

EFFECTIVE

January 1, 2002.

SUBJECT

1. Services Case Activity Reporting
2. MPS Warrant Stop Payment Request
3. Custom Cross-Reference Links

**1. SERVICES
CASE ACTIVITY
REPORTING**

SRM 171, Services Case Activity Reporting, has been updated to reflect changes due to the interface from SWSS-FAJ to CIS. No FIA-5S forms or services case transactions are needed to open, change or close service programs 2 and 4. When the case updates are completed on SWSS-FAJ, the operator will be prompted to send the changes as needed to CIS. The SWSS-FAJ operator will receive a completed transaction number or error message from the interface while remaining in SWSS-FAJ.

**2. MPS WARRANT
STOP PAYMENT
REQUEST**

Additional clarification was added to the procedures in SRM 192 regarding lost, destroyed, not received and stolen warrants. The M-1009, Affidavit Claiming Lost, Destroyed, Not Received or Stolen State Treasurer's Warrant, completed by the local office must be received by Warrant Control in central office in order to complete the stop payment process.

**3. CUSTOM
CROSS-
REFERENCE
LINKS**

Custom Cross-Reference links are being established throughout this and other online manuals.

**Where Links
Will Appear**

A link appears as blue text on the page of an online manual item when you are referred to a separate section or subsection:

- within that item,

- in another item of the same manual, or
- in another manual

Note: No change bar appears in the “target” item when the only change to the line of text is a cross-reference link.

Cursor Change

Your cursor will change from an arrow to a hand when you pass it over the blue text.

Using the Link

To use a cross-reference link, click on the blue text (referred to as the “source”). The system will automatically take you to that manual section or subsection. Your target will appear in reverse highlight on the page.

Returning to Your Source

When you have finished reviewing and want to return, you can go back to the source in either of two ways:

1. **Right-click** on the section/subsection heading. A drop-down box will appear. Left-click on the first choice, “Go Back To Source.”
2. Left-click on Navigation in the menu bar, then on “Go Back To Source.”

Manual Maintenance Instructions

Be aware that Manual Maintenance Instructions at the end of each bulletin lists all the documents that have changed from the previous release. These will include manual items where the only change is the addition of custom cross-reference links.

Printed copies of this package (bulletin plus manual pages) will not include manual items where the only change was an added link (such as custom cross-reference or index links, etc.).

**Links in the
Internet Version
of the Manuals**

The custom cross-reference links will be available in the Internet version of the manuals. See Where Links Will Appear above.

Exception: Links to manuals not available on the Internet are displayed but will not connect. You will receive a message explaining the manual referred to is unavailable in an Internet version.

Enhancements

Future enhancements includes adding new categories to Manual Maintenance Instructions:

- Changed Items (content changes)...
- Changed Items (link changes only)...
- End Dated Manuals

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

SRM 152

SRM 171

SRM 172

SRM 192

SRM 230

SRM 265

Changed Items (link changes only) ...

SRM 234

SRM 240