

Pennsylvania



TOBACCO PREVENTION REPORTING SYSTEM (TPRS)

PRIMARY CONTRACTOR USER MANUAL CITATION INFO MODULE

Prepared for the
Pennsylvania Department
Of Health by:

KIT Solutions, Inc @2006
5700 Corporate Dr. Suite 530
Pittsburgh, PA 15237

June 2006



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CITATION INFO

As a part of the process of entering compliance checks into the PA TPRS, vendors and clerks may be issued citations for selling tobacco products to minors. While these compliance checks and citation numbers can be entered by Service Providers, it will be up to individuals at the Primary Contractor or State levels of the TPRS to enter the remainder of the Citation information.

Getting Ready to Enter Citation Information

Before you can enter citation information into the system, you must have the following information already in the system:

1. The Store that has been cited must already have been entered into the **Store Info** section at the primary Contractor level. (For information on entering stores into the TPRS, see the [Primary Contractor User Manual – Administration Module](#).)
2. The compliance check where the store was cited has already been entered into the TPRS under the **Check Store** section of the **Activities** module. (For information on entering compliance checks for a store into the TPRS, see the [Primary Contractor User Manual – Check Store Module](#).)

Once the store and the compliance check have been entered, you are now ready to enter the citation information into the PA TPRS.

Entering Citation Information

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 **Citation Info**.
The **Citation of Store** screen will open.

Citation of Store

Go To Citation of V Machine

Primary Contractor: Adams County Council of Community Services

Service Provider: Adams County Council of Community Services

Store Name:

Address:

City and Zip Code:

Type of Citation:

Retailer Citation #:

Retailer Fine \$:

Affirmative Defense Date:

Action Date:

Clerk Citation #:

Clerk Fine \$:

Conviction Date:

3. Select the **Service Provider** that you wish to enter a citation for from the dropdown list.
4. From the list of checks done at this store (located at the bottom of the screen), click on the [Select](#) link next to the check that you wish to edit.

< >				
Store ID	Store Name	Action Date	Result	Selection
16942	KWIK-FILL 165 (United Refining Co. of PA)	06/01/05	Clerk Cited	Select
< >				

- a. You may filter your search by using the **Search cited records by date range** fields. Enter a date range in the **Between** and **And** fields. Then, click the Search button.


Between **And**

- b. Use the arrow buttons on the right side of the table (top or bottom) to scroll through all of the compliance checks for this Service Provider.
5. Once the desired check is displayed, click the **Edit** button.
 6. 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.
 7. 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.

8. Repeat steps 6-7 until all of the fields have been modified the way you want them.
9. Click the **Save** button.

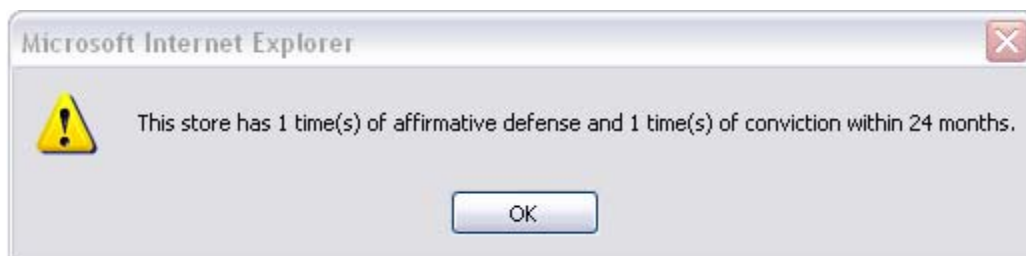
***Note:** To exit the screen without saving any of the changes, click the **Cancel** button.

Entering Citation Information for a Vending Machine

If you need to enter citation information for a Vending Machine compliance check, click the **Go To Citation of V Machine** button  and follow the steps above again. Replace any mention of "store" above with "vending machine" (such as searching for a compliance check record).

Using the Check Defense/Conviction Button

Once you choose a Primary Contractor, Service Provider, and compliance check record, you can click the Check Defense/Conviction button to see how many times this store (or vending machine) has been cited in the past 24 months. The message will look like this:



Note: For the system to calculate the amount of times a store or vending machine has been cited, you need to have entered the citation information with the Defense Date filled in for each time the store has been cited. If you have not done this, the system may display an inaccurate data from clicking this button.