

# **LPOR Louisiana Protective Order Registry**

The Louisiana Protective Order Registry (LPOR) user interface was written in Oracle Developer 6.0. The interface is designed to be used in conjunction with Windows 95/98, XP and 2000 with a screen resolution of 640 x 480 pixels. The CARS database is stored on an Oracle 9.0 database management system. The computer hardware should include a VGA monitor, at least a 386 CPU and a programmable mouse in order to properly use the software.

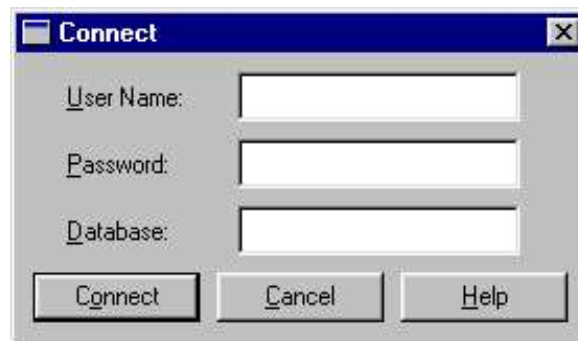
In general, the software consists of a series of data input, edit and inquiry forms/screens along with access to generic reports to assist in the compilation of statistical data. The Judicial Administrator's Office uses the statistical data along with other court case information reports to produce informative and/or statistical reports.

This document contains user information pertaining to the operation and/or use of the LPOR software.

System Access. . . . .	3
LPOR Main Menu. . . . .	4
Common Features of Oracle Developer Forms Runtime.. . . .	5
File Maintenance - Appeals Form. . . . .	10
File Maintenance - Writs and Motions Form.. . . .	15
Reports Menu.. . . .	19
Control File Maintenance Menu. . . . .	20
Monthly and YTD Stats Reports Menu. . . . .	21
Change Oracle Password Dialog. . . . .	22
Court Reporter Entry Form. . . . .	23
Barroll/Judges Listing Form. . . . .	24
Courts Listing Form.. . . .	25
Circuit File Update Form.. . . .	26

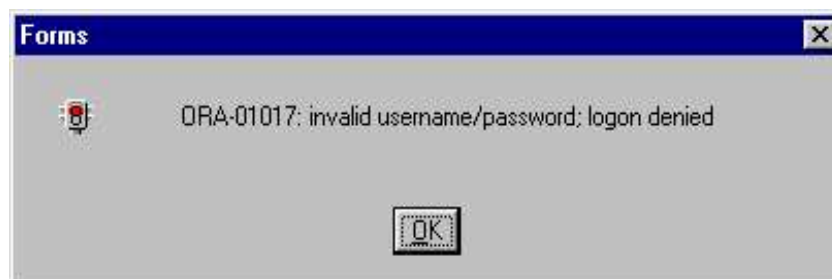
## System Access

The Louisiana Protective Order Registry (LPOR) resides on an Oracle database. The Oracle database, CMISPRD1, is located on the CMIS HP/UNIX server. The CMIS Novell network is designed with a gateway to allow access to the “outside world” (Internet). The CMIS HP/UNIX server is required to be isolated from the outside world. Therefore, the network gateway must be disabled before the server can be accessed. Disable the gateway, following the instructions from the network administrator, and reboot the PC before continuing.



**Figure 1** Oracle Connect dialog box

A startup icon has been installed on the PC. Clicking the icon starts the Oracle logon process. An authorized user may gain access to LPOR with an Oracle user name, password and database connect string. The user name and password are assigned by the database administrator. The database connect string is cmisprod1. Figure 1 shows the Oracle Connect dialog box with entry blocks for the User Name, Password and Database. Enter the user name then use the tab key, or mouse button to move to the next block. Click on the Connect button when all the entry blocks are complete.

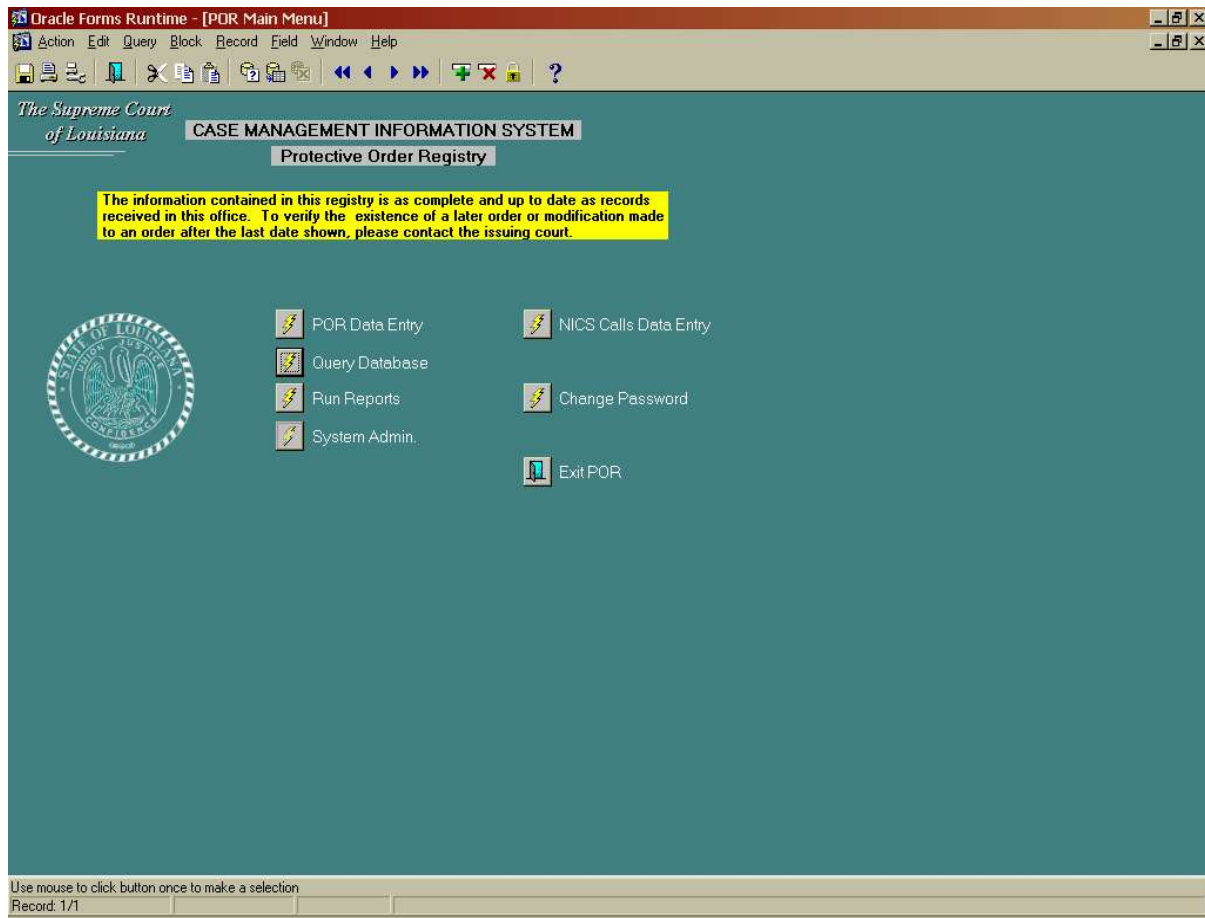


**Figure 2** Invalid logon error message

The error message in Figure 2 will appear if a mistake is made during logon, or any of the user information is invalid. Click on the OK button to get back to the Oracle Connect dialog box, and reenter the information until the logon is accepted. Or, click Cancel in the Connect dialog box to terminate the logon. Contact the database administrator about logon problems.

## LPOR Main Menu

The initial screen in LPOR is the Main Menu screen. It opens after Oracle logon, and is shown below.



**Figure 3** LPOR Main Menu

The window visible in Figure 3 is labeled **Oracle Forms Runtime (POR Main Menu)**. It will remain opened throughout all LPOR operations. Upon logon, the user has entered two systems, LPOR and the Oracle database management system. LPOR cannot be entered on its own because the LPOR database is located the Oracle database management system. The Oracle window provides the user with menu and tool bars on top, and message and status lines on the bottom. These features are explained in the next section.

The window, labeled **POR Main Menu**, is the opening screen for LPOR. It contains seven buttons. The first buttons accesses the LPOR records for data entry of and querying individual orders. The second button opens a menu for bulk querying of LPOR orders. The third button opens a menu of reports. The fourth button, only enabled for administrators, accesses the system administration menu. The fifth button accesses the NICS Call screen. The sixth button allows the user to change the Oracle logon password. The Exit button exits both LPOR and Oracle.

## Common Features of Oracle Forms Runtime

The Oracle Forms Runtime window contains a number of common features to aid the user. Some of the features are common to all Windows applications, and others are unique to Oracle. The upper portion of the window is shown in Figure 4.



**Figure 4** Upper area of Oracle Developer Forms Runtime window

The menu bar has a number of menus to facilitate the use of the Oracle form. The results of the menu command will in some cases depend on permissions established for the database by the database administrator. For instance, Save will only save data that the user has permission to insert or update. The menus consist of the following:

### Action

- **Save** - Save edits.
- **Clear All** - clear all entry fields in the current form.
- **Print** - print current form.
- **Print Setup** - open printer setup dialog box.
- **Exit** - exit current form.

### Edit

- **Cut** - windows cut - Ctrl+x.
- **Copy** - windows copy - Ctrl+c.
- **Paste** - windows paste - Ctrl+v.
- **Edit** - opens a large edit area. Useful for entering or editing large text fields.
- **Display List** - opens list of values possible for current field. Only active for fields where a list has been provided. Notice that a list is available is given in the third information block on the second line at the bottom of the window.

### Query

- **Enter Query** - clear form for enter query mode. User may enter fields, criteria, to filter the query.
- **Execute Query** - execute query based on any criteria entered during enter query mode. Use any user entered field(s) to filter the query. A full query will be executed if no fields are entered.
- **Cancel Query** - cancel current query. Only active when in enter query mode.
- **Last Criteria** - returns to criteria for previous query.
- **Count Hits** - count number of records the query retrieved. Total appears in the status area, first line at the bottom of the window.
- **Fetch Next Set** - fetch another set of records. Depends on parameters set to limit query size.

### Block

- **Previous** - back to previous data block. A data block is an area on the Oracle form of related data; usually from the same database table.
- **Next** - forward to next data block.
- **Clear** - clear current data block.

**Record**

- **Previous** - back to previous record.
- **Next** - forward to next record.
- **Scroll Up** - scroll up to previous record.
- **Scroll Down** - scroll down to next record.
- **Insert** - insert current record into database.
- **Remove** - remove current record from database.
- **Lock** - lock current record. Locks the current record while editing it to keep a concurrent user from editing the same record.
- **Duplicate** - duplicate current record as new record on form for editing. Speeds data entry. The edited record must be saved to the database. An attempt to save a completely duplicate record will produce an error.
- **Clear** - clear current record.

**Field**

- **Previous** - back to previous field.
- **Next** - forward to next field.
- **Clear** - clear current field.
- **Duplicate** - duplicate current field.

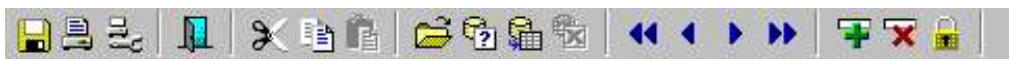
**Window**

- **Cascade** - cascade all open windows.
- **Tile** - tile all open windows.
- **Arrange Icons** - line up icons.
- **List of open forms** - lists all open forms. Forms open concurrently during a session. The list allows the user to navigate to any open forms that are not specifically closed.

**Help**

- **Help** - show specific data about current field.
- **Show Keys** - show accelerator keys.
- **Display Errors** - display more detailed error message.
- **Debug** - used by programmer/designer to debug code.

The tool bar contains a series of icons that are quick access buttons to some of the more used commands in the menus.



**Figure 5** Oracle tool bar

The icons listed as they appear in Figure 5:

- **Save** - Save edits.
- **Print** - print current form.
- **Print Setup** - open printer setup dialog box.
- **Exit** - exit current form.
- **Cut** - windows cut - Ctrl+x.
- **Copy** - windows copy - Ctrl+c.
- **Paste** - windows paste - Ctrl+v.
- **Display List** - opens list of values possible for current field.
- **Enter Query** - clear form for enter query mode.

- **Execute Query** - execute query based on any criteria entered during enter query mode.
- **Cancel Query** - cancel current query.
- **Previous** - back to previous data block.
- **Previous Record** -back to previous record.
- **Next Record** - forward to next record.
- **Next Block** - forward to next data block.
- **Insert** - insert current record into database.
- **Remove** - remove current record from database.
- **Lock** - lock current record.

The lower portion of the Oracle Developer Forms Runtime window is shown in Figure 6.



**Figure 6** Lower area of Oracle Developer Forms Runtime window

The first line is called the message line. It displays both Oracle forms and application specific message. It will usually display information about the field the cursor is currently pointed on. It will also display error messages, and feedback about the results of form and database operations.

The bottom line, called the status line, is comprised of a series of information blocks. The first three are important to the user:

- The first block contains the relative record number in the current query. In the figure above **Record 1/?** is displayed. The ? is displayed until the last record is viewed; after that the number corresponding to the last record is displayed. This is record 1 of an undetermined number of records. To find the total number use the menu command **Query -> Count Hits**.
- The second block will display **Enter Query** when the form is in that mode. Oracle Forms has two modes of operation: Normal mode and Enter Query mode. When the form is in Normal mode nothing is displayed in block two.
- The third block will only display **List of Values** when a list is available for the current field; it will be blank otherwise. To display the list of values use the menu command **Edit -> Display List**, or the **Display List** (opening folder) button on the tool bar.

## Data Entry and Query in Oracle Forms

Oracle forms offer two basic modes of operation: **Normal** mode and **Enter Query** mode. Data entry and update forms will always be in **Normal** mode initially; **Enter Query** mode must be user activated. Search, listing or query forms will always be in **Enter Query** mode initially to make it easier for the user to start by entering any limiting criteria.

### Normal Mode - Data Entry, Update and Delete

A form in **Normal** mode is used for data entry and update. When a form is in **Normal** mode the second status block on the bottom of the Oracle Forms Runtime window will be blank. The data entry fields, in most cases, will be blank. If there is data in the field, it is default data supplied to speed data entry. The default can be overridden by any other valid data value. Some of data entry fields are provided with a list of valid data values. The third status block on the bottom of the Oracle Forms Runtime window will show **Display List** whenever the cursor is on one of these fields. To display the list of values use the menu command **Edit -> Display List**, or the **Display List** (opening folder) button on the tool bar.

Use the menu command **Action -> Save**, or the **Save** button on the tool bar to enter the new record once all the required data entry fields have been filled. All mandatory fields are highlighted in yellow on the form, and must be filled before a new record can be saved to the database. The Oracle form will display an error message if a mandatory field is left blank. Enter the required data and retry the save command. Use the menu command **Action -> Exit**, or the **Exit** button on the tool bar to exit without saving. The Oracle form will display a dialog box requesting whether or not to save a record if the **Exit** button is pressed. Answer the question to continue.

Each subordinate section of the form, such as Judges or Reporters, is surrounded by a frame to separate it from the main record section. These sections are called **data blocks**. Data blocks represent database tables that are dependent on the main, appeal, writ or motion record. Data entry in any of the subordinate data blocks is not required when entering the main record; subordinate data blocks can be entered at the same time as the main record when it is convenient. Judges, Reporters and Case Types, for instance, should be entered at the same time as the main record. All of the records will be saved at one time producing a message saying that four records have been entered into the database.

### Enter Query - Limiting Range of Query

A form in **Enter Query** mode is used for limiting the range of a query. When a form is in **EnterQuery** mode the second status block on the bottom of the Oracle Forms Runtime window will display Enter Query. Queries can be broken down into two basic types: unlimited and limited.

Unlimited queries are usually reserved for small tables. An unlimited query, that is, one where all fields on the form are left blank, returns all the records in the database from the table(s) queried. To execute an unlimited query, start with a blank form, then use the menu command **Query -> Execute Query**, or the **Execute Query** button on the tool bar to execute the query. The results of an unlimited query will be unusable for a large table because the records have to be stepped through, and searched one at a time. This is fine for a table where there are only a few records,



but in the case of the CARS tables, all queries should be limited to make finding the required record easier.

Limited queries filter the data in the database to return only the records meeting the criteria entered by the user. Choose the limiting criteria carefully to target as small a group of records as possible. To limit a query, enter information in the appropriate fields of a form in **Enter Query** mode, then execute the query. For example, to find an appeal with a known case and sequence number, enter the case and sequence numbers into the fields labeled **Case #** and **Seq #**. Use the menu command **Query -> Execute Query**, or the **Execute Query** button on the tool bar to execute the query. The database will return with the record with that case and sequence number. If that particular case and sequence number combination is duplicated by a case in another court, then both records will be returned for display. A trial court id would have to be entered to further limit the search to a particular courts cases. This is the reason why search criteria should be carefully considered.

## Protective Order Registry - Orders Main Tab

The first button on the LPOR Main Menu opens the **Protective Order Registry - Main** screen **Orders-Main** tab.

**Figure 7** Protective Order Registry - Main Orders Main tab

The screen may not look like the one in Figure 7. Screen resolution settings determine how much of the inner window will be visible. The inner window may be maximized using the Maximize button in the upper right hand corner on the title bar. The title is then appended to the title in the main screen; in this case the title will be, Oracle Forms Runtime - [LPOR Appeals File Maintenance]. The screen has been designed to fill the width of the available Oracle master window at a screen resolution of 640 x 480.

A button bar is located under the main toolbar. The buttons are as follows:

- ▶ New Order - Use when initiating the entry of an order.
- ▶ Copy Order/Paste Order - No longer used.
- ▶ Bad Order - No longer used.
- ▶ Delete - Delete current order.
- ▶ Query - Click once to enter query then once more to execute it.
- ▶ Save - Save changes to current order.
- ▶ Exit - Exit to main menu.

The entry fields on the Appeals File Maintenance form are as follows:

- ▶ Order ID -*Provided by system*. Internal Oracle ID entered by system on insert of new record. Field can be used to query data by internal ID.  
Hit counter counts number of orders that meet search criteria.
- ▶ Status - Status of order.
- ▶ Last Modified - *Provided by system*. Two fields. Who last modified this order and when.
- ▶ Order Type - Two fields. Double click to choose type from list; the order type id will be filled in automatically .
- ▶ Court - Two fields. Double click to choose court from list; the court id will be filled in automatically .
- ▶ Booking Number
- ▶ Item Number
- ▶ Division
- ▶ Docket Number
- ▶ Filing Date
- ▶ Add Record button
- ▶ Petitioner Information - Eight fields; *shaded blue not for data entry*. Information brought forward from Petitioner tab page. Name: First, Middle, Last, Suffix; Birth Date, Sex, Race, Protected Party.
- ▶ Defendant Information - Eight fields; *shaded blue not for data entry*. Information brought forward from Defendant tab page. Name: First, Middle, Last, Suffix; Birth Date, Sex, Race, Protected Party.
- ▶ Judge - *Shaded blue not for data entry*. Information brought forward from Line Items tab page.
- ▶ Order Date - *Shaded blue not for data entry*. Information brought forward from Line Items tab page.
- ▶ Received Date - *Provided by system after image linking, but can be updated by operator*. Information brought forward from Fax Images tab page.
- ▶ Expiration Date - *Shaded blue not for data entry*. Information brought forward from Line Items tab page.
- ▶ Verified - Check box.
- ▶ Verified Date
- ▶ NICS Do not send - Check box.
- ▶ NCIC Code - Two fields. National Crime Information System code and date.
- ▶ NICS Code - Two fields. National Instant Check System code and date.
- ▶ View Audit button.

Exit the form from any tab page using the **Exit** button on the tool bar, or the **X** in the upper right corner. Exiting will return the user to the LPOR Main Menu.

## Protective Order Registry - Petitioner Tab

The screenshot shows the Oracle Forms Runtime window titled "Protective Orders Registry - Main". The menu bar includes Action, Edit, Query, Block, Record, Field, Window, and Help. The toolbar contains various icons for file operations and navigation. The main form area has a green header bar with buttons: New Order, Copy Order, Paste Order, Bad Order, Delete, Query, Save, and Exit. Below this is a tabbed interface with tabs: Orders-Main, Petitioner, Defendant, Line Items, Cancel/Expung, and Fax Images. The "Petitioner" tab is active, showing the "PETITIONER INFORMATION" section. This section includes fields for NAME - First, Middle, Last, and Suffix; Birth Date; Sex; Race (a drop-down menu currently showing "ASIAN"); and a checkbox for "Government Petitioner". Below this is the "Protected Parties" section, which includes a "Number of Protected Parties" field with an "Add" button, and a table with columns for Name, Birth Date, Age, Sex, Race, Relationship, and Address. The "Race" field in the table is currently set to "ASIAN".

**Figure 8** Protective Order Registry - Main Petitioner tab

The **Petitioner** tab contains the following entry fields:

- ▶ Order ID -*Provided by system.* Repeated on each tab for reference.
- ▶ Name (First, Middle, Last and Suffix) - *Mandatory.*
- ▶ Birth Date
- ▶ Sex
- ▶ Race - Drop down list
- ▶ Government Petitioner - Check box
  
- ▶ Protected Parties - Seven fields. Number of Protected Parties - use **Add** button to update, Name - Full name, Birth Date, Age, Sex, Race - Drop down list, Relationship - Drop down list and Address - Full address.

## Protective Order Registry - Defendant Tab

Oracle Forms Runtime - [Protective Orders Registry - Main]

Action Edit Query Block Record Field Window Help

New Order Copy Order Paste Order Bad Order Delete Query Save Exit

Orders-Main Petitioner Defendant Line Items Cancel/Expung Fax Images

ORDER ID

**DEFENDANT INFORMATION**

NAME - First: Middle: Last: Suffix:

Alias: Birth Date: Sex: Race: ASIAN Height: Weight:

Address 1: Address 2: Eyes: Hair:

City: State: AGUASCALIENTES, IV Zip:

Soc. Sec. #: Driver's License #: DL State: AGUASCALIENTES, IV DL Expire Date: SID

Protected person(s) relationship to defendant:

☐ Protected person(s) and defendant have a child(ren) in common.

**Figure 9** Protective Order Registry - Main Defendant tab

The **Defendant** tab contains the following entry fields:

- ▶ Order ID -*Provided by system.* Repeated on each tab for reference.
- ▶ Name (First, Middle, Last and Suffix) - *Mandatory.*
- ▶ Alias
- ▶ Birth Date
- ▶ Sex
- ▶ Race - Drop down list
- ▶ Height - Feet, inches
- ▶ Weight
- ▶ Address 1
- ▶ Address 2
- ▶ Eyes - Drop down list
- ▶ Hair - Drop down list
- ▶ City
- ▶ State - Drop down list
- ▶ Zip

- ▶ Social Security Number
- ▶ Driver's License Number - Some or all of the above fields will be automatically populated when the Driver's License Number is entered if the data is already in the database.
- ▶ Driver's License State - Drop down list
- ▶ Driver's License Date
- ▶ SID
- ▶ Protected Person(s) relationship to defendant - Drop down list
- ▶ Protected Person(s) and defendant have a child(ren) in common - Check box

## Protective Order Registry - Line Items Tab

**Figure 10** Protective Order Registry - Main Line Item tab

The **Line Items** tab contains the following entry fields:

- ▶ Order ID -*Provided by system.* Repeated on each tab for reference.
- ▶ Go to Item - use to scroll ahead to known line item.
- ▶ Item - line numbers are populated when order type id is selected
- ▶ Resp - Response - Check box
- ▶ Description - description populated when order type id is selected
- ▶ Value - data for value type
- ▶ Value Type - Drop down list populated when order type id is selected
- ▶ Next Hearing Date/Time
- ▶ Court Room #
- ▶ Order Date/Time
- ▶ Expiration Date
- ▶ Judge - Two fields. Double click to choose judge from list; the judge id will be filled in automatically .
- ▶ by Court button - Filter judge list by court.
- ▶ Served Date
- ▶ Both Petitioner's and Defendant's Signature - Check box
- ▶ Consent Agreement - Check box
- ▶ Full Faith - Check box

## Protective Order Registry - Cancel/Expunge Tab

The screenshot shows the Oracle Forms Runtime window titled "Protective Orders Registry - Main". The window has a menu bar with "Action", "Edit", "Query", "Block", "Record", "Field", "Window", and "Help". Below the menu bar is a toolbar with various icons. A green bar contains buttons: "New Order", "Copy Order", "Paste Order", "Bad Order", "Delete", "Query", "Save", and "Exit". The main area has tabs: "Orders-Main", "Petitioner", "Defendant", "Line Items", "Cancel/Expung", and "Fax Images". The "Cancel/Expung" tab is active, showing a form titled "CANCEL/EXPUNG INFORMATION". The form includes a text field for "ORDER ID", two date fields labeled "Cancelled Date:" and "Expunged Date:", and a large text area labeled "Comment:".

**Figure 11** Protective Order Registry - Main Cancel/Expunge tab

The **Cancel/Expunge** tab contains the following entry fields:

- ▶ Order ID -*Provided by system.* Repeated on each tab for reference.
- ▶ Cancelled Date
- ▶ Expunged Date
- ▶ Comment



## Protective Order Registry - Fax Images Tab

Oracle Forms Runtime - [Protective Orders Registry - Main]

Action Edit Query Block Record Field Window Help

New Order Copy Order Paste Order Bad Order Delete Query Save Exit

Orders-Main Petitioner Defendant Line Items Cancel/Expung Fax Images

ORDER ID FAX IMAGE LIST

Row	Image Id	Fax Id	Page	Date Of Entry	File Name

0

Go to Row >>> Go To Item FAX Relate

**Figure 12** Protective Order Registry - Main Fax Images tab

The **Fax Images** tab contains the following fields:

- ▶ Order ID -*Provided by system.* Repeated on each tab for reference.
- ▶ Row
- ▶ Image ID
- ▶ Fax ID
- ▶ Page
- ▶ Date of Entry
- ▶ File Name

All of the above fields are populated using the FAX Relate button. The button activates the Find Fax Images dialog box.



**Figure 13** Find FAX Images dialog box

Enter a searchable portion of the fax image filename from the header of the paper copy of the fax. Click the Find Now button to open the Assign Order ID to Fax Image screen.

## Protective Order Registry - Assign Order ID to FAX Images

**POR - Assign Order ID to FAX Image**

FAX Relate

Transmitting Subscriber Identification (TSI)  
504 364 3640

Image ID	FAX ID	Page #	Order ID	Date	File Name	
694	113	1	99999999	04-19-1999	\\u03\oradata\fax\1999\1267_p1.tif	X
695	113	2	6149	04-19-1999	\\u03\oradata\fax\1999\1267_p2.tif	X
696	113	3	6149	04-19-1999	\\u03\oradata\fax\1999\1267_p3.tif	X
697	113	4	5453	04-19-1999	\\u03\oradata\fax\1999\1267_p4.tif	X
698	113	5	5453	04-19-1999	\\u03\oradata\fax\1999\1267_p5.tif	X

Click X to mark file for deletion.

999 Go to Row >>> Go To Item << < > >> Query Save Close

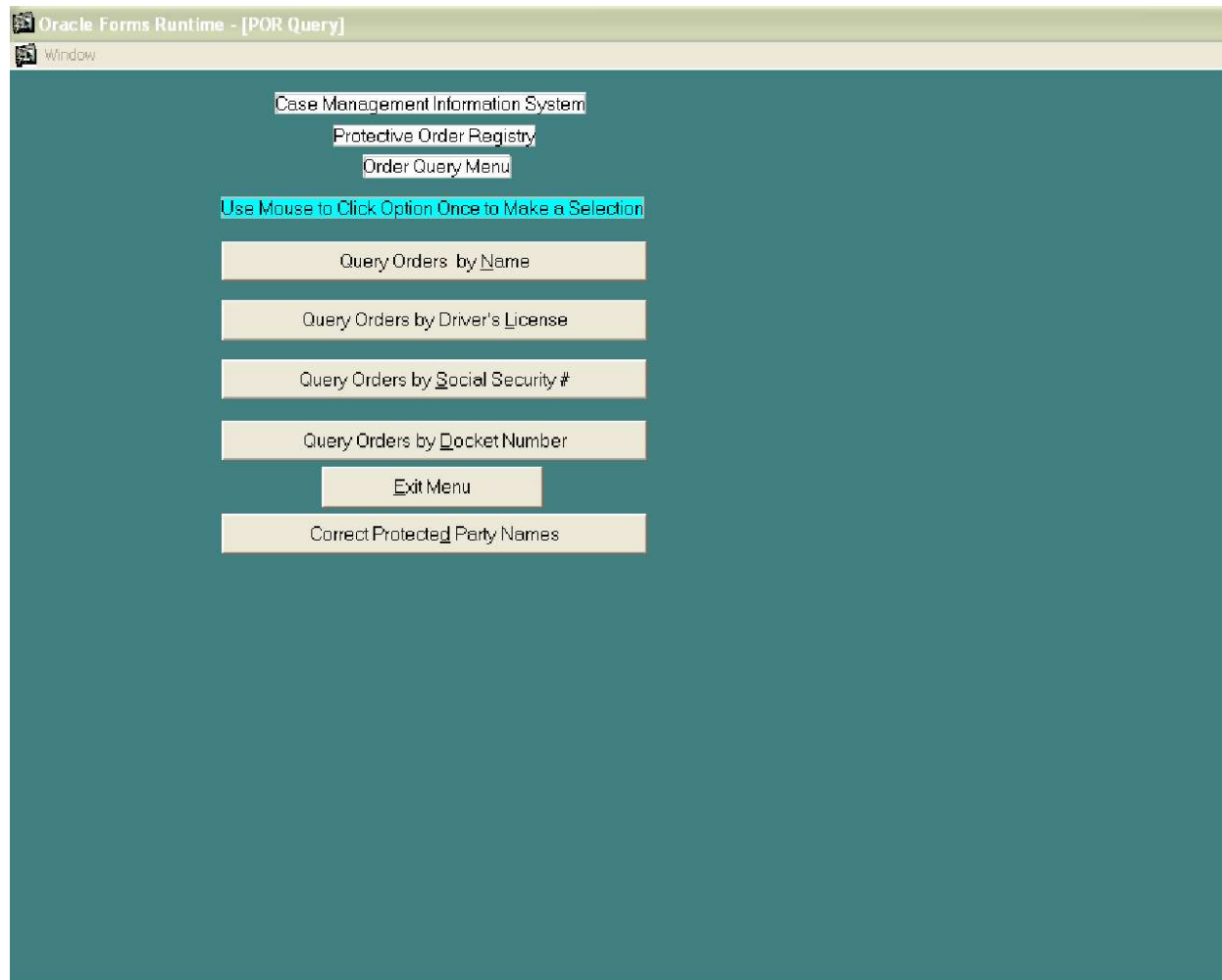
**Figure 14** Assign Order ID to FAX Images screen

The information on this page is populated from the database tables containing the fax image .tif indexing data. The Order ID and the Date fields will be blank for unassigned fax images. Click the Pick button to assign the current Order ID to the fax image. The Order ID and Date field will look like rows two through five above. Clicking the Save button will save the assignments and return to the Fax Images tab where the list will now contain the assigned fax image information. Click the Close button to cancel without saving.

A fax transmission may contain pages from more than one Order. Rows two and three above are assigned to a different Order than rows four and five.

Sometimes a page of a fax transmission will be corrupted or unuseable. The X button on each row is for deleting an unusable page from the fax transmission. Clicking the X button will populate the Order ID field with 999999999 and the Date field with the current date as seen in row one. Clicking the Save button will mark that page's .tif image for deletion and flags the page so that future users will know the page is no longer available.

## Query Database



**Figure 15** LPOR Query Database Menu

The second button on the LPOR Main Menu opens the Query Database Menu.

The Query Database Menu consists of a series of buttons for accessing specialized search screen. Each of the four query screens display similar information but with different optional search fields.

The **Return to Main** button returns the user to the Main Menu screen.

[illegible]

## Correct Protected Parties

Oracle Forms Runtime - [WINDOWO]

Action Edit Query Block Record Field Window Help

**CORRECT**

**PROTECTED\_PARTIES**

Use Down Arrow And Change Button to Make Changes

	Rec. #	Order	On Behalf Of	Name Correction	Age	Relation	DOB	NCIC
Change								
Change								
Change								
Change								
Change								
Change								
Change								
Change								
Change								

<< < > >> Query Save Exit

**Figure 17** Correct Protective Parties

The Correct Protective Parties screen gives access to the Protected Party fields for quick name corrections. The Rec # , Order and NCIC fields are not modifiable. The On Behalf Of, Name Correction, Age, Relation and DOB fields can be modified. Click the change button to make the changes. Click the Save button to send updates to the database.

The **Exit** button returns the user to the Query Database Menu screen.

## NICS Calls Data Entry

The screenshot shows the 'NICS Calls Data Entry' screen within the 'Oracle Forms Runtime - [WINDOW1]' window. The window has a menu bar with 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. A green header bar contains three buttons: 'NEW ORDER' (blue), 'SAVE' (yellow), and 'EXIT' (red). The main form area has a tabbed interface with tabs for 'CALL REC', 'AGENCY', 'ORDER', 'PETITIONER', 'DEFENDANT', and 'OUTCOME'. The 'CALL REC' tab is active, showing a 'LPOR Record of Call' section. This section includes a 'Call Id#' field with the value '9196' and a 'Call Received' label. Below this are several input fields: 'Person Receiving Call', 'Date Call Entered', 'Date and Time Call Started', 'Completed Date and Time of Call', 'Date Of Call', 'Date Call Completed', 'Time Of Page', 'Time Call Completed', and 'Est Time Spent On Call' (a dropdown menu).

**Figure 18** NICS Calls Data Entry screen

The fifth button on the LPOR Main Menu opens the NICS Calls Data Entry screen.

The screen allows for entry of phone call log data from calls requesting NICS order information.

The **Exit** button returns the user to the Main Menu screen.

## Reports Menu

The third button on the LPOR Main Menu opens the Reports Menu.



**Figure 19** LPOR Reports Menu

The Reports Menu consists of a series of buttons for accessing the listed reports. The upper buttons, marked with red checkmarks, access the most commonly used reports. Grayed labels indicates inactive buttons either because the report is inactive or the user does not have access to the reports. The lower buttons, marked with the arrows access sub report menu screens. Each button is labeled with the name of the report or menu it accesses.

The **Return to Main** button returns the user to the Main Menu screen.



## Change Oracle Password Dialog

The sixth button on the LPOR Main Menu opens the Change Oracle Password dialog box.

The screenshot shows the Oracle Forms Runtime window. The title bar reads "Oracle Forms Runtime". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Window", and "Help". The toolbar contains various icons for file operations and navigation. The main window area displays a "Change Password" dialog box. At the top of the dialog, it says "User Name: CARS". Below this is the "Change Password" title. The dialog contains three text entry fields: "Enter Old Password:", "Enter New Password:", and "Re-enter New Password to Verify:". Below these fields is a red note: "NOTE: New Password must begin with an alphabet (30 character max)". At the bottom of the dialog are two buttons: "Change Password" and "Exit". The status bar at the bottom of the Oracle Forms window shows "Record: 1/1" and "<DSC> <DBG>".

**Figure 20** Update Oracle Password dialog box

The Update Oracle Password dialog box consists of four text entry fields and two buttons:

- **User Name** - displays the logon user name for information only.
- **Old Password** - refers the password used at logon. The logon password must be entered into the Old Password field before a new one can be accepted by Oracle.
- **New Password** - new password. The new password must be reentered for verification. Both the New Password and Verify fields are obscured by asterisks.
- **Update Button** - Click the Update button to notify the database of the new password.
- **Cancel Button** - Use the Cancel button to terminate the dialog box without changing the password.

# **Appendix A**

# **E R Diagrams**

# **Appendix B**

## **Screen Shots**

# **Appendix C**

# **Current Production**

# **Files**