



# USER'S MANUAL

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# Army Test Incident Reporting System (ATIRS) Operating Procedures

## 1. History

In April 1991 the Deputy Under Secretary of the Army (DUSA) directed that the Army Test and Evaluation Data Base System (ATEDB) be moved from its current environment to a more suitable system. The ATEDB was a system of files, which required that all Test Incident data be sent to a central location. The Test and Evaluation Managers' Process Action Team selected the Automated Data Collection System (ADACS) to house the new system. ADACS is an on-line, integrated information system consisting of databases and 4GL programs. ADACS resides at all Test and Evaluation Command (TECOM) Test Centers with the exception of EPG. In 1992/93, ATIRS was designed and developed by U.S. Army Aberdeen Test Center (ATC). ATIRS utilizes existing ADACS databases and programs and added distributed processing to allow access to current databases at remote sites without the need to send data to a central location. ATIRS houses Test Incident data from all TECOM Test Centers, OPTEC, and various contractors, as well as Corrective Action (CA) data from various Commands.

## 2. Introduction

a. The requirement for ATIRS is contained in AR 73-1 and DA PAM 73-1. ATIRS provides storage and retrieval for Test Incident Reports (TIRs) from all DT/OT tests. TIRs contain both test incident and corrective action data.

b. ATIRS is an information retrieval system that provides the ATIRS user with a consistent interface to data spanning multiple data sources and locations. The central ATIRS database at ATC enables the user to access current test data by connecting the user with the live production data at the test site. Data received from other sources are converted to ADACS format so the user is always presented with a common interactive interface regardless of the source.

c. ATIRS is a restricted database. Access has to be requested on a project by project basis. The Request for Access Form STEAC-RM 942R shown in Appendix B requests both a password and an initial set of projects that you require. Additional projects may later be requested through a special request menu line in ATIRS.

## 3. Access Methods

ATIRS has two on-line interface modes:

a. Terminal mode. Through supplied menus, the user selects the data required and it is presented in one of three formats:

- ◆ TIR Format
- ◆ Short Summary
- ◆ MIN-MAX Information

To use Terminal mode the user requires a PC running terminal emulation software, such as, PROCOMM or CROSSTALK, or the WINDOWS Terminal Program or Telnet. The information is formatted in one of the three desired methods and displayed on the users terminal screen.

b. **HP Information Access mode.** This requires the use of HP Information Access for Windows. Information Access provides a front end on the PC to make the navigation into databases and selection of data easier and friendlier.

Full usage of ATIRS requires both the Information Access and terminal modes. If you are interested in just obtaining data in TIR format, then the terminal mode might be sufficient. If, on the other hand you wish to perform your own data reduction or report the data in tabular format, Information Access may be what you're looking for. While terminal mode operation supplies the data in the fixed TIR format, Information Access enables the user to create custom formats as well as convert selected data to a variety of familiar PC formats, such as, LOTUS 1-2-3, DBASE, and SQL.

Use of Information Access can afford one other major benefit. The information supplied on the TIR, is only a small fraction of the data that are stored in a typical ADACS database. Information on Mission, Service, and Firing data may also be available depending on the commodity being tested and the individual test requirements. However, since data from other sources, such as OPTEC and EPG, are not using ADACS, only data reported on the TIR will be available for these tests.

## 4. Communications into Terminal Mode Operations

Telnet 134.194.113.22  
FTP 134.194.13.2  
Information Access 134.194.13.2

APG PACX communications interchange:

Commercial (410) 278 or DSN 298

X-3028→ 300-2400 baud  
X-4618→ 300-2400 baud  
X-7101→ 300-2400 baud  
X-3316→ 300-2400 baud  
X-2770→ 300-2400 baud

Service = 2-20

ATC Direct X-4206→ 14.4 baud  
X-4209  
X-4211  
X-4212

Class = 20

ATIRS Direct X-4239→ 14.4 baud Recommended for Information Access dial-up  
X-4241

Recommended settings are:

Parity = Spaces, **Even** or 0's

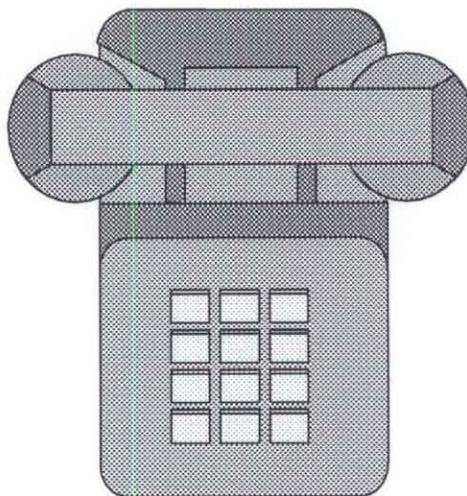
BPS = 300 to 14.4 baud

Recv Pacing = **XON/XOFF**

Data Bits = **7** Stop Bits = **1**

After you establish a carrier (or line), you will have to do the following:

1. Transmit a BREAK.
2. Wait about 3-5 seconds, then transmit a RETURN. You will then be prompted with "Enter Class".
3. Respond with "2-20" and RETURN.
4. The host computer system HP3000/ADACS should then issue a ":" prompt. If not, transmit a "CTRL-F" which attempts to get the attention of the host. (If no ":", there is effectively no connection).
5. When (":") appears, begin "HELLO" command.
6. HELLO (insert userid.atirsusr)  
ENTER USER PASSWORD: XXXXXX



## 5. ATIRS Terminal Mode Menus

### MAIN ATIRS PROCESSING MENU

ATIRS Processing Menu Version: 3.0.0.1

#### 1 TIR MENU

2 CHANGE USER PASSWORD

3 SUGGESTIONS, COMPLAINTS, REQUESTS

4 INFORMATION ACCESS CONNECTION

5 FTP

E EXIT Current Menu

Selection

1- Takes the user to the first level of the TIR menu.

2- Allows the user to change logon password. Password must not be a dictionary word and must be a combination of alphanumeric characters, starting with a letter, with a minimum length of 6.

3- Gives the user a means of conveying suggestions, complaints or requests to the ATIRS administrator. This menu is connected to an electronic mail box which is routinely monitored.

4- Gives the user the capability to access the Client/Server program Information Access in serial mode. Information Access must reside on user's PC.

5- Gives the user the capability to FTP saved files to a computer that he/she designates.

E- Exits the menu program and logs the user off the system.



## ATIRS SELECTION MENU

ATIRS Processing Menu Version: 3.0.0.1

### 1 Select TIRs for Retrieval

- 2 VIEW Retrieved TIRs (if not ready earlier)
- E EXIT current menu

Last selection "" next selection? 1

### Available Programs (Covering 153 databases)

- |                   |                  |              |
|-------------------|------------------|--------------|
| 1. No Short Title | 2. 3KW TQG       | 3. A/D       |
| 4. ACSCW          | 5. AIRDROP       | 6. AIRPAC    |
| 7. AN/PAS-13      | 8. BASIC         | 9. BDM       |
| 10. BFV           | 11. BFVS-A2      | 12. C17      |
| 13. C2I           | 14. FMTV         | 15. FORKLIFT |
| 16. HEMAT         | 17. HEMTT M978   | 18. HETS     |
| 19. HIP           | 20. HMMWV        | 21. HOST     |
| 22. HSCDS         | 23. IRB          | 24. IRV      |
| 25. JAVELIN       | 26. JAVELIN IOTE | 27. JSTARS   |
| 28. JTIDS         | 29. LAPES        | 30. LARRS    |
| 31. LAV           | 32. LTF          | 33. M1048    |
| 34. M109A6        | 35. M113         | 36. M119     |
| 37. M157          | 38. M1A1         | 39. M1A2     |
| 40. M1A2 BLK II   | 41. M249         | 42. M256     |
| 43. M313          | 44. M67          | 45. M879     |
| 46. M88           | 47. MAPS         | 48. MELIOS   |

Enter selections separated by commas.  
(e.g. 1,2,3...,0 to EXIT, ALL for every project)  
(-1 will stop page display)  
(RETURN shows next page) : 11

### Available Databases (Node : Project)

#### BFVS-A2

- 1. CSTA2 : 1VC030IFV116K2

Enter selections separated by commas.  
(e.g. 1,2,3...,0 to EXIT, ALL for every db) : 1  
#J3385

### Selection

1- Takes the user to the TIR retrieval menu.

2- Allows the user to view retrieved TIRs that were generated from a previous selection. These are TIRs that were not fully processed from a previous selection. This normally occurs when time has exceeded time-out setting and the user did not wish to wait for retrieval of data.

E- Exit to previous menu.

Selecting option 1 will present the user with a menu of available programs. The number of databases may exceed the number of programs since a specific program may contain numerous databases, as shown in the example.

This selection will display a menu of projects for the selected program. This menu will display a short title for the program, location where the data resides and the associated project number.

Select the Report format desired.

Enter:

- 1- To See the TIR in it's Entirety
- 2- To See the Short Summary
- 3- View Project MIN/MAX Summary
- >1

Select how the Report Will Be Sorted

Enter:

- 1- To Sort by TIR Number
- 2- To Sort by Incident Date
- 3- To Sort by Release Date
- >1

Enter time-out value for retrieval (dflt=10 min.) : 2

Time Out Value is set To: 2 Minutes.

Waiting for results.....  
Results not ready...Wait 1 minute.  
Retrieval not complete in 1 minute  
Do you want to continue waiting (Y/N) ? N  
You will be notified when retrieval is complete.  
(If you are still logged on.)

### **SELECTING BY LIST OF OCCURRENCES**

This program allows selection of TIRs by the following:

- 0. End of selection routine.
- 1. List of occurrence dates (i.e.. 5/30/1999, 09/15/1999)
- 2. Range of occurrence dates (i.e.. 5/30/1999 thru 9/15/1999)
- 3. List of TIRs. (i.e.. KH-A1, KH-A5)
- 4. A range of TIRs. (i.e.. KH-A1 thru KH-A5)
- 5. List of release/revision dates (i.e.. 5/30/1999,09/15/1999)
- 6. Range of release/revision dates (i.e.. 5/30/1999 thru 09/15/1999)

Enter selection number: 1  
Enter dates separated by commas, blank line to end.  
>09/14/89,09/14/89  
>

Enter next selection: 0

Checking CSTA2 : 1VC030IFV116K2  
Retrieving data from Remote Directory  
We allow up to 60 minutes for this operation to complete. This time limit is not user adjustable  
FINDBYKEY Complete...reading records...  
Writing RECORD#s to MSG file...  
TIRs from CSTA2 : 15

The time-out value is the length of time in minutes that the user is willing to wait for data to be retrieved. Data retrieved after this time-out will be retained for the user.

This message will be displayed when you have exceeded the time that you specified for the time-out.

This line gives the user the option to make another selection, else press enter/return.

This line gives the user the option of making further selections from the menu for a different criteria. If no further selection is desired, enter 0.

These are messages to the user so that the user is aware of what is transpiring. The time limit is set high to allow user to retrieve large volume of data without interruption. It would be rare that retrieval would ever take 60 minutes.

If the number of TIRs exceed 50, the user will be asked if he/she wished to continue. If the number of TIRs is 0, no TIRs were found for the requested criteria.

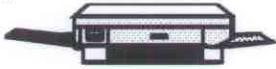
15 TIRs Will be retrieved from CSTA2:1VC030IFV116K2

-----  
Retrieving from CSTA2: 1VC030IFV116K2  
-----

Waiting for results..

Do you want to save report to a file[N]?

If the report is going straight to a printer, make sure it is on and set to TOP-OF-PAGE. Press <RETURN> to continue



Do you wish to continue? (Y/N): N  
The results file will be deleted.  
Waiting to PURGE results file...  
Complete...  
Enter RETURN TO CONTINUE:

### **SELECTING BY RANGE OF OCCURRENCES**

This program allows selection of TIRs by the following:

0. End of selection routine.
1. List of occurrence dates (i.e.. 5/30/1999, 09/15/1999)
2. Range of occurrence dates (i.e.. 5/30/1999 thru 9/15/1999)
3. List of TIRs. (i.e.. KH-A1, KH-A5)
4. A range of TIRs. (i.e.. KH-A1 thru KH-A5)
5. List of release/revision dates (i.e..

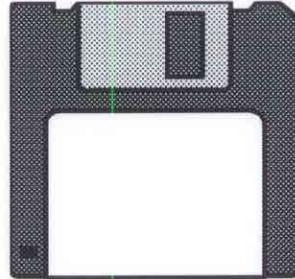
5/30/1999,09/15/1999)

6. Range of release/revision dates (i.e.. 5/30/1999 thru 09/15/1999)

Enter selection number: 2  
Enter starting date:(MM/DD/YY) 09/02/1999  
Enter ending date:(MM/DD/YY) 09/03/1999

An Y(yes) response will save the report to a file and provide you with the file name.

At this point the user is given the option to set the local printer or disk on, so that the data can be captured to the users PC.



The flow if data can be interrupted by:

- CNTL S - Stop
- CNTL Q - Start
- CNTL Y - Interrupt with the option to continue

### **SELECTING BY LIST OF TIRs**

This program allows selection of TIRs by the following:

0. End of selection routine.
1. List of occurrence dates (i.e.. 5/30/1999, 09/15/1999)
2. Range of occurrence dates (i.e.. 5/30/1999 thru 9/15/1999)
3. **List of TIRs. (i.e.. KH-A1, KH-A5)**
4. A range of TIRs. (i.e.. KH-A1 thru KH-A5)
5. List of release/revision dates (i.e.. 5/30/1999,09/15/1999)
6. Range of release/revision dates (i.e.. 5/30/1999 thru 09/15/1999)

The first two characters of the TIR number consist of the site code. Check code sheet in Appendix C for appropriate code.

Enter next selection: 3

Enter TIR#s separated by commas, blank line to end. >K2-A1,K2-A45

### **SELECTING BY RANGE OF TIRs**

This program allows selection of TIRs by the following:

0. End of selection routine.
1. List of occurrence dates (i.e.. 5/30/1999, 09/15/1999)
2. Range of occurrence dates (i.e.. 5/30/1999 thru 9/15/1999)
3. List of TIRs. (i.e.. KH-A1, KH-A5)
4. **A range of TIRs. (i.e.. KH-A1 thru KH-A5)**
5. List of release/revision dates (i.e.. 5/30/1999,09/15/1999)
6. Range of release/revision dates (i.e.. 5/30/1999 thru 09/15/1999)

Enter next selection: 4

Enter starting TIR#: L5-A020033

Enter ending TIR#: L5-A020040

### **SELECTING BY LIST OF RELEASE/REVISION DATE**

This program allows selection of TIRs by the following:

0. End of selection routine.
1. List of occurrence dates (i.e.. 5/30/1999, 09/15/1999)
2. Range of occurrence dates (i.e.. 5/30/1999 thru 9/15/1999)
3. List of TIRs. (i.e.. KH-A1, KH-A5)
4. A range of TIRs. (i.e.. KH-A1 thru KH-A5)
5. **List of release/revision dates (i.e.. 5/30/1999,09/15/1999)**
6. Range of release/revision dates (i.e.. 5/30/1999 thru 09/15/1999)

Enter next selection:5 enter dates separated by commas, blank line to end. >08/17/1999

**SELECTING BY RANGE OF RELEASE/REVISION  
DATE**

This program allows selection of TIRs by the following:

0. End of selection routine.
1. List of occurrence dates (i.e.. 5/30/1999, 09/15/1999)
2. Range of occurrence dates (i.e.. 5/30/1999 thru 9/15/1999)
3. List of TIRs. (i.e.. KH-A1, KH-A5)
4. A range of TIRs. (i.e.. KH-A1 thru KH-A5)
5. List of release/revision dates (i.e.. 5/30/1999,09/15/1999)
6. **Range of release/revision dates (i.e.. 5/30/1999 thru 09/15/1999)**

Enter next selection: 6  
Enter starting date:(MM/DD/YY) 09/02/1999  
Enter ending date:(MM/DD/YY) 09/03/1999

**VIEW MENU SELECTION**

ATIRS Processing Menu Version: 3.0.0.1

- 1 **Select TIRs for Retrieval**
- 2 VIEW retrieved TIRs (if not ready earlier)
- E EXIT current menu

Last selection "1" next selection? 2

\*\* NOTE : A results file exists from a previous retrieval.

CSTA2:RAMSAT.BFVPQT.CLOSE 1VC030IFV116K2 TUE, MAY 31, 1994, 2:48 PM

You can use the VIEW menu selection to view the results after exiting this program.

(hit return to continue)...

ATIRS Processing Menu Version: 3.0.0.1

- 1 Select TIRs for retrieval
- 2 **VIEW Retrieved TIRs (if not ready earlier)**
- E EXIT current menu

The following data files are available for viewing:

TUE, MAY 31, 1994, 2:48 PM  
1VC030IFV116^@3:CSTA2:RAMSAT.BFVPQT.CLOSE  
(Y/N) ?N

Enter RETURN TO CONTINUE:  
=====> A TIR Retrieval from CSTA has been completed.

## SHORT SUMMARY SELECTION REPORT

Select the Report Format Desired.

Enter:

- 1- To See the TIR in it's Entirety
- 2- To See the Short Summary**
- 3- View Project MIN/MAX Summary

0.>2

Select how the Report Will Be Sorted

Enter:

- 1- To Sort by TIR Number
- 2- To Sort by Incident Date
- 3- To Sort by Release Date

>1

Enter time-out value for retrieval (dflt=10 min.) : 2

Time Out Value is set To: 2 Minutes.

This program allows selection of TIRs by the following:

- 0. End of selection routine.
- 1. List of occurrence dates (i.e..5/30/1999, 09/15/1999)
- 2. Range of occurrence dates (i.e..5/30/1999 thru 9/15/1999)
- 3. List of TIRs. (i.e.. KH-A1, KH-A5)
- 4. A range of TIRs. (i.e.. KH-A1 thru KH-A5)
- 5. List of release/revision dates (i.e.. 5/30/1999,09/15/1999)
- 6. Range of release/revision dates (i.e.. 5/30/1999 thru 9/15/1999)**

Enter selection number: 6

Enter starting date:(MM/DD/YY) 01/01/89

Enter ending date:(MM/DD/YY) 10/01/89

Checking CSTA2 : 1VC030IFV116K2

Retrieving data from Remote Directory

We allow up to 60 minutes for this operation to complete. This time limit is not user adjustable

FINDBYKEY Complete...reading records...

If the number of TIRs exceed 50, the user will be asked if he/she wished to continue.

Writing RECORD#s to MSG file...

TIRs from CSTA2 : 955

Do you want to continue this retrieval (y/n)? Y

This program allows selection of TIRs by the following:

**0. End of selection routine.**

- 1. List of occurrence dates (i.e..5/30/1999, 09/15/1999)
- 2. Range of occurrence dates (i.e..5/30/1999 thru 9/15/1999)
- 3. List of TIRs. (i.e.. KH-A1, KH-A5)
- 4. A range of TIRs. (i.e.. KH-A1 thru KH-A5)
- 5. List of release/revision dates (i.e.. 5/30/1999,09/15/1999)
- 6. Range of release/revision dates (i.e.. 5/30/1999 thru 9/15/1999)

Enter next selection: 0

955 TIRs Will be retrieved from CSTA2:1VC030IFV116K2

-----  
Retrieving from CSTA2: 1VC030IFV116K2  
-----

Waiting for results.

Do you want to save report to a file[N]?Y

Report being saved in D4104470

TOP-OF-PAGE. Press <RETURN> to continue.

Date Occurred	TIR Number	Release Date	Incident Class	CA Status
---------------	------------	--------------	----------------	-----------

8 JUN 1989 K2-R000004 14 SEP 1989 INFORMATION

**MIN/MAX SUMMARY REPORT**

Select the Report format desired.

Enter:

- 1- To See the TIR in it's entirety
- 2- To See the Short Summary
- 3- View Project MIN/MAX Summary**

>3

Enter time-out value for retrieval (dflt=10 min.) :

Time Out Value is set To: 10 Minutes.

Retrieving Test Min/Max Report For-CSTA2:1VC030IFV116K2

-----  
Retrieving from CSTA2: 1VC030IFV116K2  
-----

Waiting for results.....

Do you want to save report to a file[N]?N

A yes response will save the report to a file and provide you with the file name.  
A no response will produce the results to the screen.

A yes response will save the report to a file and provide you with the file name.  
A no response will produce the results to the screen.

Project Min/Max Information      Incident Class Information

Data Value	Minimum	Maximum	Incident Class	Number
OCCURRENCE	7 JUN 1989	21 JUN 1990	Critical	0
RELEASE	1 SEP 1989	2 JUL 1990	Major	110
TIR NUMBER	K2-R000001	K2-R002608	Minor	1501

INCIDENT OCCURRED    RELEASED    CRITICAL    MAJOR    MINOR

Within 7 days:	0	0	0	0
0 Within 30 days:	0	0	0	0
0 Within 60 days:	0	0	0	0
0 Within 90 days:	0	0	0	0
0				

Total Number of TIRs In System:2605

Waiting to PURGE results file...

Complete...

ATIRS processing menu    version: 3.0.0.1

- 1 Select TIRs for retrieval
  - 2 VIEW retrieved TIRs (if not ready earlier)
  - E EXIT current menu**
- Last selection "1" next selection? E

**CHANGE USER PASSWORD**

ATIRS Processing Menu    Version: 3.0.0.1

- 1 TIR MENU
- 2 CHANGE USER PASSWORD**
- 3 SUGGESTIONS,COMPLAINTS,REQUESTS
- 4 INFORMATION ACCESS CONNECTION
- 5 FTP
- E EXIT current menu

You are responsible for your password. It must not be shared with anyone. If someone in your organization needs access they must submit an STEAC-RM 942R form.

Last selection "1" next selection? 2

\*\*\*\*\*

NOTE: Passwords must be 8 characters in length (first character must be alphabetic). Remaining characters must be a mix of numbers and letters. No vowels, special characters, personal information, keyboard strings or repetitions such as (ASDF234 or AXXAXXL). One technique is to substitute numbers for letters to create a password, such as creating the password "C1NT3RY" from the word CENTURY. The system will not accept previously used passwords. APGR 380-380-2 (1 Sep 89) contains guidance on passwords.

\*\*\*\*\*

SECURITY/PASSWORD Version 24N30908 (c) 1981 by VESOF, Inc. Type '?' for help

Password changed -- remember, loose lips sink ships!

Please type your current user password (or control-Y to exit):

**SUGGESTIONS,COMPLAINTS,REQUESTS**

ATIRS Processing Menu Version: 3.0.0.1

- 1 TIR MENU
- 2 CHANGE USER PASSWORD
- 3 SUGGESTIONS,COMPLAINTS,REQUESTS**
- 4 INFORMATION ACCESS CONNECTION
- 5 FTP
- E EXIT current menu

Last selection "2" next selection? 3

>

This is your chance to suggest, request, and/or complain to the Computer Support/ATIRS staff. Are you having any sort of problems? Do you need something that the system is not providing? The more detailed your descriptions, the easier it will be to address your concerns quickly. Type your comments and hit return after each line. Entering a blank line will stop the process. No editing is provided but don't worry about perfection, just get your point across.

**INFORMATION ACCESS CONNECTION**

ATIRS Processing Menu Version: 3.0.0.1

- 1 TIR MENU
- 2 CHANGE USER PASSWORD
- 3 SUGGESTIONS,COMPLAINTS,REQUESTS
- 4 INFORMATION ACCESS CONNECTION**  
(serial connection only)
- 5 FTP
- E EXIT current menu

Last selection "3" next selection? 4

Data Communications Program. Version A.04.01.  
Copyright 1986,1987,1988,1990 Hewlett-Packard

## FILE TRANSFER PROTOCOL (FTP)

ATIRS processing menu version: 3.0.0.1

- 1 TIR MENU
- 2 CHANGE USER PASSWORD
- 3 SUGGESTIONS,COMPLAINTS,REQUESTS
- 4 INFORMATION ACCESS CONNECTION
- 5 **FTP**
- E EXIT current menu

Last selection "4" next selection? 5

File Transfer Protocol [A0003C27] (C) Hewlett-Packard Co.  
1990

ftp> op *your system*

Connected to *your system*. (FTPINFO 40)

220 *your system* FTP server ready.

Name(*your name*): 331

Password required for *your name*.

Password: 230 User *your name* logged in.

ftp> put *your file name*

200 PORT command successful.

150 Opening data connection for *your file name* (*your system*,54115).

26 Transfer completes. 155144 bytes sent in  
6.57 seconds (23.07 Kbytes/sec)

ftp> exit 221 Goodbye.

Selection 5 will activate the file transfer protocol and allow you to open a connection to your system and transfer the file that you have created from ATIRS to your system.

Open a connection to *your system* either by system name or IP address.

Enter logon for your system.

Enter password for your system.

:LISTF D@ will lists D file names

:PURGE D file name to purge files from system

Enter exit to logoff your system and return to ATIRS Main Processing Menu.

## EXIT AND LOGOFF SYSTEM

ATIRS Processing Menu Version: 3.0.0.1

- 1 TIR MENU
- 2 CHANGE USER PASSWORD
- 3 SUGGESTIONS,COMPLAINTS,REQUESTS
- 4 INFORMATION ACCESS CONNECTION
- 5 FTP
- E **EXIT current menu**

Last selection "5" next selection? E

END OF PROGRAM

E will terminal your session logging you off the ATIRS computer.

## 6. HP Information Access Operations

### a. Description.

1) HP Information Access is an information retrieval system which gives the user a common interface spanning PC, HP 3000, HP 9000, and IBM mainframes. Information Access runs under Microsoft Windows 95 or 98. It uses standard relational database concepts and terminology. All data are presented in a relational format, regardless of the actual format the data are stored in or its source. If you are not familiar with relational databases, documentation for R:base would be a good source.

ATC has acquired an unlimited PC client user license for Information Access (IA). Thus there will be no charge for the initial PC software or for upgrades as long as you are an ATIRS customer.

The minimum client installation for IA is the same as the requirement for installation of Windows software.

2) Installation Instructions: Users may download Information Access software from the VISION/ATIRS web site ([vision.atc.army.mil](http://vision.atc.army.mil)). At the web site, users should go to the Support section of the web site and click on the Download Software link. At the Download Software link users need to click on the Information Access Download Page, read the instructions on this page, then click on the Download Info Access Now link to download the software. After downloading the software, go to paragraphs 6.b.(3) and (4) for creating your secure connection.

### b. Security.

(1) Classification. ATIRS is an unclassified system. Therefore, no classified data are to be submitted into it. However, ATIRS might contain FOUO data.

(2) Two passwords are required to gain access to ATIRS through Information Access. The first password is the user password that is supplied by the ATIRS administrator when you are given access to ATIRS. The second password is called the access user password and must be applied for separately. These passwords can be saved in a connection method file on your PC if you are accessing the Host HP via a network connection. Other modes of communications, such as serial dial-up or PACX, are accomplished via a Serial Connection method that is supplied by the ATIRS administrator upon request.

(3) After installing Information Access on your PC, a connection must be setup. To setup your connection, open the Information Access Software. From the title bar, select **Connection** then select **Create Connection**. This will open the **Create Connection Definition Box** shown in Figure 1. At the Create Connection Definition Box, set *Connection Name* to **ATIRS**, highlight **Info. Access** under *Server*, and select **LAN (Sockets)** under *DataComm*.

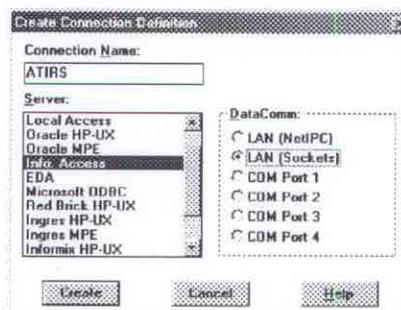


Figure 1

(4) Figure 2 shows the **Create Access Server Connection** dialog box and the required settings. All passwords in the Create Access Server Connection must be entered in all uppercase using the caps lock key. Your password must be entered twice, once in the **Access User Password** box and then in the **Userpass** box.

(5) Preventing unauthorized access. Since the passwords reside directly on your PC, you must take extra precautions to prevent unauthorized access. You need to either lock out the operations of your computer, lock your room during nonworking hours, or add a commercial program that locks out activation of Information Access unless a password is entered. If 24 hour protection of your PC is not practical, then the connection file should be modified after each use to remove all passwords.

(6) Password Updating. The password must be updated once a year. A message will show on your screen at least 30 days before expiration. To change your password, you first change it in the terminal mode or then afterwards go to Information Access to change it in the connection dialog box shown in Figure 2.

Figure 2. Create Access Server Connection

**c. ATIRS Implementation.**

The HP Information Access User's Guide provides comprehensive instructions on basic Information Access commands. ATIRS-specific data tables have been created and are as follows:

(1) Listings of projects. One of the Information Access tables supplied to every user is the ATIRS-PROJ Table. This table lists all of the projects that are actively on-line and available to the users. If you need access to projects that you see are available, contact the ATIRS administrator. A sample of the ATIRS-PROJ table is shown in Table 1.

Short-Title	Project#	Info-Acc-Id
-------------	----------	-------------

PLS	1VG120PLS006L5	L5PLS
PALADIN	2WE200HIP053L5	L5PAL
HET	1VS120HET004L5	L5HET1
15 KW GEN	8EG335015015K2	TQGC
ESP	1VG120035038K2	K2ESP
PLS	1VG120PLS007K2	PLSB
M1000	1VS001000001K2	K2HETS
M1A2 BLOCK II	1993OTCMBT1358AKM	K2M1BI
FMTV	1VG120MTV004K2	K2FMTB
ABRAMS	1VC0801A1073K2	M1AB2
TQG	8EG335ECG011K2	TQG

Table 1. ATIRS Project Database Information

Another table that will be useful to Information Access users is ATIRS-INFO. This table contains a cross reference of Project number and the Information Access table code, if any, that is assigned to that project. A sample of the ATIRS-INFO dataset is shown in Table 2.

Short-Title	Project#	Test-Sponsor	Status
42K LARRS	1996OTABN1184NC	G6	A
5.56MM	1MU0015AP001K2	MISC AMC	A
60K LARRS	1997OTABN1185NC	G6	A
87-93	2MU004000014K9	AMCCOM	A
AAV	1VS1307A1006K2	U.S.M.C.	A
ABDO	8EI825ABO004K4	MISC AMC	A
ABE	1995TTTEC0485WH	VX	A
ACADA	8ES300022002K4	CBDA	A
ACADA	8ES300022003L4	CBDA	A
ACADA	8ES300022004KC	CBDA	A
ACADA	8ES300022005K4	CBDA	A
ACADA	8ES300022006L5	CBDA	A
ACADA	8ES300022007KH	CBDA	A
ACADA	8ES300022008K4	CBDA	A

Table 2. Atirs Project Information

(2) Project table structures. Following the listing of projects are tables set up for the project you requested. The structure of these tables are follows:

(a) Table names. Due to the limitations imposed by Information Access, table naming acronyms have been employed. The standard naming convention for ATIRS Information Access Tables is as follows:

**AABCDD-XXXXXXXX**

where,

AA is the commodity type code,

B is a code designating the current location of the data,

C is a code which designates the location that generated the data,

DD is a locally assigned ID number, and

XXXXXXXXXX is the table name

A listing of the currently available codes may be found in Appendix C-1.

(b) Table Contents. The contents of a given table may vary from project to project. At a minimum, the items from each table that appear on the TIR will always appear in a given table. Beyond the minimum, test specific and/or site specific information may also be included.

The user should also be aware of some other data storage capabilities that are not always evident from the TIR. The ADACS system was designed to keep archived and raw data information. When the TIR is printed, the raw data are used to calculate values found on the printed TIR. In other instances, archived data are processed and the most recent occurrence of a data record is used to produce a report.

The first dataset of this type is MAINT-TIME, acronym Mtime. The MAINT-TIME dataset contains information about the specific tasks required to complete a maintenance action, including MOS, Action Taken and start and stop times. These values can be used to perform maintenance analysis, but also contain the raw data required to calculate active and diagnostic maintenance times. To produce most maintenance reports, the values of maintenance time from the MAINT-DATA, acronym Maint, should be used. These values are calculated and stored for the users convenience.

To retain historical scoring information, each time a TIR is scored, the old value of the score is archived. This enables the user to track the scoring process and maintains a quality control record. So if you are including scoring information in your report, only select records with a Prime-Score of "YES". This value is kept up to date and indicates the most recent scoring event.

The user should also be aware that not all data that are available through Information Access are ready for distribution. Raw data that are in the review process may also be mixed with released data. To be assured of only receiving reviewed data, only select records with a Release-Date NOT EQUAL "0"(zero).

For additional information on report generation, See Appendix A, Information Access Hints.

***d. Alternate dial up Method***

Obtain Remote Access Server (RAS) to ATIRS.

Use MS dial up networking which is available through Windows 95 or NT.

Call for instructions.

**e. Quick Start Tutorial.**

Step 1. After Information Access has connected and retrieved the table information, the user may then show active tables. The tables available will then be displayed in the table information window as shown in Figures 2. The table coding method as described in Section 2. was devised to allow for the increasing number of data sources available to ATIRS. The user may find table that have been named using simply a location code and name. These tables are at the location described in the first two characters. All new tables in the future will be named using the conventions described in Section 2.

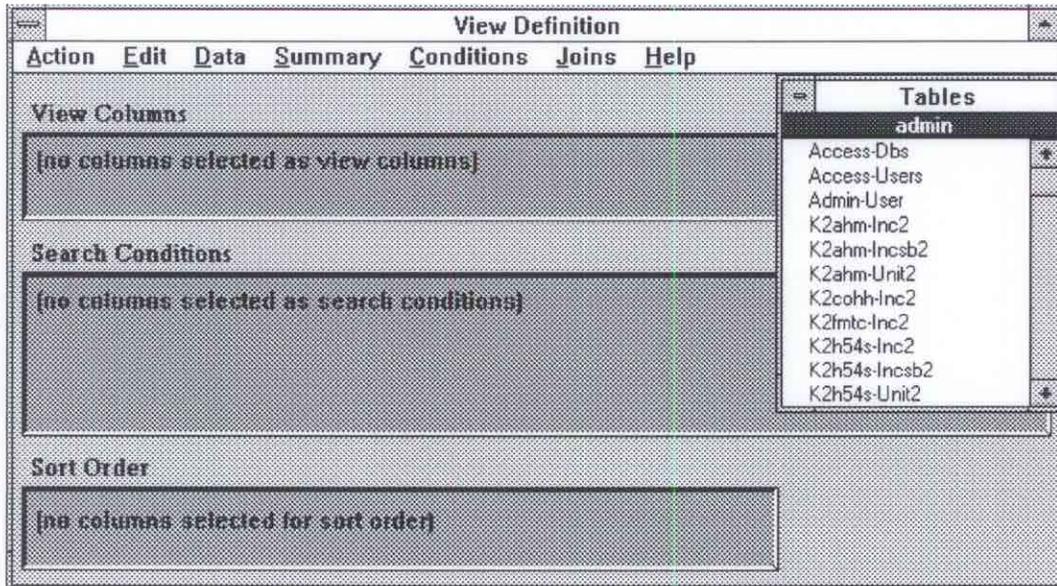


Figure 2 Table Information Window

Step 2. To view the contents of a particular table, simply double click the desired table and a window with the table contents will be opened. A sample Table Contents window is shown in Figure 3.

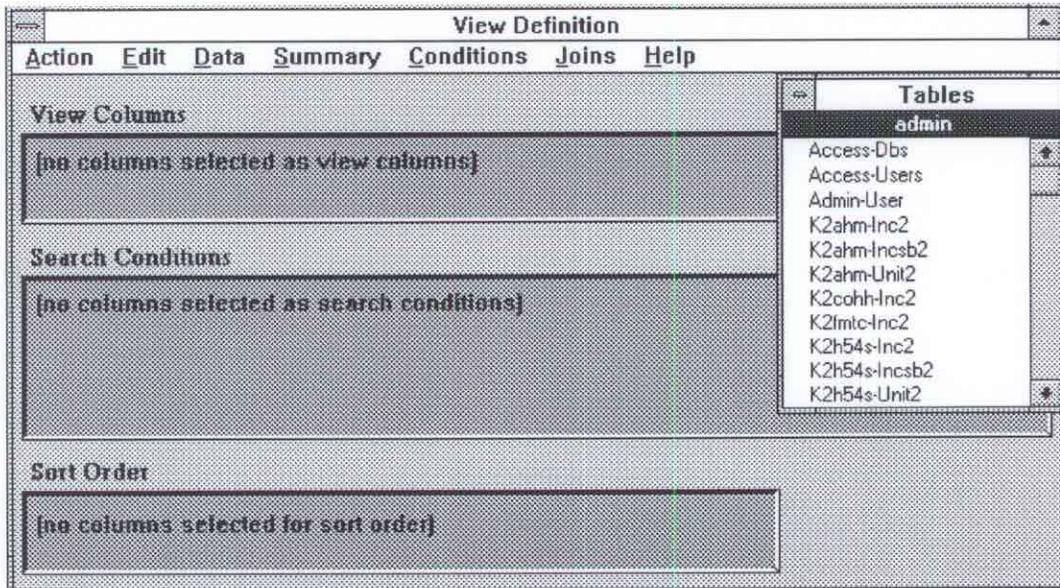


Figure 3. Sample View Definition

Step 3. Select the desired items for your report by dragging the item from the table contents window to:

- a. "View Columns" to select items for viewing.
- b. "Sort Order" (Optional) to sort items in order.

Step 4. If you have selected more than 1 table, select "JOINS" and connect the common item, such as "RECORD#".

Step 5. Once all the desired items have been selected, select "Retrieve Data" from "Data". The selected data will then be displayed in spreadsheet format as in Figure 4.

New Wave Access ( NewWave Access )				
Action Edit Data Report Connection Settings Task Help				
Request for data complete: 1422 records in Data View.				
	Tir#	Date-Occurred	Inc-Title	Incident-Class
1	K2-A000001	910709	INITIAL INSPECTION	INFORMATION
2	K2-B500001	910726	INITIAL INSPECTION	INFORMATION
3	K2-B400003	910719	FIFTH WHEEL INSTALLED	INFORMATION
4	K2-B500005	910731	T-CASE LEVER WON'T SHIFT	MAJOR
5	K2-B400004	910726	BRAKE ADJUSTMENT	MINOR
6	K2-B700001	910726	INITIAL INSPECTION	INFORMATION
7	K2-B400001	910726	INITIAL INSPECTION	INFORMATION
8	K2-B600001	910726	INITIAL INSPECTION	INFORMATION
9	K2-B400002	910726	BATTERY CAP MISSING	MINOR
10	K2-B500004	910729	AXLE BREATHER MISSING	MINOR
11	K2-B500003	910729	BATTERY CELL DEAD	MINOR
12	K2-B500002	910729	TRANSFER SENDING UNIT	MINOR
13	K2-B500006	910731	REAR CENTER MARKER LIGHT	MINOR
14	K2-B400005	910731	PLANETARY HUB CAP SCREWS	MINOR
15	K2-B500007	910801	ENG OIL DRAINING HAZARD	MINOR
16	K2-B500008	910802	EXCESSIVE TIME TO ADD OIL	MINOR

Figure 4 Sample Data View

At this point the user may redefine the data view to view additional items, convert the data to another PC format, or save the spreadsheet as is for inclusion in another document in "Action".

## Tips on Using Formulas in Information Access Report Writer

Here are a few examples of how to use formulas in a report.

Changing text fields to numbers:

1. Select the Database field and delete it.
2. Choose: Insert - Formula Field.
  - a. Name the formula
  - b. Define function: ToNumber({Database Field})
  - c. Select check formula button
    - \* correct any errors
  - d. Select Accept button
3. Place Formula Field in report.

Note: If any records contain a blank in the text field an error will be generated and the report will stop. To avoid this you can check the contents of the field within the formula before you convert as in the following example.

Name: @mrf\_num

Formula: if NumericText( {Table.Mrf} ) then ToNumber( {Table.Mrf} ) else 0

Here is an example of a more complex formula which converts a YYMMDD date stored as an integer to a date field. This allows you to use the format date options in the report writer.

Name: @date

Formula: Date( 1900 + Truncate( {Table.Date-Occurred}/10000) ,  
Truncate( Remainder( {Table.Date-Occurred}, 10000) / 100) ,  
Remainder( {Table.Date-Occurred}, 100) )

It is sometime advantageous to break large formulas up into several small ones. This allows you to check each part of the formula before putting it all together. The previous example could also be accomplished as follows:

Name: @year

Formula: 1900 + Truncate( {Table.Date-Occurred}/10000)

Name: @month

Formula:  $\text{Truncate}(\text{Remainder}(\{\text{Table.Date-Occurred}\}, 10000) / 100)$

Name: @day

Formula:  $\text{Remainder}(\{\text{Table.Date-Occurred}\}, 100)$

Name: @date

Formula:  $\text{Date}(\{\text{@year}\}, \{\text{@month}\}, \{\text{@day}\})$

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## Appendix A - Information Access

### Tips

Item Subject: **REMARKS.**

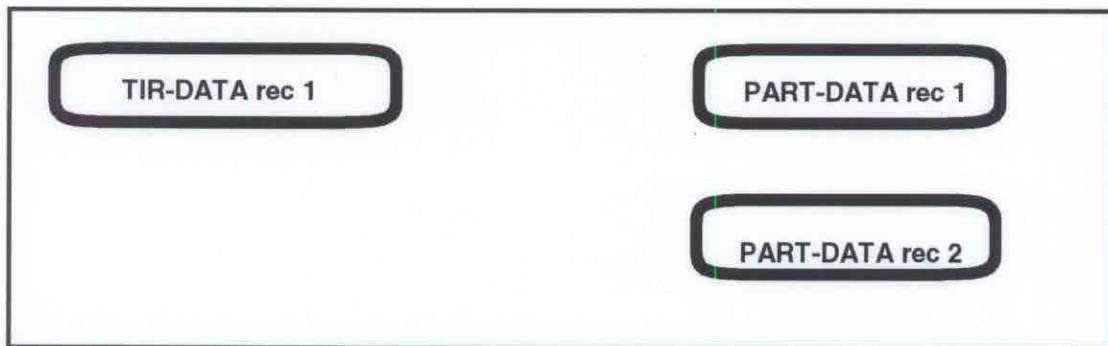
The Remarks table contains sequencing information for the text lines comprising Block 90, Incident/Maintenance Description. Each line is sequenced by "Order#." If you just tagged "Remarks", you will get all the lines for a TIR. This might be cumbersome to read and will take much retrieval time. A more effective method is to just display the first line of the remarks by including an "Order#=1" and Types=INC dataset with the "Remarks" dataset pick. If you want more complete description information, we suggest the terminal mode be used to produce a full TIR.

Item Subject: **JOINS**

To properly join datasets using Information Access the user should have a copy of the TIR reg. available. To generate desired results you must be able to identify repeating dataset as well as optional datasets.

### REPEATING DATASETS

A repeating dataset that is joined to a non-repeating dataset will produce what called a combination. For Example



Will produce the following combinations:

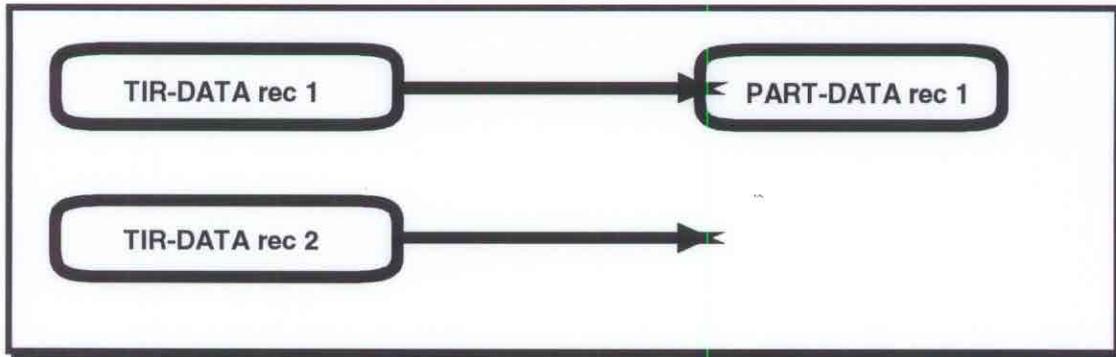
TIR-DATA rec 1 | PART-DATA rec 1  
TIR-DATA rec 1 | PART-DATA rec 2

So, if you try to total a column that is not in the repeating set, you will get unreliable results.

HINT: If you need to combine repeating and non-repeating data, save the data in another spreadsheet format that will do control breaks on key fields.

## OPTIONAL DATASETS

If a dataset is optional, the resulting report may be missing some valid data rows. For example



In this instance, TIR rec 1 has an associated part record, where TIR rec 2 does not. The resulting report will contain only 1 record and will produce the following combination:

TIR-DATA rec 1 | PART-DATA rec 1

TIR rec 2 will be missing due to the fact that the join fails for that record.

HINT - Use the outer join feature, but use it carefully. Run a report of non-optional datasets first, then run a report of the optional dataset. This will give you the number of records expected after the join is done.

### WARNING

Never combine more than one repeating or optional dataset in a join the results can almost be assured to be unreliable.

### CONCLUSION

Information Access is meant to be a user friendly data extractor. It can provide the semi-skilled user with raw data in a variety of formats. It is a management information tool and as such requires that the user be familiar with the data he is reporting. The software is meant to take the place of a software developer NOT an analyst. Any reporting program in the hands of an amateur can be lethal.

Data extracted using Information Access should be saved to a more powerful format such as 1-2-3 or dbase for reduction. Information Access will extract and display management information quite effectively, but it can't be used to perform mathematical reduction in its' current form.

### **Table to TIR Cross Reference Guide**

The ADACS system is always evolving as is the Information Access setup process. The information in these tables should be used as a general guide. The values in these tables may either be stored in a different manner or unavailable for a given test.

<b>DATASET: TIR</b>		
<b>ITEM</b>	<b>TYPE</b>	<b>TIR BLOCK#</b>
RELEASE-DATE	I2	1
REVISION	U2	1
TIR#	U10	4
ORIGINAL-RELEASE	I2	8

\*Always set RELEASE-DATE NE 0

<b>DATASET: ID</b>		
<b>ITEM</b>	<b>TYPE</b>	<b>TIR BLOCK#</b>
TEST-TITLE	U34	2
MODEL	U28	10
SERIAL#	U26	11
ITEM#	U28	15
DATE-OCCURRED	I2	40

<b>DATASET: SCORE</b>		
<b>ITEM</b>	<b>TYPE</b>	<b>TIR BLOCK#</b>
FDSC-STEP#	U22	*41
FDSC-CLASS	U22	*42
CHARGEABILITY	U20	*43
* Scoring data is a repeating dataset on some tests. Item PRIME-SCORE must be equal to "YES".		

DATASET: INC		
ITEM	TYPE	TIR BLOCK#
USA#	U28	12
MANUFACTURER	U30	13
CONTRACT#	U24	14
TEST-LIFE[1]	R2	21
LIFE-UNITS[1]	U14	21
TEST-LIFE[2]	R2	22
LIFE-UNITS[2]	U14	22
TEST-LIFE[3]	R2	23
LIFE-UNITS[3]	U14	23
TEST-LIFE[4]	R2	24
LIFE-UNITS[4]	U14	24
TEST-LIFE[5]	R2	25
LIFE-UNITS[5]	U14	25
INC-TITLE	U26	30
SUBSYSTEM	U22	31
INCIDENT-CLASS	U12	32
OBSERVED-DURING	U18	33
ACTION-TAKEN	U26	34
INCIDENT-TIME	U4	40
TIME-ZONE	U4	40
INCIDENT-STATUS	U12	44
CATEGORIES	U60	46
KEYWORDS	U60	47
TEST-ENVIR	U56	48
COURSE-TYPE	U22	48
COURSE-COND	U16	48
DISPOSITION	U52	49

<b>DATASET: INCSB</b>		
<b>ITEM</b>	<b>TYPE</b>	<b>TIR BLOCK#</b>
NOMENCLATURE	U28	50
SERIAL#	U26	51
STOCK#	U26	52
MANUFACTURER	U30	53
MFR-PART#	U24	54
DRAWING#	U24	55
QUANTITY	I1	56
ACTION-TAKEN	U26	57
FGC	U30	60
LSA#	U28	61
PART-LIFE[1]	R2	62
PART-UNITS[1]	U14	62
LIFE-PRD[1]	R2	OPT.
PART-LIFE[2]	R2	63
PART-UNITS[2]	U14	63
LIFE-PRD[2]	R2	OPT.
PART-LIFE[3]	R2	64
PART-UNITS[3]	U14	64
LIFE-PRD[3]	R2	OPT.
NEXT-ASSY	U24	65
NEXT-ASSY-SN	U26	66
VERSION#	U14	67

<b>DATASET: TOT-MAINT</b>		
<b>ITEM</b>	<b>TYPE</b>	<b>TIR BLOCK#</b>
DIAG-CLK-HRS	R2	*70
DIAG-MAN-HRS	R2	*71
ACTIVE-CLK-HRS	R2	*72
ACTIVE-MAN-HRS	R2	*73
* Maint Data is a repeating dataset on some tests, Tot-Maint reflects the total of values from Maint-Data with Chargeable = "YES" .		

DATASET: MAINT		
ITEM	TYPE	TIR BLOCK#
MAINT-TYPE	U28	*80
LEVEL-USED	U22	*81
LEVEL-PRSC	U22	*82
LEVEL-RECM	U22	*83
LEVEL-USED	U22	96
DELAY-TIME	R2	96
MAINT-TYPE	U28	96
DIAG-CLK-HRS	R2	96
ACTIVE-CLK-HRS	R2	96
DIAG-MAN-HRS	R2	96
ACTIVE-MAN-HRS	R2	96
MAINT-CHARGE	U2	96
* If Maint-Data is a repeating dataset the highest or most applicable value is on the TIR.		

DATASET: MTIME		
ITEM	TYPE	TIR BLOCK#
DATE-OCCURRED	I2	*96
START-TIME	I1	96
STOP-TIME	I1	96
* Mtime is a repeating dataset, start-date is the earliest Date-Occurred and stop-date is the latest Date-Occurred.		

DATASET: REMARKS		
ITEM	TYPE	TIR BLOCK#
REMARKS	X78	*90
* Only remarks of TYPE = "INC" appear on the TIR, and these are arranged by ORDER#.		

DATASET: PART

ITEM	TYPE	TIR BLOCK#
NOMENCLATURE	U28	97
FGC	U30	97
SERIAL#	U26	*97
STOCK#	U26	*97
MFR-PART#	U24	*97
PART-LIFE[1]	R2	97
PART-UNITS[1]	U14	97
LEVEL	U22	97
QUANTITY	I1	97
ACTION-TAKEN	U26	97
* Only one of these three values appears in block 97.		

## ***Appendix B - Requesting Access to ATIRS***

This guide contains information to help DoD computer users get access to the ATIRS/ADACS computer. The ATIRS/ADACS system provides access to unclassified Army test data via the ATIRS network. For a user to access the system he or she must have a user Id and a system password.

The flowchart in Figure 1 shows how a user may request and receive his or her user Id and password. The forms needed to complete the procedure are in Figures 2 and 3.

We have attempted to provide the user with the basic information needed to get access to the ATIRS/ADACS system. However, this booklet may not answer all users' questions. For those unanswered questions, contact the ATIRS Administrator.

## Explanation of Flowchart Procedures

1-1. A user advises his or her supervisor they need to access information on the CSTA ATIRS/ADACS computer system.

1-2. The supervisor, using the sample format in B-10, appoints a primary and alternate Security Representative for their area. **Supervisors appoint security representatives under their office symbol.** When offices have terminals in more than one room or building, the supervisor must appoint a primary and alternate security representative for each separate area.

1-3. Once appointed, the primary and alternate security representative must review their responsibilities in AR 380-19, paragraph 1-6d(5). Security representatives must also sign the bottom of the security representative appointment form which says they have read and understand their responsibilities.

1-4. Supervisor retains a file copy of the appointment memorandum and sends the original to:

Commander  
U.S. Army Aberdeen Test Center  
ATTN: STEAC-TC-A (ATIRS/ADACS Manager)  
Building 400, Room 205  
Aberdeen Proving Ground, MD 21005-5059

Send requests to the ATIRS/ADACS Manager by mail or fax. The fax number is (410) 278-0588.

NOTE: The security representative appointment memorandum and the request for a user password may be sent to the above address simultaneously.

2-1. The requestor completes an STEAC-RM 942R, Request For Access to DPI T-701 Computer Systems. The instructions and a sample of the STEAC-RM 942R form are in Chapter VII. After completing the form, the requestor gives it to the office primary or alternate security representative.

2-2. The security representative reviews the STEAC-RM 942R form for accuracy. If the office symbol, referred to on the form as Org Symbol, matches the office symbol for the security representative, the security representative signs the request. If the office symbols do not match, the supervisor must appoint a primary and alternate security representative for that office.

2-3. After the requestor and Security Representative signs the request; the Security Representative gives it to the requestor's supervisor. The supervisor signs the request in paragraph nine of the form. This signifies the requestor needs access to the information on the computer systems designated on the form. The supervisor returns the request to the Security Representative.

2-4. If the requestor is a government employee, go to paragraph 2-6. If the requestor is a DoD contractor, the Security Representative must send the STEAC-RM 942R form to the proponent of the test project for signature approval.

2-5. After the proponent approves the STEAC-RM 942R form request; they will send the form to the address in paragraph 1-4.

2-6. The Security Representative sends the STEAC-RM 942R form to the address shown in paragraph 1-4. NOTE: Proponent authorization is not required for government employees.

3-1. ATC will issue a system password (and a data base password, if necessary) for the requestor. The password for the ATIRS/ADACS system is For Official Use Only. The password and receipt form will be returned to the requestor's security representative. The security representative has the responsibility to make sure the requestor receives the password and signs and returns the receipt form to ATC.

3-2. The requestor completes the information on the receipt form and returns it to ATC at the address shown in paragraph 1-4.

3-3. The requestor must memorize the password. The sheet of paper containing the password must be protected as For Official Use Only and destroyed by tearing it in small pieces or shredding.

3-4. ATC receives the receipt form and activates the password.

3-5. ATC will not activate the password until they receive the requestor's completed receipt form.

3-6. Requestor may access HP3000 ATIRS/ADACS system.

# GETTING AN ATIRS/ADACS PASSWORD

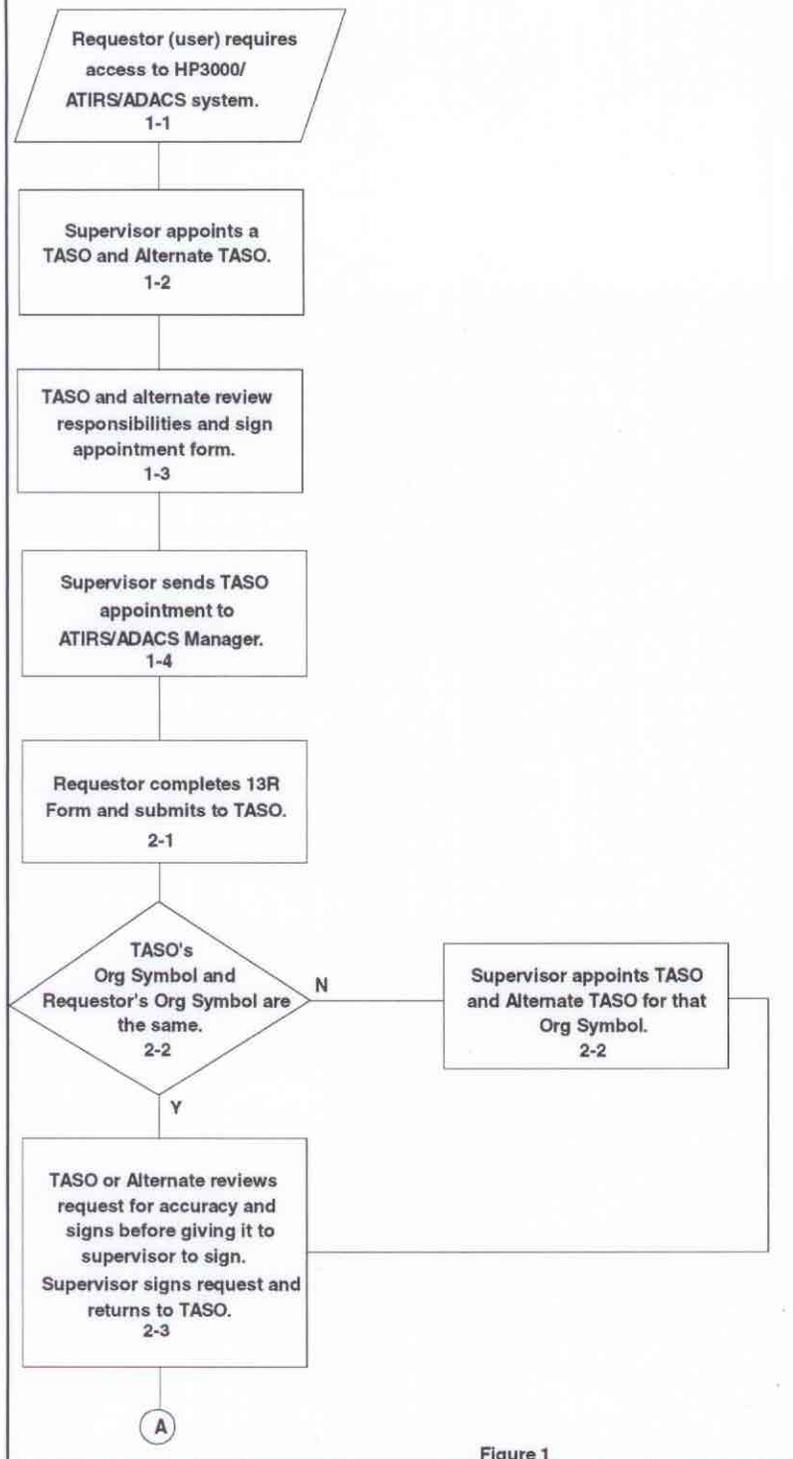


Figure 1

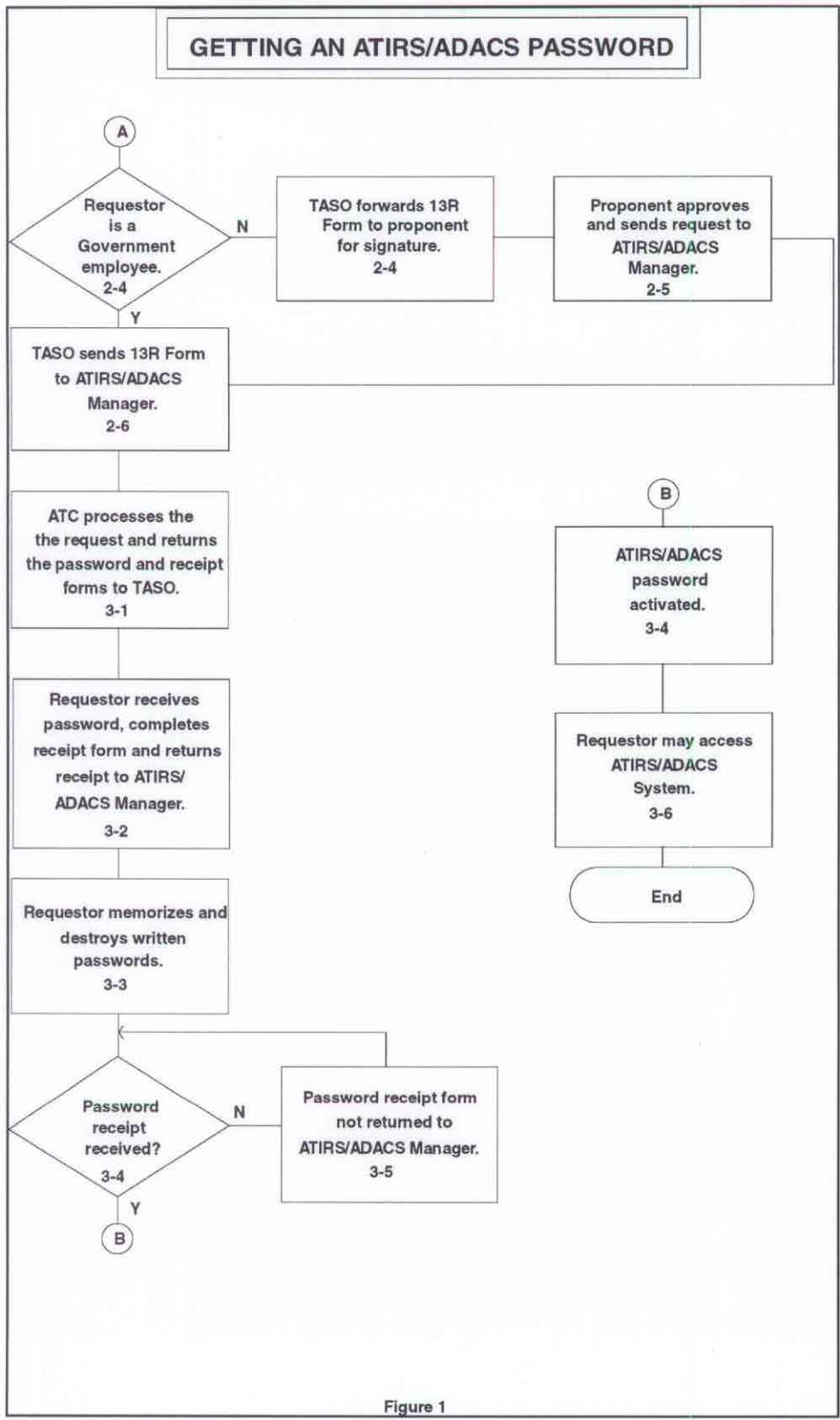


Figure 1

REQUEST FOR ACCESS TO DPI T-701A COMPUTER SYSTEMS

1. ACTION:

DATE: \_\_\_/\_\_\_/\_\_\_

- ( ) ADD
- ( ) CHANGE: Transfer/Change From: \_\_\_\_\_ TO \_\_\_\_\_
- ( ) DELETE: Disposition of Files \_\_\_\_\_

2. REQUESTOR \_\_\_\_\_  
(Last Name) (First Name) (I) (Org. Symbol)

Security Clearance \_\_\_\_\_ U.S. Citizen \_\_\_ YES \_\_\_ NO

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address \_\_\_\_\_

Commercial Phone ( ) \_\_\_\_\_ DSN ( ) \_\_\_\_\_

Are you associated with a foreign owned company? \_\_\_ NO

\_\_\_ YES

If yes, give Company Name: \_\_\_\_\_  
\_\_\_\_\_

3. Security representative:

\_\_\_\_\_  
(Last Name) (First Name) (I) (Org. Symbol)

Office Name \_\_\_\_\_ Bldg. No. \_\_\_\_\_ Rm. No. \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Security representative E-Mail Address \_\_\_\_\_

Commercial Phone ( ) \_\_\_\_\_ DSN ( ) \_\_\_\_\_

4. SIGNATURES: Requestor : \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Security representative: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Requestor's Supervisor: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Proponent Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Test Director Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

5. CONTRACTOR ONLY:

Contract No. \_\_\_\_\_ Contract Expiration Date: \_\_/\_\_/\_\_  
COR \_\_\_\_\_ Phone Number \_\_\_\_\_  
Supporting Command \_\_\_\_\_

6. JUSTIFICATION FOR ACCESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. ACCESS MODE: \_\_\_\_\_ Dial Up  
\_\_\_\_\_ Network  
IP Address: \_\_\_\_\_  
Default Gateway: \_\_\_\_\_  
Fire Wall Administrator: \_\_\_\_\_  
(Name and Phone #)

8. APPLICATION REQUESTED:

E-MAIL INDIVIDUAL \_\_\_\_\_ OFFICE \_\_\_\_\_  
ATIRS \_\_\_\_\_ INFORMATION ACCESS \_\_\_\_\_ CORPORATE REPOSITORY \_\_\_\_\_  
LOCAL AREA NETWORK \_\_\_\_\_ TIMEKEEPING \_\_\_\_\_  
OTHER \_\_\_\_\_  
\_\_\_\_\_

## **GAINING ACCESS TO THE ABERDEEN TEST CENTER COMPUTER SYSTEMS**

A. General. To access ATC Computer Systems, a Terminal Area Security Representative letter (one for each office area) and a Request for Access STEAC-RM 942R (one for each individual) requiring access must be submitted. Below are STEAC-RM 942R instructions and an example of typical content in a security representative appointment memorandum. The memorandum and requests are sent to:

Commander  
U.S. Army Aberdeen Test Center  
ATTN: STEAC-TC-A  
Aberdeen Proving Ground, MD 21005-5059

Or

FAX (410) 278-3892, DSN 298-3892

B. Instructions for completion of Request for Access to DPI T-701A Computer Systems

1. Action:

- ADD - used to establish a new account
- CHANGE - used to change authorization and may involve employee transfers, and/or reorganizations.
- DELETE - used to remove an individual or office account from the system.

Disposition of Files - security representative must provide disposition instructions for files associated with the account to be deleted or transferred.

2. Requester: Print legibly or type requester information. Leave no blanks unfilled. Use complete name. DO NOT use nicknames.

3. Security representative: In addition to the appointment memorandum, complete all security representative information. Leave no blanks unfilled.

4. Signatures: Both Requester and security representative must sign and date form. To verify application requirement the requestor's office chief/director, supervisor or COR must sign and date this form. Government data proponent must sign to approve contractor access to ATC Computer Systems. Test directors must sign to approve access to Corporate Repository.

5. If requestor is a contractor employee, this item must be completed to reflect the contractor, contract number, the expiration date of the contract, Contracting Officer's Representative (COR) and supporting government command.

6. Justification for Access:

Provide:

- a. Narrative as to why it is necessary
- b. A list of weapon systems and associated project numbers to be accessed.

7. Access Mode: Indicate access mode, network is preferred. The IP address, default gateway, and fire wall administrator name and phone number are required to access ATC Network.

8. Application Requested: Indicate application to which access is requested.

NOTES:

No requests will be processed unless a Terminal Area Security representative has been appointed.

Incomplete requests will be returned to the requester's security representative without action.

For additional information, call DSN 298-9413 or (410) 278-9413.

FAX completed forms to DSN 298-3892 or (410) 278-3892

C. Example of Content for Security Representative Appointment Memorandum

SUBJECT: **Appointment of Terminal Area Security Representative**

1. I appoint the following individuals primary and alternate security representatives for the terminals in the following area. The security representatives will act as the security officers for terminals accessing USAATC's computers and computers at Aberdeen Proving Ground's Data Processing Installation (DPA) T-701.

<u>NAME</u>	<u>OFFICE SYMBOL</u>	<u>PHONE NO.</u>	<u>BLDG/ROOM NOS.</u>
-------------	----------------------	------------------	-----------------------

Primary  
Alternate

2. The signatures at the bottom of this memorandum indicates they are aware of their **Security Representative** responsibilities.

3. POC for this action is

***(Signature Block of Supervisor)***

---

Having reviewed AR 380-19, paragraph 1-6d(5) I am aware of my responsibilities.

PRIMARY \_\_\_\_\_

ALTERNATE \_\_\_\_\_

## ***Security Representative RESPONSIBILITIES***

Excerpt taken from AR 380-19, paragraph 1-6d(5).

(5) Security Representative. For each terminal or contiguous group of terminals not under the direct control of an ISSO or NSO, there will be a security representative. The security representative will perform the following duties, as required by the ISSO or NSO:

(a) Issue written instruction specifying security requirements and operating procedures. This applies to only the terminal areas(s) for which the security representative is responsible. The security representatives will issue instructions specifying security regulations and operating procedures only for those aspects of terminal usage that are unique to their areas and that are not covered by instructions issued by the ISSO, Network Security Officer (NSO), ISSM ISSPM, or other responsible authority. Copies of all such instructions will be furnished to the appropriate ISSO(s).

(b) Establish each terminal user's identify, need-to-know, level of clearance, and access authorizations commensurate with the data available from that terminal. In those instances where these requirements are otherwise met to the satisfaction of the ISSO (e.g., software validation of access authorization, automatic maintenance of user logs via operating system software), the security representative is relieved of this responsibility.

(c) Establish procedures to restrict entry of unauthorized transactions or data. Such controls will be specified as necessary by the ISSO or other responsible authority.

(d) Monitor local compliance with security procedures.

(e) Assist the host ISSO is providing system security.

(f) Report actual or suspected security violations or incidents to the host system ISSO.

(g) Using the 13-R Form, notify ATIRS/ADACS Manager when user leaves your employ or no longer requires access.

## ***USERS RESPONSIBILITIES***

Each user must protect government data and data resources from unauthorized destruction, disclosure, distribution, or modification. Each user is responsible for the security of his or her password. A user must not keep their password written down, give it to another individual, or allow a compromised password to remain on the system. Users must safeguard their password as For Official Use Only.

Users must log off terminals or PC's when not in use. They may use terminals only in support of official government business. A user must secure terminals at the end of the workday or when they are unattended. Users must report the compromise of a password or other security violations to their security representative. If the security representative is not available, the user must report the incident to the ATIRS/ADACS Manger or the ISSO.

## ***SECURITY VIOLATIONS***

An unauthorized access to a computer system is a security violation. The deliberate destruction or modification of data on the computer system is also a security violation. An unauthorized attempt to gain access that is not successful is a security incident.

Report a security violation or incident to the security representative, system manager, and ISSO. The ISSO will investigate each reported occurrence to determine the degree of compromise to the computer system and provide the information to the ATC Security Office.

## **Appendix C - Information Access Table Names**

Information Access table names are limited to sixteen characters. To facilitate recognition, a coding system has been employed that provides identifying information for both the Information Access user and administrator.

Information Access tables names are composed of two basic parts:

Data Source Identifier

Table Identifier

### **Data Source Identifier**

The data source identifier indicates the commodity class of the tables and information concerning the current location and the original source of the data. The composition of the data source identifier is as follows:

AABCDD

Where,

AA is the commodity class. A List of currently assigned commodity classes may be found in Table C-1.

<b>CODE</b>	<b>COMMODITY</b>
AI	Aircraft
CO	Non-Hardware/Special Use/ Software
EE	Electronics
EG	Equipment, General Purpose
EI	Equipment, Individual
ES	Equipment, Special Purpose
MI	Missiles
MU	Munitions
VC	Vehicles, Combat
VG	Vehicles, General Purpose
VS	Vehicle, Special Purpose
WE	Weapons

Table C-1

B is the code designating the current location of the data.

C is the location where the data originated. A list of the currently assigned location codes may be found in table C-2.

Location Code	Agency
1	HQ, US Army Test Evaluation Command
2	US Army Aberdeen Test Center
3	US Army Dugway Proving Ground
4	US Army Jefferson Proving Ground
5	US Army Cold Regions Test Center
7	TEXCOM, Ft. Sill, Oklahoma
8	US Army Aviation Development Test Activity
9	US Army Electronic Proving Ground
B	TEXCOM, Ft. Hood, Texas
C	US Army Redstone Technical Center
D	US Army Tropical Test Center
E	US Army White Sands Missile Range
F	US Army Yuma Proving Ground
G	TEXCOM, Ft. Hunter, California
H	TEXCOM, Ft. Bliss, Texas
I	TEXCOM, Ft. Huachuca, Arizona
J	TEXCOM Test at MICOM

**Table C-2. Location Codes**

DD is a sequential number assigned by the Information Access Administrator.

The commodity type and location where the data were generated are provided to assist the user in locating the data they desire. More information concerning the contents of a particular table can be viewed using the ATIRS-PROJ and ATIRS-INFO tables where the user will find other information such as test description, type, and project number.

The current location of the data is supplied to assist the user in making decision about the amount of data to be retrieved. Data residing at the central server location, CSTA, will be relatively faster to retrieve. Where as data at remote sites may take additional time to collect due to the amount of MILNET traffic at the time.

#### **Table Identifier**

Table identifiers are assigned to indicate the type of data in the table. For example data concerning scoring are included in the table named -SCOR, data concerning parts replaced are contained in the tables named -PART. While most elements are easily located, the placement of other elements was often quite subject or dictated by report requirements. For this reason, a table of the most often used table and their elements are provided bellow. To further assist in identifying the elements, a cross-reference to the TIR item numbers is supplied where applicable.

*Appendix D - Points of Contact*

<u>Position</u>	<u>Incumbent</u>	<u>Office Symbol</u>	<u>Telephone</u>
<u>DSN 298</u>			
Acting, ATIRS Manager	Gwendolyn Ashby	CSTE-DTC-AT-TC-I	(410)278-9405
Assistant, ATIRS	Diane Seay	CSTE-DTC-AT-TC-I	(410)278-7586
Assistant, ATIRS	Shelley Cobb	CSTE-DTC-AT-TC-I	(410)278-9417
System Manager	Tim O'Neill	CSTE-DTC-AT-TC-ITT	(410)278-4409
Acting, Information Manager	Scott Redding	CSTE-DTC-AT-TC-ITT	(410)278-4349
Info Sys Security Manager	Kevin Allen Dorsey	CSTE-DTC-AT-TC-ITT	(410)278-9469
ATC Computer FAX			(410)278-0588

E-Mail Addresses

<u>Incumbent</u>	<u>E-Mail</u>
Gwendolyn Ashby	<a href="mailto:gashby@atc.army.mil">gashby@atc.army.mil</a>
Diane Seay	<a href="mailto:dseay@atc.army.mil">dseay@atc.army.mil</a>
Shelley Cobb	<a href="mailto:scobb@atc.army.mil">scobb@atc.army.mil</a>
Tim O'Neill	<a href="mailto:toneill@atc.army.mil">toneill@atc.army.mil</a>
Scott Redding	<a href="mailto:sredding@atc.army.mil">sredding@atc.army.mil</a>
Kevin Allen Dorsey	<a href="mailto:kadorsey@atc.army.mil">kadorsey@atc.army.mil</a>
Sherrie Laury	Administrative Assistant

Mailing Address

Commander  
 U.S. Army Aberdeen Test Center  
 400 Collieran Road  
 ATTN: CSTE-DTC-AT-TC-I (D. Ashby)  
 Building 400, Room 205  
 Aberdeen Proving Ground, MD 21005-5059

**SUGGESTIONS SEND TO - ADACS@ATC.**

**Appendix E - Test Site Codes**

The first two characters of the TIR number consist of the site code.

**TECOM Test Site Codes:**

<b>Activity</b>	<b>Node Name</b>	<b>Site Code</b>
Aberdeen Test Center	CSTA2	K2
Aviation Technical Test Center	RUCKER	KF
Cold Regions Test Center	CRTC	KC/L5
Electronics Proving Ground	CSTA2	KH
Dugway Proving Ground	DPG	K4
Jefferson Proving Ground	JPG	K9
Redstone Technical Test Center	RTTC	KN
Tropic Test Site	YUMA	L3/L5
White Sands Missile Range	RAMSAT	L4
White Sands Missile Range	WS950	L4
Yuma Proving Ground	YUMA	L5

**OPTEC Test Site Codes:**

ALL TEST DIRECTORATES AT FORT HOOD, TX. :	CSTA2	KM
TEXCOM CLOSE COMBAT TEST DIRECTORATE (CCTD)		
TEXCOM AVIATION TEST DIRECTORATE (AVTD)		
TEXCOM COMMAND, CONTROL, AND COMMUNICATIONS TEST DIRECTORATE (C3TD)		
TEXCOM INFORMATION MISSION AREA TEST DIRECTORATE (IMATD)		
TEXCOM TEST EXPERIMENTATION CENTER (TEC) FT. HUNTER LIGGETT, CA.		FG/KM
TEXCOM AIR DEFENSE ARTILLERY TEST DIRECTORATE (ADATD) FT. BLISS, TX.		KB
TEXCOM INTELLIGENCE/ELECTRONIC WARFARE TEST DIRECTORATE (IEWTD) FT. HUACHUCA, AZ.		YE
TEXCOM FIRE SUPPORT TEST DIRECTORATE (FSTD) FT. SILL, OK.		KE