



U.S. Department of Veterans Affairs

Veterans Benefits Administration
Compensation Service

Adding and Removing CAPRI Security Keys
for VR&E Employees
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Section 1 – Purpose

The national deployment of CAPRI version DVBA*2.7*181 includes new functionality intended for use by employees of Vocational Rehabilitation and Employment (VR&E). In order to access this new functionality, the CAPRI account of the user will need to include a security key specific to the VR&E functionality. This guide, intended for administrators of VBA CAPRI accounts, explains how to add the required security key to a CAPRI account. This guide assumes that the administrator already knows how to create and set up a VBA CAPRI user account, and so does not address that process.

Section 2 – Definitions

2.1 – **21C**: Compensation Service

2.2 – **CAPRI**: Compensation and Pension Record Interchange

2.3 – **GUI**: Graphical User Interface

2.4 – **User**: An end user is any employee who is utilizing CAPRI. Typical end users include Veterans Service Representatives, Rating Veterans Service Representatives, Coaches, Vocational Rehabilitation and Employment Counselors, etc.

2.5 – **VR&E**: Vocational Rehabilitation and Employment

Section 3 – Overview of VR&E CAPRI Functionality

Release DVBA*2.7*181 of CAPRI adds new functionality for Vocational Rehabilitation and Employment (VR&E) employees. This functionality adds a new tab in the Compensation and Pension Record Interchange (CAPRI) graphical user interface (GUI) called “VocRehab.” By adding the proper security key to the user’s CAPRI account, the “VocRehab” tab becomes visible. If a VBA user reports that he/she cannot see the “VocRehab” tab in CAPRI it means that the proper security key was not applied to his/her CAPRI account.

For more information on the new functionality please refer to the release notes and user guide, which may be accessed here:

<http://www.va.gov/vdl/application.asp?appid=133>.

Section 4 – Adding the VR&E Security Key to a User’s CAPRI Account

To add the VR&E security key to a user’s CAPRI account, take the following steps.

1. Log into the CLAIMS system, used for CAPRI authentication, at claims.med.va.gov.
2. Access the CAPRI Remote Administrator Menu.
3. Select the secondary menu option “Allocate security keys [HIAZ ALLOCATE KEYS].”
4. Select the “Allocation of Security Keys” menu option.
5. When prompted for the key you wish to allocate, input **DVBA CAPRI VRE_COUNSELOR**.
6. When prompted for another key, leave the entry blank.
7. When prompted for the holder of the key, input the CAPRI user’s name.
8. When prompted for another holder, leave the entry blank or input another user name, as applicable.
9. The system will ask you to confirm that you are adding the key to the specified user(s). Input **YES** or **NO**, as appropriate.
10. The system will report whether or not the addition of keys was successful.

The below example demonstrates the screens and keystrokes for this process. User-input keystrokes are indicated by **bold red font**.

4.1 Example of Adding VR&E Security Key to User's Account

Select CAPRI Remote Administrator Menu Option: ??

```
ADD      Add/Edit CAPRI User [ZBJM ADD/EDIT CAPRI USER]
EDIT     Edit Access/Verify Code for a User [ANU EDIT ACCESSVERIFY CODES]
GAP      Grant Access by Profile [XUSERBLK]
          **> Locked with XUMGR
DEA      Deactivate a User [XUSERDEACT]
REA      Reactivate a User [XUSERREACT]
DMM      Delegate's Menu Management ... [XQSDM USER MENU]
PRT      Print List of CAPRI Users [ZBJM CAPRI USERS PRINT]
INQ      User Inquiry [XUSERINQ]
SITE     Edit CAPRI Authorized Site List for a User [ANU EDIT AUTHORIZED SITES]
XWB      Start All RPC Broker Listeners [XWB LISTENER STARTER]
UT       User's terminated by system [USER TERM 4]
MNL      Set Up Manila User [ANU CAPRI MANILA SETUP]
```

You can also select a secondary option:

```
Allocate security keys ... [HIAZ ALLOCATE KEYS]
CAPRI Remote Administrator Menu ... [ZBJM BVA ADPAC MENU]
VA FileMan ... [DIUSER]
```

Press 'RETURN' to continue, '^' to stop: <ENTER KEY>

Or a Common Option:

```
Halt [XUHALT]
Continue [XUCONTINUE]
Restart Session [XURELOG]
MAIL MailMan Menu ... [XMUSER]
VA View Alerts [XQALERT]
Time [XUTIME]
User's Toolbox ... [XUSERTOOLS]
Where am I? [XUSERWHERE]
```

Select CAPRI Remote Administrator Menu Option: **Allocate security keys**

```
Allocation of Security Keys
De-allocation of Security Keys
```

Select Allocate security keys Option: **Allocation of Security Keys**

Allocate key: **DVBA CAPRI VRE_COUNSELOR**

Another key: <ENTER KEY>

Holder of key: **DOE, JOHN** jd 123456789 2158 VBA SUPPORT STAFF

Another holder: <ENTER KEY>

You've selected the following keys:

DVBA CAPRI VRE_COUNSELOR

You've selected the following holders:

DOE, JOHN

You are allocating keys. Do you wish to proceed? **YES**//

DVBA CAPRI VRE_COUNSELOR being assigned to:
DOE, JOHN

Section 5 – Removing the VR&E Security Key from a User’s CAPRI Account

To remove the VR&E security key from a user’s CAPRI account, take the following steps.

1. Log into the CLAIMS system, used for CAPRI authentication, at claims.med.va.gov.
2. Access the CAPRI Remote Administrator Menu.
3. Select the secondary menu option “Allocate security keys [HIAZ ALLOCATE KEYS].”
4. Select the “De-allocation of Security Keys” menu option.
5. When prompted for the key you wish to de-allocate, input **DVBA CAPRI VRE_COUNSELOR**.
6. When prompted for another key, leave the entry blank.
7. When prompted for the holder of the key, input the CAPRI user’s name.
8. When prompted for another holder, leave the entry blank or input another user name, as applicable.
9. The system will ask you to confirm that you are removing the key from the specified user(s). Input **YES** or **NO**, as appropriate.
10. The system will report whether or not the removal of keys was successful.

The below example demonstrates the screens and keystrokes for this process. User-input keystrokes are indicated by **bold red font**.

5.1 Example of Removing VR&E Security Key from User's Account

Select CAPRI Remote Administrator Menu Option: ??

```
ADD      Add/Edit CAPRI User [ZBJM ADD/EDIT CAPRI USER]
EDIT     Edit Access/Verify Code for a User [ANU EDIT ACCESSVERIFY CODES]
GAP      Grant Access by Profile [XUSERBLK]
          **> Locked with XUMGR
DEA      Deactivate a User [XUSERDEACT]
REA      Reactivate a User [XUSERREACT]
DMM      Delegate's Menu Management ... [XQSM USER MENU]
PRT      Print List of CAPRI Users [ZBJM CAPRI USERS PRINT]
INQ      User Inquiry [XUSERINQ]
SITE     Edit CAPRI Authorized Site List for a User [ANU EDIT AUTHORIZED SITES]
XWB      Start All RPC Broker Listeners [XWB LISTENER STARTER]
UT       User's terminated by system [USER TERM 4]
MNL      Set Up Manila User [ANU CAPRI MANILA SETUP]
```

You can also select a secondary option:

```
Allocate security keys ... [HIAZ ALLOCATE KEYS]
CAPRI Remote Administrator Menu ... [ZBJM BVA ADPAC MENU]
VA FileMan ... [DIUSER]
```

Press 'RETURN' to continue, '^' to stop: <ENTER KEY>

Or a Common Option:

```
Halt [XUHALT]
Continue [XUCONTINUE]
Restart Session [XURELOG]
MAIL MailMan Menu ... [XMUSER]
VA View Alerts [XQALERT]
Time [XUTIME]
User's Toolbox ... [XUSERTOOLS]
Where am I? [XUSERWHERE]
```

Select CAPRI Remote Administrator Menu Option: **Allocate security keys**

```
Allocation of Security Keys
De-allocation of Security Keys
```

Select Allocate security keys Option: **De-allocation of Security Keys**

Allocate key: **DVBA CAPRI VRE_COUNSELOR**

Another key: <ENTER KEY>

Holder of key: **DOE, JOHN** dj 123456789 2158 VBA SUPPORT STAFF

Another holder: <ENTER KEY>

You've selected the following keys:

DVBA CAPRI VRE_COUNSELOR

You've selected the following holders:

DOE, JOHN

You are deallocating keys. Do you wish to proceed? **YES//**

DVBA CAPRI VRE_COUNSELOR being taken away from:
DOE, JOHN

Section 6 – Questions and Support

For questions or support please e-mail VAVBAWAS/CO/CAPRI.