♻EPA Information Systems Inventory (ISI)

PC Users Guide
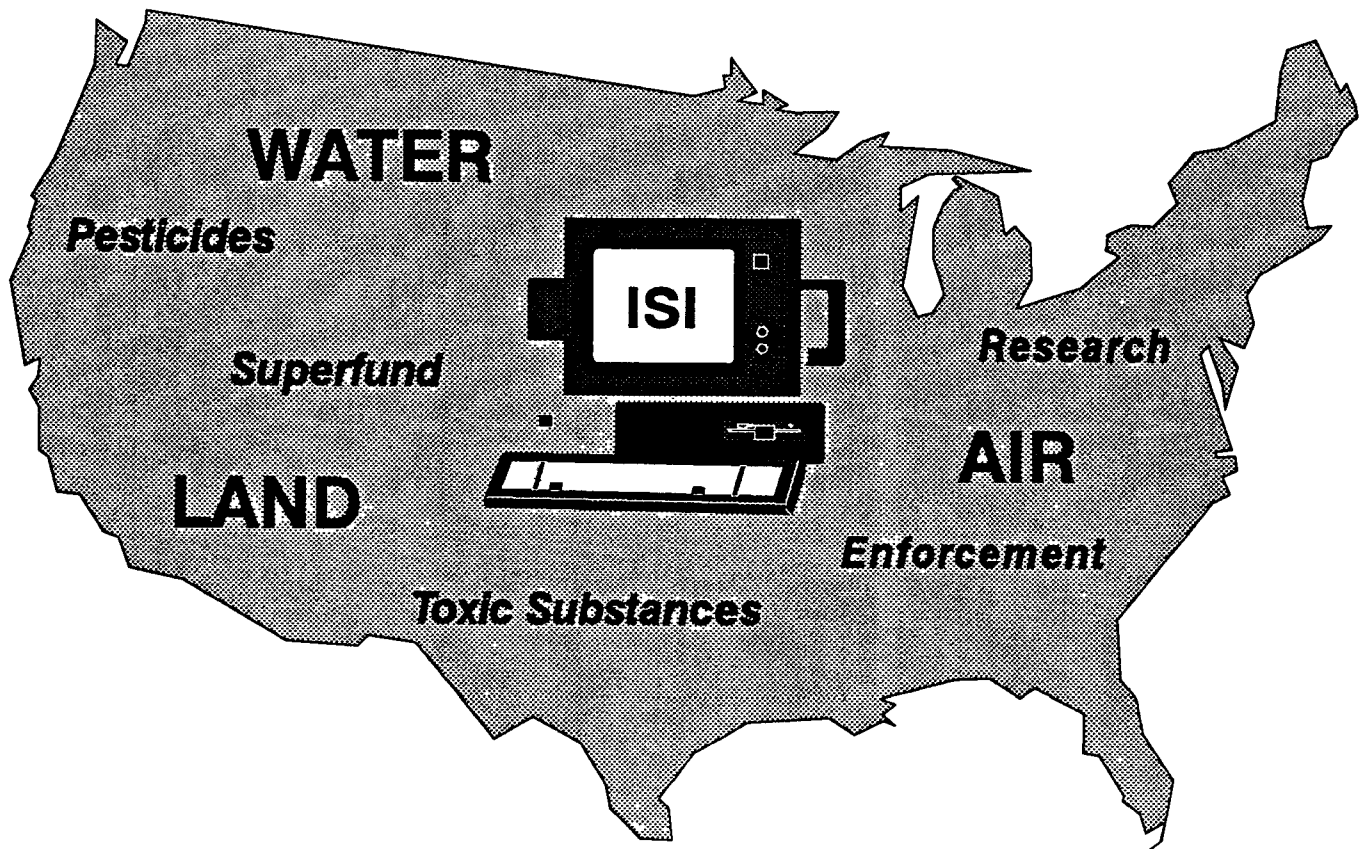
WATER

Pesticides

ISI

Superfund

Research

LAND

AIR

Enforcement

Toxic Substances

INFORMATION SYSTEMS INVENTORY

(ISI)

USER'S GUIDE

PC VERSION

Information Management and Services Division

Office of Information Resources Management

U.S. Environmental Protection Agency

401 M Street, SW

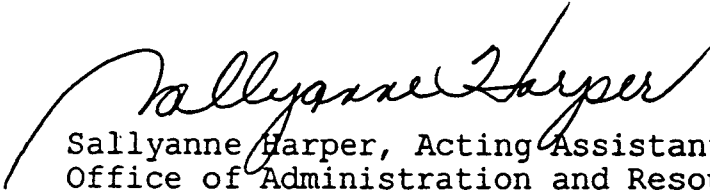Washington, DC 20460

February, 1993

SEP 1 0 1993

Dedication

The U.S. Environmental Protection Agency (EPA) developed the Information Systems Inventory (ISI) for use by its personnel, its governmental partners and clients, and the public. The purpose of the ISI is to provide an index and pathfinder to EPA's computer-based information systems and applications. The ISI describes approximately 500 EPA systems, databases, models, modules, and other computer applications, and gives the name and phone number of someone to contact for further information about each entry.

A greater awareness of the variety and content of EPA's information systems can encourage improved, more cost-effective data gathering, integration, and sharing among Agency program managers. This is important because we must use our limited resources more efficiently. In addition, public access to information strengthens EPA's ability to fulfill its mission. Informed citizens can more fully participate in critical environmental decisionmaking and provide the Agency with the feedback necessary to better manage our programs.

To ensure that individuals and communities can more effectively locate information about EPA computer systems, we have made the Information Systems Inventory available through the National Technical Information Service and Federal Depository Libraries. We have also made key parts of the Inventory available on-line via the Internet.

The ISI is the definitive source of summary information about EPA systems. I am pleased to announce this new, updated 1993 edition. We welcome your comments on its utility and value, and invite suggestions for its improvement.

Sallyanne Harper, Acting Assistant Administrator
Office of Administration and Resources Management
U.S. Environmental Protection Agency

Preface

We welcome your comments on this User's Guide and on the ISI in general. Please send any comments to:

ISI Manager
Information Management Branch (PM-211D)
Office of Information Resources Management
U.S. Environmental Protection Agency
401 M Street, S.W.
Washington, D.C. 20460

If you know of an EPA-owned or EPA-developed system that should be listed in the inventory, but is not, please fill out the form in Appendix E to the best of your ability and send it to the address listed above. Thank you!

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1. INTRODUCTION

The Agency's Information Systems Inventory (ISI) contains information on roughly 650 of EPA's current information systems as well as some models and data bases, and is the definitive source of summary information about EPA systems. The ISI, developed in 1984, enhances the Agency's ability to track major information systems and share information across media and program boundaries. The ISI is a menu-driven, microcomputer-based application, written in Clipper 5.0, that is updated and maintained by the Information Management and Services Division of the Office of Information Resources Management (OIRM).

2. PURPOSE OF THE ISI

Maintaining an inventory of Agency systems is required by Federal regulations and oversight agencies. In addition to meeting this requirement, the purpose of the ISI is to:

- Increase users' awareness of existing information systems,

- Reduce duplicative information system development and data collection efforts,

- Improve EPA's oversight of information system development, and

- Provide EPA with the ability to effectively respond to information requests about Agency information systems.

The ISI data base is updated periodically. OIRM coordinates the update process with EPA headquarters and regional staff. OIRM maintains the master data base, programs, and documentation. EPA staff may receive copies of the data base and software by submitting a written request to:

ISI Manager
Information Management Branch (PM-211D)
Office of Information Resources Management
U.S. Environmental Protection Agency
401 M Street, S.W.
Washington, D.C. 20460

Contractors and other parties interested in purchasing a copy of the hardcopy, or automated PC version of the ISI data base may contact the National Technical Information Service (NTIS). To obtain these items, contact NTIS, 5285 Port Royal Road, Springfield, VA 22161, or call (800) 336-4700 or (703) 487-4650. The publication numbers and prices for these items are as follows:

- Hardcopy of ISI (PB 91-172940) -- $[ ]
- Automated Personal Computer Version including User's Guide (PB 91-507558) -- $[ ]

3. INSTALLING THE ISI

The ISI requires approximately 2.3 megabytes of disk space on an IBM compatible PC. To install the ISI, turn on the PC. You should be in the root directory.

- Create the ISI directory. Type:

    MD C:\ISI

- Log onto the directory that you have just created. Type:

    CD C:\ISI

- Copy the ISI diskette(s) from your floppy drive into this directory. Insert the ISI diskette into your floppy drive. If your floppy drive is A:, type:

    COPY A:*.*

    If your floppy drive is B:, type:

    COPY B:*.*

- Install the ISI software. Type:

    INSTALL

Wait a few minutes while the installation routine completes. When finished, the screen should read:

```
ISI is installed ! ! !
```

The ISI is now installed and ready to run.

To install ISI on a local area network (LAN), see Appendix G.

4.   ENTERING THE ISI

To run the ISI program, you must be logged onto the ISI directory. At the C:\ISI prompt, type:

ISI

This command will start the ISI program. The ISI Welcome Screen will appear. Press any key to continue.

4.1   User Registration

When you exit the Welcome Screen, the ISI will display a sign-in box (Figure 1), prompting you to sign into the system.
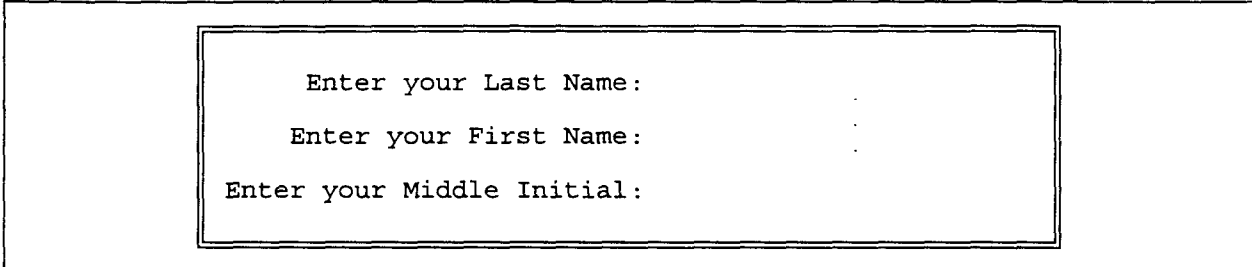
```
            Enter your Last Name:

          Enter your First Name:

     Enter your Middle Initial:
```

Figure 1 - ISI User Sign-In Box

Enter your last name, first name, and middle initial in the spaces provided. You may use the arrow keys or press <ENTER> to move to the next field. ISI will then ask you if the information entered is correct. At this time, check the sign-in information you have provided. If it contains errors, press <ENTER> to select the default setting of "NO"; you also may press <N> to indicate that the information is not correct. ISI will return you to the "LAST NAME" line. You may scroll through and correct the entered information When the information is correct, use the arrow keys to move the cursor to the "YES" response, and press <ENTER>, or press <Y>.

At this time, ISI will compare your name to its data base of registered users. If you have registered previously you will be presented with the ISI Main Menu. If your name, as entered, is not found in the data base of registered uses, the ISI will present you with a User Registration Screen (Figure 2).

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```
┌──────────────────────────────────────────────────────────────────────┐
│  ╔══════════════════════════════════════════════════════════════╗     │
│  ║  Last Name:   PUBLIC                                          ║     │
│  ║  First Name:  JOHN                       Middle Initial:  Q   ║     │
│  ║                                                              ║     │
│  ║     Office:                                                  ║     │
│  ║   Division:                                                  ║     │
│  ║     Branch:                                                  ║     │
│  ║                                                              ║     │
│  ║   Address:                                                   ║     │
│  ║                                                              ║     │
│  ║       City:              State:     Zip Code:                ║     │
│  ║  Mail Stop:                                                  ║     │
│  ║                                                              ║     │
│  ║              How did you hear about ISI?                     ║     │
│  ║                                                              ║     │
│  ╚══════════════════════<ESC> to Abort═════════════════════════╝     │
└──────────────────────────────────────────────────────────────────────┘
```

Figure 2 - New User Registration

Your name, as entered when you completed the sign-in fields, will appear on the first two lines of the registration screen. The ISI will provide spaces for you to enter your Office, Division, Branch, address, city, state, ZIP code, and mail stop.

In the "State" field, enter the standard two-letter postal abbreviation. If you are unsure of your abbreviation, press <F3> to call up a "pick box." The full names of U.S. States are shown in this pick box. Move the cursor to the desired name and press <ENTER>. ISI will automatically insert the official two-letter abbreviation in the appropriate space.

At the bottom of the registration box, you will be presented with the question "How did you hear about ISI?" Though this is not a mandatory field, responses are used to track outreach efforts, and are encouraged. Enter, for example, the name of the publication in which you read about ISI, or the title and office of the colleague who called your attention to the system.

After you have finished entering the registration, ISI will ask you if you want to generate the ISI Registration Form to be returned to IMSD. The default answer it "YES". If you answer "YES",a printed copy of your registration information will be generated. Simply fold is so that the IMSD mailing address is on the outside, staple it, and mail the form. To answer "YES",press <ENTER>, or press <Y>. To answer "NO",use the arrow keys to move the cursor to the "NO" response, and press <ENTER>, or press <N>.

You can revise the user registration information and reprint the Registration Form by choosing the "Revise User Information" option on the System Documentation menu (discussed later in this manual.)

5. STRUCTURE OF THE DATA

5.1 System Record Format

Each information system in the ISI data base is described or characterized by a standard record format. Each data field in this record is listed below. A more detailed description of each data field is provided in Appendix A.

EPA INFORMATION SYSTEMS INVENTORY RECORD
DATA FIELDS

System Acronym	RPIO Code	Application Type
System Level	Allowance Holder Code	Software/Platform/
System Name	Purpose of Data Collection	Package/Language
System Status	Source of Data .	Computer Type
Manual/Automated	Data Update Cycle	Related Systems
Contact Person	Records Disposition	Keywords
Contact's Organization	Information Sensitivity	Abstract
Contact Information	Access/Availability	
Law Number & Law Title	Access for Output	
National Program Manager Code	Access for Input	

There are restrictions for the type and amount of data that may be entered into each field. Appendix D lists the restrictions for all data fields.

5.2 ISI Menu System

ISI uses a "light-bar" menu system. The term "light-bar" refers to a highlight bar that the user can move by pressing the arrow keys. There are two methods for making selections in the ISI menu system. The first method is to move the highlight bar to the appropriate menu option and press <ENTER>. The second method of making menu selections is to press the key corresponding to the appropriate bolded letter in that menu option. (One letter in each menu option appears in bold type.)

These methods of making selections also are used throughout the ISI in question boxes. When a question box is presented, highlight the appropriate response and press <ENTER>, or press the appropriate starting letter in the desired response.

To return to the previous menu level, you can highlight the "Return" option (always the last option on the menu) and press <ENTER>, press <R>, or press <ESC>. The <ESC> key can be used to return to previous menus at any level of the system.

5.3 Pick Boxes

Throughout the ISI you will be working with "pick boxes." A "pick box" is a list of valid responses or available choices. Pick boxes are used extensively in the user-defined search and update sections of the ISI. Two examples of pick boxes are shown in Figure 3.

```
┌Computer Type════════════════════╗   ┌Keywords═══════════════════more╗
║ 0-Not Applicable            ▐    ║   ║ ACCOUNTING               ▐     ║
║ 1-IBM ES/9000               ▒    ║   ║ ADP MANAGEMENT           ▒     ║
║ 2-IBM PC Stand Alone        ▒    ║   ║ AQUATIC BIOLOGY          ▒     ║
║ 3-IBM PC LAN Compatible     ▒    ║   ║ BIOLOGICAL               ▒     ║
║ 4-PRIME                     ▒    ║   ║ BODY BURDEN              ▒     ║
║ 5-VAX                       ▒    ║   ║ BUDGET                   ▒     ║
║ 6-SPERRY 1100/82            ▒    ║   ║ CHEMICAL                 ▒     ║
║ 7-Apple Macintosh           ▒    ║   ║ CHEMICAL USE             ▒     ║
║ 8-DG AViiON                 ▒    ║   ║ CLIMATE                  ▒     ║
╚═══════════════════════more╝          ║ COMPLIANCE               ▒     ║
                                       ╚══════════════════════more╝
```

Figure 3 - Pick Boxes

To make a selection in a pick box, move the highlight bar to the appropriate response and press <ENTER>. The arrow keys and PgUp/PgDn can be used to move around in a pick box. If you are positioned at the bottom of the list, pressing <PgDn> will move you to the top of the list. Pressing <PgUp> at the top of the list will move you to the bottom of the list.

Pick boxes are searchable. If you know the beginning of the response you want to select, you can type the first character and the highlight bar will move to the first response that begins with that character. If the pick box responses begin with numbers, as in the computer type pick box (see Figure 3), you must type numbers. Searching a pick box can be very useful in choosing keywords. For example, suppose you are looking for the keyword "SLUDGE." Typing the letter <S> while you are in the keywords pick box will move the highlight bar to the first keyword that begins with "S"(see pick box A in Figure 4). Typing the letter <L> will then move the highlight bar to "SLUDGE" (see pick box B in Figure 4).

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```
┌─Keywords═══════════════more┐  ┌─Keywords═══════════════more┐
│ SEDIMENT         · ·  ·  · ::│  │ SLUDGE       :         · · ::│
│ SITE             · · · ·  ::│  │ SOIL              ·        ::│
│ SITE CHARACTERISTICS      ::│  │ SPILLS                     ::│
│ SLUDGE                    ::│  │ STORAGE                    ::│
│ SOIL                      ::│  │ SURFACE WATER              ::│
│ SPILLS                    ::│  │ TEST/ANALYSIS METHOD       ::│
│ STORAGE                   ::│  │ TESTING DATA               ::│
│ SURFACE WATER            █ │  │ TOXIC SPECIFIC            █ │
│ TEST/ANALYSIS METHOD      ::│  │ TRANSFORMATION RATES       ::│
│ TESTING DATA              ::│  │ TRANSPORTATION             ::│
└═══════[s      ]═════more┘  └══════[sl     ]═════more┘
            Pick Box A                      Pick Box B
```
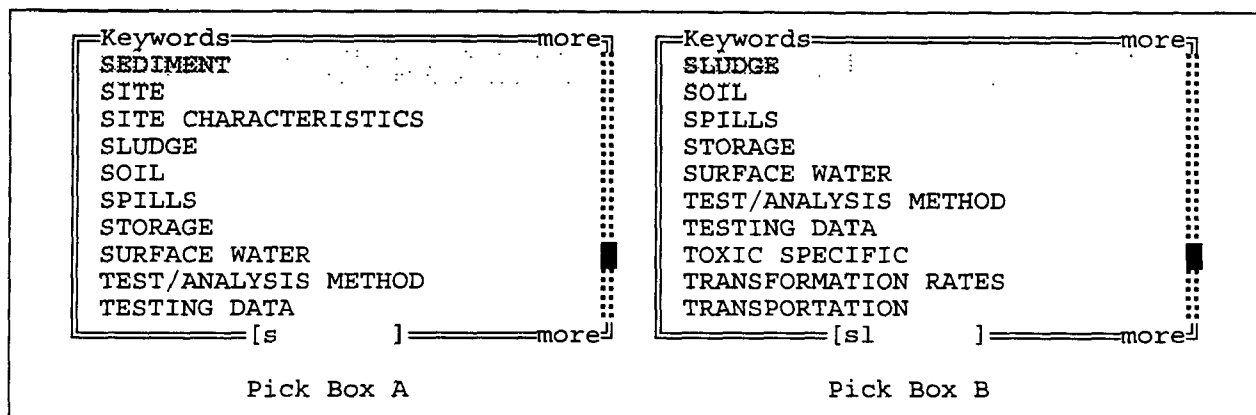
Figure 4 - Pick Box Example: Searching for the keyword "SLUDGE"

To leave a pick box without making a selection, press <ESC>.

5.4   ISI HELP System

ISI provides a "context-sensitive" HELP system. "Context-sensitive" means that when you press <F1> to initiate HELP, the HELP screen that is displayed will address the item currently highlighted. If you need help with a particular menu option, press <F1> to display a HELP screen explaining that particular menu option. If you are in a pick box, pressing <F1> will display a HELP screen that explains the choices available and how pick boxes work. If you are in a data field, pressing <F1> will display a HELP screen with information about that particular data field.

Press <F1> to enter the HELP system. You can use the arrow keys to move up and down through the HELP screen text. When you have finished reading the HELP screen, press <F10> to return to the ISI.

6. THE ISI MAIN MENU

The Main Menu of the ISI appears as in Figure 5.

```
┌────────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────────┐ │
│ │ F1 = HELP                                        February 9, 1993 │ │
│ │                 Environmental Protection Agency                   │ │
│ │                                                                    │ │
│ │                 INFORMATION SYSTEMS INVENTORY                      │ │
│ └──────────────────────────────────────────────────────────────────┘ │
│                                                                        │
│                     ┌═══════════MAIN MENU═══════════┐                  │
│                     │ Query ISI Data Base           │                  │
│                     │ News Alerts                   │                  │
│                     │ System Documentation          │                  │
│                     │ Update ISI Data Base          │                  │
│                     │ Exit                          │                  │
│                     └═══════════════════════════════┘                  │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                          Query the ISI data base                       │
└────────────────────────────────────────────────────────────────────┘
```
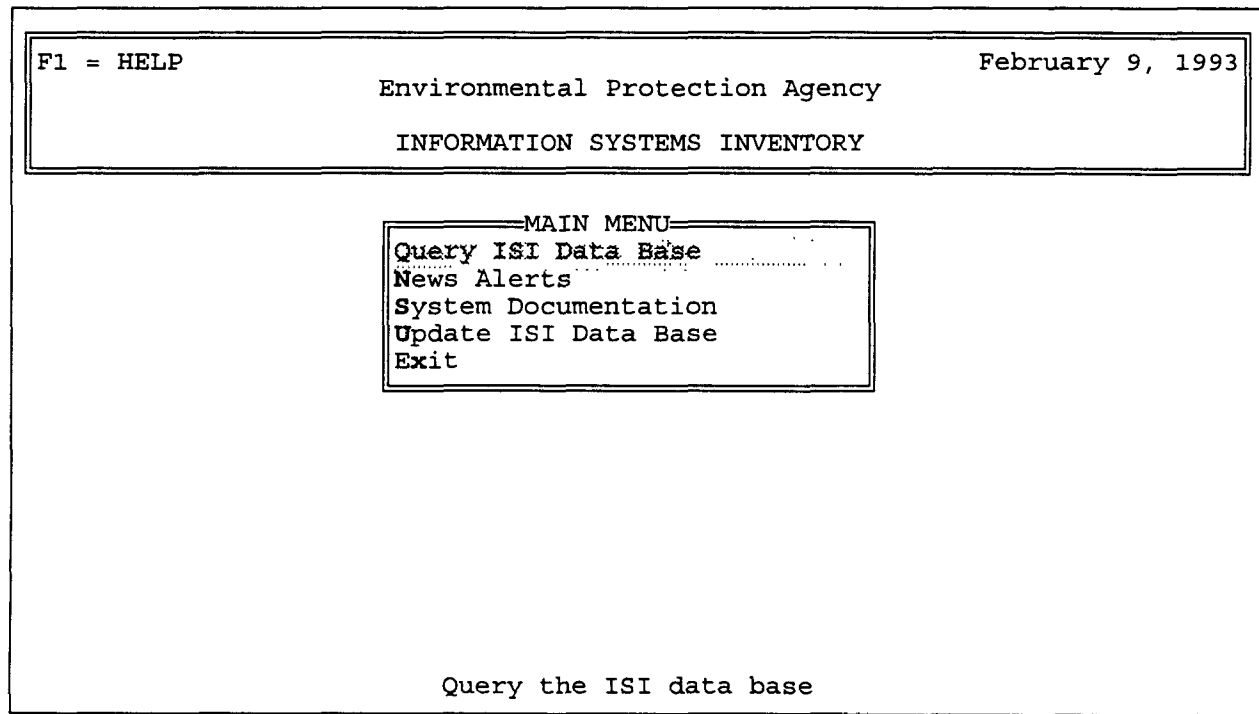
Figure 5 - ISI Main Menu

At the bottom of your screen, ISI identifies the option in which your cursor is placed. A brief overview of each option available from the Main Menu is provided below. In this User's Guide, more detailed sections are provided for each option.

- **Query** - The Query option allows you to search the ISI using specified criteria. You may search using predefined search criteria or by creating your own search criteria. Reports accessed through the Query option may be viewed on-screen and/or routed to a printer or ASCII text file. This option is the default selection on the Main Menu because most users will want to query the data base.

- **News Alerts** - The News Alerts option allows you to view items of interest to ISI users ("News Alerts") placed in the system by the ISI System Administrator.

- **System Documentation** - The System Documentation option allows you to view sections of the User's Manual. You may download the complete User's

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Manual and ISI report form. You may also revise your user registration information.

- **Update the ISI Data Base** - The Update option allows you to add new systems or edit systems currently listed in the ISI. All additions and changes made through the Update option will be placed in a transient data area for review, approval, and uploading to the main data base by the System Administrator.

Pressing <ESC> at any point in the system will allow you to abandon an operation.

To exit from the ISI, highlight the "Exit" option or press <X>.

7. THE ISI QUERY MENU

The Query Menu looks like Figure 6:

```
F1 = HELP                                                    February 9, 1993
                        Environmental Protection Agency

                        INFORMATION SYSTEMS INVENTORY


        ================Query ISI Data Base================    Number of records
        Search for a specific SYSTEM NAME                      in holding file:
        Search for a specific SYSTEM ACRONYM                           0
        Search for a specific CONTACT PERSON
        Search for a specific PURPOSE OF DATA COLLECTION
        Search for a specific KEYWORD
        Search for specific word or phrase in the ABSTRACT
        User-Defined Search
        View Holding File and/or Generate Reports
        Recall previous Holding File
        Empty the Holding File
        Return to the Main Menu



                    Search for systems with a specific Name
```

Figure 6 - ISI Query Sub-menu

The first seven options - the search options - initiate a search by selected criteria and place records with the selected criteria in the holding file. You may search the main data base or conduct a search among the records in the holding file. The "User Defined Search" allows you to construct, with assistance from the ISI, a search criteria for scanning the main data base or holding file. "Generate Reports" allows you to generate and view reports on

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the contents of the holding file, or view/print a specific record that you identify by system ID, name, or acronym. It is more expeditious to use the view/print option to access a single, desired system record than to conduct a more general search, provided you know the acronym,name, or system ID.

Conducting repeated searches on the main data base adds to the holding file, whereas conducting searches on the holding file creates subsets. If you have created a subset by searching records in the holding file, the "Recall Previous Holding File" option returns you to the previous holding file. "Empty the Holding File" will erase all searches completed so far. "Return to the Main Menu" returns you to the ISI Main Menu.

NOTE: If you intend to print any of the reports you view in the Query option, please make sure your printer is properly connected and turn it on before proceeding to conduct your query. To do this, exit ISI, and re-enter when the printer is ready. You will not be able to direct output to the printer while in the Query option unless your printer is ready.

7.1 Search for a Specific SYSTEM NAME

This option allows you to search for a system in the ISI by system name. You may also enter part of the system name. For example, if you type "PERMIT" ISI will search for records on any listed system with a name containing "PERMIT."

To search by system name, highlight the "Search for a specific SYSTEM NAME" selection on the Query Menu and press <ENTER>, or press <N>. A box will appear with the following prompt: "Which file should be searched:". You are given the option of searching all records in the main data base or searching from among those records in the current holding file. The default selection is to search the main data base. If you wish to search the main data base, press <ENTER>, or <M>to initiate the search. If you wish to search from among records in the existing holding file, use your arrow keys to move the cursor to the "Holding file" selection and press <ENTER> or press <H>.

ISI will prompt you to enter the name, or part of the name, for which you want to search The field limit is 25 characters. The ISI will notify you with a flashing box that the search is in progress. If you have chosen to search the entire data base, any records matching your search criteria will be added to the existing holding file and you will be returned to the Query Menu. If you have chosen to search the existing holding file, it will be replaced with a subset holding file consisting of the records that meet your criteria. When the search is complete, you will be returned to the Query Menu. **(NOTE: You can undo the last subset by selecting the "Recall Previous Holding File" option of the Query Menu.)**

To view records selected in the search, see "View/Print Holding File."

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7.2 Search for a Specific SYSTEM ACRONYM

This option allows you to search for a system in the ISI by system acronym or part of the system acronym. For example, if you type "PC" ISI will search for records on any listed system with an acronym containing "PC."

To search by system acronym, highlight the "Search for a specific SYSTEM ACRONYM" selection on the Query Menu and press <ENTER>, or press <S>. A box will appear with the following prompt: "Which file should be searched:". You are given the option of searching all records in the main data base or searching from among those records in the current holding file. The default selection is to search the main data base. If you wish to search the main data base, press <ENTER>, or <M> to initiate the search. If you wish to search from among records in the existing holding file, use your arrow keys to move the cursor to the "Holding file" selection and press <ENTER> or press <H>.

ISI will prompt you to enter the acronym, or part of the acronym, for which you want to search. The field limit is 10 characters. The ISI will notify you with a flashing box that the search is in progress. If you have chosen to search the entire data base, any records matching your search criteria will be added to the existing holding file and you will be returned to the Query Menu. If you have chosen to search the existing holding file, it will be replaced with a subset holding file consisting of the records that meet your criteria. When the search is complete, you will be returned to the Query Menu. (**NOTE: You can undo the last subset by selecting the "Recall Previous Holding File" option of the Query Menu.**)

To view records selected in the search, see "View/Print Holding File."

7.3 Search for a Specific CONTACT PERSON

This option allows you to conduct a search for a system contact person's full name, last name, first name, or part of the first or last name. For example, if you type "SMITH" in the last name field and "JOHN" in the first name field, ISI will conduct a search for system records with the contact person name John Smith. To find any system record for which the listed contact person's last name is Jones, type "JONES" in the last name field and leave the first name field blank.

To search for a specific contact person, use the arrow keys to highlight the selection "Search for specific CONTACT PERSON" and press <ENTER> to select, or press <C>. A box will appear with the following prompt: "Which file should be searched:". You are given the option of searching all records in the main data base or searching from among those records in the current holding file. The default selection is to search the main data base. If you wish to search the main data base, press <ENTER>, or <M> to initiate the search. I you

wish to search from among records in the existing holding file, use your arrow keys to move the cursor to the "Holding file" selection and press <ENTER> or press <H>.

ISI will prompt you to enter the last name and first name of the system contact for whom you wish to search. The cursor will appear in the field for last name. Type in the last name of the contact person for whose records you wish to search, and press <ENTER>. Your cursor will be moved to the field for first name. If you choose to search both by last name and first name of the contact person, type in the first name at this time and press <ENTER>. If you choose to search by last name only, leave the first name field blank and press <ENTER>. The ISI will notify you with a flashing box that the search is in progress. If you have chosen to search the entire data base, any records matching your search criteria will be added to the existing holding file and you will be returned to the Query Menu. If you have chosen to search the existing holding file, it will be replaced with a subset holding file consisting of the records that meet your criteria. When the search is complete, you will be returned to the Query Menu. (NOTE: **You can undo the last subset by selecting the "Recall Previous Holding File" option of the Query Menu.**)

To view records selected in the search, see "View/Print Holding File."

7.4   Search for a Specific PURPOSE OF DATA COLLECTION

This option allows you to search for all systems with the same "PURPOSE OF DATA COLLECTION." The Systems Administrator has compiled a list of valid purposes of data collection. This list is provided to all those submitting records for inclusion in the ISI. Submitters have chosen up to three valid purposes of data collection from this list for each system.

To search for system records with a specific purpose of data collection, use the arrow keys to highlight "Search for a specific PURPOSE OF DATA COLLECTION" on the Query Menu and press <ENTER>, or press <P>. A box will appear with the following prompt: "Which file should be searched:". You are given the option of searching all records in the main data base or searching from among those records in the current holding file. The default selection is to search the main data base. If you wish to search the main data base, press <ENTER>, or <M> to initiate the search. If you wish to search from among records in the existing holding file, use your arrow keys to move the cursor to the "Holding file" selection and press <ENTER> or press <H>.

ISI will present you with a pick box listing valid purposes of data collection and their corresponding codes. Using the arrow keys, highlight the purpose for which you would like to search, and press <ENTER>. If you have chosen to search the entire data base, any records matching your search criteria will be added to the existing holding file and you will be returned to the Query Menu. If you have chosen to search the existing holding file, it will be replaced with a subset holding file consisting of the records that meet your search

criteria. When the search is complete, you will be returned to the Query Menu. (NOTE: You can undo the last subset by selecting the "Recall Previous Holding File" option of the Query Menu.)

To view records selected in this search, see "View/Print Holding File."

7.5 Search for a Specific KEYWORD

This option allows you to search for all systems with a specific keyword. A list of 78 suggested keywords is provided to all those who submit records to the ISI. Submitters may choose from this list and/or provide their own keywords. Up to 18 keywords may be provided for each system.

To search for a specific keyword, use the arrow keys to highlight the "Search for a specific KEYWORD" selection on the Query Menu, and press <ENTER>, or press <K>. A box will appear with the following prompt: "Which file should be searched:". You are given the option of searching all records in the main data base or searching from among those records in the current holding file. The default selection is to search the main data base. If you wish to search the main data base, press <ENTER>, or <M>to initiate the search. If you wish to search from among records in the existing holding file, use your arrow keys to move the cursor to the "Holding file" selection and press <ENTER> or press <H>.

ISI will prompt you to enter the keyword for which you wish to search. **Only one keyword may be searched at a time.** At this time, you may 1) enter your own keyword; or 2) press <F3>. If you press <F3>,the list of 78 suggested keywords will appear in a pick box on your screen. Use the arrow keys to highlight the keyword for which you would like to search and press <ENTER>. Your selected keyword will appear in the field. If you would like to change your keyword selection at this time, you have two options. The first option is to press <F3>to return to the list of suggested keywords, and make a new selection. Your old selection will be replaced with your new selection. The second option is to replace your keyword selection by typing in a new keyword.

When the keyword for which you would like to search appears in the field, press <ENTER>. The ISI will notify you with a flashing box that the search is in progress. If you have chosen to search the entire data base, any records matching your search criteria will be added to the existing holding file and you will be returned to the Query Menu. If you have chosen to search the existing holding file, it will be replaced with a subset holding file consisting of the records that meet your criteria. When the search is complete, you will be returned to the Query Menu. (NOTE: **You can undo the last subset by selecting the "Recall Previous Holding File" option of the Query Menu.)**

To view records selected in this search, see "View/Print Holding File."

7.6   Search for Specific Word(s) in the ABSTRACT

This option allows you to search for a word, part of a word, or a phrase within the abstract provided by the submitter of system information. An abstract is a brief paragraph of text that describes the system. If you enter "CONTRACTING" the holding file will contain all records that have the word "CONTRACTING" in the system abstract.

To search for records containing a specific word or phrase in the abstract, use the arrow keys to highlight the selection "Search for specific word(s) in the ABSTRACT" and press <ENTER>, or press <A>. A box will appear with the following prompt: "Which file should be searched:". You are given the option of searching all records in the main data base or searching from among those records in the current holding file. The default selection is to search the main data base. If you wish to search the main data base, press <ENTER>, or <M> to initiate the search. If you wish to search from among records in the existing holding file, use your arrow keys to move the cursor to the "Holding file" selection and press <ENTER> or press <H>.

ISI will prompt you for a word or phrase to search in the system abstract. You may enter up to 60 characters in the field provided. **Only one word or phrase may be searched at a time.** When you have entered the word or phrase for which you wish to search, press <ENTER>. The ISI will notify you with a flashing box that the search is in progress. If you have chosen to search the entire data base, any records matching your search criteria will be added to the existing holding file and you will be returned to the Query Menu. If you have chosen to search the existing holding file, it will be replaced with a subset holding file consisting of the records that meet your criteria. When the search is complete, you will be returned to the Query Menu. **(NOTE: You can undo the last subset by selecting the "Recall Previous Holding File" option of the Query Menu.)**

To view records selected in this search, see "View/Print Holding File."

7.7   User-Defined Search

This option allows you to create your own search criteria.

To construct a user-defined search, use your arrow keys to highlight "User-Defined Search" and press <ENTER>, or press <U>. The User-Defined Search screen will be displayed (Figure 7) and a pick box will appear with the following prompt: "Choose a Field to Search ..."

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```
┌─────────────────────────────────────────────────────────────────────┐
│                        User-Defined Search                          │
├─────────────────────────────────────────────────────────────────────┤
│ Criterion Being Chosen -        Field Name:              Operator:  │
├─────────────────────────────────────────────────────────────────────┤
│        ┌─Choose a Field to Search...══════════════════┐             │
│        │ Abstract                                    ▓│             │
│        │ Allowance Holder Code                       ░│             │
│        │ Application Type                            ░│             │
│        │ Archive Format                             ░│             │
│        │ City                                       ░│             │
│        │ Computer Type                              ░│             │
│        │ Contact's Address                          ░│             │
│        │ Contact's Branch                           ░│             │
│        │ Contact's Division                         ░│             │
│        └════════════════════════════════════════more┘             │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

Figure 7 - User-Defined Search Screen

You will be presented with a pick box of searchable fields that includes all elements of the ISI system record. Alphabetically, these fields are:

Abstract	Contact's Phone	Overall System Access
Access -	Data Update Cycle	Purpose of Data Collection
Public Access (How)	Enabling Legislation Code	Related Systems
Public Access (Who)	How Long Archived	RPIO Code
Allowance Holder Code	How Long Retained Online	Software
Application Type	Information Necessary for	Source of Data
Archive Format	Documentation	State
City	Information Sensitivity	System Acronym
Computer Type	Input Access	System ID
Contact's Address	Keywords	System Level
Contact's Branch	Mail Code	System Name
Contact's Division	Manager Code	System Status
Contact's First Name	Manual/Automated	ZIP Code
Contact's Last Name	Multiplatform	
Contact's Office	Output	

Scroll through this list of field names until you have identified a characteristic by which you would like to search. Using your arrow keys to scroll through the list, highlight your

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selection and press <ENTER>. You will note that your selection now appears at the top, center of your screen in the space for "Field Name:". Alternatively, you could begin to type in the name of the field and ISI would move the highlight bar to the first selection matching your entry. When the correct entry is highlighted, press <ENTER>. (Note: for more information on using pick boxes, see discussion on page 6.)

ISI will present you with a pick box of "operators." This list of operators allows you to select the mathematical relationship between the field you have chosen and the value for which you would like to search. Your options are: = (Equals), $ (Contains); > (Greater Than); < (Less Than); > = (Greater Than or Equal To); < = (Less Than or Equal To); < > (Not Equal To). When used with character data, the > (Greater Than) operator will locate all values **after** the chosen value alphabetically. The < (Less Than) operator locates any value **before** the chosen value alphabetically. For example, if you would like to look at all systems in the ISI whose archive format is paper, you would select "Archive Format" from the list of fields, and then select the = (Equals) operator from the list of operators. Note that the selected operator appears at the top right of the screen in the space for "Operator:".

At this time, if you have chosen to search on a coded field, ISI will present you with pick box containing a list of values for that field. These values are the choices submitters of system information were given for that field. Scroll to your selection and press <ENTER>. If you have chosen to search on a non-coded field, you will be given a box in which to type a value; do so and press <ENTER>. The ISI will print your search string on the left side of the screen, as shown in Figure 8.

```
╔══════════════════════════════════════════════════════════════════════════╗
║                          User-Defined Search                               ║
╠══════════════════════════════════════════════════════════════════════════╣
║ Criterion Being Chosen -       Field Name: COMPUTER        Operator:   =   ║
╠══════════════════════════════════════════════════════════════════════════╣
║                                                                            ║
║                                                                            ║
║                          ┌──────────────────────────────┐                  ║
║                          │  Add Another  Criterion ?     │                 ║
║                          │       YES       NO            │                 ║
║                          └──────────────────────────────┘                  ║
║                                                                            ║
║ Complete Search String:                                                    ║
║    COMPUTER1 = '2'  .OR.  COMPUTER2 = '2'  .OR.  COMPUTER3 = '2'            ║
║                                                                            ║
║                                                                            ║
╚══════════════════════════════════════════════════════════════════════════╝
```

Figure 8 - User-Defined Search String Created

You will be prompted to tell ISI if you wish to "Add Another Criterion?" The default setting is "NO." If you wish to initiate your search based on the criteria you have already entered, press <ENTER> or press <N>. If you wish to add additional search criteria, use your arrow keys to move your cursor to highlight the "YES" selection and press <ENTER>, or press <Y>. ISI will present you with a pick box asking you to "Choose a Connector" to link your first criteria and the one you wish to add. Your choices are "AND" and "OR." When you have selected the connector, press <ENTER>.

If you have selected a connector, ISI will again present you with the list of fields from which to select. Again, you will be asked to select a mathematical operator and value from the list of valid entries. For example, if you wish to search for systems listed in the ISI that have information archived in paper and are categorized at a System Level of 2 for "Widely Accessed Information System" you would add to the initial criteria of "Archive Format = paper" and select "YES" at the "Add Another Criterion?" prompt. You would then select "AND" from the pick box; System Level from the List of Fields; "=" from the next list of operators, and "2-Widely Accessed Information System" from the list of allowable values for that field. Your search string can have a maximum length of 325 characters. You may choose as many criteria as will fit within the maximum search string length.

When you have completed constructing your customized search string, it will appear on the bottom of your screen. You can edit the search string by pressing <F2>. This option allows you to edit your search string manually by adding and/or deleting characters. When you have completed your changes, press <ENTER>. Note that as you edit your search string you do not receive pick box assistance. Make sure you understand the search string structure before you begin editing. To abandon editing, press <ESC>. This action will return the search string to its original structure.

When your search string is complete and you wish to initiate the search, press <F10>. A box will appear with the following prompt: "Which file should be searched:". You are given the option of searching all records in the main data base or searching from among those records in the current holding file. The default selection is to search the main data base. To search the main data base, press <ENTER> or <M> to initiate the search. If you wish to search from among records in the existing holding file, use your arrow keys to move the cursor to the "Holding file" selection and press <ENTER> or press <H>.

The ISI will notify you with a flashing box that the search is in progress. If you have chosen to search the entire data base, any records matching your search criteria will be added to the existing holding file and you will be returned to the Query Menu. If you have chosen to search the existing holding file, it will be replaced with a subset holding file consisting of the records that meet your criteria. When the search is complete, you will be returned to the Query Menu. **(NOTE: You can undo the last subset by selecting the "Recall Previous Holding File" option of the Query Menu.)**

To view records selected in the search, see "View/Print Holding File."

7.8   View Holding File and/or Generate Reports

This option allows you to view the records placed in the holding file through a search, or allows you to view or print a single system record in the main data base. Viewing a single record provides you with a short-cut by which to directly search for a record, bypassing the search, if you know the system record that you would like to review.

To view the holding file or a single record, highlight that option and press <ENTER> or press <G>. ISI will display the following sub-menu (Figure 9):

```
F1 = HELP                                              February 22, 1993
                      Environmental Protection Agency

                        INFORMATION SYSTEMS INVENTORY


                  ═══════Query ISI Data Base═══════════       Number of records
  Search for a specific SYSTEM NAME                           in holding file:
  Search for a specific SYSTEM ACRONYM                                 0
  Search for a specific CONTACT PERSON
  Search for a specific PURPOSE OF DATA COLLECTION
  Search for a specific KEYWORD
  Search for specific word or phrase in the ABSTRACT
  User-Defined Search
  View Holding File and/or Generate Reports
  Reca ┌───────────────────────────────────────────┐
  Empt │ View/Print Entire Holding File             │
  Retu │ View/Print a Single Record in Main Data Base│
       │ Return to the Query Menu                   │
       └───────────────────────────────────────────┘


             View/Print Reports of the Contents of the Holding File
```

Figure 9 - View Holding File Sub-menu

"View/Print Entire Holding File" will allow you to view the records in the holding file, placed there through the Query Process (discussed in an earlier section). To select this option, press <ENTER> at the prompt or press <H>. A pick box will appear asking you to "Choose a Type of Report." You will be given the following selections: "List of Systems in Holding File," "Short Report," "Medium Report," "Long Report," and "Quit." The report generation selections allow you to tell ISI the amount of detail you would like to see on the selected report(s). The "List of Systems in Holding File" report presents data in the following fields:

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System ID
System Acronym
RPIO Code
Contact Person
Contact's Phone Number

The "Short Report" includes the following fields:

System Acronym
System Name
System ID
System Level
Contact Person
Phone
Keywords

The "Medium Report" includes the following fields:

System Acronym
System Name
System ID
System Level
Contact Person
Phone
Keywords
RPIO Code
Allowance Holder
Application Type
Software Platform
Computer Type
Multiplatform
Abstract

The "Long Report" includes all fields in the system record:

Abstract	Contact's Phone	Overall System Access
Access -	Data Update Cycle	Purpose of Data Collection
Public Access (How)	Enabling Legislation Code	Related Systems
Public Access (Who)	How Long Archived	RPIO Code
Allowance Holder Code	How Long Retained Online	Software
Application Type	Information Necessary for	Source of Data
Archive Format	Documentation	State
City	Information Sensitivity	System Acronym
Computer Type	Input Access	System ID

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Contact's Address	Keywords	System Level
Contact's Branch	Mail Code	System Name
Contact's Division	Manager Code	System Status
Contact's First Name	Manual/Automated	ZIP Code
Contact's Last Name	Multiplatform	
Contact's Office	Output	

When you choose to generate reports on the holding file and select the length of report you would like to generate, ISI will produce outputs in the sequential order in which the records were placed in the holding file.

To select a report type, move your cursor to highlight the length of report you would like to generate and press <ENTER>, or press the first letter of the option to select, and then press <ENTER>. ISI will display a pick box listing the possible output destinations for the chosen report. You may direct the report output to any of the following destinations:

Screen
Screen and Printer
Screen and ASCII file
Screen, Printer, and ASCII file
Printer
Printer and ASCII file
ASCII file

If you are directing the report output to your screen, the first screen of the first ISI report generated will appear on your screen. At the bottom of your screen you will see the following options:

(L) Line, (S) Screen, (P) Pan, (W) Window, (C) Continuous, (R) Restart, (Q) Quit

You may select any of these option by pressing the corresponding letter that appears in parentheses.

"L" allows you to scroll down through the report(s) one line at a time.

"S" allows you to scroll down through the report(s) one screen at a time.

"P" allows you to scroll right and left using your arrow keys.

If you select "W" you will be presented with three window options: (S) Split, (C) Clear, and (P) Pan. "S" will split your current screen, replicating the information that appears on the left side of the screen on the right. You will now view two screens, side by each, each half the width of the full screen. Each will begin at the left margin of the report currently being

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viewed. You may use your left and right arrow keys to change the size of each window, scroll left to increase the proportion of the screen occupied by the right window, and scroll right to increase the proportion of the screen occupied by the left window. Select "C" to get rid of the split screen and return to full-screen presentation; when you select "P" you will be instructed to "Use cursor keys to scroll window. Esc when done." This function allows you to pan left and right on your screen.

If you select "C" ISI will begin scrolling automatically through the report(s) selected. At any time during the automatic, continuous scrolling you may press <ESC> to pause and view the information currently positioned on the screen.

"R" returns you to the first screen of the first selected report.

"Q" exits you from the report viewing session.

If you are directing the report output to a printer, you must be connected to the printer and your printer must be turned on in order for ISI to direct output to the printer. If it is not, ISI will issue a message informing you that your printer is not ready.

If you choose to direct output to an ASCII file, you will be prompted to enter the file name for the output, including the path, if necessary. If you do not specify a path, the ASCII file will be written to the default directory.

After the chosen report has been generated, you will be returned to the selection screen to "Choose a Type of Report."

At this time you may choose to view the selected reports again. Again, you may specify a report length. If you do not wish to view the reports further, you may <Quit>.

If you select "View/Print a Single Record," ISI will display a pick box listing methods of identifying the system to be viewed. You may choose system acronym, system name, or system ID. The system acronym is defined as "the acronym or mnemonic most commonly used to refer to the system." The system name is the official English language name. The system ID is an internally-generated 8-digit number that uniquely identifies a record in the ISI. To select a identification method, move your cursor to highlight the method you would like to generate and press <ENTER>, or press the first letter of the option to select, and then press <ENTER>.

If you choose system acronym, the system will prompt you to enter the acronym. Type the acronym in the field provided (10 characters maximum) and press <ENTER>. You may press <F3> to view a pick box listing all acronyms present in the main data base. If you choose system name, the system will prompt you to enter the name. Type the name of the system (25 characters maximum) in the field provided and press <ENTER>. If the system name is longer than 25 characters, enter the first 25 characters of the name. You may press

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< F3 > to view a pick box listing the beginning of all system names present in the main data base. If you choose system ID, ISI will prompt you to enter the 8-digit ID code of the record. You may press < F3 > to view a list of all system IDs present in the main data base.

After identifying the system to be viewed, you will be presented with the pick box allowing you to select the short, medium, or long report, or quit. The process for selecting report types and output destinations is the same as described above for the holding file.

7.9   Recall Previous Holding File

This option enables you to undo the latest subset of the holding file if you have searched the holding file and replaced it with a subset. For example, if you have conducted a search of records in the main data base, placing 55 records in the holding file, and you conduct a subsequent search of records **in the holding file** using additional search criteria that identifies 27 of those 55 records as meeting your new search criteria, then the 27 records are a subset that replaces the original 55 records from your first search. You may select "Recall previous holding file" to return the contents of the holding file to those preceding 55 records. When you select "Recall previous holding file" ISI will issue a prompt: "This action will only ERASE a subset of the holding file. Continue?" The default selection is "No." If you do not wish to revert to the previous holding file, press < ENTER >, or press < N >. If you do wish to revert to the previous holding file (i.e., undo the subset), use your arrow keys to select "Yes" and press < ENTER >. Note that ISI will return you only to the holding file immediately preceding the current one; you may not revert to previous holding files more than one generation back.

This function **does not** permit you to revert to the previous (smaller) holding file when you have added additional records to the holding file by conducting an additional search of the main data base.

7.10   Empty the Holding File

This option allows you to erase all records in the holding file.

To "Empty the Holding File" highlight the option and press < ENTER >, or press < E >. ISI will issue a prompt: "This action will ERASE all searches completed so far. Continue?" The default selection is "No." If you do not wish to erase the current holding file, press < ENTER >. If you wish to erase all records in the holding file, highlight the "Yes" selection and press < ENTER > or press < Y >. You will be returned to the Query Menu.

8.   NEWS ALERTS

Choosing this option from the ISI Main Menu allows you to read any ISI "news alerts." A "news alert" is a message or item of interest to ISI users placed in the system by the ISI System Administrator.

Select this menu option by highlighting it or pressing <N>. ISI will present the following sub-menu (Figure 10):

```
┌────────────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────────┐   │
│ │F1 = HELP                                        February 9, 1993  │   │
│ │                    Environmental Protection Agency                │   │
│ │                                                                   │   │
│ │                    INFORMATION SYSTEMS INVENTORY                  │   │
│ └──────────────────────────────────────────────────────────────────┘   │
│                                                                          │
│                      ┌─────────MAIN MENU─────────┐                      │
│                      │Query ISI Data Base         │                     │
│                      │News Alerts          ┊      │                     │
│                  ┌───┴──────────────────────┐on  │                      │
│                  │Read News Alerts      ┊    │se  │                      │
│                  │Return to Main Menu        │    │                      │
│                  └──────────────────────────┴────┘                      │
│                                                                          │
│                                                                          │
│                      Read any News Alerts available                     │
└────────────────────────────────────────────────────────────────────────┘
```

Figure 10 - ISI News Alerts Sub-menu

Pressing <ENTER> at this menu will display a pick box of the titles of all news alerts currently available. Highlight the news alert that you would like to read and press <ENTER>. The text of the news alert will be displayed on the screen. After you have finished reading the news alert, press any key to return to the pick box. Continue choosing news alerts until you have read as many news alerts as you want to read. Press <ESC> to exit the pick box.

9. SYSTEM DOCUMENTATION

Choosing "System Documentation" from the ISI main menu allows you to view sections of the User's Manual on the screen, copy pieces of documentation to a disk or printer, of revise user registration information. Select this option by highlighting it and pressing <ENTER> or by pressing <S>. ISI will present the following sub-menu (Figure 11):

```
F1 = HELP                                              February 9, 1993
                    Environmental Protection Agency

                    INFORMATION SYSTEMS INVENTORY


                       ┌────────MAIN MENU────────┐
                       │Query ISI Data Base      │
                       │News Alerts              │
                       │System Documentation     │
                    ┌──────────────────────────────┐
                    │On-Line Documentation         │
                    │Documentation to Download     │──┘
                    │Revise User Information       │
                    │Return to Main Menu           │
                    └──────────────────────────────┘




              View sections of the User's Manual On-Line
```

Figure 11 - ISI System Documentation Sub-menu

9.1   On-Line Documentation

Through the On-Line Documentation module, you can view specific sections of the User's Manual as a supplement to the HELP system. Upon choosing this option from the System Documentation sub-menu, ISI will display a pick box listing all of the available on-line documentation. Highlight the section you would like to read and press <ENTER>. The section will be displayed one screen at a time. Pressing any key will advance the text until you have finished viewing the section. Pressing any key at this point will return you to the pick box where you can choose to view another section or press <ESC> to return to the sub-menu.

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9.2 Documentation to Download

Through the Documentation to Download module, you can copy a piece of ISI system documentation to your PC's hard disk, to a floppy disk, or to a printer. System documentation available for downloading includes:

- ISI User's Manual
- ISI Update Form
- Code Dictionary
- ISI Feedback Form

To download a piece of documentation, choose this option from the System Documentation sub-menu by highlighting it and pressing <ENTER> or by pressing <D>. ISI will display a pick box listing all available documentation. Select a piece of documentation by highlighting it and pressing <ENTER>.

A box will be displayed with the title of the documentation and the filename of the document. You will be asked "Accept this filename and proceed with download?". If you are satisfied with this filename and destination, highlight the word "YES" and press <ENTER> or press <Y>. The document will be copied into the root directory of your PC's hard disk (c:\).

To change the destination of the downloaded file, answer "No" to the question. You then may change the drive designation (c:), directory name (\), or filename. **REMEMBER: You must adhere to the DOS naming conventions!** Once you have made your changes, press <ENTER> to accept them and proceed with the download.

When the download is complete, you will return to the pick box where you can choose to download another piece of documentation. Press <ESC> to exit the pick box when you are finished.

NOTES:

- **The download version of the "ISI User's Manual" is an ASCII text file. It can be imported into any word processor that will accept a text file.**

- **It is recommended that you download the "Code Dictionary" when you download the "ISI Update Form" so that you will have the appropriate values for the different coded fields to use on the update form.**

9.3 Revise User Information

In this module you can revise your user registration information and generate the ISI Registration Form to be returned to IMSD. Choose this option from the System Documentation sub-menu by highlighting it and pressing <ENTER> or by pressing <U>. The screen displayed is similar to the new user registration screen (Figure 2). You may alter the contents of all fields on the screen.

After you have finished revising the information, you can print the ISI Registration Form.

10. UPDATE THE ISI DATABASE

Choosing the "Update the Data Base" option from the ISI main menu allows you to add new systems or edit systems currently existing in the ISI. **Any additions or changes made will be stored in a transient area until the ISI System Administrator uploads them to the main data base. As a result, these additions and changes will not be immediately available to the user via the Query option.** Select this option by highlighting it and pressing <ENTER> or by pressing <U>. ISI will display the following sub-menu (Figure 12):

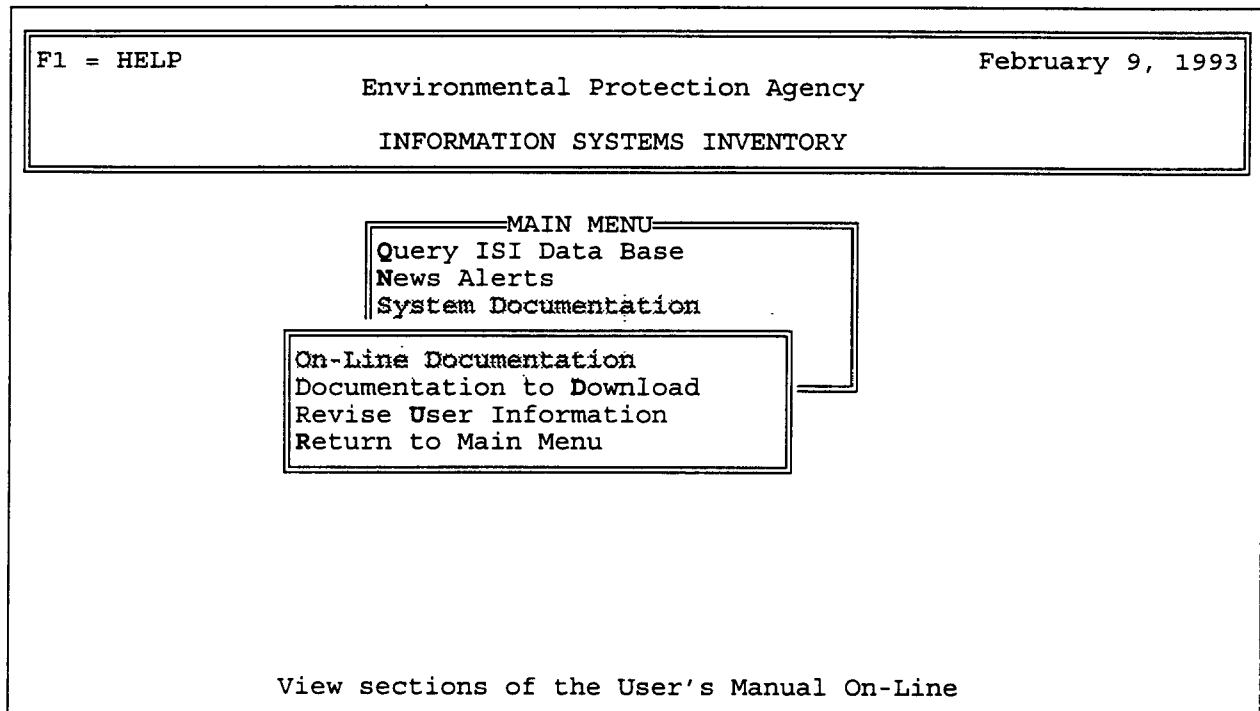```
┌───┐
│ ┌───┐ │
│ │ F1 = HELP   February 11, 1993 │ │
│ │   Environmental Protection Agency   │ │
│ │   │ │
│ │   INFORMATION SYSTEMS INVENTORY   │ │
│ └───┘ │
│   │
│   ┌═══════════MAIN MENU═══════════┐   │
│   │Query ISI Data Base   │   │
│   │News Alerts   │   │
│   │System Documentation   │   │
│   │Update ISI Data Base   │   │
│   ┌══╩════════════════════════════┐ │   │
│   ║Add a New System   ║──┘   │
│   ║Edit an Existing System   ║   │
│   ║Return to Main Menu   ║   │
│   ╚═══════════════════════════════╝   │
│   │
│   │
│   │
│   Add a new system to the ISI   │
└───┘
```

Figure 12 - ISI Update Sub-menu

## 10.1  Adding a System

To add a new system to the ISI, press <ENTER> when this option is highlighted on the Update sub-menu.  ISI will display the first data entry screen as shown in Figure 13.

```
╔══════════════════════ ADD A NEW SYSTEM - Page 1 ══════════════════════╗
║ ┌───────────────────────────────────────────────────────────────────┐ ║
║ │ SYSTEM ID: 00010672                    ↑-Previous Field  PgUp-Previous Page │ ║
║ │ New System                             ↓-Next Field      PgDn-Next Page     │ ║
║ ├───────────────────────────────────────────────────────────────────┤ ║
║ │ SYSTEM ACRONYM:        :               SYSTEM LEVEL:                │ ║
║ │                                                                     │ ║
║ │ SYSTEM NAME:           :          :                    :            │ ║
║ │                                                                     │ ║
║ │ SYSTEM STATUS:                    MANUAL/AUTOMATED:                 │ ║
║ ├───────────────────────────────────────────────────────────────────┤ ║
║ │ CONTACT PERSON:                   CONTACT INFORMATION:              │ ║
║ │                                                                     │ ║
║ │  LAST NAME:            :          PHONE NO.: (   )    -             │ ║
║ │ FIRST NAME:           :           STREET ADDRESS:                   │ ║
║ │ MIDDLE INITIAL:                          :                          │ ║
║ │ HONORIFIC (e.g., Jr., PhD):               :                :        │ ║
║ │                                   CITY:                    STATE:   │ ║
║ │ CONTACT'S ORGANIZATION:           ZIP CODE:        -   MAIL CODE: : │ ║
║ │                                                                     │ ║
║ │  OFFICE:              :            :                    :           │ ║
║ │ DIVISION:                         :           :                     │ ║
║ │   BRANCH:            :             :           :                    │ ║
║ │                                                                     │ ║
║ └───────────────────────────────────────────────────────────────────┘ ║
╚═F1 = HELP══════════════════════════════════════════════════════════════╝
```

Figure 13 - First Data Entry for Adding/Editing Systems

In the upper left corner of the screen is the system ID. Each system is assigned a unique 8-digit ID number. **Take note of this number because it could be useful in the future.**

There are seven data entry screens. For definitions of each field, see Appendix A. For valid codes to place in coded fields, see Appendix B. For information on field lengths, see Appendix D. To abort an addition, press <ESC> at any time. For a pick box listing valid codes for these coded fields, press <F3>. Highlight the appropriate value and press <ENTER>. The appropriate value will be entered in the coded field.

Some fields are longer than can be displayed on the screen (such as system name, office, division, and branch). As you enter values for these fields the text will scroll across the screen.

For certain categories of information more than one value may be applicable. In these instances, ISI provides more than one field in which to enter data. For example, you may identify up to three codes for enabling legislation by placing one code in each of up to three fields. If your system has only one piece of enabling legislation, enter its code in the LAW

#1 field. Enter a "0"(for "Not Applicable") in the LAW #2 field. ISI will allow you to skip the LAW #3 field and will automatically place a "0"in this field.

Continue to enter information regarding your system on each of the succeeding data entry screens.

NOTE: **There are no word-wrappingcapabilities in the abstract section, so be careful as you type!**

If you have entered data in any of the coded fields that is out of the acceptable range, a box will be displayed noting that problem. All coded fields must have data in the acceptable range for a system record to be considered "complete" by the System Administrator.

Certain fields (system acronym, system name, contact person, and all coded fields) must have data for the system to be considered "complete" by the System Administrator. If any of these fields is blank, a box will be displayed and the system record will be marked "incomplete."

After you have completed entering information for your system, ISI will ask "View/Print a Copy of the System Just Entered?". If you would like to view the information, highlight "YES"and press <ENTER> or press <Y>. A copy of the "Long Report," that contains all data fields, will be displayed. At the bottom of your screen you will see the following options:

(L) Line, (S) Screen, (P) Pan, (W) Window, (C) Continuous, (R) Restart, (Q) Quit

You may select any of these option by pressing the corresponding letter that appears in parentheses.

"L"allows you to scroll down through the report(s) one line at a time.

"S"allows you to scroll down through the report(s) one screen at a time.

"P"allows you to scroll right and left using your arrow keys.

If you select "W"you will then be presented with three window options: (S) Split, (C) Clear, and (P) Pan. "S"will split your current screen, replicating the information that appears on the left side of the screen on the right. You will now view two screens, side by each, each half the width of the full screen. Each will begin at the left margin of the report currently being viewed. You may use your left and right arrow keys to change the size of each window, scroll left to increase the proportion of the screen occupied by the right window, and scroll right to increase the proportion of the screen occupied by the left window. Select "C"to get rid of the split screen and return to full-screen presentation; when you select "P"

you will be instructed to "Use cursor keys to scroll window. Esc when done." This function allows you to pan left and right on your screen.

If you select "C" ISI will begin scrolling automatically through the report(s) selected. At any time during the automatic, continuous scrolling you may press <ESC> to pause and view the information currently positioned on the screen.

"R" returns you to the first screen of the first selected report.

"Q" exits you from the report viewing session.

Once you have finished viewing the data on the screen, ISI will ask if you want to print the data. You can direct the output to a printer and/or an ASCII text file. **If you choose to direct the output to a printer, make sure you are connected to the printer and that it is ready!**

If you choose to direct the output to an ASCII text file, you will be prompted for a filename. Be sure to include a drive designation and directory name with the filename (e.g., C:\ISI\NEWSYS.TXT). If this file already exists, ISI will ask if you want to overwrite the file or append this information to the file.

After you have completed viewing/printing this system, ISI will ask you if you want to add another system. Answer "Yes" to continue adding systems, of "No" to return to the Update sub-menu.

10.2   Editing a System

To edit a system that currently exists in the ISI, highlight "Edit a System" on the Update sub-menu and press <ENTER> or press <E>. ISI will display a pick box listing methods of identifying the system to be edited. You may choose system acronym, system name, or system ID. To select a identification method, move your cursor to highlight the method you would like to generate and press <ENTER>, or press the first letter of the option to select, and then press <ENTER>.

If you choose system acronym, the system will prompt you to enter the acronym. Type the acronym in the field provided (10 characters maximum) and press <ENTER>. You may press <F3> to view a pick box listing all acronyms present in the main data base or transient area.

If you choose system name, the system will prompt you to enter the name. Type the name of the system (25 characters maximum) in the field provided and press <ENTER>. If the system name is longer than 25 characters, enter the first 25 characters of the name. You may press <F3> to view a pick box listing the beginning of all system names present in the main data base or transient area.

30

If you choose system ID, ISI will prompt you to enter the 8-digit ID code of the record. You may press <F3> to view a list of all system IDs present in the main data base or transient area.

The data entry screens that will be displayed for editing a system are the same as those for adding a system (see Figure 12). You can use the arrow and PgUp/PgDn keys to move among the fields. You can abandon editing at any time by pressing <ESC>.

If you have entered data in any of the coded fields that is out of the acceptable range, a box will be displayed noting that problem. All coded fields must have data in the acceptable range for a system record to be considered "complete" by the System Administrator.

Certain fields (system acronym, system name, contact person, and all coded fields) must have data for the system to be considered "complete" by the System Administrator. If any of these fields is blank, a box will be displayed and the system record will be marked "incomplete."

After you have finished editing all of the information for this system, ISI will ask "View/Print a Copy of the System Just Entered?". If you would like to view the information, highlight "YES" and press <ENTER> or press <Y>. A copy of the "Long Report", that contains all data fields, will be displayed. At the bottom of your screen you will see the following options:

(L) Line, (S) Screen, (P) Pan, (W) Window, (C) Continuous, (R) Restart, (Q) Quit

You may select any of these option by pressing the corresponding letter that appears in parentheses.

"L" allows you to scroll down through the report(s) one line at a time.

"S" allows you to scroll down through the report(s) one screen at a time.

"P" allows you to scroll right and left using your arrow keys.

If you select "W" you will then be presented with three window options: (S) Split, (C) Clear, and (P) Pan. "S" will split your current screen, replicating the information that appears on the left side of the screen on the right. You will now view two screens, side by each, each half the width of the full screen. Each will begin at the left margin of the report currently being viewed. You may use your left and right arrow keys to change the size of each window, scroll left to increase the proportion of the screen occupied by the right window, and scroll right to increase the proportion of the screen occupied by the left window. Select "C" to get rid of the split screen and return to full-screen presentation; when you select "P" you will be instructed to "Use cursor keys to scroll window. Esc when done." This function allows you to pan left and right on your screen.

If you select "C"ISI will begin scrolling automatically through the report(s) selected. At any time during the automatic, continuous scrolling you may press <ESC> to pause and view the information currently positioned on the screen.

"R" returns you to the first screen of the first selected report.

"Q" exits you from the report viewing session.

Once you have finished viewing the data on the screen, ISI will ask if you want to print the data. You can direct the output or a printer and/or an ASCII text file. **If you choose to direct the output to a printer, make sure you are connected to the printer and that it is ready!**

If you choose to direct the output to an ASCII text file, you will be prompted for a filename. Be sure to include a drive designation and directory name with the filename (e.g., C:\ISI\NEWSYS.TXT). If this file already exists, ISI will ask if you want to overwrite the file or append this information to the file.

After you have completed viewing/printing this system, you will return to the Update sub-menu.

APPENDIX A - THE EPA INFORMATION SYSTEMS INVENTORY RECORD

FIELD NAME

DESCRIPTION

SYSTEM ACRONYM:

Acronym or mnemonic most commonly used to refer to the system.

SYSTEM LEVEL:

Category based on system use and criticality to the Agency. There are 4 categories:

Major Agency Information System: An information system that requires special continuing management attention because of its importance to an agency mission; its high development, operating, or maintenance costs; or its significant impact on administration of agency programs, finances, property, or other resources. In this context, a system which requires obligations of more than $500,000 per year to maintain or whose software component contains more than 500,000 lines of code is considered a major information system. (This definition is consistent with OMB Bulletin No. 86-12, dated April 14, 1986.)

Widely Accessed Information System: An information system that is not a Major Agency Information system, but which significantly supports accepted program goals and missions and is widely accessed by a combination of EPA Headquarters, Regional Offices and/or State and local users and other Federal agencies.

Localized Information System: An information system that is not a Major Agency Information System or Widely Accessed Information System, but which significantly supports accepted program goals and missions. It is accessed primarily by users in one major area, e.g.,Headquarters, a single program, or a region.

User-Owned System: Unique, stand-alone system developed to improve efficiency or effectiveness of operations for a single user or a small group of users. (Provide this information for those systems of value as a model for other users.

SYSTEM NAME: Complete official English language name.

SYSTEM STATUS: The present status of the system.

MANUAL/AUTOMATED: Indicates system's degree of automation.

CONTACT PERSON: Name of the EPA person who serves as the administrative contact for information concerning the system.

CONTACT'S
ORGANIZATION: The EPA Office, Division, and Branch in which the contact person works.

CONTACT INFORMATION: Telephone number, street address, city, state, zip code, and mail code where contact person is located.

LAW NUMBER &
LAW TITLE: Statutory authority for the information collection.

NATIONAL PROGRAM
MANAGER CODE: Numeric Code that identifies the responsible Assistant Administrator level organization including all its Regional Office components.

RPIO CODE: Numeric code that identifies the Assistant Administrator organization or the Regional Administrator level organization.

ALLOWANCE
HOLDER CODE: Numeric code that identifies the Office level organization within an Assistant Administrator/ Regional Administrator organization.

PURPOSE OF DATA
COLLECTION: Designates the function supported.

SOURCE OF DATA: The original sources from which the data within the system are obtained.

DATA UPDATE CYCLE: Indicates how often the data are entered into the system.

RECORDS DISPOSITION: Indicates the relative necessity of information in the system, the length of time records in the system are maintained to meet Agency documentation needs, and the medium in which they are retained.

INFORMATION
SENSITIVITY: Classifies the data in the system in terms of sensitivity and/or confidentiality.

ACCESS/AVAILABILITY: Identifies restrictions placed upon the access/availability of data to the public.

SYSTEM ACCESS
FOR OUTPUT/INPUT: Identifies how data query/entry is accomplished on a routine basis.

APPLICATION TYPE: Format in which data is displayed or manipulated.

SOFTWARE PLATFORM/
PACKAGE/LANGUAGE: Identifies the DBMS(s) and/or programming language(s) in which the system has been implemented (e.g., Lotus 1-2-3, FORTRAN, DB/2, etc.)

COMPUTER TYPE: The names, including the manufacturer's names of the mainframes, minis, or micros on which the system operates.

RELATED SYSTEMS: The EPA and non-EPA automated systems from which data are obtained and to which data are contributed.

KEYWORDS: Keywords that describe data contained in a system by environmental, chemical, source, receptor, medium, and other general terms.

ABSTRACT: A paragraph that describes and defines the system.

APPENDIX B - LIST OF CODED FIELDS IN ISI AND CORRESPONDING CODES

Codes for SYSTEM LEVEL

1 - Major Agency Information System
2 - Widely Accessed Information System
3 - Localized Information System
4 - User-Owned Information System

Codes for SYSTEM STATUS

1 - System Planned
2 - System Under Development
3 - System Operational
4 - System Undergoing Major Enhancements
5 - System Archived
6 - Other

Codes for MANUAL/AUTOMATED

1 - Manual
2 - Automated
3 - Manual & Automated

Codes for ENABLING LEGISLATION

0 - Not Applicable	None
1 - Administrative Procedure Act	PL 97-452
2 - Administrative Service Act	PL 4
3 - Alternative Motor Fuels Act of 1988	PL 100-494
4 - Asbestos Hazard Emergency Response Act of 1986	PL 101-637
5 - Asbestos Information Act of 1988	PL 100-577
6 - Asbestos School Hazard Abatement Act of 1984	PL 101-637
7 - Asbestos School Hazard Abatement Reauthorization Act of 1980	PL 101-637
8 - Asbestos School Hazard Detection and Control Act of 1990	PL 96-270
9 - Atomic Energy Act	PL 85-14
10 - Brooks Act for ADP Management for Federal Agencies	PL 99-500
11 - Chief Financial Officers Act of 1990	PL 101-576
12 - Clean Air Act Amendments of 1990	PL 101-549
13 - Clean Air Act Amendments of 1977	PL 97-375
14 - Clean Air Act Amendments of 1970	PL 91-604
15 - Clean Air Act Amendments of 1966	PL 89-675

53 - Paperwork Reduction Reauthorization Act of 1986   PL 99-591
54 - Pollution Prevention Act of 1990   PL 101-508
55 - Pollution Prosecution Act of 1990   PL 101-593
56 - Privacy Act   PL 93-579
57 - Prompt Payment Act   PL 100-496
58 - Public Works Employment Act of 1976   PL 94-369
59 - Quiet Communities Act of 1978   PL 95-609
60 - Radon Gas and Indoor Air Quality Research Act of 1986 PL 99-499
61 - Resource Conservation and Recovery Act of 1976   PL 94-580
62 - Rivers and Harbors Act   PL 91-611
63 - Safe Drinking Water Act   PL 100-572
64 - Safe Drinking Water Act Amendments of 1986   PL 99-339
65 - Safe Drinking Water Act Amendments of 1977   PL 95-190
66 - Solid Waste Disposal Act   PL 100-582
67 - Solid Waste Disposal Act Amendments of 1980   PL 96-482
68 - Superfund Amendments and Reauthorization Act of 1986   PL 101-144
69 - Superfund Revenue Act of 1986   PL 100-647
70 - Supplemental Appropriations and Rescission Act of 1980 PL 96-304
71 - Toxic Substances Control Act   PL 101-637
72 - Water Quality Act of 1987   PL 100-4
73 - Water Quality Act of 1965   PL 89-234
74 - Water Quality Improvement Act of 1970   PL 91-224
75 - Water Resources Development Act of 1974   PL 101-640
76 - Water Resources Development Act of 1976   PL 100-676
77 - Other Legislation Not Listed Here   Not Specified

Codes for **NATIONAL PROGRAM MANAGER CODE**

10 - AA-Research and Development (ORD)
25 - AA-International Activities (OIA)
30 - AA-Air and Radiation (OAR)
40 - AA-Water (OW)
50 - AA-Administration and Resources Management (OARM)
60 - Administrator/Staff (ADM/Staff)
65 - Inspector General (OIG)
70 - AA-Prevention, Pesticides and Toxic Substances (OPPTS)
75 - AA-Solid Waste and Emergency Response (OSWER)
80 - AA-Enforcement (OE)
85 - General Counsel (OGC)
90 - AA-Policy, Planning, and Evaluation (OPPE)
XX - Regional System

Codes for **RPIO CODE**

1 - Region 1 Boston
2 - Region 2 New York
3 - Region 3 Philadelphia
4 - Region 4 Atlanta
5 - Region 5 Chicago
6 - Region 6 Dallas
7 - Region 7 Kansas City
8 - Region 8 Denver
9 - Region 9 San Francisco
10 - Region 10 Seattle
11 - Administrator/Staff (ADM/Staff)
13 - AA-International Activities (OIA)
16 - AA-Administration and Resources Management (OARM)
20 - AA-Prevention, Pesticides and Toxic Substances (OPPTS)
26 - AA-Research and Development (ORD)
27 - AA-Air and Radiation (OAR)
30 - AA-Water (OW)
35 - Inspector General (OIG)
39 - General Counsel (OGC)
41 - AA-Policy, Planning and Evaluation (OPPE)
75 - AA-Solid Waste and Emergency Response (OSWER)
77 - AA-Enforcement (OE)

Codes for **ALLOWANCEHOLDER CODE**

1 - Region 1 Boston
2 - Region 2 New York
3 - Region 3 Philadelphia
4 - Region 4 Atlanta
5 - Region 5 Chicago
6 - Region 6 Dallas
7 - Region 7 Kansas City
8 - Region 8 Denver
9 - Region 9 San Francisco
10 - Region 10 Seattle
11 - Administrator/Staff (ADM/Staff)
13 - AA-International Activities (OIA)
16 - AA-Administration and Resources Management (OARM)
20 - AA-Prevention, Pesticides and Toxic Substances (OPPTS)
23 - Dir-Wastewater Enforcement and Compliance
26 - AA-Research and Development (ORD)
27 - AA-Air and Radiation (OAR)

28 - Dir-Science and Technology
31 - Dir-Solid Waste
32 - Dir-Pesticide Programs
33 - Dir-Radiation Programs
35 - Inspector General (OIG)
36 - Dir-Federal Activities
39 - General Counsel (OGC)
40 - Dir-Ground Water and Drinking Water
41 - AA-Policy, Planning and Evaluation (OPPE)
42 - Comptroller
50 - Dir-National Enforcement Investigations Center
51 - Dir-Administration
52 - Dir-Administration-Cincinnati
53 - Dir-Air Quality Planning and Standards
54 - Dir-Administration-RTP
55 - Dir-Information Resources Management
56 - Dir-Mobile Sources
58 - Dir-Atmosphere and Indoor Air
60 - Dir-Modeling Monitoring Systems Management and Quality Assurance
61 - Dir-Health Research
62 - Dir-Environmental Engineering and Technology Demonstration
63 - Dir-Environmental Processes and Effects Research
64 - Dir-Health and Environmental Assessment
69 - Dir-Pollution Prevention and Toxics
72 - Dir-Emergency and Remedial Response
75 - AA-Solid Waste and Emergency Response (OSWER)
77 - AA-Enforcement (OE)
81 - Dir-Waste Programs Enforcement
83 - Dir-Compliance Monitoring
85 - Dir-Human Resources Management
87 - Dir-Wetlands, Oceans, and Watersheds
88 - Dir-Underground Storage Tanks

Codes for **PURPOSE OF DATA COLLECTION**

0 - Not Applicable
1 - Administrative
2 - Development of Regulations or Standards
3 - Compliance or Enforcement
4 - Trend Assessment
5 - Technology Development
6 - Risk Assessment
7 - Anticipatory/Research
8 - Program Evaluation
9 - Special Study
10 - Analysis
11 - Oversight
12 - Other

Codes for **SOURCE OF DATA**

0 - Not Applicable
1 - Required Reporting Organizations
2 - Other Data Systems
3 - Literature
4 - EPA
5 - Other Government Agencies (Federal, State, Local)
6 - Other Nongovernmental Organizations
7 - Other

Codes for **DATA UPDATE CYCLE**

1 - Daily
2 - Weekly
3 - Biweekly
4 - Monthly
5 - Bimonthly
6 - Quarterly
7 - Semiannually
8 - Annually
9 - Biannually
10 - Other

Codes for **ESSENTIAL DOCUMENTATION**

    1 - Yes
    2 - No
    3 - Yes, but official record maintained elsewhere
    4 - Don't know

Codes for **ONLINE RETENTION**

    0 - Not Applicable
    1 - Less than 1 year
    2 - 5 years
    3 - 10 years
    4 - 20 years
    5 - Permanently

Codes for **ARCHIVE RETENTION**

    0 - Not Applicable
    1 - Less than 1 year
    2 - 5 years
    3 - 10 years
    4 - 20 years
    5 - Permanently
    6 - Not archived

Codes for **ARCHIVE FORMAT**

    0 - Not Applicable
    1 - Electronic
    2 - Paper
    3 - Microform
    4 - Multiple formats

Codes for **INFORMATION SENSITIVITY**

0 - Not Applicable
1 - Confidential Business Information-Contractual (e.g., salaries, etc.)
2 - Confidential Business Information-Proprietary (e.g., trade secrets)
3 - Privacy Act Sensitive
4 - Mission Critical
5 - Life Critical
6 - Enforcement Critical/Sensitive
7 - EPA Financial Sensitive (e.g., payroll, budget, etc.)
8 - Of her Sensitive
9 - Not Known to be Sensitive

Codes for **ACCESS CATEGORY**

1 - EPA Only
2 - Government Only (Federal, State, local)
3 - Publicly Available, All Portions Accessible
4 - Publicly Available, Some Portions Accessible
5 - Other

Codes for **ACCESS PROVIDER**

0 - Not Applicable
1 - EPA
2 - Government Distributor (e.g., NTIS, GPO, etc.)
3 - Commercial Vendor (i.e., value added service)
4 - Other

Codes for **ACCESS METHOD**

0 - Not Applicable
1 - Online interactive (i.e., system dial up)
2 - Distributed interactive (i.e., system available for off-site installation)
3 - Electronic output
4 - Hardcopy output
5 - Other

Codes for **ACCESS FOR OUTPUT**

    1 - Batch
    2 - Interactive
    3 - Batch & Interactive
    4 - Other

Codes for **ACCESS FOR INPUT**

    1 - Batch
    2 - Interactive
    3 - Batch & Interactive
    4 - Other

Codes for **APPLICATION TYPE**

    0 - Not Applicable
    1 - Data Base
    2 - Spreadsheet
    3 - GIS
    4 - Bulletin Board
    5 - Text/Image
    6 - Statistical Package
    7 - Expert System
    8 - Model
    9 - Graphics/Presentation
    10 - Automated Training
    11 - Other

Codes for **COMPUTER TYPE**

    0 - Not Applicable
    1 - IBM ES/9000
    2 - IBM PC Stand Alone Only
    3 - IBM PC LAN Compatible
    4 - PRIME
    5 - VAX
    6 - SPERRY 1100/82
    7 - Apple Macintosh
    8 - DG AViiON
    9 - SUN Sparc
    10 - Specialty Hardware (e.g., data logger)
    11 - Other

APPENDIX C - ISI KEYWORDS

Accounting
ADP Management
Aquatic Biology
Biological
Body Burden
Budget
Chemical
Chemical Use
Climate
Compliance
Construction Grants
Correspondence
Discharge Points
Disposal
Docket
Drinking Water
Economics
Effluents
Emergency Response
Emissions
Environmental Date
Environmental Effects
Environmental Releases
Evaluation
Exposure
Facilities, Industrial
Facilities, Waste Generation
Financial Management
Geographic Codes
Geographic Coordinates
Grants and Contracts
Ground Water
Health Effects
Industry Reporting
Inspection
Laboratory
Library and Bibliographic

Management Systems
Manufacturing
Mobile Source
Model(s)
Monitoring
Noise
Non-Point Source
Office Automation
Permits
Personnel and Payroll
Pesticides Specific
Physical
Physical-Chemical Properties
Point Source
Policy Analysis
Population, Human
Population, Nonhuman
Processing
Production Volume
Property Management
Quality Control
Recycling
Reporting/Assessment
Repository
Risk
Sediment
Site
Site Characteristics
Sludge
Soil
Spills
Storage
Surface Water
Test/Analysis Method
Testing Data
Toxic Specific
Transformation Rates

Transportation
Treatment Technologies
Treatment/Disposal
Waste Management

APPENDIX D - ISI FIELDS, ABBREVIATIONS, TYPE, AND WIDTH

Field	Abbreviation	Type	Width
Updated Date (Not Applicable)	UPDATED	Date	8
System ID	SYSID	Character	8
System Acronym	SYSACRO	Character	10
System Name	SYSNAME	Character	160
System Level	SYSLEVEL	Character	1
National Program Manager Code	MGRCODE	Character	2
RPIO Code	RPIO	Character	2
Allowance Holder Code	ALLOWANCE	Character	2
Contact Person's Last Name	LASTNAME	Character	20
Contact Person's First Name	FIRSTNAME	Character	20
Contact Person's Middle Initial	INITIAL	Character	1
Contact Person's Honorific	NAMEOTHER	Character	3
Contact Person's Office	OFFICE	Character	75
Contact Person's Division	DIVISION	Character	75
Contact Person's Branch	BRANCH	Character	75
Contact Person's Address - line 1	ADDRESS1	Character	50
Contact Person's Address - line 2	ADDRESS2	Character	50
Contact Person's City	CITY	Character	20
Contact Person's State	STATE	Character	2
Contact Person's Zip Code	ZIP	Character	10
Contact Person's Mail Code	MAILSTOP	Character	10
Contact Person's Phone Number	PHONE	Character	14
ICR Number	ICR	Character	4
Enabling Legislation Code #1	LAW1	Character	2
Enabling Legislation Code #2	LAW2	Character	2
Enabling Legislation Code #3	LAW3	Character	2
Purpose of Data Collection 1	PURPOSE1	Character	2
Purpose of Data Collection 2	PURPOSE2	Character	2
Purpose of Data Collection 3	PURPOSE3	Character	2
General Data Source 1	SOURCE1	Character	1
General Data Source 2	SOURCE2	Character	1
General Data Source 3	SOURCE3	Character	1
Data Update Cycle	CYCLE	Character	2
System Status	STATUS	Character	1
Information Sensitivity 1	SENSITIVE1	Character	1
Information Sensitivity 2	SENSITIVE2	Character	1
Information Sensitivity 3	SENSITIVE3	Character	1
Access for Input	ACCESSIN	Character	1

Access for Output	ACCESSOUT	Character	1
Manual/Automated	AUTO	Character	1
Computer Type 1	COMPUTER1	Character	2
Computer Type 2	COMPUTER2	Character	2
Computer Type 3	COMPUTER3	Character	2
Application Type	APPTYPE	Character	2
Software	SOFTWARE	Character	45
Multiplatform	MULTIPLAT	Logical	1
Related Systems	RELATED	Character	160
Data Keywords 1	KEYS1	Character	186
Data Keywords 2	KEYS2	Character	186
Data Keywords 3	KEYS3	Character	186
Abstract	AB1-AB12	Character	67
Overall System Access/Availability	AVAIL1	Character	1
Public Systems - Access Provider	AVAIL2	Character	1
Public Systems - Method of Access	AVAIL3	Character	1
Information Necessary for Documentation	DISPOS1	Character	1
Length of Time Data Retained On-Line	DISPOS2A	Character	1
Length of Time Data Retained Archived	DISPOS2B	Character	1
Archive Method	DISPOS3	Character	1
Update Status (Not Applicable)	UPDATESTAT	Character	1

APPENDIX E - ISI UPDATE FORM

S Y S T E M

SYSTEM ACRONYM: Up to 10 characters.　　　SYSTEM LEVEL: ___

SYSTEM NAME: Up to 160 characters.　Do not use abbreviated words unless part
of official title.

SYSTEM STATUS: ___　　　　　　　　　　MANUAL/AUTOMATED: ___

C O N T A C T

CONTACT PERSON: Administrative　　CONTACT INFORMATION:
contact for information concerning
the system.

　LAST NAME: _____　　　PHONE NO.: (_____) _____-_____

　FIRST NAME: _____　　STREET ADDRESS:

MIDDLE INITIAL:___

HONORIFIC (e.g., Jr., PhD):_____　　_____

　　　　　　　　　　　　　　　　　CITY: _____ STATE:____

CONTACT'S ORGANIZATION:　　　　　ZIP CODE:_____-_____MAIL CODE:_____

　OFFICE (abbreviate): _____

DIVISION: _____

　BRANCH: _____

E N A B L I N G　　L E G I S L A T I O N

ENABLING LEGISLATION:(Enter one or two-digit code for up to three laws.)

LAW #1: _____　　　　　LAW #2: _____　　　　　LAW #3: ___

A D M I N I S T R A T I V E　　C O D E S

ADMINISTRATIVE CODES: (Enter the one or two-digit code for each code type.)

NATIONAL PROGRAM MANAGER CODE: _____　　　RPIO CODE: _____

ALLOWANCE HOLDER CODE: _____

D A T A

PURPOSE OF DATA COLLECTION: (Enter one or two-digit code for up to three purposes.)

PURPOSE #1: _____   PURPOSE #2: _____   PURPOSE #3: _____

SOURCE OF DATA: (Enter one-digit code for up to three sources.)   .

SOURCE #1: _____   SOURCE #2: _____   SOURCE #3: _____

DATA UPDATE CYCLE: (Enter one or two-digit code.) _____

RECORDS DISPOSITION: (Enter number that corresponds to answer.)

Is the information in this system necessary for documenting the Agency's

organization, functions, policies, decisions, procedures or essential

transactions? ____

How long is the information retained to meet Agency needs?

   Online: ____   Archived: ____

In what format are the archived data stored? ____

INFORMATION SENSITIVITY: (Enter up to three one-digit codes.)

SENSITIVITY #1 _____   SENSITIVITY #2 _____   SENSITIVITY #3 _____

A C C E S S

ACCESS/AVAILABILITY: (Enter one-digit code to answer each question.)

Code that best describes access to the system in its entirety: ____

If the system is publicly available, who provides access to public? ____

If the system is publicly available, how is access provided? ____

ACCESS FOR OUTPUT: (Enter one-digit code.) ____

ACCESS FOR INPUT: (Enter one-digit code.) ____

I M P L E M E N T A T I O N

APPLICATION TYPE: (Enter the one or two-digit code.)   ____

SOFTWARE PLATFORM/PACKAGE/LANGUAGE (e.g., Lotus 1-2-3, FORTRAN, DB/2 etc.):
                    (45 characters maximum)

_____

COMPUTER TYPE: (Enter up to three one or two-digit codes.)

COMPUTER TYPE #1: ____   COMPUTER TYPE #2: ____   COMPUTER TYPE #3: ____

Is this system multi-platform ? (Yes or No.)   ____

D E S C R I P T I V E   I N F O R M A T I O N

RELATED SYSTEMS: Provide the name(s) of related systems (160 char. max.)

_____

KEYWORDS: Choose up to 18 keywords (up to 30 characters).

1- _____   10- _____

2- _____   11- _____

3- _____   12- _____

4- _____   13- _____

5- _____   14- _____

6- _____   15- _____

7- _____   16- _____

8- _____   17- _____

9- _____   18- _____

E - 3

ABSTRACT: Provide a short paragraph (up to 800 characters) that defines
the system.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please return completed form to: ISI Update Team
                                    c/o OIRM/IMSD
                                    U.S. EPA (PM-211D)
                                    401 M St., SW
                                    Washington, DC 20460

                                    Telephone: (202) 260-8974
                                         FAX: (202) 260-3923

If you know of a new system that should be added to the ISI, please contact
the ISI Update Team (see above).

E - 4

APPENDIX F - SAMPLE REPORTS

SAMPLE LIST OF SYSTEMS IN HOLDING FILE

```
US EPA - INFORMATION SYSTEM INVENTORY - LIST OF SYSTEMS
========================================================================
```

SYSTEM ID	SYSTEM ACRONYM	RPIO CODE	CONTACT PERSON	TELEPHONE NUMBER
00001711	VLIB	26	MADSEN, MARK	(702) 798-2603
00009013	ERIS	75	LAMBER, KURT	(703) 603-8986
00010035	ADPCETS	26	MADSEN, MARK	(702) 798-2603
00010070	NAPAP	26	WAGNER, JANICE	(919) 541-1818
00010098	ISI	16	HUFFORD, STEVE	(202) 260-9732
00010210	INVENT	16	SYKES, JOHN	(202) 260-8644
00010248	TRIS	20	NEWBURG-RINN, STEVEN	(202) 260-3757
00010306	WIC	26	MILLER, KAREN	(702) 798-2615
00010399	ADPIS	16	LAM, ANN	
00010408	SITS	7	HAGUE, MARK	(913) 551-7546
00010419	ATIS	26	PODESZWA, CHRISTINE	(706) 546-3122
00010457	WIS	16	MARTIN, MARGARET	(202) 260-4605
00010501	FFIS	75	SHUSTER, KEN	(202) 260-2214
00010555	WIS	75	BARTON, KATHY	(202) 260-6759
00010573	NMP	30	NESTER, BRIAN	
00010644	NONE	30	KEITH, KEN	(202) 260-3714
00010667	SIDOS	6	REINES, DORIAN	(214) 655-6542
00010684	ACIS	26	WEBER, ERIC	(706) 546-3198
00010729	ICL	30	GLICK, ED	(513) 569-7939
00010805	RIVERS	6	CUMBIE, THOMAS	(214) 655-6575
00010811	INVENTORY	6	CUMBIE, THOMAS	(214) 655-6575

SAMPLE SHORT REPORT

```
US EPA - INFORMATION SYSTEM INVENTORY - SHORT REPORT
======================================================================

SYSTEM ACRONYM: ISI
     SYSTEM ID: 00010098
 UPDATE STATUS: Updated Complete 1992
   SYSTEM NAME: EPA INFORMATION SYSTEMS INVENTORY

  SYSTEM LEVEL: Widely Accessed Information System

CONTACT PERSON: STEVE HUFFORD
         PHONE: (202) 260-9732

      KEYWORDS: INFORMATION SYSTEMS
                INFORMATION SHARING
                ADP MANAGEMENT
                MANAGEMENT SYSTEMS

      -------------------------------------------------------------
```

SAMPLE MEDIUM REPORT

```
US EPA - INFORMATION SYSTEMS INVENTORY - MEDIUM REPORT
======================================================================

      SYSTEM ACRONYM: ISI
           SYSTEM ID: 00010098
       UPDATE STATUS: Updated Complete 1992
         SYSTEM NAME: EPA INFORMATION SYSTEMS INVENTORY
        SYSTEM LEVEL: Widely Accessed Information System

           RPIO CODE: AA-Administration and Resources Management (OARM)
    ALLOWANCE HOLDER: AA-Administration and Resources Management (OARM)

      CONTACT PERSON: STEVE HUFFORD
               PHONE: (202) 260-9732

            KEYWORDS: INFORMATION SYSTEMS
                      INFORMATION SHARING
                      ADP MANAGEMENT
                      MANAGEMENT SYSTEMS

    APPLICATION TYPE: Data Base
   SOFTWARE PLATFORM: CLIPPER

   COMPUTER TYPE #1: IBM PC Stand Alone
   COMPUTER TYPE #2: IBM PC LAN Compatible
   COMPUTER TYPE #3: Not Applicable

       MULTIPLATFORM: YES
```

ABSTRACT: The EPA Information Systems Inventory is maintained on an IBM PC
and currently holds roughly 650 records. The ISI was developed to
enhance the Agency's ability to track major information systems,
facilitate the sharing of information across media and program
boundaries and improve the Agency's oversight of information
systems development. For each system in the Inventory, the follow-
ing information is included: system identification, descriptors of
database content, and administrative data about access, and legal
authorities. The database is available in the EPA Headquarters,
Regional Libraries, and NTIS. The system is managed by the
Information Management and Services Division, OIRM.

SAMPLE LONG REPORT

```
US EPA - INFORMATION SYSTEM INVENTORY - LONG REPORT
=============================================================================
      ACRONYM: ISI
    SYSTEM ID: 00010098
UPDATE STATUS: Updated Complete 1992


------------------------------------
SYSTEM
------------------------------------

    SYSTEM LEVEL: Widely Accessed Information System
     SYSTEM NAME: EPA INFORMATION SYSTEMS INVENTORY

   SYSTEM STATUS: System Operational
                  .
MANUAL/AUTOMATED: Manual & Automated


------------------------------------
CONTACT
------------------------------------

  CONTACT PERSON: STEVE HUFFORD

          OFFICE: OIRM

        DIVISION: INFORMATION MANAGEMENT AND SERVICES DIVISION

          BRANCH: INFORMATION MANAGEMENT BRANCH

         ADDRESS: U.S. EPA
                  401 M STREET, S.W.
                  WASHINGTON, DC  20460

       MAIL CODE: PM-211D
           PHONE: (202) 260-9732


------------------------------------
ENABLING LEGISLATION
------------------------------------

     LAW #: PL 101-73
 LAW TITLE: Paperwork Reduction Act of 1980

     LAW #: None
 LAW TITLE: Not Applicable

     LAW #: None
 LAW TITLE: Not Applicable
```

```
=====================================================================
```
          ACRONYM: ISI
        SYSTEM ID: 00010098
    UPDATE STATUS: Updated Complete 1992

```
-------------------------------------
```
ADMINISTRATIVE CODES
```
-------------------------------------
```

NATIONAL PROGRAM MANAGER: AA-Administration and Resources
                          Management (OARM)

                    RPIO: AA-Administration and Resources
                          Management (OARM)

        ALLOWANCE HOLDER: AA-Administration and Resources
                          Management (OARM)

                          .

```
-------------------------------------
```
DATA
```
-------------------------------------
```

      PURPOSE OF DATA #1: Oversight
      PURPOSE OF DATA #2: Development of Regulations or Standards
      PURPOSE OF DATA #3: Not Applicable

       SOURCE OF DATA #1: EPA
       SOURCE OF DATA #2: Not Applicable
       SOURCE OF DATA #3: Not Applicable

       DATA UPDATE CYCLE: Annually

 ESSENTIAL DOCUMENTATION: Yes

        ONLINE RETENTION: Less than 1 year
       ARCHIVE RETENTION: Not archived

  ARCHIVE STORAGE FORMAT: Not Applicable

           SENSITIVITY #1: Not Known to be Sensitive
           SENSITIVITY #2: Not Applicable
           SENSITIVITY #3: Not Applicable

     ACCESS/AVAILABILITY: Publicly Available, All Portions Accessible

         ACCESS PROVIDER: Government Distributor (e.g., NTIS, GPO, etc.)

           ACCESS METHOD: Distributed interactive (i.e., system
                          available for off-site installation)

       ACCESS FOR OUTPUT: Interactive

        ACCESS FOR INPUT: Interactive

                              F - 5

==
```
        ACRONYM: ISI
      SYSTEM ID: 00010098
  UPDATE STATUS: Updated Complete 1992
```

IMPLEMENTATION

 APPLICATION TYPE: Data Base

 SOFTWARE PLATFORM: CLIPPER

 COMPUTER TYPE #1: IBM PC Stand Alone
 COMPUTER TYPE #2: IBM PC LAN Compatible
 COMPUTER TYPE #3: Not Applicable

   MULTIPLATFORM: .YES

DESCRIPTIVE INFORMATION

RELATED SYSTEMS:

        KEYWORDS: INFORMATION SYSTEMS
                  INFORMATION SHARING
                  ADP MANAGEMENT
                  MANAGEMENT SYSTEMS

ABSTRACT: The EPA Information Systems Inventory is maintained on an IBM PC
         and currently holds roughly 650 records. The ISI was developed to
         enhance the Agency's ability to track major information systems,
         facilitate the sharing of information across media and program
         boundaries and improve the Agency's oversight of information
         systems development. For each system in the Inventory, the follow-
         ing information is included: system identification, descriptors of
         database content, and administrative data about access, and legal
         authorities. The database is available in the EPA Headquarters,
         Regional Libraries, and NTIS. The system is managed by the
         Information Management and Services Division, OIRM.

APPENDIX G - INSTALLING THE ISI ON A NOVELL LAN

The ISI requires approximately 2.3 megabytes of disk space. To install the ISI software on a Novell Local Area Network (LAN), follow these steps:

- Create the directory from which ISI will be run.

- Go to this directory.

  CD \ISI

- Copy the files from this disk into the directory.

  COPY A:*.*

- Install the ISI software. Type:

  INSTALL

Wait a few minutes while the installation routine completes. When finished, the screen should read:

```
┌─────────────────────────────────┐
│        ISI is installed ! ! !   │
└─────────────────────────────────┘
```

- Flag the files shareable read-write.

  flag *.* srw

The ISI is now installed and ready to run.

APPENDIX H - SYSTEM ADMINISTRATOR MODULE

1.0   MAIN MENU

Only individuals who have been assigned system administrator authority have access to the system administrator module. This option will appear on the Main Menu for those individuals who sign in using the name of an authorized system administrator. To select "Administrators Module" use your arrow keys to move the highlight bar to that selection and <ENTER>, or press <A>.

When you make this selection, the following menu will appear:

```
F1 = HELP                                              February 9, 1993
                      Environmental Protection Agency

                      INFORMATION SYSTEMS INVENTORY


                    ┌──────────MAIN MENU──────────┐    ┌──────────────┐
                    │Query ISI Data Base          │    │  There are   │
                    │News Alerts                  │    │      3       │
                    │System Documentation         │    │records in the│
                    │Update ISI Data Base         │    │transient area│
                    │Administrator's Module       │    └──────────────┘
              ┌─────────────────────────┐──────────┘
              │Update Data Base    .....│
              │Generate Reports         │
              │News Alerts              │
              │User Registration        │
              │Mailing Labels           │
              │System Documentation     │
              │Return to Main Menu      │
              └─────────────────────────┘

          Upload/Edit/Delete records in Main Data Base or Transient Area
```

Figure H-1 - System Administrator's menu

If there are records in the transient area, a box will appear on the right side of the screen which shows how many records are in the transient area.

2.0 UPDATE DATA BASE

This option allows you to view system records that have been placed in the transient area, edit and upload these records, delete a record from the transient area, and make a backup copy of the transient area.

To select the "Update Data Base" option, make sure that the highlight bar is placed on the selection (this is the default selection for the System Administrator Menu) and <ENTER>, or press <D>. You will be presented with the following menu:

```
┌─────────────────────────────────────────────────────────────────────┐
│ ╔═══════════════════════════════════════════════════════════════════╗ │
│ ║ F1 = HELP                                        February 9, 1993  ║ │
│ ║                   Environmental Protection Agency                  ║ │
│ ║                                                                    ║ │
│ ║                   INFORMATION SYSTEMS INVENTORY                     ║ │
│ ╚═══════════════════════════════════════════════════════════════════╝ │
│                                                                        │
│            ┌───────────MAIN MENU═══════════┐    ┌──────────────────┐   │
│            │Query ISI Data Base            │    │   There are      │   │
│            │News Alerts                    │    │       3          │   │
│            │System Documentation           │    │   records in the │   │
│            │Update ISI Data Base           │    │   transient area.│   │
│            │Administrator's Module         │    └──────────────────┘   │
│            ┌─────────────────────┐─────────┘                           │
│            │Update Data Base     ║═════════                            │
│            │Gene┌────────────────────────────────────────────┐         │
│            │News│View/Edit Systems in Transient Area         │         │
│            │User│Upload a System from Transient Area          │         │
│            │Mail│Upload All Systems from Transient Area       │         │
│            │Syst│Delete a System                              │         │
│            │Retu│Make a Backup Copy of Transient Area         │         │
│            └════│Return to Administrator's Menu               │         │
│                 └────────────────────────────────────────────┘         │
│                                                                        │
│           View and/or Edit Systems in Transient Data Base              │
└─────────────────────────────────────────────────────────────────────┘
```

Figure H-2 - System Administrator's Update Data Base menu

2.1 View/Edit Systems in the Transient Area

This option allows you to view and edit system records in the transient area - making changes and conducting data QA in preparation for the actual uploading of the records to the ISI main data base. As a system administrator, you have overwrite authority for all fields in the records, both text and coded.

To select the "View/Edit Systems in the Transient Area" option, make sure that the highlight bar is placed on this selection (this is the default selection for the "Update Data Base" menu) and <ENTER>, or press <V>. You will be presented with a pick box listing systems in transient area in the sequential order in which they were placed there. This pick box displays the system acronym, the date the system record was updated (placed in the

transient area), the contact person's last name, and the contract person's first name. This information appears in columns; for each system the information is listed on one text line (horizontally), as shown below:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────────────┐ │
│ │F1 = HELP                                              February 9, 1993│ │
│ │                    Environmental Protection Agency                    │ │
│ │                                                                       │ │
│ │                    INFORMATION SYSTEMS INVENTORY                      │ │
│ └──────────────────────────────────────────────────────────────────────┘ │
│                                                      ┌───────            │
│  ┌─Acronym  Updated   Contact:Last Name    First Name┤          e are    │
│  │RX75      02/09/93  MORRIS               TONY       │          3        │
│  │ISI       02/09/93  HUFFORD              STEVE      │          s in the │
│  │BLIS      02/09/93  STEIGERWALD          JOSEPH     │          ent area.│
│  │                                                    └─────────          │
│  │                                                                        │
│  │                        ·                                               │
│  │                                                                        │
│  │                                                                        │
│  │                                                                        │
│  └────────────────────────────────────────────────────────┘             │
│                    ┌Syst┬─────────────────────────────────────┐          │
│                    │Retu│Delete a System                       │          │
│                    └────┤Make a Backup Copy of Transient Area  │          │
│                         │Return to Administrator's Menu        │          │
│                         └──────────────────────────────────────┘          │
│                                                                           │
│            View and/or Edit Systems in Transient Data Base                │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure H-3 - Pick Box of systems in Transient Area

Use your arrow keys to scroll through the list of systems in the transient data base.

To select a system to view/edit, use your arrow keys to scroll up/down until the highlight bar is located on the line for the system you wish to view or edit, and <ENTER>. The first screen of the system record will appear. Your cursor will be located in the first field, for system acronym.

To edit the information, review the information in each field as you go. In both coded fields and text fields, press <ENTER> if the information is correct, to leave it unchanged. Within a screen, you may also use your up and down arrow keys to move to the previous and next fields, respectively. To edit the information in a text field, you may type over the text that appears in the field. You may also use keys for <INSERT> and <DELETE> to edit text in the field. To edit a coded field, you may enter any valid numerical code, overwriting the information in the field. To call up a pick box of valid codes and values for the field in which your cursor is located, press <F3>.

NOTE: "Page Up" and "Page Down" keys will move you up and down one screen at a time, respectively. While you may use the down arrow key to advance one field within a screen,

the down arrow key will not advance you to the next screen; when you are located in the last field on the screen you must press <ENTER> or <PgDn> to move to the next field.

In the "Keywords" section your highlight bar will appear on each keyword in sequence. You may edit (type over) keywords as they appear. You may replace a keyword by typing over the existing keyword; you may press F3 for the list of suggested keywords, scroll to the word you would like to appear in its place, and <ENTER>. If you wish to accept the keyword as it is, press <ENTER>. If the word does not appear on the list of suggested keywords, ISI will ask: "This keyword is not in the general list. Are you sure you want this word?" Select "Yes" to accept the word as is and progress to the next keyword. Select "No" to return to that keyword and continue editing.

When you have gone to the end of the record and are ready to accept the final (abstract) field, <ENTER>.

If the system record is missing values in any "required" field, the system record will be labeled "incomplete" (a notation that will appear in the upper left corner under the ID number) and ISI will issue a warning box before permitting you to exit the record.

```
╒═══════════════════════════ EDIT A SYSTEM - Page 7 ═══════════════════════════╕
│ SYSTEM ID: 00001378                    ↑-Previous Field   PgUp-Previous Page │
│ Updated Incomplete 1992                ↓-Next Field       PgDn-Next Page      │
│                                                                              │
│ ABSTRACT:  Provide a short paragraph (up to 800 characters) that defines      │
│            the system.                                                        │
│                                                                              │
│          ╔════════════════════════════════════════════════════════════╗     │
│          ║  This system:                                               ║     │
│          ║                                                             ║     │
│          ║    System ID:  00001378           System Acronym:  RX75     ║     │
│          ║                                                             ║     │
│          ║  has one or more blank fields and will be marked INCOMPLETE.║     │
│          ║                                                             ║     │
│          ║  System Acronym, System Name, Contact Person's Name, and all║     │
│          ║  coded fields must have values for the system record to be  ║     │
│          ║  marked as complete.                                        ║     │
│          ║                                                             ║     │
│          ║            ** Press any key to continue **                  ║     │
│          ╚════════════════════════════════════════════════════════════╝     │
│                                                                              │
╘═F1 = HELP════════════════════════════════════════════════════════════════════╛
```

Figure H-4 - Incomplete system warning box

You will be asked if you wish to "View/Print a copy of the system?" To select <YES>, move your highlight bar to the yes selection and <ENTER>, or press <Y>. The complete (long) report will appear on screen. When you exit the report, you will be asked if you want

to print the data just entered. To print, make sure that your printer is connected properly and turned on.

2.2   Upload a System from Transient Area

This option allows you to transfer a system record from the transient area to the ISI main data base. If the record provides updated information for a system already in the main data base (i.e., a system with the same system ID), ISI will replace the old record with the new one. If the record provides information on a new system, it will be added to the data base.

To select this option, use your arrow keys to move the highlight bar to "Upload a System from the Transient Area" and <ENTER>, or press <U>. You will be presented with a pick box in which are listed the acronym, the date the system record was placed in the transient area, the contact's last name, and the contact's first name, for all system records in the transient area. To select a system to upload from the transient area to the ISI main data base, use your arrow keys to move the highlight bar to the system you would like to select and <ENTER>, or begin entering the letters of the corresponding system acronym until the highlight bar appears on your desired selection and <ENTER>.

The ISI will ask you, "Do you want to edit this system?" The default setting is "No." To upload the system record without making any edits at this time, <ENTER>, or press <N>. If you would like to edit this system record before you upload it to the ISI main data base, use your arrow keys to highlight the <Yes> option and <ENTER>, or press <Y>. If you select "Yes" you will be presented with the first entry screen of the system record. See "View/Edit" systems in the transient area for information on how to edit the system record.

When you have completed desired edits and directed record output to desired locations, (printer, ASCII file, etc.) ISI will ask you if you wish to "Upload this System to the Main Data Base?" The default selection is no; to select "No" make sure this option is highlighted and <ENTER> or press <N>. To select "Yes" use your arrow keys to move the highlight bar to the "Yes" selection and <ENTER>, or press <Y>. When you have completed this process you will be returned to the "Update" menu.

2.3   Upload All Systems from the Transient Area

This option allows you to move all system records from the transient area to the main data base. This selection does **not** provide you with an opportunity to view and/or edit the records before moving them to the ISI main data base, so you must make sure that all data in the records are complete and correct and that you wish to make no further changes to the records before selecting this option.

To select this option, use your arrow keys to move the highlight bar to this selection and <ENTER>, or press <A>. ISI will issue the following warning: "CAUTION!! This action is not reversible and can't be interrupted. Continue?" "No" is the default response. To

select "No" make sure that this option is highlighted and <ENTER>, or press <N>. To select "Yes" use your arrow keys to move the highlight bar to the "Yes" option and <ENTER>, or press <Y>. If the system record is an update, this new record will replace the record in the main data base with the same system ID. New system records will be added to the existing data base. When this process is complete, you will be returned to the update menu.

2.4   Delete a System

This option allows you to delete a system record from either the transient area or the main data base.

To select this option use your arrow keys to move the highlight bar to "Delete a System" and <ENTER>, or press <D>. You will be presented with two options: transient area or main data base. "Transient area" is the default selection. To choose to delete a system from the transient area, make sure that your highlight bar is on this selection and <ENTER>, or press <T>. To choose to delete a system from the main data base, use your arrow keys to move the highlight bar to the "Main Data Base" selection and <ENTER>, or press <M>.

If you select "Transient area" a pick box will appear, in which the acronym, date that the system record was placed in the transient area, contact's last name, and contact's first name, are displayed for all records in the transient area. Use your arrow keys to move the highlight bar to your desired selection and <ENTER>, or enter letters of the corresponding system acronym until the highlight bar appears for that selection, and <ENTER>. ISI will ask you if you wish to "View/Print a Copy of the System to be Deleted?" "No" is the default response. To select "No" make sure that you highlight bar is on that selection and <ENTER>, or press <N>. To select "Yes" use your arrow keys to move the highlight bar to the "Yes" selection and <ENTER>, or press <Y>. If you select "Yes" the record will appear on screen (long report) and you will be permitted to print the data as in all other report generation functions. When this process is complete, ISI will ask you "Are you sure you want to delete this system?" "No" is the default response. To select "No" and leave the record in the transient area, make sure that your highlight bar is on this selection and <ENTER>, or press <N>. To delete the system record use your arrow keys to move the highlight bar to the "Yes" selection and <ENTER>, or press <Y>.

To delete a system from the main data base, at the "Delete a System from . . . " selection prompt use your arrow keys to move the highlight bar to the "Main Data Base" selection and <ENTER>, or press <M>. You will be presented with a pick box allowing you to select a method of identifying the system to be deleted from the main data base. You may identify the system by system acronym, system name, or system ID. use your arrow keys to highlight your selection and <ENTER>. You will be presented with a field in which to type the acronym, name or ID (whichever you selected) and <ENTER>, or you may press <F3> for a list of all valid entries, use your arrow keys to move the highlight bar to your selection

and <ENTER>. Alternatively, you can enter corresponding letters of the acronym, name, or digits of the ID number, until your highlight bar appears on your selection, and <ENTER>. ISI will ask you if you wish to "View/Print a Copy of the System to be Deleted?" The remainder of the process is the same at that described in section 2.3 above.

2.5   Make a Backup Copy of the Transient Area

This option allows you to make a backup copy of the transient file.

To select this option, use your arrow keys to move your highlight bar to the "Make a Backup Copy of the Transient Area" selection and <ENTER>, or press <B>. You will be presented with a field in which to enter the file name for the backup. As this creates a data base file, the file name extension should be ".dbf". In the field presented for your entry, you must assign a name to your backup using the DOS format and specify a path, if necessary. If you are copying to a floppy disk, make sure that your disk is in the drive, the drive door is closed, and that the disk is not write-protected. If you are sending a backup copy to a directory other than the default directory, a complete directory path must also be designated.

3.0 GENERATE REPORTS

The "Generate Reports" option allows you to generate a variety of specialized reports. To select this option, use your arrow keys to move the highlight bar to the "Generate Reports" listing, and <ENTER>, or press <G>.

You will be presented with the following menu:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ F1 = HELP                                              February 9, 1993   │
│                    Environmental Protection Agency                        │
│                                                                           │
│                    INFORMATION SYSTEMS INVENTORY                          │
├─────────────────────────────────────────────────────────────────────────┤
│                  ┌──────────MAIN MENU─────────┐    ┌─────────────────┐    │
│                  │Query ISI Data Base         │    │   There are     │    │
│                  │News Alerts                 │    │      3          │    │
│                  │System Documentation        │    │ records in the  │    │
│                  │Update ISI Data Base        │    │ transient area. │    │
│                  │Administrator's Module      │    └─────────────────┘    │
│           ┌──────────────────┐┌─────────────────────────────────┐         │
│           │Update Data Base  ││ISI Data Base (all records)      │         │
│           │Generate Reports  ││Transient Area (all records)     │         │
│           │News Alerts       ││Date Range (all records)         │         │
│           │User Registration ││Summary Report by Acronym        │         │
│           │Mailing Labels    ││Summary Report by System Name    │         │
│           │System Documentation│Summary Report by RPIO          │         │
│           │Return to Main Menu ││Statistics Report              │         │
│           └──────────────────┘│Return to Administrator's Menu   │         │
│                               └─────────────────────────────────┘         │
│                                                                           │
│              Print all records in main ISI data base                      │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure H-5 - System Administrator's Generate Reports menu
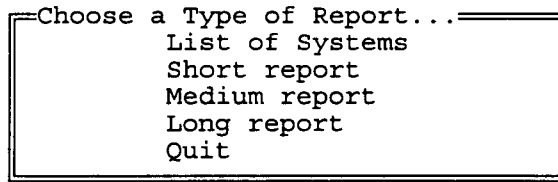
3.1 ISI Data Base (all records)

This function allows you to print all records in the ISI Data Base. In considering this option, keep in mind that this is a time-consuming process, as the ISI consists of over 600 records.

To select this option, make sure that your highlight bar is located on the "ISI Data Base (all records" option and <ENTER>, or press <I>.

ISI will present a warning box asking "This is a time-consuming process. Continue?" The default selection is "No." To return to the Generate Reports menu without printing all records in the ISI data base, make sure that your highlight bar is on the "no" selection and <ENTER>, or press <N>. To initiate this process and print all records in the ISI data base, use your arrow keys to move the cursor to the "yes"selection and <ENTER>, or press

< Y >. A flashing box will notify you that report generation is in progress. **NOTE: There is no way to abort the report generation process once it has been initiated.** This flashing box will be replaced by a pick box which permits you to choose a format for the reports you are generating. The options are as shown below:

```
┌═Choose a Type of Report...═══════┐
║                                  ║
║         List of Systems          ║
║         Short report             ║
║         Medium report            ║
║         Long report              ║
║         Quit                     ║
║                                  ║
└══════════════════════════════════┘
```

Figure H-6 - Pick for Report Type Selection

If you select the "List of Systems" option you will be provided with the following 5 fields of information for all records in the main data base:

System ID
System Acronym
RPIO Code
Contact Person
Telephone Number

These fields will be listed in horizontal columns across your screen, with one system per line, as shown in Appendix F.

The "Short Report" option output will be generated in the same format as short reports generated through the "generate reports" option of the Main Menu.

The "Medium Report" option output will be generated in the same format as medium reports generated through the "generate reports" option of the Main Menu.

The "Long Report" option format is the same as that for reports generated under the "generate reports" option of the Main Menu.

To select the type of report you would like to generate, use the arrow keys to move the highlight bar to the desired selection and < ENTER >, or type in the letters of the desired option until your highlight bar appears on that option and < ENTER >. ISI will present you with a pick box listing "Output Destination" options. In this box you must choose the destination to which you want to send this report or file. The options are as shown below:

```
┌─Output Destination─────────────┐
║ Screen                          ║
║ Screen and Printer              ║
║ Screen and ASCII file           ║
║ Screen, Printer, and ASCII file ║
║ Printer                         ║
║ Printer and ASCII file          ║
║ ASCII file                      ║
║ Quit                            ║
╚════════════════════════════════╝
```
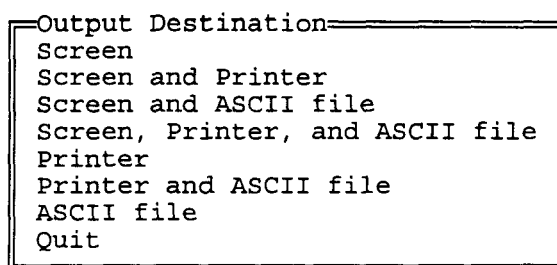
Figure H-7 - Pick Box for Report Output Destination

If you select "Screen" your output will be directed to the screen.

If you want to route output to a printer, before you make your selection, make sure that you are connected properly to the printer and that your printer is on. If you are not, ISI will notify you: "Sorry . . . Printer is not ready ** press any key to continue . . .**"

If you select ASCII file, ISI will present you with a box in which you are to "Enter Filename for output (include path if necessary)." In this field, enter the filename for output to the ASCII file. This name must conform to DOS naming conventions. The character limit of the field is 50. If you want to save the file to a different directory other than the default directory, you must include the path.

If you choose a combination of screen, printer and ASCII file your report output will be directed to each chosen destination in order.

3.2   Transient Area (all records)

This function allows you to print all records in the transient area. The amount of time required to complete this process in determined by the number of records in the transient area.

To select this option, use your arrow keys to move the highlight bar to the "Transient Area (all records) selection, and <ENTER>, or press <T>. A flashing box will appear to notify you that report generation is in progress. You will be presented with the pick box of formats for the reports you are generating. The options are the same as those described in section 3.1 above; the reports that you generate, however, will be on the transient data base as opposed to the entire ISI main data base. This includes the "List of Systems" option; if you select this type of report for the transient area, the list of systems will be generated for the transient area only. Once you have selected the type of report to generate, ISI will present you with the pick box listing "Output Destination" options. Instructions for this option are the same as described in section 3.1 above.

3.3   Date Range

This option allows you to generate reports for all records in the ISI main data base that were uploaded between two dates, specified by you.

To select this option, use your arrow keys to move the highlight bar to the "Date Range (all records)" selection and <ENTER>, or press <D>. ISI will present a box prompting you to "Specify a range of dates for the report.   Either date may be left blank. " The format in which to enter your dates is MM/DD/YY.   You cursor will appear in the first (month) digit space for the field for "Beginning date." Enter the beginning date for the date range you desire.   All reports entered into ISI from and including this date until the date you specify in the next (Ending) date range will be generated.   This field should be completed if you want to generate reports for records entered AFTER and including a certain date. **NOTE: If you want to generate reports for all records entered BEFORE and including a certain date, leave this field blank.**

Once you have typed in the beginning date, press <ENTER>. Your cursor will be moved to the field for "Ending date." Enter the ending date for the date range you desire. All reports entered into ISI from the "Beginning" date up to and including the date you specify in this field will be generated. **NOTE: If you want to generate reports for all records entered AFTER and including your beginning date, up until the present, leave this field blank.**

Once you have typed in the ending date, press <ENTER>. A flashing box will inform you that report generation is in progress. ISI will generate reports placed in the main data base between the two dates you specified.

You will be presented with a pick box allowing you to choose the type of report you wish to generate.   Continue with this option in the same manner as described in section 3.1 above.   Once you have selected the type of report to generate, you will be presented with the pick box listing output destinations; again, the instructions for this option are the same as described in section 3.1 above.

3.4   Summary Report by Acronym

This option will generate a listing of the following information for all systems in the ISI main data base:

> System Acronym
> System ID
> System Name

The Summary Report by Acronym lists all systems in the main data base in alphabetical order by acronym; system acronyms that begin with numerals will be listed first, followed

by all acronyms beginning with A, then B, and so on. Submitters were instructed to enter "None" in the acronym field for systems that do not have an acronym; therefore, systems that do not have an acronym will appear under "N"for "None"; within this group systems will be listed in numerical order by System ID number.

To select this option, use your arrow keys to move the highlight bar to the "Summary Report by Acronym" selection and <ENTER>, or press <A>. A flashing box will inform you that report generation is in progress. You will be presented with the pick box of output destinations as described in section 3.1.

Information will be listed in columns, horizontally, one line per system.

3.5   Summary Report by System Name

This option will generate a listing of the following information for all systems in the ISI main data base:

> System Acronym
> System ID
> System Name

The Summary Report by System Name lists all systems in the main data base in alphabetical order by system name; system names that begin with numerals will be listed first, followed by all system names beginning with A, then B, and so on.

To select this option, use your arrow keys to move the highlight bar to the "Summary Report by System Name" selection and <ENTER>, or press <N>. A flashing box will inform you that report generation is in progress. You will be presented with the pick box of output destinations as described in section 3.1.

Information will be listed in columns, horizontally, one line per system.

3.6   Summary by RPIO

This option will generate a list of the following information for all systems in the ISI main data base:

> RPIO Code
> Allowance Holder Code
> System Acronym
> System Name
> Contact Person Name

Contact Person Phone Number

The format of this report differs from that described in sections 3.4 and 3.5 above. Each listing takes up two lines, with acronym, contact name, and contact phone number appearing on the first line and system name appearing on the second. System listings are grouped under RPIO code (and corresponding allowance holder code) with the RPIO code and allowance holder code serving as a section "header"; systems under a given code are listed alphabetically by acronym within that section. The complete listing is organized numerically by RPIO code.

To select this option, use your arrow keys to move the highlight bar to the "Summary Report by RPIO" selection and <ENTER>, or press <P>. A flashing box will inform you that report generation is in progress. You will be presented with the pick box of output destinations as described in section 3.1.

3.7   Statistics Report

This option will generate a basic statistical breakdown of the main data base according to each of the coded fields.

To select this option use your arrow keys to move the highlight bar to the "Statistics Report" selection and <ENTER>, or press <S>. A flashing box will inform you that report preparation is in progress. You will be presented with a pick box of output destinations from which to choose; instructions for these selections are the same as those listed under section 3.2.

The date the report was generated will appear at the top of the statistics report. The next line of information will present the total number of system records. Information that follows will consist of a statistical breakdown for number of records corresponding to assigned codes for all coded fields, in the order in which they appear in the system record. For example, on the first screen of information you will be presented with "Breakdown According to System Level." This is the first coded field in the ISI record.

```
                      ISI STATISTICS REPORT
                      Report Date: 02/22/93

Total Number of System Records: 648


Breakdown According to System Level

                        Major Agency Systems:     43
                      Widely Accessed Systems:    157
                           Localized Systems:    298
                          User-Owned Systems:    114
                    No Assigned System Level:     33
```

Figure H-8 - Beginning of ISI Statistics Report

The numbers which appear next to the possible responses (coded selections) show the number of records in which this response was chosen. In the sample shown above, 298 of the 648 system records in the ISI main data base are classified as "localized systems" under the coded field "System Level."

At the end of the report, ISI will show the breakdown of reports by update status. No information will be presented on the report for uncoded (text) fields.

4.0 NEWS ALERTS

This function allows the System Administrator to add, modify, or delete news alerts. To select "News Alerts" use your arrow keys to move the highlight bar to this selection, and <ENTER>, or press <N>. You will be presented with the following menu:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│┌───────────────────────────────────────────────────────────────────────────┐│
││F1 = HELP                                               February 9, 1993    ││
││                    Environmental Protection Agency                         ││
││                                                                            ││
││                    INFORMATION SYSTEMS INVENTORY                           ││
│└───────────────────────────────────────────────────────────────────────────┘│
│     ┌───────────MAIN MENU═══════════┐           ┌──────────────────────┐     │
│     │Query ISI Data Base            │           │     There are        │     │
│     │News Alerts                    │           │        3             │     │
│     │System Documentation           │           │  records in the      │     │
│   · │Update ISI Data Base           │           │  transient area.     │     │
│     │Administrator's Module         │           └──────────────────────┘     │
│   ┌────────────────────┐═══════════─┘                                        │
│   │Update Data Base    │                                                     │
│   │Generate Reports    │                                                     │
│   │News Alerts         │                                                     │
│   │User┌────────────────────────────────────┐                               │
│   │Mail│Add a News Alert                    │                               │
│   │Syst│Modify a News Alert                 │                               │
│   │Retu│Delete a News Alert                 │                               │
│   └────│Return to Administrator's Menu      │                               │
│        └────────────────────────────────────┘                               │
│              Add a New Alert to the current list                             │
└─────────────────────────────────────────────────────────────────────────────┘
```

Figure H-9 - System Administrator's News Alert menu

4.1 Add a News Alert

This function allows you to enter a news alert that will be made available to ISI users through the news alerts option of the ISI Main Menu. To select "Add a News Alert" from the News Alerts Menu, make sure that your highlight bar is located on this selection ("Add a News Alert" is the default selection on the news alerts menu) and <ENTER> or press <A>. You will be presented with a screen that looks like this:

```
┌──────────────────────────────────────────────────────────────┐
│ NEWS ALERT #: 5                              February 9, 1993 │
│         TITLE:                                                 │
├──────────────────────────────────────────────────────────────┤
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
└────DEL = Delete   INS = Insert   ESC = Abort   F8 = Accept Changes────┘
```

Figure H-10 - Screen for Adding a News Alert

The news alert number appears in the upper left corner of your screen. The system will assign this number automatically; the number assigned is the next sequential number after that assigned to the news alert most recently added to the News Alerts option of the ISI Main Menu.

Your cursor will appear in the field for "title." Enter the title for this news alert (40 characters maximum). When you have entered the title, your cursor will appear in the text box. Enter the text for your news alert. You have 20 lines of space; each line is 75 characters long. **Note that the text does not wrap; you must <ENTER> (hard return) to go to the next line!** When you have entered the text for your news alert, press <F8>. Your news alert will be added to the news alerts in the News Alerts option of the ISI Main Menu.

4.2 Modify a News Alert

This function allows the System Administrator to modify an existing news alert. To select this option, use your arrow keys to move the highlight bar to the "Modify a News Alert" option and <ENTER>, or press <M>.

You will be presented with a list of titles of news alerts in the News Alerts directory. Use your arrow keys to move the highlight bar to the title of the news alert that you want to modify and <ENTER>. You will be presented with the news alert screen for your selection. When you have completed your modifications press <F8>. A box will appear

with the prompt: "Were any changes made?" "No" is the default response; if you did not modify the news alert or do not wish to save your changes, <ENTER>, or press <N>. If you made changes to the news alert and would like to save those changes, move your highlight bar to the "Yes" selection and <ENTER>, or press <Y>. **Note: If you press <ENTER>while the cursor is on the default setting of "No"your changes will not be saved.**

If you save changes to the news alert, the news alert date (that appears in the upper right corner of the news alert screen) will be changed to the date on which the news alert was last modified.

4.3   Delete a News Alert

The "Delete a News Alert" option allows the System Administrator to delete a news alert. To select this option, use the arrow keys to move the highlight bar to the "Delete a News Alert" selection and <ENTER>, or press <D>. You will be presented with a list of titles for news alerts currently in the News Alerts directory. Use your arrow keys to move the highlight bar to the title of the news alert you would like to delete and <ENTER>. The news alert you have selected will come up on your screen. If you would like to delete the news alert, press <F5>. If you do not wish to delete the news alert, press any other key to return to the News Alerts Menu.

5.0   USER REGISTRATION

The "User Registration" option allows the System Administrator to view and edit registered user information. To select this option, use your arrow keys to move the highlight bar to the "User Registration" selection and <ENTER>, or press <U>.You will be presented with a list (alphabetical by last name) of registered users, and a boxed screen of user information with the following information, appearing in column format, listed horizontally across the screen:

Last Name	User's Division	City	# Times ISI User
First Name	User's Branch	State	How User Heard About ISI
Initial	User's Address Line 1	ZIP Code	System Authority -
User's Office	User's Address Line 2	Mail Stop	T = True
			F = False

Use your arrow keys to scroll across the screen. Below the boxed screen of user information you will be presented with a list of navigation keys that provide instructions on how to edit the data, etc.

All fields except the "# Times Used ISI" and "System Authority" are actual fields in the user registration screen. These two additional fields provide information for the benefit of the System Administrator. The "# Times Used ISI" is a statistic generated by ISI showing the number of times this user has logged into ISI. However, the System Administrator can alter this statistic by manually overwriting the information. The "System Authority" Field shows

whether or not the user has been assigned System Authority, and thus has access to the System Administrator's module. You, as a System Administrator, can change this authority. If you enter a value of "F" for "False" the user will not have access to the System Administrator module. If you enter a value of "T" for "True" the user will be permitted access to the System Administrator module.

To delete a user press <F5> while your cursor is located at any point on the text line that lists that user's information. The "Status" column on the left of the screen will exhibit a "DEL" notation on the line with that user's information. This indicates that the user has been marked for deletion. **Note: You cannot delete yourself.**

When you have completed all desired edits press <F8>. If any users have been marked "DEL" you will be presented with a box asking you if you want them deleted. The default setting is "NO". To select "NO" press enter while your highlight bar is on the default selection of "NO." To select "YES" use your arrow keys to move the highlight bar to the "YES" selection and <ENTER>, or press <Y>. You will be returned to the System Administrator module.

If at any time while you are in the User Registration function you wish to abort - exit the function without saving any changes you have made since you entered - press <ESC>. You will be returned to the System Administrator Module Menu.

6.0   MAILING LABELS

This option allows you to generate mailing labels for system contact persons listed in records in the main data base, in the transient area, or a subset of the main data base. To select the "Mailing Labels" option, use your arrow keys to move the highlight bar to the "Mailing Labels" selection and <ENTER>, or press <M>. You will be presented with a pick box offering you the following options:

```
F1 = HELP                                                 February 9, 1993
                        Environmental Protection Agency

                        INFORMATION SYSTEMS INVENTORY



                    ┌─Create Mailing Labels for─┐
                    │ Main Data Base            │
                    │ Transient Data Base       │
                    │ Subset of Main Data Base  │
                    │ Quit                      │
                    └───────────────────────────┘





                        Generate mailing labels
```

Figure H-11 - Choices for Generating Mailing Labels

When you make your selection, only one label will be generated for each contact person in the selected area. So, if the same contact person has placed several systems in the transient data base, only one label will be generated for that contact person rather than one for each system. This serves as a check against duplication.

To select an option from the "Create Mailing Labels" pick box, use your arrow keys to move the highlight bar to the desired selection and <ENTER>, or press the first letter of the desired selection and <ENTER>.

6.1   Main Data Base

If you select "Main Data Base" the system will generate labels for all contact persons listed in the main data base. To select "Main Data Base" move the highlight bar to this selection and <ENTER>, or press <M> and <ENTER>. A flashing box will notify you that ISI is indexing the data base. You will be presented with a pick box that allows you to select

the output destination for the mailing labels you wish to generate. These options are described in section 3.1.

Labels will be generated alphabetically, in two columns per screen/page.

Note: Remember that your printer must be properly connected and turned on in order for you to be able to direct output to the printer. If it is not, ISI will issue a warning.

6.2   Transient Data Base

The "Transient Data Base" selection allows you to generate mailing labels for contact persons who are listed on records in the transient data base. To select this option, use your arrow keys to move the highlight bar to the "Transient Data Base" selection, and <ENTER>. The rest of the process is exactly the same as described in section 6.1 above.

6.3   Subset of Main Data Base

"Subset of Main Data Base" allows you to create a user-defined search. To select this option use your arrow keys to move the highlight bar to "Subset of Main Data Base" and <ENTER>. The User-Defined Search screen will be displayed (Figure H-12) and a pick box will appear with the following prompt: "Choose a Field to Search . . ."

```
┌──────────────────────────────────────────────────────────────────────────┐
│                          User-Defined Search                               │
├──────────────────────────────────────────────────────────────────────────┤
│  Criterion Being Chosen -        Field Name:              Operator:        │
├──────────────────────────────────────────────────────────────────────────┤
│        ┌─Choose a Field to Search...══════════════════╗                    │
│        │ Abstract                                      ▓                    │
│        │ Allowance Holder Code                         ::                   │
│        │ Application Type                              ::                   │
│        │ Archive Format                                ::                   │
│        │ City                                          ::                   │
│        │ Computer Type                                 ::                   │
│        │ Contact's Address                             ::                   │
│        │ Contact's Branch                              ::                   │
│        │ Contact's Division                            ::                   │
│        └══════════════════════════════════════════more╝                    │
│                                                                            │
│                                                                            │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Figure H-12 - User-Defined Search Screen

You will be presented with a pick box of searchable fields that includes all elements of the ISI system record. Alphabetically, these fields are:

H - 20

Abstract	Contact's Phone	Overall System Access
Access -	Data Update Cycle	Purpose of Data Collection
Public Access (How)	Enabling Legislation Code	Related Systems
Public Access (Who)	How Long Archived	RPIO Code
Allowance Holder Code	How Long Retained Online	Software
Application Type	Information Necessary for	Source of Data
Archive Format	Documentation	State
City	Information Sensitivity	System Acronym
Computer Type	Input Access	System ID
Contact's Address	Keywords	System Level
Contact's Branch	Mail Code	System Name
Contact's Division	Manager Code	System Status
Contact's First Name	Manual/Automated	ZIP Code
Contact's Last Name	Multiplatform	
Contact's Office	Output	

Scroll through this list of field names until you have identified a characteristic by which you would like to search. Using your arrow keys to scroll through the list, highlight your selection and press <ENTER>. You will note that your selection now appears at the top, center of your screen in the space for "Field Name:". Alternatively, you could begin to type in the name of the field and ISI would move the highlight bar to the first selection matching your entry. When the correct entry is highlighted, press <ENTER>. (Note: for more information on using pick boxes, see discussion on page 6 of the User's Guide.)

ISI will present you with a pick box of "operators." This list of operators allows you to select the mathematical relationship between the field you have chosen and the value for which you would like to search. Your options are: = (Equals), $ (Contains); > (Greater Than); < (Less Than); > = (Greater Than or Equal To); < = (Less Than or Equal To); < >(Not Equal To). For example, if you would like to generate labels for all systems in the ISI whose archive format is paper, you would select "Archive Format" from the list of fields, and then select the = (Equals) operator from the list of operators. Note that the selected operator appears at the top right of the screen in the space for "Operator:".

At this time, if you have chosen to search on a coded field, ISI will present you with pick box containing a list of values for that field. These values are the choices submitters of system information were given for that field. Scroll to your selection and press <ENTER>. If you have chosen to search on a non-coded field, you will be given a box in which to type a value; do so and press <ENTER>. The ISI will print your search string on the left side of the screen, as shown in Figure H-13.

```
┌─────────────────────────────────────────────────────────────────────────┐
│                         User-Defined Search                               │
├─────────────────────────────────────────────────────────────────────────┤
│ Criterion Being Chosen -      Field Name: COMPUTER        Operator:   =   │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                           │
│                                                                           │
│                      ┌─────────────────────────────────┐                  │
│                      │ Add Another Criterion ?          │                  │
│                      │      YES     NO                   │                  │
│                      └─────────────────────────────────┘                  │
│                                                                           │
│                                                                           │
│  Complete Search String:                                                  │
│      COMPUTER1 = '2' .OR. COMPUTER2 = '2' .OR. COMPUTER3 = '2'            │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

Figure H-13 - User-Defined Search String Created

You will be prompted to tell ISI if you wish to "Add Another Criterion?" The default setting is "NO." If you wish to generate mailing labels based on the criteria you have already entered, press <ENTER> or press <N>. If you wish to add additional search criteria, use your arrow keys to move your cursor to highlight the "YES" selection and press <ENTER>, or press <Y>. ISI will present you with a pick box asking you to "Choose a Connector" to link your first criteria and the one you wish to add. Your choices are "AND" and "OR." When you have selected the connector, press <ENTER>.

If you have selected a connector, ISI will again present you with the list of fields from which to select. Again, you will be asked to select a mathematical operator and value from the list of valid entries. For example, if you wish to search for systems listed in the ISI that have information archived in paper and are categorized at a System Level of 2 for "Widely Accessed Information System" you would add to the initial criteria of "Archive Format = paper" and select "YES" at the "Add Another Criterion?" prompt. You would then select "AND" from the pick box; System Level from the List of Fields; "=" from the next list of operators, and "2-Widely Accessed Information System" from the list of allowable values for that field. Your search string can have a maximum length of 325 characters. You may choose as many criteria as will fit within the maximum search string length.

When you have completed constructing your customized search string, it will appear on the bottom of your screen. You can edit the search string by pressing <F2>. This option allows you to edit your search string manually by adding and/or deleting characters. When you have completed your changes, press <ENTER>. Note that as you edit your search

string you do not receive pick box assistance. Make sure you understand the search string structure before you begin editing. To abandon editing, press <ESC>. This action will return the search string to its original structure.

When your search string is complete and you wish to initiate the search, press <F10>. A box will appear with the following prompt: "Which file should be searched:". You are given the option of searching all records in the data base or searching from among those records in the current holding file. The default selection is to search the main data base. To search the main data base, press <ENTER> or <M>to initiate the search. If you wish to search from among records in the existing holding file, use your arrow keys to move the cursor to the "Holding file" selection and press <ENTER> or press <H>.

The ISI will notify you with a flashing box that the search is in progress. When the ISI has completed its search of records meeting your selected criteria, it will generate mailing labels only for contact persons listed for those systems meeting your criteria. The rest of the process is exactly the same as that described in section 6.1 above.

7.0   SYSTEM DOCUMENTATION

The "System Documentation" option allows the System Administrator to add a new piece of system documentation, modify the description and file name of an existing piece of system documentation, or delete a piece of system documentation.

To select system documentation from the Administrator's Module Menu, use the arrow keys to move the highlight bar to that selection and <ENTER>, or press <S>. You will be presented with the following menu:

```
┌────────────────────────────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────────────────────────────┐   │
│ │ F1 = HELP                                              February 9, 1993│   │
│ │                    Environmental Protection Agency                     │   │
│ │                                                                        │   │
│ │                    INFORMATION SYSTEMS INVENTORY                       │   │
│ └──────────────────────────────────────────────────────────────────────┘   │
│              ·                                                               │
│                    ┌───────MAIN MENU───────┐         ┌──────────────────┐   │
│                    │Query ISI Data Base     │         │   There are      │   │
│                    │News Alerts             │         │       3          │   │
│                    │System Documentation    │         │ records in the   │   │
│                    │Update ISI Data Base    │         │ transient area.  │   │
│                    │Administrator's Module  │         └──────────────────┘   │
│         ┌──────────────────────┐═══════════┘                                │
│         │Update Data Base      │                                            │
│         │Generate Reports      │                                            │
│         │News Alerts           │                                            │
│         │User Registration     │                                            │
│         │Mail ┌──────────────────────────────────┐                         │
│         │Syst │Add System Documentation           │                         │
│         │Retu │Modify System Documentation        │                         │
│         └═════│Delete System Documentation        │                         │
│              │Return to Administrator's Menu     │                         │
│              └──────────────────────────────────┘                         │
│           Add a piece of System Documentation to the current list          │
└────────────────────────────────────────────────────────────────────────────┘
```

Figure H-14 - System Administrator's System Documentation menu

7.1   Add System Documentation

"Add System Documentation" allows you to add a piece of system documentation to the system documentation option of the ISI Main Menu. The document must have already been prepared in a text editor or word processing program and saved to an ASCII text file; only ASCII text files may be uploaded to ISI.

To select "Add System Documentation" place the highlight bar on that option of the documentation menu and <ENTER> or press <A>. You will be prompted to "Pick the Type of Documentation." Two choices are presented: On-line and Download. The "On-Line" option instructs the ISI that the documentation you are about to add is to be made available only to users on-line; users will not be able to download this documentation to a

printer or ASCII file. The Download option instructs the ISI that the documentation that you are about to upload should be made available to users for downloading to a printer and/or an ASCII file. Documentation available for downloading includes items like the ISI User's Manual and Update Form. Place the highlight bar on your selection and <ENTER>. Once you have selected the documentation type ISI will present you with a screen containing fields in which to enter the title of the documentation to add and the file name of the documentation. In the field for "Title for Documentation" enter the title of the documentation you are about to upload. This is the title as it will appear to users in the System Documentation Menu. The character limit is 40. When you have entered the documentation title press <ENTER>. Your cursor will be moved to the "File Name" field. Type in the name of the ASCII text file that contains the documentation and <ENTER>. The file name must adhere to DOS naming conventions (no more than 8 characters, with a 3-character extension). The new document title and filename will be added to the list of available system documentation.

7.2 Modify System Documentation

This option allows you to modify the description and file name of a piece of system documentation. You cannot edit text in the ISI itself through this function; to modify the text of the actual documentation, you must use a text editor or word processing package to edit the text.

To select "Modify System Documentation" use the arrow keys to move your highlight bar to this selection and <ENTER> or press <M>. A pick box will appear asking you to "Pick the Type of Documentation." Two choices are presented: On-Line and Download. The On-line option will allow you to modify the description and file name of the system documentation in the ISI that is available to the users on-line (on-screen) only. To select this option place your highlight bar on the "on-line" selection and <ENTER>, or press <O>. You will be presented with a pick box listing, in alphabetical order, all documentation available on-line.

Use your arrow keys to move the highlight bar to the name of the documentation whose title and/or file name you want to modify and <ENTER>, or enter the beginning letters of the title until the highlight bar appears on your desired selection, and <ENTER>. You will be presented with a box containing the title of the documentation and the file name. Your cursor will appear in the field for "Title of Documentation." Type in any desired changes to the title and <ENTER>. Your cursor will appear in the field for "File Name." Type in any changes to the file name and <ENTER>. The documentation name, as it appears in the System Documentation option, will be replaced with the revised version you have just entered. Remember, no changes can be made to the document text while you are in ISI.

The "Download" option will allow you to modify the description and file name of system documentation in the ISI that is available to the users to download. T select this option,

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place your highlight bar on the "Download" option and <ENTER>, or press <D>. You will be presented with a pick box in which appears an alphabetical list of documentation available to download.

Use your arrow keys to move the highlight bar to the name of the documentation whose title and/or file name you want to modify and <ENTER>, or enter the beginning letters of the title until the highlight bar appears on your desired selection, and <ENTER>. You will be presented with a box containing the title of the documentation and the file name. Your cursor will appear in the field for "Title of Documentation." Type in any desired changes to the title and <ENTER>. Your cursor will appear in the field for "File Name." Type in any changes to the file name and <ENTER>. The documentation name, as it appears in the System Documentation option, will be replaced with the revised version you have just entered. Remember, no changes can be made to the document text while you are in ISI.

7.3   Delete System Documentation

This option allows the System Administrator to delete a piece of system documentation. To select this option use your arrow keys to move the highlight bar to "Delete System Documentation" and <ENTER>. A pick box will appear asking you to "Pick the Type of Documentation." Two choices are presented: On-Line and Download. The On-line option will allow you to delete the description and file name of the system documentation in the ISI that is available to the users on-line (on-screen) only. To select this option place your highlight bar on the "on-line" selection and <ENTER>, or press <O>. You will be presented with a pick box listing, in alphabetical order, all documentation available on-line. User your arrow keys to move the highlight bar to the name of the documentation whose title and/or file name you want to delete and <ENTER>, or enter the beginning letters of the title until the highlight bar appears on your desired selection, and <ENTER>.

The "Download" option will allow you to delete the description and file name of system documentation in the ISI that is available to the users to download. To select this option, place your highlight bar on the "Download" option and <ENTER>, or press <D>. You will be presented with a pick box in which appears an alphabetical list of documentation available to download. User your arrow keys to move the highlight bar to the name of the documentation whose title and/or file name you want to delete and <ENTER>, or enter the beginning letters of the title until the highlight bar appears on your desired selection, and <ENTER>.

When you have selected the name of the document and file name you wish to delete, a box will appear framing your selection. A box will appear below this asking you if you wish to "Delete this documentation?" The default setting is "No." To abort the process and leave the documentation title and file name in the system select "No" and <ENTER>, or press <N>. To delete the documentation from the list of available system documentation, highlight "Yes" and <ENTER>, or press <Y>.

8.0   General Notes

If you are operating on a LAN, make sure all users are out of ISI before using the Administrators module. A suggested method for making sure no users are in the ISI would be to set up routine "down time" for the system in which all system maintenance is performed. Users could be notified of this "down time" via a News Alert.

Periodically check for the presence of filenames beginning with "$$". These files are temporary files that were not deleted by the system when a user leaves ISI abnormally. They should be deleted.