

System Administration

Unit Maintenance

Unit Option Codes - Add

WARNING: Please be prudent when adding option codes! Once they are added into the National Statistics computer system, they will always be there! Ask yourself the following question:

- 1. What will this option code accomplish?***
- 2. Will this be necessary for accurate data processing?***
- 3. Five or ten years from now, will this option code mean anything?***
- 4. Is there another way to achieve the specific results for which I am looking?***

The National Statistics package provides a way to customize detailed records of various individual happenings in the corps/program. This is accomplished by the use of Unit Option Codes.

Through Unit Option Codes the user is able to tack a variety of programs within program line codes.

There are three (3) types of Unit Option Codes:

1. Territorial
2. Divisional/Command
3. Local Unit

The Unit Option Codes are determined to the specific users needs.

The following is a list of the breakdown of Unit Option Codes: (there are 99 possible Unit Option Codes per line code available)

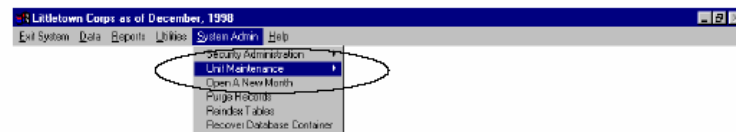
1. 01-69 - designated for the UNITS use ONLY
2. 70-84 - designated for the DIVISIONAL/COMMAND use ONLY
3. 85-99 - designated for TERRITORIAL HEADQUARTERS use ONLY

******NOTE: Once a local unit has been established Unit Option Codes it is permanently embedded into the ***
National Statistics Program***

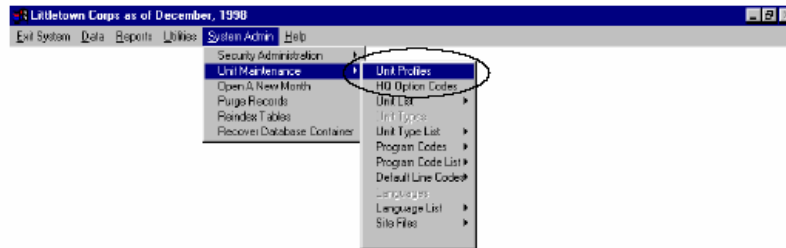
Click the SYSTEM ADMIN (ALT+S) drop down menu from the main menu.



Click UNIT MAINTENANCE from the drop down menu.



Click UNIT PROFILES from the sub drop down menu.



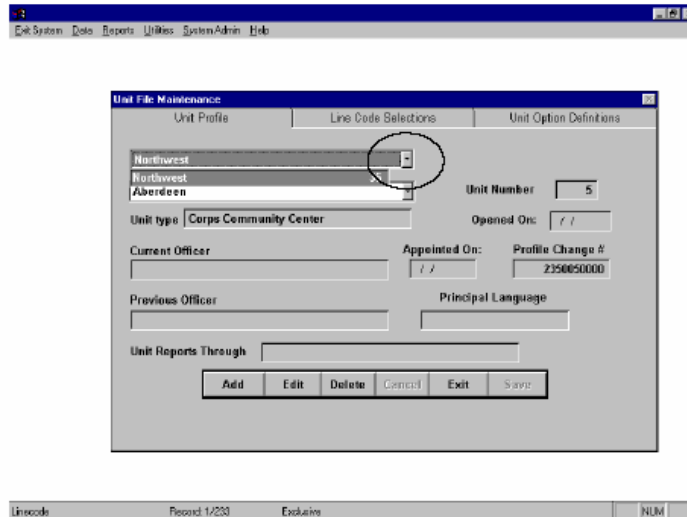
This will open the Unit File Maintenance Screen.

A screenshot of the "Unit File Maintenance" application window. The window has three tabs: "Unit Profile", "Line Code Selections", and "Unit Option Definitions". The "Unit Profile" tab is active. The "Unit Profile" section contains a dropdown menu with "Northwest" selected. Below this is a text field containing "Aberdeen". To the right of the text field is a "Unit Number" field with the value "5". Below the text field is a "Unit type" dropdown menu with "Corps Community Center" selected. To the right of the unit type is an "Opened On:" field with the value "1 / 1". Below the unit type is a "Current Officer" field. To the right of the current officer is an "Appointed On:" field with the value "1 / 1". Below the appointed on field is a "Profile Change #" field with the value "2350050000". Below the current officer is a "Previous Officer" field. To the right of the previous officer is a "Principal Language" field. Below the previous officer is a "Unit Reports Through" field. At the bottom of the window are six buttons: "Add", "Edit", "Delete", "Cancel", "Exit", and "Save". The "Unit File Maintenance" title bar is circled in red.

The user will notice that this screen consists of three tabs:

1. Unit Profile - Screen contains the information of the particular unit that is selected.
2. Line Code Selections - Screen contains the active lines for the selected Unit.
3. Unit Option Definition - Screen where Unit Option codes are created.

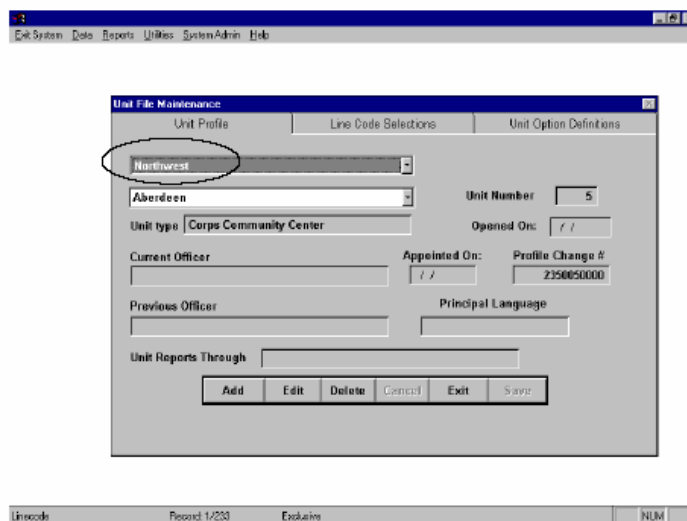
Click the down arrow next to Division.



The screenshot shows the 'Unit File Maintenance' window with the 'Unit Profile' tab selected. A dropdown menu for 'Division' is open, showing three options: 'Northwest', 'NorthWest', and 'Aberdeen'. The 'Unit Number' is set to '5', and the 'Unit type' is 'Corps Community Center'. Other fields include 'Current Officer', 'Appointed On', 'Profile Change #', 'Previous Officer', 'Principal Language', and 'Unit Reports Through'. At the bottom, there are buttons for 'Add', 'Edit', 'Delete', 'Cancel', 'Exit', and 'Save'.

This will show a list of all of the available Division/Commands.

Select the DIVISION/COMMAND that a unit option code is to be set up.



This screenshot is identical to the previous one, showing the 'Unit File Maintenance' window with the 'Unit Profile' tab. The 'Division' dropdown menu is open, showing the same three options: 'Northwest', 'NorthWest', and 'Aberdeen'. The 'Unit Number' is '5' and the 'Unit type' is 'Corps Community Center'. The same fields and buttons are visible at the bottom.

The user will notice that the selected Division/Command is in the field.

Click the down arrow next to Unit.

The screenshot shows the 'Unit File Maintenance' window with the 'Unit Profile' tab selected. The 'Unit' dropdown menu is open, displaying a list of units: Northwest, Aberdeen, Aberdeen, Anacortes, Cooside Corps, Bellingham, Bremerton, Centralia, and EARN Service Center. The 'Unit Number' field is set to 5. The 'Opened On' field is empty. The 'Appointed On' field is empty. The 'Profile Change #' field is set to 2350050000. The 'Principal Language' field is empty. The 'Unit Reports Through' field is empty. The 'Add', 'Edit', 'Delete', 'Cancel', 'Exit', and 'Save' buttons are visible at the bottom.

This will show a list of all the available units.

Select the UNIT that is to have a unit option code set up.

The screenshot shows the 'Unit File Maintenance' window with the 'Unit Profile' tab selected. The 'Unit' dropdown menu is open, and 'Cooside Corps' is selected. The 'Unit Number' field is set to 15. The 'Opened On' field is empty. The 'Appointed On' field is empty. The 'Profile Change #' field is set to 2350150000. The 'Principal Language' field is empty. The 'Unit Reports Through' field is empty. The 'Add', 'Edit', 'Delete', 'Cancel', 'Exit', and 'Save' buttons are visible at the bottom.

The user will notice that the selected unit is now in the field.

Click on the LINE CODE Selection tab.

Unit: Eastside Corps

Program: Corps

Line	Title	Desc	Used	Chg?
1005	Junior Soldiers End of Last Month	Mem		
1010	Junior Soldiers Enrolled	Mem		
1015	Junior Soldiers Transferred From Other Corps	Mem		
1020	Junior Soldiers Transferred To Senior Soldiers' Roll	mem		
1025	Junior Soldiers Transferred To Adherents' Roll	mem		
1030	Junior Soldiers Transferred To Other Corps	mem		
1035	Junior Soldiers Removed For Other Reasons	mem		
1050	Junior Soldiers Now On Roll	mem		
1105	Recruits End of Last Month	mem		

☐ Soldier Development
 ☐ Worship and Witness
 ☐ Group Activities/Meetings
☐ Administration
 ☐ Services To Individual
 ☐ Program Centers

Include Program Cancel Changes Change Program Accept Changes Remove Program

Linecode Record: 1/220 Exclusive NUM

The user will notice that the Unit and the Program are in the top section of the screen.

Click the drop down arrow next to the Program.

Unit: Eastside Corps

Program: Corps

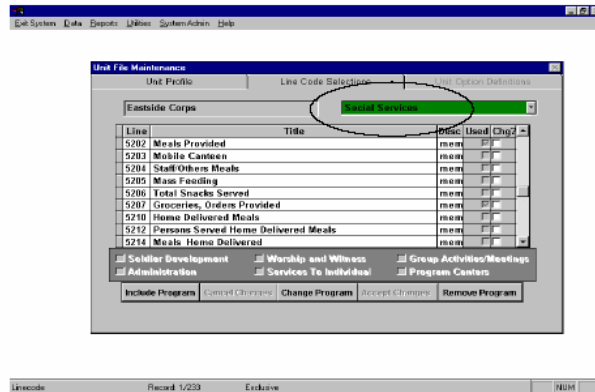
Line	Title	Desc	Used	Chg?
1005	Junior Soldiers End of Last Month	Mem		
1010	Junior Soldiers Enrolled	Mem		
1015	Junior Soldiers Transferred From Other Corps	Mem		
1020	Junior Soldiers Transferred To Senior Soldiers' Roll	mem		
1025	Junior Soldiers Transferred To Adherents' Roll	mem		
1030	Junior Soldiers Transferred To Other Corps	mem		
1035	Junior Soldiers Removed For Other Reasons	mem		
1050	Junior Soldiers Now On Roll	mem		
1105	Recruits End of Last Month	mem		

☐ Soldier Development
 ☐ Worship and Witness
 ☐ Group Activities/Meetings
☐ Administration
 ☐ Services To Individual
 ☐ Program Centers

Include Program Cancel Changes Change Program Accept Changes Remove Program

Linecode Record: 1/233 Exclusive NUM

Select the PROGRAM that the Unit Option Code is to be setup.

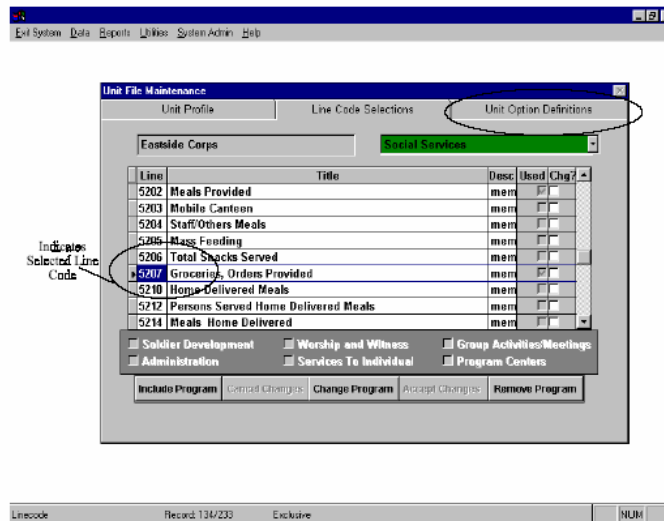


The user will notice that the selected program is in the field.

The user will notice in the lower section of the screen that there is a list of line codes. This screen consists of all the line codes that are available to the user.

Select the LINE CODE that is to have a Unit Option Code setup.

Use the scroll bars on the right side of the screen.



The user will notice that the Unit Option Definition Tab has now become available.

Click the UNIT OPTION DEFINITION tab.

Selected Unit: Eastside Corps

Selected Line Code: 6207

Selected Program: Social Services

Selected Line Code Title: Social Services, Orders Provided

Unit Option Code:

Category: ☐

Primary Group: ☐

Identical Number of Meetings?: ☐

Code	Option Code Title	Active

Add Recall Edit Delete Cancel Accept

State/Uccodes Record: EOP/117 Record Unlocked NUM

The user will notice the following information in the header of this screen:

1. Unit
2. Program
3. Line Code
4. Line Code Title

At the bottom of the screen are six (6) control button:

- | | |
|---------------|---|
| Add | - Add - Add an option code to the selected line |
| Recall | - Recall - Recall previously deactivated Unit Option Codes. |
| Edit | - Edit - Make changes to existing unit option codes |
| Delete | - Delete - Remove existing unit option codes |
| Cancel | - Cancel - Cancel the previous command |
| Accept | - Accept - The user agrees with the changes to be added to the system |

Click the ADD button at the bottom of the screen.

The screenshot shows the 'Unit File Maintenance' window with the 'Unit Option Definitions' tab selected. The window contains the following elements:

- Menu bar: Exit System, Data, Reports, Utilities, System Admin, Help
- Unit Profile: Eastside Corps
- Line Code Selections: Social Services
- Line Code: 5287
- Unit Option Code: Groceries, Orders Provided
- Category: ☐
- Primary Group: ☐
- Identical Number of Meetings?: ☐
- Table with columns: Code, Option Code Title, Active
- Buttons: Add, Recall, Edit, Delete, Cancel, Accept

The 'Add' button is circled in red.

Below the window, a status bar shows: State/Location: Record: EDF/117 Record Unlocked NUM

The user will notice that the screen has become available to enter data.

The screenshot shows the 'Unit File Maintenance' window with the 'Unit Option Definitions' tab selected. The window contains the following elements:

- Menu bar: Exit System, Data, Reports, Utilities, System Admin, Help
- Unit Profile: Eastside Corps
- Line Code Selections: Social Services
- Line Code: 5287
- Unit Option Code: Groceries, Orders Provided
- Category: ☐
- Primary Group: ☐
- Identical Number of Meetings?: ☐
- Table with columns: Code, Option Code Title, Active
- Buttons: Add, Recall, Edit, Delete, Cancel, Accept

The 'Add' button is highlighted in red.

Below the window, a status bar shows: State/Location: Record: EDF/117 Record Unlocked NUM

Enter the UNIT OPTION NUMBER.

NOTE: The following is a list of the breakdown of Unit Option Codes: (there are 99 possible Unit Option Codes per line code available)

1. 01-69 - designated for the UNITS use ONLY
2. 70-84 - designated for the DIVISIONAL/COMMAND use ONLY
3. 85-99 - designated for TERRITORIAL HEADQUARTERS use ONLY

NOTE: It is necessary to enter the leading "0" of the Unit Option Codes for 01-09.

Unit File Maintenance

Unit Profile Line Code Selections Unit Option Definitions

Eastside Corps Social Services

Line Code: 5287 Groceries, Orders Provided

Unit Option Code: 01

Category: Primary Group: ☐

Identical Number of Meetings?: ☐

Code	Option Code Title	Active

Add Recall Edit Delete Cancel Accept

State/Unit Codes Record: EDF/117 Record Unlocked NUM

Enter the TITLE for the first Unit Option Code.

The title should be synonymous to the type of information that will be recorded.

Unit File Maintenance

Unit Profile Line Code Selections Unit Option Definitions

Eastside Corps Social Services

Line Code: 5287 Groceries, Orders Provided

Unit Option Code: 01 Kroger

Category: Primary Group: ☐

Identical Number of Meetings?: ☐

Code	Option Code Title	Active

Add Recall Edit Delete Cancel Accept

Start Core WordPerfect - [C:\SubSTATS\System Admin\UnitMaint\Unit Profile] 11:43 AM

Tab to the next field.

Enter the CATEGORY.

The National Statistics has the ability to break down information to a more detailed level. This is where the Categories come into play.

There are three (3) different levels of Categories:

1. **A-P - designated for the UNIT use ONLY**
2. **Q-U - designated for the DIVISION/COMMAND use ONLY**
3. **V-Z - designated for the TERRITORIAL use ONLY**

Unit File Maintenance

Unit Profile Line Code Selections Unit Option Definitions

Lastside Corps Social Services

Line Code: 2207 Groceries, Orders Provided

Unit Option Code: 01 Kroger

Category: **A** Primary Group: ☐ Identical Number of Meetings? ☐

Code	Option Code Title	Active

Add Recall Edit Delete Cancel Accept

State/Unitcode: Record: EOP/1117 Record Unlocked NUM

Click the PRIMARY GROUP box to indicate whether this is a primary group.

When the user has more than one unit option code, the Primary Group controls the line code and updates at the time of data entry.

The information in the Primary Group updates the Line Code and the totals for each of the sub groups.

All sub groups must equal the totals of the Primary Group.

There must always be a primary group when using Unit Option Codes.

StatsUcodes	Record: ECF/117	Record Unlocked	NUM
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Click the IDENTICAL NUMBER OF MEETINGS box if applicable to the unit option code.

If the user is setting up Unit Option Codes for a line that consists of meeting, the totals will always have to match if this box is checked.

Click the ACCEPT button at the bottom of the screen.

The user will notice that the unit option code appears in the lower section of the screen.

State/Ucode	Record 118/118	Record Unlocked	NUM
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Click the ADD button at the bottom of the screen.

Unit File Maintenance

Unit Profile Line Code Selections Unit Option Definitions

Eastside Corps Social Services

Line Code: 5207 Groceries, Orders Provided

Unit Option Code: Primary Group: ☐

Category: Identical Number of Meetings?: ☐

Code	Option Code Title	m	A	T	Active
01	Kroger				

Add Recall Edit Delete Cancel Accept

State/Usocodes Record 110/110 Record Unlocked NUM

The user will notice that the screen has become available to enter another unit option code.

Enter the UNIT OPTION NUMBER.

NOTE: The following is a list of the breakdown of Unit Option Codes: (there are 99 possible Unit Option Codes per line code available)

- 01-69 - designated for the UNITS use ONLY
- 70-84 - designated for the DIVISIONAL/COMMAND use ONLY
- 85-99 - designated for TERRITORIAL HEADQUARTERS use ONLY

NOTE: It is necessary to enter the leading "0" of the Unit Option Codes for 01-09.

Unit File Maintenance

Unit Profile Line Code Selections Unit Option Definitions

Eastside Corps Social Services

Line Code: 5207 Groceries, Orders Provided

Unit Option Code: 02 Primary Group: ☐

Category: Identical Number of Meetings?: ☐

Code	Option Code Title	m	A	T	Active
01	Kroger				

Add Recall Edit Delete Cancel Accept

State/Usocodes Record 007/127 Record Unlocked NUM

Enter the TITLE for the first Unit Option Code.

The title should be synonymous to the type of information that will be recorded.

Unit File Maintenance

Unit Profile Unit Code Selections Unit Option Definitions

Establish Corps Social Services

Line Code: 5297 Processes, Orders Provided

Unit Option Code: 02 Paddy Whaup

Category: Primary Group: ☐ Identical Number of Meetings?: ☐

Code	Option Code Title	me	A	T	Active
01	Kroger				

Add Recall Edit Delete Cancel Accept

Tab to the next field.

Stat/Ucodes Record 006/127 Record Unlocked NUM

Enter the CATEGORY.

The National Statistics has the ability to break down information to a more detailed level. This is where the Categories come into play.

There are three (3) different levels of Categories:

1. **A-P - designated for the UNIT use ONLY**
2. **Q-U - designated for the DIVISION/COMMAND use ONLY**
3. **V-Z - designated for the TERRITORIAL use ONLY**

Unit File Maintenance

Unit Profile Unit Code Selections Unit Option Definitions

Establish Corps Social Services

Line Code: 5297 Processes, Orders Provided

Unit Option Code: 02 Paddy Whaup

Category: A Primary Group: ☐ Identical Number of Meetings?: ☐

Code	Option Code Title	me	A	T	Active
01	Kroger				

Add Recall Edit Delete Cancel Accept

Stat/Ucodes Record 118/127 Record Unlocked NUM

The user will notice that the PRIMARY GROUP ... If the first Unit Option Code was marked as a Primary Group, then the next Unit Option Code will automatically be checked..

Unit File Maintenance - Unit Option Definitions

Eastside Corps Social Services

Line Code: 5297 Groceries, Orders Provided

Unit Option Code: 02 Piggly Wiggly

Category: A Primary Group: ☒

Identical Number of Meetings?: ☒

Code	Option Code Title	m	A	T	Active
01	Kroger				
02	Piggly Wiggly				

Add Recall Edit Delete Cancel Accept

StatusCodes Record: 119/127 Record Unlocked NUM

Click the IDENTICAL NUMBER OF MEETINGS box if applicable to the unit option code.

If the user is setting up Unit Option Codes for a line that consists of meeting, the totals will always have to match.

Click the ACCEPT button at the bottom of the screen.

The user will notice that the Unit Option Code is now in the lower section of the screen.

Unit File Maintenance - Unit Option Definitions

Eastside Corps Social Services

Line Code: 5297 Groceries, Orders Provided

Unit Option Code: 02 Piggly Wiggly

Category: A Primary Group: ☐

Identical Number of Meetings?: ☐

Code	Option Code Title	m	A	T	Active
01	Kroger				
02	Piggly Wiggly				

Add Recall Edit Delete Cancel Accept

StatusCodes Record: 119/128 Record Unlocked NUM

Continue the same directions as above for further Option Codes.

Click on the UNIT PROFILE tab.

Unit File Maintenance

Unit Profile | Line Code Selections | Unit Option Definitions

Northwest

Eastside Corps

Unit type: Corps Community Center

Unit Number: 15

Opened On: //

Current Officer: Appointed On: // Profile Change #: 2350150004

Previous Officer: Principal Language:

Unit Reports Through:

Add Edit Delete Cancel **Exit** Save

StatUnits Record: 30/45 Record Unlocked NUM

Click the a EXIT button at the bottom of the screen.

***** NOTE: It is a necessity to initialize the Unit Option Codes before data entry can be performed. *****
Please refer to Initializing under Data"

The user will be returned to the main menu for National Statistics.

National Statistics as of December, 1990

Exit System Data Reports Utilities System Admin Help

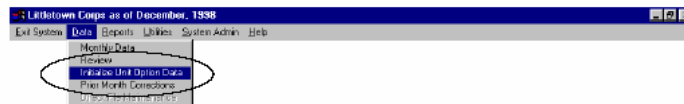
Data

Initialize Unit Option Data

Click the DATA (ALT+D) drop down menu from the main menu.



Click INITIALIZE UNIT OPTION DATA from the drop down menu.



The Unit Option Code Initialization screen will appear.

The user will notice that the following information is already showing in the screen:

1. Division
2. Unit

Click the down arrow in the third field to select the Program for which the Unit Option Code was established.

Select the PROGRAM.

The user will notice that in the fourth field the first Unit Option Code is listed

Click the EDIT button at the right side of the screen.

Unit Option Code Initialization

Northwest

Littletown

Corps

Officers' Visitation (Hours)

Edit

State/Incodes Record: 53/233 Record Unlocked NUM

The Unit Option Data screen will appear.

Unit Option Data

Accept Cancel

2450 Officers' Visitation (Hours)

Current Month Total

UO	Title	Begin	Adds	Rm	Now	Mtop	Att	Vol	Hours
A P1	Corps Officer								
A P2	Corps Officers Wife								

State/Unitcode1 Record: 1308/1320 Record Unlocked NUM

The user will notice that the Line Code and Line Title head this screen.

Review the screen so that the user can familiarize themselves with the appearance of the unit option code data entry screen.

Example:

The screenshot shows a window titled 'Unit Option Data' with a menu bar (Edit, System, Data, Reports, Utilities, System Admin, Help). Below the menu bar are buttons for 'Accept' and 'Cancel', and a field for '2450'. The main area is a table with columns: Line Code, Title, Begin, Adds, Rm, Now, Mtgs, Art, Vol, and Hours. The 'Current Month Total' row shows 190 hours. The 'Accept' button is circled.

Line Code	Title	Begin	Adds	Rm	Now	Mtgs	Art	Vol	Hours
Current Month Total									
		0	0	0	0	190	0	0	0
A 01	Corps Officer					0			
A 02	Corps Officers Wife					0			

At the bottom, there is a status bar with 'State:Unknt1', 'Record: 1300/1320', 'Record Unlocked', and a 'SUM' button.

There are 190 hours on the line header. Therefore, the user must enter detail for one or both of the Unit Option Codes that total 190 hours.

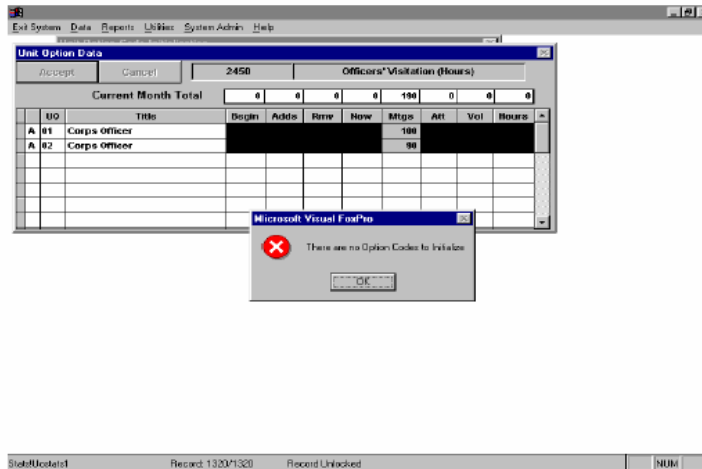
The screenshot shows the same 'Unit Option Data' window. The 'Accept' button is circled. The 'Current Month Total' row still shows 190 hours. The 'Hours' column values have been updated: 100 for 'Corps Officer' and 90 for 'Corps Officers Wife'.

Line Code	Title	Begin	Adds	Rm	Now	Mtgs	Art	Vol	Hours
Current Month Total									
		0	0	0	0	190	0	0	0
A 01	Corps Officer					100			
A 02	Corps Officers Wife					90			

At the bottom, there is a status bar with 'State:Unknt1', 'Record: 1320/1320', 'Record Unlocked', and a 'SUM' button.

Click the ACCEPT button at the top left corner of the screen.

The user will receive a message, ... "There are no Unit Option Codes to Initialize".



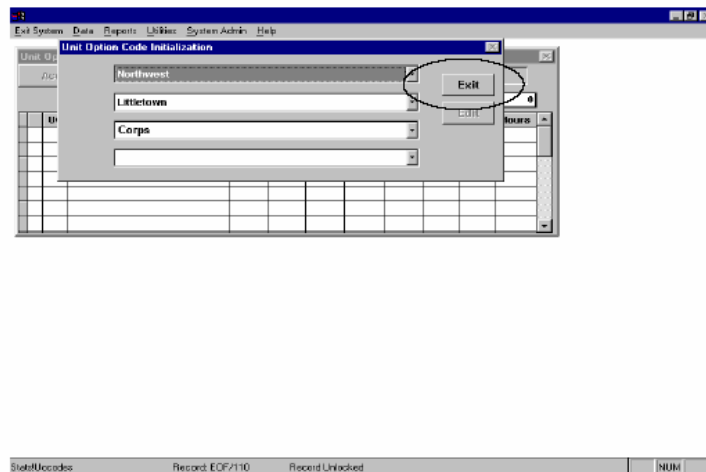
This is to notify the user that there are no further Unit Option Codes to initialize.

Click the OK button.

The user will receive the same message once again.

Click the OK button.

The user will be returned to the Unit Option Code Initialization screen.



Click the EXIT button at the right side of the screen.

The user will be returned to the main menu for National Statistics.

