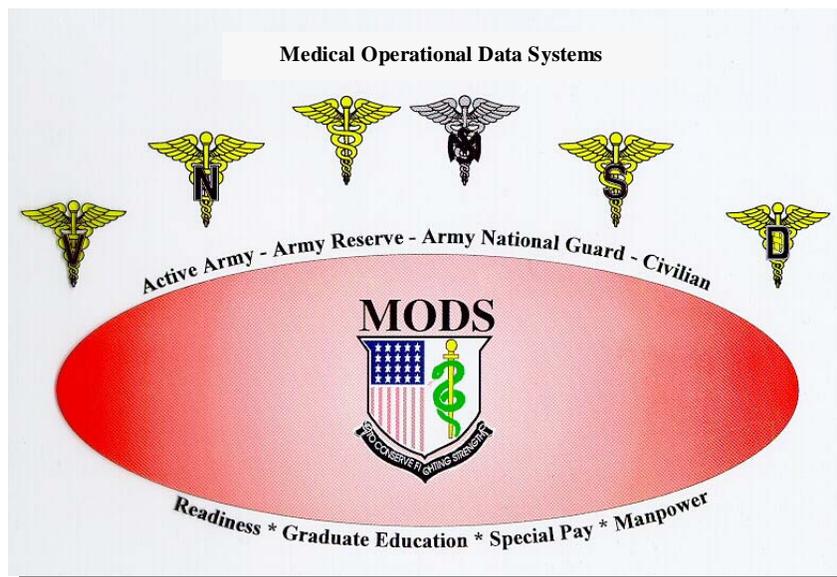


# Medical Operational Data System (MODS)



*Automated Data System Manual*

# Supplemental Manual

This publication is not available through the US Army Publications and Printing Command. Request copies through the Office of the Surgeon General, Headquarters, Department of the Army, Director of Personnel, ATTN: DASG-PTM, 5109 Leesburg Pike, Falls Church, VA 22041.3258.

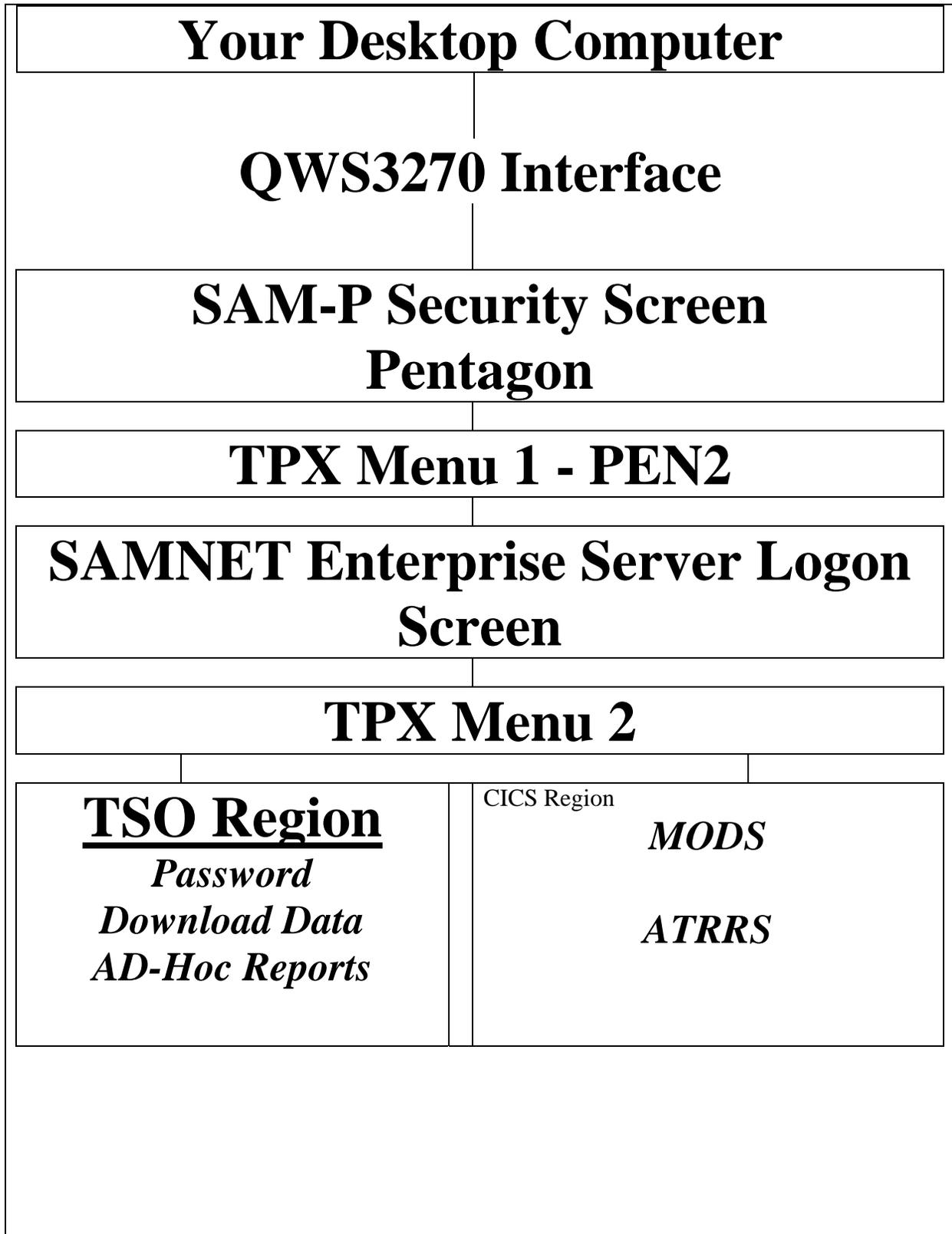
**Office of the Surgeon General  
HQS, Department of the Army  
5109 Leesburg Pike  
Falls Church, VA  
22041.3258  
703.681.3177 DSN: 761**

**For assistance contact the  
MODS Support Team  
at  
703.681.4976 DSN: 761.4976  
888.849.4341**

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# **Chapter 1 – AMSNET Enterprise Server Regions Diagram**



# **Chapter 2 – MODS Executive Summary**

## **EXECUTIVE SUMMARY**

### **MEDICAL OPERATIONAL DATA SYSTEM (MODS)**

The Medical Operational Data System (MODS) is an MHSS migration system that provides the Army Medical Department (AMEDD) with an integrated automation system that supports all phases of Human Resource Life Cycle Management in both peacetime and mobilization. This on-line system provides commanders, staffs and functional managers of AMEDD organizations with a real-time source of information on the qualifications, training, special pay and readiness of AMEDD personnel. Current operational modules:

- ◆ Officer, Enlisted and Civilian File Management
- ◆ National Guard / Army Reserve File Management
- ◆ Command Grade Allocation and Distribution
- ◆ Manpower Program and Analysis
- ◆ Incentive Special Pay Contract Management
- ◆ GME/GNE/GSE/GDE Management and Analysis
- ◆ Promotion Modeling
- ◆ Strength Management
- ◆ Transition / Separation Management
- ◆ Professional Filler System (PROFIS) & IMA Backfills
- ◆ Medical Readiness Module (MEDPROS includes Medical Readiness, Immunization Tracking and Training Readiness)

MODS operates on the Single Agency Manager - Pentagon enterprise server provide users interactive access worldwide. MODS is accessed at the user level through personal computers at the unit level. AMEDD treatment facilities have adequate hardware capability to implement the technical solution locally without additional hardware. Where feasible, every effort is made to use existing capabilities to reduce costs and achieve efficiencies.

MODS currently maintains eleven system interfaces and discussions are underway to import data from eight additional systems. Users connect via Ethernet LANs, Token Ring LANs, dedicated circuits and TSACS. TCP/IP connectivity provides user support with announcements, information, on-line training and a reporting system using the multimedia interface on INTERNET, World Wide Web (WWW).

The foundation of MODS is in its total integration of eleven of the **Army's and DoD's** major sources of data into a comprehensive responsive database. By melding the active and reserve personnel databases with the budget, training and authorization databases, the AMEDD community has a powerful tool with which decision makers and managers can effect their work requirements quickly. As a desktop resource for the personnel manager, **MODS** places critical assignment, training and qualification information at his fingertips. Time spent acquiring data can now be used in analyzing the information.

The functional sponsor for MODS is the Director of Personnel, Office of the Surgeon General. The functional manager is COL Larry Campbell DASG-PTZ, DSN 761-3174. The MODS System Administrator is LTC Kaylene Curtis, DSN 761-3186.

# **Chapter 3 – MODS Support Team Telephone Numbers and Functional POC Listing**

**MODS Support Team - Information Center & Help Desk**

Falls Church,/Fairfax VA (voice) 703.681.4976 DSN: 761.4976  
703.645.0420  
(fax) 703.681.4983 DSN: 761.4983

**Toll Free Access from:**

CONUS 888.849.4341  
Germany 0.130.81.9261  
Korea 00798.14.8002803

**MODS Support Team - Texas Group**

San Antonio, TX @ FSHTX 210.554.3178  
(voice) 210.221.9932 DSN: 471  
(fax) 210.221.9639 DSN: 471

**MODS Project Manager**

Mr. Paul Zerkow 703.681.5008 DSN: 761

**MODS System Administrator**

LTC Kaylene Curtis 703.681.3186 DSN: 761

**MODS Force Readiness**

COL Cook/Mr. Ruiz 210.221.6620/7886 DSN: 471

**MODS PROFIS POC**

Mrs. Gertie Braan 210.221.6741 DSN: 471

**MODS Special Pay POC**

Mr. Craig Buss 703.325.2381 DSN: 221

**MODS Manpower POC**

Ms. Laurie Neal 703.681.3299 DSN: 761

**MEDCOM PROFIS Office**

LTC Ann Horrell 210.221.7060 DSN: 471

**FORSCOM PROFIS Office**

LTC Mark Berthold 404.669.5373 DSN: 367

**TSACS**

CONUS 800 Dial-up 877.210.9547  
Worldwide DSN Access Numbers 703.681.4976 DSN: 761

**TELNET IP Addresses 199.10.32.81**

**MODS Web Site Home Page: WWW.MODS.ARMY.MIL**

# **Chapter 4 – MODS Function Keys**

## MODS Function Keys

PC	Mainframe	Function
F1	PF1	Help
F2	PF2	System Option Panel (SOP)
F3	PF3	Backup to previous panel
F4	PF4	History of previous screens viewed
F5	PF5	Load selected profile/units
F6	PF6	Load Taskforce Alpha Roster
F7	PF7	Page-up to previous page
F8	PF8	Page-down to next page
F9	PF9	Load Roster for adding/deleting individuals from Taskforce
F10	PF10	Page left
F11	PF11	Page right

## Command Prompt Functions

Command ===>

Logoff	Logs you off of MODS
=NNN	Used in conjunction with Unique Panel Identifiers for rapid navigation bypassing the menu system.
Print	Loads Print Selection Options
File	Writes report to a downloadable text file
Pn	PAGE: Advances to page number specified
F	FIND: Advances to specific indexed item
S	SORT: Sorts by column header or name

# **Chapter 5 – MODS Quick Navigation Commands**

# Quick Navigation Keys

**Type at the Command Prompt (Command ==>)**

=ACP	MEDCOM ODCSPER Strength Reports
=AC1	MEDCOM ODCSPER UIC Control Breaks
=AC2	MEDCOM ODCSPER Civilian UIC Control Breaks
=AFC	PROFIS Requirement Creation
=AFD	PROFIS Requirement Modification (FORSCOM)
=AFE	PROFIS Non-Deployability Roster Selection Screen
=AFH	PROFIS UIC Lookup Screen (P)
=AFJ	PROFIS Non-Deployability Menu
=AFL	PROFIS System User Log
=AFR	PROFIS Ad Hoc Roster Selection
=AFS	PROFIS Summary Selection
=AFX	PROFIS Reports Print Screen
=AF3	PROFIS Requirement By Filler Status Summary (D)
=AF7	PROFIS RMC Bulk Assignment Screen
=AF9	PROFIS Revision (Proposed Fill not in OMF/EMF)
=AG2	PROFIS RMC Summary Selection Screen
=AH1	HMIS Authorized by Corps
=AWR	AMEDD TAADS/OMF/EMF/CIV Comparison Report
=AWS	AMEDD MMAM Select Panel
=CR0	Civilian Ad Hoc Roster Selection
=CSC	Civilian Wage System By Command Summary (P)
=DRR	DENCOM Readiness reports
=DRS	DENCOM Readiness Select
=DS0	DENCOM Readiness Summaries
=ER0	Enlisted Ad Hoc Roster Selection
=ESM	Enlisted Summaries Menu
=EW0	IMMAS Enlisted Modeling System
=FRM	Immunization Main Menu
=FTM	Medical Readiness Training Main Menu
=FUM	Training Readiness Main Menu
=FEA	Medical Exception Administration
=FLG	Medical Readiness Log Module
=FSM	Anthrax Summary Main Menu
=MMM	Mail Main Menu
=MSM	MEDCOM Manpower Program Initiative Menu
=OAG	Officer Aviation - Aviator Gates Summary
=OAR	Officer Aviation - Aeromedical Reports
=OAS	Officer Aviation - Flight Surgeon Rating Summary
=OB0	AD Obligation Worksheet Selection Criteria
=OEL	MEL/CEL Report

## *Medical Operational Data Systems*

=OES	Officer In-School Report
=ON1	Strength Management End State (P)
=ON3	Continuation Rates Report
=ON4	Continuation Rates by Year
=OOS	Promotions Board Summary (P)
=OOY	Promotions Year Groups
=OPH	Eligibility Rosters
=OPI	Current Transactions
=OPJ	HPPED Report
=OPK	Special Pay Annual Rates by Pay AOC
=OPL	Special Pay Reserve Deployment Roster
=OPN	Special Pay Renegotiated Contracts Screen
=OPR	Rejected Transactions Roster
=OPW	Summary of Special Pay Codes (R)
=OPX	Special Pay Board Certified Pay Data Input
=OP0	Officer Special Pay Roster Selection (R)
=ORA	AOC Roster and Detail Report
=ORI	Interview Sheets Report
=ORR	Officer Demographics Report
=OR0	Officer Ad Hoc Roster Selection
=OSM	Officer Summaries Menu
=OTA	Transitions Actions Selection
=OTQ	Transitions REDCAT Summary Selection
=OVT	Validation Tables Report Program
=OV0	Validation Tables Selection
=OV2	Validation Tables Code Summaries
=OWM	Integrated Medical Manpower Allocation System
=O1A	GNE Anesthetist Application Reports
=O1R	GNE LTHET Applicant Reports
=O1S	GNE Anesthetist Student Reports
=O1T	GNE LTHET Student Reports
=O10	GNE Roster/Individual Record Selection
=O3M	Delay Roster of Reports
=O3R	GME Applicant/Training Summaries
=O3S	GME Applicant Rosters
=O3T	GME Applicant Download
=O3U	GME In-Training Rosters
=O3V	GME Select Applicant Rosters
=O30	GME Roster/Individual Record Selection
=O40	GME Delay Roster/Individual Roster Selection
=O6D	GME HPSP Statistical Reports Screen
=O6E	GME HPSP Applicants Reports Screen
=O60	GME HPSP Roster/Individual Record Selection
=O7D	GME Program Model (P)
=O7S	GME Model Pay Starts and Carry through Calculations
=O8D	GME FYGME Applicants Report Screen

*Medical Operational Data Systems*

=O8E	GME FYGME Statistical Report Screen
=O8F	GME FYGME Applicants Report Screen #2
=O80	GME FYGME Roster/Individual Record Selection
=PR0	Personnel Security Roster Corps Selection
=PS0	Personnel Security Summary Selection
=RRU	Reserve Component UIC Lookup Screen
=RR0	Reserve AD HOC Roster Selection
=RSM	Reserve Component Summary Menu

**Chapter 6 – MODS Logon ID  
Request Form SAM-P Form  
9-R**

Medical Operational Data System  
**Network Infrastructure Services Agency (NISA)**

**LOGONID REQUEST FORM**

Please forward to the address at the bottom of this page. Improper submissions will be returned. **PLEASE TYPE OR PRINT.**

**PART A**

1. FULL NAME \_\_\_\_\_ 2. SSN \_\_\_\_\_  
(LAST) (FIRST) (MI)
3. RANK/GRADE \_\_\_\_\_
4. COMPO (1-Active Army, 2-National Guard, 3-Reserve) \_\_\_\_\_
- 4A. ORGANIZATION / UNIT \_\_\_\_\_
- 4B. OFFICE SYMBOL \_\_\_\_\_
5. OFFICE PHONE: (COMMERCIAL) (\_\_\_\_\_) \_\_\_\_\_ DSN: \_\_\_\_\_
6. STATE ANY PREVIOUS NISA LOGONIDS ISSUED: \_\_\_\_\_

**PART B**

I certify that I have read, understand, and will comply with the security policies and procedures described in the "User Responsibilities" section of this form. I know that any violations of these procedures by me, any unauthorized use of Government resources, or withholding knowledge of any suspected violation may result in termination of user privileges on the NISA system and submission of a report to my supervisor.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PART C - SECURITY VERIFICATION**

**\*\*Minimum requirement is at least a Favorable National Agency Check\*\***

1. I certify that \_\_\_\_\_ holds a valid clearance level of \_\_\_\_\_  
Issued \_\_\_\_\_ by \_\_\_\_\_  
(DD/MM/YY) (ISSUING AGENCY)
- Type of investigation \_\_\_\_\_ Date completed \_\_\_\_\_

2. I have reviewed this request and certify that the applicant has need for access and has been briefed on terminal area security.

CIRCLE THE SYSTEM(S) TO ACCESS: **ATRRS MODS OTHER** \_\_\_\_\_

Security Manager \_\_\_\_\_  
(TYPE / PRINT NAME) (SIGNATURE) (PHONE#)

3. REQUESTOR'S ORGANIZATION MAILING ADDRESS \_\_\_\_\_

NO ACRONYMS PLEASE ATTN: \_\_\_\_\_

\_\_\_\_\_  
(STREET ADDRESS, P.O. BOX)

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

**ISSO/COR must fax this form to: MODS Support Team ATTN: MODS Help Desk  
Comm: (703) 681-4976  
DSN: 681-4976**

**CONTRACTOR INFORMATION**

1. COMPANY \_\_\_\_\_ 2. \_\_\_\_\_  
CONTRACT# \_\_\_\_\_  
3. EFFECTIVE DATE \_\_\_\_\_ 4. EXPIRATION  
DATE \_\_\_\_\_

**INSTRUCTIONS**

**PART A**

#4. Use official organization and office symbol. Contractors must enter COTRs Office Symbol.

**PART B**

**ALL APPLICANTS MUST READ AND SIGN.**

**PART C**

1. Personnel must have at least a satisfactory NAC, verified by their security office.
2. You may not verify your own clearance.
3. Requestor Organization's complete address, no acronyms please. Include room and building numbers required for return mail.
4. **CONTRACTORS** are required to submit Visit Authorization Request (**VAR**) signed by their Corporate Security Officer.

**ISSO/COR must fax this form to: MODS Support Team ATTN: MODS Help Desk  
Comm: (703) 681-4976  
DSN: 681-4976**

**USER RESPONSIBILITIES**

- A. Adhere to security requirements for all remote terminals, individual passwords, and data transmitted to and from the NISA ADP Systems.
- B. Handle all information from the NISA database containing personal privacy act information as sensitive data and comply with provisions of the Privacy Act and other published security procedures.
- C. Follow proper LOGON and LOGOFF procedures.
- D. Ensure each remote terminal is active only when an authorized terminal operator is present and using the equipment. Any violation of this procedure is a breach of security. Prior to leaving the terminal, each user must properly LOGOFF to ensure access cannot be gained without initiating proper LOGON procedures.
- E. Prevent unauthorized disclosure or transfer of systems entry features from one user to another. **DO NOT SHARE TERMINAL SESSIONS or PASSWORDS.** Violations of this will result in suspension from access.
- F. Do not transmit and/or extract classified data via unclassified remote terminals.
- G. Report suspected security violations to your supervisor and Security Manager.
- H. Do not attach privately owned equipment to the NISA computers.
- I. Fill out the NISA LogonID Request form completely, incomplete forms will be returned.
- J. Change **PASSWORDS** at least once within a 90-day period. The **PASSWORDS** are computer generated, but the process must be initiated by the user.

## **Logon ID Request Form (SAM-P Form 9R)**

### **Instructions**

1. You fill out **Part A**, then sign and date **Part B**.
2. Your organization's **Security Officer** must verify your **Favorable National Agency Check (NAC)** through the **CCF** and sign the verification line in **Part C-1**.
3. Your organization's **ISSO** fills out **Part C-2** and signs verification statement. Your **ISSO Mailing Address** must be filled out in **Part C-3**.
4. **NOTE Make** sure form is complete and legible, and that the form has all three signatures signed.
5. Fax completed form to MODS Support Team at 703.681.4983 or DSN: 761.4983. Normal processing time is 7 to 10 working days. If you do not receive a logon-id after 10 working days, please call our Help Desk to get a status on your request.

**-and-**

Mail completed original to the MODS Support Team Fairfax address listed on the bottom right portion of the form.

6. 5. For additional assistance, please contact the MODS Support Team at 703.681-4976 or DSN: 761.4976.

# **Chapter 7 – Information Systems Security Officer(ISSO) Handbook**

*(Formerly TASO)*

*ARMY REGULATION 380-19, INFORMATION SYSTEMS SECURITY, REMOVED THE POSITION/TITLE OF TERMINAL AREA SECURITY OFFICER (TASO) TO COMPLY WITH NATIONAL POLICIES ANY REFERENCE MADE TO THE TASO RESPONSIBILITY SHOULD BE ASSUMED TO BE THE RESPONSIBILITY OF THE ISSO*

*AR 380-19 03/05/98*

**SINGLE AGENCY MANAGER (SAM)**  
**Pentagon Information Technology Service**



**Access Management  
Office**

SINGLE AGENCY MANAGER-Pentagon  
ATTN: Access Management Office · Room BE1018  
300 ARMY PENTAGON  
Washington, DC 20310-3000  
Phone (703) 614-5109 · Fax (703) 693-7642 · DSN 224

*Medical Operational Data Systems*

PARAGRAPH

1. PURPOSE
2. ISSO APPOINTMENT INFORMATION
3. ISSO RESPONSIBILITIES
4. TERMINAL USER RESPONSIBILITIES

APPENDICES

- A. PURPOSE
- B. PROCEDURES FOR OBTAINING A LOGIN-ID AND PASSWORD
  - B-1 SAM-Pentagon LOGON-ID REQUEST FORM 9R
  - B-2 VALID TYPES OF INVESTIGATION
- C. ADDITIONAL DUTY APPOINTMENT ORDERS
  - C-1 DD FORM 577, SIGNATURE CARD
- D. PROCEDURES FOR UPDATING A PASSWORD
- E. ISSO INSPECTION CHECKLIST
- F. TROUBLE SHOOTING GUIDE

## 1. PURPOSE

This handbook identifies the responsibilities of the Terminal Area Security Officer (TASO) in support of the Army Management Support Network (AMSNET), prescribes procedures for the operations security of its remote terminals and highlights basic security measures that apply to

## 2. TASO APPOINTMENT INFORMATION

Para 1-6.d.5 of AR 380-19, Information Systems Security, dated 1 Aug 90, requires that a TASO be appointed in writing to carry out the duties outlined in Para 1-4 of the same regulation. A TASO must be appointed "for each remote terminal or cluster of terminals and associated interface devices." The TASO is responsible for the security of their terminal areas where he/she can maintain constant visual supervision.

- a. In small organizations, the Information Systems Security Officer (ISSO) may only have one terminal area to manage. In this case, the ISSO can perform the duties of the TASO, but they still must have appointment orders.
- b. In organizations where there are more than one terminal area or cluster of terminals, the ISSO cannot be the TASO for all terminal areas. He/She can only be a TASO for the terminal area they have physical control over. For additional terminal areas, a separate TASO must be appointed.
- c. Although the TASO supports the system ISSO in many areas of security control, some of these security responsibilities cannot be delegated to the TASO. For Example, only the organization's Security Manager can verify personnel security clearances. Personnel security clearances may be verified by the organization Security Manager on the SAM-OPD-C Form 9R (Logon-Id Request Form APPENDIX B-1) prior to authority being granted for printed or magnetic output release.
- d. The role of the TASO is to assist the ISSO in maintaining system security. This does not give authority to the ISSO to sign for the TASO on the Logon-Id (Form 9R requests). This is to ensure that the TASO is aware of the personnel that are authorized to use the terminal and that the requested security checks are made (see TASO Responsibilities). Because it cannot be expected that the TASO will be available every duty day to control the terminal area, an Alternate TASO should be appointed. This individual assists the TASO to maintain security of the terminal area and may sign for the TASO in the absence of the TASO.
- e. To be officially recognized as a TASO or alternate TASO, an individual must submit an original signature card (DD Form 577) and original orders appointing them as a TASO (see Appendix C). Requests for action received from organizations that do not have updated copies of the above documents on file at USAISC-P will be returned without action.

## 3. TASO RESPONSIBILITIES.

- a. Identify and inform terminal users about existing regulations and procedures governing use of the terminals, e.g., AR 380-19, Chapter 2, Computer Security. When necessary, develop and publish in-house security requirements and operating procedures relative to use, operations and protection of their terminal; control of output, passwords, keys, etc.

*Medical Operational Data Systems*

- b. Ensure that each terminal users identity, need to know level of clearance and access, authorizations are established. The TASO must verify that user's security clearance (SECRET) with the unit's security office. The SAM-Pentagon Security Office will conduct random personnel clearance verification checks.
- c. Prior to the user signing the Form 9R, the TASO will present the SAM-Pentagon Information Security Briefing to the user.
- d. Ensure correct completion and submission of requests for Login-IDs, Passwords, etc., on all SAM-Pentagon supported systems (See Appendix B-1).
  - (1) It should be noted that the TASO is not authorized to sign his/her own Login-ID Request. The Alternate TASO must sign the form in place of the Primary TASO.
  - (2) The Access Management Office will only accept the original copy of the Form 9R. FAX copies will not be accepted except under special or emergency conditions and with the approval by the Access Management Office Supervisor.
  - (3) Submission of a Login-ID request does not automatically grant box privileges required to pick-up hard copies of reports from the SAM-Pentagon Mini Data Center. A memorandum from the box owner or box manager must be submitted (See Appendix H).
  - (4) Memorandums for Database Authorizations are required to obtain special systems access for those users with verified need to use special rule sets. The TASO should contact the Access Management Office to determine what systems users may need and if a Memorandum must accompany the Form 9R.
- e. Manage the control and dissemination of passwords for users of all supported terminal/devices. To ensure this, the mailing address on the Login-ID Request (Form 9R) should indicate the TASO on the "ATTN: line" and not the users.
- f. Since TASO's grant initial system and terminal access, they are also responsible to notify Access Management Office when that access should be terminated. This is an extremely important TASO responsibility since, for remote users, the Access Management Office must rely on the TASO as the main security representative for that organization. The TASO should report to the Access Management Office, all users who have been transferred, retired, reassigned or otherwise have departed the organization. This notification to remove a user's access can be CRITICAL if the employee left under less than excellent circumstances, (for example: fired or dismissed).
- g. Since a valid security clearance of SECRET is required for system access, the TASO should report any change in a person's security clearance IMMEDIATELY to the SAM-Pentagon Security Office or ISSO. Additionally, the TASO must report immediately in writing any changes as to either the TASO or the orders and signature cards (DD Form 577). It is also important to report to the Access Management Office any change in official organization acronym or office symbols to ensure accurate records are maintained.
- h. Maintain a list of all individuals authorized to use terminals. The list should also identify the software systems each individual is authorized to access.
- i. Ensure all users understand on-line password update procedures. While the user may update their password on the terminal at any time, it is the responsibility of the user to change passwords at least once every 90 days. (See Appendix D to execute the on-line update).

- j. Emphasize to users the need for prompt reporting of any unauthorized access or attempts to access the Army Computer Systems (including automated word processing systems automation/telecommunication system networks or facilities) to systematically commit fraud, extortion, theft or misappropriation of funds, property, or services. This must be reported immediately to their supervisor and TASO. The TASO must make a preliminary report to the SAM-Pentagon ISSO within 24 hours of discovery of the incident.
- k. Instruct terminal users on the operating procedures of each terminal (e.g., procedures to turn terminals on/off, protect passwords from unauthorized disclosure when entering a system, and properly manning a terminal connection to a computer system).
  - l. Ensure terminals are positioned in such a manner to prevent viewing of entry features by unauthorized personnel (e.g., classified data over unsecured data transmission lines, through remote terminals).
  - m. Inspect terminal areas using the TASO inspection checklist (See Appendix E).
  - n. Report all practices dangerous to the overall systems security and all possible/actual terminal security violations to the SAM-Pentagon Security Office, DSN 223-3240, commercial (703) 693-3240.
  - o. Post TASO names in terminal area.
- 4. **USER RESPONSIBILITIES.**
  - a. Adhere to the security requirements for all remote terminals, individual passwords, and data transmitted to and from the SAM-Pentagon ADP systems.
  - b. Handle all information from the SAM-Pentagon database containing personal privacy act information as sensitive data and comply with provisions of the Privacy Act.
  - c. Follow proper LOGON and LOGOFF procedures.
  - d. Ensure each remote terminal is active only when an authorized terminal operator is present and using the equipment. Any violation of this procedure is a breach of security. Prior to leaving the terminal, each user must properly LOGOFF to ensure access cannot be gained without initiating proper LOGON procedures. CICS users should take particular care to logging off their terminals.
  - e. Prevent unauthorized disclosure or transfer of systems entry features from one user to another. **DO NOT SHARE TERMINAL SESSIONS OR LOGON-IDs/PASSWORDS.** Violations of this may result in suspension from access.
  - f. Do not transmit and/or extract classified data via unclassified remote terminals.
  - g. Report suspected terminal security violations to your supervisor and the TASO.
  - h. Do not attach privately owned equipment to the SAM-Pentagon computers.
  - i. Consult with the TASO for problem-solving actions before dialing out for assistance.
  - j. Change **PASSWORDS** at least once within a 90-day period. The Passwords are computer generated, therefore, see Appendix D to execute the on-line update and changing the **PASSWORD**.

## APPENDIX A POINT OF CONTACT LIST

LOGIN-ID/PASSWORD PROCESSING AND QUESTIONS	ACCESS MANAGEMENT OFFICE (SAM-OPD-C HELP DESK)	DSN 224-5109 (703) 614-5109 FAX (703)693-6762
ATRRS USERS TSACs IDs/PASSWORDS USER IDs/PASSWORDS	ATRRS Help Desk	DSN 225-2353/2060 (703) 645-8837 FAX (703) 645-0432
TECHNICAL MATTERS	ACCESS MANAGEMENT OFFICE	DSN 224-5109 (703) 614-5109
ACCESS RULES, ACF2 APPLICATIONS	MS. CHRISTEL KRASKA	DSN 224-7069 (703) 614-7069
SECURITY MATTERS	SECURITY OFFICE MGR SAM-DSP	DSN 223-3242 (703) 693-3242
CONTRACTOR ACCESS	TSGT FORSHEY	DSN 223-3240 (703) 693-3240
BCN MATTERS	NETWORK MANAGEMENT SERVICE CENTER	DSN 225-0102 (703) 695-0102
DSS/PROFS MATTERS	IMCEN Help Desk	DSN 224-0487 (703) 614-0487
TAADSR, ADSS USERS	TAADSR Help Desk	(703) 805-4172
ARPMIS USERS	DON STEVENSON	(703) 879-7732
MODS TECHNICAL ISSUES	MODS Help Desk	(703) 681-4976 DSN 761-4976 Fax DSN 761-4983
PAM TECHNICAL ISSUES	PAM Help Desk	(703) 645-0427
SAMAS TECHNICAL ISSUES	SAMAS Help Desk	(703) 697-9251
PERNET TECHNICAL ISSUES	PERNET Help Desk	(703) 325-1734

## **APPENDIX B**

### **PROCEDURES FOR OBTAINING A LOGIN-ID & PASSWORD**

Each user who wishes to obtain a LOGON-ID and PASSWORD must complete the SAM-Pentagon LOGON-ID Request Form 9R (See Appendix B-1).

1. Part A and B must be read and filled out by the user.
2. Part C, #1 - must be completed and signed by the Security Manager. (See Appendix B-2 for Valid Types of Investigation).
3. Part C, #2 - must be signed by the individual's TASO or Alternate TASO. Specify the system the user will need access to.
4. Part C, #3 - must have the TASO's complete mailing address.
5. Contractor must complete 1-6 on the reverse side. Needs the signature of the COR/COTR, who also fills out Part C, #3.

## APPENDIX B-2 VALID TYPES OF INVESTIGATIONS

(as of 11/03/94)

### MILITARY

NAC	National Agency Check
ENAC	Entrance National Agency Check (incorrect abbreviation but doesn't return for this alone)
ENTNAC	Entrance National Agency Check
NAC-PR	National Agency Check - Periodic Reinvestigation
SSBI	Single Scope Background Investigation
SSBI-PR	Single Scope Background Investigation - Periodic Reinvestigation
SBI	Special Background Investigation
SBI-PR	Special Background Investigation - Periodic Reinvestigation
BI	Background Investigation
BI-PR	Background Investigation - Periodic Reinvestigation
PR	Periodic Reinvestigation (alone this not acceptable, an investigation type must be submitted)
S-PR	Secret - Periodic Reinvestigation
LAC/LOCAL	Local Area Check (acceptable if proceeded by SSBI, NAC, NAC-PR, SBI-PR, BI-PR, or SSBI-PR and the initiated date given: e.g. BI-PR initiated 10/24/94)

### CIVILIAN

NAC	National Agency Check (summer hire only)
NACI	National Agency Check with Inquiries
NAC-PR	National Agency Check Periodic Reinvestigation
SSBI	Single Scope Background Investigation
SSBI-PR	Single Scope Background Investigation - Periodic Reinvestigation
SBI	Special Background Investigation
SBI-PR	Special Background Investigation - Periodic Reinvestigation
BI	Background Investigation
BI-PR	Background Investigation - Periodic Reinvestigation
S-PR	Secret - Periodic Reinvestigation

### CONTRACTORS

NAC	National Agency Check (summer hire only)
NAC-PR	National Agency Check Periodic Reinvestigation
SSBI	Single Scope Background Investigation
SSBI-PR	Single Scope Background Investigation - Periodic Reinvestigation
SBI	Special Background Investigation
SBI-PR	Special Background Investigation - Periodic Reinvestigation
BI	Background Investigation
BI-PR	Background Investigation - Periodic Reinvestigation

### INVALID TYPES OF INVESTIGATIONS

MILITARY:	NACI, Entrance, ENAC (will not return 9-r for this), Periodic, Periodic Reinvestigation, Background; LAC, Local and Local Area Check (where date investigation initiated or additional type investigation (e.g. NAC) not specified)
CIVILIANS:	ENAC, ENTAC, Entrance, NAC (unless summer hire), Periodic, Periodic Reinvestigation, Background, LAC, Local and Local Area Check

# APPENDIX C

## TASO APPOINTMENT ORDERS

(Office Symbol)

MEMORANDUM FOR SINGLE AGENCY MANAGER - PENTAGON, ATTN: ACCESS MANAGEMENT OFFICE,  
PENTAGON, ROOM BE1018, WASHINGTON, DC 20310-3000.

SUBJECT: TERMINAL AREA SECURITY OFFICER (TASO) APPOINTMENT ORDER

1. Effective (starting date), the following individuals are appointed TASO and Alternate TASO for (office or organization name and location).

Last Name                      First Name                      MI                      Grade

Social Security Number \_\_\_\_\_

Organization Acronym \_\_\_\_\_

Office System                      \_\_\_\_\_                      Duty \_\_\_\_\_  
(TASO/ALT TASO/COR)

Complete Mailing Address:

(Name of Organization)

(Office Symbol)

(Address or PO Box)

\_\_\_\_\_  
(City                      State                      Zip)

2. PURPOSE: To ensure local compliance with SAM-Pentagon security procedures for remote job entry or SAM-Pentagon computer resources.

3. PERIOD: Until officially released from appointment or assignment.

4. SPECIAL INSTRUCTIONS: Perform TASO functions as defined by SAM-Pentagon TASO Handbook and AR 380-19.

(Authorized Signature Block)

# APPENDIX C-1

## SAMPLE SIGNATURE CARD

Cards with original signatures must be forwarded to:

SINGLE AGENCY MANAGER - PENTAGON  
ATTN: ACCESS MANAGEMENT OFFICE  
PENTAGON, RM BE1018  
WASHINGTON, DC 20310-3000

1. NAME <i>(Type or print)</i>	2. PAY GRADE	3. DATE
4. OFFICIAL ADDRESS		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
<b>THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL</b>		
7. NAME OF COMMANDING OFFICER <i>(Type or print)</i>	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		

DD Form 577, MAY 88

*Previous edition may  
be used until exhausted*

**SIGNATURE CARD**  
IMCEN (FE 1.00)

# Appendix D

## PROCEDURES FOR UPDATING THE PASSWORD

1. Select PEN2 at the TPX MENU.
2. At the SAMNET Screen, type your **LOGON-ID** <press enter>
3. At PASSWORD prompt, type your latest **PASSWORD** <press enter>
4. Select TS02/TS01 in order to change your PASSWORD.
5. 5. The screen the user will next see is a list of system/browse messages. Wait until the word READY comes up on the screen.
6. At the READY prompt, type the "**PASSWORD**" <press enter>
7. The next screen will display "the new password will be displayed for 30 seconds", other information, and then instructed to "press ENTER when ready for the PASSWORD to be displayed".
8. The next screen to appear will be the user's new password and will be displayed in the following example format:

PASSWORD IS ABCDE

FIRST CHARACTER IS A, THE LETTER ALPHA  
SECOND CHARACTER IS B, THE LETTER BRAVO  
THIRD CHARACTER IS C, THE LETTER CHARLIE  
FOURTH CHARACTER IS D, THE LETTER DELTA  
FIFTH CHARACTER IS E, THE LETTER ECHO

9. The PASSWORD information will remain on the screen for thirty (30) seconds and then your session will return to the READY prompt. DO NOT USE the new password until the following day, but continue to use your old one for the rest of the day.
10. If a new PASSWORD was not displayed, begin again. Do not LOGOFF until you have a new PASSWORD. If you still have a problem, call the Access Management Office, DSN 224-5109 or (703) 614-5109.

***DO NOT SHARE YOUR PASSWORD WITH ANYONE. EACH USER MUST HAVE HIS/HER OWN PASSWORD.***

# APPENDIX E

## TASO INSPECTION CHECKLIST

	<u>YES</u>	<u>NO</u>
1. Inspect terminals in your area:		
a. Are terminals logged on and unattended?	_____	_____
b. Is unexplainable output received at terminal?	_____	_____
c. Is there any evidence of unsuccessful attempts to log-on (e.g. repeated entry of illegal password)?	_____	_____
d. Are users playing authorized games or engaging in other unauthorized activities?	_____	_____
e. Is the terminal user actually using his/her ID?	_____	_____
1. Inspect terminal area for:		
a. Computer printouts left by previous terminal user?	_____	_____
b. Extraneous data (such as handwritten passwords, etc.) found on computer printout listings?	_____	_____
1. Are personnel briefed?	_____	_____
2. Is there adequate fire protection in the area?	_____	_____
3. Are appropriate security files/regulations available to users in the area?	_____	_____
4. Is access to the terminal area limited/controlled?	_____	_____
5. Is user privacy provided when using the terminal?	_____	_____

# Appendix F

## TROUBLE SHOOTING GUIDE

**1. PROBLEM:** Password expired and cannot be altered

**SOLUTION:** Contact the Access Management Office at DSN 224-5109, commercial (703) 614-5109 to have the password expiration date extended. Once this is done, logon and change your password immediately.

**\*\*\*NOTE\*\*\*** If the password hasn't been used within four months, a new password will have to be issued.

**HOW TO PREVENT:** Change your password every 90 days. Keep a reminder to let you know when to change your password. If you logon to TSO, a reminder will show up on the screen two weeks prior to the expiration date.

**2. PROBLEM:** Logon attempt results in a password mismatch message and the session is terminated. Additional logon attempts are not accepted by the system.

**SOLUTION:** This error will only occur if the incorrect password is keyed in. If you are not sure of your password or if you have forgotten your password, contact the Access Management Office. A temporary password can be issued if you call or visit our office.

**HOW TO PREVENT:** Take your time in typing in your Logon-Id and Password. The system will allow 3 password violations before locking you out of the system.

**3. PROBLEM:** Your Logon-Id has expired.

**SOLUTION:** Customers may experience this condition if they have failed to return their password receipt on time or acknowledge telephonically receipt of the Logon-Id and password. You must contact the Access Management Office to extend your expiration date. Contractors will have this problem if they fail to update their Visitors Access Request (VAR) through SAM-P Security Office.

**HOW TO PREVENT:** Upon receipt of the Logon-Id and Password, immediately return the receipt through the mail. Contractors should monitor their visit requests and submit new ones through the COR upon an extension of the contract.

**. PROBLEM:** When you try to logon, the system message states that you are already logged on and do not have permission to transfer sessions.

**SOLUTION:** This may occur if you did not properly logoff the system. With some applications, you only need to wait approximately 15 minutes and the system will automatically time you out. With others such as CICS, you must call the Access Management Office to be reinstated.

**HOW TO PREVENT:** Ensure you logoff the system manually through the keyboard. Do not logoff by turning off the terminal or disconnecting the modem.

NOTE: Sometimes line problems or power failures will occur, which cannot be prevented.

**5. PROBLEM:** You did not see your password come up on the screen when you tried updating it.

**SOLUTION:** This problem does occur to a few users because of the type of equipment they are using. Start the password procedure once again. When you arrive at the screen where it tells you to hit enter in order to see the new password, hit the enter key twice instead of just once. If the problem still persists, contact the Access Management Office immediately.

**HOW TO PREVENT:** Learn the password update procedures specific to your equipment and applications.

**6. PROBLEM:** Logon-Id has been suspended.

*Medical Operational Data Systems*

**SOLUTION:** A number of security related problems may have developed with your Logon-Id or Password. Contact the Access Management Office to determine the problem.

\*\*\*\*\*

**THESE ARE JUST SOME OF THE MOST COMMON ERRORS WHICH OCCUR. IF OTHER PROBLEMS DO OCCUR WHICH ARE NOT STATED ABOVE, PLEASE FEEL FREE TO CONTACT THE ACCESS MANAGEMENT OFFICE AT ANY TIME.  
DSN: 224-5109; COMMERCIAL: (703) 614-5109**

# **Chapter 8 – QWS3270 Site License**

To: US Army Medical Department  
Information Management Offices  
Network Administrators

From: ASM Research, Inc.  
3025 Hamaker Court, Suite 300  
Fairfax, VA 22031

**Reference: License of QWS3270 Software and all associated files.**

THE INFORMATION AND CODE PROVIDED IS AS IS WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL THE AUTHOR BE LIABLE FOR ANY DAMAGES WHATSOEVER INCLUDING DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL, LOSS OF BUSINESS PROFITS OR SPECIAL DAMAGES, EVEN IF THE AUTHOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**License:**

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**Support:**

Attempts will be made to solve reported problems. If you discover any problems please contact the developer at the above address. Suggestions for enhancements are welcome. The inclusion of suggested enhancements will be determined by their perceived usefulness to the users of QWS3270 PLUS. If any changes to the source code are made, the amount of support may be limited or invalid.

Additional copies and assistance in the use of QWS3270 PLUS may be obtained from the Medical Operational Data Systems, Information Center at DSN 761-4976.

# **Chapter 9 – Installing QWS3270 Software**

## **Installing QWS3270 Software**

- ◆ Go to WWW.MODS.ARMY.MIL
- ◆ Click on MEDPROS CONUS
- ◆ Click on MODS access
- ◆ Page down until you see “Where do I get this QWS3270 Software?”
- ◆ Click on download QWS3270 executable version by clicking [here](#)
- ◆ This program runs on Windows 3.1, Windows 95,98,2000,XP, and Windows NT interchangeably.

The installer will automatically identify the correct operating system, select the appropriate dll's etc and install the software.

# Installing QWS3270 Software

## QWS3270 PLUS: Windows Sockets 3270 Telnet Application

These programs are protected by copyright law. Unauthorized reproduction or distribution of this program or any portion of it is not permitted without the expressed written permission of the author.

### Files included:

README.TXT - the file you are currently reading  
BUGS.TXT - information about known bugs  
QWS3270X.EXE - executable program (16 bit version) - WINDOWS 3.X  
QWS3270S.EXE - executable program (32 bit version)- WINDOWS 95/NT  
QWS3270X.HLP - Windows Help file. This file includes installation instructions, change history, system requirements, enhancement list and known restrictions.  
QWS3270X.INI - base parameter file. See installation instructions in the qws3270x.hlp file for details as to where this file should be placed.  
QWS3270X.TXT - copyright notice.

### Installation:

1. Copy the distribution files to the directory of your choice.
2. **DO NOT SKIP THIS STEP**

### QWS3270X.exe (16-bit)

#### Windows 3.X:

If CTL3DV2.DLL doesn't exist on your system or if the one supplied with QWS3270 PLUS is newer than the one in your Windows System directory, move (**\*\*\* DO NOT COPY \*\*\***) CTL3DV2.DLL into your \WINDOWS\SYSTEM directory. There must be one and only one copy of this file on your disk or you will get a CTL3DV2.DLL was not installed correctly message. This message is generated by the authors of CTL3DV2.DLL and not by QWS3270 PLUS. If you don't use the CTL3DV2.DLL in the QWS3270 PLUS distribution, rename it or delete it from the QWS3270 PLUS directory.

### QWS3270S.exe (32-bit)

#### Windows NT:

If you don't have CTL3D32.DLL or if the one supplied here is newer than the version you have, rename the CTL3D32.NT file to CTL3D32.DLL and move (**\*don't copy\***) it into your %SystemRoot%\SYSTEM32 directory.

#### Windows 95:

If you don't have a CTL3D32.DLL in your \Windows\system directory, rename the CTL3D32.95 file to CTL3D32.DLL and move (**\*don't copy\***) it into your \WINDOWS\SYSTEM directory.

*There must be one and only one copy of this file on your system.*

3. The QWS3270X.INI must be in the working directory.

-OR-

- a. Copy QWS3270X.INI to the directory of your choice
- b. Add a line in your autoexec.bat file to point to this file: SET QWS3270X=c:\directory
- c. Restart your computer for the SET command to take effect.

4. Create a program item for QWS3270 PLUS. The easiest way to add QWS3270 PLUS to your Program Manager is to drag the program name out of the File Manager into the desired Program Manager window.

-OR-

- a. In the Windows Program Manager, select the File New menu option
- b. Select the new program item option
- c. Enter the description of your choice
- d. Enter in the command line the full path to qws3270x.exe. (c:\directory\qws3270x.exe)
- e. Set the working directory as appropriate
- f. Click on OK

5. Customize QWS3270 PLUS using the SETUP menu within the application.

***Note that you must have QWS3270X.HLP in your working directory OR in the Windows directory.***

# **Chapter 10 – TSACS Software**

# Composite Telephone Numbers

---

## CONUS Telephone Numbers

**CONUS-Wide**

**1.877.210.9547**

*The “1.800” service has been provided for those users who must dial into the network via a “long distance” commercial carrier.*

*Users that have DSN, FTS or local area telephone access on or near a U.S. Army installation should dial-in to the local TSACS Access Server.*

*To see numbers for your area, go online to [www.TSACS.army.mil](http://www.TSACS.army.mil), click on “Terminal Server Phone Numbers”. Enter your TSACS login ID and password.*

## Instructions for installing the TSACS Connectivity Software Release 1.1

**WARNING:** If you already have a satisfactory Internet connection, TSACS should probably not be used. TSACS is provided for Official DOD Business using the Army and DOD telecommunications networks. However, it may not always be as responsive as purchased commercial Internet services. Installation of the TSACS connectivity software also installs a fully licensed version of Microsoft Internet Explorer 2.0. If you are already using a newer version of MS Explorer, it may be overwritten.

*Note 1: This version is for Windows 3.X users only. A later version will support Windows95. Windows95 users should contact the ASM FAMILY Help Desk for assistance in configuring Windows95 Dial-up Networking or to obtain the follow-on FAMILY Install version.*

*Note 2: Disregard any references to the Army Training Requirements and Resources System (ATRRS). The ATRRS community uses these same products.*

*Note 3: QWS3270 (mainframe simulation software) is automatically installed in this release. Disregard and discard it if desired. It is not required for FAMILY System access on its dedicated server. It is used by those who need mainframe simulation for other systems such as FAMILY on the mainframe, the Personnel Authorization Module (PAM), ATRRS and other applications. It is a fully licensed version to the U.S. Army for official government business.*

### **Instructions for users with disks for the TSACS Connectivity software:**

1. Prior to this installation, if your Windows Program Manager fills the entire screen, be sure to click on the double arrow (one up and one down) button in the upper right-hand corner of the Program Manager. This will resize the window so that you are now able to see the background color or bitmap behind the Program Manager. This step is very important later in the installation when you will need to click on the background "WAIT!" screen behind the Program Manager.
2. Insert disk number 1 into your 3.5" drive.
3. Click on the FILE menu option under the Windows Program Manager and choose the RUN option.
4. Type in the following line substituting "x" for the drive letter of your 3.5" floppy drive:  
x:\winstall.exe.  
You will now proceed with the installation of the TSACS Connectivity software.
5. Click on the "OK" button to acknowledge that you are installing the TSACS Connectivity software.
6. Some of the installation files will now be copied to your hard drive.
7. Make sure you read and comply with the next two WINSTALL Message displays referencing the Microsoft Internet Explorer Installation! Click the "OK" button to continue.

8. Make sure you read the next display! Click the "OK" button to continue.
9. Microsoft's Internet Explorer and Internet Dialer installation will now begin. This installation occurs inside of the TSACS Connectivity software installation.
10. When the licensing agreement appears, click on the button that reads "I Accept".
11. The words "Internet Explorer setup" will be shown briefly, then disappear. Please wait until the Internet Explorer setup is once again visible before you continue on.
12. When the display reads "Welcome to the Microsoft Internet Explorer 2.0 installation program." please click on the "OK" button.
13. Please fill in your name, press tab, fill in your organization and click on the "OK" button.
14. Please verify your name and organization information and click on the "OK" button. The program will automatically search for installed components.
15. Click on the "OK" button to use the default installation directory of "c:\iexplore". The program will automatically search for installed components.
16. Click on the "Complete" button when you are prompted for an installation type.
17. Click on the "Continue" button to use the default "Microsoft Internet Explorer" group name. This group will be deleted and replaced with a group name of "TSACS Connectivity". The program will check for necessary disk space, then will continue to self-install.
18. Click on the "Next" button to allow the installation to locate your modem. This process will take several minutes.
19. Note: If a modem has been detected please be sure to verify that the correct modem is listed. If it is not, one of the following will occur:
20. If the modem is incorrect, click on the "Back" button to go to the previous display. You will then need to click on the empty box next to the line that begins "Don't detect my modem" and click on the "Next" button. This will display a list of modem manufacturers in the left window and modem models in the right window. Please select the proper manufacturer and model of your modem and click on the "Next" button. Once you have selected a modem, specify which COM port it uses and click on the "Next" button.
21. If a modem is not detected, the installation program will display a list of modem manufacturers and modem models. Please select the proper manufacturer and model of your modem and click on the "Next" button. Once you have selected a modem, specify which COM port it uses and click on the "Next" button.
22. Please enter your Area Code in the "Area Code" entry block, enter a dialing prefix (if you require one) in the next entry block, and click on the "Next" button.
23. Click on the "Finish" button to complete the modem selection portion of this installation.
24. Click on the "No" button when asked if you would like to restart your machine.
25. Click on the "OK" button in order to complete the Internet Explorer installation program.
26. When the Windows Program Manager is once again visible please click on the "WAIT!" background in order to proceed with the TSACS Connectivity software installation.

27. The Internet Explorer installation is complete. Click on the "OK" button to continue the TSACS Connectivity installation.

**The following are questions that you may encounter through the end of the installation process:**

- ◆ Are you located outside of the continental US? (If you answer yes to this question then you must choose your location and there will be no further questions asked)
- ◆ Is XXX a local phone call for you? (This question comes up only if there is one matching location for your area code. If there are more choices for your area code then you will be prompted to select from a list.)
- ◆ Would you like to set up additional long distance connections? (If you answer yes to this question you will be prompted to select from a list of locations)
- ◆ Can you use your modem to dial DSN numbers? (If you answer yes to this question all available DSN connection files will be created for you)

**IMPORTANT INFORMATION:**

Once the installation is complete and you click on the "OK" button, Windows will automatically restart. You can then start your TSACS session by double clicking on one of your connection icons under the "TSACS Connectivity" Group.

On the very first use of a connection file, you will need to click on the "Cancel" button in order to interrupt the dialing process. You will then see a display appear that has entry blocks for "User Name" and "Password". Please type in your TSACS ID in the "User Name" entry block and type in your TSACS password in the "Password" entry block (make sure that your TSACS password is in lowercase). After you have entered the TSACS ID and password, click on the "Connect" button to establish a dial-in connection. Again, this procedure is only done on the very first use of a connection file.

After establishing a TSACS connection, the connection file display will minimize and place itself at the bottom of your screen. You are now ready to use or install FAMILY, Microsoft's Internet Explorer, or QWS3270. You can start any of these programs by double clicking on their icons under the FAMILY or TSACS Connectivity Group.

**If you have any problems, questions or suggestions please contact the FAMILY Help Desk at: Commercial: (703) 685-0957 or DSN: 327-2902 07:30-17:30 EST. Internet e-mail: family@mail.asmr.com**

When you start a QWS3270 session you will see a command line appear that reads "Enter Command or Help". At this prompt please type "SIM3278" and press your ENTER key. This will bring you to the display that reads "Enter Application Name". At this entry field you will need to type either "TSO2" or "ATRDB2P". If you would like to use the TPX session manager to establish multiple sessions instead just type "TPXUI". When you have completed your sessions and have come back to the application entry display please type "LOGOFF", press your ENTER

key, type "Bye" and press your ENTER key again. This will completely close your QWS3270 session.

### **DOWNLOADING REPORTS WITH QWS3270:**

The QWS3270 software provided in your TSACS Connectivity software bundle allows you to perform IND\$FILE transfers of your reports in MODS to your PC. The following is a set of instructions for downloading reports in the MODS Reports Generator.

1. Run the desired report in the MODS Reports Generator (for information about running reports in the Reports Generator, please type "TUTOR" at the TS02 "Ready" prompt).
2. At the Reports Disposition display choose option "R" to first review the report so you are sure the report suits your needs.
3. Press PF3 or click on your "PF3" button in order to return to the reports disposition display.
4. Choose option "Z" to start and IND\$FILE transfer of your report.
5. Make sure you make note of the HOST FILENAME and press your ENTER key. (Because QWS3270 is a Windows application you can make use of the Cut and Paste features in Windows. To do so, move your cursor to the left of the HOST FILENAME, click down and hold your left mouse button as you drag your cursor to the end of the filename. This will highlight the filename. Either use the "Copy" option under the "Edit" menu or use your CTRL+C key combination to copy the filename.)
6. You are now at the display that reads "ENTER TSO COMMAND, CLIST, OR REXX EXEC BELOW:--". Click on your "Host" menu option and choose the "Download File" option.
7. Type in the name of the Host File in the entry block provided (If you used the copy procedure in no. 5 above, just place your cursor in the Host File entry block and either use the "Paste" option under the "Edit" menu or use your CTRL+V key combination to paste the filename.). Type in the name of the PC File in the entry block provided (i.e. "verifrpt.txt", make sure whatever you name the file has an extension of ".TXT"). Make sure there is a check mark in both of the File Conversion options. Make sure the Host Type is "TSO". Mark your answer for the PC File options accordingly and click on the "OK" button.

Your transfer will now proceed. After your transfer has completed, you will be shown how many bytes transferred and you will need to click on the "Exit" button. Press your PF3 key or click on your "PF3" button to back out of the current display and the reports disposition display.

USING THE ASM PRINT UTILITY: See Chapter 14 of this Manual.

# **Chapter 11 –Correct System Logon Procedures**

## Logon to MODS



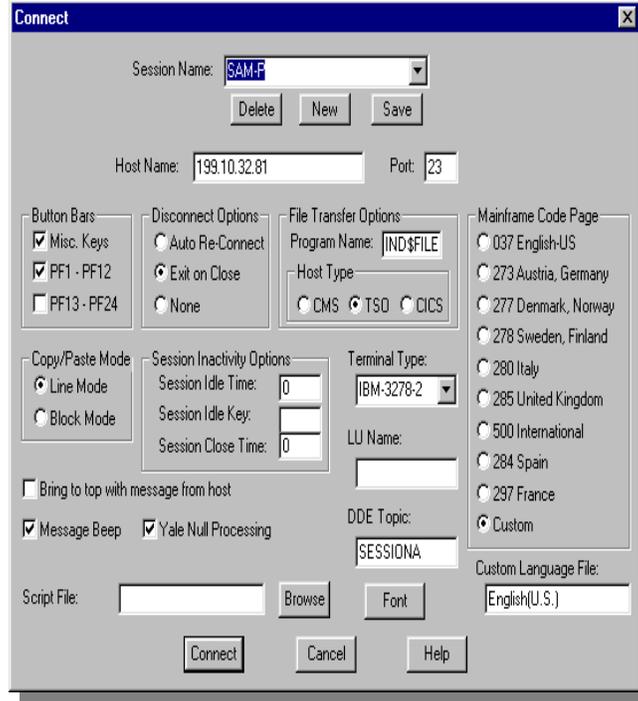
*Windows Desktop Screen*

QWS3270 can be used in any Windows environment regardless of which version of Windows you are using.

In order to begin your connection to the Pentagon Enterprise Server, you should first use your mouse and click on the QWS3270 icon. If the icon is not present, go to chapter 9 (*Installing QWS3270 Software*).

***Click on the QWS3270 icon.***

## Logon to MODS



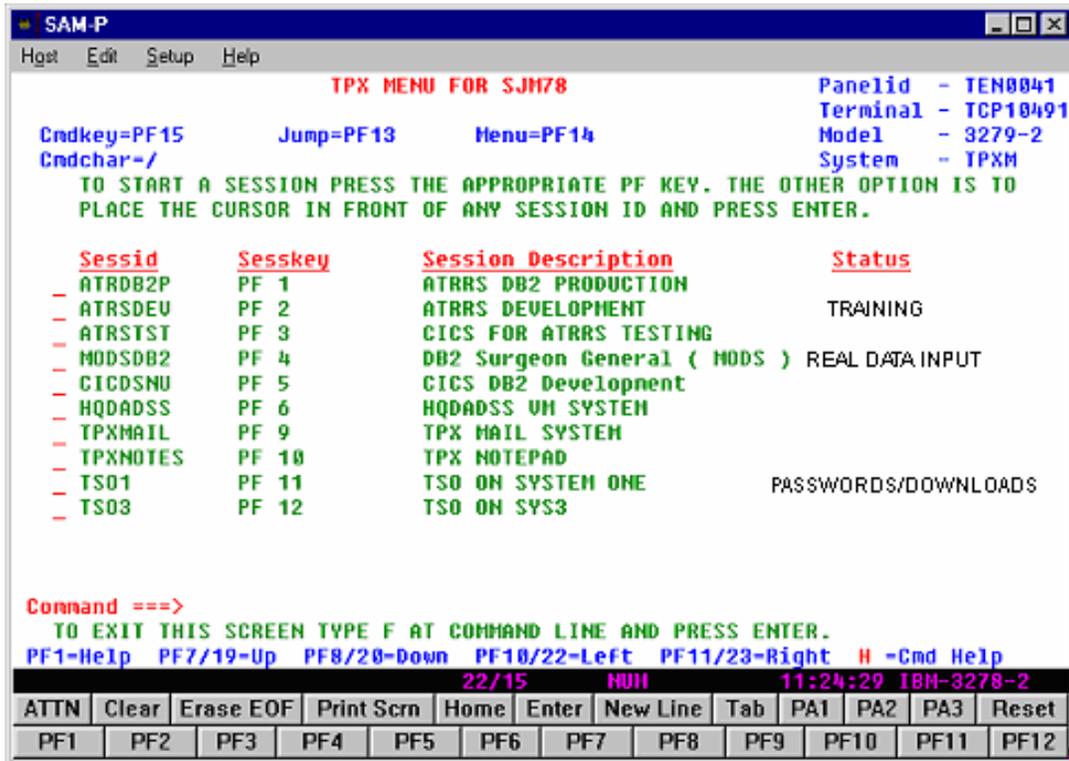
*QWS3270 Connect dialogue Box*

The QWS3270 CONNECT dialogue box appears next. The defaults are preset for you. In the event you must reload the QWS3270 software yourself, insure that the connect dialogue box you get on your screen matches the screen above. Changes should not be made to this dialogue box without consulting MODS Support Team personnel at the Information Center.

***Click on CONNECT.***



# Logon to MODS



SAMNET TPX Menu

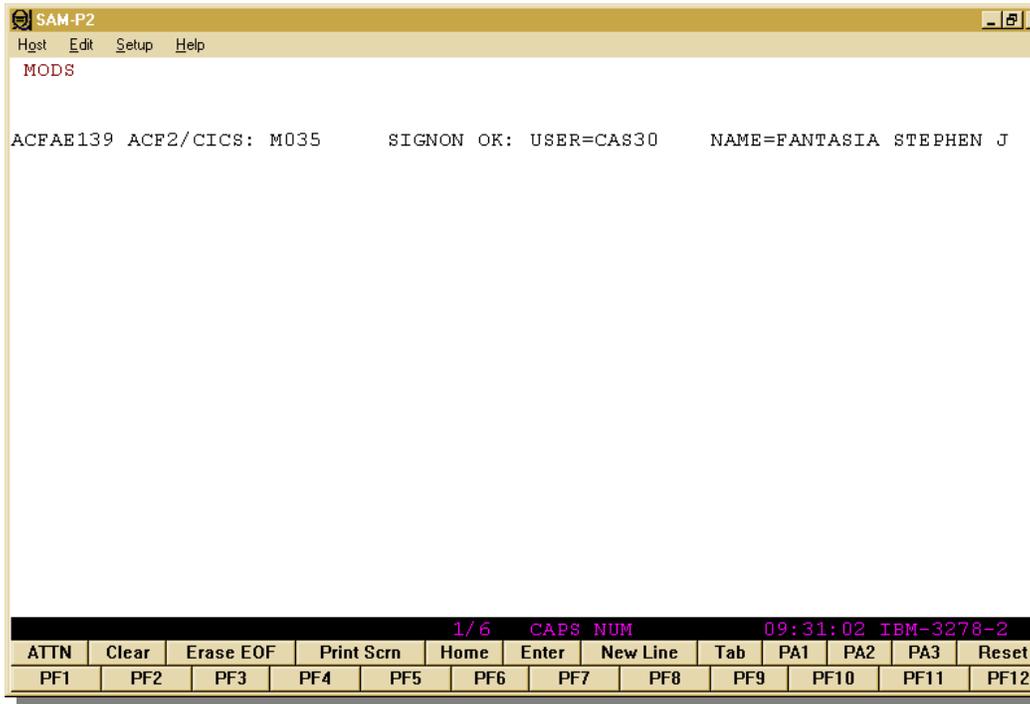
This TPX menu is another gateway to other DOD systems. These systems are accessed through SAMNET. To select MODSDB2, “DB2 Surgeon General (MODS)” press the F4 key OR...

Use your tab key to advance your cursor to the underscore located to the left of MODSDB2, type “S” and press <ENTER> or move the cursor on MODSDB2, using the UP ARROW and press <ENTER>.

Notify MODS Help Desk if TPX menu is not same as the book.

*To select MODSDB2, “DB2 Surgeon General (MODS)” press the F4 key or to select ATRSDEV, “ATRRS Development (Training)” press the F2 key.*

# Logon to MODS



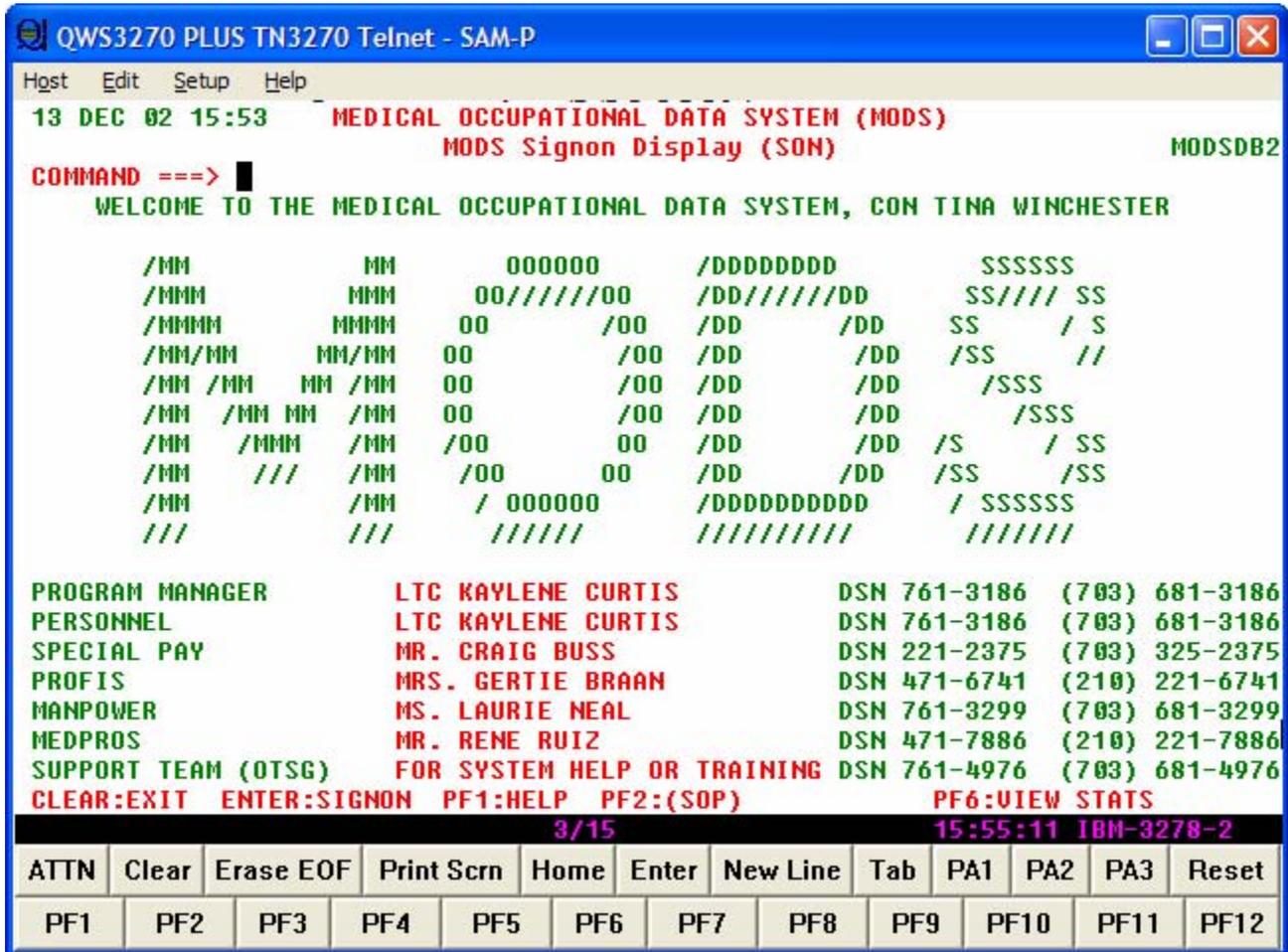
*MODS Signon Screen*

The SIGNON screen is where your Logon ID and Name are combined to form an electronic signature. This signature is used for tracking keystrokes within MODS. The tracking system is used as an audit trail. It is important to protect your Logon ID and Password. **DO NOT SHARE THESE WITH ANYONE.**

To continue, type “MODS” in the upper left corner at the flashing cursor and press <ENTER>.

***Type “MODS” in the upper left hand corner at the flashing cursor and press <ENTER>.***

# Logon to MODS



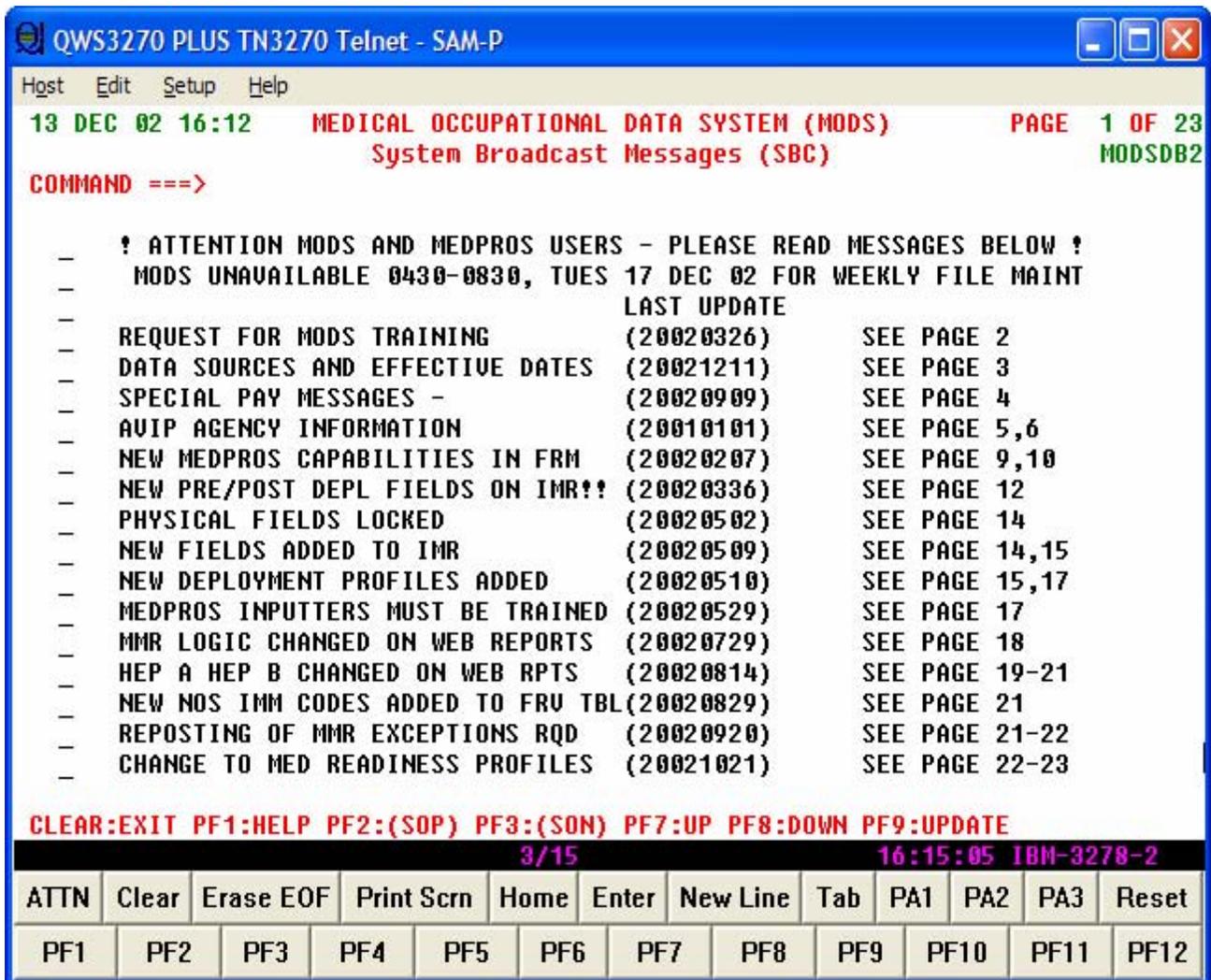
*MODS Signon Screen (SON)*

Welcome to MODS. This is the opening page or SIGNON Display (SON). You can update your information at anytime by pressing <F6> on the SIGNON Display. Then press <ENTER> to continue.

If a dialogue box appears in the middle of the screen, simply update the information by <TABBING> through the fields, then press <F6> to update the system with the changes.

***Update your user information, press <F6> to update the system, then press <ENTER>.***

# Logon to MODS



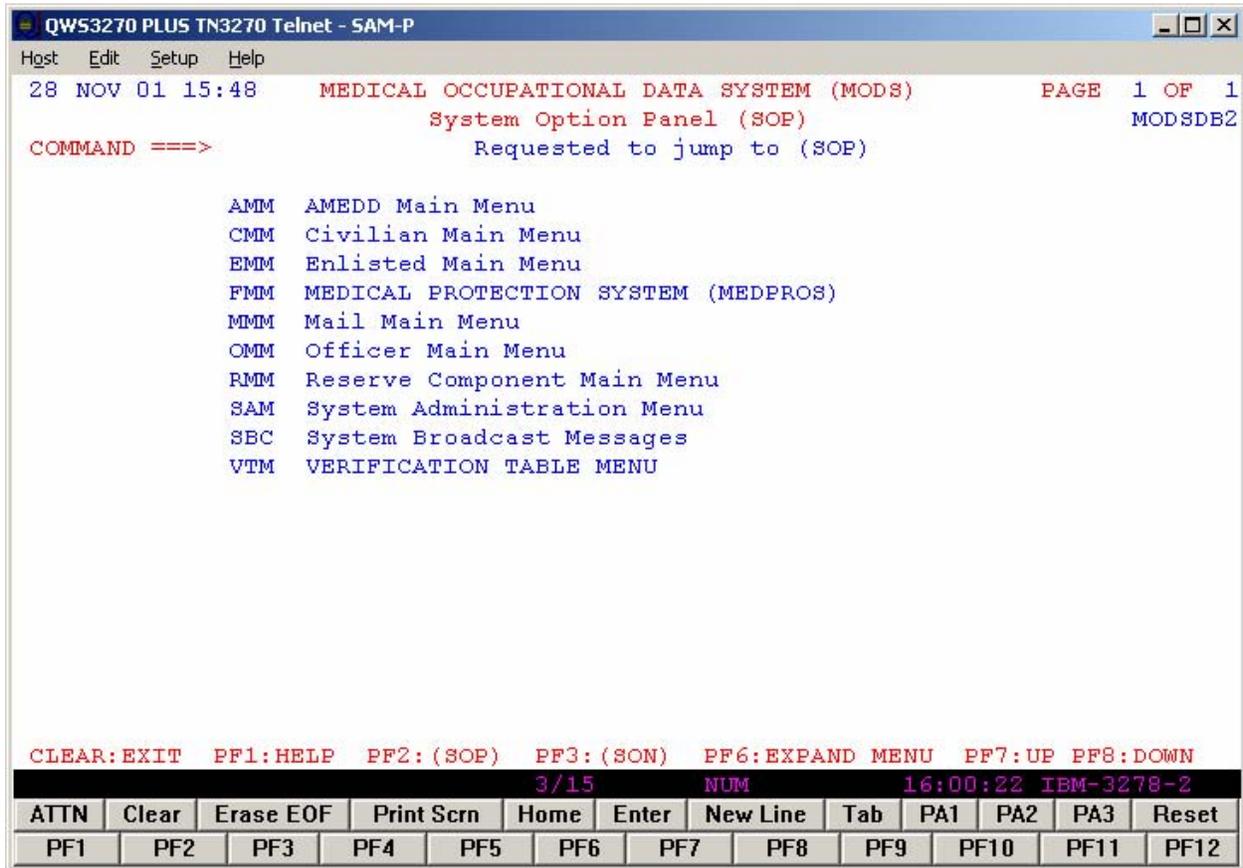
MODS System Broadcast Screen (SBC)

The System Broadcast Screen (SBC) contains messages specifically geared towards you. These messages will inform you on all changes and updates to the system. **PLEASE READ THESE MESSAGES.** You can read subsequent pages by pressing the <F8> key for <PAGE DOWN> or <F7> key for <PAGE UP>.

You can also use your mouse to click on <PF7> or <PF8> at the bottom of the screen. To continue to the MODS MAIN MENU, press <F2> or press <ENTER>.

**Press <F2> or press <ENTER>.**

# Logon to MODS



*MODS System Option Panel (SOP)*

The MODS MAIN MENU is called the SYSTEM OPTION PANEL (SOP). You can select MODS sub-menus by either <TABBING> to the underscore, typing "S" and pressing <ENTER> or using the quick navigational UNIQUE PANEL IDENTIFIER located at the top of each panel. Expand your menu by pressing <F6> or clicking <PF6>.

# **Chapter 12 – Changing Your MODS Password Using the TSO Random Password Generator**

# Using the TSO Password Generator

```

SAM-P
Host Edit Setup Help

TPX MENU FOR SJM78

Panelid - TEN0041
Terminal - TCP10491
Model - 3279-2
System - TPXM

Cmdkey=PF15      Jump=PF13      Menu=PF14
Cmdchar=/

TO START A SESSION PRESS THE APPROPRIATE PF KEY. THE OTHER OPTION IS TO
PLACE THE CURSOR IN FRONT OF ANY SESSION ID AND PRESS ENTER.

  Sessid      Sesskey      Session Description      Status
- ATRDB2P     PF 1         ATRRS DB2 PRODUCTION
- ATRSDEV     PF 2         ATRRS DEVELOPMENT
- ATRSTST     PF 3         CICS FOR ATRRS TESTING
- MODSDB2     PF 4         DB2 Surgeon General ( MODS )
- CIGDSNU     PF 5         CICS DB2 Development
- HQDADSS     PF 6         HQDADSS VM SYSTEM
- TPXMAIL     PF 9         TPX MAIL SYSTEM
- TPXNOTES    PF 10        TPX NOTEPAD
- TS01        PF 11        TSO ON SYSTEM ONE
- TS03        PF 12        TSO ON SYS3

Command ==>
TO EXIT THIS SCREEN TYPE F AT COMMAND LINE AND PRESS ENTER.
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
17/4 NUM 11:32:16 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
  
```

TPX Menu

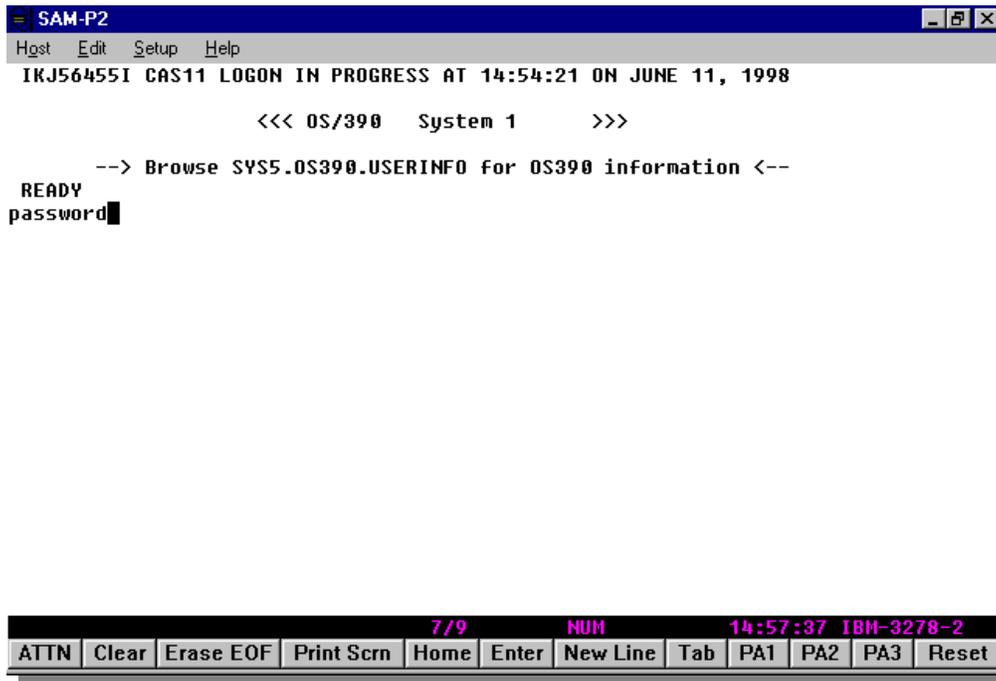
Your MODS password gives you access to both the TSO and CICS regions on the mainframe. In many cases, you can be setup to access ATRRS and PAM with your MODS Logon ID. Even though your Logon ID never changes, your password will expire automatically every 90 days. The system will notify you with a message when you are within 30 days of your password expiring. ***YOUR PASSWORD WILL NOT BE CHANGED AUTOMATICALLY.*** It is up to you to logon to TSO and change your password anytime within the 30-day window. In the event you feel that the security of your password has been compromised, you can change your password using the TSO Random Password Generator. You cannot pick your own password, the system will select and display a new password for you.

You can select the TSO Random Password Generator by:

- ◆ pressing <TAB> to advance the cursor to the underscore located to the left of the TSO1 TSO ON SYSTEM ONE, typing "S" and pressing <ENTER>
- ◆ or press <F11> on your keyboard
- ◆ or mouse click on <PF11> at the bottom of the QWS3270 dialogue box

***Press <F11> on your keyboard.***

# Using the TSO Password Generator



*AMSNET Broadcast Message Screen*

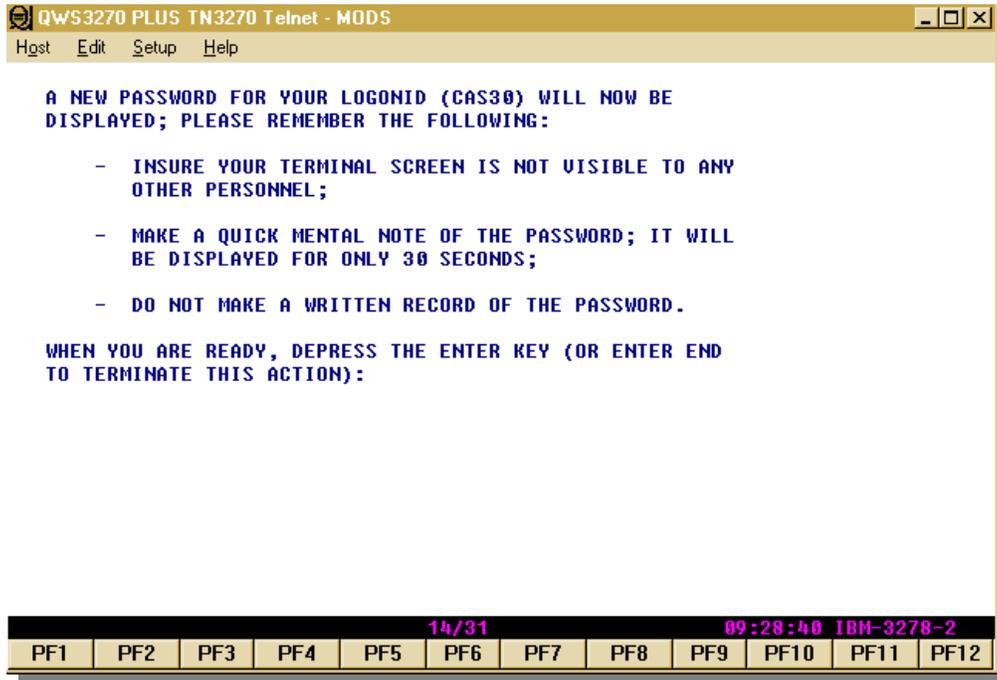
The AMSNET BROADCAST SCREEN displays messages that are primarily meant for the folks that work in the TSO Region on a regular basis. They refer to system maintenance schedules, etc.

Generally, the messages will appear on one screen. In the event that there are multiple screens containing system messages, you will notice three asterisks (\*\*\*) at the bottom left corner. These asterisks are used as a screen pause, enabling you to read the messages one screen at a time. Press <ENTER> to continue. You will eventually see the “READY PROMPT” at the bottom left corner of the screen. All TSO commands must be entered at the “READY PROMPT”.

In order to load the TSO RANDOM PASSWORD GENERATOR, simply type the word PASSWORD at the TSO READY PROMPT.

***Type “Password” and Press <ENTER>.***

# Using the TSO Password Generator



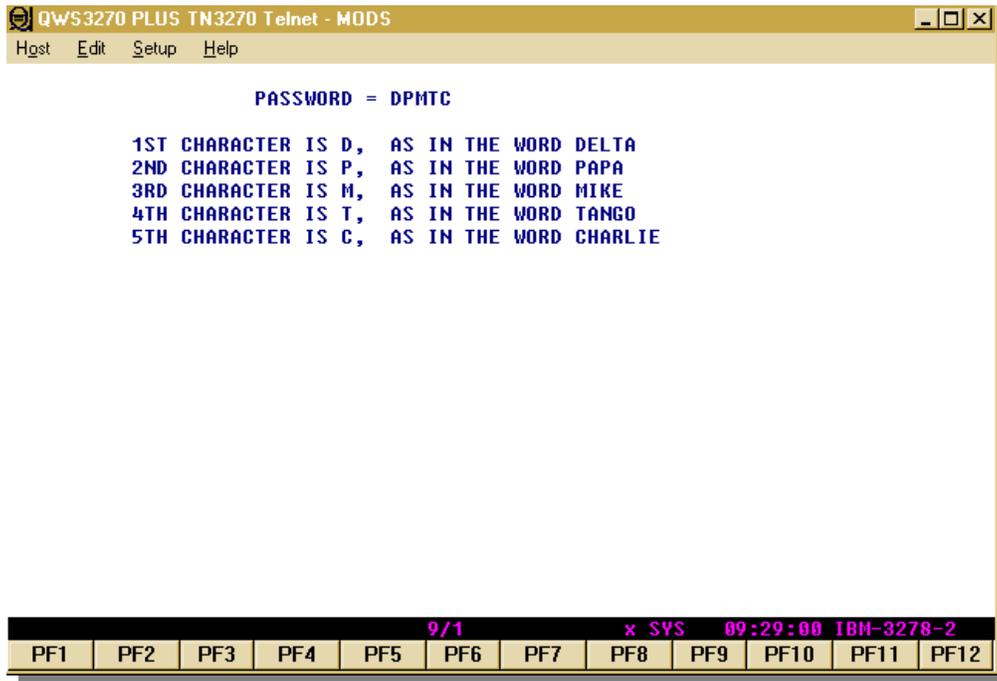
*TSO Random Password Generator Screen*

The TSO Random Password Generator will automatically choose a password for you. Follow the instructions on the screen and press <ENTER> to generate your new password.

If you change your mind, you may type the word “END” at the flashing cursor and press enter.

***Press <ENTER>.***

# Using the TSO Password Generator



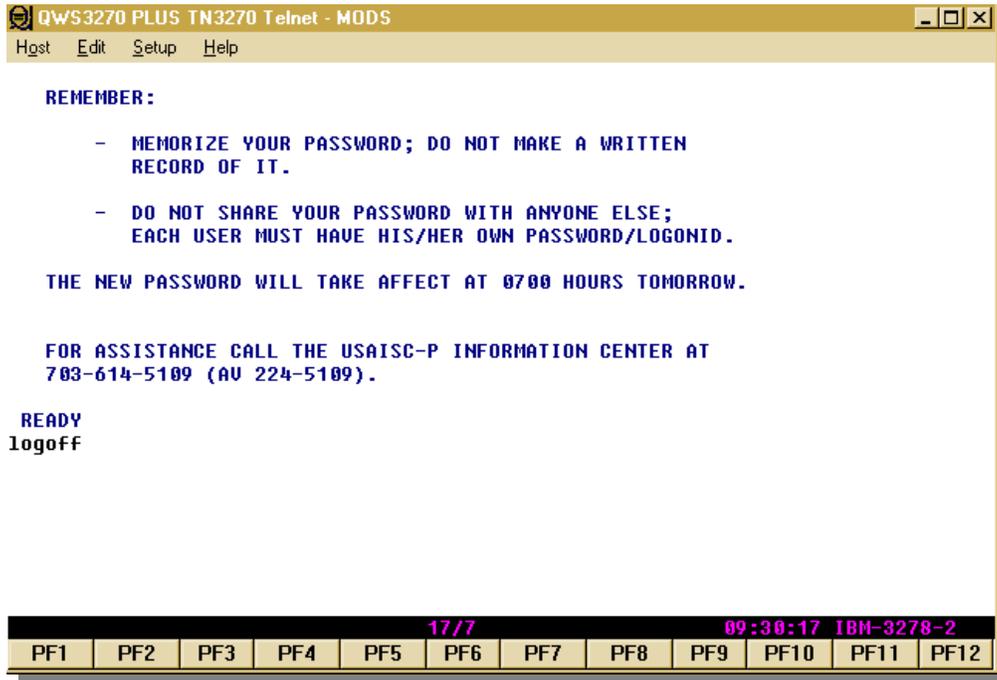
*TSO Random Password Screen*

The TSO Random Password Generator will display your newly assigned password. It is displayed horizontally across the top of the screen, listed vertically down the center of your screen and also spelled out phonetically, vertically down the right side of your screen. The screen will automatically clear in 30 seconds. **DO NOT PRESS <ENTER>**.

***Please Wait. Do Not Press <ENTER> or any other key.***

***The screen will clear automatically after 30 seconds.***

# Using the TSO Password Generator



*TSO Random Password Generator Screen*

When the screen clears, you will be presented with a few helpful reminders. Please read these messages. **Your new password will not take effect until 0700 the next morning.** Continue to use your original password for the rest of the day.

If you do not like your password, simply type “PASSWORD” at the READY PROMPT and press <ENTER>. A new password will be automatically generated for you. You can repeat this as often as you like. **Remember, the last password generated is the one that will take effect at 0700 tomorrow.**

If you receive a “*USER CONTENTION*” message, don’t panic. The TSO Random Password Generator can only generate one password at a time and another user beat you to the punch. Wait 60 seconds and try again.

If you encounter any difficulty whatsoever, contact the SAM-P Help Desk at the phone number listed on this screen. Provide them with your MODS Logon ID and a brief explanation of the problem. They will provide you with immediate assistance.

***Type “LOGOFF” and Press <ENTER>.***

# Using the TSO Password Generator

```

SAM-P
Host Edit Setup Help

TPX MENU FOR SJM78
Panelid - TEN0041
Terminal - TCP10491
Model - 3279-2
System - TPXM

Cmdkey=PF15      Jump=PF13      Menu=PF14
Cmdchar=/

TO START A SESSION PRESS THE APPROPRIATE PF KEY. THE OTHER OPTION IS TO
PLACE THE CURSOR IN FRONT OF ANY SESSION ID AND PRESS ENTER.

  Sessid      Sesskey      Session Description      Status
- ATRDB2P     PF 1         ATRRS DB2 PRODUCTION
- ATRSDEU     PF 2         ATRRS DEVELOPMENT
- ATRSTST     PF 3         CIGS FOR ATRRS TESTING
- MODSDB2     PF 4         DB2 Surgeon General ( MODS )
- CIGDSNU     PF 5         CIGS DB2 Development
- HQDADSS     PF 6         HQDADSS UM SYSTEM
- TPXMAIL     PF 9         TPX MAIL SYSTEM
- TPXNOTES    PF 10        TPX NOTEPAD
- TS01        PF 11        TSO ON SYSTEM ONE
- TS03        PF 12        TSO ON SYS3

Command ==>
TO EXIT THIS SCREEN TYPE F AT COMMAND LINE AND PRESS ENTER.
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
17/4 NUM 11:32:16 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
    
```

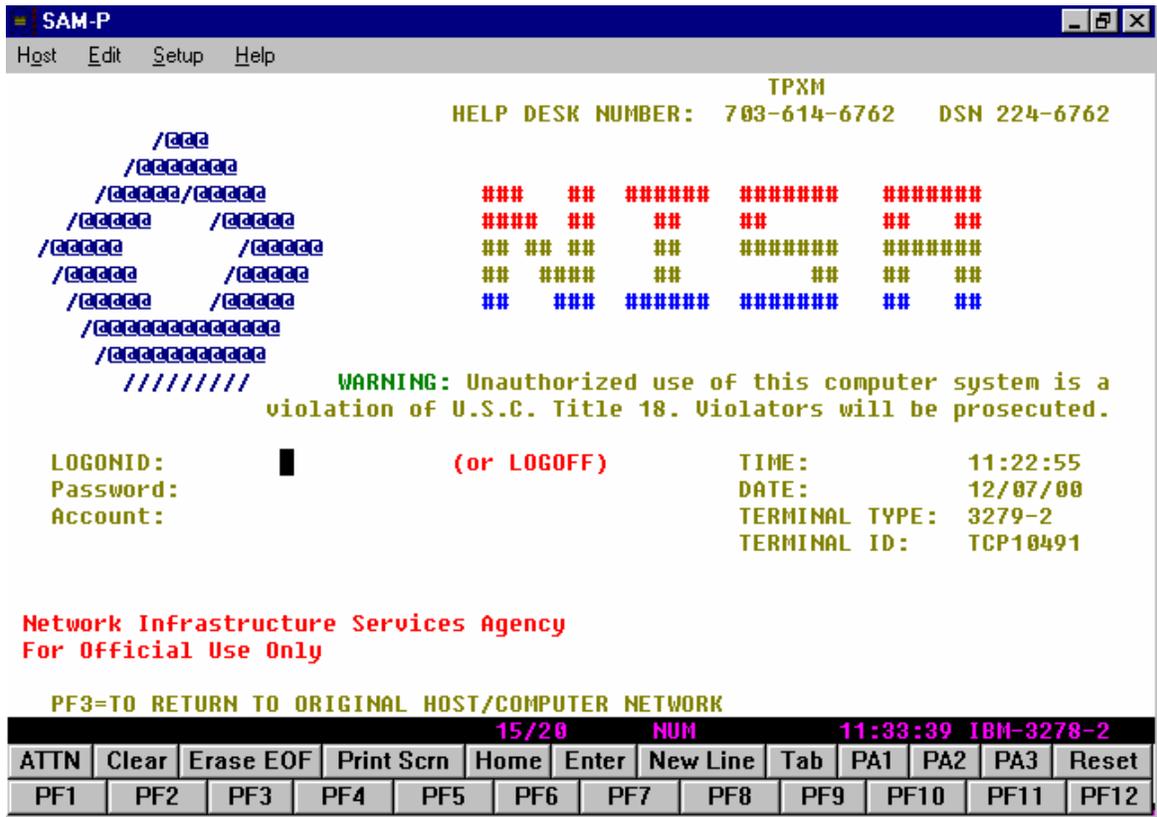
### SAMNET TPX Menu

You will be returned to TPX menu. You can either logon to DB2 SURGEON GENERAL MODS by pressing the F4 key or continue to correctly logoff of the system.

To correctly logoff, follow the instructions at the bottom of the screen. Type “F” at the COMMAND PROMPT and press <ENTER>.

**Type “F” and Press <ENTER>**

# Using the TSO Password Generator



*NISA Logon Screen*

As you continue to back track through the logon screens, you will be instructed to simply either press <F3> on your keyboard or mouse click on <PF3> at the bottom of the dialogue box.

***Press <F3> on your keyboard.***

# **Chapter 13 – Download a Dataset to Your Local Computer**

## Download a Dataset File

```

SAM-P
Host Edit Setup Help

TPX MENU FOR SJM78
Panelid - TEN0041
Terminal - TCP10491
Model - 3279-2
System - TPXM

Cmdkey=PF15      Jump=PF13      Menu=PF14
Cmdchar=/

TO START A SESSION PRESS THE APPROPRIATE PF KEY. THE OTHER OPTION IS TO
PLACE THE CURSOR IN FRONT OF ANY SESSION ID AND PRESS ENTER.

  Sessid      Sesskey      Session Description      Status
- ATRDB2P     PF 1         ATRRS DB2 PRODUCTION
- ATRSDEV     PF 2         ATRRS DEVELOPMENT
- ATRSTST     PF 3         CICS FOR ATRRS TESTING
- MODSDB2     PF 4         DB2 Surgeon General ( MODS )
- CICSNU      PF 5         CICS DB2 Development
- HQDADSS     PF 6         HQDADSS UM SYSTEM
- TPXMAIL     PF 9         TPX MAIL SYSTEM
- TPXNOTES    PF 10        TPX NOTEPAD
- TS01        PF 11        TSO ON SYSTEM ONE
- TS03        PF 12        TSO ON SYS3

Command ==> █
TO EXIT THIS SCREEN TYPE F AT COMMAND LINE AND PRESS ENTER.
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
22/15 NUM 11:34:24 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
    
```

*TPX Menu*

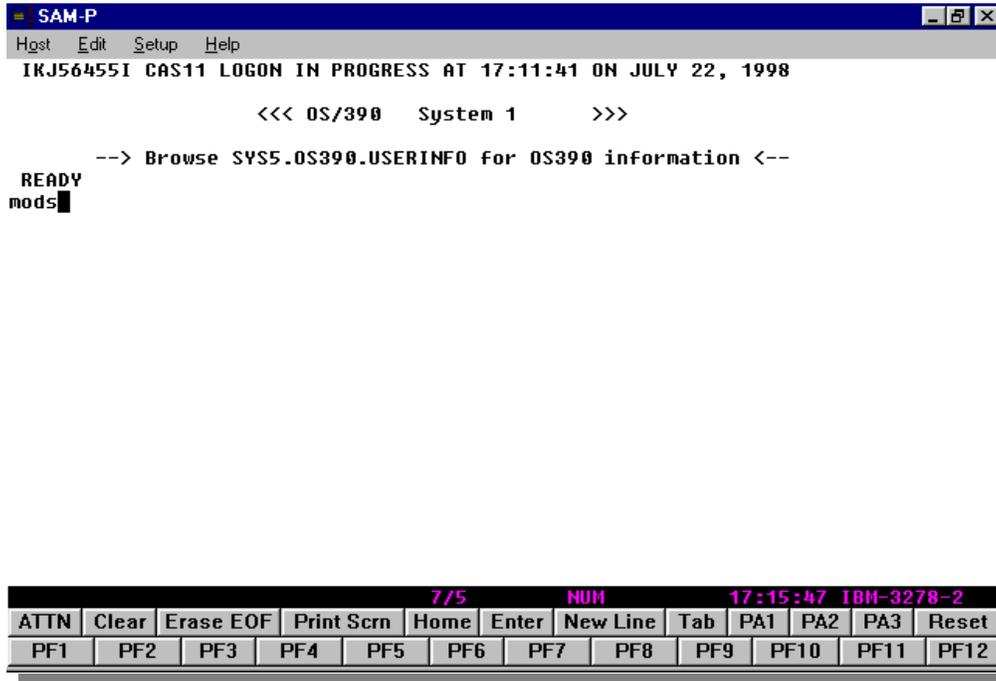
Your dataset file resides in TSO MODS, which is the ad-hoc report generator and dataset storage area. Even though your rosters and reports are generated in CICS MODS, the processing of dataset files is actually done in TSO.

You can access TSO MODS Ad-Hoc Report Generator Menu by:

- ◆ pressing <TAB> to advance the cursor to the underscore located to the left of the TSO1 TSO ON SYSTEM ONE, typing "S" and pressing <ENTER>
- ◆ or press <F11> on your keyboard
- ◆ or mouse click on <PF11> at the bottom of the QWS3270 dialogue box

***Press <F11> on your keyboard.***

## Download a Dataset File



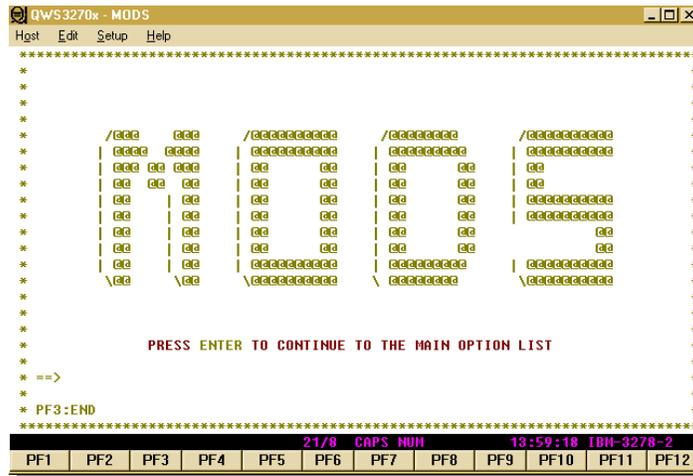
*AMSNET Broadcast Message Screen*

The AMSNET BROADCAST SCREEN displays messages that are primarily meant for the folks that work in the TSO Region on a regular basis. They refer to system maintenance schedules, etc.

Generally, the messages will appear on one screen. In the event that there are multiple screens containing system messages, you will notice three asterisks (\*\*\*) at the bottom left corner. These asterisks are used as a screen pause, enabling you to read the messages one screen at a time. Press <ENTER> to continue. You will eventually see the “READY PROMPT” at the bottom left corner of the screen. All TSO commands must be entered at the “READY PROMPT”.

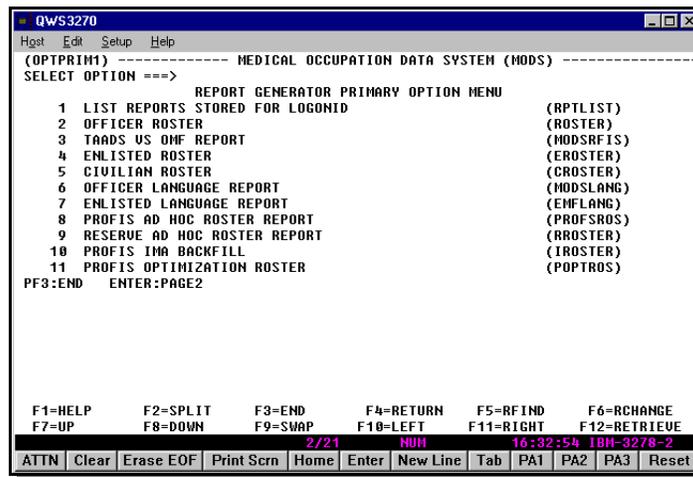
***In order to access the TSO MODS AD-HOC REPORT GENERATOR, simply type the word MODS at the TSO READY PROMPT and press <ENTER>***

## Download a Dataset File



*TSO MODS Banner Screen*

The TSO MODS Ad-Hoc Report Generator Banner will appear next. Press <ENTER> to continue.



*TSO MODS Ad-Hoc Report Generator Main Menu*

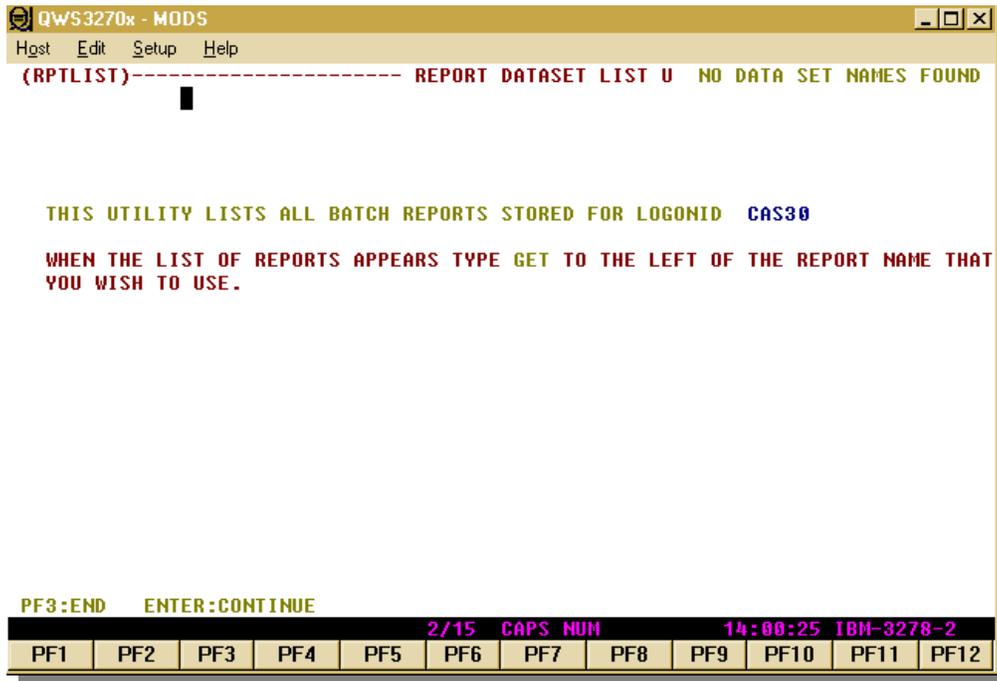
The TSO MODS Ad-Hoc Report Generator Main Menu offers additional system tools for the advanced MODS power user. These features are taught in the MODS 102 Advanced Class.

Your dataset is stored under Menu Selection 1.  
Type “1” at the Command Prompt and press <ENTER>.

**Command ===> 1**

**Type “1” and Press <ENTER>.**

## Download a Dataset File



*TSO MODS Dataset Storage Instruction Panel*

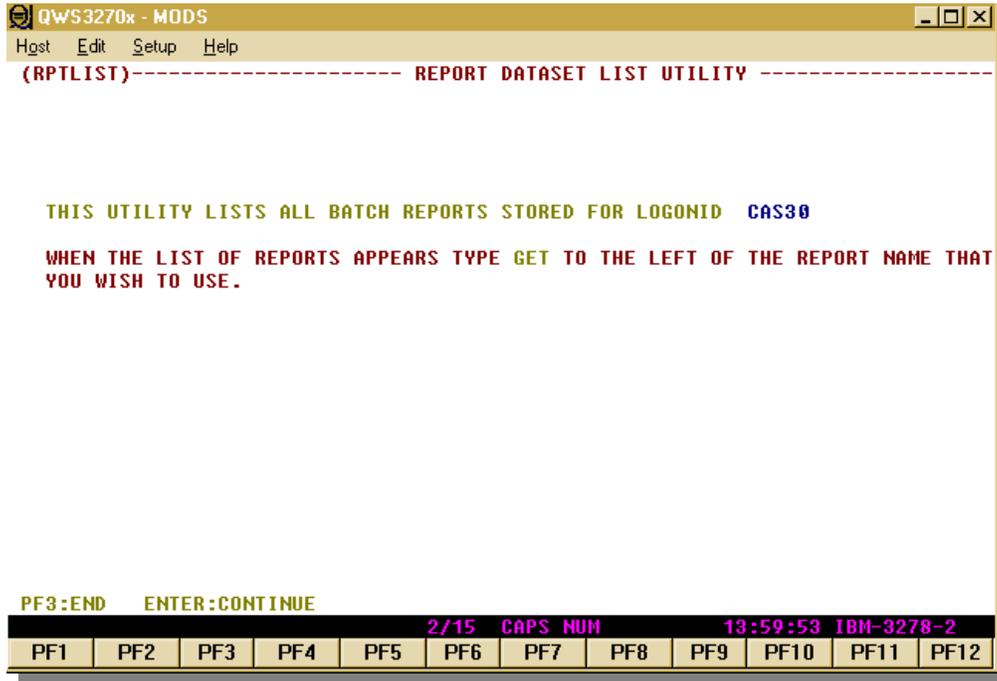
This screen will provide instructions for the next screen. If there are no datasets in your storage area, then you see a message appear in the upper right column stating so. You will not be allowed to proceed. Sometimes it takes awhile for your dataset file to build, especially if it is a large report or roster. If you get this message, just logoff and try again later.

Back step through the menus by pressing <F3> until you come to the TSO ready prompt. Type "LOGOFF" and press <ENTER>.

If your dataset is available, you will simply press <ENTER> to continue.

***Press <ENTER> to continue.***

## Download a Dataset File

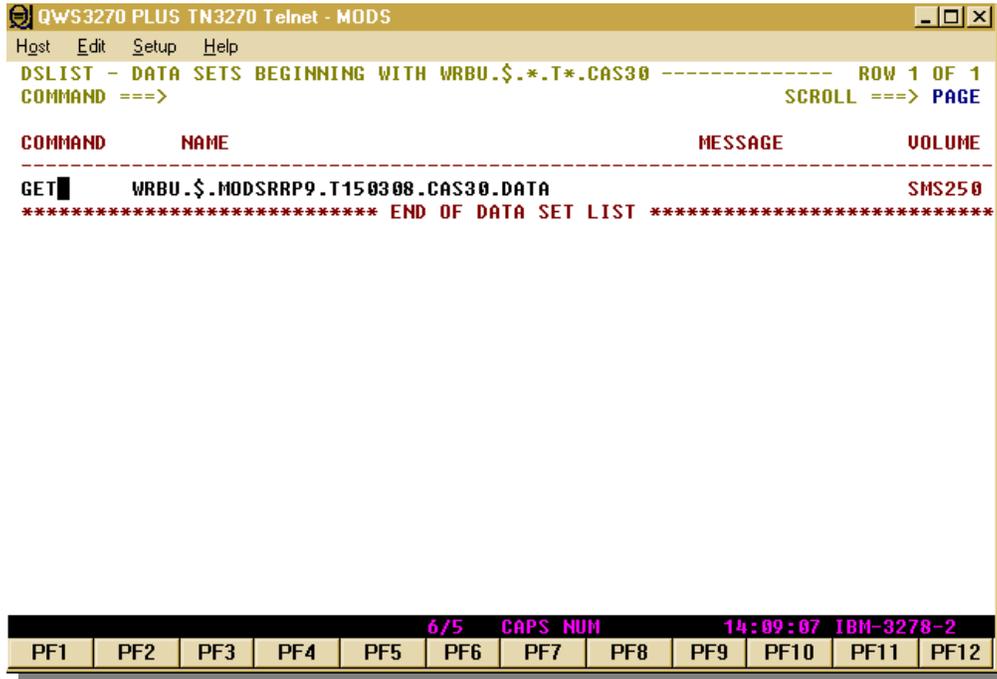


*TSO MODS Dataset Storage Instruction Panel*

This screen simply provides instructions for the next screen. If your dataset is available, you are instructed to type the word “GET” to the left of the dataset name you intend to download. Sometimes you may have more than one dataset in your storage area.

***Press <ENTER> to continue.***

## Download a Dataset File



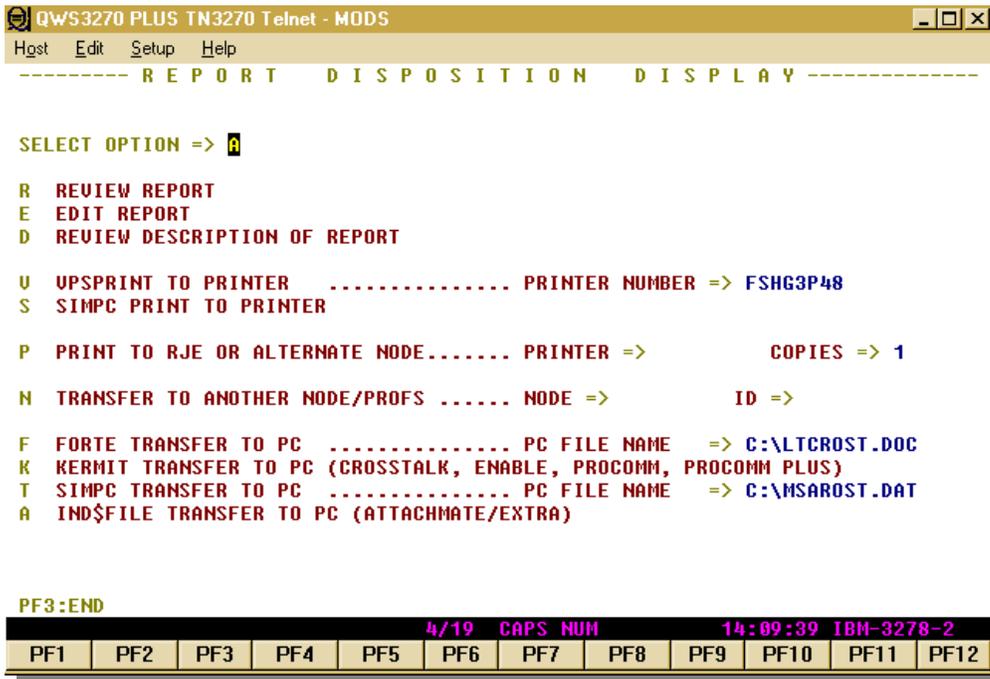
*TSO MODS Ad-Hoc Report Generator Dataset File List Panel*

This screen lists the dataset files you currently have available for download. These files will remain in your storage area for 72 hours after they are placed there. To free space, the system will automatically delete them after 72 hours has passed.

The dataset name(s) are listed. Press the <TAB> key twice to advance the cursor to the left of the dataset name. Type “GET” and press <ENTER>.

*Type “GET” and press <ENTER> to continue.*

## Download a Dataset File



*TSO MODS Ad-Hoc Report Generator Report Disposition Display Panel*

This screen lists the various options you can choose to transfer your dataset file. The option you choose depends on your method of connecting to MODS. The most common option is the IND\$FILE transfer.

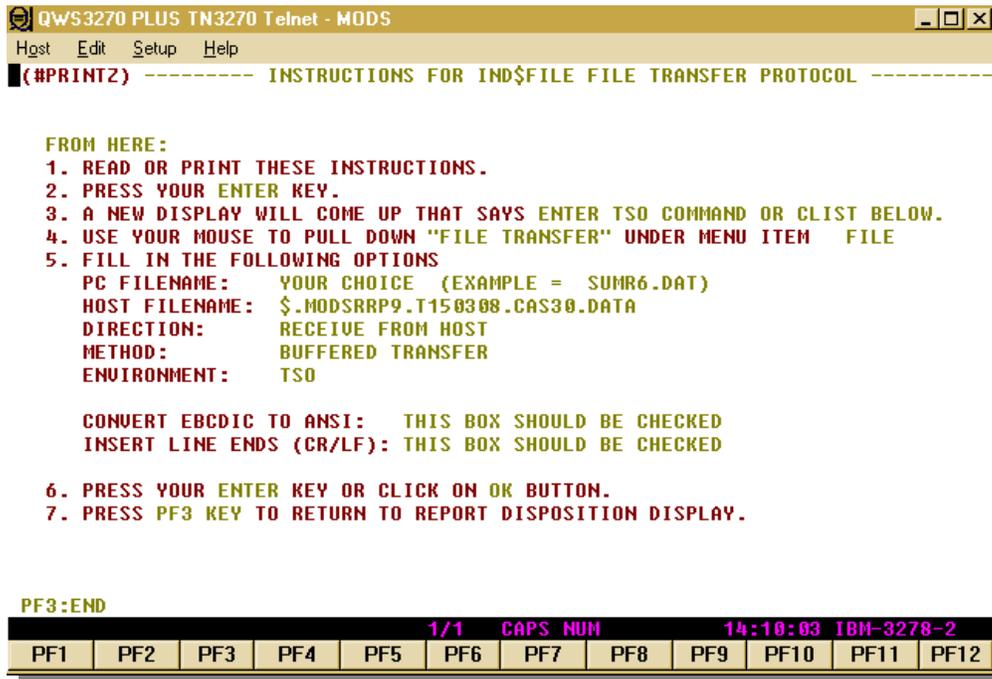
Type “R” at the COMMAND PROMPT and press <ENTER>. Your report will appear on the screen. **Verify that it is in fact the report you want to download.** If it isn’t, press <F3> to return to your file list and select another dataset by typing “GET” to the left of it.

Once satisfied that the correct dataset has been chosen, type “A” at the COMMAND PROMPT to select IND\$FILE TRANSFER and press <ENTER>.

*Type “R” and press <ENTER>, press F3 to continue, then*

*Type “A” and press <ENTER> to continue.*

## Download a Dataset File



### *TSO MODS Ad-Hoc Report Generator Report IND\$FILE Transfer Instruction Panel*

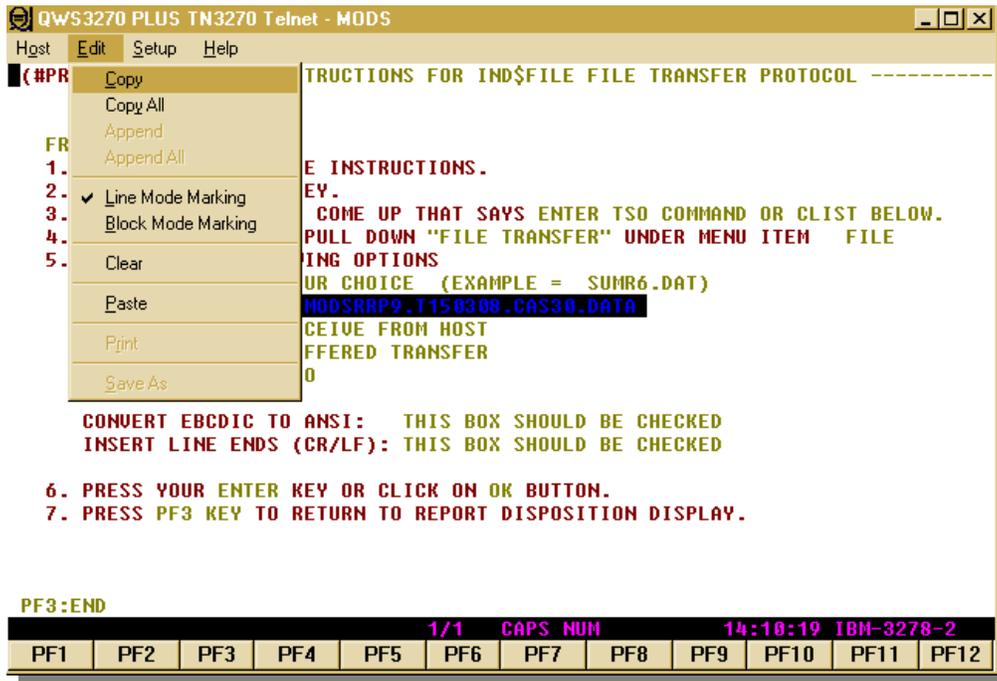
The IND\$FILE TRANSFER screen explains the step-by-step instructions you should follow to complete the transfer. The HOST FILENAME is very important to keep track of. You can either copy it down or paste it to the Windows buffer.

Using your mouse, place the cursor on the "\$". Click and hold down the left mouse button, then drag the mouse until the highlight is on the last "A" in "DATA". Release the mouse button.

Your screen will look like the next page.

*Follow instructions above then continue to the next page...*

## Download a Dataset File

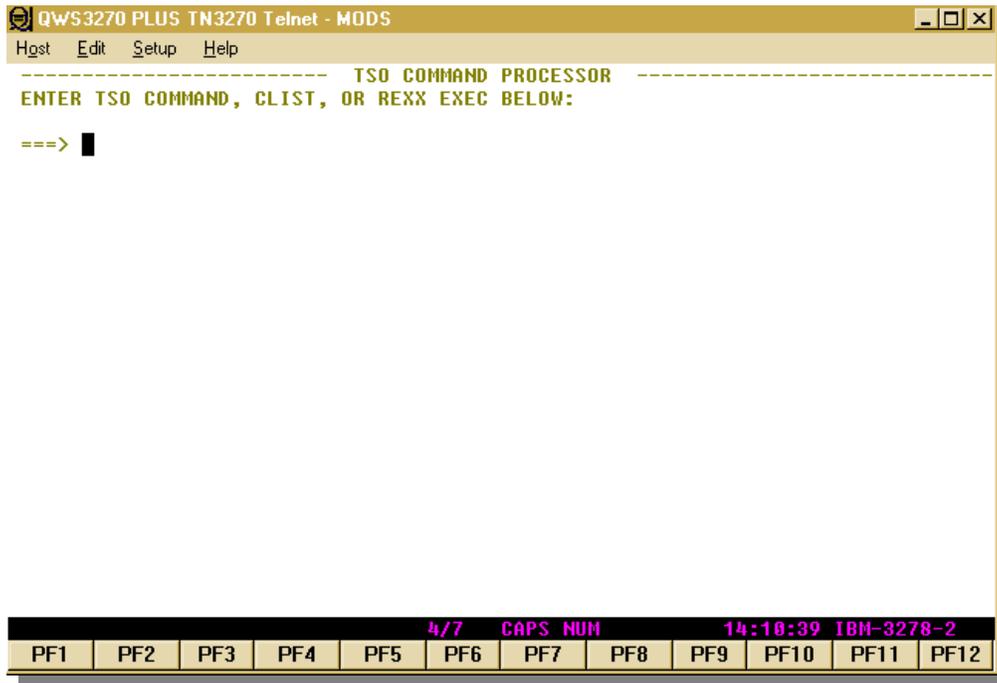


*TSO MODS Ad-Hoc Report Generator Report IND\$FILE Transfer Instruction Panel*

Select <EDIT> and then <COPY> (*highlight will disappear*) then press <ENTER>. The dataset name is now copied to your Windows Buffer.

*Press <ENTER> to continue.*

## Download a Dataset File

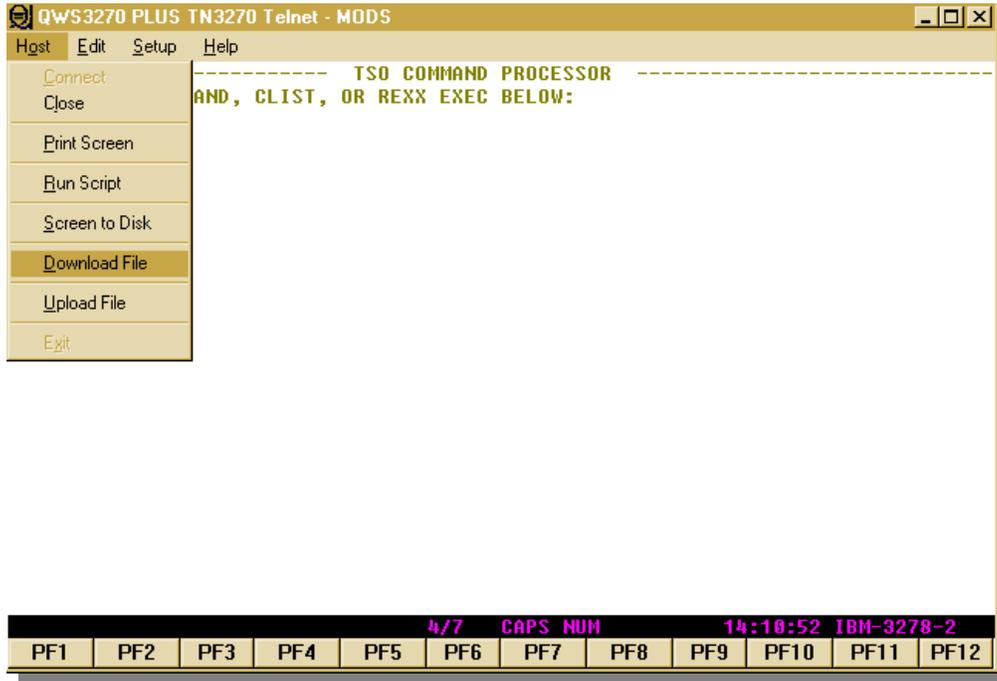


*TSO Command Processor Panel*

The mainframe is now ready to send your dataset to your computer. It is now time to prepare your computer to receive the dataset.

*Continue on to the next page...*

## Download a Dataset File



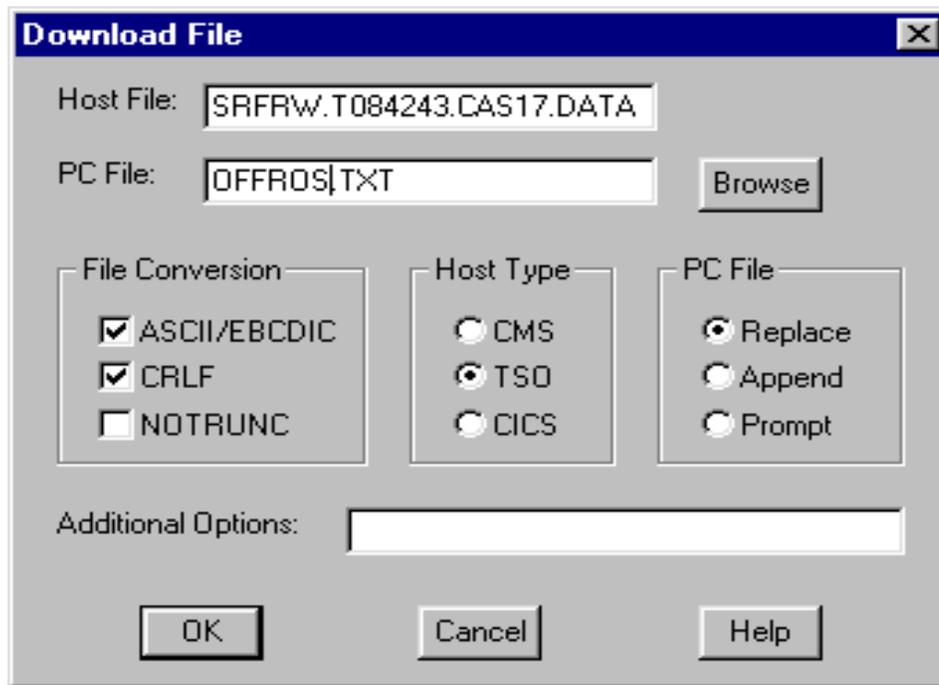
*TSO Command Processor Panel*

At the top of the screen, select <HOST>, then select <DOWNLOAD A FILE>.

***Click on <HOST>, then select <DOWNLOAD A FILE>***

***Continue on the next page...***

## Download a Dataset File



*QWS3270 Receive Host File Options Panel*

Place the cursor in the HOST FILE block by mouse clicking in the white area. Hold down the <CTRL> key and simultaneously press the <V> key. This action will paste the dataset name that you previously stored in the Windows buffer into the dialogue box.

\*\* Ensure that there are no leading or trailing spaces before or after the dataset name. This is very important. The system will interpret spaces as part of the actual name and the transfer will abort.

Press <TAB> and type in a new name that you will use to locate the file on your computer. You can precede this new name with a location i.e. A:\OFFROS.TXT or C:\MSWORD\OFFROS.TXT.

By default, files will be downloaded to C:\QWS3270

***Follow instructions above, then Press <ENTER> or mouse click <OK>.***

## Download a Dataset File



*QWS3270 File Transfer Status Panel*

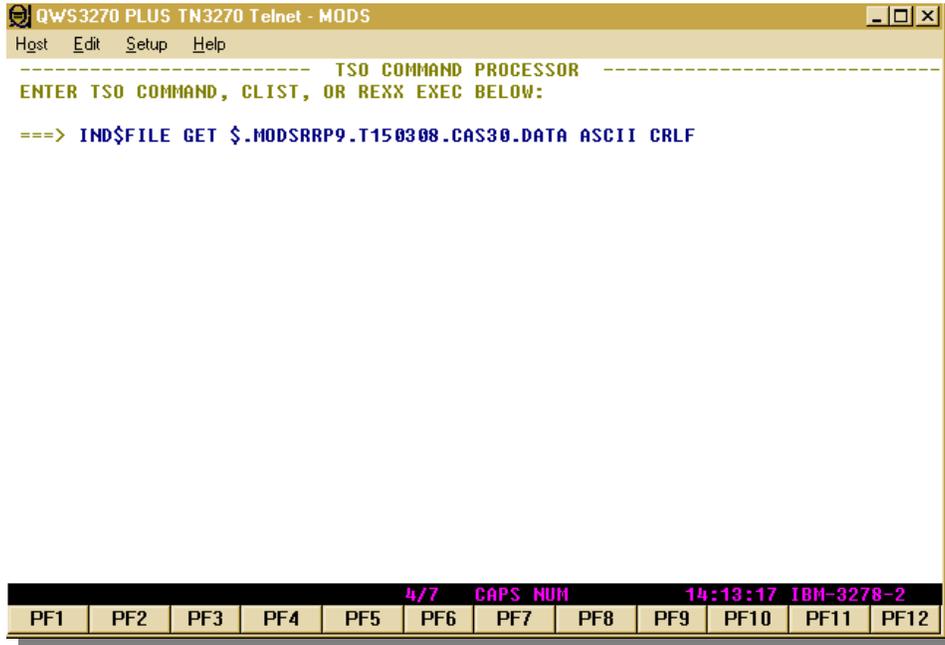
The top panel will appear and display the status of the actual dataset file transferring from the Pentagon to your desktop computer. You can see how many bytes are transferred.

If the operation aborts, it is usually due to improperly typing the HOST FILENAME. Please check this if an abort occurs.

The bottom panel will appear once the dataset has successfully transferred to your computer. Click exit to proceed.

*Click exit to proceed...*

## Download a Dataset File



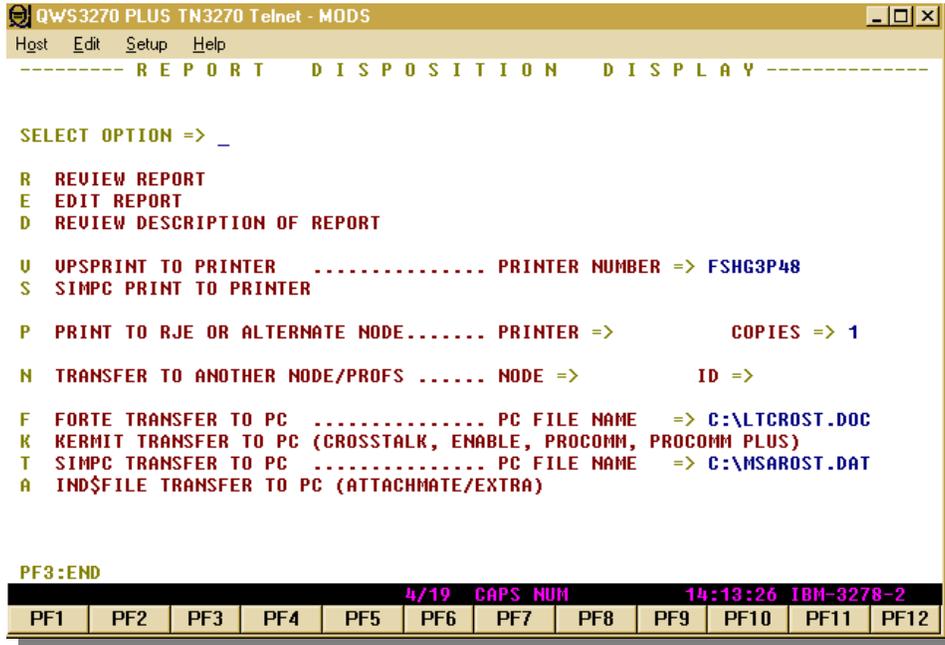
*TSO Command Processor Panel*

You are returned to the TSO COMMAND PROCESSOR panel. You will notice that the TSO command required to perform the dataset transfer has been placed on the command line for you.

The dataset file is now stored on your local computer with a new file name. You can load the dataset file into your local word processor i.e. MS Word. Format it any way you like and print it on your local printer.

***Press <F3> to back step through the panels. You are now ready to logoff of the mainframe.***

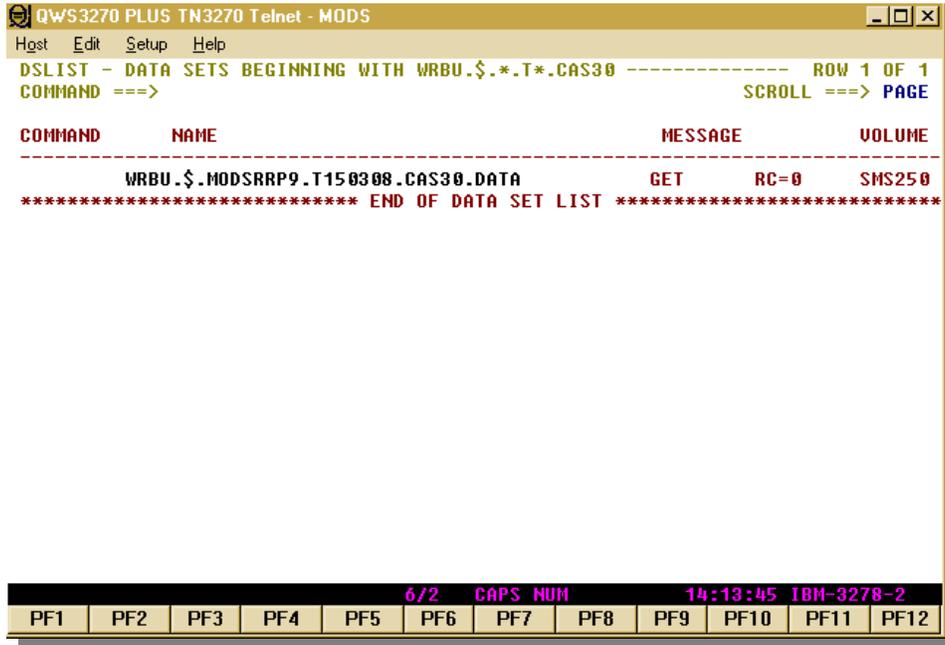
# Download a Dataset File



*TSO Report Disposition Display Panel*

*Continue to press <F3> to back step through the panels.*

## Download a Dataset File

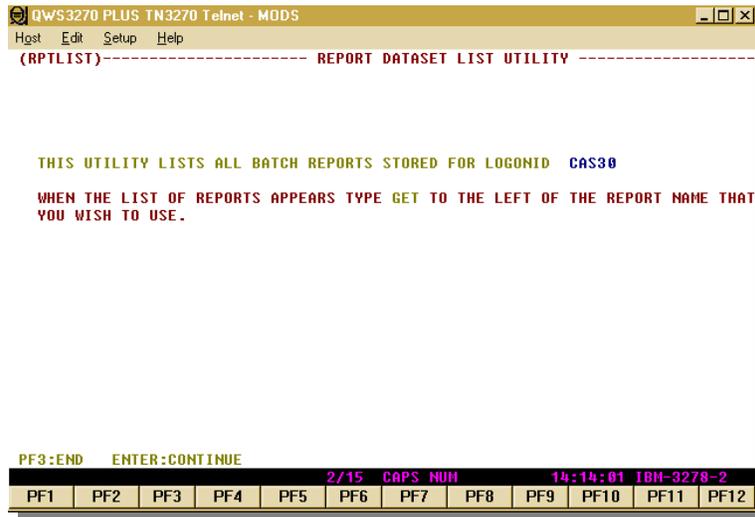


*TSO MODS Dataset File Display Panel*

Notice that the word “GET” is now displayed after the dataset name. This is useful if you have several datasets listed and you want to download others. This helps you keep track of which datasets you have already transferred.

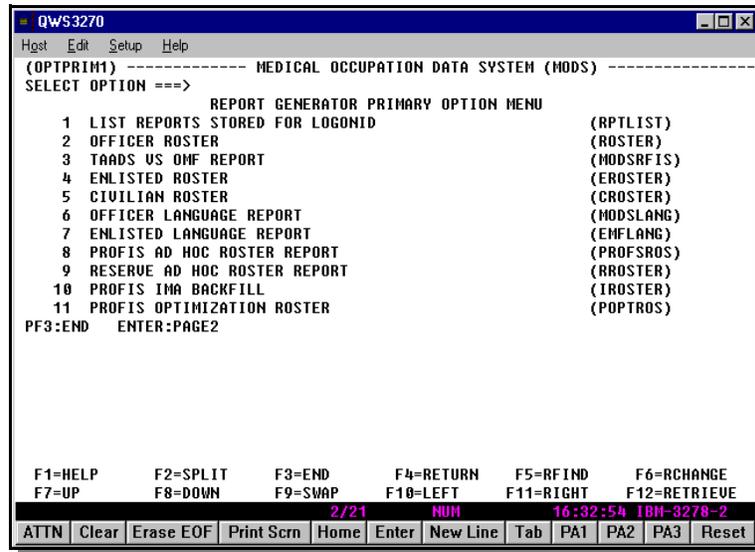
*Continue to press <F3> to back step through the panels.*

# Download a Dataset File



*TSO MODS Dataset List Utility Panel*

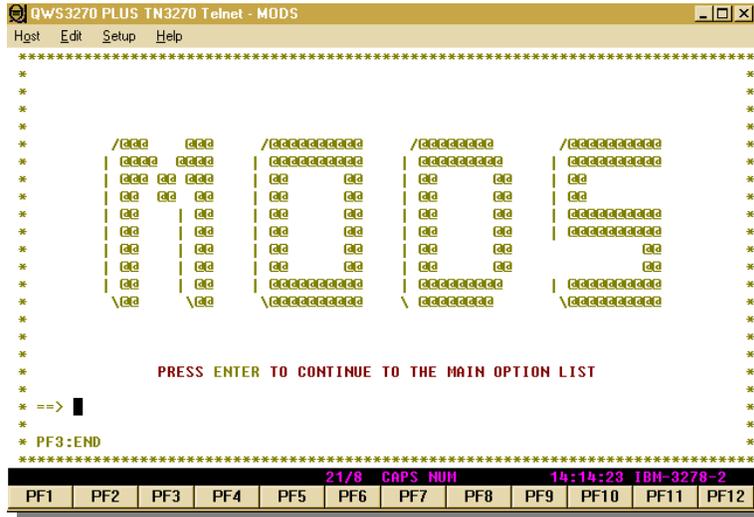
*Continue to press <F3> to back step through the panels.*



*TSO MODS Ad-Hoc Report Generator Main Menu*

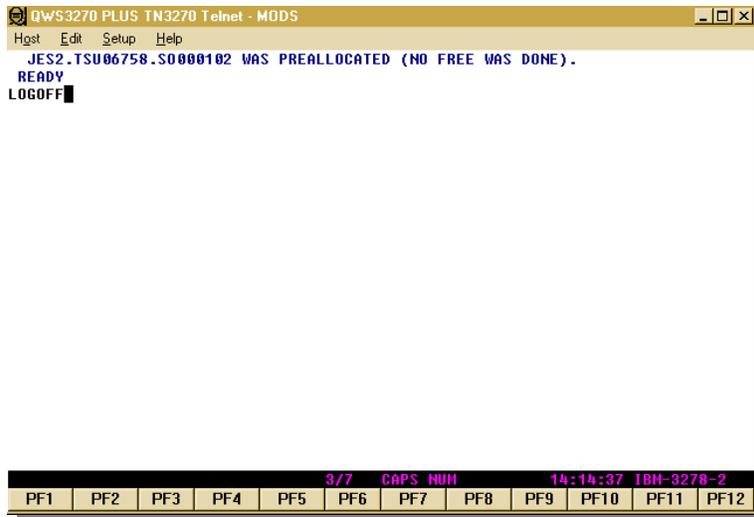
*Continue to press <F3> to back step through the panels.*

# Download a Dataset File



*TSO MODS Ad-Hoc Banner Panel*

*Continue to press <F3> to back step through the panels.*



*TSO Command Processor Prompt*

You are now back to the TSO Command Prompt. You can use the Random Password Generator or logoff of TSO completely.

**Type “LOGOFF” and press <ENTER>.**

## Download a Dataset File

```

SAM-P
Host Edit Setup Help

TPX MENU FOR SJM78
Panelid - TEN0041
Terminal - TCP10491
Model - 3279-2
System - TPXM

Cmdkey=PF15      Jump=PF13      Menu=PF14
Cmdchar=/

TO START A SESSION PRESS THE APPROPRIATE PF KEY. THE OTHER OPTION IS TO
PLACE THE CURSOR IN FRONT OF ANY SESSION ID AND PRESS ENTER.

  Sessid      Sesskey      Session Description      Status
- ATRDB2P     PF 1         ATRRS DB2 PRODUCTION
- ATRSDEV     PF 2         ATRRS DEVELOPMENT
- ATRSTST     PF 3         CICS FOR ATRRS TESTING
- MODSDB2     PF 4         DB2 Surgeon General ( MODS )
- CICDSNU     PF 5         CICS DB2 Development
- HQDADSS     PF 6         HQDADSS UM SYSTEM
- TPXMAIL     PF 9         TPX MAIL SYSTEM
- TPXNOTES    PF 10        TPX NOTEPAD
- TS01        PF 11        TSO ON SYSTEM ONE
- TS03        PF 12        TSO ON SYS3

Command ==> █
TO EXIT THIS SCREEN TYPE F AT COMMAND LINE AND PRESS ENTER.
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
22/15 NUM 11:34:24 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
    
```

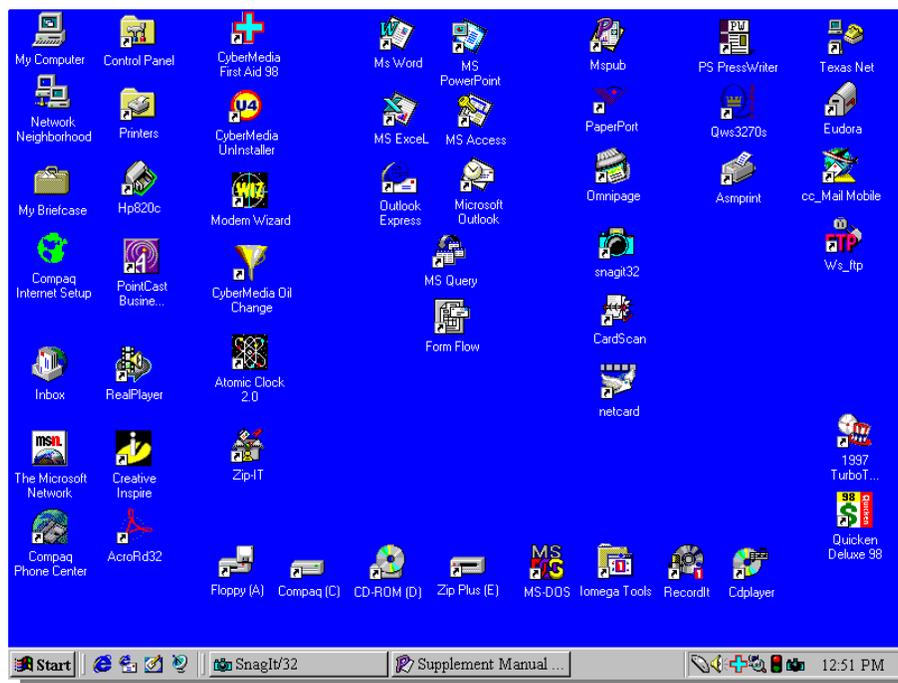
*TPX Menu*

You will be returned to TPX menu. You can either logon to OTSG MODS by pressing the F8 key and selecting OTSGMOD or continue to correctly logoff of the system.

*Logoff of the system using the correct procedures.*

# **Chapter 14 – Using ASM Print to Print Your Dataset**

## Using ASMPRINT



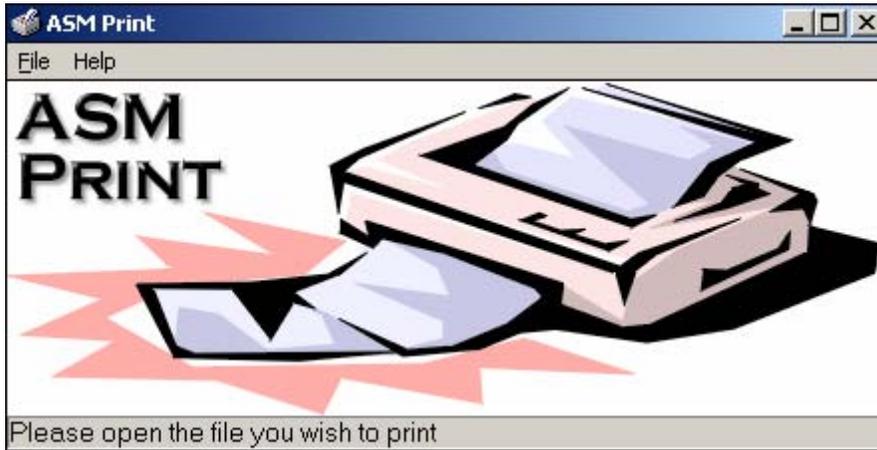
*Windows 95 Desktop*

You can print your dataset file without using a word processing program. QWS3270 comes bundled with a simple to use print utility called ASMPRINT. ASMPRINT will load the dataset and automatically format it for printing on your local printer.

To edit the document before printing i.e. deleting lines, adding **Bold**, *Italics*, Underscore, etc., refer to Chapter 15, “*Formatting a Dataset Using Microsoft Word*”.

***Mouse click on the ASMPRINT icon.***

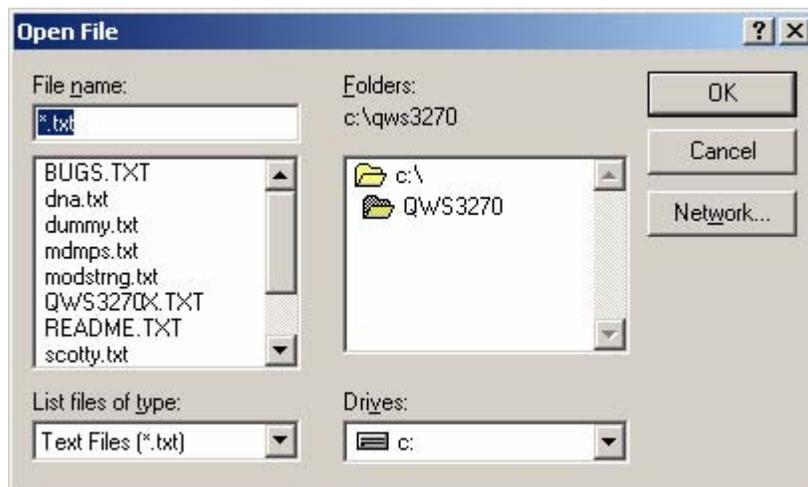
## Using ASMPRINT



*ASMPRINT Utility*

The ASMPRINT utility dialog box will open. Simply mouse click on “FILE”, then “OPEN”.

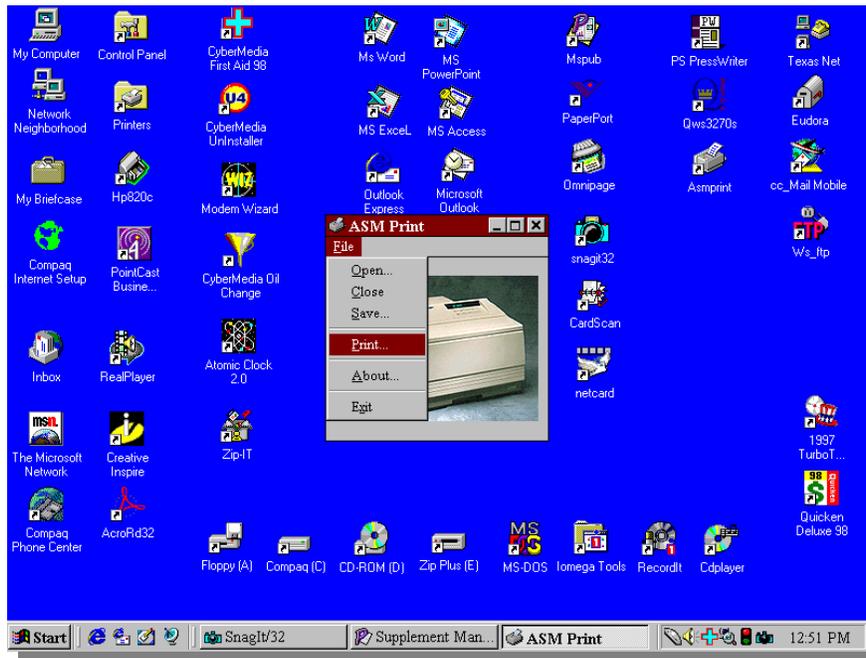
***Mouse click on “FILE”, then “OPEN”.***



*ASMPRINT “Open File” Dialogue Box*

***Locate and highlight the file you downloaded. Mouse click on <OK>.***

# Using ASMPRINT



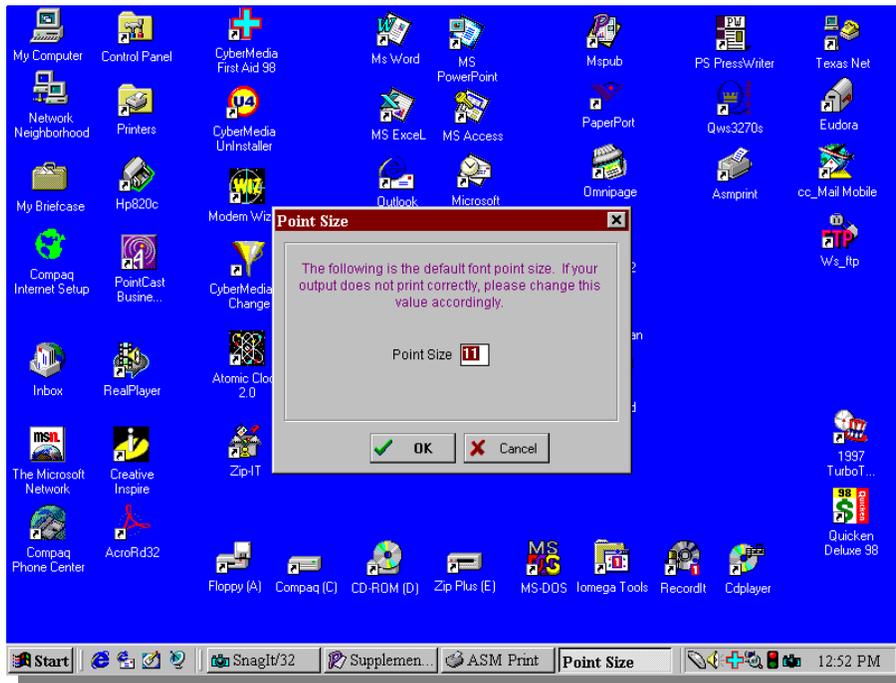
*ASMPRINT “Open File” Dialogue Box*

Open the ASMPRINT utility dialogue again. Mouse click on “FILE”, then “PRINT”.

**Note: The file will not appear as a file in MS Word would. If you want to see the file after downloading and before printing, click on “FILE” then click on “VIEW FILE”.**

***Mouse click on “FILE”, then “PRINT”.***

# Using ASMPRINT

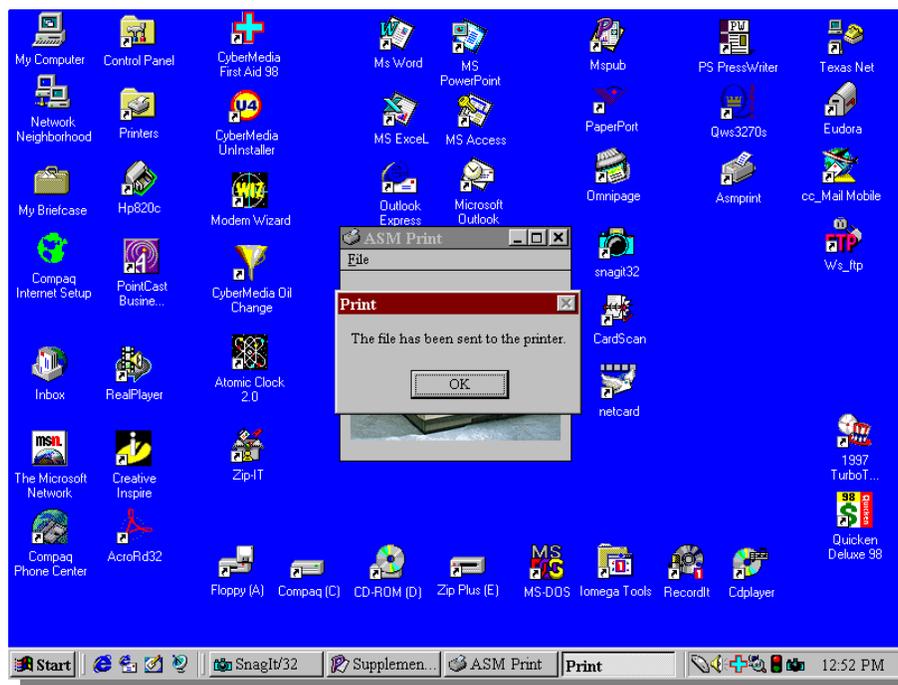


*ASMPRINT “Open File” Dialogue Box*

The “POINT SIZE” dialogue box will appear. The default point size will be displayed in the window. If the document does not print correctly, run ASMPRINT again and try reducing the point size until the document print correctly.

*Mouse click on <OK>.*

## Using ASMPRINT



*ASM Print Utility*

The file is automatically sent to the ASMPRINT utility where it will be properly formatted, then printed.

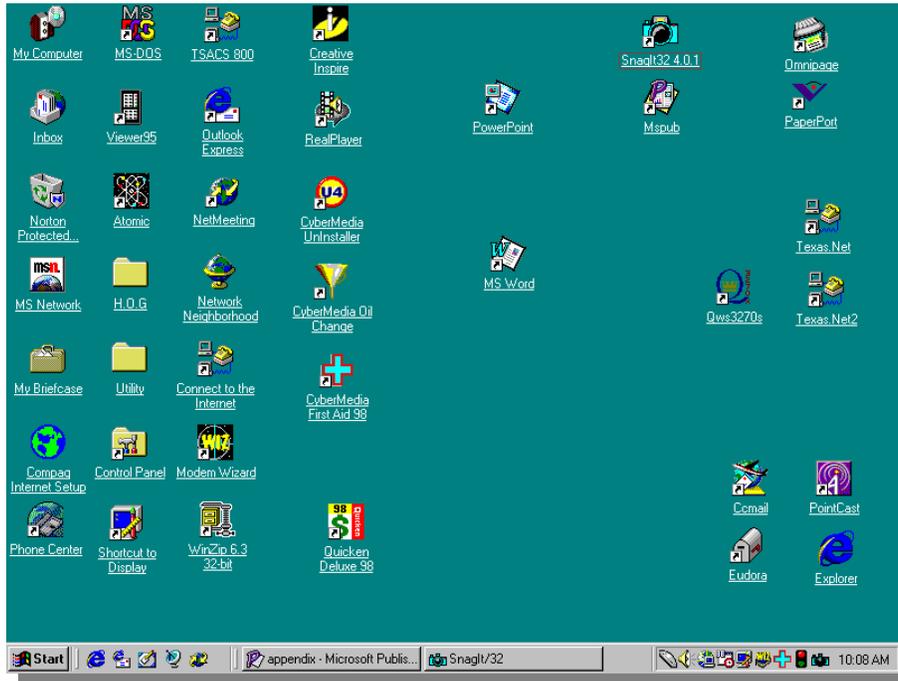
If the document is a lengthy document, you can minimize the dialogue box to allow the printing to continue in the background while you work on something else. To minimize the dialogue box, mouse click on the UNDERSCORE located in the top right hand corner.

Once the document prints, close the ASMPRINT utility by mouse clicking on <OK>.

***Mouse click on the underscore < \_ > to minimize the dialogue box or <OK> to close the dialogue box.***

# **Chapter 15 – Formatting a Dataset File using MS Word for Windows**

## Format and Print a Dataset

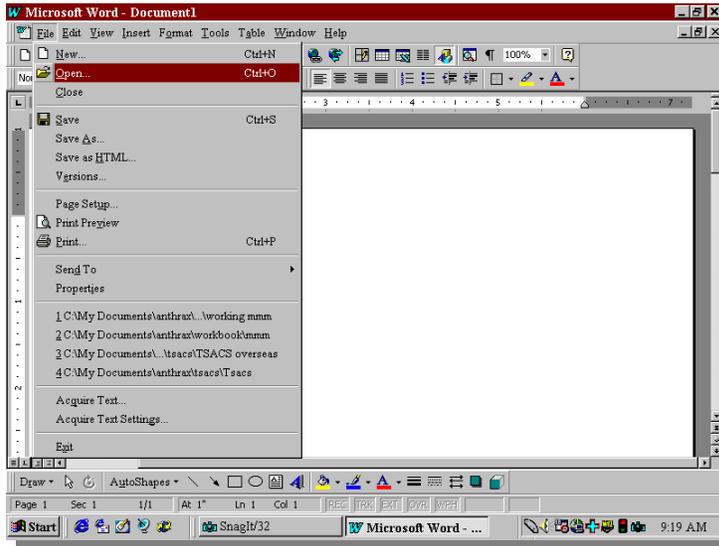


*Windows Desktop*

This demonstration will use Microsoft Word 97 as the word processor. However, keep in mind that all word processing programs have the same formatting functions. The functional steps may differ between various word processing packages, so consult your software manual if these steps do not apply.

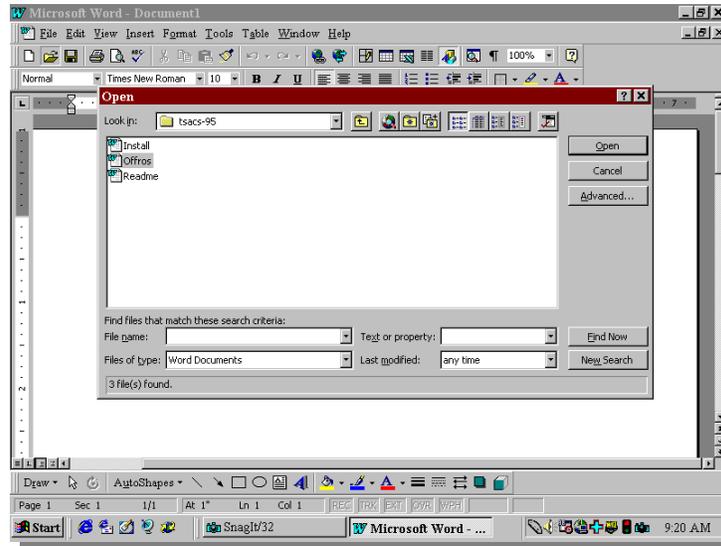
***Mouse click on the MS Word icon, or click on START, PROGRAMS, then MS Word.***

# Format and Print a Dataset



MS Word

*Mouse click on <FILE>, then <OPEN>.*

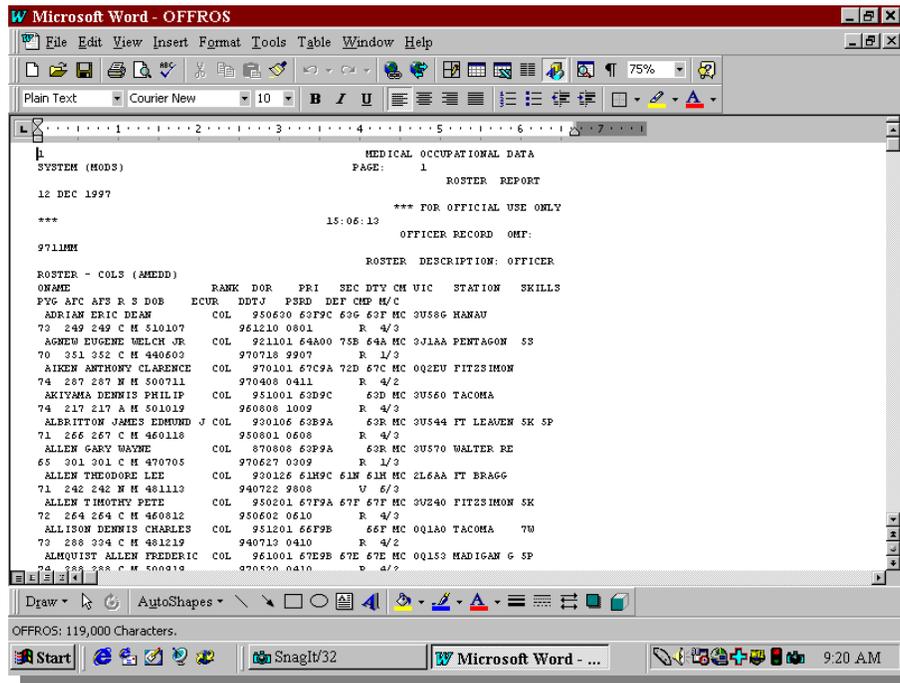


MS Word

Locate the directory where you downloaded the file OFFROS.DOC". highlight it and mouse click on <OPEN>.

*Highlight the filename, then mouse click <OPEN>.*

# Format and Print a Dataset

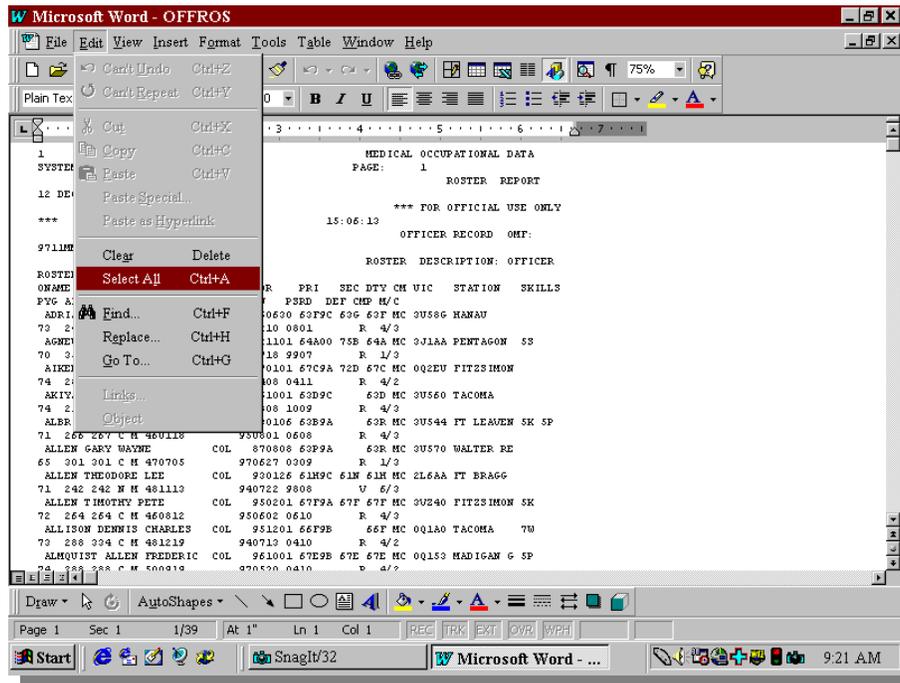


MS Word

The unformatted mainframe dataset will appear on your screen. The mainframe can display up to 132 columns on the screen. MODS allows you to pan left or right using function keys <PF11> or <PF12> to view the entire 132 columns even though your desktop computer screen can only display up 80 columns at one time.

Since your screen shows the right margin at column 80, the rest of the 132 column line automatically wraps to the next line. We can correct this with a few word processing page formatting commands. Your report will not only be readable, but printable on your local printer.

# Format and Print a Dataset

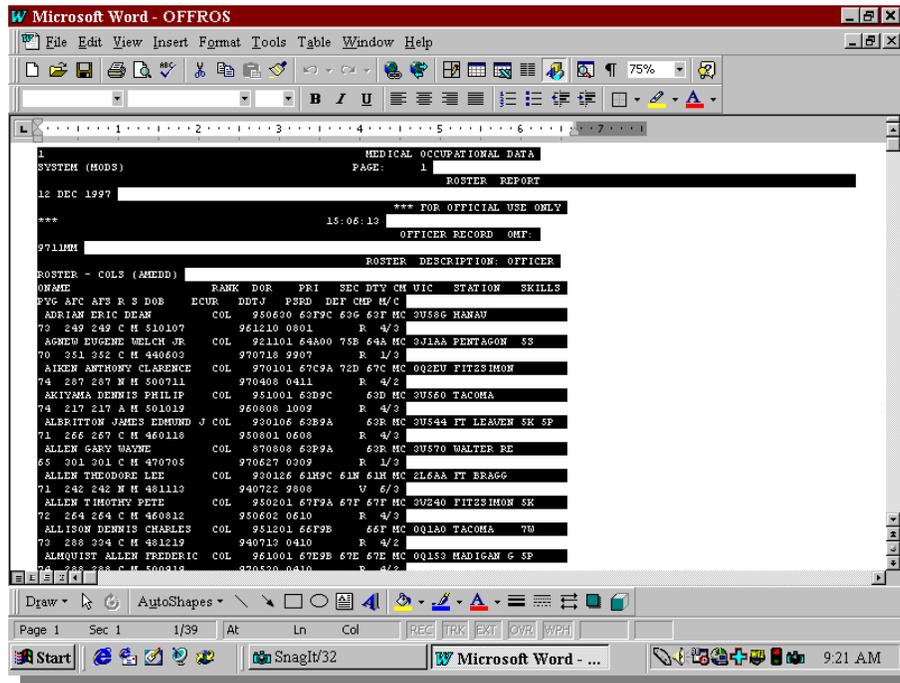


MS Word

You must select the entire report prior to performing any formatting changes. This will insure that all changes will apply to the entire document.

***Mouse click on <EDIT>, then <SELECT ALL>.***

# Format and Print a Dataset

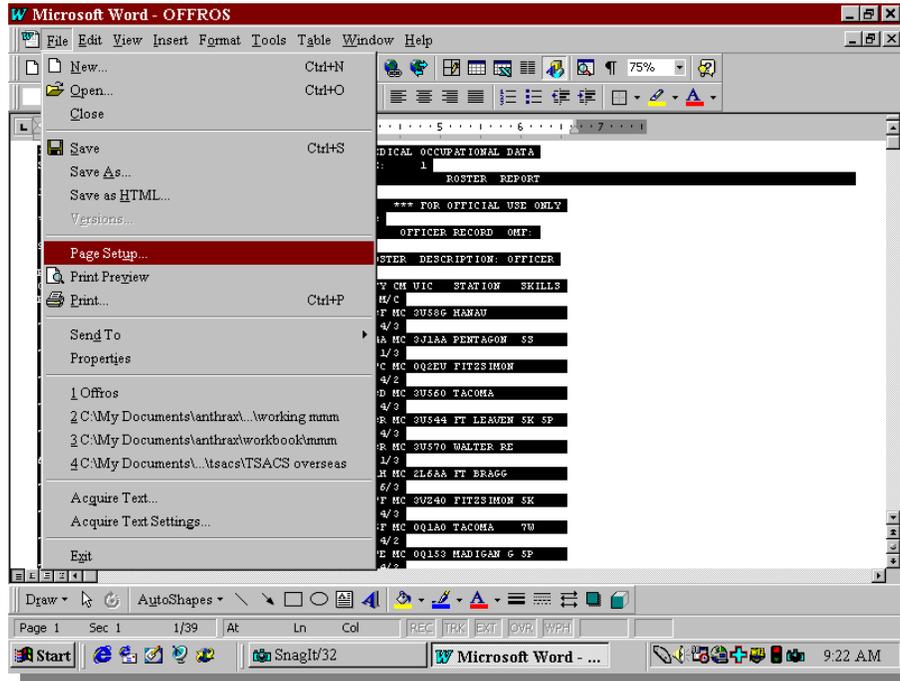


MS Word

Your entire report should be highlighted.

*Continue to the next page...*

# Format and Print a Dataset

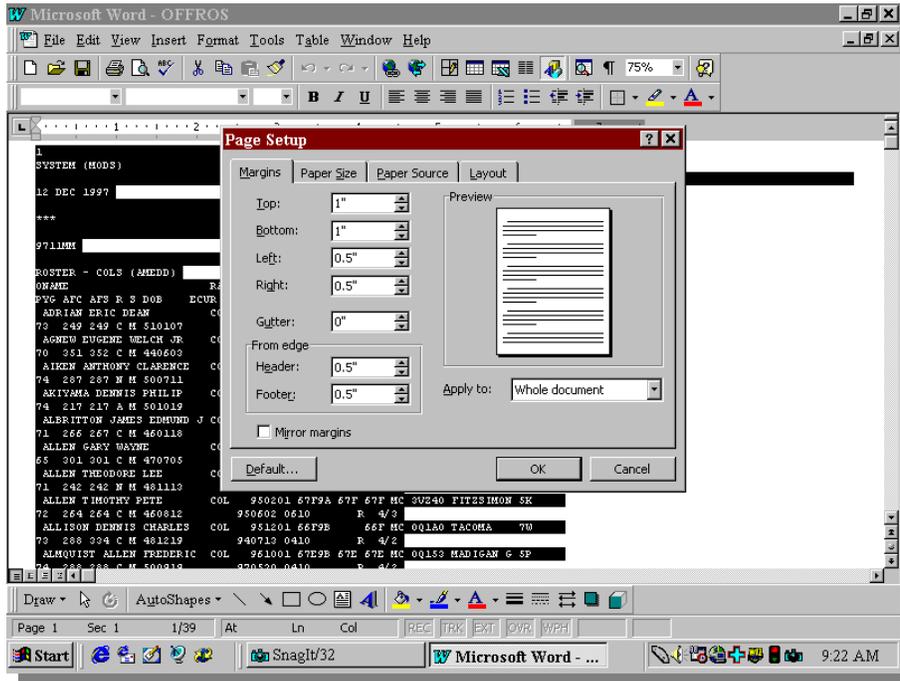


*MS Word*

The first universal format change you will make is going to be to adjust the margins and page orientation.

*Mouse click on <FILE>, then <PAGE SETUP>.*

# Format and Print a Dataset



MS Word

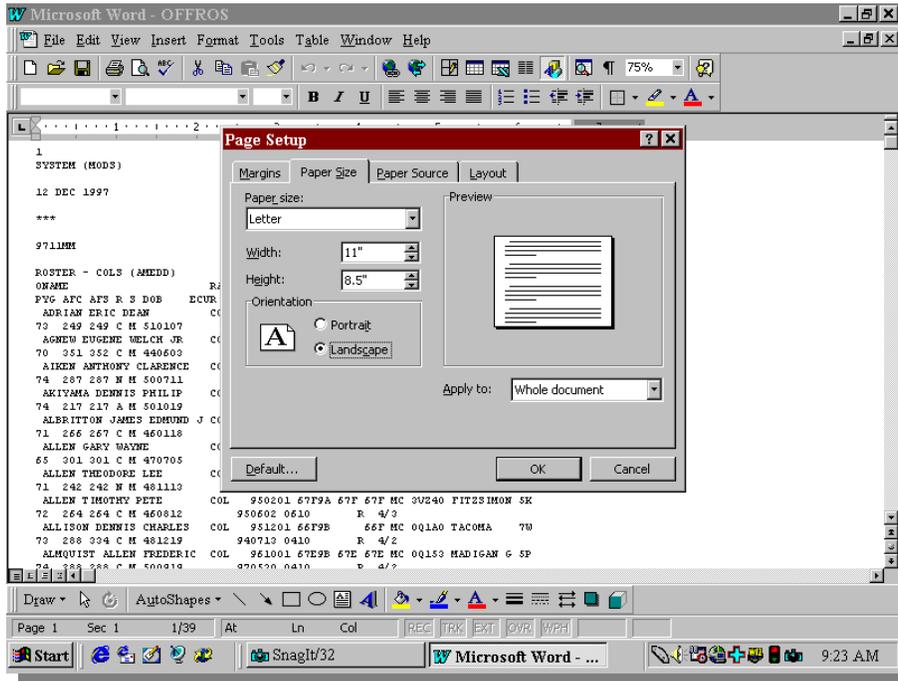
Under the <MARGIN TAB>

Change:

- ◆ Left & Right Margins: 0.5”
- ◆ Top & Bottom Margins: 0.5”

*Change margins, then mouse click on <PAPER SIZE> to continue.*

# Format and Print a Dataset



MS Word

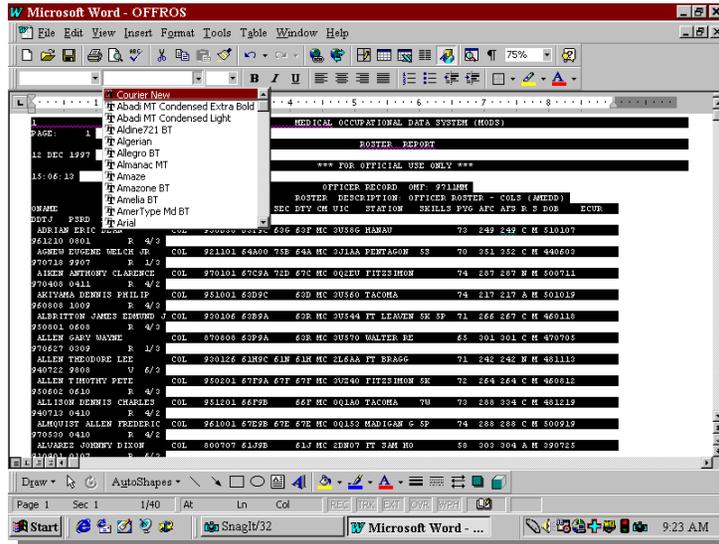
Under the <PAPER SIZE TAB>

Change:

- ◆ Orientation from <PORTRAIT> to <LANDSCAPE>.

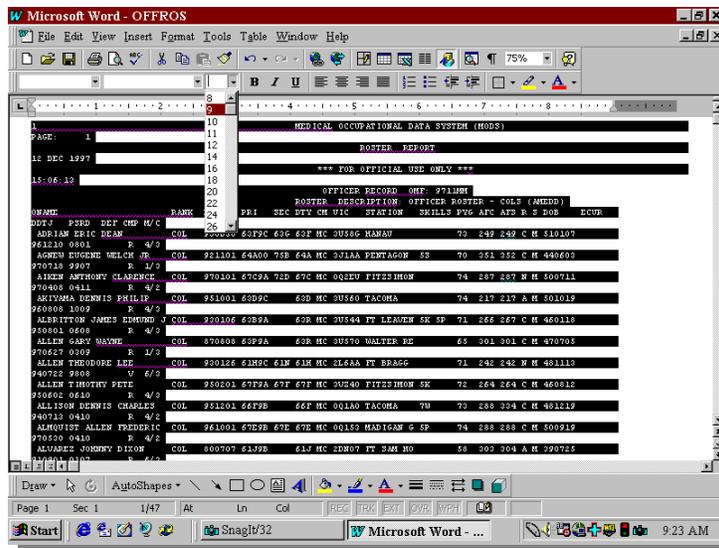
*Change orientation, then mouse click on <OK> to continue.*

# Format and Print a Dataset



MS Word

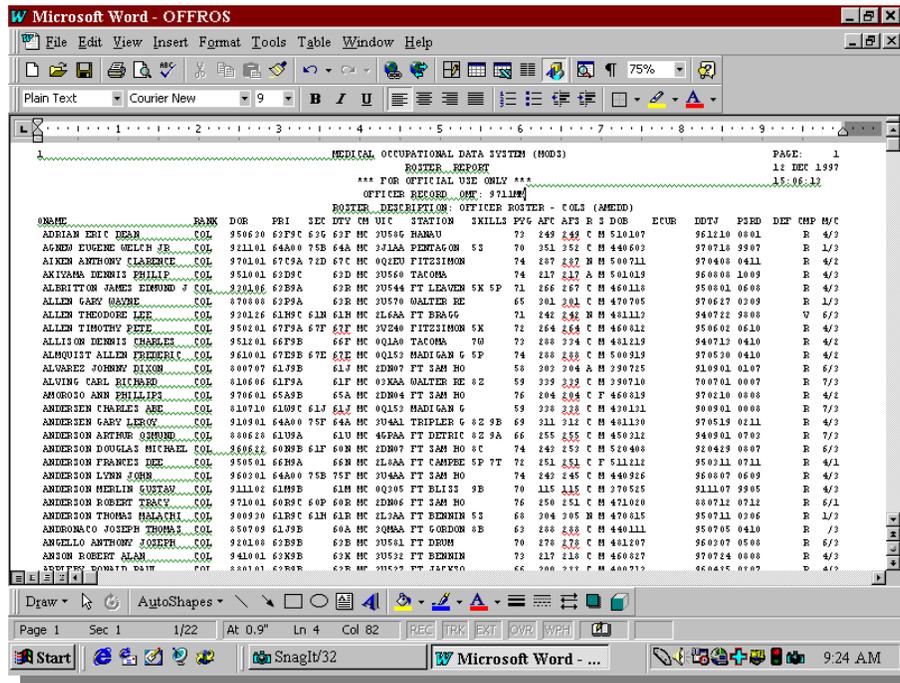
*Click the <FONT TYPE> box and select <Courier New>.*



MS Word

*Click the <FONT SIZE> box and select <9>.*

# Format and Print a Dataset



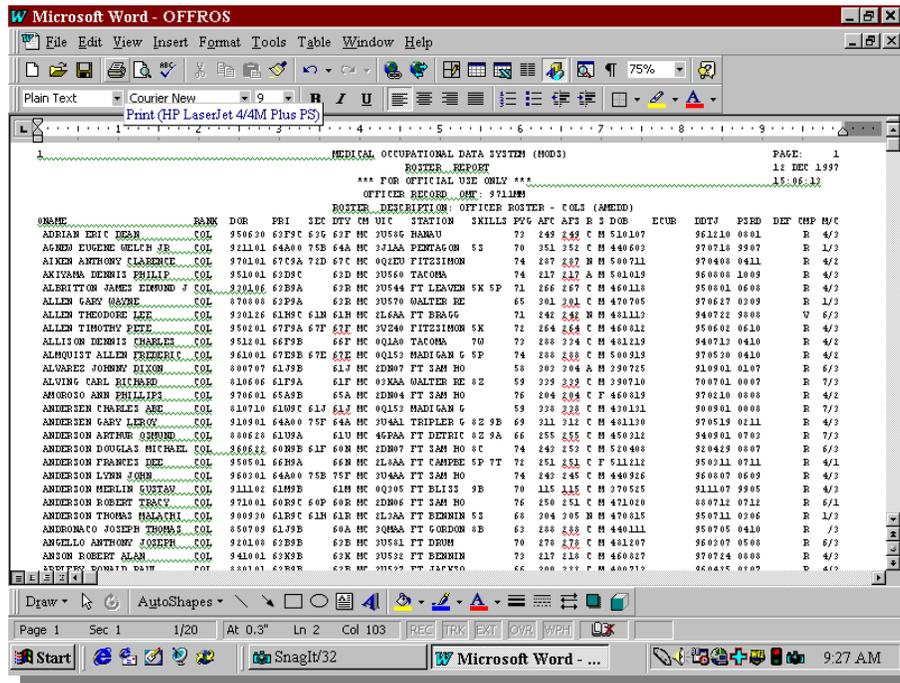
MS Word

The report is now readable within MS Word. You can assign special formatting codes to the document i.e. **BOLD**, *Italics*, Underscore, etc.

The document is now ready to print on your local printer.

*Continue to the next page...*

# Format and Print a Dataset



MS Word

*Mouse click on the <PRINTER> icon, then <SAVE> your document as a MS Word file and exit your program.*

# **Chapter 16 – Using the MODS Mail Module**

# Using MODS Mail Module

```

QWS3270 PLUS TN3270 Telnet - MODS
Host Edit Setup Help
13 DEC 97 16:29 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS)
MODS Signon Display (SON) MODS
COMMAND ==> =MMM
WELCOME TO THE MEDICAL OCCUPATIONAL DATA SYSTEM, MR STEPHEN FANTASIA

      /MM      MM      000000      /DDDDDDDD      SSSSSS
      /MMM      MMM      00////////00      /DD////////DD      SS//// SS
      /MMM      MMMM      00      /00      /DD      /DD      SS      / S
      /MM/MM      MM/MM      00      /00      /DD      /DD      /SS      //
      /MM /MM      MM /MM      00      /00      /DD      /DD      /SSS
      /MM /MM MM      /MM      00      /00      /DD      /DD      /SSS
      /MM /MM      /MM /00      00      /DD      /DD      /S      / SS
      /MM      ///      /MM /00      00      /DD      /DD      /SS      /SS
      /MM      /MM      /MM /      000000      /DDDDDDDDDD      / SSSSSS
      ///      ///      //////////////      //////////////      //////////////

PROGRAM MANAGER      LTC STEPHEN MITCHELL      DSN 761-3177 (703) 681-3177
IMO      MR. MIKE STITTS      DSN 761-8296 (703) 681-8296
SPECIAL PAY      MAJ CRAIG BUSS      DSN 221-2381 (703) 325-2381
PROFIS      LTC STEVE TURNER      DSN 761-3196 (703) 681-3196
MANPOWER      MS. LAURIE NEAL      DSN 761-3299 (703) 681-3299
SUPPORT TEAM (OTSG)      FOR SYSTEM HELP OR TRAINING      DSN 761-4976 (703) 681-4976
SUPPORT TEAM (MEDCOM)      FOR SYSTEM HELP OR TRAINING      DSN 471-9932 (210) 221-9932
CLEAR:EXIT ENTER:SIGNON PF1:HELP PF2:(SOP)      PF6:VIEW STATS
                                     3/19 CAPS      15:29:49 IBN-3278-2
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
    
```

MODS Main Menu (SON)

The Electronic Mail Module (MMM) on MODS allows the user to transmit mail to any other MODS user. This option is available from any COMMAND prompt by typing =MMM and pressing the ENTER key.

***Type =MMM at the COMMAND prompt, then press <ENTER>.***

## Using MODS Mail Module

```

QWS3270 PLUS TN3270 Telnet - MODS
Host Edit Setup Help
13 DEC 97 16:29 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS)
Mail Main Menu (MMM) MODS
COMMAND ==>

MAILID GROUPID LOGONID
S LIST/READ MESSAGES FOR MAILID Y N N
SEND AN ELECTRONIC MESSAGE Y N N
REVIEW AND UPDATE LOGONID INFORMATION N N Y
LIST LOGONIDS/MAILIDS IN THE MODS SYSTEM N N N
LIST GROUPIDS FOR THE MAILID SPECIFIED Y N N
ADD, CHANGE, OR DELETE A GROUPID N Y N
COPY SELECTED MAILIDS TO CREATE GROUPID Y Y N

MAILID => FANTASIA GROUPID => LOGONID => CAS30

CLEAR:EXIT PF1:HELP PF2:(SOP) PF3:(SON)
7/15 15:30:12 IBM-3278-2
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
    
```

*MODS Mail Menu (MMM)*

The MMM screen has a number of different options and all will be discussed in order. Listing your Mail Messages.

The LIST/Read messages option is selected by typing an S on the underscore to the left of the option and pressing the ENTER key. If you have any mail messages you will be taken to the next screen. If, however, you have no mail waiting you will be notified by a message under the COMMAND prompt.

***Type “S” on the underscore next to the option of your choice, then press <ENTER>.***

# Using MODS Mail Module

```

QWS3270 PLUS TN3270 Telnet - MODS
Host Edit Setup Help
13 DEC 97 16:30 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS) PAGE 1 OF 1
List/Read Messages For Mailid (MA1) MODS
COMMAND ==> Current sort order is by DATE
MESSAGES FOR FANTASIA
X DATE SUBJECT MAILID NAME I R
U 22APR97 GREETINGS ZERKOWP MR PAUL ZERKOW I N
- 21APR97 SAM-P FAX NUMBER ZERKOWP MR PAUL ZERKOW I N
- 26MAR97 USAREC LOGON IDS ZERKOWP MR PAUL ZERKOW I N
- 04DEC96 MODS READMOND SPC DAVIDREADMOND I N
- 14NOV96 THANKS WEBBM MAJ MARK WEBB I N
- 13NOV96 MODS UPDATE READMOND SPC DAVIDREADMOND I N
- 06NOV96 THANK YOU BRUHN-PM GS04 MARIABRUHN-POPIK I R
- 05NOV96 GREETINGS ZERKOWP MR PAUL ZERKOW I N
- 16SEP96 INFO STAUDENL CPT LISA STAUDENECKER I N
- 12SEP96 INFORMATION STAUDENL CPT LISA STAUDENECKER I R
- 20JUN96 BULLETIN BOARD READMOND SPC DAVIDREADMOND I N
- 11APR96 MODS FIX PERDOMOU NOTFND I N
- 01MAR96 UIC U15 JAMES S GS09 SUSANJAMES I Y
- 30JAN96 THE ANSWER IS Y OR N PERDOMOU NOTFND I N

TYPE (D)DELETE (F)FORWARD (R)REPLY (V)REVIEW (C)COPY
CLEAR:EXIT PF1:HELP PF2:(SOP) PF3:(MMM) PF7:UP PF8:DOWN
6/3 CAPS 15:30:59 IBM-3278-2
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
    
```

List/read Messages (MA1)

## Managing Your Mail

The List/Read Messages screen will contain all the messages you have received in the past 30 days. You may (V)iew, (D)elete, (F)orward, (R)eply or (C)opy any of the messages you receive by typing the key letter on the underscore next to the message.

The (D)elete option will delete a message by typing a D next to the desired message and pressing the ENTER key.

The (F)orward option will take you to the “Send a Message screen” which is discussed later.

The (R)eply option takes you directly to the blank free form text screen.

The (C)opy option takes you to the “Send a Message screen” but does not allow you to edit the message.

## Using MODS Mail Module

```
QWS3270 PLUS TN3270 Telnet - MODS
Host Edit Setup Help
13 DEC 97 16:31 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS) PAGE 1 OF 1
Read Messages For Mailid (MA2) MODS
COMMAND ==>

TO: FANTASIA SUBJECT: GREETINGS MSG DATE: 22 APR 97 MSG TIME: 20:15
FROM: ZERKOWP NAME: MR ZERKOW
STEVE,
HOPE YOUR CLASS IS DOING WELL. I HAVE LINKED UP WITH DEBBIE STEWART AND
HAVE PLANNED OUT HOW WE WILL WORK THE RM CONFERENCE. WILL MEET WITH PROFIS
AND MEDED WHILE IN SA. WILL TRY TO KEEP UP THE FAST PACE THAT MY MENTOR SETS
FOR ME EVEN THOUGH HE IS IN KOREA.

PAUL

CLEAR:EXIT PF1:HELP PF2:(SOP) PF3:(MA1) PF5:NEXT MSG PF6:PREV MSG
PF7:UP PF8:DOWN PF10:FORWARD PF11:REPLY PF12:DELETE
1/1 CAPS 15:31:49 IBM-3278-2
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
```

### *Read Messages (MA2)*

When you (V)iew the message you are taken to the following, non-updateable screen to view the message. You may forward or reply directly to this message by pressing the <F10> or <F11> keys respectively. In either case you are taken to the Send an Electronic Message (MA4) screen (discussed later).

# Using MODS Mail Module

```
QWS3270 PLUS TN3270 Telnet - MODS
Host Edit Setup Help
13 DEC 97 16:32 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS)
Mail Main Menu (MMM) MODS
COMMAND ==>

MAILID GROUPID LOGONID
LIST/READ MESSAGES FOR MAILID Y N N
S SEND AN ELECTRONIC MESSAGE Y N N
REVIEW AND UPDATE LOGONID INFORMATION N N Y
LIST LOGONIDS/MAILIDS IN THE MODS SYSTEM N N N
LIST GROUPIDS FOR THE MAILID SPECIFIED Y N N
ADD, CHANGE, OR DELETE A GROUPID N Y N
COPY SELECTED MAILIDS TO CREATE GROUPID Y Y N

MAILID => FANTASIA GROUPID => LOGONID => CAS30

CLEAR:EXIT PF1:HELP PF2:(SOP) PF3:(SON)
8/15 CAPS 15:32:31 IBM-3278-2
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
```

*MODS Mail Main Menu (MMM)*

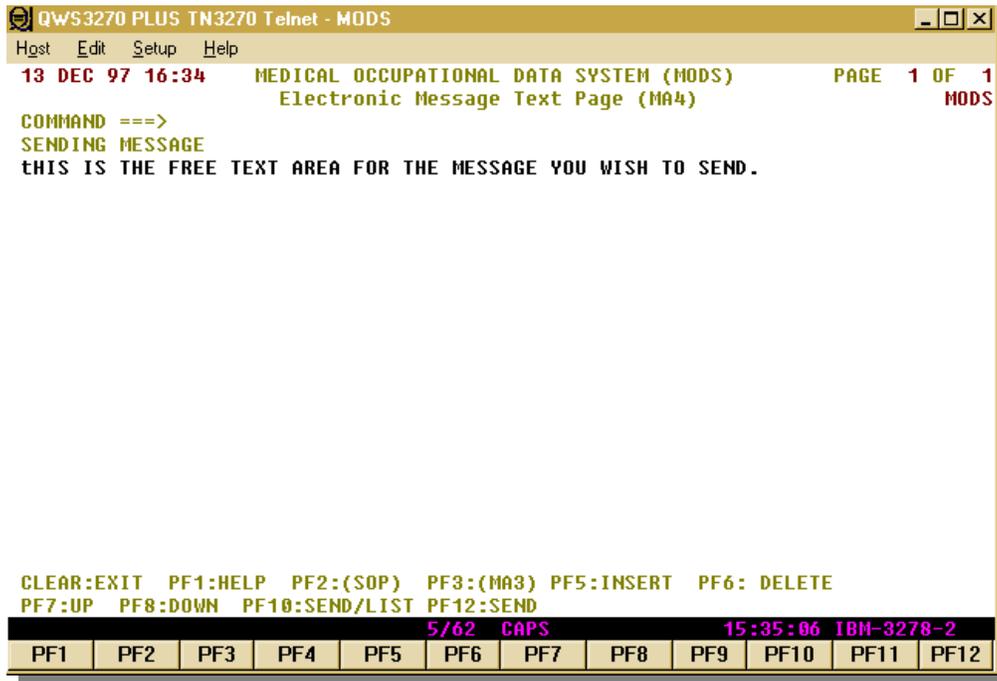
## Sending Mail to Another MODS User

To Send an electronic message you must type an “S” on the underscore next to the Send option and press the <ENTER> key.

***Type “S” on the underscore next to the Send option, press <ENTER>.***



## Using MODS Mail Module



```
QWS3270 PLUS TN3270 Telnet - MODS
Host Edit Setup Help
13 DEC 97 16:34 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS) PAGE 1 OF 1
                  Electronic Message Text Page (MA4) MODS

COMMAND ==>
SENDING MESSAGE
THIS IS THE FREE TEXT AREA FOR THE MESSAGE YOU WISH TO SEND.

CLEAR:EXIT PF1:HELP PF2:(SOP) PF3:(MA3) PF5:INSERT PF6: DELETE
PF7:UP PF8:DOWN PF10:SEND/LIST PF12:SEND
5/62 GAPS 15:35:06 IBM-3278-2
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
```

### *Electronic Message Text Page (MA4)*

As stated in this message “*this is a free form text area*”, you may continue to input text for multiple pages by pressing the <F8> key to receive a new page. When you have finished with the message press the <F12> key to send the message to the Group/Mail IDs you specified on the previous screen.

**NOTE:** Press the <TAB> key to go to the next line.

*Press the <F12> key to send the message.*

# Using MODS Mail Module

```
QWS3270 PLUS TN3270 Telnet - MODS
Host Edit Setup Help
13 DEC 97 16:35 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS)
Mailid Review/Update Listing (MA5) MODS

COMMAND ==>

MAILID.....=> FANTASIA LOGONID => CAS30
LNAME.....=> FANTASIA FNAME...=> STEPHEN
RANK.....=> MR
MESSAGE HEADER..=>
DSN PHONE.....=> 471 - 9932 COMMERCIAL => ( 210 ) 221 - 9932
OFFICE SYMBOL...=> MODS SUPPORT TM
ROOM.....=> ASM
PRINTER.....=> FR127P16

LOGONID ACCESS..=> CAS01
LOGONID ACCESS..=>

CLEAR:EXIT PF1:HELP PF2:(SOP) PF3:(MMM)
3/15 CAPS 15:36:06 IBM-3278-2
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
```

*Mail ID Review/Update Listing (MA5)*

## Updating Your Mail/Logon ID Information

To review/update your mail ID information type an “S” on the Review/Update line of the MMM. You may update any field with the exception of the Mail ID, Logon ID, LNAME, FNAME, and Rank.

If these fields need updated call the MODS Support Team.

The Logon ID Access allows you to lock out or grant access to other persons. If a Logon ID is typed in that person has access to your mail. If no Logon ID is specified all have access.

Enter your own Logon ID to limit access to yourself.

# Using MODS Mail Module

QWS3270 PLUS TN3270 Telnet - MODS

Host Edit Setup Help

13 DEC 97 16:36 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS) PAGE 1 OF 84  
 Logonid and Mailid Listing (MA6) MODS

COMMAND ==> █ Current sort order is by LNAME

S	MAILID	LOGID	RANK	FNAME	LNAME	OFFICE	COM PHONE
-	ABBADINI	SJE5N	MAJ	CYNTHIA	ABBADINI	RCRO-HS-AN	5026260634
-	ABBYSUS	SJD5L	GS12	SUSAN	ABBY	MCCS-RM	2102217359
-	ACOSTAMA	SJE7Y	GS5	MARTHA	ACOSTA	MCHE-MD	2109163856
-	ADCOCKD	SJB4N	SGT	DONALD	ADCOCK	MCMR-UI2-PM	3106197335
-	AGOSTAR	SJD2C	LTC	RICHARD	AGOSTA	TAPC-OPH-MS	7033252312
-	AGUAYOS	SJB50	SSG	SANTOS	AGUAYO	EAMC-P-PS	8227916601
-	AGUAYO	SJE58	SFC	SANTOS	AGUAYO	MCXB-TCP	7065441007
-	AGUILARA	SJE09	GS07	ADAN	AGUILAR	MCHO-ME	2102218001
-	AIKENDA	SJC7J	LTC	DAVID	AIKEN	MCHJ-TR	2069684004
-	AINEY	SJB8U	SSG	YUETTE	AINE	ANME-HQG	4106775750
-	AINSWORS	SJD99	CPT	SUZANNE	AINSWORTH	TAPC-OPH-UC	7033252360
-	AKINSC	SJB4C	SSG	CONNIE	AKINS	EAMC-P-PD	
-	AL-ALEK	SJE2B	1LT	KAYS	AL-ALI	AFZC-Y-C-A	7195261094
-	ALARCONJ	SJC46	MAJ	JAMES	ALARCON	MCBC-DA	9103962607
-	ALBRIGHT	SJD7F	GS11	DEANNA	ALBRIGHT	MCMR-UMS-R	3016197840
-	ALBRIGHC	SJB19	GS07	CONSUEL	ALBRIGHT	MCHL-RMD	2025762057
-	ALDSTADT	SJC5P	MAJ	BRYANT	ALDSTADT	MCHO-OP-P	2102216424
-	ALEXANDT	SJD5T	GS11	THELMA	ALEXANDRA	MCXP-RM-MD	5735960520

CLEAR:EXIT PF1:HELP PF2:(SOP) PF3:(MMM) PF7:UP PF8:DOWN

3/15 CAPS 15:36:43 IBM-3278-2

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------

Logon ID and Mail ID Listing (MA6)

## List/Find Mail IDs in MODS

To list the Mail IDs in the system type an “S” on the List Mail IDs line of the MMM. This option allows the user to (F)ind a Mail ID and by typing an “S” next to a chosen Mail ID and pressing the <ENTER> key the user is taken directly to the Send a Message screen.

# Using MODS Mail Module

```
QWS3270 PLUS TN3270 Telnet - MODS
Host Edit Setup Help
13 DEC 97 16:37 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS)
Mail Main Menu (MMM) MODS
COMMAND ==> Requested to jump to (MMM)

MAILID GROUPID LOGONID
- LIST/READ MESSAGES FOR MAILID Y N N
- SEND AN ELECTRONIC MESSAGE Y N N
- REVIEW AND UPDATE LOGONID INFORMATION N N Y
- LIST LOGONIDS/MAILIDS IN THE MODS SYSTEM N N N
- LIST GROUPIDS FOR THE MAILID SPECIFIED Y N N
- ADD, CHANGE, OR DELETE A GROUPID N Y N
S COPY SELECTED MAILIDS TO CREATE GROUPID Y Y N

MAILID => FANTASIA GROUPID => test LOGONID => CAS30

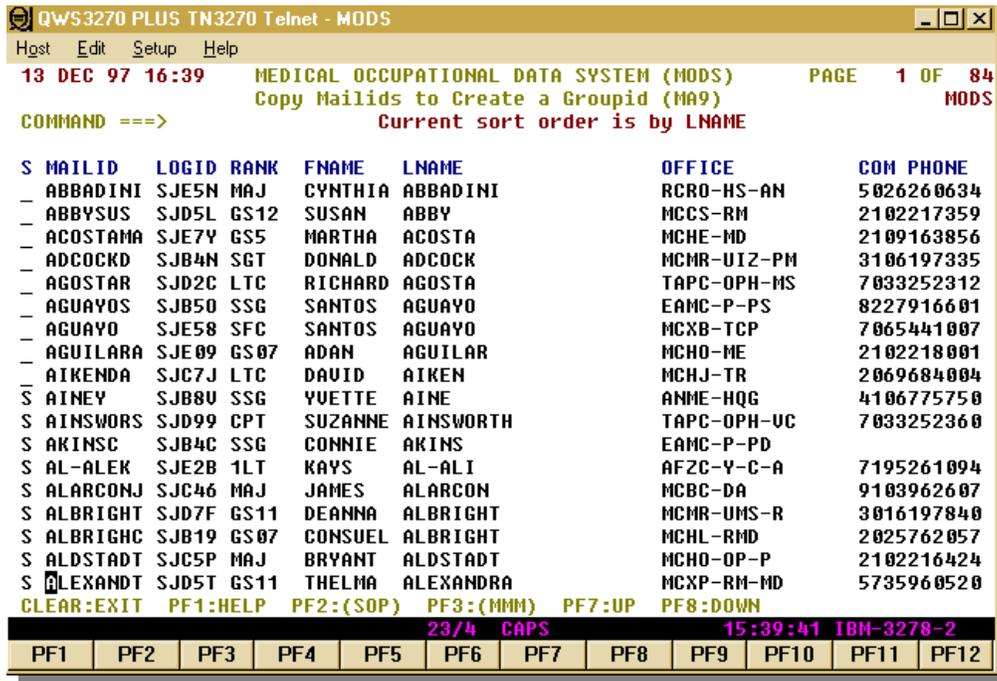
CLEAR:EXIT PF1:HELP PF2:(SOP) PF3:(SON)
20/43 15:38:11 IBM-3278-2
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
```

*MODS Mail Main Menu (MMM)*

## Create a Group ID

The easiest way to create a Group ID is to <TAB> to the Copy Selected Mail ID to Create a Group ID. Type an "S" on the underscore and <TAB> to the GROUPID at the bottom of the screen and type in a name for your Group ID and press the <ENTER> key.

# Using MODS Mail Module



## Read Messages (MA2)

A list of all the Mail IDs in the MODS System will be displayed and may be sorted by any of the column headings by typing an "S" followed by the column name on the COMMAND line and pressing the <ENTER> key. This is helpful as you might sort the listing by OFFICE to easily find all of the personnel at a given location (e.g. S office {enter}). To then find a specific OFFICE type an "F" followed by the office symbol and press the <ENTER> key. This action will take you to the page where the first occurrence appears (e.g. F MCCS {enter}).

To select a Mail ID(s) for inclusion to a Group ID <TAB> to the selected Mail ID and type an S on the underscore and press the <ENTER> key. NOTE: More than one Mail ID may be selected on a given page before the <ENTER> is pressed or if the number of Mail IDs spans more than one page by pressing the <F8> key or the <F7> key (page down/up) the Mail ID is added to the Group ID. An X will be displayed on the underscore of those Mail IDs you have chosen or are part of the Group ID.

After a number of Mail IDs are selected and the <Enter> key or <F8/F7> key is pressed this message is displayed:

**UPDATES WERE PROCESSED SUCCESSFULLY. INSERTS = 10 CHANGES = 0 DELETES = 0**

This lets you know the Group ID was successfully created. To verify the entries to the Group ID return to the Mail Main Menu (MMM) by pressing the <F3> key. To delete an Entry space out the X next to the Mail ID.

# Using MODS Mail Module

```

QWS3270 PLUS TN3270 Telnet - MODS
Host Edit Setup Help
13 DEC 97 16:39 MEDICAL OCCUPATIONAL DATA SYSTEM (MODS) PAGE 1 OF 1
List Groupids for the Mailid Specified (MA7) MODS
COMMAND ==> Current sort order is by GROUPID

X GROUPID DESCRIPTION FIRST THREE MAILIDS IN GROUP
- RUCKER GRAGGH PARRISO STAUDENL
- TEST AINEY AINSWORS AKINSC

CLEAR:EXIT PF1:HELP PF2:(SOP) PF3:(MMM) PF7:UP PF8:DOWN
3/15 CAPS 15:40:16 IBM-3278-2
PF1 PF2 PF3 PF4 PF5 PF6 PF7 PF8 PF9 PF10 PF11 PF12
    
```

*List Group IDs (MA7)*

## Managing Your Group IDs

Select List Group IDs For The Mail ID Specified by typing an “S” on the underscore to view a listing of Group IDs. To select a given Group ID, <TAB> to the appropriate underscore, type an “S” and press the <ENTER> key.

This screen allows the user to modify the Group ID by adding, deleting Mail IDs or completely deleting the Group ID:

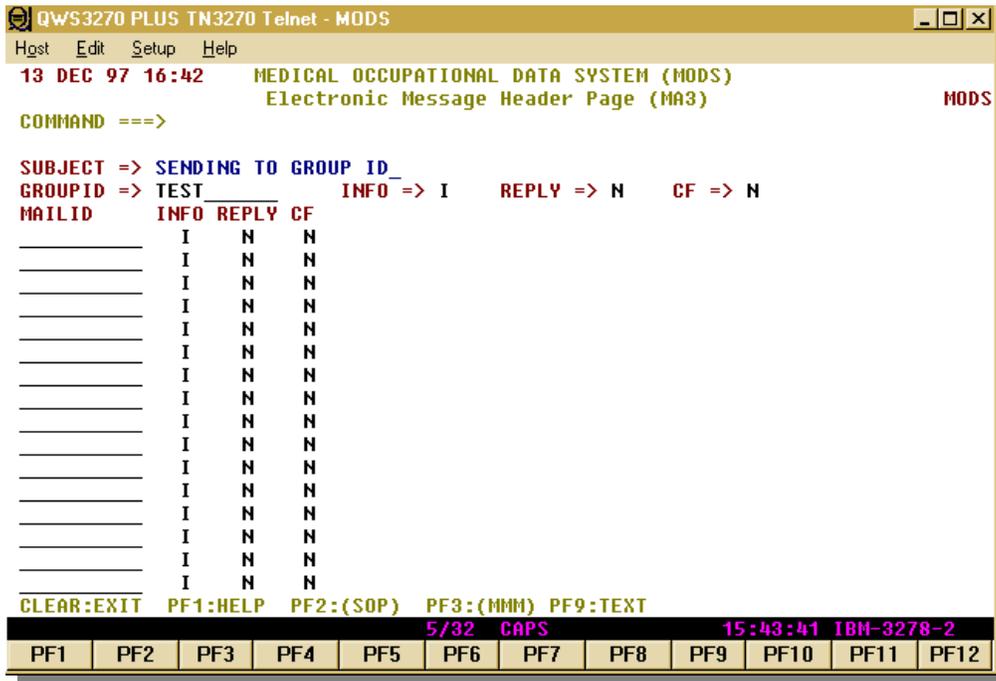
The Add and delete functions must have a “U” typed on the COMMAND line.

***To add a Mail ID Tab to the first blank line type an “A” and type the Mail ID of the person to be added and press the <F5> key. To delete a name from the Group ID <Tab> to the line of the Mail ID to be deleted, type a “D” on the underscore and press the <ENTER> key.***





# Using MODS Mail Module



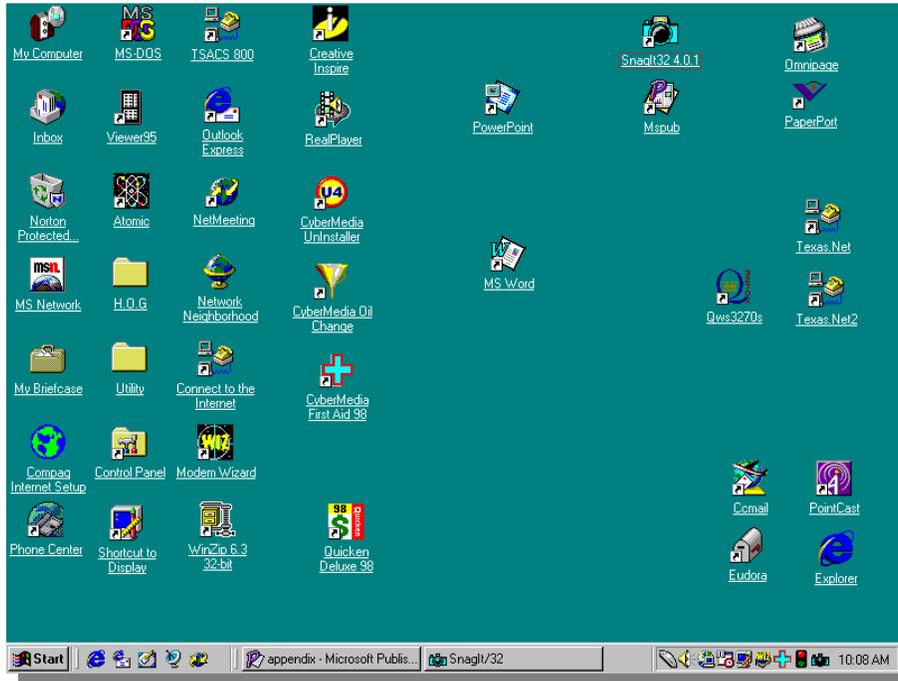
*Read Messages (MA2)*

Sending Mail to a Group ID.

To use the Group ID select Send an Electronic Message at the Mail Main Menu (MMM) and Press the <ENTER> key. Type in a SUBJECT, <TAB> to the GROUPID line, type in the Group ID you have created and if you want to include additional Mail ID(s) for delivery you may add them to the Header screen and press the <F9> key to continue as usual.

# **Chapter 17 – Configuring the Windows Dialer**

# Configure the Windows Dialer

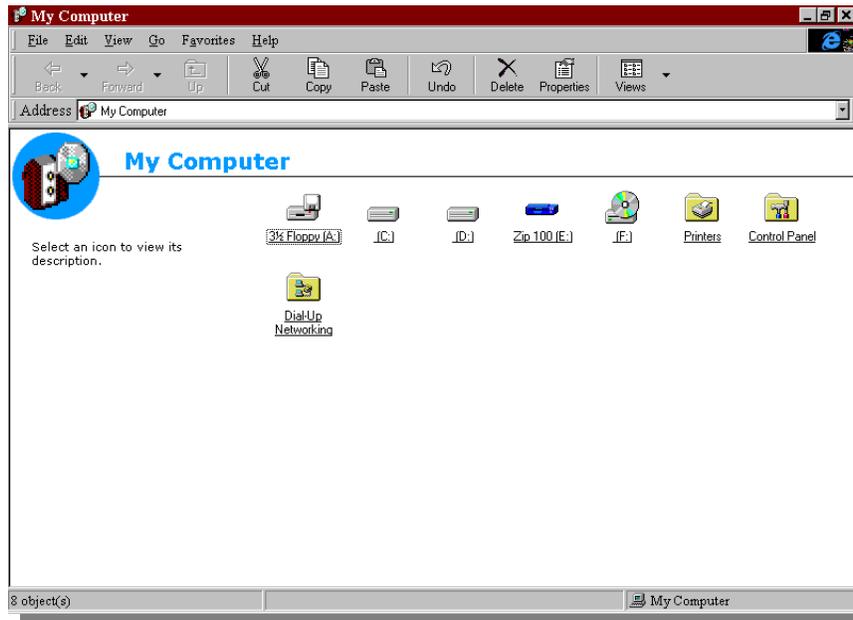


*Windows Desktop*

This chapter demonstrates how to configure the Windows dialer. The dialer allows you to connect to any online system. It will keep track of the online system phone number, your user id and even your unique system password.

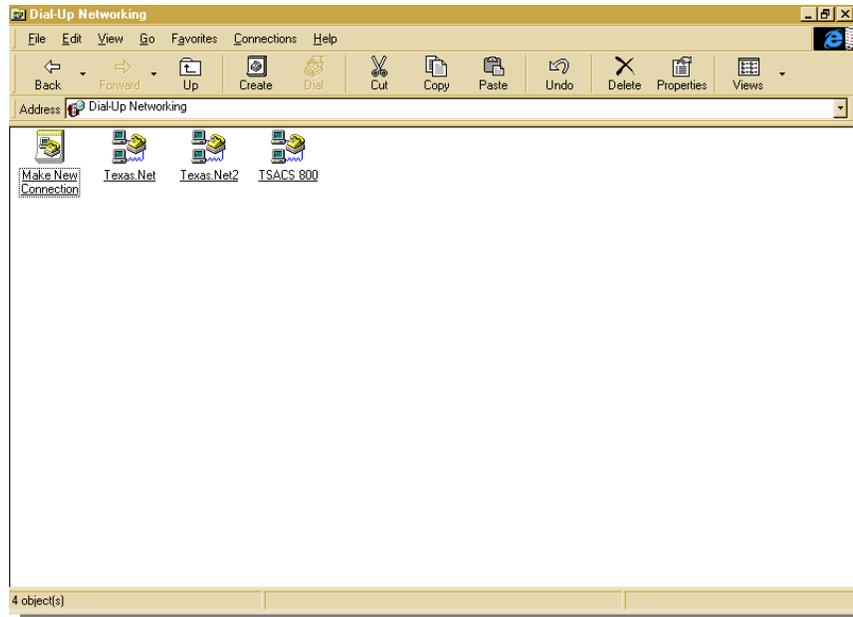
***Mouse click on the Windows Desktop “My Computer” icon.***

# Configure the Windows Dialer



Windows "My Computer" Screen

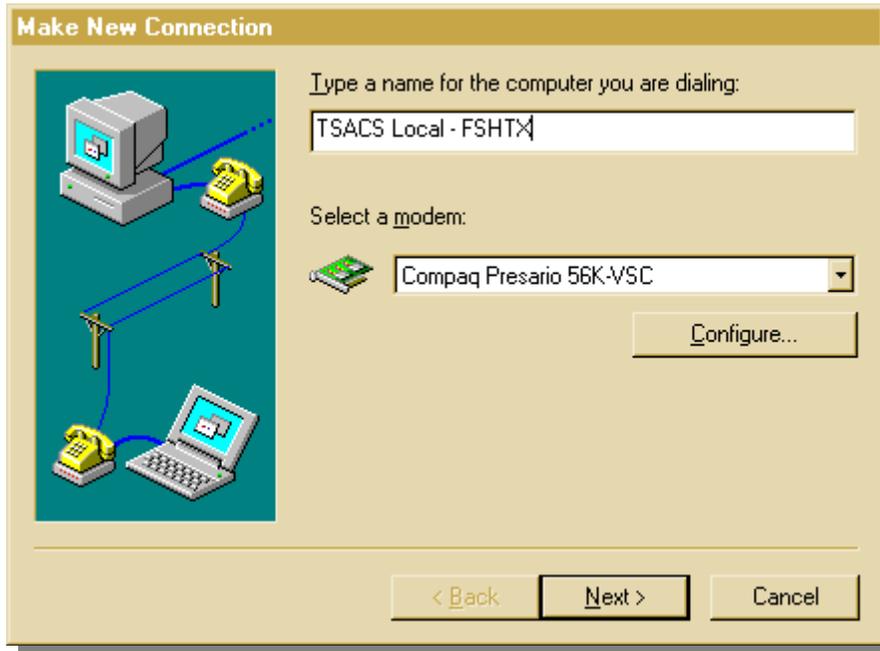
**Mouse click on "Dial-up Networking".**



Windows "Dial-up Networking" Screen

**Mouse click on "Make New Connection".**

## Configure the Windows Dialer



Windows “Make New Connection” Screen

Type in the name of your new connection. This will be displayed below your icon.

Your modem should have already been setup by Windows 95. If the “Select a Modem” block is empty, mouse click on <CONFIGURE> and go through the steps to setup your modem.

Put some thought into your naming convention. You will probably end up with several dial-up icons over time. Make sure these are named sensibly.

***Mouse click on <NEXT>.***

## Configure the Windows Dialer

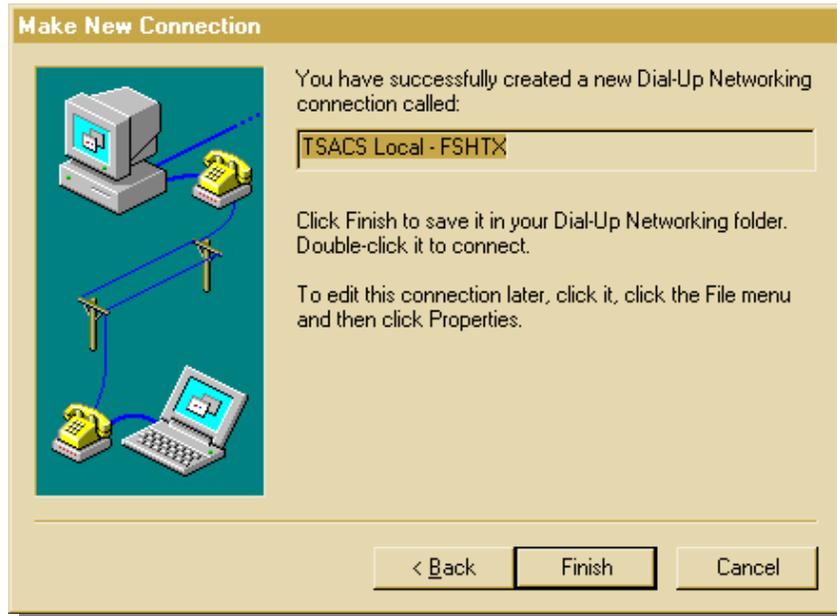


Windows “Make New Connection” Screen

Type in the area code and phone number. You must type in your local area code, even if setting up a DSN number.

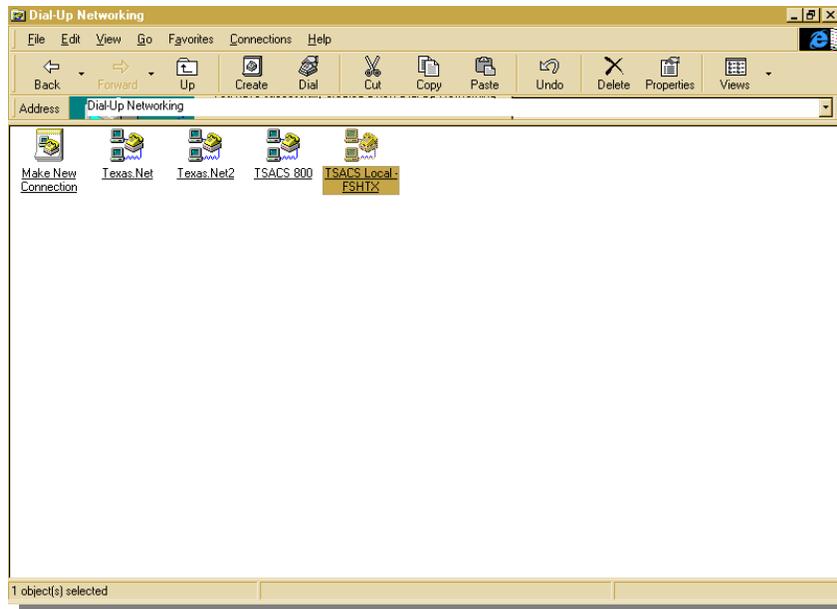
***Mouse click on <NEXT>.***

# Configure the Windows Dialer



Windows 95 "Make New Connection" Screen

***Mouse click on <FINISH>.***

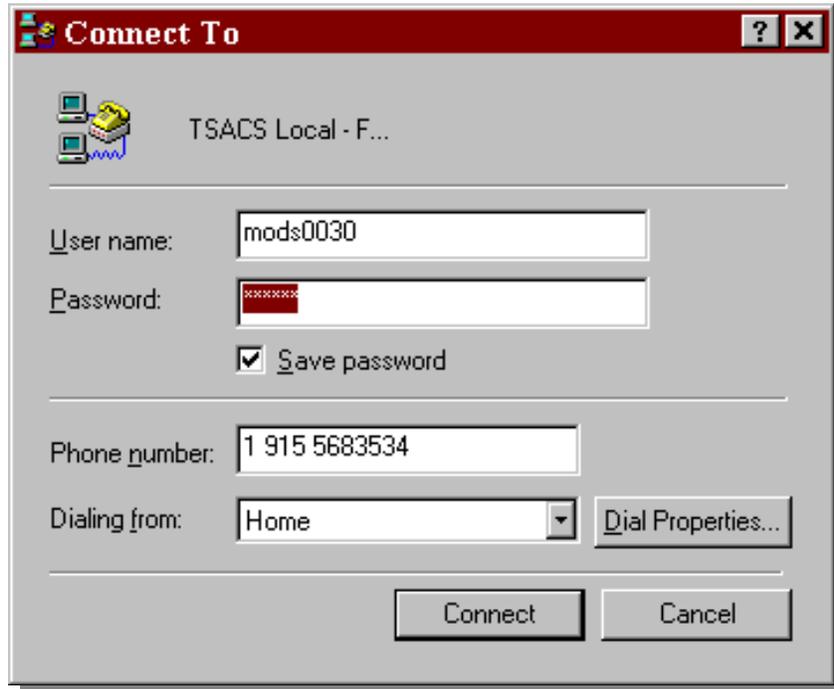


Windows "Dial-up Networking" Screen

Your new Dial-up Connection icon will appear in the window.

***Mouse click on the new icon.***

## Configure the Windows Dialer



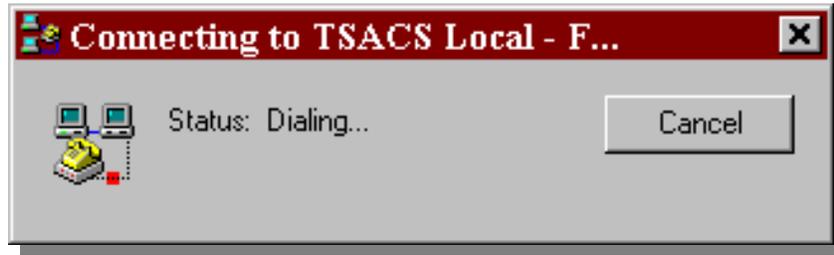
Windows “Connect to” Screen

The “Connect to” dialogue box will appear. Type in your TSACS User Name (not your MODS Logon ID) and your TSACS Password. If you want Windows to remember these entries, mouse click on “Save Password”. This will preclude you from having to enter this information every time.

If your computer is located in an area that is easily accessible to others, you may want to keep this block unchecked so as not to compromise your password. Use good judgement when determining whether or not to use this option.

***Mouse click on <CONNECT>.***

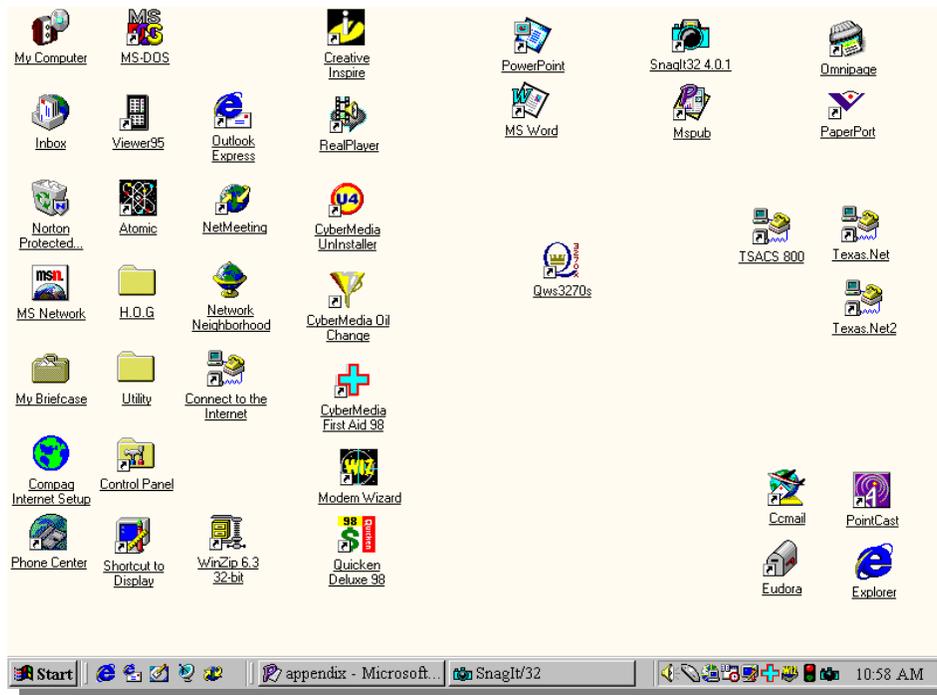
## Configure the Windows Dialer



Windows "Connecting to" Screen

This dialogue box will appear indicating that Windows dialer is dialing the phone number you entered. You will probably hear the dial tone and carrier signals of the modems during the dial-up and connect process.

Once connected, this dialogue box will more than likely minimize itself and relocate to the status bar at the bottom of your screen. You will be returned to your Windows 95 desktop screen.



Windows Desktop Screen

Since your modem connection has been established, you can now mouse click on the QWS3270 icon.

***Click on QWS3270 and continue your logon process into MODS.***