

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

**DLAM 4745.40, VOL. VI  
Revision Date: February 7, 2002**

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**VIEW STATUS**

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UM-I-VS-100.DOC  
**VIEW STATUS**

**Background:** This is the selection screen that may be used by **MIS** users to view receipt and disposition of data transmissions from the individual sites to the **MIS Central Site** process and to view the status of hardcopy reports produced by the **MIS** as directed by Headquarters. Updates and/or corrections to data transmissions will be updated and/or corrected by the **MIS CDA** only. Each subscriber to **MIS** is encouraged to view each process daily.

```

MIS9      Site: MISP  DISTRIBUTION STANDARD SYSTEM  Work: SP
09:19:02                                VIEW STATUS                                07FEB2002
-----
50 VIEW DATA TRNSMN/POST
51 VIEW REPORT STATUS
52 VIEW COUNTS ABN-WT/NLC
53 VIEW ABN-WT-NLC INFO

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

After selection 09 from the **MIS INQUIRIES (MIS0)** screen has been made the above screen **VIEW STATUS (MIS9)**, will appear and the cursor will be positioned at the **LINK TO** field.

<b>IN . . . field</b>	<b>ENTER . . .</b>
<b>LINK TO</b>	Enter the two position numeric Option 50. <b>Note:</b> <i>Option 51, is for DDC purposes only.</i>

Press [ENTER].

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Depending on your choice, control will pass to the next procedure. You may continue to review the other **VIEW STATUS** options in the **MIS USERS MANUAL** by going to the **MIS WEB** button selection menu.

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 **MIS INQUIRIES (MIS0)**.
- 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.

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

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

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## ERROR MESSAGES

MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
<b>LINK NOT FOUND</b>	An incorrect menu selection was entered.	Enter a listed menu selection found on screen <b>MIS9</b> .
<b>INVALID SITE ID</b>	You have pressed the [F6], key and entered a different <b>SITE</b> and/or <b>WORK</b> code in the field.	The [F6], key is used only in the <b>DSS</b> . Changing the <b>SITE</b> field will “hang-up” the menu selection. Insure that the field <b>SITE</b> has <b>MISP</b> and the field <b>WORK</b> has <b>SP</b> . Press <b>ENTER</b> and the cursor will go to the <b>LINK TO</b> field.
<b>QUICK LINK PROGRAM NOT FOUND</b>	You pressed the [F2], key.	Enter a listed menu selection found on screen <b>MIS0</b> into the <b>LINK TO</b> field.