Department of Veterans Affairs (VA)   
  
Benefits Claims Decision Support System (BCDSS)   
  
User Guide



**May 2016  
Version 0.1**

Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Version | Description | Author | Reviewer(s) |
| 2016-04-20 | 0.1 | Template Created | E Rothwell |  |

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# Getting Started

Before you can use Benefits Claims Decision Support System (BCDSS), you must request and receive a BCDSS user name and password. See [Requesting a BCDSS User Account](#getting_started_requesting_css_u_8726) for instructions.

### Workstation Settings

BCDSS is designed to be viewed with Internet Explorer (IE) 11.0 at a minimum screen resolution of 1024x768 and the default Medium text size. (The medium text size can be set from the IE menu bar with the option ***View > Text > Medium****)*.

### Related Tasks

See the following related topics to started using BCDSS:

* [Logging into the Application](#getting_started_logging_into_the_6809)
* [Requesting a BCDSS User Account](#getting_started_requesting_css_u_8726)
* [Understanding Permission Levels](#getting_started_understanding_pe_9248)
* [Understanding Session Termination](#getting_started_understanding_se_4620)

## Welcome to BCDSS

Welcome to BCDSS. This user guide is a print version of the BCDSS online help and contains the same information as the on-line help. The online help can be accessed anytime you are logged into the BCDSS application, either by clicking the context-sensitive help icon —context-help_icon— or by opening the help from the left flyout panel.

This section contains the following topics designed to get you up and running quickly with BCDSS.

* Getting Started
* [Requesting a BCDSS User Account](#getting_started_requesting_css_u_8726)
* [Logging into the Application](#getting_started_logging_into_the_6809)
* [Understanding Permission Levels](#getting_started_understanding_pe_9248)
* [Understanding Session Termination](#getting_started_understanding_se_4620)

Workstation settings

BCDSS is designed to be viewed with Internet Explorer (IE) 11.0 at a minimum screen resolution of 1024x768 and the default *Medium* text size. (The medium text size can be set from the IE menu bar with the option ***View > Text > Medium****)*.

Getting Additional Help

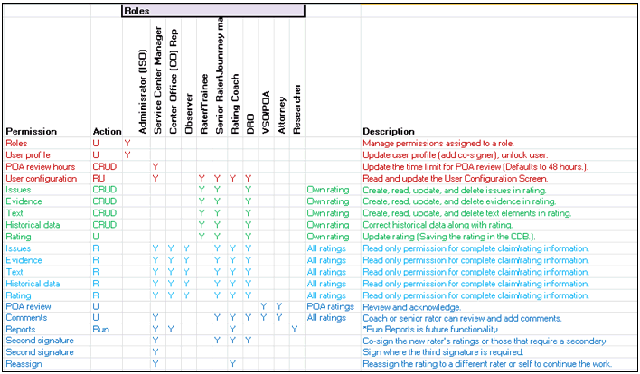
For additional help using the BCDSS application, contact the BCDSS Team at:

**Phone**:

**Email**:

## Understanding Permission Levels

The BCDSS permission levels are described in the following **BCDSS Permissions** matrix. The C*,* R, U, and D acronyms used in the figure denote Create, Read, Update, and Delete.



Although there are multiple BCDSS permission levels, this user guide describes the tasks required for rating specialists. In addition, BCDSS is best viewed with a 4:3 standard-sized monitor (A widescreen monitor is also acceptable.) with a screen resolution of 1024x768. You should use Internet Explorer (IE) 11.0 as your default browser

**Note**: Select ***View > Text > Medium*** from the IE Menu bar to set the optimal BCDSS text size.

## Requesting a BCDSS User Account

## Understanding Failed Login Attempts

## Understanding Session Termination

The BCDSS adheres to the Veterans Affairs (VA) security policy of terminating a user session after a period of 60 minutes of user inactivity. You will receive a two-minute warning before your session terminates.

If your session does time out, you will be redirected to the Login screen to log into BCDSS again. You should note that you will be directed to the BCDSS Homepage screen the next time you log into BCDSS, not to the location where you last were when your session ended.

## Logging into the Application

To log into BCDSS, perform the following steps from your browser’s address bar:

* Navigate to. The BCDSS login screen shown below appears:

***Insert Logon Page Screen shot here***

* Enter your user ID in the **User ID** field.
* Enter your password in the **Password** field.
* Click **Submit** button. The BCDSS home page appears. For more information, see [The Home Page](#home_page_the_home_page_htm).

Other operations you can perform at this screen include:

* Click the **Change Password** check box to change your password.
* Click **User Registration** to register as a new, first-time user and to read about security-related information.
* Click **Privacy Act and Consent Notice** to read the VA’s privacy policy.
* Click **Disclaimer** to be directed to the VA’s disclaimer about endorsements, hyperlinks, and liability.

# User Interface Features

The BCDSS application uses tabbed pages to group the different functional elements of the application. The page is the top-level organizing element in the application, and within a page are tabs that further organize the features of the application by functional areas.

The pages of the application are:

* [The Home page](#home_page_the_home_page_htm), where you perform operations.

The following section describes elements of the BCDSS user interface and a few special pop-up tools that appear as you use the interface:

Parts of the User Interface

* Part 1 TBD

BCDSS Special Features

* Special Feature 1 TBD

Screen Captures

The BCDSS documentation includes many screen captures of the BCDSS application. These screen captures are examples for illustrative purposes and may differ slightly from the screens that you are viewing in the application.

## Parts of the User Interface

This section describes the components of the user interface (UI) and shortcuts for navigating within the application.

## Part 1 TBD

# BCDSS Special Features

The BCDSS application provides aids and interfaces to assist you with information processing. This section describes special features including ***SPEACIAL FEATURE 1 TBD***.

## Special Feature 1 TBD

# Home Page

The Home page is the first screen you see after logging into BCDSS. ***Describe the home page we create***. The following image is an example of the BCDSS Home page:

***Insert Screen Shot of Home Page***

The Home page contains these tabs:

* Tab 1

## Tab 1

The **Tab 1** tab lets you ***what the tab does***.

***Insert Screen Shot of Tab 1***

### Tab Fields and Controls

The **Tab 1** tab contains these fields and controls:

| Name | Description |
| --- | --- |
|  |  |

### Related Tasks

These tasks can be performed from the **TAB 1** tab:



# Page 2

Desccription of Page

## When to Use the Page 2

### Page 2 tabs

The Page 2 page has these tabs:

* Tab 1

### Tab 1

## 

# Approval Signatures

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| This section is used to document the approval of the User Guide Document. The review should be conducted face to face where signatures can be obtained ‘live’ during the review. If unable to conduct a face-to-face meeting then it should be held via LiveMeeting and concurrence captured during the meeting. The Scribe should add /es/name by each position cited. Example provided below.  The Business Sponsor and Project Manager are required to sign.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: Date:  < Business Sponsor >  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: Date:  < Project Manager > | |  |
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