General Instructions

Welcome to the Capital Needs Analysis Database. The database is located on the BYU Physical Facilities RS-6000. The RS-6000 is the computer that manages the database and files the records. Once the basic techniques of maneuvering through the database have been mastered, the database will become a powerful tool. This documentation will help you learn the basic techniques needed to use the database.

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Accessing the RS-6000

Logging-On

Log-on procedures vary from institution to institution. The procedures described here reflect procedures for BYU CNA specifically.

*Note: The second password must be obtained from a BYU CNA Center director. When the correct login and password are supplied, the main menu will be displayed.

*Note: BYU Provo is the only account that has access to the connection menu (11).

Accessing the Database Via a Remote Location

1. Click on the “RS 6000” icon on the desktop
2. Click on the “Open” button
3. BRWB login is “plog1”
4. Password is “puzzle”
5. Turn on Caps Lock
6. Second login is CNA.BYU
7. Password is . . .

Accessing the Database through BYU’s Network

*Computer connected on-campus with Ethernet*

1. Click on the “Start” button
2. Then select “Run”
3. In the space provided, enter “telnet plantwo.byu.edu”; then click “Open”
4. Login using same directions for REMOTE LOCATION starting with #3.

Accessing the Database Via a WYSE Terminal

Turn on the terminal

1. First login is “plog”
2. Password is “puzzle”
3. Turn on Caps Lock for the duration of the session
4. Second login is “CNA.BYU”
5. Password is . . .

Logging-Off

To leave the RS-6000, type “OFF” ENTER or just “O” ENTER at any menu.
Menus

The menus organize the various reports and entry screens for easy access. For example, most of the functions related to the cycle files may be found in MENU 2 (aptly named “Cycle File Database Menu”).

- To move from any menu forward to another menu, to a report, or to an entry screen, enter the number to the left that corresponds to the desired line, and hit ENTER.
- To move from a menu backwards to a previous menu, just press ENTER. (If you need to go back more than one menu, hit ENTER as many times as necessary.)

Note: Entry screens are indicated with () parenthesis and reports are indicated with <> parenthesis.

```
* * * CAPITAL NEEDS ANALYSIS  * * *

Database
1. Asset, Room Database Menu
2. Cycle File Database Menu
3. Master Plan Database Menu
4. Support Files Menu

Operations
5. Inspection Process Menu
6. Project Management Menu
7. Co-ordinator's Menu
8. Recertify Menu
9. Risk Management Menu

Miscellaneous
10. Printer/E-Mail Menu
11. CNA Connection Menu

ENTER SELECTION ?
```

**Example:** At the main menu, typing “1” ENTER will access the “Asset, Room Database” menu.

```
* * * ASSET, ROOM DATABASE MENU  * * *

Asset File
1. Asset File Update                   (AF.UPD)
2. Asset File Director                 (AF.DIR)
3. Asset File Data                     <AF.DATA>
4. Asset File Menu

Room File
5. Room File Update                    (RF.UPD)
6. Room File Duplicator                (RF.DUP)
7. Room File Data                      <RF.DATA>
8. Room File Menu

22. Reset Access Code                 <SET.ACCESS>

ENTER SELECTION ?
```

Hitting “5” ENTER in the “Asset, Room Database Menu” here would take you to the “Room File Update Screen.”

**For Future Note:** Strings of entries are normally abbreviated. The above example would be abbreviated 1.5. This translates into typing “1” ENTER at the main menu, then “5” ENTER at the next menu. 5.3.1 would translate into “5 ENTER, 3 ENTER, and then 1 ENTER”.

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Update Screens

Update screens allow you to enter data into the CNA system. This section will discuss the screen format and the dominant commands. For a complete, detailed list of commands, use the Help command (as described below) or see the index.

Note: When using modification prompts never use arrow, function or other keys relating to word processing. The only exceptions are (1) using the BACKSPACE key to delete mistakes while typing a field response or (2) using selected keys while entering information in the text editor mode.

Note for Data Entry Personnel: Be sure that when data entry is performed, that the right information has been entered into the database for modification. Double-check what has been entered to avoid accidentally changing the wrong items or information.

Fields

Fields are locations on the screen in which information may be entered.

Certain fields are set to accept information only in specific formats. For example, some fields will only accept numbers, some only text, and some may only take certain selections from a list (like Room Type in the Room File Update Screen).

Note: List options can be viewed by typing “LIST” ENTER at any prompt that requires a list selection.

The Room File Update Screen (RF.UPD) (1.5) is shown below.

<table>
<thead>
<tr>
<th>(RF.UPD) 1 of 1</th>
<th>Room File Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Building</td>
<td>........ ..........................</td>
</tr>
<tr>
<td>2) Room</td>
<td>......</td>
</tr>
<tr>
<td>3) Room Type</td>
<td>...  ..........................</td>
</tr>
<tr>
<td>4) Function</td>
<td>...  ..........................</td>
</tr>
<tr>
<td>5) Department</td>
<td>......</td>
</tr>
<tr>
<td>6) Square Feet</td>
<td>........  ........   Square Meters</td>
</tr>
<tr>
<td>7) Room Description</td>
<td>.............................</td>
</tr>
<tr>
<td>8) Floor</td>
<td>....</td>
</tr>
<tr>
<td>9) Wing/Phase</td>
<td>....</td>
</tr>
<tr>
<td>10) Height</td>
<td>......</td>
</tr>
</tbody>
</table>

11) CFkeys Fund System  | Summ Summary Code Description  | Quantity  |
| -1----                  | -2------ |
| ................................  | .......... |
| ................................  | .......... |
| ................................  | .......... |
| ................................  | .......... |

(1) Enter Building Abv >|||
Prompts

All prompts will be at the bottom of the update screens. Input the initial required information, and all other information will be retrieved and displayed on-screen.

Example: In the Room File Update screen in, enter the prompted Building Abv; next, another prompt will ask for the room number, so type that in and press ENTER.

(The below example entered in “HFAC”, room “B236B”.)

<table>
<thead>
<tr>
<th>(RF.UPD) 1 of 1</th>
<th>Room File Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Building</td>
<td>HFAC</td>
</tr>
<tr>
<td>2) Room</td>
<td>B236B</td>
</tr>
<tr>
<td>3) Room Type</td>
<td>31</td>
</tr>
<tr>
<td>4) Function</td>
<td>44</td>
</tr>
<tr>
<td>5) Department</td>
<td>DAP</td>
</tr>
<tr>
<td>6) Square Feet</td>
<td>112</td>
</tr>
<tr>
<td>7) Room Description</td>
<td>OFFICE</td>
</tr>
<tr>
<td>8) Floor</td>
<td>2</td>
</tr>
<tr>
<td>9) Wing/Phase</td>
<td>B</td>
</tr>
<tr>
<td>10) Height</td>
<td>8.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11) CFkeys Fund System</th>
<th>Summ Summary Code Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>-1----</td>
<td>-2------</td>
<td></td>
</tr>
<tr>
<td>1 57716. 169. ..........</td>
<td>1012 REPL LIGHT SURFACE MOUNT</td>
<td>3</td>
</tr>
<tr>
<td>2 57717. 169. ..........</td>
<td>1023 REPL CEILING SUSPENDED TI</td>
<td>112</td>
</tr>
<tr>
<td>3 57718. 169. ..........</td>
<td>1031 REPL FLOOR CARPET/GLUE DO</td>
<td>112</td>
</tr>
<tr>
<td>4 57720. 169. ..........</td>
<td>1331 REPL MODULAR SYSTEMS FURN</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12) Cycle File</th>
<th>13) System File</th>
<th>14) Force Level Room Type</th>
</tr>
</thead>
</table>

MODIFICATIONS?

Modification Prompt

After all required information is entered a “MODIFICATIONS?” prompt will appear. At this prompt, enter the number of the field you want to modify, or enter an applicable command (the commands are discussed later).

If ENTER is hit at a modification prompt, one of three things will happen:

1. If there are multiple screens, you will transfer to the next one.
2. If you are on the last screen (or the only screen), hitting ENTER may file changed information on the screen(s) to the database.
3. If you are on the last screen (or the only screen), hitting ENTER may give you an error message because the screen requires FI to file the information—a command is required to exit the screen.

If more than one field requires modification, you can enter the field numbers as a sequence. Enter the beginning and the ending field number, separated by a dash (-). Entering "3-8" will allow sequential modification of fields 3 through 8 before returning to the MODIFICATIONS prompt.

Note: Entering “8-3” will allow a descending sequence: 8,7,6,5,4, then 3.
Enter Access Code Prompt

Two update screens—CF.UPD (2.2) and FMP.UPD (3.2)—require an access code in order to enter and file information.

Instead of seeing the normal prompt, i.e. Enter Cycle File Key, a prompt will appear:

*Enter Access Code:*

At this prompt, enter the specified access code. This access code varies for each funding responsibility. Enter the appropriate code for the key’s funding responsibility that will be viewed.

If an incorrect code is entered or if just the ENTER key is hit, the screen will look the same as if the correct code were entered. However, after entering the key for viewing, a prompt will appear:

*Warning! Read Only.*

Any changes made cannot be filed. If an attempt to file the changes is made, a prompt will appear:

*Read Only. No Update.*

In order to receive the proper access code, contact the CES-CNA Center.
Frequently Used Commands

The following list describes the most common commands that can be used at the MODIFICATIONS? prompt.

Help Valid entries are: ?, HELP
Lists all the commands available to the user, and explains them in detail.

End Valid entries are: END, STOP
Stops the execution of a screen or report. Returns you to the previous menu without any update to the data file.

Top Valid entries are: TOP, EX
Stops the execution of the screen or report. Returns you to the top of the screen or report with no update. This allows you to start over.

File Valid entries are: FI, FILE
Files information on the entry screen to the database. After filing, it blanks the screen and allows you to continue working with the same screen.

Duplicate Valid entries are: 0, /
Duplicates the value of a field in the previous item for the value in the current item. For example, this could be used in the duplication of a transaction date in a date field. Once a date was entered in a field for the first time, it could be duplicated for subsequent records by using this command. Does not work for all fields.

Null filed Valid entries are: <space>, \, NULL
Nulls or blanks values for a field in the entry screen.

Screen-to- Valid entries are: S#
Screen
Used to move to a different screen for an update screen that has multiple pages (for example, “S3” will take you to screen 3).

Goto Mod Valid entries are: MOD, .M, /M
Used to transfer directly to the MODIFICATIONS prompt of a screen, by-passing any remaining required prompt fields.
Less Common Commands

The following list describes less common commands that can be used at the MODIFICATIONS? prompt.

Refresh
Valid entries are: REF, .R, /R
Reprints the screen image and contents for the data fields on the terminal screen.

Print Screen
Valid entries are: /PRINT, .PRINT
Prints the current screen image and associated data to either the system printer or to a slave printer tied to the auxiliary port of your terminal. After entering this command, you will be prompted with: Send to System Printer, Slave Printer, or Data File (P/S/F/<SR>=exit): The options are “P” for system printer, “S” for slave/auxiliary printer, or “F” for a data file item. Do not use “F”. You will save the screen, but will actually not have a way of accessing it. Enter a carriage return if you do not wish to print or store this screen image.

Editor
Valid entries are: EDIT, ED
Places the interpreter into a line or text editor mode of operation for editing a field with word processing type functions. After entering “EDIT” or “ED”, use the ESC key to invoke this special Editor.

Up Field
Valid entries are: ^, UP
Used to temporarily go back to a previous field while in the entry mode.

Down Field
Valid entries are: ., DN
Used to go back down or across to the next field on the screen if you have been using the up field command in the entry mode.
**Rarely Used Commands**

**Select Value**  
Valid entries are: **SEL, NEXT**  
This command is for reading the next value from an active select list into a field. This command is valid only for those fields that have been predefined as "select: fields" (fields with a field type that includes the "S" parameter).

**Skip Prompt**  
Valid entries are: **SKIP, SK**  
This command allows the operator to set any prompt field to be skipped during the entry mode of operation. This setting is only valid for the duration of the input session.

**Serial #**  
Valid entries are: **?SN, .SN**  
This command will list license information for the SCREEN-GEN utility software that is used to run this program.

**Execute**  
Valid entries are: **XE, EXEC**  
This command allows you to temporarily leave this program to a simulated terminal control language level (TCL). After entering this command, the screen will be cleared and an equal sign (=) appears as the TCL prompt character. At this point, you can execute any valid TCL command as long as you remain in the current account. Enter the "ESC" key at the = prompt when you want to return to your original screen program, or you can key in "RTN" or "RETURN" to return you to your screen program.
**Repeat Functions/Shortcuts**

A multi-valued window is a set of rows and columns used to enter and display information. A good example of this is in the Room File Update Screen (RF.UPD) (1.5), under field 11.

**Fields with the “0” Repeat Function**

Most of these will repeat the previous information by entering a 0, rather than re-entering the information. Additionally, sometimes 0 is a shortcut to enter a certain common value. These shortcuts are indicated by [].

<table>
<thead>
<tr>
<th>Screen</th>
<th>Field</th>
<th>At Prompt</th>
<th>Repeats Previous . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF.MFR</td>
<td>Asset Abv</td>
<td>Enter asset Abv</td>
<td>Asset</td>
</tr>
<tr>
<td>CF.UPD</td>
<td>Cross Reference Building</td>
<td>Enter Cross Reference Building Abv</td>
<td>Building</td>
</tr>
<tr>
<td></td>
<td>Remain Life</td>
<td>Enter Remaining Life</td>
<td>Life Cycle</td>
</tr>
<tr>
<td></td>
<td>Remain Life</td>
<td>Enter Inspection Notes</td>
<td>Inspection Notes</td>
</tr>
<tr>
<td></td>
<td>Building</td>
<td>Enter Building Abv</td>
<td>Building</td>
</tr>
<tr>
<td>CS.HID</td>
<td>Funding Responsibility</td>
<td>Enter Funding Responsibility</td>
<td>[ Inserts 169 ]</td>
</tr>
<tr>
<td>CS.MPI</td>
<td>Funding Responsibility</td>
<td>Enter Funding Responsibility</td>
<td>[ Inserts 169 ]</td>
</tr>
<tr>
<td>IF.UPD</td>
<td>Inspector</td>
<td>Enter Inspector</td>
<td>Inspector</td>
</tr>
<tr>
<td></td>
<td>Project Close Leader</td>
<td>Enter Project Close Leader</td>
<td>Project Close Leader</td>
</tr>
<tr>
<td>INFL.UPD</td>
<td>Year</td>
<td>Enter Year</td>
<td>[ to increment year ]</td>
</tr>
<tr>
<td>IR.ENT</td>
<td>Inspected By</td>
<td>Enter Inspected By</td>
<td>Inspector</td>
</tr>
<tr>
<td>IR.ZERO</td>
<td>Estimated By</td>
<td>Enter Estimated By</td>
<td>Estimator</td>
</tr>
<tr>
<td>RF.LKP</td>
<td>Building Abv</td>
<td>Enter Building Abv</td>
<td>Building</td>
</tr>
<tr>
<td></td>
<td>Room Number</td>
<td>Enter Room Number</td>
<td>Room</td>
</tr>
<tr>
<td>RF.UPD</td>
<td>Building Abv</td>
<td>Enter Building Abv</td>
<td>Building</td>
</tr>
<tr>
<td></td>
<td>Room Number</td>
<td>Enter Room Number</td>
<td>Room</td>
</tr>
<tr>
<td>SF.UPD</td>
<td>Key</td>
<td>Enter Key</td>
<td>Key</td>
</tr>
<tr>
<td></td>
<td>Building Abv</td>
<td>Enter Building Abv</td>
<td>Building</td>
</tr>
<tr>
<td></td>
<td>Category</td>
<td>Enter Category</td>
<td>Category</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Enter Description</td>
<td>Description</td>
</tr>
</tbody>
</table>
Fields with the ENTER Repeat Function

Some of these will repeat the previous information by hitting ENTER, rather than re-entering the information. Additionally, sometimes ENTER is a shortcut to perform a certain function. These shortcuts are indicated by [ ].

<table>
<thead>
<tr>
<th>Screen</th>
<th>Field</th>
<th>At Prompt</th>
<th>Repeats Previous . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF.COM</td>
<td>Key</td>
<td>Enter Key</td>
<td>[to cross reference]</td>
</tr>
<tr>
<td>CF.LKP</td>
<td>Key</td>
<td>Enter Key</td>
<td>[to cross reference]</td>
</tr>
<tr>
<td>CF.MC</td>
<td>Key</td>
<td>Enter Key</td>
<td>Key</td>
</tr>
<tr>
<td>CF.SPL</td>
<td>Cross Reference Building</td>
<td>Enter Cross Reference Building Abv</td>
<td>[to jump to key]</td>
</tr>
<tr>
<td></td>
<td>Key</td>
<td>Enter Key</td>
<td>[to cross reference]</td>
</tr>
<tr>
<td>CF.UPD</td>
<td>Cross Reference Building</td>
<td>Enter Cross Reference Building Abv</td>
<td>[to cross reference]</td>
</tr>
<tr>
<td></td>
<td>Key</td>
<td>Enter Key</td>
<td>Key</td>
</tr>
<tr>
<td>PIP.PAC</td>
<td>Key</td>
<td>Enter Project In Process Key</td>
<td>Key</td>
</tr>
<tr>
<td>RF.UPD</td>
<td>Building Abv</td>
<td>Enter Building Abv</td>
<td>Building</td>
</tr>
<tr>
<td>LG.UPD</td>
<td>Key</td>
<td>Enter Key</td>
<td>Key</td>
</tr>
</tbody>
</table>

Year Shortcuts

These year shortcuts will enter a year value as indicated below. An X in the box indicates that the particular shortcut works in that screen. Any deviation is indicated with [ ].

<table>
<thead>
<tr>
<th>Screen</th>
<th>-1 to use Previous Year</th>
<th>0 to use Current Year</th>
<th>1 to use Budget Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS.HID</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CS.MPI</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CS.OFF</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CS.UPD</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>INFL.UPD</td>
<td>[0 to increment year]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Multi-Valued Window

A multi-valued window is a set of rows and columns used to enter and display information. A good example of this is in the Room File Update Screen (RF.UPD) (1.5), under field 11.

Line Number Prompt

Line numbers are listed on the left side of a multi-valued window.

When a multi-valued field is selected, the “LINE NUMBER?” prompt will appear. There are five options.

- #: Accesses the line number entered for modification.
- A: Adds a new line to the window.
- D#: Deletes the line number indicated.
- F: Advances the lines forward to view the next set of numbers.
- B: Advances the lines backward to view the previous set of numbers.

Column Number Prompt

Column numbers are listed across the top of a multi-valued window.

After selecting the line you wish to modify, the “COLUMN NUMBER?” prompt will appear. Enter the column you wish to modify (followed by ENTER); then make the appropriate modifications.
Text Editor

The text editor is a method of editing description fields. The prompt for the text editor will appear at the bottom of the screen wherever it is used.

Text Editor Menu

Hitting ESC while in an appropriate field that uses the text editor accesses the text editor menu. The text editor menu options are listed below. These are accessed by SPACEing over the appropriate option and hitting ENTER to select.

- **Replace**: Same as type-over. It is easier to move around within the text in Replace Mode. Use this mode to get to the desired spot where change is needed in a text field; then use **Replace** or **Insert Mode** to modify accordingly.
- **Insert**: Allows you to insert information without deleting what is already there.
- **Help**: Displays the operating instructions pertaining to the text field.
- **Window**: Displays the full page if the description is too long to show up on regular screen.
- **File**: Files (saves) the information and brings you back to the original screen.
- **Exit**: Allows you to exit out of the description mode, *but does not save any changes made*.
- **Delete**: Deletes the entire text field for description.

Text Editor Modes

There are three different modes for the text editor. They are displayed near the bottom right-hand corner of the screen.

The **General Mode** is either **Replace** or **Insert**:
This is the way that characters are changed or added in the field. The mode can be changed by accessing the **text editor menu**.

The **Delete Mode** is **character, word or line**:
The delete mode is normally in the character mode. To toggle between character, word and line mode, use CRTL-W.

- In **character** mode, the delete key will delete whatever character the cursor is on.
- In **word** mode, the delete key will delete whatever word the cursor is on.
- In **line** mode, the delete key will delete whatever line the cursor is on.

The **Cursor Mode** is character/line or word/page:
This mode determines whether moving forward in the text will occur character-by-character, or word-by-word.
Text Editor Commands and Keys:

ESC  Accesses the Text Editor Menu
CTRL-T  Takes cursor to the top of the text
CTRL-X  Exits out—no update
CTRL-O  Undo changes—oops command
DEL, CTRL-D  Delete character/word/line
CTRL-W  Select a delete option: character, word, or line
CTRL-F  Cursor forward
CTRL-H, BACKSPACE  In replace mode, moves the cursor back
                   In insert mode, deletes the previous character
CTRL-K  Cursor up
CTRL-J  In replace mode, moves the cursor down
                   In insert mode, inserts a new paragraph/block
TAB, CTRL-I  Selects character movement: character/line or word/page
ENTER  In insert mode, starts a new paragraph.
                   In replace mode, exits text editor—with update
                   (only if the text editor menu has not been accessed, otherwise,
                    nothing will happen)

Arrow Keys  Do not work properly in a PC terminal. On a WYSE terminal,
                   moves the cursor up, down, and side-to-side.
Creating a Report

Once information has been entered into the database, it is only be useful if is organized in a desirable way. This section will introduce general report guidelines. Reports are explained in more detail in related documentation.

Note: The commands END, X, and STOP can be used to terminate a report at any point during creation.

Report Sections

The Parameter Section: Used to designate which items will be included in the report. Not entering any selections in a parameter will result in a report with all selection possibilities. The end of the parameter section is indicated by “^”.

Tips on using the Parameter Section:
1. **Wild Card Character:** Use a carrot (^) to match any single character.
2. **Wild Card Characters:** Using a “[” before or “]” after an entry, expands the parameter to match multiple characters before or after the specified entry. For example, entering “[10]” for a summary code selection will include all summary codes that begin with 10.
3. **Chaining:** Items can be chained with a semi-colon (;) to select multiple parameters. For example, entering “12345;12546” for a key number will retrieve information for keys 12345 and 12546.
4. **Non-Numerical Fields:** For non-numerical or non-list fields, put brackets around the parameters.
   - **Option 1:** Enter each word individually, separated by semi-colons.
     For example, enter “[BTU];[METER]” for any entry with “BTU” or “METER.”
   - **Option 2:** If a phrase is desired, use a carrot (^) as a placeholder instead of a space.
     For example, enter [ANIMAL^SCIENCE] to find items with the phrase “Animal Science.”

YES/NO Section: After the parameter section, some reports have a series of yes and no questions. You can select any of the options by entering Y (yes) or N (no). The default option is displayed in the “<>” parenthesis.

Display Section: After the YES/NO section, there may be a display section. This section allows various options of displaying the information. The default is located in the “<>” parenthesis.

Sort Section. The sort section lists sorting options, which organizes requested information as indicated in each sort. The default is located in the “<>” parenthesis. Sort the information to best suit individual needs. The end of this section is indicated by “x:”. This also shows the end of the report options—the last point to cancel a report without generating a hold entry number.

Computer Section. After the sort is selected, the computer processes the request. This may take a few minutes, and various bits of processing jargon may be displayed.

Note: During this waiting period, do not hit ENTER. It will not speed the process, and you will end up missing the next important piece of information—the hold entry number.
**Hold Queue Section.** When the computer has finished processing your request, it will give you a hold queue number to use to access the report you have made. Write this number down for future use in printing or looking at the report; then press ENTER to return to the menu.

**Example**

The following example will select all the cycle file keys that are in funding responsibilities 169 or 169A, located in the BRWB (Samuel F. Brewster Building), with a remaining life of 1,2,3, or 4, and that have "PLANNING" located in the description.

```
<CF.DATA>
  CYCLE FILE primary information.

  NOTE!
  Default Summary Code is 1).
  IF you want ALL Summary Codes
  THEN answer period (.) to the Summary Code prompt.

  with Key Number         ... :
  with Funding Resp       ... :169]
  with Building Abv       ... :BRWB
  with Summary Code       ...
  with Remaining Life     ...
  with Floor              ...
  with Wing               ...
  with RoomTypeCode       ...
  with Location           ...
  with Description        ...
  with ICN                ...
  with Asset Class        ...
  with Asset Area         ...
  with MCD Year           ...
  with NOT Funding Resp   ...
  with NOT Building Abv   ...
  with NOT Summary Code   ...
  with ZERO Study Cost?  Y<N> :
  NO Cancel?             <Y>N :
  ONLY DangleFund?       Y<N> :
  Room File Quantity?    Y<N> :

  1) all items; NO selection on Rooms
  2) ONLY Rooms
  3) NO Rooms

  Enter with          <1>23 :
  Sort Section

  1) by Fund Resp by Remaining Life by Summary Code
  2) by Summary Code by Building Abv
  3) by Fund Resp by Building Abv by Floor by Wing by RmType
  4) by Fund Resp by Building Abv by Remaining Life
  5) by Fund Resp by Building Abv by Summary Code by Remaining Life
  6) by Fund Resp by Building Abv by Summary Code by Floor by Wing
  7) by Fund Resp by Building Abv by Summary Code by Floor by Wing
  8) by KEY
  9) by Building Abv by Summary Code
  10) by CatLeader by Inspector by Building Abv by Floor
      by Wing by RmType Description
  11) by Building by Location by Summary Code
  12) by ICN
  13) by Remaining Life by Building by Location by Summary Code
  14) by Remaining Life by Summary Code by Building by Location
  15) by Fund Resp by Building Abv by Room by Summary Code

  Enter Sort 123456<7>89101112131415x:

  Hold Entry # 388
```

Hold Entry # 388
Printer Menu

The printer menu allows a hard copy of a report to be obtained or for a report to be viewed on-screen. A hold queue is necessary to either print or view a report.

Print a Hold Queue

Reports can be printed through a Physical Facilities network printer in the Brewster Building or through another network line. To get to the printer menu, type “10” ENTER at the main menu.

* * * PRINTER MENU * * *

1. Provo Printer Menu
2. Hawaii Printer Menu
3. Other Printer Menu
4. eMail
5. Look at a Hold Queue
6. List Account Hold Queues

At the Printer Menu, enter the desired selection. The below menu came from choosing option 1.

* * * PROVO PRINTER MENU * * *

1. CNA Center BRWB 224 [cnahp]
2. Info Support BRWB 220 [ishapl]
3. SAS SASB 110 [sas]
4. Media Services [mshp]
5. IT Services MB 207 [itshp]
6. KBYU [kbyu]
7. WSC WSC 3326 [wscpnr]
8. ASB ASB D208 [asbpnr]

Next, enter the desired printer selection. Then enter the Hold Queue Number. Finally, at the four prompts that appear, change any report options that you desire (for example, you may type P for a portrait orientation, B to include a border, etc.). Most of the time, the defaults are satisfactory, so just hit ENTER four times to get through these prompts quickly.

Enter Hold Queue Number ?66
(S)tandard or (H)oled....
(L)andscape or (P)ortrait
(P)lain, (B)order, or Border with (L)ines (CR=P)
ENTER NUMBER OF COPIES (1=RETURN) (max=8): ?
Printing...
Job Number is: 66
Look at a Hold Queue

PURPOSE: `<SP-LOOK> <10.5>` allows the user to see the hold queue on screen (rather than print the report).

HOW TO USE IT: First, you must make sure that your display terminal is setup with the right display characters/columns.

- If you are using PC terminal software (such as Host Presenter), the columns can be changed by modifying the display in the terminal setup. Go to “Setup . . .”, then “Emulator” and select “Display” from the drop-down menu. Then you can choose to display 80 or 132 characters in a line
  - If you choose 132, only the first 132 characters will be displayed. At 132, then report will not wrap to the next line. This means that you could lose as many as 24 characters off the right-hand side of the report.
  - If you choose 80, the report will look a little bit messier, but all of the information will be visible—the right-hand side of the report will wrap onto the second line.
- If you are using a WYSE terminal, make sure it is set up for 132 columns. This can be done by pressing SHIFT-SysReq; then hit F1 to modify the display; then hit the space bar to change the columns to 132. Then hit F10 twice to return to menu.

Enter the hold queue (as indicated) and choose one of the given options.

- **Y** Shows the first 500 characters of the report, and then brings up the String prompt.
- **N** Takes you to the delete prompt—where you could delete the hold queue.
- **S** Takes you directly to the Spool prompt, without showing the first 500 characters of the report.
- **D** Takes you to the delete prompt—where you could delete the hold queue.
- **X** Takes you back to the menu.
- **CR** Will take you back to the menu.

After choosing a display option, the computer will then prompt for a string. Hit ENTER to bypass the string option.

A string can be used to find any particular set or characters. For example, “PAGE 110” would start the spooling report at Page 110.

*Note: Exact characters and spacing are required to locate the string.*
After the string commands, the spool command is displayed with various spooling options.

- **Y** Spools the hold queue to the printer (not recommended).
- **N** Takes you to the delete prompt—where you could delete the hold queue.
- **CR** Takes you to the delete prompt—where you could delete the hold queue.
- **T** Spools the hold queue to the screen one frame at a time. To go to the next frame, hit ENTER. To stop spooling, press “X”.
- **TN** Spools the hold queue to the screen without stopping. To stop the continual spooling, use CTRL S. Use CTRL Q to restart the spooling.
- **F** Prompts for additional information, then copies the report to a file. **Do not use.**

### Delete a Hold Queue

Hold queues used to be able to be deleted using `<SP-DELETE>`. However, this feature has been taken away. Reports can be deleted in the “Look at Hold Queue”, but this is not necessary to do since **hold queues are deleted automatically when they are 3 or 4 days old.**

**List Account Hold Queues**

**PURPOSE:** `<SP-LIST>` `<10.6>` lists the hold queues that are currently accessible.

**HOW TO USE IT:** Enter “Y” at the appropriate prompt and press ENTER to scroll through the screen.