



**TOGETHER**  
*for a sustainable future*

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18054

**Final Report**

From: Rudolf Diewald  
Consultant

To: Mr. Veltze-Michel - *workday. off.*  
Co-ordinator of FRCS

Vienna, 31st of January 1990

According to the Terms of Reference and to instructions received by the co-ordinator of the FRCS Section the following work has been realized:

- 1.) The first week was used to get familiarized with the Sections work load, organization and the computer equipment.

It was found, that on one of the three PC's, the ITT Xtry, had to be reconfigured, due to a wrong factory setup. It worked with only 512K Base Memory and the standard is 640 K.

The other two PC's, recently delivered Olivettis, worked in the usual manner. With the two PC's dBase IV has been delivered. Therefore it was decided to develop the Data Base Applications on dBase IV and not with dBase III, as indicated in the Terms of Reference.

Furthermore it was found, that the Xtry had a connector cable to the Main Frame, but the linkage software was not on the hard disk.

- 2.) The following Applications were developed in dBase IV:

- a.) The Candidates List.

This application uses a few items of the Personal History Form, like name, sex, age, nationality, degrees obtained, languages and geografic region, data which can be extracted in a very quick way from the Personal History Form. The data base offers the following possibilities: a complete list of candidates, a list of candidates by regions, selecting candidates by language, selecting candidates by nationality and language and by geographic region and language.

This Data Base is installed at the Olivetti PC in Mrs. Gerdenits room.

**b.) The UCD Posts List.**

The UCD Post List Data Base contains all the necessary information on the UCD's, like name, age, sex, nationality, present contract dates, performance report, duty station, coverage, type of funds assigned. The reports contain a warning system, which gives a warning message to the user 6 month before the UCD's contract end is reached and 6 month before the retirement age will be reached.

This Data Base is installed on the PC in Mrs. Gerdenits Room.

**c.) The UCD Travel Plan.**

The UCD Travel Plan Data Base contains information on estimated, obligated and reported costs of UCD travels. The application data items are, destination country, financial code, costs, comments and the basic information on UCD. The reporting system allows to print all travel plans, a single one and the summary report.

This application also resides on the PC in Mrs. Gerdenits room.

**d.) The Logging System.**

This application was designed to enable logging-in and logging-out the correspondence of the Section. The data items are the receiving date, sender, type of correspondence, receiver, action to realize, deadline, date sent and sent to. The application gives a warning message two weeks before a deadline is to be reached and no action has been taken.

The Logging System was installed on the ITT-PC in Mrs. Walsh's room.

**e.) The JPO-Post List.**

This application is similar to the UCD Posts List. There are, nevertheless, some important distinctions. The JPO's are sponsored by a specific country. The information can be retrieved by the sponsor or donor country in a long and short version, by alphabetical order, by region, by duty-station and sex. It is also possible to select only one specific donor country or one specific duty-station.

The JPO Post List was installed on the Olivetti PC in Mrs. Walstberger's room.

**f.) The JPO-Travel Plan.**

The JPO travel plan is different to the UCD travel plan, due to the fact that the travel funds are assigned by the donor countries and paid to UNDP New York. The UCD travel is based on a one year budget, while the JPO travel plan is a continuous one, where funds left from previous years could be used for present travels. The data base consists of three different records, the donor country record, the JPO-record and the travel record.

The data base enables the user to obtain three different reports:

- a list of all donor countries with the actual travel fund assigned per year.
- a JPO list per donor country with the budget line numbers, to be printed as a complete list or selected by countries.
- a list of the travel plans. This list calculates the sum of travel spending, the remaining funds per JPO and the remaining funds per donor country. It might be selected by individual donor country or an overall list.

The JPO Travel Plan resides also on the PC in Mrs. Walsberger's room.

g.) The UCD-Budget.

This application consists of four different records, the UCD-Estimated Budget, the UCD Expenses, the project and purchases record. The UCD-Estimated Budget and the Expenses record have the same structure. The first one is referred to the budget of the present year and the second one to the real expenses of the last year. Both enable the user to obtain a individual list of the duty station budget/expenses and a summary of all budgets/expenses on one sheet, differenced by UNIDO and UNDP funding.

The project record enables the user to enter single budget lines of a project. The output will be a form, which contains the budget lines over the years of project duration, the required subtotals and project total. The purchases record allows to enter the purchases as approved by the handling officer. The report system enables the user to obtain a complete list of all purchases by country or by budget lines. It also enables to select a single country or a single budget line.

This Data Base had to be installed on the PC in Mrs. Gerdenits room, due to the fact that the PC ordered for Mrs. Schimmel, was not delivered up to now. Once the PC is delivered this data base should be transferred to the new PC.

**Observations:** The assigned time of two month was too short to comply with the workload as stated in the Terms of Reference, due to the fact that several unforeseen problems were encountered. For one and a half month there were only two PC's to work on, because the ITT-PC was not correctly configured and had no suitable printer connected to it. The workload of the Sections personell requires the use of the PC's, so that many interruptions had to be made. Quite a lot of time was lost by the fact that a virus infection was discovered by end of january. This might explain, why correct statements did not work before.

The mainframe connection could not be tested due to the fact that the only connected PC, the ITT-Xtry had no linkage programme installed.

**Recommendations:** There are basically three programmes used in the Section: Word Processing, Spread Sheets and dBase. All three of them use a different standard for accepting a value: the Wang Word Processor uses the <End>-key, Lotus uses a <cursor>-key and dBase the <Enter>-key. Beside of all other differences, this is a very confusing situation even for an experienced user. So, if there is a possibility to change packages introducing new ones, a standard should be established. From my point of view the Wang Word Processor should be substituted by Word or Word Perfect, because the Wang Word Processor, at least the installed version, does not cope with developments of the above mentioned packages. Anyway, I am conscious, that this package is wide spread in UNIDO and a change would cause resistance by long term users. They should not be forced to change.

CANDIDATES LIST DATA BASE

How can you get into it?

Select dBase Applications from the Menu. Then select Candidates List. Press the END or EXECUTE key.

Now you getting the following Menu:

UPDATE	REPORT	COUNTRY
Append Candidates Change Data/Mark Delete Candidates Exit		

You can move from one Menu item to another with the cursor keys:

->, <-.

You select by pressing ENTER.

This Data Base consists of two Records.

THE COUNTRY RECORD

Country: INDIA

Country Code: IND

Region: AP (Enter: AF for Africa  
 AP for Asia and Pacific  
 AR for Arabic States  
 EU for Europe  
 NA for North America  
 LA for Latin America)

This record was separated from in order to enter the country information only once and use in the candidates list only the three digit UN-Code.

Here you enter the countries long name, the UN-Code of three digits for the country and the geographic region.



The UPDATE Menu

looks like this:

UPDATE	REPORT	COUNTRY
Append Candidates Change Data/Mark Delete Candidates Exit Backup your changes		

### Append candidates

Select "Append candidates" to enter new candidates. You will get a complete blank sheet. On the bottom you will see in the Rec which record number you are entering. You can move back and forth by pressing the Pg Up and Pg Dn key. You skip to the next field by pressing ENTER. If filled in a field completely dBase automatically advances to the next field. You also could use the cursor buttons.

### Change/Mark Data

Select this item to change some old records or to mark them for deletion.

If you selected this item by pressing ENTER you will get the following screen:

Records      Go To      Exit

#### CANDIDATES LIST

PPD/SMA/FIELD Representation and Co-ordination Section

Receiving Date: 14.06.89

Family Name: CHOU

Name: MEI

Middle Name: L.

Year of Birth: 61    Nationality: BRA

Sex: F    Recommended:

Mother Tongue: PORTUGUE	English: P
	French:
	Spanish: P
	Arabic:

Degree: ENGENHEIRO

Additional Degree:

UN-Experience: N (y/n)    Staff-Member/External: E (s/e)    CV-Date: 11.06.89

CANDIDAD||C:\dbase\cand\CANDLIST ||Rec 153/153

||File ||

||



On the top you will see pull down Menues, called "Records", "Go To" and "Exit".

On the bottom you will get an information line, with the name of the file and also Rec. In Rec you can see from the first number on which record you are positioned and from the second, how many of them are registered. So 1/115 would mean that you are positioned at record number 1 out of 115.

If you are positioned on the right one, then just move to the field you want to change and overtype.

If you are not, then you might go through by pressing the Pg Up-key. But this is boring, if you have a lot of records. In this case use the menu.

Use the menu by pressing the ALT-key and simultaneously the key of the starting letter of the menu to reach. So reach "Exit" by pressing Alt-E.

If you pull the menu down it looks like this:

Records:

Records	Go To	Exit
Undo change to record		
Add new records		
Mark record for deletion		
Blank record		
Lock record		
Follow record to new position		

Go To:

Records	Go To	Exit
	Top record	
	Last record	
Fa	Record number	{ 0 }
	Skip	{ 10 }
Qu	Index key search	
De	Forward search	{ }
	Backward search	{ }
	Match capitalization	YES

Exit:

Records	Go To	Exit
	Exit	
	Transfer to Query Design	

### The Records Menu:

Use it basically to "Undo changes to the record", if you changed a record erroneously, and to "Mark a record for deletion". You should mark a record if you want to delete it. Deleting a records requires (for safety reasons) two steps. Mark it first and then purge it out by selecting "Delete candidates" from your dBase-Menu. If you mark a record you will see in the right corner a 'Del', this means you marked it. If you now pull down another time the Records menu, you should be able to unmark it with "Clear deletion mark".

The description of the other options you will find in the dBase manual.

### The Go To Menu:

Use this menu to position on the right record. With the first two options you can go to the first and last record. Select it and press ENTER.

With the next two you can go to a specific record number or skip over a specific number of records.

"Index key search" will only be activ if an index is defined, otherwise you can not select it. In the first case you will be asked for the value you are looking for. Please enter it. For example, if a data base has various records of the same family name and you want them to appear one after the other, there should be an index defined. Unless you entered them one after the other.

Nevertheless an index will cause that the system asks you everytime "File already exists! Overwrite?" Choose "Overwrite" in this case.

Forward and Backward Search will be the most important options of this menu. If you select it by pressing ENTER you are going to be asked to enter a value for the field you are positioned on. If you are positioned on "Family Name" enter the family name, if you are positioned on "Obligated Costs" enter a numeric value. dBase will position on the record with the value you entered. If you use this feature more then once it needs that you move the record pointer. So please use PgUp or PgDn in the meanwhile.

### Exit

Use Alt-E to go back to the application menu of dBase.  
Do not use Transfer to query Design.

In the case of pull down menues you can select them by moving with the cursor keys and then press ENTER or just press the initial letter of the option. To go to the option Forward Search you might use the shortcut: "Alt-G" for the Go To-Menu and then press "F".

### Delete Candidates

Use this menu to delete records you have already marked. Just press enter.

Exit

Use this menu to leave the dBase applications.

Backup your changes

!!!! This is important !!!!!!!!!!!

If you changed or appended data please get your backup diskette to make an extra copy of your data base. If you don't do it and the system crashes or some other problem occurs, you might loose the work of weeks or month. So please take you that minute to backup.

Move the cursor right (->) to choose:

The REPORT Menu

looks like this:

UPDATE	REPORT	COUNTRY
	List all candidates List by nationality Select by language Language and Nation Language and Region Exit	

Select "List all candidates" to obtain all list of all candidates in the data base.

Select "List by nationality" to obtain a list of the candidates by their nationality.

Select "Select by language" to obtain a list of candidates, who statet, that their knowledge of the language you selected is perfect. You will be asked by a screen to enter: E for English, F for French, S for Spanish or A for Arabic.

Select "Language and Nation" to obtain a list, where you can enter a language and the Nationality (enter the three digit UN-Code) and you will get a list where only candidates with the nationality and the language select will appear.

Select "Language and Region" to obtain a list, where only candidates from the entered region and with the specific language will appear.

## The COUNTRY Menu

Use this menu to maintain the country data base.  
It has the same option as the UPDATE Menu has.

UPDATE

REPORT

COUNTRY

Append countries  
Change data/Mark  
Delete Countries  
Exit  
Backup your changes

PPD/SMA/FIELD Representation and Co-ordination Section

UCD POST LIST DATA BASE

How can you get into it?

Select dBase Applications from the Menu. Then select UCD Post List. Press the END or EXECUTE key.

Now you getting the following Menu:

UPDATES

REPORTS

Add a new UCD Change Data/Mark Delete Data Exit Backup your changes
---

You can move from one Menu item to another with the cursor keys: ->, <-.

You select by pressing ENTER.

This Data Base consists of one Record.

THE UCD POST LIST RECORD

Records      Go To      Exit  
 PPD/SMA/FIELD REPRESENTATION AND CO-ORDINATION SECTION  
 UCD POST LIST

Family Name: MANORANJAN	Name: P.	Nat: IND	Born: 21.08.39	Grade: L5/
-------------------------	----------	----------	----------------	------------

Duty Station:	Region:	Contract	Funds
Country:	ETH AF	From: To:	
City:	ADDIS ABABA	19.01.90 31.12.91	OB

Coverage: ETH/DJI

Previous Duty Station:

Reclassi- Last Perf.  
fication Report

Comment:

--

This record consists of:

- Family name
- Name (enter only the initials, like A.M.)
- Nationality (enter only the 3 digits UN-Code)
- Date of Birth
- Grade (enter the UNIDO Grade, Like L5/10)
- Duty Station Country (enter the 3 digit UN-country code)
- Region (please enter region shortcut as indicated on screen)
- Duty Station City
- Contract From
- Contract To
- Funds (enter DO for UNIDO, DP for UNDP, VC for Voluntary contribution or OB for Own Budget)
- Coverage (enter the 3 digits UN-Code for the countries covered separated with a dash, like ETH/DJI)
- Previous Duty Station
- Reclassification Date
- Last Performance Report
- Comment (this is a memo field with the advantage that you may expand it as long as you need it)

The UPDATES Menu

looks like this:

UPDATES

REPORTS

Add a new UCD  
 Change Data/Mark  
 Delete Data  
 Exit  
 Backup your changes

Add a new UCD

Select "Add new UCD" to enter new UCD's. You will get a complete blank sheet. On the bottom you will see in the Rec which record number you are entering. You can move back and forth by pressing the Pg Up and Pg Dn key. You skip to the next field by pressing ENTER. If filled in a field completely dBase automatically advances to the next field. You also could use the cursor buttons.

How to enter data to memo field?

You just position on the memo field and press Ctrl-Home. The color of the memo field will change to blue. Now enter the data. To finish the press Ctrl-E. The color of the field will change to green.

Change Data/Mark

Select this item to change some old records or to mark them for deletion.

If you selected this item by pressing ENTER you will get the following screen:

Records      Go To      Exit      10:37:07 pm  
 PPD/SMA/FIELD REPRESENTATION AND CO-ORDINATION SECTION  
 UCD POST LIST

Family Name: MANORANJAN	Name: P.	Nat: IND	Born: 21.08.39	Grade: L5/
-------------------------	----------	----------	----------------	------------

Duty Station:	Region:	Contract	Funds
Country: ETH	AF	From: 19.01.90	To: 31.12.91
City: ADDIS ABABA			OB
Coverage: ETH/DJI			
Previous Duty Station:			Reclassi- Last Perf. fication Report
			. . . .

Comment:

Edit    ||C:\...manning\MANNING    ||Rec 1/39    ||File ||    ||

On the top you will see pull down Menues, called "Records", "Go To" and "Exit".

On the bottom you will get an information line, with the name of the file and also Rec. In Rec you can see from the first number on which record you are positioned and from the second, how many of them are registered. So 1/115 would mean that you are positioned at record number 1 out of 115.

If you are positioned on the right one, then just move to the field you want to change and overtype.

If you are not, then you might go through by pressing the Pg Up-key. But this is boring, if you have a lot of records. In this case use the menu.

Use the menu by pressing the ALT-key and simultaneously the key of the starting letter of the menu to reach. So reach "Exit" by pressing Alt-E.

If you pull the menu down it looks like this:

## Records:

Records	Go To	Exit
---------	-------	------

Undo change to record
Add new records
Mark record for deletion
Blank record
Lock record
Follow record to new position

## Go To:

Records	Go To	Exit
---------	-------	------

Top record	
Last record	
Record number	{0}
Skip	{10}
Index key search	
Forward search	{ }
Backward search	{ }
Match capitalization	YES

## Exit:

Records	Go To	Exit
---------	-------	------

Exit
Transfer to Query Design

## The Records Menu:

Use it basically to "Undo changes to the record", if you changed a record erroneously, and to "Mark a record for deletion". You should mark a record if you want to delete it. Deleting a records requires (for safety reasons) two steps. Mark it first and then purge it out by selecting "Delete candidates" from your dBase-Menu. If you mark a record you will see in the right corner a 'Del', this means you marked it. If you now pull down another time the Records menu, you should be able to unmark it with "Clear deletion mark". The description of the other options you will find in the dBase manual.

## The Go To Menu:

Use this menu to position on the right record. With the first two options you can go to the first and last record. Select it and press ENTER. With the next two you can go to a specific record number or skip over a specific number of records.



"Index key search" will only be active if an index is defined, otherwise you can not select it. In the first case you will be asked for the value you are looking for. Please enter it. For example, if a data base has various records of the same family name and you want them to appear one after the other, there should be an index defined. Unless you entered them one after the other.

Nevertheless an index will cause that the system asks you everytime "File already exists! Overwrite?" Choose "Overwrite" in this case.

Forward and Backward Search will be the most important options of this menu. If you select it by pressing ENTER you are going to be asked to enter a value for the field you are positioned on. If you are positioned on "Family Name" enter the family name, if you are positioned on "Obligated Costs" enter a numeric value. dBase will position on the record with the value you entered. If you use this feature more then once it needs that you move the record pointer. So please use PgUp or PgDn in the meanwhile.

#### Exit

Use Alt-E to go back to the application menu of dBase.  
Do not use Transfer to query Design.

In the case of pull down menus you can select them by moving with the cursor keys and then press ENTER or just press the initial letter of the option. To go to the option Forward Search you might use the shortcut: "Alt-G" for the Go To-Menu and then press "F".

#### Delete Data

Use this menu to delete records you have already marked. Just press enter.

#### Exit

Use this menu to leave the dBase applications.

#### Backup your changes

!!!!!! This is important !!!!!!!!!!!!!

If you changed or appended data please get your backup diskette to make an extra copy of your data base. If you don't do it and the system crashes or some other problem occurs, you might loose the work of weeks or month. So please take you that minute to backup.

Move the cursor right (->) to choose:

The REPORTS Menu

looks like this:

UPDATES

REPORTS

Alfabetical Report  
Report by Region  
Report by Funds  
Exit

Select "Alfabetical Report" to obtain all list of all UCD's in alfabetical order.

Select "Report by Region" to obtain a list of the ordered by geografical regions.

Select "Report by Funds" to obtain a list of UCD's, ordered by the funds.

PPD/SMA/FIELD Representation and Co-ordination Section

THE BUDGET, EXPENSES, PROJECT AND PURCHASE DATA BASE

How can you get into it?

Select dBase Applications from the Menu. Then select Budget. Press the END or EXECUTE key.

Now you getting the following Menu:

BUDGET_A	EXPENSES	PROJECT	PURCHASE
Append a budget Change/mark budget Delete a budget Print all UNIDO Budget Print all UNDP Budgets Print one country Print UNIDO Summary Print UNDP Summary Save to diskette Exit			

You can move from one Menu item to another with the cursor keys: ->, <-.

You select by pressing ENTER.

This Data Base consists of four Records. Two of them have the same structure, the budget and expenses data base.

THE BUDGET RECORD

Records      Go To      Exit

Estimated Budget Data Base

Country: ETHIOPIA

Budget Type: UNIDOYear: 1990

013 Local staff salary:	38900	031 General temp. assist:	4000
053 Overtime:	000	111 Dependency allowance:	2763
121 Contribution JSPF:	7404	122 Medical insurance:	2505
243 Local travel:	1000	356 Contractual Printing:	1000
411 Rental of premises:	3100	415 Misc. Maintenance serv:	200
418 Cleaning services:	200	421 Electricity and other:	0
431 Rental and maint.:	600	432 Mainten. of transp.:	2500
441 Cables, telex, tel:	3500	448 Postage:	200
451 Hospitality:	500	499 Misc. Services:	500
512 Office Supplies:	2500	597 Uniforms:	500
611 Acqu. of furniture:	1000	612 Acqu. of office eq:	500
620 Data processing:	500	641 Vehicles:	0
Other: TRAINING		Value of other:	1500
Other1:		Value of other1:	0
Other2:		Value of other2:	0

Comments:

This is the www www
---------------------------

This Record consists of:

- Country Name
- Budget Type (enter UNIDO or UNDP)
- Year (enter the Budget Year)

The next 22 items are the different accounts of the budget, simply enter the values for that year.

- Other - These fields allow you to enter an
- Other1 | account number not forseen in the
- Other2 - preset accounts enter your description
- Value of other
- Value of other1 (enter the values)
- Value of other2
- Comments (is a memo field! enter a commentary)

THE EXPENSES RECORD

Has the same structure as the budget record, but is referred to the expenses of the last year.

Records	Go To	Exit	Total Expenses Data Base	
Country: ETHIOPIA		Budget Type: UNIDO Year: 1990		
013 Local staff salary:	38900	031 General temp. assist:	4000	
053 Overtime:	000	111 Dependency allowance:	2763	
121 Contribution JSPF:	7404	122 Medical insurance:	2505	
243 Local travel:	1000	356 Contractual Printing:	1000	
411 Rental of premises:	3100	415 Misc. Maintenance serv:	200	
418 Cleaning services:	200	421 Electricity and other:	0	
431 Rental and maint.:	600	432 Mainten. of transp.:	2500	
441 Cables, telex, tel:	3500	448 Postage:	200	
451 Hospitality:	500	499 Misc. Services:	500	
512 Office Supplies:	2500	597 Uniforms:	500	
611 Acqu. of furniture:	1000	612 Acqu. of office eq:	500	
620 Data processing:	500	641 Vehicles:	0	
Other: TRAINING		Value of other:	1500	
Other1:		Value of other1:	0	
Other2:		Value of other2:	0	
Comments:	This is the wwwwww wwwwww			

||C:\dbase\budget\TOTEXP ||Rec 1/4 ||File ||

THE PROJECT RECORD

This Record contains the information of one project line. The first part is the project identification. The information of the identification remains always the same in one project, it is therefore forwarded from one record to another.

Records      Go To      Exit  
 PPD/SMA/FIELD Representation and Co-ordination Section  
 PROJECT BUDGETS

Project Title: Contribution to UNIDO's Field Representative  
 Project Number: US/INT/86/112      Country: ETHIOPIA

Account Number: 11-01

First Year:	89	Men Month:	2	Amount/Month:	6420
Sec. Year:	90	Men Month:	12	Amount/Month:	6420
Third Year:	91	Men Month:	10	Amount/Month:	6420
Fourth Year:	0	Men Month:	0	Amount/Month:	0

||C:\dbase\budget\PROJECT ||Rec 1/7

||File ||

||

This record has the following structure:

- Project Title
- Project Number
- Country
- Account number
- First, Second, Third and Fourth Year (enter the last two digits of the years the project applies to. The years are also forwarded from one record to another).
- Men Month (enter a number different from zero only if the account number is for personal. For Item leave it 0)
- Amount/Month (enter the monthly amount assigned personnell or the total amount of expenses, if the account number is one of expenses)



Append a budget

Select "Append a budget" to enter a new budget, either because its a new country or a new year. You will get a complete blank sheet. On the bottom you will see in the Rec which record number you are entering. You can move back and forth by pressing the Pg Up and Pg Dn key. You skip to the next field by pressing ENTER. If filled in a field completely dBase automatically advances to the next field. You also could use the cursor buttons.

How to enter data to memo field?

You just position on the memo field and press Ctrl-Home. The color of the memo field will change to blue. Now enter the data. To finish the press Ctrl-End. The color of the field will change to green.

Change/mark a budget

Select this item to change some old records or to mark them for deletion.

If you selected this item by pressing ENTER you will get the following screen:

Records	Go To	Exit		
			Estimated Budget Data Base	
	Country: ETHIOPIA		Budget Type: UNIDOYear: 1990	
013	Local staff salary:	38900	031	General temp. assist: 4000
053	Overtime:	000	111	Dependency allowance: 2763
121	Contribution JSPF:	7404	122	Medical insurance: 2505
243	Local travel:	1000	356	Contractual Printing: 1000
411	Rental of premises:	3100	415	Misc. Maintenance serv: 200
418	Cleaning services:	200	421	Electricity and other: 0
431	Rental and maint.:	600	432	Mainten. of transp.: 2500
441	Cables, telex, tel:	3500	448	Postage: 200
451	Hospitality:	500	499	Misc. Services: 500
512	Office Supplies:	2500	597	Uniforms: 500
611	Acqu. of furniture:	1000	612	Acqu. of office eq: 500
620	Data processing:	500	641	Vehicles: 0
Other: TRAINING			Value of other: 1500	
Other1:			Value of other1: 0	
Other2:			Value of other2: 0	
Comments:				

This is the  
www

On the top you will see pull down Menues, called "Records", "Go To" and "Exit".

On the bottom you will get an information line, with the name of the file and also Rec. In Rec you can see from the first number on which record you are positioned and from the second, how many of them are registered. So 1/115 would mean that you are positioned at record number 1 out of 115.

If you are positioned on the right one, then just move to the field you want to change and ovrtype.

If you are not, then you might go through by pressing the Pg Up-key. But this is boring, if you have a lot of records. In this case use the menu.

Use the menu by pressing the ALT-key and simultaneously the key of the starting letter of the menu to reach. So reach "Exit" by pressing Alt-E.

If you pull the menu down it looks like this:

Records:

Records	Go To	Exit
Undo change to record		
Add new records		
Mark record for deletion		
Blank record		
Lock record		
Follow record to new position		

Go To:

Records	Go To	Exit
Top record		
Last record		
Record number		{0}
Skip		{10}
Index key search		
Forward search		{}
Backward search		{}
Match capitalization		YES

Exit:

Records	Go To	Exit
Exit		
Transfer to Query Design		

The Records Menu:

Use it basically to "Undo changes to the record", if you changed a record erroneously, and to "Mark a record for deletion". You should mark a record if you want to delete it. Deleting a records requires (for safety reasons) two steps. Mark it first and then purge it out by selecting "Delete candidates" from your dBase-Menu. If you mark a record you will see in the right corner a 'Del', this means you marked it. If you now pull down another time the Records menu, you should be able to unmark it with "Clear deletion mark".



The description of the other options you will find in the dBase manual.

#### The Go To Menu:

Use this menu to position on the right record. With the first two options you can go to the first and last record. Select it and press ENTER.

With the next two you can go to a specific record number or skip over a specific number of records.

"Index key search" will only be active if an index is defined, otherwise you can not select it. In the first case you will be asked for the value you are looking for. Please enter it. For example, if a data base has various records of the same family name and you want them to appear one after the other, there should be an index defined. Unless you entered them one after the other.

Nevertheless an index will cause that the system asks you everytime "File already exists! Overwrite?" Choose "Overwrite" in this case.

Forward and Backward Search will be the most important options of this menu. If you select it by pressing ENTER you are going to be asked to enter a value for the field you are positioned on. If you are positioned on "Family Name" enter the family name, if you are positioned on "Obligated Costs" enter a numeric value. dBase will position on the record with the value you entered. If you use this feature more than once it needs that you move the record pointer. So please use PgUp or PgDn in the meanwhile.

#### Exit

Use Alt-E to go back to the application menu of dBase.  
Do not use Transfer to query Design.

In the case of pull down menus you can select them by moving with the cursor keys and then press ENTER or just press the initial letter of the option. To go to the option Forward Search you might use the shortcut: "Alt-G" for the Go To-Menu and then press "F".

#### Delete a budget

Use this menu to delete records you have already marked. Just press enter.

#### Print all UNIDO Budgets

Will print a list of all UNIDO budgets one by one.

#### Print all UNDP Budgets

Will print a list of all UNDP budgets one by one.

#### Print one country

Lets you select just one specific country to print. The system will ask you for the name.

Print UNIDO/UNDP Summary

Will print the overall summary of the budgets.

Exit

Use this menu to leave the dBase applications.

Move the cursor right (->) to choose:

#### THE EXPENSES MENU

Has exactly the same features as the budget\_a menu, just that it contains expenses.

Move the cursor right (->) to choose:

The PROJECT Menu

looks like this:

BUDGET_A	EXPENSES	PROJECT	PURCHASE
		Append a new project Change a project Delete a project Print a report Exit Backup your changes	

#### Append a new project

Select "Append a new project" to enter a new project. You will get a complete blank sheet. On the bottom you will see in the Rec which record number you are entering. You can move back and forth by pressing the Pg Up and Pg Dn key. You skip to the next field by pressing ENTER. If filled in a field completely dBase automatically advances to the next field. You also could use the cursor buttons.

#### Change/mark a project

Select this item to change some old records or to mark them for deletion.

If you selected this item by pressing ENTER you will get the following screen:

Records      Go To      Exit

11:23:46 pm

PPD/SMA/FIELD Representation and Co-ordination Section  
PROJECT BUDGETS

Project Title: Contribution to UNIDO's Field Representative  
Project Number: US/INT/86/112      Country: ETHIOPIA

Account Number:11-01

First Year: 89	Men Month: 2	Amount/Month: 6420
Sec. Year: 90	Men Month: 12	Amount/Month: 6420
Third Year: 91	Men Month: 10	Amount/Month: 6420
Fourth Year: 0	Men Month: 0	Amount/Month: 0

||C:\dbase\budget\PROJECT ||Rec 1/7

||File || ||

Delete a project

Will delete all marked projects.

Print a report

If you select this option the system will ask you to enter the project number. If you supply it you will a project sheet with the information of the accounts of the project.

Exit

To leave dbase

Backup your changes

!!!!!! This is important !!!!!!!!!!!!!

If you changed or appended data please get your backup diskette to make an extra copy of your data base. If you don't do it and the system crashes or some other problem occurs, you might loose the work of weeks or month. So please take you that minute to backup.

The PURCHASE Menu

looks like this:

BUDGET_A	EXPENSES	PROJECT	PURCHASE
			<p>Append purchases  Change/Mark purchase  Delete a purchase  Clear all purchases  Print all purchases  Select by country  Print all by Budgets  Select by Budgets  Print by Location  Exit  Backup your purchase</p>

Append purchases

Select "Append purchases" to enter an additional purchase. You will get a complete blank sheet. On the bottom you will see in the Rec which record number you are entering. You can move back and forth by pressing the Pg Up and Pg Dn key. You skip to the next field by pressing ENTER. If filled in a field completely dBase automatically advances to the next field. You also could use the cursor buttons.

How to enter data to memo field?

You just position on the memo field and press Ctrl-Home. The color of the memo field will change to blue. Now enter the data. To finish the press Ctrl-End. The color of the field will change to green.

Change/mark purchase

Select this item to change some old records or to mark them for deletion. If you selected this item by pressing ENTER you will get the following screen:

Records      Go To      Exit      11:24:07 pm  
PPD/SMA/FIELD Representation and Co-ordination Section

Requisition for Supplies and Equipment

Duty Station Country: ETHIOPIA      Type of Funds: UNIDO

Account Number: 144      Approvement Date: 12.01.90

Purchase Type: LOCAL

Estimated Price:      1400

Description:

<p>1 ibm compatible PC  1 printer  www</p>
--

### Delete a purchase

Deletes a marked purchase record.

### Clear all purchases

Deletes all purchases in the purchase data base. You might need this option at the end of the year.

### Print all purchases

This option will ask you the budget type to select. It prints all purchases of the budget type you entered ordered by countries.

### Select by country

This option will ask you for the budget type and the country. It will select one country.

### Print all by Budgets

This option will ask you for the budget type. It then prints all purchases ordered by budget lines.

### Select by Budgets

This option lets you select one Budget line. It will ask you for the budget type.

### Print by Location.

This option will ask you for the budget type. It then prints all budget by the location of purchase, LOCAL or HQTS.

### Exit

### Leave dBase

### Backup your purchase

Copy your purchase data base from the hard disk to diskette.

PPD/SMA/FIELD Representation and Co-ordination Section  
JPO Programme

JPO TRAVEL DATA BASE

How can you get into it?

Select dBase Applications from the Menu. Then select JPO Travel Plan.  
 Press the END or EXECUTE key.

Now you will get the following Menu:

DONORS	BUDGET	TRAVELS
Append country Change/Mark data Delete countries Print Country List Exit Perform a backup		

You can move from one Menu item to another with the cursor keys:  
 ->, <-.  
 You select by pressing ENTER.

This Data Base consists of three Records.

The Donor Country Record, The Budgetlines Record, The Travel Record.

THE DONOR COUNTRY RECORD

Records      Go To      Exit  
 PPD/SMA/FIELD Representation and Co\_ordination Section

JPO Travel: Country Code

Donor Country: BELGIUM

Account-No:TF/GLO/82/002

Funds per JPO: \$1500

Funds left per country:    1000.00

This record consists of:

- The Donor Country
- Account Number
- Funds per JPO (means yearly funds assigned for JPO-travel by the country)
- Funds left per country (funds assigned, but not spent from that country)

THE BUDGETLINES RECORD

Records      Go To      Exit  
PPD/SMA/FIELD Representation and Co-ordination Section

JPO Travel: Budget Lines

Family Name: GEBERT	Sponsor Nation: DENMARK
---------------------	-------------------------

Budget Line: 15-16

Duty Country: JAMAICA

Funds of this JPO:

\$8500.00

Contract Start: 05/03/87

Funds received for the

First Year: Y

Second Year: Y

Third Year: Y

JPOTRIP ||C:\...\jpotrav\JPOBUDGE ||Rec 1/44      ||File ||      ||      Caps

This Record consists of:

- The Family Name of the JPO
- The Sponsor Nation
- The Budget Line
- The Duty Country
- Funds of this JPO (are the funds assigned to the individual JPO over the years)
- Contract start
- Funds received for the First Year (enter y or n)  
the Second Year  
the Third Year

THE TRAVEL RECORD

Records      Go To      Exit

PPD/SMA/FIELD Representation and Co-ordination Section

JPO Travel: Trips Form

JPO Name: AALBORG
-------------------

Reason:                      Venue:

Date:      /   /   -   /   /

Obligated Costs: \$5739.00 Actual Costs:      \$0.00

Not Accounted:              \$0.00

JPOTRIP ||C:\...\jpotrav\JPOTRAV1 ||Rec 1/49

||File ||

||

Caps

This Record consists of:

- The JPO Name
- Reason
- Venue
- Date from-to (enter two dates)
- Obligated Costs
- Actual Costs
- Not Accounted

The DONORS Menu

looks like this:

DONORS

BUDGET

TRAVELS

Append country Change/Mark data Delete countries Print Country List Exit Perform a backup
--



### Append country

Select "Append country" to enter new countries in the JPO Programme. You will get a complete blank sheet. On the bottom you will see in the Rec which record number you are entering. You can move back and forth by pressing the Pg Up and Pg Dn key. You skip to the next field by pressing ENTER. If filled in a field completely dBase automatically advances to the next field. You also could use the cursor buttons.

### How to enter data to memo field?

You just position on the memo field and press Ctrl-Home. The color of the memo field will change to blue. Now enter the data. To finish the press Ctrl-End. The color of the field will change to green.

### Change/Mark data

Select this item to change some old records or to mark them for deletion. If you selected this item by pressing ENTER you will get the following screen:

Records      Go To      Exit  
PPD/SMA/FIELD Representation and Co\_ordination Section  
JPO Travel: Country Code

Donor Country: BELGIUM

Account-No:TF/GLO/82/002

Funds per JPO: \$1500

Funds left per country: 1000.00

JPOTRIP ||C:\...\jpotrav\COUNTCOD ||Rec 1/13      ||File ||      ||      Caps

On the top you will see pull down Menues, called "Records", "Go To" and "Exit".

On the bottom you will get an information line, with the name of the file and also Rec. In Rec you can see from the first number on which record you are positioned and from the second, how many of them are registered. So 1/115 would mean that you are positioned at record number 1 out of 115.

If you are positioned on the right one, then just move to the field you want to change and overtype.

If you are not, then you might go through by pressing the Pg Up-key. But this is boring, if you have a lot of records. In this case use the menu.

Use the menu by pressing the ALT-key and simultaneously the key of the starting letter of the menu to reach. So reach "Exit" by pressing Alt-E.

If you pull the menu down it looks like this:

Records:

Records	Go To	Exit
Undo change to record		
<hr/>		
Add new records		
Mark record for deletion		
Blank record		
Lock record		
Follow record to new position		

Go To:

Records	Go To	Exit
Top record		
Last record		
Record number		{0}
Skip		{10}
<hr/>		
Index key search		
Forward search		{}
Backward search		{}
Match capitalization		YES

Exit:

Records	Go To	Exit
Exit		
Transfer to Query Design		

The Records Menu:

Use it basically to "Undo changes to the record", if you changed a record erroneously, and to "Mark a record for deletion". You should mark a record if you want to delete it. Deleting a records requires (for safety reasons) two steps. Mark it first and then purge it out by

selecting "Delete candidates" from your dBase-Menu. If you mark a record you will see in the right corner a 'Del', this means you marked it. If you now pull down another time the Records menu, you should be able to unmark it with "Clear deletion mark". The description of the other options you will find in the dBase manual.

#### The Go To Menu:

Use this menu to position on the right record. With the first two options you can go to the first and last record. Select it and press ENTER.

With the next two you can go to a specific record number or skip over a specific number of records.

"Index key search" will only be activ if an index is defined, otherwise you can not select it. In the first case you will be asked for the value you are looking for. Please enter it. For example, if a data base has various records of the same family name and you want them to appear one after the other, there should be an index defined. Unless you entered them one after the other.

Nevertheless an index will cause that the system asks you everytime "File already exists! Overwrite?" Choose "Overwrite" in this case.

Forward and Backward Search will be the most important options of this menu. If you select it by pressing ENTER you are going to be asked to enter a value for the field you are positioned on. If you are positioned on "Family Name" enter the family name, if you are positioned on "Obligated Costs" enter a numeric value. dBase will position on the record with the value you entered. If you use this feature more then once it needs that you move the record pointer. So please use PgUp or PgDn in the meanwhile.

#### Exit

Use Alt-E to go back to the application menu of dBase.  
Do not use Transfer to query Design.

In the case of pull down menues you can select them by moving with the cursor keys and then press ENTER or just press the initial letter of the option. To go to the option Forward Search you might use the shortcut: "Alt-G" for the Go To-Menu and then press "F".

#### Delete countries

Use this menu to delete records you have already marked. Just press enter.

#### Print Country List

Prints a list of all donor countries.

#### Exit

Use this menu to leave the dBase applications.

## Perform a Backup

!!!!!! This is important !!!!!!!!!!!

If you changed or appended data please get your backup diskette to make an extra copy of your data base. If you don't do it and the system crashes or some other problem occurs, you might loose the work of weeks or month. So please take you that minute to backup.

Move the cursor right (->) to choose:

The BUDGET Menu

looks like this:

DONORS	BUDGET	TRAVELS
	<p>Append Budget Lines Change/Mark data Delete Budget Lines Print Budget Sheet Print single country Exit Perform a backup</p>	

All the features obey to the same rules as in the case of the donors menu, just applying to the budget record.  
There is one difference, you may select just one country for printing.

## The TRAVELS Menu

Looks like this:

DONORS	BUDGET	TRAVELS
		<ul style="list-style-type: none"><li>Append a trip</li><li>Change/Mark a trip</li><li>Delete a trip</li><li>Print complete Travelp.</li><li>Print short Travelplan</li><li>Select by Name</li><li>Select complete by Donor</li><li>Select short by Donor</li><li>Exit</li><li>Perform a backup</li></ul>

All the features work in the same way as the donors menu does.  
Just in the print selection is the difference:

- The short list is producing only a list with the sums, overriding the individual trips.
- You also may select by JPO and by Donor.

PPD/SMA/FIELD Representation and Co-ordination Section  
JPO Programme

JPO POST LIST DATA BASE

How can you get into it?

Select dBase Applications from the Menu. Then select JPO Post List.  
 Press the END or EXECUTE key.

Now you will get the following Menu:

UPDATE	REPORT
Append new JPO's Change/Mark items Delete JPO's Copy your changes Exit	

You can move from one Menu item to another with the cursor keys:  
 ->, <-.

You select by pressing ENTER.

This Data Base consists of one Record.

THE JPO POST LIST RECORD

Records      Go To      Exit  
    JPC POST LIST

Family Name: GEBERT	Name: PETER	Mi-N:	Nat: DENMARK
---------------------	-------------	-------	--------------

Sex: M	Grade: L2/1		
Sponsor-Nat: DENMARK	Index No: 99349    On Duty: Y		
Duty Station	Region:      Contract	Arrival	SLWOP
Country: JAMAICA	LA	From:      To:      at D/S:	
UCD-D/S: JAMAICA	03.05.87	14.06.90	15.06.87    32

First Perf. Report: 06/87-12/87    Second Perf. Report: 01/88-12/88

Notes:

3rd Performance Report Jan-Dec 1989
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This record consists o.

- Family name
- Name
- Middle-Name (enter only the initials, like A.M.)
- Nationality
- Sex (enter F or M)
- Grade (enter the UNIDO Grade, Like L2/1)
- Sponsor-Nationality
- Index number
- On Duty (enter Y or N)
- Duty Station Country
- Region
- Duty Station City
- Contract From
- Contract To
- Arrival at Duty Station
- SLWOP (Special Leave without Pay)
- First Performance Report
- Second Performance Report
- Notes (this is a memo field with the advantage that you  
may expand it as long as you need it)

The UPDATE Menu

looks like this:

UPDATE	REPORT
Append new JPO's Change/Mark items Delete JPO's Copy your changes Exit	

Append new JPO's

Select "Append new JPO's" to enter new JPO's. You will get a complete blank sheet. On the bottom you will see in the Rec which record number you are entering. You can move back and forth by pressing the Pg Up and Pg Dn key. You skip to the next field by pressing ENTER. If filled in a field completely dBase automatically advances to the next field. You also could use the cursor buttons.

How to enter data to memo field?

You just position on the memo field and press Ctrl-Home. The color of the memo field will change to blue. Now enter the data. To finish the press Ctrl-End. The color of the field will change to green.

Change/Mark items

Select this item to change some old records or to mark them for deletion.

If you selected this item by pressing ENTER you will get the following screen:

Records      Go To      Exit  
   JPO POST LIST

Family Name: GEBERT                      Name: PETER                      Mi-N:                      Nat: DENMARK

Sex: M                                      Grade: L2/1  
Sponsor-Nat: DENMARK                      Index No: 99349      On Duty: Y

Duty Station                      Region:                      Contract                      Arrival      SLWOP  
Country:                      JAMAICA                      LA                      From:                      To:                      at D/S:  
UCD-D/S:                      JAMAICA                                      03.05.87      14.06.90      15.06.87      32

First Perf. Report: 06/87-12/87      Second Perf. Report: 01/88-12/88

Notes:

3rd Performance Report Jan-Dec 1989

JPOLIST ||C:\...jpomann\JPOMANN      ||Rec 1/207                      ||File ||                      ||                      Caps

On the top you will see pull down Menues, called "Records", "Go To" and "Exit".

On the bottom you will get an information line, with the name of the file and also Rec. In Rec you can see from the first number on which record you are positioned and from the second, how many of them are registered. So 1/115 would mean that you are positioned at record number 1 out of 115.

If you are positioned on the right one, then just move to the field you want to change and overtype.

If you are not, then you might go through by pressing the Pg Up-key. But this is boring, if you have a lot of records. In this case use the menu.

Use the menu by pressing the ALT-key and simultaneously the key of the starting letter of the menu to reach. So reach "Exit" by pressing Alt-E.

If you pull the menu down it looks like this:



Records:

Records	Go To	Exit
Undo change to record		
Add new records		
Mark record for deletion		
Blank record		
Lock record		
Follow record to new position		

Go To:

Records	Go To	Exit
Top record		
Last record		
Record number		{0}
Skip		{10}
Index key search		
Forward search		{}
Backward search		{}
Match capitalization		YES

Exit:

Records	Go To	Exit
Exit		
Transfer to Query Design		

The Records Menu:

Use it basically to "Undo changes to the record", if you changed a record erroneously, and to "Mark a record for deletion". You should mark a record if you want to delete it. Deleting a records requires (for safety reasons) two steps. Mark it first and then purge it out by selecting "Delete candidates" from your dBase-Menu. If you mark a record you will see in the right corner a 'Del', this means you marked it. If you now pull down another time the Records menu, you should be able to unmark it with "Clear deletion mark". The description of the other options you will find in the dBase manual.

The Go To Menu:

Use this menu to position on the right record. With the first two options you can go to the first and last record. Select it and press ENTER. With the next two you can go to a specific record number or skip over a specific number of records.

"Index key search" will only be activ if an index is defined, otherwise you can not select it. In the first case you will be asked for the value you are looking for. Please enter it. For example, if a data base has various records of the same family name and you want them to appear one after the other, there should be an index defined. Unless you entered them one after the other.

Nevertheless an index will cause that the system asks you everytime "File already exists! Overwrite?" Choose "Overwrite" in this case.

Forward and Backward Search will be the most important options of this menu. If you select it by pressing ENTER you are going to be asked to enter a value for the field you are positioned on. If you are positioned on "Family Name" enter the family name, if you are positioned on "Obligated Costs" enter a numeric value. dBase will position on the record with the value you entered. If you use this feature more then once it needs that you move the record pointer. So please use PgUp or PgDn in the meanwhile.

#### Exit

Use Alt-E to go back to the application menu of dBase.  
Do not use Transfer to query Design.

In the case of pull down menus you can select them by moving with the cursor keys and then press ENTER or just press the initial letter of the option. To go to the option Forward Search you might use the shortcut: "Alt-G" for the Go To-Menu and then press "F".

#### Delete JPO's

Use this menu to delete records you have already marked. Just press enter.

#### Backup your changes

!!!!!! This is important !!!!!!!!!!!

If you changed or appended data please get your backup diskette to make an extra copy or your data base. If you don't do it and the system crashes or some other problem occurs, you might loose the work of weeks or month. So please take you that minute to backup.

#### Exit

Use this menu to leave the dBase applications.

Move the cursor right (->) to choose:

The REPORT Menu

looks like this:

UPDATE	REPORT
	Active JPO's by sponsor - short Active JPO's by sponsor - long Select one sponsor - activ short Select one sponsor - activ long Complete list by dutystation Select a single dutystation Complete list by sponsor - short Select one sponsor compl.-short JPO list by regions JPO list by sex Complete alfabetical list -short Exit

Select:

- "Active JPO's by sponsor - short" to obtain a short list of all active (ONDUTY="Y") JPO's ordered by sponsor and Contract Start.
- "Active JPO's by sponsor - long" to obtain a long list of all active JPO's ordered by sponsor and Contract Start.
- "Select one sponsor - active short", to select one sponsor from the above short list.
- "Select one sponsor - active short", to select one sponsor from the above long list.
- "Complete list by dutystation" to obtain a list ordered by dutystations of active and inactive JPO's.
- "Select a single dutystation" to obtain a list of active and inactive JPO's by a single dutystation.
- "Complete list by sponsor - short" to obtain a list of active and inactive JPO's ordered by sponsor.
- "Select one sponsor compl.- short" to obtain a list of active and inactive JPO's of a single sponsor.
- "JPO list by region" to obtain a list of the active JPO's ordered by geographical regions.
- "JPO list by sex" to obtain a list of active JPO's, ordered by the sex.
- "Complete Alfabetical list - short" to obtain a list of all JPO's in an alphabetical order.
- "Exit" to leave dBase.

PPD/SMA/FIELD Representation and Co-ordination Section

LOGGING SYSTEM DATA BASE

How can you get into it?

Select "dBase Applications" from the Menu. Then select "Logging". Press the END or EXECUTE key.

Now you getting the following Menu:

LOGGER	PRINT	NEWYEAR
Add log-ins Do log-outs Exit		

You can move from one Menu item to another with the cursor keys: ->, <-. You select by pressing ENTER.

This Data Base consists of one Record.

THE LOGGING RECORD

Layout Fields Words Go To Exit  
 [ .....▼.1.....▼.2.....▼.3.....▼.5.....▼.6.....▼.7.....▼..... ]

PPD\SMA\FIELD Representation and Co-ordination Section

LOGGING SYSTEM

Date received: DD.MM.YY

Date of Sender: Recipient: Type: Number:  
 corres:  
 DD.MM.YY XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX XXX 999999

Subject: XXXXXXXXXXXXXXXXXXXX' <XXXXXXXXX Action: XXXXXXXXXXXX

Deadline: DD.MM.YY

LOGOUT:

Sent to: XXXXXXXXXXXX Date Sent: DD.MM.YY

This record consists of:

Complete the fields down to the line in order to log-in:

- Date received
- Date of the correspondence
- Sender (Enter the senders name, if longer than 20 abbreviate)
- Recipient
- Type (Enter the type, use 3 digits)
- Number (enter the number, in case of telex only)
- Subject (enter a short description, 30 spaces)
- Action
- Deadline (enter only a date, if there is really a deadline.  
If you entered a date on this field you will get  
a warning on the days left to comply with)

---

Complete this fields to log-out:

- Sent to:
- Date Sent

The LOGGER Menu

looks like this:

LOGGER	PRINT	NEWYEAR
Add log-ins Do log-outs Exit Backup your logging		

Add log-ins

Select "Add log-ins" to enter new correspondence arrived. You will get a complete blank sheet. On the bottom you will see in the Rec which record number you are entering. You can move back and forth by pressing the Pg Up and Pg Dn key. You skip to the next field by pressing ENTER. If filled in a field completely dBase automatically advances to the next field. You also could use the cursor buttons.

How to enter data to memo field?

You just position on the memo field and press Ctrl-Home. The color of the memo field will change to blue. Now enter the data. To finish the press Ctrl-End. The color of the field will change to green.

Do log-outs

Select this item to change some old log-ins or to mark them for deletion.

To log-out just complete the field above the line. The system will recognize that the correspondence is logged-out.

If you selected this item by pressing ENTER you will get the following screen:

Select this menu to do logins and logouts

Records      Go To      Exit      6:02:04  
PPD\SMA\FIELD Representation and Co-ordination Section

LOGGING SYSTEM

Date received: 26.01.90

Date of	Sender:	Recipient:	Type:	Number:
corres:				
26.01.90	UNDEVPRO,BOLIVIA	VVM/SS/PICHL	F	86

Subject: 1990 UCD UCD BUDGET      Action:

Deadline: . .

LOGOUT:

Sent to:      Date Sent: . .

On the top you will see pull down Menues, called "Records", "Go To" and "Exit".

On the bottom you will get an information line, with the name of the file and also Rec. In Rec you can see from the first number on which record you are positioned and from the second, how many of them are registered. So 1/115 would mean that you are positioned at record number 1 out of 115.

If you are positioned on the right one, then just move to the field you want to change and overwrite.

If you are not, then you might go through by pressing the Pg Up-key. But this is boring, if you have a lot of records. In this case use the menu.

Use the menu by pressing the ALT-key and simultaneously the key of the starting letter of the menu to reach. So reach "Exit" by pressing Alt-E.

If you pull the menu down it looks like this:

Records:

Records	Go To	Exit
Undo change to record		
Add new records		
Mark record for deletion		
Blank record		
Lock record		
Follow record to new position		

Go To:

Records	Go To	Exit
Top record		
Last record		
Record number		{0}
Skip		{10}
Index key search		
Forward search		{}
Backward search		{}
Match capitalization		YES

Exit:

Records	Go To	Exit
Exit		
Transfer to Query Design		

The Records Menu:

Use it basically to "Undo changes to the record", if you changed a record erroneously, and to "Mark a record for deletion". You should mark a record if you want to delete it. Deleting a records requires (for safety reasons) two steps. Mark it first and then purge it out by selecting "Delete candidates" from your dBase-Menu. If you mark a record you will see in the right corner a 'Del', this means you marked it. If you now pull down another time the Records menu, you should be able to unmark it with "Clear deletion mark". The description of the other options you will find in the dBase manual.

The Go To Menu:

Use this menu to position on the right record. With the first two options you can go to the first and last record. Select it and press ENTER. With the next two you can go to a specific record number or skip over a specific number of records.

"Index key search" will only be activ if an index is defined, otherwise you can not select it. In the first case you will be asked for the value you are looking for. Please enter it. For example, if a data base has various records of the same family name and you want them to appear one after the other, there should be an index defined. Unless you entered them one after the other.

Nevertheless an index will cause that the system asks you everytime "File already exists! Overwrite?" Choose "Overwrite" in this case.

Forward and Backward Search will be the most important options of this menu. If you select it by pressing ENTER you are going to be asked to enter a value for the field you are positioned on. If you are positioned on "Family Name" enter the family name, if ycu are positioned on "Obligated Costs" enter a numeric value. dBase will position on the record with the value you entered. If you use this feature more then once it needs that you move the record pointer. So please use PgUp or PgDn in the meanwhile.

#### Exit

Use Alt-E to go back to the application menu of dBase.  
Do not use Transfer to query Design.

In the case of pull down menues you can select them by moving with the cursor keys and then press ENTER or just press the initial letter of the option. To go to the option Forward Search you might use the shortcut: "Alt-G" for the Go To-Menu and then press "F".

#### Exit (LOGGER)

Use this menu to leave the dBase applications.

Backup your changes

!!!!!! This is important !!!!!!!!!!!!!

If you changed or appended data please get your backup diskette to make an extra copy or your data base. If you don't do it and the system crashes or some other problem occurs, you might loose the work of weeks or month. So please take you that minute to backup.

Move the cursor right (->) to choose:



## The PRINT Menu

looks like this:

LOGGER	PRINT	NEWYEAR
	Print the warnings Print all Print a day Exit	

Select "Print the warnings" to obtain all list of all correspondence where you assigned a deadline and are not logged-out.  
 Select "Print all" to obtain a list of all your correspondence. Use it with care, because the list might be long.  
 Select "Print a day" to obtain a list of all the correspondence of a certain day. The system will ask you to enter the day you wish to print.

Move the cursor right to choose

The NEWYEAR Menu:

LOGGER	PRINT	NEWYEAR
		Copy your diskette Delete your logging Exit

You should use this menu each year by the second of January. What you are going to do with it is you are going to delete all records on your hard disk.

First you should use your diskette you use all the year long, insert it into the drive, go to the LOGGER-Menu and select Backup your logging. Once you have done that, leave the diskette in the drive, go to NEWYEAR-Menu and select "Copy your diskette". The system will copy your old diskette to a new one. So it will say "Insert the SOURCE diskette in drive A:", as it is already in, you just press enter. Now it will say "Insert TARGET disk in drive A:", so you take out the diskette and put in a completely new one and press enter. It will say "Formatting while copying" and after a while it will say again "Insert the SOURCE diskette in drive A:". Now enter again your old disk until it says "Insert the Target diskette in drive A:" again, do it and wait until it

say again "Insert you SOURCE diskette", now press Ctrl-C. You have copied your diskette now.

Take the old diskette and keep it for historical reasons.

Now you can execute "Delete your logging". It will delete every record older than 60 days or two month.

From now on you should use the new diskette to do your daily or weekly backups.

PPD/SMA/FIELD Representation and Co-ordination Section

THE UCD TRAVEL DATA BASE

How can you get into it?

Select dBase Applications from the Menu. Then select UCD Travel Plan.  
Press the END or EXECUTE key.

Now you getting the following Menu:

UPDATE

REPORT

NEWYEAR

Add a trip  
Change/Mark a trip  
Delete marked trips  
Add a Dutystation  
Change/Mark a D/S  
Delete marked D/S  
Copy your changes  
Exit

You can move from one Menu item to another with the cursor keys:  
->, <-.  
You select by pressing ENTER.

This Data Base consists of two Records.

THE DUTYSTATION RECORD

Records      Go To      Exit

Name: H.      OLIVER  
Duty Station: ABIDJAN

Coverage:

IVC, GUI, BKF, MLI

This Record consists of the basic information on the Dutystation, it consists of:

- Name of UCD (enter it abbreviated, like J.M.)
- Family Name of UCD
- Coverage (please enter the 3-digit UN-Code for the country, start with the Dutystation- country and then add the other ones, separated by commas)

THE TRAVEL RECORD

Select this menu to change or delete data

Records      Go To      Exit

Family Name: PAGANI

Quarter: I

Destination	Code:	From:	To:
Country:			
UGA	KEN/TP/90/I/1	28.01.90	04.02.90

Estimated	Obligated	Reported
Costs:	Costs:	Costs:
\$1700.00	\$1700.00	\$0.00

Purpose:

Join progr/mission

TRIP      ||C:\dbase\uttravel\TRAVEL ||Rec 1/13      ||File ||      ||

This record consists of:

- Family name of UCD
- Quarter (enter the quarter in roman)
- Destination Country (enter the 3-digit UN-Code)
- Code
- From: (enter the date of the travel start )
- To (enter the date of the end of the travel)
- Estimated Costs
- Obligated Costs
- Reported Costs
- Purpose (this is a memo field!)

## The UPDATE Menu

looks like this:

UPDATE	REPORT	NEWYEAR
Add a trip Change/Mark a trip Delete marked trips Add a Dutystation Change/Mark a D/S Delete marked D/S Copy your changes Exit		

## Add a trip

Select "Add a trip" to enter new trips. You will get a complete blank sheet. On the bottom you will see in the Rec which record number you are entering. You can move back and forth by pressing the Pg Up and Pg Dn key. You skip to the next field by pressing ENTER. If filled in a field completely dBase automatically advances to the next field. You also could use the cursor buttons.

How to enter data to memo field?

You just position on the memo field and press Ctrl-Home. The color of the memo field will change to blue. Now enter the data. To finish the press Ctrl-End. The color of the field will change to green.

## Change/Mark a trip

Select this item to change some old records or to mark them for deletion.

If you selected this item by pressing ENTER you will get the following screen:

Records      Go To      Exit

Family Name: PAGANI

Quarter: I

Destination	Code:	From:	To:
Country:			
UGA	KEN/TP/90/I/1	28.01.90	04.02.90

Estimated	Obligated	Reported
Costs:	Costs:	Costs:
\$1700.00	\$1700.00	\$0.00

Purpose:

Join progr/mission

On the top you will see pull down Menues, called "Records", "Go To" and "Exit".

On the bottom you will get an information line, with the name of the file and also Rec. In Rec you can see from the first number on which record you are positioned and from the second, how many of them are registered. So 1/115 would mean that you are positioned at record number 1 out of 115.

If you are positioned on the right one, then just move to the field you want to change and overtype.

If you are not, then you might go through by pressing the Pg Up-key. But this is boring, if you have a lot of records. In this case use the menu.

Use the menu by pressing the ALT-key and simultaneously the key of the starting letter of the menu to reach. So reach "Exit" by pressing Alt-E.

If you pull the menu down it looks like this:

Records:

Records      Go To      Exit

Undo change to record
Add new records
Mark record for deletion
Blank record
Lock record
Follow record to new position

Go To:

Records      Go To      Exit

Top record	
Last record	
Record number	{0}
Skip	{10}
Index key search	
Forward search	{}
Backward search	{}
Match capitalization	YES

Exit:

Records      Go To      Exit

Exit
Transfer to Query Design

### The Records Menu:

Use it basically to "Undo changes to the record", if you changed a record erroneously, and to "Mark a record for deletion". You should mark a record if you want to delete it. Deleting a records requires (for safety reasons) two steps. Mark it first and then purge it out by selecting "Delete candidates" from your dBase-Menu. If you mark a record you will see in the right corner a 'Del', this means you marked it. If you now pull down another time the Records menu, you should be able to unmark it with "Clear deletion mark". The description of the other options you will find in the dBase manual.

### The Go To Menu:

Use this menu to position on the right record. With the first two options you can go to the first and last record. Select it and press ENTER.

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### Exit

Use Alt-E to go back to the application menu of dBase.

Do not use Transfer to query Design.

In the case of pull down menus you can select them by moving with the cursor keys and then press ENTER or just press the initial letter of the option. To go to the option Forward Search you might use the shortcut: "Alt-G" for the Go To-Menu and then press "F".

### Delete marked trips

Use this menu to delete records you have already marked. Just press enter.

Add a Dutystation -	obey to the same rules as the travel record but just for the Dutystation
Change/Mark a D/S	

Delete marked D/S -

Backup your changes

!!!!!! This is important !!!!!!!!!!!!!

If you changed or appended data please get your backup diskette to make an extra copy of your data base. If you don't do it and the system crashes or some other problem occurs, you might lose the work of weeks or month. So please take you that minute to backup.

Exit

Use this menu to leave the dBase applications.

Move the cursor right (->) to choose:

The REPORT Menu

looks like this:

UPDATE	REPORT	NEWYEAR
	Print all UCD-Travel Print Summary Report Print a single UCD Exit	

Select "Print all UCD-Travel" to obtain all list of all travels and the dutystations in the data base.  
 Select "List the summary report" to obtain a summary at one sheet of all UCD's calculated by the programm.  
 Select "Print a single UCD" to obtain a sheet with the travels of one UCD. The system will ask you to enter the family name.  
 Select "Exit" to leave dbase.

The NEWYEAR Menu

Use this menu only if you finished the year and a printout of all the trips and the summary was made. You will start now a new financial year



and should clear all the data of the travel data base. The duty station data base is not affected.

UPDATE	REPORT	NEWYEAR
--------	--------	---------

Change MOD and Year  
Delete all Trips  
Exit

Select "Delete all Trips" and press enter.

Next select "Change MOD and Year". This menu leads you to screen called Report Generator, which looks like this:

Layout	Fields	Bands	Words	Go To	Print	Exit
0.....	[1.....	2.....	3.....	4.....	5.....	6.....7.....
Page	Header	Band				

MOD 18-0-01601

PPD/SMA/FIELD Representation and Co-ordination

UCD INTERNATIONAL TRAVEL PLAN 1990

Report Group 1	Intro	Band				
	Intro	Band				
	UCD:	XXXX XXXXXXXXXXXXXXXX	D/S:	XXXXXXXXXXXXXXXXXX		
			Coverage:	XX		
	CTRY:	CODE:	FROM:	TO:	ESTIMATED:	OBLIGATED: REPOR
Group 2	Intro	Band				
	XXXXXXXXXXXX					
Detail		Band				
	XXX	XXXXXXXXXXXXXXXXXX	DD.MM.YY-DD.MM.YY	9999999.99	9999999.99	999
Group 2	Summary	Band				
Report	C:\...travel\ALLREPOR		Band 1/9	View:TRAVEL1		Ins
	Add field:F5	Select:F6	Move:F7	Copy:F8	Size:Shift-F7	

All you have to do is move the cursor to the field of MOD number, overwrite it with the number of the new year. Now move the cursor to the year-field in the line "UCD INTERNATIONAL TRAVEL PLAN 1990" overwrite 1990 with the new year. Everything is done. Now simply Select the pull down menu "Exit" with Alt-E. Select "Save and Exit", press enter. From now on your sheets will carry the new MOD-number and the new year.