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V. L. Birkland

V.L. Birkland

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7. Abstract

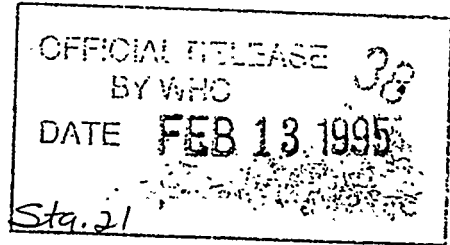
The Engineering and Projects Departments of ICF Kaiser have requested the development of a data base system to track training certification records of employees assigned to their respective divisions. The requested system is to provide division administrative staff with a flexible tool to track and status employee completion of assigned project training and reading assignments based on established division/project discipline prerequisites.

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COMPUTER SOFTWARE USER DOCUMENT

FOR

EMPLOYEE POSITION REQUIREMENTS TRACKING SYSTEM (EMPORTS)

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Revision 0

Prepared By:

SM Davidson
Design Services CAD/CAE Support

January 9, 1995

Prepared for:

ICF KAISER HANFORD COMPANY

MASTER

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Unclassified

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1.0 INTRODUCTION

This User Document describes how to use the Employee Project Requirements Tracking System (EMPORTS) application. It has been prepared in accordance with WHC-CM-3-10, "Software Practices," (Ref. 1).

1.1 PURPOSE

The purpose of the EMPORTS application is to track training certification records of employees assigned to their respective divisions. The system also provides the division administrative staff with a flexible tool to track and status employee completion of assigned project training and reading assignments based upon established division/project discipline prerequisites.

1.2 SCOPE

This User Document will provide instructions for the EMPORTS application for the following activities:

- Program execution, Login and logoff
- Entry and revision of data
- Generation of user reports
- Modification of user access

1.3 DEFINITIONS

The following are definitions of abbreviations and terms used in this document:

EMPORTS	Employee Position Requirements Tracking System
HLAN	Hanford Local Area Network
IRM	Boeing Information Resources Management
ICF KH	ICF Kaiser Hanford
PTC	Position Task Codes
WHC	Westinghouse Hanford Company

1.4 OVERVIEW

The remainder of this User Document is divided into five major sections:

Section Two, "General Information", describes system requirements, multi-user issues, and user interface standards;

Section Three, "System Operation", describes startup and operation of EMPORTS;

Section Four, "Data Entry/Information forms", describes the main forms in EMPORTS;

Section Five, "Access Tools", describes tools used to modify access to EMPORTS;

Section Six, "Reports", describes the EMPORTS reporting interface;

Section Seven, "References", describes documents referred to by this document.

2.0 GENERAL INFORMATION

2.1 SYSTEM REQUIREMENTS

As a *minimum*, EMPORTS requires a 20 MHz Intel 80386SX (or equivalent) CPU with 8 MB of RAM. This platform may be adequate for occasional users of the system; however, for data entry users, the recommended basic platform is a 33 MHz 80486DX CPU (or greater) with 8+ MB of RAM.

Regardless of platform, the following is also required by EMPORTS:

- MS-DOS version 3.31 (or later)
- Microsoft Windows 3.1
- HLAN network resources
- Local hard disk with at least 15MB free disk space
- Local or network printer for report output

Additionally, a Windows permanent swap file equal to twice the amount of system RAM is **HIGHLY RECOMMENDED**. For instance, a system with 8MB of RAM should have a 16MB permanent swap file assigned. For assistance in defining a permanent swap file for windows, contact IRM.

Note: Paradox for Windows Runtime version 4.5 is not compatible with a screen saver called 'After Dark'. The system may 'lock up' when the screen saver activates, forcing the user to reboot, potentially causing corruption or loss of EMPORTS data. DO NOT USE AFTER DARK FOR WINDOWS WHILE RUNNING EMPORTS.

2.2 SYSTEM BACKUP

The EMPORTS file server backup will be performed by ICF Kaiser Hanford. The backup operations are as follows:

- _ Incremental backups to tape performed hourly
- _ Image Incremental backup to mirrored file server area on WHC403 performed daily
- _ Full Image backup to tape performed weekly

ICF KH Shall respond to requests to restore EMPORTS data within two (2) working days. In the event of significant data corruption, a longer response time may be required.

2.3 SOFTWARE

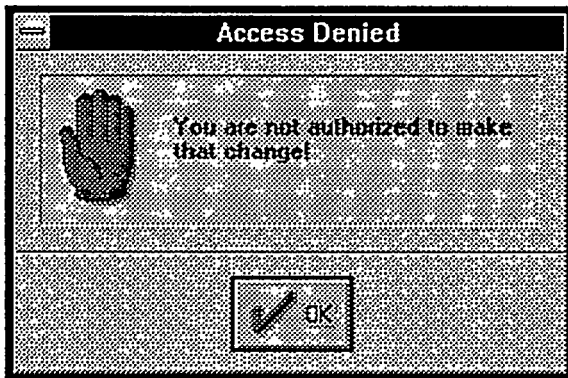
EMPORTS was developed using Borland Paradox for Windows version 4.5; However, this implementation of EMPORIS uses the runtime version of that package, so no license of Paradox is required.

2.4 TYPICAL / MAXIMUM USE

EMPORTS uses Paradox ver 4.5-Runtime, which supports a (practical) maximum of 150 concurrent users. EMPORIS also supports network file locking; for example, a record being edited by one user may not be selected for editing by another.

2.5 SYSTEM SECURITY

EMPORTS was designed with user-level security - An administrator must set up an account for each user who wishes to access the system. Each user is assigned to a specific class, which determines what type of access is available to the EMPORIS data. For instance, one class of user may be able to modify all EMPORIS data, while another can only change Employee information. User classes are fully configurable by the EMPORIS system administrator. If a user attempts to modify some data which they don't have access to, the following message will be displayed:



2.6 INTERFACE STANDARDS

EMPORTS was designed with a very consistent user interface. The following section describes some of the conventions which are used throughout EMPORIS.

2.6.1 Toolbars

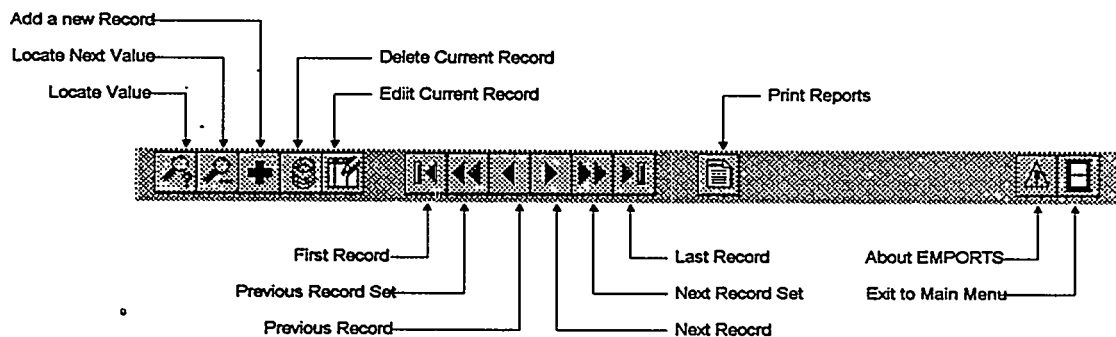


Figure 2 - The EMPORTS data entry toolbar

Each data entry screen in EMPORTS contains the toolbar shown in figure 2. As the mouse is moved over each of the buttons on the toolbar, a brief description of the action performed by the button is displayed on the status line at the bottom of the screen.

The following table shows what each button on the toolbar does, as well as an equivalent keyboard shortcut. Menu selections corresponding to the buttons on the toolbar are also available.

Button	Keystroke	Action
Search	Ctrl+Z	Search for a value in the current field
Search Again	Ctrl+A	Find the next value matching the previous search
Add	Ins	Add a new record
Delete	Del	Delete the current record
Edit	F9	Edit the current record
First Record	Ctrl+Home	Move to the first record
Previous Record Set	PgUp	Move up a group of records (multi record view only)
Previous Record	Up	Move to the previous record
Next Record	Down	Move to the next record
Next Record Set	PgDn	Move down a group of records (multi record view only)
Last Record	Ctrl+End	Move to the last record
Reports	{None}	Select report
About EMPORTS	{None}	Display information about EMPORTS
Close this window	{None}	Close window and return to EMPORTS window

2.6.2 Searching

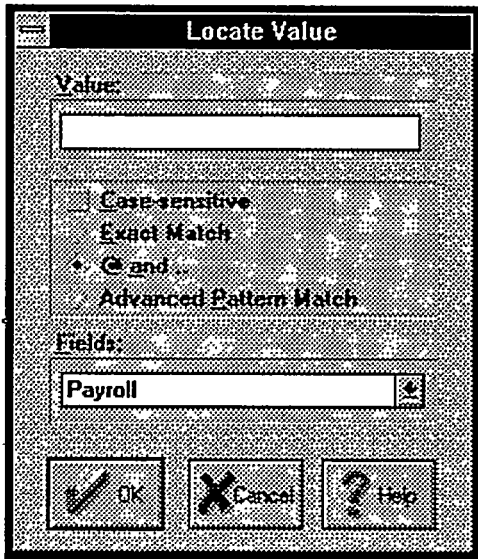


Figure 3 - Locate Value Dialog Box

Dialog Box Options:

- | | |
|---------------------------|---|
| Value | Type in the value you want to locate. |
| Case Sensitive | Check Case Sensitive to search for the text exactly as you typed it, including capitalization. |
| Exact Match | Check Exact Match if you do not want to treat pattern characters as wildcards. |
| @ and .. | Check @ and .. if you want to use either or both of these common wildcards in your search. @ stands for any character, and .. stands for any number of characters, including none. |
| Adv. Pattern Match | Check Advanced Pattern Match if you want to use an extended list of wildcards in your search. |
| Fields | Choose the field in which the value is to be found. When you choose OK, Paradox moves to the first occurrence of the value. To move to the next occurrence, choose Record Locate Next or click the Locate Next button on the Toolbar. |

If no values match, or after all matching values have been found, EMPORIS displays the message "[value] was not found" on the Desktop status bar.

For Example, to locate all items with the word 'asbestos' in the description field, move the cursor to the description field and click on the 'locate' button. In the locate value dialog box, type `..asbestos..`. The dots tell

EMPORTS to find the next description containing the word 'asbestos' anywhere in the description. Press OK, and the first item containing the word will be displayed. Continue the search by pressing the 'locate next' button.

2.6.3 Multiple-Select Dialogs

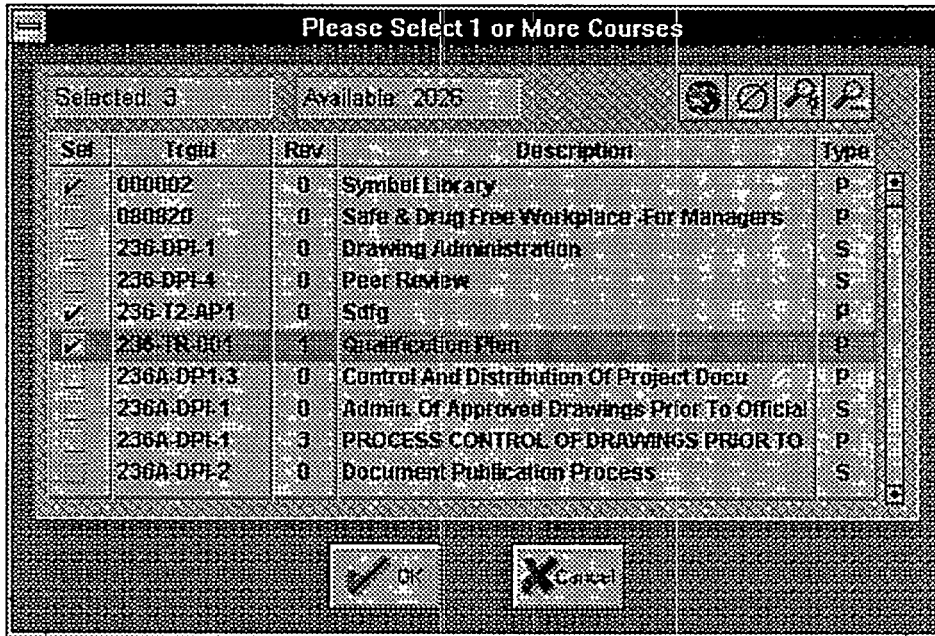


Figure 4 - a Multiple Select Dialog Box

Several options within EMPORTS require the user to select one or more items from a list of available choices. The multiple Select dialog box similar to the one shown in figure 4 will be displayed in these cases. Options are selected/deselected by clicking on the small box located on the left side of each of the available selections. Selected options have a check in the box. To select all items in the dialog box, press the 'Select All' button. To clear all selections, press the 'Clear Selections' button. A search feature is also available - See 2.6.2, 'Searching', for more information.

Once the desired items are selected, press the OK button. A dialog will ask you to confirm your selections - Press 'Yes' to continue or 'No' to return to the selection dialog.

3.0 SYSTEM OPERATION

3.1 PROGRAM EXECUTION

To execute EMPORTS, simply double click on the EMPORTS icon located in the Windows Program Manager. By default, this icon appears in a group entitled "Database Applications".

Once launched, EMPORTS will make the necessary network connections, verify all necessary files, and will update any files which may have been changed. This ensures that all EMPORTS users are running the same up-to-date code.

This process may take between thirty seconds and five minutes, depending on the type of hardware and the distance between the workstation and the network server.

3.2 LOGGING IN

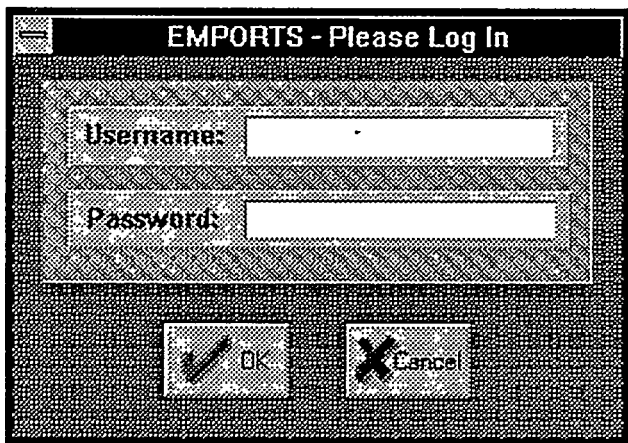


Figure 6 - the Login form

Once EMPORTS has loaded, the Login form will be displayed (See figure 6). Depending on the user's network configuration, the 'Username:' field may or may not already be filled in. Type in your name in the 'Username:' field and your password in the 'Password:' field as specified by the EMPORTS system Administrator. Press the OK button to continue or the CANCEL button to exit back to Windows. If the password is correct, EMPORTS will proceed; otherwise, the login form will be redisplayed.

3.3 THE BULLETIN BOARD

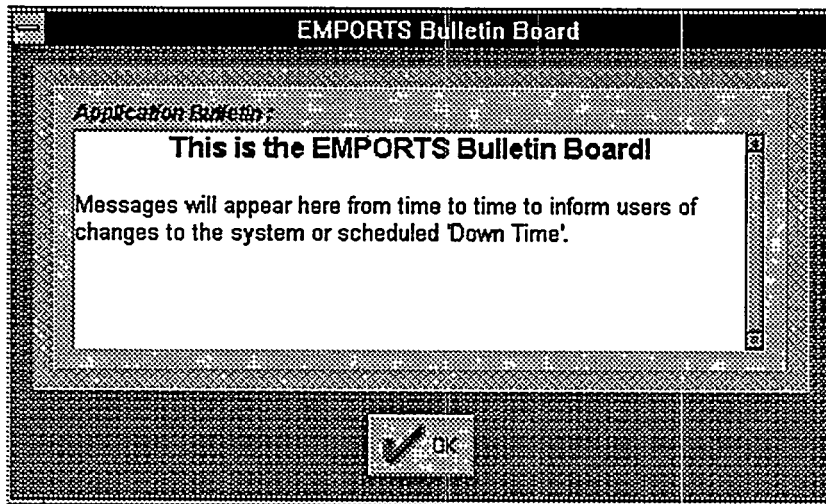


Figure 7 - the Bulletin Board

Once a user has successfully logged on to EMPORTS, the bulletin board will be displayed (See figure 7). This form will show information such new features and any scheduled down time. Press the OK button or hit [Enter] to continue. If the system administrator has disabled EMPORTS for maintenance, the title will read "EMPORTS not available" and the program will exit at this point.

3.4 EMPORTS MAIN TOOLBAR

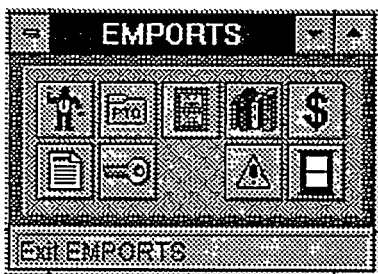


Figure 8 - EMPORTS Main Toolbar

The main toolbar (See figure 8) provides access to all features in EMPORTS. As the mouse is moved over the buttons, a brief message regarding the function of the button is displayed on the form's status bar. The following table shows the button's description and the location of the appropriate section in this manual.

Button	Section
View Employee Information	4.1
View PTC Information	4.2
View Cost Center Information	4.3
View Qualification Information	4.4
View Training Information	4.5
About EMPORTS	4.6
Access Tools	5.0
Print Reports	6.0
Exit EMPORTS	n/a

Menu selections corresponding to the buttons on the main toolbar are also available.

4.0 DATA ENTRY/INFORMATION FORMS

4.1 EMPLOYEE FORM



EMPONENTS - Employee Information

Becker, Edgar D.

Payroll: 0004

Org: 00000

Title: Engineer

Personal Notes 1 of 12

30+ years experience Civil Engineering, BSCE, MS Soil Mechanics, Ph.D. Soil Mechanics ICF K-Oadland Temp

Training PTC Qualifications Limit Org

Trqid	Description	Rev	Type	Date
ENL52231	Temp Seismic Guide For Waste Storage Tanks & Appu	0	S	10/24/93
ES 07	Design Verification	3	P	1/5/94
ES 22	Acr Affiliate Firms Design Control	1	S	1/14/94
QAP-W-236A-1	Ken Quality Assurance Plan - Title 1	0	S	6/31/93
W236.FDC-001	Functional Design Criteria (Fdc)	1	S	1/19/94
W236A-DPL-4	W-236A Peer Reviewer Process	0	S	1/5/94

Figure 9 - The Employee Form

4.1.1 Employees

This section of the Employee form shows information pertaining to each Employee in EMPORTS. Information stored here includes Name, Payroll number, Cost center, Title, and miscellaneous notes about the Employee (usually degrees, certifications, and years experience)

4.1.1.1 Adding a new Employee

The screenshot shows a window titled "Add new Employee". On the left side, there are five input fields: "Payroll No.", "Last Name", "First Name", "Middle Init.", and "Org Code". The "Org Code" field has a small dropdown arrow icon. On the right side, there is a "Title" field and a large text area labeled "Personal Notes". At the bottom of the window, there are two buttons: "OK" and "Cancel".

Figure 10 - The Employee Entry Form

Figure 10 shows the Employee entry form. All fields must be filled in except personal notes and middle initial. The Employee's cost center must be on the drop-down list in order to be valid - new Cost Centers may not be entered here. (See 4.3.1.1, 'Adding a new Cost Center', to add new Cost Centers to EMPORTS.)

Press the OK button to continue or Cancel to abandon changes and exit. If a required field is left blank, an invalid cost center entered, or the specified payroll number already belongs to another Employee in the system, the program will display an error and return to edit mode. Otherwise, the changes will be saved and the new Employee will be displayed.

4.1.1.2 Editing Employee information

All Employee information, including Payroll number, may be edited. See 'Adding a new Employee' for more information.

4.1.1.3 Deleting an Employee

Since EMPORTS is a historical system, deleting an Employee is not a recommended practice; if an Employee leaves the company, the preferred method of removal is actually to move them to one of the 'Inactive Employee' organization codes set up for this purpose. This procedure would help to save time in the event that the Employee returns to the company at a later date - all of their completed Training, PTCs, and Qualifications would already be in the system.

Before an Employee can be deleted from EMPORTS, all of their dependencies (Qualifications, Training, and PTCs) must be deleted. If an attempt is made to delete an Employee while any of these dependencies exist, an error will be displayed.

4.1.2 Employee Training

This section shows all Training (tracked by EMPORTS) which the Employee has completed, along with completion dates. Click on the 'Training' tab to move to the Training records for the displayed Employee.

4.1.2.1 Adding Employee Training

To add completed Training records to an Employee: locate the Employee record, click on the Training tab, and click on the add button. A multiple-select dialog box will appear - Select the Courses which were completed and press OK. Only those Courses which already exist in EMPORTS are displayed - new Courses may not be entered here. (See 4.5.1.1, 'Adding a new Course', to add new Courses to EMPORTS.) Confirm the selections, and after a moment the following dialog will be displayed:

The screenshot shows a dialog box with a title bar that reads "Please enter the date this course was completed. [1 of 3]". Inside the dialog, there are several input fields: "Course ID" with the value "000002", "Rev" with "0.00", "Type" with "P", and "Description" with "Symbol Library". Below these is a "Date Complete" field which is currently empty, followed by a checkbox labeled "Use this date for all remaining". At the bottom of the dialog are two buttons: "OK" with a checkmark icon and "Cancel" with an X icon.

Each completed Course must contain a completion date. A date may be entered for each item selected by typing in a date and pressing OK. However, if the Employee completed all of the selected Courses on the same day, check the box titled 'Use this date for all remaining', enter a date, and press OK. Confirm the selection, and all of the selected Courses will be entered with the specified date.

4.1.2.2 Editing Employee Training

If a Course completion date was entered incorrectly, it may be changed by highlighting the record and pressing the edit button. Enter the corrected date and press OK to save the changes.

4.1.2.3 Deleting Employee Training

Since EMPORTS is a historical system, deleting Training should not be a common practice. It is provided in the event that an error in data entry is made. A Training record may be deleted by highlighting the appropriate record and pressing the delete button.

4.1.3 Employee PTCs

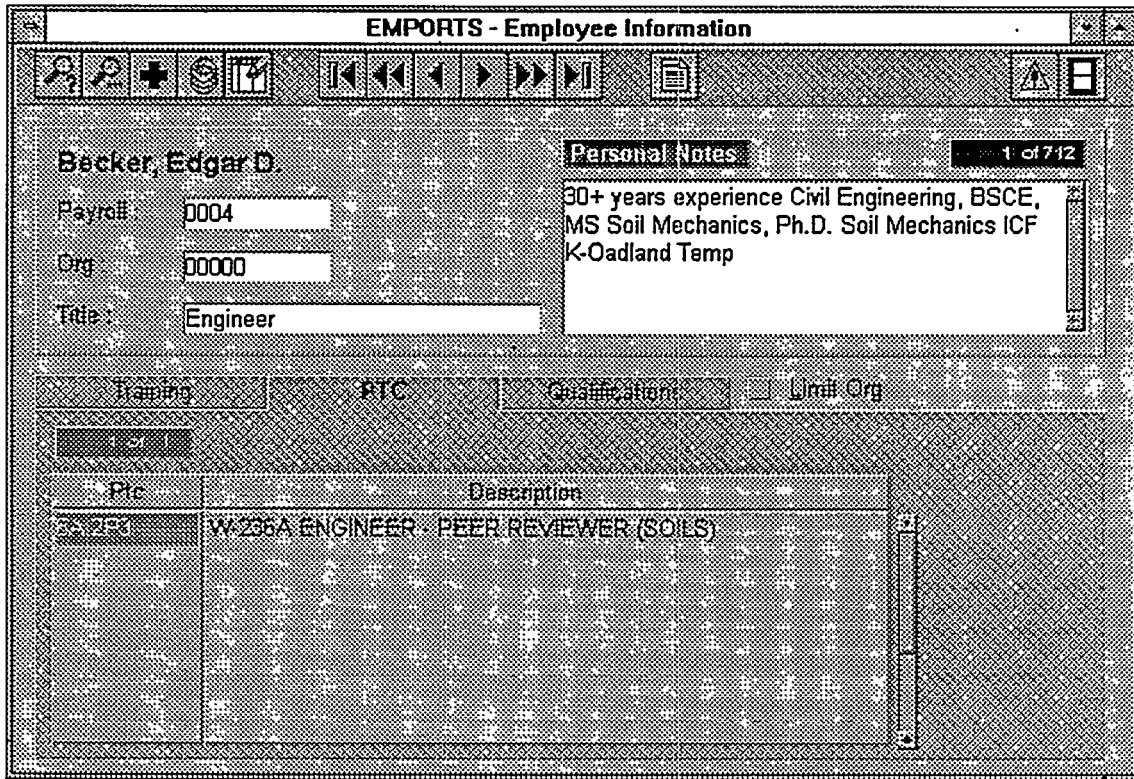


Figure 13 - Employee PTCs

This section shows all Position Task Codes assigned to an Employee. Click on the 'PTC' tab to move to the PTC records for the displayed Employee.

4.1.3.1 Adding Employee PTCs

To add PTCs to an Employee: locate the Employee record, click on the PTC tab, and click on the add button. A multiple-select dialog box will appear - Select the appropriate PTC(s) and press OK. Only those PTCs which already exist in EMPORIS are displayed - new PTCs may not be entered here. (See 4.2.1.1, 'Adding a new PTC', to add new PTCs to EMPORIS.) Confirm the selections, and the selected PTCs will be added to the current Employee.

4.1.3.2 Deleting Employee PTCs

To delete a PTC from an Employee, highlight the PTC and press the delete button. Confirm the deletion and the PTC will be removed from the displayed Employee.

4.1.4 Employee Qualifications

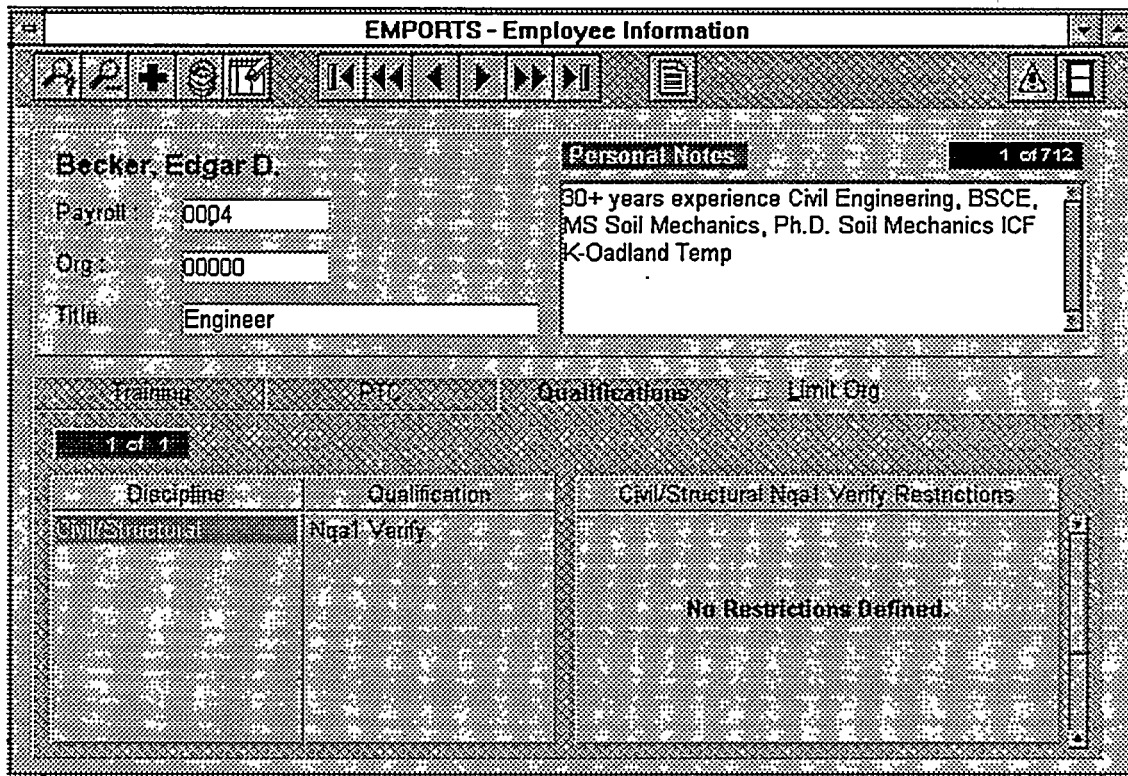


Figure 14 - Employee Qualifications

Qualifications indicate what tasks an Employee is qualified to perform based upon experience and Position Task Code(s). EMPORTS is able to track multiple Qualifications for each Employee as well as multiple Restrictions for each Qualification.

This section shows all Qualifications assigned to an Employee. Click on the 'Qualifications' tab to move to the Qualification records for the displayed Employee.

4.1.4.1 Adding Qualifications

To add Qualifications to an Employee: locate the Employee record, click on the 'Qualifications' tab, and click on the add button. A multiple-select dialog box will appear - Select the appropriate Qualification(s) and press OK. Only those Qualifications which already exist in EMPORTS are displayed - new Qualifications may not be entered here. (See 4.4.1.1, 'Adding a new Qualification', to add new Qualifications to EMPORTS.) Confirm the selections, and the selected Qualifications will be added to the current Employee.

4.1.4.2 Viewing Qualification Restrictions

When one or more Qualifications have been added to an Employee, the Restrictions box located to the right of the Qualification list indicates the number of Restrictions assigned to the current Qualification. If Restrictions are assigned, they may be viewed by clicking on the Restrictions box and using the normal navigation keys.

4.1.4.3 Adding/Changing Qualification Restrictions

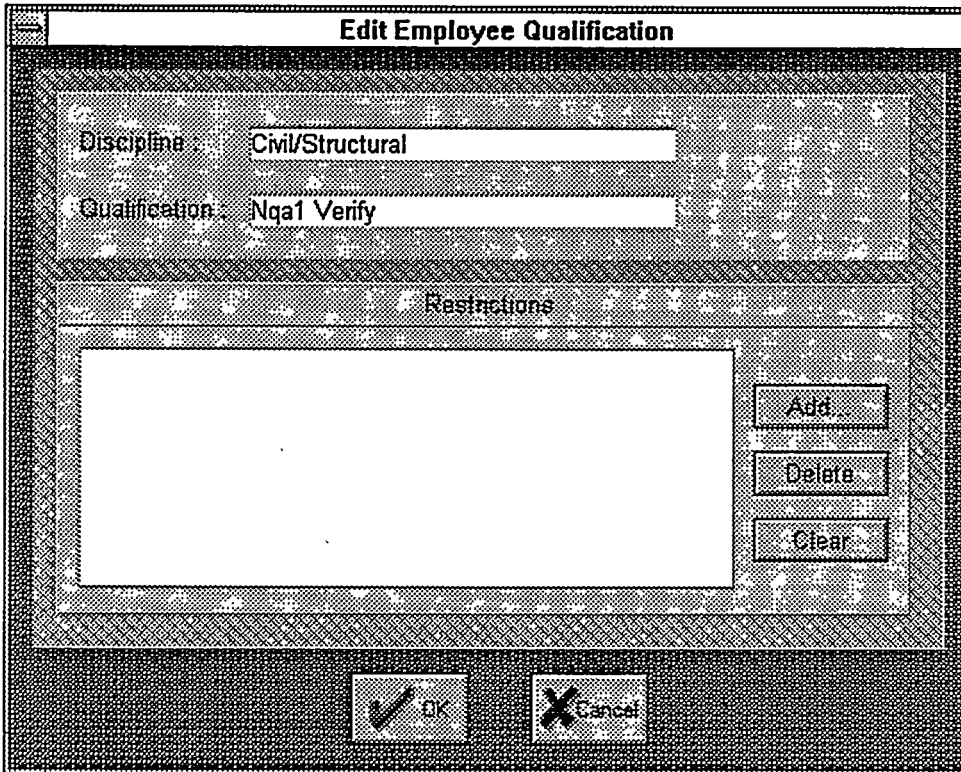


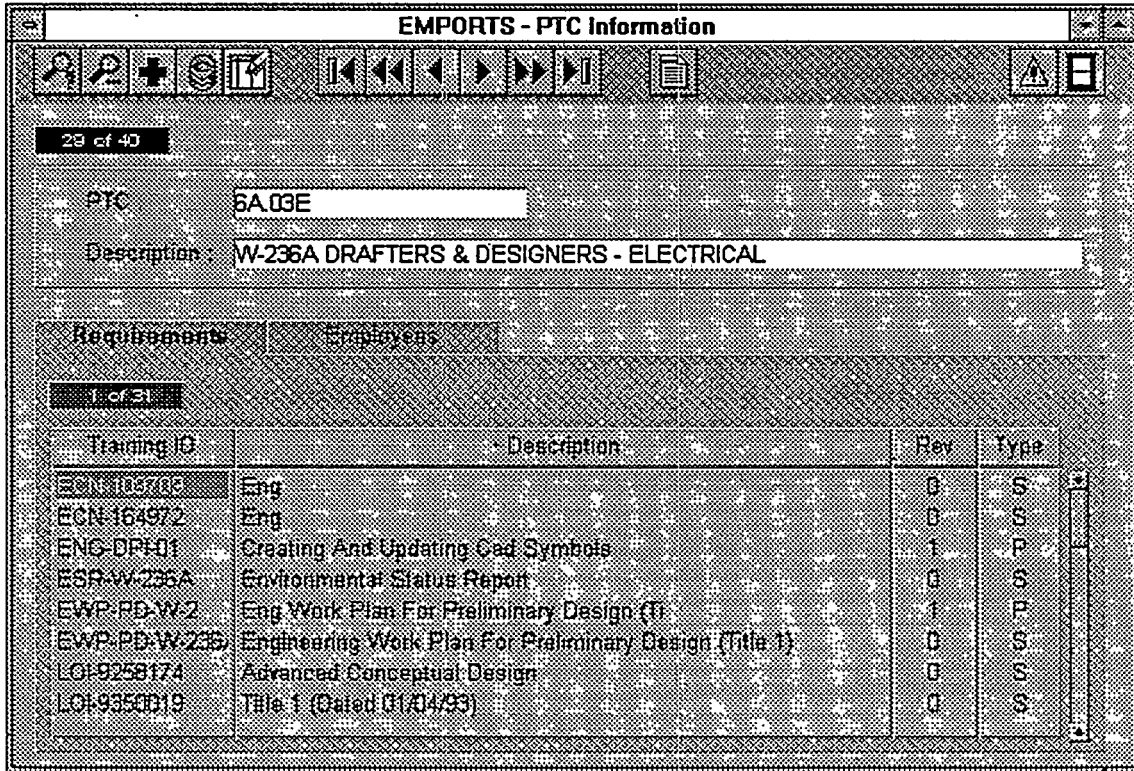
Figure 15 - Edit Employee Qualifications

To add or modify Qualification Restrictions, click on the Qualification to update and press the Edit button. The 'Edit Employee Qualification' dialog (see figure 15) is displayed. To add a Restriction to the list, click on the 'Add.' button and select a Restriction from the dialog displayed. To delete a Restriction, highlight it in the list and press the 'Delete' button. To remove all Restrictions, press the 'Clear' button. Press OK to save changes or Cancel to discard them.

4.1.4.4 Deleting a Qualification

A Qualification may be deleted from an Employee by clicking on the Qualification and pressing the delete button. The Qualification (along with any associated Restrictions) is removed from the Employee.

4.2 PTC FORM



The screenshot shows a window titled "EMPORTS - PTC Information". At the top, there is a toolbar with various icons. Below the toolbar, a status bar indicates "29 of 40". The main area contains a form with the following fields:

- PTC: 5A.03E
- Description: W-236A DRAFTERS & DESIGNERS - ELECTRICAL

Below the form, there are two tabs: "Requirements" and "Employees". The "Requirements" tab is active, showing a table of PTCs:

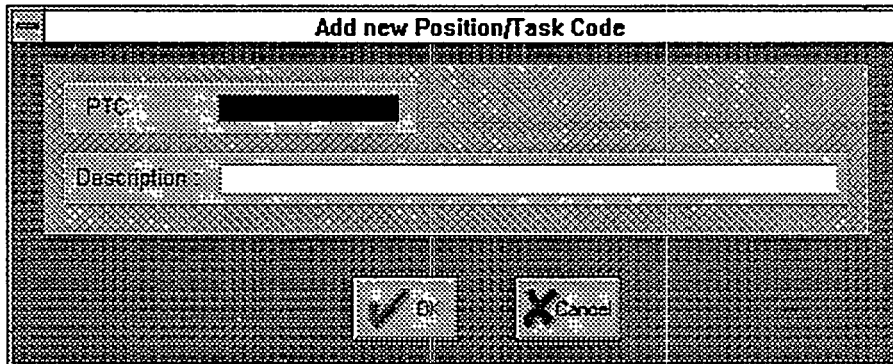
Trading ID	Description	Rev	Type
ECN-105789	Eng	0	S
ECN-164972	Eng	0	S
ENG-DPE01	Creating And Updating Cad Symbols	1	P
ESR-W-236A	Environmental Status Report	0	S
EWP-PD-W-2	Eng Work Plan For Preliminary Design (T)	1	P
EWP-PD-W-236	Engineering Work Plan For Preliminary Design (Title 1)	0	S
LOI-9258174	Advanced Conceptual Design	0	S
LOI-9350019	Title 1 (Dated 01/04/93)	0	S

Figure 16 - The PTC Form

4.2.1 PTCs

This section of the PTC form shows the Position Task Code and its associated title.

4.2.1.1 Adding a new PTC



The screenshot shows a dialog box titled "Add new Position/Task Code". It contains the following fields:

- PTC: [Redacted]
- Description: [Redacted]

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Figure 17 - the PTC Entry Form

Figure 17 shows the PTC entry form. Both of the fields must be filled in.

Press the OK button to continue or Cancel to abandon changes and exit. If a required field is left blank or the specified PTC is already in the system, the program will display an error and return to edit mode. Otherwise, the changes will be saved and the new PTC will be displayed.

4.2.1.2 Editing an existing PTC

All PTC information, including PTC number, may be edited. See 'Adding a new PTC' for more information.

4.2.1.3 Deleting a PTC

Before a PTC can be deleted from EMPORIS, all of its dependencies (Employees and Requirements) must be deleted. If an attempt is made to delete a PTC while any of these dependencies exist, an error message will be displayed.

4.2.2 Requirement listing by PTC

This section shows all Courses required by each PTC. Click on the 'Requirements' tab to move to the Requirements records for the displayed PTC.

4.2.2.1 Adding new requirements

To add Requirement records to a PTC: locate the PTC record, click on the Requirements tab, and click on the add button. A multiple-select dialog box will appear - Select the Courses which are required and press OK. Only those Courses which already exist in EMPORIS are displayed - new Courses may not be entered here. (See 4.5.1.1, 'Adding a new Course', to add new Courses to EMPORIS.) Confirm the selections and they will be added to the displayed PTC.

4.2.2.2 Removing a requirement

A Requirement may be deleted from the displayed PTC by highlighting it and pressing the delete button.

4.2.3 Employee listing by PTC

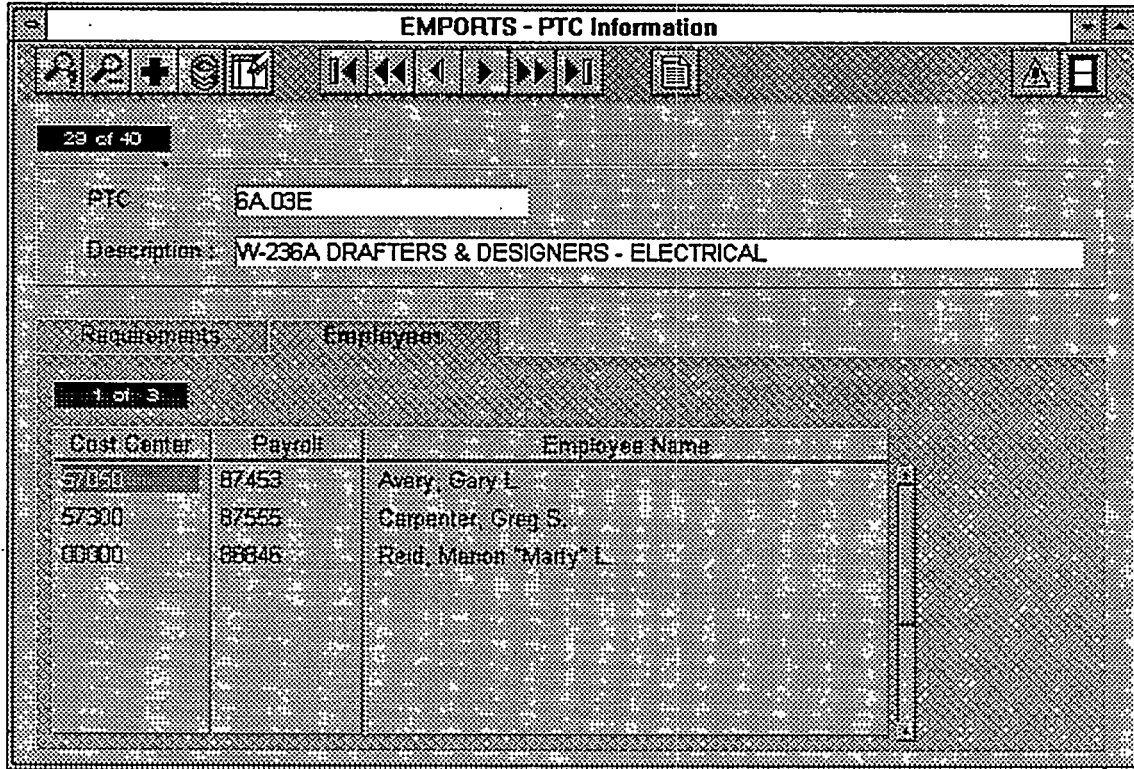


Figure 19 - Employee Listing by PTC

This section shows all Employees assigned to each PTC. Click on the 'Employees' tab to move to the Employee records for the displayed PTC.

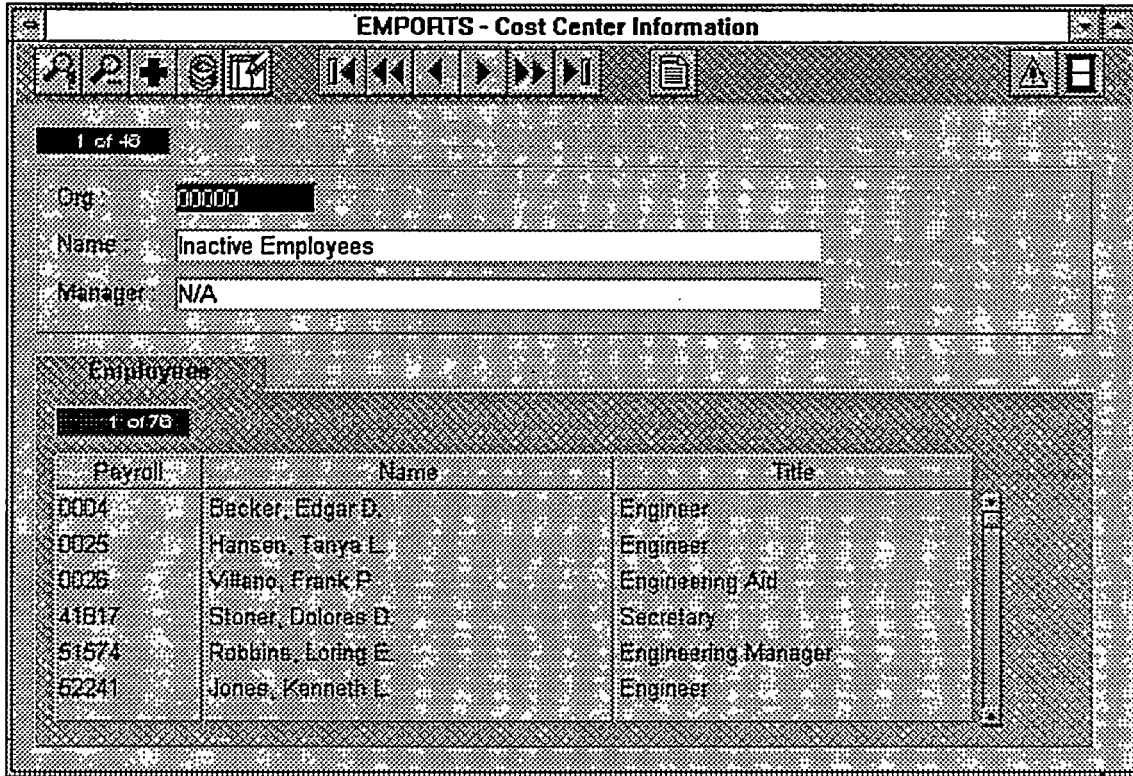
4.2.3.1 Adding Employees to the list

To add Employees to a PTC: locate the PTC record, click on the Employees tab, and click on the add button. A multiple-select dialog box will appear - Select the desired Employees and press OK. Only those Employees which already exist in EMPORIS are displayed - new Employees may not be entered here. (See 4.1.1.1, 'Adding a new Employee', to add new Employees to EMPORIS.)

4.2.3.2 Removing an Employee from the list

An Employee may be deleted from the displayed PTC by highlighting it and pressing the delete button.

4.3 COST CENTER FORM



1 of 49

Org: 00000
Name: Inactive Employees
Manager: N/A

Employees

1 of 70

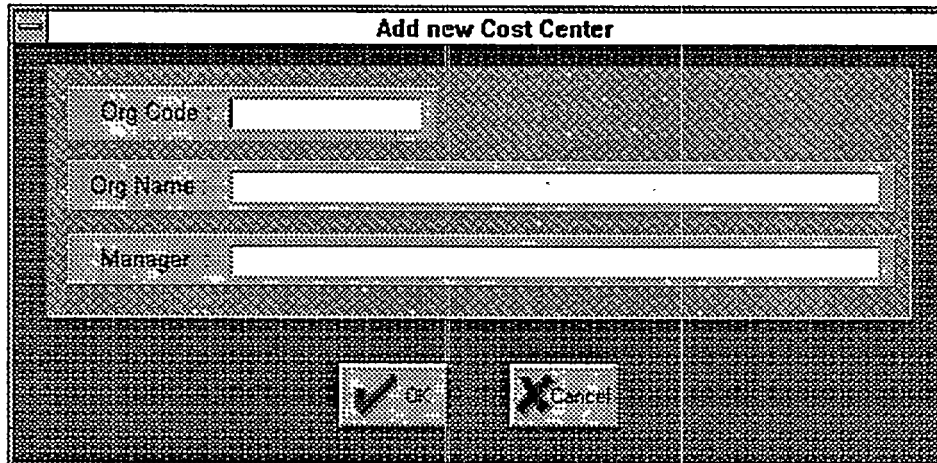
Payroll	Name	Title
0004	Becker, Edgar D.	Engineer
0025	Hanson, Tanya L.	Engineer
0026	Vitano, Frank P.	Engineering Aid
41817	Stoner, Dolores E.	Secretary
51574	Robbins, Loring E.	Engineering Manager
52241	Jones, Kenneth L.	Engineer

Figure 20 - the Cost Center form

4.3.1 Cost Centers

This section of the Cost Center form shows the Cost Center, its Title, and its associated Manager.

4.3.1.1 Adding a new Cost Center



The screenshot shows a window titled "Add new Cost Center". Inside the window, there are three text input fields: "Org Code", "Org Name", and "Manager". Below these fields are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an "X" icon).

Figure 21 - the Cost Center entry form

Figure 21 shows the Cost Center entry form. All of the fields must be filled in.

Press the OK button to continue or Cancel to abandon changes and exit. If a required field is left blank or the specified Cost Center is already in the system, the program will display an error and return to edit mode. Otherwise, the changes will be saved and the new Cost Center will be displayed.

4.3.1.2 Editing a Cost Center

All Cost Center information, including Cost Center, may be edited. See 'Adding a new Cost Center' for more information.

4.3.1.3 Deleting a Cost Center

Before a Cost Center can be deleted from EMPORTS, all of its dependencies (Employees) must be deleted or moved to another Cost Center. If an attempt is made to delete a Cost Center while any of these dependencies exist, an error message will be displayed.

4.3.2 Employee Listing by Cost Center

This section shows all of the Employees assigned to the displayed Cost Center.

4.3.2.1 Moving Employees to the displayed Cost Center

To move Employees to a Cost Center: locate the Cost Center record, click on the Employees tab, and click on the add button. A multiple-select dialog box will appear - Select the Employees to move and press OK. Only those Employees which already exist in EMPORIS are displayed - new Employees may not be entered here. (See 4.1.1.1, 'Adding a new Employee', to add new Employees to EMPORIS.) Confirm the selections and they will be moved to the displayed Cost Center.

4.4 QUALIFICATION FORM



Discipline	Org	Payroll	Name
As-Built	57720	57369	Kulinski, Mary A.
As-Built	57720	88093	Sabree, Laurence D.
As-Built	57720	86734	Goodenough, Dennis K.
As-Built	57720	69691	Beim, Kerry M.
Civil/Structural	57050	0008	Luo, Simon J.
Civil/Structural	57050	67817	Egger, James V.
Civil/Structural	57050	6817	Samani, Kourosh

Figure 22 - the Qualification form

4.4.1 Qualifications

This section of the Qualification form shows the Qualifications and Disciplines defined in EMPORIS. Changing the value displayed in this section of the form changes the Employees displayed (see Employee listing by Qualification, below)

4.4.1.1 Adding a new Qualification

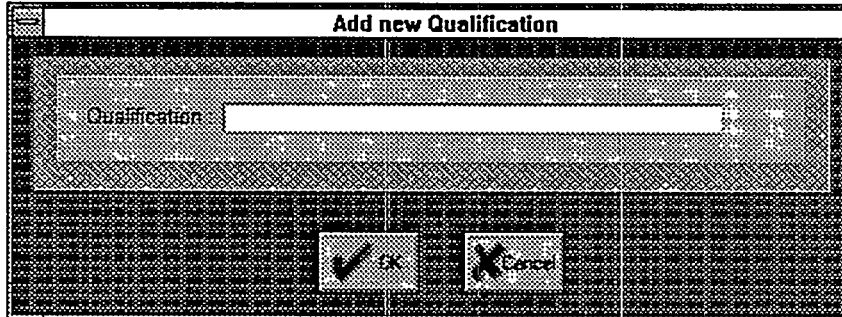


Figure 23 - the Qualification entry form

Figure 23 shows the Qualification entry form. Press the OK button to continue or Cancel to abandon changes and exit. If the Qualification field is left empty, the program will display an error and return to edit mode. Otherwise, the changes will be saved and the new Qualification will be displayed.

4.4.1.2 Editing a Qualification

The Qualification may be edited. See 'Adding a new Qualification' for more information.

4.4.1.3 Deleting a Qualification

Before a Qualification can be deleted from EMPORIS, all of its dependencies (Employees) must be deleted. If an attempt is made to delete a Qualification while any of these dependencies exist, an error message will be displayed.

4.4.2 Employee listing by Qualification

Qualifications indicate what tasks an Employee is qualified to perform based upon experience and Position Task Code(s). EMPORIS is able to track multiple Employees for each Qualification as well as multiple Restrictions for each Employee.

To display all of the Employees assigned to a particular Qualification, check the 'display all' box and move to the desired Qualification. This will show all Employees assigned to that Qualification, regardless of Discipline. To display the Employees assigned to a particular Discipline and Qualification, select a Discipline from the drop down list and the desired Qualification.

4.4.2.1 Adding an Employee to the list

To add Employees to a Qualification: locate the Qualification record, click on the Employees tab, and click on the add button. A multiple-select dialog box will appear - Select the desired Employees and press OK. Only those Employees which already exist in EMPORIS are displayed - new Employees may not be entered here. (See 4.1.1.1, 'Adding a new Employee', to add new Employees to EMPORIS.) Confirm the selections and they will be added to the displayed Qualification.

4.4.2.2 Viewing Employee Qualification Restrictions

If an Employee has Restrictions assigned to the displayed Qualification, a button with the caption 'Restrictions' will be displayed to the right of the Employee listing. Press the button to display the Restrictions assigned to the Employee.

4.4.2.3 Removing an Employee from the list

An Employee may be deleted from the displayed Qualification by highlighting it and pressing the delete button. Any existing Restrictions for the Employee/Qualification will be deleted as well.

4.4.3 Modify Restrictions

(Depending upon access level, the following option may not be available)

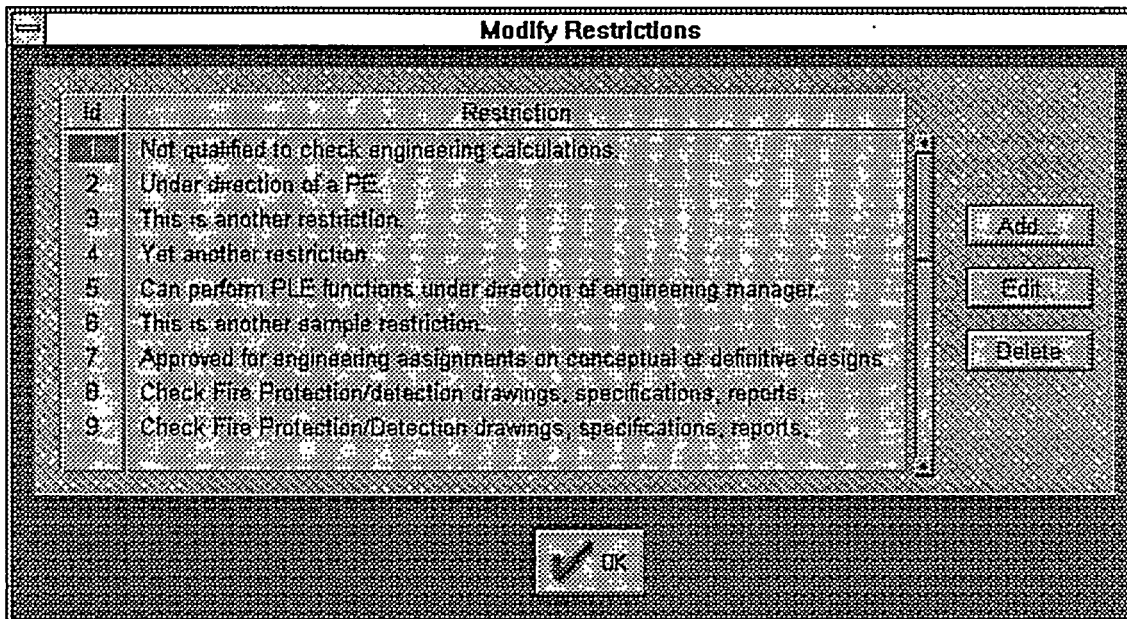


Figure 24 - the Restriction Form

Press the 'Restrictions' button to make changes to the EMPORTS Qualification Restrictions. Figure 24 shows the Restriction form.

4.4.3.1 Adding a Restriction

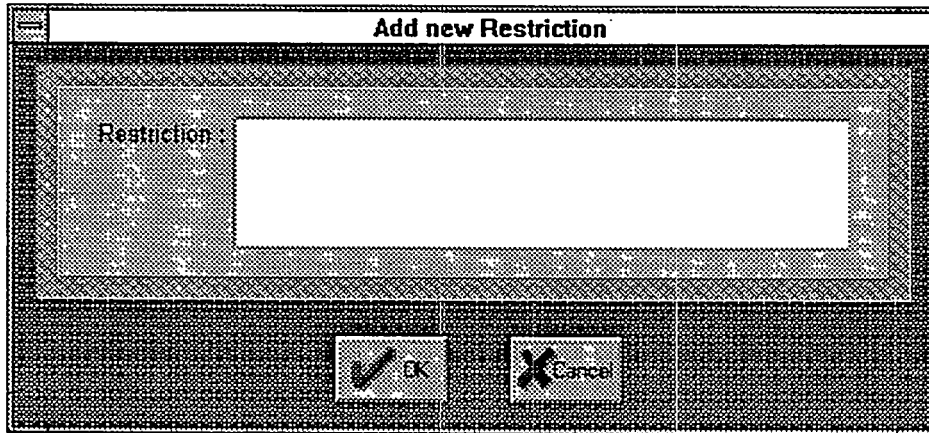


Figure 25 - the Restriction Entry Form

Figure 25 shows the Restriction entry form. Press the OK button to continue or Cancel to abandon changes and exit. If the Restriction is left blank, the program will display an error and return to edit mode. Otherwise, the changes will be saved and the new Restriction will be displayed.

4.4.3.2 Editing a Restriction

See 'Adding a new Restriction'.

4.4.3.3 Deleting a Restriction

Before a Restriction can be deleted from EMPORTS, all of its dependencies (Employees) must be deleted. If an attempt is made to delete a Qualification while any of these dependencies exist, an error message will be displayed.

4.4.4 Modify Disciplines

(Depending upon access level, the following option may not be available)

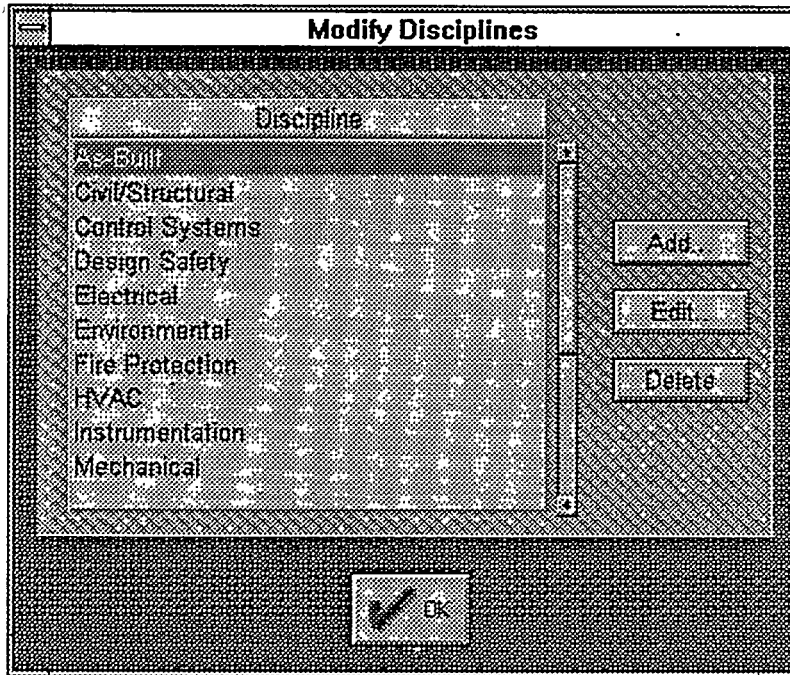


Figure 26 - the Discipline Form

Press the 'Discipline' button to make changes to the EMPORIS Qualification disciplines. Figure 26 shows the Discipline form.

4.4.4.1 Adding a Discipline

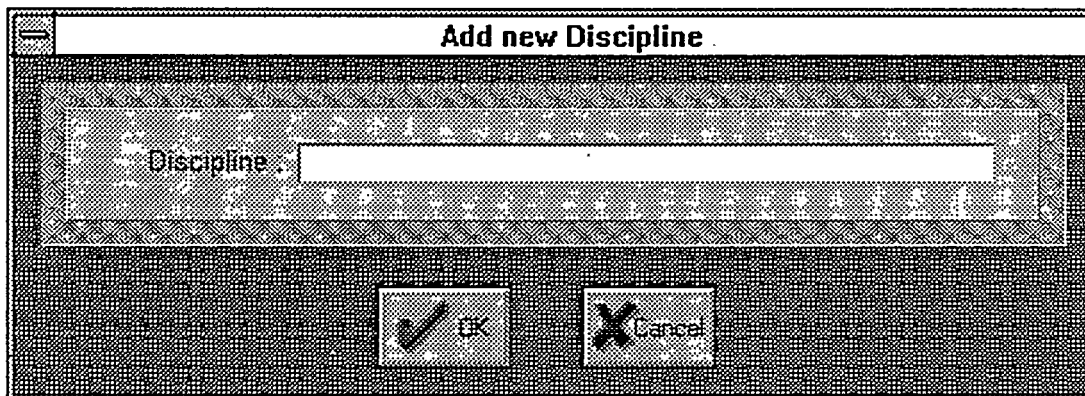


Figure 27 - the Discipline entry Form

Figure 27 shows the Discipline entry form. Press the OK button to continue or Cancel to abandon changes and exit. If the Discipline is left blank, the program will display an error and return to edit mode. Otherwise, the changes will be saved and the new Discipline will be displayed.

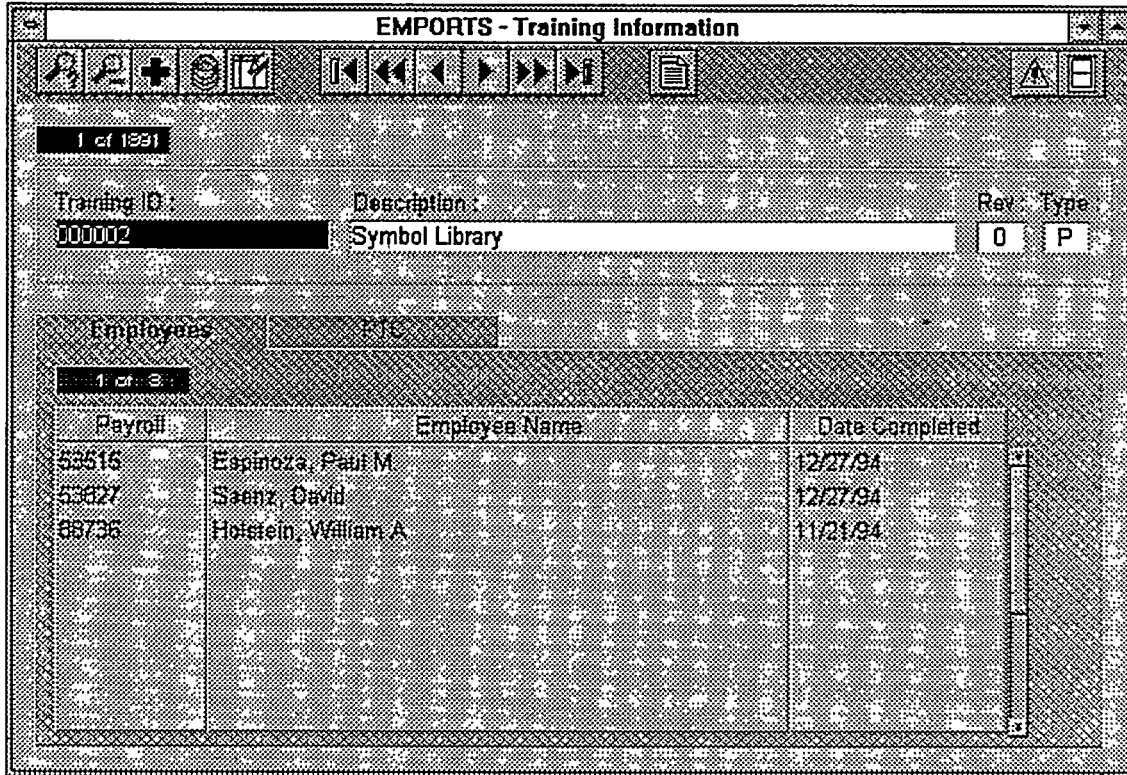
4.4.4.2 Editing a Discipline

See 'Adding a new Discipline'.

4.4.4.3 Deleting a Discipline

Before a Discipline can be deleted from EMPORIS, all of its dependencies (Employees) must be deleted. If an attempt is made to delete a Discipline while any of these dependencies exist, an error message will be displayed.

4.5 COURSE FORM

A screenshot of a software window titled "EMPORTS - Training Information". The window has a menu bar with icons for file operations and a toolbar with navigation arrows. Below the toolbar, it shows "1 of 1931" records. The main area contains fields for "Training ID:" (000002), "Description:" (Symbol Library), "Rev:" (0), and "Type:" (P). Below this is a section for "Employees" with a sub-header "ETC" and "1 of 3" records. A table lists payroll numbers, employee names, and completion dates.

Payroll	Employee Name	Date Completed
53516	Espinoza, Paul M	12/27/94
53827	Saenz, David	12/27/94
58736	Hofstein, William A	11/21/94

Figure 28 - the Course Form

4.5.1 Courses

This section of the Training form shows information regarding each Course in EMPORTS. The information includes Course ID, Description, Revision, and Type.

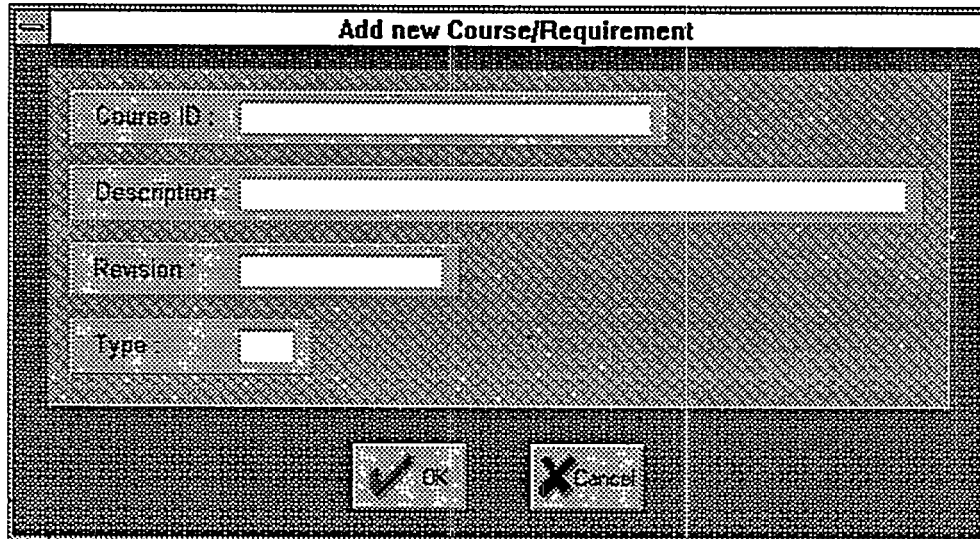
4.5.1.1 Adding a new Course

Figure 29 shows the Course entry form. All fields must be filled in. Press the OK button to continue or Cancel to abandon changes and exit. If a required field is left blank or the specified Course ID + Revision are already in the system, the program will display an error and return to edit mode. Otherwise, the changes will be saved and the new Course will be displayed.

See 4.5.1.2.1 for an alternate method of adding a new revision to a course.

4.5.1.2 Editing a Course

All Course information except revision may be modified. See 'Adding a new Course' for more information.



The image shows a dialog box titled "Add new Course/Requirement". It contains four text input fields: "Course ID", "Description", "Revision", and "Type". At the bottom of the dialog, there are two buttons: "OK" (with a checkmark icon) and "Cancel" (with an 'X' icon).

Figure 29 - the Course Entry Form

4.5.1.2.1 Adding a new revision to a Course

An alternate method has been provided to add a new revision to an existing course. Select the course to revise and press the 'Edit' button. the 'Edit Course' dialog will be displayed. Press the button labeled 'Add new Rev...' and answer 'yes' to the next prompt. The program will then ask 'Would you like to move all PTC requirements for this revision to the new revision?' If you answer 'yes' to the prompt, all of the PTCs which require the old revision of the course will now require the new revision.

4.5.1.3 Deleting a Course

Before a Course can be deleted from EMPORIS, all of its dependencies (Employees and PTCs) must be deleted. If an attempt is made to delete a Course while any of these dependencies exist, an error will be displayed.

4.5.2 Employee Listing by Course

This section displays all of the Employees who have completed the displayed Course/Revision. Click on the 'Employee' tab to move to the Employee listing for the displayed Course/Revision.

4.5.2.1 Adding an Employee to the list

To add Employees to a Course: locate the Course record, click on the Employee tab, and click on the add button. A multiple-select dialog box will appear - Select the appropriate Employee(s) and press OK. Only those Employees which already exist in EMPORIS are displayed - new Employees may not be entered here.

(See 4.1.1.1, 'Adding a new Employee', to add new Employees to EMPORTS.) Confirm the selections, and the selected Employees will be added to the current Course/Rev.

4.5.2.2 Editing Course Employee

If a Course completion date was entered incorrectly, it may be changed by highlighting the record and pressing the edit button. Enter the corrected date and press OK to save the changes.

4.5.2.3 Deleting an Employee from the List

Since EMPORTS is a historical system, deleting Training should not be a common practice. It is provided in the event that an error in data entry is made. A Training record may be deleted by highlighting the appropriate record and pressing the delete button.

4.5.3 PTC Listing by Course

Figure 30 shows the PTC Listing by Course form. This section shows all PTCs which require the displayed Course/Revision. Click on the 'PTC' tab to move to the PTC records for the displayed Course/Revision.

4.5.3.1 Adding a PTC to the list

To add PTCs to a Course: locate the Course record, click on the PTC tab, and click on the add button. A multiple-select dialog box will appear - Select the appropriate PTC(s) and press OK. Only those PTCs which already exist in EMPORTS are displayed - new PTCs may not be entered here. Confirm the selections, and the selected PTCs will be added to the current Course/Rev.

4.5.3.2 Deleting a PTC from the list

To delete a PTC from a Course, highlight the PTC and press the delete button. Confirm the deletion and the PTC will be removed from the displayed Course.

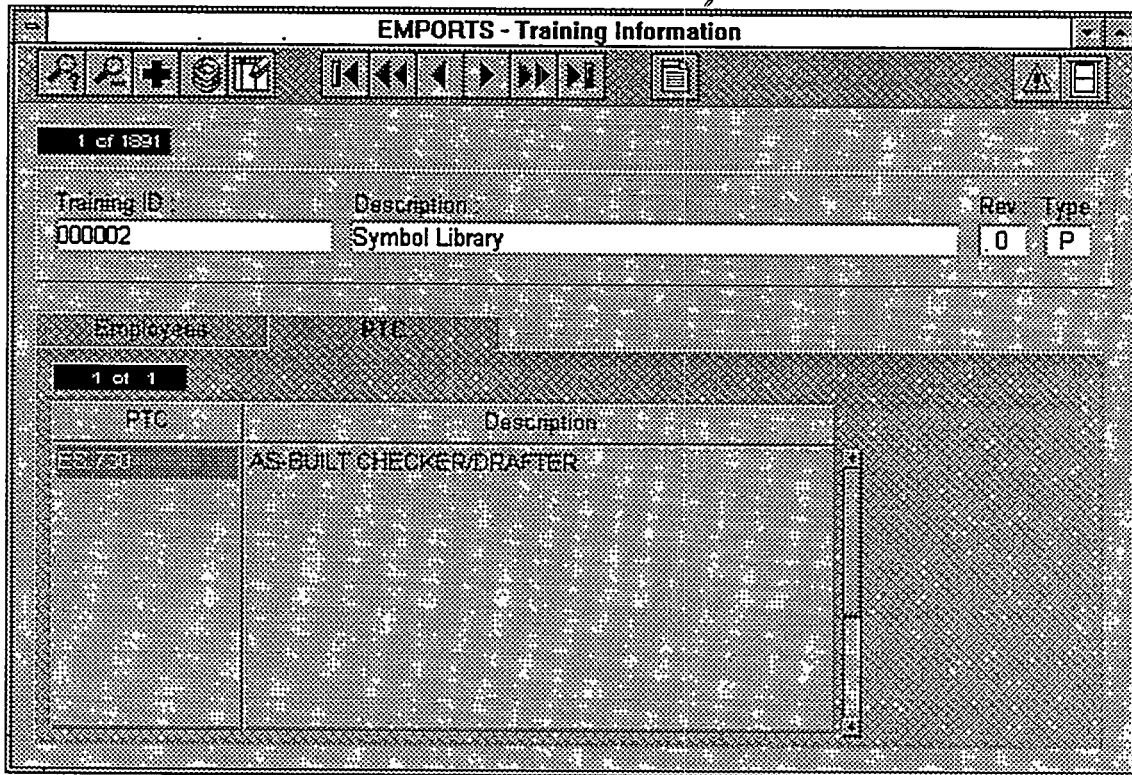


Figure 30 - PTC Listing by Course

4.6 ABOUT EMPORTS

This selection displays information about EMPORTS and the workstation on which it is currently running.



About
EMPORTS...



5.0 ACCESS TOOLS

Some of the tools in this section are only available to those with Administrator access.

5.1 Who's On?

Availability: *User Admin*

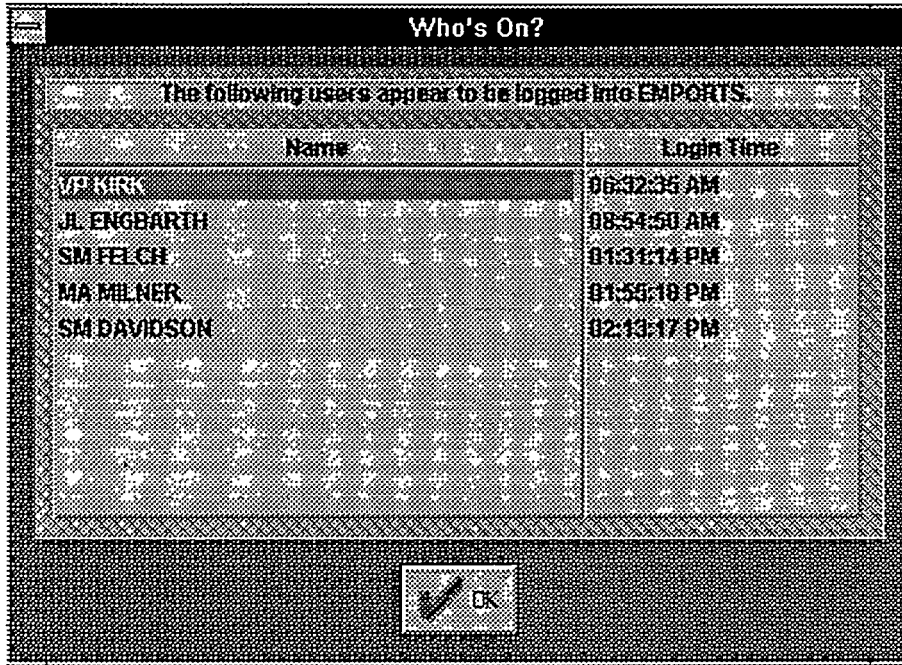


Figure 32 - Who's On?

This option will display a list of Users who are currently logged into EMPORIS. Press OK to exit.

5.2 Change Password

Availability: *User*

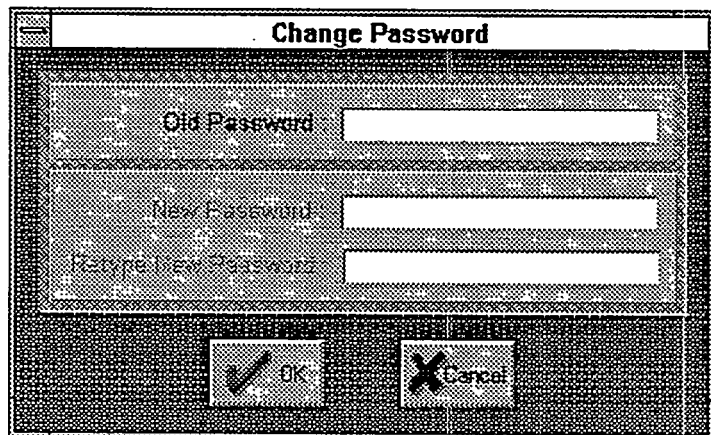


Figure 33 - Change Password

This option allows users to modify their access password. No characters will be displayed when the passwords are entered. The fields are NOT case sensitive: all values are converted to upper-case before they are saved.

Dialog Box Options:

- | | |
|-----------------------|--|
| Old Password | Enter current password here. The correct password must be entered before a new value can be specified. |
| New Password | Enter the desired new password here. |
| Retype New Pwd | Retype the new password here. This value MUST be the same as that in the 'New Password' field in order for the password to be saved. |

Press 'OK' to save the new Password, or 'Cancel' to discard the changes. If the password is changed, the change will take effect the next time the user logs into the system.

5.3 View Bulletin

Availability: *User*

Choose this option to view the user bulletin. See 3.3, *The Bulletin Board* for more information.

5.4 Security

Availability: *Admin*

This section (and all remaining under 5.4.x) is only available to administrators.

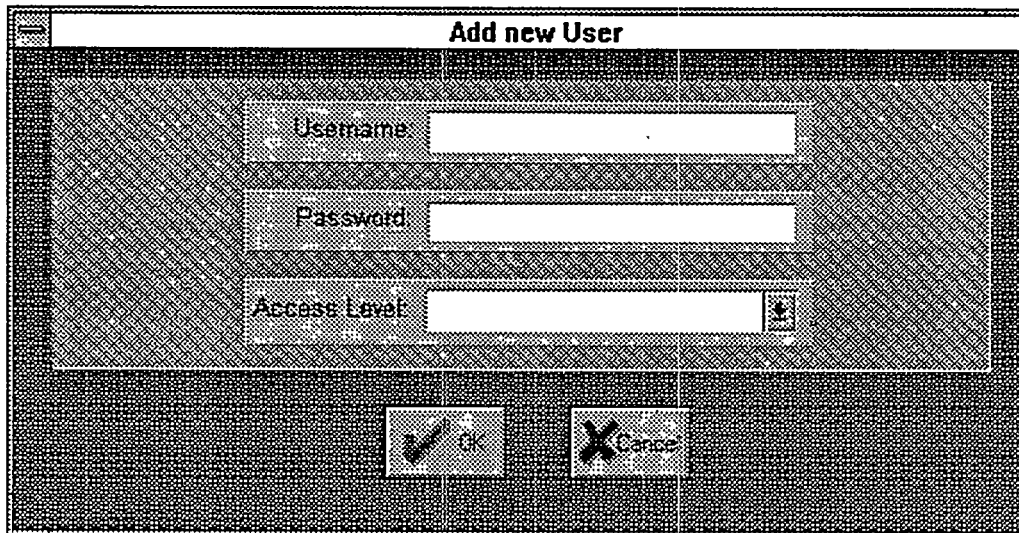
5.4.1 Modify User Access

The image shows a screenshot of a web application window titled "EMPORTS - User Accounts". The window has a toolbar at the top with various icons for navigation and editing. Below the toolbar, there is a status bar indicating "1 of 33". The main content area contains a form with three input fields: "Username" with the value "ADMIN", "Password" (empty), and "Access Level" with the value "Administrator".

Figure 34 - The User Access Form

This form allows changes to be made to user access.

5.4.1.1 Add a new user



The image shows a dialog box titled "Add new User". It contains three input fields: "Username", "Password", and "Access Level". The "Access Level" field has a small downward-pointing arrow on its right side, indicating a dropdown menu. At the bottom of the dialog are two buttons: "OK" with a checkmark icon and "Cancel" with an "X" icon.

Figure 35 - Modifying User Access

Figure 35 shows the User Access entry form. The following fields must be filled in:

- User Name** Enter the user name in the format FM LASTNAME (ie BL JOHNSON.)
- Password** This will be the user's Access password.
- Access Level** Select an access level from the list.

Press the OK button to continue or Cancel to abandon changes and exit. If a required field is left blank or the specified user is already in the system, the program will display an error and return to edit mode. Otherwise, the changes will be saved and the new user will be displayed.

5.4.1.2 Edit an existing User

All of the user login information may be modified. See *Add a New User* for more information.

5.4.1.3 Delete a User

Deleting a user will prevent them from accessing EMPORIS.

5.4.2 Modify Access Profiles

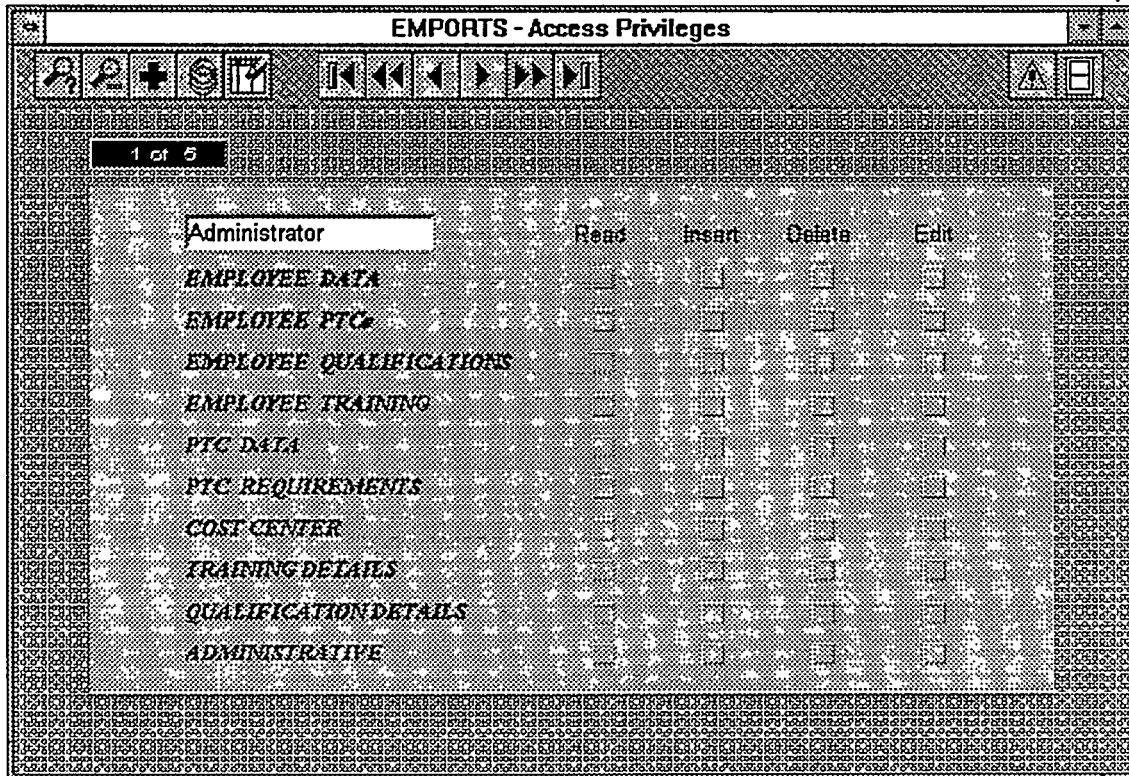


Figure 36 - The Access Profile Form

This selection allows an administrator to add new categories of user access. For instance, a new user category could be defined which allows full access (read, edit, insert, and delete) to Course information but only read access to everything else.

5.4.2.1 Add a new Access Profile

	Read	Insert	Delete	Edit
<input type="text"/>				
EMPLOYEE DATA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE PTC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE QUALIFICATIONS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE TRAINING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTC DATA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PTC REQUIREMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COST CENTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAINING DETAILS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALIFICATION DETAILS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADMINISTRATIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 37 - Modify Access Profile Form

Figure 37 shows the Access Profile entry form. Enter the name for the new profile in the field provided. Place a check mark in the boxes to show access to each of the tables shown. (Note: EMPORIS does not currently restrict Read access from any tables. Checking or Unchecking the Read check box has no effect in EMPORIS.)

Press the OK button to continue or Cancel to abandon changes and exit. If the name field is left blank or is already in the system, the program will display an error and return to edit mode. Otherwise, the changes will be saved and the new Profile will be displayed.

5.4.2.2 Edit an Access Profile

Access Profiles may be modified. See 'Add a new Access profile' for more information.

5.4.2.3 Delete an Access Profile

Before a Profile can be deleted from EMPORIS, all of its dependencies (Users) must be deleted. If an attempt is made to delete a Profile while any of these dependencies exist, an error message will be displayed.

5.5 Edit Bulletin

Availability: *Admin*

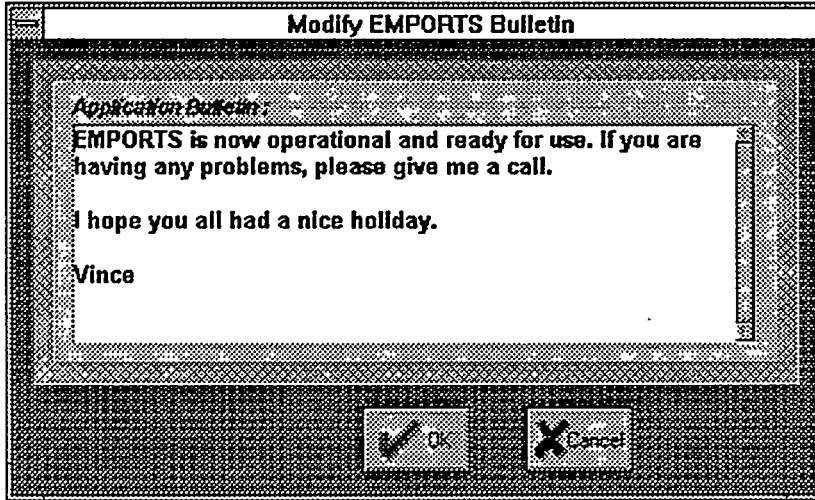


Figure 38 - Edit bulletin

Use this option to change the bulletin which is displayed at login time. Press OK to save the changes or Cancel to discard changes and edit. If the bulletin is empty, it will not be displayed at login time.

5.6 App Status

Availability: *Admin*

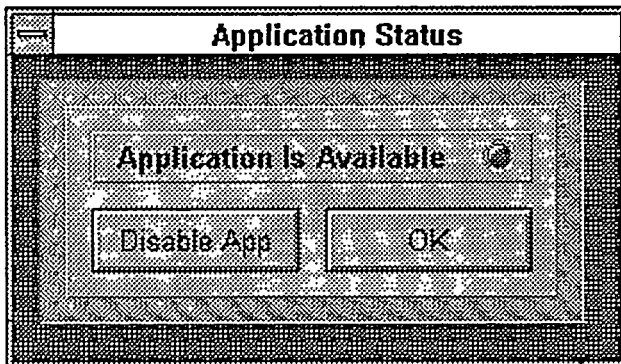


Figure 39 - App Status

This option allows EMPONENTS access to be controlled. If the application is enabled, pressing 'Disable App' will prevent access. Press 'Enable App' to allow access. NOTE - Access is only disabled for any future logins - it does not affect user currently logged into the system. Use the 'Who's On?' feature (See 5.1) to determine which users are currently logged into EMPONENTS.

6.0 REPORTS

6.1 Report Form

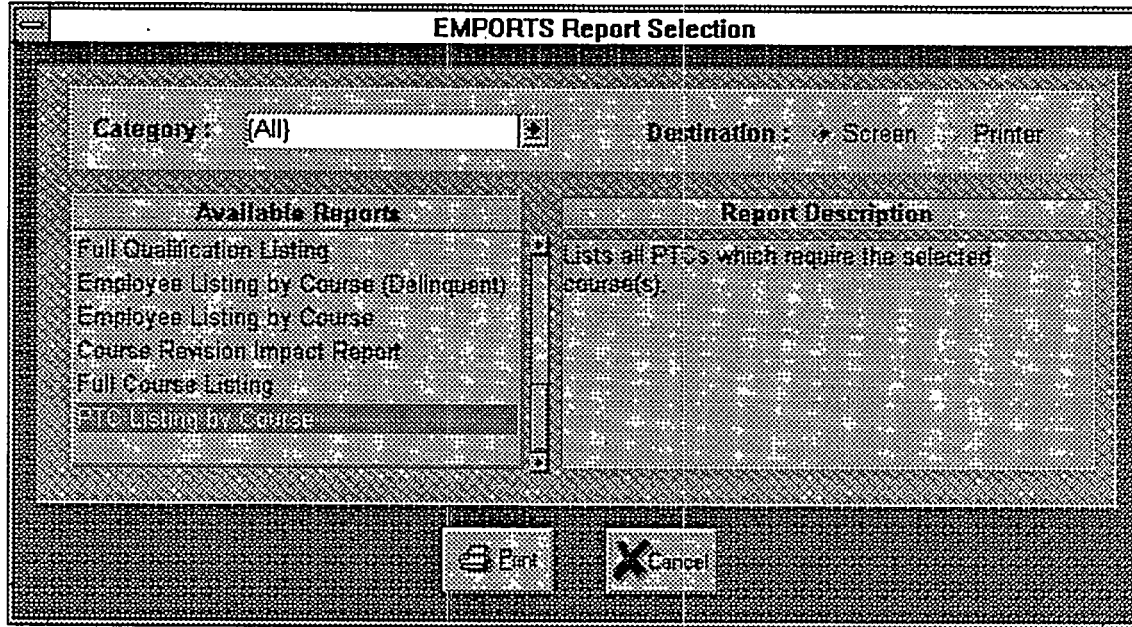


Figure 40 - The Report Form

Figure 40 shows the EMPORIS report dialog.

Dialog Box Options:

- | | |
|---------------------------|---|
| Category | Use this list to restrict the reports shown in the 'Available Reports' list to a single category. |
| Destination | Select 'Screen' to view the report on the screen , or 'Printer' to send it to the printer. |
| Available Reports | Displays a list of available reports. To print a report, double-click on it or highlight it and press the 'Print' button. |
| Report Description | Displays a brief description of the highlighted report. |

6.1 Printer Options Dialog

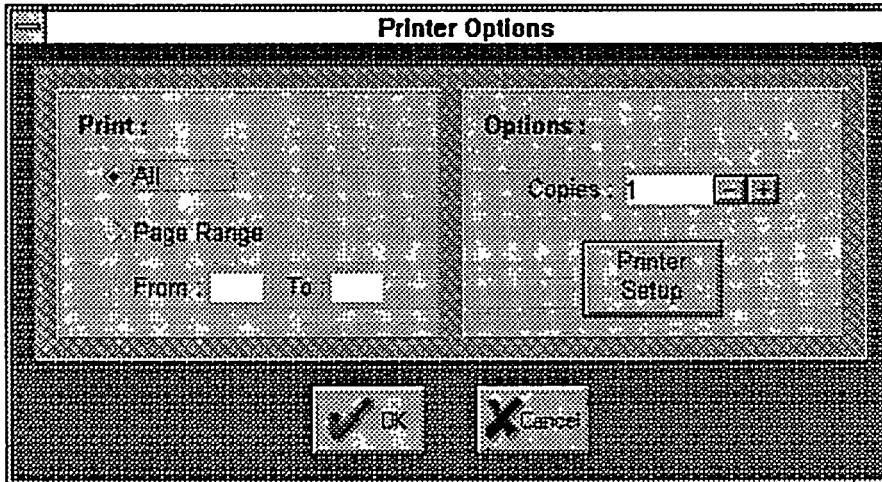


Figure 41 - The Printer options dialog

Figure 41 shows the EMPORTS Printer Options dialog.

Dialog Box Options:

- Print** Select 'All' to print all pages of the report. Select 'Page Range' and fill in the 'From' and 'To' boxes to specify the starting and ending pages (respectively) to send to the printer.
- Options** Press the + and - buttons to change the number of copies of each page to print. Valid values are from 1 to 999.
- Printer Setup** Press this button to select the printer to send the report to, as well as to set up the current printer.

Press 'OK' to print the report using the specified settings, or Cancel to return to the previous form.

6.2 Report Control Speedbar

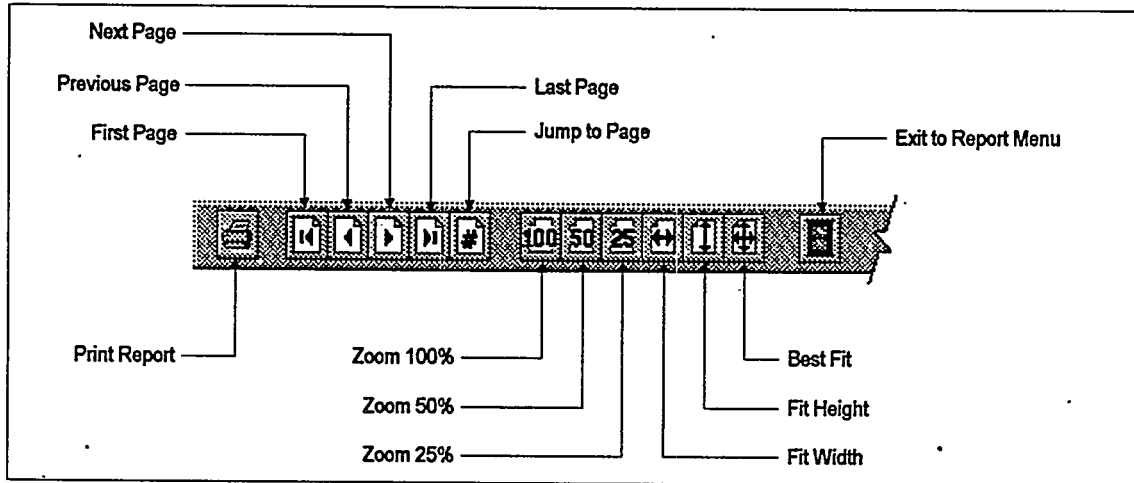


Figure 42 - EMPORTS Report Control Toolbar

When a report is sent to the screen, the toolbar shown in figure 42 will be displayed. As the mouse is moved over each of the buttons on the toolbar, a brief description of the action performed by the button is displayed on the status line at the bottom of the screen.

The following table shows what each button on the toolbar does, as well as an equivalent keyboard shortcut. Menu selections corresponding to the buttons on the toolbar are also available.

Button	Action
Print	Send the current report to the printer
First Page	Move to the first page of the report
Previous Page	Move to the previous page of the report
Next Page	Move to the next page of the report
Last Page	Move to the last page of the report
100%	Zoom 100 Percent
50%	Zoom 50 Percent
25%	Zoom 25 Percent
Fit Width	Fit the report to the width of the screen
Fit Height	Fit the report to the Height of the screen
Best Fit	Fit the report to the screen
Exit	Return to previous form

7.0 REFERENCES

- | | |
|--------------------|--|
| WHC-CM-3-10 | "Software Practices Manual", Rev.0 - January 31, 1993 |
| WHC-SD-WM-CSR-024 | "Computer Software Requirements Specification for Employee Requirements Tracking System (EMPORTS)", Rev. 0 - September, 1994 |
| WHC-SD-WM-CSDD-016 | "Computer Software Design Description for Employee Requirements Tracking System (EMPORTS)", Rev. 0 - January, 1995 |

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