**Commonwealth of Massachusetts**
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**Department of Transitional Assistance**
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**Field Operations Memo 98-2**
**January 2, 1998**

TO: Transitional Assistance Office Staff

FROM: Joyce Sampson, Assistant Commissioner for Field Operations

RE: Revised Screens for Easy Access System (EAS) Applications

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**Overview**

Beginning in January 1998, the Easy Access System (EAS) Main Menu and all menus or screens directly accessed from it will be revised to provide office staff with quicker access to specific options, a standardized format for viewing data in the header section, consistent field descriptions and uniform function for the PF keys located at the bottom of each screen.

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**Screen Summary**

This section identifies changes to the EAS Main Menu and all menus or screens accessed from it. To activate the PF1 key displayed on any menu or screen from a PC instead of a terminal, press and hold both the left control key (Ctrl) and the F1 key.

**EAS Main Menu**

. Workers can immediately select three options, **ESP Tracking, Child Support Tracking** and **Photo-ID Replacement,** previously accessed on the Case Management Tracking Screen.

. Workers no longer access the recently eliminated Case Management Tracking Screen.

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**Screen
Summary
(Cont.)**

### EAS Main Menu

- A PF1 key which replaces Option "Q" (QUIT) has been activated to enable workers to exit the application.

- The alpha/numeric program code, title of the screen and accessing date are now displayed from left to right in the header section.

### FMCS Main Menu

- The "Function" field has been replaced by the "Option" field.

- A new "Description" field has been added.

- The functions of each PF key are now displayed on one line rather than two.

- A PF5 key has been activated to provide workers with immediate access to the ESP Tracking Screen.

- The alpha/numeric program code, title of the screen and accessing date are now displayed from left to right in the header section.

### SSPS Main Menu

- The "Function Code" field has been replaced by the "Option" field.

- The function of each PF key is now displayed on one line rather than two.

- A PF5 key has been activated to provide workers with immediate access to the ESP Tracking Screen, rather than having to exit the application and reselect the option on the EAS Main Menu.

**Screen
Summary
(Cont.)**

### ESP Tracking Screen

. A PF6 key has been activated to enable workers to immediately access the FMCS Main Menu.

. A PF7 key has been activated to enable workers to immediately access the SSPS Main Menu.

. The PF1 key, which previously displayed "Help," is now used to exit the application.

. The PF3 key, previously used to exit the application, is eliminated.

### Redetermination Screen

. A PF5 key has been activated to provide workers with immediate access to the ESP Tracking Screen.

. The alpha/numeric program code, title of the screen and accessing date are now displayed from left to right in the header section.

### Child Support Tracking Screen

. The "Terminate" option has been removed since it duplicated the exit function of the PF1 key.

. The "Code" field has been replaced by the "Option" field.

. The "Function" field has been replaced by the "Description" field to ensure uniformity with other screens.

. The alpha/numeric program code, title of the screen and accessing date are now displayed from left to right in the header section.

**Screen**
**Summary**
**(Cont.)**

**Electronic Mail Screen**

.    A PF5 key has been activated to ensure immediate access
     to the ESP Tracking Screen.

.    The greeting on the screen now welcomes the worker to
     the "DTA Mail System" rather than the "Welfare Mail
     System."

.    Descriptions of the PF keys have been shortened to
     include only the PF key number and function.

**Photo-ID Replacement Screen**

.    The description of the PF1 key has been shortened to
     include only the PF key number and function.

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**Questions**    If you have any questions, please have your Hotline designee call the
Policy Hotline at (617) 348-8478. Systems questions should be directed
to Customer Support Services at (617) 348-5290.

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