

REGISTER OF DEEDS
MILITARY DISCHARGE INDEX SYSTEM

FREQUENTLY USED KEYS

<u>Function</u>	<u>Key</u>
Clear	Scroll Lock
Reset	Escape
PA1	Page Up
PA2	Page Down

TO EXIT SYSTEM: Type "Off" and close window.

TASK RDUN COMPLETION:

After the initial task request, the screen will be returned to you.

1. Enter Screen Type
 - Data Type Indicator -- Type the task identification you wish to go to next and press ENTER.
2. Line
 - Data Line Number - Enter the line number of the desired name.
3. Title Lines
 - Screen Identification -- The screen identification name and four character task identification code enclosed in parenthesis.
4. #
 - Data Line Number -- A sequential number assigned to each indexed name. This number is used to access other information about a specific name.
5. Indexed Name
 - Indexed Name -- The name given to the person for which the military discharge was issued.
6. Reel
 - The book or magazine number of the microfilmed document.
7. Frame
 - The page or frame number of the microfilmed document.

TASK DESCRIPTION FOR USER TASK R D U V

TASK DESCRIPTION: This task is used to view a Military Discharge Index record.

TASK FORMAT: R D U V / XXXX / XXXX / XXXX / X

.	Task format
.	followed by
.	<u>a slash</u>
.	 One character version
.	 used to show multiple
.		<u>names</u>
.	
.	 Four character page or frame
.		<u>number followed by a slash</u>
.	
.	 Four character book or magazine
.		<u>number followed by a slash</u>
.	
.	 Four digit year the military discharge
.		<u>was recorded in the Register of Deeds Office</u>

TASK RDUV PROCEDURES:

After the initial task request, the screen will be displayed. You may view all information on the screen. The instructions for further use of the task on line one are:

ENTER SCREEN TYPE ZZZZ

1. To transfer to other tasks, key the four character task identification you wish to go to next and press ENTER.
2. To terminate the task, enter 'ZZZZ' in the 'SCREEN TYPE' area, if not already present, and press the -ENTER- key.

TASK RDUV COMPLETION:

After the initial task request, the screen will be returned to you.

1. Enter Screen Type
 - Data Type Indicator -- Key the task identification you wish to go to next and press ENTER.
2. Title Lines
 - Screen Identification -- The screen identification name and four character task identification code enclosed in parenthesis.
3. File Number
 - The unique number assigned to a military discharge consisting of:
 - a. Year
 - The four digit year in which the military discharge is recorded in the Register of Deeds Office.
 - b. Reel
 - The four character book or magazine number of the microfilmed document.
 - c. Frame
 - The four character of the page or frame number of the microfilmed document.
 - d. Version
 - The one character code indicating the presence of multiple names on the military discharge.
 - e. NV (Next Version)
 - The next version of the military discharge record after the one being displayed. (Blank = no more versions)
4. Name
 - Enter up to 50 characters (in reverse name sequence) indicating the name given to the person for which the military discharge was issued.
5. Branch Of Service
 - Enter up to 50 characters indicating the branch of service from which the person was discharged.

STANDARD CICS TERMINAL MESSAGES
(DECEMBER 1989)

These are standard terminal messages you might receive when using the terminal tasks. Pay close attention to the message so that you may take any necessary action should one appear on the screen.

1. _____ ERROR - CALL SYSTEMS

The blank will be filled in with one of the following error types:

- a. FILE OR PCB ID
- b. FCTR EIBR CODE
- c. DLI RETURN FILE FN
- d. FUNCTION CODE
- e. SEGMENT NAME

If you should receive this message, record the message and call 373-4833 for assistance.

2. _____ REQUESTED NOT FOUND

The blank will be filled in with the name of the data you were requesting to view. The requested data does not exist.

3. ????? (QUESTION MARKS)

This will appear if a code value is invalid, not found or is not active. The question marks will tell the length of the associated description field.

4. END OF FILE

You have reached the end of the items in the list you are reviewing.

5. END OF LIST

You have reached the end of the items in the list you are reviewing.

6. INVALID DATA/FORMAT, PLEASE TRY AGAIN

The request you have entered is in error. Check your TASK FORMAT procedures, determine the error(s) and re-enter correctly.

7. INVALID RESPONSE RECEIVED - TASK TERMINATED

Entry was by a key other than the one specified in the procedures. The task has been cancelled. Re-enter following the procedures.

8. INVALID TRANSFER CONTROL CANNOT BE PROCESSED

The transfer control data entered was incorrect and the task has been cancelled.

9. MORE DATA EXISTS

There is more data available for your viewing. Press the -PA2- key to display the additional data.

10. NO RECORD FOUND

The data that you requested does not exist.

11. REQUESTED ACTION HAS BEEN COMPLETED

The task request has been completed successfully, and the task has terminated. No further action is required.

12. REQUESTED ACTION HAS BEEN COMPLETED - ENTER TRANSFER DATA

The task request has been completed successfully. You may now transfer to another task by entering the correct transfer control data.

13. REQUIRED FILE (XXXXXXXX)UNAVAILABLE, PLEASE INFORM DATA PROCESSING

The computer file necessary to process your request is not available due to special processing being done in the Data Processing Center. Wait a few minutes and enter your request again. If the problem continues, call 373-4833.

14. REQUIRED DATA BASE (XXX) UNAVAILABLE, PLEASE INFORM DATA PROCESSING

You are attempting to access a data base that is not available. Record the message and call 373-4833 and tell them the data base identification (XXX).