Dictionary Reporting During Production, Maintenance, Operations, and Enhancements

Data Management Centre

September 1987

HOW TO USE THE DATA DICTIONARY IN:

- PRODUCTION
- MAINTENANCE
- OPERATIONS
- ESTIMATING ENHANCEMENTS

|		
1.	INTRODUCTION	5 MIN.
2.	STANDARD REPORTS	22 MIN.
3.	SPECIAL REQUEST REPORTS	
	3.1 AD HOC REPORTS	31 MIN.
	3.2 CUSTOM-TAILORED REPORTS	25 MIN.
4.	SUMMATION	5 MIN.
5.	IRMIS - STANDARD REPORT DEMONSTRATION	7 MIN.
		95 MIN.

HOW TO USE THE
DATA DICTIONARY IN:

- Production

- Maintenance

- Operations

- Estimating enhancements

— During these activities one is primarily concerned with extracting or reporting the information which was previously input in the dictionary

DATA DICTIONARY

REPORTING

3. INTRODUCTION

DATA DICTIONARY REPORTING
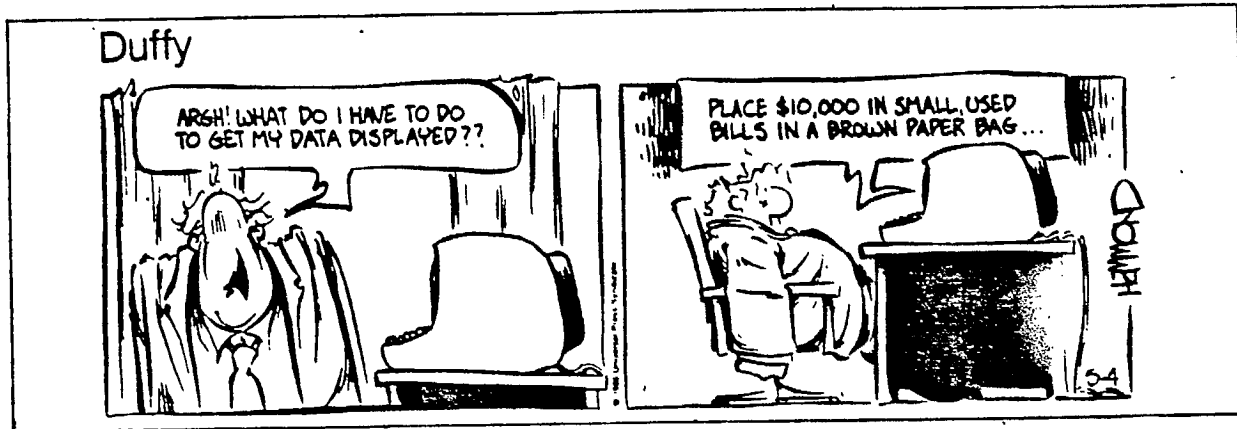
- Sometimes we may feel like Duffy, when we try to get output and reports from the Data Dictionary

- This presentation will focus on "how to get information out the Data Dictionary"

- It stands to reason that once one is aware of the variety of reporting possibilities ...

    - more information may get put into the Data Dictionary in the first place

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GOALS OF THIS PRESENTATION

<u>Create an awareness of</u>:

- The variety and flexibility of report formats

- The purpose and benefits of the reports presented

- When to use the reports presented

- How to obtain the reports presented

- The Data Management Centre's role in report generation

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1.   – There is a lot more flexibility in reports from the Data Dictionary, than people are generally aware of

  – A representative collection of reports will be presented in order to demonstrate reporting flexibility

2,3,4. – This list is by no means exhaustive

    – It is limited by the time available for this presentation

    – Hopefully, what is presented here will act as a catalyst to your own imagination

  – A collection of these reports and commentary will be available at the end of this presentation in a reporting handbook

5.   – The Data Management Centre's role in report generation has in past been understated in some areas and overstated in others

  – This presentation should help to clarify their role

KNOWLEDGE OF DATA DICTIONARY REPORTING INFLUENCES

- How information is put into the Data Dictionary

- What information is put in

- How the information is maintained

- Some of these topics were addressed in earlier presentations

- This presentation will emphasize the reporting flexibility and capabilities provided by DATAMANAGER and the DATA MANAGEMENT CENTRE

- When one understands the full range of possibilities in extracting Data Dictionary information, then we are more interested in putting the information into the dictionary and maintaining its integrity

DATA DICTIONARY
REPORT CATEGORIES

- Standard Data Dictionary Reports

  - IRMIS Reports

- Special Request Data Dictionary Reports

  - Ad Hoc Reports
  - Custom-tailored Reports

- There are 2 broad report categories "STANDARD" and "SPECIAL REQUEST"

STANDARD DATA DICTIONARY REPORTS

IRMIS Reports

- These are Data Dictionary reports which can be submitted from IRMIS

- IRMIS

    - Information Resource Management Information System

    - Inhouse developed system to assist the dictionary user in accessing the Data Dictionary

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- These standard reports have been developed by DMC to speed up the report generation time by permitting the dictionary users to generate their own reports

- They are not necessarily a static collection

- DMC is willing to add new reports or change the formats of existing reports if there is enough demand demonstrated

- To date, there has not been much usage or much feedback from the dictionary user community

- It is hoped that this presentation will generate more of both, and DMC will monitor the requests for a period of time to establish the priorities

SPECIAL REQUEST
DATA DICTIONARY REPORTS

- Not available from IRMIS

- DMC personnel must submit these reports

- The success of these reports depends upon the discussions with the DMC personnel and the report requestor

SPECIAL REQUEST
DATA DICTIONARY REPORTS

Ad Hoc Reports

- Report requests which can be met using DATAMANAGER commands

Custom-tailored Reports

- Report requests which must be programmed
  (using a high-level programming language, such as COBOL)

- Note: - These reports usually require considerable effort by DMC personnel and may require clearance by DMC management

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- It is recommended that you discuss your report request with DMC personnel prior to submitting a DMC work request form

- The primary reason for this is the inherent restrictions of the DATAMANAGER command language

- Like any other high-level language, printing the report one way as opposed to another arrangement of the same information ... can make the difference between an ad hoc or a specifically programmed custom-tailored request

- Something as simple as printing one alias instead of all aliases can make a world of difference

- Communication - it takes discussion to determine the content, format and priorities

- If laser printing is not necessary, your reports will be available more quickly

FOR EACH REPORT:

- PURPOSE
- BENEFIT
- OVERVIEW
- WHEN TO USE
- HOW TO OBTAIN
- ADDITIONAL NOTES

- SAMPLE REPORT

STANDARD DATA DICTIONARY REPORTS

IRMIS Reports

- SCAN report

- ADABAS userview charts

- DATA ELEMENT DIRECTORY

- NAME correlation reports

- These are not all of the reports available from IRMIS

- A subset has been chosen, the rest are well documented in the "IRMIS USERS GUIDE"

- At the end of the presentation, I will demonstrate the submission procedures of the 4th report

- IRMIS "standard reports" can be submitted directly by you or as a request to the DMC people

- The reports chosen are the ones that seem to be most useful to the Data Dictionary user community

2. STANDARD REPORTS

```
┌──────────────────────────────────────────────────────────┐
│              DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION  │
│   SD4501 ----- INFORMATION RESOURCE MANAGEMENT INFORMATION SYSTEM │
│                                                          │
│                     PRIMARY MENU PANEL                   │
│                                                          │
│   SELECT PROCESSING OPTION                               │
│                                                          │
│   OPTION           PROCESS                               │
│                                                          │
│      1     INFORMATION RESOURCE DICTIONARY - ON-LINE EXECUTION │
│                                                          │
│      2     INFORMATION RESOURCE DICTIONARY - BATCH EXECUTION │
│                                                          │
│      3     NATURAL SOURCE CODE MANAGEMENT - SCAN         │
│                                                          │
│      4     EDIT AND SUBMIT PREPARED JOB STREAMS          │
│                                                          │
│    ⑤       STANDARD GENERATED OUTPUT AND REPORTING       │
│                                                          │
│      X     TERMINATE PROCESSING                          │
│                                                          │
│        OPTION ===) 5                                     │
│                                                          │
└──────────────────────────────────────────────────────────┘

┌──────────────────────────────────────────────────────────┐
│              DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION  │
│   SD4525 ------- IRMIS STANDARD GENERATED OUTPUT AND REPORTING -------------- │
│                                                          │
│                                                          │
│   SELECT TYPE OF OUTPUT REQUIRED                         │
│                                                          │
│   OPTION        AVAILABLE OUTPUTS                        │
│     ①        GRAPHICS (CATALOGS USERVIEW)                │
│     ②        STANDARD REPORTS                            │
│                                                          │
│                                                          │
│       OPTION ===)                                        │
│                                                          │
│                                                          │
│   PRESS PF3 TO TERMINATE PROCESSING     PRESS PF1 FOR ADDITIONAL INFORMATION │
└──────────────────────────────────────────────────────────┘
```

3. STANDARD REPORTS

```
                         DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
    N550 -------------------- IRHIS GRAPHICAL OUTPUT ---------------------------


     SELECT GRAPH/CHART TYPE

     OPTION       GRAPH/CHART

       1     ADABAS USERVIEW CHART




        OPTION ===)


    PRESS PF3 TO TERMINATE PROCESSING        PRESS PF1 FOR ADDITIONAL INFORMATION
```

```
                         DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
    SCA560 ----------------- IRHIS STANDARD REPORTS --------------------------------

     SELECT REPORTING OPTION

     OPTION            REPORT

       1     IMPACT ANALYSIS REPORT (DATA USAGE BY PROGRAM)

       2     DIRECTORY REPORTS (LASER PRINTED)

       3     ADABAS USERVIEW LISTINGS (LISTFILE)

       4     NATURAL NAME TO DATAMANAGER NAME CORRELATION REPORT


        OPTION ===)


    PRESS PF3 TO TERMINATE PROCESSING        PRESS PF1 FOR ADDITIONAL INFORMATION
```

THE SCAN REPORT

Purpose

- To update program documentation in DATAMANAGER automatically

Benefit

- Saves development/maintenance teams time (less forms to fill out)

- Increases the accuracy of information in the Data Dictionary

— This is really more of a facility than a report but a report is produced and should be verified

THE SCAN REPORT

Overview

- The "Scan" will read the NATURAL program source code and document it in DATAMANAGER. This includes:

  - The ADABAS files used in the program
  - The ELEMENTS directly accessed in the files
  - The PROGRAMS called by the program
  - The SCREENS used by the program

Note - The "Scan" records the specific fields actually referenced in the NATURAL program. It will not handle indirect references (i.e. names placed within variables).

THE SCAN REPORT

When to use

● When transferring a program from development into production (after enhancements have been made)

● When ensuring that programs already in production are accurately reflected in the Data Dictionary (prior to impact analysis)

- Development

- Enhancement/maintenance

THE SCAN REPORT

<u>How to obtain</u>

- Document in DATAMANAGER the basic program information

    e.g. Program name
    Program description
    Catalogues (program language, etc.)
    Modification notes
    Code alias (MMP64)

- Access IRMIS Menu - "NATURAL SOURCE CODE MANAGEMENT"

    Option 3 - scans and transfers the program into the production
    library
    Option 7 - scans the program only

- Verify the SCAN Report

1. <u>DATAMANAGER</u>

If you don't document the catalogues and the rest of this information, then it will never get into the Data Dictionary

THE SCAN REPORT

Additional notes

- The SCAN deletes a specific range of DATAMANAGER lines and replaces it with new information

- In general, most of the cross-referencing information is replaced, but the exact range should be verified against information already stored in the dictionary

- The DMC developed and maintains this facility

- The SCAN does not pick up work files, "parameter passing" information, "reports referenced", or "indirect" references

Problem – The SCAN now wipes out the existing information in "reports referenced", but this is in the process of being fixed

- This is an example of the report output

- Note the red underlining at the top

    - the "Modify" program name
    - followed by the delete range in green
    - the new DATAMANAGER lines — in blue

- The red lines mid page indicate

    - a complete print of the new information in DATAMANAGER

- The second set of blue lines

    - indicate the new DATAMANAGER lines

- The last 3 lines marked in green

    - indicate fields which can be ignored as they are not presently
      required in DATAMANAGER

- The last set of red lines

    - indicates that the old information has been successfully replaced

10. STANDARD REPORTS

```
07-07-01   LMP116           UPDATE DATAMANAGER - ERROR REPORT                                        PAGE:    1
  PROGRAM: MMP404    IN LIBRARY PHSICO                                ROUTINE NOT GENERATED.
  ELEMENT: MPS100    MMP404      TYPE: PROGRAM                        IS NOT FOUND IN DATAMANAGER.
  PROGRAM: MPP405    IN LIBRARY PHSICO                                ROUTINE NOT GENERATED.
  ELEMENT: MPS100    MMP405      TYPE: PROGRAM                        IS NOT FOUND IN DATAMANAGER.
```

- You must verify the error report

- This report indicates that MMP404 was not found in DATAMANAGER

    - the code of the NATURAL program was scanned but

    - DATAMANAGER was not updated, because the program name and description
      has not previously been added to the dictionary

THE ADABAS USERVIEW CHARTS

Purpose

- To provide a userview or subset of a record layout

Benefit

- Saves programmer time when referencing fields

THE ADABAS USERVIEW CHARTS

Overview

- The "ADABS USERVIEW CHARTS" are done on the HP Plotter

- Several options allow choice of:
    - Paper size
    - Character size
    - Membername or aliases
    - With or without element attributes

THE ADABAS USERVIEW CHARTS

When to use

- Analysis / Design documents

- Communication

- Quick reference for programming

- Training

- Ad hoc programming

- End user documentation (user manuals, ad hocs)

THE ADABAS USERVIEW CHARTS

How to obtain

- Access IRMIS Menu "STANDARD GENERATED OUTPUT AND REPORTING"

- Option 1 - Graphics (only ADABAS USERVIEW CHARTS are available now)

DESA ADABAS-USERVIEWS

```
┌─────────────────────────────────────────────────────────┐
│              DESA-PROJECT-CLAIM-FILE                     │
├─────────────────────────────────────────────────────────┤
│ PROJECT-CLAIM-NONDRIE-INFO (8)                           │
│ .NON-DRIE-ESTBLMT-NUMBER                         X (12)  │
│ .PROJ-CLAIM-NON-DRIE-HLDBK-AMT            9 (11) V9 (2)  │
│ .PROJ-CLM-NONDRIE-SHR-LESS-HLDBK         9 (11) V9 (2)  │
│ PROJ-CLM-DRIE-PYBL-LES-HLDBK-AMT         9 (11) V9 (2)  │
│ PROJECT-CHEQUE-RELEASE-DATE                      9 (6)  │
│ RECORD-CREATED-DATE                              9 (8)  │
│ RECORD-LATEST-CHANGE-DATE                        9 (8)  │
└─────────────────────────────────────────────────────────┘
```

- This chart has - the data element dictionary membername
              and - the field size and type

- Note the date of issue

DATA ELEMENT DIRECTORY

Purpose

● To provide a concise hardcopy report of element definitions
for quick reference
e.g. What is the difference between ...

        APLTN - WORK - UP - OFFICE - CODE
        PROJECT - MONITORING - OFFICE - CODE
        APLTN - OFFICE - OF - ORIGIN - CODE

DATA ELEMENT DIRECTORY

Benefit

- Reduces learning curve

- Reduces data redundancy

- Increases the quality of communication

- Increases consistency and integrity

DATA ELEMENT DIRECTORY

Benefit (cont'd)

- e.g. What is the difference between 3 closely related fields?

  - Without a Data Dictionary : An analyst must enter into discussions with people knowledgeable on the "usage" of the data element, and discussions with other people knowledgeable on the "programming" perspective of the data element. In addition, discussions must be held on the "Change Control" aspect of the element and on the "DATA MANAGEMENT" aspect of the element

    Estimated time - 5 days

DATA ELEMENT DIRECTORY

Benefit (cont'd)

- <u>With a Data Dictionary</u> : If the element is properly documented in the dictionary, this information is available in minutes in the directory under the titles "DESCRIPTION", "ANALYST TEXT", "PROGRAMMER TEXT", "USER TEXT", "CHANGE CONTROL TEXT", "DATA MANAGEMENT TEXT", "NOTES"

    - estimated time - 1 hour

DATA ELEMENT DIRECTORY

Overview

- Produces a report which prints the dictionary definitions by their long form title name (title alias) in alphabetical order

- Laser printed

- Several options allow choice of:

  - System, subsystem, application, userview
  - Number of copies
  - Development or production dictionaries
  - Analyst text ————————— 1 or more
  - Programmer text - user text ——— of these
  - Change control text ——————— may
  - Data management text ————— be chosen

DATA ELEMENT DIRECTORY

When to use

- Analysis / design
- Quick reference for programming
- Communication
- Training
- End user documentation (user manuals, ad hocs)

How to obtain

- Access IRMIS Menu - "STANDARD GENERATED OUTPUT AND REPORTING"
- Option 2 - "DIRECTORY REPORTS"

DATA ELEMENT DIRECTORY

<u>Additional notes</u>

- Ad hoc directories

  - There are many variations of the directory which may be obtained as an ad hoc request from the DATA MANAGEMENT CENTRE

    e.g. - directory by NATURAL name
    - directory by Data Dictionary name
    - directory with description, usage text, and note

DATA ELEMENT DIRECTORY

Additional notes (cont'd)
- Ad hoc bulk reports

  - These print all of the information held by DATAMANAGER for each element. They show all of the catalogues, etc.

  Bulk Reports - are nicely formatted
  Bulk Prints - show line numbers, not formatted

- Note - Ad hoc directories and bulk reports are available for all member-types (screens, documents, etc.)

Bulk Prints

- many DD users are receiving bulk prints, but they are not very nice to use and are meant only for verifying data entry

OR

- when making a lot of changes to information already in the DD

- make the changes on the print rather than filling in the forms

PROJECT ACTUAL COMMERCIAL PRODUCTION DATE ← title

THE DATE ON WHICH AN ASSISTED FACILITY
BEGAN COMMERCIAL PRODUCTION. THE DATE
APPLIES ONLY TO CAPITAL COST PROJECTS. I.E.
TO ESTABLISHMENT AND MODERNIZATION/
EXPANSION PROJECTS.

.

LAST-CHANGED-DATE   NOVEMBER 1986

ANALYST-TEXT

PRISM:

IT IS THE DATE ON WHICH A FACILITY HAS BEEN
UTILIZED FOR 30 CONTINUOUS WORKING DAYS IN
THE PRODUCTION IN COMMERCIAL VOLUME OF
MARKETABLE GOODS OR IN THE PROVISION OF
MARKETABLE SERVICES AND OVER 50% OF THE
ELIGIBLE CAPITAL COSTS ARE IN PLACE.

- This is the standard directory output with the analyst text included

- Note that when "texts" are chosen and no information was entered, the report
  does not print the text sub-titles and hence the report continues to look
  neat and orderly.

PROJECT-LOCATION-FEDERAL-EDC ⟵ *add member name*
DATA ELEMENT
ALIAS
 TITLE PROJECT LOCATION FEDERAL ELECTORAL DISTRICT CODE ⟵ *title*
ALIAS
 NATURAL PROJ-LOCN-FED-EDC ⟵ *NATURAL name*
DESCRIPTION

   A 3-DIGIT CODE REPRESENTING THE FEDERAL ELECTORAL
   DISTRICT IN WHICH THE PROJECT IS PHYSICALLY LOCATED.

ANALYST-TEXT

   DESA: THIS CODE IS GENERATED WHERE POSSIBLE BY A LOOKUP
         TO THE SGC-FEDERAL-EDC-TABLE-FILE USING THE PROJECT
         LOCATION GEOGRAPHIC CODE AS THE KEY. IF THE
         RETURNED VALUE IS ZERO, A SECOND ATTEMPT TO
         GENERATE THIS VALUE IS DONE THROUGH A LOOKUP TO THE
         POSTAL-CODE-FEDERAL-EDC-FILE USNG THE PROJECT
         LOCATION POSTAL CODE. IF THIS IS ALSO UNSUCESSFUL.

- This is an ad hoc directory

- Note that it is by Data Dictionary membername and not by title

- Note that the title and the natural name still print

REPORT OF DATA ELEMENT ESTABLISHMENT-NUMBER

EDITION 1 ENCODED BY MASTER AT 22.05.01 ON 04 FEB 1987
STATUS PRODUCTION
PROTECTION: NONE

ALIAS
   NATURAL ESTBLMT-NO
   TITLE ESTABLISHMENT NUMBER
   HEADING ESTABLISHMENT-NUMBER
   DOWNLOAD ESB_NO

CATALOGUED AS
   NUMBER
   DATA-ELEMENT
   $ESTABLISHMENT
   $NUMBER

DESCRIPTION

   A UNIQUE NUMBER USED TO IDENTIFY AN ESTABLISHMENT WITHIN
   THE DEPARTMENT. IT IS ASSIGNED BY THE ESTABLISHMENT SYSTEM.

- This is the top portion of a "bulk report" of an element

- The upper left in the red box — indicates that it is a "report"

      - all aliases print
      - all catalogues print
      - etc.

27.   STANDARD REPORTS

```
23 JUN 1987  19.49.24          MANAGED SOFTWARE PRODUCTS.              PAGE   001
NON-FROZEN STATUS MAINTENANCE            DICTIONARY 100.
PRINT OF MPC-ENG-APLTN-CRSPNC-FUNC-SCRN

line          ┌─PRINT─┐ OF MPC-ENG-APLTN-CRSPNC-FUNC-SCRN
numbers   00100  SCREEN
          01000  DESCRIPTION
          01010    * THIS ENGLISH SCREEN DISPLAYS A MENU TO THE USER. TO SELECT THE :
          01030    *ACTIVITY DESIRED. THE ACTIVITIES WILL BE THE VARIOUS ACTIONS   :
          01040    *PERMITTED TO THE APPLICATION CORRESPONDENCE ITEM CHOSEN.        :
          01050    *
          02000  ALIAS
          02010    .CODE    :SC0124*
          02010    .TITLE   :ENGLISH APPLICATION CORRESPONDENCE FUNCTION SCREEN*
          02040    .CODE    *ENGL-APLN-COR-FUNC-SCRN*
          03000  CATALOGUE
          03010    .SCREEN
          03030    .*MENU*
          03000  CONTAINS
          03010    .MPC-APPLICATION-NUMBER
          03030    .MPC-SUB-APPLICATION-DIGIT-NUMBER
          03000    .MPC-APLTN-CRSPNC-ITEM-NUMBER
          04040    .MPC-ACTION-OPTION-PARAMETER-CODE
                 END OF PRINT
```

- This is a "bulk print" of an element and is more technically oriented than
  the "report" option

- The green box in the upper left indicates that it is a "print"

- Note the line numbers — these are used by DATAMANAGER and must be used
  for entering information into DATA MANAGER

- This is much more difficult to read, and this is how the information
  actually appears in DATAMANAGER

- Note that this is for a "screen" not an element

NAME CORRELATION REPORT

Purpose

- To provide a report which cross-references the NATURAL name of an element to the Data Dictionary membername

    e.g. What is the dictionary membername of "ACCTG-OFFCE" (NATURAL name) so that the definition and analyst text in the directory can be accessed?

Benefit

- Saves time when trying to access the Data Dictionary to obtain the definition of an element. (When the NATURAL name is known)

NAME CORRELATION REPORT

Overview

- Produces a report with 2 columns correlating the NATURAL name to the DATAMANAGER name

- Alphabetical order by NATURAL name

- Options: - standard paper or laser
  - 1 to 12 copies

When to use

- Programming and design / analysis

NAME CORRELATION REPORT

How to obtain

- Access IRMIS Menu - "STANDARD GENERATED OUTPUT AND REPORTING"

- Option 2 - "Standard Reports"

- Option 4 - "NATURAL NAME TO DATAMANAGER NAME CORRELATION REPORT"

NAME CORRELATION REPORT

Additional notes

- Ad hoc name correlation reports

  - There are many variations of this report, which are available as an ad hoc request from the DATA MANAGEMENT CENTRE

    e.g. - NATURAL name   to   title name
    - title name   to   DD member name
    - downloading name   to   DD member name

NAME CORRELATION REPORT

Additional notes (cont'd)
● Other ways to find the DD member name

- There is an online keyboard search facility in IRMIS, in which some of the keywords are specified and the list meeting the criteria is available for immediate selection

- This is only available for elements

- This will be detailed in the next presentation "DMC DATA DICTIONARY CONCEPTS, SERVICES AND FACILITIES"

1986/04/17

NATURAL NAME	DATAMANAGER MEMBER NAME
ACCTG-MTH	ACCOUNTING-MONTH-NUMBER
ACCTG-MTH-SP	ACCOUNTING-MONTH-SUPER-DSCPTR
ACCTG-OFFCE	DEPTL-ACCOUNTING-OFFICE-CODE
ACMNAT-EDIT-MASK	DICTIONARY-OFLT-EDIT-MASK-DESC
ACPT-TRNSTNL-CNT	ESTABLISHMENT-ACCEPT-TRNSTNL-CNT
ACPTBL-RORMTS-IND	PROJECT-ACCEPTABLE-RORMTS-IND
ACT-BNFT-DESC	PROJECT-ACTUAL-BENEFIT-DESC
ACT-CDG-SP	ACCOUNT-CODE-SUPER-DESCRIPTOR
ACT-COL	ACTIVITY-COLLATOR-CODE
ACT-DECISION-DT	APLTN-ACTUAL-DECISION-MADE-DATE
ACT-DMST-SALES	PROJ-ANNUAL-DOMESTIC-SALES-AMT
ACT-DSBMT-DT	L-G-ACTUAL-LOAN-DSBMT-DATE
ACT-EXPT-SALES	PROJ-ANNUAL-EXPORT-SALES-AMT
ACT-JOB-MNTND	PROJECT-ACT-JOB-MAINTAINED-COUNT
ACT-JOBS-CREATED	PROJ-ANL-DIR-JOB-CREATION-CNT
ACT-PRODN-DT	PROJ-ACTL-COMMERCIAL-PRDTN-DATE
ACT-RECMNDTN-DT	APLTN-RECOMMENDATION-DATE
ACT-TOT-CREATED	PROJ-TOT-DIR-JOB-CREATION-CNT

STANDARD DATA DICTIONARY REPORTS

IRMIS Reports

- **SCAN report**

- **ADABAS userview charts**

- **DATA ELEMENT DIRECTORY**

- **NAME correlation reports**

DATA DICTIONARY
REPORT CATEGORIES

- Standard Data Dictionary Reports

    - IRMIS Reports

- Special Request Data Dictionary Reports

    - Ad Hoc Reports
    - Custom-tailored Reports

SPECIAL REQUEST
DATA DICTIONARY REPORTS

(Ad Hoc and Custom-Tailed Reports)

<u>STEPS</u>

- Determine if the information is in the dictionary

- Ensure that the dictionary is up-to-date (use SCAN facility)

- Do you want a Laser Print or will standard 15″ listing paper suffice ?

- Do you want a "Report" with no DATAMANAGER line numbers or do you want a bulk print ?

SPECIAL REQUEST
DATA DICTIONARY REPORTS

(Ad Hoc and Custom-Tailed Reports)

<u>Steps</u> (cont'd)

● Ensure that the report you want is not already available from IRMIS

● Discuss the report with DMC personnel (objective, format, priority, flexibility, etc.)

● Fill in a work request form

- Remember the <u>discussions with DMC personnel</u> are crucial to the success of your report

- If you have a report sample from a previous run, then the communication is much easier

- If you don't care whether the information is presented horizontally or vertically, be sure to mention this, because it can make a lot of difference to the DATAMANAGER commands

- If laser printing is <u>not</u> necessary, your reports will be available much more quickly

AD HOC REPORTS

- Ad Hoc Impact Analysis - Report 1

- Ad Hoc Impact Analysis - Report 2

- Ad Hoc Impact Analysis - Report 3

- Record Layout

- Screen Layout

- Non-Element Directory

- System Program Category Statistics Report

- This is just a tiny subset of the available ad hocs

- The total number of ad hocs is only limited by your imagination

- This collection is chosen to stimulate your own creative process, by giving
  you some ideas to work with

AD HOC IMPACT ANALYSIS - REPORT 1

Purpose

- To determine the impact of changing the allowable values for a data element used by several corporate systems

  e.g. What is the impact of modifying the allowable values of APPLICANT - APPLICATION - CODE ?

Benefit

- Without a Data Dictionary all the programs of the affected systems must be manually scanned, assume
  - 5 min./program and 700 programs (PRISM, PEMD)
  - Approximately 8 person-days

- With a Data Dictionary
  - Approximately ¼ person - day

- When estimating enhancements it is the impact analysis reports which provide the raw data to base the work day estimates on

- <u>With a Data Dictionary</u>

  - ½ person-day for a hard copy report

  OR

  - use online IRMIS and get the report in minutes

AD HOC IMPACT ANALYSIS - REPORT 1

Overview

- Produce a report indicating all the programs which use the data element

- Print the - program name
  - program alias

When to use

- Estimating the cost of proposed changes
- Estimating the potential impact of a change on a system
- To communicate to the user the potential impact of the proposed changes

AD HOC IMPACT ANALYSIS - REPORT 1

How to obtain

- Discuss the report request with DMC personnel
  (objective, format, priority, flexibility, etc.)

8. SPECIAL REQUEST REPORTS - AD HOCS

```
*************************************
*        PROGRAM DATA REQUIREMENTS        *
*          IMPACT ANALYSIS REPORT         *
*************************************


LIST OF SELECTED       MEMBERS
  MEMBER NAME                         TYPE       USAGE CONDITION AC ALT REM OWNER
  APLNT-APLN-CD                       DATA ELEMENT 132  SCE ENC YES YES YES
  LIST CONTAINS        1 DATA ELEMENT
                       1 MEMBER IN TOTAL




THE FOLLOWING PROGRAMS ACCESS
APLNT-APLN-CD

 GLOSSARY OF SELECTED MEMBERS
DMC-LMC100-TEST-PRDGRAM
   PRDGRAM
   ALIAS
     CODE                            DBPTST1
DMC-LMC100-TEST2-PROGRAM
   PROGRAM
   ALIAS
     CODE                            DBPTST2
PEMD-AGING-APPLICATION-SLCT-PGM
   PROGRAM
   ALIAS
     CODE                            GGP9165
```

for each program — name — alias (handwritten annotation)

- The first green line indicates which elements had the impact analysis done on it

- You can list several elements, only 1 is listed here

- The red underlining indicates that only "programs" were requested for impact analysis

- The NATURAL alias is underlined in green

- For each program the name and alias is printed

```
· PRISM-PROJECT-PROFILE-PRINT-PGM
    PROGRAM
    ALIAS
        CODE                        RDP212
 PRISM-PROJECT-RLTD-COMPANY-PGM
    PROGRAM
    ALIAS
        CODE                        RDP128
 PRISM-PRS-ACPTD-OFR-PRNT-PGM
    PROGRAM
    ALIAS
        CODE                        RDP291
 PRISM-RETURN-CONTROL-PGM
    PROGRAM
    ALIAS
        CODE                        RDP190
 PRISM-STAT-CHNG-ACTVTY-SLCTN-PGM
    PROGRAM
    ALIAS
        CODE                        RDP221
 PRISM-WITHDRAWAL-REJECTION-PGM
    PROGRAM
    ALIAS
        CODE                        RDPO10
 GLOSSARY CONTAINS    126 PROGRAMS
                      126 MEMBERS PROCESSED
```

the number of programs using "APLNT-APLN-CD"

```
 ----------------------------------------------------------
 PRODUCED BY DATA ADMINISTRATION FROM INFORMATION
 CONTAINED IN THE INFORMATION RESOURCE DATA BASE.
 ----------------------------------------------------------
```

- At the end of each impact analysis report, for each element the total number
  of programs using the element is counted and printed

10. SPECIAL REQUEST REPORTS - AD HOCS

```
PRISM-FIELD-UPDATE-EDIT-2-PGM
  PROGRAM
  ALIAS
    CODE                          RDP614
  DESCRIPTION

    THIS IS THE SECOND EDIT PROGRAM USED IN FIELD UPDATE.
    IT EDITS DATA TO BE UPDATED ON THE PROJECT BENEFIT
    FILE, THE CLAIM FILE AND THE DESA CLAIM FILE.
```

— Impact showing program
  — name
  — alias
  — description

```
PRISM-PASSWORD-ADD-UPDATE-PGM
  PROGRAM
  ALIAS
    CODE                          RDP502
  DESCRIPTION

    THIS PROGRAM ADDS, UPDATES, AND DISPLAYS THE PRISM
    PASSWORD FILE.

PRISM-PROJECT-RLTD-COMPANY-PGM
  PROGRAM
  ALIAS
    CODE                          RDP128
  DESCRIPTION

    DISPLAYS PROJECTS RELATED TO A SPECIFIED COMPANY.

GLOSSARY CONTAINS       6 PROGRAMS
                        6 MEMBERS PROCESSED
```

- This is a slight variation on the previous impact report and it prints the
  program description as well as the name and alias of the program

- The last 2 versions are in the process of becoming "standard" reports and
  may soon be available from IRMIS

AD HOC IMPACT ANALYSIS - REPORT 2

Purpose

- To determine the impact of replacing an old file with a new file within a system
  e.g. What is the impact of replacing the old ADABAS userview...
    MPC-PRODUCT-CODE-ADABAS-UV
    with a new file/userview?

Benefit

- Without a Data Dictionary all the programs of the affected system must be manually scanned, assume
  - 5 min. / program and 250 programs (MPC)
  - Approximately 3 person-days

- With a Data Dictionary
  - Approximately ½ person-day

AD HOC IMPACT ANALYSIS - REPORT 2

Overview

- Produce a report indicating all the members and files which use that userview

- Print the - member type (program, file)
  - member name (program name)
  - alias code

Member type - like element, group, file

- a particular entity in the DD

AD HOC IMPACT ANALYSIS - REPORT 2

When to use

- Estimating the cost of proposed enhancements

- Commencing the analysis / design of the enhancements

- Estimating the potential impact on current and future workloads

How to obtain

- Discuss the report request with DMC personnel (objective, format, priority, flexibility, etc.)

14. SPECIAL REQUEST REPORTS - AD HOCS

```
••••••••••••••••••••••••••••••••••••••••••
•        PROGRAM DATA REQUIREMENTS       •
•          IMPACT ANALYSIS REPORT        •
••••••••••••••••••••••••••••••••••••••••••
```

```
LIST OF SELECTED        MEMBERS
  MEMBER NAME                       TYPE        USAGE CONDITION AC ALT REM OWNER
  PRODUCT____                       ADABAS UV    33   SCE ENC YES YES YES
   LIST CONTAINS        1 ADABAS USERVIEW
                        1 MEMBER IN TOTAL



  THE FOLLOWING MEMBERS ACCESS
  PRODUCT

  GLOSSARY OF SELECTED MEMBERS
  MPC-ADABAS-USERVIEW-DIRECTORY   ⟵ directory
    DIRECTORY
  MPC-CREATE-APRVD-LN-ITEM-FL-PGM ⟵ program
    PROGRAM
    ALIAS
      CODE                        MMP251
  MPC-DUMP-LINE-ITEM-INFO-PGM
    PROGRAM
    ALIAS
      CODE                        MMP276
  MPC-INIT-PRDCT-CD-HISTORY-PGM
    PROGRAM
    ALIAS
      CODE                        MMP245
```

- Green line - indicates the impact was done for the "PRODUCT" ADABAS userview

- Red line   - indicates - all membertypes, all programs, files, etc. that use
               the userview will be printed on the impact report, not just
               programs

- Blue lines - show a directory and a program

```
        PROGRAM
        ALIAS
           CODE                                  MMP298
  MPC-PRODUCT-CODE-BOOK-PROGRAM
        PROGRAM
        ALIAS
           CODE                                  MMP242
  MPC-PRODUCT-CODE-FILE-MNTNC-PGM
        PROGRAM
        ALIAS
           CODE                                  MMP241
  MPC-UPDATE-PRDCT-CD-BOOK-PROGRAM
        PROGRAM
        ALIAS
           CODE                                  MMP244
  PRODUCT-CODE-ADABAS-FILE         ← file
        ADABAS FILE
        ALIAS
           CODE                                  DBF106
  GLOSSARY CONTAINS          ┌─────────────────┐
                             │   1 DIRECTORY   │
                             │   1 ADABAS FILE │ ←──────  the impact!
                             │  18 PROGRAMS    │
                             └─────────────────┘
                             20 MEMBERS PROCESSED


     ----------------------------------------------------------
     PRODUCED BY DATA ADMINISTRATION FROM INFORMATION
     CONTAINED IN THE INFORMATION RESOURCE DATA BASE.
     ----------------------------------------------------------
```

- After skipping a few pages the end shows

    - 1 directory was picked up
    - 1 file
    - 18 programs

AD HOC IMPACT ANALYSIS - REPORT 3

Purpose

- To determine the impact of modifying the length of a key field within a system
  e.g. What is the impact of changing the length of PRDCT-CD-ALPHA in Machinery Branch Program system from 8 characters to 14 characters?

Benefit

- Without a Data Dictionary all the programs of the affected systems must be manually scanned
  - Assume - 5 min./program and 250 programs (MPC)
        - approximately 3 person-days

- With a Data Dictionary
  - Approximately ½ person-day

- This is a modified version of a real-life scenario, because the dictionary was not up-to-date I can verify that it took at least 3 days to do this

AD HOC IMPACT ANALYSIS - REPORT 3

Overview

- **Produce a report indicating all the programs, report, screens and files using that element**

- **Sort the report by member type, giving totals**

- **Print the - member type (program, screen, report, etc.)**
        - member name (program name)
        - alias code

When to use

- **Estimating the cost of proposed enhancements**

- **Commencing the analysis / design of the enhancements**

AD HOC IMPACT ANALYSIS - REPORT 3

When to use (cont'd)

- **Estimating the potential impact on current and future workloads**

- **Estimating the cost of collecting/inputting a new element on an existing form (i.e. new benefit field to the application form)**

How to obtain

- **Discuss the report request with DMC personnel (objective, format, priority, flexibility, etc.)**

```
*****************************************
*        PROGRAM DATA REQUIREMENTS       *
*          IMPACT ANALYSIS REPORT        *
*****************************************
```

LIST OF SELECTED MEMBERS

MEMBER NAME	TYPE	USAGE	CONDITION	AC	ALT	REM	OWNER
PRDCT-CD-ALPHA	DATA ELEMENT	69	SCE	ENC	YES	YES	YES

LIST CONTAINS   1 DATA ELEMENT
                   1 MEMBER IN TOTAL

THE FOLLOWING PROGRAMS ACCESS
PRDCT-CD-ALPHA

GLOSSARY OF SELECTED MEMBERS
MPC-CAN-GAZETTE-FILE-CREATN-PGM
  PROGRAM
  ALIAS
    CODE   MMP340

- This is the top of the title page

- The red underline indicates that the programs were first reported on

```
        MPC-FR-PRDCT-CODE-DELETE-SCREEN
          SCREEN
          ALIAS
            CODE                        SC5268
        MPC-FR-PRDCT-CODE-INQUIRY-SCRN
          SCREEN
          ALIAS
            CODE                        SC5266
        MPC-FR-PRDCT-CODE-MODIFY-SCREEN
          SCREEN
          ALIAS
            CODE                        SC5264


        GLOSSARY CONTAINS    19 SCREENS ←────────── total count of member type
                             19 MEMBERS PROCESSED




        THE FOLLOWING REPORTS ACCESS  ←────────── new member type
        PRDCT-CD-ALPHA


        GLOSSARY OF SELECTED MEMBERS
        MPC-CAN-GAZETTE-CREATN-ERROR-RPT
          REPORT
          ALIAS
            CODE                        RP2135
```

- This is an extract from the 3rd page

- There is a total count of each member type

     - the blue line indicates the total number of screens using the element
       chosen

- The next member type is "reports" - note the sub-title underlined in red,
  informing you of this

- Other versions of this report could omit the alias or add the description
  depending on whether less or more information is needed

```
        ALIAS
          CODE                      DBU209A
        ALIAS
          NATURAL                   MPC-PRDCT-DUTY-RMSN-FL
    MPC-SCHEDULE-CHANGE-NTFTN-FILE
      ADABAS USERVIEW
        ALIAS
          CODE                      DBU107A
        ALIAS
          NATURAL                   MPC-SCHDL-CHNG-NTFTN-FL

      GLOSSARY CONTAINS     4 ADABAS USERVIEWS
                            4 MEMBERS PROCESSED


      THE FOLLOWING FILES ACCESS  .
      PRDCT-CD-ALPHA

      THE FOLLOWING DOCUMENTS ACCESS
      PRDCT-CD-ALPHA
```

- Note that 4 ADABAS userviews use this element but no "Files" or "Documents"
  refer to it

AD HOC REPORTS

✓● Ad Hoc Impact Analysis - Report 1

✓● Ad Hoc Impact Analysis - Report 2

✓● Ad Hoc Impact Analysis - Report 3

● Record Layout

● Screen Layout

● Non-Element Directory

● System Program Category Statistics Report

RECORD LAYOUT

Purpose

- To provide a record layout along with the description of each element within the record layout

Benefit

- For tape files and work files it can save a programmer time because it indicates the
  - Length of the record
  - The start and end position of each field

- Saves everyone time if the description appears on the layout, because the element directory doesn't have to be cross-referenced to determine the meaning of the field

Benefit

- also used for - ADABAS userviews
  - database files
  - or any file-related membertype

RECORD LAYOUT

Overview

- These charts are printed sideways

- Several options are available
  - Membername or aliases
  - Asterisk columns and lines grid

When to use

- Analysis / design documents

- Tape and work file documentation for programmers

RECORD LAYOUT

How to obtain

- Discuss report request with DMC personnel
  (objective, format, priority, flexibility, etc.)

26. SPECIAL REQUEST REPORTS - AD HOCS

DESCRIPTION OF MPC-MESSAGE-FILE

DEC START	HEX START	LEVEL & NAME	LENGTH	TYPE	ALIGN	REMARKS
1	1	1 MPC-MESSAGE-FILE	138	GROUP		THIS FILE IS USED TO CONTAIN ALL THE MESSAGES FOR THE SYSTEM. THE MESSAGES WILL APPEAR ON THE FIRST LINE OF THE SCREEN, OR ON THE APPROPRIATE BATCH REPORT LINE. IT IS A SYSTEM FILE.
1	1	2 MPC-MESSAGE-CLASS-CODE	1	ALNUM		THIS CODE INDICATES THE SEVERITY OF THE SYSTEM MESSAGE.
2	2	2 MPC-MESSAGE-TEXT-IDENTIFIER	2	ALNUM		THIS IS THE MESSAGE NUMBER USED TO IDENTIFY THE MESSAGE IN COMBINATION WITH THE MESSAGE SEVERITY CODE. THIS CAN VARY FROM 000 TO 999 INCLUSIVE.
5	5	2 MPC-ENG-MESSAGE-DESCRIPTION	67	ALNUM		THIS IS THE ENGLISH MESSAGE TEXT.
72	48	2 MPC-FR-MESSAGE-DESCRIPTION	67	ALNUM		THIS IS THE FRENCH MESSAGE TEXT.

description —

- Underlined in red are - the file name
                         - record length

- Underlined in blue   - the element member name
                        - the length and type (alphanumeric)
                        - the description of the element

- Underlined in green   - the starting position of the element

31 JUL 1987   10.00.07   MANAGER SOFTWARE PRODUCTS   PAGE   8
FROZEN STATUS PRODUCTION   DICTIONARY IRD

        DESCRIPTION OF MESSAGE

DEC   HEX
START   START   LEVEL & NAME   LENGTH TYPE   ALIGN   REMARKS

  1   1   1   MESSAGE   128   GROUP
  1   1   2   MSG-CLS-CD   1   ALNUM
  2   2   2   MSG-TXT-IDNTR   3   ALNUM
  5   5   2   ENGL-MSG-DESC   67   ALNUM
 72   48   2   FR-MSG-DESC   67   ALNUM

- This version shows the NATURAL alias and no description

SCREEN LAYOUT DESCRIPTION

Purpose

- To provide a document which will quickly explain the contents of a screen

Benefit

- This greatly reduces the time spent in communication between users and EDP personnel, regarding the contents of a screen

- Screen layouts reduce the time spent cross-referencing between "screen field ids", the Data Dictionary element name, and the description of the data element (providing that the heading alias is used as a screen identifier)

SCREEN LAYOUT DESCRIPTION

Overview

- These charts are printed sideways

- Several options are available
  - Membername or alias
  - Asterisk columns and lines grid

- This is really a "record layout" and consequently record length and element position information should be ignored

SCREEN LAYOUT DESCRIPTION

When to use

- Analysis / design documents

- User manuals

- Communication

- Training

How to obtain

- Discuss report request with DMC personnel
  (objective, format, priority, flexibility, etc.)

```
SCXXXX        PROGRAM RESOURCE INFORMATION SYSTEM FOR MANAGEMENT        YYYY/MM/DD
190-1              DESA - AUTHORIZATION/OFFER/CONTRACT - 1 OF 3

PROJ CD ID       : XXX XXXXXX XXX    ESTBLMT NO: XXXXXXXXXXXX    PROJ STAT CD: XXX
ESTBLMT LEGAL NM: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   DESA MODL TYP CD: X
REC CREATED DT       : YYYY/MM/DD
REC LTST CHNG DT     : YYYY/MM/DD
ARCHIVE REC IND      : X

ACTL DCSN NDE DT     : YYYY/MM/DD *     PROJ ACTL DCSN CD  : X
ASSTNC OFR DT        : YYYY/MM/DD *     REACTIVATED DT     : YYYY/MM/DD
ASSTNC OFR DSPSL DT: YYYY/MM/DD *       ASSTNC OFR DSPSL CD: X             *

DRIE MNTRG OFCE CD : XXX        * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
DRIE MNTRG OFCR CD : XXXXX      * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CNTRCT XPRY DT       : YYYY/MM/DD *     ACTL AMNCMT DT     : YYYY/MM/DD
ESTD VRE STRT DT     : YYYY/MM/DD *     ESTD CNCL PRDTN DT : YYYY/MM/DD *
JOINT PAYEE IND      : X

NEXT FUNCTION(000-SUBSELECTION MENU, 050-DESA ONLINE MENU, ESC-ESCAPE): 190-2 *
```

- Here is the screen layout for the DESA-authorization screen

- Look at the field abbreviation "PROJ STAT CD"

- These should come from the heading alias in the Data Dictionary

32. SPECIAL REQUEST REPORTS - AD HOCS

DESCRIPTION OF OESA - AUTHORIZACONTRACT - 1 OF 3

DEC START	HEX START	LEVEL & NAME	LENGTH	TYPE	ALIGN	REMARKS
1	1	1 OESA - AUTHORIZACONTRACT - 1 OF 3	165	GROUP		THIS SCREEN DISPLAYS FOR UPDATE PREVIOUSLY ENTERED DATA AND ALLOWS ENTRY OF NEW DATA FOR THE FIRST PORTION (OF THREE) OF THE OESA-MAINTAIN AUTHORIZATION/OFFER/CONTRACT DETAILS PROCESS.
1	1	2 PROJ CD ID	12	ALNUM		AN ITEM REPRESENTING THE EXPLOSION OF THE PROJECT CODE. SEE PROJECT-CODE-INFORMATION FOR THE CONTENTS.
13	D	2 ESTABLISHMENT-NUMBER	12	ALNUM		A UNIQUE NUMBER USED TO IDENTIFY AN ESTABLISHMENT WITHIN THE DEPARTMENT. IT IS ASSIGNED BY THE ESTABLISHMENT SYSTEM.
25	19	2 PROJ STAT CD	3	NUM		3 DIGITS A THREE DIGIT CODE WHICH IDENTIFIES THE DEGREE OF COMPLETION OF DEPARTMENTAL ACTIVITIES IN RELATION TO AN APPLICATION. THE FIRST DIGIT IDENTIFIES A BROAD CATEGORY OF STATUS ("STATUS") WHEREAS THE LAST TWO DIGITS REPRESENT A FINER DIVISION OF THE FIRST ("SUB-STATUS")

(handwritten annotations: "screen description" pointing to the GROUP remarks; "element description" pointing to the PROJ STAT CD remarks)

- Note the screen name and description marked in red

- In green, the screen id "PROJ STAT CD", shows the length, field type and description

- If the elements of the screen are put in order, this report works very well in cross-referencing screens to field definitions

NON-ELEMENT DIRECTORY

Purpose

● To provide a directory of any group of membertypes
e.g. - to provide a list of all the forms used as source
documents

   - A source document is a form, letter or report from which
data is extracted and put into the system

   - The directory will describe each form and list the elements
captured from it

NON-ELEMENT DIRECTORY

Benefit

- Saves the analyst and designers time in documenting the system

- Provides an easily updated and reproduced catalogue of any membertypes within a system (e.g. all reports, all screens, all jobs, all documents, all forms)

NON-ELEMENT DIRECTORY

Overview

- Produce a report which prints only the minimum set of desired information

- This produces a catalogue of the membertype
  e.g. documents / forms
      print - document name
            - document description
            - data elements contained on the form / document

- Options: - membername or alias or title
            - with or without the elements

NON-ELEMENT DIRECTORY

When to use

- When controlling membertype (e.g. forms control)

- When documenting / cataloguing the membertype
  (all forms, all jobs, all reports)

How to obtain

- Discuss report request with DMC personnel
  (objective, format, priority, flexibility, etc.)

37. SPECIAL REQUEST REPORTS - AD HOCS

MPC-DUTY-REMISSION-APLTN-DOC
  DOCUMENT
  DESCRIPTION

    THIS IS THE APPLICATION FORM FOR THE REMISSION OF DUTY IN
    RESPECT OF GOODS DESCRIBED WITHIN IT. IT IS THE INITIAL
    INPUT TO THE REMISSION SYSTEM.

```
  DOCUMENT                          MPC-DUTY-REMISSION-APLTN-DOC REFERS TO
    GROUP                             MPC-APPLICATION-NUMBER-INFO
    DATA ELEMENT                      MPC-SUB-APPLICATION-INDICATOR
    DATA ELEMENT                      MPC-APLTN-AUTMTV-INDUSTRY-IND
    DATA ELEMENT                      MPC-APPLICANT-NAME
    DATA ELEMENT                      MPC-APLTN-MICROFICHE-INDICATOR
    DATA ELEMENT                      MPC-APPLICANT-ADDRESS
    DATA ELEMENT                      MPC-APLTN-END-USER-INDICATOR
    DATA ELEMENT                      MPC-APLTN-EVALUATION-CODE
    DATA ELEMENT                      MPC-APLTN-AGENT-NAME
    DATA ELEMENT                      MPC-APLTN-AGENT-ADDRESS
    DATA ELEMENT                      MPC-APLTN-GENERAL-DESCRIPTION
    DATA ELEMENT                      MPC-APLTN-SUBMISSION-DATE
    DATA ELEMENT                      MPC-APPLICATION-RECEIVED-DATE
    DATA ELEMENT                      MPC-APLTN-RVNU-CAN-RECEIVED-DATE
    DATA ELEMENT                      MPC-APLTN-CURRENT-LOCATION-CODE
    DATA ELEMENT                      MPC-APLTN-CURRENT-LOCN-RCVD-DATE
    DATA ELEMENT                      MPC-APLTN-PRIORITY-INDICATOR
    DATA ELEMENT                      MPC-APLTN-PROGRAM-TYPE-CODE
```

elements appearing on the application form [handwritten annotation]

- This is a partial page

- This is by membername but the report can be ordered by alias or title

- The list of comprising elements is optional

SYSTEM PROGRAM CATEGORY STATISTICS REPORT

Purpose

- To provide system statistics on program categories
  e.g. How many programs are written in NATURAL?
      How many programs are written in COBOL?
      How many programs are online? batch?

Benefit

- Considerable time is involved in accumulating statistical information on the composition of systems

SYSTEM PROGRAM CATEGORY
STATISTICS REPORT

Benefit (cont'd)

- Without a Data Dictionary the accuracy of these manually produced statistics is directly proportional to the time available to procure them

  - These statistics are dynamic and consequently they require considerable time and effort to keep up-to-date, research and re-calculate

- With a Data Dictionary the accuracy is assured if the dictionary is kept up-to-date

  - These statistics are available, quickly ($\frac{1}{2}$ day)

SYSTEM PROGRAM CATEGORY
STATISTICS REPORT

Overview

- These statistics come from the "Catalogue" code words on the "program" membertype

- Generally speaking, statistics on membertypes are available for all catalogue key words

- The SCAN facility can not detect the catalogue key words, so they must be manually assigned when you enter the program description

SYSTEM PROGRAM CATEGORY STATISTICS REPORT

When to use

- To meet Treasury Board and IMB Managers requests for statistical information about systems

- Corporate System Planning

- To provide a statistical analysis of the system size to the user and EDP personnel when training new staff

- Impact analysis - to put the proposed changes into context

How to obtain

- Discuss report request with DMC personnel (objective, format, priority, flexibility, etc.)

42. SPECIAL REQUEST REPORTS - AD HOCS

         00070   KEEP WHICH PROGRAMS ONLY 'PRISM-' FORM 'NATURAL'. ← category
DM015411   302 ENTRIES ADDED TO KEPT-DATA LIST   ← statistic

         00071   KEEP WHICH PROGRAMS ONLY 'PRISM-' FORM 'BATCH'.
DM015411   164 ENTRIES ADDED TO KEPT-DATA LIST

         00072   KEEP WHICH PROGRAMS ONLY 'PRISM-' FORM 'ONLINE'.
DM015411   138 ENTRIES ADDED TO KEPT-DATA LIST

         00073   KEEP WHICH PROGRAMS ONLY 'PRISM-' FORM 'UPDATE'.
DM015411   97 ENTRIES ADDED TO KEPT-DATA LIST

         00074   KEEP WHICH PROGRAMS ONLY 'PRISM-' FORM 'REPORTING'.
DM015411   104 ENTRIES ADDED TO KEPT-DATA LIST

         00075   KEEP WHICH PROGRAMS ONLY 'PRISM-' FORM 'ENQUIRY'.
DM015411   65 ENTRIES ADDED TO KEPT-DATA LIST

         00076   SKIP.

- This is simulated data, the report is available but some of the programs are
  missing "catalogues"

AD HOC REPORTS

- Ad Hoc Impact Analysis - Report 1

- Ad Hoc Impact Analysis - Report 2

- Ad Hoc Impact Analysis - Report 3

- Record Layout

- Screen Layout

- Non-Element Directory

- System Program Category Statistics Report

DATA DICTIONARY
REPORT CATEGORIES

- **Standard Data Dictionary Reports**
  - **IRMIS Reports**

- **Special Request Data Dictionary Reports**
  - **Ad Hoc Reports**
  - **Custom-tailored Reports**

CUSTOM-TAILORED REPORTS

- Analysis Document Reports

- Enhancement Design Report

- Feasibility / Analysis Document Reports

- These reports are only worth doing if there will be a significant number of pages output or if there is the possibility that many other Data Dictionary users could use the same report.

- If the desired report will result in a very few pages then the most efficient method to custom tailor the output is to ...

   - send the Datamanager regular output to a file
   - download the file
   - edit the file on the micro

- The examples chosen here, represent custom-tailored reports which can be incorporated into the documents at various points in the SDLC

ANALYSIS DOCUMENT REPORTS

Purpose

- To produce the data flow diagram documentation for the analysis document (the "Information System Requirements" document)

Benefit

- Ensures the accuracy and completeness of the data flows

- Eliminates the necessity of sending this information to word processing

ANALYSIS DOCUMENT REPORTS

Overview

- The format of these reports must be negotiated with DMC before the DATAMANAGER forms are filled out

- The analysis team must provide their own Data Dictionary entry personnel which can be contracted on an as needed basis

- The IMB project managers should approve the report format, as a deliverable / final document inclusion, prior to data entry

- DMC personnel can advise on person-day estimates for Data Dictionary data entry and suitable contract personnel

- It is not necessary to use the standard forms, if there will be a large amount of data entry a new form can be created for this specific task

ANALYSIS DOCUMENT REPORTS

When to use

- Analysis / design documents

- When DMC connects the Data Dictionary to a data flow diagramming software package

- When word processing facilities are not readily obtainable

- When the desired report format matches a previously produced report

How to obtain

- Special request, this requires considerable programming effort by DMC personnel
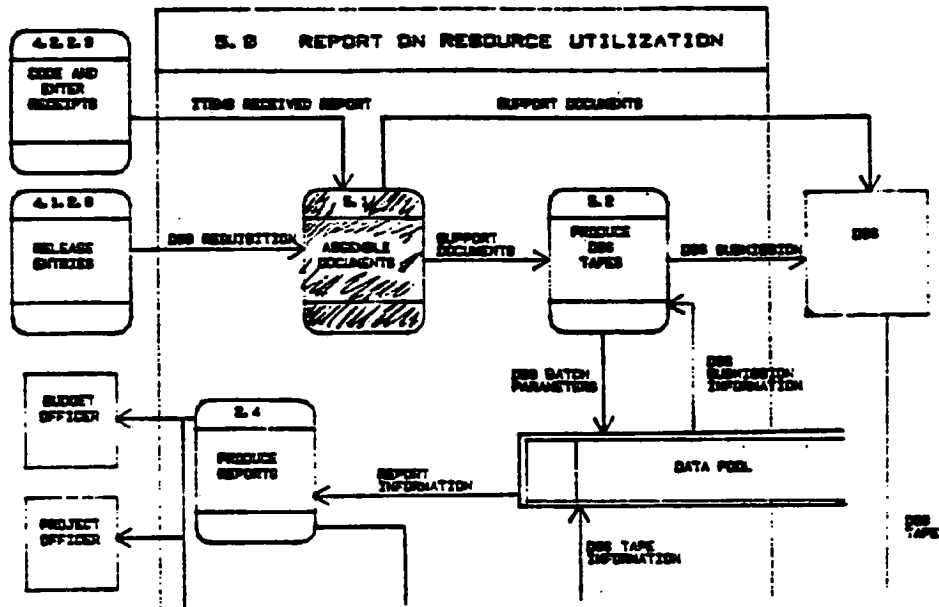
- The following samples were done for the RAMS analysis document

- This is a portion of the data flow diagram

- The next page will show the "report" of process 5.1

ASSEMBLE DOCUMENTS PROCESS

CODE : 6.1

DESCRIPTION

GATHER ALL DOCUMENTS FOR BATCHES WHICH ARE TO BE RELEASED TO DSS.

Process Description

NOTES:

1. RECEIVE ALL SIGNED DSS BATCH LISTS, SIGNED CHEQUE REQUISITIONS, AND SIGNED ITEMS RECEIVED REPORTS (ACCOUNTING OFFICE).

2. ASSEMBLE THESE DOCUMENTS INTO A PACAKGE TO FORWARD TO DSS. IN REGIONS THESE DOCUMENTS ARE SENT DIRECTLY TO THE NEAREST DSS-DSC. THE TAPE WITH THE ASSOCIATED BATCHES IS SENT FROM HEADQUARTERS. DSS DISTRIBUTES THE BATCHES TO THE RESPECTIVE DSO.

INPUTS : ITEMS RECEIVED REPORT DATA FLOW
        : DSS REQUISITION DATA FLOW

OUTPUTS : DSS SUPPORT DOCUMENTS DATA FLOW

- This is a report of the process

- The next page is a report of the data flow - "DSS Requisition Data Flow", underlined in green

PAGE 089

DSS REQUISITION DATA FLOW

TYPE   :   COMPLEX

DESCRIPTION

  THIS IS THE DSS BATCH LISTING AND CHEQUE REQUISITION FORMS
  SIGNED BY THE SECTION 26 SIGNING AUTHORITY AND READY FOR
  SUBMISSION TO DSS.

CONTAINS   :   DSS BATCH LISTING DATA FLOW
            :   CHEQUE REQUISITION DATA FLOW

- Note that this data flow is actually comprised of 2 primary flows

DSS BATCH LISTING DATA FLOW

CODE : REPORT341

TYPE : REPORT

DESCRIPTION

THIS IS A LISTING OF ALL BATCHES OF JOURNAL VOUCHERS, CHEQUE
REQUISITIONS, AND ISA'S WHICH ARE READY FOR SECTION 26
SIGNING.

data groups and/or data elements

CONTAINS :
FINANCIAL CODING COLLATOR INFO
FINANCIAL TRANSACTION KEY INFORMATION
STANDARD INDUSTRY CLASSIFICATION CODE
FINANCIAL TRANSACTION NUMBER
FINANCIAL CHEQUE REQUISITION NUMBER
DSS SOURCE CODE
FINANCIAL TRANSACTION RECEIVED DATE
DSS TRANSACTION SUB-TYPE CODE
DSS TRANSACTION TYPE CODE
FINANCIAL TRANSACTION ... ...
FINANCIAL TRANSACTION DOLLAR AMOUNT
PAYMENT STATUS CODE
DSS TRIP NUMBER
PURCHASE ORDER NUMBER
WORK ORDER NUMBER
CONTRACT NUMBER
PAYMENT BENEFICIARY NUMBER
TAXABLE BENEFIT TYPE CODE
HOSPITALITY EXPENDITURE TYPE CODE
HOSPITALITY NUMBER OF PEOPLE COUNT
TRAVEL SOCIAL INSURANCE NUMBER
TRIP START DATE
TRIP END DATE
TRIP CAR KILOMETER COUNT
INVENTORIABLE ITEM INDICATOR
TRANSACTION DEBIT/CREDIT INDICATOR
DSS DEPARTMENT CODE
DSS INTRA NUMBER
CLIENT CODE
PAYEE NAME
PAYEE ADDRESS
PAYEE POSTAL CODE
HOLDBACK AMOUNT
CHEQUE FOREIGN CURRENCY EXCHANGE RATE DESCRIPTION
CHEQUE FOREIGN CURRENCY DESCRIPTION
CHEQUE REQUISITION TOTAL AMOUNT
CHEQUE REQUISITION MODE INDICATOR
CHEQUE REQUISITION DSS RELEASE DATE
CHEQUE PARTICULARS DESCRIPTION

- The data flow may be a report or a document or form

- In this case it is a report

- This contains - data groups and/or elements

- Note - It is not necessary to get to the element level if only the
  group is known during this point in analysis

ENHANCEMENT DESIGN REPORT

Purpose

- To produce inclusions for the design report (for major system enhancements) by taking advantage of the information already stored in the Data Dictionary

Benefit

- Reduces the time taken to produce the required documentation

- Maintains a record of program modifications

ENHANCEMENT DESIGN REPORT

Overview

- The format of this report must be established with the IMB project manager and DMC, before the DATAMANAGER forms are filled out

- The analysis team must provide their own Data Dictionary entry personnel which can be contracted on an as needed basis

ENHANCEMENT DESIGN REPORT

When to use

- When modifications to an existing system are fairly significant and the system is already well documented

- When it is deemed desirable to centrally record major modifications to the system (e.g. programs, screens, reports)

How to obtain

- Special request, DMC requires advance notice of custom-tailored reports

- This information must be typed/word processed in any event and the budget normally reserved for this can be split between the data entry personnel and the word processing personnel

- As in the analysis document, special forms can be created for just this data entry. This can result in significantly fewer forms to be filled out

13. SPECIAL REQUEST REPORTS - CUSTOM-TAILORED

MPC-ENG-APLTN-LINE-INQUIRY-PGM

PROGRAM

DESCRIPTION

THIS PROGRAM DISPLAYS AN ENGLISH SCREEN WITH ALL OF THE
INFORMATION BELONGING TO THE LINE ITEM THAT IS UNDERGOING
INQUIRY.

ALIAS

CODE MMP42

NOTE

MODIFICATION NOTE/SUMMER 1987: ALL OF THESE CHANGES
MUST ALSO BE MADE IN MMP148

1. THE FIELD APLTN-LN-ITM-PRDCT-CD IN THE ACCESS TO THE
   LINE ITEM FILE SHOULD BE REPLACED BY THE NEW
   HARMONIZED CODE AND REDEFINED AS CLASSIFICATION (A10)
   AND THE ANNEX (A4). THE VARIABLE
   "APLTN-LN-ITM-PRDCT-CD" SHOULD BE REPLACED AS WELL.

2. THE SCREEN WILL HAVE TO BE CHANGED AS WELL. SEE
   SC0122 FOR MORE DETAILS.

3. THE FIELD APPLN-LN-TRFLD HAS INCREASED FROM A7 TO A8.
   THE SCREEN WILL HAVE TO BE CHANGED TO ACCOMODATE
   THIS. SEE SC0122 FOR MORE DETAILS.

FEASIBILITY / ANALYSIS DOCUMENT REPORTS

Purpose

- To produce inclusions for the business modelling portion

Benefit

- Reduces the time required to document business functions which results in a decrease in the required budgetary resource (person-years, consultant fees, etc.)

- Increases the accuracy and consistency of the subsequent reports

FEASIBILITY / ANALYSIS DOCUMENT REPORTS

Benefit (cont'd)

- A new system or a new DRIE financial assistance program rarely alters the upper level description of the pertinent branch functions and goals

- Most of the upper level Functions, Goals and Processes will remain the same. What usually differs is an expansion and incorporation of the existing Operations (Activities)

- Enhancements or new development efforts could select the appropriate information from an existing business model and add only the new information

FEASIBILITY / ANALYSIS DOCUMENT REPORTS

Overview

- The format of this report must be established with the IMB Project Manager and DMC, before the DATAMANAGER forms are filled out

- The analysts must provide their own Data Dictionary entry personnel which can be contracted on an as needed basis

FEASIBILITY / ANALYSIS DOCUMENT REPORTS

When to Use (cont'd)

- When there is general agreement that this information can be utilized in subsequent development / enhancement efforts

- When there is general agreement that this information is beneficial to many areas and there is a willingness to maintain it

How to Obtain

- Special request, DMC requires advance notice of custom-tailored reports

LIST OF BRANCH FUNCTIONS

POLICY DEVELOPMENT

PROGRAM DEVELOPMENT AND REVIEW

PROGRAM MANAGEMENT AND DELIVERY

INFORMATION GATHERING AND ANALYSIS

INFORMATION DISSEMINATION

LIAISON

GENERAL MANAGEMENT, PLANNING AND ADMINISTRATION

- This report has been purposely formatted without DATAMANAGER title lines

- One method of obtaining custom-tailored reports quickly is to download a DATAMANAGER produced file to a MICRO and massage the file with a text editor

- This report was not done this way; it was the result of a ½ day programming effort by DMC personnel

Function → GENERAL MANAGEMENT, PLANNING AND ADMINISTRATION
DEFINITION

MANAGEMENT · THE ACT OF DIRECTING, CONTROLLING,

PLANNING AND COORDINATING AN

ORGANIZATION TO ACCOMPLISH ITS

MISSION HAVING REGARD TO THE

JUDICIOUS USE OF RESOURCES
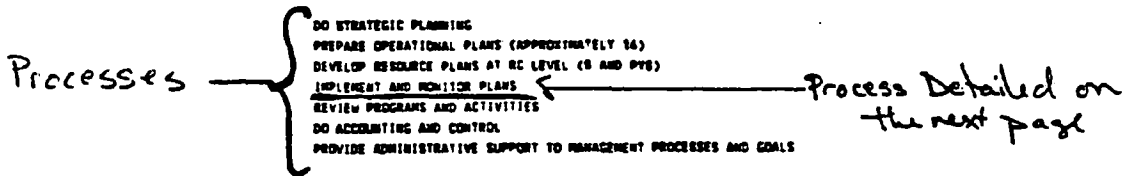
($, EQUIPMENT, FACILITIES AND STAFF)

ADMINISTRATION · THE SUPERVISING OF THE USE AND

APPLICATION OF RESOURCES REQUIRED

TO MAINTAIN STANDARDS AND CONTROL

- This is the detail of one of the functions

GOALS

1. ASSIST IN DEFINING BRANCH OBJECTIVES AND PROVIDE

   LEADERSHIP IN ATTAINMENT OF BRANCH OBJECTIVES.

2. ENSURE EFFECTIVE AND ECONOMIC USE OF HUMAN AND

   FINANCIAL RESOURCES.

3. FACILITATE BRANCH OPERATIONS THROUGH PROVISION OF

   ADMINISTRATIVE AND OTHER SUPPORT SERVICES.

Processes —
{
DO STRATEGIC PLANNING
PREPARE OPERATIONAL PLANS (APPROXIMATELY 14)
DEVELOP RESOURCE PLANS AT RC LEVEL (8 AND PYS)
IMPLEMENT AND MONITOR PLANS ← ——————— Process Detailed on the next page
REVIEW PROGRAMS AND ACTIVITIES
DO ACCOUNTING AND CONTROL
PROVIDE ADMINISTRATIVE SUPPORT TO MANAGEMENT PROCESSES AND GOALS
}

- This is the bottom half of the previous page

- Note that all the processes of the function are listed on the Function
  detail page

IMPLEMENT AND MONITOR PLANS

THE MANAGER MUST ENSURE THAT THE PLAN IS EXECUTED IN A

MANNER WHICH WILL ACCOMPLISH THE DESIRED OBJECTIVES. TO THIS

END, THE PLAN MAY BE REFINED AS IT IS BEING CARRIED OUT. THE

PROGRESS OF THE PROJECT MUST BE MONITORED AND ADJUSTMENTS TO

THE PLAN MADE ON AN "AS REQUIRED" BASIS.

Operations/
Activities
{
ASSIGN WORK
SET RESOURCE LIMITS
SET TIME FRAMES
INITIATE ACTIONS CALLED FOR IN VARIOUS SUB-SET PLANS
REVIEW PROGRESS
REVIEW RESOURCE USAGES
REVISE PLANS AS NEEDED TO MEET NEW/CHANGED PRIORITIES OR CONDITIONS
}

- This would actually be the 4th page as this is the 4th process listed

- The operations which support this process are detailed on the next page

22.   SPECIAL REQUEST REPORTS - CUSTOM-TAILORED

OPERATIONS BREAKDOWNS

ASSIGN WORK

THE TASKS INDICATED ON THE WORK PLAN MUST BE DISTRIBUTED
OVER THE AVAILABLE PERSON RESOURCES.

SET RESOURCE LIMITS

NON-PERSON RESOURCE LIMITS SUCH AS PROJECT BUDGETS AND THE
REQUIRED EQUIPMENT MUST BE ASSIGNED.

SET TIME FRAMES

MILESTONES AND DATES MUST BE CREATED AND DISTRIBUTED ACROSS
THE PLAN.

- This is only the top portion of the page which lists all the supporting
operations

CUSTOM-TAILORED REPORTS

- Analysis Document Reports

- Enhancement Design Report

- Feasibility / Analysis Document Reports

---

SUMMATION

Rest assured that if you put the information into the Data Dictionary, there is always a method of getting it out, in the format you want

- **IRMIS reports**

- **Ad hoc reports**

- **Custom-tailored reports**

- **Downloaded and edited reports**

- Up to now we have only dealt with IRMIS, ad hoc and custom-tailored reports

- The last method is the most flexible and puts the entire control within the hands of the report requestor ... "downloaded and edited reports"

    - the DATAMANAGER output is sent to a file

    - the file is downloaded to a micro

    - the downloaded file is then edited using the editor of your choice

    - the file is then printed on a laser or whatever printer is attached

"GARBAGE-IN" / "GARBAGE-OUT"
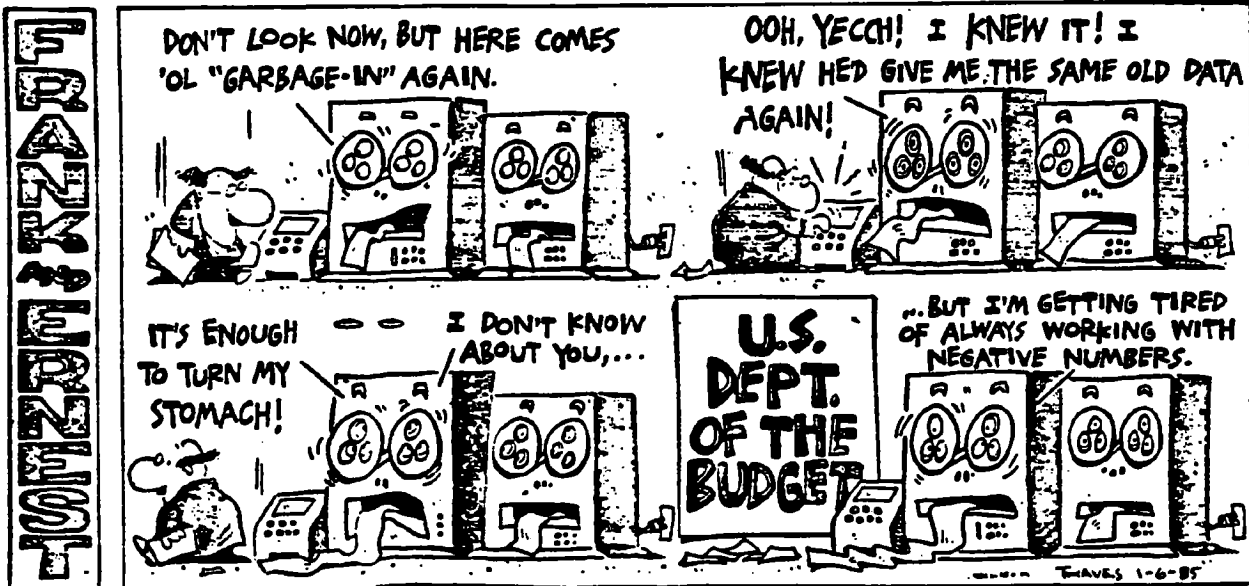
- As FRANK and ERNEST reminds us here ... Data Dictionary reporting is like
  any other reporting ... the output is only as good as the input

FUTURE DATA DICTIONARY REPORTING

- The set of "STANDARD" IRMIS reports available now will be expanded to include the popular "AD HOC" requests.
(DMC will keep statistics on future ad hoc requests)

- DMC will canvas Data Dictionary users at some point in the future to ascertain which additional reporting facilities are desired by a significant number of users

- If there is a demand for a particular ad hoc report then DMC is willing to add it to the STANDARD IRMIS reports

IRMIS REPORT DEMONSTRATION

- **Standard Report Demonstration - now**

- **Online - Keyword Search - next presentation**

- **Online - Impact Analysis - next presentation**

- To wrap up this presentation lets demonstrate how to generate a "standard" IRMIS report

- The next presentation - "DMC Data Dictionary Concepts, Services and Facilities" will demonstrate the online IRMIS system

1.1 IRMIS - STANDARD REPORT DEMONSTRATION

```
+---------------------------------------------------+
|                                                   |
|              IRMIS PREPARATION                    |
|                                                   |
|                                                   |
|   • Get a TSO account from the Technology Centre  |
|     (tell them you need access to IRMIS)          |
|                                                   |
|   • Get a Data Dictionary Logon ID and password   |
|     from the Data Management Centre               |
|                                                   |
|   • Logon to a CSG terminal                        |
|                                                   |
+---------------------------------------------------+
```

- This will show you how easy it is to use IRMIS

- The standard report that will be chosen is the "Name Correlation Report"

Notes for the Remaining IRMIS Slides

- These slides are not to be shown at the presentation, they represent what should be demonstrated on the terminal

Suggested Presentation Setup

The following is the set up procedure for the Online IRMIS demonstration

Equipment Needed:

- Sayette display
- Zenith 151 PC with 2 comm ports (Blair Stannard's)
- SIMPC software
- local loop to PACX
- EIA breakup box and Female/Female Connector Cable
- overhead projectors and screen

in 3W lobby for communication with CSG mainframe and demonstration of IRMIS and Data Dictionary functions

Equipment Sources

1. Sayette display arranged by Peggy Story through LGS Consulting
2. Zenith 151 from Blair Stannard (IMB)
3. EIA box and Female/Female Connector Cable (from Operations)
   *** (SEE DETAILED SETUP INSTRUCTIONS)   ***
   ***   ***
4. Overhead projectors and large screen are obtained from Audio/Visual group on 02 WEST

1.2 IRMIS - STANDARD REPORT DEMONSTRATION

Support:

> - Room reservations are made through IMB Secretary
> - Tech/Comm support provided by Serge/Tony (IMB Technical Support)
> - Logistics support provided by Kathy W./Lydia (IMB Operations)

NOTE: - This setup projects a bigger image than the 26" SONY screen

NOTE: - When using SIMPC and the SAYETTE, set colours to CYAN, WHITE or GREEN in SIMPC. Some colours (e.g. red) do not show up on SAYETTE

Detailed Set-up of Equipment for DMC Online IRMIS Presentation

1. Book Room (3 West Lobby), SAYETTE, Micro-computer, 2 overhead projectors, large screen, EIA breakup box, etc. ... (see Sources on previous page)

2. Connect cable labelled "CONF1" in 3 West Lobby to the "OFF" side outlet of the EIA box. (Note: GANDALF Modem is ON CONF1)

3. Set all box switches to "ON" position. (i.e. "ON" side down)

4. Plug "ON" side outlet of EIA box into Female/Female Connector Cable

5. Plug other end of Female/Female Connector Cable to COMM PORT 2 of Micro-computer. (Bottom slot)

6. Plug 25-pin plug from SAYETTE into COMM PORT 1 (TOP)

7. Plug 5-pin SAYETTE plug from SAYETTE cord into SAYETTE Convertor plug. (wire with black box on end)

8. Plug SAYETTE converter box into wall outlet

9. Plug 9-pin SAYETTE plug (the one in the middle of the SAYETTE cord - NOT the end one) into the 9-pin outlet in back of the Micro-computer

10. Plug 9-pin SAYETTE plug (at the end of the SAYETTE cord) into the 9-pin connection on the grey Micro-computer cable

11. Plug 25-pin end of the Micro-computer cable into the back of the monitor

12. Get an extension cord (with at least 3 - 3-pin outlets). Plug in power for:
    - Monitor
    - the CPU (Micro-computer)
    - the overhead projectors

13. Start up
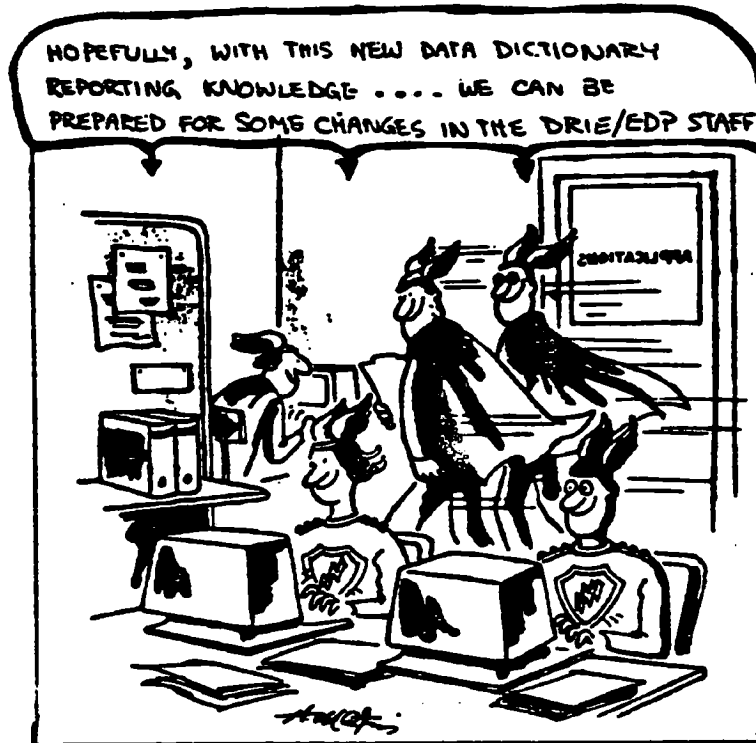
- The Report handbook gives you guidelines on how to obtain all of the reports presented here

- It must be emphasized that only a small subset of the reporting capabilities have been demonstrated here.

- For example not all of the IRMIS standard reports were mentioned, in the interest of providing a broader perspective of the overall reporting capabilities

- Any questions?

LOGON STEPS

- **Enter Service Request**

  type: tso

- **IKJ56700A Enter Userid**

  type: (the tso userid given to you)

- **TSS750A Please Enter Your Top Secret Password**

  type: (your 1 to 8 character password)

  READY

- First you logon to the mainframe

IRMIS STEPS

1.   type: IRMIS

     - The following menu appears

```
                        DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
     SDN501 ------ INFORMATION RESOURCE MANAGEMENT INFORMATION SYSTEM

                              PRIMARY MENU PANEL

     SELECT PROCESSING OPTION

     OPTION              PROCESS

        1     INFORMATION RESOURCE DICTIONARY - ON-LINE EXECUTION

        2     INFORMATION RESOURCE DICTIONARY - BATCH EXECUTION

        3     NATURAL SOURCE CODE MANAGEMENT

        4     EDIT AND SUBMIT PREPARED JOB STREAMS

       (5)    STANDARD GENERATED OUTPUT AND REPORTING


        X     TERMINATE PROCESSING


        OPTION ===) 5
```

     - Choose option 5

- Secondly you type IRMIS and choose option 5 - "Standard Generated Output
                                                and Reporting"

5. IRMIS - STANDARD REPORT DEMONSTRATION

IRMIS STEPS

2. - The following menu appears

    - Choose option 2

```
                        DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
        SDN525 ──────── IRMIS STANDARD GENERATED OUTPUT AND REPORTING ───────────


        SELECT TYPE OF OUTPUT REQUIRED

        OPTION          AVAILABLE OUTPUTS

           1            GRAPHICS

          (2)           STANDARD REPORTS



            OPTION ===) 2



        PRESS PF3 TO TERMINATE PROCESSING          PRESS PF1 FOR ADDITIONAL INFORMATION
```

- On the next menu choose option 2 - "Standard Reports"

- Note that option "1" - graphics is available and this is where the ADABAS
  userview charts are

6. IRMIS - STANDARD REPORT DEMONSTRATION

IRMIS STEPS

3. - The following menu appears

    - Choose option 4

```
                        DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
        SDN560 ----------------- IRMIS STANDARD REPORTS -----------------------


        SELECT REPORTING OPTION

        OPTION              REPORT

          1     IMPACT ANALYSIS REPORT (DATA USAGE BY PROGRAM)

          2     DIRECTORY REPORTS (LASER PRINTED)

          3     ADABAS USERVIEW LISTINGS (LISTFILE)

         (4)    NATURAL NAME TO DATAMANAGER NAME CORRELATION REPORT


            OPTION ===) 4


        PRESS PF3 TO TERMINATE PROCESSING        PRESS PF1 FOR ADDITIONAL INFORMATION
```

- On this menu choose option 4 - "NATURAL NAME TO DATAMANAGER NAME
                                  CORRELATION REPORT"

7.   IRMIS - STANDARD REPORT DEMONSTRATION

IRMIS STEPS

4. This screen presents the options

```
                    DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
        NS71 ---- I.R.M.I.S. NATURAL NAME TO DATAMANAGER MEMBER NAME REPORT ---------


            THIS SELECTION PRODUCES A REPORT TO ALLOW USERS OF THE CORPORATE
            DATA DICTIONARY TO QUICKLY FIND THE DATAMANAGER MEMBER NAME IF THE
            NATURAL NAME FOR A FIELD IS KNOWN.

            THIS REPORT IS PRODUCED FOR  ALL FIELDS ON THE CORPORATE DATABASE.


                DO YOU WISH LASER OUTPUT (Y/N)?  (Y)

                IF LASER OUTPUT HOW MANY COPIES  (1)       .
                        (MAX OF 12)




        PRESS PF3 TO TERMINATE PROCESSING        PRESS PF1 FOR ADDITIONAL INFORMATION
```

- This screen presents the options

    - standard paper or laser output

    - 1 to 12 copies

IRMIS STEPS

5. All batch reports present this screen

    - just put in your surname

```
                    DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
        N901 ----------------- JOB CONTROL INFORMATION  -----------------------

                 JOB ID ===) RYEPLDJD

                 PGMR NAME ===) SURNAME

              SERVICE LEVEL ===) N        ((D)EFERRED, (N)ORMAL OR (E)XPRESS)

               SERVICE PERIOD ===)        (ENTER O FOR OVERNIGHT,
                                           M FOR MIDNIGHT, OR LEAVE BLANK)
          OUTPUT PRINTED AT ===) RMT29    ENTER THE REMOTE ID OR "LOCAL"
                                          "LOCAL" WILL PRINT AT CSU ST. LAURENT

          PRESS PF3 TO BYPASS SCREEN
          PRESS PF1 FOR ADDITIONAL INFORMATION
        ----------------------------------------------------------------------

          DO YOU WISH TO MAKE ANY FURTHER ALTERATIONS TO THE FOLLOWING:

                    JOB CARD INFORMATION ===) NO        (YES / NO)
                SERVICE/ROUTE INFORMATION ===) NO        (YES / NO)
               PRINTED OUTPUT JOB PARAMETERS ===) NO     (YES / NO)
```

- On this screen all you have to do is type in your surname and press enter

- The rest is only used if you want non-standard options

IRMIS STEPS

6. This screen is all set up with the desired options

Press enter

```
                    DEPARTMENT OF REGIONAL INDUSTRIAL EXPANSION
N905 ----------------- JOB SUBMISSION INFORMATION -----------------

SELECT ONE OF THE FOLLOWING JOB SUBMISSION OPTIONS:

  OPTION ===) (1)

    1 - CREATE AND SUBMIT JOB STREAM, THEN DELETE (I.E. TEMPORARY JCL SET)

    2 - CREATE AND SUBMIT JOB STREAM AND RETAIN A COPY ON A DATASET

    3 - CREATE JOB STREAM AND RETAIN ON A DATASET, (I.E JOB NOT SUBMITTED)


-----------------------------------------------------------------------

PRESS PF3 TO BYPASS SCREEN

   DATASET NAME ===) XXXXXX.XXXXX.XXXXXX

   MEMBER NAME ===) XXXXXXXX


   PRESS PF3 TO TERMINATE PROCESSING
   PRESS PF1 FOR ADDITIONAL INFORMATION
```

- Just press enter, the default of option 1, is what most people want

- All IRMIS reports have their submission steps outlined in the

      "IRMIS USERS GUIDE"