

Pennsylvania



TOBACCO PREVENTION REPORTING SYSTEM (TPRS)

PRIMARY CONTRACTOR USER MANUAL CHECK STORE MODULE

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CHECK STORE

Each Primary Contractor is required to check every tobacco retail store in county three times a year. To make this process easier to track, a separate module was added to the system. To use the enforcement module, the Primary Contractor needs to assign a store to the Provider (i.e., service provider or primary contractor) who is responsible to perform the enforcement check, maintain the store list in their county and track their enforcement activities.

Important Message: Before adding a Check Store Activity, the managing Agencies and Agents must be entered first into the Check Store Module. If not listed prior to adding the Check Store Activity, the information needed will not be listed in the appropriate dropdown list and you will have to re-enter the data after Agencies and Agents are entered. See [Managing Agencies and Agents](#) for more information on these topics.

Adding a Store Check

1. From the **Menu Box**, select the **Activities** folder.
The **Menu Box** will reopen will subcategories displayed under the **Activities** folder.
2. From the **Activities** subcategory list, select **Check Store**.
The **Check Store** screen will open.
3. Click the **Add** button.



The screenshot shows the 'Check Store' form interface. At the top left is a logo with a stylized 'K' and the text 'Check Store'. To the right of the logo are five buttons: 'Add', 'Edit', 'Save', 'Delete', and 'Cancel'. Below these buttons is a dropdown menu labeled 'Primary Contractor' with the selected value 'Adams County Council of Community Services'. The form contains several input fields: 'Store*' (a dropdown menu showing '7 ELEVEN STORE 1407 28228A, __ 110 S MAIN ST, __ 17307'), 'Address' (a text field with '110 S MAIN ST'), 'City' (a text field with 'BIGLERVILLE'), 'Zip Code' (a text field with '17307'), 'Date*' (an empty text field), and 'Result*' (a dropdown menu showing 'No Sale'). At the bottom is a large text area labeled 'Notes' with a vertical scrollbar.

4. Select the **Store*** that was visited from the dropdown list. This will fill in the full address (**Address**, **City**, **State**, and **Zip Code**) of the store that was chosen.
*Note: If you have more than 200+ stores in the Check Store module, you must first enter the first letter of the store name. Wait a few seconds while the screen reopens. Then choose the store that was visited using the black drop-down arrow. All the stores listed will begin with the letter specified.
5. Enter the date that the visit was conducted on in the **Date*** field.

6. Select the **Result*** of the visit.

***Note:** **Both Cited** means both the Clerk and Store were cited. **Unable to Check** means that you could not check this store on this visit. If you choose **Unable to Check**, a new drop-down box will appear for which you must give a reason why you were unable to check the store. Detailed definitions of each of the **Unable to Check** options are located at the end of this document in the ["Unable to Check" Result* Definitions](#) section.

***Note:** If the store could not to be checked on just this particular visit, mark the reason with **accessible**. This will keep the store on the accessible list and can be visited on another day. If the reason the store was not visited because it will never be accessible, then marking the result **inaccessible** will put the store on the inaccessible list and it will no longer be considered an active store to be checked.

7. Type in any additional information regarding this check in the **Notes** field.

***Note:** Use this **Notes** field if an **Unable to Check** option has been selected that is detailed as needing an explanation. Details of each option can be found in the ["Unable to Check" Result* Definitions](#) section.

	<input type="button" value="Agency Management"/>	<input type="button" value="Agent Management"/>	<input type="button" value="Spell Check"/>
Agency	<input type="text"/>		
Law Enforcement Agent	<input type="text"/>		
County	<input type="text" value="ADAMS"/>		
Checked Record Since (one fiscal year only)	<input type="text" value="since"/>	<input type="text"/>	

8. Select the appropriate **Agency** from the dropdown list.

***Note:** The purpose for **Agency** is for those organizations that are entering data for other agencies (e.g., police).

9. Select the appropriate **Law Enforcement Agent** from the dropdown list.

10. Select the appropriate **County**.

11. Click the **Save** button.

***Note:** To exit the screen without saving any of the changes, click the **Cancel** button.

Editing a Store Check

1. Select the **Store*** that you wish to edit from the dropdown list.
2. From the list of checks done at this store (located at the bottom of the screen), click on the [Selection](#) link next to the check that you wish to edit.

Action Date	Sequence	Result	Record To Select
06/29/05	1	Smoke free	Selection
< >			

- a. You may filter your search by using the **Checked Record Since** field. The **Checked Record Since** field is used to display the checks that took place since or before the current fiscal year. Select since or before from the dropdown list. Then select the appropriate Fiscal Year from the dropdown located directly to the right.
3. Once the desired check is displayed, click the **Edit** button.
 4. To edit a field that has a predetermined list (i.e., it has a black down-arrow on the right end of the box), select the desired value from the list.
 5. To edit a field without a predetermined list, select the field to edit by using the mouse to click inside of it. Use the **Backspace** and/or **Arrow** key on your keyboard to delete the unwanted characters from the field. Then type the information you want in the field.
 6. Repeat steps 4-5 until all of the fields have been modified the way you want them.
 7. Click the **Save** button.

*Note: To exit the screen without saving any of the changes, click the **Cancel** button.


Deleting a Store Check

1. Select the **Store*** that you wish to delete from the dropdown list.
2. From the list of checks done at this store (located at the bottom of the screen), click on the [Selection](#) link next to the check that you wish to delete.
3. Once the desired check is displayed, click the **Delete** button.
4. Click **OK** when asked "If you delete this record, you won't be able to undo it. Are you sure?".

*Note: If you do not want to delete this record, click **Cancel**.

Managing Agencies and Agents

Adding an Agency

1. From the **Check Store** screen, click the **Agency Management** button . A new window will open displaying the **Agency** screen.
2. Click the **Add** button.

Agency

Add

Edit

Save

Delete

Cancel

Return

Agency Name

Status

Active

Agency List

Agency Name 629-01

Agency Name 6290502

Tobacco Enforcement Task

3. Type the name of the agency you wish to add in the **Agency Name** field.
4. The **Status** is automatically defaulted to Active. This should be set to Active as long as the agency is still participating in Enforcement activities.

**Note:* Setting the agency to Inactive will remove it from the lists of agencies that are used throughout the system.

5. Click the **Save** button.
6. Click the **Return** button to return to the **Check Store** screen.

Editing an Agency

1. From the **Agency** screen, select the agency from the **Agency List** you wish to edit by clicking the agency name.

Agency List

Agency Name 629-01

Agency Name 6290502


Tobacco Enforcement Task



2. Once the desired agency is displayed in the **Agency Name** field, click the **Edit** button.
3. Make any changes needed to the **Agency Name**.
4. Click the **Save** button.
Note: To exit the screen without saving any of the changes, click the **Cancel button.*
5. Click the **Return** button to return to the **Check Store** screen.


Deleting an Agency

1. From the **Agency** screen, select the agency from the **Agency List** you wish to delete by clicking the agency name.
2. Once the desired agency is displayed in the **Agency Name** field, click the **Delete** button.
3. Click **OK** when asked "If you delete this record, you won't be able to undo it. Are you sure?".
Note: If you do not want to delete this record, click **Cancel.*
4. Click the **Return** button to return to the **Check Store** screen.

Adding an Agent

1. From the **Check Store** screen, click the **Agent Management** button . A new window will open displaying the **Agent** screen.
2. Click the **Add** button.

Agent      

	First Name	Last Name	Status
Agency List	<input type="text"/>	<input type="text"/>	Active 
	<div>Alic Amond Allen Armstrong Philip Mason</div>		

3. Type the **First** and **Last Name** of the agent you wish to add.
4. Select the **Status** of the agent. This should be set to **Active** as long as the agent is still participating in Enforcement activities.
**Note: Setting the agent to Inactive will remove it from the lists of agents that are used throughout the system.*
5. Click the **Save** button.
Note: To exit the screen without saving any of the changes, click the **Cancel button.*
6. Click the **Return** button to return to the **Check Store** screen.

Editing an Agent

1. From the **Agent** screen, select the agent from the **Agent List** you wish to edit by clicking the agent name.

Agency List

Alic Amond Allen Armstrong Philip Mason

2. Once the desired agent is displayed in the **First** and **Last Name** fields, click the **Edit** button.
3. Make any changes needed to the agent's name.
4. Click the **Save** button.
- *Note: To exit the screen without saving any of the changes, click the **Cancel** button.*

- 5. Click the **Return** button to return to the **Check Store** screen.

Deleting an Agent

1. From the **Agent** screen, select the agent from the **Agent List** you wish to delete by clicking the agent name.
2. Once the desired agent is displayed in the **First** and **Last Name** fields, click the **Delete** button.
3. Click **OK** when asked "If you delete this record, you won't be able to undo it. Are you sure?".

Note: If you do not want to delete this record, click **Cancel.*
4. Click the **Return** button to return to the **Check Store** screen.

APPENDIX

“Unable to Check” Result* Definitions

Bad Address - Use this category if the location turns out to be a private residence, the address does not exist or the information supplied was insufficient to locate the outlet. In many cases, the enforcing agent has enough knowledge of the area to find an outlet with an incomplete address. In addition, there are many resources available to find a phone number of a business, such as, the phone book or websites like www.worldpages.com, www.superpages.com, or www.infospace.com. Once a number is found, call the outlet to get directions without revealing the purpose of your visit. If all resources have been exhausted and the outlet still can't be found, use the Bad Address category.

Bar-Not Accessible - Use this category if the bar has a sign limiting entry to adults or a bouncer at the door not allowing any minors into the establishment. Use this category when the bar is completely inaccessible to minors. *This category is different than “Bar-Other” in the sense that minors are not permitted to enter the building.*

Bar-Other - Use this category for bars where an attempt was not made, but there was no sign or doorman restricting access by young people.

Buyer Known - The youth participant is to leave the outlet without attempting the purchase if someone who knows the youth participant is in the outlet. *This outlet must be revisited.*

Itinerant Vendors – Itinerant Vendors are little trucks, which go to baseball games and other locations where crowds gather to sell food, beverages, and tobacco products. Do not try to find these vendors.

No Longer Selling– The outlet does not sell cigarettes anymore.

Other, Accessible – Use this category for any reason, which does not fit into another category, of why a purchase attempt was *not* made at a location that might be accessible to youth. *This outlet must be revisited.*

Other, Not Accessible - A variety of locations are not accessible to youth, such as lunchrooms in a factory, adult bookstores, and state prisons. In addition, if an outlet only sells cigarettes through a vending machine, then that outlet should be marked as a non-completion and categorized as an Other, Not Accessible.

Out Of Business - Use this code or description if the outlet is closed permanently.

Outlet Closed, Accessible - The outlet was closed when it was visited, but is opened at a different time of day or on a different day of the week. If the outlet is an adult establishment or private club that has signs outside explicitly prohibiting minors or non-members, it should not be categorized as "Outlet Closed", but rather as "Bar Not Accessible" or "Private Club". Always look for signs when an outlet is closed. *This outlet must be revisited.*

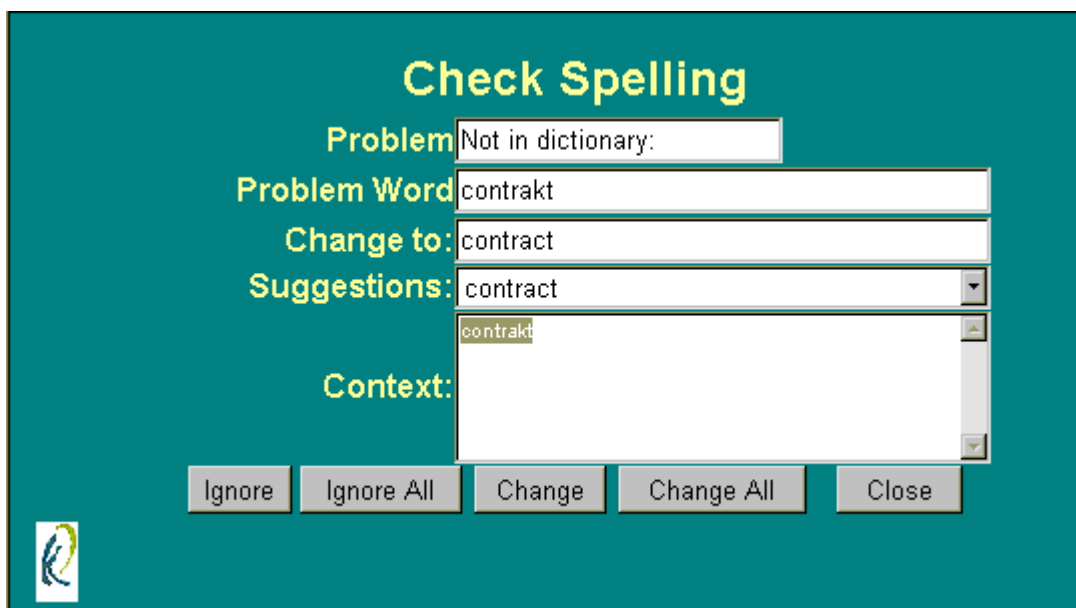
Outlet Closed, Not Accessible – Use this code if the outlet is closed at the time of the enforcement check or if the outlet isn't open during daylight hours. Enforcement checks should be conducted between 6 AM to 8:30 PM. If an outlet opens at 9:00 PM and closes at 2 AM, then it is an Unable to Check reason and should be classified as Outlet Closed, Not Accessible.

Outlet Dangerous - Do not go in! This protocol instructs the enforcing agent and youth participants not to enter locations, which they consider dangerous. The safety of the youth participant is the most important consideration during an enforcement check. A situation that may be encountered is when a bar does not have signs or doormen prohibiting access to the entrance, but is too dangerous for *any* youth to enter. It is not that the enforcement team is reluctant to enter a bar, which would be "Bar-Other", but an enforcement team member thinks there may be risk involved in conducting an inspection. This is "Outlet Too Dangerous".

Private Club - Many locations may be membership only locations. These include, for example, volunteer fire companies, veterans' organizations, fraternal organizations, and motorcycle clubs.

Spell Check Feature

A spell check feature has been added to various sections of the PA TPRS to help eliminate spelling errors. The following section details the various options in the Check Spelling page. When the Spell Check button has been selected a new window will appear displaying the Check Spelling page. The spell check feature will look at any words written within a text box or field.



The following table is a summary of options in the spell check feature.

Option	Description
Change to	When the Change button is clicked, the value in the Change to box will replace the highlighted misspelled word and the spell checker will continue to the next word. You may type in this field if an appropriate suggestion is not present in the Suggestions drop down.
Suggestions	A drop down box of spelling suggestions for the misspelled word. If the word is misspelled but not available as an option in the Suggestions drop down – you may type the correct spelling in the Change to box.
Ignore	Disregards the misspelling in the highlighted word only and continues to the next word. The next occurrence of the misspelled word will be highlighted for correction.
Ignore All	Disregards the misspelling in the highlighted word and all future occurrences of the word. You will no longer be prompted to fix the spelling. An example when to use this is if your name was highlighted as misspelled – this would be a case to ignore all.
Change	Changes the spelling of the highlighted word to the selected Change to word.
Change All	Changes the spelling of the highlighted word to the selected word and all future occurrences of the word.
Close	Closes the Check Spelling window.