

# TOPIC DOC – COMMENT CODES, QUESTION GROUPS, AND WAIVER LETTERS

(Updated 17 Nov 10)

## How to Set Up Activity Comment Codes, Question Groups, and Waiver Letters to Standardize Information Distributed to Parents About Classes/Events

Using **Comment Codes**, **Waiver Letters**, and **Question Groups** in CYMS allows you to provide necessary information to your patrons during registration, enrollment or sale while eliminating extra copying expense and paper clutter at your front desk (or other service point). It also means that CYSS team members don't need to collect a packet full of papers and give them to Mom and Dad when they sign up their child for a CYSS program.

- Picture this – you're enrolling a child in SKIES*Unlimited* Ballet and you hear yourself silently saying: "Okay, I need to get them an info sheet, rehearsal schedule, recital costume information, and a recital flyer – oh rats – we're out of that one – I'll have to get green paper and copy some more' (or words to that effect )?"
- Or – you're enrolling a child in Football and are wondering: "Do we have any more of those sheets with the uniform questions, where did we put the practice schedules and Code of Ethics Agreement, and – oops – what about the Punt-Pass-Kick flyer?"

Sound familiar? Let CYMS do more of the work for you – generating important program information along with the receipt, as well as linking question answers to rosters. Let CYMS technology support you while you support Army families.

The CYS Services Statement of Understanding that automatically prints you when you issue or renew a pass is an excellent example of a letter currently in use. You can employ the same technique – using existing electronic documents already created – for other programs and services. Each program director ensures their information is up to date because they're in control, linking the appropriate letters, comment codes, or questions to their programs.

### Setting Up Comment Codes

- **Comment Codes can be set up to print out with the enrollment receipt.**
  - **All patrons enrolling in the activity will receive the same "rules" or "information" about the sport, class or event.**
- 1 Go to **Files → System → Other Maintenance → Comment Code Maintenance**. (You may see some existing codes in the browser. No need to delete existing codes – they don't do anything if they're not linked to an activity. Do not delete any VSI Reserved codes or WebTrac codes.)
  - 2 Click **Add**.
  - 3 Choose **A/R Rcpt Cmnt** as the **Comment Type**.
  - 4 Type in your **Comment Code**
    - a. Codes character limit is five
    - b. Create codes that will sort nicely and group related letters together. For example, all my SKIES comment codes could start with 95 (just like SKIES activity numbers) followed by a dash. Or they could start with the letters SK followed by a dash.
    - c. The final two characters could indicate a particular program area (in my example the number 1 indicates Performing Arts and the letters A-Z indicate specific program/level). So my code for SKIES Beginner Ballet is: 95-1A. There is no Army Standard for this, it is a garrison choice.

- d. Using number and letter combinations expands your number of code options.

- 5 Type your **Description** for the code (this de-codes your code).
- 6 Type your **Comment Text** (or use copy/paste function from an existing document).
- 7 Click **Done**.
- 8 Click **Exit**.
- 9 Go to **Activity Maintenance (Files—Activity—Activity Maintenance)**. Link the code to the appropriate activity(ies) on the Comments/Misc screen of activity section maintenance:

- If you click on the **View** button you can see the text of the comment code

- 10 To verify that the Comment Code information will print on customer receipts, go to **Files-System-Device Maintenance-Printer Device Maintenance**.

ID	Description	Type	Sub-Type
RCPTFMT	Receipt Format Device	Receipt-Format	Receipt-Format
RCPTFRMT	Default Receipt Format	Receipt-Format	Receipt-Format
REWARDS	Default Rewards Device	Rewards	Rewards
SCALE-CK	CK-Series Scale	Scale	CK-Series
SCHED	Scheduler Device	Scheduler	Scheduler
SCHEDLER	Scheduler AppServer	Scheduler	Scheduler
STATIC	Static Parameters Device	Static-Parameters	Static-Parameters

- Click on the Type column and then hit 'R' on your keyboard. For each Receipt Format Device that you have, highlight it and click **Change** and go to the **Module Details** screen.

	A/R	F/R	P/M	POS	RENT	LCK	TRIP	CRT	P/T	L/S	GLB
Receipt Copies	1	1	1	1	1	1	1	1	1	1	0
Miscellaneous Comments	Y	N	N	N	N	N	N	N	N	N	
Receipts as Mailers	N	N	N	N	N	N	N	N	N	N	N
Fee Detail	N	N	N		N	N	N	N	N	N	
Credit Card Remittal Lines	N	N	N	N	N	N	N	N	N	N	N
Special Questions/Answers	N	N	N	N	N	N	N	N	N	N	
Rules and Regs Letters		N			N	N	N	N			
Unique Comments Only	N	N	N		N				N		
Waiver Letters	Y		Y							N	
Fee Note		N			N		N	N			
Detail Display		N						N			
Specific Comments		N					N	N		N	

Receipt Core   
 Receipt Core2   
 Module Details   
 Custom Receipts

F/R Prit Order (Detail Disp Only)   
 As Selected   
 Date/Time/Facility   
 Date/Facility/Time   
 Facility/Date/Time

P/T Prit Order   
 As Selected   
 Date/Time/Trainer   
 Date/Trainer/Time   
 Trainer/Date/Time

- In the **A/R** column and **Miscellaneous Comments** row, change the **N** to a **Y**.
- Click **Done**.

## Setting Up Question Groups:

- All questions created in the Question Group will pop up during the program registration.
- The clerk (or if on the web, the parent) will select the answers.
- The answers can later be printed on the Program Roster by including Roster-Questions.

- Go to **Files** → **System** → **Other Maintenance** → **Question Group Maintenance** (you'll see the existing **Question Group** named **DEPLYMT** – the AFC deployment status questions which you should leave as they are).

Question Group Maintenance		
Question Group	Description	Active
ASSESS	Skill Assessment	Yes
DEPLYMT	Deployment Questions	Yes
DNP	DO NOT PICK UP	Yes
E-MAIL	e-mail address	Yes
KINDER-H	Kinder Hourly Care Question	Yes
OLDAC111	Acc. Data from 9.5a4	Yes
PRETODD	Bottle or Pacifier	Yes
SOFTBALL	softball	Yes
TEST	Test Formats	Yes
TIGERCUB	tiger cubs	Yes
YSF-FB01	Football Uniforms	Yes

Alter Record Update Reposition Browser By:  Current Record  Next Record

- 2 Click **Add**
- 3 Create the **Question Group** code
  - a. As with other codes we've made – think through ahead of time how to organize and sort the codes – so it's easy to find your program's data. Depending on the size of your garrison and the scope of your program offerings – over time there could be dozens or even hundreds of question groups.
  - b. Fill in the **Description** – the description de-codes the code for you.

Core Information

Question Group

Description   Active

- 4 Click **Questions** – you'll see a browser like this with any questions already linked to your question group.



7 Select the **Answer Type**. Answers can be structured in the following formats – hit your **F1-Help** button while on the Question screen for additional explanation and examples:

- **Character Field** (user types an answer in an open field)
- **Number Field** (user must enter a number into the field – 3.00)
- **Logical Field** (you ask a question, the user checks a single block – Are you interested?  )
- **Date Field** (user must type in a date – 07/01/2009)
- **Radio Set** (user clicks a button for one specified choice – SM, MED, LRG)
- **Selection List** (user selects one specified choice from a list – Mon, Tue, Wed, Thu)
- **User Code** (user selects from an existing linked CYMS pick-list)

Below is a **Preview** after creating some questions using each of the Answer Types listed above.

The screenshot shows a window titled "Test Formats" with a close button (X) in the top right corner. Inside the window, there is a red warning message: "INQUIRY MODE ONLY". Below this, several answer types are listed on the left, each with a corresponding input field on the right:

- Character Answer Required**: Input field contains "I can type what I want here".
- Number Answer Required**: Input field contains "3.00".
- Logical Answer Required**: A checked checkbox is next to the label.
- Date Answer Required**: Input field contains "07/01/2009".
- Radio Set Answer Required**: Four radio buttons are shown: "Small", "Medium" (selected), "Large", and "ExLarge".
- Selection List Answer Required**: A list box contains "Mon", "Tues", "Wed", and "Thu".
- User Code Answer Required**: Input field contains "H-COY".

At the bottom of the window are "OK" and "Cancel" buttons.

- 8 Enter your **Question Text** (the way you want the question worded)
- 9 Enter your **Answer String** – activate **F1-Help** for detailed assistance (the shoe sizes in the first sample are separated by the “pipe” symbol – in the sample below the shirt sizes are separated by the pipe symbol “|”). This symbol is usually located above the backward slash (\) key.

SM|MED|LRG|XLRG

Question Group	TEST	Test Formats	<input checked="" type="checkbox"/> Active
Question Number	5		<input checked="" type="checkbox"/> Require An Answer
Answer Type	<input type="radio"/> Character <input type="radio"/> Number <input type="radio"/> Logical <input type="radio"/> Date <input checked="" type="radio"/> Radio Set <input type="radio"/> Sel List <input type="radio"/> User Code		
Question Text	Radio Set Answer Sample		
Question Fee Type	Not Assigned		
Default Answer	SM		
Answer String	SMIMEDILGKLG		
Question Group Branch	TESTITESTITESTITEST		
User Code Type	HHold Feature		

- 10 When finished with this question, click **Done**. If you have more questions to set up, click **Add** and repeat the process.
- 11 When finished with all questions, click **Back**. If you want to see how your questions look, click **Preview**.
- 12 When you are satisfied with all questions, click **Done**.
- 13 Click **Exit** to leave Question Group Maintenance.
- 14 Go to **Activity Maintenance (Files—Activity—Activity Maintenance)**. Link the Question Group to the appropriate activity(ies) in the bottom right corner of the **Comments/Misc** screen.

920130-1 ==> Football-Flag - Section Detail

Core 1  
 Core 2  
 Comments/Misc  
 Fees  
 Finance  
 Web/Tele

Comment Code	93-3A	Football Information	<a href="#">View</a>
Misc Comments	<div style="border: 1px solid gray; height: 20px;"></div>		
Brochure Code	Not Assigned		<a href="#">View</a>
Brch Comments	<div style="border: 1px solid gray; height: 20px;"></div>		
Maint Code	Not Assigned		<a href="#">View</a>
Maint Comments	<div style="border: 1px solid gray; height: 20px;"></div>		
Tickler Code		Web Tickler	<a href="#">View</a>
Tickler Cmnts	Need Start Dates and Fees		<input checked="" type="checkbox"/> Auto-Display in DP
Web Section Image	<div style="border: 1px solid gray; height: 20px;"></div>	Question Group	YSF-FB01
Receipt Document	<div style="border: 1px solid gray; height: 20px;"></div>		

[Next](#)  
[Done](#)  
[Instructors](#)  
[Facilities](#)  
[Cancel](#)



Core Information

Code: ethics

Type: Activity Waiver

Desc:

Next Done Cancel

5 Click **Next** to open up the rest of the screen.

Code: ETHICS

Type: Activity Waiver

Desc: Sports Ethics Waiver

Cover Letter: [View]

One Record Waiver: [View]

Multi Record Waiver: [View]

Trailer Letter: [View]

Print Frequency:  Every Time  After Every 0 Days

Print waiver on new page

Link waiver to HH Docs after every print

Link waiver to FM Docs after every print

Match Option: Section, Activity, Type, Category, Section Link, Any Activity

Next Done Cancel

6 Type in the **Desc** for your Letter Header.

7 Click **F1** for a description of the printing options and make your selections:

- **Print waiver on new page:** Your choice. If you toggle this, the receipt prints on page 1, the waiver prints on page 2. If untoggled, the waiver starts on the page where the receipt stops.
- **Link waiver to HH Docs after every print:** Recommend leaving untoggled. VSI does not feel it is necessary to link the waiver as a HH Doc. When/if the waiver needs to be



Core Information Letter Body

Letter Type: Activity Waiver Letter Id: ETHICS

Letter Desc: Sports Ethics Waiver

Select Helvetica Font Size To Use When Printing This Form: 6 8 10 12 14

Left Margin: 20 Right Margin: 20

Letter Logo: [Teal Bar] Logo Height: [ ] (Points)

Next Type List Done Cancel

13 Click **Next**.

14 Type in (or copy and paste it in from an existing document) your information for the body of the Waiver.

Core Information Letter Body

This is a test Sports Ethics Waiver.

Insert your required text here . . . . .

TEXT  
TEXT  
TEXT  
TEXT

I AGREE TO ABIDE BY THE STANDARDS OUTLINED ABOVE . . . . .

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[Red Play Icon] Next Done Import Ascii Test Print Cancel

14 Click **Test Print** to double check your spacing and layout. When satisfied, click **Done**.

15 Click **Exit** to leave Letter Header Maintenance.

16 Go to **Activity Maintenance (Files—Activity—Activity Maintenance)** and link the code to the appropriate activity(ies). Link your code on the **Core Information Screen** of **each** applicable activity.

Core Information    Add Information    CYMS Information

Actv Number: 920107    Class Description: T-ball (4-5)

Prt Desc: T-ball (4-5)    Soundex:    Class Status:  Active  Inactive    Credits Given To Each Participant:   

Actv Type: Y-S&F    YS Sports/Inness/Health  
 Actv SubType:    Not Selected  
 Category:    Selected  
 Waiver Ltr: ETHICS    Sports Ethics Waiver  
 Daycare Fee Group:    Not Selected  
 Permissions List: SPORT

TeleTrac Param:    Not Selected

Installment Billing Defaults:    Not Selected  
 Default Instructor Pay GL: 0    Not Selected  
 Waitlist Comment Code for Web:    Not Selected

Prereq Actv:    Prereq Links:    Add >>    << Del

Prereq Actv/Sec:    Prereq Match: Match All    One Match

Daycare Class

Sections    Reserve Facility    Change Status  
 Next    Done    Cancel

- 17 One last step – you must enable printing of Waiver Letter(s) on receipt(s). Go to **Device Maintenance (Files—System—Device Maintenance—Printer/Device Maintenance)** to update the Receipt Format Device.
- 18 Go to the **Module Details** Screen and enter the letter “Y” (for “Yes”) in the **Waiver Letters** box in the **A/R** column.
- 19 Click **Done**. You’re ready to print Activity Waivers!

Receipt Core    Receipt Core2     Module Details    Custom Receipts

	A/R	F/R	P/M	POS	RENT	LCK	TRIP	CRT	P/T	L/S	GLB
Receipt Copies	1	1	1	1	1	1	1	1	1	1	0
Miscellaneous Comments	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Receipts as Mailers	N	N	N	N	N	N	N	N	N	N	N
Fee Detail	N	N	N		N	N	N	N	N	N	
Credit Card Remittal Lines	N	N	N	N	N	N	N	N	N	Y	N
Special Questions/Answers	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Rules and Regs Letters		Y			Y	N	N	N			
Unique Comments Only	Y	N	N		Y				N		
Waiver Letters	Y		Y							N	
Fee Note		N			N		N	N			
Detail Display		Y						Y			
Specific Comments		Y					Y	Y		N	

F/R Prt Order (Detail Disp Only)     As Selected     Date/Time/Facility     Date/Facility/Time     Facility/Date/Time

P/T Prt Order     As Selected     Date/Time/Trainer     Date/Trainer/Time     Trainer/Date/Time