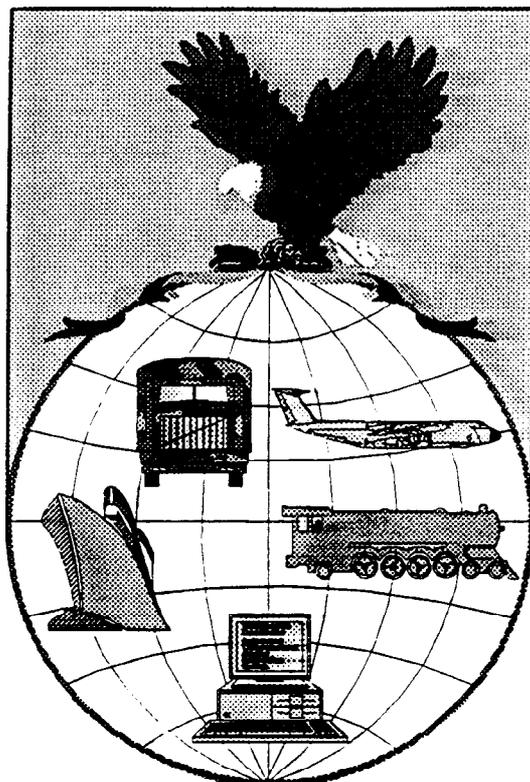


**Transportation Coordinator
Automated Command and Control Information System
(TC ACCIS)**



**COMPAQ 4500
OPERATIONS MANUAL**

9 August 1996

**Prepared for the Department of the Army
Headquarters, Military Traffic Management Command
TC ACCIS Product Management Office
4040 North Fairfax Drive, Suite 507
Arlington, VA 22203-1689**



Purpose And Use

This COMPAQ 4500 Operations Manual
for the
Transportation Coordinator
Automated Command and Control Information System
(TC ACCIS)
is provided to the
TC ACCIS Product Management Office
to support the fielding of
Incremental Development Package 4 (IDP4).

This operations manual supersedes the
Support And Administration Manual , December 6, 1993.

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SECTION 1. GENERAL

1.1 Purpose of the Computer Operation Manual. This manual provides a detailed description of the COMPAQ 4500 system operations for the TC ACCIS system administrator at the ITO level. The system administrator is responsible for the day-to-day operations of the COMPAQ 4500 hardware and software, which consists of the **following**:

- The COMPAQ 4500
- Peripheral devices
- The **SCO** UNIX operating system
- The **INFORMIX** database management system.
- The TC ACCIS software.
- The communications software used to communicate with FORSCOM, MTMC, and unit personal computers.

Complete instructions for monitoring, maintaining, trouble-shooting, and servicing the hardware components of the TC ACCIS COMPAQ 4500 are found in the various manuals supplied with the equipment. Also refer to section 1.2 of this manual for other **useful** references.

1.1.1 About TC ACCIS. The Transportation Coordinator Automated Command and Control Information System (TC ACCIS) is an information management and data communications system that is used by the U.S. Army Active and Reserve Components to plan and execute unit deployments and redeployments during both day-to-day operations and crisis situations.

The bulk of the TC ACCIS software will reside on a COMPAQ 4500 Fileserver with a Pentium microprocessor at the Installation Transportation Office (**ITO**) of U.S. Army mobilization stations. The COMPAQ 4500 Fileserver transmits data with the U.S. Army Forces Command (FORSCOM) so that FORSCOM can maintain unit movement data for joint operations planning and for joint deployment reporting requirements using the Computerized Movement Planning and Status System (COMPASS) database (see Figure 1-1).

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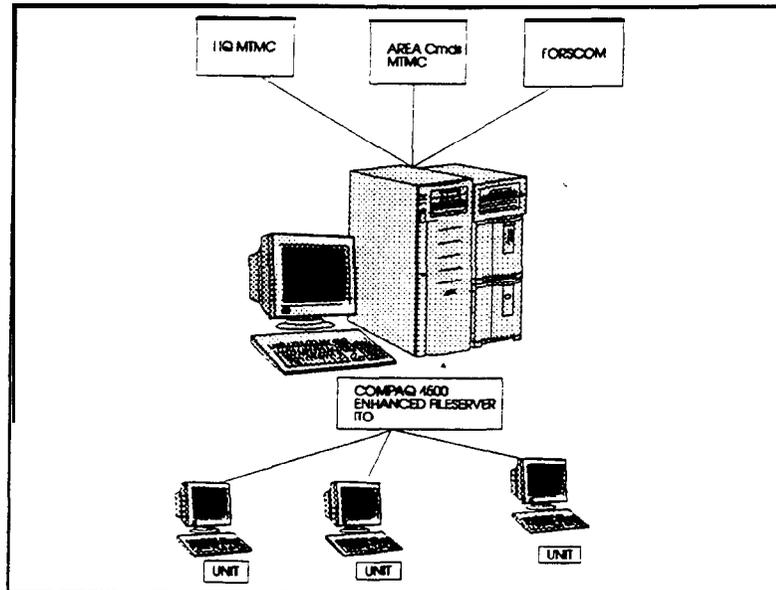


Figure 1-1. TC ACCIS SYSTEM

TC ACCIS, transfers the following data to either Headquarters, MTMC, or the Area commands:

- o Integrated Booking System (IBS)
- o Group Passenger Transportation (GOPAX).

Below the ITO level, units can be in any of six different configurations: corps, division, brigade, battalion, company, or detachment. Units do not directly communicate with each other but rather through the ITO COMPAQ 4500.

Figure 1-2 illustrates how the various TC ACCIS functions are distributed among the offices dealing with transportation and shipping.

1.1.2 Remote Logins It is important to understand that only the COMPAQ 4500 processes information. For personal computer users, it is necessary to use communications software resident on the personal computer to access the fileserver by telephone lines. This process is called **remote login**.

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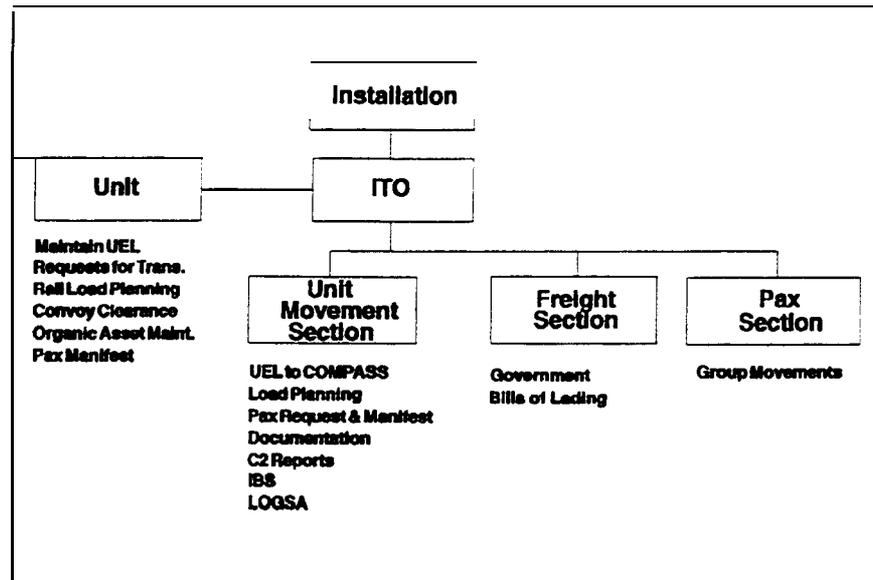


Figure 1-2. Distribution of Functions

1.1.3 Unit and ITO Users. Four TC ACCIS functions—Equipment List Processing, Highway Movement Planning, Rail Load Planning, and Electronic Mail—are used by both Unit and ITO users. However, there are differences between the Unit and ITO versions of Equipment List Processing. The Unit Equipment List Processing function **differs** from the ITO version because the two functions are designed to work in cooperation with each other. The basic difference is that the Equipment Lists are created and maintained at the Unit level while the ITO version focuses on creating Type Data Codes (TDC), viewing equipment lists, maintaining chains of command, maintaining freight headers and ITO commercial requirements, and generating reports.

1.2 Project References. This document describes operations for maintaining the COMPAQ 4500 fileserver and personal computers used with TC ACCIS. This includes hardware and **software**, communications, and peripheral devices. All references pertinent to this document are **listed** below.

- a. TC ACCIS End User Manual
- b. The ELM Users Guide
- c. Owner's Manual EXABYTE Quarter-Inch Minicartridge Tape Drive
- d. COMPAQ 4/16-Gigabyte TurboDAT Drive

1.3 Terms And Abbreviations. Terms and abbreviations for this manual are in Appendix A.

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SECTION 2. SYSTEM OVERVIEW

2.1 System Application - How The System Works. In TC ACCIS, all the data elements are stored in tables in a relational database. Once the data is in a table, it is available for many different functions in TC ACCIS.

TC ACCIS lists all of its functions in menus. The **TC ACCIS** user can work through the menu system and enter, update, or delete data in the database tables. In addition, the user can retrieve the data as screen displays or printed reports. The TC ACCIS Main Menu is the first menu encountered by the user. The Main Menu allows the user to branch out into the various functions of TC ACCIS.

2.2 System Organization. This section provides information about the TC ACCIS hardware and software operating environment. This is appropriate to the IDP4 software to be released in July 1996. It also describes the controls, hardware, and software configuration for TC ACCIS.

2.2.1 System Controls. Each installation has a designated TC ACCIS Systems Administrator (SA) who continually monitors the operating environment and ensures continual operation. The SA's responsibilities include periodic backups of the TC ACCIS database. In addition, the SA controls access to the system by issuing and/or terminating **USERIDs** and Passwords. It is the user's responsibility to inform the SA of any special needs.

2.2.2 Hardware Configuration Requirements. The Pentium based TC ACCIS hardware will be installed with the IDP4 software release. The hardware at the IT0 consists of a COMPAQ 4500 enhanced file server, two backup battery units, an external tape drive unit, and a monitor with a keyboard.

a. **The Pentium-based COMPAQ 4500 configuration** looks like the following:

Memory: 32-128 MB

Storage: Two 2.1 GB Mirrored Disk Drives

CPU (quantity and speed): One or two, 100 MHZ INTEL Pentium CPU's

Tape Backup: 4 GB and 800 MB

Size: Approximately the size of two drawer file cabinets (1 .5' x 3')

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Con trollers: A SCSI controller

Controllers: X.25 I/O Controller. for the physical connection between the DDN software and the dedicated DDN modem;

Svstech Controller. for serial communications with terminals, printers and other local peripherals (local personal computers and modems), and;

Digiboard Controller. provides serial communication between the CPU and local devices (terminals, printers, modems, PCs and terminals) and multiplexors (for distant communication to unit PCs, terminals, and peripheral devices). The Digiboard controller replaces the GCIO boards in the 5000 to become the system backplane. The Digiboard has 16 ports.

b. Types of Hardware Needed to Access the COMPAQ 4500

Units can use two methods to access the COMPAQ 4500. The first is with a “dumb terminal” and the second is with a personal computer. These configurations are explained below.

1. The primary method is a **monitor, (or dumb terminal)** and a keyboard that are directly connected to the COMPAQ 4500. In these cases, the Unisys Video Terminal (UVT-1224 or TO-300) is provided with the TC ACCIS hardware. The monitor and keyboard use the COMPAQ 4500's operating system, database management system, and the TC ACCIS application software to perform TC ACCIS functions.
2. The second method is to use a **personal computer (PC)** to perform the TC ACCIS functions. In order to exchange information (upload and download data) the user also needs Microcomputer Utilities. Microcomputer Utilities allow the PC to exchange information with the COMPAQ 4500. This includes uploading data from the PC to the COMPAQ 4500 and downloading data from the COMPAQ 4500 to the PC. To use these utilities the user's PC needs a modem, Kermit communications software, and a data communications telephone line.

To perform TC ACCIS functions from a PC, without exchanging data, the TC ACCIS user needs a PC with a modem and the Kermit communications software. This allows the user to dial into the COMPAQ 4500 over a data communications telephone line and perform all the TC ACCIS functions on the

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COMPAQ 4500, as if the user were using a dumb terminal connected directly to the COMPAQ 4500.

2.2.3 Input And Output Devices. Input/Output devices include video terminals, printers, and tape drives.

- a. **Terminals:** The console terminal for the COMPAQ 4500 is the CTX Color Monitor. Other Terminals used include the Unisys Video Terminals (UVT-1224 or TO-300). Note that the SVT-1220 terminal is set up exactly like the UVT-1224 terminal. Units that have personal computers will use different terminals at their discretion.

- b. **Printers:** For the COMPAQ 4500 there are five types of printers that will be used. The number and type of printers will depend on the needs of each installation. They may be installed at the ITO and/or the unit level, as necessary, to meet the mission requirements.
 - 1. High-speed Printers (C.ITOH Model 300, 400, 600, 800 and/or Unisys Model 9246-7);
 - 2. Dot Matrix Printers (Unisys Model AP-1329 or 1339);
 - 3. Government Bill of Lading (GBL) Dot Matrix Printers (TI Model 8920);
 - 4. Barcode Printers (Intermec Model 8646); and
 - 5. Laser. Printers (Unisys Model 1378).

- c. **Tape Drives:** Two different tape drives are used for the COMPAQ 4500:
 - 1. DAT (Digital Audio Tape) internal device for system backups. This device has a 4 GB, or 8 GB compressed, capacity.
 - 2. Exabyte Minicartridge external device • 1/4 inch mini-cartridge tape device for data exchange.

- d. **DISC Drives:** The configuration for the COMPAQ 4500 typically is two disc drive external units which have a 4 GB mirrored capacity. However, depending on the unit, the hard disks may be installed internally in the COMPAQ 4500. Internal drives will still have a 4 GB mirrored capacity.

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2.3 Software Requirements. The **software** requirements for TC ACCIS are in four categories: operating system, TC ACCIS applications, microcomputer utilities, and communications software. All four categories work together with the hardware described above to operate TC ACCIS, and are described below.

2.3.1 SCO UNIX Operating System Version V.5.1. The COMPAQ 4500 comes with a SCO UNIX operating system that supports the INFORMIX Database Management System. The TCACCIS application **software** (which performs TC ACCIS functions) is written in the INFORMIX 4GL programming language. The TC ACCIS data is stored in tables managed by the INFORMIX RDBMS.

2.3.2 TC ACCIS Applications Software. The TC ACCIS application software program was developed by the TC ACCIS Product Management Office (PMO). The IDP4 version of the software application is resident on the COMPAQ 4500 when the hardware is turned over to the installation. The application is written and maintained in INFORMIX.

2.3.3 Microcomputer Utilities. The TC ACCIS Microcomputer Utilities software is used on a DOS operating system. Microcomputer Utilities allows a PC to exchange information with the COMPAQ 4500. This includes downloading data **from** the COMPAQ 4500 to the PC. The TC ACCIS Microcomputer Utilities **software** is stored on the COMPAQ 4500 and may be downloaded for use on the PC. In addition, **SAs** have these utilities on diskettes which can be duplicated and distributed to units that use PCs. TC ACCIS PC users are responsible for installing the Microcomputer Utilities software on their PCs. The installation instructions are included with the Microcomputer Utilities software that is loaded on COMPAQ 4500s and with the diskette version of the software.

2.3.4 Communications. The COMPAQ 4500 uses five types of communication software. See section 2.6.1 for descriptions of the different types of communication software.

2.4. Information Inventory. Resource Information for the Pentium's operation is divided between resource information for TC ACCIS and output information in the form of reports.

2.4.1 Resource Inventor-v. All applicable information concerning the SCO UNIX Operating system is located in the *SCO Open Server Operating System Version 5.0 Manuals*. All database specifications such as information on INFORMIX use, explanations on tables and columns, and the relationships between tables, can be found in the *TC ACCIS Database Specifications*. Information concerning ELM E-mail, TC-ACCIS e-mail, and complete instructions on accessing and using TC ACCIS, are located in the *TC ACCIS End User's Manual* and its supplements.

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2.4.2 Information Inventory. TC ACCIS produces the following reports:

Equipment List AUEL
Equipment List Summary Report
Equipment List Bumper Number Summary
Equipment List Summary Report By UIC
Equipment List Report By Serial/Bumper
Equipment List **Rollup** Summary Report
TC ACCIS/TUCHA Cargo Detail • US Customary
TC ACCIS/TUCHA Cargo Detail • Metric
Chain of Command Report
Tracker Report Status of UIC's By TDC
Rail Load Planning Rail Load Schedule Report
Rail Load Planning Full Rail Load List Report
Rail Load Planning Full Rail Load Plan Report
Rail Load Planning Rail BBM Detail List
Rail Load Planning Rail BBM Summary
Convoy Planning Request For Convoy Clearance
Convoy Planning Request For Special Hauling Permit
Convoy Planning Convoy March Table
Transportation Documentation MSL Summary Report
Transportation Documentation Military Shipment Labels
Request For Transportation
Reply To Request For Transportation
Departure Report Installation Situation Report
IBS/Logsa
COMPASS Report
Load Planning Vehicle Load Card
Shipment Planning Worksheet Summary Report
Shipment Planning GBL Load List
Advanced Transportation Control Movement Document
Manual Domestic Freight Routing
GBL Register
GBL
Passenger Manifest

2.5. Processing Overview. This section provides some overview reference material on TC ACCIS screens, menus, and the keyboard. For further information please see the *TC ACCIS End Users Manual*.

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2.5.1 The TC ACCIS Screens. The TC ACCIS Screens consists of layers of menus, screens, and windows that are displayed on the computer monitor. Screens have a number in the upper right corner such as FICSIF001 for the TC ACCIS Main Menu screen. Many menus and windows do not have screen numbers. These menus or screens appear in response to a TC ACCIS user's action.

251.1 The TC ACCIS Menus. TC ACCIS is a menu-driven system which means that users can maneuver through the various TC ACCIS functions by selecting choices from different menus. There are two types of menus: list menus and ring menus.

- a. **Selecting From List Menus** - The **Main Menu** as shown in Figure 2-1 is the first menu the user sees when logging into TC ACCIS. This type of menu is called a **list menu** because, obviously, the items appear vertically, like a list. A user **selects** an item on the menu which can lead to another menu, until a TC ACCIS user enters in data and performs a TC ACCIS function .

To select an option from a list menu, press the number on the keyboard that matches the number of the option to perform (pressing a number on the keyboard is also called "entering a number"). The screen for the new function then displays. The new screen is either another menu or a data entry screen. **Note:** Do not press **RETURN** when **selecting** from a list menu, because the system will display an error message.

- b. **Selecting From Ring Menus** -TC ACCIS **also** uses **ring menus**. A ring menu is a horizontal version of a list menu, with the menu options on the same line. Its called a ring menu because if you move past the last option on the ring menu you are returned to the first option as if traveling around a ring. Figure 2-2 is an example of a ring menu. Note that the options of the ring menu continue off the screen to the right. The three dots symbolize that more options are off screen. By pressing **Ctrl-L** (the Control key and the L key) to move right while the cursor is in the ring menu, the cursor **shifts** right and the off screen options appear. The user can then select the off screen options (for example, **Exit**).

To select an option while in a ring menu, enter the number corresponding to the desired option and press **RETURN**. Another way to select a ring menu option is to tab over so that your cursor highlights the selection, and press **RETURN**. To move to the right along the ring menu, press **Ctrl-L**. Press **Ctrl-H** to move to the **left**. The current or active selection on the ring menu is highlighted

- c. **Exiting a List or Ring Menu** - Every list or ring menu has an **E-Exit** option. It is always the last option on either menu (it can be hidden on the ring menu - the user has to press **Ctrl-L** to move to the right until the Exit option appears, it can then be highlighted and

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selected). Selecting **Exit** takes the user back to the previous menu.

- d. **Message Lines** • A message line occurs just below the ring menu choices. As the cursor moves across the ring menu, a different message is displayed. These messages explain the function of the highlighted option. In Figure 2-2, option **1-Header** is the current option and its corresponding message line is **Maintain Header information for this exercise**.

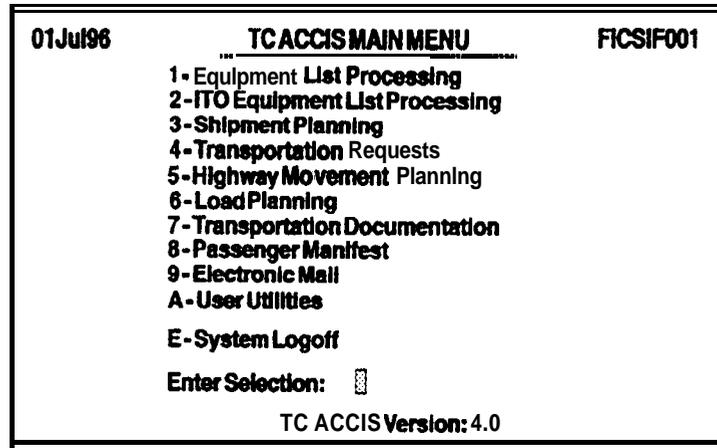


Figure 2-1. Example of a List Menu



Figure 2-2. Example of a Ring Menu

251.2 Screens And Data Fields In TC ACCIS, different screens display both the menus and specific data fields. Each separate screen contains a screen number, such as screen FICEUF007 in the upper right hand corner of Figure 2-3.

Besides listing menus, screens also display specific data **fields**. Each data field consists of a data field name and a blank space where the actual data can be entered (or is already displayed). The system highlights data fields where the user can enter or change data. Again, Figure 2-3 displays examples of TC ACCIS data fields.

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Press [ESC] to accept or [CTRL-C] to abort		Unit Header Detail		FICEUF007	
17Jul96					
Exercise D -	Default Exercise	UIC	XXXXXXXX-Default Corps		
Description	Default Exercise				
Strength	1	Weight	39240	SqFt	699
Pieces	6	Ston	20	LinFt	85
				Alloc	297710
					14900
Echelon	Description	Str	SC	Avail Date	Dpt Date
00	Default	3	1	24Jul96	25Jul96
				Rqd Date	DMOD
				27Jul96	D
Remarks					
Enter/Update Echelon (Press [F6] for help)					

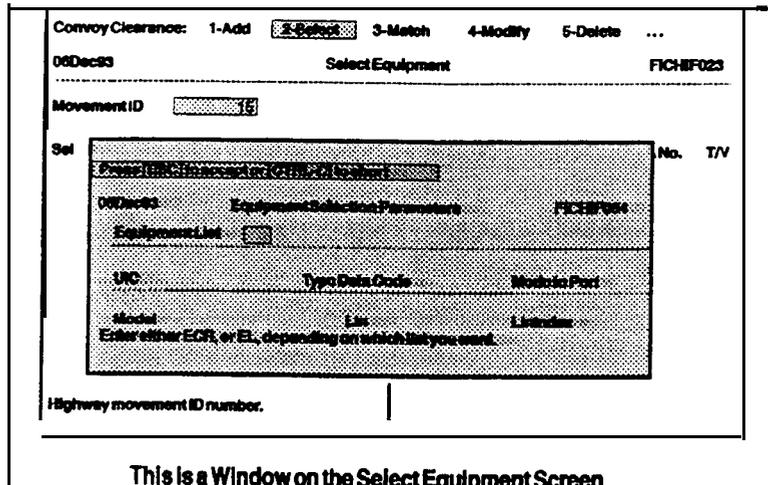
Figure 2-3. Example of TC ACCIS Screen With Fields

There are two types of data-entry fields: **optional** and **required**. For **optional fields**, the user can enter information or leave the field blank. **Required fields** must be filled in before the cursor can exit from the field. Note that some fields automatically fill as the system performs a mathematical calculation or when the user enters data that is retrieved from the database. Typically, for screens with data fields, the user can add, **modify** (update), delete, or view.

2.5.1.3 Windows A window is a temporary screen which overlaps the current screen, that is displaying a message or is basically a screen over a screen (see Figure 2-4). When the user is through with the information in the window, the user can press **ESC** to save the data, or **Ctrl-C** to abort it. The window will close and the text under the window displays again.

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This is a Window on the Select Equipment Screen

Figure 2-4. Example of Screen with a Window

2.5.2 TC ACCIS Prompts and Messages TC ACCIS communicates with users two ways: one way is through a message called a **prompt**. This is a short command followed by a colon. The system does not continue until the user provides a response to the prompt. For example, if TC ACCIS prompts with

Enter Selection:

The user must enter the menu option corresponding to a function.

TC ACCIS also communicates information to the user through messages. These can be **error messages** or **information messages**. Error messages tell a user that the user did something incorrectly. For example, an error message displays when the user tries to enter alphabetic characters into a field that requires numbers, or when the user tries to skip a required field. Error messages normally are accompanied by a beep sound from the computer. Generally, the user cannot do anything else until the error is corrected.

Information messages simply advise the user that a certain condition exists. The user may be required to press a key in acknowledgement. There may or may not be an accompanying beep.

2.5.3 Navigating TC ACCIS Screens. The following subsections discuss how to move around in TC ACCIS screens. It discusses how to move the cursor, what the control and function keys do, and how to use the **Return** and **ESC** keys.

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2.5.3.1 The TC ACCIS Cursor The **cursor** identifies the user's current location on the screen. The cursor is a small flashing rectangle on the COMPAQ 4500, but it may be different on other PCs. Generally, the cursor is active (blinking) and can be moved. However, when the system is processing information, the cursor may be inactive, and it may disappear from the screen temporarily. It will return when the processing is complete.

The cursor is moved from one field to the next by pressing **RETURN**, or by pressing certain special keys that are described later in this section.

CAUTION

In some cases, using the arrow keys may have unpredictable results. Use the **Cursor Control keys** instead of the **Arrow keys**. See the *Control keys* paragraph later in this section.

2.5.3.2 The Control Keys The **Control key**, hereafter referred to as **Ctrl**, is used with other keys to duplicate **function** key operations or to provide additional functions. To use these keys, press **Ctrl** and a letter key simultaneously.

NOTE: Throughout this manual the control key and the other key to be pressed at the same time are shown together. For example, **Ctrl-H** means to hold down the **Ctrl** key while pressing the **H** key at the same time.

Use these control key combinations to move the cursor in TC ACCIS

<u>Combination</u>	<u>Exulationation</u>
Ctrl-H	Move cursor to left one space.
Ctrl-L	Move cursor to right one space.
Ctrl-J	Move cursor down one line.
Ctrl-K	Move cursor up one line.

These control key combinations emulate the following function keys:

<u>Combination</u>	<u>Explanation</u>
Ctrl-O = F6	List Help

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NOTE:

The TC ACCIS documentation and the TC ACCIS screens refer to **F1, F2, F3, and F4**. Users with both **Unisys** and TO-300 keyboards should remember to use **PF1, PF2, PF3, and PF4** respectively, when they see these instructions.

These are the TC ACCIS Function keys:

<u>Function Key</u>	<u>Explanation</u>
F1	Add a row of data at the cursor location.
F2	Delete a row of data at the cursor location.
F3	Scroll down one page to the next screen of data. Used to see the hidden data when the amount of data to be displayed will not fit on one screen.
F4	Scroll up one page to the previous screen of data. Used to see the hidden data when the amount of data to be displayed will not fit on one screen.
F6	Display the List Help screen.
F7	Display the Text Help screen.
F8	Special functions defined by the application.
F9	Special functions defined by the application.
F10	Special functions defined by the application.
F11	Escape key used to accept and save the data.
F12	Back Space key to erase one character as the cursor move left one space.

NOTE: On the TO-300 to backspace press **Ctrl-F12**.

2.5.3.4 The Return (ENTER) and ESC keys When entering data into fields, users advance the cursor from field to field by pressing the **RETURN** key. This key is also known as the **ENTER** key but is referred to in this manual as **RETURN**. The Return key has two functions. It accepts entered data, and it advances cursor to the next field in a screen. Thus if a user presses **RETURN** to move from one field to another without entering data, the user is storing blank fields in the TC ACCIS database.

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Like RETURN, the **Escape key** (hereafter referred to as **ESC**) is used to **accept** and save information that has been selected or entered. It is not necessary to be at the end of a field to accept the data in that field when you use **ESC**; however, the user must have a completed field for the data to be accepted. **ESC** is the opposite of the **Ctrl-C** function.

NOTE: On the TO-300 to accept information press **Ctrl-ESC**.

Cursor Controls		Editing Commands	
←	left one character	Ctrl-H	insert/typeover
→	right one character	Ctrl-L	delete to end
▼	down one row	Ctrl-J	redraw screen
▲	up one row	Ctrl-K	delete character
F3	next page	Ctrl-F	
F4	previous page	Ctrl-B	
F6	list help	Ctrl-O	
F7	text help	Ctrl-U	
F8	special use	Ctrl-V	
F9	special use	Ctrl-N	
F10	special use	Ctrl-W	
F11	accept data		
F12	back space		

Help Keys		
F6	list help	Ctrl-O
F7	text help	Ctrl-U

Special Functions		
F1	insert row	Ctrl-G
F2	delete row	Ctrl-E

Figure 2-5. Keyboard Commands

Figure 2-5 gives a summary of the main keyboard commands.

2.5.3.5 The Backspace Key. CAUTION: In TC ACCIS **DO NOT** use this key. It is traditionally used as the back space key on most keyboards but in the TC ACCIS application it will give the user erratic results and may corrupt your database. **Instead press Ctrl-H** to move to the left (or use the **F12** key).

NOTE: On the TO-300 to backspace press **Ctrl-F12**.

2.5.4 Using F6 to Get Help in TC-ACCIS Some data fields allow you to use the **F6** key (**List Help**) to open a window or screen with a list of valid entries for a field. For example, when you are in a field that requires a Mode to Port of Embarkation (MPOE) code and you don't know

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what code to enter, you can press F6 to open a window listing all the valid codes for this field. Use the cursor control keys to highlight the desired data, and then press **ESC** to select the highlighted code and have it inserted in the field.

- To select an entry from a list in the help window, press **Ctrl-J** or **Ctrl-K** to move the cursor up or down through the list until the desired data **is highlighted**. Then press the **ESC** key to copy this data into the field on your data entry screen. This automatically **closes** the help window and returns you to your data entry screen.
- If you decide you do not want to select data from the list in the help window, press **Ctrl-C** to close the help window and return to your data entry screen.

In addition, when indicated on the screen, **F7-Text Help** is available.

If you need help using TC ACCIS you can call the **Customer Support Hot Line**. The toll free commercial number is **1-800-635-0921**.

2.5.5 Other TC ACCIS Manuals. TC ACCIS is an evolving system. Full functionality will not be achieved until additional developmental stages have been completed. The following set of manuals provide the life cycle documentation for the current version of TC ACCIS.

Database Specification

End User Manual

Maintenance Manuals (For different subsystems)

System/Subsystem Specifications (For different Subsystems)

COMPAQ 4500 Implementation Manual

TC ACCIS Training Workbooks

2.5.6 Role of the System Administrator (SA) As the SA you will perform the functions necessary to ensure the proper performance and maintenance of the hardware and TC ACCIS software, and of the database which is resident on the TC ACCIS COMPAQ 4500.

It is assumed that the person designated as the TC ACCIS SA has attended the System Administrator Training Course provided by the TC ACCIS PMO. As a trained administrator, you should understand how to operate and maintain the hardware, as well as have a working knowledge of the **SCO UNIX** operating system. Some understanding of the TC ACCIS program and how it relates to UNIX is also highly recommended.

2.6 Communication Overview. This section describes both the software and hardware communications components that link the ITO COMPAQ 4500 with the individual unit's PC or

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terminal

2.6.1 Communication Software. A communications software package is the communications interface that organizes and processes data that is transmitted between nodes in a network. The COMPAQ 4500 uses five software packages:

- a. Kermit **V3.14** for communications between the **ITO** and units. The Kermit communications **software** allows communication between the **ITO** COMPAQ 4500 and the unit PCs. **CAUTION:** The version of Kermit provided with TC ACCIS is Public Domain software that is changed to work specifically for TC ACCIS. Other versions of Kermit, or other commercial communications software packages will not include the necessary modifications to work with TC ACCIS. **Therefore the PMO cannot guarantee the results if users try to use any other version of Kermit other than the PMO supplied version.**
- b. Unplug II (for use with Systech controller) for communications with terminals, printers, modems.
- c. DDN (X.25), or Direct Dial, for communications with the **ASPUR** and **COMPASS** interfaces
- d. Y-modem for communications with the Intermec 9440 scanner.
- e. Digiboard software (for use with a Digiboard cluster and peripherals)

2.6.2 Communication Hardware. Communications hardware includes those pieces of hardware that either control the transmission of data or facilitate the transmission of that data. The hardware requirements for the COMPAQ 4500 are as follows:

- a. Digiboard Controller - Each of these controllers regulates the flow of information between the CPU and up to 16 devices. These devices can be terminals, PCs, communications devices (modems) or printing devices.
- b. Systech Controller - This controller is connected to the EISA Bus and can accommodate up to fifteen cluster controllers (Each cluster controller can accommodate up to eight I/O devices such as terminals and printers), for a total of 120 I/O devices.
- c. DDN x.25 I/O Controller - This controller is connected to the EISA Bus and is the physical connection between the DDN software and a modem.

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- d. Modem(s) • TC ACCIS uses the following modems:
- o Hayes-compatible 14.4, and 28.8 bps modems.
 - o Telebit T1000 9600 bps modem, capable of file transfer protocol support.

2.7 Security. The System administrator is responsible for measures to prevent and detect unauthorized use of the system. Most security maintenance is taken care of through the **Maintain User** and **User Privileges** functions. While User Maintenance functions take care of most of the system's security needs, there are a few additional measures you should take to ensure even greater security.

2.7.1 Safe Password Procedures. TC ACCIS users can and should change their own passwords on a regular basis. In order to avoid security problems with passwords, you should encourage users to observe the following precautions when choosing a new password:

- o If you cannot secure your password in a high security area, do not write down the password you have chosen.
- o Do not tell your password to anyone at any time, including the system administrator.
- o Choose a password that does not make sense or has no connection with you personally. For example, **do not** choose the password **14elm**, if that is your address. Choose a nonsensical password like **t5y6yy**.

2.7.2 Standard User Procedures. There are standard procedures that users should regularly follow to increase system security. You should encourage users to observe the following guidelines:

- o Always log off the system when you will be away from your terminal or PC for longer than five minutes.
- o Always log off the system when you are not using any system functions.
- o Always log off the system when you leave for the day.

2.7.3 Monitoring the System. Unauthorized but knowledgeable individuals who wish to access the COMPAQ 4500 from the outside world can do so, but such access requires a considerable amount of concentrated effort. Although you should not be overly concerned about this problem, the system administrator should regularly monitor the system for intruders.

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It is very **difficult** to catch an intruder in the act. Chances are that an intruder knowledgeable enough to break into your system is knowledgeable enough to remain undetected. Nonetheless, you should attempt to use the security measures described below.

Perform the following procedures on a regular basis:

- o Check the list of TC ACCIS users by using the **Maintain TC ACCIS Users** function. See if there are users who are unfamiliar to you, or any modifications that are unfamiliar to you. This could mean that an intruder has created a user account or has compromised an existing user account.
- o Check the running processes by using the **Process Status** function (see section 9 of this manual). Check for any unfamiliar **UIDs** (login names). This could mean that an intruder has managed to create a user account.
- o Check for any **commands** (processes) being run that are unfamiliar to you (that is, anything other than TC ACCIS functions or **login** functions). This could mean that an intruder is using a function or application.
- o Check for **PIDs** (process ids) and **commands** being run by **root** (the highest privileged user in the UNIX operating system) that you have not initiated. This could mean that an intruder has obtained the **root** password.

Make a record of all the information that you have found on your security checks. If you have evidence to suggest that someone has compromised your system, contact the appropriate authority.

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Section 3 Description of Runs

3.1 Description of Runs. TC ACCIS on the new Pentium COMPAQ 4500 platform is not a batch processing system, therefore there are no runs to detail in this section.

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SECTION 4. INSTALLATION OF THE COMPAQ 4500 ENHANCED FILESERVER

4.1 INSTALLATION OF TC ACCIS AND THE COMPAQ 4500. This chapter presents overview information on the installation of the COMPAQ 4500 fileserver, together with in-depth information on installing and configuring the peripheral devices.

4.1.1 Initial Installation Of The TC ACCIS Software. The initial installation of TC ACCIS software for the COMPAQ 4500 is referred to as the **IDP4** release. This release is installed in the COMPAQ 4500 when that computer is installed at the site. Installation of both the COMPAQ 4500 and the **IDP4** release is done by TC ACCIS system administrators (SA). During installation, the SA will do preliminary testing of the software and the system for performance and accuracy. They will also advise the TC ACCIS SAs at the site about additional software testing that should be performed by site personnel. Any software errors should be reported to the TC ACCIS Customer Support Hotline at the toll-free commercial number **1-800-635-0921**. The COMPAQ 4500 installation is documented in the COMPAQ 4500 Implementation Manual.

4.1.2 Installation Of TC ACCIS Software Upgrades. All TC ACCIS software upgrades are sent to the sites for installation by the TC ACCIS SA. The package will include the necessary tapes and a full set of step-by-step instructions for the installation. The TC ACCIS SA at each site is contacted by the Customer Support Personnel to ensure that all pre-install checks are completed. For procedures on installing TC ACCIS software upgrades see section 6.1.

NOTE:

Software upgrades should never be done without first consulting Customer Support Hotline personnel at **1-800-635-0921**.

When the installation is complete, the TC ACCIS SA should contact the Customer Support Hotline Personnel so they can perform the post-install testing and check outs.

NOTE:

Any Software discrepancies should be reported immediately to the TC ACCIS Customer Support Hotline at 1-800-635-0921.

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4.2 SETTING UP PERIPHERALS. This chapter describes how to set up new terminals and the console printer. It also provides information on using and maintaining tape drives.

4.2.1 Setting Up Terminals. Terminals have various characteristics that must be set correctly to support TC ACCIS. The first step is to enable the port (if it is not already enabled). Then the terminal must be physically connected. The next step is to setup the terminal. The following sections cover enabling the port and setting up the terminals.

4.2.1.1 Enabling a Port for Terminals. To enable a port, do the following: From the **root** prompt, type **enable portname** and press ENTER. To disable the port from the **root** prompt, type **disable portname** and press ENTER. Portnames differ for the Digiboard and Systech cluster connections. The nomenclature is as follows:

Digiboard Ports: For a port on a Digiboard, using **ttya01** as an example, the Digiboard cluster is **a** and the port is **1**. This Digiboard can have up to 16 ports with the sixteenth port being **ttya16**. The next Digiboard will be **b**, and its first port is **ttyb01**.

Systech Ports: The Systech cluster port nomenclature is as follows: using **hty0010** as an example, the **1** stands for the Systech cluster, and the **0** is the first port. There can be 1 through 8 Systech clusters and 0-7 ports. For example, the 4th port on the second Systech cluster is **hty0023**

NOTE: The Digiboard ports replace the backplane ports from the 5000. Typically, equipment in the computer room is hooked to Digiboards. This includes modems, terminals, multiplexors, and printers. A Systech port is used for terminals and printers in other parts of the building and other buildings.

4.2.1.2 Determining Your Terminal Type.

The following instructions explain how to use the **Set-Up** function key that is found on the Unisys Video Terminals (UVT-1224 and TO-300). Use the following procedures to determine which type terminal you have.

1. Press the **Set-Up** key (third key from the **left** in the top row of function keys on your keyboard).
 - a. If you have a UVT-1224 or SVT- 1220 terminal (the SVT-1220 has the same set-up as the UVT-1224), the Set-Up Directory is displayed at the bottom of the screen and UVT-1224 or SVT-1220 is displayed at the upper right corner of the

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Set-Up Directory. The SVT-1220 is an older version of the UVT-1224 and the set-up procedures below are the same for both terminals.

- b. If nothing happens when you press the Set-up key, hold down the **Ctrl (Control)** key and press the **Set-Up** key. The General Set-up screen should be displayed with TO-300 displayed in the upper **left** corner.
2. If none of the above type screens is displayed, contact the TC ACCIS Customer Support Hotline at the toll-free commercial number **1-800-635-0921** for guidance.

4.2.1.3 Set-Up Procedures for UVT-1224 (SVT-1220) Terminals. Use the following procedures to Set-Up the UVT-1224 or SVT-1220 Terminal:

1. Verify that you are using a UVT-1224 or SVT- 1220 terminal. Make sure that:
 - a. The terminal is connected to the COMPAQ 4500.
 - b. The terminal is plugged into a power source
 - c. The screen switch has been turned ON.
2. Press the **Set-Up** key, which is the third key from the **left** in the row of function keys at the top of your keyboard. The Set-Up Directory is displayed at the bottom of the screen with UVT-1224 shown at the upper right corner of the Set-Up Directory.
 - a. The first row of the Set-up Directory includes seven boxes labeled: **Display, General, Communications, Printer, Keyboard, Tab, and Enhancements.** Each box is an option that will allow you to change the designated characteristics.
 - b. The bottom two rows of options on the Set-Up Directory do not need to be modified for TC ACCIS terminals.
3. If the **Display** option is not already highlighted, use the arrow keys to highlight it, and then press the **ENTER** key at the bottom right corner of the numeric key pad to select it. The Display Set-Up menu is displayed at the bottom of the screen.

NOTE:

Do not use the **RETURN** by the alphabetic key pad. Use only the **ENTER** key at the right of the numeric key pad..

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4. Check the display characteristics. The UVT- 1224 settings should match the suggested settings shown in Figure 4- 1.
5. To change a setting, use the arrow keys to highlight the desired display option and press **ENTER** repeatedly until the desired setting is displayed.
6. Repeat the procedures in step 5 above until all of the correct settings are displayed.
7. When you are satisfied that all of the **Display** settings are correct, use the arrow keys to highlight **To Directory** and press **ENTER**. The Set-Up Directory menu is displayed.
8. As necessary, repeat the procedures in steps 3 through 7 above for each of the **General, Communications, Printer, Keyboard, Tabs, and Enhancements** options in the Set-Up Directory to select the suggested UVT-1224 settings shown in Figure 4-1.

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9. When all of the options on the first row of the Set-Up Directory have been set, use the arrow keys to highlight the Save option (right box on the middle row of the Set-Up Directory) and press **ENTER**.
10. Use the arrow keys to highlight the **Exit** option (right box on the middle row of the Set-Up Directory) and press **ENTER**. The COMPAQ 4500 login prompt is displayed.

4.2.1.4 Set-Up Procedures for TO-300 Terminals. Use the following procedures to Set-Up the TO-300 Terminals:

1. Verify that you are using a TO-300 terminal. Make sure that:
 - a. The terminal is connected to the COMPAQ 4500.
 - b. The terminal is plugged into a power source
 - c. The screen switch has been turned ON.
2. Hold down the **Ctrl** key and press the **Set-Up** key, which is the third key from the **left** in the row of function keys at the top of your keyboard. The General Set-Up screen is displayed with TO-300 shown in the upper **left** corner. A list of Function Keys that will access the various Set-Up options is displayed in the lower right corner, as follows:

<u>Key</u>	<u>Ootion Name</u>	<u>Screen Title For Setup Ootion</u>
F1	Gen	General Setup
F2	Comm	Communications Setup
F3	Disp	Display Setup
F4	Kbd	Keyboard Setup
F5	ANSI	ANSI Setup
F6	Fkeys	Function Keys Setup
F7	Tabs	Tabs Setup
F8	Ansbk	Answerback
F9	Exit	Exit to COMPAQ 4500 login prompt

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3. Press the appropriate Function Key to perform the desired function. The first five screens

TO-300	General Setup		Ver 2.2	
Emulation	ANSI/VT-NATIVE	AutoPage	Off	
Enhancements	Off	Warning Bell	On	
Virtual Terminal	Off	Margin Bell	Off	
Scroll Style	Jump	Bell Sound	Off	
Auto Scroll	On	Block Terminator	US/CR	
Auto Wrap	On	Monitor Mode	Off	
Received CR	CR			
<input type="checkbox"/> Off <input checked="" type="checkbox"/> On				
Host is on <input type="checkbox"/> Main Port		F1 <input type="checkbox"/> Esc F8 Fkeys F2 Comm F7 Tabs F3 Disp F6 Ansbk F4 Kbd F9 Exdt F5 ANSI		

Figure 4-2. Example of Setup Screen for TO-300 Terminal

- (F1 through F5) will display a two-column list of options for that Setup similar to the one shown in Figure 4-2.
- a. The box at the top shows the name of the current Setup screen.
 - b. The second box shows a list of the options available for the current Setup screen. **You** can use the **Up Arrow** and **Down Arrows** keys to highlight the desired option where you want to change the setting.
 - c. The third box, just below the middle of the screen, shows the settings available for the option that is highlighted in the second box. **You** can use the **Right Arrow** and **Left Arrow** keys to scroll through the available settings to select one.
 - d. The box in the lower right corner shows the Function Keys that can be used to select a different option or to Exit from the Setup screens.
4. Use the **Up Arrow** and **Down Arrows** keys to highlight the desired option within that Setup screen.
 5. Use the **Right Arrow** and **Left Arrow** keys to scroll through the available settings for

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that option. All of the settings available for this option are shown in the box just below the middle of the Setup screen.

6. When the desired setting is displayed, repeat the procedures in steps 4 and 5 to select another option from that Setup screen and to select another setting for that option.
7. Repeat the procedures in steps 4 through 6 above until all the options for that Setup screen are correct.
8. As necessary, repeat the procedures in steps 3 through 7 until all the settings in the Setup screens for **F1** through **F5** are correct.
9. As necessary, press F6 to change the settings for the Function Keys. The Function Keys Setups screen is displayed as shown in Figure 4-3. This screen allows you to reprogram the function keys.

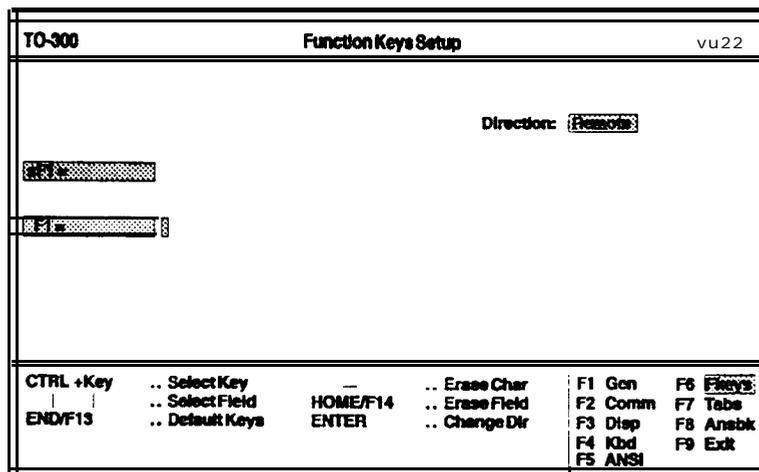


Figure 4-3. Function Keys Setup Screen for To-300 Terminal

Under most circumstances you should only have to reprogram **F11** to operate as the **ESCAPE** key and **F12** to operate as the **BACK SPACE** key in TC ACCIS. All other Function Keys are automatically set to the appropriate default settings for TC ACCIS when you set **Emulation** to **UNISYS-NATIVE** on the General Setup screen (See Figure 4-2 above) by using the procedures in step 3 above.

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To reprogram the **F11** and **F12** function keys do the following:

- a. The box at the top shows the name of the current Setup screen.
- b. The second box shows the fields for the options that can be changed in the Function Keys Setup screen.
- c. The box in the lower left corner provides instructions on the keys to be used to reprogram the Function Keys.
 - o While holding down the **Ctrl** key, press the **Function Key** (F11 or F12) you want to reprogram. The new function key is displayed in the second box, as shown in Figure 4-3.
 - o The cursor should be blinking to the right of the field where **Fn =** (F11 = or F12 =) is displayed. If it is not, press the **Down Arrow** key to highlight the **Fn =** field to enter the new setting for the displayed Function Key.
 - o Enter the **correct code** as indicated below. If the correct code is already displayed, you do not have to do this procedure. Continue with the procedures in paragraph **d** below.

<u>Function Key</u>	<u>Press Keys</u>	<u>This Code is Displayed</u>
F11	Ctrl-3	[(left bracket) with small up arrow above it.
F12	Ctrl-h	H with small up arrow above it.

- o After entering the new **Function Key Code**, you should verify that the **Direction** field is set to **Remote**. The Direction setting is unique to each Function Key so the appropriate key must be displayed in the fields on the left side of the screen to verify this setting. If the **Direction** field is not set for **Remote**, press **ENTER**, at the right of the numeric key pad, until **Remote** is displayed.

Note:

The **Direction** field for all the Functions Keys should always be set to **Remote** unless you receive a different setting from the TC ACCIS Customer Support Hotline.

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- o As necessary, repeat these procedures to reprogram the **F12** Function key.
 - d. When the Function Keys have been reprogrammed, you are ready to change another Setup or **Exit** from the Setup screens. The box in the lower right corner of Figure 4-3 shows the Function Keys that can be used.
10. As necessary, press F7 to change the **Tab** settings. The Tabs Setup screen is displayed as shown in Figure 4-4. This screen allows you to change the Tab settings.
- a. The box at the top shows the name of the current Setup screen.
 - b. The second box shows the current Tab settings.

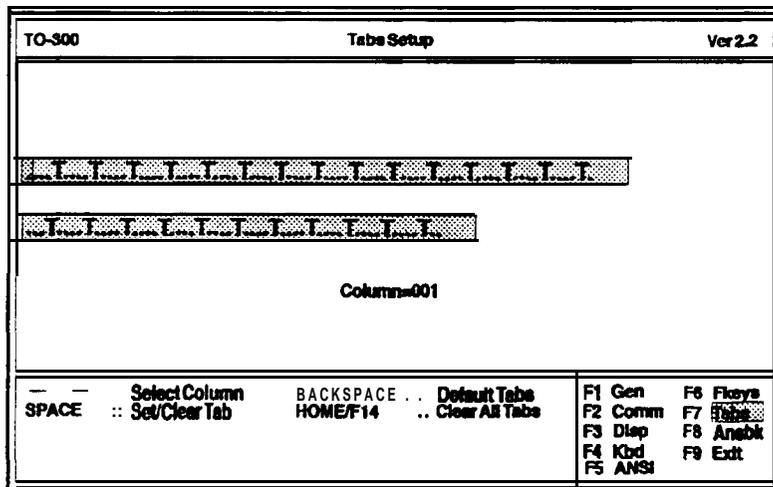


Figure 4-4. Tabs Setup Screen for TO-300 Terminals

- o The first line shows the first 76 columns across the screen or the printed page. The second line shows the next 56 columns. These two lines are cumulative so the Tab positions can be set at any of 132 columns shown.
- o The **T** on the line indicates the current Tab positions. In the example shown in Figure 4-4, the Tabs are evenly spaced at **every fifth** column along the entire 132 character line.
- o The **Column=001** in the second box of the screen indicates that the cursor is currently in the first column. This number will change to reflect the column where the cursor is currently located as the cursor moves along the

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- line.
- c. The box in the lower left corner provides instructions on the keys to be used to reset the Tab positions.
 - o Use the **Right Arrow** and **Left Arrow** keys to scroll across the Tab Line until the cursor is at the position where you want to change the Tab setting.
 - o Press the **SPACE BAR** to change the current setting. The **SPACE BAR** operates like a toggle switch.
 - o If the current column is blank, i.e., there is no Tab set at this location, pressing the **SPACE BAR** will enter a T at that location
 - o If the current column already has a **T**, i.e., a Tab is already set at this location, pressing the **SPACE BAR** will remove that Tab setting.
 - o As necessary, repeat these procedures to reset other Tabs along the line.
 - d. When the Tabs have been reset, you are ready to change another Setup or **Exit** from the Setup screens. The box in the lower right corner of Figure 4-4 shows the Function Keys that can be used.
11. As necessary, press **F8** to change the **Answerback** setting. The Answerback Setups screen is displayed as shown in Figure 4-5. **This** screen allows you to enter an Answerback message and to conceal that message so it is not displayed in the setup mode.

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TO-300	Answerback Setup	Ver 2.2
Answerback Definition <hr/> Conceal: <input type="text" value="No"/>		
.. Erase Char HOME/F14 .. Clear ENTER .. Conceal	F1 Gen F8 Fkeys F2 Comm F7 Tabs F3 Disp F9 <u>Answerbk</u> F4 Kbd F9 Exit F5 ANSi	

Figure 4-5. Answerback Setup Screen for To-300 Terminal

- a. The box at the top shows the name of the current Setup screen
- b. The second box shows the current Answerback setting.
- c. The box in the lower left corner provides instructions on the keys to be used to reset the Answerback setting.
 - o The Answerback Setup is not used in TC ACCIS so the default setting as shown in Figure 4-5 is set when your TO-300 terminal is installed.
 - o If your Answerback Setup screen show anything other than a blank **Answerback Definition** field and No in the Conceal: field, press **F14** to restore this screen to the way it appears in Figure 4-5.
 - o The Answerback Setup screen should not be changed from this setting without prior consultations with the TC ACCIS Customer Support Hotline.
- d. When the Answerback Setup screen has been verified, you are ready to change another Setup or **Exit** from the Setup screens. The box in the lower right corner of Figure 4-5 shows the Function Keys that can be used.

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12. When all of the Setup screens have been verified and/or modified, press F9 to Exit from the Setup screens and return to the COMPAQ 4500 **login** prompt.

4.2.2 Using Tape Drives. This section explains how to use the two types of tape drives.

4.2.2.1 Quarter-Inch Minicartridge Tape Drive This paragraph explains how to load and unload a tape on the 1/4-inch minicartridge tape drive.

1. Power on the external tape drive by setting the power switch to the on position.
2. Turn on your computer (**Note:** always power on the computer **after**, or at the same time, as the tape drive, otherwise the SCSI adapter card will not detect the tape drive.)
3. Wait while the tape drive performs its self-test. The PWR and SEL lights turn on, the fan starts running and the tape drive undergoes a power-on test. When the test is through the PWR (power) light stays on. Go to step four.

Note: if the SEL light remains lit or flashes at a constant rate, an error has occurred. Reset your tape drive by powering off then powering on again.

CAUTION: Powering off the tape drive may reset the SCSI bus. To prevent possible loss of data, make sure that any other devices on the SCSI bus are inactive and have completed all requested operations before powering off the tape drive or resetting the SCSI bus.

4. Procure a mini-cartridge. Ensure that the record tab is in the correct position. To record on the tape, ensure that the record tab is to the **left** which is the write-enable position. To write-protect a tape, move the record-tab to the right.
5. Insert the tape into the slot of the tape drive with the metal plate toward the bottom of the tape drive. Firmly push the tape into the slot until it snaps into place. The tape will take as much as 70 seconds to rewind.
6. To remove a cartridge when done, simply pull it straight out of the tape drive.

CAUTION: Do not remove the minicartridge when the SEL (select) LED is on. Do not turn off the tape drive power while a minicartridge is in the tape drive.

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If you have problems with the tape drive check the owner's manual for the tape drive or call Customer Support at 1-800-635-092 1.

4.2.2.2 Digital Audio Tape (DAT). This paragraph explains how to load and unload a tape on the DAT tape drive.

1. Turn on your computer (**Note:** always power on the computer **after**, or at the same time, as the tape drive, otherwise the SCSI adapter card will not detect the tape drive.)
2. Put a DAT tape into the slot. Wait while the tape drive performs its self-test. The LED lights will flash, the fan starts running and the tape drive undergoes a power-on test. When the test is through, the PWR (power) light stays on.
3. To remove a cartridge when done, push the **eject button** and the tape will automatically come out.

CAUTION: The eject button is electrical not mechanical, so do not push too hard. If there is an occasion when you urgently need to eject a tape, even at the risk of losing data, hold the eject button down for at least five seconds. The tape is immediately unthreaded and the cartridge is ejected, regardless of what operation the drive was performing.

If you have problems with the tape drive check the owner's manual for the tape drive or call Customer Support at I-800-63 5-092 1.

4.2.3. Installing a Printer On The COMPAQ 4500. Installing a printer onto the COMPAQ 4500 is a multiple step procedure as follows:

1. **First**, the printer must be **physically** connected to the Digiboard or Systech cluster through which it will operate (See section 4.2.3.1).
2. **Second** the printer must be installed through the **SCO UNIX** operating system (see section 9.3.1.1)
3. **Third** the printer must be installed through the **TCADMIN** menu system (see section 9.3.1.2).

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5. **Fourth.** The printer setup must be completed. **NOTE:** Section 4.2.4 and subsections contain further configuration steps for the Texas Instrument GBL printer and section 4.2.5 and subsections contain further configuration steps for the Intermec MSL printer. The hi-speed CITOH printer, laser printers, and 1329 dot matrix printers should not require further configuration.

4.2.3.1 Connecting A Printer To The COMPAQ 4500. To connect most printers to the COMPAQ 4500, a cluster controller, or a mux, you use an F8503 cable. See section 4.3 for a listing of cables. The connector for both the **Systech/mux** side and printer is a **25-pin** male to male connector. Digiboard connections use the RJ45 nine pin connections. The printer must be physically connected before the installation procedures are begun.

4.2.3.2 Installing Printers on The COMPAQ 4500. Procedures for installing and removing printers use the TCADMIN menu in TC ACCIS. For specific procedures for installing and removing printers see sections 9.3.1 and 9.3.2 in this manual.

4.2.4 Configuring TI Printers. Preparing the TI printer for use in this configuration involves loading continuous feed paper, and testing the printer. The TI printers must have the correct settings for both forms (header and continuation). See section 4.2.4.2 for the correct settings.

4.2.4.1 Loadine Continuous Feed Paper In order to save GBL forms you will probably want to use plain bond continuous feed paper to print these initial status reports.

Use the following procedures to load continuous feed paper on the TI printer.

1. Grasp the tractor cover (black plastic) at the bottom and rotate it upward to its horizontal position.
2. If it is necessary to move the tractors, rotate the release lever down to the unlocked position. Slide the tractors to the desired position. Lock the left tractor but leave the right tractor unlocked for the moment.
3. Open the left and right tractor doors.
4. Position your paper supply so that it can feed freely from beneath the printer and up through the tractors. Later, when you are using the heavy **9-part** GBL forms, this is particularly important. You want to leave the forms in their box and have the tractor extract them from the box. While this provides some protection for the forms, make sure that the sides or top of the box do not hinder the extraction of the forms. Some operators prefer to take the forms out of the box. In that case make sure that the forms won't be

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accidentally kicked. Crimped or otherwise damaged forms increase the probability of jamming the printer.

5. Place the left row of perforated feed holes on the left tractor sprockets and close the **left** tractor door. Make sure the sprockets engage several of the feed holes.
6. Place the right row of perforated feed holes on the right tractor sprockets and close the right tractor door. Make sure that both the left and right tractor sprockets engage the same number of feed holes.
7. Position the right tractor to remove any slack from the paper. The paper should lie smoothly between the **left** and right tractors. Relock the right tractor release lever.
8. Press in on the sides of the black plastic tractor cover to release the latches and return the cover to its closed position.
9. On the control panel, press the **Clear Error** switch to clear the **E: OUT OF PAPER** message from the display. The display should then show the following message to indicate that you can load the paper supply.

Note:

When loading or unloading paper, **DO NOT** manually pull the paper in or out. Instead, use the appropriate key pad commands, i.e., **CLEAR ERROR**, and **LOAD PAPER** or **PAPER PATH** to unload.

10. Press the **SELECT** switch. The paper tractors move the paper into the print station, and the printer automatically moves the paper to the top-of form position. The printer also adjusts the printhead to operate within the left, and right, paper boundaries and for optimal printhead-to-paper clearance. This last feature means that when you switch **from** using single sheet paper for testing and go to the 9-part GBL forms, the machine will **automatically** adjust the printhead for the significantly thicker paper. The display shows the following screen to indicate that the procedure is complete and the printer is:

OFF LINE

4.2.4.2 Testing Your Printer. Use the following procedures to test your TI printer.

1. If the control panel does not already show **OFF LINE**, press the green **On Line** switch.

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The display should change to:

OFF LINE

2. Press the **Form Select**. The display will read:

FORM DEF
PRINT REPORT

3. Press the **Select** switch. The display will show **TESTING** and a count down at which point a **Current Form Setting** report is printed. The setting for the Freight **GBLs** have been stored in the printer's **NonVolatile Random Access memory (NVRAM)**. The NVRAM retains information even when the printer is without power. The parameters for the GBL forms have been set in Form A. In order to confirm this, compare them with the following settings:

NOTE: Form A is the header sheet for **GBLs** and Form B is set up for continuation sheets.

	CURRENT FORM SETTINGS	
	<u>A</u>	<u>B</u>
Printer Impact	heavy	normal
Lines Per Inch	6	6
Draft Speed	normal	normal
Form Length (inches)	11.00	3.50
Form Length (mm.)	279.4	88.9
Form Length (lines)	66	21
First Line	0.305	0.000
Left Edge Offset	0.75	0.50
Right Edge	0.30	0.39
Line Width	13.60	13.60
Characters Per Inch	12.0	10.0
Print Quality	draft	draft
Font	GOTHIC	GOTHIC

NOTE: If the printing is too far to the right or **left** try **modifying** the **left** edge offset. If the printing is not on the appropriate line try **modifying** the first line settings.

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4. If these settings match, then skip to step 5. If the settings do not match those shown above, you should make adjustments. Even if the settings do match, you may later find that adjustments are necessary. Small differences resulting from the manufacturing of the forms may mean that your forms are different **from** those used at PM TC ACCIS. To adjust the printer, just use the following procedures. While still in the **Form Select**, press **F1** or **F2** to choose the form (A=GBL face sheet, B=GBL continuous sheet). Then press **Select**. The display is **OFF LINE**. Then press **Form Config**. Basically, you are moving left to right, top to bottom, through the display.

a. For example, the first display within **Form Config** is:

<Form A Config>
<Print Impact>

b. Press **select** to enter into the column of choices. The display will read:

“Print Impact>
^Heavy >

c. If it does not read **Heavy**, use **F2** to move through the choices until **Heavy** is displayed. Then press **Select** to enter this choice. The display will then read:

<Form A Config>
<Print Impact

d. Select **F2** to move on to the next **column** of choices. These are **LPI** (lines per inch). Use **F2** to move through the choices until you get the desired one, then enter the choice by pressing **Select**, then move on to the next column by pressing **F1** or **F2**.

e. When you have completed the available selections under **Form Config**, the display will show **Rest Form**. Use **F1** or **F2** to respond **NO**. Then press the green **On Line** switch to exit **Form Config**.

NOTE:

Print Quality, Pitch, and Font have their own keys on the control panel. By pressing Quality , Pitch , or Font you can modify those settings.
--

5. To check other important settings, press the **Setup/Test** switch in the lower **left** of the control panel. This puts you in the chain of options.

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- a. Initially, the display will read:
- <Select: >**
<Emulation >
- b. Use F2 to move to the **Test Mode**, then press **Select**. The display will read:
- *Test Mode
^Status Report>
- c. Press **Select** and the display will read TESTING while a status report is printed. Compare the status report to the following settings:

CURRENT SETTING

FORM	A
PITCH	12.0
QUALITY	DRAFT
FONT	GOTHIC
EMULATION	EPSON
AUTO LF	OFF
AUTO CR	ON
SLASH ZERO	OFF
INTERFACE	
PORT	SERIAL
BUFFER SIZE	32000
BAUD RATE	4800
DATABITS	8
PARITY	ODD
FLOW CONTROL	
XON/XOFF	ON
ETX/ACK	OFF
CONNECT	DIRECT
DTR (PIN 20)	READY HIGH
PIN 11	READY HIGH
MISCELLANEOUS	
CHAR SET	US ASCII
Z-AXIS	0

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RIBBON TYPE	BLACK
RIBBON ADJ	+ 0
ASF	NO
IDLE DELAY	1 .0 seconds
POWERUP ONLINE	YES
BIDIR GRAPHICS	NO
LOD LANGUAGE	ENGLISH
PAPEROUT=BUSY	YES

NOTE: Two of the more common errors is incorrect pitch and baud rate; ensure that your pitch is 12 and that your baud rate is correct.

OPTIMAL FEATURES

EMULATION	TI880, TI855, PROPRINTER, EPSON
FONTS	GOTHIC, COURIER

- d. If the settings are correct, connect the printer to the host computer. However, if some of the settings need to be changed, then use **F1** or **F2** to move **left** or **right** through the menus. When you are on the column that you wish to change, use **Select** to enter the column and then use **F1** or **F2** until you get the desired settings. Use **Select** to enter the setting. You can then use **F1** or **F2** to move to a new **column** or use the green **On Line** key to end the session.

4.2.4.3 Troubleshooting Printers. For troubleshooting problems and error codes for printers, reference Chapter 7 of the *CI-400/CI-800 Matrix Line Printers User's Manual* for the Citoh printers. For the Unisys 1329 printers, reference Chapter 2 of the *Unisys AP 1327/AP 1329 Printer Implementation/Operations Guide*.

4.2.5 Military Shipment Label (MSL) Equipment. The Military Shipment Label (MSL) replaces the barcode label previously generated by TC ACCIS for unit moves. Only Unit Movement Coordinators (UMC) and Government Bill of Lading (GBL) users who have access to TC ACCIS can use the MSL function. Sources for the **MSLs** are an equipment list (EL) for Unit Move **MSLs**, and shipment units from the Shipment Planning Worksheet (SPWS) for Material Move **MSLs**.

4.2.5.1 Using the INTERMEC From the COMPAQ 4500 Or From a Personal Computer {PC}. **MSLs** can be printed on an INTERMIX printer connected directly to the COMPAQ 4500 or from an INTERMEC printer directly connected to the personal computer. See the subsections

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below for procedures for a user to use the INTERMEC from the COMPAQ 4500 or from a PC. Note that with a PC the user must use the TC ACCIS Microcomputer Utilities.

4.2.5.1.1 Using the INTERMEC From the COMPAQ 4500. First you enable the printer to the operating system (see section 9.3.1.1). Then, do the following procedures to enable the INTERMEC to TC ACCIS on the COMPAQ 4500:

1. **Login** to the system as **TCADMIN**.
2. From the **TC ACCIS SYSTEM ADMINISTRATION** menu, select **System Utilities**.
3. At the **System Utilities** menu, select **Manage TC ACCIS Printers**.

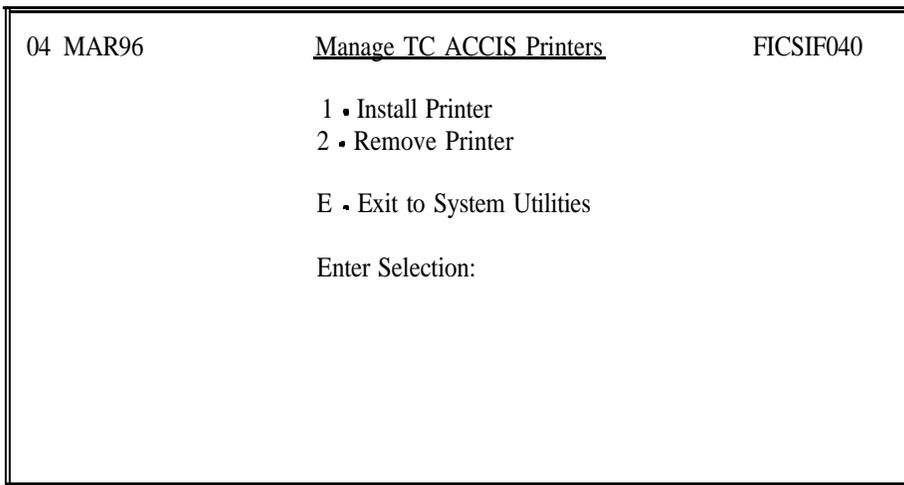


Figure 4-6. Manage TC ACCIS Printers Menu

4. At the **Manage TC ACCIS Printers** menu (see Figure 4-6), select **Install Printer**. The system will display the **Install Printer** screen (see Figure 4-7).
5. In the **PRINTER NAME** field, enter the **actual name assigned to the INTERMEC printer**, and press **RETURN**.

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```
Press [ESC] to accept or [CTRL-CJ to abort
11MAR96                Install Printer                FICSIF035
-----
Your printer type is

Enter the following information:

PRINTER NAME
PRINTER MODEL
PAPER TYPE
DEVICE NAME
PARALLEL, SERIAL, or INTERMEC (P/S/I)
                        DEFAULT
                        FORMAT NUMBER
                        NUMBER OF COPIES
```

Figure 4-7. Install Printer Menu

6. In the **PRINTER MODEL** field, enter the **model of the INTERMEC**, and press **RETURN**.
7. In the **PAPER TYPE** field, enter **cont.** for continuous and press **RETURN**.
8. In the **DEVICE NAME and NUMBER** field, enter **/dev/[port name]** and press **RETURN**. The port name refers to the port onto which you installed the printer. Thus, if you installed the printer onto Digiboard port **ttya01**, the entry in this field would be **/dev/ttya01**.

NOTE: For a discussion on port names see section 9.3.1.1.

9. In the **PARALLEL, SERIAL, or INTERMEC (P/S/I)** field, enter **I** for INTERMEC, and press **RETURN**.
10. Enter **Y** in the Default field and press **ENTER** if this is your default INTERMEC printer. Otherwise enter **NO**. Enter **5** in the format field and press **ENTER**. In the Number Of Copies field enter the **number of each label to be printed (2 is standard)** and press **ENTER**.
11. To save, press **ESC** and select **Exit** until you see the system **login** prompt.

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4.2.5.1.2 Using the INTERMEC From a Personal Computer. When using the INTERMEC with a personal computer the user must use the TC ACCIS Microcomputer Utilities. Section 16.3 of the *TC ACCIS End User Manual*, and its subsections, explain the procedures for installing the required PC communication software and utilities to utilize the INTERMEC printer, and how to set the dip switches for the INTERMEC when using a personal computer..

4.2.5.2 Configuring the INTERMEC printer for the COMPAQ 4500 The steps for preparing the INTERMEC for use are as follows:

1. Loading the printer ribbon, and loading the label stock. The procedures for these steps are dictated in section 16.3.2.2 and 16.3.2.3 of the *TC ACCIS End User Manual*.
2. Setting the dip switches. The dip switch settings for the INTERMEC with a COMPAQ 4500 are different for a Systech cluster than they are for a backplane, **mux**, or Digiboard. The different dip switch settings are noted below.
 - a. **Setting the INTERMEC Dip switches When Using a Systech Cluster.** Use the following procedures to correctly set the dip switches:
 1. Turn the INTERMEC printer off and locate the three banks of switches on the back of the printer. Consult the INTERMEC printer manual for the location of the dip switches.
 2. Set the top bank of switches (**1-5**) to off unless you wish to activate the take up reel option. To activate the take up reel (batch) option, switch 4 should be set to **on**.
 3. The middle bank of switches should have switches 2 and 4 set to **on**, and switches 1, 3, 5, 6, and 7 set to off.
 4. The bottom bank of switches should have switches 3 **&** 4 set to **on** and switches 1, 2, 5, 6, 7, and 8 set to off.
 5. When you have finished setting the printer switches as desired, turn the printer back on. The printer will feed two labels and set top of form each time printer is turned on,
 - b. **Setting the INTERMEC Dip switches When Using a Digiboard or Mux.** Use the following procedures to correctly set the dip switches:

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1. Turn the INTERMIX printer off and locate the three banks of switches on the back of the printer. Consult the INTERMIX printer manual for the location of the dip switches.
2. Set the top bank of switches (**1-5**) to off unless you wish to activate the take up reel option. To activate the take up reel (batch) option, switch 4 should be set to on.
3. The middle bank of switches should have switches **2, 4, and 5** set to on, and switches **1, 3, 6, and 7** set to off. NOTE: This is the only difference between settings for the Systech and the Digiboard.
4. The bottom bank of switches should have switches 3 & 4 set to **on** and switches **1, 2, 5, 6, 7, and 8** set to off.
5. When you have finished setting the printer switches as desired, turn the printer back on. The printer will feed two labels and set top of form each time printer is turned on.

4.2.5.3 Troubleshooting MSL Problems. The following instructions cover assistance for problems with the INTERMEC printer. For additional assistance call the Customer Service at **1-800-635-0921**

1. Testing For Label Formats In Memory

If your INTERMEC printer is not printing, one of the first tests is to check the formats in memory to determine: 1) what formats are in memory and 2) whether the printer can print labels.

To print label formats do the following:

1. Turn the INTERMEC off
2. Set the dip switch settings to off for all three banks except switch on 1, 2, and 3 on the bottom bank.
3. Turn the INTERMEC on. Press the SKIP button. At this point a series of labels should feed out. Each label should be made up of a series of numerals (0's for format zero, 1's for format 1, etc.). Ensure that a label prints out that is filled with

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5's. This is format 5 and it is the correct format for the INTERMEC printer. If this is not the case then you must download format 5 in the TC ACCIS application. Call Customer Support at 1-800/635-092 1 if you have questions.

If the label formats do not print, then you must adjust the print margins (see Adjusting Print Margins below).

2. Adjusting Print Margins

The first knob (of three) on the inside of the INTERMEC printer is the Increase Margin adjustment knob. This knob should never be touched unless label formats do not print out in the label format tests (see above). Consult your INTERMEC printer manual to find the location of these knobs. To find the correct label start point turn the knob clockwise as far as it will go, then turn it counter-clockwise all the way. Estimate the mid-range point of the knob and turn the knob to that point. Run the format test again. Repeat steps until the entire label format is printed.

3. Adjusting Printhead Burn Time

After printing the test labels, you may determine that the printhead exposure time needs adjustment. To make this adjustment, use the two burn time potentiometers (Darker Fine Burn and Darker Coarse Burn) located on the back right side in the inside panel. Consult the INTERMIX printer manual for the location of these potentiometers (knobs). Turn these potentiometers clockwise to produce darker print and counter-clockwise to produce lighter print.

4. Memory Error Problems

If there is an indication of a memory error, it may be necessary to clear memory by removing the battery backup power. Some indications of a memory error might be:

- o A status indicator of 8.2.
- o Incomplete or incorrect printing of fields on MSL labels.

To remove the battery backup power you will need to unscrew the two screws on the bottom side of the panel. At the top left hand side you will notice two batteries. Remove both batteries for approximately ten seconds each, then replace them back on the board. This process will clear the RAM memory. Close the printer and begin to download your

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format labels again.

4.3 Cables. The following information concerns the necessary cables for different ports and peripheral devices on the COMPAQ 4500.

<u>Device A</u>	<u>Processor/Device B Connected to Device A</u>				
	Processor	Port Exp. *	Sht.Haul	ASYNC	SVT/PC-IT
	COMPAQ 4500	U3652/U3380	Modem<	Modems	Terminal

Terminals

SVT 1220	F8496	F8496	F8496	F8500	N/A
UVT 1224	F8496	F8496	F8496	F8500	N/A
T3607	F8497	F8497	F8497	F8501	
PC/microIT **F8496		F8496	F8496	F8500	N/A
PC/IT-T3 126	F8497	F8497	F8497	F8501	
TO-300	F8496	F8496	F8496	F8500	N/A

Serial Printers:

300/400 lpm	F8504	F8504	F8504	N/A	N/A
U3371 (CIO)	F8505	F8505	F8505		
600/800 lpm	F8504	F8504	F8504	N/A	N/A
U3370 (CIO)	F8505	F8505	F8505		
AP1307	F8503	F8503	F8503	N/A	N/A
AI'1324	F8502	F8502	F8502	N/A	N/A
AP1324	F8503	F8503	F8503	N/A	N/A
AP1329	F8502	F8502	F8502	N/A	N/A
AP1329	F8503	F8503	F8503	N/A	N/A
AP1329	F8504	F8504	F8504	N/A	N/A
AP1329	F8505	F8505	F8505		
T18920	F8503	F8503	F8503	N/A	N/A
Intermec	F8503	F8503	F8503	N/A	RS232

<u>Device A</u>	<u>Processor/Device B Connected to Device A</u>				
	Processor	Port Exp. *	Sht.Haul	ASYNC	SVT/PC-IT
	COMPAQ 4500	U3652/U3380	Modem	Modems	Terminal

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Asvnc Modems:

300/1200 BPS	F8498	8498	N/A	N/A	F8500
U3379-00	F8499	F8499	N/A	N/A	F8501
2400 BPS	F8498	8498	N/A	N/A	F8500
U3566	F8499	F8499	N/A	N/A	F8501
9600 BPS	F8498	F8498	N/A	N/A	F8500
u3539	F8499	F8499	N/A	N/A	F8501

Processors:

COMPAQ 4500	F8498	F8506	F8502	F8498	F8496
--------------------	--------------	-------	-------	-------	-------

Port Expanders:

Cluster	F8506	N/A	F8502	F8498	F8496
U3652/Systec			F8503	F8499	F8497

Converters:

RS449 ***	F5 100-59	N/A	N/A	N/A	N/A
U3404	F2877025				

NOTES:

* U3652 is the Systech port expander. U3380 is the **Arial** port expander.

** Adapter cable P/N 2877268-000 (similar to **F8445-02**) should be part of T3 126-82 and connects to 287692512876967 or -287692712876969, Adapter cable P/N 2877269-000 is used with slave printers and connects to **2876926/2876968**.

*** RS-449 Converter may be connected to an RS-232 Sync Modem via **F8397/F8435**. P/N 287698 1-0 15/2877025-015 (F5 100-59)cable is part of **F4838-92**.

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SECTION 5. GETTING STARTED

The purpose of this chapter is to familiarize you with the functions for starting the COMPAQ 4500 system. The following instructions give step-by-step procedures for starting the system from a cold boot. If you need help using TC ACCIS, call the TC ACCIS Customer Support Hotline. The toll free number is **1-800-635-0921**.

5.1 COMPAQ 4500 STARTUP TO SINGLE OR MULTI-USER MODE.

The procedures outlined here summarize the procedures for starting up (booting) the **SCO UNIX** operating system on the COMPAQ 4500. These procedures also explain how to select between the two types of run levels: maintenance mode and multiuser (see step 4).

Do the following steps to start up the COMPAQ 4500.

1. Power on the individual switches on each peripheral device first. The devices include the tape drive, printers, and external hard disks (if applicable).
2. Power on the COMPAQ 4500 fileserver. The switch is located on the front of the box, behind a small pull-down flap.
3. At the **BOOT:** prompt, press **RETURN**. The system scrolls information across the screen that shows it is recognizing individual devices.
4. The system prompts the user to enter the **root password** for **single user mode** or to press **Control D** for **multi-user mode**. If there is no response, the system defaults to multi-user mode after a time out period. The system responds with:

```
INIT: New Runlevel:2  
Current System Time is Wed Feb2(10:18:55EST 1996  
Enter new time ([YYMMDD]hhmm[ss]):
```

If the time is incorrect, then enter new time and press RETURN, otherwise press RETURN.

5. The operating system is now running. The system responds with:

```
login: Download of /dev/rhpo(tcs6200.dul)successful
```

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Press **RETURN** and the system responds with

login:

Enter your **login** ID, and press **RETURN**.

6. At the **password:** prompt, enter your password and press **Return**.
7. You are now in multi-user mode and can enter TC ACCIS. For additional instructions on logging on to TC ACCIS see the ***TC ACCIS End User's Manual***.

5.2 COMPAQ 4500 Shutdown. This section explains how to power down the COMPAQ 4500. It also explains how to switch to single user mode.

5.2.1 Powering Down the COMPAQ 4500. To power down the COMPAQ 4500, perform the following procedures:

1. You must get to the **SCO UNIX** root prompt (the pound sign, "#"). To get to the prompt from the **Login:** prompt, enter **root**, press **RETURN**, enter your **root password** and press **RETURN** to get to the UNIX prompt.
2. Enter **shutdown** at the UNIX prompt and press **RETURN**. This gives the following broadcast message to all users on the system, so that they can log off and save their files:

The System will be shutdown in 60 seconds.
Please Log off now.

After 60 seconds a second logoff message is broadcast:

THE SYSTEM IS BEING SHUTDOWN NOW!
Log off now or risk your files being damaged.

3. The screen now prompts the Systems Administrator (SA) whether to continue:

Do you want to continue (y or n)?

Pressing **N** returns the SA to the root prompt. Pressing **Y** will start shutting down the system. The screen scrolls with messages announcing that devices are shutting down and finally states:

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The system is down.
Power Down.

* Safe to Power Off **

- or -

** Press Any key to Reboot **

4. To power off, turn off the switch on the front of the COMPAQ 4500, under the flap.
5. Power off all other peripheral devices.

5.2.2 Shutdown To Single-User Mode. To get to the single user mode you must first powerdown the system. To powerdown, follow steps 1 through 3 in section 5.2.1, which detail how to shut the system down. When you get the **Press Any key to Reboot** message, Press **any key** to reboot the system. Enter the **root password** and press **RETURN**. You are now in single user mode.

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SECTION 6. GENERAL SYSTEM ADMINISTRATION

This section explains many of the system administration maintenance functions such as installing TC ACCIS releases, maintaining database integrity, performing backups, and other overall system maintenance that ensures the proper performance of the TC ACCIS application and the databases on the system. This section also includes **information** on daily DDN and electronic mail maintenance.

6.1 TC ACCIS INSTALLATION AND MAINTENANCE. This section explains how to install releases of TC ACCIS, perform database integrity checks, and perform backups.

6.1.1 Logging Into The Install Menu. This section explains how to access the TC ACCIS Install Menu from which the user can install new releases, perform database integrity checks, perform backups, and perform other system administration functions.

To access the Install Menu perform the following steps:

1. From the SCO UNIX root prompt, #, enter:

cd /trans/tcaccis/etc and press RETURN.
2. Enter: **./install** and press RETURN.

You now get the TC ACCIS Install menu as shown in Figure 6-1

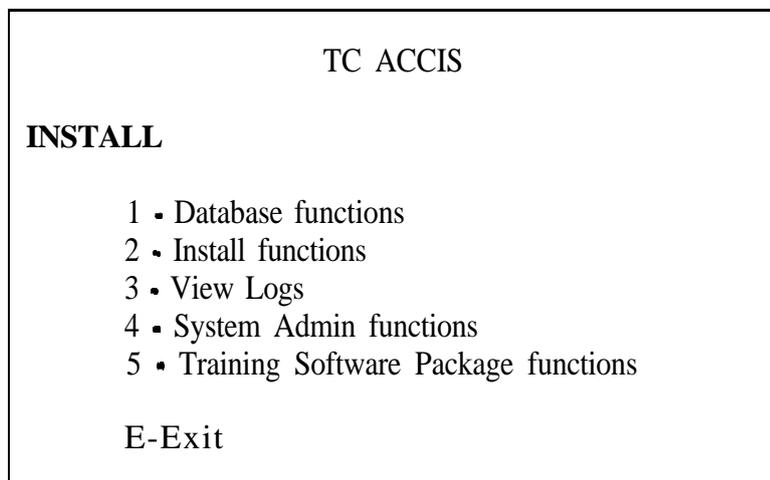


Figure 6-1. TC ACCIS INSTALL MENU

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The install Menu allows the user to perform database functions, install new releases of TC ACCIS, view system logs, perform System Administration **functions**, and perform TSP functions.

6.1.2 Database Functions Menu. To perform database functions such as database integrity checks, backups, starting and stopping databases, and checking the database status do the following:

1. From the Install Menu press **1** to get the Database Functions menu (see Figure 6-Z).

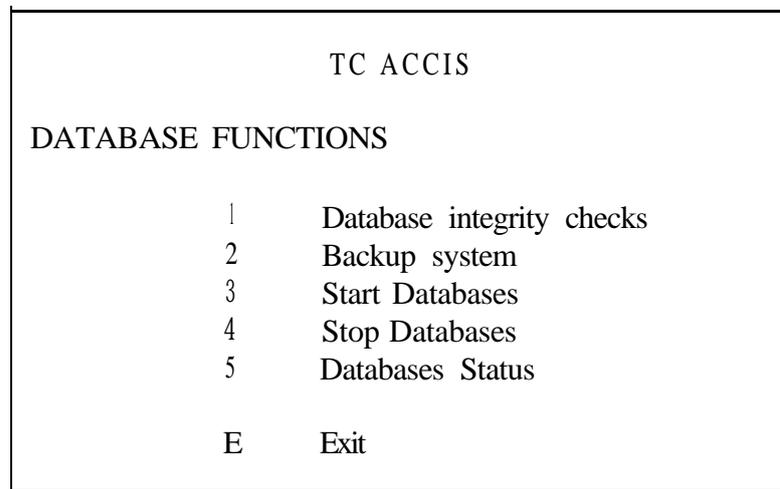


Figure 6-2. Database Functions Menu

From this menu the user has five different options concerning database functions. These options are as follows:

1. **Database Integrity Checks** allows the user to perform an integrity check on all of the databases in the system. This **function** is automatically performed every night on the CRON Scheduler. To perform this **function** manually see section 6.1.2.1.
2. **Backup System** backs up the system to Digital Audio Tape (DAT) and performs a quick integrity check (basically checks whether all the databases are functioning). The system also performs backups every night automatically as programmed on the CRON Scheduler. See section 6.1.2.2 to perform backup **functions**.
3. **Start Databases** allows the user to start all the databases on the system simultaneously when

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the databases are down. See section 6.1.2.3 for procedures.

4. **Stop Databases** allows the user to stop all the databases simultaneously if they are running. See section 6.1.2.4 for procedures.
5. **Databases Status** shows the user the status of all the databases (whether they are online or offline). See section 6.1.2.5 for procedures.

6.1.2.1 Database Integrity Checks. This function integrates and repairs the system's databases where possible. To perform the database integrity check do the following:

1. Press **1** while in the Database Functions Menu. The system checks for TC ACCIS or database users. If the system finds users it delivers the following prompt:

Checking for TC ACCIS users...
There are users in TC ACCIS.
System is being used by:
 [name]
Please ask everyone to exit TC ACCIS.
Read and then press <RETURN>.

2. Once the SA checks to make sure all the TC ACCIS users are off, the SA then presses **RETURN**. If someone is still on TC ACCIS, the prompt is repeated. If everyone is off TCACCIS, (but the system finds users in the database) the following prompt appears:

Checking for database users
Database being used by [name]
Do you want to continue? y/n

If the SA presses Y then the system will perform the database checks. If the SA presses N the user is returned to the previous menu.

NOTE: If all users are logged off, but the system states that a user is still in the database, then a program could still be running. Pressing Y at the prompt logs all users out of the database, and runs the database checks. If you have questions please contact Customer Support at **1-800-635-0921**.

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6.1.2.2 Backup System. This function backs up the entire system on to the DAT tape in the tape drive. NOTE: The system automatically backs up every night. The system administrator should put a tape into the DAT drive every evening for the automatic backups.

To manually perform a backup, do the following:

1. Ensure that the tape drive is on and put a DAT tape into the tape drive.
2. Press 2 while in the Database Functions Menu. If there is no DAT tape in the tape drive, the system will prompt the user to put in a tape. Once the tape is in the drive, the system checks for TC ACCIS or database users. If the system finds users it delivers the following prompt:

Checking for TC ACCIS users...

There are users in TC ACCIS.

System is being used by:

[name]

Please ask everyone to exit TC ACCIS.

Read and then press <RETURN>.

3. Once the SA checks to make sure all the TC ACCIS users are off, the SA presses RETURN. If someone is still on TC ACCIS, the prompt is repeated. If everyone is off TCACCIS, (but the system finds users in the database) the following prompt appears:

Checking for database users

Database being used by [name]

Do you want to continue? y/n

If the SA presses Y, then the system will perform the backups. If the SA presses N, the user is returned to the previous menu.

4. When the backup is complete, the system ejects the tape from the tape drive and informs the SA what to write on the label for the new tape.

6.1.2.3 Start Databases. This function starts up the databases if they are already down. First, the SA needs to check if the databases are down by pressing 5 on the Database Functions Menu to see the status of the databases. If they are down, the SA pushes RETURN to return to the Database Functions Menu. To start the databases press 3, and press RETURN, while in the Database Functions Menu. The system will automatically start the databases.

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6.1.2.4 Stop Databases. This function stops all the databases if they are running. When the SA presses 5, the system checks the status of TC ACCIS and then the database. Then the system gives the SA the option to shut down the databases. To stop the databases do the following:

1. Press **4** while in the Database Functions Menu. The system checks for TC ACCIS or database users. If the system finds users it delivers the following prompt:

Checking for TC ACCIS users...
There are users in TC ACCIS.
System is being used by:
 [name]
Please ask everyone to exit TC ACCIS.
Read and then press <RETURN>.

3. Once the SA checks to make sure all the TC ACCIS users are **off**, the SA then presses **RETURN**. If someone is still on TC ACCIS, the prompt is repeated. If everyone is off TCACCIS, (but the system finds users in the database) the following prompt appears:

Checking for database users
Database being used by [name]
Do you want to continue? y/n

If the SA presses Y then the system will automatically stop the databases. If the SA presses N the user is returned to the previous menu.

6.1.2.5 Database Status. This function stops all the databases if they are running. When the SA presses 5 the system checks the status of TC ACCIS and then the database. To check the status of the databases do the following:

1. Press 5 while in the Database Functions Menu. The system gives a status of all the databases (see Figure 6-3). When the user presses RETURN the system returns to the previous menu.

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```

TC ACCIS

DATABASES STATUS
-> 09:55:31 The /SCO UNIX database is in On-Line mode.. .
-> 09:55:31 The /idp4 database is in On-Line mode.. .
-> 09:55:31 The /trans/tcaccis database is in On-Line mode.. .
-> 09:55:31 The /u/satellite is in On-Line mode...
-> 09:55:31 The /trans/atasp database is in On-Line mode..
-> 09:55:31 All Done!
```

Figure 6-3. Database Status

6.1.3 Install Functions Menu. The install functions are used to install all new releases of TC ACCIS on the system. These functions are used by the Customer Support system administrators to do the initial installation of TC ACCIS on the COMPAQ 4500. Subsequently, these functions can be used by system administrators at TC ACCIS sites to install all new releases of TC ACCIS. The install functions are reached by pressing 2 from the Install Menu. This brings up the Install Functions Menu (see Figure 6-4). The following five subsections explain how to install TC ACCIS, create an install tape, and do a patch install.

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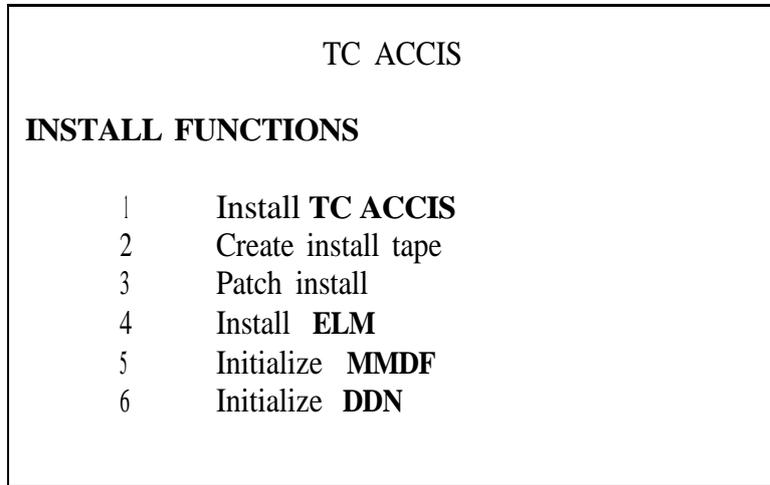


Figure 6-4. Install Functions

6.1.3.1 Install TC ACCIS. To perform the first installation of TC ACCIS on the COMPAQ 4500 and all subsequent releases, use the procedures described in this section. This function reads the DAT tape and puts the new install on the system. To perform an install do the following procedures:

1. Ensure that the tape drive is on and put a tape with the new TC ACCIS release into the tape drive. **NOTE:** Use the tape drive which is your default tape drive.
2. **Login** as **root** at the login prompt.
3. From the **SCO UNIX** root prompt, **#**, enter:

cd /tmp and press RETURN

4. Enter the following command:

cpio -iBdmuv < /dev/ctape and press RETURN. (**NOTE:** enter **dtape** not **ctape**, if using the Exabyte drive)

5. Enter **./install** and press RETURN. The Install menu displays (see Figure 6-1).
6. From the Install menu press 2 to get the Install Functions menu (see Figure 6-4).

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7. Press 1 from the Install Functions menu. The system checks for TC ACCIS or database users. If the system finds users, it delivers the following message:

Checking for TC ACCIS users...

There are users in TC ACCIS.

System is being used by:

[name]

Please ask everyone to exit TC ACCIS.

Read and then press <RETURN>.

8. Once the SA checks to make sure all the TC ACCIS users are off, the SA then presses **RETURN**. If someone is still on TC ACCIS, the prompt is repeated. If everyone is off TCACCIS, (but the system finds users in the database) the following prompt appears:

Checking for database users

Database being used by [name]

Do you want to continue? y/n

If the SA presses Y then the system will perform the installation. If the SA presses N the user is returned to the previous menu.

6.1.3.2 Create Install Tape. After a TC ACCIS site receives a patch (new and/or updated TC ACCIS files, sent via DDN to the site's COMPAQ 4500), the system administrator (SA) must create an install tape which contains the new TC ACCIS files. To create an **install** tape, SA's must use the procedures described in this section.

NOTE:

Before using this step, the SA (or Customer Support) must do a "patch install" which consists of unpacking, checking, and replacing the old files with the new patch files. The procedures for doing this are described in section 6.1.3.3.

To create an install tape, do the following procedures:

1. Ensure that the Exabyte tape drive is turned on and put the blank tape into the tape drive.

NOTE: You can also use the DAT internal tape drive to create an install tape, but you will have to change the default tape drive (and change it back after you are through). See section 6.1.5 for instructions on changing the system default tape drive.

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2. Press 2 while in the Install Functions Menu. If there is no tape in the tape drive the system will prompt the user to put a tape in. Once the tape is in the drive, the system checks for TC ACCIS or database users. If the system finds users it delivers the following message:

Checking for TC ACCIS users...

There are users in TC ACCIS.

System is being used by:

[name]

Please ask everyone to exit TC ACCIS.

Read and then press <RETURN>.

3. Once the SA checks to make sure all the TC ACCIS users are off, the SA then presses **RETURN**. If someone is still on TC ACCIS, the prompt is repeated. If everyone is off TCACCIS, (but the system finds users in the database) the following prompt appears:

Checking for database users

Database being used by [name)

Do you want to continue? y/n

If the SA presses Y then the system will automatically create the new install tape. If the SA presses N the user is returned to the previous menu. After the system writes to the tape, the tape is ejected from the tape drive.

4. The system prompts you to put a blank tape in. If you have not already done so, put a blank tape in the tape drive. When a tape is in the drive, press RETURN. Messages will appear on the screen as the system creates the install tape.

NOTE: If you receive an error during these procedures, try to create the install tape again. The first rewrite **after** a boot will fail, but you should be able to create the tape on the second try. For assistance call Customer Support at 1-800/635-0921.

5. The system then tells the user what to write on the label for the new tape.

6.1.3.3 Patch Install. When a TC ACCIS site receives a patch (new and/or updated TC ACCIS files, sent via DDN and placed in the /captain/work/desert directory in the site's COMPAQ 4500), the system administrator (SA) must do a patch install function which unpacks, checks and replaces the old files with the new files. When the Customer Support system administrators tell the site system administrator to perform this function, the site SA can do the following procedures:

1. Press 3 while in the Install Functions Menu. **NOTE:** To watch the patch install process,

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return to the Install Menu and press 3 for **View** logs. Then select **2** for **View Patch Log** (see section 6.1.4 for more information on viewing logs). The patch process runs in the background.

2. When the process has started, it returns the user to the Install Menu.

Note:

As soon as an SA performs the Patch Install function, the SA should create a new install tape with the new patch files. See section 6.1.3.2 for procedures.

6.1.3.4 Install ELM. This function installs the ELM E-Mail system. To install ELM, press 4 while in the Install Functions Menu. The system automatically installs ELM.

6.1.3.5 Initialize MMDF. This function initializes MMDF. MMDF initialization creates queues and builds tables. The program prompts for user response as necessary. To initialize MMDF, press 5 while in the Install Functions menu. The system automatically initializes MMDF.

6.1.3.6 Initialize DDN. This function initializes the DDN. DDN initialization creates queues and builds tables. The program prompts for user response as necessary (it will prompt the user to **certify** that the **IP** address is correct). To initialize DDN, press 6 while in the Install Functions menu. The system automatically initializes DDN.

NOTE: MMDF, Elm, and DDN will not work unless they are initialized. Once used, the install Elm, initialize MMDF, and initialize DDN options should not be needed. If you believe you need to use one of these options, do so only **after** consulting Customer Support.

6.1.4 View Logs. Pressing 3 on the Install Menu for View logs brings up the View Logs Menu (see Figure 6-S). The options in this menu are as follows:

- a. **View Current Install Log.** If the user presses 1 in the View Logs Menu this gives the user a record of everything that occurred during a TC ACCIS installation.
- b. **View Patch Log.** If the user presses 2 in the View Logs Menu, the system tells the user when the patch process started, what files were added and what directories they were put in, and the output of any database converts.
- c. **View Patch Record.** If the user presses 3, this gives the user a file which contains one entry

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for every program which has been changed or added since the IDP4 TC ACCIS release.

TC ACCIS

VIEW LOGS

1	View current install log
2	View patch log
2	View patch Record
E	Exit

Please select one of the above (1-2 or E):

Figure 6-5. View Logs Menu

6.1.5 System Administration Functions. Pressing **4** on the Install Menu brings up the SA Functions Menu which contains two options for the system administrator during installations. These options are as follows:

1. Perform an install without a database conversion. This option allows the system administrator to perform an install without the database being converted. CAUTION: This should only be used with assistance from Customer Support system administrators. They are available at **1-800-635-092 1**

2. Change the Default Tape Drive. This function allows the SA to change the letter of the tape drive. The options are:
 - D • For DAT tape
 - C • For Cartridge tape
 - 0 • For Other

6.1.6 Training Software Package (TSP) Functions. This function allows the SA to clean the TSP database. Pressing 5 on the Install Menu displays the TSP Functions Menu. Pressing **1** will remove the current TSP database and replace it with a clean database. It also replaces the users in the COMM directory.

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6.2 Tape Storage Suggestions

Store backup tapes in an accessible and properly air-conditioned environment. This can be either in the computer room or in a separate storage room.

Label every backup tape completely according to the message that is displayed during the backup procedures (see section 6.122).

6.3 DDN Maintenance. DDN maintenance procedures are covered in the following sections.

6.3.1 Maintain DDN Logbook System administrators at site should keep a DDN/Mail logbook to record errors, updates, and unusual occurrences.

6.3.2 Check DDN Usability This function has not yet been implemented.

6.3.3 Starting/Stopping DDN. Use the following procedures to start and stop the DDN on your COMPAQ 4500. For information on checking the usability of the DDN, see section 6.3.2.

To start or stop the DDN do the following procedures:

1. **Login** to the system as tcadmin at the **Login** prompt.
2. At the prompt, enter the **password** for the tcadmin login. The System Administration Menu displays.
3. At the TC ACCIS System Administration Menu, select **Maintain System**. The Maintain System Menu displays.
4. Select **DDN Manager**. The DDN Manager Menu displays.
5. Press **1** to start DDN. (NOTE: DDN automatically starts whenever the system is booted.)

or
6. Press **2** to stop DDN.
7. Press **E** to exit.

6.3.4 Common DDN/Telnet Errors and Solutions The following is a list of errors you may receive

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when attempting to connect to a DDN host:

Permission Denied

This message indicates that you are not authorized to connect to the DDN network. If you are trying to connect to a DDN host, this could also indicate that you do not have permission to log in to the distant host. If you are trying to telnet to yourself and can't, call the DDN trouble desk (inside Virginia 703-486-1982; outside Virginia 800-451-7413) or the DDN trouble desk number provided by your DDN Host.

Dead Host

The DDN host you are attempting to contact by telnet is down. Try again later. This will not happen if you are **trying** to telnet to your own COMPAQ 4500.

Error from Telnet

Telnet is experiencing problems. Try again later. If the problem persists, call the DDN trouble desk (inside Virginia 703-486-1982; outside Virginia 800-451-7413) or the DDN trouble desk number provided by your DDN Host.

6.4 Electronic Mail Maintenance Electronic mail maintenance includes the procedures in the following subsections.

6.4.1 Electronic Mail Logbook It is recommended that the system administrator keep a **DDN/Mail** logbook to record errors, updates, and unusual occurrences. This should be done daily.

6.4.2 Read The Mail The system administrator should read the mail daily. Use the following procedures to read mail:

1. **Login as tcadmin** at the console terminal and select **Electronic Mail** from the TC ACCIS System Administration Menu.
2. At the Electronic Mail menu, select **Check Mail**.

NOTE: The first time you attempt to check your mail in Elm, you will be prompted to establish an **.elm** directory and a **folders** directory that will be used thereafter each time you access **Email**. This is a one-time procedure. For more information see section 14 of the *TC ACCIS End User Manual*.

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3. Read the mail. Resolve problems with routing, addressing, and requests for assistance. Delete mail only if the subject action is complete. There are five basic types of messages that the mmdf postmaster (root) receives:
 - a. **Subject: Waiting Mail** — Record this mail in the **DDN/Mail** logbook by msg id number, e.g., **msg.aa0001**, the mail sender, and the addresses from which the mail is waiting. Read the first few lines of the message to determine for whom the mail is waiting. The following message will be displayed:

user:username host:xxx.army.mil

Unless a trend indicates a lack of delivery to a significant number of different hosts, delete the message.
 - b. **Subject: Failed Mail** — This mail is recorded in the **DDN/Mail** logbook. Check to see if the sender requires help or if a trend is indicated.
 - c. **Reports from root/cron** — This mail should be checked for errors that will be preceded by the word **ERROR** somewhere in the message. If there are no errors, delete the message.
 - d. **To: Orphanage** — This mail has been stranded or exceeded the 20 hop rule. It should be handled like Failed Mail and a copy of the message should be kept for 30 days. If you have multiple repetitions of orphans over several days and no cause can be determined, e.g., the user was removed from the system after he sent mail, contact Customer Support at **1-800/635-0921**.
 - e. **Subject: Bad Address in File** — Record the message in the DDN Mail logbook. Then edit the file named in quotation marks. Remove or **fix** the address named after the line that says:

There were problems with.

6.4.3 Check The Mail Oueue Status. The E-Mail queue status should be checked daily to ensure that the E-Mail system is delivering the mail. The **Mail Queue Status** option will report on the amount of mail waiting in the MMDF distribution queue. It indicates the total number of messages, the size of the queue directory, and the oldest queued message for each channel. Site system administrators are responsible for ensuring that the Deliver Daemons are running properly and mail is flowing properly. Refer to section 7.5 for more detailed instructions on maintaining the TC ACCIS Email system.

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6.5 Common Email Errors And Solutions. The following error messages may be received when attempting to use E-mail.

Invalid Host in Address

Probable cause--Host name typed incorrectly.

Solution--Enter the host part of the DDN address correctly.

6.6 Hardware Maintenance. In order to ensure the smooth running of the software, the system administrator should perform preventative maintenance functions on a regular basis. All other hardware problems not mentioned here should be reported to the appropriate authorities at your installation.

6.6.1 Hardware Exteriors. Clean all exposed surfaces on all pieces of equipment regularly (at least once a month). This includes the COMPAQ 4500, printers, tape drives, and all terminals. Clean all of these exterior surfaces with a soft cloth and Freon TF.

CAUTION - To avoid problems with extraneous dirt and/or liquids, do not place drinks or food near computer terminals.

6.6.2 Tape Drives. The following procedures describe how to clean the DAT tape drive, and the Quarter-inch minicartridge tape drive.

6.6.2.1 Cleaning The DAT Tape Drive. The read/write head and capstan of the DAT drive should be cleaned with a new cleaning cartridge **after** the first two hours of use and approximately once a week thereafter. No other periodic maintenance is required.

Use the following procedures to clean the DAT tape drive:

1. Insert the cleaning cartridge into the drive. The drive automatically takes the cartridge, loads it, and cleans the head.
2. **After** about 30 seconds, the drive ejects the cartridge.

If the drive does not eject the cartridge and the Cleaning Needed signal is still displayed, discard the cartridge and repeat the cleaning operation with a new cleaning cartridge.

3. Take the cartridge out of the drive and write the cleaning date on the cartridge label. This provides a record of how many times the cleaning cartridge has been used. The cleaning

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cartridge typically has a life of 25 cleaning cycles.

6.6.2.2 Cleanine The Exabyte Quarter-Inch Minicartridge Tape Drive. Use the manufacturer's cleaning kit to clean the tape drive. Information on ordering supplies is given below:

To order supplies such as cleaning kits for your Exabyte tape drive call:

Phone: 1-800-EXATAPE (1-800-392-8273) or I-303-442-4333 and ask for Exabyte Direct Sales

Fax: 1-303-447-7689

CAUTION: Using a cleaning method other than the manufacturer's cleaning kit voids the tape warranty. Clean the recording head only; do not clean the capstan (drive roller). Do not use the following materials to clean the tape drive: cotton-tipped swabs, shop air or air from an oil-lubricated compressor; or any abrasive cleaning materials.

- a. **When to Clean the Exabyte Tape Drive.** Cleaning requirements depend upon the frequency of use, tape quality, and how clean the environment is. If the mini-cartridge drive is used **often** during the week then system administrators should use the cleaning tape once a week. If the mini-cartridge tape drive is used less frequently then use the cleaning tape less frequently.
- b. **Cleaning The Tape Drive With The Cleaning Kit.** To use the Cleaning kit follow these steps:
1. Apply power to the tape drive. When the power-on self-test is complete, remove any minicartridge from the tape drive.
 2. Install a new foam pad in the cleaning cartridge as directed in the instructions provided with the kit. **CAUTION:** Use each foam pad only once, replacing it with a new one before every cleaning.
 3. Set the slide switch on the cartridge to the "ON" position and moisten the pad with head cleaning fluid.
 4. Insert the cleaning cartridge in the tape drive. The cleaning cycle is performed automatically. Remove the cleaning cartridge from the tape drive after 30 seconds.

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CAUTION: The tape drive does not automatically eject the cleaning cartridge. Do not leave the cleaning cartridge in the tape drive for more than 30 seconds.

5. Store the cleaning kit for future use if it still has foam cleaning pads remaining. Or, discard it if no more pads remain. You may want to maintain a record of when you cleaned the tape drive on the cleaning record provided with the cleaning kit.
- c. **Carine For Minicartridees.** To maximize the shelf life of your tapes and ensure data integrity, follow these guidelines when storing minicartridges:
- o Only place labels on the cartridge's plastic cover, not on the metal bottom of the minicartridge.
 - o Keep minicartridges in their protective boxes when not in use.
 - o Do not open the minicartridge's access door or touch the tape.
 - o Store minicartridges as soon as possible after you have written data to them. Immediate storage helps avoid many of the conditions that can damage tapes, such as temperature and humidity fluctuation, particulate contamination, and excessive handling.
 - o Store minicartridges with the record tab in the write-protect position.
 - o Store minicartridges in a cool, non-magnetic environment. Follow the minicartridge manufacturer's specifications for storage temperature and other environmental requirements. Do not allow the temperature and humidity in the storage environment to fluctuate.
 - o Keep the storage location as free of airborne particles as possible. To eliminate obvious sources of particles, do not permit anyone to smoke, eat, or drink near the storage area, and do not store minicartridges near a copier or printer that may emit toner and paper dust.
 - o Do not drop, or otherwise damage, the minicartridge.

6.7 ERROR MESSAGES. This section lists all of the TC ACCIS error messages referenced throughout this manual and explains how to respond to these error messages.

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They don't match; try again

When the **Change Password** function asks for the new password, you must enter the new password twice, character by character. If you don't enter the new password the same way both times, you are given the opportunity to enter your new password again. If you are unsuccessful after three attempts, you are sent back to the **System Utilities** menu. In this case, your old password is still operative.

This value is not among the valid possibilities

This message refers to those fields throughout TC ACCIS that allow only certain sets of possibilities to be entered. You must enter a valid choice in order to successfully fill in this field.

Unable to complete printer installation

If you receive this message while trying to install a printer, do the following:

1. Check the **physical printer name** and the **device name** and **number** that you entered to see whether they are correct.
2. Check to see whether the printer is physically connected to the computer.
3. Fix any of the above conditions and start the entire function over again. If you still receive this error message **after** trying all of the fixes, contact your computer support team.

6.8 SYSTEM PARTITIONS. The COMPAQ 4500 SCO UNIX operating system is divided into seven mounted disk partitions. The site system administrator can view these by entering **df -t** at the root prompt. The following partitions will display:

NOTE: The TC ACCIS database files can not be viewed due to the nature of the INFORMIX online database.

<u>Partition</u>	<u>Explanation</u>
/	This includes the operating system files.
/stand	This includes the system configuration files. THIS PARTITION SHOULD NOT BE ACCESSED!
/dbsback	This includes reserve space necessary for automatic system backups. THIS PARTITION SHOULD NOT BE ACCESSED!

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- /work** This holds reserve space for TC ACCIS software patches.
- /tmp** This is a temporary area that is cleaned out when the system is taken down.
- /trans** This holds all TC ACCIS **executables**, home directories, communications, etc.
- /scoback** This is reserve area for the operating system. **THIS PARTITION SHOULD NOT BE ACCESSED!**

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SECTION 7. MAINTAIN SYSTEM

Maintain System functions include setting up and modifying user **login** information, checking and maintaining certain TC ACCIS operations, examining and clearing error log files, and checking and repairing the database. All of the Maintain System functions must be performed at the COMPAQ 4500 monitor using the **tadmin** system administrator **login** and password.

Use the following procedures to access the **Maintain System** menu:

1. **Login** to the system as **tadmin** at the **Login** prompt.
2. At the prompt, enter the password for the **tadmin login**. The TC ACCIS System Administration Menu is displayed (see Figure 7- 1.).

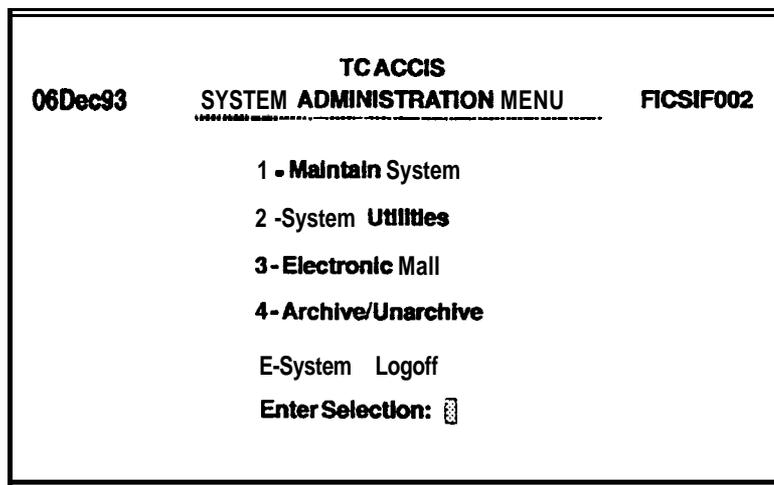


Figure 7-1. TC ACCIS System Administration Menu

3. At the TC ACCIS System Administration Menu, select **Maintain System**. The **Maintain System** menu is displayed (see Figure 7-2).

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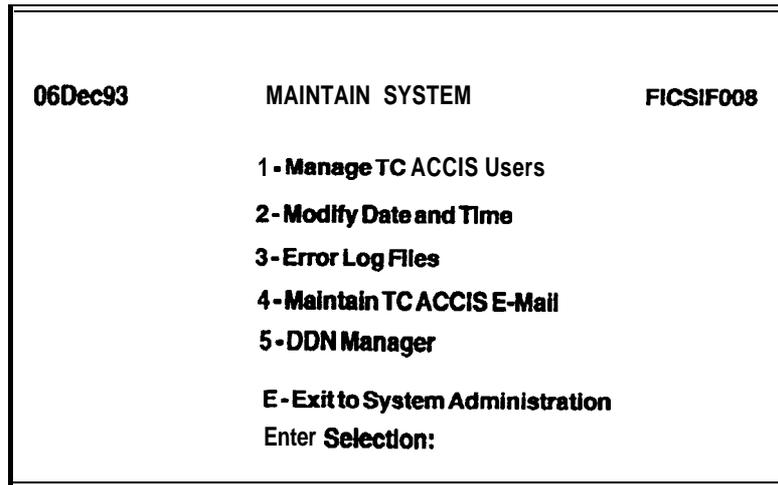


Figure 7-2. Maintain System Menu

The **Maintain System** menu has the following options:

<u>Option</u>	<u>Explanation</u>
Manage TC ACCIS Users	TC ACCIS allows the system administrator to regulate access to particular files by creating user accounts and user privileges. A computer user who is issued a user account must initially enter a login name and password in order to access those files resident in his or her user account. User privileges can also be issued so that users on the system may possess full or limited access to other users' files.
Modify Date and Time	Use this function to change the TC ACCIS system date and time as necessary.
Error Log Files	The Error Log File stores error messages recorded by the TC ACCIS application. Use this function to regularly examine the error log file for information that might be useful to TC ACCIS programmers and to remove information from the error log file when it is no longer needed.
Maintain TC ACCIS E-Mail	Use this function to track E-Mail statistics as well as to

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2. Select **Manage TC ACCIS Users** from the TC ACCIS Users Administration menu. The Manage TC ACCIS Users screen is displayed with the **USERS:** ring menu at the top:

USERS: 1-View t-Add 3-Modify 4-Delete E-Exit

The Manage TC ACCIS Users screen also includes the following fields:

<u>Option</u>	<u>Description</u>
Last Name	Last name of the user.
First Name	First name of the user.
Social Security #	The user's social security number.
Grade/Rank	The user's grade or rank.
UIC	The user's Unit Identification Code. To view a listing of active UICs , press F6 at the UIC field.
Login	The user's login name (at least 4 characters).
Work Group	The work group to which the user belongs. The work group that you assign to the user defines the TC ACCIS functions he or she can access. To view a listing of active work groups, press F6 at the Work Group field.

CAUTION:

When you are adding or modifying user information, do not enter spaces. Except for the **First Name** field, entering a space in a field on this screen will cause a system error.

7.1.2 View Users. Use the following procedures to **View** TC ACCIS Users:

1. As necessary, use the procedures in section 7.1 to access the Manage TC ACCIS Users screen with the **USERS:** ring menu displayed at the top.

USERS: 1-View 2-Add 3-Modify 4-Delete E-Exit

2. Select **View**. The User Query window is displayed with the cursor in the **Last Name** field.
3. Enter the **search criteria** (last name, **UIC**, etc.) for the desired user, pressing **RETURN** after each entry. You can enter search criteria in any one or all fields, or you can leave all fields blank to display a list of all users.
 - a. When all of your search criteria is entered, press **ESC** to begin query. All records

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that meet your search criteria are displayed in the User Help window. The number of records selected is shown in the lower left corner of the User Help window.

- b. Use the cursor control keys to highlight the desired user and press **ESC** to accept that record. The information for the selected record is displayed in the Manage TC ACCIS Users screen and the cursor **will** return to the **USERS: ring** menu where you can select another option or press **E-Exit** three times to return to the TC ACCIS System Administration Menu

NOTE:

You can press **Ctrl-C** at any time to abort query and return to the **USERS: ring** menu.

7.1.3 Add Users. If you are adding a new terminal along with a new user, you should make sure that the terminal is set up properly for TC ACCIS. Refer to section 4.2.1, "Setting up Terminals," of this manual for instructions on setting up terminals.

Use the following procedures to **Add** a new TC ACCIS User:

1. As necessary, use the procedures in section 7.1 to access the Manage TC ACCIS Users screen with the **USERS: ring** menu displayed at the top.

USERS: 1-View Z-Add 3-Modify 4-Delete E-Exit

2. Select **Add**. The cursor will move to the **Last Name** field.
3. Enter the data in each field, pressing **RETURN** after each entry. F6 **Help** is available for the **UIC** and **Work Group** fields.
 - a. When all of the data has been entered, review the entries to make sure they are correct.
 - b. As necessary, press **RETURN** to move the cursor to the field where you want to correct an entry.
 - c. Enter the correct data by typing over the displayed information, pressing **RETURN** after each entry.

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NOTE:

You can press **Ctrl-C** at any time to abort query and return to the USERS: ring menu.

4. When all of the entries are correct, press **ESC** to accept the data.
 - a. The message **Updating system...** is displayed at the bottom of the screen; **after** a short time, the message **Adding [login name) to system files...** is displayed below the first message. As each new message is displayed, the top of the screen scrolls up one line. After a few moments, the following message is displayed:

To ensure security, you must add a valid system password between 3 and 10 characters long. The password will not be echoed to the screen.

- b. At the New **Password:** prompt, enter a 3- to 10-character **password**. At the **Re-enter password:** prompt, enter the **new password** exactly as you entered it at the New Password prompt. If you enter the password incorrectly, the following message is displayed:

They don't match; try again.

New Password:

- c. Enter the **original password** again. At the **Re-enter password:** prompt, re-enter the **password** and press **RETURN**.

NOTE:

If you re-enter the password **incorrectly** twice, the system automatically adds the user to the system without assigning a password.

- d. The information you have entered is saved and the cursor will return to the USERS: ring menu where you can select another option or press **E-Exit** three times to return to the TC ACCIS SYSTEM ADMINISTRATION MENU.

7.1.4 Modify Users. Use the following procedures to **Modify** TC ACCIS Users:

1. As necessary, use the procedures in section 7.1 to access the Manage TC ACCIS Users screen with the USERS: ring menu displayed at the top.

USERS: 1-View 2-Add 3-Modify 4-Delete E-Exit

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2. Select **Modify**. The User Query window is displayed with the cursor in the **Last Name** field.
3. Enter the search criteria (last name, UIC, etc.) for the desired user, pressing **RETURN** after each entry. You can enter search criteria in any one or all fields, or you can leave all fields blank to display a list of all users.
 - a. When all of your search criteria is entered, press **ESC** to begin query. All records that meet your search criteria are displayed in the User Help window. The number of records selected is shown in the lower **left** corner of the User Help window.
 - b. Use the cursor control keys to highlight the desired user and press **ESC** to accept that record. The information for the selected record is displayed in the Manage TC ACCIS Users screen and the cursor is placed in the **Social Security #** field.
 - c. As necessary, press **RETURN** to move the cursor to the field where you want to correct an entry.
 - d. Enter the correct data by typing over the displayed information, pressing **RETURN** after each entry.

F6 Help is available for the **UIC** and **Work Group** fields.

You cannot modify the **Last Name**, **First Name**, or **Login** fields.

NOTE:

You can press Ctrl-C at any time to abort query and return to the USERS: ring menu .
--

4. When all of the entries are correct, press **ESC** to accept the modified data. The message **Modify is complete** is displayed at the bottom of the screen, and the cursor will return to the **USERS: ring menu** where you can select another option or press **E-Exit** three times to return to the TC ACCIS System Administration Menu.

7.1.5 Delete Users. Use the following procedures to **Delete** TC ACCIS Users:

1. As necessary, use the procedures described in section 7.1 to access the Manage TC ACCIS Users screen with the **USERS: ring menu** displayed at the top.

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USERS: 1-View 2-Add 3-Modify I-Delete E-Exit

2. Select **Delete**. The User Query window is displayed with the cursor in the **Last Name** field.
3. Enter the search criteria (last name, **UIC**, etc.) for the desired user, pressing **RETURN** **after** each entry. You can enter search criteria in any one or **all** fields, or you can leave all fields blank to display a list of all users.
 - a. When all of your search criteria are entered, press **ESC** to begin query. All records that meet your search criteria are displayed in the User Help window. The number of records selected is shown in the lower **left** corner of the User Help window.

NOTE:

You can press Ctrl-C at any time to abort query and return to the USERS: ring menu.

- b. Use the cursor control keys to highlight the desired user and press **ESC** to accept that record. The information for the selected record is displayed in the Manage TC ACCIS Users screen and the following message is displayed:

Confirm: DELETE [USER NAME] (y/n)?
1. At this point you can:
 - a. Enter **n** to abort the deletion process. A message **User not deleted** is displayed at the bottom of the screen and the cursor will return to the **USERS: ring** menu where you can select another option or press **E-Exit** three times to return to the TC ACCIS System Administration Menu. Or you can:
 - b. Enter **y** to Delete the record.
 - o A message **Deleting [login] from the system . . .** is displayed.
 - o Then a message **Delete is Complete** is displayed at the bottom of the screen.
 - o The cursor will return to the **USERS: ring** menu where you can select another option or press **E-Exit** three times to return to the TC ACCIS

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System Administration Menu.

7.2 Working Groups. A working group is one set of TC ACCIS access privileges that defines a group of TC ACCIS menus that a particular group of users may access. The working groups to which you assigned users in the **Maintain Users Procedures** can be redefined as circumstances dictate. For example, you can allow a TC ACCIS user access to a different set of **functions** than he or she currently accesses. Working groups are defined or redefined by assigning menu restrictions to that working group.

Use the following procedures to Manage TC ACCIS Users:

1. As necessary, refer to the Manage TC ACCIS Users paragraph in section 7.1 for the procedures to reach the TC ACCIS Users Administration menu.
2. Select **Maintain Working Groups** from the TC ACCIS Users Administration menu. The Maintain Working Groups screen is displayed with the cursor in the **GROUP** field for the first record. The following is an explanation of the fields in the top portion of this screen:

<u>Column Heading</u>	<u>Explanation</u>
Group.	The names of the TC ACCIS working groups.
Description	A description of the working group in the Group field. This description should explain the working group's function .

The information in the Menu Restrictions section at the bottom of the screen corresponds to the **Group** that is highlighted in the upper portion of the Maintain Working Groups screen. The Menu Restrictions portion of the screen contains the following fields:

<u>Column Heading</u>	<u>Explanation</u>
FIC	Form Identification Code; the TC ACCIS screen number of the menu which contains the restricted menu option. To view a listing of valid.FIC numbers and their menu titles, press F6 at the FIC field.
Menu Option	The menu option number on the FIC that is restricted. You can only restrict vertical menu options, not ring menu options. To view a listing of valid menu options for the selected FIC, press F6 at the Menu Option field.

The following options are available in this screen:

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- a. Press **ESC** to accept the data.
- b. Press **Ctrl-C** to abort the process and return to the TC ACCIS Users Administration menu.
- c. Press **Ctrl-J** to move the cursor down one row.
- d. Press **Ctrl-K** to move the cursor up one row.
- e. Press **F1** to Add a Group.
- f. Press **F2** to Delete a Group.
- g. Press **F3** to move the cursor down one page of records.
- h. Press **F4** to move the cursor up one page of records.
- i. Press **F9** to toggle back and forth between the upper and lower portions of the screen.

7.2.1 Add Working Groups. The TC ACCIS Working Groups are defined for your system. Before you decide to **Add** a Working Group, you should first carefully consider whether the existing groups are insufficient for your needs. Read through these instructions carefully.

Use the following procedures to **Add** a new TC ACCIS Working Group:

1. As necessary, use the procedures in section 7.2 to access the Maintain Working Groups screen. The cursor should be in the **GROUP** field of the first record displayed in the top portion of the screen.
2. Press **F1** to **Add** a new Working Group. A blank row is displayed at the top of the list of Working Groups.
3. Enter the new **Group** name and the Group **Description**, pressing **RETURN** after each entry. The following prompt is displayed:

Do you wish to copy the menu restrictions of a working group (Y/N)?

NOTE:

At any time, you can press **Ctrl-C** to abort the current procedure. Your entries will not be saved and the cursor will return to the TC ACCIS Users Administration menu. Then you can either select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

4. At this point you have two alternatives:
 - a. If you wish to copy the menu restrictions from another group, enter **y** and a prompt is displayed:

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Enter the working group to copy from:

Enter the name of the **Group** from which you want to copy the restrictions and press **RETURN**. The restrictions for that Group are copied and displayed in the Menu Restrictions portion of the screen. The cursor is in the **FIC** field.

You can now press **F1** to open a blank line where you can enter the **FIC** and **Menu Option** number for an additional Menu Restriction, or you can use **F6-Help** to display a list of valid FIC numbers. When you use F6, the Vertical Menu FIC Codes window is displayed and you can use the cursor control keys to highlight the desired **FIC** and then press **ESC** to accept it. The cursor will move to the **Menu Option** field.

Enter the **Menu Option** number for Menu Restriction you just entered, or you can use **F6-Help** to display a list of valid **Menu Option** numbers. When you use F6, the Vertical Menu Choices window is displayed and you can use the cursor control keys to highlight the desired **Menu Option** and then press **ESC** to accept it. The cursor will move to the **Menu Option** field.

As necessary, repeat the procedures in paragraph **a** until all the new Menu Restrictions have been entered.

- b. If you do not wish to copy the menu restrictions from another group, enter **n** and the cursor will move to the **FIC** field in the Menu Restrictions section of the screen.

You can now press **F1** to open a blank line where you can enter the **FIC** and **Menu Option** number for an additional Menu Restriction, or you can use **F6-Help** to display a list of valid **FIC** numbers. When you use F6, the Vertical Menu FIC Codes window is displayed and you can use the cursor control keys to highlight the desired **FIC** and then press **ESC** to accept it. The cursor will move to the **Menu Option** field.

Enter the **Menu Option** number for Menu Restriction you just entered, or you can use **F6-Help** to display a list of valid **Menu Option** numbers. When you use **F6**, the Vertical Menu Choices window is displayed and you can use the cursor control keys to highlight the desired **Menu Option** and then press **ESC** to accept it. The cursor will move to the **Menu Option** field.

As necessary, repeat the procedures in paragraph **b** until all the new Menu

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Restrictions have been entered.

NOTE:

While the cursor is still in the Menu Restrictions portion of the screen, you can also Delete a Menu Restrictions **from** this Group. To do this, press RETURN until the cursor is in the **FIC** field for a Menu Restriction you want to delete and then press F2. The highlighted Restriction is deleted.

NOTE:

When you have completed adding the Menu Restrictions for the first new Group, you can press F9 to return the cursor to the upper portion of the Maintain Working Groups screen. You can then repeat the procedures in paragraphs 3 through 4b above to add additional Groups before you save your data.

5. When all of the Menu Restrictions have added to your new Group(s), press **ESC** to save your new Group(s). The cursor will return to the TC ACCIS Users Administration menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

7.2.2 Delete Working Groups. The TC ACCIS Working Groups are defined for your system. Before you decide to **Delete** a Working Group, you should **carefully** consider whether the remaining groups are sufficient for your needs. Before you can delete a Working Group, you must first remove all users from that Working Group.

Use the following procedures to **Delete** a TC ACCIS Working Group:

1. As necessary, use the procedures in section 7.2 to access the Maintain Working Groups screen. The cursor is in the **GROUP** field of the first record displayed in the top portion of the screen.
2. Use the cursor control keys to highlight the Group you want to delete.
3. Press F2 to **Delete** the highlighted Working Group. A blank row is displayed at the top of the list of Working Groups. The following prompt is displayed:

Do you wish to delete work group [GROUP NAME] (y/n)?

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NOTE:

At any time, you can press **Ctrl-C** to abort the current procedure. Your entries will not be saved and the cursor will return to the TC ACCIS Users Administration menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

- a. Enter **n** if you want to abort this procedure. The cursor will return to the GROUP field
- b. Enter **y** if you want to delete the selected Group. The Group is deleted and the cursor will return to the GROUP field.

NOTE:

If you have not deleted users from this working group, the following error message is displayed: **This Work Group is still in use. Change users first. Go back and delete users as necessary before trying to delete the working group again.**

4. As necessary, repeat the procedures in paragraph 3. above to delete additional Groups.
5. When you have deleted the necessary Groups, press ESC to save your changes. The cursor will return to the TC ACCIS Users Administration menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

7.3 Modify Date and Time. TC ACCIS gives the system administrator the option to change the **Date** and **Time** that is currently being used by the computer.

CAUTION

Do not change the date and time unless there is a consistent error throughout the system or you are instructed to do so by the proper authority. Maintaining correct date and time is essential to the smooth operation of TC ACCIS.

Use the following procedures to change the **Date** and **Time** for TC ACCIS:

1. **Login** to the system as **tcadmin** at the console terminal.
2. At the prompt, enter the **password** for the tcadmin **login**. The TC ACCIS System

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Administration Menu is displayed.

3. Select **Maintain System**. The **Maintain System** Menu is displayed.
4. Select **Modify Date and Time**. A prompt is displayed:

Current Date: Mon Dec 06 08:00:36 EST 1993
Do you wish to change the date (y/n)?

5. At this point you have two alternatives:
 - a. Enter **n** and press **RETURN** if you do not want to change the date that is displayed. The cursor will return to the **Maintain System** Menu where you can select another option or press **E-Exit** to return to the **TC ACCIS System Administration Menu**, or,
 - b. Enter **y** and press **RETURN** to change the date that is displayed. A prompt is displayed:

new date format: mmddhhmmyy

Two digits per element of format, no spaces in between
month mm

day: dd

hour: hh (Military Time)

minute: mm

year: yy

enter new date:

6. Enter the new **Date** and **Time** as a single string of numbers in the **mmddhhmmyy** format shown in the message and press **RETURN**. Do not include spaces between the parts of the new date. After you have entered a new date, a prompt is displayed:

Is this correct (y/n)

7. At this point you have two alternatives:
 - a. If the new date is incorrect, enter **n** and press **RETURN**. A prompt is displayed:

enter new date:

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As necessary, repeat the procedures in steps 6 and 7 until the correct date is entered.

- b. If the new date is correct, enter y and press **RETURN**. The cursor will return to the Maintain System Menu where you can select another option or press **E-Exit** to return to the TC ACCIS System Administration Menu.

7.4 Error Log File. The Error Log File stores error messages recorded by the TC ACCIS application. These messages are important because they provide information that could help programmers fix TC ACCIS software problems.

Use the following procedures to manage the **Error Log Files** for TC ACCIS:

1. **Login** to the system as **tcadmin** at the console terminal.
2. At the prompt, enter the **password** for the tcadmin **login**. The TC ACCIS System Administration Menu is displayed.
3. Select **Maintain System**. The **Maintain System** menu is displayed.
4. Select **Error Log Files**. The Error Log Files screen is displayed with the ERROR LOG: ring menu shown at the top:

ERROR LOG: 1-Examine 2-Clear E-Exit

The only field on the screen is the **Login** field. You can press **F6** in the **Login** field to view a listing of valid **login** information.

7.4.1 Examine Error Log File. Although you do not have to respond to the error messages in the error log file, you must examine the error log file daily in order to record the information for use by TC ACCIS programmers. Use the following procedures to examine the Error Log File and produce a hard copy of it on the console printer.

1. As necessary, follow the procedures above to display the Error Log File screen with the ERROR LOG: ring menu shown at the top.
2. Select the **Examine** option. The cursor will move to the **Login** field.

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NOTE:

You can press **Ctrl-C** at any time to abort this procedure. If you abort the cursor will return to the **ERROR LOG: ring menu**.

3. At this point you have two alternatives:
 - a. Enter the **login name** for the error log file you wish to examine and press **ESC**. The screen will clear and the following message is displayed at the top of the screen, followed by the contents of the file you selected:

Using more to examine error log file for [login name] . . .

NOTE:

MORE is a UNIX program that allows you to scroll through a file page by page.

If the error log file is empty, press **RETURN** to return to the **ERROR LOG: ring menu** after the following message is displayed:

Error log file is empty
Press <<Return>> to continue

If the error log file is not empty, the error log file is displayed. On the console terminal keyboard, press the **Print Screen** key to print the screen display.

NOTE:

If you have set the console to **autoprint**, then this screen will automatically print.

- o If the information in the error log file scrolls through more than one screen, you will see the following message at the bottom **left** corner of the screen: **-More [some percentage]-**. For each **More** message that is displayed, press the **SPACEBAR** to display the next page. Then press **Print Screen** again if the console is not set to **autoprint**.
- o When you have gone through the entire file, the following message is displayed at the bottom of the screen:

Press <Return> to continue

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Press **RETURN** to return to the ERROR LOG: ring menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

- b. As an alternative, you **can** press **F6-Help** to display the User Query window with a list of valid users and their iogins.

Enter your selection criteria (last name, **UIC**, etc.) in any one or all the fields or leave all fields blank to query for all users. When you enter the **selection** criteria, press **RETURN** **after** each entry to move the cursor to the next field.

When all of your selection criteria is entered, press **ESC** to accept it. The records that meet your selection criteria are displayed.

Use the cursor control keys to highlight the desired record and press **ESC** to accept it. The screen will clear and the following message is displayed at the top of the screen, followed by the contents of the file you selected:

Using more to examine error log file for [login name] . . .

NOTE:

MORE is a UNIX program that allows you to scroll through a file page by page.

If the error log file is empty, press **RETURN** to return to the ERROR LOG: ring menu **after** the following message is displayed:

Error log file is empty
Press <<Return>> to continue

If the error log file is not empty, the error log file is displayed. On the console terminal keyboard, press the **Print Screen** key to print the screen display.

NOTE:

If you have set the console to **autoprint**, then **this screen** will automatically print.

- o If the information in the error log file scrolls through more than one screen, you will see the following message at the bottom left corner of the screen: **-More [some percentage]-.** For each **More** message that is displayed, press the

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SPACEBAR to display the next page; then press **Print Screen** if the console is not set to **autoprint**.

- o When you have gone through the entire file, the following message is displayed at the bottom of the screen:

Press <<Return>> to continue

Press **RETURN** to return to the ERROR LOG: ring menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

7.4.2 Clean Error Log File. The Error Log File needs to be **cleaned out** (cleared of data) regularly to prevent it from becoming so large that it fills up the disk. You should clean out the Error Log File at least once a week. You may wish to clean it out every time you examine it.

Use the following procedures to clean out the Error Log File:

1. As necessary, follow the procedures above to display the Error Log File screen with the ERROR LOG: ring menu shown at the top.
2. Select the **Clean** option. The cursor will move to the **Login** field.

NOTE:

You can press **Ctrl-C** at any time to abort this procedure. If you abort the cursor will return to the ERROR LOG: ring menu.

3. At this point you have two alternatives:
 - a. Enter the **login name** for the error log file you wish to clean out and press **ESC**. The screen will clear and the following prompt is displayed:

Confirm: Clean error log file for [login name] (y/n)?

If you respond by entering **n**, an **Error log not cleaned** message is displayed and the cursor will return to the ERROR LOG: ring menu where you can select another option, or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

If you respond by entering **y**, the screen clears and the following messages are

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displayed at the top of the screen:

Cleaning error log file for [login name]
Press <<Return>> to continue

Press **RETURN** and the cursor will return to the ERROR LOG: ring menu where you can select another option, or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

- b. As an alternative, you can press **F6-Help** to display the User Query window with a list of valid users and their **logins**.

Enter your selection criteria (last name, **UIC**, etc.) in any one or all the fields or leave all fields blank to query for all users. When you enter the selection criteria, press **RETURN** after each entry to move the cursor to the next field.

When all of your selection criteria is entered, press **ESC** to accept it. The User Help window is displayed with all the records that meet your selection criteria.

Use the cursor control keys to highlight the desired record and press **ESC** to accept it. The window will close and the following prompt is displayed:

Confirm: Clean error log file for [login name] (y/n)?

If you respond by entering **n**, an **Error log not cleaned** message is displayed and the cursor will return to the ERROR LOG: ring menu where you can select another option, or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

If you respond by entering **y**, the screen clears and the following messages are displayed at the top of the screen:

Cleaning error log file for [login name]
Press <<Return>> to continue

Press **RETURN** and the cursor will return to the ERROR LOG: ring menu where you can select another option, or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

7.5 Maintain TC ACCIS E-Mail. The TC ACCIS Electronic Mail system is based on the U.S.

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Army Information Systems Command (USAISC) Electronic Mail System which is, in turn, based on the Multichannel Memorandum Distribution Facility Version II (MMDF II). MMDF II is a sophisticated electronic mail transfer agent designed to operate in a UNIX/XENIX environment. As the system administrator, you are responsible for maintaining E-Mail. This chapter explains how to access and use functions to check the status of mail, maintain the E-Mail Network, maintain address lists, and maintain users and user authorizations.

Use the following procedures to access the Maintain TC ACCIS E-Mail function:

1. **Login** to the system as **tcadmin** at the console terminal.
2. At the prompt, enter the **password** for the **tcadmin login**. The TC ACCIS System Administration Menu is displayed.
3. Select **Maintain System**. The **Maintain System** Menu is displayed.
4. Select **Maintain TC ACCIS E-Mail**. The Maintain TC ACCIS E-Mail Menu is displayed (see Figure 7-3) with the following options:

NOTE: The number of messages displayed can change almost immediately when **Email** is being processed.

<u>Option</u>	<u>Explanation</u>
Mail Queue Status	Use this function to check the amount of mail waiting in the MMDF II distribution queue.
Pending Mail	Use this function to check the TC ACCIS mail queue for messages which have been submitted but not delivered.
Mail Configuration	Use this function to check the configuration of the current MMDF II system.
Maintain E-Mail Address List	Use this function to maintain E-Mail addresses.
Check Deliver Daemons	Use this function to check the MMDF Deliver Daemons. There are currently three deliver programs which handle the delivery of TC ACCIS E-Mail. This selection allows the system administrator to determine if they are all running.
Start Deliver Daemons	Use this function to start the Deliver Daemons (mail delivery programs) if they are not running. Only use this function after you have used the Check

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View Mail Logs

Deliver Daemons function.

Use this function to view and produce a hard copy of various mail logs. A mail log is a daily log of message control information.

The options in the Maintain TC ACCIS **Email** section are discussed in the following sections.

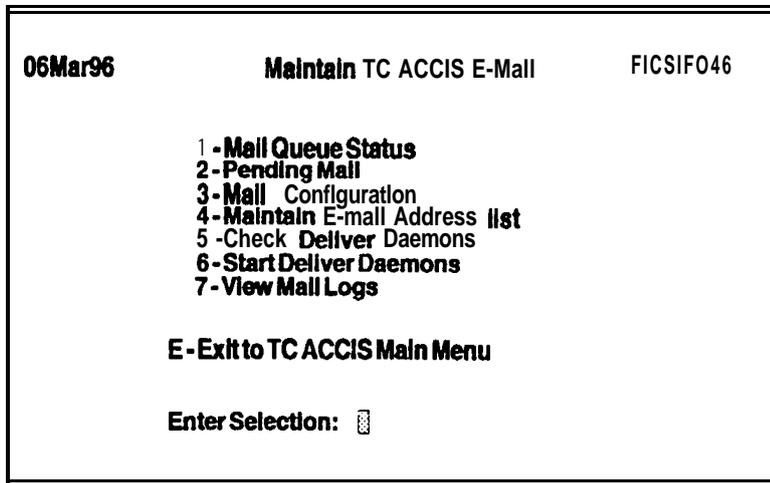


Figure 7-3. Maintain TC ACCIS E-Mail

7.5.1 Mail Queue Status. The **Mail Queue Status** option reports on the amount of mail waiting in the MMDF distribution queue. It indicates the total number of messages, the size of the queue directory, and the oldest queued message for each channel. This selection displays only those messages waiting in queue. It does not count messages pulled off queue which are being processed.

Use the following procedures to check the Mail Queue Status:

1. As necessary, follow the procedures from section 7.5 to display the Maintain TC ACCIS E-Mail Menu.
2. Select the **Mail Queue Status** option. The Mail Queue Status screen will display the number of messages on queue for all channels.

NOTE:

The number of messages displayed can change almost immediately when MMDF is processing mail.

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3. Check for potential problems such as local or **list** channel messages queued for more than several hours or a channel which has incomplete processing. These problems could mean that the deliver daemons need to be started. See sections 7.5.5, Check Deliver Daemons, and 7.5.6, Start Deliver Daemons, of this chapter for more information. If the deliver daemons did not need to be started, the messages which have been queued for several hours are stranded and need to be removed. Contact Customer Support at 1-800/635-0921 for assistance in clearing the mail queue.

4. If the information on the Mail Queue Status screen scrolls through more than one screen, you will see the following message at the bottom **left** corner of the screen: **-More-**. For each **More** message that is displayed, press the **SPACEBAR** to display the next page. When you have gone through the entire file, the following message is displayed at the bottom of the screen:

End of queue!

5. When you are done checking the mail queue status, press **Ctrl-C** to return to the Maintain TC ACCIS E-Mail Menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

7.5.2 Pending Mail. The **Pending Mail** option checks the TC ACCIS mail queue for messages which have been submitted but not delivered.

Use the following procedures to check the Pending Mail:

1. As necessary, follow the procedures in section 7.5 to display the Maintain TC ACCIS E-Mail menu.

2. Select the **Pending Mail** option. The Pending Mail screen will display the number of messages on queue for all channels.

3. At this point, the Pending Mail screen displays the subject of each message found along with a list of addressees that have not yet received the message. Usually messages are still on queue because the addressee's host is down. (It should be noted that messages are sent via the **smtp** channel to DDN every 10 minutes, thus messages for the **smtp** channel may be on queue up to 10 minutes.)

4. If the information on the Pending Mail screen scrolls through more than one screen, you will see the following message at the bottom **left** corner of the screen: **—More—**. For each **More** message that is displayed, press the **SPACEBAR** to display the next page.

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When you have gone through the entire file, the following message is displayed at the bottom of the screen:

End of Pending Mail

5. When you are done checking the pending mail, press **Ctrl-C** to return to the Maintain TC ACCIS E-Mail Menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

7.53 Mail Configuration. The **Mail Configuration** option checks the consistency of the current MMDF II system. Normally it reports on all that it finds, including current configuration. Things that it considers wrong are usually prefixed by two asterisks (**). Information that is advisory is enclosed in square brackets ([]).

Use the following procedures to check the Mail Configuration:

1. As necessary, follow the procedures in section 7.5 to display the Maintain TC ACCIS E-Mail Menu.
2. Select the **Mail Configuration** option. The Mail Configuration screen displays configuration information and any inconsistencies in your E-Mail implementation. Items marked with asterisks indicate problems.

NOTE:

Two errors which can be ignored are the **** Wrong owner : (root) for '/tmp '** entry and the **no listing** error for **'/etc/ttys'** entry.

3. If the information on the Mail Configuration screen scrolls through more than one screen, you will see the following message at the bottom left corner of the screen: **-More-**. For each **More** message that is displayed, press the **SPACEBAR** to display the next page. When you have gone through the entire file, the following message is displayed at the bottom of the screen:

End of Mail Configuration

4. When you are done checking the mail configuration, press **Ctrl-C** to return to the Maintain TC ACCIS E-Mail Menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

7.5.4 Maintain E-Mail Address List. This function allows system administrators to maintain

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addresses that contain **mailing** lists (lists of users under one address listing). This **function** allows you to create Address lists that are **useful** in avoiding long address verification procedures at mail posting time.

Use the following procedures to maintain Address lists (create, remove, print, and view):

1. As necessary, follow the procedures in section 7.5 to display the Maintain TC ACCIS E-Mail menu.
2. Select the **Maintain E-Mail Address List** option. The Maintain E-Mail Address Lists menu is displayed (see Figure 7-4) with the following options:

<u>Option</u>	<u>Explanation</u>
Create an Address List	Use this function to create an address list for a personal or group alias. For example, you can create a group alias of staff which would send E-Mail to all the users you list under staff.
Remove an Address List	Use this function to remove an address list and all users in that address list.
View System Address Lists	Use this function to view a list of all address lists and all entries in that address.
Maintain Address List	Use this function to print an address list, verify group aliases, and add or remove users from an address list.

754.1 Create an E-Mail Address List. To create an address list you must enter the alias of a group which **will** have an address list, and then enter a more formal group or personal name for this alias. Next you add the personal aliases, or user names for the address list under this group alias.

Use the following procedures to create an **Email** address alias:

1. Follow the procedures in section 7.5 to display the Maintain TC ACCIS **Email** Menu.
2. Press **4** for **Maintain Email Address List** while in the Maintain TC ACCIS **Email** Menu
3. While in the Maintain **Email** Address Lists Menu (see Figure 7-4) press **1** to create an

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address list (group alias).

4. Enter the **alias** of the address list you want to add and press **Enter**.
5. Enter the **group name** or personal name for this alias and press **Enter**.
6. Enter an individual's **E-mail address** (either alias, or user name) for the group alias and press **Enter**. Continue one by one entering **E-mail aliases**, pressing **Enter** after each one. When finished press **Enter**. The system prompts you with:

The address list has been added.

7. Press **Ctrl-C** to return to the Maintain **Email** Address Lists Menu and then press **E** to exit.

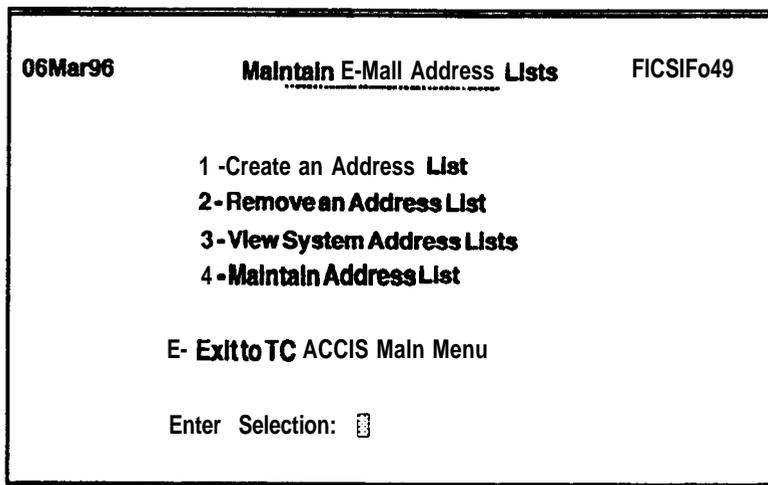


Figure 7-4. Maintain Email Address Lists Menu

7.5.4.2 Remove an E-Mail Address List. The **Remove an E-Mail Address List** option removes an address list and all entries in that address list.

Use the following procedures to Remove an E-Mail Address List:

1. As necessary, follow the procedures in section 7.5 to display the Maintain TC ACCIS E-Mail Menu.

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2. Enter 4 for the **Maintain E-Mail Address List** option. The Maintain E-Mail Address Lists Menu is displayed.
3. Select 2 for the **Remove an Address List** option from the Maintain E-Mail Address List menu. The Remove an Address List screen is displayed with the following prompt:

Enter the name of the address list you want to delete and then press the enter key:

4. Enter the **alias of the address list** and press **RETURN**. The following message is displayed:

Are you sure to delete the alias ?

5. Enter Y. The system responds with the following message:

Address list [name] has been deleted.

After a minute the system returns to the Maintain **Email** Address Lists Menu

6. Press **E** to exit to the Maintain TC ACCIS **Email** Menu.

7.5.4.3 View E-Mail Address List. The **View E-Mail Address List** option allows you to view and produce a hard copy of a listing of all address lists and the list maintainer for each address list.

Use the following procedures to View an E-Mail Address List:

1. As necessary, follow the procedures in section 7.5 to display the Maintain TC ACCIS E-Mail Menu.
2. Enter 4 for the **Maintain E-Mail Address List** option. The Maintain E-Mail Address Lists Menu is displayed.
3. Enter 3 for the **View System Address List** option from the Maintain E-Mail Address List Menu. The View System Address List screen is displayed with the following prompt:

[CTRL-C] to abort

Press the enter key after each answer

Do you want the address list names printed on a printer?

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- a. If you respond by entering **n** and pressing **Return**, the **Please wait. . .** message is displayed and then the lists of Alias address lists scrolls across the screen.
- b. If you respond by entering **y** and pressing **Return**, the following prompt is displayed:

Enter the printer device:

4. The listing of all address lists and their list maintainers is displayed on the screen and sent to the printer if you chose that option. If the information on the View E-Mail Address List screen scrolls through more than one screen, you will see the following message at the bottom **left** corner of the screen: **-More-**. For each **More** message that is displayed, press the **SPACEBAR** to display the next page. When you have gone through the entire file, the following message is displayed at the bottom of the screen:

End of system address lists

5. When you are done viewing the system address list, press **Ctrl-C** to return to the Maintain E-Mail Address List Menu where you can select another option or press **E-Exit** three times to return to the TC ACCIS System Administration Menu.

7.5.4.4 Maintain an E-Mail Address List. The Maintain E-Mail Address List option allows you to add or remove users from an address list, **verify** the users in an address list, and print the address list.

Use the following procedures to Maintain an E-Mail Address List:

1. As necessary, follow the procedures in section 7.5 to display the Maintain TC ACCIS E-Mail Menu.
2. Enter 4 for the **Maintain E-Mail Address List** option. The Maintain E-Mail Address Lists Menu is displayed.
3. Enter 4 for the **Maintain Address List** option from the Maintain E-Mail Address List Menu. The Update Address List screen is displayed with the following prompt:

**Enter the name of the group alias you want to update and
then press the enter key:**

4. Enter the name of the address list and press **RETURN**. The following messages are

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displayed:

**Adjusting group alias (name]
You are in group alias manager mode**

**print group alias (p),verify group alias (v),add user (a),remove user (r),
quit (q)?**

5. At the prompt, do one of the following:
 - o Enter **P**, and press **Return**, to print the aliases in your group alias; or
 - o Enter **v**, and press **Return**, to view a listing of the aliases in your group alias; or
 - o Enter **a**, and press **Return**, to add a user (personal alias or **login** user name) to your group alias; or
 - o Enter **r**, and press **Return**, to remove a user (personal alias or **login** user name) to your group alias.
6. When you are finished, enter **q**, and press **Return**, to quit and return to the Maintain Email Address Lists Menu, where you can press **E** twice to return to the TC ACCIS System Administration Menu.

7.5.5 Check Deliver Daemons. Check Deliver Daemons checks the MMDF Deliver Daemons. There are currently three deliver programs (**local**, **list**, and **smtp**) which handle the delivery of TC ACCIS E-Mail. This option allows the system administrator to determine if they are running.

Use the following procedures to Check Deliver Daemons:

1. As necessary, follow the procedures in section 7.5 to display the Maintain TC ACCIS E-Mail Menu.
2. Select the **Check Deliver Daemons** option. The Check Deliver Daemons screen displays a list of all channels and a list of all deliver daemons. If you do not have a demon for each of the channel listed, you must use the kill process to kill the daemons that are running and then run the **Start Deliver Daemons** option.
3. If the information on the Check Deliver Daemons screen scrolls through more than one screen, you will see the following message at the bottom left corner of the screen:
—More—. For each **More** message that is displayed, press the **SPACEBAR** to display the next page. When you have gone through the entire file, the following message is

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displayed at the bottom of the screen:

End of Delivery Daemons

4. When you are done checking the deliver daemons status, press **Ctrl-C** to return to the Maintain TC ACCIS E-Mail Menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

7.56 Start Deliver Daemons. Start Deliver Daemons can be used to start the deliver daemons if they were not running when the **Check Deliver Daemons** option was used.

Use the following procedures to Start Deliver Daemons:

1. As necessary, follow the procedures in section 7.5 to display the Maintain TC ACCIS E-Mail Menu.
2. Select the **Start Deliver Daemons** option. The Start Deliver Daemons screen is displayed with the following message:

Do not continue if you have not checked your deliver daemons and they are NOT running.

Enter return to continue or CTRL-C to abort:

- a. If you have not followed the procedures in the **Check Deliver Daemons** paragraph above, press **Ctrl-C** to abort this procedure.
 - b. If you have followed the **Check Deliver Daemons** procedures, press RETURN to start the deliver daemons.
3. After the deliver daemons have been started, press **Ctrl-C** to return to the Maintain TC ACCIS E-Mail menu where you can select another option or press **E-Exit** twice to return to the TC ACCIS System Administration Menu.

7.57 View Mail LOPS. The Mail Logs are daily logs of various types of message control information. The Old Mail Logs contain the same message control information for the previous 24 hours. After 48 hours, any mail log is gone from the system. These logs can be viewed and printed as necessary.

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Use the following procedures to view the mail logs:

1. As necessary, follow the procedures in section 7.5 to display the Maintain TC ACCIS E-Mail menu.
2. Select the **View Mail Logs** option. The View Mail Logs menu is displayed with the following options:

<u>Ootion</u>	<u>Explanation</u>
View Channel Log	Use this function to view the logging information about MMDF programs delivered and submitted during the current 24 hours.
View Message Log	Use this function to view the logging information about MMDF programs delivered and submitted during the current 24 hours.
View Phone Log	Use this function to view the telephone logging information for the current 24 hours.
View Old Channel Log	Use this function to view the logging information about MMDF programs delivered and submitted during the previous 24 hours.
View Old Message Log	Use this function to view the logging information about MMDF programs delivered and submitted during the previous 24 hours.
View Old Phone Log	Use this function to view the telephone logging information for the previous 24 hours.
View Phone Transaction Log	Use this function to view the transcript file for telephone calls.

3. At the View Mail Logs menu, select the desired option. For example, select **View Channel Log** to view the contents of that log. The selected log screen is displayed with a prompt:

[CTRL-C] to abort

Press the enter key after each answer

Do you want this log printed on a printer?

- a. If you respond by entering **n**, the selected message log is displayed as described in

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step 4.

- b. If you respond by entering y, the following prompt is displayed:

Enter the printer device:

After you have entered your printer device (the logical name of your printer), a message will display your request id as follows:

request id is [request id #] (standard input)

4. The mail log is now displayed on the screen and sent to the printer if you chose that option. If the information in the mail log scrolls through more than one screen, you will see the following message at the bottom **left** corner of the screen: **-More-**. For each **More** message that is displayed, press the **SPACEBAR** to display the next page. When you have gone through the entire file, the following message is displayed at the bottom of the screen:

End of [log name] Log

5. When you are done viewing the selected mail log, press **Ctrl-C** to return to the View Mail Logs menu where you can select another option or press **E-Exit** three times to return to the TC ACCIS System Administration Menu.

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SECTION 8. USING TC ACCIS ELECTRONIC MAIL

The TC ACCIS Electronic Mail (E-Mail) is based on the **Elm** Electronic Mail System which is designed to operate in a Unix environment.

This chapter explains the three options for the system administrator to access the basic functions in E-Mail. These methods are described in sections 8.1 through 8.3. The procedures for using E-Mail are in Section 14, "Using TC ACCIS Electronic Mail," in the *TC ACCIS End User Manual*.

NOTE: The first time you attempt to check your mail in Elm, you will be prompted to establish an **.elm** directory and a **folders** directory which will be used thereafter each time you access **Email**. This is a one-time procedure. For more information see section 14 of the *TC ACCIS End User Manual*.

8.1 Accessing E-Mail Through TC ACCIS. One way to access E-Mail is through the TC ACCIS Main Menu. This option is convenient when you are already performing other TC ACCIS functions.

Use the following procedures to access E-Mail through the TC ACCIS software:

1. At the TC ACCIS **login** prompt, enter your TC ACCIS **login** and press RETURN. A **Password:** prompt is displayed.
2. Enter your TC ACCIS **password**. The TC ACCIS Message of the Day screen is displayed temporarily, as shown in Figure 8-1

If you have new mail, a message is displayed in the lower left corner of the TC ACCIS Message of the Day screen:

You have mail!
Select "Electronic Mail"

Then the TC ACCIS Main Menu is displayed, see Figure 8-2.

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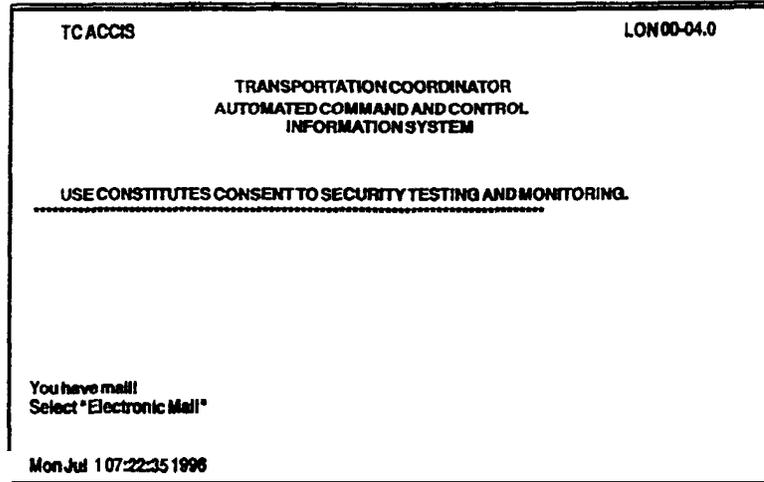


Figure 8-1. TC ACCIS Message of the Day Screen

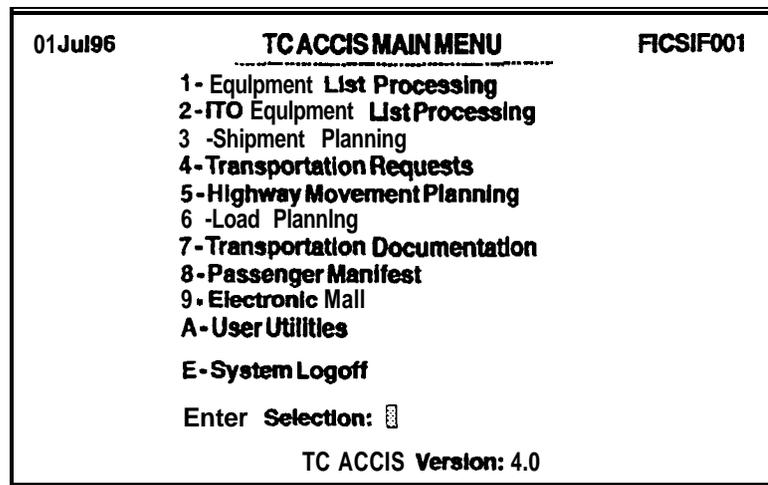


Figure 8-2. TC ACCIS Main Menu

3. Select **Electronic Mail**. The Electronic Mail screen is displayed as shown in Figure 8-3.
4. Use the procedures in Section 14, "Using TC ACCIS Electronic Mail" in the *TC ACCIS End User Manual* to perform the E-Mail functions. When you are done using E-Mail, you are returned to the TC ACCIS Main Menu where you can select another option or logoff the

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system.

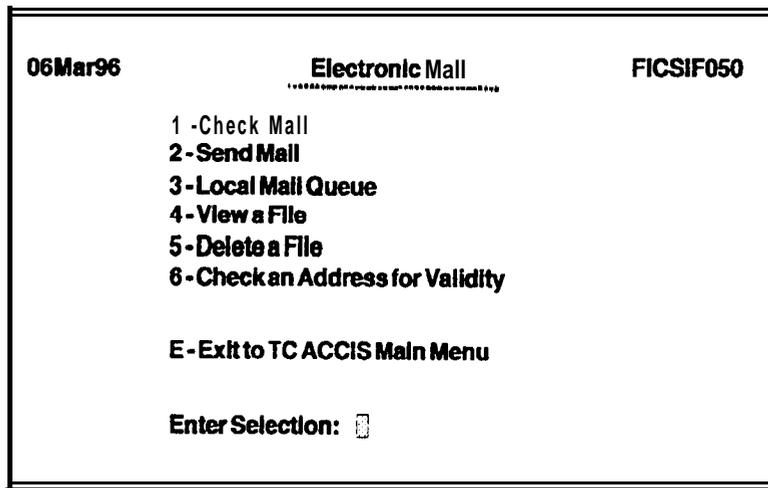


Figure 8-3. Electronic Mail Menu

8.2 Accessing E-Mail Through the TC ACCIS System Administration Menu. Another way to access E-Mail is through the TC ACCIS System Administration Menu. This method is most convenient when you are already performing other System Administration functions.

Use the following procedures to access E-Mail through the TC ACCIS System Administration Menu.

1. **Login** to the system as **tcadmin** at your terminal. A **Password:** prompt is displayed.
2. Enter your **tcadmin password**. The TC ACCIS System Administration Menu is displayed as shown in Figure 8-4.
3. Select **Electronic Mail**. The Electronic Mail screen is displayed (see Figure 8-3, above, from section 8.1).

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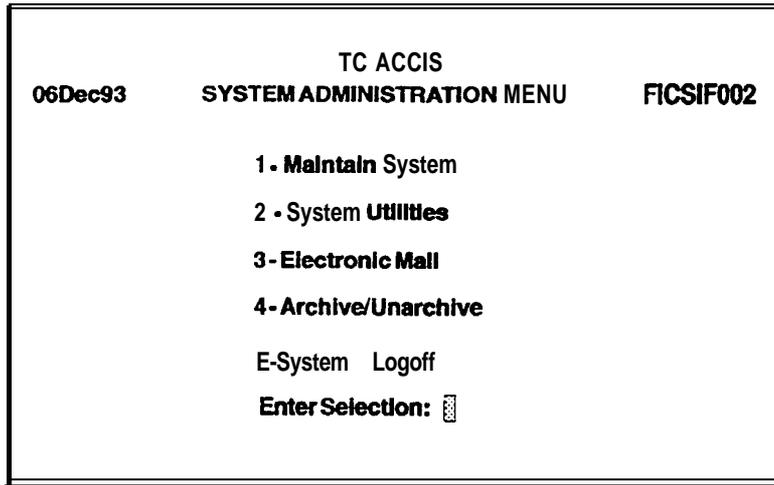


Figure 8-4. TC ACCIS System Administration Menu

4. Use the procedures in Section 14, “Using TC ACCIS Electronic Mail” in the *TC ACCIS End User Manual* to perform the E-Mail functions. When you are done using E-Mail, you are returned to the TC ACCIS System Administration Menu where you can select another option or logoff the system.

8.3 Accessing E-Mail from the UNIX Prompt. You can also access some E-mail functions directly from the UNIX prompt. This method allows you to perform limited E-mail operations, such as reading the mail, or sending a message. It is very convenient to use this method if the user is not logged into TC ACCIS or into the TC ACCIS System Administration Menu. This method uses the ELM Mail System.

8.3.1 Accessing Email Through ELM. Use the following procedures to access your mail from the UNIX prompt:

1. At the UNIX login prompt, "#," enter **ELM** to access your mail. A message similar to the one in Figure 8-5 displays.

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```
Mailbox is '/usr/mail/mymail' with 15 messages [Elm 2.4PL22]
->  N   1   Apr 24 Larry Fenske   (49)  Hello there
    N   2   Apr 24 Jad@jpcnoe   (84)  Chico'? Why go there?
    E   3   Apr 23 Carl Smith    (53)  Dinner tonight?
    Nu  4   Apr 18 Don Knuth     (354) Your version of TeX...
    N   5   Apr 18 games        (26)  Cribbage Game
    A   6   Apr 1 S Kevin        (27)  More software requests
        7   Apr 13 John Jacobs   (194) How can you hate RUSH?
    u   8   Apr 8 decvax!mouse  (68)  Response to Usenet article
        9   Apr 6 root          (7)
    0  10  Apr 5 root            (13)

You can use any of the following commands by pressing the first character;
d)delete or u)ndelete mail, m)ail a message, r)eply or f)orward mail, q)uit
To read a message, press <return>, j = move down, k = move up, ? = help
Command : @
```

Figure 8-5. ELM Main Screen

The menu on the bottom of the screen in Figure 8-5 is self-explanatory. To read a message simply press k or j to move up or down the list of messages. The arrow in the upper right hand corner designates the message your cursor is at (**NOTE:** some screens may have a bar instead of an arrow).

2. Press **RETURN** to read a message or press another key as required (for example d to delete).

Also note the following about using Elm and Figure 8-5:

- o The first line on the screen always displays the name of the current folder, the number of messages in the folder, and the current Elm version number.
- o As already stated, the arrow ("->") or inverse bar always indicates which is the current message.
- o The first field (first column) in the screen is the status field for each message. This can be blank, or contain any combination of the following:

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The first character signifies a temporary status:

E	for an expired message
N	for a new message
O	for an old (i.e., not new but not read) message
D	for a deleted message

The second character signifies a permanent status:

C	for confidential mail
U	for urgent mail
P	for a private message
A	for messages that have an action associated with them
F	for a form letter

8.3.2 Sending Email Messages From ELM. To send a message to someone without any of the associated overhead of reading in a mail folder, do the following procedures:

1. You can invoke ELM with the name(s) of the people to send to. For example, at the UNIX **login** prompt, "#," enter :

elm davet

2. Elm then prompts for Subject, Copies, and then drops you in your editor (defined in the `.e.m/elmrc` file) to compose the message. Enter your **message**.
3. When through with your message press **SHIFT-Z** to quit editing. The system prompts with the following message:

**Please choose one of the following options by parenthesized letter:
e)dit message, edit h)eadler, s)end it, or f)orget it**

4. Press **s** to send a message. The system verifies transmission then terminates.

Elm also supports batch type mailing, of files and so on, by using the following command:

elm davet<help.c

which reads in the file and transmits it to the specified user.

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SECTION 9. SYSTEM UTILITIES

System utilities functions include determining the status of programs being run on TC ACCIS, stopping (killing) a process that is interfering with the overall operation of TC ACCIS, installing and removing system printers, entering and editing the message of the day, and changing the system administrator password. These functions are available through the option **System Utilities** on the System Administration Menu. The following **functions** are available on this menu:

Option	Explanation
Process Status	Using this function, you can monitor the applications that all TC ACCIS users are running.
Kill Process	If a TC ACCIS user is running a program that interferes in some way with the overall function of the system, the system administrator can kill that process using this function.
Manage TC ACCIS Printers	Use this function to install or remove system printers. The system administrator printer support functions include installing and maintaining printers and troubleshooting for printer errors.
Edit Message of the Day	Enter or edit daily screen messages that are displayed at login .
Change Password	Use this function to change the system administrator password; to change any user passwords, see section 7.1 of this manual.

9.1 Process Status. Every unique program that is run on the UNIX operating system is known as a process. When any user logs into TC ACCIS, for instance, UNIX runs the **tclogin** program. Each **tclogin** program that is run on the system (that is, each time a user logs in) is considered a new process. Even when you, as system administrator, run the **Process Status** function you are running a program known as **ps**, which UNIX considers another process.

The **Process Status** function allows you to view detailed information about each process that is currently being run by the UNIX operating system. Viewing this information can help you diagnose various software performance problems. The most common problem this helps diagnose is when the system is running very slowly (that is, if the CPU is having difficulty in efficiently processing the programs users are asking it to perform).

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Use the following procedures to access and use the **Process Status** function:

1. **Login** to the system as **tcadmin** at the console terminal.
2. At the TC ACCIS System Administration menu (see Figure 9-1), select **System Utilities**

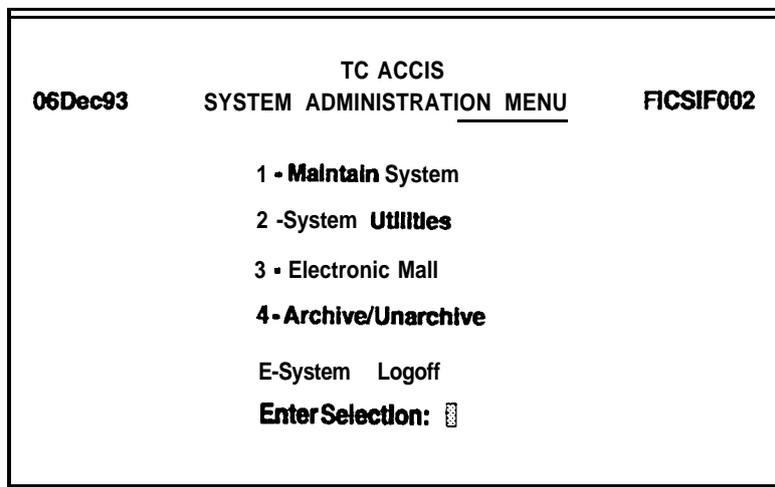


Figure 9-1. TC ACCIS System Administration Menu

3. At the System Utilities menu, select **Process Status**.
4. The screen clears and then displays the Process Status screen. Each row provides detailed information about a process that is running on the system at the time you have invoked the Process Status **function**. The following is a brief explanation of each column:

<u>Heading</u>	<u>Explanation</u>
UID	This is the user ID , or login name , of the person using the process described in a particular row.
PID	This is the process ID of the process described in a row. The UNIX operating system uses the PID to identify a particular process. When a process is created, UNIX assigns the next available number of the PID .
PPID	This is the parent process ID . Every UNIX process

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	is run from within another process. The process from which one process is run is called the parent process (the process that is run from parent process is called a child process).
C	This number describes how much of the CPU is being used to schedule a particular process. Scheduling is a method UNIX uses to decide the order in which processes are run.
STIME	This is the actual time or date that the process was started. You can tell how long a process has been running by subtracting this time from the current time.
TTY	This is the device name and number of the terminal from which the process is being run. This is the name that UNIX uses for identifying certain devices (such as terminals, tape-drives, and printers).
TIME	This is the amount of time the process has been running on the CPU.
COMMAND	The command (process) that is running. This is the UNIX command name that represents processes that are running. Most of the processes listed here should be related to TC ACCIS.

5. Scan through the information on this screen and look for the following conditions:

UID: If there is a **login** name listed here of someone you know that has already **left** for the day, that person has not logged **off**. Kill all the processes (including the **login** process) associated with that **login** name. Read the procedures described in section 9.2, Kill Process, for more information.

TIME: You should be suspicious if the amount of CPU time the process has been using is large (over 10 to 15 minutes). Find out what application the user of that process is working with (either by checking the **COMMAND** column or personally checking with the user). If that user is having problems with the process he or she is using (for example, getting very slow or no response time), record the problem.

6. If the information provided by the **Process Status function** scrolls through more than one

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screen, the following message is displayed at the bottom left hand corner of the screen:

—More—

Read through the information on the **first** screen and then press the **SPACEBAR**. If there are any more screens after the second one, the following message is displayed again:

—More—

Keep reading and pressing the **SPACEBAR** until the following message is displayed at the bottom of the screen:

Press RETURN to continue

7. When you are finished viewing the Process Status information, press **RETURN** to return to the System Utilities Menu.
8. From the System Utilities Menu, select **E-Exit** to return to the TC ACCIS System Administration menu.
9. From the TC ACCIS System Administration Menu, select **System Logoff** to exit to the **login** prompt.

9.2 Kill Process. The **Kill Process** function allows the system administrator to kill a process or a user (take a user off the system). Processes may need to be killed for a variety of reasons. For example, the system administrator may need to kill a process if the computer's processing speed slows down significantly. Procedures to kill processes and kill users are listed below:

9.2.1 Killing a Process. Do the following to kill a process:

1. **Login** as root at your console.
2. Enter **ps -ef** and press **ENTER** to determine the process id of the application you wish to kill.
3. Enter **kill-usr -p process-id** and press **ENTER** to kill the process.

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4. At the menu select the **database** that the process is operating in. Press ENTER. The system then stops the process.

9.2.2 Killing a User. Do the following to **kill** a user.

1. Login as **root** at your console.
2. Enter **who** and press **ENTER** to determine the tty (terminal) of the TC ACCIS user to kill (the user whose application you wish to kill).
3. Enter **kill-usr -t tty#** and press ENTER to take the user off the system.
4. At the menu select the **database** that the user is in. Press ENTER. The system then removes the user.

9.3 Manage TC ACCIS Printers. Part of the system administrator's day-to-day care of the system includes providing printing support for the ITO TC ACCIS users. **The Manage TC ACCIS Printers** options, **Install Printer** and **Remove Printer**, allow you to install new printers on your system for use with TC ACCIS, and to remove other printers from your system that you no longer wish to use. The following sections describe the procedures for installing printers on the system and removing them.

9.3.1 Installing Printers. Adding a printer to TC ACCIS is a two step process. The first step is to configure the printer to the operating system. The second step is to configure the system to TC ACCIS. The procedures for these steps are in the following two subsections.

9.3.1.1 Installing a Printer to the Operating System

1. From root **login** type **scoadmin** and press **RETURN**. This gives you the **SCOADMIN Menu** (see Figure 9-2).
2. Use your **arrow** key to move and highlight **Printers**. Press **RETURN**. At the new window, use your arrow key to highlight **Printer Manager**. Press **RETURN**. You now receive the Printer Manager screen (see Figure 9-3) with a listing of printers.
3. From the Printer Manager screen **select Printer** and press **RETURN**. From the new window (see Figure 9-4) press the **DOWN ARROW** and select **Add Local** and press **RETURN**.

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4. You are now in the Add Local Printer window (see Figure 9-5). Enter the **Printer Name** and press **RETURN**. **IMPORTANT:** Use the same printer name when you enter the printer in TC ACCIS in the Manage TC ACCIS Printer Screen. The Printer Names must match for TC ACCIS to recognize the printer.

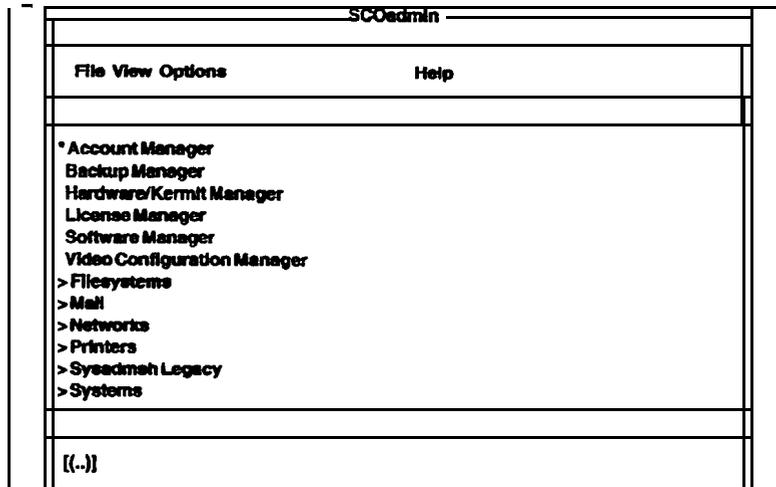


Figure 9-2. SCOadmin Screen

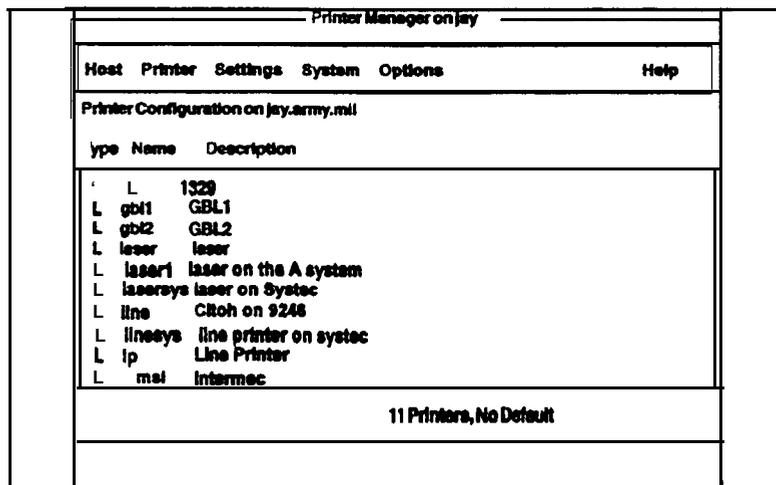


Figure 9-3. Printer Manager Screen

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5. Enter a **printer description** and press **RETURN**.
6. The **Model** field is now highlighted. Press the **DOWN ARROW**. From the list of printer models, select your **printer model** and press **RETURN**. A partial list of models that the typical site would use is as follows:

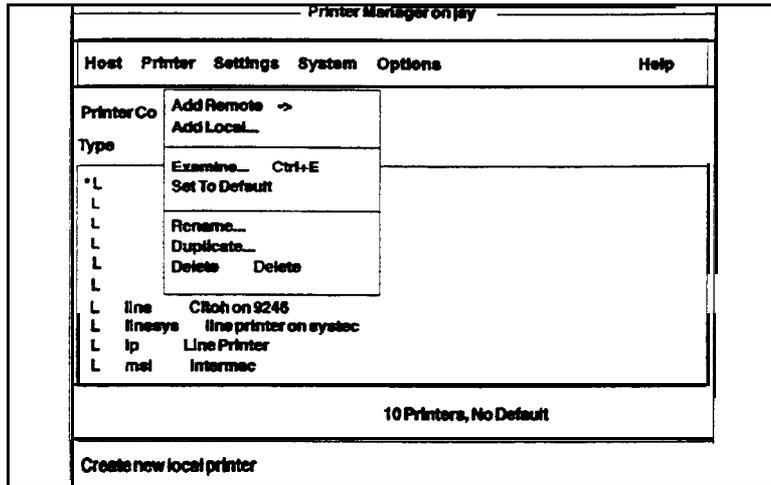


Figure 9-4. Printer Manager Window

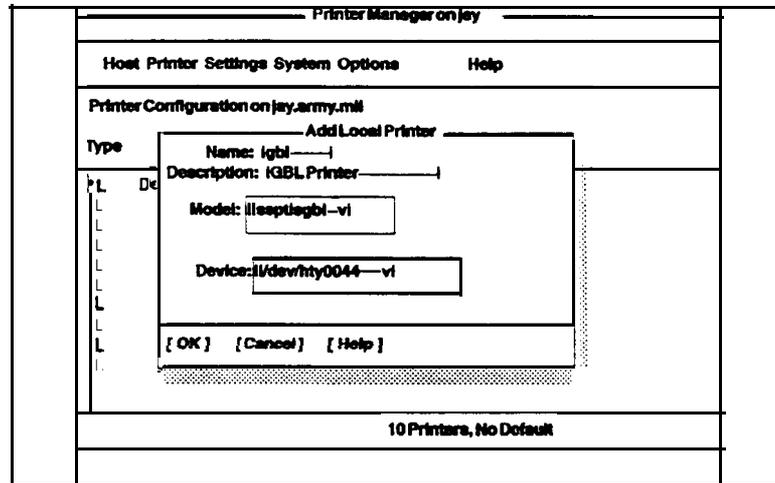


Figure 9-5. Add Printer Window

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List of Models

ssp926	Hi speed printer
ssp800	Hi speed printer
ssp600	Hi speed printer
ssptisgbl	TI printer (GBL printer on Systech)
sspintrbp	MSL printer on Digiboard
sspintrsy	MSL printer on Systech
ssptibgbl	TI printer (GBL printer on a Digiboard)
standard	Ap 1329 Dot Matrix
standard	AP1307
standard	AP1339
standard	Epson laser

NOTE: For all other printers system administrators must match the device to its model.

7. Your **cursor** is now highlighting the **Device field**. Press the **DELETE** key to delete everything in the field. Then enter the **device name (e.g., /dev/ttya03)**, and press **RETURN**. This takes you to the system response of OK.

Enter a **device name** in the format **/dev/portname**. Portnames will differ between Digiboard and Systech cluster connections. **Portname** nomenclature is as follows:

Digiboard Ports: For a port on a Digiboard, using **ttya01** as an example, the Digiboard cluster is a and the port is 1. This Digiboard can have up to 16 ports with the sixteenth port being **ttya16**. The next Digiboard will be b, and its first port is **ttyb01**.

Systech Ports: The Systech cluster port nomenclature is as follows: using **hty0010** as an example, the 1 stands for the Systech cluster, and the 0 is the first port. There can be 1 through 8 Systech clusters and 0-7 ports. For example, the 4th port on the second Systech cluster is **hty0023**.

8. Press **RETURN** and the printer is added. The operating system now recognizes the printer but it still must be added to TC ACCIS to use the printer for TC ACCIS functions. Section 9.3.1.2 gives procedures for adding the printer to TC ACCIS.
9. To check that your printer is installed, see the procedures below. To exit do the following:

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At the Printer Manager screen press **TAB** twice until **File** is highlighted. Press the **DOWN ARROW** to select **EXIT** and press **RETURN**.

Procedures To Check That The Printer Has Been Added To The Operating System:

1. From the Printer Manager screen select **Printer** and Press **RETURN**
2. From the pop-up window (see Figure 9-4) select **Examine** and press **RETURN**. The Examine Printer window (see Figure 9-6) gives the user information on printers installed on the operating system.
3. To exit highlight close and press **ENTER**. Select **Host** and press **ENTER**. Select **Exit** and press **ENTER**. At the Printer Manager screen press **TAB** twice until **File** is highlighted. Press the **DOWN ARROW** to select **EXIT** and press **RETURN**.

9.3.1.2 Installing a Printer to TC ACCIS.

1. Login to the system as **TCADMIN**.

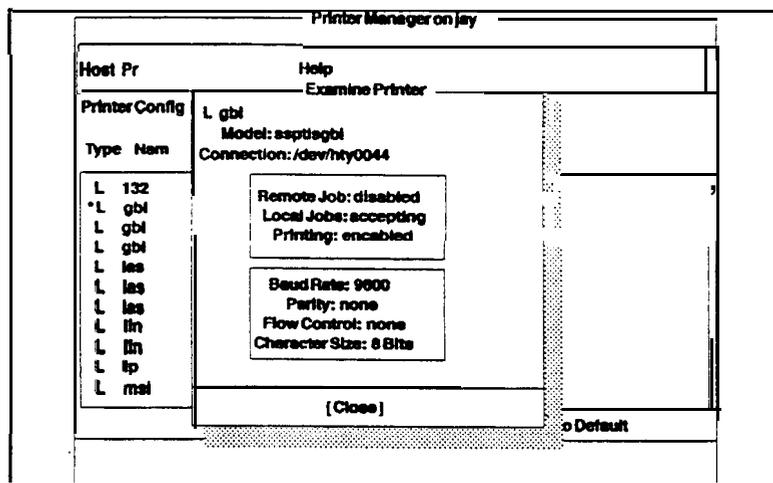


Figure 9-6. Examine Printer Window

2. From the **System Administration Menu** (see Figure 9-1), select **System Utilities**.
3. At the **System Utilities Menu**, select **Manage TC ACCIS Printers**.

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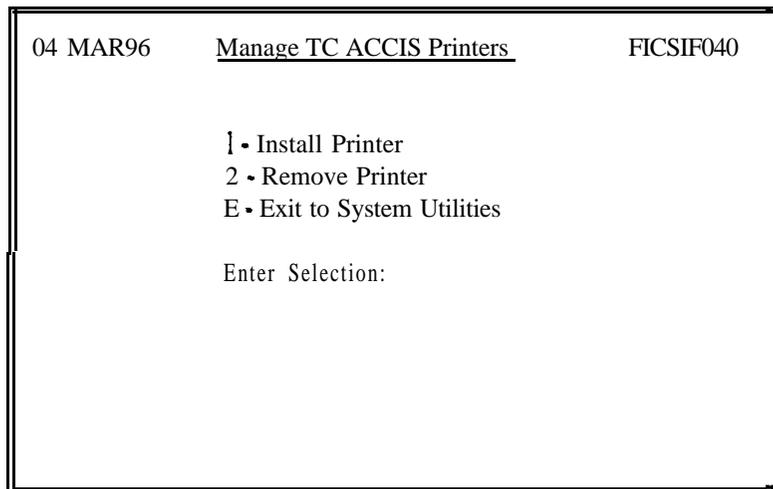


Figure 9-7. Manage TC ACCIS Printers Menu

4. At the **Manage TC ACCIS Printers** menu (see Figure 9-7), select **Install Printer**. The system will display the **Install Printer** screen (see Figure 9-S).
5. In the **PRINTER NAME** field, enter the **actual name assigned to the printer** (for example **lp**), and press **RETURN**. **NOTE:** Use the same printer name here that you entered when you added the printer to the operating system (see section 9.3.1.1).

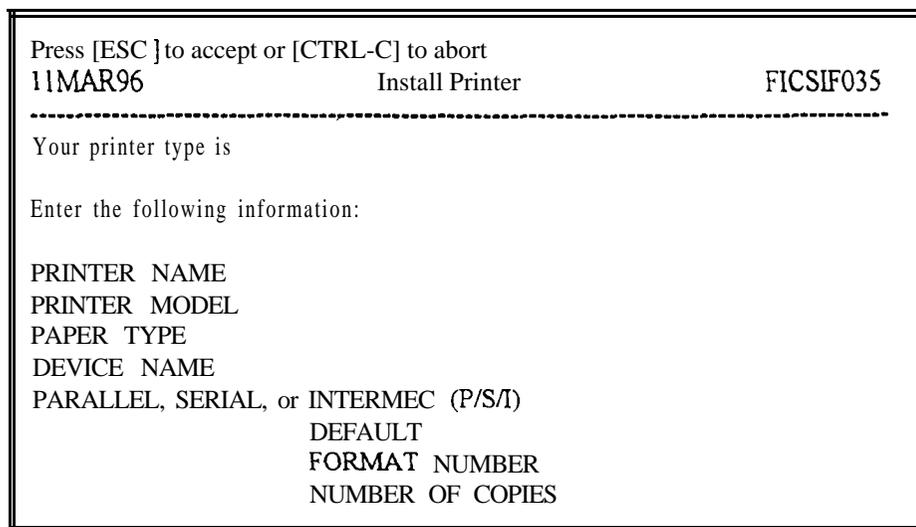


Figure 9-8. Install Printer Screen

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6. In the **PRINTER MODEL** field, enter the **model of the printer, e.g., CITO**, and press **RETURN**. See section 9.3.1.1 for a list of models.
7. In the **PAPER TYPE** field, enter **cont.** for continuous (or enter **label stock**) and press **RETURN**.
8. In the **DEVICE NAME and NUMBER** field, enter **/dev/[portname]** and press **RETURN**. The port name refers to the port onto which you installed the printer. Therefore, if you installed the printer onto Digiboard port **ttya01**, the entry in this field would be **/dev/ttya01**.
9. In the **PARALLEL, SERIAL, or INTERMEC (P/S/I)** field, enter S for serial, and press **RETURN**.
10. To save press **ESC** and select **Exit** until you see the system login prompt

9.3.2 Removing Printers. Procedures for removing a printer are also a two step process. The first step is to remove it from TC ACCIS. The second step is to remove it from the operating system. These procedures are described below.

9.3.2.1 Removing a Printer from TC ACCIS. Do the following procedures to remove a printer from TC ACCIS.

1. Login to the system as **TCADMLN**
2. From the System Administration Menu see Figure 9- 1, select **System Utilities**.
3. At the System Utilities menu, select **Manage TC ACCIS Printers**
4. At the Manage TC ACCIS Printers Menu (see Figure 9-7), select **Remove Printer**. The system will display the **Remove Printer** screen (see Figure 9-9).

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Press [ESC] to accept, [CTRL-C] to abort. [CTRL-J] row down, [CTRL-k] row up				
11MAR96	Remove Printer			FICSIF03 1

PRINTER NAME	PRINTER MODEL	PAPER TYPE	PARALLEL/ SERIAL	DEVICE NAME
LP	CITOH, 400	CONT.	S	/dev/ttyl01
MSL	INTERMEC	CONT.	S	/dev/tty102

Figure 9-9. Remove Printer Screen

5. Put the **cursor** next to the **Printer Name** to delete and press **ESC**. The system then returns the user to the **Manage TC ACCIS Printer** screen. Press **E** to exit.

9.3.2.2 Removing a Printer from the Operating System. Do the following procedures to remove a printer from the **SCO UNIX** operating system.

1. **Login** to the root prompt. Enter **SCOADMIN**. Select **Printer** from the **SCOADMIN** screen.
2. From the Printer Manager menu select **Printer**. Select **Printer Manager**, then press **TAB** to enter into the list of printers. Press the **DOWN ARROW** to put the asterisk next to the printer you wish to remove. Press **TAB** to return to the ring menu.
3. Press the **RIGHT ARROW** to highlight **Printers**. Press the **DOWN ARROW** to get a window, then press the **DOWN ARROW** to move down and highlight **DELETE**. Press **RETURN**. You will get a confirmation prompt.
4. To exit, press the **LEFT ARROW** to highlight **HOST**. Press the **DOWN ARROW** and move down to highlight **EXIT**. Press **RETURN**.

9.4 Edit Message of the Day. The message of the day can be any message the system administrator

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or supervisor feels is of common interest to all users. Users view the message of the day each time that they **login** to the COMPAQ 4500.

System administrators use the UNIX vi editor to edit the message of the day. The vi editor is a full-featured word processor and screen editor. Here are some basic cursor editor and command keys to use:

9.4.1 vi Editor Cursor Keys.

<u>Key</u>	<u>Description</u>
h	moves cursor to left
l	moves cursor to right
j	moves cursor down
k	moves cursor up

9.4.2 vi Editor Keys.

<u>Key</u>	<u>Description</u>
i	allows you to insert text
x	allows you to delete text
a	allows you to append text
ESC	gets you out of the insert (i) mode and append (a) mode

9.4.3 vi Command Prompt Keys.

<u>Key</u>	<u>Description</u>
:	creates the command prompt
w	saves without quitting the file
q!	quits without saving the file
wq!	saves and quits the file

For further information on the vi editor, read the appropriate sections in a UNIX manual.

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The following instructions explain how to access and use the **Edit Message of the Day** function:

1. **Login** to the system as **tcadmin** at the console terminal.
2. At the TC ACCIS System Administration Menu, select **System Utilities**.
3. At the System Utilities Menu, select **Edit Message of the Day**.
4. The following message scrolls up from the bottom of the screen:

Changing message of the day - using vi...

5. The screen clears and displays the message of the day file. This file contains the current message of the day. You edit the message of the day file using a UNIX editor program called vi.

NOTE:

Anything you add to this file is displayed as the message of the day each time a user logs on to the COMPAQ 4500.

6. To delete all or part of the existing message of the day, move the cursor with the cursor keys to the item you want to delete. To delete individual letters, press x at the letter that you want to delete. To delete a word or group of words, continue pressing x until all of the letters in the word or words are deleted.
7. To insert text in an existing message of the day, position the cursor at the place you want to begin inserting and press **i**. Enter the text to be inserted; all existing text to the right of the cursor is pushed over. At the end of each line, the text will wrap to the next line. When you are finished inserting text, press **ESC**. Repeat this process to insert text at any other point. Remember to press **ESC** when you are through inserting.
8. When you are finished deleting or inserting text, hold down the **Shift** key and press **:** (colon). The colon (**:**) is displayed at the bottom of the screen. This is the command prompt.
9. At the command prompt, enter w and press RETURN to save the message of the day without exiting from the function. Enter **wq!** and press **RETURN** to save the message of the day and exit the function; or enter **q!** and press **RETURN** to exit the message of the day function without saving any of your changes.

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10. Enter either **wq!** or **q!** to return to the System Utilities menu
11. From the System Utilities Menu, select **E-Exit** to return to the TC ACCIS System Administration Menu.
12. From the TC ACCIS System Administration Menu, select **System Logoff** to exit to the login prompt.

9.5 Change Password. As the system administrator, you use the System Utilities **Change Password** function to change the tadmin system administrator password. To ensure the consistency of TC ACCIS systems at all installations you should change the system administrator password every 90 days, or whenever anyone that has access to the tadmin login leaves or transfers. Use the following procedures to access and use the **Change Password** function:

1. **Login** to the system as **tadmin** at the console terminal.
2. At the TC ACCIS System Administration menu, select **System Utilities**.
3. At the System Utilities menu, select **Change Password**. The following prompt is displayed at the bottom of the screen:

Changing password for tadmin. New password:

4. Enter a **new password** that has at least four characters (one of which must be a number) or press **Ctrl-C** to abort. Unlike the **Change User Password** function, you do not have to **know** your old password to perform this function.
5. If you enter a **password** with fewer than four characters or which contains no numbers, an error message is displayed.
6. If you successfully enter your **new password**, the following prompt is displayed:

Re-enter new password:

Enter the **password** exactly as you entered it at the **New password:** prompt. If you successfully re-enter your **new password**, the System Utilities menu is displayed.

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CAUTION:

Your new password is now operative. Remember what you entered! If you do not remember your password, call your Customer Support at 1-800-635-0921 .
--

7. If you do not enter the **password** correctly, the following message is displayed:

They don't match; try again. Re-enter new password

If you enter the **new password** incorrectly again, the following message is displayed:

Too many tries - try again later

The System Utilities Menu is displayed. If you want to use the **Change Password** function again, your original password will still be valid.

8. From the System Utilities Menu, select **E-Exit** to return to the TC ACCIS System Administration menu.
9. From the TC ACCIS System Administration menu, select **System Logoff** to exit to the login prompt.

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SECTION 10. ARCHIVE/UNARCHIVE

This chapter documents the procedures for the system administrator to Archive and Unarchive TC ACCIS data.

- a. The Archive Function provides the capability to transfer unit movement data to a tape. This unit movement data consists of Equipment List data and Commercial Requirements for a specific unit or units in a specific Type Data Code (TDC). With the exception of TDC D and TDC S, the unit movement data for any TDC can be archived.
- b. Once the data is archived to the tape, it can be used for different purposes:
 - (1) It can be stored for short or extended periods of time as an archive record of a particular exercise (TDC) or for selected units that participated in an exercise.
 - (2) The tape can be transferred to another site where all or part of the data can be unarchived onto a different TC ACCIS computer.
- c. The Unarchive Function provides the capability to reload the data onto the same TC ACCIS computer from which the data was archived, or to load the data onto a **different** TC ACCIS computer. During the unarchiving process, the user has two basic unarchiving options:
 - (1) First, the data can be unarchived into the same TDC from which it was archived, or the user can designate a different TDC to receive the archived data.
 - (2) Second, the data for all the units or only selected units in the TDC can be unarchived.

Units that are permanently **relocating** from one installation to another installation should not attempt to use the **Archive/Unarchive** functions to transfer their TDC D or TDC S data. In these circumstances, call the TC ACCIS Customer Support Hot Line on the Toll-Free commercial number **1-800-635-0921** for assistance.

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The computer where the data is being unarchived must have the same version of TC ACCIS software as the computer from which the data was archived. If this is not done, the unarchiving process may not work and the results are unpredictable.

Before the unarchiving process begins, the system administrator should ensure that someone with ITO privileges has verified that the following data is present on the TC ACCIS computer that will be receiving the unarchived data. If this data is not present, it must be entered before the unarchiving process begins. When the data is to be unarchived at a different site, a printed copy of the Automated Unit Equipment List (AUEL) or at least the Summary Report for the TDC should accompany the tape to the new site as an aid in verifying this information.

- a. The exercise and TDC that are to receive the data must be defined in the TDC Reference Table. (Reference: Paragraphs 5.3.5 and 6.3.1 of the *TC ACCIS End User Manual*).
- b. Each unit that is to receive data must be defined in the Unit Identification Code Reference Table. (Reference: Paragraphs 5.3.3 and 6.3.9.7 of the *TC ACCIS End User Manual*).
- c. The Chain of Command must be defined for the TDC that is to receive the data. Specifically, this Chain of Command must include every unit that is to receive data. If this is not done, the unit's equipment can not be accessed on the new computer and the roll-up report by the coordinator for the exercise will not include the equipment. (Reference: Paragraph 6.3 .2 of the *TC ACCIS End User Manual*).
- d. Someone from each unit that is to receive data on the new computer must have Unit Movement Officer (UMO) access privileges on the new computer. These include the assignment of a User id and password (Reference: Paragraph 3.1.3 of the *TC ACCIS End User Manual* and section 7.1 of this manual for information on adding users).

10.1 Archiving Unit Movement Exercise Data. Use the following procedures to Archive Unit Movement Data on a tape.

NOTE: Each database (TC ACCIS, TSP, and up to two satellite databases) will have their own TC ADMIN login, or equivalent. The login is different for each database. From this login you will access the TCADMIN menu from which you can use the Archive or Unarchive function.

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Use the following procedures to Archive Unit Movement Data on a tape **NOTE: ALL TC ACCIS users must be off the system.**

1. Logon as **TCADMIN** (or equivalent for database other than TC ACCIS)
2. From the System Administration menu (see figure 10-I) **select option 4 - Archive/Unarchive** and press **RETURN**.

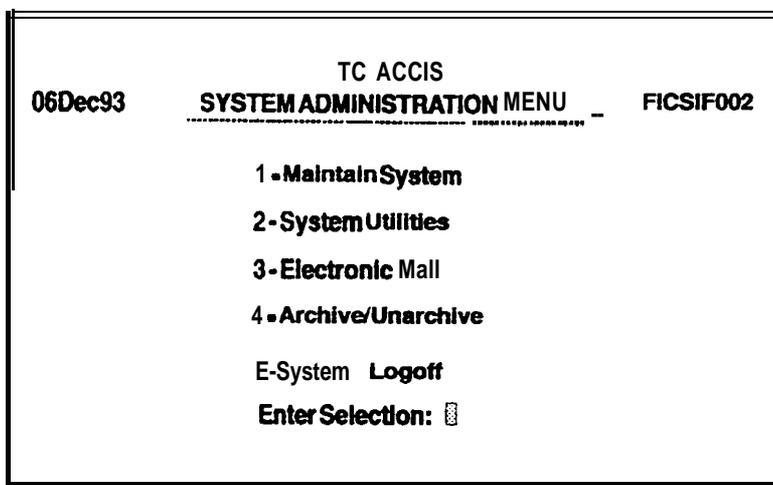


Figure 10-I. System Administration Menu

3. From the **Archive/Unarchive** menu (see Figure 10-Z) **select 1-Archive** and press **RETURN**. The Select TDC Screen displays.

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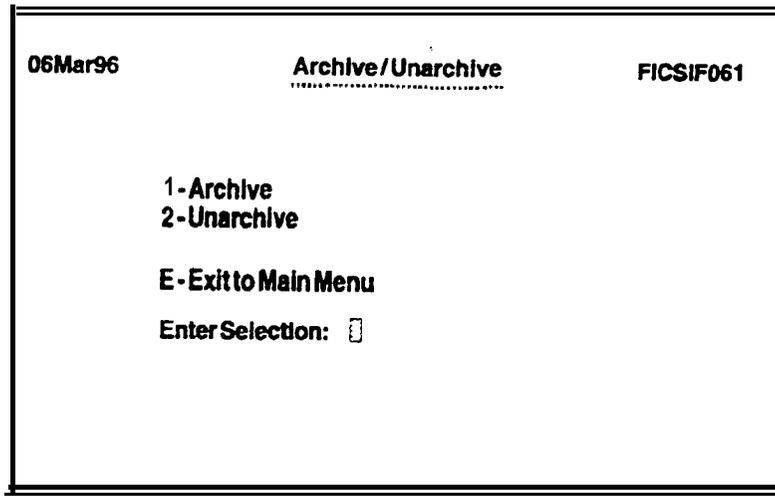


Figure 10-2. Archive/Unarchive Menu

4. Enter the **Type Data Code** of the exercise to be archived and press **ESC**. The Select/Deselect UIC screen displays.
5. Enter either the Query **criteria** and press **ESC** or press **ESC** for a list of all the **UICs** in the exercise. A list of all the **UICs** that meet your selection criteria displays in the Select/Deselect UIC screen.

The following Function Keys can be used in this screen:

<u>Function Key</u>	<u>Action</u>
F7	Display all UICs .
F8	Display all UICs marked with an "X".
F9	Display all UICs <u>NOT</u> marked with an "X".
F10	Select all UICs .

6. Use the cursor control keys to highlight the desired **UIC** and then enter X to select it.
 - a. Repeat the procedures in paragraph 6. until all of the desired **UICs** have been selected.
 - b. As an alternative you can press **F10** to select all **UICs** on the list.

NOTE: If you want to deselect a **UIC** that has already been selected, use the cursor control

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keys to highlight the UIC and press the **SPACE BAR**. The X will be removed from the **Sel** field.

When you have made all your selections, review them to make sure they are correct. The **F8** and **F9** keys can be used to display all the UICs that have been selected or all the UICs that have not been selected.

8. When all of your selections are correct, press **ESC** to save them. A prompt will be displayed:

Are you done selecting UICs for this archive (y/n)?

- a. An **n** response to this prompt will return you to the Select/Deselect UIC screen where you can continue the selection process as outlined in paragraphs 6. and 7. above.
- b. A **y** response to this prompt will display a message:

Unloading data

Followed by a prompt:

Please insert cassette and press [RETURN]

9. Insert a streaming tape cassette into the tape drive with the write protect arrow pointing **away from safe** and press RETURN. The system will process the data for the selected UICs and will write the data to the tape. When the tape writing process is complete, a prompt will be displayed:

Do you wish to delete data from database (y/n)?

- a. An **n** response to this prompt will retain the data for the selected UICs in your database and a message will be displayed for a few seconds:

Archiving complete...Please remove cassette

The cursor will then return to the TC ACCIS • System Services menu where you can select another option or press **E-Exit** to return to the Unix prompt.

- b. A **y** response to this prompt will display another prompt:

Are you sure you wish to delete data (y/n)?

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- (1) An **n** response to this prompt will retain the data for the selected UICs in your database and a **Please remove cassette** message will be displayed:
- (2) A **y** response to this prompt will display a **Deleting records** message as all the selected records are being removed from the database. When the deletion process is completed, a message will be displayed for a few seconds:

Archiving complete . . . Please remove cassette

The cursor will then return to the TC ACCIS • System Services menu where you can select another option or press **E-Exit** to return to the Unix prompt.

10. Remove the tape from the tape drive and label it. As a minimum the label should identify the TDC, the TC ACCIS version, and the date the archive tape was created. This completes the Archive process.

10.2 Unarchiving Unit Movement Data. Use the following procedures to extract the Archived Unit Movement Data from the tape and load it into a site's TC ACCIS database.

NOTE: Each database (TC ACCIS, TSP, and up to two satellite databases, will have their own TC ADMIN login, or equivalent. The login is different for each database. From this login you will access the TCADMIN menu from which you can use the Archive or Unarchive function.

Use the following procedures to Archive Unit Movement Data on a tape.

1. Logon as **TCADMIN** (or equivalent for database other than TC ACCIS)
2. From the System Administration menu (see figure 10-1) select option **4 • Archive/Unarchive** and press **RETURN**.
3. From the Archive/Unarchive menu (see Figure 10-2) select **2-Unarchive** and press **RETURN**.
Then a prompt displays:

Please insert cassette and press [RETURN]

4. Insert the cassette with the archived unit movement data into the tape drive and press **RETURN**. Two messages will be displayed in succession:

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Reading data from tape...
Copying data from tape...

5. When all the archived unit movement data has been loaded, the Select/Deselect UIC screen will be displayed. The **UIC** and **UIC NAME** for the first five units will be displayed.

The following Function Keys can be used in this screen:

<u>Function Key</u>	<u>Action</u>
F7	Display all UICs .
F8	Display all UICs marked with an "X".
F9	Display all UICs <u>NOT</u> marked with an "X".
F10	Select all UICs .

6. Use the cursor control keys to highlight the desired **UIC** and then enter **X** to select it.
- Repeat the procedures in paragraph 7. until all of the desired **UICs** have been selected.
 - As an alternative you can press **F10** to select all **UICs** on the list.

NOTE: If you want to deselect a **UIC** that has already been selected, use the cursor control keys to highlight the **UIC** and press the **SPACE BAR**. The **X** will be removed from the **Sel** field.

7. When you have made all your selections, review them to make sure they are correct. As necessary, **F8** can be used to display all the **UICs** that have been selected or **F9** can be used to display all the **UICs** that have not been selected.
8. When all of your selections are correct, press **ESC** to save them. A prompt will be displayed:

Are you done selecting UICs for this unarchive (y/n)?

- An **n** response to this prompt will return you to the Select/Deselect **UIC** screen where you can continue the selection process as outlined in paragraphs 6. and 7. above.
- A **y** response to this prompt will display a prompt, where **XX** is the **TDC** that was used to archive the data onto this tape:

Do you want to load data as TDC "XX" (y/n)?

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NOTE: The **Unarchive** function allows you to load the processed data as the same TDC that was used to archive the data or to load the data into any TDC that already exists on the new system, except for TDC **D** or **S**.

- (1) Enter **y** in response to this prompt and press **RETURN** to load the data into the same TDC that was used to archive the data.
 - (a) If any **UIC** in the designated TDC has equipment on the cassette tape and in the database on the new system, a prompt will be displayed:

The following is a list of UIC(s) you have selected to be unarchived that have data on this cassette and in the TC ACCIS database for the TDC XX. If you wish to delete the UIC data in the TC ACCIS database, and replace it with the UIC's data on the cassette, mark UIC with an "X", ALL UNMARKED UIC(s) WILL NOT BE PROCESSED!!

Press [RETURN] key to begin overwrite UIC processing . . .

- 1 Press **RETURN** to display a list of the **UICs** with equipment in both the cassette tape and the database on the new system. The **Select/Deselect UIC** screen will be displayed with the **UIC** and **UIC NAME** for the first five units.

NOTE: This list includes only those **UICs** that have equipment on both the cassette tape and in the database on the new system. The **UIC(s)** you previously selected in paragraph 6 above that do not have equipment in both the cassette tape and the database will remain selected even though they are not shown on this list.

- 2 Use the cursor control keys to highlight the desired **UIC** and then enter **X** to select it.
 - a Repeat the procedures in paragraph 2 until all of the desired **UICs** have been selected.
 - b As an alternative you can press **F10** to select all **UICs** on the list.

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NOTE: If you want to deselect a UIC that has already been selected, use the cursor control keys to highlight the UIC and press the SPACE BAR. The **X** will be removed from the **Sel** field.

3 When you have made all your selections, review them to make sure they are correct. As necessary, **F8** can be used to display all the UICs that have been selected or **F9** can be used to display all the UICs that have not been selected.

4 When all of your selections are correct, press **ESC** to save them.

(b) If no UIC has equipment in both the cassette tape and the database on the new system, or if you have designated UICs to have their equipment in the new database replaced by the equipment on the cassette tape, the following messages will be displayed in succession:

Checking for UICs with data on tape and in database. Please wait! This may take a while...

Unpacking archive file...

Program loading data into the database...

As the data for each UIC is being loaded, a message will be displayed at the bottom of the screen. In this example, **XXXXXX** is the UIC, **N** is the total number of UICs to be loaded and **n** is the number of the UIC that is being loaded when the message is displayed.

loading XXXXXX uic n of N

(c) Continue with the procedures in paragraph 9 below.

(2) Enter **n** and press **RETURN** in response to this prompt to load the data into a different TDC. A new prompt will be displayed:

What TDC do you wish to load data under?

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Enter the **TDC** to be used to load the data and press **RETURN**.

(a) If the TDC exists in the database, a message will be displayed:

Data will be loaded under TDC "XX" is this correct (y/n)?

1 Enter **y** and press **RETURN** in response to this prompt to load the data under the TDC you entered. The following messages will be displayed in succession:

Checking for UICs with data on tape and in database.
'Please wait! This may take a while..

Unpacking archive file...

Program loading data into the database...

Continue with the procedures in paragraph 9 below.

2 Enter **n** in response to this prompt and press **RETURN** and a new prompt will be displayed:

What TDC do you wish to load data under?

Enter the **TDC** to be used to load the data and press **RETURN**.

Repeat the procedures starting with paragraph (a) above.

(b) If the TDC does not exist in the database, a message will be displayed:

What TDC do you wish to load data under?

1 Enter the TDC to be used to load the data and press **RETURN**.

2 Repeat the procedures starting with paragraph (a) above.

9. As the data is being loaded, each **Echelon/ULN** will be validated against the **Echelons/ULNs** in the database for the new TDC. Echelons and **ULNs** that are defined in the database for the new TDC will be loaded as defined, Echelons that are not defined will default to the lowest

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Echelon of the TDC (normally 01) in the receiving system. If the ULN for any data being unarchived is not defined in the database for the receiving TDC, a prompt will be displayed:

Echelon/ULN: XXXXXXXX is not defined in the system. You must enter a valid ULN. If the ULN that you enter does not exist in the system, a valid ULN will be created. Please enter a valid ULN

a. Enter a valid **ULN** and press **RETURN**.

(1) If the ULN you entered exists in the database, a prompt will be displayed:

ULN XXXXXXXX exists in the system. Continue (y/n)?

(a) Enter **n** in response to this prompt and press **RETURN** if you do not want to use the ULN that is displayed in the message. A prompt will be displayed:

Please enter a valid ULN

1 Enter a valid **ULN** and press **RETURN**

2 Repeat the procedures in paragraph (1) above.

(b) Enter **y** in response to this prompt and press **RETURN** if the correct ULN is displayed in the message and you want to continue. A message will be displayed:

Program loading data into the database...

NOTE: The procedures in paragraph 9 will be repeated every time the unarchiving process encounters an Echelon/ULN that is not defined in the new system. After the last undefined Echelon/ULN is encountered, continue with the procedures in paragraph **b.** below.

(2) If the ULN you entered does not exist in the database, a prompt will be displayed:

ULN XXXXXXXX will be created. Continue (y/n)?

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- (a) Enter **n** in response to this prompt and press **RETURN** if you do not want to create the **ULN** that is displayed in the message. A prompt will be displayed:

Please enter a valid ULN

1 Enter a valid **ULN** and press **RETURN**.

2 Repeat the procedures beginning in paragraph (1) above.

- (b) Enter **y** in response to this prompt and press **RETURN** if you want to create the **ULN** displayed in the message and you want to continue. This will add the new **ULN** as a valid **ULN** for the defined **TDC** and the equipment for that unit will be assigned to the new **ULN**. A message will then be displayed:

Program loading data into the database...

NOTE: The procedures in paragraph 9 will be repeated every time the unarchiving process encounters an **Echelon/ULN** that is not defined in the new system. After the last undefined **Echelon/ULN** is encountered, continue with the procedures in paragraph **b.** below.

- b. When the unarchiving process is complete, a message will be displayed for a few seconds:

Unarchiving complete...Please remove cassette

The cursor will then move to the **TC ACCIS • System Administration** menu where you can make another selection or press **E-System Logoff**.

- c. Remove the tape cassette from the tape drive.

10.3 Troubleshooting. If you are unable to find, or identify your data after the unarchiving process is complete, **verify** the following items:

- a. Are the exercise and **TDC** defined in the **TDC Reference Table** of the database on the new computer? (Reference: Paragraphs 5.3 , 5 and 6.3.1 of the *TC ACCIS End User Manual*).

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- b. Is each unit in the TDC defined in the Unit Identification Code Reference Table of the database on the new computer? (Reference: Paragraphs 5.3.3 and 6.3.9.7 of the *TC ACCIS End User Manual*).
- c. Is the Chain of command for the TDC defined? Specifically, does this Chain of Command include all the units that had unit movement data unarchived into the database on the new computer? Any unit that is not included in the Chain of Command can not access its equipment and that unit's equipment will not show up in the roll-up report for the unit that is the coordinator for that exercise. (Reference: Paragraph 63.2 of the *TC ACCIS End User Manual*).
- d. Does someone from each unit in the TDC have Unit Movement Officer (UMO) access privileges to the database on the new computer? Unless someone in the unit has this access, the unit's equipment can only be accessed as part of a roll-up report for some other unit that is higher in that unit's Chain of Command. Access requires the assignment of a **Userid** and password. (Reference: Paragraph 3.1.3 of the *TC ACCIS End User Manual* and the Manage TC ACCIS Users section in section 7.1 of this manual).

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APPENDIX A • TERMS AND ABBREVIATIONS

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APPENDIX A - TERMS AND ABBREVIATIONS

A.1 List of terms and abbreviations. The following list contains the terms and abbreviations associated with the TC ACCIS system.

AALPS	Automated Air Load Planning System
ACA	Air Clearance Authority
ACC	Air Commodity Code
ACCIS	Automated Command and Control Information System
ADANS	Airlift Deployment Analysis System
ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
AIMS	Automated Information for Movements System
AIS	Automated Information System
ALCE	Airlift Control Element
ALM	Air Load Module
ALP	Air Load Plan
AMC	Air Mobility Command
APOD	Airport of Debarkation
APOE	Airport of Debarkation
AQO	Automated Quality Organization
AQPP	Automated Quality Product Plan
AR	Army Regulation

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ARA	Assigned Responsible Agency
ASD	Application System Developer
ASPUR	Automated System for Processing Unit Requirements
ATCMD	Advanced Transportation Control and Movement Document
AUEL	Automated Unit Equipment List
AUTODIN	Automatic Digital Network
BII	Basic Issue Item
BBM	Blocking and Bracing Material
BPS	Bits Per Second
CAA	Competent Authority Approval
CALMS	Computer Aided Load Manifest System
CAMPUS	Computerized Movement Planning and Status System
CAMS	Crisis Action Management System
CAPS	Consolidated Aerial Port System
CCB	Configuration Control Board
CCP	Consolidation and Containerization Point
CDMS	Crisis Deployment Management Study
CFM	CONUS Freight Management
CFR	Code of Federal Regulations
CG	Communications Gateway

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CGO	Cargo
CIC	Customer Identification Code
CLCD	Contemporary Life Cycle Development
CM	Configuration Management
CMOS	Cargo Movement Operations System
CMP	Configuration Management Plan
COC	Chain of Command
COFC	Container(s) on Flat Car(s)
COMPASS	Computerized Movement Planning and Status System
CONUS	Continental United States
COOP	Continuity of Operations Plan
CPC	Computer Program Component
CPS	Characters Per Second
CSCI	Computer Software Configuration Item
CSRO	Contingency Standing Route Order
c u	Cubic Feet
DA	Department of the Army
DAT	Digital Audio Tape
DB	Database
DBA	Database Administrator

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DBDD	Database Design Document
DBMS	Database Management System
DCA	Defense Communications Agency
DCL	Data Control Language
DCSLOG	Deputy Chief of Staff, Logistics
DDL	Data Definition Language
DDN	Defense Data Network
DEL	Deployment Equipment List
DEMSTAT	Deployment/Employment Equipment List
DES	Deployment Event Schedule
DFRIF	Defense Freight Car Interchange Fleet
DI	Document Identifier
DIC	Document Identifier Code
DID	Data Item Description
DLA	Defense Logistics Agency
DML	Data Manipulation Language
DMOD	Deployment Mode
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODIC	Department of Defense Identification Code

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DOS	Disk Operating System
DPI	Data Processing Installation
DRD	Data Requirements Document
DRO	Domestic Routing Order
DRR	Domestic Routing Request
DSN	Defense Switched Network
DTMR	Defense Traffic Movement Regulation
DTO	Division Transportation Office
DTS	Defense Transportation System
DUCR	Domestic Unit Cargo Release
EA	Eastern Area
EAD	Earliest Arrival Date
ECF	Equipment Characteristics File
ECP	Engineering Change Proposal
ECR	Equipment Characteristics Reference (Table)
EDRE	Emergency Deployment Readiness Exercise
ELP	Equipment List Processing
EMPTYWT	Empty Weight
ERD	Entity Relationship Diagram
ESC	Escape

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ESQL	Embedded Structure Query.Language
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETR	Export Traffic Request
ETRR	Export Traffic Release Request
EUCR	Export Unit Cargo Release
FAD	Force/Activity Designator
FCA	Functional Configuration Audit
FCI	Functional Configuration Identification
FD	Functional Description
FM	Functional Manager
FOB	Free on Board
FOC	Full Operational Capability
FORSCOM	U.S. Army Forces Command
FP	Functional Proponent
FRA	Federal Railroad Administration
FRN	Force Requirement Number
FSN	Federal Stock Number
GBL	Government Bill of Lading
GBLOC	GBL Office Code

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GEOLoc	Geographic Location
GMT	Greenwich Mean Time
GOPAX	Group Passenger Transportation
GTN	Global Transportation Network
HOST	Headquarters On-Line System for Transportation
HQ	Headquarters
HWP	Highway Planning
IAW	In Accordance With
IBS	Integrated Booking System
ICAO	International Civil Aviation Organization
ICP	Interim Change Package
IDD	Interface Design Document
IDP	Integrated Developmental Package
IMDGC	International Maritime Dangerous Goods Code
IOC	Initial Operational Capability
IPR	In-Process Review
IRR	Inbound Routing Remarks
IRS	Interface Requirements Specification
ISC	Information Systems Command
ISQL	INFORMIX-SQL

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ITO	Installation Transportation Office/Officer
IUMO	Intermediate Unit Movement Officer
IV&V/T&E	Independent Verification and Validation/Test & Evaluation
JAD	Joint Application Design
JCCO	Joint Container Control Office
JCS	Joint Chiefs of Staff
JDA	Joint Deployment Agency
JLIN	Joint Line Item Number
LAD	Latest Arrival Date
LC	Load Code
LCD	Land Carrier Departure (Code)
LCS	Land Carrier Schedule
LIN	Line Item Number
LRU	Less Than A Release Unit
MAC	Military Airlift Command
MACOM	Major Command
MENS	Mission Element Need Statement
MHE	Mission Handling Equipment
MILNET	Military Network
MILSTAMP	Military Standard Transportation and Movement Procedures

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MILSTRIP	Military Standard Requisitioning and Issue Procedures
MOBCON	Mobilization Movement Control
MOS	Military Occupation Speciality
MPOE (MPE)	Mode to Port of Embarkation
MRN	Move Request Number
MS	Mobilization Station
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NEW	Net Explosive Weight
NMFC	National Motor Freight Classification (Code)
NOS	Not Otherwise Specified
NSN	National Stock Number
OCONUS	Outside Continental United States
OJCS	Office of Joint Chiefs of Staff
OJT	On-The-Job-Training
PASTRAM	Passenger Transportation Module
PAX	Passenger Transportation
PCA	Physical Configuration Audit
PC1	Physical Configuration identification
PDSS	Post Deployment Software Support

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PK	Pack Code Type
PM	Product Manager
PMO	Product Management Office
PMP	Project Management Plan
POD	Port of Debarkation
POE	Port of Embarkation
PSN	Packet Switching Node
QRR	Quick Response Review
QTY	Quantity
RC-MOB	Reserve Component Mobilization
RCC	Request for Convoy Clearance
RDBMS	Relational Database Management System
RDD	Required Delivery Date
RDSQL	Relational Database Structured Query Language
RFT	Request for Transportation
RI	Routing Indicator
RIN	Routing Instruction Number
RLL	Rail Load List
RLP	Rail Load Planning
RU	Release Unit

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SA	System Administrator
SAAM	Special Assignment Airlift Mission
SAT	Software Acceptance Test
SCAC	Standard Carrier Alpha Code
SCN	Specification/Software Change Notice
SCP	Software Change Package
SDT	Software Development Test
SHC	Special Handling Code
SHE	Special Handling Equipment
SHP	Special Hauling Permit
SI	Support Installation
SIDPERS	Standard Installation/Division Personnel System
SLIR	Single Line Item Release (Form 1348-1)
SMTP	Simple Mail Transfer Protocol
SOP	Standard Operation Procedures
SPBS	Standard Property Book System
SPLC	Standard Point Location Code
SPWS	Shipment Planning Worksheet
SQL	Structures Query Language
SQT	Software Qualification Test

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SRS	System Requirements Specification
s s	System/Subsystem Specification
ST	Short Tons
STD	Software Test Description
STLDD	System Top Level Design Document
STP	Software test Plan
STR	Software Trouble Report
s u	Shipment Unit
SUN	Shipment Unit Number
TAC	Transportation Account Code
TACCS	Tactical Automated Combat Control Service Support System
TB	Technical Bulletin
TEA	Transportation Engineering Agency
TBE	Teledyne Brown Engineering
TC	Transportation Coordinator
TCACCIS	Transportation Coordinator Automated Command and Control Information System
TCC	Type Cargo Code
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TCP/IP	Transmission Control Point/Internet Protocol

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TDC	Type Data Code
TDY	Temporary Duty Travel
TEC	Type Equipment Code
TO	Transportation Officer
TOA	Transportation Operating Agencies
TOE	Table of Organization and Equipment
TOFC	Trailer(s) on Flat Car(s)
TRADOC	U. S. Army Training and Doctrine Command
TSC	Transportation Systems Center
UCR	Unit Cargo Release
UEL	Unit Equipment List
UFC	Uniform Freight Classification (Code)
UIC	Unit Identification Code
ULN	Unit Line Number
UMC	Unit Move Coordinator
UMD	Unit Move Data
UMMIPS	Uniform Material Movement and Issue Priority System
UMO	Unit Movement Officer
UND	Urgency of Need Designator
USAR	U.S. Army Reserve

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WA	Western Area
WCC	Water Commodity Code
WPS	Worldwide Port System
WT	Weight

