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Technical Information Division Open Literature Database (TOLD) Operating Instructions

E. R. Ratliff



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ADMINISTRATIVE INFORMATION

This work was accomplished by the author in the Technical Information Division, Code 027, of the Naval Command, Control and Ocean Surveillance Center, RDT&E Division, San Diego, CA 92152-5001.

**Released under authority of
Margaret E. Cathcart, Head
Technical Information Division**

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Chapter 1

Introduction to the Technical Information Division (TID) Open Literature Database

What is the TID Open Literature Database (TOLD)?

The TID Open Literature Database (TOLD) is a program used to maintain records of technical papers, articles, books, and presentations prepared for publication or delivery outside of the Naval Command, Control and Ocean Surveillance Center (NCCOSC) RDT&E Division (NRAD). It allows TID personnel to track this scientific and technical information (STI) from release by the Public Affairs Office through submission, acceptance, and delivery. The primary purpose of the program is to assist TID personnel in ensuring that the results of work performed at NRAD are sent to the Defense Technical Information Center (DTIC) for further distribution as required. TID prepares a Report Documentation Page (SF 298) for each release and forwards the form to DTIC.

What is DTIC?

DTIC is the central point within the Department of Defense for acquiring, retrieving, and disseminating STI. Center policy requires that NRAD scientists and engineers submit the results of their work to DTIC. From DTIC the information is made available to users with an appropriate clearance and "need-to-know." TID is responsible for ensuring that information prepared for public presentation or publication is forwarded to DTIC for appropriate dissemination. For further information on DTIC, refer to the STI Handbook, NOSC TD 1545.

How does TID get information for TOLD?

TID takes initial information from the Release of Scientific and Technical Information route sheet (NRAD form 5720/2). All technical information prepared for public release, whether for presentation or publication, must be cleared through normal administrative channels, including the Information Security Office and the Public Affairs Office. The release route sheet is used for route and approval of information that will be presented at a meeting or published in a journal, magazine, transactions, or proceedings of a meeting. When the Public Affairs Office has released the information, it sends a copy of the release route sheet to TID for processing. The release route sheet contains the information required for initial entry in TOLD.

How does TID use TOLD?

The TOLD operator uses TOLD to record information from the release route sheet and to track the progress of the information through submission, acceptance, and publication or presentation. After the information has been made available to the public through presentation or publication, the TOLD operator uses TOLD to help prepare appropriate paperwork for submission of the information to DTIC. TOLD is also used by the TOLD operator or other TID personnel to print lists and reports containing information on open literature releases.

Once each month, the operator uses TOLD to print memos to authors requesting the information required for the DTIC form. The author is queried regarding acceptance of his/her paper or presentation and information on its publication.

To reduce paperwork, TOLD does not generate memos for authors if the PAO information has been recorded in TOLD within the last month. It will not generate

memos to authors requesting information on meetings that are more than 2 months in the future.

When all required information about an open literature release has been recorded in TOLD, the information is automatically marked complete. The required information varies with the release type. Release types and information required for each are discussed later in this chapter.

The operator uses TOLD to maintain records of information that has been marked for inclusion in the DTIC database and information that has been sent to DTIC. Once each month, the operator uses TOLD to print a list of releases marked within the last month for sending to DTIC.

The operator uses TOLD to print information for Technical Library and TID listings.

The operator uses TOLD to print other information as required. See chapter 6 for information on lists and reports that can be printed. Many reports can also be written to files for use with word processing programs.

What else do I need to know?

TID personnel who use TOLD must be familiar with the types of open literature information and be able to discuss them with the authors who produce the information. Types of open literature information are discussed below. The operator must also perform data entry and use the TOLD Print Menu to print memos and reports. Chapter 2 describes how to set up TOLD. Chapter 3 contains general information on how to use the TOLD functions. Chapters 4 through 7 list specific operating procedures. Chapter 8 contains backup and housekeeping information.

Types of open literature information

There are several different types of open literature information. Information on each type can be recorded and tracked using TOLD. For all release types, TID personnel will need confirmation from the author on release acceptance and publication or presentation date.

Article for publication only

This information is a technical or nontechnical article to be published in a magazine or journal containing other articles. It will not be presented orally, so there is no meeting involved. TID will require subject matter and publication information.

Paper/speech/presentation for publication

This information is a technical or nontechnical article, speech, or presentation that will be delivered orally at a meeting and also published in the proceedings of the meeting or in another magazine or journal. It is common for technical personnel to present a technical paper during a technical meeting or symposium and have the paper published in the proceedings of that meeting. For the Open Literature Database, TID will require subject matter, publication, and meeting information.

Speech or presentation only

The information will be presented at a meeting, but the information will not be published in any form. For security and public relations reasons, the text of the speech is cleared through the Public Affairs Office. Many authors give technical speeches or presentations at meetings or workshops where there are no proceedings published. Some nontechnical speeches and presentations also fall into this category. The release route sheet will indicate that there will be a meeting, but there is no plan for publication of the information. TID will require subject matter and meeting information.

Book or chapter of a book

The information will be published as a book, or as a chapter of a book being compiled by someone else. For this information, no meeting is held and no oral presentation is given. TID will require subject matter and publishing information.

Abstract only

The abstract is a short text describing what is or will be in a longer paper or presentation. It may describe a presentation, a paper, a book, a book chapter, or a combination of these. It may be technical or non-technical. Some abstracts are published in the proceedings of meetings. Some abstracts are written for review in preparation of a formal technical paper and are never published at all. TID will require subject matter and other information depending on the type of abstract.

Special Items

Occasionally, a special item that requires no DTIC form and no acceptance or publication information is recorded in TOLD. If released information appears to fit this category, check with the author or responsible person before entering the information as a special item.

Chapter 2

Setting up the TOLD

Where are the programs?

The TOLD is a group of programs and files. They are located in the C:\OPENLIT directory of the TOLD personal computer (PC). The information on open literature releases is stored in a FoxPro database file named OPENLIT.DBF. Other program information is stored in a FoxPro database file named CONTROL.DBF. A separate directory named C:\DBHBU should be created to hold backed up files. Database file structure is listed in appendix A. Program flow is listed in appendix B.

What hardware is required?

The TOLD requires that a HP laserjet or Epson dot matrix printer, or a printer using the HP or Epson emulation, be connected to the PC.

How do I access TOLD?

To access the TOLD, turn on the PC. At the C:\ prompt, type

told

and press Enter.

The TOLD Choice of Actions Menu will be displayed.

How do I set it up?

To prepare TOLD for operation and ensure that it operates properly, record some initial information about your functions and equipment. Initial setup instructions are listed below.

Press H at the Choice of Actions Menu. The TOLD Backup and Housekeeping Menu will be displayed.

At the TOLD Backup and Housekeeping Menu, press C. The Change Control Information Menu will be displayed.

Supervisor/operator information

TOLD prints memos to authors requesting information. The memos contain the TID group supervisor name and code, and the TOLD operator's name, code, user identification, and phone number. This information must be recorded before TOLD can print the memos. It can be changed as required.

At the Change Control Information Menu, press O to access the Operator/Supervisor Information. The information displayed is required for memos to authors. It will be printed on memos sent to authors requesting further information on open literature presentations and publications. Enter the supervisor's name, organizational code, and phone extension. The supervisor's name and title will be recorded in all caps. Enter the operator's name, phone, and userid. Record the operator's name in initial caps and the userid in lower-case characters. Press Enter after the Operator's userid blank or PgDn at any point to exit the screen and return to the Change Control Information Menu.

Report and backup dates

Press D at the Change Control Information Menu to access report and backup dates. These items do not normally require change. The last PAO Number is written by TOLD each time you record a new PAO log

number. The last backup date is automatically changed after the program's automatic backup. Press Enter at the last blank or PgDn at any blank to return to the Change Control Information Menu.

Command information

Press C at the Change Control Information Menu to access Command Information. Record command information as directed. This information is used in producing the ASCII file of the DTIC form.

PC date and time

Because TOLD uses the computer date function, the date should always be set correctly. The computer's current date and time are displayed at the top of the TOLD Choice of Actions Menu and on the Change Control Information Menu. To change the date or time, press P at the Change Control Information Menu. Follow the instructions displayed on the screen.

Floppy drive configuration

Floppy disk drive information is required for TOLD backup functions. Press F at the Change Control Information Menu to access floppy drive information. Note instructions displayed at the bottom of the screen. Your PC must be able to write to a high-density disk. Check the drive configuration and ensure that information for drives a and b is recorded properly.

Printer configuration

The Printer Configuration Menu can be accessed from the TOLD Print Menu or the TOLD Backup and Housekeeping Menu. If the printer is not connected, powered on, and loaded with paper, printer functions will not work. Connect the printer to LPT1, LPT2, COM1, or COM2. See your PC operating instructions for port availability. Use a printer employing HP laserjet or Epson dot-matrix printer emulation. To access the Printer Configuration Menu, press P at the TOLD Backup and Housekeeping Menu. Use the menus displayed to select the port and printer used.

Chapter 3

TOLD General Operating Information

On-screen Instructions

TOLD provides operator instructions on every screen. Menus list choices of actions that allow the program to proceed with a function or exit to the previous menu. Data entry screens display instructions in a box at the bottom of the screen. Always read the instructions displayed on the screen. They describe how to proceed with the chosen function and how to exit the function. During most operations, pressing Esc will exit the function.

The TOLD program screens

TOLD program screens include menus, data entry screens, information screens, and information screens with error messages. Program screens are described below.

Menus

Menus display several choices. Each choice is associated with a letter. Press the appropriate letter to execute the choice. For example, the TOLD Choice of Actions Menu, figure 1, lists choices R, M, C, D, V, P, H, and X. To record initial information from the PAO log sheet, press R. You do not have to press Enter after pressing a menu letter choice.

TID Open Literature Database (TOLD) CHOICE OF ACTIONS MENU			01/01/95
RECORD INFO	R	-	RECORD INFORMATION FROM PAO LOG SHEET (Last number entered was 95001)
MODIFY	M	-	MODIFY INFORMATION THAT HAS ALREADY BEEN RECORDED
	C	-	CANCEL INFORMATION/RESTORE CANCELED INFORMATION
DTIC	D	-	DTIC FORM STATUS AND REQUIREMENT
VIEW	V	-	VIEW MENU
PRINT	P	-	PRINT MENU
CONTROL	H	-	BACKUP AND HOUSEKEEPING MENU
EXIT	X	-	EXIT
			CHOICE ?

Figure 1. TOLD Choice of Actions Menu.

Data entry screens

Data entry screens display reverse video blanks. For example, the Checking PAO Number for Duplicate data entry screen (figure 2) requires that you type the Public Affairs log number from the release route sheet in the blank. Press Enter after typing information in a reverse video blank. After you press Enter in the last (or only) blank on the screen, the screen will clear and the program will proceed.

CHECKING PAO NUMBER FOR DUPLICATE
 Last number recorded was 95100

Type the YEAR DESIGNATOR and the Public Affairs log number (PAO number) from the route sheet and press Enter. (Example: 95002)

Type year and PAO number and press Enter. To exit, press Esc.

Figure 2. Sample data entry screen.

Locating Release data entry screen

The Locating Release data entry screen is used when the operator wishes to access information on a single release for viewing, printing, or changing. Information may be located by PAO number or by the author's full or partial name. Either blank on the screen may be filled in. If the operator chooses to locate a release by author name, the program will search for all occurrences of the text entered. It displays brief information on each release it finds, and allows the operator to access the release, keep searching, or exit the function.

Information screens

Information screens display information on the screen and prompt the operator to press Enter or make another selection. For example, the information screen shown in figure 3 lets the operator know that a duplicate PAO number has been entered but will not be recorded.

NOTE TO OPERATOR; DUPLICATE PAO NUMBER FOUND!

PAO NUMBER IS ALREADY IN DATABASE. NO NEW INFORMATION RECORDED.

PAO Number 92451 Author: Alda, R.

Paper title is:

Neural Network Implementation of Stochastic Filters for Radar Tracking

PRESS ENTER....

Figure 3. Sample information screen.

Error messages

Several error messages may be displayed during operation of the TOLD.

- **TOLD errors.** TOLD program error messages are displayed on menu screens when the operator has failed to enter required information or has entered information in the wrong format. When an error message is displayed, the operator may repeat the procedure and correct the errors or return to the Choice of Actions Menu without recording information.

- **Date errors.** A date error message at the top right hand of the screen will be displayed if the operator does not enter a date in the correct format or enters a nonexistent date. The operator must enter the date in the proper format before proceeding with the program or press Esc to return to the previous menu.
- **Printer errors.** If the printer is not connected or is out of paper, a PRINTER NOT READY message will be displayed at the TOLD Choice of Actions Menu. The TOLD Print Menu will not be accessed. Other printer errors may be encountered if the printer runs out of paper while printing from the TOLD. The printer error message is shown in figure 4. Printer errors also occur if the TOLD is sending information to the printer faster than the printer can process it. The operator will be given the option of retrying to print or not. If the printer has run out of paper, reload paper and then press Y (to retry). If the problem lies with the printer speed, wait a few moments, then press Y. If you press N, the print run will be incomplete.

Printer not ready. Retry?			
<<	Yes	>>	<< No >>

Figure 4. Printer error message.

- **Database program errors.** If a database program error occurs, an error message will be displayed in a red box. Call the system administrator to examine the error. The error message can indicate hardware or software failures.

Chapter 4

Recording Information

Recording Initial open literature information

The release route sheet contains the information required for recording initial release information. This chapter describes the procedure.

Information that can be recorded

The information that can be recorded depends on the type of release. Information that can be recorded at initial entry is listed below for each type of release. Information marked **REQUIRED** must be recorded at initial entry. Other information can be recorded later if it is not available at initial entry.

All types of information

- Responsible person's name (**REQUIRED**)
- PAO log number (**REQUIRED**)
- Distribution statement (**REQUIRED**)
- Author's name, organizational code, and phone extension (**REQUIRED**)

Article for publication only

- Is the information technical or nontechnical? (**REQUIRED**)
- Title of article (**REQUIRED**)
- Publication or proceedings that will publish the work
- Publication date, volume issue, page numbers
- Accounting data
- DTIC accountability (if no DTIC form is required, a justification is **REQUIRED**)
- Comments

Paper/speech/presentation for publication

- Is the information technical or nontechnical? (**REQUIRED**)
- Title of article (**REQUIRED**)
- Publication or proceedings that will publish the work
- Publication date, volume issue, page numbers
- Meeting information
- Accounting data
- DTIC accountability (if no DTIC form is required, a justification is **REQUIRED**)
- Comments

Speech or presentation only

- Is the information technical or nontechnical? (**REQUIRED**)
- Title of article (**REQUIRED**)
- Meeting information
- Accounting data
- DTIC accountability (if no DTIC form is required, a justification is **REQUIRED**)
- Comments

Book or chapter of a book

- Is the information technical or nontechnical? (**REQUIRED**)
- Title of book (**REQUIRED**)
- Title of book chapter if applicable (**REQUIRED IF APPLICABLE**)

- Publisher
- Publication date
- Accounting data
- DTIC accountability (if no DTIC form is required, a justification is REQUIRED)
- Comments

Abstract

- Type of abstract (paper, presentation, book, book chapter, etc.)
- Title
- Meeting information if applicable
- Publishing or publication information if applicable
- DTIC accountability (if no DTIC form is required, a justification is REQUIRED)
- Accounting data
- Comments

Instructions for recording from the release route sheet

Perform the following procedure to record initial information from the release route sheet. Always note instructions displayed on the screen.

1. At the TOLD Choice of Actions Menu, press R. The Checking PAO Number for Duplicate data entry screen will be displayed.
2. Follow the instructions displayed on the screen. Type the year designator (92, 93, 94, etc.) and the Public Affairs log number from the route sheet and press enter. Do not type spaces between the year designator and the log number. Examples are 94101, 95202, etc.
3. The first Recording Open Literature Information data entry screen will be displayed. Follow the instructions displayed on the screen. Type the name of the responsible employee, the name of the author, the author's phone, code, the Public Affairs Office clearance date, and the distribution statement letter. All information on this screen is REQUIRED. If the responsible employee and the author are the same person, type the responsible person's name in full and then type 'same' in the author blank. The program will write the name in the author blank. When all blanks are filled in, the Type of Release Menu will be displayed.

Note the correct way to enter the responsible employee and author's name or names. Type the last name first, followed by a comma and initials. For multiple authors, type the primary author's last name first, followed by a comma and initials. Type secondary author names with initials first, then last name. An example of the proper way to record multiple authors is: Jones, P.E., R.W. Smith, and J.W. Pooch.

4. At the Type of Release Menu, press the number corresponding to the type of release. For a description of the different types of releases, see chapter 2.
5. The next data entry and menu screens allow the operator to record information about the particular paper, presentation, or book. Follow the instructions displayed on the screen and record all information available on the release route sheet. Remember:
 - You can return to the Type of Release Menu at any time by pressing PgUp.
 - You can exit the recording information function by pressing Esc.
 - You must record a title. If you do not record a title, you will not be allowed to continue. You will be returned to the Type of Release Menu. An operator message describing the error will be displayed on that menu.

- If you record that the information should be excluded from the DTIC requirement, you must record the reason that the information will not be submitted. You will be given two opportunities to record the reason. If you do not record a reason, you will not be allowed to continue. You will be returned to the Type of Release Menu. An operator message describing the error will be displayed on that menu.
6. If you record all information required for completion, a completion prompt will be displayed. You can mark the release as complete, and memos requesting further information will not be sent to the responsible person.
 7. After all required data has been entered, an information screen will be displayed. It will list information you recorded, the information that must be recorded before the release can be marked complete, and whether a follow-on memo will be printed requesting the needed information from the author. Instructions are displayed at the bottom of the screen. If you press Enter, the information displayed will be recorded. You can exit without recording information by pressing Esc or you can return to the Type of Release data entry screen to change information and correct errors by pressing PgUp.

Note that if you select 6 (Special item) at the Type of Release Menu and record information for a special item, a memo to the supervisor will be printed.

At the end of the recording information function, a continue menu will be displayed. The status of information on the last release will be displayed. If it was recorded, a message to that effect will be displayed. You can continue recording new information or exit and return to the TOLD Choice of Actions Menu.

Chapter 5

Modifying Information

When do I change information?

The operator can change the PAO log number, DTIC requirement and status information, and general information. Instructions for changing information are listed in this chapter.

The PAO log number assigned may have to be changed because of typographical errors. Remember that PAO log numbers are unique. TOLD will not record duplicate PAO log numbers or change an existing log number to that of another existing log number.

The operator can change DTIC requirement information (whether a form is or is not required). The operator also changes release information to record that a Report Documentation Page has or has not been sent to DTIC.

The TOLD operator usually modifies information at least once after it has been initially recorded. The information initially recorded rarely includes confirmation that the information has been accepted for presentation or publication. The author has submitted the information, but does not yet know if it has been approved. Modification may be required if information initially recorded as a speech or presentation is later discovered to be an article for publication. The title of a meeting or place of a meeting might be changed. For papers published in journals, the author does not usually know the publication date, volume, issue, or page numbers at the time the release route sheet is filled in. To add or change information to an existing entry, press M at the Choice of Actions Menu. Instructions for all modifications are listed in this chapter.

Changing the PAO log number

Perform the following procedure to change a PAO log number that has previously been recorded. Remember to follow instructions displayed on the screen.

1. To change the PAO log number, press M at the TOLD Choice of Actions Menu. The TOLD Change Information Menu will be displayed.
2. At the TOLD Change Information Menu, press P (Change PAO number of a release). The Locating Release data entry screen will be displayed. Note instructions displayed in the box at the bottom of the screen.
3. Type the PAO number you wish to change and press PgDn. Alternately, you can use the Locating Release data entry screen to search for the PAO number by typing the author's full or partial name in the second blank and pressing Enter.
4. The Changing PAO number data entry screen will be displayed. Type the new PAO number in the screen blank as instructed and press Enter. When the number has been changed, you will be returned to the TOLD Change Information Menu. A message confirming the change will be displayed at the bottom of the screen.

Note: If you enter a new PAO log number and that log number is already in use, you will be returned to the Locating Release data entry screen and a TOLD error message will be displayed. You can try again or exit.

Changing general information

Perform the following procedure to change general information about a release that has previously been recorded. Remember to note instructions displayed on the screen.

1. At the TOLD Choice of Actions Menu, press M. The TOLD Change Information Menu will be displayed.
2. At the TOLD Change Information Menu, press C. The Locating Release data entry screen will be displayed.
3. Type the PAO number of the release you wish to change and press PgDn. Alternately, you can use the Locating Release data entry screen to search for the release by typing the author's full or partial name in the second blank and pressing Enter.

Note: If the release is not found, a message will be displayed at the bottom of the Locating Release data entry screen. You can try again or press Esc or PgDn to return to the TOLD Change Information Menu.

5. If the release is found, the first of several data entry screens and menus will be displayed. Note instructions displayed at the bottom of the screen. Position the cursor and make changes as required.

Note: *The blanks displayed on the first screen are required* (responsible employee, author, phone, code, PAO clearance date, and distribution statement). They may be changed, but not deleted. If you delete any of these releases, a TOLD error message will be displayed. You can fill in the empty blank or exit without changing any information.

While accessing the data screens, pressing PgDn allows you to continue to the next screen. You can exit without changing information at any time by pressing Esc. You can return to the Type of Release Menu by pressing PgUp. While accessing the menus, pressing PgDn will select the default choice (no change) and pressing Esc will exit the function and return to the TOLD Change Information Menu..

Data entry screens and menus will allow you to modify information on:

- Type of release. Information can be any of the open literature information types listed in chapter 1. Remember that when you change the type or release, requirements for completion will also be changed.
 - Technical/nontechnical content.
 - Paper or presentation title. The full title of the information must be recorded.
 - Meeting information. The name, place, and date of a meeting must be recorded.
 - Publishing information. If the information will be published in a journal or proceedings, the name, volume, issue, and page numbers should be recorded. For books or portions of books, the publisher and publication date must be recorded.
 - Accounting information.
 - Comments. You can record author or administrative comments.
 - Acceptance. If the information is marked not accepted, it will be automatically marked complete.
 - DTIC requirement. If you specify that a DTIC form is not required, you will have to record the reason.
 - Special requirements. If you change the release to a special category and specify that no DTIC form is required and no follow-on information should be solicited from the author, the release will be marked complete as is. A memo to the supervisor will be printed.
6. When all data entry screens have been accessed, an information screen will be displayed. It will list any information needed before the release can be marked complete. It will also display DTIC

requirement information. If all required information has been recorded, a completion notice will be displayed.

7. After all data entry screens have been displayed, an information screen listing changes that will be made will be displayed. Press C to make the changes. Press X to exit without making changes. A continuation menu will be displayed. You can continue changing information or return to the TOLD Change Information Menu.

Changing DTIC form requirement and status

When information is initially recorded, you must record whether a DTIC form will be required for the release. You can change this information if required. Perform the following procedure. Remember to note instructions displayed on the screen.

1. At the choice of actions menu, press D. The Locating Release data entry screen will be displayed.
2. Type the PAO number of the release you wish to access and press PgDn. Alternately you can use the Locating Release data entry screen to search for the release by typing the author's full or partial name in the second blank and pressing Enter.
3. The DTIC information screen and menu will be displayed. A sample of the screen is shown in figure 5. Note information displayed on the screen. Allowable menu choices will be displayed.
4. The DTIC requirement information you recorded at initial entry will be displayed. You can change the requirement by pressing R.
5. The status of the DTIC form (marked sent to DTIC or not) will also be displayed. If the form was marked sent to DTIC, you can mark that it was *not sent to DTIC* by pressing N. If the form has not been marked sent to DTIC, you can mark that it *has been sent to DTIC* by pressing Y. You will be prompted to record the date that the form was sent to DTIC. The default date is the current date.

94001. RECORDED 11/18/92, CLEARED 09/29/92	COMPLETE 03/01/93
Responsible person: Smith, D.J. Author: Jones, R.P., Code 553, X 3390 Title: Optoelectronic Switches and Applications TECHNICAL PAPER FOR PRESENTATION AND PUBLICATION	
NOTE: DTIC FORM IS REQUIRED.	
DTIC FORM IS REQUIRED.	
Y	- YES. A FORM FOR THIS RELEASE WAS SENT TO DTIC
N	- NO. CHANGE THIS TO 'NOT SENT TO DTIC YET'
R	- CHANGE REQUIREMENT. RECORD THAT DTIC FORM WILL NOT BE REQUIRED. (CURRENTLY REQUIRED)
X	- EXIT. NO CHANGE
CHOICE ?	

Figure 5. Sample DTIC requirements information screen and menu.

6. If you mark that a DTIC form was sent to DTIC, you may print a copy of the information required for the DTIC form. The Option to Print DTIC Form Menu will be displayed. Use this menu to print the information to the printer or to an ASCII file. Before printing the file to paper, insert a blank Report Documentation Page, NSN7540-01-280-5500 (SF 298), in the printer. The ASCII file can be used with your word processing program. It will be written to your root (C:\) directory and will be named DTICX.FRM (where X is a number between 1 and 30). Thirty DTIC form files may be written before you must delete them in order to write further ones.

7. After the function has been completed, you will be returned to the Locating Release data entry screen. You can continue changing information or exit by pressing PgDn or Esc.

Canceling and restoring releases

You can cancel duplicate releases or releases that were entered in error. Canceling a release does not remove it from the TOLD database. It marks it complete, canceled, and inserts "EX" at the beginning of the PAO log number. It does not remove the information from the TOLD database. Canceled information can also be restored.

To cancel a release, press C at the Choice of Actions Menu. The Cancel Release menu will be displayed. Follow the instructions displayed on the screen. You will use the Locating Release data entry screen to locate the release to be canceled.

To restore a release, press C at the Choice of Actions Menu. At the Cancel Release menu, press R. Follow instructions displayed on the screen. You will use the Locating Release data entry screen to locate the release to be restored. Remember that the PAO log numbers of canceled releases are prefaced with "EX."

After releases have been canceled, you can remove them from the database file using Backup and Housekeeping Menu selection B. Chapter 8 describes the procedure.

Chapter 6

Viewing Information

The View Menu

The TOLD View Menu allows you to view information that has been recorded. To access the view menu, press V at the Choice of Actions Menu. The Told View Menu (figure 6) will be displayed.

TOLD VIEW MENU	
O	VIEW ONE RELEASE
N	VIEW NUMBER OF RELEASES RECORDED/CLEARED - PRESENTATIONS, ETC.
K	VIEW RELEASES BY KEYWORD
A	VIEW RELEASES BY AUTHOR NAME
R	VIEW RELEASES BY RESPONSIBLE PERSON
P	VIEW RELEASES BY PUBLICATION NAME
M	VIEW RELEASES BY MEETING TITLE
J	VIEW RELEASES BY JOB ORDER NUMBER
X	EXT
CHOICE ?	

Figure 6. TOLD View Menu.

View choices

One release

Press O to access information on one release. You will use the Locating Release data entry screen to access the release.

Number of releases

Press N to view the number of releases recorded, releases cleared, releases published, or meetings held within inclusive dates. Enter the inclusive dates on the data entry screen. The program will count releases and display the information.

Selected releases

You can view releases by keyword in title, author name, responsible person, publication name, meeting title, or job order number. Enter a full or partial search string in the blank. The program will display an information screen for each release with matching data. The menu displayed on the information screen allows you to view the next release, the previous release, or return to the View Menu.

Chapter 7

Printing Information

Printer choice and connection

The printer configuration menu can be accessed from the TOLD Print Menu or the TOLD Backup and Housekeeping Menu. You can use a HP laserjet or Epson dot-matrix printer. The printer must be connected, powered on, and loaded with paper before any of the print functions will operate. You can connect the printer to LPT1, LPT2, COM1, or COM2. See your PC operating instructions for port availability. Chapter 8 contains printer choice and connection instructions.

The Print Menu

The TOLD Print Menu is shown in figure 7. You can print memos to authors, lists of releases, and DTIC reports. You can also write information to ASCII files.

TOLD PRINT MENU	
A - MEMOS TO AUTHORS	
L - LISTS	
D - DTIC REPORTS	
F - LISTS TO FILE ON DISK	
X - EXIT	P - PRINTER CONFIGURATION
CHOICE ?	PRINTER READY

Figure 7. TOLD Print Menu.

If the printer is not connected, not turned on, or out of paper, a PRINTER NOT READY will be displayed at the bottom of the screen. The print menu will appear as in figure 8 and you will not be able to access the printer functions. Check your printer. When you are satisfied that it is loaded and operating properly, press R. The program will recheck the printer status. If the printer is connected and functioning properly the normal print menu will be displayed.

TOLD PRINT MENU	
To use selections that print to the printer you must connect and turn on the printer and fill the paper tray. Your printer is either not connected, not powered on, out of paper, or showing some error. Check printer and press R.	
R - RETRY PRINTER	
F - LISTS TO FILE ON DISK	
X - EXIT	
CHOICE ?	PRINTER NOT READY

Figure 8. TOLD Print Menu when printer is not set properly.

Print Menu choices

Print menu choices are discussed below. You can print lists, reports, and memos. You can also print information to files for use with word processing programs.

Memos to authors

To access the TOLD Print Memos Menu, press A at the TOLD Print Menu. The TOLD Print Memos Menu (figure 9) will be displayed. Print author memos once each month. If it has been over a month since the memos were printed, the message, PRINT MONTHLY MEMOS TODAY, will be displayed on the first Choice of Actions Menu displayed after the program has been called, and on the Print Menu. Use selection M to print monthly memos. A memo will be printed for a release if required information is missing and if the release will be published or presented within the next 2 months.

TOLD PRINT MEMOS MENU	
A - LIST OF AUTHORS TO GET NEXT MEMOS REQUESTING FURTHER INFORMATION	
M - MONTHLY MEMOS REQUESTING FURTHER INFORMATION (These memos were last printed on 08/01/94)	
D - MEMOS FOR RELEASES ENTERED BETWEEN 2 DATES	
O - ONE MEMO (You will be prompted to provide PAO Number)	
X - EXIT (RETURN TO PRINT MENU)	
CHOICE ?	PRINTER READY

Figure 9. TOLD Print Memos Menu.

Note: To avoid excess paperwork, TOLD Print Memos Menu selections A and M will not include information on a release if the information was recorded during the current month. If a release will be presented at a meeting, and the meeting will be held within 2 months, the release will be included. Releases to be presented at meetings that are more than 2 months away will not be included.

List of authors to get next memos. At the TOLD Print Memos Menu, press A to print a tabular list of authors who will receive memos if the memos are printed today. You can include the release title in the list.

Monthly memos requesting further information. Select M at the TOLD Print Memos Menu to print the monthly memos requesting further information.

Other memo choices. You can print a single memo and memos for only those releases recorded between two dates. To print a single memo, press O at the TOLD Print Memos Menu and use the Locating Release data entry screen. Press D to print memos for items entered between two dates. You will be required to enter the inclusive dates.

TOLD Print Lists Menu

The TOLD Print Lists Menu (figure 10) selections are described below.

Lists by dates and code. These lists can be restricted to releases recorded or cleared within inclusive dates and to releases produced by a particular organizational code.

Status reports. These lists should be printed each month. Selection P lists all releases pending required information. Selection F lists releases marked accepted and complete. Use the default dates to print monthly status reports. Other dates may be entered to print extra reports.

Lists by various information. You can print lists by organizational code, job order or program element number, meeting date, keyword, author, or meeting place. With each choice, you will be asked to enter the information required to produce the list. For example, if you choose to print a list by keyword, you will be asked to enter the keyword or phrase required. The list will include all releases with the word or phrase occurring in the title.

TOLD PRINT LISTS MENU			
LISTS BY DATES & CODE	R	-	ACCEPTED RELEASES RECEIVED BETWEEN TWO DATES
	C	-	RELEASES CLEARED BY PAO BETWEEN TWO DATES
	M	-	RELEASES THAT HAVE BEEN MARKED ACCEPTED
	N	-	RELEASES NOT TO BE PUBLISHED
	L	-	RELEASES MARKED NOT ACCEPTED
STATUS REPORTS	P	-	RELEASES PENDING REQUIRED INFORMATION
	F	-	RELEASES ACCEPTED AND COMPLETE
LISTS BY	O	-	ORGANIZATIONAL CODE
	J	-	JO OR PE NUMBER
	D	-	MEETING DATE
	X	-	EXIT
	K	-	KEYWORDS
	A	-	AUTHOR
	T	-	MEETING PLACE
PRINTER READY			
CHOICE ?			

Figure 10. TOLD Print Lists Menu.

TOLD DTIC Print Menu

The TOLD DTIC Print Menu (figure 11) allows you to print lists and DTIC forms. All DTIC Print Menu selections can also be written to ASCII files.

DTIC report. The DTIC report lists releases that have been marked sent to DTIC since the last report was printed. The date the last list was printed is displayed on the menu. This report should be printed each month and given to the TID supervisor. If it has been 30 days since the last DTIC report was printed, the PRINT DTIC REPORT TODAY message will be displayed on the menu. If you write the DTIC report to an ASCII file, it will be written to your root (C:\) directory and named DTIC.TXT.

TOLD DTIC PRINT MENU	
D	- DTIC REPORT. RELEASES MARKED SENT SINCE LAST LIST WAS PRINTED (Last list was printed on 03/28/94)
1	- RELEASES MARKED SENT BETWEEN ANY TWO DATES
2	- ALL RELEASES MARKED SENT TO DTIC
3	- PENDING RELEASES (MARKED, BUT INCOMPLETE)
4	- RELEASES MARKED 'DO NOT SEND TO DTIC'
5	- PRINT DTIC FORM AND MARK SENT TO DTIC
X	- EXIT
CHOICE ?	
PRINTER READY	
These selections can be printed to printer, disk A or disk C.	

Figure 11. TOLD DTIC Print Menu.

DTIC form. Use the TOLD DTIC Print Menu to print information for the Report Documentation Page form to the printer or to an ASCII file. Before printing the file to the printer, insert a blank Report Documentation Page, NSN7540-01-280-5500 (SF 298), in the printer. If you write the form to ASCII file, the file will be written to your root (C:\) directory and will be named DTICX.FRM (where X is a number between 1 and 30). These files can be used with your word processing program. Thirty files may be written before you must delete them.

DTIC lists. The TOLD DTIC Print Menu allows you to print lists of releases marked sent to DTIC between two dates. You can also print a list of releases that have been marked send to DTIC, but are otherwise incomplete, and a list of releases that have been marked for exclusion from DTIC. To write lists to ASCII files, follow the instructions displayed on the screens. Files will be named DTIC.TXT and will be written in to root directories on disks in drive A or drive C. Each time you write a list to an ASCII file, it will replace any other files named DTIC.TXT on the selected disk.

Warning! Remember to change the name of any DTIC.TXT report that you want to save. The next report you write will overwrite the previous one.

Lists to Files on Disk

Press F at the TOLD Print Menu to access the TOLD Print to File Menu. You can write the lists shown in table 1 to files on drive A or drive C of your PC.

Table 1. Choices available from the TOLD Print to File Menu.

LIST	MENU CHOICE	FILE NAME
Meetings by date	N	MEETINGS.ASC
Recorded releases by PAO clearance date	R	ITEMS.TXT
Accepted releases	A	ACCEPTED.TXT
DTIC Menu (various print and file choices)	D	DTIC.TXT
Published releases in bibliography format	P	BIBLIO.TXT
Releases by author name	B	AUTHORS.TXT
Library File (accepted, published releases)	L	LIBRARY.TXT

Chapter 8

TOLD Backup and Housekeeping

The TOLD Backup and Housekeeping Menu

To access the TOLD Backup and Housekeeping Menu (figure 12), press H at the TOLD Choice of Actions Menu. Information on each menu selection is described below.

TOLD BACKUP AND HOUSEKEEPING MENU	
C	CHANGE CONTROL INFORMATION
B	BACKUP AND RECALL DATABASES
M	MARK APPLICABLE NONPUBLISHED RELEASES COMPLETE
R	REMOVE/RESTORE CANCELED RELEASES FROM HARD DISK
F	FINALIZE ONE RELEASE
I	RE-INDEX DATABASE
X - EXIT	F FLOPPY DRIVE CONFIGURATION
	P PRINTER CONFIGURATION
CHOICE ?	

Figure 12. TOLD Backup and Housekeeping Menu.

Change Control Information

TOLD uses stored information during operation. To change that information, press C at the Backup and Housekeeping Menu. The Change Control Information Menu (figure 13) will be displayed.

CHANGE CONTROL INFORMATION MENU	
O	OPERATOR/SUPERVISOR INFORMATION
D	REPORT AND BACKUP DATES
C	COMMAND INFORMATION
P	PC DATE AND TIME (04/07/94 - 07:47:20)
F	FLOPPY DISK DRIVE CONFIGURATION
X	EXIT
CHOICE ?	

Figure 13. TOLD Change Control Information Menu.

Operator/supervisor Information

Press O to access operator and supervisor information. The author memos printed each month contain the TID group supervisor name and code and the TOLD operator's name, code, and phone number. This information must be recorded before TOLD can print the memos. It can be changed as required.

The information required for the author memos is shown on the screen. You can change the supervisor's name, organizational code, and phone extension as required. The supervisor's name and title will be recorded in all caps automatically. Enter the operator's name and initials in initial caps and the operator's userid in lower-case characters only. To exit, press PgDn. You will be returned to the Change Control Information Menu.

Report and Backup Dates

Press D at the Change Control Information Menu to access report and backup dates. The following items are listed:

- Last PAO number recorded
- Date last memos were printed
- Date last DTIC report was printed
- Date last Library report was printed
- Date last backup was performed.

These items are not normally changed by the operator. They are automatically updated by the program. Record or change information if required and press PgDn. You will be returned to the Change Control Information Menu.

Command Information

To access command information, press C at the Change Control Information Menu. The screen blanks contain the command name, division and address. This information is used in producing the ASCII file of the DTIC form. It can be changed as required. The information should be recorded in initial caps. Press PgDn to return to the Change Control Information Menu.

PC Date and Time

Press P at the Change Control Information Menu to access the PC date and time. The Change PC Date and Time Menu will be displayed. To change the computer date, press D. At the date screen, enter the new date in the format directed (mm-dd-yy). To exit without changing the date, press Enter. To change the PC time, press T. At the time screen, enter the new time in the format shown. To exit without changing the time, press Enter. You will be returned to the Change Control Information Menu.

Floppy Drive Configuration

Floppy disk drive information is required for TOLD backup functions. Press F at the Backup and Housekeeping Menu or the Change Control Information Menu to access floppy drive information. Note instructions displayed at the bottom of the screen. Your PC must be able to write to a high-density disk. Check your drive configuration and ensure that information for drives A and B is recorded properly. Normal high-density number for 5.25-inch disks is 720. Normal high-density number for 3.5-inch disks is 1.4.

Backup and Recall Databases

Automatic Backup Function

Under certain circumstances, TOLD performs an automatic backup. If it has been at least 7 days since the last backup, the automatic backup is performed at startup. Before deleting canceled releases, the automatic backup is performed. Automatic backup files are written to the C:\DBHBU directory and are named the same as the database files, OPENLIT.DBF and CONTROL.DBF. The associated index files, JAUT.IDX, JNUM.IDX, JCNDX.IDX, AND JPNDX.IDX are also copied to the C:\DBHBU directory during automatic backup. There is no menu selection available for accessing the files that have automatically backed up. The operator uses the Backup and Recall Menu functions for normal backup and recall.

The Backup and Recall Menu

To backup database information or recall previously backed up information, use the TOLD Backup and Recall Menu. Press B at the Housekeeping Menu to access the menu (figure 14).

TOLD BACKUP AND RECALL MENU		LAST AUTO BACKUP ON 03/30/94
1	- BACKUP COMPLETED RELEASES TO FLOPPY DISK	
2	- RECALL COMPLETED RELEASES FROM FLOPPY DISK	
3	- BACKUP ALL RELEASES TO HARD DISK	
4	- RESTORE ALL RELEASES FROM HARD DISK	
5	- RE-INDEX ALL INFORMATION	
X	- EXIT	
CHOICE ?		

Figure 14. TOLD Backup and Recall Menu.

Backing up completed releases. You can remove completed releases from the current database file. The releases can be backed up to the hard disk or a floppy disk. If you back up files to the hard disk, you can recall them later by completion date. If you back up files to the floppy disk, no completion date option will be available if you recall the files.

Backup completed releases to floppy disk. Press 1 at the TOLD Backup and Recall Menu. You can back up and remove releases marked complete between any two dates to floppy disk A or B. The backed up releases will be stored in a file named OPLITBU.DBF on the floppy disk. Detailed instructions will be displayed on the screen. When backup is complete, use a felt pen to mark floppy disk with information.

The program requires that your PC write to a high-density disk. Disk configuration must be set before backup can be accomplished. If the releases marked complete between the inclusive dates will not fit on the disk selected, a message will be displayed. Select different dates and try again.

Warning. The completed releases will be removed from the current database file when they are copied to the backup disk. If you need to access these releases after they have been removed, you must restore them using selection 2.

Recall completed releases from floppy disk. Press 2 at the TOLD Backup and Recall Menu. You can recall releases that you have previously removed using selection 1. You can recall releases from disk drive A or B. The releases will be fully integrated in the current database file. To avoid duplication of releases, the OPLITBU.DBF file on the floppy disk will be deleted when the releases have been integrated into the current file.

Backup completed releases to hard disk. Press 3 at the TOLD Backup and Recall Menu. You can back up and remove those releases marked complete between any two dates. The removed releases will be backed up to a file named COMPLETE.DBF in the C:\OPENLIT directory. Detailed instructions will be displayed on the screen.

Note: The completed releases are removed from the current database file when they are copied to the hard disk file. If you need to access these releases after they have been removed, you must restore them using selection 4.

Recall completed releases from hard disk. Press 4 at the TOLD Backup and Recall Menu. You can recall releases that you have previously backed up using selection 3. You can recall releases marked complete between any two inclusive dates. The completed releases will be fully integrated in the current database file. To avoid duplication of releases, the completed releases will be deleted from the COMPLETE.DBF backup file when they have been integrated into the current file.

Back up all releases to hard disk. Press 5 to perform a quick backup of the database and index files to the hard disk. The backup files will be located in the C:\OPENLIT directory. The name for the OPENLIT.DBF will be OLDLIT.DBF. For the CONTROL.DBF the backup file name will be OLDCON.DBF.

Recall all releases from hard disk. Press 6 to restore the database files backed up using selection 5. This function should not be performed unless absolutely necessary. Any information recorded since the last backup function will be lost. As a safety precaution, the current files are copied before the restoration is made. The copied files are located in the C:\OPENLIT directory and are named LASTGOOD.DBF and LASTCONT.DBF.

Re-index all information. Indexing allows TOLD to access release information quickly. During normal use and backup and recall operations, TOLD re-indexes the databases automatically. If required, press 7 at the TOLD Backup and Recall Menu to perform a separate re-index.

Mark Applicable Nonpublished Releases Complete

You can mark any release that has been in the database for over a year and has never been marked as published and complete. Press M at the TOLD Backup and Housekeeping Menu. Information on applicable items will be displayed. Note menu choices displayed at the bottom of the screen. You can mark items complete, skip items, or exit. If you use this function to mark an item that has no job order number recorded complete, "NA" will be written as the job order number. If you use this function to mark an item that has no program element recorded complete, "NA" will be written as the program element.

Remove/Restore Canceled Releases from Database

Press R at the TOLD Backup and Housekeeping Menu to remove all canceled releases (those marked with "EX" before the PAO number) from the database file. The Processing Canceled Releases Menu will be displayed. The canceled releases are written to a separate file called CANCELED.DBF on the floppy or hard disk.

Floppy disk options. No floppy disk date options are provided. If you remove canceled releases to floppy disk A, all canceled releases will be removed. If you restore releases from floppy disk A, all canceled releases stored on the disk in drive A will be restored.

Hard disk options. If you remove canceled releases to the hard disk, you will be given the option to remove only those marked complete within two inclusive dates. If you restore canceled releases from the hard disk you will be given the option to restore only those marked complete within two inclusive dates.

Finalize One Release

Press O at the Backup and Housekeeping Menu to mark an item complete without recording the required information. For required information that has not been recorded, the program will write "Not provided by author." Blank program element and job order number information will be replaced with "NA."

"Finalized at author request" will be written to comments information. This option should be used only when absolutely required. Releases should usually be canceled (C at the TOLD Choice of Actions Menu) if information required for completion is not available.

Re-Index Database

Indexing allows TOLD to access releases quickly. During normal operation when additions or deletions are made to the database files, TOLD automatically re-indexes the database. You can perform a manual re-index if required. Press I at the TOLD Backup and Housekeeping Menu. You can also use the TOLD Backup and Recall Menu to perform a separate re-index.

Floppy Drive Configuration

Floppy disk drive information is required for TOLD backup functions. Press F at the TOLD Backup and Housekeeping Menu to access floppy drive information. Note instructions displayed at the bottom of the screen. Your PC must be able to write to a high-density disk. Check your drive configuration and ensure that drive A and B information is recorded properly. The high-density 5.25-inch disk configuration number is 720. The high-density 3.25-inch disk configuration number is 1.4.

Printer Configuration

You can use a HP Laserjet printer, an Epson dot-matrix printer, or any other printer that employs the HP Laserjet or Epson dot-matrix emulations. The printer must be connected, powered on, and loaded with paper before the print functions will operate. You may connect the printer to LPT1, LPT2, COM1, or COM2. See your PC operating instructions for port availability.

To access the Printer Configuration Menu, press P at the TOLD Backup and Housekeeping Menu or the Print Menu. At the Printer Configuration Menu, press T to change the type of printer or emulation, or P to change the printer port used. Most printers are connected to LPT1.

Appendix A: Database Structure

Structure for database: C:\OPENLIT\OPENLIT.DBF

Field	Field Name	Type	Width	Description
1	PAONO	Character	10	Current fiscal year plus Public Affairs log number. Recorded by PAO office on route sheet (e.g., 94101).
2	RECORDED	Date	8	Date initial release information was recorded. Taken from PC date. Recorded by TOLD.
3	CANCELED	Logical	1	True if release has been canceled.
4	CANCELDT	Date	8	Date release was canceled.
5	CLEARDT	Date	8	PAO clearance date from PAO log form.
6	COMPLETE	Logical	1	True if all required information has been recorded.
7	COMPLETDT	Date	8	Date last of all required information was recorded.
8	RESP	Character	50	Person responsible for filling out release route sheet.
9	AUTHOR	Character	100	Author(s) name. Primary author last name, initials. Secondary author(s) initials and last name.
10	CODE	Character	6	Author's organizational code.
11	PHONE	Character	10	Author's telephone extension.
12	SENDMEMOS	Logical	1	True if author is to get memos requesting further information required to mark release complete.
13	MEETHELD	Logical	1	True if a meeting will be held for presentation of information.
14	ABSTRACT	Logical	1	True if release is an abstract only.
15	ABSTOF	Character	15	If release is an abstract, type of information covered in abstract (paper, presentation, book, book chapter).
16	PAPER	Logical	1	True if release is a paper for presentation or publication.
17	PRESENT	Logical	1	True if release is primarily a presentation.
18	PRESPUB	Logical	1	Not used.
19	BOOK	Logical	1	True if release is a book.
20	BOOKCHAPT	Logical	1	True if release is a chapter in a book.
21	SPECIAL	Logical	1	True if release is no normal category.
22	TECHNICAL	Logical	1	True if release is technical information.
23	TOPRESENT	Logical	1	True if information will be presented as a speech or presentation.
24	TOPUBLISH	Logical	1	True if information will be published in any form.
25	TITLE	Character	150	Title of paper, speech or presentation.
26	DIST	Character	3	Distribution statement applicable to information.
27	PUBNAME	Character	150	Name of publication that will publish information.
28	PUBDATE	Date	8	Date of publication.
29	VOLUME	Character	4	Volume number of publication.

30	ISSUE	Character	4	Issue number of publication.
31	PAGENOS	Character	10	Publication page numbers.
32	BOOKTITLE	Character	250	If book or book chapter, title of book.
33	BOOKCHTIT	Character	250	If chapter of a book, title of chapter.
34	PUBLISHER	Character	100	If book or chapter, publisher name.
35	BOOKPUBDTE	Date	8	If book or chapter, publication date.
36	COPYPROVD	Logical	1	True if copy has been provided to TID.
37	MEETING	Character	150	Name of meeting if a meeting is held for presentation of information.
38	MEETPLCE	Character	150	Place of meeting (city, state).
39	MEETDTE	Date	8	Date of meeting.
40	PRGELEMEN	Character	10	Program element covering information.
41	TASK	Character	10	Task number covering information.
42	WORKUNIT	Character	10	Work unit covering information.
43	ACCESSNO	Character	10	Accession number of information.
44	JOBORDER	Character	10	Job order number used to perform work leading to information.
45	DTICREQ	Logical	1	True if information should be forwarded to DTIC.
46	DTIC	Logical	1	True if information has been forwarded to DTIC.
47	DTICDATE	Date	8	Date information was forwarded to DTIC.
48	DTICINFO	Character	100	Comments on DTIC requirement. Reason for not submitting information to DTIC.
49	ACCEPTED	Logical	1	True if information has been accepted for publication or presentation.
50	ACCEPDTE	Date	8	Date information was marked accepted for publication or presentation.
51	NOTACCEPT	Logical	1	True if information was NOT accepted for publication or presentation.
52	NOTACCDTE	Date	8	Date information was marked NOT accepted for publication or presentation.
53	LASTUPDTE	Date	8	Date information was last changed.
54	LASTSRDTE	Date	8	Date information was included in last status report. Status report is list of items with outstanding requirements.
55	LASTLTRDTE	Date	8	Date last author memo was printed.
56	FINSRDTE	Date	8	Date information was included on final status report.
57	COMMENTS	Character	250	General comments on information.
58	SPECOM	Character	100	Comments on special item.
59	MEMOCOM	Character	100	Comments on author memos.

Structure for database: C:\OPENLIT\CONTROL.DBF

Field	Field Name	Type	Width	Description
1	SUPERVISOR	Character	30	Supervisor's name.
2	SUPTITLE	Character	40	Supervisor's title.
3	SUPCODE	Character	10	Supervisor's organizational code.
4	OPERATOR	Character	30	Operator's name.
5	OPERATORID	Character	10	Operator's userid (for e-mail).
6	OPERATORX	Character	10	Operator's phone extension.
7	LSTFINSRDT	Date	8	Date last final status report was printed.
8	LSTSRDT	D	8	Date last status report was printed.
9	LASTPAONO	Character	10	Last PAO log number recorded.
10	LASTMEMOS	Date	8	Date last memos were printed.
11	LASTDTICRP	Date	8	Date last DTIC report was printed.
12	LASTDTICSN	Date	8	Not used.
13	LASTLIBREP	Date	8	Date last library report (library.txt) was written to file.
14	LASTBACKUP	Date	8	Date of last automatic backup.
15	COMNAME	Character	100	Command name.
16	COMDIV	Character	100	Command division name.
17	COMADD	Character	100	Command address.
18	FLDISKA	Numeric	6	Storage capacity of floppy disk A.
19	FLDISKB	Numeric	6	Storage capacity of floppy disk B.

Appendix B: Program Flow

menu	Main menu
setf	Sets function keys
t	Selects databases and indexes
new	Record new release information
publicl	Establishes public variables
storeall	Stores values to variables
ppo	Gets and writes information for paper for publication only
gdtic	Gets DTIC information
ppp	Gets and writes information for paper for publication and presentation
gdtic	Gets DTIC information
speecho	Gets and writes information for presentation only
gdtic	Gets DTIC information
book	Gets and writes information for book
abstract	Gets information for abstract
gdtic	Gets DTIC information
abmemo	Writes memo to supervisor if DTIC form is required
special	Gets information for special item
spmemo	Writes memo to supervisor
rel	Releases variables
vmenu	View Menu
vnum	View number of releases processed
viewaut	View by author
viewo	View one release by PAO number
viewk	View by keyword in title
viewresp	View by responsible person
viewpub	View by publication name
viewmeet	View by meeting date
viewjo	View by job order number
change	Change information
changepa	Change PAO log number
cfind	Finds applicable release
lines	Displays formatted information
publicl	Establishes public variables
storeall	Stores values to variables
cfind	Finds applicable release
lines	Displays formatted information
storevar	Stores release information to variables
lines	Writes formatted information
cppo	Changes paper for publication only
cdtic	Change DTIC information
checkvar	Checks for changes
cppp	Changes presentation for presentation and publication
cdtic	Change DTIC information
checkvar	Checks for changes
cdtic	Change DTIC information
checkvar	Checks for changes
cspeecho	Changes presentation only
cdtic	Change DTIC information
checkvar	Checks for changes

cbook	Changes book or chapter of book
cdtic	Change DTIC information
checkvar	Checks for changes
cabstract	Changes abstract
cdtic	Change DTIC information
checkvar	Checks for changes
cspecial	Changes special release
checkvar	Checks for changes
spmemo	Writes memo to supervisor
rel	Releases public variables
cmenu	Cancels releases
remdup	Remove duplicate
cfind	Finds applicable release
lines	Displays formatted information
canitem	Cancel item
cfind	Finds applicable release
lines	Displays formatted information
lines	Displays formatted information
uncan	Removes cancellation
cfind	Finds applicable release
lines	Displays formatted information
exped1	Removes as not applicable
cfind	Finds applicable release
lines	Displays formatted information
pmenu	Print Menu
pdun	Memos to authors
morps	Author memos, releases recorded between two dates
dun	Print memo page
morp	Author memos to all applicable authors
dun	Print memo page
p1	List of releases in process
p1lines	Print formatted information
onedun	Print one author memo
cfind	Finds applicable release
lines	Displays formatted information
plists	Print to file menu
pcledte	List by clearance date
landsc	Landscape print commands
p1lines	Print formatted information
portr	Portrait print commands
p5	List by organizational code
prcitem	Print information
p6	List by job order number
prcitem	Print information
p3	List of releases accepted between two dates
landsc	Landscape print commands
p2lines	Print formatted information
portr	Portrait print commands
pappres	List of releases by meeting date
prcitem	Print information
p7	List by key word in title
prcitem	Print information
p8	List by author name
prcitem	Print information

p9	List by meeting place
prcitem	Print information
p2	List if releases with outstanding requirements
landsc	Landscape print commands
p2lines	Print formatted information
portr	Portrait print commands
p2f	List of completed releases
landsc	Landscape print commands
p2lines	Print formatted information
portr	Portrait print commands
p2c	List of releases with outstanding requirements
landsc	Landscape print commands
p2lines	Print formatted information
portr	Portrait print commands
pnotacc	List of releases not accepted
wlines	Print formatted information
pacc	List of accepted releases
palldte	List of accepted releases
landsc	Landscape print commands
p1lines	Print formatted information
portr	Portrait print commands
p4	List of releases not published
landsc	Landscape print commands
p2lines	Print formatted information
portr	Portrait print commands
pfile	Print to File Menu
p8file	List by author name
pdtic	DTIC Print Menu
notdtic	Print releases marked DTIC required but not complete
pdform	Print DTIC form
paccfile	Print list of accepted information
longline	Print formatted information
wpf	List information by meeting date
datw	Lists data
pdfile	List information by clearance date
liblist	List items accepted between two dates
lines	Print formatted information
biblio	List items accepted between two dates
wlines	Print formatted information
pdtic	List items sent to DTIC
notdtic	List of items marked send to DTIC, but not complete
ndtic1	Print information
longline	Print formatted information
pdform	Print DTIC form
cfind	Finds applicable release
lines	Displays formatted information
lines	Displays formatted information
pdforma	Sets alternate for writing text file
dlines	Print formatted information
d1lines	Print formatted information
longline	Print formatted information
wpf	List information by meeting date
datw	Lists data
oprint	Printer and Port Configuration Menu

cprint	configure printer
cport	configure port
hmenu	Backup and Housekeeping Menu
oprint	Printer and Port Configuration Menu
cprint	configure printer
cport	configure port
hchange	Change control information
chflop	Change floppy drive configuration
bakrec	Back up and recall database files
backl	Back up to floppy
unbackl	Restore from floppy
t	Call database files
reind	Reindex database files
backh	Back up to hard disk
t	Call database files
unbackh	Recall completed data from hard disk file
t	Call database files
reind	Reindex database files
hardbu	Back up to hard disk
t	Call database files
hrest	Restore from hard disk file
t	Call database files
clean	Mark complete non-published items
info	Display information
canc	Remove/restore canceled releases
delex	Remove canceled releases
t	Call database files
rescan	Recall canceled releases
t	Call database files
chflop	Change floppy disk configuration
fz	Finalize release
reind	Reindex databases
dmark	Mark release DTIC requirements

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