eBilling Application - User Manual

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Common Links

Help

To log in to the eBilling system:

1. Click on the LAUNCH APPLICATION button
2. Fill in the appropriate blanks with your supplied User ID and password.
   Note: If you don’t have a User ID, please contact your Vendor Administration or Regional Center Administrator.

Basics

The eBilling application is arranged in a series of tabs and sub tabs, with available functions depending on the user’s role assignment. At the top of each screen, you will find the *Help* link for the current screen and *Logout*. Depending on your role, you will see a series of tabs that may include *Home*, *Invoices*, *Payments*, *Reports*, *Service Provider Management*, and *Administration*. Each of these tabs have sub tabs – on the same line as your logged in User ID.

Below the sub tabs you may see three icons which allow you to send an email, upload documents, or post comments.

-  Allows users to send an email to the designated person at the regional center that has been set up to receive email.
-  Allows users to upload documents by selecting the file and clicking the upload button.
-  Allows users to enter comments applicable to the currently displayed page.

Invoices

Invoices Tab

The following options are available from the Invoices tab:

Invoice
Select the Invoice sub-menu option (default screen) to search for and access (view or edit) unsubmitted invoices.

Invoice History
Select the Invoice History sub-menu option to search for and view submitted invoices.

Invoice XML Upload
Select the Invoice Upload sub-menu option to upload (to the web), download (from the web), check the status, and delete eAttendance invoices.

Calendars

One Time Purchase Calendar

How to fill out a one time purchase calendar:

1. The one time purchase calendar type allows the entry of purchases.
2. Click on the ADD ROW button.
3. Click in the DATE field and select the appropriate date of purchase.
4. TAB or click in the UNITS field and enter the appropriate units.
5. TAB or click in the AMOUNT field to enter the total amount.
6. Click the DELETE button on the row to delete the entry.
7. Click the UPDATE or UPDATE NEXT button to save your changes.

See Also:
Check Box Type Calendar
In and Out Calendar
Unit Type Calendar

Unit Type Calendar

How to fill out a unit type calendar:

1. The *Unit Type Calendar* has boxes that will accept unit of service entries.
2. Place you cursor in the *Unit* box.
3. Enter the number of units. You may enter a number with up to two decimal points.
4. To populate all days of the month click the POPULATE ALL button.
5. Select the WEEKDAY'S ONLY check box if you would like to populate only weekdays (Monday through Friday).
6. Enter the appropriate number of units.
7. Click OK.
8. The calendar will be populated.
9. You can use the mouse or the tab key to move to each *Unit Entry* box on the calendar.
10. Enter or edit units directly in the attendance calendar entry box.
11. Click the UPDATE or UPDATE NEXT button to save your changes.

See Also:
Check Box Type Calendar
In and Out Calendar
One Time Purchase Calendar

Check Box Type Calendar

How to fill out a check box type calendar:

1. The Check Box calendar type has boxes that are selected with a cursor and are filled with a check mark.
2. Place your cursor in the check box.
3. Click on the check box.
4. A check mark will appear selecting the appropriate day.
5. To populate all days of the month click SELECT ALL button.
6. To unselect all days of the month, click the DE-SELECT ALL button.
7. Click the UPDATE or UPDATE NEXT button to save your changes.

See Also:
In and Out Calendar
One Time Purchase Calendar
Unit Type Calendar

In and Out Calendar

How to fill out an in and out calendar:

1. The in and out calendar type has a date and day for each day of the month, fields to enter the in time, out time, and the worker name. Units and amounts are calculated and will populate based on in and out times entered.
2. Click in the IN TIME field and enter the time in military time format (24 hour clock).
   Example: 16:10 is military time for 04:10PM
3. Tab or click in the OUT TIME field and enter the time in military time format (24 hour clock).
   Example: 16:10 is military time for 04:10PM
4. TAB or click in the WORKER NAME field and enter the worker's name.
5. Click the UPDATE or UPDATE NEXT button to save your changes.

See Also:
Check Box Type Calendar
One Time Purchase Calendar
Unit Type Calendar

Calendar Types

TYPE OF CALENDAR	SERVICE TYPE	ATTENDANCE REQUIREMENT	FUNCTIONALITY	SETUP
Check Box	Monthly	Residential service 14 day rule	Units authorized X rate	YY
Check Box	Monthly	Minimum 1 day *	Units authorized X rate	YN
Units	Non-Monthly	Enter units/day	Payment = Units X Rate	NN
Units with In & Out Times & Worker	Hourly, Session, or Visit	Hourly unit type enter in and out times, units will self calculate; other unit types enter units and in and out times, also enter worker name	Payment = Units X Rate	NI
Purchase Reimbursement	Per Item or Variable	Enter day of purchase, units, dollars paid	Payment = total dollars paid	NP

* Do not use for residential services

See Also:
- Check Box Type Calendar
- In and Out Calendar
- One Time Purchase Calendar
- Unit Type Calendar

Working With Invoices

Print An Invoice

How to print invoice details and submit an invoice:

1. Select or enter the appropriate service provider number on the *Home* screen.
2. Select the INVOICES tab.
3. Select an invoice that has been completed.
4. Click the EDIT button.
5. Click the PRINT INVOICE DETAILS button and print or save it.
6. Click the CLOSE button.
7. Click the SUBMIT button.

See Also:
- Download An Invoice
- Upload An Invoice
- Invoice Search Criteria
- Invoice History Search Criteria

Invoice Button Definition

Invoice Buttons:

Defer
Allows the vendor to mark a consumer record as deferred. This will indicate that the consumer did receive a service, but the authorization needs to be updated. The Regional Center will then resend the invoice the following the month. If defer is applied to the whole invoice, then the whole invoice will be reissued.

No Service
Allows the vendor to mark a consumer records as having had no service/billable time for the month.

Add Invoice Line
Add an attendance only (A/O) detail line under a contract. This button will only work for certain service codes if the Regional Center has enabled the option.

Calendar Template

Allow the vendor to apply a calendar template (with or without) attendance information to one or more consumer records.

Submit
Allows the vendor to submit their filled out invoice for processing.

Print Invoice Details
Allows the user to print out invoice details.

See Also:
Edit Invoice
Print An Invoice

Edit Invoice

To Edit/Update an invoice that has **not** been submitted:

1. Select or enter the appropriate *Service Provider Number* on the *Home* screen.
2. Select the INVOICES tab.
3. Enter the search criteria. If you would like to pull up all available invoices then leave the search criteria blank.
4. Click the SEARCH button.
5. Click on the EDIT button on the invoice line you would like to edit/update.
6. You will be taken to the *Invoice Detail* screen in edit/update mode. You are now able to edit, update, and save changes to the invoice.

See Also:
How To Search For An Invoice
Invoice Button Definition
Invoice Search Criteria
Upload An Invoice
Print An Invoice

Mass Invoice Update Option

How to Use the Mass Invoice Update Option (Calendar Templates, Defer, No Service)

1. Select or enter the appropriate *Service Provider Number* on the *Home* screen.
2. Select the INVOICES tab.
3. Search for an invoice with multiple lines for check box or units calendar.
4. Click on an invoice's EDIT button.

5. Select lines to defer by clicking in the CHECK BOX on the left then click the DEFER button.
6. Select lines for no service by clicking in the CHECK BOX on the left, then click the NO SERVICE button.
7. Select lines for completing the calendar and click on the CALENDAR TEMPLATE button.
8. Select the appropriate calendar (checkbox/units) and complete it using checks in the check boxes or entering units in the boxes.
9. Click on APPLY TO ALL or APPLY TO SELECTED button. The invoice will be updated.

Invoice History Search Criteria

Invoice #
The seven digit number generated by the turn around invoice (TAI) process.

UCI #
The seven digit unique consumer identifier.

Service Code
The service code of the service provided.

Date Range – Service M/Y
The date range of the service month and year when the service was provided.

Date Range – Invoice Generation Date
The date range of when the invoice was generated on UFS.

Date Range – Invoice Submission Date
The date range of when the invoice was submitted for processing on the eBilling system.

See Also:
Invoice Search Criteria

Invoice History

How To Search For An Invoice

That **Has Not** Been Submitted:

1. Login to the application using a valid user account.
2. Select or enter the appropriate Service Provider Number (SPN) on the *Home* screen.
3. Select the INVOICE tab from the dashboard.

4. Enter the search criteria. If you would like to pull up all available invoices then leave the search criteria blank.
5. Click the SEARCH button.
6. The search summary results will appear on the bottom half of the screen.

That **Has Been** Submitted:

1. Login to the application using a valid user account.
2. Select or enter the appropriate Service Provider Number (SPN) on the *Home* screen.
3. Select the INVOICES tab from the dashboard.
4. Select the INVOICE HISTORY tab.
5. Enter the search criteria. If you would like to pull up all invoices in history then leave the search criteria blank.
6. Click the SEARCH button.
7. The search summary results will appear on the bottom half of the screen.
8. Click on an invoice line to view the invoice details.

See Also:
Invoice Search Criteria
Invoice History Search Criteria

Invoice Search Criteria

Invoice Number
A seven digit number generated by the turn around invoice (TAI) process.

Service MM/YYYY
The month and year the service was provided (MM/YYYY).

Service Code
A three digit service code used to identify the services provided.

UCI Number
A seven digit unique consumer identifier.

Invoice Date
The invoice generation date.

See Also:
Invoice History Search Criteria

XML Upload

Download An Invoice

How to Download an Invoice From the Web to your Computer

1. Select or enter the appropriate service provider number on the Home screen.
2. Select the INVOICES tab.
3. There must be available invoices.
4. Click on the file you would like to download.
5. Click the SAVE button.
6. Click the OK button
7. The downloaded invoice will be saved as an .XML file on your computer.

See Also:
Upload An Invoice

Delete An Invoice

How to delete an eAttendance Invoice that has been uploaded to the web:

1. Select or enter the appropriate service provider number on the *Home* screen.
2. Select the INVOICES tab.
3. In order to delete an invoice, there must be at least one available invoice. If there are no invoices available, you will not be able to delete an invoice.
4. Click on the DELETE button next to the invoice you want to delete.
5. Click the OK button and the invoice will be deleted.

See Also:
Download An Invoice
Upload An Invoice
Invoice Search Criteria
Invoice History Search Criteria

Upload An Invoice

How to Upload an Invoice From Your Computer to the Web

1. Select or enter the appropriate service provider number on the *Home* screen.
2. Select the INVOICES tab.
3. Select the INVOICE XML UPLOAD tab.
4. Click on the SELECT button.

5. Click on the file(s) you would like to upload.
6. The file must have an XML extension (.XML). You can convert your Excel eAttendance invoice from an .XLS to a .XML by clicking the create XML button within the Excel file itself from your PC.
7. Click the UPLOAD button.
8. The uploaded file(s) will appear on the bottom half of the screen.

See Also:

Download An Invoice

Administration

How To Access

To view the *Administration* tab, you will need to be logged in with a user profile that has administration privileges.

1. Login with your User Name and Password
2. Select the ADMINISTRATION tab from the dashboard.

Note: Not all users will be able to access the *Administration* tab.

Data Transfer

Allows the Regional Center to transfer data from the web to UFS and from UFS to the web on demand.

Users

Users Tab

The following topics are contained on the Users Tab:
[How to Search for Users]
[How to View or Edit Users]

How to Search for Users

1. Log on with a User ID that has administrative privileges.
2. The *Administration* tab and functions are only available to users with administrative rights.
3. Select the USERS tab.
4. Enter the search criteria or leave the search criteria blank to search for all users.
5. Uncheck the *Display Enabled Users Only* box if you would like to see all users (including inactive).
6. Click SEARCH.

See Also:

[How to View or Edit Users]

How to View or Edit Users

1. Log on with a User ID that has administrative privileges.
2. Search for the User(s) you would like to view or edit.
3. To view the User profile click on the record.
4. To edit/update the user profile, click the EDIT button.
5. Update the user profile.
6. To save the updated user profile, click the UPDATE button.

See Also:
[How to Search for Users]

Add User

Add User Tab

The following topics are contained on the Add User Tab:
[How to Add a User]
[User Profile Field Definitions]

How to Add a User

1. Log on with a User ID that has administrative privileges.
2. The *Administration* tab and functions are only available to users with administrative rights.
3. Select the ADD USERS tab.
4. Enter the appropriate information into the user profile. For a definition of the user profile fields please see the Administration – Add User – Profile Criteria Definitions document.
5. Click the UPDATE button to save the user profile.
6. You are now able to assign SPN's.
7. Click the ASSIGN SPN button.
8. A pop up window will appear.
9. Search for the appropriate SPN.
10. Click to highlight the SPN. Hold down the CTRL key to select multiple, non-consecutive SPN's. Hold the shift key to select multiple, consecutive SPN's.
11. Click the ASSIGN SELECT SPN button.
12. Click SAVE to update the user profile.

See Also:

User Profile Field Definitions

User Profile Field Definitions

User Name
This is a required field. This is the User ID that will be used to log into the eBilling system. It must be a single word made up of case sensitive alpha characters, numbers, and/or underscores.

First Name
This is a required field. This field requires you use alpha characters (letters) only. Enter the user's first name in this field.

Last Name
This is a required field. This field requires you use alpha characters (letters) only. Enter the user's last name in this field.

Middle Initial
This field requires you use alpha characters (letters) only. You are only able to enter one character in this field. Enter the user's middle initial in this field.

Company Name
This field requires you to use alphanumeric characters (letters or numbers). Enter the company name in this field.

Company Tax ID
This field requires you to enter numeric characters. Enter the company tax ID number in this field.

Address
This field requires you to use alphanumeric characters (letters or numbers). Enter the address in this field.

City
This field requires you to enter alpha characters (letters) only. Enter the city in this field.

State
This field requires you use alpha characters (letters) only. Enter the state name in this field.

Zip code
This field requires you to enter numeric characters. Enter the zip code in this field.

Email

This field requires you to enter alphanumeric characters. Enter the user’s email address in this field.

Password
This field requires you to enter alphanumeric characters. Enter the user’s password in this field.

Status
A check in this box enables the user. It makes the user profile active. Uncheck this box ***only if*** you would like to disable the user (for example: if the user retires or leaves the organization).

Roles
This is a drop down menu where you are able to assign the user role. Please see the Administration – Add User –
Role Definitions documentation for a more complete look at the privileges associated with each role.

See Also:
How to Add a User

Role Assignment

Role Assignment

Allows the user to search for users by role assignment or last name on this screen. You are able to assign or unassign roles for existing users.

See Also:
How to Search For Users Assigned to Roles
How to Search For Users by Last Name
How to Assign Roles for Existing User Profiles
How to Unassign Roles for Existing User Profiles
Role Definitions

How to Assign Roles for Existing User Profiles

1. Log on with a User ID that has administrative privileges.
2. Click the ADMINISTRATION tab.
3. Click the ROLE ASSIGNMENT sub tab.
4. Select the role you would like to assign from the drop down menu.
5. Search for the user you would like to assign to the role.
6. From the ASSIGN box, select the user you would like to assign.
7. Click the ASSIGN button.
8. Click SAVE to save the changes.

See Also:
Role Assignment
Role Definitions

How to Search For Users Assigned to Roles

1. Log on with a User ID that has administrative privileges.
2. Click the ADMINISTRATION tab.
3. Click the ROLE ASSIGNMENT sub tab.
4. Select the role you would like to search by from the drop down menu in the upper left corner.
5. The search results (of users with that role assignment) will display in the assigned users box on the right hand side of the screen.

See Also:
Role Assignment
Role Definitions

How to Search For Users by Last Name

1. Log on with a User ID that has administrative privileges.
2. Click the ADMINISTRATION tab.
3. Click the ROLE ASSIGNMENT sub tab.
4. Type in the user's last name. As you type the search results will start to filter and display.
5. The search results will display in the available users box on the left hand side of the screen.

See Also:
Role Assignment
Role Definitions

How to Unassign Roles for Existing User Profiles

1. Log on with a User ID that has administrative privileges.
2. Click the ADMINISTRATION tab.
3. Click the ROLE ASSIGNMENT sub tab.
4. Select the role you would like to unassign from the drop down menu.
5. From the ASSIGNED box, select the user you would like to unassign.
6. Click the UNASSIGN button.
7. Click SAVE to save the changes.

See Also:
Role Assignment
Role Definitions

Role Definitions

RC Administrator
Full access to the *Home*, *Invoices*, *Payments*, *Reports*, and *Administration* tabs. The RC Admin user role is able to transfer data between UFS and the eBilling website; manage the regional center calendar; enable regional center specific options; and has access to all service provider numbers (SPN's) in the regional center's PVNDOR database. The RC Admin user role has access to the *Service Provider Management* tab features through the *Administration* tab. The RC Admin user is able to create RC Analyst, all Vendor roles, and Reader user profiles.

RC Analyst
Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The RC Analyst user role is **not** able to transfer data between UFS and the eBilling website; manage the regional center calendar; or enable regional center specific options. The RC Analyst user profile **only** has access to assigned SPN's.

Vendor Administrator
Access to the *Home*, *Invoices*, *Payments*, *Reports*, and *Service Provider Management* tabs. The Vendor Administrator role only has access to assigned service provider numbers; can create other vendor user and reader profiles; is able to edit, update, and submit invoices. The Vendor administrator is not able to create other Vendor Administrator profiles. The Vendor Administrator is able to create Vendor Supervisor, Vendor Staff, and Reader user profiles.

Vendor Supervisor
Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Vendor Supervisor role only has access to assigned service provider numbers; can not create other user profiles; and is able to edit, update, and submit invoices.

Vendor Staff
Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Vendor Staff role only has access to assigned service provider numbers; **can not** create other user profiles; and is able to edit and update invoices. The Vendor Staff user profile is **not able** to submit invoices.

Vendor Staff – No Payment Access
Access to the *Home*, *Invoices*, and *Reports* tabs. The Vendor Staff – No Payment Access role only has access to assigned service provider numbers for invoices and invoice history and not payment history information; **can not** create

other user profiles; and is able to edit and update invoices. The Vendor Staff – No Payment Access user profile is **not able** to submit invoices.

Reader
Access to the Home, Invoices, Payments, and Reports tabs. The Reader is only able to view information for assigned service provider numbers. The Reader is unable to update, delete, or submit invoices. The Reader is unable to create other user profiles.

See Also:
How to Search For Users Assigned to Roles
How to Search For Users by Last Name
How to Assign Roles for Existing User Profiles
How to Unassign Roles for Existing User Profiles
Role Assignment

System Values

System Values Tab

The following topics are contained on the System Values Tab:
Bulletin Posts
Invoicing Over Authorized Amount
Holiday Calendar

Application Configuration

Allows the user to edit bulletin posts, maintain the Regional Center calendar, and set a Regional Center email contact or contacts (separated by semicolons). The Regional Center is also able to enable options that would allow:

- Invoicing over the authorized units/dollars for selected service codes
- Attendance only lines added for contract invoices
- Automatically generate emails to be sent to vendors when turn around invoices are available for download.

Edit Bulletin Posts
This button allows the Regional Centers to add, delete, or update bulletins that appear across the top of the *eBilling Home* tab screen that the user sees after logging into the eBilling system.

Allow Invoicing Over the Authorized Amount
Regional Centers are able to assign certain service codes to allow for invoicing over the authorized units/dollars. This is only for selected services.

Allow New Attendance Only Lines
Checking this box allows vendors to add attendance only detail lines for contract invoices.

Automatic E-mail Users
Checking this box allows the Regional Centers to automatically email a notification to vendors when new turn around invoices (TAIs) are available for download.

Regional Center Email Contact
The email entered in this box will receive all emails from users that are generated through the eBilling system. If additional recipients are desired, separate the email addresses with semicolons.

Regional Center Calendar
The holidays in red are not editable and are managed by DDS. All other days are editable. Regional Centers can add, update, or delete holidays to maintain their Regional Center specific calendar.

See Also:
How to Edit Bulletin Posts

Auto Email Vendor Notification for TAI Uploads

How to set-up auto e-mail to notify Vendors when Turn Around Invoices are available for upload:

1. Log on with a User ID that has administrative privileges. This function is not available for Vendor Administrators.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUE sub tab.
4. Place a check mark next to the Yes for “Automatically Email users when new TAI's are available for download”.
5. Page down and click SAVE.

How to Setup RC Email Contact

How to Set Up an Automatic Regional Center E-mail Contact:

1. Log on with a User ID that has administrative privileges. This function is not available for Vendor Administrators.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUES sub tab.
4. Navigate to *RC Contact Email*

5. Enter a valid email address. To add more than one contact, separate email addresses with semicolons.
6. Page down and click SAVE.

How to Allow Attendance Only Lines on Contract Invoices

1. Log on with a User ID that has administrative privileges. This function is not available for Vendor Administrators.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUE sub tab.
4. Place a check mark next to the YES for “Allow new attendance only invoice lines for contract invoices”.
5. Page down and click SAVE.

Invoicing Over Authorized Amount

Invoicing Over Authorized Amount

The following topics may be helpful for Authorizing Over Authorized amount:

Assigning Service Codes
Unassign Service Codes
View Service Codes

Invoicing Over Authorized Amount-Assign Service Codes

How to Assign Service Codes to Allow for Invoicing over the Authorized Amount:

1. Log on with a User ID that has administrative privileges. This function is not available for Vendor Administrators.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUES sub tab.
4. The *Approved for Billing over Authorized Amount* box on the left displays service codes that allow for billing over the authorized units or dollars.
5. Click ASSIGN SERVICE button.
6. A pop up window will appear.
7. Select a service code from the available list. To select more than one service code at a time hold the SHIFT or CTRL key down as you select service codes.
8. Click the ASSIGN button.
9. The service code will move from the available list to the assign list.
10. Click SAVE.

Invoicing Over Authorized Amount-Unassign Service Codes

How to Unassign Service Codes to Allow for Invoicing over the Authorized Amount:

1. Log on with a User ID that has administrative privileges. This function is not available for Vendor Administrators.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUES sub tab.
4. The *Approved for Billing over Authorized Amount* box on the left displays service codes that allow for billing over the authorized units or dollars.
5. Click ASSIGN SERVICE button.
6. A pop up window will appear.
7. Select a service code from the assigned service code list on the right. To select more than one service code at a time hold the SHIFT or CTRL key down as you select service codes.
8. Click the UN-ASSIGN button.
9. The service code will move from the assigned list to the available list.
10. Click SAVE.

Invoicing Over Authorized Amount-View Service Codes

How to View Service Codes to Allow for Invoicing over the Authorized Amount:

1. Log on with a User ID that has administrative privileges. This function is not available for Vendor Administrators.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUES sub tab.
4. The *Approved for Billing over Authorized Amount* box on the left displays service codes that allow for billing over the authorized units or dollars.

Bulletin Posts

Bulletin Posts Tab

The following topics are contained on the Bulletin Posts Tab:

[How to Add Bulletin Posts]
[How to Edit Bulletin Posts]
[How to Delete a Bulletin Post]

How to Add Bulletin Posts

1. Log on with a User ID that has administrative privileges.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUES sub tab.
4. Select the EDIT BULLETIN POSTS button.
5. A window will pop up.
6. Type the bulletin text in the box at the bottom of the pop up window.
7. Click the ADD BULLETIN button

8. Close the pop up window.

See Also:
[How to Edit Bulletin Posts]
[How to Delete a Bulletin Post]

How to Edit Bulletin Posts

1. Log on with a User ID that has administrative privileges.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUES sub tab.
4. Select the EDIT BULLETIN POSTS button.
5. A window will pop up.
6. Select the EDIT button on the line of the bulletin you wish to update.
7. Make the edits.
8. Click the SAVE bulletin button.
9. Close the pop up window.

See Also:
[How to Add Bulletin Posts]
[How to Delete a Bulletin Post]

How to Delete a Bulletin Post

1. Log on with a User ID that has administrative privileges.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUES sub tab.
4. Select the EDIT BULLETIN POSTS button.
5. A window will pop up.
6. Select the DELETE button on the line of the bulletin you wish to delete.
7. A window will pop up asking if you are sure you want to delete the bulletin.
8. Click OK.
9. The bulletin will be deleted.
10. Close the pop up window.

See Also:
[How to Add Bulletin Posts]
[How to Edit Bulletin Posts]

Holiday Calendar

How to Add a Holiday

1. Log on with a User ID that has administrative privileges. This function is not available for Vendor Administrators.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUE sub tab.
4. Click the ADD HOLIDAY button
5. These steps will create a *Custom Holiday* line with today's date.
6. Click on the DATE in the newly created holiday.
7. Select DATE from the calendar popup.
8. Click on the HOLIDAY DESCRIPTION in the newly created holiday.
9. Enter the holiday description and press ENTER.
10. Click SAVE.

How to Delete a Holiday

1. Log on with a User ID that has administrative privileges. This function is not available for Vendor Administrators.
2. Click the ADMINISTRATION tab.
3. Click the SYSTEM VALUE sub tab.
4. The holidays in red are pre set by the DDS Administrator. Regional Center customizable holidays will have a *Delete* box available.
5. Page down and click SAVE.

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