ADVANCED ON-THE-JOB TRAINING SYSTEM:
SYSTEM ADMINISTRATOR USER'S GUIDE

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May 1990
Interim Technical Paper for Period August 1985 - December 1989

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This paper has been reviewed and is approved for publication.

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### Title and Subtitle

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### Abstract
The System Administrator User's Guide for the Advanced On-the-job Training System (ADTS) provides information on the system functions for four access environments (Development, Work Center Test, Test, and Instructional Systems Development). Access to these environments is limited and controlled by the proper access identification number.

### Subject Terms
- Advanced on-the-job training system
- System administrator user's guide
- Instructional system team development

### Security Classification
- Report: Unclassified
- Page: Unclassified
- Abstract: Unclassified
ADVANCED ON-THE-JOB TRAINING SYSTEM;
SYSTEM ADMINISTRATOR USER'S GUIDE

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Reviewed and submitted for publication by

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Chief, Advanced On-the-Job Training System Program

This publication is primarily a working paper. It is published solely to document work performed.
The Advanced On-the-job Training System (AOTS) was an Air Staff directed, AFHRL developed, prototype system which designed, developed, and tested a proof-of-concept prototype AOTS within the operational environment of selected work centers at Bergstrom AFB, Texas, and Ellington ANGB, Texas, from August 1985 through 31 July 1989. The System Administrator User's Guide was developed as a frame of reference to manage and control the day-to-day system functions of the AOTS. This Guide provides information on the system functions for four access environments (Development, Work Center Test, Test, and Instructional Systems Development). Access to these environments is limited and controlled by the proper access identification number.
PREFACE

This paper documents the System Administrator's Guide for the Advanced On-the-job Training System (AOTS). It is a reference of the management and control of the system functions. This document was developed by SMSgt Jack Ledom, a member of the Air Force Human Resources Laboratory (AFHRL) Instructional Systems Team. The AFHRL Work Unit number for the project is 2557-00-02. The primary office of responsibility for management of the work unit is the Air Force Human Resources Laboratory, Training Systems Division, and the Air Force AOTS manager is Major Jack Blackhurst.
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1 INTRODUCTION

1.1 PURPOSE

This document, along with the Operational Guide to the Prototype Advanced On-The-Job Training System and the AOTS User's Handbook will be used by a System Administrator (SA) to manage and control the day-to-day system functions of the AOTS.

1.2 RESPONSIBILITIES

Anyone assigned duties as a System Administrator will become thoroughly familiar with the functions and procedures outlined in this document and those listed in paragraph 1.1 above.

1.3 SYSTEM ADMINISTRATOR QUALIFICATIONS

Personnel selected to perform duties as a System Administrator (SA) should have the following qualifications/skills. These skills are not mandatory but desired.

* A thorough understanding of the AOTS subsystems; Management, Evaluation, Personnel and Support, Computer Support, and Computer Assisted Training.

* Knowledge of computer systems to include:
  ** Introduction to MS-DOS.
  ** Introduction to VAX/VMS.

* Ability to communicate user requirements, both orally and in written form, to system programmers.

2 SYSTEM ENVIRONMENTS

2.1 OVERALL SYSTEM

The environment within the VAX system to which a user will have access will be initially established by AFHRL ID/TS. For the purpose of the AOTS, these environments are broken into two areas, Contractor and Air Force.

The Contractor environments are; DEV (Development), WCTEST (Work Center Test), and TEST (Test). The contractor also has access to the Air Force environments. As an SA, you will not require access to any Contractor environment. If such a need should exist at a later time, the contractor has the privileges to grant such access.

The Air Force environments are; AT01 (IST Development), AT02 (Active Duty), AT03 (Reserve), AT04 (Air National Guard), and AT05 (Test). Access to these environments require a User ID and Password. Follow the procedures outlined in paragraph 6.3 of the AOTS User's Handbook to gain access.

2.1.1 ENVIRONMENT FUNCTIONAL DESCRIPTIONS

* AT01 (IST Development) - This area will be used by a Developer as described in paragraph 4.2.8.2 of the Operational Guide. This environment is further broken into the three components, Active Duty, Reserve, and Air National Guard.

* AT02 (Active Duty) - This environment contains the actual data that is used by the AOTS workcenters for the active duty participants.

* AT03 (Reserve) - This environment contains the actual data that is used by the AOTS workcenters for the Air Force Reserve participants.

* AT04 (Air National Guard) - This environment contains the actual data that is used by the AOTS workcenters for the Air National Guard participants.

* AT05 (IST Test) - This environment contains data for use by the Instructional Systems Team (IST) to train users on the AOTS.
3 FUNCTIONS

3.1 SYSTEM UTILITIES

Once access has been granted, the first screen that will appear on the terminal is, the Primary Access Menu (Figure 3-1). The option that the SA will utilize the most will be System Utilities, Option 6. This is the main area in which the SA will initiate the functions to control and manage the AOTS.

![Primary Access Menu](image)

3.1.1 OPTION 1 - FILE UTILITIES

When selecting this option (Figure 3-2), the Instructional Support-System (ISS) File Utilities menu (Figure 3-3) screen will appear. Within this function the SA can manipulate, display, create, and destroy files within the data base. During the SLT&E (System Level Test and Evaluation) of the AOTS the SA will not have a need to initiate any of the options presented under this menu. The descriptions of the options are for information only. Tampering with the files, using the options presented, can cause serious damage to the data base.

![System Utilities Menu](image)
3.1.1.1 OPTION A - ANALYZE FILE

When selecting Option A, the Analyze Data Base File screen will appear on the monitor. A prompt will appear asking for the name of the file to be analyzed (Figure 3-4). The next screen to appear will show the attributes of the file (Figure 3-4a). This option allows the SA to analyze or change the attributes of the file.

**ANALYZE DATA BASE FILE**

Name of File to Analyze? ledom (Example)

**Figure 3-4 Analyze Data Base File**

**ANALYZE DATA BASE FILE**

<table>
<thead>
<tr>
<th>File Name</th>
<th>LEDOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Logical Directory</td>
<td>DBDDIR</td>
</tr>
<tr>
<td>File Organization</td>
<td>ISAM</td>
</tr>
<tr>
<td>Key Type</td>
<td>String</td>
</tr>
<tr>
<td>Key Length</td>
<td>1 Bytes</td>
</tr>
<tr>
<td>Record Format</td>
<td>Variable</td>
</tr>
<tr>
<td>Maximum Record Size</td>
<td>1504 Bits</td>
</tr>
<tr>
<td>2. Owner ID</td>
<td>509565512</td>
</tr>
<tr>
<td>3. Read Password</td>
<td></td>
</tr>
<tr>
<td>4. Write Password</td>
<td></td>
</tr>
<tr>
<td>5. Rewrite Password</td>
<td></td>
</tr>
<tr>
<td>6. Delete Password</td>
<td></td>
</tr>
<tr>
<td>7. Comment</td>
<td>&quot;Example for System Admin User Guide&quot;</td>
</tr>
</tbody>
</table>

<Press # of field to change or RETURN to continue>

**Figure 3-4a Analyze Data Base File**
3.1.1.2 OPTION C - CREATE FILE

When selecting Option C, the File Creation Utility screen (Figure 3-5) will appear on the monitor. This option allows for the creation of ISAM (Indexed Sequential Access Method, DA (Direct Access) and SEQ (Sequential) files. The file owner will be prompted to enter specific data for each attribute of the file.

FILE CREATION UTILITY

File Name ? ledom
Logical Directory Name ? DBDDIR
File Type : ISAM
Key Type : String
Key Length (in bytes 1 .. 128) ? 1
Record Format : Fixed
Max Record Size (bits) ? 1000
Access Password :
Read ?
Write ?
Rewrite ?
delete ?
File Description ?

Figure 3-5 File Creation Utility

3.1.1.3 OPTION L - LIST FILES

Option L will allow for the listing of all data base files within that user’s environment. The ISS Data Base Directory (Figure 3-6) will be displayed. The files listed contain data to be used by programs and also program files that run within the data base.

<table>
<thead>
<tr>
<th>File Name</th>
<th>Type</th>
<th>Directory</th>
<th>File Name</th>
<th>Type</th>
<th>Directory</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAIALT</td>
<td>ISAM</td>
<td>DBDDIR</td>
<td>ASIMSTR</td>
<td>DA</td>
<td>DBDDIR</td>
</tr>
<tr>
<td>ACAIBRN</td>
<td>ISAM</td>
<td>DBDDIR</td>
<td>ASIMTXT</td>
<td>DA</td>
<td>DBDDIR</td>
</tr>
</tbody>
</table>

Total Files: 4

Figure 3-6 ISS Data Base Directory
3.1.1.4 OPTION D - DESTROY FILE

Upon selecting Option D, the ISS Data Base File Destroy Utility menu (Figure 3-7) appear. Upon typing a valid filename and depressing the Enter/Return key, the specified file will be destroyed.

ISS DATA BASE FILE DESTROY UTILITY

File Name ? ledom (Example)

Figure 3-7 ISS Data Base File Destroy Utility

3.1.1.5 OPTION F - FILE DUMP

When selecting Option F, the ISS Data Base File Dump Utility menu Figure 3-8) will appear on the screen requesting the user to input parameters for the file to be dumped. This option produces a hexadecimal and graphic dump of the specified data within the file requested.

ISS DATA BASE FILE DUMP UTILITY

File Name ? dep (Example)
Read Password ?
Dump Mode (F(ile, R(ange of Records) ? f
Number of Bytes per record to dump ?
Dump to terminal: (y/n) ?

Record number    1. 5760 bytes

00000000 : 00000001 00000002 00000003 00000004 00000005 00000006 00000007 00000008 00000009 0000000A 0000000B 0000000C 0000000D 0000000E 0000000F 00000010 00000011 00000012 00000013 00000014 00000015 00000016 00000017 00000018 00000019 0000001A 0000001B 0000001C 0000001D 0000001E 0000001F 00000020 00000021 00000022 00000023 00000024 00000025 00000026 00000027 00000028 00000029 0000002A 0000002B 0000002C 0000002D 0000002E 0000002F 00000030 00000031 00000032 00000033 00000034 00000035 00000036 00000037 00000038 00000039 0000003A 0000003B 0000003C 0000003D 0000003E 0000003F 00000040 00000041 00000042 00000043 00000044 00000045 00000046 00000047 00000048 00000049 0000004A 0000004B 0000004C 0000004D 0000004E 0000004F 00000050 00000051 00000052 00000053 00000054 00000055 00000056 00000057 00000058 00000059 0000005A 0000005B 0000005C 0000005D 0000005E 0000005F

End of File. 1 Records Read.
<type RETURN to continue>

Figure 3-8 ISS Data Base File Dump Utility

3.1.1.6 OPTION O - OPERATIONS

When selecting Option O, the Data Management Operations menu (Figure 3-9) will be displayed on the screen. The options presented allow for the manipulation of the data base files that are within the user's environment.
Data Management Operations

1. CLOSE
2. DELETE
3. FIND
4. GET
5. OPEN
6. PURGE
7. PUT
8. READ
9. RELEASE
10. RESERVE
11. RESET
12. REWRITE
13. SKIP
14. WRITE

Enter Function =>

Figure 3-9 Data Management Operations

3.1.1.7 OPTION B - BOOT DBD

This option reboots the database. During the AOTS SLT&E the SA will not be required to initiate this function.

3.1.2 OPTION 2 - SYSTEM CONTROL FUNCTIONS

Upon selecting Option 2 from the System Utilities Menu the Review/Change SYSTEM Parameters menu (Figure 3-10) will be displayed on the monitor. During the SLT&E of the AOTS, the SA will only be required to initiate Function 6, 7, and 11. Functions 6 and 7 control the background processor. This processor handles the requests for background jobs, i.e., print requests, etc. Function 11 deletes a log record.

Review/change SYSTEM parameters

Last change was made on 8/04/88 at 09:11:43

Available functions are:
1. Update system banner
2. Change system function
3. Stop program activity
4. Restart program activity
5. Update locked program list
6. Start background processor
7. Stop background processor
8. Start Adaptive Model
9. Stop Adaptive Model
10. Change system logging parameters
11. Delete Log Record

Enter number of function =>

Figure 3-10 System Control Functions Menu
Within the AOTS environment the background processes are labeled: BGMON__PROD and BGMON__WCPROD. BGMON__PROD is the process name for the AT01 (IST Development) environment. BGMON__WCPROD is the process name for the AT02, AT03, and AT04 environments. Both processes must be running while AOTS is in operation.

To determine if these processes are running, the SA must exit the system using Option 7 on the Primary Access Menu (Figure 3-10a). This option will display a $ (Dollar sign with a flashing cursor) prompt on the screen. This is the VAX system prompt indicating that the system is waiting for a command. The next step is to type the command SH SYS (SHow SYStem). The system will then display on the monitor all the processes that are running. If either one of the above processes are not running, follow the instructions below.

### Figure 3-10a Exiting to System Prompt

<table>
<thead>
<tr>
<th>SUP027.001</th>
<th>Advanced On-The-Job Training System (AOTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Primary Access Menu</td>
</tr>
</tbody>
</table>

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
4. Position Requirements
5. On-line Training Development
6. System Utilities
7. Exit to DCL

$ sh sys

Select Option: 7

### 3.1.2.1 FUNCTION 6 - START BACKGROUND PROCESSOR

Each time the system is initialized/booted the background processor(s) will be automatically started. The system operator's at Brooks AFB, Texas, will inform the SA if the processor(s) has not started upon the initialization/boot process or they aborted during operation. Because there are two background processes; one for IST production and one for the three component environments, the SA must go into the AT01 environment and start one process (BGMON__PROD) then exit and go into AT02 and start the other process (BGMON__WCPROD). Once the processes in both environments are started (Figure 3-10b), the SA can check the status by following the instructions in paragraph 3.1.2 above.

### Figure 3-10b Starting Background Processor

Background processor successfully started.
Press ENTER to continue.

### 3.1.2.2 FUNCTION 7 - STOP BACKGROUND PROCESSOR

The only time this function should be initiated is if a system operator informs the SA of the requirement to initialize shared memory. If this occurs, the processor in both AT01 and AT02 must be stopped (Figure 3-10c). The SA can check the status by following the instructions in paragraph 3.1.2 above.

### Figure 3-10c Stopping Background Processor

Background processor successfully stopped.
Press ENTER to continue.
3.1.2.3 FUNCTION 11 - DELETE LOG RECORD

Whenever Option 11 is initiated, the monitor will display a screen prompt (Figure 3-10d). If an "A" is entered, all users logged onto the VAX will be LOGGED OFF the system. If "S" is entered, the prompt "Enter User's ID>" will be displayed. Upon entering the user id, that specific user will be LOGGED OFF the system. Normally, this function is used to unlock a person from the system. Unlocking a user from AOTS can be better accomplished by selecting Option 3 (Active User Display) from the System Utilities menu.

<table>
<thead>
<tr>
<th>(A)ll or (S)pecific ? &gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter User's ID &gt;</td>
</tr>
</tbody>
</table>

Figure 3-10d Deleting Log Record

3.1.3 OPTION 3 - ACTIVE USER DISPLAY

When selecting this option, the Process Control screen (Figure 3-11) is displayed on the monitor. The display will contain all the users operating within that environment. To determine who are the users in other environments, that specific environment must be accessed and this option selected from the System Utilities Menu.

<table>
<thead>
<tr>
<th>SUP027.007 Process Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>User Name</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>Ledom</td>
</tr>
<tr>
<td>Smith</td>
</tr>
<tr>
<td>Oakley</td>
</tr>
</tbody>
</table>

Use <cursor> keys, or ((Enter <field number>, <q> quit) & <return>)

Figure 3-11 Active User Display

This function will be used whenever a user is locked in the AOTS and cannot operate, or when the SA must get user off the system. To unlock/release a user, enter the number next to the User Name and press "Return". A prompt asking if you want to stop that user's process will be displayed. By entering "Y" and pressing the return/enter key will stop the process that was running. The user will then have to log back into AOTS from the beginning.

3.1.4 OPTION 4 - BACKGROUND JOB STATUS

Selection of this option displays the Background Status and Control screen (Figure 3-12) on the monitor. This screen shows the status of background jobs awaiting execution or processing.

<table>
<thead>
<tr>
<th>Background Status and Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Id</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>D(display BG Queue)</td>
</tr>
<tr>
<td>E(ntry updates)</td>
</tr>
</tbody>
</table>

Current Entries 0
Max Active Jobs 3

Figure 3-12 Background Status and Control
If there are any jobs in the queue, the Current Entries data field would contain the number of entries. To display the status of the jobs, depress the letter "D" from the "D)isplay BG Queue" option.

The Max Active Jobs data field should be set to three (3). This indicates that a maximum of three jobs can be running at the same time. To change the setting, depress the letter "M" from the "M(ax active jobs)" option and enter the new setting (Figure 3-12a).

To initiate an action on a background job, depress the letter "E" from the E(ntry updates) option (Figure 3-12). This action will then display the options (Figure 3-13b); K(ill job), S(suspend job), R(esume job), C(hange priority), and D(isplay status). Upon depressing either a "K", "S", or "R", the user will be prompted to enter the ID of the job. The ID can be found on the far left hand portion of the screen next to the job that is to be changed. By entering the letter "C", the priority (which job will run next) of the job may be changed. By entering the letter "D", the screen will refresh with the current status of background jobs.

### System File Editor

1. List user records.
2. List DB programs.
3. List courses.
4. Edit user records.
5. Edit DB programs.
6. Edit courses.
7. List ID records.
8. Edit ID records.

Enter choice >
Press PAD + to exit.

---

Background Status and Control

<table>
<thead>
<tr>
<th>Id</th>
<th>Ser</th>
<th>St</th>
<th>Pri</th>
<th>Dl</th>
<th>User</th>
<th>Current Entries</th>
<th>Max Active Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Enter new limit for active jobs >

**Figure 3-12a Changing Maximum Active Jobs**

### System File Editor

1. List user records.
2. List DB programs.
3. List courses.
4. Edit user records.
5. Edit DB programs.
6. Edit courses.
7. List ID records.
8. Edit ID records.

Enter choice >
Press PAD + to exit.

**Figure 3-13 System File Editor**
3.1.6 OPTION 6 - SYSTEM USER MANAGEMENT

Selection of Option 6 from the System Utilities Menu will display the User Management menu (Figure 3-14). This function will be utilized the most during the SLT&E of the AOTS. Each user in each of the environments will have a user record. The contractor can use a utility package to move user records from one environment to another. This allows the user to have the same password in all accessible environments.

### SUP026.001 User Management

1. Create/Edit User's AOTS Record
2. Delete User
3. Reset User's Password

q. Quit This Menu

Select Option:

![Figure 3-14 User Management](image)

#### 3.1.6.1 OPTION 1 - CREATE/EDIT USER'S RECORD

To have access to the AOTS, each person must have a user record in the environment in which that person will be working. The SA will be prompted to enter the Social Security Account Number (SSAN) of the user. If the user is new to the AOTS, a prompt at the bottom of the screen will indicate so. If it is known that the user already has a record and the "User is New" prompt is displayed, an error in entering the SSAN could have occurred. At that time, enter "Q" to quit and the invalid SSAN will not be stored. The User Management screen (Figure 3-14) will appear on the monitor and the previous steps are then repeated until a valid SSAN is entered.

Once the correct SSAN is entered, the Editing Users screen (Figure 3-14a) will be displayed. Here the selection of the field number will allow for the entering/editing of data. When entering Printer ID, refer to Attachment 1 (AOTS Printer Identification) of this guide. Options 6 through 13 allow the SA to set the AOTS access level for the user. Based on the different environments, a user could have numerous passwords and access levels within AOTS. Refer to Attachment 2 (AOTS Access Matrix) to view the types of data a user is allowed to access and the options to manipulate that data.

### SUP026.002 EDITING USERS

1. SSN: 000000001
2. Name:
3. Rank:
4. Printer ID:
5. Control_AFSC:

**Access Level**

6. Trainee: True
7. Trainer: False
8. Supervisor: False
9. Training Manager: False
10. Developer: False
11. System Programmer: False
12. System Administrator: False
13. QC Administrator: False

Use <cursor> keys, or ((Enter <field number>, <q> quit & <return>)

![Figure 3-14a Edit User Record](image)
3.1.6.2 OPTION 2 - DELETE USER

This option allows for the deletion of a user within the AOTS. The SA must remember that if that user also has access in another environment, that user record must also be deleted. When deleting a user, the SA will be prompted to enter the SSAN of the user. The system will display a message on the screen indicating that the record was deleted.

3.1.6.3 OPTION 3 - RESET USER'S PASSWORD

This option will be one of the most used during the AOTS SLT&E. Whenever a user forgets his/her password, access to the system will be denied. By resetting the password, the user will be prompted to select a new password the next time he/she attempts access to the AOTS. To reset a password, enter the SSAN of the user when prompted.

3.1.7 OPTION 7 - IMPLEMENT FINAL MASTER TASK LIST (MTL)

This option displays the MTL Install and Map Design menu (Figure 3-15). Use of the options on this menu will affect the data in the various environments. Selection of these options, result in background processes being run.

Refer to Attachment 3 (Final MTL Implementation and Installation and Impacts) for more information. Before selecting Option 1 or 2 of this menu, the SA must insure that the printer (SA's default) is ON and that there are NO USERS on the system. Users can be displayed by selecting Option 7 from the Primary Access Menu. This option will display the VAX system prompt, $___. At this prompt, enter SH US (SHow USer). The screen will display all the current users on the system. Users identified by; AT01, AT02, AT03, AT04 or AT05, must get off the system by logging off or the SA can go into each of the environments and stop their processes to get them off the AOTS (Refer to paragraph 3.1.3 above).

3.1.7.1 OPTION 1 - IMPLEMENT

This option copies ALL changed data from the Tentative MTL to the Final MTL. Ensure this is done ONLY in the AT01 environment. This process does not update the version number for the tasks in the Tentative MTL. NOTE: This process DOES NOT copy the Final MTL back to the Tentative MTL.
3.1.7.2 OPTION 2 - INSTALL

This option copies ALL changed data from the Tentative MTL and updates the Final MTL in all environments (AT01, AT02, AT03, and AT04). This process also copies the Final MTL back into the Tentative MTL. This allows the developers to work with the same data that is used in the workcenters. When changed tasks are implemented (new versions appear on the Final MTL) previous versions will be replaced on GPTRs, OPTRs, ITRs, and the Position Qualification List. Training events for previous task versions will be cancelled. Supervisors will be provided listings of changed tasks for their use in determining if training on tasks should; start anew, previous training should be applied to the current version(s), training should be marked as complete, etc. If those tasks are required in a position, new versions will be moved to the ITRs.

3.1.7.3 OPTION 3 - PRODUCE TASK STRUCTURE MAP

This option shows the complete structure; task statement, subtasks, behavioral objectives, resources, etc., for tasks within an Air Force Specialty (AFS).

3.1.7.4 OPTION 4 - RESTORE

This option prints the specified task(s). The SA will print the tasks at the supervisor's request.

3.1.7.5 OPTION 5 - VALIDATE TENTATIVE TASK LIST

This option verifies the pointers to the data on the Tentative MTL are correct.

3.1.7.6 OPTION 6 - VALIDATE FINAL TASK LIST

This option is the same as Option 5 in that it applies to the Final MTL.

3.1.8 OPTION 8 - HELP TEXT EDITOR

Selection of this option will display the Main Help Menu screen (Figure 3-16). The options presented will allow the SA to manipulate the help screens provided within the AOTS. During the AOTS SLT&E the help screens will be managed by the contractor. Any option selection from this menu will produce a screen prompt asking for the screen id and field id of the help screen to be manipulated.

```
SUP009.006

1. Display
2. Modify
3. Copy
4. Re-Key
5. Delete
6. Print Single Help Screen
7. Print Range of Help Screens
q. Quit This Menu

Select Option: 7

Figure 3-16 Main Help Menu
```

3.2 OPTION 7 - EXIT TO DCL

Selection of this option will display the VAX system prompt and wait for the user to enter a command. When exiting to DCL (Digital Command Language), the user is placed into the contractor's development (DEV) environment. To go back into the AOTS from this prompt, the user must enter; PROD (AT01), WC (AT02, AT03, AT04) or TEST (AT05). At the prompt, enter; R AOTS LOGON (Run AOTS_Logon). The most common commands that the SA will enter are; SH US (SHow USer), SH SYS (SHow SYStem), SH QUE (SHow QUEue).
4 TASK PUBLICATIONS EDITOR

4.1 EDITOR OVERVIEW

The AOTS Task Publications (TP) Editor will be used to manipulate the publications referenced within the task listings of each Air Force Specialty (AFS) within the AOTS. Any additional publications, changes, deletions, etc., affecting tasks will be manipulated using this editor. The main function that an SA will initiate will be the "Issue Change Notices" from the Main Menu of the TP Editor.

4.2 TP EDITOR ACCESS

Access to the TP Editor is granted by selecting Option 3 from the AOTS Primary Access Menu (Figure 4-1). Option 3 will display the Master Task List (MTL) Interface menu screen (Figure 4-1a). Selection of Option 2, Task Publications (TP) Editor, will display the TP Editor Main Menu screen (Figure 4-1b). Once at this screen, the SA can select a variety of options to manipulate publications.

---

**SUP027.001 Advanced On-The-Job Training System (AOTS)**

1.0

1. Personal Training Information
2. Training Management
3. Master Task List (MTL) Interface
4. Position Requirements
5. On-line Training Development
6. System Utilities
7. Exit to DCL

q. Quit This Menu

Select Option:

---

**SUP027.005 Master Task List (MTL) Interface**

1.0

1. Task List Editors
2. Task Publications (TP) Editor
3. Inventory Management (IM) Editor
4. Common Subtask (CST) Editor

q. Quit This Menu

Select Option:
4.2.1 OPTION 1,2,3,4 - DISPLAY/EDIT/CREATE/DELETE

Selection of Options 1,2,3, or 4 from the TP Editor's Main Menu will display the screen (Figure 4-2) that will prompt the user for a Publication Identification, Volume Number, and Supplement Identification.

4.2.2 OPTION 5 - SEARCH

Selection of Option 5 will display the TP Editor Search Menu (Figure 4-3). The four options presented are self explanatory and the user will be prompted for the required input.
4.2.3 OPTION 6 - PRINT

Selection of Option 6 will display the TP Editor Print Selection screen (Figure 4-4). The user will be prompted for the required input.

<table>
<thead>
<tr>
<th>MGT002.006 TASK PUBLICATIONS Editor 1.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Selection</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1. Print a Specific Publication</td>
</tr>
<tr>
<td>2. Print All AOTS Publications</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>q. Quit This Menu</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Select Option:</td>
</tr>
</tbody>
</table>

Figure 4-4 TP Editor Print Menu

4.2.4 OPTION 7 - ISSUE CHANGE NOTICES

Selection of this option produces a prompt at the bottom of the Main Menu Screen (Figure 4-5). This process is run in the background and takes approximately 6-8 hours to complete. Each time a referenced publication is changed in any way, the reference is flagged as being modified or deleted. For every changed publication, the system checks all attributes (task reference, behavioral objective, test items, etc.) of each task to determine if that publication is used in that task. Once all the tasks have been checked, a list of all attributes for the task affected by the change, will be printed. Refer to Attachment 4 (Publication Change Procedures) for procedures to update the referenced publications within the AOTS.

<table>
<thead>
<tr>
<th>MGT002.000 TASK PUBLICATIONS Editor 1.8 Main Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Display</td>
</tr>
<tr>
<td>2. Edit</td>
</tr>
<tr>
<td>3. Create</td>
</tr>
<tr>
<td>4. Delete</td>
</tr>
<tr>
<td>5. Search</td>
</tr>
<tr>
<td>6. Print</td>
</tr>
<tr>
<td>7. Issue Change Notices</td>
</tr>
<tr>
<td>q. Quit This Menu</td>
</tr>
<tr>
<td>Select Option: 7</td>
</tr>
<tr>
<td>Process Just (O)ne or, (A)ll AFSCs, (Q)uit ?</td>
</tr>
</tbody>
</table>

Figure 4-5 TP Editor Issue Change Notices