

## Operating Orders

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### To Create an Operating Order

To create a brand new Operating Order, select NEW from the OPORDERS menu. A blank Operating Order form will be displayed (see page 7).

To enter data into an Operating Order, you can either type it in (using the keyboard), or you can use the ACTIONS menu items. Find out more about using the ACTIONS menu on page 8.

To edit an Operating Order, click on the line that you wish to alter. There are a number of ways in which you can edit an Operating Order. Find out more on the Edit Menu page.

### Operating Orders

To move up and down the page in any Superbase screen, use the scroll bar at the right hand side of the screen. Either click the mouse on the arrow at the top or bottom of the scroll bar, or click the mouse onto the square box in the scroll bar, and drag it up or down.


## Entering a Default Area Station

If you want the same Area Station to appear in the Stn box on all Operating Orders, use the AREA STN option from the OPORDERS menu. This sets the default Area Station for the current Operating Order, and any future ones. To remove the Area Station from the current Operating Order (and any new ones), press the space-bar when prompted for the Area Stn.

When a default Area Station is present, only the associated stations need to be entered in the Stn box. The Area Stn and the brackets are automatically added.



## To retrieve an Operating Order



There may already be an Operating Order that covers what you want to do, or one that is similar that you can adapt. To see how to search out an existing Operating Order, go to the Search Menu page.

To retrieve an Operating Order if you know its reference number, click on the  button. (The OPORDERS menu OPEN selection does the same thing). When the 'find key' request shows on the screen, type in the reference number of the Operating Order that you wish to retrieve.

The Operating Order with the appropriate reference number will then be displayed. You can then work with it. (If there is no Operating Order with the reference number you requested, then the one with the nearest reference number will be displayed).

**cont...**


To retrieve the FIRST Operating Order, click on the  button. To select the LAST Operating Order, click on the  button.

To select the PREVIOUS Operating Order, click on the  button. To select the NEXT Operating Order, click on the  button.

## To Duplicate an Operating Order

You can also duplicate an Operating Order. This makes a copy of the Operating Order, and gives it a new reference number. You may wish to use this, if for example you want to make major changes to an existing Operating Order, but still keep a copy of it in its original condition. To duplicate an Operating Order, make it the currently displayed Operating Order, and then select DUPLICATE from the OPORDERS menu. You will have to wait a few seconds as the contents are copied over.

## To Print an Operating Order

To print an Operating Order, click on the printer icon  near the top of the screen (the PRINT option on the OPORDERS menu does the same thing). The word "Printing..." will appear at the bottom left hand corner of the screen. Soon after a Printing Message will appear in the middle of the screen. When this message has gone you can carry on using the program. The Operating Orders reference number will be printed at the top left of the page (above the words Operating Order), along with the time and date the printing was done.

## Print Setup

When printing "Page X of Y" at the top left of the page, the program assumes that your printer will fit 40 action lines on a page. If you print more than one page and the page total is wrong, then your printer may not be printing 40 lines on a page. To store the correct lines per page figure, use the PRINT SETUP option from the OPORDERS menu.

## To Remove an Operating Order

To completely remove an Operating Order forever from the database, use the REMOVE option from the OPORDERS menu. The currently displayed Operating Order will be erased (after you have been asked to confirm your request). Removing Operating Orders that will never be used again helps to keep the file size down.

## To Renumber the Operating Order

The RENUMBER option on the OpOrders menu renumbers all the Operating Orders, so that the reference numbers run consecutively. It takes quite a long time to do this, and most of the existing reference numbers will be changed. Use this only if you have removed a lot of Operating Orders and you want the reference numbers of the remaining ones to run consecutively.

## To Backup the Operating Orders data

Every few days a prompt will appear when you start the program, telling you how long it has been since your last backup, and advising you it is time to do another. You can also start the BACKUP process by selecting BACKUP from the OPORDERS menu.

A BACKUP copies the Operating Orders data stored on the hard drive of your computer to a floppy disk. This is so that you have a BACKUP copy of your Operating Orders data if anything should happen to your computer's hard disk drive.

You'll need a floppy disk ready for the data to be copied to. Label it "OpOrders Data Backup". You can use the same disk each time.

You will be asked which disk drive to copy the BACKUP data to. Select the appropriate disk drive, then click on OK (or press <ENTER>, as OK is the default selection). You can cancel the process at this stage, however it is recommended that you do perform regular backups.

You'll then be prompted to insert the disk in the drive (even if you've already done this). Click on OK, and the BACKUP will start. When it is finished you will receive the message "Backup Completed Successfully". If you get the "Backup Failed" message then check that the floppy disk is in the correct drive, check that the disk is not full of other stuff, or damaged, or unformatted, or 'write protected'.

## Other messages from the Operating Orders program

Every 4 weeks you will receive the message that the Operating Orders are to have their 4 weekly trim. Select OK and wait. It won't take long. It just helps to keep the database tidy.

If you are working on a Network you may sometimes receive a warning that the program appears to be already running on another PC. Running the same program on two PC's at once can corrupt the data.

This message may also appear if last time the program was used it was not exited using the EXIT selection from the OPOORDERS menu, as using the EXIT option marks the program as being free.

If the program is not running on another PC it is safe to select CONTINUE. If you are in doubt, select ABORT and check any other PC on the Network to see if the Operating Orders program is running.

To check if the program is running on a PC - With Windows, for a list of all programs are running on a PC, press the Ctrl key and the Esc key at the same time.

## The last bit

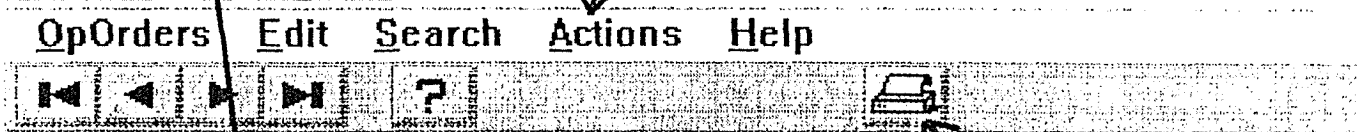
If you are having any problems with the program, please do not hesitate to contact the people who sent it to you. Within our time constraints we will do our best to help.

# Operating Orders Entry Form

The reference number is assigned automatically to the Operating Order when it is created. It cannot be changed. When the Operating Order is printed out, the reference number is printed in the top left hand corner.

Click on the menu name to open it, then click on the option. You can also open a menu by pressing the ALT key (next to the spacebar), releasing the ALT key, then pressing the underlined letter of the option.

Some menu items have short cut keys. These are displayed next to the item. Holding these keys down together will execute the item, eg holding down the CTRL key and the P key at the same time will activate the PRINT option.



## OPERATING ORDER

Objective

ref. no. 0365

To select an item from the icon bar, you only have to click on it once with the mouse.

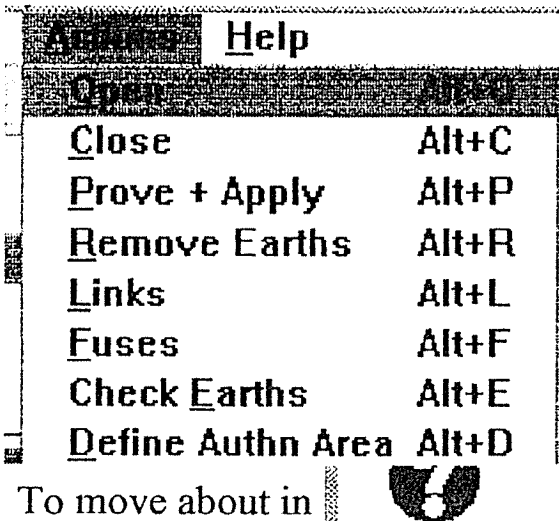
Item no.	At	Action
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>

To edit any blue field, click on to it with the mouse. If the cursor is visible you can move to the next field by pressing the TAB key, or the ENTER key, or the UP/DOWN keys. If the cursor is visible then holding down the SHIFT key and pressing the TAB key will move you to the previous field.

# The ACTIONS menu

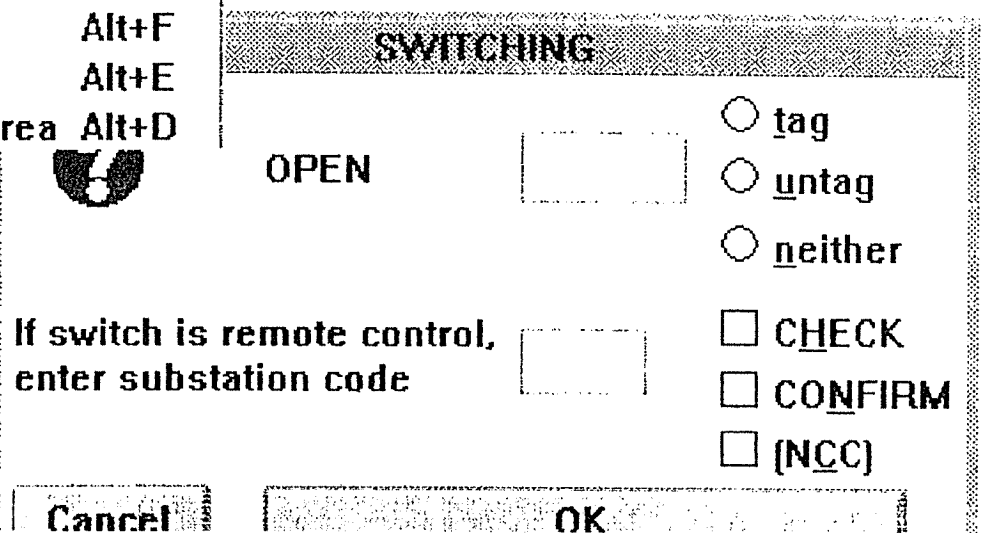
This menu is designed to make entering Actions onto an Operating Order quicker, and more standard.

e.g. to enter the action OPEN 123, TAG (NCC) first get the dialog box by clicking on OPEN from the ACTIONS menu, or by using the short cut key for OPEN- hold down the ALT key and press the O key (which is what the Alt+O beside the OPEN option means).



Once you have the dialog box, enter the switch number, click on the TAG button (or hold down the ALT key and press T - thats what the underlined T means), click on the [NCC] box (or hold down the ALT key and press C), then click on OK.

To move about in the dialog box, click where you want to go using the mouse, or press the TAB key to move to the next field.



cont...



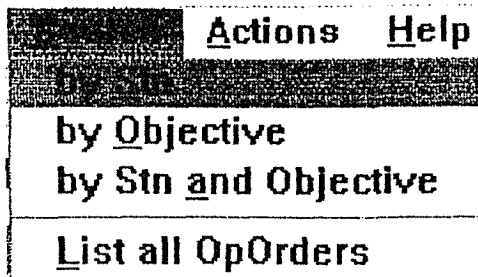
When you use an action from the ACTION menu, the action is automatically entered onto the Operating Order at the current line. The Location from the current line is copied to the next line down.

The cursor will have disappeared, so if you want to type anything in you will have to use the mouse to click where you want to go. However if you want to use the ACTIONS menu again it will automatically write the action to the next line.

Try out the ACTIONS to see how they work & what they do. If there are any you'd like added or changed then let someone know.

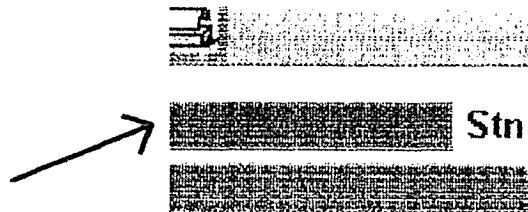


## The SEARCH menu



Use the SEARCH menu to search for an Operating Order that already exists in the database.

You can search for an Operating Order by asking the computer to look for specific stations in the Operating Orders Stn. field



### OPERATING ORDER

Objective [redacted]  
ref. no. 01A1

or by asking the computer to look for specific words in the Operating Orders Objective field

or by searching for both the Stn and the Objective...

eg to search for all Operating Orders that have 'TGA' in the Stn field and 'T5' in the objective field, select SEARCH - BY STN AND OBJECTIVE, and when requested for the station type in 'TGA' (or 'tga' , the search is not case sensitive) and click on OK (or press <ENTER>) [don't type the ' marks], then when requested for the objective type in 'T5' (or 't5') and click on OK (or press <ENTER>).


To list all Operating Orders, select SEARCH - LIST ALL OPORDERS.

## Using SEARCH results

You can view the result of the Search on the screen, or you can print it out. To print out the results of the Search, use the 'Report Destination' dialog box that appears after you initiate the Search. Click the Printer button to fill it, then select OK (or press <ENTER>). The results of the Search will be output to the printer.

If the Window button is selected then the results of the Search will appear on the screen. You can move up and down the list using the scroll bar. To view the next page, if the results take up more than one screen, click on the NEXT PAGE button at the top of the screen.

If you see an Operating Order that you want to use again, or modify, or print, then make a note of its reference number that will be in the left hand column of the Search results.

Once you have an Operating Order's reference number, to retrieve it you will first need to leave the Search Results by selecting the CLOSE button at the top of the Search Results screen. Then click on the  button, and key in the Operating Order's reference number. The Operating Order with the appropriate reference number will be retrieved. You can then do what you like with it.

**David Bullen, November 1993**