

Introduction

The objective of the Management Information System is to provide an up-to-date information service to the user. The system is designed to be easy to use. The system should be responsive. If you are not satisfied with the results, you should contact the programmer. A system administrator should be contacted if you are having trouble with the system.

This is the first edition of the Management Information System. The reports have not yet been prepared. In time all reports will be available, though not necessarily to all users. Access to the system is restricted to individual users. The system is not available to you unless you have been granted permission. The system is not available to you unless you have been granted permission. This User Guide describes the system and installing printer resources. Specific types related to the system are described in the appendix. A screen map of the system is shown in the appendix. It does not have any text.

RSD
Management Information System

MIS

The first requirement is a LAN. Direct access to the system can be achieved by using a terminal. The system is not available to you unless you have been granted permission. Initial files are provided for the system.

The MIS menu can be accessed by selecting option 3 on the MDS Applications Menu. The RSD Management Information System menu is available on the MDS Applications Menu.

Once your display shows the Management Information Systems menu, you will not be required to press the Return/Enter key after selecting the required option - just press the required key.

USER GUIDE
VERSION 0.6, JULY 1990

You will find that the system will normally work. You can press upper or lower case letters. H displays a simple help screen. Q allows you to quit from the system.

CONTENTS

1	Introduction	3
2	Accessing the RSD MIS System	3
3	Viewing the reports	4
4	Restricted Access	5
5	Report unavailable due to file not existing	5
6	Printing from MIS	5
7	Departmental Guidance Notes	5
	Screen Map	6
8	Advanced Tricks	8
9	Producing your reports for MIS	9
	Appendices	
	Filename conventions	11
	Utility programs	11
	Notes	11

1 Introduction

The objective of the Management Information System is to provide an up-to-date information service to managers through the Trent House Local Area Network (LAN). Allied to this, it is aimed to save on the production and distribution costs of printed output. The system is designed to be easy to use: the method to access the system should be intuitive. If you try the most obvious keystroke, it should do what you want. If this is not the case please make a request for a modification to the programme. A list of commands is included in Section 2.

This is the first edition of the User Guide and there are still many options for which the reports have not yet been provided. In time all options will be available, though not necessarily to all users. Access to information which is confidential to individual user groups will be restricted by the standard network control permissions. The likely response to an attempt to access information which is unavailable to you for whatever reason is discussed later in the guide.

This User Guide consists of sections common to all users: how to access the system and installing printer resources and individual sections which contain specific topics related to development of your reports for inclusion in the system.

A screen map of the system is included on the middle pages. Options shown in *italics* do not have any reports yet available.

2 Accessing the RSD MIS System

The first requirement of MIS is that you are logged into the Trent House RSD LAN.

Direct access of MIS can be personalised to your own liking although it is preferred that you adopt the standard of adding it to the RSD Trent House Network Initial Menu.

The MIS menu can be accessed by selecting option 8 (MDS Applications) from the RSD Trent House Network Lan Services Menu. MIS is then option 8 on the MDS Applications Menu.

Once your display shows the Management Information Systems menu, you will not be required to press the Return/Enter key after selecting the required option - just press the required key (usually a number).

You will find that, in addition to the options displayed, the following keys will normally work. You can press upper or lower case.

- H displays a simple help screen.
- Q allows you to quit from the system.

3 Viewing the reports

With few exceptions the reports used by MIS are standard text files. A utility program displays these files without allowing any amendment to them.

Wherever possible, the reports have been designed to be no wider than the width of your screen. However, this is frequently not possible, for example where the amount of information demands more than 80 characters per line. Where you require to pan right, just press the right arrow key. Press the left arrow key to pan left. To page down the file, press the page down key or press D, to page up use the PageUp or U keys. You may now have guessed that the L and R keys are alternatives to the ← and → keys.

Eventually it is hoped that Project Manager Workbench plans can be displayed - these may be several screens wide. The maximum number of characters that can be displayed is 1000 per line.

To quit from the browsing utility back to the relevant MIS menu, press either X, F10 or the Esc key.

Some options access more than one report. To view the second and subsequent reports press Q. To view the previous files in the sequence, press Z. Further details in the Advanced Tricks section.

A number of reports use a modified version of browse file which enables title locking.

For example, the holidays chart report (where available for your department) sets the cursor initially at the beginning of the holiday year.

Pressing **Ctrl** → pages the screen to the right

Pressing **Ctrl** ← pages the screen to the left

Pressing **TAB** moves to the totals

Do not use the F2 and F4 facility to unlock/lock the titles. This feature will probably be disabled in the future.

Filestore Graphs

This option is a little more complex. This is the option to display filestore graphs. On selecting this option you are faced with a list of filestore graph names. Use the arrow keys to move to select the required graph, press the return key to select. Then wait while Supercalc4 is loaded and a macro is run to translate the data into a graph. When you have finished viewing the graph, press any key to return to the Supercalc prompt. Press /Q to quit Supercalc and return to the filestore graph selection screen. For further knowledge of Supercalc4, please refer to a Supercalc4 Manual or press the F1 key in Supercalc4.

4 Restricted Access

Files may contain confidential information, therefore, a control over access is necessary. If your username does not have access to such files, you will see the message 'File not found' flash very quickly on the top line of your screen.

5 Report unavailable due to file not existing

Some options in MIS have been developed so that a test is made to check if the file exists. If it exists, it is displayed; if not the calling menu screen is redisplayed without a further message. Where a menu has yet to be developed a message to that effect is displayed. Options shown in *italics* on the screen map on the middle pages do not have any reports yet available.

6 Printing from MIS

To install the files required to print the mis files to fit on a page, insert the installation disk into the floppy disk drive then type the following:

A: press RETURN key

PRINST press RETURN

Select the type of printer you require.

This printer installation routine need only be run once or when changing the printer you choose.

To print a report from within MIS, the usual method is to hold down the SHIFT key whilst pressing the required option number.

7 Departmental Guidance Notes

Instructions for Creating the Daily Processing Report

1. CONNECT TO SERVER (unless already connected)
2. Select INITIAL MENU (option 1 on LAN SERVICES MENU)
3. Select PERSONAL MENU (option 1 on Initial Menu)
4. Select option 8 from PERSONAL MENU. This loads Supercalc4 and the day's data file.
5. Enter the week number in the blue highlighted cell. Press RETURN (↵)
6. Amend the data as necessary. Any characters in white can be altered. Use the arrow keys to move around.
7. When you are satisfied that the changes have been done, press the F8 key

to complete the Supercalc Macro. The file is now ready for Keith Waite to add his notes. He can also amend the data if necessary.

8. **M** followed by the **RETURN** key will take you from the DOS prompt back to the **INITIAL MENU**.

Instructions for Entering Daily Processing Notes

Follow the following procedure to generate the daily performance summary. It should be used only once per day. If you require to subsequently edit the file see note at end.

1. **CONNECT TO SERVER** (Option 3 on Initial Menu).
2. Load Option 6 - **UPDATE DAILY REPORT** from the IBM Personal Menu.
3. Check that the Shift Manager has updated his part of the report. Press **Y** once only to continue if all is well.
4. Enter processing notes into the file loaded.
5. Press **ALT-M** for the Management Summary Heading.
6. Enter Management Summary.

To edit any existing text, use the **INS** key to switch **INSERT** and **OVER-TYPE** modes. Use the arrow keys and **PgUp**, **PgDn** to move around the file. See **TopCopy Aide Memoire** for further editing techniques such as deleting blocks of text. The total number of lines that can be printed is 85 lines. The line number is shown at the top of the screen.

7. Press **ALT-S** to save the file correctly.
8. When finished press **F1** then **Q** to quit and return to the initial menu.

Subsequent edits of the Daily Processing Notes

If you require to return to make further amendments to the processing notes, select option 7 - **Amend Daily Processing Notes** from the IBM Personal Menu, then proceed as from 6 above.

8 Advanced Tricks

Whilst viewing the daily processing files you may wish to view all the recent files without having to quit back to the menu to select a further file. Here are instructions on how to view them all.

Select the first file to view.

Press **ALT-F** and the response from the computer will be **New File:**

Type **kw*.mis**. Press **Return**

You will then be able to browse the files in sequence by pressing Q to move to the next file in the sequence. To move back to the preceding file press Z. To exit back to the menu press X, F10 or Esc.

Producing your Reports from various packages for MIS

Supercalc 4

Within Supercalc 4

The preferred spreadsheet is able to provide output suitable for the MIS system including the extended character set for improving presentation.

- 1) Select (/) Output, File
- 2) Enter or amend the filename, Overwrite or Change as necessary.
- 3) Select Options (unless you know they are already suitable)
- 4) On the Options screen check and correct as necessary these settings:

Formatted Yes

Layout Width \geq total width of the columns of your spreadsheet

Left Normally 0

Copies 1

Paper Line Feed Yes

Borders No

No Headers or Footers

- 5) Select Range unless already checked (in Options Screen) and O.K.
- 6) Select Go

Quit from SC4 or perform any other operations as necessary.

Outside Supercalc 4

The print file created on disk contains copyright information. To remove this, the file must be copied with the /a switch e.g.

copy infoxxxx.prn/a \:\mis-eis\infoxxxx.mis

Topcopy

- 1) Configure Topcopy's Layout, Template, Page Format, Text Width to 80 characters.
- 2) Enter text as normal.
- 3) When saving, save as an ASCII file i.e. F1, D, A, filename
Answer Y to "Add Line End Markers"

The ASCII file is ready to be incorporated into the MIS system.

Displaywrite 4

It is possible to create an ASCII file suitable for the MIS system from

Displaywrite4. It is, however, not exactly friendly to the casual user.

- 1) Create or Revise your file.
- 2) On the top line, Format the margins to allow 80 characters (F7, 1, HOME, BACKSPACE to 0, END, SPACE to 80). Ideally create a profile for the setting.
- 3) Create an ASCII text file by the following method:
 - (i) Move the cursor to the start of the text you wish to save
 - (ii) Select Notepad - Save to Ascii from the Functions menu (F5,1,4)
 - (iii) Move the cursor to the end of the text you wish to save
 - (iv) Press RETURN
 - (v) Enter the file descriptor

The ASCII file is ready to be incorporated into the MIS system.

Foxbase/DBase

Report forms are currently being developed to provide output to an ASCII file suitable for the MIS system. I expect that an experienced DBase programmer can create well presented reports accessing the extended character set. The basic technique is as follows:

Develop your report form

To output an ASCII disk file suitable for MIS issue the command

REPORT FORM *formname (any scope description)* PLAIN TO FILE *filename*

Where the command line is becoming complex, it may be worthwhile to create a simple program to perform the commands using the DO command

The ASCII file is ready to be incorporated into the MIS system.

Other Applications

In theory, most text based applications from IBM PC compatible environment should be able to generate an ASCII file suitable to be incorporated into the MIS system. This should also be possible from mainframe computers, Apricot Generic and Apple Macintosh computers.

Project Manager Workbench.

Output can be created to an ASCII file from Version 3.05 but not from version 2.2. It is somewhat limited by the fact that PMW 3.05 only expects output to be 8 or 14" wide paper at 10 characters per inch. Version 4 will allow more advanced formatting.

Appendices

A Filename conventions

- .scr** screen files created from 24 line text files
- .txt** where used for MIS, to create the editable text file to create the .scr file
- .mis** Reports created in ASCII text form to be displayed in MIS
- .bat** Batch files i.e. a list of MSDOS commands. The MIS system is in fact a single batch file.

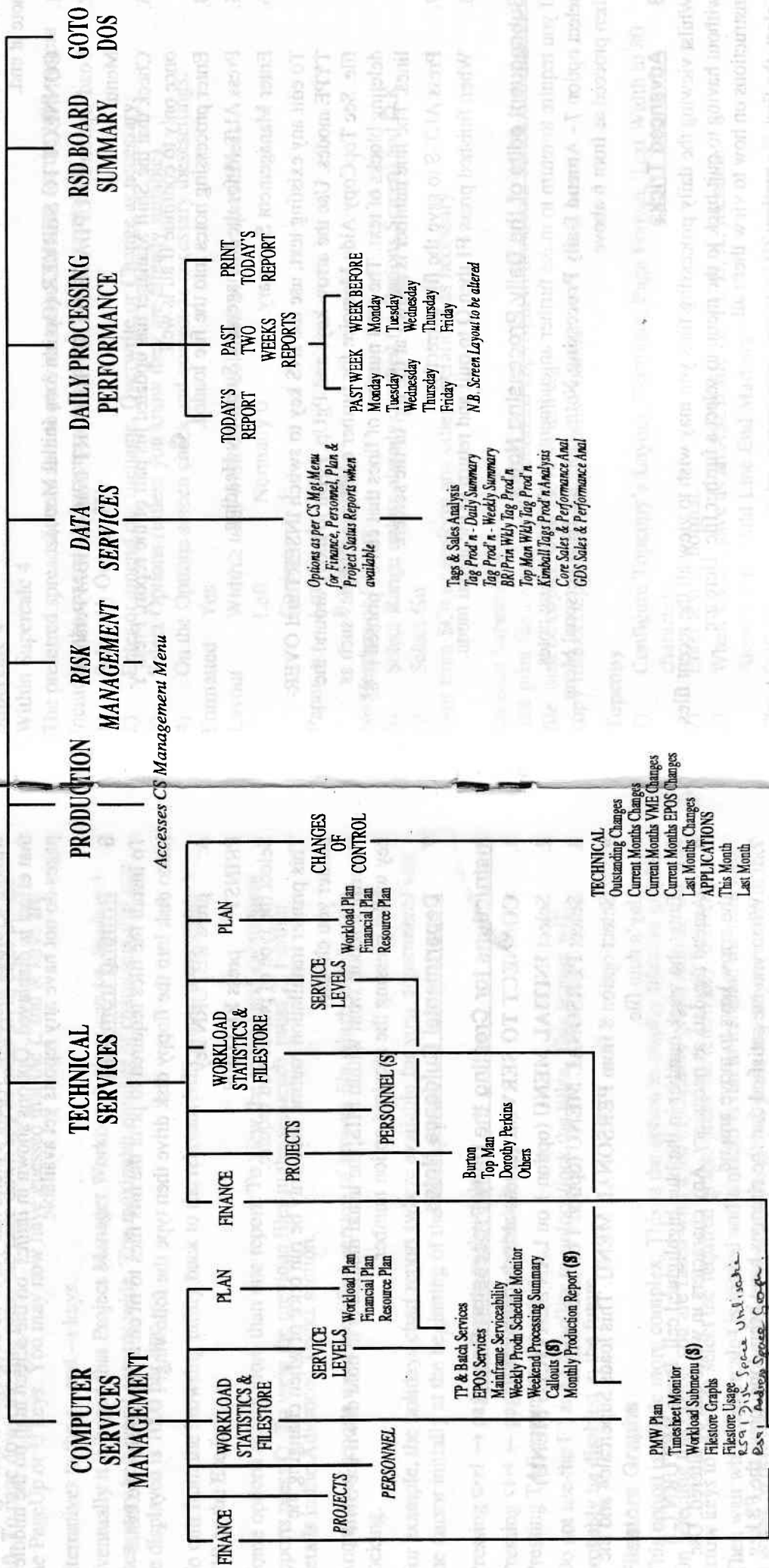
B Utility programs

- brfsm.com** a small version of **brf.com** to browse files - allows ASCII text files to be displayed. Each line of the file can be up to 1000 characters wide.
- editmenu.bat** converts text files into much faster screen displays. The text file, should of course be a maximum of 25 lines by 80 characters. Requires an input filename and an output filename.
- showscr.exe** displays the screen file created by editmenu - requires an input filename.
- choice.com** requires an input string of characters. A case structure then used to allow a response to the next keystroke.
- keyfake.com** takes a string of ansi keycodes to simulate key depressions.
- clrdbuf.com** allows the clearing of a keyboard buffer to remove the effect of any unwanted keystrokes, e.g. pressing the RETURN key when not required.

Notes

*teschtel.com displays text files allowing title wrapping
(teschw2.com - as above but designed for mono screens)*

MANAGEMENT INFORMATION SYSTEMS



Software Register
 Hardware Register
 Monthly Accounts (\$) **(S)**
 Fixed Asset Register
 ICL Maintenance
 Maintenance Analysis

TECHNICAL
 Outstanding Changes
 Current Months Changes
 Current Months VME Changes
 Current Months EPOS Changes
 Last Months Changes
APPLICATIONS
 This Month
 Last Month

TP & Batch Services
 EPOS Services
 Mainframe Serviceability
 Weekly Prodn Schedule Monitor
 Weekend Processing Summary
 Callouts **(S)**
 Monthly Production Report **(S)**

PMW Plan
 Timesheet Monitor
 Workload Submenu **(S)**
 Filestore Graphs
 Filestore Usage
 RSA1 Disc Space Utilisation
 RSA1 Address Space Sort

Accesses CS Management Menu

N.B. Screen Layout to be altered