
REPORTMAP DATA ENTRY

INTRODUCTION

ReportMAP is a multi-applications software library designed to be used in conjunction with the PressureMAP software on the MAP computer. It consists of several software utilities, each directed toward increasing cable pressurization management efficiency. A complete ReportMAP library includes the following software programs: Dispatcher, Dispatch Report Formatting, Monthly Reports, and Pin Selector.

At this time, only three of these programs are available: Dispatcher, Dispatch Report Formatting, and Pin Selector. Dispatcher is a utility which automatically issues Dispatch Reports to maintenance centers prior to making work assignments. Dispatch Report Formatting, as the name implies, makes it possible for you to customize the content of the reports distributed by the Dispatcher Program. Pin Selector is a specialized utility that facilitates the operation of System Studies 289H LSS and the WECO E2A Remote Terminal equipment. (A brief introduction for Pin Selector is included in this section. For Pin Selector Access Number assignment and release instructions, please refer to Section 4 of the *MAP System Operations Manual*.) The remaining programs are currently under development and may be available in upcoming versions of the MAP software.

DISPATCHER

Dispatcher is a MAP software utility that distributes PressureMAP dispatch reports directly to field maintenance offices or other specified locations called Report Centers. Each center is set up to receive reports describing dispatch information for one or more offices monitored by PressureMAP. These reports are routinely distributed in the early morning hours. In addition, specific reports may be sent at any time during the day at the user's request.

The Dispatch Reports contain information in the standard PressureMAP format for Dispatch Priorities and Task Dispatching Information. As such, they include:

- a prioritized list of pressurization problems
- device readings for each problem device
- information about all devices associated with each problem
- a probable cause for each leak accompanied by strategic leak locating procedures

The Device Status Report can also be sent to Report Centers via Dispatcher. This report lists key information for devices in an office, including recent device readings and alarm status.

Dispatcher distributes the daily reports early in the morning after PressureMAP has compiled Dispatch Priorities for all offices. Reports are distributed to computer terminals, printers, and FAX machines located at each Report Center. These printers, FAX machines, and terminals are generally connected via telephone lines, but alternatively, a printer may be attached to the MAP system computer. If desired, it is also possible to direct the reports to a specific e-mail address. Report Centers are kept on a list referred to as the Dispatcher database. Each item in the database identifies a center, its phone number and data communication parameters, as well as the offices associated with the center. The Dispatcher database is established and maintained with the ReportMAP Dispatcher Data Entry program.

DATA ENTRY

This section focuses on the Dispatcher database and the Data Entry program. It describes the information kept in the database, and outlines the procedures to add, delete, and modify report centers in the database. For information on the Dispatch Priorities and Detailed Task Reports distributed by Dispatcher, consult Section 4 of the *MAP System Operations Manual*. The Device Status Report is described in Section 2 of the manual.

The Dispatcher Database

The Dispatcher database contains information about all of the Report Centers accessed by the MAP System. Up to 72 Report Centers may be listed in this database. Each Report Center entry contains the name of the center, the phone number, related communications parameters, a list of offices associated with the center, and other information pertinent to the distribution of Dispatch Reports. The following items or "fields" are associated with each Report Center entry:

Center Name

Each Report Center is identified by a unique name. The **Center name** must contain a minimum of 2 characters, up to a maximum of 20. Note that blank spaces, as well as the characters "+", "-", and "." may NOT be used in a center name.

Baudrate

This is the communications baudrate used to access the remote printer terminal. Acceptable baudrates are 110, 300, 1200, 2400, 4800, 9600, and 19200. No baudrate is used for delivery sites specified as **PRINTER** or **MAIL**.

Phone Number

The **Phone number** field specifies the telephone number that corresponds directly to the Report Center's printer, which must be set up in advance to automatically answer the telephone and receive data. The phone number to reach the printer terminal may contain a maximum of 30 characters and must include all of the necessary dialing prefixes and area codes.

To insert pauses into the dialing sequence, the phone number may include one or more commas. A pause may also be inserted by using the letter **W**. Each comma inserts a 2-second pause in the transmission of the phone number, while a **W** causes a wait for dial tone, a useful feature when the outgoing line is part of a Centrex system. The following example illustrates the use of pauses in a phone number field:

Phone number: 9W1,,1234567890

Here, the **W** causes a wait for dial tone, while the two commas insert a combined 4-second pause.

A **P** in the phone number indicates that subsequent digits should be pulse dialed, while a **T** indicates tone dialing. A phone number may be specified as one long string of numbers, but parentheses, hyphens, and blank spaces are accepted in the phone number field if necessary to improve readability.

The **Phone Number** field can also specify a network printer as a Dispatch Report delivery site. Entering just the word **PRINTER** establishes the printer attached to the MAP computer as the Dispatch Report delivery site. If the system has multiple printers configured in System Administration, enter the word **PRINTER** followed by the printer name to direct the Dispatch Report(s) to a specified Report Center printer. The available printers are displayed in spreadsheet selection mode when you enter a ? in this field.

To enable the MAP System to use a FAX machine as the Report Center, the prefix *FAX* must be entered in the phone number field just before the telephone number of the destination fax machine, as shown in the following example:

Phone number: FAX9W456-7890

When the Report Center is an e-mail address, the prefix *MAIL* must be entered first in the phone number field, followed by a valid e-mail address, as shown in the example below:

Phone number: MAILcsleeper@airtalk.com

Modem Site

This field selects which Digi PortServer II serial port concentrator is used by PressureMAP to send Dispatch Reports to the Report Center. The name must be eight characters or less.

Note that this field only appears on the screen during data entry if your PressureMAP system has at least one Digi PortServer II configured in Network Administration. Toggling the data field, using the > or < keys, will display the valid **Modem Site** entries.

Reports

This field selects which reports are to be sent to the Report Center: "DISPRIO()" for the Dispatch Priorities Report, and/or "DEVSTAT()" for the Device Status Report. The value entered within the parentheses indicates the Priority Level cutoff for each report, as described below. When more than one report selector is entered for a Report Center, the selectors are separated by a space. For each office associated with the Report Center in Dispatcher, the reports will appear in the order specified in this field.

If no reports are to be delivered to the center, you may enter *NONE*. This is useful to temporarily disable a Report Center without deleting it from the list.

The Priority Level value entered pertains to all offices associated with the Report Center. It may have one of the following six values:

- **** (four star level)
- *** (three star level)
- ** (two star level)
- * (one star level)
- R (routine level - Dispatch Priorities Report only)
- None (no priority level)

For the Dispatch Report the Priority Level determines which Dispatch Priorities will be accompanied by Task Dispatching Information. For example, if the Priority Level is "****", all Dispatch Priority conditions ranked with three *or more* stars, including an aged three-star (--*), will be accompanied by Task Dispatching Information. A Priority Level of "R" (the routine level) specifies that Dispatch Priority conditions ranked with "R" or with one or more stars will be accompanied by Task Dispatching Information. Note that "R" is the lowest cutoff level; with this designation, Task Dispatching Information will be provided for all dispatch conditions in the Dispatch Report. A Priority Level of "None" specifies that no Task Dispatching Information be sent.

DATA ENTRY

For the Device Status Report the Priority Level determines the lowest level of dispatches that will be flagged with stars in the report. For example, if you enter (***) , the only devices that will have a displayed status value are those with an alarm status of ****, *** or -***. The “R” cutoff level does not apply to the Device Status Report. Entering () for the Priority Level (“None”) specifies that there is no cutoff level; all devices will display their alarm status (if any).

For more specific information about Dispatch Priorities, Priority Levels, Task Dispatching Information (the Detailed Task Report) and the Device Status Report, consult Section 2 of the *MAP System Operations Manual*.

Report Sent

This field indicates if a dispatch report has been sent to the Dispatch Center. At midnight, the MAP software automatically resets this field to NO. After the dispatch data for the PressureMAP offices listed in the **Offices** data field has been sent, the MAP software checks for a data carrier signal. If it is still present, the connection to the center is considered to be active and the report data is considered to be correctly transferred to the center. The software sets the **Report Sent** field to YES, and then disconnects from the Dispatch Center.

Remarks

The **Remarks** field may contain any notation about the center, up to 70 characters in length.

Offices

This field lists the MAP System offices whose Dispatch Priorities (and Task Dispatching Information) and/or Device Status Report should be sent to the Report Center. Note that reports will appear in the order that offices are associated with the center.

ReportMAP allows up to 73 PressureMAP offices to be listed for each Report Center—either 72 offices plus the System office, or 73 “regular” offices. Note that if there are 73 or more offices in the system, entering **ALL** will assign the first 73 offices in the system’s office list to the center.

Accessing Dispatcher Data Entry

Report Center entries are established and modified with the Dispatcher Data Entry Program. The following procedure describes how to access the functions of Data Entry. Subsequent sections outline procedures to add, modify, and delete Report Center entries.

The instructions below begin at the Systems Options Menu. Your login may enter the MAP System at another menu level. If your normal login begins at the System Options Menu, start at step 1. If your login begins at the MAP Data Entry Menu, start with step 2. If you do not have access to the System Options Menu or MAP Data Entry Menu, you may not access Dispatcher Data Entry.

```
System Options                                MAP Series XX.XX.XX
01/02/2005 08:43                            System Studies Incorporated
-----
System Options
-----
 1. Select MAP Program
 2. Select MAP Data Entry
 3. System Administration
 4. Language Selection
 Q. Quit

Choice?
```

SCREEN 11-1: SYSTEM OPTIONS MENU

Procedure:

- 1) From the System Options Menu (SCREEN 11-1) choose option **2**, Select MAP Data Entry, followed by **<Return>**. You should see the MAP Data Entry Menu, shown in SCREEN 11-2.

Note: If you login at the System Options Menu, but don't make a selection within the default timeout period, the system will automatically select option 1, Select MAP Program. If this happens and you are at the MAP Programs Menu, enter **Q**, Quit, followed by **<Return>** to go back to the System Options Menu.

```
MAP Data Entry                                MAP Series XX.XX.XX
01/02/2005 08:44                            System Studies Incorporated
-----
MAP Data Entry
-----
 1. PressureMAP Data Entry
 2. ReportMAP Data Entry
 3. CableMAP Data Entry
 4. AlarmMAP Data Entry
 5. DryerMAP Data Entry
 6. Special Data Entry
 Q. Quit

Choice?
```

SCREEN 11-2: MAP DATA ENTRY MENU

- 2) At the MAP Data Entry Menu, select option **2**, ReportMAP Data Entry, followed by **<Return>**. The ReportMAP Data Entry Menu will be displayed.

```
ReportMAP Data Entry                                ReportMAP XX.XX.XX
01/02/2005 08:45                                System Studies Incorporated
-----
ReportMAP Data Entry
-----
1. Dispatcher Data Entry
2. Monthly Report Data Entry
3. Dispatch Report Formatting
Q. Quit
Choice?
```

SCREEN 11-3: REPORTMAP DATA ENTRY MENU

- 3) From the ReportMAP Data Entry Menu (SCREEN 11-3), select option *I*, Dispatcher Data Entry, followed by <*Return*>. The Dispatcher Data Entry Screen (SCREEN 11-4) will be displayed.

```
Report Centers: A[dd a new center], I[nfo about a center], D[elete a center],
                Q[uit]
Choose an option:
-----
                Centers
                -----
                A. PRINTER                C. APTOS
                B. FLAT RIVER            D. WEST SIDE
-----
ReportMAP XX.XX.XX
```

SCREEN 11-4: DISPATCHER DATA ENTRY SCREEN

The Dispatcher Data Entry Screen is the starting point for the data entry functions to add, modify, and delete Report Center entries. Your screen will resemble SCREEN 11-4, but have a different list of Report Centers, or possibly no centers at all.

Adding a Report Center

This section explains how to add a Report Center to the Dispatcher database. Data is entered onto a computer screen which is organized much like a paper form. This form has blank spaces for each item of information kept in the database. Each blank space is called a field, and is labeled on the screen.

Report Centers are entered into the database with the Center Information Screen (SCREEN 11-5). The data to be entered in each field is discussed in the preceding Dispatcher Database section. Before adding a new center, review the information. Gather together all the pertinent data about the Report Center. Write down

any specific information not easily remembered like the phone number, baudrate, etc. This will simplify the data entry process.

Procedure:

- 1) At the Dispatcher Data Entry Screen (SCREEN 11-4), type **A** to “Add a new center,” followed by **<Return>**. You will be prompted on the fourth line of the screen with:

Name of Center to add?

- 2) Enter the name of the new center, followed by **<Return>**. The Center Information Screen (SCREEN 11-5) will be displayed. Notice that the cursor is positioned in the **Baudrate** data field, and the center name that you entered is placed in the **Center name** field. Also, the program prompts you to select one of the baudrates listed.

```

Info about APTOS: Keypad Field Control, <Esc> finish screen,
                  <Return> next field, <Ctrl B> back one field, <Backsp> delete char
-----
Baudrate must be 110, 300, 1200, 2400, 4800, 9600, or 19200.
-----
Center name:      APTOS                               Baudrate:      9600
Phone number:
Reports: DISPRIO(**)                                Modem Site:
Remarks:                                               Report sent: NO
Offices:
-----
                                                    ReportMAP XX.XX.XX
    
```

SCREEN 11-5: CENTER INFORMATION SCREEN

- 3) In the **Baudrate** field, enter the appropriate baudrate for the new Report Center’s modem. The standard default value is 1200, and the FAX default baudrate value is 9600. The default value may be accepted by merely pressing **<Return>**.

If you are designating your PressureMAP system printer or a network printer as the Report Center, or if you are establishing a connection to the Report Center via e-mail, it is not necessary to designate a baudrate. Hit **<Return>** to advance to the **Phone number** field.

Note the general behavior of **<Ctrl B>** and **<Return>** as you navigate through the data fields. If, at any point, the cursor is not at the desired field, you can simultaneously press the **<Ctrl>** and **** keys to back up through the fields of the form to the correct position. Using the left and right arrow keys also gives you this capability, while entering **<Return>** advances you forward one field at a time.

- 4) In the **Phone number** field, enter the center's phone number followed by **<Return>**. Please note that there are several editing options that can be entered here to qualify either the type of report that will be distributed, the type of equipment used to receive the report, or the method of distribution. These options are described below:

Printer Designation

If you want to establish the printer attached to the MAP computer as the Dispatch Report delivery site, type **PRINTER** in this field and press **<Return>**.

If the system has multiple printers configured in System Administration, enter the word **PRINTER** followed by a space and then the printer name followed by **<Return>** to direct the Dispatch Report(s) to a specified network printer. To view the available printers, enter a **?** and they will be displayed in spreadsheet selection mode (described in the Preface). Use the up and down keys to move to the desired printer and press **<Return>**.

E-mail Distribution

If you have a network connection established, enter the word **MAIL** followed by a space and then the name of the user (up to 55 characters in length) followed by **<Return>** in the **Phone number** data field to set up the center to receive dispatches via e-mail. The user name **MUST** be entered **EXACTLY** the same as the name the LAN mail (email) system uses (i.e., upper and lower case letters can be used to enter this name). You should be able to obtain a list of mail users and their aliases from your e-mail System Administrator.

The following examples illustrate the information that needs to be entered in the **Phone number** data field. For a user named Richard Buse who has an alias of rickbuse and receives his mail via the server BELLNET that has been set up via the Network Administration function of MAP System Administration, you would enter **MAIL rickbuse**. To send reports to an e-mail address outside the local network, you need to include the domain name—for example, **MAIL user@anywhere.com**.

Fax Machine

If the report center is a FAX machine, the word **FAX** must precede the destination fax machine's telephone number in the **Phone number** field. This prefix enables the MAP System to use the correct transfer protocol for a FAX machine. Enter **FAX**, the appropriate phone number, and **<Return>**.

Special Report Center

Another special entry made to the **Phone number** data field will allow the Report Center to receive special types of reports via Remote Asynchronous Protocol (RAP) and a Perl script mechanism. This type of Report Center **MUST** be set up in cooperation with System Studies' Technical Support Personnel.

In this application the prefix **RAP** must first be entered in the Phone number field before listing the telephone number of the center's modem. The **Remarks** data field is then used to list the name of the Perl script and other required software arguments.

- 5) The **Modem Site** field only appears if your PressureMAP system has at least one Digi PortServer II configured in Network Administration. It selects which PortServer will be used by PressureMAP to send Dispatch Reports to the Report Center. Toggling the data field, using

the > or < keys, will display the valid **Modem Site** entries. When the desired entry is displayed, press <**Return**> to accept.

- 6) At the **Reports** field, enter the report name and its priority level cutoff, followed by <**Return**>. If you are selecting more than one report to be sent, enter a <**Space**> between the report selections. The report selector names are as follows:
- Dispatch Report: DISPRIO or DP
 - Device Status Report: DEVSTAT or DS

The priority levels are described earlier in this section (in “The Dispatcher Database”). They are: ****, ***, **, *, R (for Routine - used for DISPRIO only), or N (for None). Entering a report without designating a priority level selects a report without cutoff levels. The starred priority levels can also be entered as a number, with or without parentheses—for example, 4 instead of ****. If you wanted to select the Dispatch Report with a three-star cutoff level, you could either enter “DISPRIO(***)”, or abbreviate it as “DP(3)” or “DP3”.

If no reports are to be sent to the center, enter **NONE** followed by <**Return**>.

Once the input has been accepted, the report selection is displayed in its “normal” representation on the screen. Any abbreviations are translated, and parentheses are displayed.

- 7) The next field on the screen is **Report sent**. By default, the setting is NO. The entry in this field is automatically change to YES by the MAP software when dispatches have been correctly transferred to the center (refer to explanation in the preceding Dispatcher Database sub-section).
- 8) The next data field you may wish to edit is **Remarks**. Enter any notes or comments you wish to associate with this Report Center followed by <**Return**>. A maximum of 70 characters is allowed, but you may also leave this field blank, if desired.
- 9) At the **Offices** field, you will be entering in a list of PressureMAP System offices. For each entry you may enter an office number or an office name. Office numbers will be translated into their appropriate office names and redisplayed on the screen.

Enter the office number or name followed by <**Return**>. Alternately, you may specify **ALL** in the first office position, followed by a <**Return**> to automatically enter all offices. The screen will be rewritten, and the names of all the offices in the system will appear.

After each office entry, the cursor moves to the blank space at the end of the line ready to accept another office. Enter another number or name followed by <**Return**>, or just hit <**Return**> to finish the data entry process.

To clear an incorrect entry, enter <**Spacebar**> <**Return**>. If you cannot remember the numbers or names of the offices entered in the system, enter ? <**Return**> to list all the MAP System offices. If a name or number cannot be associated with any of the existing offices in

DATA ENTRY

the system, a "?" will appear along with a message at the bottom of the screen indicating **Unknown Office Name**.

- 10) At this point the screen form is complete (similar to SCREEN 11-6), and you will see the following prompt on the fourth line of the screen:

Correct? Y[es], N[o], T[hrow away changes]

```
Info about APTOS: Keypad Field Control, <Esc> finish screen,
                  <Return> next field, <Backsp> delete char, <Ctrl B> back one field

Correct? (Y(es), N(o), T(hrow away entry)
-----
Center name:      APTOS                      Baudrate:      2400
Phone number:    662-1911                   Modem Site:    LOCAL
Reports: DISPRIO(**) DEVSTAT(**)          Report sent:   NO
Remarks: HEAD MAINTENANCE CENTER

Offices:
NORTH-WEST1    EASTERN-CO    RAINBOW      SYDNEY       WESTLAND     WESTLAKE
WESTSIDE      REDBIRDMAIN  S-REDBIRD    W-REDBIRD    E-REDBIRD    EAST-MAIN
SYSTEM

-----
ReportMAP XX.XX.XX
```

SCREEN 11-6: COMPLETED CENTER INFORMATION SCREEN

Review the information on the screen. If all the information is correct, enter **Y** followed by **<Return>**. Data entry is complete for the center, and you should see the main Dispatcher Data Entry Screen (SCREEN 11-4) again.

If the information is incorrect, enter **N** followed by **<Return>**. Advance to the field with the incorrect data by hitting **<Return>** or one of the arrow keys until the cursor is in the appropriate position. Enter the correct information and hit the **<Esc>** key. The **<Esc>** key terminates data entry on the screen without having to advance through all fields to the end. You will be prompted again with:

Correct? Y[es], N[o], T[hrow away changes]

Enter **Y** followed by **<Return>** to accept the entry.

If you decide you don't want to enter the center, or that it is easier to start over than to correct the existing information, you can discard the entry by selecting **T** for "Throw away" followed by **<Return>**. After discarding the entry, you will be back at the main Dispatcher Data Entry Screen (SCREEN 11-4).

Modifying a Report Center

From time to time it is necessary to modify or correct the Report Center information. The following procedure outlines how to change center information, and begins from the Dispatcher Data Entry Screen. If you are uncertain about what values you can enter onto the form, review the sub-section titled, "The Dispatcher Database," presented earlier.

Procedure:

- 1) At the Dispatcher Data Entry Screen (SCREEN 11-4), type **I** for "Info About a Center," followed by **<Return>**. On the fourth line of the screen, you will be prompted:

Information for which center?

- 2) At this prompt, enter the name or letter of the Report Center you wish to modify, followed by **<Return>**. A screen of Center Information will be displayed (similar to SCREEN 11-7, but with data specific to your center).

```

Info about APTOS: Keypad Field Control, <Esc> finish screen,
                  <Return> next field, <Ctrl B> back one field, <Backsp> delete char

Change center information? (Y(es), N(o))
-----
Center name:      APTOS                      Baudrate:      2400
Phone number:    662-1911                   Modem Site:    LOCAL
Reports:         DISPRIO(**) DEVSTAT(**)    Report sent:   YES
Remarks:        HEAD MAINTENANCE CENTER
Offices:
NORTH-WEST1     EASTERN-CO   RAINBOW       SYDNEY        WESTLAND      WESTLAKE
WESTSIDE        REDBIRDMAIN S-REDBIRD     W-REDBIRD     E-REDBIRD     EAST-MAIN
SYSTEM
-----
ReportMAP  XX.XX.XX
    
```

SCREEN 11-7: CENTER INFORMATION SCREEN

- 3) At the Center Information Screen you will see the following prompt near the top of the screen:

Change center information? Y[es], N[o]

Enter **Y** followed by **<Return>** to modify the center information. If you do not want to change any of the information, enter **N** and press **<Return>** to return to the Dispatch Data Entry Screen.

- 4) The cursor should be positioned at the **Baudrate** field. Enter the desired baudrate (from the list of baudrates displayed on the menu status line) followed by **<Return>**, or press **<Return>** to preserve the existing value.
- 5) The cursor will advance to the **Phone number** field. Make any required changes and following your entry with **<Return>**, or hit **<Return>** to accept the current value.
- 6) The **Modem Site** field only appears if your PressureMAP system has at least one Digi PortServer II configured in Network Administration. It selects which PortServer will be used by PressureMAP to send Dispatch Reports to the Report Center. Toggling the data field, using the **>** or **<** keys, will display the valid **Modem Site** entries. When the desired entry is displayed, press **<Return>** to accept.

DATA ENTRY

- 7) At the **Reports** field, enter the report selector(s) with priority level cutoff followed by a **<Return>**, or just **<Return>** to keep the existing level.

If you wish to temporarily disable a Report Center from receiving reports, enter **NONE** and **<Return>**. To start receiving reports again, re-enter the report selection information.

- 8) If you wish to manually send the selected report(s) to the center, the **Report sent** field needs to be set to **NO**. To do this, enter the word **NO**, followed by a **<Return>**.
- 9) At the **Remarks** field, you may enter a new notation followed by **<Return>**, or hit **<Return>** to accept the remarks as displayed.
- 10) At the **Offices** field, you can modify the existing list of offices. For each office in the list you may preserve the existing name, remove the name, or replace it with a new office.

For each office, enter **<Return>** to preserve the existing office, enter **<Spacebar> <Return>** to remove the office name, or enter a new name followed by **<Return>** to replace the existing name. If a particular name cannot be associated with any of the existing offices in the system, a "?" will appear along with a message at the bottom of the screen indicating "Unknown office(s) specified."

If you wish to add one or more offices, enter the new name plus **<Return>** in the blank space at the end of the line. Alternately, you may specify **ALL** in the first office position, followed by a **<Return>** to automatically re-enter all offices. The screen will be rewritten; the names for all offices in the system will appear after **Offices**.

When you have finished modifying and entering offices, press **<Return>**.

- 11) At this point, the modifications are complete and the following question will appear near the top of the form:

Correct? Y[es], N[o], T[hrow away changes]

Review the information for accuracy. If the data is correct, enter **Y <Return>** to accept the entry and return to the Dispatcher Data Entry Screen.

If the data is incorrect, type **N** followed by **<Return>**. Advance the cursor to the appropriate field by pressing **<Return>**, and enter the correct information followed by **<Esc>**. The **<Esc>** key gives a shortcut to end screen entry without advancing through all fields. You will again be asked if the information is correct.

Correct? Y[es], N[o], T[hrow away changes]

Answer **Y** and press **<Return>** to return to the Dispatcher Data Entry Screen.

If you want to reject the changes made to the entry, enter *T* and press **<Return>** to discard the entry. This will preserve the previous values, and return to the Dispatcher Data Entry Screen.

Deleting a Report Center

Occasionally, it is necessary to remove a Report Center from the Dispatcher database. The following procedure outlines how to delete a Report Center.

Procedure:

- 1) At the Dispatcher Data Entry Screen (SCREEN 11-4), type *D* for "Delete a center" followed by **<Return>**. You will be prompted on the fourth line of the screen with:

Delete which center?

- 2) At this prompt, enter the name or letter of the center to be deleted from the system followed by **<Return>**. You will be prompted with the following verification:

Are you sure you want to delete "CENTER NAME"? Y[es], N[o]

- 3) At this verification, enter *Y* plus **<Return>** to delete the office, or *N* followed by **<Return>** if you are not sure you want to remove it from the system. The Dispatcher Data Entry Screen will be redisplayed.

DISPATCH REPORT FORMATTING

Dispatch Report Formatting is a MAP software utility that allows the customization of the PressureMAP Dispatch Reports distributed to field maintenance offices or other specified locations called Report Centers. The Dispatch Reports are initially set up to contain information in the standard PressureMAP format for Dispatch Priorities and Task Dispatching Information. Dispatch Report Formatting allows the standard report to be customized by only including the report information that is useful to the user of each PressureMAP system.

When a report format is customized, **ALL** Report Centers and Alarm Centers in the MAP System will receive their reports with the modified format. If you wish to view the complete report, enter the keyword **LONG** while at the PressureMAP Task Dispatch prompt of the PressureMAP Menu. If you wish to view the formatted report, enter the keyword **SHORT** from the menu prompt.

The following report information may be included or excluded for each Dispatch Report:

- Dispatch Header
- Dispatch Description
- Any Associated Cable Activities
- Dispatch Procedure
- Device Information
- CPAMS Information
- Office and Field Associations
- Device Remarks Field
- Device Comments
- Device Cable Readings
- Device Reading Lines

DATA ENTRY

- Associated Devices
- Leak Locating Chart
- Related System Alarms

Accessing Dispatch Report Formatting

The following procedure describes how to access the functions of Dispatch Report Formatting. Subsequent sections outline the procedures to modify the Dispatch Report output.

The instructions below begin at the Systems Options Menu. Your login may enter the MAP System at another menu level. If your normal login begins at the System Options Menu, start at step 1. If your login begins at the MAP Data Entry Menu, start with step 2. If you do not have access to the System Options Menu or MAP Data Entry Menu, you may not access Dispatch Report Formatting.

Procedure:

- 1) From the System Options Menu, choose option **2**, Select MAP Data Entry, followed by **<Return>**. You should see the MAP Data Entry Menu.
- 2) At the MAP Data Entry Menu, select option **2**, ReportMAP Data Entry, followed by **<Return>**. The ReportMAP Data Entry Menu, shown in SCREEN 11-8, will be displayed.

```
ReportMAP Data Entry                                ReportMAP XX.XX.XX
01/02/2005 08:45                                System Studies Incorporated
-----
ReportMAP Data Entry
-----
 1. Dispatcher Data Entry
 2. Monthly Report Data Entry
 3. Dispatch Report Formatting
  Q. Quit
Choice?
```

SCREEN 11-8: REPORTMAP DATA ENTRY MENU

- 3) From the ReportMAP Data Entry Menu, select option **3**, Dispatch Report Formatting, followed by **<Return>**, to reach the Dispatch Format Screen (SCREEN 11-9), which is discussed below.

Dispatch Report Format Screen

The Dispatch Format Screen consists of three separate sections. The top two rows of the screen display the Dispatch Format Menu. This menu lists the various editor functions available when creating and editing the Dispatch Report Format database. Below the menu display is the program status line. Below the Dispatch Format Menu and accompanying status line is the Dispatch Report Format database. This portion of the screen lists the status of each Dispatch Report Format Option. When accessing the Dispatch Format Screen for the first time (as in SCREEN 11-9), all options will be set to ON.

```

Dispatch Format:Keypad Field Control,<Esc> end screen,<Ctrl L> redraw screen
                <Return> next field, <Backsp> delete char, <Ctrl B> previous field

Change Dispatch Format Information? Y[es], N[o]
-----
Dispatch Header:      ON          Device Remarks:      ON
Dispatch Description: ON          Device Reading Lines: ON
Cable Activities:    ON          Device Comments:     ON
Dispatch Procedure:  ON          Device Cable Readings: ON
Device Information:  ON          Associated Devices:   ON
CPAMS Information:   ON          Leak Locating Chart: ON
Office/Field Assoc:  ON          Related System Alarms: ON
-----
                                           ReportMAP  XX.XX.XX
    
```

SCREEN 11-9: DISPATCH FORMAT SCREEN

Using the Editor Function Keys, you may move about the data record as needed to edit any field. TABLE 11-1 gives a brief explanation of the most widely used function keys. However, a complete description of these keys is given in the Preface located in Section 1 of this manual.

KEY	DESCRIPTION
<Return>	Completes a keyboard entry.
<CTRL B>	Moves the cursor back one data field.
<Backspace>	Moves the cursor back one screen position, erasing the character that occupied that position.
<CTRL L>	Redraws the data entry screen.
<ESC>	Exits the current data entry screen.

TABLE 11-1: MOST WIDELY USED FUNCTION KEYS


```

Task Dispatch Procedure #3

Probable Cause: Leak Close to Flow Device, Construction
Intervention, Pair Trouble.
Procedure: Use Worksheets B or C to Determine Area of Search /
Locate Trouble / Check the Cable Pair.
    
```

SCREEN 11-13: DISPATCH PROCEDURE

Device Information

Device Information, shown in SCREEN 11-14, contains the device number, access number, device type, address, location number, pipe, and sheath numbers. This information will vary depending on device type.

```

Device #: 10AB      Access #: P -001   Type: MF  Range: 100. S-M: 0.0
Address: MH 29A NW 29TH STREET      Loc: 105  Pipe: PPA   OAU: 0.0
Sheath(s): 05
    
```

SCREEN 11-14: DEVICE INFORMATION

CPAMS Information

CPAMS Information, shown in SCREEN 11-15, is CPAMS-dependent. Information in this section of the report could include cable, pair, sort key, plat number, stickmap number, module, Unit number, line number, input number, threshold, TP or type code, CKT or circuit number, priority, and level.

```

Cable:      14   Prim Pair:   103   Sec Pair:      Sort Key: NWPA
Plat #:     B-29 Stickmap:    3   Unit #:       Line #:    6
Module:     DED  Input #:     3   Threshold:    2
    
```

SCREEN 11-15: CPAMS INFORMATION

Office/Field Association

This section of the report, shown in SCREEN 11-16, contains the Latitude and Longitude as well as the office/field associations and distances for the given device.

```

Latitude:  N30+15.456   Longitude:  E130+25.789

Office 1 Loc:   10      Distance 1 (kft):  4.0   Field 1 Loc:   25
Office 2 Loc:      10      Distance 2 (kft):      21   Field 2 Loc:   21
    
```

SCREEN 11-16: OFFICE/FIELD ASSOCIATIONS

Device Remarks

This is the data field that the PressureMAP Data Entry allows for a two line remark concerning the device. An example of this section is shown in SCREEN 11-17.

DATA ENTRY

```
Remarks: FEED BY REMOTE TANK AT POLE A26
```

SCREEN 11-17: DEVICE REMARKS

Device Reading Lines

This section of the report, shown in SCREEN 11-18, contains the actual readings of the dispatch device.

Reading	Curr	Last	Tdy	-1	-2	-3	-4	-5	-6	Wk-1	Wk-2	Wk-3	Wk-4
-----	1.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	4.9	5.0	5.1	5.1

SCREEN 11-18: DEVICE READINGS

Device Comments

Device Comments are the comments entered in the extended Comments Screen. The last eight, two line comments will appear in this section of the report, as shown in SCREEN 11-19.

```
12/21/04 21:21  INSTALLED THE FLOW FINDERS. NOW I SHOULD FIND THE LEAK.
11/20/04 08:34  THIS CABLE IS ALWAYS LEAKING. MORE SOAP! MORE SOAP!
11/12/04 21:09  I HAD TO WORK LATE, THE CREW IS BUSY LAYING PIPE ALL EVENING.
11/11/04 09:23  FOUND A BIG MESS THIS MORNING. GROUND HOGS ATE THRU A CABLE
NEAR THE CO.
```

SCREEN 11-19: DEVICE COMMENTS

Device Cable Readings

This section of the report, shown in SCREEN 11-20 on the following page, consists of six sets of manual cable readings for each sheath entered in the primary device screen, up to a maximum of 15 sheaths. Each set of readings contains a date-stamp and a manual flow reading. The **Manifold/PSI** reading at the top of the display applies to all of the cable readings.

Manifold/PSI:	7.0					
	11/21/04	11/11/04	11/10/04	11/09/04	11/07/04	11/05/04
01	4.3	4.0	4.3	4.0	4.3	
03						
07						
48						
13	4.3	4.0				
42						
47						

SCREEN 11-20: CABLE READINGS

Associated Devices

If the immediate devices on either side of the alarmed device have changed as a result of the alarm condition, Specific Device Information will also be provided for those devices affected by the dispatch condition. An example of this section is shown in SCREEN 11-21.

```

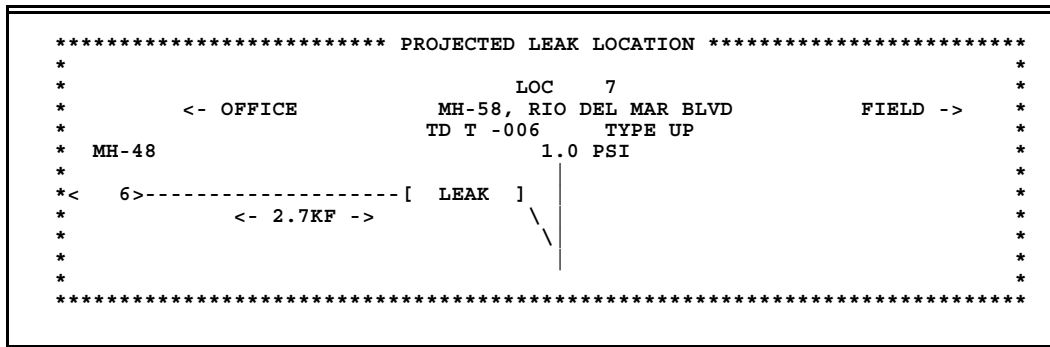
=====
ASSOCIATED DEVICES TOWARD THE OFFICE
=====
Device #: T -010                Type: MF Range: 20.0 OAU: 4.0
Address: MH-48                  Loc: 6 Pipe: B
Sheath(s): 05 07

Reading  Curr Last Tdy  -1  -2  -3  -4  -5  -6  Wk-1 Wk-2 Wk-3 Wk-4
-----
          5.0  3.5  3.5  3.5  3.5  3.5  3.5  3.5  3.5  3.5  3.5  3.5  3.5
    
```

SCREEN 11-21: ASSOCIATED DEVICES

Leak Locating Chart

This chart, shown in SCREEN 11-22, is a schematic drawing of the leak's approximate location. Included on the leak schematic is the following information: device number, device location, device type, pressure or flow reading, distance between associated devices and the alarmed device, office and field directions, approximate leak location relative to associated devices.



SCREEN 11-22: LEAK LOCATING CHART

Related System Alarms

Beginning with PressureMAP Version 27, any System Alarms that pertain to a specific office are also included in the Dispatch Report. These dispatches are displayed directly below the office dispatches, as shown in SCREEN 11-23 on the following page. Like the other Dispatch Report display options, you have the ability to prevent System Related Alarms from appearing on the Dispatch Report if desired.

DATA ENTRY

```
Dispatch Priorities for which office? 1

Dispatch Priorities (Day 297)
10/23/2008 14:57
PressureMAP XX.XX.XX
System Studies Incorporated
-----

1. SCRUZ7
-----

Task #   Device #   Condition
-----
297076C   T -010   UG Cable PTD dropped 6.0 psi in < 24 hr
ALRM
2970121   T -112   Manifold/meter flow gained 8.0 scfh in < 24 hr
ALRM ACKN
297019F   T -044   Manifold flow gained 7.9 scfh in < 24 hr
2970615   T -126   Aerial Cable PSI TD lost 3.0 psi in < 24 hr
2971557   T -030   Underground PSI TD is at error (OPEN) in 48 hrs

Level
-----
****
ACKN
****
MNTC
****
ALRM
**
CONS
**
CONS

System Alarms for SCRUZ7
-----

Task #   Error #   Condition
-----
2970089   375   Can't connect to socket (SCRUZ7)

Level
-----
****
```

SCREEN 11-23: RELATED SYSTEM ALARMS

Modifying a Dispatch Report

The following steps will help you modify a Dispatch Report to fit your particular needs.

Procedure:

- 1) On the fourth line of the Report Format Screen you will see the prompt:

Change Dispatch Format Information? Y(es), N(o)

- 2) At this prompt, enter **Y** followed by **<Return>** to modify the report information. If you do not want to change any of the information, enter **N** and press **<Return>** to return to the ReportMAP Data Entry Screen.

If you enter **Y** to change any of the display options, the cursor will initially be positioned in the **ON** field opposite **Dispatch Header**. To change a default display value, press **<Return>** to highlight the desired item, and type **off**. Once all the changes for the data fields have been completed, press **<Esc>** to return to the status line. When you return to the status line, ReportMAP will issue the message:

Correct? Y(es), N(o), T(hrow away changes)

This message is asking you to double-check the data you have entered. If you decide that the data is correct after looking it over carefully, then enter **Y** to confirm the entry.

- 3) Return to the status line and press **Y** to save the information. Complete the entry by pressing **<Return>**.

If the data you have input is not correct, answer the **Correct?** message with **N**. This response will indicate to ReportMAP that you are not satisfied with the Report Format Screen, and that you need to edit some of the information entered. If you press **N** and **<Return>**, the cursor will be returned to the first field, where you can use the Editor Function Keys to move to the desired data field and make corrections to the data entered. Again, once you have finished with the data record, return to the status line **Correct?** by pressing **<Esc>**, or press **<Return>** from the last data field.

If the record you have entered contains several errors, it may be best to start over with a clean slate. If this is the case, then answer the **Correct?** prompt with a **T**, followed by **<Return>**. From here, you may re-enter the data from scratch.

QUIT ReportMAP DATA ENTRY

The last item on the ReportMAP Data Entry Options Menu is the Quit ReportMAP Data Entry option. This menu option, when selected, will exit the Data Entry Menu and close the ReportMAP database files.

Procedure:

- 1) To exit the ReportMAP Data Entry Options Menu, select **Q**, the last menu option. Follow your selection with **<Return>**.

When the Quit option is selected, you will be returned to the MAP Data Entry Menu. If you have completed your session with the MAP System of software, then follow the procedures below to correctly logout of the system.

- 2) From the MAP Data Entry Menu, select Item **Q** to access the System Options Menu.
- 3) Exit from the System Options Menu by selecting Item **Q** (Quit).

PIN SELECTOR

Pin Selector is a utility used with offices monitored by either the System Studies 289 LSS or the WECO E2A Remote Terminals. Both of these monitoring systems are different in design and function from most other monitoring systems. Most other systems are equipped with memory and computing power. They generate reports and track device information including which device access numbers are in use and which are available. The System Studies 289 LSS and WECO E2A Remote Terminal are entirely dependent upon the MAP System to collect reading measurements and interpret them into reports, as well as track used and available device access numbers.

Pin Selector is the component of the MAP System that tracks device access numbers for both the 289H LSS and E2A Remote Terminals. It automates the process of tracking, assigning, and reserving access numbers. This utility is currently available for only the 289H LSS and the E2A monitoring equipment.

General Information

Pin Selector does not have its own database, but keeps track of access numbers by using and manipulating the PressureMAP history file database. This database contains information about access numbers in use, devices with "NONE" as an access number, those dedicated (reserved) for future use, and those available for assignment. This database is also updated by PressureMAP Data Entry which marks access numbers

DATA ENTRY

"used" or "available" as devices are added or removed from an office. An access number is considered "used" when it is assigned to an existing device. A dedicated (or reserved) access number is one allocated for future device placements or test devices unmonitored by the MAP System. A dedicated access number is not assigned to any existing device. All other access numbers are considered "available."

Pin Selector provides functions to print logs about the current status of access numbers in the database. Log functions can list all access numbers, those in use, those dedicated for future use, or those still available. Functions are also provided to dedicate numbers, and to release dedicated numbers. Because device types differ between the 289H LSS and E2A monitor types, each monitor type has its own unique Pin Selector menu and instructions.

Complete instructions for accessing the Pin Selector software program is located in Section 4 of the *MAP System Operations Manual*.