

VIEWDIRECT "Recipient ID" Request

AGENCY NAME:

AGENCY CODE: (3 character)

ADDRESS:

REQUESTOR'S NAME:

PHONE NO.:

REQUESTED RECIPIENT ID (6-10 characters):

AGENCY CODE(S) AUTHORIZED TO VIEW:

REMOTE PRINTER ID (RMTxxxx):

EIS PRINTER CODES (4 CHARACTER):
(this field is not required if you know the "RMTxxxx" number)

AGENCY ACCOUNTING CODE:

FMIS FUNCTIONAL COORDINATOR SIGNATURE: _____ **DATE:**

FMIS SECURITY OFFICER SIGNATURE: _____ **DATE:**

When this form is complete, please send (or FAX) to:
EIS Operations
DOIT
45 Calvert Street FAX:410-558-6640
Annapolis, MD 21401 No Cover Sheet

For EIS use Only:
PASSWORD: _____

PRINTER JCL: _____
Updated 04/2009

The following procedure should be used to add VIEWDIRECT access to R*STARS reports for a new report recipient, modify VIEWDIRECT access to R*STARS reports for an existing report recipient security profile, or delete a VIEWDIRECT report recipient security profile or profiles:

Obtain a blank EIS VIEWDIRECT "Recipient ID" Request Form .

- 1. Agency Name** - Enter the home agency name of the user.
- 2. Agency Code** - Enter the 3-character Agency Code associated with the requestor's Financial Agency.
- 3. Address** - Enter the mailing address of the person requesting the Recipient ID.
- 4. Requestor's Name** - Enter the first and last name of the person requesting the Recipient ID.
- 5. Phone** - Enter the telephone number of the person requesting the Recipient ID.
- 6. Requested Recipient ID** - Enter a desired 6-10 character id.
- 7. Agency Code(s) Authorized to View:** Enter the 3-character Batch Agency Code(s) for those agencies for which the report recipient is authorized to view R*STARS reports in VIEWDIRECT.
Note: Wildcard characters are not permitted when specifying agencies for report viewing in VIEWDIRECT.
- 8. Remote Printer ID** - Enter the remote printer id (RMTxxxx) for the printer on which the recipient will print R*STARS reports from VIEWDIRECT.
- 9. EIS Printer Code (4 character)** - Enter the 4-character CICS printer id for the printer on which the recipient will print R*STARS reports from VIEWDIRECT. This field is not required if the above Remote Printer ID (RMTxxxx) is entered.
- 10. Agency Accounting Code (for ADC Job Accounting)** - Enter the agency ADC account number to which charges for printing reports from VIEWDIRECT will be billed.
- 11. FMIS Functional Coordinator** - The FMIS Functional Coordinator signs and dates the form.
- 12. FMIS Security Officer** - The FMIS Security Officer signs and dates the form.
- 13.** Send the completed and signed form to EIS Operations, 45 Calvert St., Annapolis, 21401 or fax it to 410-558-6640 (no cover sheet please).

The EIS Operations ensures that the VIEWDIRECT Recipient ID is created, with a password and printer JCL, and notifies the requestor.