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**CYBERCREDIT COLLECTION SYSTEM
(CCS) VERSION 3
OPERATOR'S/COLLECTOR'S GUIDE**

**CDC® COMPUTER SYSTEM:
CYBER 18 MODEL 25**

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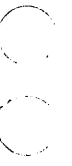
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PREFACE

The CDC® CYBER Credit System (CCS) Version 3.0 is a terminal-oriented system operating in a CYBER 18-25 hardware environment. It is designed to aid the user in processing information on delinquent accounts.

Part I of this manual, the operator's guide, is written for the reader who has a limited background in computer operations. It can be used as a step-by-step guide to execute the tasks required for daily processing of data as well as a quick reference in special situations.

Part II, the collector's guide, is written to assist the on-line collector in performing the daily functions of reviewing,

updating, and recording actions taken upon delinquent accounts.

Part III describes the steps the operator must perform to execute the tasks required for a combined CCS/LA system.

Part IV will assist the collector in performing the on-line collection activities that are unique in the LA subsystem.

The following manuals, available from Literature Distribution Services, contain additional information useful to the CCS user:

<u>Publication</u>	<u>Publication Number</u>
CYBER Credit System (CCS) Version 3 Reference Manual	60475230
CYBER Credit System (CCS) Version 3 Installation Test Kit	60475250
Communications Control Program Version 1.0 Software Reference Manual	74701200
File Manager Version 2 Reference Manual	96768040



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PART I

CCS

OPERATOR'S GUIDE



The CDC CYBER 18 CYBER Credit System (CCS) Version 3.0 is a terminal-oriented system that provides collectors with an automatic review of accounts, while it is providing the necessary reports for auditing of the collection activity, and the status of the portfolio.

PURPOSE

The intent of this operator's guide is to provide the operator with a step-by-step guide for performing daily system maintenance functions. For a detailed explanation of the functions within each procedure stream, refer to the CCS 3 Reference Manual. The operator should refer to appendix A of this guide for error/diagnostic messages.

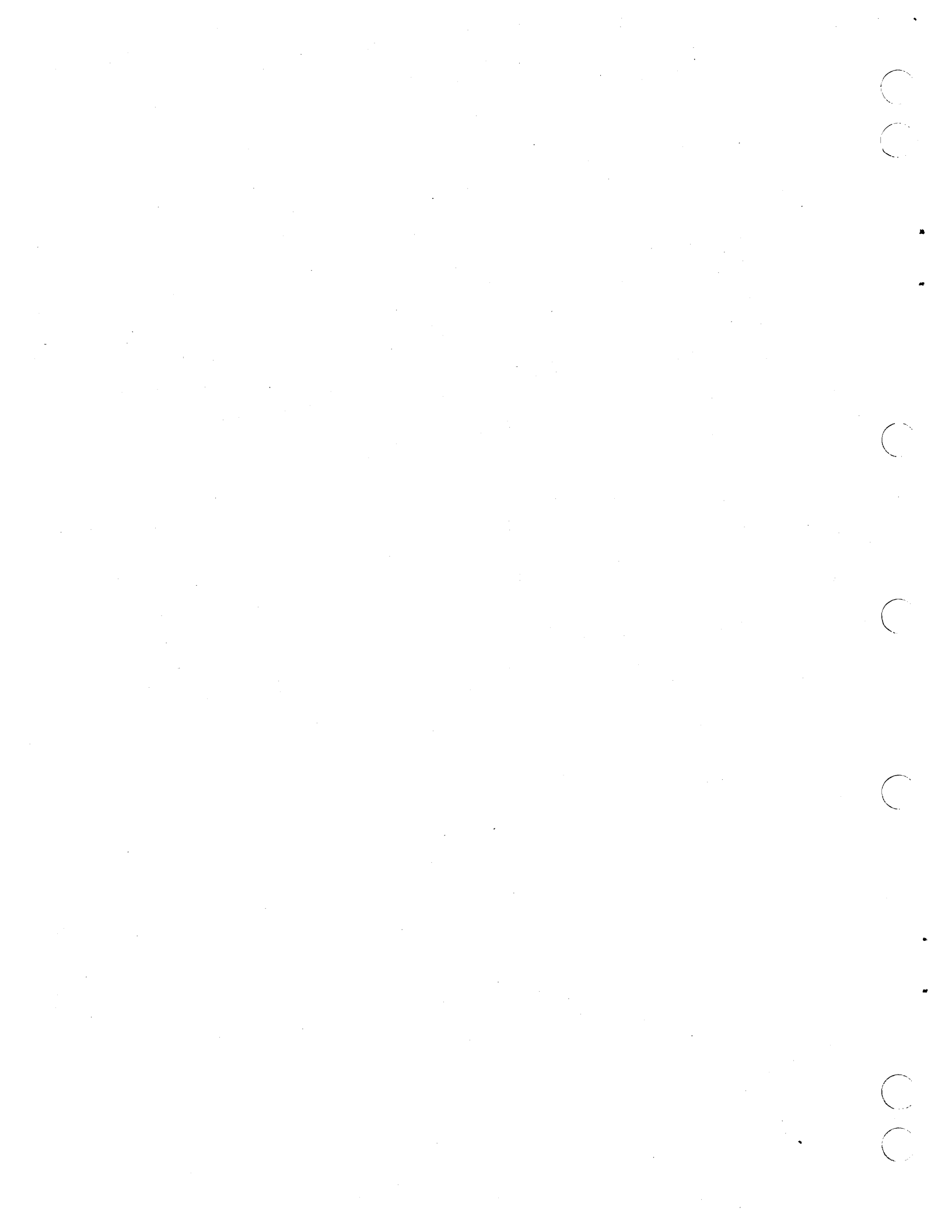
The operator is responsible for performing the following major functions from the master terminal:

- System start-up for on-line operations
- Execution of the various menu selections required
- System sign-off, off-line operations, and system backup

SYSTEM ABBREVIATIONS

The following abbreviations are used throughout this manual:

- (CR) - The operator presses the carriage return key.
- MI - Manual interrupt. This is accomplished by simultaneously pressing the CONTROL and G keys on the master terminal keyboard or by pressing the MANUAL INTRPT. switch on the control panel.
- > - The prompt mark from the system indicating it is waiting for input from the operator.
- ESC - The escape key used in the set protect on or off procedure.



CCS SYSTEM START-UP FOR ON-LINE OPERATIONS

2

NOTE

The operator must verify that the master set of disk pack volumes is physically mounted on the disk drives and ready.

NOTE

The system ID message, displayed when the operator performs the autoload and log-on at master console, is customer-defined at installation time.

AUTOLOAD

The system is autoloaded by pressing successively on the control panel:

```
STOP
MASTER CLEAR
AUTOLOAD
RUN
```

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

```
J28@
```

The following message is displayed:

```
(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy TIME: hhmm:ss
```

ACTIVATE BATCH HOST

Activating the batch host is necessary so the report generator can be run without interruption during on-line operation.

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
*BATCH,F
```

and presses (CR).

START CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
START
```

and presses (CR).

The following message is displayed:

```
BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm
```

LOG-ON AT MASTER TERMINAL

The operator types

```
+
```

and presses (CR).

The following message is displayed:

```
mon dd yy      hh:mm:ss
CDC CYBER-18  CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL   = 00
USER ID.   = >
```

The operator types

```
CCS20
```

and presses (CR).

The following message is displayed:

```
REQUEST =>
```

LOGICALLY MOUNT VOLUME DISK PACK(S)

The following procedure must be performed for each of the following three possible volumes on the system other than SYSVOL: CDD01, CDD02, and CDD03. The disk pack must be physically mounted on a disk drive and ready.

The operator types

```
UT or UTIL
```

and presses (CR).

The following message is displayed:

```
UTIL IN
READY >
```

The operator types

```
MOUNT
```

and presses (CR).

The following message is displayed:

```
MOUNT
VL =>
```

The operator types the volume to be mounted, such as

```
CDD01
```

and presses (CR).

NOTE

SYSVOL must be residing on unit 0 and does not have to be mounted. The other volumes may reside on any unit; for example, CDD01 may be mounted on disk unit 2. In this case, the operator would type 2 in response to DK=.

The following message is displayed:

```
DK =>
```

The operator types the disk number, such as

```
1
```

and presses (CR).

The following message is displayed:

```
READY >
```

NOTE

If there are subsequent disk packs to be mounted, the operator types

```
MOUNT
```

and continues until all system disk packs have been mounted.

The operator then types:

```
EX
```

The following message is displayed:

```
END UTIL
```

```
REQUEST =>
```

NOTE

The system is now ready for the collectors to go on-line. The operator can proceed with the menu selections to be run.

The system menu is a guide for new users of CCS. It contains a list of the functions and CYBER collection menus available to the user at the master terminal, as well as the two-character code used for the display and execution of a particular function.

All requests for a system function to be executed or a menu to be displayed are input from the system prompt message:

REQUEST =>

DISPLAY PROCEDURE

To display the system menu, the operator types

?

and presses (CR).

The system menu is displayed on the master terminal as follows.

SYSTEM MENU

- UT - SYSTEM UTILITIES
- ED - TEXT EDITOR-USED TO EDIT 80 CHARACTER SEQ OR DIRECT FILES
- DC - DAILY CYCLE, ON-LINE REPORTING AND PREPARATION
- HS - HISTORY SYSTEM PROCEDURES
- MT - SYSTEM FILE MAINTENANCE ROUTINES
- RP - ON-DEMAND REPORTING
- RG - REPORT GENERATOR - REPORT DIRECTORY
- EX - EXIT

REQUEST =>

NOTE

The usage of UT and ED is described in the CCS 3 Reference Manual.

SELECTION PROCEDURE

Included in the system are five menu choices: DC, HS, MT, RP, and RG. Each of these menus is a list of available procedures. To make a selection from the system menu, the operator types the appropriate two-character code and presses (CR).

For example, if the operator types

DC

and presses (CR), the daily cycle menu is displayed.

NOTE

If the EX code is entered to the system prompt REQUEST=, CCS is logged off. It is then necessary for the operator to log on again before continuing with the on-line operations from the master terminal. Refer to section 2, Log On at Master Terminal.

The menus contain all of the application programs in the system. The operator selects a procedure by typing the one-character code that precedes its description. A request for the display of a particular menu can be made from the system menu or from the system prompt:

REQUEST =>

NOTE

A selection from any CCS menu can be made only from the master terminal.

The operator can type any of the one-character codes listed on the menu, and that procedure stream is executed.

Comments within the procedure stream are displayed on the master terminal so that the operator is aware of the identity of the operation during execution.

The operator is prompted when his input is required. When the procedure stream has been executed, the menu from which the selection was made is displayed. At this point, the operator can make another selection.

Exit from any of the CCS menus is accomplished as follows. The following message is displayed:

SELECTION = >

The operator types

Z

and presses (CR).

The following message is displayed:

REQUEST =>

The operator can now select another menu.



The daily cycle menu comprises those procedures necessary for the operator to perform the daily routines that update and maintain the system and produce the reports necessary for auditing the collection work.

DISPLAY PROCEDURE

The following message is displayed:

REQUEST = >

The operator types

DC

and presses (CR).

The daily cycle menu is displayed as follows.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
 B - PRINT REQUESTED LETTERS
 C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
 D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
 E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
 F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
 G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
 H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
 I - UPDATE ACCOUNTS FROM HISTORY
 J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
 K** ARE FINISHED WITH THE DAYS ACTIVITIES
 L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
 M - CREATE DAILY ASSIGNMENT FILES
 Z - EXIT

SELECTION =>

SELECTION REQUIREMENTS

NOTE

Selections A through I of the daily cycle menu can be run in order while the system is on-line and in use by the collectors.

The execution of selections L and M is described in section I-9; as these selections cannot be executed while the system is on-line and in use by the collectors.

Not all selections need be executed, and the order of execution need not follow the complete operation as long as the following conditions are met:

- Selections L and M must be run after the collectors have completed their day's work and selections A, B, and C have been executed using the previous day's data.

- Selections A, B, and C must be run after each L selection.
- Selection B is executed only if letter printing is required.
- Selection D is executed only if there is a complete update tape from the host computer.
- Selection G is executed only if selection D has been run and a detailed list report is required for each account that has become inactive.
- If selection D is run, selection I must be run (if accounts are required to be updated with history information) prior to the execution of selection L.
- Selection E is executed only if there is a nonfinancial update tape from the host computer.
- Selection F is executed only if there is a financial update tape from the host computer.
- Selections D, E, and F can be executed repeatedly if there is more than one update tape.
- Selection H can be executed at any time, but need be run only when the supervisors have requested detail list reports during on-line use.

SELECTION PROCEDURES

SELECTION A

The following is the procedure for generating the three types of daily collector activity reports: time usage, collector statistics, and collector changes.

The operator is prompted for input.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
 B - PRINT REQUESTED LETTERS
 C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
 D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
 E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
 F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
 G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
 H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
 I - UPDATE ACCOUNTS FROM HISTORY
 J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
 K** ARE FINISHED WITH THE DAYS ACTIVITIES
 L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
 M - CREATE DAILY ASSIGNMENT FILES
 Z - EXIT

SELECTION =>

The operator types

A

and presses (CR).

The following messages are displayed:

```
* THIS ROUTINE WILL PRINT - DAILY COLLECTOR UPDATE REPORT
*                               - TIME USAGE REPORT
*                               - DAILY COLLECTOR STATISTICS REPORT
END UTIL
```

```
* TRNSFL FILE IS NOW BEING SORTED
VOLUME= SYSVOL
FILNAM= TRNSFL , CCS20
PASSED = 00000001
DONE = 00000001
VOLUME= SYSVOL
FILNAM= TRNSFL , CCS20
PASSED = 00000001
DONE = 00000001
```

```
* THE TRNSFL FILE HAS BEEN SORTED
* THE DAILY COLLECTOR UPDATE REPORT WILL BE PRINTED
* THE DAILY COLLECTOR UPDATE REPORT IS COMPLETE
* THE TIME USAGE REPORT WILL BE PRINTED
* THE TIME USAGE REPORT IS COMPLETE SWITCH = 10000000
* THE DAILY STATISTICS REPORT WILL BE PRINTED
* THE DAILY STATISTICS REPORT IS COMPLETE
```

```
**** OPERATOR -
* RESPOND: 'N' CARRIAGE RETURN - TO BYPASS ZEROING THE DAILY COUNT
* CARRIAGE RETURN ONLY - TO ZERO THE DAILY COUNT
READY? >
```

If the daily count is not to be zeroed because the report is to be run later in the day, the operator types

N

and presses (CR).

If the daily count is to be zeroed, the operator presses (CR) only.

The following message is displayed:

```
* THIS ROUTINE IS COMPLETE
```

SELECTION B

The following is the procedure for printing the collector-requested letters.

The operator is prompted for input.

DAILY CYCLE MENU

```
A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT
```

SELECTION =>

The operator types

B

and presses (CR).

The following message is displayed:

```
*THE TRANSACTION FILE WILL BE SORTED FOR PRINTING
OF LETTERS
```

```
VOLUME = CDD01
FILNAM = TRNSFL, CCS20
PASSED = 00000020
DONE = 00000020
VOLUME = CDD01
FILNAM = TRNSFL
PASSED = 00000020
DONE = 00000020
```

```
****OPERATOR - LOAD LETTER PAPER
* CARRIAGE RETURN WHEN READY
*
```

The operator ensures that the letter paper is loaded and aligned properly and then presses (CR).

The following message will be printed on the letter paper:

```
* LINE THE * TO THE TOP OF PAGE AND SEVENTH
CHARACTER POSITION
```

The following message is displayed on console:

```
DO YOU WISH TO HAVE ANOTHER ALIGNMENT LINE
PRINTED? ENTER Y OR N.
```

The alignment line will be printed as many times as needed by entering Y in answer to the above question.

After alignment is complete and the answer is N the following message will be displayed:

```
DO YOU WISH TO PRINT ALL OF THE LETTERS
REQUESTED BY THE COLLECTORS? Y OR N.
```

If the answer is Y, all letters requested will be printed.

NOTE

Under normal conditions, the answer to this prompt will be (Y). However, in case of a paper jam during the letter print routine, or some other reason, the operator may want to restart the print at the place where the interrupt occurred.

If the answer is N, the following message will be displayed:

ENTER 16 DIGIT ACCOUNT NUMBER OF THE NEXT LETTER TO BE PRINTED.

1234567890123456

READY >

When letter print is complete, the following message will be displayed:

THE REQUESTED LETTERS HAVE BEEN PRINTED

**** OPERATOR - LOAD REGULAR PAPER
CARRIAGE RETURN WHEN READY
TO CONTINUE

READY?

After the regular paper has been loaded in the printer, the operator presses (CR).

The following message is displayed:

*THE LETTER STATISTICS SUMMARY WILL BE PRINTED

At the end of the procedure, the following message is displayed:

*THE LETTER STATISTICS SUMMARY IS COMPLETE

SELECTION C

The following is the procedure for adding collector activities to the activity file.

The operator is prompted for input.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

SELECTION =>

The operator types

C

and presses (CR).

The following messages are displayed:

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* THE COLLECTOR ACTIVITIES WILL BE ADDED TO THE ACTIVITY FILE
VOLUME= SYSVOL
FILNAM= TRNSFL , CCS20
PASSED = 0000000
DONE = 0000000
VOLUME= SYSVOL
FILNAM= TRNSFL , CCS20
PASSED = 0000000
DONE = 0000000

* THE COLLECTOR ACTIVITIES HAVE BEEN ADDED TO THE ACTIVITY FILE
* THE SUMMARY REPORT OF THE BLOCK DISTRIBUTION IN THE ACTIVITY FILE
* WILL BE PRINTED

THE FOLLOWING IS A SUMMARY OF THE NUMBER OF
ACCOUNTS WITH xxx NUMBER OF ACTIVITY BLOCKS

1 ACCOUNTS WITH	1 ACTIVITY BLOCKS
0 ACCOUNTS WITH	2 ACTIVITY BLOCKS
0 ACCOUNTS WITH	3 ACTIVITY BLOCKS
0 ACCOUNTS WITH	4 ACTIVITY BLOCKS
0 ACCOUNTS WITH	5 ACTIVITY BLOCKS
0 ACCOUNTS WITH	6 ACTIVITY BLOCKS
0 ACCOUNTS WITH	7 ACTIVITY BLOCKS
0 ACCOUNTS WITH	8 ACTIVITY BLOCKS
0 ACCOUNTS WITH	9 ACTIVITY BLOCKS
0 ACCOUNTS WITH	10 ACTIVITY BLOCKS
0 ACCOUNTS WITH	>10 ACTIVITY BLOCKS

* THE SUMMARY REPORT OF THE BLOCK DISTRIBUTION IN THE ACTIVITY FILE
* HAS BEEN PRINTED

SELECTION D

The following is the procedure for processing a complete update tape from the host computer. If there is more than one update tape from the host computer, this procedure can be repeated.

The operator is prompted for input.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

SELECTION =>

The operator types

D

and presses (CR).

The following messages are displayed:

****OPERATOR - MOUNT UPDATE INPUT TAPE ON TAPE
UNIT '0'

CARRIAGE RETURN WHEN READY TO CONTINUE

SWITCH= 1000000
END UTIL

* THE UPDATE TAPE WILL BE PROCESSED

The operator presses (CR).

After the update tape is processed, the following messages are displayed:

```

* THE UPDATE TAPE HAS BEEN PROCESSED
* THE FILE SPACE AUDIT REPORT WILL NOW BE PRINTED
**** OPERATOR - CARRIAGE RETURN TO CONTINUE AFTER REVIEWING
*
  SCREEN INFORMATION
FILE NAME      MAXIMUM    CURRENT    AVAILABLE    PCT SPACE
RECORDS       RECORDS    RECORDS    RECORDS      AVAILABLE
DELQMST       12000      1789       10211        85.1%
COSIGNER      12000       0          12000        ****%
ACCAGE        12000       0          12000        ****%
ACTFIL        12000       0          12000        ****%
SUMHIST       12000       0          12000        ****%
TAPEARC       12000       0          12000        ****%
INACCT        12000       0          12000        ****%
READY? >

```

If the PCT SPACE AVAILABLE is less than 15 percent, a warning is printed indicating that a file compression will be needed soon (or history procedures must be run). When the percentage is less than 5, the message that a compression must be performed is shown on the system console and printer. History procedures are also required if not performed since the last compression.

When ready to continue, the operator presses (CR).

At the end of the procedure, the following message is displayed:

*THE FILE SPACE AUDIT REPORT IS COMPLETE

SELECTION E

The following is the procedure for processing a nonfinancial update tape from the host computer. If there is more than one nonfinancial update tape from the host computer, this procedure can be repeated.

The operator is prompted for input.

DAILY CYCLE MENU

```

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

```

SELECTION =>

The operator types

E

and presses (CR).

The following messages are displayed:

```

* THE NONFINANCIAL UPDATES WILL BE PROCESSED
**** OPERATOR - NONFINANCIAL UPDATE TAPE SHOULD BE MOUNTED ON
UNIT '0'
*
CARRIAGE RETURN WHEN READY TO CONTINUE
SWITCH=10000000
END UTIL

```

The operator presses (CR).

After the nonfinancial update tape is processed, the following message is displayed:

*THE NONFINANCIAL UPDATES HAVE BEEN PROCESSED

SELECTION F

The following is the procedure for processing a financial update tape from the host computer. If there is more than one financial update tape from the host computer, this procedure can be repeated.

The operator is prompted for input.

DAILY CYCLE MENU

```

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

```

SELECTION =>

The operator types

F

and presses (CR).

The following messages are displayed:

```

* THE FINANCIAL UPDATES WILL BE PROCESSED
**** OPERATOR - FINANCIAL UPDATE TAPE SHOULD BE MOUNTED ON UNIT '0'
*

```

```

FTAPE,B,P
TAPE , MOUNT 000000 ON LU 06, NORING,READY?

```

The operator presses (CR).

After the financial update tape is processed, the following message is displayed:

*THE FINANCIAL UPDATES HAVE BEEN PROCESSED

SELECTION G

The following is the procedure for generating a delinquent record content report for all accounts that have become inactive from the complete update process.

NOTE

This procedure should be selected only after each complete update tape from the host computer has been processed.

The operator is prompted for input.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

SELECTION =>

The operator types

G

and presses (CR).

The following messages are displayed:

SWITCH = 10000000

* DELINQUENT RECORD CONTENT REPORT WILL NOW BE PRINTED
* THE ACCOUNTS BEING PRINTED ARE THE INACTIVE ACCOUNTS NOT PREVIOUSLY PRINTED

* THE DELINQUENT RECORD CONTENT REPORT IS COMPLETE

SELECTION H

The following is the procedure for generating a delinquent record content report for all supervisor-requested accounts.

The operator is prompted for input.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

SELECTION =>

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The operator types

H

and presses (CR).

The following messages are displayed:

SWITCH = 01000000

* DELINQUENT RECORD CONTENT REPORT WILL NOW BE PRINTED
* THE ACCOUNTS BEING PRINTED WERE REQUESTED BY THE SUPERVISOR

* THE DELINQUENT RECORD CONTENT REPORT IS COMPLETE

SELECTION I

The following is the procedure for updating newly added accounts (from the complete update process) with history information.

NOTE

This procedure should be selected after each complete update tape from the host computer has been processed; and before proceeding to selection L.

The operator is prompted for input.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

SELECTION =>

The operator types

I

and presses (CR).

The following messages are displayed:

* THE ACTIVE ACCOUNTS WILL BE UPDATED FROM HISTORY

* THE ACTIVE ACCOUNTS HAVE BEEN UPDATED FROM HISTORY

SELECTIONS L AND M

The execution of selections L and M is described in detail in section 9, as these selections cannot be executed while the system is on-line and in use by the collectors.

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The history system menu provides selections for moving inactive account information to history files, or moving history file information on accounts that have become active again to DELQMST file records. Records can be purged from the history files after the expiration date. The expiration date parameters are maintained in the utility file (UTIFIL) record RSWL.

Refer to the CCS 3 Reference Manual for a detailed explanation of the history subsystem.

DISPLAY PROCEDURE

The following message is displayed:

```
REQUEST =>
```

The operator types

```
HS
```

and presses (CR).

HISTORY SYSTEM MENU

```
A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (DELQMST-COSIGNER-ACTFIL)
Z - EXIT
```

```
SELECTION =>
```

The operator is prompted for input.

HISTORY SYSTEM MENU

```
A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (DELQMST-COSIGNER-ACTFIL)
Z - EXIT
```

```
SELECTION =>
```

The operator types

```
A
```

and presses (CR).

The following messages are displayed:

```
* THE INACTIVE ACCOUNTS WILL BE MOVED TO HISTORY
* THE INACCT FILE IS BEING SORTED INTO ACCOUNT NUMBER ORDER
VOLUME = CDD01
FILNAM = INACCT
PASSED = 00000000
DONE = 00000000
END UTIL
```

```
* THE INACCT FILE HAS BEEN SORTED INTO ACCOUNT NUMBER ORDER
****OPERATOR - MOUNT HISTORY FILE OUTPUT TAPE ON TAPE UNIT '0'
*
* BE SURE THE TAPE HAS A WRITE RING
*
```

After a new tape with a write ring is mounted and ready on magnetic tape unit 0, the operator presses (CR).

The following messages are displayed:

```
FTAPE
TAPE , MOUNT 000000.ON LU 06, RING,READY?
>
```

```
END UTIL
```

```
* THE INACTIVE ACCOUNTS HAVE BEEN MOVED TO HISTORY
```

NOTE

The operator should remove the tape from tape unit 0. The tape should be properly labeled with the current date and stored for future reference.

Selection E of this menu should be executed after completion of this routine so that the inactive account record is removed from the delinquent master file.

SELECTION REQUIREMENTS

The following selection requirements should be noted:

- These selections should not be executed when the collectors are on-line.
- Selection E should be run immediately after selection A has been executed.
- No procedures should be selected from this menu without supervisor approval.

SELECTION PROCEDURES

SELECTION A

The following is the procedure for moving inactive accounts to the history files. This procedure should not be executed without supervisor approval, or when the collectors are on-line.

SELECTION B

The following is the procedure for updating accounts that have become active again from the history tapes. This procedure should be selected only with supervisor approval.

The operator is prompted for input.

HISTORY SYSTEM MENU

```
A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (DELMST-COSIGNER-ACTFIL)
Z - EXIT
```

SELECTION =>

The operator types

B

and presses (CR).

The following messages are displayed:

```
* THE ACTIVE ACCOUNTS WILL BE UPDATED FROM THE TAPE ARCHIVES
END UTIL
```

```
* THE UPREQ FILE WILL BE SORTED
VOLUME = SYSVOL
FILNAM = UPREQ , CCS20
PASSED = 00000000
DONE = 00000000
```

```
* THE UPREQ FILE HAS BEEN SORTED
END UTIL
```

```
**** OPERATOR - YOU WILL BE PROMPTED TO MOUNT TAPES DURING THE
EXECUTION OF THE NEXT JOB
```

```
*** EXAMPLE OF MESSAGE
MOUNT TAPE LABELED: MM/DD/YY
ENTER 'OK' FOR READY
ENTER 'NX' FOR NEXT RECORD
ENTER 'EX' TO END
```

After the tape with the correct date is mounted and ready on tape unit 0, the operator types

OK

and presses (CR).

If the following message is displayed

```
INCORRECT TAPE MOUNTED
ENTER 'OK' FOR READY
ENTER 'NX' FOR NEXT RECORD
ENTER 'EX' TO END
```

the operator should ensure that the correctly dated tape is mounted; if it is not, the operator should mount the correct tape, then type

OK

and press (CR).

If the tape with the correct date is not available, the operator should either type

NX

and press (CR) to update the next record, or type

EX

and press (CR) to terminate the routine.

The following messages are displayed:

```
END UTIL
* THE ACTIVE ACCOUNTS HAVE BEEN UPDATED FROM THE TAPE ARCHIVES
```

SELECTION C

The following is the procedure for purging records from the SUMHIST file. This procedure should be selected only with supervisor approval.

The operator is prompted for input.

HISTORY SYSTEM MENU

```
A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (DELMST-COSIGNER-ACTFIL)
Z - EXIT
```

SELECTION =>

The operator types

C

and presses (CR).

The following messages are displayed:

```
* THE SUMHIST FILE WILL BE PURGED
```

```
* THE SUMHIST FILE HAS BEEN PURGED
```

SELECTION D

The following is the procedure for purging records from the TAPEARC file, which contains records of each account number and the date it was moved to the tape file. This procedure should be selected only with supervisor approval.

The operator is prompted for input.

HISTORY SYSTEM MENU

```
A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (DELMST-COSIGNER-ACTFIL)
Z - EXIT
```

SELECTION =>

The operator types

D

and presses (CR).

The following messages are displayed:

* THE TAPEARC FILE WILL BE PURGED
END UTIL

* THE TAPEARC FILE HAS BEEN PURGED

SELECTION E

The following is the procedure for removing records that have been moved to history from the DELQMST, COSIGNER, and ACTFIL files in order to make space available in these files. This procedure should not be selected while the collectors are on-line or without supervisor approval. However, it should be selected immediately after selection A is complete.

The operator is prompted for input.

HISTORY SYSTEM MENU

A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (DELQMST-COSIGNER-ACTFIL)
Z - EXIT

SELECTION =>

The operator types

E

and presses (CR).

The following messages are displayed:

* THE DELQMST, COSIGNER, AND ACTFIL FILES WILL BE PURGED
END UTIL

* THE DELQMST, COSIGNER, AND ACTFIL FILES HAVE BEEN PURGED



The file maintenance menu provides menu selections for procedures that create and maintain customer-variable files. Most of these files are updated at installation by the system analyst. However, the files can be updated and maintained by selections from this menu after the system is operational.

DISPLAY PROCEDURE

The following message is displayed:

```
REQUEST = >
```

The operator types

```
MT
```

and presses (CR).

The file maintenance menu is displayed as follows.

FILE MAINTENANCE MENU

```
A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELMST-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT
```

```
SELECTION =>
```

SELECTION REQUIREMENTS

- All selections should be run only on supervisor request.
- Selections C, D, and F should not be selected if the collectors are on-line.
- Selection L must not be selected if the collectors are on-line.

SELECTION PROCEDURES

SELECTION A

The following is the procedure for printing the letter definition file.

The operator is prompted for input.

FILE MAINTENANCE MENU

```
A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELMST-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT
```

```
SELECTION =>
```

The operator types

```
A
```

and presses (CR).

The following messages are displayed:

```
* THE LETTER DEFINITION FILE WILL BE PRINTED
END UTIL
```

The following messages are displayed:

```
END UTIL
```

```
* THE LETTER DEFINITION FILE HAS BEEN PRINTED
**** OPERATOR-IF CHANGES ARE TO BE MADE IN THE LETTER FILE
* ENTER THE EDITOR TO PROCESS THE LTRDESC FILE, WHEN
* COMPLETE PERFORM THE NEXT MENU PROCEDURE STEP 'B'
* CARRIAGE RETURN WHEN READY TO CONTINUE
READY?
```

The operator presses (CR).

The file maintenance menu is displayed.

NOTE

After this procedure is complete, the operator should use the system editor to make changes and additions to the LTRDESC file before executing selection B. Refer to the CCS 3 Reference Manual for use of the editor and letter description file record format.

SELECTION B

The following is the procedure for creating the letter file. This procedure should be selected only if a new letter file must be created.

The operator is prompted for input.

FILE MAINTENANCE MENU

```
A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELMST-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT
```

SELECTION =>

The operator types

B

and presses (CR).

The following message is displayed:

```
*THE LETTER FILE WILL BE CREATED
END UTIL
```

The letter file is printed on the printer.

The following messages are displayed:

```
*THE LETTER FILE HAS BEEN CREATED
```

The file maintenance menu is displayed.

SELECTION C

The following is the procedure for maintaining the utility file. This procedure should be selected only if changes are to be made to the utility file. Refer to the CCS 3 Reference Manual for the various record formats in the utility file.

NOTE

This procedure should not be selected when the collectors are on-line.

The operator is prompted for input.

FILE MAINTENANCE MENU

```
A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELMST-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT
```

SELECTION =>

The operator types

C

and presses (CR).

The following messages are displayed:

```
* The UTILITY FILE MAINTENANCE ROUTINE WILL BE EXECUTED
*
**** OPERATOR - YOU CAN ADD, UPDATE OR DELETE UTILITY FILE RECORDS
* FROM THE CONSOLE
*
* FOLLOW THE INSTRUCTIONS AS THEY APPEAR ON THE SCREEN
```

UTILITY FILE MODIFICATION PROGRAM IN

```
INPUT , "ADD" TO ADD, "UPD" TO UPDATE, "DEL" TO DELETE, OR
"END" TO TERMINATE
>
```

The system is now ready to accept an ADD, UPD, DEL, or END function.

ADD Function

The operator types

ADD

and presses (CR).

The following messages are displayed:

```
>ADD
INPUT FOUR (4) CHARACTER KEY OF RECORD TO PROCESS
```

The operator types

CO15

and presses (CR).

The following messages are displayed:

```
CO15
NAME          ISPHONE      EXT CSUP QUEUES... (prompt for input)
COLLECTOR15   230 0001,ALL
```

The operator types the above information and presses (CR).

The following messages are displayed:

```
RECORD -CO15- ADDED SUCCESSFULLY
INPUT, "ADD" TO ADD, "UPD" TO UPDATE, "DEL" TO DELETE, OR
"END" TO TERMINATE
```

UPD Function

This function can only be selected if the key exists in the file.

The operator types

UPD

and presses (CR).

The following messages are displayed:

```
>UPD
INPUT FOUR (4) CHARACTER KEY OF RECORD TO PROCESS
```

The operator types

CO15

and presses (CR).

The following messages are displayed:

```
CO15
NAME          ISPHONE      EXT CSUP QUEUES... )
COLLECTOR15   230 0001,ALL (exists in record)
COLLECTOR15   A12127700 230 0001,ALL
```

The operator types the above information and presses (CR).

The following messages are displayed:

```
RECORD -CO15- UPDATED SUCCESSFULLY
INPUT, "ADD" TO ADD, "UPD" TO UPDATE, "DEL" TO DELETE, OR
"END" TO TERMINATE
```

DEL Function

The operator types

DEL

and presses (CR).

The following messages are displayed:

```
>DEL
INPUT FOUR (4) CHARACTER KEY OF RECORD TO PROCESS
```

The operator types

CO15

and presses (CR).

The following messages are displayed:

```
CO15
RECORD -CO15- DELETED SUCCESSFULLY
INPUT, "ADD" TO ADD, "UPD" TO UPDATE, "DEL" TO DELETE, OR
"END" TO TERMINATE
```

END Function

The operator types

END

and presses (CR).

The following messages are displayed:

```
> END
* THE UTILITY FILE WILL BE LISTED ON THE PRINTER
END UTIL
* CHECK PRINTER LISTING TO VERIFY THAT RECORDS ARE CORRECT
* THE UTILITY FILE MAINTENANCE ROUTINE IS COMPLETE
```

SELECTION D

The following is the procedure for maintaining the decision table file. This table is updated when the system parameters are defined by the system analyst. This procedure should be selected only if changes are to be made to the decision table and the collectors are off-line. Refer to the CCS 3 Reference Manual for information on creating and maintaining a decision table.

The operator is prompted for input.

HISTORY SYSTEM MENU

A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (DELOMST-COSIGNER-ACTFIL)
Z - EXIT

SELECTION =>

The operator types

D

and presses (CR).

The following messages are displayed:

```
* DECISION TABLE MAINTENANCE ROUTINE WILL BE EXECUTED
*
****OPERATOR-FOLLOW THE INSTRUCTIONS AS THEY APPEAR ON THE SCREEN
DECISION TABLE MAINTENANCE PROGRAM IN
INPUT CR/DE/AD/DS/PT/DU/EX TO EITHER
CREATE A COMPLETE TABLE, DELETE A TEST, ADD A TEST
DISPLAY A TEST, PRINT THE TABLE, DUMP THE TABLE,
END PROCESSING
INPUT=>
```

Table I-6-1 is an example of a decision table creation. All operator input to this routine is entered from the system prompt:

INPUT=>

The operator input must be followed by a carriage return before it is accepted into the system.

NOTE

The decision table may be dumped to tape by using the DU parameter, and may be created from tape by using the CR parameter. In both cases, the operator must enter the logical unit number assigned to the tape drive on which the tape is mounted. The procedure will prompt for the logical unit number.

SELECTION E

The following is the procedure for printing the activity verification table.

The operator is prompted for input.

HISTORY SYSTEM MENU

A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (DELOMST-COSIGNER-ACTFIL)
Z - EXIT

SELECTION =>

The operator types

E

and presses (CR).

The following messages are displayed:

```
* THE ACTIVITY VERIFICATION TABLE WILL BE PRINTED
* THE ACTIVITY VERIFICATION TABLE HAS BEEN PRINTED
```

SELECTION F

The following is the procedure for maintaining the activity verification table. Since this table is constructed at the time of installation or parameter definition, this procedure should be selected only when changes are to be made to the existing table and the collectors are off-line.

NOTE

The input codes for this procedure are maintained in editor file AVMDDESC. To make changes to this file, the operator must use the system text editor. Refer to the CCS 3 Reference Manual for use of the text editor and the format of records contained in this file.

The operator is prompted for input.

FILE MAINTENANCE MENU

A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELOMST-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT

SELECTION =>

The operator types

F

and presses (CR).

The following messages are displayed:

```
* THE ACTIVITY VERIFICATION TABLE ROUTINE WILL BE EXECUTED
*
* THE ACTIVITY VERIFICATION TABLE ROUTINE IS COMPLETE
* THE ACTIVITY VERIFICATION TABLE WILL BE PRINTED
* THE ACTIVITY VERIFICATION TABLE HAS BEEN PRINTED
```


TABLE I-6-1. CCS SAMPLE DECISION TABLE CREATION

Message	Operator Input
<p>* THE DECISION TABLE MAINTENANCE ROUTINE WILL BE EXECUTED * ***OPERATOR - FOLLOW THE INSTRUCTIONS AS THEY APPEAR ON THE SCREEN DECISION TABLE MAINTENANCE PROGRAM IN INPUT CR/DE/AD/DS/PT/DU/EX TO EITHER CREATE A COMPLETE TABLE, DELETE A TEST, ADD A TEST DISPLAY A TEST, PRINT THE TABLE, DUMP THE TABLE, END PROCESSING INPUT=></p>	<p>Operator types CR and presses (CR) to create a test.</p>
<p>CREATE FUNCTION WILL CLEAR YOUR CURRENT TABLE FILE TYPE Y IF YOU WISH TO DO THAT INPUT=></p>	<p>Operator types Y and presses (CR).</p>
<p>CREATE TABLE IN PROCESS, INPUT LU OF INPUT STREAM AS 2 NUMERIC DIGITS IF LU 04 ENTERED, CREATION WILL BE VIA ADD TEST DIALOG INPUT=></p>	<p>Operator types 04 to indicate the logical unit of the master terminal and presses (CR).</p>
<p>STARTING TO DEVELOP A NEW TEST, NO= 1 ENTER LEVEL NUMBER (1-9) THEN NEXT LEVEL (0-9) THEN NUMBER OF PARMS (1-9). SEPARATE FIELDS BY COMMAS, FOR EXAMPLE, INPUT=1,0,3 INPUT=></p>	<p>NOTE A table can be loaded from a tape by entering the logical unit assigned to the tape drive on which the input tape is mounted. Operator types 1,0,1 and presses (CR).</p>
<p>LVL=1, NLVL=0, NP=1 TYPE Y IF CORRECT, TYPE N TO ENTER AGAIN. INPUT=></p>	<p>Operator types Y and presses (CR).</p>
<p>ENTER PARAMETER 1 INFOR. ENTER OPERATOR (NULL/.EQ./.LE./.GT./.NE./.WE. .OS.) FOLLOWED BY 6 CHARACTER PARAMETER VALUE (2 VALUES IF OPERATOR IS .WE. /OS.) FOLLOWED BY CONNECTOR (.AND.OR.OR.). SEPARATE FIELDS BY COMMA, FOR EXAMPLE, INPUT=.EQ.,000500,000650,.AND. INPUT=></p>	<p>Operator types .WE.,000500,000650,.AND. and presses (CR).</p>
<p>DO NOT INPUT CONNECTOR ON THIS LAST PARAMETER. INPUT=></p>	<p>Operator types NULL and presses (CR).</p>

TABLE I-6-1. CCS SAMPLE DECISION TABLE CREATION (Contd)

Message	Operator Input										
<p>OP=NULL, PA= , CON= TYPE Y IF CORRECT, N TO REENTER INPUT= ></p>	<p>Operator types Y and presses (CR).</p>										
<p>ENTER RESULTS (COLLECTOR NUMBERS OR PRIORITY) TO ASSIGN IF TEST IS TRUE FIRST ENTER 2 DIGIT COUNT OF RESULTS TO BE ENTERED INPUT=></p>	<p>Operator types 08 and presses (CR).</p>										
<p>ENTER RESULT 1 THRU 5. EACH RESULT IS 4 CHARACTERS. SEPARATE RESULTS WITH COMMAS, FOR EXAMPLE, INPUT=0071,0085,0091 INPUT=></p>	<p>Operator types 0001,0002,0003,0010,0011 and presses (CR).</p>										
<p>RESULT 1 THRU 5 EQUALS 0001,0002,0003,0010,0011 TYPE Y IF CORRECT INPUT=></p>	<p>Operator types Y and presses (CR).</p>										
<p>ENTER RESULT 6 THRU 8. EACH RESULT IS 4 CHARACTERS. SEPARATE RESULTS WITH COMMAS, FOR EXAMPLE, INPUT=0700,0085,0091 INPUT=></p>	<p>Operator types 0012,0020,0030 and presses (CR).</p>										
<p>RESULT 6 THRU 8 EQUALS 0012,0020,0030 TYPE Y IF CORRECT INPUT=></p>	<p>Operator types Y and presses (CR).</p>										
<p>DECISION TABLE TEST NUMBER - 1 LVL - 1, NLVL - 0, NP - 1</p> <table border="1" data-bbox="121 1197 771 1249"> <thead> <tr> <th>PRM NUM</th> <th>OPERATOR</th> <th>VALUE 1</th> <th>VALUE 2</th> <th>CONNECTOR</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>NULL</td> <td>*</td> <td>*</td> <td>*</td> </tr> </tbody> </table>	PRM NUM	OPERATOR	VALUE 1	VALUE 2	CONNECTOR	1	NULL	*	*	*	
PRM NUM	OPERATOR	VALUE 1	VALUE 2	CONNECTOR							
1	NULL	*	*	*							
<p>NUMBER OF RESULT VALUES - 08, CURRENT POSITION - 00 RESULTS - 0001,0002,0003,0010,0011,0012,0020,0030</p>											
<p>END OF TEST</p>											
<p>TYPE Y TO ADD TEST TO TABLE, N TO BYPASS. INPUT=></p>	<p>Operator types Y and presses (CR).</p>										
<p>INPUT CR/DE/AD/DS/PT/DU/EX TO EITHER CREATE A COMPLETE TABLE, DELETE A TEST, ADD A TEST DISPLAY A TEST, PRINT THE TABLE, DUMP THE TABLE, END PROCESSING INPUT=></p>	<p>Operator types PT and presses (CR) to print the table.</p>										

TABLE I-6-1. CCS SAMPLE DECISION TABLE CREATION (Contd)

Message	Operator Input										
<p>TABLE WAS PRINTED ON LINE PRINTER. INPUT CR/DE/AD/DS/PT/DU/EX TO EITHER CREATE A COMPLETE TABLE, DELETE A TEST, ADD A TEST DISPLAY A TEST, PRINT THE TABLE, DUMP THE TABLE, END PROCESSING INPUT=></p>	<p>Operator types DS and presses (CR) to display a test.</p>										
<p>DISPLAY TEST IN PROCESS. ENTER 3 DIGIT TEST NUMBER FOR DISPLAY INPUT=></p>	<p>Operator types 001 to indicate the number of the test to be displayed and presses (CR).</p>										
<p>DECISION TABLE TEST NUMBER - 1 LVL - 1, NLVL - 0, NP - 1</p> <table border="1"> <thead> <tr> <th>PRM NUM</th> <th>OPERATOR</th> <th>VALUE 1</th> <th>VALUE 2</th> <th>CONNECTOR</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>NULL</td> <td>* *</td> <td>* *</td> </tr> </tbody> </table> <p>NUMBER OF RESULT VALUES - 08, CURRENT POSITION - 00 RESULTS - 0001,0002,0003,0010,0011,0012,0020,0030</p>	PRM NUM	OPERATOR	VALUE 1	VALUE 2	CONNECTOR	1		NULL	* *	* *	
PRM NUM	OPERATOR	VALUE 1	VALUE 2	CONNECTOR							
1		NULL	* *	* *							
<p>END OF TEST</p> <p>INPUT CR/DE/AD/DS/PT/DU/EX TO EITHER CREATE A COMPLETE TABLE, DELETE DISPLAY A TEST, PRINT THE TABLE, DUMP THE TABLE, END PROCESSING INPUT=></p>	<p>Operator types EX and presses (CR) to exit from the routine.</p>										
<p>* DECISION TABLE MAINTENANCE ROUTINE IS COMPLETE</p>											

SELECTION G

The following is the procedure for printing the file space audit report.

The operator is prompted for input.

FILE MAINTENANCE MENU

- A - PRINT THE LETTER DEFINITION FILE
- B - CREATE THE LETTER FILE
- C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
- D - DECISION TABLE MAINTENANCE
- E - PRINT ACTIVITY VERIFICATION TABLE
- F - CREATE THE ACTIVITY VERIFICATION TABLE
- G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
- H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
- I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
- J - PRINT SCREEN DEFINITION FILE
- K - CREATE THE SCREEN FILE
- L - PURGE MASTER FILES (DELMST-COSIGNER-ACTFIL)
- M - ACTIVITY FILE MAINTENANCE/REPORT
- N - COLLECT ACTIVE USER FILE MAINTENANCE
- O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
- P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
- Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
- R - SAMPLE SCREEN PRINT UTILITY
- Z - EXIT

SELECTION =>

The operator types

G

and presses (CR).

The following messages are displayed:

* THE FILE SPACE AUDIT REPORT WILL NOW BE PRINTED
 ****OPERATOR - CARRIAGE RETURN TO CONTINUE AFTER REVIEWING
 * SCREEN INFORMATION

FILE NAME	MAXIMUM RECORDS	CURRENT RECORDS	AVAILABLE RECORDS	PCT SPACE AVAILABLE
DELMST	12000.	1789.	10211.	85.1%
COSIGNER	12000.	0.	12000.	****%
ACCAGE	12000.	0.	12000.	****%
ACTFIL	12000.	0.	12000.	****%
SUMHIST	12000.	0.	12000.	****%
TAPEARC	12000.	0.	12000.	****%
INACCT	12000.	0.	12000.	****%

READY?

If the PCT SPACE AVAILABLE is less than 15 percent, a warning is printed indicating that a file compression will be needed soon (or history procedures must be run). When the percentage is less than 5, the message that a compression must be performed is shown on the system console and printer. History procedures are also required if not performed since the last compression.

When ready to continue, the operator presses (CR).

The following message is displayed:

* THE FILE SPACE AUDIT REPORT IS COMPLETE

SELECTION H

The following is the procedure for purging old account records from the summary history file.

NOTE

This procedure should be selected only with supervisor approval.

The operator is prompted for input.

FILE MAINTENANCE MENU

A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELQMS-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT

SELECTION =>

The operator types

H

and presses (CR).

The following messages are displayed:

* THE SUMHIST FILE WILL BE PURGED
* THE SUMHIST FILE HAS BEEN PURGED

SELECTION I

The following is the procedure for purging old account records from the tape archive file.

NOTE

This procedure should be selected only with supervisor approval.

The operator is prompted for input.

FILE MAINTENANCE MENU

A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELQMS-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT

SELECTION =>

The operator types

I

and presses (CR).

The following messages are displayed:

* THE TAPEARC FILE WILL BE PURGED
END UTIL
* THE TAPEARC FILE HAS BEEN PURGED

SELECTION J

The following is the procedure for printing the screen definition file. This procedure is useful only if changes are to be made to the screen file.

The operator is prompted for input.

FILE MAINTENANCE MENU

- A - PRINT THE LETTER DEFINITION FILE
- B - CREATE THE LETTER FILE
- C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
- D - DECISION TABLE MAINTENANCE
- E - PRINT ACTIVITY VERIFICATION TABLE
- F - CREATE THE ACTIVITY VERIFICATION TABLE
- G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
- H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
- I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
- J - PRINT SCREEN DEFINITION FILE
- K - CREATE THE SCREEN FILE
- L - PURGE MASTER FILES (DELQMST-COSIGNER-ACTFIL)
- M - ACTIVITY FILE MAINTENANCE/REPORT
- N - COLECT ACTIVE USER FILE MAINTENANCE
- O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
- P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
- Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
- R - SAMPLE SCREEN PRINT UTILITY
- Z - EXIT

SELECTION =>

The operator types

J

and presses (CR).

The following messages are displayed:

```
* THE SCREEN DEFINITION FILE WILL BE PRINTED
END UTIL
* THE SCREEN DEFINITION FILE HAS BEEN PRINTED
**** OPERATOR - ENTER THE EDITOR TO PROCESS THE SCRNDISC FILE,
* WHEN COMPLETE PERFORM THE NEXT MENU PROCEDURE
STEP 'K'
* CARRIAGE RETURN WHEN READY TO CONTINUE
READY?>
```

The operator presses (CR).

The file maintenance menu is displayed.

NOTE

The system text editor must be used to make changes to the SCRNDISC file. Refer to the CCS 3 Reference Manual for the use of the text editor and the format of the records contained in the SCRNDISC file.

SELECTION K

The following is the procedure for creating the on-line screen file. This procedure should be selected only when the collectors are off-line.

The operator is prompted for input.

FILE MAINTENANCE MENU

- A - PRINT THE LETTER DEFINITION FILE
- B - CREATE THE LETTER FILE
- C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
- D - DECISION TABLE MAINTENANCE
- E - PRINT ACTIVITY VERIFICATION TABLE
- F - CREATE THE ACTIVITY VERIFICATION TABLE
- G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
- H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
- I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
- J - PRINT SCREEN DEFINITION FILE
- K - CREATE THE SCREEN FILE
- L - PURGE MASTER FILES (DELQMST-COSIGNER-ACTFIL)
- M - ACTIVITY FILE MAINTENANCE/REPORT
- N - COLECT ACTIVE USER FILE MAINTENANCE
- O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
- P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
- Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
- R - SAMPLE SCREEN PRINT UTILITY
- Z - EXIT

SELECTION =>

The operator types

K

and presses (CR).

The following messages are displayed:

```
* THE SCREEN FILE WILL BE CREATED
* THE SCREEN FILE HAS BEEN CREATED
```

The file maintenance menu is displayed.

SELECTION L

The following is the procedure for purging inactive account records from the DELQMST, COSIGNER, and ACTFIL files.

NOTE

The collectors cannot be on-line during this procedure.

The operator is prompted for input.

FILE MAINTENANCE MENU

- A - PRINT THE LETTER DEFINITION FILE
- B - CREATE THE LETTER FILE
- C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
- D - DECISION TABLE MAINTENANCE
- E - PRINT ACTIVITY VERIFICATION TABLE
- F - CREATE THE ACTIVITY VERIFICATION TABLE
- G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
- H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
- I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
- J - PRINT SCREEN DEFINITION FILE
- K - CREATE THE SCREEN FILE
- L - PURGE MASTER FILES (DELQMST-COSIGNER-ACTFIL)
- M - ACTIVITY FILE MAINTENANCE/REPORT
- N - COLECT ACTIVE USER FILE MAINTENANCE
- O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
- P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
- Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
- R - SAMPLE SCREEN PRINT UTILITY
- Z - EXIT

SELECTION =>

The operator types

L

and presses (CR).

The following messages are displayed:

* THE DELQST, COSIGNER AND ACTFIL FILES WILL BE PURGED
END UTIL

* THE DELQST, COSIGNER AND ACTFIL FILES HAVE BEEN PURGED

SELECTION M

The following is the procedure for printing the activity file block distribution report.

The operator is prompted for input.

FILE MAINTENANCE MENU

- A - PRINT THE LETTER DEFINITION FILE
- B - CREATE THE LETTER FILE
- C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
- D - DECISION TABLE MAINTENANCE
- E - PRINT ACTIVITY VERIFICATION TABLE
- F - CREATE THE ACTIVITY VERIFICATION TABLE
- G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
- H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
- I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
- J - PRINT SCREEN DEFINITION FILE
- K - CREATE THE SCREEN FILE
- L - PURGE MASTER FILES (DELQST-COSIGNER-ACTFIL)
- M - ACTIVITY FILE MAINTENANCE/REPORT
- N - COLLECT ACTIVE USER FILE MAINTENANCE
- O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
- P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
- Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
- R - SAMPLE SCREEN PRINT UTILITY
- Z - EXIT

SELECTION =>

The operator types

M

and presses (CR).

The following messages are displayed:

* THE SUMMARY REPORT OF THE BLOCK DISTRIBUTION IN THE ACTIVITY
* FILE WILL BE PRINTED

THE FOLLOWING IS A SUMMARY OF THE NUMBER OF
ACCOUNTS WITH xxx NUMBER OF ACTIVITY BLOCKS

1 ACCOUNTS WITH	1 ACTIVITY BLOCKS
0 ACCOUNTS WITH	2 ACTIVITY BLOCKS
0 ACCOUNTS WITH	3 ACTIVITY BLOCKS
0 ACCOUNTS WITH	4 ACTIVITY BLOCKS
0 ACCOUNTS WITH	5 ACTIVITY BLOCKS
0 ACCOUNTS WITH	6 ACTIVITY BLOCKS
0 ACCOUNTS WITH	7 ACTIVITY BLOCKS
0 ACCOUNTS WITH	8 ACTIVITY BLOCKS
0 ACCOUNTS WITH	9 ACTIVITY BLOCKS
0 ACCOUNTS WITH	10 ACTIVITY BLOCKS
0 ACCOUNTS WITH	10 ACTIVITY BLOCKS

* THE SUMMARY REPORT OF THE BLOCK DISTRIBUTION IN THE ACTIVITY FILE
* HAS BEEN PRINTED

SELECTION N

The active user file (ACTIVE) contains a record of all users currently engaged in on-line activities. The following procedure must be executed any time the system stops due to some abnormal condition while the collectors are on-line. The file contains a record of the collectors who are signed on when this happens. This record must be deleted from the active file before these collectors can sign on again.

The operator is prompted for input.

FILE MAINTENANCE MENU

- A - PRINT THE LETTER DEFINITION FILE
- B - CREATE THE LETTER FILE
- C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
- D - DECISION TABLE MAINTENANCE
- E - PRINT ACTIVITY VERIFICATION TABLE
- F - CREATE THE ACTIVITY VERIFICATION TABLE
- G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
- H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
- I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
- J - PRINT SCREEN DEFINITION FILE
- K - CREATE THE SCREEN FILE
- L - PURGE MASTER FILES (DELQST-COSIGNER-ACTFIL)
- M - ACTIVITY FILE MAINTENANCE/REPORT
- N - COLLECT ACTIVE USER FILE MAINTENANCE
- O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
- P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
- Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
- R - SAMPLE SCREEN PRINT UTILITY
- Z - EXIT

SELECTION =>

The operator types

N

and presses (CR).

The following messages are displayed:

* THE COLLECT ACTIVE USER MAINTENANCE FILE ROUTINE WILL BE EXECUTED
***OPERATOR-FOLLOW THE INSTRUCTIONS AS THEY APPEAR ON THE SCREEN
*

ID	PORT	USER OF COLLECT TIME
11	4	10:23
12	4	10:49
13	4	11:08
14	4	11:10
20	4	11:11

RESPONDS WITH "YES" IF ANY DELETES, ELSE (CR)

The operator types

YES

and presses (CR).

The following message is displayed:

ENTER COLLECTOR ID TO DELETE OR "END"

The operator types

11

and presses (CR).

The following message is displayed:

ENTER COLLECTOR ID TO DELETE OR "END"

The operator types

12

and presses (CR).

The following message is displayed:

ENTER COLLECTOR ID TO DELETE OR "END"

The operator types

13

and presses (CR).

The following message is displayed:

ENTER COLLECTOR ID TO DELETE OR "END"

The operator types

14

and presses (CR).

The following message is displayed:

ENTER COLLECTOR ID TO DELETE OR "END"

The operator types

20

and presses (CR).

The following message is displayed:

ENTER COLLECTOR ID TO DELETE OR "END"

The operator types

END

and presses (CR) to exit from the routine.

The following message is displayed:

* THE COLLECT ACTIVE USER MAINTENANCE FILE ROUTINE IS COMPLETE

SELECTION 0

The following is the procedure for printing the data element table. The data element table, containing the standard fields in the DELQMST file, is part of a standard installation.

The operator is prompted for input.

FILE MAINTENANCE MENU

A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELQMST-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT

SELECTION =>

The operator types

0

and presses (CR).

The following messages are displayed:

* THE REPORT GENERATOR DATA ELEMENT TABLE WILL BE
* PRINTED
END UTIL
* THE DATA ELEMENT TABLE IS COMPLETE

SELECTION P

The following is the procedure for maintaining the data element table with input from the master terminal. The data element table, containing the standard fields in the DELQMST file, is created at the time of installation or parameter definition. This procedure is used only if changes are to be made to the table, such as the addition of user-defined fields from the DELQMST file.

The operator is prompted for input.

FILE MAINTENANCE MENU

A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELQMST-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT

SELECTION =>

The operator types

P

and presses (CR).

The following messages are displayed:

```
* THE REPORT GENERATOR DATA ELEMENT TABLE ROUTINES WILL BE
* EXECUTED
* THE DATA ELEMENT TABLE WILL BE PRINTED
* THE DATA ELEMENT TABLE HAS BEEN PRINTED
*
* THE DATA ELEMENT TABLE WILL BE UPDATED
*
****OPERATOR - INPUT WILL BE FROM THE CONSOLE
*
****OPERATOR-FOLLOW THE INSTRUCTIONS AS THEY APPEAR ON THE SCREEN
SWITCH = 00000000
DSPLY
> ENTER A TO ADD, C TO CHANGE, D TO DELETE OR E TO EXIT
```

The system is now ready to accept an add, change, or delete function. (Refer to the CCS 3 Reference Manual for further clarification of these functions.)

Adding an Element

The operator types

A

and presses (CR).

The following message is displayed:

```
DSPLY
  ENTER DATA NAME  MUST ENTER 6 CHARACTERS (XXXXXX)
```

The operator types

MZPΔΔΔ†

and presses (CR).

The following message is displayed:

```
DSPLY
  ENTER STARTING POSITION (XXXX) 0001-2000
```

The operator types

0128

and presses (CR).

† Δ = One space

The following message is displayed:

```
DSPLY
  ENTER LENGTH (XXXX) 0001-2000
```

The operator types

0005

and presses (CR).

The following message is displayed:

```
DSPLY
  ENTER DATA TYPE (X) A, N OR T
```

The operator types

A

and presses (CR).

The following message is displayed:

```
DSPLY
  ENTER EDIT CODE (X) BLANK, 1-4,A-D,J-M,Y
```

The operator presses (CR) for blank.

The following message is displayed:

```
DSPLY
  ENTER # DECIMAL POSITIONS (X) 0-9
```

The operator presses (CR) for blank.

The following message is displayed:

```
DSPLY
  ENTER DATA DESCRIPTION 30 CHARACTERS
```

The operator types

ZIP CODE

and presses (CR).

The following message is displayed:

```
DSPLY
  ENTER SUB DATA NAME 1 MUST ENTER 6 CHARACTERS (XXXXXX)
```

The operator presses (CR) for blank.

The following message is displayed:

DSPLY
ENTER SUB DATA NAME 2 MUST ENTER 6 CHARACTERS (XXXXXX)

The operator presses (CR) for blank.

The following message is displayed:

DSPLY
ENTER SUB DATA NAME 3 MUST ENTER 6 CHARACTERS (XXXXXX)

The operator presses (CR) for blank.

The following message is displayed:

DSPLY
ENTER SUB DATA NAME 4 MUST ENTER 6 CHARACTERS (XXXXXX)

The operator presses (CR) for blank.

The following message is displayed:

DSPLY
ENTER SUB DATA NAME 5 MUST ENTER 6 CHARACTERS (XXXXXX)

The operator presses (CR) for blank.

The following message is displayed:

DSPLY
VERIFY--ENTER OK TO ACCEPT DATA

The operator types

OK

and presses (CR) to accept data.

Changing an Element

The following message is displayed:

ENTER A TO ADD, C TO CHANGE, D TO DELETE OR E TO EXIT

The operator types

C

and presses (CR).

The following message is displayed:

DSPLY
ENTER DATA NAME MUST ENTER 6 CHARACTERS (XXXXXX)

The operator types

MACCT Δ Δ

and presses (CR).

The following message is displayed:

DSPLY
ENTER STARTING POSITION (XXXX) 0001-2000

The operator types

0001

and presses (CR).

The following message is displayed:

DSPLY
ENTER LENGTH (XXXX) 0001-2000

The operator types

0016

and presses (CR).

The following message is displayed:

DSPLY
ENTER DATA TYPE (X) A, N OR T

The operator types

A

and presses (CR).

The following message is displayed:

DSPLY
ENTER EDIT CODE (X) BLANK, 1-4,A-D,J-M,Y

The operator presses (CR) for blank.

The following message is displayed:

DSPLY
ENTER # DECIMAL POSITIONS (X) 0-9

The operator presses (CR) for blank.

The following message is displayed:

DSPLY
ENTER DATA DESCRIPTION 30 CHARACTERS

The operator types

ACCOUNT NUMBER OF BORROWER

and presses (CR).

The following message is displayed:

```
DSPLY
  ENTER SUB DATA NAME 1 MUST ENTER 6 CHARACTERS (XXXXXX)
```

The operator presses (CR) for blank.

The following message is displayed:

```
DSPLY
  ENTER SUB DATA NAME 2 MUT ENTER 6 CHARACTERS (XXXXXX)
```

The operator presses (CR) for blank.

The following message is displayed:

```
DSPLY
  ENTER SUB DATA NAME 3 MUST ENTER 6 CHARACTERS (XXXXXX)
```

The operator presses (CR) for blank.

The following message is displayed:

```
DSPLY
  ENTER SUB DATA NAME 4 MUST ENTER 6 CHARACTERS (XXXXXX)
```

The operator presses (CR) for blank.

The following message is displayed:

```
DSPLY
  ENTER SUB DATA NAME 5 MUST ENTER 6 CHARACTERS (XXXXXX)
```

The operator presses (CR) for blank.

The following message is displayed:

```
DSPLY
  VERIFY--ENTER OK TO ACCEPT DATA
```

The operator types

OK

and presses (CR) to accept the table.

Deleting an Element

The following message is displayed:

ENTER A TO ADD, C TO CHANGE, D TO DELETE OR E TO EXIT

The operator types

D

and presses (CR).

The following message is displayed:

```
DSPLY
  ENTER DATA NAME MUST ENTER 6 CHARACTERS (XXXXXX)
```

The operator types

MZP Δ Δ Δ

and presses (CR).

The following message is displayed:

```
DSPLY
  VERIFY--ENTER OK TO ACCEPT DATA
MZP
```

The operator types

OK

and presses (CR).

Exit from Routine

The following message is displayed:

ENTER A TO ADD, C TO CHANGE, D TO DELETE OR E TO EXIT

The operator types

E

and presses (CR).

The following messages are displayed:

```
* THE DATA ELEMENT TABLE HAS BEEN UPDATED
*
* THE DATA ELEMENT TABLE WILL BE PURGED
END UTIL
```

```
DSPLY
RECS IN
DSPLY
0061
DSPLY
RECS OUT
DSPLY
0061
END UTIL
```

```
* THE DATA ELEMENT TABLE HAS BEEN PURGED
* THE REPORT GENERATOR DATA ELEMENT TABLE ROUTINES ARE COMPLETE
```

SELECTION Q

The following is the procedure for deleting a report program generated by the report generator (selection K on the on-demand report menu) from the system and from the report generator/directory menu.

The operator is prompted for input.

FILE MAINTENANCE MENU

A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELMST-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT

SELECTION =>

The operator types

Q

and presses (CR).

The following messages are displayed:

* THE PROGRAM DIRECTORY FILE ROUTINES WILL BE EXECUTED
*
* THE PROGRAM DIRECTORY FILE WILL BE PRINTED
*
* THE PROGRAM DIRECTORY FILE HAS BEEN PRINTED
*
* THE PROGRAM DIRECTORY FILE WILL BE PURGED
*
**** OPERATOR-FOLLOW THE INSTRUCTIONS AS THEY APPEAR ON THE SCREEN
*
PLEASE ENTER: REPORT NUMBER (01-19) TO DELETE
> OR "END" TO TERMINATE

Report Deletion

An example of operator input to delete a report is as follows. The following message is displayed:

PLEASE ENTER: REPORT NUMBER (01-19) TO DELETE
OR "END" TO TERMINATE

To delete report 1, the operator types

01

and presses (CR).

The following messages are displayed:

PROGRAM "ACCOUNT BALANCE REPORT"
ENTER: "OK" TO CONTINUE
OR: "NO" TO BYPASS

The operator then types

OK

and presses (CR).

The following messages are displayed:

REPORT 01 DELETED

PLEASE ENTER: REPORT NUMBER (01-19) TO DELETE
OR "END" TO TERMINATE

To exit from the routine, the operator types

END

and presses (CR).

The following messages are displayed:

END UTIL

* THE PROGRAM DIRECTORY FILE HAS BEEN PURGED
*
* THE PROGRAM DIRECTORY FILE WILL BE PRINTED
*
* THE PROGRAM DIRECTORY FILE HAS BEEN PRINTED
*
* THE PROGRAM DIRECTORY FILE ROUTINES HAVE BEEN EXECUTED

Report Generator/Directory Menu

The following is a display of the report generator/directory menu after report 1 has been deleted.

REPORT GENERATOR - REPORT DIRECTORY

A - REPORT 01 AVAILABLE
B - R.G. REPORT 2 - (AVAILABLE)
C - R.G. REPORT 3 - (AVAILABLE)
D - R.G. REPORT 4 - (AVAILABLE)
E - R.G. REPORT 5 - (AVAILABLE)
F - R.G. REPORT 6 - (AVAILABLE)
G - R.G. REPORT 7 - (AVAILABLE)
H - R.G. REPORT 8 - (AVAILABLE)
I - R.G. REPORT 9 - (AVAILABLE)
J - R.G. REPORT 10 - (AVAILABLE)
K - R.G. REPORT 11 - (AVAILABLE)
L - R.G. REPORT 12 - (AVAILABLE)
M - R.G. REPORT 13 - (AVAILABLE)
N - R.G. REPORT 14 - (AVAILABLE)
O - R.G. REPORT 15 - (AVAILABLE)
P - R.G. REPORT 16 - (AVAILABLE)
Q - R.G. REPORT 17 - (AVAILABLE)
R - R.G. REPORT 18 - (AVAILABLE)
S - R.G. REPORT 19 - (AVAILABLE)
Z - EXIT

SELECTION =>

SELECTION R

The following is the procedure for printing a screen that exists in the system screen file. Input for a screen to be printed is by screen number. Refer to the CCS 3.0 Reference Manual for a list of the valid screen numbers.

The operator is prompted for input.

FILE MAINTENANCE MENU

A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (DELQMS-COSIGNER-ACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN PRINT UTILITY
Z - EXIT

SELECTION =>

The operator types

R

and presses (CR).

The following messages are displayed:

```
* THE SCREENS WILL BE PRINTED
*
****OPERATOR-FOLLOW THE INSTRUCTIONS AS THEY APPEAR ON THE SCREEN
*
ENTER THE NUMBER OF THE SCREEN YOU WISH PRINTED OR EX TO EXIT ROUTINE
>
```

An example of a request for screen number 33 to be printed is as follows. The following message is displayed:

```
ENTER THE NUMBER OF THE SCREEN YOU WISH PRINTED OR EX TO EXIT ROUTINE
```

The operator responds by typing

33

and pressing (CR).

The following message is then displayed:

```
ENTER THE NAME OF THE SCREEN
```

The operator then types the name of the screen and presses (CR).

The following message is displayed:

```
DO YOU WANT THE SCREEN TO BE
DOUBLE-SPACED? Y OR N.
```

To indicate single space, the operator types

N

and presses (CR).

The following message is displayed:

```
ENTER THE ACCOUNT NUMBER OF DATA TO BE
PRINTED OR (CR) ONLY IF NO DATA IS TO BE USED.
```

The operator types a valid account number or presses (CR).

The formatted screen for the number requested is printed on the line printer.

The following message is displayed:

```
ENTER THE NUMBER OF THE SCREEN YOU WISH PRINTED OR EX TO EXIT ROUTINE
```

To exit from the routine, the operator types

EX

and presses (CR).

The following message is displayed:

```
* THE SCREENS HAVE BEEN PRINTED
```

It is not necessary that the selections from the on-demand report menu be run daily; requests for the reports generated by these selections should be made by the supervisor. Any selection from this menu can be made while the collectors are on-line.

NOTE

This procedure can also be executed from the daily cycle menu, selection G.

DISPLAY PROCEDURE

The following message is displayed:

REQUEST =>

The operator types

RP

and presses (CR).

The on-demand report menu is displayed as follows.

ON-DEMAND REPORT MENU

A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
Z - EXIT

SELECTION =>

SELECTION REQUIREMENTS

The following selection requirements should be noted:

- Selection C must be selected before selection D or E.
- Selection I is usually run only once a week.
- Selection J is usually run only once a month.
- Selection L is run only after selection K because it tests the report program generated by selection K.

SELECTION PROCEDURES

SELECTION A

The following is the procedure for printing the delinquent record content report for account numbers that have become inactive and have not been printed previously.

The operator is prompted for input.

ON-DEMAND REPORT MENU

A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
Z - EXIT

SELECTION =>

The operator types

A

and presses (CR).

The following messages are displayed:

- * DELINQUENT RECORD CONTENT REPORT WILL NOW BE PRINTED
- * THE ACCOUNTS BEING PRINTED ARE THE INACTIVE ACCOUNTS NOT PREVIOUSLY PRINTED
- * THE DELINQUENT RECORD CONTENT REPORT IS COMPLETE

SELECTION B

The following is the procedure for printing the delinquent record content report when it has been requested by the supervisor via a DL function from the supervisor's screen. This procedure should be selected only by supervisor request.

NOTE

This procedure can also be executed from the daily cycle menu, selection H.

The operator is prompted for input.

ON-DEMAND REPORT MENU

- A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
- B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
- C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
- D - TREND ANALYSIS REPORT PRINTED BY QUEUE
- E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
- F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
- G - DAILY ASSIGNMENT LIST
- H - SUMMARY ACCOUNT LIST REPORT
- I - WEEKLY COLLECTOR STATISTICS REPORT
- J - MONTHLY COLLECTOR STATISTICS REPORT
- K - CREATE REPORT GENERATOR PROGRAM
- L - EXECUTE REPORT GENERATOR PROGRAM
- M - QUEUE LOADING REPORT
- Z - EXIT

SELECTION =>

The operator types

B

and presses (CR).

The following messages are displayed:

```
SWITCH = 01000000
* DELINQUENT RECORD CONTENT REPORT WILL NOW BE PRINTED
* THE ACCOUNTS BEING PRINTED WERE REQUESTED BY THE SUPERVISOR
END UTIL
* THE DELINQUENT RECORD CONTENT REPORT IS COMPLETE
```

SELECTION C

The following is the procedure for calculating the age of the accounts on the delinquent master file. This information is printed on the trend analysis reports.

NOTE

This procedure must be selected before selections D and E.

The operator is prompted for input.

ON-DEMAND REPORT MENU

- A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
- B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
- C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
- D - TREND ANALYSIS REPORT PRINTED BY QUEUE
- E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
- F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
- G - DAILY ASSIGNMENT LIST
- H - SUMMARY ACCOUNT LIST REPORT
- I - WEEKLY COLLECTOR STATISTICS REPORT
- J - MONTHLY COLLECTOR STATISTICS REPORT
- K - CREATE REPORT GENERATOR PROGRAM
- L - EXECUTE REPORT GENERATOR PROGRAM
- M - QUEUE LOADING REPORT
- Z - EXIT

SELECTION =>

The operator types

C

and presses (CR).

The following messages are displayed:

```
* CALCULATE AGE FOR TREND ANALYSIS
PLEASE ENTER "AS OF" DATE FOR TREND ANALYSIS CALCULATION -
ENTER :: MMDDYY OR CARRIAGE RETURN TO USE SYSTEM DATE
```

The operator either types the date to be used to calculate the age and presses (CR), or he presses (CR) only if the current date is to be used.

The following messages are displayed when this routine is complete:

- * THE TREND ANALYSIS AGE CALCULATION IS COMPLETE.
- * THE ACCAGE AND RSWFIL ARE BEING SORTED INTO AGEWRK.

```
END UTIL
VOLUME = CDD01
FILNAM = ACCAGE, CCS20
FILNAM = RSWFIL, CCS20
PASSED = 00000758
DONE = 00000758
VOLUME = SYSVOL
FILNAM = AGEWRK, CCS20
PASSED = 00000758
DONE = 00000758
```

- * THE AGEWRK AND RSWFIL FILES HAVE BEEN SORTED.

```
****OPERATOR -
* RESPOND:: 'N' CARRIAGE RETURN - TO BYPASS
* UPDATING PREVIOUS TREND DATA
* FOR NEXT RUN
*
* CARRIAGE RETURN ONLY - TO
* UPDATE PREVIOUS TREND DATA
* FOR NEXT RUN
READY? >
```

The operator types in YES if the previous data fields are to be updated, or NO if the previous fields are not to be updated.

The following message is displayed when this routine is complete:

- * THE TREND ANALYSIS AGE CALCULATION IS COMPLETE.

SELECTION D

The following is the procedure for generating the trend analysis by queue report.

NOTE

Selection C must be run prior to this selection.

The operator is prompted for input.

ON-DEMAND REPORT MENU

- A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
- B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
- C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
- D - TREND ANALYSIS REPORT PRINTED BY QUEUE
- E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
- F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
- G - DAILY ASSIGNMENT LIST
- H - SUMMARY ACCOUNT LIST REPORT
- I - WEEKLY COLLECTOR STATISTICS REPORT
- J - MONTHLY COLLECTOR STATISTICS REPORT
- K - CREATE REPORT GENERATOR PROGRAM
- L - EXECUTE REPORT GENERATOR PROGRAM
- M - QUEUE LOADING REPORT
- Z - EXIT

SELECTION =>

The operator types

D

and presses (CR).

The following messages are displayed:

```
* GENERATE THE TREND ANALYSIS REPORT BY QUEUE
* THE AGEWRK FILE IS BEING SORTED
VOLUME = CDD01
FILNAM = AGEWRK , CCS20
PASSED = 00000758
DONE = 00000758
VOLUME = SYSVOL
FILNAM = AGEWRK , CCS20
PASSED = 00000758
DONE = 00000758
```

```
* THE AGEWRK FILE HAS BEEN SORTED
* THE TREND ANALYSIS REPORT BY QUEUE WILL NOW BE PRINTED
SWITCH = 10000000
END UTIL
```

```
* THE TREND ANALYSIS REPORT BY QUEUE IS COMPLETE
```

SELECTION E

The following is the procedure for generating the trend analysis by product type report.

NOTE

Selection C must be run prior to this selection.

The operator is prompted for input.

ON-DEMAND REPORT MENU

- A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
- B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
- C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
- D - TREND ANALYSIS REPORT PRINTED BY QUEUE
- E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
- F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
- G - DAILY ASSIGNMENT LIST
- H - SUMMARY ACCOUNT LIST REPORT
- I - WEEKLY COLLECTOR STATISTICS REPORT
- J - MONTHLY COLLECTOR STATISTICS REPORT
- K - CREATE REPORT GENERATOR PROGRAM
- L - EXECUTE REPORT GENERATOR PROGRAM
- M - QUEUE LOADING REPORT
- Z - EXIT

SELECTION =>

The operator types

E

and presses (CR).

The following messages are displayed:

```
* GENERATE THE TREND ANALYSIS REPORT BY PRODUCT TYPE
* THE AGEWRK FILE IS BEING SORTED
VOLUME = SYSVOL
FILNAM = AGEWRK , CCS20
PASSED = 00000758
DONE = 00000758
VOLUME = SYSVOL
FILNAM = AGEWRK , CCS20
PASSED = 00000758
DONE = 00000758
```

```
* THE AGEWRK FILE HAS BEEN SORTED
* THE TREND ANALYSIS REPORT BY PRODUCT TYPE WILL NOW BE PRINTED
SWITCH = 00000000
END UTIL
```

```
* THE TREND ANALYSIS REPORT BY PRODUCT TYPE IS COMPLETE
```

SELECTION F

The following is the procedure for generating the eligible or actual write-off reports.

The operator is prompted for input.

ON-DEMAND REPORT MENU

- A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
- B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
- C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
- D - TREND ANALYSIS REPORT PRINTED BY QUEUE
- E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
- F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
- G - DAILY ASSIGNMENT LIST
- H - SUMMARY ACCOUNT LIST REPORT
- I - WEEKLY COLLECTOR STATISTICS REPORT
- J - MONTHLY COLLECTOR STATISTICS REPORT
- K - CREATE REPORT GENERATOR PROGRAM
- L - EXECUTE REPORT GENERATOR PROGRAM
- M - QUEUE LOADING REPORT
- Z - EXIT

SELECTION =>

The operator types

F

and presses (CR).

The following messages are displayed:

```
* THE WRITE-OFF REPORT WILL BE GENERATED
* THE WOEF FILE WILL BE CREATED
END UTIL
```

CHOOSE ONE OF THE FOLLOWING REPORTS:

- 1) ELIGIBLE FOR WRITE-OFF REPORT
- 2) ACTUAL WRITE-OFF REPORT

ANSWER (1 OR 2)>

The operator is requested to answer 1 or 2 to the above message. The messages following will depend on which report was selected by the operator.

If 1 was entered, the following message is displayed:

ENTER AS-OF-DATE (MMDDYY)

The operator types

072578

and presses (CR).

The following message is displayed:

ENTER THE NUMBER OF DAYS DELINQUENT (NNN)

The operator types

030

and presses (CR).

If 2 was entered, the following message is displayed:

ENTER WRITE-OFFS SINCE DATE (MMDDYY)

The operator types

072578

and presses (CR).

The following messages are displayed for both reports:

CHOOSE ONE OF THE FOLLOWING WAYS TO PRINT THE WRITE-OFF REPORT:

- 1) PRINT THE REPORT BY ACCOUNT TYPE, QUEUE ASSIGNED
- 2) PRINT THE REPORT BY QUEUE ASSIGNED, ACCOUNT TYPE
- 3) PRINT THE REPORT BY STRAIGHT LIST

The operator types

1, 2, or 3

and presses (CR).

If 1 or 2 was entered, the following message is displayed:

ARE SUBTOTALS DESIRED (YES/NO)

The operator types

YES or NO

and presses (CR).

If 3 was entered, the report will be printed with no additional prompts.

When the extract is finished, the following message is displayed:

RECORD COUNT-R RECORDS 353
RECORD COUNT-S RECORDS 76
RECORD COUNT-W RECORDS 1
RECORD COUNT-OTHER RECORDS 1359

*THE WOEF FILE HAS BEEN CREATED
*THE WOEF FILE HAS BEEN SORTED
VOLUME = SYSVOL
FILNAM = WOEF , CCS20
PASSED = 00001359
DONE = 00001359
VOLUME = SYSVOL
FILNAM = WOEF , CCS20
PASSED = 00001359
DONE = 00001359

*THE WOEF FILE HAS BEEN SORTED
*THE WRITE-OFF REPORT WILL BE PRINTED
END UTIL
*THE WRITE-OFF REPORT IS COMPLETE

SELECTION G

The following is the procedure for printing the daily assignment list report. The operator has the option of entering the number of accounts to be printed from each queue or typing:

ALL

The latter entry defaults to the number of records that were entered in the DALT parameter record of the UTIFIL file defined at installation time.

The operator is prompted for input.

ON-DEMAND REPORT MENU

A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
Z - EXIT

SELECTION =>

The operator types

G

and presses (CR).

The following messages are displayed:

* THE DAILY ASSIGNMENT REPORT LIST WILL BE PRINTED
DSPLY
> HOW MANY ACCOUNTS TO PRINT-ENTER NNN,ALL,END OR CR
>

The operator either types the three-digit number and presses (CR), or he types

ALL

and presses (CR).

The report is printed, and the following message is displayed:

* THE DAILY ASSIGNMENT LIST REPORT IS COMPLETE

SELECTION H

The following is the procedure for printing the summary list report.

The operator is prompted for input.

ON-DEMAND REPORT MENU

A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
Z - EXIT

SELECTION =>

The operator types

H

and presses (CR).

The following messages are displayed:

* THE SUMMARY ACCOUNT REPORT LIST WILL BE PRINTED

* THE SUMMARY ACCOUNT REPORT LIST IS COMPLETE

SELECTION I

The following is the procedure for printing the weekly collector statistics report.

The operator is prompted for input.

ON-DEMAND REPORT MENU

A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
Z - EXIT

SELECTION =>

60475240 A

The operator types

I

and presses (CR).

The following messages are displayed:

* THE WEEKLY COLLECTOR STATISTICS REPORT WILL BE PRINTED
SWITCH = 01000000

* THE WEEKLY COLLECTOR STATISTICS REPORT IS COMPLETE

**** OPERATOR -

* RESPOND: 'N' CARRIAGE RETURN - TO BYPASS ZEROING THE
WEEKLY COUNT

*

* CARRIAGE RETURN ONLY - TO ZERO THE WEEKLY COUNT
READY?>

If the weekly totals are not to be zeroed, the operator types

N

and presses (CR).

If the totals are to be zeroed, the operator presses (CR) only.

NOTE

The option of zeroing the weekly count exists so that the report can be run in the middle of the week, or more than once at the end of the week, before zeroing the weekly count for the input of the next week.

SELECTION J

The following is the procedure for printing the monthly collector statistics report.

The operator is prompted for input.

ON-DEMAND REPORT MENU

A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
Z - EXIT

SELECTION =>

The operator types

J

and presses (CR).

The following messages are displayed:

* THE MONTHLY COLLECTOR STATISTICS REPORT WILL BE PRINTED
SWITCH = 00100000

* THE MONTHLY COLLECTOR STATISTICS REPORT IS COMPLETE

**** OPERATOR -
* RESPOND:: 'N' CARRIAGE RETURN - TO BYPASS CLEARING THE COLL-
ECTOR STATISTICS COUNT FILE

*
* CARRIAGE RETURN ONLY - TO CLEAR THE COLLECTOR
STATISTICS COUNT FILE

*
READY? >

If the monthly totals are not to be cleared, the operator types

N

and presses (CR).

If the monthly totals are to be cleared, the operator presses (CR) only.

NOTE

The option of clearing the monthly totals exists so that the report can be run in the middle of the month, or more than once at the end of the month, before the totals are cleared for the input of the next month.

SELECTION K

The following is the procedure for generating nonstandard report programs required by the user, procedure streams for executing these programs, and menu selections that enable the user to select this program from the report generator/directory menu. Refer to section 8 for samples of this menu, and refer to the CCS 3 Reference Manual for further information.

The operator is prompted for input.

ON-DEMAND REPORT MENU

A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
Z - EXIT

SELECTION =>

The operator types

K

and presses (CR).

The following messages are displayed:

* THE REPORT GENERATOR PROGRAMS WILL BE CREATED
**** OPERATOR - (BATCH HOST MUST BE ACTIVE BEFORE PROCEEDING)
* TO ACTIVATE BATCH HOST
* MI, *BATCH,F
*
* RESPOND:: 'N' CARRIAGE RETURN - IF BATCH HOST IS NOT ACTIVE
* CARRIAGE RETURN ONLY - TO CONTINUE
READY? >

If the operator has performed the functions as instructed in section 2, the batch host is active. The operator presses (CR).

The following messages are displayed:

*** OPERATOR - FOLLOW THE INSTRUCTIONS AS THEY APPEAR ON THE SCREEN
END UTIL
PRINT DATA NAME LIST? ENTER Y OR N
>

If the operator has not performed the functions as instructed in section 2, he types

N

and presses (CR). Then he must perform the following:

1. Sign off at the master terminal (refer to section 9).
2. Activate the batch host (refer to section 2).
3. Log on at the master terminal (refer to section 2).
4. Display the on-demand report menu (refer to section 7).
5. Proceed with selection K.

Operator Input Options and Instructions

Listed below is a description of each of seven messages sent to the operator, each possible error message, and the operator's response to the following message:

PRINT DATA NAME LIST? ENTER Y OR N

The operator must make one of the two following entries:

- Y The RPTTBL file is read sequentially, and the contents are listed on the printer.
- N Processing continues.

NOTE

The operator may need the data name list for future input reference.

If a response other than Y or N is entered, the following error message is displayed:

INVALID RESPONSE REENTER

SAVE GENERATED REPORT PROGRAM? ENTER Y OR N

The operator must make one of the two following entries:

Y The program name in the UTIFIL record (RPTG) is used. The record is updated with the next available program name.

N RPT000 is used as the program name.

If the operator responds with Y, the program being generated is installed in the program library and can be selected for execution from the report generator/directory menu.

If the operator responds with Y, the program name in the utility file (UTIFIL) is used. If this name is RPT000, a message is printed indicating that the maximum of 19 saved programs has been exceeded. Processing continues and the program may be executed by selecting L from the on-demand report menu, but the program is not saved and is not added to the report generator/directory menu. If this name is RPT019, a message is printed instructing the operator to purge the directory before attempting to save another generated report. Processing continues with UTIFIL updated with RPT000 as the next available program name.

If the operator responds N, RPT000 is used for the program name. The program is not installed in the program library and the report generator/directory menu is not updated. The program may be executed by selecting L from the on-demand report menu (see selection L).

NOTE

A total of 19 report programs can be generated and saved on the system and on the report generator/directory menu at one time.

The following error messages may be displayed:

INVALID RESPONSE REENTER

NO PGM NAMES AVAIL. CANNOT SAVE UNTIL RPTPGM IS PURGED. RPT000 IS USED.

LAST PGM NAME AVAIL. PURGE RPTPGM BEFORE ANY OTHER PROGRAM IS SAVED.

ENTER DATA NAMES FOR RPT (NAME1,NAME2,NAME3 (CR)) OR MAX OF 3 NAMES PER LINE
ENTER REPEAT TO REENTER ALL DATA NAMES OR
ENTER C TO CONTINUE OR
ENTER A TO ABORT

The operator must make one of the following entries:

name1,name2,name3 (CR) The names are edited, and a prompt of NEXT is sent to the operator.

REPEAT (CR) The names already entered are cleared, and the original message is sent to the operator.

C (CR) Processing continues.

A (CR) The program is aborted.

The data names are checked against the RPTTBL file for validity.

The number of print positions is calculated to ensure that there are not too many data names for the report. The data lengths (or 6, whichever is greater) are added. The edit codes for the data names are checked; the length is incremented to compensate for periods, commas, and so forth. Two more spaces are added for each data name as field separators.

If a response other than one of those listed above is entered, one of the following messages is displayed:

INVALID NAME XXXXXX
RE-ENTER ENTIRE LINE

EXCEEDS MAX OF 3 PER LINE-1ST 3 ONLY ARE PROCESSED

DATA EXCEEDS PRINT POSITIONS AVAILABLE ON RPT
RE-ENTER ALL DATA NAMES

ENTER SORT-FIELD NAME (KEY1,A,KEY2,D (CR))
MAJOR TO MINOR, A (ASCENDING) OR D (DESCENDING)
MAX OF 3 NAMES PER LINE
ENTER REPEAT TO REENTER ALL SORT FIELDS
ENTER C TO CONTINUE OR
ENTER A TO ABORT

The operator must make one of the following entries:

key1,A,key2,D,key3,A(CR) The keys are edited, and a prompt of NEXT is sent to the operator.

REPEAT (CR) The original message, ENTER SORT FIELDS..., is sent to the operator after clearing the keys already entered.

C (CR) Processing continues.

A (CR) The program is aborted.

The sort keys are checked against the RPTTBL to determine validity. Each sort key must be followed by an A or D and separated by a comma.

If a response other than one of those listed above is entered, one of the following error messages is displayed:

INVALID NAME XXXXXX
RE-ENTER ENTIRE LINE

EXCEEDS MAX OF 3 PER LINE-1ST 3 ONLY PROCESSED

NAME MUST BE FOLLOWED BY AN A OR D RE-ENTER

OF SORT FIELDS EXCEEDS THE MAX OF 10
ENTER REPEAT OR C OR A

ENTER LEVEL BREAK NAMES (LVL1,LVL2,LVL3 (CR)) OR
ENTER REPEAT TO REENTER ALL LEVEL BREAKS OR
ENTER C TO CONTINUE OR
ENTER A TO ABORT

The operator must make one of the following entries:

lv11,lv12,lv13 (CR) The names are edited, and a prompt of NEXT is sent to the operator.

REPEAT (CR) The original message, ENTER LEVEL..., is sent to the operator after clearing the level breaks already entered.

C (CR) Processing continues.

A (CR) The program is aborted.

The level break names are checked against the RPTTBL file for validity. The number of level break names cannot exceed three.

If a response other than one of those listed above is entered, one of the following error messages is displayed:

INVALID NAME XXXXXX
REENTER ENTIRE LINE

OF LEVEL BREAKS EXCEEDS THE MAX OF 3

ENTER REPEAT OR C OR A

EXCEEDS MAX OF 3 PER LINE-1ST 3 ONLY PROCESSED

SELECT RECORDS. ENTER ALL OR (CR)

The operator must make one of the following entries:

ALL (CR) All records in the delinquent master file are selected. Processing continues with prompt for program name.

(CR) Only those records meeting the conditions set up are selected.

If ALL is entered, the next prompt will be for the report title.

ENTER Y IF ALL CONDITIONS MUST BE MET FOR SELECTION

ENTER N IF 1 CONDITION IS SUFFICIENT FOR SELECTION

The operator must make one of the following entries:

Y All conditions set up must be met for selection.

N One condition met is sufficient for selection.

ENTER OPERATION (EQ,NE,GT,LT,GE,LE,RANGE (CR)) OR
ENTER REPEAT TO REENTER ALL SELECTIONS OR
ENTER C TO CONTINUE OR
ENTER A TO ABORT

The operator makes one of the allowed entries.

ENTER DATA NAME FOR COMPARISON (NAME1 (CR))

The operator enters the data name in the form

name1

and presses (CR).

The data name is edited, and the next prompt is sent to the operator.

IS 2ND COMPARISON FIELD A DATA NAME? ENTER Y OR N

The operator must make one of the following entries.

Y Next input is a data name.

N Next input is a value/values.

ENTER COMPARISON VALUE (VALUE1 (CR)) OR
ENTER RANGE (VALUE1,VALUE2 (CR)) OR
ENTER 2ND DATA NAME (NAME2 (CR))

The operator must make one of the following entries:

value 1 (CR) The value is edited for the correct length and data type. If it is less than the length of the data field, it is either left-justified with trailing spaces, or right-justified with leading zeros depending on data type.

value1,value2 (CR) Both values are edited for the correct length and type.

name2 (CR) The type of the second data name is checked against the type of the first data name for compatibility.

All data field names are checked against the RPTTBL file for validity. Note that the number of operation codes cannot exceed 10.

The value entered must conform to the specifications in the RPTTBL file for the corresponding data field.

If responses other than those listed above are entered, one of the following error messages is displayed:

INVALID RESPONSE REENTER
INVALID OPERATION CODE REENTER
OF OPERATION CODES EXCEEDS MAX OF 10
ENTER REPEAT OR C OR A
INVALID NAME xxxxxx
REENTER ENTIRE LINE
VALUE EXCEEDS THE MAX OF 13 CHARACTERS REENTER
VALUES NOT VALID UNLESS OPERATION CODE IS RA
REENTER
VALUE DOES NOT CORRESPOND TO DATA NAME DESCRIPTION
REENTER
VALUE 2 NOT GREATER THAN VALUE 1 REENTER
MUST ENTER 2 VALUES FOR OPERATION CODE RA REENTER
ENTER REPORT TITLE - 30 CHARACTERS MAX

The operator may enter the report title, up to 30 characters long. The report title is placed in the RPTPGM file as the report description. At this point, the operator may also make one of the following entries:

REPEAT (CR)	Allows the operator to change the report title
C (CR)	Processing continues.
A (CR)	Program is aborted.

Only the first 30 characters of the message entered are accepted.

Sample Operator Input

The following is a sample operator input to create a program that generates a report entitled Account Balance Report. The account number, borrower's name, account balance, and days delinquent are to be printed on the report.

In this example, the characters input by the operator are underscored.

**** OPERATOR - FOLLOW THE INSTRUCTIONS AS THEY APPEAR ON THE SCREEN

END UTIL
PRINT DATA NAME LIST? ENTER Y OR N
Y (CR)
SAVE GENERATED REPORT PROGRAM ? ENTER Y OR N
Y (CR)
ENTER DATA NAMES FOR RPT (NAME1,NAME2 (CR)) OR
MAX OF 3 NAMES PER LINE
ENTER REPEAT TO REENTER ALL DATA NAMES OR

ENTER C TO CONTINUE OR
ENTER A TO ABORT
MACCT,MNAM,MCBAL (CR)
NEXT
MDYDL (CR)
NEXT
C (CR)
ENTER SORT FIELD NAME (KEY1,A,KEY2,D (CR))
MAJOR TO MINOR A(ASCENDING) OR D(DESCENDING)
MAX OF 3 NAMES PER LINE
ENTER REPEAT TO REENTER ALL SORT FIELDS OR
ENTER C TO CONTINUE OR
ENTER A TO ABORT
MDYDL,A,MCBAL,A (CR)
NEXT
C (CR)
ENTER LEVEL BREAK NAMES (LVL1,LVL2,LVL3 (CR)) OR
ENTER REPEAT TO REENTER ALL LEVEL BREAKS OR
ENTER C TO CONTINUE OR
ENTER A TO ABORT
MDYDL (CR)
NEXT
C (CR)
SELECT RECORDS. ENTER ALL OR (CR)
ALL (CR)
ENTER REPORT TITLE - 30 CHARACTERS MAX
ACCOUNT BALANCE REPORT (CR)
ENTER REPEAT TO REENTER REPORT TITLE OR
ENTER C TO CONTINUE OR
ENTER A TO ABORT
C (CR)

The following messages are displayed:

* THE REPORT GENERATOR PROGRAMS HAVE BEEN CREATED
* THE REPORT GENERATOR PROGRAMS WILL BE BATCHED
JOB NO.=J001
JOB NO.=J002
END UTIL

When the routine is complete, the following message is displayed:

*
**** OPERATOR - SELECTION L MUST NOW BE RUN TO EXECUTE THE REPORT
READY?>

The operator presses (CR), and the on-demand report menu is displayed.

NOTE

The operator should immediately execute selection L to test the program that was just generated.

SELECTION L

The following is the procedure for execution and test of the program and procedure stream created by selection K.

NOTE

Each time a new program and procedure stream are generated, they are stored in the procedure stream file for this selection until another program and procedure stream are generated. All saved programs can be selected from the report generator/directory menu.

The operator is prompted for input.

ON-DEMAND REPORT MENU

- A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
- B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
- C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
- D - TREND ANALYSIS REPORT PRINTED BY QUEUE
- E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
- F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
- G - DAILY ASSIGNMENT LIST
- H - SUMMARY ACCOUNT LIST REPORT
- I - WEEKLY COLLECTOR STATISTICS REPORT
- J - MONTHLY COLLECTOR STATISTICS REPORT
- K - CREATE REPORT GENERATOR PROGRAM
- L - EXECUTE REPORT GENERATOR PROGRAM
- M - QUEUE LOADING REPORT
- Z - EXIT

SELECTION =>

The operator types

L

and presses (CR).

The following messages are displayed:

NOTE

The messages shown are examples only.
The actual messages vary with the requirements of the procedure stream created.

* BEGIN EXTRACT

* EXTRACT COMPLETE
* BEGIN SORT
VOLUME = SYSVOL
FILNAM = PGEXTR , CCS20
PASSED = 00001789
DONE = 00001789
VOLUME = SYSVOL
FILNAM = PGEXTR , CCS20
PASSED = 00001789
DONE = 00001789

* SORT COMPLETE
* BEGIN PRINT

* PRINT COMPLETE

SELECTION M

The following is the procedure for printing the queue loading report. This procedure should be selected only by supervisor request.

The operator is prompted for input.

ON-DEMAND REPORT MENU

- A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
- B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
- C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
- D - TREND ANALYSIS REPORT PRINTED BY QUEUE
- E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
- F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
- G - DAILY ASSIGNMENT LIST
- H - SUMMARY ACCOUNT LIST REPORT
- I - WEEKLY COLLECTOR STATISTICS REPORT
- J - MONTHLY COLLECTOR STATISTICS REPORT
- K - CREATE REPORT GENERATOR PROGRAM
- L - EXECUTE REPORT GENERATOR PROGRAM
- M - QUEUE LOADING REPORT
- Z - EXIT

SELECTION =>

The operator types

M

and presses (CR).

The following messages are displayed:

* THE QUEUE LOADING REPORT WILL BE PRINTED

QUEUE LOADING REPORT

ENTER DATE (MMDDYY) OR CR FOR SYSTEM DATE

The operator either types the date to be used to calculate the queue loading categories and presses (CR), or presses (CR) only if the current date is to be used.

The queue loading report is printed on the printer.

The following message is displayed when this routine is complete.

* THE QUEUE LOADING REPORT IS COMPLETE.

The report generator/directory menu is installed on all systems at installation time. However, it is not used unless the report generator has been used to create special nonstandard reports required by the customer. Refer to selection K of section I-7 for generating these reports. The operator should select only those menu items that contain a report name. These report names are automatically generated during program creation. No operator response is required during the execution of any of these selections.

The display procedure is as follows:

The following message is displayed:

REQUEST =>

The operator types

RG

and presses (CR).

The report generator/directory menu (as it is at installation time, before any special reports have been generated) is displayed as follows.

REPORT GENERATOR - REPORT DIRECTORY

- A - R.G. REPORT 1 - (AVAILABLE)
- B - R.G. REPORT 2 - (AVAILABLE)
- C - R.G. REPORT 3 - (AVAILABLE)
- D - R.G. REPORT 4 - (AVAILABLE)
- E - R.G. REPORT 5 - (AVAILABLE)
- F - R.G. REPORT 6 - (AVAILABLE)
- G - R.G. REPORT 7 - (AVAILABLE)
- H - R.G. REPORT 8 - (AVAILABLE)
- I - R.G. REPORT 9 - (AVAILABLE)
- J - R.G. REPORT 10 - (AVAILABLE)
- K - R.G. REPORT 11 - (AVAILABLE)
- L - R.G. REPORT 12 - (AVAILABLE)
- M - R.G. REPORT 13 - (AVAILABLE)
- N - R.G. REPORT 14 - (AVAILABLE)
- O - R.G. REPORT 15 - (AVAILABLE)
- P - R.G. REPORT 16 - (AVAILABLE)
- Q - R.G. REPORT 17 - (AVAILABLE)
- R - R.G. REPORT 18 - (AVAILABLE)
- S - R.G. REPORT 19 - (AVAILABLE)
- Z - EXIT

SELECTION =>

The following is a display of the report generator/directory menu after two reports have been generated. The operator selects A if the account balance report is required or B if the day's account delinquent report is required.

REPORT GENERATOR - REPORT DIRECTORY

- A - ACCOUNT BALANCE REPORT
- B - DAYS ACCOUNTS DELINQUENT
- C - R.G. REPORT 3 - (AVAILABLE)
- D - R.G. REPORT 4 - (AVAILABLE)
- E - R.G. REPORT 5 - (AVAILABLE)
- F - R.G. REPORT 6 - (AVAILABLE)
- G - R.G. REPORT 7 - (AVAILABLE)
- H - R.G. REPORT 8 - (AVAILABLE)
- I - R.G. REPORT 9 - (AVAILABLE)
- J - R.G. REPORT 10 - (AVAILABLE)
- K - R.G. REPORT 11 - (AVAILABLE)
- L - R.G. REPORT 12 - (AVAILABLE)
- M - R.G. REPORT 13 - (AVAILABLE)
- N - R.G. REPORT 14 - (AVAILABLE)
- O - R.G. REPORT 15 - (AVAILABLE)
- P - R.G. REPORT 16 - (AVAILABLE)
- Q - R.G. REPORT 17 - (AVAILABLE)
- R - R.G. REPORT 18 - (AVAILABLE)
- S - R.G. REPORT 19 - (AVAILABLE)
- Z - EXIT

MM/DD/YY
MM/DD/YY

SELECTION =>



CCS SYSTEM SIGN-ON, OFF-LINE, AND BACK-UP OPERATIONS

9

The operator must perform the following operations to maintain the system while the collectors are off-line.

NOTE

Before proceeding, the operator must ensure that all collectors' terminals have been signed off properly.

SYSTEM SIGN-OFF

The following message is displayed:

```
REQUEST = >
```

The operator types

```
EX
```

and presses (CR).

The following message is displayed:

```
CCS LOG OFF hh:mm:ss
```

STOP CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI  
>
```

The operator types

```
STOP
```

and presses (CR).

The following message is displayed:

```
VERIFY >
```

The operator types

```
OK
```

and presses (CR).

The following message is displayed:

```
UNTIL ? HHMM
```

The operator presses (CR).

The following messages are displayed:

```
CCS DISABLED AT hhmm  
CP RELOADED, HALT CODE = 0000  
CP STARTED 0000
```

NOTE

The operator should ensure that these messages are displayed before continuing. If they are not, he should notify his supervisor.

LOG ON AT MASTER TERMINAL WITH CCS INACTIVE

The following is the procedure for logging on at the master terminal when CCS is inactive.

The operator types

```
+
```

and presses (CR).

The following messages are displayed:

```
mon dd yy hh:mm:ss  
CDC CYBER-18 CCS SYSTEM - VER 3.0  
(SYSTEM ID)  
TERMINAL = 00  
USER ID. = >
```

The operator types

```
CCS20
```

and presses (CR).

The following message is displayed:

```
REQUEST = >
```

REQUEST DAILY CYCLE MENU

Two selections from the daily cycle menu must be run when the collectors are off-line. The following is a description of the execution of these selections.

The operator types

```
DC
```

and presses (CR).

The daily cycle menu is displayed as follows.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NON-FINANCIAL UPDATE (TAPE)S
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

SELECTION =>

SELECTION L

The daily cycle menu is displayed as follows.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NON-FINANCIAL UPDATE (TAPE)S
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

SELECTION =>

The operator types

L

and presses (CR).

The following messages are displayed:

```
**** OPERATOR - THE COLLECTORS MUST BE OFF-LINE
*          RESPOND: 'N' CARRIAGE RETURN - TO ABORT
*          CARRIAGE RETURN ONLY - TO CONTINUE
*
READY?
```

This operation message and pause routine exist so that the operator has the option of exiting from this procedure if the selection was made while collectors were on-line. If the operator does not want to continue with the procedure, he types

N

and presses (CR). To continue with the procedure, the operator presses (CR) only.

The following messages are displayed in response to a carriage return only:

```
* THE TRANSACTION FILE WILL BE SORTED FOR THE COLLECTORS REPORT
VOLUME= CDD01
FILNAM= TRANFL , CCS20
PASSED = 00000005
DONE = 00000005
VOLUME= SYSVOL
FILNAM= TRNSFL , CCS20
PASSED = 00000005
DONE = 00000005
END UTIL
```

```
* THE TRANSACTION FILE HAS BEEN SORTED FOR THE COLLECTORS REPORT
END UTIL
```

When the procedure is complete, the daily cycle menu is displayed.

SELECTION M

The daily cycle menu is displayed as follows.

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NON-FINANCIAL UPDATE (TAPE)S
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

SELECTION =>

The operator types

M

and presses (CR).

The following messages are displayed:

```
**** OPERATOR - THE COLLECTORS MUST BE OFF-LINE
*          RESPOND: 'N' CARRIAGE RETURN - TO ABORT
*          CARRIAGE RETURN ONLY - TO CONTINUE
*
READY?
```

This operation message and pause routine exist so that the operator has the option of exiting from this procedure if the selection was made while collectors were on-line. If the operator does not want to continue with this procedure, he types

N

and presses (CR). To continue with the procedure, the operator presses (CR) only.

The following messages are displayed in response to a carriage return only:

```
* DAILY ASSIGNMENT FILES WILL BE CREATED
*
* THE DLYASSN FILE IS BEING CREATED

* THE DLYASSN FILE HAS BEEN CREATED
* THE DLYASSN FILE IS BEING SORTED
VOLUME= CDD01
FILNAM= DLYWRK , CCS20
PASSED = 00000000
DONE = 00000000
VOLUME= SYSVOL
FILNAM= DLYASSN , CCS20
PASSED = 00001359
DONE = 00001359
VOLUME= SYSVOL
FILNAM= DLYASSN , CCS20
PASSED = 00001359
DONE = 00001359

* THE DLYASSN FILE HAS BEEN SORTED
END UTIL

* THE DAILY QUEUE FILE IS BEING CREATED

* THE DAILY QUEUE FILE HAS BEEN CREATED
* THE FILE SPACE AUDIT REPORT WILL NOW BE PRINTED
**** OPERATOR - CARRIAGE RETURN TO CONTINUE AFTER REVIEWING
SCREEN INFORMATION
```

FILE NAME	MAXIMUM RECORDS	CURRENT RECORDS	AVAILABLE RECORDS	PCT SPACE AVAILABLE
DELQMST	12000	1789.	10211	85.1%
COSIGNER	12000	0.	12000	****%
ACCAGE	12000	0.	12000	****%
ACTFIL	12000	0.	12000	****%
SUMHIST	12000	0.	12000	****%
TAPEARC	12000	0.	12000	****%
INACCT	12000	0.	12000	****%

READY? >

If the PCT SPACE AVAILABLE is less than 15 percent, a warning is printed indicating that a file compression will be needed soon (or history procedures must be run). When the percentage is less than 5, the message that a compression must be performed is shown on the system console and printer. History procedures are also required if not performed since the last compression.

The operator presses (CR).

The following messages are displayed:

```
* THE FILE SPACE AUDIT REPORT IS COMPLETE
* THE DAILY ASSIGNMENT FILES HAVE BEEN CREATED
```

EXIT FROM DAILY CYCLE MENU

The daily cycle menu is displayed as follows.

DAILY CYCLE MENU

```
A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NON-FINANCIAL UPDATE (TAPE)S
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT
```

SELECTION =>

The operator types

Z

and presses (CR).

The following message is displayed:

REQUEST = >

SYSTEM BACKUP PROCEDURE

It is recommended that each site have two complete sets of disk packs available in order to back up the system. One of these sets should be marked MASTER, and the other set marked BACKUP. The MASTER set should always be used for on-line operations. Therefore, the MASTER disk pack is always copied to the BACKUP disk pack. This method prevents the inadvertent copying to the wrong disk pack.

There is one exception to this rule. Refer to section I-10.

NOTE

If the system contains variable word sector disk drives (for example, unit 0 is a 50 mb, 96 word sector drive and units 1 and 2 are 50 mb, 569 word sector drives), refer to appendix C for copy procedures.

COPYING SYSVOL

The following message is displayed:

REQUEST = >

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

```
UTIL IN
READY >
```

The operator types

```
SAVE
```

and presses (CR).

The following message is displayed:

```
SAVE
```

```
DK= >
```

The operator types

```
0
```

and presses (CR).

The following message is displayed:

```
D2= >
```

The operator types

```
1
```

and presses (CR).

The following message is displayed:

```
TURN OFF PROTEC SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN
```

The operator presses ESC and types

```
J20@
```

and presses (CR).

The following message is displayed:

```
SET UP VOLUME(S) TO BE SAVED
AND VERIFY
```

At this time the current day's SYSVOL is mounted on disk drive 0, and the current day's volume CDD01 is mounted on disk drive 1. The operator should remove the volume CDD01 from disk drive 1 and mount the SYSVOL pack to be used for backup on disk drive 1. When the pack has been mounted and is ready, the operator may continue by typing

```
OK
```

and pressing (CR).

The following message is displayed:

```
VERIFICATION OF CORRECT SAVE VOLUMES
```

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	SYSVOL	999999	MASTER
TO	SYSVOL	999999	BACKUP

The SAVE function also contains features to prevent the inadvertant destruction of volumes by incorrect operator handling. When SAVE is requested, the volume names, date the pack was last saved onto (copy to disk), and the back-up designation flag are checked. Warning messages are displayed to note the following abnormal conditions:

- WARNING - YOU ARE COPYING FROM A BACK-UP TO A MASTER VOLUME

The volume you have specified as "copy to" was designated as a MASTER volume when it was created by a SAVE operation.

- WARNING - VOLUME NAMES DO NOT COINCIDE

The volume you have specified as "copy from" has a different volume name than the volume you have specified as "copy to".

- WARNING - DATE ON COPY TO VOLUME IS THE SAME AS OR LATER THAN DATE ON COPY FROM VOLUME

The date on the volume header of the "copy to" volume is more recent than or the same as the date on the volume header of the "copy from" volume. This points to a potential copy of older data over newer data.

If one or more of the warning messages has been displayed, the following message is displayed:

```
TYPE GO TO CONTINUE, EX TO EXIT
```

If the operator wants to override the error message(s) and continue with save, the operator should enter:

```
GO (CR)
```

If the disk packs have been mounted in error, the operator should enter:

```
EX (CR)
```

The disk packs should then be mounted correctly. It is necessary to autoloading the system and restart the SAVE function after starting and stopping CCS. (Refer to section I-2)

If none of the warning messages were displayed SAVE will continue with the SAVE operation.

The SYSVOL pack on drive 0 is now being copied to the SYSVOL pack on drive 1. This operation requires five to six minutes. When the operation is complete, the following message is displayed:

```
DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >
```

If the recommended backup procedure is being adhered to, the operator should enter:

```
0 (CR)
```

The following message is displayed:

```
VOLUME SAVE COMPLETE.
```

COPYING VOLUME CDD01

After each SAVE operation, it is necessary to autoloading the system, start and stop CCS, and log on the master terminal in order to continue with the backup procedure.

AUTOLOAD

To autoloading the system, the operator presses the following buttons successively:

```
STOP
MASTER CLEAR
AUTOLOAD
RUN
```

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

```
J28@
```

The following messages are displayed:

```
(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy      TIME: hhmm:ss
```

START CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
START
```

and presses (CR).

The following messages are displayed:

```
BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm
```

STOP CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
STOP
```

and presses (CR).

The following message is displayed:

```
VERIFY >
```

The operator types

```
OK
```

and presses (CR).

The following message is displayed:

```
UTIL ? HHMM
>
```

The operator presses (CR).

The following messages are displayed:

```
CCS DISABLED AT hhmm
CP RELOADED, HALT CODE 0000
CP STARTED 0000
```

NOTE

The operator should ensure that all of the above messages are displayed before continuing.

LOG ON AT MASTER TERMINAL (WITH CCS INACTIVE)

The operator types

```
+
```

and presses (CR).

The following messages are displayed:

```
mon dd yy      hh:mm:ss
CDC CYBER-18  CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID. = >
```

The operator types

```
CCS20
```

and presses (CR).

The following message is displayed:

```
REQUEST = >
```

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY >

The operator types

SAVE

and presses (CR).

The following message is displayed:

SAVE
DK= >

The operator types

0

and presses (CR).

The following message is displayed:

D2 = >

The operator types

1

and presses (CR).

The following message is displayed:

TURN OFF PROTEC SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN
>

The operator presses ESC and types

J20@

and presses (CR).

The following message is displayed:

SET UP VOLUME(S) TO BE SAVED
AND VERIFY

At this time the operator should mount the current day's volume pack CDD01 on disk drive 0 and make it ready. He should also mount the CDD01 volume pack that is to be used for backup on disk drive 1 and make it ready. The operator may then continue by typing

OK

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	CDD01	999999	BACKUP
TO	CDD01	999999	MASTER

The CDD01 pack on drive 0 is now being copied to the CDD01 pack on drive 1. The operation is complete, and the following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

If the recommended backup procedure is being adhered to, the operator should enter:

0 (CR)

The following message is displayed:

VOLUME SAVE COMPLETE.

If the operator has a two-pack system, he has completed the backup procedure and is ready to sign on for the next day's operation.

If there are additional volume packs on the operator's system, he should repeat the instructions for copying volume CDD01, substituting the correct volume name for CDD01, until all volumes in the system have been copied.

NOTE

In order to autoload, the operator must ensure that SYSVOL is mounted on disk drive 0.

The purpose of the transaction replay system is to recover the daily transactions entered by the collectors after a system failure has occurred and the on-line collection system is no longer operational. If the transaction file (or the optional backup transaction file) can be recovered, a copy of the backup system packs can be updated to the current level by executing the transaction replay routines. If neither of these files can be recovered, the user must revert to a copy of the backup system and re-enter the day's transactions. The procedure for copying the backup system to the set of disk packs that are to be used for continued operation is covered in this section. If the platters on the disk packs of the damaged system are not damaged, the operator can copy to that set of packs.

NOTE

It is recommended that an analyst be contacted to determine what steps in the replay procedure need to be executed.

RECOVERY REQUIREMENTS

The operator must be able to perform the following functions using the SYSVOL pack from the damaged system:

1. Autoload
2. Start CCS
3. Log on at the master terminal
4. List transaction file from disk to tape, or list the optional backup transaction file from disk to tape.

TRANSACTION REPLAY PROCEDURE

AUTOLOAD SYSVOL PACK FROM DAMAGED SYSTEM

The operator should verify that the system SYSVOL storage module drive disk pack is physically mounted on disk drive 0 and ready.

The system is autoloading by pressing successively on the control panel:

```
STOP
MASTER CLEAR
AUTOLOAD
RUN
```

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnk BYTES OF MEMORY - CPU I
nnnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

```
J28@
```

The following message is displayed:

```
(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy      TIME: hhmm:ss
```

START CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
START
```

and presses (CR).

The following message is displayed:

```
BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm
```

LOG ON AT MASTER TERMINAL

The operator types

```
+
```

and presses (CR).

The following message is displayed:

```
mon dd yy   hh:mm:ss
CDC CYBER 18   CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL   = 00
USER ID.   = >
```

The operator types

```
CCS20
```

and presses (CR).

The following message is displayed:

REQUEST =>

LIST TRANSACTION FILE TO TAPE

The operator mounts a scratch tape with a write ring on tape unit 0, readies the unit, and types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY

The operator types

LIST

and presses (CR).

The following message is displayed:

LIST

FN =>

The operator types

TRANFL

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

The following message is displayed:

L =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

F =>

The operator types

U

and presses (CR).

If the file is successfully listed to tape, the following message is displayed:

READY >

The operator types

EX

and presses (CR).

The following message is displayed:

END UTIL
REQUEST =>

If the error message FILE CANNOT BE LOCATED is displayed, the operator should make sure the file name was spelled correctly and repeat the procedure. If further attempts result in the same error message, the transaction file has probably been destroyed. If no backup transaction file has been specified, the transaction replay cannot be accomplished.

If a backup transaction file was specified at system parameterization (refer to CCS Reference Manual), it may be possible to recover the transactions using that file (TRNBCK). To use this file, it is necessary to list it to tape.

To list backup transaction file the operator types:

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY

The operator types

LIST

and presses (CR).

The following message is displayed:

LIST
FN =>

The operator types

TRNBCK

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

The following message is displayed:

```
L =>
```

The operator types

```
TAPE0
```

and presses (CR).

The following message is displayed:

```
F =>
```

The operator types

```
U
```

and presses (CR).

If the file is successfully listed, the following message will be displayed:

```
READY >
```

The operator types:

```
EX
```

The following message is displayed:

```
END UTIL  
REQUEST=>
```

The operator may then continue with the transaction replay routines.

NOTE

If the error message FILE CANNOT BE LOCATED is displayed and the file name had not been misspelled in the list procedure, the backup transaction file was not specified and the transaction replay cannot be accomplished.

COPY BACKUP SYSVOL PACKS TO SYSVOL PACK FOR USE IN TRANSACTION REPLAY

NOTE

If the system contains variable word sector disk drives (for example, 0 is a 50 mb, 96 word sector drive, and units 1 and 2 are 50 mb, 569 word sector drives), refer to appendix D for copy procedures.

There should always be a set of backup packs to the set of packs currently being used for operations.

At this time the backup SYSVOL pack is mounted on disk drive 0. The SYSVOL pack that is to be used for

transaction replay should be mounted on disk drive 1. When the packs have been mounted and are ready, the operator may continue.

To perform a SAVE operation, it is necessary to autoloading the system, start and stop CCS, and log on at the master terminal.

Autoload

The system is autoloading by pressing successively on the control panel:

```
STOP  
MASTER CLEAR  
AUTOLOAD  
RUN
```

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy  
nnnK BYTES OF MEMORY - CPU I  
nnnnK BYTES OF MEMORY - CPU II  
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES  
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

```
J28@
```

The following message is displayed:

```
(SYSTEM ID)
```

```
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy      TIME: hhmm:ss
```

Start CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI  
>
```

The operator types

```
START
```

and presses (CR).

The following message is displayed:

```
BUILDING SYSTEM FILES  
CCS ACTIVE AT hhmm
```

Stop CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI  
>
```

The operator types

```
STOP
```

and presses (CR).

The following message is displayed:

```
VERIFY>
```

The operator types

```
OK
```

and presses (CR).

The following message is displayed:

```
UNTIL ? HHMM  
>
```

The operator presses (CR).

The following messages are displayed:

```
CCS DISABLED AT hhmm  
CP RELOADED, HALT CODE = 0000  
CP STARTED 0000
```

NOTE

The operator should ensure that the above messages are displayed before continuing.

Log On at Master Terminal (with CCS Inactive)

The operator types

```
+
```

and presses (CR).

The following messages are displayed:

```
mon dd yy      hh:mm:ss  
CDC CYBER-18  CCS SYSTEM - VER 3.0  
(SYSTEM ID)  
TERMINAL      = 00  
USER ID.      = >
```

The operator types

```
CCS20
```

and presses (CR).

The following message is displayed:

```
REQUEST = >
```

The operator types

```
UT or UTIL
```

and presses (CR).

The following message is displayed:

```
UTIL IN  
READY>
```

The operator types

```
SAVE
```

and presses (CR).

The following message is displayed:

```
SAVE  
DK = >
```

The operator types

```
0
```

and presses (CR).

The following message is displayed:

```
D2 = >
```

The operator types

```
1
```

and presses (CR).

The following message is displayed:

```
TURN OFF PROTEC SWITCH (ESC J20@)  
AND TYPE CARRIAGE RETURN  
>
```

The operator presses ESC and types

```
J20@
```

and presses (CR).

The following message is displayed:

```
SET UP VOLUME(S) TO BE SAVED  
AND TYPE CARRIAGE RETURN
```

At this point in each SAVE routine, the operator must check to be sure that the disk pack to be copied from is mounted on disk drive 0 and the disk pack to be copied to is mounted on disk drive 1. After this has been established, the operator may continue by typing

```
OK
```

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	SYSVOL	999999	BACKUP
TO	SYSVOL	999999	MASTER

WARNING - YOU ARE COPYING FROM A BACKUP TO A MASTER VOLUME

TYPE GO TO CONTINUE, EX TO EXIT

NOTE

During the transaction replay, the BACKUP volume is copied to a MASTER volume. This is the one exception to the normal procedure of always copying from MASTER to BACKUP.

The operator verifies that the packs have been mounted correctly and types

GO

and presses (CR).

The SYSVOL pack on drive 0 is now being copied to the pack on drive 1. This operation usually takes five to six minutes. When the operation is complete, the following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

NOTE

The operator can now designate that the new volume be the MASTER.

The operator types:

1

and presses (CR).

The following message is displayed:

VOLUME SAVE COMPLETE.

The operator should leave SYSVOL mounted on disk drive 0 and continue.

COPYING BACKUP VOLUME CDD01 TO VOLUME D01
CDD01 PREPARE SYSTEM FOR TRANSACTION

After each SAVE operation, it is necessary to autoloading the system, start and stop CCS, and log on at the master terminal in order to continue with the backup procedure.

Autoload

The system is autoloading by pressing successively on the control panel:

STOP
MASTER CLEAR
AUTOLOAD
RUN

The following messages are displayed:

CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)

The operator presses ESC and types:

J28@

The following message is displayed:

(SYSTEM ID)

ENTER DATE/TIME MMDDYYHHMM

The operator types the correct date and time and presses (CR).

The following message is displayed:

DATE: dd mon yy TIME: hhmm:ss

Start CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

START

and presses (CR).

The following message is displayed:

BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm

Stop CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

STOP

and presses (CR).

The following message is displayed:

VERIFY>

The operator types

OK

and presses (CR).

The following message is displayed:

UNTIL ? HHMM
>

The operator presses (CR).

The following messages are displayed:

CCS DISABLED AT hhmm
CP RELOADED, HALT CODE = 0000
CP STARTED 0000

NOTE

The operator should ensure that the above messages are displayed before continuing.

Log On at Master Terminal (with CCS Inactive)

The operator types

+

and presses (CR).

The following messages are displayed:

mon dd yy hh:mm:ss
CDC CYBER-18 CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID. = >

The operator types

CCS20

and presses (CR).

The following message is displayed:

REQUEST = >

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY>

The operator types

SAVE

and presses (CR).

The following message is displayed:

SAVE
DK =>

The operator types

0

and presses (CR).

The following message is displayed:

D2 =>

The operator types

1

and presses (CR).

The following message is displayed:

TURN OFF PROTEC SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN
>

The operator presses ESC and types

J20@

and presses (CR).

The following message is displayed:

SET UP VOLUME(S) TO BE SAVED
AND TYPE CARRIAGE RETURN

At this time the operator should mount the backup volume pack CDD01 on disk drive 0 and make it ready. He should also mount the CDD01 volume pack to be used as the copy to pack on disk drive 1 and make it ready. The operator may continue by typing

OK

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	CDD01	999999	BACKUP
TO	CDD01	999999	MASTER

WARNING - YOU ARE COPYING FROM A BACKUP TO A MASTER VOLUME

TYPE GO TO CONTINUE, EX TO EXIT

NOTE

During the transaction replay, the BACKUP volume is copied to a MASTER volume. This is the one exception to the normal procedure of always copying from MASTER to BACKUP.

The operator verifies that the packs have been mounted correctly and types

GO

and presses (CR).

The CDD01 pack on drive 0 is now being copied to the CDD01 pack on drive 1. When the operation is complete, the following message is displayed:

```
DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >
```

NOTE

The operator can now designate that the new volume be the MASTER.

The operator types:

1

and presses (CR).

The following message is displayed:

```
VOLUME SAVE COMPLETE
```

If the operator has a two-pack system, he has completed the SAVE procedure and can continue with transaction replay.

If the operator has a system with additional volume packs, he should repeat the instructions for copying volume CDD01, substituting the correct volume name for CDD01, until all volumes in the system have been copied.

NOTE

In order to autoload, SYSVOL must be mounted on disk drive 0.

PREPARE SYSTEM FOR TRANSACTION REPLAY

The operator should verify that all system storage module drive disk packs to be used for transaction replay are physically mounted on the disk drives and ready.

Autoload

The system is autoloading by pressing successively on the control panel:

```
STOP  
MASTER CLEAR  
AUTOLOAD  
RUN
```

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy  
nnnK BYTES OF MEMORY - CPU I  
nnnnK BYTES OF MEMORY - CPU II  
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES  
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

```
J28@
```

The following message is displayed:

```
(SYSTEM ID)
```

```
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy TIME: hhmm:ss
```

Activate Batch Host

This procedure is necessary to run the report generator without interruption during on-line operation.

The operator performs a manual interrupt.

The following message is displayed:

```
MI  
>
```

The operator types

```
*BATCH,F
```

and presses (CR).

Start CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI  
>
```

The operator types

START

and presses (CR).

The following message is displayed:

BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm

Log On at Master Terminal

The operator types

+

and presses (CR).

The following message is displayed:

mon dd yy hh:mm:ss
CDC CYBER-18 CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID. = >

The operator types

CCS20

and presses (CR).

The following message is displayed:

REQUEST =>

Logically Mount Volume Disk Pack(s)

The following procedure must be performed for each of the following three possible volumes on the system other than SYSVOL: CDD01, CDD02, and CDD03. The disk pack must be physically mounted on a disk drive and ready.

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY >

The operator types

MOUNT

and presses (CR).

The following message is displayed:

MOUNT
VL =>

The operator types the volume to be mounted (for example, CDD01) and presses (CR).

The following message is displayed:

DK =>

The operator types the disk number (for example, 1) and presses (CR).

The following message is displayed:

READY >

If there are subsequent disk packs to be mounted, the operator types

MOUNT

and continues until all system disk packs have been mounted.

Next the operator types:

EX

The following message is displayed:

END UTIL

REQUEST =>

PERFORM TRANSACTION REPLAY

The TRANFL must be loaded before performing transaction replay.

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY >

The operator types

LOAD

and presses (CR).

The following message is displayed:

LOAD
FN =>

The operator types

TRANFL

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

I =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

When the load is complete, the same data must be loaded into the transaction backup file (TRNBCK), if it is present on the system.

The operator must rewind the tape on unit 0.

The operator types

LOAD

and presses (CR).

The following message is displayed:

LOAD
FN =>

The operator types

TRNBCK

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

I =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

If the backup file was not specified, the following message is displayed:

FILE COULD NOT BE LOCATED
READY>

If the backup file was specified, the following message is displayed (after the load is complete):

READY>

In either case, the operator types

EX

and presses (CR).

The following messages are displayed:

END UTIL
REQUEST =>

The transaction file has been loaded onto the new system, and it is now necessary to execute the following program so that the information in the transaction file records is added to other system files.

The operator types

TRNPLY

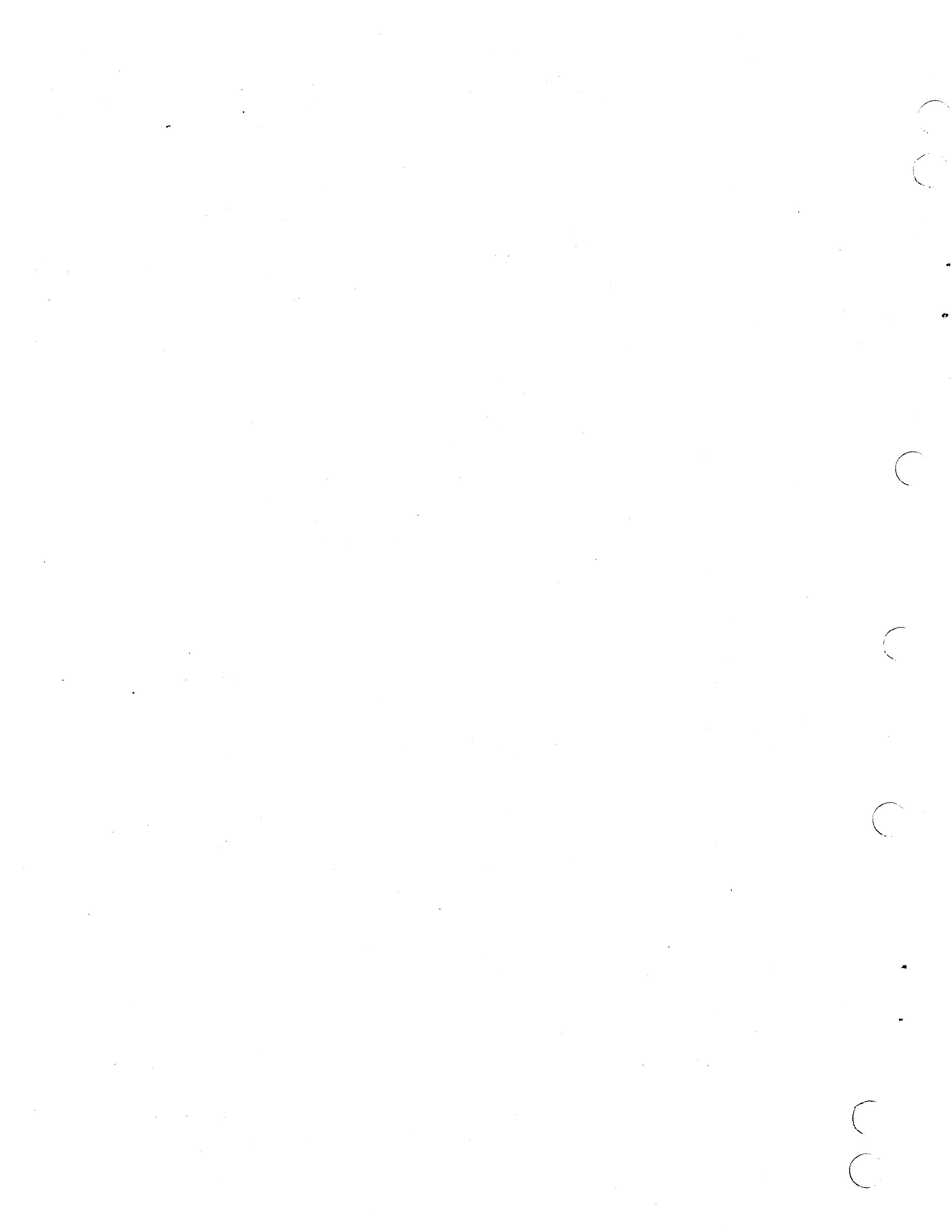
and presses (CR).

When this routine is complete, the following messages are displayed:

TOTAL ACTIVITIES	UPDATED	nnnnnn
TOTAL CHANGES	UPDATED	nnnnnn
TOTAL OTHER	RECORDS	nnnnnn
TOTAL NOT UPDATE		nnnnnn
REQUEST =>		

The activities that were entered by the clerks, collectors, and supervisors have been restored with the exception of the UH and DL requests, which were entered by the supervisor. These must be re-entered.

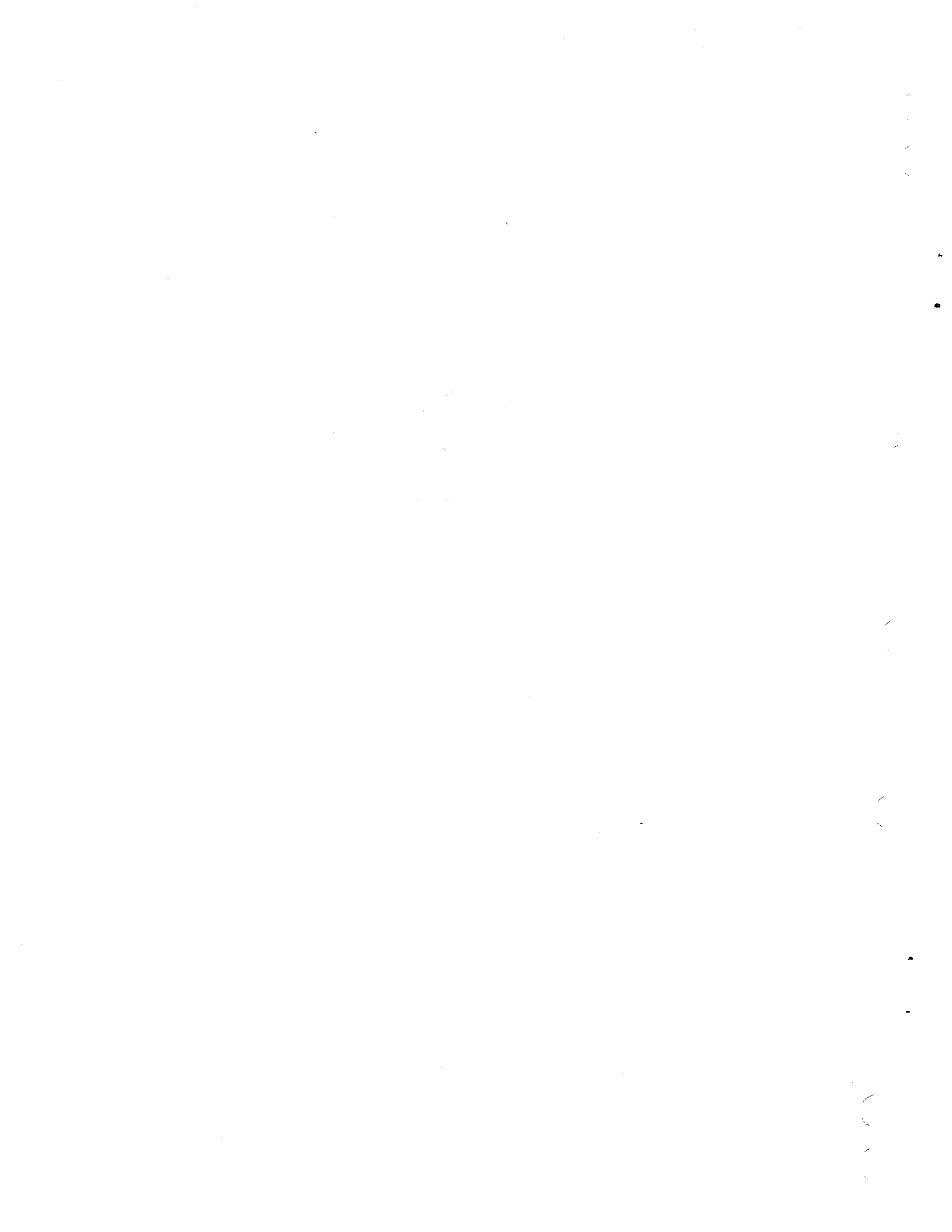
The system is ready for the collectors to go on-line and continue with their daily work procedures. However, any menu selections which were made by the operator on the day of the catastrophic system failure must be re-selected. If any files were updated or changed by the use of the text editor, they must be re-entered.



PART II

CCS

COLLECTOR'S GUIDE



The CYBER Credit System (CCS) Version 3 is a terminal-oriented system that provides the collector with an automatic review of accounts while it is providing the necessary reports for collection auditing and portfolio status.

PURPOSE

The intent of this collector's guide is to assist the collector in performing his daily functions of reviewing, updating, and recording actions taken upon delinquent accounts.

Through CCS, the collector can display past and present information about an account, update nonfinancial data, enter all collector activity information, and schedule the account for review at a future date.

The system is composed of nine basic screens:

1. Sign-on
2. Selection
3. Borrower's name and address
4. Cosigner's name and address
5. Borrower's master
6. Financial history
7. Collection activity
8. Borrower's change
9. Cosigner

The purpose of each of these screens is discussed in this guide and sample layouts of each screen are included. Composition of data on the screens may differ according to individual customer requirements; however, messages displayed to prompt the collector's next entry remain constant.

For more detailed information on system operation, refer to the CCS 3 Reference Manual.

SYSTEM ABBREVIATIONS

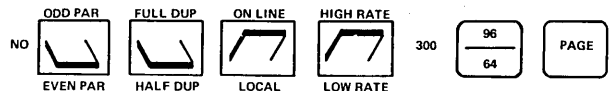
The following abbreviations are used throughout this manual:

- (CR) - The operator presses the carriage return key.
- >- The prompt mark from the system indicating it is waiting for input from the collector
- nn - A variable number of digits to be entered by the collector
- aa - A variable number of alphanumeric characters to be entered by the collector

TERMINAL OPERATION

The display terminal is the collector's interface with the system. The system displays a data screen and a message prompting the collector's next entry. The cursor is positioned where the entered data appears on the screen. After entering all required data, the collector presses the carriage return (CR) key. The only other control key the collector needs is the ← key. If an incorrect character is entered, the ← key backspaces the cursor so that the data can be re-entered from that point.

Before commencing daily activity, the collector should ensure that the control switches and buttons at the top of the terminal are set in the positions indicated in figure II-1-1.



NOTE: THE 96/64 BUTTON AND THE PAGE BUTTON SHOULD BE DEPRESSED.
1581

Figure II-1-1. CCS Terminal Settings



To perform the daily review of accounts, it is necessary to log onto the CCS system.

The following steps are performed:

The collector types

+

and presses (CR).

The following message is displayed:

```
mon dd yy      hh:mm:ss
CDC CYBER-18  CCS SYSTEM - VER 3.0
CCS 3.0      (mm-dd-yy)
TERMINAL = NN
USER ID = >
```

The collector presses (CR).

The news screen is displayed as shown in figure II-2-1. The collector is given three options. If option 1 is selected, the news file will be displayed and the collector will be logged off. If option 2 is selected, the news file will be displayed and COLECT is executed. If option 3 is selected, the news is bypassed and COLECT is executed.

If option 2 or 3 was selected, COLECT is executed and the sign-on screen is displayed as shown in figure II-2-2.

The collector types his assigned identification code and presses (CR).

The selection screen is displayed.

```
CHOOSE ONE OF THE FOLLOWING OPTIONS:
1) NEWS ONLY
2) DISPLAY NEWS THEN GO INTO COLECT
3) SKIP NEWS GO INTO COLECT

ANSWER 1, 2, 3, (CR)
```

Figure II-2-1. CCS News Screen

```
CREDIT COLLECTION SYSTEM
COLECT VERSION 3.0
0946

PLEASE ENTER COLLECTOR ID
>
```

Figure II-2-2. CCS Sign-On Screen



The selection screen shown in figure II-3-1 allows the collector to display an account number, borrower name, or cosigner name; enter the automatic account review sequence; or sign off CCS. If the complete borrower or cosigner name is not known, a collector may enter the beginning characters of the name.

After the selection screen has been displayed, one of the following entries can be made:

- The collector types

A

and presses (CR). This entry starts the automatic sequence. The borrower's master screen (section II-6) is displayed for the next account in the collector's assignment file.

- The collector types

B,aa

and presses (CR). This entry displays the borrower's name and address screen (section II-4) for all accounts with the borrower's name equal to aa, where aa is 1 to 30 characters. aa can be a complete name or a string of characters.

- The collector types

C,aa

and presses (CR). This entry displays the cosigner name and address screen (section II-5) for all accounts with the cosigner name equal to aa, where aa is 1 to 30 characters. aa can be a complete name or a string of characters.

- The collector types

N,aa

and presses (CR). This entry displays the borrower's master screen (section II-6) for the account number aa. If no account exists, the selection screen is displayed with a message that the selected account was not found.

- The collector types

E

and presses (CR). This entry is used to log off CCS. To continue operation, the log-on procedure (section II-2) must be performed.

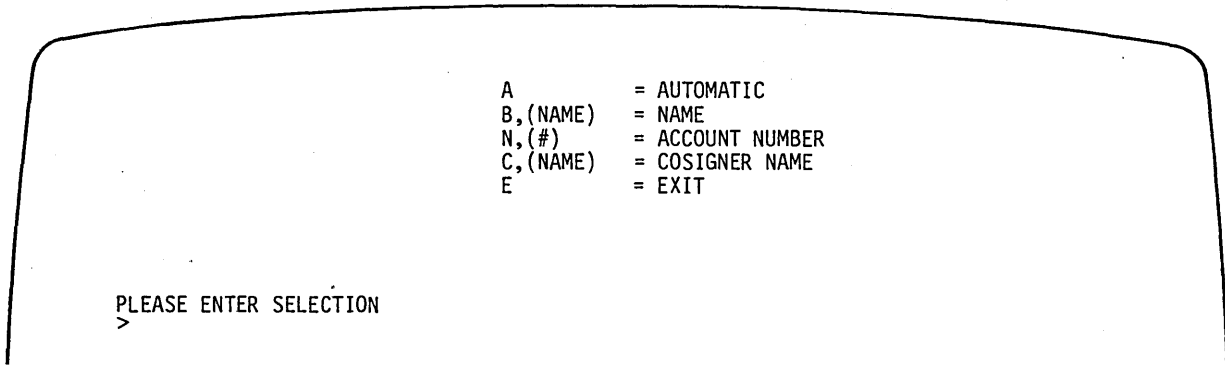


Figure II-3-1. CCS Selection Screen



CCS BORROWER'S NAME AND ADDRESS SCREEN

The borrower's name and address screen is displayed as shown in figure II-4-1 when an account has been requested by borrower name. The system searches for and displays in page form the name, address, and account number for the first account or accounts that match the sequence of letters entered. The collector may then accept the name or request a new name.

After the borrower's name and address screen has been displayed, one of the following entries can be made:

- The collector types

#

and presses (CR). The # symbol indicates the number (on the far left of the screen) of the account. The borrower's master screen (section II-6) is displayed.

- The collector types

D

and presses (CR). This entry indicates that the search should be discontinued. The selection screen (section II-3) is displayed.

- The collector presses (CR). By making this entry, the collector indicates that the search is to be continued.

When borrower name search is requested and more than one name matches the request, a screen with nine names, addresses, and account numbers is displayed.

When there are no more names that match the request, the following message is displayed:

END OF SEARCH

1	BORROWERS NAME	ADDRESS	ACCOUNT #
2	BORROWERS NAME	ADDRESS	ACCOUNT #

= SELECT NAME
D = DISCONTINUE SEARCH
= CONTINUE SEARCH

PLEASE ENTER SELECTION
>

Figure II-4-1. CCS Borrower's Name and Address Screen



CCS COSIGNER'S NAME AND ADDRESS SCREEN

The cosigner's name and address screen shown in figure II-5-1 is displayed when an account has been requested by cosigner name. The system searches for and displays (one account at a time) each cosigner with a name equal to the name that the collector has entered. The collector may then accept the displayed name, continue the search, or terminate the search.

After the cosigner's name and address screen has been displayed, the collector can enter one of the following values:

- The collector types

C

and presses (CR). The borrower's master screen (section II-6) is displayed for that particular account.

- The collector types

D

and presses (CR). By making this entry, the collector indicates that the search is to be discontinued. The selection screen (section II-3) is displayed.

- The collector presses (CR). With this entry, the collector indicates that the search is to be continued.

If there are no names that match the entered name, the selection screen (section II-3) is displayed with a message that no name can be found.

```
SMITH, JOHN
200 W ELM ST
MORRIS, CA 92407

PLEASE ENTER SELECTION
>

C = CORRECT
D = DISCONTINUE
= CONTINUE
```

Figure II-5-1. CCS Cosigner's Name and Address Screen



The borrower's master screen shown in figure II-6-1 contains basic account information and the most recent collector activity. It is always the first screen displayed to a collector for any account.

Near the bottom of the screen the system displays the following message:

PLEASE ENTER NEXT FUNCTION, OR ACTION, RESULT, LETTER REQUEST, COMMENT

The cursor is positioned below this message, and the collector may respond either by entering one of a series of function codes or by entering a valid action code to initiate the activity sequence.

FUNCTION CODES

The possible function code entries are as follows:

- The collector types

DF

and presses (CR). This entry displays the financial data screen (section II-7).

- The collector types

DA

and presses (CR). This entry displays the collector activities (section II-8).

- The collector types

AA

and presses (CR). With this entry, the collector requests additional activity screens, which are accessible only from the activity screen.

- The collector types

EA

and presses (CR) to enter collector activity (single-entry prompt).

- The collector types

PI,comment

and presses (CR) to enter permanent comment 1.

BORROWER'S MASTER SCREEN

SUPV ACCT #	QUEUE #	68	ACCT #	0100024491204567
GRAHAM, JAMES P	POINT SCORE	000	AMT DELQ	303.53
99 ZEST PLACE	ACCT TYPE	03	DELQ DATE	11/21/77
SAN DIEGO, CA 92001	STATUS CD		PREV QUE	
HOME # 714/721-8463	PP FLAG	P	PRIORITY	3
SAL CD 1			NEXT CONTACT	06/27/78

JONSON, INC	SOC SEC #			
888 Z ST	ADL ACCT #			
DEL MAR, CA 92007	SAV ACCT #			
WORK # 714/289-7221	EXT CK ACCT #			
	ENTRY DATE	06/19/78		
NUMBER COSIGNER 0	LAST UPDATE			
	PERM COMMENT 1:	CONTACT AFTER 4 P.M.		
	PERM COMMENT 2:			
	PERM COMMENT 3:			

LAST ACTIVITY

DATE	AC	RS	LT	COLL COMMENT
06/20/78	TH	PP	04	MARV STARTED NEW JOB

PLEASE ENTER NEXT FUNCTION OR ACTION, RESULT, LETTER REQUEST, COMMENT

>

Figure II-6-1. CCS Borrower's Master Screen

- The collector types
P2,comment
and presses (CR) to enter permanent comment 2.
- The collector types
P3,comment
and presses (CR) to enter permanent comment 3.
- The collector types
RL
and presses (CR). This entry marks the account for review x accounts later.
- The collector types
OA
and presses (CR). This entry displays the account that is linked via the other account field in the master file (if the account is in the master file).
- The collector types
NA
and presses (CR) to obtain the next account for review from the assigned queue.
- The collector types
DS
and presses (CR) to display the selection screen (section II-3).
- The collector types
DC
and presses (CR) to display the borrower's change screen (section II-9).
- The collector types
CS
and presses (CR) to display the cosigner screen (section II-10).
- The collector types
NQ
and presses (CR). This entry generates a move to the next queue assigned to the collector, if another queue exists.
- The collector presses (CR) to display the account master screen.

ACTIVITY SEQUENCE

NOTE

All action and result codes are customer-defined.

The activity sequence is the entry of the following fields:

- ac A two-character action code
- rs A two-character result code
- lr A one-character letter request code. This field does not appear under single-field entry. Expected entries for this field are as follows:
 - L Letter request
 - N No letter request (default)
- acode A one-character address code. This code indicates the recipient of the requested letter. Expected entries are as follows:
 - H Borrower at home address
 - B Borrower at business address
 - 1 Cosigner 1 at home address
 - 2 Cosigner 2 at home address
 - 3 Cosigner 3 at home address
- lc A two-digit letter code. This code must match one of the letter numbers contained in either the LTR1 or LTR2 records in the utility file (UTIFIL).
- ldate A four- or six-character date for the letter. The formats are as follows:
 - mmdd The month and day for the letter. The year for the letter is automatically set to the year during which this month and day next occur.
 - mmddy The month, day, and year for the letter
- lamt A one- to nine-digit amount field for the letter. This entry can be made with or without a decimal point. No decimal point implies that the amount input represents dollars.

- pdate A four- or six-character date field for the date promised-to-pay. The format is the same as the ldate field above. This field is requested if the result code is promised-to-pay (PP).
- pamt One- to nine-digit amount promised-to-pay. The format is the same as the letter amount above. This field is requested if the result code is promised-to-pay (PP).
- comment 1 to 55 characters of comment
- ncd A four- or six-character date field for the next contact date. The format is the same as the letter date field above.

MULTIPLE FIELD ENTRY

The multiple-field entry is the method normally used. It is designed to minimize the amount of disk activity by allowing the entry of related fields on one line.

Entry of a line in the following format initiates this process and bypasses the prompting of further fields except those requested (letter) or required (promised-to-pay fields, letter, or comment). The collector enters:

ac,rs,lr,comment (CR)

Default values (parameter omitted) are allowed for result code, letter request code, and comment. Default values are blank for result code and comment, and n for letter request code. There is no default value for action codes.

Typical entries are as follows:

- Action code, result, letter request, and comment specified. The collector enters:

TH,SS,L,WIFE JUST LOST JOB (CR)

- Action code, result code, no letter request, and comment specified. The collector enters:

BC,PP,N,JUST GOT FIRST PAYCHECK FROM NEW JOB (CR)

- Action code and comment specified; result and letter request codes set to default values. The collector enters:

AR,,AWAITING REPLY FROM BRANCH (CR)

- Action and letter request codes specified; result code set to default. The collector enters:

LO,,L (CR)

- Action code specified; result code, letter request code, and comment all set to default values. The collector enters:

SR (CR)

After the above entries are made, COLECT uses the activity verification table to verify the action code and result code. The sequence is rejected, and control is

returned to the next function processor as a result of any of the following:

- Invalid action code
- Invalid result code
- Invalid action code/result code combination

After verification of the action/result, the result code is compared to BZ. If the two values are equal, the RL function is applied to the current account; the activity is not logged. In addition, the result code is compared to NA. If it is NA and the NA parameter in the OLPM record in UTIFIL equals Y, the result code will be treated as an RL result code and the activity will not be logged. If the NA parameter equals N, the result code will be treated as any other result code.

The verification routine also determines, for valid entries, whether a letter or comment is required and the default number of days until the next contact.

If the result code is PP (promised-to-pay), the system prompts for entry of date and the amount promised to pay. The format for the collector's response to this prompt is as follows:

pdate,pamt (CR)

There are no default values for these fields. Valid entries must be made. The date entry must be a valid date in the future. Since this date has impact on the next contact date, it cannot be more than a customer-defined number of days in the future. This parameter is the C parameter in the OLPM record in the utility file. The amount entered cannot be greater than the current balance of the account. The system prompts for re-entry of both fields if either field is invalid.

After valid entries are made, collector verification of the date and amount is required. Verification consists of the entry of OK or of new fields in the proper format.

There is no prompting for the next contact date, which becomes the PP date plus a delta value that is defined in the utility file.

The system prompts for entry of all letter fields if either of the following conditions is met:

- Letter request code is L.
- The action code or result code requires that a letter be sent, and the letter request code is N.

To enter letter fields, the collector enters:

acode,lc,ldate,lamt (CR)

There are no default values for address code (acode) and letter code (lc). The letter code must match one of the letter codes contained in either the LTR1 or LTR2 records in the utility file (UTIFIL). Values for the date and amount do not have to be entered. Typical entries for the letter fields are as follows:

- No value for date and amount, other fields specified:

H,10 (CR)

- Default value for date, other fields specified:
B,03,,124 (CR) or
B,03,,124,00 (CR) (both amounts equal to \$124.00)
- No value for amount, other fields specified:
2,07,0514 (CR) or
2,07,051478 (CR)
- All fields specified:
1,14,042877,98 (CR)

If a date is entered, it must be a valid date. If any field is invalid, the system prompts for re-entry of all fields. If an entry is made for date or amount, user verification of each field is required. Verification consists of the entry of OK or the new field. Valid entries must be made for the letter fields; bypass of these fields is not allowed.

If a comment was required by the action code or result code and no entry was made for comment, the system prompts for entry of one; no default or bypass of the comment entry is allowed.

The system prompts for entry of a next contact date unless the value for the default number of days until the next contact is zero or the result entered was PP. In either case, there is no change from the current next contact date. A default value for the next contact date is accepted and is the date determined by the action code and result code. If an entry is made, the date must be a valid date in the future.

Activity sequence and verification are now complete. The system has saved the activity, the promised-to-pay fields (if applicable), and the next contact date in the delinquent master record. It has also reported the activity to the transaction file.

SINGLE-FIELD ENTRY

The single-field method of entry is intended to facilitate training collectors in the use of the activity sequence. It requests the activity fields one at a time.

Entry of the function code EA initiates this entry method. A typical interface flow is as follows:

<u>Collector Entry</u>	<u>System Response</u>
EA	Prompts for entry of action code
ac	Prompts for entry of result code
rs	Prompts for entry of address code
acode	Prompts for entry of letter code
lc	Prompts for entry of letter date
ldate	Prompts for entry of amount
lamt	Prompts for entry of comment
comment	(CR)

The input is complete.

Default values are available for the result code, letter date, letter amount, and comment. Default values are blanks.

There is no default value for the action code.

A reply of a carriage return only to the address code indicates that no letter is requested and results in a bypass of prompts for the other letter fields, unless the action or result code requires that a letter be sent.

After the action and result codes are input, COLECT verifies them. The activity sequence entry is rejected, and control is returned to the next function processor as a result of any of the following errors:

- Invalid action code
- Invalid result code
- Invalid action code/result code combination

If the action code and result code are valid, the verification routine determines whether a letter or comment is required and the default number of days until the next contact.

If the result code is PP, the system prompts for entry of the data and the amount promised to pay. Prompting is for one field at a time with the date first. There are no default values for these fields; valid entries must be made. An invalid date results in a prompt for re-entry of the date.

The amount entry cannot be larger than the current balance of the account. An invalid amount results in a prompt for re-entry of the amount. After a valid date and amount are entered, collector verification of the date and amount is required. Verification consists of the entry of OK or a new date followed by a prompt for new amount.

If the action code or result code required that a letter be sent and no entry was made for the letter fields (bypassed with response to addressee code entry), the system prompts for the letter fields one at a time, in the same order, and subject to the same restrictions discussed above. There is no bypass of letter fields. A default response to the addressee code or letter code is not accepted.

If a comment was required by the action code or result code and no entry has been made for comment, the system prompts for entry of one; no default or bypass of the comment entry is accepted.

The system prompts for entry of the next contact date unless the default number of days until the next contact returned by the verification routine is zero, which results in no change from the current next contact date. A default date is accepted and is the date determined by the action code and result code. If an entry is made, the date must be a valid date in the future.

The activity sequence and verification are now complete.

CCS FINANCIAL HISTORY SCREEN

The financial history screen shown in figure II-7-1 shows the current financial status of an account. It is a display screen only, and no updating of financial data is allowed.

All function codes are allowed from this screen (refer to section II-6). Activities may also be entered from this screen (refer to section II-6).

The financial history for an account is displayed by entering the function code DF.

```

                                FINANCIAL HISTORY
ACCT NAME GRAHAM, JAMES P      ACCT # 0100024491204567
ACCT TYPE      03
LOAN OFF       0000
SPEC DESC FIELD                                DESC FIELD

AMT DELQ      303.53   OPEN DATE
DELQ DATE     11/21/77   OPEN AMOUNT      350.00
LAST UPDATE   06/24/78   CUR BALANCE      168.36
ENTRY DATE    06/19/78   CUR PAYOFF       168.36

TIMES DELINQUENT      PROMISED TO PAY FIELDS
30 DAYS               FLAG                P
60 DAYS               MADE                06/20/78
90 DAYS               BY DATE             06/24/78
                       AMOUNT            100.00

DATE OF TAPE, IF IN TAPE HISTORY

PLEASE ENTER NEXT FUNCTION OR ACTION OR ACTION,RESULT,LETTER
REQUEST, COMMENT
>
```

Figure II-7-1. CCS Financial History Screen



CCS COLLECTION ACTIVITY SCREEN

The collection activity screen shown in figure II-8-1 supplies a history of all collector activity that has occurred on an account since it entered the system.

The most recent activities are displayed on the initial collection activity screen. If more information is needed, additional activities may be displayed by entering the special function code AA. This code is valid only when entered from the collection activity screen.

When all collector activities for the account have been displayed, the following message is displayed:

END OF ACTIVITY

In addition to the AA function code, the collector may access any of the function codes described in section II-6. Activities may also be entered from this screen (refer to section II-6).

```

                                COLLECTION ACTIVITY
ACCT NAME GRAHAM, JAMES P          ACCT #      0100024491204567
AMT DELQ      303.53                LAST LTR DATE 06/20/78
DELQ DATE 11/21/77                  LAST LTR AMT  100.00

PERM COMMENT 1: CONTACT AFTER 4 PM
PERM COMMENT 2:
PERM COMMENT 3:

CONTACT AC RS LR
DATE CD CD CD COLL COMMENTS
06/20/78 TH PP 04 MARV STARTED NEW JOB
END OF ACTIVITY HISTORY

PLEASE ENTER NEXT FUNCTION OR ACTION,RESULT,LETTER REQUEST,COMMENT
>
```

Figure II-8-1. CCS Collection Activity Screen



CCS BORROWER'S CHANGE SCREEN

The borrower's change screen shown in figure II-9-1 contains all of the fields that the collector can update from the terminal.

The borrower's change screen is displayed by entering the function code DC.

Activities may be entered from this screen (refer to section II-6). All function codes may also be entered from this screen (refer to section II-6).

In addition to the above allowable entries, each numbered item or field on the screen may be updated (changed). To effect a change, the collector enters:

nn,aa (CR)

Where: nn is the number (from the screen) of the item to be changed.

aa is the new information for the account.

After the carriage return has been entered, both the account and the screen are updated with the new information.

```

                                BÓRROWER'S CHANGE SCREEN
ACCT NAME      GRAHAM, JAMES P          ACCT # 0100024491204567
LAST CHANGE    00/00/00
                                PREVIOUS
01 HOME ADDR 1   9999 Z ST
02 HOME ADDR 2
03 CITY, STATE  SAN DIEGO, CA
04 HOME ZIP     92001
05 HOME PHONE   714/721-8463
06 HOME EXT     0000
07 BUS NAME     JONSON, INC
08 BUS ADDR     888 Z ST
09 CITY, STATE  DEL MAR, CA
10 BUS ZIP      92007
11 BUS PHONE    714/289-7221
12 BUS EXT      0000
13 SAL CD       1
14 ADL ACCT #
15 SOC SEC #
ENTER ITEM, CHANGE OR NEXT FUNCTION OR ACTION, RESULT, LETTER REQUEST
COMMENT
>
```

Figure II-9-1. CCS Borrower's Change Screen



CCS COSIGNER SCREEN

The cosigner screen shown in figure II-10-1 contains all information concerning the cosigners for a particular account.

The cosigner screen is displayed by entering the function code CS. If there is no cosigner associated with the account, the screen will be displayed with blank cosigner data. (The account name, account number, amount delinquent and delinquent date are from the master file.) If the collector updates an item on the screen (see below), a record will be created in the cosigner file containing the data entered. If the collector enters a (CR) only, no record will be created and the system will return to the borrower's master screen (refer to section II-6).

Activities may be entered from this screen (refer to section II-6). All function codes may also be entered from this screen (refer to section II-6).

In addition to the above allowable entries, each numbered item or field on the screen may be updated (changed). To effect a change, the collector enters:

nn,aa (CR)

Where: nn is the number (from the screen) of the item to be changed.

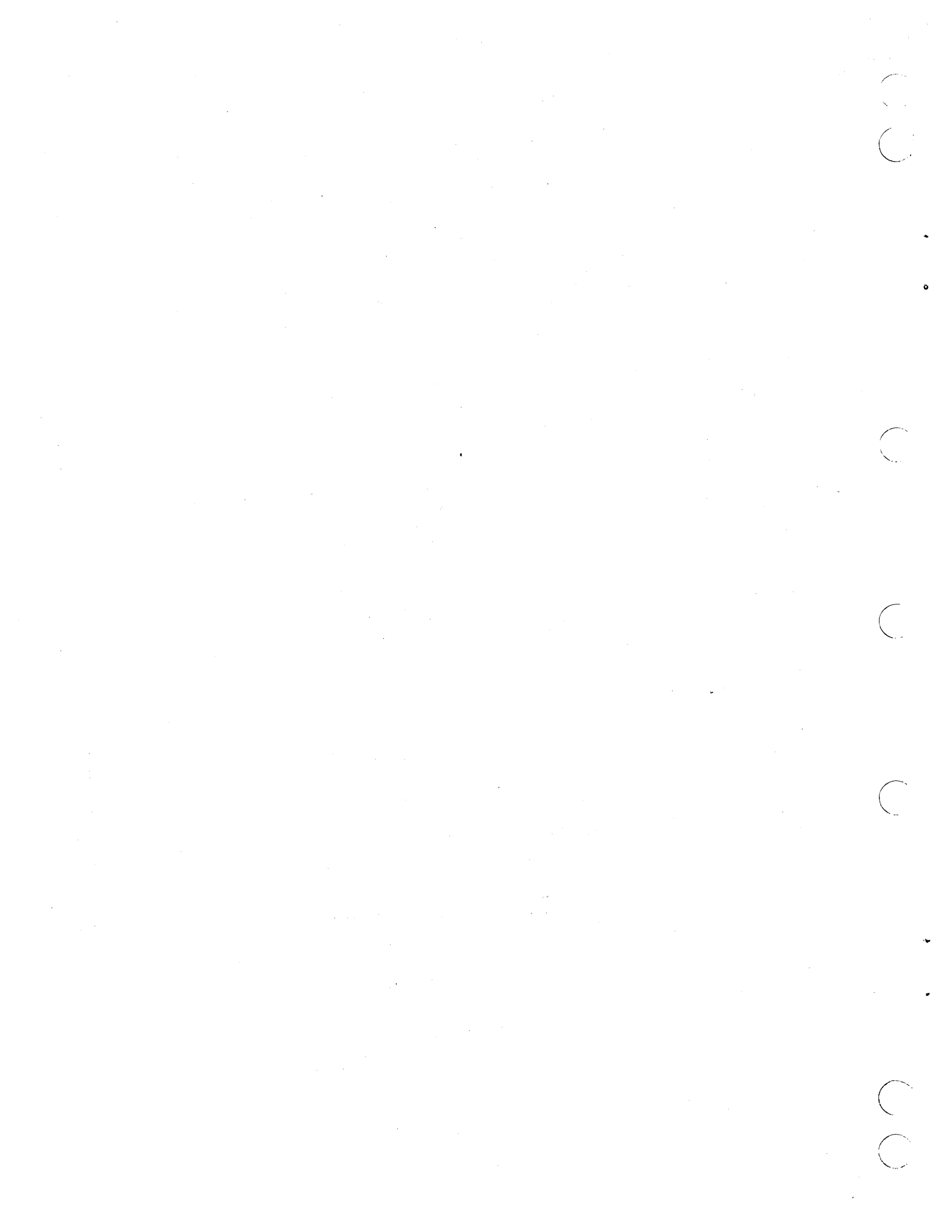
aa is the new information for the account.

After the carriage return has been entered, both the account and the screen are updated with the new information.

```

** COSIGNER **
ACCT NAME GRAHAM, JAMES P          ACCT # 0100024491204567
AMT DELQ 303.53                    DELQ DATE 11/21/77
COSIGNER 1 01 JOHN SMITH           06 HOME 222-3416
              02 222 MAIN ST.      07 EXT 444
              03                   08 BUS 111-1234
              04 SAN DIEGO, CA     09 EXT 333
              05 92100
COSIGNER 2 10                      15 HOME
              11                   16 EXT
              12                   17 BUS
              13                   18 EXT
              14
COSIGNER 3 19                      24 HOME
              20                   25 EXT
              21                   26 BUS
              22                   27 EXT
              23
ENTER ITEM,CHANGE OR NEXT FUNCTION OR ACTION,RESULT,LETTER REQUEST,
COMMENT
>
```

Figure II-10-1. CCS Cosigner Screen



CCS provides for a clerical usage of the selection screen (figure II-3-1), the borrower's change screen (figure II-9-1), and the cosigner screen (figure II-10-1).

The following are the two-character functions that can be entered during the review of a particular account:

<u>Collector Entry</u>	<u>System Response</u>
NA (CR)	Obtains the next account for review from the assigned queue
DS (CR)	Displays the selection screen
DC (CR)	Displays the borrower's change screen
CS (CR)	Displays the cosigner screen
NQ (CR)	Moves to the next queue assigned to this collector (if another queue exists)

The borrower's change screen is displayed by the function code DC.

The allowable clerical entries are the numbered items or fields on the screen. They may be updated (changed). To effect a change, the collector enters:

nn,aa (CR)

Where: nn is the number (from the screen) of the item to be changed.

aa is the new information for the account.

After the carriage return has been entered, both the account and the screen are updated with the new information.



CCS provides for a supervisory usage of the system that allows special monitoring features in addition to all features available to a collector. The supervisor's screen shown in figure II-12-1 allows the supervisor to alter privileged information.

Several functions are available only to individuals who have signed onto the system with a valid supervisory identification code. (Refer to the sign-on procedure in section II-2).

Supervisors may access an account by any of the options designated on the selection screen (section II-3). All function codes and activity entries (section II-6) are allowed for supervisor usage. In addition, the supervisor may display the supervisor's change screen by entering the function code SS. This screen allows the supervisor to make such entries as the reassigning of an account to a different collector or the changing of the next contact date.

Changes are performed in a manner similar to that discussed in the borrower's change screen operation (section II-9).

Two other functions are available to a supervisor from any screen. These functions are:

<u>Supervisor Entry</u>	<u>System Response</u>
DL (CR) or DL,nn (CR)	This function generates a request for a delinquent record content report. The request is completed when selection B of the report menu is executed. If DL (CR) is entered, the report contains data for the account currently displayed. If DL,nn (CR) is entered, the report contains data for the account number entered.
UH (CR) or UH,nn (CR)	This function generates a request that an account be updated from a history tape file. The request is completed when selection B of the history menu is executed. If UH (CR) is entered, the account currently displayed is updated. If UH,nn (CR) is entered, the account for the number entered is updated.

SUPERVISOR'S CHANGE SCREEN

ACCT NAME	GRAHAM, JAMES P	ACCT # 0100024491204567																																
CURR QUEUE	68	AMT DELQ 303.53																																
LAST QUEUE CHNG		DELQ DATE 11/21/77																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">01</td> <td style="width: 40%;">QUEUE ID</td> <td style="width: 15%;">68</td> <td style="width: 35%;">PREV QUEUE</td> </tr> <tr> <td>02</td> <td>NEXT CONTACT DATE</td> <td>06/27/78</td> <td></td> </tr> <tr> <td>03</td> <td>PRIORITY CODE</td> <td>3</td> <td></td> </tr> <tr> <td>04</td> <td>SUPV FOR THIS ACCT</td> <td></td> <td></td> </tr> <tr> <td>05</td> <td>SUPV STATUS CODE</td> <td></td> <td></td> </tr> <tr> <td>06</td> <td>QUEUE REASSIGN COD</td> <td></td> <td></td> </tr> <tr> <td>07</td> <td>ACCT REVIEW CODE</td> <td></td> <td></td> </tr> <tr> <td>08</td> <td>PP AMOUNT</td> <td>100.00</td> <td></td> </tr> </table>			01	QUEUE ID	68	PREV QUEUE	02	NEXT CONTACT DATE	06/27/78		03	PRIORITY CODE	3		04	SUPV FOR THIS ACCT			05	SUPV STATUS CODE			06	QUEUE REASSIGN COD			07	ACCT REVIEW CODE			08	PP AMOUNT	100.00	
01	QUEUE ID	68	PREV QUEUE																															
02	NEXT CONTACT DATE	06/27/78																																
03	PRIORITY CODE	3																																
04	SUPV FOR THIS ACCT																																	
05	SUPV STATUS CODE																																	
06	QUEUE REASSIGN COD																																	
07	ACCT REVIEW CODE																																	
08	PP AMOUNT	100.00																																
ENTER ITEM, CHANGE OR NEXT FUNCTION OR ACTION, RESULT, LETTER REQUEST, COMMENT >																																		

Figure II-12-1. CCS Supervisor's Change Screen

000

00

00

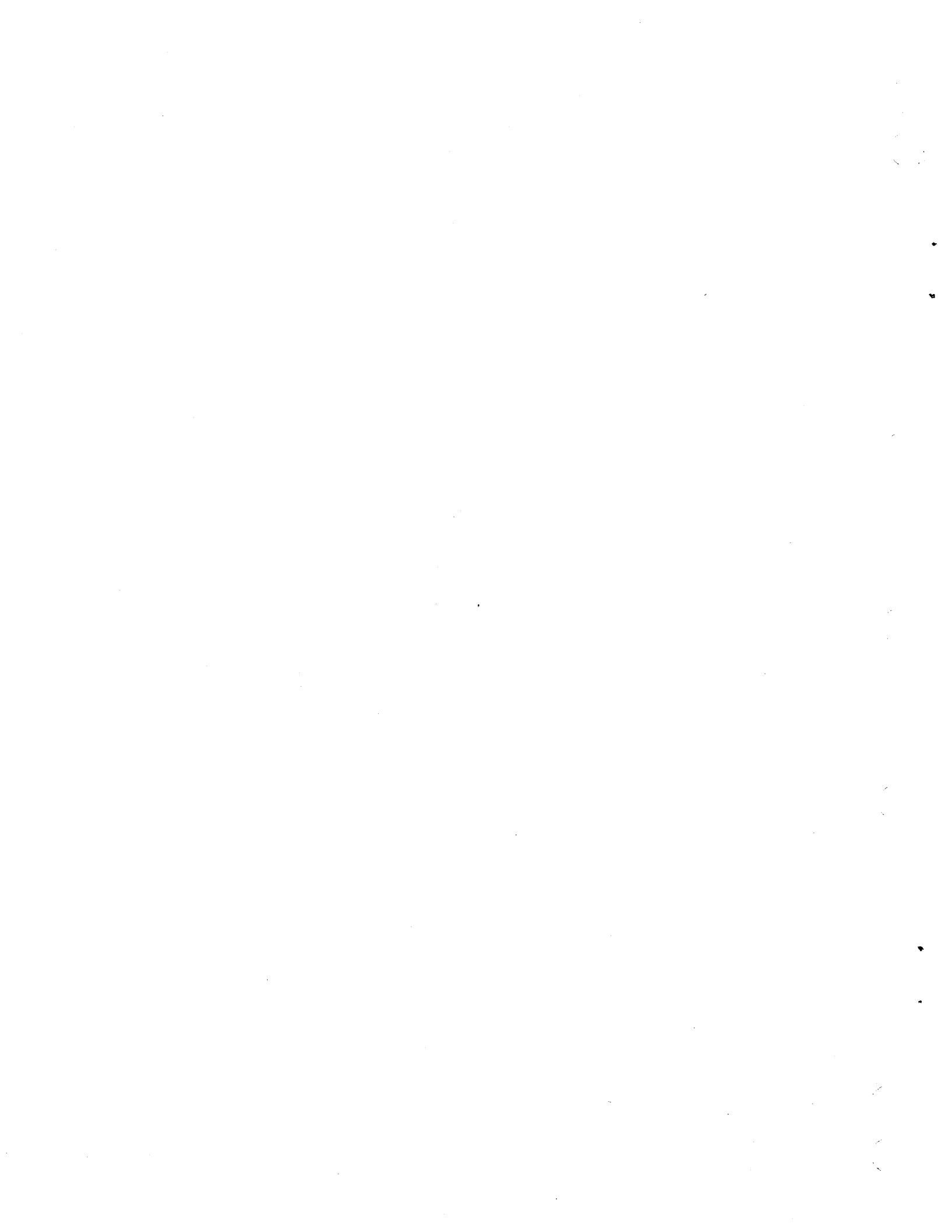
00

000

PART III

CCS/LA

OPERATOR'S GUIDE



The Legal and Agency (LA) subsystem of the CDC CYBER 18 CYBER Credit and Legal and Agency System (CCS/LA) Version 3.0 is a terminal-oriented system that provides collectors with an automatic review of accounts, while it provides the necessary reports for auditing collection work and relating the status of the portfolio on both the CYBER Credit System and the Legal and Agency subsystem.

The LA menu selections and file manipulations can only be executed when the operator is signed on with an LA user ID.

It is suggested that the operator perform the CCS daily processing and then the LA daily processing to avoid possible confusion of signing on with the incorrect user ID.

PURPOSE

The intent of this operator's guide is to provide the operator with a step-by-step guide for performing daily system maintenance functions. For a detailed explanation of the functions within each procedure stream, refer to the CCS 3 Reference Manual. The operator should refer to appendix A of this guide for error/diagnostic messages.

The operator is responsible for performing the following major functions from the master terminal:

- System start-up for on-line operations
- Execution of the various menu selections required from the CCS menus and the LA menus
- System sign-off, off-line operations, and system backup

NOTE

The CCS menu selection and file manipulations can only be executed when the operator is signed on with a CCS20 user ID.

SYSTEM ABBREVIATIONS

The following abbreviations are used throughout this manual:

- (CR) - The operator presses the carriage return key.
- MI - Manual interrupt. This is accomplished by simultaneously pressing the CONTROL and G keys on the master terminal keyboard, or by pressing the MANUAL INTRPT. switch on the control panel.
- > - The prompt mark from the system indicating it is waiting for input from the operator
- ESC - The escape key used in the set protect on or off procedure



CCS/LA SYSTEM START-UP FOR ON-LINE OPERATIONS

NOTE

The operator must verify that the master set of each volume pack is physically mounted on the disk drives and ready.

NOTE

The system ID displayed when the operator performs the autoloading and log on at master console is customer-defined at installation time.

AUTOLOAD

The system is autoloading by pressing successively on the control panel:

```
STOP
MASTER CLEAR
AUTOLOAD
RUN
```

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

```
J28@
```

The following message is displayed:

```
(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy TIME: hhmm:ss
```

ACTIVATE BATCH HOST

Activating the batch host is necessary so that the report generator can be run without interruption during on-line operation.

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
*BATCH,F
```

and presses (CR).

START CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
START
```

and presses (CR).

The following message is displayed:

```
BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm
```

LOG ON AT MASTER TERMINAL

NOTE

The operator should log on with the user ID that corresponds to that system menu which will be executed first.

The operator types

```
+
```

and presses (CR).

The following message is displayed:

```
mon dd yy hh:mm:ss
CDC CYBER-18 CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID. = >
```

The operator types

CCS20 or LA

and presses (CR).

The following message is displayed:

REQUEST = >

LOGICALLY MOUNT VOLUME DISK PACK(S)

The following procedure must be performed for each of the following three possible volumes on the system other than SYSVOL: CDD01, CDD02, and CDD03. The disk pack must be physically mounted on the appropriate disk drive and ready.

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY >

The operator types

MOUNT

and presses (CR).

The following message is displayed:

MOUNT
VL =>

The operator types the volume to be mounted, such as

CDD01

and presses (CR).

NOTE

SYSVOL must be residing on unit 0 and does not have to be mounted. The other volumes may reside on any unit; for example, CDD01 may be mounted on disk unit 2. In this case, the operation would type '2' in response to DK = .

The following message is displayed:

DK =>

The operator types the disk number, such as

1

and presses (CR).

The following message is displayed:

READY >

NOTE

If there are subsequent disk packs to be mounted, the operator types

MOUNT

and continues until all system disk packs have been mounted.

The operator then types:

EX

The following message is displayed:

END UTIL

REQUEST = >

NOTE

The system is now ready for the collectors to go on-line. The operator can proceed with the menu selections to be run.

The system menu is a guide for new users of CCS/LA. It contains a list of the functions and CYBER collection menus available to the user at the master terminal, as well as the two-character code used for the display and execution of a particular function.

All requests for a system function to be executed or a menu to be displayed are input from the system prompt message:

REQUEST =>

SYSTEM MENU DISPLAY PROCEDURE

To display the system menu, the operator types

?

and presses (CR).

The system menu is displayed on the master terminal as follows.

SYSTEM MENU

UT - SYSTEM UTILITIES
 ED - TEXT EDITOR-USED TO EDIT 80 CHARACTER SEQ OR DIRECT FILES
 DC - CCS20 DAILY CYCLE, ON-LINE REPORTING AND PREPARATION
 HS - CCS20 HISTORY SYSTEM PROCEDURES
 MT - CCS20 SYSTEM FILE MAINTENANCE ROUTINES
 RP - CCS20 ON-DEMAND REPORTING
 RG - CCS20 REPORT GENERATOR - REPORT DIRECTORY
 LD - LA DAILY CYCLE, ON-LINE REPORTING AND PREPARATION
 LH - LA HISTORY SYSTEMS PROCEDURES
 LM - LA SYSTEM FILE MAINTENANCE ROUTINES
 LO - LA ON-DEMAND REPORTING
 LR - LA REPORT GENERATOR - REPORT DIRECTORY
 EX - EXIT

REQUEST =>

NOTE

The usage of UT and ED is described in the CCS 3 Reference Manual. The operator must be logged on with the user ID that corresponds with the owner ID of those files which will be accessed. The usage of CCS menus DC, HS, MT, RP, and RG are described in Part I. The operator must be logged on the system with a CCS20 user ID when executing a selection from a CCS menu.

SYSTEM MENU SELECTION PROCEDURE

The Legal and Agency subsystem consists of five menu choices (LD, LH, LM, LO, and LR), which are described in the following chapters. The operator must be logged on the system with an LA user ID when executing a selection from an LA menu. Each of these menus is a list of available procedures. To make a selection from the system menu, the operator types the appropriate two-character code and presses (CR).

For example, if the operator types

LD

and presses (CR), the daily cycle menu is displayed.

NOTE

If the EX code is entered, LA is logged off. It is then necessary for the operator to log on again before continuing with the on-line operations from the master terminal. Refer to section 2, Log On at Master Terminal.

The menus contain all of the application programs in the system. The operator selects a procedure by typing the one-character code that precedes its description. A request for the display of a particular menu can be made from the system menu or from the system prompt:

REQUEST =>

NOTE

A selection from any LA menu can be made only from the master terminal.

The operator can type any of the one-character codes listed on the menu, and that procedure stream is executed.

Comments within the procedure stream are displayed on the master terminal so that the operator is aware of the identity of the operation during execution.

The operator is prompted when input is required. When the procedure stream has been executed, the menu from which the selection was made is displayed. At this point, the operator can make another selection.

Exit from any of the LA menus is accomplished as follows.

The following message is displayed:

SELECTION =>

The operator types

Z

and presses (CR).

The following message is displayed:

REQUEST =>

The operator can now select another menu.

LEGAL AND AGENCY DAILY CYCLE MENU (LD MENU)

The LA daily cycle menu comprises the procedures necessary for the operator to perform the daily routines that update and maintain the system and produce the reports necessary for auditing the collection work.

DISPLAY PROCEDURE

The following message is displayed:

REQUEST = >

The operator types

LD

and presses (CR).

The LA daily cycle menu is displayed as follows.

LEGAL AND AGENCY DAILY CYCLE MENU

- A - DAILY COLLECTOR ACTIVITY REPORTS
- B - PRINT REQUESTED LETTERS
- C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
- D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
- E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
- F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
- G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
- H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
- I - UPDATE ACCOUNTS FROM HISTORY
- J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
- K** ARE FINISHED WITH THE DAYS ACTIVITIES
- L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
- M - CREATE DAILY ASSIGNMENT FILES
- N - NIGHTLY BATCH UPDATE
- O - LA EXTRACT PROCESS
- Z - EXIT

SELECTION =>

SELECTION REQUIREMENTS

NOTE

Selections A through I of the daily cycle menu can be run in order while the system is on-line and in use by the collectors.

The execution of selections L and M is described in section III-9, as these selections cannot be executed while the system is on-line and in use by the collectors.

Not all selections need be executed, and the order of execution need not follow the complete operation as long as the following conditions are met.

- Selections L and M must be run after the collectors have completed their day's work and selections A, B, and C have been executed using the previous day's data.
- Selections A, B, and C must be run after each L selection.
- Selection B is executed only if letter printing is required.
- Selection D is executed only if there is a complete update tape from the host computer.
- Selection G is executed only if selection D has been run and a detailed list report is required for each account that has become inactive.
- If selection D is run, selection I must be run (if accounts are required to be updated with history information) prior to the execution of selection L.
- Selection E is executed only if there is a nonfinancial update tape from the host computer.
- Selection F is executed only if there is a financial update tape from the host computer.
- Selections D, E, and F can be executed repeatedly if there is more than one update tape.
- Selection H can be executed at any time, but need be run only when the supervisors have requested detail list reports during on-line use.
- The optional Legal and Agency subsystem contains two additional selections (selection N and selection O) which must be run while the collectors are off-line. These selections are described in detail in section III-9.

SELECTION PROCEDURES

The procedure for executing selections A-M of the LA daily cycle menu are described in detail in section I-4.

NOTE

The file names that may be displayed during execution of these procedures will be preceded with an LA prefix and may be spelled differently; for example, TRNSFL becomes LATRNSFL. Refer to appendix B for a cross-reference of CCS/LA file names.

SELECTIONS N AND O

The execution of selections N and O is described in detail in section III-9, as these selections cannot be executed while the system is on-line and in use by the collectors.

LEGAL AND AGENCY HISTORY SYSTEM MENU (LH MENU)

5

The LA history system menu provides selections for moving inactive-account information to history files or for moving history file information on accounts that have become active again to LADLQMST file records. Records can be purged from the history files after the expiration date. The expiration date parameters are maintained in the LA utility file (LAUTIFIL) record RSW1.

Refer to the CCS 3 Reference Manual for a detailed explanation of the history subsystem.

DISPLAY PROCEDURE

The following message is displayed:

```
REQUEST =>
```

The operator types

```
LH
```

and presses (CR).

The LA history system menu is displayed as follows.

LEGAL AND AGENCY HISTORY SYSTEM MENU

```
A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (LADLQMST-LACOSIGN-LAACTFIL)
F - PURGE CLIENT FILE (LACLIENT)
Z - EXIT
```

```
SELECTION =>
```

SELECTION REQUIREMENTS

The following selection requirements should be noted:

- These selections should not be executed when the collectors are on-line.
- Selection E should be run immediately after selection A has been executed.
- No procedures should be selected from this menu without supervisor approval.

SELECTION PROCEDURES

The procedures for executing selections A - E of the LA history menu are described in detail in section I-5.

NOTE

The file names that may be displayed during execution of these procedures will be preceded with an LA prefix and may be spelled differently; for example, TAPEARC becomes LATAPARC. Refer to appendix B for a cross-reference of CCS/LA file names.

SELECTION F

The following is the procedure for removing inactive client records from the LACLIENT file. Client records must have been inactive for the number of days specified in the LACL parameter in the LAUTIFIL before the purge will take effect.

The operator is prompted for input.

LEGAL AND AGENCY HISTORY SYSTEM MENU

```
A - MOVE INACTIVE ACCOUNTS TO HISTORY FILES
B - UPDATE ACTIVE ACCOUNTS FROM THE TAPE ARCHIVES
C - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
D - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
E - PURGE MASTER FILES (LADLQMST-LACOSIGN-LAACTFIL)
F - PURGE CLIENT FILE (LACLIENT)
Z - EXIT
```

```
SELECTION =>
```

The operator types

```
F
```

and presses (CR).

The following messages are displayed:

- * THE LACLIENT WILL BE PURGED OF INACTIVE CLIENTS
- * THE LACLIENT FILE HAS BEEN PURGED OF INACTIVE CLIENTS



LEGAL AND AGENCY FILE MAINTENANCE MENU (LM MENU)

6

The LA file maintenance menu provides menu selections for procedures that create and maintain customer-variable files. Most of these files are updated at installation by the system analyst. However, the files can be updated and maintained by selections from this menu after the system is operational.

DISPLAY PROCEDURE

The following message is displayed:

REQUEST =>

The operator types

LM

and presses (CR).

The LA file maintenance menu is displayed as follows.

LEGAL AND AGENCY FILE MAINTENANCE MENU

A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (LADLQMS-T-LACOSIGN-LAACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN FILE PRINT UTILITY
S - CLIENT FILE MAINTENANCE
Z - EXIT

SELECTION =>

SELECTION REQUIREMENTS

- All selections should be run only on supervisor request.
- Selections C, D, and F should not be selected if the collectors are on-line.
- Selection L must not be selected if the collectors are on-line.

SELECTION PROCEDURES

The procedures for executing A-R of the LA file maintenance are described in detail in section I-6.

NOTE

The file names that may be displayed during execution of these procedures will be preceded with an LA prefix and may be spelled differently; for example, LTRDESC becomes LALTRDSC. Refer to appendix B for a cross-reference of CSS/LA file names.

SELECTIONS

The following is the procedure for creating Legal and Agency client records and maintaining nonfinancial data in the LACLIENT file.

NOTE

The operator must set the page button (upper right area of the keyboard) to the page mode (up position), and turn off the matrix printer before executing this selection.

The operator is prompted for input.

LEGAL AND AGENCY FILE MAINTENANCE MENU

A - PRINT THE LETTER DEFINITION FILE
B - CREATE THE LETTER FILE
C - UTILITY FILE MAINTENANCE - ADD OR UPDATE UTILITY RECORDS
D - DECISION TABLE MAINTENANCE
E - PRINT ACTIVITY VERIFICATION TABLE
F - CREATE THE ACTIVITY VERIFICATION TABLE
G - FILE SPACE AUDIT - REPORTS PERCENTAGE OF UNUSED FILE SPACE
H - PURGE OLDEST ACCOUNTS FROM SUMMARY HISTORY FILE
I - PURGE OLDEST ACCOUNTS FROM THE TAPE ARCHIVES FILE
J - PRINT SCREEN DEFINITION FILE
K - CREATE THE SCREEN FILE
L - PURGE MASTER FILES (LADLQMS-T-LACOSIGN-LAACTFIL)
M - ACTIVITY FILE MAINTENANCE/REPORT
N - COLLECT ACTIVE USER FILE MAINTENANCE
O - PRINT REPORT GENERATOR DATA ELEMENT TABLE
P - REPORT GENERATOR DATA ELEMENT TABLE ROUTINES-CONSOLE INPUT
Q - REPORT GENERATOR PROGRAM DIRECTORY FILE MAINTENANCE
R - SAMPLE SCREEN FILE PRINT UTILITY
S - CLIENT FILE MAINTENANCE
Z - EXIT

SELECTION =>

The operator types

S

and presses (CR).

The selection screen in figure III-6-1 is displayed.

CREATE NEW CLIENT RECORD

The operator enters

N,xxxx (xxxx = client number)

and presses (CR).

The following message is displayed if the client does not exist:

```
***** NEW CLIENT *****  
ENTER FUNCTION OR (CR) TO CONTINUE (CREATE NEW  
RECORD)  
>
```

To create a new client record, the operator presses (CR) and the screen in figure III-6-2 is displayed (also refer to table III-6-1).

Either of two mechanisms can be used to initially enter data or to change existing data on this screen.

- By entering XX, CHANGE (XX = line number; CHANGE = data) and pressing (CR), line items can be changed in any order.
- By pressing (CR) twice, the cursor will alternately position itself at either the bottom line of the screen or the next sequential line item.

When the client data has been input, the operator enters

CS

and presses (CR) to return to the selection screen.

```
A, (NAME) = CLIENT NAME SEARCH  
N, (#) = CLIENT NUMBER RETRIEVAL  
S, (#) = CLIENT STATUS INQUIRY AND UPDATE  
E = EXIT  
  
PLEASE ENTER SELECTION  
>
```

Figure III-6-1. Client Selection Screen

```
CLIENT # XXXX CLIENT CHANGE SCREEN  
  
01, NAME  
02, ADDRESS 1  
03, ADDRESS 2  
04, CONTACT NAME  
05, PHONE  
06, EXTENSION  
07, CURRENT COMM RATE  
08, PREV COMM RATE  
  
ENTER CHANGE ITEM OR NEXT FUNCTION  
>
```

Figure III-6-2. Client Change Screen

TABLE III-6-1. LA CLIENT FILE DATA DESCRIPTION

Line Number	Number Characters	Data Descriptions
01	30	Firm name
02	30	Address 1, street address
03	30	Address 2, city, state, zip code
04	30	Contact name
05	10	Phone number, area code and 7 digit number
06	4	Phone extension
07	4	Current commission rate
08	4	Previous commission rate

REVIEW EXISTING CLIENT RECORD

From the selection screen (figure III-6-3), the operator enters

A, client name

and presses (CR).

The system searches for and displays in page form each client with a name equal to the name the operator entered (refer to figure III-6-4).

The operator enters the line number of the desired firm (if more than one entry appears), and presses (CR).

The client change screen (figure III-6-2) will be displayed.

If the operator wishes to review the client's financial activity for the previous months, enter

CF

and press (CR).

The screen in figure III-6-5 will be displayed.

By entering CC and pressing (CR), the operator will return to the client change screen.

By entering CS and pressing (CR), the operator will return to the client selection screen.

CHANGE ACCOUNT STATUS

The following procedures are to be used to change a client's status from ACTIVE to INACTIVE or from INACTIVE to ACTIVE.

From the selection screen (figure III-6-6), the operator enters

S,xxxx (xxxx = client number)

and presses (CR).

The screen in figure III-6-7 will be displayed.

To change the client's status, the operator enters

INACTIVE

or

ACTIVE

and presses (CR). The same screen will appear showing the new status.

A, (NAME) = CLIENT NAME SEARCH
N, (#) = CLIENT NUMBER RETRIEVAL
S, (#) = CLIENT STATUS INQUIRY/STATUS
E = EXIT

PLEASE ENTER SELECTION
>

Figure III-6-3. LA Client Selection Screen

1 (FIRM NAME)

= SELECT NAME
D = DISCONTINUE SEARCH
= CONTINUE SEARCH

PLEASE ENTER SELECTION
>

Figure III-6-4. LA Client Search Screen

CLIENT # NNNN

#	AMT	AMT	#	AMT	COMM	#	AMT	#	COURT	HISTORY
ACCT	ACCT	COL	PIF	PIF	EARNED	CLD	CLD	ACT	COSTS	MO/YR

12 MONTH
SUMMARY

ENTER NEXT FUNCTION
>

Figure III-6-5. LA Client Financial Screen

A, (NAME) = CLIENT NAME SCREEN
N, (#) = CLIENT NUMBER RETRIEVAL
S, (#) = CLIENT STATUS INQUIRY/STATUS
E = EXIT

PLEASE ENTER SELECTION
>

Figure III-6-6. LA Client Selection Screen

L/A CLIENT # 0001
CURRENT CLIENT STATUS IS *ACTIVE*
ENTER NEW STATUS OR (CR) TO RETURN TO SELECTION SCREEN

Figure III-6-7. LA Client Status Screen



LEGAL AND AGENCY ON-DEMAND REPORT MENU (LO MENU)

7

It is not necessary that the selections from the LA on-demand report menu be run daily; requests for the reports generated by these selections should be made by the supervisor. Any selection from this menu can be made while the collectors are on-line.

DISPLAY PROCEDURE

The following message is displayed:

REQUEST = >

The operator types

LO

and presses (CR).

The LA on-demand report menu is displayed as follows.

LEGAL AND AGENCY ON-DEMAND REPORT MENU

A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS--CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
N - COMPLETE PAYMENT REPORT DIRECT PAYMENT STATEMENT REPORT
O - INVENTORY REPORT BY ACCOUNT, CLIENT
P - RECOVERY ANALYSIS
Z - EXIT

SELECTION =>

SELECTION REQUIREMENTS

The following selection requirements should be noted:

- Selection C must be selected before selection D or E.
- Selection I is usually run only once a week.
- Selection J is usually run only once a month.
- Selection L is run only after selection K because it tests the report program generated by selection K.

SELECTION PROCEDURES

The procedures for executing selections A-M of the LA on-demand report menu are described in detail in section I-7.

NOTE

The file names that may be displayed during execution of these procedures will be preceded with an LA prefix and may be spelled differently; for example, RSWFIL becomes LARSWFIL. Refer to appendix B for a cross-reference of CSS/LA file names.

The optional Legal and Agency subsystem contains a duplicate of the CCS on-demand report menu which includes three additional on-demand report selections (selections N, O, and P).

SELECTION N

The following is the procedure for printing the complete payment report and the direct payment report.

NOTE

This selection should be run only once per month. The input file, LAPMTFIL, is cleared at the end of this selection.

The operator is prompted for input.

LEGAL AND AGENCY ON-DEMAND REPORT MENU

A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS--CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
N - COMPLETE PAYMENT REPORT DIRECT PAYMENT STATEMENT REPORT
O - INVENTORY REPORT BY ACCOUNT, CLIENT
P - RECOVERY ANALYSIS
Z - EXIT

SELECTION =>

The operator types

N

and presses (CR).

The following messages are displayed:

```
* PAYMENT FILE WILL BE SORTED FOR
* THE COMPLETE PAYMENT REPORT
VOLUME = SYSVOL
FILNAM = LAPMTFIL, LA
PASSED = 00000002
DONE = 00000002
* COMPLETE PAYMENT REPORT WILL NOW BE PRINTED
* DIRECT PAYMENT REPORT WILL NOW BE PRINTED
END UTIL
```

SELECTION O

The following is the procedure for printing the inventory reports by account number and by client.

The operator is prompted for input.

LEGAL AND AGENCY ON-DEMAND REPORT MENU

```
A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
N - COMPLETE PAYMENT REPORT DIRECT PAYMENT STATEMENT REPORT
O - INVENTORY REPORT BY ACCOUNT, CLIENT
P - RECOVERY ANALYSIS
Z - EXIT
```

SELECTION =>

The operator types

O

and presses (CR).

The following messages are displayed:

```
* THE INVENTORY REPORT PROCESS WILL NOW BEGIN
* THE CLIENT FILE IS BEING EXTRACTED
* CLIENT RECORDS WILL BE SORTED
VOLUME = SYSVOL
FILNAM = LACLINV, LA
PASSED = 00000052
DONE = 00000052
VOLUME = SYSVOL
FILNAM = LACLINV, LA
PASSED = 00000052
DONE = 00000052
```

```
* THE INVENTORY REPORT BY ACCOUNT WILL BE PRINTED
* CLIENT EXTRACT RECORDS WILL BE SORTED BY CLIENT
VOLUME = SYSVOL
FILNAM = LACLINV, LA
PASSED = 00000052
DONE = 00000052
VOLUME = SYSVOL
FILNAM = LACLINV, LA
PASSED = 00000052
DONE = 00000052
* THE INVENTORY REPORT BY CLIENT WILL BE PRINTED
* INVENTORY REPORT PROCESS IS COMPLETED
```

SELECTION P

The following is the procedure for printing the recovery analysis report. It can be run at any time.

The operator is prompted for input.

LEGAL AND AGENCY ON-DEMAND REPORT MENU

```
A - DELINQUENT RECORD CONTENT REPORT (INACTIVE ACCOUNTS)
B - DELINQUENT RECORD CONTENT REPORT (SUPERVISOR REQUESTS)
C - TREND ANALYSIS-CALCULATE AGE-RUN BEFORE SELECTION D OR E
D - TREND ANALYSIS REPORT PRINTED BY QUEUE
E - TREND ANALYSIS REPORT PRINTED BY PRODUCT TYPE
F - ELIGIBLE/ACTUAL WRITE-OFF REPORT
G - DAILY ASSIGNMENT LIST
H - SUMMARY ACCOUNT LIST REPORT
I - WEEKLY COLLECTOR STATISTICS REPORT
J - MONTHLY COLLECTOR STATISTICS REPORT
K - CREATE REPORT GENERATOR PROGRAM
L - EXECUTE REPORT GENERATOR PROGRAM
M - QUEUE LOADING REPORT
N - COMPLETE PAYMENT REPORT DIRECT PAYMENT STATEMENT REPORT
O - INVENTORY REPORT BY ACCOUNT, CLIENT
P - RECOVERY ANALYSIS
Z - EXIT
```

SELECTION =>

The operator types

P

and presses (CR).

The following messages are displayed:

```
* THE RECOVERY ANALYSIS REPORT WILL BEGIN
* THE RECOVERY ANALYSIS REPORT IS COMPLETE
```


LEGAL AND AGENCY REPORT GENERATOR/ DIRECTORY MENU

8

The LA report generator/directory menu is installed on all systems at installation time. However, it is not used unless the report generator has been used to create special nonstandard reports required by the customer. Refer to selection K of section I-7 for the procedures used to generate these reports. The operator should select only those menu items that contain a report name. This name is automatically generated by the report generator. No operator response is required during the execution of any of these selections.

The display procedure is as follows:

The following message is displayed:

REQUEST =>

The operator types

LR

and presses (CR).

The LA report generator/directory menu (as it is at installation time, before any special reports have been generated) is displayed as follows:

LEGAL AND AGENCY REPORT GENERATOR - REPORT DIRECTORY

A - R.G. REPORT 1 - (AVAILABLE)
B - R.G. REPORT 2 - (AVAILABLE)
C - R.G. REPORT 3 - (AVAILABLE)
D - R.G. REPORT 4 - (AVAILABLE)
E - R.G. REPORT 5 - (AVAILABLE)
F - R.G. REPORT 6 - (AVAILABLE)
G - R.G. REPORT 7 - (AVAILABLE)
H - R.G. REPORT 8 - (AVAILABLE)
I - R.G. REPORT 9 - (AVAILABLE)
J - R.G. REPORT 10 - (AVAILABLE)
K - R.G. REPORT 11 - (AVAILABLE)
L - R.G. REPORT 12 - (AVAILABLE)
M - R.G. REPORT 13 - (AVAILABLE)
N - R.G. REPORT 14 - (AVAILABLE)
O - R.G. REPORT 15 - (AVAILABLE)
P - R.G. REPORT 16 - (AVAILABLE)
Q - R.G. REPORT 17 - (AVAILABLE)
R - R.G. REPORT 18 - (AVAILABLE)
S - R.G. REPORT 19 - (AVAILABLE)
Z - EXIT

SELECTION =>

The following is a display of the report generator/directory menu after two reports have been generated. The operator selects A if the LA account balance report is required, or B if the LA days account delinquent report is required.

LEGAL AND AGENCY REPORT GENERATOR - REPORT DIRECTORY

A - LA ACCOUNT BALANCE REPORT MM/DD/YY
B - LA DAYS ACCOUNTS DELINQUENT MM/DD/YY
C - R.G. REPORT 3 - (AVAILABLE)
D - R.G. REPORT 4 - (AVAILABLE)
E - R.G. REPORT 5 - (AVAILABLE)
F - R.G. REPORT 6 - (AVAILABLE)
G - R.G. REPORT 7 - (AVAILABLE)
H - R.G. REPORT 8 - (AVAILABLE)
I - R.G. REPORT 9 - (AVAILABLE)
J - R.G. REPORT 10 - (AVAILABLE)
K - R.G. REPORT 11 - (AVAILABLE)
L - R.G. REPORT 12 - (AVAILABLE)
M - R.G. REPORT 13 - (AVAILABLE)
N - R.G. REPORT 14 - (AVAILABLE)
O - R.G. REPORT 15 - (AVAILABLE)
P - R.G. REPORT 16 - (AVAILABLE)
Q - R.G. REPORT 17 - (AVAILABLE)
R - R.G. REPORT 18 - (AVAILABLE)
S - R.G. REPORT 19 - (AVAILABLE)
Z - EXIT

SELECTION =>



LEGAL AND AGENCY SYSTEM SIGN-OFF, OFF-LINE, AND BACKUP OPERATIONS

9

The operator must perform the following operations to maintain the system while the collectors are off-line.

NOTE

Before proceeding, the operator must ensure that all collectors' terminals have been signed off properly.

LA SYSTEM SIGNOFF

The following message is displayed:

```
REQUEST =>
```

The operator types

```
EX
```

and presses (CR).

The following message is displayed:

```
CCS LOG OFF hh:mm:ss
```

STOP CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI  
>
```

The operator types

```
STOP
```

and presses (CR).

The following message is displayed:

```
VERIFY >
```

The operator types

```
OK
```

and presses (CR).

The following message is displayed:

```
UNTIL ? HHMM  
>
```

The operator presses (CR).

The following messages are displayed:

```
CCS DISABLED AT hhmm  
CP RELOADED, HALT CODE = 0000  
CP STARTED 0000
```

NOTE

The operator should ensure that these messages are displayed before continuing. If they are not, he should notify his supervisor.

LOG ON AT MASTER TERMINAL WITH CCS INACTIVE AND USING LA USER ID

The following is the procedure for logging on at the master terminal when CCS is inactive.

The operator types

```
+
```

and presses (CR).

The following messages are displayed:

```
mon dd yy hh:mm:ss  
CDC CYBER-18 CCS SYSTEM - VER 3.0  
(SYSTEM ID)  
TERMINAL = 00  
USER ID. = >
```

The operator types

```
LA
```

and presses (CR).

The following message is displayed:

```
REQUEST =>
```

REQUEST LA DAILY CYCLE MENU

Five selections from the LA daily cycle menu must be run when the collectors are off-line. The following is a description of the execution of these selections.

The operator types

```
LD
```

and presses (CR).

The LA daily cycle menu is displayed as follows.

LEGAL AND AGENCY DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
N - NIGHTLY BATCH UPDATE
O - LA EXTRACT PROCESS
Z - EXIT

SELECTION =>

SELECTION L

The LA daily cycle menu is displayed as follows.

LEGAL AND AGENCY DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
N - NIGHTLY BATCH UPDATE
O - LA EXTRACT PROCESS
Z - EXIT

SELECTION =>

The operator types

L

and presses (CR).

The following messages are displayed:

```
**** OPERATOR - THE COLLECTORS MUST BE OFF-LINE
*          RESPOND: 'N' CARRIAGE RETURN - TO ABORT
*          CARRIAGE RETURN ONLY - TO CONTINUE
*
READY?>
```

This operation message and pause routine exists so that the operator has the option of exiting from this procedure if the selection was made while collectors were on-line. If the operator does not want to continue with the procedure, he types

N

and presses (CR). To continue with the procedure, the operator presses (CR) only.

The following messages are displayed in response to a carriage return only:

```
* THE TRANSACTION FILE WILL BE SORTED FOR THE COLLECTORS REPORT
VOLUME = CDD01
FILNAM = LATRANFL ,LA
PASSED = 00000005
DONE = 00000005
VOLUME = SYSVOL
FILNAM = LATRSFL, LA
PASSED = 00000005
DONE = 00000005
END UTIL
```

```
* THE TRANSACTION FILE HAS BEEN SORTED FOR THE COLLECTORS REPORT
END UTIL
```

When the procedure is complete, the LA daily cycle menu is displayed.

SELECTION M

The LA daily cycle menu is displayed as follows.

LEGAL AND AGENCY DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
N - NIGHTLY BATCH UPDATE
O - LA EXTRACT PROCESS
Z - EXIT

SELECTION =>

The operator types

M

and presses (CR).

The following messages are displayed:

```
**** OPERATOR - THE COLLECTORS MUST BE OFF-LINE
*          RESPOND: 'N' CARRIAGE RETURN - TO ABORT
*          CARRIAGE RETURN ONLY - TO CONTINUE
*
READY?>
```

This operation message and pause routine exist so that the operator has the option of exiting from this procedure if the selection was made while collectors were on-line. If

the operator does not want to continue with this procedure, he types

N

and presses (CR). To continue with the procedure, the operator presses (CR) only.

The following messages are displayed in response to a carriage return only:

```
* DAILY ASSIGNMENT FILES WILL BE CREATED
*
* THE LADLYASN FILE IS BEING CREATED
*
* THE LADLYASSN FILE HAS BEEN CREATED
* THE LADLYASSN FILE IS BEING SORTED
VOLUME = CDD01
FILNAM = LADLYWRK , LA
PASSED = 00000000
DONE = 00000000
VOLUME = SYSVOL
FILNAM = LADLYASN , LA
PASSED = 00001359
DONE = 00001359
VOLUME = SYSVOL
FILNAM = LADLYASN , LA
PASSED = 00001359
DONE = 00001359

* THE LADLYASN FILE HAS BEEN SORTED
END UTIL

* THE DAILY QUEUE FILE IS BEING CREATED
*
* THE DAILY QUEUE FILE HAS BEEN CREATED
* THE FILE SPACE AUDIT REPORT WILL NOW BE PRINTED
**** OPERATOR - CARRIAGE RETURN TO CONTINUE AFTER REVIEWING
SCREEN INFORMATION
```

FILE NAME	MAXIMUM RECORDS	CURRENT RECORDS	AVAILABLE RECORDS	PCT SPACE AVAILABLE
LADLQMS	12000	1789.	9211	85.1%
LACOSIGN	12000	0.	9000	****%
LAACCAGE	12000	0.	9000	****%
LAACTFIL	12000	0.	9000	****%
LASUMHST	12000	0.	9000	****%
LATAPARC	12000	0.	9000	****%
LAINACCT	12000	0.	9000	****%

READY?

If the PCT SPACE AVAILABLE is less than 15 percent, a warning is printed indicating that a file compression will be needed soon (or history procedures must be run). When the percentage is less than 5, the message that a compression must be performed is shown on the system console and printer. History procedures are also required if not performed since the last compression.

The operator presses (CR).

The following messages are displayed:

```
* THE FILE SPACE AUDIT REPORT IS COMPLETE
* THE DAILY ASSIGNMENT FILES HAVE BEEN CREATED
```

SELECTION F

The following is the procedure for processing a financial update tape from the host computer. The processing consists of re-formatting the transactions so they can be input to the nightly batch update (selection N). If there is more than one financial update tape from the host computer, this procedure can be repeated.

The operator is prompted for input.

LEGAL AND AGENCY DAILY CYCLE MENU

```
A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
N - NIGHTLY BATCH UPDATE
O - LA EXTRACT PROCESS
Z - EXIT
```

SELECTION =>

The operator types

F

and presses (CR).

The following messages are displayed:

```
* THE FINANCIAL UPDATES WILL BE PROCESSED
**** OPERATOR - FINANCIAL UPDATE TAPE SHOULD BE MOUNTED ON UNIT '0'
*
```

```
SWITCH=10000000
FTAPE,B,P
TAPE , MOUNT 000000 ON LU 06, NORING,READY?
```

The operator presses (CR).

The following messages are displayed:

```
DSPLY
FINANCIAL TRANSACTIONS TO BE
PROCESSED BY NIGHTLY BATCH
UPDATE
DSPLY
00002
DSPLY
FINANCIAL TRANSACTIONS
REJECTED
DSPLY
00000
```

After the financial update tape is processed, the following messages is displayed:

```
*THE FINANCIAL UPDATES HAVE BEEN PROCESSED
```

SELECTION N

The LA daily cycle menu is displayed as follows:

LEGAL AND AGENCY DAILY CYCLE MENU

```
A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
N - NIGHTLY BATCH UPDATE
O - LA EXTRACT PROCESS
Z - EXIT
```

SELECTION =>

The operator types

N

and presses (CR).

The following messages are displayed:

```
**** OPERATOR - THE COLLECTORS MUST BE OFF-LINE
*          RESPOND: 'N' CARRIAGE RETURN - TO ABORT
*          CARRIAGE RETURN ONLY - TO CONTINUE
*
READY?>
```

This operation message and pause routine exist so that the operator has the option of exiting from this procedure if the selection was made while collectors were on-line. If the operator does not want to continue with this procedure, he types

N

and presses (CR). To continue with the procedure, the operator presses (CR) only

The following messages are displayed in response to a carriage return only:

```
* SORT LAFILTMP AND LATRNSFL
VOLUME = CDD03
FILNAM = LAFILTMP
PASSED = 00000000
DONE = 00000000
VOLUME = CDD03
FILNAM = LATRNSFL
PASSED = 00000000
DONE = 00000000
VOLUME = CDD03
FILNAM = LAFINTRN
PASSED = 00000000
DONE = 00000000
```

```
* FINANCIAL TRANSACTIONS HAVE BEEN SORTED. BATCH
  UPDATE WILL BEGIN
* BATCH UPDATE COMPLETE, AUDIT TRAIL REPORT WILL
  BEGIN
* BATCH UPDATE PROCESS COMPLETE
```

SELECTION O

The LA daily cycle menu is displayed as follows:

LEGAL AND AGENCY DAILY CYCLE MENU

```
A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
N - NIGHTLY BATCH UPDATE
O - LA EXTRACT PROCESS
Z - EXIT
```

SELECTION =>

The operator types

O

and presses (CR).

The following messages are displayed

```
**** OPERATOR - THE COLLECTORS MUST BE OFF-LINE
*          RESPOND: 'N' CARRIAGE RETURN - TO ABORT
*          CARRIAGE RETURN ONLY - TO CONTINUE
*
READY?>
```

This operation message and pause routine exist so that the operator has the option of exiting from this procedure if the selection was made while collectors were on-line. If the operator does not want to continue with this procedure, he types

N

and presses (CR). To continue with the procedure, the operator presses (CR) only.

The following messages are displayed in response to a carriage return only:

```
* THE LEGAL AND AGENCY EXTRACT PROGRAM WILL BEGIN
* THE LEGAL AND AGENCY EXTRACT PROCESS IS COMPLETE
* REFERRAL REPORT WILL BEGIN
* REFERRAL REPORT COMPLETE
```

EXIT FROM LA DAILY CYCLE MENU

The LA daily cycle menu is displayed as follows.

LEGAL AND AGENCY DAILY CYCLE MENU

```
A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
N - NIGHTLY BATCH UPDATE
O - LA EXTRACT PROCESS
Z - EXIT
```

SELECTION =>

The operator types

Z

and presses (CR).

The following message is displayed:

REQUEST = >

The operator types

EX

and presses (CR).

The following message is displayed:

CCS LOG OFF hh:mm:ss

LOG ON AT MASTER TERMINAL WITH CCS INACTIVE AND USING CCS20 USER ID

The following is the procedure for logging on at the master terminal when CCS is inactive.

The operator types

+

and presses (CR).

The following messages are displayed:

```
mon dd yy      hh:mm:ss  
CDC CYBER-18  CCS SYSTEM - VER 3.0  
(SYSTEM ID)  
TERMINAL = 00  
USER ID. = >
```

The operator types

CCS20

and presses (CR).

The following message is displayed:

REQUEST = >

REQUEST CCS DAILY CYCLE MENU

Two selections from the daily cycle menu must be run when the collectors are off-line. The following is a description of the execution of these selections.

The operator types

DC

and presses (CR).

The daily cycle menu is displayed as follows:

DAILY CYCLE MENU

```
A - DAILY COLLECTOR ACTIVITY REPORTS  
B - PRINT REQUESTED LETTERS  
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE  
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM  
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)  
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)  
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)  
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)  
I - UPDATE ACCOUNTS FROM HISTORY  
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS  
K** ARE FINISHED WITH THE DAYS ACTIVITIES  
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT  
M - CREATE DAILY ASSIGNMENT FILES  
Z - EXIT
```

SELECTION =>

SELECTION L

The daily cycle menu is displayed as follows:

DAILY CYCLE MENU

```
A - DAILY COLLECTOR ACTIVITY REPORTS  
B - PRINT REQUESTED LETTERS  
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE  
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM  
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)  
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)  
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)  
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)  
I - UPDATE ACCOUNTS FROM HISTORY  
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS  
K** ARE FINISHED WITH THE DAYS ACTIVITIES  
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT  
M - CREATE DAILY ASSIGNMENT FILES  
Z - EXIT
```

SELECTION =>

The operator types

L

and presses (CR).

The following messages are displayed

```
**** OPERATOR - THE COLLECTORS MUST BE OFF-LINE  
*          RESPOND: 'N' CARRIAGE RETURN - TO ABORT  
*          CARRIAGE RETURN ONLY - TO CONTINUE  
*  
READY?>
```

This operation message and pause routine exist so that the operator has the option of exiting from this procedure if the selection was made while collectors were on-line. If the operator does not want to continue with the procedure, he types

N

and presses (CR). To continue with the procedure, the operator presses (CR) only.

The following messages are displayed in response to a carriage return only:

```
* THE TRANSACTION FILE WILL BE SORTED FOR THE COLLECTORS REPORT
VOLUME = CDD01
FILNAM = TRANFL ,CCS20
PASSED = 00000005
DONE = 00000005
VOLUME = SYSVOL
FILNAM = LATRSFL, LA
PASSED = 00000005
DONE = 00000005
END UTIL
```

```
* THE TRANSACTION FILE HAS BEEN SORTED FOR THE COLLECTORS REPORT
END UTIL
```

When the procedure is complete, the daily cycle menu is displayed.

SELECTION M

The LA daily cycle menu is displayed as follows:

DAILY CYCLE MENU

```
A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT
```

SELECTION =>

The operator types M

and presses (CR).

The following messages are displayed:

```
**** OPERATOR - THE COLLECTORS MUST BE OFF-LINE
* RESPOND: 'N' CARRIAGE RETURN - TO ABORT
* CARRIAGE RETURN ONLY - TO CONTINUE
*
READY?>
```

The operation message and pause routine exist so that the operator has the option of exiting from this procedure if the selection was made while collectors were on line. If the operator does not want to continue with this procedure, he types

N

and presses (CR). To continue with the procedure, the operator presses (CR) only.

The following messages are displayed in response to a carriage return only:

```
* DAILY ASSIGNMENT FILES WILL BE CREATED
* THE DLYASSN FILE IS BEING CREATED
```

```
* THE DLYASSN FILE HAS BEEN CREATED
* THE DLYASSN FILE IS BEING SORTED
VOLUME = CDD01
FILNAM = DLYWRK , CCS20
PASSED = 00000000
DONE = 00000000
VOLUME = SYSVOL
FILNAM = DLYASSN , CCS20
PASSED = 00001359
DONE = 00001359
VOLUME = SYSVOL
FILNAM = DYLASSN , CCS20
PASSED = 00001359
DONE = 00001359
```

```
* THE DLYASSN FILE HAS BEEN SORTED
END UTIL
```

```
* THE DAILY QUEUE FILE IS BEING CREATED
```

```
* THE DAILY QUEUE FILE HAS BEEN CREATED
* THE FILE SPACE AUDIT REPORT WILL NOW BE PRINTED
**** OPERATOR - CARRIAGE RETURN TO CONTINUE AFTER REVIEWING
SCREEN INFORMATION
```

FILE NAME	MAXIMUM RECORDS	CURRENT RECORDS	AVAILABLE RECORDS	PCT SPACE AVAILABLE
DELMST	12000	1789.	9211	85.1%
COSIGNER	12000	0.	9000	****%
ACCAGE	12000	0.	9000	****%
ACTFIL	12000	0.	9000	****%
SUMHIST	12000	0.	9000	****%
TAPEARC	12000	0.	9000	****%
INACCT	12000	0.	9000	****%

READY?

If the PCT SPACE AVAILABLE is less than 15 percent, a warning is printed indicating that a file compression will be needed soon (or history procedures must be run). When the percentage is less than 5, the message that a compression must be performed is shown on the system console and printer. History procedures are also required if not performed since the last compression.

The operator presses (CR).

The following messages are displayed:

```
* THE FILE SPACE AUDIT REPORT IS COMPLETE
* THE DAILY ASSIGNMENT FILES HAVE BEEN CREATED
```


EXIT FROM DAILY MENU CYCLE

The daily cycle menu is displayed as follows:

DAILY CYCLE MENU

A - DAILY COLLECTOR ACTIVITY REPORTS
B - PRINT REQUESTED LETTERS
C - ADD THE COLLECTOR ACTIVITIES TO THE ACTIVITY FILE
D - PROCESS COMPLETE UPDATE TAPE(S) FROM A/R SYSTEM
E - PROCESS 400 SERIES NONFINANCIAL UPDATE TAPE(S)
F - PROCESS 500 SERIES FINANCIAL UPDATE TAPE(S)
G - DELINQUENT RECORD CONTENT REPORT - (INACTIVE ACCOUNTS)
H - DELINQUENT RECORD CONTENT REPORT - (SUPERVISOR REQUESTS)
I - UPDATE ACCOUNTS FROM HISTORY
J** THE FOLLOWING PROCEDURES ARE TO BE RUN WHEN THE COLLECTORS
K** ARE FINISHED WITH THE DAYS ACTIVITIES
L - SORT TRANSACTION FILE IN PROPER ORDER FOR COLLECTOR REPORT
M - CREATE DAILY ASSIGNMENT FILES
Z - EXIT

SELECTION =>

The operator types

Z

and presses (CR)

The following message is displayed:

REQUEST =>

SYSTEM BACKUP PROCEDURE

It is recommended that each site have two complete sets of disk packs available in order to back up the system. One of these sets should be marked MASTER and the other set marked BACKUP. The MASTER set should always be used for on-line operations. Therefore, the MASTER disk pack is always copied to the BACKUP disk pack. This method prevents the inadvertant copying to the wrong disk pack.

There is one exception to this rule. Refer to section III-10.

NOTE

If the system contains variable word sector disk drives (i.e. unit 0 is a 50 mb, 96 word sector drive and units 1 and 2 are 50 mb, 569 word sector drives), refer to appendix C for copy procedures.

SAVING SYSVOL

The following message is displayed:

REQUEST =>

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY >

The operator types

SAVE

and presses (CR).

The following message is displayed:

SAVE

DK=>

The operator types

0

and presses (CR).

The following message is displayed:

D2=>

The operator types

1

and presses (CR).

The following message is displayed:

TURN OFF PROTEC SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN

The operator presses ESC and types

J20@

and presses (CR).

The following message is displayed:

SET UP VOLUME(S) TO BE SAVED
AND VERIFY

At this time the current day's SYSVOL is mounted on disk drive 0, and the current day's volume CDD01 is mounted on disk drive 1. The operator should remove the volume CDD01 from disk drive 1 and mount the SYSVOL pack to be used for backup on disk drive 1. When the pack has been mounted and is ready, the operator may continue by typing:

OK

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	SYSVOL	999999	MASTER
TO	SYSVOL	999999	BACKUP

The SAVE function also contains features to prevent the inadvertent destruction of volumes by incorrect operator handling. When SAVE is requested, the volume names, date the pack was last saved onto (copy to disk), and the backup designation flag are checked. Warning messages are displayed to note the following abnormal conditions.

- WARNING - YOU ARE COPYING FROM A BACKUP TO A MASTER VOLUME

The volume you have specified as "copy to" was designated as a MASTER volume when it was created by a SAVE operation.

- WARNING - VOLUME NAMES DO NOT COINCIDE

The volume you have specified as "copy from" has a different volume name than the volume you have specified as "copy to".

- WARNING - DATE ON COPY TO VOLUME IS THE SAME AS OR LATER THAN DATE ON COPY FROM VOLUME

The date on the volume header of the "copy to" volume is more recent than or the same as the date on the volume header of the "copy from" volume. This points to a potential copy of older data over newer data.

If one or more of the warning messages has been displayed the following message is displayed:

TYPE GO TO CONTINUE, EX TO EXIT

If the operator wants to override the error message(s) and continue with save, the operator should enter:

GO (CR)

If the disk packs have been mounted in error, enter:

EX(CR)

The disk packs should then be mounted correctly. It is necessary to autoloading the system and restart the SAVE function after starting and stopping CCS (refer to section III-1).

If none of the warning messages were displayed, SAVE will continue with the SAVE operation.

The SYSVOL pack on drive 0 is now being copied to the SYSVOL pack on drive 1. This operation requires five to six minutes. When the operation is complete, the following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

If the recommended backup procedure is being adhered to, the operator should enter:

O (CR)

The following message is displayed:

VOLUME SAVE COMPLETE.

COPYING VOLUME CDD01

After each SAVE operation, it is necessary to autoloading the system, start and stop CCS, and log on the master terminal in order to continue with the backup procedure.

AUTOLOAD

To autoloading the system, the operator presses the following buttons successively:

STOP
MASTER CLEAR
AUTOLOAD
RUN

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy  
nnnK BYTES OF MEMORY - CPU I  
nnnnK BYTES OF MEMORY - CPU II  
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES  
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

J28@

The following messages are displayed:

(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM

The operator types the correct date and time and presses (CR).

The following message is displayed:

DATE: dd mon yy TIME: hhmm:ss

START CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

START

and presses (CR).

The following messages are displayed:

BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm

STOP CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

STOP

and presses (CR).

The following message is displayed:

VERIFY>

The operator types

OK

and presses (CR).

The following message is displayed:

UTIL ? HHMM
>

The operator presses (CR).

The following messages are displayed:

CCS DISABLED AT hhmm
CP RELOADED, HALT CODE 0000
CP STARTED 0000

NOTE

The operator should ensure that all of the above messages are displayed before continuing.

LOG ON AT MASTER TERMINAL
(WITH CCS INACTIVE)

The operator types

+

and presses (CR).

The following messages are displayed:

mon dd yy hh:mm:ss
CDC CYBER-18 CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID. = >

The operator types

LA

and presses (CR).

The following message is displayed:

REQUEST = >

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY

The operator types

SAVE

and presses (CR).

The following message is displayed:

SAVE
DK= >

The operator types

0

and presses (CR).

The following message is displayed:

D2 = >

The operator types

1

and presses (CR).

The following message is displayed:

TURN OFF PROTEC SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN
>

The operator presses ESC and types

J20@

and presses (CR).

The following message is displayed:

SET UP VOLUME(S) TO BE SAVED
AND VERIFY

At this time the operator should mount the current day's volume pack CDD01 on disk drive 0 and make it ready. He should also mount the CDD01 volume pack that is to be used for backup on disk drive 1 and make it ready. The operator may then continue by typing:

OK

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	CDD01	999999	MASTER
TO	CDD01	999999	BACKUP

The CDD01 pack on drive 0 is now being copied to the CDD01 pack on drive 1. The operation is complete, and the following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

If the recommended backup procedure is being adhered to, the operator should enter:

0(CR)

The following message is displayed:

VOLUME SAVE COMPLETE.

If the operator has a two-pack system, he has completed the backup procedure and is ready to sign on for the next day's operation.

If there are additional volume packs on the operator's system, he should repeat the instructions for copying volume CDD01, substituting the correct volume name for CDD01 until all volumes in the system have been copied.

NOTE

In order to autoloading, the operator must ensure that SYSVOL is mounted on disk drive 0.

The purpose of the transaction replay system is to recover the daily transactions entered by the collectors after a system failure has occurred and the on-line collection system is no longer operational. If the transaction file (or the optional backup transaction file) can be recovered, a copy of the backup system packs can be updated to the current level by executing the transaction replay routines. If neither of these files can be recovered, the user must revert to a copy of the backup system and re-enter the day's transactions. The procedure for copying the backup system to the set of disk packs that are to be used for continued operation is covered in this section. If the platters on the disk packs of the damaged system are not damaged, the operator can copy to that set of packs.

NOTE

It is recommended that an analyst be contacted to determine what steps in the replay procedure need be executed.

RECOVERY REQUIREMENTS

The operator must be able to perform the following functions using the SYSVOL pack from the damaged system:

1. Autoload
2. Start CCS
3. Log on at the master terminal
4. List transaction file from disk pack to tape, and list optional backup transaction from disk pack to tape (both CCS and LA).

TRANSACTION REPLAY PROCEDURE

AUTOLOAD SYSVOL PACK FROM DAMAGED SYSTEM

The operator should verify that the system SYSVOL storage module drive disk pack is physically mounted on disk drive 0 and ready.

The system is autoloaded by pressing successively on the control panel:

```
STOP
MASTER CLEAR
AUTOLOAD
RUN
```

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J280)
```

The operator presses ESC and types:

```
J28@
```

The following message is displayed:

```
(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy          TIME: hhmm:ss
```

START CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
START
```

and presses (CR).

The following message is displayed:

```
BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm
```

LOG ON AT MASTER TERMINAL USING LA USER ID

The operator types

```
+
```

and presses (CR).

The following message is displayed:

```
mon dd yy   hh:mm:ss
CDC CYBER 18   CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL   = 00
USER ID.   = >
```

The operator types

```
LA
```

and presses (CR).

The following message is displayed:

```
REQUEST = >
```

LIST LA TRANSACTION FILE TO TAPE

The operator mounts a scratch tape with a write ring on tape unit 0, readies the unit, and types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY >

The operator types

LIST

and presses (CR).

The following message is displayed:

LIST

FN =>

The operator types

LATRANFL

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

The following message is displayed:

L =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

F =>

The operator types

U

and presses (CR).

If the file is successfully listed to tape, the following message is displayed:

READY>

The operator removes the tape from tape unit 0, labels it LATRANFL, and proceeds to list the CCS transaction file to tape.

If the error message FILE CANNOT BE LOCATED is displayed, the operator should make sure the file name was spelled correctly and repeat the procedure. If further attempts result in the same error message, the transaction file has probably been destroyed. If no backup transaction file has been specified, the transaction replay cannot be accomplished.

If a backup transaction file was specified at system parameterization (refer to the CCS Reference Manual), it may be possible to recover the transactions using that file (LATRNBACK). To use this file, it is necessary to list it to tape.

To list LA backup transaction file, the operator types:

LIST

and presses (CR).

The following message is displayed:

LIST

FN =>

The operator types

LATRNBCK

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

The following message is displayed:

L =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

F =>

The operator types

U

and presses (CR).

If the file is successfully listed, the following message will be displayed:

READY>

The operator types

EX

and presses (CR).

The following message is displayed:

REQUEST= >

The operator types

EX

and presses (CR).

The following message is displayed:

CCS LOG OFF hh:mm:ss

The operator removes the tape from tape unit 0 and labels it LATRANFL.

The operator may then continue with the transaction replay routines. If the error message FILE CANNOT BE LOCATED is displayed and the file name was not misspelled in the list procedure, the backup transaction file could not be located and the transaction replay cannot be accomplished.

The possible error message

L,06 FAILED 13

indicates that the tape needs a write ring.

LIST CCS TRANSACTION FILE TO TAPE

The operator must log on the master terminal with a CCS20 user ID.

The operator types

+

and presses (CR).

The following message is displayed:

```
mon dd yy hh:mm:ss
CDC CYBER 18 CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID.=>
```

The operator types

CCS20

and presses (CR).

The following message is displayed:

REQUEST =>

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY >

The operator mounts a scratch tape with a write ring on tape unit 0, and readies the unit.

The operator types

LIST

and presses (CR)

The following message is displayed:

LIST

FN =>

The operator types

TRANFL

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

The following message is displayed:

L =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

F =>

The operator types

U

and presses (CR).

If the file is successfully listed to tape, the following message is displayed:

READY >

The operator removes the tape from tape unit 0, labels it TRANFL, and proceeds with the transaction replay routines.

If the error message FILE CANNOT BE LOCATED is displayed, the operator should make sure the file name was spelled correctly and repeat the procedure. If further attempts result in the same error message, the CCS

transaction file has probably been destroyed. If no backup transaction file has been specified, the transaction replay cannot be accomplished.

If a backup transaction file was specified at system parameterization (refer to the CCS Reference Manual), it may be possible to recover the transactions using that file (TRNBCK). To use this file, it is necessary to list it to tape.

LIST CCS BACKUP TRANSACTION FILE

The operator types

LIST

and presses (CR)

The following message is displayed:

LIST

FN = >

The operator types

TRNBCK

and presses (CR).

The following message is displayed:

N =>

The operator presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

The following message is displayed:

L =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

F =>

The operator types

U

and presses (CR).

If the file is successfully listed, the following message will be displayed:

READY

The operator types

EX

and presses (CR).

The following message is displayed:

END UTIL

REQUEST = >

The operator removes the tape from tape unit 0 and labels it TRANFL. The operator may then continue with the backup procedures.

NOTE

If the error message FILE CANNOT BE LOCATED is displayed and the file name was not misspelled in the list procedure, the backup transaction file could not be located and the transaction replay cannot be accomplished.

COPY BACKUP SYSVOL PACKS TO SYSVOL PACK FOR USE IN TRANSACTION REPLAY

NOTE

If the system contains variable word sector disk drives (for example, unit 0 is a 50 Mb, 96 word sector drive, and units 1 and 2 are 50 Mb, 569 word sector drives), refer to appendix D for copy procedures.

There should always be a set of backup packs to the set of packs currently being used for operations.

At this time the backup SYSVOL pack is mounted on disk drive 0. The SYSVOL pack that is to be used for transaction replay should be mounted on disk drive 1. When the packs have been mounted and are ready, the operator may continue.

To perform a SAVE operation, it is necessary to autoloading the system, start and stop CCS, and log on at the master terminal.

Autoload

The system is autoloading by pressing successively on the control panel:

STOP
MASTER CLEAR
AUTOLOAD
RUN

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

```
J28@
```

The following message is displayed:

```
(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy      TIME: hhmm:ss
```

Start CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
START
```

and presses (CR).

The following message is displayed:

```
BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm
```

Stop CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

```
STOP
```

and presses (CR).

The following message is displayed:

```
VERIFY>
```

The operator types

```
OK
```

and presses (CR).

The following message is displayed:

```
UNTIL ? HHMM
>
```

The operator presses (CR).

The following messages are displayed:

```
CCS DISABLED AT hhmm
CP RELOADED, HALT CODE = 0000
CP STARTED 0000
```

NOTE

The operator should ensure that the above messages are displayed before continuing.

Log On at Master Terminal (with CCS Inactive)

The operator types

```
+
```

and presses (CR).

The following messages are displayed:

```
mon dd yy      hh:mm:ss
CDC CYBER-18 CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID. = >
```

The operator types

```
LA
```

and presses (CR).

The following message is displayed:

```
REQUEST =>
```

The operator types

```
UT or UTIL
```

and presses (CR).

The following message is displayed:

```
UTIL IN
READY>
```

The operator types

```
SAVE
```

and presses (CR).

The following message is displayed:

```
SAVE
DK =>
```

The operator types

```
0
```

and presses (CR).

The following message is displayed:

```
D2 =>
```

The operator types

```
1
```

and presses (CR).

The following message is displayed:

```
TURN OFF PROTEC SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN
>
```

The operator presses ESC and types

```
J20@
```

and presses (CR).

The following message is displayed:

```
SET UP VOLUME(S) TO BE SAVED
AND VERIFY
```

At this point in each SAVE routine the operator must check to be sure that the disk pack to be copied from is mounted on disk drive 0 and the disk pack to be copied to is mounted on disk drive 1. After this has been established, the operator may continue by typing

```
OK
```

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	SYSVOL	999999	BACKUP
TO	SYSVOL	999999	MASTER

WARNING - YOU ARE COPYING FROM A BACKUP TO A MASTER VOLUME

TYPE GO TO CONTINUE, EX TO EXIT

NOTE

During the transaction replay, the BACKUP volume is copied to a MASTER volume. This is the one exception to the normal procedure of always copying from MASTER to BACKUP.

The operator verifies that the packs have been mounted correctly and types:

```
GO
```

The SYSVOL pack on drive 0 is now being copied to the pack on drive 1. This operation usually takes five to six minutes. When the operation is complete, the following message is displayed:

```
DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >
```

NOTE

The operator can now designate that the new volume be the MASTER.

The operator types

```
1
```

and presses (CR).

The following message is displayed:

```
VOLUME SAVE COMPLETE.
```

The operator should leave SYSVOL mounted on disk drive 0 and continue.

COPYING BACKUP VOLUME CDD01 TO VOLUME CDD01 PACK FOR USE IN TRANSACTION REPLAY

After each SAVE operation, it is necessary to autoload the system, start and stop CCS, and log on at the master terminal in order to continue with the backup procedure.

Autoload

The system is autoloaded by pressing successively on the control panel:

```
STOP
MASTER CLEAR
AUTOLOAD
RUN
```

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnk BYTES OF MEMORY - CPU I
nnnk BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

```
J28@
```

The following message is displayed:

```
(SYSTEM ID)
```

```
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

DATE: dd mon yy TIME: hhmm:ss

Start CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

START

and presses (CR).

The following message is displayed:

BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm

Stop CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

STOP

and presses (CR).

The following message is displayed:

VERIFY>

The operator types

OK

and presses (CR).

The following message is displayed:

UNTIL ? HHMM
>

The operator presses (CR).

The following messages are displayed:

CCS DISABLED AT hhmm
CP RELOADED, HALT CODE = 0000
CP STARTED 0000

NOTE

The operator should ensure that the above messages are displayed before continuing.

Log On at Master Terminal (with CCS Inactive)

The operator types

+

and presses (CR).

The following messages are displayed:

mon dd yy hh:mm:ss
CDC CYBER-18 CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID. = >

The operator types

LA

and presses (CR).

The following message is displayed:

REQUEST =>

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY >

The operator types

SAVE

and presses (CR).

The following message is displayed:

SAVE
DK =>

The operator types

0

and presses (CR).

The following message is displayed:

D2 =>

The operator types

1

and presses (CR).

The following message is displayed:

```
TURN OFF PROTEC SWITCH (ESC J20@)
AND VERIFY
```

The operator presses ESC and types

J20@

and presses (CR).

The following message is displayed:

```
SET UP VOLUME(S) TO BE SAVED
AND TYPE CARRIAGE RETURN
```

At this time the operator should mount the backup volume pack CDD01 on disk drive 0 and make it ready. He should mount the CDD01 volume pack to be used for copy to on disk drive 1 and make it ready. The operator may continue by typing

OK

>

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK FROM TO	VOLUME NAME	LAST SAVE DATE	TYPE
	CDD01	999999	BACKUP
	CDD01	999999	MASTER

WARNING - YOU ARE COPYING FROM A BACKUP TO A MASTER VOLUME
TYPE GO TO CONTINUE, EX TO EXIT

NOTE

During the transaction replay, the BACKUP volume is copied to a MASTER volume. This is the one exception to the normal procedure of always copying from MASTER to BACKUP.

The operator verifies that the packs have been mounted correctly and types:

GO

The CDD01 pack on drive 0 is now being copied to the CDD01 pack on drive 1. When the operation is complete, the following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

NOTE

The operator can now designate that the new volume be the MASTER.

The operator types

1

and presses (CR).

The following message is displayed:

```
VOLUME SAVE COMPLETE
```

If the operator has a two-pack system, he has completed the SAVE procedure and can continue with transaction replay.

If the operator has a system with additional volume packs, he should repeat the instructions for copying volume CDD01, substituting the correct volume name for CDD01, until all volumes in the system have been copied.

NOTE

In order to autoload, SYSVOL must be mounted on disk drive 0.

PREPARE SYSTEM FOR TRANSACTION REPLAY

The operator should verify that all system storage module drive disk packs to be used for transaction replay are physically mounted on the disk drives and ready.

Autoload

The system is autoloaded by pressing successively on the control panel:

```
STOP
MASTER CLEAR
AUTOLOAD
RUN
```

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

J28@

The following message is displayed:

```
(SYSTEM ID)
ENTER DATE/TIME           MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy           TIME: hhmm:ss
```

Activate Batch Host

This procedure is necessary to run the report generator without interruption during on-line operation.

The operator performs a manual interrupt.

The following message is displayed:

```
MI  
>
```

The operator types

```
*BATCH,F  
and presses (CR).
```

Start CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI  
>
```

The operator types

```
START  
and presses (CR).
```

The following message is displayed:

```
BUILDING SYSTEM FILES  
CCS ACTIVE AT hhmm
```

Log On at Master Terminal Using LA User ID

The operator types

```
+  
and presses (CR).
```

The following message is displayed:

```
mon dd yy      hh:mm:ss  
CDC CYBER-18  CCS SYSTEM - VER 3.0  
(SYSTEM ID)  
TERMINAL   = 00  
USER ID.   = >
```

The operator types

```
LA  
and presses (CR).
```

The following message is displayed:

```
REQUEST =>
```

Logically Mount Volume Disk Pack(s)

The following procedure must be performed for each of the following three possible volumes on the system other than SYSVOL: CDD01, CDD02, and CDD03. The disk pack must be physically mounted on a disk drive and ready.

The operator types

```
UT or UTIL  
and presses (CR).
```

The following message is displayed:

```
UTIL IN  
READY>
```

The operator types

```
MOUNT  
and presses (CR).
```

The following message is displayed:

```
MOUNT  
VL =>
```

The operator types the volume to be mounted (for example, CDD01) and presses (CR).

The following message is displayed:

```
DK =>
```

The operator types the disk number (for example, 1) and presses (CR).

The following message is displayed:

```
READY>
```

If there are subsequent disk packs to be mounted, the operator types

```
MOUNT
```

and continues until all system disk packs have been mounted.

Next the operator types:

```
EX
```

The following message is displayed:

```
END UTIL  
REQUEST =>
```

PERFORM LA TRANSACTION REPLAY

The LATRANFL must be loaded before performing transaction replay.

The operator mounts the tape labeled LATRANFL on tape unit 0 and readies the unit.

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY>

The operator types

LOAD

and presses (CR).

The following message is displayed:

LOAD
FN =>

The operator types

LATRANFL

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

I =>

The operator types

TAPE0

and presses (CR).

The following messages are displayed:

M =>

The operator presses (CR).

When the load is complete, the same data must be loaded into the transaction backup file (LATRNBACK), if it is present on the system.

The operator must rewind the tape on unit 0.

The operator types:

LOAD

The following message is displayed:

LOAD
FN =>

The operator types

LATRNBCK

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

I =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

If the backup file was not specified, the following message is displayed:

FILE COULD NOT BE LOCATED
READY>

If the backup file was specified, the following message is displayed (after the load is complete):

READY

In either case the operator types

EX

and presses (CR).

The following messages are displayed:

NO UTIL
REQUEST =>

The LA transaction file has been loaded onto the new system, and it is now necessary to execute the following program so that the information in the transaction file records is added to other system files.

The operator types

LTRPLY

and presses (CR).

When this routine is complete, the following messages are displayed:

TOTAL ACTIVITIES	UPDATED	nnnnnn
TOTAL CHANGES	UPDATED	nnnnnn
TOTAL OTHER	RECORDS	nnnnnn
TOTAL NOT UPDATED		nnnnnn

REQUEST =>

PERFORM TRANSACTION REPLAY - CCS

The TRANFL must be loaded before performing transaction replay.

The operator mounts the tape labeled TRANFL on tape unit 0 and readies the unit.

The operator must exit CCS and log on with a CSS20 user ID.

The operator types

EX

and presses (CR).

The following message is displayed:

CCS LOG OFF hh:mm:ss

The operator types

+

and presses (CR).

The following messages are displayed:

mon dd yy hh:mm:ss
CDC CYBER 18 CCS SYSTEM - VERSION 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID.=>

The operator types

CCS20

and presses (CR).

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY>

The operator types

LOAD

and presses (CR).

The following message is displayed:

LOAD

FN =>

The operator types

TRANFL

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

I =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

When the load is complete the same data must be loaded into the transaction backup file (TRNBCK), if it is present on the system.

The operator must rewind the tape on unit 0.

The operator types:

LOAD

The following message is displayed:

LOAD

FN =>

The operator types

TRNBCK

and presses (CR).

The following message is displayed:

VL =>

The operator presses (CR).

The following message is displayed:

I =>

The operator types

TAPE0

and presses (CR).

The following message is displayed:

M =>

The operator presses (CR).

If the backup file was not specified, the following message is displayed:

FILE COULD NOT BE LOCATED

READY >

If the backup file was specified, the following message is displayed (after the load is complete):

READY >

In either case, the operator types

EX

and presses (CR).

The following messages are displayed:

END UTIL

REQUEST =>

The CCS transaction file has been loaded onto the new system, and it is now necessary to execute the following program so that the information in the transaction file records is added to other system files.

The operator types

TRNPLY

and presses (CR).

When the routine is complete, the following messages are displayed:

TOTAL ACTIVITIES	UPDATED	nnnnnn
TOTAL CHANGES	UPDATED	nnnnnn
TOTAL OTHER	RECORDS	nnnnnn
TOTAL NOT UPDATED		nnnnnn

REQUEST =>

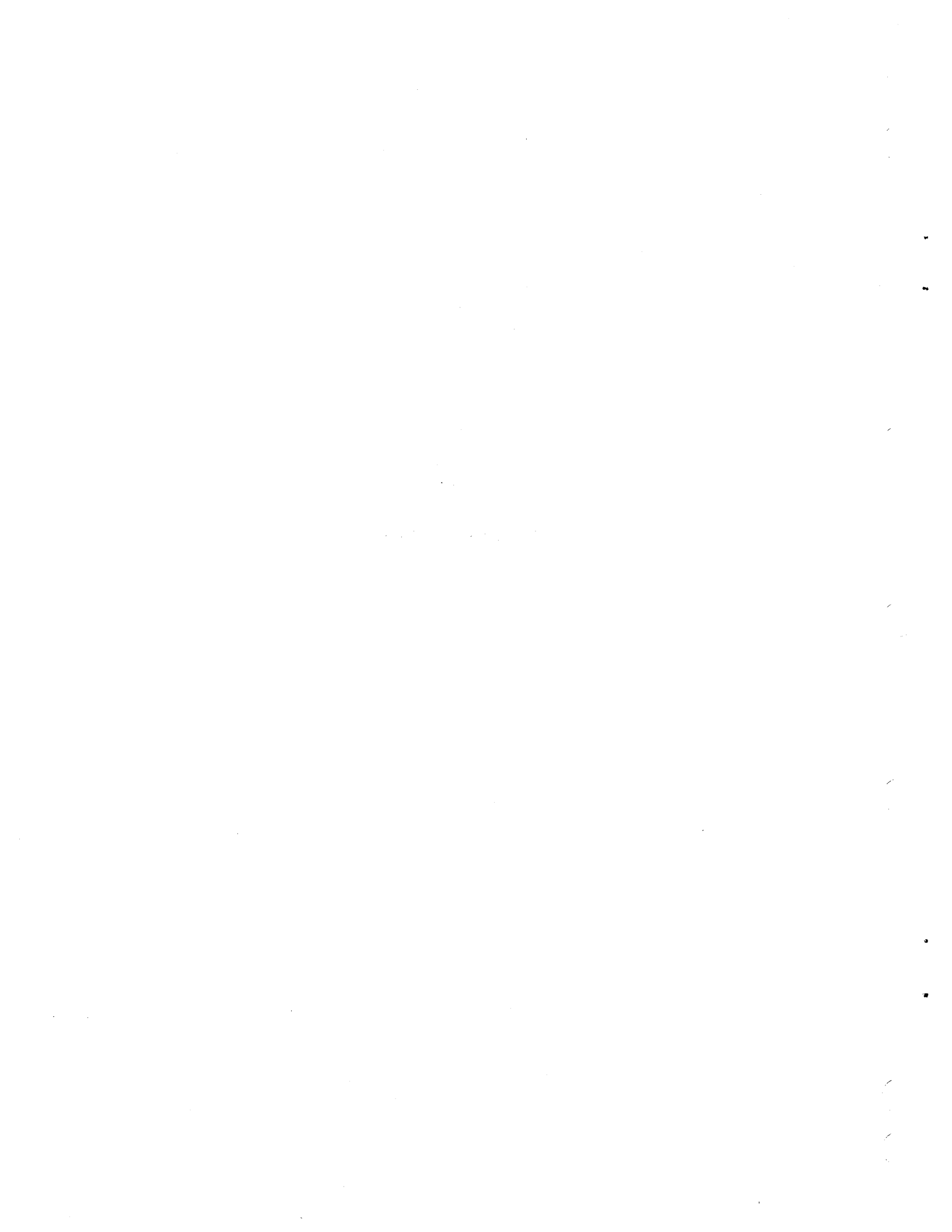
The activities that were entered by the clerks, collectors, and supervisors (for both CCS and LA) have been restored, with the exception of the UH and DL requests which were entered by the supervisors. These must be re-entered.

The system is ready for the collectors to go on-line and continue with their daily work procedures. However, any menu selections (CCS and LA) which were made by the operator on the day of the catastrophic system failure must be re-selected. If any files (both CCS and LA) were updated or changed by the use of the system editor, they must be re-entered.

PART IV

CCS/LA

COLLECTOR'S GUIDE



The Legal and Agency (LA) subsystem of the CYBER Credit System (CCS) Version 3 is a terminal-oriented system that provides the collector with an automatic review of accounts while it is providing the necessary reports for collection auditing and relating portfolio status.

PURPOSE

The intent of this collector's guide is to assist the collector in performing his daily functions of reviewing, updating, and recording actions taken upon delinquent accounts.

Through the CCS/LA subsystem the collector can display past and present information about an account, update nonfinancial data, enter all collector activity information, and schedule the account for review at a future date.

The system is composed of nine basic screens:

1. Sign-on
2. Selection
3. Borrower's name and address
4. Cosigner's name and address
5. Borrower's master
6. Financial history
7. Collection activity
8. Borrower's change
9. Cosigner

The purpose of each of these screens is discussed in this guide. Sample layouts of each screen are also included. Composition of data on the screens may differ according to individual customer requirements. However, messages displayed to prompt the collector's next entry remain constant.

For more detailed information on system operation, refer to the CCS 3 Reference Manual.

SYSTEM ABBREVIATIONS

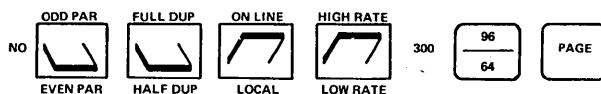
The following abbreviations are used throughout this manual:

- (CR) - The operator presses the carriage return key.
- >- The prompt mark from the system indicating it is waiting for input from the collector
- nn - A variable number of digits to be entered by the collector
- aa - A variable number of alphanumeric characters to be entered by the collector

TERMINAL OPERATION

The display terminal is the collector's interface with the system. The system displays a data screen and a message prompting the collector's next entry. The cursor is positioned where the entered data appears on the screen. After entering all required data, the collector presses the carriage return (CR) key. The only other control key the collector needs is the ← key. If an incorrect character is entered, the ← key backspaces the cursor so that the data can be re-entered from that point.

Before commencing daily activity, the collector should ensure that the control switches and buttons at the top of the terminal are set in the positions indicated in figure IV-1-1.



NOTE: THE 96/64 BUTTON AND THE PAGE BUTTON SHOULD BE DEPRESSED.
1581

Figure IV-1-1. Terminal Settings



To perform the daily review of accounts, it is necessary to log onto the CCS/LA system. The following steps are performed:

The collector types

+

and presses (CR).

The following message is displayed.

```
mon dd yy      hh:mm:ss  
CDC CYBER-18  CCS SYSTEM - VER 3.0  
(SYSTEM ID)  
TERMINAL = NN  
USER ID = >
```

The collector types

LA

and presses (CR).

The news screen is displayed as shown in figure IV-2-1. The collector is given three options. If option 1 is selected, the news file will be displayed and the collector will be logged off. If option 2 is selected, the news file will be displayed and LEGAL is executed. If option 3 is selected, the news is bypassed and LEGAL is executed.

NOTE

If no news file exists for LA, the CCS news file will be displayed.

If option 2 or 3 was selected, LEGAL is executed and the sign-on screen is displayed as shown in figure IV-2-2.

The collector types his assigned identification code and presses (CR).

The selection screen is displayed.

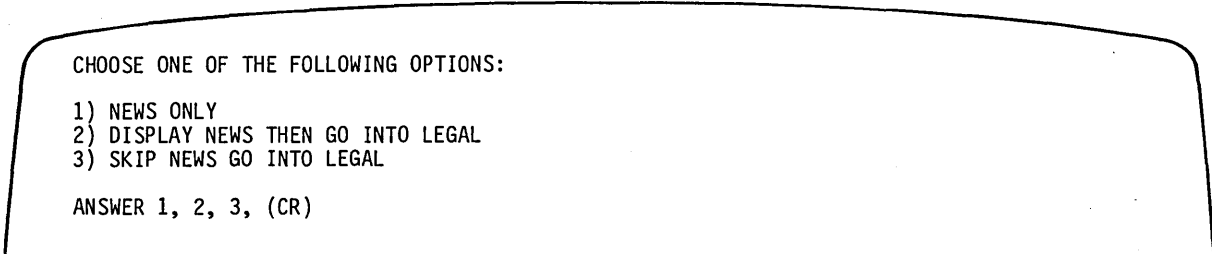


Figure IV-2-1. News Screen

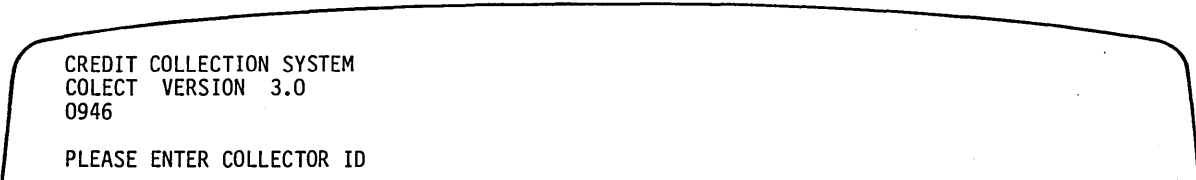


Figure IV-2-2. Sign-On Screen



LEGAL AND AGENCY SELECTION SCREEN

The LA selection screen shown in figure IV-3-1 allows the collector access to all of the selections available to a collector using CCS (refer to section II). It allows one additional selection:

P = PAYMENT ENTRY

With this selection, the collector may enter financial changes to accounts in the LA delinquent master file (LADLQMST).

To make this selection, the collector types

P

and presses (CR). This entry starts the payment entry routines and the payment entry screen is displayed (refer to section IV-4).

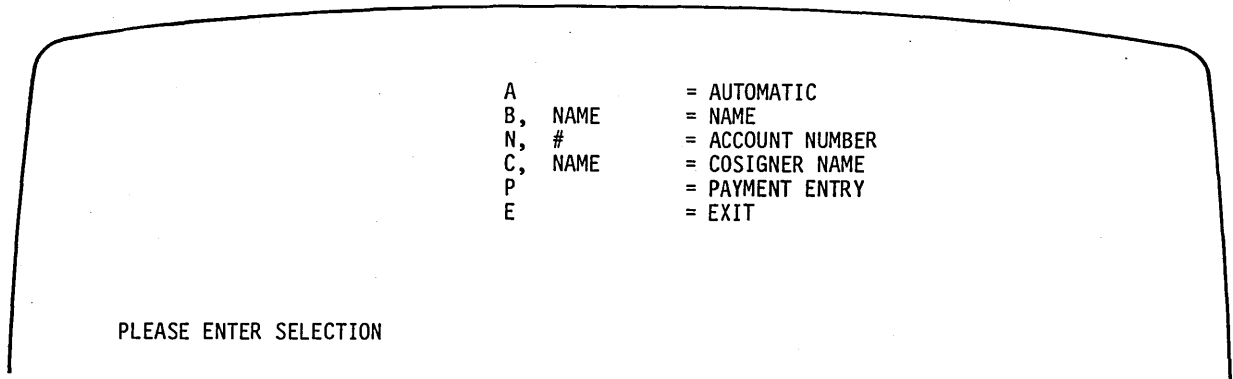
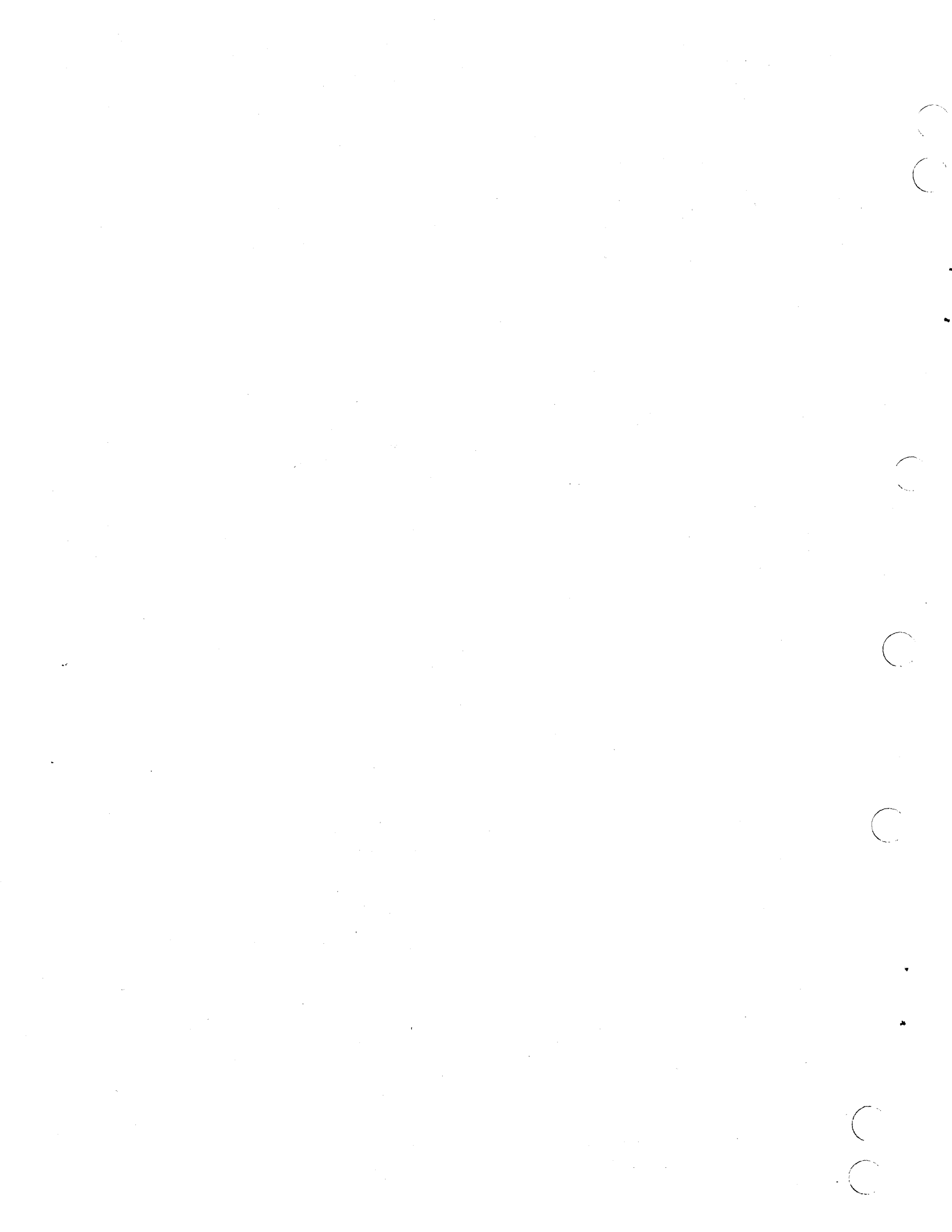


Figure IV-3-1. LA Selection Screen



The payment entry screen, as shown in figure IV-4-1, contains typical payment entries. There is a total of six payment entry screens. Each screen can contain up to 15 entries for a total of 90 possible entries.

Near the bottom of the screen, the system displays the following message:

PLEASE ENTER THE FUNCTION DESIRED

The cursor is positioned below this message and the collector responds by entering a valid function code to initiate the payment entry sequence.

FUNCTION CODES

The possible function codes are as follows:

- The collector types

AD

and presses (CR). This entry allows the collector to add entries to the screen. The following message is displayed:

ADD-PLEASE ENTER ACCOUNT#,LEGAL AGENCY#,TYPE,DATE, AMOUNT,-(IF CREDIT)

The collector types in the required data separated by commas. Defaults are allowed for the Legal and Agency number (if not the first entry) and date (will use system date). When the collector presses (CR), the screen will be re-displayed containing the new entry.

- The collector types

CH

and presses (CR). This entry allows the collector to change data in items entered previously. The following message is displayed:

CHANGE-PLEASE ENTER ITEM#,ACCT#, LGL/AGY#,TYPE,DATE,AMOUNT,-(IF CREDIT)

The collector types in the required data separated by commas. Default is allowed for the date (will use system date). When the collector presses (CR), the screen will be re-displayed containing the item with the new data.

- The collector types

DT

and presses (CR). This entry allows the collector to delete an item entered previously. The following message is displayed:

DELETE-PLEASE ENTER THE ITEM# TO BE DELETED

The collector types in the item number of the entry to be deleted and presses (CR). The screen will be re-displayed with the deleted item containing zeros in the amount field. This item will continue to be displayed, but will not be included in any of the totals and will not be included in the entries in the transaction file used to update the LA delinquent master file. An item which has been deleted must not be used in a subsequent CH function.

PAYMENT ENTRY SCREEN #1					
ITEM	ACCOUNT #	LEGAL #	TYPE	DATE	AMOUNT
01	012345678901234	LA01	01	071879	23.14-
02	024680246802468	LA01	02	080179	45.22

PLEASE ENTER THE FUNCTION DESIRED

Figure IV-4-1. Payment Entry Screen #1

- The collector types in

RT

and presses (CR). This entry will display the entry screens in sequence with the following message:

REVIEW-ENTER A VALID FUNCTION OR (CR) TO VIEW ADDITIONAL ENTRIES

If the collector enters a valid function code, the appropriate message will be displayed (see above). If the collector presses (CR), the next entry screen will be displayed and the message will be repeated. There is a total of six entry screens. These will be displayed in sequence with repeated entries of (CR). If (CR) is entered after the sixth screen has been displayed, the system will re-display the first screen.

- The collector types in

SB

and presses (CR). The statement balance screen is displayed (section IV-5).

CHANGE FUNCTION-ITEM NUMBER, ACCOUNT NUMBER, LEGAL AGENCY NUMBER, TYPE, AND AMOUNT; DATE SET TO DEFAULT. THE COLLECTOR ENTERS:

02,024680246802468,LA01,02,,45.22

- NO DEFAULT ON LGL/AGY# - MUST START OVER, ENTER (CR) AND TRY AGAIN.

The default for legal agency number is the previous number entered; therefore, there can be no default if it is a change function or the first entry. If the collector enters (CR), the prompt for function will be displayed.

- INVALID ITEM # - MUST START OVER, ENTER (CR) AND TRY AGAIN.

The item number must contain 1 to 4 numeric digits and must be one of those displayed on the entry screens.

NOTE

On the following error messages, the collector is given the option of re-entering data or (CR). If (CR) is selected, the current payment entry screen will be re-displayed and the collector is prompted for entry of a function code.

POSSIBLE ERROR MESSAGES

Possible error messages are as follows:

- INVALID FUNCTION - RE-ENTER FUNCTION DESIRED.

The function must be one of those described above.

- INVALID FORMAT - MUST START OVER - ENTER (CR) AND TRY AGAIN.

The entry must be in the format described for the function desired (see above). Typical entries are as follows:

ADD FUNCTION-ACCOUNT NUMBER, LEGAL AGENCY NUMBER, TYPE, DATE, AND AMOUNT. THE COLLECTOR ENTERS:

012345678901234,LA01,01,070879,23.14,-

ADD FUNCTION-ACCOUNT NUMBER, TYPE, AND AMOUNT; LEGAL AGENCY # AND DATE SET TO DEFAULT

024680246802468,,01,,45.22

CHANGE FUNCTION-ITEM NUMBER, ACCOUNT NUMBER, LEGAL AGENCY #, TYPE, DATE, AND AMOUNT. THE COLLECTOR ENTERS:

01,012345678901234,LA01,01,071879,23.14-

- INVALID ACCOUNT # - RE-ENTER ACCOUNT # OR (CR) TO BEGIN NEW ENTRY

The account # entered must be in the L/A delinquent master file.

- INVALID TYPE - RE-ENTER TYPE OR (CR) TO BEGIN NEW ENTRY.

The type is a 2 digit numeric entry. The only valid types are 01, 02, 03, 04, AND 05.

- INVALID DATE - RE-ENTER DATE OR (CR) TO BEGIN NEW ENTRY.

The date may be a four or six digit numeric entry. The six digit is in the form of mmddyy where mm = month, dd = day, and yy = year. The four digit is in the form of mmdd where mm = month and dd = date, the current year will be used. A default is allowed for date (see above).

- INVALID AMOUNT - RE-ENTER AMOUNT OR (CR) TO BEGIN NEW ENTRY.

The amount must be a 1 to 9 digit numeric entry. It may or may not contain a decimal. If no decimal is entered, the number will be assumed to be dollars and the amount will be displayed with a decimal and two zeros as the cents value (the

maximum number of digits entered with no decimal cannot exceed seven). Typical entries are as follows:

- INVALID CREDIT SIGN - MUST START OVER ENTER CARRIAGE RETURN

The only valid signs are blank (positive) and '-' (negative).

OPERATOR
ENTERS:

THE SYSTEM
DISPLAYS:

123456789
1234567
1234.00
1234
1234567.89

1234567.89
1234567.00
1234.00
1234.00
---THE ABOVE ERROR
MESSAGE



LEGAL AGENCY STATEMENT BALANCE SCREEN

The statement balance screen shown in figure IV-5-1 contains summary information of the entries made on the payment entry screens.

It should be noted that the total entries do not reflect the items that were deleted.

FUNCTION CODES

The possible function codes are as follows:

The collector types

OK

and presses (CR). The system adds the payment entries to the transaction file and returns to the Legal Agency selection screen.

NOTE

The LA delinquent master file will not be updated until selection F of the LA daily cycle menu has been executed (refer to section III).

The collector types

RT

and presses (CR). The system displays the first payment entry screen and the collector may continue entering data (refer to section IV-4).

The collector types:

AB

The system displays the following message

ROUTINE ABORTED--NO UPDATE TO MASTER RECORD - CARRIAGE RETURN TO ABORT

This is an informational message notifying the collector that the abort option was selected. If the collector responds with (CR), no entries are saved in the transaction file and the LA delinquent master file will not be updated. An entry of any data and (CR) will cause the statement balance screen to be re-displayed, and the collector may continue with valid functions.

If an entry is made that is not a valid function, the system will re-display the statement balance screen and the collector will be prompted for a function.

STATEMENT BALANCE SCREEN		
TOTAL ITEMS ENTERED =		
TYPE NO.	TYPE TRANSACTION	TOTAL AMOUNT
01	DIRECT	12.34-
02	INDIRECT	45.22
03	NON-RECOVERABLE COURT COSTS	
04	RECOVERABLE COURT COSTS	
05	FEES	

ENTER OK TO ACCEPT DATA-UPDATE RECORDS
RT TO REVIEW TRANSACTIONS
AB TO ABORT ROUTINE-NO UPDATE

PLEASE ENTER FUNCTION DESIRED

Figure IV-5-1. Statement Balance Screen



HARDWARE DEVICE FAILURE ERRORS

TABLE A-1. HARDWARE DEVICE FAILURE ERRORS

Code	Error	Significance
0	Time-out	Failure to interrupt within allotted time (requires timer package). Hardware failed to generate an interrupt within the allotted time. Hardware maintenance is required.
1	Lost data	Data was not transferred out of the read register before the next data word appeared. Card reader (diagnostic logical unit only): Bad initiator status Magnetic tape: Use the control unit (CU) option to continue without processing the lost record, or abort the read option.
2	Alarm	Indicates the presence of an abnormal condition Line printer: Paper out, paper tear, fuse alarm, or interlock open. Correct the problem and use the RP option. Card reader (diagnostic logical unit only): Bad continuator status COSY driver: First record is not a CSY/control record. Magnetic tape simulator: Failure to fulfill a request due to mass storage device error or illegal parameter in FILMGR request
3	Parity error	COSY driver: Last record was not an END/ record. Magnetic tape: The tape is positioned after the bad record. Either type the CU option to continue processing (the bad record is ignored), or abort the operation.
4	Checksum error	Card readers: Holes are not cleanly punched. Remove the last two cards from the output hopper, and repunch them if damaged. (Check for tears between holes.) Place these cards into the hopper ahead of the cards that have not been read. Ready the card reader and use the RP option. COSY driver: No end-of-file mark following the END/ record I/O device did not send reply to the computer within the allotted time.
5	Internal reject	The computer cannot communicate with the device. Check the hardware address switch and POWER ON switch. The RP option may be used if the problem has been corrected. COSY driver: Read on the write unit or write on the read unit before the end-of-file marker was encountered
6	External reject	The I/O device has replied to the computer that it is not ready to perform the specified request. The device is busy or not ready. If the device is not busy, check the ready switch. Attempt to continue by typing RP. COSY driver: The motion request is on the read unit after the CSY/ record and before the end-of-deck marker.

TABLE A-1. HARDWARE DEVICE FAILURE ERRORS (Contd)

Code	Error	Significance
7	Compare Preread	Hardware problem: A compare error occurs when a faulty signal is detected in the area of the punch solenoid and echo-amplifier circuits during an echo check. A preread error occurs if all read amplifiers are not off during a dark check.
8	Illegal Hollerith punch	Occurs when the card reader encounters a punch sequence that does not comply with the Hollerith ASCII conversion table being used by the driver
9	Sequence	Cards within a record are not in sequential order. Abort the read operation, and restore sequential order to record.
10	Non-negative record length	The first word of a formatted binary record is the complement of the number of records within the record. The word may be a negative number, indicating that the card read was not the first card of the record.
11	Read/write mode change	Indicates a switch from the read or write mode If mode switch is allowable, repeat the request using the RP option.
12	7/9 punch	The error occurs if a 7/9 punch in column 1 is read when an FREAD ASCII request is specified. Magnetic tape: No write ring installed
13	Cannot write on device	Attempt was made to write on the magnetic tape without the write unit enabled. Insert the write ring and use the RP option.
14	Not ready	Ready the device and use the RP option.
15	Noise record	Magnetic tape: A noise record was detected and ignored.
16	Controller seek	The controller-seek error occurs when the controller has failed to obtain the file address selected during a read, write, compare, or checkword operation. This is usually an indication of a positioning error.
17	Drive seek	The drive-seek error occurs when the drive unit detects that the cylinder positioner has moved beyond the legal limits of the device during a load-address, write, read, compare, checkword, check, or write-address function.
18	Address	This error occurs when an illegal file address obtained from the computer is detected or when the controller has advanced beyond the limits of file storage. Magnetic tape simulator: Attempted read past the end of written data
19	Protect	The protect fault occurs when an unprotected controller operation attempts to write in a protected core location.
20	Checkword	The checkword error occurs when the controller logic detects an incorrect checkword in data read from file storage during a read, compare, or checkword operation.
22	Card output stacker full	Card readers: Empty the output hopper and use the RP option.
23	Card input hopper	If the read operation is complete, use the CU option; otherwise, supply more cards and use the RP option.

TABLE A-1. HARDWARE DEVICE FAILURE ERRORS (Contd)

Code	Error	Significance
24	Card feed	<p>The read ready station does not contain a card after a feed cycle has occurred, and the input hopper is not empty.</p> <p>Readers: A card feed failure error can occur as a result of warped or damaged cards. If the card reader can be made ready, use the RP option.</p>
25	Card jam	<p>A card transport problem has occurred. It is possible for a card jam to occur in any one of, or more than four of, the read stations in the card reader.</p> <p>Card reader: Stacker jam status returned</p>
31	Short record	<p>Attempt to write a record with a length less than the standard noise record length.</p> <p>Magnetic tape simulator: Noise record. Attempt to do zero length write.</p>
33	Line break	<p>Line break occurred while attempting to input on the communication line adapter.</p>
34	Data interrupt	<p>Data interrupt occurred after reading 80 columns.</p> <p>Readers: This error indicates a hardware failure, possibly due to improper card travel; reread the card.</p>
35	End of operation	<p>An end-of-operation interrupt occurred prior to reading 80 columns.</p> <p>Readers: Continuous failures may indicate card slippage during feeding.</p>
36	TX parity error	<p>Magnetic tape: Transmission error</p>
37	Wrong address	<p>Buffered data channel is using a first-word address rather than the address sent by a buffered driver.</p>
38	Paper out	
39	Not used	
40	Repeated the request due to an error	<p>The driver is attempting recovery.</p>
41	Incomplete request	<p>The request was not successfully completed. The driver attempted to repeat the request the maximum number of times allowed.</p>
42	Not used	
43	Incomplete directory call or overlay read request	<p>Due to irrecoverable error</p>
44	Guarded address	<p>Error on write</p> <p>Magnetic tape simulator: Attempt to write past the end of the specified magnetic tape simulator disk area</p>
45	Timing	<p>Occurred while the drum was not busy</p>
46	External reject	<p>On output.</p>
47	External reject	<p>On input</p>
48	Controller address	<p>The controller address status was not the value expected.</p>
49	Drive address	<p>The drive address status was not the value expected.</p>
50	No ID	<p>ID abort. No ID burst.</p>

TABLE A-1. HARDWARE DEVICE FAILURE ERRORS (Contd)

Code	Error	Significance
51	Illegal density	Attempt to select illegal density, or attempt to select density when the unit is not at load point
53	EOP	Card reader: No end-of-operation status
54	Data	Card reader: No data before the end of operation
55	Not used	
56	Mass memory buffer expired	No more buffer space available (software buffer driver)
57	Buffer transfer	The mass memory error is on the buffer transfer, which is detected in the software buffer driver.
58	Not used	
59	PE lost data	Error exists in the phase encode formatter that affected the data transfer.
60	Illegal tape motion request	An illegal tape motion request was made to the magnetic tape simulator.
61	Interrupt status bit	Magnetic tape: Interrupt should not be set when initial status is taken. Card reader: No interrupt status indication
62	ADT	Card reader: Auto-data transfer indication fault status
63	Busy after EOP	Card reader: Still busy after the end of operation occurs
64	Not busy	Card reader: Not busy before the end of operation occurs
67	Not used	
70	Connect	Disk: Failure to connect to the control unit or drive unit after a maximum number of retries
71	ECC	Disk: Error correction code could not correct the error since too many error bits were generated.
72	Ghost interrupt	Disk: Unexpected interrupt received
73	Force release	Disk: Force release was requested, but the disk was not released (multiple disk adapter system).
74	Transfer length	Disk: Data transfer was longer than requested.
75	Transfer	Disk: Data transfer was unaccomplished after a maximum number of retries.
82	Control unit	Disk: An error exists in the control unit.
83	Main memory address	Disk: The disk adapter attempted to address a nonexistent CPU memory address.
84	Bus relinquished	Disk: Bus relinquished
85	Checkword-address status error	Magnetic tape: Checkword-address status error
86	Switch mode error	Tape: Attempt to read a seven-track tape recorded in binary-coded decimal arithmetic in the binary mode, or vice versa
87	No character read in 25 feet	Tape: No data found

GENERAL SYSTEM ERROR MESSAGES

TABLE A-2. GENERAL SYSTEM ERROR MESSAGES

Message	Significance
B01, statement	Statement or parameters are unintelligible for the breakpoint program.
B02, hhhh	The specified hexadecimal address hhhh cannot be processed by the breakpoint program because it is protected.
B03, hhhh	The breakpoint limit has been exceeded. The specified hexadecimal address is the last breakpoint processed.
CHECKING FILES - ERRORS	Errors were detected in the file manager file check after autoloading.
DATE/TIME ENTRY ERROR	Re-enter MSOS date/time.
DB FORMAT INCORRECT CCSDB.	Some part of the remaining portion of the request is incorrect for CCSDB.
DB INVALID REQUEST	The mnemonic does not agree with known mnemonics for CCSDB.
DB I/O ERROR	Monitor the request return with the error bit set for CCSDB.
DB LHO/LHC ERROR	Data written on mass storage does not match the LHO/LHC input for CCSDB.
DB NO CORE AVAILABLE	No allocatable core is available for CCSDB.
DB ORDINAL LENGTH ZERO	No program was loaded in the ordinal.
EF STACK OVERFLOW	Currently there is no space in the engineering file stack to record this device failure.
EFSTOR LU ERROR	An attempt was made to update the engineering file for a logical unit of less than 1 or more than 99.
EFSTOR MASS MEMORY ERROR	An error occurred in updating the engineering file on mass memory.
ILLEGAL PARAMETERS SPECIFIED	Disk-to-tape has detected a nonhexadecimal character for equipment code. Respecify the equipment codes.
L, nn FAILED xx ACTION	The number of the failed device appears when a driver cannot recover from an error.
	Where: nn is the logical unit of the failed device.
	xx is the code indicating the cause of the failure.
L, nn FAILED xx (yyyy) ACTION	The status that informs the operator of device failure in the initializer.
	Where: nn is the logical unit of the failed device.
	xx is the code indicating the cause of failure.
	(yyyy) is the test hardware status of the failed device.
LU nn DOWN	If a device is marked down, contains no alternate, and is requested by a program, the message is typed on the comment device the first time it is requested after being downed. The completion address is always scheduled with error. The requesting program should not continually request downed units.
MI INPUT ERROR	The statement presented to the manual interrupt processor is unrecognizable, or the requested program is not supplied.

TABLE A-2. GENERAL SYSTEM ERROR MESSAGES (Contd)

Message	Significance
MM ERR xx LU = nn T = hhmm:ss S = ssss	Mass storage I/O error Where: xx is the error number. nn is the logical unit. hhmm is the hours/minutes. ssss is the hardware status.
OV	An overflow of volatile storage; appears on the output comment device. No recovery is possible.
PARITY, hhhh	The memory parity error at the specified hexadecimal location; appears on the output comment device. No standard recovery is provided. If hhhh = DSA?, no parity error was encountered on the core scan. The parity fault was most likely caused by a DSA parity error.
SET PROGRAM PROTECT	The system is waiting for the program protect switch to be set.
TIMER REJECT	The timer start-up has been rejected (SPACE or MIPRO).
STALL REJECT	The stall alarm disable was rejected (SPACE).
DISK ERROR (ssss)	Restart the disk to the tape program; (ssss) = status
TAPE ERROR (ssss)	Restart the disk to the tape program; (ssss) = status
GIxx	Ghost interrupt on interrupt line xx was reported by LIN1V4.

JOB PROCESSOR ERROR CODES

TABLE A-3. JOB PROCESSOR ERROR CODES

Message	Significance
JOB ABORTED	The current batch job has abnormally terminated. If the job card included a job name, that name replaces JOB.
JP,yyyyyy	yyyyyy is the last program that was executed before the job terminated.
JP01, hhhh	Program protect violation occurred at address hhhh.
JP02, hhhh	Illegal request or parameters at the specified hexadecimal address hhhh.
JP03, statement	An unintelligible control statement was output with the diagnostic.
JP04, statement	Illegal or unintelligible parameters in the control statement
JP05,	The statement entered after a manual interrupt is illegal.
JP06,	A threadable request was made at level 1 when no protect processor stack space was available, or an unprotected threaded request was made at level 1.
JP07,	An unprotected program tried to access the protected device.
JP08,	An attempt to access a read-only unit for write or write-only unit for read, or an attempt to access an unprotected unit, or an attempt to select a mass storage device as the standard print unit

TABLE A-3. JOB PROCESSOR ERROR CODES (Contd)

Message	Significance
JP09	An I/O error occurred while accessing the job processor file directory table.
JP10	An operation was attempted on a file that is not in the file table. Define the file.
JP11	The file name being defined already exists for another file. Dump the file table to select a name not previously used, or attempt a new definition with another name.
JP12	An attempt has been made to access a file that has not been opened.
JP13	No files are available for definition. Purge the file table to make any expired files available.
JP14	An attempt to open a previously opened file, or an attempt to open more than one file on the same unit at the same time
JP15,xxx	The JOB card is not the first control statement in the job, or more than one job card is detected within a job. xxx is the control statement in error.

LOADER ERROR CODES

TABLE A-4. LOADER ERROR CODES

Message	Significance
E1	An irrecoverable I/O error. Terminates the load.
E2	An overflow of entry or external table reservation on mass storage. Terminates the load.
E3	An illegal or out-of-order input block. Terminates the load.
E4	An incorrect common or data block storage reservation. Occurs if the largest common storage declaration is not on the first NAM block to declare common or data storage; or, if protected common or data was being used, the NAM block declared a reservation longer than protected common or data. Terminates the load.
E5	The program is longer than the area or partitions allotted for it. Terminates the load.
E6	An attempt to load information in the protected core. Terminates the load.
E7	An attempt to begin data storage beyond the assigned block. Terminates the load.
E8	Duplicate entry point
E9	A high order bit or a relocatable address was set, or negative relocation has been encountered during a part 1 load. Terminates the load.
E10	Unpatched externals; the external name is printed following the diagnostic. When all unpatched externals have been printed, the operator may terminate the job by typing *T (CR) or continue execution by typing * (CR). Core resident entry point tables may also be linked by typing *E.
E11	The minimum amount of core is not available for the load. At least 195 words plus the length of the loader must be available. Terminates the load.
E12	An overflow of command sequence storage reservation on mass storage. Terminates the load.

TABLE A-4. LOADER ERROR CODES (Contd)

Message	Significance
E15	An undefined or missing transfer address. This code is not given if the loading operation is part of system initialization. It occurs when the loader does not encounter a name for the transfer address or the name encountered is not defined as an entry point name in the loader's table. Loading is terminated.
E14	The loader request operation code word is illegal. Terminates the load.
E15	An overflow of the loader table used to store relocatable addresses that have been absolutized to hexadecimal 7FFF. Terminates the load.
E16	The entry point name is not in the loader table. Type in the correct entry point name.
E17	Informative diagnostic. The relocatable entry point has been absolutized to location hexadecimal 7FFF. If any program in the system is testing for an entry point value of hexadecimal 7FFF to demonstrate that this is not present, the test is not valid.

LIBEDT ERROR CODES

TABLE A-5. LIBEDT ERROR CODES

Message	Significance
L01	More than six characters in a parameter name were presented to the library editing program.
L02	More than six digits in a number were presented to the library editing program.
L03	An improper system directory ordinal was presented to the library editing program.
L04	An invalid control statement was presented to the library editing program.
L05	An illegal field delimiter in the control statement was presented to the library editing program.
L06	An illegal field in the control statement was presented to the library editing program, or I/O was attempted on a protected device.
L07	Errors in loading as a result of a library editing program control statement
L08	The program being added to the program library has an entry point duplicating one already in the directory.
L09	Standard input failed on the first input record following an *N request.
L10	The operator deleted a program that is not in the library.
L11	No header record on file input from mass storage
L12	On an *L entry statement, either there was an input error or the first record was not a NAM block.
L13	Common declared by the program being loaded exceeds available common, or system common was not specified when requested.
L14	The program being loaded is longer than the size of the unprotected core but is not longer than the distance from the start of the unprotected core to the top of the core.

TABLE A-5. LIBEDT ERROR CODES (Contd)

Message	Significance
L15	An illegal input block was encountered; the last program stored in the library is not complete.
L16	An I/O error occurred during input; the last program stored was not complete.
L17	An *L program being installed exceeded the capacity of LIBEDT to input from mass storage.
L18	The operator attempted to load a zero-length program during an *M request or an *N request.
L19	No data base entry point was specified in the system for use by an *A statement and parameters.
L20	An irrecoverable error occurred during loading.
L21	The operator attempted to write beyond the maximum sector number specified for MAXSEC at initialization.

COSY/CUDDLY ERRORS

TABLE A-6. COSY/CUDDLY ERRORS

Message	Significance	COSY Action
nn ERRORS	This message appears at the end of a COSY job if errors exist. The number specified is the decimal count or errors in the COSY job.	
****COSY Cnn****		
01	The first card of the revisions deck was not a DCK/, MRG/, CPY/, or END/ card.	Reads the revisions and lists them with asterisks in columns 1 through 4 until it reads a DCK/, MRG/, CPY/, or END card
02	Illegal parameters were on the MRG/ control card.	COSY aborts.
03	The first card from merge input was not a DCK/ control card.	Reads the revisions and lists them with asterisks in columns 1 through 4 until it reads a DCK/ or END/ card
04	The MRG/ control card was in the revision decks.	COSY aborts.
05	Illegal parameters were on the DEL/, INS/, or REM/ control cards.	Reads the revisions and lists them with asterisks in columns 1 through 4 until it reads the next control card
06	The sequence numbers were out of order in the revisions set.	Reads the revisions and lists them with asterisks in columns 1 through 4 until it reads the next control card
07	Two sequence numbers were on the INS/ control card.	Reads the revisions and lists them with asterisks in columns 1 through 4 until it reads the next control card
08	A control card did not follow the DCK/ card when merging revisions.	Reads the revisions and lists them with asterisks in columns 1 through 4 until it reads the next control card

TABLE A-6. COSY/CUDDLY ERRORS (Contd)

Message	Significance	COSY Action
09	The first card of the source deck was not a CSY/ or HOL/ control card.	COSY aborts.
10	The requested deck was not on input library.	Reads the revisions and lists them with asterisks in column 1 through 4 until it reads a DCK/, MRG/, or END/ card
11	The decknames on the DCK/ and HOL/ cards did not agree when adding a new deck to the COSY library.	COSY aborts.
12	The revision card following the DCK/ card was not a control card.	Reads the revisions and lists them with asterisks in columns 1 through 4 until it reads a control card
13	A DEL/ or INS/ card contained a sequence number beyond the end of the input deck.	Reads the revisions and lists them with asterisks in column 1 through 4 until it reads a DCK/, MRG/, or END/ card
14	An illegal parameter was on the DCK/ card.	Reads the revisions and lists them with asterisks in columns 1 through 4 until it reads a DCK/, MRG/, or END/ card
15	A parameter was on the DCK/ card twice.	Uses second parameter
16	The DCK/ card requested both H and C or H and L on the same unit.	C or L parameter is ignored; processing continues.
17	The DCK/ card requested input from the logical unit previously used for output.	Reads the revisions and lists them with asterisks in columns 1 through 4 until it reads a DCK/, MRG/, or END/ card
18	COSY output was requested on a unit previously used for Hollerith, or Hollerith output was requested on a unit previously used for COSY.	Illegal output request is cleared; processing continues.
19	The maximum number of output units was exceeded.	Output is cleared; processing continues.
20	The DCK/ card requested output on a logical unit previously used for input.	The output is removed; processing continues.
21	The DCK/ card requested C and L output on the same unit.	The L parameter is ignored; processing continues.
22	The CPY/ control card was not the first card of the revisions deck.	The CPY/ control card is listed with asterisks in the first 4 columns, and the next control card is read.
23	The CPY/ card was not followed by a CPY/ or END/ card.	COSY aborts.

TABLE A-6. COSY/CUDDLY ERRORS (Contd)

Message	Significance	COSY Action
L,lu FAILED	<p>COSY driver errors were output by the alternate device handler; all errors were catastrophic.</p> <ol style="list-style-type: none"> 1 Not assigned 2 The first record read was not a COSY/ record. 3 The END/ card was not the last on COSY input. 4 No end of file on COSY input 5 A read request was made to a logical unit assigned to output. A write request was made to a logical unit assigned to input. 6 A MOTION request was made to a logical unit assigned to input/output. No end-of-deck marker was encountered. 	<p>For protected requests, type CU. For unprotected requests, type DU.</p>
REWIND LUnn	<p>This message may appear at various times during a COSY job. The specified number is the decimal logical unit to be rewind.</p>	<p>Enter any value through the standard input comment device after rewinding the unit</p>

COMMUNICATION INTERFACE ERROR CODES

The following tables describe errors detected and reported in the engineering file by the CPU II driver.

The engineering error messages are reported in the engineering log, where the error code is the customer engineering error code, the status is the first two bytes of text, and the logical unit is the logical unit number of the CPU II driver. Knowledge of CCP 1.0 is assumed. (Refer to the communications control program version 1.0 software reference manual for further detail.)

The following error codes are logged in the engineering file.

Decimal	Meaning	Status
48	Communications processor reloaded	Halt code
49	Communications processor	FFFF
50	Communications processor restart failed.	FFFF

Table A-7 lists the customer engineering error messages. These messages are encountered during on-line operation (that is, where a terminal is turned off). This condition is not serious. However, if any of the listed error codes occur and the on-line processing is disabled, engineering support should be contacted immediately.

CUSTOMER ENGINEERING ERROR MESSAGES

TABLE A-7. CUSTOMER ENGINEERING ERROR MESSAGES

Error Code	Reported By	Description	Text
01	Communication line adapter status handler	Disconnect the switch line.	PP SS Where: PP = Port number SS = Support number
02	Communication line adapter status handler	Abnormal DSR or CTS operation	Same as code 01
03	Communication line adapter status handler	Abnormal data carrier detect operation	Same as code 01
04	Worklist processor	Unsolicited ODD	Same as code 01
05	Worklist processor address was out of range.	The Communication line adapter	Same as code 01
06	Worklist processor	Illegal loop cell format	Same as code 01
07	Worklist processor	Unsolicited input	Same as code 01
08	Communication line adapter status handler	Input loop error	Same as code 01
09	Communication line adapter status handler	Output loop error	Same as code 01
0A	PTTER	ODD time-out	Same as code 01
0B	PTTER	Modem time-out	Same as code 01
0D	Communication line adapter status handler	Communication line adapter status overflow	Same as code 01
0E	Communication line adapter status handler	Farming error	Same as code 01
0F	Communication line adapter status handler	The next character was not available.	Same as code 01
10	Communication line adapter status handler	Data transfer overrun	Same as code 01
11	PBMLIA	MLIA error status	ET LE LD AL Where: ET = Error type 00 Error condition restored 01 Error counts given 02 MLIA failure LE = Input loop error count LD = Lost data count AL = Alarm count Only listed if ET = 01

TABLE A-7. CUSTOMER ENGINEERING ERROR MESSAGES (Contd)

Error Code	Reported By	Description	Text
12	Mode 4 TIP	Upline break from error counter overflow	00 RB PP SS CA TA Where: RB = Reason for break 01 No response, counter overflowed 02 Bad response, counter overflow 03 Error response, counter overflowed PP = Port number SS = Subport number CA = Cluster address TA = Terminal address
18	Real-time clock (RTC)	Real-time clock error status	SS SS Where: SS = Clock status
20	PTSTART	Dead-man time-out	LS NS Where: LS = Last state NS = Next state
21	PTINTPRDC	Spurious interrupt	CP ST Where: CP ST = Coupler status word
22	ADPT2	Chain address zero	Same as code 21
23	ADPT2	Hardware time-out on input	Same as code 21
24	ADPT2	Input data transfer terminated by PPU	Same as code 21
25	ADPT3	Illegal orderword	CP ST OR WD Where: CP ST = Coupler status word OR WD = Orderword received
27	ADPT5	Output data transfer terminated by PPU	Same as code 21
28	ADPT5	Hardware time-out on output	Same as code 21
29	ADPT5	EDP missing	Same as code 21
2A	ADPT5	Unexpected status	Same as code 21

SYSTEM HALT CODES

TABLE A-8. SYSTEM HALT CODES

Code	Description	Code	Description
000	Not a valid halt code	01D	Service module called with worklist empty
001	Power fail	01E	Service module workcode out of range
002	Memory parity	01F	MLIA failure
003	Program protect	020	The pointer to read next loop cell from CIB exceeded the present line frame pointer.
004	Interrupt count 0	021	Reserved for firmware use
005	Terminal worklist error	022	Reserved for firmware use
006	Active line control block list error	023	Reserved for firmware use
007	No buffers left	024	Reserved for firmware use
008	Size error in stamp	025	Reserved for firmware use
009	Duplicate GET	026	Reserved for firmware use
00A	Duplicate RELEASE	027	Reserved for firmware use
00B	Chain error	028	Coupler alarm condition
00C	Buffer out of range	029	No queue control block available for TCB build
00D	Bad command, not type 1 or type 2	02A	Bad line number from TIP
00E	PMWLOP not called from P3	02B	Unknown TSKNR selected
00F	Attempt to clean an enabled line	02C	Unknown block/command received
010	Wrong terminal type specified	02D	Inproper loop multiplexer-suboperation
011	Bad MLIA status (initialization)	02E	Improper mode 4, terminal interface program operation
012	Duplicate communication line adapter address (initialization)	02F	Control for disabled line
013	Attempt to redefine an existing DN directory entry	030	Reserved for mode 4, terminal interface program
014	Attempt to redefine an existing CN directory entry	031	Error in PNHDRBLD
015	Attempt to remove a nonexistent DN directory entry	032	Error in PNDLBH
016	Attempt to remove a nonexistent SN directory entry	033	Illegal line status detected by PTCLAS
017	Attempt to remove a nonexistent CN directory entry	034	Illegal call to queue services
018	Illegal PDT key	035	Attempt to queue message to NPU console in system without console
01A	Attempt to add zero CN to the directories	036	Directory function attempted with DN out of range
01B	The program selected to run is not in core.		
01C	The monitor did not run for B2TIME/2 seconds.		

MIPRO ERROR MESSAGES (MASTER TERMINAL ONLY)

TABLE A-9. MIPRO ERROR MESSAGES (MASTER TERMINAL ONLY)

Message	Meaning and Action
CCS ACTIVE - REQUEST REJECTED	Attempted to start with CCS already active. No action is necessary. Tried an INIT with CCS active. Stop the system and try INIT again.
BATCH PROCESSOR ACTIVE - REQUEST REJECTED	Tried to start CCS in a system where CCS background cannot be run concurrently with CCS. Wait until background processing is complete, or terminate background and start CCS.
EXECUTIVE PROGRAM NOT LOADED - REQUEST REJECTED	Tried to start with programs TSLOG or ULBUFF not loaded in program library, or the ULBUFF buffer was not sized correctly for the number of terminals in the system. Check and load the programs, or modify the buffer size and then restart.
FILE NAME: xxxxxxxx ERROR STATUS= \$nnnn - REQUEST REJECTED	During an attempt to start CCS, a file error occurred while building the system files. Try restarting with the backup system volume (if any), or call for system maintenance on drive 0, or INIT and reload files. The last step is a drastic action.
ATTENTION: xxxxxxxx HAS BEEN DISMOUNTED	The file manager detected a mass memory error on a volume other than SYSVOL. Try to remount. If the error persists, call for system maintenance on the disk drive.
Jmnn FM RJTC\$nnnn,reqtyp file/user	A file error was received by a deferred batch driver. Jmnn refers to the job number. The file manager error status, file request name, file name, and owner are also included in the message.

CCS DIAGNOSTIC MESSAGES

TABLE A-10. CCS DIAGNOSTIC MESSAGES

Message	Meaning and Action	Index
xx IS INVALID	The code entered in reply to the menu is incorrect. Check the entry, and enter a legal code.	0015
mon dd yy hh:mm:ss	The time in month, day, year, hour, minute, and second format. The message is informational only.	0013
ACCESSING THE FILE MANAGER ERROR IN BATCH FILE	A file manager error was returned to the batch status program.	0418
A MASS MEMORY ERROR HAS OCCURRED. PROGRAM TERMINATED	Probable disk failure. Call for hardware maintenance.	0010
BATCH DRIVER BUSY ON THIS HOST	A SET cannot be performed on this host name because it is currently being processed.	0405

TABLE A-10. CCS DIAGNOSTIC MESSAGES (Contd)

Message	Meaning and Action	Index
CLASS CODE IS NOT A DISK	System configuration error. The volume information table (VIT) is not correctly set up in SYSDAT. Call for program maintenance.	0074
DIRECT FILE RECORD LENGTH EXCEEDS 256 WORDS	The records in a direct file are limited to 512 characters in length. Re-enter the length parameter in DEFINE in UTIL.	0062
DUPLICATE HOST NAME	Cannot add a host that is already in the \$HGST file	0403
DUPLICATE LOGICAL UNIT	The specified logical unit is already assigned to another host.	0411
EQUIPMENT TYPE NOT FOUND	Invalid device name. Re-enter the valid name.	0046
ERROR - ATTEMPT TO PERFORM STACKER I/O REQUESTS AT LOCATION xxxx	Debugging problem, fatal error. A previous I/O request was still active when the request at location hexadecimal xxxx was made. Call for program maintenance.	0008
ERROR - ILLEGAL I/O REQUEST LOGICAL UNIT AT LOCATION xxxx	Debugging problem, fatal error. The I/O request at xxxx specifies a logical unit that CCS does not allow. Call for program maintenance.	0007
ERROR - ATTEMPT TO MODIFY THE FILE REQUEST BUFFER AT LOCATION	Debugging problem, fatal error. The file request at hexadecimal xxxx contains parameters within REQBUF. Call for program maintenance.	0011
ERROR - ILLEGAL FILE REQUEST PARAMETER AT LOCATION xxxx	Debugging problem; fatal error. The file request parameter at hexadecimal xxxx is illegal. Call for program maintenance.	0004
ERROR - ILLEGAL FILE MANAGER REQUEST AT LOCATION xxxx	Debugging problem, fatal error. The file manager request interceptor presented an invalid index to the file manager executive. The error is in interceptor operation. Call for program maintenance. The location is in hexadecimal format.	0003
ERROR - ILLEGAL PROGRAM ATTACHMENT AT LOCATION xxxx	Debugging problem, fatal error. The ATTACH executive was presented with an invalid multiuser program to be attached, or the total program size (root and multiuser) exceeds the user area size. Call for program maintenance.	0002
ERROR - PROGRAM PROTECT VIOLATION AT LOCATION xxxx	Debugging problem, fatal error. An illegal reference to the protected memory was detected. Call for program maintenance.	0001
ERROR - xxxxxxxx IS TOO LARGE TO BE EXECUTED	Debugging problem, fatal error. xxxxxxxx is a library program that is too large for the user area. Call for program maintenance.	0018
ERROR - ILLEGAL REQUEST PARAMETER AT LOCATION xxxx	Debugging problem, fatal error. A system request contains the illegal parameter. Call for program maintenance.	0006
ERROR - ILLEGAL MONITOR REQUEST AT LOCATION xxxx	Debugging problem, fatal error. The monitor request at hexadecimal xxxx is not available to CCS. Call for program maintenance.	0005
ERROR IN COMPUTING MM WORD ADDR	Debugging problem, fatal error. The file manager has an internal error. Call for program maintenance.	0071
ERROR STATUS xxxx DURING GETS OF FILE xxxxxxxx		0022

TABLE A-10. CCS DIAGNOSTIC MESSAGES (Contd)

Message	Meaning and Action	Index
ERROR STATUS xxxx DURING FORCE FILE CLOSE		0023
ERROR STATUS xxxx DURING READER OF FILE xxxxxxxx	Debugging problem. Find the status bit meanings in the file manager reference manual. Call for program maintenance to take appropriate action. Value xxxx is in hexadecimal format.	0021
ERROR STATUS xxxx DURING CLOSE OF FILE xxxxxxxx		0020
ERROR STATUS xxxx DURING OPEN OF FILE xxxxxxxx		0019
FCB INDEX OUT OF RANGE	Status command error. Call for program maintenance.	0058
FILE COULD NOT BE LOCATED	Check for erroneous file, owner and/or, volume, name. Retry.	0034
FILE FORMERLY OPENED FOR COMPRESSION	The file cannot be used until compression is completed. Try again later.	0072
FILE IS CURRENTLY LOCKED	Locked file cannot be used. Try again later.	0042
FILE IS CURRENTLY OPEN	The file cannot be used by this owner at this time. Try again later.	0038
FILE NAME/OWNER NOT UNIQUE	Check for erroneous file, owner, and/or volume name. If correct, rename the file.	0057
FILE REQUEST BUFFER NOT PROPERLY INITIALIZED		0079
FILE REQUEST ILLEGAL		0037
FILE REQUEST BUFFER NOT INITIALIZED	Illegal file manager request. Call for program maintenance.	0059
FILE REQUEST REJECTED		0033
FILE SPECIFIED SHOULD BE A DIRECT FILE	Copy error. Redefine the file into which data is to be copied as a direct file.	0080
FILE TYPE NOT EQUAL	Check for erroneous file name or improper file definition. Correct and retry.	0066
HOST NAME NOT FOUND	Cannot perform SET request because host name is not in \$\$HOST file	0401
ITOS LOG OFF hh:mm:ss	Information only. Time in hour, minute, and second format.	0014
ILLEGAL COMMAND FORMAT	Re-enter the command correctly.	0032
ILLEGAL GETFLD STATUS	Utility error. Call for program maintenance.	0040
ILLEGAL LOG IN	Check password and user ID and proper terminal (\$\$). Then retry logging on the operation.	0016
ILLEGAL PARAMETER RECEIVED	Re-enter the parameter correctly.	0069
ILLEGAL TO DELETE LOCAL HOST	The host name LOCL must always be present in the \$\$HOST file.	0412
INDEX TOO BIG FOR UTILITY ORDERED LOAD	The files index requires more levels than the ordered LOAD module can support. Load the file with an unordered LOAD.	0082

TABLE A-10. CCS DIAGNOSTIC MESSAGES (Contd)

Message	Meaning and Action	Index
INSUFFICIENT MM FILE SPACE	Insufficient space in the file. Compress or define the new file with more space; then copy. Rename after deleting the former file. Insufficient space on volume. Purge and delete, or use another volume.	0055
INSUFFICIENT FID SPACE FOR FILES	Ran out of total mass memory space. Purge or delete the file and retry.	0056
INTERNAL FM ERROR	Call for program maintenance.	0043
INTERNAL UTILITY ERROR	Call for program maintenance.	0070
INVALID JOB NUMBER	The format of the job number is incorrect.	0415
INVALID LOGICAL UNIT	The specified logical unit is not valid for the request.	0408
INVALID OWNER IDENTIFICATION	The file owner specified in the BATCH command is invalid.	0416
INVALID SYSTEM PERIPHERAL NAME	Re-enter the proper peripheral name.	0063
JOB ALREADY DISCARDED	Cannot discard this job because it is already discarded.	0417
JOB INACTIVE	Cannot discard this job because it does not exit.	0420
JOB NOT FOUND	The job number specified does not exist.	0419
JOB(S) PENDING FOR THIS HOST	A DEL cannot be performed on this host because it is currently being processed.	0406
LOGICAL UNIT ALREADY SET FOR THIS HOST	Cannot SET a host on this logical unit because it is already SET. Perform a SET with LU=0 first.	0410
MAX. NO OF OPEN FILE, RETRY	Try again later. If this appears frequently, the operator may need to resize the table in SYSDAT.	0045
MAX. NO OF OPEN FILE FOR A SINGLE USER	Try again later. If this occurs frequently, the operator may need to resize the table in SYSDAT.	0044
MISSING PARAMETER	Supply the parameter.	0039
MM I/O ERROR WAS NOTED	File manager error. Call for program maintenance.	0035
MOUNTED VOLUME HAS OPEN FILES	Tried to dismount while volume was being used. Take the status to determine file(s) are open. Close, if necessary having users log off the terminals, and then retry.	0050
NO *JOB RECORD IN THE INPUT FILE	A *JOB record for job number tagging was not found in the input file.	0414
NO JOBS TO PRINT	There are no jobs in the print queue for this host.	0421
NO KEY ENTERED FOR INDEXED FILES	Missing parameter for DEFINE. Enter the primary key at a minimum.	0054
NO ROOM IN BATCH FILE	All queue entries for the host are used. Either start processing the host jobs, or discard jobs which have already been processed.	0413
NO ROOM IN HOST FILE	Cannot add any more host names. Delete the unused or inactive names.	0400

TABLE A-10. CCS DIAGNOSTIC MESSAGES (Contd)

Message	Meaning and Action	Index
NO SUCH HOST	The host name specified in the PRINT request does not exit.	0422
NOTICE - THE CCS SYSTEM HAS BEEN DISABLED	Informational only. System can be restarted from the master terminal.	0009
OUT OF ORDER PRIMARY KEY	A record's primary key value was not greater than the previous record's key value.	0083
OUTPUT NOT RECEIVED	Cannot dispose of the job because it has not yet been received from the host.	0424
PARAMETER ENTRY ERROR	Re-enter parameter correctly.	0052
PARAMETER MUST BE ADD OR DEL	The only options allowed are ADD and DEL.	0402
PRIMARY KEY NOT UNIQUE	LOAD: During loading of an indexed file's records, a second record was found to have a primary key identical to that of the previous record. Change the record key and load again.	0067
PROCEDURE xxxxxxxx CANNOT BE FOUND	<ol style="list-style-type: none"> 1. The procedure is not defined. 2. The procedure does not have 80-character non-sector aligned records. 3. An error occurred while trying to get the file. If an error was caused by 1 or 2 verify the procedure; if not, call for program maintenance 	0024
PROGRAM ABORTED	Informational only. CONTROL A has been accepted and executed.	0012
RECORD IS LOCKED BY ANOTHER USER	Try again later.	0078
RECORD LOCK-TABLE IS CURRENTLY FULL	Try again later. If this occurs frequently, the operator may need to resize the table in SYSDAT.	0077
RECORD LENGTH TOO LARGE FOR THIS COMMAND	Records cannot be larger than 512 characters for LIST, COPY, LOAD, DUMP, and RELOAD.	0064
RECORD LENGTH NOT EQUAL	COPY error. Redefine the file into which records are to be copied so that the record length is the same size as the other file. Then retry.	0065
REQUEST xxxxxxxx CANNOT BE FOUND	xxxxxxx is neither a procedure nor a program name. Re-enter the correct name.	0017
REQUESTED COMMAND IS NOT LEGAL	Check for an erroneous command. Re-enter correct the command.	0031
REQUESTED UTILITY PROCESSOR NOT FOUND	Installation error or internal error that removed a utility program from the library. Call for program maintenance.	0030
TAPE RECORD EXCEEDS INTERNAL BUFFER SIZE	The tape being reloaded was dumped on a system with a larger I/O buffer than this system.	0081
THIS COMMAND IS ALLOWED ONLY IF CCS IS DISABLED	CCS must be stopped to execute PURGE and SAVE. Stop the system and re-enter the request.	0075
THIS IS A SUPERVISOR COMMAND ONLY	Re-enter the command from the master terminal.	0076
THIS VOLUME IS DISMOUNTED	An internal utility error. Call for program maintenance.	0049
UNDEFINED FM STATUS ERROR	Bits are in the status word that should not be there. Call for program maintenance.	0060

TABLE A-10. CCS DIAGNOSTIC MESSAGES (Contd)

Message	Meaning and Action	Index
VIT COULD NOT BE FOUND	Invalid DK or D2 parameter. Correct the parameter and re-enter.	0041
VOLUME 2 MAY NOT BE MOUNTED	The volume onto which another volume is being saved cannot be mounted. Dismount the volume and retry.	0073
VOLUME HAS OPEN FILES	Tried to dismount while the volume was being used. Take status to find which file(s) are open. Close files, if necessary having users log off the terminals. Then retry.	0053
VOLUME SPECIFIED NOT MOUNTED AND READY	Check for an erroneous volume name. Otherwise, mount the correct volume.	0036
VOLUME SPECIFIED MOUNTED AND READY	Informational only. Volume is now mounted and ready for use.	0048
WRONG KEY VALUE	A file manager error occurred during the creation of file. Call for program maintenance.	0068
WRONG MM UNIT DEFINED	Error in the DK or D2 parameter. Correct and retry.	0047
WRONG VOLUME MOUNTED	MOUNT used the wrong volume name. The volume on the specified disk drive has not been mounted. Check for a wrong name or wrong disk pack, and take appropriate action. Then retry.	0051
Unused numbers	These numbers should never appear.	0025- 0029, 0090- 0100, 0261- 0300, 0404

EDITOR DIAGNOSTIC MESSAGES

TABLE A-11. EDITOR DIAGNOSTIC MESSAGES

Message	Meaning and Action	Index
AN ERROR OCCURRED WHEN BUILDING THE STATEMENT TABLE INDEX	The internal index for line numbers failed. Use the GET command again. If this does not correct the error, log off and relog onto the terminal; then call the editor again.	0304
AN ERROR OCCURRED WHEN INITIALIZING THE EDITOR ISTAT = xxxx	The editor cannot operate. Call the editor again. The ISTAT value is a file manager status word in hexadecimal format.	0336
CHARACTER STRING TOO LONG	More than 20 characters in a string. Correct the SEARCH or CHANGE command, and re-enter the command.	0317
COMMAND NAME NOT UNIQUE	Add at least one more character to the editor command call being used, and re-enter the command.	0308
COULD NOT LOCATE FILE filename USER owner id	The file name was not defined, or the operator onto the terminal with a user ID that does not permit access to this file.	0332

TABLE A-11. EDITOR DIAGNOSTIC MESSAGES (Contd)

Message	Meaning and Action	Index
DELIMITER MISSING	Correct the CHANGE or SEARCH command, and re-enter it.	0316
FILE filename IS NOT AN EDITOR FILE	The file must be a direct file if created by UTIL. Otherwise, it must be a sequential file with 80-character records.	0303
FILE filename IS LOCKED. TRY AGAIN LATER	Someone else locked the file for updating. Try again later.	
FILE MANAGER ERROR IN STATEMENT LABEL INDEX FILE ISTAT=xxxx	A file manager problem. Find the status bit in the file manager reference manual. Call for program maintenance to take appropriate action. The ISTAT value is in hexadecimal format.	0337
FILE MANAGER ERROR WHEN CLOSING FILE filename ISTAT=xxxx	Same as above	0339
FILE MANAGER ERROR WHEN CLOSING SCRATCH FILE ISTAT=xxxx	Same as above	0346
FILE MANAGER ERROR WHEN CREATING SCRATCH FILE ISTAT=xxxx	Same as above	0343
FILE MANAGER ERROR WHEN DELETING FROM FILE filename ISTAT=xxxx	Same as above	0335
FILE MANAGER ERROR WHEN INITIAL-IZATING SCRATCH FILE ISTAT=xxxx	Same as above	0340
FILE MANAGER ERROR WHEN OPENING FILE filename ISTAT=xxxx	Same as above	0331
FILE MANAGER ERROR WHEN OPENING SCRATCH FILE ISTAT=xxxx	A file manager problem. Find the status bit in the file manager reference manual. Call for program maintenance to take appropriate action. The ISTAT value is in hexadecimal format.	0344
FILE MANAGER ERROR WHEN READING FILE filename ISTAT=xxxx	Same as above	0334
FILE MANAGER ERROR WHEN RENAMING SCRATCH FILE ISTAT=xxxx	Same as above	0347
FILE MANAGER ERROR WHEN UPDATING FCB FILE ISTAT=xxxx	Same as above	0338
FILE MANAGER ERROR WHEN UPDATING FCB FOR FILE filename ISTAT=xxxx	Same as above	0342
FILE MANAGER ERROR WHEN UPDATING FILE filename ISTAT=xxxx	Same as above	0341
FILE MANAGER ERROR WHEN WRITING SCRATCH FILE ISTAT=xxxx	Same as above	0345
ILLEGAL LINE NUMBER xxxxxx	No file or name less than 8 characters. Re-enter the proper name.	0305
ILLEGAL LINE NUMBER xxxxxx SPECIFIED	An illegal character (not a numeral) in the current line number was filed. Re-enter the line number.	0301
INCORRECT TAB STOP ORDER	Tabs must be in ascending order. Re-enter the tabs in that order.	0313
INVALID COMMAND	Not the name of an editor command. Re-enter a proper command name.	0309

TABLE A-11. EDITOR DIAGNOSTIC MESSAGES (Contd)

Message	Meaning and Action	Index
INVALID DELIMITER	Used a comma (,) as a delimiter. Choose another character for the delimiter, and re-enter the command.	0315
INVALID FIELD	Information in the parameter field cannot be interpreted, or the field is too large. Correct and re-enter.	0306
INVALID FORMAT SPECIFICATION	AUTO command: t must be a blank or one of H, F, E, L, I, C, O, or *. Re-enter using a valid t value.	0311
INVALID NUMERIC VALUE	nn, ii in AUTO; nn, ii in RESEQ; n in STAB; n in LINE; or k (1), k (2) in LIST were not pure numerics; or the value was too large. Correct and re-enter.	0307
INVALID RPG ARRAY DATA LINE NUMBER	*format for AUTO or STAB: Consecutive line numbers must ascend in value. Re-enter in the correct order.	0314
LINE NUMBER OVERFLOW	The line number was greater than 32,767.	0312
NO FILE OPEN FOR EDITOR USE	Enter a GET command to open the file.	0319
NO PROGRAM ID ON H FORMAT SPECIFICATION	AUTO: must supply the P parameter if t = H. Re-enter AUTO with P specified.	0302
RESEQUENCE WITH A LOWER BASE AND/OR INCREMENT	Resequencing with the specified base and/or increment caused a line number overflow. Choose a smaller base or increment.	0318
SAVRTN STACK OVERFLOW	Not used	0320
SAVRTN STACK UNDERFLOW	Not used	0321
WRONG FORMAT TYPE FOR THIS FILE	The t parameter is incorrect. An RPG format was used for a non-RPG file, or the reverse. Re-enter the proper command, or use the proper format for the command entered.	0310
Unused numbers	These numbers should never appear.	0322-0330, 0348, 0349

SORT UTILITY DIAGNOSTIC MESSAGES

TABLE A-12. SORT UTILITY DIAGNOSTIC MESSAGES

Message	Meaning And Action	Index
aa...aa	Numerical data with a prefix	0362
aa...aa	A card image. Appears with any other message specifying the error.	0370
ABNORMAL ERROR = (error)	An unusual error condition was detected.	0360
ADDROUT SORTS ONLY 1 FILE	Use only one input file for an ADDROUT sort.	0378
BLKSIZ/RECLTH .NE. 1,2,3,...	The record length parameter is not a divisor of the block size parameter.	0361

TABLE A-12. SORT UTILITY DIAGNOSTIC MESSAGES (Contd)

Message	Meaning And Action	Index
CANNOT OPEN INPUT FILE	Cannot sort the requested file since it cannot be opened to read	0367
CLOSFL REQIND = \$xxxx	The status word for the CLOSFFL operation when CLOSFL failed	0350
CREATE REQIND = \$xxxx	The status word for the CREATE operation when CREATE failed	0353
DELETE REQIND = \$xxxx	The status word for the DELETE operation when DELETE failed	0352
DONE=(number)	The number of records processed	0364
EXPECTED aa..aa FOUND bb	Sort did not find the type of parameter expected. Sorting is aborted.	0366
FATAL ERROR	The sorting operation was aborted.	0363
FILNAM = aaaaaaaa, bbbbbbbb	The file name owner (reconstructed)	0376
FN = aaaaaaaa, bbbbbbbb	The input file name owner (input and output)	0359
GETFCB REQIND = \$xxxx	The status word for the GETFCB operation when GETFCB failed	0356
GETS REQIND = \$xxxx	The status word for the GETS operation when GETS failed	0354
INTERPHASE RECORD COUNTS DISAGREE	The number of output records does not equal the number of input sort records.	0369
INPUT FILE LENGTHS ARE NOT EQUAL	Cannot sort files of unequal lengths	0375
KEY FIELD EXTENDS BEYOND END OF RECORD	The key ends outside of the record.	0381
OPENFL REQIND = \$xxxx	The status word for the OPENFL operation when OPENFL failed	0351
OUTPUT FILE RECORD LENGTH IS ZERO	The data-only sort option where all of the input record was used for keys	0377
OUTPUT RECORD COUNT BAD	An improper number of records in the output file	0374
PASSED = (number)	The specified number of records was either processed or skipped.	0371
PUTS REQIND = \$xxxx	The status word for the PUTS operation when PUTS failed	0355
SEQ. DIR. ERROR	The sequence directory read or write error	0372
START OF KEY FIELD OUTSIDE OF RECORD	The key position starts before or after the record.	0380
TOO LITTLE CORE	The requested inputs cannot be processed in the amount of core space available.	0368
TOO LITTLE DISK	The disk space is inadequate for the sorting operation.	0373
TYPE-IN ERROR	Sort cannot interpret the command statement in the procedure stream.	0365
UPDFCB REQIND = \$xxxx	The status word for the UPDFCB operation when UPDFCB failed	0357
VOLUME=(name)	The volume name	0358
VOLUME (name) NOT MOUNTED	The volume specified for the output file is not mounted.	0379



FILE DESCRIPTIONS - CCS VCS L/A

B

TABLE B-1. FILE DESCRIPTION - CCS VS LA

CCS Name	Description	LA Name
ACCAGE	Account aging files	LAACCAGE
ACTFIL	Collector activity file	LAACTFIL
ACTIVE	Active users	LAACTIVE
ACTVERTB	Activity verification table	LAACTVTB
ADDACT	Add account list file	LAADDACT
AGEWRK	Trend analysis	LAAGEWRK
AVMDESC	Activity verification table input (editor)	LAAVMDESC
COLSTATS	Collector statistics file	LACOLSTS
COSIGNER	Cosigner file	LACOSIGN
DAQUE	Daily assignment start file	LADAQUE
DECTBL	Decision table file	LADECTBL
DELQMST	Delinquent master file	LADLQMST
DLYASSN	Daily assignment files	LADLYASN
DLYWRK	Accounts assigned for supervisor review	LADLYWRK
INACCT	Inactive account list file	LAINACCT
LTRDESC	Letter description (editor)	LALTRDESC
LTRFIL	Letter format file	LALTRFIL
NEWS	NEWS file	NEWS
PGEXTR	Report generator extract	LAPGEXTR
RPTPGM	Report directory file	LARPTPGM
RPTTBL	Report generator data element table	LARPTTBL
RSWFIL	Trend analysis	LARSWFIL
SCRNDESC	Screen descriptions (editor)	LASCNDSC
SCRNFIL	Screen format file	LASCNFIL

TABLE B-1. FILE DESCRIPTION - CCS VS LA (Contd)

CCS Name	Description	LA Name
SREQDL	Supervisor DTTST requests	LASREQDL
SUMHIST LASUMHST	Summary history	
TAPEARC	Tape archives	LATAPARC
TRANFL-TRNSFL RNSFL	Transaction file	LATRANFL-LAT
UPHSTCM	Update from history	LAUPHSCM
UTIFIL	Utility file	LAUTIFIL
WOEF	Temporary write-off report	LAWOEF

COPYING SYSVOL

NOTE

A disk pack must be formatted (initialized) to coincide with the drive type (for example, a pack initialized for 96 word sectors cannot be mounted on a drive (SMDC utility) for 569 word sectors). Therefore, it is recommended that a variable word sector system have two backup SYSVOL packs available. One should be formatted for 96 word sectors, and one for 569 word sectors. This is necessary because the SAVE operation copies from unit 0 (96 word sector) to unit 1 (569 word sector), and that pack can only be made operational by copying back from unit 1 (569 word sector) to unit 0 (96 word sector).

The following message is displayed:

REQUEST = >

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY >

The operator types

SAVE

and presses (CR).

The following message is displayed:

SAVE

DK=>

The operator types

0

and presses (CR).

The following message is displayed:

D2= >

The operator types

1

and presses (CR).

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The following message is displayed:

TURN OFF PROTEC SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN
>

The operator presses ESC and types

J20@

and presses (CR).

The following message is displayed:

SET UP VOLUME(S) TO BE SAVED
AND VERIFY

At this time the current day's SYSVOL is mounted on disk drive 0, and the current day's volume CDD01 is mounted on disk drive 1. The operator should remove the volume CDD01 from disk drive 1 and mount the SYSVOL pack to be used for backup on disk drive 1. This backup SYSVOL must have been formatted for 50 Mb, 569 word sectors. When the pack has been mounted and is ready, the operator may continue by typing

OK

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	SYSVOL	999999	MASTER
TO	SYSVOL	999999	BACKUP

The SYSVOL pack on drive 0 is now being copied to the SYSVOL pack on drive 1. This operation requires five to six minutes. When the operation is complete, the following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

The SAVE function also contains features to prevent the inadvertent destruction of volumes by incorrect operator handling. When SAVE is requested, the volume names, date the pack was last saved onto (copy to disk), and the backup designation flag are checked. Warning messages are displayed to note the following abnormal conditions.

- WARNING - YOU ARE COPYING FROM A BACKUP TO A MASTER VOLUME.

The volume you have specified as "copy to" was designated as a MASTER volume when it was created by a SAVE operation.

- WARNING - VOLUME NAMES DO NOT COINCIDE

The volume you have specified as "copy from" has a different volume name than the volume you have specified as "copy to".

- WARNING - DATE ON COPY TO VOLUME IS THE SAME AS OR LATER THAN DATE ON COPY FROM VOLUME

The date on the volume header of the "copy to" volume is more recent than or the same as the date on the volume header of the "copy from" volume. This points to a potential copy of older data over newer data.

If one or more of the warning messages has been displayed, the following message is displayed:

TYPE GO TO CONTINUE, EX TO EXIT

If the operator wants to override the error message(s) and continue with save, he enters GO (CR).

If the disk packs have been mounted in error, the operator enters EX (CR).

The disk packs should then be mounted correctly. It is necessary to autoloading the system and restart the SAVE function after starting and stopping CCS (refer to section I-2).

If none of the warning messages were displayed SAVE will continue with the SAVE operation.

The following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

If the recommended back-up procedure is being adhered to, the operator must enter:

0 (CR)

The following message is displayed:

VOLUME SAVE COMPLETE

The SYSVOL disk pack volume has just been copied from a 50 Mb, 96 word sector drive to a disk pack residing on a 50 Mb, 569 word sector drive. This volume is not operational and may only be used if it is copied back (SAVE operation) from a 50 Mb, 569 word sector drive to a 50 Mb, 96 word sector drive.

Since the SYSVOL being copied onto is intended for BACKUP only, it is not necessary to do this extra copy step at this time. However, it is recommended that the disk pack be physically labeled with a message that such a SAVE operation is needed before the pack may be used.

The operator should remove the BACKUP pack SYSVOL from disk drive 1. In order to proceed with the copy procedures, the SYSVOL pack must be mounted on drive 0. However, since this is the new MASTER, it is recommended that the operator set the protect switch on the drive to prevent the inadvertent copying of information onto the volume.

COPYING VOLUME CDD01

After each SAVE operation, it is necessary to autoloading the system, start and stop CCS, and log on the master terminal in order to continue with the backup procedure.

AUTOLOAD

To autoloading the system, the operator presses the following buttons successively:

STOP
MASTER CLEAR
AUTOLOAD
RUN

The following messages are displayed:

CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)

The operator presses ESC and types:

J28@

The following messages are displayed:

(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM

The operator types the correct date and time and presses (CR).

The following message is displayed:

DATE: dd mon yy TIME: hhmm:ss

START CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

START

and presses (CR).

The following message is displayed:

BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm

STOP CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

STOP

and presses (CR).

The following message is displayed:

VERIFY >

The operator types

OK

and presses (CR).

The following message is displayed:

UTIL ? HHMM
>

The operator presses (CR).

The following messages are displayed:

CCS DISABLED AT hhmm
CP RELOADED, HALT CODE 0000
CP STARTED 0000

NOTE

The operator should ensure that all of the above messages are displayed before continuing.

LOG ON AT MASTER TERMINAL (WITH
CCS INACTIVE)

The operator types

+

and presses (CR).

The following messages are displayed:

mon dd yy hh:mm:ss
CDC CYBER-18 CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID. =>

NOTE

During a SAVE operation, either the CCS20 ID or the LA ID is valid.

The operator types

CCS20

and presses (CR).

The following message is displayed:

REQUEST =>

The operator types

UT or UTIL

and presses (CR).

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The following message is displayed:

UTIL IN
READY >

The operator types

SAVE

and presses (CR).

The following message is displayed:

SAVE
DK=>

The operator types

1

and presses (CR).

The following message is displayed:

D2=>

The operator types

2

and presses (CR).

The following message is displayed:

TURN OFF PROTEC SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN
>

The operator presses ESC and types

J20@

and presses (CR).

The following message is displayed:

SET UP VOLUME(S) TO BE SAVED
AND VERIFY

At this time the operator should mount the current day's volume pack CDD01 on disk drive 1 and make it ready. He should also mount the CDD01 volume pack that is to be used for backup on disk drive 2 and make it ready. The operator may then continue by typing

OK

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	CDD01	999999	MASTER
TO	CDD01	999999	BACKUP

The CDD01 pack on drive 1 is now being copied to the CDD01 pack on drive 2. The operation is complete, and the following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

If the recommended back-up procedure is being adhered to, the operator must enter

0 (CR)

The following message is displayed:

VOLUME SAVE COMPLETE

If the operator has a two-pack system, he has completed the backup procedure and is ready to sign on for the next day's operation.

If there are additional volume packs on the operator's system, he should repeat the instructions for copying volume CDD01, substituting the correct volume name for CDD01, until all volumes in the system have been copied.

NOTE

In order to autoloading, the operator must ensure that SYSVOL is mounted on disk drive 0.

The operator should now reset the protect switch on drive 0.

VARIABLE SECTORED BACKUP TRANSACTION REPLAY

D

COPY BACKUP SYSVOL PACKS TO SYSVOL PACK FOR USE IN TRANSACTION REPLAY

NOTE

During the SAVE operation, either the CCS20 ID or the LA ID is valid.

There should always be a set of backup packs to the set of packs currently being used for operations.

If the suggested system backup procedures have been followed, the BACKUP SYSVOL has been copied from a diskpack volume on a 50 mb, 96 word sector drive to a disk pack volume mounted on a 50 mb, 569 word sector drive. This volume must be mounted on a 50 mb, 569 word section drive and copied back to a 50 mb, 96 word sector drive to make it operational.

NOTE

If the BACKUP SYSVOL pack was made operational during the backup procedures, the pack must be mounted on disk drive 0, and saved to a scratch disk pack on disk drive 1. The pack on drive 0 is replaced by the pack to be used for transaction replay and the copy procedure is executed from disk drive 1 to disk drive 0. The pack on disk drive 1 must be removed and labeled scratch.

At this time the backup SYSVOL pack is mounted on disk drive 1. The SYSVOL pack that is to be used for transaction replay should be mounted on disk drive 0. When the packs have been mounted and are ready, the operator may continue.

To perform a SAVE operation, it is necessary to autoload the system, start and stop CCS, and log on at the master terminal.

AUTOLOAD

The system is autoloaded by pressing successively on the control panel:

STOP
MASTER CLEAR
AUTOLOAD
RUN

The following messages are displayed:

```
CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)
```

The operator presses ESC and types:

J28@

The following message is displayed:

```
(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM
```

The operator types the correct date and time and presses (CR).

The following message is displayed:

```
DATE: dd mon yy    TIME: hhmm:ss
```

START CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

START

and presses (CR).

The following message is displayed:

```
BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm
```

STOP CCS

The operator performs a manual interrupt.

The following message is displayed:

```
MI
>
```

The operator types

STOP

and presses (CR).

The following message is displayed:

```
VERIFY >
```

The operator types

OK

and presses (CR).

The following message is displayed:

UNTIL ?HHMM
>

The operator presses (CR).

The following messages are displayed:

CCS DISABLED AT hhmm
CP RELOADED, HALT CODE = 0000
CP STARTED 0000

NOTE

The operator should ensure that the above messages are displayed before continuing.

LOG ON AT MASTER TERMINAL (WITH
CCS INACTIVE)

The operator types

+

and presses (CR).

The following messages are displayed:

```
mon dd yy      hh:mm:ss
CDC CYBER-18   CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL      = 00
USER ID.      =>
```

The operator types

CCS20

and presses (CR).

The following message is displayed:

REQUEST =>

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY>

The operator types

SAVE

and presses (CR).

The following message is displayed:

SAVE
DK =>

The operator types

1

and presses (CR).

The following message is displayed:

D2 =>

The operator types

0

and presses (CR).

The following message is displayed:

TURN OFF PROTEC SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN
>

The operator presses ESC and type

J20@

and presses (CR).

The following message is displayed:

SET UP VOLUME(S) TO BE SAVED
AND VERIFY

At this point in each SAVE routine the operator must check to be sure that the disk pack to be copied from is mounted on disk drive 1 and the disk pack to be copied to is mounted on disk drive 0.

After this has been established, the operator may continue by typing

OK

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK FROM	VOLUME NAME	LAST SAVE DATE	TYPE
TO	SYSVOL	999999	BACKUP
	SYSVOL	999999	MASTER

WARNING: YOU ARE COPYING FROM A BACKUP TO A MASTER VOLUME

TYPE GO TO CONTINUE, EX TO EXIT

NOTE

During the transaction replay, the BACKUP volume is copied to MASTER volume. This is the one exception to the normal procedure of always copying from MASTER to BACKUP.

The operator verifies that the packs have been mounted correctly and types:

GO

The SYSVOL pack on drive 1 is now being copied to the pack on drive 0. This operation usually takes five to six minutes. When the operation is complete, the following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

NOTE

The operator can now designate that the new volume be the MASTER.

The operator types

1

and presses (CR).

The following message is displayed:

VOLUME SAVE COMPLETE

The operator should leave SYSVOL mounted on disk drive 0 and continue. The operator should set the protect switch on disk drive 0.

COPYING BACKUP VOLUME CDD01 TO VOLUME CDD01, PACK FOR USE IN TRANSACTION REPLAY

After each SAVE operation, it is necessary to autoloading the system, start and stop CCS and log on at the master terminal in order to continue with the backup procedure.

AUTOLOAD

The system is autoloading by pressing successively on the control panel:

STOP
MASTER CLEAR
AUTOLOAD
RUN

The following messages are displayed:

CCS 3.0 -- PSR LEVEL nnn mm/dd/yy
nnnK BYTES OF MEMORY - CPU I
nnnnK BYTES OF MEMORY - CPU II
SYSTEM CONFIGURED FOR USE OF 1860-x MAG TAPES
SET PROGRAM PROTECT (ESC J28@)

The operator presses ESC and types:

J28@

The following message is displayed:

(SYSTEM ID)
ENTER DATE/TIME MMDDYYHHMM

The operator types the correct date and time and presses (CR).

The following message is displayed:

DATE: dd mm yy TIME: hhmm:ss

START CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

START

and presses (CR).

The following message is displayed:

BUILDING SYSTEM FILES
CCS ACTIVE AT hhmm

STOP CCS

The operator performs a manual interrupt.

The following message is displayed:

MI
>

The operator types

STOP

and presses (CR).

The following message is displayed:

VERIFY>

The operator types

OK

and presses (CR).

The following message is displayed:

UNTIL ? HHMM
>

The operator presses (CR).

The following messages are displayed:

CCS DISABLED AT hhmm
CP RELOADED, HALT CODE = 0000
CP STARTED 0000

NOTE

The operator should ensure that the above messages are displayed before continuing.

LOG ON AT MASTER TERMINAL (WITH CCS INACTIVE)

The operator types

+

and presses (CR).

The following messages are displayed:

```
mon dd yy      hh:mm:ss
CDC CYBER-18  CCS SYSTEM - VER 3.0
(SYSTEM ID)
TERMINAL = 00
USER ID = >
```

The operator types

CCS20

and presses (CR).

The following message is displayed:

REQUEST =>

The operator types

UT or UTIL

and presses (CR).

The following message is displayed:

UTIL IN
READY>

The operator types

SAVE

and presses (CR).

The following message is displayed:

SAVE
DK =>

The operator types

1

and presses (CR).

The following message is displayed:

D2 =>

The operator types

2

and presses (CR).

The following message is displayed;

TURN OFF PROTECT SWITCH (ESC J20@)
AND TYPE CARRIAGE RETURN
>

The operator presses ESC and types

J20@

and presses (CR).

The following message is displayed:

SET UP VOLUME(S) TO BE SAVED AND VERIFY

At this time the operator should mount the backup volume pack CDD01 on disk drive 1 and make it ready. He should mount the CDD01 volume pack to be used for copy to on disk drive 2 and make it ready. The operator may continue by typing

OK

and pressing (CR).

The following message is displayed:

VERIFICATION OF CORRECT SAVE VOLUMES

PACK	VOLUME NAME	LAST SAVE DATE	TYPE
FROM	CDD01	999999	BACKUP
TO	CDD01	999999	MASTER

WARNING - YOU ARE COPYING FROM A BACKUP TO A MASTER VOLUME

TYPE GO TO CONTINUE, EX TO EXIT

NOTE

During the transaction replay, the BACKUP volume is copied to a MASTER volume. This is the one exception to the normal procedure of always copying from MASTER to BACKUP.

The operator verifies that the packs have been mounted correctly and types:

GO

The CDD01 pack on drive 1 is now being copied to the CDD01 pack on drive 2. When the operation is complete, the following message is displayed:

DESIGNATE COPY TO PACK AS: MASTER = 1 BACKUP = 0? >

NOTE

The operator can now designate that the new volume be the MASTER.

The operator types

1

and presses (CR).

The following message is displayed:

VOLUME SAVE COMPLETE

If the operator has a two-pack system, he has completed the SAVE procedure and can continue with transaction replay.

If the operator has a system with additional volume packs, he should repeat the instructions for copying volume CDD01, substituting the correct volume name for CDD01, until all volumes in the system have been copied.

NOTE

In order to autoloading, SYSVOL must be mounted on disk drive 0.

The operator should reset the protect switch on unit 0.



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