



**NATIONAL PHOTOGRAPHIC
INTERPRETATION CENTER**

USER'S MANUAL FOR THE ON-LINE UPDATE PROGRAM

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USER'S MANUAL FOR THE ON-LINE
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TO THE USERS

Whenever necessary, revisions and/or addenda to this manual will be issued by the Automated Information Division, Production Services Group. Illustrations for this manual will be published at a later date.

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CHAPTER I. THE ON-LINE UPDATE PROGRAM

The On-Line Update (OUD) Program enables you to modify data stored in records comprising the Installations Data File (IDF). You will run the program via an on-line Sanders Tabular Display, i.e., a cathode-ray tube (CRT) device located in your work area. The program provides you with four capabilities or options:

- * adding a record on a new target by setting up an IHEAD sector
- * adding a sector to a record
- * deleting an entire sector from a record
- * changing data in a given sector

HOW DATA IS PROTECTED

By the Program

To preclude unauthorized and invalid changes to records in the file,

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several safeguards have been included in the program.

1. The program can be called and run only via CRTs designated for that purpose; if you attempt to use some other CRT to run the program, you will receive an error message to this effect.
2. When calling the program, you will be required to transmit to the computer a key word permitting you to
 - * use one or more of the four options and
 - * update a select group of sectors
3. Before an updated sector is stored in the IDF, the computer will check the format and validity of each field having a fixed number of characters.
4. Only one person can update a given record at one time.

By Administrative
Procedures

Each division is responsible for ensuring that only authorized personnel use the OUD Program and that only authorized personnel have access to key words on a need-to-know basis. Each division is also responsible for ensuring that authorized personnel call and run the program on the CRTs designated for that purpose.

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TIME RESTRICTIONS

Each time you receive a display from the OUD Program, you have ten minutes in which to respond. If you do not respond within that time, communications with the computer system will automatically be terminated. However, five minutes before the end of this interval, the UNSOL MSG function switch will go on to indicate that you have five minutes in which to respond. You can obtain another ten-minute period each time your response to a given display is valid. If instructions are being displayed, complete one of them. If data from an IDF record is being displayed, press the XMIT PAGE control switch to transmit any changes you have made. Typing data is not considered a transmission. If you are adding a sector or an occurrence of a repeating field (APPENDIX A), complete the required steps as soon as possible and press the XMIT PAGE switch. In any case, do not press the UNSOL MSG switch to turn it off. If you do, data may be lost.

ASSUMPTIONS

To use the On-Line Update Program effectively it is assumed that you

- * know how to operate a CRT; see Introduction to the Remote Access Computer Service, May 1970; copies are available in AID/PSG
- * are familiar with the contents of the Format and Mnemonics for Records in the Installations Data File; copies are available in AID/PSG
- * are familiar with the terms listed in APPENDIX A, GLOSSARY

CHAPTER II. HOW TO RUN THE PROGRAM

Whenever you call the OUD Program on a CRT, you will transmit this information to the computer at the same time:

- * a key word
- * the logical equipment number (LEN) of an on-line printer in case you want a printed copy of a displayed page

The key word will permit you to use one or more program options and update a select group of sectors. Key words are available only in your component and therefore have not been included in this manual.

[Redacted]

[Redacted]

[Redacted]

CALLING THE PROGRAM

To call the OUD Program, follow these procedures.

STEP 1 Press [TYPE] control switch

[TYPE]

[ERASE PAGE]

STEP 2 Type OUD,LEN (of CRT you are using)

Press (CR) and (LF) keys

Pressing the LF key will move the cursor to character position 1 in the next line.

STEP 3 Type Your Component Code,Name,Extension

Press (CR) and (LF) keys

STEP 4 Type Key Word,LEN (of on-line printer)

STEP 5 Press (EOM) key

[XMIT PAGE]

Pressing this switch transmits all data you have just typed to the computer.

[Redacted]

After you have called the program, the ACK MSG status lamp will go on almost immediately. You will then receive a message on the teletype-writer associated with the CRT you are using. The message will include these items: OUD, the first ten characters you typed on line 2 (STEP 3), and a job number (JNR) assigned by the computer system. Although other information will also appear in the message, you need not be concerned with it. For example:

```

OUD, E40,DOE,35          SMT=1128          494P JOB
JNR=1234567896  PRI=0    PTS=0          MCQ=2          X
  
```

Wait for the UNSOL MSG switch (top row of function switches) to go on. When it does, press the switch to turn it off. Wait for a display of processing options to appear on the screen.

If communications with the computer system have not been properly established, that is, the ACK MSG lamp does not go on within a couple of seconds, follow the procedures given below.

1

If the first three lines in your program call-up are still on the screen and the REPEAT ACTION status lamp is on, press the XMIT PAGE switch again.

2

If there is no message on the screen and the REPEAT ACTION status lamp is on, repeat STEPS 2-5.

If there is no message on the screen and the REPEAT ACTION status lamp is off, repeat STEPS 1-5. If the lamp is still off, call the Chief, Systems Programming Branch, AID, for assistance.

3

If the first three lines of your program call-up are not on the screen but the letters EOT are, press ERASE PAGE and repeat STEPS 2-5.

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If there is some other message on the screen and it does not include the letters EOT,

press ERASE
PAGE control switch

type KILLTHEJOB

press XMIT
PAGE control switch

If another message appears, press ERASE PAGE. Repeat STEPS 1-5.

If the key word you typed in STEP 4 of the program call was invalid, you will receive this message:

YOU ARE NOT PERMITTED ACCESS TO OUD FUNCTION

Communications between the CRT you are using and the computer will be automatically terminated.

GETTING PRINTOUTS
OF DISPLAYED PAGES

During any program run you can request a printed copy of one or more displayed pages. These pages will be printed by the device you specified when you called the program (STEP 4). You can also specify that the selected pages be printed before or after you terminate a program run. Each

page will be printed exactly as it was last transmitted to the CRT you are using. Thus, changes not transmitted to the computer will not appear on the printed copy. To include all changes press the XMIT PAGE control switch before following the instructions given below.

To get a printout of a page press the PRINT PAGE function switch while the page is displayed. To get a printout of a complete sector press the PRINT SECTOR function switch while any page of the sector is on the screen. In both cases you will receive this message:

ENTER ASTERISK FOR IMMEDIATE RESPONSE () OR DELAYED RESPONSE ()
DEPRESS -XMIT PAGE- CONTROL SWITCH TO EXECUTE PRINT FUNCTION

RESTRICTION: YOU ARE ALLOWED TO CHANGE ABOVE OPTION OF IMMEDIATE
OR DELAYED RESPONSE A MAXIMUM OF NINETEEN TIMES

If you want a printout before you terminate a program run, type an asterisk in the first set of parentheses. If you do not need a printout until after you have terminated the program, type an asterisk in the second set of parentheses. Then press the XMIT PAGE control switch. Whenever you specify DELAYED RESPONSE for one or more printouts and then IMMEDIATE RESPONSE for another printout during one program run, you will receive all printouts immediately.

TERMINATING
THE PROGRAM

To terminate the OUD Program press the TERM function switch. The letters EOT will be superimposed on whatever is being displayed on the screen. Before leaving the CRT, press the ERASE PAGE control switch to clear the screen. Turn the INTENSITY knob to the MIN position and the FOCUS knob counterclockwise as far as it will go.

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CHAPTER III. PROCESSING OPTIONS

Shortly after you have pressed the UNSOL MSG switch to turn it off, four processing options will appear on the screen. These options will be displayed exactly as given below.

1. ENTER - MRN XXXXXX SECTOR NAME XXXXX OPTION X
OPTION MAY BE EXPRESSED AS ONE OF THE FOLLOWING
 - A ADD NEW TARGET
 - B ADD NEW SECTOR
 - C DELETE AN ENTIRE SECTOR
 - D CHANGE A SECTOR
2. TRANSMIT DISPLAY BY PRESSING CONTROL SWITCH - XMIT PAGE

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When to use each option is explained below.

<u>Option</u>	<u>When to Use it</u>
A ADD NEW TARGET	Use to create an IHEAD sector for a new target record; the machine reference number (MRN) for this record will be assigned by the computer
B ADD NEW SECTOR	Use to add 1 of 14 sectors to an existing record; do <u>not</u> use to add an IHEAD sector
C DELETE AN ENTIRE SECTOR	Use to delete all data in 1 sector of 1 record; only the IHEAD sector cannot be deleted
D CHANGE A SECTOR	Use to modify data in 1 sector of 1 record

Once you have decided which option to use, follow these steps.

- STEP 1 To enter an MRN place the cursor under the first X after the letters MRN and type the MRN of the record to be updated.
- STEP 2 To enter a sector name, i.e., a mnemonic place the cursor under the first X after the words SECTOR NAME and type the mnemonic for the sector you want to work with.

STEP 3 Place the cursor under the X after the word OPTION and type the letter of the option you want to use.

STEP 4 Press the XMIT PAGE control switch.

To add a new record to the file follow only STEPS 3 and 4.

If you are not authorized to update the sector specified in STEP 2, you will receive a message to this effect. The program will then be automatically terminated.

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CHAPTER IV. ADDING A NEW TARGET RECORD

If you chose option A, adding a new target, in the display of processing options, the mnemonics for fields comprising the IHEAD sector of the new record will be displayed on the screen. This will be the only sector you will add to a new record whenever you specify option A. Entries (values) for these fields are required:

NAME
 COUN
 GEO\$
 BE\$\$ or NPIC or COMI

Entries for all other fields are optional.

To type required and optional values follow these procedures.

- * If the TYPE control switch is not on, press it to turn it on.
- * Press the CONTROL CHAR switch. Space characters () indicating the length of each value will appear after each mnemonic.

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- * Place the cursor under the first space character in the appropriate field. Type the value over the space character or characters.
- * Repeat this procedure for each value to be entered. Do not type in any other character positions on the screen.
- * Press the XMIT PAGE control switch to transmit all entries to the computer.

The computer will check the validity and format of each value. If all values are correct, the page will be redisplayed. Check all values to ensure that they appear exactly as you want them to be recorded in the IDF. If one or more values are incorrect, the page will be redisplayed with an error message stating which values are incorrect. Correct all errors as often as necessary. Then transmit the corrected page to the computer by pressing the XMIT PAGE control switch. The corrected page will be redisplayed.

Next, press the NEXT ACTION function switch. This message will then be displayed:

YOU HAVE DIRECTED THE PROCESS TO ENTER A NEW TARGET
 DEPRESS - NEXT ACTION- FUNCTION SWITCH TO EFFECT THE ADDITION
 DEPRESS - PROCEED- FUNCTION SWITCH TO RE-INITIALIZE

Follow the instruction given in line two or line three. If you decide not to add the new record to the IDF, press the PROCEED function switch. You may then continue to update the file or terminate the program. If you press the NEXT ACTION function switch again, a message similar to this will be displayed:

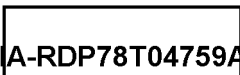
THE TARGET YOU HAVE JUST ENTERED HAS BEEN ASSIGNED MRN NNNNNN
 PRESS - PROCEED- FUNCTION SWITCH TO CONTINUE

Line 1 of this message will contain the MRN assigned to the new target record by the computer. This number will never be changed or transferred to another record in the IDF. Then press the PROCEED function

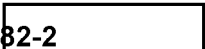
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switch. The processing options will be redisplayed. You may now continue to update the file or terminate the program.

During this time the IHEAD sector of the new record is being generated. After this sector has been generated and entered in the IDF, a message similar to the one given below will be printed by the teletypewriter associated with the CRT you are using:

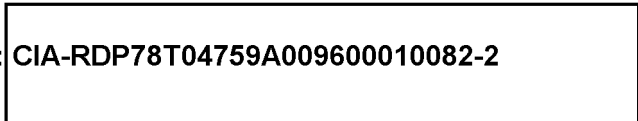
RUN IN PROCESS - MRN/NNNNNN PHASE MISSION/OUT
AUD RUN COMPLETED - NO ERRORS

AUD (line 2) is an abbreviation for the Automatic Update Program.

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CHAPTER V. ADDING A NEW SECTOR

If you chose option B, adding a new sector, you can insert in a record the sector you specified in the display of processing options. The mnemonics for fields and items comprising the sector will be displayed on a page identified by the word, CURRENT. This page will also include a defense classification and select header information. The data to be entered will usually consist of both textual and nontextual values. Nontextual values will consist of a predetermined number of characters, i.e., the length of the values will be fixed. The length of textual material will vary. We recommend that nontextual values be entered first, then textual material.

At this point in the processing you can enter only one occurrence of each repeating field in the sector. (See APPENDIX A.) After you have entered data in the fields and items displayed on the screen, you may enter additional occurrences of one or more repeating fields. If you intend to enter more than one occurrence of the same repeating field and that field contains a DATE item, these occurrences must be entered in chronological order, that is, the earliest occurrence must be entered first.

If the sector you specified in the display of processing options is already in the record to be updated, you will receive an error message. The processing options will be redisplayed. You may then choose another option or terminate the program.

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Before entering values in fields and items displayed on the screen, follow these procedures.

- * If the TYPE control switch is not on, press it to turn it on.
- * Press the CONTROL CHAR switch. Space characters () will be displayed for each nontextual value; each space character will correspond to one character in a value.

ENTERING NON- TEXTUAL DATA

To enter nontextual data having a predetermined number of characters follow these procedures in the order listed.

- * Place the cursor under the first space character in the field or item in which you will type a value.
- * Type the value over -- not beyond -- the space characters.
- * Repeat this procedure for each nontextual value to be entered in the sector.
- * Press the XMIT PAGE control switch to transmit the data to the computer. The computer will check the validity and format of the data; if there are no errors in the transmitted data, the page will be redisplayed.

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If one or more values you transmitted to the computer were erroneous, the page will be redisplayed with an error message. This message will state which values are incorrect. Correct all erroneous values as often as necessary. After all values have been corrected, transmit the corrected values to the computer by pressing the XMIT PAGE control switch. The computer will recheck the validity and format of these values. The validated fields and items will be redisplayed. Check them to ensure that they appear exactly as you want them recorded in the IDF.

At this point in the processing you may do one of three things:

- 1) press the NEXT ACTION function switch to indicate that you have typed all data for the new sector

or

- 2) enter textual material

or

- 3) enter one or more additional occurrences of a repeating field

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MATERIAL

To enter textual material in one field or item follow these steps in the order listed.

- * Place the cursor under the first character in the mnemonic for the field or item in which you wish to enter text.

- * Press the CURSOR ADD control switch; a new page will appear on the screen; it will be identified by EXPAND PAGE in the upper right corner and will contain a defense classification, select header information, a sector mnemonic, and this message:

ENTER ASTERISK FOR XTRA PAGE ()

The mnemonic identifying the text to be entered will appear immediately below this message.

- * Place the cursor under the single space character following the mnemonic for the text; type the text.

- * If you finish before you reach the end of the page, press the XMIT PAGE control switch.

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- * If you need a new EXPAND PAGE, type an asterisk between the parentheses in the message at the top of the screen. Then press the XMIT PAGE control switch. Another EXPAND PAGE will be displayed and will contain the last two lines from the bottom of the preceding page. Continue typing the text. If you need an additional page or pages, repeat this step as often as necessary.

- * Press the PROCEED function switch. CURRENT page 1 of the sector will be displayed and will include the textual material you just typed.

When entering textual material in a field or item, press the space bar at least once after typing each word -- including each word at the end of a line. In other words, if the last letter of a word appears at the end of a line, you must press the space bar at least once when you reach the first position of the next line. You may divide words at the end of a line, but if you do, do not type a hyphen to indicate the division of the word. To avoid dividing a word at the end of a line

- * press the space bar once

- * press the NUL key one or more times until you reach the end of the line

- * then type the word on the next line

Before transmitting each EXPAND PAGE to the computer system, proof-read the text and correct all errors. At this time you may also change any unsatisfactory text. You may make as many changes as you wish. Then press the XMIT PAGE control switch to transmit the page to the computer.

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After you have entered textual material in the last field or item

- * press the NEXT ACTION function switch to indicate that you have entered all data for the sector

or

- * enter additional occurrences of a repeating field or fields

ENTERING AN ADDITIONAL OCCURRENCE OF A REPEATING FIELD

After you have pressed the PROCEED function switch, the first page of the sector you are adding to an existing record will be displayed. If the mnemonic for the occurrence to be added appears on this page, follow the steps listed below. If it does not, use the NEXT PAGE function switch to locate the correct repeating field. Then follow these steps.

- * Press the ADD FIELD OCCUR function switch.
- * Place the cursor under the first character in the mnemonic for the field.
- * Press the CURSOR ADD control switch; the mnemonics for items (if any) comprising the field will be displayed
- * First enter nontextual and then textual values according to the instructions given in the first part of this chapter.

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- * Repeat these four steps for each additional occurrence of a repeating field to be entered; before typing each occurrence, be sure to place the cursor under the first character in the mnemonic for the first occurrence of the same repeating field.
- * After you have entered the last occurrence, press the NEXT ACTION function switch; this action indicates to the computer that all data for the new sector has been submitted.

TRANSMITTING A NEW
SECTOR TO THE IDF

After you have pressed the NEXT ACTION function switch to indicate that all data for the sector has been transmitted to the computer, this message will appear on the screen:

YOU HAVE DIRECTED THE PROCESS TO ADD SECTOR (Sector Mnemonic) OF MRN NNNNNN
DEPRESS -NEXT ACTION- FUNCTION SWITCH TO EFFECT THE ADDITION
DEPRESS -PROCEED- FUNCTION SWITCH TO RE-INITIALIZE

Follow the instruction given in line two or line three. If you press the NEXT ACTION switch, the sector transmitted to the computer will be entered in the IDF. The processing options will be redisplayed. After the new sector has been entered in the IDF, a message similar to this will be printed by the teletypewriter associated with the CRT you are using:

RUN IN PROCESS - MRN/NNNNNN PHASE MISSION/LOUD
AUD RUN COMPLETED - NO ERRORS

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Press the PROCEED switch if you decide not to enter the new sector in the IDF. The processing options will be redisplayed.

In both cases you may continue to update the file or terminate the program.

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CHAPTER VI. DELETING AN ENTIRE SECTOR

If you specified option C, deleting an entire sector, in the display of processing options, the following message will be displayed:

YOU HAVE DIRECTED THE PROCESS TO COMPLETELY ERADICATE SECTOR
(Sector Mnemonic) OF MRN NNNNNN
DEPRESS -NEXT ACTION- FUNCTION SWITCH TO EFFECT THE DELETION
DEPRESS -PROCEED- FUNCTION SWITCH TO RE-INITIALIZE

Follow the instruction given in line three or line four. In both cases the processing options will be redisplayed. If you have deleted a sector, a message similar to this will be printed by the teletypewriter associated with the CRT you are using:

RUN IN PROCESS - MRN/NNNNNN MISSION/OD
AUD RUN COMPLETED - NO ERRORS

If you decide not to delete the specified sector, press the PROCEED switch. Then continue updating the file or terminate the program.

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CHAPTER VII. CHANGING A SECTOR

If you chose option D, changing the sector you specified in the display of processing options, you may add, replace, delete, insert, and transpose data. After your choice has been transmitted to the computer, the first page of the sector you specified will be displayed. This and succeeding pages (if any) will include select header information, a defense classification, and a page number. Mnemonics and data (values) for the fields and items comprising the sector will appear on the rest of the page.

Values will be textual and nontextual. Nontextual values will consist of a predetermined number of characters, i.e., the length of each value will be fixed. Such values will be updated by changing one character at a time, on a one-for-one basis. The length of textual material will vary. Text can be updated by adding new text or updating existing text.

When updating a sector, we recommend that you work on one page at a time. On each page add, replace, insert, transpose, and delete values in this order:

- 1) nontextual
- 2) textual
- 3) occurrences of repeating fields

Display each page of a sector at least once. To display succeeding pages press the NEXT PAGE function switch as often as necessary. If no changes are to be made on a page, press this switch again. The last page of the sector will be identified by the words, LAST PAGE, in the upper right corner of the screen.

After all pages have been updated, press the NEXT ACTION function switch.

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UPDATING NON-
TEXTUAL DATA

Updating nontextual data consists of adding, replacing, and deleting values on a one-for-one basis. Before updating each page

- * press the TYPE control switch if it is not on
- * press the CONTROL CHAR switch

To add or replace a value

- * place the cursor under the first character or space character in the field or item to be updated
- * type the new value over -- not beyond -- the old values or space characters.

Deleting a nontextual value consists of replacing a value with space characters. To do this

- * place the cursor under the first character in the value to be deleted.
- * press the space bar once for each character in the value

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After updating all nontextual values on the page

- * press the XMIT PAGE control switch to transmit all changes to the computer
- * the computer will check the validity and format of each new value; if there are no errors in the transmitted values, the updated page will be displayed; if any of the transmitted values are incorrect, the updated page will be displayed with an error message stating which values are incorrect; correct all errors and retransmit the page by pressing the XMIT PAGE switch again

You are now ready to update textual material appearing on the same page.

ADDING NEW TEXT

To add new text to a field or item containing no text follow these steps in the order listed.

- STEP 1 Place the cursor under any character in the mnemonic for the field or item in which you wish to enter text.
- STEP 2 Press the CURSOR ADD control switch. A new page will appear on the screen; it will be identified by EXPAND PAGE in the upper right corner and will contain a defense classification, select header information, a sector mnemonic, and this message:

ENTER ASTERISK FOR XTRA PAGE ()

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The mnemonic identifying the text to be entered will appear immediately below this message.

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- STEP 3 Place the cursor under the single space character following the mnemonic for the field or item. Type the text. (See instructions at the end of this section.)
- STEP 4 If you finish before reaching the end of the page, press the XMIT PAGE control switch.
- STEP 5 If you need a new EXPAND PAGE, type an asterisk between the parentheses in the message at the top of the screen before pressing the XMIT PAGE control switch. A new EXPAND PAGE will be displayed and will contain the last two lines from the bottom of the preceding EXPAND PAGE. Continue typing the text. After you have finished, press XMIT PAGE again. If you need another page or pages, repeat this step as often as necessary.
- STEP 6 Press the PROCEED function switch. The appropriate CURRENT page (not an EXPAND PAGE) of the sector will be displayed and will include the text you have just added.

Repeat these steps for each field and item in which you want to enter new text.

When typing textual material, press the space bar at least once after each word -- including each word at the end of a line. In other words, if the last letter of a word appears at the end of a line, you must press the space bar at least once when you reach the first position of the

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next line. You may divide words at the end of a line, but if you do, do not type a hyphen to indicate the division of the word. To avoid dividing a word at the end of a line

- * press the space bar once
- * press the NUL key one or more times until you reach the end of the line
- * then type the word on the next line

Before transmitting each page to the computer, proofread the page and correct all errors if there are any. At this time you may also change any textual material that is unsatisfactory; you may make as many changes as you wish. Then press the XMIT PAGE control switch to transmit the page to the computer.

UPDATING EXISTING
TEXTUAL MATERIAL

Updating textual material previously recorded in a field or item consists of deleting, inserting, replacing, and/or transposing text. All text for a field or item is updated on a so-called EXPAND PAGE. On each page, eleven character positions at the end of each line and four blank lines at the bottom of the page can accommodate text as you insert and transpose material. We recommend that you update one EXPAND PAGE at a time, transmit the changes, and then update each succeeding EXPAND PAGE (if any).

The general procedures for updating text in one field or item are the same.

- STEP 1 Place the cursor under any character in the mnemonic for the field or item you want to update.

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STEP 2 Press the CURSOR ADD control switch. A new page will appear on the screen; it will be identified by the words EXPAND PAGE in the upper right corner and will contain a defense classification, select header information, a sector mnemonic, and this message:

ENTER ASTERISK FOR XTRA PAGE ()

The mnemonic identifying the text to be updated will appear immediately below this message. If the text exceeds one page, the remainder will appear on succeeding EXPAND PAGES.

STEP 3 Update the field or item. Specific procedures for each type of update are given on the following pages.

STEP 4 After each page has been updated, press the XMIT PAGE control switch.

STEP 5 Press the PROCEED function switch. The correct CURRENT page -- not an EXPAND PAGE -- of the sector will be displayed and will contain all the changes you have just made.

Repeat these steps for each field and item to be updated. To see where textual material can be placed or to ensure that you do not lose data as you update a page, press the CONTROL CHAR switch. Text can be placed in any position not filled by a value or a control character.

Deleting Text

Text can be deleted by either erasing one character at a time or by erasing all characters in a line or on a page.

To delete one character at a time

- * press the DELETE control switch
- * place the cursor under the character to be deleted
- * press the space bar

As you delete each character, succeeding characters will move to the left. For example,

before striking the space bar: DELEETE

after striking the space bar: DELETE

You may also use the control switches, ERASE TO END OF LINE and ERASE TO END OF PAGE, to delete larger portions of textual material. If you press ERASE TO END OF LINE, the character underlined by the cursor and all succeeding characters on the line will be deleted. If you press ERASE TO END OF PAGE, the character underlined by the cursor and all succeeding characters on the page will be deleted. The cursor will then move to home position. When using these switches, be careful not to erase the XTRA PAGE message at the top of the screen. Do not use the ERASE PAGE control switch to delete text.

Inserting Text

To insert characters

- * press the INSERT control switch
- * place the cursor under the character position in which you want to insert one or more characters

For example,

before striking the S key: INERT

after striking the S key: INSERT

As you insert characters, succeeding characters will be moved first into the blank positions at the end of each line and then into the blank lines at the bottom of the page. Continue inserting text only until these lines have been filled. After these lines have been filled

- * press the XMIT PAGE switch; the page will be redisplayed
- * place the cursor under the position in which you stopped inserting text; if this position is on a succeeding page, press the NEXT PAGE function switch
- * press the INSERT control switch
- * continue to insert text

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To insert text after the last sentence on a displayed page

- * press the TYPE control switch
- * place the cursor at least one or two spaces beyond the end of the last sentence
- * type the text; if you finish before reaching the end of the page, press the XMIT PAGE control switch
- * if you need a new EXPAND PAGE, type an asterisk between the parentheses in the message at the top of the page before pressing XMIT PAGE; then press XMIT PAGE; the new EXPAND PAGE will contain the last two lines from the bottom of the preceding page; continue inserting text; when you have finished, press XMIT PAGE

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Replacing Text

Replacing text involves deleting text and inserting other text in the same location. This can be done in two ways. To replace a relatively small amount of text

- * press the DELETE control switch to delete existing text
- * place the cursor under the point at which you want to insert text
- * press the INSERT control switch and type the text

To replace larger amounts of text

- * press ERASE TO END OF LINE or ERASE TO END OF PAGE, whichever is appropriate
- * press the TYPE control switch; type the text in the appropriate blank area

If the text to be replaced is on part of one line and part of the next, both methods for replacing text must be used.

Transposing Text

Before transposing textual material, you may find it useful to have a printed copy of the page. If so, press the PRINT PAGE function switch. The page will be printed by an on-line printer. See GETTING PRINTOUTS OF DISPLAYED PAGES, CHAPTER II.

To transpose textual material delete the text to be transposed. Then insert it in the location of your choice.

ADDING AND DELETING OCCURRENCES
OF REPEATING FIELDS

To delete an occurrence of a repeating field follow these procedures.

- * Display the first page of the occurrence to be deleted by pressing the PREV PAGE or NEXT PAGE function switch, as appropriate.
- * Press the DELETE FIELD OCCUR function switch.
- * Place the cursor under the first character in the mnemonic for the occurrence you want to delete.
- * Press the CURSOR ADD control switch. The computer will delete the values for the specified occurrence and display the updated page.

To add an occurrence of a repeating field follow these procedures.

- * Display the first page of the occurrence that will immediately follow the field to be added. To do this press the PREV PAGE and/or NEXT PAGE function switches, as necessary. Remember that the mnemonic for the occurrence of the field just displayed must be identical to the mnemonic for the occurrence you are about to add.
- * Press the ADD FIELD OCCUR function switch.
- * Place the cursor under the first character in the mnemonic for the occurrence that will immediately follow the occurrence to be added.

- * Press the CURSOR ADD control switch. The mnemonics for the occurrence to be added will be displayed in a position relative to the other fields in the sector.
- * Follow the procedures for entering and transmitting nontextual and textual values given in this chapter.

TRANSMITTING AN UPDATED
SECTOR TO THE IDF

After you have pressed the NEXT ACTION function switch to indicate that all changes have been transmitted to the computer, this message will appear on the screen:

YOU HAVE DIRECTED THE PROCESS TO CHANGE SECTOR (Sector Mnemonic)
OF MRN NNNNNN
DEPRESS -NEXT ACTION- FUNCTION SWITCH TO EFFECT THE CHANGE
DEPRESS -PROCEED- FUNCTION SWITCH TO RE-INITIALIZE

Follow the instruction given in either line two or line three. If you press the NEXT ACTION switch, the updated sector will be entered in the IDF. The processing options will be redisplayed. After the updated sector has been entered in the IDF, a message similar to this will be printed by the teletypewriter associated with the CRT you are using:

RUN IN PROCESS - MRN/NNNNNN PHASE MISSION/OD
AUD RUN COMPLETED - NO ERRORS

Press the PROCEED switch if you decide not to enter the updated sector in the IDF. The processing options will be redisplayed.

In both cases you may continue to update the file or terminate the program.

APPENDIX A. GLOSSARY

CHARACTER	A single letter, number, or symbol; the smallest unit of information considered in this manual.
CRT	Cathode-ray tube; in this manual synonymous with a Sanders Tabular Display.
FIELD	A unit of information consisting of one or more items; every field is identified by a mnemonic.
FILE	A set of records.
FORMAT	The arrangement of data in a file, record, sector, field, or item; also refers to the arrangement of data that is input or output.
IDF	Installations Data File; a set of records on targets or installations; records contain data derived from imagery.
ITEM	A unit of information consisting of one or more characters. An item is identified by a mnemonic except when it is the only item in a field; in this case the item has no mnemonic.

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MNEMONIC

A combination of letters or of letters and symbols used to identify a sector, field, or item.

MRN

Machine reference number; assigned by the computer to each record in the IDF for identification purposes; will not be changed or transferred to another record.

ON LINE

The status of a piece of equipment when it is in communication with the UNIVAC 494 computer system in

RECORD

A unit of information consisting of one or more sectors; in the IDF each record is identified by a machine reference number.

REPEATING FIELD

A field which is used as many times as needed (i.e., repeated) to record different values. All occurrences of the field have the same mnemonic. You must consult a description of a file to learn which fields are repeating fields.

SECTOR

A unit of information consisting of one or more fields; a sector is identified by a mnemonic.

VALUES

The contents of a given record, sector, field, or item; synonymous with entry and data.

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