 F10 Key

This key allows the user to view and edit the previous sequential record for that SSN (current record - 1). This key is only useful with the multiple record questions e.g #9,#10,etc.

4.2.7 F3 Key

This key allows the user to switch from the previous employment table back to the most recent employment period record. This key is only active with the multiple table question #11.

4.2.8 F4 Key

This key allows the user to switch from the most recent employment period record back to the previous employment table. This key is only active with the multiple table question #11.

4.2.9 F5 Key

This key allows the user to invoke the Date Gap Check utility for any multiple record questions with date ranges, but it is most applicable to Questions #9 (Residences) and #11 (Employment) which should not have date gaps. See Section 8.3 in Utilities for complete explanation.

4.2.10 ESC Key

This key does not save the current record image. It will return the user to the Pre-Edit screen. It may be pressed at any time.

4.2.11 OTHER EDITING KEYS

CTRL-BACKSPACE - "Turbo Backspace" erases contents of the entire field.

CTL-F or ALT-F5 - This key will enable the user to make changes within a field. With the cursor on the field, press the CTL-F key. By doing so the cursor will then be highlighted and by using the arrow keys the user can move freely within the field to get to the point of the error. By placing the cursor just right of the error and using the Backspace key, the user can remove any characters necessary and type in the correction. The DEL key may not be used for field and/or record deletion purposes. When the change has been made, press the Return key to exit out of Field Edit mode.

4.3 MESSAGES FROM EDIT PROGRAM

1. "SSN not found for Question xx
Do you wish to insert data for this question? (Y/N)"
CAUSE: No record was found after searching the appropriate data table with the entered SSN for a particular question number.

USER ACTION REQ'D: A "yes" answer will put the user into an insert mode for just that question. The program will loop back to the Pre-Edit screen upon leaving the insert mode. A "no" answer will cause the program to return to the Pre-Edit screen.

2. "No remaining records with this SSN..."

CAUSE: The resultant message when no records matching the entered SSN are found with either a F9 or F10 keypress.

USER ACTION REQ'D: None. Message is informational.

3. "This Social Security Number is not present in Master Table (QST_1-8)"

CAUSE: The entered SSN was not found in the QSP Master table (QST_1-8) when the verify process was done. Only SSN's matching existing SSN's in the QSP Master table are allowed.

USER ACTION REQ'D: None. Program will automatically loop back to allow user to re-enter SSN or exit.

4. "Not one of the possible values for this field"

CAUSE: A number not matching the valid question numbers was entered.

USER ACTION REQ'D: None. Program will automatically loop back to allow user to re-enter question number.

5. "Duplicate Record exists...Check record sequence number"

CAUSE: An existing record was found matching the entered SSN, question number, and sequence number.

USER ACTION REQ'D: Re-enter sequence number.

6. "Sequential number not allowed...Max Sequential records reached"

CAUSE: A sequence number equal to or greater than the maximum number allowed for a particular question was entered.

USER ACTION REQ'D: Re-enter sequence number.

7. "Inserting not allowed in a non-repeating data table..."

CAUSE: INS key was pressed while editing a question that is not a multiple record question.

USER ACTION REQ'D: Press ENTER key.

8. "This QSP is marked as completed & archived...Cancel..."

CAUSE: When the entered SSN was being validated, the Date Archived field was non-blank indicating a completed/archived QSP.

USER ACTION REQ'D: 1. Press any key. The program will continue on.

Note: This QSP may be recalled from the Archive tables (see Sec 6.3) if it has indeed been archived. Otherwise, the user may unmark the QSP by following Sec. 6.2.

9. "Delete Process Canceled..."

CAUSE: NO was selected at Delete Menu.

USER ACTION REQ'D: Press Enter key. Program will return to original edit screen.

10. "Insert Canceled..."

CAUSE: NO was selected at Insert Menu.

USER ACTION REQ'D: Press Enter key. Program will return to original edit screen.

5.0 PRINTING PROCEDURES

5.1 PRINT QSP FORM MENU

Upon selecting the PRINT QSP FORM at the Main Menu, the following screen will be displayed:

Enter SSN to be printed: _____		(Blank SSN will activate Name Search Process)
Page 1 > F1	Page 6 > F6	All Pgs > Shft F1
Page 2 > F2	Page 7 > F7	Extra Pgs (CPX) > Shft F2
Page 3 > F3	Page 8 > F8	SF86A PG A > Shft F3
Page 4 > F4	Page 9 > F9	SF86A PG B > Shft F4
Page 5 > F5	Page 10 > F10	Enter new SSN > Enter
	Page 11 > Alt F10	Quit Menu > ESC

1. Fill-in the SSN and press the Enter key. If left blank, the program will invoke the Name Search Process.
2. The program then verifies the entered SSN against the QSP Master file. If entered SSN is marked as completed, it will be assumed it has been archived and display "Archive" in the upper right hand corner of the Print Menu as which data table the QSP is being printed from.
3. If the entered SSN is still active, the word "Active" will be displayed in the upper right hand corner of the Print Menu screen. This reveals the set of data tables the QSP is being printed from.
4. If the entered SSN is valid, the user may then press the desired function key. These keys should be pressed one at a time. Once a Function key is pressed, the displayed equivalent is highlighted e.g. if the user presses F4, the characters "F4" change color to signify that a selection has been made.

NOTE: 1. If F2 or F4 is pressed, a check is made to see if there are enough records to print the continuation page A or B. If there are, the "Shft F3" and "Shft F4" will begin flashing on the screen, signalling the user that those pages are available to print.

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- NOTE: 2. Be careful pressing the various function keys. The keys can be sensitive. Holding down the function key will cause a number of keystroke signals to be sent to the program which will interpret each signal as a keystroke thereby causing it to print a page for each keystroke.
- NOTE: 3. The Shft-F1 key will print pages 1-11 plus continuation pages which contain data automatically. This can tie up a printer for a while. In an effort to save paper, when executing a Shft-F1 print-out, the program will no longer print CPX continuation pages which do not contain data records.
- NOTE: 4. The address and city of a person who can verify applicant's residence will print with the address data "stacked" above the city data.
- NOTE: 5. The nonnumbered question at the bottom of page 6 which requests the numbers of any questions which have been continued on the CPX continuation sheet is entered only for the purpose of printing; i.e., it is not stored in any QSP data table. Therefore, it will be necessary to enter it each time the user accesses and then prints the SSN.
5. If the entered SSN is not valid, a message indicating such is displayed (see below), and the user may re-enter the SSN.
 6. The user may stay in this menu and print as many pages as are needed. If multiple SSN's are to be printed, the user may press the Enter key after each SSN prints to completion; this will blank out the SSN and permit the user to enter a new SSN.
 7. To leave the menu, press Esc.

5.2 MESSAGES FROM PRINT MENU

1. "This Social Security Number is not present in the data files
Press any key"

CAUSE: The entered SSN was not found in the QSP Master table (QST 1-8) when the verify process was done. Only SSN's matching existing SSN's in the QSP Master table are allowed.

USER ACTION REQ'D: None. Program will automatically loop back to allow user to re-enter SSN or exit.

2. "INVALID CHOICE...Try again"

CAUSE: A function key other than those valid was pressed.

USER ACTION REQ'D: None. Program will automatically loop back to allow user to re-key selection.

3. "SSN Not Found in Master File...Insufficient data to produce Page 1...Press any Key"

CAUSE: The entered SSN was not found in the Master File (QST_1-8) when F1 was pressed.

USER ACTION REQ'D: None. The program will loop back for user to make another selection.

4. "Data table is empty..."
"Insufficient data to produce Page 1...Press any key"

CAUSE: No data was found for the data table defined for Page 1 data (QST_1-8).

USER ACTION REQ'D: None. The program will loop back for user to make another selection.

5. "No Address records found for entered SSN...Checking now for School records..."

CAUSE: The entered SSN was not found in the table containing residence history data (QST_9). It assumes that a person has to have at least 1 address, if not, don't print any of Page 2 until there is.

USER ACTION REQ'D: None. The program will automatically loop back to menu for user to make another selection.

6. "Address table is empty..."
"Checking for School data to produce Page 2...Press any key"

CAUSE: No data was not found in the table containing residence history data (QST_9).

USER ACTION REQ'D: None. The program will automatically loop back to menu for user to make another selection.

7. "School data table is empty..."
"Press any key"

CAUSE: No data was found in the table defined for school history data (QST_10).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

8. "No Employment History records found for entered SSN..."
"Insufficient data to produce Page 3..Press any key"
"No Employment History records found for entered SSN..."
"checking reference data table for Page 4..Press any key"

CAUSE: The entered SSN was not found in the table containing work history data (QST_11).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

9. "Employment data table is empty..."
"Insufficient data to produce Page 3...Press any key"

CAUSE: No data was found in the table defined for Employment History data (QST_11).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

10. "Reference data table is empty..."
"Press any key"

CAUSE: No data was found in the table defined for References data (QST_12).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

11. "Marital Status data table is empty..."
"Checking rest of data tables for Page 5...Press any key"

CAUSE: No data was found in the table defined for Marital Status data (QST_13).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

12. "Relatives data table is empty..."
"Press any key"

CAUSE: No data was found in the table defined for Relatives data (QST_14).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

13. "Citizenship of Relatives data table is empty..."
"Checking rest of data tables for Page 6...Press any key"

CAUSE: No data was found in the table defined for Citizenship of Relatives data (QST_15).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

14. "Military History data table is empty..."

CAUSE: No data was found in the table defined for Military History data (QST_16).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

15. "Foreign Activities data table is empty..."
"Checking rest of data tables for Page 6...Press any key"

CAUSE: No data was found in the table defined for Foreign Activities data (QST_17).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

16. "Visited Foreign Countries data table is empty..."
"Press any key"

CAUSE: No data was found in the table defined for Foreign countries have visited (QST_18).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

17. "All Page 6 data tables were empty..."
"Insufficient data to produce Page 6...Press any key"

CAUSE: No data was found in any of the tables defined for Page 5 data.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

18. "Military Records data table is empty..."
"Checking rest of data tables for Page 7...Press any key"

CAUSE: No data was found in the table defined for Military Records (QST_19).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

19. "Selective Service data table is empty..."
"Checking rest of data tables for Page 7...Press any key"

CAUSE: No data was found in the data table defined for Selective Service data (QST_20).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

20. "Medical Record data table is empty..."
"Checking rest of data tables for Page 7...Press any key"

CAUSE: No data was found in the data table defined for Medical Record data (QST_21).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

21. "Employment Record data table is empty..."
"Checking rest of data tables for Page 7...Press any key"

CAUSE: No data was found in the data table defined for Employment Record data (QST_22).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

22. "Police Record data table is empty..."
"Press any key"

CAUSE: No data was found in the data table defined for Police Record data (QST_23).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

23. "All Page 7 data tables were empty..."
"Insufficient data to produce Page 7...Press any key"

CAUSE: No data was found in any of the tables defined for Page 7 data.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

24. "Extra Continuation Page data table is empty..."
"Insufficient data to produce Cont Page...Press any key"

CAUSE: No records were found in the "Extra Pages" data table.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

25. "Illegal Drug & Alcohol data table is empty..."
"Checking rest of data tables for Page 8...Press any key"

CAUSE: No data was found in the data table defined for Drug and Alcohol record data (QST_24).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

26. "Use of Alcohol data table is empty..."
"Checking rest of data tables for Page 8...Press any key"

CAUSE: No data was found in the data table defined for Use of Alcohol record data (QST_25).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

27. "Investigations Record data table is empty..."
"Checking rest of data tables for Page 8...Press any key"

CAUSE: No data was found in the data table defined for
Investigations Record data (QST_26).

USER ACTION REQ'D: None. The program will automatically loop back to
allow the user to make another selection.

28. "Financial Record data table is empty..."
"Press any key"

CAUSE: No data was found in the data table defined for Financial
Record data (QST_27).

USER ACTION REQ'D: None. The program will automatically loop back to
allow the user to make another selection.

29. "All Page 8 data tables were empty..."
"Insufficient data to produce Page 8...Press any key"

CAUSE: No data was found in any of the tables defined for Page 8
data.

USER ACTION REQ'D: None. The program will automatically loop back to
allow the user to make another selection.

30. "Financial Delinquencies Record data table is empty..."
"Checking rest of data tables for Page 9...Press any key"

CAUSE: No data was found in the data table defined for Financial
Record data (QST_28).

USER ACTION REQ'D: None. The program will automatically loop back to
allow the user to make another selection.

31. "Public Record Civil Court Action data table is empty..."
"Checking rest of data tables for Page 9...Press any key"

CAUSE: No data was found in the data table defined for Public
Record Civil Court Action data (QST_29).

USER ACTION REQ'D: None. The program will automatically loop back to
allow the user to make another selection.

32. "Association Record data table is empty..."
"Press any key"

CAUSE: No data was found in the data table defined for Associations Record data (QST_30).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

33. "Page 9 Continuation Space data table is empty..."

CAUSE: No data was found in the data table defined for the Page 9 Continuation Space (PG9_CONT).

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

34. "All Page 9 data tables were empty..."
"Insufficient data to produce Page 9...Press any key"

CAUSE: No data was found in any of the tables defined for Page 9 data.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

35. "Data table is empty..."
"Insufficient data to produce Page 10...Press any key"

CAUSE: No data was found in the data tables used for producing Page 10.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

36. "No Name record was found with entered SSN..."
"Insufficient data to produce Page 10...Press any key"

CAUSE: No record was found in QSP Master File for use on Page 10.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

37. "Data table is empty..."
"Insufficient data to produce Page 11...Press any key"
- CAUSE: No data was found in the data tables used for producing Page 11.
- USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.
38. "No Name record was found with entered SSN..."
"Insufficient data to produce Page 11...Press any key"
- CAUSE: No record was found in QSP Master File for use on Page 10.
- USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.
39. "Data table is empty..."
"Insufficient data to produce Page A...Press any key"
- CAUSE: No data was found in the data table used for producing Page A of the SF86A Continuation Sheet (QST_1-8).
- USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.
40. "Address data table is empty..."
"Checking for overflow School data records...
Press any key"
- CAUSE: No data was found in the data table defined for Question 9 (QST_9).
- USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.
41. "No SF86A Continuation Page A produced..."
"lack of overflow data..."
- CAUSE: No more extra records were found for Questions 9 and 10.
- USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

42. "Employment data table is empty..."
"Insufficient data to produce Page B...Press any key"

CAUSE: No extra records were found for Question 11.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

43. "No SF86A Continuation Page B produced..."
"lack of overflow data..."

CAUSE: No more extra records were found for Question 11.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

44. "No form will be printed as no data was entered for this SSN..."

CAUSE: A record was created for the SSN, but no data has been entered.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

45. "No extra continuation records found with entered SSN..."
"Insufficient data to produce form...Press any key"

CAUSE: The table has records, but none matching the SSN.

USER ACTION REQ'D: None. The program will automatically loop back to allow the user to make another selection.

6.0 ARCHIVE MODULE

6.1 CHOICES

Upon selecting the ARCHIVE MODULE at the Main Menu, the following menu is displayed:

```
Mark Completed QSPs  Recall Archived QSPs  Query Archived QSPs  Quit
```

To select any of the choices, either highlight the choice and press Enter key or type in the first letter of the choice.

6.2 MARK COMPLETED QSPs

This selection menu is an optional. It is not a required procedure for QSP version 4.0. Therefore you may skip the following steps: 6.2.1, 6.2.2, 6.2.3.

This choice allows the user to mark a QSP as complete by filling in a Date Completed field. This date field is then used by the off-hours archive program to select it and archive it by placing it in the archive tables. It may also be used to unmark completed QSPs provided the archive program has not been run. To cancel the marking process at any time, press Esc at any of the three prompts. The following is displayed:

MARK / UNMARK COMPLETED QSPs

SSN:_____

DATE COMPLETED:_____

CLERK'S INITIALS:____

- > Fill-in SSN and Date Completed fields of completed QSP.
To cancel marking process, Press ESC key.
- > Hitting Space Bar 3 times will fill-in w/Today's date if desired.
- > Blank out Date Completed will cancel archiving this QSP.

6.2.1 TO MARK COMPLETED QSPs:

1. At the prompt, type the SSN of the completed QSP and press Enter key.
2. The program then verifies the entered SSN against the QSP Master File.
3. At the prompt, type the date QSP was completed and press Enter key. (Shortcut: If today's date is to be used, pressing the Space bar 3 times will fill-in with today's date.)
4. At the prompt, type your initials and press Enter key.
5. The program will automatically loop back to prompt for another SSN. To stop the marking process, press Esc key.

6.2.2 TO UNMARK A QSP:

1. At the prompt, type the SSN of the completed QSP you wish to unmark and press Enter key.
2. The program then verifies the entered SSN against the QSP Master File.
3. Press any key if message is displayed.
4. Blank-out date field by pressing Backspace key. (Shortcut: Press CTRL-Backspace keys once to blank out entire date field.)
5. Leave initials in field. Press Enter key.
6. QSP is now unmarked. To exit, press Esc key.

6.2.3 MESSAGES FROM MARK/UNMARK PROCESS

1. "SSN not found in Master Table...Recheck SSN or blank out to quit"
CAUSE: Entered SSN was not found during validation process.
USER ACTION REQ'D: Press any key to continue. Re-enter SSN or Esc key to quit.

6.3 RECALL ARCHIVED QSPs

This choice allows the user to bring back a previously archived QSP and make it active again by moving it from the archive data tables back to the active data tables. The user has the option to lookup a person by name and then select the person from the screen. The following is the recall screen:

<p>RECALL ARCHIVED QSP</p> <p>SSN: _____</p> <p>> Fill-in SSN or Blank SSN activates Name Search. > To cancel & exit, Press ESC key.</p>
--

6.3.1 TO RECALL BY SSN:

1. Enter SSN of the desired archived QSP and press Enter key.
Blank SSN activates the Name Search Utility.
DO NOT INTERRUPT PROCESS ONCE IT HAS STARTED!!!
2. The program will then verify the entered SSN against the archive Master File. If not valid, a message indicating such will be displayed with a prompt to continue. If valid, the recall process will begin and a "Recall in Progress" message is displayed. After the archive records are copied to active data tables, the program deletes them from the archive tables so there will be no archive copy. Note: The Recall process does *NOT* copy over archived A-P data items. These must be keyed in new by the QSP clerk.
3. After the recall process reaches table 25 of 25, the program will return to the Archive Menu Screen and the QSP is available for editing, printing, etc.

6.3.2 MESSAGES FROM RECALL PROCESS

1. "Entered SSN not found in Archive Master Table...Press any key"

CAUSE: Entered SSN was not found during validation process.

USER ACTION REQ'D: Press any key to continue. Program will return to Archive Menu Screen.

2. "No more records that match entered value(s)..."

CAUSE: No other records matching the entered name were found after the F2 key was pressed.

USER ACTION REQ'D: Press any key. Program will return to Archive Menu Screen.

3. "No match found matching entered values...Re-enter value(s)"

CAUSE: No record was found matching the entered value.

USER ACTION REQ'D: Press any key. Program will loop back to enter new First and Last name.

4. "Recall in Progress...DO NOT INTERRUPT!"

CAUSE: All entered values have passed validation process and recall process has begun.

USER ACTION REQ'D: None. Informational message only.

6.4 QUERY ARCHIVED QSPs

This choice allows the user to lookup or "query" information from QSPs that have been previously archived. The query process is done by question number much like the Edit mode on active QSPs. However, the user has the option of querying by name if the SSN is not readily known. The Recall screen as shown in 6.3 above is used by the Query program.

<p>Q U E R Y A R C H I V E D Q S P</p> <p>SSN: _____</p> <p>> Fill-in SSN or Blank SSN activates Name Search. > To cancel & exit, Press ESC key.</p>
--

6.4.1 TO QUERY BY SSN:

1. At the prompt, type the SSN and press Enter key. Blank SSN will activate the Name Search Utility.
2. The program will then verify the entered SSN against the archive Master File. If not valid, a message indicating such will be displayed with a prompt to continue.
3. If valid, type question number and press Enter key.
4. The program will verify the question number against a lookup table that contains all valid question numbers.
5. If entered question number is invalid, a message indicating such is displayed and the user will have to re-enter it.
6. If question number is valid and a data record exists, the record is displayed.
7. If no data exists for entered question, a message indicating such is displayed and the user will have to press a key for the program to return to the Archive Menu Screen.

8. Once a record is displayed, four (4) key choices appear at the top of the screen: F2 or Esc will return user back to Archive Menu Screen, F9 key will display the next sequential record if the question is a multi-record type of question i.e. #9, #10, #11. Conversely, the F10 key will display the previous sequential record.
9. Press F2 or Esc to end query and return back to the Archive Menu Screen.

6.4.2 MESSAGES FROM ARCHIVE QUERY PROCESS

1. "SSN not found for question xx..."

CAUSE: No data was found for the particular question number when program searched using entered SSN.

USER ACTION REQ'D: Press any key to continue. Program will loop to allow user to re-enter Question number.

7.0 UTILITIES

7.1 CHOICES

Upon selecting UTILITIES at the Main Menu, the following menu is displayed:

LOCATE BY NAME	DATE GAP CHECK	BLANK FIELD CHECK	MODIFY SSN
DELETE QSP RECS	DELETE PART 2 ONLY	LIST ALL QSPs	
PRINT BLANK QSP PACKAGE	EDIT A-P DEFAULT VALUES	QUIT	

To select one, either highlight the choice and press the Enter key or type the first letter of the choice.

7.2 LOCATE BY NAME

This choice allows the user to search through the active QSP Master File to determine a person's SSN by entering the person's First and Last name or just part of the Last name.

<<< Search by Name >>>	
Enter person's Last Name :	_____
Enter person's First Name :	_____
Enter person's Middle Name:	

1. At the prompts, type the person's Last Name, First Name, and Middle Name if you know them, and press the Enter key. If you are not sure of the person's name, it is possible to use a "wild card" to perform a search by entering as much of the Last Name and First Name as you can, followed by two periods. For example, if the person's Last name is FISCHER, and you are not sure whether it is FISCHER or FISHER, you could enter "FIS.." and press the Enter key. To cancel the search, press Esc key at either prompt.
2. If a match is found, the first matching record is displayed.
3. If no match is found, a message indicating such is displayed, and the user will have to press a key to return to the Utilities Menu Screen.

4. Once a record is displayed, three (3) key choices appear at the top of the screen. The F2 key will search for the next record matching the entered values. If more matches are found, they are displayed one at a time. The Esc key will return the user back to the Utilities Menu Screen.
5. If the correct match is displayed on the screen, select the displayed SSN by pressing the F5 key. The SSN will be captured and validated, and the record will be returned to the operation from which the name search was invoked.
6. Press Esc key to return to the Utilities Menu Screen.

7.2.1 MESSAGES FROM LOCATE BY NAME PROCESS

1. "No more records that match entered values..."

CAUSE: No other records matching the entered name were found after the F2 key was pressed.

USER ACTION REQ'D: Press any key. Program will return to Utilities Menu Screen.

2. "No match found matching entered values...Re-enter value(s)"

CAUSE: No record was found matching the entered value.

USER ACTION REQ'D: Press any key. Program will loop back to enter new value.

3. "All key fields are blank...Last name is the minimum to be used..."

CAUSE: Nothing entered in any of the fields to be used for the search.

USER ACTION REQ'D: None. The program will automatically loop back so that the user can enter search key value.

7.3 DATE GAP CHECK

This utility can be either selected from the Utilities Menu Screen or invoked by pressing the F5 key in Edit Mode (see 5.2.9 on page 24).

<p>DATE GAP CHECK</p> <p>Enter Social Security Number.: _____</p> <p>Enter QSP Question Number....: ____</p> <ol style="list-style-type: none">1. To cancel, press ESC key.2. Blank SSN will activate Name Search.3. For cont. pages, Question no. CP1=Pg. 9, CPX=Extra Pages

1. At the first prompt, enter SSN (a blank SSN will bring up the Search by Name screen).
2. At the second prompt, enter the question number for which you would like to check the date ranges, and press the Enter key.
3. The program will search for records with a date gap and return a message at the top of the screen. It will also write the message to a report file.
4. Press any key to continue the search. When the search is complete, the user will be prompted to press the F10 key to view the Date Gap Report or [Esc] to cancel.
5. When viewing the Date Gap Report the user can print the report by pressing 'P', view a HELP screen by pressing the F1 key, or cancel by pressing [Esc].
6. NOTE: This utility is able to detect and ignore a special character used to designate an approximate date.

7.3.1 MESSAGES FROM DATE GAP CHECK

1. "Date Gap checking is not allowed on this question..."
CAUSE: A non-multiple record question was selected.
USER ACTION REQ'D: None. Program will automatically loop back to allow the user to make another selection.
2. "Date Gap checking is not done on this portion..."
CAUSE: A non-multiple record question was selected.
USER ACTION REQ'D: None. Program will automatically loop back to allow the user to make another selection.

7.4 BLANK DATA FIELD CHECK

This utility can be selected from the Utilities Menu Screen.

```
BLANK DATA FIELD UTILITY

Enter Social Security Number.: _____

Enter 1 to check 1 question or
  A to check All questions: _

1. To cancel, press ESC key.
2. Blank SSN will activate Name Search.
3. For cont. pages, Question no. CP1=Pg. 9, CPX=Extra Pages
```

1. At the first prompt, enter SSN (a blank SSN will bring up the Search by Name screen).
2. At the second prompt, enter '1' if only one question is to be checked or 'A' if all questions are to be checked, and press the Enter key.
3. If the user entered '1', a second screen will be brought up which will prompt for the question number to be checked:

```
BLANK DATA FIELD UTILITY

Enter QSP Question Number: ____

1. To cancel, press ESC key.
2. Blank SSN will activate Name Search.
3. For cont. pages, Question no. CP1=Pg. 9, CPX = Extra Pages
```

Enter the question number to be checked and press Enter.

4. The program will search for data fields with nothing entered in them and write them to a report file. When the search is complete, the user will be prompted to press the F10 key to view the Blank Field Report or [Esc.] to cancel.

5. When viewing the Blank Field Report the user can print the report by pressing 'P', view a HELP screen by pressing the F1 key, or cancel by pressing [Esc].

7.4.1 MESSAGES FROM BLANK DATA FIELD CHECK

1. "No blank fields detected..."

CAUSE: The program found no blank data fields for the question(s) searched.

USER ACTION REQ'D: None. Program will automatically loop back to allow the user to make another selection.

7.5 MODIFY SSN

This choice allows the user to change records that contain an incorrect SSN. The program will automatically go through all the data tables displaying a running total of the number of records changed and the table being changed. Pressing Esc key at either prompt cancels the modification process. Use caution since SSN is THE key field in the system.

<p>SSN CHANGE UTILITY</p> <p>Enter Wrong SSN: _____</p> <p>Enter Correct SSN: _____</p>

1. At the prompt, type the WRONG SSN and press the Enter key.
2. At the prompt, type the CORRECT SSN and press the Enter key.
3. The program will now go through all the data tables and change the affected records. DO NOT INTERRUPT THIS PROCESS!!!
4. When done, the program will display a message and the user must press a key to return to the Utilities Menu Screen.

7.5.1 MESSAGES FROM MODIFY SSN PROCESS

1. "This QSP is marked as completed & archived...Cancel"

CAUSE: When the entered SSN was being validated, the Date Archived field was non-blank indicating a completed /archived QSP.

USER ACTION REQ'D: Press any key. The program will continue on.

2. "Records exist containing new correct SSN...Use Edit Mode..."

CAUSE: When a check was made to see if any records exists with the new entered SSN, some were found.

USER ACTION REQ'D: Press any key. Program will return to Utilities Menu Screen.

3. "Erroneous SSN not found in Master table...Canceling process..."

CAUSE: The SSN that was entered as the "Wrong" SSN was not found in the particular QSP data table. It indicates that no data was entered in that table.

USER ACTION REQ'D: None. Informational message only. Program will move on to the next table.

4. "All Done Changing SSNs in the QSP Tables !!!!..."

CAUSE: All data tables have been searched and all affected records have been modified. Its all done basically.

USER ACTION REQ'D: Press any key. Program will return to Utilities Menu Screen.

7.6 DELETE QSP RECORDS

This choice allows the user to delete a person's entire QSP from the system. Use Caution. Process cannot be reversed.

<p>Q S P R E C O R D D E L E T E U T I L I T Y</p> <p>Enter SSN of Person to DELETE from System:</p> <p>_____</p>

1. At the prompt, type the person's SSN and press the Enter key.
NOTE: The Name Search Utility will *not* be invoked if the SSN is left blank. The user must be absolutely positive about whose records are to be deleted.
2. A safety valve message appears with a Yes/No continuation prompt. A "Yes" answer will start the deletion process. A "No" answer will return the user back to the Utilities Menu Screen.
3. If "Y" is entered, the program will now go through all the data tables and delete the affected records. DO NOT INTERRUPT THIS PROCESS!!!
4. When done, the program will display a message and the user must press a key to return to the Utilities Menu Screen.

7.6.1 MESSAGES FROM DELETE RECORDS PROCESS

1. "This QSP is marked as completed & archived...Cancel..."
CAUSE: When the entered SSN was being validated, the Date Archived field was non-blank indicating a completed /archived QSP.
USER ACTION REQ'D: 1. Press any key. The program will continue on.
2. "All Done Deleting This Person From The QSP System..."
CAUSE: Program is finished deleting records. All tables have been searched.
USER ACTION REQ'D: Press any key. Program will return to Utilities Menu Screen.

7.7 DELETE QSP PART 2 ONLY

This choice allows the user to delete just Part 2 of a person's QSP from the system. Use Caution. Process cannot be reversed.

<p style="text-align: center;">Q S P P A R T 2 D E L E T E U T I L I T Y</p> <p>Enter SSN of Person to DELETE from System:</p> <p style="text-align: center;">_____</p>

1. At the prompt, type the person's SSN and press the Enter key.
NOTE: The Name Search Utility will *not* be invoked if the SSN is left blank. The user must be absolutely positive about whose records are to be deleted.
2. A safety valve message appears with a Yes/No continuation prompt. A "Yes" answer will start the deletion process. A "No" answer will return the user back to the Utilities Menu Screen.
3. If "Y" is entered, the program will start at Question 19 and go through all the remaining data tables and delete the affected records.
DO NOT INTERRUPT THIS PROCESS!!!
4. When done, the program will display a message and the user must press a key to return to the Utilities Menu Screen.

7.7.1 MESSAGES FROM DELETE QSP PART 2 ONLY

1. "This QSP is marked as completed & archived...Cancel"

CAUSE: When the entered SSN was being validated, the Date Archived field was non-blank indicating a completed /archived QSP.

USER ACTION REQ'D: Press any key. The program will continue on.
Note: This QSP may be recalled from the Archive tables (see Sec 7.3) if it has indeed been archived. Otherwise, the user may unmark the QSP by following Sec. 7.2.

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2. "This Social Security Number is not found in Master Table (QST_1-8)."

CAUSE: The entered SSN was not found in the QSP Master table (QST_1-8) when the verify process was done. Only SSN's matching existing SSN's in the QSP Master table are allowed.

USER ACTION REQ'D: None. Program will automatically loop back to allow user to re-enter SSN or exit.

3. "Continuation space on Page 9 and Extra continuation pages should be edited individually for possible Part 2 data... Press any key"

CAUSE: None.

USER ACTION REQ'D: None. This is an informational message. Program will loop back to allow user to perform any necessary editing.

7.8 LIST ALL QSP's

This utility will create a formatted listing of all active and archived QSP's in the system. The report will contain the SSN, the Last name, First name, and Middle initial of the applicant. See example in Appendix H.

7.9 PRINT BLANK QSP PACKAGE

This choice automatically initiates the printing of a complete 13 page blank QSP Packet.

7.10 EDIT A-P DEFAULT VALUES

This option allows the user to edit the default values of the data fields that have been designated as a default field.

1. The program will list each default value field by its field name and its current default value setting. The user is given three choices: Y = edit that value, N = going to next default field, and X = canceling edit and return to menu.
2. If the user edits the default value, a prompt appears asking if the value is correct. A "yes" answer will accept the new default value and go on to the next default field. A "no" answer allows the user to re-enter a new default field value.
3. The program will return to the Utilities Menu after all the default fields have been displayed or when an "X" is entered.

APPENDIX A

QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS (QNSP) BLANK FORMS