

CHAPTER 2 CEEMIS LOGIN PROCEDURES

PURPOSE:

The purpose of this chapter is to provide information on the login procedures to be used for connecting and executing the CEEMIS application.

PRE-LOGIN CHECKS:

1. Prior to attempting to log into ceemis please insure that your local UPASS Administrator has requested;

UNIX CPC23 SUN 2000 Access
ORACLE SID S0HQRPPI Access

Please note that usually within 24 hours your access will be granted and your local UPASS Administrator can validate that these permissions have indeed been granted.

LOGIN PROCEDURES:

1. User connects to the CEAP network via modem or LAN.
2. User creates a connection to CPC23 or telnet to CPC23.
3. If the user is a first time user to the CPC23 mainframe then CEAP billing information must be completed. Complete the billing information as required. Contact your local ISSO, TASO, IM Support Office or System Administrator for assistance. Otherwise, user skips to step 4.
4. User will now be at a UNIX system prompt. The system prompt will be a percent (%) prompt in the following format:

```
[CPC23: /family name/userid]%
```

All users will type in the initial edit file command in lower case as follows:

- a. vi .login
- b. arrow down to a blank line and type i for insert
- c. begin typing the following

```
set path = ($path /cars/ceemis)
```
- d. hit the ESC key to get out of the insert mode
- e. hold down the shift key and type ZZ to save the file
- f. type source .login - you will be asked for your userid and password again

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This will establish correct environmental settings. Once this has been done initially, skip to step 5 for all future log in attempts. User is now at the UNIX system prompt again.

5. User types in the following command in lower case:

ceemis

There will be a short pause and then you will be asked for your ORACLE password, the CEEMIS application main menu will appear. If first time user to CEEMIS, user must select choice 2 - Request/Revoke CEEMIS ACCESS from the main menu or choice 1 - Exit CEEMIS. No other menu choices will function until the user has been validated. Once on the request access screen please fill in all pertinent information as indicated below.

Signaterm 2.06 [cpc23]

Connections Edit View Options Help

V1.8 CEEMIS REQUEST ACCESS SCREEN HQ1.2

USERID	LAST NAME	FIRST NAME	SSN LAST 4 DIGITS
T0RMFHED	DRAKE	HERB	3307
SYS USERID	TITLE	OFFICE SYMBOL	
OPS\$T0RMFHED	ASSIST DEP DIR OF ACCTG OPS	CEFC-AF	
COMMERCIAL PHONE #	FTS PHONE #		
(901)874-8521			
FAX PHONE #	AUTOWON PHONE #		
(901)874-8521			
EMAIL ADDRESS	PRINTER SITE		
Herbert.E.Drake@usace.army.mil	ufcops3		

CTRL-F1 REQUEST-CIVIL ACCOUNTING FUNCTIONS
CTRL-F2 REQUEST-MILITARY ACCOUNTING FUNCTIONS
CTRL-F3 REQUEST-REVOLVING FUND ACCOUNTING FUNCTIONS
CTRL-F6 REQUEST ACCESS APPROVAL/REVOKE ACCESS

<END> COMMIT <F10> EXIT

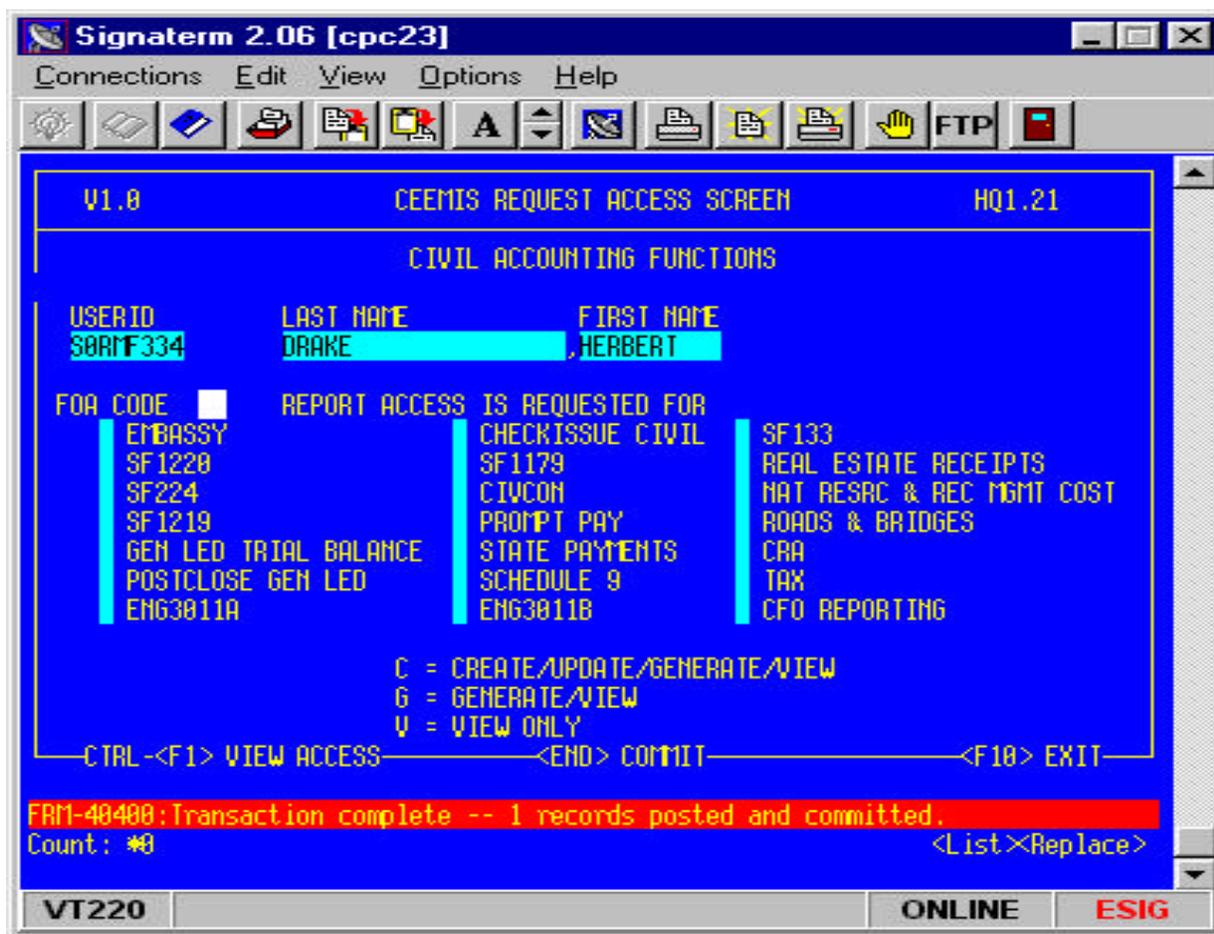
Enter your last name.
Count: *1 <Replace>

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After filling in this screen the user must press the <END> key to commit the record. User is now ready to use the control key functions listed at the bottom of the screen to request access to specific reports contained in CEEMIS.

6. All control F key functions work the same. By depressing the Ctrl Key and typing <F1> the following screen will appear:



Enter the FOA code for the database you require access to and hit the Enter key. At the bottom of this screen is a list of options that must be chosen for each report you require access to. If you are responsible for submission/modification to reports enter

a C , if you require only to generate reports from data previously submitted by other users, enter a G, and if your only requirement is to print a report someone else has submitted and generated, enter a V. (Please note the V option will not allow you to generate a report but only to view one previously generated). When completed press the <END> key to commit your request.

7. Contact your designated CEEMIS responsible employee who will approve your request for report access. In addition if you are a Division level user and require access to Division level reports please contact the UFC, Mr. Herbert Drake at area code (901) 874-8521 or email to herbert.e.drake@usace.army.mil