

GAO

Office of Program Planning  
Office of Information Management and  
Communications

~~155~~ 150098

July 1993

**JSS**

Job Start Software  
Version 2.0  
User Guide

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# Preface

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The Job Start Software (JSS) helps evaluators compile information needed to approve a new assignment or to move an existing assignment from the design phase to another phase. It is used by EICS and team members to produce job start forms and Mission and Assignment Tracking System (MATS) Job Initiation Reports, by division management to approve jobs and maintain a job information data base, and by Office of Program Planning (OPP) to receive and forward approved job start forms to the Job Starts Group.

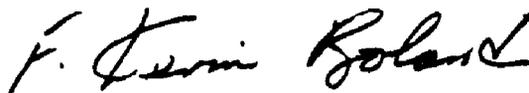
OPP and Office of Information Management and Communications (OIMC) developed the JSS for two principal reasons: (1) to improve the usefulness of the information provided to division managers, the Comptroller General and the Job Starts Group each week on jobs and (2) to make it easier for evaluators to prepare job initiation paperwork. In addition, it will allow OPP, Divisions and other subunits (e.g. issue areas) to store, retrieve and search job information more efficiently.

Many of you provided comments and suggestions on versions 1.0 and 1.1. In response, we formed a JSS User's Group to help design and test version 2.0 to ensure that it most effectively serves your needs. Version 2.0 contains many new features and enhancements which should make preparing job paperwork even easier.

If you have comments regarding version 2.0, please forward them to OIMC's Corporate Systems Center (202-512-8680).



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**Abbreviations**

COSF	Computer Operations Support Facility
DP1	Decision Point 1 (End of Job Design)
DP2	Decision Point 2 (One-Third Point Assessment)
DP3	Decision Point 3 (Message Agreement)
DP4	Decision Point 4 (Director Approval)
EIC	Evaluator-In-Charge
GAO	General Accounting Office
HIS	House Information System
JSS	Job Start Software
MATS	Mission and Assignment Tracking System
OPP	Office of Program Planning
OIMC	Office of Information Management and Communications
P&R	Planning and Reporting
PM	Project Manager

# What Is Job Start Software (JSS)?

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## JSS Overview

Job Start Software (JSS) is user-friendly software developed to help General Accounting Office (GAO) evaluators compile information needed by (1) GAO's Mission and Assignment Tracking System (MATS) and the Job Starts Group for new assignments; and (2) the Job Starts Group for ongoing assignments. JSS is an efficient means to collect job-related data and automate the production of required GAO paperwork. In an attempt to move toward the "paper-less" office, the software also allows GAO management to both approve all Job Starts Group and MATS new assignment data electronically and create a database of this job-related information.

JSS produces the two primary documents needed to approve a new job—the "New Job Proposal" and the MATS "Job Initiation Report"—and "Job Completion Plan" when Decision Point 1 (DP1) is reached.

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## New Job

For the purposes of JSS, a new job is one that has been recently initiated and not previously entered into the database. Typically, these jobs will begin in the Job Design phase; however, if there is sufficient justification, they may begin in the Data Collection/Analysis or Product Preparation phase. (See the criteria in the MATS "Users' Manual" to determine the appropriate phase.)

## New Job Paperwork

"New Job Proposal": Once approved by the division, this document should be forwarded to the Office of Program Planning (OPP) so it can be provided to the Comptroller General and Job Starts Group.

"MATS Job Initiation Report": Once approved by the division, this document should be forwarded to the MATS data entry staff for input.

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## Ongoing Job

For the purposes of JSS, a job is considered to be "ongoing," when (1) the Job Design phase has been completed ("DP1" is reached); and (2) the Evaluator-In-Charge/Project Manager (EIC/PM) is ready to update the JSS record. At this point, the job is ready to enter either the Data Collection/Analysis or Product Preparation phase.

Only New Jobs in the Job Design Phase which have been validated may be updated to ongoing.

## Ongoing Job Paperwork

"Job Completion Plan": The previously validated/approved record is used to create the ongoing record. Once created, the data can be edited to

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produce a "Job Completion Plan," reflecting the changes in the job as it moves from the Job Design phase into either Data Collection/Analysis or Product Preparation phase.

MATS: Because JSS does not create the MATS "Master Job Report," all MATS information updates should be marked on the current MATS "Master Job Report (372 report)," according to the instructions in the MATS "Users' Manual."

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## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶ Who Should Use JSS?
- ▶ Using the JSS Jobs Window
- DPI: End of Job Design
- Job Completion Plan
- Job Starts Group
- MATS Form 300
- New Job Proposal
- New Job
- Ongoing Job
- Phase

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## Who Should Use JSS?

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### EICs and Team Members

EICs or other evaluators on an assignment will use JSS to enter data about the assignment and produce job start forms. After entering review changes, EICs will export the record to a floppy disk which they will either "Crosstalk" or carry to the Programming Division's central computer.

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### Division Planning and Reporting Staff

The Programming Division's Planning and Reporting (P&R) staff will receive hard copy job start forms along with the computer record which will be imported to a designated central computer. Once the appropriate approval signatures are obtained, the P&R staff will enter any changes and division approval in JSS; validate the record for completeness; provide the MATS "Job Initiation Report" for new jobs or the updated MATS "Master Job Report" (372) for ongoing jobs to the MATS data entry staff for entry into

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MATS; and export the record to a floppy disk to be “Crosstalk”-ed or carried to OPP. This information should be forwarded to OPP within 14 days of the time work begins. Usually the division should batch jobs and forward them to OPP once a week. Please coordinate this with your OPP Advisor.

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## Office of Program Planning

OPP will receive job records from divisions in the form of floppy disks or telecommunicated files. OPP reviews the job start forms for completeness and clarity and assembles them into a weekly package for the Comptroller General and the Job Starts Group. OPP will forward questions and comments to the Programming Division when the Job Starts Group requires further information. Any jobs with questions should be scheduled for discussion at the Programming Division’s next Report Review meeting.

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## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶ Using the JSS Jobs Window
- ▶ What is Job Start Software (JSS)?
- Division Approval Process
- Job Starts Group
- MATS Form 300
- Programming Division
- Validate Job(s) <F7>

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## Job Starts Group

After division/office approval, proposed assignments are reviewed by the Comptroller General and the Job Starts Group, who look at all assignments starting in GAO and those moving from the Job Design phase to the Data Collection/Analysis phase—or Product Preparation phase, if the assignment skips the Data Collection/Analysis phase. The Job Starts Group, assisted by OPP, reviews assignment documentation and discusses questions or concerns at biweekly Report Review meetings with each Programming Division.

In reviewing individual assignments, the Job Starts Group pays particular attention to:

- whether assignments are consistent with issue area plans and annual work plans;
- assignments which do not appear to meet GAO’s work priorities;

- the worth of the proposed work given the anticipated cost and expected benefits;
- whether there exists a more appropriate entity to perform the work;
- the role in which the assignment puts GAO and its sensitivity;
- in-house and/or external coordination;
- the scope and/or methodology and planned or actual use of resources;
- expertise available to conduct the assignment;
- questions about assignments in the Job Design phase that require 300 staff-days or 5 calendar months; or
- questions about assignments in the Data Collection/Analysis or Product Preparation phase that require 1,500 staff days or 18 calendar months.

Divisions and regions should consider these matters when they prepare their paperwork justifying assignments. To fully consider the assignments, the Job Starts Group must have the MATS "Job Initiation Report" and the "New Job Proposal" (for new assignments); or the "Job Completion Plan" (for assignments moving from the Job Design phase to another phase). This information should be forwarded to OPP as early as possible within 14 days of the time work begins.

All records must be "validated" for completeness by the assignment workgroup before forwarding the record to the Programming Division's central computer. Records should be physically carried or "Crosstalked" to the designated central computer in the Programming Division for addition to the division's central database and division-level "validation" and approval. JSS then allows the approved record to be exported to OPP.

It is suggested that the Programming Division restrict access to its central computer to the P&R staff in order to control all job approval actions and provide a reliable database of all division jobs. After the P&R staff enter job approval in the central computer, they will forward the job record to OPP for the Job Starts Group and forward the MATS Job Initiation Report (GAO form 300) to the MATS data entry staff so that the data may be input into MATS. OPP will keep the official database of jobs approved in GAO.

Programming Divisions and units will establish internal procedures to ensure that multiple copies of the same job record all have the "approved" information. Normally, required changes should be entered by the EIC/PM (or whomever entered the initial data), so it is clear which record is the most current. If it is necessary for another individual to make changes to the file, the record should be updated on all computers. This is critical in order to assure accuracy, since the data will be used for paperwork

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required for later phases of the job. (Only the record with the "approved" job data should be used for ongoing jobs.)

To help keep track of those individuals editing the data file, the software records the date(s) on which changes are made and prompts the user to enter his/her name before exiting the software.

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**Need More Help?**

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶ Tips for P&R Users
- ▶ What is Job Start Software (JSS)?
- ▶ Who Should Use JSS?
- Anticipated Dollar Savings
- Coordination with GAO Units
- Division Approval Process
- Issue Area Plan
- Job Completion Plan
- Long and Costly Job (Rationale)
- MATS Form 300
- Methodology
- New Job Proposal
- Office of Program Planning (OPP)
- Other External Coordinations
- Phase
- Tracking Status
- Work Priorities

# New in Version 2

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## What's New in JSS Version 2.0?

JSS version 2.0 incorporates suggestions by JSS users via calls to the Office of Information Management and Communications (OIMC), OIMC's Computer Operations Support Facility (COSF) staff, and OPP. A JSS Users Group helped identify the enhancements of most importance to users of JSS. The Group considered many alternatives and tradeoffs to make the system work for you.

If you would like to know more about the following new features, please refer to the list of related on-line help topics at the end of this chapter.

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## New and Improved Menu Options to Allow More Flexibility

- Menu is always available from any screen. Simply press <Alt> and the first letter of a menu option.
- Select Job <F5> and Select All Jobs <F6> - Process one, several or all jobs at one time, including printing, validating, updating to ongoing, approving and exporting. This should greatly speed the processing of multiple jobs.
- Search <F11> - In addition to searching for a job code, you can now search for a key word or phrase in the job title listed in the Jobs Window. This allows you, for example, to identify all jobs dealing with the "B-2". Search will find exact matches, so you may need to search for other variations, such as "B2". You can also search and replace words or phrases in the memo fields on page 7.
- Move Text <F12> - You can block text (hold Shift while pressing cursor keys), cut or copy from one memo field to another, and then move the text. For example, you can use this feature to copy "Background" from one job to "Background" of a related or spin-off job.
- Printing multiple jobs at one time is much faster now.
- Print to Screen to quickly preview report. This is much faster than printing a hard copy and is useful for reviewing drafts.
- New "Job Data" report prints a copy of the data entry screens for review.
- Trace - You can view the data entry history of a job or jobs including the most recent changes made to the job by each user on each day the job was modified. This may help you determine the most current version of the job if the job is both on the hard drive and the floppy disk. You can also view this information when importing a job which already resides on the hard drive.
- Calculator - You can perform simple addition, subtraction, multiplication and division calculations. The calculator is accessible from the JSS Jobs Window.

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## Data Entry Screens

- Reduced from 9 to 7 pages.
- Reorganized to make entering data easier. For example,
  - as you enter decision points and staff days, you can immediately see the impact on the job length and cost, and
  - the highlighted memo field is visible on the main screen. A “beep” warns you when the text will not fit on the form. Also, “validation” <F7> will notify you if the narrative is too brief. Users seldom use the entire space provided, and fuller disclosure will often prevent questions from reviewers.

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## Streamlined Data Entry Methods

- Check boxes where you press <Enter> to mark applicable or not applicable.
- Radio buttons where you choose one of several choices by pressing <Enter> (like selecting a station on your car radio).
- Automatic entry of telephone numbers and home units for staff members selected from the personnel lists. Of course, phone numbers and home units become out of date and you must either correct them when adding a staff member or update JSS tables periodically.
- The main screen (Jobs Window) shows progress in entering required data by checking each page as it is completed.

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## Streamlined to Operate More Efficiently

- Only 1 copy of Foxpro Runtime is necessary to run JSS, the Annual Work Plan software and the Issue Area Plan software. It is located in the FP20RT directory. This will conserve hard disk space for users who have all 3 software packages.
- Files needed in the CONFIG.SYS have been reduced from 70 to 60.
- System requires less memory (about 560K) so expanded memory is no longer necessary. However, JSS will use any extended or expanded memory you have available. The more memory you have available, the more efficiently JSS will operate.
- The DBA directory is “cleaned up” periodically to prevent system size and the size of export and backup files from growing.
- JSS checks that the DBA directory exists. If not, JSS creates the directory. This should prevent the problems which occurred when JSS was copied from one computer to another. However, we still recommend using the installation disk.
- Memo fields no longer mysteriously expand in size with each use.

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## Improved On-Line User Guide/Help

- Instruction bars (in Pink) at the bottom of each screen explain how to enter data, move from field to field, access menu and exit screens. These instructions should be sufficient for most users.
- Special messages appear in pink at the top right of the screen when the system detects an error or has a helpful suggestion. Merely continue data entry and these messages disappear.
- Press <F1> for help on a data field. Press <Shift> and <F1> for help on a menu item.
- The user guide is available on-line by pressing <F1> and selecting the appropriate topic from the "Topics" list.
- All help screens have been cross-indexed so you can easily find related topics. Simply press "S" for a "See Also" list of related help screens. To go directly to a related screen, highlight it and press <Enter>.
- From any help screen, press "T" for a complete list of help "Topics". Highlight the topic and press <Enter>.

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## Other New Features

- Mouse capability makes entering data a breeze! We recommend that anyone who uses JSS frequently use a mouse to greatly speed processing of jobs.
- Compatible with V-Shield and Virusafe.
- New memo field in which the programming division P&R staff may enter "Notes to Job Starts Group" about anything the ACG, P&R or Issue Area Director would like to bring to the Group's attention.
- It is still important that you enter the correct job code since you cannot change it once entered. You may want to print the "Job Data" which will assist you in reentering the job with the correct job code. If you have already entered text in memo fields on page 7, you may copy the text to the new job. See "Move Text <F12>". Note: On an exception basis, if you make a mistake entering the job code, your OPP Advisor can change it for you.
- You can import JSS Version 1.1 data to JSS Version 2.0—it is automatically converted. After importing you must validate the job <F7> in Version 2.0 because there are a few changes in data requirements.

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## Changes in Data Required

- Instead of collecting detailed request information about 2 request letters, JSS 2.0 collects details about the "lead" requester and, if applicable, "co-lead" requester. This information will be used in analyzing customer data.
- To make room for the new lead requester information on the MATS Job Initiation Report, you may now enter only 2 products in JSS and only 2 will

print on the report. You may still add additional products by marking up a MATS Master Job Report (372).

- Two memo fields have been eliminated: “More than one region in job design” and “Unplanned BLR”.
- For a record form, you must indicate whether it is a spin-off from prior job(s) and, if so, identify the job(s) under “Prior Work and Results.”
- Work Priorities now appear on the screen and on the printed reports in the order you select them.
- Annual Work Plan information has been replaced by a question about whether the job is a “Planned Job”. You should answer yes if your issue area prepares an Annual Work Plan and this job is included, or if this job is listed as a Planned Major Job Start in the Issue Area Plan.
- Many users asked for additional space for Background and Key Questions. One line has been added to these memo fields and removed from Preliminary Results and Methodology.

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## Reports Improved

- Because a job must be validated before forwarding it to the Programming Division P&R staff, “Not Validated” will print at the top of each report as a reminder that the job has not passed validation.
- “Record form” will print at the top left of each report when applicable.
- The Associate Director, if assigned, now appears on the job starts forms.
- Staff day, calendar month and potential savings estimates now print as ranges, e.g. 12-18 months.
- Information regarding whether the job was in the Annual Work Plan or Issue Area Plan now appears on the job start form as follows:
  - “Planned Job” - the job is in the Annual Work Plan or list of major job starts in the Issue Area Plan.
  - “Job in IAP” - the job fits an objective in the Issue Area Plan.
- Lead/Co-Lead Requester information has been added to the MATS Job Initiation Report. Lead Requester information also appears on the job starts forms, but the format has not changed.

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## Various System Errors Have Been Corrected

- An Ongoing job in Product Preparation does not require Decision Point 3 (DP3).
- Performing Units must have staff days authorized in at least one of the first 3 fiscal years, instead of the current fiscal year (New Jobs).

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## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶▶ Help
- ▶ Data Entry Methods
- ▶ Equipment and Configuration
- ▶ Error Messages Which You May Encounter
- ▶ Tips for P&R Users
- ▶ Understanding the JSS Menu
- ▶ Using a Mouse
- Calculator
- Data Entry Menu Options
- Import Job(s)
- Job Completion Plan
- Lead or Co-Lead Requester
- MATS Form 300
- Move Text <F12>
- New Job Proposal
- Page 7 - Narrative Information
- Page 1 - Job Identification
- Print Menu Options
- Select/Unselect All Jobs <F6>
- Select/Unselect Job <F5>
- Trace Window

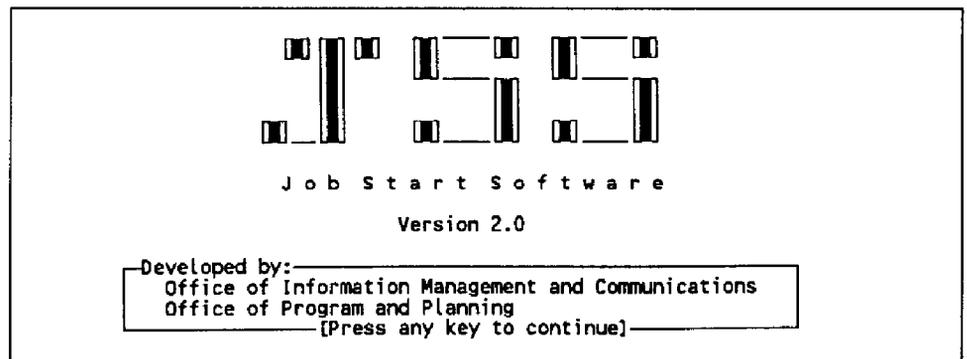
# Accessing JSS

## How to Access JSS

At the DOS prompt, type JSS2 and press <Enter>. Note: Your Micro Focal Point may have installed JSS so it is directly accessible from a menu. The JSS Banner Screen appears. Press any key to type your user name. The user name entered provides an audit trail for changes made to each record. You can view a job's data entry history by selecting "Trace Window" from the Utilities menu. The trace window is used to view the data entry history of a job (job code, fiscal year, status, user name, date and time the job was updated). This information is used when importing records to determine whether the record on the floppy diskette or the hard drive is most current. Type the user name in the following format: last name, first name, middle initial.

After entering a user name, the JSS Jobs Window appears along with the menu bar at the top of the screen.

Figure 3.1: JSS Banner Screen



## Using the JSS Jobs Window

The JSS Jobs Window displays a list of jobs, both new and ongoing, and identifies the job code, fiscal year started, and short title. As you move from one job to another, the far right column displays which page(s) have been completed (e.g., a check mark appears next to the page) and whether the page has passed validation. The left √ or "check mark" column is used to mark/select a job(s) for further processing (e.g., deleting, printing, exporting).

Programming Division P&R Staff only: To view whether the job has been approved, validated or exported to OPP, press <Tab> to view additional columns within the JSS Jobs window (you can also view these columns by clicking on the ► located in the bottom right corner of the JSS Jobs Window). These fields are useful to programming division P&R staff in approving jobs.

Figure 3.2: JSS Jobs Window and Main Menu

Commands				Data Entry	Print	Utilities	Analysis	06/03/93 8:56:00	
JSS Jobs Window								<b>Completed:</b>	
√	Code	FY	Status	Short Title				↵ Page 1	
√	145000	89	New	Sample Job; Toxic Releases				↵ Page 2	
√	145000	89	Ongoing	Sample Job; Toxic Releases				↵ Page 3	
√	233376	92	Ongoing	Derivative Products				↵ Page 4	
√	233384	92	Ongoing	Credit Card Competition				↵ Page 5	
√	233397	93	New	ALJ Programs				↵ Page 6	
	233402	93	New	Federal Home Loan Bank System				↵ Page 7	
	240106	92	Ongoing	GSA's Construction Management				↵ Valid	
	240123	93	New	Rural Area Mail Processing					
	246047	93	New	Vehicle Fleet Management					
	247107	93	New	HRA 1 :RTC Performance Asmnt					
	247108	93	New	HRA 1 :Consolidating RTC & FDIC					
	268583	92	Ongoing	IRS Human Resources Planning					
	268589	93	Ongoing	Corporate NOLs					
	268591	93	New	HRA 2 :Business CNC Accounts					

Keys: Alt+Letter for Menu | F1 = Help | Shift-F1 = Menu Help | Esc = Exit  
 ««« 3 Job(s) Currently Selected »»»

### Add a New Job

- Press <Alt>, type 'C' for Commands, then select 'Add'.

**SHORTCUT:** From the JSS Jobs Window, press the <F2> key.

Note: The very first time you access JSS, the system automatically opens the Commands menu and the cursor is positioned on 'Add', since the only thing you can do is add a new job.

### Edit a Job on the JSS Jobs Window

- Highlight a job on the JSS Jobs Window, press <Alt>, type 'D' for Data Entry, highlight a page and press <Enter> to select the page for editing.

**SHORTCUT:** Press <Alt> and type a page number (1 to 8) to go directly to a page.

### Select Job(s) for Processing

- Select one or more jobs by highlighting a job and pressing <F5>. To select all jobs that appear in the JSS Jobs Window, press <F6>. Note: If you do not select a job, the system will use the job that is highlighted on the JSS Jobs Window.
- You may then process the selected job(s) by selecting a Command (e.g. Delete, Validate, Approve or Update to Ongoing) or a Menu item (e.g. Export or Print). See chapters 4, 6 and 7 for details on how to use these commands and menu options.

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## Exit JSS and Return to the DOS Prompt

- From the JSS Jobs Window, press the <Esc> key. A window appears asking if you want to 'Exit JSS' (e.g., an "X" appears next to 'Exit JSS').
- Select <<OK>> to continue and exit JSS. Note: If you decide not to exit, remove the "X" and select <<OK>> to return to the JSS Jobs Window.

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## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶ Tips for P&R Users
- ▶ Understanding the JSS Menu
- ▶ What is Job Start Software (JSS)?
- ▶ Who Should Use JSS
- Command Menu Options
- Data Entry Menu Options
- Equipment and Configuration
- How to Use Job Start Software (JSS)
- Job Completion Plan
- New Job
- Ongoing Job
- Print Menu Options
- Save and/or Exit a Page
- Status (Job)
- Utilities Menu Options

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## Understanding the JSS Menu

A menu bar appears at the top of the JSS Jobs Window that provides the following menu options.

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## Commands

Add, edit or delete jobs; select one or all jobs for deletion, exporting or printing; block and copy narrative text; perform a quick search to find a job code within the JSS Jobs Window or a word or phrase within narrative text on data entry page 7; validate a job; approve a job; or update a job's status to Ongoing. Chapter 4 explains each option.

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## Data Entry

Provides access to the eight JSS data entry screens used to enter, edit, or delete assignment information.

- Page 1 - Job Identification
- Page 2 - Timeframes and Staff Days

- Page 3 - Staff, Savings and Contract Costs
- Page 4 - Source
- Page 5 - Products
- Page 6 - Coordination, Department/Agencies
- Page 7 - Narrative Information
- Page 8 - Division Use Only

Chapter 5 explains how to enter data on each data entry screen.

---

## Print

There are 3 types of job reports which can be printed or viewed on the screen: New Job Proposal; Job Completion Plan; and MATS Job Initiation Report. Additionally, you can print the JSS data entry screens. See Chapter 6 for detailed instructions.

---

## Utilities

Import files from or export files to a floppy disk, backup or restore JSS databases, re-index files, change system date/time, update tables, trace window, and calculator functions. See Chapter 7 for detailed instructions.

---

## Analysis

Database query features will be included in a future update. This will allow the OPP, the Programming Division and other units to monitor and recall job-related information: e.g., all jobs overseen by an Assistant Director.

---

## Accessing the Menu Bar Using the Keyboard

- Press the <Alt> key to highlight the menu bar.
- Press the right or left arrow key to move from one menu item to another and display the menu options and press <Enter> to select.
- Use the up or down arrow keys to highlight a menu option and press <Enter> to select.

**SHORTCUT:** Instead of using the arrow keys to highlight a menu option, you can type the bold letter that appears in the menu option name (typically the first letter) to select the menu option. For example, to select the Utilities option, press the <Alt> key and type U.

---

## Accessing the Menu Bar Using a Mouse

- Using the mouse pointer, point to the menu name and click the left mouse button. This opens the menu.

- 
- To move directly to a menu item, you can drag the cursor down the menu until the menu item is highlighted; then release the mouse button.

---

### Shortcut Keys for Menu Options

Some of the menu options have 'shortcut' keys defined. Shortcut key combinations, if available, are listed to the right of a menu item. Instead of opening the menu and choosing a command, you simply press the key combination. For example, instead of pressing the <Alt> key, typing C to access the Commands menu and then typing A to add a new job, you can simply press the <F2> key.

---

### Availability of Menu Options

Some menu options appear dimmed and cannot be selected. These menu options are disabled and are not available for selection until another menu option is performed/selected.

Note: The menu bar is accessible at all times while you are using JSS. However, depending on the feature that you are using some of the menu options will be disabled. For example, if you are working with Page 2 from the Data Entry Menu, you can access the Print Menu and print a data entry page but you can not validate the job.

---

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶▶ How to Use Job Start Software (JSS)
- ▶ Using the JSS Jobs Window
- Analysis Menu Options
- Command Menu Options
- Data Entry Menu Options
- Print Menu Options
- Utilities Menu Options

---

### Data Entry Methods

The software has been designed with features to help you enter information.

---

### Context-Sensitive Help Screens

If you are unsure of the data required by a particular field, you can press <F1> and the software's "help" utility will explain what is required, how to enter the information, and provide examples. Once you have accessed the

help screen, press <PgDn> or use the arrow keys to view any additional text for the selected topic. Each help screen contains a 'See Also' section that provides a list of help topics pertaining to the current help topic. To view a 'See Also' help screen, highlight the desired topic and press <Enter> or click the left mouse button.

---

### "Pop Up Lists"

Whenever possible, a list of valid entries will appear in the form of a pop up list for selection. Selecting data from a pop up list helps assure the accuracy of the data. Data items which are selected from a pop up list appear with aqua brackets [ ] representing the pop up list. The pop up list disappears once a selection is made and the selected item is automatically inserted into the data field. Many of the MATS tables, such as the Issue Area and Requester Tables, are included in the system.

---

### Check Mark Fields

Check mark fields are indicated by [ ] before the field name. To check an item with an "X", press <Enter> or click the left mouse button. "X" means applicable and blank means not applicable. If the item is not applicable, press the <Tab> key or reposition the mouse pointer to move to the next field.

---

### Radio Buttons

Some questions require you to select a single answer from several choices. Multiple choice selections are preceded by a set of parenthesis ( ). When selected a dot (•) appears and the cursor moves to the next data entry field. Only one radio button can be selected at a time, just like only one radio station can be selected on a car radio at a time, hence the term 'Radio Button'.

---

### Direct Entry

Use the keyboard to type characters, symbols or numbers which describe the information required.

---

### Validity Checks

If invalid data is entered, an error message will prompt you with possible ways to "correct" the answer. The software has been designed to save both the valid and invalid data; however, the record can not be validated until the data has been corrected. For example, dates must be in chronological order before the record will "pass" validation.

---

## Screens "Tailored" to Specific Job

The screens are tailored to prompt only for information needed depending on what phase the job is entering. Also, less data entry is required for ongoing assignments since most MATS data is excluded and JSS fills in the data entry screens with information from the "new" record. This data may be updated or changed, if needed.

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶▶ Help <F1>
- ▶ Using a Mouse
- Character Fields
- Check Mark Fields
- Entering Dates
- How to Use Job Start Software (JSS)
- Memo Fields
- Numeric Fields
- Pop Up Lists
- Radio Buttons
- Save and/or Exit a Screen
- Validate Job(s) <F7>

---

## Using a Mouse With JSS

It is very convenient to operate JSS with a mouse. If a mouse has been installed on your microcomputer, a pointer will appear on the screen when you access JSS. The pointer appears in JSS as a small shaded box. When you roll the mouse on a flat surface the pointer moves around the screen. Some basic mouse terminology that you will see throughout the JSS help screens is explained below:

- CLICK - To quickly press and release the left mouse button.
- DRAG - To hold down the left mouse button while you move the mouse.
- POINT - To move the mouse until the mouse pointer is positioned to the position on the screen.

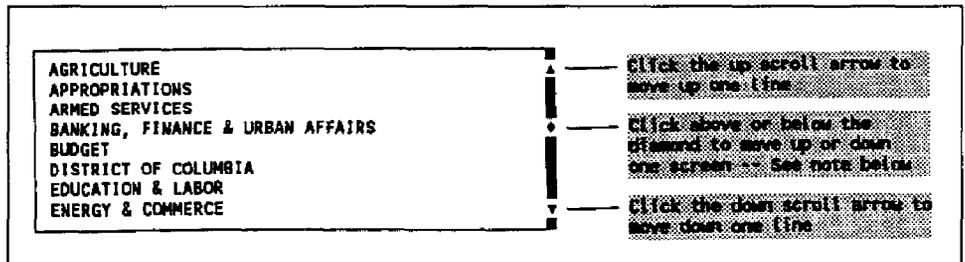
Before you begin to use your mouse with JSS, read the following:

- Place the mouse on a flat surface.
- Place your palm on top of the mouse with your fingertips resting on the mouse buttons and practice rolling the mouse. Notice that the mouse

cursor on the screen moves in the same direction that you are rolling the mouse.

- Roll your mouse to the edge of a flat surface, pick it up and move it to the center of the surface, and continue rolling. Notice that the pointer does not move while the mouse is in the air, but resumes from the place it left off.
- Some of the pop up lists contain more information than can fit into the window. When this occurs, a scroll bar will appear on the right side of the pop up list. Use the following techniques shown below to scroll through the list.

Figure 3.3: Example of a Pop Up List



Note: Drag the diamond shaped image to rapidly move through the pop up list.

### Accessing the Menu Bar Using a Mouse

- Use the mouse pointer, point to the menu name and click the left mouse button. This opens the menu.
- To move directly to a menu item, you can drag the cursor down the menu until the desired menu item is highlighted then release the mouse button to select.

### To Select or Clear a Check Box

- Click to select a check box. When a check box is selected, it contains an "X".
- Click a selected box to clear it (e.g., remove the "X").

### Selecting From a Pop Up List

- Click the aqua brackets [ ] next to the data entry field. You can do one of the following:
  - Drag the cursor to highlight the correct item then release the mouse button to select the item.
  - Click the up or down scroll arrow to move through the list. Click the item when it appears.

- The selected item will be automatically entered on the data entry screen.
- 

### Selecting a Radio Button

Some questions require the user to select an answer from several choices. Multiple choice selections are preceded by a set of parenthesis ( ). When selected, a dot (•) appears and the cursor moves to the next field.

- Point the mouse to the selected choice and click to insert a dot (•).
  - Click again to remove the dot or click another choice and the dot will be removed from the previously selected item and inserted next to the new item.
- 

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶▶ How to Use Job Start Software (JSS)
- ▶ Data Entry Methods
- ▶ Equipment and Configuration
- ▶ Tips for P&R Users
- Check Mark Fields
- Command Menu Options
- Move Text <F12>
- Pop Up Lists
- Radio Buttons
- Save and/or Exit a Screen

# Commands Menu Options

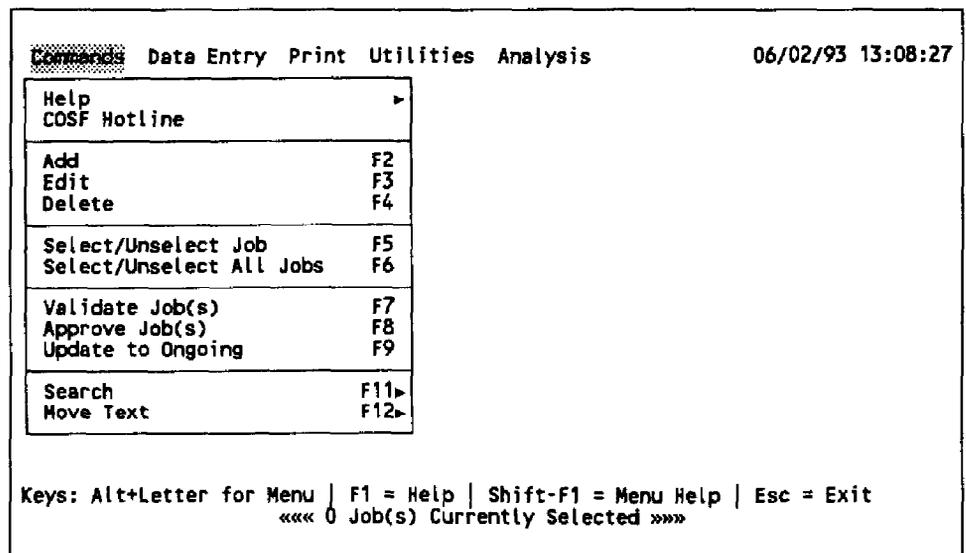
## Commands Menu Overview

The options provided on the commands menu allow you to:

- add, edit or delete jobs;
- select one or all jobs for deletion, exporting or printing;
- validate a job;
- approve a job;
- update a job's status to Ongoing;
- block and move narrative text; and
- perform a quick search to find a job based on entered text (e.g., a job code or a portion of the short title);

**SHORTCUT:** Each of the commands menu options have 'shortcut' keys which are displayed to the right of the menu item. Instead of opening the menu and choosing a command, you can press the shortcut key combination. For example, instead of pressing the <Alt> key, typing C to access the Commands menu and then typing A to add a new job, just press the <F2> key.

Figure 4.1: Commands Menu



## Accessing the Commands Menu Using the Keyboard

- Press the <Alt> key; then type C for Commands.
- The commands menu options appear.
- Use the up or down arrow keys to highlight a menu option and press <Enter> to select.

**SHORTCUT:** Instead of using the arrow keys to highlight a menu option, you can type the bold letter that appears in the menu option name (typically the first letter) to select the menu option.

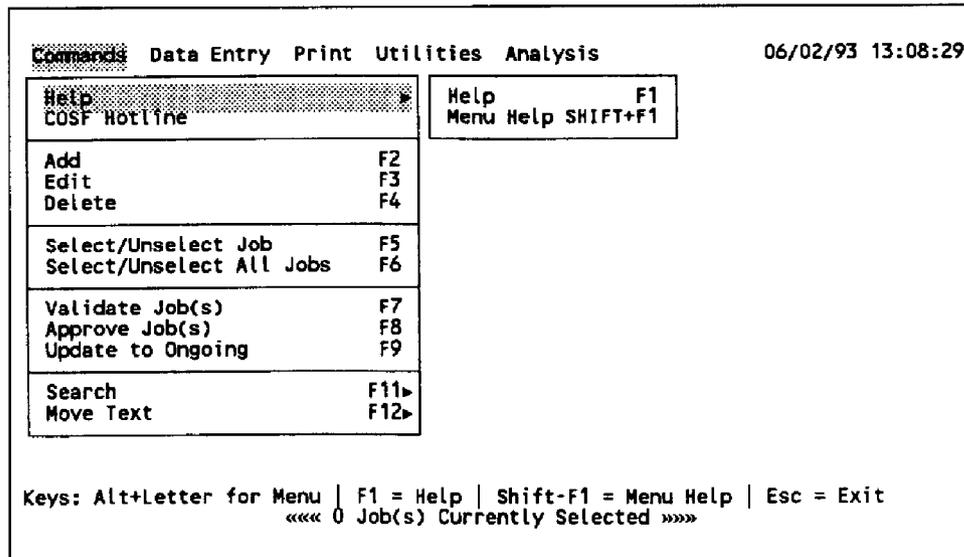
### Accessing the Commands Menu Using a Mouse

- Using the mouse pointer, point to the commands menu and click the left mouse button.
- To move directly to a menu item, you can drag the cursor down the menu until the menu item is highlighted then release the mouse button.

### Help <F1>

FIRST read the instructions on the bottom 2 lines of each screen. These instructions change to match the field in which the cursor is located. Usually these data entry instructions should be sufficient. When they aren't, additional on-line help is available.

Figure 4.2: Help Submenu



### Help on Data Entry and Data Fields

- Press <Alt>, type C for Commands, then select 'Help' to obtain a listing of help topics.

The topics preceded with a ▶ contain overview information about JSS (e.g. how to use JSS, what's new in Version 2.0, data entry methods, etc.) In addition, there is a help topic for each data field that appears on the data

entry screens (Pages 1 - 8). The help topic names match the data field names.

- To view a help topic, highlight and select the desired topic. You can also type the first letter of the help topic to move quickly through the list. Once you have accessed the help screen, press or use the arrow keys to view any additional text for the selected topic.
- To return to the list of help topics, press or click on <T>.
- To view the next help topic, press or click on <N>.
- To view the previous screen, press or click on <P>.
- The 'See Also' section contains a list of help topics pertaining to the current help topic. To view the list of 'See Also' topics, press or click on <S>. To view a 'See Also' help screen, highlight the desired topic and press <Enter> or click the left mouse button.
- To return to your place in JSS when "Help" was invoked, press <Esc>.

**SHORTCUT: Press <F1> anywhere in the system. This accesses the help topic related to the location of the cursor. To leave help, press <Esc>.**

---

## Help on JSS Menu

- Press <Alt>, type C for Commands, then select 'Menu Help' to obtain an overview of how the menu works.
- For more information on specific menu items, press or click on <S> to view the list of related help screens. To view a 'See Also' help screen, highlight the desired topic and press <Enter> or click the left mouse button.

**SHORTCUT: Hold <Shift> and press <F1> anywhere in the system. This accesses the overview help screen on the JSS Menu.**

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶ Critical Tips for Preventing Problems
- ▶ Data Entry Methods
- ▶ Commands Menu Options

---

## Add <F2>

The add function can be accessed from the JSS Jobs Window to add a new job (e.g., press <Alt>, type C for Commands, then select 'Add').

**SHORTCUT: Press <F2> from the JSS Jobs Window.**

When you add a New job you are prompted to enter the job code and anticipated start date of the new job. Both fields are required and must be entered before you can enter a new job. After selecting <OK>, you are automatically placed in Page 1 and can proceed with entering data. When you return to the JSS Jobs Window, the new job will appear on the list of new and ongoing jobs. Note: You will not be able to change the job code once entered. If you make a mistake entering the job code, correct the job code before selecting <OK> or select <Cancel> to return to the commands menu without creating a new job.

The add function is also used to add Performing Units on Page 2, Staff on Page 3, CCARs on Page 4, Coordination with Other Units and Department/Agencies on Page 6 (Press <Tab> to highlight the aqua box which lists Performing Units, Staff, CCARs, etc. A message appears at the bottom of the screen informing you to press <F2> to add).

---

**Need More Help?**

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Anticipated Start Date  
Commands Menu Options  
Coordination with GAO Units  
Edit <F3>  
Job Code  
Page 2 - Timeframes and Staff Days  
Page 3 - Staff/Savings/Contract Costs  
Page 6 - Coordination and Department/Agencies  
Page 4 - Source  
Status (Job)

---

**Edit <F3>**

When 'Edit' is selected from the JSS Jobs Window, the Data Entry menu is opened and you can select a page for editing for the highlighted job (press <Alt>, type C, select 'Edit', then select a page number from the Data Entry Menu).

**SHORTCUT: Highlight a job on the JSS Job Window, press <Alt>, then type a page number (1 to 8) to edit a specific page.**

The 'Edit' function is also used to edit performing unit details on page 2, staff details on page 3, and enter narrative for the memo fields on page 7. A message will appear at the bottom of each of these pages informing you to press <F3> to edit.

Note: Select 'Edit' when you wish to change previously entered data. Select 'Add' to enter a new job code, new performing unit or new staff member.

---

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Add <F2>  
Commands Menu Options  
Page 7 - Narrative Information  
Page 5 - Products  
Page 3 - Staff/Savings/Contract Costs  
Page 2 - Timeframes and Staff Days

---

### Delete <F4>

The delete function can be accessed from the JSS Jobs Window to delete one or more New and/or Ongoing job(s). Select one or more jobs for deleting. If you do not select a job, the system will delete the job that is highlighted on the JSS Jobs Window.

To delete the selected jobs, press <Alt>, type C, then select 'Delete'. The system indicates the number of jobs selected for deletion. Select <Delete> to delete the jobs or <Cancel> to return to the JSS Jobs Window without deleting the marked jobs.

**SHORTCUT: Select the jobs, then press <F4>.**

The delete function is also used to delete Performing Units on Page 2, Staff on Page 3, CCARS on Page 4, Coordination with Other Units and Department/ Agencies on Page 6 (Press <Tab> to highlight the aqua box which lists Performing Units, Staff, CCARS, etc. A message appears at the bottom of the screen informing you to press <F4> to delete).

---

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Commands Menu Options  
Coordination with GAO Units  
Page 2 - Timeframes and Staff Days  
Page 6 - Coordination and Department/Agencies  
Page 4 - Source  
Page 3 - Staff/Savings/Contract Costs  
Select/Unselect Job <F5>  
Select/Unselect All Jobs <F6>

---

## Select/Unselect Job <F5>

You may select more than one job at a time to delete, import, export, validate, approve, update to Ongoing, print or view a record of data entry history (See "Trace Window"). Jobs that have been selected are marked by a check mark in the far left column of the JSS Jobs Window.

To select a job, press <Alt>, type C for Commands, then select 'Select/Unselect Job'. A check mark will appear next to the job code on the JSS Jobs Window.

**SHORTCUT: Highlight the job and press the <F5> key. Selected jobs can be unselected by pressing the <F5> key again.**

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Approve Job(s) <F8>  
Commands Menu Options  
Delete <F4>  
Export Job(s)  
Import Job(s)  
Ongoing Job  
Print Menu Options  
Select/Unselect All Jobs <F6>  
Trace Window  
Update to Ongoing <F9>  
Validate Job(s) <F7>

---

## Select/Unselect All Jobs <F6>

All jobs, both New and Ongoing, can be selected/unselected. Press <Alt>, type C for Commands, then select 'Select/Unselect All Jobs'. A check mark will appear next to each job on the JSS Jobs Window. Once selected, all of

---

the jobs will have a check mark in the far left column of the JSS Jobs Window.

**SHORTCUT: Press the <F6> key. If any jobs are selected, pressing <F6> will unselect all checked jobs.**

---

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Approve Job(s) <F8>  
Commands Menu Options  
Delete <F4>  
Export Job(s)  
Import Job(s)  
New Job  
Ongoing Job  
Print Menu Options  
Select/Unselect Job <F5>  
Trace Window  
Update to Ongoing <F9>  
Validate Job(s) <F7>

---

### Validate Job(s) <F7>

All records must be "validated" for completeness by the assignment work group before forwarding the record to the Programming Division's central computer. Records should be physically carried or "Crosstalk"-ed to the designated central computer in the Programming Division for addition to the division's central database and division approval.

The software verifies that all required data fields have been correctly filled (e.g., dates are in chronological order). Make sure all required data fields are complete and all errors corrected before exporting the record to the Programming Division.

- Select one or more jobs for validation. See 'Select/Unselect Job <F5>' or 'Select/Unselect All Jobs <F6>'. Note: If you do not select a job, the system will validate the job that is highlighted on the JSS Jobs Window.

Figure 4.3: Fields Not Passing Validation

Commands Data Entry Print Utilities Analysis		06/02/93 13:34:20
Job Error: 145000 - New Job - Job Design		
Fields Not Passing Validation	Page	Error Message
Staff Role	3	If an ATD is assigned, an EIC must be assigned. If a PD is assigned, a PM must be assigned. An ATD and PM cannot be assigned to the same job.
		Additional Information
Options: « EXIT »      Keys: F1 = Help   TAB = Next Field   ESC = Cancel ««« Use ↑ ↓ to Select Error Field, press [F3] to Edit Page. »»»		

- Press <Alt>, type C for Commands, then select 'Validate Job'.

**SHORTCUT: Press the <F7> key.**

- During validation the system reviews the data on each data entry page for completeness and performs edit checks. Problems encountered, if any, are listed on a screen along with the name of the data field, the data entry page number where the problem occurred, and a description of the problem. Use the arrow keys to scroll through the list of errors encountered. Problems can be corrected and the validation continued by highlighting a problem and pressing the <F3> key to access the data entry page and make the necessary corrections. After saving and exiting the data entry page, the system will continue with the validation. To exit the validation error screen without correcting any of the errors, press the <Esc> key.
- When the job successfully passes validation, a confirmation message appears briefly and a check mark appears next to 'Valid' in the JSS Jobs Window.

**Need More Help?**

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

---

► Data Entry Methods  
► Who Should Use JSS  
Approve Job(s) <F8>  
Commands Menu Options  
Division Approval Process  
Export Job(s)  
Job Completion Plan  
Save and/or Exit a Screen  
Select/Unselect Job <F5>  
Select/Unselect All Jobs <F6>

---

## Approve Job(s) <F8>

All official job paperwork (“New Job Proposal”; “Job Completion Plan”; MATS “Job Initiation Report”) must be approved concurrently and must have division approval before it is transmitted to the OPP or the data entered into MATS. Job Start information is to be forwarded to OPP promptly within 14 days of the Authorized Start. In the divisions, only the Assistant Comptroller General and the Director of P&R can approve new jobs or jobs advancing past “DPI: End of Job Design.” In other offices, approval by the unit head is required.

This option is only available to Programming Division P&R staff. More than one job can be selected if the approving official is the same person for each job.

- Select one or more jobs for approval. See ‘Select/Unselect Job <F5>’ or ‘Select/Unselect All Jobs <F6>’. Note: If you do not select a job, the system will approve the job that is highlighted on the JSS Jobs Window.
- Press <Alt>, type C for Commands, then select ‘Approve Jobs’.

**SHORTCUT: Press <F8>.**

- Type the name of the approving official and press <Enter>.
- The cursor moves to the list of jobs selected for approval. As you scroll through the list of jobs, the box on the right displays the short title and indicates whether the job has passed validation. Jobs selected for approval are marked with a check. To unselect a job, highlight the job and press <F5>.

Figure 4.4: Job Approval Screen

Commands Data Entry Print Utilities Analysis 06/03/93 9:02:08  
38 - Number of Job(s) to Approve

Approving Official:

Job Code	FY	Status
✓ 181974	93	Ongoing
✓ 182821	93	Ongoing
✓ 233376	92	Ongoing
✓ 233384	92	Ongoing
✓ 233397	93	New
✓ 233402	93	New
✓ 240106	92	Ongoing
✓ 240123	93	New
✓ 246047	93	New
✓ 247107	93	New

Additional Job Information:  
Short Title:   
Why OPR Exists?   
Valid: Yes

<<Approve>> Keys: F1 = Help|Shift F1 = Menu Help|TAB = Next Field|ESC = Cancel  
««« Type Last Name »»»

- To begin approving the checked job(s), tab to <<Approve>> and press <Enter>. If the job has not been validated, the system will attempt to validate the job before it approves the job. A job must pass validation before it can be approved. If the job does not pass validation, the problems are listed on a screen and you have the opportunity to correct them. If you do, the job will be validated and approved. If the validation errors are not fixed, the job will not be approved and the system will attempt to validate and approve the next job, if any. A pink message box appears as each job is validated/approved.
- When the job is approved, the 'Approved' column on the JSS Jobs Window will indicate 'YES'. This column can be viewed by pressing <Tab> until the 'Approved' column appears or clicking on the ► located at the bottom right corner of the JSS Jobs Window.

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- Programming Division Procedures
- Tips for P&R Users
- Commands Menu Options
- Division Approval Process
- Export Job(s)

---

Save and/or Exit a Screen  
Select/Unselect Job <F5>  
Select/Unselect All Jobs <F6>  
Validate Job(s) <F7>

---

## Update to Ongoing <F9>

For the purposes of JSS, a job is considered to be “ongoing,” when (1) the Job Design phase has been completed (“DP1” is reached); and (2) the EIC/PM is ready to update the JSS record. At this point, the job is ready to enter either the Data Collection/Analysis or Product Preparation phase.

- Select one or more new jobs for updating to ongoing. See 'Select/Unselect Job <F5>' or 'Select/Unselect All Jobs <F6>'. Note: If you do not select a job, the system will update the job that is highlighted on the JSS Jobs Window.
- Press < Alt>, type C for Commands then select 'Update to Ongoing'.

**SHORTCUT: Press <F9>.**

The system creates the ongoing job and copies the pertinent information from the new job to the ongoing job. Only New Jobs in the Job Design Phase which have been validated may be updated to ongoing (e.g., all pages for the new job are checked 'Completed' on the JSS Jobs Window and 'Valid' has been checked).

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

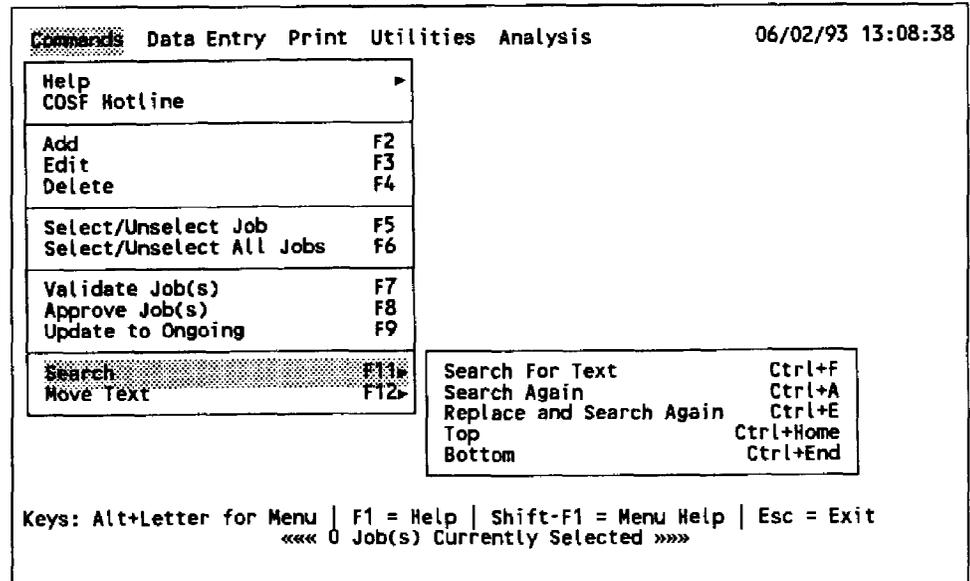
Commands Menu Options  
DP1: End of Job Design  
Job Completion Plan  
Ongoing Job  
Select/Unselect All Jobs <F6>  
Select/Unselect Job <F5>  
Status (Job)

---

## Search <F11>

The “search” feature is used to search for a word or phrase in the JSS Jobs Window or in a memo field on pages 7 and 8. The following features are provided.

Figure 4.5: Search Submenu



**Search for Text**  
<Ctrl> + F

- To search for a word or phrase, press <Alt>, type C, select 'Search' then select 'Search for Text'.

**SHORTCUT: Hold <Ctrl> and type F.**

- Type the word or phrase that you want to search for.
- If you are searching for text within a memo field and you also want to replace the text, type the new text in the 'Replace With' text box.
- Select the search criteria, if any, by marking the appropriate boxes with a check:

'Ignore Case' — ignore the upper and lower case.

'Match Words' — match whole words only, not portions of words.

'Wrap Around' — continue to search from the beginning of the JSS Jobs Window or memo field when the end is reached. When activated, "find" begins to search for text at the cursor location.

- Select <<Find>> to begin the search or <Cancel> to exit without searching for the text.

**Search Again**  
<Ctrl> + A

'Search Again' continues to search the remaining text. To continue your search from the current cursor position, press <Alt>, type C, select 'Search',

---

then select 'Search Again'. This menu option is only enabled once a "Find" has occurred.

**SHORTCUT: Hold <Ctrl> and type A.**

---

Replace and Search Again  
<Ctrl> + E

'Replace and Search Again' replaces matching text with the "Replace With" text specified in the "Search" option. Then, it continues to search for the next occurrence of matching text. To perform this operation, press <Alt>, type C, select 'Search', then select 'Replace and Search Again'. This menu option is only enabled once a "Find" has occurred.

**SHORTCUT: Hold <Ctrl> then type E.**

---

Top  
<Ctrl> + <Home>

Hold <Ctrl> and press <Home> to move the cursor to the first job in the JSS Jobs Window or the top of a memo field.

---

Bottom  
<Ctrl> + <End>

Hold <Ctrl> and press <End> to move the cursor to the last job in the JSS Jobs Window or the bottom of a memo field.

---

Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Commands Menu Options  
Memo Fields  
Page 7 - Narrative Information  
Page 8 - Division Use Only

---

Move Text <F12>

Text can be reorganized within and moved among the memo fields on Pages 7 and 8 using Cut, Copy and Paste. For example, you may want to move a sentence from the "Background" narrative to the "Methodology" narrative. You may also copy narrative from one job to another. This may be useful when preparing paperwork on a spin-off job.

Before you can cut, copy or paste you must highlight/block the text.

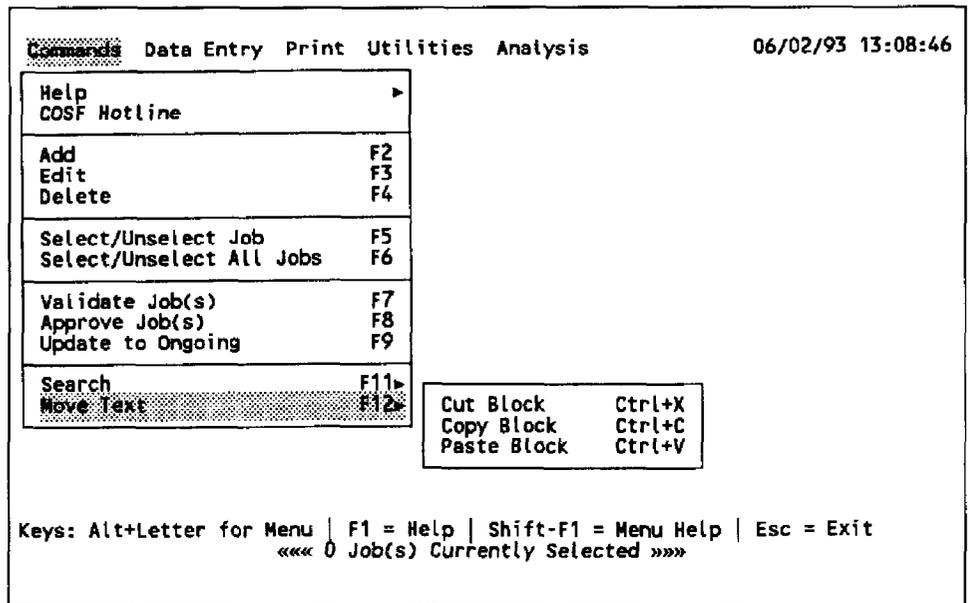
---

Blocking Text

Move the cursor to the beginning of the text, hold down the <Shift> key and press the right or down arrow key to highlight/block the text.

**SHORTCUT:** Using a mouse, point to the beginning of the text and drag the cursor to highlight/block the text. After you have blocked the text, you can cut, copy or paste.

Figure 4.6: Move Text Submenu



**Cut Block**  
<Ctrl> + X

'Cut Block' temporarily removes the blocked text from the screen for placement in a different location. After you highlight/block the text, press <Alt>, type C, select 'Move Text', then select 'Cut Block' to remove the text from your screen. To retrieve the cut text, refer to the "Paste Block" instructions below.

**SHORTCUT:** After you block the text, hold <Ctrl> and type X.

**Copy Block**  
<Ctrl> + C

'Copy Block' duplicates an existing portion of text for use in another location. After you highlight/block the text, press <Alt>, type C, select 'Move Text', then select 'Copy Block' to make a copy of the text. To retrieve the copied text, refer to the "Paste Block" instructions below.

**SHORTCUT:** After you block the text, hold <Ctrl> and type C.

**Paste Block**  
<Ctrl> + V

'Paste Block' places the cut or copied text at the cursor location. Before pasting, move the cursor where you want the text to be placed. After you

---

cut or copy a block of text, press <Alt>, type C, select 'Move Text', then select 'Paste Block' to place the text at the cursor location. You can continue to paste the same text over and over by simply changing the cursor place and choosing the "Paste Block" option.

**SHORTCUT: Hold <Ctrl> and type V.**

---

**Need More Help?**

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶ Using a Mouse
- Commands Menu Options
- Narrative Information
- Page 8 - Division Use Only

# Data Entry Menu Options

## Data Entry Menu Overview

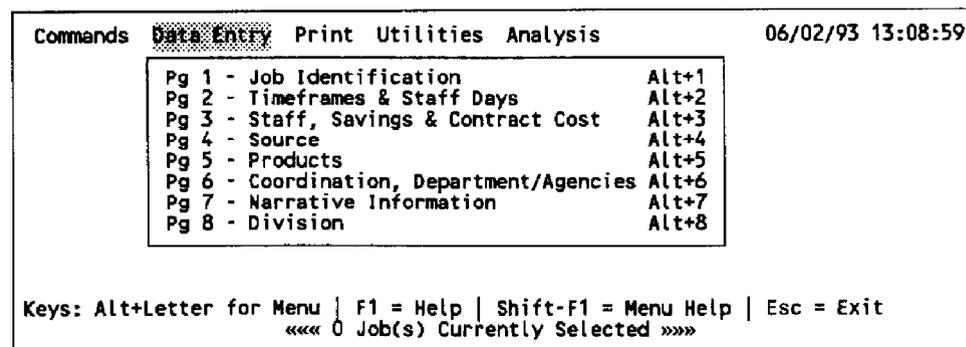
“Data Entry” is accomplished by accessing the JSS data entry pages and entering the necessary job information in the shaded blocks. There are eight data entry screens that pertain to each job (e.g., Page 1 through Page 8). The data entry screens will appear differently depending on whether the job is New or Ongoing; what phase the job is in; and whether the job is being undertaken in a response to a congressional, mandate or GAO’s basic legislative authority (BLR). They follow a logical format which should make entering data easier.

You can choose to enter all the data required on a particular page or only fill in selected fields, depending on the information you have available. As you move from one data entry field to another, instructions appear at the bottom of the screen and indicate whether the field is mandatory. (The instruction bar has been shaded pink, so it will “stand out”.)

Each time you exit and save a page, the system automatically checks the data entered to verify that data was entered for each of the mandatory data entry fields. If the page successfully passes the completion check, a check mark is inserted next to the page number on the JSS Jobs Window. All pages must be completed before the job can be validated and updated to ‘Ongoing’. You can also press <F1> for a description of the data required for the highlighted data entry field.

The Data Entry Menu provides access to the eight JSS data entry screens (Pages 1 through 8).

Figure 5.1: Data Entry Menu



### To Select a Page for Data Entry

- Highlight a job on the JSS Jobs Window.
- Press <Alt>, type D for Data Entry, then select a page for editing.

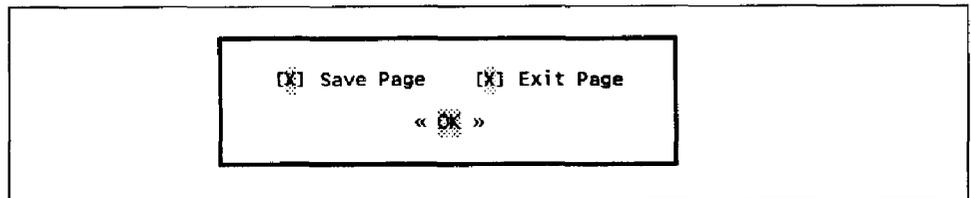
**SHORTCUT:** Press <Alt> and a number (1 through 8) to go directly to a data entry page.

## Exiting a Data Entry Page

There are three ways to exit a data entry page.

- Press <Tab> until <<Exit>> is highlighted and then press <Enter>.
- Press <Ctrl> + <Enter> at any point on the data entry page.
- Press the <Esc> key. <Esc> is typically used to exit without saving any modifications/additions to the page.

Figure 5.2: Exit and Save Page Choices



When exiting or escaping from a data entry page, you are provided with the following options:

- Exit without saving - Any additions/modifications made to the page will not be saved and you will return to the JSS Jobs Window. EXAMPLE: Check 'Exit Page' then select <OK>.
- Save without exiting - The data entered will be saved and you are returned to the page for further processing. EXAMPLE: Check 'Save Page' then select <OK>.
- Save and exit - The data entered on the page is saved and then checked to determine if data was entered for each of the mandatory fields. If all mandatory fields are complete, a check mark is inserted next to the page number on the JSS Jobs Window. EXAMPLE: Check 'Exit Page' and 'Save Page'; then select <OK>.
- To return to the Data Entry screen for further processing without saving or exiting, leave 'Exit Page' and 'Save Page' blank; then select <OK>.

When selecting <<Exit>> or pressing <Ctrl>+<Enter>, the system assumes you want to save and exit the page. Therefore, the system places a check mark next to 'Save Page' and 'Exit Page'. Remember, these check marks can be removed, if necessary.

Each time you exit a page, the Data Entry Menu is highlighted and the cursor is positioned on the next page. You can select another page for editing or press <Esc> to return to the JSS Jobs Window. Additionally, the system automatically checks the data entered to verify that data was entered for each of the mandatory data entry fields. If the page successfully passes the completion check, a check mark is inserted next to the page number on the JSS Jobs Window.

## Page 1 - Job Identification

Page 1 collects information that identifies the job and how it fits into the GAO work priority areas and issue area planning system. Press <Tab> to move from one field to the next. Many of the fields are selected from a pop up list which are represented by aqua brackets [ ]. Selecting data from a pop up list helps assure the accuracy of the data. To save and/or exit Page 1, select <<Exit>> or press <Ctrl>+<Enter>.

Figure 5.3: Page 1 - Job Identification

```

Commands Data Entry Print Utilities Analysis          05/26/93 13:45:00
PAGE 1: 145000 - New Job

 High Risk Area Code: [ ] Short Title: Sample Job; Toxic Releases
Job Title: Review of the Development, Accessibility, and Use of EPA's Toxic
           Chemicals Release Inventory

Prog. Division: [RCED ]
Primary Issue: [SUPERFUND 6B13]
Secondary Issue: [ ]
Resp. Area/Group: [Environment; Dyckman ]
Work Priority #1: [Fulfill statutory requirements ]
Work Priority #2: [ ]

 Government-Wide Implications

 Planned Job            Issue Area Plan
Key Effort #:
Anticipated Results #:
Objective #: 01

Accounting Field:
Name:

« Exit » Keys: F1 = Help|Shift F1 = Menu Help|TAB = Next Field|ESC = Cancel
          ««« ⏪ Checks/Unchecks Box »»»
    
```

The following fields must have data entered for the page to be checked off as completed on the JSS Jobs Window:

- If a high risk area job, select a high risk area code
- Short title
- Long title

- 
- Programming Division (this is system generated based on the job code but it can be changed)
  - Primary issue code and description
  - Responsibility Area/Group and Code
  - Work priority #1
  - If issue area plan is checked, enter an objective
  - If key effort is checked, enter the anticipated result
  - If the accounting field is entered, indicate the name

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Accounting Field/Name  
Anticipated Result  
Data Entry Menu Options  
Government-Wide Implications  
High Risk Area  
Issue Area Plan  
Job Title (Short)  
Job Title (Long)  
Key Effort  
Objective  
Planned Job  
Primary Issue  
Programming Division  
Responsibility Area/Group  
Save and/or Exit a Screen  
Secondary Issue  
Work Priorities

---

## Page 2 - Timeframes and Staff Days

Page 2 collects information about job phase, timeframes, performing units and staff days. After selecting the phase, JSS prompts only for information pertaining to that phase. JSS will also enter the most likely data where possible. Of course you may change any data if needed. The bottom section of the screen shows a summary of the job in terms of calendar time, staff days and approximate staff cost. The screen is designed to instantly show the impact of any changes on cost or schedule.

Figure 5.4: Page 2 - Timeframes and Staff Days

Commands Data Entry Print Utilities Analysis 05/26/93 13:46:24  
PAGE 2: 145000 - New Job

Start Date	Authorized 08/10/89	Actual / /
------------	------------------------	---------------

Phase Starting In:  
 Job Design  
 Data Collection  
 Product Preparation  
 Job is Complete.

DP1 End of Job Design	Estimate 12/31/89	Actual / /
DP2 One Third Point	/ /	/ /
DP3 Message Agreement	/ /	/ /
DP4 Director Approval	/ /	/ /
Issue Principal Prod.	/ /	/ /

Performing Units Details

Authorized Start Date.....	08/10/89
Authorized Job Design Product Delivery Date.....	12/31/89
Authorized Job Design Completion Date.....	12/31/89
Staff Days Authorized for Design Phase.....	
Current FY: 80; FY+1: 200; FY+2: 0 ;Unit Total: 240	

	Months		Staff Days		Staff Cost	
	Planned	Actual	Planned	Actual	Planned	Actual
Complete Design	4.7		390		\$223,230	
Total Job Estimate	[12:18]		[< 1000]		\$616,383	

< Exit > Keys: F1 = Help|Shift F1 = Menu Help|TAB = Next Field|ESC = Cancel  
 <<< Mandatory: TAB to correct selection and press < >>>

Press <Tab> to move from one field to the next. To add, edit, delete programming unit and performing unit information, highlight the performing unit list. As you scroll through the list of performing units, the details entered for each of the performing units is displayed. You can perform one of the following:

- To add a programming division and/or performing unit, move the cursor to the aqua box and press the <F2> key; then enter the details (dates and staff days). You can add up to 13 performing units. To save the details, select <<Save/Exit>> or press <Ctrl>+<Enter>. To cancel changes made to a programming division or performing unit press <Esc>.
- Highlight a programming division or performing unit in the aqua box and press the <F3> key to edit the details. To save the details, select <<Save/Exit>> or press <Ctrl>+<Enter>. To cancel changes made to the details press <Esc>.
- Press the <F4> key to delete the highlighted performing unit. You cannot delete the programming division, but you may change it on Page 1.
- To save and/or exit Page 2, select <<Exit>> or press <Ctrl>+<Enter>.

Different data entry fields are entered depending on the phase in which the job is starting. Data must be entered for the following fields for the page to be checked off as completed on the JSS Jobs Window:

---

**New Job - Job Design  
Phase**

- Phase Starting In
- DP1 End of Job Design - Estimated Date
- Performing Unit Details for each Identified Performing Unit/Programming Division:
  - Authorized Start Date
  - Authorized Job Design Product Delivery Date
  - Authorized Job Design Completion Date
  - Staff Days Authorized for Design Phase
- Total Job Estimate - Planned Months
- Total Job Estimate - Planned Staff Days

---

**New Job - Data Collection  
Phase**

- Phase Starting In
- Check if the job is completed, otherwise leave blank
- DP1 End of Job Design - Actual Date
- DP3 Message Agreement - Estimated Date
- DP4 Director Approval — Estimated Date
- Issue Principal Product — Estimated Date
- Performing Unit Details for each Identified Performing Unit/Programming Division:
  - Authorized Start Date
  - Authorized Product Delivery Date
  - Authorized Completion Date
  - Staff Days Authorized for the total job

---

**New Job - Product  
Preparation Phase**

- Phase Starting In
- Check if the job is completed, otherwise leave blank
- DP1 End of Job Design - Actual Date
- DP4 Director Approval - Estimated Date
- Issue Principal Product - Estimated Date
- Performing Unit Details for each Identified Performing Unit/Programming Division:
  - Authorized Start Date
  - Authorized Product Delivery Date
  - Authorized Completion Date
  - Staff Days Authorized for the total job

---

**Ongoing Job - Data  
Collection or Product  
Preparation Phase**

JSS only collects information needed by the Job Starts Group for Ongoing jobs. MATS changes should be made by marking up a Form 372.

- Phase Entering
- Actual Start Date
- DP1 End of Job Design - Actual Date
- DP3 Message Agreement - Estimated Date (only for Data Collection)
- DP4 Director Approval - Estimated Date
- Issue Principal Product - Estimated Date
- Performing Units - Only identify the units. JSS does not collect unit details for Ongoing jobs.
- Complete Design - Actual Staff Days Used
- Issue Product - Planned Staff Days

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

► Using the .jss Jobs Window

Actual Start Date

Add <F2>

Authorized Start Date

Data Entry Menu Options

Delete <F4>

DP1: End of Job Design

DP2: 1/3 Point Assessment

DP3: Message Agreement

DP4: Director Approval

Edit <F3>

Issue Principle Product (Estimated)

Job is Complete

Months: Total Job Estimates

Months: Complete Design

Months: Issue Product

Performing Unit: Completion

Performing Unit: Product Delivery

Performing Unit: Start

Performing Unit: Staff Days

Performing Unit List

Phase

Pop Up Lists

Programming Division

Save and/or Exit a Screen

Staff Days: Total Job Estimates

Staff Days: Issue Product

Staff Cost  
Staff Days: Completion Design

## Page 3 - Staff, Savings and Contract Cost

On Page 3 you can assign management and Programming Division staff, estimate potential dollar savings from the job and estimate the cost of any consulting or contracted work.

Press the <Tab> key to move from one field to the next. The first time you access Page 3 you are prompted to add the management staff (e.g. Issue Area Director; Assistant/Project Director; and EIC/PM). You must add these 3 management staff; then you can add up to 8 additional staff members, but only if they are assigned to the Programming Division. The staff member name, role, unit and dollar savings (for jobs in Job Design) are selected from pop up lists, denoted by aqua brackets [ ]. Selecting data from a pop up list helps assure the accuracy of the data. Also, it enables JSS to automatically enter details for staff members such as their unit and phone number.

Figure 5.5: Page 3 - Staff, Savings and Contract Cost

Commands Data Entry Print Utilities Analysis		05/26/93 13:47:59											
PAGE 3: 145000 - New Job - Job Design RCED (4880)													
Management/Programming Unit Staff		Details											
<table border="1"> <tr> <td>DIR HEMBRA, RICHARD L</td> <td>4880</td> </tr> <tr> <td>ATD DYCKMAN, LAWRENCE J</td> <td>4880</td> </tr> <tr> <td>EIC LONDON, ALICE L</td> <td>4880</td> </tr> <tr> <td>ASM DONAGHY, JAMES F</td> <td>4880</td> </tr> <tr> <td>OTH GUERRERO, PETER F</td> <td>4880</td> </tr> </table>		DIR HEMBRA, RICHARD L	4880	ATD DYCKMAN, LAWRENCE J	4880	EIC LONDON, ALICE L	4880	ASM DONAGHY, JAMES F	4880	OTH GUERRERO, PETER F	4880	Role: DIR Name: HEMBRA, RICHARD L Phone: (202) 512-6111 Unit: RCED Assign: 08/10/89 Status: (*) Active Release: 12/31/89 ( ) Released <input type="checkbox"/> Contact for Programming Unit	
DIR HEMBRA, RICHARD L	4880												
ATD DYCKMAN, LAWRENCE J	4880												
EIC LONDON, ALICE L	4880												
ASM DONAGHY, JAMES F	4880												
OTH GUERRERO, PETER F	4880												
<input type="checkbox"/> Anticipate Dollar Savings [Savings in Millions]: \$		Contract Cost Complete Design (Planned): \$ 34,900 (Actual): \$ 0 Total Job Estimated: \$ 34,900											
* Exit * Keys: F1 = Help   Shift-F1 = Menu Help   TAB = Next Field   ESC = Cancel *** [F2] Adds staff, [F3] Edits details, [F4] Deletes Staff ***													

To add, edit, or delete staff, scroll through the list of management/programming unit staff and perform one of the following:

- To add management or programming unit staff, press the <F2> key; then enter information about the staff member (assigned date, release date, status). You must add 3 management staff which JSS prompts you for. You can optionally add up to 8 additional staff members from the Programming Division. To save the staff data, select <<Save/Exit>> or press <Ctrl>+<Enter>. To cancel changes made to staff details, press <Esc>.
- In most cases, you will not need to edit staff member details unless you need to change data supplied by JSS or complete the data. Press the <F3> key to edit the details for a staff member. To save the staff member details, select <<Save/Exit>> or press <Ctrl>+<Enter>. To cancel changes made to staff details, press <Esc>.
- Press the <F4> key to delete the highlighted staff member. Management staff can not be deleted. If the name of the DIR, ATD/PD, or EIC/PM changes, you may select a new name by pressing <F3>.

The following data fields must be entered for each Management/Programming Unit Staff for the page to be checked off as completed on the JSS Jobs Window:

- Role
- Name
- Unit (this field can only be edited for management staff)
- Assign
- Release
- Status (Active and Released)
- Phone (mandatory only for management staff)

If dollar savings are anticipated, you must select an estimated dollar range for new jobs or an approximate amount in millions for ongoing jobs. Dollar savings can be selected from a pop up list, or you can enter numbers and "round" to the nearest \$5, \$10, or \$50 million dollars as appropriate. The dollar sign and commas will be printed automatically.

Different contract cost fields appear depending on the phase the job is starting.

- New jobs in the Job Design Phase - Planned Complete Design Cost and the Total Job Estimate.
- New jobs in the Data Collection or Product Preparation Phase -issue product cost.

- Ongoing jobs in the Data Collection or Product Preparation Phase - actual contract cost for the job design phase and the estimated contract cost for the total job.

To save and/or exit Page 3, select <<Exit>> or press <Ctrl>+<Enter>.

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Add <F2>  
Anticipated Dollar Savings  
Assigned Date  
Assistant/Project Director: Name  
Contact for Programming Unit  
Contract Cost  
Data Entry Menu Options  
Delete <F4>  
Edit <F3>  
Evaluator-In-Charge/Project Manager: Name  
Issue Area Director: Name  
Phone Number  
Pop Up Lists  
Release Date  
Save and/or Exit a Screen  
Staff Code  
Staff List  
Staff Name  
Status (Staff)  
Unit

## Page 4 - Source

Page 4 is used to enter information identifying the source of the assignment: congressional request, mandate, or basic legislative requirement (BLR). For congressional requests and mandates you must identify a lead requester or point of contact. A co-lead requester may also be identified when appropriate. Lead/Co-Lead information is new in JSS version 2.0. In prior JSS versions (1.0 and 1.1), information was collected about 2 "requests". With version 2.0, the focus has changed from "requests" to "requesters".

Figure 5.6: Page 4 - Source

```
Commands Data Entry Print Utilities Analysis          06/02/93 13:31:05
PAGE 4: 145000 - New Job

Source: ( ) Congressional Request
        ( ) Self-Initiated (BLR)
        ( ) Mandate

Keys: Alt+Letter for Menu | F1 = Help | Shift-F1 = Menu Help | Esc = Exit
     <<< Mandatory: TAB to correct selection and press ← to Select >>>
```

### Self-Initiated (BLR)

If you select self-initiated (BLR) as the source, additional information is not required on Page 4.

### Congressional Request

All data fields for the lead requester must have data entered for the page to be checked off as completed on the JSS Jobs Window. If a co-lead requester is identified, the associated data fields must also be entered (e.g., originated by, request date, CCAR number and subject). You should include additional CCAR numbers and subjects by tabbing to the CCAR window and pressing the <F2> key. (To delete a CCAR number from the CCAR window, highlight the CCAR number and press the <F4> key).

Committee and member names are selected from pop up lists. After you select a committee type/name, the system automatically fills in the chairman or ranking member. You can also type the information directly into the 'Committee Name' and 'Chairman' fields instead of selecting from the pop up list, but it is recommended that you use the pop up list because it contains the numeric code for the committee or member needed for MATS data entry.

Figure 5.7: Page 4 - Congressional Request

```

Commands Data Entry Print Utilities Analysis                                06/03/93 9:00:43
PAGE 4: 233397 - New Job
----- Lead Requester -----
From: Committee Name:
(*) Chairman HSE SUB OVERSIGHT&INVESTIGATION-ENER&COM
(*) Ranking
(*) Member Chairman:
(*) Other REP DINGELL, JOHN D
Originated By:
(*) Request Letter Request Date: 05/19/92
(*) Contact Memo CCAR Number: 92-1804 Subject: 01

----- Co-Lead Requester -----
From: Committee Name:
(*) Chairman
(*) Ranking Chairman:
(*) Member
(*) Other
Originated By:
(*) Request Letter Request Date: / /
(*) Contact Memo CCAR Number: Subject:

----- Other Lead Requester -----
* Exit * Keys: F1 = Help|Shift F1 = Menu Help|TAB = Next Field|ESC = Cancel
*** Mandatory: TAB to correct selection and press ← for Pick-List ***
    
```

**Mandate**

It is mandatory to identify the short name of the law or the committee report and lead Point of Contact along with the related CCAR number(s) and subject(s) for the page to be checked off as completed on the JSS Jobs Window. If a co-lead requester is identified you must enter the CCAR number and subject. You can identify additional CCAR numbers and subjects by tabbing to the CCAR window and pressing the <F2> key. (To delete a CCAR number from the CCAR window, highlight the CCAR number and press the <F4> key).

The name of the law, committee name(s) and member name(s) are selected from pop up lists. After you select a committee type/name, the system automatically fills in the chairman or ranking member. You can also type the information directly into the 'Committee Name' and 'Chairman' fields instead of selecting from the pop up list, but it is recommended that you use the pop up list because it contains the numeric code for the committee or member needed for MATS data entry.

Figure 5.8: Page 4 - Mandate

Commands Data Entry Print Utilities Analysis		05/26/93 13:49:20
PAGE 4: 145000 - New Job		
[Name of Law or Committee Report]: COMMUNITY RIGHT-TO-KNOW ACT OF 1986 CCAR Number: 89-4321 Subject: 89		Additional CCARs Number Subject [ ] [ ] [ ]
[ ] Lead Point of Contact: Committee Name: (*) Chairman SEN COM ENVIRONMENT AND PUBLIC WORKS ( ) Ranking Chairman: ( ) Member SEN BAUCUS, MAX CCAR Number: 89-4321 Subject: 89		
[ ] Co-Lead Point of Contact: Committee Name: ( ) Chairman ( ) Ranking Chairman: ( ) Member CCAR Number: - Subject:		
[ ] Other Lead Committees/Members < Exit > Keys: F1 = Help Shift F1 = Menu Help TAB = Next Field ESC = Cancel <<< Mandatory: ↓ for PopUp List >>>		

Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- Add <F2>
- CCAR List
- CCAR Number
- CCAR Subject
- Chairman/Ranking/Member or Requester Name
- Committee or Office Name
- Data Entry Menu Options
- Delete <F4>
- From (or Point of Contact)
- Lead or Co-Lead Requester
- Lead or Co-Lead Committee Contact—Mandates
- Name of Law/Committee Report
- Originated By
- Other Lead Requesters (or Committees/Members)
- Pop Up Lists
- Request Date
- Requester Pick List
- Save and/or Exit a Screen
- Source

## Page 5 - Products

Page 5 collects information about the principal product and one additional product. In Job Design, you do not have to identify a product, but if you do, you must identify the principal product. In Data Collection and Product Preparation you must identify a product. You may identify 2 products for New jobs and one for Ongoing jobs. The first time you access Page 5 you are prompted to add a product.

Figure 5.9: Page 5 - Products

```

Commands Data Entry Print Utilities Analysis                                05/26/93 13:57:25
PAGE 5: 145000 - New Job - Job Design

Product Name                                Code
-----
BRIEF RPT - COMMITTEE/SUBCOMMITTEE        B2

Product Detail
-----
Name: BRIEF RPT - COMMITTEE/SUBCOMMITTEE      Submitted to P&R:  /  /
Code: B2                                       Sent to Agency for Comments
                                                Estimated:      /  /
                                                Actual:         /  /

 Principal Product
 Time Critical
 Agency Comments Required

Product Number:                               Comment Extension Granted:  /  /
                                                Received Agency Comments:  /  /
                                                Sent to Final Processing:   /  /

                                                Product Issued:
                                                Estimated: 02/10/91
                                                Actual:     /  /

< EXIT >   Keys: F1 = Help|Shift-F1 = Menu Help|TAB = Next Field|ESC = Cancel
          *** [F2] Adds Product; [F3] Edits Details and [F4] Deletes Product ***
  
```

### Add a Product

Press <F2>. A list of products appears for selection. Scroll through the list and press the <Enter> key to select (or click the mouse). The selected product will appear in the product name box. (To exit without selecting a product, press the <Esc> key).

### Delete a Product

Highlight the product in the product name box and press the <F4> key.

### Add/Edit Details for a Product

Highlight the product in the product name box; then press <F3> to access the product details box. Depending on the phase and status of the job, different data entry fields appear as shown below:

#### New Job - Job Design Phase

- Principal Product - only one of the products, if any, can be a principal product.
- Time Critical - optional
- Product Issued Estimated Date - mandatory

---

New Job - Data Collection or  
Product Preparation Phase

All fields are accessible, depending on the data entered. For example, if the product was sent 'To Agency for Comments', the following dates can be entered: Sent to Agency for Comments (Estimated and Actual), Comment Extension Granted and Received Agency Comments. The following fields must have data entered for the page to be checked off as completed on the JSS Jobs Window:

- one product must be assigned as the principal product; and
  - you must enter the 'Product Issued Estimated Date' for any products identified (principal or non-principal).
- Ongoing Job - Data Collection or Product Preparation Phase
- Only one product can be selected and it is automatically assigned as a principal product.

---

Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Agency Comments Required  
Comment Extension Granted  
Data Entry Menu Options  
Edit <F3>  
New Job  
Ongoing Job  
Principal Product  
Product/Addressee  
Product List  
Product Issued (Estimated)  
Product Pop Up List  
Product Number  
Product Issued (Actual)  
Received Agency Comments  
Save and/or Exit a Screen  
Sent to Final Processing  
Sent to Agency for Comments  
Submitted to P&R  
Time Critical

---

Page 6 - Coordination  
and  
Department/Agencies

Page 6 collects information about other units you have coordinated with and the agencies where work will be performed. GAO staff are required to cooperate with the Congressional Budget Office (CBO); Congressional Research Service (CRS); Office of Technology Assessment (OTA); agency

Inspectors General; and other GAO (or external) audit/evaluation groups. This cooperation (or "coordination") includes avoiding duplication and overlap of work and providing assistance in meeting mutual goals. GAO and "sister agency" staff frequently find it useful to exchange information on related reports or projects. In addition, many "sister agency" staff appreciate receiving copies of GAO reports when completed. Any questions regarding "sister agency" relations should be forwarded to the Director of OPP, GAO's focal point for inter-agency relations. For additional guidance, see GAO's "General Policies/Procedures Manual," Chapter 14.

Figure 5.10: Page 6 - Coordination and Department/Agencies

```

Commands Data Entry Print Utilities Analysis                                05/26/93 14:00:27
PAGE 6: 145000 - New Job

Coordination:
Sister Agency Contacts
[X] CBO      Burnett, Andrew
[X] CRS      Scott, Glenn
[X] OTA      Ritchie, Simon

Coordination with GAO Units:
  >GGD
  HRD
  IMTEC
  OGC
  PEMD

Other External Coordinations:
[ ] Unresolved Coordination Issues.

Department/Agency where work is performed:
  >EPA      335

* EXIT *      Keys: F1 = Help|Shift-F1 = Menu Help|TAB = Next Field|ESC = Cancel
                <<< < Checks/Unchecks Box >>>
    
```

Press the <Tab> key to move from one field to the next. You must identify at least one department/agency where the work will be performed for the page to be checked off as completed on the JSS Jobs Window. All other fields are optional.

The data entry fields that appear on Page 6 are the same for both New and Ongoing jobs and do not change for the different job phases (e.g., job design, data collection, product preparation).

If you place a check next to CBO, CRS or OTA you must enter the name of the staff member with whom the assignment has been coordinated. If the

contact name is not entered, the system automatically unselects the coordination with that unit (CBO, CRS or OTA).

The 'Coordination With Other Units' and 'Department/Agency' fields are selected from pop up lists. <Tab> to the aqua box representing the pop up list and:

- Press the <F2> key to add 'Other Units' or 'Department/Agencies'. You can add up to 5 'Other Units' and must add at least one and no more than 10 'Department/Agencies'.
- Press the <F4> key to delete the highlighted 'Unit' or 'Department/Agency'.
- Press the <Esc> key to exit the pop up list without making a selection.

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Add <F2>

Congressional Research Service (CRS) Contact

Congressional Budget Office (CBO) Contact

Coordination with GAO Units

Data Entry Menu Options

Delete <F4>

Department/Agency

Office of Technology Assessment (OTA) Contact

Other External Coordinations

Save and/or Exit a Screen

Unresolved Coordination Issues (Check Box)

## Page 7 - Narrative Information

Memo fields that are accessible are highlighted. Memo fields that are dimmed do not require any data entry and cannot be selected. (The highlight bar will skip over these fields.) The accessibility of these fields is determined by the job phase and other previously entered job data. As you scroll through the list of memo fields, the box on the right side displays the text, if any, for the highlighted memo field. THE SHADED AREA REPRESENTS THE AMOUNT OF TEXT THAT CAN BE PRINTED ON THE "NEW JOB PROPOSAL" AND THE "JOB COMPLETION PLAN". Except for record forms, which are discussed below, you must enter text in each of the highlighted fields.

To enter or edit text, highlight the field name (e.g. background) and press <F3>. Mandatory memo fields must have at least 15 characters of narrative text entered for the page to be checked off as completed on the JSS Jobs Window. This is to help prevent unacceptable answers such as "Not Applicable". To exit and return to the list of memo fields, press <Tab> to highlight <<Save/Exit>> then press <Enter>.

**SHORTCUT:** You can copy narrative from 1 job to another. For example, for spin-off jobs, it may be helpful to copy the background memo field from a prior job. Refer to 'Move Text' instructions in Chapter 4.

## Record Forms

When Page 7 is accessed, the system determines if the job is a record form (e.g., New Job not in the job design phase, source is not self initiated (BLR), and the job requires 50 days or less). If the job is a record form, Key Questions is mandatory. Also, you will be asked to check the box if this is a "Spin-Off of a Prior Job". If it is a spin-off record, then 'Prior Work and Results' memo field is also required.

Figure 5.11: Page 7 - Narrative Information

Commands Data Entry Print Utilities Analysis 05/26/93 14:02:01  
PAGE 7: 145000 - New Job

Spin-off of a prior job?

- Background
- Key Questions
- Preliminary Results
- Prior Work and Results
- Methodology
- Potential Impact
- Potential Savings
- Unresolved Coordination
- May not Meet Work Priorities
- Long and Costly
- Late Start

Background: The Act requires certain manufacturers to annually report to the EPA and state governments on certain chemicals emitted into the environment. The EPA is required to annually compile this data and make it available to the public in computerized or other format(s).

< Exit > Keys: F1 = Help|Shift-F1 = Menu Help|TAB = Next Field|ESC = Cancel  
<<< Mandatory: Use ↑ ↓ to Select Narrative Field, Press [F3] to Type/Edit. >>>

## Background

Optional if the job is a record form. Otherwise, this field is mandatory for all New and Ongoing jobs.

Chapter 5  
Data Entry Menu Options

---

Key Questions	Mandatory for all New and Ongoing jobs.
Preliminary Results	Mandatory for all Ongoing jobs.
Prior Work and Results	Mandatory if the job is a spin-off record form or mandatory if it is a New job not in the job design phase and it is NOT a record form.
Methodology	Optional if the job is a record form. Otherwise, this field is mandatory for all New and Ongoing jobs.
Potential Impact	Optional if the job is a record form. Otherwise, this field is mandatory for all New and Ongoing jobs.
Potential Savings	Optional if the job is a record form and there are potential savings. Otherwise, this field is mandatory if dollar savings are greater than \$0 on Page 3.
Unresolved Coordination	Mandatory if 'unresolved coordination issues' is checked on Page 6 and the job is not a record form. Otherwise, this field is disabled and cannot be selected.
May Not Meet Work Priorities	This field is mandatory if 'may not meet work priorities' is selected as a work priority on Page 1 and the job is not a record form. Otherwise, this field is disabled and cannot be selected.
Long and Costly	This information is required, when: <ul style="list-style-type: none"><li>• JOB DESIGN will require more than 299 staff days or 5 or more months (Page 2); or</li><li>• JOB DESIGN IS "SKIPPED" and assignment will require more than 999 staff days or 12 or more months (Page 2) ; or</li><li>• TOTAL JOB will require more than 1,499 staff days or 18 or more months to complete (Page 2).</li></ul>

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Late Start

Mandatory if the job is started more than 90 days after the date of the congressional request (Page 4). Otherwise, this field is disabled and cannot be selected.

---

Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Anticipated Dollar Savings  
Background  
Data Entry Menu Options  
Edit <F3>  
Key Questions  
Late Start (Rationale)  
Long and Costly Job (Rationale)  
May Not Meet GAO Work Priorities  
Memo Fields  
Methodology  
Move Text <F12>  
New Job  
Ongoing Job  
Phase  
Potential Savings  
Potential Impact  
Preliminary Results  
Record Forms  
Search <F11>  
Source  
Spin-off Job  
Status (Job)  
Unresolved Coordination Issues (Check Box)  
Unresolved Coordination Issues (Text)

---

Page 8 - Division Use  
Only

This page is provided for Programming Divisions that wish to track "open issues" on assignments or include division comments on the job start forms. This page does not appear on the JSS Jobs Window because use of Page 8 is strictly optional and the data entered does not have to be validated. Page 8 is available only to P&R staff.

The Programming Division may identify the tracking status of a job as: "No Action Required", "Action Completed", or "Open Item". If the job has been

classified as having an "Open Item," the date that follow-up action must be taken should be entered. The nature of the follow-up action required may be described in "Division Tracking." As you highlight "Division Tracking" or "Note to JSG", the box on the right side displays the text, if any. To add/modify text, press <F3>:

- There is no limit to the amount of text that can be entered.
- Type the text as you would with any word processor, text will automatically wrap to the next line. Text can be reorganized within the memo fields and moved among memo fields using 'Move Text'. (See Chapter 4).
- To exit and save the text entered, press <Tab> to highlight <<Save/Exit>>, then press <Enter>. If you are using a mouse, simply point and click on <<Save/Exit>>.

Figure 5.12: Division Use Only

Commands Data Entry Print Utilities Analysis 05/26/93 14:02:33  
PAGE 8: 145000 - New Job

Tracking Status:  No Action Required Date: / /  
 Action Completed  
 Open Item

Division Tracking  
Note to JSG

Division Tracking:

< Exit > Keys: F1 = Help|Shift-F1 = Menu Help|TAB = Next Field|ESC = Cancel  
<<< Optional: TAB to correct selection and press <↑> >>>

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- Tips for P&R Users
- Data Entry Menu Options
- Division Tracking Report
- Division Tracking
- Memo Fields

---

**Chapter 5**  
**Data Entry Menu Options**

---

Move Text <F12>  
Note To JSG  
Save and/or Exit a Screen  
Search <F11>  
Tracking Status

# Reports Produced by JSS

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## Job Forms/Document Types

There are 3 job forms/document types which can be printed or viewed on the screen: New Job Proposal, Job Completion Plan, and MATS Job Initiation Report. You can also print/view the JSS data entry screens. Programming Division P&R staff may print a Division Tracking Report.

---

### New Job Proposal

A "New Job Proposal" (GAO Form 301) is a report which the system produces for new jobs. Once approved by the division, this document is forwarded to the OPP who presents it to the Comptroller General and the Job Starts Group. See Figure 6.1. The Job Starts Group holds biweekly Report Review meetings with each Programming Division to discuss new jobs and jobs moving past DP1 Job Design. The report is designed to provide key information about the assignment in a concise format. The Job Starts Group refers questions and feedback to OPP who contacts appropriate division staff. To minimize questions from the Job Starts Group, the report should provide a clear and complete description of the assignment. The report will be printed with the phrase "Not Validated" at the top of each page if the job did not pass JSS validation.

---

### Job Completion Plan

The system produces a "Job Completion Plan" (GAO Form 301) for all Ongoing jobs. See Figure 6.2. This report is prepared when the Job Design phase is completed unless the job is terminated. Once approved by the programming division, this document should be forwarded to OPP so it can be provided to the Comptroller General and the Job Starts Group. The report will be printed with the phrase "Not Validated" at the top of each page if the job did not pass JSS validation.

---

### MATS Form 300

The MATS "Job Initiation Report" (GAO Form 300) is produced by the system for all new jobs. See Figure 6.3. After all the approval signatures are obtained on the report, it should be forwarded to the MATS data entry staff so that the information can be input into GAO's MATS. This report must be printed for all new jobs. The report will be printed with the phrase "Not Validated" at the top of each page if the job did not pass JSS validation.

---

### Job Data

You may find it useful to print the job data that appears on a data entry page/screen:

- to use as a template for collecting information required before using JSS.

- to review or document information collected by JSS which does not print at the same level of detail on the MATS Form 300 or the job starts forms.
- to provide a copy of data entry screens in case the job code is wrong. In this case, you must reenter the data using the correct job code.

The system will print the job data entered for all pages or a specific page. This is particularly useful when proofing the data entered for the job or to provide a record of incomplete data. Also, although we strongly recommend that the evaluator draft the paperwork using JSS, those who are uncomfortable using a computer may print a set of data entry screens for use in drafting the data required by JSS. However, please note that JSS adapts data entry requirements to the circumstances of your particular job (e.g. each job phase requires different decision points). Therefore, data entry may not be required for every data field shown on the "Job Data" printout.

---

## How to Print or View

You may print or view a document from the Jobs Window or from any of the data entry pages. If you access the print menu while you are entering assignment information for a job, the system uses the currently selected job. To view/print a job other than the one you are currently working with, you must return to the JSS Jobs Window and highlight a job.

Note: If you print or view a job from a data entry page, the document will not contain any changes on that page if the page has not been saved.

To print multiple jobs, you must return to the JSS Jobs Window and mark the jobs for printing (e.g., highlight the job and press the <F5> key) before accessing the Print Menu.

**Chapter 6  
Reports Produced by JSS**

**Figure 6.1: New Job Proposal (GAO Form 301)**

This form is prepared from information entered at the start of a job. (Press <F2> to enter a new job into JSS.) The following example is for a job starting in the Job Design phase. For jobs starting in Data Collection or Product Preparation an additional block appears regarding Prior Work and Results, and the line labeled "Complete Design (Planned)" does not appear. JSS data entry page references and instructions are shown in italics.

Programming Division. (p. 1)

Short Job Title. (p. 1)

Other units "(EIC)" appears after lead region. (pp. 2, 3)

Job Code. Press <F2> to enter a new job code. Code cannot be changed.

Job Source Information. (p. 4)

Annual Work Plan and Issue Area Plan Information. (p. 1)

(DP1 Estimated - Authorized Start) / 30. (p. 2)

Sum of staff days authorized for each unit. (p. 2)

Primary Issue Area & Issue. (p. 1)

Issue Area, Associate & Assistant Directors. (p. 3)

Entered by P&R staff after job approval. Press <F8>.

Authorized job start and DP1 estimated dates. (p. 2)

Data Collection or Product Preparation phase only--Principal product estimated issue date. (p. 5)

Program or activity's intended purpose, legal authority, size, significance, how it fulfills its mission, and role of administering organization. (p. 7)

If applicable, describe prior work and results. If this job is a "spin-off", identify job codes and titles of related jobs, including staff days spent on each and preliminary results. (p. 7)

Expected action by agency or Congress as a result of job. Allows Job Starts Group to understand value of job relative to cost. (p. 7)

Select up to 2 of the Comptroller General's work priorities. (p. 1)

**New Job Proposal for the Comptroller General**

Toxic Releases RCED, CHRO ENVIRONMENTAL PROTECTION SUPERFUND HEMBRA, DYCKMAN Approved by: FULTZ

145000

Source: Mandate #1 Community Right-to-Know Act of 1986 SEN COM ENVIRONMENT AND PUBLIC WORKS #2

Planned Job in IAP

Product: BRHF RPT-COMMITTEE/SUBCOMMITTEE

		Resource Requirements			
		Months	Staff Days	Staff Cost	Contract Cost
Authorized Start	03/10/89	4.7	390	\$192,750	\$34,900
Complete Design (Planned)	12/31/89	12.18	500,999	\$510,000	\$34,900
Total Job Estimates					

**Background:** The Act requires certain manufacturers to annually report to the EPA and state governments on certain chemicals emitted into the environment. The EPA is required to annually compile this data and make it available to the public in computerized or other formats.

**Key Questions:** (1) Has the EPA implemented the program within the estimated time frame? (2) How has the EPA made data available to the public? (3) For what purposes are the EPA, other federal agencies, states and the public using the data? The Act also requires GAO to suggest legislative changes to improve the usefulness of the data.

**Methodology:** Question 1: (1) Obtain a broad national perspective through several questionnaires and "letters of inquiry" to diverse audiences; and (2) Review key program documentation, including EPA inspection and enforcement case files and statistics on industry and public outreach activities. Question 2: Conduct a random telephone survey of the public to gauge their awareness, use, and interest in the toxic-chemical release data. Question 3: The above-described survey data will be supplemented by case studies and discussions with EPA officials and state, industry and environmental organizations in Pennsylvania, Illinois, and Texas. Data usefulness will be determined by assessing the adequacy of EPA's data-processing controls.

**Potential Impact:** Legislation to give EPA clear inspection authority and to require federal facilities to report toxic emissions. Improvements in the EPA's efficient use of limited agency resources.

**Potential Savings:** None Anticipated

**GAO Work Priorities:** Fulfill statutory requirements

**Coordination:** No Unresolved Concerns CRS, CBO, OTA, GGD, HRD, IMTEC, OGC, PEMD

Printed: 05/03/93 (1) See Justifications on next page->

OPR OPP GAO Form 301 (5/93)

Principal product--You do not have to identify a product in the job design phase. (p. 5)

Staff/contract cost, staff day, and calendar month estimates. (pp. 2, 3)

Job Design phase--estimated size of total job. (p. 2)

Data Collection or Product Preparation phase only--(Principal product estimated issue - Actual Start) / 30. (pp. 2, 5)

Phrase key job objectives for whole job as questions in order of importance. (p. 7)

Describe collection and analysis plan for each "Key Question" by number. (p. 7)

Estimate and description of potential savings. Allows Job Starts Group to compare job's expected cost to its potential benefit. (pp. 3, 7)

Identify units coordinated with and any unresolved coordination concerns. (p. 6)

**Chapter 6**  
**Reports Produced by JSS**

This form is used to provide additional information about the job in some situations. The software will print this form when it is required. JSS data entry page references and instructions are shown in italics.

**Long or Costly.** When the job will require more than 999 staff days or 12 or more months to complete, or when the Job Design phase will require more than 299 staff days or 5 or more months to complete, explain both the activities required to accomplish job objectives and the expected job results or impact that justify the resources. (p. 7)

**May Not Meet GAO Work Priorities.** Such jobs include narrowly focused constituent-based requests that do not significantly contribute to issue area plan objectives. Explain steps taken to satisfy the requester's needs: e.g., referral to another agency or Inspector General or incorporating it into ongoing work with minimal investment. Describe discussions with the requester attempting to limit the scope of the job as much as possible. (p. 7)

**Late Start.** Usually assignments should begin within 90 days of the date of the request letter. Jobs which do not fit GAO's work priorities are sometimes delayed while attempting to negotiate a referral to another agency or a reduced scope. Higher priority work or jobs with critical time frames may impact ability to start a new assignment. Delays should be discussed with the requester. (p. 7)

**New Job Proposal for the Comptroller General**  
 Code 145000 (Continued)  
 Toxic Releases

Required Justifications

Long or Costly. Staff day and calendar-time requirements for this assignment are based on its complexity and labor intensity. Field, headquarters, and technical staff are needed. Considerable effort is required to develop, disseminate, process, and analyze the multiple questionnaires.

Note to JSG

May Not Meet GAO Work Priorities.

Unresolved Coordination Issues

Late Start

Note to JSG: P&R staff may enter any ACG, P&R, or Issue Area Director comments. (p. 8)

Unresolved Coordination Issues: Identify any unresolved concerns regarding coordination with other internal or external units. (p. 7)

Printed: 05/03/93

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OPR: OPP

GAO Form 301 (5/93)

**Chapter 6  
Reports Produced by JSS**

**Figure 6.2: Job Completion Plan (GAO Form 301)**

Prepare this form at the end of the Job Design Phase. Highlight the new job and press <F9> to update the job's status to ongoing. JSS data entry page references and instructions are shown in italics.

Programming Division (p. 1)      Short Job Title (p. 1)      Other units ("EIC") appears after lead region. (pp. 2, 3)      Job Code. Code cannot be changed      Code      Job Source Information (p. 4)      Annual Work Plan and Issue Area Plan Information (p. 1)      (DP1 Estimated - Authorized Start) / 30. (p. 2)

Primary Issue Area & Issue (p. 1)      (DP1 Actual - Actual Start) / 30. (p. 2)

Issue Area, Associate & Assistant Directors (p. 3)

Entered by P&R staff after job approval. Press <F8>.      Job Completion Plan for the Comptroller General

Actual job start date (p. 2)      Toxic Releases      145000      Source: Mandate      Planned Job in IAP

From New Job Proposal record, DP1 actual date (p. 2)      RICH CHIRO      #1 Community Right-to-Know Act of 1986      SEN COM ENVIRONMENT AND PUBLIC WORKS

Principal product estimated issue date (p. 5)      ENVIRONMENTAL PROTECTION      #2      Product CHAPTER RPT-COMMITTEE SUBCOMMITTEE

Approved by: FULTZ      HEMBRA, DYCKMAN

From New Job Proposal record, DP1 actual date (p. 2)      HEMBRA, DYCKMAN

Principal product estimated issue date (p. 5)      Approved by: FULTZ

Program or activity's intended purpose, legal authority, size, significance, how it fulfills its mission, and role of administering organization (p. 7)

Reasonable judgement of expected job results by key question (p. 7)

Expected action by agency or Congress as a result of job. Allows Job Starts Group to understand value of job relative to cost (p. 7)

Select up to 2 of the Comptroller General's work priorities (p. 1)

Contract cost and staff day estimates (pp. 2, 3)

(Principal product estimated issue - Actual Start) / 30. (pp.2,5)

Phrase key job objectives for whole job as questions in order of importance (p. 7)

Describe collection and analysis plan for each "Key Question" by number (p. 7)

Estimate and description of potential savings. Allows Job Starts Group to compare job's expected cost to its potential benefit (pp. 3, 7)

Identify units coordinated with and any unresolved coordination concerns (p. 6)

Resource Requirements		Staff Days	Staff Cost	Contract Cost
Actual Start	08/10/89	4.7	\$390	\$34,900
Complete Design (Planned)	12/31/89	9.0	\$760	\$34,900
Complete Design (Actual)	05/07/90	22.9	1,000	\$57,000
Issue Product	06/30/91			

Background. The Act requires certain manufacturers to annually report to the EPA and state governments on certain chemicals emitted into the environment. The EPA is required to annually compile this data and make it available to the public in computerized or other format(s).

Preliminary Results: Question 1. Industry non-filers are estimated to be at least 30%. EPA compliance and enforcement efforts appear limited, lack overall direction, and vary in emphasis and implementation among regions. Question 2: The EPA is not efficiently and effectively making the data available to the public. Question 3: The EPA and the States have done little to publicize and interpret the significance, limitations, and potential uses of the reported data. Data usefulness: Several legislative reporting requirements appear too exclusionary, thus limiting the potential usefulness of reported chemical releases. Accuracy of toxic release estimates is questionable, processing lacks timeliness, and key-punch errors exist.

Key Questions: (1) Has the EPA implemented the program within the estimated time frame? (2) How has the EPA made data available to the public? (3) For what purposes are the EPA, other federal agencies, states, and the public using the data? The Act also requires GAO to suggest legislative changes to improve the usefulness of the data.

Methodology: Question 1: (1) Obtain a broad national perspective through several questionnaires and "letters of inquiry" to diverse audiences and (2) review key program documentation, including EPA inspection and enforcement case files and statistics on industry and public outreach activities. Question 2: Conduct a random telephone survey of the public to gauge their awareness, use, and interest in the toxic chemical release data. Question 3: The above-described survey data will be supplemented by case studies and discussions with EPA officials and state, industry, and environmental organizations in Pennsylvania, Illinois, and Texas. Data usefulness will be determined by assessing the adequacy of EPA's data-processing controls.

Potential impact: Legislation to give the EPA clear inspection authority and to require federal facilities to report toxic emissions. Improvements in the EPA's efficient use of limited agency resources.

Potential Savings: None Anticipated

GAO Work Priorities: Fulfill statutory requirement

Coordination: No Unresolved Concerns CRS, CBO, OTA, GGD, HRD, IMTEC, OGC, PEMD

Printed: 05/03/93      (1)      See Justifications on next page->

OPR: OPP      GAO Form 301 (5/93)

**Chapter 6**  
**Reports Produced by JSS**

This form is used to provide additional information about the job in some situations. The software will print this form when it is required. JSS data entry page references and instructions are shown in italics.

Job Completion Plan for the Comptroller General  
Code 145000 (Continued)  
Toxic Releases

Long or Costly: When the job will require more than 1,499 staff days or 18 or more months to complete, explain both the activities required to accomplish job objectives and the expected job results or impact that justify the resources. (p. 7)

May Not Meet GAO Work Priorities: Such jobs include narrowly focused constituent-based requests that do not significantly contribute to issue area plan objectives. Explain steps taken to satisfy the requester's needs: e.g., referral to another agency or Inspector General or incorporating it into ongoing work with minimal investment. Describe discussions with the requester attempting to limit the scope of the job as much as possible. (p. 7)

Unresolved Coordination Issues: Identify any unresolved concerns regarding coordination with other internal or external units. (p. 7)

Note to JSG: P&R staff may enter any ACG, P&R, or Issue Area Director comments. (p. 8)

Required Justifications

Long or Costly: Staff day and calendar-time requirements for this assignment are based on its complexity and labor intensity. Field, headquarters, and technical staff are needed. Considerable effort is required to develop, disseminate, process, and analyze the multiple questionnaires.

May Not Meet GAO Work Priorities.

Unresolved Coordination Issues.

Note to JSG.

Printed: 05/03/93

-1a-

OPR, OPP

GAO Form 301 (5/93)

Figure 6.3: MATS Job Initiation Report (GAO Form 300)

This form is prepared from information entered at the start of a job. (Press <F2> to enter a new job into JSS.) The following example is for a job starting in the Job Design phase. For jobs starting in Data Collection or Product Preparation, JSS will prompt you to enter additional decision point dates. JSS data entry page references and instructions are shown in the margins.

United States General Accounting Office  
**MATS Job Initiation Report**

GAO

---

**A. General Information**

1 Job Code: 145000      2 Programming Division: RCED      3 Self-Initiated: No  
 4 Responsibility Area: N      5 Group: M      6 Leadership: E      7 Critical Assignment: No

8 Title: Review of the Development, Accessibility, and Use of EPA's Toxic Chemicals Release Inventory

9 Short Title: Sample Job: Toxic Releases

10 Primary Issue: 6813 SUPERFUND

11 Secondary Issue:

12 Annual Work Plan Reference:

13 Director:      Name      Unit  
 HEMBRA, RICHARD L      RCED (4880)  
 14 Assistant/Project Director:      DYCKMAN, LAWRENCE J      RCED (4880)  
 15 EIC/Project Manager:      LONDON, ALICE L      RCED (4880)

16 Department/Agency:      a. EPA 335      b.      c.      d.      e.

17 Governmentwide Implications: No      18 Accounting Field:      19 Accounting Field Name:

---

**B. Decision Points**

20 Skip Collection/Analysis Phase: No

	Estimated Date	Actual Date
21. Authorized Start:		08/10/89
22. DP1: End of Job Design	12/31/89	
23. DP2: One-Third Point		
24. DP3: Message Agreement		
25. DP4: Director Approval		

---

**C. Performing Organization Authorizations**

26 Performing Organization	27 Lead	28 Authorized Dates			29 Authorized Staff Days		
		Job Start	Product Delivery	Job Completion	FY	FY+1	FY+2
a. RCED 4880	Yes	08/10/89	12/31/89	12/31/89	40	200	0
b. CHIRO 7030	No	08/10/89	12/31/89	12/31/89	20	130	0
c.							
d.							
e.							
f.							
g.							
h.							
i.							
j.							
k.							
l.							
m.							
Total					60	330	0

OPR. OIMC/WSC      GAO Form 300 (5/93)

Press <F2> to enter a new job code. Code cannot be changed.

Enter data on p. 1.

Enter data on p. 1.

Not collected in Version 2. 0.

Enter data on p. 3.

Enter data on p. 1.

In Product Preparation phase, JSS prints "Yes." Otherwise, JSS prints "No."

Add performing units and information regarding these units on p. 2.

Programming Unit: Estimated Issue date for principal product (p. 5). In Job Design, the same date as DP1 Estimated (p. 2)—the product would typically be a design paper or other interim product.

Other Performing Units: Date agreed to by the Programming Organization for the Unit to deliver its internal product (e.g., a workpaper summary, draft chapter, or draft report).

Enter Job Source on p. 4.

Always "No" in Version 2. 0.

Obtained from EIC or PM entered on p. 3.

JSS determines which dates are required based on the job phase (p. 2).

Programming Unit: Date authorized for assignment completion. In Job Design, this should be the same as DP1 Estimated date (p. 2). For other phases, date must be on or after the principal product's Estimated Issue date (p. 5).

Other Performing Units: Date authorized by the Programming Organization for the Unit to complete its portion of the job. In Job Design, this should be the same as DP1 Estimated date (p. 2). For other phases, date must be on or after Unit's authorized Product Delivery date.

**Chapter 6**  
**Reports Produced by JSS**

This is the second page of the MATS Job Initiation Report. The following example is for a job starting in the Job Design phase with one planned product. Identifying the principal product is optional in the Job Design phase. Up to two products--one principal and one non-principal--may be entered and printed in section D. JSS data entry page references and instructions are shown in the margins.

Enter up to 2 products on p. 5. Only 2 estimated dates are used; all the remaining dates are actual.

Job Code: 145000

**D. Job Products**

30A. Product Type/Addressee Code and Name	(B2) BRIEF RPT.-COMMITTEE/SUBCOMMITTEE	35A. Event:	Estimated Date	Actual Date
31A. Principal: Yes		a. Submitted to P&R		/ /
32A. Time Critical: No		b. Sent to Agency for Comments	/ /	/ /
33A. Agency Comments Required: No		c. Comments Extension		/ /
34A. Product Number:		d. Received Agency Comments		/ /
		e. Sent to Final Processing		/ /
		f. Product Issued	02/10/91	/ /

Enter data on p. 4.

**E. Congressional Request/Mandate**

36. CCAR Number and Subject:

a. 89-4321 89	b.	c.	d.
e.	f.	g.	h.

37. Lead/Co-Lead Requester(s)

a. Lead: Chairman	SEN BAUCUS, MAX	(2102603)
b. Co-Lead:	SEN COM ENVIRONMENT AND PUBLIC WORKS	(1138000)

Programming Unit data from p. 2. Only jobs in Product Preparation phase with very short time frames would be completed before job paperwork is prepared. Contact name and phone number from p. 3.

**F. Performing Organization Activity**

38. Product Delivery	Estimated Date	Actual *#	40. Estimate of Staff Days Required
39. Job Completion	12/31/89		For Job: 240 For FY: 40
41. Contact Name: DYCKMAN, LAWRENCE J			42. Telephone No. (202) 512-9692

**G. Performing Organization Staff**

43. Name:	44. Staff Code	45. Assigned	46. Released	47. Status
a. HEMBRA, RICHARD L	DIR	08/10/89	12/31/89	Active
b. DYCKMAN, LAWRENCE J	ATD	08/10/89	12/31/89	Active
c. LONDON, ALICE L	EIC	08/10/89	12/31/89	Active
d. DONAGHY, JAMES F	ASM	08/10/89	12/31/89	Active
e. GUERRERO, PETER F	OTH	08/10/89	12/31/89	Active
f.				
g.				
h.				

Staff assigned to the Programming Division appear here. JSS prints Issue Area Director, Assistant Director, and EIC/PM identified on p. 3 if they are assigned to the Programming Unit. Regional staff or staff from other units may not be added here. Instead, they should be added to the first MATS Master Job Report (372).

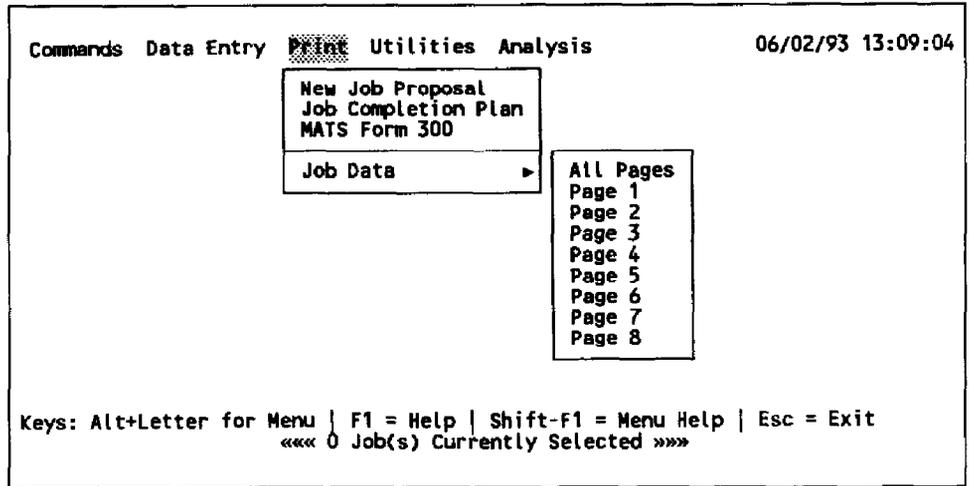
After approval signatures and dates are obtained, the Programming Unit P&R staff will press <F7> to validate the job and enter the name of the highest approving official (usually the ACG or Director of P&R).

**H. Approvals**

	Signature	Date
48. Assistant Comptroller General:	_____	_____
49. Director:	_____	_____
50. Assistant Project Director:	_____	_____
51. EIC/Project Manager:	_____	_____

GAO Form 300 (5/93)

Figure 6.4: Print Menu



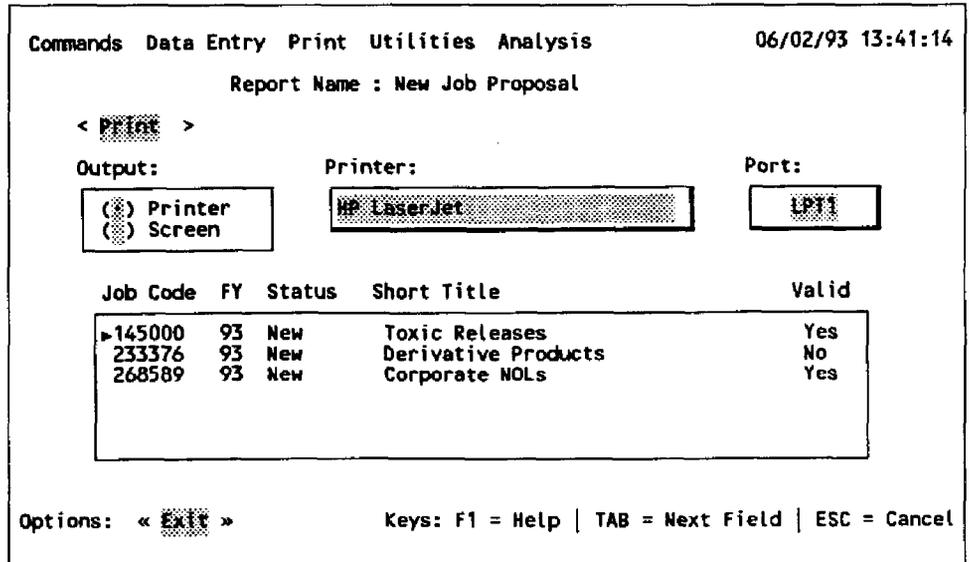
**Access the Print Menu**

Press <Alt> and type P to access the Print Menu.

**Select a Document Type**

Highlight a document type (e.g. New Job Proposal, Job Completion Plan, MATS Form 300, or Job Data) and press <Enter> to select.

Figure 6.5: Printing Instructions Screen



**Select the Output Device**

Highlight the correct output device and press <Enter> to select. A dot (•) appears next to the selected output device. Documents can be printed on the printer shown in the printer box or viewed on the screen. It is often

useful to view a document while you are entering the narrative information (e.g., Page 7 - Background) to determine how much of the text will print on the report.

---

### Select Printer Type

Tab to the printer pop up list press <Enter> to access a list of printer types supported by JSS (C. Itoh, Diablo 620 & 630, Epson, HP Laserjet, IBM Laser in HP mode). Highlight the correct printer type and press <Enter> to select. Note: Older Epson printers (e.g., Epson FX85/185) do not contain the IBM graphics character set necessary to print horizontal and vertical lines. If you use a non-graphic printer, other letters or symbols will print instead of lines.

---

### Select Printer Port

Tab to the port pop up list and press <Enter> to access a list of ports (LPT1, LPT2, COM1, COM2). Highlight the correct port and press <Enter> to select.

**REMEMBER:** It is not necessary to select a printer each time you print, since JSS “remembers” the last printer and port used. If the printer type or port being used has changed from the last time JSS printed a document, select the printer type and port.

---

### Select Job to Print to Screen

A list of jobs selected for printing/viewing appears in a box. All jobs will be printed if the output device is 'Printer'. If the output device is 'Screen', then only the job marked with a ► will print.

Press <Tab> to access the list of jobs. The following information is provided: FY, status, short title and whether the job has been validated. To select a different job to view on the screen, highlight the job and press <Enter>.

---

### Print or View the Selected Job(s)

Tab to <Print> and press <Enter> to begin printing the document or viewing the document on the screen. Note: To stop a document from printing, press <Esc>.

- If the selected output device is 'Printer', ALL of the jobs that appear in the box will be printed.
- If the selected output device is 'View', a ► will appear next to the job that will be viewed on the screen. When you select a document for viewing,

---

only a portion of the document appears on the screen. Therefore, to view the remaining document contents use the <PgUp>, <PgDn>, <Home> and <End> keys or click the scroll bars that appear on the right (▲ ▼) and bottom (◀▶) sides of the screen. When you are finished viewing the document, press <Esc> to exit.

---

**Need More Help?**

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

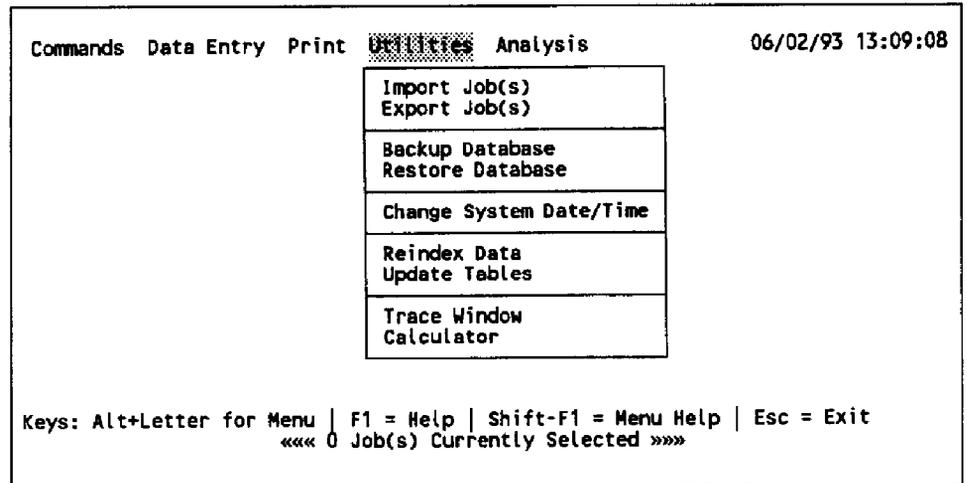
- ▶ Equipment and Configuration
- ▶ Understanding the JSS Menu
- ▶ Using the JSS Jobs Window
- Division Tracking Report
- Job Completion Plan
- Job Data
- MATS Form 300
- New Job Proposal
- Save and/or Exit a Screen
- Select/Unselect All Jobs <F6>
- Select/Unselect Job <F5>

# Utilities

## Utilities Menu Overview

The following utilities are available: Import Jobs, Export Jobs, Backup JSS Data, Restore JSS Data, Change System Date/Time, Reindex Data, Update Tables, access to a trace window to view history of a job, and an on-line calculator.

Figure 7.1: Utilities Menu



## Import Job(s)

The Import Job(s) option uploads Job data from a floppy disk.

- Press <Alt>, type U for Utilities; then select 'Import' to begin importing jobs contained in an export file.
- Insert a diskette that contains exported job data; then type A or B to designate the drive where the exported files reside.
- The system will verify that the diskette contains exported data files. Jobs exported to OPP will have a ".V2O" filename extension. Jobs not exported to OPP will have a ".V2J" filename extension. The system will also import and convert jobs created by JSS version 1.1 which have a ".JSS" extension. If such files are not present on the diskette, an error message appears prompting the user to insert the correct diskette.
- Highlight a filename for importing and press <Enter> to select.
- Select <<OK>> to begin the import process. To cancel without importing any jobs, press <Esc>.

A list of jobs found in the import file appears on the screen. As you scroll through the list of jobs, the box on the right side displays the following information for each job: short title and whether the job has been validated, approved or sent to OPP; the date and time the job was last

modified; and the name of the user who modified the job. Jobs marked with a check mark will be imported.

Figure 7.2: Importable Jobs

```

Commands Data Entry Print Utilities Analysis      06/03/93  8:58:33
12 - Importable Jobs.

Job Code  FY  Status
✓ 391183  92  Ongoing
✓ 391210  92  Ongoing
✓ 392758  93  Ongoing
✓ 393511  92  Ongoing
✓ 393513  92  Ongoing
✓ 393543  93  Ongoing
✓ 703003  93  New
✓ 703009  93  New
✓ 709007  93  New
✓ 709013  93  New
✓ 709014  93  New
✓ 711012  93  New
✓ 711017  93  New

Additional Job Information
Short Title:
State Guard OCS Programs

Job Valid: Yes
Approved: Yes
Sent to OPP: No

Date and Time of Last Update:
Date: 03/11/93      Time: 12:14:25
User Name: Beusse

<Import>      Keys: F1 = Help|Shift F1 = Menu Help|TAB = Next Field|ESC = Cancel
<<<< Press [F5] to Select/Unselect Jobs to Import >>>>
  
```

- To select/unselect jobs from the list of importable jobs, highlight the job and press <F5>.
- Tab to <Import> to continue with importing the selected jobs (e.g., jobs marked with a check). To cancel without importing a file, press <Esc>.
- The system compares the jobs on the diskette to jobs residing on the hard disk. If the job code and status of the job(s) being imported matches one on the hard drive, a list of jobs already on the hard drive appears. The user must determine which version (diskette or hard disk) is the most current.

As you scroll through the list of duplicate jobs, the boxes on the right display the following trace information for the floppy diskette and hard disk version of each duplicate job: the date/time of last modification; short title; and the name of the user who modified the job. A pink box outlines the selected job (retain on hard disk or import from floppy disk). Press <F5> to change between retaining the job that appears on the hard disk or overwriting the job residing on the hard disk with the job being imported from the floppy diskette.

Figure 7.3: Jobs Already Existing on the Hard Drive

Commands Data Entry Print Utilities Analysis 06/03/93 9:00:05  
12 - Jobs Already Exist on Hard Drive.

Job Code	FY	Status
✓ 391183	92	Ongoing
391210	92	Ongoing
392758	93	Ongoing
✓ 393513	92	Ongoing
393543	93	Ongoing
✓ 703003	93	New
703009	93	New
709007	93	New
709013	93	New
709014	93	New
711012	93	New
711017	93	New

Retain

Hard Disk  
Short Title: FY 1994 Navy O&M Budget Review

---

Date and Time of Last Update  
Date: 02/18/93 Time: 10:45:19  
User Name: dasher

Import

Floppy Disk  
Short Title: FY 1994 Navy O&M Budget Review

---

Date and Time of Last Update  
Date: 02/18/93 Time: 10:45:19  
User Name: dasher

<Import> Keys: F1 = Help|Shift F1 = Menu Help|TAB = Next Field|ESC = Cancel  
««« Press [F5] to Select/Unselect Jobs to Import »»»

A check mark appears next to duplicate jobs that will be imported from floppy diskette. REMEMBER, IF YOU SELECT THE FLOPPY DISK VERSION, THE JOB THAT RESIDES ON THE HARD DISK WILL BE OVERWRITTEN.

<Tab> to <Import> and press <Enter> to continue with importing the select jobs.

- A message is displayed that indicates the total number of jobs imported.
- Once all selected records have been imported to the hard disk, the JSS Jobs Window appears.
- The imported data can be edited using the Data Entry options.

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- Change System Date/Time
- Data Entry Menu Options
- Export Job(s)
- Save and/or Exit a Screen
- Select/Unselect Job <F5>
- Select/Unselect All Jobs <F6>

Trace Window  
User Name  
Utilities Menu Options

---

## Export Job(s)

The Export Job(s) option downloads Job data to a floppy diskette. The data may then be "Crosstalked" to another microcomputer and imported to a microcomputer where JSS is installed. This option allows users to transfer Job data between work stations. ONLY THE CENTRAL COMPUTER IN THE PROGRAMMING DIVISION CAN BE USED TO EXPORT RECORDS TO OPP. All records must be validated prior to being exported to the Central Computer in the Programming Division and must be approved before exporting to OPP. This option requires a formatted diskette to receive the exported data.

- Select one or more jobs for export by highlighting a job and pressing <F5>. To select all jobs that appear in the JSS Jobs Window, press <F6>. Note: If you do not select a job, the system will export the job that is highlighted on the JSS Jobs Window.
- Press <Alt>, type U for Utilities, then select 'Export Job(s)' to begin exporting the jobs.
- The top of the screen indicates the number of jobs selected for exporting.
- Insert a blank formatted diskette into drive A or B; then type A or B to designate the selected drive.
- Type the name of the export file that will receive the selected jobs. Note: If a previously exported file with the same filename is present on the diskette, you will be asked if you want to overwrite it with the new data. Type 'Y' to overwrite the file or 'N' to cancel and then enter a different export filename.
- DIVISION MACHINE ONLY - Check if the job will be sent to OPP. Jobs exported to OPP will have a ".V2O" filename extension. Jobs not exported to OPP will have a ".V2J" filename extension.

Note: Only validated and approved jobs can be exported to OPP. A pink message box appears informing the user that only validated and approved jobs can be selected for export. For example, if 4 jobs were selected for export to OPP and 3 of the jobs had been validated/approved, the system would only export the 3 validated/approved jobs and provide a list of the jobs which were not exported.

- Select <OK> and the selected job(s) will be exported to the diskette. To cancel without exporting the jobs, select <Cancel>.

- A series of messages appears as the jobs are exported to the diskette. When the export is completed, the JSS Jobs Window appears.

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Approve Job(s) <F8>  
Import Job(s)  
Save and/or Exit a Screen  
Select/Unselect Job <F5>  
Select/Unselect All Jobs <F6>  
Utilities Menu Options  
Validate Job(s) <F7>

## Backup Database

This utility allows the user to copy all data to a floppy diskette for safe storage. Backup copies the following files in the JSS directory: job.\*, perfunit.\*, staff.\*, source.\*, product.\*, coord.\*, dept.\*, and trace.\*. (The following extensions are backed up for each file: DBF, FPT and CDX). Performing backups on a regular basis will avoid unnecessary loss of data due to disk errors and system "crashes". The procedures and frequency of the backup process may be determined within each division and/or work group in cooperation with the microcomputer focal point. **DO NOT USE THE BACKUP OPTION TO SAVE A COPY OF A PARTICULAR JOB(S); INSTEAD USE THE EXPORT JOB OPTION TO SAVE PARTICULAR RECORDS.**

- Press <Alt>, type U for Utilities, then select Backup Database.
- Insert a blank formatted diskette into drive A or B.
- Type A or B to indicate the drive where the JSS databases will be backed up.
- If files are on the diskette, you will be warned that they will be overwritten by the new data. Press any key to continue with the backup.
- A message appears as the files are being backed up to diskette. The backup may require more than one diskette; therefore, insert a blank formatted diskette as requested.

Note: If you maintain a large database (e.g. the Central Division computer) you will need more than one diskette. OPP currently has about 3,100 records in its database which requires five 3-1/2 inch diskettes for backup.

- 
- When completed, the JSS Jobs Window appears. Remove and label the diskette.

---

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶ Critical Tips for Preventing Problems
- Restore Database
- Utilities Menu Options

---

## Restore Database

This option restores JSS data that has been backed up to diskette using the 'Backup Database' option found in the Utilities menu. USING RESTORE WILL REPLACE ALL JSS DATA FILES ON THE HARD DISK. Performing backups on a regular basis will avoid the unnecessary loss of data due to disk error and system "crashes".

- Press <Alt>, type U for Utilities; then select Restore Database.
- Insert the backup diskette into drive A or B.
- Identify the correct drive. Press any key to begin restoring the JSS database(s). Note: The restore procedure may require more than one diskette; therefore, insert the next backup diskette in sequence as requested.
- A message appears as the files are being transferred to the hard disk.
- When completed, the JSS Jobs Window appears.

---

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- Backup Database
- Utilities Menu Options

---

## Change System Date/Time

JSS keeps track of when and who enters job information (See "Trace Window"). This information is used when importing records to determine whether the record in the floppy disk or the hard drive is most current. It is extremely important that this information be accurate. This option is used to update the microcomputer's date and time.

- Press <Alt>, type U for Utilities; then select Change System Date/Time.

- 
- Type the new date in MM/DD/YY format (e.g., month/day/year).
  - Type the new time in HH:MM:SS format (e.g., hours:minutes:seconds).
  - Select <<Save>> to save the date and time or <Cancel> to exit without saving any changes.

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Import Job(s)  
Trace Window  
Utilities Menu Options

---

## Update Tables

JSS uses “pick lists” extensively which allow the user to select from a list of valid entries. These “pick lists” consist of MATS tables and tables maintained by OPP. MATS tables used in JSS include the personnel, issue area, requester, department/agency, product/addressee, and organization tables. Tables maintained by OPP include the internal coordination list, and GAO’s list of High Risk Areas and Work Priorities. OIMC maintains the Responsibility Area and Group list. These tables require updating periodically. The personnel table changes most frequently. Other tables are usually updated at particular points during the year. For example, the issue area table is updated prior to the beginning of each fiscal year and significant changes to the requester table are usually made in January. Other changes are made as needed.

You may update the tables used by JSS as often as every 2 weeks if you wish. However, it is probably not necessary to update this frequently. For example, even if there are changes to the personnel and requester tables, JSS still allows you to enter names which are not included in the list.

Certain tables, however, must be updated in order to select revised table entries. These include the issue area and High Risk Area tables. If your unit is affected by changes to these tables, you should update tables in JSS. For example, if an issue is added to an issue area in which you work, you must update JSS tables in order to select the new issue.

---

## Downloading From HIS

The JSS Coordinators in each Division, Field Office, OSI and OCE should establish procedures and time frames for updating JSS tables in their unit. At a minimum, JSS tables should be updated at the beginning of each

quarter. Additionally, OPP or OIMC will notify JSS Coordinators when significant changes are made to tables which require interim updating of JSS.

OIMC's COSF will update JSS tables every 2 weeks on the last Friday of the pay period and load them on the House Information System (HIS). Therefore, new JSS tables will be available from HIS on the first Monday of each pay period.

OIMC has issued HIS IDs and passwords needed to update the JSS tables to each programming division, OSI, OCE and each regional or overseas office. Staff who have HIS IDs and passwords, may access HIS periodically to download current JSS tables. The PC-TARE Security Officer in each unit is familiar with the procedures for logging into HIS and downloading from HIS and may be a potential source of help.

Access HIS by one of the following three options that is normally used by your organization:

- through a MATS Controller (most headquarters units);
- through telephone dial-up using the "EZTYM" software and the TYMNET communication link (most regional and overseas offices); or
- through OIMC's LAN gateway (currently HRD, IMTEC, OSI, RCED, Atlanta, Kansas City, Los Angeles, and San Francisco can use this access).

For detailed instructions on accessing HIS via the MATS controller or TYMNET ask your PC-TARE Security Officer for a copy of "PCTARE Job Code Extract and XMIT File Transmission User's Guide for Security Officers", Sections 2.1 and 3.1. For detailed instructions on accessing HIS via OIMC's LAN, contact your organization's LAN administrator/manager.

Procedures for downloading JSS tables were distributed to JSS Coordinators in April 1993. This includes modified sections 2.2 and 3.2 of the PCTARE users guide. After you have successfully logged onto HIS using one of the above three options, please follow these instructions.

---

## Procedures for Uploading JSS Tables Into JSS Version 2.0

Once downloaded, the JSS tables may be copied to floppy disks and uploaded on computers where JSS is installed. JSS Coordinators should establish procedures for their units for distributing updated JSS tables or installing updated JSS tables on computers in their unit.

---

To update JSS tables on a computer where JSS version 2.0 is installed:

- Access JSS.
- From the main menu, select the "Update Tables" option under the Utilities menu.
- Insert the diskette containing the new tables (filename JSSTABLE.ZIP).
- Highlight the drive and press <Enter> to begin updating the JSS tables or select <Cancel> to return to the JSS Jobs Window without updating the tables.
- When complete, the system will return to the main menu. You may check the installation by entering a new job and selecting an item which should have been changed from one of the pick lists.

---

## Obtaining Help

Users who feel that their tables need updating should contact the JSS Coordinator in their unit. JSS coordinators should coordinate the downloading of JSS tables from HIS to floppy disk and establish procedures for updating tables on computers in their unit on which JSS is installed.

For assistance in downloading tables from HIS, HIS password questions, or uploading tables to JSS, please call the COSF staff at 202-512-3043.

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

► Critical Tips for Preventing Problems

High Risk Area

Issue Area Director: Name

Phone Number

Requester Pick List

Responsibility Area/Group

Secondary Issue

Staff Code

Update Tables - Downloading from HIS

Update Tables - What All Users Need to Know

Utilities Menu Options

---

## Reindex Data

If JSS system data accidentally becomes corrupted, this utility has been provided to help correct the internal problem. Reindexing the system

---

allows JSS to “find” the missing pieces and re-assemble itself into a functioning program.

If you receive a FoxPro error message “Database Not Ordered” or “Record is not in Index” while using JSS, you should reindex the data.

- Press <Alt>, type U for Utilities, then select Reindex Data.
- A 'Processing... Please Wait' message appears while the system is reindexing.
- When completed, the JSS Jobs Window appears.

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Utilities Menu Options

---

## Trace Window

The trace window is used to view the data entry history of a job (job code, fiscal year, status, user name, date and time the job was updated). This information is used when importing records to determine whether the record on the floppy diskette or the hard drive is most current. It is extremely important that this information be accurate. Select “Change System Date/Time” to correct today’s date and time.

The trace window only shows the most recent changes to a job for EACH USER and EACH DAY the job was modified.

- Select one or more jobs for viewing in the trace window. See 'Select/Unselect Job <F5>' or 'Select/Unselect All Jobs <F6>'. Note: If you do not select a job, the system will use the job highlighted on the JSS Jobs Window.
- Press <Alt>, type U for Utilities; then select Trace Window.
- The trace window appears with the selected jobs.
- As you scroll through the list of job(s) on left, the box on the right displays the most recent changes to a job each day the job was modified.
- To exit the trace window, press <Tab> to highlight <Exit> and press <Enter> to return to the JSS Jobs Window.

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Change System Date/Time  
Import Job(s)  
Select/Unselect Job <F5>  
Select/Unselect All Jobs <F6>  
User Name  
Utilities Menu Options

---

## Calculator

The calculator feature is only available from the JSS Jobs Window and allows you to perform simple calculations. It can be used with a mouse or using the number pad that appears on the right side of your keyboard (make sure the NUM LOCK light is ON).

- Press <Alt>, type U for Utilities, then select Calculator.

To perform a simple calculation:

- Enter the first number in the calculation (or click each number). The selected number appears in the calculator display area.
- Enter the operator you want to use in the calculation (e.g., \*, +, /, -) or click the operator.
- Enter the next number in the calculation (or click each number). If you make a mistake, select 'C' to clear the entire number.
- Enter any remaining numbers and operators.
- Select the equal sign (=) or press <Enter>. The result appears in the calculator display area.
- Press the <Esc> key to clear the calculator from your screen.

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Utilities Menu Options

# Tips for P&R Users

---

## Important Reminders

Read the message bar at the bottom of the screen. This should give you enough information to be able to use the system. Press <F1> for more help. While holding <Shift>, press <F1> if you need help with a menu item.

---

## JSS Jobs Window

Press <Tab> to toggle between Job Title and Valid, Approved, and Exported to OPP. This will be useful when "Selecting" jobs for Approval and Exporting to OPP.

Process multiple jobs at one time. Use <F5> and <F6> to "select" or "unselect" one or all jobs. For example, if there are 10 jobs which have not been approved, "select" each of them and then press <F8> to approve them. You may then wish to Print (press <Alt>, then 'P') these jobs and Export (press <Alt>, then 'U') them to OPP. You need only identify the jobs once! Therefore, you will save time by Approving, Printing and Exporting before exiting JSS. (Check marks will not be saved when you leave JSS).

---

## Importing Jobs

The import screen shows you which jobs have been Validated, Approved and Sent to OPP. It also identifies the last user to enter data. You may wish to only import jobs which have been validated and to contact the last user for those which need completing. To determine whether the jobs have been validated, simply move the cursor from job code to job code.

Jobs with "check marks" will be imported. To "select" or "unselect" a job, simply press <F5>. To "select" or "unselect" all jobs, press <F6>. To continue Importing, <Tab> to <<Import>> and press <Enter>.

The next screen lists jobs which already reside on your hard disk, if any. This may mean that you have already received and approved this job. You should check the hard disk and floppy disk information carefully to determine whether the hard disk copy should be "Retained" or the floppy disk should be "Imported".

Select any duplicate jobs for importing by pressing <F5>. When through selecting jobs, <Tab> to <<Import>> and press <Enter> to begin importing

To stop importing at any point press <Esc>.

## Tips for Preventing Problems

Check the hard disk occasionally to make sure there are about 1.5 megabytes of free disk space. Also check that at least 560K of memory is available. (At the DOS prompt, type MEM/C.)

---

## Reviewing Printed Reports

You can tell whether the job has been validated and whether it is a record form by looking at the top of the reports. "Not Validated" or "Record Form" will print when applicable.

---

## Approving Jobs

"Select" all jobs needing approval and then press <F8>. You will enter the name of the approving official once for each batch of jobs.

If a job is not validated, JSS will attempt to validate it and, if successful, will approve it. If the job cannot be validated, an error screen will appear. You may correct each error by pressing <F3>, or you may skip approving this job by pressing <Esc>.

If a job is a spin-off Record Form, JSS will prompt you to indicate whether the RNS record should be sent to CRS. Please refer to "Research Notification System" and "Spin-off Record Forms" in the Help Topic list if you are not familiar with the requirements.

The system shows its progress in Validating and Approving jobs.

---

## Exporting to OPP

Simply select jobs by pressing <F5> ( if not already selected); indicate floppy drive A or B and check whether you are exporting to OPP or not.

---

## Division Tracking

Page 8 is an optional page for Programming Division use. You may "track" jobs which the ACG or P&R want to follow up on later and you may record any notes from the review process under Division Tracking. Note to JSG is an important new feature which allows P&R staff to enter comments about the job from the ACG, P&R or Issue Area Director which will be printed on the job start forms. The Job Starts Group is interested in knowing Division Management's views of jobs and is less likely to raise questions if Divisions are involved in addressing concerns. The Group is also interested in knowing which jobs the Division thinks are especially important or sensitive. To be most effective these notes should not be used on every job.

---

## Updating Tables

In many units a P&R staff serves as the JSS Coordinator. The JSS Coordinator should be familiar with "Update Tables" instructions found in Chapter 7 and establish appropriate procedures.

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## Recommended Equipment

It is highly recommended that the Division copy of JSS be installed on a 386 or 486 microcomputer due to the frequent use and the large number of jobs in the database. If you have 4 megabytes of extended memory (with none converted to expanded) the Extended Version of FoxPro Runtime may make your system run even faster. (Note: If you use Windows in 386 Enhanced Mode, the Extended Version will not work.) Please contact COSF at 512-3043 to determine whether the Extended Version can be used on your system.

Using a mouse is highly recommended. It makes data entry much faster and easier. If you have a mouse, please read the "Using a Mouse" help screen.

---

## Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

- ▶ Programming Division Procedures
- ▶ Using a Mouse
- ▶ Using the JSS Jobs Window
- Approve Job(s) <F8>
- Export Job(s)
- Division Approval Process
- Division Tracking Report
- Division Tracking
- Division: Send RNS Card to CRS?
- Import Job(s)
- Job Starts Group
- Office of Program Planning (OPP)
- Page 8 - Division Use Only
- Print Menu Options
- Research Notification System (RNS)
- Select/Unselect Job <F5>
- Select/Unselect All Jobs <F6>
- Tracking Status
- Update Tables - Downloading from HIS
- Update Tables - What All Users Need to Know

# Software Installation

---

## Equipment Requirements

JSS is designed to support parallel transfer of data between GAO Work Groups and their respective Divisions. The Work Group will serve as the primary user. All information collected and processed by the Work Group will be transferred to floppy disk or transmitted via modem and uploaded to a Programming Division Director of P&R microcomputer workstation. Cumulative data processed through each of these Programming Division focal points will be transmitted via communications modem to the OPP. Each Work Group and Director of P&R microcomputer workstation minimum configuration must contain:

- A 286, 386 or 486 computer and a VGA/EGA color monitor equipped with a hard drive.
- About 4 megabytes must be free on the hard drive on which you plan to install JSS. (Type C:\CHKDSK to determine the number of bytes available).
- At least 560 K of base memory must be free. (Type C:\CHKDSK to determine the number of bytes free). The more memory you have the better the system will run.
- The CONFIG.SYS file on your root directory should set FILES=60 or more and BUFFERS=20. (Type C:\TYPE CONFIG.SYS to verify the settings).
- Using a mouse with JSS is optional. However, it is very convenient and much faster to operate JSS with a mouse. The mouse will work everywhere except the personnel lists on page 3. Note: If you are not an experienced mouse user, please read the help screen "Using a Mouse".
- One 1.44 megabyte 3- floppy disk drive.
- A VGA/EGA compatible color system monitor capable of displaying twenty-five, eighty character lines of text. (JSS does not readily support monochrome monitor usage).
- A 2400 baud Hayes Compatible microcomputer communications modem to support record transfer between Work Groups and the central P&R workstation. (If you install JSS on a computer without a modem, you may use another microcomputer to transfer files.)

---

## Software Environment

The JSS application requires a disk operating system (DOS) and a relational database management system. Specific software requirements are as follows:

- Included as part of JSS is Fox Software, Inc.'s Multi-User FoxPro Runtime, Version 2.0 (located in the FP20RT directory). All end-user JSS software is delivered in compiled form. This software runs in batch mode under the RunTime package.

- DOS 5.0 (or higher) operating system. To load in high memory you need at least 1 megabyte of system memory.
- Crosstalk XVI or higher to facilitate the modem transfer of job information from the Programming Divisions to OPP.
- Terminate and stay resident (TSR) software may have to be eliminated from system memory to assure proper JSS operation prior to system use because JSS requires about 560 kilobytes of conventional base memory to operate. If you are using DOS 5.0 you may be able to use additional TSR's as long as 560 kilobytes of base memory is still available. Typing CHKDSK at the root directory will show how much memory is available. If you are using DOS 5.0, typing MEM/C at the root directory will show how memory is being used.

Certain TSR's such as Automenu, VShield, Virus Safe, and the Buffalo Print Spooler software appear to be compatible with JSS operation. However, other TSR's which use a lot of memory may interfere with JSS. For example, if you use MATS before using JSS, a TSR called IDEA3278 uses about 64 kilobytes of memory and sometimes interferes with the successful operation of JSS. You should reboot after using MATS. If you get error messages, particularly when printing, importing or exporting, you may not have sufficient memory. Contact OMC's COSF staff on 202-512-3043 if further assistance is needed.

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## Hardware Configuration for 286, 386, or 486 Computer

The procedures listed below will help the user set up a 286, 386, or 486 computer with the proper configuration. Contact the COSF staff at 202-512-3043 if further assistance is needed.

- Access the root directory.
- If you are using DOS 5.0, edit the CONFIG.SYS file by typing 'EDIT CONFIG.SYS'.
- Add the following lines to your CONFIG.SYS file.

```
DEVICEHIGH = drive:path\HIMEM.SYS  
DOS = HIGH  
FILES = 60  
BUFFERS = 20
```

---

## Printer Requirements

JSS supports the following printer types for printing forms: C. Itoh, Diablo 620 & 630, Epson, HP Laserjet, IBM Laser in HP mode. Note: Older Epson printers (e.g., Epson FX85/185) do not contain the IBM graphics character

set necessary to print horizontal and vertical lines and should only be used to print drafts. If you use a non-graphic printer, other letters or symbols will print instead of lines.

JSS prints reports in 12 pitch using the PC-8 extended graphic character set for vertical and horizontal lines.

Several tiny switches called DIP (for Dual In-Line Package) switches are inside the Epson printers. These switches control a number of printer functions. In order to best support JSS printing requirements, these DIP switches need adjusting. Note: Always turn the power OFF before changing the DIP switches. Any changes made while the power is on will be ignored until you turn the printer off and back on.

---

**Epson FX-85/185 and  
FX-286/286e**

The DIP switches are located under the access cover on the right side of the printer. To remove the cover, use a Phillips screwdriver to remove the top screw. Then press the cover down and sideways with the palm of your hand. DIP switch panel 1/DIP switch 4 must be in the ON position. On the Epson 85, the switches are located on the lower board.

---

**Epson FX-850/1050**

The DIP switches are located on the right side of the printer. DIP switch panel 1/DIP switch 3 must be in the ON position. DIP switch panel 1/DIP switch 4 must be in the OFF position.

---

**Epson LQ-2500**

This printer does not have any DIP switches. Instead, there are 14 printer settings that control printing and printer operation. These settings are accessed using the SELECTYPE buttons (MENU, SETTING, and OPTION) on the top right of the printer. Of these 14 settings, only two must be set according to the specifications shown below to best support the JSS printing requirements.

- Press MENU until the display shows [\*CHANGE DEFAULTS].
- Press SETTING until the display shows [1" SKIP]. Press OPTION until the display shows [OFF].
- Press SETTING until the display shows [CG TABLE]. Press OPTION until the display shows [GRAPHIC].
- To save the settings, press MENU. The display shows [DEFAULTS SAVED]. Turn the power OFF, and then back ON again so the printer recognizes the new defaults.

- To exit without saving any changes made to the default settings, press MENU, then press SETTING until the display shows [DO NOT SAVE DEFAULTS]. Press MENU and the display shows [SAVE DEFAULTS ABORT]. Turn the power OFF, and then back ON again so the printer recognizes the default settings.

NOTE - Pressing EXIT at any time while you are in the [\*CHANGE DEFAULTS] mode (Steps 1 through 3), takes you back to the main menu, leaving the defaults unchanged.

---

## IBM 4019 Laserprinter

This printer has three different data stream modes (IBM PPDS, HP Emulation, and Plotter Emulation). Before printing any JSS forms, the IBM LaserPrinter must be placed in the HP Emulation Mode.

- As you turn the printer on, press and hold the FONT button.
- Release the FONT button when any operator panel lights come on.
- To change print orientation, if the READY light is on, press and release the START/STOP button. Press and release the ORIENTATION button until the PORTRAIT light is on.
- Font Card 1 - you must install a font card before you can select the card as your font source through the operator panel.

Important: When installing or removing a font card the READY light should be OFF and the BUFFER light should not be blinking. Installing or removing a card with the READY light on and the BUFFER light blinking could result in a printer error condition.

### To Install the Font Card

- Hold the card so the label side with the arrow is facing away from the operator panel.
- Insert the font card in the top slot (Card 1).
- Push the card firmly into the slot until the line on the card disappears into the slot.
- If the READY light is on, press and release the START/STOP button.
- Press and release the FONT button until the CARD 1 light comes on.
- Press the START/STOP button to return the printer to ready status.

### To Reset to IBM Mode

If you turn the printer off and then back on, it will be in the mode last used. If you wish to use the IBM mode with other software, you must switch back to the IBM mode.

- As you turn the printer on, press and hold the PAPER button.

- Release the PAPER button when any operator panel lights come on.
- 

## How to Install JSS

Before installing JSS Version 2.0, if JSS Version 1.1 resides on your microcomputer, it is recommended that you enter JSS Version 1.1 and use the Backup option under Utilities. Note: Version 1.1 backup disks may not be used with Version 2.0.

JSS is installed onto your microcomputer using a batch file named JSS2INST which resides on the installation diskette. Once invoked, the installation program first determines if there is enough space on the specified drive to install FoxPro Runtime and the JSS system files. If sufficient space exists, the installation makes a directory for the FoxPro Runtime files called FP20RT and copies the JSS system files into a JSS directory. If you have JSS Version 1.1 on your microcomputer, you should install Version 2.0 on the same drive where the Version 1.1 files are located. Installation checks for Version 1.1 software on the drive where Version 2.0 is being installed and, if found, automatically replaces the Version 1.1 system files with Version 2.0 files and converts any Version 1.1 jobs into jobs accessible by Version 2.0.

---

## To Install JSS

- Insert the JSS installation diskette into Drive A or B.
- Change to the drive where the installation diskette resides. For example, type B: if the diskette was inserted into Drive B.
- Type JSS2INST and press <Enter>.
- The CDSI Product Installation Aid screen appears. Press any key to continue.
- Type Y and press <Enter> to continue with the installation or type N and press <Enter> to return to the DOS prompt without installing JSS.
- The JSS2 Installation screen appears. Type I and press <Enter> to continue with the installation or type E and press <Enter> to return to the DOS prompt without installing JSS.
- Indicate the drive where the FoxPro Runtime files will be copied. The installation verifies that at least 1.5 megabytes of disk space are available. If not, a message appears and the installation is halted. Note: If a FoxPro Runtime directory named FP20RT already exists on the drive, a message appears. You should continue and overwrite the hard drive FoxPro Runtime files with the more up-to-date Runtime files residing on the installation diskette.
- Indicate the drive where the JSS Version 2.0 system files will be copied. The installation verifies that at least 1.7 megabytes of disk space are available.

If not, a message appears and the installation is halted. The installation determines if Version 2.0 already exists on the drive. If so, a message appears and the installation is halted. If Version 1.1 exists, the installation verifies that 3 megabytes plus double the disk space occupied by the JSS Version 1.1 database files is available. Some of this space will be freed up after installation is complete. If sufficient space is available, the installation replaces the Version 1.1 system files with Version 2.0 files and converts any Version 1.1 jobs into jobs accessible by Version 2.0.

- The following message appears: 'Ready to Proceed with JSS2 File Copying and Conversion.' Type Y and press <Enter> to continue with the installation. If you do not want to install JSS Version 2.0 at this time, type N and press <Enter>.
- A series of messages appears as the files are being copied to the specified drive.
- Upon completion, the following message appears: 'All files successfully transferred.' Press any key to continue.
- The CONFIG.SYS Contents Report screen displays the buffer and files parameters required by JSS Version 2.0 and found on the microcomputer. Press any key to continue.
- A message appears indicating the drive and directory where the FoxPro Runtime files were copied. It is recommended that you modify your AUTOEXEC.BAT file to include the FP20RT directory in your PATH statement. Type Y and the installation will automatically modify your AUTOEXEC.BAT file. Note: If you currently are using FoxPro and it is in your path, the FP20RT directory should be listed first in your path.
- The following message appears: 'Creating custom startup batch file JSS2.BAT... Copy of start up file sent to boot drive root directory (C:\).' Press any key to continue.
- A message appears indicating that: the installation is complete; the JSS2 data conversion will begin, if Version 1.1 files exist; and a reminder to reboot your microcomputer in order for the changes to your AUTOEXEC.BAT file to take effect.

Press any key to continue with the conversion and DO NOT REBOOT YOUR SYSTEM until you exit JSS and return to the DOS prompt.

- The CDSI Product Installation Aid screen appears. Press any key to continue.
- You are prompted to remove the installation diskette.
- A series of messages appears during the JSS conversion. Upon completion, the JSS system is automatically invoked.

- 
- After exiting JSS, you should reboot your microcomputer by holding <Ctrl>+<Alt> and pressing <Del>.
  - To run JSS, at the DOS prompt type JSS2 and press <Enter>.

---

## Testing JSS Installation

To ensure JSS is working properly, you should, at a minimum, test printing, exporting, and importing. Two sample jobs are provided for this purpose. You may also want to try entering data.

If you get error messages while printing, importing or exporting you may not have enough memory. Do a CHKDSK to ensure that you have at least 560 kilobytes of free base (conventional) memory and DOS is loaded high. You may need to remove some TSR's and reboot for JSS to function properly. Contact OMC's Computer Support Facility (COSF) Staff on 202-512-3043 if further assistance is needed.

# On-Line Help Topics

## On-Line Help Overview

Most users should find that the two instruction bars at the bottom of each screen provide all the help they need. In addition, JSS contains about 200 help "topics" which explain what data is required and how to enter it along with examples. In fact, this entire User Guide is contained in JSS under appropriate help topics.

Anywhere in the system, you can press <F1> and a help screen will appear which explains the data required. Pressing 'S' for 'See Also' will pop up a list of related help topics which explain how to enter the data or related topics.

## Accessing On-Line Help

- First read the instructions on the bottom two lines of every screen.
- Press <F1>. This accesses the help topic related to the location of the cursor. Press 'T' for a list of help topics. To leave help, press <Esc>.
- Press <Shift> and <F1> to access a help screen on using the JSS Menu.
- Throughout this manual, refer to 'Need More Help?' for a list of relevant on-line help topics.

## If the Available On-Line Help Is Not Enough

- Quick Start Instructions - The JSS quick start instructions provides most of the information you need to use JSS.
- User Guide - This user guide will be distributed to all evaluators in audit-related units.
- Policy Related Questions - Contact your division planner, MATS coordinator, or OPP (202-512-6190).
- Hardware/software questions - Contact your micro focal point. The OIMC contractor staff are also available for hardware (202-512-5383) and JSS software questions (202-512-3043).

## System Overview Topics

- ▶▶ Help <F1>
- ▶▶ How to Use Job Start Software (JSS)
- ▶▶ Introduction
- ▶▶ Quick Start
- ▶▶ What's New in Version 2?
- ▶▶ Answers to Common Questions About Data Entry
- ▶▶ Contributors
- ▶▶ Critical Tips for Preventing Problems
- ▶▶ Data Entry Methods
- ▶▶ Equipment and Configuration
- ▶▶ Error Messages Which You May Encounter

- ▶ Programming Division Procedures
- ▶ Tips for P&R Users
- ▶ Understanding the JSS Menu
- ▶ Using a Mouse
- ▶ Using the JSS Jobs Window
- ▶ What is Job Start Software (JSS)?
- ▶ Who Should Use JSS?

---

## Alphabetical Topic List

Accounting Field/Name  
Actual Start Date  
Add <F2>  
Agency Comments Required  
Analysis Menu Options  
Anticipated Dollar Savings  
Anticipated Result  
Anticipated Start Date  
Approve Job(s) <F8>  
Assigned Date  
Assistant/Project Director: Name  
Authorized Start Date  
Background  
Backup Database  
CCAR List  
CCAR Number  
CCAR Subject  
Calculator  
Chairman/Ranking/Member or Requester Name  
Change System Date/Time  
Character Fields  
Check Mark Fields  
Command Menu Options  
Comment Extension Granted  
Committee or Office Name  
Congressional Budget Office (CBO) Contact  
Congressional Research Service (CRS) Contact  
Contact for Programming Unit  
Contract Cost  
Coordination With GAO Units  
DP1: End of Job Design  
DP2: 1/3 Point Assessment

DP3: Message Agreement  
DP4: Director Approval  
Data Entry Menu Options  
Delete <F4>  
Department/Agency  
Division Approval Process  
Division Tracking  
Division Tracking Report  
Division: Send RNS Card to CRS?  
Edit <F3>  
Entering Dates  
Evaluator-In-Charge/Project Manager: Name  
Exit JSS  
Exit Page  
Export Job(s)  
From (or Point of Contact)  
Government-Wide Implications  
High Risk Area  
Import Job(s)  
Issue Area Director: Name  
Issue Area Plan  
Issue Principle Product (Estimated)  
Job Code  
Job Completion Plan  
Job Data  
Job Is Complete  
Job Starts Group  
Job Title (Long)  
Job Title (Short)  
Key Effort  
Key Questions  
Late Start (Rationale)  
Lead or Co-Lead Committee Contact—Mandates  
Lead or Co-Lead Requester  
Long and Costly Job (Rationale)  
MATS Form 300  
May Not Meet Work Priorities  
Memo Fields  
Menu  
Methodology  
Months: Complete Design

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**Appendix I**  
**On-Line Help Topics**

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Months: Issue Product  
Months: Total Job Estimates  
Move Text <F12>  
Multiple Choice Fields  
Name of Law/Committee Report  
New Job  
New Job Proposal  
Note to JSG  
Numeric Fields  
Objective  
Office of Program Planning (OPP)  
Office of Technology Assessment (OTA) Contact  
Ongoing Job  
Originated By  
Other External Coordinations  
Other Lead Requesters (or Committees/Members)  
Page 1 - Job Identification  
Page 2 - Timeframes and Staff Days  
Page 3 - Staff/Savings/Contract Costs  
Page 4 - Source  
Page 5 - Products  
Page 6 - Coordination and Department/Agencies  
Page 7 - Narrative Information  
Page 8 - Division Use Only  
Performing Unit List  
Performing Unit: Completion  
Performing Unit: Product Delivery  
Performing Unit: Staff Days  
Performing Unit: Start  
Person's Name—Format  
Phase  
Phone Number  
Planned Job  
Point of Contact  
Pop Up Lists  
Potential Impact  
Potential Savings  
Pre-Defined Queries  
Preliminary Results  
Primary Issue

Principal Product  
Print Menu Options  
Prior Work and Results  
Product Issued (Actual)  
Product Issued (Estimated)  
Product List  
Product Number  
Product Pop Up List  
Product/Addressee  
Programming Division  
Radio Buttons  
Received Agency Comments  
Record Forms  
Reindex Data  
Release Date  
Request Date  
Requester Pick List  
Research Notification System (RNS)  
Responsibility Area/Group  
Restore Database  
Save and/or Exit a Screen  
Search <F11>  
Secondary Issue  
Select/Unselect All Jobs <F6>  
Select/Unselect Job <F5>  
Sent to Agency for Comments  
Sent to Final Processing  
Source  
Spin-off Job  
Staff Code  
Staff Cost  
Staff Days: Complete Design  
Staff Days: Issue Product  
Staff Days: Total Job Estimates  
Staff List  
Staff Name  
Status (Job)  
Status (Staff)  
Submitted to P&R  
Time Critical  
Trace Window  
Tracking Status

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**Appendix I**  
**On-Line Help Topics**

---

Unit  
Unresolved Coordination Issues (Check Box)  
Unresolved Coordination Issues (Text)  
Update Tables - Downloading from HIS  
Update Tables - What All Users Need to Know  
Update to Ongoing <F9>  
User Defined Queries  
User Name  
Utilities Menu Options  
Validate Job(s) <F7>  
Work Priorities  
Work Priorities: Guidelines

---

# Common Questions About Data Entry

---

## Verify Job Code

The job code may not be changed once it is entered since it is part of the key identifier for all of the data related to a particular job. If you discover that the job code is wrong, you should delete the job with the wrong code and reenter the job with the correct code. You may wish to print the "Job Data" before deleting the job with the incorrect code. (If the code has not been used before, OPP can change the code for you. This will only be done on an exception basis.)

---

## Verify New Job Information

You should verify the new job record before updating the job to Ongoing since certain data cannot be change later — Authorized Start, DP1 Estimated, Authorized Staff Days, and Estimated Contract Cost for Job Design.

---

## Remember to Validate

When you think you have completed data entry, go to the JSS Jobs Window and press <F7> to validate the job. JSS will provide a list of items which must be completed before the job is forwarded to the programming division P&R staff for approval. Also, when saving Page 7, JSS will delete any memo fields which were copied from the new job record, but which are no longer required. For example, if the job design phase was long and costly, the long and costly narrative will appear on the Job Completion Plan until Page 7 is saved. Then the narrative will be erased, if the total job is not long and costly.

---

## Export to Diskette

Export jobs you enter to a floppy disk so that you have a copy, in case someone deletes the job from the hard disk of the computer you were working on. You can import this data to the same computer or another computer. You can also use Crosstalk to send the data to another staff member.

---

## Entering Staff Names

Use the personnel "pick" lists to enter staff names on data entry screen 3. This ensures that the MATS system will accept the staff member's name. You should only type in a name when the "pick" list does not include a new staff member. If you type the name, it must match GAO's personnel list exactly in order for MATS to accept it.

---

## Only Add Programming Division Staff

JSS collects staff information needed by MATS only at the beginning of an assignment. At the beginning of an assignment, MATS only accepts information about staff members for the Programming Division. Therefore, regional staff generally may not be entered in JSS on data entry page 3. An exception is that a regional EIC or Assistant Director may be identified. Regions should wait until they receive their first MATS Master Job Report (form 372) to add regional staff. If you have further questions about this, please contact your MATS Coordinator.

---

## Potential Dollar Savings

If you enter a number greater than 0, then you must explain the source of the potential savings on page 7. If you enter 0, "None Anticipated" will print on the Job Completion Plan and you may not enter an explanation on page 7.

Some users wish to enter 0 and then provide narrative explaining that some savings are possible or that savings are not quantifiable. The Jobs Start Group would prefer to have your best guess—If there is a possibility of savings and you are scoping the job to pursue this possibility, then provide your best estimate and then explain it. This information advises the Job Starts Group of one potential benefit of doing a particular job. OPP does not plan to measure actual savings against these estimates, but we do check periodically the extent to which Issue Areas are targeting savings.

---

## Key Questions

Describe the Key Questions for the whole job (they could change after job design), not just a particular phase. List the "key" questions (not necessarily all questions) and identify them by number (e.g. Q1, Q2, etc.) The Key Question narrative is forwarded to CRS for inclusion in the Research Notification System. Therefore, it is important not to mention the requester's name in the narrative. Key Questions are mandatory for record forms which are not "spin-offs" of related assignments and the Programming Division P&R staff are responsible for designating in JSS, which record forms are to be forwarded to CRS.

---

## Preliminary Results and Methodology

Describe the results or findings of the job design phase (not what you did) by Key Question number (e.g. Q1, Q2, etc.). Also organized by Key Question number, describe what you plan to do and why during the remainder of the assignment. Refer to the sample forms in this User Guide (figures 6.1, 6.2, & 6.3) for examples which are properly linked to Key Question numbers. Linking Key Questions, Preliminary Results and

Methodology in this manner makes it much easier to understand the job's approach.

---

## Potentially Long and Costly Jobs

JSS uses staff days and calendar months to flag "potentially" long and costly jobs for the Job Starts Group. For these jobs, the Group considers whether the potential impact of the job warrants this expenditure of resources and whether a more cost-effective approach might be feasible. These criteria are at the high end of what some Group members consider to be long and costly jobs—the length or cost of jobs which are within the criteria are sometimes discussed by the Job Starts Group.

- New Job, Design Phase—more than 299 staff days or calendar months
- New Job, Other Phase—more than 999 staff days or 12 calendar months
- Ongoing Job—more than 1,499 staff days or 18 calendar months

JSS calculates calendar months by dividing the number of calendar days by 30. Depending on how you count days, you may come up with a different number of months. A few days difference does not matter.

If JSS identifies the job as potentially long and costly, please explain the expected job results or impact that justifies the resource expenditure and the work required to accomplish the assignment objective or other circumstances which result in the length or cost.

---

## Issue Area/Annual Work Plans

Issue area plans and annual work plans should be located at JSS work stations for easy reference. JSS asks for information found in the Issue Area Plan and Annual Work Plan.

Some users are unsure after referring to the Annual Work Plan (or list of Planned Major Job Starts in the Issue Area Plan) whether their specific job is included. The job title does not have to match exactly, but the job should generally attempt to answer the same or a closely related question. Also, if the job is part of a job described in the Annual Work Plan or list of Planned Major Job Starts or if it is a direct spin-off, such as testimony, then the job may be considered as being planned. If, on the other hand, you are starting a job on the general topic, but are not addressing the same question, then the job should not be considered planned. For example, if a requester has asked for a different job in lieu of one in the Annual Work Plan, then the job should not be considered as being planned.

---

## Critical Tips for Preventing Problems

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### Do Not Reboot

Do not reboot or turn off the computer while using JSS, such as when you receive an error message. This may damage part of the program or data. Unfortunately, data base programs like JSS are particularly sensitive to power loss.

### Minimum Amount of Hard Disk Space

Make sure that about 1.5 megabytes of hard disk space is free. JSS writes information to the hard disk during Import, Export, Backup and Restore and requires about 1.5 megabytes of hard disk space to perform these functions.

### Backup Regularly

Backup JSS files regularly using the JSS Backup Utility, particularly if you are maintaining a JSS database, such as in the central division machine.

### Update Tables Quarterly

Update JSS tables quarterly using the Update Tables menu option. You may also want to update tables when changes effect your issue area, e.g. the personnel table and the MATS issue area table, as needed.

### Use Installation Disks

Use JSS installation disks to install JSS on additional computers. Follow the instructions in the JSS Reference Manual. The installation disk creates a JSS directory on the hard drive, copies program files into that directory, creates a DBA subdirectory, copies a JSS.BAT file to the root directory and makes necessary changes to the CONFIG.SYS and AUTOEXEC.BAT files. If any of these steps are omitted, JSS will not function properly.

### Need More Help?

Press <F1> to access related on-line help screens. Select the following from the Help Topic list:

Backup Database  
Update Tables - Downloading from HIS  
Update Tables - What All Users Need to Know  
Help <F1>

---

# Major Contributors to This Software

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## Office of Program Planning

Janet K. Barbee, Assistant Director

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## Office of Information Management and Communications, Workgroup Systems Center

Ned Goldberg, Director  
Chet Michewicz, MATS User Assistance Manager  
Brenda Thomas, Contract Technical Monitor

---

## JSS Users Group

Paul Atkins, NSIAD  
Laura Carpenter, RCED  
Tracy Collins, RCED  
Charlie Culkin, AFMD  
Dana Grimm, RCED  
Tom Goforth, NSIAD  
Brent Hall, GGD  
Rose Hernandez, IMTEC  
Heather McIntyre, IMTEC  
Neil Miller, HRD  
Amy Ward, HRD

---

## Contractor Support - CDSI

Larry Swank  
Doug Scarbor  
Don Masterson  
Marion Yoha  
Reza Dianat  
Kenny He  
Annette Nelson  
Lisa Dolan



# JSS

## Quick Start Instructions

### Version 2.0

#### Access JSS

From the DOS prompt, type JSS2 and press <Enter>. Type your name and press <Enter>. The first screen you will encounter when you access JSS contains the JSS Jobs Window and the menu bar (displayed at the top of the screen).

The JSS Jobs Window displays a list of jobs residing on the system (both new and ongoing). As you scroll through the list of jobs, the far right column displays which pages you have data entered for all the mandatory fields and whether the job has successfully passed validation. Jobs which have all checkmarks are complete and may be forwarded to the Programming Division for approval or updated to "Ongoing" at DDC (in a new job).

The menu bar is accessible at all times while you are using JSS. To access the menu bar press <Alt> and type the bold letter that appears in the menu option name. Once selected, a list of menu options appear. Hold <Shift> and press <F1> to get help on using menu options.

#### Add a New Job

Add a new job to prepare the New Job Proposal and MATS Job Initiation Report. From the JSS Jobs Window, press <Alt>, type C (for Commands), then highlight <add> <F2> and press <Enter>.

Enter the job code and anticipated start date, then select <OK>. Page 1 appears for data entry. (NOTE: Select <Cancel> to return to the JSS Jobs Window without adding a job.)

#### Data Entry Tips

Press <Tab> to move from one field to the next. You can choose to enter all the data required on a particular page or only fill in selected fields depending on the information you have available. Pages will be checkmarked in the Jobs Window when all mandatory information is completed.

**Instruction Bars** appear at the bottom of the screen to assist with data entry. Sometimes the instruction bar will indicate data restrictions or if the field is mandatory. You can also press <F1> to request a help screen for the data field currently highlighted on your screen.

**Pop Up Lists** allow you to make a selection from a list of valid choices. Data fields which are selected from a pop up list appear with blue brackets [ ] to the right of the data field name. When the cursor is on the pop up list, press <Enter> to view the contents of the pop up list. Highlight the correct item and press <Enter> to select the item. (NOTE: To exit the list without making a selection, press <Esc>. In some lists, pressing the <Space bar> brings up additional selections.

**Check Box Fields** are indicated by brackets [ ] before the field name. To check an item with an "X" press <Enter>. Therefore, (X) means applicable and [ ] means not applicable.

**Radio Buttons** allow you to select one item from a list of several choices. All choices appear on the screen and are preceded by a set of parenthesis ( ). After pressing <Enter> to select, a dot appears within the parenthesis (•). Only one radio button can be selected at a time, just like only one radio station can be selected at a time on a car radio, hence the term Radio Button.

#### Data Entry Pages

To enter or edit the JSS data for a job, highlight a job in the JSS Jobs Window; press <Alt>, type D (for Data Entry); then highlight the desired page and press <Enter> to access it.

Seven data entry pages are used to capture job start-up data.

- Page 1 - Job Proposal Item
- Page 2 - Funding and Staff Days
- Page 3 - Contracting and Direct Costs

- Page 4 - Source
- Page 5 - Products
- Page 6 - Coordination and Department/Agencies
- Page 7 - Narrative Information

To save and/or exit a data entry page you can press <Ctrl> <Enter> or highlight <Exit> and press <Enter>. A window appears and you can indicate whether you want to:

- exit the page without saving any additions/modifications;
- save the data and return to the page for further processing; or
- save the data and return to the JSS Jobs Window.

#### Validate a Job

All jobs must be validated before they can be updated to ongoing or forwarded to the central division computer. The system verifies that all data entry pages are checked off as completed on the JSS Jobs Window and data is consistent among the pages. To validate a job, highlight a job on the JSS Jobs Window, press <Alt>, type C (for Commands), then highlight and select <Validate Job(s)> <F7>. A list of errors or omissions will appear. Highlight an error and press <F3> to go to the data entry page to correct it. After correcting it, save the data entry page and validation will continue.

#### Import Data From JSS 1.1 or 2.0

The Import Job(s) option uploads job data from a floppy disk.

- Press <Alt>, type U for Utilities, then select <Import Job(s)>. Insert a diskette that contains JSS Version 1.1 or 2.0 data, then type A or B to indicate the drive. Highlight a filename for importing and press <Enter> to select. Select <OK> to begin the import process. The record without importing will be job; press <Enter>