UI Tax Data Validation Software

User Guide

I. Overview

This user guide has been written to guide you through the process of using the UI Tax Data Validation Software to import and validate data. The next section, "Installation," provides a step-by-step description of how to install the software on your PC. The "Tutorial" section provides information on the menus and functions of the software and describes how to import data and validate a population. Finally, the "Reference" section of the manual provides a condensed list of all the menus and functions for quick reference.

After reviewing this guide, users should contact Mathematica Policy Research, Inc. by emailing UITA@mathematica-mpr.com with any questions on using the software.

II. Installation

Step 1 – Load CD ROM/Download Software

Before starting installation of the software, quit any other programs that may be running. Insert the CD into the CD-ROM drive and open up the CD ROM directory, or download the software through the Internet. Click on "Setup.exe" (this will distribute the files and set up the application in a folder on your hard drive).

Click "OK"

Minimum hardware requirements:

OS - Windows 95 or better
RAM - 128mb
Disk Space – 5mb
MHz - 400
Suggested Screen Area - 800x600

Step 2 – Choose a location for the software

The default location for the software is shown in the folder text box. To install the software in a different folder, click the Browse button on the folder text box and navigate to the desired location. Make a note of the directory where the files are being saved.

After selecting the destination folder, click OK to begin installation (this is a button that has a picture of a computer on it).

Click "Continue" (you may have to wait awhile for this step to finish as the software is installed).

When finished, you will get a message that the set up has been completed.

Click "OK"

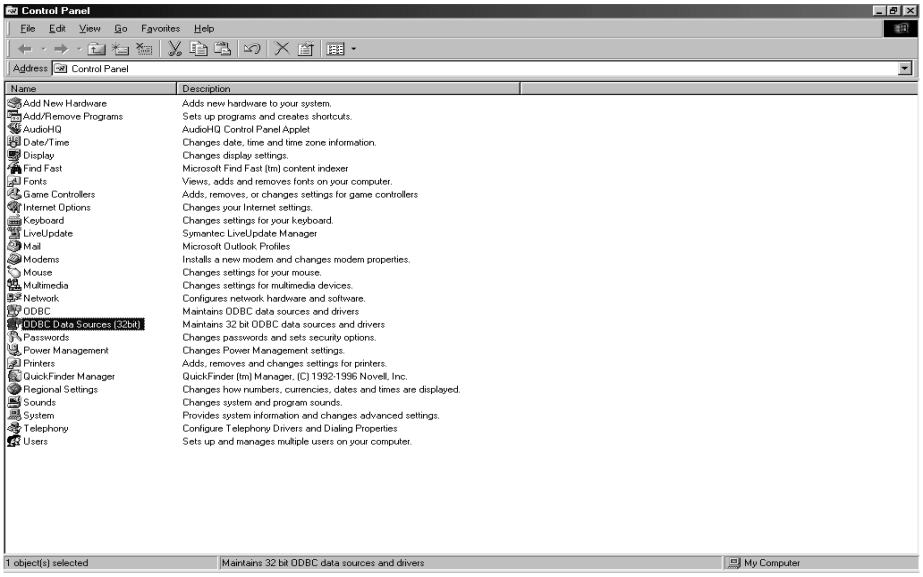
Step 3 – Reboot computer

Reboot your computer before you continue with the setup process. If you are loading the database for the first time, this is the final step in the installation process.

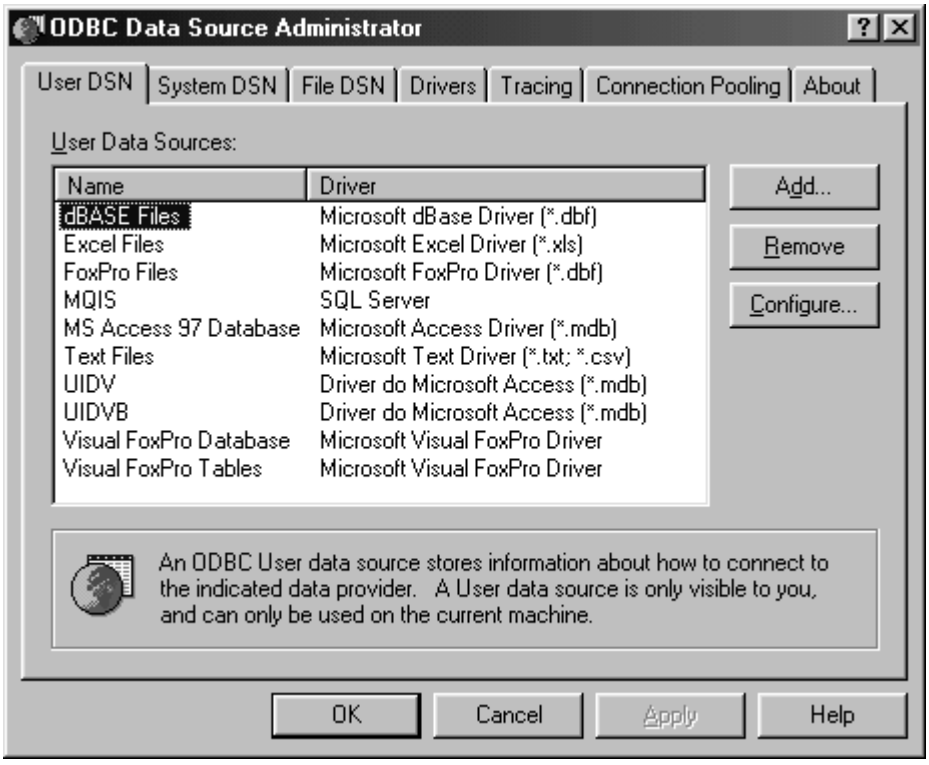
Step 4 -- Select the Driver – For MS Access database

(Step 4 is only needed if you are adding a database, accessing the demo database, or changing the default database. Skip to Step 5 if you are using MS SQL Server.)

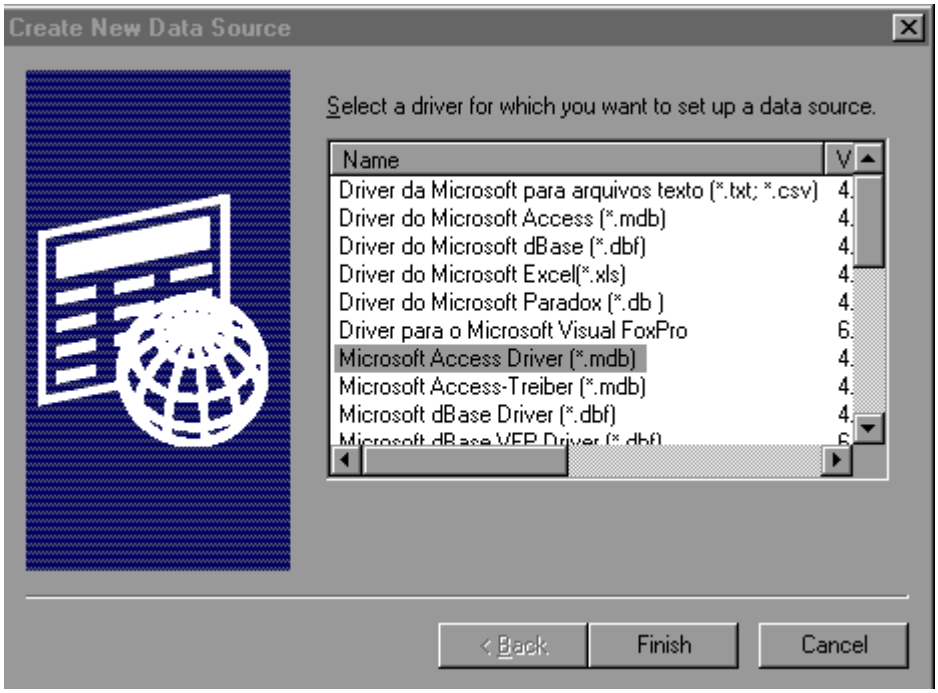
Go to the Settings – Control Panel and select ODBC Data Sources {32bit} if using Windows 98. Double click.



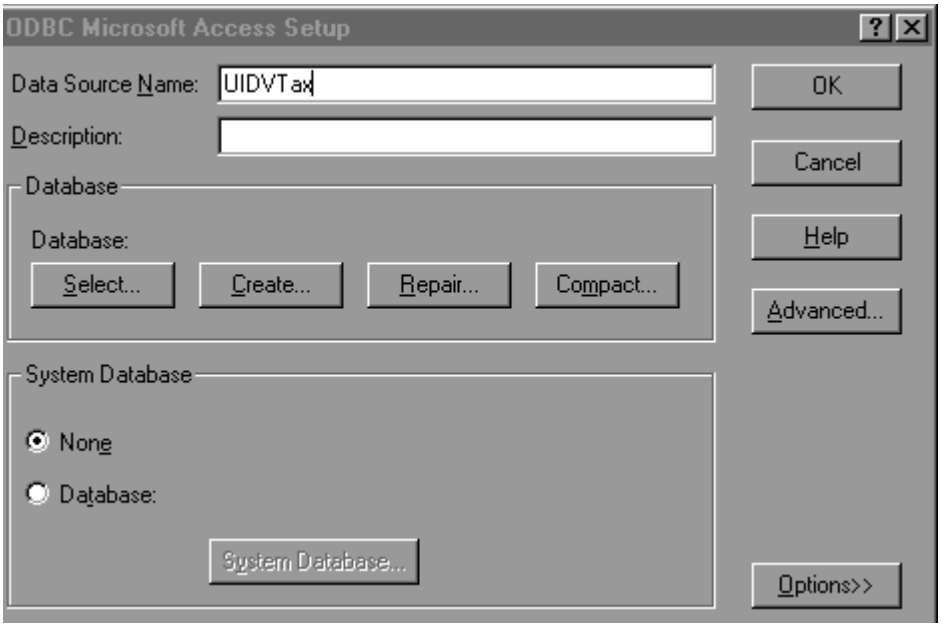
Next go to the User DSN tab, and click “Add”.



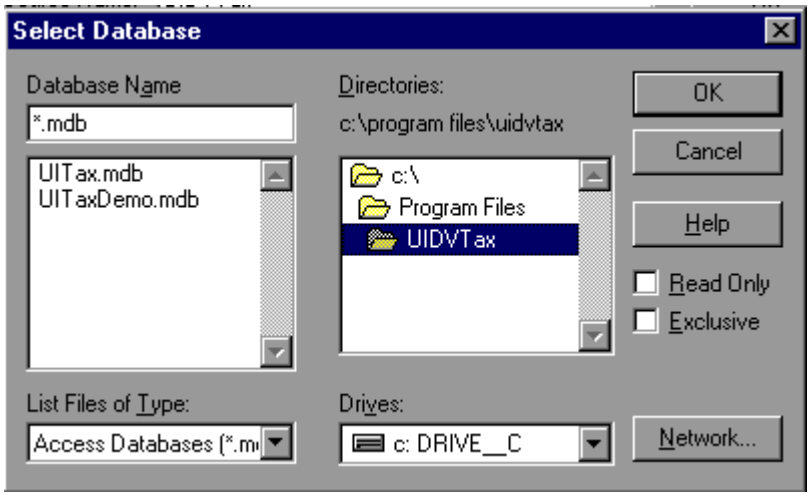
In the “Create New Data Source” window, select the Microsoft Access Driver (.mdb) and click “Finish.”



Another window will pop up called “ODBC Microsoft Access Setup.” Enter the data source name, which is “UIDVTax”. Then go down to the “Database” option and click the “Select” button.



A window will pop up with your C: drive and file folders (unless you have chosen to save the file elsewhere). Open the Program Files folder and scroll down until you see the UIDVTax folder. When you open this folder up, the UITax.mdb and UITaxDemo.mdb should appear in the left window. Highlight the applicable file and click “OK.”



Click “OK” on each of the open screens to close them.

Step 5 -- Load the SQL Database – For MS SQL database users only

A file named UITax.sql is located in the UIDVTax folder. This file contains the SQL code required to create and load a SQL database version of the UI Data Validation Tax software.

The following steps are necessary to create the SQL version of the UIDV Software:

1. Open the UITax.sql file.

2. Modify the "CREATE DATABASE" part of the code to direct the database to a valid folder on your network.

3. Once you have modified the file, use SQL Query Analyzer to run the UITax.sql script file.

Once the steps are complete the database is created.

After the SQL database is created, 14 text files need to be imported into the SQL database. Listed below are the names of the text files located in the UIDVTax folder. Each file name corresponds to the table name in the database. Select each one and import into the SQL database.

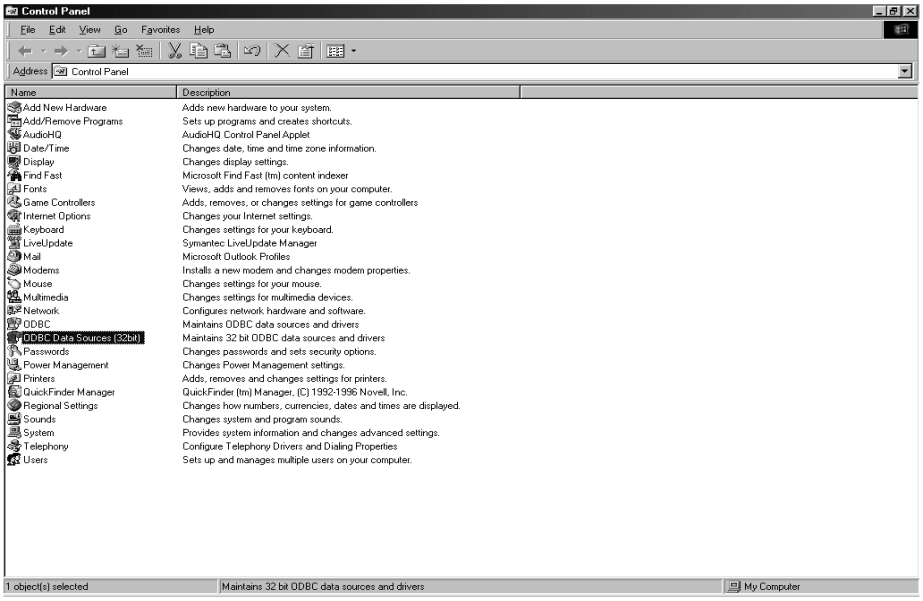
System
SamplingDef
DatElementVal
DatElementValComments
ReportedCounts1
ReportedCounts2
ReportedCounts3
ReportedCounts4
ReportedCounts5
Record_Layout1
Record_Layout2
Record_Layout3
Record_Layout4
Record_Layout5

Once all files are imported, the SQL version will be ready to run.

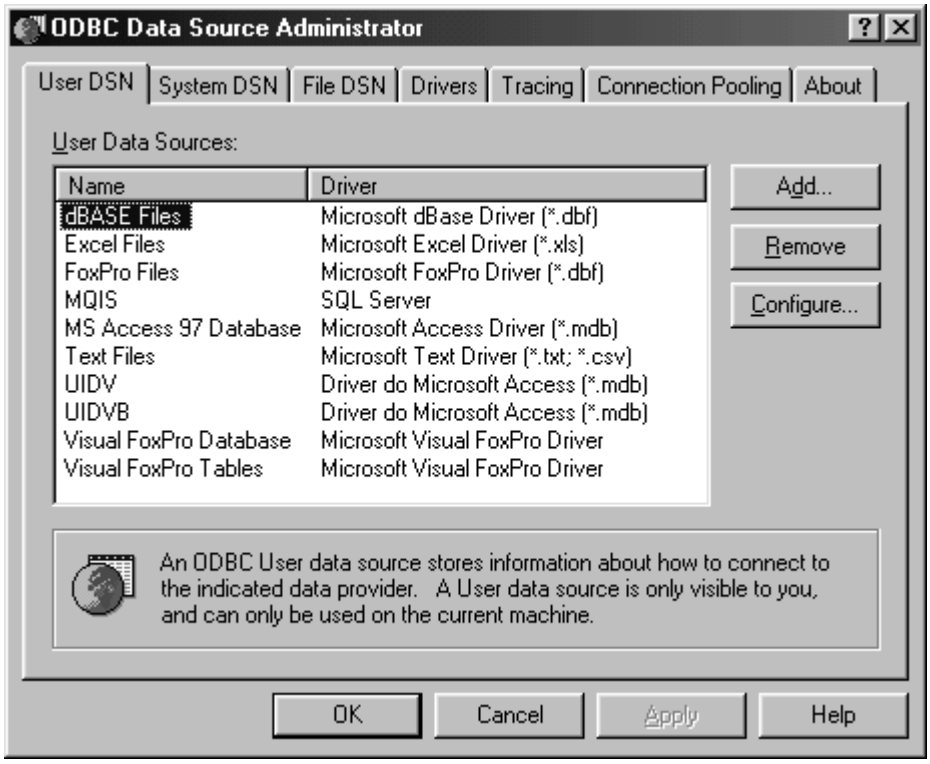
Step 6 -- Select the Driver – For MS SQL database users only

This instruction will work only if you have already created the UI Tax database in SQL Server.

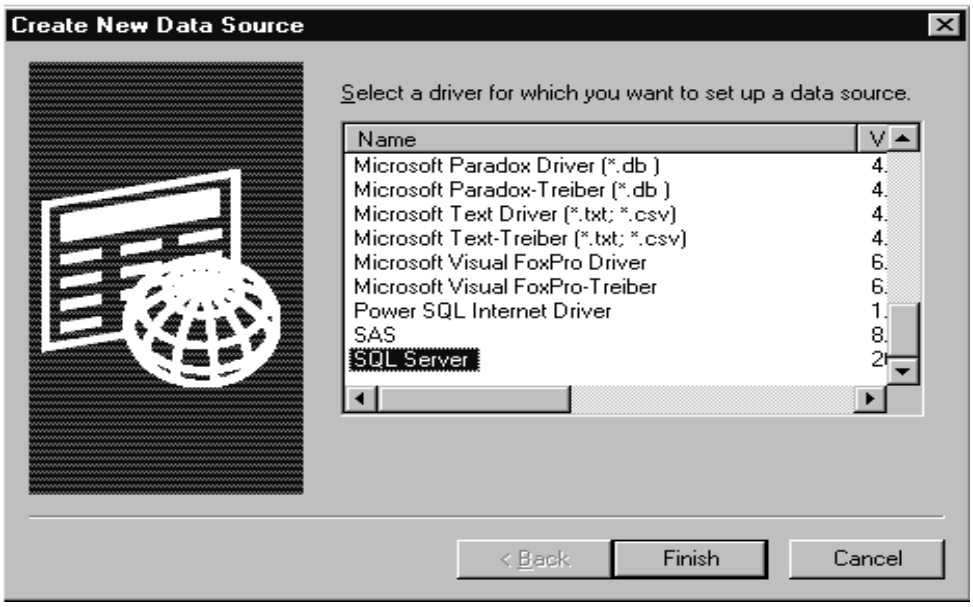
Go to the Settings – Control Panel and select ODBC Data Sources {32bit}. Double click on this.



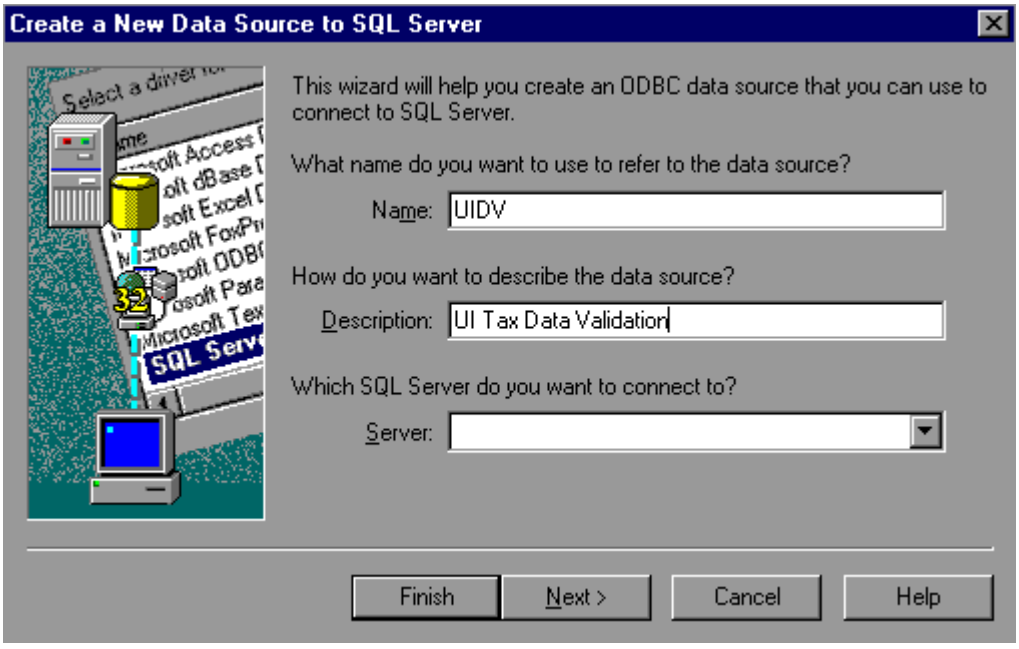
Next go to the User DSN tab, click the “Add” button.



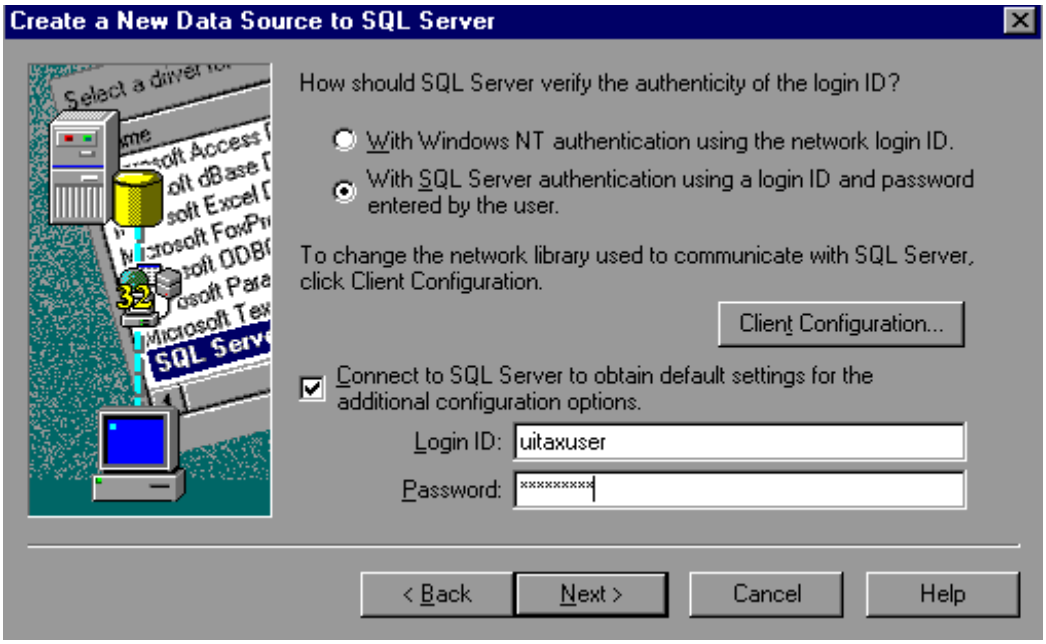
Select the “SQL Server” Driver and click “Finish.”



Enter the data source name, which is “UIDV”. Select the Server Name that contains the UIDV Tax database. Press Next to continue.



On the next screen that appears, double click on the second bullet “With SQL Server authentication…” Then enter Login ID “uitaxuser”, Password “uitaxuser”. Press Next until you get to the last screen where you enter OK.



Step 7 -- Uninstalling the application

Before you install a newer version of the UIDV software it is recommended that you uninstall the existing version of the software. Please follow the normal process of uninstalling software on your computer.

III. Tutorial

A. Signing In

B. Importing Records

C. Report Validation

D. File Integrity Validation and Data Element Validation

Tutorial

A. Signing In

Step 1 – Opening the Software

Go to the start menu, click on programs, and then scroll to find **UI Tax Validation System**. Click on the **UI Tax Validation** sidebar to open the software.

Step 2 – Start-up Screen Sign In

Enter the Report Quarter being validated by entering the calendar year followed by the quarter in YYYYQQ format. For example, enter 200102 if the 2nd calendar quarter of 2001 is being validated. If you are using the demo database, select 200102 to view demo data and results for all five populations.

Select the population to be viewed from the drop-down list. If population 2 is selected, enter the State's due date for employer reports due in the report quarter being validated.

Click on "**Sign-In**" button.

After logging in a list of tips will pop up that provides brief explanations of each function.

Tutorial

B. Importing Records

State data for the period being validated are imported into the software.

Step 1 – Create a File for Each Population Based on the Record Layout

To view the record layouts for each population, open the **Import Data** menu, and select **Source Table Layout.**

The extract file type is ASCII, comma delimited columns. Fields must be in the order listed on the record layout. The Module 3 reference on the record layout indicates the step where the State-specific values are documented.

The Data Type/Format indicates the generic values for text fields. These must be followed by a dash and the State-specific value. For example, A – 01 would be stored for employer status indicator in a State where the code "01" represents an active employer. Mandatory fields are specified.

Blanks are acceptable in optional fields. Blank or null values are not valid for mandatory fields and will result in the record being rejected.

Each population has an extra field called "User Field" listed at the end of the record layout. This field can be used for any additional data element that the State wishes to include. However, it is not mandatory that you use this field.

Step 2 – Load Extract Data

Once the data are formatted according to the record layouts, open the **Import Data** menu and select **Import Extract File**. Select the file to be imported using the **Select File** box. Click Open to continue. The **Import File** box will show the number of records imported.

It may take several minutes for the data to be imported, depending on the size of the file. To view the imported file open the **Import Data** menu and select **View Source Table**. This is a read only screen.

Step 3 – Review Error Reports

When the extract files are loaded, the software reads each record to ensure that all fields are valid based on the specifications in Appendix A of the validation handbook. Any records with invalid data, missing data in mandatory fields, or duplicate records are rejected.

An error report is produced for each population which lists the records rejected. The error reports are automatically saved to the UIDV tax folder and are titled importerror.txt. To save each error report, the importerror.txt file should be renamed so that it is not overwritten by subsequent error reports.

After reviewing any error reports that are generated, ADP staff should determine if the extracts must be regenerated or reformatted and reloaded. If a very small number of records are rejected, it may not be necessary to re-import the file.

```
Errors in file: C:\Program Files\UIDVTax\extracts\pop3\pop3-1465.txt on 3/8/2002 4

Error with OBS code - 000002. Object required error in column #7 Item is required.
Error with OBS code - 000013. Object required error in column #7 Item is required.
Error with OBS code - 000015. Object required error in column #7 Item is required.
Error with OBS code - 000037. Object required error in column #7 Item is required.
Error with OBS code - 000038. Object required error in column #7 Item is required.
Error with OBS code - 000039. Object required error in column #7 Item is required.
Error with OBS code - 000071. Object required error in column #7 Item is required.
Error with OBS code - 000092. Object required error in column #7 Item is required.
Error with OBS code - 000093. Object required error in column #7 Item is required.
Error with OBS code - 000106. Object required error in column #7 Item is required.
Error with OBS code - 000107. Object required error in column #7 Item is required.
Error with OBS code - 000108. Object required error in column #7 Item is required.
Error with OBS code - 000110. Object required error in column #7 Item is required.
Error with OBS code - 000111. Object required error in column #7 Item is required.
Error with OBS code - 000112. Object required error in column #7 Item is required.
Error with OBS code - 000134. Object required error in column #7 Item is required.
Error with OBS code - 000135. Object required error in column #7 Item is required.
Error with OBS code - 000150. Object required error in column #7 Item is required.
Error with OBS code - 000163. Object required error in column #7 Item is required.
```

Step 4 – Repeat Same Process for All Populations

Follow the same set of steps to import the data for all of the populations.

Tutorial

C. Report Validation

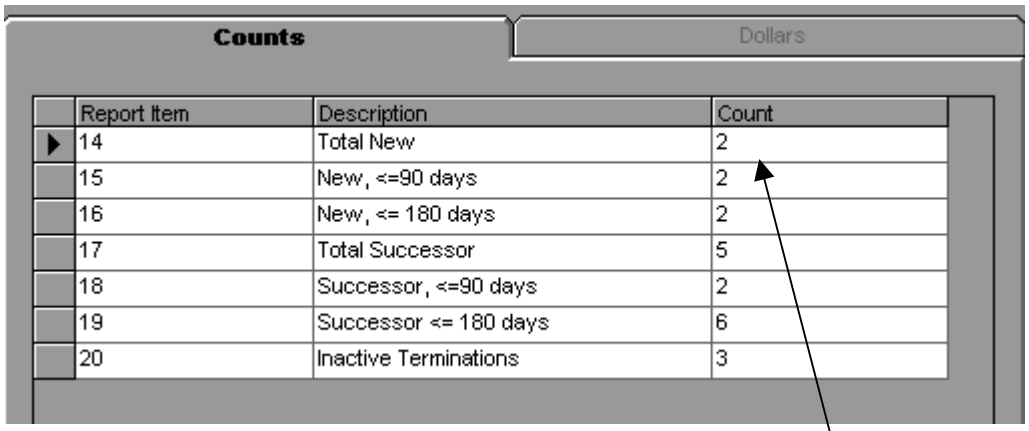
Step 1 – Enter Reported Counts

Click on the **Report Validation** menu and select **Enter Reported Counts.**

This opens a data entry screen for entering the reported count figures. The first column, **Report Item**, displays the applicable report item numbers from the ETA 581 report. The second column, **Description**, provides a text description of each report item. In the third column, **Count**, the validator enters the item counts from the reports.

In the **Count** column, enter all of the reported counts from the ETA 581 corresponding to the reporting period selected.

Populations 4 and 5 also have dollar amounts on the ETA 581. For these two populations select the second tab, **Dollars**, to enter the dollar amounts in the **Amount$** column.



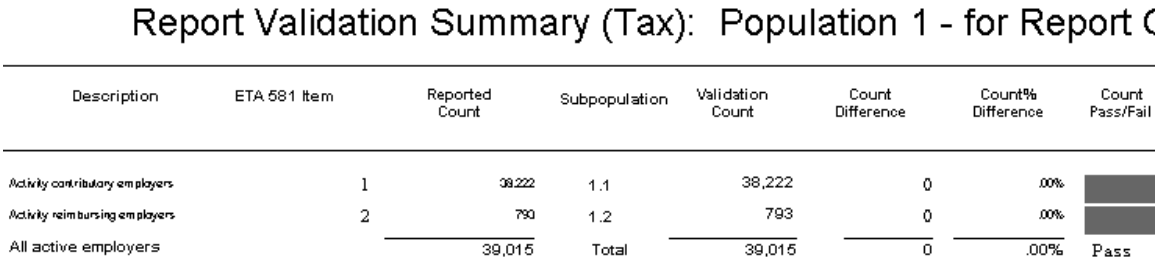
Enter counts

Step 2 - View Report Validation Summary

This step allows the user to view the report validation summary. There is no data entry required -- it is a read-only function.

Click on the **Report Validation** menu and select **View Report Validation Summary**.

This function displays a report that calculates the difference between the validation counts and the reported counts. A percentage of error is generated for each population. Percentages greater than 2% result in a Failure for the particular population.



Report Validation Summary (Tax): Population 1 - for Report C

Description	ETA 581 Item	Reported Count	Subpopulation	Validation Count	Count Difference	Count% Difference	Count Pass/Fail
Activity contributory employers	1	38,222	1.1	38,222	0	.00%	
Activity reimbursing employers	2	793	1.2	793	0	.00%	
All active employers		39,015	Total	39,015	0	.00%	Pass

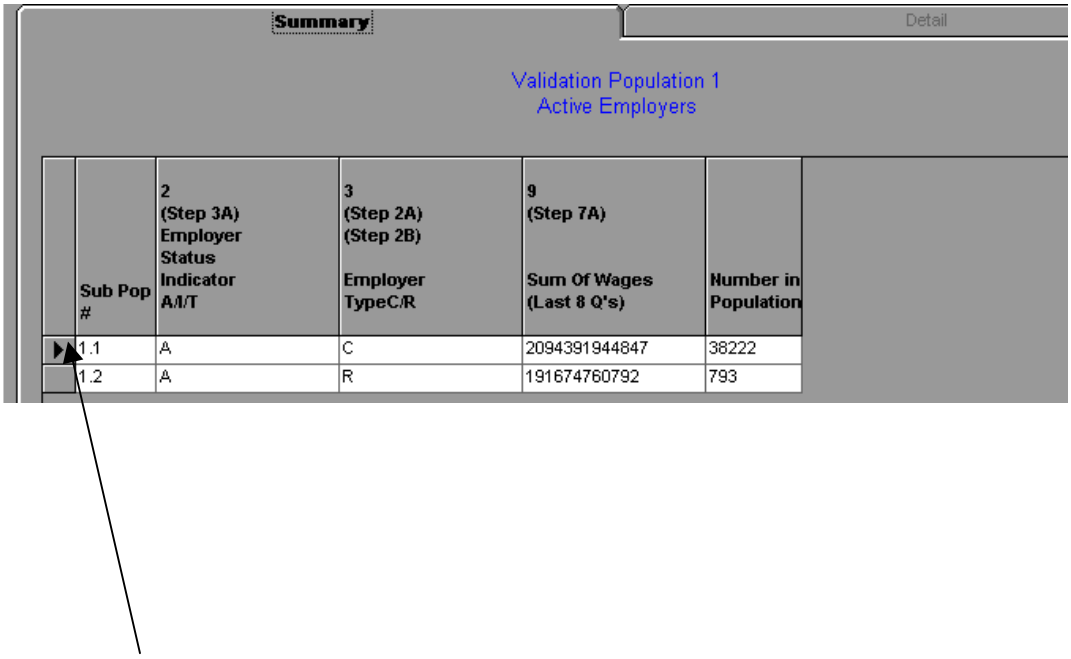
Step 3 - View Report Validation Table

This step allows the user to view the validation subpopulations. There is no data entry required, it is used for analysis purposes.

Click on the **Report Validation** menu and select **View Report Validation Table**.

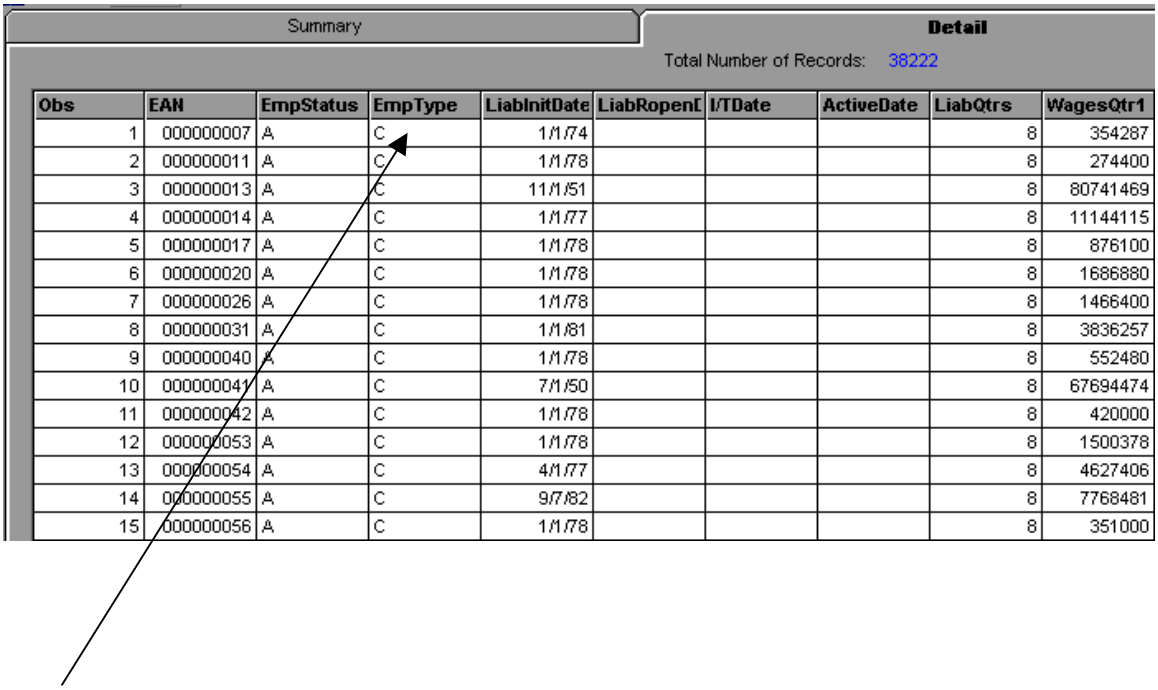
This opens a window displaying a summary of each validation subpopulation and the total number of records and dollar amounts, where applicable, for each subpopulation.

Double click on the arrow in the far left column of each subpopulation to view the detailed records in that subpopulation.



Double click to view detailed records in subpopulation 1.1

Detailed Records for Subpopulation 1.1



Summary | **Detail**

Total Number of Records: 38222

Obs	EAN	EmpStatus	EmpType	LiabInitDate	LiabRopenD	I/TDate	ActiveDate	LiabQtrs	WagesQtr1
1	000000007	A	C	1/1/74				8	354287
2	000000011	A	C	1/1/78				8	274400
3	000000013	A	C	11/1/51				8	80741469
4	000000014	A	C	1/1/77				8	11144115
5	000000017	A	C	1/1/78				8	876100
6	000000020	A	C	1/1/78				8	1686880
7	000000026	A	C	1/1/78				8	1466400
8	000000031	A	C	1/1/81				8	3836257
9	000000040	A	C	1/1/78				8	552480
10	000000041	A	C	7/1/50				8	67694474
11	000000042	A	C	1/1/78				8	420000
12	000000053	A	C	1/1/78				8	1500378
13	000000054	A	C	4/1/77				8	4627406
14	000000055	A	C	9/7/82				8	7768481
15	000000056	A	C	1/1/78				8	351000

Sort Detailed Records

To sort records in ascending or descending order, double-click the heading of the column you wish to sort.

Widen Columns

To increase the width of the columns, go to the intersection of the heading and click the mouse button and drag to desired width.

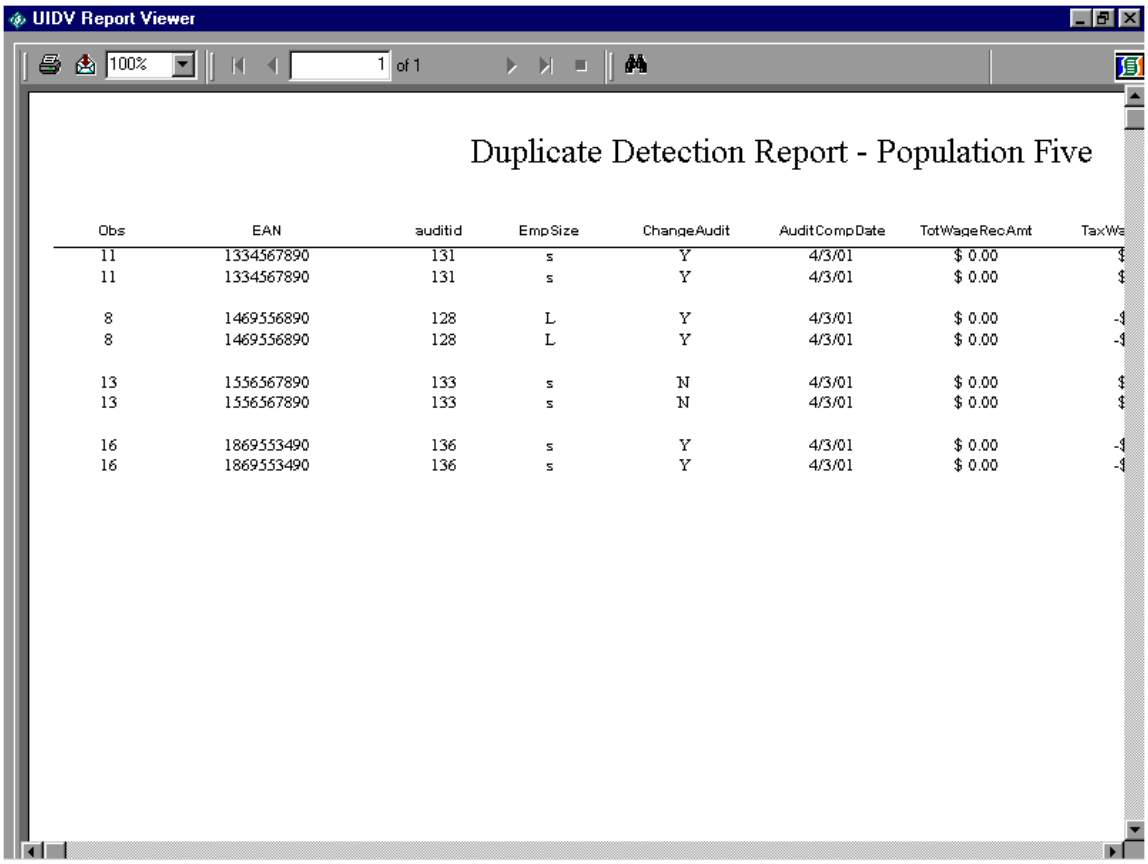
Step 4 - View Duplicates

This step applies to populations that have duplicate detection (1, 2, 3 and 5).

This step allows the user to view the duplicates identified by the software. There is no data entry required, it is used for analysis purposes.

Click on the **Report Validation** menu and select **View Duplicates.**

This opens a window which displays all of the records for the population, the EAN or other unique identifier, and the date and other fields that are used to determine duplicates.



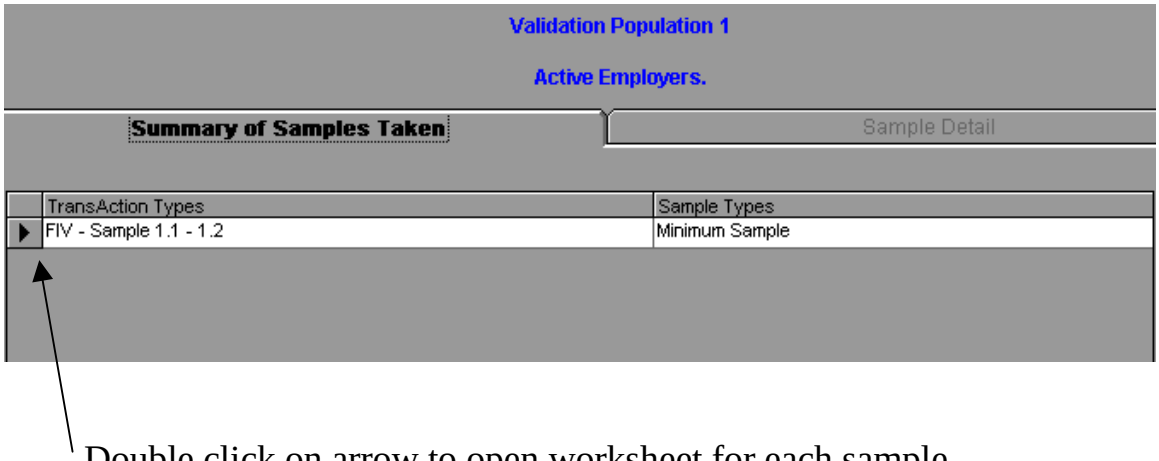
Tutorial

D. File Integrity Validation (FIV) and Data Element Validation (DEV)

Step 1 – Validate Sampled FIV Cases

Click on the **FIV/DEV** menu and select **FIV Samples Worksheet**.

This opens a window that displays a summary of the sample for the particular population. Double click on the sample row to view the sample detail for the records chosen for that sample.



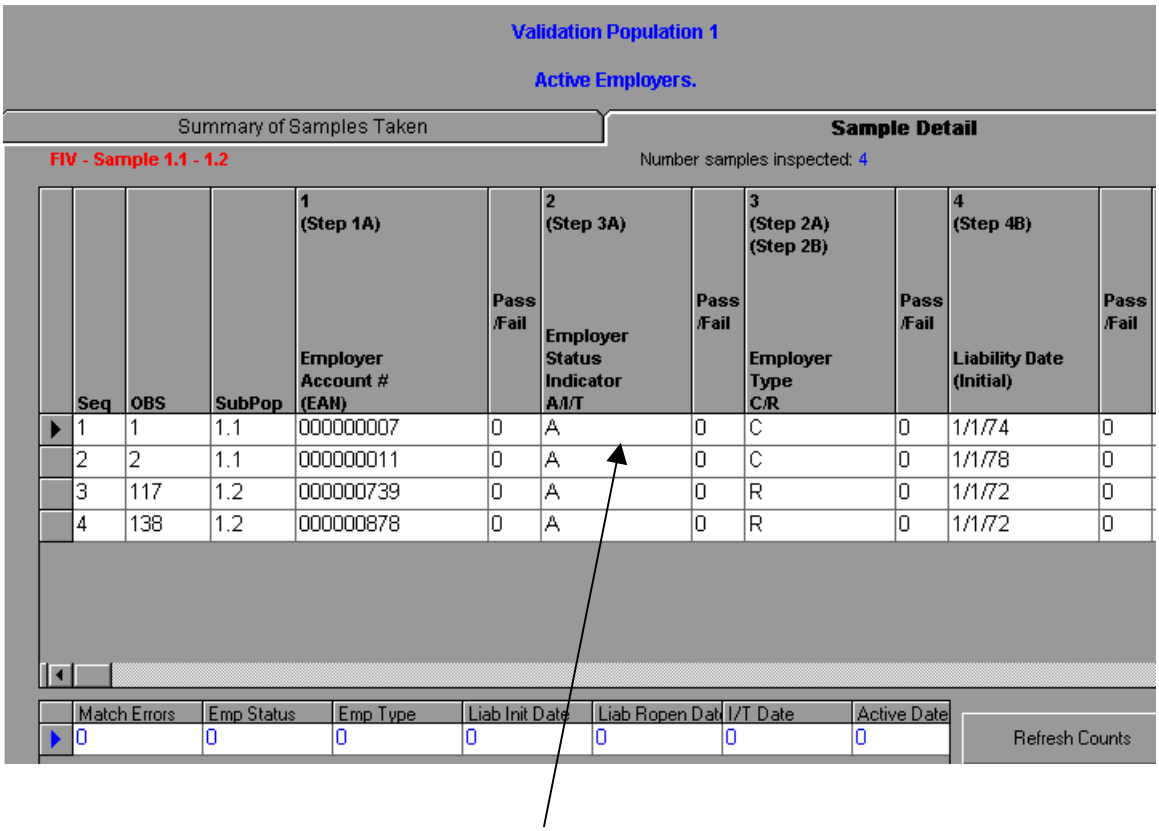
Double click on arrow to open worksheet for each sample

This will open up the FIV validation worksheet for the sample selected. The validation worksheet includes all of the data elements to be validated following the rules specified in Module 3 of the UI Validation Handbook.

Each column contains a particular element to be validated. The step number refers to the step in the validation handbook. Follow the rules for this step, as specified in Module 3, by checking all necessary screens and other documentation to determine if this data element is valid.

If the data element fails one or more of the rules on the given step, go to the **Pass/Fail** column and click on **"0"** for pass. If the data element does not pass all of the rules on the given step, click on **"1"** in the **Pass/Fail** column.

Follow this same series of steps for each observation in the sample. At any time, click on **"Refresh Counts**" – the software will calculate the total errors for all of the sampled cases at the bottom of the sample detail screen.



Click on "0" for Pass or "1" for Fail

To print the worksheets for individual records, click on the **FIV/DEV** menu, select **FIV Samples Worksheet,** and open up the sample detail that includes the records that you want to print. Put your curser to the left of the Seq field for the record you want to print. Double click on the record to format the record for printing. Once the record is formatted, click the printer icon at the top left of the screen to begin printing.

UITax Sample Validation

For EAN: 000000007

Data Element	Value	Pass/Fail
seqno	1	
Obs	1	
subpop	1.1	
EAN	000000007	Pass
EmpStatus	A	Pass
EmpType	C	Pass
LiabInitDate	1/1/74	Pass
LiabRopenDate		Pass
I/TDate		Pass
ActiveDate		Pass

To print all of the worksheets for a particular population, click on the **FIV/DEV** menu and select **Print FIV Samples Worksheets.** All sampled records for the population will be formatted for printing. Once formatted, click the printer icon at the top left of the screen to begin printing. The sampled records for the population will print sequentially.

Step 2 – Data Element Validation Sorts

Click on the **FIV/DEV** menu and select **Enter Data Element Validation Counts**. This screen specifies sort numbers and corresponding steps and rules in Module 3 to use in conducting the data element validation. This screen is also used to data enter the DEV results.

Click on the **Report Validation** menu and select **View Report Validation Table**. Double click on the subpopulation specified for a sort. The number of records in each subpopulation appears in the top right corner of the detail screen. Select the heading of the column to be sorted, and double click. The records will then be sorted for comparison to the Module 3 DEV rules for that sort. If the sort involves multiple subpopulations, perform the sort on each subpopulation and total the records reviewed and the errors prior to entry in the **Enter Data Element Validation Counts** screen.

When each sort is completed, the total number of records reviewed and the errors found are entered in the **Enter Data Element Validation Counts** screen.

Use the Window menu to toggle back and forth between the **Enter Data Element Validation Counts** and the **View Report Validation Table** screens.

Step 3 – View Summary/Analytical Report

Click on the **FIV/DEV** menu and select **Summary/Analytical Report.**

This opens a summary report that is generated after the FIV sample worksheets and the DEV sorts have been completed. There is no data entry required, this screen is used for analysis purposes.

For file integrity validation, the report displays the total number of cases checked for each subpopulation and whether the subpopulation passed or failed validation. For data element validation the report shows the number of cases checked, the number of errors, the percent of errors, and whether or not the sort passed validation.

Summary/Analytical Report 1 - Active Employers

File Integrity Validation

Step Type	Sub-Population	Column #	Number of Cases Checked	Pass/Fail
FIV	1.1	All	2	Pass
FIV	1.2	All	2	Pass

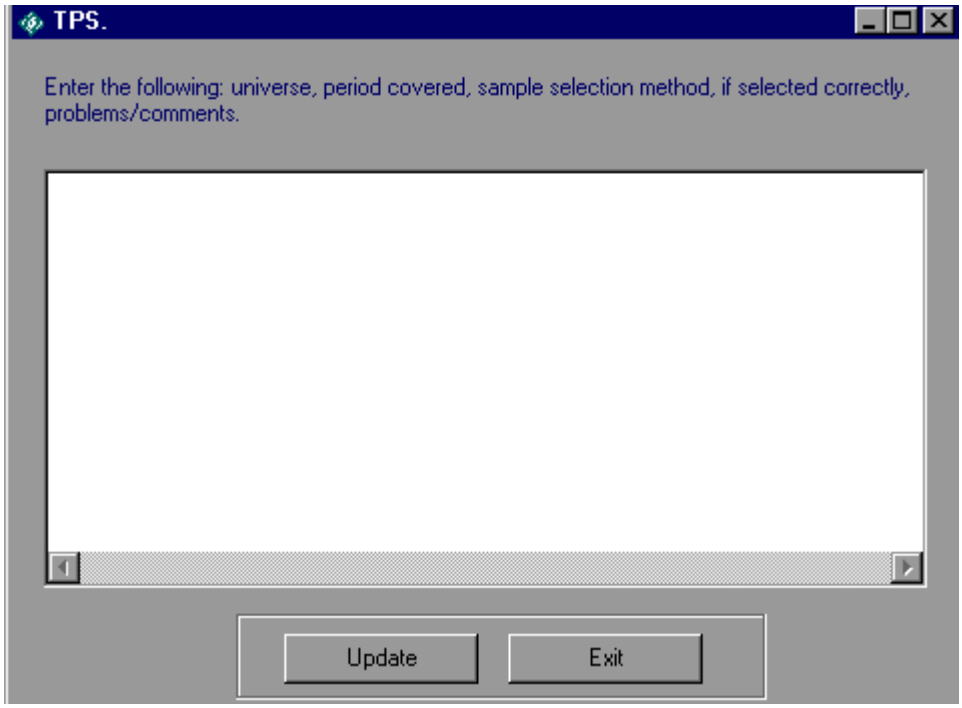
Data Element Validation

Step Type	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases Checked	# of Errors	% of Errors	Pass or Fail
Sort	1.S.1	Employer Status	3A/1	38,222	0	0.00%	Pass
Sort	1.S.2	Employer Type	2A/1	38,222	0	0.00%	Pass
Sort	1.S.3	Employer Type	2B/1	3	1	33.33%	Fail
Sort	1.A	EAN	2A/2	4	1	25.00%	Fail
Sort	1.B	EAN	2B/2	6	1	16.67%	Fail

Step 4 – TPS Validation

For populations 3 and 5 only, click on the **FIV/DEV** menu and select **Enter TPS Comments**. This screen provides a data entry box. In the box, enter the following information:

1. Universe for the TPS sample
2. Period covered
3. Method used to draw sample (responses = skip interval, automated randomization, PICKNMBR)
4. Was sample selected correctly
5. Any problems found
6. Other comments



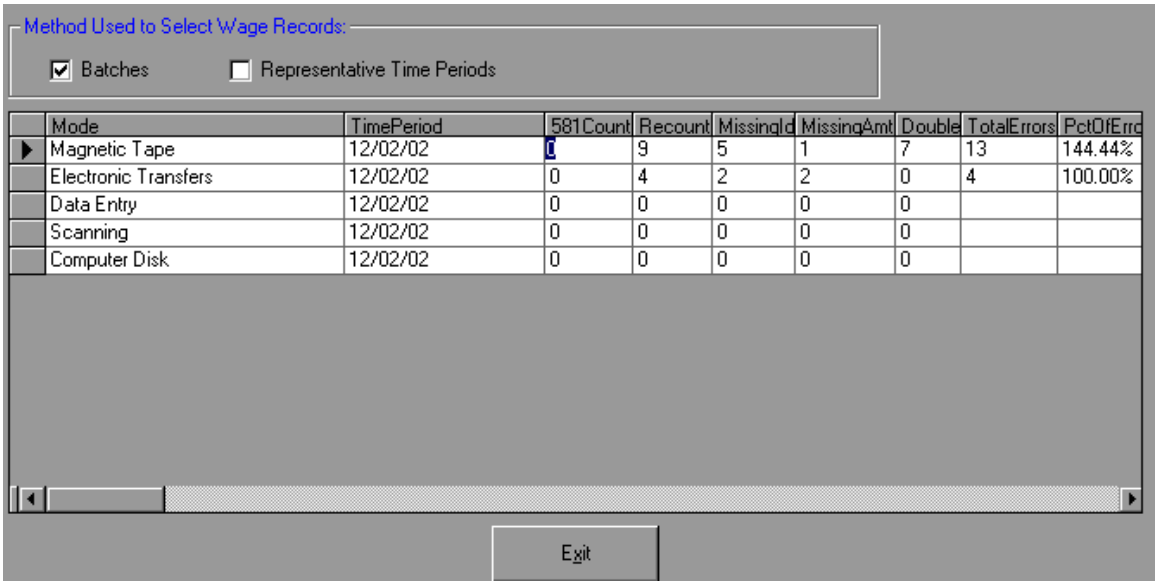
Step 5 – Wage Item Validation

Click on the **FIV/DEV** menu and select **Wage Item Validation Worksheet.**

This screen provides a worksheet for wage item validation. In the header row, check whether batches or representative time periods were the method used to select wage records. In the box, enter the following information for each mode:

1. Method used to select wage records for validation
2. Period covered
3. 581 count for the batch
4. Recount for the batch
5. Number of items with missing ID
6. Number of items with missing amount
7. Number of double counted items

The worksheet then calculates the total errors and the percentage of errors by mode.



IV. Reference Guide

A. File Menu

The first menu on the start-up screen is called "File." Options in this menu include:

1. Show Tips at Start-Up

Users can choose whether or not the tips appear at Start-up.

2. Exit

Select this to exit the program.

B. Import Data Menu

The second menu on the start-up screen is called "Import Data." Options in this menu include:

1. Import Extract File

Select this tab to import data into the application. See the record layouts for the appropriate data record format.

2. Source Table Layout

This function displays a copy of the population record layouts. Copies of the record layouts for each population can be found in the UI Data Validation Handbook.

3. View Source Table

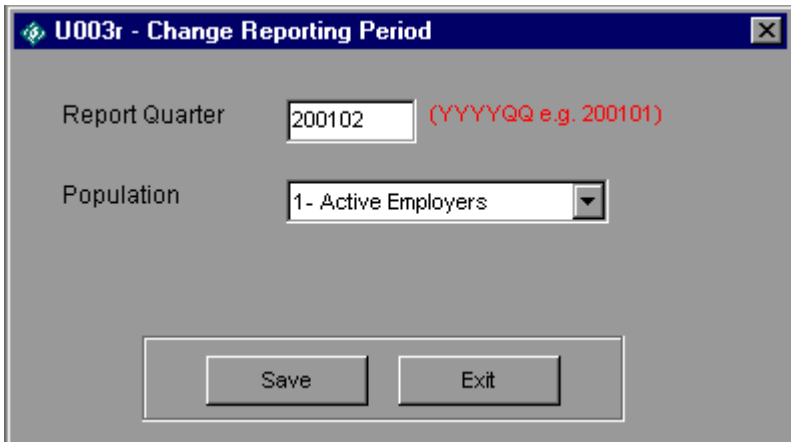
This function displays all of the records in the extract file, except for any cases that were rejected by the software for not meeting subpopulation specifications and the validation period criteria.

C. Change Population Menu

The third menu on the start-up screen is called "Change Population." Options in this menu include:

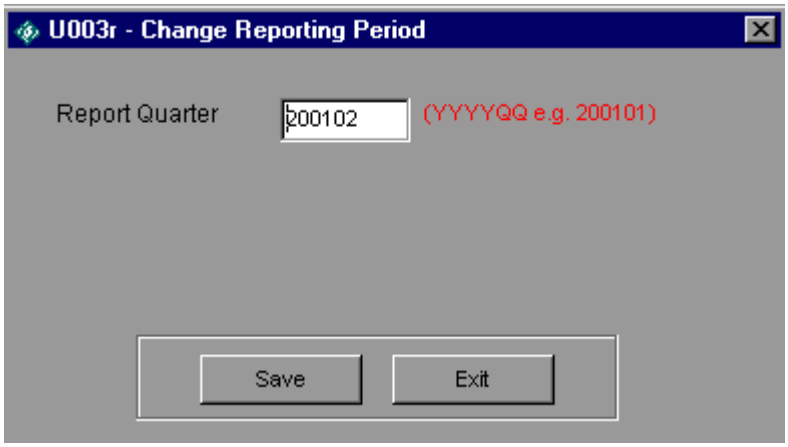
1. Change Population

This returns the user to the Sign In pop-up window where the user can change the population by selecting a new population and clicking on the Save button.



2. Change Reporting Period

This returns the user to the Sign In pop-up window where the user can change the report quarter within a population by selecting a new report quarter and clicking on the Save button.



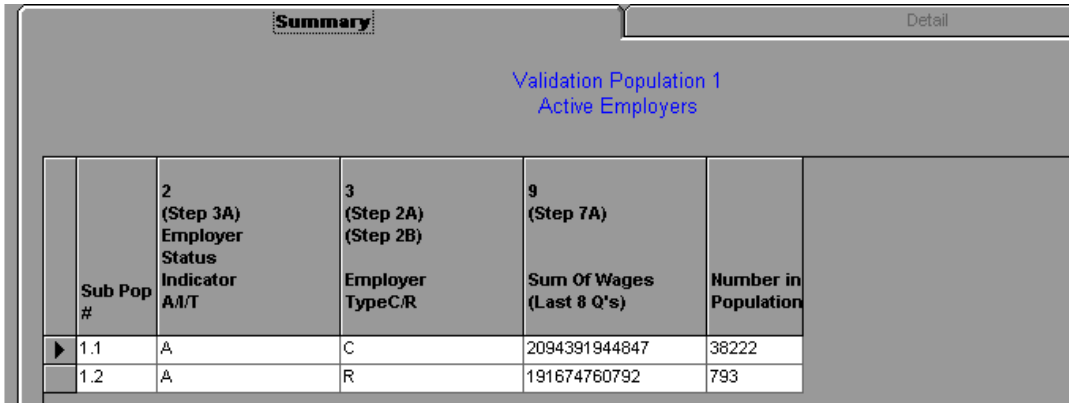
D. Report Validation Menu

The fourth menu on the Start-up screen is called "Report Validation." Options in this menu include:

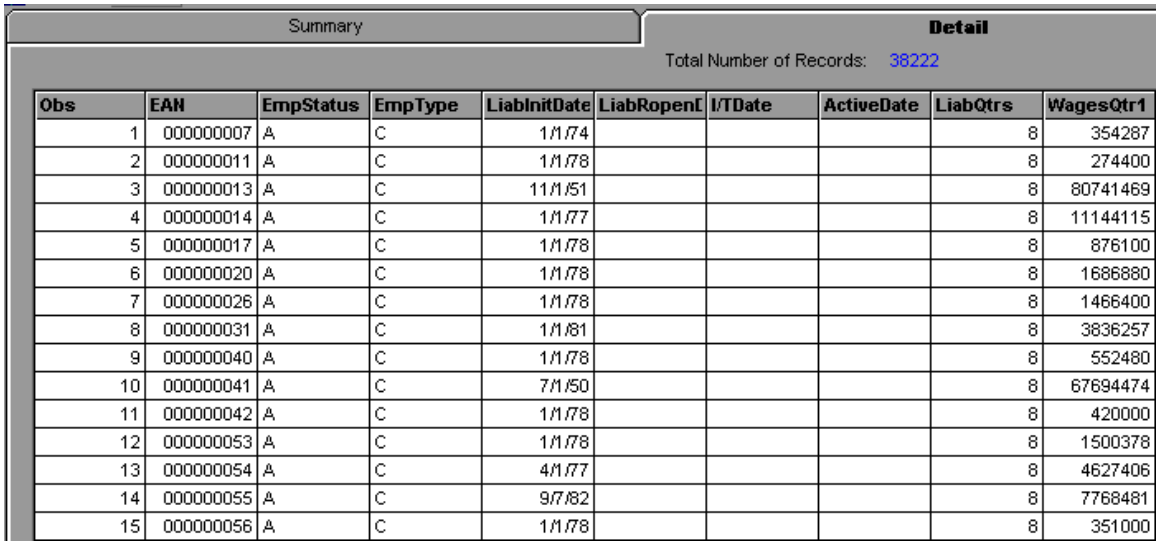
1. View Report Validation Table

This function provides a window where you can see a summary of each subpopulation description and totals of records and dollar amounts, where applicable, for each subpopulation (see first screen example below).

Click on the arrow in the far left column next to a subpopulation to view the detailed records in each subpopulation (see second screen example below).



Sub Pop #	2 (Step 3A) Employer Status Indicator A/I/T	3 (Step 2A) (Step 2B) Employer TypeC/R	9 (Step 7A) Sum Of Wages (Last 8 Q's)	Number in Population
1.1	A	C	2094391944847	38222
1.2	A	R	191674760792	793



Obs	EAN	EmpStatus	EmpType	LiabInitDate	LiabRopenD	I/TDate	ActiveDate	LiabQtrs	WagesQtr1
1	000000007	A	C	1/1/74				8	354287
2	000000011	A	C	1/1/78				8	274400
3	000000013	A	C	11/1/51				8	80741469
4	000000014	A	C	1/1/77				8	11144115
5	000000017	A	C	1/1/78				8	876100
6	000000020	A	C	1/1/78				8	1686880
7	000000026	A	C	1/1/78				8	1466400
8	000000031	A	C	1/1/81				8	3836257
9	000000040	A	C	1/1/78				8	552480
10	000000041	A	C	7/1/50				8	67694474
11	000000042	A	C	1/1/78				8	420000
12	000000053	A	C	1/1/78				8	1500378
13	000000054	A	C	4/1/77				8	4627406
14	000000055	A	C	9/7/82				8	7768481
15	000000056	A	C	1/1/78				8	351000

2. View Report Validation Summary

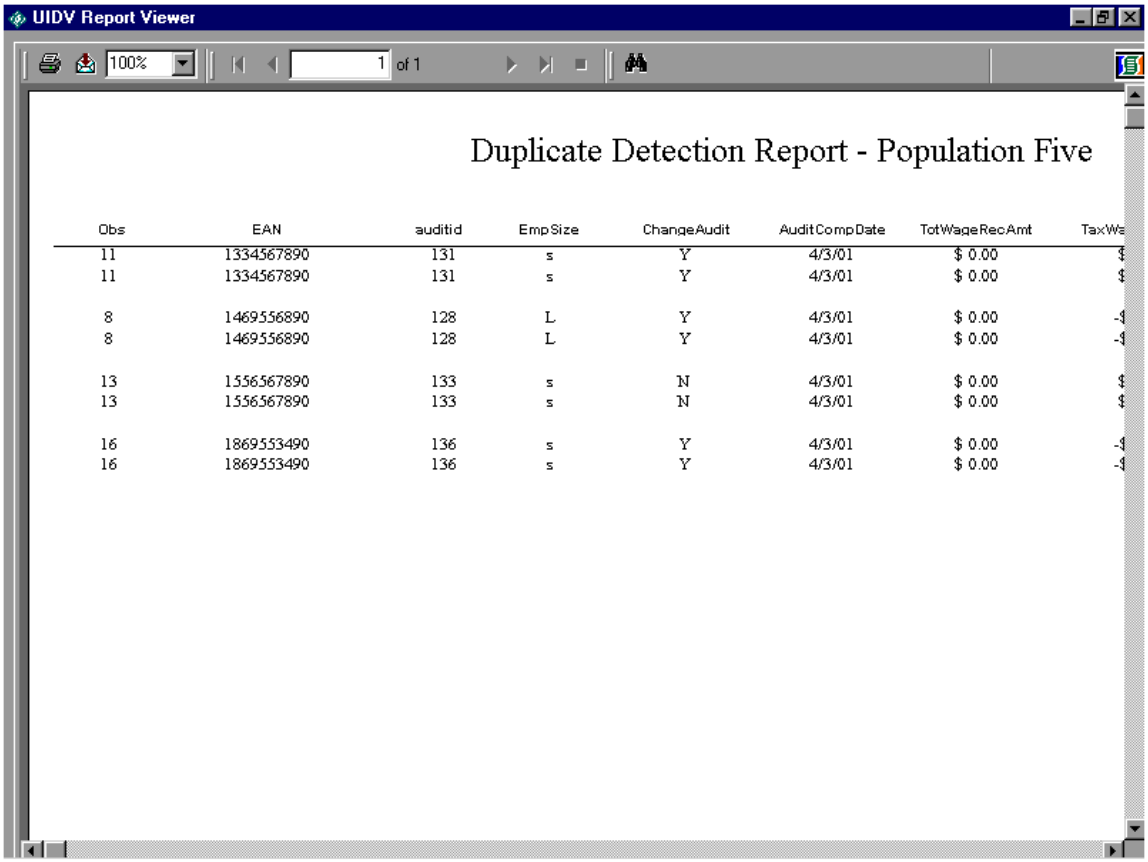
This function displays a report that calculates the difference between the validation count and the report count.

Report Validation Summary (Tax): Population 1 - for Report C

Description	ETA 581 Item	Reported Count	Subpopulation	Validation Count	Count Difference	Count% Difference	Count Pass/Fail
Activity contributory employers	1	38,222	1.1	38,222	0	.00%	
Activity reimbursing employers	2	793	1.2	793	0	.00%	
All active employers		39,015	Total	39,015	0	.00%	Pass

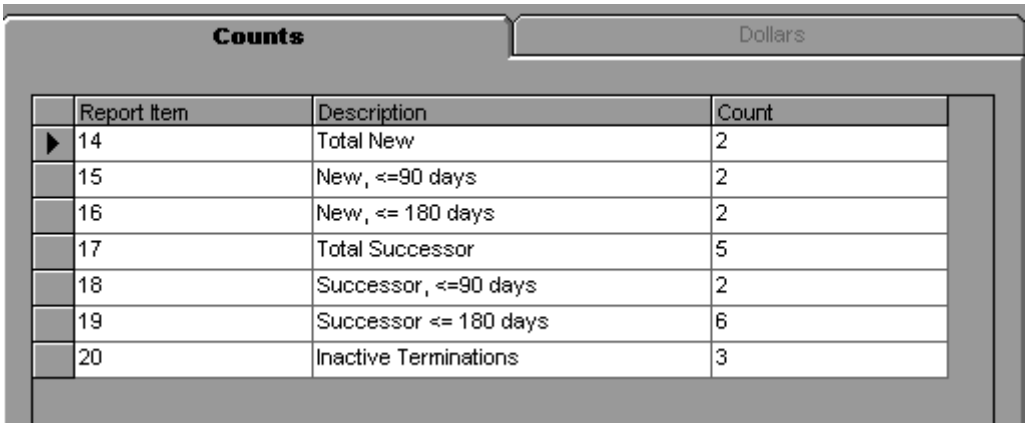
3. View Duplicates

This function displays a report that lists duplicates identified and rejected by the software when importing each population extract.



4. Enter Reported Counts

This function displays the data entry screen for entering reported counts into the respective fields based on report item.

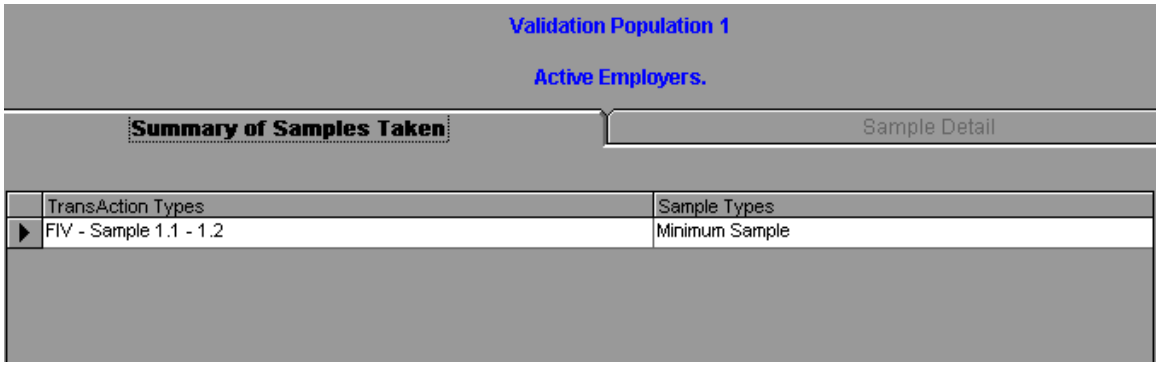


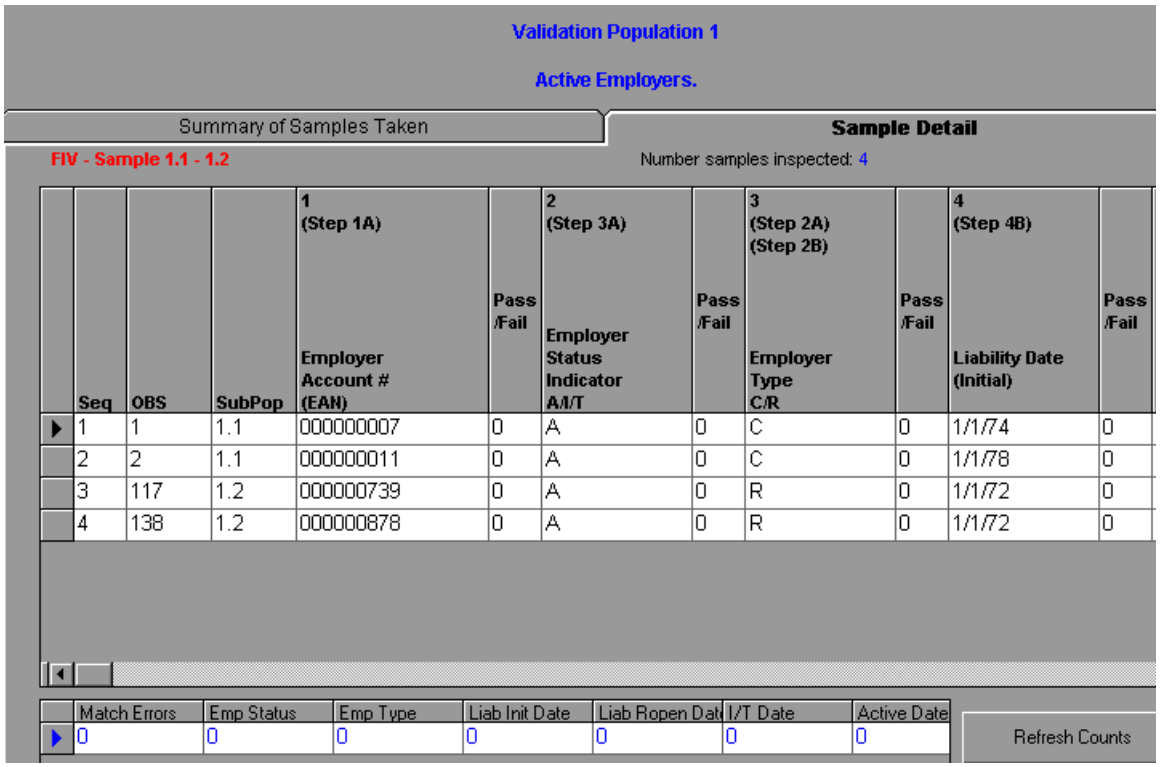
E. FIV/DEV Menu

The fifth menu on the Start-up screen is called "FIV/DEV." Options in this menu include:

1. FIV Samples Worksheet:

This function provides a window to view a summary of the sample for a particular population (see first example screen below). Click on the summary row to view the sample detail (see second example screen below).





The validator checks each column and clicks the mouse on the pass/fail column to indicate whether the information is correct or not. The validator clicks on "0" if the data element passed validation, and "1" if it failed validation.

Click refresh counts to view the total errors for all of the sampled cases at the bottom of the sample detail screen. To print a sampled record, the validator places the curser to the left of the Seq field for the record to be printed. Double click on the record to format the record for printing. Click the printer icon at the top left of the screen to begin printing.

2. Print FIV Samples Worksheets

This function enables the user to print the FIV worksheets in batch mode for an entire population.

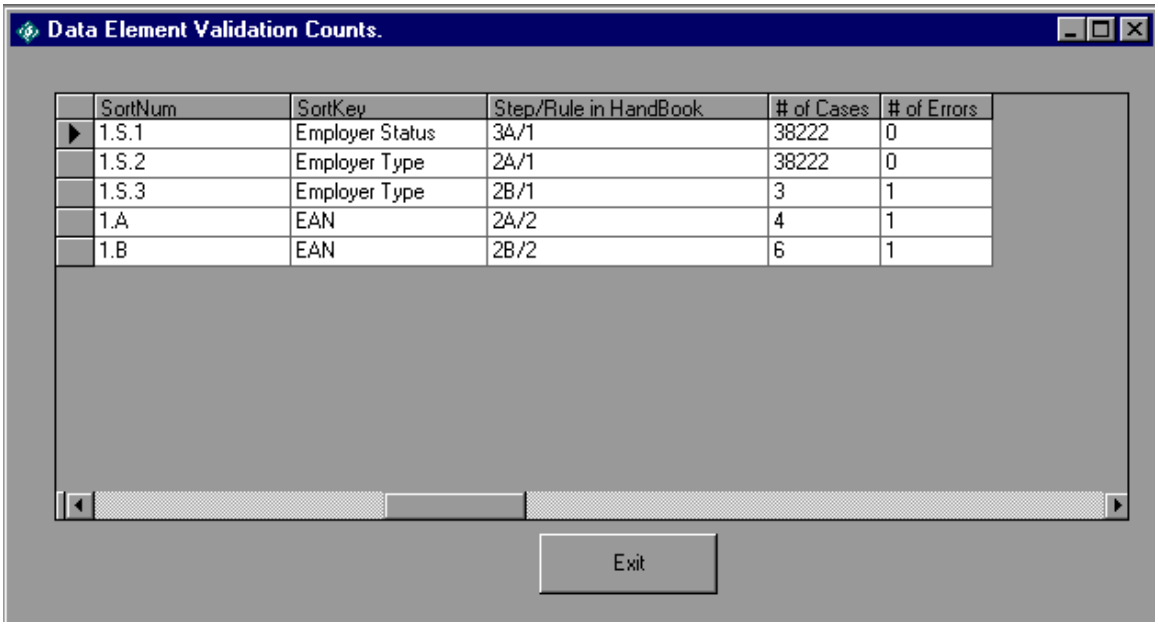
UITax Sample Validation

For EAN: 000000007

Data Element	Value	Pass/Fail
seqno	1	
Obs	1	
subpop	1.1	
EAN	000000007	Pass
EmpStatus	A	Pass
EmpType	C	Pass
LiabInitDate	1/1/74	Pass
LiabRopenDate		Pass
I/TDate		Pass
ActiveDate		Pass

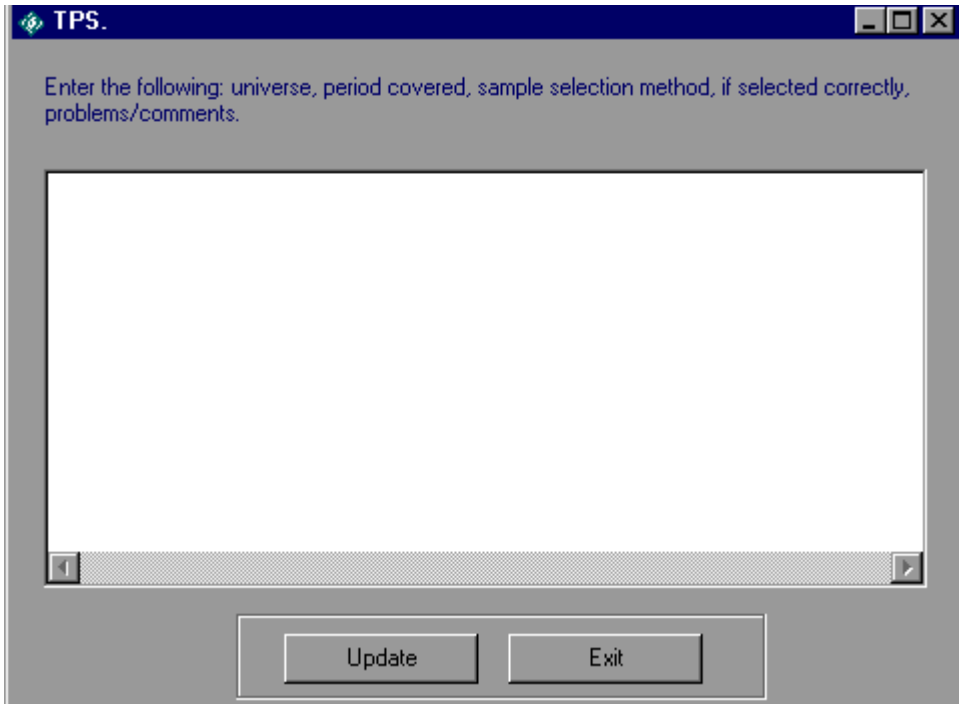
3. Enter Data Element Validation Counts

This function displays a screen for entering data element validation record counts and results. It also cross references each data element sort to the Module 3 step and rules applicable to each sort.



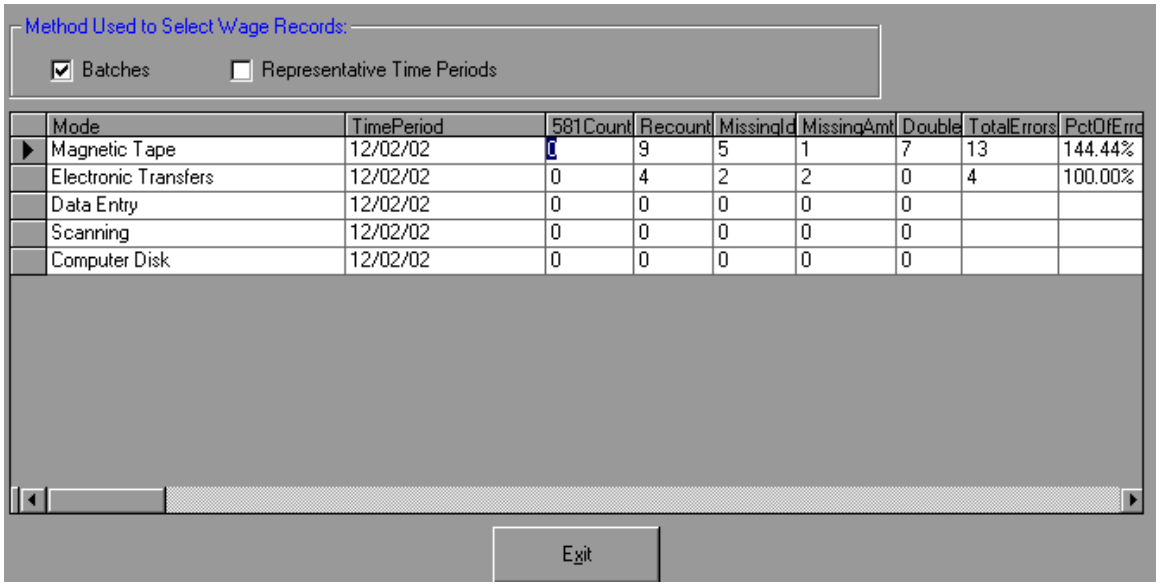
4. Enter TPS Comments

For populations 3 and 5 only this function displays a screen for entering TPS validation results.



5. Wage Item Validation

This function presents a screen for entering information about wage item validation and computing the total errors and the percentage of errors by mode.



6. Summary/Analytical Report:

This function displays a report that is generated after the FIV samples worksheet, DEV counts and results, and TPS comments (for populations 3 and 5) have been completed. The report calculates errors for each applicable FIV sample and DEV sort.

Summary/Analytical Report 1 - Active Employers

File Integrity Validation

Step Type	Sub-Population	Column #	Number of Cases Checked	Pass/Fail
FIV	1.1	All	2	Pass
FIV	1.2	All	2	Pass

Data Element Validation

Step Type	Sort Number	Sort Key	Step/Rule in Handbook	# of Cases Checked	# of Errors	% of Errors	Pass or Fail
Sort	1.S.1	Employer Status	3A/1	38,222	0	0.00%	Pass
Sort	1.S.2	Employer Type	2A/1	38,222	0	0.00%	Pass
Sort	1.S.3	Employer Type	2B/1	3	1	33.33%	Fail
Sort	1.A	EAN	2A/2	4	1	25.00%	Fail
Sort	1.B	EAN	2B/2	6	1	16.67%	Fail

F. Utilities Menu

The sixth menu on the start-up screen is called "Utilities." Options in this menu include:

1. Compact Database

Eliminates the temporary memory storage by compacting the database.

2. Fix Database

In the event the user receives an error message that says the database is damaged, this function will repair the database.

3. Switch Database

Allows user to save the current database and import new data without overwriting. Situations where this function would be used include:

a. archiving prior validation findings
b. splitting the validation file into two databases to keep the size manageable in large States.

G. Window Menu

The seventh menu on the start-up screen is called "Window." Options in this menu include:

1. Cascade

Realign open windows to appear in a cascade from the top left corner of the screen.

2. Tile Horizontal

Realign open windows horizontally.

3. Tile Vertical

Realign open windows vertically.

This menu also indicates the name of the open windows, with a check next to the dominant window.

H. Help Menu

The eighth menu on the start-up screen is called "Help." Options in this menu include:

1. Help Contents

This feature is under development.

2. Contacting Mathematica Policy Research, Inc.

This feature provides contact information for users who would like additional assistance with installing or using the software. Users should email UITA@mathematica-mpr.com, and specify the software version being used, the specific question, and the user's contact information.

3. About

This feature provides the software version number and product development information for the application.