



State of Washington

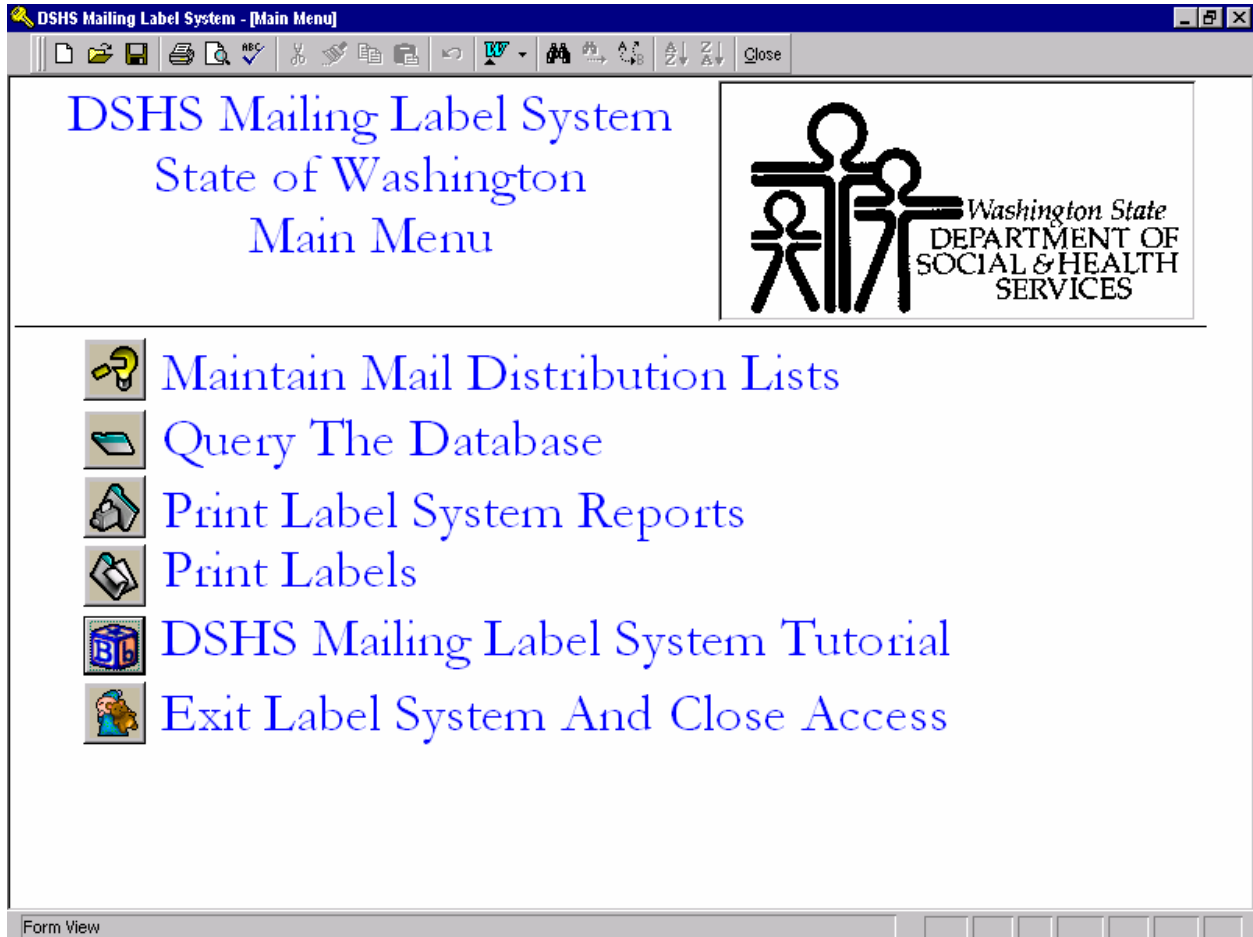
DSHS Mailing Label System

ADMINISTRATOR'S GUIDE

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MAIN MENU OF DSHS MAILING LABEL SYSTEM



MAINTAIN MAIL DISTRIBUTION LISTS:

☐ Maintain Distribution Lists

Record: 1 of 543


Is This Mailing List Active?

Return to Main Menu

To add new location

To look up a record/search

To move to previous record To move to next record To add a new list

Use icons to select the function. The user can use the arrow to move forward and backward, the right arrow takes the user to next page, the left arrow takes the user back towards the beginning. To add a new list select the add new list icon. To add a new location, select the smaller box. 

Search by list number or location name, place cursor in field the user want to search by, and select the look up a record/search icon.

Add a new list, select list number, name, then select locations on that list.

Is this mailing list active? Check if it is an active mailing list and the user wish to print. Uncheck if it is inactive, this will NOT be printed and will serve as a historical file.

Every screen has a Return to Main Menu, this acts as an escape or exit feature.

□ Maintain Locations

DSHS Mailing Label System - [Maintain Locations]

Maintain Locations

Location Number

Office Name

Street Address

City State Zip Code

Mailstop

Addressee First Middle Last

Location Contact Phone

Is this location active?

Navigation icons: Left arrow, Right arrow, Search, Home, Add new record.

Use this screen to maintain distribution locations such as DLR - Vancouver.

Only those with permission can add or edit any changes on this screen.

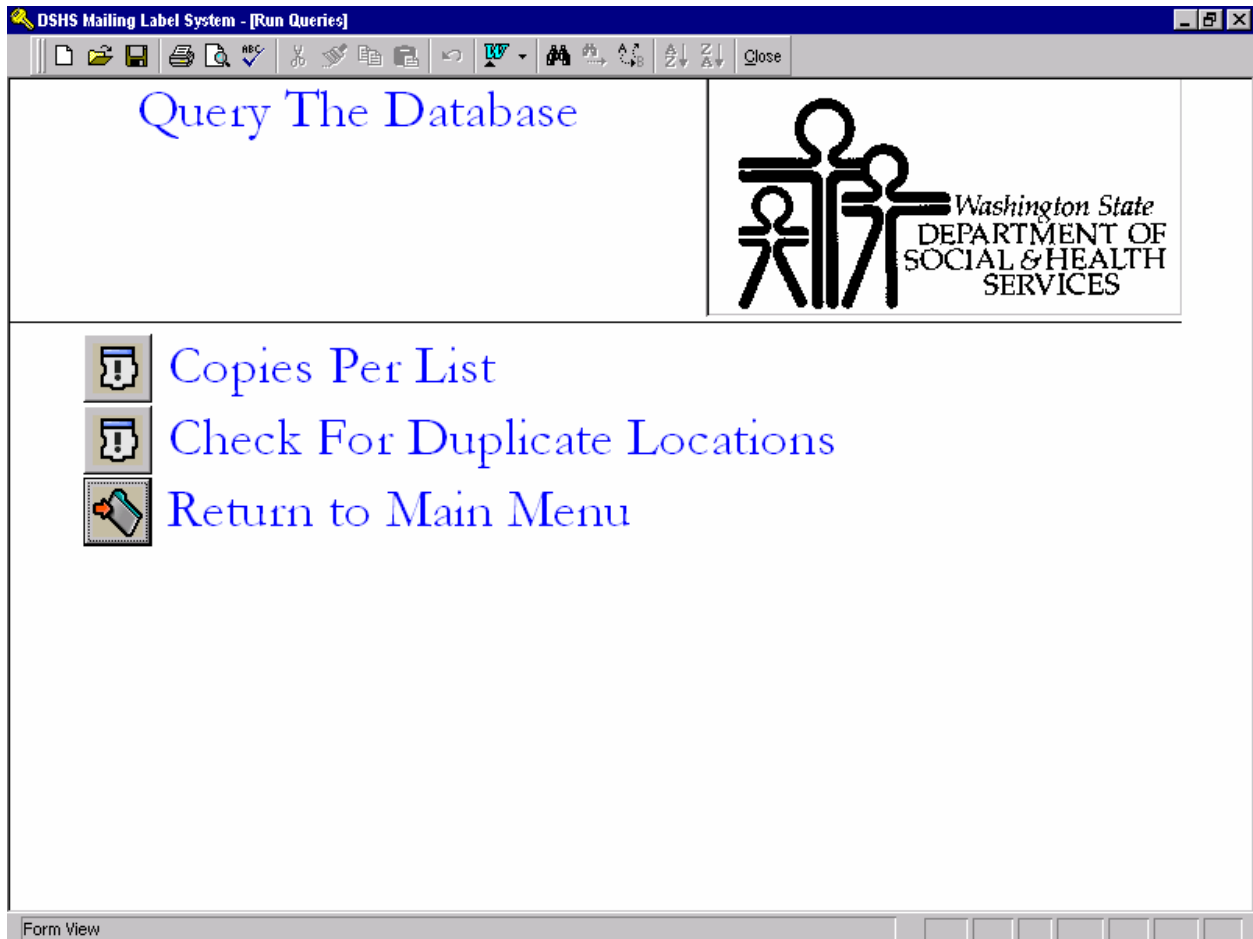
Search by list number or location name, place cursor in field the user want to search by, and select the look up a record/search icon.

Add a new location, select location number or name, then select the add a new record icon.

Is this mailing list active? Check if it is an active mailing list and the user wish to print. Uncheck if it is inactive, this will NOT be printed and will serve as a historical file.

Every screen has a Return to Main Menu, this acts as an escape or exit feature. _____

QUERY THE DATABASE:



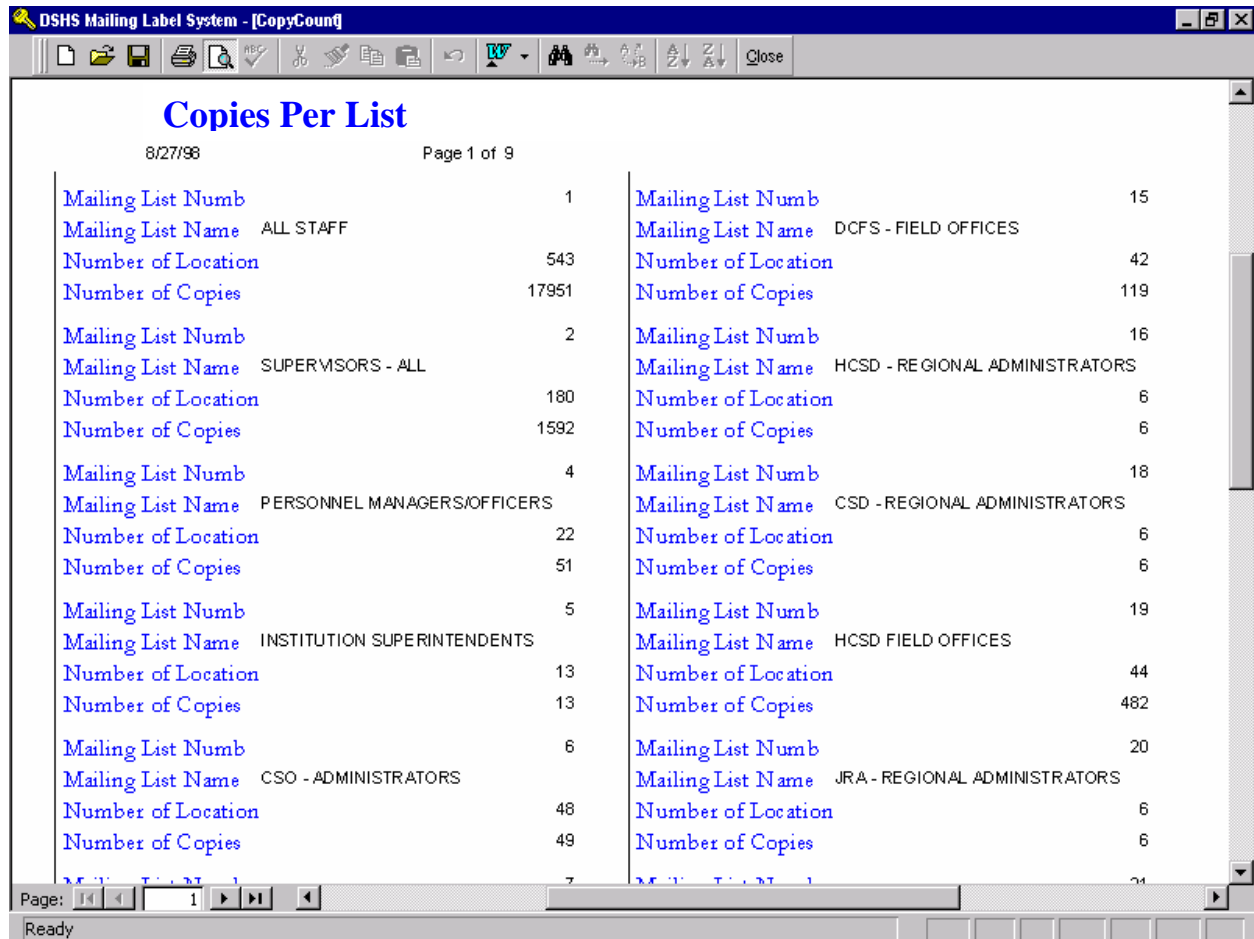
From Query the database, the user can view or print lists by accessing Copies Per List. This is a report style display of all the lists available.

The lists are displayed by mailing list number, mailing list name, number of locations and number of copies.

Check for Duplicate Locations, allows the user to check for duplicate locations within the distribution lists.

Every screen has a Return to Main Menu, this acts as an escape or exit feature

☐ Copies Per List:



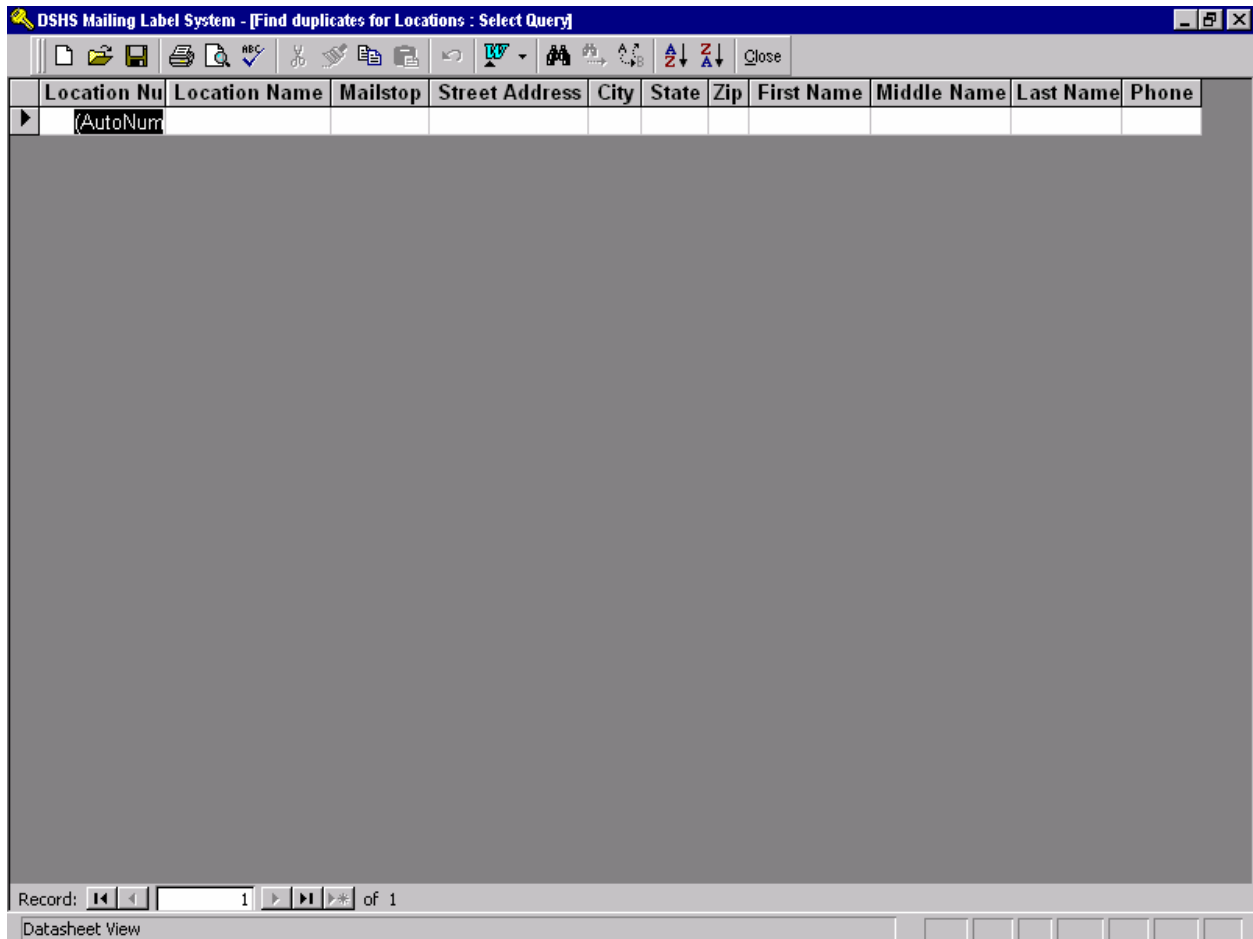
Copies per list allows the user to look at the distribution lists. This displays the mailing list number, mailing list name, number of location and number of copies.

On the bottom left corner, use the right or left arrows to move to next or previous record.

The user can print these lists from the top row of icons.

Select Close on top row of icons to get back to Query the Database and use return to main menu.

☐ Check for Duplication Location:

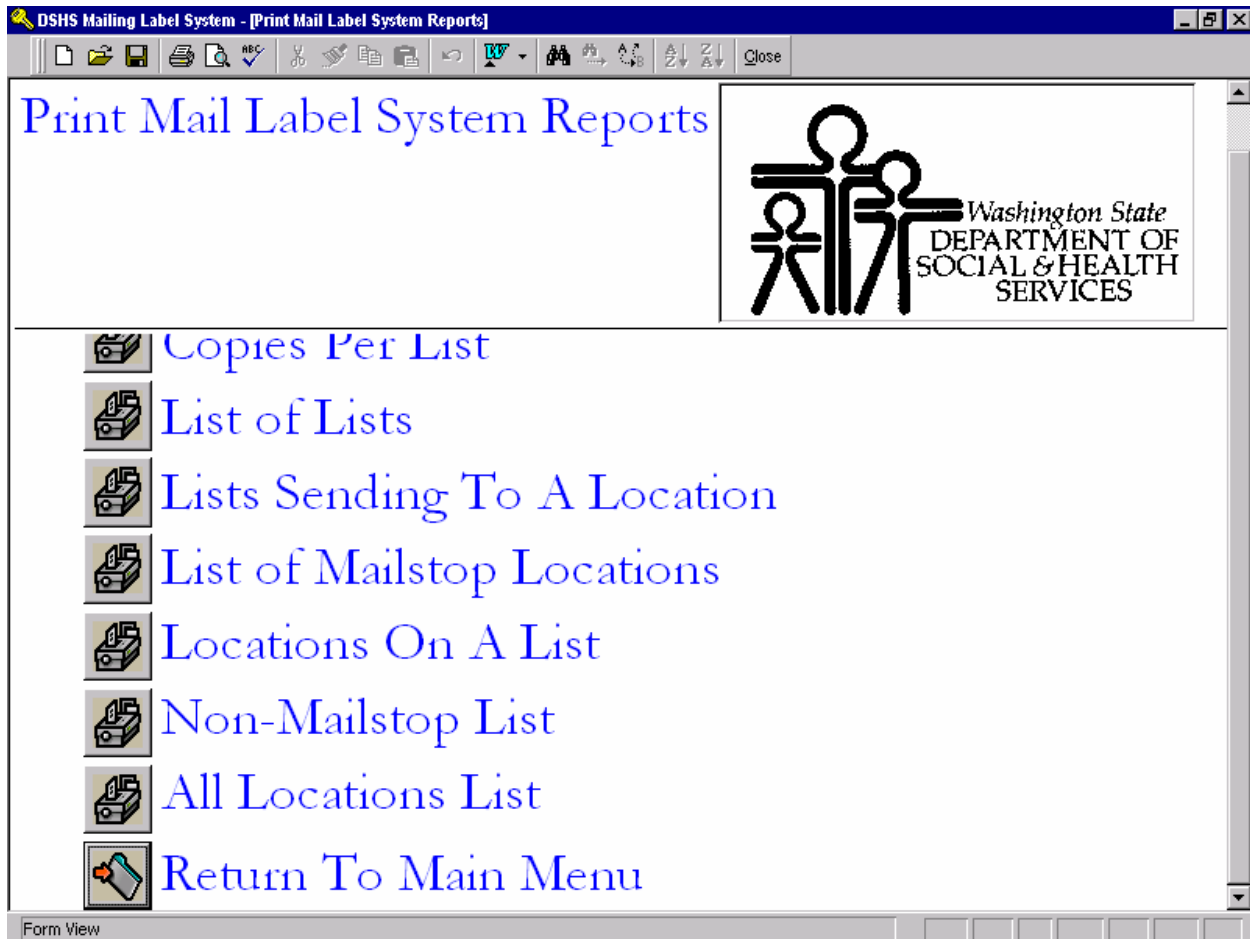


Check for duplicate locations. This will list all the duplicated location numbers, names, mailstops, addresses, first name, last name and phone.

This is normally blank as seen above, if there are no current duplicates. If there are numerous duplications, select the right and left arrow on bottom row of smaller icons to navigate to next or previous record. *This should be done by Administrator only.*

Select Close from top row of icons to return to Query the database and return to main menu.

PRINT MAIL LABEL SYSTEM REPORTS:



To open, view and print mail label system reports.

Select the specific distribution list, this will appear just like the Query the Database - Copies Per List, but allows the user to select more than just the Copies Per List.

Every screen has a Return to Main Menu, this acts as an escape or exit feature.

☐ Mail Label System Report List:

Mailing List Num b	Mailing List Name	Number of Location	Number of Copies
1	ALL STAFF	543	17951
2	SUPERVISORS - ALL	180	1592
4	PERSONNEL MANAGERS/OFFICERS	22	51
5	INSTITUTION SUPERINTENDENTS	13	13
6	CSO - ADMINISTRATORS	48	49
15	DCFS - FIELD OFFICES	42	119
16	HCSD - REGIONAL ADMINISTRATORS	6	6
18	CSD - REGIONAL ADMINISTRATORS	6	6
19	HCSD FIELD OFFICES	44	482
20	JRA - REGIONAL ADMINISTRATORS	6	6

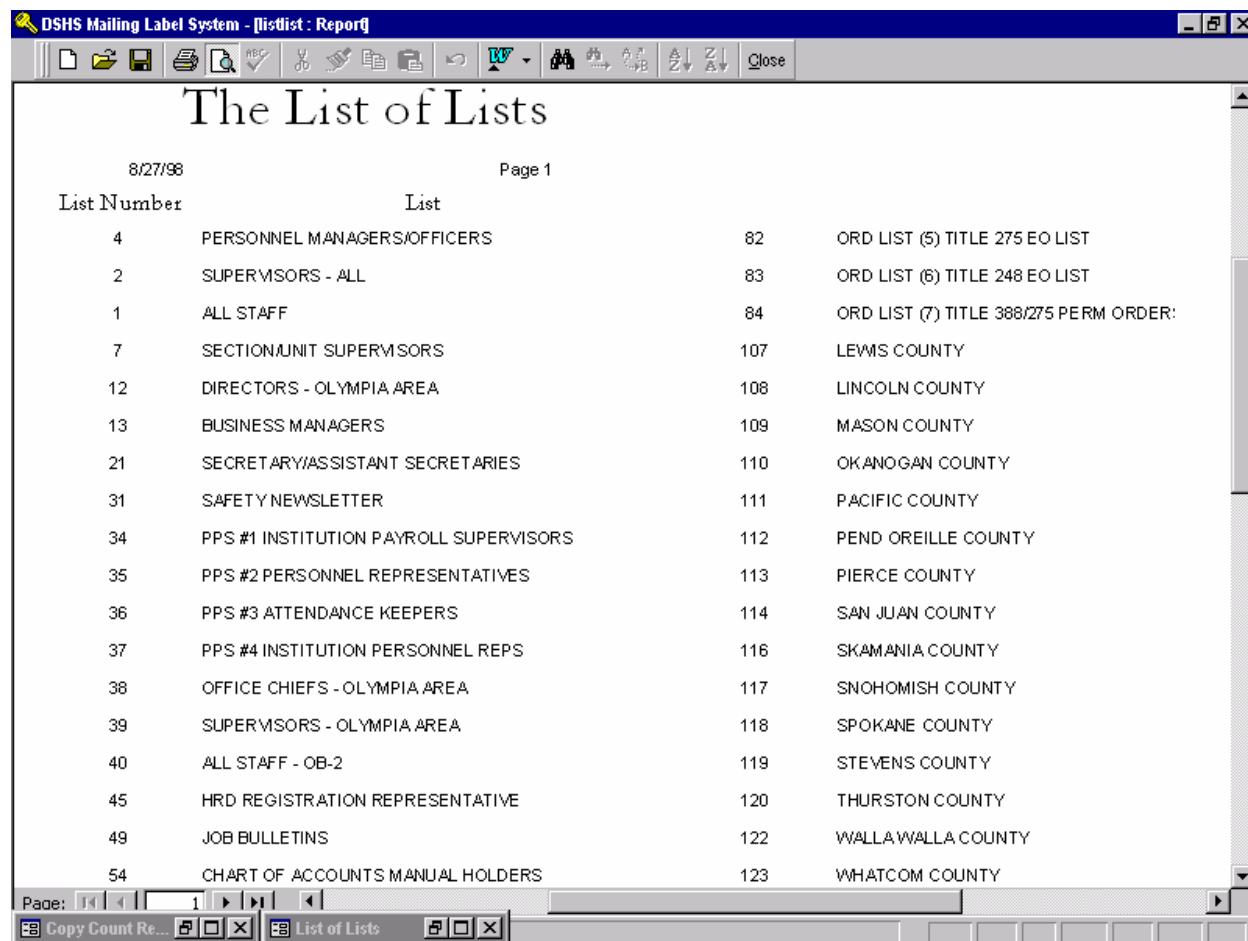
For example, Copies per list allows the user to look at the distribution lists. This displays the mailing list number, mailing list name, number of location and number of copies. Select the list to print from Print Mail Label System Report Screen, see on previous page.

On the bottom left corner, use the right or left arrows to move to next or previous record.

The user can print these lists from the top row of icons.

Select Close on top row of icons to get back to Print Mail Label System Reports and use return to main menu.

☐ Mail Label System Report List Continued:



For another example, List of Lists allows the user to look at the distribution lists. This displays the mailing list number, mailing list name, number of location and number of copies. Select the list to print from Print Mail Label System Report Screen, see on previous page.

The following are the other lists available from the Print Mail Label System Report screen; *Lists Sending To A Location, List of Mailstop Locations, Locations On A List, Non-Mailstop List, All Location List*

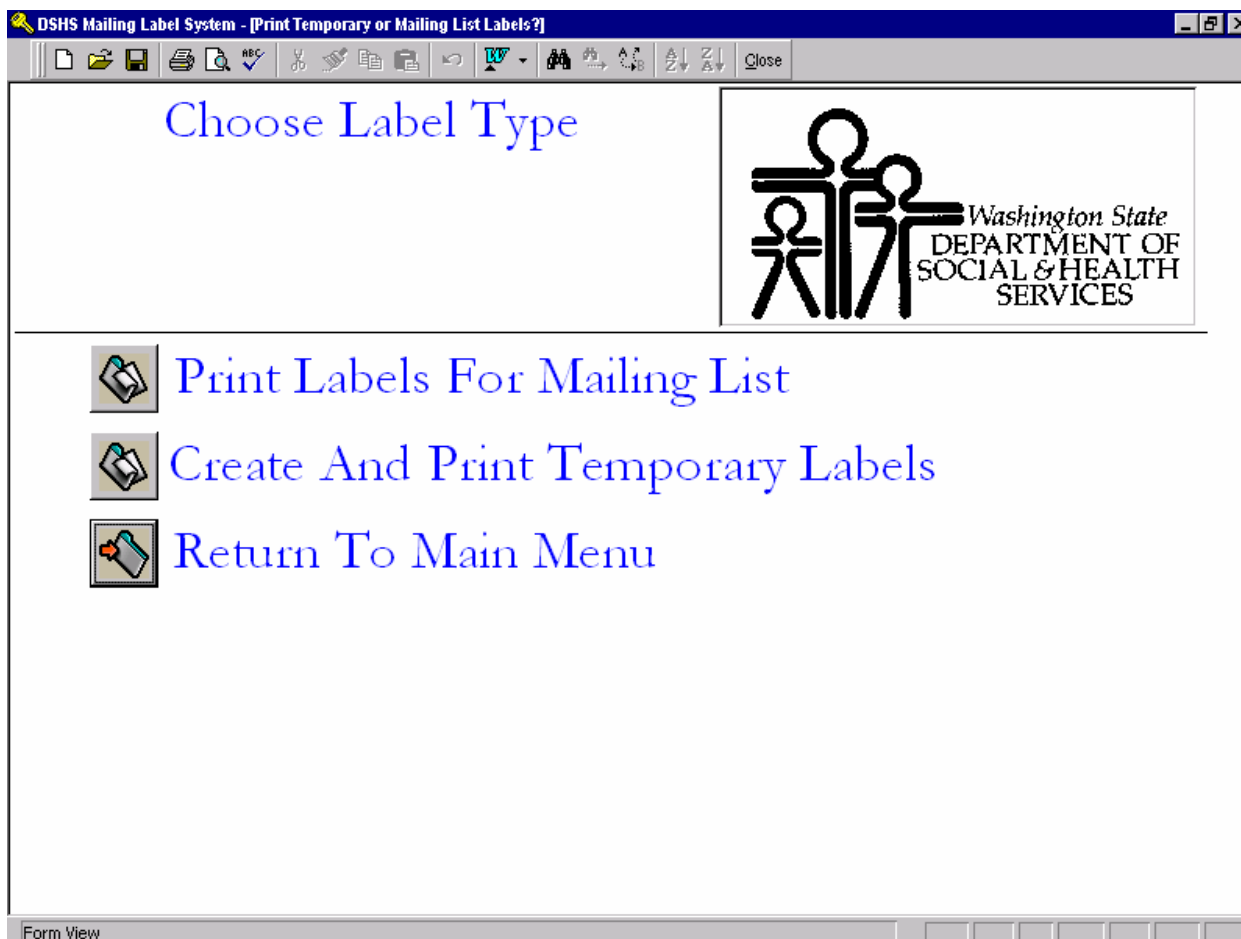
On the bottom left corner, use the right or left arrows to move to next or previous record.

The user can print these lists from the top row of icons.

Select Close on top row of icons to get back to Print Mail Label System Reports and use return to main menu.

PRINT MAIL LABELS:

Choose Label Type:



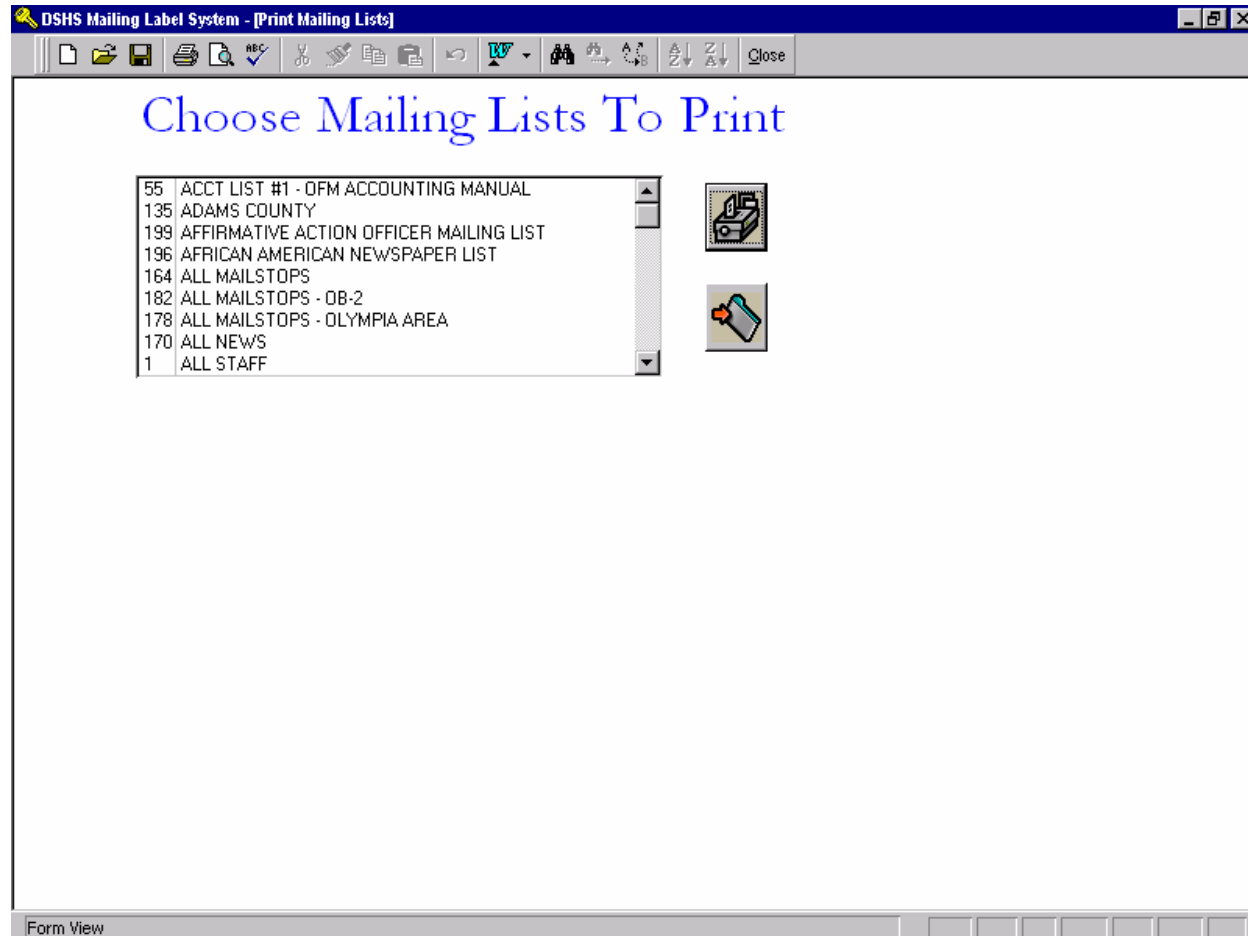
To Print Labels (MAILROOM'S ONLY FUNCTION)

Select the Print Labels For Mailing Lists icon. This will take the user to complete list of all the printable distribution mailing lists for labels. See next page for more information.

Select the Create And Print Temporary Labels to print individual or groups of labels not listed on the list displayed on Print Labels for Mailing Lists. See next page for more information.

Every screen has a Return to Main Menu, this acts as an escape or exit feature.

□ Print Labels For Mailing List:



From the list above, select an individual list and select the print icon to the right. To select more than one list, just click once on the list name, it will highlight it in black. To deselect the list, click again, it will unhighlight the list name.

Every screen has a Return to Main Menu, this acts as an escape or exit feature.

□ Create And Print Temporary Labels:

DSHS Mailing Label System - [Print Temporary Labels]

Print Temporary Mailing Labels

Push new record to clear fields and enter data. To print temporary labels enter information in the fields then *push the save disk* below to save your record. You can either enter more temporary labels or print them at this point. Not all fields are mandatory. Once printed all temporary mailing labels are deleted, so be sure the information is correct!

Location Number

Office Name

Street Address

City State Zip Code

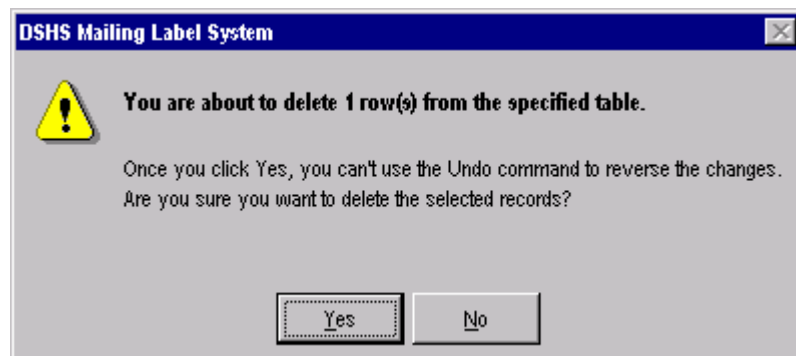
Mailstop

Addressee First Middle Last

Number of Copies

Form View

The user can type in the information. If the user wants to type another new label, click on the add a new label icon. You will see this message prompt, click yes to continue and delete the one previous created.



To print, select the print icon to the right.

Every screen has a Return to Main Menu, this acts as an escape or exit feature.






DSHS MAILING LABEL USER TUTORIAL:

Directions for using the Tutorial:

DSHS Mailing Label System - [Tutorial]

DSHS Mailing Label User Tutorial

Working In A Form

-  These arrows allow movement to new records inside a form. The left arrow moves to the previous record, the right moves to the next record.
-  A button with this picture creates a new record within the form.
-  A button with this picture searches within the open form. Make sure to search only within the desired field, and set 'start of field', 'whole field', or 'any part of field' to define your search. Try searching the field below.
-  A button with this picture deletes the current record within the open form. This is permanent. Access requests you verify deletion. Once deleted there is no way to retrieve a record.
-  This button closes the active form. Press the button now to close the tutorial.

Form View

This icon allows the user to look at the various features of the icons and get an idea of how to work in a form. If the user keep the user cursor (but do not select) on the icon anywhere in the Access system, it will give the user a description label.

Please make sure to locate the Return to Main Menu icon on the bottom of most screens, this serves as an EXIT or EXCAPE feature.

DOCUMENTATION

The mail system is separated into two parts. The front-end, contains all of the forms, queries, and reports the user gets to see. The back-end contains all the data, and several queries for maintaining the database should there be any problems with the data. The database has certain hardware requirements that need to be met to ensure a pleasure user experience, and when setting up the database on a new machine a few steps must be taken to keep everything running smoothly.

The Front-End.

The front-end contains the entire program needed for user interaction. The tables are linked to the back-end (originally in [\\ASD5\staffsrv\label\system\](#)). After starting the database, the user is prompted for their login and password. They can view all data, forms, and reports, but updating data is limited to those with an individual login (currently only Patti Clark and Admin).

Once the password is entered, the user can hold down the shift key to bypass all startup settings and the autoexec macro. This is very useful for Admin, but users have no need to know this. Unless user holds down the SHIFT key, login continues with the startup settings and the autoexec macro. At this point, the Autoexec minimizes the database window, opens the form "SBMain" and maximizes it. Then the startup settings hide the database window, remove default menus and toolbars and put custom Mail System bars in their place.

The F11 key can not be used and the viewing of code after errors is not allowed. If a user needs to access the database window after startup has finished; clicking above the word Washington in the DSHS logo will bring up the database window.

The front-end is made of three levels of forms.

- The first is the main menu, giving the user access to all of the database.
- The second level is the submenus, allowing the user to choose which report to view, type of data to update or query to run.
- The third level is the data update forms, and the report sorting forms.

Most forms modules are made up of canned Microsoft command button wizard scripts. Only the forms for printing labels (PrintLabel & TempLabel) and all forms with "OrderBy" in their title have altered code. All new form code is commented. The database also contains two template forms in case someone needs to add a form later on and wants it to look like the others.

The database has four modules. The first, "mailinglistmodules", is the only original module. The rest are canned Microsoft or third party modules. Mailinglistmodules contains all the code for preparing lists to be printed, printing temporary labels and unhiding the database window. The module is commented.

The Back-End

The back-end contains one form, four queries, and seven tables. The back-end lives on a server for better data recovery. The tables are linked to the front-end and contain all the data. The one form in the back-end gives an administrative user a quick way to repair some problems that could crop up in the database. From this form, the user can run queries to make locations active, make all lists active or to give all locations names.

During development, all locations were given names. Non-mailstops locations are generally not given names by the mailroom staff. Should this become a problem in the future, the administrator of the database could run the given locations names query. It will take the first and last names of the recipient and make a name for the location like "Last name, first name". If the location does not send to a recipient and doesn't have a name already then it would just get the name of ",". A second query removes the comma and returns the name to blank (but not null). There are no modules, and no hand made code. All code is canned Microsoft wizard code.

Problems & Gotcha's

- LOGIN/PASSWORDS: The administrator login is Admin, password is Zeppelin. Never clear the administrator login password without changing it to something else afterwards. If left blank, user level security is completely off. The mailroom login is Mailroom, with no password. Patti's login is Patti Clark and password purple, this can be changed to person who replaces her in that position.
- The database security depends on being in the workgroup "labels". A copy of this workgroup lives in the same directory as the back-end database. It needs to be copied to the user's C:\ drive. Run Wrkgadm.exe under an administrative account on the user's computer, also located with the back-end. Join the labels workgroup on the C:\ drive. If the user is not in the workgroup they are automatically logged in as Admin, and it also leads to multi-user permissions problems.
- **THE PHYSICAL LOCATION OF THE ACCESS RESIDES OF THE ASD5 SERVER, STAFFSRV/LABELSYSTEM, AND HAS A SHORTCUT TO THE SERVER ON THE MAILROOM DESKTOP FOR ALL USERS.**
- The database can be made to print several copies of the same label. If anyone ever wants this, just comment out the line in module "mailinglabelsmodules", function "printlabel" that reads
DoCmd.OpenReport "Labels PrintReady", acViewNormal.

Then uncomment the line that reads 'Call Copies(slist). It will then print the number of labels that is maxcopies.

- The front-end expects the back-end to be located at [\\asd5\staffsrv\label system](#), if the back-end has been moved the database will not function. To fix this, open the front-end while holding down the SHIFT key and select the Linked Table manager from the tools, addins menu. Then choose all the tables and update their location.
- The front-end looks best in millions of colors and at 800 X 600 resolution. The database will still function at lesser settings, but it won't look as pretty. To ensure quick response time however, the user needs at least 48 megs of memory and a quick processor (DEC 5100 or 5200 level).

MS Access File Descriptions

- LOCATION: (ASD5\StaffSrv\Label Systems)
- Securemail.mdb (Front-End)
- Mail_be.mdb (Back-End)
- Label.mdw (Security)
- Wrkgadm.exe (Workgroups for permissions/security)
- D_General Mail.ico (Icons for gui front-end)

R-base is located on two main locations.

- ASD5\StaffSrv\r-base (original copy)
- DSHSASD13\ASDSupport\r-basebackup (backup copy)

Access Data Management:

Tables:

- Locations
- MailingLists
- MailingLists And Locations
- Order
- PrintPrep
- PrintReady
- ReportPics

Queries:

- AllLocationsQuery
- CopyCount
- FindDuplicationForLocations
- ListLocationCopies

- ListLocationCopiesAskLocations
- ListName
- LocationCount
- MailstopReportQueryAskList
- NonmailstopReportQuery
- ReportFinder

Reports:

- AllLocationsList
- CopyCount
- LabelsPrintReady
- ListList
- ListToLocation
- LocationList
- LocationsOnList
- NonmailstopList

Forms:

- CopyCount
- DistributionList
- Label
- ListSub
- Locations
- Maintain
- OrderByAllLocationList
- OrderByCopyCount
- OrderByListList
- OrderByListToLocation
- OrderByLocationList
- OrderByLocationsOnList
- OrderByNonmailstopList
- Print
- PrintLabel
- Queries
- SmMain
- TempLabel
- Template
- Template2
- TemporPerm
- Tutorial

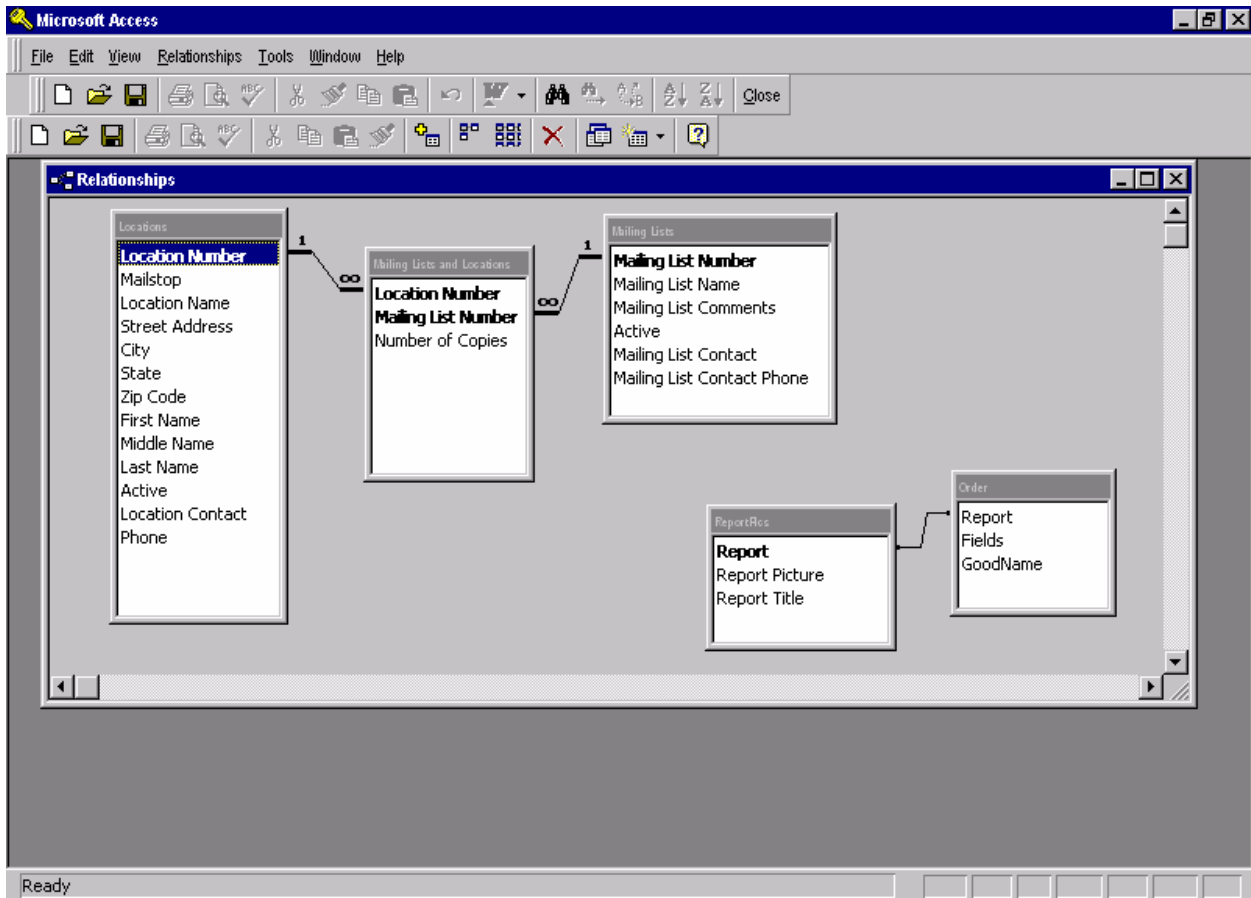
Macros:

- Autoexec

Modules:

- MailingListModules
- ModMenuWizRunCommand
- ModSolutionsUtilities
- UtilityFunctions

RELATIONSHIPS:



MAILROOM PRINTER INFORMATION:

EPSON DFX 8000

Label Information: Z-Labels #04013, 5,000 Quantity, 31/2 X 15/16
Avery Labels 4145 is the closest

Label information is sorted by:

- Mailing List #'s
- No Mailstops - Null - First
- Mailstops (Numeric)
- B-Mailstops (Numeric)
- N-Mailstops (Numeric)
- S-Mailstops (Numeric)
- W-Mailstops (Numeric)
- Address sorted by Zip Code

Font: Arial Narrow (Bold) **Font Size:** 10 pt

*****If the labels ever start printing 10 in a row then printing 1 blank label, then 10 in a row again. Go into label design, click the upper left corner between rows & columns and look at the Detail Properties. Select Keep Pages Together (NO), for some reason this removes the blank labels in between.*****