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**United States
Coast Guard**

Abstract of Operations - Boats
Automated Reporting System 1.0

Installation and Maintenance Guide

Version 1.0
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AOPS Boats Installation and Maintenance Guide
Table of Contents

Section 1 - Introduction to AOPS Boats

Section 2 - Installing the AOPS Boats System

Section 3 - Maintaining the AOPS Boats System

1-1   Overview of the AOPS Boats System

The AOPS Boats system was developed to assist you in compiling your quarterly AOPS data and sending it to Headquarters. An additional component was designed solely for field use to help the station track certification dates by training activities on land and at sea. AOPS Boats enables you to prepare reports on crewmembers and the training they have received.

The AOPS Boats system is divided into three main areas; **Data Entry, Reporting** and **Maintenance**. The **Maintenance** option is password protected to allow access to the AOPS Boats primary user. After the installation of the AOPS Boats program, the **Maintenance** option will open so your stations crew, boat hull and training task information can be entered. Once this information is added you can use the **Data Entry** option to enter either **Daily Sortie** and underway training information or **Shore Training** information. The Commandant instructed Abstract of Operations Report can be sent directly to Headquarters by using the **Send AOPS** option. Reports can be generated from the information entered in the **Data Entry** and **Shore Training** options by using the **Reporting** options.

1-2   Purpose of the Manual

This installation document is divided into three sections; **Introduction to AOPS Boats, Installation of AOPS Boats** and **Maintenance of the AOPS Boats System.** The AOPS Boats System User Manual will provide you with the information needed to enter sortie training information, send in AOPS Quarterly Reports and generate reports.

Introduction to AOPS Boats provides a basic overview of the AOPS Boats system and the purpose of this manual. Also in this section, is how the Maintenance option is used to keep AOPS Boats databases current.

Installation of AOPS Boats provides the information you need to install the system, troubleshoot installation problems, deinstall the system, and relocate the system as well as set up the configurations and delete sorties data from the database.

Maintenance of the AOPS Boats System assists you in adding your units crewmembers, boat hulls and training requirements.

The installation of the system should only be performed by the AOPS Boats primary user. The maintenance option has an optional password protection to ensure only the primary user modifies your unit specific information. (Site configuration, crewmembers, boat hulls, training tasks and pick lists)

1-3   Maintenance of the AOPS Boats System

Before you begin working with AOPS Boats, your unit specific look up tables need to be customized to meet your units requirements. This is performed in the **Maintenance** area, which can be password protected to allow access to the AOPS Boats primary user. The **Maintenance** pull-down menu is where crewmember, boat hull, and training task information is entered and maintained. (See **Figure 1.1**)
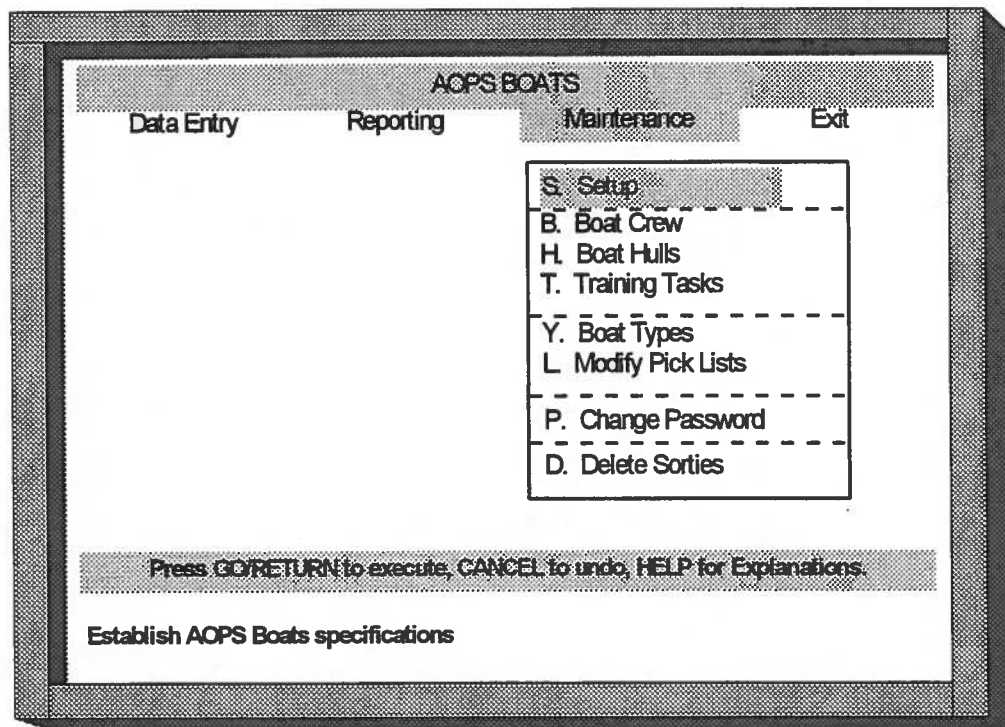
Figure 1.1 - Maintenance Pull-Down Menu

Setup

The first option on the pull-down menu is **Setup**. This option enables the AOPS Boats primary user to install the software and establish system configuration and specifications for your facility. **This option should only be used by the AOPS Boats Primary User.**

Boat Crew

The **Boat Crew** option on the **Maintenance** pull-down menu allows you to add, update and delete crewmember information on the system. This list needs to be created after the system is installed. The **Boat Crew** information will be used when entering **Daily Sorties** and **Shore Training.** The **Boat Crew** information is also used in many of the **Reporting** options.

Boat Hulls

The **Boat Hulls** option on the **Maintenance** pull-down menu allows you to add, update and delete information on **Boat Hulls** in your unit. This list needs to be created after the system is installed. The **Boat Hulls** information is used in the **Daily Sorties** and many of the **Reporting** options.

Training Tasks

The **Training Tasks** option on the **Maintenance** pull-down menu allows you to add, update and delete information on **Training Tasks**. A **Training Task** may consist of Nine Bravo, District or Unit assigned training, both underway and on shore. The **Training Tasks** information is used in the **Daily Sorties, Shore Training** and many of the **Reporting** options. When you first install AOPS Boats, the Commandant mandated (Nine Bravo) training tasks are installed in the **Training Tasks** area. They are as follows:

> Boat Handling
> Conduct checks and start the boat
> First Aid
> Navigation and piloting
> OPAREA familiarization
> Open water survival exercise
> Rules of the Road
> Secure the boat
> Towing
> Transit a surf zone

Your local training requirements, both underway and on shore, can also be added for all district, area or unit specific training (i.e., sexual harassment, pyrotechnics, etc.).

Boat Types

The **Boat Types** option provides you with the capability to add boat types to the CG standard boat list which is included in the system. The boat list is used when select the Pick List function for Boat Type and Boat Length. The **Boat Types** option was included for the stations that use boat types such as State Police vessels.

Change Password

The **Change Password** option was included in the system to allow you to password protect the **Maintenance** area. THIS OPTION SHOULD ONLY BE USED BY THE AOPS BOATS PRIMARY USER.

See Guide 3-4 to set the password. Once the password has been set, you will be required to enter it to gain access to the **Maintenance** area.

Delete Sorties

The **Delete Sorties** selection enables the primary user for the AOPS Boats system to purge old data for past time periods and specific boats for your facility from the database. **This should only be used by the AOPS Boats Primary User.**

The Maintenance Activity Table (see **Figure 1.2**) shows where the information entered in the **Maintenance** area is used in the other areas of the system. Changing the information in the **Maintenance** area will affect all other areas of the system where the information is utilized.

For example, if you were entering a **Daily Sortie** and discovered a crewmember was assigned incorrectly, your first step would be to exit the **Daily Sortie** and **Data Entry** option, open the pull-down menu for **Maintenance** and select **Boat Crew**. Once the **Boat Crew** option is open, you can change the information for the crewmember then exit the **Maintenance** area. The changes made to the **Boat Crew** data will not only affect the **Daily Sorties** option but all other options checked off in the Maintenance Activity Table.

You will find guides for the AOPS Boats Installation and Maintenance in sections 2 and 3 of this manual.

Maintenance Activity

	Data Entry		Reporting						
	Daily Sorties	Shore Training	AOPS Boat Report	Daily Sortie Boat Report	Individual Summary Report	Individual Detail Report	Underway Hours Report	Crew Training	Task Training
Setup									
Boat Crew	√	√			√	√	√	√	
Boat Hulls	√		√	√	√		√		
Training Task	√	√							√
Modify Pick List									
Delete Sortie	√			√					

Figure 1.2 - Maintenance Activity Table

Guide 2-1. Installing the System

	Action (You need to...)
NOTE:	To install and use the AOPS Boats system, your system must have the following: ■ At least 8192 sectors (4 MB) of available disk space (This will be sufficient for the system and several years of data; AOPS Boats may be installed on any volume. To check the disk's availability, use the **Volume Status** command) ■ At least 2 MB of available memory on the workstation where AOPS Boats will be used ■ CTOS or BTOS OFIS Mail installed If you have AOPS Boats data on your system, go to **Guide 2-7. Reinstalling the System.**
Step 1:	Select a system volume (disk drive) with enough available disk space.
Step 2:	Use the **Path** command to change the current path to < aopboats > .
Step 3:	Place the AOPS Boats installation tape in the appropriate tape drive.
Step 4:	Use the **Tape Restore** command to restore the directory < aopboats > from the tape to the volume's < aopboats > directory.
Step 5:	Edit the file *aops.user* in the < aopboats > directory, changing the :SignOnVolume: entry to reflect the volume where < aopboats > resides
Step 6:	Copy the *aops.user* file to the [sys] < sys > directory.
Step 7:	Create an OFIS Mail mail user for use by AOPS Boats called **AOPSBoats.**
Step 7a:	Ensure that the local mail system has either G-N or G-O as a recognized mail center. If neither center is configured, have your local OFIS Mail Administrator add one (normally G-N, but G-O can also be used).
Step 8:	The system installation is now complete. Logout of the system.

Guide 2-2. AOPS Boats System Setup

	Action (You need to...)
<u>Step 1</u>:	Login as "aops". You will see the message: This system has not been initialized. You will be asked to do so now. Press the **GO** key.
<u>Step 2</u>: See Guide 2-3	On the Station Configuration screen, enter the station configuration data following the prompts at the bottom of the screen. Use the mail user you created in Step 8. The mail distribution (Mail Dest) should be AOPS at the mail center identified in step 7a. For example, if your mail system has G-N as a center, the entry would be AOPS/G-N (which is the default). When you have finished with this screen, you will see the message: There are no boats defined in the system. Would you like to add them now? Select **Yes** to continue.
<u>Step 3</u>: See Guide 3-2	Enter the boat length, the boat identification and the date the boat arrived at the boat station. When finished, press the **F1** or **Go** key.
<u>Step 4</u>: See Guide 3-1	You will see the message: There are no crewmembers defined in the system. Would you like to add them now? Select **Yes** to continue.
<u>Step 5</u>:	Enter information about crewmembers following the prompts on the bottom of the screen. When finished, press the **F1** or **Go** key. The system is now ready to be used.

Note: The following steps should be done by the person responsible for maintaining the units' boat hull and crew information.

Guide 2-3. Setting Up the Station Configuration

	Action (You need to...)
Step 1:	Highlight **Maintenance**. Press the **Go** key
Step 2:	Type **i** to select **Installation**.
Step 3:	Type the data in the appropriate fields (see below), using the **Return** key to move between fields: ■ **District**: the district of the unit (digits 1 and 2 of the OPFAC) ■ **Unit Type**: the type of unit (digit 3 and 4 of the OPFAC) ■ **Unit ID**: the identification of the unit (digits 5 through 7 of the OPFAC) ■ **Printer**: the designation of the default printer for the system ■ **Mail Name**: the mail name to be used for sending the quarterly data (do not include the center name) ■ **Mail Password**: the mail password ■ **Mail Center**: the name of the mail center ■ **Mail Dest**: the mail addresses of those who will receive your data
Step 4:	Press the **Go** key.

Guide 2-4. Starting Up and Troubleshooting the System

	Action (You need to...)
Step 1:	To start the AOPS Boats system, log in to the system using the user name **AOPS**. If a password has been assigned by your system administrator, it must be entered when you log in. If the system does not start correctly, follow the steps below.
Step 2:	Check to see that no one else is current using the system
Step 3:	Check that the :SignOnVolume: and :SignOnDirectory: entries in [sys] < sys > aops.user reflect the volume and directory where the AOPS Boats system resides

Guide 2-5. Deinstalling the System

	Action (You need to...)
Step 1:	Backup the contents of the < aopboats > directory
Step 2:	Use the **Remove Directory** command to delete the < aopboats > directory and all files
Step 3:	Delete the file [sys] < sys > boats.user
Step 4:	The system deinstallation is now complete.

Guide 2-6. Relocating the System

	Action (You need to...)
NOTE:	This Guide provides instructions for moving the AOPS Boats system to another volume (for example, one with more available space).
Step 1:	Backup the contents of the <aopboats> directory.
Step 2:	Ensure that the <aopboats> directory does not already exist on the target volume. ■ if it does already exist, backup the contents of the directory and then delete it ■ if it does not already exist, use the **Create Directory** command to create it, accepting all defaults
Step 3:	Check to see that no one else is currently using the system: ■ Try to copy the file **aopboats.lg** to the file **test.tmp**. If the copy succeeds, no one is currently using the system; if the copy does not succeed, wait until all users have finished working with the system. (Delete **test.tmp** after the test.)
Step 4:	Copy all files from the existing <aopboats> directory to the <aopboats> directory on the target volume
Step 5:	Use the **Remove Directory** command to delete the original <aopboats> directory and all files
Step 6:	Edit the file [sys]<sys>aops.user, changing the :SignOnVolume: directory to reflect the new location of the AOPS Boats system
Step 7:	The system relocation is now complete.

Guide 2-7 Reinstalling the System

	Action (You need to...)
Step 1:	Path to the **<aopboats>** directory.
Step 2:	Using the **rename** command, rename the following files: ➤ the file ending with **.db**, rename to **oldaops.db** ➤ the file ending with **.bi**, rename to **oldaops.bi** ➤ the file ending with **.lg**, rename to **oldaops.lg**
Step 3:	Move these files to another directory (this is a temporary move).
Step 4:	Use the **Path** command to change the current path to <aopboats>
Step 5:	Place the AOPS Boats installation tape in the appropriate tape drive.
Step 6:	Use the **Tape Restore** command to restore the directory <aopboats> from the tape to the volume's <aopboats> directory
Step 7:	Move the files that you moved in Step 3 back to the **<aopboats>** directory.
Step 8:	Log out of the system.
Step 9:	Login as "aops". You will see the message: This system has not been initialized. You will be asked to do so now. Press the **GO** key.
Step 10:	On the Station Configuration screen, enter the station configuration data following the prompts at the bottom of the screen. Use the default **Mail Dest:**. When you have finished with this screen, you will see the message: An old version of the AOPS Boats database was detected. Would you like to import data from that database? (**Note:** If you do not import now, and manually enter data, you will not be able to import without first clearing the database.) Select **Yes** to continue.
Step 11:	You will see the message: This function will load sortie data from the original version of AOPS Boats into the current version. Was all the old sortie data already rolled up and sent out? Select **No** to continue.

Step 12:	You will see the message: Import of old AOPS Boats data has been completed. You will need to review the Boat Hull data to add boat types, and Crew Staff data to correct certification dates. Press **Return** to continue.
Note:	Due to changes in the system, you should review all of your old configuration data (boats assigned, crewmembers, etc.) and update this data as required. For example, the old system did not store the boat type with each boat; the new system does. You need to enter the boat type for all of your boats.
Step 13:	If there is data that has not been sent, you will see the following message: **Warning**: You have untransmitted AOPS data from previous quarters. This should be sent as soon as possible. Press **Return** to continue and the AOPS main menu will be displayed. If all data has been sent, you will see the AOPS main menu.

Section 3
Guides to Maintaining Boats Data

Guide 3-1. Adding Boat Crewmember Information

	Action (You need to...)
Step 1: **S**<u>C</u>	Use the **Left** and **Right Arrow** keys to highlight the **Maintenance** option on the AOPS Boats main menu, then press the **Go** key. Press the **M** key.
Step 2: **S**<u>C</u>	Use the **Arrow** keys to highlight the **Boat Crew** option, then press the **Go** key. Press the **B** key.
Step 3:	Press the **F8 [INSERT]** key.
Step 4:	Type the data in the appropriate fields using the **Tab and Code** keys to move between the fields.
Hint:	Press the **F7 [CLEAR]** key to remove the data from the current field.
Hint:	Press the **F8 [RECALL]** key to bring back original entry.
Step 5:	Press the **Go** key after adding the necessary information.
Step 6:	Add, update or delete additional crewmember information. If nothing is needed go to step 7.
Caution:	Press **Cancel** or **F3** to clear the changes to the records that were recently completed. An AOPS Boats Exit window displays the following prompt, "Are you sure that you want to undo your work? Yes No" **Yes** clears all changes you have made and returns you to the AOPS Boats main menu. **No** returns you to the previous window.
Step 7:	After completing modifications to the Crew Staff List press the **Go** key.

Guide 3-2 Adding Boat Hulls

	Action (You need to...)
Step 1: $\underline{S}_C$	Use the **Arrow** keys to highlight the **Maintenance** option on the AOPS Boats main menu. Press the **Go** key. Press the **M** key
Step 2: $\underline{S}_C$	Use the **Arrow** keys to highlight the **Boat Hulls** option, then press the **Go** key. Press the **H** key.
Step 3:	Press the **F8 [INSERT]** key. The Boat Hull-Create window will open. The fields that need data input will be highlighted.
Step 4:	Type the data in the appropriate fields using the **Tab** and **Code** keys to move between the fields.
Hint:	Press the **F7 [CLEAR]** key to remove the data from the current field.
Hint:	Press the **F8 [RECALL]** key to bring back original entry.
Step 5:	Press the **Go** key after adding the necessary information.
Step 6:	Additional boat hull information can be added, updated or deleted at this time. If nothing more is needed go to step 7.
Caution:	Pressing **Cancel** or **F3** will clear the changes to the records that were recently completed. An AOPS Boats Exit window will appear verifying your intent to exit without saving your work. A message is displayed, prompting you with the question "Are you sure that you want to undo your work? Yes No" Selecting **Yes** will clear all changes you have made to the system and go to the AOPS Boats main menu. Selecting **No** will return the screen to the previous window.
Step 7:	After completing modifications to the Local Boat Hull information press the **Go** key.

Guide 3-3. Adding Training Tasks

	Action (You need to...)
Step 1:	At the AOPS Boats main menu screen, use the **Arrow** keys to move to **Maintenance**
Step 2: **S**<u>**C**</u>	Using the **Arrow** keys highlight the **T. Training Tasks** option then press the **Go** key. Press the **T** key.
Step 3:	Press **F8 [INSERT]** to insert a new Training Task.
Step 4:	Type the data in the appropriate fields (see below), Use the **Tab** and **Code** keys to move between fields:
Step 4:	■ **Task**: Enter the name of the task (First Aid) ■ **Required**: Enter requirements as described in USCG training manual (1 time every year) ■ **Task ID**: Enter the Task ID number (Med 0001) ■ **Positions**: Enter the list of positions that apply to this task. Press **F4 [PICK]** (COXN, ENG, SURF, BC) for PICKLIST. ■ **U/W**: Enter whether this task is accomplished underway; **Yes** or **No** (Yes) ■ **Day Trips**: Enter the number of day trips required for training. If not applicable tab the next field leaving this field blank. ■ **Night Trips**: Enter number of night trips required. If not applicable, leave field blank. ■ **Cert Days**: Enter Certification Period in days i.e. 180, 365, 1825 (365) ■ **Num of Times**: The number of times required during the Cert Days (1)
Hint:	Press **F7 [CLEAR]** to remove the data from the current field
Hint:	Press **F8 [RECALL]** to bring back original entry
Step 5:	Press **Go** after completing all necessary modifications to the sortie.

Step 6:	After completing all fields, press **Go**.
Caution:	Press **Cancel** or **F3** to clear the changes to the records that were recently completed. An AOPS Boats Exit window appears verifying your intent to exit without saving your work. The following message prompts you, "Are you sure that you want to undo your work? Yes No" **Yes** clears all changes you have made to the system and returns to the AOPS Boats main menu. **No** returns to the previous window.
Step 7:	After you have completed all changes that need to be made to the **Training Task** area, press the **Go** key.

Guide 3-4. Changing the Password

	Action (You need to...)
Step 1: **S**_C	Use the **Arrow** keys to highlight the **Maintenance** option on the AOPS Boats main menu, then press the **Go** key. Press the M key.
Step 2: **S**_C	Use the **Arrow** keys to highlight the **Change Password** option, then press the **Go** key. Press the P key.
Step 3:	Enter the existing password then press the return key. If you type the password incorrectly you will need to re-enter it. The **New Password** field will become highlighted. If you type the password incorrectly the error message will come up **"Sorry, userid/password is incorrect."**
Step 4:	Enter the new password, then press the return key. A window opens with the message **"For verification purposes, please type the new password in again"** Password will be listed again with a highlighted field next to it..
Step 5:	Enter the new password again then press the **Go** key.

Guide 3-5. Deleting Sortie Data

	Action (You need to...)
Step 1:	Use the **Arrow** keys to highlight **Maintenance**, then press the **Go** key
Step 2:	Type **d** to select **Delete Sorties** from the **Maintenance** pull-down menu
Step 3:	Type the data in the appropriate fields (see below), using the **Return** key to move between fields: ■ **Boat**: the identification of the boat involved in the sortie being deleted (press **F4** [PICK] for a picklist of available boats) ■ **From**: the earliest date of the date range of data to be deleted ■ **To**: the latest date of the date range of the data to be deleted
Step 4:	Press the **Go** key. Wait for the message: ■ **Do you wish to delete boat nn nnn for date MM/DD/YY THROUGH MM/DD/YY inclusive? Yes No.**
Step 5:	Type **y** for yes. The data is deleted from the system Wait for a blank **Purge Boat Data** screen to reappear
Step 6:	Press **F3 [CX]**. The AOPS Boats main menu appears on your screen