

## ChocAn User Manual

The ChocAn system can be operated by three different types of users. Once a user has opened the ChocAn system, the system will ask the user to input what type of user they are. They can identify as a provider, operator, manager, or member. Once they specify their type, the user will be prompted based on that type.

### Provider:

The prompt for a provider immediately asks for an ID number to verify that the user is a provider. If the ID is not in the provider database then the user is informed that they have an invalid ID. Otherwise, the user is accepted as a provider. Then the provider may select the reason they are using the ChocAn system.

- If the provider selects to access the provider directory, the system displays the directory. The directory is a list of services that ChocAn provides and their associated fees.
- If the provider selects to bill ChocAn for a service they provided, the system prompts the user to input the member's ID. The system then verifies that the ID is in the member database and if it is not the user is informed. If the ID is found, the user is prompted to input information about the service. This includes entering the service ID and corresponding fee which the system can direct the user to the provider directory to find. Then the information is saved as an entry in the provided service database.
- If the provider selects to request a report, they must enter the name of the file they would like the report to output to and then the system checks to see if the file exists. If the file does exist, the system overwrites the file to output the report. Otherwise if the file does not exist, the report can create the file to output the report. Then the report is generated from the provider's data.
- Any incorrect selection prompts the system to alert the user.

### Operator:

The prompt for the operator immediately asks the user to select what type they are adding, deleting, or updating. They can choose a provider, a member, or a service. This will determine what database the operator is directed to. Then the operator must select whether they are adding, getting, updating, or removing an entry.

- If they are adding an entry, the operator is prompted to enter the information to make that entry into the correct database.
- If the operator selects to get an entry, then the user enters the ID of the entry they are looking to get and if that ID is found in the specified database, the entry's information is displayed to the operator.
- If the operator selects to update an entry, the operator enters the ID of the entry they want to update. Once that ID is verified to be in the specified database, the user must input what they would like to update about the entry. When this is selected, the system prompts them to enter the updated information.

- If the operator selects to remove an entry, the user enters the ID of the entry they want to remove. Then once that ID is confirmed to be in the specified database, the system asks the user if they are sure that they wish to delete the selected entry. When the user confirms they wish to delete the entry, the entry is removed from the specified database. If at any time an invalid selection is inputted, the system alerts the user.

Manager:

The prompt for the manager immediately asks for the file name where the EFT report data should be outputted to. The user inputs the filename and the system checks to see if the file already exists. If the file exists, the report data overwrites what is currently in the file. If the file does not exist, the file is created with the EFT report data.

Member:

The prompt for the member immediately asks the user to enter their ID and then the system checks for it in the member database. If it is not found, the system informs the user. If the ID is found, the system prompts for the member to enter in a filename for their report data to be outputted to. The system checks for if the filename already exists and if it does, the file is overwritten with the report data of the member. If the file does not already exist, the file is created and the report data for the member is outputted to the new file.

Task Distribution:

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