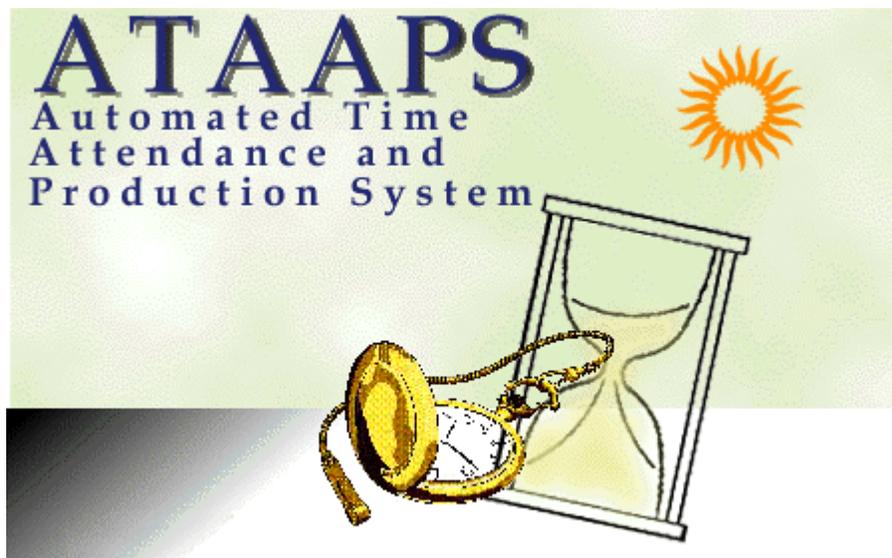


Volume

1

SYSTEMS ENGINEERING ORGANIZATION, PENSACOLA (SEOPE)

Automated Time Attendance and Production System (ATAAPS) Windows, Version 3.06



ATAAPS Installation Guide

ATAAPS Installation Guide

31 January 1999

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CHAPTER 1 - GENERAL INFORMATION

WHAT IS ATAAPS?

The Automated Time Attendance and Production System (ATAAPS) provides an automated, single-source input for reporting and collecting time and attendance (T&A) and labor and production (L&P) data and for passing that information to interfacing payroll and accounting systems.

ATAAPS consists of six separate, but related applications. User access to the applications is controlled through the installation process (*in addition to being password protected*). A brief description of each of the applications follows:

- The **Main ATAAPS Application** is used primarily for detailed reporting of T&A and L&P data.
- The **Report Archive Application** is used to generate and save reports extracted from the ATAAPS database.
- The **Source Data Automation (SDA) Payroll Pass to DCPS Application** retrieves T&A data from the ATAAPS database and puts it into ASCII file format for eventual transmission to the Defense Civilian Payroll System (DCPS).
- The **Master Employee Record (MER) Application** allows for an initial, automated build of employee records into the ATAAPS database and also provides for a periodic, automated reconciliation between the MER and the database.
- The **Accounting Upload/Download File Transfer Application** provides a mechanism for a two-way exchange of accounting-related information between the ATAAPS database and the interfacing accounting system.
- The **DBA/System Administration Application** provides a mechanism for editing "raw" data in the ATAAPS database; for purging historical information; for granting security authorization levels; and for synchronizing system numbers throughout the database.

Additional information about each of these applications can be found in their associated User's Manuals or on-line Help files.

INSTALLATION REQUIREMENTS

ATAAPS is a windows-based application which operates in a client/server PC environment. The minimum system requirements for installing ATAAPS are:

CLIENT (minimum)

The minimum configuration required to run the ATAAPS application is:

- Windows 95 or Windows NT 4.0 (*or greater*)
- 40MB free hard disk
- 16MB RAM
- 486 Processor DX 33 MHz
- Database Client Software
- CD ROM and Sound Card

CLIENT (recommended)

The recommended configuration required to run ATAAPS is:

- Windows 95 or Windows NT 4.0 (*or greater*)
- 40MB free hard disk
- 32MB RAM
- PENTIUM Processor (*166 MHz or better*)
- Internet Connectivity
- CD ROM Drive 24X (*or better*) and speakers (*multi-media*)
- Database Client Software

SERVER

The ATAAPS server must have the following:

- ODBC Compliant Relational Database (*i.e., Sybase SQL Anywhere (5.0 or greater) or Oracle 7.3 (or greater)*)
- Operating System (*Win 95, WIN NT 4.0 (or greater)– or a combination, or any operating system which supports Oracle 7.3 and up*)
- Internal Network (*Novell 3.12 or Win NT 5.0 or greater*)

ADDITIONAL SOFTWARE (recommended)

The following additional software is recommended to take full advantage of user orientation materials available on CD ROM or the Internet:

- **Adobe Acrobat Reader** (*Version 3.0 with search or greater*)
- Software capability to view .avi files)
- Sound card

CHAPTER 2 - COORDINATION REQUIREMENTS

PRELIMINARY COORDINATION

Once a customer (*or its headquarters*) has made the decision to install ATAAPS at a user site, preliminary coordination between the SEOPE Technical Support staff and the customer is imperative for successful installation and implementation of ATAAPS.

A **Site Survey Form** is used to collect preliminary information about the customer (*such as the customer's point of contact, installation name, accounting system used, and number of employees; as well as some technical information, such as the client PC operating systems supported, network topology, etc.*). The information provided on the **Site Survey Form** will enable SEOPE to tailor ATAAPS installation procedures to the customer's unique operating environment.

Upon receipt of the **Site Survey Form**, a primary SEOPE ATAAPS point of contact will be assigned to work with the customer as a liaison.

In addition, if requested at this time, a CD-ROM, containing the ATAAPS documentation and training package, will be sent via mail to the installation POC.

TECHNICAL COORDINATION

ADP Technology

After the preliminary coordination has occurred, SEOPE ADP Technology personnel will contact the installation POC to discuss the information provided on the **Site Survey Form** and to obtain additional details. This additional information will primarily be technical in nature and will normally be associated with DBA, network, release management, and communications-type issues.

Once the necessary information has been gathered, a joint decision will then be made relative to the best support mix. SEOPE and the customer will reach an agreement as to exactly what is to be delivered as part of the installation package and how it is to be delivered.

ADP Technology will review the current inventory of release packages and, if necessary, tailor one to meet the customer's specific needs.

SEOPE ATAAPS POC

If agreed to, the SEOPE ATAAPS POC will support the customer in coordinating the following actions:

- *DCPS Payroll Office* will be notified -- for the purpose of seeking approval for a new SDA or an SDA merge.
- *Accounting Office (SOMARDS, DBMS or Other)* will be notified -- for the purpose of seeking coordinated actions/approval for accommodating accounting interfaces (*e.g., the DBMS Megacenter must be alerted in order to pass/receive interfaces on a scheduled basis*).

In addition, as applicable, the *ATAAPS POC* will:

- Provide a detailed questionnaire to the customer, which will be used to establish some overall database parameters in the Main ATAAPS Application. (*Refer to Chapter 3 of the "System Administrator's Guide" for additional information.*)
- Identify data structures needed to initially populate production user tables. Specifically, if the customer desires SEOPE to assist in the initial population of employee and accounting-related data, SEOPE will be requesting the installation POC to provide properly formatted MER and accounting files. (*See Chapter 5 of this guide for additional information.*)
- Ascertain customer requirements for DBA/System Administrator orientation and develop an orientation schedule. This orientation will be augmented by CD-ROM, PDF files, information via the WWW, etc. (*See Chapter 6 of this guide for additional information on the orientation process.*)

Once the preliminary and technical coordination have been completed, a Memorandum of Agreement (MOA) and a detailed requirements package will be developed and staffed for final coordination and approval within SEOPE. As a minimum, these documents will describe exactly what is to be delivered; where it will be delivered to; and how it is to be delivered. These documents will then be forwarded to the customer site for formal approval. Following customer approval, SEOPE will initiate appropriate actions to prepare the deliverable.

CHAPTER 3 - INSTALLING ATAAPS

CREATING THE DATABASE ON THE SERVER

ATAAPS can operate using a Sybase SQL Anywhere (*Version 5.0 or greater*) or Oracle 7.3 (*or greater*) database. The customer will decide whether they wish to create their own database or authorize SEOPE to create it. There can, however, be ONLY one UIC per database.

There are several ways that the database can be created. Depending upon the method chosen, SEOPE will accomplish one of the following:

- **Create and populate the database with applicable constraint table data** for subsequent forwarding to the user site.
- **Create and populate the database with applicable constraint table data and unload the resultant table data in the form of data files** which can then be transmitted along to the user with the database creation script. (*This can only be done if using a Sybase SQL Anywhere database.*)
- **Provide the DBA/System Administrator with access to the database creation script and constraint table data on the Web.**

In addition, if requested by the user, SEOPE can assist in initially populating the database with pertinent employee and accounting-related data. See Chapter 5 of this Guide for additional information on this process.

The initial "super" user account for ATAAPS will be **dbalname**. SEOPE will provide the appropriate password upon delivery of the application.

Although the details of how ATAAPS is installed (*or updated*) at a user's site depend upon the type of distribution and the desired local system configuration, the basic procedures are always the same. They are:

- Create the database
- Create the schema (*and populate the constraint tables*)
- Establish user accounts (*or roles*)
- Grant rights (*or privileges*) to each user
- Configure listener (*i.e., load communications software on the server*)

A text file and appropriate database creation scripts will be provided to the user site's DBA/System Administrator as part of the ATAAPS database installation package. These documents will differ from installation to installation because of each user's unique operating environment. (*The name of the text file will be "orantdb.txt" if the installation is using an Oracle database under an NT operating environment; it will be called "oraunix.txt" if using an Oracle database under a UNIX operating environment; and "sybasedb.txt" if using a Sybase SQL Anywhere database.*) To the maximum extent possible, SEOPE will tailor these documents to the user's requirements. In order to assist in this process, SEOPE will be providing the user with a questionnaire, similar to the sample found at Appendix A. Appendices B through D contain sample text files and database creation scripts for different scenarios.

INSTALLING DATABASE CLIENT SOFTWARE ON EACH USER'S PC

As part of the installation process, the DBA/System Administrator must ensure that the database client software has been installed on each client PC.

INSTALLING THE ATAAPS APPLICATION SOFTWARE

GENERAL INFORMATION

The ATAAPS application software can be installed locally on a PC or remotely on an application file server. In either instance, however, the database will be installed on the database server.

(NOTE: If the application is installed remotely on an application file server, the DBA/System Administrator must ensure that every user has been given write permission to the "ataaps.ini" file. The "ataaps.ini" file is created after the first time a user successfully logs on to the database.)

DOWNLOADING THE SOFTWARE FROM THE INTERNET

The ATAAPS application software can be downloaded to the user's PC from the Internet via FTP. Arrangements must be made with SEOPE Technical Support.

You can contact the Systems Engineering Organization, Pensacola (SEOPE) Technical Support staff by e-mail, fax, or telephone. Our normal business hours are Monday through Friday, from 6:30 a.m. to 4:30 p.m. CST. Outside of these hours, emergency calls will be handled immediately; other calls will be handled the next business day.

E-Mail:

- ataaps_info@dfas.mil

Fax:

- DSN: 922-1147
- Commercial: 850-452-1147

Telephone:

- DSN: 922-2990, extension 310
- Commercial: 850-452-2990, extension 310

INSTALLATION PROCESS

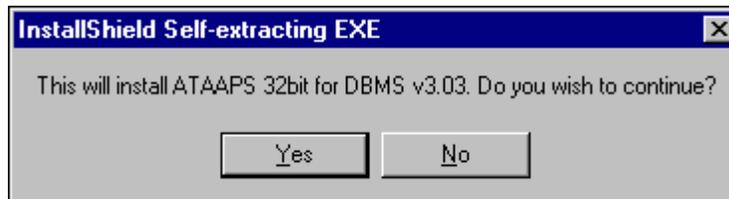
Once the executable file has been downloaded to the PC, follow these instructions:

Windows 95 or NT version of the application:

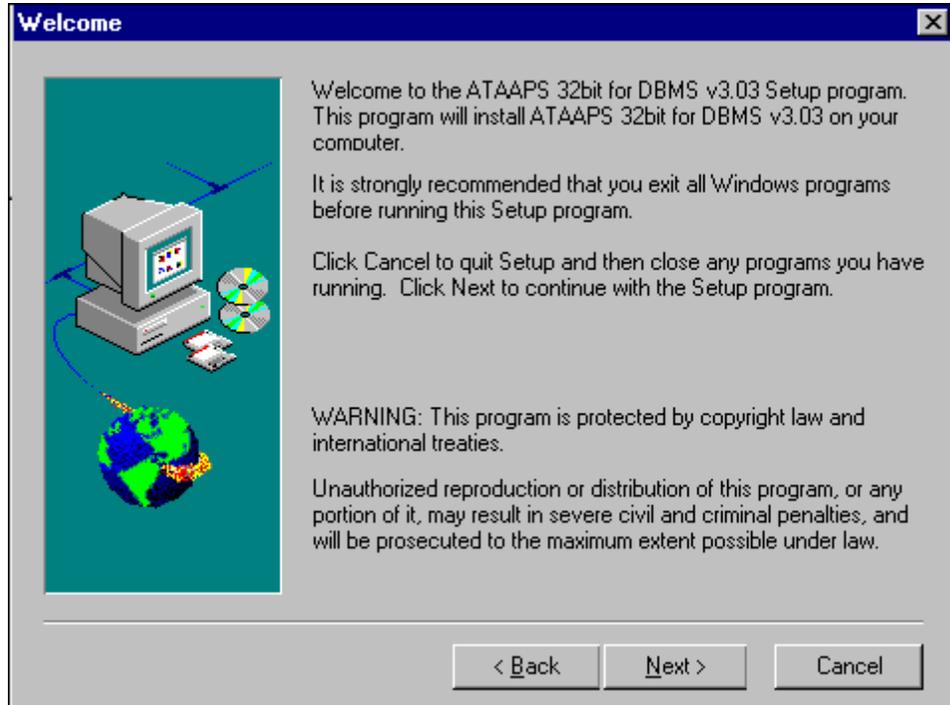
Click on Start; then Settings; then Control Panel. Double click on the Add/Remove Programs Icon. Click on the Install button and follow the Install Program prompts. Be sure to select the correct name of the executable file.

Once you have performed the above steps, an InstallShield-type wizard will appear. Respond to the steps in the wizard as follows:

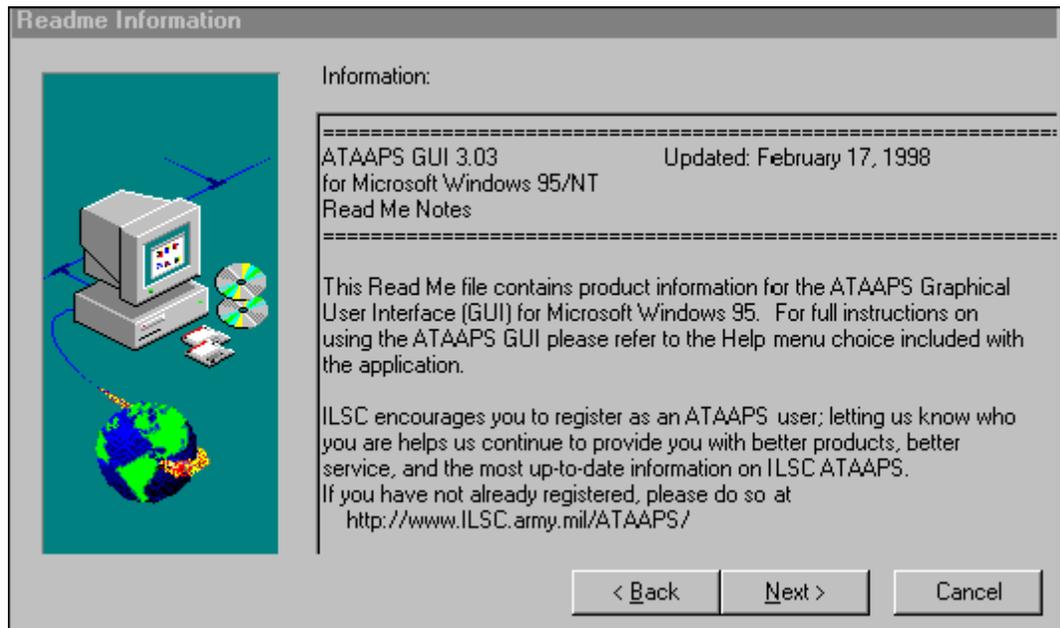
The first window that appears will inform you of the version of the ATAAPS application that you are about to install. Be sure you are installing the correct one. *(In this example, the 32 bit DBMS version 3.03 is being installed.)* Click **Yes** to continue.



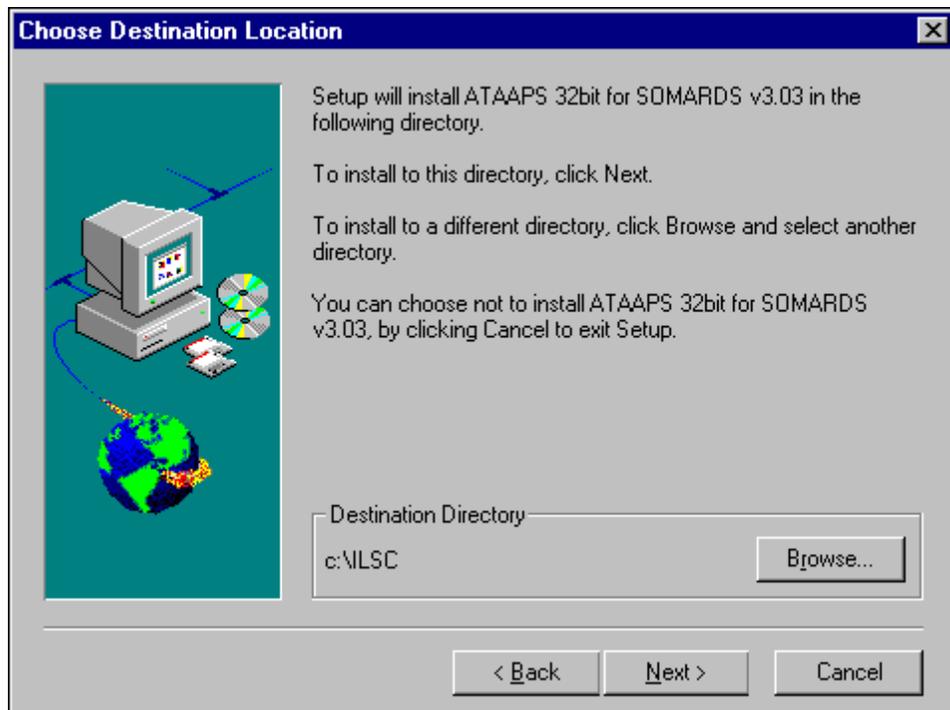
A welcome window will then appear.



The next window provides information about a “read me” file documenting the changes that have been made to the application since the last version was released.

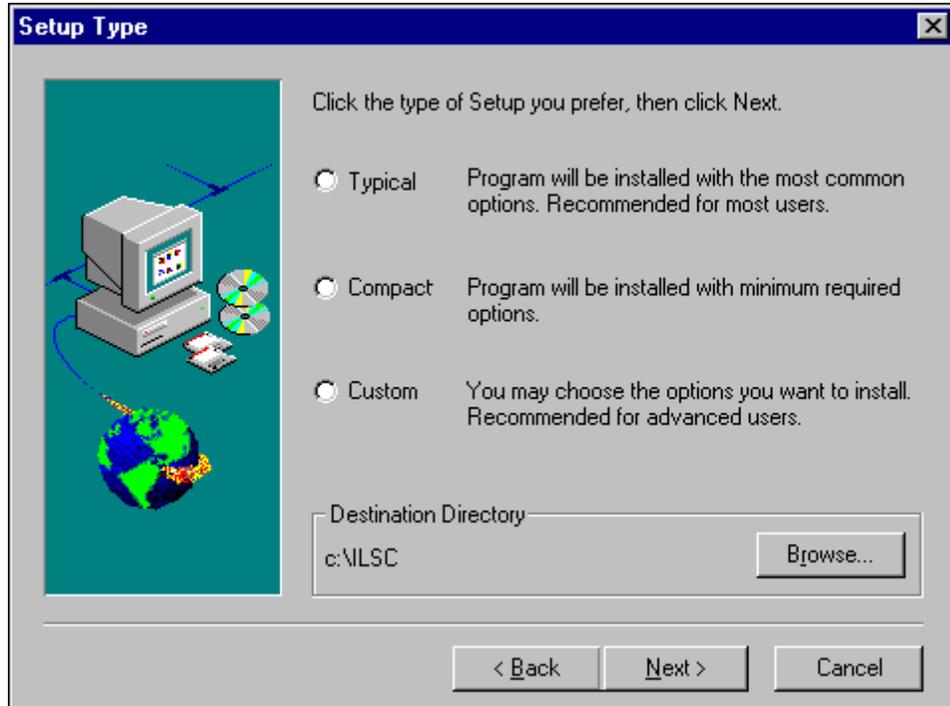


The next window to appear provides the user with the opportunity to designate the directory where the application is to be installed.

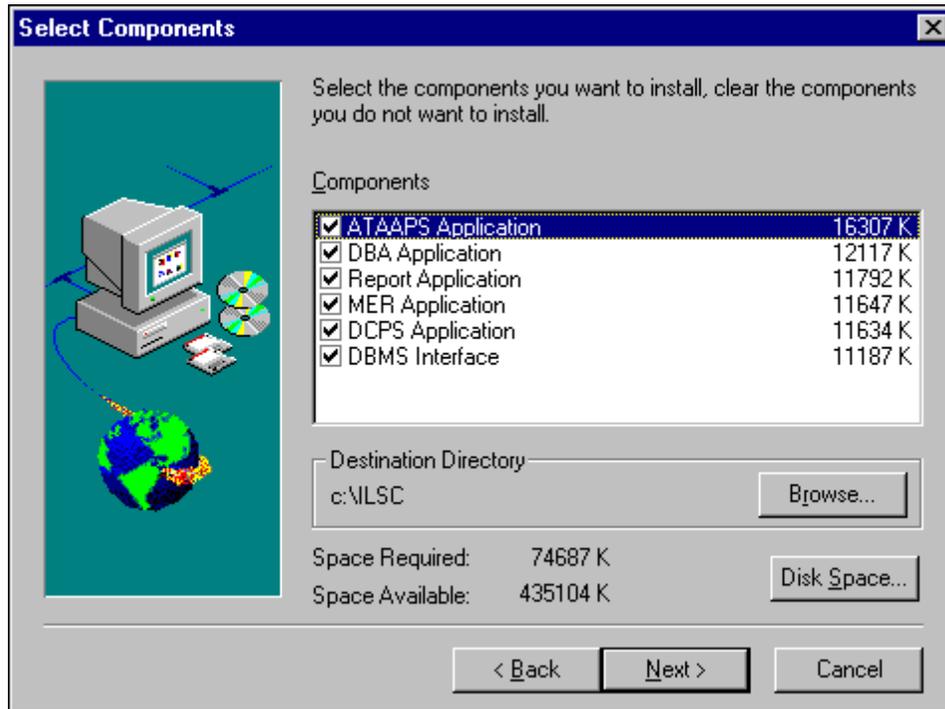


This window allows the DBA/System Administrator to select the type of preferred set up (and provides another chance to change the destination directory). (The

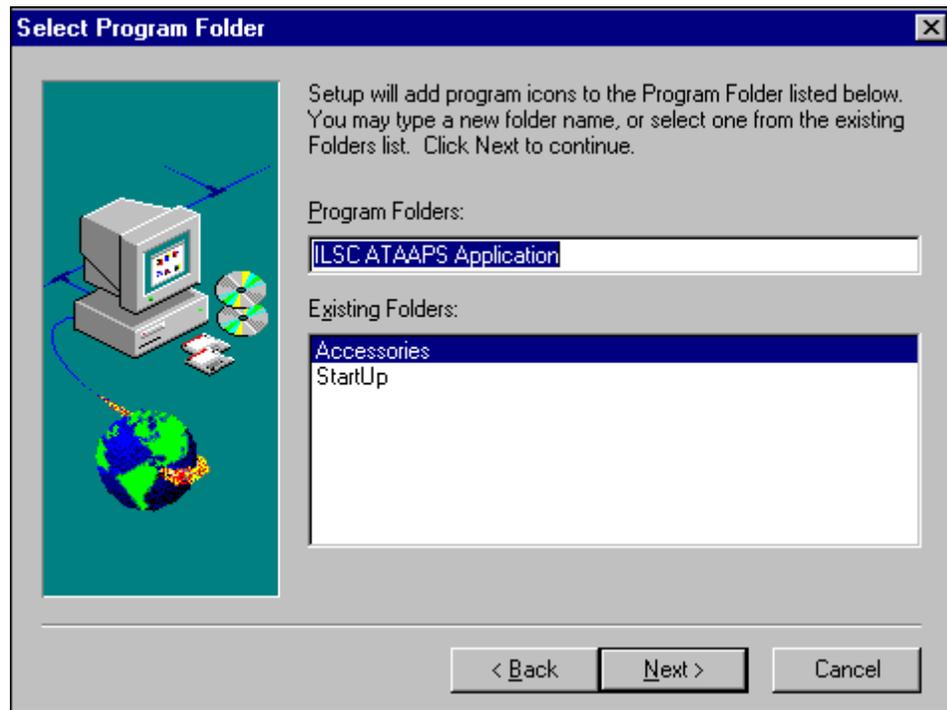
installation “functional” POC should provide the DBA/System Administrator with a list of the employees who will be authorized access to each of the ATAAPS applications.) The “Typical” set up will install ONLY the Main ATAAPS Application. This option would be suitable for those users who will ONLY be reporting and reviewing their own time and attendance data and concurring with their leave.



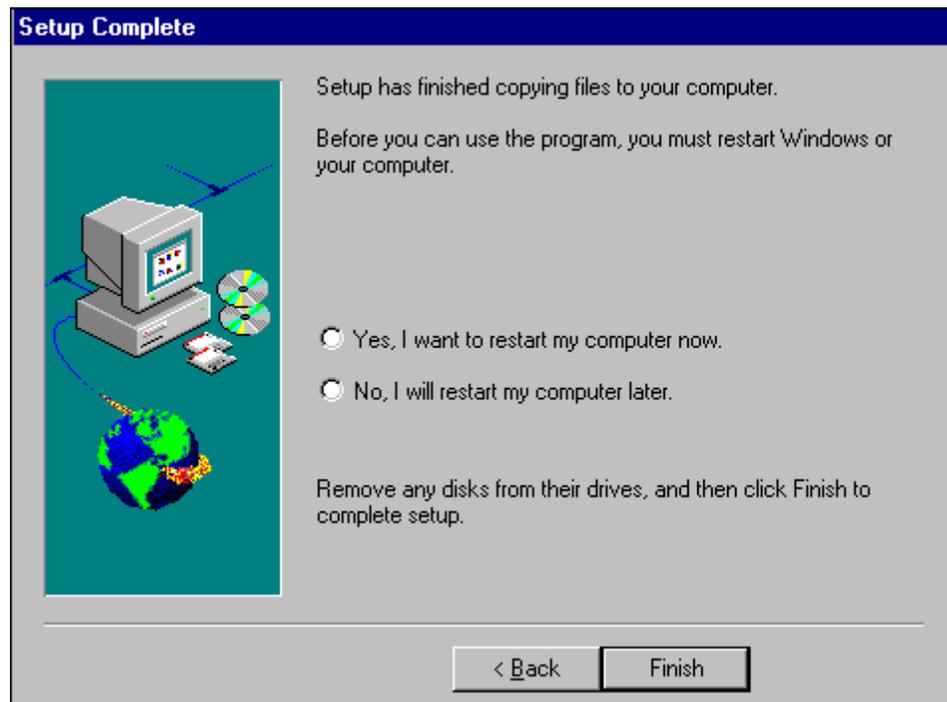
CUSTOM INSTALLATION: If a "Custom" installation was chosen in the previous step, this window will appear. Make the appropriate selection(s), based upon the applications that the user will need to access.



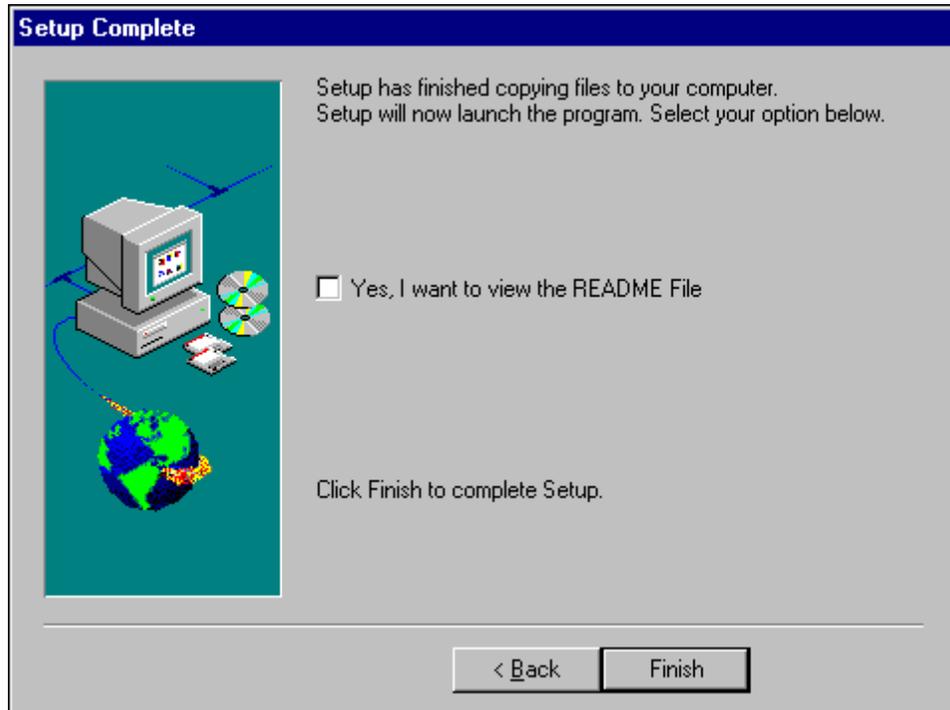
Once the setup selection has been made, this window will appear. It allows the DBA/System Administrator to designate which Program Folder will house the application's ICONs.



This window asks the user whether or not to restart the computer. (*NOTE: It is not necessary to restart Windows before the ATAAPS application can be run.*) Choose the desired option and click **Finish**.



If you chose “No, I will restart my computer later” in the previous window, you will be asked if you wish to review the accompanying “readme” file, which describes the changes made to the application since the last version was released.

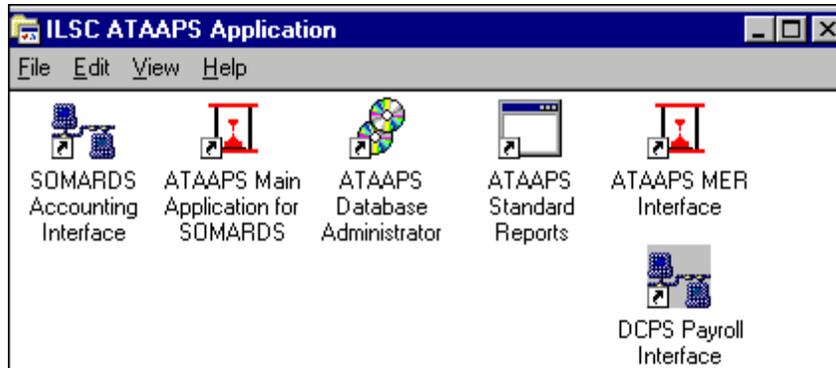


STARTING THE APPLICATION

Windows 95 or NT

Click on Start then on Programs; then on the name of the Program Folder assigned to the ATAAPS application (*in the InstallShield wizard process*).

Once you have opened the appropriate Program Folder, a window similar to this will appear. This particular example displays sample ICONS that were created for a “custom” set up for a SOMARDS-based ATAAPS installation. It depicts the ICONS for all of the ATAAPS applications. To open a specific application, simply double-click on the appropriate ICON.



CHAPTER 4 - INSTALLING CHANGES TO ATAAPS

HOW TO INSTALL DATABASE CHANGES?

If the ATAAPS database is changed (*e.g., tables are added or deleted; fields are added, modified, or deleted; etc.*), users will be notified of the specific procedures to be followed. As a minimum, however, the DBA/System Administrator must ensure that the data has been properly “backed up” prior to installing the change. In addition, he/she must ensure that any changes to the application itself are coordinated and installed on each client machine.

HOW TO INSTALL APPLICATION SOFTWARE CHANGES?

SEOPE will notify all customer site POCs when a change has been made to the ATAAPS application software (*e.g., upon release of a new version*).

The user site DBA/System Administrator would then access the FTP server and download the appropriate accounting system and ATAAPS version installation file. (*NOTE: Normally, the new version of the application should be placed in the same directory as the old version. If it is not, all database profiles must be modified or recreated.*) Once this process has been completed, follow the installation process described in Chapter 3 of this Guide.

CHAPTER 5 - INITIALLY POPULATING THE DATABASE WITH EMPLOYEE AND ACCOUNTING DATA

SEOPE can assist the user in initially populating the ATAAPS data base with pertinent employee and accounting-related data. Specific instructions for accomplishing this follow:

EMPLOYEE-RELATED DATA

METHODS FOR CREATING THE MER INPUT FILE

There are three ways for customers to initially populate the ATAAPS database with pertinent employee-related data.

- **Existing ATAAPS Mainframe Customers.**

Existing ATAAPS mainframe customers can provide SEOPE with a flat (*text*) file of the bi-weekly ATAAPS Automated Time and Attendance Report. This report is produced in job stream DB74, Task ID 'BJRK' and 'BJRM'. The report RIN # is B58G79 and B58R37, respectively.

- **DCPS Payroll Users or Existing ATAAPS Mainframe Customers.**

DCPS payroll users or ATAAPS mainframe users can provide SEOPE with a flat (*text*) file of the DCPS MER (*Master Employee Record*) Format II Extract, with the DCPS file identifier of P6631. This file is run in ATAAPS job stream DB72, Task ID 'BJRW'.

- **Other Customers**

All other customers can populate the "Employee Build Specification File" with data as indicated in the chart below. The data must be provided on a flat (*text*) file.

EMPLOYEE BUILD SPECIFICATION FILE DATA ELEMENTS

DATE NAME	LENGTH	RECORD POSITION
1. Record Type(value = '3')	1 char	1
2. Social Security Number	9 char	2-10
3. Date (yymmdd)	6 char	11-16
4. Employing Activity (UIC)	6 char	17-22
5. Organization (cost center)	7 char	23-29
6. Filler		30-33
7. Employee Name (last, first, mid)	27 char	34-60
8. Employee Status Code	1 char	61
9. Employee Type Code	1 char	62
10. Temporary Appt Not-To-Exceed-Dt	6 char	63-68 (yymmdd)
11. Filler	12 char	69-80
12. Work Schedule	1 char	81
13. Tour Of Duty (Occurs 14 Times)	4 char	82-137 0800=8hr
14. Shift Code Assigned (Occurs 14 Times)	1 char	138-151
15. Filler	9	152-160
16. Graded/Ungraded Indicator	1 char	161
17. Filler	2	162-163
18. Pay Plan Code	2 char	164-165
19. Filler	50	166-215
20. Alternate Work Schedule	1 char	216
21. Team	30 char	17-246
22. Work Center	7 char	247-253
23. Certifier Last Name	20 char	254-273
24. Certifier First Name	20 char	274-293
25. Supervisor Last Name	20 char	294-313
26. Supervisor First Name	20 char	314-333
27. Phone Number (T&A certifier)	10 char	334-343
28. Roster Key	15 char	344-358
29. Alternate Certifier Last Name	20 char	359-378
30. Alternate Certifier First Name	20 char	379-398
31. Time Keeper Last Name	20 char	399-418
32. Time Keeper First Name	20 char	419-438
33. Phone Number (employee)	10 char	439-448

INITIALLY POPULATING THE ATAAPS DATABASE WITH EMPLOYEE DATA

After the database has been created, it must be populated with local employee data. To complete the automated employee data build, perform the following:

STARTING THE ATAAPS MAIN APPLICATION

Open the **Main ATAAPS Application**, using **dbalname** as the user *ID* (and the appropriate password). (Consult the *System Administrator's Guide* for specific logon procedures.)

- Open the **Administration Codes Window**.
 - ◇ Open the **Settings Tab**. Enter the appropriate data into each field (*SEOPE will provide you with a screen shot copy of this window with pertinent data to be filled in specific to your installation/agency.*) (*NOTE: Initially, the overall Project Manager should be established as the database administrator.*)
 - ◇ Save the changes.
 - ◇ Select the **Pay Period Tab** and review the data displayed, to ensure current and future pay period dates exist.
- Open the **Employee Codes Window**.
 - ◇ Select the **Employee Type Tab**. Verify/establish correct entries for the type of employees whose T&A records will pass to payroll and whose L&P records will pass to the accounting system. (*NOTE: L&P data is passed to the DBMS accounting system for military personnel only.*)
 - ◇ Save any changes and exit the Main ATAAPS Application.

STARTING THE MER APPLICATION

Before executing the next step, be sure you have a current copy of the DCPS MER FORMAT II file (*or a similarly formatted file*) available for your organization.

Open the **MER Application**. (*Consult the MER application User's Manual or on-line Help file for additional information on how to use the application.*)

- Click on the **Build ICON** on the main toolbar.
- Respond to the steps in the **Build Master Employee Record Wizard**.
 - ◊ Select the MER FORMAT II employee file you wish to use. (*Either type in the directory path and file name or browse for it.*) Click **Next**.
 - ◊ Select the UIC that associated with the ATAAPS database. (NOTE: There can be only one UIC per database.) Click **Next**.
 - ◊ Enter the proper User ID and Password and select the appropriate database. Click **Next**.
 - ◊ Choose the method to be used to establish Logon ID's for your employees. Click **Next**.
 - ◊ Select whether you will build employee records for all organizations (*cost centers*) within your UIC (*installation*) or only for specific organizations. Click **Next**.
 - ◊ If you selected "organizations" as your option in the previous step, then select the appropriate work centers you desire to build with employee data. Click **Next**.
 - ◊ Verify the data displayed and click Finish.
- Review the data displayed on the Build Master Employee Record Window and its tabs.
- Click Save to post the records to the ATAAPS database.
- Exit the application.

ACCOUNTING-RELATED DATA

SEOPE can assist in the initial load of the customer's accounting-related data to the database. Arrangements should be made to have the properly formatted input file made available at the same time as the employee build file. (*SEOPE can populate the job order/Cost Center edit tables from the ATAAPS mainframe intermediate file LPE001 which is created in job stream DB82, Task ID 'BHDW'.*)

MOVING FORWARD TO THE ACCOUNTING DOWNLOAD.

Now that the employees have been added to the database, a couple things need to be done before you can move forward to the accounting (*task, job order, etc.*) download

Access the **Main ATAAPS Application**, using **dbalname** as the user ID (*and the appropriate password*). (*Consult the System Administrator's Guide for specific logon procedures.*)

- Open the **Team Management Window**.
 - ◇ Open the **Properties Tab**. Change the “**Team Description**” field to a familiar naming convention, if desired. Check the “**Pass To Accounting**” field and enter the desired ‘**Live Open Date**’, if appropriate at this time.
 - ◇ Select the **Employees Tab** and verify the accuracy of the members for each team.
 - ◇ Select the **Primary Supervisor Tab** and assign the correct supervisor for each team—there can be only one per team.
 - ◇ Select the **Timekeeper Tab** and designate the timekeeper(s) for each team—more than one is allowed.
 - ◇ Save all changes and close the **Team Management Window**.
- Open the **Roster Maintenance Window**.
 - ◇ Open the **Properties Tab**. Change the “**Roster Description**” field to a familiar naming convention, if desired. Check the “**Pass To Payroll**” field and enter the desired ‘**Live Open Date**’, if appropriate at this time.
 - ◇ Select the **Employees Tab** and verify the accuracy of the members for each certification roster.
 - ◇ Select the **Primary Certifier Tab** and assign the correct certifier for each roster—there can be only one per team.
 - ◇ Select the **Alternate Certifiers Tab** and designate the alternate certifier(s) for each roster—more than one is allowed.
 - ◇ Save all changes and close the **Roster Maintenance Window**.
- Open the **Administration Codes Window**.
 - ◇ Select the **Settings Tab** and choose the **Overall Project Manager** for your installation at this time.
 - ◇ Save this change and exit the **Main ATAAPS Application**.

The last step before you move on to the accounting download is to establish ATAAPS user permissions for your ATAAPS super users.

Access the **DBA/System Administration Application**, using **dbalname** as the user ID (and the appropriate password). (Consult the *DBA/System Administration Application User's Manual* or *on-line Help* file for additional information on how to use the application.)

- Select the **Security ICON** on the main tool bar.
- Select your installation's "super users" from the Employees side of the window. Then, click the boxes for the appropriate permissions. As a minimum, you should grant at least one person (*super user*) all permissions. One or more employees should also be granted permissions for each of the separate applications.
- Save your changes and exit the **DBA/System Administration Application**.

THE ACCOUNTING DOWNLOAD.

Before executing the next step, a properly formatted accounting file must be available. Contact the SEOPE Technical Support staff for file layout specifications for your accounting system.

Access the **Accounting Upload/Download File Transfer Application**, using **dbalname** as the user ID (and appropriate password). (Consult the *Accounting Upload/Download File Transfer Application User's Manual* or *on-line Help* file for additional information on how to use the application.)

- Click on the **Download ICON** on the main toolbar.
- Click on the **Open ICON** and select the appropriate accounting download job order file you wish to use. (*Either type in the directory path and file name or use browse for it.*)
- Review the **Download File Summary Window** and each of the tabs on the window to verify data for accuracy and completeness. (*NOTE: If SOMARDS is your accounting system, you will be prompted to input an effective date of the accounting data prior to viewing the Download File Summary Window.*)
- If satisfied, click the **Process ICON** on the tool bar to update the accounting data in the database.
- Exit the application.

Consult the "System Administrator's Guide" for further, detailed instructions on establishing overall installation parameters, verifying data created during the MER Build Process, granting security authorization levels, and initially populating the database with accounting-related data.

CHAPTER 6 - USER ORIENTATION

ATAAPS DBA/SYSTEM ADMINISTRATOR

The ATAAPS Windows application has decentralized functions (*to the client/server level*) that are currently performed by DOD Megacenter operations. These critical functions can now be accomplished by using one of the following supporting ATAAPS applications:

- **Source Data Automation (SDA) Payroll Pass to DCPS Application**
- **Master Employee Record (MER) Application**
- **Accounting Upload/Download File Transfer Application**
- **DBA/System Administration Application**
- **Report Archive Application**

SEOPE personnel will initially convey the necessary knowledge and skills required to properly administer all ATAAPS Windows applications to the customer's ATAAPS DBA/System Administrator. The DBA/System Administrator must have an understanding of basic Microsoft Windows concepts. It is further suggested that he/she also have a familiarity with payroll, accounting, and local business methodology. If your installation is currently utilizing the ATAAPS Mainframe "3270" version, it is recommended that the selected ATAAPS Windows POC also have a familiarity with that version.

The ATAAPS DBA/System Administrator can be trained in the operation of the ATAAPS Windows version either at SEOPE or at the customer's site.

The goal of this orientation will be to adequately familiarize the selected ATAAPS DBA/System Administrator with the ATAAPS Windows application so that this individual(s) can train and implement the Windows version locally.

TIMEKEEPERS and SUPERVISORS

Timekeepers must develop a familiarity with both the Main ATAAPS Application and the Report Archive Application. The ATAAPS DBA/System Administrator will have the necessary knowledge and skill to develop a methodology to satisfy the local requirement to orient timekeepers and supervisors.

The following tools have been developed to augment the orientation provided by the DBA/System Administrator.

- **On-Line Help Files.** Each of the ATAAPS applications has a comprehensive help file. These Help files contain step-by-step instructions for each process.

- **Documentation.** ATAAPS documentation is available as Adobe Portable Document Format (PDF) files, which are readable, searchable and printable with the freely distributed Adobe Acrobat Reader™.
- **Training CD-ROM.** A training CD ROM is available in PDF format with embedded audio/visual interleave (AVI) files.

INDIVIDUAL USERS

The user of ATAAPS, who only reports labor, checks a timecard, and concurs with leave, will use the same tools as timekeepers and supervisors to become familiar with the features of ATAAPS. The extent of user orientation will be determined by a local assessment of need.

CHAPTER 7 - TECHNICAL SUPPORT

You can contact the Systems Engineering Organization, Pensacola (SEOPE) Technical Support staff by e-mail, fax, or telephone. Our normal business hours are Monday through Friday, from 6:30 a.m. to 4:30 p.m. CST. Outside of these hours, emergency calls will be handled immediately; other calls will be handled the next business day.

- **E-Mail:**

- ataaps.info@dfas.mil

- **Fax:**

- DSN: 922-1147
- Commercial: 850-452-1147

- **Telephone:**

- DSN: 922-2990, extension 310
- Commercial: 850-452-2990, extension 310

APPENDIX A - SAMPLE SITE SURVEY QUESTIONNAIRE

Questionnaire for ORACLE DBA

1.] What Operating System platform do you intend to use for GUI ATAAPS ?

- Windows NT 4.0
- Sun
- Hp
- Others, specify _____

2.] If NT 4.0

How many disk drives do you wish to give for ORACLE

Logical Names	Free Space (in MB)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If UNIX

- Single disk system
- Multi disk system

Specify names of all filesystem that you wish to give for ORACLE

Filesystem Names	Free Space (in MB)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3.] Name of ORACLE Home directory

4.] Names of existing ORACLE databases (SID)

5.] Names of existing Alias Names on Client PCs

6.] What accounting system you wish to run for GUI ATAAPS database ?

- CFMS
- DBMS
- IFAS
- SMRD

7.] Passwords for :

INTERNAL _____
SYSTEM _____
SYS _____

8.] No. of employees

9.] How many pay-periods do you wish to retain in the database

10.] Send us a copy of :

- Listener.ora (from server)
- Tnsnames.ora (from client)
- List of users to be created in the database

Fax 850-452-1147
E-mail ataaps_info@dfas.mil

11.] How would you prefer to receive the scripts for creating GUI ATAAPS Database

Website

FTP

Floppy Disk

APPENDIX B - SAMPLE "ORANTDB.TXT" FILE FOR CREATING AN ORACLE DATABASE ON AN NT SERVER

SAMPLE

Note Before executing Steps 1 through 20 it is assumed that :

- You have ORACLE 7.3x or above installed on the NT SERVER
- You have **C Drive** and **D Drive** on the NT SERVER
- **D:\ORANT** is the ORACLE_HOME directory
- One or more Oracle databases are already existing on the NT SERVER
- All the users that needs access to the newly created database already have SQL*NET installed on their PCs

1.] Create the following directories (Folders) on NT SERVER

C:\DATABASE\SMRD

D:\ORANT\DATABASE\SMRD
D:\ORANT\RDBMS73\ARCHIVE\SMRD
D:\ORANT\RDBMS73\SQLTRACE\SMRD
D:\ORANT\RDBMS73\TRACE\SMRD
D:\BACKUP\SMRDBACKUP
D:\BACKUP\SMRDBACKUP\COLD
D:\BACKUP\SMRDBACKUP\HOT
D:\SCRIPT

2.] Copy the following files to D:\ORANT\DATABASE\SMRD on NT Server

(These files are customized scripts provided by us for database creation)

INITSMRD.ORA This is the Initialization Parameter file
NEW.CMD This creates a new SMRD Service
STOPSMRD.CMD This command file Stops the SMRD Database and Service
STRSMRD.CMD This command file Starts the SMRD Database and Service
CREATE_DBF.SQL This script creates SMRD Database
ARCHIVE_ON.TXT This file contains instructions to set the archive logs on

3.] Copy the following files to D:\BACKUP\SMRDBACKUP on NT Server

(These files are customized scripts provided by us for database creation)

COLD_BACKUP.CMD This command file takes off-line backups
ONLINE_BACKUP.SQL This script takes on line backups

- 4.] Execute the following file from DOS Prompt

NEW.CMD

- 5.] Change Registry

```
HKEY_LOCAL_MACHINE
  SOFTWARE
    ORACLE
      ORACLE_SID=SMRD
```

- 6.] Start SVRMGR, connect as INTERNAL, Execute the file

CREATE_DBF.SQL

(Check the file DBF.LOG in the D:\SCRIPT folder)

- 7.] Change LISTENER.ORA

- Select D:\ORANT\NETWORK\ADMIN folder
- Add all necessary entries, please refer to the copy of LISTENER.ORA provided with database creation scripts



- Stop and restart OracleTNSListener from Service Icon in Control Panel
(This may require shutting down and restarting all other existing databases.
Inform about this to all concerned users in advance.)

- 8.] Start SVRMGR, connect as INTERNAL, Start the database

```
SVRMGR> STARTUP PFILE = d:\orant\database\smrp\initsmrp.ora
SVRMGR> EXIT
```

NOTE : Step 9 to 16 to be done from DBA's PC

- 9.] Create the following directory (Folder) on a PC (WIN95/WIN NT) where DBA is suppose to work on :

```
D:\SCRIPT
D:\DUMP
```

- 10.] Copy the following files to D:\SCRIPT on DBA's PC

(These files are customized scripts provided by us for database creation)

ANALYZE.SQL	This script will analyze the schema for optimization
ASSIGN_PRIVILIGES.SQL	This script assigns privileges to users
CREATE_FUNCTION.SQL	This script creates functions
CREATE_PRIVATE_SYNM.SQL	This script creates private synonym in each user's schema
CREATE_PUBLIC_SYNM.SQL	This script creates public synonym
CREATE_TABLE.SQL	This script creates tables and indexes
CREATE_USER.SQL	This script creates users

- 11.] Copy the following files to D:\DUMP on DBA's PC

(These files are customized scripts provided by us for database creation)

CONTROL.EXE	This is self-extracting zip file, it contains 63 Control files for SQL *Loader
DATA.EXE	This is self-extracting zip file, it contains 63 Data file for SQL *Loader
LOAD.CMD	This command file loads base-line data

- 12.] Start SQL Net easy configuration

Select Add Database Alias

Type Database Alias name	smrd_nt
Select	TCP/IP
TCP/IP Host Name	150.190.39.17 (This is a sample IP Address)
Database Instance	smrd
Confirm Adding Database Alias	Yes
Exit SQL*Net Easy Configuration	

- 13.] Start SQL PLUS or SQL WORKSHEET
-
- Connect as System

- 14.] Execute the following scripts in the given sequence :

```
CREATE_USER.SQL
CREATE_TABLE.SQL
CREATE_FUNCTION.SQL
ASSIGN_PRIVILIGES.SQL
CREATE_PUBLIC_SYNM.SQL
CREATE_PRIVATE_SYNM.SQL
```

(Check all log files in D:\SCRIPT folder)

- 15.] Go to DOS Prompt, Execute the following file from D:\DUMP folder

```
D:\DUMP> CONTROL
D:\DUMP> DATA
D:\DUMP> LOAD
```

(Check all 63 log files in D:\DUMP folder)

- 16.] Start SQL* PLUS or SQL WORKSHEET

Execute the following script :

ANALYZE.SQL

NOTE : Step 17 to 20 to be done from NT SERVER

- 17.] Open the following file and follow the steps written inside it

ARCHIVE_ON.TXT

- 18.] Take an off-line full backup of the newly created database

- Shutdown the database
- Go to DOS prompt and execute the file : COLD_BACKUP.CMD
- Start the database

19.] Start SVRMGR in line mode, execute the following script

ONLINE_BACKUP.SQL

(Check the file OnLine_Backup.log in the D:\SCRIPT folder)

20.] Change Passwords for SYS and SYSTEM

APPENDIX C - SAMPLE "ORAUNIX.TXT" FILE FOR CREATING AN ORACLE DATABASE ON AN HP OR SUN SERVER

SAMPLE

Note Before executing Steps 1 through 19 it is assumed that :

- You have ORACLE 7.3x or above installed on the SUN/HP SERVER
- You have a filesystem on a drive other than root on the SUN/HP SERVER
- **/home/oracle** is the ORACLE_HOME directory
- One or more Oracle databases are already existing on the SUN/HP SERVER
- All the users that needs access to the newly created database already have SQL*NET installed on their PCs

1.] Create the following directories on SUN/HP SERVER

```
/home/oracle/oradata/smrd  
/home/backup  
/home/backup/cold  
/home/backup/hot  
/home/script
```

Please check that user **oracle** has all necessary rights on these directories

2.] Copy the following files to /home/oracle/oradata/smrd on SUN/HP SERVER

(These files are customized scripts provided by us for database creation)

configsmrd.ora	This is the Initialization Parameter file
initsmrd.ora	This is the Initialization Parameter file
create_dbf.sql	This script creates SMRD Database
archive_on.txt	This script sets the archive logs on

3.] Copy the following files to /home/backup on SUN/HP SERVER

(These files are customized scripts provided by us for database creation)

cold_backup	This command file takes off-line backups
online_backup.sql	This script takes on-line backups

4.] Add to the **.profile** file in the ORACLE_HOME directory

```
ORACLE_SID=SMRD
export ORACLE_SID
```

- 5.] Start **svrmgrl**
Connect as INTERNAL
Execute the file

```
create_dbf.sql
```

(Check the log file **dbf.lst** in the /home/script directory)

- 6.] Change listener.ora

- Select /home/oracle/network/admin directory folder
- Add all necessary entries, please refer to the copy of **listener.ora** provided with database creation scripts



- Stop and restart Oracle listener
(This may require shutting down and restarting all other existing databases. Inform about this to all concerned users in advance.)

- 7.] Start **svrmgrl**, connect as INTERNAL, Start the database

```
SVRMGR> STARTUP PFILE = /home/oracle/oradata/smr/oinitsmr.ora
SVRMGR> EXIT
```

NOTE : Step 8 to 15 to be done from DBA's PC

- 8.] Create the following directories (Folders) on a PC (WIN95/WIN-NT) where DBA is suppose to work on :

```
D:\SCRIPT
D:\DUMP
```

- 9.] Copy the following files to D:\SCRIPT on DBA's PC

(These files are customized scripts provided by us for database creation)

ANALYZE.SQL	This script will analyze the schema for optimization
ASSIGN_PRIVILIGES.SQL	This script assigns privileges to users
CREATE_FUNCTION.SQL	This script creates functions
CREATE_PRIVATE_SYNM.SQL	This script creates private synonym in each user's schema
CREATE_PUBLIC_SYNM.SQL	This script creates public synonym
CREATE_TABLE.SQL	This script creates tables and indexes
CREATE_USER.SQL	This script creates users

- 10.] Copy the following files to D:\DUMP on DBA's PC

(These files are customized scripts provided by us for database creation)

CONTROL.EXE	This is self-extracting zip file, it contains 63 Control files for SQL *Loader
DATA.EXE	This is self-extracting zip file, it contains 63 Data file

18.] Start **svrmgrl**, execute the following script

online_backup.sql

(Check the file online_backup.lst in the /home/backup directory)

19.] Change Passwords for SYS and SYSTEM

APPENDIX D - SAMPLE "SYBASEDB.TXT" FILE FOR CREATING A SYBASE SQL ANYWHERE DATABASE ON AN NT OR NOVELL SERVER

SAMPLE

UNLOAD A DATABASE TO TRANSPORT TO ANOTHER SERVER OR STANDALONE.

In SQL Control connect to the database you want to transport or put on another server.

Screen 0 : Double click on utilities then on UNLOAD Database to get to first screen.

Screen 1 : Unload a running database and enter the database name and server name, then click on next.

Screen 2 : Enter your user id and password (most will use DBA) and click on next.

Screen 3 : Type in the path and file name you wish to store SQL command file to reestablish the tables in a database and click on next.

Screen 4 : Use the default to unload the structure and data by clicking next.

Screen 5 : Enter a new path or except the default, accept the default of internal unload for a server and click on next.

Screen 6 : Enter yes to create new directory if one was not already established.

Screen 7 : Accept the defaults of order the data and DBO by clicking on next.

Screen 8 : Click on finish to unload the database.

CREATE A DATABASE ON THE SERVER

Create a directory to put files in. Copy to this server directory a file called RELOAD.SQL which contains the SQL Database Definition Language for tables in the database. You must also copy to the server the directory \RELOAD which contains all the data files for the constraint tables. Depending on which paths you have chosen, you may need to modify the paths on the loads and the first statement in the RELOAD.SQL file.

1. If you are installing this database on a WINDOWS NT server you must do the following steps on the server. If you are using a NOVELL server you must do so from a client. Go to Programs, Sybase SQL ANYWHERE, and SQL Central by selecting menu options. You may follow the attached screens as an example of how to create a database.

Screen 0 (Utilities - SQL Central): Create a skeleton database:
On left side of window, Double Click on Utilities
On right side of window, Double Click on Create Database.

Screen 1 (Create a SQL Anywhere Database):
Enter the path and database file name you will use, or Click Browse to locate the file path.
(Recommended naming convention is C:\sqlany50\ataaps.db).
Click Next.

Screen 2 (Choose the Transaction Log Options) :
Enter the path and name of the log file for the database. it should be the same as the database path and file name, except for the suffix.
Click Next.
(Recommended naming convention is C:\sqlany50\ataaps.log) The log file may be located in another directory for backup/security purposes.

Screen 3 (Mirror the Transaction Log):
Click Next for no mirror log file.

Screen 4 (Choose the Database Attributes):
DBO will show as Default Name.
Click Next.

Screen 5 (Select a Page Size):
Click Next to accept default page size of 1024 bytes.
The initial page size is User choice, however, the first database created on the Engine determines the page size for all subsequent databases loaded on the Engine.

Screen 6 (Select Default Collation Sequence) :
Click Next to accept default collation sequence. (850(Code page 850,ASCII multilingual)

Screen 7 (Ready to Create Database) :
Click Connect to the database
Enter Engine default name in Name Field (same for all databases on an Engine)
(Retain this exact name, it will be used later for Registry Engine Name.)
Click Finish.

Screen 8 (Sql Central) :
Right click on database(name from Screen 1) to load the tables in the database.

Screen 9 (Sql Central):
Click on Open ISQL.

Screen 10:
Using ALT + Tab, Toggle back to Utilities SQL Central Screen.
Drop down Tools Menu Choice, Click Disconnect.
Toggle back(ALT + Tab) to Interactive SQL Screen for next step.

Screen 11(Interactive SQL) :
In the command section enter: read xxx (xxx = path & file name of downloaded file)
(Example: read c:\sqlany50\reload.sql)
Click Execute.

When Statistics section shows information, this step is complete.

You may now close these screens.

Start Engine and Database

The command to start the engine and database is as follows: "LOAD server parameters database parameters". Each server has variations of ways to do this command. On the NOVELL servers these commands may be helpful.

Alt escape	-	step through server windows
Alt F	-	on database screen, FILE
Alt X	-	on database server screen, EXIT to stop server
escape	-	to step out of a command function screen

1. The Novell Development server, GUI1_SVR, is started at the DOS prompt with the command: `srvany50`. `Srvany50` is file, `srvany50.ncf`, with its path set in the `autoexec.bat`. The `srvany50` file has the load command for the engine and three databases currently. The startup command is as follows:

```
load dbsrv50 -c 8192k -n srvany50 gui1_svr\vol1:\win_data\ataaps\dbs\devl\ataaps.db -n atpsdv1
      gui1_svr\vol1:\win_data\ataaps\dbs\test\ataaps.db -n atpstst
      gui1_svr\vol1:\win_data\ataaps\dbs\beta\ataaps.db -n atpsbeta .
```

The command UNLOAD is used to bring down the server or an nlm as `UNLOAD srvany50` or `UNLOAD dbextf50.nlm`.

2. The Novell Test Bed server, COM_TEAM_TEST, is started at the DOS prompt with the command:

```
load vol1:sqlany50\dbsrv50 -n com_team_test -tl 180 -tr 180 vol1:sqlany/WEB/webtst.db
-n web_test vol1:sqlany50/beta.db -n beta_test.
```

This command starts the server database engine `dbsrv50`, but picks up the new names of `beta` and `webtst` databases, which is what the user sees. The default cache is 2048k.

3. The Windows NT server, `ntsvr1_proto`, is started under Programs, SYBASE SQL Anywhere 5.0, Service Manager. On the service manager screen the service name is `ataapssvr(server)`. This screen is where you can start/stop the database server/engine. If you edit the server path for Executable, the server is as follows:

`C:\ATAAPS\SQLANY50\WIN32\DBSRV50.EXE.`

Enter parameters for the engine/server:

```
*** Recommended parameters follow, DBA may adjust as needed.
-c 8192 -n ntsvr1_proto
c:\ataaps\sqlany50\prototyp.db -n ilsc_proto
c:\ataaps\sqlany50\cecom\cecompro.db -n cecom_proto
```

SELECT:

- ALLOW SERVER TO INTERACT WITH DESKTOP
- START UP AUTOMATIC

Click OK

On SqlAnywhere Service Manager
Click Start

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