

Getting Started

APHIS Information Management Menu System

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Prepared for
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Veterinary Services

by
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Getting Started

APHIS Information Management Menu System

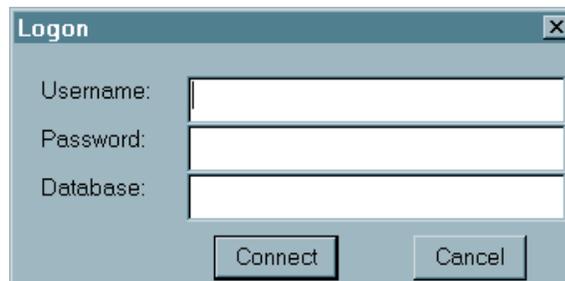
This document is an overview of the changes to the Veterinary Services programs. Changes to the Export Health Certification System, Import Tracking System, and User Fees System make the systems year 2000 compliant. The VS systems have the same functions as the last versions but allow processing four-digit dates for the year 2000. They work in a Windows environment using Oracle Version 7. You no longer need to reboot to DOS when accessing these programs. Refer to a *Windows 95* manual for basic Windows functions.

If you are entering data on a Regional Server and your computer requires Oasis to connect to a network, you must first logon to Oasis before using the APHIS menu.

Step 1. **Double click** on the APHIS Menu icon on your Windows desktop. A turning hour glass indicates the program is being loaded.

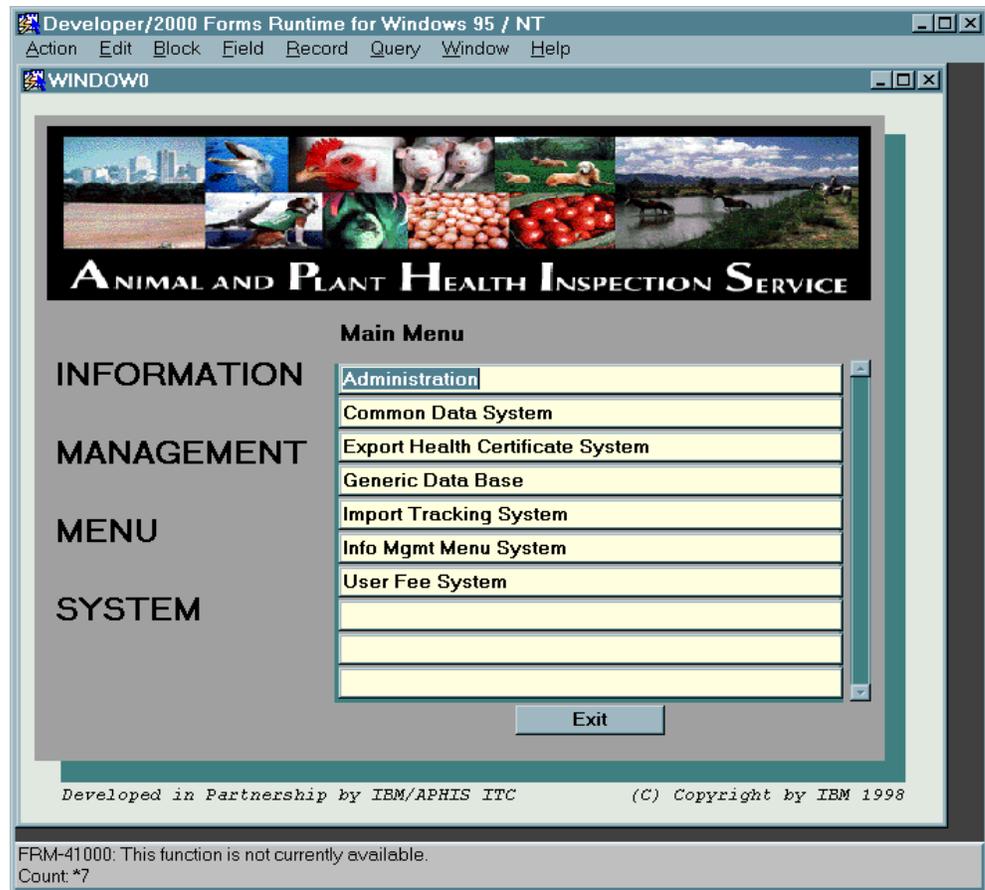


The following Logon prompt is displayed:

The image shows a Windows-style dialog box titled "Logon". It has three input fields: "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel". The dialog box has a standard Windows window border with a close button (X) in the top right corner.

Step 2. Logon to the APHIS Information Management Menu System.

- C Click in the *Username:* field and enter your Username.
- C Continue to the next field even though the hour glass is still running and click in the *Password:* field and enter your Password.
- C A sticker on your PC will indicate if your database is on an NT, PC, or Regional Server.
 - < If you are connecting to a Regional server, click in the *Database:* field and enter the appropriate Database name. For example: REGCO for the Regional Server in Colorado. *If you have questions, check with your Customer Service Representative.*
 - < If you connect to a PC or NT database, leave the database field blank.
- C Click on [**Connect**] to connect to the database and display the Main Menu.



Application systems are menu driven. To use the menu, privileges must be assigned for each user. The System Administrator assigns privileges for the NT Server and the Regional Database users. For stand-alone PC implementation, refer to the Administration document for the APHIS Information Management Menu System.

Some options are restricted and appear only on the menu of qualified users. Move from menu to menu by using the mouse to click on the text bar that corresponds to the option desired. The [Enter] key does not work for menus. Procedures to select an option or exit are the same from menu to menu.

Assigning Oracle Users

New Oracle users are assigned through the Administration option on the Main menu. This option is only available to Regional database administrators for Regional database server sites or for stand-alone PC's or NT servers by logging on with the Oracle SYSTEM userid and password. Each user must be assigned a unique username and password.

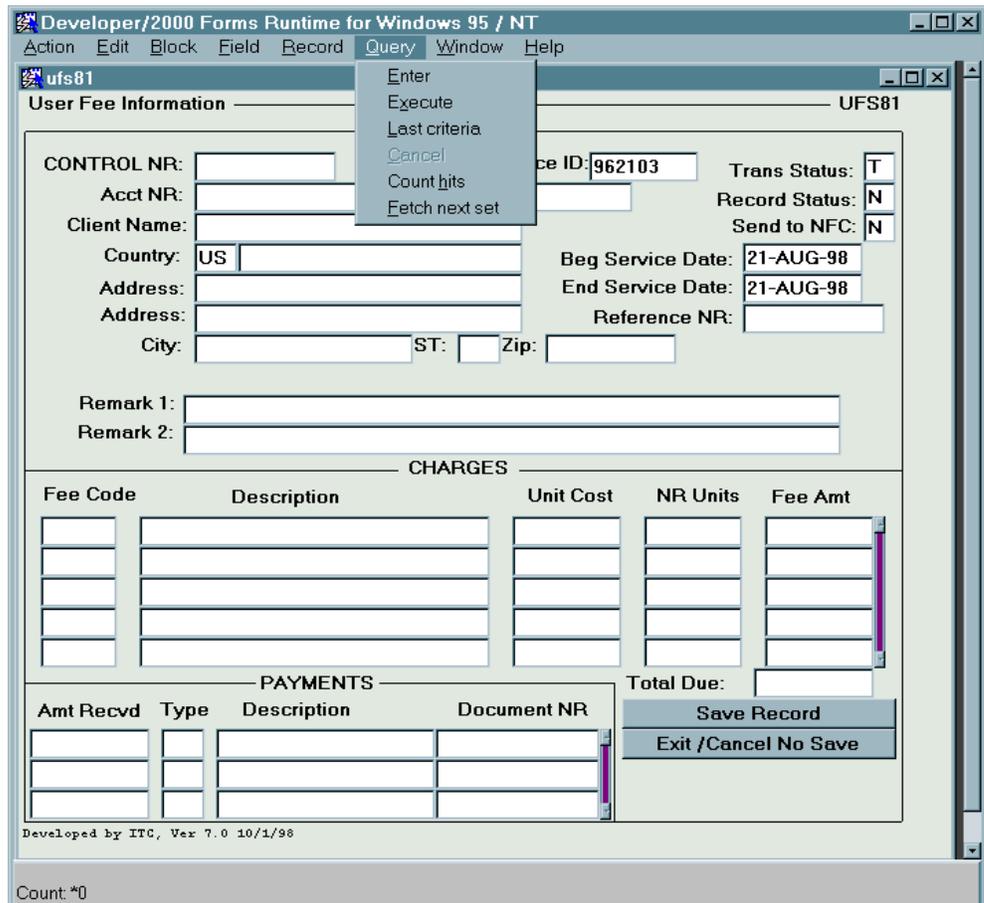
Forms

The cursor can be located by the blinking straight line in a field in the form. To move from field to field:

- C Move and click the mouse on the desired field.
- C To move forward, use the **[Tab]** or **[Enter]** key.
- C To move backward, use the **[Shift][Tab]** keys.

Use the scroll bar, if available, by clicking on the appropriate up or down arrow. Use the **[Up]** or **[Page Up]** or **[Page Down]** keys to scroll up or down within fields where there are multiple records or from form to form in query mode.

Some function keys are disabled when in various areas of the forms to help maintain data integrity. When such a key is pressed, a message *[Function key disabled]* appears on the bottom status bar. Grayed items in the action area at the top toolbar do not allow a function in that mode. For example, *Cancel* is not available from the Query menu. Use the **[Exit/Cancel No Save]** button on the form.



Action, Edit, Block, Field, Record, Query, Window, and Help all have options available, if shown in black type, from the pull-down menu. To activate, highlight the function and click once or use the control keys associated with that function.

The following *Navigation/Function Key* lists are available in the toolbar pull-down menu under *Help* keys. The following screen appears in the input forms and edit forms after a form has been brought in to be edited.

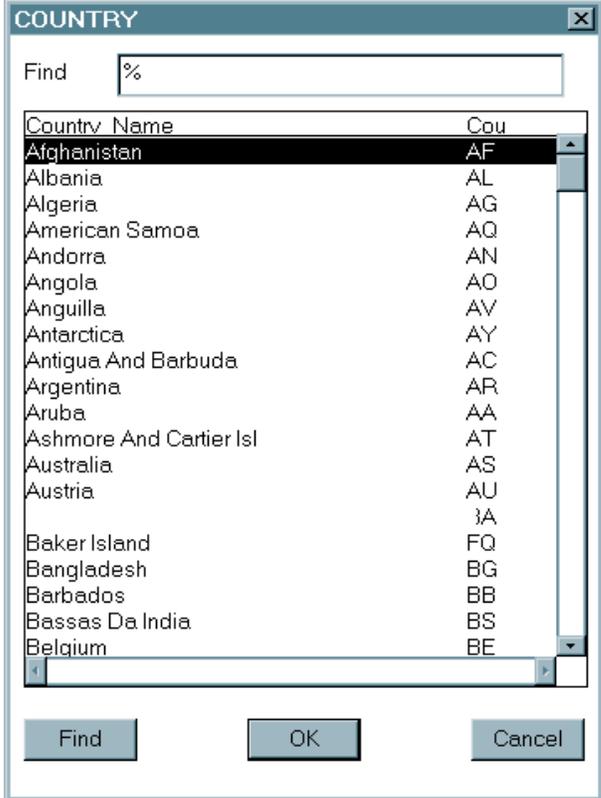


Function	Key
Accept	F10
Block Menu	F5
Cancel	Esc
Clear Block	Shift+F5
Clear Item	Ctrl+u
Clear Record	Shift+F4
Count Query Hits	Shift+F2
Delete Backward	Backspace
Delete Record	Shift+F6
Display Error	Shift+F1
Down	Ctrl+l
Down	Down
Duplicate Item	F3
Duplicate Record	F4
Edit	Ctrl+e
Enter Query	F7
Execute Query	F8
Help	F1
Insert Record	F6
Left	Left
List of Values	F9
Next Block	Ctrl+Page Down
Next Item	Ctrl+Tab
Next Item	Tab
Next Primary Key	Shift+F3
Next Record	Shift+Down
Next Set of Records	Ctrl+>
Previous Block	Ctrl+Page Up
Previous Item	Shift+Tab
Previous Item	Shift+Ctrl+Tab
Previous Record	Shift+Up
Print	Shift+F8
Return	Enter
Right	Right
Scroll Down	Page Down
Scroll Up	Page Up
Show Keys	Ctrl+F1
Up	Up

OK

List of Values, if available for a specific field, can be accessed by **Double clicking** in the field, by clicking on **Help** in the pull-down menu, or by entering [**F9**]. Existing lists can be viewed from the database to refer to a correct spelling or code names for certain fields.

Double click in the field such as **Country**: to display a list of countries and their codes such as the following screen:



Country Name	Cou
Afghanistan	AF
Albania	AL
Algeria	AG
American Samoa	AQ
Andorra	AN
Angola	AO
Anguilla	AV
Antarctica	AY
Antigua And Barbuda	AC
Argentina	AR
Aruba	AA
Ashmore And Cartier Isl	AT
Australia	AS
Austria	AU
Baker Island	IA
Baker Island	FQ
Bangladesh	BG
Barbados	BB
Bassas Da India	BS
Belgium	BE

In this box, scroll bars may be used to find data or enter the desired data in the *Find* box and select the **[FIND]** button. A *query mask* or wildcard [%] can be used in the *Find* box. Wildcards may be used in all query conditions.

To bring the highlighted selection to the form, press **[OK]**. Press **[Cancel]** to exit the pop-up box without bringing a value to the form. To obtain a *count of the number of records available* for a requested query, press **[F7]**, enter the desired query field, and press **[Shift][F2]**. The count appears in the message line. Press **[F8]** to execute a query.

To obtain a print of a record shown on the screen, click on the **Action** pull-down menu, then select **Print**. A *Print_Option* box is displayed. Select the desired options.

To save data, click on the **[Save Record]** button on the screen. Using the **[Save Record]** button is the only way to save the record.

To exit the form without saving a record, click on the **[Exit/Cancel No Save]** button. The **[Exit/Cancel No Save]** button is the only way to exit or cancel the form and exit.

Reports

Every application provides a report option for output. The Parameter Screen allows selection of specific data and directs output to the screen, file, printer, mail, or preview. The default setting is Printer. An example follows:

Output Options

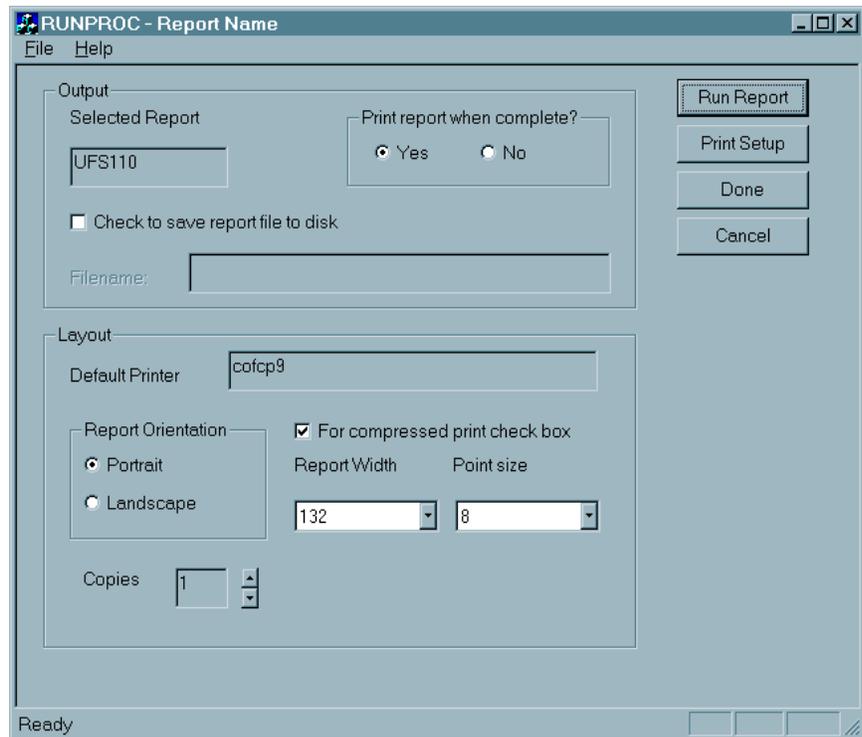
Click on the down arrow key by the *Send Report To* box for additional options:

- C Select **Screen** to show reports on screen only. This option does not allow the report to be printed.
- C If **File** is selected, enter the file destination in the *Output Device* box, such as C:\81Rpt2. (Reports are saved as a binary file, not a character format.) If the field is not entered, the report is sent to the **Printer**.
- C **Printer** is the default and a report is sent to the printer unless another option is selected.
- C The **Mail** option is not currently available.
- C Select **Preview** to view with an option to print the report. A report preview is shown on the screen and an option to print the report can be selected.

When all of the desired parameters have been entered, click on **[Run Report]**. The following box appears indicating the report is running:

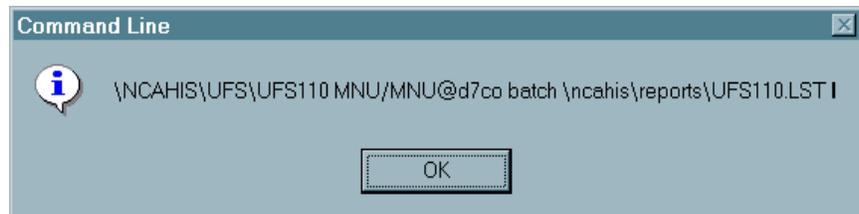


Other reports that run from DOS display the following print prompt:



Your screen should appear like this example with the Run Report, Print Setup, Done and Cancel buttons showing. If they don't show, expand the box by getting a double arrow on the right side and holding down with the left mouse button to enlarge until all of the buttons show.

After selecting the desired print parameters, press the **[Run Report]** button. The following Command Line box is displayed:



Press **[OK]** to run the report.

Data Transmission

Note: Do NOT transmit Import or Export files until you are notified and given new instructions. Continue to transmit User Fee files.

Logon to the User Fee System National Database by clicking on the [**National Database**] bar. The following Log On to National Database box is displayed:

The screenshot shows a Windows-style dialog box titled "Log On to National Database". It features a menu bar with options: Action, Edit, Block, Field, Record, Query, Window, and Help. The main content area contains three text input fields labeled "National Data Base Username:", "National Data Base Password:", and "Database:". At the bottom of the dialog are "OK" and "Exit" buttons. The status bar at the very bottom of the window displays "Count: *0".

- C Enter your **Username** and **Password** in the appropriate boxes. The same username and password as used in the past should be entered. *(Even though the hour glass is spinning, click in the next field and enter information.)*
- C Enter **NATABS** in the *Database:* field.
- C When finished, click on [**OK**].

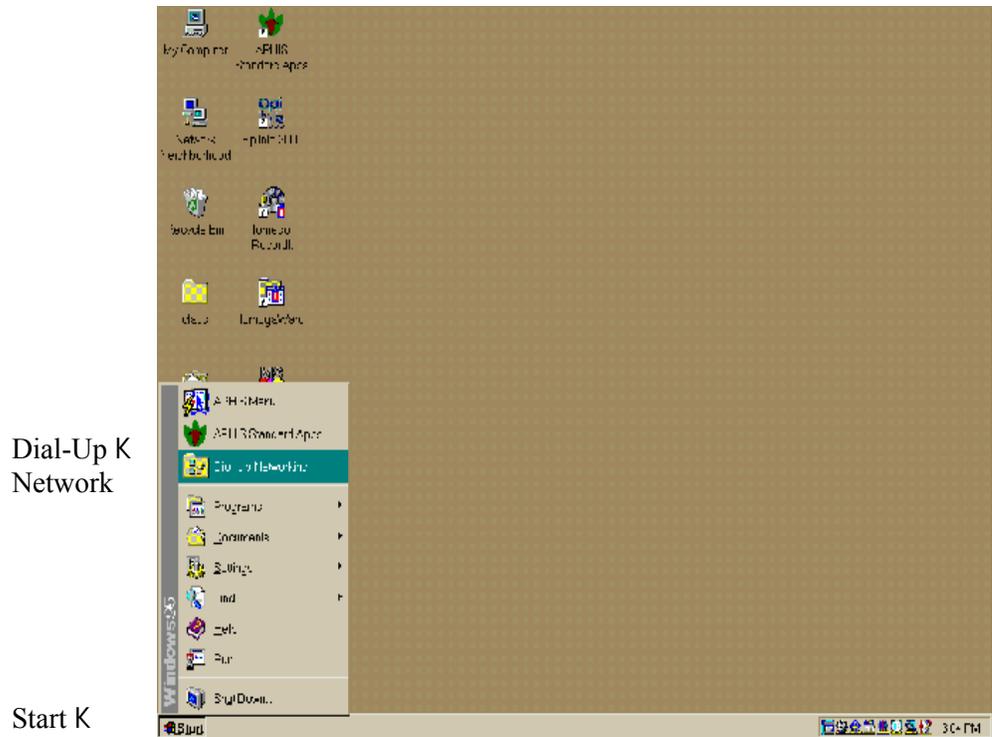
On a WAN

If you are on a WAN, continue to the National Utilities for transmission or downloading.

Not using a WAN

If you are not using a WAN, you must initiate a Dial-Up session.

- C Click on [**Start**] usually in the lower left-hand corner of the desktop screen to display the Dial-Up Networking icon above Programs.



Dial-Up K
Network

Start K

- C Click on Dial-up Networking to display the Dial-Up Networking box.
- C Double click on Oasis to display the Connecting to Oasis box.
- C The following Connecting to Oasis box is displayed as the access number is dialed. Oasis is currently being used for remote access but will change in the near future.
- C



- C Enter your Oasis ID and password 1.
- C When asked again, enter your Oasis ID and password 2.
- C When connection is made to Oasis, continue with your National Utilities menu selection.

Reporting Problems

Direct questions regarding the system to your Customer Service Representative. When calling for assistance, be ready to provide:

- C State where the user is working.
- C System being used, such as EHC, IMP, or UFS.
- C Error message number and text on the screen.
- C Last action performed, such as entering data, retrieving forms, or accessing reports.
- C Model and type of computer.
- C PC connected to the Regional, NT, or PC database.