Community Contacts System Version 2.2

Key Features and Enhancements

Key Features. The following are some of the essential features of the Community Contacts System:

- Users can enter the database information as being either actual or potential contacts.

- The system identifies **organizations** as being either **actual** or **potential** contacts.

- Users can search for records based on any one of a combination of data elements.

- Community Contact Forms can be entered, retrieved, and printed.

- Users can create custom reports based on organization and/or contact person criteria. Report data can be downloaded to an Excel file.

- Users can create mailing labels based on organization and/or contact person criteria.

Enhancements. *Version 2.2* contains significant enhancements that make the system more intuitive. In addition, the CCS web site has been redesigned to implement standards for accessibility as outlined in Section 508 of the Rehabilitation Act. Numerous enhancements were made to the CCS and are detailed in the more comprehensive User Guide which is available on-line at **https://ess.fdic.gov**. The primary enhancements include the following:

1. Navigation: Navigation has been changed to allow the user to push onward whenever possible, without having to go back to the menu and unnecessarily repeat the same searches for related but different purposes.

2. Case Sensitive: Searches are now **case-insensitive**; it does not matter if users enter search criteria in upper or lower case, or mixed.

3. Search Criteria: In earlier versions of the system, users had to choose whether to search by Organization or Person criteria. In version 2.2, search screens have been reorganized and combined. Users can now search by a combination of any search criteria. In addition, some search criteria are no longer available, and a few new search criteria have been added instead.

4. Selected Criteria: Search and Results Screens clearly identify which search criteria have been selected.

5. Create New Person: If a search for an existing person turns up no such persons, a new person record can be created without first having to search for an organization. However, the new person cannot be saved without adding an organization to the new person record.

6. Create New Organization: When you create a new Organization, you can now add the first person to this organization on the same screen. Additional persons can be added to the new organization by following a link from the organization save confirmation screen.

7. USPS Zip Code Look UP: A link to the U.S. Postal Service Zip Code Database has been provided to enable you to verify the Zip Code and validate the address of the organization.

8. <u>Create a New Form</u>: A new form can now be started without having to search for an Organization and Person first. At least one Interviewee has to be added to the Contact Form before it can be saved.

9. <u>Add Area Served:</u> You can now add an Area Served directly on the Conrtact Form instead of on a separate screen.

10. Possible Duplicate Warnings: A <u>Possible Duplicate Organization</u> warning instead of the Save Confirmation screen appears if the user tries to save a new organization, with the same name, city, and state as an existing organization. A <u>Possible Duplicate Person</u> warning instead of the Save Confirmation screen appears if the user tries to save a new person with the same first name and last name for the same organization as an existing person. A <u>Possible Duplicate Form</u> warning instead of the Save Confirmation screen appears if the user tries to save a new Contact Form with the same interviewees listed on an existing form if the Contact Date is within14 days (before or after) of the previously saved form.

11. <u>Required Fields</u>: All required fields have been moved to the beginning of the Contact Form data entry screen, and a new <u>Save and Continue Editing</u> button has been added right after the required fields section.

12. <u>Telephone Number and Date Format Automatic Correction</u>: Users are still encouraged to enter dates in the format mm/dd/yyyy and telephone numbers in the format 999.999.9999. However, version 2.2 of the CCS can automatically correct some recognized and yet incorrectly formatted date or telephone entries and convert them to the appropriate format.

13. <u>Blank Contact Form</u>: Microsoft Word template has been provided to facilitate preparation of Contact Form text.

14. <u>Person View/Print Screen</u>: This screen shows not only the person record but also the related organization record.

15. <u>Drop-Down Menu</u>: If a selection in a drop-down menu or multiple-select box influences the options of another drop-down menu or multiple-select box, the page will reload and the results of the selection will display with a clear description explaining the selection results.

Effective Date. *Version 2.2* of the Community Contacts System was available July 9, 2003.

Contacts. For more information on the new version of the CCS, you may contact Senior Information Systems Analyst, Theresa Bugg at (202) 452-3938, or Oversight Senior Review Examiner, Bill Coffey at (202) 785-6053. For regional support of CCS, contact your respective CCS Liaison listed below:

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