ISD NEWS AND VIEWS

A PUBLICATION OF THE INFORMATION CENTER BUREAU

INFORMATION SERVICES DIVISION

MONTANA DEPARTMENT OF ADMINISTRATION

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THIS ISSUE CONTAINS:

TERM CONTRACT INFORMATION
MICROCOMPUTER TUTORIAL AVAILABLE
MEGACALC RELEASE 4.0
CLASS SCHEDULE
PLUS NEW CLASSES AVAILABLE
TABLE OF CONTENTS

MICROCOMPUTER:
TERM CONTRACT UPDATE ........................................... 1
IBM PC DOS 2.0 TRAINING AVAILABLE ......................... 1
WordPerfect .......................................................... 1

MAINFRAME:
6670 ...................................................................... 2
POLICY UPDATE ...................................................... 2
DATASET AUTHORIZATION ......................................... 2
MEGACALC RELEASE 4.0 ........................................... 2
TRAINING NOTES ................................................... 5
SAS JCL AND OS DATASET HANDLING ....................... 5
TSO SESSIONS ....................................................... 6
JCL SESSIONS ....................................................... 6
GENERAL ............................................................. 6
TAPE UPDATE ........................................................ 6
LOST OUTPUT ........................................................ 7

GENERAL NEWS:
IBM SOFTWARE CATALOG ......................................... 7
NEW FACES .......................................................... 7
PROMOTION ......................................................... 7
NEWS AND VIEWS ARTICLES WANTED ..................... 8

TRAINING SCHEDULE: ............................................... 9

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MICROCOMPUTER SECTION

Term Contract Update

The following is a partial list of corrections and additions to the term contracts. A complete addendum will be published in December.

Corrections:

- Page 16, Printer Option 2
  Unit number should be 5182 and purchase price should be $1452.50.

- Page 18, Printers
  Unit 5182 MDL/FC (001) price should be $1396.50 and MDL/FC (5612) price should be $38.50.

Additions: The following items have been added to IBM's price list on page 17 thru page 19.

<table>
<thead>
<tr>
<th>Unit</th>
<th>MDL/FC</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>5175</td>
<td>001</td>
<td>Professional Graphics Display</td>
<td>$906.50</td>
</tr>
<tr>
<td>1501</td>
<td></td>
<td>Professional Graphics Controller</td>
<td>$2096.50</td>
</tr>
<tr>
<td>5154</td>
<td>001</td>
<td>Enhanced Color Display</td>
<td>$594.30</td>
</tr>
</tbody>
</table>

IBM PC DOS 2.0 Training Available

A tutorial on IBM PC DOS 2.0 is available for check-out from the Information Center (444-2973). This tutorial is appropriate for any PC DOS or MS DOS user. These tutorial diskettes include:

- DOS (Disk Operating System) Concepts and Structure
- Preparing and Copying Diskettes
- Using Disk Files and File Operation
- Using Tree-Structured Directories
- Using the Fixed Disk System
- Managing Printing Operations
- Advanced DOS Commands and Batch Files

WordPerfect

After reviewing several microcomputer word processing packages, the Information Center has decided to support WordPerfect. WordPerfect can be purchased
from the Information Center for $335.00. Agencies who purchase WordPerfect from the Information Center will receive the following support:

- Purchase Support -- The Information Center will stock WordPerfect.
- Installation Support -- Installation of WordPerfect is included in the purchase price.
- Consulting Support -- Questions and problem solving will be provided by the Information Center free of charge.
- Training Support -- The Information Center will provide training classes.

MAINFRAME SECTION

6670

Information Services Division has acquired a second 6670 for approximately three months. One 6670 will run RJE (Remote Job Entry) and the other one will run TEXT 24 hours a day. If one 6670 breaks down, we will be able to run both RJE and TEXT on the other machine.

If your RJE output is over 500 pages, please hold your output and call the TEXT Unit (444-2860).

Policy Update

Jobs submitted in the hold queue are released at the same time night batch jobs are released unless scheduled with Production Services (444-2860). These jobs are released at 5:30 p.m.

Dataset Authorization

Please call Frances Greene (444-2889) before authorizing datasets larger than 200 tracks.

MEGACALC Release 4.0

The latest release of MEGACALC has several enhancements, the usual new signon screen, and a few miscellaneous corrections which require us to unlearn the old way and learn a new way of doing things.

First, the new signon screen. The release 4.0 version presents the row, column, dataset, etc. information in slightly different format. In addition, Jeff Bredeson has written a routine to give an intermediate selection menu which allows you to examine MEGACALC news, check a list of region sizes, or get into the program.
The enhancements are covered in the new release information. Call the Information Center for a copy (444-2973). Worth noting are:

- Command entry without using PF2.

  Use the cursor control keys to get to the command line and enter your command. As the system seems to be hitting peak load quite often lately, every time you can avoid an interactive keystroke it helps.

- New Blank commands.

  Now there is a command to blank numeric values only, leaving formulas intact. Also, cells containing formulas may be blanked, subject to confirmation.

- Print operations.

  A print menu command (PMENU) displays a menu which allows you to set page sizes, print a row/column border, and have titles printed on each page.

  A page break indicator is available which may be inserted at any row of your spreadsheet. It will not print but will cause successive output lines to start on a new page. The indicator is *PAGE*, which must be entered all in uppercase, start at the left edge of column A, and be entered as a label (use PFK5).

- Dataset handling.

  Several things have occurred here:

  - Dataset directory.

    Issuing a LOAD or save command without a dataset name presents a directory of all datasets which start with your USERID. (USERID is not shown however.) You must then put an * in front of the one whose member list you wish to see. If you use LOAD (*), the members of your default PDS (from the MEGACALC parameter menu) will be listed.

  - New load and save commands.

    Instead of the cryptic "SL" and "SS" commands (which may still be used), "LOAD" and "SAVE" are used.

    "TEXT" and "NUMERIC" options on the LOAD command allow loading external data into MEGACALC spreadsheets.

    With the TEXT option, it is possible to load text from an OS sequential file or member of a PDS directly. The command LOAD 'YOUR.DATASET(MEMBER)' TEXT will take the records from the member and load them into a MEGACALC spreadsheet. Each record will become a label starting in column A, with each record going to a separate row. Thus, record one text will become a label in cell A1, record two a label in A2 and so on. The TO option will allow you to choose which column the labels start in.

    The NUMERIC option allows you to load numeric values into a spreadsheet. If an OS dataset contains numeric data fields separated by spaces, the command LOAD 'YOUR.DATASET' NUMERIC creates a spreadsheet as follows:
1. Each record from the OS dataset becomes a row in the spreadsheet.

2. Each numeric field (delimited by blanks) is assigned to a new column within the row.

**TEXT example:**

An OS dataset called CX9999.TSOLIB.DATA(FOURLINE) contains these records:

FIRST LINE OF TEXT
SECOND LINE OF TEXT
THIRD LINE OF TEXT
FOURTH LINE OF TEXT

The command SL 'CX9999.TSOLIB.DATA(FOURLINE)' TEXT will load the spreadsheet:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>FIRST LINE OF TEXT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>SECOND LINE OF TEXT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>THIRD LINE OF TEXT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>FOURTH LINE OF TEXT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>(the remainder of the spreadsheet will be blank)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Numeric example:**

An OS dataset called CX9999.TSOLIB.DATA(FIVENUMS) contains these records:

111 2222 33333 44444 55
66666 77777 8 99 100000
121212 232323 49494 86868 4
22 44 66 88 333

The command SL 'CX9999.TSOLIB.DATA(FIVENUMS)' TO(B2.F5) NUMERIC will load the spreadsheet:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>111</td>
<td>2222</td>
<td>33333</td>
<td>44444</td>
<td>55</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>66666</td>
<td>77777</td>
<td>8</td>
<td>99</td>
<td>100000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>121212</td>
<td>232323</td>
<td>49494</td>
<td>86868</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>22</td>
<td>44</td>
<td>66</td>
<td>88</td>
<td>333</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>(the remainder of the spreadsheet will be blank)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your dataset is laid out with a description column on the left and several columns of numbers in the remainder of the record, you will have to use two load commands in MEGACALC. You will also have to split your dataset into two pieces.

This sequence may be used for datasets which will fit into a TSO region:

1. Sign on to TSO with a region size large enough for the spreadsheet your dataset will create and enter SPF.

2. Make two copies of your dataset in the TSO library.
3. Use the shift commands to strip off the numeric data in dataset one, leaving only the alphabetic description column.

Note: A description of the shift commands may be found in the SPF tutorial (PFL1), if you are unfamiliar with them.

4. Use the shift commands to shift the description column left (in dataset2), leaving the numeric fields.

5. Exit SPF and enter MEGACALC.

6. Using the TEXT option on the load command, load the dataset containing the description column.

7. Using the TO and NUMERIC options on the load command, load the dataset containing the numeric data into column B (or farther right if you wish to leave extra blank columns between the description and the numeric data.)

8. Adjust column A width to accommodate the label.

9. Save the spreadsheet.

Training Notes

The Information Center is offering a series of short seminars on various productivity tools on the computer. There will be no charge for them and they will, in most cases, be limited to one hour in length.

SAS JCL and OS Dataset Handling

This seminar will be open to anyone who attended the SAS class or who have learned SAS on their own and wish to learn more about the job control language statements on our system, and how to get data into SAS from existing files, and how to create new external (SAS and non-SAS).

Topics:
- ISD's SAS procedure JCL
- Overriding JCL statements in the SAS procedure
- INFILE and FILE statements
- INPUT and PUT statements
- JCL for the IBM 6670 laser printer
- OCL for the 6670

(Note: At publication time, this class has already been held; it will be offered again on demand or every six months.)
TSO sessions

This series of lessons will cover in detail some of the special productivity features of TSO/SPF and SDSF. Topics will include:

- SDSF
- Tabs
- Shift and bounds commands
- Text entry mode
- Line commands (move, copy, repeat)
- Catalog inquiry and management
- Move and copy utility
- Pattern Entry Assist

JCL Sessions

- Job classes
- Output classes and output routing
  Reading System Messages

General

- ISD's Online Dataset Authorization System
- Panvalet
- Tape Merging
- To Automate or Not?
- Managing an automated office
- ZCHART

For further information on the courses, call the Information Center (444-2973) or check the education schedule at the back of this bulletin. The short seminars will be offered on a first come, first served, space available basis. No formal registration is required, but those who call first to reserve a spot will receive preference over those who just show up at the door.

Tape Update

Because of a lack of space in the tape library, external tapes will be kept for 3 days free of charge. After 3 days, a dollar per day will be charged for external tape storage.

The tape library is critically short of scratch tapes. Ways to reduce this shortage include:

- Putting proper retention periods on tapes
- Reviewing your scratch list on a daily basis
- Using more than one file per tape
- Archiving tapes

If you need assistance, please contact the tape library (444-2860).
Lost Output

If you receive output that doesn't belong to you, please call the HELP Desk (444-2860) as soon as possible. This will save us time in trying to locate the proper owner.

GENERAL NEWS

IBM Software Catalog

Systems Development Bureau has received the latest edition of IBM's Software Catalog. This catalog contains control programs and application systems available from IBM. The catalog is organized into the following volumes:

- Update (The Master Index)
- Cross Industry Applications
- Data Systems
- Small Systems
- Systems Programming
- Distributed Systems
- Industry Applications

If you are interested in reviewing the catalog, stop by Room 237 of the Mitchell Building or contact Systems Development Bureau (444-3987).

New faces at ISD

Bruce Newell, formerly an Automation Consultant for the State Library, has joined the Resource Management Unit staff. He is an Information Systems Planner.

Brenda Rogelstad, formerly from Department of Social and Rehabilitation Services, has joined the Technical Services staff. She will be working on IDMS System Programming Support.

Promotion

Tony Herbert, formerly Supervisor of Telecommunications Operations Section, has been promoted to Telecommunications Bureau Chief.
News and Views Articles Wanted

ISD is seeking helpful hints on how to make computers more useful and easier to use. If you have discovered something which makes dealing with your microcomputer or the mainframe easier, let us know. Don't be bashful. Something which seems simple and obvious to you may be totally unknown to the rest of us. Call Teri in the Information Center (444-2973) with your contribution.

Ogg (CA 300000 BC) did a good job inventing the wheel. We don't want to re-invent it.
TRAINING SCHEDULE FOR NOVEMBER AND DECEMBER

MAINFRAME CLASSES

---------------------------------------- New Class ----------------------------------------

DATA PROCESSING OPTIONS, CONTROLS AND TRENDS FOR MANAGERS:
presented by Jeff Brandt, Chief, Systems Development Bureau

DATE: December 11
TIME: 8:30 a.m. to noon.
PLACE: Personnel Conference Room, Room 136, Mitchell Building
COST: No charge
LIMIT: 20
PREREQUISITE: None
CANCELLATION DATE: December 4, 1984

This class is intended to:

• Inform agency managers of the choices available to them when determining the best approach to be used in automating their agency or office.
• Identify existing controls that require specific agency actions for compliance with statewide data processing directives.
• Identify current issues and trends in data processing to assist managers in making more informed decisions regarding data processing.

Who should attend:

Managers at all levels who are responsible for making decisions regarding the data processing services used by their agency. This class is not a detailed presentation of technical concepts. It is assumed that the attendees have little or no technical data processing background.

Topics:

Hardware -- What equipment options are available to choose from (Mainframe, Mini, Micro).

Software -- Types and sources of systems (programs) available -- custom, purchased, or generic.

Support -- Manager's choices in getting personnel support for the agency's data processing.

ISD Control and Coordination -- House Bill 427, Hardware Procurement Approval, Statewide DP Planning.

Current Issues -- Office Automation, distributed processing, planning, management involvement, database, on-line systems, telecommunications.
BASIC SKILLS (CSD12): presented by Wendy Wheeler of the Information Center

DATE: December 14, 1984
TIME: 8:30 a.m. to 4:00 p.m.
PLACE: ISD Education Center, Room 14, Mitchell Building
COST: $25.00
LIMIT: 8
PREREQUISITE: 3270nd (IIS class on terminal operation)
CANCELLATION DATE: December 7, 1984

Learn the basics of using a computer terminal. Become confident manipulating data using the SPF editor. Learn how to use the more common SPF Utilities. Know how to check your job status and output using SDSF.

This course is a prerequisite for many other ISD classes.

MAKING IT COUNT, AN INTRODUCTION TO COMPUTING (CSD11): presented by Wendy Wheeler of the Information Center.

DATES: November 26 thru December 7
TIMES: 1:30 p.m. - 4:00 p.m.
PLACE: ISD Education Center, Room 14, Mitchell Building
COST: $50.00
LIMIT: 12
PREREQUISITES: none
CANCELLATION DATE: November 19, 1984

Is the computer age catching up to you? Making It Count presents a broad overview of data processing concepts and problems. Terminology is defined in context. Fundamentals of hardware, software, programming languages and systems analysis are covered.

ZCHART (CSD14): presented by Randy Holm of the Information Center

LECTURE: November 13, 14, 16 and 20
TIME: 8:30 a.m. to noon
PLACE: ISD Education Center, Room 14, Mitchell Building
CANCELLATION DATE: November 1, 1984

LAB: November 15, 19 and 21
TIME: Section 1: 8:30 a.m. to noon Section 2: 1:00 a.m. to 4:00 p.m.
PLACE: ISD Education Center, Room 14, Mitchell Building
COST: $100.00 plus the cost of manuals
LIMIT: 24
PREREQUISITE: Basic Skills (CSD12) or equivalent knowledge

Learn how to produce color presentation graphics on a large plotter using Z-Chart. Participants will learn to create colorful and meaningful pie charts, bar charts, and line graphs. The plotter can adjust the scale of the charts for group publication or presentation.
MICROCOMPUTER CLASSES

INTRODUCTION TO LOTUS 1-2-3 (OA12): presented by Ron Heilman of the Information Center

LECTURE: December 19, 1984
TIME: 8:30 a.m. to noon
PLACE: ISD Education Center, Room 14, Mitchell Building
CANCELLATION DATE: December 12, 1984
LAB: December 19 and December 20
TIME: December 19 from 1:00 p.m. to 5:00 p.m. December 20 from 8:00 a.m. to noon.
COST: $50.00
LIMIT: 12
PREREQUISITE: None

This lecture will be followed by two half-day labs with six persons per lab. Labs will be given on December 19 from 1:00 p.m. to 5:00 p.m. and on December 20 from 8:00 a.m. to noon.

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

Introduction to LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet commands, design and basic what-if analysis. The more advanced features such as macro programming, one and two-way sensitivity analysis tables and database commands will be covered in the advanced course.

LOTUS 1-2-3 Advanced Features (OA21): presented by Ron Heilman of the Information Center

LECTURE: December 10, 1984
TIME: 8:30 a.m. to noon
PLACE: ISD Education Center, Room 14, Mitchell Building
CANCELLATION DATE: December 3, 1984
LAB: December 10 or December 11
TIME: December 10 from 1:00 p.m. to 5:00 p.m. December 11 from 8:00 a.m. to noon
COST: $50.00
LIMIT: 12
PREREQUISITE: Introduction to LOTUS (OA12) or equivalent knowledge

This lecture will be followed with two half-day labs with six persons per lab. Labs will be given on December 10 from 1:00 p.m. to 5:00 p.m. and on December 11 from 8:00 a.m. to noon.
This course is designed for anyone who is using 1-2-3 for basic spreadsheet work. Advanced features such as macro programming, one and two-way sensitivity analysis tables and data base commands will be covered in detail.

INTRODUCTION TO WORDPERFECT (OA18): presented by Sheila Morasko of the Information Center

DATES: December 12 and December 13
TIME: 8:30 a.m. to noon
PLACE: ISD Education Center, Room 14, Mitchell Building
COST: $50.00
LIMIT: 8
PREREQUISITE: None
CANCELLATION DATE: December 5, 1984

This course is intended for anyone interested in learning the basics of WordPerfect. This class will concentrate on text creation, use of function keys, editing, formatting, printing, filing, and retrieving documents.

More advanced and special features (macros, merges, math functions, text columns) will be offered in the advanced class scheduled for February.

The Information Center is supporting WordPerfect.

Please call the Information Center (444-2973) if you have any questions on the schedule.

To register for classes, please complete the following enrollment form and return it to Information Services.

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE BY THE DEADLINE LISTED FOR EACH CLASS.
ISD ENROLLMENT APPLICATION
( FOR ALL COURSES )

PLEASE COMPLETE THE FOLLOWING APPLICATION AND RETURN
TO INFORMATION SERVICES DIVISION

COURSE: ____________________________

DATE: ______________________________

STUDENT: __________________________

AGENCY/DIVISION ____________________

PHONE: ____________________________

ISD BILLING NO: _____________________

SOC SEC NO (FOR P/P/P): ________________

AUTHORIZED SIGNATURE: ________________

HAVE YOU MET THE PREREQUISITES FOR THIS COURSE?
PLEASE EXPLAIN GIVING JOB EXPERIENCE OR CLASS WHEN APPLICABLE

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________