

MLP Database Tutorial

Introduction

The MLP database is an Internet based application that is used to manage the data and process associated with the Mini Loan Program. Some of this data is sensitive, so all transactions are secure. The database is backed up every night in case there is a hard disk failure on the server. Any files attached to a record are encrypted on the hard drive.

Using the Internet gives access 24/7 to anyone anywhere in the world – as long as they are authorized to access the data. There is a global password for the database, and a field for each person to have an individual password. If the individual password is not defined, the global password is used to authenticate a user.

In general there is a record for each entity (applicant, banker, representative, coordinator, or council member). The data that a user can see depends on who they are. Bankers can only see the loan data that is associated with their bank.

The owner of the database has access to a Config. function which can be used to define the parameters such as the cookie name, global password, and data fields that are displayed.

Typically a conference finds a person with a payday or title loan. By filling out the online screening form, a record is generated in the MLP database. That record is used to track the loan through the rest of the process. When a record is first defined, a hidden key is stored in the record. This key is used to encrypt and decrypt files that are attached. Every record has a key since files can be attached to any record.

If you are using a mobile device, please read the section on “Delete Cookie”.

How to log in:

<http://parishplus.com/>

Scroll down to MLP web page and click on “Click Here”. Then click on MLP Database.

When you first run the database program, the screen that is displayed is a log in form.



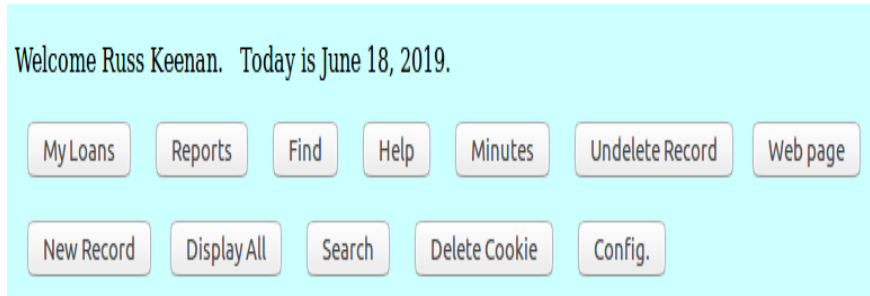
The image shows a login form titled "MLP Login" on a light yellow background. It contains two input fields: "Name:" and "Password:". Below the "Name:" field is a long, empty text box. Below the "Password:" field is a shorter, empty text box. At the bottom of the form are two buttons: "Submit Password" and "Clear".

Enter your name and password and click on the “Submit Password” button. If the password is correct, a cookie is stored on your device, and the next screen displayed is the “Display all” screen. The

navigation buttons that are displayed depend on the privilege that you have. Only the database owners have access to the Config. Function. It is important that the log in name that you use matches the name in the database. William Smith is not the same as Bill Smith even if it is the same person. Your name can be found on the reports on the MLP web page. **Before a person can log into the database, a record with their name must already be defined.**

After logging in the first display is called the “Display All” page and looks like the following screen shot. The record data is displayed following the header, but is not included in this public document.

The buttons on the top are used to navigate to the available functions.



My Loans – Displays the loans that the person logged in is responsible for.

Council – all the loans

Representative – all the loans for a specific district

Coordinator – all the loans for a coordinator

Banker – all the loans for a specific bank

Reports – Displays a list of the available reports, one button per report

Find – Find a record by last name or record number or case number

Help – displays helpful information

Minutes – displays the minutes

Web page – displays the MLP web page

Display All – displays all the records

Search / Email – searches the database for records that meet specified criteria. Can be used to send email or a text message.

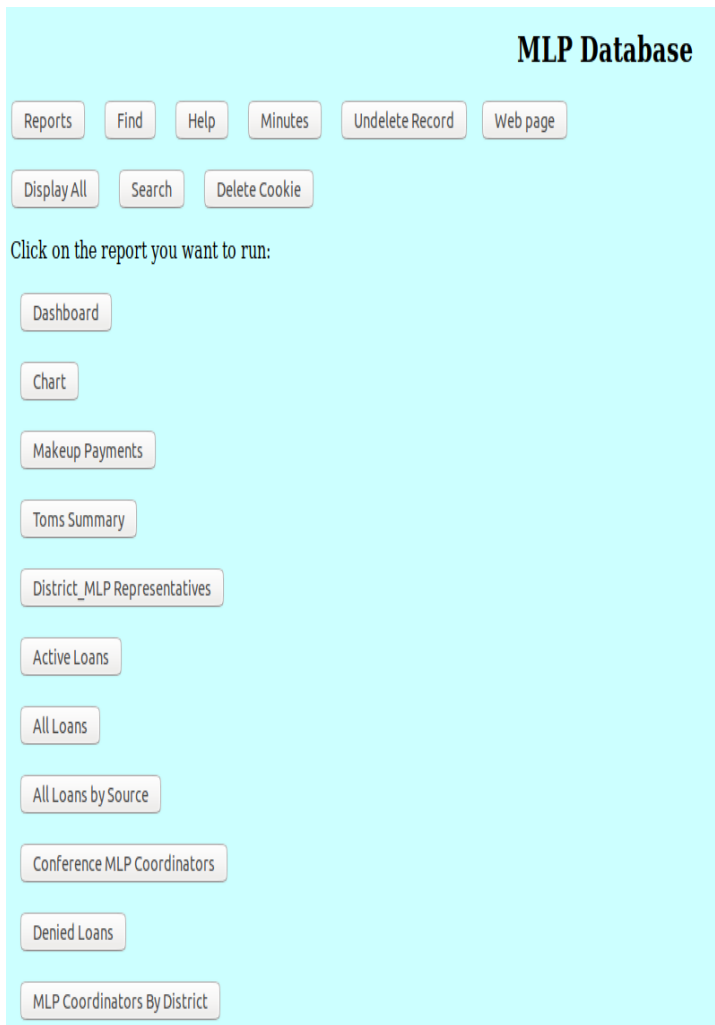
Delete cookie – deletes the cookie to protect the database from unauthorized access

Config. - only available for owners of the database

New Record – only available for owners.

Report

The Report function displays a list of reports that are available. Click on the report to run it.



District_MLP Representatives – report on the district reps. Also updates the file on the web page.

Active Loans - list of client records whose process value is not “done”.

All Loans – list of loan records

Conference MLP Coordinators – report on the coordinators. Also updates the file on the web page.

MLP Coordinators By District – report on the coordinators sorted by district.

Grant Summary– Client report sorted by client name

...

Find

A fast way to find a record is by record number. You can also enter the first few characters of the last name. If there is only one record found, that record will be displayed. If more than one record is found, a drop down with the records is displayed and you can select which record is desired.

MLP Find Function

Reports Find Help Minutes Undelete Record Web page

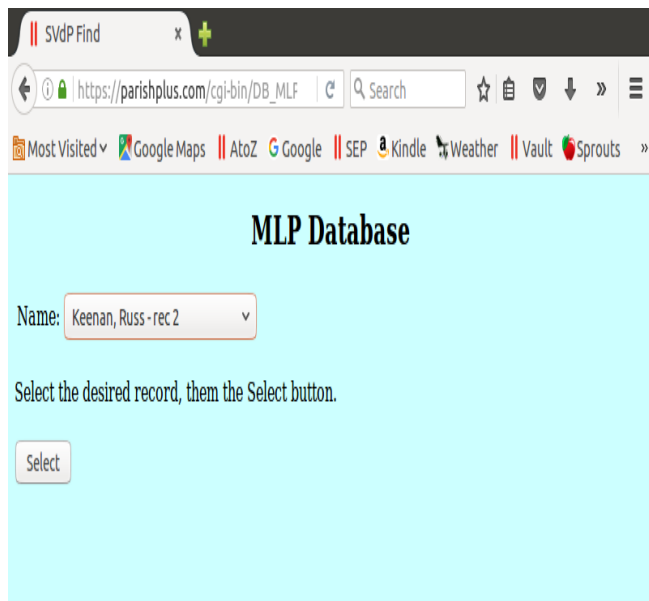
Display All Search Delete Cookie

Enter one or more characters of the last name or the Record number and click on the find button or press the Enter key. If only one record is found, that record is displayed.

Last Name: Record number:

find

For example, entering just K in the last name results in the following display.

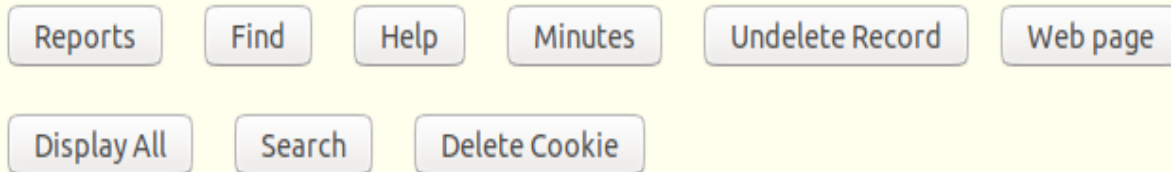


The screenshot shows a web browser window with the URL `https://parishplus.com/cgi-bin/DB_MLF`. The page title is "MLP Database". Below the title, there is a "Name:" label followed by a dropdown menu showing "Keenan, Russ - rec 2". Below the dropdown, there is a text instruction: "Select the desired record, then the Select button." and a "Select" button.

Help

Displays a help screen. The “Help” button is context sensitive – the help displayed depends on which function you are in.

MLP Database



Buttons

Reports - list of available reports.

Find - Find a record by record number or last name.

Help - displays helpful information.

Minutes - Display the minutes.

New Record - Add a new record to the database.

Display All - Display all records, ordered by last name.

Search - select a set of records from up to three different selection criteria

Delete Cookie - log out and delete the cookie.

General Usage

To add a new record click on the "New Record" button, then enter the name, then click on the "Add Record" button. An error status will result if the name is already defined. If it is a new record, the rest of the data can be entered.

To Update a record, first find the record, change whatever field or fields need to be modified, then click on the "Save" button.

Minutes

MLP Add or Display Minutes

[Reports](#)[Find](#)[Help](#)[Minutes](#)[Undelete Record](#)[Web page](#)[Display All](#)[Search](#)[Delete Cookie](#)[Add Minutes](#)[Display Minutes](#)[Help](#)Year: Month / Quarter:

[04/24/2018](#)

Society of St. Vincent de Paul

MLP Committee Meeting Minutes - April 24, 2018

11:00AM Conference Call

Present - Louise Bland, Tom Crowe, George Human, Russ Keenan,
Pam Mahaney, Tony Tinker, and Bruce Toplek.

Absent - Jennifer Afflerbach, Michael Pazzaglini, and Paul Scherer.

1) Opening prayer for Systemic Change - by Louise (Thanks to Jennifer for excellent revised wording).

Web page

This button displays the MLP web page. This page contains links to other sites, documents like the MLP process and Forms like the online screening form.



Mini Loan Program Forms and Files

[SVdP Council home page](#)

[SVdP forms and files](#) Public directory for forms and files

Reports / Maps

[District MLP Representatives](#)

[Conference MLP Coordinators](#)

[Inwood bank locations](#)

[Legacy bank locations](#)

[Pegasus bank locations](#)

[Veritex bank locations](#)

Database

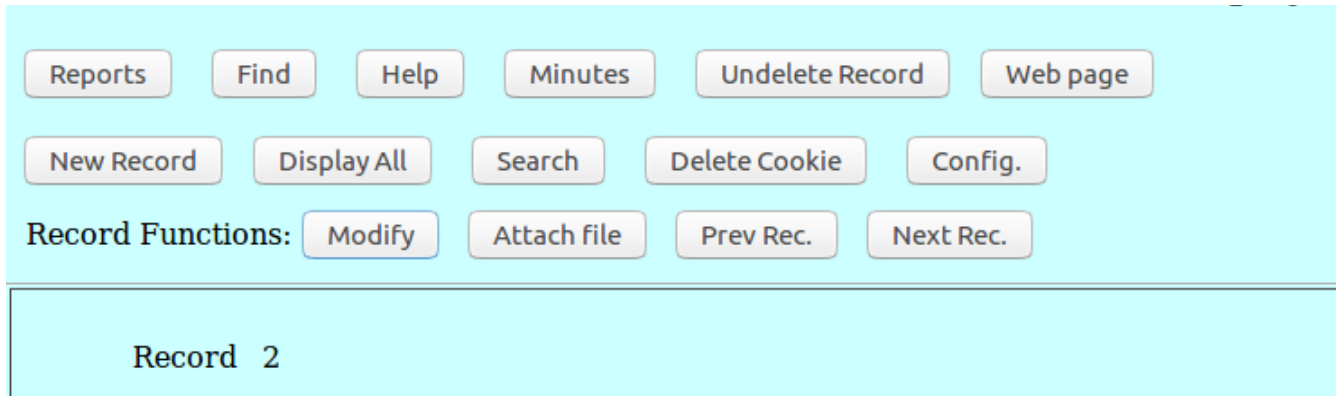
[MLP database](#) (restricted access)

[MLP database tutorial](#) (PDF format)

[Upload files to MLP record](#) (restricted access)

[Upload files to MLP directory](#) (restricted access)

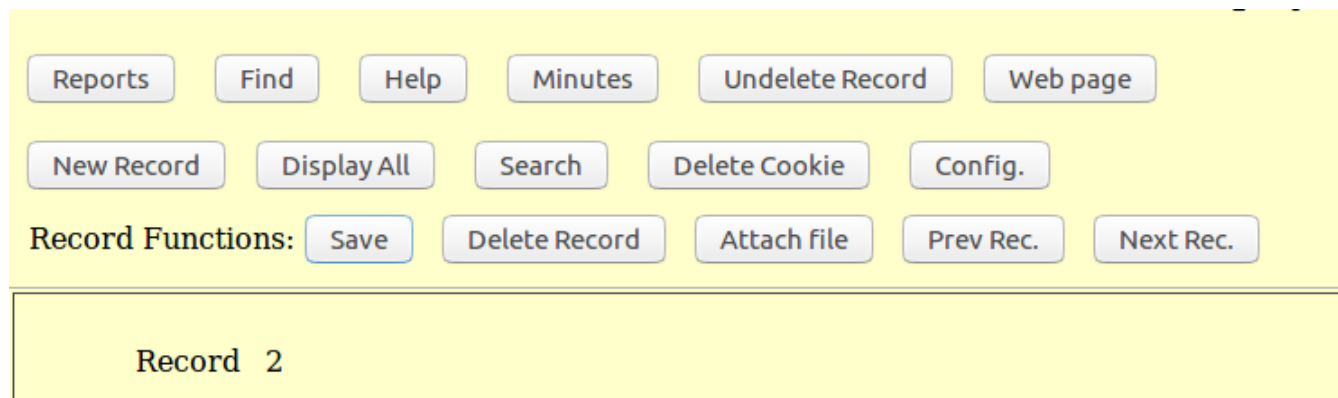
Existing Record



There are two modes of operation:

1. Display mode (default) - light blue
2. Change mode - light yellow (use caution)

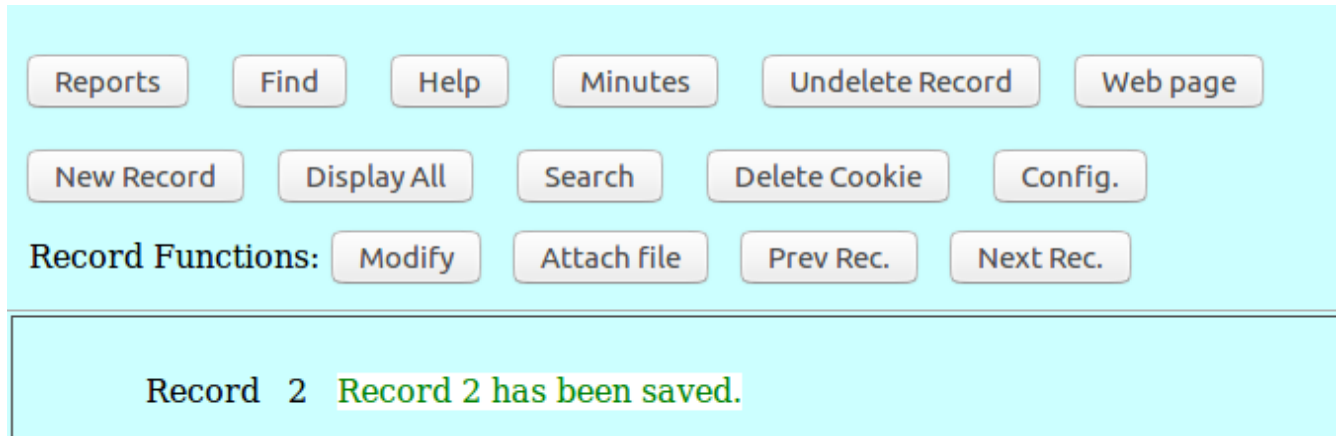
As you can see from the screen shots below, when a record is in display mode, the first button in Record Functions is "Modify". When the record is in Change mode, the first button is "Save". Note that the "Delete Record" function is available in Change mode, but not in Display mode.



If a record needs to be changed, the user must first click on the "Modify" button, make the changes, then click on the Save button. The record will be saved in the database, and a message returned in Display mode that confirms that the record has been saved. If additional changes are needed, the user must first click on the "Modify" button again.

The user can not make changes to any text field when in Display mode.

The following screen shows what the confirmation message looks like:



When you are looking at a report, clicking on the name will take you to a record. You can modify the record and then click on the “Save” button. If you forget to click on the “Save” button your modifications will not be saved in the database.

When you are in an existing record, you can attach a file to that record. This can be used to attach all the documents required for a loan. Another way to attach such documents is via the MLP Upload function. This function only displays the attached documents, so you do not have to scroll to the bottom of the record each time to see which documents have been added. To use this function, you need to know the client record number. The file upload does not display any of the fields, so you must use the database to view or edit any of the data in the record. Some advocates prefer to use the file upload and some prefer to use the database. The result is the same: files are attached to the record.

Click on Choose File and navigate to where the file is located. Then enter a description (example: Release form), then click on the “Upload File” button.

The record contains many fields and requires three screen shots to display them (all of the loan company fields are not displayed on the screen shots).

MLP Database

Record 2

Title: First Name * Middle Name Last Name * Suffix:

DOB Age Gender: Ethnicity Race

Email Spouse: Number in household:

Home Phone Cell Phone Work Phone

Street: City State ZIP

Status Loan status County

Fico - start Fico - end Funding **These three fields filled in by council.**

Employer

Monthly Gross Income

Monthly Net Income

Monthly Expenses

Original predatory loan amount(s):

Enter a list (1, 2, 3) - an original loan amount for each loan. Not required if Emergency loan.

What caused you to take out the above loan(s):

Loan company name * or payee if emergency loan

Current Balance: * or loan amount requested if Emergency loan

APR: * field is set to 3% if emergency loan

Loan type:

Loan Details

This screen show shows the last loan company fields plus the conference informaiton.

Conference	<input type="text" value="Dallas Council"/>
District	<input type="text" value="DC"/>
Conference MLP contact	<input type="text"/>
Contact email	<input type="text"/>
Date conference met with applicant	<input type="text"/>
Approved by conference president (name)	<input type="text"/>
Approved by District Representative (name)	<input type="text"/>

Council Loan Application Number	<input type="text"/>	filled in by council
Bank	<input type="text" value="No Selection"/>	
Date for loan cosigning	<input type="text"/>	(Start Date - filled in by council)
Loan amount	<input type="text" value="0.00"/>	filled in by council
Loan payment	<input type="text" value="0.00"/>	filled in by council
Date of first payment	<input type="text"/>	filled in by council
Date of final payment	<input type="text"/>	filled in by council
Preferred location for signing	<input type="text"/>	
Preferred date/time for signing	<input type="text"/>	
Preferred day for payment	<input type="text"/>	

Comments:

The above screen shot shows the loan information, comments and documents associated with the record.

The last of the data fields are shown below.

Comments:
MLP database support

Savings opened? - Yes/No

To be filled in upon MLP loan payoff.

Documents for record 2

Description	Date	View	Delete	Edit Desc
Financial coaching videos	04/25/2018	Click Here	Click Here	Click Here

Display All

Displays all the records. Some members like to use this display and then use the Ctrl F key to search for the record they want.

Search

The search function selects a set of records based on one to three criteria and can be used to send email to the people whose records have been selected.

Example:

field comparison value

Status = Member

will select those records whose status value is "Member". This is useful for the secretary to send out a message that the minutes are ready to be reviewed.

Each record that s selected has a checkbox. The checkbox value is checked if that record has an email address and not checked if there is no email address. The checkboxes can be clicked on or off to select or deselect a record.

Example 2:

field comparison value
Status = Client
ZIP Contains 75023

will select those records whose Status value is “Client” and whose zip code contains “75023”.

Search MLP Database

Reports Find Help Minutes Web page

New Record Display All Delete Cookie

Enter record selection criteria, then click on Select Records button.

Field 1 No Input Comparison 1 Contains Value 1

Field 2 No Input Comparison 2 Contains Value 2

Field 3 No Input Comparison 3 Contains Value 3

Select Records Clear Help

Notes: Assume values are case sensitive.
To select all records, use values: "Last Name", "Contains", "."
Format for date is mm/dd/yyyy

Delete cookie

What is a cookie?

A cookie is a small, named piece of data that is stored on your device (PC, laptop, tablet, smartphone).

What do cookies do?

A cookie is often used to authorize access to secure data.

A cookie can also be used to keep track of data like what you searched for last.

When you access the SVdP database, the server executes the SVdP program. The program asks for the cookie. If no cookie is returned by the device, the program sends the login screen. When a member enters the correct information into the login form, a cookie is stored on their device. When a cookie is present, the program displays the A to Z screen.

The cookie is used as authorization that the person who has the device should have access to the data. If you click on the button "Delete Cookie", the cookie is deleted and you have to log in again the next

time you access the database. This is like saying: "this device is no longer authorized to access the database."

The problem:

If a person loses a mobile device and has accessed the SVdP database, whoever has the device has access to the data.

Solutions:

Anyone using a mobile device should delete the cookie when they are done. Anyone who loses a device should notify us (me) immediately, and I can lock out access to the database from that person.

Thank you for protecting access to this sensitive data on a mobile device.