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USER MANUAL FOR THE REGULATORY COMMUNICATION AND
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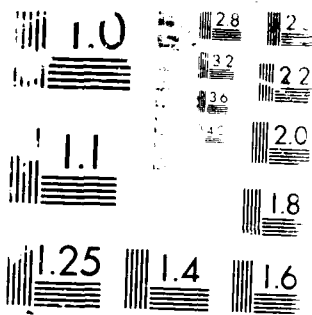
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USA-CERL ADP REPORT N-88/11
July 1988
Regulatory Communication and
Knowledge Base System

**US Army Corps
of Engineers**

Construction Engineering
Research Laboratory

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AD-A199 740

User Manual for the Regulatory Communication and Knowledge Base System

by
Deanna Glosser
John Fittipaldi

This report provides user instructions for the Regulatory Communication and Knowledge Base System, an electronic mail and bulletin board system. It was developed for regulatory personnel in Headquarters, U.S. Army Corps of Engineers (HQUSACE) offices and in Corps division and district offices. The system enhances the opportunities for communication among persons and agencies involved in issuing permits for dredge and fill materials in navigable waters of the United States. As submissions to the bulletin board accumulate, they will comprise a knowledge base of resources, suggestions, advice, lessons learned, etc. In this way the bulletin board can compensate to some extent for the experience and knowledge lost when persons leave or retire.

The system uses the dial-up computer services of Dialcom, Inc. With the electronic mail functions, users can send, read, and file messages. With the bulletin board, Kbase, they can post, read (at varying levels of detail), and reply to items on the bulletin board.

Details of the development of this system, along with evaluations of the feasibility of extending these efforts into the realm of expert systems and video data storage, are discussed in USA-CERL Technical Report N-88/10, *Development of the Regulatory Communication and Knowledge Base System and Investigation of Possible Augmentation Technologies*.

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FOREWORD

This investigation was conducted for the Directorate of Civil Works, Office of the Headquarters, U.S. Army Corps of Engineers (HQUSACE), under Research and Development Work Unit 32294 in the Construction, Operations, and Maintenance Program. The original title of this work unit was "Permit Monitoring Program." In FY87, at the request of the Technical Monitor, the title was changed to "Regulatory Communication and Knowledge Base System." The HQUSACE Technical Monitor was Mr. Jack Chowning, CECW-OR.

The work was done by the Environmental (EN) Division of the U.S. Army Construction Engineering Research Laboratory (USA-CERL). Dr. R. K. Jain is the Chief of USA-CERL-EN. Mr. John Fittipaldi was the USA-CERL Principal Investigator. Ms. Deanna Glosser, of the University of Illinois Department of Urban and Regional Planning, contributed significantly to this documentation. The technical editor was Ms. Jane Andrew, USA-CERL information Management Office.

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CONTENTS

	Page
DD FORM 1473	1
FOREWORD	3
1 INTRODUCTION	7
2 ACCESSING DIALCOM	11
3 MAIL COMMANDS	12
General	
How to Send Mail	
How to Send Remote Mail	
How to Read Mail	
What to Do After Reading Message	
Filing Your Mail for Personal Use	
How to Scan Mail	
How to Read or Scan a Filed Message	
How to Delete Filed Mail	
4 WPMAIL	17
5 CREATING A TEXTFILE	18
6 TEXT EDITOR COMMANDS	19
How to Print Lines	
Top and Bottom	
Next and Up	
Locate	
Where	
Change	
Retype	
Insert	
Delete	
Oops	
Quit	
Save	
Summary of TEXT EDITOR Commands	
7 SPELL COMMANDS	22
8 KBASE COMMANDS	23
How to Begin	
How to Post Items	
How to Read Items	
Additional Read Options	
How to Reply to Items	
Additional Reply Options	
How to Scan or Quickscan	
How to Delete Items	
How to Change Options	

CONTENTS (Cont'd)

9 OFFICIAL AIRLINE GUIDE (OAG) COMMANDS 28
DISTRIBUTION

USER MANUAL FOR THE REGULATORY COMMUNICATION AND KNOWLEDGE BASE SYSTEM

1 INTRODUCTION

The Regulatory Communication and Knowledge Base System is being developed by USA-CERL for the Regulatory Branch (CECW-OR) of the Operation and Readiness Division of Headquarters, U.S. Army Corps of Engineers. Its development is discussed in USA-CERL Technical Report N-88/10.¹ This system has two purposes:

1. To enhance communication between Corps field office personnel who are involved in the regulatory program. Communication between the Corps and other resource agencies (EPA, NOAA, USA) is also available through the electronic mail service.

2. To provide a framework for storing institutional knowledge normally lost as employees resign, transfer, or retire. The bulletin board is an ideal format for regulatory personnel to share successes and ask questions.

This package of Dialcom services will enhance communication by providing an electronic mail service and KBASE, a bulletin board system. The data transfer packages, XMIT and WPMAIL, will facilitate the transfer of data from personal computers or word processors to KBASE or electronic mail.

Other Dialcom services have also been made available (Figure 1). The Official Airline Guide (OAG) should be useful to most office personnel. The Dialcom IDs for various resource agencies, such as the EPA and NOAA, are available in the main menu, under BOXES. The individual categories that now exist in the KBASE bulletin board are listed in Figure 2. More categories will be made available as the need arises.

Two flow charts have been included to demonstrate the operation of the system. The user flow chart (Figure 3) provides an overview of most of the services contained in this program. The information flow chart (Figure 4) demonstrates how information can be transferred throughout the system. The versatility of this program should make it useful to all personnel in this regulatory program (CECW-OR).

¹John Fittipaldi, Deanna Glosser, and Clint Erb, *Development of the Regulatory Communication and Knowledge Base System and Investigation of Possible Augmentation Technologies*, Technical Report N-88/10 (U.S. Army Construction Engineering Research Laboratory, July 1988).

WELCOME TO THE ELECTRONIC MAIL
AND INFORMATION SYSTEM

ARMY CORPS OF ENGINEERS
REGULATORY COMMUNICATION AND KNOWLEDGE BASE SYSTEM

COMMAND	SERVICE
* KBASE	Bulletin Board System
* MAIL	Electronic Mail
* WPMAIL	Uploading Files from Your PC or Word Processor
* OAG	Official Airline Guide
* XMIT	Transfer Files to and from PC/Word Processor and Dialcom
* LEARN	Self-Instructional Training Program on Electronic Mail
* FEDNEWS	Newsletter Service Provided by Various Gov't Agencies
* BOXES	Mailbox Directories from Various Gov't Agencies
* COMMENTS	Your Comments on the KBASE Information System
* SYSTEM	Command Level for Advanced Users

Figure 1. Opening screen showing available services.

WELCOME TO THE KBASE BULLETIN BOARD

Available Categories:

AA) OPEN FORUM	AB) WETLANDS
AC) PUBLIC PART.	AD) MEETINGS
AE) GENERAL PUBLIC	AF) NEWS ARTICLES
AG) JOB OPENINGS	AH) STREAMS
AI) DECISION DOCS.	AJ) DIALCOM TIPS
AK) TRAINING	AL) PROGRAM INFO
AM) OCE	AN) MITIGATION
AO) NED	AP) NCD
AQ) ENV. REPORTER	

Figure 2. KBASE opening screen showing current categories.

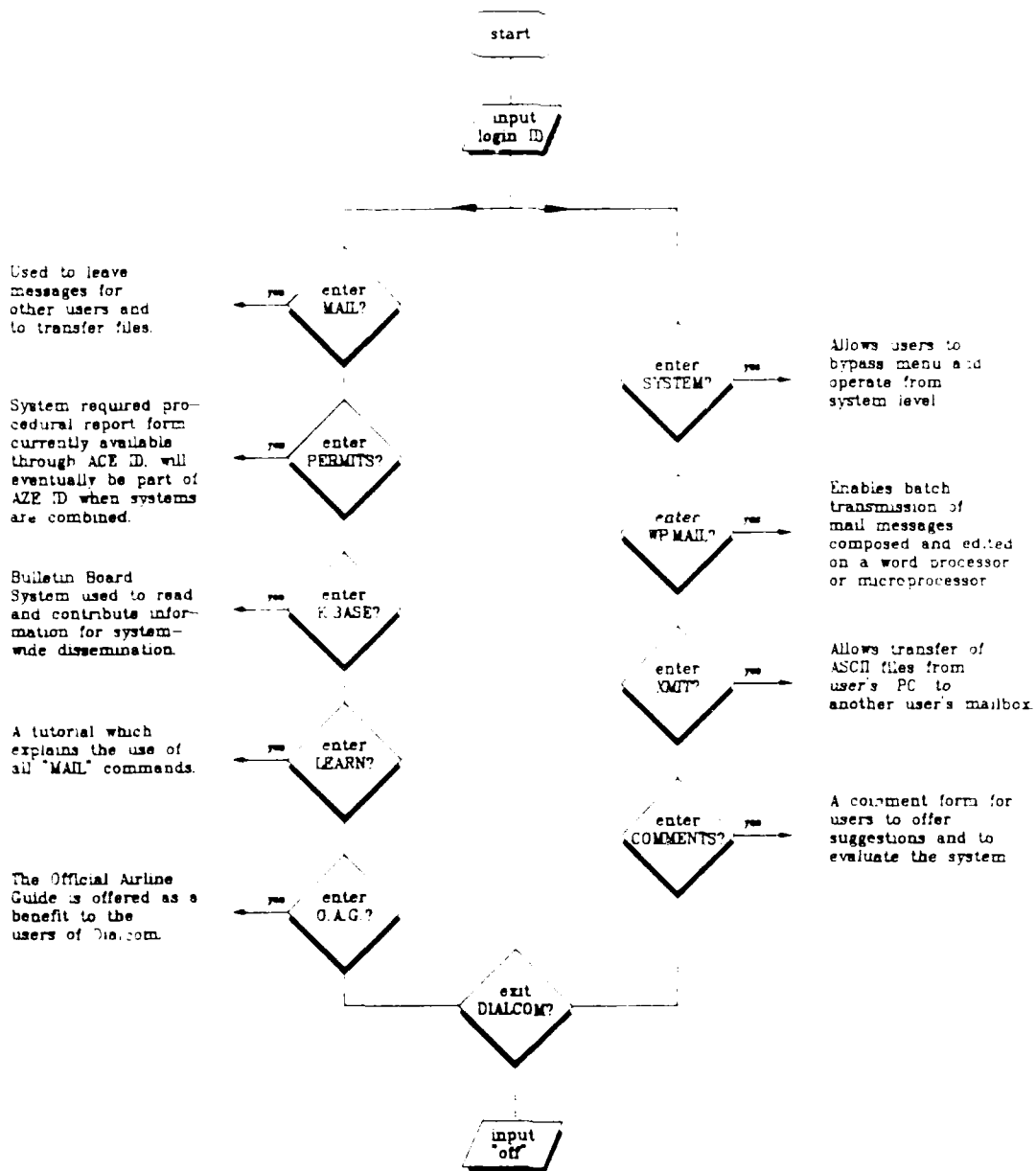


Figure 3. User flowchart.

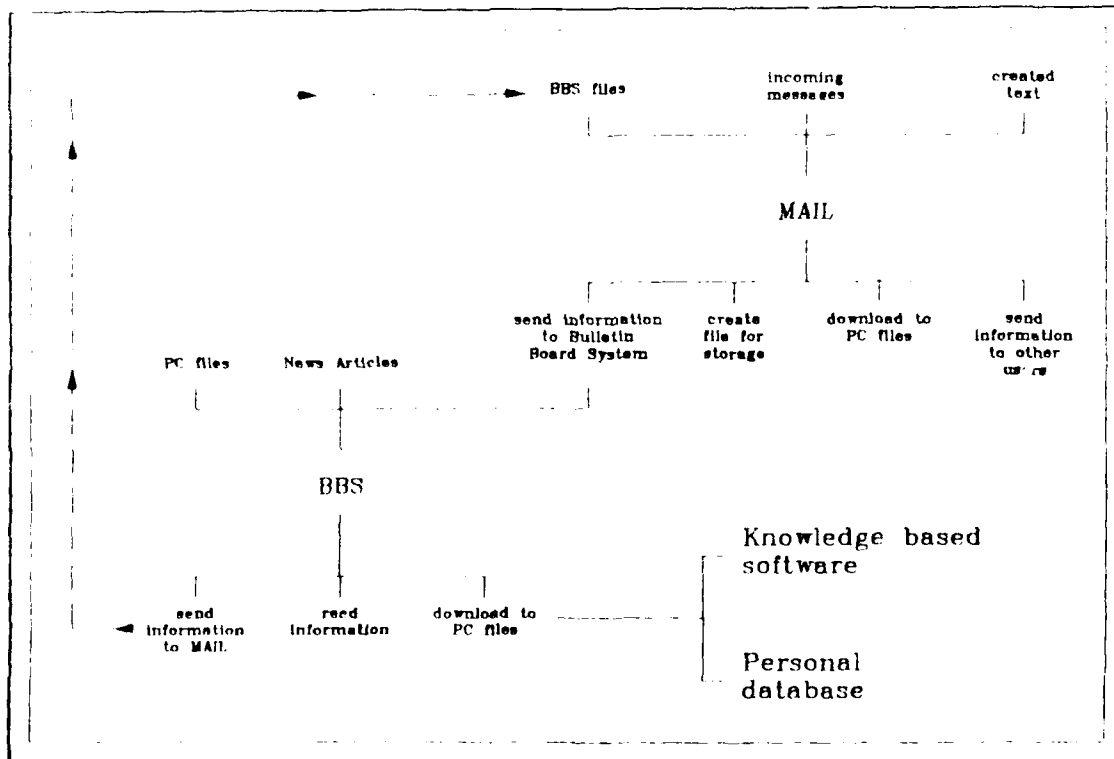


Figure 4. Information flowchart.

2 ACCESSING DIALCOM

Gaining access to Dialcom is a simple process, but it is highly dependent on the communication package you are using. The basic steps for logging on will be provided.

1. Dial the Telenet or Timenet number. (This number is different for each city. The process of dialing is also different for each computer system. For example, some offices have an automatic dial-up package, which makes this step easier.)

2. You will be prompted with "Connected". Hit Return 3 times, or until you see an "@" symbol on the screen.

3. Enter "301 357" or "d S57" at the @ prompt. (We are on system 57)

4. The system will now prompt you with: PLEASE SIGN ON. Enter your ID number; for example, "ID ACE2055"

5. You will then be asked for your password. When you enter the password, it does not appear on the screen. This protects the privacy of your password.

6. You are now in the Regulatory Branch's menu-driven system. Use any command shown at the left or enter "System" to operate at system level.

7. To sign off the system, enter "off". This disconnects you from Dialcom, but not necessarily from Telenet or Timenet. Some computers require a separate step to "hang up" the connection to Telenet or Timenet.

3 MAIL COMMANDS*

General

These general commands are used to operate the electronic mail system:

- > **mailek** Checks your mailbox while you are online.
- > **online** Lists who is presently logged onto the system.
- > **mail** Puts you into the mail service. You will then be prompted with: Send, Read, or Scan:
- > **mail dis dir** Displays a complete list of Dialcom users and their IDs.
- > **mail dis dir ?<name>?** Lists the user with that name, ID number or from a specific location.

How To Send Mail

- > **Mail** You will then be prompted with: Send, Read or Scan:

Or you can type:

- > **Mail s** You will then be prompted with:
 - To: Type in ID or name
 - Subject: Type in subject line not to exceed 30 characters
 - Text: Type in text - follow each line of type with a carriage return (this is very important).

When message is complete, hit Return and use one of the following:

- .s** To send the message
- .q** To delete the message
- .dis** To display the text
- .dis su** To display the subject line
- .dis to** To display the TO: list
- .su <new phrase>** To change your subject line

*Text in **bold face type** (other than headings) is what you type in to use the command. Text enclosed by < > is general and must be replaced by specific text (a filename or a number) in an actual command.

Send Options:

cc	Sends a carbon copy
bc	Sends a blind copy
ar	Acknowledgment requested - The computer sends you an acknowledgment that the recipient has read the message.
rr	Reply Requested - After recipient has read your message, the Text: prompt appears for an immediate reply.
ex	Express Priority - Your message is placed ahead of all others.

These send options can be entered at the To: prompt or added at the Text: prompt.

Example: To: **Ace2055 ex Ace2000 cc**

Example: Text: **.cc ACE2055**

If used in text, the command must be preceded by a period.

How To Send Remote Mail

Remote mail allows you to communicate with remote users in other organizations (such as EPA or Dialcom representatives). Sending a mail message to a user whose ID is on a different system is similar to sending mail to a user whose ID is on your system. The only difference is that when you send mail to a remote recipient, you must include both the system number and the ID. Remote system numbers for the agencies listed in BOXES are as follows: EPA-63; USA-50; NOAA-64.

Example: To send a message to Judy Kane, the Dialcom representative, you must use the system number (98) and her ID (Judy), as follows:

> **mail**

Send, Read or Scan: **s**

To: **98:Judy** (Note colon between the system number and ID.)

How To Read Mail

Follow these steps to read a message.

> **mail**

Send, Read or Scan: **r**

Or you can type in one line:

- > **mail r** This will allow you to read all messages.
- > **mail r un** Read unread mail only.
- > **mail r ex** Read express mail only.
- > **mail r un ex** Read unread express mail only.
- > **mail r out** Read mail you have sent to other IDs.

What to Do After Reading Message

After reading a message, you will be prompted with "Disposition:". Here you can tell the computer how to handle your message now that you have read it.

- <return> Press return to keep the message and go on to the next one.
- r Reply to the sender. You will be prompted with "Text:". Enter your response; when you are finished, type ".s" on a separate line.
- a reply Reply to the sender of a message and append the original mail message you received.
- f <ID> Forward a mail message you have received to another user and add your comments to the bottom of the message. You will receive a To: prompt and then a Comments: prompt.
- ap fo <ID> Forward a message to another user and place your comments above the original message.
- read re-read the message, beginning with the header.
- again Display the text at the message again.
- re Check if recipient has read the message.
- d Delete the message just displayed.

Filing Your Mail For Personal Use

Follow these instructions to file your mail.

> **mail**

Send, Read or Scan:	dis fi	Displays all file names
	dis fi <name>	Displays a specific file

To file a message, follow these instructions when the "Disposition:" prompt appears after the display:

Disposition: **fi** <name>

You will be prompted with "Category (name) does not exist. Create it?"
Type "Y"

You will then see the message: "Filed in category <name>."

The message can then be deleted from your mailbox: Disposition: **d**

How To Scan Mail

> **mail sc** Lists From: and Subject: line of each message.
Prompts with:

Read or Scan: You can select which to read.

Example **r 2** Read message 2

r 1-5 Read messages 1-5

r 4- Read message 4 through end

> **mail qsc** Quickscan prints only the From: line of each message. You
can then use the same options as for Scan.

How To Read or Scan a Filed Message

Follow these instructions to see a message that has already been filed.

> **mail**

Send, Read or Scan: **dis files**
BOX WETLANDS LETTERS SCHEDULE

Send, Read or Scan: **SC file LETTERS**

1. From: AZE2055 posted Wed 23-December-86
Subject: Meeting Date

2. From: AZE2031 Posted Wed 17-December-86
Subject: KBASE

Read or Scan: **r 2**

You can also read all of the messages in a file:

Send, Read or Scan: **r** file **LETTERS**

All mail options are available at the Disposition: prompt (Delete, Forward, etc.) which appears after the requested message is displayed.

How To Delete Filed Mail

To delete an individual filed mail message, enter **d #** at the Read or Scan: prompt you receive after scanning the category, or enter **d** at the Disposition: prompt you receive after reading the filed message.

4 WPMAIL.

WPMAIL is a data transfer package that allows you to send files from your computer disk to any Dialcom ID. The steps for using WPMAIL are simple but differ depending on what communication package is used. The basic process will be defined.

Before accessing WPMAIL, the file on your disk must be prepared for sending. Three lines must be added. At the beginning add:

```
MAIL <ID> SU <Subject Title>
```

where <ID> is the specific idea and <subject title> stands for the text of the subject line. At the end add:

```
.s
```

```
.end
```

Your file is now ready to send.

Access Dialcom and go to the system level. Enter the following:

```
> WPMAIL -NOBREAK -ECHO
```

You will be prompted with: "Prepare your diskette for sending."

The next steps are dependent upon your communication package. You must access its "send file" function and enter the file name to be sent. Refer to the manual for your communication package.

Once you have entered the file name, the file will be transmitted to the designated ID. The message being transmitted will appear on your screen.

5 CREATING A TEXTFILE

To post a message in KBASE, the bulletin board, you must convert your mail message into a Dialcom textfile. This is done by entering **SAVE <Name>** at the Disposition: prompt after reading a message. You will see the message, "Saved as Textfile (Name)" and be given the Disposition: prompt again. You can now delete this message from your mailbox.

This textfile can be sent to any ID or, while in KBASE, to any category by using the .load command.

Example: (Read the message first)
Disposition: **Save Corps**
Saved as textfile Corps
Disposition: **d**
Mai s ACE2055
Subject: **Meeting**
Text: **.load Corps**
12 lines loaded
.s
Message sent ACE2055

To see a list of your textfiles, enter **F** at the system prompt. You will see a list of files. **DO NOT DELETE A FILE THAT YOU HAVE NOT CREATED!!** The files present are necessary for the operation of the system.

To read a specific textfile, enter **ty <file name>**. The entire text will be shown on the screen.

To edit a specific textfile, enter **ED <file name>**. Use the edit commands discussed in the next section.

6 TEXT EDITOR COMMANDS

To edit your correspondence enter **.ed** at the Text: prompt. (This can be done at any time while you are creating a message. You must remember, however, to type **.ed** on a separate line.)

Example:

```
Send, Read or Scan: s
To: ACE2055
Su: Meeting Date
Text:
```

Dear John,

The next meeting is scheduled for Tuesday, January 6 at 10:00. We will meet in my office at 1003 W. Nevada, Urbana. Please bring a copy of your Dialcom Manual and the notes from the last meeting.

.ed

EDIT (you can now edit the message)

How to Print Lines

When you receive the EDIT prompt, the cursor is above the first line of your file at an "imaginary" line called the null (zero) line.

You can display the lines in your file by using the print command. Enter **p#**, where # represents the number of lines you want to display. Enter **p*** to display all of the lines of your text.

```
Example:      EDIT
              p2
              NULL.
              Dear John,
              p3
              NULL.
              Dear John,
              The next meeting. . .
```

Top and Bottom

The top and bottom commands allow you to go to either the top or bottom of your file. (Remember: before deleting lines in your file, be sure you are at the desired location.)

Enter **t** to go to the top of the file and **b** to go to the bottom.

Next and Up

By using the next and up commands, you can move the cursor down or up to the desired line of the text.

To use the next line, enter **n#** where # represents the number of lines down you want to move the cursor. Similarly, use **u#** to back up # lines.

Locate

The locate command allows you to move the cursor to the desired line of the text by searching for and locating a specified character string.

To use the locate command, enter **l <string>**, where <string> represents the character string you want to locate. The TEXT EDITOR will search, beginning with the next line, until it finds the first occurrence of the string.

Where

If you are not sure what line the cursor is on, you can use the where command.

Notice that the null line is not considered part of your actual file.

Change

To change a character string, enter **c/<current string>/<new string>**.

The computer will automatically display the changed line for you.

Example:

```
t           (move to top of file)
l 1003      (locate the phrase "1003")
Meet in my office at 1003 W. Nevada, Urbana. Please bring a copy of your
c/1003/1001 (change 1003 to 1001)
Meet in my office at 1001 W. Nevada, Urbana. Please bring a copy of your
```

Retype

The retype command allows you to retype an entire line of text. This command is best used when you want to make several changes to a line of text.

To retype a line of text, enter **r <line>**, where line represents the line of characters you want to replace the current line with.

Insert

When you want to insert a new line between existing lines of text, you can use the insert command. To use the insert command enter **i <line of text>**. You can insert a blank line of text by entering **i** and a blank space.

Delete

The delete command allows you to delete lines of text. To use, enter **d#**, where # represents the number of lines you want deleted. If you only want to delete the line shown on the screen, enter **d**.

Oops

Whenever you make a mistake while editing a line of text, and you want to change the line back to the way it was before, enter **oops**. The oops command can be used to restore only the current line of text.

Quit

The quit command tells the computer that you do not want to save the editing changes you have made, but instead want to preserve the original text.

Enter **q** and you will be prompted with "File Modified, OK to quit?" If you enter **Y**, your edited copy will be destroyed and your original text will be restored.

Save

The save command tells the computer that you do want to save the editing changes you have made and want it to continue writing your correspondence.

To save your editing changes, enter **save**. Your original correspondence will be destroyed and the edited version will become your permanent file.

You will then be prompted with "More text:" and can continue writing, or you can send the message.

Summary of TEXT EDITOR Commands

.ed	Enters text editor
p#	Displays stated number of lines
t	Sends cursor to top of file
b	Sends cursor to bottom of file
n	Prints next line
n#	Prints the number of lines down, specified
u#	Prints the number of lines up specified
l string	Locates a specified character string
w	Tells you what line you are on
c/current string/new string	Changes a character string
r	Retype a line
i	Insert a line of text
d (d#)	Delete a line(s) of text
oops	Restores last change
q	Quit editing--do not save changes
save	Quit editing--save all changes

7 SPELL COMMANDS

You can check and correct the spelling of any of your correspondence by using the SPELL program. SPELL uses a dictionary of approximately 55,000 words.

To use SPELL, enter `spell <filename>` at the system level to edit a specific file, or enter `SPELL` while you are using the TEXT EDITOR, or enter `.SPELL` at the Text: prompt.

If your file contains any words that SPELL does not recognize, you will receive a "Verifications Required:" message, indicating the number of unrecognized words.

SPELL asks for three types of verifications:

- Prefix-suffix matches
- Near misses
- Unknown words

SPELL displays unrecognized words one at a time and requires you to enter a command to leave your word as it is, correct its spelling, and/or add it to your personal dictionary. Use one of these commands:

<code>return</code>	The word SPELL displays is actually spelled correctly and you do not want the word added to your dictionary.
<code>=</code>	SPELL displays the correct spelling of a word you have misspelled.
<code>/ if</code>	The word SPELL displays is actually spelled correctly and you want it added to your personal dictionary.
<code>-p</code>	Display the line containing a word whose spelling you do not recognize.

You will also need to enter the misspelled word correctly if SPELL has made an incorrect guess at the correct spelling.

When you have verified the last word SPELL has displayed, the changes will automatically be made and you will receive a "SPELL Complete" message. You will then be returned to where you started.

8 KBASE COMMANDS

How to Begin

This service (referred to by Dialcom as Tradepost) allows you to place notices on the bulletin board, read and scan messages in the bulletin board categories of interest to you, reply to messages, and delete messages you have sent to the bulletin board.

To enter the bulletin board from the menu, simply type "KBASE". You will then be prompted with:

```
"Tradepost Version 1.0(a)
Please wait..."
```

When the bulletin board is accessed, you will be told if there are any new messages or categories in the bulletin board since you last logged-on.

```
Example:  No new items
          Return to continue
```

When you press Return, the list of available categories will be displayed, followed by a list of choices.

Example:

```
AA)  OPEN FORUM           AB)  WETLANDS
AC)  PUBLIC PART.        AD)  MEETINGS
AE)  GENERAL PERMITS     AF)  NEWS ARTICLES
AG)  JOB OPENINGS       AH)  STREAMS
AI)  DECISION DOCS.     AJ)  DIALCOM TIPS
AK)  TRAINING           AL)  PROGRAM INFO
AM)  OCE                 AN)  MITIGATION
AO)  NED                 AP)  NCD
AQ)  ENV. REPORTER
P)ost R)ead SC)an C)ategories D)elete O)ptions H)elp
Command:
```

You can enter Help to view available options and online explanations of each. In general, detailed help is available at every command within KBASE. Enter **help** followed by the name of the command for which you need help.

```
Example:  Help read
```

To exit KBASE or to move around within it, you can use these commands at any prompt:

```
Quit  Exit KBASE and return to main menu or system level prompt
Stop  Return to previous level of prompts
Back  Return to previous prompt
```

Dialcom recommends that you do not use the BREAK key or CTRL-P command while working within the bulletin board.

How to Post Items

To place an item in a KBASE category, enter **p** at the Command: prompt. You will then receive a list of bulletin board categories and the Category: prompt.

Enter the reference letters of the category in which you want to post the item. You can simultaneously post an item to more than one category by placing a blank space between the reference letters.

Example: **AA AC AF**

Once you have selected a category, you will receive a Subject: prompt. Enter a short description of your item, not exceeding 70 characters.

At the Text: prompt, you can enter a message in two ways. First, you can directly type in a message and send it by using **.s** on a separate line. You can also send a textfile from your Dialcom ID by using the **.load** command.

```
Example:      Text: .load Corps
              12 lines loaded
              .s
              Item 32 posted
```

If you decide not to send the message, enter **.q** on a separate line. This message will not be posted.

Example of How to Post a Message:

```
Post R)ead SC)an C)ategories D)elete O)ptions H)elp
Command: p
Category Menu:
AA) OPEN FORUM           AB) WETLANDS
AC) PUBLIC PART.        AD) MEETINGS
AE) GENERAL PERMITS     AF) NEWS ARTICLES
AG) JOB OPENINGS        AH) STREAMS
AI) DECISION DOCS.      AJ) DIALCOM TIPS
AK) TRAINING            AL) PROGRAM INFO
AM) OCE                 AN) MITIGATION
AO) NED                 AP) NCD
AQ) ENV. REPORTER

Category: AA
Subject: Seminar Scheduled
Text:
A wetland seminar has been scheduled for Friday,
August 28, 1987. Contact your office manager for details.
.s
Item 33 Posted
Command:
```

How to Read Items

To read items in KBASE, enter **r** at the Command: prompt. The list of categories will be presented and a Category: prompt will be shown. Enter the reference letters of the category from which you want to read items.

You will then receive the F)forward, B)ackward, U)ntread, (help, Item #: prompts. To read items from earliest posting to latest, select Forward. To read from most recent posting to earliest, enter Backward. To read only those items you have not read, enter U)ntread. If you know the item number, enter it.

Number:

AA	OPEN FORUM	AB)	WETLANDS
AB)	PUBLIC PART	AD)	MEETINGS
AC)	GENERAL SERVICES	AE)	NEWS ARTICLES
AD)	OPENINGS	AH)	STREAMS
AJ)	DISCUSSION DOCS.	AK)	DIALOGUE FILES
AK)	TRAINING	AL)	PROGRAM INFO
AV)	OC	AN)	MIGRATION
AW)	NCD	AP)	NCD
AX)	ENV. REPORTER		

Category: AA

Forward, Backward, U)ntread, (help, Item #: B

Item #: 33 Open Forum
Times Read: 14 No. of Replies: 0
Author: CGLO ID: ACE 2655
Posted: 8/2/87 13:52
Expiration Date: 12/31/89
Subject: Seminar Scheduled

More: R)IT)EW (to read message)

A wetland seminar has been scheduled for Friday, August 25, 1987. Contact your office manager for details.

Reply, Next, Stop, (help, Item #:

You will see that the item contains header information. The first line displays the item number and bulletin board category. The second line displays how many times the item has been read and the number of replies. The author, date posted, and subject are also provided.

After you have read the text of the item, you will receive the R)E)P)ly, N)ext, S)top, (h)elp, item #: prompt. You can now enter:

rep	To reply to the item
n	To read the next item
s	To return to the Command: prompt
h	To display online help
Return	To see if the item has replies

Additional Read Options

There are several additional read options available to you. They can be used at the Forward, Backward, Unread, Help, Item Number or Command: prompts:

read	Reads only previously read items
mm/dd/yy	Displays items posted on a specified day
From ID	Displays items posted by a specific ID
From me	Displays only items you have posted
hardcopy	Turns off the -More- prompts after header information

How to Reply to Items

Replying to an item is quick and simple. After reading an item, you can post a reply by entering "Rep" at the Reply, Next, Stop, Help, Item #: prompt. You are then prompted to enter the subject. To use the existing subject, press return, or enter a new subject. You then enter the text of the reply and enter **rs** on a separate line. You will receive a posting verification message, giving you the item number.

Additional Reply Options

These commands can be used at the Reply, Next, Help, Item #: or -More- prompts.

Reply Private	Reply to an item by sending your reply directly to the sender and not KBASE
Copy ID	Send a copy of any bulletin board item to other users
Save <file name>	Save an item as a textfile

How to Scan or Quickscan

Scan/quickscan options save time by allowing you to see the header information or only a portion of it. You can then easily note which items to read now and which to read later. Both scan and quickscan work like the scan commands in MAIL.

Enter **SC** or **QSC** at the Command: prompt. The list of categories will appear. Select the desired category. You can then specify the order in which to scan the items at the Forward, Backward, Unread, Item #: prompt.

How to Delete Items

You can only delete items you posted on the bulletin board. The system manager can delete any or all KBASE items. To delete an item you have posted, enter **Delete** or **d** at the Command: prompt. Then select the category from which you want to delete items. At the -More- prompt which then appears, enter **d** and you will receive an item deleted verification.

How to Change Options

There are several options you can change to customize the way you use the bulletin board. To change them, enter **Options** at the Command: prompt. You then will receive the User Options Menu:

- 1) Change author name
- 2) Change terminal characteristics
- 3) Change category columns
- 4) Change read/scan option
- 5) Change monitor option
- 6) Change category menu option
- 7) Change pause option
- 8) Change courtesy copy option
- 9) Change all options
- 99) Stop

Change Author Name. This allows you to enter your familiar name or nickname to be used in the From: line instead of your ID.

Change Terminal Characteristics. KBASE is designed for either 80-column or 40-column terminal screens. The screen length is either 12 or 23 lines (default is 23). Use option 2 to change these settings.

Change Category Columns. The categories can be displayed in one column or two, with the default being two for an 80-column wide screen.

Change Read/Scan. The default setting for displaying items during a read or scan session is forward, from earliest to latest. To automatically read items backward, select option 4 and respond to the prompt.

Example: Read/Scan Option is Forward, Turn Backward? **Yes**

Change Monitor. With the monitor option you will, upon accessing KBASE, automatically receive a display of new categories and messages that have been posted. This can be turned off.

Change Category Menu. Once you have used Kbase a few times, you will probably know which categories you use most. This option allows you to turn off the category menu display each time you access KBASE.

Example: Category Menu Option is ON. Turn OFF? **Yes**

Change Pause. The pause option enables you to print items on a hardcopy terminal without displaying and pausing at the -More- prompt.

Change Courtesy Copy. The courtesy copy option allows you to automatically receive a courtesy copy of each item you post. This is currently set at OFF.

Change All Options. All options are displayed sequentially for you to make your selection.

9 OFFICIAL AIRLINE GUIDE (OAG) COMMANDS

These commands are available under the Official Airline Guide (OAG) option:

/m lists a display of the major commands available
/i provides information about OAG or help using OAG
/f lists a display of airline fares
/s lists a display of airline schedules
/q exits OAG

When you enter /s for schedules, you will be prompted with a series of questions:

Enter Departure City Name
*
Enter Destination City Name
*
Enter Departure Date (Example: 1 Dec)
*
Enter Departure Time (Example 1200PM)
*

You will then receive a list of flights that fit your criteria.

Example: Direct Flights
From Pittsburg, PA
#To - Pheonix, Ariz.
1 930A PIT 1036A PHX AL 3 72S B 0

Each flight has nine columns of information. From the left, they list the following information:

- Reference number
- Departure time
- Departure city
- Local arrival time
- Destination city
- Airline
- Flight number
- Aircraft
- Type of meal, if any
- Number of stops, if any.

When you run across something in the display screen which you do not understand, such as the airline code, use **X#** (Example: **X1**) to find detailed information for a specific flight line.

To find the fare for a flight, type **f** and a list of one-way and round-trip fares will be displayed. There may be limitations for a fare (Example: You must leave on a Tuesday or Wednesday). Type **L#** to see the limitations for a specific fare.

You can also shop for the best fare, rather than the best schedule. Type **/f** and answer the questions that appear (destination, etc.). You will be presented with a "Fare Menu" and a "Trip Menu". Make the appropriate selection and a list of fares will appear.

When you have the flight and fare information you need, you can find the returning flight by typing **rs** (return schedule). You will be asked for a departure date and then presented with a series of returning flights.

If you do not know what an airport code is, type **?cityname?** and the code will appear. Some of them are not very straightforward. For example, O'Hare Airport in Chicago has the code **ORD**.

Always remember that the basic commands are preceded by a **/**, for example, **/q** exits OAG.

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