

IPAC System Document Handling



Intra-governmental Payment and Collection System

Addendum to the User Manuals for

IPAC

IPAC Administration

RITS

RITS Administration

TRACS

TRACS Administration



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Section 1 IPAC Document Handling

Purpose of this Addendum

Since the publication of the User Manuals for Versions 1.0 of RITS, TRACS and IPAC and their respective administration programs, there have been changes in the way large report documents are handled in those programs. While the original document handling facilities were excellent for most IPAC application uses, some large reports required long periods where the user was on line and was required to interact repeatedly with the application to generate a single, large report.

The report formats for viewing and printing documents that were previously available are still offered. There are now additional options available for downloading large reports. Another change to the document viewing and printing facility is that the report output format is now specified at the time that a report is requested rather than after the report data is generated. While this will mean that you will need to regenerate a report if you want to change its format, it will eliminate the need to wait on line while a report is generated. The report can run while you are off line and then be retrieved at your convenience.

The document viewing and printing facilities described in this addendum will use screen prints from the IPAC base application. Document handling will be consistent throughout the IPAC suite of applications, and this addendum is applicable to all of the applications reached through the IPAC System Main Menu shown in Figure 1.1 below.

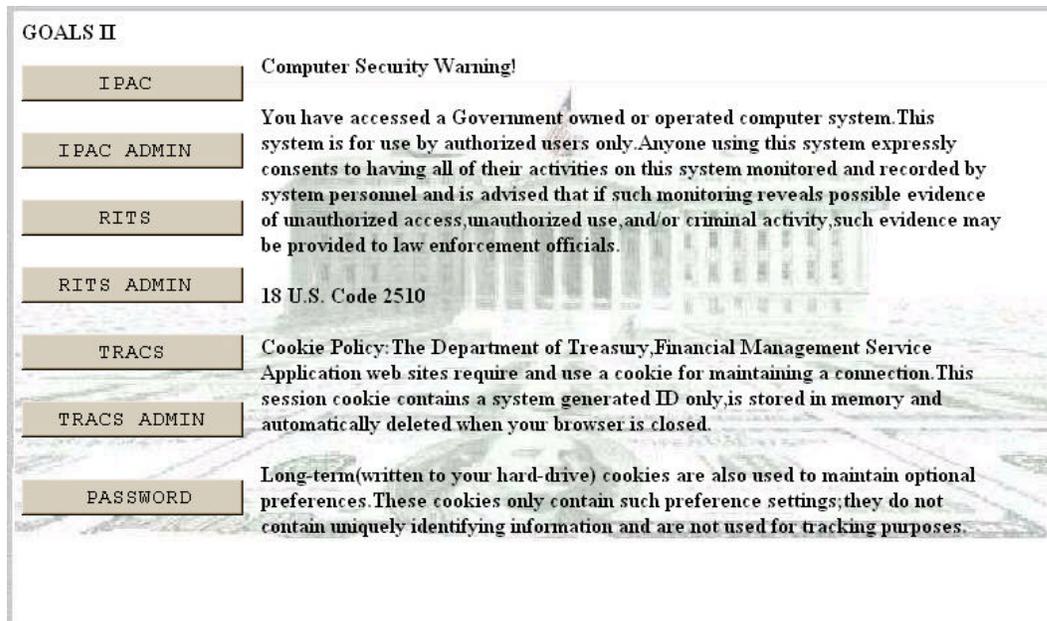


Figure 1.1 IPAC System Main Menu

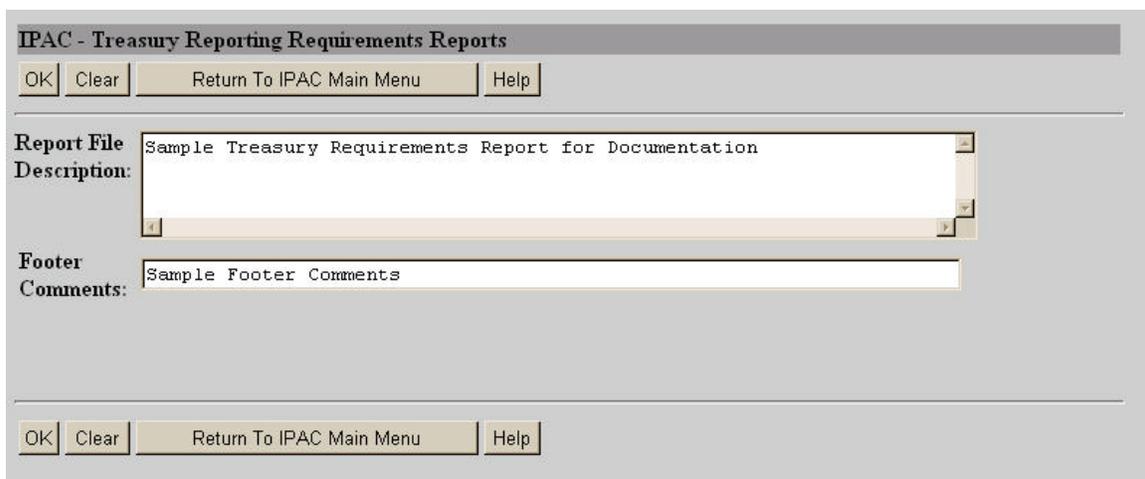
Viewing and Printing Reports through the IPAC Applications

Common conventions are used throughout the IPAC applications for printing documents and reports. First, you will see a Report File Description and Footer Comments entry screen, referred to in this manual as the **Report Request** screen. Then the **Report Format** screen displays, which has several output options as discussed below. Selecting “OK” on the **Report Format** screen will display the **Report Status** screen. The next screen to display will depend on the output format you have chosen as discussed below.

Report File Description/Footer Comments (Report Request) Screen

When you select a report to be generated by an IPAC application, the next screen to display is the **Report Request** screen. This screen has fields for the entry of a Report File Description and Footer Comments as shown in Figure 1.2. A **Report Request** screen that has both these data entry fields and no others will be referred to as a **Standard Report Request** screen.

In addition to the standard File Description and Footer Comments data entry fields, the **Report Request** screen for a specific report may also allow you to enter restrictive criteria (parameters) such as a report date or an ALC number to stipulate the data to be retrieved into the report. Any additional data entry fields on a **Report Request** screen will be discussed in the appropriate manual with the documentation for the individual report.



The screenshot displays a window titled "IPAC - Treasury Reporting Requirements Reports". At the top, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help". Below this, the "Report File Description:" label is followed by a large text input field containing the text "Sample Treasury Requirements Report for Documentation". Below that, the "Footer Comments:" label is followed by a smaller text input field containing the text "Sample Footer Comments". At the bottom of the window, there are four buttons: "OK", "Clear", "Return To IPAC Main Menu", and "Help".

Figure 1.2 Report File Description/Footer Comments

Standard Report Request Data Entry Fields

There are two data entry fields on this screen. It is not mandatory that you complete either field, but it is highly recommended that the Report File Description field be completed.

Report File Description

This field is used to name and/or describe the report. It will be this name or description that displays in the system when a report is later retrieved for viewing, printing or deleting. The description that is assigned to the report should be as meaningful as possible to help with later report identification. This description does not print on the report itself.

Footer Comments

This field is printed on the bottom of each page of the document or report. Figure 1.3 shows a sample report with the location of the Footer Comments marked.

Standard Report Request Function Buttons

There are 4 function buttons on the Standard Report Request screen (Figure 1.2):

“OK”

Accepts the information on the screen as the report description and report footer, extracts the report contents from the database and displays the **Report Format** screen shown in Figure 1.4.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted.

“Return to IPAC Main Menu”

Returns to the application's main menu.

“Help”

Displays the system help information.

TREASURY REPORTING REQUIREMENTS

Collections:

- The Collection screen is used to input data required by customer ALC for billing purposes.
 - The fields presented on the screen are not restricted to elements displayed. Trading partners may agree to use elements other than those stated (i.e., JAS No. can be used for identification number).
 - No edits are performed on the fields below the top section of the screen other than to validate that data is present. At least one element or the description info area must contain data to complete a transaction.
 - The description info area may be used to input additional information related to a particular bill as needed.
 - Data is not required for all fields below the top section of the collection screen, but must be supplied if requested by the customer.
- Instructions for Reporting OPAC transactions:
- . 8-digit ALCs (nnnnnnnn) (SF224)
The net amount should be classified in Section I, Column 3 as a disbursement or credit disbursement, whichever is applicable and included in Section II, Line 1.
 - . 4-digit ALCs (0000nnnn) (SF1219/1220)
The net amount should be reported on Line 280 of the SF1219 and classified on the SF1220 in column III as a disbursement or credit disbursement, whichever is applicable.
 - . DOD DSSNs: (SF1219/DD 1329)
The net amount should be reported on Line 280 of the SF1219 and classified on the DD1329 in column III as a disbursement or credit disbursement, whichever is applicable.
- Refer to OPAC User Guide for more detailed instructions.

Disbursements:

- The disbursement screen is used to make payments to agencies for goods and services ordered and to transfer funds between ALCs.
- The fields presented on the screen are not restricted to elements displayed. Trading partners may agree to use elements other than those stated (i.e., JAS No. can be used for identification numbers).

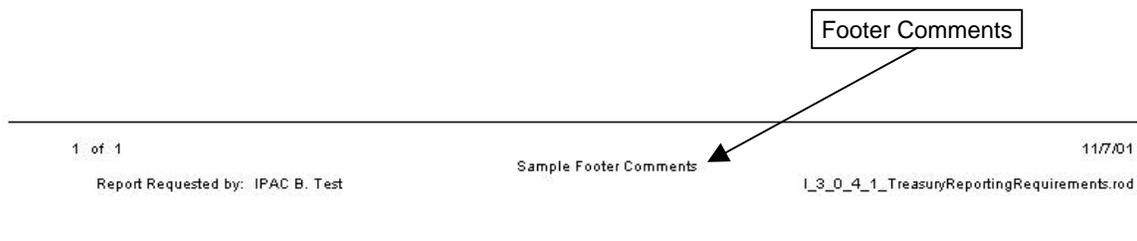


Figure 1.3 Report Footer Comments

Selecting “**OK**” from the **Report Request** screen will display the **Report Format** screen shown in Figure 1.4. This screen provides you with a drop-down menu option of output formats. Select the down arrow next to the Output Format: box to display the format menu, as shown in Figure 1.4.

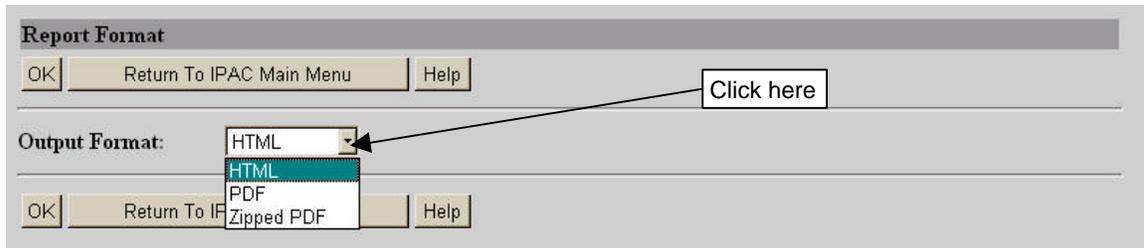


Figure 1.4 Report Format screen Output Format Menu

Report Output Menu Options

HTML (Hyper Text Markup Language)

The document format used on the World Wide Web. Choose this option to view the report immediately. This is the default choice. The report is generated in HTML format and displays in the IPAC Report Viewer.

PDF (Portable Document Format)

A file format, read with Adobe Acrobat™ Reader, for saving the report to be viewed or printed on-line. The Acrobat reader must be available to view or print the report.

Zipped PDF (Compressed Portable Document Format)

A compressed file format which must be “unzipped” or decompressed before being read or printed with the Adobe Acrobat Reader. File compression and files with a **.zip** extension are discussed below.

Reports which are intended to export and download data for import into other software application have a different File Output Format Menu with choices of **CSV**, **TSV**, **Zipped CSV** and **Zipped TSV**. Downloading these file types is discussed later in this addendum and the heading “Downloading Data Export Files.”

Report Format Function Buttons

“OK”

Begins generation of the report in the specified format and displays the **Report Status** screen shown in Figure 1.5.

“Return to IPAC Main Menu”

Returns to the application’s main menu without further action.

“Help”

Displays the system help for this screen.

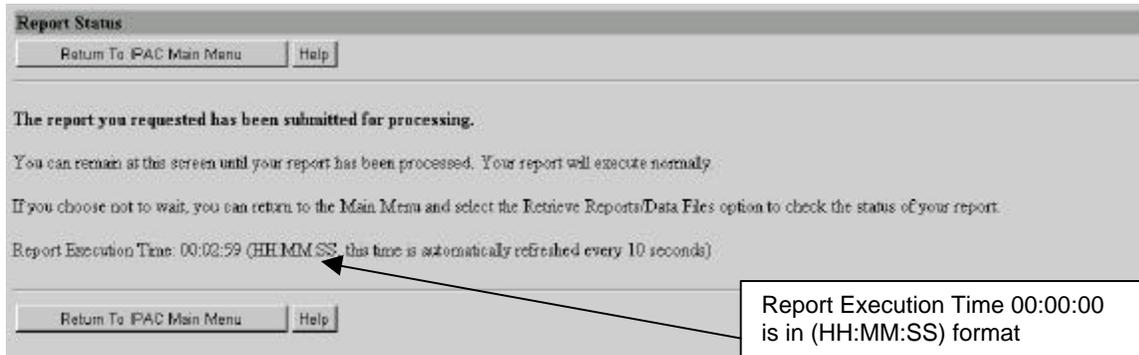


Figure 1.5 Report Status screen

The **Report Status** screen displays when the IPAC application begins report generation. You can remain at this screen until your report has been completed, and the report will execute normally. The Report Execution Time is displayed on this screen which is the elapse time it takes the application to generate your report. The Report Execution Time is shown in (HH:MM:SS) format, which stands for Hour(s):Minute(s):Second(s). This time is automatically refreshed every 10 seconds. If you choose not to wait, you can return to the Main Menu and select the Retrieve Reports/Data Files option to check the status of your report.

Report Status Function Buttons

“Return to IPAC Main Menu”

Returns to the application’s main menu without further action. As mentioned above, you may return to the Main Menu and select the Retrieve Reports/Data Files option to check the status of your report at a later time.

“Help”

Displays the system help for this screen.

If the report was generated in **HTML** format, IPAC will display the Report Viewer (shown in Figure 1.7 and discussed with that figure). If the report was in **PDF** format, IPAC will display a window similar to that shown in Figure 1.10, allowing you to choose between viewing or saving the Adobe Acrobat file. If you selected **Zipped PDF**, a Windows Warning dialogue box (see Figure 1.9) will display with choices to open or save the **.ZIP** file.

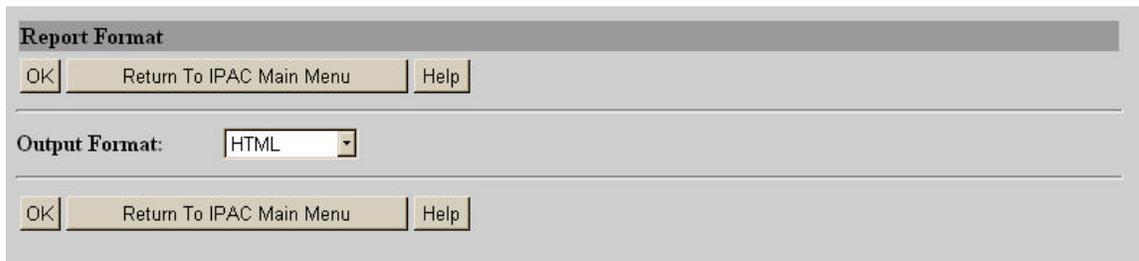


Figure 1.6 Report Format screen for HTML Format

Viewing HTML Format Documents and Reports

When a report is generated in HTML format for viewing online, the IPAC Report Viewer is automatically called to display the report as shown in Figure 1.7.

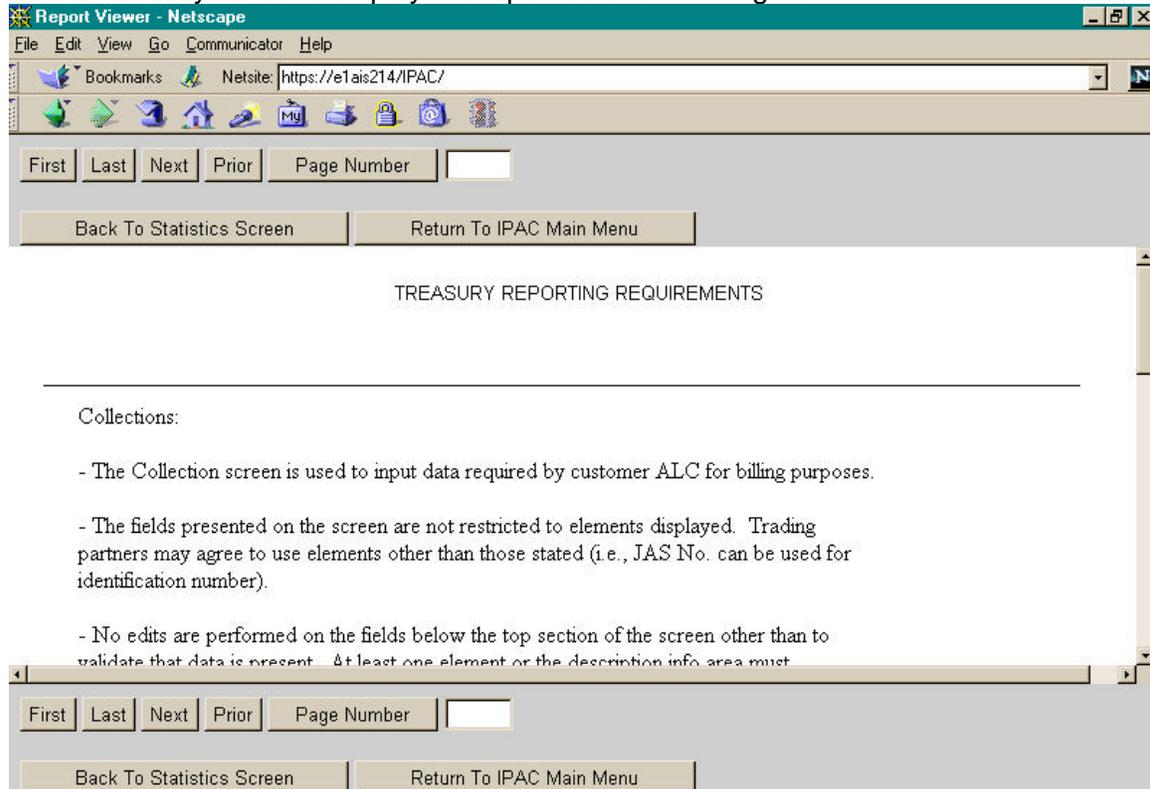


Figure 1.7 IPAC Report Viewer

It will display the document or report one page at a time with as much of the page visible as your browser will allow. You can see the rest of the page by using your browser scroll bars. If you attempt to print this report through your browser, only the page you are currently viewing will be printed.

Report Viewer

Report Viewer Function Buttons

The Report Viewer also has standard function buttons, shown in Figure 1.7, which appear at both the top and the bottom of the screen.

“First”

Moves you to the top of the first page (page 1) of the document.

“Last”

Moves you to the end of the last page of the document.

“Next”

Moves you to the next page in the document unless you are already on the last page.

“Prior”

Moves you back one page in the document unless you are already on the first page.

“Page Number”

Moves you to the page number entered in the Page Number field. If the field is left blank, clicking “Page Number” will move to the first page of the report. If the field is set to a page number greater than the number of pages in the report, clicking “Page Number” will move to the last page of the report. The presence of a page number in the field does not affect the operation of the “First”, “Last”, “Next” or “Prior” buttons.

“Back to Statistics Screen”

Returns you the **Report Statistics** screen, discussed earlier in this section, where you can choose to display or print the report in another format.

“Return to IPAC Main Menu”

Returns you to the application’s main menu, saving the report for later viewing through the Retrieve Report Function.

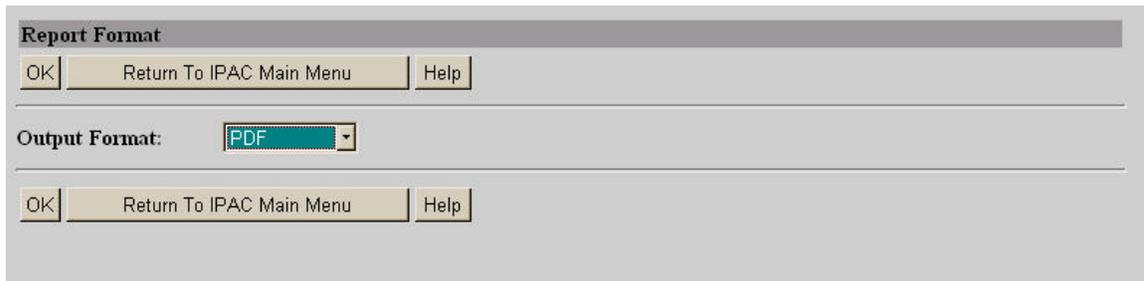


Figure 1.8 Report Format screen for HTML Format

Viewing, Saving and Printing PDF Format Reports

If your system is equipped with Adobe Acrobat™, then a better choice for viewing or printing the report may be the PDF (**P**ortable **D**ocument **F**ormat) format. PDF files, read with an Adobe Acrobat reader, allow documents to be displayed and printed in different operating systems while retaining their formatting properties and appearance. There are Acrobat readers available for DOS, Windows, UNIX and Mac platforms.

If you choose PDF as your file output format and see an error message similar to the one in Figure 1.9, then either Acrobat is not installed on your system, or your browser is not configured to use it. The application user manuals each have an appendix discussing configuring your system to use the Adobe Acrobat Reader.

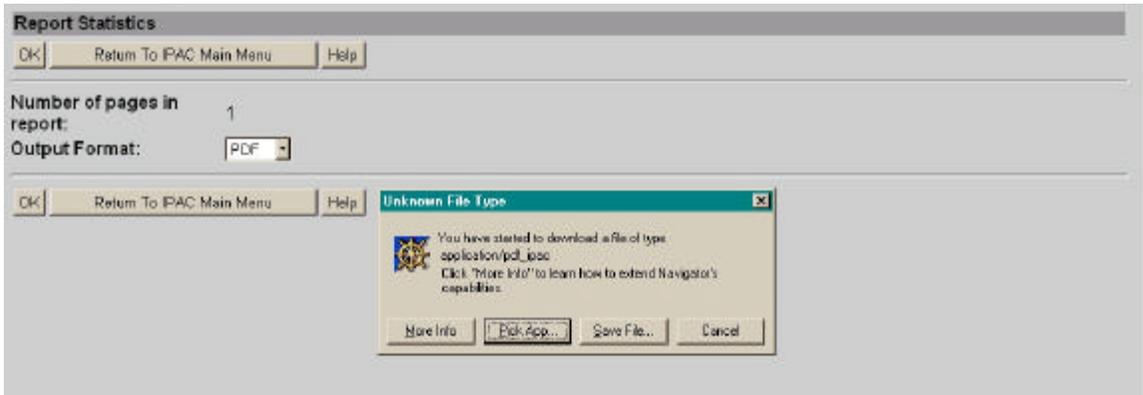


Figure 1.9 Acrobat Error Message

If your browser is configured to use Acrobat, a dialogue box will display that is similar to Figure 1.10. This is a warning that some files downloaded from the Internet can be dangerous. Since this report is coming from IPAC, a secure system, you can trust the source of the report.

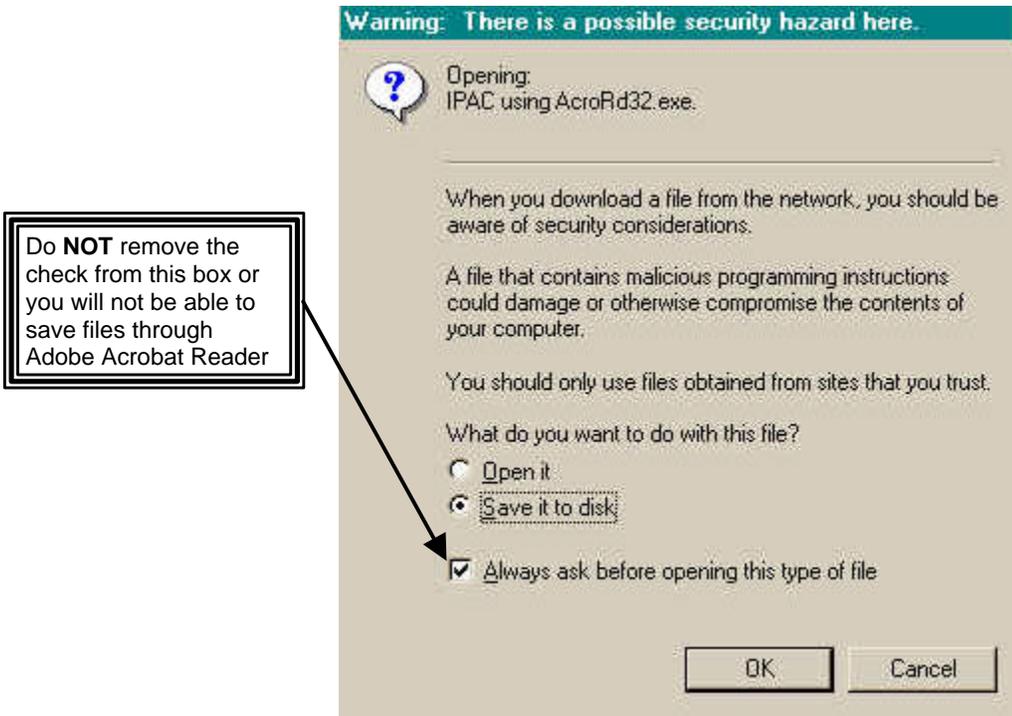


Figure 1.10 File Download Warning.

On this screen you must also decide if you want to open the report for viewing and printing, or if you want to save it to disk. Do NOT remove the check mark from the "Always ask before opening this type of file" box or you will not be able to save files in PDF format.

If the check mark in the "Always ask..." box has been removed, this screen does not display and the report will be saved immediately ("Save As ..." dialog box will display), or displayed immediately in Acrobat. To correct this situation, see the Adobe Acrobat configuration appendix in the specific application's user manual.

Viewing and Printing a Report with Adobe Acrobat™ Reader

If you choose to **Open** the file and your browser is correctly configured, the Acrobat reader will automatically open to display it. Figure 1.11 illustrates Acrobat's view of an IPAC report. If your browser is not configured to use the Adobe Acrobat reader to display PDF files, see the browser configuration appendix in the specific application's user manual.

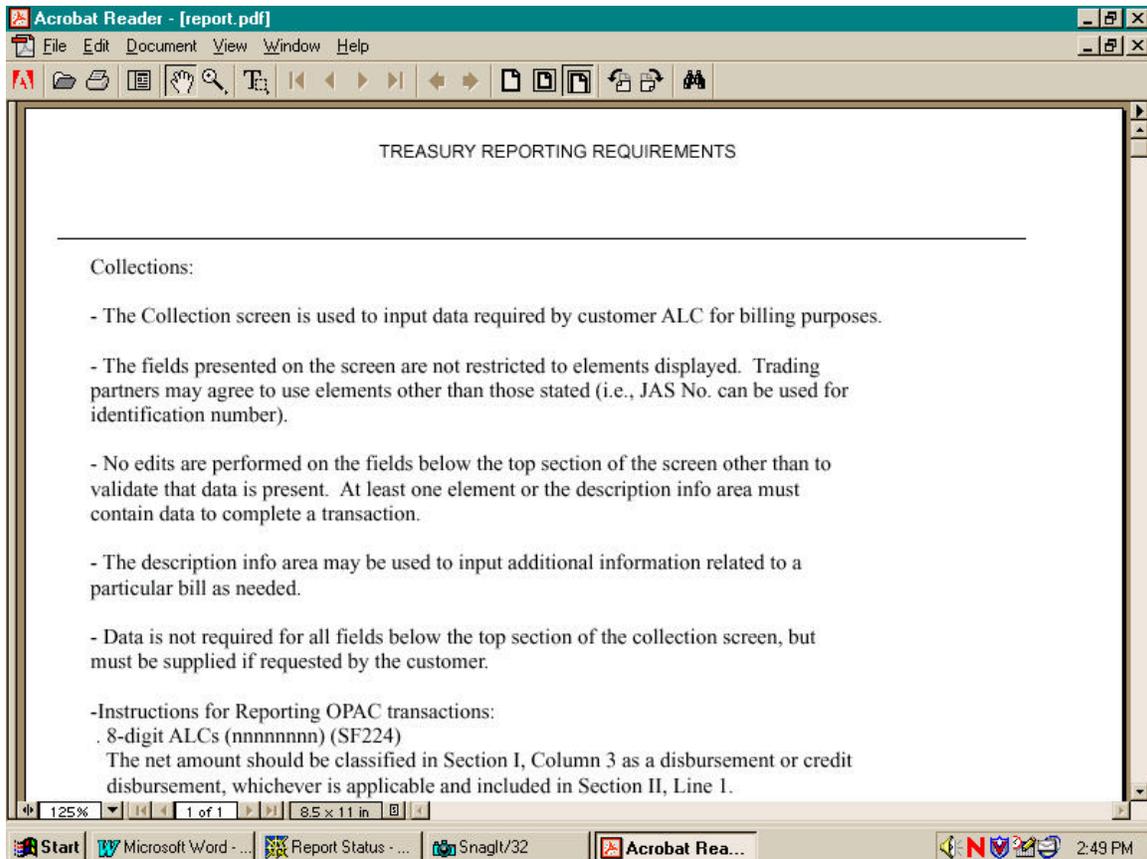


Figure 1.11 Acrobat View of a Report

Acrobat is an easy program to use, and the buttons on its toolbar function as expected. If you would like further assistance in the use of Acrobat, while in the program click **H**elp, then **R**eaders **O**nline **G**uide, then **V**iewing **P**DF **D**ocuments for further information.

The report can also be printed from within the Acrobat. Click the **F**ile option of the Acrobat menu bar to get the menu shown in Figure 1.12.

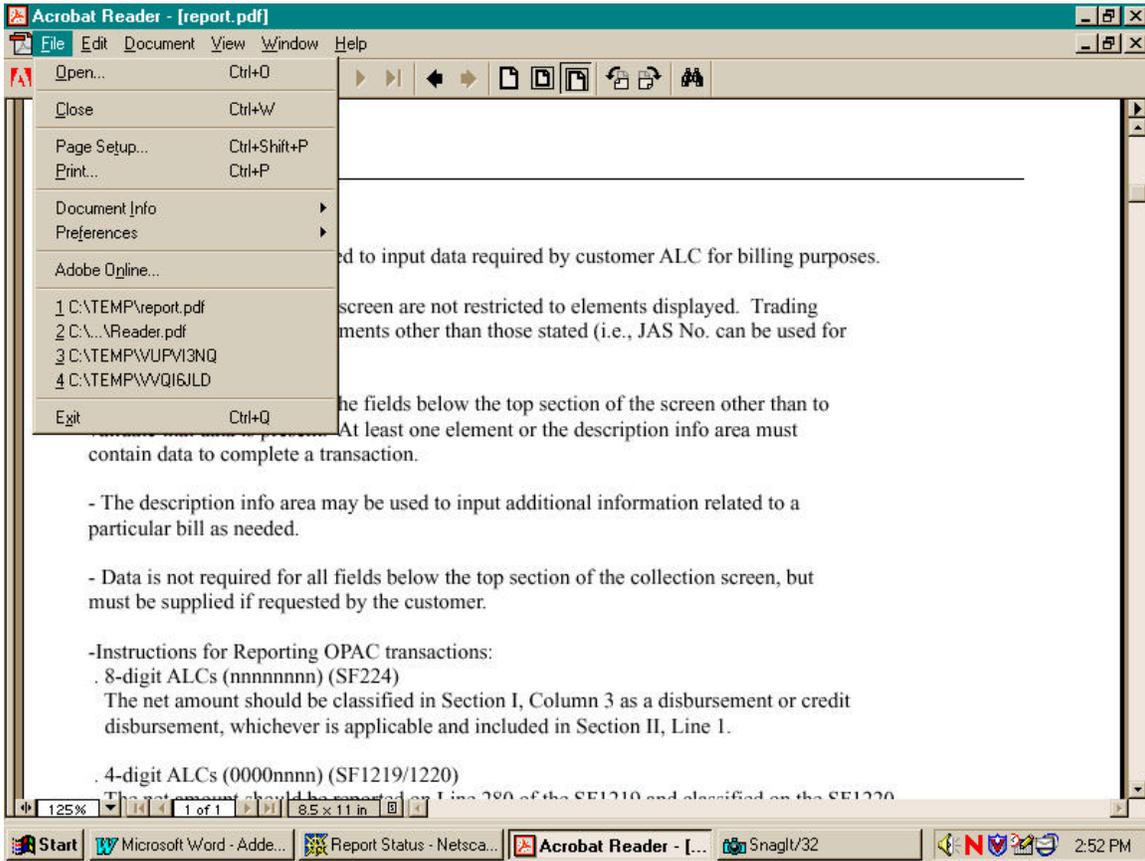


Figure 1.12 Acrobat File Menu

Choosing the **Print** option from this menu will display the menu shown in Figure 1.13.

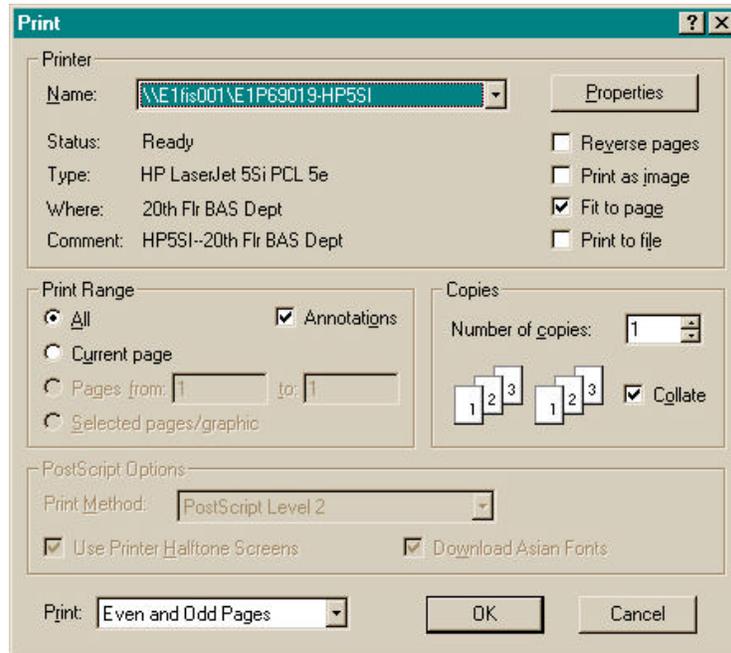


Figure 1.13 Acrobat Print Menu

From here you can print the entire report, the current page of the report or a range of pages. If you put a check in the “Print to File” box on this menu screen, the report will be saved to a file that can be interpreted by your printer, but will not be readily viewable by you. If you want to save a viewable file to a disk, choose the “Save it to disk” option on the previous menu. (See Figure 1.10 and read below.)

Saving a Report with Acrobat

If you choose **Save it to disk** from the **File Download Warning** screen shown in Figure 1.10, the next screen to display will be a standard Windows “Save As...” Dialogue Box (an example of this dialogue box is shown in Figure 1.18). This allows you to name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer’s configuration and your agency’s procedures. Once the file is saved, you will be returned to the **Report Status** screen where you can choose “**Wait**” to generate the report again, return to the application’s main menu or display the system help.



Figure 1.14 Zipped PDF Report Output Format

Viewing, Saving and Printing Zipped Reports

If the report you are generating will be large, you should choose the “**Zipped PDF**” output format for your report from the Output Format menu. (The options on this menu are illustrated in Figure 1.4.) This will produce the report in a smaller, compressed (zipped) file that can be decompressed with a decompression utility and read with the Adobe Acrobat Reader.

What is a “Zipped” file?

To make efficient use of space and speed up file transfer, most large files on the Internet are compressed. File compression reduces the size of a file and the time it takes to download. Compression software uses complex mathematical equations to scan a file for repeating patterns in the data. It replaces the data with smaller codes that take up less room. This can dramatically decrease the size of report files.

Viewing a “Zipped” file

To view compressed files, you need a compatible decompression program that can read these codes and convert the data back to its original form. To decompress a .zip file you need a utility like WinZIP™ (an inexpensive shareware program) or any of the freeware or shareware zip file decompression programs that are readily available on the Internet.

Generating a “Zipped” report

After choosing the **Zipped PDF** output format for your report, the next screen to display will be the **Report Status** screen. As discussed earlier (see Figure 1.5), this screen asks you to choose to “**Wait**” for the report to generate, or to return to the application’s main menu screen and work on other tasks while report generation takes place. If you do not choose to wait, you can retrieve the report file later through the “**Retrieve Report/Data Files**” option on the main menu.

If you choose to wait for the report generation, the next screen to display (once the report is complete) will be a Windows dialogue box (see Figure 1.15) warning you to be careful of files downloaded from the Internet and asking if you want to save or view the file.

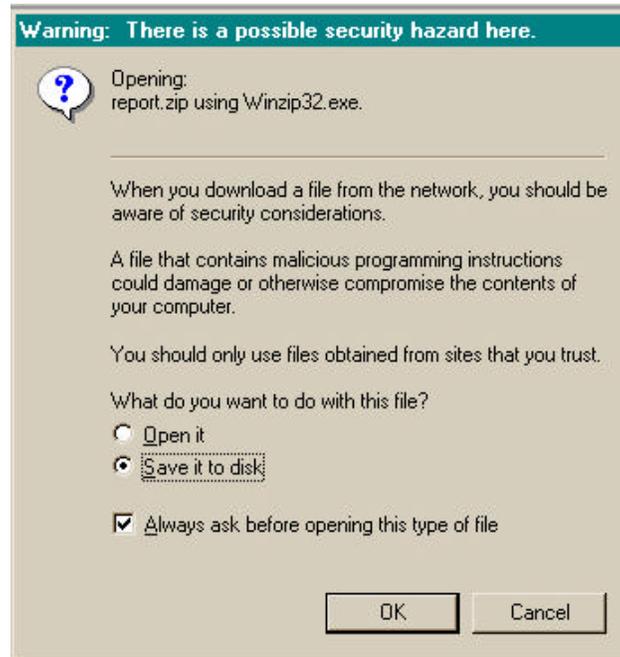


Figure 1.15 Windows Internet Warning Dialogue Box

Again, you must not remove the default check mark from the “**Always ask...**” choice box or you will not be able to choose between opening or saving this file type in the future.

If you choose to save the file, a standard Windows “**Save As....**” dialogue box will display which will allow you to save the file on your computer. Remember to keep the .zip file extension so that decompression utilities will recognize the file and be able to open it. It will be better NOT to open the file until after you have logged off from your IPAC session.

When you later access this file, you can decompress it with WinZIP™ or any other file compression utility. The decompressed file will be in PDF format, to be viewed or printed through the Adobe Acrobat™ reader as discussed earlier in this addendum.

Downloading Data Export Files

Some of the reports in the IPAC applications are designed to export data for import and manipulation by other software. All of these reports have the word **download** in their name, and none of them produce files designed to be viewed directly from within IPAC.

When you choose to generate one of these reports, you will see a different output format menu on the **Report Format** screen, as shown in Figure 1.16. The choices available for downloading data are **CSV**, **TSV**, **CSV Zipped** and **TSV Zipped**.

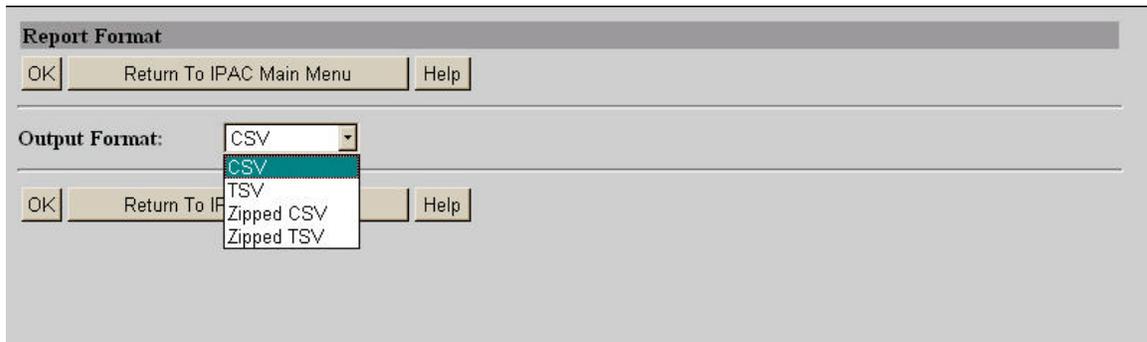


Figure 1.16 Report Format Menu for Data Export Files

Saving Data in CSV or TSV Format

Both CSV and TSV formats are used to transfer the raw data from an IPAC document to another program that will format the data for viewing, printing or internal use. These formats are not designed to be directly viewed or printed from within the IPAC program.

CSV (Comma Separated Values)

A file format that separates data fields with commas. The character data is usually surrounded by quotes.

TSV (Tab Separated Values)

A file format that uses tab characters as separators between fields. Unlike CSV files, the character data is not usually surrounded by quotes.

The format you choose will depend on the requirements of the program that will be importing the data you generate. When you choose one of these formats and click "OK", you will see a dialogue box on your screen telling you that you have started to download a file of type application/csv_ipac (or application /tsv_ipac), similar to the dialogue box shown in Figure 1.17. This box tells you that the browser you are using does not recognize the type of file that you are preparing to download to your computer. Since the browser will not be responsible for handling the file you are creating, you can simply click the "Save File" button as shown in Figure 1.17

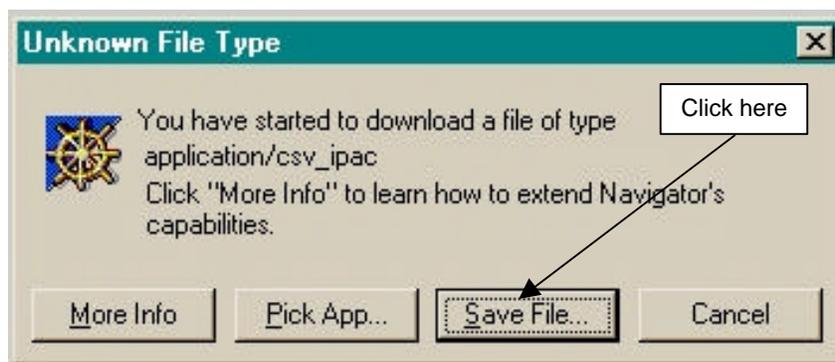


Figure 1.17 Unknown File Format

This will bring up a standard Windows “Save As...” Dialogue Box (Figure 1.18) where you can name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer’s configuration, your agency’s procedures and the program which will be importing the data you are generating.

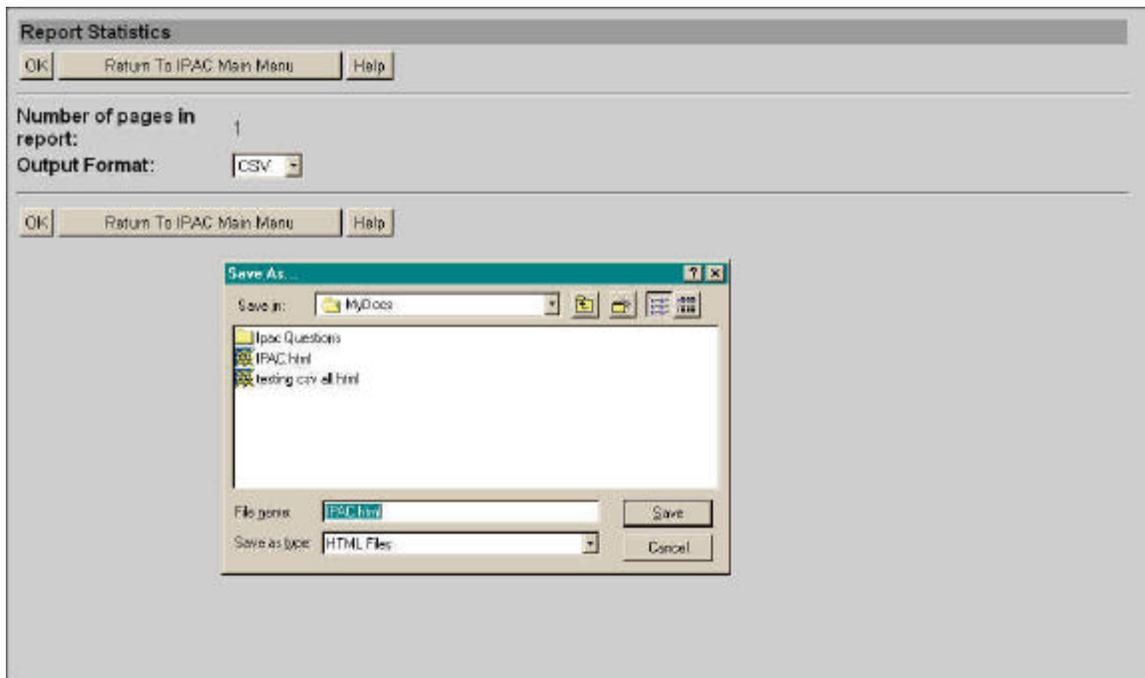


Figure 1.18 Windows “Save As...” Dialogue Box

Saving and Decompressing Zipped Reports

If the report you are generating will be large, you should choose the “**Zipped CSV**” or “**Zipped TSV**” output format for your report. These will produce the report in a smaller, compressed (zipped) file, which can be decompressed with a decompression utility before import into your other software.

To make efficient use of space and speed up file transfer, most large files on the Internet are compressed. File compression reduces the size of a file and the time it takes to download. Compression software uses complex mathematical equations to scan a file for repeating patterns in the data. It replaces the data with smaller codes that take up less room. This can dramatically decrease the size of report files.

To view compressed files, you need a compatible decompression program that can read these codes and convert the data back to its original form. To decompress a .zip file you need a utility like WinZIP™ (an inexpensive shareware program) or any of the freeware

or shareware zip file decompression programs, which are readily available on the Internet.

After choosing the **Zipped CSV** (or **Zipped TSV**) output format for your report, the next screen to display will be the **Report Status** screen. As discussed earlier (see Figure 1.5), this screen asks you to choose to “**Wait**” for the report to generate, or to return to the application’s main menu screen and work on other tasks while report generation takes place. If you do not choose to wait, you can retrieve the report file later through the “**Retrieve Report/Data Files**” option on the main menu.

If you choose to wait for the report generation, you will receive a Windows dialogue box (see Figure 1.19) warning you to be careful of files downloaded from the Internet and asking if you want to save or view the file.

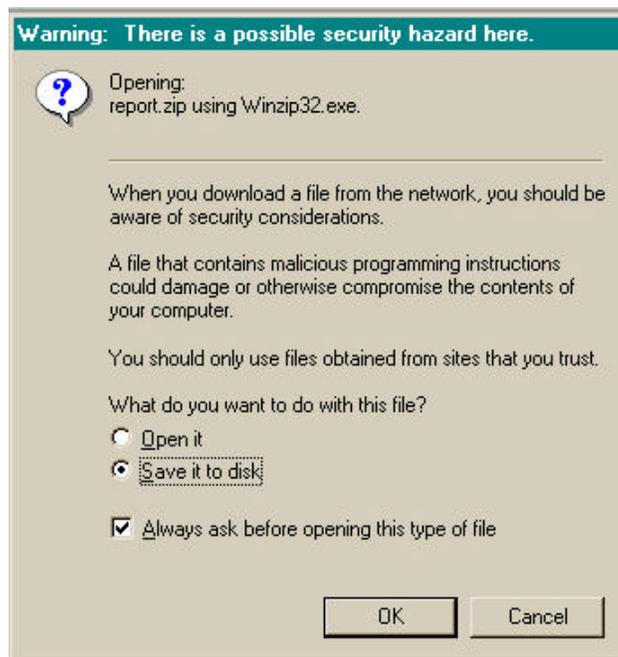


Figure 1.19 Windows Internet Warning Dialogue Box

Again, you must not remove the default check mark from the “**Always ask...**” choice box or you will not be able to choose between opening or saving this file type in the future.

If you choose to save the file, a standard Windows “**Save As...**” dialogue box which will allow you to save the file on your computer. Remember to keep the .zip file extension so that decompression utilities will recognize the file and be able to open it. It will be better NOT to open the file until after you have logged off from your IPAC session.

When you later access this file, you can decompress it with WinZIP™ or any other file compression utility. The decompressed file will be in CSV or TSV format, to be imported into other software programs for data analysis, manipulation or viewing.

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Section 2 Retrieve Report/Data Files

This function was designed but not implemented in the first release of some of the IPAC applications.

In order to facilitate the generation of large reports, document handling was enhanced for the IPAC suite of applications and the **Retrieve Report/Data Files** function was activated. This documentation should replace any mention in the application specific manuals of the **Retrieve Report/Data Files** function.

This documentation will show IPAC base application screens as illustrations, but the appearance and operation of this function is consistent throughout the IPAC applications.

Reports and data files generated in IPAC applications can be retrieved for viewing or printing through this function. For report deletions, use the **Report Retention Management** function of the application.

Select the “**Retrieve Report/Data Files**” function button from the application’s main menu. This will bring up the **Retrieve Report/Data Files** screen shown in Figure 2.1.

IPAC - Retrieve Report/Data Files

OK Clear Return To IPAC Main Menu Help

ALC: 20180002

Start Date : 2001-01-01

End Date : 2001-04-30

OK Clear Return To IPAC Main Menu Help

Figure 2.1 Retrieve Report/Data Files

Retrieve Report/Data Files Fields

ALC

The ALC for which the report/data files are stored. If you entered an ALC on the application’s it will display in the ALC data entry box. You may enter an ALC if none displays, you may change the ALC already in the box, or you can leave it blank. Reports that include more than one ALC will be stored with an ALC of 00000000 as shown in Figure 2.2

Report Dates

Enter a Start Date and an End Date for the report in YYYY-MM-DD format. These fields are required.

The start date and end dates refer to the dates the reports were originally generated, not the dates covered by the reports.

Retrieve Report/Data Files Buttons

“OK”

Accepts the parameters you have entered and retrieves a list of report/data files satisfying the selection criteria, five to a screen, as shown in Figure 2.2. Only report/data files that you created can be retrieved.

“Clear”

Resets the data entry fields to their values the last time the screen was displayed. No data is submitted to the IPAC database.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without processing any information.

“Help”

Displays help information for this screen.

Select	ALC	No. Of Pages	Description	Date
<input type="radio"/>	00000000	3	This is a sample of a payment transaction for documentation purposes.	2001-04-18
<input type="radio"/>	00000000	0	Sample Zero Dollar transaction	2001-04-19
<input type="radio"/>	00000000	1		2001-04-23
<input type="radio"/>	00000000	1	Sample Parent/Child Relationship Report for All ALCs run 4/18/01	2001-04-19
<input type="radio"/>	00000000	1	Sample Predecessor/Successor ALC Report	2001-04-24

Figure 2.2 Report/Data File List

Retrieving Reports and Data Files

Clicking “OK” on the Retrieve Report/Data Files screen (Figure 2.1) after completing the ALC, Start Date and End Date fields will display the **Report/Data File List** screen. The

reports will be displayed five at a time. If there are more than five reports meeting the criteria, they can be accessed by clicking the appropriate “Next” or “Prior” button.

Report/Data File List Fields

Select

Select the option button to toggle selection for the desired report. Clicking on an already selected report will deselect that report. These fields are mutually exclusive and only one report may be selected at a time. This is the only field that you can change on this screen.

ALC

The ALC entered on the **Retrieve Report/Data Files** screen.

No. of Pages

The number of pages in the printed report.

Description

The report description that was entered at the time the report was generated.

Date

The date the report was generated.

Report/Data File List Buttons

“Select”

Submits the request to retrieve the selected report.

“Clear”

Resets the option buttons to their values the last time the screen was displayed. No data is submitted to the IPAC database.

“Next”/“Prior”

If there are more than five report/data files, a “Next” button will display and it will bring up the next five report/data files, or as many as have not yet been shown. A “Prior” button will display as needed.

“Return to IPAC Main Menu”

Returns to the **IPAC Main Menu** without processing any information.

“Help”

Displays help information for this screen.

Select the report you want to retrieve by clicking the option button to its left, then click the “Select” button to display the **Report Format** screen for this report as discussed earlier.

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Appendix A File Compression Utilities

Information in *Italics* is quoted from the web site listed for the software

For your convenience, this is a brief list of some of the file compression utilities available on the World Wide Web which are compatible with the ZIP file compression used by the IPAC system. This list has only a few of the many programs available and inclusion in this list is in no way meant to be an endorsement of any of the products listed,

Commercial Utilities

WinZip™

This is one of the most widely used file compression utilities. It is available as shareware and can be registered for a minimal cost. The site listed below also has some good, basic information on ZIP file.

Download WinZip here:
<http://www.winzip.com/info.htm>

PKZip™

This is the original “ZIP” file compression utility and still widely used. It is also available as shareware and may be registered for under \$50.00

Download PKZip here:
<http://www.pkware.com/>

PowerZip™

PowerZip is an award winning compression program for Windows 9x/Me/NT/2000. If you use the Internet, PowerZip will certainly save you time, money and effort as you communicate with your friends and colleagues or download files from the Net.

Download PowerZip here:
<http://www.powerzip.net/>

Freeware Utilities

Stuffit Expander™

FREE file expansion. Stuffit Expander gives you the easiest way to open your Internet downloads and email attachments. Access sit, zip, rar, and more! Free, with no nags!

Download Stuffit here:

<http://www.stuffit.com/downloads.html>

EasyZip 2000™

This freeware utility is a powerful, easy-to-use FREE zip and unzip utility. It offers all the features you'd find in the commercial compression programs.

Download EasyZip 2000 here:

<http://www.aaafreebies.com/easyzip111.htm>

HJ-Zip™

Why pay money for programs like Winzip when you can get HJ-Zip for free? HJ-Zip is a reliable and easy to use zip/unzip program with full Windows user-interface. It also enables you to create self-extracting archives.

Download HJ-Zip here:

<http://freebyte.com/hjzip/>

UltimateZip™

UltimateZip the freeware archive utility for the new millennium.

Download UltimateZip here:

<http://www.ultimatezip.com/>

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