THE RESOURCE INTERRUPTION MONITORING SYSTEM
Basic Reporting Procedures and Sample Reports

Civil Crisis Management Division

United States of America
General Services Administration
Office of Preparedness

FOREWORD

This RIMS training manual was originally prepared by Mrs. Helen R. Nixon for use in her office, Region 7, Dallas, Texas. It has subsequently been used for training at each OP Regional Office and at the Central Office in Washington. In anticipation of requirements for training of new users of RIMS under crisis reporting conditions, the manual is being issued for library reference and quantity reproduction.

AVERY KOLB, Chief
Crisis Management Division
Office of Preparedness

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THE RESOURCE INTERRUPTION MONITORING SYSTEM

I. INTRODUCTION

These instructions for computer operations have been written for the RESOURCE INTERRUPTION MONITORING SYSTEM (RIMS). This system was designed by the staff of the Office of Preparedness, and programmed by the staff of the Mathematics and Computation Laboratory. RIMS is made up of four systems of general purpose programs – *EMISARI, CONFERENCE, IRIS,* and *NOTEBOOK.* These are applied usually with less than 3 days notice to crisis reporting needs or temporary monitoring assignments. More permanent computer applications have been based on the experience gained with the temporary use of RIMS.

EMISARI (Emergency Management Information System and Reference Index)[1]

This system was designed to deal specifically with compiling, processing, and disseminating management information associated with highly variable situations – adaptive in less than a day to changing management requirements for statistics, formatted reports, or free text communications. It has been used successfully in reporting on rail strikes, truckers work stoppages, fuel shortages, and the wage-price-rent freeze of 1971. EMISARI is the principal program used by RIMS.

CONFERENCE[2]

There are three versions of computerized conferencing used by the Office of Preparedness. The one being used by the OP Regions with OP Central Office permits a continuing conference for which messages are kept by the computer and participants may enter or re-enter whenever they have the time to do so. It enables computer terminal operators to check out their terminals and get operating instructions from the System's Monitor at their convenience or share problems in a simultaneous conference hook-up of terminals.

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[1] Additional information re EMISARI may be obtained from TM-230 published by the Office of Preparedness and titled EMISARI: A Management Information System Designed to Aid and Involve People.

[2] Additional information re CONFERENCE may be obtained from TM-225 published by the Office of Preparedness and titled Conference System User's Guide.

IRIS (Incident Reporting Information System)

This system is used to input individual incidents or cases which require follow-up actions. IRIS was used for case resolution on fuel shortages beginning with OP monitoring in April 1973 and continuing thru the end of the Voluntary Petroleum Allocation Program in November 1973. Basic procedures on the use of IRIS are the same as for EMISARI. Procedures specific to case processing will be published as a revision to this manual.

NOTEBOOK

The seven notebooks in EMISARI (Bulletin Board, Policy and Guidance, Industry Impact, State Situation, Regional Situation, News, and People Directory) may excerpt or transfer reports from any notebook in RIMS. The potential exists for regional office notebooks, for example. All are maintained by the Notebook System.

Basic procedures for the use of NOTEBOOK are covered under procedures for EMISARI. Special additional uses of the NOTEBOOK System will be published as a revision to this manual.

II. OPERATION OF COMPUTER TERMINALS

A. To Operate the DCT-500

1. · Turning On

Keyboard switches should always be set as follows:

MASTER   OFF   BAUD   300   ON LINE   KEYBOARD   PRINTER

The switch labeled *"ANSWER - ORIGINATE"* should always be set on *"ORIGINATE."*

The switches labeled *"FULL DUPLEX - HALF DUPLEX"* (whether on the DCT-500 keyboard or the acoustic coupler, should be set on: *"HALF DUPLEX"* at all times except when typing in user's Site ID Code or EMISARI Access Code. *"FULL DUPLEX"* will allow user to enter these codes without them printing, thus preserving security of the computer.

Following are the steps in turning on the terminal:

a. Turn on the on-off switch in the rear (left) of the DCT-500.

b. If you have –

(1) An acoustic coupler, turn on the on-off power switch; set the *ANS-ORIG* switch to *ORIGINATE*.

(2) A modem, be sure it is plugged into 115V A.C. power and that no test switch is in the TEST position.

c. Dial the appropriate 110 or 300 bps telephone line to establish connection with the central GSA/OP computer. (A different number is called if you are using TWX.) [The computer's response (item g below) will indicate by the last four numbers in its printout the telephone line by which the user was actually connected to the computer. (Also, see item j)].

d. Upon receipt of a high-pitched tone, do one of the following –

(1) Place telephone in computer acoustic coupler.

(2) Pull up the white button on the telephone and lay phone down.

e. Press the PROCEED key on the keyboard and wait for a green light. (This step may not be necessary if your computer terminal has been upgraded recently.)

f. Upon receipt of the green light, type in Site ID Code (depressing the shift key for the letters). The Site ID Code is a six-character code, a different one for each terminal.

g. When the computer responds with "UNIVAC 1108 TIME/SHARING EXEC VERS 27.20.225034 XXXX," (XXXX = telephone extension to which you are connected) release key shift (if not already done) and type in user's Run ID as follows:

Regions: @RUN XXXRYY,ZZZZ,EOBA   or @RUN XXXRYY,ZZZZ,PRACTICE
Washington: @RUN XXXW01,ZZZZ,EOBA   or @RUN XXXW01,ZZZZ,PRACTICE

(For XXX, insert user's initials; for YY insert user's region number such as 01-09 or 10.) (Be sure to use numeral 0 and letter O correctly.) (ZZZZ = the eligible account number assigned for this project.) Hit RETURN key for a carriage return.

h. The computer will print back the date and time. User is now ready to enter EMISARI, CONFERENCE, IRIS, or NOTEBOOK. Type one of the following:

@CONFERENCE OPERATORS/ON/RIMS.

@OP.EMISARI

@OP.IRIS

@OP.NOTEBOOK

Hit RETURN key for a carriage return.

The user of RIMS is strongly encouraged to enter the CONFERENCE at least once a day.

i. User will then be taken into the system called. In CONFERENCE, user will be asked his name and his Vote Code. The Vote Code is the same as the

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Access Code for EMISARI, IRIS, or NOTEBOOK. (The Vote/Access Code is a six-letter word, a different one for each contact in RIMS.) Hit RETURN key for a carriage return. From this point, see special instructions for the system called.

j. As mentioned in items c and g, the last four numbers in the computer response indicates the telephone number on which user entered the computer. If user is accidently cut off, he can re-enter (if done within one minute) by dialing the phone number shown, getting tone, holding down CTRL key and typing X.

2. Turning Off

a. If a user is finished with one system, such as CONFERENCE, and wants to go into another one, type @ when asked for next choice. User will get a time printout and can then type in the system desired. (@OP.EMISARI...etc.)

b. If user is finished with all systems and wants to go out of the computer, type @ when asked for the next choice. The computer will print the time. User will then hold down the CTRL key and press D. Be sure to wait for the green light on the keyboard to go out and then hang up the telephone receiver, switch off the DCT-500, and turn off power switches.

c. If user needs to know his Run time, he may type @FIN and this will be printed for him. User will then hold down the CTRL key and press D and continue as instructed in item b. above.

B. To Operate a Portable Terminal

1. Turning Computer On

(See item i below if you use Western Union TWX.)

The keyboard switches should always be set as follows:

Execuport 300	TI-700	Portacom
LINE	HALF	HALF
HALF	30	EVEN
30	EVEN	ORIG
EVEN		
UPPER		

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a. Turn on the on-off switch.

b. Dial the appropriate 110 or 300 bps telephone line to establish connection with the central GSA/OP computer. (Portacom terminals are always slow speed, 110 bps.)

c. Upon receipt of a high-pitched tone, place phone in the coupler. (Be sure cord end is in the correct socket.)

d. Wait for a green light on the keyboard and press the HERE IS key on the keyboard. If there is no HERE IS key, upon receipt of the green light, type your Site ID Code. This is a six-letter code to be used for one terminal only.

e. When the computer responds with: UNIVAC1108 TIME/SHARING EXEC VERS 27.20.225034 XXXX* type in your RUN STATEMENT:

Regions: @RUN XXXRYY,ZZZZ,EOBA   or @RUN XXXR01,ZZZZ,PRACTICE
Washington: @RUN XXXW01,ZZZZ,EOBA   or @RUN XXXW01,ZZZZ,PRACTICE

- (For XXX, insert your initials; the letter O is in EOBA only. The number 0 is used elsewhere. For YY insert users region number such as 01-09 or 10 ZZZZ = the eligible account assigned this project.)

f. Hit RETURN KEY for carriage return (also marked CR).

g. The computer will print back the date and the time. You are now ready to enter EMISARI or the CONFERENCE system, for example. Type one of the following and then hit RETURN KEY for carriage return:

@CONFERENCE OPERATORS/ON/RIMS.

@OP.EMISARI

@OP.IRIS

@OP.NOTEBOOK

The user of RIMS is strongly encouraged to enter the CONFERENCE at least once a day.

*The last four numbers printed is the telephone line on which you entered the computer. If you are accidentally cut off you can re-enter by dialing that number. Hit a CTRL X. (Must be done within 1 minute.)

h. You will then be taken into the system you called. In CONFERENCE you will be asked your name and your Vote Code. This Vote Code is the same as the Access Code in EMISARI. In EMISARI you will be asked for your Access Code. This will be a six-letter word to be used by you only. Hit RETURN KEY for carriage return. (From this point, see the special instructions following for CONFERENCE AND EMISARI.) If you don't know your Access Code, use the word VIEW.

2. Turning Computer Off

a. If you have finished with all computer programs/conferences and want to go out of the computer, type @FIN when asked for your next choice (EMISARI) or line number (CONFERENCE). The computer will print time, run time, etc., and the line becomes inactive.

After this printout, hold down the CTRL key and press D. Be sure to wait for the green light to go out and then hang up the receiver, and turn power off on the terminal.

b. If you finish with either CONFERENCE or with EMISARI and want to go into the other one, type @ when asked for your next choice (EMISARI) or line number (CONFERENCE). You will then get a time printout and can then type in the program/conference you want. You can go back and forth between these.

C. To Operate the Teletype Terminal for Computer Operations

1. Turning On

a. Press the ORIG button.

b. Dial the 110 BAUD line to establish connection with the central GSA/OP computer.

c. Upon receipt of a high-pitched tone, type the six-character Site ID Code.

d. When the machine responds with UNIVAC 1108 TIME/SHARING, etc., type user's Run ID as follows:

Regions: @RUN XXXRYY,ZZZZ,EOBA   or @RUN XXXRYY,ZZZZ,PRACTICE
Washington: @RUN XXXW01,ZZZZ,EOBA   or @RUN XXXW01,ZZZZ,PRACTICE

(For XXX, insert user's initials; for YY insert user's region number such as 01-09, or 10.) (Be sure to use letter O and numeral 0 correctly.) (ZZZZ = the eligible account number assigned for this project.) Hit RETURN key for carriage return.

e. The machine will then type back the date and time. User should then type in the system desired such as:

@CONFERENCE OPERATORS/ON/RIMS.

@OP.EMISARI

@OP.IRIS

@OP.NOTEBOOK

Hit RETURN key for carriage return.

The user of RIMS is strongly encouraged to enter the CONFERENCE at least once a day.

f. User will then be taken into the system called. In CONFERENCE, user will be asked his name and Vote Code. In the other systems, user will be asked for his Access Code.

g. The three special characters for text editing via the teletype are on the teletype keyboard as follows:

$\wedge$ -- Upper Case N -- to step back one line

$<$ or $-$ -- Upper Case O -- to delete characters

$\backslash$ -- Upper Case L -- to replace \old\new\

2. Turning Off

a. If a user is finished with one system, such as CONFERENCE, and wants to go into another one, type @ when asked for next choice or line number. User will get a time printout and can then type in the system desired. (@OP.EMISARI...etc.)

b. If user is finished with all systems and wants to go out of the computer, type @ when asked for the next choice or line number. The computer will print the time. User will then hold down the CTRL key and press D.

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c. If user needs to know his Run time, he may type @FIN and this will be printed for him. User will then hold down the CTRL key and press D.

D. Error and Diagnostic Messages

1. Parity Error

These words indicate that the computer did not understand information just typed due to noise on the line. Last entry line must be retyped.

2. File Error or ...Not Available

These words mean that the file is locked in momentarily by the programmer or that the file is out and must be brought back in. Wait about three minutes and try again.

3. Attempting to Reference an Unassigned File or File...is Neither Catalogued or Assigned

If user receives either of the above phrases while trying to access one of the systems/programs, call the System Monitor.

4. Data Ignored ... In Control Mode

No program is currently being run by the computer under your run statement. (You may have typed the BRK key by mistake, for example, and terminated your use of EMISARI.) Just start over e.g.

@OP.EMISARI   or   @CONFERENCE   OPERATORS/ON/RIMS.

5. TIME OUT

No key has been typed at your terminal for 5 minutes. If no key is typed in another 5 minutes, the computer will terminate its connection to your terminal.

6. SEND ID

The computer is out of service for less than a minute or so. Your connection will not be dropped, but you must sign on all over again by pushing your HERE IS button or re-typing your six-character site identification.

E. Corrections (How To Make Them)

Corrections may be made rather easily. Here are some of the ways:

1. For a few characters when discovered immediately -- use the ← or Del (do not depress key shift). Hit the key as many times as there are characters to be corrected and then type in the correction.

2. For a whole line (before user hits the return key) -- hold down the CTRL key and type X. Then retype full line.

3. Words or phrases may be replaced by diagionals. When user is on the line to be corrected, type as the first characters on the line the following:

\old words or phrases\new words or phrases\

4. To blank a whole line out, type * at the left margin and return the carriage. The computer will display the corrected line.

5. For an error not discovered immediately, do one of the following:

a. User can hit the ∧ (↑) to go back one line or the =# (line number) to go back to the line on which the error appears. User will then be given a chance to make necessary corrections.

b. When an error is discovered as the computer is printing out user's entry, user may type NO when asked by the computer "OKAY TO WRITE?". User will then be given a chance to make correction.

c. If user later determines that information input is not correct and needs to change entry, he may do so by going in under "Initial Choice" UPDATE and asking for the item that needs changing.

F. Special Symbols and Keys or Text Handling Commands

These symbols and keys must appear as the first character(s) on the line.

+   -- Text input is completed (if user is completing a text entry).

+   -- Steps back to previous choice.

+#	-- Steps back to "Initial Choice" of your selection (# --type in a number e.g., EMISARI UPDATE, initial choice 6 is reached immediately by typing + 6).
@	-- Use of CONFERENCE, EMISARI, IRIS, or NOTEBOOK is completed.
CTRL and D	-- Use of computer is completed.
*	-- Blanks a line of entry.
=	-- Leaves line unchanged (carriage return will also do this).
=#	-- Leaves line unchanged and goes to whatever line number user types in. For example, =8.
$\wedge$ or $\uparrow$	-- Backs up one line (needed to revise title line).
\old\new\	-- Replaces old characters with new characters.
HELP	-- To receive assistance from the explanation.
MODE	-- To change mode, from long to short or from short to long. Short mode eliminates the printing of the choice list.
DISPLAY	-- To pause every 23 lines and terminate the printout, if desired. Display 15 will pause every 15 lines, etc.
CONFER	-- To transfer to the @CONFERENCE OPERATORS/ON/ RIMS.
INTRPT	-- Stopping a long printout in EMISARI, IRIS, or NOTEBOOK. Press the INTRPT (or BREAK) key; user will receive an INTERRUPT... message. Then press the PROCEED key and RETURN key. (User may not need to press PROCEED key.) A few more lines will print out and the terminal will then stop. Type GOODBYE and hit Return key for carriage return. At this point user may start over again with the program desired, such as @OP.EMISARI.

Stopping a long printout in CONFERENCE. Press the INTRPT (or BREAK) key; user will receive an INTERRUPT... message. Then press the PROCEED key and RETURN key. (User may not need to press the PROCEED key.) A few more lines will print out and the terminal will then ask for L#1:? of user's next message input (or + command input).

If a printout from EMISARI or NOTEBOOK is desired, omitting the date of entry, time of entry, item number, and writer's contact number, i.e., a neat, typewritten original, use the "neat option" when calling the system:

@OP.EMISARI,N

or @OP.NOTEBOOK,N

G. Shortcuts

1. For EMISARI

option letters to start the system at any one of the "Initial Choices" as follows:

@OP.EMISARI,A -- Contacts and Agencies - Initial Choice 1.

@OP.EMISARI,E -- Programs and Estimates - Initial Choice 2.

@OP.EMISARI,M -- Messages - Initial Choice 3.

@OP.EMISARI,T -- Tables - Initial Choice 4.

@OP.EMISARI,F -- Notebooks - Initial Choice 5.

@OP.EMISARI,U -- Update - Initial Choice 6.

b. Short Mode. The user, at the time he calls up EMISARI, may specify the short mode by typing as outlined below. In the short mode, the list of alternatives at any logical choice is not printed, thereby allowing anyone familiar with the choices to bypass the longer printout. Type:

@OP.EMISARI,S

Similarly, the user can add the letters as indicated under item a. above, and go directly by short mode to the "Initial Choice" desired. For example --

@OP.EMISARI,SU   (Will take you directly to UPDATE, asking for Update Choice.)

       c. Moving from one "Initial Choice" to another by the use of the +#, where # is the number of the choice. (e.g., AFTER ENTERING YOUR REPORT (you first used initial choice 6 for updating) you wish to retrieve all regions reports: type + 5 (for initial choice 5, EMISARI notebooks))

       d. Accepting more than one response at a time. At many logical choices, the user may type a sequence of responses, separated by commas. For example, in response to "TABLE#?", type 10,15, 20 to 30. User will get all these tables printed out without having to ask for each number individually.

       e. Whenever user is asked for a YES,NO,etc. choice, he may hit the Return key for a YES answer (without typing yes).

       f. Whenever user is asked for a FROM Date? or TO DATE?, he may hit the Return key for today's date.

    2. For CONFERENCE

The user, at the time he calls up CONFERENCE, may select a shorter version by typing one of the following:

       a. @CONFERENCE,N OPERATORS/ON/RIMS.

(This omits the list of members and their status on conference)

       b. @CONFERENCE OPERATORS/ON/RIMS.,68

(With the number being the last message user wishes to bypass)

       c. @CONFERENCE OPERATORS/ON/RIMS.,1000

(If user does not know or care about any of messages but wishes to get to the end so that he may enter a message he will choose a number higher than conference messages could be)

d. @CONFERENCE,N OPERATORS/ON/RIMS.,68   or
    @CONFERENCE,N OPERATORS/ON/RIMS.,1000

. (This is a combination of a., b., and c., and is the shortest possible way to get into conference.)

H. Contacts and Telephone Numbers

To obtain the individuals and their telephone numbers which the user will rely on for assistance with his computer operations obtain the latest report from EMISARI as follows:

@OP.EMISARI

ACCESS CODE (Use VIEW if you don't know yours)

INITIAL CHOICE? 1

AGENCY-CONTACT CHOICE? 3

CONTACT NUMBER? 1,4,40

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USER'S GUIDE
OEP COMPUTERIZED CONFERENCING (July 1972)

Party-Line, Discussion, Conference Commands:

+	end or receive new messages
+M numbers	retrieve messages by numbers (+M 2,10 TO 20,13)
+M name	retrieve messages by author
+? key phrase	retrieve messages by content
+L	list explanation
+C name	send confidential message to name
+EC name	send previous confidential message to name
+C or +EC	kill sending confidential message
+EC author	to see what user wrote
+O options	turn option letters on and off
+S	list status of all members
+S name	list status of name only
+S #	list current number of messages
+W	wait until someone else does something
+W name	wait until name does something
@	to sign off (then press CTRL and D keys)

Discussion and Conference Commands:

+EM	enter a new message
+EM numbers	edit messages by number
+EM -numbers	delete messages by number
+D date	retrieve messages written or edited on date
+D date-time	retrieve on date after time
+D date TO date	retrieve over range
+D date-time TO date-time	retrieve over range
+D time	retrieve messages written today after time
+ED date	retrieve messages edited on date

date and date-time form: MM/DD/YY-HH:MM:SS

Examples: +D 1/1/72 TO 1/5/72
+D 14:30
+ED 1/5/72-13:35

Conference Commands:

+EP	enter proposals
+EP numbers	edit proposals by number
+EP -numbers	delete proposals by number
+P numbers	list proposals by number
+V numbers	vote on proposals
+PV numbers	combines +P and +V
+PS numbers	short summary of voting status
+VP numbers	provides just vote results on proposals
+VS numbers	user vote summary
+VC code	allows user to specify new vote code

Note: All proposals are listed if numbers is omitted.

Calling Statements:

@CONFERENCE
@CONFERENCE   conference-name.
@CONFERENCE,options   conference-name.
@CONFERENCE,options   conference-name.,#-messages-received

Examples: @CONFERENCE   AGENDA.
@CONFERENCE,CN AGENDA.,30
@CONFERENCE,CL EOBA*MEETING/PASS/CODES.

Option Letters:

C	automatic pause for CRT terminals
D	turn on debug mode
E	end the conference (moderator)
L	list explanation
M	don't echo author's messages
N	short interaction mode
O	treat demand user as batch, or vice-versa
S	start the conference (batch)
T	retrieve message titles only
W	enter sleep mode (no user input request)
	to exit, press BREAK key, RETURN and type "+O-W"
X	abort if error occurs

Note: Use "+O" (letter O) command to turn options on or off
Examples: +O N
+O -M+CT

Message Editing:

←	character delete (CTRL & O keys)
CTRL & X keys	delete the current line
↑	back up one line
=	leave line as is
=n	jump to line n (1 to 9)
RETURN key	carriage return (CR) key blanks the line

Voting Scales:

Desirability (DES)	Feasibility (FEA)	Numeric Code
Very Desirable	Definitely Feasible	1
Desirable	Possibly Feasible	2
Undesirable	Not Determinable	3
Very Undesirable	Possibly Infeasible	4
Not Pertinent	Definitely Infeasible	5
No Judgment	No Judgment	6

Answers to Questions:

Designer - Murray Turoff
Implementor - Rod Renner

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IV. EMISARI

A. General Explanation

In starting to work with EMISARI, the user is given an "Initial Choice" as follows:

a. CONTACTS AND AGENCIES (1)

> Contacts are individuals or groups of individuals responsible for gathering or acting on information in the system. Agencies are groupings of individuals who come under a particular organization. Agencies and individuals are assigned contact numbers. The importance of this section to users is that it identifies the writer of items in the computer and also allows the user to enter messages to a particular contact.

b. PROGRAMS AND ESTIMATES (2)

> Estimates are single statistics (e.g., truck traffic counts at one highway exit). Programs are collections of statistics (e.g., truck traffic along a specific highway).

c. MESSAGES (3)

> Messages are brief notes from one contact to another specific contact or to the group as a whole. EMISARI messages should be used mainly to explain certain entries in numeric tables or other data. CONFERENCE is the primary vehicle for general messages. See Bulletin Board for another type entry.

d. TABLES (4)

> The EMISARI system provides for input and retrieval of numeric data in tabular form. OP Regions will input into this section during crisis situations.

e. NOTEBOOKS (5)

This is an important "Initial Choice" for OP Regions. It includes reporting on weekly activities, State and Regional Situations, critical shortages, etc.

(1) Bulletin Board (1)

This is a straight text file, a major portion of which is a common area into which any contact may place a notice of interest or concern to others. For instance, information or status on a certain program might be entered here as a sample problem.

(2) Policy and Guidance (2)

This file contains rules, regulations, and management policy and is usually written by special contacts at the national level.

(3) Industry Impact (3)

This file is concerned with information showing the effects of crisis situations on key industries within the various States. OP Regions will input into this section.

(4) News (4)

At the present time, this section is being used for weekly activity reporting. In the event of an extended major crisis situation, this section would be used for abstracts of news stories and press releases pertinent to the crisis. (Regions will be notified when to stop using this choice for weekly reporting.)

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(5) State Situation (5)

> This section of the file deals with the economic impact of any given crisis on the States individually. OP Regions will input into this section.

(6) People (6)

> This is a text file....used as a telephone directory into which each region and the national office may keep the names, addresses, telephone numbers, and key functions of individuals such as local public health officials, local government coordinators, State emergency planning coordinators, etc. For use of OP Central and OP Regions.

(7) Regional Situation (7)

> This section of the file deals with the overall regional situation such as Federal, State, and Industry actions taken to alleviate a crisis situation. It contains reports of violence, and other non-economic information, etc. OP Regions will be using this file very heavily during a crisis situation.

f. UPDATE (6)

> This is the choice under which all input into the computer is made, whether it is initial entry, correction, addition to, or deletion.

g. EXPLANATION (7)

> This section includes information on general terms used in computer, general instructions, special symbols and keys, short cuts., etc. This section was used extensively in preparing this set of computer operations instructions.

h. CURRENT CRISIS ARRANGEMENTS (8)

Immediately upon formal announcement by the Director of the Office of Preparedness that a crisis operation has commenced, the RIMS Monitor will provide a description of assignments via this initial choice. Each contact's current role and each table program, and notebook's application will be identified.

Page 23 is a chart of EMISARI choices which you may encounter in your work. A discussion of some practical applications is given in the section below.

B. **Weekly Activity Reports**

1. General Explanation

These weekly activity reports are required for the purpose of keeping the Central Office and Regional Offices informed of the progress being made in program areas, meetings scheduled and other pertinent matters. They are made via EMISARI as a weekly check on the operating readiness of RIMS.

There are three sections to the weekly reports. Each section should be entered as a separate report as follows:

Substantive Progress As of (date)

Travel and Meetings As of (date)

Pertinent Matters As of (date)

Weekly reports cover a period from Wednesday morning to the following Tuesday afternoon. The report should bear the As of Date of the Tuesday. Reports are ordinarily entered in the computer early Wednesday morning.

Substantive Progress will cover major activities engaged in or completed during the reporting period. Travel and Meetings are those scheduled for the coming week or two weeks. Pertinent Matters are those of potential concern to the Director.

Under Pertinent Matters, do not enter information re a developing crisis situation. Rather mention under this section that you have entered such a report under the Industry Impact Notebook.

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EMISARI USER'S GUIDE

(Office of Preparedness Emergency Reporting System)

OPTIONS AT START
eg @OP.EMISARI,SU
A   AGENCIES AND CONTACTS
E   PROGRAMS AND ESTIMATES
F   NOTEBOOKS
M   MESSAGES AND LETTERS
T   TABLES
U   UPDATE CHOICE

N   NOTEBOOK TITLES LEFT
    JUSTIFIED
S   SHORT MODE

@OP.EMISARI

```
DO YOU WISH
   RETRIEVAL OF
      CONTACTS AND AGENCIES      (1)
      PROGRAMS AND ESTIMATES     (2)
      MESSAGES                   (3)
      TABLES                     (4)
      NOTEBOOKS                  (5)
   TO UPDATE                     (6)
   AN EXPLANATION                (7)
   CURRENT CRISIS ARRANGEMENTS   (8)
INITIAL CHOICE:
```

OPTIONS AT ANY INPUT
+   TO STEP BACK A CHOICE
+ "x"   TO JUMP TO INITIAL CHOICE "x"
           FROM ANYWHERE (EG + 6)
←   DELETE CHARACTER
-          TO TERMINATE EMISARI
MODE   TO SHIFT TO OR FROM SHORT
           MODE (NO CHOICE LIST PRINTED)
DISPLAY   TO PAUSE EVERY 23 LINES
HELP   TO GET HELP FROM THE EXPLANATIONS
CONFER   TO MAKE SUGGESTIONS AND SEE
           COMMENTS ON SYSTEM OPERATIONS

```
RETRIEVE BY
   AGENCY NUMBER          (1)
   LIST AGENCY NAMES      (2)
   CONTACT NUMBER         (3)
   LIST CONTACT NAMES     (4)
   KEY WORD OR PHRASE     (5)
AGENCY-CONTACT CHOICE:
```

```
DO YOU WISH TO UPDATE
   ESTIMATES     (1)
   MESSAGES      (2)
   TABLES        (3)
   NOTEBOOKS     (4)
   TELEPHONES    (5)
UPDATE CHOICE:
```

```
RETRIEVE BY
   PROGRAM NUMBER OR LABEL     (1)
   PROGRAM CONTACT             (2)
   PROGRAM AGENCY              (3)
   LIST PROGRAM TITLES         (4)
   ESTIMATE NUMBER OR LABEL    (5)
   ESTIMATE CONTACT            (6)
   ESTIMATE AGENCY             (7)
   LIST ALL ESTIMATES          (8)
PROGRAM-ESTIMATE CHOICE:
```

```
DO YOU WISH TO
   MODIFY MESSAGE     (1)
   WRITE MESSAGE      (2)
   DELETE MESSAGE     (3)
MESSAGE UPDATE CHOICE:
```

```
DO YOU WISH INFORMATION ON
   GENERAL TERMS             (1)
   GENERAL INSTRUCTIONS      (2)
   SPECIAL SYMBOLS AND KEYS  (3)
   SPECIAL FEATURES          (4)
   RETRIEVAL INSTRUCTIONS    (5)
   UPDATE INSTRUCTIONS       (6)
   SHORT CUTS                (7)
   MISCELLANEOUS             (8)
   RETRIEVE INFORMATION BY
      ITEM NUMBER            (9)
      KEY WORK OR PHRASE     (10)
      FROM-TO-ENTRY DATES    (11)
      LIST TITLES            (12)
EXPLANATION CHOICE:
```

```
DO YOU WISH DESCRIPTIONS OF
   AGENCIES AND CONTACTS    (1)
   PROGRAMS AND ESTIMATES   (2)
   TABLES                   (3)
   NOTEBOOKS                (4)
   ASSIGNMENTS              (5)
DESCRIPTION CHOICE:
```

```
RETRIEVE BY:
   MESSAGE NUMBER        (1)
   LETTER NUMBER         (2)
   KEY WORD OR PHRASE    (3)
   LIST TITLES           (4)
   FROM CONTACT          (5)
   TO CONTACT            (6)
   ESTIMATE ASSOCIATION  (7)
   TABLE ASSOCIATION     (8)
MESSAGE-LETTER CHOICE:
```

```
DO YOU WISH TO
   MODIFY TABLE     (1)
   WRITE NEW TABLE  (2)
TABLE UPDATE CHOICE:
```

```
RETRIEVE BY
   TABLE NUMBER        (1)
   MODIFICATION DATE   (2)
   CLOSING DATE        (3)
   STATUS LIST         (4)
   ROW TOTALS          (5)
   PLOT TABLES         (6)
TABLE CHOICE:
```

```
RETRIEVE
   BULLETIN BOARD        (1)
   POLICY AND GUIDANCE   (2)
   INDUSTRY IMPACT       (3)
   NEWS                  (4)
   STATE SITUATION       (5)
   PEOPLE                (6)
   REGIONAL SITUATION    (7)
NOTEBOOK CHOICE:
```

```
RETRIEVE BY:
   ITEM NUMBER             (1)
   FROM-TO ENTRY DATES     (2)
   NUMERICAL VALUES        (3)
   KEYWORD OR PHRASE       (4)
   LIST TITLES BY ITEM #   (5)
NOTEBOOK RETRIEVAL CHOICE:
```

```
DO YOU WISH TO UPDATE:
   BULLETIN BOARD        (1)
   POLICY AND GUIDANCE   (2)
   INDUSTRY IMPACT       (3)
   NEWS                  (4)
   STATE SITUATION       (5)
   PEOPLE                (6)
   REGIONAL SITUATION    (7)
NOTEBOOK CHOICE:
```

```
UPDATE BY:
   ITEM NUMBER           (1)
   FROM-TO ENTRY DATES   (2)
   NUMERICAL VALUES      (3)
   MOVES (M to N)        (4)
NOTEBOOK UPDATE CHOICE:
```

APRIL 1974

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Following are examples of weekly activity reports as entered by the computer operator:

R04: SUBSTANTIVE PROGRESS AS OF 4/16/74

DATE ACTIVITY

4/10 RD ATTENDED GSA REGIONAL ADMINISTRATOR'S STAFF MEETING.

4/11 RR MET WITH SPECIAL ASST. TO THE SECRETARY, SOUTHEAST REGION, DOI, TO DISCUSS EMERGENCY PLANNING.

4/11 RD ATTENDED 1ST SESSION OF MANAGEMENT BY OBJECTIVES COURSE.

4/15 RD HELD DISCUSSIONS WITH USDA REGIONAL REPRESENTATIVE RE ATTENDANCE OF RD AT NEXT REGULARLY SCHEDULED MEETING OF EACH STATE USDA EMERGENCY BOARD. RD WOULD BRIEF BOARD ON OP PROGRAMS, WITH PARTICULAR EMPHASIS ON CONTINUITY OF GOVERNMENT.

4/16 RD AND MRS. MEREDITH ATTENDED MONTHLY MEETING OF ATLANTA ASSN. OF FEDERAL EXECUTIVES.

4/16 RD ATTENDED GSA REGIONAL ADMINISTRATOR'S STAFF MEETING.

R07: SUBSTANTIVE PROGRESS AS OF 4/16/74

DATE ACTIVITY

4/10 RD VISITED LOS ALAMOS SCIENTIFIC LABORATORY IN NEW MEXICO TO INSPECT AEC ALBUQUERQUE OPERATIONS OFFICE RELOCATION SITE THERE AND TO BE BRIEFED ON ACTIVITIES AT LOS ALAMOS. MEMO TO GENERAL WAR PREPAREDNESS FOLLOWS, COVERING THE RELOCATION ASPECT.

4/11   RD CONFERRED WITH D/INTERIOR SECRETARIAL REPRESENTATIVE IN ALBUQUERQUE CONCERNING EMERGENCY PLANNING. HE IS IN WASHINGTON THIS DATE FOR SEC. REP. MEETING AND SAID HE WOULD BRING UP THE SUBJECT OF A CENTRAL DOI CONTRACT FOR SUCH PLANNING. OP 7 WILL BE INCLUDED IN JULY MEETING IN DALLAS OF DOI REGIONAL DIRECTORS FOR PURPOSE OF DISCUSSING OP ROLE AND EMERGENCY PLANNING.

4/11   RD CONFERRED WITH NEW MEXICO STATE PLANNING OFFICE IN SANTA FE CONCERNING NEWLY APPOINTED ADJUTANT GENERAL AND DIVISION OF EMERGENCY RELATED DUTIES BETWEEN PLANNING OFFICE AND ADJUTANT GENERAL'S OFFICE.

4/12   STAFF NOTIFIED NEWSPAPER ARTICLE DATELINED WASHINGTON RE EPA CONCERN ABOUT MUNICIPAL CHLORINE PROBLEMS THROUGHOUT NATION.(CONT'D)

- - - - - - - - - - - - - -

R07:   SUBSTANTIVE PROGRESS AS OF 4/16/74 *2

DATE ACTIVITY

      CHECKED WITH EPA REGIONAL EMERGENCY CONTACT AND LEARNED THAT REPORT WAS ON PAST PROBLEMS, NOT FUTURE ONES.

4/15   RD CONFERRED WITH STATE EXECUTIVE OFFICIALS IN AUSTIN, TX CONCERNING CRISIS MANAGEMENT OPERATIONS. ALSO MET WITH POTENTIAL CONSULTANT FOR OP 7. MEMO, AND NECESSARY PAPERS FOLLOW TO RAY O'CONNELL.

---

    2.   To Retrieve Weekly Activity Reports

      Following the calling up of EMISARI and the typing of the user's Access Code, the computer will print: (NOTE: Computer printouts will be put in boxes. Operator actions will be within parentheses.)

```
DO YOU WISH:
  RETRIEVAL OF:
    CONTACTS AND AGENCIES            (1)
    PROGRAMS AND ESTIMATES           (2)
    MESSAGES                         (3)
    TABLES                           (4)
    NOTEBOOKS                        (5)
  UPDATE                             (6)
  EXPLANATION                        (7)
  CURRENT CRISIS ARRANGEMENTS        (8)
INITIAL CHOICE:?    (Type 5 and Return key)
```

```
RETRIEVE
  BULLETIN BOARD                     (1)
  POLICY AND GUIDANCE                (2)
  INDUSTRY IMPACT                    (3)
  NEWS                               (4)
  STATE SITUATION                    (5)
  PEOPLE                             (6)
  REGIONAL SITUATION                 (7)
NOTEBOOK CHOICE?    (Type 4 and Return key)
```

```
THERE ARE    NEWS ITEMS.    THE LAST IS
```

```
RETRIEVE NEWS ITEMS BY:
  ITEM NUMBER                        (1)
  FROM-TO ENTRY DATES                (2)
  NUMERIC VARIABLES                  (3)
  KEY WORD OR PHRASE                 (4)
  LIST TITLES                        (5)
ANALYZE USAGE                        (6)
NEWS CHOICE?    (See discussion below)
```

News Choice 3 -- NUMERIC VARIABLES. This is probably the best and quickest way to retrieve the weekly reports. Follow the steps below:

VARIABLE AND RANGE ONE? (Enter: WRITER=#) The # here is the writer number of the region whose report you wish to retrieve. Writer numbers of the regions are:

Region 1 = 11	Region 6 = 16
Region 2 = 12	Region 7 = 17
Region 3 = 13	Region 8 = 18
Region 4 = 14	Region 9 = 19
Region 5 = 15	Region 10 = 20

EXAMPLE: WRITER=17

VARIABLE   AND   RANGE   TWO?   (Enter: UPDATE=MM/DD/YY)   The   MM   is   the month; DD is the date in two digits; YY is the year in two digits. The date to be shown is the date report was entered in the computer -- not the As of Date of the report.

EXAMPLE: UPDATE=04/17/74

Some regions enter their weekly report one day early in the computer so in order to get these, (type: UPDATE>MM/DD/YY), with the date being two days prior to due date of the report.

EXAMPLE: UPDATE>04/15/74

Computer will tell you there are NO HITS or HITS BY ITEM NUMBER: If there are hits, the numbers will be printed out, followed by HIT COUNT: # You would then be asked: PRINT HITS (YES,NO,T) OR SEARCH HITS ON KEY WORD (S)? (Enter: Yes) Computer will ask: LIST JUST VALUES (YES OR NO)? (If you want only the numeric lines, titles, and dates of the reports listed under Hits, enter Yes; if you want the full reports printed out, enter No.) Normally, you would enter NO.

News   Choice   4 -- KEY   WORD   OR   PHRASE. You   can   retrieve regional weekly activity reports by this method, as follows:

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PRIMARY KEY PHRASE? (Enter: R##:) The ##
is the region number whose report you wish
to retrieve. Region numbers used here are
01-09 and 10 -- be sure and use zero.

EXAMPLE: R01:

SEARCH TITLES ONLY(YES,NO,L#,L# TO L#)?
(You probably would answer Yes, but if you
are not sure the region number is in the
title, type No)

CONDITIONAL KEY PHRASE? (You probably
would type in the As of Date of the report
if you want reports for a certain date. Be
sure and use the As of Date of the report.

EXAMPLE: 04/16/74

SEARCH TITLES ONLY(YES,NO,L#,L# TO L#)?
(You probably would say YES.)

Computer will then tell you there are NO
HITS or HITS BY ITEM NUMBER: If there
are hits, the numbers will be printed out,
followed by HIT COUNT: # You would be
asked: PRINT HITS (YES,NO,T) OR
SEARCH HITS ON NUMERIC VARIABLES
(S)? (If you want a copy of all the reports
listed, type Yes -- if you are not sure you
might ask for T which stands for title, or
you can say No and go back in under News
Choice 1 to retrieve reports you wish.)

News Choice 2 -- FROM-TO ENTRY DATES. You can retrieve all
regional weekly reports as of a certain date by this choice. This is not a very good
choice because various regions' reports will be mixed together in the printout.
Follow these steps:

FROM DATE? (Enter: MM/DD/YY) The MM is
for the month; the DD is for the date in
two digits; the YY is for the year in two

digits. This date is the date report was entered in computer -- not the As of Date of the report.

EXAMPLE: 04/16/74

TO DATE? (If you want only one day's reports, type in the same date as the From Date. If you want reports from a certain date to the present, just hit return key -- this carriage return indicates present date. If you have a specific To Date, type it here.)

Computer will then tell you there are NO HITS or HITS BY ITEM NUMBER: If there are hits, the numbers will be printed, followed by HIT COUNT:# You would then be asked: PRINT HITS (YES,NO,T)? (If you enter Yes, you will receive a printout of all reports listed -- you can ask for T which will give you the titles, or you can say No and go back under News Choice 1 and retrieve the reports you wish.)

News Choice 1 -- ITEM NUMBER. This is a good choice to retrieve the specific reports you want. After you have used the other choices to find the reports you want, you can retrieve by this choice, as follows:

ITEM # (CARRIAGE RETURN FOR ALL)? (Type in the numbers of the reports you want e.g., 10, 11 to 15, 9 to 5.)

News Choice 5 -- You can retrieve a listing of all weekly activity reports by title, number, and date by selecting this News Choice.

3. To Enter Weekly Activity Reports

Following the calling up of EMISARI and the typing of the user's Access Code, the computer will print:

```
DO YOU WISH:
   RETRIEVAL OF:
      CONTACTS AND AGENCIES          (1)
      PROGRAMS AND ESTIMATES         (2)
      MESSAGES                       (3)
      TABLES                         (4)
      NOTEBOOKS                      (5)
   UPDATE                            (6)
   EXPLANATION                       (7)
   CURRENT CRISIS ARRANGEMENT        (8)
INITIAL CHOICE:?        (Type 6 and Return key)
```

```
DO YOU WISH TO UPDATE:
   ESTIMATES                         (1)
   MESSAGES                          (2)
   TABLES                            (3)
   NOTEBOOKS                         (4)
   TELEPHONES                        (5)
UPDATE CHOICE:?        (Type 4 and Return key)
```

```
DO YOU WISH TO UPDATE:
   BULLETIN BOARD                    (1)
   POLICY AND GUIDANCE               (2)
   INDUSTRY IMPACT                   (3)
   NEWS                              (4)
   STATE SITUATION                   (5)
   PEOPLE                            (6)
   REGIONAL SITUATION                (7)
NOTEBOOK CHOICE?        (Type 4 and Return key)
```

```
UPDATE NEWS ITEMS BY:
   ITEM NUMBER                       (1)
   FROM-TO ENTRY DATE                (2)
   NUMERIC VARIABLES                 (3)
   MOVES (N TO M)                    (4)
ITEM UPDATE CHOICE?      (You probably would enter choice
                         1 -- Item Number)
```

```
NEWS SECTION CODE, PLEASE?      (Enter:  COMMON --
                                 used for all regions)
```

YOU MAY UPDATE ITEMS   TO

ITEM #?   (See discussion which follows)

a.   To make new report, hit Return key.

b.   To continue a report, hit Return key.

c.   To change a report already entered, type in report number and hit Return key.

d.   To delete a report, type - # (# being the number of the report you wish deleted).

e.   To move a report, use Update Choice 4.

In entering or correcting a report, the following will be helpful:

$\wedge$ -- to step back one line -- can correct title line.
+ -- to indicate input is completed.
* -- blanks a line of entry.
= -- leaves line unchanged (carriage return also does this).
=# -- goes back to whatever line is indicated.
\old\new\ -- replaces old characters with new characters.

Report Explanation:

YOU MAY ENTER A TITLE PLUS 29 LINES
ENTER UP TO 54 CHARACTERS...   LINE ENDS HERE<
TITLE?   (Enter: RXX: Subject   As of MM/DD/YY)

● Do not enter date at beginning of Title line, computer will do this for you.

● RXX: This is your region number such as 01 or 10. Be sure and use zero.

● Subject: Substantive Progress
              Travel and Meetings
              Pertinent Matters
There should be a separate report for each subject.

● As of MM/DD/YY: This is the ending date of the report (Tuesday). Be sure and show the month, two digits for the day and for the year.

EXAMPLE:

R01: Substantive Progress As of 04/23/74

● If report must be continued, make a new report with same subject but adding (after the date) whatever is applicable: *2, *3, etc., e.g. R01: Substantive progress as of 04/23/74 * 2

L# 1?	(Always leave line #1 blank.)
L# 2?	(Can enter report headings here.)
L# 3?	(Start typing report.)
L# 4?	(Continue typing report and when you have used the 29
thru	lines or entered +, the computer will print:)
L# 29?	

OKAY TO WRITE? (If report is correct, type YES) Computer will indicate:

(report number) WRITTEN (If you say NO the computer will give you a chance to make necessary correction.)

Update Choice 4 -- MOVES N TO M: If, when you are updating an item you are told you may enter a title plus 17 lines, or some number less than 29 and you need 29 lines, use the Update Choice 4 as follows:

The computer will print: ENTER MOVE COMMAND:? (Type MOVE # -- with # being the report number you want moved.) The computer will then print out the report number, date and title of the report. It will then ask: OKAY TO MOVE (YES,NO)? (Type in YES.) Computer will then indicate that ITEM # 123 MOVED TO 126; 123 DELETED numbers supplied for example.

C. Regional Situation Reports

1. General Explanation

Regional Situation Reports are used for reporting, on an officially recognized crisis situation in which the OP Regional Offices are gathering information and monitoring the situation.

The Regional Situation Reports can also be used to supplement the Weekly Activity Reports by reports on a developing crisis situation.

These situation reports should include the following types of information re any crisis situation:

a. General outlook for the region as a whole re the situation.

b. Federal, State, and Industry actions taken to alleviate the crisis situation.

c. Reports of violence.

d. Other information of a non-economic nature.

Following is an example of a Regional Situation Report as entered by the terminal operator:

R07: INDEPENDENT TRUCKERS STRIKE AS OF 05/15/74

STATES: TX;LA;AR;OK;NM;
SOURCE OF INFORMATION: DOT/RETCO
DETAILS: ALL STATES IN THE REGION REPORT TRUCK TRAFFIC
NORMAL. ONE INCIDENT REPORTED NEAR PINE BLUFF, AR., WHERE
TRUCK WAS FIRED ON - DRIVER NOT INJURED. ONE INCIDENT
REPORTED IN LA. -- TWO MEN STOPPED AT VARIOUS TRUCK STOPS
TO ENCOURAGE TRUCKERS TO PARK RIGS AND SHUT DOWN. MILLARD
HOLDEN, PRESIDENT OF THE INDEPENDENT PRODUCE HAULERS OF
AMERICA, SAYS TRUCKERS IN THE LOWER RIO GRANDE VALLEY OF
TEXAS ARE IGNORING THE STRIKE CALL.

APPARENTLY, THE ONLY WORKERS FOR THE STRIKE ARE SOMEHOW
ASSOCIATED WITH OVERDRIVE MAGAZINE; SPOKESMEN FOR THE
MAGAZINE CONTINUE TO BE THE ONLY PROPONENTS FOR THE
STRIKE BEING QUOTED IN THE NEWS.

2. To Retrieve Regional Situation Reports

Following the calling up of EMISARI and the typing of the user's Access Code, the computer will print:

```
DO YOU WISH:
    RETRIEVAL OF:
        CONTACTS AND AGENCIES          (1)
        PROGRAMS AND ESTIMATES         (2)
        MESSAGES                       (3)
        TABLES                         (4)
        NOTEBOOKS                      (5)
    UPDATE                             (6)
    EXPLANATION                        (7)
    CURRENT CRISIS ARRANGEMENTS        (8)
INITIAL CHOICE:?      (Type 5 and Return Key)
```

```
RETRIEVE
    BULLETIN BOARD                     (1)
    POLICY AND GUIDANCE                (2)
    INDUSTRY IMPACT                    (3)
    NEWS                               (4)
    STATE SITUATION                    (5)
    PEOPLE                             (6)
    REGIONAL SITUATION                 (7)
NOTEBOOK CHOICE?      (Type 7 and Return Key)
```

```
THERE ARE    REGION ITEMS.  THE LAST IS
```

```
RETRIEVE REGION ITEMS BY:
    ITEM NUMBER                        (1)
    FROM-TO ENTRY DATES                (2)
    NUMERIC VARIABLES                  (3)
    KEY WORD OR PHRASE                 (4)
    LIST TITLES                        (5)
ANALYZE USAGE                          (6)
REGION CHOICE?        (See discussion which follows)
```

Region Choice 5 -- List Titles: You can get a listing of all regional reports by title, number, and date by selecting this choice.

Region Choice 4 -- Key Word or Phrase: If you want only your own regional reports and do not know the report numbers, ask for Region Choice 4 (Key Word or Phrase) as follows:

| PRIMARY KEY PHRASE? | (Type in your region number such as R07, Reg. 07, Region 7. R07 should be used but your report may have been entered another way.)

| SEARCH TITLES ONLY (YES, NO, L#, L# TO L#)? | (You probably would answer YES, but if you are not sure your region number is in the title, you can answer NO)

| CONDITIONAL KEY PHRASE? | (If you want all types of regional reports (yours), hit Return Key. If you want a special subject such as Truck Work Stoppage, enter the subject here or an AS OF DATE.)

| SEARCH TITLES ONLY (YES, NO, L#, L# TO L#)? | (It probably would be best to say NO.)

Computer will then tell you there are NO HITS, or HITS BY ITEM NUMBER: and if there are hits, will print out the report numbers.

| HIT COUNT: CONTINUE SEARCH (YES, NO, SEARCH NUMERIC VARIABLES(S):? | (You would enter NO at this time.)

| PRINT HITS (YES, NO, T)? | (If you enter YES, you will get all the reports listed printed out in full. It would be better if you indicated T for title. Then you could go in under Region Choice 1 and pull out the report you needed.)

NOTE: For Region Choice 4, remember that retrieval is limited only by the subject matter entered into your reports. Do you want to recall what was said about a certain State, Governor, industry, etc., enter this as the Conditional Key Phrase. When asked where to search answer by typing NO.

Region Choice 3 -- NUMERIC VARIABLES: This is a very good retrieval choice for any regional situation reports by an untrained writer. The reports may not have all the necessary information for retrieval by the key word method. Follow these steps:

| VARIABLE AND RANGE ONE? | (Enter: Writer=#) The # here is the writer number of the region whose report you wish to retrieve. Writer numbers for the regions are:

Region 1 = 11   Region 6 = 16
Region 2 = 12   Region 7 = 17
Region 3 = 13   Region 8 = 18
Region 4 = 14   Region 9 = 19
Region 5 = 15   Region 10 = 20

EXAMPLE: WRITER=17

| VARIABLE AND RANGE TWO? | (Enter: UPDATE=MM/DD/YY) The MM is the month; DD is the date in two digits; YY is the year in two digits. The date to be shown is the date the report was entered in the computer -- not the As of Date of the report.

EXAMPLE: UPDATE=04/17/74

If you want all reports since a certain date (Type: UPDATE > MM/DD/YY) with the date being one day prior to the beginning date of the reports you want.

EXAMPLE: UPDATE > 04/15/74

Computer will tell you there are NO HITS
or HITS BY ITEM NUMBER: If there are
hits, the numbers will be printed out,
followed by: HIT COUNT: # You would
then be asked: PRINT HITS (YES,NO,T) OR
SEARCH HITS ON KEY WORD (S)? (Enter:
Yes) Computer will ask: LIST JUST
VALUES (YES OR NO)? (If you want only
the numbers, titles, and dates of the reports
listed, enter Yes; if you want the full
reports printed, enter No)

Region Choice 2 -- If you want only those reports (all regions) for a
certain date or since a certain date, make this choice as follows:

FROM DATE? (Two digits must be supplied for
the day and year such as 02/09/74.)

TO DATE? (If you want only one day's report,
type the same date here as in the From
Date. If you want reports from the date
supplied in the From Date to the present,
just hit the Return Key -- this will indicate
the current date, etc.)

NOTE: Your region's reports as of a certain date
can be obtained under Region Choice 4 by
putting the date under Conditional Key Phrase.

Computer will then print NO HITS or HITS BY
ITEM NUMBER: HIT COUNT: PRINT HITS
(YES,NO,T)? (Make your choice as to
whether or not you want all the reports
printed in full, then type in appropriate
answer.)

Region Choice 1 -- By Item Number. Now that you have numbers of all your reports, you can make this choice and get the reports you need printed in full as follows:

> ITEM # (CARRIAGE RETURN FOR ALL)? (Be sure and do not hit carriage return, (Return Key), unless you want a very lengthy printout. Rather enter the numbers of the reports you want.)

3.   To Enter Regional Situation Reports

Following the calling up of EMISARI and the typing of the user's Access Code, the computer will print:

```
DO YOU WISH:
   RETRIEVAL OF:
      CONTACTS AND AGENCIES          (1)
      PROGRAMS AND ESTIMATES         (2)
      MESSAGES                       (3)
      TABLES                         (4)
      NOTEBOOKS                      (5)
   UPDATE                            (6)
   EXPLANATION                       (7)
   CURRENT CRISIS ARRANGEMENTS       (8)
INITIAL CHOICE:?    |    (Type 6 and Return Key)
```

```
DO YOU WISH TO UPDATE:
   ESTIMATES                         (1)
   MESSAGES                          (2)
   TABLES                            (3)
   NOTEBOOKS                         (4)
   TELEPHONES                        (5)
UPDATE CHOICE?    |    (Type 4 and Return Key)
```

```
DO YOU WISH TO UPDATE:
   BULLETIN BOARD                    (1)
   POLICY AND GUIDANCE               (2)
   INDUSTRY IMPACT                   (3)
   NEWS                              (4)
   STATE SITUATION                   (5)
   PEOPLE                            (6)
   REGIONAL SITUATION                (7)
NOTEBOOK CHOICE?    |    (Type 7 and Return Key)
```

```
UPDATE REGION ITEMS BY:
  ITEM NUMBER                    (1)
  FROM-TO ENTRY DATE             (2)
  NUMERIC VARIABLES              (3)
  MOVES (N TO M)                 (4)
ITEM UPDATE CHOICE?
```
(Ordinarily you would enter choice
1 - Item number)

REGION SECTION CODE, PLEASE?   (Type in your region's
                                code such as R01: or
                                R10:)

YOU MAY UPDATE ITEMS   TO

ITEM #?   (See discussion which follows.)

a. To make a new report, hit Return key.

b. To continue a report, hit Return key.

c. To change a report already entered, type in report number and hit Return key.

d. To delete a report, type - # (# being the number of the report you wish deleted).

e. To move a report, use Update Choice 4.

In entering or correcting a report, the following will be helpful:

$\wedge$ -- to step back one line -- can correct title line.
+ -- to indicate input is completed.
* -- blanks a line of entry.
= -- leaves line unchanged (carriage return also does this).
=# -- goes back to whatever line is indicated.
\old\new\ -- replaces old characters with new characters.

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Report Explanation

```
┌────────────────────────────────────────────────────────┐
│ YOU MAY ENTER A TITLE PLUS 29 LINES                    │
│ ENTER UP TO 54 CHARACTERS...        LINE ENDS HERE <   │
├──────────┐                                             │
│ TITLE?   │   (Enter:  RXX:  Subject   As of MM/DD/YY)  │
└──────────┴─────────────────────────────────────────────┘
```

● Do not enter date at beginning of Title line, computer
  will do this for you.

● RXX: This is your region number such as 01 or 10.
  Be sure and use zero.

● Subject: This might be Truck Work Stoppage or ...Rail
  Strike, etc.

● As of MM/DD/YY: This is the ending date of your
  report. Use two digits for both the day and year.

  EXAMPLE:

    R06: Truck Work Stoppage As of 02/09/74

● If report must be continued, make a new report with
  same subject and As of Date but adding *2, *3, etc.,
  after the date.

```
┌─────────┐
│ L# 1?   │  (Always leave line #1 blank.)
│ L# 2?   │  (Start your report on line 2, typing within
│  thru   │     the 54 characters alloted.)
│ L# 29?  │
└─────────┘
```

              (If you complete your report before 29 lines,
              type in + to indicate your report is finished.
              Computer will then print out report and ask:)

```
┌────────────────┐
│ OKAY TO WRITE? │ If report has errors, you can
└────────────────┘ type NO and computer will then give you a
                chance to correct your report. If you enter
                YES, the computer will print:
```

```
┌──────────────────────────┐
│ # (report number) WRITTEN │
└──────────────────────────┘
```

Update Choice 4 -- MOVES N TO M: If, when you are updating an item you are told you may enter a title plus 17 lines, or some number less than 29 and you need 29 lines, use the Update Choice 4 as follows:

The computer will print: ENTER MOVE COMMAND:? (Type MOVE # -- with # being the report number you want moved.) The computer will then print out the report number, date and title of report. It will then ask: OKAY TO MOVE (YES,NO)? (Type in YES.) Computer will then indicate that ITEM # 123 MOVED TO 126; 123 DELETED -- numbers supplied for example.

D. State Situation Reports

1. General Explanation

Reports of the economic impact of a crisis situation upon the individual States will be entered here. There should be a separate report for each State.

In the EMISARI Tables (at least one for each state, plus national summaries) you will find key industries which state reports should emphasize. These industries are highlighted because they either account for more than 5 percent of all of a state's production, or they account for more than 10 percent of U.S. production for that industry.

A sample computer report from the truckers work stoppage appears below:

763   2/11/74 CA: TRUCK WORK STOPPAGE   AS OF 2/08/74

MARITIME SHIPPING IMPACT REPORTED NOT YET SIGNIFICANT ON THE WEST COAST BUT COULD AFFECT CARGO VOLUME IF TRUCKS OUT ANOTHER WEEK, ACCORDING TO INFORMATION FROM RETCO-9.

SAN FRANCISCO CHRONICLE NEWSPAPER, 2/07/74, REPORTS PRODUCE WHOLESALERS SAID SUPPLIES OF STRING BEANS, TOMATOES, ZUCCHINI, BELL PEPPERS, CUCUMBERS AND EGG PLANT HAVE BEEN SHARPLY REDUCED BECAUSE DRIVERS ARE REFUSING TO ATTEMPT THE LONG HAUL FROM WINTER GROWING CENTERS IN SOUTHERN ARIZONA AND NORTHERN MEXICO.

JOHN ERICKSON, REGIONAL DIRECTOR, FRUITS AND VEGETABLES DIVISION, WESTERN AREA, USDA, REPORTS PRODUCE FROM OLD MEXICO, AND PARTICULARLY TOMATOES, NOW MOVING IN NORMAL VOLUME THROUGH NOGALES, BECAUSE DIESEL FUEL STOP HAS REOPENED. TRUCKERS ARE PRIMARILY CARRYING THIS FRESH PRODUCE TO CALIFORNIA AND PACIFIC NORTHWEST AND ARE GENERALLY RELUCTANT TO GO THE EASTERN OR CENTRAL UNITED STATES BECAUSE OF REPORTS OF VIOLENCE. ERICKSON ALSO REPORTS THAT CALIFORNIA IS SUFFERING FROM SEVERE SHORTAGE OF REFRIGERATED RAILWAY CARS AND WOULD NOT OTHERWISE AT THIS SEASON BE NORMALLY AS DEPENDENT ON TRUCKS AS TRANSPORT, ESPECIALLY FOR GRAPE AND CITRUS HARVEST, NOW COMING IN HEAVY AT EXETER AND PORTERVILLE AREAS OF THE STATE.
WRITER: 19   LOGGED:17:10

2. To Retrieve State Situation Reports

Following the calling up of EMISARI and the typing of the user's Access Code, the computer will print:

```
DO YOU WISH:
  RETRIEVAL OF:
     CONTACTS AND AGENCIES        (1)
     PROGRAMS AND ESTIMATES       (2)
     MESSAGES                     (3)
     TABLES                       (4)
     NOTEBOOKS                    (5)
  UPDATE                          (6)
  EXPLANATION                     (7)
  CURRENT CRISIS ARRANGEMENTS     (8)
INITIAL CHOICE:?        (Type 5 and Return Key)
```

```
RETRIEVE
   BULLETIN BOARD                 (1)
   POLICY AND GUIDANCE            (2)
   INDUSTRY IMPACT                (3)
   NEWS                           (4)
   STATE SITUATION                (5)
   PEOPLE                         (6)
   REGIONAL SITUATION             (7)
NOTEBOOK CHOICE?        (Type 5 and Return Key)
```

```
THERE ARE        STATE ITEMS.  THE LAST
IS RETRIEVE STATE ITEMS BY:
   ITEM NUMBER                    (1)
   FROM-TO ENTRY DATES            (2)
   NUMERIC VARIABLES              (3)
   KEY WORD OR PHRASE             (4)
   LIST TITLES                    (5)
ANALYZE USAGE                     (6)
STATE CHOICE?        (See discussion which follows)
```

State Choice 4 -- Key word or phrase: If you are concerned with your State reports and do not know the numbers, select choice 4 - (Key Word or Phrase), as follows:

| PRIMARY KEY PHRASE? | (Type in abbreviation for your State being sure to follow the abbreviation with a colon (:). See page 46 for State abbreviations. Example is CA:)

| SEARCH TITLES ONLY(YES,NO,L#,L# TO L#)? | (If you are not sure just where the name of your State was entered, it is best to type NO at this point. If you know the State name is in the title, type YES.)

| CONDITIONAL KEY PHRASE? | (If you want every report for that State, hit Return Key. If you want a special subject such as Truck Strike, type this in. If you want reports from that State listed in Primary Key Phrase but for a certain date, type in As of Date).

| SEARCH TITLE ONLY(YES,NO,L#,L# TO L#)? | (You probably should enter NO.)

Computer will then tell you there are | NO HITS | or | HITS BY ITEM NUMBER: | and if there are hits, computer will print out the numbers.

| HIT COUNT: PRINT HITS (YES,NO,T) OR SEARCH HITS ON NUMERIC VARIABLES (S)? | (If you want all of the reports listed printed out in total, type YES. It probably would be better to ask for titles (T) if you need to know more about the reports.)

NOTE: This Primary Key Phrase Choice is limited only by the material entered in the reports. Do you want to recall what was said about a certain Governor, industry, etc.? Enter the concerned State under Primary Key Phrase and further qualify it under Conditional Key Phrase by entering name of Governor, industry, etc.

State Choice 5 -- List Titles: If you want to know all State reports in the files, or want to get a sampling of the type of reports, make this choice, as follows:

ITEM # (CARRIAGE RETURN FOR ALL)? (If you want all reports (by title, date) hit Return Key. If you want a sampling, you can type in a block of numbers such as 1 to 10, 1 to 100, 101 to 200, etc.)

State Choice 2 -- From-To Entry Date: If you want all States' reports as of a certain date, this is the choice to make, as follows:

FROM DATE? (Two digits must be supplied for the day and year such as 02/11/74.)

TO DATE? If you want only one day's reports, type in the same date as the From Date. If you want reports from the "From Date" to the present, hit the Return Key.

(Remember you can get your various States' reports as of a certain date by using State Choice 4.)

Computer will print NO HITS or HITS BY ITEM NUMBER: If there are hits, computer will print out the numbers.

HIT COUNT: PRINT HITS (YES,NO,T)? (you probably would not want all these reports printed out. You might ask for titles (T) and then go in under State Choice 1 and get the reports you need printed out.)

State Choice 1 -- Item Number: Now that you know what the report numbers are, you can make State Choice 1 and retrieve the full reports of those you need as follows:

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| ITEM # (CARRIAGE RETURN FOR ALL)? | (Be sure and do not hit your Return Key for carriage return as this would give you a very long print out. Type in the report numbers you need and then hit Return Key.)

State Choice 3 -- NUMERIC VARIABLES: This is a good retrieval choice for any new state situation reports to pull out by region. Follow these steps:

| VARIABLE AND RANGE ONE? | (Enter: Writer=#) The # here is the writer number of the region whose report you wish to retrieve. Writer numbers for the regions are:

Region 1 = 11   Region 6 = 16
Region 2 = 12   Region 7 = 17
Region 3 = 13   Region 8 = 18
Region 4 = 14   Region 9 = 19
Region 5 = 15   Region 10 = 20

EXAMPLE: WRITER=17

| VARIABLE AND RANGE TWO? | (Enter: UPDATE=MM/DD/YY) The MM is the month; DD is the date in two digits; YY is the year in two digits. The date to be shown is the date the report was entered in the computer -- not the As of Date of the report.)

EXAMPLE: UPDATE=04/17/74

If you want all reports since a certain date (Type: UPDATE > MM/DD/YY) with the date being one day prior to the beginning date of the reports you want.

EXAMPLE: UPDATE > 04/15/74

Computer will tell you there are NO HITS
or HITS BY ITEM NUMBER: If there are
hits, the numbers will be printed out,
followed by: HIT COUNT: # You would
then be asked: PRINT HITS (YES,NO,T) OR
SEARCH HITS ON KEY WORD (S)? (Enter:
Yes) Computer will ask: LIST JUST
VALUES (YES OR NO)? (If you want only
the numbers, titles, and dates of the reports
listed, enter Yes; if you want the full
reports printed, enter No)

Following are the abbreviations to be used for States:

ALABAMA	AL	MONTANA	MT
ALASKA	AK	NEBRASKA	NE
ARIZONA	AZ	NEVADA	NV
ARKANSAS	AR	NEW HAMPSHIRE	NH
CALIFORNIA	CA	NEW JERSEY	NJ
COLORADO	CO	NEW MEXICO	NM
CONNECTICUT	CT	NEW YORK	NY
DELAWARE	DE	NORTH CAROLINA	NC
DIST. OF COLUMBIA	DC	NORTH DAKOTA	ND
FLORIDA	FL	OHIO	OH
GEORGIA	GA	OKLAHOMA	OK
GUAM	GU	OREGON	OR
HAWAII	HI	PENNSYLVANIA	PA
IDAHO	ID	PUERTO RICO	PR
ILLINOIS	IL	RHODE ISLAND	RI
INDIANA	IN	SOUTH CAROLINA	SC
IOWA	IA	SOUTH DAKOTA	SD
KANSAS	KS	TENNESSEE	TN
KENTUCKY	KY	TEXAS	TX
LOUISIANA	LA	UTAH	UT
MAINE	ME	VERMONT	VT
MARYLAND	MD	VIRGINIA	VA
MASSACHUSETTS	MA	VIRGIN ISLANDS	VI
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
MISSOURI	MO	WYOMING	WY

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3. To Enter State Situation Reports

Following the calling up of EMISARI and the typing of the user's Access Code, the computer will print:

```
DO YOU WISH:
   RETRIEVAL OF:
      CONTACTS AND AGENCIES          (1)
      PROGRAMS AND ESTIMATES         (2)
      MESSAGES                       (3)
      TABLES                         (4)
      NOTEBOOKS                      (5)
   UPDATE                            (6)
   EXPLANATION                       (7)
   CURRENT CRISIS ARRANGEMENTS       (8)
INITIAL CHOICE:?        (Type 6 and Return Key)
```

```
DO YOU WISH TO UPDATE:
   ESTIMATES                         (1)
   MESSAGES                          (2)
   TABLES                            (3)
   NOTEBOOKS                         (4)
   TELEPHONES                        (5)
UPDATE CHOICE:?         (Type 4 and Return Key)
```

```
DO YOU WISH TO UPDATE:
   BULLETIN BOARD                    (1)
   POLICY AND GUIDANCE               (2)
   INDUSTRY IMPACT                   (3)
   NEWS                              (4)
   STATE SITUATION                   (5)
   PEOPLE                            (6)
   REGIONAL SITUATION                (7)
NOTEBOOK CHOICE?        (Type 5 and Return Key)
```

```
UPDATE STATE ITEMS BY:
   ITEM NUMBER                       (1)
   FROM-TO ENTRY DATES               (2)
   NUMERIC VARIABLES                 (3)
   MOVES (N TO M)                    (4)
ITEM UPDATE CHOICE?     (Ordinarily you would enter Choice
                         1 - Item number)
```

STATE SECTION CODE, PLEASE?   (Type COMMON)

YOU MAY UPDATE ITEMS   TO
ITEM #?   (See discussion which follows)

   a.   To make a new report, hit Return Key. This is what you would usually do.

   b.   To continue a report, hit Return key.

   c.   To correct a report already entered, type in report number.

   d.   To delete a report, type - # (# being the number of the report to be deleted).

   e.   To move a report, use Update Choice 4.

In entering or correcting a report, the following will be helpful:

       $\wedge$ -- to step back one line -- can correct title line.
       + -- to indicate input is completed.
       * -- blanks a line of entry.
       = -- leaves line unchanged (carriage return also does this).
     =# -- goes back to whatever line is indicated.
\old\new\ -- replaces old characters with new characters.

Report Explanation

YOU MAY ENTER A TITLE PLUS 29 LINES
ENTER UP TO 54 CHARACTERS...   LINE ENDS HERE <
TITLE?   (Enter: SS: Subject As of MM/DD/YY)

● Do not enter date at beginning of Title line, computer
  will do this for you.

● SS: This is the State abbreviation with colon.

● Subject: This might be Truck Work Stoppage, or ... Rail
  Strike, etc.

● As of MM/DD/YY.   This is the ending date of the
  report.   Use two digits for the month, day, and year.

EXAMPLE:

    CA: Truck Work Stoppage As of 02/10/74

- If report must be continued, make a new report with same subject and As of Date but adding *2, *3, etc., after the date.

EXAMPLE:

CA: Truck Work Stoppage   As of 02/10/74

L# 1?	(Leave blank.)
L# 2?	(Start your report, typing within the 54
thru	characters alloted. If the report will
L# 29?	exceed 29 lines, type on the 29th line

"Continued next report." If you complete your report before using the 29 lines, type + to indicate completion. Computer will print out the report and then ask:)

OKAY TO WRITE? (If report has errors you can type NO and you will then be given a chance to correct your mistakes. If you say YES, the computer will print:)

ITEM (number) WRITTEN

Update Choice 4 -- MOVES N TO M: If, when you are updating an item you are told you may enter a title plus 17 lines, or some number less than 29 and you need 29 lines, use the Update Choice 4 as follows:

The computer will print: ENTER MOVE COMMAND:? (Type MOVE # --- with # being the report number you want moved.) The computer will then print out the report number, date and title of the report. It will then ask: OKAY TO MOVE (YES,NO)? (Type in YES.) Computer will then indicate that ITEM # 123 MOVED TO 126; 123 DELETED -- numbers supplied for example.

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E. Industry Impact Reports

1. General Explanation

Information re the impact of a potential crisis situation on an industry should be entered in this section. Guidance as to the industries currently being monitored by the Central Office appears in the Policy and Guidance Notebook.

EXAMPLE:

563   5/08/74 R05:   FERTILIZER AVAILABILITY   AS OF 4/26/74

STATE: MN;
SOURCE OF INFORMATION: USDA REG REP, INTERGOVERNMENTAL
                                        AFFAIRS
DETAILS: FIGURES BASED ON NUMBER OF COUNTIES REPORT-
              ING; MN HAS 87 COUNTIES; 85 REPORTING;

NITROGEN:	14 COUNTIES ADEQUATE SUPPLY
	44 COUNTIES SHORT SUPPLY
PHOSPHATE:	15 COUNTIES ADEQUATE SUPPLY
	28 COUNTIES SHORT SUPPLY
POTASSIUM	23 COUNTIES ADEQUATE SUPPLY
	19 COUNTIES SHORT SUPPLY
MIXTURES	14 COUNTIES ADEQUATE SUPPLY
	24 COUNTIES SHORT SUPPLY

WRITER: 15   LOGGED: 10:37

2. To Retrieve Industry Items

Following the calling up of EMISARI and the typing of the user's Access Code, the computer will print:

```
DO YOU WISH:
   RETRIEVAL OF:
      CONTACTS AND AGENCIES          (1)
      PROGRAMS AND ESTIMATES         (2)
      MESSAGES                       (3)
      TABLES                         (4)
      NOTEBOOKS                      (5)
   UPDATE                            (6)
   EXPLANATION                       (7)
   CURRENT CRISIS ARRANGEMENTS       (8)
   INITIAL CHOICE:?                      (Type 5 and Return Key)
```

```
RETRIEVE
   BULLETIN BOARD                    (1)
   POLICY AND GUIDANCE               (2)
   INDUSTRY IMPACT                   (3)
   NEWS                              (4)
   STATE SITUATION                   (5)
   PEOPLE                            (6)
   REGIONAL SITUATION                (7)
NOTEBOOK CHOICE? [       (Type 3 and Return Key)
```

THERE ARE   INDUSTRY ITEMS.   THE LAST IS

```
RETRIEVE INDUSTRY ITEMS BY:
   ITEM NUMBER                       (1)
   FROM-TO ENTRY DATES               (2)
   NUMERICAL VALUES                  (3)
   KEY WORD OR PHRASE                (4)
   LIST TITLES                       (5)
ANALYZE USAGE                        (6)
INDUSTRY CHOICE? [    (See discussion which follows)
```

Industry Choice 5 -- You can get a listing of all industry reports by number, date, and title.

Industry Choice 4 -- By this choice (key word or phrase) you can pull out reports on various industries as affected by different things (truck stoppage, rail strike, etc.). Example is effect of truck stoppage on food industry. Enter as follows:

PRIMARY KEY PHRASE? (Enter name of an Industry, an Incidence such as truck stoppage, etc. You may have to make more than one try at this since reports may not be entered as you think -- for instance if you don't find anything under FOOD you might try AGRICULTURAL/AGRICULTURE,etc.)

SEARCH TITLES ONLY (YES,NO,L#,L# TO L#)? (You probably should enter NO.)

CONDITIONAL KEY PHRASE? (Further qualify the search at this point if you need to.)

SEARCH TITLES ONLY (YES,NO,L#,L# TO L#)? (You probably should enter NO.)

Computer will then tell you there are NO HITS or HITS BY ITEM NUMBER: print hit #'s & HIT COUNT: PRINT HITS (YES,NO,T)? (It probably would be well if you enter T at this point and after you have found out what the titles are you can go back to Industry Choice 1 and retrieve full printouts of those reports you want.)

Industry Choice 2 -- You can retrieve all reports as of a certain date by making this choice, as follows:

FROM DATE? (Two digits must be supplied for day and year such as 02/09/74. Enter the date on which you want reports to begin.)

TO DATE? (Two digits as above. If you want only one day's report, enter the same as the "From Date." If you want reports to present time, hit Return Key.)

Computer will then print NO HITS or HITS BY ITEM NUMBER: Computer will print out the numbers and then: HIT COUNT: PRINT HITS (YES,NO,T)? (Probably would be best to ask for Titles (T).

Industry Choice 3 -- NUMERIC VARIABLES: (This is a very good retrieval choice for any new Industry situation reports by Region. Follow these steps:

| VARIABLE AND RANGE ONE? | (Enter: Writer=#) The # here is the writer number of the region whose report you wish to retrieve. Writer numbers for the regions are:

Region 1 = 11	Region 6 = 16
Region 2 = 12	Region 7 = 17
Region 3 = 13	Region 8 = 18
Region 4 = 14	Region 9 = 19
Region 5 = 15	Region 10 = 20

EXAMPLE: WRITER=17

| VARIABLE AND RANGE TWO? | (Enter: UPDATE = MM/DD/YY) The MM is the month; DD is date in two digits; YY is the year in two digits. The date to be shown is the date the report was entered in the computer -- not the As of Date of the report.

EXAMPLE: UPDATE=04/17/74

If you want all Reports since a certain date (Type: UPDATE > MM/DD/YY) with the date being one day prior to the beginning date of the reports you want.

EXAMPLE: UPDATE > 04/15/74

Computer will tell you there are NO HITS or HITS BY ITEM NUMBER: If there are hits, the numbers will be printed out, followed by: HIT COUNT: # You would then be asked: PRINT HITS (YES,NO,T) OR SEARCH HITS ON KEY WORD (S)? (Enter: Yes) Computer will ask: LIST JUST VALUES (YES OR NO)? (If you want only the numbers, titles, and dates of the reports listed, enter Yes; if you want the full reports printed, enter No)

Industry Choice 1 -- By Item Number. This is an ideal place to retrieve the reports by the number, as follows:

| ITEM # (CARRIAGE RETURN FOR ALL)? | (Be sure and do not return carriage if you do not want a long printout of all reports. Select only those you want to see by inserting the numbers here e.g., 100, 98, 85 to 88.)

3. To Enter Industry Items

Following the calling up of EMISARI and the typing of the user's Access Code, the computer will print:

```
DO YOU WISH:
   RETRIEVAL OF:
      CONTACTS AND AGENCIES          (1)
      PROGRAMS AND ESTIMATES         (2)
      MESSAGES                       (3)
      TABLES                         (4)
      NOTEBOOKS                      (5)
   UPDATE                            (6)
   EXPLANATION                       (7)
   CURRENT CRISIS ARRANGEMENTS       (8)
INITIAL CHOICE:?        (Type 6 and Return Key)
```

```
DO YOU WISH TO UPDATE:
   ESTIMATES                         (1)
   MESSAGES                          (2)
   TABLES                            (3)
   NOTEBOOKS                         (4)
   TELEPHONES                        (5)
UPDATE CHOICE?         (Type 4 and Return Key)
```

```
DO YOU WISH TO UPDATE:
   BULLETIN BOARD                      (1)
   POLICY AND GUIDANCE                 (2)
   INDUSTRY IMPACT                     (3)
   NEWS                                (4)
   STATE SITUATION                     (5)
   PEOPLE                              (6)
   REGIONAL SITUATION                  (7)
NOTEBOOK CHOICE?          (Type 3 and Return Key)
```

```
UPDATE INDUSTRY ITEMS BY:
   ITEM NUMBER                         (1)
   FROM-TO ENTRY DATES                 (2)
   NUMERIC VARIABLES                   (3)
   MOVES (N TO M)                      (4)
ITEM UPDATE CHOICE?       (Ordinarily you would select Choice
                          1 - Item Number)
```

```
INDUSTRY SECTION CODE, PLEASE?        (Type COMMON)
```

```
YOU MAY UPDATE ITEMS    TO
ITEM #?        (See discussion which follows)
```

a.   To make new report, hit Return key.

b.   To continue a report, hit Return key.

c.   To change a report already entered, type in report number and hit Return key.

d.   To delete a report, type - # (# being the number of the report you wish deleted).

e.   To move a report, use Update Choice 4.

In entering or correcting a report, the following will be helpful:

$\wedge$ -- to step back one line -- can correct title line.
+ -- to indicate input is completed.
* -- blanks a line of entry.
= -- leaves line unchanged (carriage return also does this).

55

=# -- goes back to whatever line is indicated.
\old\new\ -- replaces old characters with new characters.

Report Explanation

```
YOU MAY ENTER A TITLE PLUS 29 LINES
ENTER UP TO 54 CHARACTERS ...     LINE ENDS HERE <
```

TITLE? (Enter: XXX: Subject As of MM/DD/YY)

● Do not enter date at beginning of Title line, computer
  will do this for you.

● XXX: This is name of Industry.

● Subject: Enter IMPACT OF subject, with the subject
  being Railroad Strike, Truck Work Stoppage, etc.

● As of MM/DD/YY: This is ending date of report. Be
  sure and use two digits for both the day and year.

EXAMPLE:

COAL: IMPACT OF RAILRAOD STRIKE AS OF 02/07/74

● If report must be continued, make a new report with
  same subject and As of Date but adding *2, *3, etc.,
  after the date.

L# 1:   (Leave blank.)
L# 2:   (Begin your report, typing within the 54
thru   characters alloted. If the report is going
L# 29: to exceed the 29 lines, type on the 29th
          line CONTINUED. If you complete
          your report before 29 lines, type in + to
          indicate your report is finished. Computer
          will then print out report and ask:)

OKAY TO WRITE? (If report has errors, you
          can type NO and computer will then give

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you a chance to correct your report. If you
enter YES, the computer will print:)

| ITEM (number) WRITTEN |

Update Choice 4 -- MOVES N TO M: (Type MOVE # -- with #
being the report number you want moved.) The computer will then print out the
report number, date and title of the report. It will then ask: OKAY TO MOVE
(YES,NO)? (Type in YES.) Computer will then indicate that ITEM # 123 MOVED
TO 126; 123 DELETED -- numbers supplied for example.

F. Tables

1. General Explanation

Numeric information gathered during a crisis situation is usually
entered in the TABLES section.

2. To Retrieve Tables

Following the calling up of EMISARI and the typing of the user's
Access Code, the computer will print:

```
DO YOU WISH:
   RETRIEVAL OF:
      CONTACTS AND AGENCIES          (1)
      PROGRAMS AND ESTIMATES         (2)
      MESSAGES                       (3)
      TABLES                         (4)
      NOTEBOOKS                      (5)
   UPDATE                            (6)
   EXPLANATION                       (7)
   CURRENT CRISIS ARRANGEMENTS       (8)
INITIAL CHOICE:?          (Type 4 and Return Key)
```

| THERE ARE   TABLES--HIGHEST TABLE # IS |

```
RETRIEVE BY
   TABLE #                           (1)
   MODIFICATION DATE                 (2)
   CLOSING DATE                      (3)
   STATUS LIST                       (4)
   ROW TOTALS                        (5)
   PLOT TABLE                        (6)
TABLE CHOICE?          (See discussion which follows)
```

Table Choice 4 -- This is probably the best choice with which to start if you want to know everything that has been entered, as follows:

TABLE#? (If you want a listing of all the tables, enter here 1 to 279 or the highest table number listed above. If you want only one region you can enter 11 to 19 (for region 1), etc. The listing will show what the closing date of report was; it will show whether it has been written to history, no data, etc.)

Table Choice 1 -- You can retrieve individual tables as you need them by selecting this choice, as follows: (See page ___ for State Table #'s.)

TABLE#? (Enter here the number that you want.)

Table Choice 3 -- If you are working on something like fuel incident reporting and want all incidents reported from the beginning to a certain date, this would be the choice for you. Enter the closing date for which you want the information. Use two digits for the day and year.

STATE TABLE NUMBERS

46	Alabama	81	Montana
104	Alaska	61	Nebraska
93	Arizona	92	Nevada
73	Arkansas	16	New Hampshire
91	California	22	New Jersey
86	Colorado	71	New Mexico
12	Connecticut	21	New York
32	Delaware	43	North Carolina
36	District of Columbia	82	North Dakota
48	Florida	51	Ohio
47	Georgia	72	Oklahoma
94	Guam	103	Oregon
95	Hawaii	31	Pennsylvania
102	Idaho	23	Puerto Rico
53	Illinois	13	Rhode Island
52	Indiana	44	South Carolina
62	Iowa	84	South Dakota
63	Kansas	42	Tennessee
41	Kentucky	74	Texas

75	Louisiana	85	Utah
14	Maine	15	Vermont
33	Maryland	35	Virginia
11	Massachusetts	24	Virgin Islands
54	Michigan	101	Washington
55	Minnesota	34	West Virginia
45	Mississippi	56	Wisconsin
64	Missouri	83	Wyoming

NOTE: These same numbers will always be used for the various States. At the time of any crisis when the tables need to be used, the Monitor will change the titles such as Railroad Strike, Truck Stoppage, etc.

3.   To Enter Tables

Following the calling up of EMISARI and the typing of the user's Access Code, the computer will print:

```
DO YOU WISH:
  RETRIEVAL OF:
     CONTACTS AND AGENCIES          (1)
     PROGRAMS AND ESTIMATES         (2)
     MESSAGES                       (3)
     TABLES                         (4)
     NOTEBOOKS                      (5)
  UPDATE                            (6)
  EXPLANATION                       (7)
  CURRENT CRISIS ARRANGEMENTS       (8)
INITIAL CHOICE:?        (Type 6 and Return Key)
```

```
DO YOU WISH TO UPDATE:
  ESTIMATES                         (1)
  MESSAGES                          (2)
  TABLES                            (3)
  NOTEBOOKS                         (4)
  TELEPHONES                        (5)
UPDATE CHOICE:?        (Type 3 and Return Key)
```

```
DO YOU WISH TO
   MODIFY TABLE                        (1)
   WRITE NEW TABLE                     (2)
-TABLE UPDATE CHOICE?
```
(Ordinarily you would be modifying a table - Table Update Choice 1). To write a new table - Table Update Choice 2 - this can be done only if the table chosen contains no data or has been written to history by the monitor. The computer will ask:

TABLE #? (Enter here the table number that you want)

TABLE CODE, PLEASE? (Enter your EMISARI Access Code)

Table Explanation

#XX (Name of State): INDUSTRY IMPACT OF (whatever situation) (EXAMPLE: #75 LOUISIANA: INDUSTRY IMPACT OF RR STRIKE)

TABLE CLOSE DATE? (Enter the last date for which the data to be entered is valid - MM/DD/YY)

(EXAMPLE: 02/09/73)

COLUMN HEADINGS: EMPLOY LAYOFFS SHUTDOWN > 10% US > 5% (State)

STARTING ROW#? (You may answer in one of three ways:)

1. Type a number between 1 and the number of rows in the table to enter figures, starting with that row to the end of the table. For example, you may not have anything for rows 1 thru 3, so you would enter 4.

2. Type 0 (zero) and you can supply all the row numbers to which you want to make entries.

3. Append the word ADD to the row number to have all table data added to the previous figures in the table rather than replacing them. Example: 4ADD

| ROW#? | (Enter table data as follows:)

- Separate each item (column entry) by a comma with no space.

- Omit an entry between commas to leave the table entry unchanged.

- Each item in the table is one of the following:

  (1) A number.

  (2) The letter T - indicating a value not yet known or entered but will be entered later.

  (3) The letter U - indicating a value which is unknown and will not be known.

  (4) The letter X - indicating no entry required for the position.

- In entering or correcting table entries, the following will be helpful:

  $\wedge$ -- to step back one line to correct an error.
  + -- to indicate entry is completed.
  = -- leaves entry as it is.

| OKAY TO WRITE TABLE? | When table has been completed, a total will be given and then the computer will ask if it is Okay to Write

Table. (If you say YES, table will be
written; if you say NO, computer will give
you a chance to make corrections.)

V. IRIS

New procedures for the use of IRIS will be published as a revision to this manual. They are very specific to an application (e.g., Voluntary Fuel Allocation Program; Property Review Management Information) but use the same computer assistance features as you find in EMISARI.

For a convenient reference, a one-page user's guide appears on the next page.

IRIS SHORT-CUT REFERENCE

INCIDENT REPORTING INFORMATION SYSTEM

```
DO YOU WISH TO RETRIEVE OR REPORT:
   FUEL SHORTAGE INCIDENTS        (1)
   FUEL ALLOCATION COMPLAINTS     (2)
   FOR PRACTICE                   (3)
   CORRESPONDENCE CONTROL         (4)
   HISTORY FILE                   (5)
FILE CHOICE?
```

```
DO YOU WISH RETRIEVAL OF:
   CASE STATUS                    (1)
   CASE STATUS (INACTIVE CASES)   (2)
   CASE SUMMARY                   (3)
   CASE SUMMARY (INACTIVE CASES)  (4)
   CASE HISTORY                   (5)
   CASE HISTORY (INACTIVE CASES)  (6)
   MANAGEMENT REPORTS             (7)
   EXPLANATION & ASSISTANCE       (8)
   DO YOU WISH TO UPDATE          (9)
INITIAL CHOICE?
```

```
OPTIONS AT ANY INPUT
   +         TO STEP BACK A CHOICE
   + "x"     TO JUMP TO INITIAL CHOICE "x"
             FROM ANYWHERE (EG + 9)
   ←         DELETE CHARACTER
   -         TO TERMINATE IRIS
   MODE      TO SHIFT TO OR FROM SHORT
             FORM (NO CHOICE LIST PRINTED)
   DISPLAY   TO PAUSE EVERY 23 LINES
   HELP      TO GET HELP FROM THE EXPLANATIONS
   CONFER    TO MAKE SUGGESTIONS AND SEE
             COMMENTS ON SYSTEM OPERATIONS
```

64

1 2

```
RETRIEVE STATUS BY:
   CASE DESCRIPTION               (1)
   KEY WORD OR PHRASE             (2)
   FROM-TO UPDATE DATES           (3)
   ITEM NUMBER(TITLES & STATUS)   (4)
   ITEM NUMBER                    (5)
   CURRENT STEP NUMBER            (6)
   TOTAL TIME IN SYSTEM           (7)
RETRIEVE STATUS DISTRIBUTION      (8)
   FROM-TO ACQUISITION DATES      (9)
ACTIVE STATUS CHOICE?
```

3 4

```
RETRIEVE CASE SUMMARY BY:
   CASE DESCRIPTION               (1)
   KEY WORD OR PHRASE             (2)
   FROM-TO UPDATE DATES           (3)
   ITEM NUMBER(TITLES & STATUS)   (4)
   ITEM NUMBER                    (5)
   FROM-TO ACQUISITION DATES      (6)
ACTIVE CASE SUMMARY CHOICE?
```

5 6

```
RETRIEVE CASE HISTORY BY:
   CASE NUMBER (ITEM #)           (1)
   FROM-TO EVENT DATES            (2)
   FROM-TO UPDATE DATES           (3)
   LOG NUMBER                     (4)

ACTIVE CASE HISTORY CHOICE?
```

7

```
DO YOU WANT:
   SINGLE CASE                    (1)
   LIST OF DELINQUENTS            (2)
   LIST FOR ONE STATE/CITY        (3)
   SPECIAL SITUATION REQUEST      (4)

REPORT CHOICE?
```

8

```
DO YOU WISH EXPLANATION
   SUMMARY & PERSONAL ASSISTANCE  (1)
   UPDATING                       (2)
   RETRIEVAL, GENERAL             (3)
   RETRIEVAL, KEY WORD            (4)
   SHORT CUTS                     (5)
   REPORT DEFINITIONS             (6)
   STATUS DEFINITIONS             (7)
   EVENT DEFINITIONS              (8)
OR RETRIEVE EXPLANATION BY
   ITEM NUMBER                    (9)
   KEYWORD OR PHRASE              (10)
   FROM-TO-ENTRY DATES            (11)
   LIST TITLES                    (12)
EXPLANATION CHOICE?
```

9

```
DO YOU WISH TO UPDATE:
   CASE STATUS              -      (1)
   CASE STATUS (INACTIVE CASES)   (2)
   CASE SUMMARY                   (3)
   CASE SUMMARY (INACTIVE CASES)  (4)
DO YOU WISH TO REVISE:
   CASE STATUS                    (5)
   CASE STATUS (INACTIVE CASES)   (6)
   ACTIVE CASE TO INACTIVE        (7)
   INACTIVE CASE TO ACTIVE        (8)
   CASE #                         (9)
   INCIDENT ACQUISITION DATE      (10)
UPDATE CHOICE?
```

OCTOBER 1973

VI. NOTEBOOK

Procedures for entering and retrieving reports in EMISARI notebooks are the same as for other notebooks. Individual applications will vary (e.g., concept development work for new reports, central office notebooks, regional notebooks, etc.). Notebooks not on EMISARI are called by beginning
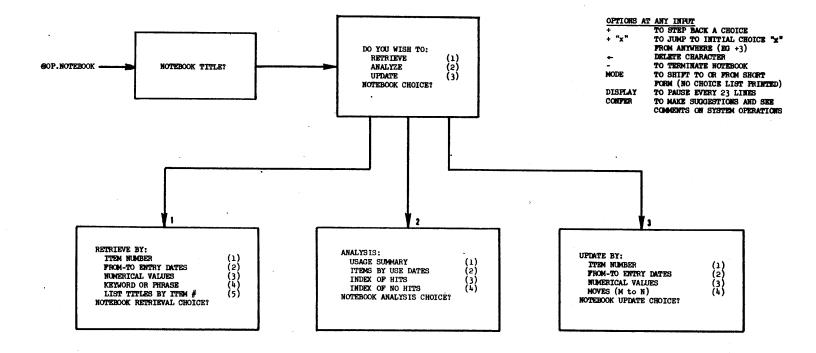
@OP.NOTEBOOK
NOTEBOOK TITLE?   (notebook name)

For a convenient reference, a one-page user's guide appears on the next page.

Call the System Monitor if you would like another notebook set up for your office.

NOTEBOOK SHORT-CUT REFERENCE

NOTEBOOK INFORMATION SYSTEM

```
@OP.NOTEBOOK  ───►  NOTEBOOK TITLE?  ───►
```

```
DO YOU WISH TO:
   RETRIEVE          (1)
   ANALYZE           (2)
   UPDATE            (3)
NOTEBOOK CHOICE?
```

```
OPTIONS AT ANY INPUT
+            TO STEP BACK A CHOICE
+ "x"        TO JUMP TO INITIAL CHOICE "x"
             FROM ANYWHERE (EG +3)
←            DELETE CHARACTER
-            TO TERMINATE NOTEBOOK
MODE         TO SHIFT TO OR FROM SHORT
             FORM (NO CHOICE LIST PRINTED)
DISPLAY      TO PAUSE EVERY 23 LINES
CONFER       TO MAKE SUGGESTIONS AND SEE
             COMMENTS ON SYSTEM OPERATIONS
```

1
```
RETRIEVE BY:
   ITEM NUMBER              (1)
   FROM-TO ENTRY DATES      (2)
   NUMERICAL VALUES         (3)
   KEYWORD OR PHRASE        (4)
   LIST TITLES BY ITEM #    (5)
NOTEBOOK RETRIEVAL CHOICE?
```

2
```
ANALYSIS:
   USAGE SUMMARY           (1)
   ITEMS BY USE DATES      (2)
   INDEX OF HITS           (3)
   INDEX OF NO HITS        (4)
NOTEBOOK ANALYSIS CHOICE?
```

3
```
UPDATE BY:
   ITEM NUMBER             (1)
   FROM-TO ENTRY DATES     (2)
   NUMERICAL VALUES        (3)
   MOVES (M to N)          (4)
NOTEBOOK UPDATE CHOICE?
```

* A NOTEBOOK TITLED CATALOG PRINTS THE LIST
  OF NOTEBOOKS CURRENTLY IN THE SYSTEM, INCLUDING
  RESPONSIBLE INDIVIDUAL AND TELEPHONE NUMBER

MARCH 1974

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