

**MANAGEMENT INFORMATION SYSTEM (MIS)
USER MANUAL**

**DLAM 4745.40 VOL. VI
Revision Date: December 10, 2001**

MIS INQUIRIES

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UM-I-45.DOC

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Background: After you have entered **MIS**, the screen below will appear.

LEAD	Site: MISP	DISTRIBUTION STANDARD SYSTEM	Work: SP	
13:22:05		LEAD MENU		04SEP2001

31 MIS INQUIRIES				
14 ADMINISTRATIVE SUPPORT				

-----F1=PREVIOUS MENU----F3=EXIT DSS----F6=CHANGE SITE-----				
Link to => XX				

The cursor will be positioned at the **LINK TO** field.

IN . . . field	ENTER . . .
LINK TO	Enter the two position numeric Option 31 or 14. Note: <i>You may not have access to Option 14, ADMINISTRATIVE SUPPORT</i>

Press **[ENTER]**.

Depending on your choice, control will pass to the next procedure. You may continue other **MIS INQUIRIES** by going to the **MIS WEB** button selection for the other options or continue to the next page.

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If you do not make a selection at the **LINK TO** field, you may use the "F" (Function) keys.

- Pressing [F1] will return control to the **Site Selection Menu** screen.
- Pressing [F2] will return an error message. (*See ERROR MESSAGES*)
- Pressing [F3] will exit **DSS**.
- Pressing [F6] will place the cursor at the **SITE** field. (*See ERROR MESSAGES*)

NOTE: If you press any other "F" key not listed above the system will not respond.

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Option 31, **MIS INQUIRIES**, has been selected.

Results: The following screen will appear, as illustrated.

```

MIS0          Site: MISP   DISTRIBUTION STANDARD SYSTEM   Work: SP
10:13:47                               MIS INQUIRIES                               04SEP2001
-----
01 GLOSSARY STATISTICS      21 MIS CONTENT MAINT
02 ENTER MANUAL COUNTS     22 MIS FACILITY MAINT
03 VIEW AWC COUNTS         23 MIS OWNER MAINT
04 VIEW ERROR COUNTS       24 MIS SERVICE MAINT
05 CORRECT MIS ERRORS      25 MIS INTERNAL MGT
06 MAINTAIN LOCATIONS      26 MIS TRNSMN ERRORS
07 MAINTAIN WORK CENTERS   27 MIS AUDIT REQUEST
08 MAINTAIN DODAACS        28 MIS VIEW AUDIT REQUEST
09 VIEW STATUS             29 MIS CUST GROUP MAINT

11 GLOBAL CHANGE PSN/SCC   31 MIS PROJECT CD MAINT
12 GLOBAL CHANGE WRK CTR  32 MIS BILL CHARGES MAINT
13 MAINTAIN USERS
14 MAINTAIN MENU/SITE
15 VIEW BILLING CHARGES
-----

-----F1=PREVIOUS MENU----F3=EXIT DSS----F6=CHANGE SITE-----

Link to => XX

```

The cursor will be positioned at the **LINK TO** field.

IN . . . field	ENTER . . .
SITE	This is a <i>unique</i> field used in the DSS only.
WORK	This is a <i>unique</i> field used in the DSS only.
LINK TO	Enter a two position numeric associated with the inquiry you wish to make.

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If you do not make a selection at the **LINK TO** field, you may use the “F” (Function) keys.

- Pressing [F1] will return control to screen **LEAD Lead Menu..**
- Pressing [F2] will return an error message. (*See* **ERROR MESSAGES**)
- Pressing [F3] will exit **DSS**.
- Pressing [F6] will place the cursor at the **SITE** field. (*See* **ERROR MESSAGES**)

NOTE: If you press any other “F” key not listed above the system will not respond.

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ERROR MESSAGES

MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
LINK NOT FOUND	An incorrect menu selection was entered.	Enter a listed menu selection found on screen MIS0 .
INVALID SITE ID	You have pressed the [F6], key and entered a different SITE and/or WORK code in the field.	The [F6], key is used only in the DSS . Changing the SITE field will “hang-up” the menu selection. Insure that the field SITE has MISP and the field WORK has SP . Press ENTER and the cursor will go to the LINK TO field.
QUICK LINK PROGRAM NOT FOUND	You pressed the [F2], key.	Enter a listed menu selection found on screen MIS0 into the LINK TO field.