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(See inside cover)



**U**ser  
**M**anual

**NATIONAL PHOTOGRAPHIC  
INTERPRETATION CENTER**

# **OASIS: FILM SUBSYSTEM**

February 1979

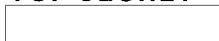
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OASIS: FILM SUBSYSTEM

A User Manual for MISB/RSD/PSG

February 1979

Prepared by the Computer Services Division, PSG



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## 1. INTRODUCTION

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PURPOSE

The Film Subsystem is designed to facilitate the management of all the information required to control satellite film. Simply stated, it is a tool to be used by IS/MISB for storing and retrieving data electronically.

SCOPE OF THIS MANUAL

This publication presents the basic instructions required to use the displays and other software provided by the Film Subsystem. The various printed receipts, listings, and reports output by the subsystem and how to request them are also outlined in this manual. More detailed information on the Film Subsystem can be found in OASIS: FILM SUBSYSTEM, A Reference Manual for MISB/RSD/PSG, January 1979, [redacted]

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ASSUMPTIONS

We assume that the users of this manual:

- \* have received training in the use of the OASIS Film Subsystem
- \* know how to operate a Delta Data CRT
- \* are familiar with or have access to OASIS: FILM SUBSYSTEM, A Reference Manual for MISB/RSD/PSG

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2. FILM  
SUBSYSTEM  
OPTIONS

## 2. FILM SUBSYSTEM OPTIONS



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FILM SUBSYSTEM OPTIONS

SELECT ONLY ONE OPTION ON THIS DISPLAY.

TO SELECT ONE OF THE FOLLOWING, ENTER THE APPROPRIATE SELECTION PARAMETER:

MISSION DESCRIPTION	MISSION NO. [-----]
CAN DESCRIPTION	CONTROL NO. [-----]
FILM DESCRIPTION <input type="text"/>	CONTROL NO. [-----]
FRAME DESCRIPTION <input type="text"/>	CONTROL NO. [-----]
PERSONNEL IDENTIFICATION	BADGE NO. [----]
OUTSTANDING LOANS	BADGE NO. [----]

TO SELECT ONE OF THE FOLLOWING, LIGHT PEN THE APPROPRIATE PAIR OF BRACKETS:

<input type="checkbox"/> FILM LOAN	<input type="checkbox"/> CONTROL NUMBER RETRIEVAL
<input type="checkbox"/> FILM RETURN	<input type="checkbox"/> FILM DESTRUCTION
<input type="checkbox"/> FILM LOAN INFORMATION	<input type="checkbox"/> FILM RECALL

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FILM SUBSYSTEM OPTIONS DISPLAY

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USE - To list the displays provided by the Film Subsystem, to select and transmit the display you want to use.

INSTRUCTIONS

- \* You may select only one option from this display.
- \* If the display you want to use requires a selection parameter, enter the appropriate parameter within the brackets to the right of the display title.
- \* If the display you want to use does not require a selection parameter, light pen the brackets to the left of the display title.
- \* Before transmitting, check your entries, if any, to ensure that they are correct.
- \* Transmit.
- \* The display you selected will appear on the screen.

NOTE: If you do not want to select an option on this display you may choose to do one of the following:

- \* Redisplay the OASIS Options Display by light penning and transmitting OAS.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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### **3. RECEIVING SATELLITE FILM**

**3. RECEIVING  
SATELLITE FILM**

MISSION DESCRIPTION

MISSION TYPE	XXXX
MISSION NUMBER	XXXXXXX
BEGINNING DATE	[-----]
ENDING DATE	[-----]
DATE RECEIVED	[-----]
MISSION FOOTAGE	[-----]
ALTITUDE	[-----]
CLASSIFICATION	[----]

<input type="checkbox"/> UPDATE	<input type="checkbox"/> XMIT
<input type="checkbox"/> OD	CAN DESC: CONTROL NO. [-----]

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MISSION DESCRIPTION DISPLAY

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USE - To review Mission Description Records, to update partial records from  missions, to update completed records, i.e., correct any erroneous data that was transmitted when the record was created or updated.

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INSTRUCTIONS

\* If you are updating a partial  Mission Description Record, enter the following data within the brackets provided on the display. [In the formats given below, N = a number, A = a letter, YY = last two digits of year, MM = month (two digits), and DD = day (two digits).

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- Beginning Date - enter the date of first photo coverage in this format: YYMMDD.

- Ending Date - enter the date of recovery in this format: YYMMDD.

- Date Received - enter the date film was received at  in this format: YYMMDD.

- Mission Footage - enter the mission footage in meters in this format: NNNNNN.

- Altitude - enter the altitude range in nautical miles in this format: NNN-NNN.

- Classification - enter the codes for security classification; a list of codes is available in the Information Branch, RSD, PSG.

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- Light pen UPDATE, and transmit. This message will appear on the screen:

UPDATE COMPLETE

\* If you are updating a completed record, follow these procedures:

- Overwrite the old data with the new data.
- Light pen UPDATE, and transmit. This message will appear on the screen:

UPDATE COMPLETE

WHAT TO DO NEXT - SELECT ONE

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Display a Can Description Display by entering and transmitting the control number of the record.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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\*\*\*\*\*

\* CAN DESCRIPTION \*  
 \* \* \* \* \*

MISSION TYPE [----] NUMBER [-----]  
 CONTROL NUMBER XXXXXXXXX  
 AREA [-]  
 JOB NUMBER [-----]  
 BOX NUMBER [---]

<u>FILM TYPE</u>	<u>COPY</u>	<u>STATUS</u>	<u>LOCATION</u>	<u>HOLD1</u>	<u>HOLD2</u>	<u>DELETE</u>
[---]	[--]	[-]	[-]	[----]	[----]	[-]
[---]	[--]	[-]	[-]	[----]	[----]	[-]

\* \* \* \* \*

[-]UPDATE       [-]DELETE       [-]ADD NEW CANS  
 [-]OD          [-]FILM DESC     [-]FRAME DESC        [-]XMIT

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CAN DESCRIPTION DISPLAY

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USE - To review Can Description Records; to create records for [ ] film. Can Description Records for [ ] film are created by the MFI-IN Program, but you may use this display to add additional records for a control number, to correct records, and to delete records.

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STATUS AND LOCATION CODES

Status Codes

Location Codes

A = awaiting return to the Records Center  
B = back in IS/MISB from Records Center  
D = designated for destruction  
L = on loan  
O = ordered from the Records Center  
S = stored  
X = being repaired

F = Film Library  
R = Records Center  
BLANK = film has been destroyed

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INSTRUCTIONS

Creating [ ] Records

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- \* First enter the mission type and number within the brackets at the top of the display.
- \* Then enter the following data within the brackets for each record you want to create: film type, copy number, an S for status, and an F for location.
- \* Light pen ADD NEW CANS, and transmit.
- \* The display will reappear on your screen. The records you have just created will be displayed.



Adding Additional  Records

- \* First, light pen ADD NEW CANS, and transmit. A line of brackets will appear on the display for entering data for the new record.
- \* Then enter the film type, copy number, an S for status and an F for location.
- \* Light pen ADD NEW CANS, and transmit.
- \* The display will reappear on the screen. The record you have just added will be displayed.
- \* Repeat these procedures for each record you want to add.

Correcting Errors

- \* Overwrite the erroneous data with correct data, but you can not change the control number.
- \* Light pen UPDATE, and transmit.
- \* The display will reappear on your screen. The corrected records will be displayed.

Deleting Records

- \* First be sure you are displaying the record or records you want to delete.
- \* Then light pen the brackets in the DELETE column to the right of each record you want to delete.
- \* Light pen DELETE at the bottom of the display, and transmit.
- \* The display will reappear on your screen. Note, the record(s) you have just deleted are not displayed.

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WHAT TO DO NEXT - SELECT ONE

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Display the Film Description  Display or the Frame Description  Display, whichever is appropriate for the control number that appears at the top of this display, by light penning and transmitting FILM DESC  or FRAME DESC
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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```
* * * * *
*          FILM DESCRIPTION  PG X OF X
*          MISSION XXXX CONTROL NUMBER XXXXXX
*
* REV/OP      FRAME FR      FRAME TO      DATE      FORMAT      PRT-CODE
*
* [-] [XXXX] [XXXX] [XXXX] [XXXXXX] [-] [--]
* .      .      .      .      .      .      .
* .      .      .      .      .      .      .
* .      .      .      .      .      .      .
*
* [-] [XXXX] [XXXX] [XXXX] [XXXXXX] [-] [--]
*
*          GO TO PG[----] PG [-]FW [-]BK [-]XMIT
*
* * * * *
```

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FILM DESCRIPTION  DISPLAY

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USE - To review Film Description  Records, to add, change, and delete the rev/ops on this display. Up to seven rev/ops can be accommodated on one display page, consequently this display may consist of more than one CRT page.

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CODES

Format Codes

Print Codes

R = special handling  
required

L = light  
D = dark

INSTRUCTIONS

Changing Rev/Ops

- \* If necessary, use the paging options or function keys to display the rev/ops you want to change.
- \* Overwrite the old data with the new data. You may change as many rev/ops as necessary on one display page.
- \* Transmit. The display will reappear on the screen. If you have changed any rev/op numbers, they will appear on the display in numerical order. If applicable, use the paging options or function keys to page through the display and review your changes. The data displayed, including your changes, reflects the data stored in the Film Information File (FIF).

Adding Rev/Ops

The only way to add new rev/ops is to duplicate an existing rev/op and overwrite the duplicated data with the data for the new rev/op. You may select only one rev/op to be duplicated per transmission, but you may duplicate it as many times as necessary depending upon the number of rev/ops you want to add.

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\* To duplicate a rev/op:

- Light pen the brackets to the left of the rev/op you want to duplicate.
- Then light pen ADD. If you want more than one duplicate, enter the number inside the brackets following ADD.
- Transmit. The display will reappear on the screen. The number of duplicates you have requested will also be displayed, each followed by an asterisk (\*).
- If the duplicates do not appear on the display, it is because the duplicates you requested exceed the maximum number of 7 rev/ops per display page. Your duplicates can be displayed on the next display page. Use the paging options or function keys to display the duplicate rev/ops.

\* To add new rev/ops:

- Overwrite each duplicate line with data for the new rev/op.
- Transmit. The display will reappear on your screen. The rev/ops you have added can be displayed in numerical order. If they do not appear on the displayed page, use the paging options or function keys to display your additions. The data displayed, including the rev/ops you have added, reflects the data stored in the FIF. Note, the asterisks no longer appear on the display.

Deleting Rev/Ops

- \* If necessary, use the paging options or function keys to display the rev/op(s) you want to delete.
- \* Light pen the brackets to the left of each rev/op you want to delete.
- \* Be sure you have selected only the rev/op(s) you want to delete.
- \* Light pen DELETE, and transmit.

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- \* The display will reappear on the screen minus the rev/op(s) you have deleted. The data displayed reflects the data stored in the FIF.

WHAT TO DO NEXT - SELECT ONE

- \* Display an additional Film Description  Record by entering the control number for the record you want to display over the control number appearing at the top of this display and transmitting your entry.
- \* Redisplay the Film Subsystem Options Display by light penning the transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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FRAME DESCRIPTION  DISPLAY

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USE - To create new Frame Description  Records, to review and update existing records. A Frame Description  Record may contain up to 500 frames and strips. Consequently the record you are displaying may consist of several CRT pages.

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STATUS CODES

Blank = good  
B = no imagery  
M = film missing  
P = partial frame

INSTRUCTIONS FOR CREATING RECORDS

The frames that comprise the record you are creating may be input by entering a range of frame and strip numbers. You may transmit as many ranges as necessary to include in the record all the film controlled by the control number appearing at the top of this display. Care must be exercised when entering ranges to ensure that as the record is created the individual frames and strips fall in the proper numerical sequence. To create a record follow these procedures:

\* The input range is to be entered where INPUT FRAMES [--] [----] TO [----] appears at the bottom of the display.

- If your input range consists of frames, leave the first pair of brackets blank. After transmitting, the numbers in the range will be displayed preceded by the abbreviation FR.
- If you input range consists of strips, enter ST within the first pair of brackets. After transmitting, the numbers in the range will be displayed preceded by the abbreviation ST.
- Enter the first number in the range within the second pair of brackets and the last number within the last pair of brackets.

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- \* Transmit. The display will reappear on the screen with as many frames or strips as can be accommodated on one CRT page. If additional pages were created to accommodate your input, the total number of pages created will appear in the upper right-hand corner. Use the paging options to page through the display. The data displayed reflects the data stored in the Film Information File (FIF).
- \* Follow these procedures for each range of frames or strips you want to transmit.

#### INSTRUCTION FOR UPDATING RECORDS

Once created, these records must be updated to include the status of each frame and the status and number of each replay, if any. You may also update a record by changing existing data and by adding and deleting individual frames.

#### Entering Statuses

- \* Frame statuses are entered within the brackets following the frame numbers under the first STATUS column. Once entered these statuses should not change.
- \* Replay statuses and numbers are entered within the appropriate brackets under the REPLAY column. The replay number refers to the total number of replays for a frame. For each replay, a new status is entered, and of course the total number is increased.
- \* Transmit your entries when all statuses have been entered on the display. The display will reappear on your screen; the data displayed, including the statuses you have just input, reflects the data stored in the FIF.
- \* Repeat these procedures for each CRT page comprising the record until all statuses have been input.

#### Changing Existing Data

- \* Use the paging options or the function keys to display the data you want to change.
- \* Overwrite the old data with the new data.

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- \* Transmit. The display will reappear on the screen. The data displayed, including your changes, reflects the data stored in the FIF.
- \* Repeat these procedures for each CRT page of the record for which you want to change the existing data.

Adding New Frames

The frames in this record are arranged in numerical order. Consequently, the only way to add new frames in the proper sequence is to duplicate an existing frame and overwrite either the original or the duplicate, but not both, with the data for the new frame. You may select only one frame to be duplicated per transmission, but you may duplicate it as many times as necessary depending upon the number of frames you want to add.

\* To duplicate a frame:

- Light pen the brackets to the left of the frame you want to duplicate.
- Then light pen ADD. If you want more than one duplicate, enter the number inside the brackets following ADD.
- Transmit. The display will reappear on the screen. The number of duplicate frames you have requested will appear on the display. If the duplicates do not appear on the display, it is because the duplicates you have requested exceed the number of frames per CRT page. Use the paging options or function keys to display the duplicate frames.

\* To add new frames:

- Overwrite the duplicated data with the new data for the new frame or frames you are adding. If you overwrite the original, be sure to leave one duplicate line, so that you do not lose the data for the frame number you chose to duplicate.

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- Transmit. The display will reappear on your screen. The data displayed, including the new frames you have added, reflect the data stored in the FIF.

Deleting Frames

- \* If necessary, use the paging options or function keys to display the frames you want to delete.
- \* Light pen the brackets to the left of each frame you want to delete.
- \* Be sure you have selected only the frames you want to delete.
- \* Light pen DELETE, and transmit.
- \* The display will reappear on the screen minus the frames you have deleted. The data displayed reflects the data stored in the FIF.
- \* Repeat these procedures for each CRT page of the record containing frames you want to delete.

WHAT TO DO NEXT - SELECT ONE

- \* Display another Frame Description  Record by entering the control number for the record you want to display over the control number appearing at the top of this display and transmitting your entry.
- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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#### **4. PROCESSING FILM LOANS, RECALLS, AND RETURNS**

**4. FILM LOANS,  
RECALLS  
& RETURNS**

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FILM LOAN

INTERNAL  
LOAN TYPE

LOCAL  
 INITIAL

BADGE NUMBER  
[----]

OD

EXTERNAL  
LOAN TYPE

EXTERNAL  
 REPAIR

CUSTOMER CODE  
[---]

SHIPMENT NUMBER  
[----]

REQUESTER HOLD?

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FILM LOAN/REQUESTED FILM DISPLAYS

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USE - To process film loans; film that is shipped out of  for repair is treated as a film loan. These displays are always used together.

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INSTRUCTIONS

The first display to appear on your screen will be the Film Loan Display. Enter the following data as appropriate:

\* For INTERNAL loans:

- Light pen LOCAL or INITIAL
- Enter the requester's BADGE NUMBER

\* If requester is not recorded in the Personnel Identification File, this message will appear at the top of the screen after you have transmitted this display:

REQUESTER NOT IN PERSONNEL ID FILE

\* For EXTERNAL loans:

- Light pen EXTERNAL or REPAIR
- Enter the CUSTOMER CODE
- Enter the SHIPMENT NUMBER

\* Light pen the brackets preceding REQUESTER HOLD, if the requestor wants to put a "hold" on any requested film.

\* Transmit.

\* The Requested Film Display will appear on your screen.

\* You may request from one to ten cans of film by entering the control number, film type, and copy number for each can.

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- \* Transmit.
- \* After transmitting, a batch program is initiated to print the Film Loan Receipt or Shipping Document and the Unavailable Film List, if any. This message will appear at the top of the display:

BATCH PROGRAM INITIATED

- \* If you want to request more than ten cans of film, see WHAT TO DO NEXT.

WHAT TO DO NEXT - SELECT ONE

- \* To request additional film, light pen and transmit FILM LOAN; the Film Loan Display will reappear on your screen. Repeat the procedures outlined in the INSTRUCTIONS to request from one to ten additional cans of film.
- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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FILM LOAN INFORMATION

CONTROL NUMBER [XXXXXXXXX]  
 FILM TYPE [XXX]  
 COPY NUMBER [XX]  
 LOAN TYPE X  
 DATE OUT XXXXXX  
 DATE DUE XXXXXX  
 DATE RECEIVED XXXXXX  
 BADGE NUMBER XXXX  
 MIS COMPONENT XXX  
 CUSTOMER XXX  
 SHIPMENT XXXX  
 REQUEST NUMBER XXXXXXXX

[-] OD

[-] XMIT

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FILM LOAN INFORMATION DISPLAY

USE - To review a Film Loan Record for the film identified by the control number, film type, and copy number you enter and transmit via this display.

INSTRUCTIONS

\* Enter the control number, film type, and copy number of the record you want to display.

\* Transmit. The following will appear on the display:

- Loan type
- Date film loaned
- Date film returned; this field will be blank if film is still on loan
- Badge number and MIS component code, for internal loans
- Customer code and shipment number, for external loans
- Request number

\* If you want to review another Film Loan Record:

- Enter the control number, film type, and copy number for the record you want to review by overwriting.
- Transmit. The record you have identified will appear on your screen.
- Repeat these procedures for each record you want to display.

WHAT TO DO NEXT - SELECT ONE

- \* Redisplay the Film Subsystem Options Display by light penning and Transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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```
* * * * *
*
*                                     OUTSTANDING LOANS                                     PG   X OF   X
*
*                                     BADGE NUMBER   XXXX
*                                     NAME   XXXXXXXXXXXXXXXXXXXXXXXXXXXX
*
*   CONTROL NUMBER   MISSION   TYPE   COPY   DATE OUT   DATE DUE   REQUEST NUMBER
*   XXXXXXXXXXXX     XXXXXXXXXXXX   X     XX     XXXXXX     XXXXXX     XXXXXXXX
*
*   .                 .         .         .         .         .         .
*   .                 .         .         .         .         .         .
*   .                 .         .         .         .         .         .
*   .                 .         .         .         .         .         .
*   .                 .         .         .         .         .         .
*   .                 .         .         .         .         .         .
*
*   XXXXXXXXXXXX     XXXXXXXXXXXX   X     XX     XXXXXX     XXXXXX     XXXXXXXX
*
*
*
*   [-]OD             GO TO PG[---] PG [-]FW [-]BK     [-]XMIT
*
* * * * *
```

[ ]

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OUTSTANDING LOANS DISPLAY

USE - To review a list of all film that is on loan to the individual whose badge number and name appear at the top of the display. This display may consist of more than one CRT page.

INSTRUCTIONS

This display is for reviewing only. You may not add, change, or delete data. When you have completed your review, see WHAT TO DO NEXT.

WHAT TO DO NEXT - SELECT ONE

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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FILM RECALL

CONTROL NUMBER	[XXXXXXXX]
FILM TYPE	[XXX]
COPY NUMBER	[XX]
BADGE NUMBER	XXXX
MIS COMPONENT	XXX
CUSTOMER CODE	XXX
REQUEST NUMBER	XXXXXXXX
NAME	XXXXXXXXXXXXXXXXXXXXXXXXXX
PHONE NUMBER	XXXXXXX
DATE ORDERED	XXXXXX
DATE RECEIVED	[-----]
DATE RETURNED	[-----]

[ - ] UPDATE	[ - ] DELETE	[ - ] RETRIEVE	[ - ] XMIT
[ - ] OD			

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FILM RECALL DISPLAY

USE - To review, update, and delete Film Recall Records.

INSTRUCTIONS

Retrieving Records

- \* Identify the record you want to display by entering the control number, film type, and copy number.
- \* Light pen RETRIEVE, and transmit. The following will appear on the screen in addition to the data you have just transmitted:
  - Badge number and MIS component code, for interal requests
  - Customer code, for external requests
  - Request number
  - Name and phone number of requester
  - Date ordered from the Records Center
  - Date received from the Records Center, this field will be blank if the film has not yet been received
  - Date returned to the Records Center, this field will be blank if the film has not yet been returned
- \* To display another record:
  - Enter the control number, film type, and copy number for the record you want to display by overwriting.
  - Light pen RETRIEVE, and transmit. The record you have identified will appear on your screen.
  - Repeat these procedures for each additional record you want to retrieve.

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Updating Records

- \* Follow the procedures under Retrieving Records to display the record you want to update.
- \* Enter one of the following as appropriate:
  - DATE RECEIVED - if MISB has received the film from the Records Center.
  - DATE RETURNED - if MISB is returning film to the Records Center.

\* Light pen UPDATE, and transmit. This message will appear on the screen:

UPDATE COMPLETE

Deleting Records

- \* Follow the procedures under Retrieving Records to display the record you want to delete.
- \* Be sure you are displaying the record you want to delete.
- \* Then light pen DELETE, and transmit. This message will appear on the screen:

DELETE COMPLETE

WHAT TO DO NEXT - SELECT ONE

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.



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```

* * * * *
*
*                                     FILM RETURN
*
* RETURN SOURCE:
* [-] [ ] ENTER BADGE [----]
* [-] EXTERNAL
*
* CONTROL NUMBER          FILM TYPE          COPY NUMBER
* [-----]               [---]               [--]
* [-----]               [---]               [--]
* [-----]               [---]               [--]
* [-----]               [---]               [--]
* [-----]               [---]               [--]
* [-----]               [---]               [--]
* [-----]               [---]               [--]
* [-----]               [---]               [--]
* [-----]               [---]               [--]
*
* [-] OD          [-] ADDITIONAL RETURNS          [-] XMIT
*
* * * * *

```

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FILM RETURN DISPLAY

USE - To record film returns. You can enter from one to ten cans of returned film per transmission.

INSTRUCTIONS

- \* Light pen  or EXTERNAL, as appropriate.
- \* If you light panned , enter the badge number of the individual returning the film.
- \* Enter the control number, film type, and copy number for from one to ten film cans.
- \* Transmit.
- \* The batch program which prints the Film Return Receipt and the Return Listing is initiated and this message will appear on the screen:

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BATCH PROGRAM INITIATED

- \* If you want to enter more film returns, light pen ADDITIONAL RETURNS. A blank Film Return Display will appear on your screen. Follow the procedures outlined above to enter from one to ten additional cans.
- \* Continue this process until all returned film cans have been entered.

WHAT TO DO NEXT - SELECT ONE

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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**5. FILM RETIREMENT  
AND  
FILM DESTRUCTION**

**5. FILM RETIREMENT  
&  
FILM DESTRUCTION**

THE OAS RETIRE PROGRAM

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This program updates the location codes of the Can Description Records of the film that is being retired from the Film Library. It also outputs a Records Shelf List that is to accompany the film to the Records Center.

To request a run of OAS RETIRE, submit an Operations Branch Work Request [Form 1125 (6-78)] to COB/CSD/PSG. You must also submit the input card that identifies the film being retired. The columns, entries, and formats for this card are given below. In the format column, A = a letter, N = a number, and b = a blank.

<u>Columns</u>	<u>Entries</u>	<u>Formats</u>
1- 4	Mission type, <input type="text"/>	AANb or AANN
5-11	<input type="text"/>	NNNN-Nb or NNNNbbb
12-20	First control number in range for <input type="text"/> film, e.g., 7832201; leave blank if you are retiring a <input type="text"/> mission	NNNNNNNb or all blanks
21-29	Last control number in range for <input type="text"/> film; leave blank if you are retiring <input type="text"/>	NNNNNNNb or all blanks
30-38	Job number e.g., 78T03813A	NNANNNNA

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FILM DESTRUCTION DISPLAY

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USE - To create Film Destruction Records for the film from one mission that is to be shipped for destruction (i.e., silver recovery).

INSTRUCTIONS

- \* Enter the shipment number, date released, mission number, film type and copy number at the top of the display.
- \* Then enter from one to ten control numbers and their corresponding box numbers.
- \* Light pen UPDATE, and transmit. A blank Film Destruction Display will appear on your screen; this message will appear at the top:

UPDATE COMPLETE

- \* If you want to enter additional control numbers, repeat the procedures outlined above.

WHAT TO DO NEXT - SELECT ONE

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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## 6. PERSONNEL IDENTIFICATION



PERSONNEL IDENTIFICATION DISPLAY

USE - To create Personnel Identification Records; to review, update, and delete existing records.

INSTRUCTIONS

Creating Records

\* Enter the following data:

- Name
- MIS component code
- Phone number
- Room number
- ON/OP access code; enter one of the following
  - Y indicates access to ONs and OPs
  - N indicates no access to ONs and OPs
- Date ON/OP access expires; enter date in this format: YYMMDD.

\* Light pen UPDATE, and transmit. This message will appear on the screen:

UPDATE COMPLETE

Updating Records

- \* Overwrite the existing data with new data as appropriate. But you can not overwrite the badge number.
- \* To change the badge number, enter the new badge number within the brackets provided on the display. When you transmit the new badge number, it will be entered in the Personnel Identification Record and in any Film Loan Records for film loaned to this individual.

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\* Light pen UPDATE, and transmit. This message will appear on the screen:

UPDATE COMPLETE

Deleting Records

\* Be sure you are displaying the record you want to delete.

\* Light pen DELETE, and transmit. This message will appear on the screen:

DELETE COMPLETE

WHAT TO DO NEXT - SELECT ONE

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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7. CONTROL  
NUMBER  
RETRIEVAL

## 7. CONTROL NUMBER RETRIEVAL

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CONTROL NUMBER RETRIEVAL

MISSION	REV/OP	FRAME	CONTROL NUMBER
[XXXX]	[XXXX]	[XXXX]	XXXXXXXXXX
[-----]	[-----]	[-----]	XXXXXXXXXX
[-----]	[-----]	[-----]	XXXXXXXXXX
[-----]	[-----]	[-----]	XXXXXXXXXX
[-----]	[-----]	[-----]	XXXXXXXXXX

DATE	FRAME	CONTROL NUMBER
[XXXXXX]	[XXXXXX]	XXXXXX
[-----]	[-----]	XXXXXX
[-----]	[-----]	XXXXXX
[-----]	[-----]	XXXXXX
[-----]	[-----]	XXXXXX

[-]OD

[-]XMIT

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CONTROL NUMBER RETRIEVAL DISPLAY

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USE - To display control numbers assigned to [ ] film is identified by the mission, rev/op, and frame numbers entered and transmitted via this display. [ ] film is identified by the dates and frame numbers entered and transmitted. You may display up to five control numbers for [ ] film and up to five control numbers for [ ] film per transmission.

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INSTRUCTIONS

- \* For [ ] film, light pen [ ] and enter the mission, rev/op, and frame numbers for each control number (up to five) that you want to display.
- \* For [ ] film, light pen [ ] and enter the dates and frame numbers for each control number (up to five) that you want to display.
- \* Transmit.
- \* The control numbers will appear in the CONTROL NUMBER column.

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WHAT TO DO NEXT - SELECT ONE

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

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**8. PRINTED OUTPUT**

**8. PRINTED  
OUTPUT**

AUTOMATIC OUTPUT

This output is printed in MISB. It is generated when you use the displays for processing film loans and film returns.

\* Use of the Film Loan/Requested Film Displays automatically generates:

- Film Loan Receipts
- Shipping Documents
- Unavailable Film Lists

\* Use of the Film Return Display automatically generates:

- Film Return Receipts
- Return Lists

REQUESTED OUTPUT

This output is printed in COB/CSD upon request.

Standing Requests

There is a standing request for COB/CSD to output the following on a daily or monthly basis:

- \* Daily Film Recall List
- \* Overdue Loans (internal loans) - also produced daily
- \* Film Circulation History Report
- \* Film Recall History Report
- \* Film Destruction History Report

The history reports are output monthly when the Film Information File is archived.

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Submitting Requests

To obtain the following, submit an Operations Branch Work Request [Form 1125 (6-78)] to COB:

- \* Film Destruction List
- \* Film Inventory List
- \* Overdue External Loans
- \* Records Return Manifest
- \* Records Shelf List (produced by the OAS RETIRE Program. See Chapter 5.)

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## **9. ERROR MESSAGES**

**9. ERROR  
MESSAGES**



ERROR MESSAGES

Should an error occur while you are using the OASIS Film Subsystem displays, you will receive an error message. It will appear on the second line of the CRT screen just under the top classification line. The error messages and what you should do if you receive one are listed below:

Error Messages

What To Do

BOX NUMBER MISSING TRY AGAIN PLEASE

You did not enter a box number on the Film Destruction Display. Enter the appropriate box number and retransmit.

CAN RECORD DOES NOT EXIST

There is no Can Description Record in the FIF corresponding to the selection parameters you have entered; consequently there can be no Film Recall Record. Enter the correct control number and film type and retransmit.

CANNOT DELETE - PERSON HAS FILM ON LOAN

The Personnel Identification Record you have attempted to delete cannot be deleted, because the individual has film on loan. This record cannot be deleted until all film charged out to the individual has been returned.

CAN'T DELETE; DESTRUCTION REC EXISTS

The Can Description Record you have attempted to delete is a valid record and should not be deleted. It cannot be deleted as long as a Film Loan, Film Recall, or Film Destruction Record for the can is stored in the FIF.

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Error Messages

What To Do

CAN'T DELETE; LOAN REC EXISTS

The Can Description Record you have attempted to delete is a valid record and should not be deleted. It cannot be deleted as long as a Film Loan, Film Recall, or Film Destruction Record for the can is stored in the FIF.

CAN'T DELETE; RECALL REC EXISTS

The Can Description Record you have attempted to delete is a valid record and should not be deleted. It cannot be deleted as long as a Film Loan, Film Recall, or Film Destruction Record for the can is stored in the FIF.

CONTROL NUMBER NOT IN SYSTEM

There are no records in the FIF corresponding to the control number you have entered. Enter another control number and retransmit.

COPY/TYPE NOT IN SYSTEM

You have entered an incorrect copy number and/or film type. Correct your entry and retransmit.

CORRECT SHIPMENT NUMBER AND TRY AGAIN

You have entered an incorrect shipment number. Correct your entry and retransmit.

EXTRANEIOUS DATA FOUND -- DELETE  
BLINKING FIELD

You have selected two options or made two data entries and only one can be accepted by the system. Delete one of your selections or entries and retransmit.

FRAME DOES NOT EXIST

There is no frame number in the Frame Description Record corresponding to the frame you have entered. Correct your entry and retransmit.

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Error Messages

What To Do

INVALID BADGE NUMBER

Enter the correct badge number and retransmit.

INVALID RANGE

The frame range you have entered to create a Frame Description Record is not valid. Correct your entry and retransmit.

LOAN RECORD NOT IN SYSTEM

There is no Loan Record in the system corresponding to the control number, film type, and copy number you have entered. Be sure you have entered the correct selection parameters; if not, correct your entries and retransmit.

NO CAN REC FOR 1 OF THESE CONTROL NOS.

You have entered an incorrect control number. Correct the erroneous control number and retransmit.

NO OUTSTANDING LOANS

The individual whose badge number you have entered does not have any film on loan. Be sure you have entered the correct badge number; if not, correct your entry and retransmit.

ON'S? CORRECT FILM TYPE AND TRY AGAIN

You cannot designate original negatives (ON's) for destruction. Enter the correct film type and retransmit.

OP'S? CORRECT FILM TYPE AND TRY AGAIN

You cannot designate original positives (OP's) for destruction. Correct film type and retransmit.

REQUIRED FIELDS MISSING

The system will not accept this transmission until all required fields are entered. Enter the missing fields and retransmit.



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Error Messages

What To Do

WRONG MISSION NUMBER

You have entered an incorrect mission number; there is no corresponding Mission Description Record in the FIF. Correct the mission number and retransmit.



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**Top Secret**



**Top Secret**