Getting Started For Terminal Operations
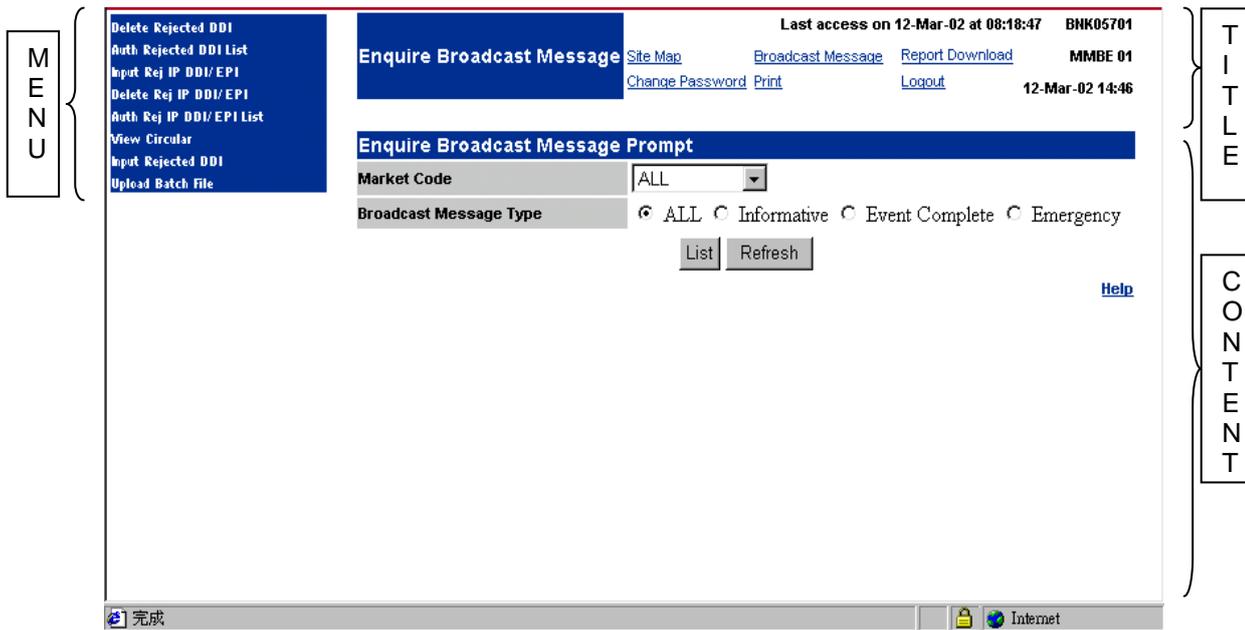
SCREEN STANDARDS

This section explains - A.   Screen layout
- B.   Screen types and screen flows in CCASS
- C.   Entering data into CCASS

A. Screen Layout:

Each CCASS function screen is divided into three frames as shown in the above diagram.

On the left, the CCASS menu is displayed in the **Menu Frame**. Scroll bars may appear if the full menu cannot be displayed within the frame. Move the scroll bar to display items not in the screen.
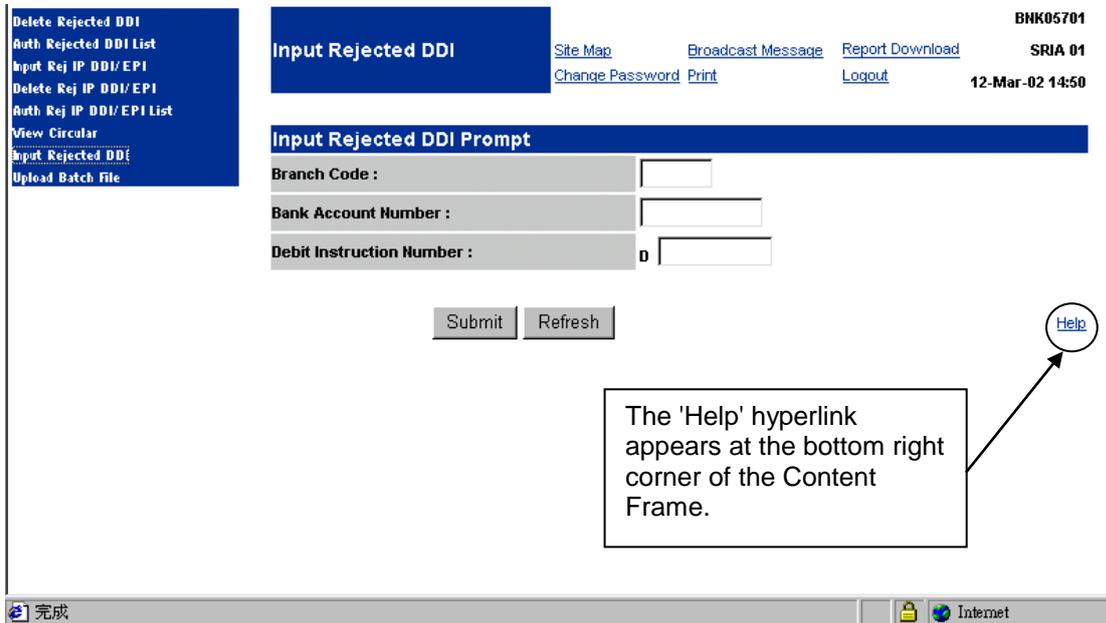
On the top, the title of the selected menu, hyperlinks to frequently used functions, User ID, screen ID and the current day and time are displayed in the **Title Frame**. The last logon information is also displayed each time when a user logs on to CCASS.

Below the Title Frame, the title and contents of the selected function are displayed in the **Content Frame**. Users will perform most of the terminal operations in this frame. Scroll bars may appear if the full screen cannot be displayed within the frame. Move the scroll bars to display contents shown not in the frame.

A 'Help' hyperlink will appear at the bottom right corner of the Content Frame. Click the hyperlink to display the relevant section of this Guide.

B. Screen Types and Screen Flow in CCASS:

There are five main types of screens used in CCASS, each with a different purpose. A screen's type is usually indicated by its name (e.g. the INPUT SI DETAIL screen is a detail screen). Screen types available for each function might vary, depending on the features of each function. Only one browser should be opened during CCASS terminal operations. If multiple browsers are being opened at the same time, it might interfere the terminal operations and cause unexpected processing errors.

1. Prompt Screen

   Most CCASS functions have a prompt screen. The prompt screen gives access to CCASS records either by a) directly accessing a specific record, or b) producing a list of records.

2. List Screen

   A list screen displays a list of records and a) allows access to a particular record from the list, or b) allows access to another list screen.

3. Detail Screen

   A detail screen either displays details of a particular record for enquiry or deletion or allows details to be input or changed.

4. Confirmation Screen

Once a transaction detail is updated and submitted, a confirmation screen will be shown presenting those inputted details. Users are required to confirm those submitted information once again in order to complete a transaction successfully.
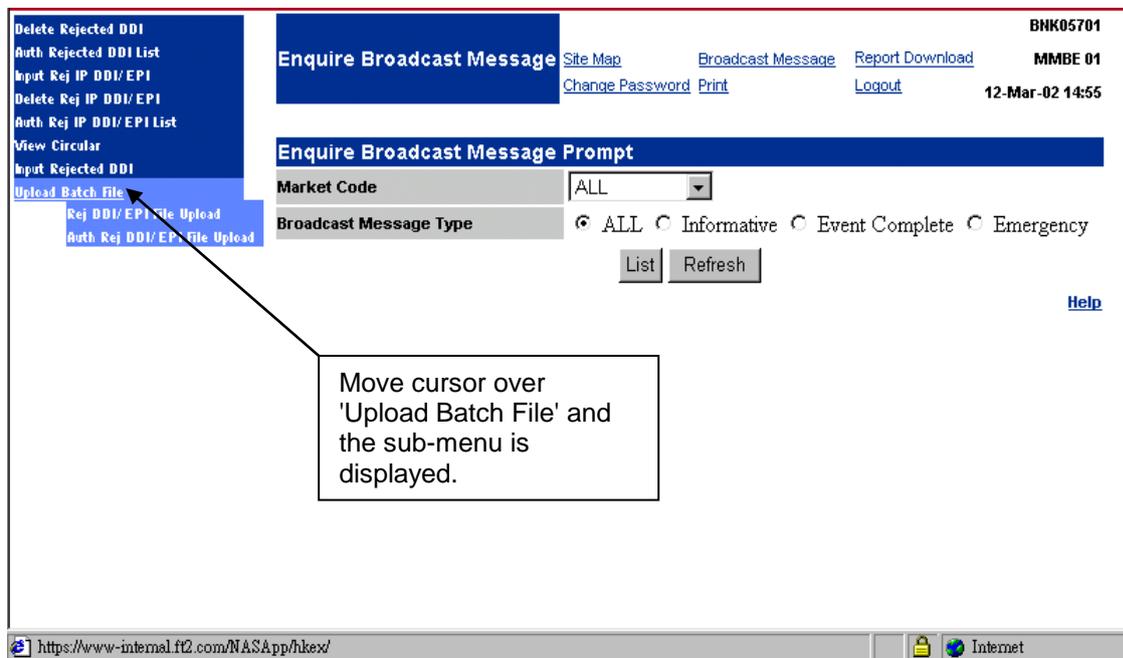
The confirmation screen displays details of a particular record to allow user to check its correctness before confirming the action. If the detail of the record is correct, the user should click the 'Confirm' button to complete the transaction. If an error is found, click 'Back' to go back to the detail screen for further update or to select another record.

5. Execution Screen

An execution screen displays the details of a particular record after execution to inform the user that the action has completed.
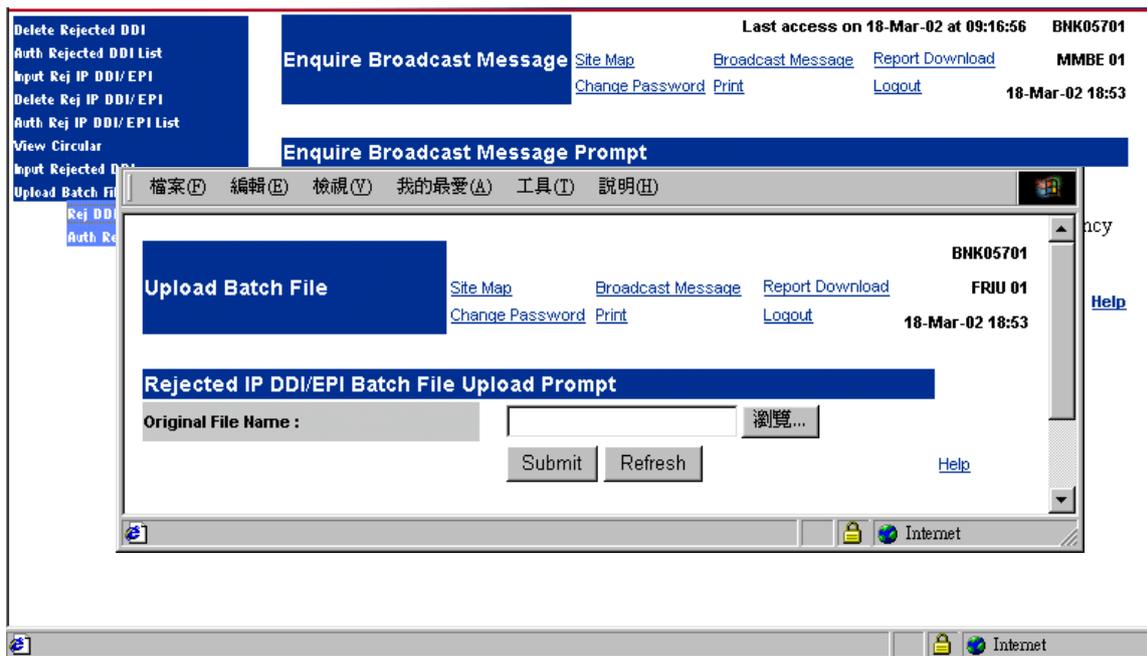
In general, screen flows in CCASS functions work as follows.

- all CCASS functions can be accessed from the menu on the left frame.
- move the cursor over a menu item and the sub-menu will be displayed.

- only functions that a user is authorised to access will be shown. Move the cursor over the function name in the sub-menu. The selected function will be highlighted.
- single click to access the function.
- if the function has a prompt screen, it appears before the list and/or the detail screen.
- if the function has a list screen, it appears before the detail screen.
- if the function does not have prompt or list screen, the detail screen will appear.
- if users select the UPLOAD BATCH FILE/REPORT DOWNLOAD function, an additional window will pop up allowing users to perform the file upload/report download function under the new window. This multi-window feature entails users to perform an on-line function and a file upload/report download function at the same time.

C. Entering Data into CCASS:

Data can only be entered or changed in enterable fields. All other fields are protected to display information only. Usually the flashing cursor appears in the field where you want to enter or change data. If it does not, move the cursor to the field.

Then type in the data. If you are changing data, your entry automatically overtypes the original data. When entering numeric data, input of thousand separator (",") will also be accepted. CCASS will rearrange position of the separator in case if it is not 3 digits apart.

After entering data, press the necessary button at the bottom of the main frame to send the information to CCASS.

Errors in entering data

If incorrect data is entered and sent to CCASS, CCASS displays an error message on the top of the content frame and all incorrect data fields are highlighted with red arrows.

Correct all the highlighted fields and send the information to CCASS again.

Note that CCASS cannot recognise mistakes that are merely typing errors. Make sure the data are typed correctly.