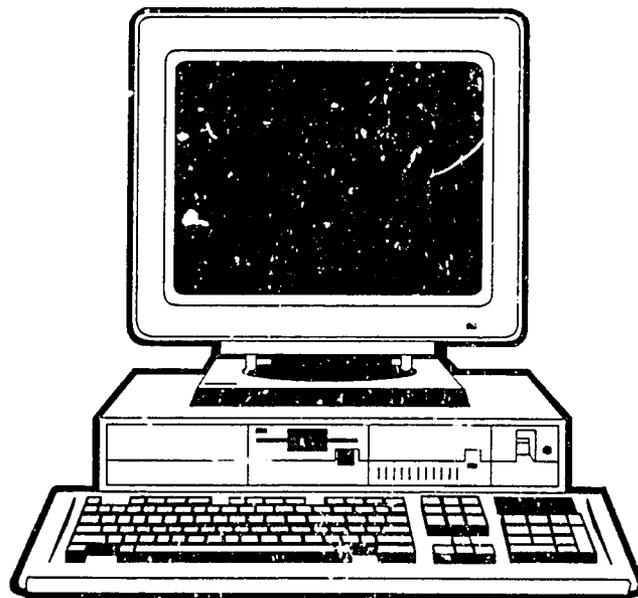


ANDEAN ALTERNATIVE DEVELOPMENT MANAGEMENT INFORMATION SYSTEM (AAD/MIS)

COMPUTER MANUAL



This user guide is for all users of AAD/MIS--BOLIS, COBIS, PERUIS, and a portion of the LACIS. It is a comprehensive manual on how the system works.

Andean Counterdrug Management Information System Project (LAC-0801-C-00-1014-00)

Management Systems International

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ANDEAN ALTERNATIVE DEVELOPMENT MANAGEMENT INFORMATION SYSTEM (AAD/MIS)

USER GUIDE

This user guide is for all users of AAD/MIS--BOLIS, COBIS, PERUIS, and a portion of the LACIS. It is a comprehensive manual on how the system works, describing step-by-step how to find information and how to use the various function keys and commands.

INTRODUCTION TO THE AAD/MIS

The LAC Bureau's Andean Alternative Development Management Information System (AAD/MIS) has been designed to improve the way Missions and LAC/SAM manage, store, and access information files. Applying the technology of Local Area Networks (LANs) and the Lotus Magellan software, these systems enable users to easily locate the information they need to perform their jobs. The systems are designed to dramatically improve productivity and efficiency.

This manual is written for users of the AAD/MIS in the Washington office of LAC/SAM and in USAIDs in Bolivia, Colombia, and Peru. Separate Management Information Systems (MISs) were developed in Washington, Bolivia, Colombia, and Peru under a contract entitled "Technical Services in Support of Latin America Bureau Andean Counterdrug Management Information System Project in LAC Region" (LAC-0801-C-00-1014-00). The information systems included under the AAD/MIS are the Latin American and Caribbean Information System (LACIS--a small portion of it), the Bolivia Information System (BOLIS), the Colombia Information System (COBIS), the Peru Information System (PERUIS). In this manual these systems are collectively referred to as the AAD/MIS, even though they are physically separate. The completion of this manual fulfills a requirement of the contract's scope of work.

This manual is written specifically for the AAD/MIS systems but may also be used for many A.I.D. information systems using the Lotus Magellan software. An overview of the Magellan software is provided in a section below and then described in detail throughout the manual. The Magellan software has been customized for USAID use. Both the customization of Magellan for USAID and much of this manual benefitted directly from the pioneering work done by Pete McLain, first with the LAC Bureau and later for the Administrator's Office.

This manual is not a substitute for the Lotus Magellan manual but does describe in detail the way Magellan has been customized for use in USAID. Advanced users in particular will still want to consult the Magellan manual.

The manual is structured in the following manner. It begins with a brief overview of the AAD/MIS and its evolution. That overview is followed by an introduction to the Lotus Magellan software. The manual then provides "user information" for basic users, which will also be published separately for easy reference. The manual also provides sections on technical information and system management, which are targeted to advanced users, systems administrators, and managers overseeing the overall content and direction of their system.

BACKGROUND AND EVOLUTION OF THE AAD/MIS SYSTEM

In June of 1991 the South America and Mexico Office of the LAC Bureau (LAC/SAM) contracted with Management Systems International (MSI) to create a Management Information System (MIS) for the Andean Counter-Drug Initiative. The term "MIS" was interpreted to mean two important outputs--both an analytical monitoring and evaluation system and a computerized information system. The computerized information system was required to perform two basic functions: 1) provide and report on project and program performance in the counter-drug portfolio and 2) provide a wide array of socio-economic information that was deemed necessary to answer the tide of daily inquiries to USAID from within and outside the agency, such as the price of coca on a given day in a particular country.

The contract's statement of work specifies that the contractor: "will install management information systems in host country counterpart agencies and in each field Mission in Bolivia, Peru, and Colombia, and in the LAC Bureau. Relevant data will be computerized in a form which facilitates access and comparability with past performance, and with other country indicators."

In the first months of the project, MSI project staff and consultants performed research on software packages that would be appropriate for USAID's needs. During this same time period (the Summer of 1991), USAID/Washington was in the midst of installing a local area network (LAN) in much of the LAC Bureau. Soon after the installation of a LAN in LAC, the Development Planning and Programs (LAC/DPP) Office began the design of an information system to take full advantage of the inter-connectivity that the LAN provided the bureau. With the help of the Information Resources Management (IRM) Division of A.I.D., LAC/DPP selected the Lotus Magellan software for its LACIS. LAC/DPP then quickly designed and implemented the LACIS system with input from IRM and AAD/MIS contract staff.

Most of the first few months of the AAD/MIS contract were dedicated to traveling to the field to hire field staff, reviewing the project portfolio in each country, and procuring computer equipment. By the time it was necessary to choose a software program for the AAD/MIS, it was specifically recommended by the AA/LAC, Ambassador James H. Michel, that the AAD/MIS also be customized for Magellan and completely integrated into the LACIS. Ambassador Michel emphasized that he did not want any duplication of efforts or systems. In late 1991 a whole new section of the LACIS was added which represented the LAC Bureau portion of the AAD/MIS. The plan was to wait for the installation of LANs in the field Missions before installing MIS's there because the whole idea of the MIS was to better integrate and access basic data on alternative development, and the LAN was the best vehicle to do that.

The next year and one-half of the LACIS system development was dedicated to refining the structure and making the customized features of Magellan more user friendly. This latter task was done through a constant but informal relationship between LAC/SAM (the MSI contract) and LAC/DPP and LAC/EMS, which managed the LACIS. This proved to be a

positive and productive working arrangement that enhanced the LACIS and AAD/MIS considerably. The improvements to the AAD/MIS and LACIS and the improved use of Magellan formed the foundation for wider use of the software by other bureaus in Washington. When Ambassador Michel assumed the responsibility of Acting Deputy Administrator and then Acting Administrator, he called for the implementation of LACIS like systems for all bureaus, which eventually became the A.I.D. File Access System (AFAS). AFAS was designed and installed under the direction of Pete McLain, and the driving force behind the LACIS.

During this year and one-half period, the AAD/MIS portion of the LACIS was available in Bolivia, Colombia, and Peru but only through the computer of the MSI field people in each country. The slow implementation of LANs in the Andean region severely restricted the contractor's ability to move existing systems to the field and design new field systems. Although the contract team provided technical assistance on project specific information systems for the various USAIDs and host country governments, a Mission-wide MIS was truly dependent on the connection of a LAN system in each country.

Several factors then affected the scope and design of the final LAC/SAM and Mission-based systems. In the Spring of 1993 LAC Narcotics Coordinator Ann W. McDonald determined that the overall resources in USAID/Washington would be insufficient to continue to operate an MIS as large as the AAD/MIS after the termination of the MSI contract. The original termination date of June 26, 1993 was extended to January 31, 1994. Therefore, it was decided to reduce much of the information found in the AAD/MIS in USAID/Washington by decentralizing it to the field. This made good sense since the great majority of the data originating in the field was often reformatted in Washington. With LANs in all field Missions, it seemed more important to have good field MISs that could send information to Washington as needed, via email. In addition, Washington would provide periodic updates of the LACIS to the USAIDs in Bolivia, Colombia, and Peru that would be accessible through each Mission's MIS.

Another key decision was also made at this time based on input from the LAC Narcotics Coordinator, Mission field staff, and the MSI contract team. It was decided that it was not practical for each Mission to have a separate information system solely for monitoring and evaluating alternative development, but that instead such a system should become part of a larger system. Although it was recognized that this was beyond the scope of the contract, all parties involved deemed it was necessary to use the AAD/MIS contract to design and install Mission-based Magellan systems, incorporating a strong dedication to the issues of the AAD/MIS. This was the critical decision to go ahead and build Mission-wide information systems, such as the BOLIS, COBIS, and PERUIS. The file structure of these systems can be found in Appendix A of this manual.

After the Mission systems were designed and installed the AAD/MIS portion of the LACIS was greatly reduced in January 1994.

INTRODUCTION TO LOTUS MAGELLAN SOFTWARE

Magellan (version 2.0) is a file management software designed by the Lotus Corporation that enables users to *view*, *find*, *use*, and *share* information that is stored on a diskette, hard drive, or a Local Area Network (LAN). Magellan operates in a DOS environment, and the Lotus Corporation does not have any intentions to create a Windows version of the software. Magellan's primary feature is to enable users to quickly search for information that is relevant to their daily work. The Magellan software is inexpensive (about \$70 per copy and roughly a third of that price for A.I.D. purchases) and is very user friendly. Magellan was first chosen for the Latin American and Caribbean Information System (LACIS) and subsequently for the A.I.D. File Access System (AFAS). It is an ideal software for managers who do not have a lot of time to dedicate to computer training, as is the case with USAID.

Viewing information is easy in Magellan because of its two window screen display. The List Window on the left side of the screen allows the user to view file information, such as the name of the file, file size, and the date of the last revision. The right side of the screen (the View Window) allows the user to see the contents of a particular file without entering into the software from which the file was created. Both the view window and the list window may be expanded to display more information. Magellan contains viewers for a wide variety of word processing, spreadsheet, database, and graphics packages. See the Magellan manual.

Finding information is simple because Magellan employs easy to use and powerful search features. Magellan can perform a search for information using its indexing feature. This feature allows the user to find information quickly and efficiently by performing detailed searches encompassing a wide range of files and directories. Less detailed searches may be conducted within a particular file or directory by simply typing in the word or file name that is desired. The cursor will move to the text or file name that is being sought. Magellan can search a directory of 30 files in less than ten seconds!

Using files is easy in Magellan because of a multitude of utilities that are found within the software package. These tasks include various file management functions such as copying, moving, sorting, among others. These functions are outlined in detail in the User portion of this manual. Also, Lotus Magellan allows the user to launch into other software applications and enter directly into the file that you have selected, without having to exit from Magellan.

Sharing information is easy in Magellan because of its use of customized menus. Each menu either calls up another menu (submenu or previous menu), finds documents in a subject category, or launches into an application. Information may be saved to a file or directory that can be accessed and updated by other users on a LAN. Menus allow managers to find key information without DOS commands and without having to remember the location of various sets of data. The menu takes the user directly to the information they need and in "viewable" form.

USER INFORMATION

MENUS

Using AAD/MIS Subject Menus to Find Files

A menu, or "dialog box", may contain up to 14 selections. The user simply scrolls through the options using the up and down [↑ ↓] arrow keys. The bottom line in the menu contains a description of the highlighted option. As the user scrolls through the options, the bottom line description changes to reflect each option. To choose an option, the user highlights it with the cursor and presses [Enter]. Each menu contains options to return to the previous menu or to the main menu. Below is an example of a main menu showing information options for the LAC information system:

```
===== LACIS MAIN MENU =====  
  
Budget Information  
Congressional Information  
Country Information  
Sector Information  
Economic and Social Data Book  
Andean Alternative Development MIS  
Objectives and Work Plans  
Speech Information  
Communications  
General Information  
Go to Other Bureau Info Systems  
  
A.I.D., U.S., current, historical
```

The user may also select a menu item by choosing the bolded letter that corresponds with each menu item. For example, in the above menu, the user may enter the Sector Information category by typing the letter "t".

VIEWING FILES

Selecting and Displaying Files

Once a final menu option has been chosen, Magellan will display the file or files in a Display Window. The Display Window is a split screen. The left side of the screen is the List Window that displays all of the files by name in the selected subject area. The right side of the screen is the View Window which displays the contents of the file highlighted in the List Window (see example on next page). The user can move the cursor between the two windows by pressing the left and right [← →] arrow keys. The user can use the up and down [↑ ↓] arrow keys or the page up and down keys to move the cursor through the list of files in the List Window. As the cursor highlights different file names, the View Window will change

automatically to display the contents of each file.

```

Lotus Magellan          12-09-93  11:24a          LIST
Explore: i:\lacis\admis\andreg\coca --*.fmt
AD1.Q&A                Alternative Development - Q&A
AD2.BRF
ANDCULT.DRW
ANDTREND.DRW           Question:      WHAT WOULD IT TAKE TO WEAN FARMERS AWAY FR
COCACULT.WK1           PRODUCTION?
COCAENV.BRF           Answer:       It takes three key factors to weanfarmers
COCAPROD.WK1          from coca production.
ENV.BRF
ENVSUMIT.BRF
METHODO2.INM          First, it takes lower producer prices of c
METHODOL.INM          leaf and coca paste:
YIELDS.Q&A

Coca prices are lowered in two basicways.
Eradication, law enforcement, andinterdic
have to disrupt coca marketing andprofits
Education and enforcement actions in the
other major consuming countries must work
lower demand.

Second, it takes Alternative Development p
I:\LACIS\AADMIS\ANDREG\COCA\AD1.Q&A  15,298 Characters
File 1 of 12
F1      F2      F3      F4      F5      F6      F7      F8      F9      F10
MainMnu LastMnu Search Print Email Launch Zoom Help Quit

```

Magellan screen showing List Window with Files and View Window on right displaying the bolded AD1.Q&A file

Having located a document or spreadsheet of interest, the user can press the right [→] arrow key to move the cursor into the View Window. Once in the View Window, the user can scroll throughout the entire document using the up and down [↑ ↓] arrow keys, the page up and down keys, or the home and end keys. The View Window can be widened to display the entire width of a document by pressing the Zoom [F8] key. The Zoom key is a toggle switch, turning the Zoom on and off. To return to the split screen, press the Zoom key again. To return the cursor to the List Window to view another file, press the left [←] arrow key. If the Zoom key is pressed when the cursor is in the List Window, the List Window will expand to display each file's path, its size in bytes, and the date and time it was created or last modified. To return to the main menu from the display window, press the MainMnu [F1] key. To return to the last menu that was used, press the LastMnu key [F2].

SEARCHING

Using Text Word or Directory Path Searches [F3]

In addition to using the AAD/MIS subject menus, users can search for information in files by "key" text words and by directory path. The Search [F3] key activates a menu with these two choices as shown on the following page.

```

===== SEARCH FOR FILES =====
Search by Text Word
Search by Directory Path
Help on Searching by Text or Directory Path
Exit Search for Files Menu
-----
highlight category & type in "key" word in "Text" blank

```

Searching by Text Word

Selecting "Search by Text Word" in the Search menu will display an "Explore" menu (see below), which allows the user to conduct a text search for specific information. On the left of the menu is a long list of choices of information categories. Users can press the up and down [$\uparrow\downarrow$] arrow keys to scroll through the list. After highlighting a choice, *but before* pressing [Enter], the user moves the cursor to the right by pressing the right arrow key [\rightarrow] twice in order to highlight the "Text" blank fill-in line. After typing any word or combination of words into the blank "Text" fill-in line, the user presses [Enter] and Magellan will search in the information category chosen for any files that contain that word(s) and display them.

```

===== Explore =====
AAD/MIS Text Word Search ~
(Press {esc} to Exit)
=====
LEG Text Search
-----
Briefing Papers
Questions & Answers
Position Papers
-----
Concerning:
Text: ["Peru" & "justice"]
Line
Marked text
File
-----
Setup...
New...
-----
Enter text to use as explore criterion

```

Conjunctions may be used (and, or, not) to further refine a text search. When using conjunctions, the user must place quotes around the text words (see above example) in the Text fill-in line. Also, when conducting a search, users can type "&", "+", and "-" as substitutes for "and," "or," and "not," respectively.

The following are examples of different kinds of text searches:

Example 1: "Peru" into the text line will result in a list of all the documents containing the word, "Peru".

Example 2: Typing the following in the blank text line will result in a list of all the documents containing either one word or the other:

"Bogota" or "justice"

Example 3: Typing the following in the blank text line will result in a list of only those documents containing both words:

"Bolivia" and "health"

Example 4: Typing the following in the blank text line will result in a list of only those documents containing the first word but not the second:

"democracy" not "justice"

HINT #1: When conducting a text search, Magellan will display a percentage number by each document listed in the list window. Users can ignore this. The percentage is a measure of the "exactness of the match." If a document contains the word used in the text search, then it will be displayed. Unfortunately, it is a feature in Magellan that could not be removed.

HINT #2: Searching through the "explore box" should not be confused with "explore" or looking for a particular path, e.g. "explore" I:\LACIS\HELP.

HINT #3: Also, searching with the "explore box" involves pre-made indexes that need to be periodically updated. By contrast, the "find" feature of Magellan (simply typing the word) searches all documents without an index. This is much slower but always up to date. However, with find the user must define the entire path to explore [e.g. I:\BOLIS\PROJECT**] and then stop each time a new occurrence of the search is found.

Searching by Directory Path

Selecting "Search by Directory Path" in the Search menu will move the cursor to the upper left-hand corner of the screen. Users can type any drive, directory and subdirectory to which they have access, press [Enter], and Magellan will display all of the files within that particular drive, directory or subdirectory.

Rather than using this feature to find files in AAD/MIS (which guides users to files and directories by subject menus), "Search by Directory Path" will be very useful for searching a user's office or private directory on the LAN, hard drive, or floppy disk. This feature is one of many that Magellan offers that enable users to manage their own office or personal network files outside of AAD/MIS (see Using Magellan to Manage Files below). The following are several examples of possible directory paths searches:

I:\LACIS\AADMIS\ANDREG** (all files in all subdirectories)
I:\JOE\DOCS
C:\DOCS
A: (all files in all subdirectories)

HINT: The [F5] "Explore" (path) may also be used for this purpose.

Searching Files for Specific Text Using "FIND"

Users can perform simple searches for specific words or phrases (called a text string) using the Find feature of Magellan. Though this function will be more useful while operating in the view window, it can be used from both the view and list Windows. In the view window, the user can start typing a word or text string and Magellan will move the cursor to the first occurrence of the string and highlight all of its occurrences in the displayed file. To move to other occurrences of the string, the user can press the [+] key to move forward through the file and the [-] key to move backwards. Once at the end of a file, Magellan prompts the user to press [+] again to find the string in subsequent files in the list window. Consequently, the user may search for a particular text string in an entire directory by simply entering the text and pressing the [+] key each time that text string appears.

A user could, for example, identify a directory containing speech files by using the menus or the search methods just described. Once there, the user can move to the View Window and type "democracy" to highlight all occurrences, if any, of this word. By pressing [+] the user may then move to other files.

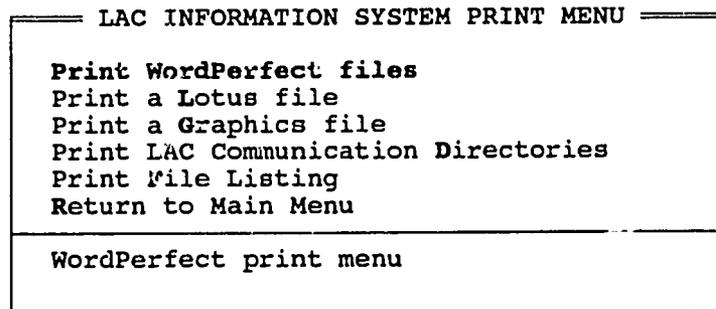
UTILITIES

Once Magellan displays the file or files in the display window, the user has several options. The file may be read directly on the screen, the file may be printed, the file may be copied to another location (office or private directory, floppy disk, or hard drive), or the user may launch into the file directly.

HINT: While anyone can launch into a file, unless they have "modify" access, they will not be able to save the document with changes.

Printing Files [F4]

Magellan has been customized to print documents through Word Perfect, Lotus 1-2-3, and Lotus Freelance Graphics. To print Word Perfect or Lotus documents press the Print [F4] key and a menu similar to the following will appear:



As illustrated in the print menu, users must know which kind of software the file requires for printing. The file information line (light blue line at the bottom of a displayed file in the view window) indicates whether the file format is Word Perfect or Lotus 1-2-3.

Once the user determines which software the file utilizes, the user selects the appropriate choice in the print menu and Magellan will automatically print the document to the user's default printer. After the completion of a print job, Magellan will automatically return the user to the point in AAD/MIS where the print request was made.

Printing Multiple Word Perfect Files

Although Magellan can print only one Lotus 1-2-3 file at a time, Magellan can print multiple Word Perfect files. Before pressing the Print [F4] key, the user can mark files for printing. With the cursor in the list window, the user presses the space bar and a check mark (✓) appears next to the file name. Holding the space bar down will mark several documents in a row. To remove a check mark from a document, highlight the document name and press the space bar again (the space bar acts as a toggle switch). To mark all documents in a List Window, press the shift key and the space bar at the same time (see Marking Files [Alt F4]). NOTE: Users should be careful to only mark Word Perfect files for multiple printing.

Once the files for printing have been marked, the user can then press the Print [F4] key. After selecting "Print Word Perfect Files," another menu will appear with options to print single or multiple files. After selecting multiple files, Magellan will automatically print all of the marked files--one right after another--on the user's default printer. NOTE: Printing multiple files will tie up the printer, preventing others from using it until the entire job is finished. Additionally, this option will print entire documents only. To print individual pages from a document, the user will need to launch into the file and print the pages manually-- see Launching

into a file (F7).

Copying Files [Alt-F3]

The Copy [Alt-F3] command in Magellan allows the user to copy a single document or marked documents to another drive, directory, or floppy disk. To execute the Copy command, the user highlights the document name in the List Window with the cursor or marks several documents with the space bar if more than one document is going to be copied.

HINT: Multiple files can be copied at one time--by Marking Files [Alt F4]. Then the user presses the Copy [Alt-F3] key which displays the following menu:

Copy	
Current file Marked files	To: [A:\.....] Options...
Enter a destination for the current or marked files, or press + to move through your directory structure	

Once in the copy menu, the user types the desired drive and directory in the blank fill-in line after the "To" prompt: (e.g. type "C:\DOCS" or "A:\"). Then the user presses [Enter] to execute the copy command. If by chance the user has a file with the same name in the directory to which the marked file is being copied, Magellan will prompt the user to confirm overwriting.

Launching into a File [F7]

The Launch [F7] command loads a highlighted file and launches the user into WordPerfect, Lotus 1-2-3, or another application. This will be particularly useful for those documents that contain tables, graphs, underlines, bolded text, and other formatting that Magellan cannot display in the View Window.

To execute the Launch command, the user highlights the particular file name in the List Window and then presses the Launch [F7] key. A Launch menu will appear (see below). Magellan automatically highlights the type of software that matches with the file. The user then presses [Enter], and Magellan will launch into the appropriate software program. After reviewing the file inside WordPerfect or Lotus 1-2-3, the user exits the software (for example, press [F7] to exit Word Perfect) and will be automatically returned to Magellan.

```

Lotus Magellan Use
to select, Enter to accept DIALOG
Explore: U:\sampub\andreg\mis>manual
DATAEXCH.MEM
DRAFT1.DOC
EVOLUTIO
GRAPH Launch
IMPLE
INTRO Word Perfect 5.1 Load
KRAUS Lotus 123 Rel 2.4 Run
MAGEL Print WP51 single file
MAGEL *Print WP51 multi-files Update
MISMA *Print 123 v2.4
REPOR *Print Graphics Setup...
TOC *Print PIC Graph New...
WIND Lotus Freelance Graphics

```

Use to select an application program

```

ALTERNATIVE
T MANAGEMEN
SYSTEM (AAD/
GUIDE

```

This user guide is for all users of AAD/MIS
is a comprehensive manual on how the system

File 2 of 13 U:\SAMPUB\ANDREG\MIS\MANUAL\DRAFT1.DOC 79,193 Characters

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
MainMnu	LastMnu	Search	Print		EMAIL	Launch		Help	Quit

Only users with "modify" access to a file will be able to save changes to documents or spreadsheets. Users without modify access who want to save changes will have to save the file to another directory outside AAD/MIS systems.

HINT: Launching will be useful for users responsible for maintaining documents in the information systems. They will be able to launch into documents, make changes, and save those changes back into AAD/MIS. Information on how to maintain documents is covered under separate "Managing Files" instructions.

Accessing EMAIL [F6]

Magellan has been customized to allow users to access EMAIL directly from within AAD/MIS. From anywhere within Magellan, users can press the EMAIL [F6] key and Magellan will automatically launch into EMAIL. Once finished in EMAIL, users exit as they normally would (by pressing [Esc]) and they will be returned to the same point in Magellan where they began.

In addition to the EMAIL [F6] key, users may also access EMAIL through the communication menus found in the AAD/MIS systems.

Accessing HELP [F9]

A help menu has been created to provide direction for users to on-line technical documentation, end user documentation including this guide, file management documentation and

overall LACIS guidance. The menu below illustrates the different help options.

HELP MENU FOR LAC INFORMATION SYSTEM (LACIS)
Technical Assistance Questions About Bureau Systems General Documentation on AFAS On-line Help for Selected Function Key Commands Exit from Help Menu
on-line help for selected function key commands

The "Technical Assistance" selection refers the user to IRM's technical support office. "Questions about Bureau Systems" provides phone numbers of bureau contacts responsible for the various information systems outside LACIS and AAD/MIS. "General Documentation" includes general overview and guidance, managing files documentation, and technical documentation on Magellan based systems.

Creating New Documents [Alt-F10]

Users may also launch into Word Perfect and Lotus 1-2-3 from Magellan in order to create documents for the first time. Users first must clear the menu from the screen by pressing [Esc]. After pressing [Alt F10], users will have a choice within the "launch dialog box." Users highlight the desired software (Word Perfect 5.1 or Lotus 1-2-3, 2.4) and press [Enter]. Magellan will launch into the software and bring up a blank screen.

Exiting Magellan [F10]

In order to exit Magellan, the user has two options. The user can select the exit option in the main menu or press the Quit [F10] key. Either option will display a menu asking the user if they desire to exit Magellan. The user presses either "y" or "q" and Magellan will return the user back to the SABER menu (or the Windows program manager).

FILE MANAGEMENT

In addition to printing, copying, marking, and launching files, Magellan offers powerful tools to help users manage their own files. Such tasks as searching through office and personal directories, removing old files from personal directories, sorting files by date or extension type, are simple using Magellan.

Searching Directory Paths [F5]

The Path [F5] command allows users to search for and display files in any directory where they have access. After pressing the Path key, the cursor is moved to the upper left-hand corner of the screen showing the current directory Explore path (for example, EXPLORE: I:\LACIS\AADMIS*.BRF). Users press [Esc], type any path for searching or "exploring" (for example, U:\JSMITH\DOCS), and press [Enter], then Magellan will display all files in that path. The user can also use the "Search by Directory Path" option (see "Searching for Files and Directories" section) available under the Search [F3] command to accomplish the same task.

Viewing Directory Structures [Alt-F7]

The Tree [Alt-F7] command displays the file structure (drives, directories, subdirectories, files) for desired drives or directories. By pressing the Tree key, the user displays in the View Window all directories associated with a drive, all subdirectories associated with a directory, or all files associated with a directory or subdirectory. In the example below, the "I" drive has been highlighted in the List Window, which reveals all the associated directories in the View Window to the right. To move to other drives and view their directories, the user presses the up and down [↑ ↓] arrow keys. The right and left [→ ←] arrow keys would move the user from one directory level to another (for example, from the "I" drive to the LACIS directory, and then to AAD/MIS subdirectories, and finally to files in each subdirectory).

Lotus Magellan		1-25-94 6:59p		TREE					
Tree: All Drives									
<A:\>	<AFAS>	<DIR>	1-19-94	3:17p					
<B:\>	<AFRMIS>	<DIR>	11-18-93	6:22p					
<C:\>	<ASTAIS>	<DIR>	11-18-93	6:22p					
<I:\>	<BTPOINTS>	<DIR>	1-12-94	12:47p					
<U:\>	<BUDIS>	<DIR>	11-18-93	6:22p					
<W:\>	<EIS>	<DIR>	1-19-94	10:51a					
<Y:\>	<EURIS>	<DIR>	12-23-93	17:01p					
<Z:\>	<PHAMIS>	<DIR>	11-18-93	6:22p					
	<LACIS>	<DIR>	1-19-94	12:39p					
	<LEGIS>	<DIR>	11-18-93	6:22p					
	<NCDTREE>	<DIR>	11-18-93	6:22p					
	<NEIS>	<DIR>	12-08-93	8:49p					
	<NISIS>	<DIR>	11-24-93	1:04p					
	<PAIS>	<DIR>	12-20-93	2:25p					
	<POLIS>	<DIR>	11-18-93	6:22p					
	<PREMIS>	<DIR>	11-18-93	6:22p					
	<PSPONTS>	<DIR>	1-12-94	12:46p					
	<PADIAS>	<DIR>	1-06-94	4:03p					
	<USAGE>	<DIR>	1-21-94	12:29p					
	<WP60>	<DIR>	1-21-94	6:14p					
Dir 4 of 8	I:*.*			0 Bytes					
ALT F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Delete	UnDel	Copy	Move	Rename	MkDir	Tree	Mark	Sort	NewFile

Directory Structure of "I" Drive

The Tree command can also be used to search through a directory structure from within

other Magellan commands. For example, from the Copy menu's "To:" prompt, the user can press [Alt-F7] or [+] to activate the Tree mode and select a destination to which files will be copied. The Tree Mode can be activated from within any Magellan command that requires a file destination be specified. Below is a portion of the Display window showing the tree mode activated within the copy menu.

Copy	
<p>Current file</p> <p>Marked files</p>	<p>To:</p> <p>Opti</p>
<p>Enter a destination for the curre or press + to move through your d</p>	

Tree

All Drives

- <A: \>
- <B: \>
- <C: \>
- <I: \>
- <L: \>
- <M: \>
- <S: \>
- <U: \>

Use ↑ ↓ → ← to select
then press Enter

Marking Files [Alt-F8]

If users want to specify multiple files that may then be manipulated with Magellan's other function keys, they can do so by marking (✓) the documents in the list window. With the cursor in the list window of the split screen, the user should highlight a document name and then presses the space bar. Magellan will display a check mark (✓) next to the document name. Holding the space bar down will mark several documents in a row if the user desires. Pressing "shift" and space bar together marks/unmarks all files in the list window. The space bar serves as an on/off toggle switch. To remove a check mark from a document, highlight the document name and press the space bar again.

The Mark [Alt-F8] command allows the user to specify groups of files. By pressing the mark key, a menu with various marking options will appear as shown below. By choosing one of the options, the user can quickly mark all files that need to be managed.

Lotus Magellan	Use to select, Enter to accept	DIALOG																				
Explore: i:\lakis\aadmis\andreg\coca -*.fmt	Coca Production and the Environment																					
✓ AD1.Q&A ✓ AD2.BRF ✓ ANDCULT.DRW ✓ ANDTREND.DRW ✓ COCACULT.WK1 ✓ COCAENV.BRF COCAPROD.WK1 ENV.BRF ENVSUMIT.BRF METHOD02.INM METHOD0L.INM YIELDS.Q&A	<table border="1"> <tr><th colspan="2">Mark</th></tr> <tr><td>Current</td><td></td></tr> <tr><td>All files</td><td></td></tr> <tr><td>No files</td><td></td></tr> <tr><td>Up</td><td></td></tr> <tr><td>Down</td><td></td></tr> <tr><td>Reverse</td><td></td></tr> <tr><td>Filespec: [.....]</td><td></td></tr> <tr><td>Text: [.....]</td><td></td></tr> <tr><td colspan="2">Mark the current file and all files above it</td></tr> </table>	Mark		Current		All files		No files		Up		Down		Reverse		Filespec: [.....]		Text: [.....]		Mark the current file and all files above it		fragile environmen es of its users. who grow coca, a nto cocaine. Thi American drug use n the drug war is izens and communi portant concern. ine causes seriou some of the world nes, the rainfore
Mark																						
Current																						
All files																						
No files																						
Up																						
Down																						
Reverse																						
Filespec: [.....]																						
Text: [.....]																						
Mark the current file and all files above it																						
File 6 of 12	I:\LACIS\AADMIS\ANDREG\COCA\COCAENV.BRF 4,629 Characters																					
ALT F1	F2	F3 F4 F5 F6 F7 F8 F9 F10 NewFile																				

In this example, by scrolling down to the **cocaenv.brf** file and selecting **up**, all files above this file are marked. At this point these files may be manipulated with other function keys such as sort, delete, copy, rename, and move. The "filespec" selection marks all files that match a file specification. Similarly, the "text" selection marks all files that contain a selected text string.

Sorting Files [Alt-F9]

The Sort [Alt-F9] command is a powerful feature to rearrange files according to file name, extension, path, size, date and time, and other criteria. This command changes the order in which files in the List Window are displayed. One use for this command would be to sort personal Word Perfect files by date with the most recent listed first. The user could then mark and delete old files or copy them to a floppy disk using those Magellan features.

Sort	
File name	Ascending
Extension	Descending
Path	
Size	
Time/date	
Rank	
Mark	
Sort by file date and time	

Delete Files [Alt-F1]

The Delete [Alt-F1] command allows users to delete a highlighted file or a group of marked files. Users can only delete files to which they have access. Magellan will prompt the user to confirm the deletion before executing it. This delete command will also work for deleting directories or subdirectories; it will not only delete the directory, but it will delete all of the files and subdirectories contained in the directory.

Delete
Current file Marked files
Delete the current file:

Undeleting Files [Alt-F2]

The Undelete [Alt-F2] file option will recover a specific, named file that has been deleted. However, this function only works for files deleted from the C drive or a floppy disk; *it does not work for network files*. The Undelete View option lists deleted files in selected directories that can be highlighted and undeleted. This Undelete command should be used as soon as possible after a file has been deleted to improve chances for recovery.

Copying Files [Alt-F3]

The Copy [Alt-F3] command in Magellan allows the user to copy a single document or marked documents to another drive, directory, or floppy disk. After highlighting or marking the file(s), the user presses the Copy [Alt-F3] key which will display the Copy menu. Whole directories can be copied in a similar fashion, mostly easily while in the Tree mode. Once in the copy menu, the user types the desired drive and directory in the blank fill-in line after the "To" prompt. (For more, see discussion about copying above).

Moving Files [Alt-F4]

The Move [Alt-F4] command allows one or more files to be moved to a new location. Users can highlight one file or mark several files to move. From the Move menu, the user can type the destination for the file or press the [+] key to select a destination for the file or files. Whenever possible, users should use the Move command as opposed to the Copy command in order to keep the number of files in the LAN to a minimum.

Move	
Current file	To: [i:\lakis\admis\andr
Marked files	Options...
Enter a destination for the current or marked files, or press + to move through your directory structure	

Renaming Files [Alt-F5]

Files can be renamed using the Rename [Alt-F5] command. After highlighting a file, the user can press [Alt-F5] and type the new file name in the blank add-in field of the Rename menu.

HINT: To give a file a new name and a new location, use the Move [Alt-F4] command.

Making Directories [Alt-F6]

The Mkdir [Alt-F6] command allows the user to create one or more new directories. As many directory levels as needed can be created by typing the new directories in standard path format (for example, U:\JSMITH\DOCS\REPORTS). The user can search existing directories by pressing the [+] key to point to a destination for the new directory. Magellan will also prompt the user to create a new directory if the user has typed in a directory that does not exist when employing other commands.

Compressing Files [Ctrl-F3]

The Zip [Ctrl-F3] command reduces the size of files in order to save disk space and reduce the time and cost of transmitting files electronically. To compress a single file, the user can highlight the file name in the list window and press the Zip [Ctrl-F3] key. To compress a group of files, the user can mark them and then use the Zip command. To compress all files in a directory, select the directory using the Tree [Alt-F7] command and then Zip. When compressing files, Magellan will automatically fill in the current directory as the destination and assign a .ZIP extension to the file. To change the file destination, type a new directory path or press [+] to point to a new destination. Magellan also allows the user to view the contents of a Zip file whether it contains one or many compressed files. If a file contains more than one compressed file, a list of them will appear in the View Window as in the example below. Each of these files could then be viewed by highlighting the compressed file and pressing [Enter]. The user would press [Esc] to return to the list of files. The example below is from the process of updating the LACIS for field Missions, explained in the technical section of this manual.

Lotus Magellan										Edit entry and press Enter										EDIT																																																																															
Explore: i:\lakis\aadmis\zip																																																																																																			
Filename										UnZipped										Method										Zipped										Ratio										Date										Time																																							
DEC1.ZIP																																																																																																			
NOV6.ZIP																																																																																																			
NOV5.ZIP										RDO.CP										6891										Imploded										3095										56%										11-12-93										3:33																													
NOV4.ZIP										ANT.PMT										2124										Imploded										468										78%										11-24-93										5:06																													
NOV3.ZIP										ANT.WK1										4056										Imploded										1916										53%										11-24-93										5:06																													
NOV										Zip																																																																																									
NOV																																																																																																			
OCT										Current file																				To: [I:\LACIS\AADMIS\ZIP\N]																																																																					
OCT										Marked files																																																																																									
OCT																														Options...																																																																					
OCT																																																																																																			
SEP										Enter or edit the destination for the resulting Zip file or																																																																																									
SEP										files, or press + to move through your directory structure																																																																																									
SEP																																																																																																			
AUG1.ZIP										COL.WK1										4365										Imploded										1911										57%										11-26-93										3:26																													
JULY4.ZIP										CRI.PMT										1948										Imploded										479										76%										11-12-93										3:02																													
JULY3.ZIP										CRI.WK1										4506										Imploded										1980										57%										11-12-93										3:02																													
JULY2.ZIP										DRE.PMT										1956										Imploded										445										78%										11-23-93										5:14																													
JULY1.ZIP										DRE.WK1										4596										Imploded										2169										53%										11-23-93										5:14																													
JUNE5.ZIP										ECU.PMT										1996										Imploded										479										77%										11-26-93										3:28																													
File 3 of 38										I:\LACIS\AADMIS\ZIP\NOV5.ZIP										Zip										178,715										Byte																																																											
F1										F2										F3										F4										F5										F6										F7										F8										F9										F10									
MainMnu										LastMnu										Search										Print										EMail										Launch										Help										Quit																													

Part of View Window showing compressed files in one "zipped" file

HINT: Use the "preserve directories" from the options selection so that existing directories will be restored during the unzipping process.

Uncompressing Files [Ctrl-F4]

Magellan Zip files may be uncompressed by using the UnZip [Ctrl-F4] command. As with compressing files, the user can uncompress one file or a group of marked files. The user can specify a destination for the "Unzipped" files by typing in a directory path in the "To" line or by pressing [+] to select a new directory destination.

DOS Access [Ctrl-F10]

Many of the Magellan file management features (copy, rename, mkdir, delete, undelete) are also available in DOS. Users that prefer to use DOS versions of these commands, or want access to DOS for other reasons, can press [Ctrl-F10] exit to DOS. To return to Magellan, type "exit" at any DOS prompt.

ADVANCED FEATURES

Gather [Ctrl-F9]

The Gather [Ctrl-F9] command can be used to "cut" text from one or many files to be

placed in an ASCII text file. After moving the cursor to the beginning of the desired text in the View window, the user can press the Gather key and mark the text to be cut by scrolling with the down [↓] arrow key. Once the text had been marked, the user then presses [Enter] whereupon the following menu will be displayed:

Gather
To: [i:\lakis\admis\andreg\info.txt.....]
Enter file name to which to append marked text, or press + to move through your directory structure

The user then specifies a destination for the ASCII file by typing the directory path in the fill-in field or by pressing [+] to point to a destination. Users can also use the Find feature to gather text on one subject into a text file. For example, the user could find text about democracy in several files, each time gathering it into one text file (Magellan will append the gathered text to the bottom of the same file, unless otherwise specified).

Since most users do not use text files, the user could launch into Word Perfect and retrieve the file. Word Perfect will automatically convert the text file into a Word Perfect file.

HINT: The user may have to correct formatting problems by enlarging the WP margins to accommodate the hard returns and spacing of the original text file. Alternatively, the user could try converting the hard returns to soft returns or vice versa using Word Perfect's DOS Import command [Ctrl-F5].

Back-up [Ctrl-F1]

The Backup [Ctrl-F1] command allows the user to archive groups of files periodically. This command is useful for performing frequent backups of your working files that are continually changing. This command can be set to backup only those files that have changed since the last back up. The user can also use this command to copy a file that is too large to fit on one floppy disk. The Backup command will split a file across as many disks as is necessary. The user can recover the whole file using the Restore or Copy commands. (For more information on this advanced feature, see the Lotus Magellan Explorer's Guide, page 92).

Restore [Ctrl-F2]

The Restore [Ctrl-F2] command restores files the user has backed up using the Backup [Ctrl-F1] command. With the Restore command, the user can return files to their original directory paths and rejoin files that were split between disks by Backup. (For more information

on this advanced feature, see the Lotus Magellan Explorer's Guide, page 256).

Compare [Ctrl-F6]

The Compare [Ctrl-F6] command lets the user compare the original version of a file with a revised version to see what changes have been made or compare the contents of two different directories to make sure the second one contains all the same files with the same contents as the first one. (For more information on this advanced feature, see the Lotus Magellan Explorer's Guide, pages 104 - 110 in the Lotus Magellan manual).

Verify [Ctrl-F5]

The Verify [Ctrl-F5] command lets the user check for changes to program files to alert the user to the possible presence of a computer virus. For example, the user can verify that execute (.EXE) and command (.COM) files that run programs have not been altered by a virus. (For more information on this advanced feature, see the Lotus Magellan Explorer's Guide, pages 282 - 285).

AAD/MIS MANAGEMENT FEATURES

Macro [Ctrl-F7]

The Macro [Ctrl-F7] key activates a macro menu which contains all of the macros used for the function keys and the "hot" keys. This command is used for managing AAD/MIS systems and should only be used by system administrator or information system managers.

Index [Ctrl-F8]

The Index [Ctrl-F8] key activates an index menu which contains all of the indexes used for the text searches. In order for Magellan to conduct a text word search, it must have all of the files indexed. This command is used for managing AAD/MIS and should not be used by users.

Andean Alternative Development Management Information System (AAD/MIS)

TECHNICAL DOCUMENTATION

This technical documentation is for managers of the AAD/MIS Systems--BOLIS, COBIS, PERUIS, and a portion of the LACIS. It is an overview of the technical aspects of the AAD/MIS, including the Magellan software and how it has been customized, as well as how the system runs on the LAN.

TECHNICAL DOCUMENTATION

INTRODUCTION

The AAD/MIS has been designed to improve the way USAID manages, stores and accesses information files. Applying the technology of Local Area Networks (LANs) and an off-the-shelf software package called Lotus Magellan, these systems enable users to easily locate the necessary information they need to perform their jobs. The systems are designed to dramatically improve productivity and efficiency.

Most of the information contained in these systems are WordPerfect and Lotus 1-2-3 files. These files are stored in various directories and subdirectories on a common drive ("I") accessible by all who are connected to the LAN. Lotus Magellan is a file management software application which enables users to quickly retrieve, view, and print various files stored on the LAN. Magellan has been customized considerably to work within USAID's environment. It is very simple and user friendly.

The AAD/MIS information systems have been designed and installed with the environment of rapidly changing information technology in mind. Therefore, these systems have been designed attentive to the fact that they represent a short to medium term solution to the information management challenges to these Missions and the LAC Bureau. Nonetheless, the analytical process of analyzing the nature of information sharing in these organizations should remain in tact and form the foundation of future systems. As this manual was being written, IRM in Washington was continuing its on-going search for technologies that would neatly fit users' needs in the USAID environment. For example, several software packages are being analyzed as possible replacements for Magellan, particularly as the agency moves to a windows environment. The transition to windows will likely takes years not months, therefore, Magellan provides a low-cost, simple, and practical solution for information sharing problems today.

A final introductory note is that the Lotus Magellan that has been customized for USAID use is the final version of the software that the Lotus Corporation is going to release. Lotus, unfortunately, has decided to put its research and development funds into other packages. This also underscores why Magellan should be seen as a short- to medium-term solution. Although USAID has ingeniously customized Magellan to perform in ways that Lotus had not dreamed, this manual covers in depth only the areas of customization as they relate to USAID's Banyan LAN environment. This is not a substitute for Lotus's Magellan manual, which should be considered the definitive guide on technical matters.

SYSTEM STRUCTURE

The AAD/MIS is technically three separate Mission systems and a portion of the LAC Information System (LACIS). Efforts have been made to ensure compatibility between the different systems.

The following systems are considered part of the AAD/MIS:

BOLIS:	Bolivia Information System
COBIS:	Colombia Information System
PERUIS	Peru Information System
LACIS:	Latin America and the Caribbean Information System

The three Mission-based systems (BOLIS, COBIS, and PERUIS) were all created under the AAD/MIS Project. A portion of the LACIS is dedicated to the AAD/MIS and was created by the AAD/MIS Project.

In addition, these information systems of the AAD/MIS are completely compatible with other USAID information systems developed with the Lotus Magellan software. These include the following systems that make up part of the USAID File Access System (AfAS) as of December 1993:

AFRMIS:	Africa Management Information System
ASIAIS:	Asia Information System
BUDIS:	FA/Budget Information System ¹
EIS:	Executive Information System
EURIS	Europe Information System
LACIS:	Latin America and the Caribbean Information System
LEGIS:	Legislative Affairs Information System
NEIS:	Near East Information System
NISIS:	New Independent States Information System
PAIS:	Public Affairs Information System
RADIAS:	Research and Development Information Access System

¹The BUDIS is not accessible through a menu option but is a vital part of the bureau systems. The BUDIS represents a collection of key budget spreadsheets that are electronically linked to bureau data spreadsheets in each Bureau system.

The Private Enterprise Management Information System (PREMIS) was not active as of December 1993. The Food and Humanitarian Assistance Management Information System (FHAMIS) and Policy Information System (POLIS) were also planned but were not operational as of December 1993.

The concept of the AFAS is structured in three levels: the EIS, bureau systems, and Mission systems. Currently the EIS and bureau systems are far along in design and implementation. Mission level systems have not yet been fully contemplated, and the BOLIS, COBIS, and PERUIS represent important pilots of Mission-based Magellan systems.

The vision of the system is to have Mission information systems which meet internal Mission needs while at the same time provide selected information to the bureau systems. The bureau systems will contain information relevant to the bureau's internal needs while at the same time provide selected information to the EIS. Currently bureaus can access each other's systems. Eventually Missions will be able to access information in their bureau system as well.

HARDWARE REQUIREMENTS

File Server Specifications

USAID has purchased three Wang 480/33C file servers for use by the LACIS and other AFAS systems in Washington. The file server specifications match the current IRM recommended "standard server", with the following modifications:

1. The second disk drive is a 632 MB drive, as opposed to a 330 MB drive.
2. There are two 32-bit InterLan ES-3210 Network Interface Cards (NICs) installed. These NICs are not 10BaseT NICs, and require AUI-to-10BaseT transceivers for connection to the AID/W WAN.
3. The only Banyan VINES software installed is base VINES and Server-to-Server LAN. There is no PCPrint, Mail, or any other VINES software options installed on these servers in Washington.
4. In the field the systems are integrated into the normal servers and located on the "I" drive.

File Server Physical Location and Connection

The AFAS servers are utilized in a "client server" scenario. The three servers are mirror copies of each other, located at Main State, SA-2 and SA-18 (BANS00023, BASA18006, and BASA02011). The servers are directly connected to the backbone concentrator in each building. Some offices not located in Main State, SA-2 or SA-18 may experience delays because of the data throughput limitation between buildings.

File Transfer/Update

The three servers contain the same information and are simply mirror copies of each other. As information in one server is updated it is passed along to the other two servers each night. As a result, all three servers have the same information every morning at the beginning

of the work day. This three-server setup has been implemented to enable quicker access to the information. A Clipper application handles the file transfers automatically. This application runs on a dedicated PC located in Main State.

Space Limitations

Each of the three file servers used in Washington has two disks, one with 632 megabytes of space and one with 330 megabytes of space. That is more than enough space for the AFAS systems. Missions should target 50 megabytes as the maximum space allowed for their systems. This will vary based on Mission size, various types of uses, and the software of the files in the system. The LACIS, which is fully operational, contains about 30 megabytes of information.

PC REQUIREMENTS

Virtually any USAID PC that is currently on a Banyan LAN can utilize the AAD/MIS. However, there are a few specific requirements.

1. There must be at least 2MB of free hard disk space on the local hard disk and 256 kilobytes of available memory. This is for the Magellan software itself. Since Magellan is technically a "single-user" software application (and at present, no "server" version is available), it must run from the local hard disk. The present AAD/MIS configuration copies a master copy of Magellan from the server to the local hard disk the first time AAD/MIS systems are run, and then copies only the changed software files on each subsequent use.
2. A VGA color monitor is highly recommended.

SOFTWARE REQUIREMENTS

File Server

File server software requirements are simple: Banyan VINES and Banyan Server-to-Server LAN.

PC Software

If the PC is currently on the Banyan LAN, the only software that is required is Magellan, which is copied from the servers.

Common Software

In order for AAD/MIS to be the most effective, all systems must have common software. For files contained in AAD/MIS, the common software is WordPerfect 5.1 for text-based files and Lotus 1-2-3 version 2.4 for spreadsheets (or .wk1 with .fmt files [WYSIWYG]). Eventually these will change as will the interface product, Magellan.

AAD/MIS INSTALLATION

Software Installation

Magellan as a "single-user" software application must be run from the local hard disk. A master copy of Magellan from the server is copied to the local hard disk the first time AAD/MIS is accessed from the SABER menu. Only the changed software files are copied on each subsequent use. The fact that Magellan is not a network version is not apparent to the average user. The added benefit of not being a network version is that the majority of the disk processing takes place on the individual PC hard drives versus the server thereby reducing the processing demands on the server.

A master copy of Magellan resides on the I drive of the server, (I:\AFAS\MAG2). As improvements or changes are tested and implemented the changes to the software are made to the master copy which are subsequently copied to the hard drive of the users PC. Mission specific batch files are activated from the users main SABER menu to copy the pertinent Magellan files to the users C drive.

SABER menu and batch files should be standardized across all servers. Below is an example of the saber menu command, batch file and system profile:

Example of SABER Menu:

OFFICE/BUREAU MAIN SABER MENU DESCRIPTION OF SABER COMMANDS

MENU 01, USAID OFFICE OF

ITEM ^DInformation System ...	{batch CHDIR {SABER Main Menu Option
EXEC U:	{Goes to Server Drive U:
EXEC U:\%S_NAME%\DOCS	{Goes to Users private directory
EXEC I:\LACIS\MACROS\MAGC.BAT	{Goes to I:\LACIS\MACROS and runs MAGC batch file
EXEC MENU	{Returns to SABER menu after exiting Magellan

Example of Batch Program:

<u>COMMAND</u>	<u>DESCRIPTION OF BATCH FILE COMMANDS</u>
I:\LACIS\MACROS\MAGC.BAT	{Batch File used to copy Magellan software to the PC hard drive (local drive C)}
ECHO OFF	
C:	{Goes to Drive C}
CD\	{Goes to root of drive C}
CLS	
IF NOT EXIST C:\MAG2\mg.com GOTO INSTALL	{Checks for MG.COM if it exists performs the following}
CD MAG2	{Changes Directory C:\MAG2}
XCOPY I:\LACIS\MAG2*.IDX	{Copies Magellan files that perform customized functions ...}
XCOPY I:\AFAS\MAG2*.GRP	
XCOPY I:\AFAS\MAG2*.LAU	
XCOPY I:\AFAS\MAG2*.MAC	
XCOPY I:\AFAS\MAG2*.OPT	
XCOPY I:\AFAS\MACROS\WPSGLPRN.WPM	
XCOPY I:\AFAS\MACROS\WPMLTPRN.WPM	
XCOPY I:\AFAS\MACROS\WPPRINT	
XCOPY I:\LACIS\DIALOG\PRINT.MNU	
XCOPY I:\LACIS\DIALOG\MAINMENU.1	
GOTO END	
:INSTALL	{If MG.COM does not exist downloads Magellan Software to local C Drive}
C:	
CD\	
MD MAG2	
CD MAG2	
ECHO OFF	
XCOPY I:\AFAS\MAG2 *.* /E /S	
XCOPY I:\AFAS\MACROS\WPSGLPRN.WPM	
XCOPY I:\AFAS\MACROS\WPMLTPRN.WPM	
XCOPY I:\AFAS\MACROS\WPPRINT	
XCOPY I:\LACIS\DIALOG\PRINT.MNU	
XCOPY I:\LACIS\DIALOG\MAINMENU.1	
GOTO END	

```
:END
CLS
U:[or drive of personal directories]
C:\MAG2\MG
EXIT
```

This batch file should be located in each bureau's MACROS subdirectory. The batch files should be identical except for the following lines which should be customized to copy files from the bureau's dialog subdirectory:

```
XCOPY I:\Bureau or Mission Directory\DIALOG\PRINT.MNU
XCOPY I:\Bureau or Mission Directory\MAINMENU.1
```

Running Magellan Through Windows

Magellan may be accessed either manually or by creating a Magellan icon. If the user will be entering into Magellan frequently, creating the icon is the preferred method.

The terms "clicking," "double clicking," and "pointer" are used in reference with the use of a mouse. Since the use of a mouse is standard, these terms are used in this section of the manual. See your Windows manual for a full description of these terms.

Manual Approach

To access Magellan manually:

- Enter into **Program Manager** and click the **file** selection from the menu bar in the upper left-hand corner of the screen.
- Choose the **run** command from the ensuing menu. The user will then be prompted to specify in the command line box the file directory where Magellan is located.
- Type the following **i:\lakis\macros\magcwin.bat** and press enter or click the **OK** prompt on the right side of the menu box. Magellan will then be displayed on your screen.

Creating an Icon

A Magellan icon may be created to allow for easier access for the user. It may be created in any Window the user desires; however, for the purpose of this manual, Magellan will be set up in the applications window. An initial setup to create the icon is as follows:

- Select the applications screen from the **program manager** by placing the pointer on the **applications** icon and **double-clicking**.
- Click the **file** selection from the menu bar in the upper left-hand corner of the program manager window and click **new**.
- Identify **program item** by placing the pointer on the Program Item bullet and clicking once if it is not already selected. Select **OK** to continue.
- A window labeled Program Item Properties will appear on your screen that will ask you to identify the following properties: **Description**, **Command Line**, **Working Directory**, and **Shortcut Key**.
- By placing the cursor in the appropriate box and clicking once, complete the properties as follows:

Description:	[name to appear with icon such as BOLIS , PERUIS , COBIS]
Command Line:	magcwin.bat
Working Directory:	i:\lakis\macros
Shortcut Key:	none
- Move the pointer to the **Change Icon** option from the selections on the right side of the menu box and **click once**. A message will appear stating that there is no icon available for the specified file. Select **OK** to continue.
- A change icon window will appear on the screen. Select **browse** from the right side of the screen and **click once**.
- In the Browse Window, move the pointer to the **c:** prompt located in the directory box.. **Click once** to highlight the **c:** drive. Select **OK** and continue.
- Scroll the **c:** drive by placing the pointer on one of the **up** or **down** arrows on the right side of the directory box; select the **mag2** directory and **click once**. Select **OK** to continue.
- On the left side of the menu box will be a list of files that exist in the **mag2** directory; select the **magellan.ico** file. Select **OK** to continue.

The Magellan icon will appear and the user will then be required to select **OK** two additional times to exit the Change Icon and the Program Item Properties window and get back to the Applications window. Close the applications window by **clicking the control menu box** in the upper left hand corner of the applications window and choosing the close menu item.

The user may now enter Magellan by simply entering into the applications Window and clicking the Magellan icon. Having entered into Magellan, the user may go back and forth between applications by holding the alt key and pressing tab [Alt, Tab] until the desired application appears.

System Profile

Access to Information System data and files which are stored in various directories and subdirectories on the common drive or file volume of the LAN is provided through the individual server System Profile. File volumes are assigned by setting drive designators such as U: and Y: to refer to the file volume name. Use SETDRIVE command to make the service available to users and to map the drive letter. The AFAS file volume is called:

"Information Systems@AID.INFO@AIDW" in New State (BANS00023),
"Information Systems@AID.INFO2@AIDW" in State Annex II (BASA02011) and
"Information Systems@AID.INFO3@AIDW" in State Annex 18 (BASA18006).

The drive designator for all file volumes is I:\. The system administrator for each system should provide access to drive I by adding the following command to the sample profile of the server. The sample profile is called "Sample Profile@Server Name@Servers".

For Example:

SAMPLE PROFILE@BANS00002@SERVERS

Profile

```
SETDRIVE Y "PROGRAMS@BANS00002@SERVERS"  
SETDRIVE U "USERS@US.AID@AIDW"  
SETDRIVE I "INFORMATION SYSTEMS@AID.INFO@AIDW"  
  
SETMAIL "MS@BANS00002@SERVERS"  
SET S_MENU=1  
PATH Z:\;Y:\NETUTILS;Y:\WP51;Y:\BATCH;Y:\LOTUS+ ....
```

CREATING DIRECTORY STRUCTURE

As already mentioned, AAD/MIS systems reside on the I drive with the following common subdirectories:

I:\system name\DIALOG
I:\system name\INDEX
I:\system name\MACROS
I:\system name\HELP

The "DIALOG" subdirectory is where all bureau dialog box text files should be stored and the "MACROS" subdirectory is where the batch file MAGC and other system customized macros should be stored.

The master copy of Magellan and the associated common functional files are located in the subdirectories listed below:

I:\AFAS	
I:\AFAS\MAG2	{Magellan Software
I:\AFAS\DIALOG	{Magellan Dialog Menus for AAD/MIS only
I:\AFAS\MACROS	{Batch files and macros
I:\AFAS\INDEX	{Index files
I:\AFAS\DOC	{AFAS documentation

Other subdirectories are left to the discretion of the system. The directory/sub-directory structure is critical to the operation of AAD/MIS. Each system must design its own directory structure to house its information files. The directory structure is critical for Magellan to be able to locate the files. The subdirectories need to be created with two important considerations in mind: (1) how the Mission wants to divide the management responsibilities for the information (see access rights lists below) and (2) how the Mission wants their menus (dialog boxes) to point to the information (see dialog boxes below).

Subdirectories can be created using the MKDIR [Alt-F6] command in Magellan or using the make directory (MD) command at a DOS prompt. This is a rare case where DOS is easier than Magellan. Only the managers of the bureau information systems should be the ones creating (and deleting) subdirectories.

Access Rights Lists

As mentioned above, the directory structure is critical to the management of AAD/MIS. Everyone in AID/W is given read access to all the files in AAD/MIS, but only those offices responsible for maintaining the particular information file are given modify access. That access is, of course, controlled by access rights lists (ARL). Each directory has an ARL that consists of StreetTalk names or patterns, lists and access level specifiers. The ARLs must be managed for each directory. The systems administrator and the information system manager(s) are the ones who must manage the ARLs using the Banyan operating system using the Setarl command.

Read access should be given to everyone (*@*@AIDW,R) for all directories, with a few exceptions. Exceptions include sensitive information to which only a bureau or office should have access (e.g., the Administrator's calendar). **Modify access** should be provided to the office or individual responsible for managing the information. **Control access** should be given only to those responsible for managing the entire bureau system.

In most cases, group lists should be used to provide modify access rights to subdirectories. Lists can be used to facilitate the management of the ARLs when group access is not feasible. However, it is important to avoid nesting of lists because it will affect the performance of the system.

An example of a bureau manager list:

EURISList@AID.INFO@AIDW

Description: EURIS Managers of subdirectory I:\EURIS

Members

Leroy Jackson@EUR.PDP
Sharon Kellam@EUR.EMS
Joan Raybold@EUR.PDP
Allen Widman@EUR.PDP
John Wiles@EUR.PDP



An example of an ARL for a directory:

I:\EURIS

AdminList@AID.INFO@AIDW,C Europe Mangers Listed Above
EURISList@AID.INFO@AIDW,C
.@.@AIDW,R

An example of an ARL for a subdirectory:

I:\EURIS\EVENTS

AdminList@AID.INFO@AIDW,C
EURISList@AID.INFO@AIDW,M
*@EUR.PDP@AIDW,M
@@AIDW,R



MAGELLAN CUSTOMIZATION

Dialog Boxes

Magellan has been customized to enable the user to access information primarily through a menu structure. The menus help the user narrow an information search to specific subject areas. Selecting an item in one menu will lead to another menu with more specific choices. Once a final choice is made, Magellan will display the file or files in that area.

These menus, or dialog boxes, enable Missions to customize their information systems. Missions can create as many dialog boxes as they require pointing to as many different categories of information as they want. As mentioned earlier, the combination of these dialog boxes which guide the user to information and the directory structure which houses the information is what drives AAD/MIS. It is critical for Missions to manage their dialog boxes, directory structure and ARLs so that they work together.

Each menu can have up to 14 lines of options. As each option is highlighted, the bottom line in the box provides an additional description of the option. Below is an example of the LACIS main menu:

```
===== LACIS MAIN MENU =====  
Budget Information  
Congressional Information  
Country Information  
Sector Information  
Economic and Social Data Book  
Andean Alternative Development MIS  
Objectives and Work Plans  
Speech Information  
Communications  
General Information  
Go to Other Bureau Info Systems  
-----  
A.I.D., U.S., current, historical
```

These menus are created by combining the Magellan command "{dialog}" with an ASCII text file. Each instruction in the text file must be separated by a blank line. The first instruction line in a dialog box text file is the header or title of the dialog box (up to 60 characters). Following the header are groups of three instruction lines for each option in the dialog box. The first of the three lines is the actual line that will be displayed as the option in the dialog box (up to 60 characters). The second instruction line is the description that will appear at the bottom of the dialog box when the option is highlighted. This message can be one to two lines, each up to 60 characters. The third instruction line is the command line instructing Magellan to perform a search or some other command when the option is chosen. The command line can

contain up to 255 characters representing keystrokes. Hard returns can be added at any point in the keystroke line and they will not affect the performance of the keystrokes (in other words, the keystroke commands can take up several lines, so long as the total is 255 characters or less).

Below is the "cheat sheet" on modifying and creating dialogue boxes that can be found in the BOLIS (I:\BOLIS\HELP):

MODIFYING BOLIS DIALOG BOXES

1. Go to "I:\BOLIS\DIALOG*.*"
2. Select file, scroll right, press "INSERT" key
3. Line 1 is the title of the dialog box
4. Line 2 is the title of the item
5. Line 3 is the description of the item (lower case)
6. Line 4 is the search command ({dialog} or {expath}). A {dialog} command calls another menu or dialog box. {Expath} explores a specific directory.
7. Line 5-6 is the same as 2-4 but for the second item (every three lines starting with line 5 represents a different item). Each line needs to have a hard return between them.
8. To save changes, press "ESC" key

CREATING BOLIS DIALOG BOXES

1. Copy an existing dialog box using WP, giving it a new name
2. In WP, delete the information that you do not need
2. Line 1 is the title of the dialog box (all caps)
3. Line 2 is the title of the item
4. Line 3 is the description of the item (lower case)
5. Line 4 is the search command ({dialog} or {expath})

6. Line 5-6 is the same as 2-4 but for the second item
(every three lines starting with line 5 represents a different item)
NOTE: Be sure to put a hard return between each of the lines.
7. Save file as a DOS Text file (CTRL+F5, 1, 1)

NOTE: Be sure to use naming conventions for saving the file. To name the dialog box, use descriptive name followed by the number of menus at the level followed by a period and the number of the level. For example the first menu for economic information would be "econ1.2"--1 for the first menu on econ and ".2" because is the second menu level, after the main menu, which is the first level.

Below is the actual text file that generated the **LACIS main menu dialog box**:

LACIS MAIN MENU

Budget Information

A.I.D., U.S., current, historical

{dialog}i:\lakis\dialog\budget1.2{enter}

Congressional Information

Daily reports, Q&As, Position Papers

{dialog}i:\lakis\dialog\cong1.2{enter}

Country Information

Country profiles

{dialog}i:\lakis\dialog\cntry1.2{enter}

Sector Information

Sector info: by sector, by project, by country

{dialog}i:\lakis\dialog\sector1.2{enter}

Economic and Social Data Book

Data from 5/93 Data Book

{dialog}i:\lakis\dialog\esdb1.2{enter}

Andean Alternative Development MIS

I.AC/SAM's MIS on narcotics/alternative development

{dialog}i:\lakis\dialog\admis.2{enter}

Objectives and Work Plans

Objectives, program and mgt work plans

{dialog}i:\lakis\dialog\obj1.2{enter}

Speech Information

Speakers' kit, speeches, success stories

{dialog}i:\lakis\dialog\speech1.2{enter}

Co^mmunications

E-Mail, telephone directories, contact lists

{dialog}i:\lakis\dialog\comm1.2{enter}

General Information

Acronyms, calendars, documentation on LACIS

{dialog}i:\lakis\dialog\general1.2{enter}

Go to Other Bureau ^Info Systems

Go to other info systems (EIS, LEG, POL, etc)

{dialog}i:\eis\dialog\isbridge.2{enter}

Note that the command line differs according to the requirements of the option. In most cases the options in the LACIS main menu lead to other dialog boxes (e.g., `{dialog}i:\lacis\dialog\mainmenu.1{enter}`). When an option points to actual information files, the command "`{expath}`" is used to prompt Magellan to look in a particular directory for certain information files (e.g. `{expath}i:\legis\daily*.*{enter}`). The other most common types of commands that are used in the dialog box command line include: "`{message}`" to create a message box, "`{launch}`" to launch a program, "`{sort}`" to sort files, "`{copy}`" to copy files, "`{quit}`" to quit Magellan, etc.

Also note that there is a "^" before certain letters in the option line. The "^" highlights the letter so that users can press the highlighted letter instead of scrolling down with the cursor arrows to choose an option.

The main menu for each bureau is activated by pressing MainMnu [F1]. The macro key [F1] is programmed to conduct the following:

- `{esc}{sort}pa{expath}i:\afas*.*{enter}{dialog}c:\mag2\mainmenu.1{enter}`
- The "`{esc}`" keystrokes clear the screen of any dialog boxes in case [F1] is pressed while a dialog box is displayed.
- The "`{sort}pa`" keystrokes changes the default sort of files back to "path (p)" and "ascending (a)." Sometimes other commands change the sorting to "by date" such as the "LEG Daily and/or Weekly Reports" option in the EIS Main Menu above.
- The "`{expath}i:\afas*.*{enter}`" keystrokes prompt Magellan to conduct a search of a directory where there is only one blank file (I:\AFAS). The affect of this search clears the screen so that the subsequent menu that appears will be over a clean background field of white.
- The "`{dialog}c:\mag2\mainmenu.1{enter}`" keystrokes create the main menu.

Note that at the end of all the dialog boxes that contain keystrokes that conduct an "`{expath}`" search 20-25 hard returns have been added. This is explained in the discussion below concerning "Retrieving the Last Menu."

Start-up

The start-up macro has been adjusted, in order for the main menu to first appear when the user launches into Magellan from the SABER menu. When Magellan first is activated it automatically conducts a search according to the first line in the explore box (see below for a discussion of the explore box). The first line of the explore box has been programmed to

conduct the following search:

```
{expath}i:\afas\*.*{enter}
```

This search not only clears the screen but is about the fastest search possible. (When trying to set up the Magellan screen, speed is critical).

After conducting the search in the explore box, Magellan then performs whatever commands are found in the start-up macro. The start-up macro has been modified to activate the MainMnu [F1] key.

Retrieving the "Last Menu" [F2]

Magellan has been customized so that the last menu used can be retrieved after a search by pressing LastMnu [F2]. However, in order to return to the main menu from within another menu, users must select the "return to main menu" option that is included in every dialog box.

In order to provide users with the option to recall the last menu used, a string of keystrokes must be added to every command line in a dialog box which conducts a search. It should not be added to those options which point to another dialog box or to a message box. The following is an example of the keystrokes needed:

```
{expath}i:\lakis\dialog\bolivia.3{enter}{right}{end}{left}{expath}i:\lakis\admis\bolivia\coca\*.*-*.fm*{enter}
```

- The "{expath}i:\lakis\dialog\bolivia.3{enter}" keystrokes prompt Magellan to conduct an explore of the current dialog box text file being used. This step is critical to being able to retrieve the last dialog box used. These keystrokes will differ from dialog box to dialog box.
- The "{right}{end}{left}" keystrokes have the effect of "clearing the screen" before the actual search takes place. The previous keystrokes display the last dialog box text file. The {right} command moves the cursor into the view window, the {end} command moves the cursor to the end of the file, and the {left} command moves the cursor back to the file name in the list window. Since hard returns have been added to the end of the dialog box text file, these commands in effect "clear the screen."

The LastMnu [F2] key has been programmed to retrieve the "last menu." The keystrokes for the LastMnu [F2] function key are as follows:

`{expath}{up}{enter}{right}{end}{left}{dialog}{path}{enter}`

- The "`{expath}`" command recalls the last explore path used which is the actual explore path of the information files chosen. This is possible because Magellan automatically adds the last 100 explore "paths" into a file called `Magellan.hst`.
- The "`{up}`" command returns to the previous explore path used before the current one by using the `Magellan.hst` file. In this case, the previous path will be the path of the dialog box text file that was displayed when the last dialog box was used (e.g. "`i:\lacis\dialog\bolivia.3`").
- The "`{enter}{right}{end}{left}`" commands lock in the previous explore path to "clear the screen" (again).
- The "`{dialog}{path}{enter}`" commands create a dialog box using the current explore path which is the "last menu" or dialog box used (in this case "`i:\eis\dialog\ctrybud1.4`").

HINT: The last menu function will not work after Magellan launches into an application for printing. The user will get the error message below:

<pre>There is too much data in the file, I:\LACIS\COUNTRY\OVERVIEW\ARG.OVR. ■ The limit for dialog box, message box, and @files is 5000 bytes. Press Esc to continue.</pre>

Explore/Text Searching [F3]

While using the menus is the principle way of searching for information files, another way to locate information is using Magellan's text search capability. Through its explore dialog box, Magellan can conduct boolean text searches.

While there is only one explore dialog box, it can be customized with up to 100 lines of different options for information categories through which to conduct text searches. Indexes of all the files for an information category must be built in order to conduct a text search.

The explore box and the index files are managed by the system managers. Indexes have been built for each of system files and are stored at `I:\LACIS\INDEX`, `I:\BOLIS\INDEX`, etc. Multiple users can access the same index at the same time. Indexes should be updated weekly to include any new files that have been created.

Below is an example of the index setup for LACIS:

```

===== Index Setup =====
Description:      [^LACIS.....]
Index file name: [i:\afas\index\lacis.....]
Filespec:        [i:\lacis\*\*. * -i:\lacis\mag2\*.]
-----
Enter or edit descriptive name of index (type ^ to
highlight the character that follows it)
  
```

The index file name gives the location and file name of the index. The filespec is the location of all of the files in the index. As can be seen in the above example, wildcards can be used (*, *.* , etc.) and certain files can be left out such as the LEG daily reports which would not be needed for text searching.

The explore dialog box lists all of the information categories on the left and are scrolled through with the up and down arrow keys. On the right is the Text fill-in line for typing in the text word(s) for searching. In addition to the Text fill-in line, there are several other commands used in maintaining the explore box (e.g. "Setup..." and "New..."). See below:

```

===== Explore =====
LACIS Text Search
-----
All LACIS files      x
LACIS Speeches      y
LACIS Q&As          z
.
.
Return to LACIS menu

Concerning:
Text: ["Bolivia" & "coca"]
Line
Marked text
File

Setup...
New...

Enter text to use as explore criterion
  
```

```

===== Explore Setup =====
Group name:      [^Briefing Papers.....]
Explore Path:    [i:\lacis\briefing\*\*. * using i:\afas\in]
Auto macro:      [.....]
-----
Enter or edit the file group name (type ^ to highlight
the character that follows it)
  
```

The group name is the title of the information category which appears in the explore box. The "^" before the "B" highlights the letter so that it can be selected more easily.

The explore path is where the information category files are located (i:\legis\briefing**). The keystrokes "using i:\afas\index\legis" identify which index to use for the text search.

Each system information categories may be different. For example, the categories for the LACIS are "all files", "all speeches" and "all Q&As".

Users have the option of directly accessing the explore box through the Search [F3] function key. Once in the explore box, they can scroll through approximately 50 information categories through which to conduct a text search. However, most bureau systems access the explore box through certain options in their menus which automatically select a particular information category.

Directory Path Searching [F3] or [F5]

A third way to search for information is by directory path. An unlimited amount of "customized" searches can be conducted using the "explore path or {expath}" feature. Users can access it through the Search [F3] key or the Path [F5] key. The F5 key is simpler, but because of space limitations on the screen for function keys, the F5 description. Users can type any drive, directory, and/or subdirectory, and any filename or wildcard symbol. This is the command that is used extensively in the dialog boxes.

Launching [F7]

The Launch feature of Magellan allows a user to temporarily leave Magellan and run another software application. Many advanced users of Magellan choose to enter all programs through launch for convenience sake. Built in to the launch command is the ability to load the current file highlighted in the list window into the program that created it. The following launch dialog box appears when [F7] is pressed:

Launch	
WordPerfect 5.1	Load
Lotus 123 Rel 2.4	Run
Print WP51 files	
*Print WP51 multi-files	Update
Print 123 v2.4	
LEG Daily Update	Setup...
Lotus Freelance Graphics	New...
Harvard Graphics	
Use ↑↓ to select an application program	

The Launch dialog box lists all of the possible programs for launching on the left of the box and are scrolled through with the up and down arrow keys. On the right are several commands used for maintaining the launch dialog box. "Load" is used to run a program and load the current file into it. "Run" is used to run a program without loading a file. "Update"

is a Magellan program to search on the C drive for new applications to add to the launch dialog box (NOTE: this should never be used). "Setup..." activates the Setup dialog box for each program for modification. "New..." is used to create a launch setup for a new program).

Below is the launch setup for WordPerfect:

Launch Setup	
Title:	[WordPerfect 5.1.....]
Command:	[Y:\WP51\WP/D-C:\DOCS\nc/PF=C:\DOCS {path}]
Directory:	[.....]
Filespec:	[.....]
Viewer:	[WordPerfect 5.....]
Keystrokes:	[.....]
Enter or edit the name of the application program (type ^ to highlight the character that follows it)	

The command line is the command used to activate the program. It can include additional commands at a DOS prompt as is necessary for WordPerfect. The directory line is optional. If the directory path is included in the command line then it is not necessary to include it on the directory line. The filespecs line is optional as well; Magellan uses filespec information to recognize which program to run when [F7] is pressed. The Viewer line is optional as well and is used to identify; Magellan uses viewer information to determine which program to run when [F7] is pressed. The keystrokes line is optional and is used to instruct what keystrokes, if any, the user may want to run once in the program. Magellan ignores this fill-in line when the launch Run command is pressed.

The launch feature is used for custom printing. Taking advantage of the keystroke line, a file can be loaded into is program and the print keystrokes activated to print a document. The following launch setup is for printing LOTUS 1-2-3 2.4 files, using WYSIWYG:

Launch Setup	
Title:	[Print 123 v2.^4.....]
Command:	[123.exe.....]
Directory:	[y:\123r24.....]
Filespec:	[*.wks, *.wk1.....]
Viewer:	[.....]
Keystrokes:	[{Pause10}{enter}{Enter}/frx{Esc}{Path}{En}]
Enter or edit the name of the directory containing the application's program files or press + to move through your directory structure	

The entire keystroke line is as follows:

```
{pause10}{enter}{enter}/frx{esc}{path}{enter}{enter}/fdi:\afas\setprnt{enter}{esc}
{pause30}{shiftF8}pcpxhplj3{enter}qg{pause50}{esc}/qyy
```

Note that the print launch setup for multiple WordPerfect printing includes an "*" before the title. The "*" signals to Magellan to create a file called Magellan.Mrk containing all of the names of the marked files in the List Window. The Magellan launch dialog box is limited to 100 entries.

Macros

Magellan macros make it quick and easy to perform long or repetitive tasks in Magellan by recording the keystrokes under the macro setup dialog box. All of the function keys can be customized and numerous "hot keys" can be created using Magellan's macros. Macro keystrokes, however, only work in Magellan; Magellan will stop issuing macro keystrokes when running another program or entering the DOS environment. The macro will continue to run when the user returns to Magellan.

HINT: Keystrokes can be issued in the Launch setup dialog box to run in another program as discussed above.

The following is the Macro dialog box that is displayed when [Ctrl-F7] is pressed:

Macro	
{f1}MainMnu	Run
{f2}LastMnu	Learn
{f3}Search	
{f4}Print	Setup...
{f5}	New...
{f6}EMail	
{f7}Launch	
{f9}Help	
Use ↑↓ to select a macro	

The Macro dialog box displays all of the macros on the left and are scrolled through with the up and down arrow keys. On the right are several commands used in maintaining the macro dialog box. "Run" is used to activate a macro. "Learn" is used to build a macro by performing keystrokes and having Magellan "learn" them to create a new macro. "Setup..." activates the setup dialog box for each macro so that modifications can be made. "New..." is used to write a macro directly (instead of using "Learn").

Below is the macro setup for the MainMnu [F1] function key:

Macro Setup	
Description:	[^MainMnu.....]
Macro key:	[{f1}.....]
Keystrokes:	[{esc}{sort}pa{expath}i:\afas*.*)
Enter or edit descriptive macro name (type ^ to highlight the character that follows it)	

The keystrokes for the MainMnu [F1] key is "{esc}{sort}pa{expath}i:\afas*.*){enter}{dialog}c:\mag2\mainmenu.1{enter}" and is explained back on p.12.

The Magellan macro dialog box is limited to 100 entries. In addition to the standard macros, each bureau will be given up to five additional macros for their own unique uses.

Printing

Magellan has been customized to print documents through the application that created the document. Magellan normally only prints documents in an ASCII form. The Print [F4] key activates a dialog box similar to the one below:

LAC INFORMATION SYSTEM PRINT MENU
Print WordPerfect files
Print a Lotus file
Print a Graphics file
Print LAC Communication Directories
Print File Listing
Return to Main Menu
WordPerfect print menu

Some systems do have additional unique software through which they may want to print files (e.g. DBASE IV, Harvard Graphics, Freelance, etc.). As a result, the Print [F4] key must be customizable just like the MainMnu [F1] key. The Print [F4] macro key setup keystrokes are "{dialog}c:\mag2\print.mnu{enter}". This points the user to whatever version of a print dialog box they have stored on their C drive. Remember as part of the batch copy file that is

activated when a user launches into Magellan the user's system print dialog box is copied down to the C drive automatically.

The dialog box subsequently employs the Launch feature of Magellan to execute the print job (see the section on "Launch" for a description of the launch setups which includes an example of the launch setup for printing LOTUS 1-2-3 files).

There are two ways to print WordPerfect files: one file at a time or multiple files together. In order to print one WordPerfect file, Magellan has been configured to employ the "Launch" feature which automatically loads the file as it launches into WordPerfect. Once in WordPerfect, the "launch setup" keystrokes queue the file for printing and then activates a WordPerfect macro (WPSGLPRN.WPM). The macro calls up a message screen advising users not to press any keys, waits until the WordPerfect print queue is empty, and then exits WordPerfect automatically.

Printing multiple WordPerfect files is done by activating a different WordPerfect macro (WPMLTPRN.WPM). Before performing the same functions that are contained in the WPSGLPRN.WPM macro, it reads the MAGELLAN.MRK file which contains all of the marked files and queues them for printing. Users must mark all of the WordPerfect files for printing (using the space bar or [Alt-F8]) before activating the Print [F4] key.

Printing LOTUS 1-2-3 files are handled differently, relying exclusively on the keystrokes in the Launch setup box. This function however prohibits the printing of multiple documents from Lotus.

Function Key Assignments

Below are the function key assignments for AAD/MIS:

F1	MainMnu	Alt-F1	Delete	Ctrl-F1	Backup
F2	LastMnu	Alt-F2	Undelete	Ctrl-F2	Restore
F3	Search	Alt-F3	Copy	Ctrl-F3	Zip
F4	Print	Alt-F4	Move	Ctrl-F4	Unzip
F5	Blank	Alt-F5	Rename	Ctrl-F5	Verify
F6	Email	Alt-F6	MkDir	Ctrl-F6	Compare
F7	Launch	Alt-F7	Tree	Ctrl-F7	Macro
F8	Zoom	Alt-F8	Mark	Ctrl-F8	Index
F9	Help	Alt-F9	Sort	Ctrl-F9	Gather
F10	Quit	Alt-F10	Create	Ctrl-F10	Go to DOS

LICENSE AGREEMENT WITH LOTUS CORPORATION

USAID has an agreement with the Lotus Corporation to allow USAID to *purchase only one copy of Magellan for each three USAID users* because of the high number of Magellan sales this has and will provide the Lotus Corporation. IRM in Washington holds this agreement, and during the procurement of Magellan software purchasers should consult with IRM.

SUMMARY OF FUNCTION KEYS

Front Row (Menus, Searching, Printing, Launching)

- F1: MainMnu** Places user in the first menu activated by the file access system in use. For example, user of the COBIS will be placed in the COBIS main menu.
- F2: LastMnu** Places user in the last menu used after a path command.
- F3: Search** Lets user conduct a text search or a directory search for files.
- F4: Print** Prints one or more Word Perfect files at a time, or ONE Lotus spreadsheet at a time.
- F5: Path** Allows user to select the files and directories in the List Window. The path does not appear due to space limitations.
- F6: Email** Launches the user into EMAIL.
- F7: Launch** Launches the user into a WordPerfect file, Lotus spreadsheet, or other applications.
- F8: Zoom** Widens the List Window or View Window to full screen to display either complete file information or the entire width of a file.
- F9: Help** Directs users to on-line technical documentation, end user documentation (this guide), file management documentation, and overall AAD/MIS guidance.
- F10: Quit** Sends user back to Saber menu or to Windows program manager.

Alt Keys (File Management)

- ALT-F1: Delete** Delete highlighted file or marked files or directories.
- ALT-F2: UnDel** Undeletes highlighted file or marked files or directories.
- ALT-F3: Copy** Copies highlighted file or marked files or directories.
- ALT-F4: Move** Moves a highlighted file or several marked files or directories to a new destination.

- ALT-F5: Rename** Renames a file or a directory.
- ALT-F6: Mkdir** Creates a one or more new directories at a time.
- ALT-F7: Tree** Displays the directory structure. User can activate the Tree mode from within many Magellan commands to point to new destinations for files and directories.
- ALT-F8: Mark** Marks files in List Window so that groups of files can be copied, printed, moved, etc. User can also use space bar to mark files.
- ALT-F9: Sort** Rearranges files in List window by date, extension name, etc.
- ALT-F10: New File** Allows user to create a new file in Word Perfect or Lotus 1-2-3.

Ctrl Keys (Advanced Features/AAD/MIS Management)

- CTRL-F1: Backup** Backs up groups of files.
- CTRL-F2: Restore** Restores backed-up files.
- CTRL-F3: Zip** Compresses one or more files into a single "zipped" compressed file.
- CTRL-F4: Unzip** Uncompresses files.
- CTRL-F5: Verify** Checks integrity of files to alert user to changes in program files caused by computer viruses.
- CTRL-F6: Compare** Compares the contents of two files or directories and lets the user view the differences.
- CTRL-F7: Macro** Contains all of the macros for function keys and "hot" keys.
- CTRL-F8: Index** Contains all of the indexes for text searching.
- CTRL-F9: Gather** "Cuts" text from one or more files and appends it into an ASCII text file that can be retrieved into Word Perfect.
- CTRL-F10: DOS** Temporarily exits Magellan to a DOS prompt.

ANDEAN ALTERNATIVE DEVELOPMENT MANAGEMENT INFORMATION SYSTEM (AAD/MIS)

SYSTEM MANAGEMENT

This user guide is for all users of AAD/MIS--BOLIS, COBIS, PERUIS, and a portion of the LACIS. It is a comprehensive manual on how the system works, describing step-by-step how to find information and how to use the various function keys and commands.

STAFF MANAGEMENT RESPONSIBILITIES

There are three key management levels in the AAD/MIS and other Magellan-based systems within USAID: 1) technical, 2) middle management, and 3) senior management. The role of technical management involves making sure software and hardware problems are promptly resolved so that users can utilize the system. The middle management role sees that users are updating and following naming protocols and other rules so that the systems function smoothly based on the contents of the system. The senior management role is one of senior overseer that makes sure that the overall philosophy of the system is in tact and that users buy in conceptually and comply with the overall system.

Managing these systems should not entail new positions. The system management responsibilities should be able to easily integrated into on-going personnel responsibilities, as described below.

The main responsibilities of the **technical staff** are outlined in the technical information component of this manual.

- The first major requirement is **hardware** management. First, technical staff must ensure the proper hardware exists, as explained in the technical portion of this manual. A major concern in this area is disk space. Our advice is to choose about double the size of the hard disk that you think is necessary at the time of procurement.
- The other key responsibility is loading and debugging **software**, including LAN software, in this case Banyan. The key software management required with the AAD/MIS is also Lotus Magellan, which is located on the server and then loaded into each PC. Another key responsibility of the technical computer staff is that of a LAN administrator who has to manage user access rights, which is critical to the file sharing of USAID's Magellan-based systems. The technical staff will also need to work with the management staff to ensure the proper functioning of Magellan and the launching into other software.
- The on-going **customization of Magellan** is another responsibility of the technical staff that should be done in conjunction with users, management, and the customization of Magellan in Washington for the AFAS system.
- The weekly **updating** of system **indexes** and updates of the **LACIS**.

The main responsibilities of the **middle management staff** are the following:

- Work as the key **liaison** between the technical staff and the senior staff. Respond to all major user inquiries that are programmatic in nature and provide ad hoc computer troubleshooting and training as necessary.

- In conjunction with technical staff, provide brief **training** sessions office by office. This is an overview of Magellan, the LAN system, and how connectivity increases office productivity. Provide cheat sheets and support material as needed by users.
- Lead a **users' group** for the information system in you Mission. Be a cheerleader for the system.

The main responsibilities of **senior management staff** are the following:

- **Use the system daily.** Praise the system in staff meetings and ask for updates. Use email to request updates of information from staff responsible for information.
- **Provide senior level support** for the middle management and technical staff so they have the clout to allow the system to improve overall productivity.

Finally, the establishment of a *users' group* is strongly recommended. An information system is only as good as its users make it. A forum for constant feedback and improvement for long-term ownership and improvement.

DATA TRANSFER PROCEDURES

This category of the manual was originally envisioned to be quite large, but as the concept of the systems evolved, it was decided that each Mission and the LAC Bureau would have separate systems. Only the LACIS is transferred in its entirety. This is explained in detail below.

Data Exchange Via Banyan Email

Most data exchange among the systems will be done simply by email through the sending of email attachments. This is done simply by going to the "Attach" line in Banyan email and pressing "F5" for "Find File". Change the directory to the directory where the file that you want to attach is located and then choose the file to attach by pressing "Enter" and then "F10."

HINT: Banyan's file attachment system works like Magellan's "Find" command; just type the spelling of the file and Banyan goes directly to it.

Banyan does have certain limitations on the size of such attachments (roughly 300,000 bytes to be safe), but through the use of file compression technology, discussed below as well, 2 to 3 more as many files can be sent in a single email attachment. Be sure to add your attachment to your email; it is easy to forget!

Data Exchange by Diskette

There are three major issues to standardize for data exchange by diskette. These include file naming, file structure, and disk labeling. All three are discussed below.

An important consideration is to establish a *naming protocol*. The LACIS naming protocol is the recommended one, which appears in the Manual as Appendix B. In a nutshell the naming protocol requires users to state the key concept and country of the document in the file name (up to eight characters) and the type of file or software in the file extension (up to three characters). For example, "BOL.HIL" is for Bolivia program highlights. See Appendix B for more suggestions.

Senders of data should also consider where files should be placed in their target information systems by the *file structure* of their disk. Whenever possible files should be copied from the source information system onto disk with the file structure intact. This allows those sending data to communicate to the recipient where they think the data should reside or at least does reside in their system. This procedure is relatively easy to follow by using Magellan, which allows keeping the structure intact through the copy feature. When copying the file using Magellan, change Magellan's copy option to "yes" for "preserve directories" [ALT F3, O, Y].

HINT: The recipient of the data files should view all files by exploring the entire disk drive. In Magellan if the user makes "b:" the explore path, the software searches all files in all directories of B (or any drive where the user has read access). Magellan shows the user the entire drive's contents, including files in all directories and subdirectories. If the explore path ends in a backslash (e.g. "b:\") then Magellan only shows those files in the root directory. If there are no files in the root directory, Magellan will show an error message. Simply press ESC to clear the error message and then ALT F7 for the tree mode, which will show the directory structure.

Persons exchanging disks frequently must agree on a system for *labeling disks*. Labels must be prepared in a legible fashion and consistently. A disk label for exchange should contain the following information:

- 1) Origin of the information (e.g. "PERUIS") (Mission/Country)
- 2) Date the disk was sent
- 3) Major topics of the disk (including key file names)
- 4) Software of the files
- 5) Special information or more in-depth descriptions can be included in a file that should be called "readme." This could explain, for example, that one spreadsheet is linked to another.

Data Exchange by Data Cartridge

Data exchanged by data cartridge should follow all the general guidelines (file naming, structure, and labeling) of data exchange by disk with one other consideration. Backups and restores done for data cartridge exchanges should be done with the "selective" option rather than the "full" option. The "full" option, at least with the Mountain Tape software used by the project, creates a "mirror" image of the hard disk, which cannot be restored without the same version of DOS and the same size hard disk. See the Mountain Tape manual for more information

LACIS Updates to the Missions

In addition to designing and installing the Mission-based information systems, under the AAD/MIS Project, the LACIS system was also provided to the USAIDs in Bolivia, Colombia, and Peru. For the LACIS versions to have utility, they must be updated on a regular basis. It is recommended that this be done on a weekly basis. Using email and Magellan this is a relatively easy and quick process. This will be the responsibility of the LAC Bureau in Washington. A macro has been created in Magellan to facilitate the process. The LAC Systems Administrators are aware of the functioning of the macro, which is discussed below.

Lotus Magellan	Use to select, Enter to accept			DIALOG					
	Explore: I:\lacis** -*.zip								
√ ELS.HIL	I:\LACIS\COUNTRY\HIGHLIGHT\	26,936	1-24-94	4:27p					
√ CRI.HIL	I:\LACIS\COUNTRY\HIGHLIGHT\	21,365	1-24-94	4:20p					
√ PAN.HIL	I:\LACIS\COUNTRY\HIGHLIGHT\	15,262	1-24-94	4:18p					
√ GUY.OVR	I:\LACIS\COUNTRY\OVERVIEW\	18,272	1-21-94	2:36p					
√ OBJ1.2	I:\LACIS\DIALOG\	1,008	1-19-94	12:16p					
√ PRO	Zip Options			5:00p					
√ SPEECH1.	Preserve directories:	No Yes		1:46p					
√ PRO	Overwrite files:	Ask Never Always		9:25a					
√ UPDATE1.	Delete after compressing:	No Yes		9:18a					
√ UPDATE2.	File password:	[.....]		9:18a					
√ SWEAR.ML	Do preserve source directory structure in destination zip file			8:48a					
√ DEMOC.ML				8:40a					
√ CLAA.MLS				8:39a					
√ CONFIRM.				8:38a					
√ UPDATE4.				5:10p					
√ IEE.DBF	I:\LACIS\EA\	9,010	1-13-94	3:00p					
√ IEE.CMX	I:\LACIS\EA\	11,264	1-13-94	3:00p					
√ COUNTRY.DBF	I:\LACIS\EA\	768	1-13-94	2:52p					
√ COUNTRY.CMX	I:\LACIS\EA\	5,120	1-13-94	2:50p					
√ MAGC.BAT	I:\LACIS\MACROS\	1,225	1-13-94	1:15p					
File 1 of 2424		37,479,681 Bytes (265,559 in 24 marked files)							
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
MainMnu	LastMnu	Search	Print		EEmail	Launch		Help	Quit

Below is a brief description of what the macro does and how this process could be performed manually.

- Search the LACIS files. Press F5 (Expath) and type I:\LACIS** - *.zip (exclude previously zipped files). This searches all files in all subdirectories of the LACIS.
- Sort the files in descending chronological order. Press ALT F9 (Sort) and choose "t" for time and "d" for descending. This shows all the most recent LACIS files.
- Choose a time range for the files that you want, either using ALT F8 (Mark) or mark them manually by pressing the space bar.
- Compress the files using Magellan's Zip feature (CTRL F3). Before executing the zip for the marked files, change the zip option by press "o" after CTRL F3 to "yes" for preserving directories. Save the file with a naming protocol. A suggested format is the first three letters of the month, followed by the number of the update for that month and with the extension "zip", (i.e. DEC4.ZIP) is suggested.

HINT: Banyan can only handle an email of about 300,000 bytes, and the zip compression ratio is somewhere between 1:2 and 1:3. Therefore, mark no more than 600,000 to 700,000 bytes to be sure to meet USAID's Banyan limit.

- Save the zipped files in a predetermined directory. At the time of the writing of this manual, they were kept in the I:\LACIS\AADMIS\ZIP directory.
- Send the files as an email attachment to as many Missions as needed. An email attachment example is provided below.

To: Yamil Cardenas@EXO.DP@LAPAZ
 Cc: Subject: LACIS Update
 From: Daniel Seyler@LAC.SAM@AIDW Attach: I:\LACIS\AADMIS\ZIP\DEC4.ZIP
 Date: Monday, January 24, 1994 18:12:55 EST

File Edit Search Special
 Please find attached the last LACIS update for December.

DATA STORAGE AND SECURITY

All data storage and security for the AAD/MIS information systems will be handled by normal IRM or LAN administration personnel. This is the case because the AAD/MIS systems are simply a portion of the overall LAN, which these staff manage. It is recommended that the AAD/MIS systems be backed up daily for the normal reasons--human error, system crashes, theft, viruses, and acts of nature such as fire, flood, humidity, earthquake, etc. The normal USAID/IRM guidelines should be followed. We also recommend that one copy each week (Friday) be carried off the premises, such as at the

System Administrator's home, to further protect the data. Fireproof devices are helpful but there is no substitute for an off-site tape backup, except in the case of security concerns.

Depending on the tape software utilized, it is easy to have tape backups executed automatically at the same time each day, such as 3:00 am. The hardware used under the AAD/MIS project is a 120 megabyte Mountain Tape Backup system. This allowed for frequent and easy backing up of information as well as a compatibility that made large data exchanges very simple. It is suggested that the cartridge management principles espoused by the 3M Corporation be used, which is the manufacturer of the DC2120 Mini Data Cartridges used by the project. We specifically recommend 3M's Data Security Handbook (1992), which outlines data storage, cartridge cleaning, retensioning, storage and security in detail.

A few operating, storage and transportation guidelines are provided below:

Safe Data Usage Ranges

Environment	Temperature	Relative Humidity	Wet Bulb
Operating	41-113 F°	20-80%	79° F
Storage	-40-113 F°	20-80%	79° F
Transportation	-40-113 F°	20-80%	79° F

SYSTEM MAINTENANCE

The system maintenance requirements for the AAD/MIS are no different than the normal computer systems of USAID because the AAD/MIS is completely integrated into the LAN systems of USAID/Washington, Bolivia, Colombia, and Peru. All normal IRM guidance, in conjunction with the system management information above, should be sufficient for system maintenance. The only system maintenance issue created by the AAD/MIS is the existence of additional computer hardware, including four laser printers, four internal tape drives, and two modems.

GLOSSARY OF TERMS

- Boolean Logic:** Search syntax (logic) used to relate sets of data using "and" and "or".
- Directory:** A location on a drive that contains one or more files and/or subdirectories.
- Display Window:** The Magellan screen, including the List Window and the View window.
- Drive Name:** The two characters--a letter and a colon-- that identify a disk drive, for example "C:" or "I:".
- Explore Path:** The second line on the Magellan screen that indicates the criteria Magellan uses to select the directories and files displayed.
- Fill-in Line:** A line in which the user types directory paths, files names, etc.
- Function Keys:** The keys labeled F1 through F10 on the keyboard that operate Magellan commands.
- Information Line:** The line just above the function keys that displays information about the current file displayed.
- List Window:** The left window of the Magellan screen which displays file and/or directory names.
- Launch:** The command to run another software application (Word Perfect, Lotus 1-2-3, AID Telephone Directory) from within Magellan. If a file is highlighted, it is loaded automatically if it is compatible.
- Mark:** The command to place a check mark next to one or more file names in the List window in order to perform an operation (copy, delete, print, etc.) on all the files at one time.
- Path:** The location of a file or directory.
- Tree:** A view of the hierarchy of drives, directories, and files.
- View Window:** The right window of the Magellan screen which displays the contents of a file or a directory.
- Zip File:** A file containing one or more compressed files.
- Zoom:** The command to widen a window to the full width of the screen.

APPENDIX A

April 22, 1993

BOLIVIA INFORMATION SYSTEM

Menus and File Directories

MENUS	DIRECTORIES	WRITE ACCESS	MGT. RESP.
BRIEFING MATERIALS			
AUTOMATED BRIEFINGS	I:\BOLIS\BRIEF\SHOWS	DP	DP
BRIEFINGS FOR AID/W	I:\BOLIS\BRIEF\AIDW	DIR, DP	DP
BRIEFINGS FOR EMBASSY	I:\BOLIS\BRIEF\EMBASSY	DIR, DP	DP
BRIEFINGS FOR PUBLIC	I:\BOLIS\BRIEF\PUBLIC	DIR, DP	DP
MONTHLY AA/LAC REPORTS	I:\BOLIS\BRIEF\AALAC	DIR, DP	DP
SPEECHES	I:\BOLIS\BRIEF\SPEECHES	DIR, DP	DP
SUCCESS STORIES	I:\BOLIS\BRIEF\SUCCESS & I:\BOLIS\PROJECT\SUCCESS	DIR, DP PD&I, DP	DP DP
BUDGET AND FINANCIAL CONTROL			
AUDIT			
RECOMMENDATIONS	I:\BOLIS\CONTROL\AUDIT\RECOMMEN	CONT	CONT
GUIDELINES	I:\BOLIS\CONTROL\AUDIT\GUIDE	CONT	CONT
CONTROL ASSESSMENTS	I:\BOLIS\CONTROL\AUDIT\ASSESS	CONT	CONT
STATUS OF RECOMM.	I:\BOLIS\CONTROL\AUDIT\STATUS	CONT	CONT
BUDGET			
LOCAL CURRENCY			
COUNTERPART	I:\BOLIS\CONTROL\BUDGET\GOBLC	CONT	CONT
ESF	I:\BOLIS\CONTROL\BUDGET\ESFLC	CONT	PD&I
PL-480	I:\BOLIS\CONTROL\BUDGET\PL480LC	CONT	ARD
OE BUDGET	I:\BOLIS\CONTROL\BUDGET\OE	CONT	CONT
PROGRAM BUDGETS	SEE LIST BELOW UNDER PROGRAM	DP	DP
STATUS OF OBLIGATIONS	I:\BOLIS\CONTROL\BUDGET\OBLIGATE	CONT	CONT
TRAVEL BUDGETS	I:\BOLIS\CONTROL\BUDGET\TRAVEL	CONT	CONT
ID CODES FOR PAYMENT			
VOUCHERS			
ACTIONS COMPLETED	I:\BOLIS\CONTROL\VOUCHERS\ACTIONS	CONT	CONT
PENDING	I:\BOLIS\CONTROL\VOUCHERS\PENDING	CONT	CONT
COMMUNICATIONS			
AID/W PHONE DIRECTORY	G:\AIDWPHONE	CC	CC
GO TO EMAIL	Z:\	CC	CC
GOB CONTACT LIST	I:\BOLIS\COMM\GOBLIST	DIR, DP	DP
USAID\BOLIVIA PHONE DIRECTORY	G:\BOLPHONE	CC	EXO,CC
U.S. EMBASSY LA PAZ LIST	I:\BOLIS\COMM\EMBASSY	EXO	EXO
CONTRACTS			
GUIDANCE ON CONTRACTS	I:\BOLIS\CONTRACT\GUIDE	RCO	RCO
IQC'S	I:\BOLIS\CONTRACT\IQCS	RCO	RCO
LEGAL OPINIONS	I:\BOLIS\CONTRACT\LEGAL	RLA	RLA
MODEL SCOPES OF WORK	I:\BOLIS\CONTRACT\SOW	RCO	RCO
STATUS OF CONTRACTS	I:\BOLIS\CONTRACT\STATUS	RCO	RCO
MODEL WAIVERS OF COMPETITION	I:\BOLIS\CONTRACT\WAIVERS	RCO	RCO

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ECONOMIC

ECONOMIC DATA

ECONOMIC ACTIVITY	I:\BOLIS\ECON\MACRO\GDP	ECON	ECON
EXCHANGE RATE	I:\BOLIS\ECON\MACRO\EXCHANGE	ECON	ECON
FISCAL ISSUES	I:\BOLIS\ECON\MACRO\FISCAL	ECON	ECON
INFLATION	I:\BOLIS\ECON\MACRO\INFLATION	ECON	ECON
MONETARY ISSUES	I:\BOLIS\ECON\MACRO\MONETARY	ECON	ECON
TRADE	I:\BOLIS\ECON\MACRO\TRADE	ECON	ECON
COCA SUB-ECONOMY	I:\BOLIS\ECON\COCA	ECON	ECON
COCA MODEL	I:\BOLIS\ECON\COCA\MODEL	ECON	ECON
COCA PRICES	I:\BOLIS\ECON\COCA\PRICES	ECON	ECON
COCA ERADICAT./INTERDICT.	I:\BOLIS\ECON\COCA\ERADIC	PD&I, ECON	PD&I
COCA ANALYSES	I:\BOLIS\ECON\COCA\ANALYSIS	ECON	ECON
ECONOMIC REPORTS AND ANALYSES	I:\BOLIS\ECON\REPORTS	ECON	ECON
PAAD	I:\BOLIS\ECON\PAAD	ECON	ECON
RURAL HOUSEHOLD SURVEY	I:\BOLIS\ECON\SURVEY	ECON	ECON

GENERAL INFORMATION

ACRONYMS	I:\BOLIS\GENERAL\ACRONYMS	DP	DP
DOCUMENT TRACKING	NOT FUNCTIONAL YET	CC	CC
EMERGENCY INFORMATION	I:\BOLIS\GENERAL\EMERGENC	EXO	EXO
HOLIDAYS	I:\BOLIS\GENERAL\HOLIDAYS	EXO	EXO
SECURITY	I:\BOLIS\GENERAL\SECURITY	EXO	EXO
TRAVEL	I:\BOLIS\GENERAL\TRAVEL	EXO	EXO
VISITOR	I:\BOLIS\GENERAL\VISITOR	EXO	EXO

HELP ON THE BOLIS

I:\BOLIS\HELP	CC, DP, PD&I	CC, DP
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MANAGEMENT AND PERSONNEL

AID HANDBOOK INFO.	I:\BOLIS\MANAGE\HANDBOOK	DP	DP
LOCAL NOTICES	I:\BOLIS\MANAGE\LOCALNOT	EXO	EXO
LOCAL ORDERS	I:\BOLIS\MANAGE\ORDERS	EXO	EXO
PER DIEM RATES	I:\BOLIS\MANAGE\PERDIEM	EXO	EXO
PERSONNEL			
AMERICAN JOBS	I:\BOLIS\PERSON\AMERJOBS	EXO	EXO
AMERICAN JOB GUIDANCE	I:\BOLIS\PERSON\AMERGUID	EXO	EXO
FSN JOBS	I:\BOLIS\PERSON\FSNJOBS	EXO	EXO
FSN JOB GUIDANCE	I:\BOLIS\PERSON\FSNGUID	EXO	EXO

PROGRAM AND STRATEGY

AID POLICY	I:\BOLIS\PROGRAM\AIDPOL	DP	DP
CROSS-CUTTING ISSUES			
POLICY REFORM	I:\BOLIS\PROGRAM\CROSSCUT\POLICY	ECON	DP
WOMEN IN DEVELOPMENT	I:\BOLIS\PROGRAM\CROSSCUT\WID	DP	DP
DONORS			
BILATERAL	I:\BOLIS\PROGRAM\DONORS\BILATERA	DP	DP
CONSULTATIVE GROUP	I:\BOLIS\PROGRAM\DONORS\CG	DP	DP
MULTILATERAL	I:\BOLIS\PROGRAM\DONORS\MULTILAT	DP	DP
MONITORING & EVALUATION			
EVALUATION FOLLOW-UP	I:\BOLIS\PROGRAM\M&E\EVALSTAT	DP	DP
EVALUATION PLAN	I:\BOLIS\PROGRAM\M&E\EVALPLAN	DP	DP
EVALUATION SUMMARIES	I:\BOLIS\PROJECT\EVALSUM	DP	DP
PVO'S	I:\BOLIS\PROGRAM\PVOS	DP	DP
PROGRAM BUDGETS			
CONGRESSIONAL PRESENTATION			
CP 93	I:\BOLIS\PROGRAM\BUDGET\CP93	DP	DP
CP 94	I:\BOLIS\PROGRAM\BUDGET\CP94	DP	DP
CP 95	I:\BOLIS\PROGRAM\BUDGET\CP95	DP	DP

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OYB	I:\BOLIS\PROGRAM\BUDGET\OYB	DP	DP
PD&S	I:\BOLIS\PROGRAM\BUDGET\PD&S	DP	DP
STRATEGY			
ACTION PLAN	I:\BOLIS\PROGRAM\STRATEGY\AP	DP	DP
GOB STRATEGY	I:\BOLIS\PROGRAM\STRATEGY\GOB	DP	DP
POD	I:\BOLIS\PROGRAM\STRATEGY\POD	DP	DP
SECTORAL STRATEGIES	I:\BOLIS\PROGRAM\STRATEGY\SECTORAL	DP	DP
USG STRATEGY IN BOLIVIA	I:\BOLIS\PROGRAM\STRATEGY\USG	DP	DP
PROJECT INFORMATION			
BY PROJECT	I:\BOLIS\PROJECT**	PD&I	PD&I
CENTRALLY FUNDED	I:\BOLIS\PROJECT\CENTFUND	PD&I	PD&I
NEW PROJECT DESCRIPTIONS	I:\BOLIS\PROJECT\NPD	PD&I	PD&I
PIDS	I:\BOLIS\PROJECT\PIDS	PD&I	PD&I
PROJECT DESIGN SCHEDULE	I:\BOLIS\PROJECT\DESIGN	PD&I	PD&I
PROJECT EVALUATION SUMMARIES	I:\BOLIS\PROJECT\EVALSUM	DP	DP
PROJECT NUMBERS	I:\BOLIS\PROJECT\NUMBERS	DP	DP
PROJECT PAPERS	I:\BOLIS\PROJECT\PPS	PD&I	PD&I
SEMI-ANNUAL REPORTS			
10/1/92 - 3/31/92	I:\BOLIS\PROJECT\SAR393	PD&I	PD&I
4/1/93- 9/30/92	I:\BOLIS\PROJECT\SAR993	PD&I	PD&I
SUCCESS STORIES	I:\BOLIS\PROJECT\SUCCESS	PD&I, DP	DP
SCHEDULES			
ARRIVAL/DEPARTURE LIST	I:\BOLIS\SCHEDULE\ARRIVDEP	EXO	EXO
DEPUTY DIRECTOR	I:\BOLIS\SCHEDULE\DEPUTY	DIR	DIR
EVENTS	I:\BOLIS\SCHEDULE\EVENTS	DIR, DP	DP
MISSION DIRECTOR	I:\BOLIS\SCHEDULE\DIRECTOR	DIR	DIR
MISSION TDY/ANNUAL LEAVE	I:\BOLIS\SCHEDULE\ALTDY	EXO	EXO
SECTORAL INFORMATION			
AGRICULTURE	I:\BOLIS\SECTORAL\AGRICULT	ARD	ARD
ENVIRONMENT	I:\BOLIS\SECTORAL\ENVIRONM	ARD	ARD
POLITICS/ELECTORAL	I:\BOLIS\SECTORAL\POLITICS	DI	DI
PRIVATE SECTOR	I:\BOLIS\SECTORAL\PRIVATE	T&I	T&I
SOCIAL SECTOR	I:\BOLIS\SECTORAL\SOCIAL	HHR	HHR
ENTER THE LACIS	I:\LACIS		

January 24, 1994

COLOMBIA INFORMATION SYSTEM (COBIS)

Menus and File Directories

MENUS	DIRECTORIES	WRITE ACCESS	MGT. RESP.
BRIEFING MATERIALS			
BRIEFINGS FOR AID/WASHINGTON	I:\COBIS\BRIEF\AIDW	DARep	DARep
BRIEFINGS FOR THE EMBASSY	I:\COBIS\BRIEF\EMBASSY	SM,DARep	DARep
BRIEFINGS FOR THE PUBLIC	I:\COBIS\BRIEF\PUBLIC	DARep	DARep
QUARTERLY REPORTS TO LAC	I:\COBIS\BRIEF\LAC	SM,DARep	DARep
SPEECHES	I:\COBIS\BRIEF\SPEECHES	DARep	DARep
SUCCESS STORIES	I:\COBIS\BRIEF\SUCCESS	M&EO,DARep	DARep
BUDGET AND FINANCIAL CONTROL			
AUDIT AND CONTROL			
CONTROL ASSESSMENTS	I:\COBIS\CONTROL\AUDIT\ASSESS	FINS	FINS
GUIDELINES ON AUDITS	I:\COBIS\CONTROL\AUDIT\GUIDE	FINS	FINS
NON-EXPENDABLE PROPERTY	I:\COBIS\CONTROL\AUDIT\NONEXPEN	FINS	FINS
RECOMMENDATIONS FROM			
AUDITS	I:\COBIS\CONTROL\AUDIT\RECOMMEN	FINS	FINS
STATUS OF PENDING ACTIONS			
OF AUDIT RECOMMENDATIONS	I:\COBIS\CONTROL\AUDIT\STATUS	FINS	FINS
BUDGETS			
ANNUAL BUDGET SUBMISSION	I:\COBIS\CONTROL\BUDGET	FINS	FINS
(ABS)			
	I:\COBIS\CONTROL\BUDGET\ABS	FINS	FINS
<u>CONGRESSIONAL PRESENTATION</u>			
<u>-CONGRESSIONAL</u>			
<u>PRESENTATION 1993</u>	I:\COBIS\PROGRAM\BUDGET\CP93	DARep	DARep
<u>-CONGRESSIONAL</u>			
<u>PRESENTATION 1994</u>	I:\COBIS\PROGRAM\BUDGET\CP94	DARep	DARep
<u>-CONGRESSIONAL</u>			
<u>PRESENTATION 1995</u>	I:\COBIS\PROGRAM\BUDGET\CP95	DARep	DARep
DEBT/ENVIRONMENTAL FUNDS	I:\COBIS\CONTROL\BUDGET\DEBT	FINS	EO
LOCAL CURRENCY BUDGETS			
-COUNTERPART			
CONTRIBUTIONS	I:\COBIS\CONTROL\BUDGET\GOCLC	FINS	FINS
-ECONOMIC SUPPORT			
FUNDS LOCAL			
CURRENCY ACCOUNTS	I:\COBIS\CONTROL\BUDGET\ESFLC	FINS	FINS
OPERATING EXPENSE (OE)			
BUDGET	I:\COBIS\CONTROL\BUDGET\OE	FINS	FINS
<u>OPERATING YEAR BUDGET</u>	I:\COBIS\PROGRAM\BUDGET\OYB		
<u>PROJECT DEVELOPMENT AND</u>			
<u>SUPPORT BUDGET (PD&S)</u>	I:\COBIS\PROGRAM\BUDGET\PD&S	FINS,DARep	
FINS,DARep			
STATUS OF OBLIGATIONS	I:\COBIS\CONTROL\BUDGET\OBLIGATE	FINS	FINS
TRAVEL BUDGET	I:\COBIS\CONTROL\BUDGET\TRAVEL	FINS	FINS
IDENTIFICATION CODES FOR PAYMENT	I:\COBIS\CONTROL\IDCODES	FINS	FINS
VOUCHERS			
ACTIONS COMPLETED TO			
DATE	I:\COBIS\CONTROL\VOUCHERS\ACTIONS	FINS	FINS
CURRENT ACTIONS PENDING	I:\COBIS\CONTROL\VOUCHERS\PENDING	FINS	FINS

COMMUNICATIONS

AID/COLOMBIA PHONE DIRECTORY	TBD	AA	AA
AID/W PHONE DIRECTORY	G:\AIDWPHONE	AA	AA
CORRESPONDENCE LOG	I:\COBIS\COMM\CORRESP	AA	AA
GO TO EMAIL	Z:\	AA	AA
GOVERNMENT OF COLOMBIA			
FINSACT AND INVITE LIST	I:\COBIS\COMM\GOCLIST	AA	AA
LAC AID/W PHONE DIRECTORY LIST	I:\LACIS\COMM\LAC.DBF	AA	AA
LAC MISSIONS DIRECTORY LIST	I:\LACIS\COMM\MISSIONS.DBF	AA	AA
U.S. EMBASSY, BOGOTA PHONE	TBD	AA	AA
DIRECTORY	I:\COBIS\COMM\EMBASSY	AA	AA

ECONOMIC

ECONOMIC DATA	I:\COBIS\ECON\DATA	M&EO	M&EO
ECONOMIC REPORTS	I:\COBIS\ECON\REPORTS	M&EO	M&EO
NAS DATA	I:\COBIS\ECON\NAS	M&EO	M&EO

GENERAL INFORMATION

ACRONYMS	I:\COBIS\GENERAL\ACRONYMS	DARep	DARep
EXCHANGE RATE INFORMATION	I:\COBIS\GENERAL\EXCHANGE	FINS	FINS
HOLIDAYS	I:\COBIS\GENERAL\HOLIDAY	AA	AA
PERIODICALS RECEIVED	I:\COBIS\GENERAL\PERIODIC	AA,PMA	AA,PMA
SECURITY INFORMATION	I:\COBIS\GENERAL\SECURITY	AA,SM	DARep
VISITOR INFORMATION	I:\COBIS\GENERAL\VISITOR	AA,SM	DARep

HELP ON THE COBIS AND SOFTWARE

HELP ON THE COBIS	I:\COBIS\HELP		
HELP ON THE COBIS	I:\COBIS\HELP	SM,M&EO	
COMPUTER HOW TO SHEETS	I:\COBIS\HELP\CHEAT	SM,M&EO	SM,M&EO

MANAGEMENT AND PERSONNEL

AID HANDBOOK INFORMATION	I:\COBIS\MANAGE\HANDBOOK	AA,DARep	DARep
CONTRACTS INFORMATION	I:\COBIS\MANAGE\CONTRACT	AA,DARep	DARep
DOCUMENT TRACKING SYSTEM	I:\COBIS\MANAGE\DOCUMENT	AA,DARep	DARep
GSO INFORMATION	I:\COBIS\MANAGE\GSO	AA,DARep	DARep
LOCAL NOTICES	I:\COBIS\MANAGE\LOCALNOT	AA,DARep	DARep
LOCAL ORDERS	I:\COBIS\MANAGE\ORDERS	AA,DARep	DARep
PER DIEM RATES	I:\COBIS\MANAGE\PERDIEM	AA,DARep	DARep
PERSONNEL ISSUES	I:\COBIS\MANAGE\PERSON	AA,DARep	DARep

PROGRAM AND STRATEGY

A.I.D. POLICY STATEMENTS	I:\COBIS\PROGRAM\POLICY	DARep	DARep
MONITORING & EVALUATION			
EVALUATION FOLLOW-UP	I:\COBIS\PROGRAM\M&E\EVALSTAT	M&EO	M&EO
EVALUATION PLAN			
FOR AID/COLOMBIA	I:\COBIS\PROGRAM\M&E\EVALPLAN	M&EO	M&EO
PRIVATE VOLUNTARY ORGANIZATIONS (PVOs)	I:\COBIS\PROGRAM\PVOS	DARep	DARep
<u>PROGRAM BUDGETS</u>			
<u>CONGRESSIONAL PRESENTATION</u>			
<u>CP 93</u>	I:\COBIS\PROGRAM\BUDGET\CP93	DARep	DARep
<u>CP 94</u>	I:\COBIS\PROGRAM\BUDGET\CP94	DARep	DARep
<u>CP 95</u>	I:\COBIS\PROGRAM\BUDGET\CP95	DARep	DARep
<u>OPERATING YEAR BUDGET</u>	I:\COBIS\PROGRAM\BUDGET\OYB	FINS,DARep	DARep
<u>PROJECT DEVELOPMENT</u>			
<u>& SUPPORT</u>	I:\COBIS\PROGRAM\BUDGET\PD&S	FINS,DARep	DARep
STRATEGY			
ACTION PLAN	I:\COBIS\PROGRAM\STRATEGY\AP	M&EO	DARep
NATIONAL SECURITY			

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DIRECTIVE 18 (NSD) REPORTS	I:\COBIS\PROGRAM\STRATEGY\NSD18	M&EO	DARep
PROGRAM OBJECTIVES			
DOCUMENTS (POD)	I:\COBIS\PROGRAM\STRATEGY\POD	M&EO	DARep
USG STRATEGY IN COLOMBIA	I:\COBIS\PROGRAM\STRATEGY\USG	M&EO	DARep
PROJECT INFORMATION			
BY PROJECT	I:\COBIS\PROJECT**		
CENTRALLY FUNDED	I:\COBIS\PROJECT\	PMA,PM	PM
JUSTICE SECTOR REFORM			
PROJECT (JSRP)	I:\COBIS\PROJECT\JSRP	PMA,PC,PM	PC,PM
-All files on the JSRP	I:\COBIS\PROJECT\JSRP**	PMA,PC,PM	PC,PM
-Correspondence for the JSRP	I:\COBIS\PROJECT\JSRP\CORRESP	PMA,PC,PM	PC,PM
-ICITAP Reports	I:\COBIS\PROJECT\JSRP\ICITAP	PMA,PC,PM	PC,PM
-JSRP Project Tracking System	I:\COBIS\PROJECT\JSRP\TRACK	PMA,PC,PM	PC,PM
-Phone Contacts for the JSRP			
Project	I:\COBIS\PROJECT\JSRP\PHONE	PMA,PC,PM	PC,PM
-Training Schedule	I:\COBIS\PROJECT\JSRP\TRAINING	PMA,PC,PM	PC,PM
GRANTS AND PROJECT AGREEMENTS	I:\COBIS\PROJECT\GRANTS	PMA,PC,PM	PC,PM
PROJECT EVALUATION SUMMARIES			
(PESs)	I:\COBIS\PROJECT\EVALSUM	M&EO,PC,PM	PC,PM
PROJECT IMPLEMENTATION			
DOCUMENTS (PIDs)	I:\COBIS\PROJECT\PIDS	PMA,PC	PC,PM
PROJECT IMPLEMENTATION			
ORDERS (PIOs)	I:\COBIS\PROJECT**		
PROJECT IMPLEMENTATION ORDERS-			
TECHNICAL ASSISTANCE			
(PIOTs)	I:\COBIS\PROJECT\PIOTS	PMA,PC	PC,PM
PROJECT IMPLEMENTATION ORDERS-			
COMMODITIES (PIOCs)	I:\COBIS\PROJECT\PIOCS	PMA,PC	PC,PM
PROJECT IMPLEMENTATION ORDERS-			
TRAINING (PIOPs)	I:\COBIS\PROJECT\PIOPS	PMA,PC	PC,PM
PROJECT PAPERS (PPs)	I:\COBIS\PROJECT\PPS	PMA,PC,PM	
PMA,PC,PM			
SEMI-ANNUAL REPORTS (SARs)			
October 1, 1992 - March 31, 1993			
Reporting Period	I:\COBIS\PROJECT\SAR393	M&EO,PC,PM	M&EO,PC
April 1, 1993 - September 30,1993			
Reporting Period	I:\COBIS\PROJECT\SAR993	M&EO,PC,PM	M&EO,PC
October 1, 1993 - March 31, 1994			
Reporting Period	I:\COBIS\PROJECT\SAR394	M&EO,PC,PM	M&EO,PC
WAIVERS	I:\COBIS\PROJECT\WAIVERS	PMA,PC,PM	PC,PM
SCHEDULES			
AID REPRESENTATIVE'S CALENDAR	I:\COBIS\SCHEDULE\AIDREP	AA	AA
ARRIVAL AND DEPARTURE LIST			
(VISITOR'S LOG)	I:\COBIS\SCHEDULE\ARRIVE	AA	AA
MISSION STAFF TDY's AND			
ANNUAL LEAVE	I:\COBIS\SCHEDULE\TDYAL	AA	AA
SPECIAL EVENTS CALENDAR	I:\COBIS\SCHEDULE\EVENTS	A	AA
TDY APARTMENT SCHEDULE	I:\COBIS\SCHEDULE\TDYAPT	SM,AA	SM,AA
ENTER THE LACIS	I:\LACIS		

ABBREVIATIONS

1. DAREP: Deputy AID Rep
2. FINS: Financial Section
3. EO: Environmental Officer
4. M&EO: Monitoring & Evaluation Officer
5. AA: Administrative Assistant
6. SM: Systems Manager
7. PM: Project Manager
8. PC: Project Coordinator
9. PMA: Project Management Assistant
10. TBD: To be determined.

January 14, 1994

PERU INFORMATION SYSTEM (PERUIS)
Menus and File Directories

MENUS	DIRECTORIES	WRITE ACCESS	MGT. RESP.
BRIEFING MATERIALS			
BRIEFINGS FOR AID\W	I:\PERUIS\BRIEF\AIDW	DIR,PDP	PDP
BRIEFINGS FOR EMBASSY	I:\PERUIS\BRIEF\EMBASSY	DIR,PD P	PDP
BRIEFINGS FOR PUBLIC	I:\PERUIS\BRIEF\PUBLIC	DIR,PDP	PDP
COUNTRY BACKGROUND (PERU)	I:\PERUIS\BRIEF\PERU	PDP	PDP
QUARTERLY REPORTS TC LAC	I:\PERUIS\BRIEF\AALAC	DIR,PDP	PDP
SPEECHES	I:\PERUIS\BRIEF\SPEECHES	DIR,PDP	PDP
SUCCESS STORIES	I:\PERUIS\BRIEF\SUCCESS&	DIR,PD P	PDP
	I:\PERUIS\PROJECT\SUCCESS	PROJ.O FF	PDP
USAID\PERU BRIEFING BOOK	I:\PERUIS\BRIEF\BOOK	PDP,PL	PDP
BUDGET AND FINANCIAL CONTROL			
AUDIT AND CONTROL			
ANNUAL AUDIT INVENTORY	I:\PERUIS\CONTROL\AUDIT\AUDINVEN	CONT	CONT
CONTROL ASSESSMENTS	I:\PERUIS\CONTROL\AUDIT\ASSESS	CONT	CONT
GUIDELINES ON AUDITS	I:\PERUIS\CONTROL\AUDIT\GUIDE	CONT	CONT
NON-EXPENDABLE PROPERTY	I:\PERUIS\CONTROL\AUDIT\NONEXPEN	CONT	CONT
RECOMM. FROM AUDITS	I:\PERUIS\CONTROL\AUDIT\RECOMMEN	CONT	CONT
PENDING ACTIONS OF A.REC.	I:\PERUIS\CONTROL\AUDIT\PENDACT	CONT	CONT
BUDGET			
LOCAL CURRENCY			
COUNTERPART	I:\PERUIS\CONTROL\BUDGET\GOPLC		
ESF	I:\PERUIS\CONTROL\BUDGET\ESFLC		
PL-480	I:\PERUIS\CONTROL\BUDGET\PL480LC		
OE BUDGET	I:\PERUIS\CONTROL\BUDGET\OE	CONT	CONT
PROGRAM BUDGETS	SEE LIST BELOW UNDER PROGRAM	PDP	PDP
STATUS OF OBLIGATIONS	I:\PERUIS\CONTROL\BUDGET\OBLIGATE	CONT	CONT
TRAVEL BUDGETS	I:\PERUIS\CONTROL\BUDGET\TRAVEL	CONT	CONT
ID CODES FOR PAYMENT	I:\PERUIS\CONTROL\IDCODES	CONT	CONT
VOUCHERS	I:\PERUIS\CONTROL\VOUCHERS	CONT	CONT
COMMUNICATIONS			
USAID\PERU PHONE DIRECTORY	L:\PERPHONE	EXO	EXO
AID\W PHONE DIRECTORY	L:\AIDWPHONE	IRM	IRM
GO TO EMAIL	Z:\	IRM	IRM
GOP INVITE\CONTACT LIST	I:\PERUIS\COMM\INVITE	DIR	DIR
LAC WASHINGTON DIRECTORY	I:\LACIS\COMM\LAC.DBF	IRM	IRM
LAC MISSION DIRECTORY	I:\LACIS\COMM\MISSIONS.DBF	IRM	IRM
CORRESPONDENCE LOG	I:\PERUIS\COMM\ACTIONS	EXO	EXO
U.S. EMBASSY PERU LIST	I:\PERUIS\COMM\EMBASSY	EXO	EXO
CONTRACTS			
GUIDANCE ON CONTRACTS	I:\PERUIS\CONTRACT\GUIDE	EXO\PRC	EXO\PRC
IQC'S	I:\PERUIS\CONTRACT\IQCS	EXO\PRC	EXO\PRC
MODEL SCOPES OF WORK	I:\PERUIS\CONTRACT\SOW	EXO\PRC	EXO\PRC
MODEL WAIVERS OF COMPETITION	I:\PERUIS\CONTRACT\WAIVERS	EXO\PRC	EXO\PRC
RCO TRIP MEMOS	I:\PERUIS\CONTRACT\RCO	EXO,PDP	PDP
RLA TRIP MEMOS	I:\PERUIS\CONTRACT\RLA	EXO,PDP	PDP
STATUS OF CONTRACTS	I:\PERUIS\CONTRACT\STATUS		

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PDP	STATUS OF CONTRACTS	I:\PERUIS\CONTRACT\STATUS		
ECONOMIC	ECONOMIC DATA			
	DEBT	I:\PERUIS\ECON\DATA\DEBT	ECON	ECON
	ECONOMIC ACTIVITY	I:\PERUIS\ECON\DATA\GDP	ECON	ECON
	FISCAL ISSUES	I:\PERUIS\ECON\DATA\FISCAL	ECON	ECON
	PRICES	I:\PERUIS\ECON\DATA\PRICES	ECON	ECON
	MONETARY ISSUES	I:\PERUIS\ECON\DATA\MONETARY	ECON	ECON
	TRADE	I:\PERUIS\ECON\DATA\TRADE	ECON	ECON
	COCA SUB-ECONOMY	I:\PERUIS\ECON\COCA	ECON,P DP	PDP
	COCA MODEL	I:\PERUIS\ECON\COCA\MODEL	ECON,PDP	PDP
	COCA PRICES	I:\PERUIS\ECON\COCA\PRICES	ECON,PDP	PDP
	COCA ANALYSES	I:\PERUIS\ECON\COCA\ANALYSIS	ECON,PDP	PDP
	NAS DATA	I:\PERUIS\ECON\COCA\NAS	ECON,PDP	PDP
	ECONOMIC REPORTS AND ANALYSES			
	ECONOMIC ANALYSES	I:\PERUIS\ECON\REPORTS	ECON	ECON
	QUARTERLY REPORT TO AID\W	I:\PERUIS\ECON\AIDW	ECON	ECON
	PAAD	I:\PERUIS\ECON\PAAD	ECON,PDP	PDP
GENERAL INFORMATION	ACRONYMS	I:\PERUIS\GENERAL\ACRONYMS	PDP	PDP
	EMERGENCY INFORMATION	I:\PERUIS\GENERAL\EMERGENC	EXO	EXO
	HOLIDAYS	I:\PERUIS\GENERAL\HOLIDAYS	EXO	EXO
	SECURITY	I:\PERUIS\GENERAL\SECURITY	EXO\SEC	EXO
	USAID\PERU LIBRARY HOLDINGS	I:\PERUIS\GENERAL\LIBRARY	PDP	PDP
HELP ON THE PERUIS	HELP ON THE PERUIS	I:\PERUIS\HELP	PDP,IR M	PDP
	HELP ON THE PERUIS	I:\PERUIS\HELP	PDP,IR M	PDP
	COMPUTER HOW TO SHEETS	I:\PERUIS\HELP\HOWTO	PDP,IRM	PDP
MANAGEMENT AND PERSONNEL	AID HANDBOOK INFORMATION	I:\PERUIS\MANAGE\HANDBOOK	IRM	PDP
	COST OF LIVING ALLOWANCE	I:\PERUIS\MANAGE\COLA	EXO	EXO
	ETHICS GUIDANCE	I:\PERUIS\MANAGE\ETHICS	EXO	EXO
	FORMS	I:\PERUIS\MANAGE\FORMS	EXO	EXO
	GSO INFORMATION	I:\PERUIS\MANAGE\GSO	EXO	EXO
	MISSION NOTICES	I:\PERUIS\MANAGE\LOCALNOT	EXO	EXO
	MISSION ORDERS	I:\PERUIS\MANAGE\ORDERS	EXO	EXO
	PER DIEM RATES	I:\PERUIS\MANAGE\PERDIEM	EXO	EXO
	PERSONNEL ISSUES	I:\PERUIS\MANAGE\PERSON	EXO	EXO
	STAFF MEETING MINUTES	I:\PERUIS\MANAGE\MINUTES	DIR	DIR
PROGRAM AND STRATEGY	AID POLICY STATEMENTS		PDP	PDP
	DONORS	I:\PERUIS\PROGRAM\AIDPOL		
	BILATERAL	I:\PERUIS\PROGRAM\DONORS\BILATERA		
	CONSULTATIVE GROUP	I:\PERUIS\PROGRAM\DONORS\CG		
	MULTILATERAL	I:\PERUIS\PROGRAM\DONORS\MULTILAT		
	MONITORING AND EVALUATION			
	EVALUATION FOLLOW-UP	I:\PERUIS\PROGRAM\M&E\FOLLOWUP		
	EVALUATION PLAN	I:\PERUIS\PROGRAM\M&E\PLAN		
	LOGICAL FRAMEWORK	I:\PERUIS\PROGRAM\M&E\LOGFRAME		
	EVALUATION SUMMARIES	I:\PERUIS\PROJECT\M&E\EVALSUM		
	PROJECT TRACKING SHEETS	I:\PERUIS\PROGRAM\M&E\TRACKING		
	PVO'S			
	PROGRAM BUDGETS	I:\PERUIS\PROGRAM\PVOS		

ABS 95	I:\PERUIS\PROGRAM\BUDGET\ABS95		
CONGRESSIONAL PRESENTATION			
CP 93	I:\PERUIS\PROGRAM\BUDGET\CP93		
CP 94	I:\PERUIS\PROGRAM\BUDGET\CP94		
CP 95	I:\PERUIS\PROGRAM\BUDGET\CP95		
OYB	I:\PERUIS\PROGRAM\BUDGET\OYB		
PD&S	I:\PERUIS\PROGRAM\BUDGET\PD&S		
STRATEGY			
ACTION PLAN	I:\PERUIS\PROGRAM\STRATEGY\AP		
GOP STRATEGY	I:\PERUIS\PROGRAM\STRATEGY\GOP		
NSD-18 REPORTS	I:\PERUIS\PROGRAM\STRATEGY\NSD18		
SECTORAL STRATEGY	I:\PERUIS\PROGRAM\STRATEGY\SECTORAL		
STRATEGIC OBJECTIVES	I:\PERUIS\PROGRAM\STRATEGY\OBJECTIVES		
USG STRATEGY IN PERU	I:\PERUIS\PROGRAM\STRATEGY\USG		
WOMEN IN DEVELOPMENT	I:\PERUIS\PROGRAM\WID		
PROJECT INFORMATION			
BY PROJECT	I:\PERUIS\PROJECT**	PROJ.OFF/PDP	PDP
BY STRATEGIC OBJECTIVE	I:\PERUIS\PROJECT**		
CENTRALLY FUNDED	I:\PERUIS\PROJECT\CENTFUND		
OTHER ACTIVITIES	I:\PERUIS\PROJECT\OTHER		
PROJECTS IN DESIGN	I:\PERUIS\PROJECT\DESIGN		
(CATEGORIES)			
EVALUATION SUMMARIES	I:\PERUIS\PROJECT*\EVALSUM		
PROJECT DOCUMENTS	I:\PERUIS\PROJECT*\DOCUMENT	PDP	PDP
PROJECT IMPLEM. ORDERS	I:\PERUIS\PROJECT*\PIOS	PROJ.OFF	PDP
PILS	I:\PERUIS\PROJECT*\PILS	PROJ.OFF.	
PDP			
TRIP REPORTS	I:\PERUIS\PROJECT*\TRIPREPO	PROJ.OFF. + PDP	
PDP			
WAIVERS	I:\PERUIS\PROJECT*\WAIVERS	PROJ.OFF. + PDP	
PDP			
CLOSE-OUT REPORTS	I:\PERUIS\PROJECT\CLOSEOUT	PDP	
COVENANTS TRACKING	I:\PERUIS\PROJECT\CONVENAN	PDP	
CONGRESSIONAL NOTIFICATIONS	I:\PERUIS\PROJECTS\CNS	PDP	
PDP			
MODEL PROJECT DOCS.\GUIDANCE	I:\PERUIS\PROJECTS\MODELS	PDP	PDP
NEW PROJECT DESCRIPTIONS	I:\PERUIS\PROJECT\NPD	PDP	PDP
PROJECT DESIGN SCHEDULE	I:\PERUIS\PROJECT\DESIGN	PDP	PDP
SEMI-ANNUAL REPORTS			
10\1\92 - 3\31\92	I:\PERUIS\PROJECT\SAR393	PROJ.OFF/PDP	PDP
4\1\93- 9\30\92	I:\PERUIS\PROJECT\SAR993		
10\1\93 - 3\31\94	I:\PERUIS\PROJECT\SAR994		
STATUS OF CONDITIONS PRECEDENT	I:\PERUIS\PROJECT\CONDPREC	PDP	PDP
STATUTORY CHECK LIST	I:\PERUIS\PROJECT\CHECK	PDP	PDP
SCHEDULES			
ARRIVAL\DEPARTURE TDY LIST	I:\PERUIS\SCHEDULE\ARRIV\DEP	EXO	EXO
DEPUTY DIRECTOR	I:\PERUIS\SCHEDULE\DEPUT.	DIR	DIR
DIRECTOR	I:\PERUIS\SCHEDULE\DIRECTOR	DIR	DIR
MISSION TRAVEL\ANNUAL LEAVE	I:\PERUIS\SCHEDULE\LEAVE	EXO	EXO
PROJECT COMMITTEE	I:\PERUIS\SCHEDULE\PROJCOMM	PROJ.OFF/PDP	PDP
PROJECT EVENTS	I:\PERUIS\SCHEDULE\PROJECTS	PROJ.OFF/PDP	PDP
SENIOR STAFF	I:\PERUIS\SCHEDULE\STAFF	DIR	DIR
SPECIAL EVENTS	I:\PERUIS\SCHEDULE\EVENTS	EXO	EXO
SECTORAL INFORMATION			
AGRICULTURE	I:\PERUIS\SECTORAL\AGRICULT	ORD,ECON,PDP	PDP

11

AGRICULTURE
DEMOCRATIC INITIATIVES
PRIVATE SECTOR
SOCIAL SECTORS
POVERTY
ENTER THE LACIS

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I:\PERUIS\SECTORAL\DI
I:\PERUIS\SECTORAL\PRIVATE
I:\PERUIS\SECTORAL\SOCIAL
I:\PERUIS\SECTORAL\POVERTY
I:\LACIS

ORD,ECON,PDP PDP
ODIT,PDP PDP
ORD,ECON, PDP
ORD,HP N,PDP PDP
ORD,EC
IRM FDP

LACIS

TABLE OF DIRECTORIES/SUBDIRECTORIES

<u>SUBJECT AREA</u>	<u>DIRECTORY/SUB-DIRECTORY</u>	<u>RESPONSIBLE OFFICE</u>
BUDGET INFORMATION		
Current LAC Budget (FY 91-93)	i:\lacis\bureau\lacbudpg.wk1	DPP
Historical LAC Assistance (1946-1991)		
LAC Bureau Totals (DA, ESF, PL 480)	i:\lacis\budget\history\hist*.wk1	DPP
LAC Country Totals (DA, ESF, PL 480)	i:\lacis\budget\history\hb*.wk1	DPP
Total U.S. Assistance to the LAC Region	i:\lacis\budget\us*.wk1	DPP
Other Donor Assistance to the LAC Region	i:\lacis\budget\oda*.wk1	DPP
CONGRESSIONAL INFORMATION		
Daily Reports	i:\legis\daily\	LEG
Q&As and Briefing/Issues Papers		
Go to LEG Information System		
LAC Bureau Q&As/Briefing/Issues Papers		
1993 Q&As		
CAR Countries Q&As	i:\lacis\cong\q&a93\car\	CAR
CEN Countries Q&As	i:\lacis\cong\q&a93\cen\	CEN
SAM Countries Q&As	i:\lacis\cong\q&a93\sam\	SAM
Regional/Other LAC Offices	i:\lacis\cong\q&a93\oth\	DPP
1991 and 1992 Q&As		
CAR Countries Q&As	i:\lacis\cong\q&a92\car\	CAR
CEN Countries Q&As	i:\lacis\cong\q&a92\cen\	CEN
SAM Countries Q&As	i:\lacis\cong\q&a92\sam\	SAM
Regional/Other LAC Offices	i:\lacis\cong\q&a92\oth\	DPP
Text Search of 1991-1993 Q&As		
COUNTRY INFORMATION		
By Country	i:\lacis\country\	
Individual Countries		
By Profile		
Overview	i:\lacis\country\overview\	Desks
Program Description	i:\lacis\country\program\	Desks
Program Highlights	i:\lacis\country\highligh\	Desks
Program Budget	i:\lacis\country\budget*.wk1	DPP;FA/B
Economic & Social Data	i:\lacis\country\data*.wk1	DPP
PVO	i:\lacis\country\pvo\	DPP w/Desks
FY 93 CP Country Narrative	i:\lacis\country\cpnar\	DPP w/Desks
Map	i:\lacis\country\budget*.pcx	DPP
SECTOR INFORMATION		
Rural Development		DPP/DR/RD
Rural Development Profile	i:\lacis\sector\rural\pro	
Agriculture Profiles by Country	i:\lacis\sector\rural*.wk1	
Education/Human Resources		DPP/DR/EHR
Education/Human Resources Profile	i:\lacis\sector\ehr\pro	
All Education & Training Project Profiles	i:\lacis\sector\ehr\	
Basic Education Projects	i:\lacis\sector\ehr*.bas	
CLASP Projects	i:\lacis\sector\ehr*.cla	
Management Education & Training Projects	i:\lacis\sector\ehr*.ma*	
Vocational Education & Training Projects	i:\lacis\sector\ehr*.vo*	
Region-wide Education & Training Projects	i:\lacis\sector\ehr*.reg	
Energy/Environment		DPP/DR/ENV
Energy/Environment Profile	i:\lacis\sector\envir\pro	
Project Profiles	i:\lacis\sector\envir\	
Health/Population/Nutrition	i:\lacis\sector\hpn\	DPP/DR/HPN

ECONOMIC AND SOCIAL DATA BOOK

DPP

Regional Overview

- Narrative
- Regional Indicators
- Regional Graphs

- i:\lasis\data\overview\over
- i:\lasis\data\overview\regind*.wk1
- i:\lasis\data\overview*.drw
- i:\lasis\data\democ*.wk1
- i:\lasis\data\envir*.wk1

Democracy Indicators

Environment Indicators

Selected Social Indicators

- Education
- Health
- Nutrition
- Poverty

- i:\lasis\data\social\educ*.wk1
- i:\lasis\data\social\health*.wk1
- i:\lasis\data\social\nutrit*.wk1
- i:\lasis\data\social\poverty*.wk1
- i:\lasis\data\indicat*.wk1

Selected Economic Data, by Indicator

Selected Economic Data, by Country

- Caribbean & Mexico
- Central America
- South America

- i:\lasis\data\econ*car.wk1
- i:\lasis\data\econ*cen.wk1
- i:\lasis\data\econ*sam.wk1

Trade

- Trade with Industrialized Countries
- U.S. Exports to LAC
- U.S. Imports from LAC
- Intra-Regional Trade

- i:\lasis\data\trade*.wk1
- i:\lasis\data\trade\us*.wk1
- i:\lasis\data\trade\us*.wk1
- i:\lasis\data\trade\regional*.wk1
- i:\lasis\data\invest*.wk1

Investment

ANDEAN ALTERNATIVE DEVELOPMENT MIS

SAM

Andean Regional

- Coco and Counter-Narcotics
- Democratic Initiatives
- Donors (Bi-Multilateral)
- Economic and Social Data
- Program/Budget/Strategy
- Semi-Annual Reports to the PCC
- Special Regional Reports
- Summits

i:\lasis\aadmis\andreg

Bolivia

- Automated Briefings
- Chapare/Cochabamba Survey Data
- Coco and Counter-Narcotics
- Democratic Initiatives
- Donors (Bi/Multilateral)
- Economic and Social Data
- Program/Budget/Strategy
- Projects
- Public Opinion/Political Situation

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Colombia

- Coco and Counter-Narcotics
- Democratic Initiatives
- Donors (Bi/Multilateral)
- Economic and Social Data
- Program/Budget/Strategy
- Projects
- Public Opinion/Political Situation

i:\lasis\aadmis\colombia

Peru

- Coco and Counter-Narcotics
- Democratic Initiatives
- Donors (Bi/Multilateral)
- Economic and Social Data
- Program/Budget/Strategy
- Projects
- Public Opinion/Political Situation
- Upper Huallaga Valley

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Narcotics Awareness and Education (NAE)

By Country

OBJECTIVES AND WORK PLANS

LAC Bureau Objectives	i:\lasis\obj\burobj	AA/DPP
LAC Bureau Program Summary	i:\lasis\obj\lacsumry	DPP
Mission Strategic Objectives	i:\lasis\obj\objmatrx.wk1	DPP
Program & Mgt Implementation Objectives Work Plan	i:\lasis\obj*impl.93	DPP

SPEECH INFORMATION

Speaker's Kit	i:\lasis\speech\kit\	DPP
1993 Speeches	i:\lasis\speech\speech93\	DPP
1991-1992 Speeches, Drafts, Talking Points	i:\lasis\speech\olspeech\	DPP
Success Stories	i:\lasis\speech\success\	DPP
Text Word Search of Speeches		

COMMUNICATIONS

E-Mail		
A.I.D. Telephone Directory		
LAC Telephone Directory	i:\lasis\comm\lac	EMS
LAC Mission Directory	i:\lasis\comm\missions	EMS
LAC Desk Officers Directory	i:\lasis\comm\desk	EMS
PVO Directory	i:\lasis\comm\pvo	DPP
Print Specific LAC Directory		

GENERAL INFORMATION

Acronyms	i:\lasis\gen\acronyms	DPP
Calendars		AA/LAC w/DPP/DR
Events	i:\lasis\gen\cal\events	
AA/LAC (Acting)	i:\lasis\gen\cal\schedule.ms	AA/LAC
Mission Director	i:\lasis\gen\cal\calendar.md	DPP
Project Calendar	i:\lasis\gen\cal\projects.dr	DR
Administrative Notices	i:\lasis\gen\notice\	EMS
Documentation on LACIS	i:\lasis\gen\doc\	DPP
LAC LAN Reference		
Getting Started	i:\lasis\gen\lan\getstart.ug	EMS
E-Mail Information	i:\lasis\gen\lan\email.ug	EMS
Printer Information	i:\lasis\gen\lan\printers.ug	EMS
Word Perfect Macros		EMS

GO TO OTHER BUREAU INFORMATION SYSTEMS

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APPENDIX B

NAMING CONVENTION CODE LIST

COUNTRY CODES

ANT	Antigua
ARC	Argentina
BAR	Barbados
BEL	Belize
BOL	Bolivia
BRA	Brazil
CHI	Chile
COL	Columbia
CR	Costa Rica
DOM	Dominica
DR	Dominican Republic
ECU	Ecuador
ES	El Salvador
GRE	Grenada
GUA	Guatemala
GUY	Guyana
HAI	Haiti
HON	Honduras
JAM	Jamaica
LAC	LAC Regional
MEX	Mexico
NIC	Nicaragua
PAN	Panama
PAR	Paraguay
PER	Peru
RDO	RDO\C (Caribbean Regional)
ROC	ROCAP
STK	St. Kitts
STL	St. Lucia and the Grenadines
STV	St. Vincent
TRI	Trinidad & Tobago
URU	Uruguay
VEN	Venezuela

SUBJECT CODES

AG	Agriculture
AIDS	AIDS
AOJ	Administration of Justice
ASST	Assistance Program (general)
ESF	ESF
BOP	Balance of Payments (cash transfer)
CHOL	Cholera
DEBT	Debt
DI	Democracy
ECON	Economy
EDU	Education
ENV	Environment
HEA	Health
HR	Human Rights
NARC	Narcotics, Drugs or
PCOR	Population
POP	Results
RST	Trade and Investment
TI	

FILE CATEGORY CODES

CP93	CP93 Narrative
DATA	Data Profile
DI	Democracy Profile
HIL	Program Highlights
OVR	Overview Profile
PVO	PVO Profile
TI	Trade & Investment Profile
STATUS	Status Profile