

CNPweb Overview

CNPweb is the next generation software for Oregon Child Nutrition Program sponsors. It was developed by Dynamic Internet Solutions, Glendale, Arizona.

NSLP/SBP/SMP Sponsors will use CNPweb starting April 2007 for the School Year 2007-08 to submit

- 1) Enrollment/Program Update
- 2) Monthly Claims (starting with the July 2007 claim)
- 3) Annual Financial Report

Commodity ordering will continue on CNP 2000 until School Year 2008-09.

CNPweb contains an online help feature which you can access by clicking on the "Help" link located on the upper left hand side of the page.

CNPweb address: <https://cnp.ode.state.or.us> (no www.)

Bookmark this web page on your computer!

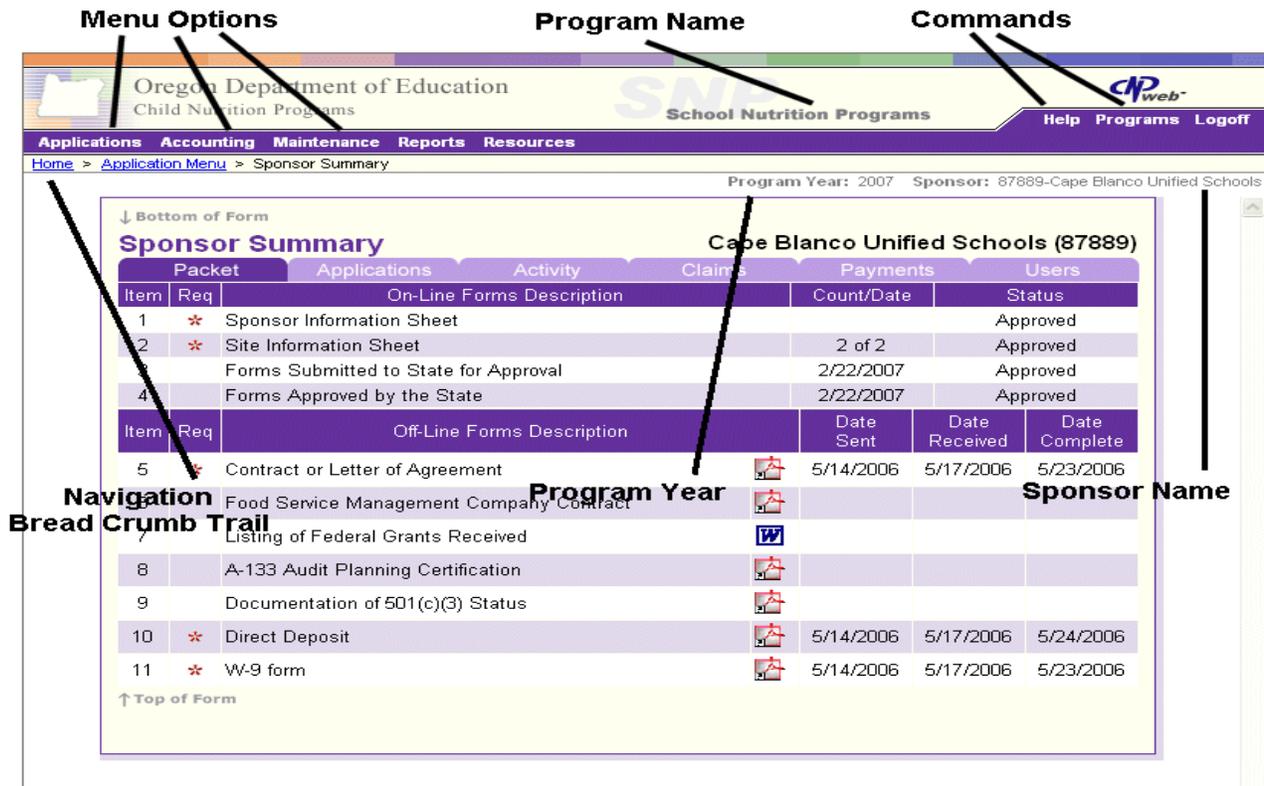
- Each child nutrition program features a different color. The School Nutrition Program color is purple. The **Program Selection** page (puzzle piece) shows the program colors.
- CNPweb will not time out.
- You should log off each time you finish using the CNPweb.
- You use the bread crumb trail to return to a previous page by clicking the abbreviated page title.

Summary of Application/Claim Status and Actions that may be taken:

<u>Status</u>	<u>View</u>	<u>Edit</u>	<u>Delete</u>	<u>Revise</u>
Errors	Y	Y	Y	
Pending Submission	Y	Y	Y	
Pending Approval	Y			
Needs Correction	Y	Y	Y	
Approved	Y			Y

Site Navigation

Each page of the *CNPweb* provides basic information and access to common commands.



Each page of the *CNPweb* displays the following information in the page heading:

Item	Description
Program Name	The program name, School Nutrition Program, appears in the cream band.
Commands	The purple menu band contains commands (right): Help - Access the online help for the School Nutrition Program. Programs - Return to the Program Selection Page (puzzle piece page) where you change from the School Nutrition Program to another program (if your organization participates in another program). Logoff - Quickly logoff from the School Nutrition Program and <i>CNPweb</i> .
Menu Options	The purple menu band contains menu options (left): Application - Add and maintain each type of application (sponsor and site) needed to participate in the School Nutrition Program. Claims - Submit and modify reimbursement claims to the School Nutrition Program. Resources - Access supporting resources for the <i>CNPweb</i> .
Navigation Trail (bread crumb trail)	The cream band below the menu contains a bread crumb navigation trail. This trail shows your location within the menu options at all times. Use it to quickly return to a previous page.
Program Year	Below the navigation trail, the page displays the current program year. The <i>CNPweb</i> requires you to select a program year before you perform any activity.

Errors

Each time you submit a School Nutrition Program application, monthly claim, or annual financial report to the *CNPweb*, the *CNPweb* checks it for errors. There are two types of errors:

Input errors – Data is not what is expected, i.e. too many numbers, numbers instead of letters, letters instead of number.

Validation errors – Data provided failed to meet business rules, i.e. required data missing, more meals served than student present.

If the *CNPweb* finds errors, you must fix them and resubmit the form. Sponsor packets, applications, claims, and annual financial reports cannot be submitted for review and approval until they are complete and error-free.

To help you submit these forms without errors, the *CNPweb* provides the following features:

- The *CNPweb* notifies you immediately after you submit a form with errors.
- The *CNPweb* assigns the **Errors** status to every form that contains errors. You easily identify which form requires additional work.
- The *CNPweb* marks each form error with information that helps you correct each error. The error messages identify the exact field that contains the error, and explain what caused the error.
- The error messages provide a method to move to the next error on a form. This helps you to quickly locate and resolve the errors.

Input Errors

When input error are discovered the data has not been saved been saved to the database. These errors must be corrected and resubmitted to save the information.

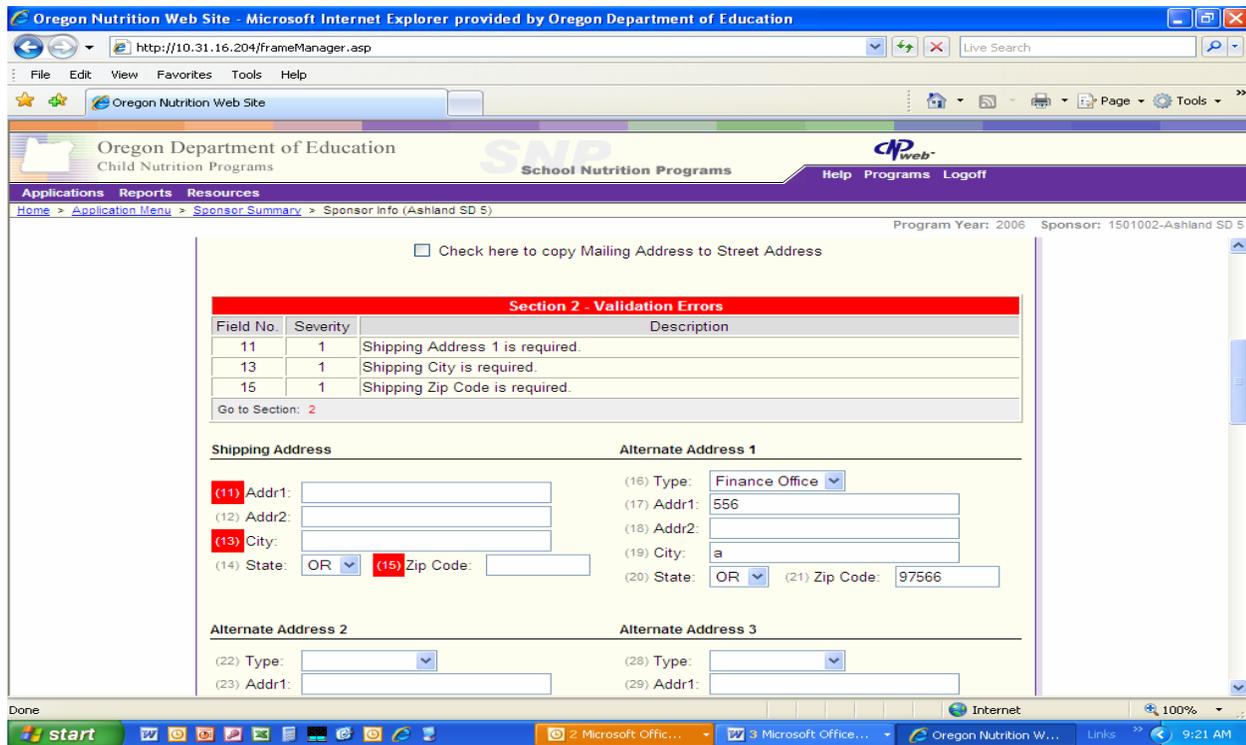
The screenshot shows a web browser window displaying the Oregon Nutrition Web Site. The page title is "Oregon Nutrition Web Site - Microsoft Internet Explorer provided by Oregon Department of Education". The URL is "http://10.31.16.204/frameManager.asp". The page content includes the Oregon Department of Education logo and "School Nutrition Programs" header. A navigation menu shows "Applications", "Reports", and "Resources". The main content area displays "Sponsor Summary" for "Ashland SD 5" for the "Program Year: 2006". A red banner indicates "Section 2 - Input Errors". Below this, a table lists the error details:

Field No.	Severity	Description
15	1	Entry must be a valid zip code. Format: nnnnn or nnnnn-nnnn.

Below the error table, the "Shipping Address" section is highlighted. The "Zip Code" field (15) contains "aserg", which is highlighted in red. Other fields include "Addr1: 123 A", "Addr2:", "City: Ashland", and "State: OR". The "Alternate Address 1" section includes "Type: Finance Office", "Addr1: 556", "Addr2:", "City: a", and "State: OR". The "Zip Code" field (21) contains "97566".

Page Validation Error Message

The *CNPweb* provides details about each input error to help you correct and successfully submit each form. At the top of the form, the *CNPweb* displays the **Validation Errors** message. This message describes the two types of error messages, and provides a listing of the form sections that contain input errors.



Section Validation Error Message

When you view a section of a form that contains an input error, the *CNPweb* provides details about each input error within the section. The section validation error message provides the following information about each input error in this section:

Status	Description
Field Number	The unique field number where the error occurs.
Severity	Errors receive a severity rating. <ul style="list-style-type: none">■ Severity 1 - Errors that the sponsor must correct before submitting the form for approval.■ Severity 2 - Errors that do not prevent the sponsor from submitting the form for approval. The sponsor must correct all errors on this form.
Description	A statement of the error condition, with information designed to help fix the error.

Field Validation Error Message

When you view a field of a form that contains an input error, the *CNPweb* provides details about that error. The *CNPweb* also marks each field that contains an input error. The field number appears in red.