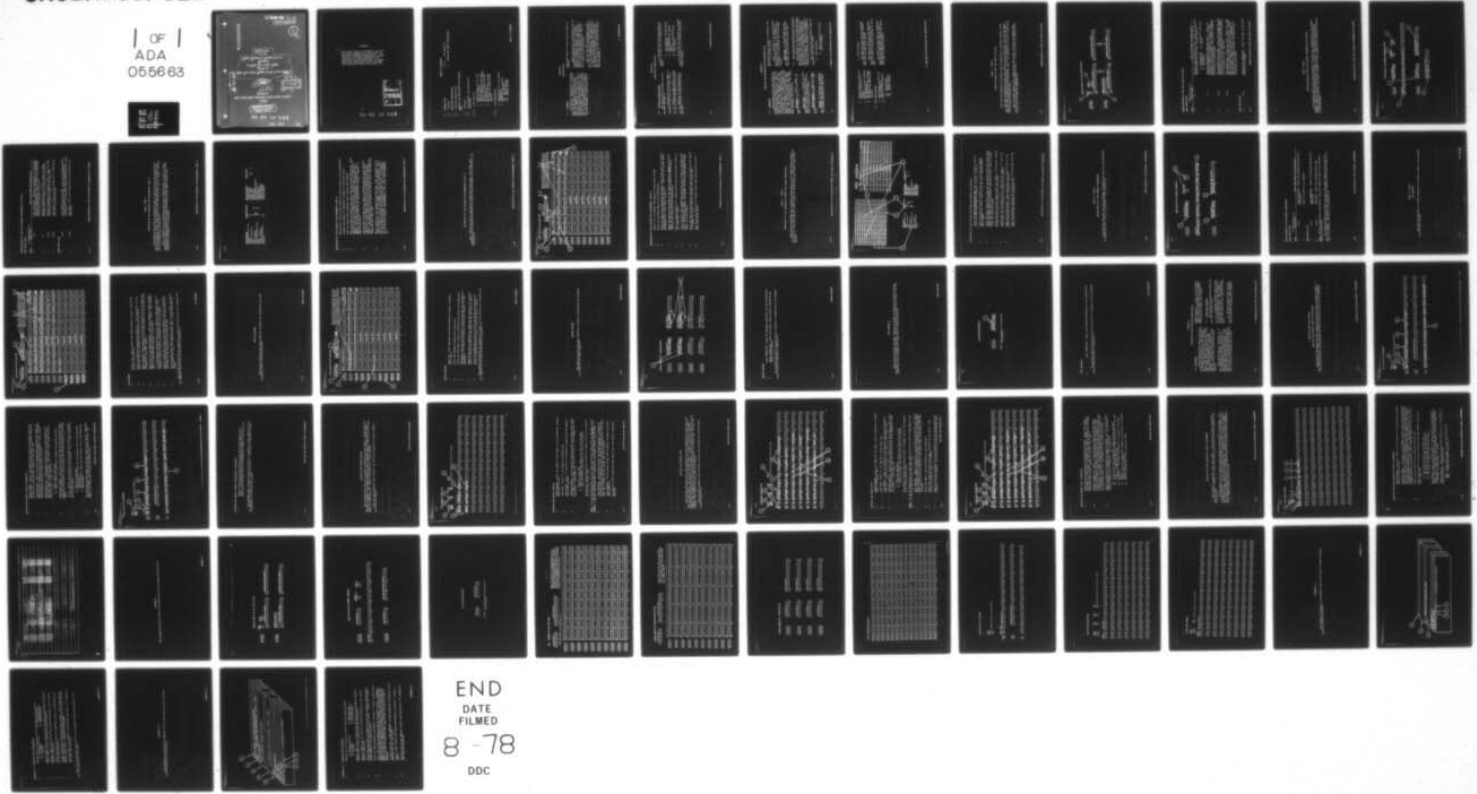AD-A055 663   NAVAL INTELLIGENCE PROCESSING SYSTEM SUPPORT ACTIVITY--ETC F/G 9/2
              USERS GUIDE FOR THE GENERAL WORKING-FILE DATABASE FACILITY SUPP--ETC(U)
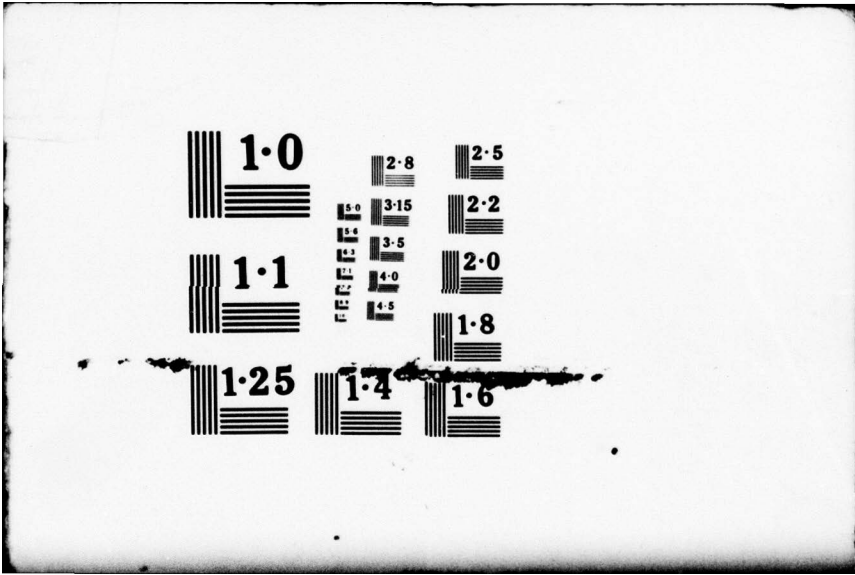   JUN 78
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(1)

(6) USERS GUIDE

FOR THE

GENERAL WORKING-FILE DATABASE FACILITY

SUPPORTING

THE NAVAL INTELLIGENCE COMMAND

THROUGH THE

NAVAL INTELLIGENCE COMMAND ON-LINE SYSTEM (NICOLS)

VERSION 1.

(11) JUNE 1978

(12) 72 p.

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PREPARED BY

NAVAL INTELLIGENCE PROCESSING SYSTEM SUPPORT ACTIVITY

(NIPSSA)

(SE)

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410 508   JOB

FOREWORD

This Users Guide is designed to be used
as a quick reference to assist you in
defining automated working files. Each
function is prepared separately with an
illustration. The remainder of the
Guide has been organized with the pages
horizontal instead of vertical to make
the instruction format more effective.

TABLE OF CONTENTS

SECTION 1

INTRODUCTION

1.1. _Purpose._

The general "working-file" database facility has been established to provide Naval Intelligence Command personnel with the capability to establish and maintain individual working files within the Naval Intelligence Command On-line System (NICOLS). Designed with an emphasis on rapid implementation and ease of use, the working-file facility combines database management capabilities with a query and report writing facility known as CULPRIT.

This Users Guide is designed for use by NAVINTCOM personnel who have a need for immediate computer support. You should consult the NIPSSA Database Administration staff or your organization's ADP coordinator to be sure the working-file facility will support your application.

The facility and users guide is also available for use by non-NAVINTCOM personnel on an as-available basis. The purpose is to make a classified automated data processing capability accessible to persons who participate in the intelligence cycle but have no access to other classified processing environments.

SECTION 2

CAPABILITY DESCRIPTION

2.1. Facility Capabilities.

The working-file database facility has been designed to:

1. Establish an unlimited number of individual files for one or more users.

2. Store up to 2000 records in each file in an order determined by the user.

3. Store up to 500 characters of user-defined data in each record within the file.

4. Maintain the following system information on each file for reference purposes:

    a. File security classification and handling.

    b. File creation and update dates.

    c. File user identification.

    d. File titles.

5. Print the file contents or selected portions of the file in various orders and report formats.

CREATING AND MAINTAINING THE WORKING-FILE

3.1. Overview.

This portion of the Users Guide de-
scribes the procedures for creating and
maintaining your working file. Each fun-
ction is described separately using an
illustration of the standard input form
and instructions for completing the form.
A "training file" is used throughout this
Guide as an example to illustrate how to
define your file and prepare your input
forms. The instructions use some terms
which may need clarification. The terms
used throughout the Guide are:

Character - a letter, number, or
special symbol such as a "+", "-", or
"*".

Data Field - a collection or comb-
ination of characters identifying a
specific item of information, such as
date or social security number.

Field Position - a specific space
or group of spaces defined on an input
form.

Record - a collection of related
data fields that have been defined on
the standard working-file input form

and which will be stored as a database rec-
ord in the NICOLS system.

File - a collection of records belong-
ing to a specific user. For example, a
personnel file is made up of a collection
of records on individuals within an organ-
ization.

Input Form - a form designed by the
user which designates data field positions
and which will be used for coding data.

3.2. File Creation and Maintenance Functions.

The remainder of this section describes
the various steps you should follow to create
and maintain your individual working-file.
Illustrations of the standard working-file
input forms are provided using a training
file as an example. Copies of all forms for
reproduction use are provided in Appendix A.

File creation and maintenance steps are
separated into three groups:

1. File Creation.

   a. Identification of the file
      user to NICOLS.

3. CREATING AND MAINTAINING THE WORKING-FILE

3.1

b. Identification of the file control information to NICOLS.

c. Definition of file records for maintenance.

d. Definition of file records for query and report preparation.

2. File Maintenance.

a. Modification of file control information.

b. Update of file records:

(1). Add records.
(2). Modify records.
(3). Delete records.

3. File Deletion.

The steps in group one are performed only one time when you initially define your file to the NICOLS system.

The steps in group two are performed any time you wish to update your file using the input forms you designed in group one.

The step in group three is performed when you no longer have need for your working-file and wish to delete the entire file from the NICOLS database.

3.2 CREATING AND MAINTAINING THE WORKING-FILE

GROUP I – STEP 1

IDENTIFICATION OF THE FILE USER TO NICOLS

This section describes the NICOLS input processing and retrieval control cards.

The input processing control card, known as the "CTLA card," will be used every time you wish to update your working-file. It must be placed on the front of the card deck containing your file maintenance data. See Appendix B.1 for an illustration of the input processing deck.

The retrieval control card, known as the "CTLR card," will be used every time you wish to extract data from your working-file. It must be placed in the retrieval control deck as shown in Appendix B.1.

IDENTIFICATION OF THE FILE USER TO MICOLS

SECURITY CLASS

HANDLING

USER ORGANIZATION ACRONYM

USER NAME (LAST NAME & INITIAL)

WORKING FILE IDENTIFIER

USER ORGANIZATION ACRONYM

USER NAME (LAST NAME & INITIAL)

C T L A

C I L R

FIGURE I - STEP 1
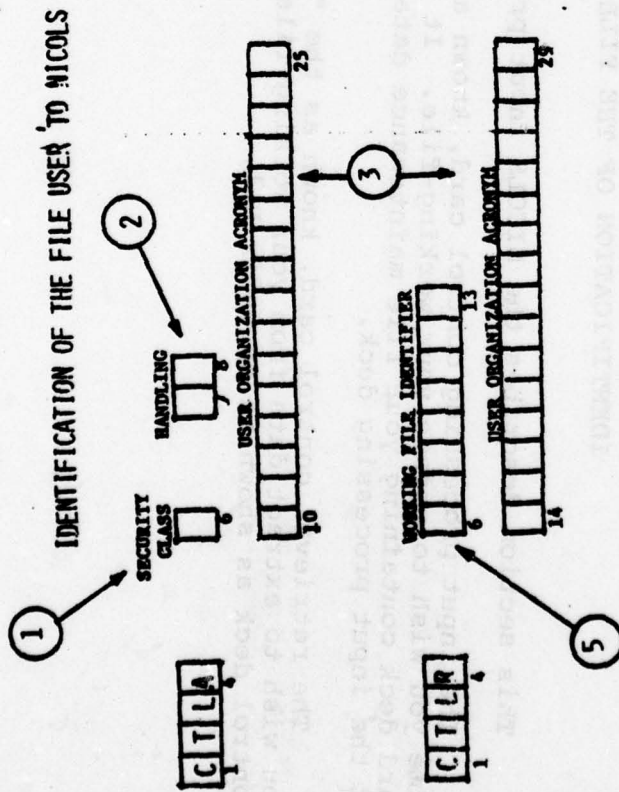
IDENTIFICATION OF THE FILE USER TO NICOLS.

CTLA INPUT LINE

Field Position On
Input Form

Item		Data Field Name and Description

1   6   SECURITY CLASSIFICATION OF FILE. Enter the security
              classification for the file. Valid codes are:

                   U - Unclassified   O - For Official Use Only
                   C - Confidential   S - Secret
                   T - Top Secret

2   7 - 8   SECURITY RELEASIBILITY/HANDLING CODE. Enter the
              releasibility/handling code for the file. This
              code must conform to DIAM 65-19, "Standard Security
              Markings." No releasibility restriction is imposed
              if the field is left blank.

3   10-25   USER ORGANIZATION ACRONYM. Enter the acronym of your
              organization. Check with the NIPSSA Database Admin-
              istration staff or your organization ADP coordinator
              for the proper acronym spelling.

4   27-42   USER PERSON NAME. Enter your name. Start your last
              name in the leftmost position of the field. Follow
              your last name with your initials. Do not use per-
              iods or commas. NOTE: This is your permanent
              identifier to the NICOLS system. Be sure to spell
              it the same each time.

CTLR INPUT LINE

5   6-13   WORKING FILE IDENTIFIER. Enter the name of the work-
              ing file as assigned.

3.5   IDENTIFICATION OF THE FILE USER TO NICOLS

GROUP I STEP 2

IDENTIFICATION OF THE FILE CONTROL INFORMATION TO NICOLS

This section defines the steps necessary to define your working-file to the NICOLS system. When you have completed this section, you will have prepared the necessary computer input to create a working-file control record. This record identifies your working-file and provides the control information which permits you to store file records in the database.
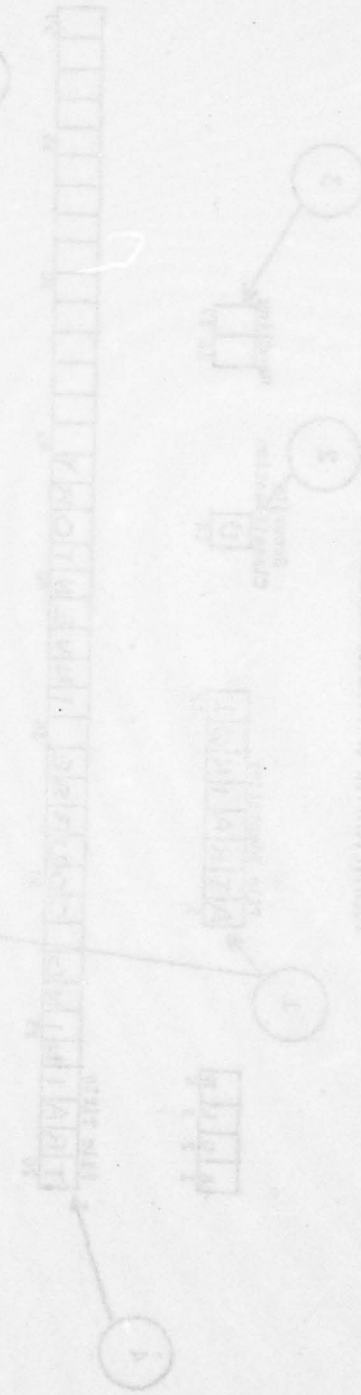
IDENTIFICATION OF THE FILE CONTROL INFORMATION TO NICOLS

3.7

IDENTIFICATION OF FILE CONTROL INFORMATION TO NICOLS

File Identifier
| A | T | R | A | I | N | Ø | 1 |
5 ... 12

| A | Q | N | S |
1 2 3 4

Security Classification
| U |
14

Handling
| | |
16 17

File Title
| T | R | A | I | N | I | N | G | | C | O | U | R | S | E | | I | N | V | E | N | T | O | R | Y |
20   25   30   35   40   45   50   55   57

File Identifier
| A | T | R | A | I | N | Ø | 1 |
5 ... 12

| A | Q | N | H |

User Organization Acronym
| N | I | P | S | S | A | S | 1 |
15   20   25   30

User Name (Last name & initial)
| M | E | A | R | S | | K | |
31   35   40   46

(1) (2) (3) (4) (5) (6)
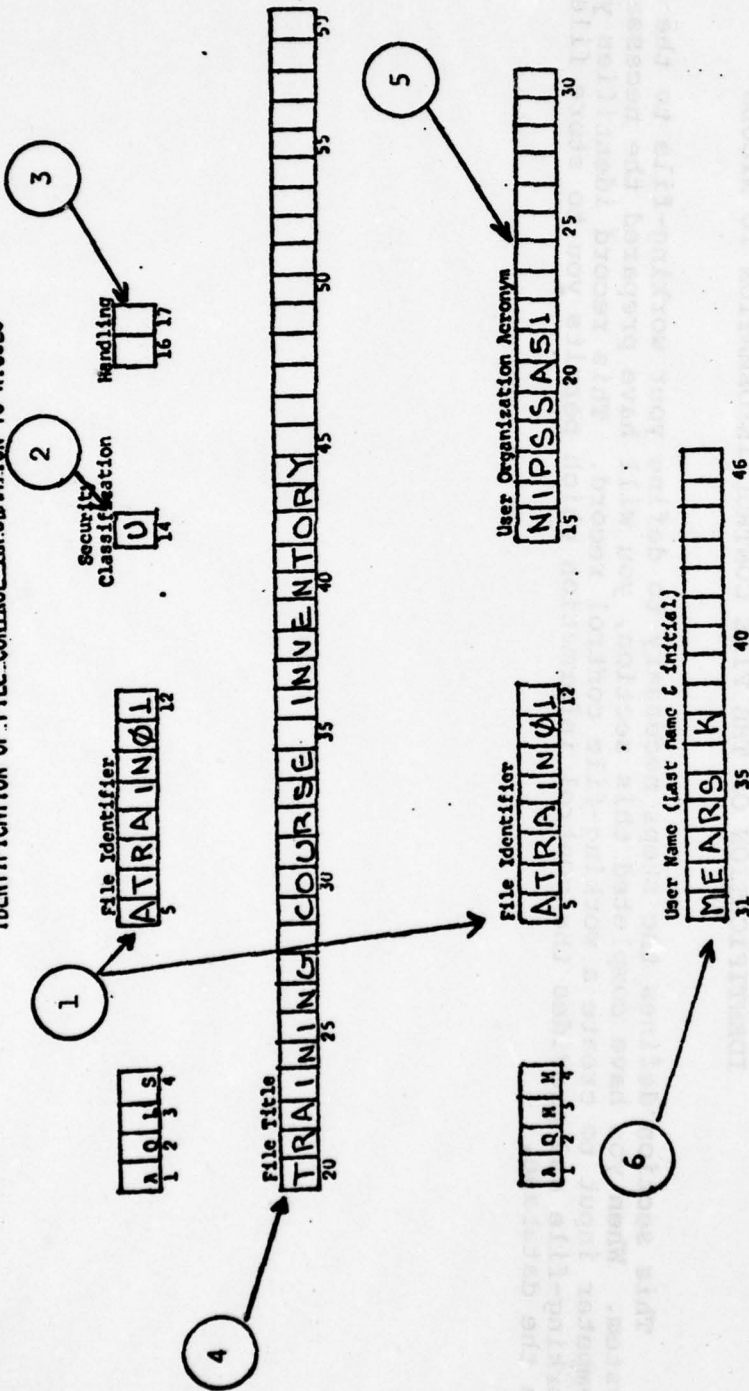
IDENTIFICATION OF THE FILE CONTROL INFORMATION TO NICOLS

AQLS INPUT LINE

Field Position on
Input Form

Item		Data Field Name and Description
1	5-12	FILE IDENTIFIER. Obtain an identifier for your file from your organization ADP coordinator or the NIPSSA Database Administration staff. Enter the identifier in the space provided on the form.
2	14	SECURITY CLASSIFICATION OF FILE. Enter the same classification as used on the CTLA card previously.
3	15-16	SECURITY RELEASIBILITY/HANDLING CODE. Enter the same releasibility codes as used on the CTLA card.
4	20-59	FILE TITLE. Enter up to 40 characters of descriptive title for your working-file.

AQMM INPUT LINE

5	15-30	USER ORGANIZATION ACRONYM. Enter the acronym assigned to your organization. See your organization ADP coordinator or the NIPSSA Database Administration staff.
6	31-46	USER NAME. Enter your name exactly as entered on the CTLA card.

IDENTIFICATION OF THE FILE CONTROL INFORMATION TO NICOLS

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 1)

This section describes the procedures used to define the way the working-file detail record will look. When you have completed both parts of this section, you will have created an entry form which can be reproduced and used to prepare information for loading your working-file.

Part 1 assists you in determining what data fields you wish to store in your working-file, how to define their characteristics, assign names by which the NICOLS system will recognize each data field, and determine the order in which file records will be stored in the database.

3.12

Data Element	Length/Numeric	Data Field Name	Importance
Training course title	40	COURSE-TITLE	
Vendor	4	COURSE-VENDOR	D1
Course identifier	10	COURSE-IDENT	D2
Cost	4 N	COURSE-COST	
Dates offered	6X8 N	DATE-OFFERED(A thru H)	
Dates registration due	6X8 N	DATE-DUE(A thru H)	
Hours	3 N	COURSE-HOURS	
Course category	1	COURSE-CATEGORYA	
Course sub-category	1	COURSE-CATEGORYB	
Abstract	350	COURSE-ABSTRACT	

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 1)

1   Write down a list of data fields you wish to store in the working-file.

2   Indicate the number of characters (length) of each data field.

3   Mark "N" beside those elements which contain only numbers.

4   Write the name you wish to use when referring to each data field. This name may be up to 16 characters long. You may join two words with a hyphen if you wish as long as the name doesn't begin or end with a hyphen. The first character of the name must be alphabetic (A-Z). The rest of the name may be any combination of letters, numbers, or hyphen characters.

5   Indicate which fields will be used to uniquely identify each working-file record. This means that the field or fields you select will combine to contain values which will not be duplicated by another record. The combination of identifier fields must be 16 characters or less. Show the most important identifier field as "D1," less important fields by "D2," "D3," etc.

6   When a field is to be repeated more than once, show the length of the field followed by "x" and the number of times it is repeated. Put a suffix (A thru H, above, for example) on the data field name so that you can request and query each individual data field. For example, the field "Date-Offered" is repeated 8 times. The first occurrence of the field is labeled "DATE-OFFEREDA", the second "DATE-OFFEREDB", etc.

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 1)

3.13

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 2)

Part 2 describes how to prepare your input data entry form. This form, once completed, may be reproduced and used to actually code information to be stored in the working-file.

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 2)

3.15

GENERAL WORKING-FILE DATA INPUT FORM

File Identifier

A T R A I N Ø 1

5   7   9   11
(Duplicate columns 5-28 on each input line)

VENDOR COURSE IDENT
13   17 19 21 23 25 27

Record Identifier

FILE

Note: An asterisk (*) in any position of the input form will cause the corresponding position in the working-file record to be blanked out. Any other character in any position of the input form will be stored in the corresponding position in the working-file record, replacing the character that previously existed in that position in the record.

CAT COURSE TITLE   DATE OFFER DATE DUE   ABSTRACT   COST HOURS
29   35   40   45   50   55   60   65   70   75

DATE OFFER DATE DUE   ABSTRACT
29   35   40   45   50   55   60   65   70   75

DATE OFFER DATE DUE   ABSTRACT
29   35   40   45   50   55   60   65   70   75

ABSTRACT
29   35   40   45   50   55   60   65   70   75

ABSTRACT
29   35   40   45   50   55   60   65   70   75

ABSTRACT
29   35   40   45   50   55   60   65   70   75

ABSTRACT
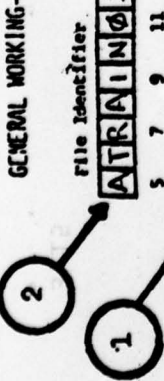29   35   40   45   50   55   60   65   70   75

ABSTRACT
29   35   40   45   50   55   60   65   70   75

ABSTRACT
29   35   40   45   50   55   60   65   70   75

ABSTRACT
29   35   40   45   50   55   60   65   70   75
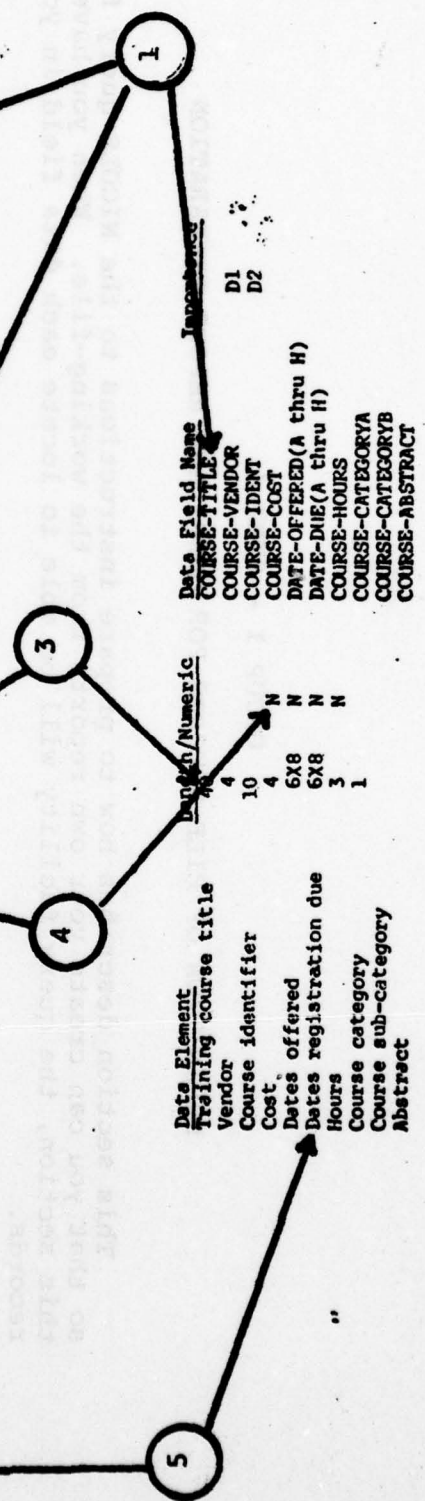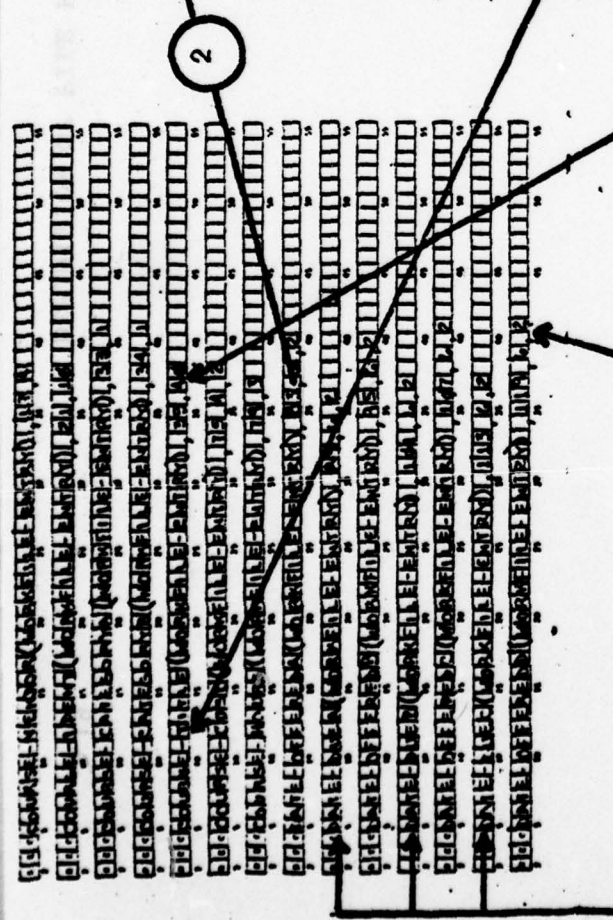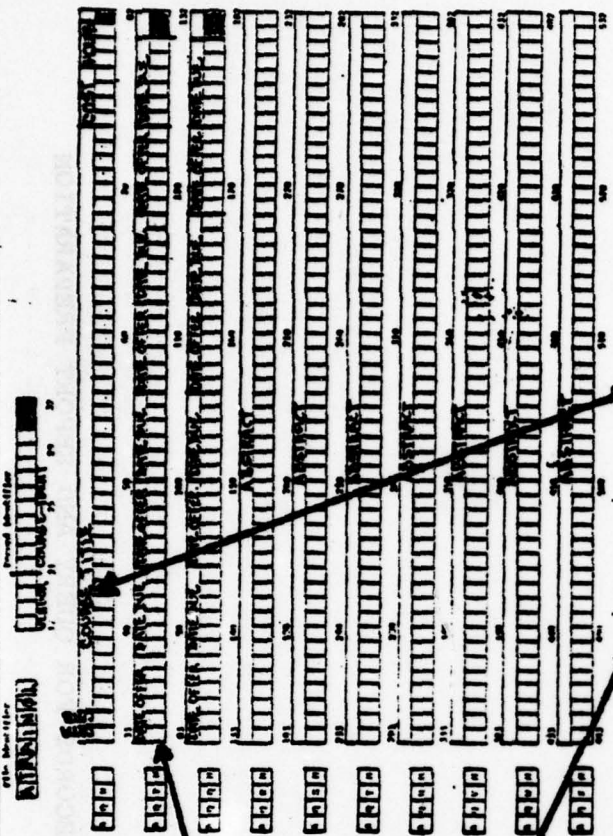
DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 2)

1   Enter a "S" to instruct the system to store file records.

2   Enter the assigned name of the working-file.

3.   Place vertical lines separating individual data fields which are used to uniquely identify each working-file entry. These are the fields which you marked "D1," "D2," etc., in part 1.

4   Write the name of each field in the record identifier above the spaces. These are the data fields which you have determined will uniquely identify each record in your working-file.

5   Mark out unused positions to reduce errors when entering data values in the identifier fields.

6   Place vertical lines separating individual data fields in the main area of the working-file record. Each space contains a single character of data. Allow as many spaces as required for the maximum number of characters in a data field.

7   Write the name of each field in the main area of the working-file record form above the spaces which will contain the field's data.

8   Mark out unused positions to reduce errors when entering data in the main area of the entry.

DEFINITION OF FILE RECORDS FOR MAINTENANCE (PART 2)

3.17

GROUP I - STEP 4

DEFINITION OF FILE RECORDS FOR QUERY AND REPORT PREPARATION

This section describes how to prepare instructions to the NICOLS query facility so that you can create your own reports from the working-file. When you have completed this section, the query facility will be able to locate each data field in your file records.

3.19

Data Element	Data Field Name	Length/Numeric		Importance
Training course title	COURSE-TITLE	40		
Vendor	COURSE-VENDOR	4		
Course identifier	COURSE-IDENT	10		
Cost	COURSE-COST	4	N	
Dates offered	DATE-OFFERED(A thru H)	6X8	N	
Dates registration due	DATE-DUE(A thru H)	6X8	N	
Hours	COURSE-HOURS	3	N	
Course category	COURSE-CATEGORYA	1		
Course sub-category	COURSE-CATEGORYB			D1
Abstract	COURSE-ABSTRACT			D2

DEFINITION OF FILE RECORDS FOR QUERY AND REPORT PREPARATION

    Using the RECORD DESCRIPTION FORM, mark the data fields to exactly match the data input form you prepared in Group I, Step 3.
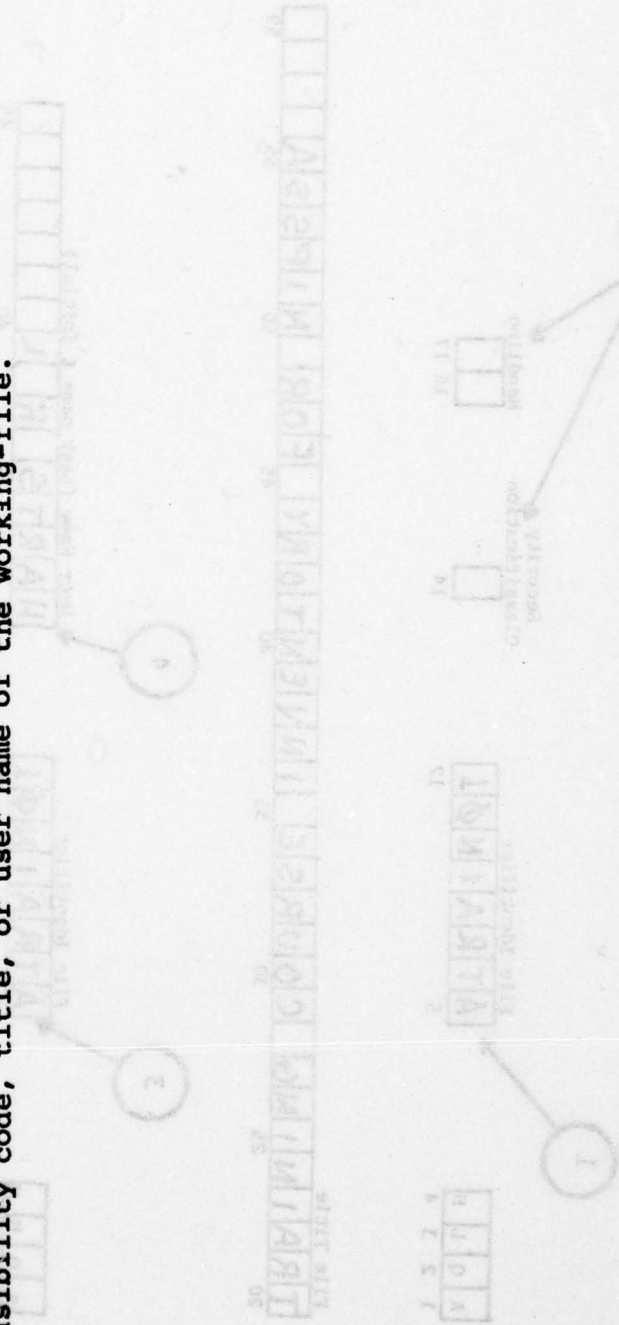
1   Write the name of the data fields, one to a line, on the CULPRIT Record Description form. Follow each name with "WORKFILE-ENTRY" and a comma.

2   Using the Record Description Form and the working-file data input form, enter the number which corresponds to the first position of each field beside the field name on the CULPRIT description form. Write a comma after each position number.

3   Using your list of data fields, enter the number of characters (length) of each field beside the appropriate field name.

4   Using your list of fields, write a comma and the number "2" after any field which you have defined as containing only numbers.

5   Where the fields repeat, enter each field as a separate line on the CULPRIT description form using succeeding suffixes.

    Punch the resulting definitions and place them as instructed into the query control deck described in Appendix B.2.

DEFINITION OF FILE RECORDS FOR QUERY AND REPORT PREPARATION

GROUP II   STEP 1

MODIFICATION OF FILE CONTROL INFORMATION

This section describes the steps necessary to modify the security classification, releasibility code, title, or user name of the working-file.

3.23

3.24

MODIFICATION OF FILE CONTROL INFORMATION

File Identifier

```
A T R A I N Ø
5            12
```

(1)

```
A Q L M
1 2 3 4
```

(2)

Security
Classification

```
    14
```

Handling

```
   16 17
```

File Title

```
T R A I N I N G   C O U R S E   I N N E N T O R Y   F O R   N I P S S A
20        25        30        35        40        45        50        55      59
```

(4)

User Name (Last name & initial)

```
H A R T S   R L
31        35        40        46
```

(3)

File Identifier

```
A T R A I N Ø
5            12
```

```
A Q M M
1 2 3 4
```

MODIFICATION OF FILE CONTROL INFORMATION

AQLM INPUT LINE

Field Position on

Item	Input Form	Data Field Name and Description
1	5-12	FILE IDENTIFIER. Enter the assigned working-file identifier.
2		Enter the field to be changed.

AQMM INPUT LINE

3	5-12	FILE IDENTIFIER. Enter the assigned working-file identifier.
4	31-46	USER NAME. Enter the changed person name.

NOTE: The user organization information cannot be changed except by the Database Administration staff.

It is only necessary to prepare the input lines above when the data field on that line changes. The AQLM is not required, for example, if the only change is the name of the person controlling the working-file.

MODIFICATION OF FILE CONTROL INFORMATION

GROUP II STEP 2

ADD RECORDS

This section describes the steps necessary to add data records to the working-file you have created.

3.27

ADD RECORDS

GENERAL WORKING-FILE DATA INPUT FORM

File Identifier

Record Identifier

| A | T | R | A | I | N | 0 | 1 |

| C | U | L | L | A | 0 | 4 | | | COURSE IDENT |
VENDOR

5 7 9 11 13 15 17 19 21 23 25 27
(Duplicate columns 5-28 on each input line)

Note: An asterisk (*) in any position of the input form will cause the corresponding position in the working-file record to be blanked out. Any other character in any position of the input form will be stored in the corresponding position in the working-file record, replacing the character that previously existed in that position in the record.

	CAT	COURSE TITLE	CST HOURS
	A B	INTRODUCTION TO IDMS	0450 32

A Q N S   1 2 3 4

DATE OFFER   DATE DUE   DATE DUE   DATE DUE
78 06 11 07   78 06 04   78 09 24   78 09 16   78 12 07

A Q F H   1 2 3 4

ABSTRACT
THE COURSE PROVIDES AN INITIAL ORIENTATION TO

A Q R M   1 2 3 4

ABSTRACT
DATABASE MANAGEMENT SYSTEMS, CODASYL DBMS CONCEPTS

A Q S M   1 2 3 4

ABSTRACT
AND IDMS.

A Q T M   1 2 3 4

ABSTRACT

ABSTRACT

ABSTRACT

ABSTRACT

29   35   40   45   50   55   60   65   70   75

ADD RECORDS

1   Enter a "S". This instructs the NICOLS system to store a new record in your working-file.

2   Enter the assigned working-file identifier. This identifier will be duplicated into all punched cards produced for this file.

3   Enter the data values which will uniquely identify the file record for later referral. These fields will be duplicated into all punched cards produced for this file record.

4   Enter data in the desired fields. Data for alphabetic fields normally begins in the left-most position of the field. Numeric data normally ends in the right-most position of the field.

5   It is advisable to enter zeros into all numeric fields which are not initially filled with data. This makes sure that a numeric field contains a numeric value and prevents errors in processing.

6   Numeric fields whose data is not large enough to fill all available positions should be filled with zeros from the left-most position of the field to the beginning of the numeric data.

7   Cross through entry lines which are not used. This assists the person who punches the lines in deciding which lines to punch and which to ignore.

The punched cards which are created as a result of this section are inserted into the computer control deck as described in Appendix B.1.
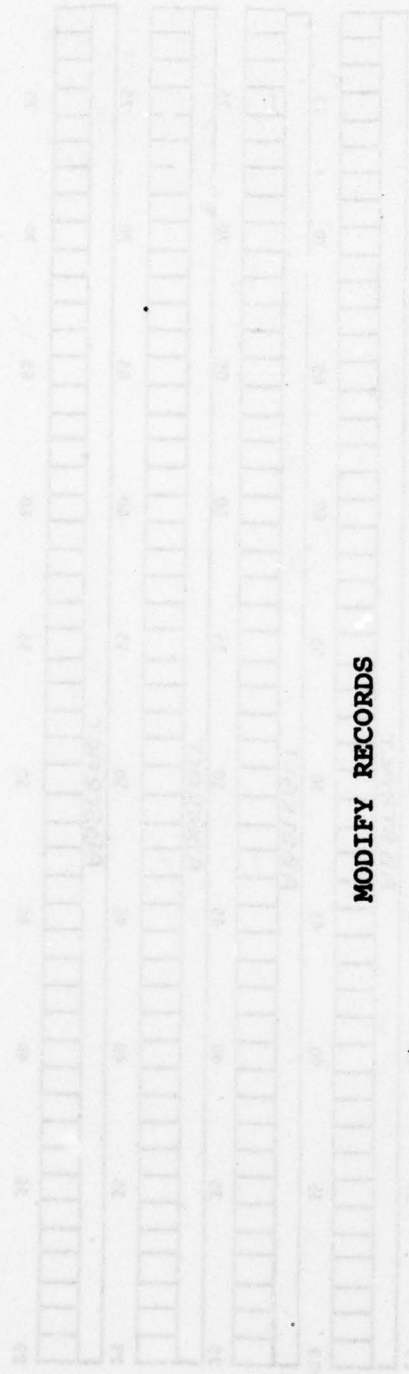
MODIFY RECORDS

    This section describes the steps used when changing the information you have previously stored in the working-file.
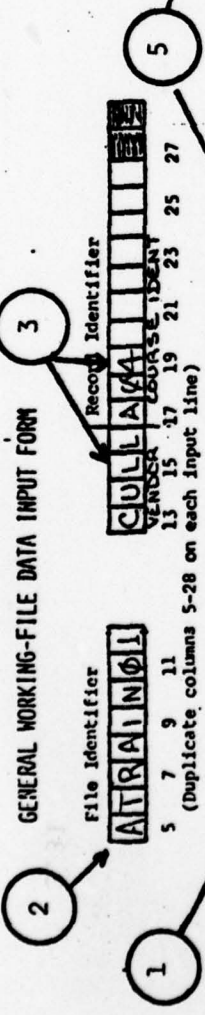
MODIFY RECORDS

GENERAL WORKING-FILE DATA INPUT FORM

File Identifier

A T R A I N O 1

```
5  7  9  11
```

(Duplicate columns 5-28 on each input line)

Record Identifier

C U L L A 4 1

```
           VENDOR  COURSE IDENT
13  15  17  19  21  23  25  27
```

Note: An asterisk (*) in any position of the input form will cause the corresponding position in the working-file record to be blanked out. Any other character in any position of the input form will be stored in the corresponding position in the working-file record, replacing the character that previously existed in that position in the record.

CAT	COURSE TITLE					COST	HOURS
29	35	40	45	50	55	60	65	70	75	Ø4 75

DATE OFFER DATE DUE DATE OFFER DATE DUE
ØØØØØØØØ

DATE OFFER DATE DUE DATE OFFER2 DATE DUE

ABSTRACT

ABSTRACT

*AND *IDMS. ABSTRACT

ABSTRACT

ABSTRACT

ABSTRACT

A Q N M 1 2 3 4
A Q F M 1 2 3 4
1 2 3 4
1 2 3 4
1 2 3 4
A Q T M 1 2 3 4
1 2 3 4
1 2 3 4
1 2 3 4
1 2 3 4

MODIFY RECORDS

1 Enter "M." This instructs the NICOLS system to modify a working-file record.

2 Enter the assigned working-file identifier.

3 Enter the data which uniquely identifies the record to be modified.

4 Alphabetic data may be modified by simply replacing the characters or by entering an asterisk to delete the previous character in that position.

5 Numeric data may be modified by replacing the digits or by entering zeros to delete the data in the field and set its value to zero.

6 Cross out unused entry lines to assist the person who punches the cards in determining which lines to punch and which to ignore.

The punched cards which are created as a result of this section are inserted into the computer control deck as described in Appendix B.1.

DELETE RECORDS

This section defines the steps required to delete a record from your working-file which is no longer required.

3.35

GENERAL WORKING-FILE - RECORD DELETION

File Identifier
ATRAINØ1
5   12

File Identifier
ATRAINØ1
5   12

File Identifier
5   12

File Identifier
5   12

A Q N D
1 2 3 4

A Q N D
1 2 3 4

A Q N D
1 2 3 4

A Q N D
1 2 3 4

Record Identifier
CULLAØ4
13   28

Record Identifier
CULLAØ6
13   28

Record Identifier
13   28

Record Identifier
13   28

DELETE RECORDS

1   FILE IDENTIFIER. Enter the assigned identifier for the working-file.

2   RECORD IDENTIFIER. Enter the values which uniquely identifies the record to be deleted.

The punched card which results from this section is inserted into the computer control deck as described in Appendix B.1.

FILE DELETION

This section defines the steps required to delete a working-file from the database when it is no longer required. Once the working-file has been deleted, all data within the file is physically erased and no longer accessible.

FILE DELETION FROM NICOLS

A	Q	L	E
1	2	3	4

① →

File Identifier

A	T	R	A	I	N	Ø	1
5							12

CAUTION: This will erase your entire Working-File from the database.

FILE DELETION

1   FILE IDENTIFIER. Enter the assigned identifier of the working-file.

The punched card which results from this section is inserted into the computer control deck described in Appendix B.1.

SECTION 4

RETRIEVING DATA FROM THE WORKING-FILE

4.1. <u>Overview.</u>

This portion of the Users Guide des-
cribes the procedures for creating reports
to display data stored in your working-
file. Each output function is described
separately, using illustrations to assist
you. Retrieval support is provided
through the CULPRIT report and query
facility. This facility provides a very
fast and easy means to producing useful
reports.

This Guide will not describe all of
the features of CULPRIT. Instead, it
will concentrate on showing you how to
prepare basic reports and queries. Once
you have mastered the basic features of
the facility, the Database Administration
staff or your organization ADP coordinator
will assist you in preparation of more

complex reports. A copy of the CULPRIT
User's Manual, published by the package
vendor, is available from the Database
Administration staff upon request.

4.2. <u>Retrieval Support.</u>

The working-file system provides you
with two retrieval aids:

a. A prepared CULPRIT report which
prints the contents of your working-file
in a predefined format. This report,
called the "file list", is particularly
useful when updating the contents of your
file.

b. Detailed instructions for pre-
paring your own reports. Each parameter
used by CULPRIT is described in detail.

PREPARING YOUR OWN REPORTS

DEFINING THE REPORT CONTROL INFORMATION

This section describes the first step which must be taken to define a report to the CULPRIT facility. When you have completed this step, you will have created a title for the report and determined the order in which the data will be displayed.

4.3   DEFINING THE REPORT CONTROL INFORMATION

CULPRIT SORT AND TITLE STATEMENTS

Report Number

(Duplicate columns 2-3 on all cards punched)

Lines/Total Page

Report Sort Field

Report Sort Fields continued

D | COURSE-VENDOR,1,COURSE-IDENT

ALL COURSES BY VENDOR COSTING LESS THAN $100.00
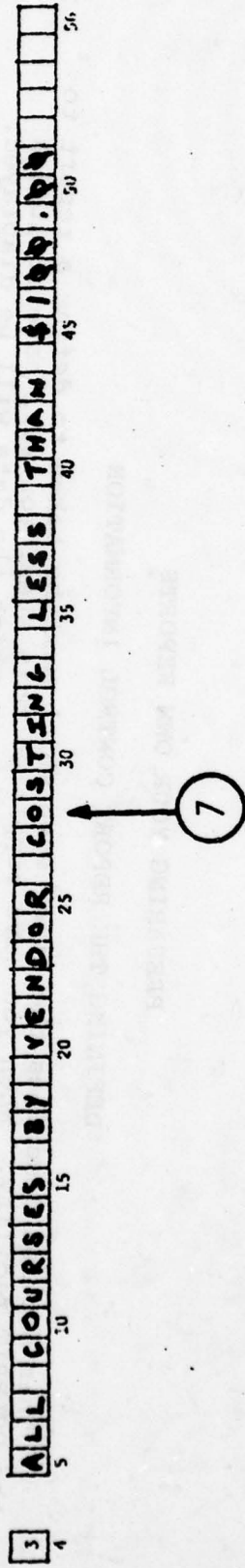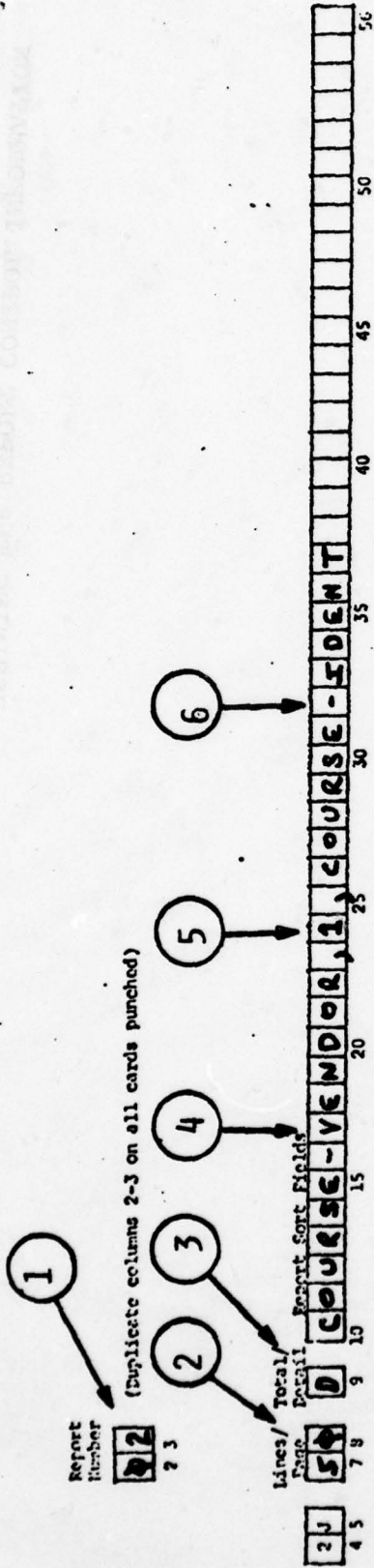
DEFINING THE REPORT CONTROL INFORMATION

1.   REPORT NUMBER. Enter a two-digit report identifier ranging from "02" through "99". Each of your reports should have a different identifier so that you can use several reports at the same time.

2.   LINES PER PAGE. Enter a two-digit number which defines the number of report lines to print on a page. The maximum number is 58. To compute the number of available lines, subtract the number of lines in your report heading (including blank lines) from 58.

3.   TOTAL/DETAIL FLAG. This position permits you to select whether you wish the report to automatically total numeric fields, print only the basic report lines, or both. The default value (leave the field blank) is both. Valid codes are:

       D - Detail basic lines only
       T - Total lines only (useful for summarizing groups of data)

4.   REPORT SORT FIELDS. This entry area (and that on the following line) are used to define the order in which you wish your data to be printed. Enter the field name of the principal field which determines the output order.

5.   You can instruct the system to do extra spacing or skip to a new page if the value in the principal field changes. Enter a comma followed by one of these codes:

       1 - Skip to a new page
       0 - One extra space after the last detail line of the previous field value
       - - Two extra spaces after the last detail line of the previous field value

6.   You can name as many fields in the sort order as you desire. Separate them with commas. If there are too many sort fields for one line, begin a new field name on the continuation line.

4.6
CULPRIT SORT AND TITLE STATEMENTS

Report Number

(Duplicate columns 2-3 on all cards punched)

Lines/Page   Total

Total

Report Sort Fields

`D COURSE-VENDOR,1 COURSE-IDENT`

Report Sort Fields continued

`ALL COURSES BY VENDOR COSTING LESS THAN $100.05`
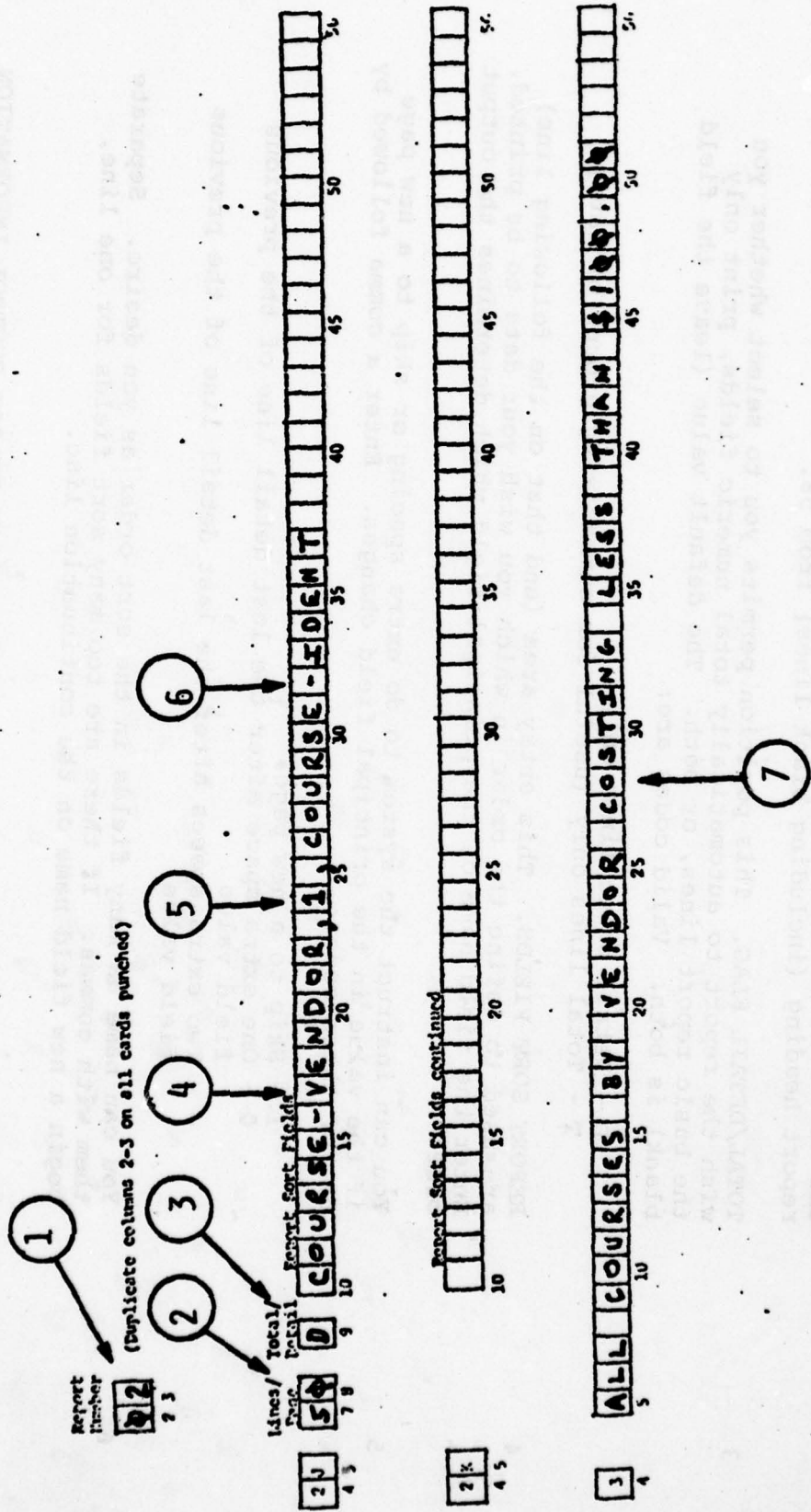
DEFINING THE REPORT CONTROL INFORMATION (CONTINUED)

7   Enter the title you wish printed at the top of each page of the
     report. The CULPRIT facility automatically centers the title. A
     page number and report date are automatically added to the title line.

     The punched cards resulting from this section are added to those prepared in the
two sections following to form a report definition. This deck is inserted as shown
in Appendix B.2 to produce the report.

4.7

DEFINING THE REPORT HEADING

This section describes how to define a heading for your report. CULPRIT permits the user to define up to eight separate lines of heading (not including any blank lines you request). The working-file facility reserves heading line one for printing security classification. This is described in a later section.

When you have completed this section, you will have defined the basic heading lines for your report.

4.9

4.10

CULPRIT REPORT DEFINITION FORM

① → Report Number

② → Line Type

③ → Line Nbr

④ → Carr Ctl (Duplicate columns 2-5 and 10 for each line coded)

⑤ → Line Position

⑥

⑦
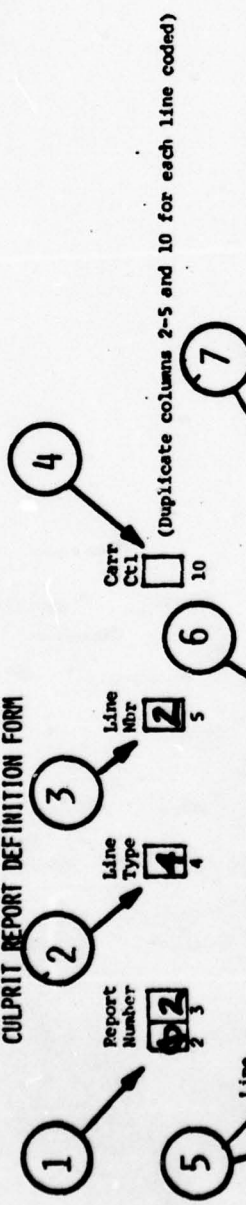
Line Contents

`'VENDOR NAME -'`

`COURSE-VENDOR`

DEFINING THE REPORT HEADING

1   REPORT NUMBER. Enter the number of the report you are preparing, ranging from "02" to "99".

2   LINE TYPE. Enter "4" to identify a heading line.

3   LINE NUMBER. Enter "2" through "8" as desired, identifying the heading line to be defined.

4   CARRIAGE CONTROL. You may define controls which force extra blank lines or a skip to a new page. The requested function occurs _before_ the line is printed. Valid codes are:

   1 - Skip to a new page
   0 - Leave one blank line before the line to be printed
   - - Leave two blank lines before the line to be printed

   The default (leaving the position blank) is normal line to line spacing with no extra blank lines.

NOTE: All of the descriptions on this input description page refer to one line of the report. A new form should be used for each line. Once you have become _familiar_ with CULPRIT, a general description form, supplied by the CULPRIT vendor, may be used.

5   LINE POSITION. The printer used by the NICOLS computer is capable of printing lines 132 characters long. Enter the desired print location for the left-most position of the information associated with the field name (see 7 below) or the literal text (see 6 below).

6   LINE CONTENTS. You may enter either text (literal) enclosed by single quote marks or

7   the name of a field which you have used in the sort control (previous section).

DEFINING THE REPORT HEADING

4.11

DEFINING THE REPORT BODY

This section describes the steps necessary to tell CULPRIT how to print the main body of your report. You may have noticed that the report heading did not include any description about the contents of the report. A special feature of CULPRIT permits you to describe the data you wish printed and the headings for each data field. CULPRIT then automatically distributes the data across the report page, inserts the headings, and centers the data under the headings.

When you have completed this section, you will have defined the entire report display description.

4.14

CULPRIT REPORT DEFINITION FORM

Report Number

Line Type

Line Nbr

Corr Ctl

(Duplicate columns 2-5 and 10 for each line coded)

Line Position

Line Contents

COURSE-IDENT MN 'COURSE' 'IDENTIFIER'

COURSE-TITLE MN 'COURSE TITLE'

COURSE-COST DG FD MN 'COST OF' 'COURSE'

COURSE-HOURS DG FD MN 'CLASS' 'HOURS'

DATE-OFFERED FD MN 'NEXT DATE' 'OFFERED'

DATE-DUE EA FD MN 'NOMINATIONS' 'DUE BY'
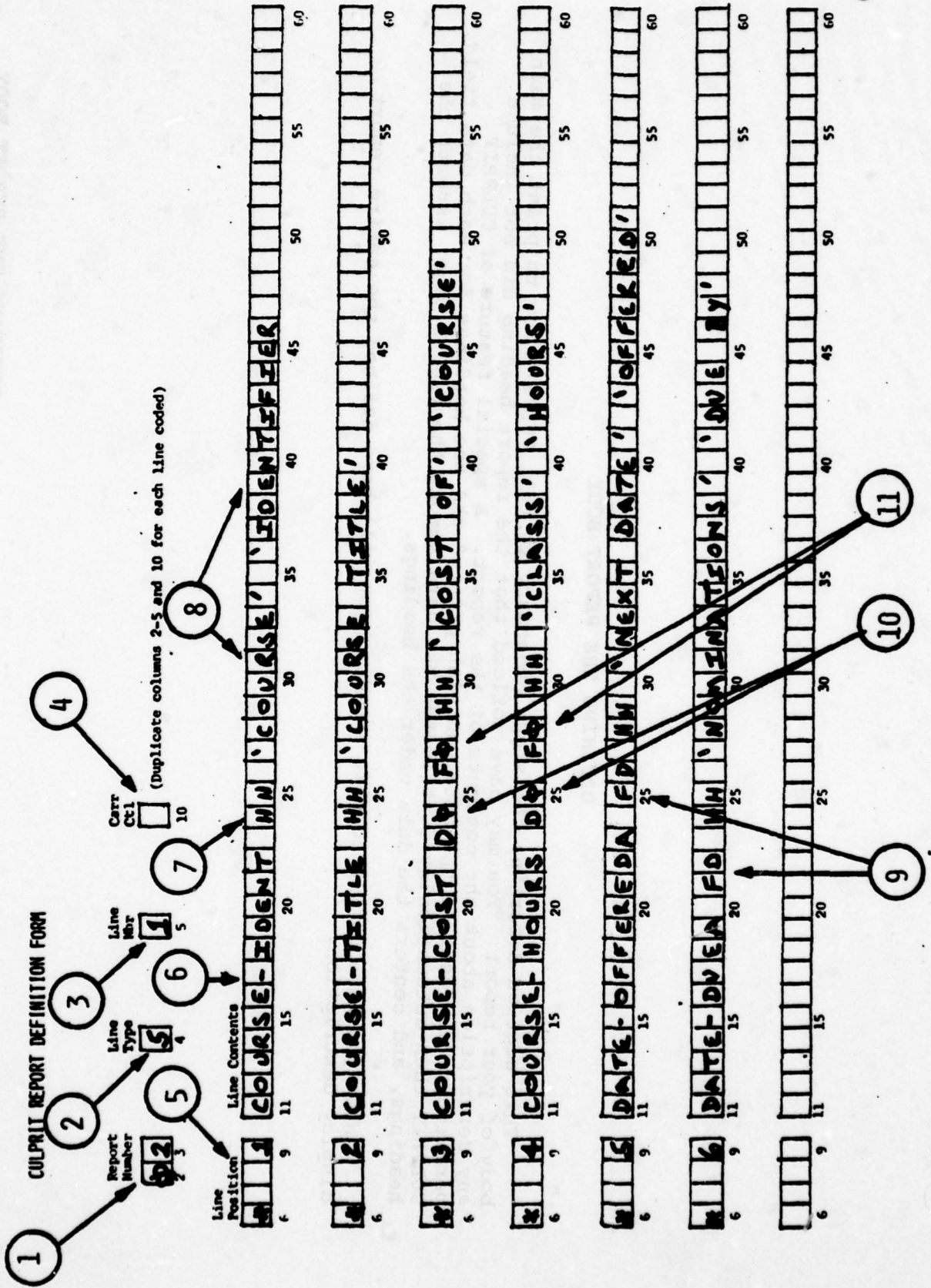
DEFINING THE REPORT BODY

1   **REPORT NUMBER.** Enter the number of the report you are preparing, ranging from "02" through "99".

2   **LINE TYPE.** Enter "5" to identify a report body line.

3   **LINE NUMBER.** Enter "1" through "8" as desired, identifying the report body line. CULPRIT prints report body lines in line number order.

4   **CARRIAGE CONTROL.** You may define controls which force extra blank lines or a skip to a new page. The requested function occurs <u>before</u> the line is printed. Valid codes are:

        1 - Skip to a new page
        Ø - Leave one blank line before the line to be printed
        - - Leave two blank lines before the line to be printed

    The default (leaving the position blank) is normal line to line spacing with no extra blank lines.

NOTE: All of the descriptions on this input description page refer to <u>one line of the report.</u> A new form should be used for each line.

5   **LINE POSITION.** Enter an asterisk in the left-most position of the field. This instructs CULPRIT to generate automatic headings for the data field. Enter a number in the right-most positions of the field to tell CULPRIT what order to place the fields on the report page, progressing from left to right.

6   Enter the name of the data field you wish displayed.

7   Enter "HH" after the data field name, separated by one space. This defines the heading control to CULPRIT.

8   Enter the literal you wish to use as a heading for the column where the element will be displayed. Two literals will produce two heading lines.

4.16
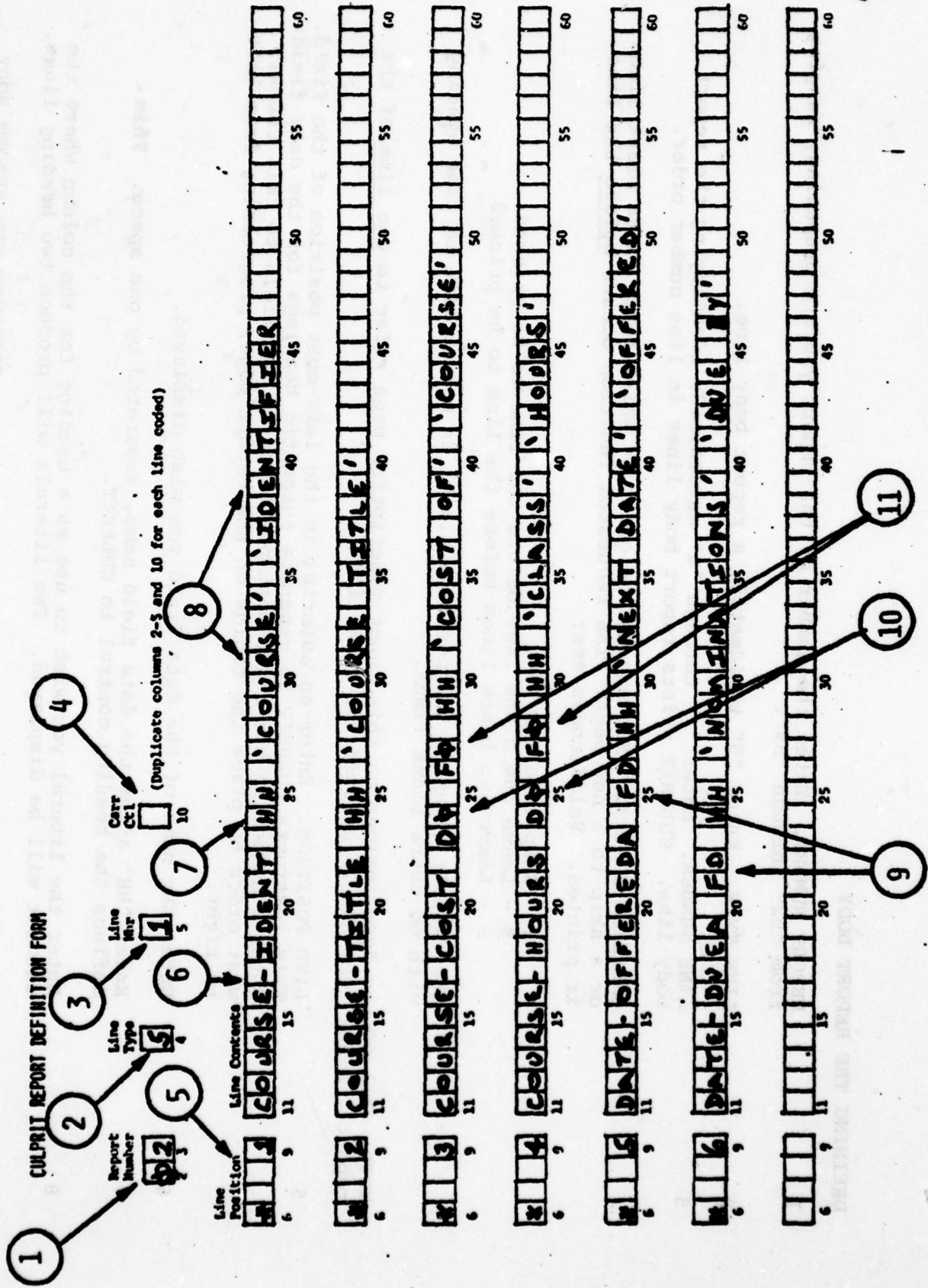
DEFINING THE REPORT BODY (CONTINUED)

9   Dates may be automatically formatted by CULPRIT. Enter "FD" after
     the name of a date field and CULPRIT will insert slashes (/) between
     the month, day, and year. The date field must be defined as a 6-digit
     field and contain only numbers or an error will result.

10   CULPRIT assumes all numeric fields contain financial (dollar) data.
     It will automatically insert a period between the second and third
     digits of a numeric field when displaying the field unless you tell
     it otherwise. For numeric fields with no decimal positions, enter "Dø".
     If the numeric field has one decimal position, enter "D1"; enter "D3"
     for three positions, etc. The default is two decimal positions.

11   CULPRIT automatically formats all numeric fields. It will place commas
     where appropriate to separate thousands and millions. It will also
     display leading zeros if desired. Valid codes are:

     Fø - Leading zeros are suppressed; commas are not inserted.
     Fn - n may = 1-9; Leading zeros are suppressed except for the last
          n digits; commas are inserted.
     FN - No editing. The field is printed as it exists in the data
          field.
     F$ - Leading zeros are suppressed; commas are inserted; a floating
          dollar sign is inserted.
     FS - Field is edited as a social security number.
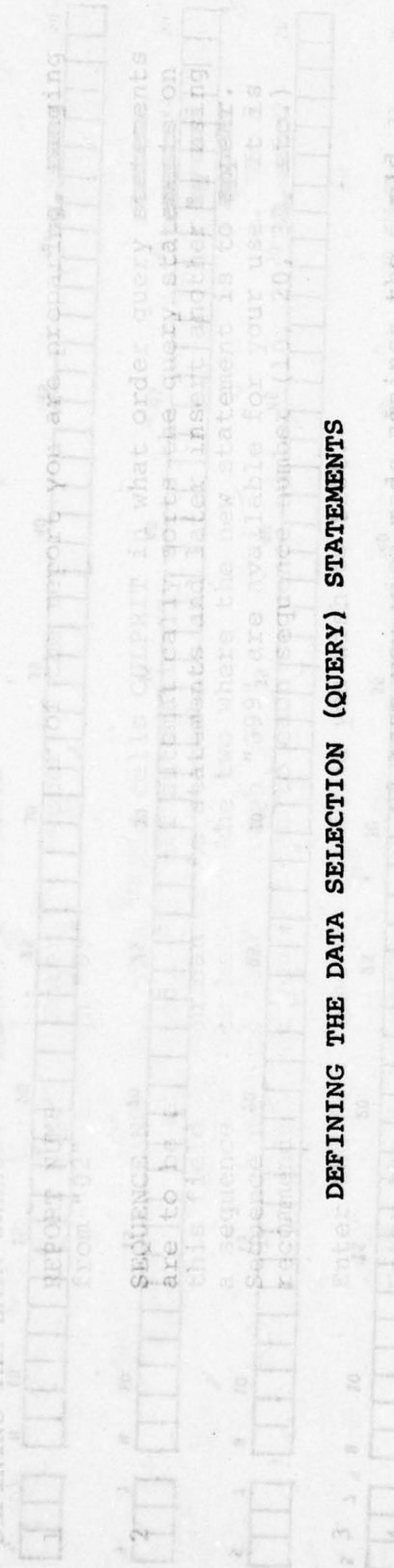
DEFINING THE DATA SELECTION (QUERY) STATEMENTS

This section is optional with every report. If you omit the query statements from the report, CULPRIT will select and print desired data from every record in the working-file.

CULPRIT permits you to define a wide variety of query control statements. The primary statement is a test which determines whether the record you are reading is to be printed or not. This single statement type is adequate for a majority of queries you will be creating against your working-file. Should you have a need to prepare more complex reports or queries, you should contact your organization ADP coordinator or the Database Administration staff.

4.19

4.20 CULPRIT QUERY STATEMENTS

(1) Report Number
(2) Sequence Number
(3) Process Instructions

(Duplicate columns 2-4 on each card punched)

(4) (5) (6)

| R | T | | C | D | U | R | S | E | - | C | O | S | T | | H | | / | 0 | 0 | 0 | | D | R | O | P |

DEFINING THE DATA SELECTION (QUERY) STATEMENTS

1   REPORT NUMBER. Enter the number of the report you are preparing, ranging
       from "02" through "99".

2   SEQUENCE NUMBER. This field tells CULPRIT in what order query statements
       are to be executed. CULPRIT automatically sorts the query statements on
       this field so you can write statements and later insert another by using
       a sequence number between the two where the new statement is to appear.
       Sequence numbers "010" through "899" are available for your use. It is
       recommended that you add ten to each sequence number (10, 20, 30, etc.)

3   Enter the data name of the field you wish to test.

4   Enter the code for the type of test you wish made against the field.
       Valid codes are:

            E - The field is equal to the test value
            N - The field is not equal to the test value
            L - The field is less than the test value
            H - The field is greater than the test value.

5   TEST VALUE. Enter the value which is used to test the selected data
       field. If the data field is numeric, the test value may be written as
       illustrated. If the data field is alphanumeric, the test value must
       be enclosed in single quote (') marks.

6   RESULT FUNCTION. This field tells CULPRIT what to do if the result of
       the test is true. Valid codes are:

            DROP - Discard the record. It will not be printed.
            TAKE - Accept the record and print it.

4.22

ALL COURSES BY VENDOR COSTING LESS THAN $100.00   08/01/78 PAGE

COURSE IDENTIFIER	COURSE TITLE	NEXT DATE OFFERED	NOMINATIONS DUE BY
ACCELERATE	ACCELERATED READING	78/06/19	78/05/19
ACCRUAL AC	ACCRUAL ACCOUNTING PROCEDURES	78/06/19	78/06/19
ADMIN SYST	ADMIN SYSTEMS & PROCEDURES ANALYSIS	78/06/19	78/05/19
ADMINISTRA	ADMINISTRATIVE OFFICER SEMINAR	78/06/19	78/06/05
ADP FOR CL	ADP FOR CLERICAL AND SECRETARIAL PERS	78/06/16	
ADP SYSTEM	ADP SYSTEMS ANALYSIS SEMINAR	78/06/21	78/05/31
ADVANCED C	ADVANCED COLLECTIVE BARGAINING NEGOTIAT	78/06/13	78/05/13
ADVANCED B	ADVANCED BUDGET ANALYSIS	78/08/13	78/06/13
ADVANCED		78/06/05	78/05/02
AN INTRO T	AN INTRO TO ADP	78/08/28	78/07/31
ANALYZING	ANALYZING DATA: NONPARAMETRIC STAT APPRO	78/08/27	78/07/27
ARBITRATIO	ARBITRATION	78/05/27	78/05/27
AUTO BUDGE	AUTO BUDGETING SYSTEMS	78/06/13	78/05/13
AUTO FINAN	AUTO FINANCIAL MANAGEMENT TOOLS	78/06/13	78/05/13
AUTOMATED	AUTOMATED PERSONNEL SYSTEMS	78/06/19	78/06/19
AUTOMATION	AUTOMATION/COMPUTER OUTPUT DEVICES	78/06/19	78/06/19
BASIC CONT	BASIC CONTRACTING	78/06/15	78/05/12
BASIC LABO	BASIC LABOR RELATIONS	78/06/05	78/05/04
BASIC MANA	BASIC MANAGEMENT METHODS AND SKILLS	78/08/07	78/07/07
BUDGET EST	BUDGET ESTIMATING TECHNIQUES	78/07/05	78/06/05
BUDGET EXE	BUDGET EXECUTION	78/06/26	78/05/26
BUDGET FOR	BUDGET FORMULATION	78/06/26	78/05/26
BUDGET PRE	BUDGET PRESENTATION & JUSTIFICATION	78/06/26	78/05/26
CAREER-WOM	CAREER WOMEN & LOWER-MGMT WORKSHOP	78/06/26	78/05/26
COUNSELING	COUNSELING AND MANAGEMENT WORKSHOP		
POSITION M	POSITION MANAGEMENT SEMINAR	78/05/23	78/05/22

APPENDIX A

This appendix contains copies of all forms used by the working-file facility.

IDENTIFICATION OF THE FILE USER TO NICOLS

SECURITY CLASS

HANDLING

USER ORGANIZATION ACRONYM

USER NAME (LAST NAME & INITIAL)

WORKING FILE IDENTIFIER

USER ORGANIZATION ACRONYM

USER NAME (LAST NAME & INITIAL)

CTLA

CTLR

MODIFICATION OF FILE CONTROL INFORMATION

File Identifier

Security Classification

Handling

A Q L M
1 2 3 4

5 12

14

16 17

File Title

20 25 30 35 40 45 50 55 59

User Name (Last name & initial)

31 35 40 46

File Identifier

A Q M M
1 2 3 4

5 12

FILE DELETION FROM NICOLS

A	Q	L	D
1	2	3	4

File Identifier

5							12

CAUTION: This will erase your entire Working-File
from the database.

GEN WORKING-FILE DATA INPUT FORM

File Identifier ☐☐☐☐☐

Record Identifier ☐☐☐☐☐☐☐☐☐☐☐☐

5 7 9 11   13 15 17 19 21 23 25 27

(Duplicate columns 5-28 on each input line)

Note: An asterisk (*) in any position of the input form will cause the corresponding position in the working-file record to be blanked out. Any other character in any position of the input form will be stored in the corresponding position in the working-file record, replacing the character that previously existed in that position in the record.

AQN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

AQPN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

AQQN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

AQRN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

AQSN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

AQTN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

AQUN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

AQVN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

AQWN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

AQXN
1 2 3 4   29   35   40   45   50   55   60   65   70   75

GENERAL WORKING-FILE RECORD DESCRIPTION FORM

File Identifier

Record Identifier

17 21 25 29 32

THIS FORM IS FOR USE IN DEFINING
CULPRIT QUERY POSITION DEFINITIONS
IT IS NOT USED FOR DEFINING YOUR
DATA ENTRY FORMAT.

A Q N

33   40   50   60   7U   82

A Q P M

83   90   100   110   120   132

A Q Q M

133   140   150   160   170   182

A Q R M

183   190   200   210   220   232

A Q S M

233   240   250   260   270   282

A Q T M

283   290   300   310   320   332

A Q U M

333   340   350   360   370   382

A Q V M

383   390   400   410   420   432

A Q W M

433   440   450   460   470   482

A Q X M

483   490   500   510   520   532

GENERAL WORKING-FILE – RECORD DELETION

A	Q	N	D
1	2	3	4

File Identifier

5 12

Record Identifier

13 28

A	Q	N	D
1	2	3	4

File Identifier

5 12

Record Identifier

13 28

A	Q	N	D
1	2	3	4

File Identifier

5 12

Record Identifier

13 28

A	Q	N	D
1	2	3	4

File Identifier

5 12

Record Identifier

13 28

CULPRIT RECORD DESCRIPTION FORM

CULPRIT SORT AND TITLE STATEMENTS

Report
Number
☐☐
2 3

(Duplicate columns 2-3 for each line coded)

Lines/ Total/
Page   Detail

2J   Report Sort Fields
4 5   7 8   9   16   20   25   30   35   40   45   50   55   61

2K   Report Sort Fields continued
4 5   16   20   25   30   35   40   45   50   55   61

3   5   10   15   20   25   30   35   40   45   50   54
4

CULPRIT REPORT DEFINITION FORM

Report Number 2 3

Line Type 4

Line Nbr 5

Carr Ctl 10

(Duplicate columns 2-5 and 10 for each line coded)

Line Position

Line Contents

6 9 11 15 20 25 30 35 40 45 50 55 60

6 9 11 15 20 25 30 35 40 45 50 55 60

6 9 11 15 20 25 30 35 40 45 50 55 60

6 9 11 15 20 25 30 35 40 45 50 55 60

6 9 11 15 20 25 30 35 40 45 50 55 60

6 9 11 15 20 25 30 35 40 45 50 55 60

6 9 11 15 20 25 30 35 40 45 50 55 60

CULPRIT QUERY STATEMENTS

Report
Number

2	3

7
4

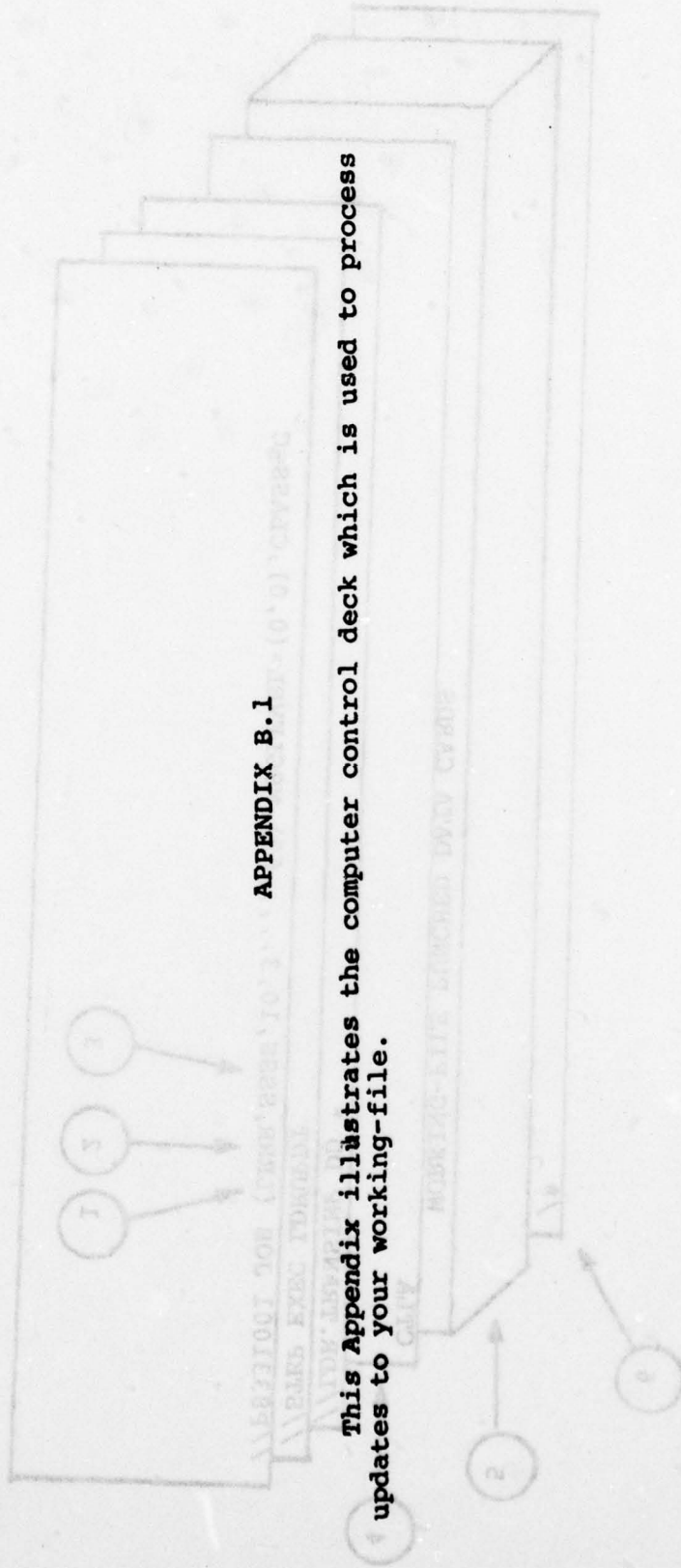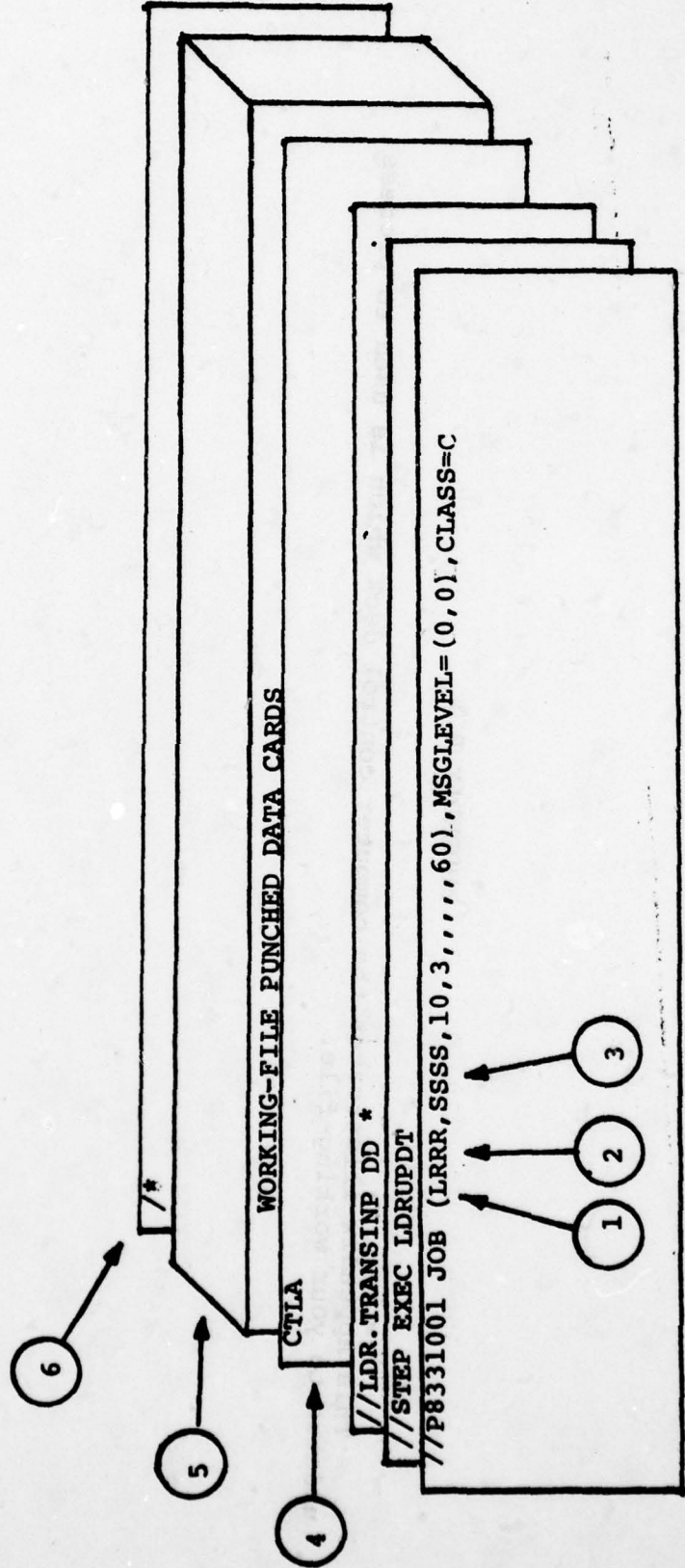(Duplicate columns 2-4 for each line coded)

Sequence
Number   Process Instructions

APPENDIX B.1

This Appendix illustrates the computer control deck which is used to process updates to your working-file.

WORKING-FILE PUNCHED DATA CARDS

CTLA

//LDR.TRANSINP DD *

//STEP EXEC LDRUPDT

//P8331001 JOB (LRRR,SSSS,10,3,...,60),MSGLEVEL=(0,0),CLASS=C

/*

(1)
(2)
(3)
(4)
(5)
(6)
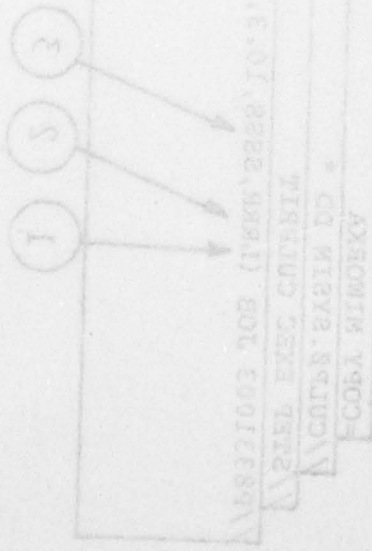
APPENDIX B.1 (WORKING-FILE MAINTENANCE)
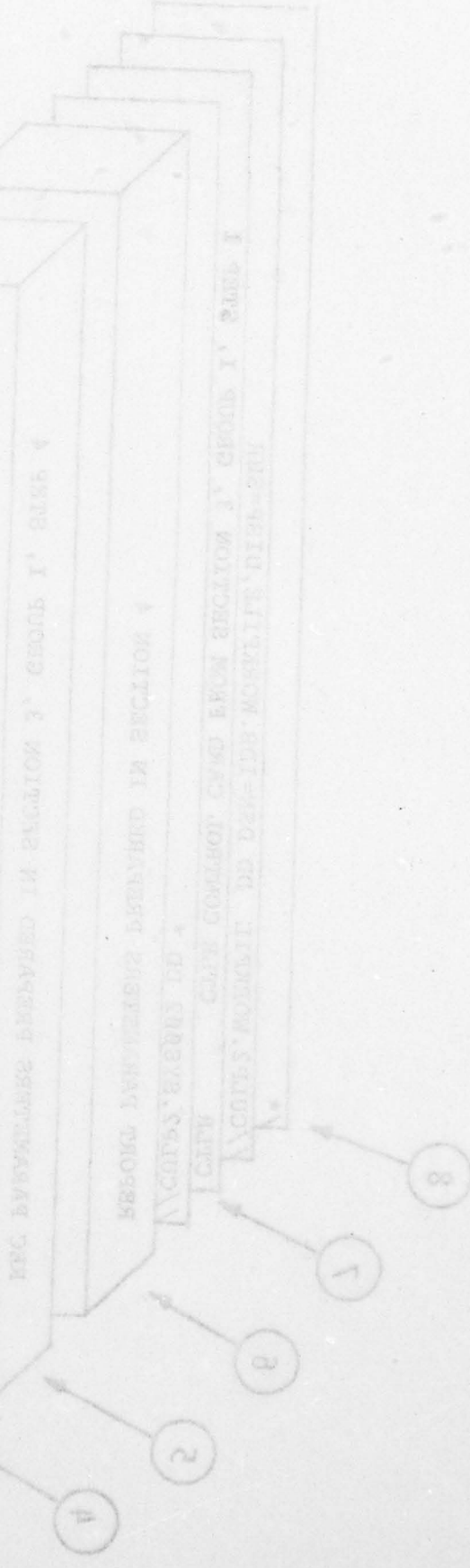
1   Replace the "L" with one of the following location codes:

      H - Hoffman Building   S - FOB5 Suitland
      M - Ft. Meade   F - Friendship Annex
      P - Pentagon   T - FOB2 Suitland

2   Replace "RRR" with a routing code assigned by the Database Administration staff or your organization ADP coordinator

3   Replace "SSSS" with the last four characters/digits of your office location identifier.

4   Insert the CTLA card which you prepared as part of identifying you to the NICOLS system.

5   Insert working-file punched card data entries. Entry cards may be placed in any order. The NICOLS system organizes the data into the proper order prior to updating the database.

6   The last card in the computer control deck must have "/*" punched in the first two positions.

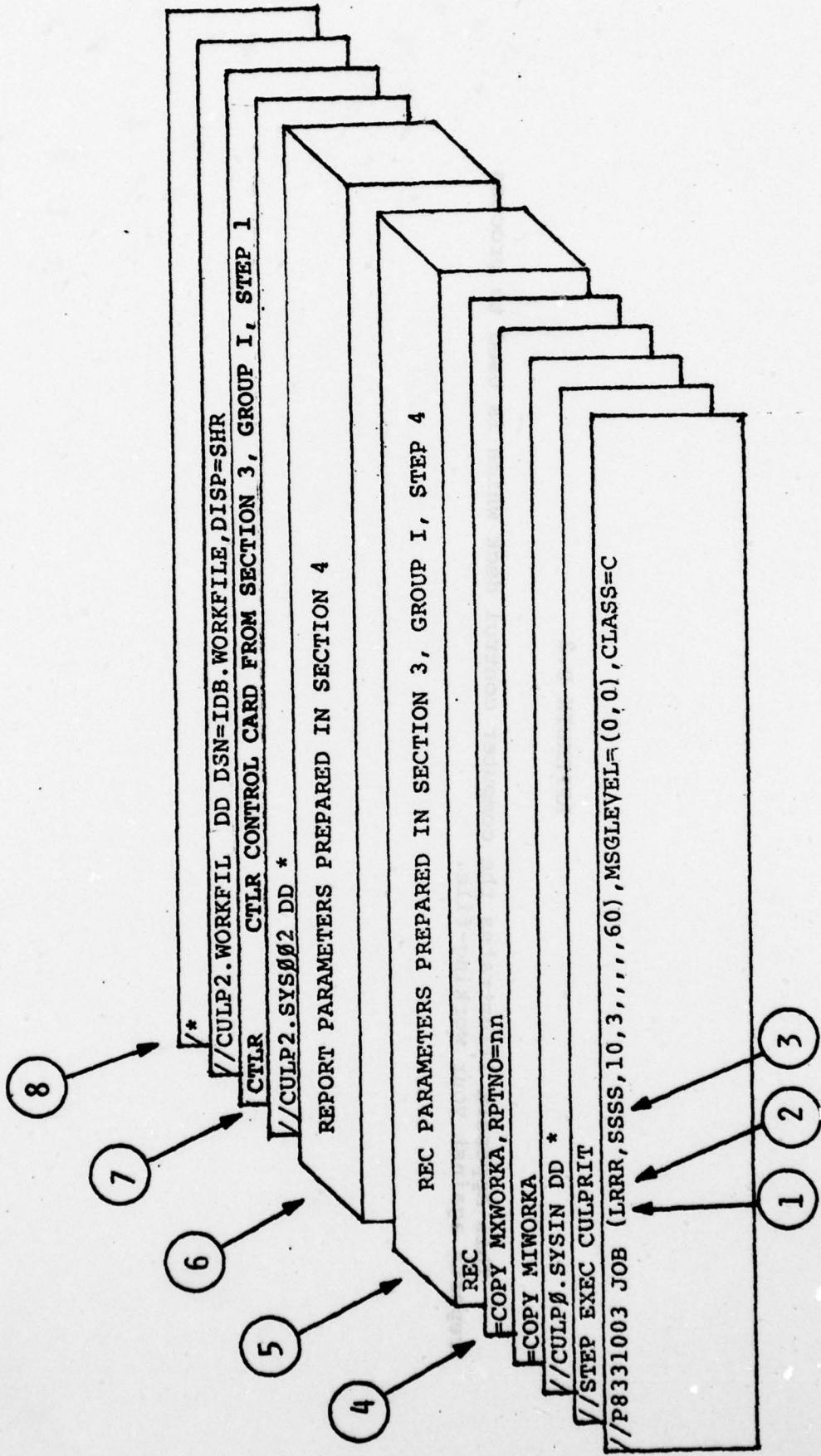The "//" in the first three cards of the computer control deck begin in the first two positions of the card.

APPENDIX B.2

This Appendix illustrates the computer control deck which is used to process reports against your working-file.

⑧ → /*

//CULP2.WORKFIL DD DSN=IDB.WORKFILE,DISP=SHR

CTLR CONTROL CARD FROM SECTION 3, GROUP I, STEP 1

⑦ → CTLR

//CULP2.SYSØØ2 DD *

REPORT PARAMETERS PREPARED IN SECTION 4

⑥

REC PARAMETERS PREPARED IN SECTION 3, GROUP I, STEP 4

REC

⑤ → =COPY MXWORKA,RPTNO=nn

④ → =COPY MIWORKA

//CULPØ.SYSIN DD *

//STEP EXEC CULPRIT

① ② ③ → //P831003 JOB (LRRR,SSSS,10,3,...,60),MSGLEVEL=(0,0),CLASS=C

APPENDIX B.2   (WORKING-FILE RETRIEVAL)

1   Replace the "L" with one of the following location codes:

     H- Hoffman Building   S- FOB5 Suitland
     M- Ft. Meade   F- Friendship Annex
     P- Pentagon   T- FOB2 Suitland

2   Replace "RRR" with a routing code assigned by the Database Administration staff or your organization ADP coordinator.

3   Replace "SSSS" with the last four characters/digits of your office location identifier.

4   Insert this card when you desire to print the security classification of the working-file on the top of your report. Change "nn" to the report number of the desired report.

5   Insert the REC parameters developed in Section 3, Group I, Step 4 here.

6   Insert the report parameters prepared in Section 4 here. Parameter decks for more than one report may be inserted. The decks should be placed so the first report to be produced is before the second, etc. NOTE: If security classification is required for multiple reports, step 4 must be repeated for each report where security printing is desired.

7   A single card with "=COPY MXWORKFL" punched beginning in position 1 will generate the file list report.

8   Insert a CTLA control card which was prepared in Section 3, Group I, step 1.

     The last card in the computer control deck must have a "/*" punched in the first two positions.