

Ray Feliciano

Publisher of *The Informed Constituent*[®]
and

Business Consultant

Business and Systems Analyst
Documentation Specialist
Technical Writing
Quality Assurance
Programming

Former end clients:

IRS

IBM

Micrografx

MCI/Worldcom

Bank of America

Blue Cross/Blue Shield

Federal Bureau of Prisons

Missouri State Highway Patrol

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NYS Dept. of Taxation & Finance

Office of Mental Health

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“The documentation we needed was completed ahead of schedule and of the highest quality.”

- Nazar Gharbia (Micrografx)

“He completely restructured and revamped the existing online help system using RoboHelp HTML, creating a much more coherent and well designed help format...His efforts have provided the system with a much needed facelift for the online help and a much more user friendly presentation.”

- Christina Brandon (RiverRock Systems)

“Ray did a phenomenal job in meeting or exceeding all target dates that were put before him.”

- Tim Glenn (Yokogawa Corp. of America)

“Our developers found Ray easy to work with and volunteered their high degree of satisfaction with his ability to deliver a users guide within an extremely short time, working strictly from the UI in test and without a formal spec.”

- Peter Heffner (IBM)

“We were very impressed with his broad range of skills and his willingness to take on a new challenge. I feel confident he would be an asset to your organization.”

- Michael Mann (ValueWise Corporation)



Fourth Branch of America, LLC

P.O. Box 8558
Albany, New York 12208

Phone: (518) 475-0303
Email: fba@nycap.rr.com

www.fourthbranchofamerica.com



Publisher of
The Informed Constituent[®]

“Bringing your government to you”
(since 2003)

(MWBE - Certified Minority Business Enterprise)



CEO/Founder Ray Feliciano

Since 2003, *The Informed Constituent* has been providing citizens with a valuable resource for understanding how their government works and knowing about important bills being sponsored. It has been respected by Republicans and Democrats alike as being an objective and informative tool, and is now even being used in classrooms to supplement civics education. But did you know that the work of the Fourth Branch of America (FBA) goes far beyond just the newspaper? It does. Here's how.

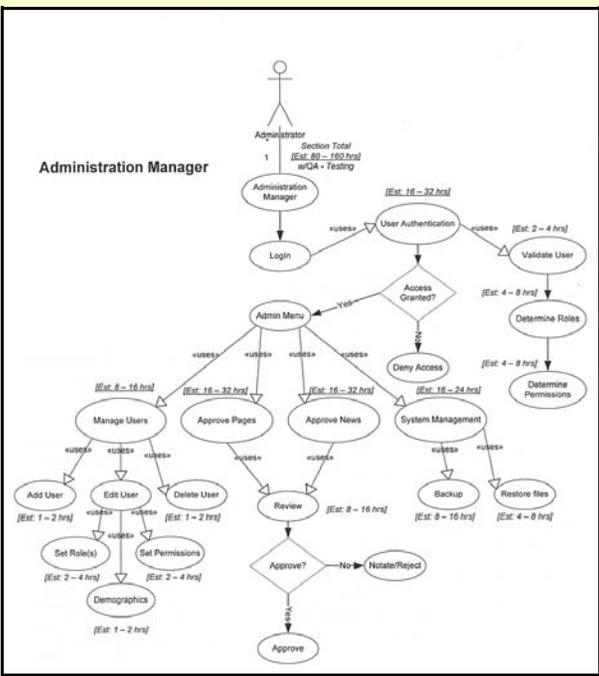
FBA Services Offered

In addition to publishing *The Informed Constituent*, the FBA offers the following services aimed at increasing efficiency within our governmental agencies, thereby saving taxpayer dollars.

- **Technical Writing/Documentation**
- **Programming**
- **Quality Assurance**
- **Business and Systems Analysis**
- **Creating Information Interfaces**

Led by Ray Feliciano with his more than 12 years of Information Technology experience, the FBA knows the time-saving value of having good documentation for User Guides and Manuals, Job Aides, Test Plans, System Specifications, Reports, and Online User Help Systems. Having well written documentation saves countless hours in new-hire training and technical support, and is imperative in keeping track of system change requests that are often needed to maintain complex software systems.

Maintaining high quality documentation during the production cycle reduces the need for reverse-engineering systems and ensures



A sample UML illustration used for planning project time estimations and beginning the developer's "blueprint."

continuity in the event that key personnel leave a project. Updating material that is outdated is another challenge for many developers who are often resource and time constrained. Let us help to ease your burden so your team can focus more on their core competencies.

Besides being a Documentation Specialist, Mr. Feliciano also has experience as a professional Programmer, Quality Assurance Supervisor, and Business and Systems Analyst. His fresh eyes have helped many companies identify and eliminate pain-points and bottlenecks in their processes and systems, improving efficiency, saving money, and increasing the user-friendliness of their applications. He has received multiple letters of recommendation, and his resumé includes past end-clients such as I.B.M., MCI, Blue Cross/Blue Shield, Bank of America, the I.R.S., the Federal Bureau of Prisons, the Missouri State Highway Patrol, the Office of Mental Health, the Dormitory Authority for the State of New York, and the New York Department of Taxation and Finance, to name a few.

Why Contract Instead of Hire?

Quite often it is overkill to hire a full-time professional Technical Writer. The reason is that many documentation needs are short-term project based, and do not really require year-round maintenance or a permanent increase in head-count. When that is the case, the FBA is happy to help fill the gap, providing expert documentation with quick delivery times.

MWBE Certified

As of July 2008, the Fourth Branch of America has been certified as a Minority Business Enterprise by the New York State Department of Economic Development.

How Can We Help?

The Fourth Branch of America is eager to assist in any way we can, whether for documentation, programming, quality assurance, or with analytical work. Let's talk. If you require a bidding process, we believe you will find us very competitive.

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A1.1 Installing the Historical Message Viewer Control

To install the Historical Message Viewer ActiveX control (Hmv.ocx) into a CIMPLICITY CimView screen, use the following steps in CimEdit:

1. Click the OLE button on the Tools toolbar.
2. Place the ActiveX Placement cursor where you want the top left corner of the control to be located. You can move or resize the control any time you want.
3. Click the left mouse button. The *Insert Object* dialog box opens.
4. Select the *ActiveX* tab if not already selected.
5. Select *Hmv Control* from the list of objects.
6. Click OK.

Figure 2: The CimEdit Insert Object Dialog

Note: In CimEdit, the Hmv Control initially appears as a clear rectangle with resize handles. Double click anywhere within the control to set the control as it will be displayed.

A step-by-step procedure illustrated with screen shots helps eliminate user confusion and reduce training time.