



Norsk Data

OPERATOR ENVIRONMENT QUICK REFERENCE CARD

Norsk Data ND-99.040.1 EN

05/87

A GUIDE TO USING KEYS

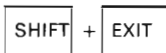
General use:



- enter a program
- execute a command
- move to the next level of the menu
- choose an option in the menu



- exit to the previous level of the menu
- exit a program
- remove a HELP picture



- exit to the top menu



- obtain a HELP picture with online help



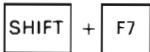
- remove a HELP picture



- enter or exit the text area
- remove a HELP picture
- go to TASK field to type direct command



- find specific text
- find next occurrence



- find another specific text



- move the cursor in a submenu or in the text area

General use (cont.):



- scroll within a text



- move between fields in the text area



- delete the contents of a field



- print or write to a file



- type in a SINTRAN command directly

Editing in MANAGE USER AREA:



- implement your changes



- create a new user area



- extend a user area to another directory



- remove a user area (which has no files)

Editing in SET USER PROFILE:

DELETE

- delete the displayed user

F2

- create a new user

F3

- edit user groups

F8

- change the user name

PRINT

- list all users

Editing in TERMINAL PROFILE:

FUNC

+

R

- go directly into USER PROFILE

Editing in the work area of MANAGE USER FILES.

DELETE

- delete a file from the list

<<

- enter advanced mode to get more information about a file; press key again to leave advanced mode

Editing from the home position in MANAGE USER FILES:

F6

- select files you want to display

F5

- return from selected files and display all files again

Q

- sort files according to your specification

D

- delete a file from the disk (must first be deleted from the list with DELETE)

W

- write the screen display to a file

A

- append the screen display to a file

R

- retrieve file descriptions from a new user area

ALL MENU OPTIONS, SUB-OPTIONS, TASKS AND SUB-TASKS, AND THEIR SINTRAN EQUIVALENTS

* requires access to user area SYSTEM

- 1 Maintain User Information
 - * Manage User Area @OEA-AREAS
 - Edit (create/extend/remove user area)
 - Statistics
 - Set User Profile @UE-PMAN 1
 - Control Archive (DS)
 - Change Allocated Space @DS-SERVICE CHANGE-USER-LIMIT
 - Space Status @DS-SERVICE LIST-USER
 - Allocate New Space @DS-SERVICE CREATE-USER
 - Remove Space @DS-SERVICE DELETE-USER
 - Control Mailing (ID)
 - Update Mailing List
 - Distribute Mailing List
 - * List Sending Queue @ID-SERVICE LIST-QUEUE
 - * List Inactive Receivers @ID-SERVICE LIST-MAIL-COUNTS

- 2 Manage Terminals
 - * Control Terminal Use @OES-STATU 2
 - * Set Terminal Profile @UE-PMAN 2
 - * Edit Login Picture @UE-FUNC 15
 - * Audit System Activity Log @UE-FUNC 9
 - * Check Batch Processors og @OES-STATU 3
 - * Schedule Batch Job @APPEND-BATCH

- 3 Control Printer Use
 - Status of Printers @OES-STATU 4
 - Manage Queues and Printers @SPRINT

- 4 Maintain Files
 - Manage User's Files @FILE-MAN-EN
 - Transfer Files @TRANSFER-FILE

- 5 Maintain Databases
 - Check Servers @OES-STATU 5
 - * Get Database Space @DS-SERVICE GET-DATABASE-USER-STAT
 - TRUE/SIBAS Operation
 - * TRUE Operator Commands @TRUE-OPCOM
 - * Trueman Report System @TRUEMAN-RMANI
 - * Trueman Maintenance @TRUEMAN-MAINT
 - * SIBAS Service @SIB-SERV
 - SIBAS Maintenance @SIB-DBM
 - * Verify Filesystem @OEV-VERIF

• Repair Directory	
• Rebuild Bitfile	@DISABLE-ESCAPE
	@TEST-DIRECTORY
	@ENABLE-ESCAPE
• Remove Conflicting Pages	@DISABLE-ESCAPE
	@REGENERATE-DIRECTORY
	@ENABLE-ESCAPE
6 Control System	
Monitor System Performance	@DEP-PERFO
Get System Configuration	@OEC-CONFI
Stop/Start System	
• Close System	@UE-FUNC MODE STOP-MODE: MODE
• Warm Start	
• Cold Start	
• Get SINTRAN Configuration	@S3-CONFIG
• Change Clock	@OE-FUNC RESET-CLOCK
Handle Errors	
• List Hardware errors	@PRINT-ERROR-LOG
Connect to TELEFIX	
7 Backup	
• Check Directory	@DEV-VERIF
Take Backup	
• Backup Set	@OEB-BCKUP
• Copy Document Database	@DS-SERVICE TAKE-BACK
• Manual Backup	@BACKUP-SYSTEM
Update Logbook	
Restore Backup	
• Restore Set	@OEB-BCKUP
• Restore Document Database	@DS-SERVICE REIN-B
• Manual Restore	@BACKUP-SYSTEM
Define Backup/Restore	
8 Control Disks	
Disk Operation	
• Close Diskfiles	@UE-FUNC 6 STOP-MODE: MODE, TERM
• Enter Directory	@ENTER-DIRECTORY
• Release Directory	@RELEASE-DIRECTORY
• Rename Directory	@RENAME-DIRECTORY
List Entered Directories	@LIST-DIRECTORIES
List Defined Mass Storage	@LIST-MASS-STORAGE-UNITS
Floppy Operation	
Format Floppy	@DEV-FUNC SET-F-F
	@DEV-FUNC FORMAT-FLOPPY
Create Floppy Directory	@CREATE-DIRECTORY
Enter Floppy Directory	@ENTER-DIRECTORY
Copy to/from Floppy	@BACKUP-SYSTEM COPY, DIR
Release Floppy Directory	@RELEASE-DIRECTORY
9 Own Tasks	

STRATEGIES

Enter the menu:

Log in with your own user name, and you will be brought directly into the menu system, as long as:

- 1) MENU SYSTEM is defined in your USER PROFILE as (ND-OPERATIONS)OEM-MENU.
- 2) MAIN USER AREA is defined in your USER PROFILE as ND-OPERATIONS.

User SYSTEM:

To give SYSTEM access, choose SET USER PROFILE and:

- 1) Press the << key at the ALTERNATIVE AREAS field.
- 2) Type SYSTEM and correct password.

Edit User Parameters:

Choose MANAGE USER AREA / EDIT.

Press **↓** to enter the work area and edit.

Press F7 to locate a specific user area.

Press **↓** to implement your changes.

Press **↶** to return to the top menu.

To create a new user area:

- 1) Go into the work area.
- 2) Press F2.
- 3) Fill in the new user-area name.

To remove a newly created user area (with no files):

- 1) Place the cursor at the user area name.
- 2) Press the DELETE key.

Sub-options for Status Information:

CONTROL TERMINAL USE
STATUS OF PRINTERS
CHECK BATCH PROCESSORS
CHECK SERVERS
OVERVIEW

Send a direct message to a user:

Release a hanging terminal:

Stop a terminal:

Choose CONTROL TERMINAL USE and press the MARK key to highlight the terminal you want to send a message to, release or stop.

Edit the spooling queue:

Choose **MANAGE QUEUES AND PRINTERS**.

Select a printer.

Choose **EDIT** to edit the position of document entries in a printer queue:

- 1) Delete an entry by pressing the **FIELD + DELETE** keys.
- 2) Move an entry by pressing the **FIELD** key, moving the cursor to the new position and pressing the **MOVE** key.
- 3) Enter the work area by pressing **↵** to change the entry's form, status, number of copies to be printed and activating time.

Standard Backup:

- 1) Choose **CLOSE SYSTEM**. This will execute a mode file which should:
 - a) send a message to all users telling them to stop work and log off
 - b) close all files and databases
 - c) log out all terminals
 - d) stop all servers
- 2) Type **@(ND-OP)OEV-VERIF** to check the directory before taking backup (same as **VERIFY FILESYSTEM** in the menu).
- 3) Type **@(ND-OP)OEB-BCKUP** (same as **BACKUP** in the menu).
- 4) Choose **SELECT** and select your predefined backup operation (set).
- 5) Choose **START**, and type **Y** to execute the set.
- 6) After backup is finished, press the **START** button on the computer control panel.
- 7) Reset the clock if necessary.

If the copy operation has been aborted:

- 1) Correct the error.
- 2) Choose **CONTINUE** to continue the operation from the point of error.
- 3) Choose **FINISH** to return to the **SELECT** level, where a new backup operation can be chosen.