





## **Electronic Disqualified Recipient System** eDRS

# **Administrator's Guide**



United States Department of Agriculture Food and Nutrition Service

### **Table of Contents**

1	In	troduction1			
2	2 Preparing to use eDRS				
	2.1	Minimum PC Configuration			
	2.2	Configuring Your Browser4			
3	A	ccessing eDRS9			
	3.1	Logging in to eDRS9			
	3.2	Requesting a User Account			
4	Μ	aintaining eDRS15			
	4.1	Performing FNS Contact Administration16			
	4.2	Performing State Contact Administration			
	4.3	Performing Locality Contact Administration35			
	4.4	Maintaining the Information Profile42			
	4.5	Administering Roles45			
	4.6	Approval Management56			
	4.7	What's New62			
5	G	enerating Reports			
	5.1	Administrative Reports			
	5.2	SNAP Reports			
	5.3	Recent Disgualification Reports			
	5.4	Records to be Deleted by State			
	5.5	Secondary Verification Report			
:	5.6	Security Reports			
6	A	ccessing Help and Submitting Feedback93			
	6.1	Online Help			
	6.2	eDRS Help Desk			
	6.3	Feedback			
7	Lo	ogging Out95			
AI	PPEN	NDIX A: GLOSSARY96			

i

### Table of Figures

Figure 1. Netscape Browser Configuration	4
Figure 2. Netscape Browser Preferences Screen	5
Figure 3. Internet Explorer Browser Configuration	6
Figure 4. Internet Explorer Browser Internet Options Screen	7
Figure 5. Internet Explorer Browser Internet Options Security Screen	8
Figure 6. eDRS Terms and Conditions Screen	9
Figure 7. eAuthentication Access Screen	10
Figure 8. eAuthentication Login Screen	11
Figure 9. eDRS Home Page Screen	12
Figure 10. FNS Form-674 Instructions Window	14
Figure 11. eDRS Home Page Screen	15
Figure 12. FNS Contact Administration Screen	17
Figure 13. Add FNS Contacts Search Screen	18
Figure 14. FNS Contact Information Screen	19
Figure 15. FNS Contact Information Screen	20
Figure 16. FNS Contact Administration Screen	21
Figure 17. FNS Contact Administration, Search Results Screen	22
Figure 18. FNS Contact Information, Modify or Delete Screen	23
Figure 19. State Contact Search Screen	24
Figure 20. Add State Contact Search Screen	25
Figure 21. State Contact Information Screen	26
Figure 22. State Contact Search Screen	27
Figure 23. Add State Contact Search Screen	28
Figure 24. State Contact Information, Add a Non User Screen	29
Figure 25. State Contact Search Screen	30
Figure 26. State Contact Search, State Selection Screen	31
Figure 27. State Contact Search, Results Narrowed Screen	32
Figure 28. State Contact Search Results Screen	33
Figure 29. State Contact Information Screen	34
Figure 30. Locality Contact Administration Search Screen	35
Figure 31. Add Locality Contacts Search Results Screen	36
Figure 32. Add Locality Contact Screen	37
Figure 33. Search Locality Contacts Screen	38

Figure 34. Locality Contact Administration Screen	39
Figure 35. Search Locality Contacts Screen	40
Figure 36. Search Results Screen	41
Figure 37. Locality Contact User Information	42
Figure 38. State Profile, Online Submission Screen	43
Figure 39. State Profile, For a Batch Submission Screen	44
Figure 40. Role Administration Screen	46
Figure 41. Role Information, Add Role Screen	47
Figure 42. Role Details, Add New Role Screen	48
Figure 43. Role Information, Assign Rights Screen	49
Figure 44. Role Details, Rights Assigned Screen	50
Figure 45. Role Administration Screen	51
Figure 46. Role Details Screen	52
Figure 47. Role Information, Assign Rights Screen	53
Figure 48. Role Administration Screen	54
Figure 49. Role Details Screen	55
Figure 50. Approval Management Screen	56
Figure 51. Approval Management, User Search Screen	57
Figure 52. Approval Management, Search Results Screen	58
Figure 53. Approval Management, Assign Localities	59
Figure 54. Approval Management, Select Localities Screen	60
Figure 55. Approval Management, Save Approval Assignment	61
Figure 56. What's New Administration Screen	62
Figure 57. What's New Administration, Content Screen	63
Figure 58. What's New Administration Screen	64
Figure 59. What's New Administration, Change Order Screen	65
Figure 60. What's New Administration Screen	66
Figure 61. What's New Administration, Content Screen	67
Figure 62. What's New Administration, File Description Screen	68
Figure 63. What's New Administration, Attach File Screen	69
Figure 64. What's New Administration, Attach File Screen (2)	70
Figure 65. What's New Administration, Content Screen	71
Figure 66. What's New Administration Screen	72
Figure 67. What's New Administration Screen	73
Figure 68. What's New Administration, Delete Content Screen	74

Figure 69. What's New Administration, Edit Content Screen	.75
Figure 70. What's New Administration Screen	76
Figure 71. What's New Administration Screen	.77
Figure 72. What's New Administration, Content Screen	78
Figure 73. What's New Administration, Delete Attachment Screen	79
Figure 74. What's New Administration, Content Screen	. 80
Figure 75. What's New Administration Screen	.81
Figure 76. Administrative Reports Screen	. 82
Figure 77. SNAP Reports Screen	. 84
Figure 78. SNAP Reports, Report Types Screen	. 85
Figure 79. Recent Disqualifications Report Screen	. 87
Figure 80. Records to be Deleted by State Report Details Screen	.88
Figure 81. Secondary Verification Reports Screen	. 89
Figure 82. Secondary Verification Reports, Report Type Screen	.90
Figure 83. Security Reports Screen	.91
Figure 84. Security Reports, Report Types Screen	92
Figure 85. eDRS Home Page, Logout Screen	95

### 1 Introduction

This document provides a guide for administering and using the Electronic Disqualified Recipient System (eDRS). It details how to use the functionality provided by the system, and will be updated periodically to reflect any changes to system or program requirements. This document is organized into several sections:

- Preparing to Use eDRS
- Accessing eDRS
- Maintaining eDRS
- Generating Reports
- Accessing Help and Submitting Feedback
- Logging Out

The Electronic Disqualified Recipient System (eDRS) provides authorized users with a single, userfriendly and web-based interface for accessing the most up-to-date and comprehensive data on disqualified member of a household receiving Supplemental Nutrition Assistance Program benefits. This system centralizes and improves upon the earlier Disqualified Recipient System (DRS), which was deployed in 1991 as the first available national database system to support the collection and management of data on disqualified member of a household receiving Supplemental Nutrition Assistance Program benefits throughout the United States. The DRS was decommissioned in March of 2007. With the new eDRS system, users can conveniently and securely access information from their own personal computers (PCs) and can perform all necessary functions related to disqualification data through one online system.

The long-term vision for eDRS is that it will be the single, most comprehensive and timely resource for Supplemental Nutrition Assistance Program disqualification record keeping. Users of eDRS will span all 52 states and territories, Food and Nutrition Service (FNS) Headquarters (HQ), and the seven regional offices that administer the Supplemental Nutrition Assistance Program (SNAP).

In each region/state, there are five types of "Administrative User" that are necessary to support the administration of the system. These include:

- *eDRS Regional Coordinator (RC)* This role provides regional program oversight for states and has access to online query, FNS Contact Administration, Information Profile, and State Contact Administration. Also, the Regional Coordinator has access to all reports for the states within their region.
- *Regional Security Officer (RSO)* This role provides regional security oversight that has access to FNS Contact Administration, Information Profile, and State Contact Administration. In addition, the RSO has access to Administrative, SNAP, Records to be Deleted by State, and Security Reports for the states within their region.
- *State Administrator (SA)* The SA responsibilities include providing oversight for state submissions to eDRS and include maintaining the information profile which lists the states technical information, assigning locality contacts, and state contact administration. The SA can access functionality such as online query and secondary verification. Additionally, the SA can view all reports for their state.

- *Systems Monitor* The Systems Monitor role is for a State Supplemental Nutrition Assistance Program user from a State that uses eDRS for query purposes. This role allows users to use online query, secondary verification, information profile, and state contact administration functionality. Also, the Systems Monitor has access to all the reports in the system and access is restricted to State Administrative staff.
- *Non-Participating State Administrator* This role provides Non-Participating (batch) States the ability to manage (add, modify, delete) state and locality contacts online and view a limited number of reports.

There are two additional types of "Administrative Users" who support eDRS at the national FNS Headquarters:

- *National Coordinator (FNS Headquarters)* The eDRS National Coordinator provides national oversight to the eDRS program and has responsibility for adding, modifying, and deleting FNS SNAP and IT/Security contacts, and maintaining roles. Additionally, the National Coordinator has access to all reports including: Administrative, Disqualification, SNAP, Secondary Verification, Records to be deleted by State, and Security Reports.
- *FNS Security Officer* The FNS Security Officer provides Federal IT and Security oversight to eDRS. This user reviews and approves non-state requests for eDRS user accounts (i.e., FNS HQ users) and has access to functionality such as user role management, reports, and searching profiles and contacts.

A separate User's Guide was created to support the "Business Users" of the system.

### 2 Preparing to use eDRS

This chapter describes the configuration required to run the eDRS application and how to configure your browser in order to best utilize the system.

### 2.1 Minimum PC Configuration

The following represents the minimum PC configuration requirements for running the eDRS application:

- Hard Disk: 1 GB free space (Recommended)
- RAM: 64 MB
- Default Monitor Resolution: 800 x 600 and higher
- Default Client Operating System: Win 9X/NT/2000/XP 32-bit machine
- Speed: 56.6 Kbps (Recommended)
- Browser: 128 bit cipher strength, including:
  - Netscape 6.0 (or greater)
  - Internet Explorer (IE) 5.0 (or greater)

### 2.2 Configuring Your Browser

### The following browsers can be used to access eDRS:

- Netscape 6.0 (or greater)
- Internet Explorer (IE) 5.0 (or greater)

### To configure the Netscape browser:

- 1. Launch your browser.
- 2. Select **Preferences** from the Edit menu as shown in Figure 1.

Figure 1. Netscape Browser Configuration



This displays the Preferences screen, shown in Figure 2.

Preferences		×	
<u>C</u> ategory:			
Category: → Appearance → Fonts → Colors → Navigator → Languages → Applications → Smart Browsing ↔ Mail & Newsgroups ↔ Roaming Access ↔ Composer ↔ Offline ↔ Advanced	Advanced       Change preferences that affect the entire product         ✓ Automatically load images       ✓ Enable Java         ✓ Enable Java Plugin       ✓ Enable JavaScript         ✓ Enable JavaScript       ✓ Enable JavaScript for Mail and News         ✓ Enable style sheets       ✓ Send email address as anonymous FTP password         Cookies       ✓ Accept all cookies		
	O <u>D</u> isable cookie □ <u>W</u> arn me befor	s e accepting a cookie OK Cancel <u>H</u> elp	

Figure 2. Netscape Browser Preferences Screen

- 3. Click the **Advanced** tab.
- 4. Ensure that the following options are checked in the Advanced window:
  - Automatically load <u>i</u>mages
  - Enable Java
  - Enable JavaScript
  - Enable JavaScript for <u>Mail and News</u>
  - Enable style sheets
  - <u>A</u>ccept all cookies
- 5. Click the **OK** button.

### To configure the Internet Explorer browser:

- 1. Launch your browser.
- 2. Select **Internet Options** from the **Tools** Menu as shown in Figure 3.

### Figure 3. Internet Explorer Browser Configuration

Edit View Favorites Tools adk	Help ail and News indronize indrows Update indrows Messenger now Related Links eset Web Settings ternet Options	Favorites Media 🚱 🔗 + <table-cell> 📄 📄 <table-cell> <table-cell> <table-cell> 🖓 Co Links * 🚱 Snagtt Co Links * Snagtt Electronic Disqualified Recipient System</table-cell></table-cell></table-cell></table-cell>				
Alack  Al	ail and News Andronize indows Update indows Messenger how Related Links eset Web Settings ternet Options	Favorites      Media				
Attp://65.207.77.86     W     Food and N     Re     In     Food and N     K     February 10, 2006	indows Messenger now Related Links eset Web Settings ternet Options	- Go Links * Snaglt				
y, February 10, 2006	now Related Links eset Web Settings iternet Options	Electronic Disqualified Recipient System				
y, February 10, 2006	eset Web Settings ternet Options	Electronic Disqualified Recipient System				
y, February 10, 2006						
y, February 10, 2006	the second s					
actronic Disgualified Recipie	ant Subsystem (aDR	(2)				
ectronic Disquantieu Recipie	ent Subsystem (eDK	WARNING! You have accessed a U.S. Government System.				
	This s	site is intended to be used for viewing and retrieving information.				
		*** Computer Fraud and Abuse Act of 1986 ***				
Unauthorized attempts to upload information, change information, or visit prohibited						
	be punish	., pornographic, gampling, etc.), on this service is strictly prohibited and may habe under the Computer Fraud and Abuse Act of 1986.				
co punsingure under die computer made and Abuse Act of 1900.						
		*** U.S. Government System Monitoring ***				
	The Gove	ernment may monitor and audit the usage of this system. All persons are				
	hereby n	otified that use of this system constitutes consent to monitoring and auditing.				
		*** Pop-Up Blocker Notice ***				
op-up blockers will prevent ompatibility", the user shou you need further assistance	eDRS from operatin Id go to the propert e, please contact th	ng as designed. Once the user has successfully logged on, if the only window the user can see is "eDRS Browser ties of the pop-up blocker and either turn it off or add the eDRS URL (www.fns-edrs.usda.gov) to its "Allowed Sites", te eDRS Helpdesk.				
		Agree				
	FNS reco	mmends using the following browsers when accessing the eDRS application.				
	- Int	ternet Explorer 5.0 (or greater)				
	- Ne	etscape 6.0 (or greater)				

This displays the Internet Options screen, shown in Figure 4.

Figure 4. Internet Explorer Browser Internet Options Screen

Internet Options					
General Security Privacy Content Connections Programs Advanced					
Home page					
You can change which page to use for your home page. Address: p://www.msnbc.com/news/default.asp?cp1=1					
Use <u>C</u> urrent Use <u>D</u> efault Use <u>B</u> lank					
Temporary Internet files					
Pages you view on the Internet are stored in a special folder for quick viewing later.					
Delete Cookjes Delete <u>Files</u> <u>S</u> ettings					
History The History folder contains links to pages you've visited, for quick access to recently viewed pages.					
Days to <u>k</u> eep pages in history: 0 🐳 Clear <u>H</u> istory					
Colors Fonts Languages Accessibility					
OK Cancel Apply					

3. Click the **Security** tab. This displays the screen shown in Figure 5.



Figure 5. Internet Explorer Browser Internet Options Security Screen

- 4. FNS users will have a custom security level established and will be unable to modify the Security level for this zone.
- 5. Click the **Default Level** button and then click **OK** to close the Internet Options screen.

### 3 Accessing eDRS

This chapter explains accessing eDRS, requesting a username and password, and logging into the eDRS application.

### 3.1 Logging in to eDRS

### To login to eDRS:

1. Open your browser and type <u>https://www.fns-edrs.usda.gov</u> in the address bar. The eDRS Terms and Conditions screen shown in Figure 6 will appear.



Figure 6. eDRS Terms and Conditions Screen

2. Click the **Agree** button to indicate you understand and consent to the terms of usage. You will be taken to the eAuthentication Disclaimer screen, shown in Figure 7. If you are already logged into eAuthentication your browser will go directly to the eDRS welcome screen seen in Figure 9.

Note: Pop-up blockers will prevent eDRS from operating as designed. Once the user has successfully logged on, if the only window the user can see is "eDRS Browser Compatibility," the user should go to the properties of the pop-up blocker and either turn it off or add the eDRS URL (<u>https://www.fns-edrs.usda.gov</u>) to its "Allowed Sites." If you need further assistance, please contact the eDRS Helpdesk.



**Figure 7. eAuthentication Access Screen** 

3. After selecting **Continue**, the eAuthentication Login screen will appear as shown in Figure 8.

🖄 USDA Web Services Log-In - Microsoft Internet Explorer	_ 2 🛛					
File Edit View Favorites Tools Help	<b></b>					
😋 Back 🔹 🐑 🔹 😰 🏠 🔎 Search 👷 Favorites 🔮 Media 🤣 🖾 - 🖕 😥 🐁						
Address 🖗 https://pws.sc.egov.usda.gov/siteminderagent/dmsforms/login_main.fcc?TYPE=33554433&REALMOID=06-dbe68ed1-3bdf-483b-9a1f-35ec07d64f1t 💟 🍃 Go 🛛 Links 🌺	SnagIt 📑					
Image: Status Department of Agricultus   Image: Status Department of A						
eAuthentication Home   USDA.gov   Site Map						
Accessibility Statement   Privacy Policy   Non-Discrimination Statement   www.FirstGov.gov						
a Done	rnet					

### Figure 8. eAuthentication Login Screen

4. After successfully logging into eAuthentication, the eDRS Home Page displays as shown in Figure 9.

Note: If you do not have a valid user account, you must complete a 674 form to request access to the system.

### Figure 9. eDRS Home Page Screen

🗿 http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer					
United States Department of Agriculture Food and Nutrition Service					
Monday, September 22, 2008 Welcome, Bill Doe   Log Out					
My eDRS « P Home P Request EDRS Role Change					
Change     Change					
Disqualifications         of SNAP eligibility determinations.           Note: Use of eDRS is restricted to persons directly concerned with the administration and/or enforcement of the Food and Nutrition Act (of 2008) or regulations. Any information obtained by persons subtorized to use eDRS may not be further disclosed to anyone not connected with the administration and/or enforcement of the Food and Nutrition Act (of 2008) or regulations without the written approval of the Food and Nutrition Service. If you have questions concerning eDRS access, please contact your FNS regional office.           Reports					
SNAP Reports     HelpDesk Information     What's New					
<ul> <li>Records to be Deleted by State Report</li> <li>Need help logging on to EDRS? You will not be able to view this information if you cannot log on so please write down the following information for contacting the FNS eAuthentication Helpdesk. Email address: Phone: (800)</li> <li>Help</li> <li>Online User Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> <li>GORS Help Desk</li> <li>Feedback</li> <li>About</li> </ul> Need help into form. Phone: (703) 555.1212. After business hours, please leave a brief message describing the problem, your name and a phone number where you can be reached. Someone will get back to you by the end of the next business day at the latest. Posted on : 4/10/2008 1:28:29 PM Posted on : 4/10/2008 1:28:29 PM	-				
🙆 Done					

The eDRS home page is divided into four main sections: Menu Options, Welcome, Help Desk Information, and What's New.

- The "Menu Options" displayed on the left menu bar are based on the access that you have been granted in the system. This menu appears on every page within the eDRS application.
- The "Welcome to eDRS" section provides an overview of the system.
- The "Help Desk Information" is available in the bottom left-hand corner of the Home page and includes contact information and hours of availability.
- The "What's New" section in the right-hand corner of the page will inform the user of changes to the system or related policies.

*Note: My eDRS menu bar is collapsible by clicking on the arrow '«' and expandable by clicking on 'menu'.* 

### 3.2 Requesting a User Account

USDA is centralizing user account management and access controls through the eAuthentication and Central Security Administrative Management System (CSAMS) initiatives. eDRS users must now have an eAuthentication account that will be used as the login ID for eDRS. eDRS privileges are granted through the CSAMS process rather through eDRS's online request process. A user must first get an eAuthentication ID before requesting access to eDRS. The following paragraphs describe how to request an eAuthentication ID and access to eDRS.

### To request an eAuthentication ID:

- 1. Go to <u>www.eauth.egov.usda.gov</u> and click on the **Create An Account Page.** *Note: eDRS requires level II access.*
- 2. Follow the instructions for USDA employees or for Non-Federal Employees for creating accounts.
- 3. Once you have created the account online, you must visit a Local Registration Authority (LRA) and bring a government issued photo ID such as;
  - State Driver's Licenses
  - Military identification cards
  - State employee identification cards
  - US passports
- 4. The LRA will compare the user to the picture ID, then log on, locate the user's account, and activate it.

### To request an eDRS Account:

- 1. Follow the instructions from Section 3.1 to Access eDRS. Once you have logged on to eAuthentication, you will receive an error message stating you will not have access to eDRS.
- 2. Click on the link for **FNS-674**, the Computer Access Request Form.
- 3. Follow the form's instructions and complete all required information.
- 4. Provide completed form to your State Security Officer for approval and signature.
- 5. Once approved by your State Security Officer your signed form needs to be forwarded to your Regional Authorizing Official for approval. Your eDRS account will be created by the Regional Security Officer and you will be notified once it has been activated.

### To request additional rights and privileges:

- 1. Follow the instructions from Section 3.1 to access eDRS.
- 2. Click on the link on the left menu bar under My eDRS for **Request eDRS Role Change.** The link will take you to the FNS Form 674, the Computer Access Request Form as shown in Figure 10.

a http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer	
United States Department of Agriculture Electronic Disqualified Recipient Syst	S item
Image: A state of the state	
Monday, Sept File Edit View Insert Format Tools Table Work Firm Styles Firm Templates Go To Favorites Help	og Out
My eDRS 🛇 Back + 🕥 + 📓 🟠 🔎 Search 👷 Favorites 🤣 🎬 🔗 + 🌽 🔟 🦲 🎇	-
▶ Home Address 🙆 http://65.207.77.87/FNS674.doc 💽 🔁 Go Links 🍕 -	
• Request E       • • • • • • • • • • • • • • • • • • •	n hy
Profiles/C ▶ Add/Modi Disqualifit ▶ Approve	n racy
Disqualifi       The following are instructions for completing the FNS-674 form for acquiring access to the Electronic         Disqualified Recipient System (EDRS) The user requesting access should complete this Word version of the FNS-674 form electronically (on screen) and email it to the State Security Officer for their State A list of State Security Officers and their email addresses is attached.	or ration IVe
Heports       Note:This-is-an-interim-procedure-being-used-until-the-web-based-(online)-version-of-the-FNS-674-is-approved- and-is-activatedUsers-will-be-notified-when-that-occurs.         W State       Image: Control of the state of the	
With the second seco	ith
beer Quic . Block 2. The user must enter an eAuthentication User ID in this block Without it, the request cannot be approved.     beer State approved.	
Block-3Today's-Date Block-4AThe-organization the user works-forE.g. the (State-Name)-Department of Human-ResourcesThe	
🖉 🛛 🖉 Internet	-

### Figure 10. FNS Form-674 Instructions Window

- 3. Follow the form's instructions and complete all required information. Indicate on the form the rights and/or privileges you need to access.
- 4. Provide completed form to your State Security Officer (SSO) for approval and signature.
- 5. Once approved by your SSO your signed form needs to be forwarded to your Regional Authorizing Official for approval. Your eDRS account will be created by the Regional Security Officer and you will be notified once it has been activated.

### 4 Maintaining eDRS

This chapter explains the different functions that are performed by the five main types of eDRS Administrators: National Coordinator, FNS Security Officer, Regional Security Officer (RSO), Regional Coordinator (RC) and State Administrator (SA) to maintain the eDRS application activities performed by the users. The functions include managing contacts, maintaining the Information Profile, and managing roles.

### To perform administrative functions:

1. Log into the application, as explained in Section 3.1; logging in will bring you to the eDRS Home Page Screen, shown in Figure 11.

http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer						
United States Department of Agriculture Food and Nutrition Service	Electronic Disqualified Recipient System					
Monday, September 22, 2008	Welcome, Bill Doe   Log Out					
My eDRS          > Home       Request EDRS Role Change          > Online Query       Secondary Verification         > Search Profiles/Contacts          > Add/Modify/Delete Disqualifications          > Approve Disqualifications       EDRS allows authorized users to search the national database of SUP records to make disqualification penalty and eligibility determinations.         Administration       Note: Use of EDRS is restricted to persons directly concerned with the adm regulations. Any information obtained by persons authorized to use eDRS and/or enforcement of the Food and Nutrition Act of 2008) or regulations to guestions concerning eDRS access, please contact your FNS regional office.	ance Program's (SNAP) Electronic Disqualified Recipient System ity workers, and quality control specialists to perform their jobs by ualification information at their fingertips. upplemental Nutrition Assistance Program (SNAP) disqualification ns. eDRS also supports SNAP control reviews verifying the accuracy inistration and/or enforcement of the Food and Nutrition Act (of 2008) or nay not be further disclosed to anyone not connected with the administration without the written approval of the Food and Nutrition Service. If you have					
Reports	What's New					
SNAP Reports     Need help logging on to EDRS? You will not be able to view this	Posted on : 4/10/2008 1:42:12 PM					
<ul> <li>kecords to be Deleted by State Report</li> <li>Help</li> <li>Online User Help</li> <li>User Quick Guide</li> <li>User Quick Guide</li> <li>Buser Detailed Guide</li> <li>eDRS Help Desk</li> <li>Feedback</li> <li>About</li> </ul> Ned help with a problem (other than logging on) or have a "How do I" question concerning eDRS? The eDRS Help Desk is available to answer your questions Monday through Friday from 6:00 AM to 6:00 PM EST. Email address: gant_brian@bah.com or use this online form. Phone: (703) 555.121. After business hours, please leave a brief message describing the problem, your name and a phone number where you can be reached. Someone will get back to you by the end of the next business day at the latest.	For help with forgotten or expired passwords etc, please contact the eAuthentication Helpdesk by email at FNSEAUTHHELPDESK@FNS.USDA.GOV or by calling 703 305 1548, Once you've logged on, if you experience a problem with any of the eDRS functionality (e.g. Online Query), please contact the eDRS Help Desk by email at EDRSHELPDESK@FNS.USDA.GOV or by calling 866-557-8330.					
الله Done	Titernet					

Figure 11. eDRS Home Page Screen

- 2. Under Administration, one (or more) of the following menu items will appear based on your role within eDRS:
  - **FNS Contact Administration**: Allows designated users to add, modify or delete FNS regional and headquarters contact information
  - **State Contact Administration**: Allows designated users to add, modify or delete state contact information

- Locality Contact Administration: Allows designated users to add, modify or delete locality contact information
- **Information Profile**: Allows designated users to add, modify, or delete state technical information
- Approval Management: Allows designated users to manage the online approval process
- Role Administration: Allows designated users to manage user roles
- What's New Administration: Allows designated users to add, modify and delete content in the What's New section of the eDRS home page

### 4.1 Performing FNS Contact Administration

The FNS Contact Administration function allows the user to search, add, modify and delete FNS contacts. There are two FNS Contact Types: SNAP which represents the program contacts and IT and Security which represents FNS IT and Security Officer contacts. Only designated FNS users have access to the FNS Contact Administration screens.

Note: FNS contacts may or may not be users of eDRS.

### To add an existing user as a FNS contact:

1. Click **FNS Contact Administration** under Administration on the left menu bar, as shown in Figure 12. The FNS Contact Administration page defaults to the FNS location to which your user profile is related. The search results display the FNS contacts for your location.

Figure 12.	<b>FNS Contact</b>	Administration	Screen
------------	--------------------	----------------	--------

🎒 http://65.207.77.87 - USDA Fi	NS : eDRS - Microsoft Int	ternet Explorer		
USDA United States Department Food and Nutri	nt of Agriculture ition Service			Electronic Disqualified Recipient System
Tuesday, September 23, 2008	3			Welcome, Anna Doe   Log Out
My eDRS < <li>Home</li> <li>Request EDRS Role Change</li> <li>Online Query</li>	FNS Cont	act Administr	rch contacts by FNS Contact Categ	jory.
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search</li> <li>Search</li> </ul>	FNS Contact A	dministration		
Administration     FNS Contact     Administration     State Contact	FNS: Last Name:	Mid-Atlantic (MARO)	Contact Category: First Name:	ALL Search Add New Contact Clear
Administration <ul> <li>Information Profile</li> </ul>	Search Results	eturned based on your s	earch criteria.	
Reports  Administrative Reports  SNAP Reports  Report Report Repords to be Deleted by State Report Secondary Verification Reports Security Reports				
Help > Online User Help > Online Administrator Help > User Quick Guide > User Detailed Guide > Administrator Guides				
e				j j j j j mernet //

2. Click the **Add New Contact** button on the FNS Contact Administration Screen. The Add FNS Contacts Search Screen will appear as shown in Figure 13.

Note: The FNS Contact Administration Screen Defaults search results to FNS Contacts for your region.



🚰 http://65.207.77.87 - USDA F	NS : eDRS - Microsoft Internet Exp	lorer						
United States Department of Agriculture Food and Nutrition Service								
Tuesday, September 23, 200	8			Welcome, Anna Doe   Log Out				
My eDRS « Home Request EDRS Role Change Online Query Ad Hoc Query Search Profiles/Contacts Administration FNS Contact Administration State Contact Administration State Contact Administration State Contact Administration Benorts	FNS Contact A         The SNAP Add screen allows S         Region.         Add SNAP Contacts S         FNS:       Mid-Atlantic (         Last Name:         Search Results	Administration NAP Contact Administrators to search earch MARO) First Name:	existing Users to assign	as SNAP or IT & Security contacts for a				
Administrative Reports								
SNAP Reports	7 Record(s) Found			Records per page : 10				
Recent Disqualifications	Name	Region	Phone	E-Mail				
Report Non-and to be Deleted	Anderson, Aqueelah	Mid-Atlantic (MARO)	6092595246	holmes_nora@bah.com				
Records to be Deleted by State Report	Doe, Anna	Mid-Atlantic (MARO)	555555555	holmes_nora@bah.com				
Secondary Verification	Ferraina, John	Mid-Atlantic (MARO)	6092595036	holmes_nora@bah.com				
Reports	Hatten, Monique	Mid-Atlantic (MARO)	6092595078	holmes_nora@bah.com				
Security Reports	Jenkins, Bill	Mid-Atlantic (MARO)	4123956866	holmes_nora@bah.com				
	Ortega, Elba	Mid-Atlantic (MARO)	6092595246	holmes_nora@bah.com				
Liele	Speary, Robert	Mid-Atlantic (MARO)	6092595067	holmes_nora@bah.com				
пер								
<ul> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> <li>Administrator Guides</li> </ul>	Page 1 of 1			Jump to page : 1 Go >				
E Done				🔹 📄 👘 Internet				

*Note:* The Search results will default to all users from the region associated with your user account.

3. Click on a name displayed in the search results to add the user as a FNS Contact. Alternatively, type in the **Last Name** and **First Name** and click **Search** to find a user and then click on the name. The FNS Contact Information Screen will be displayed as shown in Figure 14.

### **Figure 14. FNS Contact Information Screen**

🚰 http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer	
United States Department of Agriculture Food and Nutrition Service	
Thursday, September 25, 2008	Welcome, Liz Doe   Log O
My eDRS  Home Home Request EDRS Role FNS Contact Administration	5
Change ▷ Online Query ▷ Ad Hoc Query ▷ Ad Hoc Query	the selected user in the system. Select contact type and click te to remove the system User as a FNS contact.
<ul> <li>Secondary Verification</li> <li>Note: '*' indicates a required field.</li> </ul>	
Add/Modify/Delete     Disgualifications	
FNS: Headquarters (HQ)     Administration     Contact Type*: Please Select One     Title*: Please Select	
FINS Contact     Finst Name: leffrey Last Name: Davidson	Middle Toitial:
Administration Email: holmes_nora@bah.com Phone: 7035754437 ex	xt: Fax: 7033051092
Program/Division*:	
Administrative Reports	Save Delete Cancel
<ul> <li>SNAP Reports</li> <li>Recent Disgualifications</li> <li>Report</li> </ul>	
<ul> <li>Records to be Deleted</li> <li>by State Report</li> </ul>	
<ul> <li>Secondary Ventication Reports</li> <li>Security Reports</li> </ul>	
Heip ▶ Online User Help	
Online Administrator     Help     Near Ovide Ovide	
	Internet

- 4. Select the Contact Type (SNAP or IT and Security) from the drop down list.
- 5. Select the **Title** from the drop down list. The title options change depending upon the contact type you select. For example, if you select SNAP Contact Type, National Coordinator and Other will appear in the Title field. If you select IT and Security in the Contact Type, FNS Security Officer and Other will appear. If you select **Other** in the Title field, enter the Title into the field at the right.
- 6. Enter **Program/Division** name into the Program/Division Field.
- 7. All other fields are populated based on the user's account information and cannot be modified here.
- 8. Click **Save** to add the user as an FNS contact or click **Cancel** to return to the previous screen.

Note: All \* fields are required fields.

9. If you click Save, you will be returned to the FNS Contact Administration screen where you will be able to view the contact you entered.

#### To add a FNS Contact that is not a user of the system:

- 1. Follow steps 1 and 2 from above, the Add FNS Contact Search screen will appear.
- 2. Click on the **Add Non User** button and the FNS Contact Information Screen will appear as shown in Figure 15.

### Figure 15. FNS Contact Information Screen

🚰 http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer
United States Department of Agriculture Electronic Disgualified Recipient System
Thursday, September 25, 2008 Welcome, Liz Doe   Log
My eDRS  FNS Contact Administration
Change Change Online Query Ad Hoc Query Ad Hoc Query Change the selected user's FNS contact information. Click delete to remove the system User as a FNS contact.
Secondary Verification     Note: ** indicates a required field.     Profiles/Contacts     Add/Modify/Delete     Disqualifications
FNS: Headquarters (HQ)     Image: Administration       Administration     Contact Type*: Dease Select One
• FNS Contact Administration         • What's New Administration         • What's New Administration         • Email *:         • Phone *:         (         )         - ext         • Fax:         (         )         -         •         • Email *:         • Phone *:         (         )         • ext         • Fax:         (         )         •         •         •
Reports Program/Division*:
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> </ul>
Secondary Verification Reports     Security Reports
<ul> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> </ul>
Done

- 3. Select the Contact Type (SNAP or IT and Security) from the drop down list.
- 4. Select the **Title** from the drop down list. The title options change depending upon the contact type you select. For example, if you select SNAP contact type, National Coordinator and Other will appear in the Title field. If you select IT and Security in the Contact Type, FNS Security Officer and Other will appear. If you select **Other** in the Title field, enter the Title into the field at the right.
- 5. Enter the first name in the **First Name** field.
- 6. Enter the last name in the **Last Name** field.
- 7. Enter the middle initial in the **Middle Initial** field (Optional).
- 8. Enter the e-mail in the **E-Mail** field.
- 9. Enter the phone number in the **Phone** field.
- 10. Enter the fax number in the **Fax** field (Optional).
- 11. Enter the organization in the **Agency** field.

- 12. Enter Program/Division name into the Program/Division field.
- 13. Click **Save** to add the user as an FNS contact or click **Cancel** to return to the previous screen.

*Note:* All \* fields are required fields.

14. If you click Save, you will be returned to the FNS Contact Administration screen where you will be able to view the contact you entered.

### To Modify or Delete a FNS Contact:

1. Click **FNS Contact Administration** under Administration on the left menu bar, as shown in Figure 16. The State Contact Administration page defaults to the state or region to which your user profile is related. In the Search Results section of the page, contacts that have been assigned will appear; if none have been assigned, this section will be blank.

http://65.207.77.87 - USDA H	NS : eDRS - Microsoft Internet Expl	orer			
United States Department Food and Nutr	nt of Agriculture ition Service				Electronic Disqualified Recipient System
M. K- 🕅					
Thursday, September 25, 200	)8				Welcome, Liz Doe   Log Out
My eDRS	FNS Contact A         The FNS Contact Search allows         FNS Contact Administ         FNS:         Headquarters (HC)         Last Name:         Search Results	Administratio	n acts by FNS Contact Categor pry: ALL	y. 	ch Add New Contact Clear
Administration	6 Record(s) Found				Records per page : 10 💌
Reports	Contact Name	Region	Contact Category	Phone	Email
Administrative Reports	Bedwell, John	Headquarters (HQ)	SNAP Contact	7033052397	holmes_nora@bah.com
▶ SNAP Reports	Chen, Kelly	Headquarters (HQ)	SNAP Contact	7035754436	holmes_nora@bah.com
Recent Disgualifications	Fortine, Greg	Headquarters (HQ)	SNAP Contact	7033052401	holmes_nora@bah.com
Report	Jane, Kelsey	Headquarters (HQ)	IT and Security Contact	0000000000	gorman_marisa@bah.com
Records to be Deleted	Mallard, Joel	Headquarters (HQ)	IT and Security Contact	7033051063	holmes_nora@bah.com
by State Report	Smith, John	Headquarters (HQ)	SNAP Contact	7039847594	gorman_marisa@bah.com
Reports ▶ Security Reports	Page 1 of 1				Jump to page : 1 Go >
Help					
A Opline User Help					
<ul> <li>Online Administrator</li> </ul>					
Help					
User Quick Guide					
User Detailed Guide					-
					Internet
C Done					j j j 🥶 internet //

#### Figure 16. FNS Contact Administration Screen

- 2. To find a contact that you want to modify or delete, find them in the search results section, or to search for a contact within your specific region, select the **Contact Category**.
- 3. Enter the First Name and/or Last Name.
- 4. Click **Search** to find the contact as shown in Figure 17.

🊰 http://65.207.77.87 - USDA Fi	NS : eDRS - Microsoft Internet Explor	er				
USDA United States Department Food and Nutri	nt of Agriculture ition Service				Electronic Disqualified Recipient S	System
Thursday, September 25, 200	8				Welcome, Liz Doe	Log Out
My eDRS	FNS Contact Ac	Iministration				ē
Change ▹ Online Query ▷ Ad Hoc Query	The FNS Contact Search allows FI	NS Users to search contac	ts by FNS Contact Cate	gory.		
<ul> <li>Secondary Verification</li> <li>Search</li> <li>Profiles/Contacts</li> </ul>	FNS Contact Administra	ntion				-
<ul> <li>Add/Modify/Delete</li> <li>Disqualifications</li> </ul>	FNS: Headquarters (HQ)	Contact Category	ALL	•		
Administration	Last Name:  Smith	First Name:	John	s	Search Add New Contact	Clear
Administration What's New Administration	Search Results					
	1 Record(s) Found				Records per page :	10 💌
Reports Administrative Reports	Contact Name Smith, John	Region Headquarters (HQ)	Contact Category SNAP Contact	Phone 7039847594	Email gorman_marisa@bah.com	
<ul> <li>SNAP Reports</li> <li>Recent Disqualifications</li> </ul>	Page 1 of 1				Jump to page : 1	Go >
<ul> <li>Records to be Deleted by State Report</li> <li>Secondary Verification</li> </ul>						
<ul> <li>Security Reports</li> </ul>						
Help ▶ Online User Help						
<ul> <li>Online Administrator Help</li> <li>User Quick Guide</li> </ul>						
▶ User Detailed Guide						-
🕑 Done					📄 📄 🔮 Internet	//.

### Figure 17. FNS Contact Administration, Search Results Screen

5. Click on the name of the contact to view the Contact Information as shown in Figure 18.

🚰 http://65.207.77.87 - USDA FNS : e	eDRS - Microsoft Internet Explorer
USDA Food and Nutrition	Agriculture <b>n Service</b> Electronic Disqualified Recipient System
<b>100</b> 100 100 100 100 100 100 100 100 100	
Thursday, September 25, 2008	Welcome, Liz Doe   Log
My eDRS « Home Request EDRS Role Change	FNS Contact Administration
<ul> <li>▶ Online Query</li> <li>▶ Ad Hoc Query</li> <li>▶ Secondary Verification</li> </ul>	add or change the selected user's FNS contact information. Click delete to remove the system User as a FNS contact.
Pofiles/Contacts     Add/Modify/Delete     F	INS Contact Information
Disqualifications	NS: Headquarters (HO)
Administration	Contact Type*: II and Security Contact  Title*: FNS Security Officer
P FNS Contact     Administration     What's New     Administration	First Name *: John Last Name *: Smith Middle Initial:
Reports	Program/Division*: ITD
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification</li> </ul>	Save Delete Cancel
Beconts / Contraction Reports     Security Reports      Help     Online User Help     Online Administrator     Help     Nine Ouide	
C Done	liternet

### Figure 18. FNS Contact Information, Modify or Delete Screen

- 6. To modify the contact information make the changes to the fields and click **Save**. For users of the system only Contact Type, Title, and Program Division may be modified. For Contacts who are not users of the system, all fields may be modified.
- 7. To delete a contact click **Delete.** Deleting a contact only deletes the contact category associated with the contact name; it does not delete the contact information. If the person being deleted is not a user of the system, their contact information is removed from the system.

### 4.2 Performing State Contact Administration

The State Contact Administration function allows the user to search, add, modify, and delete state contacts. A state contact may include a Supplemental Nutrition Assistance Program Staff who has oversight of the program ensuring compliance with FNS regulations. State contacts may also be IT or Security contacts that have responsibility over the state users or state submission data. Only users with Regional Coordinator and State Administrator roles have access to the State Contact Administration screens.

Note: State contacts may or may not be users of eDRS.

#### To add an existing user as a state contact:

1. Select **State Contact Administration** on the left menu bar to view the State Contact Search screen as shown in Figure 19. The State Contact Administration page defaults to the state to which your user profile is related.

Figure 19.	State	Contact	Search	Screen
------------	-------	---------	--------	--------

🚰 http://65.207.77.87 - USDA FI	IS : eDRS - Microsoft Inte	ernet Explorer				
USDA Food and Nutri	t of Agriculture			E	eDRS lectronic Disqualified Recipient Sys	S .tem
- <b>1</b>						
Tuesday, September 23, 2008					Welcome, Travis Doe   Lo	og Out
My eDRS < <li>Home</li> <li>Request EDRS Role Change</li> <li>Online Query</li> <li>Ad Hoc Query</li> <li>Secondary Verification</li>	State Con The State Contact Set State Contact S	ntact Admini arch allows Regional Use Search	stration ers to search contacts by State and	Contact Category.		
<ul> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> <li>Approve Disqualifications</li> </ul>	State: VI IS Last Name:	IRGIN SLANDS	Contact Category: First Name:	ALL	v Search Add Contact	Clear
State Contact     Administration     Locality Contact     Administration     Locality Contact     Administration     Information Profile     User Administration     Reports     Administration	Search Results No records were re	- VIRGIN ISLAN	DS r search criteria.			
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>						
Help P Online User Help B					🔮 Internet	-

2. Click **Add Contact** button on the State Contact Administration Screen - the Add State Contact Search Screen will display as shown in Figure 20.

Note: For state users, the search results default to all users from the state associated with your user account. For Regional users, the search results default to all users from the first state within your region.

### Figure 20. Add State Contact Search Screen

🗿 http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer									
USDA United States Department of Agriculture EDERS Electronic Disqualified Recipient System									
Tuesday, September 23, 2008	8				Welcome, Travis Doe   Log Out				
My eDRS ↔ → Home → Request EDRS Role	State Con	tact Administra	tion		÷				
Change ▶ Online Query ▶ Ad Hoc Query ▶ Secondary Verification	The State Contact Add screen allows State Contact Administrators to add existing eDRS users and non users as a state contact. Click on a user's name from the search results listed below to create a state contact from an existing user or non user of the system. To add a non user as a state contact, click on the "Add Non User" to create a new non user of the system.								
Search Profiles/Contacts	Add State Conta	act Search							
<ul> <li>Add/Modify/Delete</li> <li>Disqualifications</li> <li>Approve</li> <li>Disqualifications</li> </ul>	State:	VIRGIN ISLANDS							
Administration	Last Name:		First Name:						
<ul> <li>State Contact Administration</li> <li>Locality Contact Administration</li> <li>Information Profile</li> </ul>	Search Results		Search	Add Non Use	ar Clear Cancel				
User Administration	6 Record(s) Found				Records per page : 10 💌				
<b>D</b>	Name	State	Phone Number	Extention	E-Mail				
Heports	Doe, Travis	VIRGIN ISLANDS	555555555		holmes_nora@bah.com				
Administrative Reports	Doe, Bill	VIRGIN ISLANDS	555555555		holmes_nora@bah.com				
SNAP Reports	Doe, Terry	VIRGIN ISLANDS	2403155555	343	doe_terry@bah.com				
Recent Disqualifications	Evans, Colleen	VIRGIN ISLANDS	3407747125		holmes_nora@bah.com				
Report Percords to be Deleted	Mitchell, Angela	VIRGIN ISLANDS	3407742399		holmes_nora@bah.com				
by State Report	Trent, Bob	VIRGIN ISLANDS	7035555500		trentb@bah.com				
<ul> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	Page 1 of 1				Jump to page : 1 Go >				
Help									
♦ Online User Help No. 11 August 1 August 1					<b>_</b>				
🕑 Done					🕑 Internet 🖉				

3. Search for a name by entering the user's name and clicking Search, or click on a name in the default search results to add as a State Contact. The State Contact Information Screen will display as shown in Figure 21.



🚰 http://65.207.77.87 - USDA F	NS : eDRS - Microsoft Internet Explorer
United States Departme Food and Nutr	nt of Agriculture ition Service Electronic Disqualified Recipient System
Thursday, September 25, 200	8 Welcome, Travis Doe   Log Out
My eDRS « Home Request EDRS Role Change Online Query Ad Hoc Query Secondary Verification	State Contact Administration
<ul> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> <li>Approve Disqualifications</li> </ul>	Note: '*' indicates a required field. State Contact Information State: VIRGIN ISLANDS
Administration  State Contact Administration  Locality Contact Administration  Information Profile	Contact Type*: Please Select One  Please Select One First Name: IT and Security Contact SNAP Contact Email: holmes_nora@bah.com Phone: 555555555 ext: Fax: Agency*: Last Updated : Save Delete Caccel
Reports  Administrative Reports  SNAP Reports Recent Disqualifications Report	
<ul> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> <li>Help</li> </ul>	
<ul> <li>▶ Online User Help</li> <li>▶ Online Administrator</li> <li>Help</li> <li>■ Done</li> </ul>	The second secon

- 4. Select the **Contact Type** from the drop down list.
- 5. If the SNAP contact type was selected, enter the **Title** into the Title field. If IT and Security Contact Type was selected, select the **Title** from drop down list. If you select Other, enter the **Title** into the field at the right.
- 6. Enter the **Agency** name into the agency field.
- 7. All other fields are populated from the user's account and cannot be modified here.
- 8. Click the **Save** button to save the user as a contact.

*Note:* All \* fields are required fields.

9. The system will return you to the State Contact Search Screen where you will be able to see the result of your changes.

#### To add a new state contact to the system, that is not a user of the system:

1. Select **State Contact Administration** on the left menu bar to view the State Contact Search screen as shown in Figure 22. The State Contact Search screen will default to the state to which your user profile is related.



🎒 http://65.207.77.87 - USDA FN	IS : eDRS - Microsoft Internet Expl	orer			
USDA United States Departmen Food and Nutrit	nt of Agriculture tion Service				Electronic Disqualified Recipient System
×- 🕅					
Thursday, September 25, 2008	8				Welcome, Travis Doe   Log Out
My eDRS « Home Request EDRS Role Change Online Query Ad Hoc Query Secondary Verification Search Profiles/Contacts Add/Modify/Delete Disqualifications Approve Disqualifications	State Contact Search allow State Contact Search allow State: VIRGIN ISLANDS Last Name:	Administrati s Regional Users to searc c Fi	ON th contacts by State and Co ontact Category: rst Name:	ALL	÷
Administration  State Contact Administration Locality Contact	Search Results - VIRG	IN ISLANDS			Search Add Contact Clear
▶ Information Profile	Contact Name	State	Contact Category	Phone	Email
	Doe, Travis	VIRGIN ISLANDS	SNAP Contact	555555555	holmes_nora@bah.com
Reports	Page 1 of 1				Jump to page : 1 Go >
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Record Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul> Help <ul> <li>Online User Help</li> <li>Online Administrator</li> </ul>					
e Done					🔹 🚺 🔮 Internet

2. Click **Add Contact** button on the State Contact Administration Screen and the Add a State Contact Search screen will appear as shown in Figure 23.

### Figure 23. Add State Contact Search Screen

🚰 http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer							
USDA Food and Nutri				Electronic Disqualified Recipient System			
Tuesday, September 23, 2008	3				Welcome, Travis Doe   Log Out		
My eDRS ≪ ▶ Home ▶ Request EDRS Role Change	State Cont	tact Administra	tion		•		
<ul> <li>Online Query</li> <li>Ad Hoc Query</li> <li>Secondary Verification</li> </ul>	The State Contact Add screen allows State Contact Administrators to add existing eDRS users and non users as a state contact. Click on a user's name from the search results listed below to create a state contact from an existing user or non user of the system. To add a non user as a state contact, click on the "Add Non User" to create a new non user of the system.						
Search Profiles/Contacts	Search     Profiles/Contacts						
<ul> <li>Add/Modify/Delete</li> <li>Disqualifications</li> <li>Approve</li> <li>Disqualifications</li> </ul>	State:	VIRGIN ISLANDS					
Administration	Last Name:		First Name:				
<ul> <li>State Contact Administration</li> <li>Locality Contact Administration</li> <li>Information Profile</li> </ul>	Search Results		Search	Add Non Us	er Clear Cancel		
User Administration	6 Record(s) Found				Records per page : 10 💌		
Reports	Name	State	Phone Number	Extention	E-Mail		
Reports	Doe, Travis	VIRGIN ISLANDS	555555555		holmes_nora@bah.com		
Administrative Reports	Doe, Bill	VIRGIN ISLANDS	555555555		holmes_nora@bah.com		
SNAP Reports	Doe, Terry	VIRGIN ISLANDS	2403155555	343	doe_terry@bah.com		
Recent Disqualifications Report	Evans, Colleen	VIRGIN ISLANDS	3407747125		holmes_nora@bah.com		
Records to be Deleted	Tropt Rob	VIRGIN ISLANDS	7025555500		holmes_hora@bah.com		
by State Report	Trendy Dob	VIRGIN ISBANDS	703333300		trentb@ban.com		
<ul> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	Page 1 of 1				Jump to page: 1  Go >		
Help							
					<b>_</b>		
e					Internet //		

3. Click on the **Add Non User** button and the State Contact Information screen will appear as shown in Figure 24.

🗿 http://65.207.77.87 - USDA FN	eDRS - Microsoft Internet Explorer
USDA United States Departmen Food and Nutri	I Agriculture Conservice Electronic Disqualified Recipient System
<b>100</b> 100 100 100 100 100 100 100 100 100	
Tuesday, September 23, 2008	Welcome, Travis Doe   Log Out
My eDRS	State Contact Administration
<ul> <li>Secondary Verification</li> <li>Search</li> <li>Profiles/Contacts</li> <li>Add/Modify/Delete</li> <li>Disqualifications</li> <li>Approve</li> <li>Disqualifications</li> </ul>	Nutton. Vote: ' *' indicates a required field. State Contact Information State: VIRGIN ISLANDS
Administration  State Contact Administration Locality Contact Administration Information Profile User Administration	Contact Type*: Please Select One       Title*: Please Select One         First Name *:       Last Name *:         E-Mail*:       Phone *:       ()) - ext         Agency*:       Last Updated :         Save       Pelete
Reports         Administrative Reports         SNAP Reports         Recent Disqualifications Report         Records to be Deleted by State Report         Secondary Verification Reports         Security Reports	
Online User Help     Done	V Internet

#### Figure 24. State Contact Information, Add a Non User Screen

- 4. Select the **Contact Type** from the drop down list.
- 5. If the SNAP contact type was selected, enter the **Title** into the Title field. If IT and Security Contact Type was selected, select the **Title** from drop down list. If you select Other, enter the **Title** into the field at the right.
- 6. Enter the first name in the **First Name** field.
- 7. Enter the last name in the Last Name field.
- 8. Enter the middle initial in the Middle Initial field (Optional).
- 9. Enter the e-mail in the **E-Mail** field.
- 10. Enter the phone number in the **Phone** field.
- 11. Enter the fax number in the **Fax** field.
- 12. Enter the organization in the **Agency** field.
- 13. Click the **Save** button to save the contact information and return to the State Contact Administration screen to view your changes.

Note: All \* fields are required fields.

### To modify or delete a State Contact in the system:

1. Click **State Contact Administration** under Administration on the left menu bar as shown in Figure 25. The State Contact Search screen defaults to the state or region to which your user profile is related.



	http://65.207.77.87 - USDA F	IS : eDRS - Microsoft Internet Explorer		
Yee Case       Welcome, Anna Doe   Log Out         Thursday, September 25, 2008       Welcome, Anna Doe   Log Out         Thursday, September 25, 2008       Welcome, Anna Doe   Log Out         My eDRS <ul> <li>Ad Inc. Query</li> <li>A Adia Contact</li> <li>Secondary Verification</li> <li>Secondary Verification</li> <li>State Contact</li> <li>Secondary Verification</li> <li>Secondary Verification</li></ul>	United States Departme Food and Nutr	nt of Agriculture ition Service		Electronic Disqualified Recipient System
Thursday, September 25, 2008       Welcome, Anna Doe   Log Out         My eDRS          Home       Request EDRS Role Change       State Contact Administration         P Ad Hoc Query       Administration         P Secondary Verification       State Contact Search         State Contact       State Contact Search         Administration       Ester:         DISTRICT OF COLUMEIA       Contact Category:         Administration       State Contact         State Contact       Addinistration         Finformation Profile       Search Results - DISTRICT OF COLUMBIA         Reports       Search Results - DISTRICT OF COLUMBIA         P Addiministrative Reports       Name         P Addiministrative Reports       Name         Page 1 of 1       State Contact Category         Page 1 of 1       State C	<b>1</b>			
My eDRS          P Home       Request EDRS Role Change          P Addec Query       > Ad Hoc Query         > Secondary Verification       > Secondary Verification         P Forfiles/Contacts       State Contact Search allows Regional Users to search contacts by State and Contact Category.         Administration       > State Contact Administration         > Information Profile       Search Results - DISTRICT OF COLUMBIA Contact Category:         Administration       > Information Profile         P Administration       > State Contact         > Information Profile       Search Results - DISTRICT OF COLUMBIA         P Administration       > Information Profile         P Administration       > Information Profile         P Administration       > Contact Category:         Administration       > Information Profile         P Administrative Reports       > Administrative Reports         > Administrative Reports       > Records to be Deleted by State Reports         > Records to be Deleted by State Reports       > Security Reports         > Security Reports       Security Reports         > Security Reports       Security Reports	Thursday, September 25, 200	8		Welcome, Anna Doe   Log Out
<ul> <li>Ad Hoc Query</li> <li>&gt; Ad Hoc Query</li> <li>&gt; Secondary Verification</li> <li>&gt; Search</li> <li>Administration</li> <li>&gt; FNS Contact</li> <li>&gt; State Contact</li> <li>&gt; State Contact</li> <li>&gt; State Contact</li> <li>&gt; State Contact</li> <li>&gt; Information Profile</li> <li>&gt; Information Profile</li> <li>&gt; Search Results - DISTRICT OF COLUMBIA</li> <li>Contact Category:</li> <li>Add Contact</li> <li>Clear</li> <li>Addinistration</li> <li>&gt; Information Profile</li> <li>&gt; NAP Reports</li> <li>&gt; Secondary Verifications</li> <li>Record(s) Found</li> <li>Contact Category</li> <li>Page 1 of 1</li> <li>Secondary Verification</li> <li>&gt; Security Reports</li> <li>&gt; Security Reports</li> </ul>	My eDRS « Home Request EDRS Role Change Online Query	State Contact Adminis	tration	🖶
Profiles/Contacts         Administration         > FNS Contact         Administration         > State Contact         Administration         > State Contact         Administration         > Information Profile         Reports         > Administrative Reports         > Record so be Deleted by State Reports         > Records to be Deleted by State Reports         > Secondary Verification Reports	<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search</li> </ul>	State Contact Search		
Reports       1 Record(s) Found       Records per page : 10 -         > Administrative Reports       SNAP Reports       Contact Name       State       Contact Category       Phone       Email         > Record to be Deleted by State Reports       District OF COLUMBIA       IT and Security Contact       2027242285       holmes_nora@bah.com         > Records to be Deleted by State Reports       > Secondary Verification Reports       Jump to page : 1 Go >         > Security Reports       > Security Reports       Security Reports	Profiles/Contacts Administration FNS Contact Administration State Contact Administration Information Profile	State: DISTRICT OF COLUMBIA  Last Name:  Search Results - DISTRICT OF CO	Contact Category: First Name:	ALL 💌
Records to be Deleted     by State Report     Secondary Verification     Reports     Security Reports	Reports  Administrative Reports  SNAP Reports  Recent Disqualifications	1 Record(s) Found Contact Name Baker, David DISTRICT Of Page 1 of 1	State Contact Category F COLUMBIA IT and Security Contact	Records per page : 10 v       Phone     Email       2027242285     holmes_nora@bah.com       Jump to page :     1     Go >
	<ul> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>			
Help   Online User Help  Online Administrator Help  User Quick Guide  User Detailed Guide	Help  Colline User Help Colline Administrator Help User Quick Guide User Detailed Guide			
♦ Administrator Guides	Administrator Guides			

2. To search for a contact from a specific state, select the state from the drop down list in Figure 26.

Note: The State drop down menu will default to the state to which your user name is related. Regional users can select from the all other states in their region.

🊰 http://65.207.77.87 - USDA I	NS : eDRS - Microsoft Internet Explor	er		
United States Departme	ant of Agriculture ition Service			Electronic Disqualified Recipient System
۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲. ۲				
Thursday, September 25, 20	08			Welcome, Anna Doe   Log Out
My eDRS	State Contact A The State Contact Search allows State Contact Search	dministration Regional Users to search cor	ntacts by State and Contact Ca	ategory.
Search     Profiles/Contacts      Administration      FNS Contact     Administration      State Contact     Administration      Information Profile	State: DISTRICT OF C DISTRICT OF C DELAWARE MARYLAND NEW JERSEY PENNSYLVANIA VIRGINIA Search Resu WEST VIRGINIA		Contact Category: First Name:	ALL  Search Add Contact Clear
Reports	1 Record(s) Found			Records per page : 10 💌
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	Contact Name Baker, David Page 1 of 1	State DISTRICT OF COLUMBIA	Contact Category IT and Security Contact	Phone         Email           2027242285         holmes_nora@bah.com           Jump to page :         1         Go >
<ul> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> <li>Administrator Guides</li> </ul>				V Internet

### Figure 26. State Contact Search, State Selection Screen

3. To narrow the search results, you can enter a last name and/or first name into the fields provided, and/or select a **Contact Category** as shown in Figure 27.
| 🊰 http://65.207.77.87 - USDA   | NS : eDRS - Microsoft Internet Explorer                               |   | <u>_D×</u>   |
|--|---|---|--|
| United States Departm<br>Food and Nut  | ent of Agriculture<br>ition Service                                   |   | Electronic Disqualified Recipient System                                 |
| 1 K  |   |   |  |
| Thursday, September 25, 20   | 08  |   | Welcome, Anna Doe   Log Out  |
| My eDRS «<br>Home<br>Request EDRS Role<br>Change<br>Online Query<br>Ad Hoc Query<br>Secondary Verification<br>Search   | State Contact Administ  | ration  | t Category.  |
| Profiles/Contacts Administration FNS Contact Administration State Contact Administration Information Profile   | State: VIRGIN ISLANDS -<br>Last Name: Search Results - DISTRICT OF CO | Contact Catagory:<br>First Name:                        | ALL  ALL IT and Security Contact SNAP Contact Search Add Contact Clear   |
| Reports  | 1 Record(s) Found   |   | Records per page : 10 💌  |
| <ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Recent Disgualifications<br/>Report</li> <li>Records to be Deleted<br/>by State Report</li> <li>Secondary Verification<br/>Reports</li> <li>Security Reports</li> </ul> | Contact Name SI<br>Baker, David DISTRICT OF<br>Page 1 of 1            | ate Contact Category<br>COLUMBIA IT and Security Contac | Phone Email<br>t 2027242285 holmes_nora@bah.com<br>Jump to page : 1 Go > |
| Help<br><ul> <li>Online User Help</li> <li>Online Administrator<br/>Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> <li>Administrator Guides</li> </ul>   |   |   |  |

### Figure 27. State Contact Search, Results Narrowed Screen

4. Click **Search** to view the results as displayed in Figure 28.

http://65.207.77.87 -

USDA United States

i iguite 20. State C	ontact bear en results ber een
.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer	
United States Department of Agriculture Food and Nutrition Service	- Electronic Disq

#### Figure 28. State Contact Search Results Screen

N 15- 🕷						
Thursday, September 25, 200	8				Welcome, Anna Doe   Log Ou	ut
My eDRS « Home Request EDRS Role Change Online Query Ad Hoc Query Secondary Verification Search	State Contact A The State Contact Search allows State Contact Search	Administratic	ON contacts by State and Co	ontact Category.	ę	
Administration  FNS Contact Administration State Contact Administration Information Profile	State: VIRGIN ISLAND Last Name: Search Results - VIRGI	IN ISLANDS	Contact Category: First Name:	ALL	Search Add Contact Clear	-
Reports	1 Record(s) Found				Records per page : 10 💌	
Administrative Reports	Contact Name	State	Contact Category	Phone	Email	
SNAP Reports Recent Discuslifications	Doe, Travis	VIRGIN ISLANDS	SNAP Contact	555555555	holmes_nora@bah.com	1
<ul> <li>Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	Page 1 of 1				Jump to page : <u>1</u> Go >	
Help <ul> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> </ul>						
Administrator Guides					🔋 🚺 😢 Internet	

5. To modify or delete a contact as a **State Contact**, click on the contact name to view the State Contact Information Screen as shown in Figure 29.



http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer
United States Department of Agriculture Food and Nutrition Service
Thursday, September 25, 2008 Welcome, Anna Doe   Log Out
My eDRS * Home Request EDRS Role Change Online Query Ad Hoc Query Secondary Verification Secondary Verification Note: ' *' indicates a required field. * * * * * * * * *
Administration State Contact Information
▶ State Contact       Administration         ▶ Information Profile       First Name: Travis         Last Name: Doe       Middle Initial:
Reports         Email:         holmes_nora@bah.com         Phone:         555555555         ext:         Fax:
<ul> <li>Administrative Reports</li> <li>Agency*: FNS</li> <li>Last Updated : 9/25/2008 8:35:49 AM</li> <li>Save Delete Cancel</li> <li>Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>
Help
Done 🛛 👘 Internet

- 6. To modify the **Contact Type** or **Title** select the change from the drop down list. To Modify the **Agency**, enter in the changes and click **Save.** For contacts that are users of the system only the Contact Type, Title, and Agency may be modified. For contacts that are not users of the system, all fields can be modified.
- 7. To Delete a contact, click **Delete**. Deleting a contact only deletes the contact category associated with the contact name; it does not delete the contact information. If the person being deleted is not a user of the system, their contact information is removed from the system.

# 4.3 Performing Locality Contact Administration

The Locality Contact Administration function allows the user to search, modify, and delete locality contacts (whether the contact is primary or secondary). Only state users have access to the Locality Contact Administration screens.

Note: Locality contacts may or may not be users of eDRS. However, Locality Contacts information for those who are not users of the system cannot be manually added to eDRS. Non-user information is provided with the states data submission and therefore cannot be modified within eDRS.

### To add an existing user as a locality contact:

1. Select **Locality Contact Administration** under Administration on the left menu bar to view the Locality Contact Administration screen as shown Figure 30.

http://c5.207.27.87 - USDA FINS : cDRS - Hicrosoft Internet Explored  Food and Nutrition Service  Food and States Department of Agriculture Records Food and Nutrition Service  Food and States Reports Food and Nutrition Service  Food and Nutrition Servic		Figure 30. I	Locality Co	ntact Administrat	ion Search Sc	reen
	p://65.207.77.87 - USDA FM	IS : eDRS - Microsoft Inte	rnet Explorer			
	United States Departmen Food and Nutri	t of Agriculture tion Service				Electronic Disqualified Recipient System
eday, September 23, 2003       Welcome, Travis Doe         My eDRS          Home       Request EDRS Role         Change       Contact Contact Administration         Secondary Verifications       The Locality Contact Search allows State Users to search contacts by Locality, Contact Type, Last Name and/or First Name. If you find the contact(s) you are looking for, that contact can be added by clicking on Add Contact directly from this screen.         Secondary Verifications       Search Locality Contacts         Add/Modify/Delete       Disgualifications         Administration       State:       VIRGIN ISLANDS         State Contact       Add Contact         Administration       State Contact         Administration       State Contact         Administration       State Contact         Administration       I Record(s) Found         If Record(s) Found       Records per page :         Issuest       I Record(s) Found         Keener Disgualifications       Record State Reports         Share Reports       State Reports         Security Reports       State Report         Security Reports       Jump to page :         Page 1 of 1       Jump to page :	<u> </u>					
My eDRS       **         Home       Request EDRS Role         Change       Online Query         Secondary Verifications       Search         Search       Profiles/Contacts         Ad Hoc Query       Search         Secondary Verifications       Search         Approve       Disqualifications         Disqualifications       State:       VIRGIN ISLANDS         Disqualifications       State:       VIRGIN ISLANDS         Disqualifications       State:       VIRGIN ISLANDS       Contact:         Information Profile       State:       VIRGIN ISLANDS       Contact:       Contact:         Information Profile       Istae Contact       Add Contact:       Clear         State Contact       Add Contact:       Clear       Search Results         Locality Contact       Add Contact:       State:       State:       District Information       Records per page 1         Information Profile       User Administration       Istacent Results       Search Results       Search Results         Administrative Reports       Name       Locality Contact Type Phone       Ethal         State Report       Secondary Verifications       State Report       Secondary Verifications         Reports	sday, September 23, 2008					Welcome, Travis Doe   Log Ou
Request EDRS Role Online Query Ad Hoc Query Ad Hoc Query Ad Hoc Query Secondary Verification Search Profiles/Contacts Add/Modify/Delete Disgualifications       The Locality Contact Search allows State Users to search contacts by Locality, Contact Type, Last Name and/or First Name. If yo find the contact(s) you are looking for, that contact can be added by clicking on Add Contact directly from this screen.         Secondary Verification Search Disgualifications       State: VIRGIN ISLANDS       Locality: St. John, V.I. (0004)  ■ Contact Type: All  ■ Last Name: Erification State: VIRGIN ISLANDS         State Contact Administration Locality Contact Administration Information Profile User Administration Information Profile User Administration Reports       Search Results         Administration SNAP Reports Report Reports       I Record(s) Found       Records per page : Imme Locality Contact 3407742399 holmes_nora@bah.com         Page 1 of 1       Jump to page : Imme Imme Imme Imme Imme Imme Imme I	y eDRS « Home	Locality C	ontact Ad	ministration		÷
Secondary Verification Search Profiles/Contacts Add/Modify/Delete Disqualifications Approve Disqualifications Addrives Add Contact Add Contact Clear State Contact Add/Contact Add Contact Clear State Contact Add/Contact Clear State Contact Add/Contact Clear State Contact Add/Contact Clear State	Request EDRS Role Change Online Query Ad Hoc Query	The Locality Contact S find the contact(s) you	earch allows State I are looking for, tha	Users to search contacts by Loca at contact can be added by clicki	lity, Contact Type, Last N ng on Add Contact direct	lame and/or First Name. If you do not ly from this screen.
Profiles/Contacts         Add/Modify/Delete         Disqualifications         Approve         Disqualifications         Approve         Disqualifications         Administration         State Contact         Administration         State Contact         Administration         Information Profile         User Administration         Information Profile         User Administration         Information Profile         User Administration         Record(s) Found         Reco	Secondary Verification	Search Locality	/ Contacts			
dministration     Search Add Contact       Administration     Locality Contact       Administration     I Record(s) Found       Information Profile     User Administration       user Administration     Record(s) Found       Record(s) Found     Records per page :       Mitchell, Angela     St. John, V.I.       Primary Locality Contact     3407742399       Mitchell, Angela     St. John, V.I.       Primary Locality Contact     3407742399       Mitchell, Angela     St. John, V.I.       Primary Locality Contact     3407742399       holmes_nora@bah.com     Page 1 of 1	Profiles/Contacts Add/Modify/Delete Disqualifications Approve Disqualifications	State: VIRGIN	ISLANDS Locality	y: St. John, V.I. (0004)	Contact Type:	All
State Contact Administration Information Profile User Administration eports Administrative Reports Record to be Deleted by State Report Security Verifications Reports Becords to be Deleted by State Report Security Reports Becords to be Deleted Becords to be Delete	dministration				Search Add	Clear
Administration Information Profile User Administration     1 Record(s) Found     Record sper page :       Importation Profile User Administrative Reports Record S to be Deleted by State Report Secondary Verification Reports     1       elp     Online User Help	State Contact Administration Locality Contact	Search Results				
Name     Locality     Contact Type     Phone     E-Mail       Mitchell, Angela     St. John, V.I.     Primary Locality Contact     3407742399     holmes_nora@bah.com       Page 1 of 1     Jump to page : 1     1       SNAP Reports     Steport     1       Records to be Deleted by State Report Secondary Verification Reports     Verification Reports     Verification Reports       elp     Online Liser Help     Online Liser Help	Administration Information Profile	1 Record(s) Found				Records per page : 10 💌
Page 1 of 1     Jump to page : 1       Administrative Reports     Jump to page : 1       SNAP Reports     Records to be Deleted by State Report       Secondary Verification Reports     Secondary Verification       Reports     Secondary Verification       Reports     Secondary Verification       Reports     Secondary Verification       Reports     Secondary Verification       Reports     Secondary Verification       Reports     Secondary Verification       Reports     Secondary Verification	User Administration	Name Mitchell, Angela	Locality St. John, V.J.	Contact Type Primary Locality Contact	Phone 3407742399	E-Mail bolmes_pora@bab.com
Administrative Reports SNAP Reports Record Disqualifications Report Records to be Deleted by State Report Secondary Verification Reports Security Reports elp Online User Help	eports	Page 1 of 1				Jump to page : 1 Go >
Online User Help	Administrative Reports SNAP Reports Recent Disqualifications Report Records to be Deleted by State Report Secondary Verification Reports Security Reports					
	Online User Help					

Note: As a default, the system displays the locality contacts from the state or locality associated with the user's login.

1-1-1

2. Click **Add Contact** button on the Locality Contact Administration Screen. The Add Locality Contacts Search Screen will appear as shown in Figure 31.

Note: As a default, the system displays the users from the state or locality associated with the user's login.

F IIIIII//05.207.77.67 - USDA Fi	is : eDRS - Plicrosoft lifter	net Explorer		
United States Departmen Food and Nutri	nt of Agriculture tion Service			Electronic Disqualified Recipient System
1 K - K		$\langle$		
Tuesday, September 23, 2008				Welcome, Travis Doe   Log Out
My eDRS «      Home      Request EDRS Role     Change     Online Query      Ad Hoc Query      Secondary Verification      Search     Profiles/Contacts      Add/Modify/Delete     Disqualifications      Approve     Disqualifications      Administration      State Contact	Add Localit The Locality Add screer locality. Add Locality Con State: VIRGIN I Last Name:	ty Contact allows Locality Contact Administrators tacts Search SLANDS Locality: All First Name:	to search existing Users to	assign as Primary or Secondary contacts for a
Administration ▶ Locality Contact	Search Results			
Administration ▶ Information Profile	6 Record(s) Found			Records per page : 10 💌
User Administration	Name	Locality	Phone	E-Mail
	Doe, Bill	None	555555555	holmes_nora@bah.com
Beports	Evans, Colleen	None	3407747125	holmes_nora@bah.com
N Administration Description	Mitchell, Angela	Charlotte Amalie, V.I.	3407742399	holmes_nora@bah.com
<ul> <li>Administrative Reports</li> <li>Administrative Reports</li> </ul>	Trent, Bob	Frederiksted, V.I.	7035555500	trentb@bah.com
<ul> <li>SNAP Reports</li> <li>Discustifications</li> </ul>	Doe, Terry	St. John, V.I.	2403155555	doe_terry@bah.com
Report	Doe, Travis	St. John, V.I.	555555555	holmes_nora@bah.com
<ul> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	Page 1 of 1			Jump to page : 1 Go >
Help  Online User Help Done				▼ Internet

### Figure 31. Add Locality Contacts Search Results Screen

Search for a contact by entering first and/or last name and clicking **Search**, or click on the name of a user from the Search Results list. The Add Locality Contact Screen will appear as shown in Figure 32.

🚰 http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer							
United States Department of Agriculture Food and Nutrition Service	Electro	eDRS					
Tuesday, September 23, 2008	W	elcome, Travis Doe   Log Out					
My eDRS   Home Home Request EDRS Role Change Online Query Hold Contact Information screen relays the basic user information about the se Change Contact type and click save to add or change the selected user's locality contact inform	elected user in the syst	em. Select the locality and remove the system User as a					
P Ad Hoc Query       locality contact.         > Secondary Verification       Note: '*' indicates a required field.         > Profiles/Contacts       Note: '*' indicates a required field.         > Add/Modify/Delete       User Information							
Disqualifications Region: Mid-Atlantic (MARO) State: VIRGIN ISLANDS Locality: N	one						
Administration First Name: Bill Last Name: Doe Organizati	on: VI FSP						
State Contact Title: Title Email Address: holmes_nora@bah.com Phone: 555	5555555 Ext:						
Administration  Localities	Localities						
Information Profile     Viser Administration     4 Record(s) Found		Records per page : 10 💌					
Right	Primary	Secondary					
Reports Charlotte Amalie, V.I. (0001)							
Administrative Reports     Christiansted, V.I. (0002)		<b>u</b>					
SNAP Reports     Frederiksted, V.I. (0003)							
Report Records to be Deleted St. John, V.I. (0004)							
by State Report Page 1 of 1							
<ul> <li>Secondary Venncation Reports</li> <li>Security Reports</li> </ul>		Submit Cancel					
Help ▶ Online User Help		-					
Done		🔹 Internet					

- 3. Select one Locality or multiple **Localities** from the multi-select list by clicking in the box(es) in the **Primary or Secondary column**.
- 4. To exit out of this screen without saving the changes, click **Cancel.**
- 5. Click **Submit** to save the Locality Contact information. The Search Locality Contacts screen will display confirming that the locality contact information has been successfully added as shown Figure 33.

					~
Figure	33	Search	Locality	Contacts	Screen
riguit	55.	buittin	Locanty	contacts	buttun

		ternet explorer					
SDA United States Departmen Food and Nutri	nt of Agriculture ition Service				Electronic Disqualified Recipient System		
<b>11.</b> 7- <b>1</b>				Calls			
iesday, September 23, 2008	3				Welcome, Travis Doe   Log Out		
MyeDRS ≪ ⊁Home	Locality (	Contact Ac	Iministration		÷		
Request EDRS Role Change Online Query	Locality Contact info	rmation successfully	updated.				
> Ad Hoc Query > Secondary Verification	The Locality Contact find the contact(s) y	Search allows State ou are looking for, th	Users to search contacts by Locality, hat contact can be added by clicking o	Contact Type, Last Na on Add Contact directly	ame and/or First Name. If you do not r from this screen.		
<ul> <li>Search</li> <li>Profiles/Contacts</li> <li>Add/Modify/Delete</li> </ul>	Search Local	ity Contacts					
Disqualifications Approve Disqualifications	State: VIRGI	IN ISLANDS Local	ity: St. John, V.I. (0004)	Contact Type:	All		
Administration	Last Name:	First I	Name:				
State Contact Administration	Search Results						
Administration	Search Result	S					
Administration Information Profile User Administration	Search Result	s I			Records per page : 10 💌		
Administration Information Profile User Administration	Search Result	S Locality St. John, V.I.	Contact Type Primary Locality Contact	Phone 3407742399	Records per page : 10 💌		
Administration > Information Profile > User Administration Reports > Administrative Reports SNAP Reports	Search Result: 2 Record(s) Found Name Mitchell, Angela Doe, Travis	S Locality St. John, V.I. St. John, V.I.	Contact Type Primary Locality Contact Secondary Locality Contact	Phone 3407742399 555555555	Records per page : 10 -		
Administration Information Profile User Administration Reports Administrative Reports SNAP Reports Recort Disqualifications Record to be Deleted by State Report Secondary Verification Reports Security Reports	Search Result: 2 Record(s) Found Name Mitchell, Angela Doe, Travis Page 1 of 1	St. John, V.I. St. John, V.I.	Contact Type Primary Locality Contact Secondary Locality Contact	Phone 3407742399 5555555555	Records per page : 10 E-Mail holmes_nora@bah.com holmes_nora@bah.com Jump to page : 1 Go >		
Administration Administration User Administration Reports Administrative Reports Administrative Reports SNAP Reports Report Record to be Deleted by State Report Secondary Verification Reports Secondary Verification Reports Security Reports	Search Result: 2 Record(s) Found Name Mitchell, Angela Doe, Travis Page 1 of 1	S Locality St. John, V.I. St. John, V.I.	Contact Type Primary Locality Contact Secondary Locality Contact	Phone 3407742399 5555555555	Records per page : 10 v E-Mail holmes_nora@bah.com holmes_nora@bah.com Jump to page : 1 Go >		

#### To modify or delete a Locality Contact in the system:

1. Click **Locality Contact Administration** under Administration on the left menu bar. The Locality Contact Administration page defaults to the Locality Contacts Search screen as shown in Figure 34.

### Figure 34. Locality Contact Administration Screen

Inttp://05.207.77.67 - USDA Fit	IS : EDRS - MICROSOTT IN	ternet Explorer			
USDA United States Departmen Food and Nutri	nt of Agriculture tion Service				Electronic Disqualified Recipient System
1 K					
Tuesday, September 23, 2008					Welcome, Travis Doe   Log Out
My eDRS	Locality Contact find the contact(s) you Search Localii State: VIRGII Last Name:	Contact Ac Search allows State ou are looking for, th ty Contacts N ISLANDS Local	Users to search contacts by Locality, nat contact can be added by clicking of the second s	Contact Type, Last N on Add Contact directl	ame and/or First Name. If you do not y from this screen.
Administration				Search Add	Contact Clear
<ul> <li>State Contact Administration</li> <li>Locality Contact Administration</li> </ul>	Search Results	;			
▶ Information Profile	2 Record(s) Found				Records per page : 10 💌
User Administration	Name	Locality	Contact Type	Phone	E-Mail
Deserts	Mitchell, Angela	St. John, V.I.	Primary Locality Contact Secondary Locality Contact	3407742399	holmes_nora@bah.com
Heports  Administrative Reports  SNAP Reports  Report Records to be Deleted by State Report Secondary Verification Reports Security Reports  Help Colling User Help	Page 1 of 1	per 20mp vii.			Jump to page : 1 Go >
Done					internet

2. To search for a contact from a specific locality, select the **Locality** and **Contact type** from the drop down list and click on the **Search** button as shown in Figure 35.

*Note: The Locality drop down menu will default to the Locality to which your user name is related. State users can select from the all other localities in their state.* 

Private Contact C	http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer	<u> </u>							
Image: Second by Verification   Second b	USDA United States Department of Agriculture CORS Food and Nutrition Service Electronic Disqualified Recipient System								
Tuesday, September 23, 2003       Welcome, Travis Doe   Log Out         My eDRS <ul> <li>Mame</li> <li>Request EDRS Role Change</li> <li>Online Guery</li> <li>Administration</li> <li>Secondary Verifications</li> <li>Secondary Verifications</li> <li>Sete Contact Administration</li> <li>State Contact Administration</li> <li>Ister Contact Administration</li> <li>State Contact Administration</li> <li>Ister Contact Administration</li> <li>State Contact Administration</li> <li>Ister Contact Administration</li> <li>State Contact Administration</li> <li>State Contact Administration</li> <li>Ister Contact Administration</li> <li>State Contact Administration</li> <li>State Contact Administration</li> <li>Ister Contact Administration</li> <li>Ister Contact Administration</li> <li>State Contact Administration</li> <li>State Contact Administration</li> <li>State Contact Administration</li> <li>State Contact State Reports</li> <li>Record Ispendifications R</li></ul>									
My oDRS   * Home   * Request EDRS Role   * Ade Modify Cleared   * Ade Modify Cleared   * Search Locality Contact Search allows State Users to search contacts by Locality, Contact Type, Last Name and/or First Name. If you do not find the contact(s) you are looking for, that contact can be added by clicking on Add Contact directly from this screen.   * Search Locality Contacts   * Administration   * State Contact   * State Contact   * Administration   * Locality Contact   * Locality Contact   * State Contact   * Locality Contact   * State	Tuesday, September 23, 2008 Welcome, Travis Doe   Log Out								
<ul> <li>Locality Contact Administration</li> <li>Information Profile</li> <li>User Administration</li> </ul> Record(s) Found <ul> <li>Record(s) Found</li> <li>Record(s) Found(s) Found(s) Found(s) Found(s) Found(s) Found(s) Fo</li></ul>	My eDRS          P Home       Request EDRS Role Change         Online Query       Scondary Verification         A Hoc Query       Secondary Verification         Search Profiles/Contacts       Ad Modify/Delete Disqualifications         Disqualifications       State:       VIRGIN ISLANDS       Locality:         Administration       First Name:       First Name:         Administration       State Contact       First Name:         State Contact       Search Results	e. If you do not							
Information Profile       Information Profile       Records per page: 10 ×         Vecord(s) Found       Records per page: 10 ×         Name       Locality       Contact Type       Phone       E-Mail         Mitchell, Angela       St. John, V.I.       Primary Locality Contact       3407742399       holmes_nora@bah.com         P Administrative Reports       St. John, V.I.       Secondary Locality Contact       3407742399       holmes_nora@bah.com         Page 1 of 1       Jump to page:       I       Go >       Secondary Verifications         Reports       Records to be Deleted by State Report       Secondary Verifications       Go >         P Security Reports       Security Reports       Former security Reports       Image: 1       Go >         Help       Online User Help       Ponline User Help       Vector security for securities for security f	P Locality Contact Administration								
V Oser Administration       Name       Locality       Contact Type       Phone       E-Mail         Reports       Mitchell, Angela       St. John, V.I.       Primary Locality Contact       3407742399       holmes_nora@bah.com         b Administrative Reports       St. John, V.I.       Secondary Locality Contact       355555555       holmes_nora@bah.com         Page 1 of 1       Page 1 of 1       Go >       Jump to page :       I Go >         Page 1 of 1       Secondary Verifications Report       Secondary Verification Reports       Ferificiation       Ferificiation         Peperts       Secondary Verification Reports       Secondary Verification Reports       Ferificiation       Ferificiation         Polinie User Help       Online User Help       Contact type       Contact type       Contact type	Information Profile     ZRecord(s) Found     Records per	page : 10 💌							
Reports       Mitchell, Angela       St. John, V.I.       Primary Locality Contact       340/742399       holmes_nora@bah.com            P Administrative Reports        SNAP Reports        St. John, V.I.       Secondary Locality Contact       555555555       holmes_nora@bah.com            P Administrative Reports        Reports       St. John, V.I.       Secondary Locality Contact       555555555       holmes_nora@bah.com         Page 1 of 1       Jump to page :       I       Go >         Page 1 of 1       Secondary Verifications       Reports       Secondary Verification         P Security Reports       Persons       Security Reports       For the secondary Verification            P Contine User Help        Pontine User Help       Online User Help       Verification Secondary Verification	Voser Administration Name Locality Contact Type Phone E-Main	il de la companya de							
Heports       Page 1 of 1       Page 1 of 1         Page 1 of 1       Jump to page : I       Go >         Page 1 of 1       SNAP Reports       SNAP Reports         P Records to be Deleted by State Reports       Secondary Ventication Reports       Social State Reports         P Security Reports       Page 1 of 1       Social State Reports         P Security Reports       Page 1 of 1       Social State Reports         P Security Reports       Page 1 of 1       Social State Reports         P Security Reports       Page 1 of 1       Social State Reports         P Security Reports       Social State Reports       Social State Reports         P Security Reports       Page 1 of 1       Social State Reports         P Security Reports       Social State Reports       Social State Reports         P Security Reports       Page 1 of 1       Social State Reports         P Online User Help       Ponline State	Mitchell, Angela St. John, V.I. Primary Locality Contact 3407/42399 noimes_nora@bah	com							
	Administrative Reports     SNAP Reports     Recent Disqualifications     Report     Records to be Deleted     by State Report     Secondary Verification     Reports     Security Reports  Help     Online User Help	1 Go >							

### Figure 35. Search Locality Contacts Screen

3. To narrow the search, enter the **Last Name** and/or **First Name** and click the **Search** button. The search results are shown in Figure 36.

### Figure 36. Search Results Screen

🚰 http://65.207.77.87 - USDA FNS : eDRS - Microsoft In	ternet Explorer			
USDA United States Department of Agriculture Food and Nutrition Service				Electronic Disqualified Recipient System
			No alla	
Tuesday, September 23, 2008				Welcome, Travis Doe   Log Out
My eDRS          P Home          Request EDRS Role          Change       Online Query         Ad Hoc Query          Search       Profiles/Contacts         Profiles/Contacts       Add/Modify/Delete         Disqualifications       State:         VIRGI       Last Name:	Search allows State Users to ou are looking for, that conta ty Contacts N ISLANDS Locality: First Name:	istration o search contacts by Locali ct can be added by clicking [St. John, V.I. (0004)	ty, Contact Type, Last Na g on Add Contact directly Contact Type:	ame and/or First Name. If you do not r from this screen.
State Contact Administration Locality Contact	3			
▶ Information Profile 2 Record(s) Found				Records per page : 10 💌
User Administration Name	Locality	Contact Type	Phone	E-Mail
Mitchell, Angela	St. John, V.I. Prima	ary Locality Contact	3407742399	holmes_nora@bah.com
Heports     Dots       > Administrative Reports     Page 1 of 1       > SNAP Reports     Page 1 of 1       > Records to be Deleted by State Report     Page 1 of 1       > Secondary Verification Reports     Security Reports       Help     Ponline User Help		nuary Eccanty Contact		Jump to page : 1 Go >
				🔹 🚺 🔮 Internet

4. To view the **Locality Contact User Information**, click on the name of the locality contact as shown in Figure 37.

### Figure 37. Locality Contact User Information

🚰 http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer						
United States Department of Agriculture Food and Nutrition Service						
Tuesday, September 23, 2008	W	elcome, Travis Doe   Log Out				
My eDRS   Home  Change Online Query  Add Hoc Query	lected user in the syst ation. Click delete to	tem. Select the locality and remove the system User as a				
Secondary Verification     Search     Profiles/Contacts     Add/Modify/Delete     Disqualifications     Approve     Approve	iery     locality contact.       y Verification       ontacts       fy/Delete       User Information					
Disqualifications         Region: Mid-Atlantic (MARO)         State: VIRGIN ISLANDS         Locality: St           Administration         First Name: Travis         Last Name: Doe         Organization	. John, V.I. on: VI FSP					
State Contact     Administration     Localities     Localities	5555555 Ext:					
Information Profile     Viser Administration     4 Record(s) Found		Records per page : 10 💌				
Right	Primary	Secondary				
Reports Charlotte Amalie, V.I. (0001)						
Administrative Reports     Christiansted, V.I. (0002)						
Recent Disgualifications     Frederiksted, V.I. (0003)						
▶ Records to be Deleted     St. John, V.I. (0004)						
by State Report     Page 1 of 1       > Secondary Verification     Page 1 of 1       > Security Reports     >		Submit Cancel				
Help						
Donine user meip		Internet				

5. To change the Locality Contact, select Locality/Localities from the multi-select list by clicking in the box(es) in the **Primary** or **Secondary** column and click **Submit**.

Note: User information cannot be modified from this screen; the only change that can be made is to the Contact Type for a Locality Contact. However, Locality Contact information from non-participating states cannot be modified at all, as it is obtained through batch data transmission.

6. To remove a contact name as a Locality Contact, uncheck box(es) and click **Submit**. The Search Locality Contact screen will display confirming that the locality contact information has been removed.

*Note: Removing a contact only removes the contact category associated with the contact name; it does not delete the user information.* 

# 4.4 Maintaining the Information Profile

Information Profile allows the state users to maintain technical information about a state such as Transmission Method, Receipt Method, Type of Files to be submitted and extracted from the eDRS system, Online Contact Management, the level at which Disqualification Approval Process will be conducted, and State Contacts.

#### To modify the Information Profile for a state submitting records online:

 Click Information Profile under Administration on the left menu bar as shown in Figure 38. The State Profile page defaults to the state or region to which your user profile is related.

#### Figure 38. State Profile, Online Submission Screen

🚰 http://65.207.77.87 - USDA F	NS : eDRS - Microsoft Internet Explorer				<u> </u>
United States Departme Food and Nutr	nt of Agriculture ition Service			Electron	EDRS
- <b>1</b>		$\langle$			
Tuesday, September 23, 2008	3			We	lcome, Travis Doe   Log Out
My eDRS « Home Request EDRS Role Change Online Query Ad Hoc Query	Information Profile allows the state u and Type of Files to be submitted an Approval functionality.	le Isers to maintain technica d extracted from the eDR	information about S system. Also, in t	a state such as Transmission his profile, the state can ena	n Method, Recipient Method ble the Disqualification
<ul> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> <li>Approve Disqualifications</li> </ul>	Note : '*' indicates a required field.  State Profile  Region: Mid-Atlantic (MARO) State: Virgin Islands (VI)				
Administration					
<ul> <li>State Contact Administration</li> <li>Locality Contact Administration</li> <li>Information Profile</li> <li>User Administration</li> </ul>	Data Transmission Settings: Transmission Method: Receipt Method:* 	0 [	n-Line Dn-Line 💌	Type of File:*	Whole
Reports         > Administrative Reports         > SNAP Reports         > Recent Disqualifications Report         > Records to be Deleted by State Report         > Secondary Verification Reports         > Security Reports         Help         > Online User Help	Disqualification Approval Process: Disqualification Approval At Locality Level: Comments:	C Yes	4	Save	
Done					V Internet

The Data Transmission Settings can be modified in the State Profile; these settings include the Transmission Method, Receipt Method and Type of File. These settings are for information purposes only and do not modify the states profile in the system. Also a state can modify the Application settings. These settings default to "No" and if changed to "Yes" will activate specific functionality.

- 2. The **Transmission Method** will automatically be populated as shown in Figure 38.
- 3. Select Batch or Online for Receipt Method.
- 4. Select Match, None, Update or Whole from the Type of File drop down list.
- 5. If your state is using eDRS to submit disqualifications, the **Disqualification Approval Process** can be selected. This will activate the Approval Process functionality requiring all approvals to be routed to a user for approval prior to being saved in eDRS.

Note: The option to participate in the online Approval Process defaults to "No."

6. If your state is using the eDRS Disqualification Approval Process, the user may choose to

have approvals assigned at the Locality level.

Note: The "Approve Disqualifications at the Locality Level" defaults to "No".

- 7. Enter any additional comments about your state profile in the **Comment** field.
- 8. Click the **Save** button to update the profile.

#### To modify the Information Profile for a state submitting batch records:

Click Information Profile under Administration on the left menu bar as shown in Figure 39. The State Profile page defaults to the state or region to which your user profile is related.

#### Figure 39. State Profile, For a Batch Submission Screen

🎒 http://65.207.77.87 - USDA Fl	IS : eDRS - Microsoft Internet Explorer			
United States Department Food and Nutri	t of Agriculture tion Service		Electronic Disqualifi	
Tuesday, September 23, 2008			Welcome, T	ravis Doe   Log Out
My eDRS « > Home > Request EDRS Role Change > Online Query > Ad Hoc Query > Secondary Verification > Search Descipes (Contracts	Information Profile Information Profile allows the state users t and Type of Files to be submitted and extr Approval functionality.	to maintain technical information acted from the eDRS system. Als	about a state such as Transmission Method so, in this profile, the state can enable the D	, Recipient Method Disqualification
<ul> <li>Profiles/Contacts</li> <li>Add/Modify/Delete</li> <li>Disqualifications</li> <li>Approve</li> <li>Disqualifications</li> </ul>	State Profile Region: Mid-Atlantic (MARO)			-
Administration	State: Virgin Islands (VI)			
<ul> <li>State Contact Administration</li> <li>Locality Contact Administration</li> <li>Information Profile</li> <li>User Administration</li> </ul>	Data Transmission Settings: Transmission Method: Receipt Method: * Application Settings:	On-Line Batch	Type of File:*	hole 💌
Reports         Administrative Reports         SNAP Reports         Recent Disqualifications Report         Records to be Deleted by State Report         Secondary Verification Reports         Security Reports         Help         Online User Help	Disqualification Approval Process: O Ye Disqualification Approval At Locality Level: Comments:	es © No	Save	
Done				Internet

The Data Transmission Settings can be modified in the State Profile; these settings include the Transmission Method, Receipt Method and Type of File. These settings are for information purposes only and do not modify the states profile in the system. Also a state can modify the Application settings. These settings default to "No" and if changed to "Yes" will activate specific functionality.

- 2. The **Transmission Method** will automatically be populated as shown in Figure 39.
- 3. Select **Batch** or **Online** for **Receipt Method**.
- 4. Select Match, None, Update or Whole from the Type of File drop down list.

- 5. The **Date of Last Data Transmission** and **Date File Retrieved** fields will be populated automatically by the system and are unable to be edited.
- 6. Select **Online Contact Management** by clicking the radio button **Yes** or **No**. By selecting **Yes**, this will enable a Batch state to manage contact information online rather than sending this information through batch data transmission. This will enable the state to participate in the automated request and tracking of secondary verifications. Once the setting is set to **Yes**, it cannot be changed back to **No**.
- 7. Enter any additional comments about your state profile in the **Comment** field.
- 8. Click the **Save** button to update the profile.

# 4.5 Administering Roles

Role administration functionality allows administrators to create new roles, assign rights to roles, and modify current roles. eDRS functionality is bundled into roles. Users are then assigned roles when given access to eDRS. (User access is provided through the CSAMS process). The Role Administration function allows administrators to perform the following functions:

- *Create new roles* This function allows administrators to create entirely new roles within the system. This task will most likely be performed infrequently. However, should the need arise for a new role within the system, an administrator can create one from the Role Administration link.
- Assign rights to roles This function enables the administrator to assign rights. Rights are the functions a user can perform within the system. Roles are a combination of rights that one type of user or "role" can perform within the system. This task will be performed infrequently, as it is rare that the rights assigned to user roles will change.
- *Modify current roles* This function allows an administrator to change the name or description of a role, or make the role active/inactive. This task will be performed infrequently; however, the system allows for flexibility in making changes as needed.

### To create new roles in the application:

1. Click on **Role Administration** on the left menu bar. The Role Administration screen will appear, as shown in Figure 40.

#### Figure 40. Role Administration Screen

	5 : eDRS - Microsoft Internet Explorer		
United States Department	t of Agriculture tion Service		
<u>- 1</u>			
uesday, September 23, 2008			Welcome, Fred Doe   Log Out
My eDRS	Role Administrator documents cr is also available from this page by cl Roles	ion urrent r licking c	roles, whether or not they are active, and a description of each role. The ability to add a role on the Add a Role button.
Disqualifications Approve Disqualifications	16 Record(s) Found		Records per page : 10 💌
A desistantis s	Role Name	Active	?Role Description
Administration	All Locality Disgual Approver	Yes	Users who can approve disqualifications for all localities in their state
Information Profile	Disgualification Records Approver	Yes	Disqualification Records Approver
Role Administration	e-DRS Query User	Yes	Query disqualification Records Submitter Query disqualifications and issue secondary verification requests to disqualifying State Anencies
leports	FNS Contact Administrator	Yes	FNS Contact Administrator
Administrative Reports	FNS Security Officer	Yes	Add and modify user accounts and pull security reports
Automative Reports	Heledeels	Vec	Helpderk seesuht admin
SNAP Penorte	Inelpoesk	103	Helpdesk account aumin
SNAP Reports Recent Disgualifications	National Coordinator	Yes	National Coordinator
SNAP Reports Recent Disqualifications Report Records to be Deleted	National Coordinator Non-Participating State Administrator	Yes	National Coordinator For those states that do not participate in eDRS, but still need some level of access
<ul> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification</li> </ul>	National Coordinator Non-Participating State Administrator Programme Analyst	Yes Yes Yes	National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications
<ul> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul> <b>Iolp</b> <ul> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Ouick Guide</li> </ul>	National Coordinator Non-Participating State Administrator Programme Analyst Page 1 of 2 Next >	Yes Yes Yes	National Coordinator National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications
SNAP Reports Recent Disqualifications Report Reports Dy State Report Secondary Verification Reports Security Reports Idelp Online User Help Online Administrator Help User Quick Guide User Detailed Guide	National Coordinator Non-Participating State Administrator Programme Analyst Page 1 of 2 Next >	Yes Yes Yes	National Coordinator National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications

2. Click on **Add Role** and the Role Administration Role Information Screen will appear, as shown in Figure 41.

Figure 41. Role Information, Add Role Screen						
🏄 http://65.207.77.87 - USDA F	NS : eDRS - Microsoft Internet Explorer					
United States Departme Food and Nutr	nt of Agriculture ition Service		Ek	eDRS		
<b>100</b>						
Tuesday, September 23, 2008	3			Welcome, Fred Doe   Log Out		
My eDRS ≪ ▶ Home	Role Administrat	ion		÷		
<ul> <li>▶ Request EDRS Role Change</li> <li>▶ Online Query</li> <li>▶ Addue Query</li> </ul>	Add a Role allows you to add new re	oles to eDRS, including a new Role Nan	ne, Description and whether or	not the role is active.		
<ul> <li>▶ Ad Hoc Query</li> <li>▶ Secondary Verification</li> </ul>	Note : '*' indicates a required field.					
Search Profiles/Contacts	Role Information					
<ul> <li>Add/Modify/Delete</li> <li>Disgualifications</li> <li>Approve</li> <li>Disgualifications</li> </ul>	Role Name*:					
Administration	Description*:		*			
▶ Information Profile			<b>v</b>			
Role Administration	Active?:	© Yes	_			
Reports		C No				
Administrative Reports SNAR Reports				Save Cancel		
♦ Recent Disqualifications						
Report Necords to be Deleted						
<ul> <li>Secondary Verification</li> </ul>						
<ul> <li>Security Reports</li> </ul>						
Holp						
<ul> <li>Online User Help</li> </ul>						
<ul> <li>Online Administrator</li> <li>Help</li> </ul>						
♦ User Quick Guide						
V User Detailed Guide						

- 3. Enter role name in the **Role Name** field for the new role.
- 4. Enter the description of the role in the **Description** field.
- 5. Indicate whether or not the role is active by clicking the **Yes** or **No** radio button.
- 6. Click the **Save** button to save the new role. This will take you to the Role Details page as shown in Figure 42 where you will need to assign rights to the new role.

ど Done

🥝 Internet

Figure 42.	Role	Details.	Add	New	Role	Screen
1 901 0 120	11010	Detailsy	11444	1 10 11	11010	Sei cen

🚰 http://65.207.77.87 - USDA FNS	: eDR5 - Microsoft Internet Explorer	
United States Department of Food and Nutritie	of Agriculture Ion Service	Electronic Disqualified Recipient System
1 K K		
Thursday, September 25, 2008		Welcome, Fred Doe   Log Out
My eDRS ≪ ▶ Home	Role Administration	e
<ul> <li>▶ Request EDRS Role Change</li> <li>▶ Online Query</li> <li>▶ Ad Hoc Query</li> </ul>	Role Details provides a description of the role, whether or not it is active, a listing of which us allotted to this role. You can edit the various fields and click Save to update. You can also de	sers are assigned to this role and the rights lete a role by clicking on Delete.
<ul> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete</li> </ul>	Note : '*' indicates a required field. Role Details	
Disqualifications ▶ Approve Disqualifications	Sele	ect Role: State Administrator, Secondary 💌
Administration <ul> <li>Information Profile</li> </ul>	Description*: State Administrator, Secondary	
<ul> <li>Role Administration</li> <li>Reports</li> </ul>	Active?: © Yes	
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Source Discussion</li> </ul>	C NO	Save Save and Exit Cancel Delete
<ul> <li>Records to be Deleted by State Report</li> </ul>	Role Assignments	Assian Bights
<ul> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	1 Record(s) Found Records per page : 10 v	o rights have been assigned to this role
Help ▶ Online User Help	Users Assigned This Role Location Doe, Fred Headquarters (HQ)	
<ul> <li>▶ Online Administrator Help</li> <li>▶ User Quick Guide</li> </ul>	Page 1 of 1 Jump to page : 1 Go >	
● User Detailed Guide		T Internet

7. Click the **Assign Rights** button to assign rights to that particular role. This will display the Role Information Screen as shown in Figure 43.

🊰 http://65.207.77.87 - USDA FN	S : eDRS - Microsoft Inte	net Explorer					
USDA United States Department Food and Nutrit	t of Agriculture tion Service	Electronic Disqualified Recipient System					
Tuesday, September 23, 2008		Welcome, Fred Doe   Log Out					
My eDRS	Role Admi Role Information allow clicking Submit.	nistration 🖶					
Profiles/Contacts > Add/Modify/Delete Disqualifications > Approve Disqualifications	e Select Role: State Administrator, Field Office Role Description: State Administrator, Field Office						
Administration  Information Profile  Role Administration	Rights						
	27 Record(s) Found	Records per page : 10 💌					
Reports	Assign?	Right					
Administrative Reports		Ad-Hoc Query Reports					
<ul> <li>Recent Disgualifications</li> </ul>		Administrative Reports					
Report Percords to be Deleted		All Locality Disqual Approver					
by State Report		Approval Management					
Secondary Verification Reports		Create User					
Security Reports		Disqualification Approval Maintenance					
Hele		Disqualification Maintenance					
N Opling Lags Halp		Disqualification Report					
♦ Online Administrator		FNS Contact Administration					
Help ▶ User Ouick Guide		FNS Security Officer					
♦ User Detailed Guide	Page 1 of 3 Next:	· · · · · · · · · · · · · · · · · · ·					
Done		internet					

### Figure 43. Role Information, Assign Rights Screen

8. Assign the desired rights to the role by clicking on the checkbox next to each right. Click the **Submit** button to return to the Role Details screen as shown in Figure 44.

Figure	44.	Role	Details,	<b>Rights</b>	Assigned	Screen
			,	8		

🎽 http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer	JN
United States Department of Agriculture Food and Nutrition Service	
Thursday, September 25, 2008 Welcome, Fred Doe   Log Out	
My eDRS « Role Administration -	
<ul> <li>Request EDKS Kole</li> <li>Change</li> <li>Online Query</li> <li>Ad Hoc Query</li> <li>Ad Hoc Query</li> <li>Ad Hoc Query</li> <li>Experimentation of the various fields and click Save to update. You can also delete a role by clicking on Delete.</li> </ul>	
Secondary Verification     Secondary Verification     Note : ** indicates a required field.     Note : ** indicates a required field.     Role Details     Disqualifications	
Approve Disqualifications     Role Name*: State Administrator, Secondary	
Administration     Description*:     State Administrator, Secondary            P Information Profile           Active?:           Active?:	
Reports O No ▶ Administrative Reports	
SNAP Reports     Recent Disqualifications     Report     Records to be Deleted     Role Assignments	
by State Report Secondary Verification Reports Security Reports No rights have been assigned to this role	
I Record(s) Found         Records per page : 10            Help         Users Assigned This Role         Location	
Online User Help     Online Administrator     Help     User Quick Guide	
Vuser Detailed Guide	-

9. Click **Save** to save your changes and continue work in Role Administration. To save and exit, click **Save and Exit**. To cancel the new role, click the **Cancel** button.

### To assign rights to an existing role:

1. Click on **Role Administration** on the left menu bar. The Role Administration screen will appear as shown in Figure 45.

Figure 45.	Role	Administration	Screen
------------	------	----------------	--------

	o . coko - microsore internet explorer		
SDA United States Department Food and Nutrit	of Agriculture ion Service		Electronic Disqualified Recipient System
<b>11.</b> 7- <b>11</b>			
ursday, September 25, 2008			Welcome, Fred Doe   Log Out
My eDRS	Role Administrat	ion	e e e e e e e e e e e e e e e e e e e
Change Online Query Ad Hoc Query	The Role Administrator documents c also available from this page by click	arrent r king on	roles, whether or not they are active, and a description of each role. The ability to add a role is the Add a Role button.
Secondary Verification Search	Roles		
Add/Modify/Delete Disqualifications			Add Role
Disqualifications	18 Record(s) Found		Records per page : 10 💌
	Role Name	Active	? Role Description
dministration	All Locality Disqual Approver	Yes	Users who can approve disqualifications for all localities in their state
Information Profile	Disqualification Records Approver	Yes	Disqualification Records Approver
Role Administration	Disqualification Records Submitter	Yes	Disqualification Records Submitter
	e-DRS Query User	Yes	Query disqualifications and issue secondary verification requests to disqualifying State Agencies
	ENS Contact Administrator	Yes	ENS Contact Administrator
eports	THE Condict Hammar and		
eports Administrative Reports	FNS Security Officer	Yes	Add and modify user accounts and pull security reports
eports Administrative Reports SNAP Reports	FNS Security Officer Helpdesk	Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin
eports Administrative Reports SNAP Reports Recent Disqualifications	FNS Security Officer Helpdesk National Coordinator	Yes Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin National Coordinator
eports Administrative Reports SNAP Reports Recort Disqualifications Report Records to be Deleted	His Security Officer Helpdesk National Coordinator Non-Participating State Administrator	Yes Yes Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin National Coordinator For those states that do not participate in eDRS, but still need some level of access
eports Administrative Reports SNAP Reports Recent Disqualifications Report Records to be Deleted by State Report	FNS Security Officer Helpdesk National Coordinator Non-Participating State Administrator Programme Analyst	Yes Yes Yes Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications
eports Administrative Reports SNAP Reports Recent Disqualifications Records to be Deleted by State Report Secondary Verification Reports Security Reports	FNS Security Officer       Helpdesk       National Coordinator       Non-Participating State       Administrator       Programme Analyst       Page 1 of 2	Yes Yes Yes Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications
eports Administrative Reports SNAP Reports Record Disqualifications Records to be Deleted by State Report Secondary Verification Reports Security Reports elp	FNS Security Officer       Helpdesk       National Coordinator       Non-Participating State       Administrator       Programme Analyst       Page 1 of 2 Next >	Yes Yes Yes Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications
eports Administrative Reports SNAP Reports Recent Disqualifications Records to be Deleted by State Report Secondary Verification Reports Security Reports elp Online User Help	FNS Security Officer       Helpdesk       National Coordinator       Non-Participating State       Administrator       Programme Analyst       Page 1 of 2	Yes Yes Yes Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications
eports Administrative Reports SNAP Reports Recent Disqualifications Report Records to be Deleted by State Report Secondary Verification Reports Security Reports elp Online User Help Online User Help	FNS Security Officer       Helpdesk       National Coordinator       Non-Participating State       Administrator       Programme Analyst       Page 1 of 2	Yes Yes Yes Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications
eports Administrative Reports SNAP Reports Recent Disqualifications Report Secondary Verification Reports Security Reports elp Online User Help Online Administrator Help	FNS Security Officer       Helpdesk       National Coordinator       Non-Participating State       Administrator       Programme Analyst       Page 1 of 2 Next >	Yes Yes Yes Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications
eports Administrative Reports SNAP Reports Record Disqualifications Record to be Deleted by State Report Secondary Verification Reports Security Reports elp Online User Help Online Administrator Help User Quick Guide	FNS Security Officer       Helpdesk       National Coordinator       Non-Participating State       Administrator       Programme Analyst       Page 1 of 2 Next >	Yes Yes Yes Yes Yes	Add and modify user accounts and pull security reports Helpdesk account admin National Coordinator For those states that do not participate in eDRS, but still need some level of access Maintenance of software applications

2. Click on the **Role Name** to which you would like to assign rights, for example, State Administrator. This will take you to the Role Details Screen as shown in Figure 46.

### Figure 46. Role Details Screen

🚰 http://65.207.77.87 - USDA FNS :	eDRS - Microsoft I	internet Explorer				_	. 🗆 🗵
USDA Food and Nutritio	Agriculture on Service					Electronic Disqualified Recipient System	
- <b>1</b>	E.						
Thursday, September 25, 2008						Welcome, Fred Doe   Log O	ut
My eDRS ≪ ▶ Home	Role Adr	ministratio	on			e	•
P Request EDRS Role Change     P Online Query     Ad Hoc Query	tole Details provid Illotted to this role	es a description of . You can edit the v	the role, whether or not it arious fields and click Sav	: is active, ve to upda	, a listing of which users are ate. You can also delete a ro	assigned to this role and the rights le by clicking on Delete.	,
Secondary Verification     Search     Profiles/Contacts     Add/Modify/Delete     Discussifications	lote : '*' indicates Role Details	a required field.					
Approve     Disqualifications	Role Name*:	National Coordina	tor		Select Role	e: National Coordinator	J
Administration Information Profile	Description*:	National Coordina	tor				
▶ Role Administration	Active?:	© Yes			_		
Administrative Reports     SNAP Reports		C No			Save	Save and Exit Cancel Delete	
<ul> <li>Recent Disqualifications Report</li> <li>Records to be Deleted</li> </ul>	Role Assignm	ents					
Security Report     Security Reports	Assign Users					Assign Rights	
· Security Reports	10 Record(s) Fou	ind	Records per page : 10		11 Record(s) Found	Records per page : 10 💌	
Help	Users Assigned Th Byrd, Leslie	his Role	Location Headquarters (HO)	Ro	de Rights d-Hoc Query Reports		
▶ Online User Help	Doe, Liz		Headquarters (HQ)	Ac	dministrative Reports		
▹ Online Administrator	Fortine, Greg		Headquarters (HQ)	Di	squalification Report		
Help	Gant, Brian		Virginia	FN	IS Contact Administration		
▶ User Quick Guide	Gant, Brian		Headquarters (HQ)	Or	nline Message Administrator		
User Detailed Guide	Gorman, Kim		Western (WRO)	- I Ior	nline Ouerv		
Done			Western (WRO)	1 10		🔮 Internet	

3. Click the **Assign Rights** button to assign rights to that particular role. This will display the Role Information Screen as shown in Figure 47.

🚰 http://65.207.77.87 - USDA Fl	NS : eDRS - Microsoft In	ternet Explorer
USDA Food and Nutri	nt of Agriculture ition Service	
<u>بر</u> بالج		
Thursday, September 25, 200	8	Welcome, Fred Doe   Log Out
My eDRS	Role Adm	ninistration
Secondary Verification Search	Role Informat	ion
<ul> <li>Profiles/Contacts</li> <li>Add/Modify/Delete</li> <li>Disqualifications</li> <li>Approve</li> <li>Disqualifications</li> </ul>	Role Name: FN	S Contact Administrator
Administration	Kole Description	on: FNS Contact Administrator
▶ Information Profile	Rights	
▶ Role Administration	27 Record(s) Fou	nd Records per page : 10 v
Reports	Assign?	Right
Administrative Reports SNAP Reports		Ad-Hoc Query Reports
<ul> <li>Recent Disqualifications</li> </ul>		Administrative Reports
Report ▶ Records to be Deleted		All Locality Disqual Approver
by State Report ▶ Secondary Verification		Approval Management
Reports		Create User
<ul> <li>Security Reports</li> </ul>		Disqualification Approval Maintenance
Help		Disqualification Maintenance
▶ Online User Help		Disqualification Report
Online Administrator	M	FNS Contact Administration
♦ User Quick Guide		FNS Security Officer
▶ User Detailed Guide	Page 1 of 3 New	d>
😂 Done		internet 🖉

### Figure 47. Role Information, Assign Rights Screen

- 4. Assign (or un-assign) the desired rights to the role by clicking on the checkbox next to each right. Click the **Submit** button.
- 5. To cancel any changes made, click the **Cancel** button.

### To modify a current role:

1. Click on **Role Administration** on the left menu bar. The Role Administration screen will appear, as shown in Figure 48.

#### Figure 48. Role Administration Screen

nttp://65.207.77.87 - USDA FN	S : eDRS - Microsoft Internet Explorer		
Food and Nutrit	of Agriculture ion Service		Electronic Disqualified Recipient System
<u> </u>			
hursday, September 25, 2008	1		Welcome, Fred Doe   Log Out
My eDRS	Role Administrator documents c also available from this page by click Roles	ion urrent r king on	roles, whether or not they are active, and a description of each role. The ability to add a role is the Add a Role button.
Disqualifications ▶ Approve Disqualifications	18 Record(s) Found		Records per page : 10 💌
	Role Name	Active	? Role Description
Administration	All Locality Disqual Approver	Yes	Users who can approve disqualifications for all localities in their state
Information Profile	Disqualification Records Approver	Yes	Disqualification Records Approver
Role Administration	Disqualification Records Submitter	Yes	Disqualification Records Submitter
	e-DRS Query User	Yes	Query disqualifications and issue secondary verification requests to disqualifying State Agencies
Reports	FNS Contact Administrator	Yes	FNS Contact Administrator
Administrative Reports	FNS Security Officer	Yes	Add and modify user accounts and pull security reports
SNAP Reports	Helpdesk	Yes	Helpdesk account admin
Recent Disgualifications	National Coordinator	Yes	National Coordinator
Report Records to be Deleted	Non-Participating State Administrator	Yes	For those states that do not participate in eDRS, but still need some level of access
by State Report	Programme Analyst	Yes	Maintenance of software applications
Reports Security Reports	Page 1 of 2 Next >		
<ul> <li>Online User Help</li> <li>Online Administrator</li> <li>Help</li> <li>User Quick Guide</li> </ul>			
Online User Help Online Administrator Help User Quick Guide User Detailed Guide			

2. Click on the **Role Name** to view the Role Details, for example, FNS Security Officer, as shown in Figure 49.

### Figure 49. Role Details Screen

United States Department of Agriculture Food and Nutrition Service
Thursday, September 25, 2008 Welcome, Fred Doe   Log Out
My eDRS « P Home Role Administration =
Change P Online Query Online Query Ad Hoc Query Ad Hoc Query Change Ad Hoc Query Chang
Search     Profiles/Contacts     Add/Modify/Delete     Disqualifications
▷ Approve Disqualifications           Bole Name*:         Disqualification Records Submitter
Administration     Description*:     Disqualification Records Submitter       > Information Profile     Image: State Sta
Active?: © Yes
Administrative Reports     SNAP Reports     Save Save and Exit Cancel Delete     Recent Disqualifications     Recent Disqualifications
Reports     Assign Users     Assign Rights
Security Reports         330 Record(s) Found         Records per page : 10 -         6 Record(s) Found         Records per page : 10 -
Help         Users Assigned This Role         Location         Role Rights           Help         Aberle, Brenda         Virginia         Disquelification Maintenance
▶ Online Administrator         Alexander, Reba         Virgina         Online Query           Records to be Deleted by State Report         Records to be Deleted by State Report
Help         Algabre, Yvonne         Alaska         Search Contacts                 Vuser Quick Guide          Allen, Deborah          New Jersey         Secondary Verification
Vuser Detailed Guide Allen, Jerry     Louisiana SNAP Reports

- 3. Make the desired changes in the Role Details screen. For example, you can edit the **Role Name**, edit the **Description**, make it Active or Not Active by clicking the **Yes** and **No** radio buttons, and/or modify the rights assigned to the role. Click **Save** to save your changes and remain on the Role Details screen, or click **Save and Exit** to save your changes and return to the Role Administration screen.
- 4. To cancel any changes made, click the **Cancel** button.

## 4.6 Approval Management

Approval Management allows users to assign users to approve disqualifications at the locality level. A user can be assigned one or more localities to approve, and more than one user can be assigned to a locality. This functionality is only applicable if a state has chosen "Yes" for the Disqualification Approval at the Locality Level in the information profile.

#### To assign an Approver:

1. Click on **Approval Management** on the left menu bar under Administration as shown in Figure 50.

🖉 http://65.207.77.87 - USDA Fl	NS : eDRS - Microsoft In	ternet Explorer				
United States Department Food and Nutri	nt of Agriculture ition Service				Electronic Disq	eDRS
<b>111 1</b> 1						
Sunday, September 28, 2008					Welcome	, Travis Doe   Log Out
My eDRS ≪ ▶ Home	Approval	Management				÷
<ul> <li>▶ Request EDRS Role Change</li> <li>▶ Online Query</li> <li>▶ Ad Hoc Query</li> </ul>	The User Search allo	ows you to search by Organizat	tion, Locality, Last Name a	and/or First Name.		
<ul> <li>Secondary Verification</li> </ul>	User Search					
<ul> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> </ul>	Organization: Last Name:	State Agency	Y	Location: First Name:	Virgin Islands	V
Disqualifications						Search Clear
Administration						
State Contact						
Locality Contact     Administration						
Information Profile     Approval Management						
Reports						
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> </ul>						_
Recent Disqualifications Report						
Records to be Deleted by State Report						
<ul> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>						
· Security Reports						
Help						
▶ Online User Help						•
Cone Done						1 Internet

2. Enter the name of the person you would like to assign as an Approver and click **Search** as shown in Figure 51. You may narrow your search results by selecting an organization and/or locality. The figure below is for a search using Last Name only.

🚰 http://65.207.77.87 - USDA FM	NS : eDRS - Microsoft In	ternet Explorer				<u>_   ×</u>
United States Departmen Food and Nutri	nt of Agriculture ition Service				Electronic Disqualified Recipient S	S iystem
			$\langle \rangle \langle l \rangle$			
Sunday, September 28, 2008					Welcome, Travis Doe	Log Out
My eDRS ≪ ▶ Home	Approval	Managemer	nt			•
<ul> <li>▶ Request EDRS Role Change</li> <li>▶ Online Query</li> <li>▶ Ad Hoc Query</li> </ul>	The User Search allo	ows you to search by Org	anization, Locality, Last I	Name and/or First Name.		
<ul> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete</li> </ul>	Organization:	State Agency	Y	Location:	Virgin Islands	-
Disqualifications ▶ Approve Disqualifications	Last Name:	Doe		First Name:	Search	Clear
Administration  State Contact						
Administration ▶ Locality Contact Administration ▶ Information Profile						
<ul> <li>Approval Management</li> <li>Reports</li> </ul>						
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Recent Disgualifications</li> </ul>						
Report     Records to be Deleted     by State Report						
<ul> <li>Reports</li> <li>♦ Security Reports</li> </ul>						
Help • Online User Help						-
Done					🔹 🚺 🔮 Internet	

Figure 51. Approval Management, User Search Screen

- 3. The search results will return all users that met the entered search criteria.
- 4. From the Search Results screen shown in Figure 52, click the **Name** of the person you wish to assign as an approver as shown.

🚰 http://65.207.77.87 - USDA Fl	NS : eDRS - Microso	oft Internet Explore	er				×
United States Department Food and Nutr	nt of Agriculture ition Service				Electronic Disqualified Recipient System		
			( ) r		r alla		
Sunday, September 28, 2008						Welcome, Travis Doe   Log Out	4
My eDRS « Home Request EDRS Role	Approv	val Manag	gement			÷	
Change ▶ Online Query ▶ Ad Hoc Query	After pulling up also sort the fin	the requested info dings by clicking c	ormation based on the search c n the column heads.	riteria, you can viev	w any record liste	d by clicking on the name. You can	
<ul> <li>Secondary Verification</li> <li>Search</li> </ul>	User Searc	h					
Profiles/Contacts ▶ Add/Modify/Delete Disqualifications	Organization:	State Age	ency 💌	Loca	tion:	/irgin Islands	
Approve Disqualifications	Last Name:	Doe		First	Name:	Search Clear	
Administration State Contact	Search Res	sults					
Administration ▶ Locality Contact	3 Record(s) F	ound				Records per page 110	
Administration Information Profile	Name	Phone	E-Meil	Title	Ora Locatio	Intended lise	
Approval Management	Doe, Travis	555555555	holmes_nora@bah.com	Title	SA VI	Penalty Determination	
	Doe, Bill	555555555	holmes_nora@bah.com	Title	SA VI	Penalty Determination	
Reports	Doe, Terry	2403155555	doe_terry@bah.com	Supervisor	SA VI	State Administrator	
Administrative Reports	Page 1 of 1					Jump to page : 1 Go >	
SNAP Reports							
Recent Disgualifications							
Report ▶ Records to be Deleted							
by State Report							
Secondary Verification Reports							
Security Reports							
Help							
♦ Online User Help							-
Done						🔮 Internet	

Figure 52. Approval Management, Search Results Screen

5. The Assign Localities Screen is shown as displayed in Figure 53.

*Note:* While you are able to assign any user the ability to approve at the locality level, users must have been assigned the Disqualification Approver role to access disqualifications needing approval.

🚰 http://65.207.77.87 - USDA F	NS : eDRS - Microsoft Internet Explorer	
United States Departme Food and Nutr	nt of Agriculture ition Service	Electronic Disqualified Recipient System
Sunday, September 28, 2008		Welcome, Travis Doe   Log Out
My eDRS	Approval Management The Assign Localities screen allows you to assign loc appropriate check boxes under Can Approve next to Note : "*" indicates a required field. Assign Localities - for Travis Doe (TDoe)	calities per individual user for use in disqualification approvals. Click in the o the appropriate locality and click Submit.
Disqualifications		
Disqualifications	4 Record(s) Found	Records per page : 10 🔽
	Can Approve?	Locality
Administration		Christiansted V/I
Administration		Enderikated V/I
Locality Contact Administration		St. John V ( J
Information Profile		30.30mi, V.1.
<ul> <li>Approvar Management</li> </ul>	Page 1 of 1	
Reports         Administrative Reports         SNAP Reports         Recent Disqualifications Report         Records to be Deleted by State Report         Secondary Verification Reports         Security Reports		Save Cancel
♦ Online User Help		<b>•</b>
🙆 Done		📄 📄 👘 Internet

### Figure 53. Approval Management, Assign Localities

6. To assign localities to the person, click the **Check Boxes** for each locality desired as shown in Figure 54.

🊰 http://65.207.77.87 - USDA Fi	NS : eDRS - Microsoft Internet Explorer	
United States Departme Food and Nutr	nt of Agriculture ition Service	Electronic Disqualified Recipient System
Sunday, September 28, 2008		Welcome, Travis Doe   Log Out
My eDRS	Approval Management The Assign Localities screen allows you to assign loc appropriate check boxes under Can Approve next to Note : '*' indicates a required field. Assign Localities - for Travis Doe (TDoe)	calities per individual user for use in disqualification approvals. Click in the to the appropriate locality and click Submit.
<ul> <li>Approve</li> <li>Disqualifications</li> </ul>	4 Record(s) Found	Records per page : 10 💌
Disquamentoria	Can Approve?	Locality
Administration		Charlotte Amalie, V.I.
♦ State Contact		Christiansted, V.I.
Administration ▶ Locality Contact		Frederiksted, V.I.
Administration Information Profile		St. John, V.I.
Approval Management	Page 1 of 1	
Reports         > Administrative Reports         > SNAP Reports         > Records to be Deleted by State Report         > Secondary Verification Reports         > Security Reports         Help         > Online User Help		Save Cancel
e Done		Internet

#### Figure 54. Approval Management, Select Localities Screen

7. When complete, click **Save.** A pop up box will appear asking: "The localities for this user will be modified. Do you wish to continue?" as shown in Figure 55.

*Note: This will only change locality information related to approving records. It does not change locality information associated with the user's account.* 

🎒 http://65.207.77.87 - USDA F	IS : eDRS - Microsoft Internet Explorer	IX
United States Departme Food and Nutr	nt of Agriculture  tion Service  Electronic Disqualified Recipient System	
<b>1</b>		
Sunday, September 28, 2008	Welcome, Travis Doe   Log Out	
My eDRS	Approval Management       Image: Construct of the second sec	
Disqualifications     Approve     Disqualifications     Administration     State Contact     Administration     Locality Contact     Administration     Information Profile     Approval Management	4 Record(s) Foun       Microsoft Internet Explorer       X       Records per page : 10 -         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for this user will be modified. Do you wish to continue?       Locality         Image: Control of the localities for the lo	
Reports         Administrative Reports         SNAP Reports         Recent Disqualifications Report         Records to be Deleted by State Report         Secondary Verification Reports         Security Reports         Help         Online User Help	Save Cancel	
	internet	

Figure 55. Approval Management, Save Approval Assignment

8. Click **OK** to save and return to the Search Results screen. Click **Cancel** to return to the Assign Localities screen.

# 4.7 What's New

The What's New section, located on the lower right portion of the eDRS home page, is designed to communicate functionality updates, SNAP Policy updates or other useful information to eDRS users. This is a function of the National Coordinator. The eDRS National Coordinator will have the ability to attach documents that will be available to eDRS users in the What's New section.

### To add new information in the What's New section:

1. Click the **What's New Administration** link on the left menu bar under Administration to display the What's New Administration screen as shown in Figure 56.

http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer								
United States Departmen Food and Nutri	Electronic Disqualified Recipient System							
M. K-								
Thursday, September 25, 2008 Welcome, Liz Doe   Log Out								
My eDRS Home Request EDRS Role Change Online Query Ad Hoc Query Secondary Verification Search Profiles/Contacts Mhat's New Items What's New Items								
Disqualifications	Sort	Title	Posted On	Active				
Administration	<b>1</b>	NEW HELPDESK CONTACT INFORMATION	4/10/2008 1:42:12 PM	True	Edit   Delete			
FNS Contact Administration	<b>1</b>	ONLINE QUERY	4/10/2008 1:28:29 PM	True	Edit   Delete			
P What's New Administration	*	Online Query Modified for Eligibility Determinations	10/11/2007 10:10:35 AM	True	Edit   Delete			
Reports         Administrative Reports         SNAP Reports         Records to be Deleted by State Report         Secondary Verification Reports         Security Reports    Help  Online User Help  Online Administrator Help         User Quick Guide	Add a N	lew Item						
▶ User Detailed Guide						Toternet		
4								

#### Figure 56. What's New Administration Screen

2. Click the Add New Item to display the What's New Content screen as shown in Figure 57.

🏄 http://65.207.77.87 - USDA F	NS : eDRS - Microso	ft Internet Explorer				
United States Departme Food and Nutr	nt of Agriculture ition Service				Electronic Disqua	eDRS
					R	
Thursday, September 25, 200	8				Welcor	ne, Liz Doe   Log Out
My eDRS	What's	New Administrat	tion	it from the What's New	Listing page and	d a file attachment
<ul> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> </ul>	Add an Iter	n				
Administration ▶ FNS Contact Administration ▶ What's New Administration	Content :				A	
Reports  Administrative Reports Administrative Reports Recent Disqualifications Report Records to be Deleted by State Report Secondary Verification Reports	Active Status :	● Active C Inactive		Add	Cancel	
Security Reports      Help     Online User Help     Online Administrator     Help     User Quick Guide     User Detailed Guide						

Figure 57. What's New Administration, Content Screen

- 3. Enter a title into the title field.
- 4. Enter the content you wish displayed in the What's New section into the content field. The tool bar above the content field allows you to format the text in a manner similar to most word processing software. You may also enter a hyperlink in the text by clicking the "Create Link" icon.
- 5. If you want this content displayed immediately, next to Active Status, select **Active**. Select **Inactive** if you want the content to be stored in the system, but not visible to users.
- 6. Click **Add** to display the What's New Administration screen as shown in Figure 58. The title of the new item will appear at the bottom of the list and it will say TRUE if it is Active and visible to users, FALSE if it is not active and not visible to users.



http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer							
United States Department of Agriculation Sector Sec	Electronic Disqualified Recipient System						
Thursday, September 25, 2008					Welcome, Liz Doe   Log Out		
My eDRS ≪ What's New Administration ➡							
Change What'	s New Item has been successfully added						
Online Query     Online Query     Ad Hoc Query     Secondary Verification     Search     Profiles/Contacts     Add/Modify/Delete     Disqualifications	that's New Administration section allows you to Items whose "Active" status is False will not be der they appear below - to change this order, c t's New Items	add, edit, or delete items ar : shown in the What's New s lick the arrows to re-sort ar	nd their a ection o n item up	attached files. f the homepag o or down in th	Below is a listing of all What's New a. All active items will be shown in a list.		
Administration	Title	Posted On	Active				
▶ FNS Contact		4/10/2008 1:42:12 PM	True	Edit I Delete			
V What's New Administration	ONLINE QUERY	4/10/2008 1:28:29 PM	True	Edit   Delete			
Reports 👚	Online Query Modified for Eligibility Determinations	10/11/2007 10:10:35 AM	True	Edit   Delete			
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> </ul>	SNAP UPDATE	9/25/2008 9:58:47 AM	True	Edit   Delete			
<ul> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul> Help <ul> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> </ul>	New Item						
e Done					🔹 Internet		

7. The order of the list determines the order content will be displayed in the What's New section of the home page. To move a content item up or down, click the **arrow** in the Sort column to move the item up or down one level as shown in Figure 59. Repeat until the items are in the correct order.

http://65.207.77.87 - USDA FNS	: eDRS	- Microsoft Internet Explorer					
United States Department of Agriculture Food and Nutrition Service							
<b>11.</b> 7-1	E.						
hursday, September 25, 2008						Welcome, Liz Doe   Log	
My eDRS ≪ ▶ Home	W	nat's New Administratio	on				
Request EDRS Role Change Online Query	What's	New Item has been successfully added					
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> </ul>	The Wh items. I the ord	at's New Administration section allows you to a Items whose "Active" status is False will not be er they appear below - to change this order, c	add, edit, or delete items ar shown in the What's New s lick the arrows to re-sort ar	nd their ection o n item up	attached files. f the homepag p or down in th	Below is a listing of all What's e. All active items will be show e list.	
<ul> <li>Add/Modify/Delete</li> <li>Disqualifications</li> </ul>	What	's New Items					
Administration	Sort	Title	Posted On	Active			
FNS Contact Administration	<b>1</b>	SNAP UPDATE	9/25/2008 9:58:47 AM	True	Edit   Delete		
What's New Administration	€	ONLINE QUERY	4/10/2008 1:28:29 PM	True	Edit   Delete		
eports	1.	NEW HELPDESK CONTACT INFORMATION	4/10/2008 1:42:12 PM	True	Edit   Delete		
Administrative Reports SNAP Reports	۵.	Online Query Modified for Eligibility Determinations	10/11/2007 10:10:35 AM	True	Edit   Delete		
Recent Disqualifications Report Records to be Deleted	Add a N	lew Item					
by State Report Secondary Verification Reports							
Security Reports							
lelp							
> Online User Help							
Help Viser Quick Guide							
User Detailed Guide							
)one						🔹 🚺 💓 Internet	

Figure 59. What's New Administration, Change Order Screen

8. Click on the **Home** link in the menu bar to view the new posting on the eDRS home page. *Note: More than one item can be active and visible in the What's New section at any time.* 

### To add or edit an attachment for the What's New section:

1. Click on the **What's New Administration** link on the left menu bar under Administration to display the What's New Administration screen as shown in Figure 60.

#### Figure 60. What's New Administration Screen

🏄 http://65.207.77.87 - USDA FNS	i:eDRS	- Microsoft Internet Explorer					
United States Department Food and Nutrit	of Agriculti ion Sel	ure rvice	Electronic Disqualified Recipient System				
Thursday, September 25, 2008						Welcome, Liz Doe   Log Out	
My eDRS * Home     Request EDRS Role     Change     Online Query     Ad Hoc Query     Ad Hoc Query     Secondary Verification							
<ul> <li>Profiles/Contacts</li> <li>Add/Modify/Delete</li> <li>Disqualifications</li> </ul>	What	's New Items					
	Sort	Title	Posted On	Active			
Administration     FNS Contact     Administration	<b>₽</b> ₽	Supplemental Nutrition Assisstance Program (SNAP)	9/25/2008 10:08:04 AM	True	Edit   Delete		
♦ What's New	۵.	ONLINE QUERY	4/10/2008 1:28:29 PM	True	Edit   Delete		
Administration	۵.	NEW HELPDESK CONTACT INFORMATION	4/10/2008 1:42:12 PM	True	Edit   Delete		
Reports Administrative Reports	۵.	Online Query Modified for Eligibility Determinations	10/11/2007 10:10:35 AM	True	Edit   Delete		
<ul> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul> Help <ul> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> </ul>	Add a N	lew Item					
Done						📄 📄 Internet	

2. Click the **Edit** link next to the title of the content you wish to add an attachment to display the What's New Content screen as shown in Figure 61.

🊰 http://65.207.77.87 - USDA Fl	IS : eDRS - Microso	t Internet Explorer				
United States Departmen Food and Nutri	nt of Agriculture ition Service				Electronic Disqua	eDRS ified Recipient System
				1 Arth		
Thursday, September 25, 200	8				Welcon	ne, Liz Doe   Log Out
My eDRS ≪ ▶ Home	What's	New Administration				÷
<ul> <li>✓ Request EDRS Role Change</li> <li>▶ Online Query</li> <li>▶ Ad Hoc Query</li> </ul>	Edit an Iten	1				
<ul> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> </ul>	Title :	Supplemental Nutrition Assisstance Progra	m (SNAP)			
<ul> <li>Add/Modify/Delete</li> <li>Disqualifications</li> </ul>	Content :	SNAP has been updated.			<u>.</u>	
<ul> <li>FNS Contact Administration</li> <li>What's New</li> </ul>					v	
Administration	Active Status :	⊙ Active ○ Inactive		Save	Cancel	
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> </ul>	File(s) Attache	1:				
<ul> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> </ul>	Attach a File					
<ul> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>						
Help						
<ul> <li>Online Administrator Help</li> <li>User Quick Guide</li> </ul>						
User Detailed Guide						•
E Done						🌍 Internet 🏼 🎢

Figure 61. What's New Administration, Content Screen

3. To add an attachment, Click **Attach a File** under "File(s) Attached" to display the File Description screen as shown in Figure 62.
| 🚰 http://65.207.77.87 - USDA FNS :   | eDRS - Microsoft Internet Explorer                                 |
|--|--|
| United States Department of Food and Nutritic  | Agriculture<br>In Service Electronic Disqualified Recipient System |
| <u>ک</u> کر ک  |  |
| Thursday, September 25, 2008   | Welcome, Liz Doe   Log Out   |
| My eDRS «<br>> Home<br>> Request EDRS Role<br>Change<br>> Online Query<br>> Ad Hoc Query<br>> Secondary Verification   | What's New Administration  |
| <ul> <li>Search</li> <li>Profiles/Contacts</li> <li>Add/Modify/Delete</li> <li>Disqualifications</li> </ul>  | Title :  |
| Administration <ul> <li>FNS Contact</li> <li>Administration</li> <li>What's New</li> <li>Administration</li> </ul>   | Description :  |
| Reports         > Administrative Reports         > SNAP Reports         > Recent Disqualifications Report         > Records to be Deleted by State Report         > Secondary Verification Reports | File to Upload : Browse Add Cancel                                 |
| <ul> <li>Security Reports</li> <li>Help</li> <li>Online User Help</li> <li>Online Administrator<br/>Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> </ul>                         |  |

Figure 62. What's New Administration, File Description Screen

- 4. Enter a title for the document in the field provided. The title entered will be visible to users.
- 5. Enter a description for the document in the field provided.
- 6. If you know the file name and extension, enter it into the **File to Upload** field. If you do not know the filename and wish to search for it, click **Browse** to navigate to and select the file you wish to attach from your computer as shown in Figure 63.



Figure 63. What's New Administration, Attach File Screen

7. Click **Open** to display the File Description screen as shown in Figure 64.

¢	http://65.207.77.87 - USDA FNS	: eDRS - Microsoft Int	ernet Explorer				
	United States Department Food and Nutrit	of Agriculture on Service				Electronic Disqu	eDRS
	<b>16</b> 1				1		
	Thursday, September 25, 2008					Welco	ome, Liz Doe   Log Out
	My eDRS        ▶ Home     ▶ Request EDRS Role       Change     ▶ Online Query	What's No To attach a file to this time, HTML files are r	ew Administration	scription, then s	elect the file from yo	ur computer to uploa	ed. NOTE: At this
	Ad Hoc Query						
	<ul> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disgualifications</li> </ul>	Add a file attac	hment				
		Title :	DRS Training				
	Administration		DBS Tasisis				
	<ul> <li>FNS Contact Administration</li> <li>What's New Administration</li> </ul>	Description :	DK3 fraining		×.		
	Reports	File to Upload :	:\Documents and Settings\(Browse	Add	Cancel		
	Administrative Reports						
	<ul> <li>SNAP Reports</li> <li>Recent Disgualifications</li> </ul>						
	Report						
	by State Report						
	Reports						
	Security Reports						
	Help						
	♦ Online User Help						
	Online Administrator Help						
	User Quick Guide						
	User Detailed Guide						
æ	Done						Internet

Figure 64. What's New Administration, Attach File Screen (2)

8. Click **Add** to display to the What's New Content screen, as shown in Figure 65. Notice that the file attached is listed under "File(s) Attached."

Food and Nutrition Service Electronic Disqualified Recipient System
Thursday, September 25, 2008 Welcome, Liz Doe   Log Out
My eDRS * Home     Request EDRS Role     Change     Online Query     Ad Hoc Query
<ul> <li>Secondary Verification</li> <li>Search</li> <li>Profiles/Contacts</li> <li>Add/Modify/Delete</li> <li>Disqualifications</li> </ul>
Administration  FNS Contact Administration  What's New Description :
Reports       File to Upload :       Browse       Add       Cancel <ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Secondary Verification Reports</li> <li>Records</li> <li>Recor</li></ul>
<ul> <li>Security Reports</li> <li>Help</li> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> </ul>

#### Figure 65. What's New Administration, Content Screen

- 9. To edit an attachment, click **Edit** next to the file you wish to edit. Complete Steps 4 and 5 above, and click **Save** to return to the What's New Administration Screen.
- 10. Click **Save** in the Content Description Screen to save the changes and display the What's New Administration Screen as shown in Figure 66. If your content is active, the attachment is now visible to users in the What's New section.

#### Figure 66. What's New Administration Screen

11. Click on **Home** link on the left menu bar to view the updated What's New section on the eDRS home page.

#### To delete or edit content in the What's New section:

1. Click on the **What's New Administration** link on the left menu bar under Administration to display the What's New Administration screen as shown in Figure 67.

#### Figure 67. What's New Administration Screen

http://65.207.77.87 - USDA FNS	http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer								
United States Department of Food and Nutritie	of Agriculti on Sei	ure rvice				Electronic Disqualified Recipient System			
1 K K									
Thursday, September 25, 2008						Welcome, Liz Doe   Log Out			
My eDRS « Home Request EDRS Role Change	Wh	nat's New Administratio	on	d their	attached files	📑			
<ul> <li>Online Query</li> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search</li> </ul>	the orde	items whose "Active" status is false will not be er they appear below - to change this order, cl	soo, edit, or delete items ar shown in the What's New s lick the arrows to re-sort ar	ection o item up	f the homepag or down in th	e All active items will be shown in e list.			
<ul> <li>Add/Modify/Delete</li> <li>Disqualifications</li> </ul>									
	Sort	Title	Posted On	Active					
FNS Contact	<b>1</b>	Supplemental Nutrition Assisstance Program (SNAP)	9/25/2008 10:37:33 AM	True	Edit   Delete				
Administration     What's New     Administration	<b>1</b>	ONLINE QUERY	4/10/2008 1:28:29 PM	True	Edit   Delete				
	14	NEW HELPDESK CONTACT INFORMATION	4/10/2008 1:42:12 PM	True	Edit   Delete				
Reports Administrative Reports	<b>1</b>	Online Query Modified for Eligibility Determinations	10/11/2007 10:10:35 AM	True	Edit   Delete				
<ul> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul> Help <ul> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> </ul>	Add a N	lew Item							
æ						🕘 Internet	1		

2. To delete content, click **Delete** next to the content item you wish to delete. A box will appear asking: "Are you sure you want to delete this item and all associated files?" as shown in Figure 68.

Note: This will delete the item from the system. If you wish only to remove content from a user's view, change the active state to "false" by way of the edit content screen.

http://65.207.77.87 - USDA FNS : eDRS -	- Microsoft Internet Explorer	
United States Department of Agricul Food and Nutrition Se	ture rvice	Electronic Disqualified Recipient System
1 K K K K K K K K K K K K K K K K K K K		
Thursday, September 25, 2008		Welcome, Liz Doe   Log Out
My eDRS « Home     Request EDRS Role     Change     Online Query     Secondary Verification     Search     Profiles/Contacts     Add/Modify/Delete     Disqualifications	hat's New Administration hat's New Administration section allows you to add, edit, or delete items and their attac Items whose "Active" status is False will not be shown in the What's New section of the ler they appear below - to change this order, click the arrows to re-sort an item up or t's New Items	thed files. Below is a listing of all What's New homepage. All active items will be shown in down in the list.
Administration     Image: Contact Administration       Image: What's New Administration     Image: Contact Administration	Microsoft Internet Explorer         X           Supplement (SNAP)         Are you sure you want to delete this item and all associated files?         Edit           ONLINE QUE         OK         Cancel         Edit	t   Delete t   Delete t   Delete
Reports         > Administrative Reports         > SNAP Reports         > Recent Disqualifications Report         > Records to be Deleted by State Report         > Secondary Verification Reports         > Security Reports         Help         > Online User Help         > Online Administrator	Online Query Modified for Eligibility 10/11/2007 10:10:35 AM True Edi Determinations	t   Delete
Help • User Quick Guide • User Detailed Guide • javascript:doPostBack('dgWhatsNewListing	jş_ctl2SinkDelete',")	V Internet

Figure 68. What's New Administration, Delete Content Screen

- 3. Select **OK** to delete the content. Select **Cancel** to cancel.
- 4. To edit content in the What's New section, click the **Edit** link next to the title of the content you wish to edit or update an attachment to display the What's New Content screen as shown in Figure 69.

🊰 http://65.207.77.87 - USDA FN	S : eDRS - Microsof	t Internet Explorer	
United States Department Food and Nutrit	t of Agriculture tion Service		Electronic Disqualified Recipient System
		(,)(U)   <mark>?</mark>	
Thursday, September 25, 2008	3		Welcome, Liz Doe   Log Out
My eDRS « Home Request EDRS Role Change Online Query	What's Edit an Iten	New Administration	÷
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> </ul>	Title : Content :	ONLINE QUERY The ONLINE QUERY functionality has now been restored.	
Administration <ul> <li>FNS Contact         <ul> <li>Administration</li> <li>What's New             <ul></ul></li></ul></li></ul>	Active Status :	© Active O Inactive	Save Cancel
Reports       > Administrative Reports       > SNAP Reports       > Recent Disgualifications Report       > Records to be Deleted by State Report       > Secondary Verification Reports       > Secondary Verification Reports	File(s) Attachea Attach a File	I :	
Security Réports      Help      Online User Help      Online Administrator     Help      User Quick Guide      User Detailed Guide			
🛃 Done			internet

Figure 69. What's New Administration, Edit Content Screen

- 5. Edit the title in the title field as necessary.
- 6. Edit the content in the content field as necessary.
- 7. If you want this content displayed immediately, next to Active Status, select **Active**. Select **Inactive** if you want the content to be stored in the system, but not visible to users.
- 8. Click **Save** to save the changes and view the What's New Administration screen as shown in Figure 70.

#### Figure 70. What's New Administration Screen

http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer								
United States Department of Agricult Food and Nutrition Se	ure rvice				Electronic Disqualified Recipient System			
Thursday, September 25, 2008					Welcome, Liz Doe   Log Out			
MyeDRS « Wł ▶ Home	nat's New Administratio	on			÷			
Request EDRS Role Change What's	New Item has been successfully updated							
<ul> <li>Online Query</li> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search</li> <li>Profiles/Contacts</li> <li>Add/Modify/Delete</li> <li>Disqualifications</li> </ul>	nat's New Administration section allows you to a Items whose "Active" status is False will not be ler they appear below - to change this order, c t's New Items	add, edit, or delete items ar shown in the What's New s lick the arrows to re-sort ar	nd their ; ection o n item up	attached files. f the homepag o or down in th	Below is a listing of all What's New e. All active items will be shown in e list.			
Administration	Title	Posted On	Active		1			
FNS Contact Administration	ONLINE QUERY	9/25/2008 11:05:41 AM	True	Edit   Delete				
▷ What's New Administration	NEW HELPDESK CONTACT INFORMATION	4/10/2008 1:42:12 PM	True	Edit   Delete				
Reports 👚 🕀	Online Query Modified for Eligibility Determinations	10/11/2007 10:10:35 AM	True	Edit   Delete				
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Add a 1</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> </ul>	New Item							
<ul> <li>Security Reports</li> <li>Help</li> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> </ul>								
Concerne Con					🔮 Internet			

- 9. If the content is set to active, the changes are now visible to users in the What's New section.
- 10. Click on the **Home** link on the left menu bar to view your changes on the eDRS home page.

#### To delete an attachment from a What's New content item:

1. Click on the **What's New Administration** link on the left menu bar under Administration to display the What's New Administration screen as shown in Figure 71.

#### Figure 71. What's New Administration Screen

http://65.207.77.87 - USDA FN	5:eDRS	- Microsoft Internet Explorer						
USDA United States Department of Agriculture Food and Nutrition Service Electronic Disgualifie								
<b>77</b> 7								
Thursday, September 25, 2008						Welcome, Liz Doe   Log Out		
My eDRS ≪ ▶ Home ▶ Request EDRS Role Change		nat's New Administratio	ON	nd their	attached files.	Below is a listing of all What's New		
<ul> <li>Online Query</li> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> </ul>	items. I the ord	items whose "Active" status is false will not be er they appear below - to change this order, o 's New Items	a shown in the What's New s lick the arrows to re-sort ar	section o n item up	f the homepag o or down in th	e All active items will be shown in e list.		
<ul> <li>Add/Modify/Delete</li> <li>Disgualifications</li> </ul>	Cont	Tala	Destad De					
Administration	Sort		Posted On	Active	Edit I Delete			
▹ FNS Contact Administration ▷ What's New	1 V 1 V	NEW HELPDESK CONTACT INFORMATION	4/10/2008 1:42:12 PM	True	Edit   Delete			
Administration	1	Online Query Modified for Eligibility Determinations	10/11/2007 10:10:35 AM	True	Edit   Delete			
Reports	۵.	Test Updating SNAP	9/25/2008 11:23:21 AM	True	Edit   Delete			
SNAP Reports     SNAP Reports     SNAP Report     Second to be Deleted     by State Report     Secondary Verification     Reports     Secondary Verification     Reports     Secondary Verification     Reports     Online User Help     Online Administrator     Help     User Quick Guide     User Detailed Guide	Add a M	lew Item						
						S Internet		

2. Click the **Edit** link next to the title of the content you wish to delete an attachment to display the What's New Content screen as shown in Figure 72.

http://65.207.77.87 - USDA FNS : eDRS - Microsol	it Internet Explorer				×
United States Department of Agriculture Food and Nutrition Service			Electronic Disqu	eDRS alified Recipient System	
1 K - K					
Thursday, September 25, 2008			Welco	me, Liz Doe   Log Out	
My eDRS ≪ What's	New Administration			•	
Change Online Query	n				
<ul> <li>▷ Ad Hoc Query</li> <li>▷ Secondary Verification</li> <li>▷ Search</li> </ul>					
Profiles/Contacts Title : ▶ Add/Modify/Delete Disqualifications Content :	Test Updating SNAP				
Administration					
<ul> <li>FNS Contact</li> <li>Administration</li> <li>What's New</li> <li>Administration</li> <li>Status :</li> </ul>	Active C Inactive	Save	Cancel		
Reports					
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> </ul> File(s) Attached	d :				
Recent Disqualifications     Report     Records to be Deleted     Attach a File	it   Delete				
<ul> <li>by State Report</li> <li>▷ Secondary Verification Reports</li> </ul>					
Holo					
Online User Help     Online Administrator					
Help ▶ User Quick Guide ▶ User Detailed Guide					
Done				🕑 Internet	

#### Figure 72. What's New Administration, Content Screen

3. Under "File(s) Attached," next to the attached file you wish to delete click **Delete**. A box will appear asking: "Are you sure you want to delete this item and all associated files?" as shown in Figure 73.

🖹 http://65.207.77.87 - USDA FN:	S : eDRS - Microsoft Internet Explorer	
United States Department Food and Nutrit	t of Agriculture	Electronic Disqualified Recipient System
1 × 1		
Thursday, September 25, 2008		Welcome, Liz Doe   Log Out
My eDRS « Home Request EDRS Role Change Online Query	What's New Administration	÷
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> </ul>	Title : Test Updating SNAP Content : SN/ Microsoft Internet Explorer	
Administration <ul> <li>FNS Contact         <ul> <li>Administration</li> <li>What's New             <ul></ul></li></ul></li></ul>	Are you sure you want to delete this item and all associated files? Active Status :  OK Cancel Save	Cancel
Reports  Administrative Reports  SNAP Reports  Recent Disqualifications Report  Records to be Deleted by State Report  Secondary Verification Reports  Secontry Reports	File(s) Attached :	
Help  Online User Help  Online Administrator Help User Quick Guide User Detailed Guide		

Figure 73. What's New Administration, Delete Attachment Screen

- 4. Click OK to delete the file. Click **Cancel** to cancel.
- 5. As shown in Figure 74 the Edit Content screen appears. Notice the file is no longer attached.

http://65.207.77.87 - USDA FNS : eDRS - Microsoft Internet Explorer								
United States Departmen Food and Nutri	nt of Agriculture tion Service				Electronic Disqualified	BRS Becipient System		
) <b>1911 (1917</b>								
Thursday, September 25, 200	8				Welcome,	Liz Doe   Log Out		
My eDRS «	What's	New Administration				•		
Change     Online Query     Ad Hoc Query	Edit an Iten	1						
<ul> <li>Ad file: Query</li> <li>Secondary Verification</li> <li>Search</li> <li>Profiles (Contacts</li> </ul>	Title :							
<ul> <li>Add/Modify/Delete</li> <li>Disqualifications</li> </ul>	Content :	SNAP Updates			A			
Administration FNS Contact					T			
Administration Mhat's New Administration	Active Status :			Save	Cancel			
Reports Administrative Reports	File(s) Attached							
<ul> <li>SNAP Reports</li> <li>Recent Disgualifications Report</li> </ul>	Attach a File							
<ul> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> </ul>								
Security Reports								
<ul> <li>Help</li> <li>Ponline User Help</li> <li>Ponline Administrator</li> </ul>								
<ul> <li>Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> <li>A to the transformer of the tran</li></ul>						•		
🛃 Done						Internet //		

Figure 74. What's New Administration, Content Screen

6. Click **Save** to return to the What's New Administration screen as shown in Figure 75.



http://65.207.77.87 - USDA FN	S:eDRS	- Microsoft Internet Explorer					٦×
United States Departmen Food and Nutrit	t of Agricult tion Se	ure rvice				Electronic Disqualified Recipient System	Í
<b>100</b> 10 10 10 10 10 10 10 10 10 10 10 10 10				Se.			
Thursday, September 25, 2008	3					Welcome, Liz Doe   Log Out	
My eDRS ≪ ▶ Home	W	nat's New Administrati	on			÷	
Request EDRS Role Change	What's	New Item has been successfully updated					
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> </ul>	The Wh items, 3 the ord	at's New Administration section allows you to Items whose "Active" status is False will not be er they appear below - to change this order, o <b>''s New Items</b>	add, edit, or delete items a e shown in the What's New s lick the arrows to re-sort ar	nd their section o n item up	attached files. f the homepag o or down in th	Below is a listing of all What's New e. All active items will be shown in e list.	
Administration	Sort	Title	Posted On	Active			
FNS Contact Administration	<b>1</b>	ONLINE QUERY	9/25/2008 11:05:41 AM	True	Edit   Delete		
<ul> <li>What's New Administration</li> </ul>	€ 1	NEW HELPDESK CONTACT INFORMATION	4/10/2008 1:42:12 PM	True	Edit   Delete		
Reports	<b>1</b>	Online Query Modified for Eligibility Determinations	10/11/2007 10:10:35 AM	True	Edit   Delete		
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> </ul>	€ 🕼	Test Updating SNAP	9/25/2008 11:40:22 AM	True	Edit   Delete		
Recent Disqualifications Report     Records to be Deleted by State Report     Secondary Verification Reports     Secondary Verification Reports     Secondary Verification Reports     Security Reports     Security Reports     Online User Help     Online Administrator Help     User Quick Guide     User Quick Guide	Add a f	New Item					-
Puser Detailed Guide							
Done						j j j j internet	

7. Click **Home** on the left menu bar to view the updated posting on the eDRS home page.

# 5 Generating Reports

Users can review system activity and disqualification data through the use of reports. Reports allow them to monitor the system to ensure that it is actively being utilized, that system integrity and security is intact, and to monitor trends within the system. For example, if one region is not using the system, this will alert the National Coordinator that something is not working for a particular state or region. Reporting functionality allows FNS to make sure the system is being used properly and efficiently.

Note: Reports are available in three different formats, PDF, MS Word, and Excel. Excel is only available for SNAP Reports.

# 5.1 Administrative Reports

The Administrative Reports function allows users to generate reports on user administrative data (e.g., who logged on, when they last logged on, from what IP address they logged on, and their contact information).

#### To run an Administrative Report:

1. Click on **Administrative Reports** under Reports on the left menu bar. The Administrative Reports screen appears, as shown in Figure 76.

🎒 http://65.207.77.87 - USDA FN	5 : eDRS - Microsoft Interne	t Explorer		
United States Department Food and Nutrit	of Agriculture			Electronic Disqualified Recipient System
1 K K			Contraction of the	
Friday, September 26, 2008				Welcome, Fred Doe   Log Out
My eDRS « Home Request EDRS Role Change Online Query	Administrat Select Administra	ive Reports tive Report Details		÷
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> <li>Approve Disqualifications</li> </ul>	To maintain consistent us ups. If you are using a w Notice: Version 6.0.0 of / Download Acrobat® Rea Note : '*' indicates a req	er functionality across various browser types this indows pop-up blocker, please disable it while yo Adobe Acrobat will not generate reports within eD der® software to view PDF Files here. uired field.	application requires the use u are using this site. RS. All other versions of Ado	r's browser to allow window pop- be Acrobat will work.
Administration  Information Profile  Role Administration	Report Type:	Administrative Report		
Reports  Administrative Reports  SNAP Reports  Report Recent Disqualifications Report Records to be Deleted by State Report Secondary Verification Reports Security Reports	Select All Regions: FNS: * State: Locality:	Headquarters (HQ) Mid-Atlantic (MARO) Midwestern (MWRO) Mountain Plains (MPRO) Northeast (NERO) Southeast (SERO) Southwest (SWRO) Western (WRO)		
Help ▷ Online User Help ▷ Online Administrator	Select Role:	All Locality Disqual Approver		
Help ▶ User Quick Guide ▶ User Detailed Guide	Select File Type:	PDF		
5			J J	j j j j j Internet

Figure 76. Administrative Reports Screen

- 2. Select the appropriate report type in the **Report Type** drop down list.
- 3. Select the **Region** for which you would like to run the report. Region is a required field for running this report.
- 4. Select the **State** (if so desired) for which you would like to run the report.
- 5. Select the **Locality** (if State is chosen and if so desired) for which you would like to run the report.
- 6. Select the **User Role** (if desired) from the **Select Role** drop down list for which you would like to run the report.
- 7. Select the **File Type** from the Select **File Type** drop down list. File type allows the user to choose which format they would like to use to view the requested report. The two types are:
  - PDF
  - MS Word
- 8. Click the **Submit** button to view the report.
- 9. To print report, select the **Print** icon from the PDF or MS Word toolbar.

Note: To ensure that text is not cut off, choose the landscape print layout.

10. To clear the page and select new/different parameters, click the **Clear** button.

# 5.2 SNAP Reports

The SNAP Reports function allows the users to generate reports related to disqualification records. These reports can be used to verify state submission of information and to summarize disqualification information. The SNAP reports available are:

- Disqualifications Determination by Type of Offense Lists number of disqualifications by offense type.
- Edit Error Summary Report Provides a list of errors found in records and displays the number and type of error.
- Edit Error Detail Report Provides details on disqualification records that had warnings or fatal errors while uploading into eDRS.
- Database Record Count Report Provides the number of recipients by disqualification number.
- Fiscal Year Report Provides a count of the number of decisions made during a fiscal year "as of" the requested date.
- Monthly Database Status Report Differences Lists the number of disqualification records submitted for the selected date range.
- Monthly Disqualification Input Data Report Provides monthly trend of input data.
- Net Record Changes Provides a count of the number of record changes for a specified timer period.
- Pending Disqualifications Report Provides a list of disqualifications that are marked as Pending in eDRS.
- Six Month History of Database Adds Provides six month trend of adds to the database from both online and batch states.

- Total Recipients per Number of Disqualifications List the number of recipients by disqualification number.
- Total Disqualifications Determined Provides a list of total disqualifications in eDRS.
- User Activity Reports Provides reports on state user activity such as number of queries run, number of types of queries run, and number of query "hits" (i.e., successfully returning records).
- Data File Transmission Report Provides a transaction log during the time period specified of all files pushed and pulled.

#### To run a SNAP report:

1. Click on **SNAP Reports** under Reports on the left menu bar. The SNAP Reports screen appears, as shown in Figure 77.

🚰 http://65.207.77.87 - USDA FNS	: eDRS - Microsoft Internet Expk	orer _ D X
United States Department of Agriculture Food and Nutrition Service		Electronic Disqualified Recipient System
1 K - K		
Friday, September 26, 2008		Welcome, Fred Doe   Log Out
My eDRS «	Supplemental	Nutrition Assistance Program (SNAP) Reports 🛛 👼
<ul> <li>Request EDRS Role</li> <li>Change</li> <li>▶ Online Query</li> </ul>	Select SNAP Report D	etails
<ul> <li>▷ Ad Hoc Query</li> <li>▷ Secondary Verification</li> <li>▷ Search</li> </ul>	To maintain consistent user fun ups. If you are using a windows	ctionality across various browser types this application requires the user's browser to allow window pop- s pop-up blocker, please disable it while you are using this site.
Profiles/Contacts  Add/Modify/Delete	Notice: Version 6.0.0 of Adobe	Acrobat will not generate reports within eDRS. All other versions of Adobe Acrobat will work.
Disqualifications Approve	Download Acrobat® Reader® s	software to view PDF Files here.
Disqualifications	Note : '*' indicates a required f	ield.
Administration           Information Profile	Report Type: *	Disqualifications Determinations By Type of Offense
Role Administration	Start Date (MM/DD/YYYY):	
Reports           Administrative Reports	End Date (MM/DD/YYYY): *	
<ul> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> </ul>	Select All Regions:	
<ul> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	Region: *	Mid-Atlantic (MARO) Midwestern (MVRO) Mountain Plains (MPRO) Northeast (NERO) Southeast (SERO) Southeast (SWRO)
Help		Western (WRO)
<ul> <li>Online User Help</li> <li>Online Administrator</li> </ul>	State:	
Help ▶ User Quick Guide ▶ User Detailed Guide	Select File Type:	PDF I
Coser Detailed Guide		Internet

#### Figure 77. SNAP Reports Screen

2. Select the Report Type in the **Report Type** drop down list as demonstrated in Figure 78.

🚰 http://65.207.77.87 - USDA FNS : eDI	RS - Microsoft Internet Expl	rer 💶 🔳
United States Department of Agri Food and Nutrition S	<sup>iculture</sup> Service	Electronic Disqualified Recipient System
- <u>199</u>		
Friday, September 26, 2008		Welcome, Fred Doe   Log Out
My eDRS « Home Request EDRS Role	Supplemental	Nutrition Assistance Program (SNAP) Reports 🛛 👼
Change ▶ Online Ouery Sel	lect SNAP Report D	etails
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search</li> </ul>	maintain consistent user fun . If you are using a windows	ctionality across various browser types this application requires the user's browser to allow window pop- s pop-up blocker, please disable it while you are using this site.
Profiles/Contacts     Noti     Add/Modify/Delete	ice: Version 6.0.0 of Adobe	Acrobat will not generate reports within eDRS. All other versions of Adobe Acrobat will work.
Disqualifications Dov	vnload Acrobat® Reader® s	oftware to view PDF Files here.
Disqualifications	e : '*' indicates a required f	eld.
Administration	ort Type: *	Discustifications Determinations By Type of Officero
Information Profile	Joint Type:	Disgualifications Determinations By Type of Offense
Sta	rt Date (MM/DD/YYYY):	Edit Error Summany Report Edit Error Detail Report Database Record Count Report Data File Transmission Report
Administrative Reports	l Date (MM/DD/YYYY): *	Fiscal Year Report Monthly Database Status Report Differences
SNAP Reports     Recent Disqualifications     Sel	ect All Regions:	Monthly Disqualification Input Data Report Net Record Changes Pending Disqualifications Report
Records to be Deleted Reg	jion: *	Six Month History of Database Adds Mid-Atlantic (MARO)
<ul> <li>Secondary Verification</li> </ul>		Midwestern (MWRO) Mountain Plains (MPRO)
Reports ▶ Security Reports		Northeast (NERO) Southeast (SERO)
		Southwest (SWRO) Western (WRO)
Help		
♦ Online User Help Sta	te:	×
Online Administrator		
▶ User Quick Guide Sel	ect File Type:	PDF •
▶ User Detailed Guide		
		i i i i i i i i i i i i i i i i i i i

#### Figure 78. SNAP Reports, Report Types Screen

3. Select the **Region** for which you would like to run the report. Region is a required field for running this report. You can select All Regions by clicking on the **Select All Regions** box.

Note: Selecting a State can narrow the report's results.

4. Enter the **Start Date** or click on the calendar icon and select a start date for the data that will be included in the report. The start date is a required field for some SNAP reports.

Note: Some reports do not use the Start Date field. Some reports use only month/year dates.

5. Enter the **End Date** or click on the calendar icon and select an end date for the data that will be included in the report. The end date is a required field for some SNAP reports.

Note: Some reports do not use the End Date field. Some reports use only month/year dates.

6. Select the State (if so desired) for which you would like to run the report.

- 7. Select the File Type (if so desired) in the Select File Type drop down list. File type allows the user to choose which format they would like to use to view the requested report. The three types are:
  - PDF
  - MS Word
  - MS Excel
- 8. Click the Submit button to view the report.
- 9. To print report, select the Print icon on the PDF, MS Word, or MS Excel toolbar.
- 10. To clear the page and use new/different parameters, click the Clear button.

# 5.3 Recent Disqualification Reports

The Disqualification Report function allows users to generate reports on Recent Disqualifications submitted by states. The report provides a listing of the disqualifications records submitted within a period of time.

#### To run a Recent Disqualification Report:

1. Click on **Disqualification Reports** under Reports on the left menu bar; the Recent Disqualifications Report screen will appear as shown in Figure 79.

http://65.207.77.87 - USDA FMS	: eDRS - Microsoft Internet Explorer
United States Department Food and Nutrit	of Agriculture CERS Electronic Disqualified Recipient System
1 K 1	
Friday, September 26, 2008	Welcome, Fred Doe   Log Out
My eDRS « Home Request EDRS Role	Recent Disqualifications Report 🗧
Change ▶ Online Ouerv	Select Recent Disqualifications Report Details
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search</li> </ul>	To maintain consistent user functionality across various browser types this application requires the user's browser to allow window pop- ups. If you are using a windows pop-up blocker, please disable it while you are using this site.
Add/Modify/Delete	Notice: Version 6.0.0 of Adobe Acrobat will not generate reports within eDRS. All other versions of Adobe Acrobat will work.
Disqualifications ♦ Approve Disqualifications	Download Acrobat® Reader® software to view PDF Files here.
Disqualifications	Note : '*' indicates a required field.
Administration	
<ul> <li>Information Profile</li> <li>Role Administration</li> </ul>	Report Type: Recent Disqualifications
Reports	Start Date (MM/DD/YYYY):
♦ Administrative Reports	End Date/As Of (MM/DD/YYYY): *
<ul> <li>SNAP Reports</li> <li>Recent Disgualifications</li> </ul>	
Report <ul> <li>Records to be Deleted</li> </ul>	State: *
by State Report ▶ Secondary Verification	Locality
Reports ▶ Security Reports	Locanty.
Help	Select File Type:
<ul> <li>Online Administrator</li> </ul>	Submit Clear
Help ▶ User Quick Guide	
User Detailed Guide	a Tritanat
Conc.	j j j j j j j j j

#### Figure 79. Recent Disqualifications Report Screen

- 2. Enter the **Start Date** or click on the calendar icon and select a start date for the data that will be included in the report. The start date is a required field for running this report.
- 3. Enter the **End Date** or click on the calendar icon and select an end date for the data that will be included in the report. The end date is a required field for running this report.
- 4. Select the State (if so desired) for which you would like to run the report.
- 5. Select the **Locality** (if State is chosen and if so desired) for which you would like to run the report.
- 6. Select the **File Type** in the select file type drop down list. The File Type allows the user to choose which format they would like to use to view the requested report. The two types are:
  - PDF
  - MS Word
- 7. Click the **Submit** button to view the report.
- 8. To print the report, select the **Print** icon on the PDF or MS Word toolbar.
- 9. To clear the page and use new/different parameters, click the **Clear** button.

### 5.4 Records to be Deleted by State

The Records to be Deleted by State function allows users to generate reports and view disqualification records that will be deleted by State. This report displays individuals in the eDRS database that are 80 years of age or older. Since State agencies must indefinitely retain documentation in support of the records in eDRS, FNS allows States to delete from their own records and from eDRS all records identified in this report.

#### To run a Records to be Deleted by State Report:

1. Click on **Records to be Deleted by State Report** under Reports on the left menu bar. The Records to be Deleted by State Report Details screen displays, as shown in Figure 80.

http://65.207.77.87 - USDA Fi	NS : eDRS - Microsoft Internet Explorer
United States Department Food and Nutr	nt of Agriculture Electronic Disqualified Recipient System
<b>66.</b> 75-7	
Friday, September 26, 2008	Welcome, Fred Doe   Log Out
My eDRS	Records to be Deleted by State
Change ▶ Online Query	Select Records to be Deleted by State Report Details
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> <li>Approve Disqualifications</li> </ul>	This report is of individuals in the EDRS database that are at least 80 years of age. Since State agencies must indefinitely retain documentation in support of the records in EDRS, FNS, to reduce State agency record keeping burden, asks that they delete from their own records and from EDRS all records identified in this report. To maintain consistent user functionality across various browser types this application requires the user's browser to allow window pop-ups. If you are using a windows pop-up blocker, please disable it while you are using this site. Notice: Version 6.0.0 of Adobe Acrobat will not generate reports within eDRS. All other versions of Adobe Acrobat will work.
Administration	Download Acrobat® Reader® software to view PDF Files here.
<ul> <li>Information Profile</li> <li>Role Administration</li> </ul>	Note : '*' indicates a required field.
Reports Administrative Reports	Report Type: Records to be Deleted by State
<ul> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> </ul>	State: *
<ul> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> </ul>	Select File Type: PDF
Security Reports	Submit Clear
Help	
<ul> <li>▷ Online User Help</li> <li>▷ Online Administrator Help</li> <li>▷ User Quick Guide</li> </ul>	
▶ User Detailed Guide	
Done	internet

Figure 80. Records to be Deleted by State Report Details Screen

- 2. Select the State (if so desired) for which you would like to run the report.
- 3. Select the **File Type** in the select file type drop down list. The File Type allows the user to choose which format they would like to use to view the requested report. The two types are:
  - PDF
  - MS Word
- 4. Click the **Submit** button to view the report.
- 5. To print the report, select the **Print** icon on the PDF or MS Word toolbar.

6. To clear the page and use new/different parameters, click the **Clear** button.

### 5.5 Secondary Verification Report

The Secondary Verification Reports allow the users to generate reports related to secondary verification requests. These reports can be used to verify state submission of information and to summarize disqualification information.

#### To run a Secondary Verification Report:

1. Click on **Secondary Verification Reports** under Reports on the left menu bar. The **Secondary Verification Reports** screen displays, as shown in Figure 81.

http://65.207.77.87 - USDA I	FNS : eDRS - Microsoft Internet Ex	plorer		
United States Departme Food and Nut	ent of Agriculture rition Service			Electronic Disqualified Recipient Syste
<b>11.</b> 5-1		( ) r		
riday, September 26, 2008				Welcome, Fred Doe   Log
My eDRS ≪ ▶ Home	Secondary Ve	erification Report	s	l
<ul> <li>Request EDRS Role Change</li> <li>Online Query</li> </ul>	Select Secondary Ve	rification Report Details		
<ul> <li>Secondary Verification</li> <li>Search Profiles/Contacts</li> <li>Add/Modify/Delete Disqualifications</li> <li>Approve Disqualifications</li> </ul>	To maintain consistent user i ups. If you are using a wind Notice: Version 6.0.0 of Adol Download Acrobat® Reader Note : '*' indicates a require	functionality across various browse ows pop-up blocker, please disable be Acrobat will not generate reports ® software to view PDF Files here. d field.	r types this application require it while you are using this site s within eDRS. All other versio	es the user's browser to allow window pr Ins of Adobe Acrobat will work.
Administration  Information Profile  Bolo Administration	Report Type: *	Secondary Verification	×	
Reports	Start Date (MM/DD/YYYY End Date (MM/DD/YYYY): 	): * II		
<ul> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Records to be Deleted</li> <li>by State Report</li> </ul>	Display Requests: *	<ul> <li>O Sent By State</li> <li>○ Received By State</li> </ul>		
<ul> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	State:	Alabama	T	
Help	Select File Type:	PDF	×	
<ul> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Quick Guide</li> <li>User Detailed Guide</li> </ul>				Submit C

Figure 81. Secondary Verification Reports Screen

2. Select the report type in the **Report Type** drop down list as shown in Figure 82.

ど Done

🔮 Internet

🚰 http://65.207.77.87 - USDA FM	IS : eDRS - Microsoft Internet Expk	lorer	
United States Departmen Food and Nutri	nt of Agriculture ition Service	Electronic Disq	eDRS
<b>1</b>			
Friday, September 26, 2008		Welcon	ne, Fred Doe   Log Out
My eDRS ≪ ▶ Home	Secondary Ver	rification Reports	•
<ul> <li>Request EDRS Role Change</li> <li>Online Query</li> </ul>	Select Secondary Veri	ification Report Details	
<ul> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search</li> </ul>	To maintain consistent user fun ups. If you are using a window:	nctionality across various browser types this application requires the user's browser /s pop-up blocker, please disable it while you are using this site.	to allow window pop-
Profiles/Contacts ▷ Add/Modify/Delete	Notice: Version 6.0.0 of Adobe	Acrobat will not generate reports within eDRS. All other versions of Adobe Acrobat	will work.
Disqualifications	Download Acrobat® Reader® #	software to view PDF Files here.	
Disqualifications	Note : '*' indicates a required f	field.	
Administration  Information Profile  Role Administration	Report Type: *	Secondary Verification	
	Start Date (MM/DD/YYYY):	* Secondary Verification Aged Report	
Reports Administrative Reports	End Date (MM/DD/YYYY): *		
<ul> <li>SNAP Reports</li> <li>Recent Disqualifications Report</li> <li>Descends to be Deleted</li> </ul>	Display Requests: *	© Sent By State	
by State Report		O Received By State	
<ul> <li>▶ Secondary Verification Reports</li> <li>▶ Security Reports</li> </ul>	State:	Alabama	
Help	Select File Type:	PDF	
♦ Online User Help			Submit Clear
Online Administrator Help			
<ul> <li>User Quick Guide</li> </ul>			
▶ User Detailed Guide			•
😂 Done			🥶 Internet 🥼

#### Figure 82. Secondary Verification Reports, Report Type Screen

- 3. Enter the **Start Date** or click on the calendar icon and select a start date for the data that will be included in the report. The start date is a required field for running this report.
- 4. Enter the **End Date** or click on the calendar icon and select a end date for the data that will be included in the report. The end date is a required field for running this report.
- 5. Select the **Display Request** for which you would like to run the report. Display Request is a required field for running this report.
- 6. Select the State (if so desired) for which you would like to run the report.
- 7. Select the **File Type** in the Select file type drop down list. File Type allows the user to choose which format they would like to use to view the requested report. The two types are:
  - PDF
  - MS Word
- 8. Click the **Submit** button to view the report.
- 9. To print the report, select the **Print** icon on the PDF or MS Word toolbar.
- 10. To clear the page and use new/different parameters, click the Clear button.

### 5.6 Security Reports

The Security Reports function allows the Administrators to generate reports on security-related user activity or to run a User Search Report. The reports available are:

- Account Creation Account created during a specified time period
- Account Deactivation Accounts deactivated during a specified time period
- Account Lockout Accounts locked out during a specific time period
- Session Duration Session duration of users during a specified time period
- User Account User account activity during a specified time period
- User Inactivity User account inactivity during a specified time period
- User Search User searches within the system

#### To run a security report:

1. Click on **Security Reports** under Reports on the left menu bar. The Security Reports screen displays, as shown in Figure 83.

#### Figure 83. Security Reports Screen

Proving Status Department of Agricultur     Proving Service	🚰 http://65.207.77.87 - USDA FN	IS : eDRS - Microsoft Internet Exp	lorer
Finder   Profiles   Profiles   Control Query   P Secondry Verification   P Secondry Verification<	United States Departmen Food and Nutri	t of Agriculture tion Service	Electronic Disqualified Recipient System
Friday, September 26, 2008       Welcome, Fred Dec   Log Out         My eDRS           I home           I home           Change           Online (uery)           A dhoc Query           Security Report Details           To maintain consistent user functionality across various browser types this application requires the user's browser to allow window pop-          Beach           Beach           Dequalifications           Administration           I Information Profile            Administrative Reports            Administrative Reports            Macount to the Deleted            Beach           Beach           Paperdes            Security Reports            Security Reports            Beach Chauge           Beach State Report            Beach State Report            Beach State Report        <			
My sDRS       *         P Home       Security Reports         P Home       Request EDRS Role Change         P Add Hock Verry       Secondary Verrification Profiles/Contacts         P Security Report Details       To maintain consistent user functionality across various browser types this application requires the user's browser to allow window pop- ups. If you are using a windows pop-up blocker, please disable it while you are using this site.         Profiles/Contacts       To maintain consistent user functionality across various browser types this application requires the user's browser to allow window pop- ups. If you are using a windows pop-up blocker, please disable it while you are using this site.         D Second       Download Acrobat® Reader® software to view PDF Files here.         D Buroode       Report Type: *         Add Hodify Deteite B Role Administration       Report Type: *         P Administrative Reports       Select All Regions:         P Roports       Files *         P Roports       Select All Regions:         P Roports       Files *         P Roports       Headquarters (HQ) Mid-Atlantic (MARO) Nothwark (IERO)         P Security Reports       Headquarters (HQ) Mid-Atlantic (MARO) Nothwark (IERO)         P Security Reports       State:         P Conline Administrator Hep       State:         P Conline Administrator Hep       State:         P C	Friday, September 26, 2008		Welcome, Fred Doe   Log Out
P Request EDRS Role Change       Select Security Report Details         > Add Hock/Volete Disgualifications       To maintain consistent user functionality across various browser types this application requires the user's browser to allow window pop- ups. If you are using a windows pop-up blocker, please disable it while you are using this site.         > Search Profiles/Contacts       Notice: Version 6.0.0 of Adobe Acrobat will not generate reports within eDRS. All other versions of Adobe Acrobat will work.         Download Acrobat@ Readen@ software to view PDF Files here.       Download Acrobat@ seaden@ software to view PDF Files here.         Note: '*' indicates a required field.       Report Type: *         Addministration       Report Type: *         P Addministrative Reports       Start Date (HM/DD/YYYY): *         > SAAP Reports       Select All Regions:         > Records to be Deleted by State Reports       FNS: *         > Secondary Verification Reports       FNS: *         > Secondary Verification Reports       State:         > Secondary Verification Reports       State:         > Booline User Help       State:         > Online Administrator Reports       State:         > Buser Detailed Guide       State:	My eDRS ≪ ▶ Home	Security Repo	rts 🖷
<ul> <li>A not Query</li> <li>Secondary Verification</li> <li>Secondary Verification</li> <li>Administration</li> <li>Reports</li> <li>Administration</li> <li>Reports</li> <li>Administration</li> <li>Reports</li> <li>Administration</li> <li>Reports</li> <li>Records to be Deleted by Sace Reports</li> <li>Secondary Verifications</li> <li>Secondary Verification</li> <li>Secondary Verifica</li></ul>	<ul> <li>Request EDRS Role Change</li> <li>Online Query</li> <li>Ad Use Query</li> </ul>	Select Security Repor	t Details
Profiles/Contacts       Notice: Version 6.0.0 of Adobe Acrobat will not generate reports within eDRS. All other versions of Adobe Acrobat will work.         Disqualifications       Download Acrobat® Reader® software to view PDF Files here.         Disqualifications       Download Acrobat® Reader® software to view PDF Files here.         Note: '*' indicates a required field.         Administration       Report Type: *         Part Type: *       Account Creation         Start Date (MM/DD/YYYY): *       Image: Contact (MM/DD/YYYY): *         P Addinistrative Reports       End Date (MM/DD/YYYY): *         P Account Creation       Select All Regions:         P Reports       FNS: *         P Records to be Deleted by State Report       FNS: *         P Security Reports       FNS: *         P Security Reports       FNS: *         P Security Reports       State:         P Security Reports       State:         P Online User Help       State:         P Online Administrator       State:         Locality:       Image: Contact (WRO)	<ul> <li>✓ Ad Hoc Query</li> <li>♦ Secondary Verification</li> <li>♦ Search</li> </ul>	To maintain consistent user fu ups. If you are using a window	nctionality across various browser types this application requires the user's browser to allow window pop- s pop-up blocker, please disable it while you are using this site.
Disqualifications       Download Acrobat® Reader® software to view PDF Files here.         Note : '*' indicates a required field.         Administration         Information Profile         Reports         Baddinistrative Reports         Administrative Reports         Balance         Administrative Reports         P Administrative Reports         End Date (MM/DD/YYYY): *         End Date (MM/DD/YYYY): *         Balance         P Records to be Deleted by State Reports         P Secondary Verification Reports         P Security Reports         P Security Reports         P Southware to View DD Files here.         Note : '*' indicates a required field.         Help         P Online User Help         P Online Administrator Help         P Online Administrator Help         P User Outck Guide	Profiles/Contacts ▶ Add/Modify/Delete	Notice: Version 6.0.0 of Adobe	Acrobat will not generate reports within eDRS. All other versions of Adobe Acrobat will work.
Note : '*' indicates a required field.         Administration         Information Profile         Report S         Reports         Administrative Reports         Administrative Reports         Start Date (MM/DD/YYYY): *         Image: Start Date (MM/DD/YYYY): *         Becords to be Deleted by State Report         P Records to be Deleted by State Reports         P Secondary Verifications Reports         P Security Reports         State:         Uses Deleted by State (SURO)         Western (WRO)         Northeast (NERO)         Southwast (SURO)         Western (WRO)         Northeast (SURO)         State:         Locality:         Vuser Detailed Guide	Disqualifications ▶ Approve Disqualifications	Download Acrobat® Reader®	software to view PDF Files here.
Administration <ul> <li>Information Profile</li> <li>Report Type: *</li> <li>Account Creation</li> <li>Start Date (MM/DD/YYYY): *</li> <li>End Date (MM/DD/YYYY): *</li> <li>End Date (MM/DD/YYYY): *</li> <li>End Date (MM/DD/YYYY): *</li> <li>End Date (MM/DD/YYYY): *</li> <li>Select All Regions:</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> <li>Security Reports</li> <li>Security Reports</li> <li>Start Elep</li> <li>Online User Help</li> <li>Online Administrator Help</li> <li>User Detailed Guide</li> <li>User Detailed Guide</li> <li>State:</li> <li>Locality:</li> <li>State:</li> <li>State:<td>bibquanications</td><td>Note : '*' indicates a required</td><td>field.</td></li></ul>	bibquanications	Note : '*' indicates a required	field.
<ul> <li>Information Profile</li> <li>Report Type: *</li> <li>Account Creation</li> </ul> kole Administration                 Start Date (MM/DD/YYYY): *                 ind Date (MM/DD/YYYY): *                 End Date (MM/DD/YYYY): *                 b Administrative Reports                 Nark Report                 Records to be Deleted             by State Report                 Secondary Verification             Reports                 Secondary Verification             Reports                 Secondary Verification             Reports                 Security Reports                 b Online User Help                 Online Administrator             Help                 Vuser Quick Guide                 User Detailed Guide	Administration		
P Role Administration         Start Date (MM/DD/YYYY): *         End Date (MM/DD/YYYY): *         End Date (MM/DD/YYYY): *         P Administrative Reports         Second Sto be Deleted by State Report         P Records to be Deleted by State Report         P Secondary Verification Reports         P Secondary Verification Reports         P Contine User Help         P Online Administrator Help         P User Quick Guide         P User Detailed Guide	Information Profile	Report Type: *	Account Creation
Reports       End Date (MM/DD/YYYY): *         > SNAP Reports         > Second sto be Deleted by State Report         > Secondary Verifications Reports         > Secondary Verification Reports         > Secondary Verification Reports         > Southwest (SERO) Southwest (SERO) Southwes	V Role Administration	Start Date (MM/DD/YYYY):	*
<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> <li>Report</li> <li>Records to be Deleted by State Report</li> <li>Secondary Verification Reports</li> <li>Secondary Verification Reports</li> <li>FNS: *</li> <li>Headquarters (HQ) Mid-Atlantic (MARO) Midwestern (MWRO) Mortheast (IRERO) Southwest (SERO) Southwest (SERO) Southwest (SERO) Southwest (SERO) Southwest (SERO) Southwest (SERO) Southwest (SERO)</li> <li>State:</li> <li>Locality:</li> <li>User Detailed Guide</li> </ul>	Reports	End Date (MM/DD/YYYY): *	
> Recent Disqualifications Report       Select All Regions:         > Records to be Deleted by State Report       FNS: *         > Secondary Verification Reports       FNS: *         > Secondary Verification Reports       FNS: *         Help       Northeast (IMRO) Mountain Plains (IMRO) Northeast (ISERO) Southwest (SWRO) Western (WRO)         > Online User Help       State:         > Online Administrator Help       State:         > User Detailed Guide       Image: Construction of the state of th	<ul> <li>Administrative Reports</li> <li>SNAP Reports</li> </ul>		
P Records to be Deleted by State Report       FNS: *       Headquarters (HQ) Mid-Atlantic (MARO)         P Secondary Verification Reports       Mid-Atlantic (MARO) Mountain Plains (MPRO) Northeast (NERO) Southeast (SERO) Southeast (SERO) Southeast (SWRO)         Help       State:         • Online Administrator Help       Locality:         • User Detailed Guide       Image: Contemport of the state o	Recent Disgualifications Report	Select All Regions:	
> Secondary Verification Reports       Mid/western (MWRO) Mountain Plains (MPRO) Northeast (NERO) Southeast (SERO) Southeast (SERO) Southeast (SWRO) Western (WRO)         + Online User Help > Online Administrator Help > User Detailed Guide       State: Locality:	Records to be Deleted by State Report	FNS: *	Headquarters (HQ) Mid-Atlantic (MARO)
> Security Reports       Northeast (NERO) Southeast (SERO) Southeast (SERO)         Help       State:         > Online Administrator Help       Locality:         > User Detailed Guide       Image: Comparison of the second	Secondary Verification Reports		Midwestern (MWRO)
Help     Southeast (SWRO)       > Online User Help     State:       > Online Administrator     Image: Constraint of the state	Security Reports		Northeast (NERO)
Help     Western (WRO)          P Online Administrator Help          V User Quick Guide           V User Detailed Guide			Southeast (SEKO) Southwest (SWRO)
▷ Online User Help       State:         ▷ Online Administrator       Image: Constraint of the state of the stat	Help		Western (WRO)
Help     Locality:       ▷ User Quick Guide       ▷ User Detailed Guide	Online User Help     Online Administrates	State:	Y
Vser Quick Guide     Vser Detailed Guide	Help	Locality:	v.
	User Quick Guide User Detailed Guide		
a Totoroot	an oser Detailed Guide		

2. Select the Report Type in the **Report Type** drop down list as shown in Figure 84.

🚰 http://65.207.77.87 - USDA FN	IS : eDRS - Microsoft Internet Explor	er _OX
United States Department of Agriculture Food and Nutrition Service		
Friday, September 26, 2008		Welcome, Fred Doe   Log Out
My eDRS « Home Request EDRS Role Change P Online Query	Security Report	S 🔮
<ul> <li>▶ Ad Hoc Query</li> <li>▶ Secondary Verification</li> <li>▶ Search</li> </ul>	To maintain consistent user funct ups. If you are using a windows	ionality across various browser types this application requires the user's browser to allow window pop- pop-up blocker, please disable it while you are using this site.
Profiles/Contacts ▶ Add/Modify/Delete Disqualifications ▶ Approve	Notice: Version 6.0.0 of Adobe A Download Acrobat® Reader® so	crobat will not generate reports within eDRS. All other versions of Adobe Acrobat will work. ftware to view PDF Files here.
Disqualifications	Note : '*' indicates a required fie	d.
<ul> <li>Information Profile</li> <li>Role Administration</li> </ul>	Report Type: *	Account Creation
Reports  Administrative Reports  SNAP Reports	Start Date (MM/DD/YYYY): * End Date (MM/DD/YYYY): *	Account Lockout Session Duration User Account User Inactivity User Search
<ul> <li>Recent Disqualifications Report</li> <li>Recorde to be Deleted</li> </ul>	Select All Regions:	
<ul> <li>by State Report</li> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	FN3: *	Headquarters (HQ) Mid-Atlantic (MARO) Mid-Atlantic (MARO) Mountain Plains (MPRO) Northeast (SERO) Southwest (SERO) Southwest (SERO)
Help		Western (WRO)
Online User Help     Online Administrator	State:	
Help • User Quick Guide	Locality:	
e		The second se
-		· · · · · · · · · · · · · · · · · · ·

#### Figure 84. Security Reports, Report Types Screen

- 3. Enter the **Start Date** or click on the calendar icon and select a start date for the data that will be included in the report. The start date is a required field for running this report.
- 4. Enter the **End Date** or click on the calendar icon and select an end date for the data that will be included in the report. The end date is a required field for running this report.
- 5. Select the **Region** for which you would like to run the report. Region is a required field for running this report.
- 6. Select the State (if so desired) for which you would like to run the report.
- 7. Select the **Locality** (if State is chosen and if so desired) for which you would like to run the report.
- 8. Select the **File Type** in the Select File Type drop down list. File Type allows the user to choose which format they would like to use to view the requested report. The two types are:

– PDF

- MS Word

- 9. Click the **Submit** button to view the report.
- 10. To print report, select the **Print** icon on the PDF or MS Word toolbar.
- 11. To clear the page and use new/different parameters, click the Clear button.

# 6 Accessing Help and Submitting Feedback

This chapter explains how to obtain help while using eDRS. There are two methods through which to obtain help through eDRS:

- Online Help Detailed help guides that can be accessed through the application to provide you with step-by-step instructions for each function performed within the system.
- eDRS Help Desk Provides assistance for any issues or problems you may have with the system. You can contact them via e-mail, an online form, or by telephone.

You can also submit feedback about eDRS through Online Feedback.

*Note: All password related issues should be directed to the eAuthentication Help Desk at <u>eAuthenticationHelpDesk@USDA.gov</u>.* 

# 6.1 Online Help

Online Help is organized according to sections within eDRS and is broken down into subsections accordingly.

#### To use the Online Help functionality:

- 1. Click **Online User Help** or **Online Administrator Help** in the menu bar to display the Help screen.
- 2. To view a topic within Online Help:
  - Click the topic on the help screen for which you wish to obtain help to display a screen for that topic
  - Click the plus (+) sign next to a topic to display a sub-menu for that topic and then click on one of the sub-topics. For example, click Online Query to display step-bystep instructions for the Online Query function.

# 6.2 eDRS Help Desk

To access the eDRS Help Desk information, go to the eDRS Home page and refer to the bottom left hand corner of the page under eDRS Help Desk or click on eDRS Help Desk in the menu bar.

*Note: All password related issues should be directed to the eAuthentication Help Desk at <u>eAuthenticationHelpDesk@USDA.gov</u>.* 

The eDRS Help Desk provides you with three methods for communicating with the Help Desk:

- 1. Calling the Help Desk directly at (866) 557-8330, 6:00AM-6:00PM ET.
- 2. Submitting an Online Form through the link provided on the eDRS Home page or on the eDRS Help Desk screen that can be accessed in the menu bar. The Online Form will appear and will ask for the following information:
  - Name
  - E-Mail

- Phone
- Select your Problem Area Select the appropriate radio button
- Problem Provide additional information based on the radio button chosen
- Additional Information Any additional information that may assist the Help Desk in determining the best way in which to resolve your problem(s)
- 3. Enter all required information and click the Submit button to submit the form to the Help Desk.
- 4. Sending an e-mail directly to the Help Desk at <u>eDRSHelpDesk@fns.usda.gov</u> describing your problem(s).

### 6.3 Feedback

Users have the option of submitting feedback to FNS regarding the eDRS application. This option is to allow users to provide any suggestions or comments they may want to share in terms of improving or enhancing the system. They can access this option by clicking on **Feedback** in the menu bar. This will bring up an e-mail screen through your current e-mail where you can provide feedback, suggestions, concerns, etc.

Note: You may use this communication channel to submit comments about eDRS. However, if you need an answer to a specific question or have encountered a problem with using the system, please contact the Help Desk.

# 7 Logging Out

The Logout function allows you to log out of the eDRS application.

#### To log out of the application:

1. Click **Logout** at the top right of the screen, as shown in Figure 85.

Figure 85. eDRS Home Page, Logout Screen

🚰 http://65.207.77.87 - USDA FN	IS : eDRS - Microsoft Internet Explorer	
USDA Food and Nutrit	t of Agriculture tion Service	Electronic Disqualified Recipient System
<u>بر</u> با		
Friday, September 26, 2008		Welcome, Fred Dise   Log Out
My eDRS ≪ ▶ Home ▶ Request EDRS Role	eDRS Home	÷
Change Doline Query	Welcome to eDRS	
<ul> <li>Ad Hoc Query</li> <li>Ad Hoc Query</li> <li>Secondary Verification</li> <li>Search</li> </ul>	You have successfully logged into the Supplemental Nutrition Assist (eDRS). eDRS makes it easier for SNAP fraud investigators, eligibil providing the most comprehensive and up-to-date nation-wide disq	ance Program's (SNAP) Electronic Disqualified Recipient System ity workers, and quality control specialists to perform their jobs by ualification information at their fingertips.
<ul> <li>Profiles/Contacts</li> <li>Add/Modify/Delete</li> <li>Disqualifications</li> <li>Approve</li> <li>Disqualifications</li> </ul>	eDRS allows authorized users to search the national database of Su records to make disqualification penalty and eligibility determinatio of SNAP eligibility determinations. Note: Use of eDRS is restricted to persons directly concerned with the adm	upplemental Nutrition Assistance Program (SNAP) disqualification ns. eDRS also supports SNAP control reviews verifying the accuracy inistration and/or enforcement of the Food and Nutrition Act (of 2008) or
Administration	reguiations. Any information obtained by persons authorized to use eDRS i and/or enforcement of the Food and Nutrition Act (of 2008) or regulations v questions concerning eDRS access, please contact your FNS regional office	nay not be further disclosed to anyone not connected with the administration without the written approval of the Food and Nutrition Service. If you have
Information Profile Dela Administration		
<ul> <li>Role Administration</li> </ul>	HelpDesk Information	What's New
Paparts	Need help logging on to EDRS? You will not be able to view this information if you cannot log on so please write down the	Posted on : 9/25/2008 11:05:41 AM
Administrative Reports     SNAP Reports	following information for contacting the FNS eAuthentication Helpdesk. Email address: Phone: (800) 555.1111.	The ONLINE QUERY functionality has now been restored. Also, the SNAP Reports name is updated.
<ul> <li>Recent Disqualifications Report</li> <li>Records to be Deleted by State Report</li> </ul>	Need help with a problem (other than logging on) or have a "How do I" question concerning eDRS? The eDRS Help Desk is available to answer your questions Monday through Friday from 5:00.0M to 5:00.0M EST. Email address: and the same the same bet	Posted on : 4/10/2008 1:42:12 PM
<ul> <li>Secondary Verification Reports</li> <li>Security Reports</li> </ul>	or use this online form. Phone: (703) 555,1212. After business hours, please leave a brief message describing the problem, your name and a phone number where you can be reached. Someone will get back to you by the end of the next business day at the latest.	For help with forgotten or expired passwords etc, please contact the eAuthentication Helpdesk by email at FNSEAUTHHELPDESK@FNS.USDA.GOV or by calling 703 305 1548. Once you've logged on, if you experience a problem with any of the eDRS functionality (e.g. Online Query), please
<ul> <li>P Online User Help</li> <li>P Online Administrator</li> <li>Help</li> </ul>		
User Quick Guide		
▶ User Detailed Guide		
e		📄 📄 📄 👘 Internet

2. Upon logging out of eDRS, you will be taken back to the eDRS Usage Terms and Conditions screen. At that point, you can close your browser completely.

### APPENDIX A: GLOSSARY

CSAMS	Central Security Administrative Management System
Decision Date	A hearing renders a decision the date official in an administrative disqualification hearing or a court of law or the date that the individual signed either a waiver of their right to an administrative disqualification hearing or a disqualification consents agreement.
Disqualification Number	The IPV descriptor used for penalty period determinations. Multiple records for the same person may have the same disqualification number.
DRS	Disqualified Recipient System
eDRS	Electronic Disqualified Recipient System
FNS	Food and Nutrition Service
FSO	FNS Security Officer
HQ	FNS National Headquarters in Alexandria, VA.
НТТР	Hyper Text Transport Protocol
HTTPS	Hyper Text Transport Protocol Secure
IE	Internet Explorer
IPV	Intentional Program Violations
Locality	A distinct portion of a State, often a county, with an individual identifier.
Locality Code	A unique numeric identifier for a Locality within a State. Either a FIPS code or a State-designated Locality Code may be used.
Locality Contact	The person designated to provide secondary verification of disqualification record matches found through DRS. The Computer Matching and Privacy Act of 1988 requires that all matches be verified through a secondary source.
PC	Personal Computer
Penalty Determination	An investigator to determine whether an IPV suspect has any prior disqualifications and, therefore, determine the appropriate penalty period can use data within DRS.
Penalty Length	The length in months of a penalty for an IPV. Penalty length is specified by the judge issuing the disqualification decision, and may range from zero months to permanent—recorded as "99" in DRS.
QA	Quality Assurance

QC	Quality Control. Option used by Quality Control workers to verify eligibility of a recipient as of the current QC review date.
RC	Regional Coordinator
Regional Office	The Regional FNS Office that administers a group of States.
Regions/States	The Regional FNS Office that administers a group of States. Currently there are seven (7) Regions.
RSO	Regional Security Officer
SNAP	Supplemental Nutrition Assistance Program
SSN	Social Security Number
SSO	State Security Officer
Start Date	The date on which the penalty for disqualification begins.
USDA	United States Department of Agriculture