DFA Logs & Reports

Windows Personal has two features built into the program that can help you do the following:

1. View messages and
2. Print detailed reports of assessments that are sent to the state DFA system.

You can view messages by each property record that is sent to the state DFA system with the PPAN you have selected using the steps below:

1. Select a PPAN, and then go to the property tab in the program.
2. Click on the property record you would like to view a message log on.
3. Press F9 on your keyboard or click on the F9=DFA Log button from the list of buttons at the bottom of the property list screen. A DFA Log display form will load.

WinPers

Apprentice Information Systems, Inc.

900 N Dixieland Rd - Suite 102
Rogers, Arkansas 72756

Phone: 479.631.8054
Fax: 479.631.9291
Email: Support@apprenticeIS.com

DFA Logs & Reports

The following columns/fields are listed on the DFA Log display form:
1. The request type (shows the assessment action performed on the property item).
2. The message (information that gets sent to the state DFA system).
3. Request by (the user who assessed the property record)
4. Request date (date assessment information was placed on the internal program message queue)
5. Submit date (date on which the message was sent from the internal program message queue to the state).
6. Submitted field (True or False verification that the message was sent to the DFA servers to be processed).
7. Verified field (True or False verification that the message was received from the DFA servers and processed)
8. Response text field (actual text of verified message that the state DFA system processed)
9. Response date (date on which a verified message was received back from the state)

If the submitted field is true but the verified field is blank, it means the message was sent from your system to the DFA servers, but for a particular reason a response has not been received from the DFA system. Depending on time lapsed since the message was sent, you may be required to contact a state streamline support representative to resolve this type of issue.

If the submitted field and verified field are both blank, it means the message has not been sent to the DFA servers from your system due to an internal problem that could arise. Please contact our office to resolve such a problem. Please tell the person answering the call that you're having a DFA message sending issue.

WinPers

DFA Logs & Reports

Next, you can run reports on assessment messages that have been created during a particular date period.

You can get these reports by doing the following:
1. From the reports menu, choose DFA Response Status Report
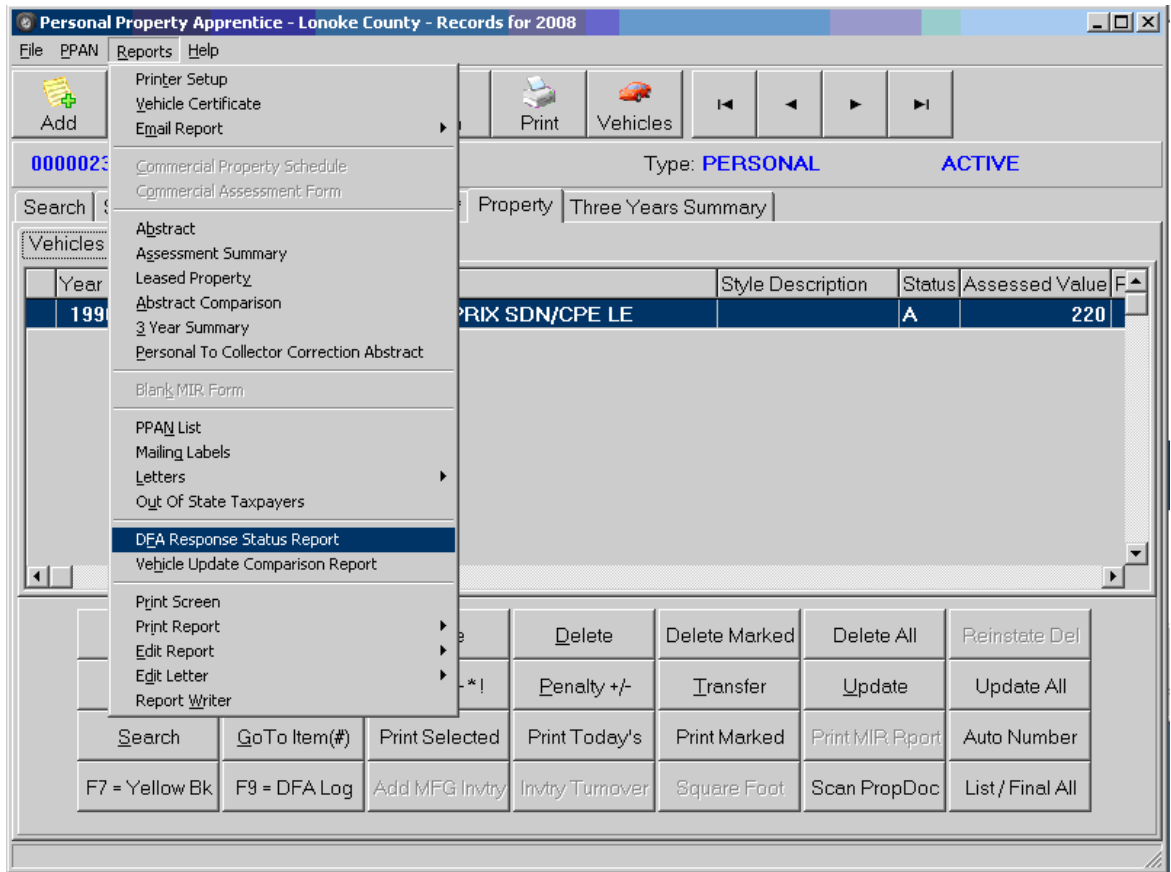
2. Provide the starting and ending date for the date range that you want to have the report give results on.
3. From the select records dropdown list, choose what type of message you would like to report on.
4. Click the OK button to load the report.

The report will be previewed on the screen, from where you can proceed to print it.

WinPers