ROGSI/DMS® V4

User manual

Version 4.2.053

Great care has been taken in the production of text, illustrations and explanations. No liability can be made for any eventual mistakes or consequential damages.

Please send suggestions and comments via Email or fax to:

Germany, Europe
ROG GmbH
Wedekindweg 3
69434 Hirschhorn
☎ *++49 (0) 6272 9214 20*
Fax:++49 (0) 6272 9214 10
Email: info@rog.de

Technical support:
support@rog.de

North America
ROG Inc.
111 Rice Street
Cambridge, MA 02140
☎ *++1 617 576 0236*
Fax++1 617 5760082
Email: info@roginc.com
Support: support@roginc.com

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I. Introduction

The ROGSI/DMS Philosophy

ROGSI/DMS was originally developed as a system for documenting faults and disasters in IT. The present **ROGSI/DMS Version 4** is an open documentation system for BCM and ITSCM, the IT, for the production, the organization or for operation in any other possible areas.

ROGSI/DMS makes available all essential information in an information database. The provided database forms a basis on which a project may be adapted and expanded to meet the specific needs of an area to be documented. Through its flexibility the database can be continually changed and adapted to meet the changing needs of every situation.

ROGSI/DMS makes available all information online in a LAN or WAN. The integrated security concept secures **ROGSI/DMS** against unauthorized access. Each **ROGSI/DMS** user sees and manages only the data for which the he or she is directly responsible or required to use in his or her daily work.

ROGSI/DMS contains an integrated version manager and release procedure. Any alteration in planing automatically generates a new version of the plan. The new plan will only take effect after the required release procedure. Old versions will be archived for revision.

ROGSI/DMS saves every Plan-start with all associated information. e.g. cause, start and end times and occurrences in an Archive file. Consequently a complete record will be made for revision.

ROGSI/DMS contains extensive address data, which can not only be used efficiently in an emergency but furthermore is this function is also intended for daily use.

ROGSI/DMS manages the complete inventory with the capability of giving detailed descriptions. The flexible **ROGSI/DMS** concept makes sure, that even information from future systems may be stored.

ROGSI/DMS contains an extremely powerful report generator. With this the user can create his or her individual reports and handbooks. The handbooks can be saved as a PDF-files, which allows them to be passed on to other positions.

The ROGSI/DMS Documentation

The **ROGSI/DMS user handbook** contains detailed information regarding working with Windows.

The information in the handbook refers to ROGSI/DMS for WINDOWS/2000, XP, Vista or 7.

ROGSI/DMS Version 4 is a 32 bit application and it will only run on computers and operating systems which support 32 bit applications.

Both Printed and online documentation contain illustrations as a guide for a quicker understanding and for a more efficient working.

User manual

The manual contains a description of the ROGSI-screen and detailed documentation of how it works.Information on working with the operating system (Windows) is not included. If you have no working knowledge of windows then please refer to the relevant literature.

All illustrations used are from Windows XP4. Any variation in the windows layout will have no influence on the running of ROGSI/DMS.

You will find an index at the end of each section of the manual.

Online-Documentation (Help)

The Online-Documentation gives you support while you are working with ROGSI/DMS. The content of the manual and the Online-Documentation are identical.

Import of data from other systems

With this module, the import of data from other systems is possible. For further information call the Hotline.

II. Installation

The aims of this Section

The installation of ROGSI/DMS V 4 will be explained in this section.

It will be assumed that the user has a working knowledge of Windows, MS/Word and other products.
Please contact your administrator for necessary installation rights.

Structure

The installation of ROGSI/DMS V 4 onto your server and clients will be described in this section.

- The description is divided into the subsections
- Technical requirements
- Preparation
- Single and Server Installation
- Client – Installation
- Installation for Databases

Technical requirements

The following soft- and hardware requirements must be met for the installation of ROGSI/DMS V 4:

Operating system	Windows NT / Windows 2000 / XP / Vista / Win 7
Processor	Pentium or higher
Memory	1 GB or more, recommended 1 or 2 GB
Hard drive space	500 – 2000 MB or more (depending on the amount of documentation)
CD-ROM	For the Installation
Pointer	Mouse
Monitor	17”, Minimum Resolution 1024 x 768 or better

CD contents

The installation is menu driven (see further down).
For your information, the CD directories layout, which can vary depending on language version and chosen modules, is shown in the following window.

Database systems support

ROGSI/DMS V 4 supports the following database systems:

Database	Version
DB2	8 or higher
Microsoft SQL Server	2000 or newer
MySQL	Current version
Oracle	8i, 9i, 10,11
Microsoft Access	2000, XP, 2003, 2007, 2010 or higher

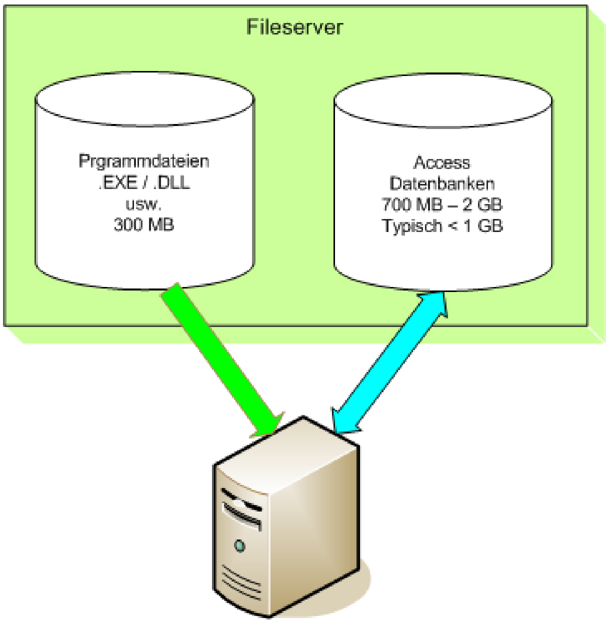
If you wish to use ROGSI/DMS with MS-Access, then continue with the section "Start Installation".

ROGSI/DMS 4 can be used on Database-Servers. It is recommended when ROGSI will be used by a large number of users (> 10), large amounts of data or to reduce the network load.

Structure of Files

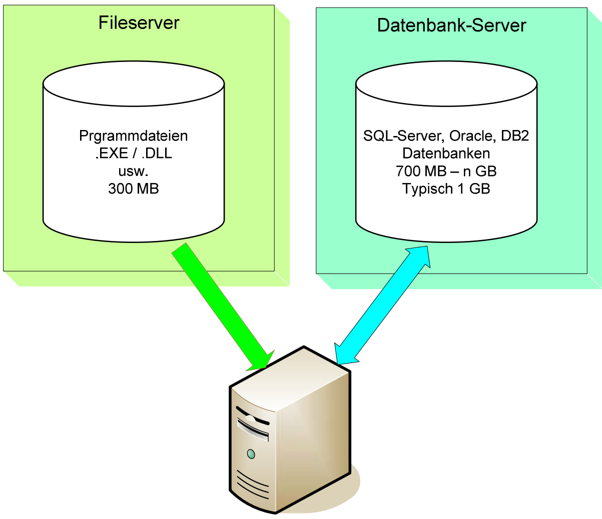
Programfiles and the database can be installed either on one Server / Disk or on different devices. See the following Visio to understand the installation.

Using offline installation, both are typically on one drive.



Using a database system like Oracle, SQL-Server or DB2, the installation can be as shown in following Visio. The database can be installed as part of an existing database.

It is also possible to installa separate server for this application and have the programfiles and the database on one system.



Structure of Files

You can run the installation as a silent run. Just use the "msiexec" command (this comes with Windows) with the "/quiet" argument.

For example:

msiexec /quiet /i RSI42SVE-045.msi INSTALLDIR="C:\ROG Apps\ROGSI-DMS" LICENSEKEY=123456789abcdefg

- "/quiet" specifies an install without any user interaction

- "/i" says what .MSI file to install (here RSI42SVE-045.msi)

- INSTALLDIR= is where to install (note the quotes, in case of spaces in the path)

- LICENSEKEY= is the license key

ROGSI/DMS Installation

Preparation Installation

Begin Installation

Place the CD into the CD-ROM drive. The installation should automatically start.

If the AUTORUN does not automatically start, then use the Explorer and start the ROGSI42.EXE from the CD.

1.	Single / Server	Installiert die Single- oder Serverversion von ROGSI/DMS RSI42SVE-04x.EXE
2.	Client	Installiert die Clients (sofern Server installiert wurde) RSI42CLE-04x.EXE
3.	Patch	Patch installieren (Daten und Einstellungen bleiben erhalten) RSI42SVE-04x_PATCH.EXE
4.	Demo	Vollversion mit Demo - Datenbestand RSI42SVE-04x_DEMO.EXE

The client is already set up on the workstation from which the server was installed and does not need to be separately installed.

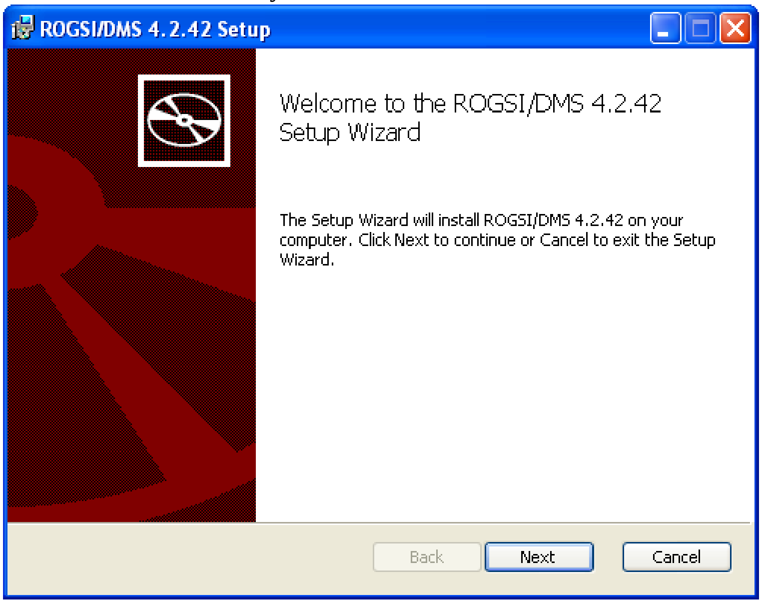
The procedure for each separate installation is described in the following sections.

Single and Server Installation

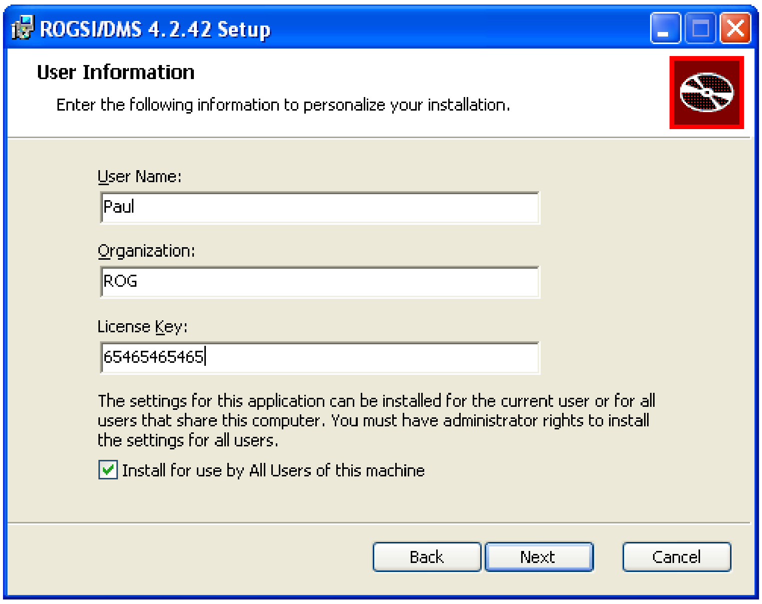
Start Installlation

Click on the single or server button to start the installation.

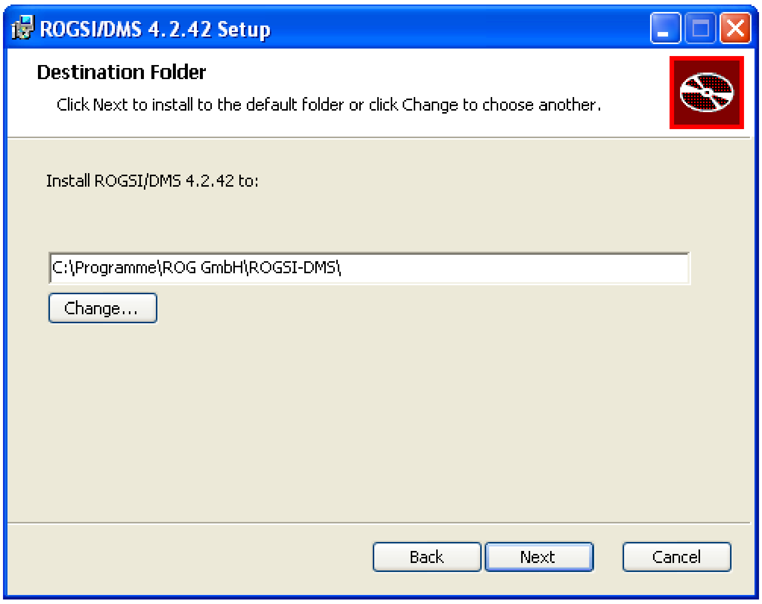
The start will be shown by a window and the welcome window will be shown next.



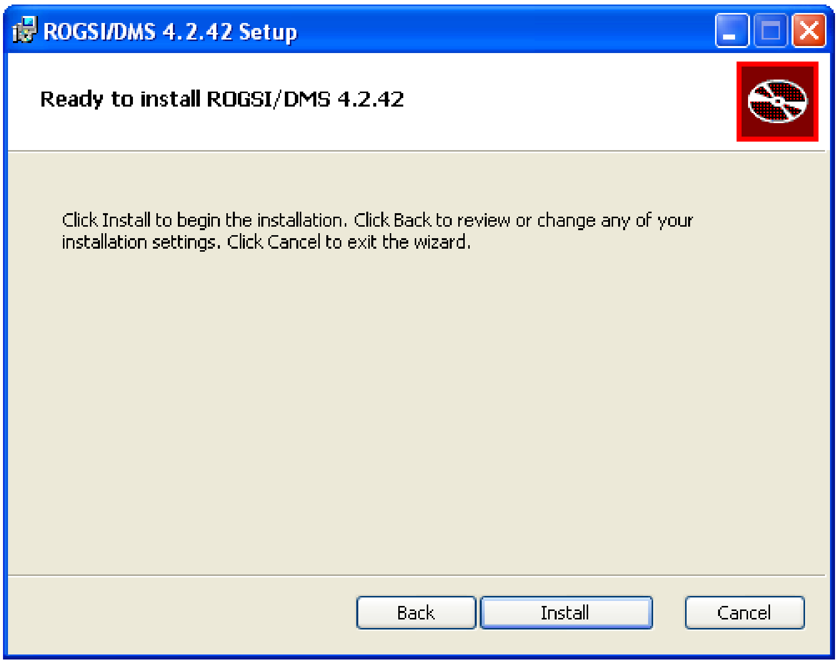
Click on NEXT



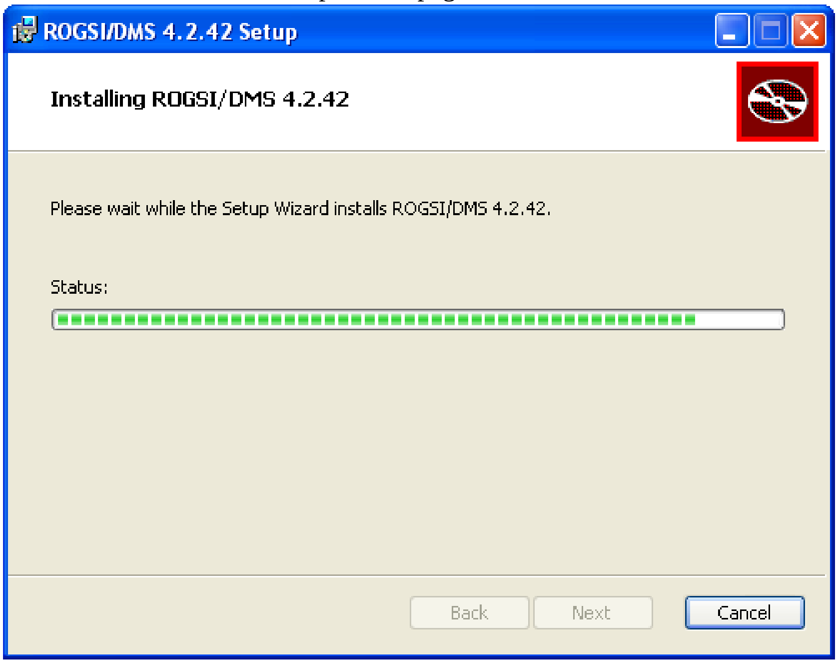
Enter your name and the name of the company or organization. If more than one user will be using the computer, you can chose whether the installation is for you alone or available to all persons. If for all users, you need administration rights for the installation.
Enter your license key. The license key can be found on both the CD and CD-Case. Please note where block capitals are used.
In the test version the termination date is in the Key. After the end of the test period, access to the data will be denied but the data will be preserved.
Click on NEXT.



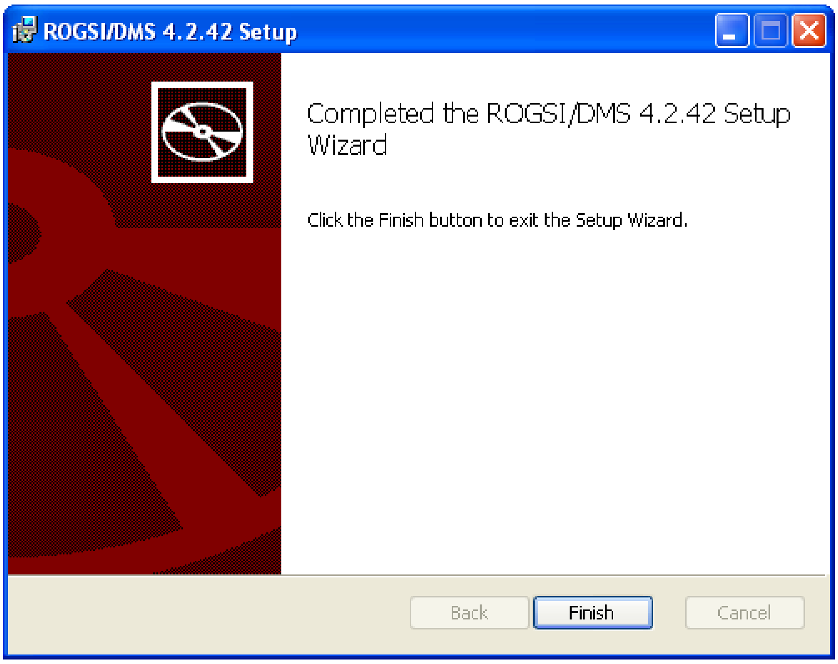
A target directory will be suggested. If the installation is to be continued in another directory then click on BROWSE and select the preferred drive and directory.
The original settings can be reset with by clicking RESET.
Click on NEXT.



Click on NEXT to proceed with the installation. If you need to make changes you can click the BACK button to return to the previous page.



This window shows the installation progress. You will also be informed as to which components are presently being installed.



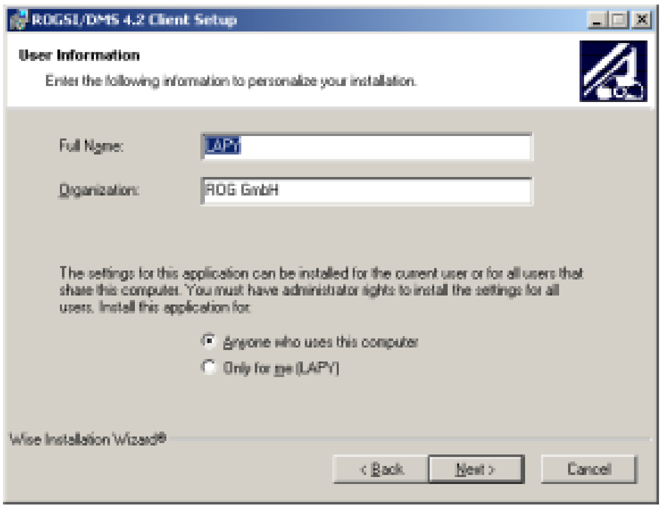
This window shows that the installation is completed. Click on FINISH to end the installation.

Client Installation

Start Client Installation

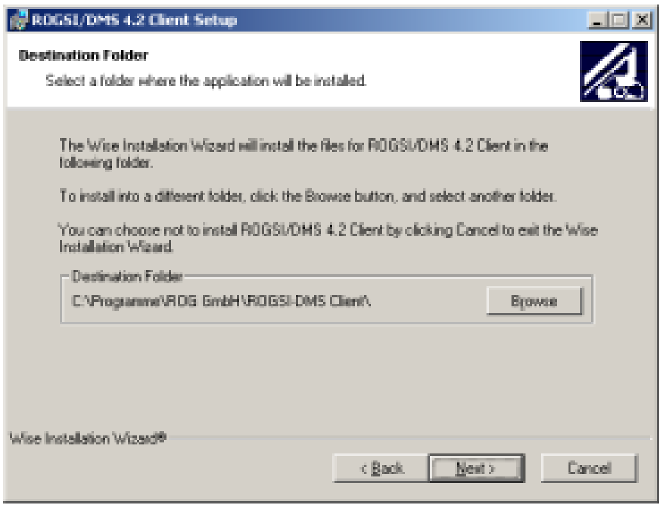
Click the client button to start the installation. The start will be shown by this window. The welcome window will open next.

Click on NEXT.

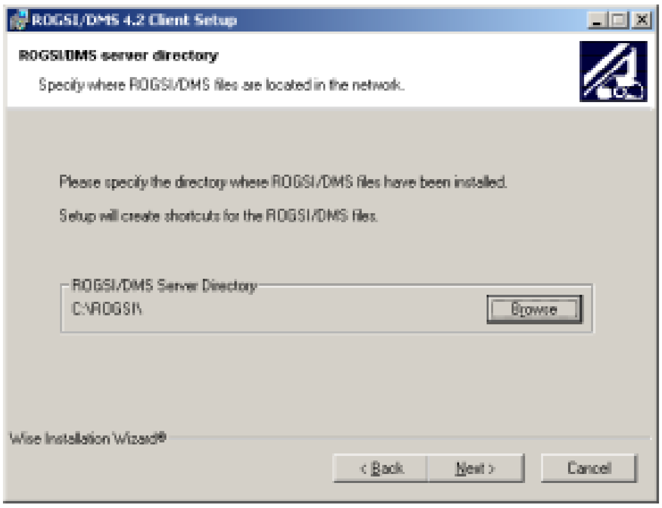


Enter your name and the name of the company or organization. If more than one user will be using the computer, you can chose whether the installation is for you alone or available to all persons. If for all users, you need administration rights for the installation.

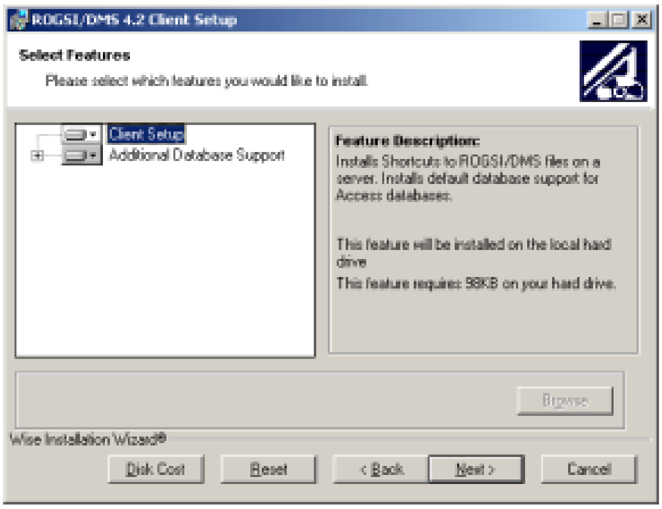
Click on NEXT.



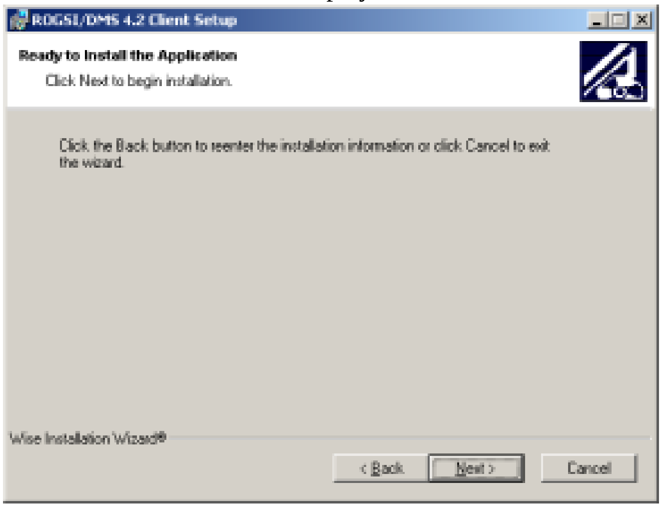
A target directory will be suggested. If the installation is to be continued in another directory then click on SEARCH and select the preferred drive and directory.
The original settings can be reset with by clicking RESET.
Click on NEXT.



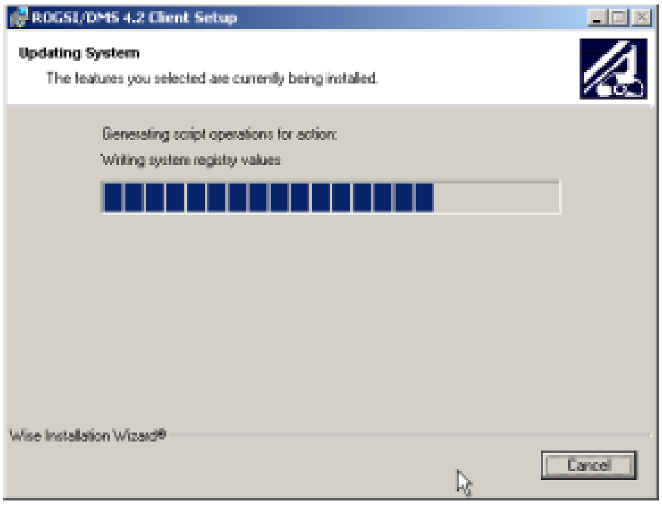
Select the directory in which the server installation was done. Click on NEXT.



The available functions are displayed and can be selected for installation.



Click on CONTINUE to proceed with the installation. If you need to make changes you can click the BACK button to return to the previous page.

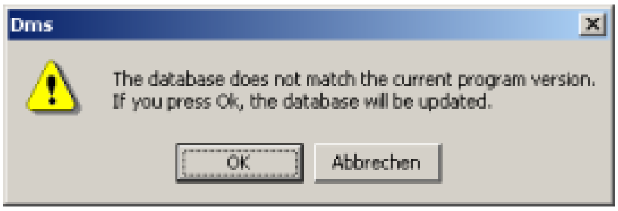


This window shows the installation progress. You will also be informed as to which components are presently being installed.

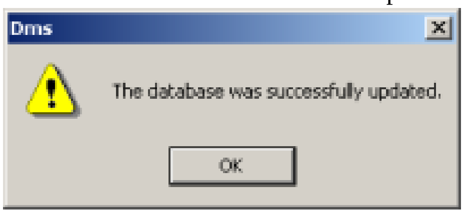
This window shows that the installation is finished. Click on FINISH to end the installation

ROGSI/DMS Patch/Upgrade

After starting and registering ROGSI/DMS this window will open.



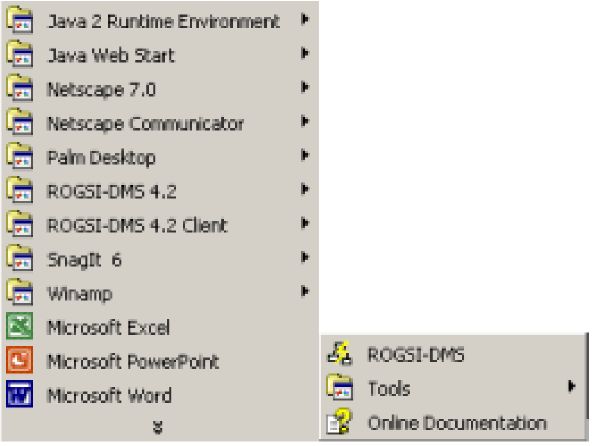
Click on OK. The database will be updated.



Click on OK and you will be in the updated database.

Starting ROGSI/DMS

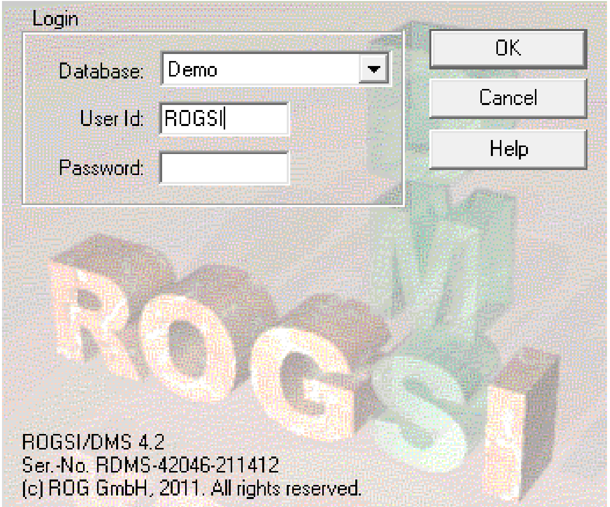
To start ROGSI/DMS click on START and then on PROGRAMMS. You will find a ROGSI-DMS entry.



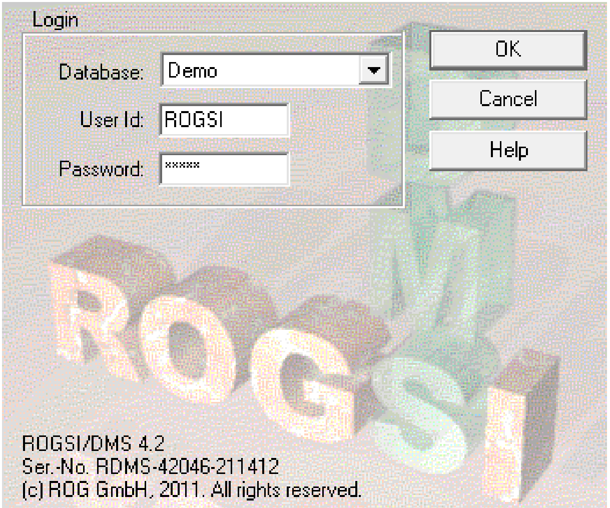
If you move the cursor to this line, a window with the selection for the Online-Help and the main Program will open. Click on ROGSI/DMS to start the program.

Logging into ROGSI/DMS

After starting ROGSI/DMS, the Login window will open.
The name of the standard database will be entered in the database line.



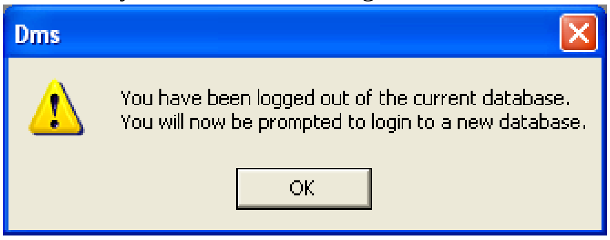
Enter your identification (Name or User-ID). For the initial start of ROGSI/DMS enter the identification ROGSI.
Now enter the password. For the initial start enter the password 'rogsi'.



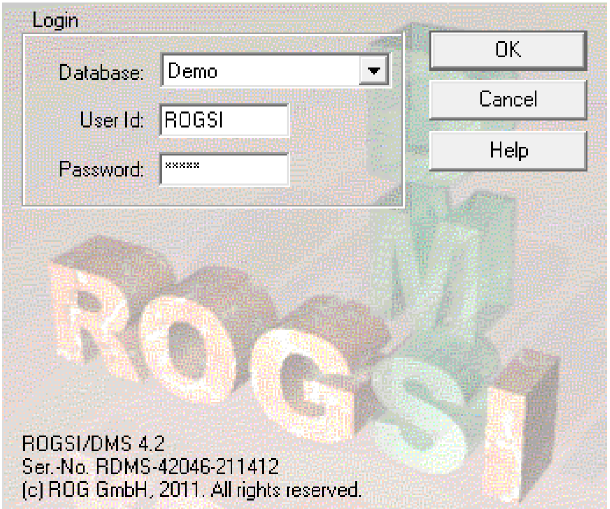
When you have filled in both fields, click on OK.
If both identity and password are correct, the main window will now open.
Next you have to set up the users. Please refer to section 5 User management.

Database swap

It is possible to swap from one data base to another data base without shutdown and restart ROGSI.
Click at FILE and than DATABASE. Select SWAP DATABASE. The current database will be closed and you will be asked to log in into the new database.



Click at OK to get the log in screen.



Additional Databases

Creating/Copying

Create a new database giving it a new name. This can be copied from any existing database.
Copy the empty database into the directory .../DBS.
Rename the database to the required name (here: R4PROD.MDB).
Create as many databases as you need.

Adjustment

The drivers have to be adjusted accordingly.
You can find the file DMS.INI In the directory \DBS. This file is where the entries for database access can be found.
Open the file DMS.INI with an editor (e.g. Wordpad).
After the ROGSI installation the following entries will have been made.

; --
; ROGSI/DMS, DMS.INI database directory
; --
[Databases]
DatabaseCount=1
DatabaseName1=ROGSI/DMS Sample
DatabaseFile1=dbs/rogsi.obd
Copy the lines DATABASE... and change them as in the
BOLD example.
; --
; ROGSI/DMS, DMS.INI database directory
; --
[Databases]
DatabaseCount=1
DatabaseName1=ROGSI/DMS Sample
DatabaseFile1=dbs/rogsi.obd
Table of Contents
Add the entries for the new database (here in BOLD lettering)
; --
; ROGSI/DMS, DMS.INI database directory
; --
[Databases
]DatabaseCount=1
DatabaseName1=ROGSI/DMS Sample
DatabaseFile1=dbs/rogsi.obd
Copy the lines DATABASE... and change them as in the **BOLD** example.
; --
; ROGSI/DMS, DMS.INI database directory
; --
[Databases]
DatabaseCount=**2**
DatabaseName1=ROGSI/DMS Sample
DatabaseFile1=dbs/rogsi.obd
DatabaseName2=RSI4_PROD
DatabaseFile2=dbs/r4prod.obd
Copy the 3 lines DATABASE ... and change the number from 1 to 2. Enter the name of the database, which is to be displayed for selection at the start of ROGSI (here: RSI4_PROD), after DatabaseName2=.
Enter the name of the database (here: r4prod.odb) after the line DatabaseFile2.
Repeat the process for the rest of the additional databases.
The DATABASENAME will be displayed at the start of ROGSI.
The DATABASEFILE makes the connection to the ODBC-Drivers.

ODBC - Adjustment

To finish, the ODBC - drivers must also be adjusted.

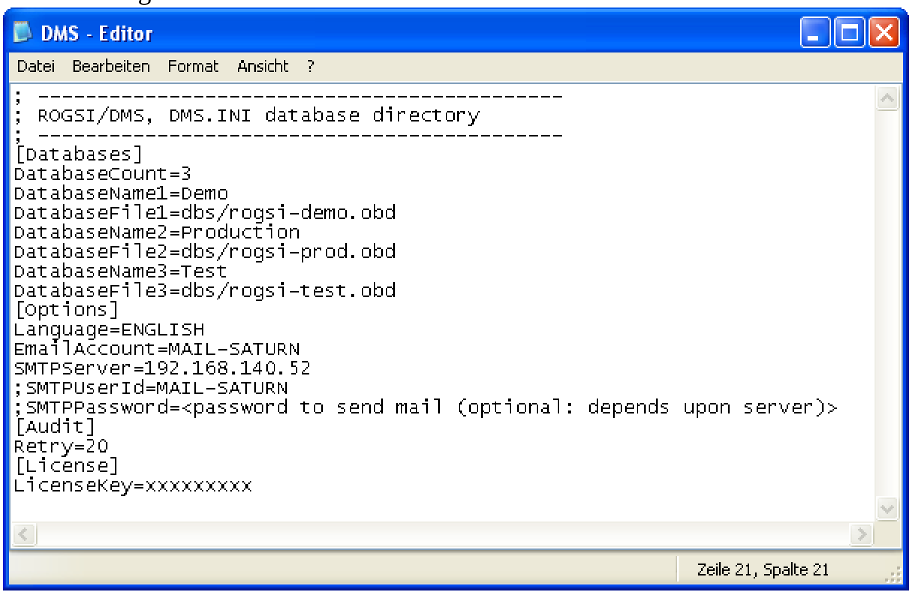
Copy the ROGSI.ODB file and change the name of the DATABASEFILE (here: r4prod.odb)
Open the new file with an editor (e.g. Wordpad)
If you have copied the file from the installation, then the following contents will be displayed.

#include "mdl\std.h" Objectbase TEST {	
	ModelFile = 'mdl\rogsi'; ODBCDriver = 'Microsoft Access Driver (*.mdb)'; ODBCParam = 'DBQ=dbs\r4prod.mdb'; ComponentDecls = {

Enter the name of the database, in the DBS directory, into the line ODBCParam **(here: r4prod.mdb)**.
Make this adjustment for all the databases.
To test the access to the databases, start ROGSI/DMS. The new database(s) should be displayed in the Login window.
Select a new database and log-in with your user name and password.
After this, access to all converted databases should be possible.
If a database cannot be opened, check and verify all the entries.

DMS.INI definitions

The following entries are in the DMS.INI file.



OPTIONS
Define the language and the eMail account information.
AUDIT
Defines the retry level in case of network problems.
LICENSE
Defines the License-key. This controls the number of user, use of functions and some more.

Installation of ROGSI/DMS for Databases

DB/2 under NT or UNIX

DB/2 Reqirement

Installation of DB/2-Database server
Installation of DB/2-ODBC-drivers on the Workstation

Installation ROGSI/DMS DB/2

Start with a standard ROGSI/DMS 4.2 Server-installation. So that the standard version, based on the MS Access-database is installed. Access to other databases, e.g. DB/2 is possible using the same executables. You can use the same installation of ROGSI/DMS 4.2 to access databases that run on different database systems.

Setting up a DB/2-Database/Alias

With the help of the DB/2- Administrations-tools (Control Center), create a database using the alias ‚ROGSI4'. When setting up the character-set region, select 'IBM-1252'.

Creating a DB/2-User account

In the newly created DB/2-Database, make an account with a freely chosen password for the user ROGSI. In this account all the ROGSI/DMS-Tables will be set up and all access to the database will be done through here. This user needs the rights not only for the manipulation of the data-sets but also format rights, that is he must be permitted to create and delete database-objects (tables and indexes)
Make sure that there is enough room in your database for the ROGSI-Tables. A minimum of 50 MB can be set. Depending on the amount of data 200 to 300 MB can be reached. It is recommended to activate the automatic size adjust.

Registering the DB/2-Database

Add the file ‚rogsi-db2-prod.obd' containing the following to the subdirectory ‚dbs' found within the ROGSI-directories:

#include "mdl\std.h"
Objectbase PROD {
ModelFile = 'mdl\rogsi';
ODBCDriver = 'IBM DB2 ODBC DRIVER';
ODBCParam = 'DBALIAS=ROGSI4';
ConnectId = 'ROGSI';
ConnectPasswordFile = 'dbs/db2.cpw';
};

Make sure that the ODBC-Driver entry has the exact designation as the ODBC-Driver which is used to access DB/2. You can view this designation in the ODBC-Administrator under 'Driver'.
Open the ‚dms.ini' file, which you can also find in the ‚dbs' subdirectory, with a text editor. Enter the following lines into the section 'Databases':

DatabaseName3=DB2PROD
DatabaseFile3=dbs/rogsi-db2-prod.obd

In the ‚dms.ini' change the entry
DatabaseCount=2
to
DatabaseCount=3

Registering the DB/2-Access account

As explained in ***–Creating a DB/2 user account –*** ROGSI/DMS accesses the database through a DB/2 user account. To register this account in ROGSI/DMS, start the assistant CID.exe, which you will find in ROGSI-Directory. Select, from the menu, the file ‚rogsi-db2-prod.obd', which you have already setup as described in ***- Registering the DB/2-Database to ROGSI-.***
Please enter ROGSI in block capitals into the User-ID field. Leave the field 'Old Password' empty. When you click 'OK' a window will open in which you enter the same password, the

one you used in ***- Creating a DB/2-User account-***for the DB/2 account, twice. After you have clicked ‘OK’ again, the information will be stored.

The ROGSI/DMS password which was used for registering the DB/2 will be encrypted and can be changed at anytime. Please note that both the password in the DB/2-Database and the CID.exe will be changed simultaneously.

Note: *The access account is completely independent from the user accounts which are created from within ROGSI/DMS. ROGSI/DMS implements an internal user management which is independent from the database. Another password can be used for the ROGSI-User in ROGSI/DMS. The standard password setting is always ‚rogsi';*

Creating ROGSI/DMS-Tables

The last Step is to generate the ROGSI-Tables within the DB/2 database. For this, start the program DMSINI.exe, which can be found in the ROGSI-Directory. Select, from the menu, the file ‚rogsi-db2-prod.obd', which you previously created in ***Registering the DB/2-Database to ROGSI-.*** The database format will created after pressing ‚OK'. If the creation of the table is successful a message will be displayed.

You can now start ROGSI/DMS from the start menu with the ROGSI/DMS-User ROGSI/rogsi.

MySQL - Database

Installation ROGSI/DMS MySQL

Start with a standard ROGSI/DMS 4.2 Server-installation. So that the standard version, based on the MS Access-database is installed. Access to other databases, e.g. MySQL is possible using the same executables. You can use the same installation of ROGSI/DMS 4.2 to access databases that run on different database systems.

MySQL Server Install

Run mysql-essential-5.1.50-win32.msi

Do a "complete" install."

MySQL Server Config

- Detailed Configuration
- Developer Machine (Could use any other)
- Transactional Database Only (uses InnoDB)
- Tablesapae: C:\MySQL_Datafiles\
- Manual setting: Concurrent connections: 15 (could be more)
- Enable TCP/IP, but no firewall exception
- Enable Strict Mode.
- Standard Character Set
- Install as Windows Service, but do not auto launch
- Add to path.
- Enter a root password, do not allow remote access
- Execute!

MySQL Connector/ODBC Install

Run mysql-connector-odbc-5.1.7-win32.msi

Do a "complete" install."

Create the 'rogsi4dms' database:

Run the "mysql" tool: mysql -u root -p

Then, within mysql:

CREATE DATABASE rogsi4dms;

Quit mysql: \q

Create the 'rogsi4dba' USER in the database system:

Run the "mysql" tool: mysql -u root -p

Then, within mysql (note that 'rogsi4pwd' is the password):

CREATE USER rogsi4dba IDENTIFIED BY 'rogsi4pwd';

GRANT ALL ON rogsi4dms.* TO rogsi4dba;

Quit mysql: \q

Create an ODBC DSN to use to connect to the rogsi4dms database:

Start | Settings | Control Panel | Administrative Tools | Data Services (ODBC)

System DSN tab, click Add...

Driver: MySQL ODBC 5.1 Driver

Data Source Name:	MySQL ROGSI
TCP/IP Server:	localhost
User:	<blank>
Password:	<blank>
Database:	rogsi4dms

Create rogsi-mysql.obd file in "dbs" subdirectory:

```
#include "mdl\std.h"
Objectbase MYSQL {
        ModelFile = 'mdl\rogsi';
        ColumnPrefix = 'C';
        ODBCDriver = 'MySQL ROGSI';
        ConnectId = 'rogsi4dba';
        ConnectPasswordFile = 'dbs/mysql.cpw';
};
```

Changes to DMS.INI file:

- Change in [Databases] section:

DatabaseCount=3

Add to [Databases] section:

DatabaseName3=MySQL

DatabaseFile3=dbs/rogsi-mysql.obd

(May need a different count/index.)

Registering the SQL Server-Access account

Register account and set password:

- Run **CID.exe**:

- OBD File:	...\dbs\rogsi-mysql.obd
- User ID:	rogsi4dba
- Old Pasword:	<blank>
- OK	
- Pasword:	rogsi4pwd
- OK	

Creating the ROGSI-Tables

The last Step is to generate the ROGSI-Tables within the SQL Server-Database. For this, start the program DMSINI.exe, which can be found in the ROGSI-Directory. Select the file ‚rogsi-sqlserver-prod.obd', which you previously created in ***Registering the SQL Server-Database to ROGSI-*** from the menu. The database format will created after pressing ‚OK'. If the creation of the table is successful a message will be displayed.
You can now start ROGSI/DMS from the start menu with the ROGSI/DMS-User ROGSI/rogsi.

Create ROGSI4 tables:

- Run **DMSINI.exe**:

- Database: MySQL
- User ID: ROGSI
- Pasword: <blank>
- OK
- OK

To completely remove the rogsi4dms database, do:

Run the "mysql" tool: mysql -u root -p

Then, within mysql:

DROP DATABASE rogsi4dms;

Quit mysql: \q

- -

PostgreSQL - Database

Installation ROGSI/DMS PostgreSQL

Start with a standard ROGSI/DMS 4.2 Server-installation. So that the standard version, based on the MS Access-database is installed. Access to other databases, e.g. PostgreSQL is possible using the same executables. You can use the same installation of ROGSI/DMS 4.2 to access databases that run on different database systems.

Download the "One-Click Installer" for Windows:

Web: http://www.postgresql.org/
File: postgresql-8.4.4-1-windows.exe

Download the "PostgreSQL ODBC Driver" for Windows:

Web: http://psqlodbc.projects.postgresql.org/
File: psqlodbc_08_04_0200.zip

Create a "limited" (non-administrator) account named "postgres"

Create a directory owned by this account to contain the database:

C:\pgsql

Log in as an administrator to do the install.

- Run the downloaded "One-Click Installer" executable:

- During install, make the following changes to options:
  - Set the Data Directory to "C:\pgsql\data".
  - Don't launch Stack Builder at completion.

Launch psqlodbc.msi from the "PostgreSQL ODBC Driver" download.

- Make the PostgreSQL service (postgresql-8.4 ...) manual-start.
- Stop the PostgreSQL service (postgresql-8.4 ...).
- Set owner of data directory and subordinate contents to "postgres":

This can be done by logging in as the "postgres" user, and from the Windows Explorer context menu for the data folder, selecting Properties. Then going to Security | Advanced | Owner. (I use simple command-line tools, so I'm not really familiar with the GUI method.)

- Reboot! (Standard Windows safeguard.)

Start the PostgreSQL service (postgresql-8.4 ...).

- Augment environment for PostgreSQL tool use:
set PATH=C:\Program Files\PostgreSQL\8.4\bin;%PATH%
(Or use the System control panel applet.)
- Create the 'rogsi4dba' user (ROLE) in the database system:
createuser -U postgres -D -R -S rogsi4dba
- Set the rogsi4dba user's password.

Run the "psql" tool: psql -U postgres
Then, within psql:
ALTER ROLE rogsi4dba PASSWORD 'rogsi4pwd';
Quit psql: \q

Create the 'rogsi4dms' database

createdb -U postgres rogsi4dms

Create an ODBC DSN to use to connect to the rogsi4dms database

Start | Settings | Control Panel | Administrative Tools | Data Services (ODBC)

System DSN tab, click Add...

Driver:	PostgreSQL Unicode
Name:	PostgreSQL ROGSI
Database:	rogsi4dms
Server:	localhost
User Name:	<blank>
Password:	<blank>

Create rogsi-pgsql.obd file in "dbs" subdirectory:

```
#include "mdl\std.h"
Objectbase PGSQL {
    ModelFile = 'mdl\rogsi';
    ColumnPrefix = 'C';
    ODBCDriver = 'PostgreSQL ROGSI';
    ConnectId = 'rogsi4dba';
    ConnectPasswordFile = 'dbs/pgsql.cpw';
};
```

Changes to DMS.INI file:

DatabaseCount=3

Add to [Databases] section:

DatabaseName3=PostgreSQL

DatabaseFile3=dbs/rogsi-pgsql.obd

(May need a different count/index.)

Register account and set password:

- Run "C:\Program Files\ROG GmbH\ROGSI-DMS\CID.exe":
  - OBD File: ...\dbs\rogsi-pgsql.obd

- User ID: rogsi4dba
- Old Pasword: <blank>
- OK
- Pasword: rogsi4pwd
- OK

Create ROGSI4 tables:

- Run DMSINI.exe
  - Database: PostgreSQL
  - User ID: ROGSI
  - Pasword: <blan
  - OK
  - OK

To completely remove the rogsi4dms database, do:

dropdb -U postgres rogsi4dms

MS / SQL - Server

SQL - Servers Reqirements

Installation of a Microsoft SQL Server 2000 Database servers or newer
Installation of the latest SQL Server-ODBC-Driver on the workstations.

Installation ROGSI/DMS SQL-Servers

Start with a standard ROGSI/DMS 4.2 Server-installation. So that the standard version, based on the MS Access-database is installed. Access to other databases, e.g. SQL is possible using the same executables. You can use the same installation of ROGSI/DMS 4.2 to access databases that run on different database systems.

Creating a SQL Server-Database

Create a database with the name **‚ROGSI4'** containing the SQL Server administrations tool (Enterprise Manager). Use the standard settings.
Make sure that there is enough room in your database for the ROGSI-Tables. A minimum of 50 MB can be set for the size of the database. Depending on the amount of data, 200 to 300 MB can be reached. It is recommended to activate the automatic size adjust or respectively use the standard settings.

Creating a SQL Server-User account

Make an account for the user ROGSI in the database. In this account all the ROGSI/DMS-Tables will be set up and all access to the database will be done through here. This user needs the rights not only for manipulation of the data-sets but also format rights, that is he must be permitted to create and delete database-objects (tables and indexes). Define this user as ‚db_owner' (as well as ‚public').
Set up under ‚Security-Logins' a Login-account with the name ‚ROGSI'. Under **Type of authentication** select the ‚SQL Server Authentication' and chose a password. Select ‚ROGSI4' as the standard user database. Under ‚Database Access' mark the database ‚ROGSI4' and select ‚public' and ‚db_owner' as rights.

Registering the SQL Server-Database

Create the file ‚rogsi-sqlserver-prod.obd' containing the following in the ‚dbs' subdirectory:

#include "mdl\std.h"
Objectbase PROD {
ModelFile = 'mdl\rogsi';
ODBCDriver = 'SQL Server';
ODBCParam = 'Server=server;Database=ROGSI4;';
ConnectId = 'ROGSI';
ConnectPasswordFile = 'dbs/sqlserver.cpw';
};

Change *‚server'* to the name of the server on which SQL Server-Database is run. You can find a pre-prepared file in the SQL Server subdirectory on the CD.
Make sure that the ODBCDriver entry has the exact designation as the ODBC-Driver which is used for access to SQL server. You can view this designation in the ODBC-Administrator under 'Driver'.
Open the file ‚dms.ini', which is found in the 'dbs' subdirectory with a text editor and Add the following lines to the ‚Databases' section.

DatabaseName3=SQLSERVERPROD
DatabaseFile3=dbs/rogsi-sqlserver-prod.obd

Change the entry in the ‚dms.ini' file

DatabaseCount=2

to

DatabaseCount=3

(You can find a pre-prepared file also in the subdirectory SQL Server)

Registering the SQL Server-Access account

As explained in the section ***-Creating an SQL Server-User account-*** ROGSI/DMS accesses the database through the SQL server-user account. To register this account to ROGSI/DMS, start the CID.exe assistant, which can be found in the ROGSI-Directioy. Select from the menu ‚rogsi-sqlserver-prod.obd', which you created in **-Registering the SQL Server-Database to ROGSI-.**

Enter ‚ROGSI', in block capitals, into the User-ID field. Leave the field ‚Old Password' empty. When you click ‚Ok', a window will open in which you enter the same password, the one you used in **-Creating an SQL Server-account-** for the SQL Server-Login account, twice. After you have clicked ‚Ok' again your entries will be stored.

The password, that DOGSI/DMS uses to register to SQL Server will be encrypted and can be changed at anytime. Please note that the Password both in the SQL Server-Database and the CID.exe will be changed simultaneously.

Note: *The access account is completely independent from the user accounts which are created from within ROGSI/DMS. ROGSI/DMS implements an internal user management which is independent from the database. Another password can be used for the ROGSI-User in ROGSI/DMS. The standard password setting is always ‚rogsi';*

Creating the ROGSI-Tables

The last Step is to generate the ROGSI-Tables within the SQL Server-Database. For this, start the program DMSINI.exe, which can be found in the ROGSI-Directory. Select the file ‚rogsi-sqlserver-prod.obd', which you previously created in ***Registering the SQL Server-Database to ROGSI-*** from the menu. The database format will created after pressing ‚OK'. If the creation of the table is successful a message will be displayed.

You can now start ROGSI/DMS from the start menu with the ROGSI/DMS-User ROGSI/rogsi.

ORACLE Database all versions

ORACLE requirements

Installation of ORACLE Database servers
Installation of ORACLE Net8 and the ORACLE-ODBC-Driver on the workstations

Installation of ROGSI/DMS ORACLE

Begin with a standard ROGSI/DMS 4.2 Server-installation. So that the standard version, based on the MS Access-database is installed. Access to other databases, e.g. ORACLE is possible using the same executables. You can use the same installation of ROGSI/DMS 4.2 to access databases that run on different database systems.

Creating an ORACLE-Database/Alias

Create a database with the name ROGSI4'.
If the ROGSI-Tables are to be placed in an existing database, then create an alias ‚rogsi4', which is refers to this database.
When you create a new database, we recommend you use the ‚OLTP' type, that is optimized for Online transactions, in the Oracle Database configurations assistant.

Creating an ORACLE-User account

In the newly created ROGSI-Database, make an account with a freely chosen password for the user ROGSI. In this account all the ROGSI/DMS-Tables will be set up and all access to the database will be done through here. This user needs the rights not only for the manipulation of the data-sets but also format rights, that is he must be permitted to create and delete database-objects (tables and indexes)
Make sure that there is enough room in your database for the ROGSI-Tables. A minimum of 50 MB can be set for the size of the database. Depending on the amount of data, 200 to 300MB can be reached.

Registering the ORACLE-Database

Add the file ‚rogsi-ora-prod.obd' to the sub-directory ‚dbs' within the ROGSI-directories, containing the following:

```
#include "mdl\std.h"
Objectbase PROD {
  ModelFile = 'mdl\rogsi';
  ColumnPrefix = 'C';
  ODBCDriver = 'Oracle ODBC Driver';
  ODBCParam = 'DBQ=ROGSI4';
  ConnectId = 'ROGSI';
  ConnectPasswordFile = 'dbs/oracle.cpw';
};
```

A pre-prepared file can be found in the subdirectory Oracle on the CD
Make sure that the ODBCDriver entry has the exact designation as the ODBC-Driver which is used for access to ORACLE. You can view this designation in the ODBC-Administrator under 'Driver'.
Open the file ‚dms.ini', which is found in the 'dbs' sub-directory with a text editor and Add the following lines to the ‚Databases' section:

DatabaseName3=ORAPROD
DatabaseFile3=dbs/rogsi-ora-prod.obd

Change the entry in the ‚dms.ini' file

DatabaseCount=2

to

DatabaseCount=3

(A pre-prepared file can be found also in the subdirectory ORACLE)

Registering the ORACLE-Access account

As explained in the section **-Creating an ORACLE-User account-** ROGSI/DMS accesses the database through the ORACLE-account. To register this account to ROGSI/DMS, start the

CID.exe assistant, which can be found in the ROGSI-Directory. Select ‚rogsi-oracle.obd', which you previously created in **-Registering the ORACLE-Database to ROGSI-** from the menu.
Enter ‚ROGSI', in block capitals, into the User-ID field. Leave the field ‚Old Password' empty. When you click ‚Ok', a window will open in which you enter the same password, the one you used for the ***-Creating an ORACLE-User account-***, twice. After you have clicked ‚Ok' again your entries will be stored.
This password, that DOGSI/DMS uses to register to ORACLE will be encrypted and can be changed at anytime. Please note that the Password both in the ORACLE-Database and the CID.exe will be changed simultaneously.

Creating the ROGSI-Tables

The last Step is to generate the ROGSI-Tables within the ORACLE-Database. For this, start the program DMSINI.exe, which can be found in the ROGSI-Directory. Select the file ‚rogsi-ora-prod.obd', which you previously created in ***Registering the ORACLE -Database to ROGSI-*** from the menu. The database format will created after pressing ‚OK'. If the creation of the table is successful a message will be displayed.
You can now start ROGSI/DMS from the start menu with the ROGSI/DMS-User ROGSI/rogsi.

Logging

All Login and Logout are written into the Logfile (logs). The following data are written:

```
DMS started 2011/12/15 @ 17:01.
Windows Username:  Günni-2.
Logging in via dialog.
Logged in successfully.
User:  ROGSI
DMS closed 2011/12/15 @ 17:04.
```

Also logs are written, when a login is attempted but the authorization fails.

```
DMS started 2011/12/16 @ 10:16.
Windows Username:  Günni-2.
Logging in via dialog.
ERROR:  The specified password is not correct.
ERROR:  The specified user id is not valid.
ERROR:  The specified user id is not valid.
ERROR:  The login process to ROGSI/DMS failed.
DMS closed 2011/12/16 @ 10:17.
```

Also logs are writtenfor Backups, Imports and Exports (see sample).

```
EXP started 2011/12/16 @ 10:19.
Windows Username:  Günni-2
Logged in successfully.
User:  ROGSI
Database:  Demo.
Output file:  T:\persons.xml.
GEN.PER
End of log file.
EXP closed 2011/12/16 @ 10:19.
```

III. Working with ROGSI/DMS

Working with ROGSI/DMS

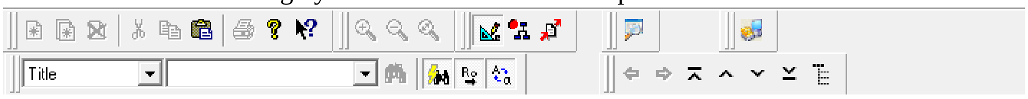
It is essential that the user has a working knowledge of Windows, MS/Word or other Products.

The user will also need a knowledge of:

- Symbol Bars
- Window Structure
- Input Fields
- Options Fields
- Import Fields

Symbol-bar

In the upper symbol-bar of the window are the icons needed for working with ROGSI/DMS. Icons which are shown as grey cannot be activated at this point.



Window structure

After starting ROGSI/DMS V 4 the DMS-window will open.

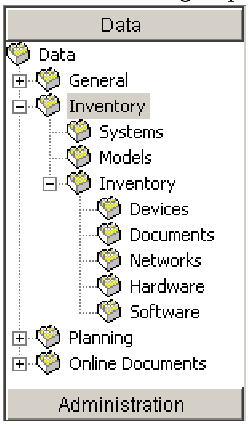
The window is divided into four areas.

- The upper Symbol Bar
- The left side with the Folder structure
- The upper right with the Tables
- The lower right with the Menus

The display can be further subdivided.

Data

The **Data** folder group contains all the folders which hold general data.



Clicking a folder, **General**, **Inventory**, etc. will open it. Folders with a **+** sign contain additional folders. Clicking the + sigh will display these folders. The additional folders may also contain further folders e.g.

General

- **Staff**
- **Persons**.

Clicking the **–** sign will close the folders.

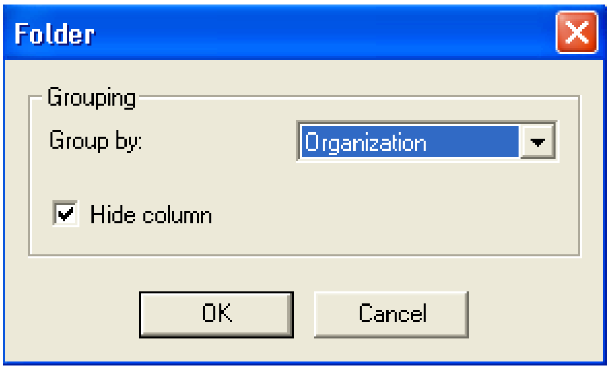
Data - expanding structure

It is possible to expand the data structure (grouping) using the data from the data columns.

Create groups

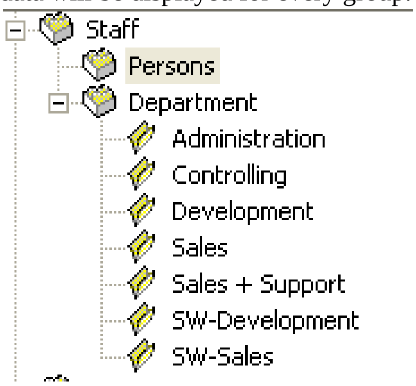
To do so, click with the right mouse buttom on the data, that you want to expand (i.e. persons).

A window will be opened with a list of all columns of the data. Click on Grouping to open the window with the columns.



Select the column name to add this entry.

For each different data within this table a additional folder will be created and the contained data will be displayed for every group.



If hide cloumns is marked (default) this column will not be displayed in the table. If you want to display this column anyway, unmark this filed.

Remove groups

To release a group click the right mousebuttom at the highest level (i.e. persons). The window with the functions will be opened.

Click on remove groups and the expanded display will be relesed.

Update groups

During the work with ROGSI/DMS change of data can effect new structure or additional groups.

Click the right mouse buttom and select update groups. The changes will take effect.

If no changes were found, the display will not change.

Tables Window

The description of the table-window refers to all table windows within ROGSI/DMS.

Organization	Name	Task
DNC Consulting	Sales	
ROG PC-Store	Sales	HW Sale
ROG, INC	Development	USA Development
ROG, INC	Sales + Support	USA Sales
ROG, Inc Consu...	Administration	Admin

In the table-window all previously entered data-sets will be displayed in the folders in which they are contained. If you have selected for example the **Persons** folder, then all **Persons** data-sets contained in the table will be displayed.

Data entry - Description

The entries in individual fields will be displayed as a table.

Field	Contents	Input/Option	Import/Option
The column FIELD corresponds to the field name.	CONTENTS will display a description of the contents.	The column INPUT/OPTION tells you whether a text input or a selection is to be made.	The column IMPORT/OPTION informs you whether the data comes from: **I** - Data from another data table or **O** - Data from an options table.

Data Entry or Input

Click on the button at the start of the row. The first field is marked and you can enter your data. After you have entered the first letter the symbol will change to a symbol. This symbol shows that the actual data set is now being edited. A new row with a button will now be shown.
The entry can also be made in the Menu window.

Display

All input data will be displayed. Use the scroll-bars to scroll the displayed information, either up or down or from left to right.

Active data will be marked by this button. The data in these rows will be displayed in the menu.
Marked data is displayed inverse.

Delete Record

Select the data-set to be deleted and click the button, the data-set will then be deleted.

Copy & Paste

You can copy, paste and delete the content of text fields.

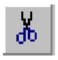
Copy

Move the cursor to the text field and click at  or press Ctrl and C to copy the text. You can mark more than one record to duplicatge. This duplicated records will have the same names as the source reords.

Paste

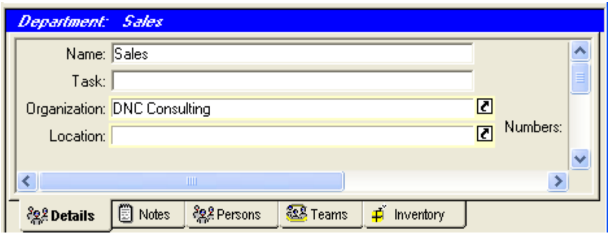
Move the cursor to the new / empty text field and click at  or press Ctrl and V to paste the text.

Delete

Move the cursor to the text field and click at  or press Ctrl and X to delete the text.

Menu Window

The active data-set which has been selected in the table, will be displayed in the menu. A new data-set field will be empty.
Depending on the type of data there will be a diverse set of menus in which the different data is stored. Click on the Tabs to change from one menu to another.



Tabs

Each menu may be comprised of several layers containing further relevant information, or possibly even input-fields in which information must be entered. To move from one layer to another click on the required tab at the base of the menu.

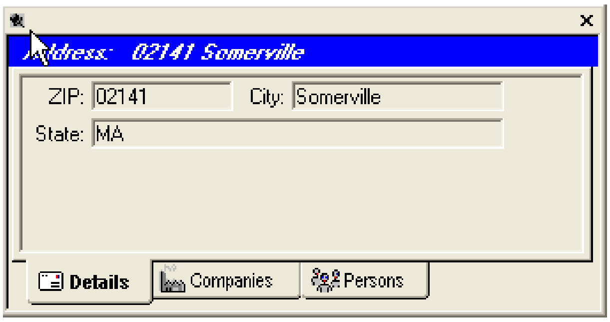
Audit information

All changes of the database will be logged in the Audit file.
The current information will be displayed on the left side of the footer.

Following information are displayed:
Kind of record (here: Persons)
Record nuimber (here: 1 of 11)
User, who has made the last change (here ROGSI)
Date und Time of the last change
Type of change (UPD, INS)
All inserts and changes will be displayed.

Move Popup

The Popup Frames can be moved on the screen. Move the cursor to the Pin-Symbol in the left upper corner. Press the left mouse bottom and move the frame over the screen.
To close the Popup frame, just double click on the Cross-Symbol.



Date Fields

The pop up window allows a direct selection of the date (e.g. in contracts). Click on the  to open the date window. Click on the required field (e.g. 03.03.2012) and the date will be entered.

It is also possible to type the date directly into the field or by using the arrow keys to move up and down through the dates.

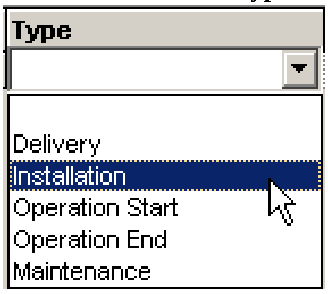
Dates - Menu

Click on the **Dates** tab at the base of the menu.

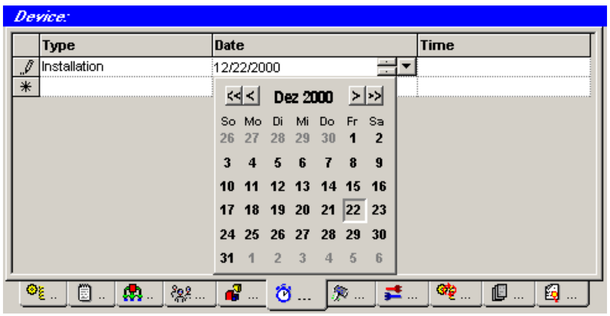
Here is where dates are allocated to the device. Dates can either be the acquisition and putting into operation date or contain the operation date and time. These will be defined via **Type**.

Data entry

Click on the arrow in **Type** and select the required type.



Double-click the arrow in **Date** and select the correct date.



Double-click the  button in **Time** and enter in the time.

Additional folders

Further folders may be added to some folders. These folders will have an additional structure window displayed.

The additional structure window is available for the following folders:

General	– Companies Organization structure
General	– Location

Inventory	– Systems Subsystems
Inventory	– Devices Components
Inventory	– Documents Document structure
Inventory	– Networks Components
Inventory	– Hardware Components
Inventory	– Software Components
Documents	– Description Document structure

Expanding the structure

The expansion of a structure will be described in the example **Companies** and **Units**.

The top-most row of the table window will show the marked company name. To add another company or unit to this company do as follows:

Mark the entry to which the unit is to be allocated (e.g. ROG Inc.)

Right-click on this entry. An options window will now open. You can choose between **New Company** or **New Unit**.

If you want to add another company, then choose **Company**. If you want to add another unit (area, department or other), then select **Unit**.

If you have chosen Unit, a window for entering the value will open. Enter the values into the fields.

Click again on **ROG Inc.** in the structure.

The entry will be accepted and displayed.

You can create the structure in as many levels as required. Thus it is secured that any required display can be created

Folder

Folder structure

The folders are divided into 3 groups

Data

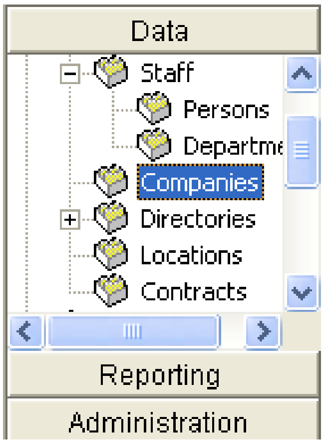
In the data-folders the available data will be displayed in a hierarchy structure.

Report Generator

In the **Report Generator** folders, the available handbooks and reports will be displayed in a hierarchy structure.

Administration

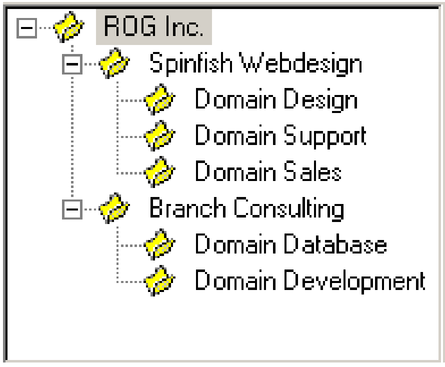
In the Administration-folder, the available authorizations, safeguards, and protocols will be displayed in a hierarchy structure.



Expanding the structure display

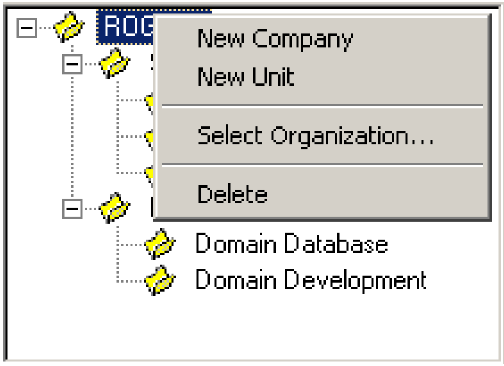
Expanding the structure will be explained by using the example **Companies** and **Units.**

The marked company name in the topmost row of the table will be displayed. To add another company or unit, first mark the required entry. (e.g. ROG Inc).



Right-click on this entry. An options window will be displayed. You may now choose between a **New Company** or a **New Unit**.

To subdivide other companies, select **New Company.** To add a unit (area, department etc.) select **New Unit**.



If you have selected **Unit,** a window for the value entry will open. Fill it out appropriately.

Finish by clicking on **ROG Inc**. in the structure.

The entries will be stored and displayed.

The structure can be created on many levels. This way it is possible to set up the required structure.

Changing Allocation

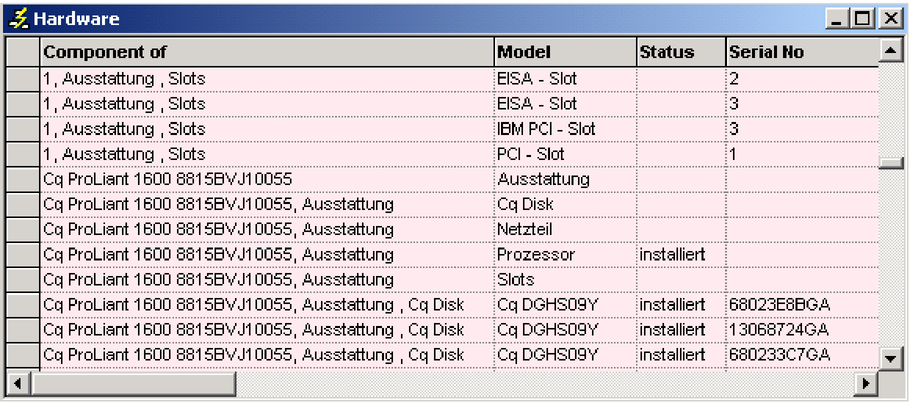
To change the allocation of an existing organization, right-click on the organization (here: ROG Inc) and choose **Select Organization**. A list containing all entered organizations will be displayed. A new organization may now be selected.

Display Sub structure

Components, connected to a model will be displayed in this list.

Select a component and click at in the symbol bar. An additional column will be entered and all sub components will be displayed with a colored background.

To close this display click at again.



	Component of	Model	Status	Serial No
	1, Ausstattung , Slots	EISA - Slot		2
	1, Ausstattung , Slots	EISA - Slot		3
	1, Ausstattung , Slots	IBM PCI - Slot		3
	1, Ausstattung , Slots	PCI - Slot		1
	Cq ProLiant 1600 8815BVJ10055	Ausstattung		
	Cq ProLiant 1600 8815BVJ10055, Ausstattung	Cq Disk		
	Cq ProLiant 1600 8815BVJ10055, Ausstattung	Netzteil		
	Cq ProLiant 1600 8815BVJ10055, Ausstattung	Prozessor	installiert	
	Cq ProLiant 1600 8815BVJ10055, Ausstattung	Slots		
	Cq ProLiant 1600 8815BVJ10055, Ausstattung , Cq Disk	Cq DGHS09Y	installiert	68023E8BGA
	Cq ProLiant 1600 8815BVJ10055, Ausstattung , Cq Disk	Cq DGHS09Y	installiert	13068724GA
	Cq ProLiant 1600 8815BVJ10055, Ausstattung , Cq Disk	Cq DGHS09Y	installiert	680233C7GA

Delete Record

To delete a record from the structure can be done in two ways:

1. Release from the structure and replace in the inventory list.
2. Delete complete from the database.

Mark the record in the structure and click the right mouse bottom.

Click on delete to delete the record from the database.

Click on remove to remove the record from the structure and replace the record in the inventory table.

Click on cancel to interrupt the action.

Field Types

All detail windows and tables contain the following different fields:

- Standard Fields
- Option Fields
- Import Fields
- Internal Lists
- Number Fields
- Time Fields
- Date Fields
- Duration Fields

Standard fields

Standard fields are simple input-fields into which text or numbers may be directly entered.

Place the cursor at the beginning of the line and enter the text or numbers.

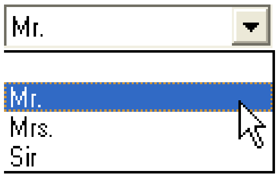
Option-fields

The values in the option-fields are taken from tables. With a few exceptions, these tables are setup and maintained by users.

After the installation most option fields are pre-defined with examples.

Option-fields - Selection

To select a value, left click on the button and the options window will open.

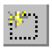


Click on the required entry to enter this data into the field. If the entries are too numerous to be displayed all at once then a scroll-bar will be available.

Option-fields - Input / Edit / Delete

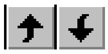
To enter one or more entry into the options list, **right-click** on the option-field. This will the open the **option-fields edit** window.

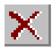
The entries can be made in two ways.

Either click on the  to mark an empty cell. This will be displayed as a frame.

Or you can click under the last entry and write directly into the cell.

When a row has been written, you can move the cursor down into the next row and continue with the next entry.

The order in the list can be rearranged by using the  buttons.

An entry can be deleted by using the  button.

If these entries are linked to existing data sets an alert message will be displayed:

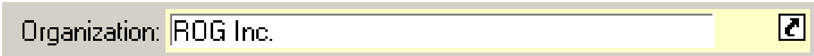
The input and editing of option-fields is controlled by the authorization or permissions manager. If this function is not available to you, then speak to your ROGSI administrator.

Import fields

There is no redundant data within ROGSI/DMS.

An import field represents a link to another data-set, thus no direct entry can be made into an import field.

Import fields have the following appearance:



Import fields - Detail display

The details of the links can be displayed. Left-click the arrow in the right corner. The window containing the detail information will open. Click on the **X** in the in the right corner to close it.

Import fields - Creating links

To create a link, right-click on the arrow in the right hand corner and an options window will open.

Click the on required entry in left column and the link will be made.

If the required entry is not available, this can be entered now. See **Data Entry**.

Import fields - Deleting links

To delete a link, click the on arrow in the right hand corner and click on the button.

Link to Record

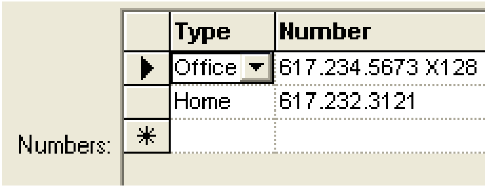
From a record you can directly jump to a connected record. Press Ctrl and right click at the arrow of the record. The linked record will be displayed in a separate menu. You can make changes in that record.

With the (back) to jump back to the record you start from. to jump again to the linked record press (forward).

Internal lists

In some detail-windows, important information will be displayed as **Internal lists**.

All entered data-sets will be displayed. If the data cannot be displayed all at once, a scroll-bar will be available.



Internal lists - Input / Edit

To create a new entry, Click on the button. The input-cell will open. Enter the data.

To edit an entry, just overwrite the existing data.

The data will be saved automatically when you move to another field.

Internal lists - Delete

Mark the data-set to be deleted and confirm **Delete**. The entry will be deleted.

Number-fields

The number-fields are displayed right-aligned. The numbers can be entered either as whole numbers as a decimal.

Time-fields

Time-fields will only be displayed during the execution of a plan and cannot be overwritten. During an execution, the background colour of the time-fields will change.

Each pre-defined colour has the following meaning:

White	No duration time has been defined for this activity.
Green	The activity is within the defined duration time.
Yellow/Orange	The activity is nearing the end of the duration time.
Red	The activity has reached the end of the duration time.

Duration-fields

The time can be entered in various different ways. Enter one of the following:

M - minutes

H - hours

D - days

W - weeks

The entry 2 hours and 30 minutes can enter as follows:

- 02:30

- 2 hrs. 30 min.

- 150 mins.

The display of time depends on the type of entry and the duration.

- Times entered as hours and minutes which are less than 48 hours will be displayed as hours and minutes.
- Times entered as hours and minutes which are greater than 48 hours will be displayed as days, hours and minutes.
- Entries in minutes greater than 60 minutes will be displayed as hours an minutes.

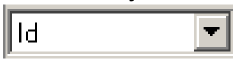
The smallest possible time entry is 0,1 sec. The longest possible duration is 999 days, 23 hours and 59 minutes.

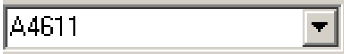
Search

To search for records you can use several ways. All Options will be stored for each user and every table.
You can search in Main tables and in Sub tables as well. To handle searching data is similar.

Search in sub tables

Click at  to activate searching in Sub tables. The Symbol bar will than be displayed.

Select the row in which you want to search. 

Enter the word or number you are searching for. 

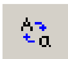
Quick Search

Click on  to switch from normal search to quick search.
At Quick search the table will be forward positioned as entering the letter.

Find prefix

Click on  to switch from part word search to prefix search.
Part word search forward the table to the record that contains the entered word.
Prefix search forward the table to that record that begins with the entered word.
Example: Search criteria is: John
Part word search will stop at John-Paul and at John.
Prefix searching will stop only at John, but not at John-Paul.

Case sensitive search

Click on  to switch to Case sensitive search. If the bottom is pressed, the search will be case sensitive.

Display - Configuration

Columns may be rearranged. To do this, position the cursor on one of the headings. Left-click and drag the column to the left or right by holding the mouse button.
The width of a column altered. To do this, position the cursor on the separation line in the heading. Press and hold the left mouse button and drag the line to required position.

Name	Description	Priority
Apollo	ROG - MS2000 Server	High
Comet	Fileserver	Middle

Options

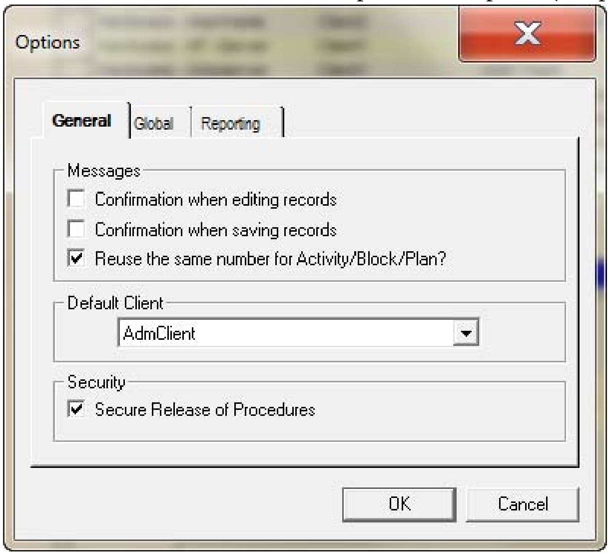
Click on File and than on Options.

General

Confirmation

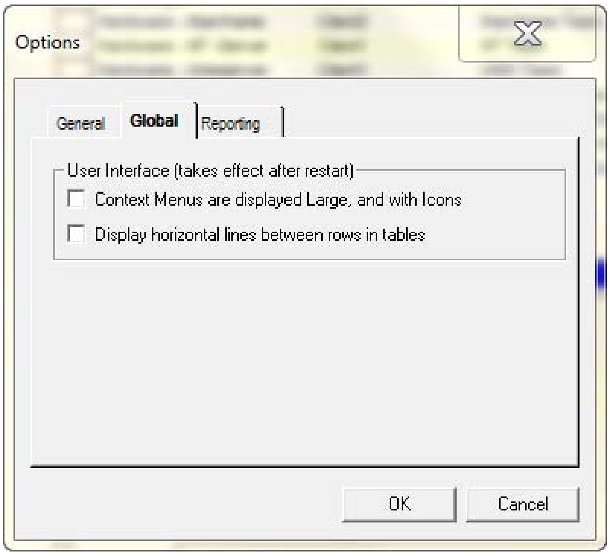
If you mark Confirmation when editing records you have to confirm every record you will open.
If you mark Confirmation when saving records you have to confirm every record for save.

Reuse the same number for activity/block/plan
If you mark Reuse the same number ... the number in activities, blocks and plans can be used mutliple. If not marked, each number can be used only once.
Default Client willb be used, if a record without a valig client is imported.
Secure Release controls the 2 step release of plans (see procdures).



Global

For the use of tablet PCs some of the icons can be displayed in a bigger size. Changes need a restart of DMS.exe.



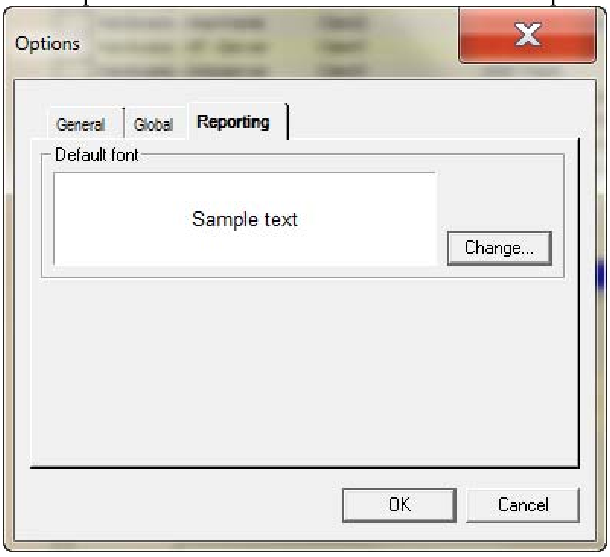
Reporting

A standard font can be set for all reports and manuals. Modify the font as you would like it. The selected font will be used for every new layout.

Default Font

A default font for reports and manuals can be set up for the report generator. It will automatically be used for each new layout.

Click Options... in the FILE menu and chose the required font.



Report Generator

The folder **Report generator** contains the folders **Manuals, Reports** and **Protocols**.
Click on the folders **Manuals, Reports** or **Protocols** to access to the respective information.

Planning Procedures

In **Planning**, the functions are separated into Drafting / Editing and Starting / Execution..

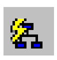
Creating and Editing

After the start this function is activated.

You can execute all actions needed to create and edit plans, blocks and activities.

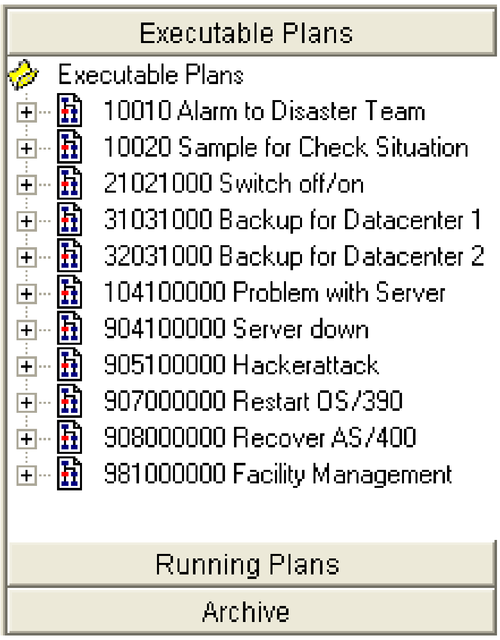
To reach Drafting from Execution click on the  symbol on the symbol-bar.

Starting and Execution

Click on the  icon on the symbol-bar to reach the **Plan Execution**.

The left window will change and will now have the following layout:

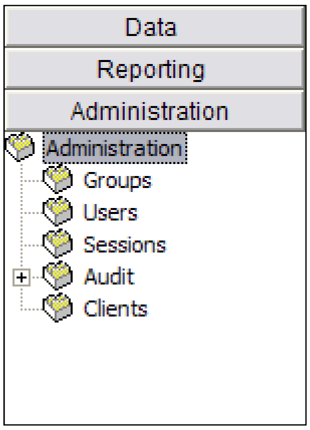
The first window displays all Executable Plans. Executing and archived plans will be shown in other windows.


Executable Plans
Executable Plans
10010 Alarm to Disaster Team
10020 Sample for Check Situation
21021000 Switch off/on
31031000 Backup for Datacenter 1
32031000 Backup for Datacenter 2
104100000 Problem with Server
904100000 Server down
905100000 Hackerattack
907000000 Restart OS/390
908000000 Recover AS/400
981000000 Facility Management
Running Plans
Archive

IV. Working with Administration

Administration

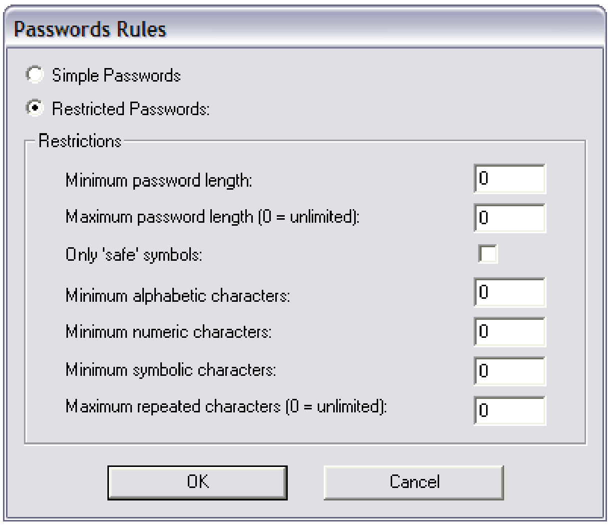
The administration is laid out in groups, users, sessions and audit.



Password Rules

Adminstrator may now specify Restricted Password Rules. Click on Files and than on *database* and than on *Admin* and open Password rules.

You can define the rules which are determine the allowable structure for all users password.



Groups

In the groups, the individual profiles for the access to the data are set up.

Each group describes the individual rights for the different types of data. Rights such as read or write can be given or taken away.

Because one person may be allocated to more than one group, a cumulative structure can be created.

Click on the **Groups** symbol. All previously entered groups will be displayed in the right hand window. After the installation only one group is available, the **Administration** group.

WARNING: The ADMINISTRATION Group must never be deleted.

Setting up groups

To set up a new group, enter the name of the new group into the first empty cell (here: Hardware, persons, etc.).

	Name
	Hardware
	Persons
	Planning
*	

After one ore more groups have been set up, the authorization and privileges for their access rights to specific data may now be given.

WARNING: The ADMINISTRATION Group is defined with unlimited rights and privileges. These cannot be altered.

The **Permissions** window is where authorization is given. Start by marking the group to be edited e.g. Persons.

To setup the rights for the **Persons** group. Select the required data-type (e.g. General - Data - Personal - Address) from the window.

Allocating privileges

A choice between the different rights and privileges can now be made and selected with a left-click. The available options depend on the chosen function.

- **No permission** - access denied
- **Permitted** - Access authorized
- **Write access** - Writing permitted
- **Read access** - Read only permitted
- **Ignore Permissions -** Unlimited access
- **Delete -** Deletion permitted

The privileges will be displayed in their respective windows and can be selected by a left-click.

When a group is newly created it has at first absolutely no privileges. Each privilege must be given separately. This will secure that no group will have any privileges or authorization rights unless they are specifically allocated to it.

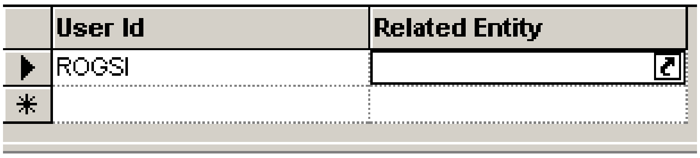
Allocate the privileges for each data type to the selected group.

Move step by step through the data types allocating the privileges.

Users

To add new users click on the Users folder.

The table shows all registered users. After the installation only the ROGSI user will be available.



Adding users

Click in the first empty field and type in the user-ID. This can be either a name, or any other form of ID.

The import-field **Related Entity** can be either for the name of personnel, departments or firms. These names can only be imported if this data has been previously entered. If this data has not already been entered then it can be done so now by changing to **General data**. For more information on this subject read the section Working with ROGSI.

To enter a password, click on the **Change Password** button and enter the password twice.

Assign the user to the required group.

A user may be locked out by clicking in the **Account is locked** box.

Assigning users to groups

After the groups and users have been entered, users can then be assigned to groups.

An individual users authorization or privileges is controlled by the groups to which the user is allocated. Allocating more and more groups to an individual user, increases his or her rights on a cumulative basis.

Open the required group.

Click on the first empty field in the **USER ID** column then right-click on the arrow.

A window showing all the registered users will open.

Select one or more user.

Assign each user to their various groups.

Displaying functions

Which functions are displayed depends on the defined authorization. E.g. a user has no authorization to the inventory, so in this case this function or data will not be shown. This way it is secure that each and every user can only see the functions for which he or she has the authorization.

Information on defining functions to a group can be found in the list in the handbook, section **Administration**.

Sessions

This frame shows all Users signed on to ROGSI/DMS.The information contains User, Name of the User, Computername, date and time of the login.

You cannot write into this fields.

If in case of a windows interrupt some user are not deleted, just run ROGSU/CHK to correct this.

Audit

This frame shows all changes (insert, update or delete) of all records of this database. In the lower frame you can see all information in detail.

Table modified	Name of the changed table
Record ID	Internal Record number
User ID	User, who made the change
Last modified date	Date of change
Last modified time	Time of change
Operation performed	UPD = Update DEL = Delete INS = Insert
Modified record details	Information of the change

The data in this table cannot be changed.
Extremly high volume of records makes it difficult to control this records. The Audit data are grouped in subsets.
An option has been added to delete the Audit table. Start CHK.exe end select the -Delete Audit- function.

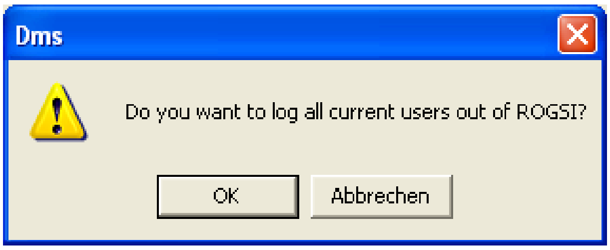
User Logout

Show all current user

Click on FILE and than at DATABASE. Select SHOW ALL CURRENT USER.
A frame with all users will displayed.
It is possible that user are displayed but to logged in at this time. These are so called „Zombie-User“. This can happen from incorrect logout or a system crash.

Log out User

The administrator can logout all users by a central command.
Click at FILE and than at DATABASE. Select ADMIN and than LOGOUT ALL USER.



Click OK after security prompt to logout all users.
The complete system is blocked so that no user can login at this time.
Release ROGSI for login
To allow the login, click on FILE and than at DATABASE. Select ADMIN and than ENABLE USER LOGIN.
Users can login again.

V. Working with Data

General

Here you will find all the information which is required and used in various documents.
It is essential that the user has a working knowledge of Windows.

Staff

Here is a summary of the personnel and their functions.

Persons

Here is where all Persons from your and other companies are managed.

Functions or Roles

Here is where the departments or positions are described. This is information used to assign tasks not to an individual but to an organized group or unit of people.

These positions will be used in different Functions.

Companies

Here is where all your own and other companies Company data is entered.

Directories

In the Directories you will find a summery of all the available skills, services and addresses .

Skills

Here you will find all the available Skills. With this centralized information it is possible to find personnel or positions via their particular qualifications.

Services

Here you will find all the available Services (e.g. Taxi, advisory, etc.). With this centralized information it is possible to access the appropriate Firms.

Addresses

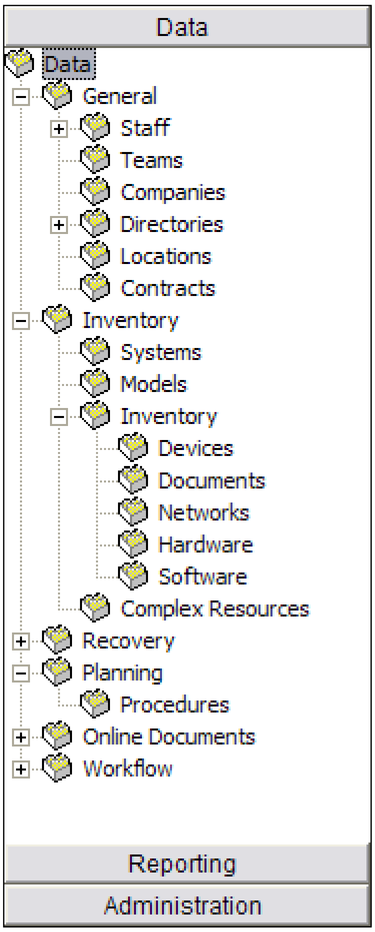
Here you will find all available entered places. Addresses

Locations

Here you will find all the relevant Locations, in which all available equipment and Personnel are managed. The structure of Locations may be flexible.

Contracts

Here is where all the Contract data is managed.



Notes - Menu

Click on the **Notes** tab and the data entry window will open. Any description can be used for each data set.

Text entry

Right-click in the text window and the word-processor (e.g. MS/WORD) will automatically open.

Besides just writing text it is possible to create links to other text. Furthermore it is also possible to build a mailto into the text.

To return to ROGSI, save and close the window in the word-processor. The application (MS/WORD) does not have to be closed.

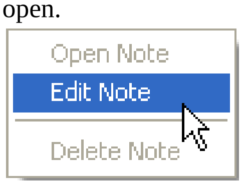
After you have automatically been returned to ROGSI/DMS, confirm the saving of the text in the ROGSI/DMS database.

The text will be displayed in the notes window. Both the links and the mailto functions can be directly executed.

Click on www.rog.de for example and the ROG home-page will be displayed. The condition being, is that you have internet access.

Text edit

Right-click in the text window and the word-processor (e.g. MS/WORD) will automatically open.



Make the changes and continue as described above in **Text entry**.

Text delete

Click with the right mousebottom into the text frame and select DELETE NOTE. The text and the link will be deleted.

Tab

When a text is inserted, the tab will be show in green. If no text is inserted, the field is left white.

Notes Templates

You can create a general template for the notes (similar to .DOT in MS/Word).

1. Create a template with MS/Word
2. Save this tamplate as RTF-File in the ROGSI directory (Template.rtf)
3. Open DMS.INI from the subdirectory DBS.

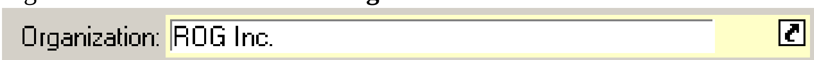
    Add a line under OPTION

    Enter in this line NOTETEMPLATE=Template.RTF

    Template.RTF is the name you choose for this file.
4. Save the changed DMS.INI file.

Organization - Selection

Right-click on the arrow in the **Organization** frame.



An options window will open.

You can choose to allocate either a company or a unit.

Companies

Click on **Companies** to select the company to be allocated. The selected company will now be displayed in the lower window.

If the selected company has subsidiaries or units this will be shown by a + sign. Click on the + sign to display the structure.

Click on the required entry to allocate it.

Organization - Menu

Click on the **Organization** tab at the base of the menu.

You can choose between the allocation of a company or a unit.

Companies

Click on the **Company** folder to allocate a company.

All previously allocated companies will be displayed in a list. If no companies have been allocated then the list will be empty.

Right-click on the arrow in the **Companies** column and the options window will open.

Click on the  button in the required row and the data-set will be allocated.

Units

Click on the **Units** folder to allocate a unit.

All previously allocated units will be displayed in a list. If no units have been allocated then the list will be empty.

Right-click on the arrow in the **units** column and the options window will open.

Click on the  button in the required row and the data-set will be allocated.

Staff - Menu

In the **Stuff** menu you can differentiate between persons and functions in the staff allocation.

Persons

Click on the **Persons** folder and a list of all allocated persons will be displayed. If no persons have been allocated the list will be empty.

Data selection

Right-click the arrow in the **ID** column and an options windows will open.

Click on the  button in the required row and the data set will be allocated.

Functions

Click on the **Functions** folder and a list of all allocated functions will be displayed. If no functions have been allocated the list will be empty.

Data selection

Right-click the arrow in the **Description column** and an options windows will open.

Click on the  button in the required row and the data set will be allocated.

Persons

Persons - Using the information

The Persons data is extremely useful in daily work and in emergency or disaster situations. In the daily use it offers you fast access to the different types of available persons and contains other than a business card, a great amount of extra information. Through Linking, a direct access to further large quantities of information is achieved.

Persons - Window

The person data window contains the following 5 menus:

- Details
- Address
- Notes
- Inventory
- Teams

Persons - Detail - Menu

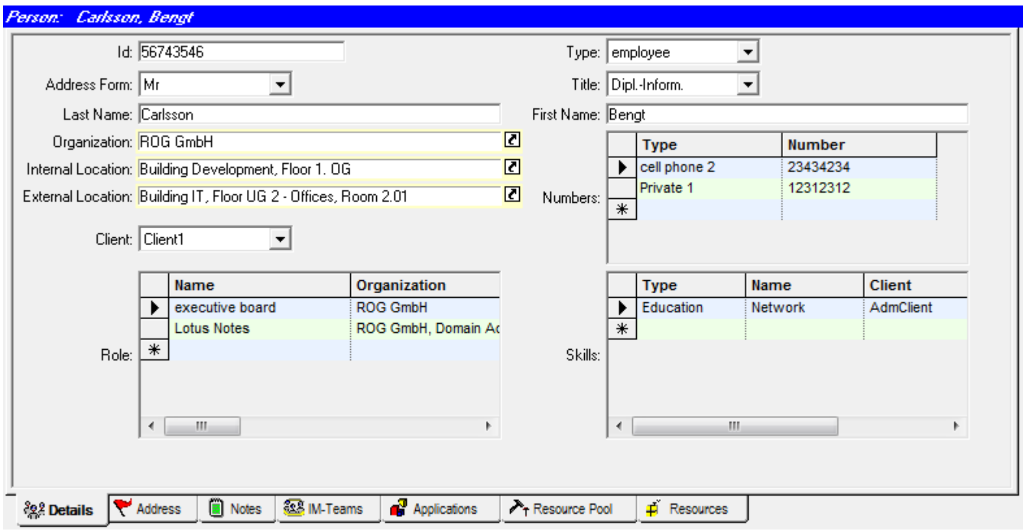
Click on the **Persons** folder in the folder structure.

Data entry

Enter the following information into the window:

Field	**Contents**	**Input/Options**	**Import /Option**
Id	Personnel number or user-ID	Input	-
Type	Type of person	Input	-
Address Form	Address form (e.g. Mr or Mrs)	Option	**O**
Title	Select the title	Option	**O**
Last Name	Enter surname	Input	-
First Name	Enter first name	Input	-
Organization	Company or organizational unit to which the person is allocated	Option	**I**
Function	Which function or position this person covers.	Relation	**S**
Location	Location of the persons workplace	Option	**I**
Numbers	A list of the persons telephone numbers	Input into list	-
Skills	A list of the persons qualifications	Input into list	-

Person menu



Persons - Selection

Click on the **Persons** tab at the base of the menu.

Right-click the arrow in the **ID** column and an options windows will open.

Click on the button in the required row and the data set will be allocated.

Persons - Linking the data

The person data is linked to the following data:

- Functions
- Companies
- Skills
- Locations
- All kind of Inventories
- Teams
- Planning

Persons - Special features

Initially when a great many of addresses have to be entered this can be easily done via the import option.

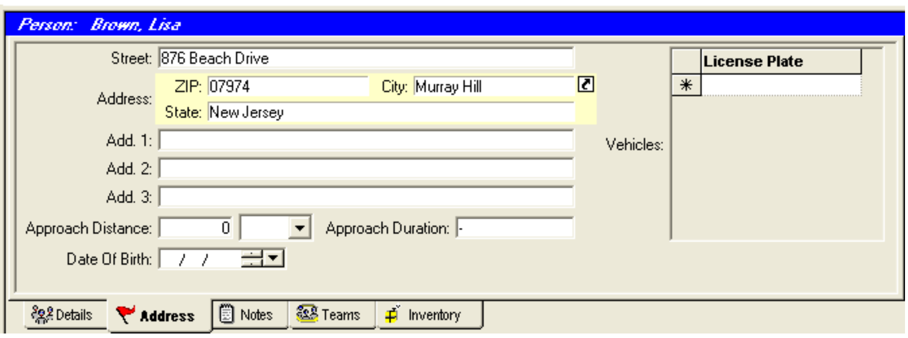
Address - Menu

Click on the **Address** tab at the base of the **Persons** menu.

Data input

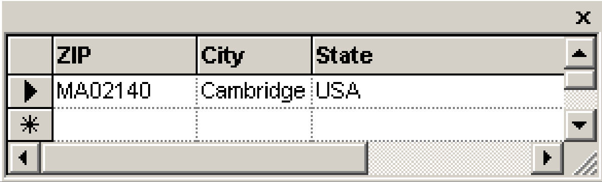
Type the following information into the now active window.

Field	**Contents**	**Input/Options**	**Import/Option**
Street	Street (Private address)	Input	-
Address	State, Zip code and City. This data will be managed in a separate list.	Options	**I**
Add 1 – 3	Additional information	Input	-
Approach Distance	The travel distance from home to workplace.	Input	-
Date Of Birth	The date of birth of each person	Input	-
Approach Duration	The time needed to travel the distance from home to workplace	Input	-
Vehicles	A list of all that persons vehicle license numbers for which permits are needed	List	-



Address - Entry

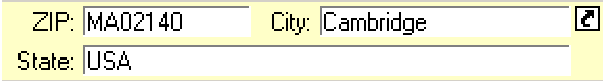
To add a new address, click on the button next to the zip column. Type in the zip code, the city and the state. Pressing the return key will store the information.



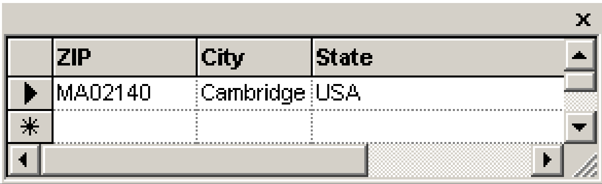
To allocate an address, just click on the button in the row of the required address.

Address - Allocation

Right-click on the arrow in the **address** frame.



A dialogue window will open.



Click on the button next to the required address and the address will be allocated.

Functions / Roles

Functions - Using the information

The function not only allows the allocation of tasks and responsibilities to certain people but also the allocation to, a department, an area or a project team.
The structure is not limited and can be adapted to any company structure.

Functions - Window

The functions or positions data window contains the following 5 menus:

- Details
- Notes
- Persons
- IM-Teams
- Resource Pool
- Applications
- Resources

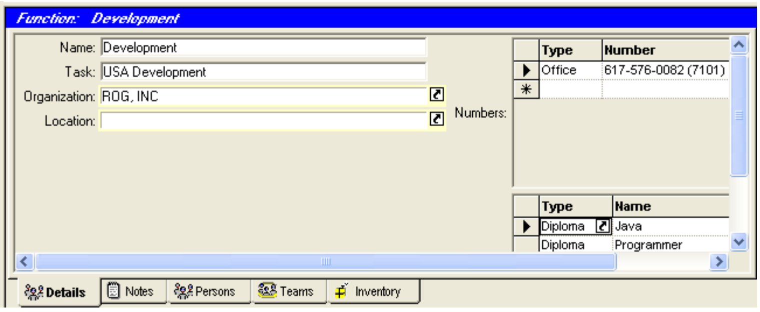
Functions - Details - Menu

Click on the **Functions** folder in the Folder structure.

Data Entry

Enter the following data:

Field	**Contents**	**Input/Option**	**Import/Option**
Name	Name of the function, department, etc.	Input	-
Task	A short description of the task	Input	-
Organizati n	Select the title	Option	**I**
Location	Location of the persons work place	Option	**I**
Numbers	A list of the persons telephone numbers	Input into list	-
Skills	A list of the persons skills	Input into list	-



Functions - Menu

Click on the **Function** tab at the base of the Menu.

Displaying Data

The upper table shows all previously entered qualifications. The lower window shows all organizations with the selected qualifications.

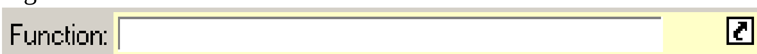
Adding functions

To add a new function, click on the  button. Right-click on the arrow in the **Organization** column and select the required organization.

Click on the  button to allocate the data set.

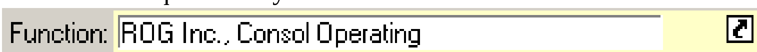
Functions - Selection

Right-click on the arrow in the function frame.



An options window will open

Click on the required entry.



The data will be allocated.

Functions - Linking the data

The Persons data is linked to the following data:

Skills

Functions - Special features

If there is a change of persons in a function, all linked data will be amended automatically.

Companies

Companies - Using the information

The company data forms the basis for all contracts with suppliers, Services and other important firms.

Your own company, complete with all branches can be documented in detail.
This data is used in different functions.

Companies - Window

The company data window contains the following 6 menus:

- Details
- Notes
- Staff
- Locations
- Teams
- Models
- Inventory
- Contracts

Companies - Detail - Menu

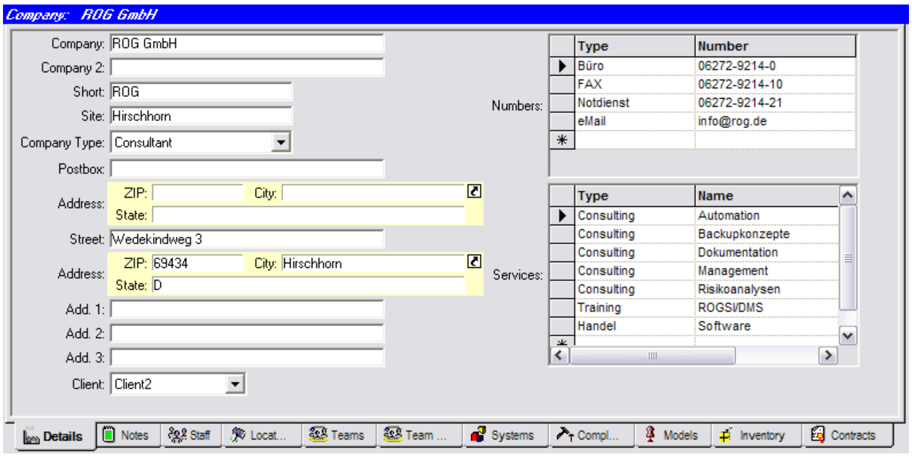
Click on the **Companies** folder in the folder structure.

Data entry

Enter the following information into the window.

Field	**Contents**	**Input/Option**	**Import/Option**
Company	Company name	Input	-
Company continued.	second line for longer company names	Input	-
Short	Company abbreviation	Input	-
Site	Company location	Input	-
Company Type	Type of company (contractor, customer service, etc.)	Option	**O**
Street	Street	Input	-
Address	Address with zip code, city, country	Option	**I**
Add 1- 3	3 additional fields for comments	Input	-
Numbers	A list of the persons telephone numbers	Input into list	-
Services	A list of the firms services	Input into list	-

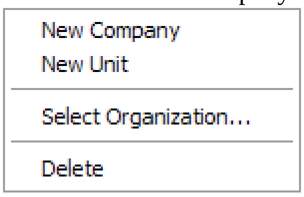
Company Menu



Companies - Expanding the structure

When the Folder Companies has been activated, the company will be displayed in the lower left window.

This shows that a structure has been defined. Clicking on the + will display the structure.
To add a new level, right-click on the line (here:ROG Inc). A window will open in which you can choose a new company or unit.



Select New Unit to add a new unit.

Fill in the data fields.

Field	Contents	Input/Option	Import/Option
Type	the type allocation	Selection	O
Name	Name of the unit	Input	-
Subject	Name of the subject area	Selection	O
Task	Units task	Input	-
Numbers	List of person telephone numbers	Input into list	-
Services Client	List of the services Client of this unit	Input into list Selection	- O

Click on the Department ROGSI row and the entry will be displayed.

The number of levels can be extended.

Amending allocations

To change the allocation of an existing organization, right-click on the organization (here: ROG Inc) and choose Select Organization. A list containing all previously entered organizations will be displayed. The new organization may now be selected.

Delete

Select the data-set to be deleted and click the  button, the data-set will then be deleted.

Companies - Linking the data

The Company data is linked to the following data:

- Persons
- Functions
- Locations
- Contracts
- Models
- All Inventories
- Teams
- Planning

Companies - Special features

It is very simple to display the structure of the company. Additions or changes can be made at anytime and they will effect all relevant data.

Directories

Directories - Using the information

In this function, all types of services needed for daily running, skills and addresses are listed.

Directories

The directories offer information over the necessary qualifications or required services.
They are sorted into:

- Skills
- Services
- Addresses

Directories - Linking the data

The qualifications and services data is linked to the following data:

- Persons
- Functions
- Companies
- Units

Directories - Special features

All information is organized for a quick referral.

Skill

Skills - Using the information

This function offers fast information about the persons who have the required qualifications. In daily use, qualified personnel needed for certain tasks are immediately identifiable.

Skills - Window

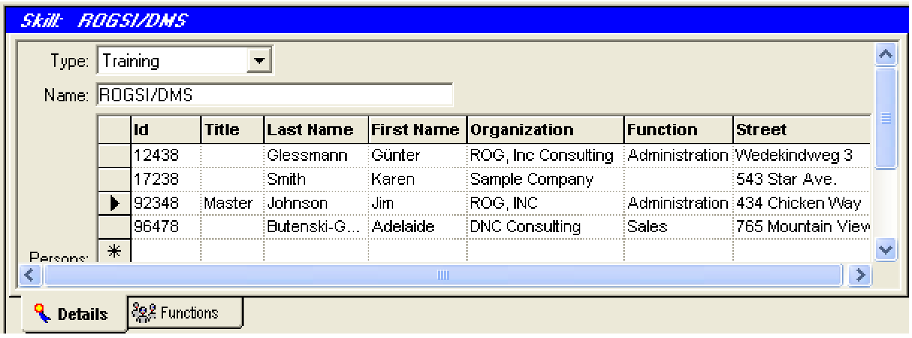
Skills shows all persons with the chosen qualification.

The skills data window contains the following 2 menus:

- Details
- Functions

Skills - Detail – Menu

Click on the **Skills** folder in the folder structure.



Data display

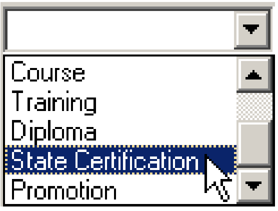
The upper table shows all previously entered qualifications.

The lower window shows all persons with the selected qualification. (e.g. experience, DP - administration).

Data entry

To enter a new qualification click on the ✳ button.

Left-click on the options field in the **Type** column and select the required type.



If the required type is not available it may be entered now.

Enter a clear description into the **Description** column.

Skills - Linking Persons

To a link a new person to a qualification, click on the ✳ button.

Right-click on the arrow in the **Per.-No.** row.

The table containing all persons will be displayed.

Click on the ▶ button in the required row and the data set will be allocated.

Services

Services - Using the information

In this function, all types of services needed for daily running, as well as for disaster situations are listed.

The firms are listed by their type.

The amount of service providers is defined by the user.

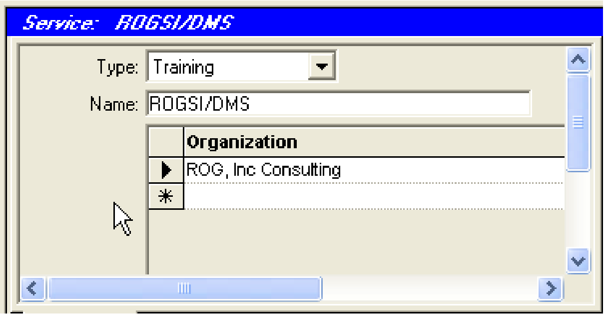
Services - Window

The services data window contains the following menu:

- Details

Services - Detail – Menu

Click on the **Services** folder in the Folder Structure.



Displaying data

The upper table shows all previously entered services.

The lower window shows all firms with the chosen service (e.g. power supplier).

A left-click on the arrow in the **Description** column will display detailed information of this firm.

Data entry

Click on the * button to add a new service.

Left-click on the options field in the column Type and select required the type.

If the type of service is not available, it maybe entered now.

Type entry

Enter a clear description into the **Description** column.

Linking Firms

To link a new firm to a service, click on the * button. Right-click the arrow in the column **Type**.

A table containing all the previously entered firms will be displayed. Select the required firm.

Addresses

Addresses - Window

The addresses window contains the following 3 menus:

- Details
- Companies
- Persons

Addresses - Using the information

Addresses contains all the entered places. Links to persons and companies can also be displayed

Un-needed addresses can be deleted here.

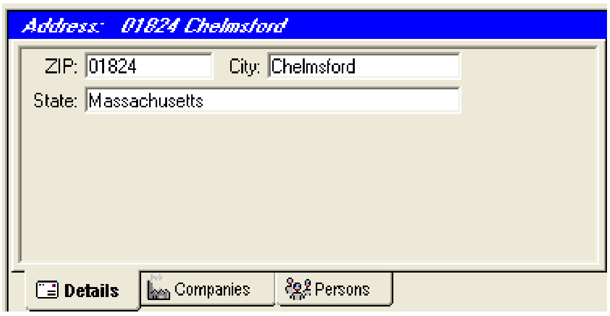
Addresses - Detail - Menu

Click on the Addresses folder in the folder structure.

Data input

Type the following information into the now active window.

Field	Contents	Input/Options	Import/Option
ZIP	Zip	Input	-
City	City	Input	-
State	Description of country	Input	-



Delete data

Select the dress to be deleted and click on the  symbol.

The address will be deleted in all the data-sets to which it was linked.

Companies

Click on the tab *Companies* and all the companies linked to this address will be displayed.

Persons

Click on the tab *Persons* and all the persons linked to this address will be displayed.

Locations

Locations - Using the information

Location allows the precise allocation of an inventory or persons to a building, a room or even a further refined definition of a location.

The structure of Locations can be freely defined so that all degrees of detail can be achieved.

Locations - Window

The locations data window contains the following 5 menus:

- Details
- Notes
- Staff
- Organizations
- Inventory

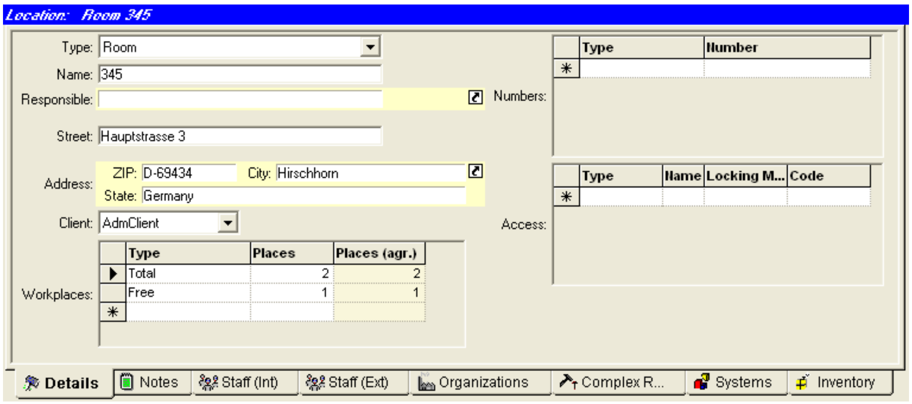
Locations - Detail – Menu

Click in the **Locations** folder in the folder structure.

Data entry

Enter the following information into the window:

Field	Contents	Input/Options	Import/Option
Type	The type of location	Option	**O**
Name	Name of the location (Unit)	Input	-
Responsible	Select the function or person	Select	**I**
Numbers	list of telephone numbers of the location	input into list	-
Access	A description of the means of access	Input into list	-



Locations - Expanding the structure

When the Folder Locations has been activated, the location will be displayed in the lower left window.

Shows that a structure has been defined. Clicking on the + will display the structure.

To add a new level, right-click on the line. A window will open in which you can choose a new location.

Select New Location.

Fill in the data fields.

Field	Contents	Input/Options	Import/Option
Type	The type of location	Option	O
Name	Name of the location (Unit)	Input	-
Responsible	Select the function or person	Select	I
Numbers	list of telephone numbers of the location	input into list	-
Access	A description of the means of access	Input into list	-
Workplaces	Number of workplaces	Option	O

The number of levels can be extended.

Amending allocations

To change the allocation of an existing location, right-click on the location and choose Select Location. A list containing all previously entered locations will be displayed. The new location may now be selected.

Delete

Select the data-set to be deleted and click the button, the data-set will then be deleted.

Locations-Menu

Click on the **Locations** tab at the base of the menu.

All locations will be displayed. The list will be empty if no locations have been entered.

Data selection

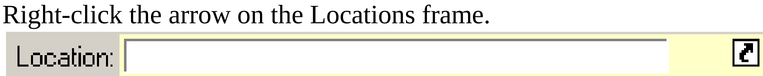
Right-click on the arrow by **Type** and an options window will open.

Select the required location from the list.

Click on the button to allocate the data set.

Locations - Selection

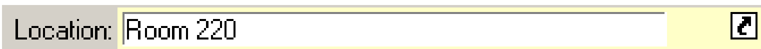
Right-click the arrow on the Locations frame.



An options window will open.

The allocation can be done on different detail levels. If a building is selected from the table then only that building will be entered.

To achieve an exact allocation, open the structure in the lower window by clicking on the + and select the required exact location. Left -click on the description (here: Room 220).



The allocation is complete.

Locations - Linking the data

The Locations are linked to the following data:

- Companies
- Units
- Persons
- Functions
- Inventory

Locations - Special features

The special feature of **Locations** is that its structure can be adapted and expanded to meet all the requirements for any organization.

Contracts

Contracts - Using the information

The contracts data permits the management of all contracts. They offer a link on one side to the inventories and to the other side the contract partners.

The contracts data management orientates itself to the demands of a disaster. These functions can also be used for general maintenance of contract data.

Contracts - Window

The contracts data window contains the following 6 menus:

- Details
- Costs/Dates
- Notes
- Inventory
- Entitled personell
- Organisation

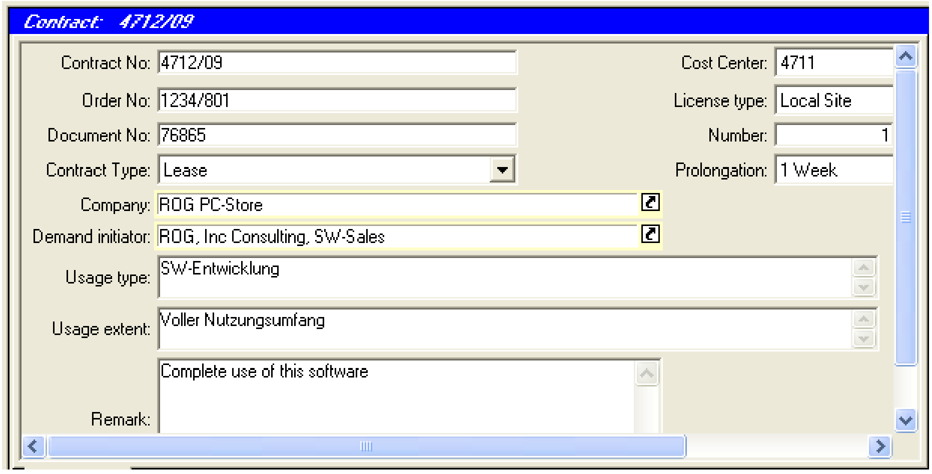
Contracts - Detail – Menu

Click on the **Contracts** folder in the folder structure.

Data entry

Enter the following data into the window:

Field	**Contents**	**Input/Options**	**Import/Option**
Contract No.	The contract number	Input	-
Order No.	The order number	Input	-
Document No.	The document number	Input	-
Contract Type	The type of contract (purchase, rental, etc.)	Option	**O**
Cost Center	The department to be charged	Option	**O**
License type	Type of License (Lease, rent, a.s.o.)	Option	**O**
Number	Number of Licenses	Input	**-**
Prolongation	Prolongation (Yes, no, automatic)	Option	**O**
Company	Company of this contract	Option	**I**
Demand indicator	Payment period for regular payments	Option	**O**
Usage type	Description of usage type	Input	-
Usage extent	Descritpion of range of usage	Input	-
Remark	Any Text or description	Input	**-**



Contracts - Menu

Click on the **Contracts** tab at the base of the menu.
All previously allocated contracts will be displayed in a list. The list will be empty if no contracts have been allocated.

Data selection

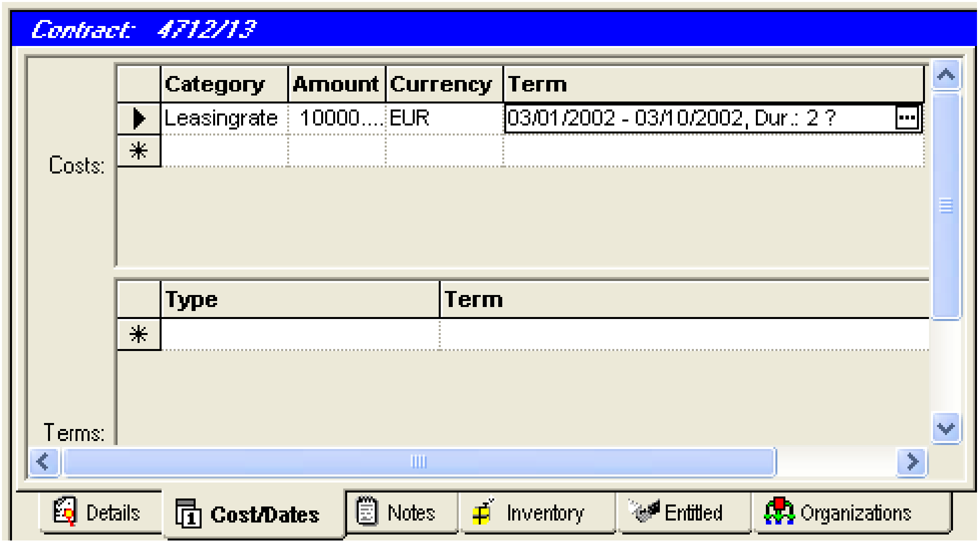
Right-click on the arrow by **Contract-No.** and an options window will open.
Click on the  button in the required row and the data-set will be allocated.

Contracts - Cost/Dates

Click on the Cost/Dates tab.

All Costs and Dates will be displayed. If no costs and Dates are entered before, the lists should empty.

This menu is devided into the cost table and the Dates table.



Cost

Insert costs into the cost table. The number of costs and kinds of costs are not limeted.

Select from the Optionsfield the type of costs. The type of costs can be specified by the user.

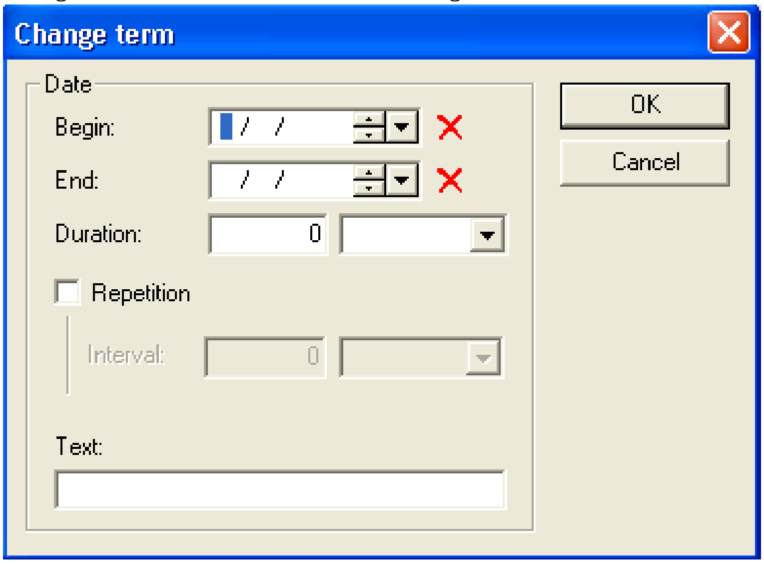
Enter the amount of cost and select the currency in the next fields.

Dates

You can maintain as many dates in the Dates table. Select from the Option table the type of date. The type of dates can be specified by the user.

Contracts - Change term

To add a date to the dates table or to the cost table. Click on the dates column field. Click with the right mouse buttom at the box in the right corner.



You can select the begin and the end directly out of the calender, that will be opened when you click at the  buttom.

Click on the right date to transfer it into the field.

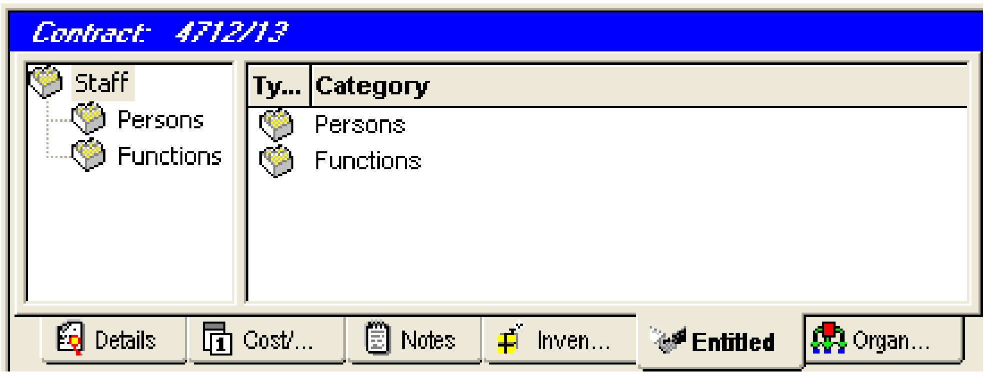
Enter a Duration into the field Duration and select days, month, a.s.o from the option table.

In the duration will be repeat, you can enter the interval into the field Repition.

You can enter any comment into the text field.

Contracts - Entitled personell

Click at the tab entitled.



Persons

In this list you can connect the Persons who will use the components of this contract.

Functions

In this list you can connect the Departments who will use the components of this contract.

Contract - Expanding the structure

When the Folder Contracts has been activated, the contract will be displayed in the lower left window.

Shows that a structure has been defined. Clicking on the + will display the structure.

To add a new level, right-click on the line. A window will open in which you can choose a new location.

Select New contract and fill in the data fields.
The number of levels can be extended.

Amending allocations

To change the allocation of an existing contract, right-click on the location and choose Select Contract. A list containing all previously entered locations will be displayed. The new contract may now be selected.

Delete

Select the data-set to be deleted and click the  button, the data-set will then be deleted.

Contracts - Linking of data

The contracts data is linked to the following data:
Companies
Inventory

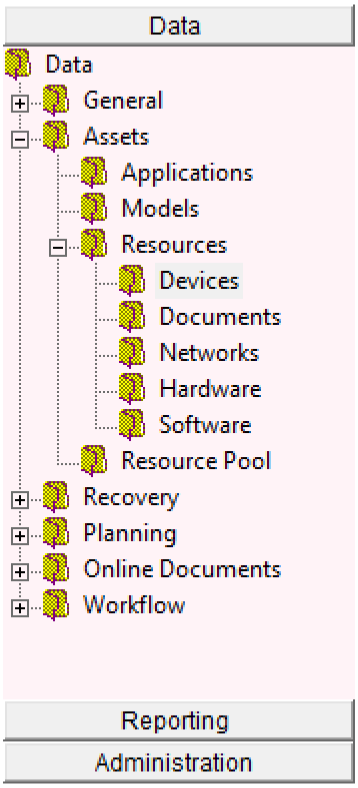
Contracts - Special features

The contracts data permits a quick overview and allocation of data, both from the contracts perceptive and from perceptive of the inventory.

Inventories / Resources / Assetts

Assetts / Inventory

The inventory contains information about all the types of inventory-windows. This data and information need not only be used in disaster situations but also it builds a basis on which daily tasks, that are connected with these resources, can be carried out.



Applications / Processes / Systems

This data group can contain all Processes or Applications or other groups. From this data you have many relations to other data.

Models

All hardware-Models are described in this one table. This will avoid, the same data being repeatedly managed, when a model is being frequently used.

The data from **Models** will be needed in **Hardware**.

Inventory - Window

Under the collective title Inventory the following different types of Inventory are gathered together.

Devices

In this table all non IT components are documented.

Devices

Documents

In this table all available Documentation (e.g. technical handbooks) is managed. Thus a clear allocation of the available documentation with the allocation of devices persons, etc. can be made.

Network

In this table all Network components are managed. This relates not only to internal networks but also to external networks.

Hardware

In this table all the IT Hardware components are managed.

Software

In this table all the IT Software components are managed.

Processes / Services / Application / Systems

Processes - Using the information

The systems data collects together (bundles) the allocations of the whole inventory window e.g. Devices, hardware and software.

Processes - Window

The systems data window contains the following 4 menus:

- Details
- Notes
- Alt. Systems
- Inventory

Processes - Detail – Menu

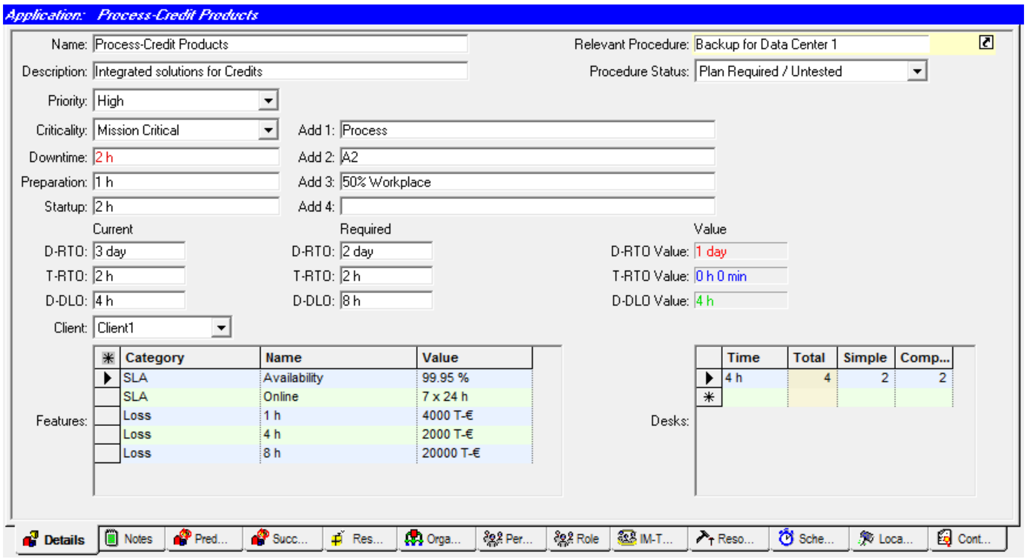
Click on the **Systems** folder in the folder structure.

All available systems will be displayed in a list. The list will be empty if no systems have been defined.

Data entry

Enter the following information into the window:

Field	**Contents**	**Input/Option**	**Import / Option**
Name	The name or systems designation	Input	-
Description	A detailed description of the system	Input	-
Priority	The systems priority in a failure or disaster	Option	**O**
Criticality	This criticality will be set to all related resources (always the highest)	Option	**O**
Downtime	The maximal acceptable failure duration in days / hours or minutes	Input	-
Preparation	Preparation Duration for the restart in days / hours or minutes	Input	-
Startup	Duration of the startup in days / hours or minutes	Input	-
D-RTO	RTO in case of a disaster	Input	-
T-RTO	RTO in case of an interruption	Input	-
D-DLO	Loss of Data	Input	-
Relevant Procedure	Relation to the Procedures	Relation	Procedures
Procedure Status	Set the Option	Option	O
Add1 – Add4	Free information	Input	-
Desks	Needed Workplaces in a time frame	Input	-
Features	Add any features	Input	-



Since Rel 38: New releation between Systems and Contracts and modification of layout.
Since Rel 38: New “Responsibility” for Teams

Related procedures

A “Relevant Procedure” reference to an existing plan. Select the plan form the list.

The “Procedure Status” shows, if a plan is required and if this plan is tested. Select from the 3 pre-defined status.

Desks / Workplaces

Enter the number of required workplaces / desks in a time frame. Define the different times in the time – option. Than enter the number of “simple” places and the number of the “computer places”. The total displays the total number of places.

Maximum Downtime

When the total of the preperation time and the startup time takes longer than the maximum downtime, the maximum downtime will be displayed in red.
Also the values of RTO and the DLO will be displayed in red, if the “current” time is more than the “required” time.

Times entries

Times can be entered as follows:

- M or min – minutes
- H or hours - hours
- D or days – days
- W or weeks - weeks

Processes - Menu

Click on the **System** tab at the base of the menu.

Here is where a device or piece of equipment needed for one or more systems is allocated.
Systems is the collective name for certain task allocation (here: Transportation)

Data entry

Right-click the arrow in the **Description** frame and an options window will open.

Click on the  button in the required row and the data-set will be allocated.

Processes – Relations to other data

The systems data is linked to the following data:

- Other Processes or Application

- Resources
- Organization
- Persons
- Roles / Function
- IM-Teams
- Resource Pool
- Location
- Contracts

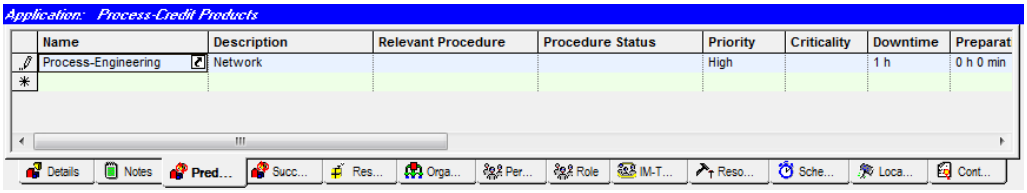
You also can define special schedules to the Process or Application.

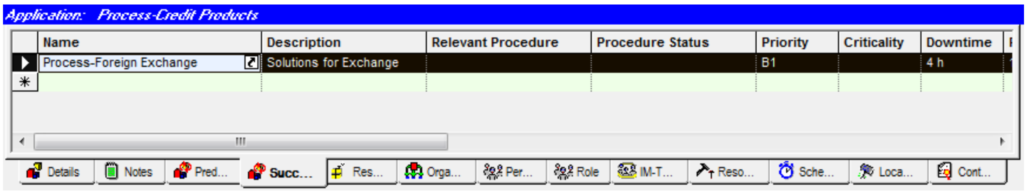
Processes - Special features

Through the systems data all references to hardware and software can be displayed.
A „Function“ field (Option) allows to set special information to each relation. This might be the number of units, the time frame or any other information.

Pred. Process / Succ. Process - Menu

Click on of the tabs at the base of the Menu.





One or more Pred. or Succ. Processes will be displayed in the lower table. If no Process have been allocated this tables will be empty.

Data Input

To add an Process, click on the ✳ in the table.

Right-click on the arrow in the **Description** column to open the dialog window.

Chose an Process and it will be added to the list.

Models

Models - Using the information

In complex installations, the inventory-window is made up of numerous different components. Very often many examples of the same model are present. If these were for example, disk units in the past we would now find them again today in the Sever-farms.
In this table each different model with its standard modules will be entered only once. As a result, the construction and maintenance effort are greatly reduced.

Models - Window

The Model data window contains the following 4 menus:

- Details
- Notes
- Organization
- Devices

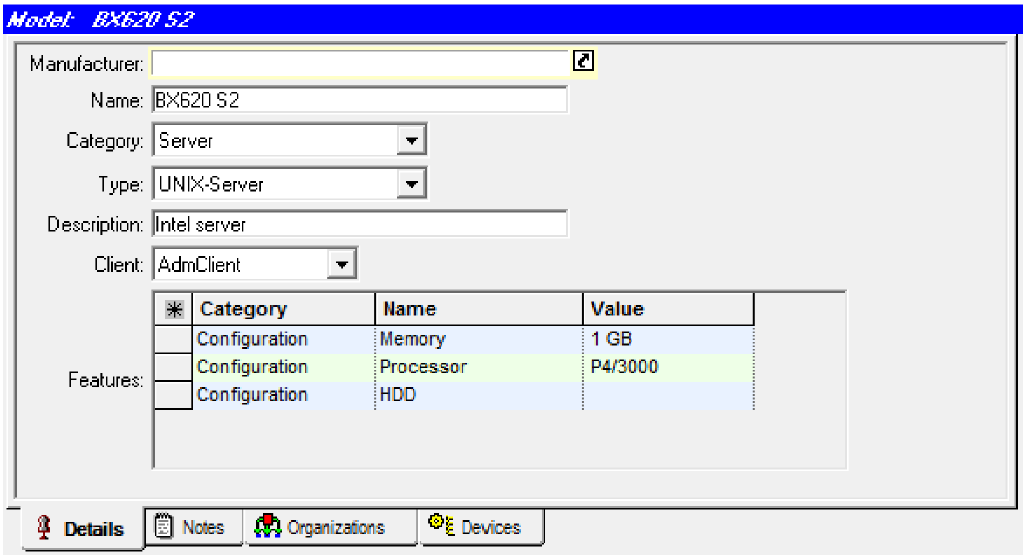
Models - Detail – Menu

Click on the **Model** folder in the folder structure.

Data entry

Enter the following data:

Field	**Contents**	**Input/Options**	**Import/Option**
Manufacturer	Name of manufacturer	Option	**I**
Name	Name or Designation of the model	Input	-
Category	Assigning a category to the model	Option	**O**
Type	Assigning a type to the model	Option	**O**
Description	A short description of the model	Option	**O**
Features	Here is where the extra fittings are documented	Input into list	-



Models - Selection

Click on the Model folder to select an model for the allocation,.

All the previously allocated models will be displayed. If no model have been allocated then the list will be empty.

To allocate a new inventory, click on the button in the table. Right click on the arrow in the Inventory-No. column. A window containing all previously entered inventories will open.

Click on the button to allocate the required data set.

Models - Linking the data

The Model data are linked to the following data:

- Companies
- Units
- Inventories

Models - Special features

If any models are changed, then the changes will effect the whole inventory.

Features

Features

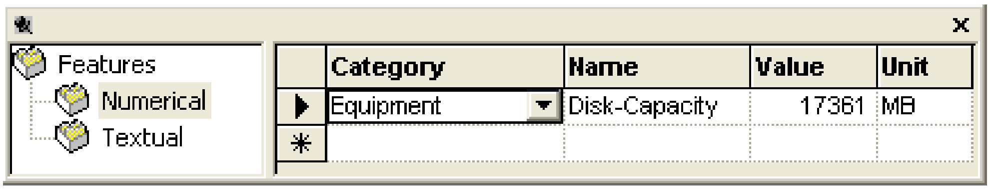
The standard configuration of the model will be defined. To enter an additional feature, click on **X** in the top left corner.
The **Features** folder will open.
You can chose between numerical and textual entries. Numerical and textual entries can be combined.

Features - Numerical entries

Numerical entries have the following structure.

To enter a value click on the * button and the following data:

Field	Contents	Input/Options	Import/Option
Category	Type of feature	Option	**O**
Name	Name of the feature	Option	**O**
Value	The features value	Input	-
Unit	The features unit	Input	-



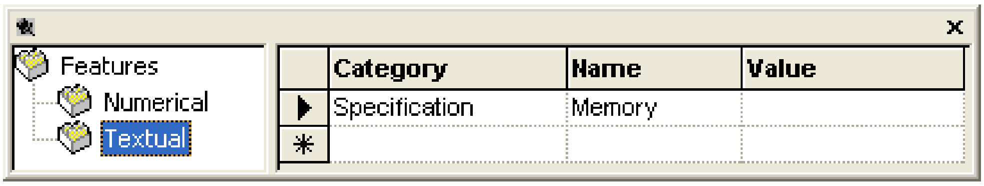
Any number of features can be entered.

Features - Textual entries

Textual entries have the following structure.

To enter a value click on the * button and enter the following data:
Measurements cannot be entered into the textual values.

Field	Contents	Input/Options	Import/Option
Category	Type of feature	Option	**O**
Name	Name of the feature	Option	**O**
Value	The features value	Input	-



Any number of features can be entered.

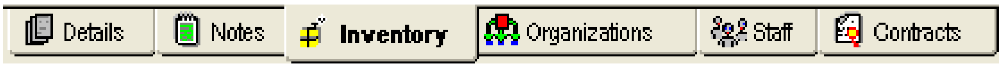
Inventory - Window

The Inventory data window is subdivided into 5 folders:

- Devices
- Documents
- Networks
- Hardware
- Software

Inventory - Menu

Click on the **Inventory** tab at the base of the menu.



You can chose between the different inventories. The individual Inventory types will be described in Inventory.

The allocated inventory will be displayed. If no inventory has been allocated then the list will be empty.

Data entry

Enter the following information into the window.

Field	Contents	Input/Option	Import/Option
Inventory No	The components inventory number	Option	**I**
Following fields	all fields will be automatically filled out	-	-

The list displays all the inventory information.

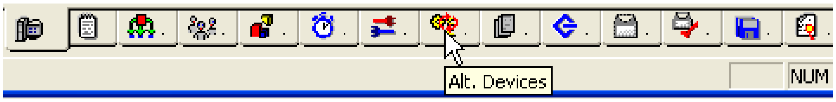
Inventory selection

Right-click the arrow in the **Inventory-No.** field and a selection window will open.

Click on the required inventory number to allocate it.

Inventory - Alt. Devices - Menu

Click on the **Alt. Devices** tab at the base of the menu.



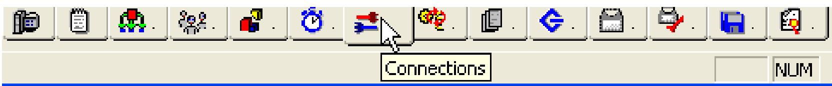
Device or Equipment selection

For every device or piece of equipment one or more alternative may be allocated. Right-click on the arrow in the **Inventory No.** column and select one of the displayed alternative devices.

Click on the button to accept the new device.

Inventory - Connections - Menu

Click on the **Connections** tab at the base of the **Devices** or **Hardware** menu.



Here is where all the available connections are documented.

Data entry

To enter a value, click on the button and type in the following data:

Field	Contents	Input/Option	Import/Option
Category	Type of connection – Electric, Water, Network, etc.	**Option**	**O**

Socket Type	Type - freely definable	**Option**	**O**
Connector Type	Type - freely definable	**Option**	**O**
Group	Connector group allocation	**Input**	-
Address	Connector address (Fuse number, Port number, etc.)	**Input**	-
Network	Network allocation (UV-1.3, etc.)	**Input**	-

Expand structure

The Inventory structure will be displayed in the left frame.

A component group does not contain any component but it is a kind of header.

Add component group

To add a new component group, just right click at the component should would connect the group. Enter a name and a description. Click on another line in the structure to enter the component group.

Component

To add a new layer under the component group, right click on the line component group. Than select one of the following device, document, network, hardware or software. It is also possible to add an additional component group for a more detailed structure.

Change connection

To change a connection to another inventory right click on the selected inventory. A menu with all inventories will be opened. Select a inventory by mouse click.

Delete

To delete a linked inventory right click at the inventory record and select delete.

Inventory - Selection

Click on the Devices folder to select an inventory for the allocation,.

All the previously allocated inventories will be displayed. If no inventories have been allocated then the list will be empty.

To allocate a new inventory, click on the button in the table. Right click on the arrow in the Inventory-No. column. A window containing all previously entered inventories will open.

Click on the button to allocate the required data set.

Devices

Devices and Equipment - Using the information

This table manages all non-IT equipment or devices. The contents depends on the area to be documented.

The spectrum of the equipment reaches from office equipment, Machines through to the fleet of help and emergency vehicles. Even complete machine installations can be documented.

Devices and Equipment - Window

The equipment data window contains the following 11 menus:

- Details
- Notes
- Organizations
- Staff
- Systems
- Dates
- Operation Sites
- Connections
- Alt. Devices
- Documentation
- Contracts

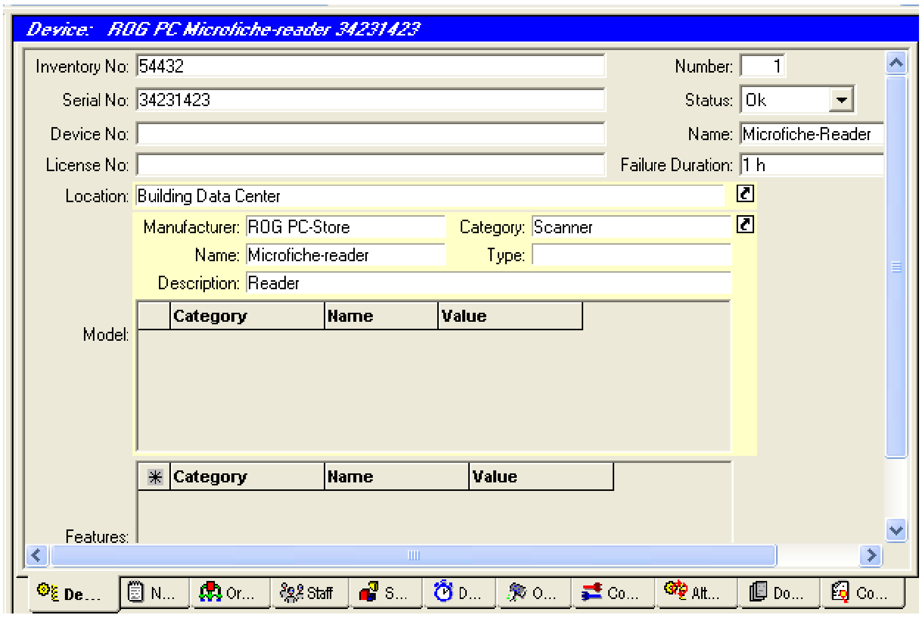
Devices and Equipment - Detail - Menu

Click on the **Devices** folder in the Folder structure.

Data entry

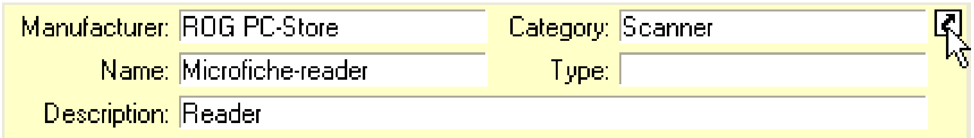
This is where the basic data is entered. Click on the  button and enter the following data:

Field	Contents	Input/Option	Import/Option
Inventory No	Inventory number	Input	-
Serial No	Serial number	Input	-
Device No	Equipment number	Input	-
License No	Licence number (registration etc.)	Input	-
Quantity	The number of pieces	Input	-
Status	The condition of the equipment	Option	**O**
Name	Comprehensive name of the equipment	Input	-
Failure Duration	Maximal Failure duration	Input	-
Location	Location of the equipment	Option	**I**
Features	A supplement to the standard features	Input	-
Model	The model is taken from the **Model Data** - The model data cannot be changed at this point, it can only be changed in the **Model Data menu.** Here is only a selection possible.	Option	**I**



Operation Sites- Menu

Click on the **Operation Sites** tab.



Here is where the operation site or sites of the equipment is defined.

Data Entry

The operation sites are allocated from the sites table. Right-click the arrow in the **Type** column.

Select one or more of the displayed sites from the table.

To allocate the required data set, click the on the button.

Devices and Equipment- Selection

The devices or equipment needed to carry out this procedure will be allocated here.

To add a new piece of equipment, click on the button. Right-click on the arrow in the Inventory-no. column. An options window showing all previously entered equipment will open.

To allocate required the data set, click on the button.

Devices and Equipment - Linking the data

The Devices and Equipment data is linked to the following data:

- Organizations
- Persons
- Systems
- Documents
- Contracts

Devices and Equipment - Special features

The location of each piece of equipment and its backup can be defined. Besides the models standard characteristics other features may also be entered and added to the basic information.

Dokuments

Documents - Using the information

All the documentation is managed in this table. In addition to the name and the contents, it can be explicitly described where the documentation is stored and what links exist to the inventory.

The spectrum of the documentation ranges from technical documentation, work application to electronically saved data.

Documents - Window

The document data window contains the 6 following menus:

- Details
- Notes
- Inventory
- Organizations
- Staff
- Contracts

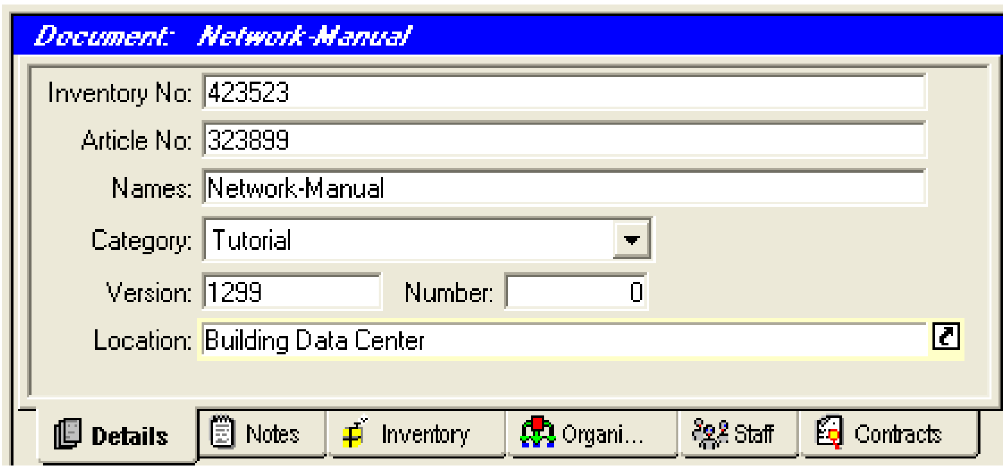
Documents - Detail – Menu

Click on the **Documents** folder in the folder structure.

Data entry

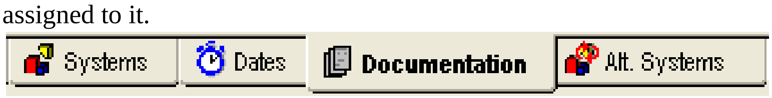
This is where the basic data is entered. Click on the button and enter the following data.

Field	**Contents**	**Input / Option**	**Import/Option**
Inventory-No	Inventory Number	Input	-
Article-No	Article Number	Input	-
Names	Name of the document	Input	-
Category	The allocation of a document to a Category	Input	**O**
Version	The documents release date	Input	-
Location	Location of the document	Input	**I**



Documents - Menu

Click on the **Documents** tab. Each device or piece of equipment can have its documentation assigned to it.



Data entry

Right-click the arrow in the column **Inventory-no**. and select the required documents from the list. To allocate the data set, click on the button in the required row .

Documents - Selection

The documents needed for carrying out this procedure are allocated here.

To enter a new document into the table, click on the button . Right-click the arrow in the Inventory-no. column and a window containing all previously entered documentation will be displayed.

To allocate the data set, click on the button in the required row.

Documents - Linking the data

The Documents data is linked to the following data:

- Inventory
- Organizations
- Persons
- Contracts

Documents - Special features

The free layout of the structure allows the production of any required documentation.

Networks

Networks - Using the information

In this table all network components are managed. The contents depends on area to de documented. The spectrum covers all network components.

Networks - Window

The network data window contains the following 9 menus:

- Details
- Notes
- Connections
- Organizations
- Staff
- Systems
- Dates
- Documentation
- Contracts

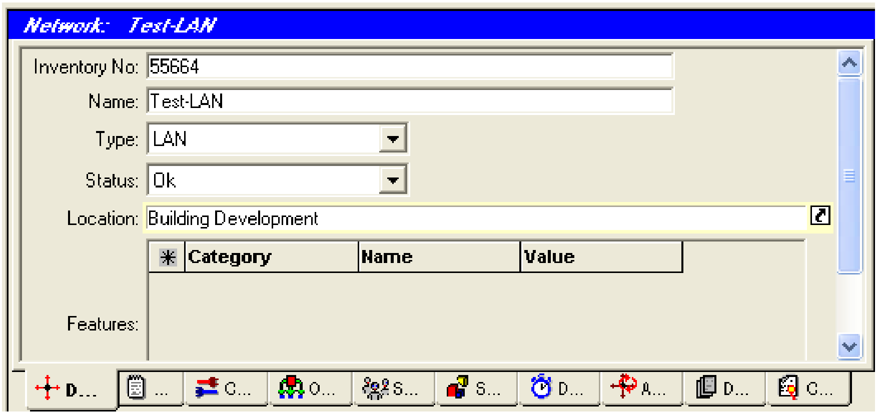
Networks - Detail – Menu

Click in the **Network** folder in the folder structure.

Data entry

Here is where the basic data is entered. To add a value click on the button and enter the following data:

Field	Contents	Input/Option	Import/Option
Inventory No	Inventory number	Input	-
Name	The network name	Input	-
Type	Type of network	Option	**O**
Status	Condition of the network	Option	**O**
Location	Location of the network	Option	**I**
Features	Network specifications	Input	-



Network - Selection

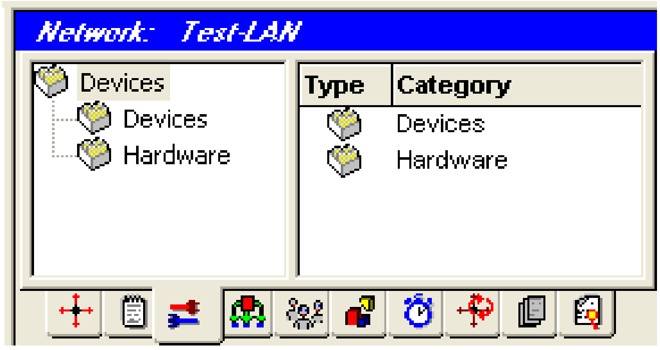
The network components required for carrying out this procedure are allocated here.

To allocate a new network component, click on the button in the table. Right click on the arrow in the Inventory-No. column. A window with all previously entered network components will open.

Click on the button to allocate the required data set.

Network - Connections - Menu

This is where the connections with devices (non IT) and / or with hardware is documented.



Data entry - Devices

Here is where the connections from the network to the devices or equipment is defined.
Fill out the fields with the following data:

Field	Contents	Input/Options	Import/Option
Category	the category of the connection	Option	**O**
Socket Type	The socket type	Option	**O**
Connector Type	The connector or plug type	Option	**O**
Group	Possible allocation to a group	Input	-
Address	connection address (e.g. IP, IPX, etc.)	Input	-
Devices	Select the device from the devices table	Option	**I**

Data entry - Hardware

Here is where the connections from the network to the hardware components is defined.
Fill out the fields with the following data:

Field	Contents	Input/Option	Import/Option
Category	the category of the connection	Option	**O**
Socket Type	The socket type	Option	**O**
Connector Type	The connector or plug type	Option	**O**
Group	Possible allocation to a group	Input	-
Address	connection address (e.g. IP, IPX, etc.)	Input	-
Devices	Select the device from the devices table	Option	**I**

Networks - Linking the data

The network data is linked to the following data:

- Organizations
- Persons
- Systems
- Documents
- Contracts

Networks - Special features

The network documentation can be built up individually, either as a hierarchic structure or flexible through definable links. The open structure allows any type of view of the network.

Hardware

Hardware – Using the information

All IT - hardware is managed in this table. The content depends the area to be documented.

The spectrum ranges from mainframe and UNIX computers through to workstations. Network components should be documented under **Network** though it is possible that even these components may be documented here.

Hardware - Window

The Hardware data window contains the following 11 menus:

- Details
- Notes
- Organizations
- Staff
- Systems
- Dates
- Connections
- Alt. Devices
- Documentation
- Disk Partitioning
- Recovery control
- Backup jobs
- Software
- Contracts

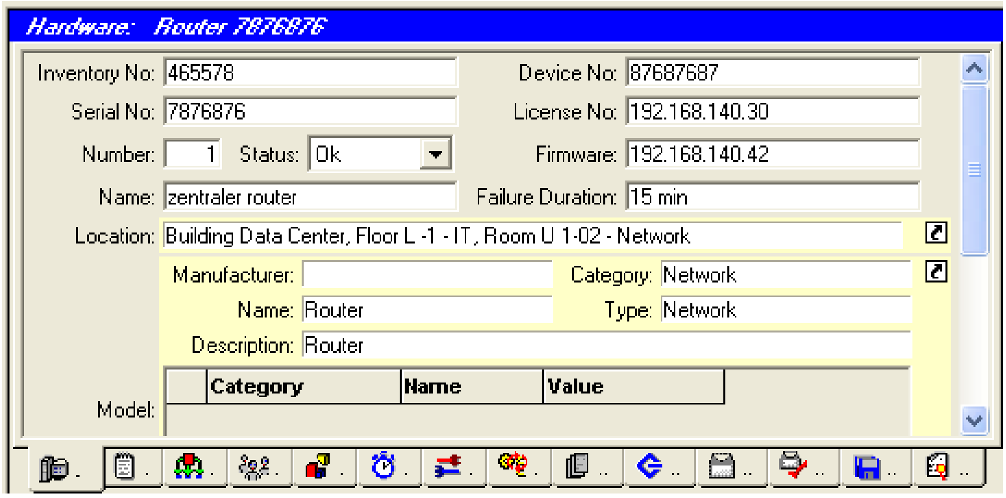
Hardware - Detail - Menu

Click on the **Hardware** folder in the folder structure. This is where the basic hardware information is entered.

Data entry

Enter the following data:

Field	**Contents**	**Input/Option**	**Import/Option**
Inventory No	The inventory number	Input	-
Serial No	The serial number	Input	-
Device No	The device number	Input	-
License No	The vehicle license or registration number.	Input	-
Firmware	Firmware – Version	Input	-
Quantity	The number of pieces	Input	-
Status	The condition of the hardware	Option	**O**
Name	Comprehensive name of the hardware	Input	-
Failure Duration	Maximal Failure duration	Input	-
Location	Location of the hardware	Option	**I**
Features	A supplement to the standard features. The model is taken from the **Model Data** - The model data cannot be changed at this point, it can only be changed in the **Model Data menu.** Here is only a selection possible.	Option	**I**



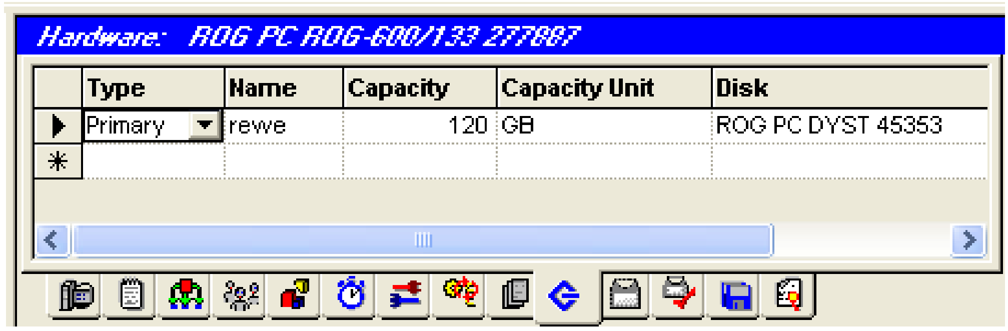
Disk Partitioning - Menu

Click on the **Disk Partitioning** tab at the base of the hardware menu.

To each hardware component one or more hard-disk can be allocated.

Data entry

Field	Contents	Input/option	Import/Option
Type	Type of disk	Option	**O**
Name	Name of disk	Input	-
Capacity	The capacity of the disk	Input	-
Capacity Unit	Disk capacity in units (GB etc.)	Option	**O**
Disk	The allocation to a disk inventory	Option	**I**



Right-click on the arrow in the **Disk** column and an options window will open.

Select the required disk.

Click on the  button in the required row and the data-set will be allocated.

Hardware - Selection

The hardware required for carrying out this procedure will be allocated here.

To enter new hardware, click on the  in the table. Right-click on the arrow in the column Inventory-No. A window containing all previously entered hardware will now open.

Click on the  button to allocate the required hardware.

Hardware - Linking the data

The Hardware data is linked to the following data:

- Organizations
- Persons
- Systems
- Documents
- Contracts

Hardware - Special features

The description of the hardware can be displayed in different detail levels. Depending on the requirements, it can ether be displayed as a simple list of components or as a highly detailed document.

Software

Software – Using the information

In this table all **Software** inventory is managed. The contents depend on the area to be documented.

Software - Window

The software data window contains the following 9 menus:

- Details
- Notes
- Organizations
- Staff
- Systems
- Dates
- Documentation
- Alt. Systems
- Hardware
- Contracts

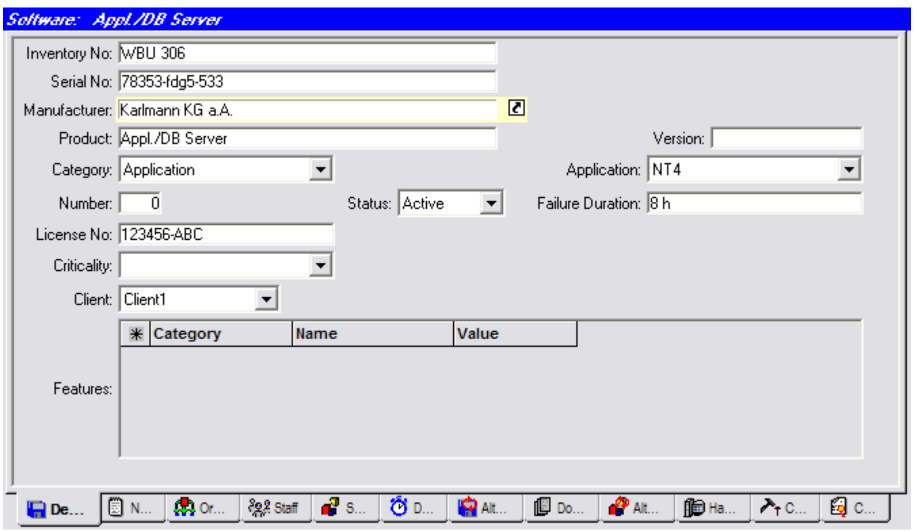
Software - Detail – Menu

Click on the **Software** folder in the folder structure.

Data entry

Enter the following data:

Field	Contents	Input/Options	Import/Option
Inventory No	The Inventory number	Input	-
Serial-No	The serial number	Input	-
Manufator	The manufactor of this Software	Selection	-
Version	The version number	Input	-
Category	The type of software (system, etc)	Option	**O**
Application	Software type	Option	**O**
Quantity.	The number of software licenses	Input	-
Status	The status of the software	Option	**O**
License Number	The license number	Input	-
Product	The product name	Input	-
Failure Duration	Maximal failure duration	Input	-
Features	A supplement to the standard features	Input	-



Software can now have a link to other software.

Software - Selection

The software needed to carry out this procedure is allocated here.

To enter a software component. click on the ✳ button in the table. Right-click on the arrow in the Inventory-No. column and a window containing all previously entered software components will be displayed.

Click on the ▶ button in the required row and the data-set will be allocated.

Software - Linking the data

The **Software** data is linked to the following data:

- Organizations
- Persons
- Systems
- Documents
- Contracts

Software - Special features

Similar to the hardware, the documentation description can be displayed in different levels of detail. You can create either a simple summery or a very precise document.

Backup jobs

Backup jobs - Window

The Backup jobs data window contains the following 2 menus:

- Details
- Notes

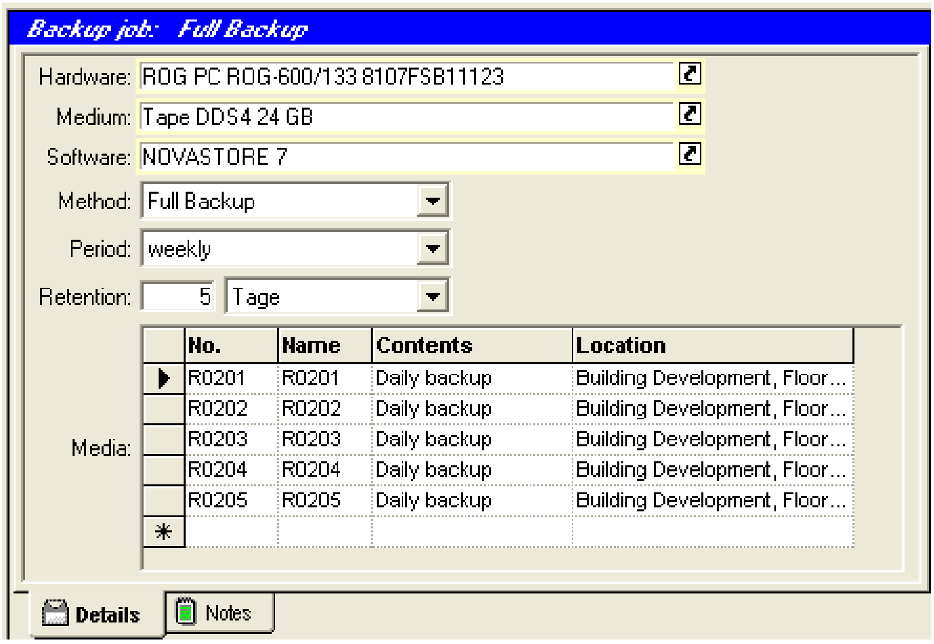
Backup jobs - Detail - Menu

Click on the Backup jobs folder in the folder structure.

Data entry

Enter the following data into the window:

Field	Contents	Input/Options	Import /Option
Hardware	Hardware to be backuped	Import	I
Medium	Used data media	Import	I
Software	Backup software	Import	I
Method	Kind of backup (Fulldump, Incremental, etc.) MET	Option	O
Period	Back up period (daily, weekly, etc.) PER	Option	O
Retention	Retention period of back up RET	Option	O
Media	Link to Backup volume	Import	I



MET
Select backup method out of option table.
PER
Maintain kind of back up and select from table.
RET
Enter the number of generation. Select the Name and contents from the option list.

Backup jobs - Selection

This menu displays the created back up jobs.

Right-click the arrow in the column Method to open the selection window. Select the backup for insert.

Recovery

Recovery - Using the information

Information on a backup is a main component for the recovery. All important backup information can be entered with this menu.

Recovery - Window

The recovery data window contains the following 3 menus:

- Backup jobs
- Media
- Recovery control

Recovery control

Recovery control - Window

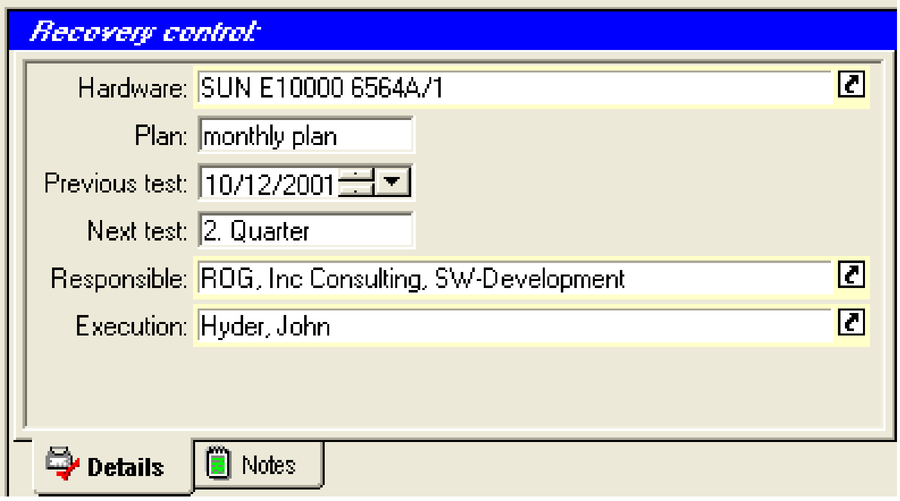
The recovery control data window contains the following 2 menus:

- Details
- Notes

Recovery control - Detail - Menu

Click on the Recovery control folder in the folder structure.
Data entry
Enter the following data into the window:

Field	Contents	Input/Options	Import /Option
Hardware	The hardware which is to be backed up	Import	I
Plan	The name of the plan	Option	O
Previous test	The date of the previous test	Option	D
Next test	The time of the next test	Input	-
Responsible	The responsible person or department.	Import	I
Execution	Responsible for the execution.	Input	-



Recovery control - Selection

New allocations can be made.
Right-click the arrow in the column to open the selection window.
Select the required plan.

Media

Media - Window

The media data window contains the following 2 menus:

- Details
- Notes

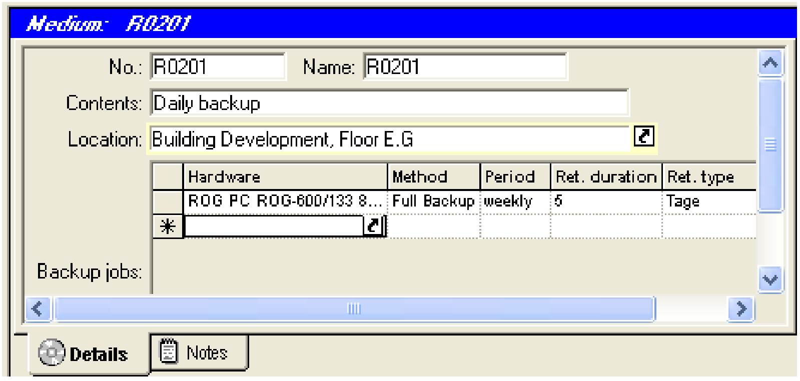
Media - Detail - Menu

Click on the Media folder in the folder structure.

Data entry

Enter the following data into the window:

Field	Contents	Input/Options	Import /Option
No.	Number of cartridge	Input	-
Name	name of cartridge	Input	-
Contents	Content of backuped data	Input	-
Location	Location, where cartridges stored	Option	O
Backup jobs	Name of backup job	Import	I



Team

Planning – Teams

Teams are no longer displayed at the plan folder but in general below function.
Many people or functions will be involved not only in the creation of documents but in the carrying out of certain measures. To represent this as a group and for management purposes, these will be defined as **Teams**. The teams can either based on an area or department structure or be put together completely independently.
The advantages of this lies in the clear but flexible allocation of tasks.

Teams - Windows

The teams data window contains the following 5 menus:

- Details
- Notes
- Members
- Organizations
- Locations
- Systems
- Execution

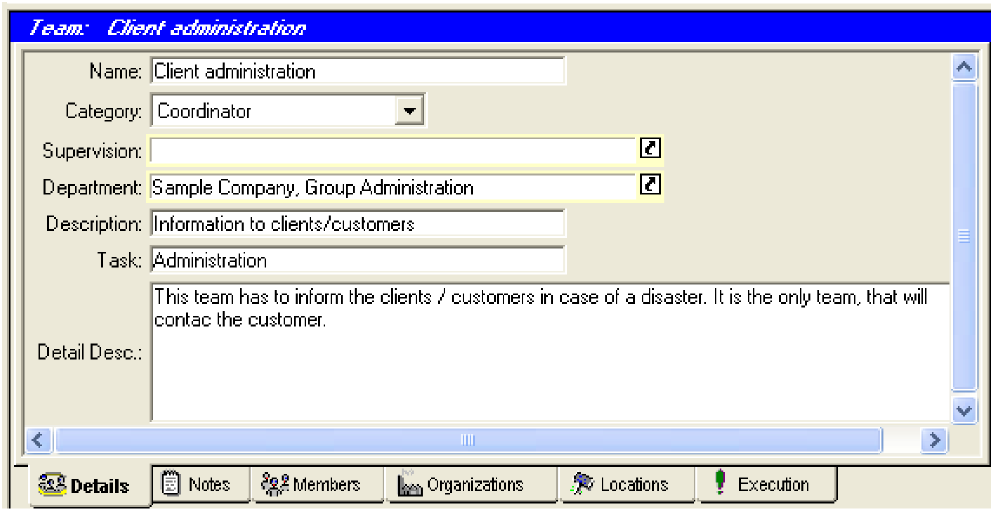
Teams – Detail - Menu

Click on the **Teams** folder in the folder structure.

Data entry

Enter the following data:

Field	Contents	Input/options	Import/Option
Name	The name of the team	Input	-
Category	Assigning a category	Option	**O**
Supervision	allocation to a supervising team	Option	**I**
Department	The allocation of the team to a department	Option	**I**
Description	A description of the team	Input	-
Task	The teams task	Input	-
Detail Description	A short description of the team	Input	-



Teams - Menu

Click on the **Teams** tab at the base of the menu.

All the teams in which the person is present will be displayed in a list. The list will be empty if no teams have been allocated.

Data entry

Enter the following information into the window:

Field	Contents	Input/Option	Import/Option
Function	The persons function in the team	Option	**O**
Name	Name of the Team	Option	**I**

All following fields will be filled in automatically --

Team selection

When you right click on the arrow by **Name**, an options window will open.

Click on the required team and it will be allocated.

Teams - Members – Menu

Click on the **Members** tab at the base of the team-menu.

Here is where persons and functions are allocated to teams. You can differentiate between persons and functions when allocating the personnel.

Persons

Click on the **Persons** folder and a list of the previously allocated persons will be displayed. The list will be empty if no persons have allocated.

Data entry

Here is where the persons with the necessary functions (management, coordination, etc.) for the teams will be allocated. The responsible person or persons will be displayed in the table.

To add a person, select the type from the **Responsibility** column.

Right-click on the arrow in the **ID** column. and an options window will open.

Click on the  button to allocate the required data-set.

Functions

Click on the **Functions** folder and a list of the previously allocated functions will be displayed. The list will be empty if no functions have been allocated.

Data entry

To add a function, select the type from the **Responsibility** column.

Right-click the arrow by **Organization** and an options window will open.

Click on the  button to allocate the required data-set

Teams – Linking the data

The team data is linked to the following data:

- Organizations
- Persons
- Systems
- Documents
- Contracts

Teams - Special features

The flexible structure of the **Teams** makes it possible to allocate persons, functions or companies. Thus completely individual teams can be structured.

Planning

Procedures

In this table all **Procedures** / **Plans** are managed.

The range covers procedures for repairing faults in the daily work area through to disaster or emergency situations. It is irrelevant whether the faults occur in the production and assembly, storage area and logistics or in the IT.

The plans dictate the exact measures to be taken in any given situation.

Procedures - Window

The Procedures data window contains the following 7 menus:

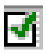
- Detail
- Note
- Settings
- Sub-procedures
- Resources
- Permissions
- Structure

Procedures - Detail – Menu

Click on the **Procedures** folder in the folder structure. The buttons in the display-bar show the different states of the process and the version number.

When the **Edit Version** button  is activated, a process may be drafted or edited. The drafts-version is automatically active when a new process is set up.

The **Release Edit Version** button , will release a draft version. This version will then be displayed in the Plan-execution under **Executable Plans**.

The **Load Current Version** button  will display the actual (released) version.

The number-field in the Display-bar will show the respective version number (here: 2).

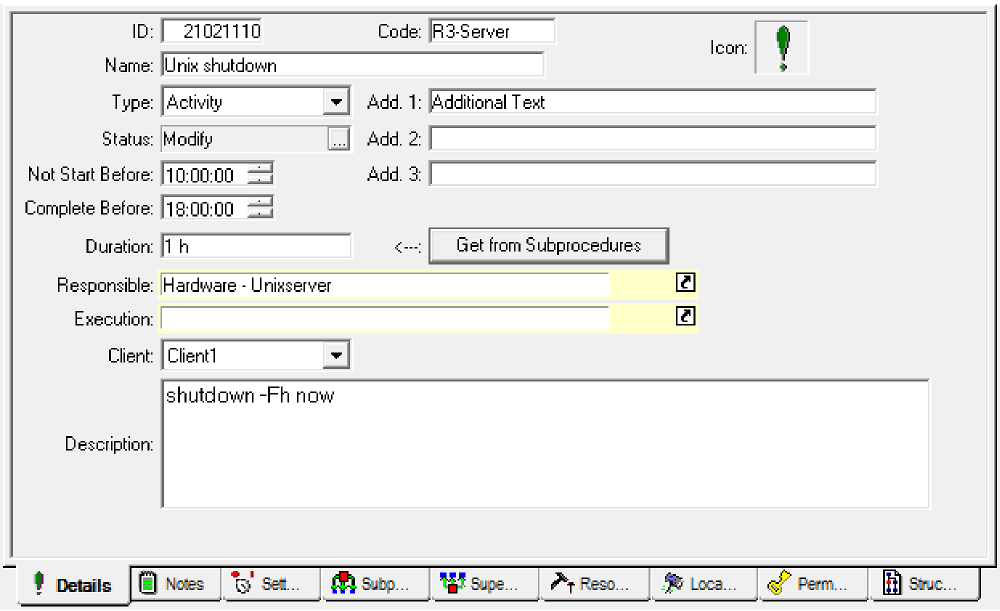
Clicking on the lower dot will display older versions. Clicking on the upper dot will display the newer versions. When the latest version is being displayed, it is not possible to turn over any further pages.

When the draft version is activated and the number is higher than 1, clicking on the lower dot will display the actual version.

Data entry

Here is where the planning data is entered:

Field	**Contents**	**Input/Options**	**Import/Option**
No	A maximal 9 digit Number of the procedure (Plan, Block, Activity, etc.	Input	-
Name	A clear name for the procedure	Input	-
Type	Plan, Block, Activity, Milestone, etc.	Option	**O**
Status	Allocate a status to each procedure	Option	**O**
Times	Start not before and End before	Input	
Duration	Duration of the procedure	Input	-
Add 1,2,3	Additional fields	Input	
Responsible	Allocating responsibility to this procedure	Option	**I**
Execution	Allocating the execution of this procedure	Option	**I**
Description	A short description of the procedure (internal editor)	Input	-



Type

The following **Types** can be used in the planning:

PLAN

A **Plan** describes the execution of a specific event. A **Plan** can contain all other **Types**.

BLOCK

A **Block** contains a set of activities, which make up a logical unit. A **Block** can contain all other **Types**.

ACTIVITY

An **Activity** describes the necessary action in detail. An **Activity** cannot contain any other **Types**.

MILESTONE

A **Milestone** defines a checkpoint in the execution. A **Milestone** cannot contain any other **Types**.

REMINDER

A **Reminder** is not built into the plan but will be displayed in a window at a pre-defined interval (e.g. every 60 minutes) A **Reminder** cannot contain any other **Types**. (First available in version 4.2)

STARTER

The **Starter** is a dummy activity placed at the beginning of a plan or a block which documents the starting of the action. A **Starter** cannot contain any other types.

QUERY

A **Query** will be displayed as a diamond and permits the branching off into other activities. A **Query** cannot contain any other **Types**.

Insert Symbol

Instead of using the standard icons you can create and use own symbols.
Symbols can be created with any graphical tool and must have the format BMP. The size is 32 x 32 dots.
To replace the standard icon click with the right mouse bottom at the Icon.
The frameWITH LOAD SYMBOL and STANDARD will be opened.
Select STANDARD SYMBOL to replace an own symbol with the standard symbol
Select LOAD SYMBOL to add an own symbol from a directory (symbol must be available).

Sub-procedures – Menu

Click on the **Sub-Procedures** tab at the base of the menu.
Displaying data
Mark a data-set (e.g. 100- Disaster plan) in the upper list to display all the allocated procedures in the lower list.

Super - procedures - Menu

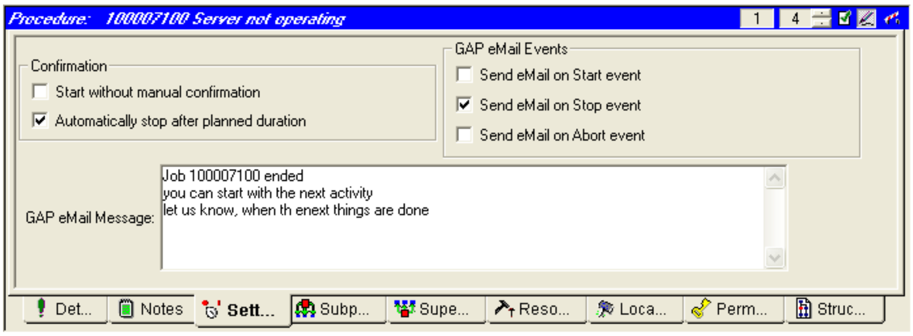
Click on the Superprocedures tab at the base of the menu.

Displaying data

Mark a data-set (e.g. 100- Disaster plan) in the upper list to display all the allocated procedures in the lower list.

Settings - Menu

Click on the **Settings** tab at the base of the **Procedure** menu.
There are two possible settings.



Start without manual confirmation

When this field is activated, the procedure (Plan, Block, activity) will automatically start when the previous one has ended.

Automatically stop after planned duration

When this field is activated, the procedure will automatically end after a set time and the following activity may start or be started.

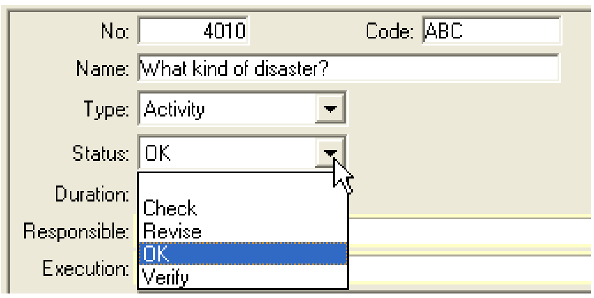
Send eMail on event

You can send out an eMail when the Activity “starts”, “end” or “aborts”. The text for this mail can be written in the Message frame. This needs to define the mail server in the DMS.INI file.

Status

The Status describes the condition of each activity of a block or the whole plan. Thus a description may be finished, but an inspection from another team may be necessary. In this case the status check will be selected.

The status can be individually structured. Enter into the options field, the most important conditions and select the status of the procedure.



Permissions – Menu

Click on the **Permissions** tab at the base of the **Procedure** menu.

For editing, displaying and execution of data, the appropriate authorization or permission is required.

3 types of authorization can be given:

- Read
- edit
- Execute

For each procedure the authorization rights can be combined in any order.

The resources are subdivided into.

- Organization with firms and units
- Teams
- Personnel with persons and functions

Assigning Authorization and Permission rights

To add or grant authorization. First select a group (here: Persons) from the organization. Click on the  button in the table. Select from Permissions the required entry (read, edit, Execute). Right-click the arrow in the column **ID**. A window displaying all registered persons will now open.

To accept an entry click on the  button.

Continue assigning all required authorization.

Strucure

Structure Setup

After you have entered the activities, these can the be combined to form a block.

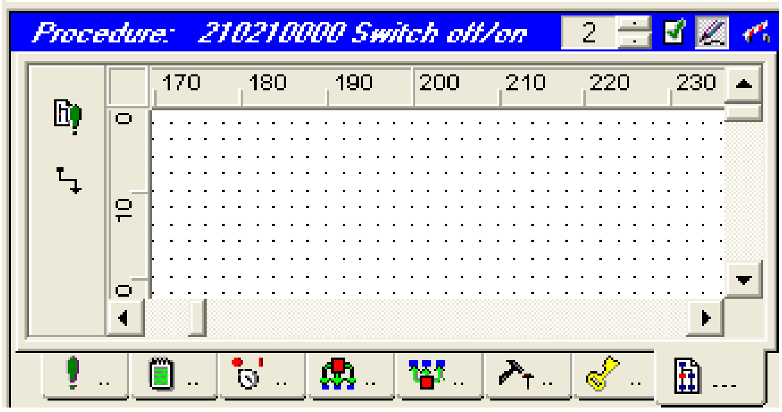
Open the structure (e.g. Procedure: Disaster plan - No. 100) and an empty structure window will be displayed.

Enter boxes and connectors.

Structure – Menu

The structure graphically displays the execution of the procedure. The layout and linking of the boxes is done on the drawing board.

Click on the **Structure** tab to open the window.



If no activities have been previously entered then the drawing board is empty.

On the drawing board individual procedures like plans, blocks activities etc. are put together as plans or blocks.

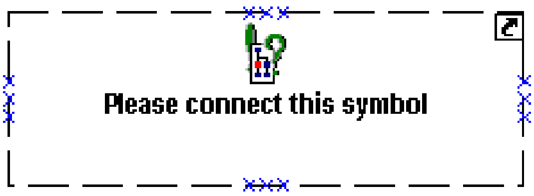
The result is an individual plan in which the necessary measures needed to be taken are displayed.

Structure - Activities entry

To enter one ore more activity, first click on the  icon to draw the "**Box**" in the plan.

Move the cursor within structure plan and click on the place where the box is to be entered. The click point will be the center of the box.

An empty box will now be displayed.



Repeat the process on all the places where a box is needed.

As long as the  icon is depressed, boxes can be placed. To finish this function, click again on the icon and the function will now be deactivated.

Now you can rearrange the boxes. To do this left-click on any box and drag it within the window by holding the mouse-button.

The boxes are positioned on a grid. The grid prevents the boxes from overlapping.

An activity can now be allocated to each box. Left-click on the arrow in the top right corner and a list with all available activities will now be displayed.

Select the required activity and allocate this by clicking on the  button. The box will now be filled with the data.

Repeat this process with the rest of the remaining boxes or activities.

Structure - Connection entries

When you have entered the activities and queries, these can then be connected. Click on the  icon to activate a connector.

Every box has four docking points (top, bottom, left, right) each with three connectors.

When the cursor is moved close to one of these docking points it changes into a circle with a cross. Left-click.

Move the cursor to another connection point and click again when the crossed circle reappears. ROGSI draws the connection. Continue with the rest of the connections.

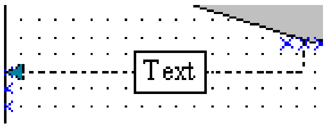
When all connections have been made, click again on the  icon to exit Creating connections.

The connection lines can be changed manually. Click on a connection line and move the mouse to one of the points on this line. Left-click and hold the mouse button to drag the line in the required direction.

Structure - Defining links as queries

Every (connector) can be defined as a query (selective execution). To create a link as a query, double-click on the connector.

A (T) will be shown in the link.



If the (T) has a blue background, then the text may be entered (e.g. This deals with....).

The text can be moved along the line so the layout can be adjusted.

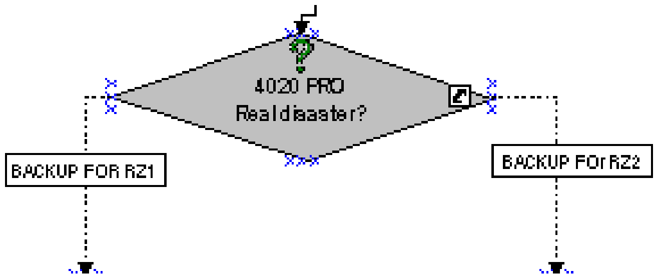
The connector will be shown as a dotted line.

Die Abfragen werden in alphabetischer Folge angezeigt.

Structure - Query entry

The entry of a query is done in the same way as the entry of an activity. After the empty box with the function  has been entered, a query can be selected with a click on the right hand arrow.

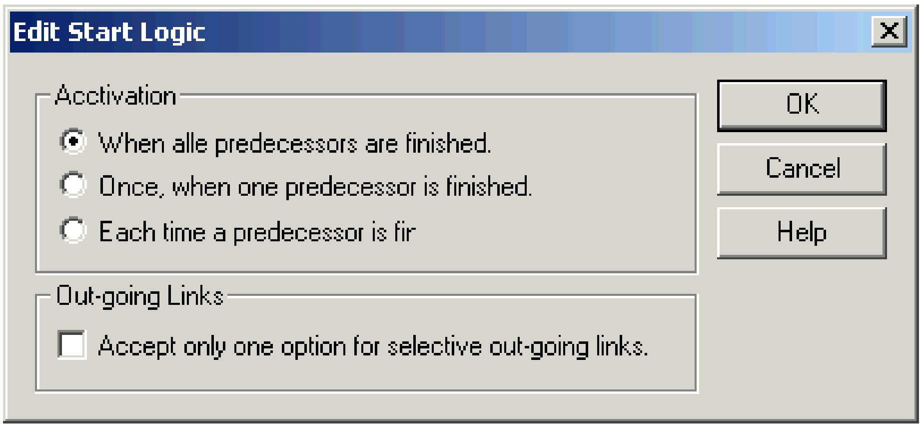
The query will be displayed as a diamond.



Structure - Activity cycle

An activity cycle can also be included into a plan. Thus for example, after a query a jump back to an earlier activity be made.

To clearly define this execution, different conditions are available.

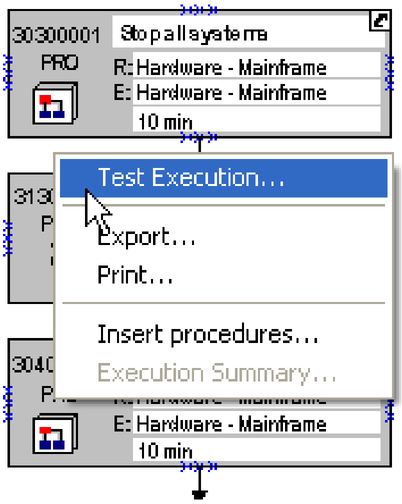


When all predecessors are finished
The activity will be released, when all predecessors are finished.
Once, when one predecessor is finished
This activity will be started when **one** predecessor is finished. It will only be started once. An activity cycle is not possible.
Each time a predecessor is finished
This activity can be started any number of times when an activity cycle has been set.

The option **Accept only one option for selective out-going links** permits the exclusive choice of one path. When this function is marked, only one exclusive choice will be accepted.

Structure - Run testplan

Before releasing a plan it is possible to do a test run of the plan. Open the plan and click with the right mouse bottom.



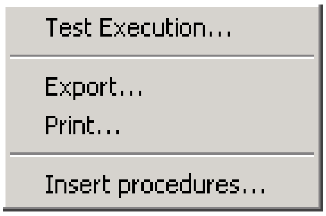
Click at test execution to start the plan. A copy of the plan will be displayed.
After a test run changes can be made.
The data of a test execution will not be stored in the database.

Structure – Expand/Collapse

Click at the menu item to Expand/Collapse all Blocks in Structure views of Plans and Blocks.

Structure - Print plan

The graphical plan can be printed diredctly.

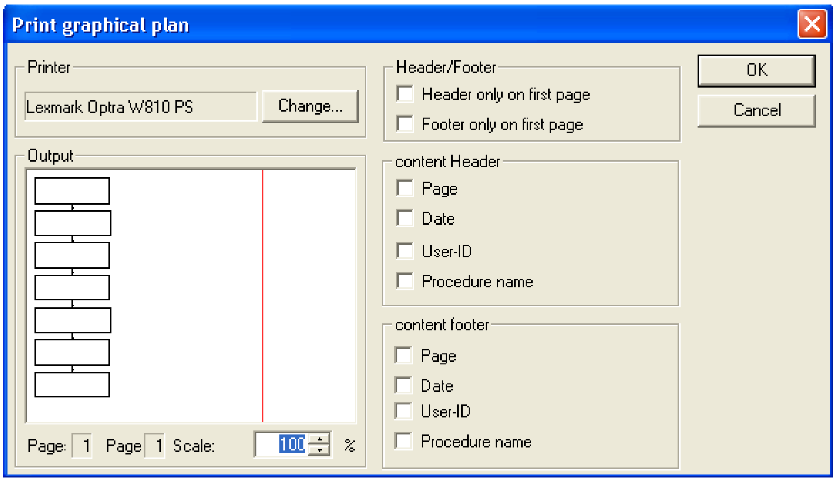


Open the plan you want to print.
Right click in the plan open the frame for the plan printing properties.

Printer	Select the printer
Scale	Select the scale of the plan
Number pages - horizontal	Shows the numer of pages printed horizontal
Number pages - vertical	Shows the numer of pages printed vertical
Header	Prints a header
Footer	Prints a footer

For the header and footer the printed parameters can be defined.

Pagenumber	Prints the pagenumber
Date	Prints the current date
User	Prints the unser name
Description	Prints the description



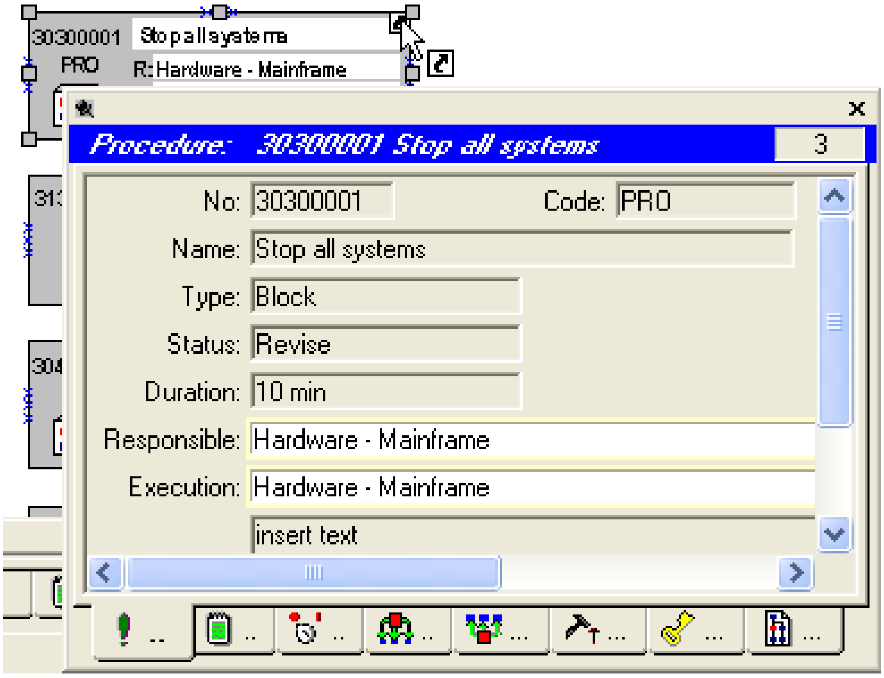
Structure - Export plan

the graphical plan can be exported as BMP, JPG or EMF file. This exported plan can be included into the reports or used by any other software.
Open the plan and click with the right bottom.

Select Export and the directory and enter the filename for this plan.
The plan will be exported.

Structure - Display Details

To display the details of an activity, left-click on the right hand arrow. The window in which all the information can be examined will open.



Plan - Release Edit Version

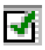
A plan must be released before it can be executed. Releasing a plan will add it to the **Executable Plans** list from which it can be started.

You can either release complete plans containing all linked blocks and activities. Or you can release individual activities or blocks. The release procedure of a plan will be described in the following example:

Open the plan you wish to release. The active  icon shows that a draft version is now open.

Click on the  symbol in the headline to start the release procedure.

You will be asked if you want to release the data-set. Click on the OK and the data will be released.

After the successful release, the  icon will be active (grey background).

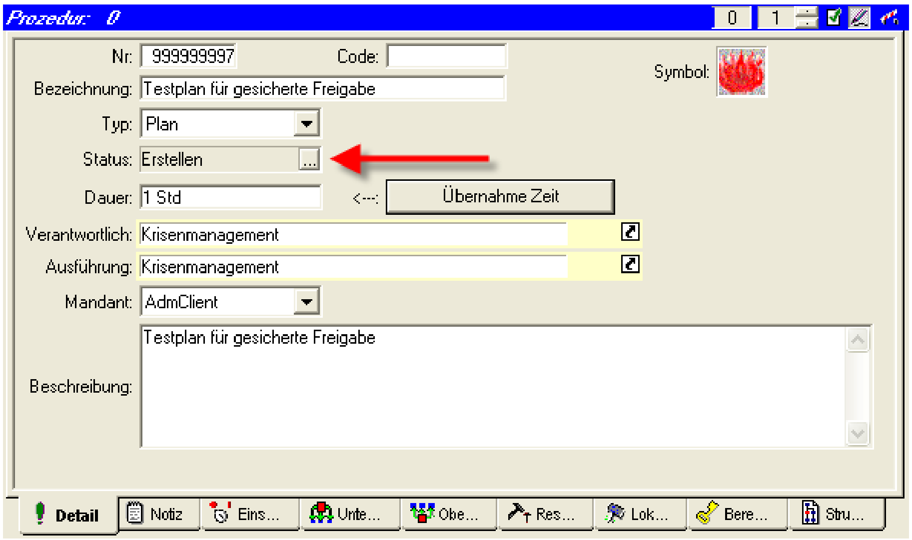
Plan – Secure Release of Plans

With Release 4.2.043 you can optional use the „secured release“ for plans. Using this function, a “second” person has to check the block or plan before releasing this plan or block.
This 2nd person can either release the plan or send back for “repair”.

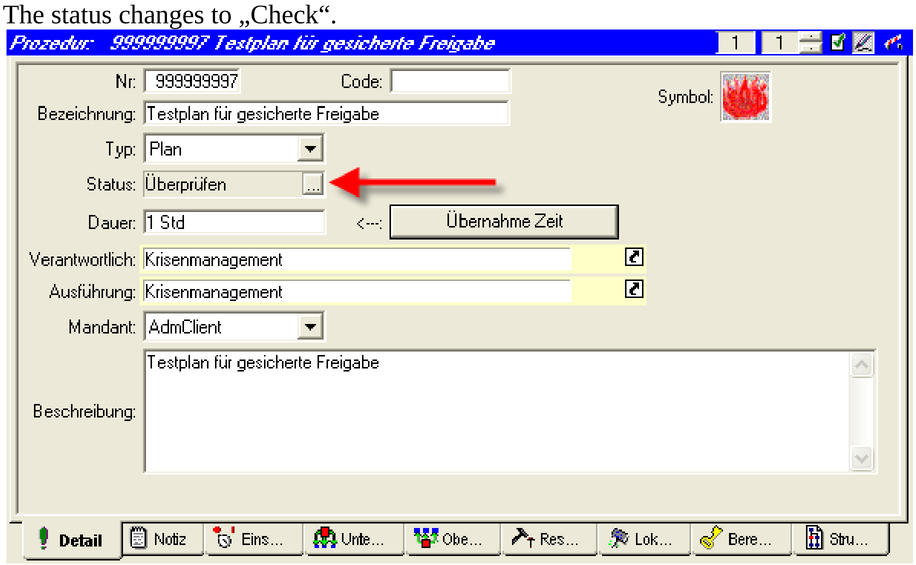
Option
To define „secured Release“ go to “Files” and than “Options”. Mark “secured release” and press “OK”.

Using secured release
Attention: When „secured release“ is set, the field „Status“ is blocked for changes.

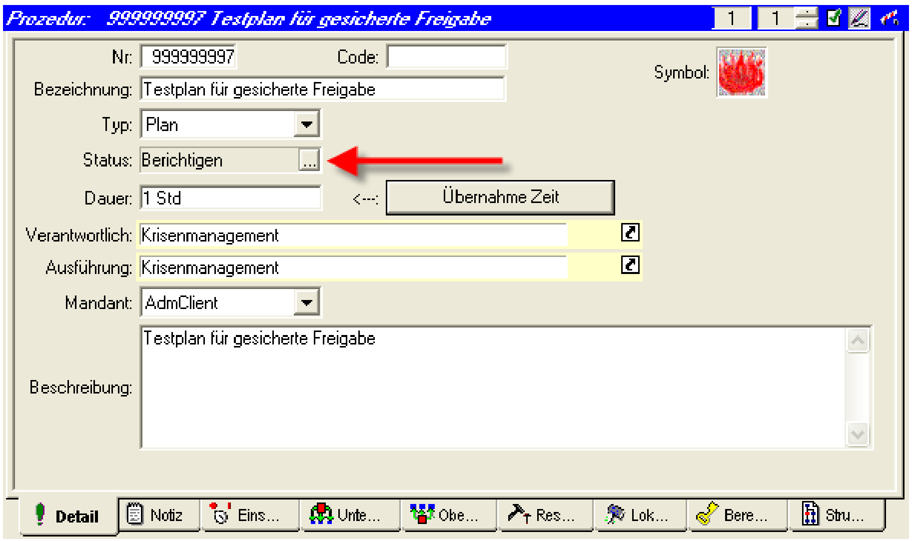
Create
When creating a new plan, it will automatically have the status „Create“.
When you want to release this plan, press the “release” , as allways.



The status changes to „Check“.



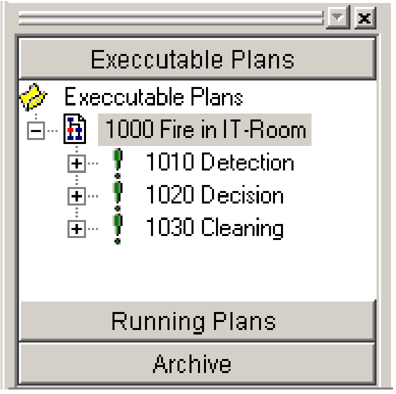
If the plan does not match all requirements, you can send it back to correct the plan
Press release again and answer “No”. The plan is set back to “Repair”.
If the Plan is OK and should be released, press “release” again. The status is set to “Released”.
You will see the new version, which is still generated with the status “Modify”.



Plan - Execution

The execution of plans takes place in a separate distinctive window. Click on the  button in the symbol-bar to reach the executable plans.

The window previously containing the folder structure will now change to the following window:



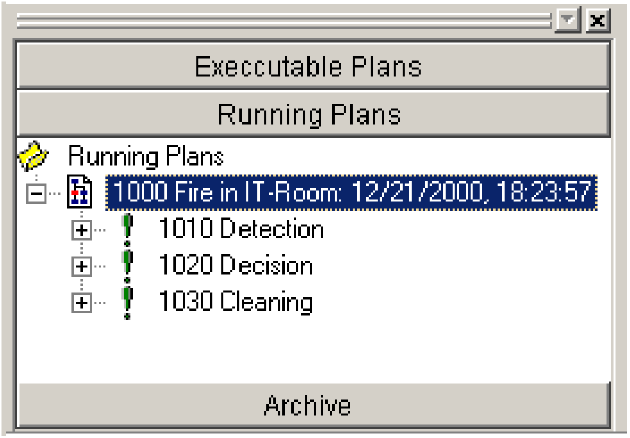
Executable Plans

Here is where all (released) executable plans are displayed. If a plan is started, the display will change to show the running plan.

You can display the structure of each plan in the structure window by clicking on the + sign. A further level will then be displayed.

Running Plans

Here is where all started (active) plans are displayed. If a plan is started from the **Executable Plans** display, the display will then automatically change to the folder structure. As soon as a plan has ended the entry will be deleted.



Archive

Here is where all executed plans are displayed.

Plan - Start Execution

Right-click on the plan to be started, this will open the start function. The start window will be displayed next to the structure. The graphic plan will be displayed in the structure plan. Click on the 

button.

Plan - Running Plans

When a plan is executed the folder structure automatically switches to the running plan. In a graphic plan the first activity is marked in a different colour and is ready to be started.

Right-click on the first activity (not on the arrow in the right corner) and window with following functions will open:

Start Execution

Click on **Start Execution** to start the plan running.

The colour of the box will change and the time elapsed will be displayed in a small frame.

If no duration time has been entered for the activity, the background colour for the time frame will be white. Otherwise the display will have a green background

If the activity is already running the **Start Execution** cannot activated (light grey).

Stop Execution

Click on **Stop Execution** to stop the activity running.

The colour changes again and the following activities will be free to be started.

If the activity has not been started then **Stop Execution** cannot be activated (light grey).

Abort Execution

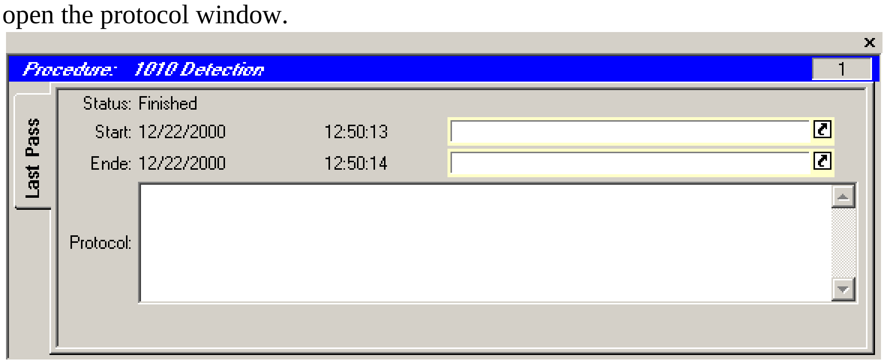
Click on **Abort Execution** to abort a running plan.

The colour changes again and the following activity or activities will be free to be started.

If the activity has not been started then **Abort Execution** cannot be activated (light grey).

Protocol entry

For every activity, block, or plan a protocol can be entered. Left-click on the symbol to open the protocol window.

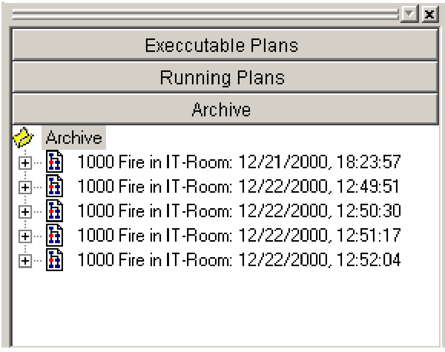


Enter into the protocol field a text which describes the situation. Click on the **X** in the right corner to close the window.

If a protocol was entered, the symbol will be displayed in green.

Plan - Archive

When all activities have been executed, the plan will be moved into the archive. In the archive all executed plans are displayed, complete with date and time.



Click on an entry to display the plan complete with all its execution details.

ROGSI Plan runner

I tis possible to start a plan by a script or a batch job.
Create a file for the ülan start (i.e. PLAN6000.BAT)
Define the disk and the directory, where ROGSI is installed.
Enter than the command with the plan number.
dms.exe Plan=nnnnnn (nnnnnn = Plan number)

Start of Plan

Start the plan by click on the Batch file.
The Input frame will be opened.
After that, the login frame is opened. Login with your user and password.
Than ROGSI opens PLAN EXECUTION andthe plan start immideately.
Start and End Activities as normal.

Delete unused Activities, Blocks, Plans

Click at  to start the delete wizzard. This wizzard supports you to delete unused activities, blocks and/or plans.
Click on NEXT to go to the selection. All procedures will be analyzed. All unused processes will be displayed in a frame, marked with design or released.
You can mark all or some of the processes for delete.
To delete a version includes the delte of all older versions.
Click on NEXT to start deleting the processes.
An end message pops up when delete is complete.
An option has been added to delete orphaned Activities or Blocks. Start CHK.exe end select the - Check GAP procedures- function.

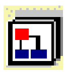
Plan - Load Edit Version

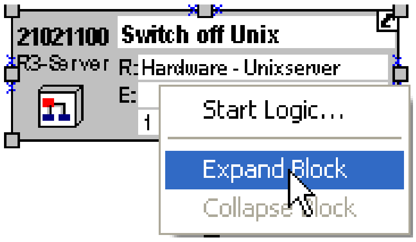
Once a plan has been released no further changes can be made to that version.

To create a new version, click on the  icon. A draft version will be setup and the version number will be incremented by 1.

Plan- Block Display

Expand Block

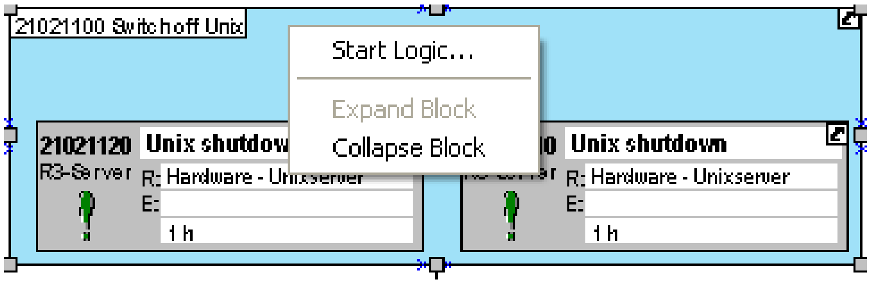
If a box represents a block or plan, it will be displayed as a  symbol. In this case the block or plan can be expanded to display all the activities contained in it. Click on **Expand Block** to expand the block.



During the execution, a block with the function **Start Execution** will automatically expand.

Collapse Block

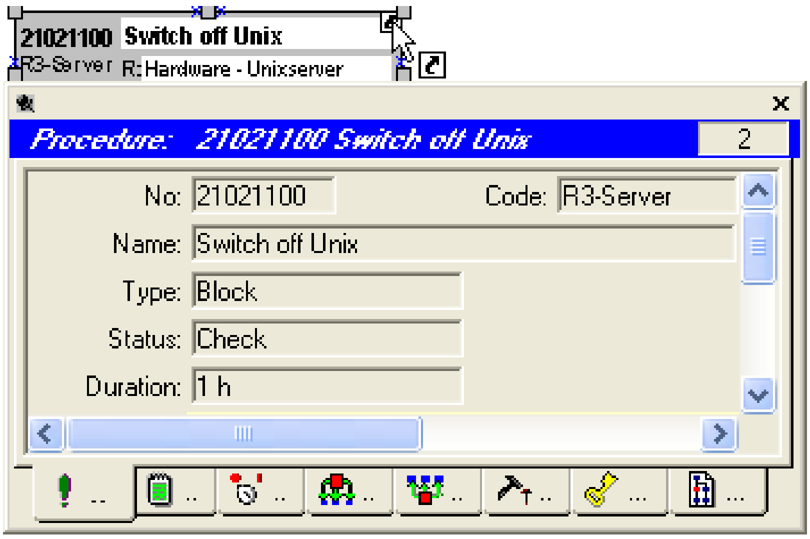
An opened block can be collapsed with this function. Click on the **Collapse Block** to collapse the block.



During the execution a block will automatically collapse after the last activity has finished.

Details display

The details for every box in a plan can be displayed. Left-click on the arrow in the right corner of each box. The window containing all the information will be displayed, this can be opened using the tabs.



Resources

Resources – Menu

Click on the **Resources** tab at the base of the **Procedure** menu.

For the execution or running of a procedure, resources are required . These could either be human resources (companies, persons, teams) or equipment and devices.

In each procedure, the resources can be combined in any way.

The resources are subdivided into.

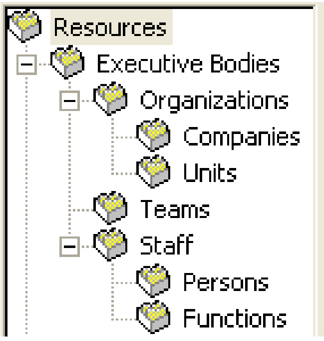
- Execution Body with companies and units and also Persons and functions
- Systems (a group of Hardware, software and devices)
- Inventory containing devices, Hardware, Software, Networks and Documents
- Complex Resources a combination of the above components

Resources allocation

All possible resources are described in the following section. Any combination of the resources is possible .

Resources - Executive Body

The folder **Executive Body** contains the folders **Organizations**, **Teams** and Staff .



Organizations

Click on the **organization** folder. You can choose between either allocating a company or a unit.

Companies

Click on **Companies**. If a task requires the support of a company for its execution then the allocation is done via **Companies**.

To add a new company, click on the button in the table. Right-click on the arrow in the **Companies** column. A window containing all previously entered companies will be displayed.

Now select the company from the table and then possible the defined unit (e.g. Consulting). The link will be entered.

Click on the button in the required row and the data set will be allocated.

Units

Click on **Units**. If a task requires the support of a department, or a group from a company for its execution, the allocation is done via **Units**.

To add a new company, click on the button in the table. Select the required entry from **Responsibilities**. Right-click on the arrow in the **Type** column and window containing all previously entered Units will be displayed.

A list containing all previously allocated units will be displayed. If no units have been allocated the table will be empty.

Click on the button in the required row and the data-set will be allocated.

Staff

Click on the **Staffl** folder. You can choose between the allocation of a person or a function.

Persons

Click on **Persons**. If a task requires the support of one or more person for its execution then the allocation is done via **Persons**.

To add a new person, click on the button in the table. Select the required entry from the **Surnames**. Right-click on the arrow and a window containing all previously entered persons will be displayed.

Click on the button in the required row and the data-set will be allocated.

Functions

Click on **Functions**. If a task to be carried out is not to be done by one specific person but rather a department, a specialist team or a group, the allocation is done via **Functions**.

To add a new function, click on the button in the table. Select the required entry from the **Organization** column. Right-click on the arrow and a window containing all previously entered functions will be displayed.

Click on the button in the required row and the data-set will be allocated.

Teams

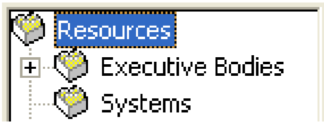
Click on **Teams**. If a task is to be carried out by a team, then the allocation is done via **Teams**.

To add a new Team, click on the button in the table. Select the required entry from the **Name** column. Right-click on the arrow and a window containing all previously entered teams will be displayed.

Click on the button in the required row and the data set will be allocated.

Resources - Systems

Here is where the systems are allocated. The systems put together all hardware and software components necessary for the **Execution**. Click on the **Systems** folder.

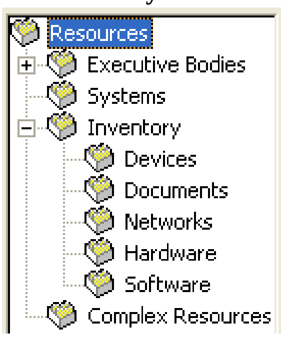


To enter a new system. click on the button in the table. Right-click on the arrow in the **Description** column and a window containing all previously entered systems will be displayed.

Click on the button in the required row and the data set will be allocated.

Resources - Inventory

The **Inventory** contains the **Devices**, **Documents**, **Network**, **Hardware** and **Software** folders.



Devices

The devices or equipment necessary to carrying out this procedure are allocated here. Click on **Devices**.

To enter a new device. click on the button in the table. Right-click on the arrow in the **Inventory-No.** column and a window containing all previously entered devices will be displayed.

Click on the button in the required row and the data-set will be allocated.

Hardware

The hardware needed to carry out this procedure is allocated here. Click on **Hardware**.

To enter a hardware component. click on the button in the table. Right-click on the arrow in the **Inventory-No.** column and a window containing all previously entered hardware components will be displayed.

Click on the button in the required row and the data-set will be allocated.

Software

The software needed to carry out this procedure is allocated here. Click on the **Software** folder.

To enter a software component. click on the button in the table. Right-click on the arrow in the **Inventory-No.** column and a window containing all previously entered software components will be displayed.

Click on the button in the required row and the data-set will be allocated.

Documents

The documents needed to carry out this procedure are allocated here. Click on the **Documents** folder.

To enter new documentation. click on the button in the table. Right-click on the arrow in the **Inventory-No.** column and a window containing all previously entered documentation will be displayed.

Click on the button in the required row and the data-set will be allocated.

Networks

The network components needed to carry out this procedure are allocated here. Click on the **Network** folder.

To enter new network components. click on the button in the table. Right-click on the arrow in the **Inventory-No.** column and a window containing all previously entered network components will be displayed.

Click on the button in the required row and the data-set will be allocated.

Complex Resources

The Complex resources needed to carry out this procedure are allocated here. Click on the **Complex Resources** folder.

To enter a new Complex resource. click on the button in the table. Right-click on the arrow in the **Description** column and a window containing all previously entered Complex resources will be displayed.

Click on the button in the required row and the data-set will be allocated.

Complex Resources - Window

The Resources data contains the following 2 menus:

- Details
- Notes

Complex Resources

Complex Resources is the name given to a pool of persons and equipment which are required to undertake certain measures. This pool may not only contain people as, individual persons, functions, companies or organizational units but also equipment such as machines, hardware and software in any combination. The combination of these resources can be done individually.

Complex Resources - Detail – Menu

Click on the **Complex Resources** folder.

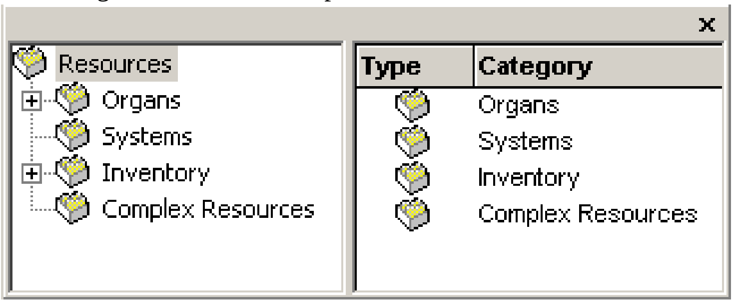
Data entry

Here is where the resources are joined together. To enter a new Complex Resource, click on the button in the table. Enter the following data:

Field	Contents	Input/Option	Import/Option
Name	Name the complex resource	Input	-
Description	short description of the resource	Input	-

Type	type of resource	Option	**O**
Resources	allocating the resources	Option	**I**

To allocate resources, click on the  button. Right-click on the arrow and a window containing the resources will open.



Select the required resource from the available resources. The resources from all the groups (companies, hardware, etc.) can be combined. Thus a pool containing exact required resources can be created.

Complex Resources - Linking the data

The resources data is linked to the following data:

- Organizations
- Companies and Units
- Persons and Functions
- Teams
- Devices and Hardware
- Contracts
- Software
- Documents
- Network
- other Complex Resources

Complex Resources - Special features

Through the possibility of allocating one complex-resource to another already available complex-resource, is it possible to have any combination of units.

Online - Documents

Online - Documents - Using the information

Here is where further documentation can be entered. The structure of the individual document can be freely defined.

Online - Documents - Window

The document data window contains the following 2 menus:

- Details
- Notes

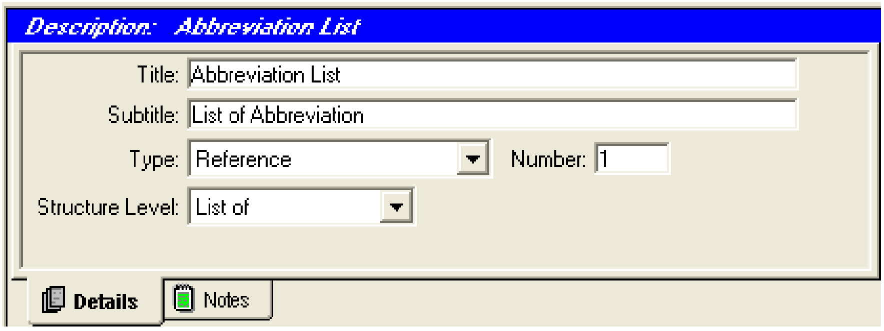
Online - Documents - Detail – Menu

Click on the **Document** folder.

Data entry

Here is where the documentation is entered. To add a new **Document**, click on the button in the table and enter the following data:

Field	Contents	Input/Options	Import/Option
Title	Name of the document	Input	-
Subtitle	possible subtitles	Input	-
Type	The type of document	Option	**O**
Structure Level	The type of structure	Option	**O**
Numbers	The number of the structures	Input	-



First enter the documents title and subtitle. Then allocate the document type, structure level and the number.

The structure of the documentation can always be expanded. Each element can be attached to any text.

New Rel 38: Records are sorted by Number instead of Title.

Online - Documents – Linking with other data

The documents are not linked to any other data.

Online - Documents - Special features

On one side the documentation is linked the inventory. On the other side inventory can be linked to the documentation. This is necessary when the documentation is only readable with the help of equipment, (e.g. a microfiche reader or a PC) or when other means are needed to work with them.

VI. Working with Reports

General

The report generator is used to create manuals and reports which may be subsequently distributed.

Reports

Reports can be made up and printed using any combination of the available data. Data (e.g. Inventory to persons) can be linked by using sub-reports which are then inserted into the main reports.

Reports

Here is where all reports are managed. Reports consist of page layout, page head, and data area. Sub-reports may also be imbedded in the data area.

Sub-reports

Sub-reports are required to include data from sub-tables. This is essential when all the telephone numbers from a particular person are to be printed

A sub-report must be defined before being allocated to a report.

Templates

The layouts for reports and manuals are created using templates. The templates will be available in all reports and Manuals to which they have been allocated.

A template name should give precise a description of its allocation (e.g. ROG Report / ROG Manual).

Reports

The title page, page head and foot area of a template can be freely designed. The template layout will be used in each report to which the it has been allocated. Many different templates can be made for creating individual reports.

Manuals

With templates the title page, head and foot areas, contents and headings can be freely designed. The setting up of multi level directories is necessary for creating the table of contents.

The templates layout will be used in every manual to which it is allocated. Many different templates can be made for creating individual Manuals.

Manuals

Manuals can be made and printed using different report combinations. Reports can contain chapters and sections. Title pages and table of contents can also be made.

Templates

Templates - Window

Templates have the following 2 Windows:

- Details
- Layout

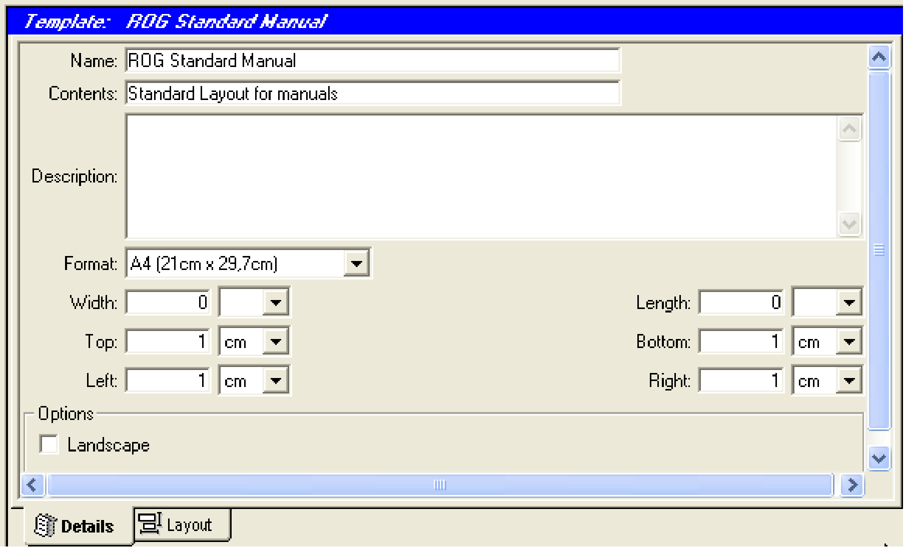
Templates - Detail - Menu

Click on the template folder on the folder structure.

Data entry

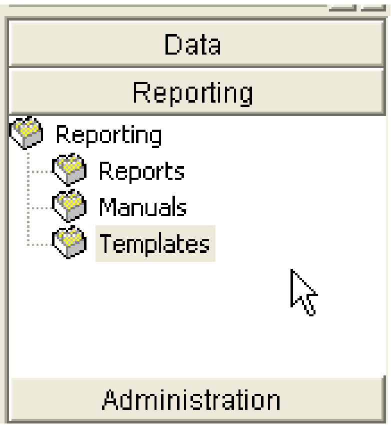
Enter the following information into the window:

Field	Contents	Input/Selection	Import/Option
Name	Templaten name	Input	-
Contents	Enter a summery of the contents	Input	-
Description	Enter a description of the template	Input	-
Format	Select a pre-defined or user defined format.	Select / Input	O
Option	Select a Landscape	Input	-



Templates - Layout

Layout is where the templates for the reports and manuals are made.



Clicking the cross in a report title will deactivate the report without deleting it.

The method of working defining fields is the same as in Layout definition.

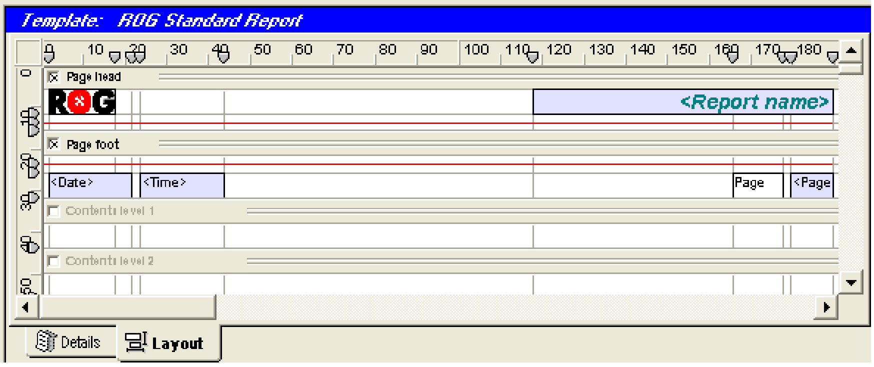
Templates - Reports

The reports template is made up from a title page, page head and page foot. All other areas are inactive in the report layout.

Set up the necessary areas with text, bitmaps, variables and lines as you require.

The template will be displayed and printed in any report generated to which it has been allocated.

The method of working in defining the fields is the same as in Layout definition.



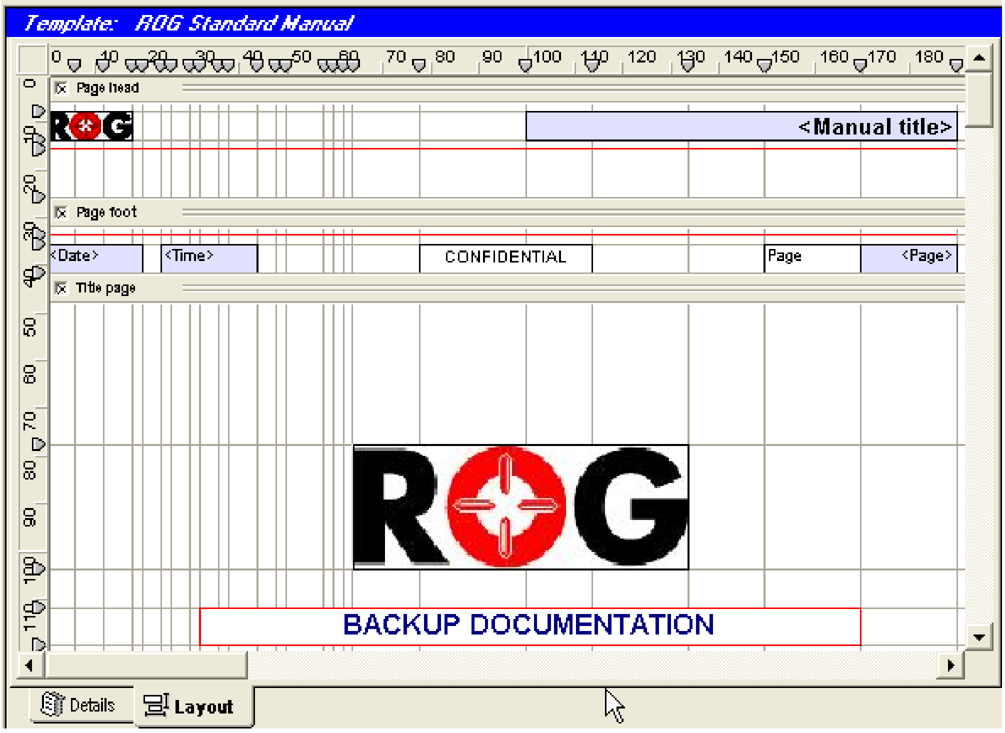
Templates - Manuals

The template for manuals is made up from a title page, a page head and page foot, a contents heading and a Heading level. The contents page is made from the contents level.

Set up the necessary areas with text, bitmaps, variables and lines as you require.

The template will be displayed and printed in any manual generated to which it has been allocated.

The method of working in defining the fields is the same as in Layout definition.



Reports

Reports - Window

Reports have the following 3 windows:

- Details
- Layout
- Settings

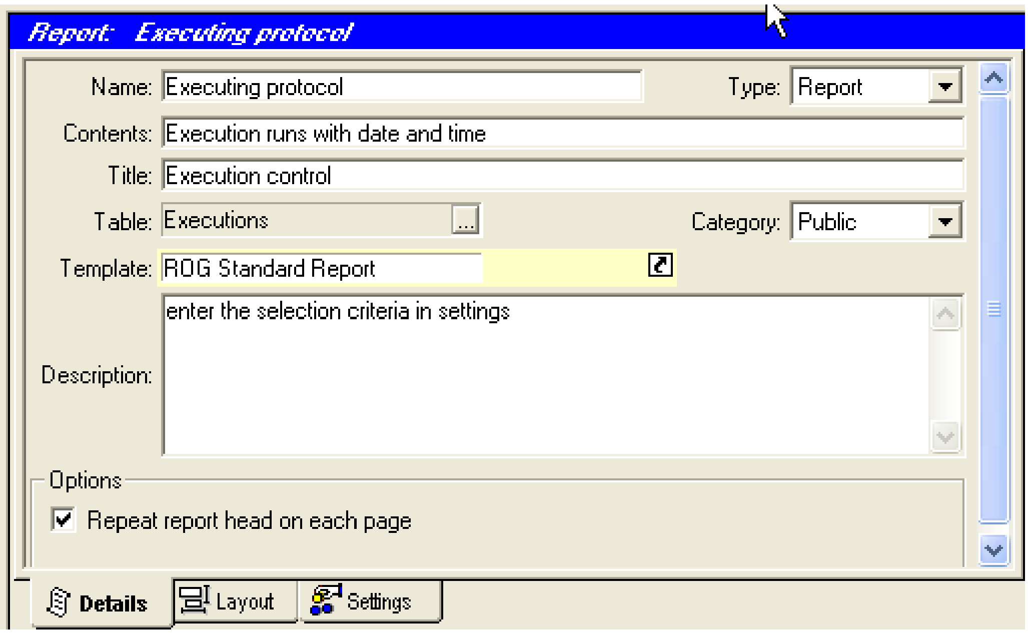
Reports - Detail - Menu

Click the Reports folder in the folder structure.

Data entry

Enter the following information into the window.

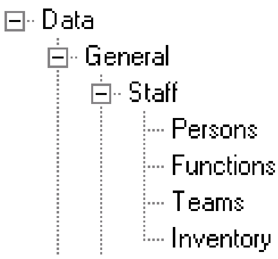
Field	Contents	Input/ Select	Import/Option
Name	List name	Input	-
Type	Choose between report or sub-report	Select	O
Contents	Enter a summery of the contents	Input	-
Title	Enter a title. This will be made available as an element (Layout- variable).	Input	-
Table	Select a table. The entries in the chosen table cannot be edited. Delete the Data-set and create a new.	Select	I
Category	Assigning a category to the model	Select	O
Templates	Select a template	Select	I
Description	Enter a detailed description of the report	Input	-
Report Head	Mark this field if the report head is to be used on every page.	Input	-



Report - Tables - Selection

The choice of table determines the contents of the report. Chose e.g. the table Staff to create reports containing persons and functions data. Choosing the table Staff- Persons will create reports using the persons-data.

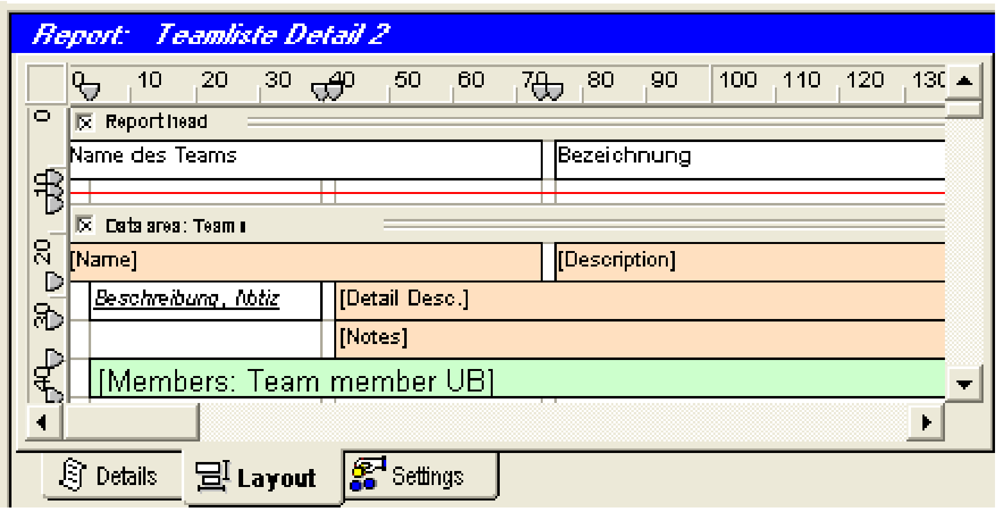
For a report e.g. on persons with inventory, a report will containing the table Staff - Persons and a sub-report from the table Staff - inventory must be created. If you select the import-field inventory in the Persons report layout, an inventory sub-report can be inserted using properties.



Reports -Layout

Displayed in the layout window is the drawing panel of the report. The page is constructed here.

The data from the windows in the left Structure will be inserted.



Drawing Panel - Area

The drawing panel is divided into four areas.

- Report setup
- Report Head
- Data area
- Report Foot

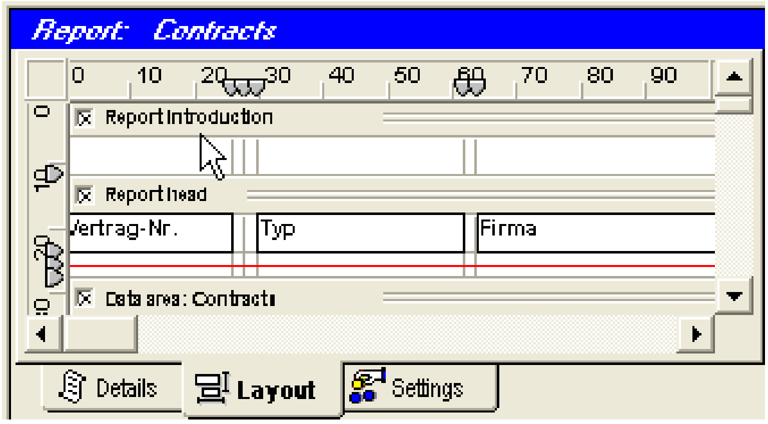
Report size

The size of the individual sections can be set up individually. Large intervals create large gaps when the report is generated and printed. Move the cursor to the marker on the left side measure, then left click and drag the marker either up or down.

- Area Delete
- Area Insert
- Area Settings

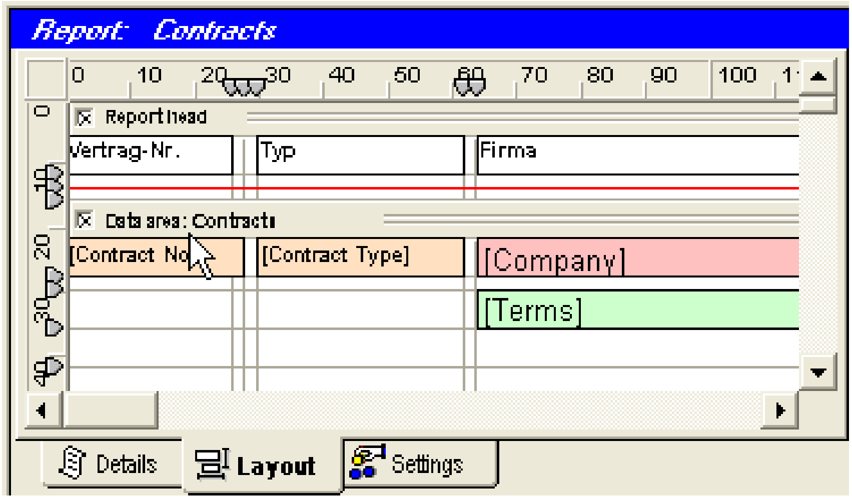
Report Introduction

A heading or title may be entered In this area. It will be printed only once at the beginning of the report.



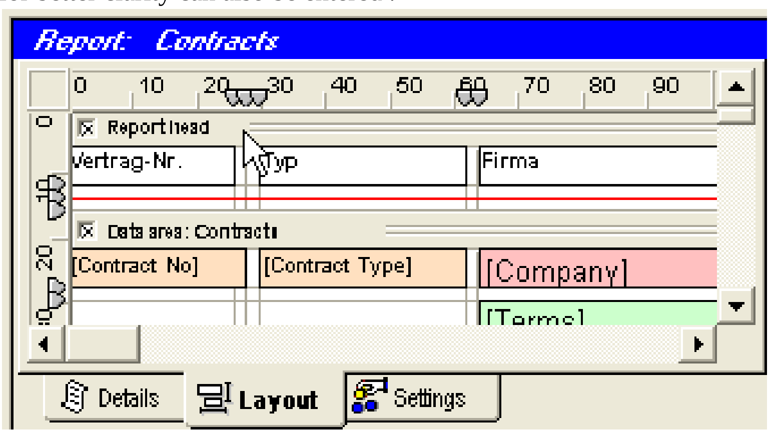
Data Area

In this section data-fields, that are to be printed in this report, are inserted.



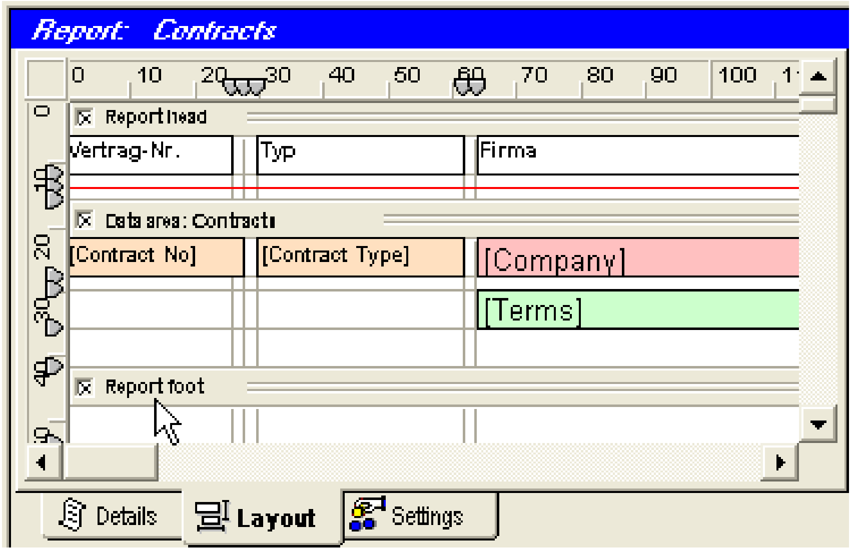
Report Head

The report head is the heading for the data fields. Here text and variables can be entered. Lines for better clarity can also be entered .



Report Foot

Information for the foot lines are entered in report foot.



Area - Insert

A deleted area can be re-inserted.

Right-click the drawing panel. The following window will open.

Click insert area. The following window will display which areas which can be re-activated.

Click on the required area (e.g. Report introduction) and the area will be re-activated.

Area - Delete

Areas can be deleted. This is meaningful e.g. when there is no need for a report introduction or report foot in a sub-report .

Right-click the area to be deleted.

The following window will open.

Click Delete area and the area will be deleted.

Area - Settings

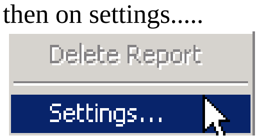
The following options are available for an area page-break

Begin area on a new page

Page-break after area

Right-click the data area bar

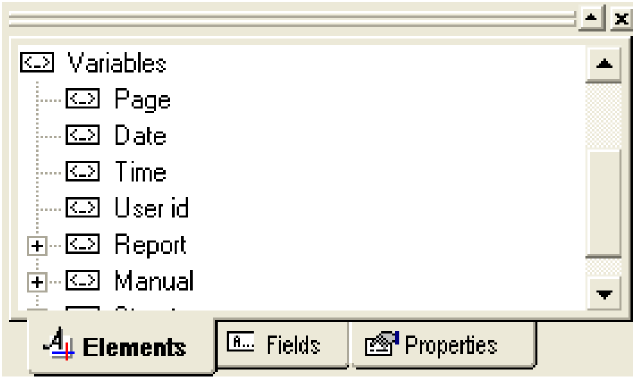
then on settings.....



Choose the required option.

Layout Define

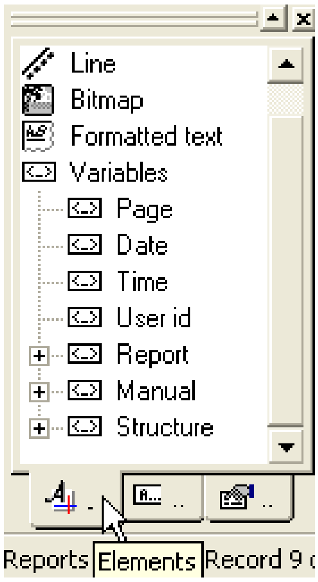
The layout window has 3 sub-divisions in the left structure window.



- Elements
- Fields
- Properties

Elements

Elements such as text or variables are taken from here and inserted into the drawing panel.



To insert these elements, left-click the required element and drag it to its position.

Text will be displayed as a white fields. Variables will be displayed as blue fields.

Note: These colours will not be printed, they are just for field recognition.

Elements can be inserted into all areas (Report introduction, report head, etc.).

When elements are inserted their size and positions are marked by horizontal and vertical lines.

Text will be displayed within white fields. Variables will be shown in blue fields.

Attention: This colors are only shown on this screen and will not be printed.

The elements can be inserted in all areas like header, footer or other.

When placing elements the horizontal and vertical position are marked by lines.

When inserting bitmaps, the explorer frame will be opened. Select from a directory the bitmap you want to insert. The bitmap are shown after selection. You can change the size of the bitmap.

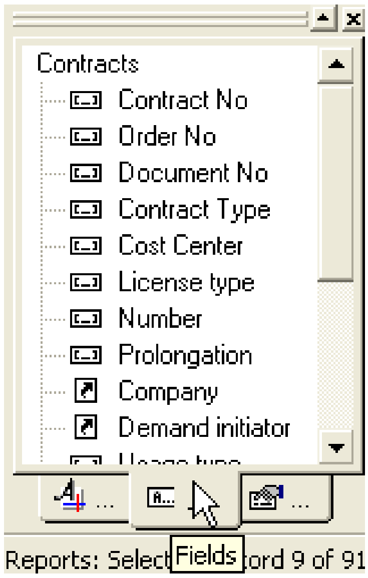
Inserting the grapical structure of a plan shows the complete plan.

Inserting "formatted text" MS/Word is started. Create a text or copy from an other textfile. Save and close the text. You will be back to ROGSI/DMS.

The inserted text will be shown only after generating the report.

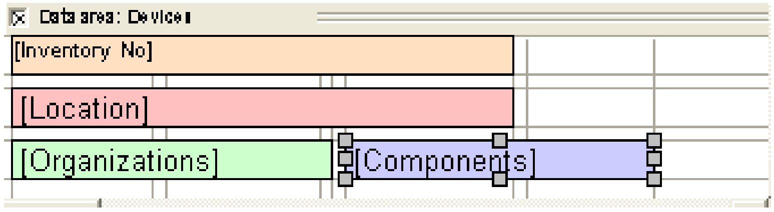
Fields

To insert fields, left-click the required field and drag into position.



Fields can be then be inserted into the data area. The area will be marked by a red frame.

The fields have different formats, these will be shown by different colours on the drawing panel.



[Name]		Simple Input-fields = Fields in which data can be directly entered. Printing is line by line.
[Model]		Import-fields = This data comes from a sub-table. A sub-table does not have to be allocated. With no sub-table allocated, a standard report will be generated.
[Inventory: Inventory]		Import-fields = This data comes from other tables. The sub-report must be allocated. Printing will create as many lines as the available data
[Locations: Sublocations]		Sublocations = This data comes from a sublocation. The sub-report must be allocated. Printing will create as many lines as the available data.

Note: These colours will not be printed they are for field-type recognition only.

When elements are inserted their size and positions are marked by horizontal and vertical lines. (see: Edit position)

Fields - Edit

Pre-defined lengths are used when fields and Elements are inserted. The size and positions are marked by horizontal and vertical lines which can be altered.

Field width

To alter the width of a field, first left-click and mark the required field. Small boxes will appear on the sides and corners. left-click and hold the mouse button e.g. on the right hand small box. Move the mouse to the right and the frame will expand. If you move the mouse the left the size will decrease. Dividing lines can also be adjusted this way.

Field height

First mark the field then click on either the top or bottom box and drag it up or down to the require size. Dividing lines can also be adjusted this way.

Field position

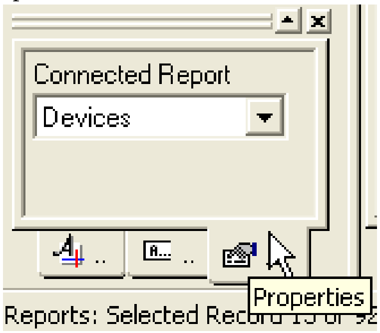
First mark the field, then move the cursor and left-click the middle of the field. Holding the left mouse button, drag the field to its new position. Lines can also be moved this way

Properties

Here is the properties of the marked fields on the drawing panel are set up. These contain either the font type or e.g. even a link to a sub-report.

Linked Reports

If you click on a field containing a sub-report, the window containing the linked report will open.

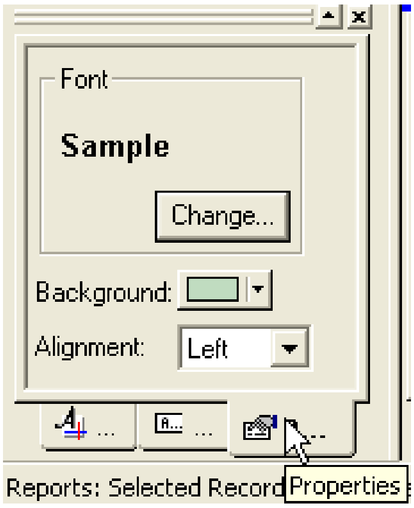


Click on the triangle to display (if available) all suitable sub-reports. If there are no sub-reports available then the selection window will remain empty.

First create a sub-report and then allocate it.

Font type

Left-click and mark a field on the drawing panel.



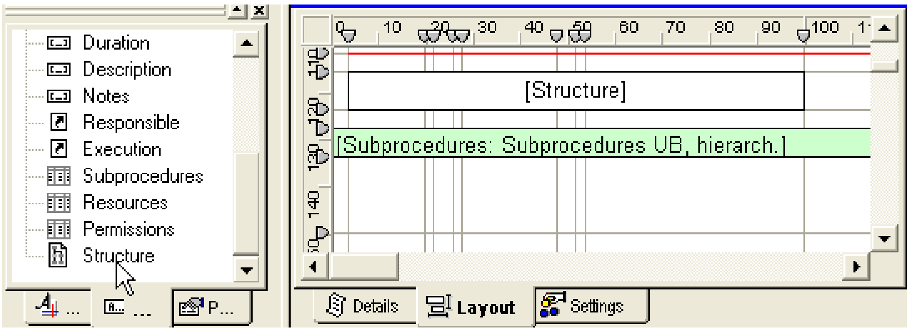
Select a Font type, size and colour. Click on Ok to return the previous window. The new settings will be accepted.

Please note that an increase in font size normally requires that the field size be adjusted.

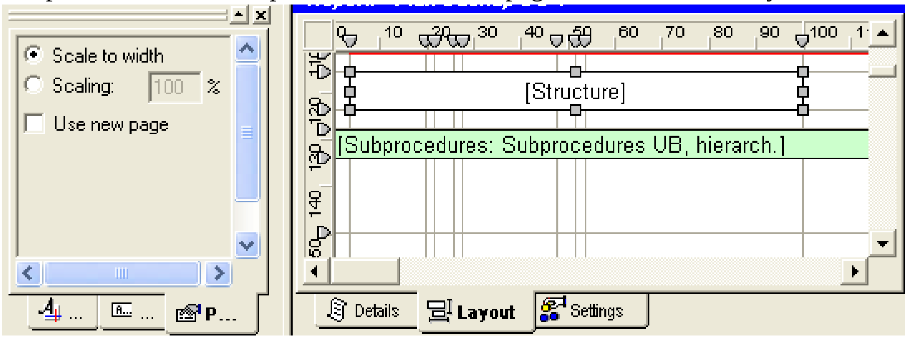
If the field is linked to a sub-report the changes will also be made in the sub-report.

Plans / Structure

After inserting a plan the property frame will be shown.



It is possible to show the plan in the size of the page or in an individually zoomed size.



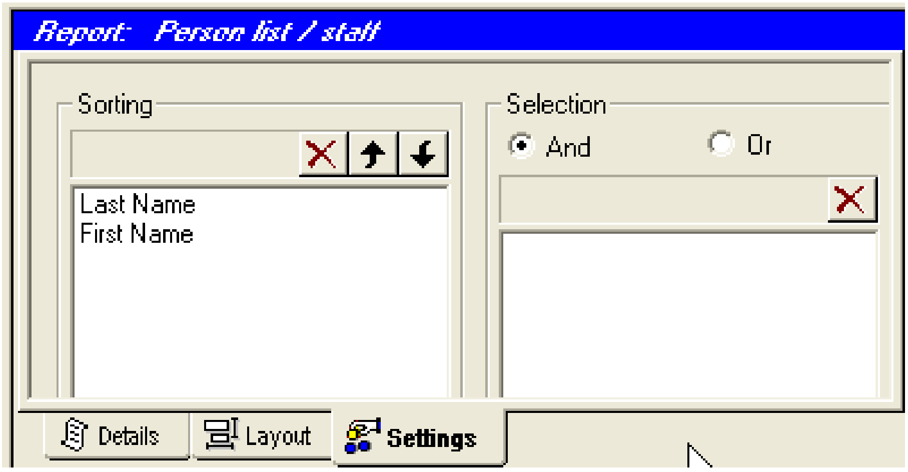
It is possible to mark the start of an plan on a new page.

Reports - Settings

The sorting and selection (filter) of the files to be printed is done in the Settings window.

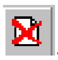
Sorting

The fields used for sorting reports are inserted in the SORTING window.



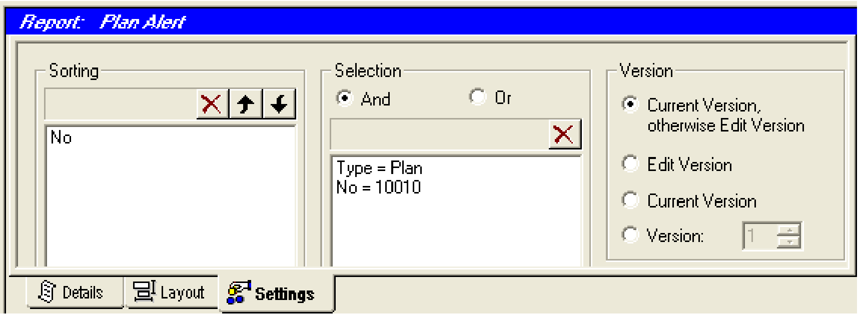
Move the cursor to the required field, in the explorer FIELDS window. Left-click and drag the field into the sorting window. Repeat this process with all other sorting fields .

The order of the fields can be changed by using the direction arrows.

To delete a sorting term, first mark it then click on this symbol .

Selection

The data-sets which are to be printed are selected in the SELECTION window.



Move the cursor to the required field in the explorer FIELDS window. Left-click and drag the chosen field into the SELECT window.

The selected field has been added. Chose the required operator (=, >, <, etc.). If in this case it's an options-field (e.g. status), then other possible criteria (namely the defined terms in the options window) will be displayed. Select the required criteria.

You can select more then one criteria and enter these as either / or links.

Criteria can be changed by double-clicking an entry and the upper window will re-open.

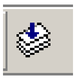
To delete a criteria, first select the entry to be deleted and click on the  symbol.

Reports - Generate

Once a report has been made it can then be generated and subsequently printed.

A separate Permission to controls the printing of Reports and Manuals.

There are two ways to start the report generation:

1. Click the generate button on the top bar .
2. Right click the drawing panel area and then click Generate Report.

The report will be generated and displayed on the monitor.

Click close to end the display. The report will be deleted.

The number of generated pages and the actual displayed page number will shown in the top left corner.

Using the simple arrows you can page forwards and back. Using the mouse and the right scroll-bar you can move within the page.

The other two arrows will take you to either the first or last page respectively.

To print the list, click on the printer symbol.

Printer selection and properties are set up under file and printer properties.

Reports can be released directly as PDF- files if Acrobat PDF- Writer has been installed.

The option for RTF- format is in preparation.

Generate several Reports

With Version 4.2.039 it is possible to generate one or more reports in a Batch job. Create a Batch job in this format:

C: xxx

To select a single report, enter the following format:

DMS.exe –user ***username:passwort*** **–db** ***datenbankname*** **–rpt** ***berichtsname***

To select more than a single report, enter the following format:

DMS.exe –user ***username:passwort*** **–db** ***datenbankname*** **–rpt** ***berichtsname***

DMS.exe –user ***username:passwort*** **–db** ***datenbankname*** **–rpt** ***berichtsname***

Manuals

Manual - Window

Manuals have the following 3 windows:

- Details
- Settings
- Reports

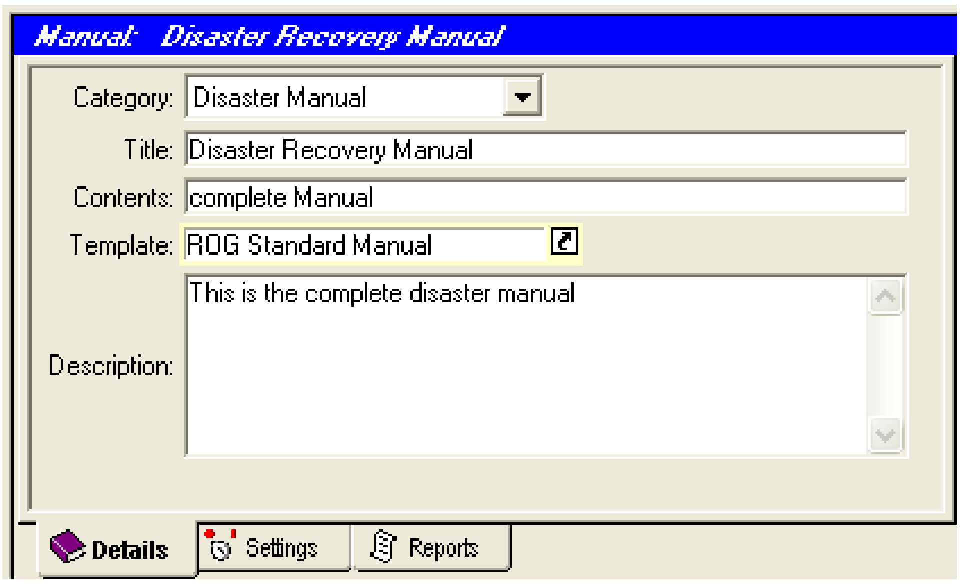
Manual - Detail - Menu

Click the manual folder in the folder structure.

Data entry

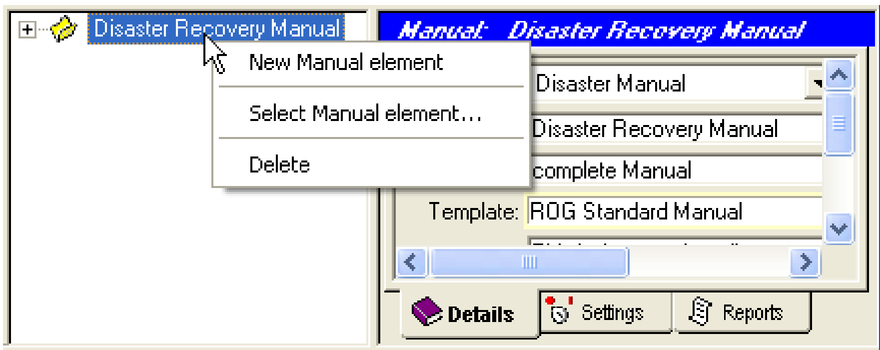
Enter the following information into the window.

Field	Contents	Input/ Select	Import/Option
Category	List name	Select	O
Title	Enter a title. This will be made available as an element (Layout-Variable).	Input	-
Contents	Enter a summery of the contents	Input	-
Templates	Select a template	Select	I
Description	Enter a detailed description of the manual	Input	-



Manual - Element

To create a manual containing chapters, sections and contents page a further level must first be set up.
Right-click the folder to the left of the manual.



Select NEW MANUAL ELEMENT. The manual element detail-window will open.

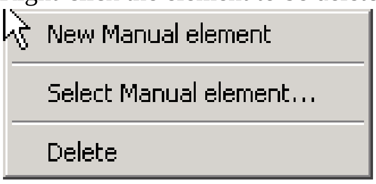
Data entry

Enter the following information into the window.

Field	Contents	Input/ Select	Import/Option
Seq. No.	Chapter and section numbers etc. will be given automatically.	-	-
Alt. Number	The alternative number can be either letters or numbers and letters.	Input	-
Level	Chose the elements structure level.	selection	O
Title	Enter a title. This will be generated in the layouts title level.	Input	-
Contents	Enter contents text.	Input	-
Description	Enter a detailed description of the report	Input	-

Manual - Element - Delete

Right-click the element to be deleted.



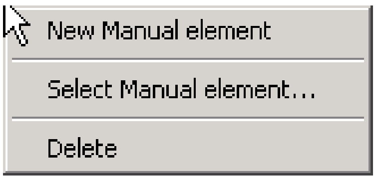
Click DELETE to delete the element. The numbering will be automatically updated.

Manual - Element - Select

A chapter or section can be moved into another manual..

Right-click the element to be moved and then click SELECT MANUAL ELEMENT.....

A window containing manuals and manual elements will open. Click on the element which is to receive the selected element and the element will be inserted.



Manual - Settings

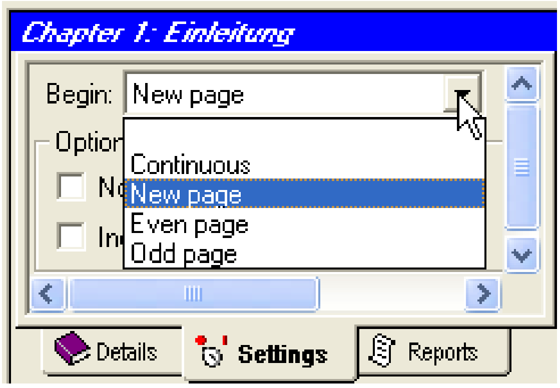
Page breaks and contents page for manuals and manual elements are edited in the settings window.

The following options are available in the manual settings:

Omit contents pages	- The contents pages will be deactivated in this manual.
Individual page count on next level	- The page count will start from new on the next level.

Click the line to either activate or deactivate to option.

Manual elements - Settings



The following options are available for the manual elements (chapter a.s.o.) settings:

Begin	- There will no page-break if no choice is made
Continuos	- No page-breaks
New page	- This manual element will start on a new page
Even page	- This manual element will start on a new even numbered page
Odd page	- This manual element will start on a new uneven numbered page
No entry in contents pages	- The contents page will be deactivated in this manual
Individual page count on next level	- The page count for each element will start from new on the next level

Click on the line to do activate or deactivate the option.

Manual - Reports - Menu

Reports are added to the manuals and manual elements using the Reports - Menu.

If manual elements are allocated directly to manuals then no contents page will be made.

Click on the manual element to be added and open the report menu. Click the NAME field and then right-click the arrow. A selection window will open.

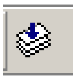
Click on the  button to allocate the required data-set.

If you have chosen more than one report for a manual element, you can set the order of the reports in this element by entering a number into the field SEQ. NO.

Manual – Generate a manual

When the manual is ready it can then be generated.

A separate Permission to controls the printing of Reports and Manuals.



Select the manual or manual element to be generated and click thebutton on the button bar. The manual or element will be generated.

Click CANCEL to cancel the action and CLOSE to close the generating window.

The number of generated pages and the actual page displayed number will be shown in the top left corner.

Using the simple arrows you can page forwards and back. Using the mouse and the right scroll-bar you can move within the page.

The other two arrows will take you to either the first or last page respectively.

To print the list, click on the printer symbol.

Printer selection and properties are set up under file and printer properties.

Create HTML out of the report or manual

With Release 4.2.043 you can generate HTML-Files out of the Reports and Manuals. This allows to read the manuals with an browser.
This requires the installation of „Aurelia Reporter „. This software can be purchased direlctly or from ROG.
The follwing entries are required in the DMS.INI file:
HTMLPrintDevice=Aurelia Reporter
HTMLTocDelimiter=$@$
To create the HTML file, first select the report or manual and genereate this. The click on Print and select printer „Aurelia Reporter“.
Awindows will be opened to define some settings. Use the „Save an HTML version of the document to a file on your system“ settings and click on “save”. Select the drive and the folder to save the report there.
Send the URL to your user for access to this report.

VII. Working with Import

Start Import

Click on the windows 

button and select Programs. Then select ROGSI-IMP from the ROGSI-DMS Tools menu. The login window will open.

Select the required database then enter your user name and password (you must be registered with the authorization to do so).

The Function - Selection window will now open and you can chose from either CREATE IMPORT JOB or START EXISTING IMPORT JOB .

After you have made your selection click on CONTINUE.

Import general New Rel 38

Import is now running as a silent run. All messages are written into a log file. No messages are coming up during import execution.

The import job monitors active users so that an import can be executed even while other users are working with ROGSI/DMS. If any data-sets are locked and not free during a run these will be noted in the error report as not imported.

ROGSI/IMP is capable of importing two different types of data formats.

- TXT or CSV
- XML

TXT or CSV formats can only be used for flat data. This means that data from sub-tables or reference-tables cannot be imported with this function. Generally speaking, a data-type can be imported from any field, that is an input field, in each menu.

Linked data such as organization, function or numbers can only be imported as XML-data.

All Possible fields can always be taken from the selection window.

Create Import job

Select data format

Select the file from which the data is to be imported. You can chose between TXT, CSV or XML .

XML requires Pre-defined XML - data.

Import TXT/CSV

Data error

When setting up an import you can decide how it will react with the import-fields.

You have three choices.

1. Skip record and continue with next record
2. Skip file and continue with next file
3. Abort Import job

Click on START to start the import.

Specify data format

ROGSI/IMP analyses the file and automatically evaluates the field separation.

For separation marks you can use Comma, Tab, Semicolon, White space, Quotes and Other.

In some cases an exact definition may not be possible. In this case ROGSI/DMS will show both "separators" and you can then select the "separator" with a mouse-click on the appropriate field.

Provided that the first data-set of the file which is to be imported contains the column header, this can be marked in the function FIRST ROW CONTAINS COLUMN HEADERS. If the file does not contain a column header then the columns will be displayed later as Field 1, Field 2, etc.

Click on Continue.

Select data

Click on INSERT in the filter-difinition window. You can now enter the selection definitions.

Select the Field in which there is a selections criterion and select the Operator. Now Enter the value. Choose between either Action Including or Excluding as the last entry. Click OK to save the criterion.

Enter further criteria if necessary. You can change or delete criteria. The sequence of the criteria can be adjusted using the Move up and Move down buttons. This is necessary when the selections order changes.

Click on CONTINUE.

Map data

The fields of the import file must be mapped to the fields in the ROGSI - database.

The left column of the Import field will display the field designations from the import file. If no column header has been given then the names Field 1, Field 2, etc. will shown.

The field name of the respective ROGSI - table are entered in the right hand column of ROGSI/DMS database field.

Now click on the - symbol in the first row.

If the field represents a key-field then mark this in the column Key during the allocation.

The window containing the tables and table-fields will now open. Select the required table and the field to be linked.

Click on OK. The fields will be Mapped. Link all the fields, which are to be taken over, to each other. Then Click on CONTINUE.

If the Client field is not mapped , then a window containing all the client names will be displayed asking for Client selection. Select a client to be associted with the records. This means all the records in the import file will have this selected client associted with them. Click on Next and proceed futher. Please note: If u do not select any client from the list then a default client will be associated with all the records.

Status of Import

During the import the data-sets will be "counted up". The condition and number of errors will be displayed. An Error report can be displayed.

The import has finished when the message, the operation was successful, is displayed.

Click Exit to leave ROGSI/IMP.

If the clients of the imported data are not present in the database currently, then they will be replaced by the default client. Detail information about this replacement can be found in the Error report. Please note: This is just to show that the data to be imported and the actual data imported differ a little. This does not mean that the import process was not successful.

Run Import

Start import data

After the selection you can start the import job and import data. This is the standard function.

Save import job for later use

You can also save the import job to be used repeatedly (Batch start).

Save import job and quit function

If you do not immediately want to start importing, you can save the import job and leave the function.

But you can insert further data into this import job. Click in INSERT. This will branch you back to the menu Import file. Repeat this process for each file to be imported.

If you start the job and save it just click on continue.

Enter the target directory and save the data for later a use. The import jobs will be saved as XML - files with the RIB (ROGSI_Import_Batch) ending. IMPORTJOBxxx.rib will be offered as the name. Change the entry as required.

Select TXT/CSV file

Create an import job from TXT/CSV file. Click on  to select an available file from the appropriate directory.

The files which are to be imported are shown in this window. Mark the required file and click on CONTINUE.

The list of data which can be imported without XML can be found in the chapter "Working with import" in the ROGSI/DMS manual.

Import XML

Error report

An error report can be created after finishing the import.

Click on report to display the error report. If there were no errors then the report will be empty.

If the clients of the imported data are not present in the database currently, then they will be replaced by the default client. Detail information about this replacement can be found in the Error report. Please note: This is just to show that the data to be imported and the actual data imported differ a little. This does not mean that the import process was not successful.

The report can be saved and/or printed.

Run XML import

Start import data

You can start the import job and import data. This is the standard function.

Save import job for later use

You can also save the import job to be used repeatedly (Batch start).

Save import job and quit function

If you do not immediately want to import data you can save the import job and exit the function.

You can also import further files into the import job. Click on INSERT. This will branch you back to the menu Import file. Repeat the process for each file to be imported.

If you want to run the job and save it, click on CONTINUE.

Enter the target directory and save the data for later use. The import jobs will be saved as XML - files with the RIB (ROGSI_Import_Batch) ending. IMPORTJOBxxx.rib will be offered as the name. Change the entry as required.

Select XML file

Create an import job from XML file. Click on  to select an available file from the appropriate directory..

This window will show the files which are to be imported. Mark the required file and click on CONTINUE.

If the xml file does not contain any information about the client of a record, then a window containing all the client names will be displayed asking for Client selection. Select a client to be associted with the records. This means all the records in the import file will have this selected client associted with them. Click on Next and proceed futher. Please note: If u do not select any client from the list then a default client will be associated with all the records.

Start XML files

If data is to be imported as XML then it is necessary that the data is available in this format. The "source data" must be created by a source program or an assistant programme (e.g. VBA) capable of XML - format output.
The structure of the data has the following format:

```
<?xml version="1.0" encoding="ISO-8859-1"?>
<DMS>
<KEYS>
<INV.MDL KC1="NAM" KC2="DES" />
<INV.CHT KC1="CCT" KC2="NAM" />
<INV.CHN KC1="CCT" KC2="NAM" />
<INV.HWI KC1="SNO" KC2="PNO" />
<INV.SWI KC1="PNM" />
<INV.TIM KC1="TTP" />
<GEN.LOC KC1="TYP" KC2="NAM" />
<GEN.PER KC1="LST" KC2="FST" />
```

```
<GEN.CMP KC1="NAM" />
<GEN.ORU KC1="NAM" />
<INV.SYS KC1="NAM" />
</KEYS>
<INV.HWI SNO="6564A" NAM="E10000-4" STA="installiert" NUM="1" PNO="e10k-rz1-1
" DNO="S101" >
  <TIM> <INV.TIM DAT="5.12.2001" TTP="Import" /> </TIM>
  <MDL>
    <INV.MDL NAM="E10000" DES="E10000-4" />
  </MDL>
  <LOC>
    <GEN.LOC TYP="Koordinaten" NAM="2/GG38" />
  </LOC>
<CHT>
  <INV.CHN CCT="Kosten"  NAM="Kalk. E-Wert" VLN="340314,42" VUN="DM" />
</CHT>
<SYS> <INV.SYS NAM="Solaris-Server" /> </SYS>
<INV.CPG NAM="Ausstattung" >
  <INV.CPG NAM="Basis" >
```


If you need further support please call us. We will be pleased to help you in the construction of the assistant program.

Import XML data

Complex structured data or XML - Data from other applications can be imported directly with XML - data.

Since XML - data contains, or ought to contain, all the information needed for the inclusion, no further information is necessary. Moreover the preparation and selection of the data must be done by the output from the source program. At this point we will assume that the import is already available.

XML files

For specific questions please call the hot-line.

Start existing import job

Run existing import job

Select the required import job from the directory were they are stored.

No further setup will be necessary as all the information has been stored.

If there is no information about the client for the records in the import file, then a window containing all the client names will be displayed asking for Client selection. Select a client to be associted with the records. This means all the records in the import file will have this selected client associted with them. Click on Next and proceed futher. Please Note: This window will be displayed seperately for each import file present in the import job.

Select import job

To start an import job select START EXISTING IMPORT JOB and click on CONTINUE .

Edit existing import job

Add file

When you wish to insert a file just click on INSERT. The selection window will open.

Select the required file and click on CONTINUE.

The import job will be saved and started.

Change file

If you wish to edit an existing file, mark the row and click on EDIT. The definitions window will open.

Complete the changes to the text files file format and click on CONTINUE. Data format

Complete the changes to the mapping and click on CONTINUE. Map

Complete the changes to the selection and click on CONTINUE. Selection

The import job will be saved and can be started.

Modify import

At anytime you can edit an exiting and saved import job. Start ROGSI/ IMP and select EDIT EXISTING IMPORT JOB. All existing import jobs will be displayed.

Import batch job

Select RIB file

With ROGSI/IMP pre-defined import jobs can be started as "Batch-jobs“
There are two ways of starting an existing import job:

- ROGSI/IMP
- xxx.rib file

Select file

Using the explorer, open the directory in which the import jobs are stored .

All job with the RIB ending will be displayed.

Select the required job and start the import with a double-click.

Note:
The RIB ending must be linked to the IMP.EXE application. This is usually done during the installation. If this is not the case, it can be done manually.

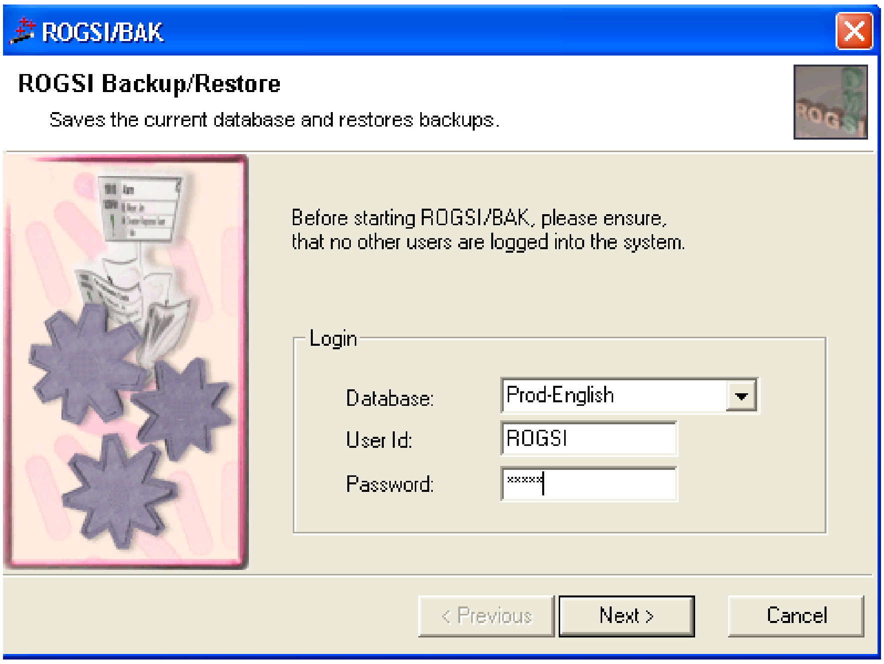
Select program

After you have double-clicked the xxx.RIB file in the explorer, the program selection window will open.
Check wether the MFC application IMP entry is present. If yes then click on OK. Note that the entry " Always link this file type to this program" is activated.
Click on OK. The job will be started.
Should the entry MFC application IMP not be available then click on OTHER. Go to the ROGSI directory and select IMP.EXE. Click on OPEN to open the selection window.
Click on OK to start the program. Here also the entry " Always link this file type to this program" should be activated.

VIII. Working with Backup

Start Backup

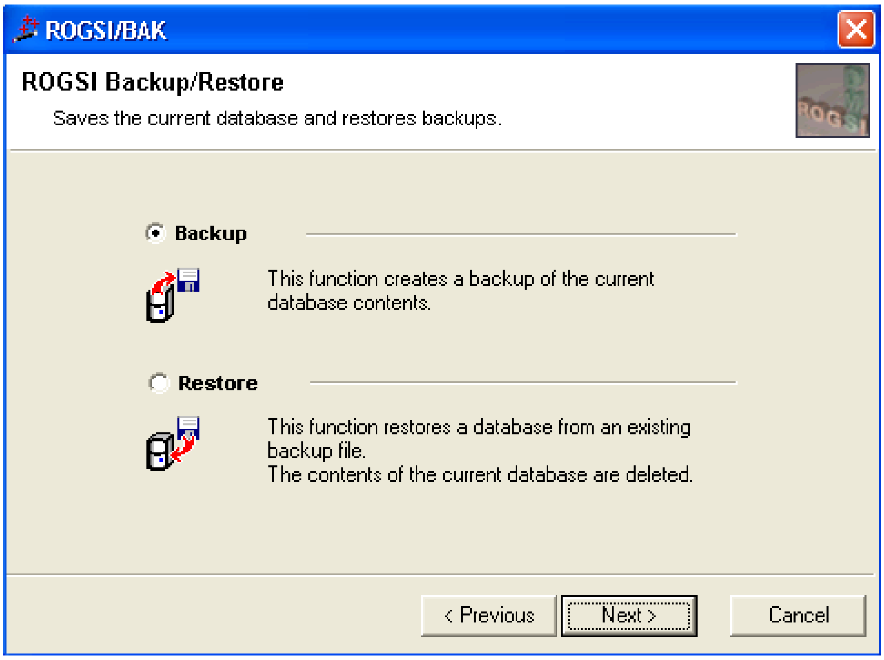
Select from START, PROGRAMS, ROGSI/DMS, TOOLS ROGSI-BAK. Login with your user and password.



You can choose Backup or Restore.

You can stop the program by clicking CANCEL.

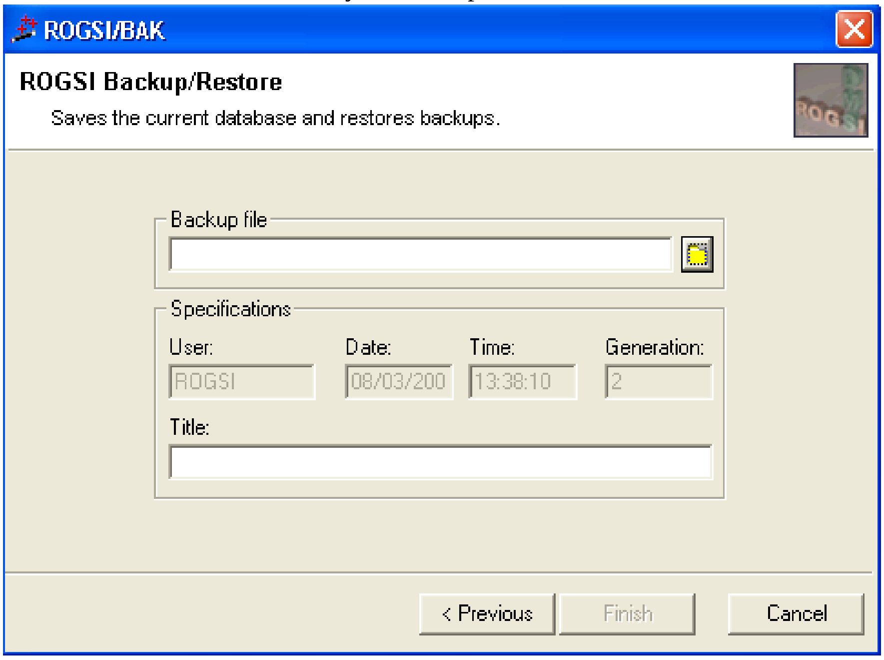
Backup



Mark BACKUP and click on next.

Select directory

Select the Drive and the directory the backup file should be stored.



Main information will be added automatically to the header. This information cannot be changed by teh user.

You can enter additional information in the TITLE field.

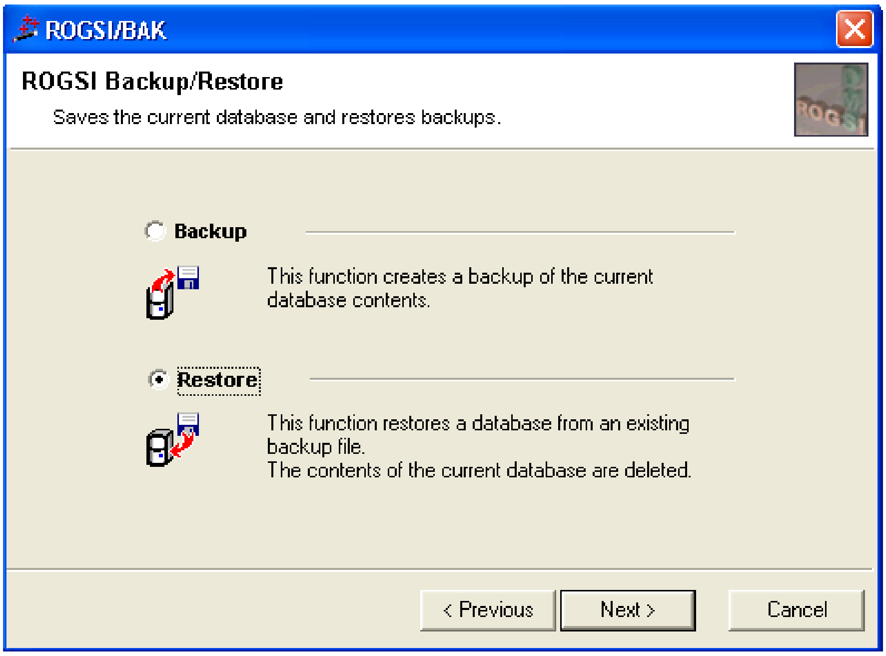
Click on FINISH to start the backup.

Close backup

When the backup is complete click on QUIT to end the program.

Restore

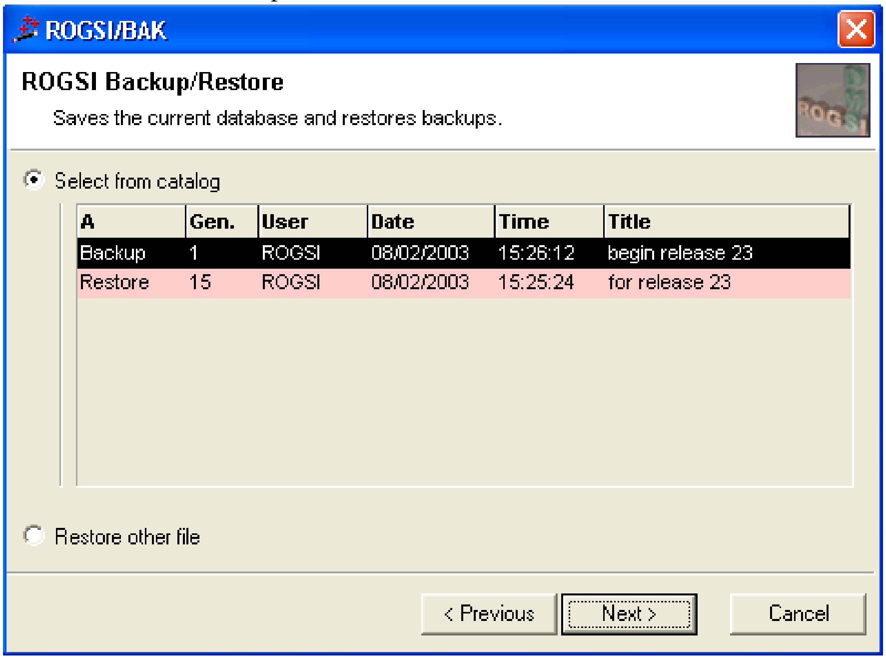
To restore data mark the Restore bottom and click on next.



The backup catalog will be displayed. All backups will be displayed in the catalog.

Choose Catalog

Select the backup you want to restore from the catalog and click on next. This menu shows the information of that backup.



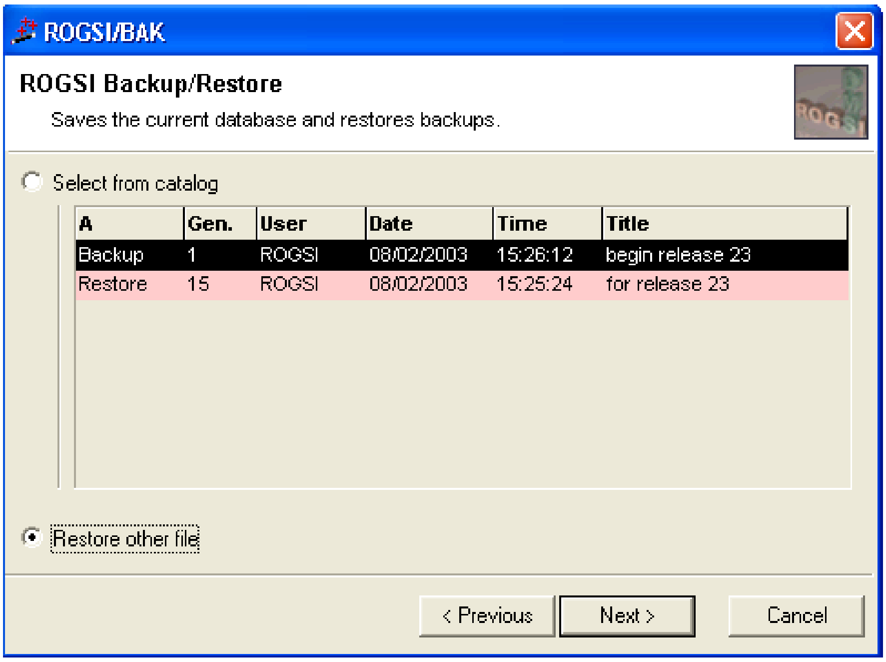
You can mark PERFORM BACKUP BEFORE RESTORE. This will start a backup before the data will be restored.

If you mark RESTORE USER ACCOUNTS all access rights also will be restored (default).

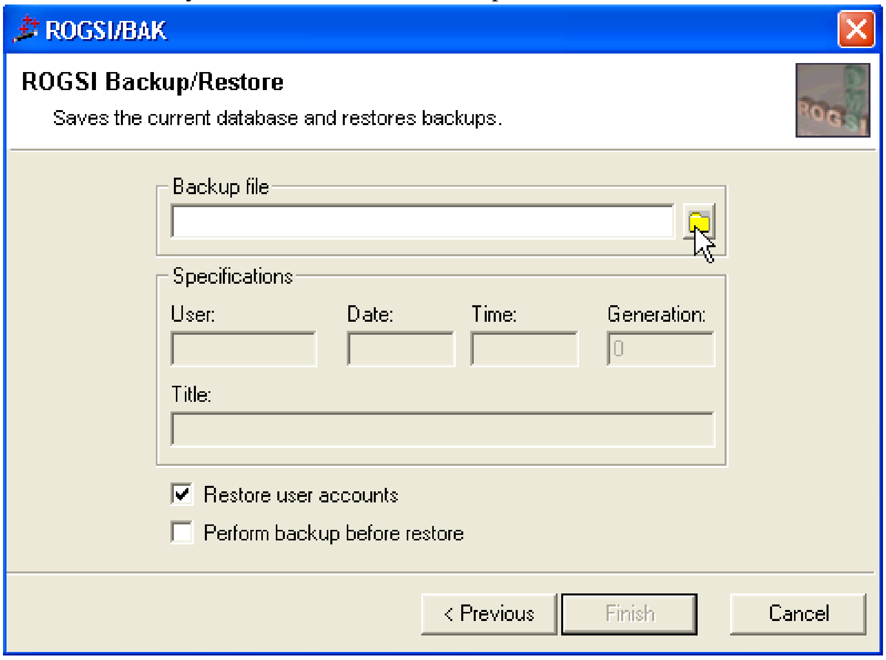
Click on next.

Restore different file

To restore a backup which is not in the catalog (on an empty Database) mark RESTORE OTHER FILE and click on next.



In the next menu you can search for the backup file.



You can mark PERFORM BACKUP BEFORE RESTORE. This will start a backup before the data will be restored.

If you mark RESTORE USER ACCOUNTS all access rights also will be restored (default).

Click on next.

Close Restore

When the restore is complete click on FINISH to end the program.

Access rights

After restoring the file you can work with the data.

If you have marked RESTORE USER ACCOUNTS all rights from the backup file are current. That means, only the persons with the right access can work with this data.

Auto Backup

Auto Backup/Restore

The Backup and Restore can be started from a Bat - File. This is for an automatic Backup of a Server- Database and the restore to one or more "local" Computer like Laptops or USB-ClipDrives.
Create a BAT file (i.e. PROD.BAT).
Sample:
cd\\rogsi-dms
bak.exe B=rogsi-prod T=C:\bak\backup001.RBK R=rogsi-demo
bak.exe T=c:\bak\backup001.RBK R=rogsi-duplicate
bak.exe B=rogsi-test T=C:\bak\backup002.RBK
First select the directory, where ROGSI is installed (cd\\xxxxx)
Than enter the backup command(s)
bak.exe - starts the programm
B=database (to backup)
T=tempfile.RBK (where tempfile is the name of the backup file)
R=database (to restore)
The first row starts a backup of database rogsi-prod as backup001.RBK in the directory BAK, followed by a restore into the database rogsi-demo.
The second row starts a second restore from backup001.RBK into the database rogsi-duplicate.
The third row starts the backup of rogsi-test into the backup file backup002.rbk.
The database name must be the same you use to login into ROGSI.
Save the BAT job.
Special
If entering only B= and T=, a backup of the database will run.
If entering only T= and R=, only a restore into the database will run.
If you do not enter disk and directories, the files from the local directory will be used.
Run Backup / Resorte
Click at the PROD.BAT (or the name you have choosen) to start the backup restore. The single steps will be displayed in the frame.
When all backup and restores are complete, the frame will be closed.
If the frame will open shortly there could be an error in the definition. Please check and correct.

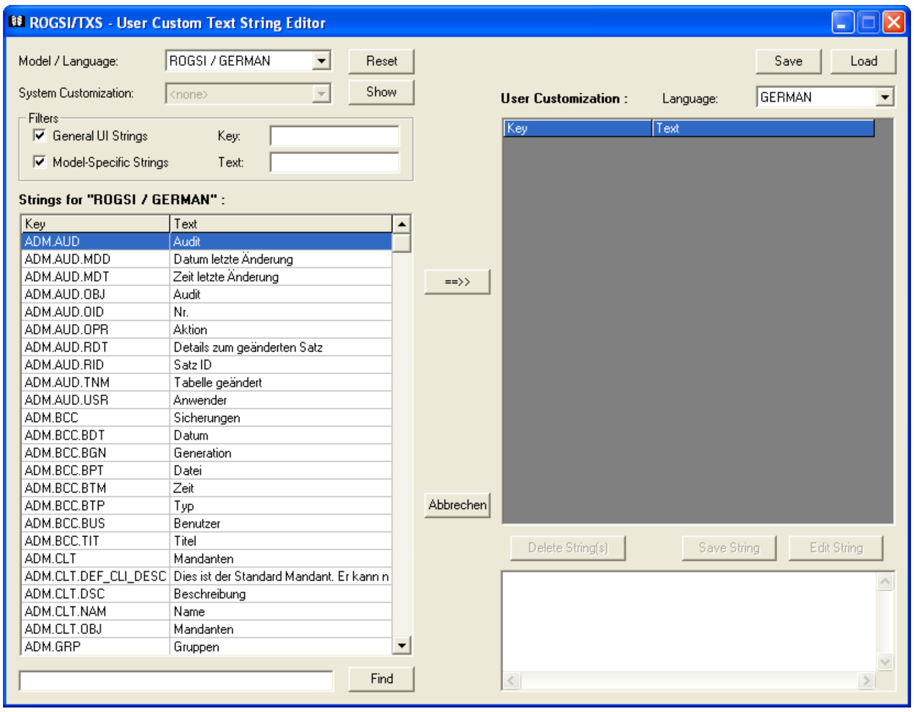
IX. Working with ROGSI/TXS

General

A new module ROGSI/TXS supports you during modification of the xxx.TXS files, which contains the field names of all menus.
Until Release 4.2.042 you have to modify the “custom.txs” by copy and paste and overwrite the field names. ROGSI/TXS makes it much easier.

Start of ROGSI/TXS

Click on Files, Tools and than „ROGSI-TXS“. The following screen will be opened.



Specify the following parameter:

Model/Language select your language
Reset Reset to Default
System Customization not supported now
Filter
In general, all fields of ROGSI/DMS are displayed. But you can define filter to reduce the number of lines or search for a special one.
General Strings Enter an argument – i.e. ADM – and press „Show".
All strings beginning with „ADM“ are shown
Model specific strings Enter an argument – i.e. AUD – and press „Show“.
All strings, containing AUD are shown

Search

Enter any text in the search field and click “Find”. The text will be displayed.

Copy fields for modification

Mark the selected field and click on the Arrow to move the text into the right frame. Do this for all field you want to modify.

Modify fields

Mark the text in the right list an click on “Edit string”. The text is now displayed in the field.
Override the text and press “Save”.
To delete strings from the list, mark the string and press “Delete”.

When all changes are made, press “Save”. The changes are stored into the custom.txs file.

Attention:
If you have already modified string in the „Custom.txs“, you have to load these first. Otherwise they will be overwritten.

Change existing stings „custom.txs“ or add more strings.
Press the “Load” button to load the existing strings. All strings will be shown in the right list.
You can modify some or all of these strings or add more strings.
Modify
Mark the string in the rigth frame and press „Edit“. Change the string and press „Save“.
Add more strings
Select string from the left frame and move to the right frame. Overwrite as described before.
Save
When all changes are made, press “Save”. The changes are stored into the custom.txs file.

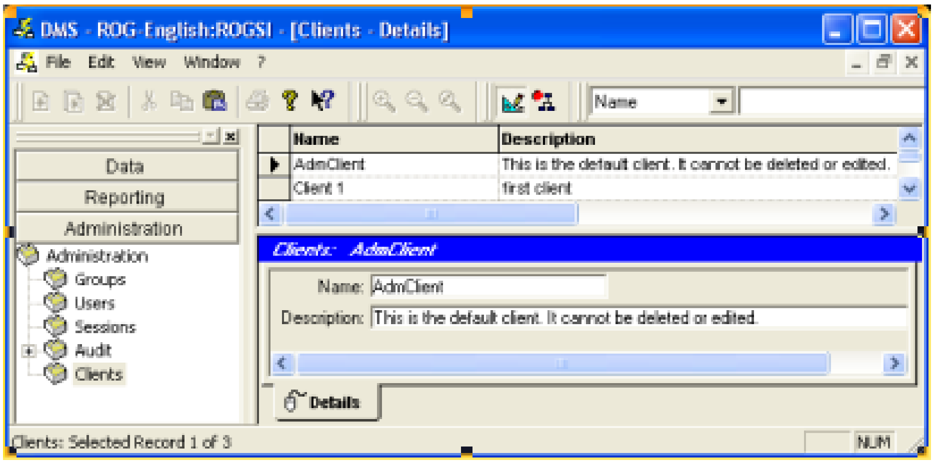
X. Working with Record Level Permission

General

Record Level Permission (RLP) or Client management will be available with Version 4.2.027 in May 2004. If this version is not installed, run an upgrade before.
RLP (Client management) is not a free module and needs a key to be available.

Define Clients

Click on Administration and than on Client.

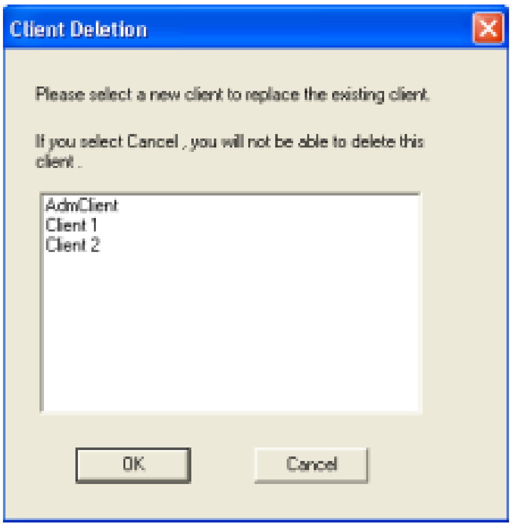


A list of clients will be shown. If no Clients where inserted by the user, the table only contains the -AdmClient-. This is the "Standard owner" and cannot be deleted.
If you do not have a licence for RLP, all Record will have this Client. Also when you upgrade to RLP, first all records will contain this Client.
Attention: If you have created a new Client, this record cannot be changed. If this record is wrong, you must delete this record and create a new one.
It is no longer possible to modify a Client's Description (which would cause the record to disappear).

Delete Clients

To delete a Client, mark this record and press on delete.
You will be asked, if you really want to delete this Client. Click on OK to do so.

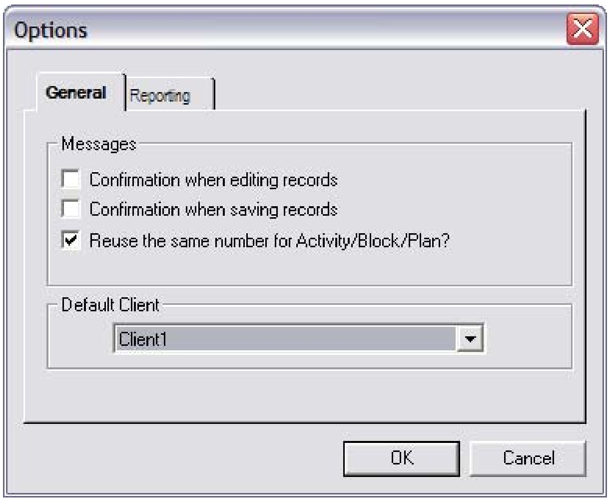
If you answer with OK, you will be prompted to select the new Client you want the "old Client records" to be shifted.



Select one of the Clients and all records will be assigned to this Client.
If you want to change the name of a Client, create a new Client first and than delete the old one. Select the new Client as the target for the records.
If you want to delete a complete Client from the database, you have to delete all records of this client and than delete the Cleint in the client management.
Attention: *This does not work with the AdmClient, because this client cannot be deleted.*

Default Client

You can specify a “default client” other than the “AdmCLient”. If not or a wrong client is included in the import data, this default client will be used. This is to secure import data for access by any user in such cases.
Click on Files and than Options to open the following menu. Select one of the displayed Client as a default client.

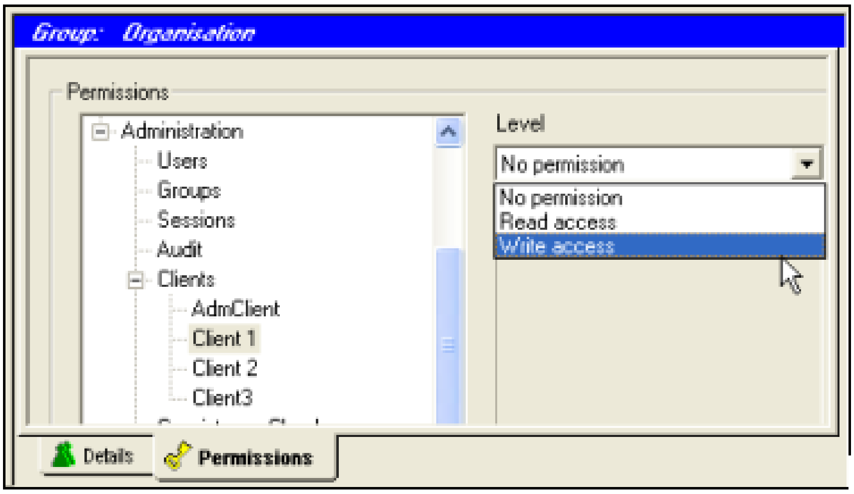


Access Right

When the Clients are inserted into the Clients table, you can assign this Clients to the access groups.
Click on groups, select the group you want to modify. Than click on Administration and Client.

Set the access rights for this group for every Client.
Ordnen Sie jetzt für diese Gruppe für jeden Mandanten die Rechte zu.
In this sample the Clients Client1, Client2, UNIX, WIN and Host are defined.
You can give rights for every Client in this group:

No permission	**no rigths**
Read access	**read the records**
Write access	**write/change records**



In this sample the group Kunde-MAG has write access for client1 records.
Results: All user of the group Kunde-MAG has write access for Client1 records. After Log in as Client1 you only will see records with Client1.
A group can have rights for more than one Client.
Sample: There are 3 Clients defined in a data base. Each Client maintains his Hardware records (Mainframe, Unix, WinTel). So one Client has write access for Mainframe, the next for Unix and the third for WinTel. But you can give read access to all of them.
Beispiel: In einem Unternehmen sind 3 Mandanten definiert. Jeder Mandant verwaltet seine Hardware, aber alle Mandanten dürfen alle Hardware sehen.
The result is a very indiviual access right for every user.
Attention: *The individual rights of the group are still valid.*

Assign Clients

Asign Records

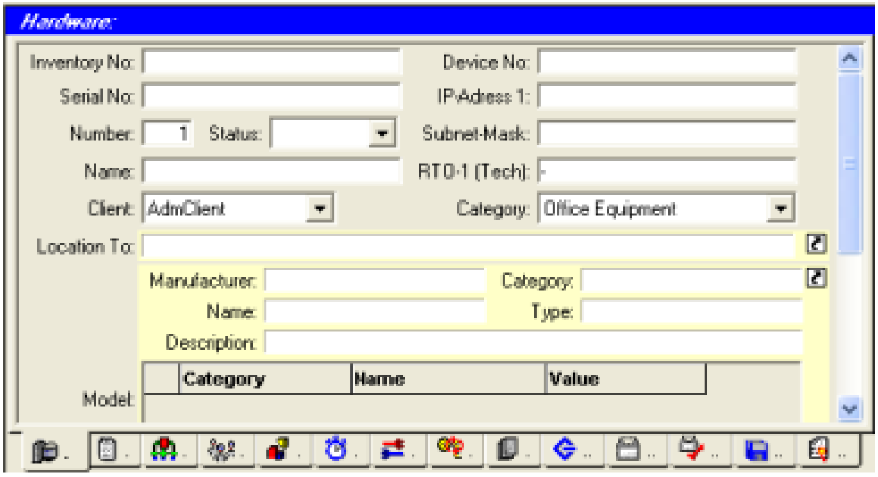
With Release 4.2.027 every record has an additional field, called Client.
Assign with:

Existing Installation

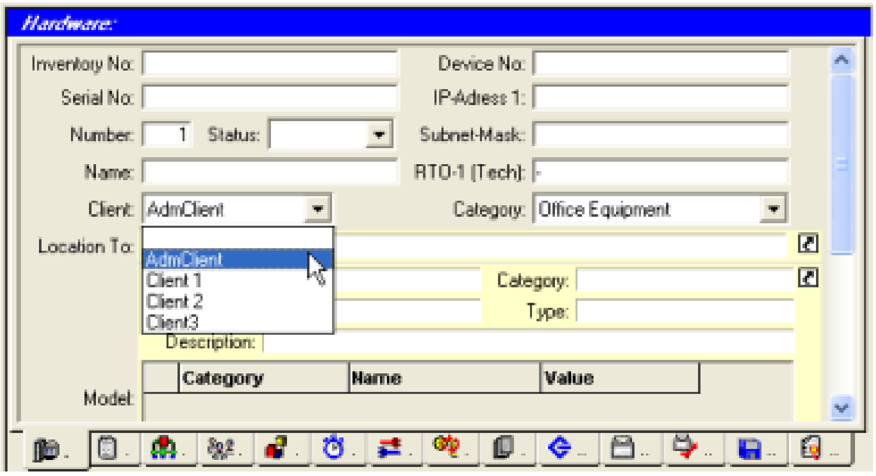
New Installation

Existent Installation

After an Upgrade from an earlier version to Version 4.2.027 an additional field "Client" will be added to every record. The field contains the Client AdmClient. This is the default Client for all reocrds.
When you use RLP, define your Clients and assign them to the groups.
Attention: To do this, use the User ROGSI to have all rights.
Default Client is AdmClient



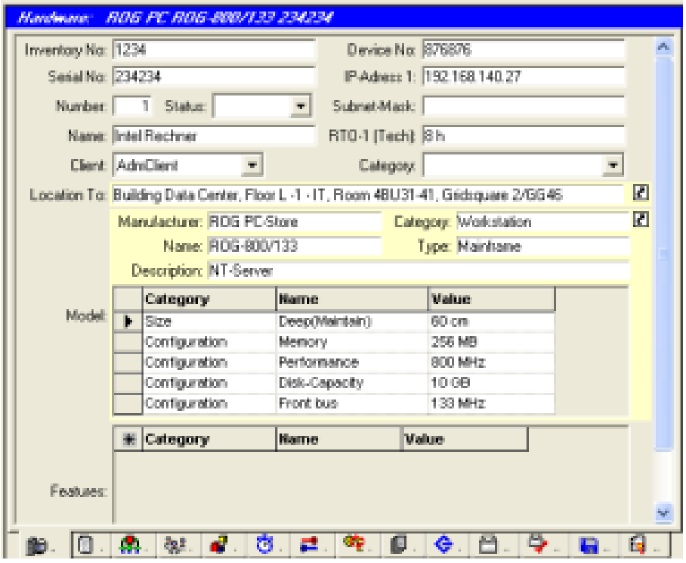
Click on the client field and select one of the displayed Cleints.



This assigns the Record to the "new" Client.
If you log in with your user, you only will see "your" records.

New Installation

When you start wirh ROGSI/DMS with Release 4.2.027 or later, the Client will be added for every record.



Enter all data into the fields and also select the Client, who is responsible for this record. Save the record. If you have the rights to do so, you can change the Client at any time.