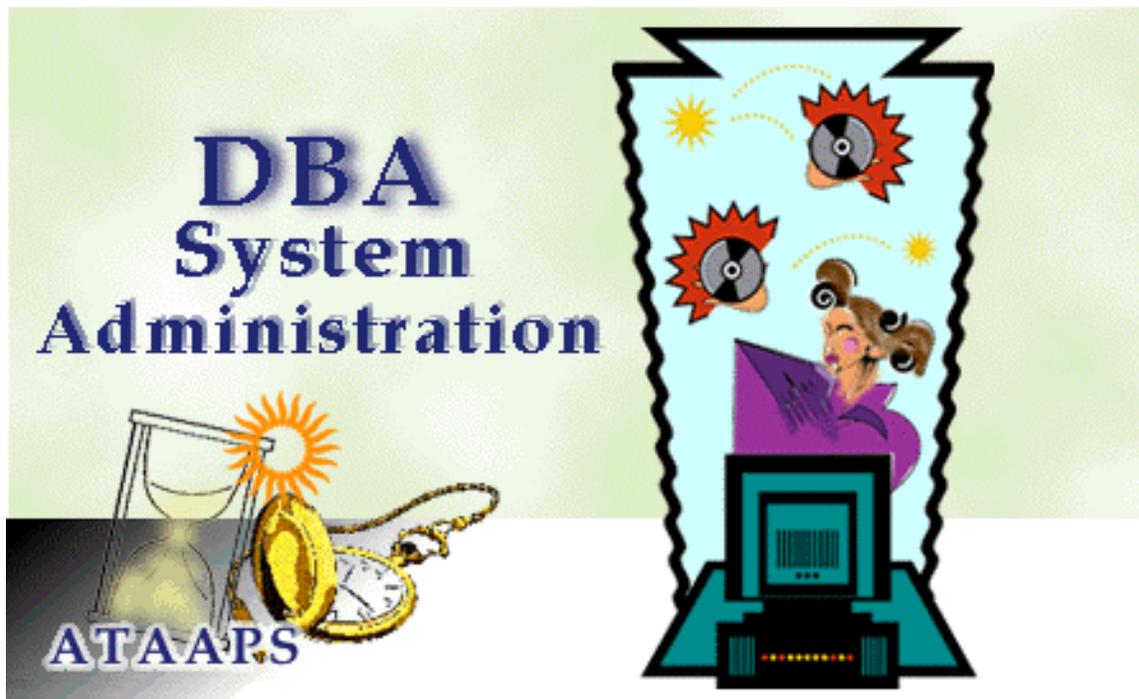


Volume

4

SYSTEMS ENGINEERING ORGANIZATION, PENSACOLA (SEOPE)

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



DBA/System Administration Application

User's Manual

**DBA/System
Administration
Application
User's Manual**

31 January 1999

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CHAPTER 1- GENERAL INFORMATION

WHAT IS THE DBA/SYSTEM ADMINISTRATION APPLICATION?

The ATAAPS DBA/System Administration application is accessible by those userids which are given data base administration (DBA) permissions. It provides a mechanism for:

- Editing “raw” data within various tables in the ATAAPS data base
- Purging historical or “dated” information from the data base
- Assigning security authorization levels
- Synchronizing system numbers throughout the data base

BRIEF DESCRIPTION OF THE WINDOWS

The main windows (*or processes*) in the ATAAPS DBA/System Administration application are:



DBA / Systems Administrator “Raw” Edit - This window is used to support the “raw” edit of various tables within the data base.



Purge - This process is used to remove selected historical or “dated” information from the ATAAPS data base.



Security Maintenance - This window supports the assignment of various security level authorizations for each individual authorized access to the ATAAPS data base.



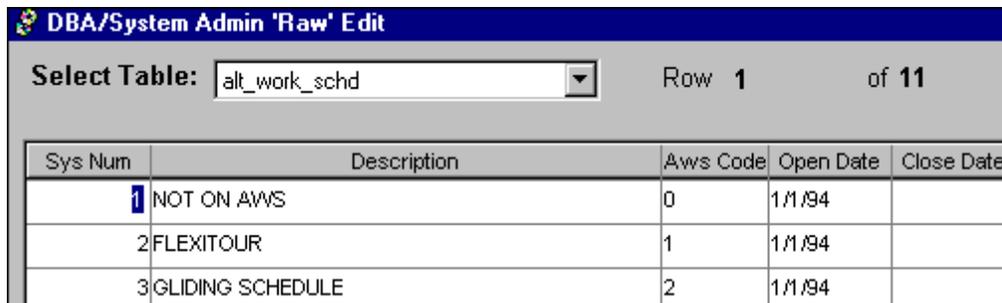
System Number - This window provides a mechanism for synchronizing the data base System Number Table assigned numbers with the system numbers on associated data base tables.

CHAPTER 2 - DBA / SYSTEM ADMINISTRATOR "RAW" EDIT WINDOW

WHAT IS THE DBA/SYSTEM ADMINISTRATOR "RAW" EDIT WINDOW?

Under normal circumstances, the ATAAPS data base would be modified by utilizing the various windows and tabs available in the main ATAAPS application. However, an occasional situation may arise where the data base tables must be modified directly by the DBA/System Administrator.

The DBA/System Administrator "Raw" Edit Window is used to edit the "raw" data in the ATAAPS data base tables. This method of modifying the data base should be used **ONLY** when absolutely necessary (e.g., to restore data base integrity).



The screenshot shows a window titled "DBA/System Admin 'Raw' Edit". At the top, there is a "Select Table:" dropdown menu with "alt_work_schd" selected, and "Row 1 of 11" displayed to its right. Below this is a table with the following data:

Sys Num	Description	Aws Code	Open Date	Close Date
1	NOT ON AWS	0	1/1/94	
2	FLEXITOUR	1	1/1/94	
3	GLIDING SCHEDULE	2	1/1/94	

Editing "Raw" Data on the ATAAPS Data Base Tables

TO EDIT "RAW" DATA ON THE ATAAPS DATA BASE TABLES:

1. Click on the **Edit** button, which opens the DBA/System Administrator "Raw" Edit Window.
2. Click in the **Select Table** field. Then, click on the name of the table you wish to modify.
3. Click on the specific record and field you want to modify and make the necessary correction(s).
4. Click the **Save** button.
5. Close the window.

CHAPTER 3 - PURGE PROCESS

WHAT IS THE PURGE PROCESS?

The Purge Process is used to remove selected historical or “dated” records from the ATAAPS data base.

The DBA - Purge Old Data Wizard will take you through a series of steps that will allow you to select what type of data is to be purged. You can choose to remove an employee and his/her associated labor records and tour information; or you can choose to remove labor and tour transactions, by pay period; or you can remove projects and associated labor records, etc. You will also be asked to insert a pay period ending date. All data, with a close date before the pay period ending date, will be deleted during the purge process.

It is strongly recommended that, BEFORE you run the Purge Process, you ensure that the database has been properly “backed up”. Once the data has been purged, it will NO longer be available.

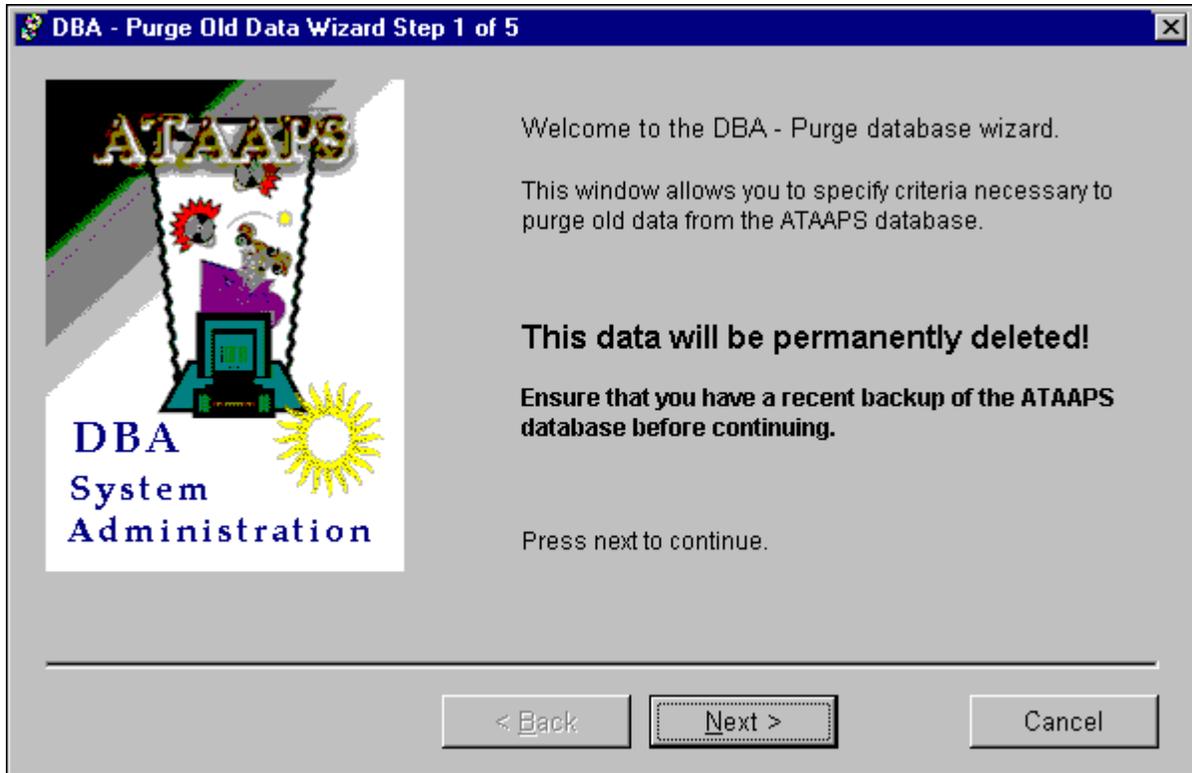
Purging Information from the Data Base

TO PURGE HISTORICAL OR “DATED” RECORDS FROM THE ATAAPS DATA BASE:

1. Click on the **Purge** button, which opens the DBA - Purge Old Data Wizard.
2. Respond to each of the steps in the wizard.

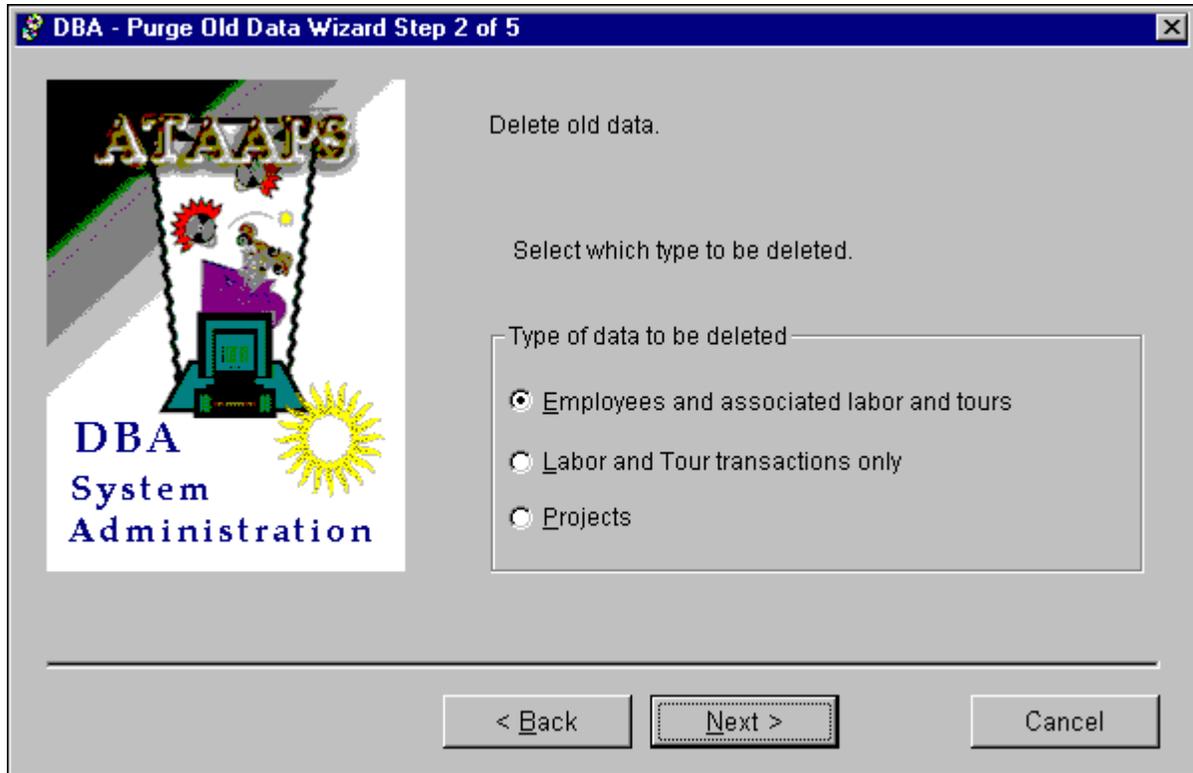
Purge Old Data Wizard, Step 1

Step 1 of the DBA - Purge Old Data Wizard is merely a welcome window. Once you have read it, simply click Next to continue.



Purge Old Data Wizard, Step 2

Step 2 requires that you identify what type of records are to be deleted. Once you have made your selection, click Next to continue.



- **Employees and associated labor and tours** will delete all employees who have a close date prior to the pay period ending date you will be entering in Step 3 of this wizard. It will also delete all of that employee's labor records, tour information, security authorization, certification roster and team assignments.
- **Labor and Tour transactions only** will delete all labor records and related tour information for every employee for each pay period that exists BEFORE the pay period ending date you will be entering in Step 3 of this wizard.
- **Projects** will delete all projects with a close date BEFORE the pay period ending date you will be entering in Step 3 of this wizard. It will also delete all employee authorizations and team assignments. Labor records associated with this project will also be deleted.

Purge Old Data Wizard, Step 3

Step 3 of the wizard prompts the user for a pay period end date. All records with a close date BEFORE this pay period end date will be deleted. Note, however, that you cannot delete a record unless it has a date of at least 90 days before today's date.



The screenshot shows a dialog box titled "DBA - Purge Old Data Wizard Step 3 of 5". On the left side, there is a logo for "ATAAPS" featuring a cartoon character and a computer monitor, with the text "DBA System Administration" below it. The main area of the dialog contains the following text:

Delete old Employee records.

Delete data with close date before pay period ending date specified. Date must be at least 90 days before today.

PayPeriod Ending 

At the bottom of the dialog, there are three buttons: "< Back", "Next >" (which is highlighted with a dashed border), and "Cancel".

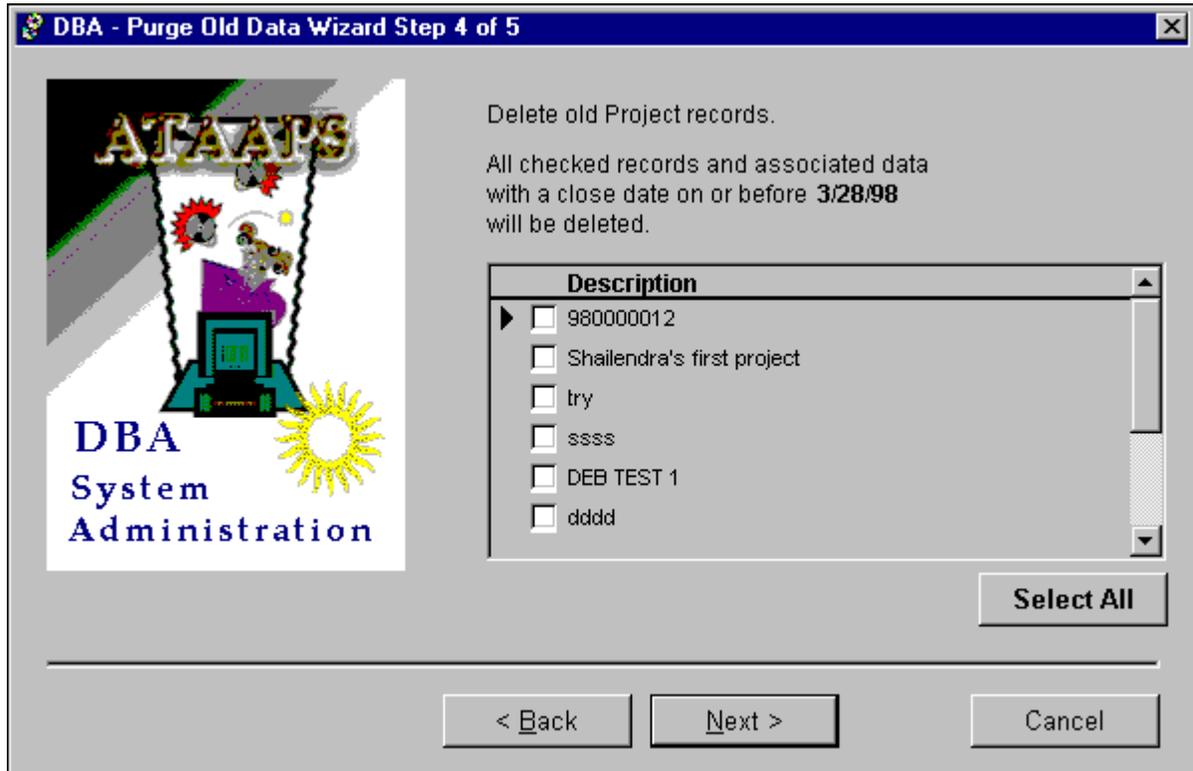
This is the window that appears when you choose "Employees and associated labor and hours" in Step 2 of the wizard. A similar window will appear when you choose either of the other two options available in Step 2.

Click **Next** to continue.

Purge Old Data Wizard, Step 4

Depending upon the option selected in Step 2 of the wizard, the window displayed in Step 4 provides a list of employees, a list of pay period start dates, or a list of project descriptions that are potential candidates for deletion.

The sample below represents the window that will be displayed when you choose the "Projects" option in Step 2.



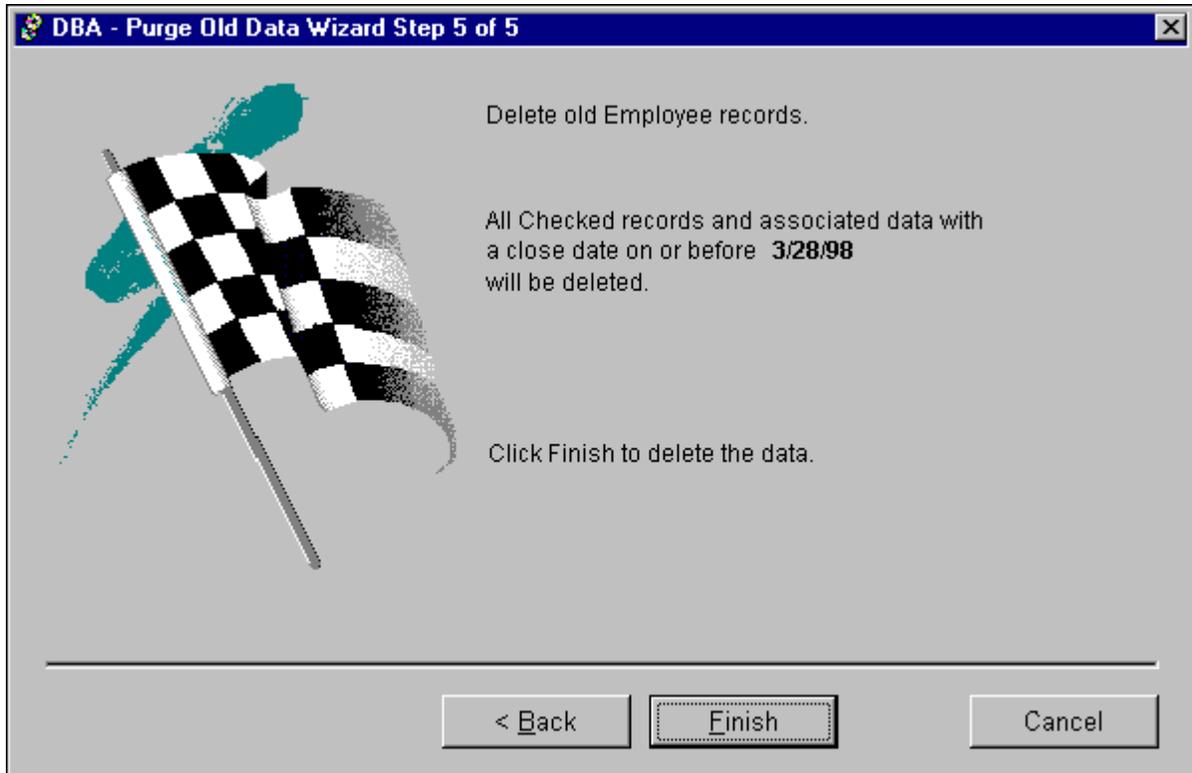
A similar window appears if you chose the "Employees and associated labor and tours" option in Step 2. In either case, simply click *(to place a check mark)* on the project *(or employee)* that you want deleted from the data base. (If you click on the "Select All" button, every project *(or employee)* on the list will be deleted.)

If you chose the "Labor and tour transactions only" option in Step 2, a list of pay period start dates, which occur before the date you chose in Step 3, will be displayed. In this instance, you will not be given the option to choose only selected pay periods in the range of dates that are displayed—ALL of them will be deleted.

Click **Next** to continue.

Purge Old Data Wizard, Step 5

Step 5 of the wizard basically reminds you of what type of records you are deleting (as selected in Step 2) and the pay period ending date you chose in Step 3 .



This is the window that appears when you choose "Employees and associated labor and hours" in Step 2 of the wizard. A similar window will appear when you choose either of the other two options available in Step 2.

Click **Finish** to exit the wizard and view the records that will be deleted. *(NOTE: At this point in the process, the records have **not** yet been deleted from the data base.)*

- Once you have closed the DBA - Purge Old Data Wizard, a window with a Detail and a Totals tab will appear. By clicking on each of the tabs, you can view summarized information about the records that will be purged from the data base. The information that is displayed in this window (*and its tabs*) will vary depending upon the option you selected in Step 2 of the wizard.

Purge Old Employee Data Window

This window (*and its tabs*) displays summarized information about the records that will be purged when you click the "Save" button. This particular window will appear when you choose the "Employees and associated labor and tours" option in Step 2 of the DBA - Purge Old Data Wizard



- Purge Old Employee Data Window - Detail Tab** - This tab displays a list of those employees whose labor and tour records will be purged when you click the "Save" button.

Detail	
Employee Name	SSN
▶ JIMENEZ , MANUEL	800-00-0007

- **Purge Old Employee Data - Totals Tab** - This tab displays the number of records that will be purged from each of the listed tables in the data base.

Totals		
Number of Rows to be Deleted from the following Tables:		
Employee:	1	Emp_Injury: 0
Labor:	0	Emp_Temp_Pos: 1
Labor_History:	0	Emp_Emp_Type: 1
Labor_Snap_Acct:	0	Emp_Auth: 1
Labor_Snap_Pay:	0	Emp_Roster: 1
Labor_Comments:	0	Emp_Work_Schd: 1
Roster:	0	Emp_Emp_Status: 1
T_A_Status_Current:	0	Emp_Team: 1
T_A_Actions:	0	Supervisor: 0
		Csr_Status: 0
		Certifier: 0
		Default_Project: 0
		Security_Auth: 10
		Project_Manager: 0
		Tour_Period: 1
		Tour_Day: 14
		Emp_Team: 1
		Supervisor: 0

Purge Old Labor Data Window

This window (*and its tabs*) displays summarized information about the records that will be purged when you click the "Save" button. This particular window will appear when you choose the "Labor and Tour transactions only" option in Step 2 of the DBA - Purge Old Data Wizard .



- **Purge Old Labor Data Window - Detail Tab** - This tab displays a list of the pay period start dates for those pay periods where labor and tour records will be purged when you click the "Save" button.

Detail	
Pay Period Start Date	
	12/21/97
	1/4/98
	1/18/98

- **Purge Old Labor Data Window - Totals Tab** - This tab displays the number of records that will be purged from each of the listed tables in the data base.

Totals			
Number of Rows to be Deleted from the following Tables:			
Labor:	188	T_A_Actions:	0
Labor_Comments:	0	T_A_Status_Current:	48
Labor_History:	196	Tour_Period:	189
Labor_Snap_Acct:	0	Tour_Day:	2576
Labor_Snap_Pay:	0	Tour_Period_Dflt:	1
Csr_Status:	0	Tour_Day_Dflt:	14

Purge Old Project Data Window

This window (*and its tabs*) displays summarized information about the records that will be purged when you click the "Save" button. This particular window will appear when you choose the "Projects" option in Step 2 of the DBA - Purge Old Data Wizard .



- **Purge Old Project Data Window - Detail Tab** - This tab displays a list of those projects whose labor records will be purged when you click the "Save" button.

Detail	
Description	Close Date
980000012	11/10/97

- **Purge Old Project Data Window - Totals Tab** - This tab displays the number of records that will be purged from each of the listed tables in the data base.

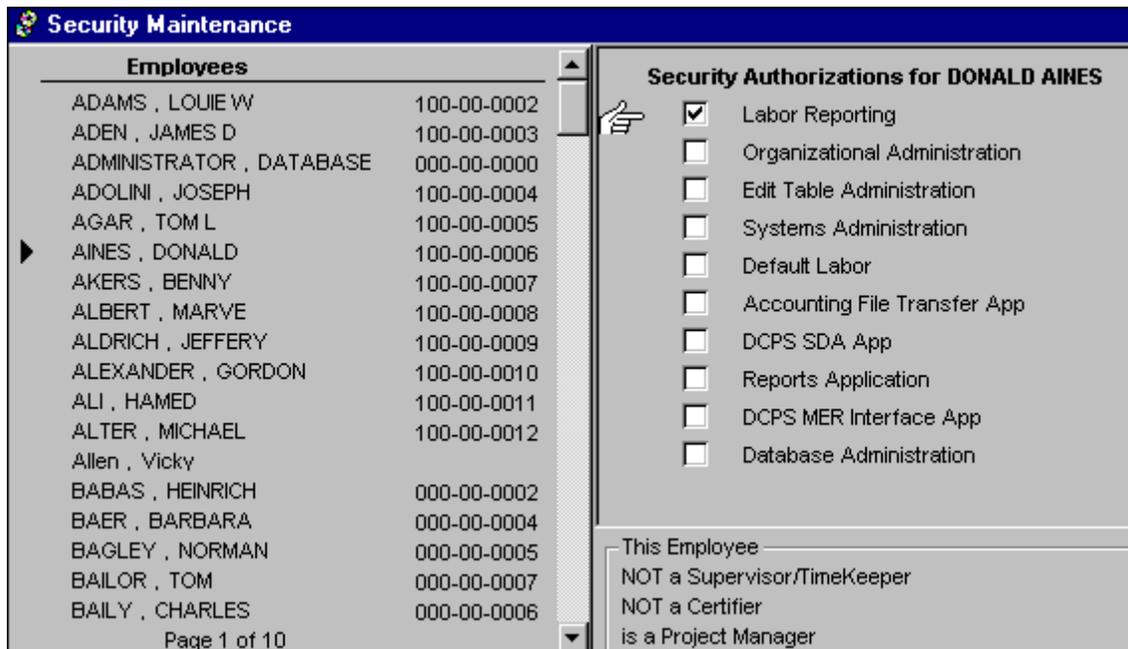
Totals			
Number of Rows to be Deleted from the following Tables:			
Team_Project:	4	Team:	0
Project_Manager:	2	Doc_Nbr:	0
Emp_Auth:	12	Opcode:	0
Type_Hours_Project:	0	Joborder_Wrkctr:	0
Project_Constr:	0	Job_Order:	0
Default_Project:	0	Work_Center:	0
Project:	1		

4. Once you are satisfied that the information displayed on the tabs is truly what you want to delete from the data base, click the **Save** button. However, if you do **NOT** wish to save the information, click the **Close** button. A window will then appear asking if you want to save the changes. Click **NO**.

CHAPTER 4 - SECURITY MAINTENANCE

WHAT IS THE SECURITY MAINTENANCE WINDOW?

The Security Maintenance Window is used to establish security authorization levels for the ATAAPS application.



Assigning Security Authorizations

TO ASSIGN SECURITY AUTHORIZATION LEVELS:

1. Click on the **Security** button, which opens the Security Maintenance Window .
2. Click on the name of the appropriate employee. (*NOTE: If a name does not appear on the list, check the Personnel Management window in the main ATAAPS application to be sure that the employee has been added to the data base and is an active employee.*)
3. Click, to place a check mark in, the appropriate level(s) of security that will be authorized for this particular individual. All employees who have been granted access to the ATAAPS data base are automatically granted access to their own individual time and attendance (T&A) records (*using the T&A Review Window in the Main ATAAPS application*). The additional levels of security are:

- **Labor Reporting.** Normally, all employees of an activity are granted this level of security. It allows an employee to report and review ONLY his/her own labor charges. In addition to the T&A Review Window, the employee will be granted access to the Labor Reporting window in the main ATAAPS application.
 - **Organizational Administration.** If an employee is granted this level of security, he/she has access to the Roster Maintenance, Team Management, and Administration Codes windows in the main ATAAPS application.
 - **Edit Table Administration.** An employee who is granted this level of security can access the Accounting Code Management and Employee Codes windows in the main ATAAPS application.
 - **Systems Administration.** An employee who is granted this level of security is authorized to generate default labor records for the activity.
 - **Default Labor.** An employee who is granted this level of security is authorized to generate default labor records for any team for which he or she is either a supervisor or a timekeeper.
 - **Accounting File Transfer App.** An employee who is granted this level of security can access the Accounting File Transfer application.
 - **DCPS SDA App.** An employee granted this level of security can access the SDA ATAAPS Payroll Pass to DCPS application.
 - **Reports Application.** An employee granted this level of security has access to the ATAAPS Reports application.
 - **DCPS MER Interface App.** An employee granted this level of security has access to the DCPS MER Interface application.
 - **Database Administration.** An employee granted this level of security has access to the entire ATAAPS DBA System Administration application.
4. Click the **Save** button.
 5. Close the window.

CHAPTER 5 - SYSTEM NUMBERS COMPARISON AND CORRECTION WINDOW

WHAT IS THE SYSTEM NUMBERS COMPARISON AND CORRECTION WINDOW?

This window is used to synchronize the System Number Table-assigned numbers with the system numbers generated within the associated data base tables.

System Numbers Comparison and Correction		
Table Name	Last Number	Actual
alt_work_schd	11	11
csr_status	0	0
default_project	8	8
doc_nbr	0	0
emp_status	6	16
emp_type	25	25

Synchronizing System Numbers

TO SYNCHRONIZE SYSTEM NUMBERS THROUGHOUT THE ATAAPS DATA BASE:

1. Click on the **System Number** button, which opens the System Numbers Comparison and Correction Window .
2. Review the data that is displayed. System numbers that require synchronization are displayed in red.
3. Click **Utilities** on the menu. Then, click **Sync System Numbers**.

CHAPTER 6 - TOOLBAR

Main Toolbar

The “main toolbar” is used to navigate to the various windows in the application.



Edit - allows the user to edit the “raw” data in the data base tables of the application

Purge - removes selected historical or “dated” information from the data base

Security - supports the assignment of various security level authorizations

Sys Num - provides a mechanism for synchronizing the data base System Number Table assigned numbers with the system numbers on associated data base tables

Exit - exits the application

CHAPTER 7 - MENUS

Main Menu

This menu is available when the Main Toolbar is displayed.



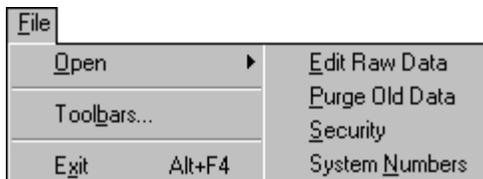
File - provides access to each of the main processes performed in this application.

Window - allows the user to rearrange the open windows.

Help - permits the user to access the application's help file.

File Menu

This menu is an option available from the Main Menu . It allows for access to each of the main windows in the DBA System Administration application.



Open - provides access to the main functions/processes performed by this application.

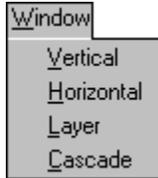
- **Edit Raw Data** - allows for editing "raw" data in the data base.
- **Purge Old Data** - allows for purging historical or "dated" records
- **Security** - allows for granting access to the various windows in main application and to the other supporting applications
- **System Numbers** - allows for synchronizing system numbers in the data base.

Toolbars - allows for customizing the toolbar.

Exit - exits the application.

Window Menu

This menu allows the user to rearrange the open windows.



Vertical - arranges all open windows vertically

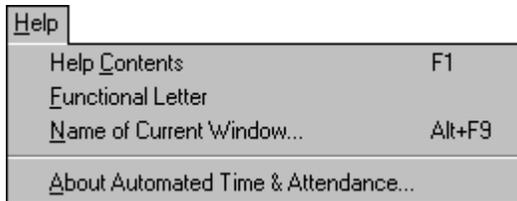
Horizontal - arranges all open windows horizontally

Layer - layers all open windows

Cascade - cascades all open windows

Help Menu

This menu provides access to the Help file and gives information regarding the version of the application.



Help Contents – opens the application's Help file.

Functional Letter – describes the fixes and enhancements included in the latest version of the application.

Name of Current Window – displays the PowerBuilder development environment window name (*which should be provided to the SEOPE Technical Support Staff if a problem is encountered within a particular window*).

About Automated Time & Attendance – provides information relative to the version of the application.

“Raw” Edit Menu

This menu appears when the “raw” edit process is run.



File - provides access to each of the main processes performed in this application.

View - provides a mechanism for sorting and filtering the data on the “raw” edit window.

Window - allows the user to rearrange the open windows.

Help - permits the user to access the application’s help file.

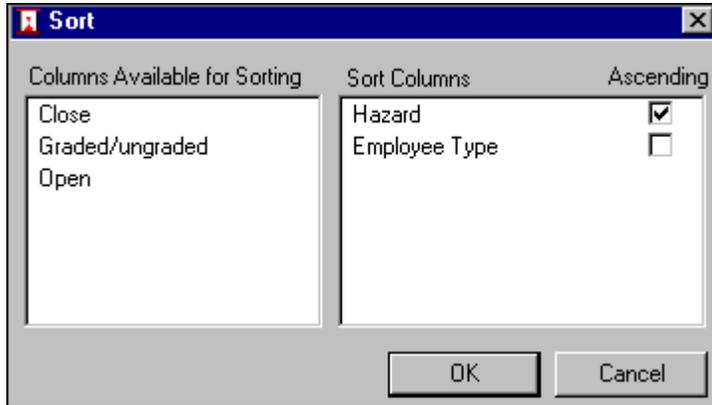
View Menu

This menu is accessed from the “raw” edit menu and provides a mechanism for sorting and filtering the data on the “raw” edit window.



Sorting Data

This window is used to define sorting criteria for a group of records.



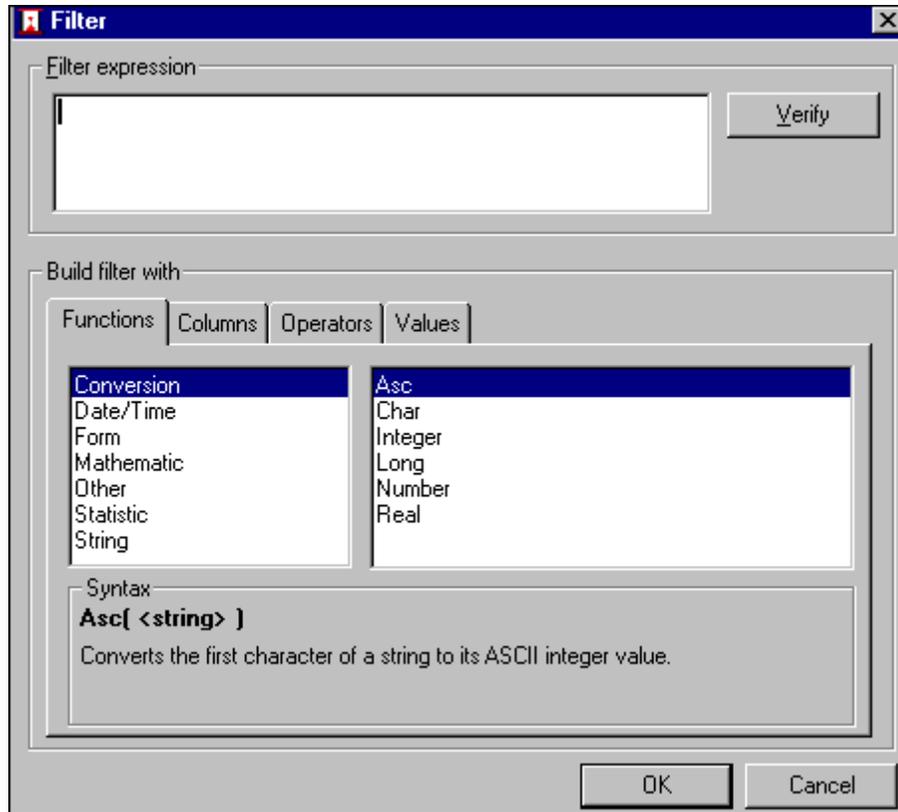
In the left-hand column, click on the name of the field you wish to sort by; then “drag and drop” it into the column on the right.

A check mark will appear in the “ascending” field. To sort in descending order, simply click in the “ascending” field to remove the check mark.

Once you have indicated your sorting preference(s), click OK.

Filtering Data

This window is used to temporarily filter data displayed in the “raw” edit window.



To define a filter, you must enter a valid expression into the “Filter expression” field, either by typing it in directly or by using the “Build filter with” section of the window. Once the expression has been entered, click the Verify button to check its validity. Click OK to execute the filter. The expression that has been entered will be evaluated against the data set that was initially retrieved. If the conditions identified in the expression are true, a filtered set of records will be displayed.

To cancel a filter and view ALL of the records, you must re-open the Filter Window; highlight the Filter Expression that has been entered; then, click on the Delete key on your keyboard.

If you are unfamiliar with the syntax required to simply type the expression into the field, you can build it by double-clicking on the appropriate functions, columns (*fields*), operators, and values from the list of available options that are displayed when you click on any of those tabs. Double-clicking pastes the highlighted text into the Filter Expression field.

Some examples of filter expressions follow:

- **To filter for a specific SSN** (*be sure not to insert any hyphens*):

ssn = “123456789”

- **To filter for a specific employee's name:**
`last_name = "Doe" and first_name = "Susie"`
- **To filter for a group of names containing a particular pattern of characters** (e.g., if you wanted to see all records with a last name containing the characters "Smith"):
`Match(last_name, "Smith")`
- **To filter for records with no close date:**
`IsNull(close_date)`
- **To filter for a particular open date** (applicable for fields with a date data type--the date sequence is Year, Month, Day):
`open_date = date(1997-12-31)`
- **To filter for numbers that are greater than or equal to a particular number** (applicable for fields with a numeric data type—do not enclose within quotation marks):
`type_hours >= 50`

Sync Menu

This menu appears when the synchronize system numbers process is run.



File - provides access to each of the main processes performed in this application.

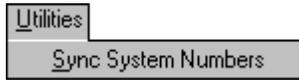
Utilities - provides a mechanism for the user to complete the synchronization process.

Window - allows the user to rearrange the open windows.

Help - permits the user to access the application's help file.

Utilities Menu

This menu is accessed from the sync menu and provides the mechanism for completing the synchronization of system numbers process.



CHAPTER 8 - 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

