CONQUEST Quick Reference

A complete list of shortcuts and tool tips

The CONQUEST tool is located at: `O:\Shared\InterDepartmen-tal\HealthPlanServices\Facets\Configuration\Tracking Database`. Create a shortcut for this location and place it on your desktop.
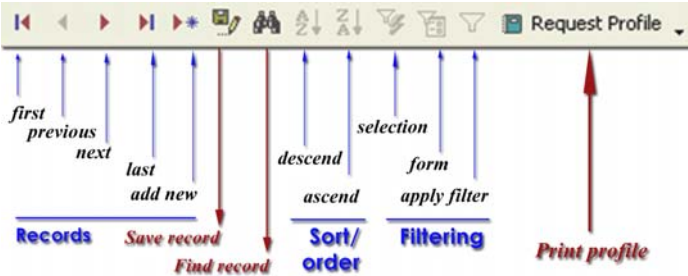
Desktop Shortcuts

Use	
My Citrix Apps	Go tothe Microsoft Access 2002 runtime environment
Shortcut to Conquest	Open CONQUEST

Navigation

Functional Area	Explanation
Pricing	Pricing & Reimbursement use
Benefits	Benefit Solutions use
Tools and Processes	Tool/process developer use
E-mail handler for FPCC project or contract-related messages	E-mail handler for FPCC project or contract-related messages

The CONQUEST toolbar

Icons in the CONQUEST toolbar

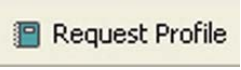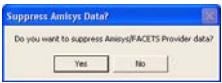|	Use
⏮	Go to first record
◀	Return to previous record
▶	Go to next record
⏭	Go to last record
▶*	Add new record
💾	Save record
🔍	Find record
A→Z↓	Sort records in ascending order
Z→A↓	Sort records in descending order
🔽	Filter records by selection—placing the cursor in any field and clicking this button will return all records that meet the criteria that exist in that field
🔽	Filter records by form—using this option allows you to filter records by entering values in a blank view of the form or datasheet
🔽	Apply filter/sort—click this option to apply selected criteria and display qualified records

Profile Report

The Profile report summarizes all details associated with a project and its overall status.

	Use
Request Profile	Toolbar icon to pull Profile Report into Print Preview
Suppress Amisys Data?	Yes=Suppress FACETS/AMISYS Providor info
Click File | Print	Print Report from Print Preview
✕	Close Print Preview (no print)

System Labels

Facets data is pulled into CONQUEST based on your selection of the appropriate check box. CONQUEST then selects the correct database.

Label	Explanation
FACETS Production	Assigns record to FACETS production (live) database
FACETS Development	Assigns record to FACETS development database
AMISYS	Assigns record to AMISYS database
TXEN	Assigns record to TXEN (Power Stepp) database

LOG Actions

Action	Explanation
Cntrct/Project	Enter data identifying new/revised contract or project
Issue	Identify issues associated with contract/project
Status	Record status of each action step taken for contract/project
Design Document	Record configuration items required for contract/project change
Add Note	Add comment concerning contract/project
View Note	Read notes recorded for contract/project

MULTIPLE Actions

	Explanation
Market	Identify markets applicable to contract/project
Tax ID	Identify TINs associated with contract/project
Agreement	Identify agreement(s) associated with project
Hyperlink	Link appropriate files to contract/project
Add Note	Add comment associated with contract/project
View Note	Read comments recorded for contract/project

Database Labels

Click the appropriate check box to designate the database in which to store the record.

FACETS Production ☐ FACETS Development ☐ AMYSIS ☐ TXEN ☐ Standard ☐ | ACCR Link [▾]

Pricing data entry

Field	Explanation
Req#/Name/Completion	Enter Name of new contract/project
Activity	Select Activity type from drop-down list
Effective Date	Enter effective date of change (dd/mm/yyyy)
Contract Type	Select Contract Type from drop-down list
Objective	Enter project objective in free-text field
Requestor	Select Requestor from drop-down list
Configuration Lead	Select Configuration Lead from drop-down list
Config Analyst	Select Configuration Analyst from drop-down list
Complexity	
BCTD	
Overall Status	Select the oveall project status from drop-down list
Receipt Date	Enter the date the change was received (dd/mm/yyyy)
Testing Effective Date	Enter the testing date (dd/mm/yy)

Benefits data entry

Explanation

Benefits

AMERIGROUP
CORPORATION