

SNAP-QCS System Requirements

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SNAP-QCS System Requirements

1 Introduction

Welcome to the *FNS SNAP-QCS System Requirements*. This will outline the necessary system prerequisites for using and accessing the State system.

If you need assistance or further information, contact the SNAP-QCS Support Desk at:

1-866-762-7727 (1-866-SNAP-QCS)

snapqcs_support@fns.usda.gov

1.1 Requesting Access

There are two steps that need to be completed in order to obtain access to SNAP-QCS:

1. Register for a USDA [eAuthentication](#) (eAuth) account at Level 2 access or higher. Refer to the eAuth system's [Create an Account](#) page for instructions detailing this process for both federal government employees and non-employees.

Online self-registration is automatic, but a USDA LRA must then validate the new eAuth account.

2. Submit an *FNS Computer System Access Request* (FNS-674) to the FNS Information Technology Division Information Systems Security Officer (ISSO) with the necessary approvals.

RO personnel submit the form via their Regional Deputy Information Systems Security Officer (RDISSO). SNAP-QCS SA/ITO users should contact the SNAP-QCS representative at their respective FNS regional offices.

1.2 Requirements for Using SNAP-QCS

SNAP-QCS is a Web-based application that is designed for use with the Microsoft Internet Explorer Web browser.

To use SNAP-QCS, ensure that your workstation meets the following minimum requirements:

1. Your workstation runs one of the following versions of the Microsoft Windows operating system:
 - o Microsoft Windows Vista
 - o Microsoft Windows XP
2. Your workstation has Microsoft Internet Explorer version 7.x installed. (any sub-release of version 7, including version 7.0); SNAP-QCS is optimized for Internet Explorer version 7.x.

Note: If using Microsoft Internet Explorer version 8.x, run the Web browser in compatibility mode. For more information, refer to <http://support.microsoft.com/>.

3. Your workstation has one of the following versions of Microsoft Excel (included in Microsoft Office) installed:
 - o Microsoft Excel 2003
 - o Microsoft Excel 2007

Note: Microsoft Excel 2010 is currently not supported but may work. Please refer to section 1.3.4 Microsoft Excel 2010 Incompatibility for the work-around.

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1.3 Setting Up Your Workstation

Before logging on to SNAP-QCS, confirm or adjust the following three settings on your workstation (your personal computer):

1. Configure the Internet Explorer Web browser pop-up blocker settings to allow pop-up windows from SNAP-QCS.
2. Configure your workstation's screen resolution. SNAP-QCS is designed to operate on any workstation with a screen resolution setting of 1024 x 768 or higher.
3. Configure your workstation to always open Microsoft Excel file types in the Microsoft Excel application.

Note: If using Microsoft Internet Explorer version 8.x, run the Web browser in compatibility mode. For more information, refer to <http://support.microsoft.com/>.

1.3.1 Adjusting Pop-Up Blocker Settings

To function properly, SNAP-QCS must be able to open pop-up windows in the Microsoft Internet Explorer Web browser.

Note: The images used to illustrate the following steps depict the settings in version 7 of the Internet Explorer Web browser. For more information on Web browser compatibility with SNAP-QCS, refer to [Requirements for Using SNAP-QCS](#).

To properly configure Web browser pop-up blocker settings for SNAP-QCS, use the following steps:

1. From the **Tools** menu of your browser, click **Internet Options**.

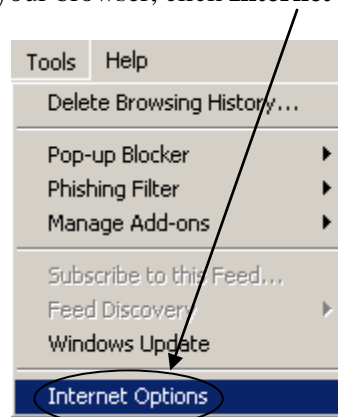


Figure 1: Browser Tools Menu, Internet Options

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2. Result: The Internet Options dialog box opens. Click the **Privacy** tab.

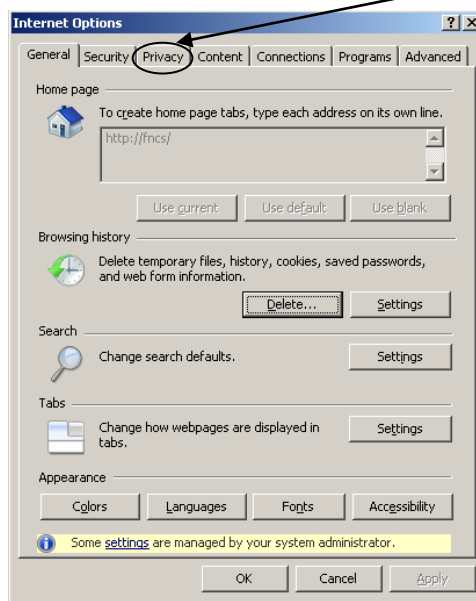
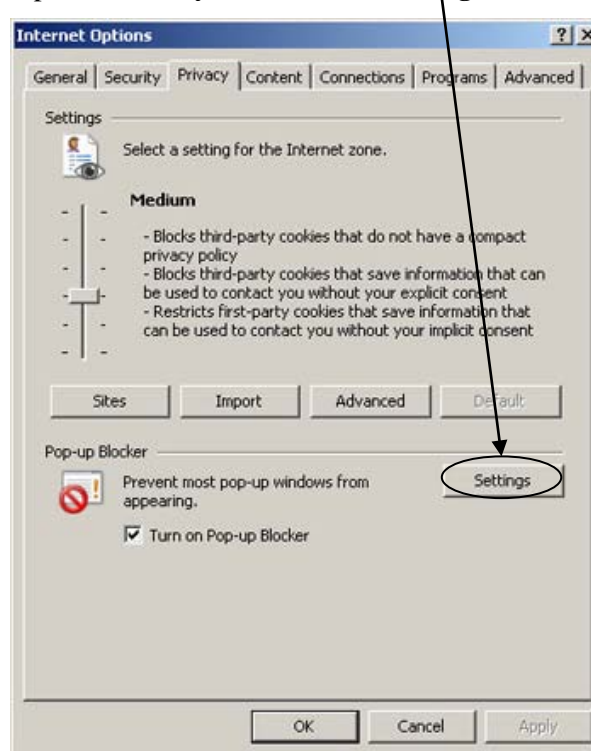


Figure 2: Privacy Tab, Internet Options Dialog Box

3. Result: The Internet Options **Privacy** screen. Click **Settings** in the Pop-up Blocker section.



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4. **Result:** The Pop-up Blocker Settings dialog box opens.

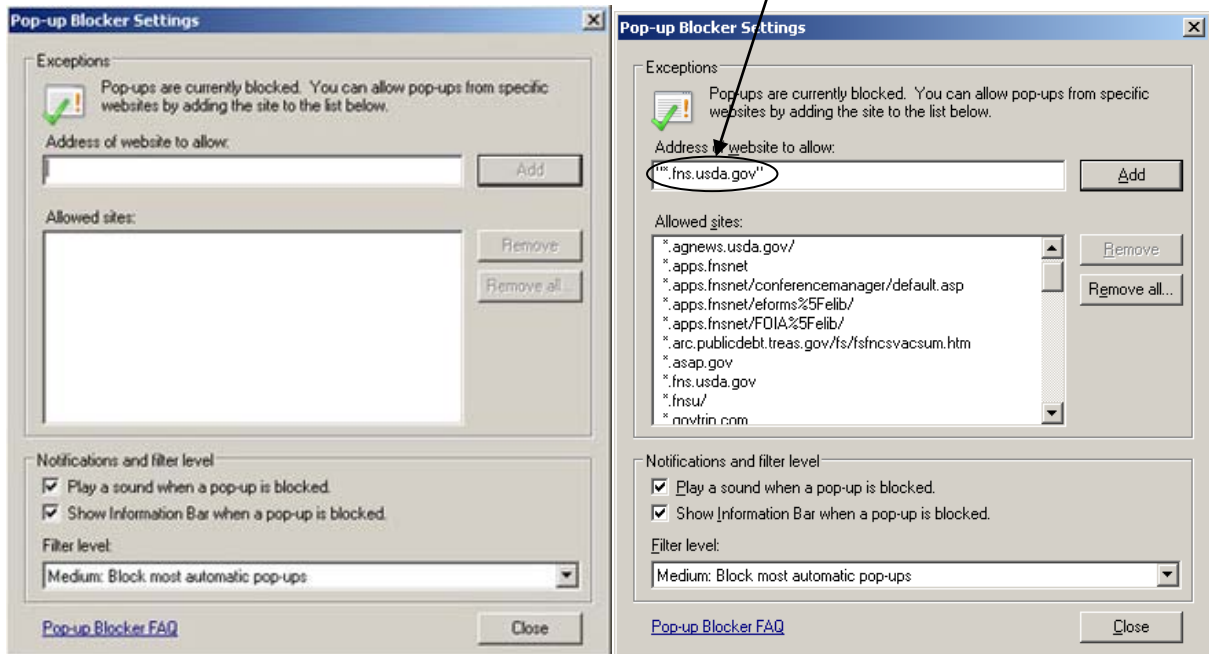
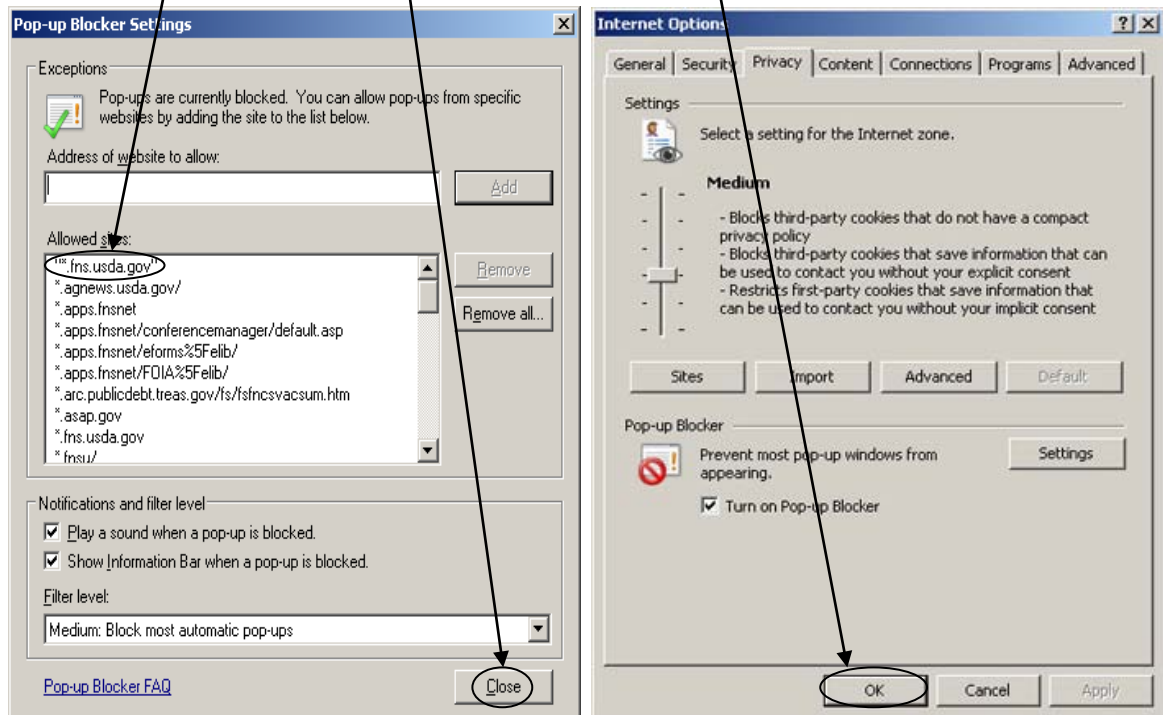


Figure 3: Pop-up Blocker Settings Dialog box

5. **Result:** "`*.fns.usda.gov`" appears in the **Allowed Sites:** text field. Click **Close**.



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1.3.2 Setting Screen Resolution

SNAP-QCS is designed to operate on any workstation with a screen resolution setting of 1024 x 768 or higher. **Note:** A screen resolution of 1024 x 768 is the minimum. You can set this higher if you need to.

Check and, if necessary, adjust your screen resolution using the following steps:

1. From the Microsoft Windows Desktop, right-click and select **Properties** from the right-click menu.

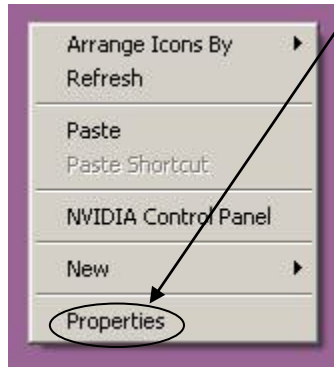


Figure 4: Right-click Menu

2. **Result:** The **Display Properties** dialog box opens. Click the **Settings** tab of the Display Properties dialog box. Adjust the **Screen resolution** control to the 1024 by 768 pixels setting. Click **OK**.

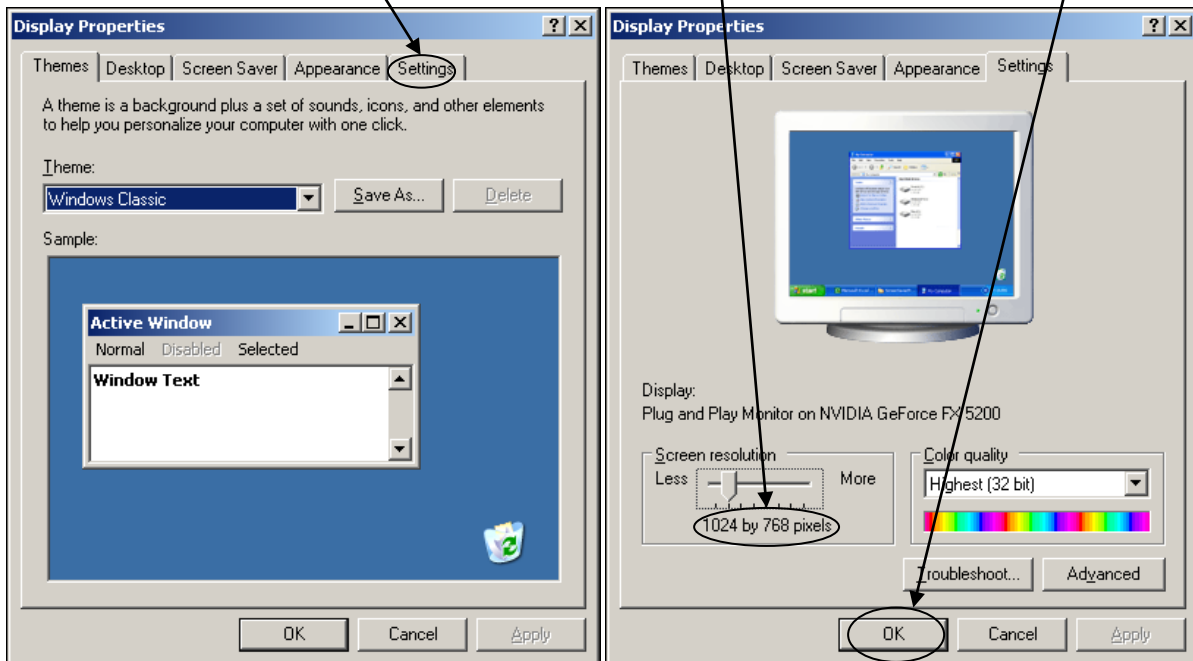


Figure 5: Settings Tab, Display Properties Dialog Box

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3. If the Monitor Settings dialog box opens, click **Yes**.

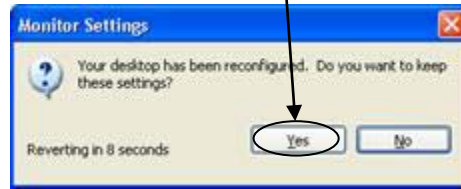


Figure 6: Monitor Settings Dialog Box

Note: If you cannot adjust your screen resolution settings, contact your system administrator for assistance.

1.3.3 Opening Forms in Microsoft Excel

It is strongly recommended that you configure your workstation to open the Microsoft Excel files launched from within SNAP-QCS outside of the Internet Explorer Web browser.

To configure your Microsoft Windows XP workstation to always open files with Excel-related file extensions in the Microsoft Excel application, use the following steps:

1. Close or save any Excel file you currently have open and close the Excel application.
2. Double-click the **My Computer** icon on the Microsoft Windows Desktop.
3. **Result:** The My Computer window opens. From the **Tools** menu, click **Folder Options**.

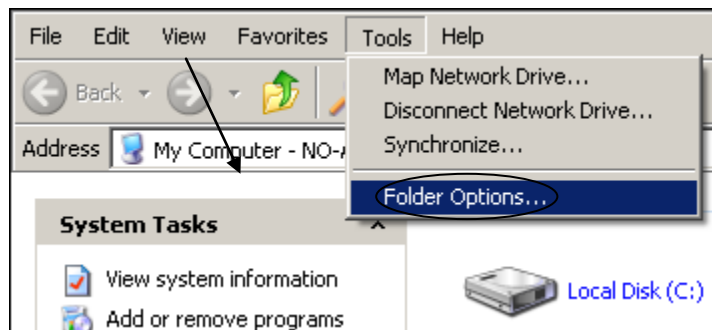
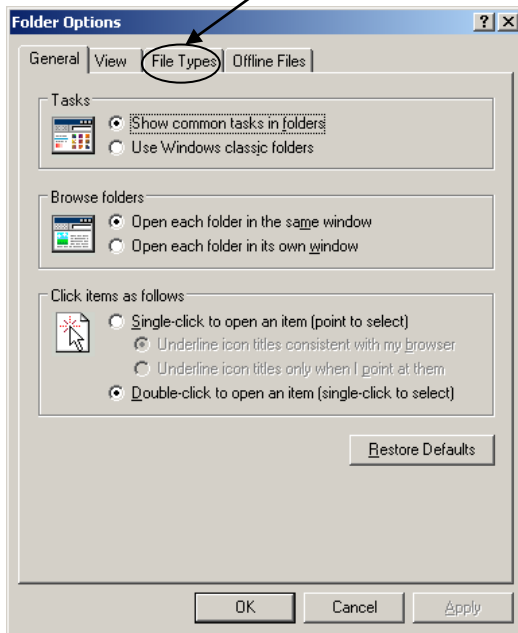


Figure 7: Folder Options

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4. *Result:* The Folder Options dialog box opens.

Click the **File Types** tab.



In the **Registered file types** list, click the **XLS** extension. Use **XLSX** if using Excel 2007.

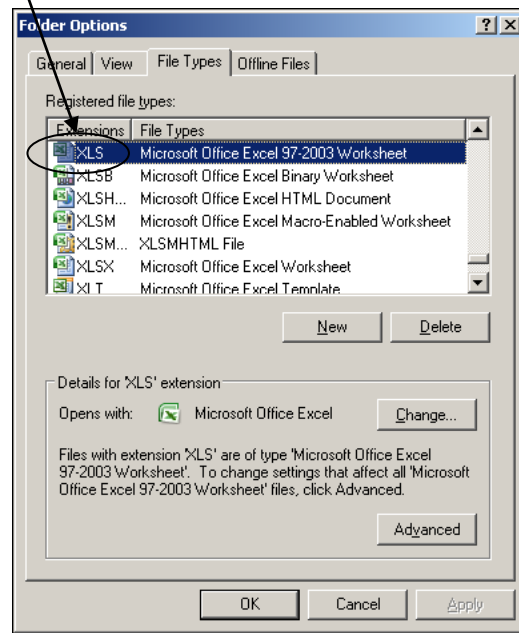


Figure 8: File Types Tab, Folder Options Dialog Box

5. Click **Advanced**.

Result: The **Edit File Type** dialog box opens.

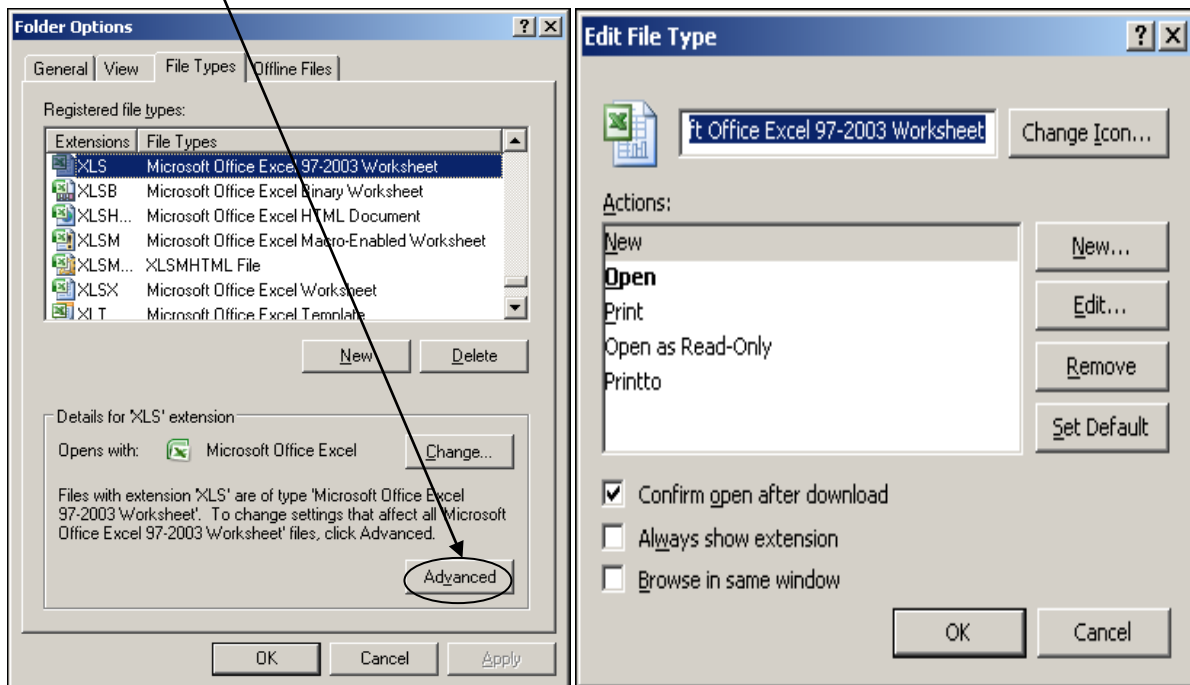
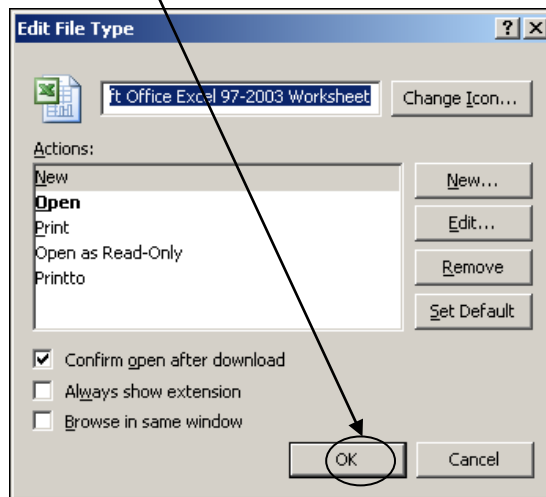
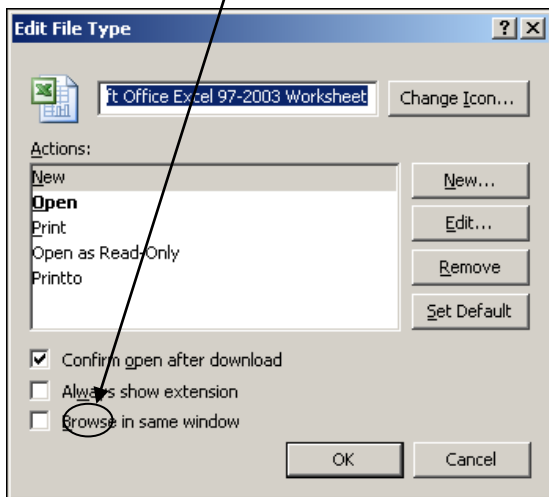


Figure 9: Edit File Type Dialog Box

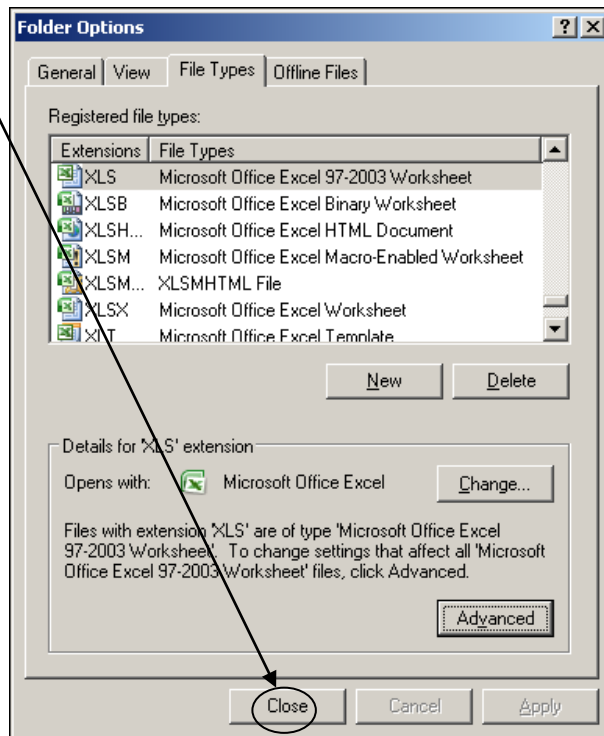
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6. Clear the **Browse in same window** check box. Click **OK** to close the Edit File Type dialog box.



Note: If you have Excel 2007, perform steps 1-6 using **XLSX** instead of **XLS**.

7. Click **Close** to close the Folder Options dialog box.



Note: If you cannot update the behavior of your XLS and XLSX file extensions, contact your system administrator for assistance. For other versions of Microsoft Windows, consult the **Help** documentation for your operating system.

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1.3.4 Microsoft Excel 2010 Incompatibility

Excel 2010 is currently not supported by the SNAP-QCS State system. Users using Microsoft Excel 2010 may experience inconsistent results. In the example below, using Excel 2010, all the fields have been zeroed out even though they actually contain values or blanks. There is currently an interim solution that allows you to continue to use SNAP-QCS with Excel 2010. You may click the **Enable Editing** tab on the yellow Protected View bar to continue using SNAP-QCS with Excel 2010.

The screenshot shows a Microsoft Excel 2010 window with a yellow Protected View bar at the top. The bar contains the text "Protected View This file was opened from a potentially unsafe location. Click for more details." and a yellow button labeled "Enable Editing" which is circled in yellow. The spreadsheet content is titled "QUALITY CONTROL REVIEW SCHEDULE" and contains a form with various input fields, many of which are zeroed out.

Section 1 - Review Summary

| 1. QC Review Number | 2. Case Number | 3. State | 4. Local Agency | 5. Sample Month and Year | 6. Stratum | 7. Disposition | 8. Findings | 9. SNAP Allotment Under Review | 10. Error Amount | 11. Case Classification |
|---------------------|-------------------------|----------|-----------------|--------------------------|------------|----------------|-------------|--------------------------------|------------------|-------------------------|
| 0 0 0 0 0 0 0 | 0 0 0 0 0 0 0 0 0 0 0 0 | 0 0 | 0 0 0 | 0 0 0 0 0 0 0 | 0 0 | 0 | 0 | 0 0 0 0 | 0 0 0 0 | 0 |

Section 2 - Detailed Error Findings

| 12. Element | 13. Nature | 14. Cause | 15. Error Finding | 16. Error Amount | 17. Discovery | 18. Verified | 19. Occurrence | a. Date | b. Time Period |
|-------------|------------|-----------|-------------------|------------------|---------------|--------------|----------------|-----------------|----------------|
| 1 | 0 0 0 | 0 0 0 | 0 0 | 0 | 0 0 0 0 0 0 | 0 0 | 0 0 | 0 0 0 0 0 0 0 0 | 0 |
| 2 | 0 0 0 | 0 0 0 | 0 0 | 0 | 0 0 0 0 0 0 | 0 0 | 0 0 | 0 0 0 0 0 0 0 0 | 0 |
| 3 | 0 0 0 | 0 0 0 | 0 0 | 0 | 0 0 0 0 0 0 | 0 0 | 0 0 | 0 0 0 0 0 0 0 0 | 0 |
| 4 | 0 0 0 | 0 0 0 | 0 0 | 0 | 0 0 0 0 0 0 | 0 0 | 0 0 | 0 0 0 0 0 0 0 0 | 0 |
| 5 | 0 0 0 | 0 0 0 | 0 0 | 0 | 0 0 0 0 0 0 | 0 0 | 0 0 | 0 0 0 0 0 0 0 0 | 0 |
| 6 | 0 0 0 | 0 0 0 | 0 0 | 0 | 0 0 0 0 0 0 | 0 0 | 0 0 | 0 0 0 0 0 0 0 0 | 0 |
| 7 | 0 0 0 | 0 0 0 | 0 0 | 0 | 0 0 0 0 0 0 | 0 0 | 0 0 | 0 0 0 0 0 0 0 0 | 0 |
| 8 | 0 0 0 | 0 0 0 | 0 0 | 0 | 0 0 0 0 0 0 | 0 0 | 0 0 | 0 0 0 0 0 0 0 0 | 0 |

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In the example below, the review schedule now displays the proper values. Depending on the configuration of individual workstations, this step may not be necessary. If you use 'Enable Editing' you will need to click the button each time you open an Excel 2010 file until Excel 2010 is officially supported by the SNAP-QCS State system.

Note: Using Excel 2010 is not recommended until it is officially supported by the SNAP-QCS State system. If possible, you should revert to a previous version of Microsoft Excel.

outputForm3801[1].xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Add-Ins Acrobat Team

Clipboard Font Alignment Number Styles

CG3 QUALITY CONTROL REVIEW SCHEDULE

1 U.S. Department of Agriculture - Food and Nutrition Service Form Approved OMB No. 0584-0299

2 Expiration Date 01/2010

3 **QUALITY CONTROL REVIEW SCHEDULE**

4 PRIVACY ACT/PAPERWORK REDUCTION ACT: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0299. The time required to complete this collection is estimated to average 1.05 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. This report is required under provisions of 7 CFR 275.14. This information is needed for the review of State performance in determining recipient eligibility. The information is used to determine State compliance, and failure to report may result in a finding of non-compliance.

11 **Section 1 - Review Summary**

| | | | | | |
|------------------------|---------------------|--------------------------------|------------------|--------------------------|------------|
| 12 1. QC Review Number | 2. Case Number | 3. State | 4. Local Agency | 5. Sample Month and Year | 6. Stratum |
| 13 6 3 4 0 1 0 | 9 0 2 9 5 6 9 3 0 4 | 2 5 | 4 9 0 | 0 7 2 0 1 1 | |
| 14 | | | | | |
| 15 7. Disposition | 8. Findings | 9. SNAP Allotment Under Review | 10. Error Amount | 11. Case Classification | |
| 16 3 | | | | | |
| 17 | | | | | |

19 **Section 2 - Detailed Error Findings**

| 20 12. Element | 13. Nature | 14. Cause | 15. Error Finding | 16. Error Amount | 17. Discovery | 18. Verified | 19. Occurrence | |
|----------------|------------|-----------|-------------------|------------------|---------------|--------------|----------------|----------------|
| | | | | | | | a. Date | b. Time Period |
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