4.1 COMMON FUNCTIONS

This section identifies all of the common functions and messages that are applicable throughout NPDMS.

4.1.1 Screen Functions

The following may only be done using a menu screen:

- Enter Selection – To activate selection enter selection number, pertinent data, and press **<Enter>**.

- HELP – Place a question mark (**?**) in the first position of the field and press **<Enter>** for field specific help, or press **PF13** for general screen help. If the selected field is validated by an NPDMS table, the system displays the field definition and prompts the user to enter a **Y** to view and select the table values. The user may select a value by typing an **X** in front of a value. The system then fills the field with the user-selected value from the help screen.

- All data fields initialized with asterisks on the menu (*****) are mandatory and are edited in accordance with the NPDMS Data Dictionary AIM-NPDMS-DD-04.5.

- Specific input data values are shown on the menu in **bold**-face. For details of specific field format and length, refer to the NPDMS Data Dictionary AIM-NPDMS-DD-04.5

- All date field formats are entered as (MMDDYYYY).

General Navigation – There are several ways to navigate through the system, depending on whether or not it's a menu screen or data screen. The order of processing navigational commands is PF-Keys, Direct Command, and Menu Hierarchy (e.g., if the user enters a command on the navigation line, and then presses a PF-Key, the PF-Key takes precedence over the command entered on the navigation line). The following functions may be done on a menu or data screen:

- There are three ways to navigate using the PF-Key functions. The user may press a PF-Key or move the cursor over the PF-Key shown on the screen and press **<Enter>**, or type F15 for PF15 on the navigation line and press **<Enter>**. PF-Keys may differ from workstation to workstation at various Receiving Sites, so check with your local ADP Support Group to determine which of the above-suggested PF-Key methods are correct for your site.

- There is a Navigation line at the bottom of each screen. Here the user is able to enter various commands to navigate throughout the system.

4.1.1.1 PF-Key/Mnemonic Functions

See Appendix D for a complete list of PF-Key functions.

4.1.1.2 Direct Command Navigation

The NATURAL 2.2 Command Processor defines and controls navigation within NPDMS. The Command Processor is set up as a table. The Site Data Base Administrator (DBA), along with the System Administrator, controls and maintains the Command Processor Table. (Refer to Appendix E for command information.) It is used, for example, to define a command 'CHANGE CASE' to provide direct access to the 'Change Case' function. When the user enters this command string on the navigation line of a screen, the NATURAL Command Processor processes the input and executes the action(s) assigned to the command. Some commands require additional data. The 'CHANGE CASE' command requires the Property Case Number (and possibly an Item Identifier in the event the change is for a component system) to fully complete the direct command. If the data is omitted or invalid, the menu that invokes the function is displayed with an appropriate informational message. Here, the transaction menu would display with a message indicating that either the Property Case Number was not entered, or that the case entered was not found.

Once the function is complete, the system takes the user to the menu normally invokes the function. In this example, once the change case function is complete, the transaction menu appears. The user can then use standard menu commands to navigate, or enter another direct command.

NPDMS takes advantage of the following features of the Command Processor:

- Each screen that allows direct commands has a navigation line on it. The user may enter any direct command on that line, and the system can then process that command.

- The Command Processor automatically compares every keyword specified with all other keywords and determines the minimum number of characters in each keyword required to uniquely identify the keyword. This means that when entering commands in NPDMS, users may shorten each keyword to the minimum length required by the Command Processor; so long as it can be distinguished from other keywords. For example, CHANGE could be abbreviated to CHANG, CHAN, CHA, CH, or even C if there were no other commands starting with the letter C.

- NPDMS direct commands use one, two, or three words, followed by optionally one or more data values. The command structure is an action word followed by and object, followed by an additional word. The data follows the command. NOTE: For data values that include the Property Case Number, enter only the last eight characters of the case number. The first six characters are filled by the system with the Installation Federal Activity Address Code of the current system user. The NATURAL Command Processor requires that each part of the command (Action, Object, Additional Word) and data be separated by a blank space. Action words used in the NPDMS Command Processor include ADD, CHANGE, DELETE, DONATE, and TRANSFER. Objects in the NPDMS design include CASE, LOT, and REPORT. An example of a valid direct command to change a component item case is as follows:

  CHANGE CASE 2125C073

  which could be uniquely abbreviated to any of the following:

  CHAN CA 2125C073,

CH CAS 2125C073,

CHA CASE 2125C073,

CH CA 2125C073,

or any other valid, unique string of characters.

- NPDMS Direct Commands are shown in Appendix E, which shows valid commands, identifies the data that is needed, and describes the processing action.

4.1.1.3 Menu Hierarchy

Access to NPDMS may be done in a hierarchical fashion. The hierarchy consists of various levels of menus. The level that a user may have to go to is function dependent. The following figure shows the hierarchical level of NPDMS menus.

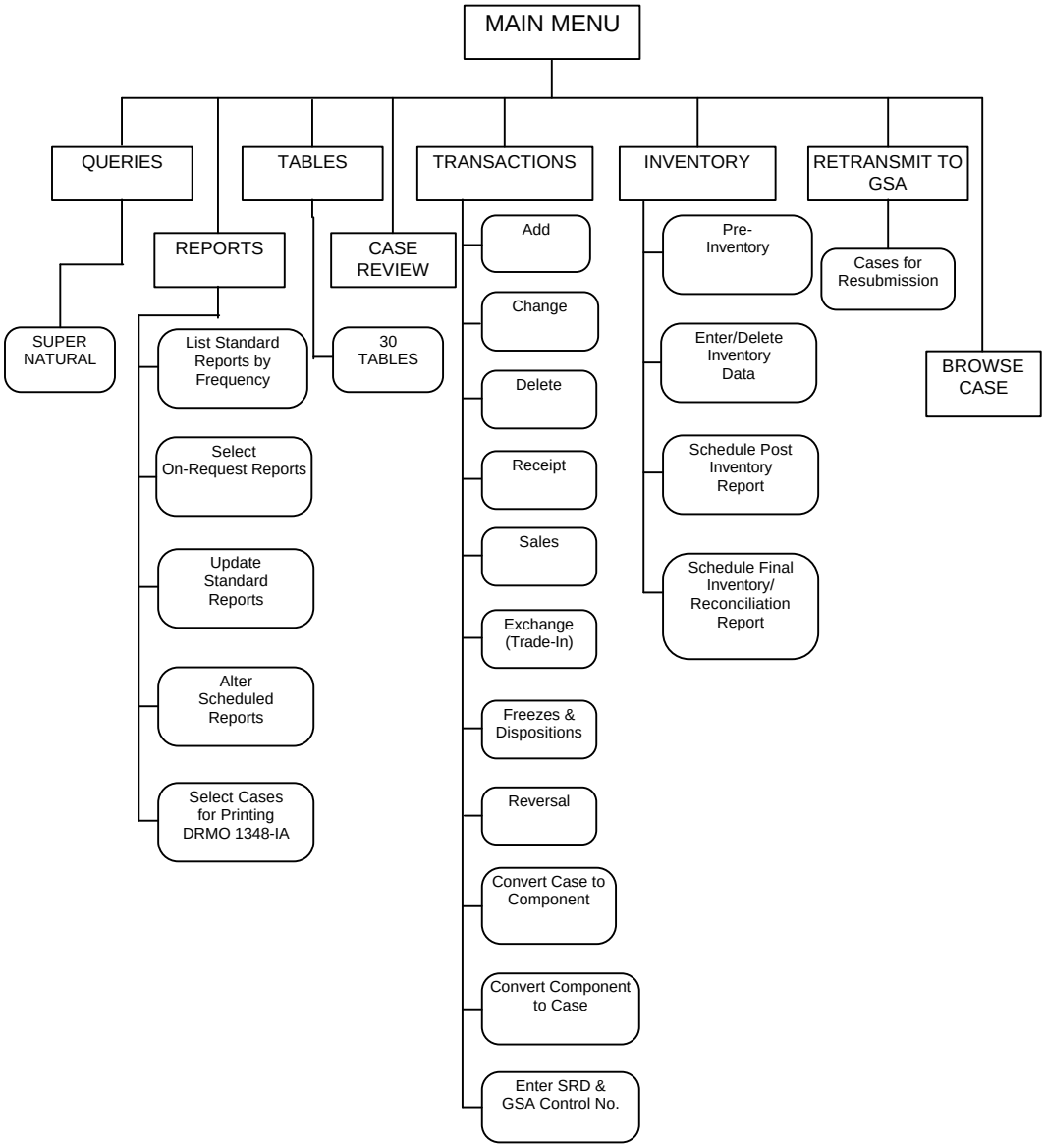

Figure 4.1.1.3-1 Menu Options

4.1.2 Messages

See Appendix C for a complete list of NPDMS error, warning, and information messages. Messages are displayed at the top of a screen or, if they are lengthy, in a pop-up window.