Attachment 1
continued

The [Modify] and [Deactivate] links are shown at the end of an active Local Agency or Clinic record.

The [Modify] and [Reactivate] links are shown at the end of an inactive Local Agency record or an inactive Clinic record under an active Local Agency. Only the [Modify] link is shown at the end of an inactive Local Agency record or a Clinic record under an inactive Local Agency.

Click one of the [Modify], [Deactivate], or [Reactivate] links to perform these functions on a Local Agency or Clinic.

Click one of the **Add New**, **Clear**, or **Report** functions to: add a new Local Agency or Clinic, reset search criteria, or generate the WIC Local Agency and Clinic Directory Report.

The following sections describe these functions.

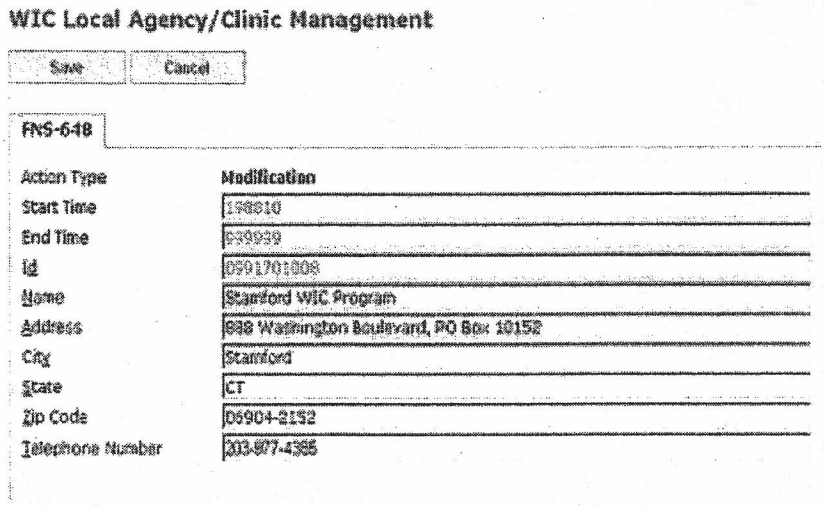
6.1.2 Add, Modify a Local Agency or Clinic

The **Add New** function appears after an active Agency (other than "All") is selected from the Parent Id drop-down list. Clicking this function will lead the user to the Addition page where new Local Agency or Clinic information is entered.

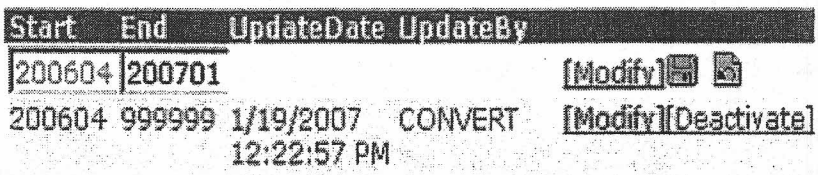
New Local Agency and Clinic Ids are automatically generated by the system. The new Id is the Parent Id plus 3 more digits which increase sequentially under the SA or ITO. The Start Time for a new Local Agency or Clinic cannot be later than the Current Time and also cannot be before the Parent Agency's Start Time.

The [Modify] link navigates the user to the Modification page where the user can update existing Local Agency or Clinic information. The existing Local Agency or Clinic Id, Start Time, and End Time are grayed out meaning that they cannot be updated.

When the modifications are complete, clicking the **Save** function will save the information into the database if it passes all edit checks. Clicking the **Cancel** function returns the user to the Search page.



On the Addition page, Start Time, End Time, Name, Address, City, State, Zip Code, and Telephone Number are required fields. State must be two uppercase characters, Zip Code must follow the format nnnnn or nnnnn-nnnn, and Telephone Number must follow the format nnn-nnn-nnnn or (nnn) nnn-nnnn.

6.1.3 Deactivate or Reactivate a Local Agency or Clinic

The [Deactivate] and [Reactivate] links displayed on the search result screen allow the user to deactivate or reactivate a Local Agency or Clinic.