

Paternity Tracking System – How to Search for an AOP

Open the Paternity Tracing System by navigating to <https://www.humanservices.state.pa.us/pts>

Note: Users are able to save the above link to their favorites in Internet Explorer. Users will need to Login using their Username and Password each time they access the PTS application.

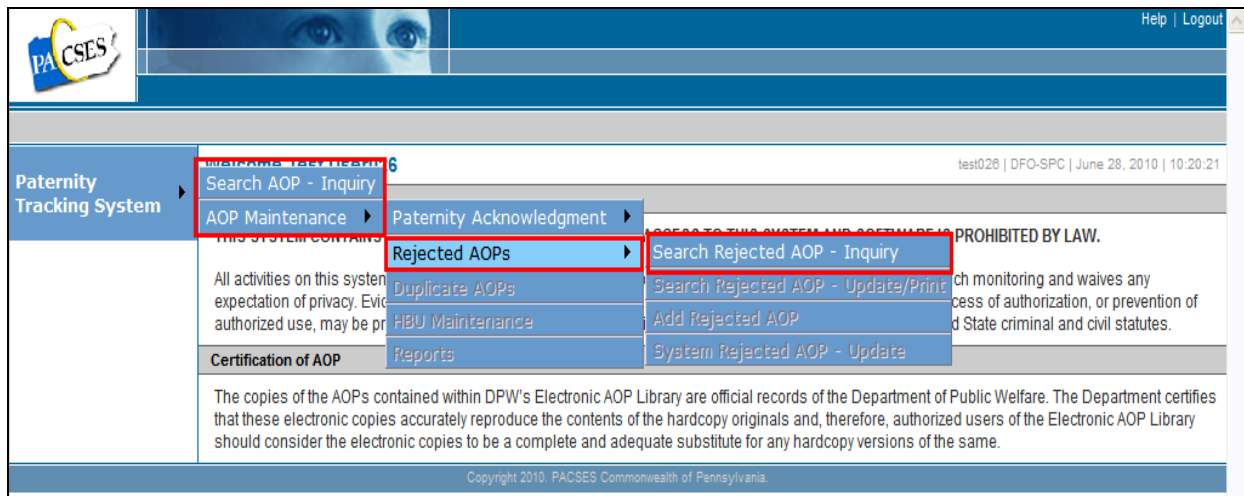


For User Accounts to be unlocked and Passwords reset, please contact the BIS Accounts Administration Helpline at 1-800-281-5340.

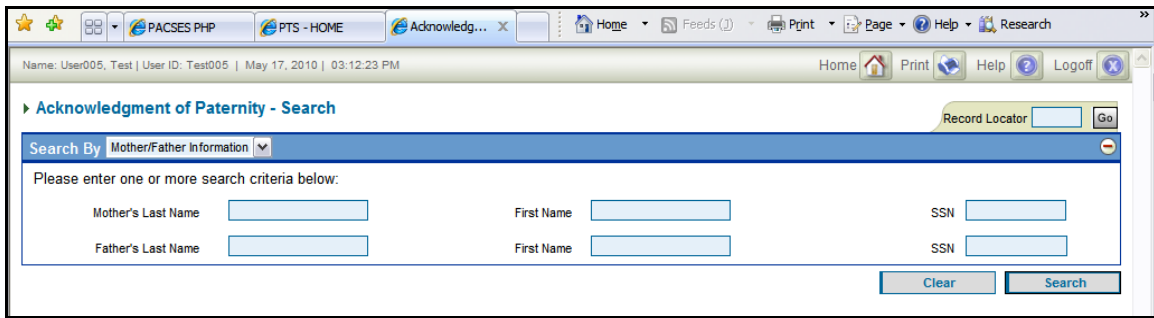
PTS Home Page

Paternity Tracking System (PTS) Home Page provides a menu to navigate to other screens. Menu selections are highlighted based on the user's security. If the user is not authorized to access a menu option, it is "grayed out" and will not allow the user to view the screen(s) associated with that menu option. All users, other than the Bureau of Child Support Enforcement (BCSE), only have Search/View AOP – Inquiry and Search/View Rejected AOP - Inquiry access.

Users can navigate in the PTS application to additional pages using the drop down menu with the following options:



Acknowledgement of Paternity – SEARCH Screen



Screen Description

The Acknowledgement of Paternity - Search screen is used to search valid Acknowledgement of Paternity (AOP) records that are part of the PTS database.

Functions Provided

Searching Valid AOPs in the PTS Database

A user may search the valid AOP records stored in the PTS database using one of the following three search options:

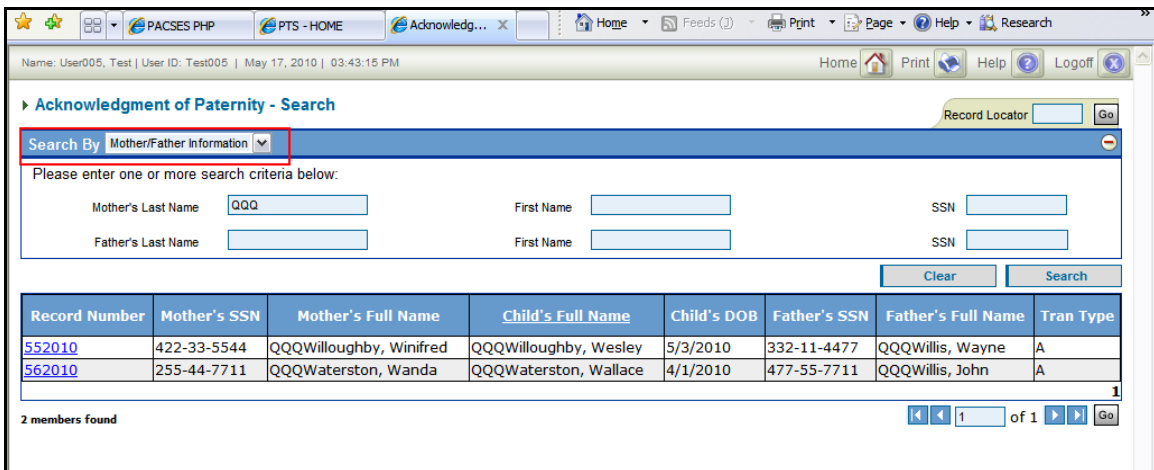
1. **Mother/Father Information** – Search performed using one or more search criteria for Mother’s/Father’s Last name and/or First name and/or SSN
2. **Mother/Child Information** – Search performed using one or more search criteria for Mother’s/Child’s Last name and/or First name, and/or Mother’s SSN, and/or Child Date of Birth
3. **Record Locator** – Search performed using a specific AOP record number to view a particular AOP record

To search by Mother/Father Information or Mother/Child Information, a user must choose the desired search option from the “Search By” drop-down list located on the top left corner of the screen. A user may also find a record using the Record Locator on the top right corner of the screen.

Once a search has been performed, the search criteria entered by the user are stored for the duration of the PTS session unless the user clicks the “Clear” button, located below the input fields on any search screen.

Search Options – Details

Mother/Father Information



Search by “**Mother/Father Information**” – This is the default option presented when a user navigates to the Acknowledgement of Paternity - Search screen for the first time from the PTS Main Menu. To use this option to search for an AOP record, one or more of the following parameters must be entered:

- Mother’s Last Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all last names that begin with the entered data.
- Mother’s First Name

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- Full or partial name may be entered (Must be alpha characters).
 - Search will match all first names that begin with the entered data.
- Mother’s SSN
 - Value must be numeric.
 - Value must contain 9 characters (without hyphens).
- Father’s Last Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all last names that begin with the entered data.
- Father’s First Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all first names that begin with the entered data.
- Father’s SSN
 - Value must be numeric
 - Value must contain 9 characters (without hyphens).

Mother/Child Information

Name: User002, Test | User ID: test002 | June 14, 2010 | 02:16:47 PM

Home | Print | Help | Logoff

Record Locator Go

Search By **Mother/Child Information**

Please enter one or more search criteria below:

Mother's Last Name First Name SSN

Child's Last Name First Name

Date of Birth From Date Range

To

Clear Search

Record Number	Mother's SSN	Mother's Full Name	Child's Full Name	Child's DOB	Father's SSN	Father's Full Name	Tran Type
552010	422-33-5544	QQQWilloughby, Winifredd	QQQWilloughby, Wesley	4/29/2010	332-11-4477	QQQWillis, Wayne	A
562010	255-44-7711	QQQWaterston, Wanda	QQQWaterston, Wallace	4/1/2010	477-55-7711	QQQWillis, John	A
995588	000-00-0000	QQQWannamaker, Linda	QQQWannamaker, Lola	1/20/2010	000-00-0000	QQQWayne, Newton	A

3 members found

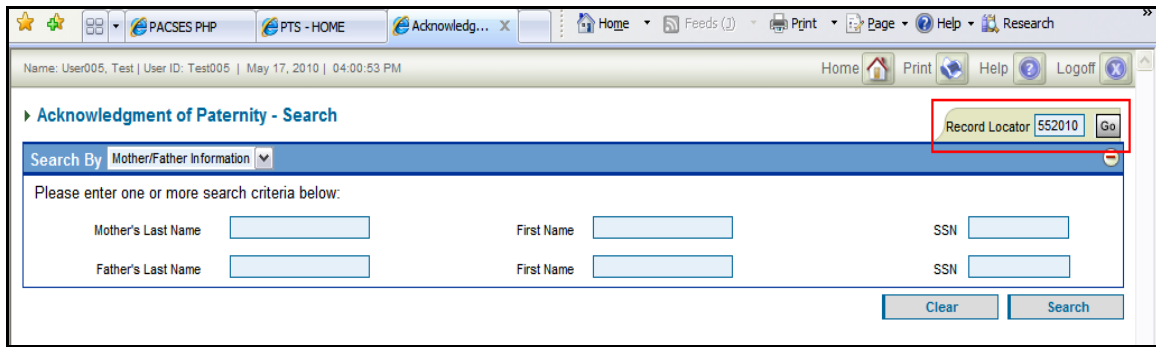
1 of 1 Go

Search by “**Mother/Child Information**” – To use this option to search for an AOP record, one or more of the following parameters must be entered.

- Mother’s Last Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all last names that begin with the entered data.
- Mother’s First Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all first names that begin with the entered data.
- Mother’s SSN
 - Value must be numeric.
 - Value must contain 9 characters (without hyphens).
- Child’s Last Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all last names that begin with the entered data.
- Child’s First Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all first names that begin with the entered data.
- Child’s Date of Birth
 - **Search may be performed using an exact Date of Birth match or a Date of Birth range. Page will display Exact Match search by default; user may choose “Date Range” check box to perform a search by date range.**
 - The date entered must be a valid date and may not be a future date.

Record Locator

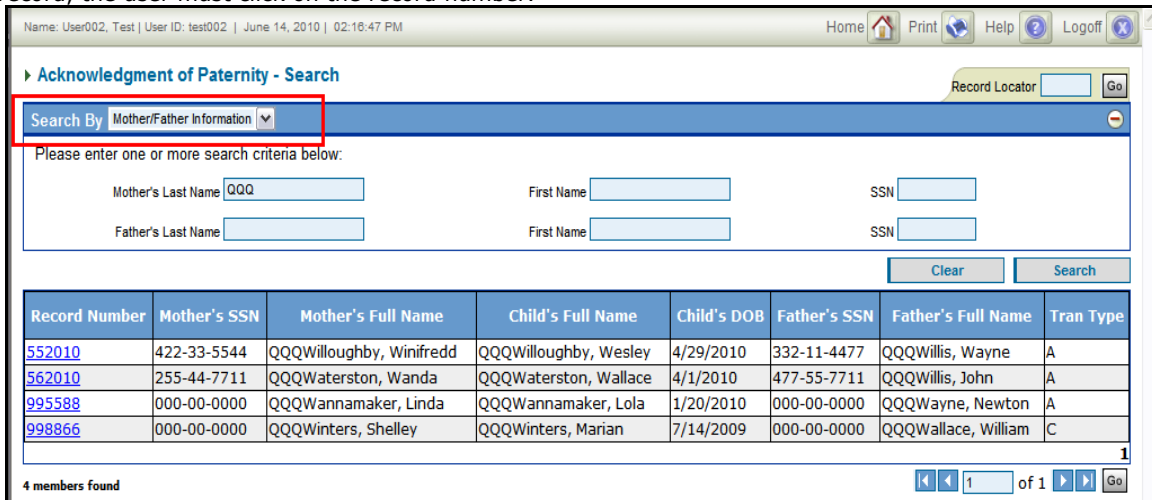
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Using **"Record Locator"** – This option, which is not part of the drop-down list and is located on the top right corner of the screen, provides users the ability to view a specific AOP record by entering the AOP record number and clicking the "Go" button. The record number entered must be numeric and may contain up to six digits. Upon entering a valid AOP record and clicking "Go," the user is navigated directly to the Acknowledgment of Paternity - View Details screen for the selected AOP Record.

Search Results

After a search is performed, the returned set of AOP records is displayed in the detail grid in ascending order of AOP Record Number. The search results displayed within the grid can be sorted on each individual column, one at a time. Each record number in the grid is a hyperlink to the detailed AOP record. To access the detailed AOP record, the user must click on the record number.



Below the search results, the number of AOP records returned by the search is displayed. The maximum number of returned results is limited to 297 records. If more than 297 records are matched using the search criteria, the first 297 results will be displayed and the user receives a message: "Please refine the search criteria to reduce the number of records." The user must modify the search criteria to narrow the search before proceeding.

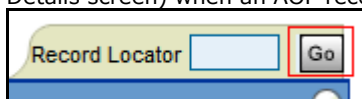
Example: User searches only Mother's Last Name "Smith", the first 297 records are displayed and the user receives the below message.

5079 members found. Please refine the search criteria to reduce number of records.

Command Buttons

Command buttons on the AOP Search screen:

- "Go" button (Record Locator) - "Go" button is displayed on the AOP Search screen, located in the top left corner of the page, navigates the user to a specific AOP record (Acknowledgement of Paternity – View Details screen) when an AOP record number is entered in the Record Locator search field.



- "Clear" button – When a user clicks the "Clear" button, all the values from the input parameter text boxes and data grid are cleared. This button is useful when a user wants to start a new search. The previously entered search criteria are no longer stored.

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- "Search" button – To perform a search of valid AOP records stored in the PTS Database, the user must choose a search type from the "Search By" drop down list, enter at least one search parameter, and click the "Search" button. The search will return a result set containing AOP records matching the entered search parameter(s).



Note: Each page contains a Home, Print, Help, and Logoff button located in the top right of the screen.



Home: Navigates the user back to the PTS Home Page.



Print: Allows the user to print the current screen (brings up dialog box and allows user to select printers and preferences).



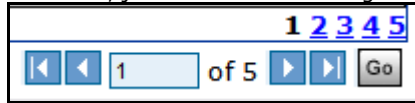
Help: navigates users to the PTS online Help screens.



Logoff: Closes the PTS application.

Navigation through Search Results

There are two methods of navigation through the results of an AOP record search. The pagination controls are located in the bottom right corner of the screen, just below the results grid.



Eleven records are displayed on the search page at one time. A maximum number of 27 pages (297 records) are retrieved when a user performs a search of the PTS database.

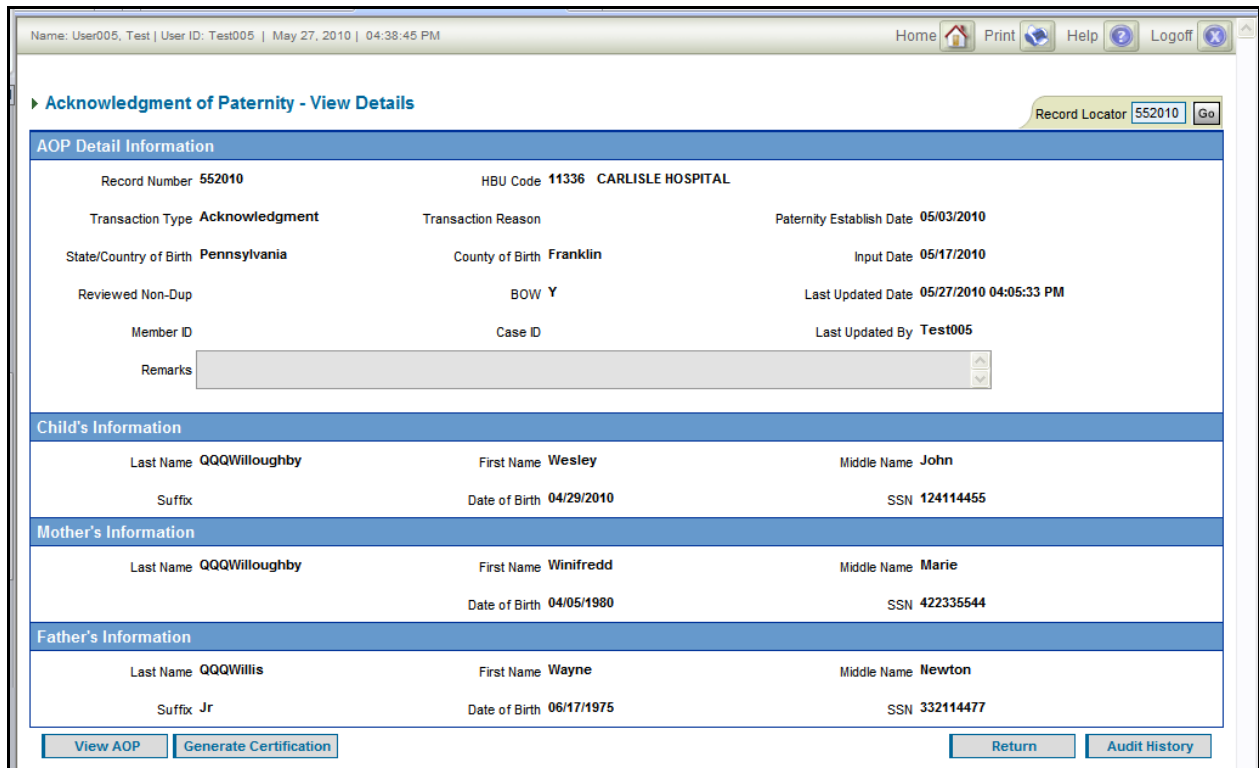
A user may navigate between pages of records by clicking the arrow buttons to move forward or backward one page, or jump to the first or last page of records. In addition, a user may enter a specific page number in the page number field and click 'Go' to display that page of records, or click directly on the hyperlinked page number.

Sorting Search Results

By default, search results are displayed in ascending order of the AOP Record Number. A user may sort the search results by any field by clicking on the column heading. Once the user has performed a sort of the results, a directional arrow appears next to the column heading to indicate that the results are sorted in ascending or descending order.

Record Number	Mother's SSN	Mother's Full Name	Child's Full Name	Child's DOB ▲	Father's SSN	Father's Full Name	Tran Type
562010	255-44-7711	QQQWaterston, Wanda	QQQWaterston, Wallace	4/1/2010	477-55-7711	QQQWillis, John	A
552010	422-33-5544	QQQWilloughby, Winifred	QQQWilloughby, Wesley	5/3/2010	332-11-4477	QQQWillis, Wayne	A

Acknowledgement of Paternity – VIEW DETAILS



Screen Description

The Acknowledgement of Paternity – View Details screen is read-only, and displays the details of a particular AOP record. The screen can be accessed from the Acknowledgement of Paternity – Search screen by clicking a hyperlinked record number, or by entering a specific AOP record number in the Record Locator field.

When viewing the AOP record always look at the Transaction Type (Trans Type).

- A- Accepted
- C- Claim of Paternity
- R- Rescind
- V- Void

If the AOP record has a Transaction Type of Rescind or Void you would look at the Transaction Reason to determine why the form was no longer valid. For example, Void - due to the mother being married or invalid information.

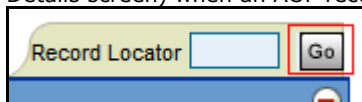
If the AOP record has a Transaction Type of Claim, paternity is **not** established. However, the father’s claim of paternity allows him the right to be notified of a pending adoption.

Functions Provided

This screen is inquiry-only and allows the user to view the specific details entered for an AOP record. In addition to viewing the information contained in the PTS database, the user may also view/print the scanned copy of the original Acknowledgement of Paternity, and generate a certification letter.

Command Buttons

- “Go” button (Record Locator) - “Go” button is displayed on the AOP Search screen, located in the top left corner of the page, navigates the user to a specific AOP record (Acknowledgement of Paternity – View Details screen) when an AOP record number is entered in the Record Locator search field.



- “View AOP” – Retrieves the PDF image from the DocuShare system, and opens it in Adobe Reader. The record may be printed within the Adobe Reader application.
 - NOTE: AOP images are loaded to DocuShare after the record has been entered in the PTS database. For this reason, the image will not be available immediately upon entry of the record.

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- If the image is not available in DocuShare, the user will receive the following message: "The AOP image is not available. Please contact the BCSE Helpline at 1-800-932-0211 for assistance."
- "Generate Certification"- Generates a certification letter and delivers it to the user in PDF format.



- "Return" – Navigates the user back to the AOP – Search screen.
- "Audit History" – Navigates the user to the AOP – View Audit History screen, providing a historical view of all updates made to the AOP record. This button is enabled only when there have been one or more updates made to the record.



Note: Each page contains a Home, Print, Help, and Logoff button located in the top right of the screen



Home: Navigates the user back to the PTS Home Page.

Print: Allows the user to print the current screen (brings up dialog box and allows user to select printers and preferences).

Help: navigates users to the PTS online Help screens.

Logoff: Closes the PTS application and navigates the user to the PHP.

Acknowledgement of Paternity – REJECTED RECORD SEARCH Screen

The screenshot shows a web application interface for searching rejected paternity records. At the top, there is a navigation bar with buttons for Home, Print, Help, and Logoff. Below this is a search section titled "Acknowledgement of Paternity - Rejected Record Search". The search criteria are entered as follows: Mother's Last Name: QQQ, Child's Last Name: (empty), First Name: (empty), SSN: (empty), First Name: (empty), and Date of Birth: (empty). There are "Clear" and "Search" buttons. Below the search form is a table with 8 columns: Date Input, Input By, Mother's SSN, Mother's Full Name, Child's Full Name, Child's DOB, Letter Generated, and Label Generated. The table contains 6 rows of data. At the bottom, it indicates "6 AOP records found" and has a pagination control showing "1 of 1" records.

Date Input	Input By	Mother's SSN	Mother's Full Name	Child's Full Name	Child's DOB	Letter Generated	Label Generated
4/29/2010	View	Test006	qqqqqq, wwwww			06/02/2010	06/02/2010
5/17/2010	View	Test005	774-74-4444	QQQWilliams, Wendi	Williams, Walter	02/01/2010	05/26/2010
5/17/2010	View	Test005		QQQWendell, Willa	Wendell, Mister	04/31/2010	05/26/2010
5/17/2010	View	Test005		QQQWinston, Wanda	Winstoon, Winston	05/26/2010	05/20/2010
5/27/2010	View	Test005		QQQWaldorf, Anna	QQQWaldorf, Statler	05/01/2010	06/02/2010
5/27/2010	View	Test005		QQQWarner, Rhonda	QQQWarner, Raymond	04/29/2010	06/02/2010

Screen Description

The Acknowledgement of Paternity – Rejected Record Search screen allows the user to search for permanently Rejected AOPs based on the search criteria and provides the results in a sortable grid. This screen is accessed through the Paternity Tracking System menu; the specific path is AOP Maintenance, Rejected AOPs, and Search Rejected AOP – Inquiry.

Functions Provided

Searching for a Rejected AOP Record

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A user may search Rejected AOP records from the PTS database using one of the following two search options from the "Search By" drop-down menu on top left corner of the screen:

Mother/Child Information

Name: User026, Test | User ID: test026 | June 16, 2010 | 03:27:24 PM

Home Print Help Logoff

Acknowledgment of Paternity - Rejected Record Search

Search By: **Mother/Child Information** Letters/Labels

Please enter one or more search criteria below:

Mother's Last Name: First Name: SSN:

Child's Last Name: First Name: Date of Birth:

Clear Search

Date Input	Input By	Mother's SSN	Mother's Full Name	Child's Full Name	Child's DOB	Letter Generated	Label Generated
5/17/2010	View	Test005	774-74-4444	QQQWilliams, Wendi	Williams, Walter	02/01/2010	05/26/2010
5/17/2010	View	Test005		QQQWendell, Willa	Wendell, Mister	04/31/2010	05/20/2010
5/17/2010	View	Test005		QQQWinston, Wanda	Winstoon, Winston		05/26/2010
5/27/2010	View	Test005		QQQWaldorf, Anna	QQQWaldorf, Statler	05/01/2010	06/02/2010
5/27/2010	View	Test005		QQQWarner, Rhonda	QQQWarner, Raymond	04/29/2010	06/02/2010

5 AOP records found

Search by **"Mother/Child Information"** – This is the default search option that appears upon navigation to the screen. To search for a Rejected AOP record by Mother/Child Information, one or more of the following parameters must be entered:

- Mother's Last Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all last names that begin with the entered data.
- Mother's First Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all first names that begin with the entered data.
- Mother's SSN
 - Value must be numeric.
 - Value must contain 9 characters (without hyphens).
- Child's Last Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all last names that begin with the entered data.
- Child's First Name
 - Full or partial name may be entered (Must be alpha characters).
 - Search will match all first names that begin with the entered data.
- Child's Date of Birth
 - The date entered may be an invalid date, but must be in valid date format (MM/DD/CCYY).

Input Information

Name: User026, Test | User ID: test026 | June 16, 2010 | 03:39:19 PM

Home Print Help Logoff

Acknowledgment of Paternity - Rejected Record Search

Search By: **Input Information** Letters/Labels

Please enter one or more search criteria below:

Input By: Input Date From: Input Date To:

Clear Search

Date Input	Input By	Mother's SSN	Mother's Full Name	Child's Full Name	Child's DOB	Letter Generated	Label Generated
5/17/2010	View	Test005	774-74-4444	QQQWilliams, Wendi	Williams, Walter	02/01/2010	05/26/2010
5/17/2010	View	Test005		QQQWendell, Willa	Wendell, Mister	04/31/2010	05/20/2010
5/17/2010	View	Test005	555-21-1111	White, Winter	White, Winnie	04/19/2010	05/20/2010
5/17/2010	View	Test005		White, Wilhelmina	White,		05/20/2010
5/17/2010	View	Test005		QQQWinston, Wanda	Winstoon, Winston		05/26/2010

5 AOP records found

Search by **"Input Information"** – A user may search the AOP Rejected Records based upon the worker who entered the record, and/or the date the record was entered.

- Input By – Enter a worker ID to search Rejected Records by worker.
- Input Date From/Input Date To – Enter a date range to search Rejected Records by the date the record was entered into the PTS Database. When using the Input Date to search the database, both the 'Input Date From' and 'Input Date To' must be entered. The 'Input Date To' must be equal to or later than the 'Input Date From.'

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Command Buttons

- Clear button - When a user clicks the "Clear" button, all the values from the input parameter text boxes and data grid are cleared. This button is useful when a user wants to start a new search. The previously entered search criteria are no longer stored.



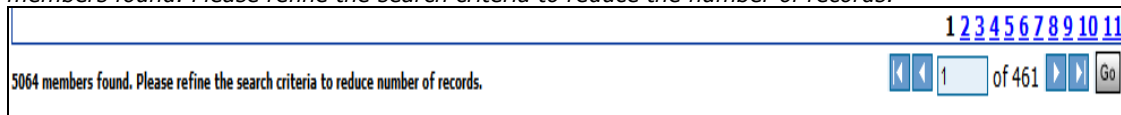
- Search button - To perform a search of rejected AOP records stored in the PTS Database, the user must choose a search type from the "Search By" drop down list, enter at least one search parameter, and click the "Search" button. The search will return a result set containing rejected AOP records matching the entered search parameter(s).



Search Results

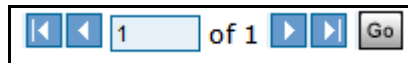
Below the search results, the number of rejected records returned by the search is displayed. Eleven records are displayed on the search page at one time. A maximum of 27 pages (297 records) are retrieved when a user performs a search of the PTS database. If more than 297 records are matched using the search criteria, the user will receive a message: "Please refine the search criteria to reduce the number of records." The user must modify the search criteria to narrow the search before proceeding.

Example: If user only searches "SMITH" in the Mother's Last Name field, the user receives the message "5064 members found. Please refine the search criteria to reduce the number of records."



Navigation through Search Results

Pagination controls are located in the bottom right corner of the screen, just below the results grid. The user may navigate between pages of records by clicking the arrow buttons to move forward or backward one page, or jump to the first or last page of records. In addition, a user may enter a specific page number in the page number field and click 'Go' to display that page of records.



Sorting Search Results

By default, search results are displayed in ascending order of the date the record was entered ('Date Input'). A user may sort the search results by any field by clicking on the column heading. Once the user has performed a sort of the results, a directional arrow appears next to the column heading to indicate that the results are sorted in ascending or descending order.

Date Input ▲		Input By
4/29/2010	View	Test006
5/17/2010	View	Test005
5/17/2010	View	Test005
5/17/2010	View	Test005
5/27/2010	View	Test005
5/27/2010	View	Test005

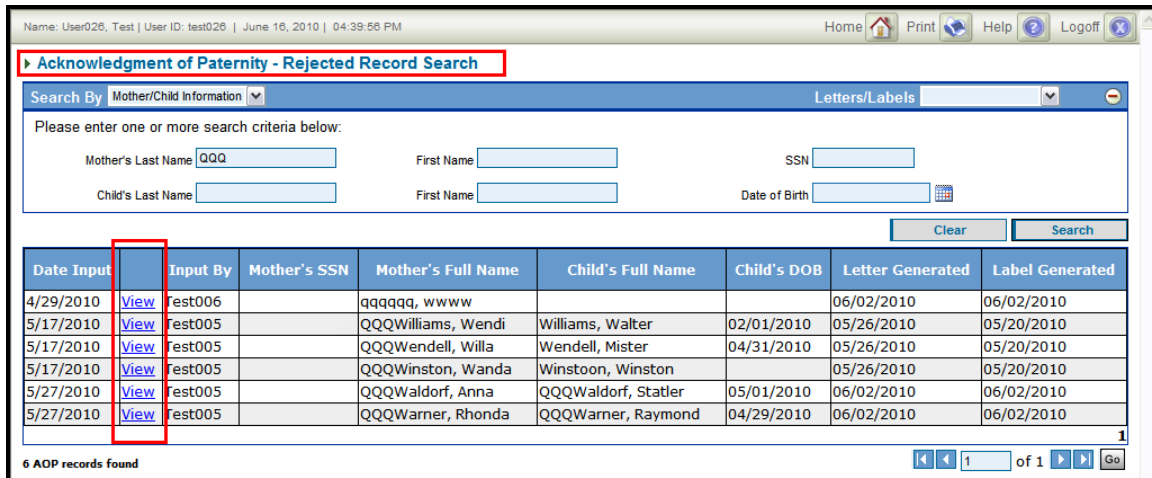
6 AOP records found

Date Input ▼		Input By
5/27/2010	View	Test005
5/27/2010	View	Test005
5/17/2010	View	Test005
5/17/2010	View	Test005
5/17/2010	View	Test005
4/29/2010	View	Test006

6 AOP records found

ACKNOWLEDGMENT OF PATERNITY – VIEW REJECTED DETAILS

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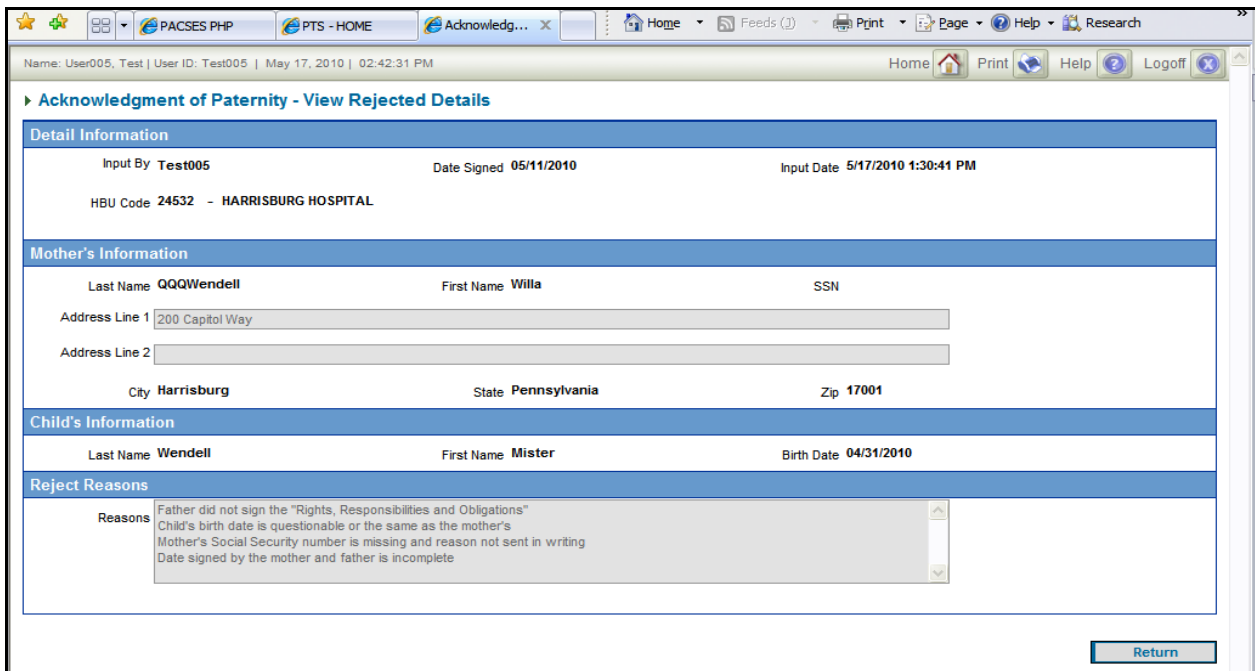
Screen Description

This read-only screen displays all the details of a particular Permanently Rejected AOP record.

Functions Provided

Viewing Details of a Rejected AOP Record

The Acknowledgement of Paternity – View Rejected Details screen allows the user to view the details of a specific Rejected AOP record. A user may access the screen only from the “Acknowledgement of Paternity – Rejected Record Search” screen by clicking the hyperlink in the View column for a specific record number.



A user may navigate back to the Acknowledgement of Paternity – Rejected Record Search screen by clicking the “Return” button.



****For User Accounts to be unlocked and Passwords reset, please contact the BIS Accounts Administration Helpline at 1-800-281-5340.***