

## Chapter 4. WIMS basics

This chapter gives you the information you will need to understand and start using the WIMS system. Topics include:

- ◆ WIMS system hierarchy
- ◆ function keys and *FASTPATHs*
- ◆ WIMS prompts
- ◆ getting help
- ◆ <List> of values and keyword searches.

Reviewing and understanding the basic concepts outlined in this chapter will give you a smoother journey through the WIMS system.

### WIMS system hierarchy

The WIMS system hierarchy is organized to help you perform your job. Based on your access level you can access up to three basic functions from the WIMS Main Menu:

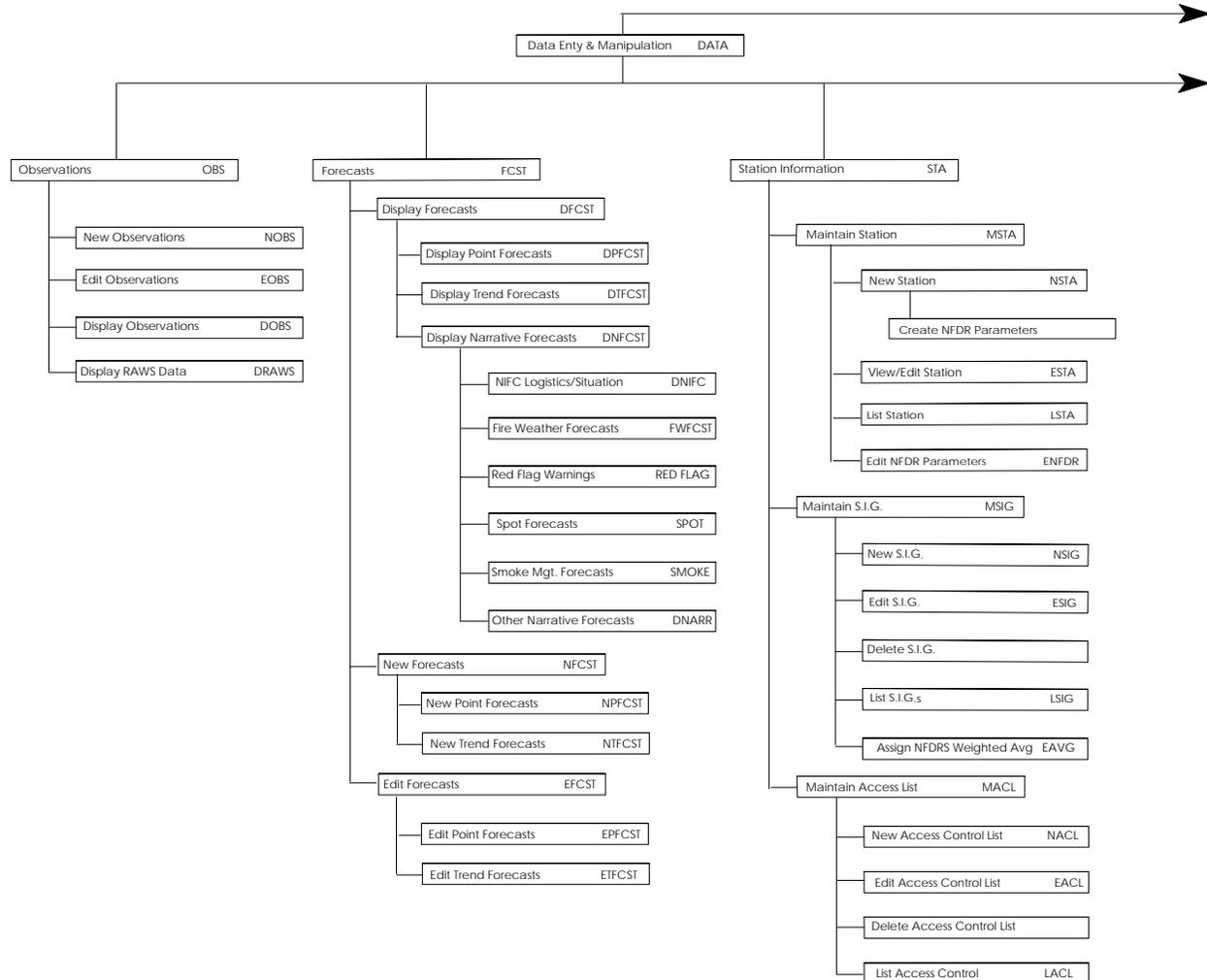
1. From the Data Entry & Manipulation menu, you can enter, edit, and display weather observations, station information, and NFDRS indices and components. You can also create, edit, and list Access Control Lists (ACLs), Special Interest Groups (SIGs), and forecast data.
2. From the Weather and Fire Services menu, you can access interactive fire and climate analysis applications and data.

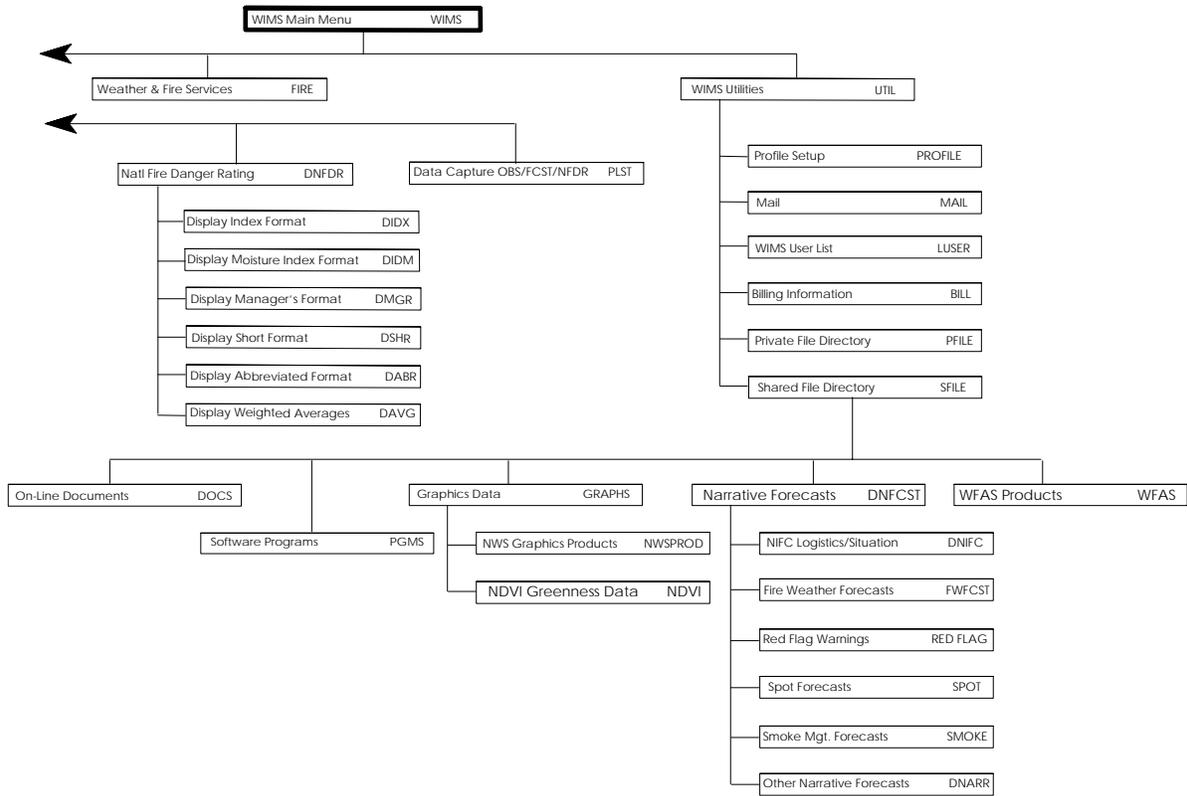
*Currently, there are no applications available on the "Weather and Fire Services" menu.*

3. From the WIMS Utilities menu, you can access billing reports, user lists, custom queries, profile setup, and private and shared file directories.

The diagram on the following two pages shows the WIMS hierarchy of menus and forms.

## WIMS hierarchy of menus and forms





## About WIMS menus and forms

WIMS menus contain five basic elements:

1. The *WIMS menu title bar* displays the title of the menu, its *FASTPATH*, today's date, and the revision date of the last WIMS system release.
2. A numbered *list of menu options* displays available menus and/or forms and the *FASTPATH* for each.
3. The *Option/Fastpath:* field is where you enter a numbered menu option or *FASTPATH*.
4. The *function key line* displays the current function keys available for that menu.
5. The *WIMS message line* displays WIMS prompts to help you navigate through the WIMS system.

WIMS forms also contain five basic elements:

1. The *WIMS form title bar* displays the title of the form. Some WIMS title bars also display the *FASTPATH* of that form.
2. The *query block* contains a group of related fields that you complete to specify a particular WIMS record.
3. The *list of fields* displays field names and fields in a uniform and easy to read format.
4. Based on the field position of the cursor, the *function key line* displays the current function keys available for that form.
5. The *WIMS message line* contains WIMS prompts to help you navigate through the form.

## Function keys

Function keys allow you to perform a specific function without typing a complex string of commands. An *active* function key displays when it is available for you to use. For example, the arrow points to the active function keys available on the WIMS Main Menu.

```

Weather Information Management System
WIMS Main Menu  WIMS
                                                    WIMS
                                                    23-May-97
                                                    03.23.97

1. Data Entry & Manipulation  DATA
2. Weather & Fire Services    FIRE
3. WIMS Utilities             UTIL
4. Screen HELP                HWIMS
5. Exit WIMS Menu System      EXIT

Option/FastPath:  █

→ F2-FastPath Help      F3-Exit      F4-Top Menu      F11-Previous Menu
Welcome JANE DOE_____
WIMS                    Page MENU          Count:

```

These function keys are currently available on the WIMS Main Menu:

**<F2>**      Fastpath Help  
**<F3>**      Exit  
**<F4>**      Top Menu  
**<F11>**     Previous Menu.

To display available function keys

From any WIMS form:

◆ Press **<F5>**.

## Using function keys

Some of the more common functions and function key uses are outlined below.

### To exit a form

1. To exit and save:

- ◆ To save, press <F1>.

WIMS saves the changes and/or new entries and redisplay the form.

- ◆ To return to the previous menu, press <F11>.

2. To exit without saving, press <F11>.

### To clear all field entries from a form

- ◆ To clear all field entries, press <F6>.

WIMS clears the field entries and redisplay the form.

### To clear a line of field entries from a form

1. Using <TAB> and/or arrow keys, move the cursor to the line of data you want to delete.



*To clear a line of data, you can move the cursor to any field in that line.*

***In edit mode, if you press <F9> to clear a line of field entries and then press <F1> to save those edits, you will delete that record.***

2. To clear that line of data, press <F9>.

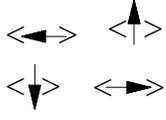
WIMS clears the line of data and redisplay the form.

## Function keys

The table below and on the next page lists WIMS function keys and descriptions. **DG function key combinations are shown in bold type.** *A2B and SimPC function key combination equivalents are shown below the DG function key combinations in italic type.*

Function key	Description
<F1> save/execute	<F1> saves any valid changes you made on a form.
<F2> help	<F2> displays the Help System Menu.
<F3> exit/previous screen	From a menu, <F3> exits WIMS and returns you to the Teleview Menu. From the Teleview Menu, press <F3> to log off Teleview and Kansas City. From a form, <F3> scrolls backward to the first record of a list.
<F4> top menu/next screen	From a menu, <F4> returns to the first menu displayed when you logged on. If you have an initial menu specified in your profile, <F4> returns you to this menu. From a form, <F4> scrolls forward to the last record of a list.
<F5> show keys	<F5> lists the function keys available for that form.
<F6> enter query	<F6> searches for specific fields on that form. <i>Press &lt;F6&gt; to clear the form and move the cursor to the first available query field.</i>
<F7> previous record	<F7> moves the cursor back through a list of records. <i>You can also press arrow keys and next/previous screen function keys to scroll between records.</i>
<F8> next record	<F8> moves the cursor forward through a list of records. <i>You can also press arrow keys and next/previous screen function keys to scroll between records.</i>
<F9> delete record	<F9> erases any record you are currently working on.
<F10> list of values	<F10> lists acceptable field entries for that particular field in the form. When displaying a <List> of values, <F10> executes the search criteria entered in the <i>Find:</i> field.
<F11> cancel/previous menu	While in a form, <F11> cancels all the entries you made in a form and returns you to the previous menu. While in a menu, <F11> exits the current menu and returns you to the previous menu. Pressing <F11> twice returns you to the original menu that displayed when you logged on.

Function key	Description
<F12> previous field	<F12> moves the cursor to the previous field on the screen. When displaying a <List> of values, <F12> moves the cursor from the list to the <i>Find:</i> field.
<F13> <CTRL> + <F1> <SHIFT> + <F1> display error	<F13> displays current ORACLE error messages.
<F14> <CTRL> + <F2> <SHIFT> + <F2> data capture	<F14> captures data on the form and generates a report of the current information. The report you generate with the captured data is placed in your Private File Directory. <i>For more information about capturing data for a specific form, see Chapter 5, "Beyond the basics."</i>
<F15> <CTRL> + <F3> <SHIFT> + <F3> top of list	<F15> moves the cursor to the first record of a list.
<F16> <CTRL> + <F4> <SHIFT> + <F4> bottom of list	<F16> moves the cursor to the last record of a list.
<F17> <CTRL> + <F5> <SHIFT> + <F5> special 1	<F17> is a form-specific key. <i>To determine the form-specific function, press &lt;F5&gt; while viewing that form.</i>
<F18> <CTRL> + <F6> <SHIFT> + <F6> special 2	<F18> is a form-specific key. <i>To determine the form-specific function, press &lt;F5&gt; while viewing that form.</i>
<F19> <CTRL> + <F7> <SHIFT> + <F7> special 3	<F19> is a form-specific key. <i>To determine the form-specific function, press &lt;F5&gt; while viewing that form.</i>
<F20> <CTRL> + <F8> <SHIFT> + <F8> special 4	<F20> is a form-specific key. <i>To determine the form-specific function, press &lt;F5&gt; while viewing that form.</i>
<TAB> tab	<TAB> moves the cursor to the next available field.
<NEW LINE> <Enter> enter	<NEW LINE> or <Enter> advances to the next field in a data entry form, and updates any field prompts for the next field.

Function key	Description
 arrow keys	Arrow keys move the cursor to specific fields, regardless of the order the fields are displayed on the form.



For information about using function keys to capture WIMS screens, see “Obtaining screen captures” in Chapter 5, “Beyond the basics.”

## Using arrow keys

Arrow keys allow you to move the cursor anywhere on your screen. Use arrow keys in place of the <TAB> key when you want to move the cursor to a specific field without regard to its placement on the form.

For example, when you press <TAB> from the Create a Special Interest Group form, the cursor moves from the *SIG Name:* field to the first field in the *Station ID* column.

As shown in the example below, when you press an arrow key the cursor moves up, down, to the right, or to the left without regard to field positions on the form.

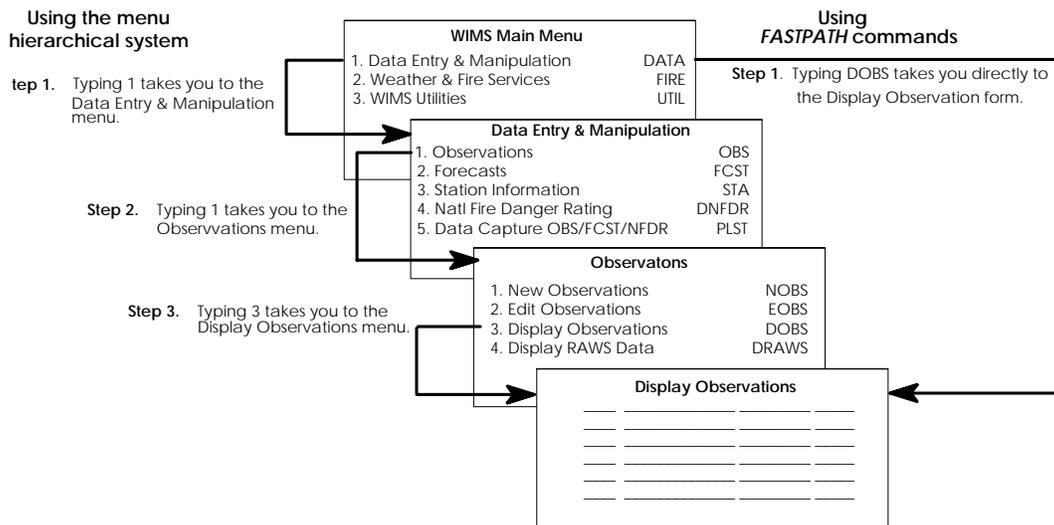
```

+----- Create a Special Interest Group (SIG) -----+
|
|  SIG Name: █ ← using the left arrow  Owner User ID: █
|
|  using the down arrow ↓
|  Station ID
|  █ → using the right arrow  █
|
|  █
|  █
|  █
|  █
|  █
|  █
|  █
|
+-----+
| F1-Save  F2-Help  F5-Show Keys  F11-Exit  F17-Copy FROM |
| Enter the name of the Special Interest Group. Press ENTER.  |
| Count: *0 |

```

## FASTPATH commands

WIMS allows you to use both a menu-driven, hierarchical system and *FASTPATH* commands. You can use either method to navigate between menus and forms. At first, using the numbered menu options may seem to be the easiest way to locate a specific menu or form. By becoming familiar with *FASTPATHs* and with a little practice, you can go directly from the WIMS Main Menu to any menu or form you have authority to access.



As this example illustrates, by typing the *FASTPATH* command **DOBS** from the WIMS Main Menu, you can go directly to the Display Observation form and skip the Data Entry & Manipulation menu and the Observations menu.

*FASTPATHs* include specific prefixes that are common throughout the WIMS system:

N	New
E	Edit
D	Display
L	List
M	Maintain
H	Help.

*FASTPATHs* also include specific suffixes:

OBS	Observations
RAWS	Remote Automatic Weather Station
NFDR	National Fire Danger Rating
AVG	NFDRS Weighted Averages
FCST	Forecasts
ACL	Access Control List
STA	Station
SIG	Special Interest Group.

You can combine a *FASTPATH* prefix with a *FASTPATH* suffix to access a specific menu.

For example, from any WIMS menu you can type the *FASTPATH* **OBS** to go to the Observations menu. However, you can bypass the Observations menu and go directly to a specific observations form by typing:

<b>NOBS</b>	to go directly to New Observations
<b>EOBS</b>	to go directly to Edit Observations
<b>DOBS</b>	to go directly to Display Observations.



*To use a FASTPATH you must have sufficient access privilege for that menu or form. If you enter a FASTPATH and you are denied access:*

```
Error:  ``FASTPATH`` is not a valid module or
you are not authorized!
```

displays on the bottom of the menu.

*For a list of menu names, FASTPATH commands, and access levels see Appendix A, "Menus, FATHPATHs, and Access Levels."*

## <TAB> and <NEW LINE> keys

When you log on to WIMS you will be using both <TAB> and <NEW LINE> keys to enter information and execute commands. There are some *key differences* between <TAB> and <NEW LINE> that you must know to effectively navigate through the WIMS system.



*To help reduce this confusion, you will be specifically instructed to press either <TAB> or <NEW LINE> while performing every WIMS procedure in this guide.*

Weather information is stored in the ORACLE database that WIMS accesses through the IBM mainframe computer system in Kansas City. The WIMS link between you and ORACLE provides an easy way to locate and process WIMS weather information. When you access the ORACLE database in Kansas City, <NEW LINE> and <TAB> function keys act differently than when you access the DG. Once you log on to WIMS and see the WIMS welcome screen, use <TAB> to move from field to field, and <NEW LINE> to signal ORACLE to perform a particular function.



*For information about using a personal computer to access WIMS, see Chapter 3, "Getting started."*

### Before you are logged on to WIMS

When you press <TAB>:

- ◆ You are finished entering field information.
- ◆ The IBM mainframe moves the cursor to the next available field.
- ◆ The IBM mainframe understands that *no processing is required*.

When you press <NEW LINE>:

- ◆ You signal IBM to execute a command.

### After you are logged on to WIMS

When you press <TAB>:

- ◆ You have more field information to enter.
- ◆ WIMS moves the cursor to the next available field.

- ◆ WIMS understands that *no processing is required*.

When you press **<NEW LINE>**:

- ◆ WIMS tells ORACLE that you are finished entering field information and moves the cursor to the next logical field on the form.
- ◆ ORACLE updates any field prompts available for the next logical field.
- ◆ You signal ORACLE to perform a specific function based on where you are in the WIMS system.



*For most procedures and to speed up the data entry process, you will press **<TAB>** instead of **<NEW LINE>**.*

## WIMS prompts

WIMS uses prompts to communicate with you. These prompts display specific messages based on the key you are pressing, what menu or form you are viewing, or what kind of function you are performing. There are six different kinds of prompts in the WIMS system to help you navigate through the WIMS system:

- ◆ **Special function prompts** display the active special function keys and their functions. For example, the following two special function prompts displays on the WIMS Mail System form:

```
F17-Get Mail      F18-Send Mail
```

- ◆ **General prompts** display information about the current field. For example, the following prompt displays on the List Special Interest Groups form:

```
Enter the user id or leave blank for all owners.
```

- ◆ **Messages** provide information about the current WIMS action. For example, the following text displays after you cancel sending a mail message:

```
Info:  Message has been discarded.  Not sent!
```

- ◆ **<List> of values.** The ORACLE <List> prompt displays when <F10> is available for the current field. Press <F10> to display a list of acceptable entries. For example, this prompt appears on the List Stations form:

```
<List>
```

- ◆ **Query record count**, tied to ORACLE, shows the total number of records retrieved that meets the search criteria. For example, the following prompt displays on the Display Observation form for station ID “481410”:

```
Count: *1
```

- ◆ **ORACLE errors** are messages prefixed with “ORA” to indicate database errors.

*These type of errors are rare. Report these to WIMS administration staff.*

## Getting Help

You can receive limited assistance using the current WIMS system help facility, including:

- ◆ general WIMS menu and form help
- ◆ *FASTPATH* command information
- ◆ Help System Window options, for general, field, or keyword help.

### To access general help for a WIMS menu or form

- ◆ In the *Option/Fastpath:* field, type **HFASTPATH** of the desired menu or form and press <NEW LINE>.

WIMS lists information about that menu or form.

For example, for help information about the Display/Edit Default NFDRS Parameters form, type **HDNFDR** and press <NEW LINE>. WIMS displays the General Help screen for the Display/Edit Default NFDRS Parameters form.

### To access *FASTPATH* help

From any WIMS menu:

1. Press <F2>.

WIMS displays the FastPath List of Forms and Menus, as shown on the next page.

MENULFPT		Weather Information Management System__		27-APR-97
OP\$FSS2305_		FastPath List of Forms and Menus		Ver 081892
-----				
Description of Function		Option Type		FastPath
Assign NFDR Weighted Avg	EAVG_____	Data Form_____		EAVG_____
Billing Job	BILL_____	Trnasaction_____		BILL_____
Data Capture OBS/FCST/NFDR	PLST_____	Data Form_____		PLST_____
Data Entry & Manipulation	DATA_____	Menu_____		DATA_____
Delete Access Control List		Data Form_____		KILL ACL_____
Display Abbreviated Format	DABR_____	Data Form_____		DABR_____
Display Forecasts	DFCST_____	Menu_____		DFCST_____
Display Index (Moist) Fmt	DIDM_____	Data Form_____		DIDM_____
Display Index Format	DIDX_____	Data Form_____		DIDX_____
Display Manager's Format	DMGR_____	Data Form_____		DMGR_____
Display Observations	DOBS_____	Data Form_____		DOBS_____
Display Point Forecasts	DPFCST_____	Data Form_____		DPFCST_____
Display RAWs Data	DRAWS_____	Data Form_____		DRAWS_____
Display Short Format	DSHR_____	Data Form_____		DSHR_____
	F5-Show Keys	F11-Exit		
-----				
Count: 14		v		

- To scroll through the list, press <F4> and <F3>.

### To obtain help

From any WIMS form:

- ◆ Press <F2>.

```

+-----+
|           Help System Window           |
+-----+
| 1. General Form Help                   |
| 2. Specific Field Help                  |
| 3. Help System Keyword Search          |
| 4. Exit Help Window                    |
|                                         |
| Option: █                               |
+-----+

```

- ◆ For general form information, type **1** in the *Option:* field and press <NEW LINE>.

- ◆ For specific field information, move the cursor to the field in the desired form, press <F2> to display the Help System Window menu, then type **2** in the *Option:* field and press <NEW LINE>.
- ◆ For keyword help, press <F2> from the desired form, then type **3** in the *Option:* field and press <NEW LINE>.
  - At the cursor, type the desired **keyword** and press <NEW LINE>.

WIMS displays a <List> of values that contain the desired keyword. You can scroll through this list or press <F11> to return to the keyword search form and modify your search criteria.



*For more information about <List> of values, see the next section.*

### To obtain user support and system administration services

- ◆ Contact your WIMS system administrator. To locate this person, check with your supervisor and/or computer specialist.

You may also obtain help using the DG by sending a short message to FIRE?:W02A. You may also contact the Fire & Aviation Applications Helpdesk in Boise, Idaho at 1-800-253-5559. If customer support is unavailable, leave your name and WIMS logon ID, agency name, and a detailed message.

### To cancel an ORACLE transaction

- ◆ Contact the Fire & Aviation Applications Help Desk at (800) 253-5559. State your WIMS logon ID, the application you are using (usually WIMS and SQL\*Plus), and that you want to cancel an ORACLE transaction.

## <List> of values and keyword searches

The <List> of values feature (<F10>) allows you to display and search for acceptable field entries on a form. Since <List> of values is available throughout the WIMS system, you should become familiar with the way it works. <List> of values works the same way from form to form. When you see <List> at the bottom of a WIMS form, you can search for a list of acceptable field entries for that field.

The example below shows the list of values procedure for obtaining the List of Defined S.I.Gs to complete the *SIG:* field on the Create Observation form.

### To obtain a <List> of values

1. Move the cursor to the field you want for your search.



*If a <List> of values is available for the field, <List> will display on the bottom of that WIMS form.*

2. To display the <List> of values, press <F10>.

List of Defined S.I.Gs		
Find: _____		
	*	1 PUBLIC
+ - +		10 PUBLIC
	*	101 PUBLIC
		102 PUBLIC
		103 PUBLIC
		104 PUBLIC
+ - +		105 PUBLIC
	v	106 PUBLIC



*The character “v” on a <List> of values, as shown above, indicates additional available fields.*

3. To move the cursor to the *Find:* field, press <F12>.
4. In the *Find:* field, type the **string of characters** to perform a keyword search, then press <F10>.

For example, type **20** and press **<F10>** to find **PUBLIC SIGs** that start with the number “20.” For a simple search, you can only search for items that appear in the first column. To search for an entry in either column, see “Wildcards in <List> of values” in Chapter 5 “Beyond the basics.”

```

+-----+
|           List of Defined S.I.Gs           |
|           Find: 20_____                  |
+-----+
| | *20      PUBLIC                          |
+-+ 201      PUBLIC                          |
|*| 202      PUBLIC                          |
| | 203      PUBLIC                          |
| | 204      PUBLIC                          |
| | 205      PUBLIC                          |
+-+ 206      PUBLIC                          |
|v| 207      PUBLIC                          |
+-----+

```

- Using **<TAB>** and/or arrow keys, move the cursor next to the entry you want.

Press **<F3>** to scroll backward and **<F4>** to scroll forward through the list of values.

- To select the entry, press **<F1>**.

WIMS returns you to your form and completes the field with the entry you selected.



*If you request a <List>search for station numbers for available observations, WIMS must search for station numbers that match your search criteria. Since WIMS will only <List> the station numbers you are authorized to edit, it may be several moments before the Available Obs (Last 7 days) <List> of values screen displays.*

