

I N S T R U C T I O N S  
January 2002

WinASPE

WinASPE 4.0 is a new application and will not upgrade previous versions of this program. If you are using version 3.x or earlier, please rename the WinASPE folder on your hard drive (i.e. Old WinASPE) before installing this new version.

Note: If there are participants/grantees that have active grants and you need to revise, modify, or cancel their insurance, please use the version of WinASPE that they were originally enrolled under.

For Technical Support, Call (202) 619-4943

If your computer does not have a CD Rom drive, please contact USDOS - Executive Officer (202) 619-4943 and a set of diskettes will be mailed to you. If your computer does not have any of these capabilities, please contact your USDOS program officer. You will be sent an alternate means of enrolling participants in the ASPE Insurance Program.

WinASPE

The application on the enclosed CD and diskette (WinASPE 4.0) is designed to simplify and speed the enrollment of USDOS program participants in the *Accident and Sickness Program for Exchanges (ASPE)*. WinASPE will help you enter the data needed to enroll participants. Copy the data to a 3.5” diskette and mail it to USDOS at the address listed on the last page of these instruction sheets or send the enrollment data via e-mail to: [monitor@eca.state.gov](mailto:monitor@eca.state.gov).

This program will also print the appropriate personal information on the provided ASPE identification cards; and as an added benefit, you can use it to store participant data for your own records. USDOS uses the data you provide to maintain a unified database of participants covered by this program and to transmit enrollment information to the Third Party Administrator, *Outsourced Administrative Systems, Inc.* (OASYS).

To use this PC-based application, you will need:

1. a PC (Pentium or better recommended) running Windows 95, Windows 98, or Windows NT,
2. a hard disk with approximately 20-MB free space,
3. a 3.5” diskette drive, and
4. a CD Rom drive.

To print ASPE insurance identification cards, you will need:

1. a windows supported printer (HP Laser compatible recommended).

To send the information back to USDOS, you will need:

1. one blank, formatted 3.5” diskette, or
2. an e-mail account with Internet access.

WinASPE includes guidance (for most fields) on the last line of the screen. If you have questions or need further assistance, please call ECA-Executive Office at 202-619-4943.

**Installation**

**Getting Started**

The WinASPE CD includes an installation utility. This utility will copy files (programs and data) from the CD to the directory that you specify on your computer’s hard drive. The installation utility may be mailed to you on CD and/or diskettes, or you can download it from the Internet at <http://exchanges.state.gov/aspe/>. Do not put www in front of the [exchanges.state.gov/aspe/](http://exchanges.state.gov/aspe/).

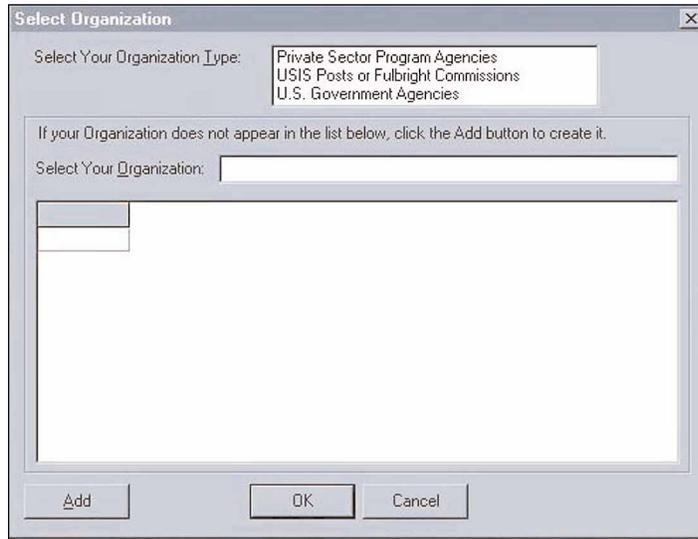
- 3/4 down the page on the left is the Single file download for ver. 4.0 of WinASPE and the *Activation* key.
- There is a user name and password, which must be entered to download the files. The username is **aspe**
- The password is **salut** (both words are lowercase).
- Save the single file download to your hard drive (make sure you remember where you save it).
- Insert a floppy into the A drive and click on the word *Activation*, and follow the instructions.
- After you have finished both downloads, close your browser and use windows explorer or My Computer to find the WinASPE application. At this time you can either leave the floppy containing the *aspe.ini* file in your drive, or eject it. (WinASPE will prompt you to insert the floppy during installation.) Double-click the WinASPE application to start the installation process.
- Once done you are ready to run the program.

If you are installing the WinASPE program on more than one computer you must have a new *activation key* (aspe.ini) file. Please contact USDOS-Executive Office at (202) 619-4943 if you need additional files or you can download the file from the internet at <http://exchanges.state.gov/ASPE>

**To install WinASPE**

- Place the WinASPE CD in your CD drive.
- Place the floppy disk with the *aspe.ini* file in the A drive.
- On your desktop double-click the icon My Computer, CD drive, then WinASPE icon.
- Follow the instructions on the screen during the installation process. When the installation is complete you will need to launch the WinASPE program.
- You can access the program from the start menu, or double-click on My Computer, C drive, the WinASPE folder and WinASPE icon.

Unless you delete the WinASPE program from your hard drive when you finish data entry, you can enroll new participants at any time without reinstalling the software. To restart WinASPE, select the Programs option from the Start menu, and then select the WinASPE option from the USDOS menu, or go to C:/Program Files/WinASPE.



**Information about your organization**

**Identify your organization**

When you run the application for the first time, the WinASPE will prompt you to select the organization that you represent. There are three organization classifications:

- Private Sector Program Agency
- USIS Post or Fulbright commission
- U.S. Government Agency.

Select the option that best describes your organization. Once you make a selection, a list of organizations of that type is displayed. After you select the name of your organization from the list, WinASPE stores your selection and will not prompt you for it again.

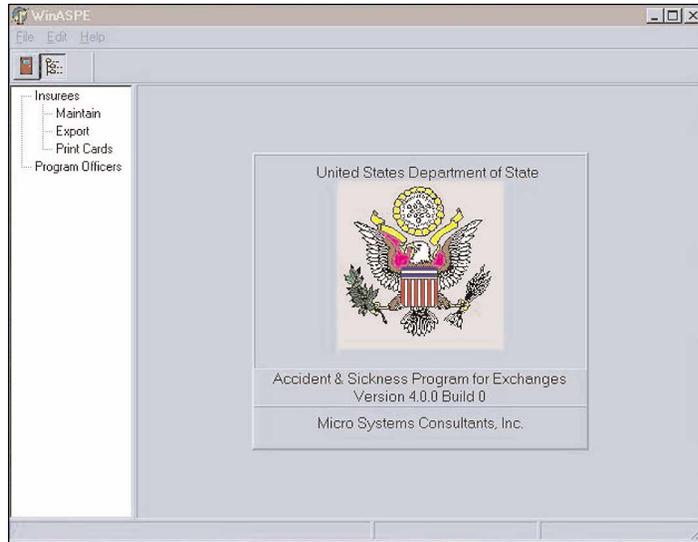
You can search for an organization by typing its name in the “Select Your Organization” box, or by using the PageUp, PageDown, and the arrow keys to scroll through the list. When your organization is highlighted, click on the “OK” button to select it. WinASPE will include this information with each enrollment record that you submit.

If your organization is not on the list, click the *Add* button. When you have typed your organization’s name, press TAB to move to the organization’s id column. Enter the id number supplied to you by USDOS, (if you were not given an organization id, please call ECA–Executive Office at (202) 619-4943 to be issued a number) then press TAB to save the new record. When this is complete, highlight your organization in the updated list then click on the “OK” button to select it.

This completes the start-up procedures and brings you to the Main WinASPE window. Unless you reinstall WinASPE in the future, you will be taken directly to this window when you start it the next time.

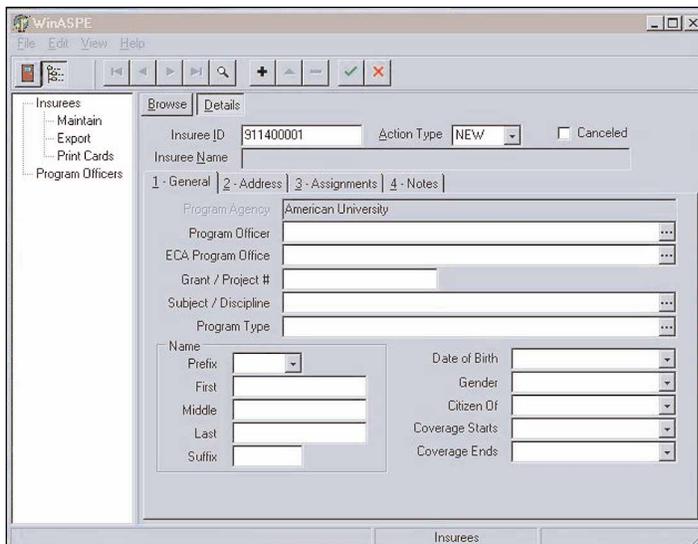
**Identify your program officials**

After identifying your organization, you need to enter basic information about the program officers in your organization who will be responsible for the projects administered. This information will appear on the participant identification card as “Name of Auth. Prog. Official”. To add this information, select the “Program Officers” option from the Navigation Tree or from the Edit menu. The navigation tree is located in the upper left of the screen. The right side of the screen now displays a grid where you can enter your Program Officers’ names and phone numbers.



**Main window**

There are four basic options available in the WinASPE program. These options can be selected from the Navigation Tree on the left side of the Main Window, or they can be accessed from the File and Edit menu options. When you select one of the options, the right side of the window will change to display the properties associated with that option.



**Maintain insurees**

Use this option to add information about new participants whom you wish to enroll in the USIA Accident and Sickness Program, or to modify/delete information about program participants already enrolled.

***Navigating the insuree form***

When you select the Insuree Maintenance option, you will see a list of all the participants that you have entered information for. You can:

INSERT	Add a new participant
ENTER	Change information on the highlighted participant
ALT-B	Switch to the Browse List of existing participants
ALT-D	Switch to the Details view for the selected participant
CTRL-D	Add a new participant with information from the highlighted record
CTRL-F	Use Find to locate a Participant record
F8	Mark selected record to Reprint the identification card
F9	Mark selected record to be exported to USIA
DELETE	Delete the highlighted participant

If you are entering multiple participants with similar information, you can save time by using the “Create Duplicate Insuree” feature. Enter and save the information for the first participant, then press the CTRL-D keys to create a new record using the information from the previous record as a starting point. You can then change any information that needs to be different and save the record.

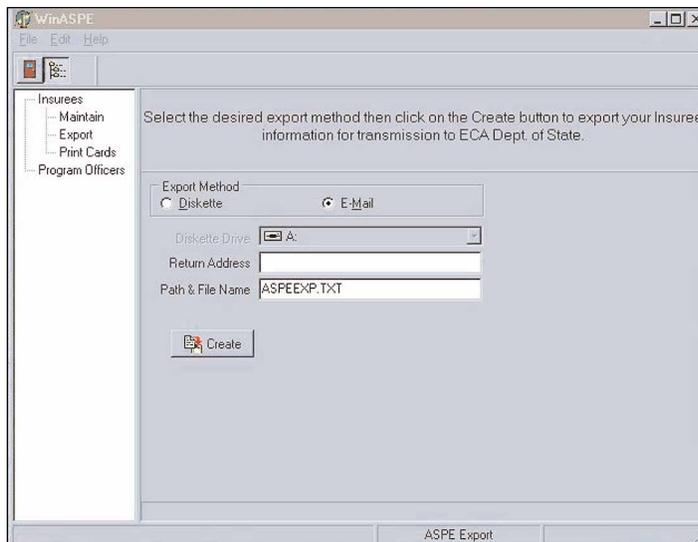
From the Browse window you can also click on one of the column headers to change the sort order of the list.

***Adding/modifying***

Once you are in the Details view, enter the information requested in each field and press TAB to proceed to the next field or SHIFT-TAB to move to the previous field. Use the PageUp and PageDown keys to move to a different page on the form. Follow the instructions on the status line (the last line of the screen) until you reach the end of the form or have entered all relevant information. In some instances you cannot proceed until you have entered the required information. Press CTRL-S at any point in the form to save your work.

***Assistance***

If you encounter difficulties while entering participant information, please refer to *Helpful Hints while Entering Information* on page 6.



**Export insurees**

The export feature gives you 2 methods of transmitting your participant information back to USDOS:

1. copy participant information onto a 3.5” diskette to mail to USDOS, or
2. create a file that you can attach to an e-mail message and send to USDOS.

Although you have the choice of sending your participant information to USDOS via e-mail or 3.5” diskette, we urge you to use the e-mail as it is much more safe and efficient. Data on your program officers is not exported.

If you choose to send enrollments by e-mail, you must send your export file (e.g. myfile.txt) via your e-mail service to [monitor@eca.state.gov](mailto:monitor@eca.state.gov). WinASPE creates the e-mail file but does not transmit it automatically. You must transmit this file as a separate step. If you do not receive a message acknowledging receipt of your e-mail within 48 hours, please contact 202-619-4943 for assistance.

**How to export data**

WinASPE prompts you to place a blank, formatted diskette in a drive on your PC and to enter the name of that drive (usually A or B). Once you confirm the drive, WinASPE copies new participant data to the diskette. You should mail the diskette to:

Cindy Malecki  
 U.S. Department of State  
 ECA-IIP/EX/S (ASPE Insurance)  
 301 4th Street SW, ROOM 534  
 Washington, DC 20547

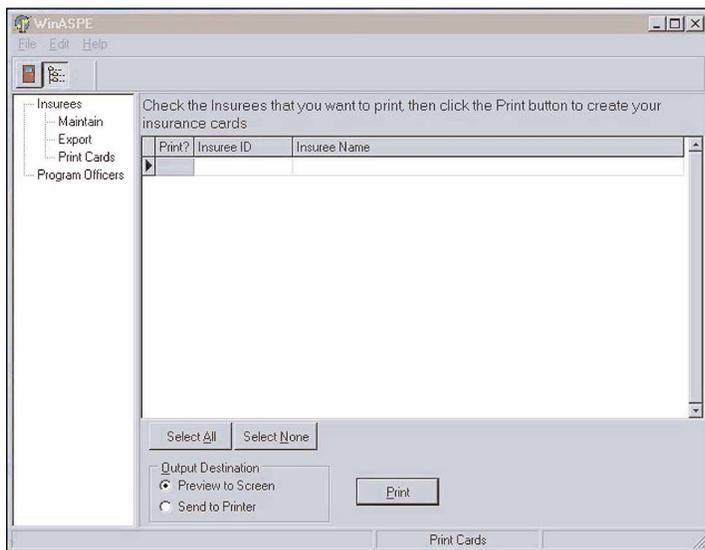
To send a file by e-mail, you will be prompted to fill in the following information:

- a. Your e-mail address (this is used to notify you when we receive your enrollments), and
- b. The name of the file you wish to send to us (you must give your export file a file name, preferably something like “myfile.txt”—all export files must end in .txt

(If you do not specify a directory path with the name, the file will be found in the C:\WinASPE directory.)

**New/updated records**

Only new records and records that have been updated since the last export are copied to the diskette. Therefore, you must mail all export disks to USDOS. If you export records on Jan. 1 and Jan. 3, but mail only the Jan. 3 disk, USDOS will receive only the new records and the records changed between Jan. 1 and Jan. 3.



**Print insurance cards for insurees**

WinASPE will print the appropriate information on the ASPE Insurance Enrollment cards supplied to you USDOS.

**How to print**

Insert the blank card stock into your printer. Blank WinASPE identification cards may be ordered from USDOS (202) 619-4943. Select the Print Cards option from Navigator Tree in the upper left corner

of the screen, or the Print option from the File menu . All participants who have not had a card printed will be displayed in the resulting Insuree list. If there are participants in the list that you do not want to print, just uncheck the box under the “Print?” column by clicking on it. (All highlighted participants will be printed.) Once you are satisfied with your selections, select either Preview to Screen or Send to Printer for the Output Destination, then click on the Print button to begin the process. Once WinASPE has sent the cards to your printer, you will be asked if the information printed successfully or not. Clicking “Yes” will mark all of the selected Participants as being printed; clicking “No” will leave them marked as unprinted.

**Reprinting cards**

After a record has been printed, WinASPE will mark the record as Printed. If you test the print function on photocopied cardstock (or make a mistake in printing) and need to reprint a participant’s information, highlight the record in the Participant Maintenance Browse view and press the F8 key to reset their “Printed” flag. When you go back to the Print Cards option, the participant will appear in the list of insurees that need to be printed.

**Print setup**

Due to variations in printer alignment and the pre-printed Insurance Card Stock, the information on your cards may not line up precisely. Fortunately, the alignment options can be easily adjusted by selecting the Print Setup option from the File menu. From here you can adjust all aspects of the Insurance Card layout. A brief explanation of what these settings mean follows (all measurements are in inches):

- *Cards Down a Page* is the number of cards that appear vertically down each page.
- *Cards Across a Page* is the number of cards that appear horizontally across each page.
- *Card Height* is the height of an individual card.
- *Card Width* is the width of an individual card.
- *Distance From Top of Page to First Card* is the distance from the top edge of the page to the top of the first card.
- *Distance From Left Edge of Page to First Card* is the distance from the left edge of the page to the left edge of the first columns of cards.
- *Distance From the Top of one Card to Top of Next* is the distance from the top edge of one card to the top edge of the next card below it.
- *Distance From the Left of One Card to Left of Next* is the distance from the left edge of one card to the left edge of the next card to the right of it.

**Caution**

USDOS supplies only enough cardstock to print one card per participant. We suggest you photocopy the blank card stock to test the print function before inserting card stock.

**Program officers**

Use this option to add the names of your Authorized Program Officials or modify the information you entered during start-up. This option functions in the same way as the participant option. WinASPE shows you a scrolling list of program officers, and you add, modify or delete information by pressing INSERT or by highlighting a name and using the appropriate keys.

**Helpful hints while entering information**

**General**

While we hope that the WinASPE application is intuitive, several items may need a word of explanation.

**Participant last name**

Our Third Party Administrator (OASYS) sorts enrollee records alphabetically by last name. If a participant has two surnames (e.g. Arturo Delgado Campana), you should enter both the *first* and *second* last name in this field. Be sure to have the names listed in the same order on the ID card as they will be listed in the system.

**USDOS Program office**

Select the USDOS office that is handling the participant’s program (e.g. E/AEN for Fulbright programs in North Africa, the Near East and South Asia). The office symbol is also included in the USDOS grant



number as the first characters before the “-.” If you do not know the program office, please call your USDOS program officer.

A group project (e.g., a regional IV program or a citizen-exchanges project) is an exchange activity designed for a specific group of participants (usually 1-20) that takes place on specific dates (e.g., August 3-September 3), at specific locations (e.g., Chicago, Los Angeles and Denver), for a specific purpose. By contrast, an individual project (e.g., an academic assignment) is designed for a single individual. Many USIA/USDOS programs (e.g., Fulbright student exchanges or youth exchanges) consist of a series of such individual projects. In those cases, leave the “Grant/Project #” field blank.

**Project number**

For group projects, enter the USDOS grant number. We use this information to link group project participants with one another and participants with project information in the EVDB database.

**Subject/discipline**

Select the subject term that best describes program content for this participant. Be as specific as possible. Note that WinASPE maintains a different list of terms for different USDOS program offices. If the list does not include a relevant theme, contact your USDOS program officer.

**Coverage dates**

Coverage Dates are explained on page 20 of the ASPE booklet, and again in the General Policy Statement (contact your USDOS program officer). USDOS will not be responsible for losses sustained outside the coverage dates as outlined in the General Policy Statement and ASPE booklet, even if the grantee is successfully enrolled in violation of the terms of this program. Grantee organizations may be responsible for these losses. No USDOS program officer may modify the enrollment period as described in the General Policy Statement without the concurrence of the Executive Director and the Bureau of Educational and Cultural Affairs.

**Notes**

Use this space (the large text field on the NOTES page) to record all dates for which coverage is not provided (see page 20 of the booklet). This includes any trips out of country of assignment, personal travel, travel other than direct travel to and from the country of assignment-directly prior to and after a USDOS program.

Please mail diskettes containing ASPE participants to:

Cindy Malecki  
 U.S. Department of State  
 ECA-IIP/EX/S (ASPE Insurance)  
 301 4th Street SW, Room 534  
 Washington, DC 20547

E-mail address for exporting participants is: [monitor@eca.state.gov](mailto:monitor@eca.state.gov)

For technical assistance, please call: Cindy Malecki (202) 619-4943