United States Department of the Interior

NATIONAL PARK SERVICE

MID-ATLANTIC REGION
143 SOUTH THIRD STREET
PHILADELPHIA, PA. 19106

IN REPLY REFER TO:

N16(MAR-MR)

Memorandum

To: Superintendents, MAR

From: Regional Director, MAR

Subject: Revision of Resource Management Plans

The most recent version of the National Park Service's Resource Management Plan (RMP) software and the file copy of the User's Manual is being sent to you via SEAdog. A laser jet printed hard copy of the User's Manual is also being sent through the mail. The Manual needs to be printed on a laser jet printer to retain all of its graphic headlines.

This revised version allows for the incorporation of data entered using the older version of the software. The new program, when properly installed, will automatically "unpack" itself and copy all of the necessary files into the RMP subdirectory. The program won't overwrite or erase existing data, but will convert it into the new program. All parks should use the new software to write new project statements, update their RMP's and to submit the RMP update reports of the required tables and programming sheets.

In September 1990 a memorandum from the Regional Director established deadlines for each park to submit their next Resource Management Plan revision. We expect those plans to be submitted by their scheduled due dates, using the new software. This process should be completed for all the parks <u>by September 30, 1992</u>. David Reynolds, who has recently filled the position as Natural Resource Specialist vacated by Kathy Jope, will be contacting each park soon concerning the status of their RMP's.

Before you install the software on your computers, <u>read the User's Manual instructions carefully</u>. Pay particular attention to the fact that some DOS versions, prior to version 3.3, contain known bugs and will cause problems when you install this software. Therefore, if your current computer has a DOS version lower than 3.3, you should upgrade to DOS versions 3.3, 4.01 or 5.0, regardless of which software you now use.

We want to encourage those units which have not yet submitted an updated Resource Management Plan to make it one of their top

priorities. These plans are critical at the park, Regional and Washington levels for information compilation and to obtain research and resource management funding.

Questions should be directed to David Reynolds at FTS/215 597-5372.
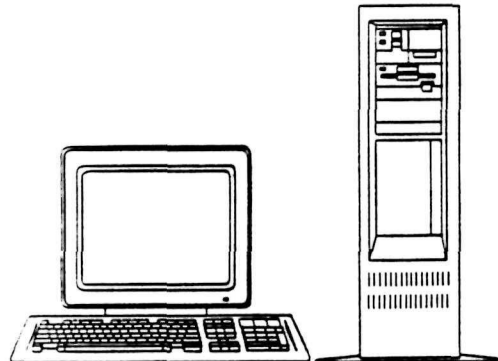
Lorraine Mintzmyer

Enclosure

NATIONAL PARK SERVICE

RESOURCE MANAGEMENT PLAN

RMP

SOFTWARE MANUAL

1991

Prepared by
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Contents

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1. Overview and Installation

These directions have been written for the Resource Management Plan (RMP) software. The intent is to make them as simple as possible so that someone new to computers can enter data as easily as someone with experience.

The RMP software enables you to enter your Resource Management Plan project statements in a consistent, easy to edit format. With this program, you can also generate programming sheets and tables required by the plan.

In this manual, a word typed in brackets [] signifies a single button to press. For example, [Enter] means to press the button marked "Enter", [Y] means to press the letter "Y", and [PgDn] means to press the page down button.

The [Ctrl] and [Alt] keys are pressed in conjunction with other keys to perform a function. When pressed alone, they do not perform any action. The [Esc] (abbreviation for Escape) key is used to "back out" or "escape" from a menu, command, or data entry screen.

A frequent mistake for some users is to hold a key down for too long. Computer keyboards send the pressed key continuously while the key is held down. Therefore, the word "press" indicates a quick short keystroke and "press and hold" will be used to indicate just what it says.

As new features are added and old problems are corrected, the RMP software is upgraded. If the changes are few, this manual might not be reprinted; a file called README may be sent with the upgrade which contains new information. When the changes are large, a new manual will be sent with the program upgrade.

Technical Support

If you have any questions, comments, or suggestions, send them to the author:

Walter Sydoriak   (505) 988-6438
P.O. Box 728   fts 476-6438
Santa Fe, NM 87504

Before you call, please make clear notes of exactly what has occurred. If possible, print the message displayed on your screen, if any, for reference during the call.

Installing the RMP Software

The following instructions take you step-by-step through installing the RMP program on your computer. Before proceeding, make sure you know the location of the A, B, and C drives on your computer, and that you have a floppy disk with the RMP program on it. This new version will convert older versions of the RMP program (beginning with version 1.5) automatically.

1. Turn your computer on.

2. If you already have an RMP directory, skip this step.

   Type md \rmp [Enter] to make an RMP subdirectory.

3. Type cd \rmp [Enter] to "log" into that subdirectory.

4. Insert the disk labeled **RMP PROGRAM DISK** into either drive A or B.

   Type a:install [Enter] or b:install [Enter] (depending on the drive you are using) to install the software. This will extract the new RMP software from the distribution disk and install it into the directory that you are logged into on the hard drive.

5. Type dir [Enter] when you are returned to the blinking DOS prompt to view the directory. There should be seven files listed.

RMP.EXE	main program
RMP.OVL	sub programs
RMP_COMP.DBF	compliance codes
RMP_TYPE.DBF	cultural resource types
RMP_ISSU.DBF	issue codes
RMP_SOUR.DBF	funding source codes
DATADICT.DBF	used to create any missing database files

NOTE: The installation does **not** overwrite any existing data files (the project statements you may have entered on a previous version of RMP). Old data is automatically converted. To be on the safe side, the RMP program will make a copy of your old data and save it in a directory named "OLDDATA". If you don't have any data from a previous version of RMP, the program will create an empty database upon startup.

6. Type **RMP [Enter]** to run the program.

   Refer to other sections of this manual for specific functions of the RMP software.

7. During program initialization, the program checks to see if your CONFIG.SYS file is set properly. If not, you will be notified (see Figure 1). The program will correct the file if you wish. These changes should make you computer behave better with other software as well. A backup of the

CONFIG.SYS file, named CONFIG.RMP, will be made in the C:\ directory should you decide you want to change back.

NOTE: Some DOS versions prior to version 3.3 may not work properly with the RMP software. These DOS versions contain known bugs, and are limited in several important ways. You should upgrade you DOS version to 3.3, 4.01, or 5.0 regardless of which software you use.

The RMP program checks the system date of your computer. It must be greater than the date of the RMP program file. Since many file operations are dependent on an accurate date and time, the program will not run unless you set them correctly. If you find that your computer doesn't "remember" the date and time that you set from day to day, then you probably have a bad or worn out clock battery. You can either replace the batteries, or buy a small clock card. Consult with technical support, or your park ADM officer.

Old versions of RMP data will be converted automatically. However, previous versions that were manually entered in DBASE are often full of errors. Invalid codes, multiple data records for one project, and a wide range of formats for project numbers·cause a wide range of headaches during conversion. Therefore, after any database is converted or appended, a menu of errors will appear, allowing you to view any invalid or confusing entries. You should check project numbers, titles, and codes very carefully after any conversion is done.
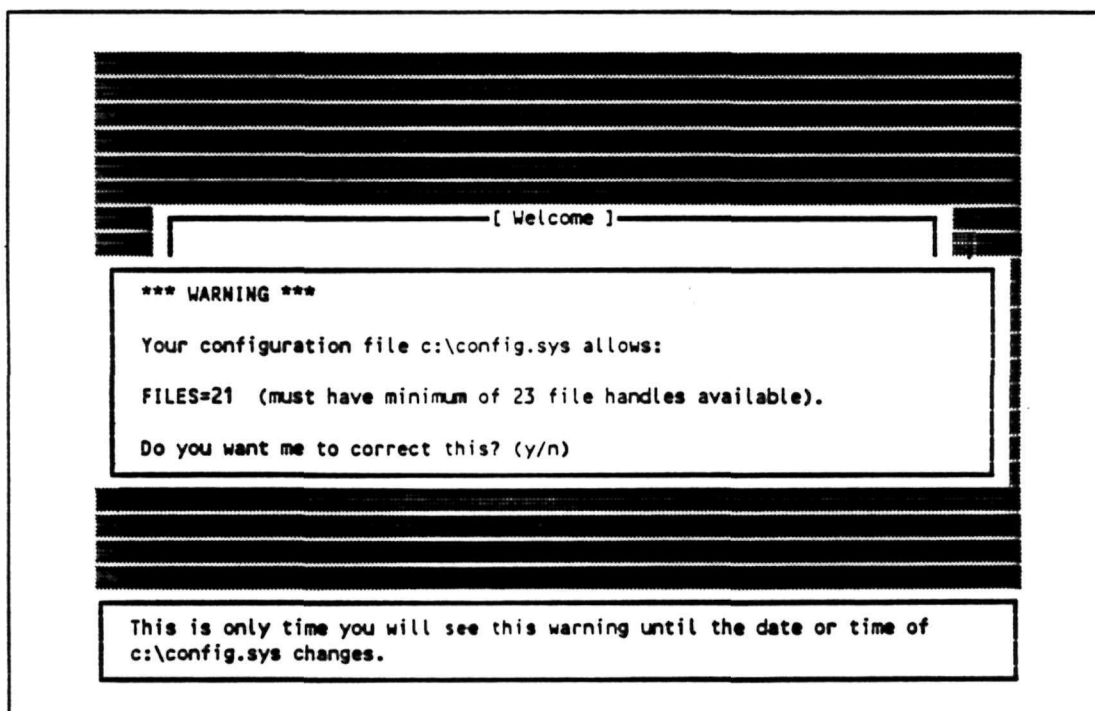
Figure 1. CONFIG.SYS file not set correctly.

2. How to Get Around in the Program

After you start the program, the welcome screen will appear (see Figure 2). You may want to use the tutorial in this program. The tutorial will familiarize you with the RMP software menus. You can quit it any time by pressing [Esc] repeatedly. While you are in the tutorial, you can't really do any program operations. With the tutorial, you can move from command to command to see what is available, and get familiar with how menus work.

The RMP software contains five major screens:

1. Project statement list (Figure 3, page 7)
2. Project statement data entry (Figure 4, page 8)
3. Project statement funding data entry (Figure 6, page 14)
4. Personnel tables list (Figure 8, page 16)
5. Personnel tables data entry (Figure 9, page 17)

Moving between screens is detailed in these instructions. The project statement functions are very similar to the personnel table functions. Menu selections operate very much the same from screen to screen.
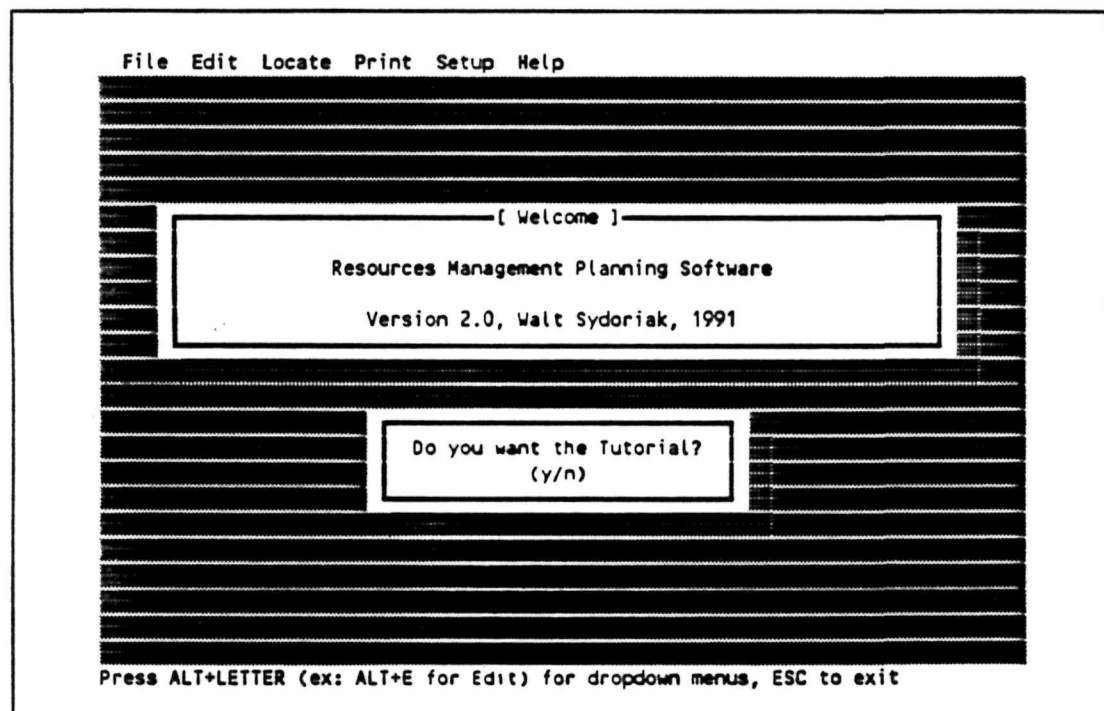
Figure 2. Welcome screen, tutorial option.

A Brief Word about Menus

The RMP software menu system is based on a standard method used by most major software today. The list of menu commands at the top of the screen is called the menu bar. In the opening menu bar, there are six options for you to use: File, Edit, Locate, Print, Setup, and Help. To access these menu options, press [Alt] and the first letter of each word. For example, to edit a project statement, press [Alt E] for the Edit menu. A submenu drops down below the top line with other menu commands such as Modify, Delete, Add, and Append. Select a command by pressing the highlighted letter, or by using the arrows to highlight the command and pressing [Enter]. If a menu command is not available at a particular point in the program, it will appear gray (on color screens) and will have the prefix 'N/A'. Any menu can be aborted by pressing [Esc].

Some frequently used menu commands can be selected immediately without going through the menu system. These are called "shortcut keys". They can be found listed after some menu commands. For example, under the "Edit" menu selection, there are several shortcut keys--[Alt M] for Modify, [Alt D] for Delete, [Alt A] for Add--which can be pressed at any time. If you were viewing a project list screen, you could press [Alt M] to Modify the current highlighted entry rather than first pressing [Alt E] for the Edit menu and then [M] to Modify.

How to View the Project List Screen

After you finish the tutor, or if you bypass it, you will see the project list screen (see Figure 3). If you had data that was converted from a previous year, you will see those project statements. If you don't have any data yet, you will see a message stating that the database is empty.

The top right corner of the screen shows what item number (database row) you are on, the physical record number, and how many total records exist in the database. The project numbers are sorted alphabetically, so the item numbers are consecutive, but the record numbers might not be. Shortcut keys are listed at the bottom of the screen. You can select a project number by moving the cursor to highlight the project number or by pressing the first letter of the project statement if you have more than one park's data. For example, if you want to see the project numbers for BICY you would press [B] and then scroll through the B's with the arrow keys until you get to the project number that you want to view. To view a project, press [Enter] or [Alt M] for Modify.

You can switch between project statements and personnel tables with the shortcut keys [Alt J] for project statements and [Alt T] for personnel tables.

```
  File  Edit  Locate  Print  Setup  Help
                                                   ─ Item 1, Record 2/8 ─
 ┌Project
 │Number          Title                          Sub-title    Priority│
 │══════════════                                                      │
 │AGFO-C-001.000  HISTORIC STRUCTURE REPORT BONE CABIN            0    │
 │AGFO-C-002.000  EVALUATE ARCHEOLOGICAL SITES                    2    │
 │AGFO-C-003.000  ADMINISTRATIVE HISTORY UPDATE                   7    │
 │AGFO-C-006.000  EVALUATE COOK COLLECTION PRINTED MATERIAL       6    │
 │AGFO-C-007.000  EVALUATE PALEONTOLOGICAL ARCHEALOGICAL MA       9    │
 │BICY-C-005.000  PREPARE HISTORIC RESOURCE STUDY                 3    │
 │BICY-C-008.000  UPDATE/IMPROVE MUSEUM CATALOGING SYSTEM         4    │
 │                                                                    │
 └────────────────────────────────────────────────────────────────────┘

        Move with arrow keys.          ENTER to edit project.
        ALT A to add new project.      ALT D to delete project.
        ALT T to view table list.      ALT X or ALT Q or ESC to quit.
   Press ALT+LETTER (ex: ALT+E for Edit) for dropdown menus, ESC to exit
```

Figure 3. Project statement list screen. The first project number is highlighted. Move highlight with arrow keys or press first letter of a project statement. Follow instructions at bottom of screen.

How to Add a New Project Statement

To add a new project statement, start the RMP program and press [N] at the tutorial prompt. You will then be on the project list screen (see Figure 3). Press [Alt E] for the Edit menu and [A] to Add a new project statement (or just the shortcut [Alt A] for Add). A blank project statement data entry screen will appear (see Figure 4). Enter a project number first. Until you do, you won't be able to move to other fields.

If you press [ESC], a message will appear notifying you that the new project statement has not been saved and asking you if you want to save the data. If not, the new project statement is discarded. You must press [Alt X] to save and Exit this process (adding a new project) or [Esc] to abort before you can add another new project.

How to Append Existing Projects from a Separate Database

You may have some project statements entered with an earlier version of the RMP software and that are now in another directory that you would like added or "appended" to your "new" RMP database, or you may have some project statements on a floppy disk that you want to merge into your database. This function works for both the project statements and personnel tables, depending on which one is currently displayed. This function avoids appending duplicates, and automatically converts data from previous versions of the RMP software.

Figure 4. Project statement data entry screen.

To begin the append, press [Alt E] for the Edit menu and [P] for Append. A dialog box will appear into which you must type the full DOS path to the desired "source" database (see Figure 5). During the append, duplicate project numbers are rejected, invalid codes are noted, old versions of the data are converted, data may be merged from several source records into one current record, and new project numbers may be created. If any of these occur, you will have the option of viewing and printing the changes after the append is completed. You should check the data carefully after an append to correct invalid codes, and to see if all of the data was merged successfully. Some of the inconsistencies include:

Invalid Codes - codes which were invalid during the conversion from previous year's data.

Combined records - records that were combined into one record because duplicate project numbers existed. Some users have previously entered single projects into several separate data records in order to split funding amounts. If a project number and title is duplicated in the source file, the duplicate records will be combined.

New project numbers - created by the program during the append because you did not want to combine multiple duplicate source project numbers into one.

Older versions of the RMP databases use two 25 character long fields for the title. Newer versions combine that into a 50 character field. Some previous project titles contained words that were broken between the two fields, and during combination, a space will now break the two words. Check project titles carefully.

Figure 5. The append dialog box.

How to Enter Data into the Project Statement

Start the RMP program and press [N] at the tutorial prompt. You will be on the project list screen (see Figure 3). In the middle of the screen you will see the current list of existing project statements. Open a project statement data entry screen by doing one of the following:

1. Add a new, blank project, by pressing [Alt E] for the Edit menu and [A] to Add a new project (or just the shortcut [Alt A]). A blank data entry screen will appear on the screen (see Figure 4).

OR

2. Change an existing project by using the up and down arrows to move to the project statement you wish to edit or pressing the first letter of the project number you wish to see and scrolling to the exact one. Then press [Alt E] for the Edit menu and [M] for Modify (or just the shortcuts [Alt M], or [Enter]) to view, edit, change, or modify that project statement. The project statement you've selected for editing will appear on the screen (see Figure 4).

Begin typing into each field. On the top right of the screen is either the word "overwrite" or "insert", which shows you whether what you type will write over existing text, or insert into it. Change this by pressing the [Ins] key. When done with a field, press [Enter]. Move between fields with the arrow keys. As you move to each item or field in the project statement, the message line at the bottom of the screen will help you complete that field.

For example, if the project number field is highlighted, the status line will read: "Enter the Project Number: PARK - N, C, I, or S - number.subproject number." This means that you should type BICYN001.001 for the project number (the park is **BICY**, the project is in the Natural resources category, this is project number **001**, and this is subproject **.001**). If you make an invalid entry in a field, a help window will show the valid entries for the field. Keep an eye on the message line; some fields allow you to Pick from a list of choices by pressing [Ctrl P].

1) **Project Number.** Four letter Park Alpha Code followed by N-Natural, C-Cultural, I-Interdisciplinary, or S-Subsistence followed by RMP project number followed by a subproject number if one is to be used, i.e. BICYN001.001. The hyphens in the display are to help in data entry, and are not made a part of the actual project number.

2) **Priority.** Enter a number from 0 through 999 to show the park priority for the unfunded component of this project. If project is completely funded, enter a 0.

3) **Project Title.** You can only enter a maximum of 50 characters for this field. Try to make this as meaningful as possible.

3a) **Subproject Title.** This field only appears if you have entered a subproject number in the project number.

4) **Servicewide Issue Codes.** Enter one or two issue codes (press [Ctrl P] to Pick from standard list or see Appendix B).

5) **Cultural Resource Type.** Enter cultural resource type: SITE, STRC, OBJC, ETHN, CULL, or COMB. (These appear on the message line at the bottom of the screen. See Appendix C.)

6) **Package Number.** If the park has a current 10-238 request pertaining to this project, enter the specific identifying number from the corresponding 10-238. Do **not** just enter "238".

7) **Compliance Code.** Enter one or two compliance codes (press [Ctrl P] to Pick from standard list or see Appendix D).

8) **Explanation.** Enter the explanation for the compliance code (Must be completed if compliance code is EXCL, DOC, and/or OTHER).

9) **Funding.** Press [PgDn] to enter or edit funding information on the funding screen (see Figure 6, and also "How to View the Funding Screen" on page 14 for more information). The funding screen allows you to enter all the information on both the funded and unfunded components of your project for up to four years and from up to four sources per year. The screen is divided in half, with the left half showing four years of <u>funded</u> data and the right half showing four year of <u>unfunded</u> data. For each year of funded (or unfunded) data, you can enter up to four "lines" of data, with a "line" corresponding to a combination of funding source, activity type, budget, and FTE. Thus, if your project is funded from two different sources, one to support the research aspect of the project, and the other to support the monitoring aspect, you would enter these two combinations on two different lines in each year for which they apply.

If you want to use the same funding information (i.e. funding sources, activity type, budget, and FTE) over multiple years, you can easily copy all of the information from one year to another by pressing [Alt E] for the Edit menu and [C] for Copy funding and following the instructions. If the same funding data applies to several years, repeat this copy operation for each year.

SOURCE -- Enter funding source code (press [Ctrl P] for a list of valid codes or see Appendix F). In FY91, the RMP program began using new funding source codes. If you happen to still be using the "old" codes, the program will tell you "That is an old code" and will show you the new codes for this funding source. You can either choose the new code the program has highlighted for you, or some other new code that you feel is more appropriate.

ACT -- Enter activity code (RES (Research), MIT (Mitigation), MON (Monitoring), PRO (Protection), ADM (Administration), or INT (Interpretation) or see Appendix G).

BUDGET -- Enter budget $ in thousands to nearest hundred (i.e. 9.9 for $9,900).

FTE - Enter FTE amount to nearest .1 FTE (i.e. 999.9).

Press [PgUp] or [Alt X] to save and Exit this process back to the project statement data entry screen.

While in the funding screen, you can press [Ctrl PgUp] or [Ctrl PgDn] to flip between project statements. All data will be saved and the previous or next project statement will be displayed, allowing you to edit, print, etc.

10) **Problem Statement.** Press [Ctrl Enter] or any letter to invoke the text editor. A blank box will appear into which you type your problem statement. Press [Alt X] to save and Exit this process, or [ESC] to abort the edit.

11) **Description of Action.** Press [Ctrl Enter] or any letter to invoke the text editor. A blank box will appear into which you type your description of action. Press [Alt X] to save and Exit this process, or [ESC] to abort the edit.

12) **Alternative Action and Impacts.** Press [Ctrl Enter] or any letter to invoke the text editor. A blank box will appear into which you type your alternative actions. Press [Alt X] to save and Exit this process, or [ESC] to abort the edit.

NOTE: on these last 3 narrative fields, see "Moving Text to and from Wordperfect" on page 12 for more information on how to import/export Wordperfect text for these fields.

You can flip between project statements by pressing [Ctrl PgUp] or [Ctrl PgDn] without having to return to the project list screen. All changes you may have made will be saved.

Moving Text to and from WordPerfect

The fields "Problem Statement", "Description of Action", and "Alternative Actions" are narrative text fields. They can hold up to about 60,000 characters (please don't enter that much!). To edit one of them, press [Ctrl Enter] while the cursor is on the field. A word processor screen will open into which you can type text or import text from an ascii or WordPerfect file.

Start typing text. The words will automatically wrap at the right margin. A help box below the menu bar will help you insert and delete text. For example, to delete an entire line, press [Ctrl Y]. To delete a word, press [Ctrl T]. To reformat a paragraph after editing, press [Ctrl B]. When done, press [F7], just as you would in WordPerfect.

To copy, move, or delete text, first mark the text by pressing [Alt F4] or [Alt B] for Block and [O] to turn the block On. Move the cursor. Then, if you press [Del], the block will be deleted. Otherwise, press [Alt B] to select the copy or

move commands. These commands use what is called a "clipboard". This is a temporary storage area to which you can copy and from which you can retrieve data. Shortcut keys are listed after each command.

Exporting Text

You can use the File menu ([Alt F]) followed by [A] to save to file _____ to export the text in wordprocessor format or DOS text file format. Wordprocessor format means that all paragraphs are turned into one long line of text so that when you retrieve the file into WordPerfect, it can break the lines in the proper places with soft carriage returns. DOS format means that all lines in a paragraph are ended with a hard carriage return so that the file can be printed directly to a printer from DOS. A dialog box will appear into which you enter a file name to which you want to save the entire narrative field.

Importing Text

You can import text from a WordPerfect file directly into the word processor screen. Press [Alt F] for the File menu and then [I] to Import text. A dialog box will appear into which you type the complete directory and file name of the file you want to import, unless the file is in the current directory, in which case all you need to type is the file name. The document will be imported, but many of the formatting codes specific to WordPerfect will be removed. You will probably have to clean up your document some. You can continue editing the data in any way. When you are done, press [F7] to exit, as you would in WordPerfect.

How to Edit/Change an Existing Project Statement

To change or edit an existing project statement, start the RMP program and press [N] at the tutorial prompt. You will be on the project list screen (see Figure 3). In the middle of the screen you will see the current list of existing project statements. Use the up and down arrows to move to the project statement you wish to edit or press the first letter of the project number you wish to see. Then press [Alt E] for the Edit menu and [M] for Modify (or just the shortcuts [Alt M], or [Enter]) to view, edit, change, or modify that project statement. The project statement you've selected for editing will appear on the screen (see Figure 4). Change whatever needs to be changed and press [Alt X] to save and Exit this process (the project statement data entry). For example, if you wanted to change the funding amounts, you would press [PgDn] to edit the funding data, change whatever funding amounts you want, press [PgUp] or [Alt X] to save and Exit the funding screen, and then [Alt X] to save and Exit the project statement data entry screen. The message bar at the bottom of the screen gives help on how to complete funding sheet items.

You can flip between project statements by pressing [Ctrl PgUp] or [Ctrl PgDn] without having to return to the project list screen. All changes you may have made will be saved. The previous or next project statement will be displayed and you can edit or print it.

How to View the Funding Screen

The funding table is a part of the project statement. Therefore, you have to be editing a project statement in order to view the funding screen. Select a project statement to edit by moving the highlight bar in the project list screen and pressing [Enter] (notice the budget summary in a box on the right of the project statement data entry screen (see Figure 4)). Then press [PgDn] to see the funding screen (see Figure 6) for budget dollar entry. Each year will allow up to four different combinations of funding source, activity, budget, and FTE. You can press [Ctrl P] to Pick a funding source from a list. Press [PgUp] or [Alt X] to save and Exit this process (editing the funding table), or [ESC] to abort the edit. See the section "How to Enter Data into the Project Statement" on page 11 for more information.

You can flip between different project statements by pressing [Ctrl PgUp] or [Ctrl PgDn]. All changes you may have made will be saved. The project number, title, subtitle, and priority will be listed on the message line at the bottom of the screen.

How to Delete a Project Statement

To delete one, several, or all project statements from the database, start at the project list screen. Use the up and down arrows to move to the project statement you wish to delete or press the first letter of the project statement you wish to delete and scroll to the exact one. Press [Alt E] for the Edit menu and [D] to Delete a project statement. A submenu appears from which you can choose to

Figure 6. Funding data entry screen.

delete one or all project statements by pressing [H] for Highlighted entry only or [A] for All the project statements. If you want to delete several, but not all, project statements, you can either manually delete each one, or create a filter using the Locate menu command, and then deleting all which match that filter. See the section on Locate in this manual for more information.

You can also delete one or more project statements from the project statement data entry screen, or from the funding screen.

After you select a project statement to delete, a message will appear warning you that you are about to delete ALL data associated with the project statement or statements selected, including all funding data. You can enter [Y] to do the deletion, or [N] if you decide you don't want to do the deletion.

How to Print Project Statements, Programming Sheets, and Tables

You can print from the project list screen, the project statement data entry screen, or the funding screen. Press [Alt P] for the Print menu. Then you can press [P] for Project statement, [1] for Programming sheet 1, [2] for Programming sheet 2, or [A] for Table 2. The other menu choices are not available at this point. Then press [H] to select the Highlighted or current project statement, or [A] to select All project statements. Then, you can select where you want the printed output to go, [S] for the Screen, [F] for a File of your choice, or [P] for the Printer. It is recommended that you select the screen, so that you can preview your output. See Figure 7 to see what the submenus look like.

```
    File  Edit  Locate  Print  Setup  Help
                                                  ┌── Item 0, Record 0/0 ─┐
  ┌──────────────────┐ ┌─►Project Statement─┐
  │Project           │ │.                   │        title      Priority
  │Number      Title │ │►Programming Sheet 1│ ┌►Highlighted─┐
  │                  │ │►Programming Sheet 2│ │►All         │
  │                  │ │► N/A Table 1       │ └─────────────┘ Screen
  │                  │ │►Table 2            │                 File
  │                  │ │                    │                 Printer
  │                  │ │► N/A Screen display│
  │                  │ └────────────────────┘

                  Move with arrow keys.      ENTER to edit project.
                  ALT A to add new project.  ALT D to delete project.
                  ALT T to view table list.  ALT X or ALT Q or ESC to quit.
              Direct printed output to the screen for preview
```
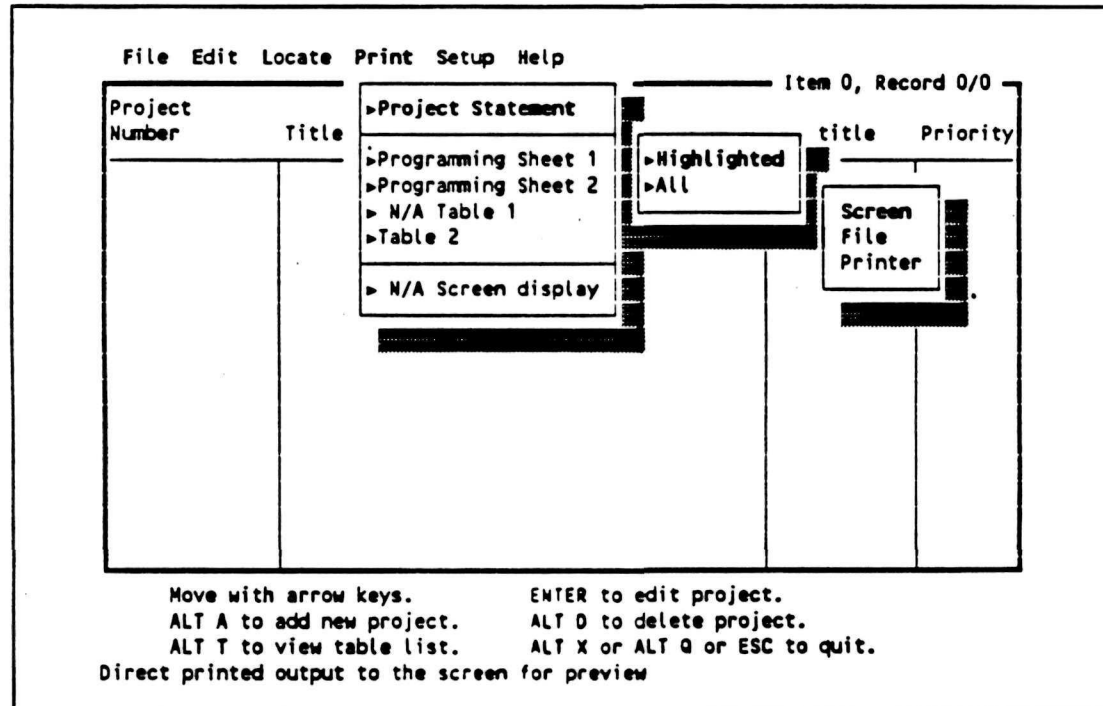
Figure 7. Print menu and submenus. Each main selection is followed submenus. It is recommended that you print to the screen first, preview the output, and then select the menu command "Screen display" when satisfied.

If you select to output to the screen, the printed output will appear in a box on the screen exactly as if it were printed on a printer. You can scroll through the file using the arrow keys, home, end, pgup, pgdn, etc. When you are satisfied with the output, you can press [Alt P] for the Print menu again, and [S] for Screen display, to send the output on to a printer or a file from there, or [ESC] to return to the previous screen without printing.

How to View the Personnel Table List Screen

You can switch to the personnel tables (see Figure 8) at any time by pressing [Alt F] for the File menu and [T] for Personnel tables (or just the shortcut [Alt T]). If you've already entered data in a previous year, it will be converted automatically. If you have no data yet, a message will appear saying that the personnel database is empty.

The top right corner of the screen shows what item number that the highlight is on, the physical record number, and how many records you have in the database. The personnel tables are sorted by park, region, and fiscal year. The data in the columns is a sum of the funding and FTE amounts for that year. Follow the directions at the bottom of the screen to add and edit personnel tables.

You can switch between personnel tables and project statements with the shortcut keys [Alt T] and [Alt J], respectively.

```
  File  Edit  Locate  Print  Setup  Help
 ┌ More ──────────────────────────────────── Item 4, Record 2/12 ┐
                     Resrch    Res    025 Res  025 Res  025 Res
                       Sci     Spec    Mgmt     Prot    Interp    Maint
 Park   Region  Year   FTE     FTE     FTE      FTE      FTE      FTE

 CHCH   SER     90     0.0     3.5     2.5      0.0      0.0      5.0
 RABR   RMR     90     0.0     0.0     0.0      0.0      0.0     · 0.0
 YOSE   WR      87     0.0     0.0     0.0      0.0      0.0      0.0
 YOSE   WR      88     0.0     0.0     0.0      0.0      0.0      0.0
 YOSE   WR      89     0.0     0.0     0.0      0.0      0.0      0.0
 YOSE   WR      90     0.0     0.0     0.0      0.0      0.0      0.0
 YOSE   WR      91     0.0     0.0     0.0      0.0      0.0      0.0
 YOSE   WR      99    35.7    84.4    48.3     35.7     44.7     45.2




      Move with arrow keys.        ENTER to edit table.
      ALT A to add new table.      ALT D to delete table.
      ALT J to view project list.  ALT X or ALT Q or ESC to quit.
   Press ALT+LETTER (ex: ALT+E for Edit) for dropdown menus, ESC to exit
```

Figure 8. Personnel table list screen.

How to Add a New Personnel Table

From any screen related to project statements, press [Alt T] to view the personnel tables. Press [Alt E] for the Edit menu and [A] (or just the shortcut [Alt A]) to Add a new personnel table (see Figure 9). Begin entering data into the fields. Move from field to field by pressing the arrow keys, or by pressing [ENTER]. Refer to the message line at the bottom of the screen for hints about what to enter in each field.

As you enter data, the summed amounts will instantly reflect the new information. The percent calculations will not be accurate until you get to the field "Total Park FTEs". When you enter data into this field, the percentage line will be instantly updated.

When you have finished entering data into the table, press [Alt X] to save the table and Exit this process (adding a new table), or [ESC] to abort the changes, and return to the previous screen. If you press [Esc], the new data record will not be added to the database.

You can flip between personnel tables by pressing [Ctrl PgUp] and [Ctrl PgDn]. The current personnel table will be saved, and the previous or next one will be displayed, allowing you to view, edit, print, or delete it without having to exit to the personnel table list screen first.

```
   File  Edit  Locate  Print  Setup  Help                    overwrite

           Park ▮▮       Region ▮▮     Fiscal Year ▮
   ─────────────────────────────────────────────────────────────────
      Type of Employee                  ---------- FTEs ----------
                                        Natural  Cultural   Total
      Research Scientists               ▮▮.▮     ▮▮.▮       0.0

      Resources Specialists             ▮▮.▮     ▮▮.▮       0.0

      025 Park Rangers Resources Management  ▮▮.▮  ▮▮.▮     0.0

      025 Park Rangers Resources Protection  ▮▮.▮  ▮▮.▮     0.0

      025 Park Rangers Resources Interp.     ▮▮.▮  ▮▮.▮     0.0

      Maintenance Personnel             ▮▮.▮     ▮▮.▮       0.0

      Total Resources Personnel         0.0      0.0        0.0

      Total Park FTEs ▮▮▮▮  % of Total  0.0%     0.0%       0.0%
   ─────────────────────────────────────────────────────────────────
   Enter the park code
   Press ALT+LETTER (ex: ALT+E for Edit) for dropdown menus, ESC to exit
```

Figure 9. Personnel table data entry screen.

How to Append Existing Personnel from a Separate Database

You may have some personnel tables entered with an earlier version of the RMP software and that are now in another directory that you would like added or "appended" to your "new" RMP database, or you may have some personnel tables on a floppy disk that you want to merge into your database. This function avoids appending duplicates, and automatically converts data from previous versions of the RMP software.

To begin the append, Press [Alt T] to view the personnel tables. Press [Alt E] for the Edit menu and [P] for Append. A dialog box will appear into which you must type the full DOS path to the desired "source" database (see Figure 10). During the append, duplicate park, region, and fiscal year combinations are rejected and old versions of the data are converted. If this occurs, you will have the option of viewing and printing the duplicates after the append is completed. You should check the data carefully after an append to see if all of the data was merged successfully.

How to Edit/Change an Existing Personnel Table

Press [Alt T] to view the personnel tables. Move the highlight bar to the personnel table that you want to modify. Press [Alt E] for the Edit menu and [M] (or just the shortcuts [Alt M] or [Enter]) to Modify. The personnel table data entry screen will appear, filled with the data for the personnel table that you
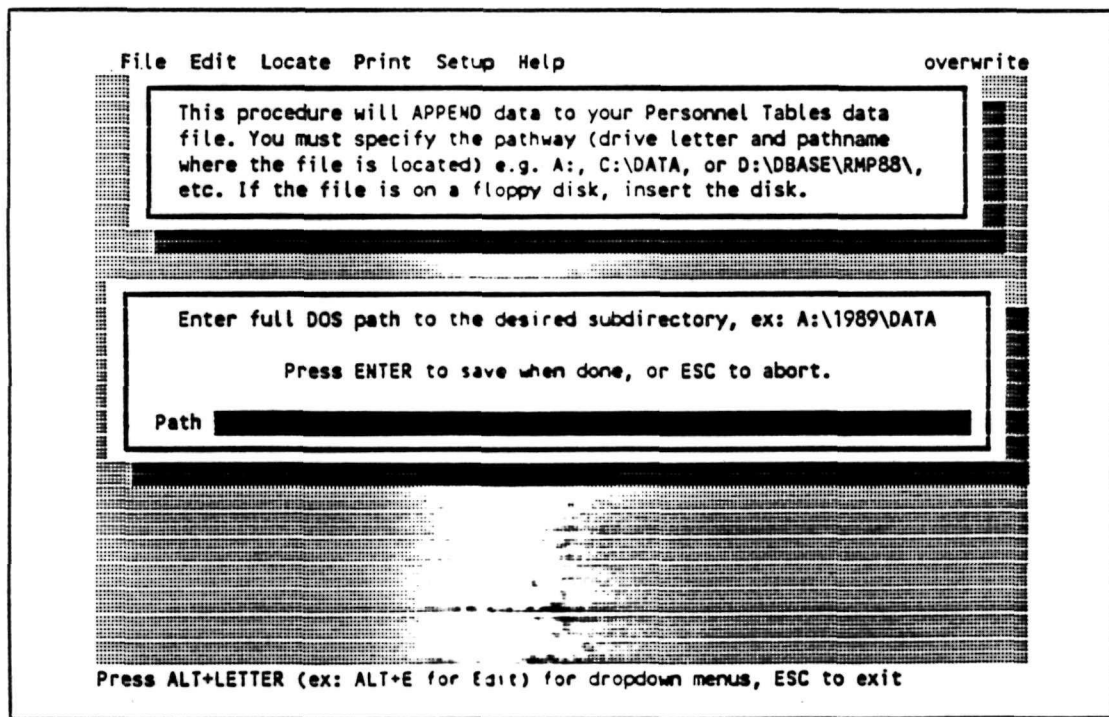

Figure 10. The append dialog box.

selected (see Figure 9). When you are done, press [Alt X] to save the data and Exit this process (the personnel table edit) and return to the previous screen, or [ESC] to abort the changes and restore the original data.

You can flip between personnel tables by pressing [Ctrl PgUp] and [Ctrl PgDn]. The current personnel table will be saved, and the previous or next one will be displayed, allowing you to view, edit, print, or delete it without having to exit to the personnel table list screen first.

How to Delete One or All Personnel Tables

Press [Alt T] to view the personnel tables. Position the highlight bar on the personnel table you want to delete. Then press [Alt E] for the Edit menu and [D] (or just the shortcut key [Alt D]) to select Delete. A submenu appears from which you can press [H] to select the Highlighted table, or [A] to select All tables in the database. After you select one of these, a message will appear asking if you really want to delete the data. You can press [Y] to proceed with the deletion, or [N] to abort the deletion process.

How to Print Personnel Table 2

You can print from either the personnel table list screen or the personnel table data entry screen. Press [Alt P] for the Print menu and [T] for Table 1. (Project statement related commands are not available at this point.) A submenu appears from which you can press [H] to select the Highlighted or current table, or [A] to select All tables. Another submenu appears from which you can select where you want the printed output to go, [S] for the Screen, [F] for a File of your choice, or [P] for the Printer. It is recommended that you select the screen, so that you can preview the output.

If you select to output to the screen, the printed output will appear in a box on the screen exactly as if it were printed on a printer. You can scroll through the file using the arrow keys, home, end, pgup, pgdn, etc. When you are satisfied with the output, you can press [Alt P] for the Print menu and again and [S] for Screen display, to send the output on to a printer or a file from there, or [ESC] to return to the previous screen without printing.

How to Quit to DOS

From any data entry screen, you can press [Alt F] for the File menu and [Q] (or just the shortcut [Alt Q]) to save all data and Quit to DOS. If you are on the project list screen or personnel table list screen, you can also press [Alt X] to save all data and exit or press [Esc]. This will return you to the DOS prompt.

3. Menus and How to Use Them

The RMP software menu system is based on a standard method used by most major software today. The list of menu commands at the top of the screen is called the menu bar. One letter is highlighted for each menu title and command. The highlighted letter is called the quick key. Quick keys make it easy for you to pull down menus and choose commands from the keyboard, without having to use the arrow keys. The highlighted letters on the menu bar are selected by pressing and holding the [Alt] key, and then pressing the highlighted letter. From a pull-down menu, simply press the highlighted letter to choose that command.

Choosing a command that is preceded by a ▶ symbol causes a submenu to appear that lists additional commands. If you change your mind about selecting a menu command, press [ESC] to close the menu. For example, see Figure 11. It shows a series of cascading menus displayed during the print command. At any one of the menus, you can press [Esc] to return to a higher level menu. Repeated [Esc] presses will eventually remove all menus.

When a menu command is highlighted, a message about the menu command will appear at the bottom of the screen on the message bar. In the opening menu bar, there are six options for you to use: File, Edit, Locate, Print, Setup, and Help. To access these menu options, press [Alt] and the first letter of each word. For
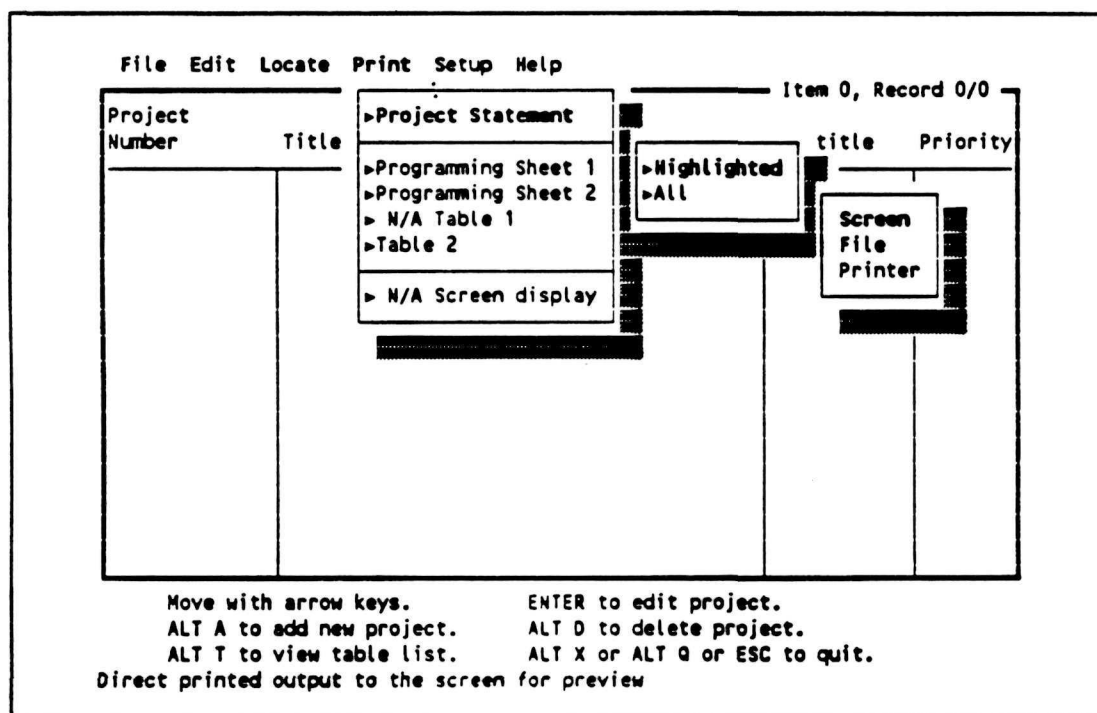
Figure 11. Menus and submenus.

example, to edit a project statement press [Alt E] for the Edit menu. A submenu will drop down below the top line with various other menu commands such as Modify, Delete, Add, Append. You can highlight each command by pressing the arrow keys. Select a command by pressing [Enter] or by pressing the letter that is shown in a highlighted color within each menu command. If a menu command is not available at a particular point in the program, it will appear gray (on color screens) and will have the prefix 'N/A'. Any menu can be aborted by pressing [Esc].

Some frequently used menu commands can be selected immediately without going through the menu system. These are called "shortcut keys". They can be found listed after some menu commands. For example, under the "Edit" menu selection, there are several shortcut keys: [Alt M] for Modify, [Alt D] for Delete, [Alt A] for Add which can be pressed at any time. If you were viewing a project number list, you could press [Alt M] to Modify the current highlighted entry rather than pressing [Alt E] for the Edit menu and then [M] to Modify.

Partial list of "Shortcut Keys":

[Alt A]   Add a new project or personnel table
[Alt D]   Delete the highlighted (or all if desired) project or personnel table
[Alt J]   Load and view project statements
[Alt M]   Modify (edit) the highlighted project or personnel table (or press [Enter])
[Alt T]   Load and view personnel tables
[Alt X]   Save and exit a screen, moving back the previous screen
[Alt Q]   Save and quit to DOS

The following pages explain what each menu command in the RMP software does.

The File Menu

The File menu [Alt F] allows you to perform file-related operations such as loading the project statements and personnel tables files, reindexing (sorting) the files, packing the files to their smallest size, and exiting from the RMP program. These are the commands available on the File menu.

[J]   **Load Project Statements -- shortcut [Alt J].** Loads the project statements database RMP.DBF for viewing, editing, and printing. Not available if project statements are already loaded.

[T]   **Load Personnel Table -- shortcut [Alt T]:** Loads the personnel table database RMP_PERS.DBF for viewing, editing, and printing. Not available if personnel tables are already loaded.

[R]   **Reindex -- shortcut [Alt R].** Reindexes data so that it appears sorted. This takes a long time if your database is big. This will only be needed if you suspect that the index file are damaged. If you don't see data you know you have entered, or if data is showing up where it shouldn't be, try reindexing with this command.

[K]   **Pack -- shortcut [Alt K].** When you delete data, it still takes up some room in the database even though its data is not accessible. The program uses these deleted records whenever you add a new one. However, if you have deleted many project statements, or one with lots of associated text, or you are going to back up your databases, you can shrink the database down to its smallest size by selecting this command.

[X]   **Exit this process -- shortcut [Alt X].** Exits out of the current process. For example, if you are editing the funding amounts, it will return you to the project statement data entry screen. If you are in the project statement data entry screen, it will return you to the list of project numbers. If you are viewing the project list screen, it will exit the RMP program to the DOS prompt.

[Q]   **Save and Quit to DOS -- shortcut [Alt Q].** Saves the data you are editing or adding and returns you to the DOS prompt from any.location in the program.

The Edit Menu

The Edit menu [Alt E] is used to modify (edit or change) your data, whether it is your project statements or personnel tables. Changing your data includes adding a new project statement or personnel table, modifying an existing statement or table, deleting an existing statement or table, appending existing data to your database, and copying funding amounts from year to year within a project statement.

[M]   **Modify – shortcuts [Alt M] or [Enter].** Allows you to edit the highlighted project statement or personnel table including codes, titles, funding, FTEs, etc. Available only on the project list or personnel table list screens.

[D]   **Delete – shortcut [Alt D].** Deletes one or all highlighted project statements or personnel tables. A submenu appears allowing you to select highlighted or all. A message appears, and you must confirm that you want to delete the data. Not available from the funding screen.

[A]   **Add – shortcut [Alt A].** Adds a new project statement or personnel table to the database and places you in the edit mode. If you then press [ESC], the new record is not added to the database.

[P]   **Append.** Appends data from a previous year or in another database to your current database. Not available on funding screen. A dialog box appears into which you must specify the pathway (drive letter and path name where the file is located) e.g. A:, B:, D:\DBASE\RMP91, etc. This procedure converts previous database formats, checks for duplicates, and allows you to view and print any errors listed below.

            Invalid Codes - codes which were invalid during the conversion from previous year's data.

            Combined records - records that were combined into one record because duplicate project numbers existed. Some users have entered single projects into several separate data records in order to split funding amounts. If a project number and title is duplicated in the source file, the duplicate records will be combined.

            New project numbers - created by the program during the append because you did not want to combine into one database if duplicate project numbers existed. Also created when a project number was duplicated, but the title was different.

[C]   **Copy Funding.** Copies sources codes, activity codes, funding, and FTEs from one year to another year within a Funded or Unfunded column. A dialog box opens with instructions. Available only on the funding screen.

The Locate Menu

The Locate menu [Alt L] helps you locate data in any field of any project statement or personnel table. It has two basic methods: it can either place the highlight on the project statement with the data in it, or it can create a "filter" which allows only those projects or tables containing the data to be seen, hiding all others from any operation until the filter is changed or removed.

[S]   **Search for data.** Searches the database for any data and moves the highlight to that data project or personnel table. A series of submenus appears allowing you to select a data field to search, to enter strings or numbers to search for, to edit the search condition, and to add more conditions to an existing condition. You have to enter values _exactly_ the way they appear in the database, including upper/lower case, number of spaces, etc. Thereafter, you can use [Ctrl L] to search again.

[G]   **Go to a record number.** Goes to a particular physical record number in the database. A dialog box appears into which you enter the record number you want to go to. Record numbers can be found by looking in the upper right corner of the project list screen in the form NNN/NNN, where the first NNN is the physical record number and the second is the total number of records in the database.

[K]   **Skip forward or backward.** Skips forward or backward a specified number of data records. A dialog box appears into which you type the number of records you want to skip. A negative number will cause the skip to be backward, a positive number causes a forward skip.

A "filter" is similar to a search, except that it "hides" all projects or personnel tables that don't meet your specified criteria. Thereafter, all operations you do operate only on the projects or personnel tables that meet your filter criteria, including delete, modify, print, search, etc. You can create as many different filters as you want, store them on disk, and reactivate them with the "restore" command below. The filter that is in effect is called the "current filter" and is displayed at the bottom of the project and personnel table list screens. You can "undo" a filter at any time by using the "unfiltered" command below, returning you to the entire, unfiltered database.

Note: If you have a filter in effect, and you add a new project which does not match that filter, the new project will seem to disappear.

[M]   **Make a new filter.** Allows you to create different filters, thus hiding some data. A series of submenus appear allowing you to select fields to set the filter on, to enter strings or numbers to use in the filter, to add to a current filter, and to edit the existing filter. The active filter will be displayed at the bottom of the screen after you exit this menu, to remind you that there is a filter in effect.

[A]   **A**dd to current filter. Allows you to add more to an existing filter. For example, if the filter is '"HISTORIC" $ TITLE1', this command allows you to add more to it, such as '"HISTORIC" $ TITLE1 .AND. "BICY" $ PROJ_NMBR' without having to recreate the entire filter.

[E]   **E**dit current filter. Allows you to edit an existing filter. A dialog box opens with the current filter displayed, allowing you to change it.

[C]   **C**ount filtered records. Counts the number of records (projects or tables) that match the current filter.

[V]   **Sa**v**e a filter to disk.** Saves a filter to disk in a special RMP file so that you can invoke it again at any time.

[R]   **R**estore a filter from disk. Displays filters that you have saved to disk in a special RMP file. You can reactivate one by highlighting it and pressing **[Enter]**.

[U]   **U**nfiltered, include all. Removes any current active filter, allowing all data in the database to be accessed. This will not delete any filters that you have saved to disk; those will still be there for you to restore if you wish. Remember to save a filter to disk if you want to keep it for later, because this command does not save it for you.

The Print Menu

The Print menu [Alt P] allows you to print project statements, programming sheets 1 and 2, and tables 1 and 2. You can print to the screen, a file that you specify, or to a printer. Printing to the screen is recommended, because you can then preview the output and, if satisfied, print it from the preview screen to a file or printer.

All commands in this menu have submenus. After you select the project statement command, a submenu allows you to print the highlighted project or all projects. Then, for all commands, another submenu appears allowing you to select the destination for the output: the screen, a file of your choice, or a printer. It is recommended that you print to the screen first, and if you are satisfied with the output, select [Alt P] for the Print menu and [S] for Screen display to send the output on to a file or a printer.

[P]   **Project statement.** Prints project statements to the screen, a file, or the printer. Available from project list, project statement data entry, and funding screens only.

[1]   **Programming sheet 1.** Prints programming sheet 1 (funded projects) to the screen, a file, or the printer. Available from project list, project statement data entry, and funding screens only.

[2]   **Programming sheet 2.** Prints programming sheet 2 (unfunded projects) to the screen, a file, or the printer. Available from project list, project statement data entry, and funding screens only.

[T]   **Table 1.** Prints table 1 (personnel table) to the screen, a file, or the printer. Available from personnel table list and personnel data entry screens only.

[A]   **Table 2.** Prints table 2 (budget table) to the screen, a file, or the printer. Available from project list, project statement data entry, and funding screens only.

[S]   **Screen display.** This command is only available when you are viewing output on the screen in the big window. Any output that you create can be previewed on the screen, and then, if you are satisfied with it, can be sent on to a file or printer using this command.

The Setup Menu

The Setup menu [Alt S] lets you set the "default" settings for the program, including your printer type, monitor type (color or monochrome), which park or region you are working with, what year you are working with, what resource type you most commonly use, whether you want to turn color off, whether you want to flip black and white colors, and whether you want to see file index progress or not. Default values are used for new projects or tables and can be edited and changed within a project statement or personnel table to whatever you want them to be.

[P]   **Printer type.** Allows you to select the type of printer that will be used in this program. A submenu opens from which you select your printer. If your printer is not listed, you can choose to manually type in the printer control codes for condensed and normal print. You can also use the command 'Turn box characters on/off' to translate all graphical characters such as ‖ or ╤ into characters which older printers can print such as | and +.

         Submenu commands:

         Epson/compatible
         HP Laserjet
         IBM/compatible
         Not on this list
         Okidata-standard
         Toshiba
         Turn box characters off

[M]   **Monitor type.** Allows you to select the type of monitor that is connected to your computer. If you cannot see the flashing cursor on your monitor, try using this command to select Mono.

         Submenu commands:

         Color monitor
         Mono (2 Colors)
         Laptop (Gray Tones)

[A]   **Park Code.** Allows you to enter the four-letter alpha park code that you want to be automatically inserted in new project codes.

[R]   **Region Code.** Allows you to select one of the ten region codes that you want to be automatically used when adding new personnel tables.

[T]   **Default Resource Type.** Allows you to select the resource codes that you want to be automatically used in new project numbers.

[Y]   **Default Fiscal Year.** Allows you to enter the year which you want to be automatically used when adding new personnel tables.

[C]   **Turn Color On/Off.** Turns color on and off. Most laptops with black and white screens fool software into thinking that they have color. If you cannot see some messages, or the blinking cursor, or the highlight bar, set color off.

[F]   **Flip black/white.** This command is only available if you have a monochrome monitor or if you have turned color off. It causes all white areas to become black, and all black areas to become white.

[I]   **Turn Index Box On/Off.** Turns the index box on or off. When the program has to create or update an index file, it can take many minutes. The index progress box displays indexing progress so that you know that your computer is not locked up. However, this makes the index process a little bit slower. If you want the fastest indexing, turn this box off.

4. Required and Optional Equipment

The RMP software is designed to run on micro computers. With the huge variety of systems available, the software may not run exactly as intended on some configurations. Contact technical support if you experience any problems.

Equipment Requirements

To use RMP, you must have the following:

- ♦ an IBM PC or compatible

- ♦ PC-DOS or MS-DOS operating system (version 3.3 or later recommended)

- ♦ at least 400Kb free RAM memory

- ♦ a hard-disk drive with at least 1Mb free for installation and for sufficient room to enter data

To find out what version of DOS you have, type **ver [Enter]** at the DOS prompt.

To find out how much free RAM you have, type **chkdsk [Enter]** at the DOS prompt. Read the line that has "total bytes memory" or similar on it.

To find out how much free hard-disk space you have, read the CHKDSK line that has "bytes available on disk" or similar on it.

When you first install RMP, you need about 400Kb of disk space just for the program. The database files can quickly fill up with data. It is a good idea to have at least 1Mb of hard-disk space free at all times while using RMP.

When you install upgrades, the upgrade will write over the original program files, so you won't need any extra disk space.

Optional Equipment

You don't need the following equipment, but each option will enhance RMP.

Printer. You can print output with dot matrix, daisy wheel, or laser printers. You can also print either to the screen or to a file. Some output is over 80 characters wide, but both dot matrix and laser printers can output in condensed print, so even if you have a narrow cartridge printer, you will be able to get all your output. However, daisy wheel printers may not produce good output.

RAM Disk. A RAM disk is actually a region of computer memory that behaves exactly as if it were a disk drive. RAM disks are much faster than hard disks because they have no moving parts and the information they contain is always loaded into memory. The tradeoff is that RAM disks are volatile; all data stored on them vanishes when you turn the power off or when the current to your computer is lost.

You create a RAM disk by using a program such as Microsoft's RAMDRIVE.SYS or VDISK.SYS which come free with many MS-DOS versions. These commands are placed in your CONFIG.SYS file. (Refer to your DOS manual.) The only reason to used a RAM disk with RMP is if you have at least 300Kb of extended or expanded memory above the 640Kb of conventional DOS memory; installing a RAM disk in conventional DOS memory below 640Kb will probably cause RMP to fail to run because it will take up memory that RMP needs to run. The usual command to include in your CONFIG.SYS file for RAMDRIVE.SYS is:

```
device = c:\dos\ramdrive.sys [size] [sector size] [entries] [/e or /a]
```

where size is the disk size in kilobytes, sector size is the disk sector size which should be 128, 256 (best for RMP), 512, or 1024, and entries is the number of root directory entries. The /e specifies to use extended memory. The /a specifies use expanded memory.

An example of a RAMDRIVE that is 1024kb is size, 256 byte sector size with room for 56 directory entries, in expanded memory would be:

```
device = c:\dos\ramdrive.sys 1024 256 56 /a
```

Because RAM disks can lose their data, it is recommended that you use a RAM disk ONLY as specified here. Copy RMP.EXE and RMP.OVL to the RAM disk with the command **copy rmp.exe g: [Enter]** and **copy rmp.ovl g: [Enter]** where g: is the disk drive letter of the RAM disk. Then run the RMP program by specifying the disk drive letter of the RAM disk, as in **g:\rmp [Enter]**. This causes the program to always look to the RAM disk for information it needs from RMP.OVL while the program is running, instead of from the hard-disk. This will cause a noticeable speed increase in RMP operations, but no data will be at risk on the RAM disk.

Another benefit of a RAM disk is that many RMP operations create temporary files, and these can be created on the RAM disk instead of the slower hard disk. For this to work, you need to set an environment variable called TMP or TEMP by using the command **set tmp = g:\ [Enter]** or **set temp = g:\ [Enter]** where g: is the drive letter of the RAM drive. This tells DOS to use the RAM drive for many temporary file operations. You can include this command in your C:\AUTOEXEC.BAT file so that it is available to other programs as well (many different programs use the TMP or TEMP variables), and so that it will always be set whenever you turn on your computer.

To tell whether TMP is already set, just use the command **set [Enter]**. This will display a list of all variables currently in the DOS environment.

A sample batch file to run RMP from a RAM disk might be:

```
c:
cd \rmp
if not exist g:\rmp.exe copy rmp.exe g:
if not exist g:\rmp.ovl copy rmp.ovl g:
set tmp = g:\
g:\rmp
```

Color Monitor. RMP will run on a monochrome machine, but a color monitor is recommended. This is because messages, prompts, and highlights are much easier to see and notice, and the program is just more pleasing, fun, and easy to use.

Disk Cache. A disk cache is actually a region of computer memory that stores data most recently read from the hard-disk. A disk cache greatly reduces the number of times a hard-disk must be read, and will appear to increase the speed of the computer itself. Every time new data must be read from the disk, such as when you move from one data entry record to another, the computer will check the cache first to see if the data is already there. If it is, the data is retrieved quickly, otherwise it must be read from the hard-disk, which takes longer.

You create a disk cache by using a program such as Microsoft's SMARTDRV.SYS (free with some versions of DOS or WINDOWS) or Norton's NCACHE-F or PCTools PC-CACHE. (Refer to the manuals that come with the disk cache.) The only reason to used a disk cache with RMP is if you have extended or expanded memory above the 640Kb of conventional DOS memory; installing a disk cache in conventional DOS memory below 640Kb will probably cause RMP to fail to run because it will take up memory that RMP needs to run. The command needed in the C:\CONFIG.SYS file for SMARTDRV.SYS would be:

device = \dos\smartdrv.sys [size] [/a or /e]

The size is the amount of memory you want to use for the cache, the /a is used to place the cache in expanded memory, the /e is to place it in extended memory. For example, to set up a smart disk drive cache in 1024Kb of expanded memory, you could have the following command in your C:\CONFIG.SYS file:

device = C:\dos\smartdrv.sys 1024 /a

Math Co-processor. A math co-processor will speed up some operations.

Appendix A
Project Statement Sheet

KIMO-N-004.000

PROJECT STATEMENT SHEET

PROJECT NUMBER: KIMO-N-004.000

TITLE: DEVELOP MINERALS MANAGEMENT PROGRAM

FUNDING STATUS: FUNDED: 20.0   UNFUNDED: 95.0

SERVICEWIDE ISSUES: N10 MINRL/GEOTHERM

CULTURAL RESOURCE TYPE CODE: OBJ

10-238 PACKAGE NUMBER:

PROBLEM STATEMENT:

Strip/Stone Quarry mining activity is heavy in areas adjacent to
the park. Sub-surface mining and quarry operations were present
within the park prior to its establishment as a National Military

Park in 1931. There are two known abandoned mining sites (one
slate quarry and one sub-surface Manganese) within the park. The

effects of adjacent mining activities on the Kings Creek water
quality is unknown.

DESCRIPTION OF RECOMMENDED PROJECT OR ACTIVITY:

Inventory the two known abandoned mining sites and transmit data
to Mining and Minerals Division of NPS for development of mine
reclamation plans. Develop and implement water quality
monitoring program to determine the effects of adjacent mining
activities on the water quality of Kings Creek.

BUDGET AND FTEs:

----------------------------FUNDED-------------------------------

	Source	Act Type	Budget ($1000s)	FTEs
Year 1:	WATER RES	RES	15.0	0.5
	ENER-MIN	RES	5.0	0.5
Year 2:				
Year 3:				
Year 4:				
	Total:		20.0	1.0

---------------------------UNFUNDED------------------------------

	Source	Act Type	Budget ($1000s)	FTEs
Year 1:	WATER RES	RES	45.0	1.0
	ENER-MIN	RES	5.0	0.2
Year 2:	PARK-NR	MON	15.0	0.5
Year 3:	PARK-NR	MON	15.0	0.5
Year 4:	PARK-NR	MON	15.0	0.5
	Total:		95.0	2.7

(OPTIONAL) ALTERNATIVE ACTIONS/SOLUTIONS AND IMPACTS:

NONE.

COMPLIANCE CODE(s): EXCL

EXPLANATION: 516 DM6 APP. 7.4 B(9) & (10)

Proposal Date: 91

Appendix B
Servicewide Issue Codes

B

NATURAL SERVICEWIDE ISSUES	CODES	CULTURAL SERVICEWIDE ISSUES	CODES
NAT ANML OVPOP	N01	INADEQUATE DOC	C01
T&E ANIMAL	N02	INADEQUATE INV	C02
T&E PLANTS	N03	MUS CATALOGING	C03
NON-NAT ANIMAL	N04	ETHNOGRAPHY	C04
NON-NAT PLANTS	N05	NEED HSRS	C05
LAND USE PRAC	N06	NEED HSPGS	C06
NAT FIRE REGM	N07	INADEQUATE LCS	C07
CULT LANDSCAPE	N08	NEED ADMN HIST	C08
COASTAL DYNAM	N09	NEED COLL MGMT	C09
MINRL/GEOTHERM	N10	SPECIAL STUDY	C10
WATER QUALL-EXT	N11	CULT LAND REPT	C11
WATER FLOW	N12	PRESERV MGMT	C12
WATER RIGHTS	N13	REHAB/RESTORAT	C13
AIR POLLUTION	N14	ARCH DATA RECV	C14
AIRCRFT OVRFLT	N15	CONSERV TREAT	C15
NEAR-PARK DEV	N16	MUS STORAGE	C16
BIODIVERSITY	N17	CTRL ENV IMPAC	C17
VIS USE-BCTRY	N18	CTRL VIS IMPAC	C18
CONSUMPT USE	N19	INADEQ MONITOR	C19
BASELINE DATA	N20	INADEQ SECURIT	C20
CAVE RESOURCES	N21	EMER STABILIZ	C21
VIS USE-DEV ZN	N22	OUT THREATS CR	C22
PALEONTOLOGY	N23	CONFLICT ACTVS	C23
OTHER	N24	INSUFF STAFF	C24
		NEED CRM TRAIN	C25
		OTHER	C26

Appendix C
Cultural Resource Type Codes

RESOURCE TYPE	CODE
Archeological Site	SITE
Structure	STRC
Object	OBJC
Cultural Landscape	CULL
Ethnographic Resource	ETHN
Combination	COMB

Appendix D
Compliance Codes

CODE	DESCRIPTION OF ACTIVITY
EXCL	Categorical Exclusion (cite the exclusion reference)
EA	Environmental Assessment
EIS	Environmental Impact Statement
DOC	Covered by compliance from another document (cite the document title and date)
ESA	Section 7 consultation under the Endangered Species Act
NHPA	Section 106 compliance of the National Historic Preservation Act
HSPG	Addressed in a Historic Structure Preservation Guide
ARPA	Compliance with the Archeological Resources Protection Act
OTHER	Other compliance (cite the type and authority of the compliance)

Appendix E
Categorical Exclusions

E

516 DM2 App. 2, 1.1	Personnel actions and investigations and personnel services contracts.
516 DM2 App. 2, 1.2	Internal organizational changes and facility and office reductions and closings.
516 DM2 App. 2, 1.3	Routine financial transactions, including such things as salaries and expenses, procurement contracts, guarantees, financial assistance, income transfers, audits, fees bonds and royalties.
516 DM2 App. 2, 1.4	Law enforcement and legal transactions, including such things as arrests, investigations, patents, claims, legal opinions, and judicial activities including their initiation, processing, settlement, appeal or compliance.
516 DM2 App. 2, 1.5	Regulatory and enforcement actions, including inspections, assessments, administrative hearings and decisions; when the regulations themselves or the instruments of regulations (leases, permits, licenses, etc.) have previously been covered by the NEPA process or are exempt from it.
516 DM2 App. 2, 1.6	Non-destructive data collection, inventory (including field, aerial and satellite surveying and mapping), study, research and monitoring activities.
516 DM2 App. 2, 1.7	Routine and continuing government business, including such things as supervision, administration, operations, maintenance and replacement activities having limited context and intensity; e.g. limited size and magnitude or short-term effects.
516 DM2 App. 2, 1.8	Management formulation, allocation, transfer and reprogramming of the Department's budget at all levels. (This does not exclude the preparation of environmental documents for proposals included in the budget when otherwise required.)

516 DM2 App. 2, 1.9	Legislative proposals of an administrative or technical nature, including such things as changes in authorizations for appropriations, and minor boundary changes and land transactions; or having primarily economic, social, individual or institutional effects; and comments and reports on referrals of legislative proposals.
516 DM2 App. 2, 1.10	Policies, directives, regulations and guidelines of an administrative, financial, legal, technical or procedural nature; or the environmental effects of which are too broad, speculative or conjectural to lend themselves to meaningful analysis and will be subject later to the NEPA process, either collectively or case-by-case.
516 DM2 App. 2, 1.11	Activities which are educational, informational, advisory or consultative to other agencies, public and private entities, visitors, individuals or the general public.
516 DM2 App. 2, 2.1	Have significant adverse effects on public health or safety.
516 DM2 App. 2, 2.2	Have adverse effects on such unique geographic characteristics as historic or cultural resources, park, recreation or refuge lands, wilderness areas, wild or scenic rivers, sole or principal drinking water aquifers, prime farmlands, wetlands, floodplains, or ecologically significant or critical areas, including those listed on the Department's National Register of Natural Landmarks.
516 DM2 App. 2, 2.3	Have highly controversial environmental effects.
516 DM2 App. 2, 2.4	Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.
516 DM2 App. 2, 2.5	Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.
516 DM2 App. 2, 2.6	Be directly related to other actions with individually insignificant but cumulatively significant environmental effects.

516 DM2 App. 2, 2.7	Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places.
516 DM2 App. 2, 2.8	Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have adverse effects on designated Critical Habitat for these species.
516 DM2 App. 2, 2.9	Require compliance with executive Order 11988 (Floodplain Management), Executive Order 11990 (Protection of Wetlands), or the Fish and Wildlife Coordination Act.
516 DM2 App. 2, 2.10	Threaten to violate a Federal, State, local or tribal law or requirement imposed for the protection of the environment.

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516 DM6 App. 7.4	In addition to the actions listed in the Departmental categorical exclusions in Appendix 1 of 516 DM 2, many of which the Service also performs, the following NPS actions are designated categorical exclusions unless the action qualifies as an exception under Appendix 2 to 516 DM 2;
516 DM6 App. 7.4 A(1)	Changes or amendments to an approved action when such changes would cause no or only minimal environmental impact.
516 DM6 App. 7.4 A(2)	Land and boundary changes
516 DM6 App. 7.4 A(3)	Minor boundary changes
516 DM6 App. 7.4 A(4)	Reissuance/renewal of permits, rights-of-way or easements not involving new environmental impacts.
516 DM6 App. 7.4 A(5)	Conversion of existing permits to rights-of-way when such conversions do not continue or initiate unsatisfactory environmental conditions.
516 DM6 App. 7.4 A(6)	Issuance extensions, renewals, reissuance or minor modifications of concession contracts or permits not entailing new construction.
516 DM6 App. 7.4 A(7)	Commercial use licenses involving no construction.

516 DM6 App. 7.4 A(8)	Leasing of historic properties in accordance with 36 CFR Part 18 and NPS-38.
516 DM6 App. 7.4 A(9.)	Preparation and issuance of publications.
516 DM6 App. 7.4 A(10)	Modifications or revisions to existing regulations, or the promulgation of new regulations for NPS-administered areas, provided the modifications, revisions or new regulations do not:

(a) Increase public use to the extent of compromising the nature and character of the area or causing physical damage to it;

(b) Introduce noncompatible uses which might compromise the nature and characteristics of the area, or cause physical damage to it;

(c) Conflict with adjacent ownerships or land uses; or

(d) Cause a nuisance to adjacent owners or occupants.

516 DM6 App. 7.4 A(11)	At the direction of the NPS responsible official, actions where NPS has concurrence or coapproval with another bureau and the action is a categorical exclusion for that bureau.
516 DM6 App. 7.4 B	Plans, Studies and Reports
516 DM6 App. 7.4 B(1)	Changes or amendments to an approved plan, when such changes would cause no or only minimal environmental impact.
516 DM6 App. 7.4 B(2)	Cultural resources maintenance guides, collection management plans and historic furnishings reports.
516 DM6 App. 7.4 B(3)	Interpretive plans (interpretive prospectuses, audio-visual plans, museum exhibit plans, wayside exhibit plans).
516 DM6 App. 7.4 B(4)	Plans, including priorities, justifications and strategies, for non-manipulative research, monitoring, inventorying and information gathering.

516 DM6 App. 7.4 B(5) Statements for management, outlines of planning requirements and task directives for plans and studies.

516 DM6 App. 7.4 B(6) Technical assistance to other Federal, State and local agencies or the general public.

516 DM6 App. 7.4 B(7) Routine reports required by law or regulation.

516 DM6 App. 7.4 B(8) Authorization, funding or approval for the preparation of Statewide Comprehensive Outdoor Recreation Plans.

516 DM6 App. 7.4 B(9) Adoption or approval of surveys, studies, reports, plans and similar documents which will result in recommendations or proposed actions which would cause no or only minimal environmental impact.

516 DM6 App. 7.4 B(10) Preparation of internal reports, plans, studies and other documents containing recommendations for action which NPS develops preliminary to the process of preparing a specific Service proposal or set of alternatives for decision.

516 DM6 App. 7.4 B(11) Land protection plans which propose no significant change to existing land or visitor use.

516 DM6 App. 7.4 B(12) Documents which interpret existing mineral management regulations and policies, and do not recommend action.

516 DM6 App. 7.4 C Actions Related to Development

516 DM6 App. 7.4 C(1) Land acquisition within established park boundaries.

516 DM6 App. 7.4 C(2) Land exchanges which will not lead to significant changes in the use of land.

516 DM6 App. 7.4 C(3) Routine maintenance and repairs to non-historic structures, facilities, utilities, grounds and trails.

516 DM6 App. 7.4 C(4) Routine maintenance and repairs to cultural resource sites, structures, utilities and grounds under an approved Historic Structures Preservation Guide or Cyclic Maintenance Guide; or if the action would not adversely affect the cultural resource.

516 DM6 App. 7.4 C(5)   Installation of signs, displays, kiosks, etc.

516 DM6 App. 7.4 C(6)   Installation on navigation aids.

516 DM6 App. 7.4 C(7)   Establishment of mass transit systems not
                        involving construction, experimental testing of
                        mass transit systems, and changes in operation
                        of existing systems (e.g., routes and schedule
                        changes).

516 DM6 App. 7.4 C(8)   Replacement in kind of minor structures and
                        facilities with little or no change in
                        location, capacity or appearance.

516 DM6 App. 7.4 C(9)   Repair, resurfacing, striping, installation of
                        traffic control devices, repair/replacement of
                        guardrails, etc., on existing roads.

516 DM6 App. 7.4 C(10) Sanitary facilities operation.

516 DM6 App. 7.4 C(11) Installation of wells, comfort stations and pit
                        toilets in areas of existing use and
                        undeveloped areas.

516 DM6 App. 7.4 C(12) Minor trail relocation, development of
                        compatible trail networks on logging roads or
                        other established routes, and trail maintenance
                        and repair.

516 DM6 App. 7.4 C(13) Upgrading or adding new overhead utility
                        facilities to existing poles, or replacement
                        poles which do not change existing pole line
                        configurations.

516 DM6 App. 7.4 C(14) Issuance of rights-of-way for overhead utility
                        lines to an individual building or well from an
                        existing line where installation will not
                        result in significant visual intrusion and will
                        involve no clearance of vegetation other than
                        for placement of poles.

516 DM6 App. 7.4 C(15) Issuance of rights-of-way for minor overhead
                        utility lines not involving placement of poles
                        or tower and not involving vegetation
                        management of significant visual intrusion in
                        an NPS-administered area.

516 DM6 App. 7.4 C(16) Installation of underground utilities in
                        previously disturbed areas having stable soils,
                        or in an existing utility right-of-way.

516 DM6 App. 7.4 C(17) Construction of minor structures, including small improved parking lots, in previously disturbed or developed areas.

516 DM6 App. 7.4 C(18) Construction or rehabilitation in previously disturbed or developed areas, required to meet health or safety regulations, or to meet requirements for making facilities accessible to the handicapped.

516 DM6 App. 7.4 C(19) Landscaping and landscape maintenance in previously disturbed or developed areas.

516 DM6 App. 7.4 C(20) Construction of fencing enclosures or boundary fencing posing no effect on wildlife migrations.

516 DM6 App. 7.4 D Actions Related to Visitor Use

516 DM6 App. 7.4 D(1) Carrying capacity analyses.

516 DM6 App. 7.4 D(2) Minor changes in amounts or types of visitor use for the purpose of ensuring visitor safety or resource protection in accordance with existing regulations.

516 DM6 App. 7.4 D(3) Changes in interpretive and environmental education programs.

516 DM6 App. 7.4 D(4) Minor changes in programs and regulations pertaining to visitor activities.

516 DM6 App. 7.4 D(5) Issuance of permits for demonstrations, gatherings ceremonies, concerts, arts and crafts shows, etc., entailing only short-term or readily mitigable environmental disturbance.

516 DM6 App. 7.4 D(6) Designation of trailside camping zones with no or minimal improvements.

516 DM6 App. 7.4 E Actions Related to Resource Management and protection

516 DM6 App. 7.4 E(1) Archeological surveys and permits, involving only surface collection or small-scale test excavations.

516 DM6 App. 7.4 E(2) Day-to-day resource management and research activities.

516 DM6 App. 7.4 E(3) Designation of environmental study areas and research natural areas.

516 DM6 App. 7.4 E(4)	Stabilization by planting native plant species in disturbed areas.
516 DM6 App. 7.4 E(5)	Issuance of individual hunting and/or fishing licenses in accordance with State and Federal regulations.
516 DM6 App. 7.4 E(6)	Restoration of noncontroversial native species into suitable habitats within there historic range, and elimination of exotic species.
516 DM6 App. 7.4 E(7)	Removal of park resident individuals of non-threatened/endangered species which pose a danger to visitors, threaten park resources or become a nuisance in areas surrounding a park, when such removal is included in an approved resource management plan.
516 DM6 App. 7.4 E(8)	Removal of non-historic materials and structures in order to restore natural conditions.
516 DM6 App. 7.4 E(9)	Development of standards for, and identification, nomination, certification and determination of eligibility of properties for listing in the National Register of Historic Places and the National Historic Landmark and National Natural Landmark Programs.
516 DM6 App. 7.4 F	Actions Related to Grant Programs
516 DM6 App. 7.4 F(1)	Proposed actions essentially the same as those listed in paragraphs A-E above.
516 DM6 App. 7.4 F(2)	Grants for acquisition of areas which will continue in the same or lower density use with no additional disturbance to the natural setting.
516 DM6 App. 7.4 F(3)	Grants for replacement or renovation of facilities at their same location without altering the kind and amount of recreational, historical or cultural resources of the area; or the integrity of the existing setting.
516 DM6 App. 7.4 F(4)	Grants for construction of facilities on lands acquired under a previous NPS or other Federal grant provided that the development is in accord with plans submitted with the acquisition grant.

516 DM6 App. 7.4 F(5)   Grants for the construction of new facilities
within an existing park or recreation area,
provided that the facilities will not:

(a)   Conflict with adjacent ownerships or land
use, or cause a nuisance to adjacent ownerships
or occupants; e.g., extend use beyond daylight
hours;

(b)   Introduce motorized recreation vehicles;

(c)   Introduce active recreation pursuits into
a passive recreation area;

(d)   Increase public use or introduce
noncompatible uses to the extent of
compromising the nature and character of the
property or causing physical damage to it; or

(e)   Add or alter access to the park from the
surrounding area.

516 DM6 App. 7.4 F(6)   Grants for the restoration, rehabilitation,
stabilization, preservation and reconstruction
(or the authorization thereof) of properties
listed on or eligible for listing on the
National Register of Historic Places, at their
same location and provided that such actions:

(a)   Will not alter the integrity of the
property or its setting;

(b)   Will not increase public use of the area
to the extent of compromising the nature and
character of the property.

(c)   Will not cause a nuisance to adjacent
property owners or occupants.

Appendix F
Funding Source Codes

Funding Source	Code	Mnemonic
PARK		
Recurring (Permanent) Operating Base-Nat. Resources	PNR1	PKBASE-NR
Recurring (Permanent) Operating Base-Cult. Resources	PCR1	PKBASE-CR
Recurring (Permanent) Operating Base-Other	POF1	PKBASE-OT
Non-recurring (Temporary) Operating Funds-Nat. Resources	PNR2	TEMP$-NR
Non-recurring (Temporary) Operating Funds-Cult. Resources	PCR2	TEMP$-CR
Non-recurring (Temporary) Operating Funds-Other	POF2	TEMP$-OTH
Fee Revenues	PFEE	FEE-REV
Special Accounts (Historic Leasing, Agriculture)	PSA	SPECIAL-$
REGION		
Natural Science Research	RNSR	RG-NS-RES
Natural Resource Management	RNRM	RG-RM-NAT
Cultural Resource Cyclic Maintenance	RCCM	RG-CR-MTN
Regular Cyclic Maintenance	RMCM	RG-REG-MT
Repair-Rehabilitation	RMRR	REP-REHAB
Volunteer-In-Parks (VIP)	RVIP	VOL-IN-PK
Other	ROTH	REG-OTHER
SERVICEWIDE		
Natural Resource Preservation Program (NRPP)	SNRP	NRPP
Water Resources	SNWR	WATER-RES
Air Quality	SNAQ	AIR-QUAL
Acid Precipitation	SNAP	ACID-PREC
Natural Resources Inventory and Monitoring	SNIM	NR-I&M
Global Climate Change	SNGC	CLI-CHGE
Geographic Information System	SNGS	GIS
Energy, Mining and Minerals	SNEM	ENER-MIN
Fire Accounts	SFIR	FIRE-$
Forest Insect and Disease Control	SIDC	FR-INSECT
Cultural Resource Preservation Program (CRPP)	SCRP	CRPP
Construction (Development) Program	SDEV	CONSTRUCT
Emergency and Unscheduled Project (Lump Sum Construction)	SDLS	LUMP$-CON
Other	SOTH	SVC-OTHER
NON-NPS		
Other Federal	NFED	FED-OTHER
State or Local Government Agency	NSTA	ST-LOCAL
University or College	NUNV	UNIV-COLL
Non-Profit Institution (Cooperating Associations, etc.)	NPRF	NON-PROFI
Financial Donations	NDON	$-DONATE
Volunteer Labor and Independent Studies	NVOL	VOL-INDEP
Other	NOTH	NON-NPS-O

Appendix G
Activity Codes

ADM   Administration

INT   Interpretation

MIT   Mitigation

MON   Monitoring

PRO   Protection

RES   .Research