



Documentation Library System (DLS)

Advanced User Manual

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Introduction

The information in this manual will show you how to:

- Manage documents
- Use workflows
- Create virtual documents
- Link MEGA documents to documents stored in the DLS

Upload a Document

Upload a Document

- Step 1: Navigate to a location in the folder structure by clicking on the left menus

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar displays a folder structure under 'Morgan Stanley' and 'Document Repository'. The 'Application Development' folder is expanded, showing sub-folders like 'AAA - Choice', 'AAA - ACTIVE ASSETS ACC', 'BCP - BUSINESSCAPE (WEB', 'CBS - CHOICE BILLING SY', 'DDD - DIRECT DEPOSIT', 'DDS - DIRECT DEPOSIT', and 'FNE - FUND ESTIMAT'. The 'DDD - DIRECT DEPOSIT' folder is highlighted. A red circle highlights the folder tree, and a red arrow points from it to a text box.

The folder structure was custom designed for each of the workstreams

Upload a Document

➤ Step 2: Click on the Upload File(s) menu option in the Actions menu

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar displays a tree view of folders, including 'Application Development' and 'AAA - Choice'. The main area shows a table with columns for 'Title', 'Size', 'Uploaded', 'Modified', and 'State'. The 'Actions' menu is open, listing various options: Edit, View, Check In, Check Out, Cancel Check Out, Upload File(s), Delete, Email as web-link, Bookmark, Delete Bookmark, Help, and Logout. A red circle highlights the 'Upload File(s)' option, and a red arrow points from it to a text box.

The Actions menu lets you perform different tasks depending on where you are

Upload a Document

➤ Step 3a: The file selector – initial screen

The screenshot shows a web interface for uploading documents. At the top, there are tabs for 'Actions', 'Workflow Document', and 'Properties'. Below the tabs, the text 'Upload: File Selection' is followed by a dropdown menu currently showing 'DDP - DIRECT DEPOSIT', which is circled in red. A callout box points to this dropdown with the text 'The folder you are uploading to'. Below this is a section labeled 'Selected Files:' which is currently empty. At the bottom of the interface, there are two rows of buttons. The first row contains 'Add Files', 'Add Folders', and 'Remove', all circled in red. A callout box points to this row with the text 'The file selector allows you to:' followed by a bulleted list: '•Upload a file' and '•Upload the contents of a folder'. The second row of buttons contains 'Prev', 'Next', 'Finish', 'Cancel', and 'Help'. A third callout box points to the bottom of the interface with the text 'You can upload as many files or folders as you wish'.

Actions Workflow Document Properties

Upload: File Selection DDP - DIRECT DEPOSIT

The folder you are uploading to

Selected Files:

The file selector allows you to:

- Upload a file
- Upload the contents of a folder

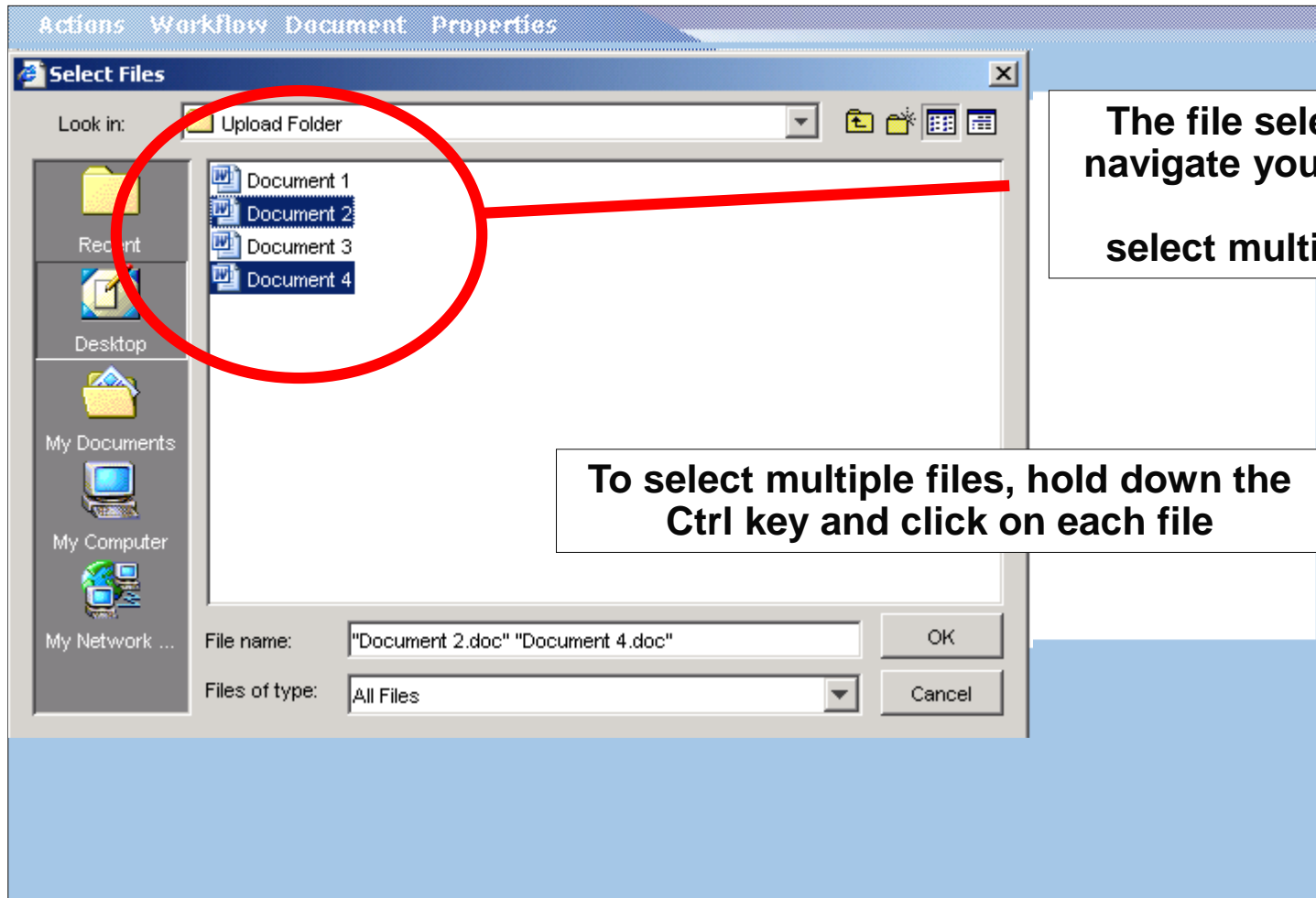
Add Files Add Folders Remove

Prev Next Finish Cancel Help

You can upload as many files or folders as you wish

Upload a Document

- Step 3b: The file selector – select a file



Upload a Document

➤ Step 3c: View the files to upload

Actions Workflow Document Properties

Upload: File Selection: DDP - DIRECT DEPOSIT

Selected Files:

- Document 2.doc
- Document 4.doc

After choosing the files you can:

- Click Next to add meta data to the documents (explained on pg 10-11)
- Get Help
- Cancel out of the transaction

Add Files Add Folders Remove

Prev Next Finish Cancel Help

Upload a Document

➤ Step 4: Complete the document's meta data

Actions Workflow Document Properties

Upload: File Definition: CBS - CHOICE BILLING SYSTEM

File: test.txt

Document Name: test.txt *

Format: Text Document (Windows) *

MS Document Type: Backups and Copies *

Description: *

Application Name: aaa *

Start Workflow

Submit Cancel Help

Each document has a set of individual information attached to it. This information is called meta data

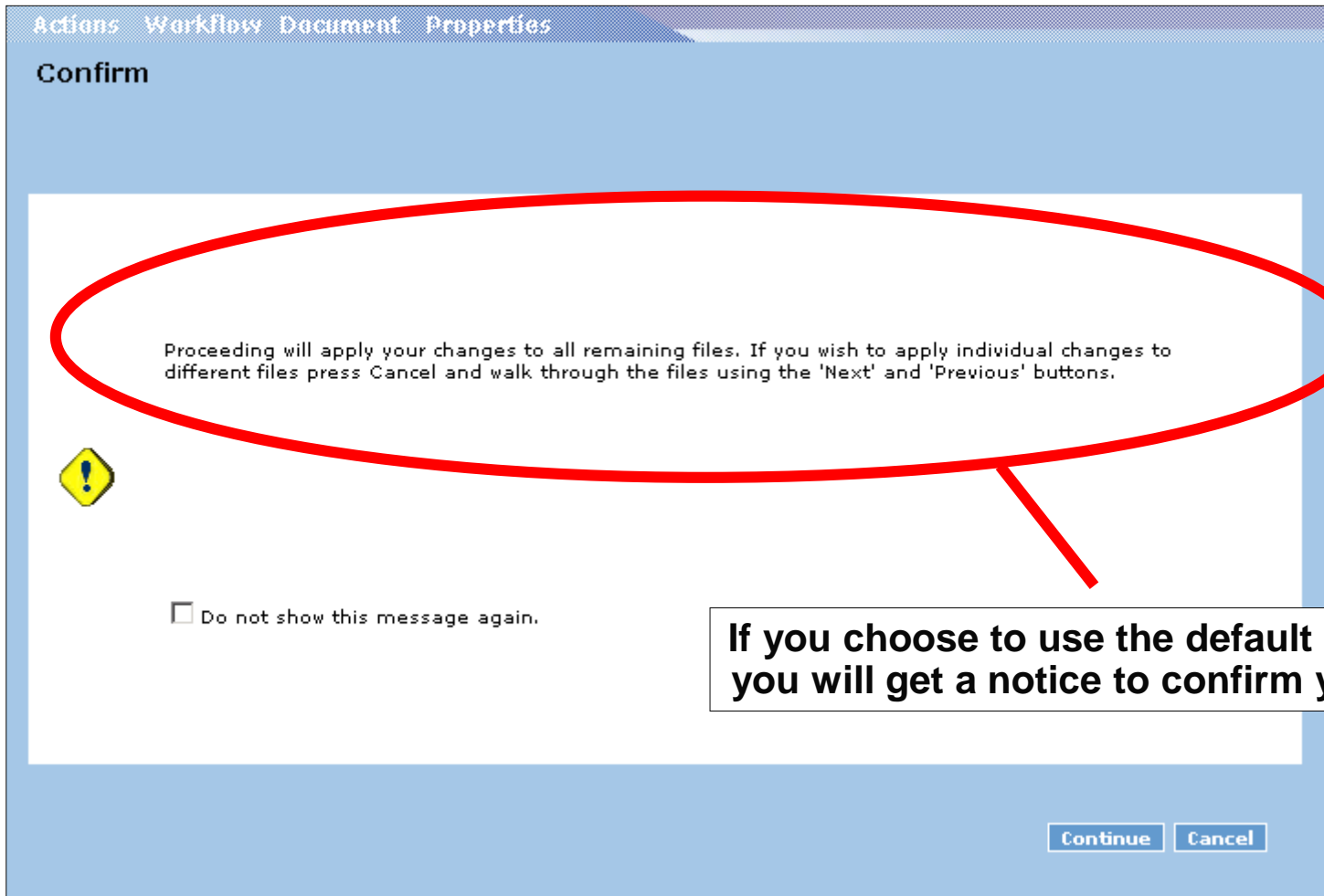
Click submit to upload the document

Upload a Document – Meta Data Explained

- **File**: The file you are uploading
- **Document Name**: The file name that you want to appear in the DLS
- **Format**: The format of the file you are uploading (Word, Excel, etc..). The DLS will automatically choose this for you. In the event that it does not recognize the file, you may choose it yourself
- **MS Document Type**: The type of document you are uploading (data model, process flow, etc..). The DLS will automatically display different document types for different workstreams
- **Description**: A description of the file you are uploading
- **Application Name**: (Appears for Application Development documents only)
The name of the application associated with the file
- **Workflow**: Do you want to start a workflow for this file

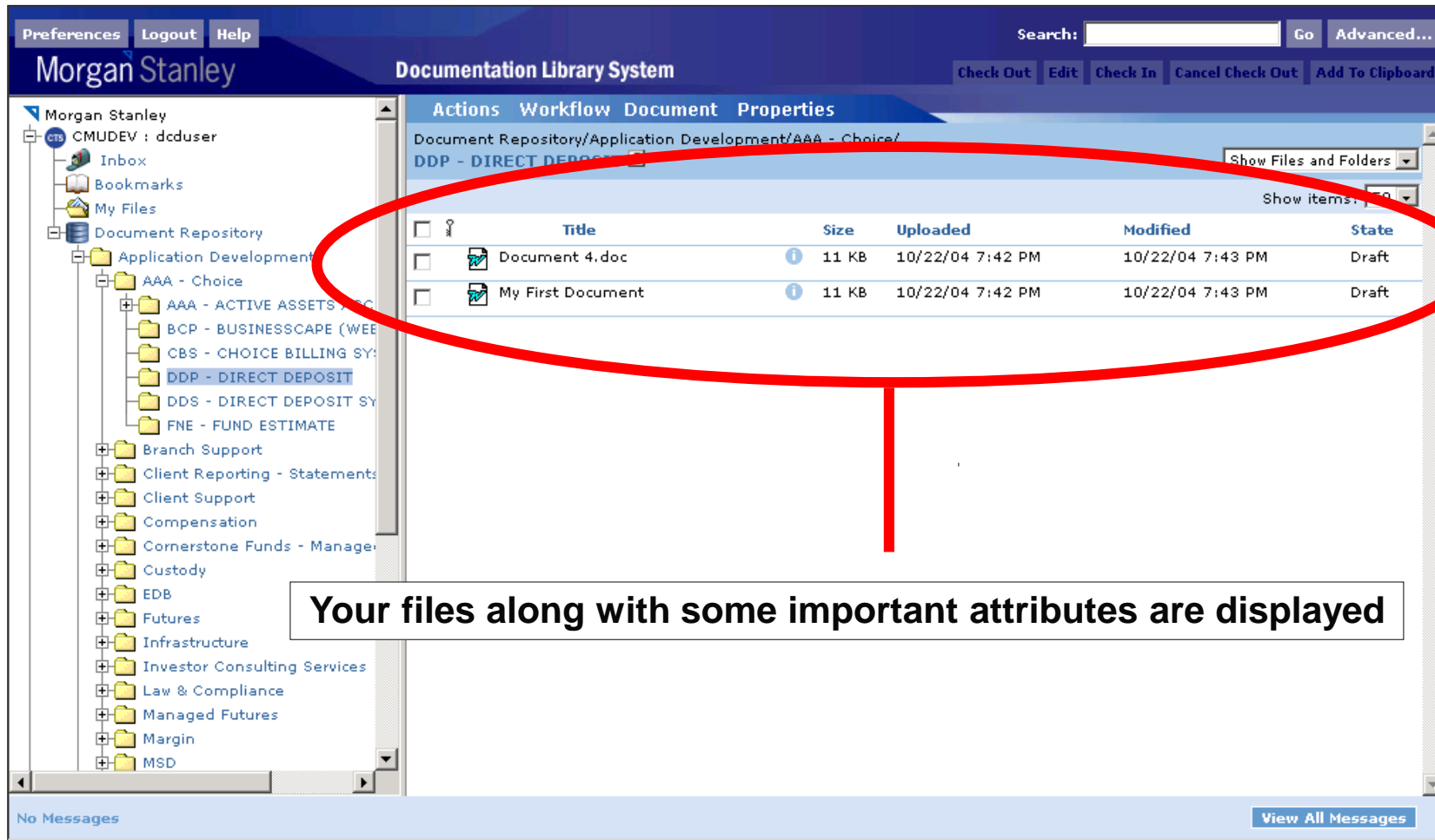
Upload a Document

➤ Step 5 (Multiple File Upload only): Default meta data confirmation



Upload a Document

➤ Step 6: File Upload complete



The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar displays a tree view of the document repository structure, with 'DDP - DIRECT DEPOSIT' selected. The main content area shows a table of files uploaded to the 'DDP - DIRECT DEPOSIT' folder. A red oval highlights this table, and a red line points from it to a text box below.

<input type="checkbox"/>	Title	Size	Uploaded	Modified	State
<input type="checkbox"/>	Document 4.doc	11 KB	10/22/04 7:42 PM	10/22/04 7:43 PM	Draft
<input type="checkbox"/>	My First Document	11 KB	10/22/04 7:42 PM	10/22/04 7:43 PM	Draft

Your files along with some important attributes are displayed

Edit a Document

Edit a Document Business Rules

- In order to edit a document, you must have write or delete permissions.
- When you edit a document and uploads it back to the system, you will be forced to version the document unless it is in “Draft” or “Review” state
- You can not edit a document that is in “Review” state unless you are assigned the document
- When you edit a document, it is “locked” (“checked out”). This means that no other user can edit the document, he / she may only view it. The document will be unlocked when you check it back in
- The DLS does not determine which application opens a document. This is determined by the settings on your PC

Edit a Document

- Step 1: Navigate to a location in the folder structure by clicking on the left menus

Morgan Stanley Documentation Library System

Document Repository/Application Development/AAA - Choice/
DDP - DIRECT DEPOSIT

Title	Size	Uploaded	Modified	State
My First Document	11 KB	10/22/04 7:42 PM	10/22/04 7:43 PM	Draft
My Second Document	11 KB	10/22/04 7:42 PM	10/22/04 8:38 PM	Draft

The taxonomy (folder structure) was custom designed for each of the workstreams

Edit a Document

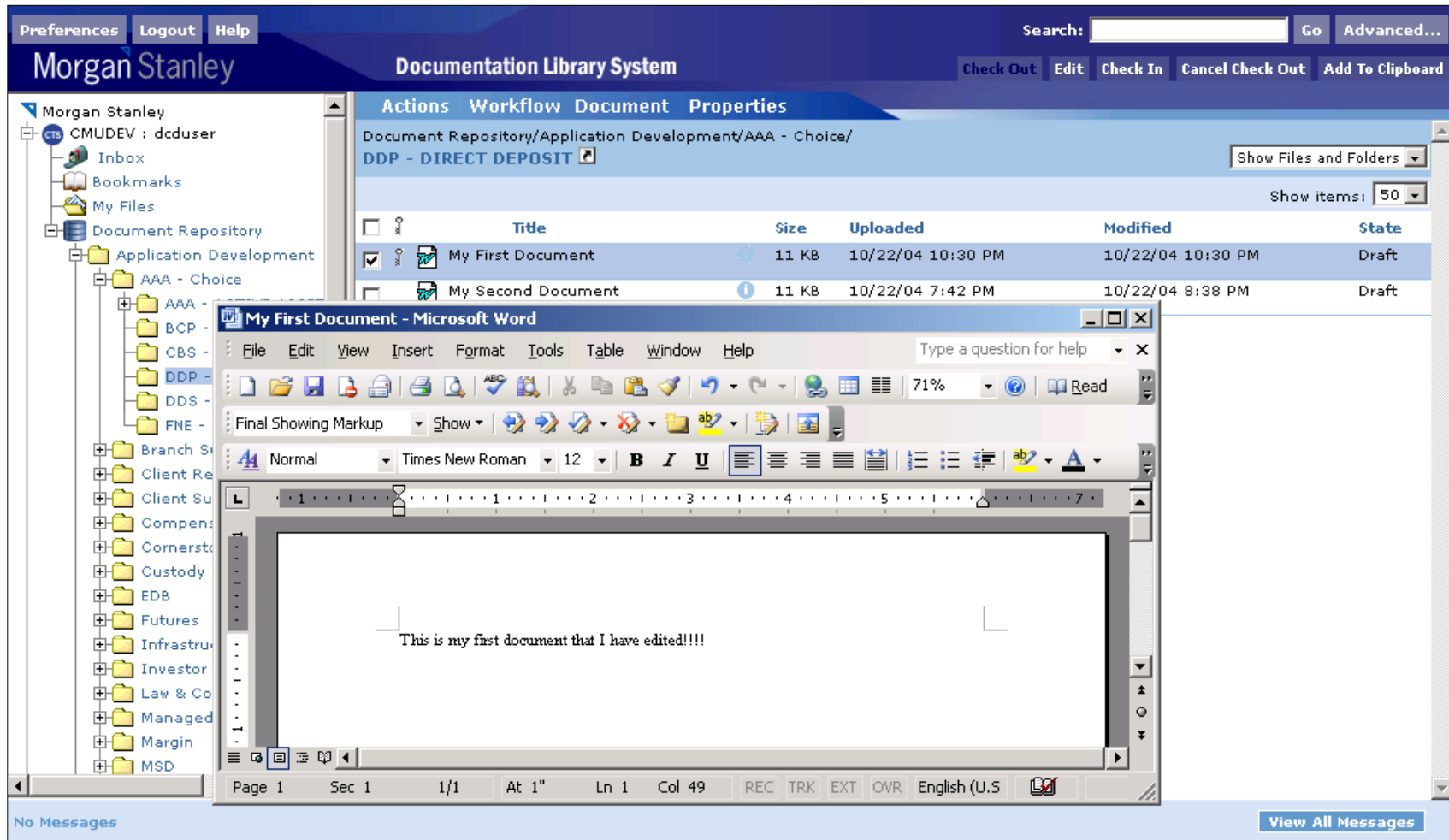
➤ Step 2: Choose the document to edit and select the Edit menu item

The screenshot shows the Morgan Stanley Documentation Library System interface. The 'Edit' menu item is circled in red in the 'Actions' dropdown menu. The 'Edit' button in the top toolbar is also circled in red. A red line connects the two circles. A text box at the bottom right says 'Alternatively, you can use the quick buttons'. A text box at the bottom left says 'The edit menu item is in the Actions menu'.

Size	Uploaded	Modified	State
11 KB	10/22/04 10:30 PM	10/22/04 10:30 PM	Draft
11 KB	10/22/04 7:42 PM	10/22/04 8:38 PM	Draft

Edit a Document

- Step 3: Edit the document, save it, and close the application



Edit a Document

➤ Step 4a: Check in the document

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar displays a tree view of folders, including 'Application Development' and 'AAA - Choice'. The main area shows a table of documents. A red circle highlights a key icon next to the first document, 'My first Document', which is also checked. A red arrow points from this icon to a text box that reads: 'The key icon denotes that the document is locked for editing'.

	Title	Size	Uploaded	Modified	State
<input checked="" type="checkbox"/>	My first Document	11 KB	10/22/04 10:30 PM	10/22/04 10:30 PM	Draft
<input type="checkbox"/>	My second Document	11 KB	10/22/04 7:42 PM	10/22/04 8:38 PM	Draft

Edit a Document

➤ Step 4b: Choose the document to check in and select the Check In menu item

The check in menu item is located in the Actions Menu

Hint: If you did not edit the document, you can undo your check out by choosing “cancel check out”

Size	Uploaded	Modified	State
11 KB	10/22/04 10:30 PM	10/22/04 10:30 PM	Draft
1 KB	10/22/04 7:42 PM	10/22/04 8:38 PM	Draft

Edit a Document

➤ Step 4c: Check in the document

You can choose the version to check in

Comments about the version are required upon check in

Save as: 1.1 (same version) 1.2 (minor version) 2.0 (major version)

User Comments: *

Attach Workflow:

[+] Show options

Ok Cancel Help

Edit a Document – Check in Fields Explained

- **Save As:** Users can check in a document as a version of the original. The choices displayed to the user is based on system enforced business rules. See the next slide for versioning guidelines
- **User Comments:** General comments about the new version. Comments are required when a document is checked in
- **Format:** The format of the file you are uploading (Word, Excel, etc..). The DLS will automatically choose this for you. In the event that it does not recognize the file, you may choose yourself
- **Attach Workflow:** This enables the user to immediately send the document through a workflow

Versioning Guidelines

- The approach to versioning documents is as follows:
 - Same Version (ex; 1.0 → 1.0) – Users should check in a document as the same version only when the document is a draft
 - Minor Version Increment (ex; 1.0 → 1.1) – Users should check in a document as new minor version when the document has gone through trivial changes such as a spelling error fix or a formatting change. The document should be in “Review” or “Published” state
 - Major Increment (ex; 1.0 → 2.0) – Users should check in a document as new major version when the document has gone through a substantial content change. Ex; a process document containing a newly overhauled process. The document should be in “Review” or “Published” state

Check out a Document

- Choose the document to check in and select the Check Out menu item

The screenshot displays the Morgan Stanley Documentation Library System interface. The top navigation bar includes 'Preferences', 'Logout', and 'Help'. A search bar is located on the right, with a red circle around it. Below the search bar, a row of quick buttons contains 'Check Out', 'Edit', 'Check In', 'Cancel Check Out', and 'Add To Clipboard'. The 'Check Out' button is also circled in red. The main content area shows a tree view of folders on the left and a list of documents in the center. The 'Check Out' menu item is highlighted in the 'Actions' menu, which is also circled in red. A red line connects the 'Check Out' button to the 'Check Out' menu item. A text box with a white background and black border contains the text 'Alternatively, you can use the quick button'. Another text box with a white background and black border contains the text 'The check out menu item is located in the Actions Menu'. The document list shows a single document with the following details:

Size	Uploaded	Modified	State
20 KB	10/22/04 11:40 PM	10/22/04 11:40 PM	Draft

Miscellaneous Functionality

Delete a Document

- Step 1: Navigate to a location in the folder structure by clicking on the left menus

Document Repository/Application Development/AAA - Choice/
DDP - DIRECT DEPOSIT

	Title	Size	Uploaded	Modified	State
<input type="checkbox"/>	My First Document	11 KB	10/22/04 7:42 PM	10/22/04 7:43 PM	Draft
<input type="checkbox"/>	My Second Document	11 KB	10/22/04 7:42 PM	10/22/04 8:38 PM	Draft

The taxonomy (folder structure) was custom designed for each of the workstreams

Delete a Document

➤ Step 2: Choose the document to delete and select the Delete menu item

The screenshot shows the Morgan Stanley Documentation Library System interface. On the left is a tree view of the document repository. The main area displays a table of documents. A context menu is open over one of the documents, with the 'Delete' option highlighted by a red circle. A red line points from this circle to a text box at the bottom of the screenshot.

Document Name	Size	Created	Modified	Status
AAA - Choice	20 KB	10/22/04 11:40 PM	10/22/04 11:40 PM	Draft
AAA - ACTIVE ASSET	11 KB	10/22/04 7:42 PM	10/22/04 8:38 PM	Draft

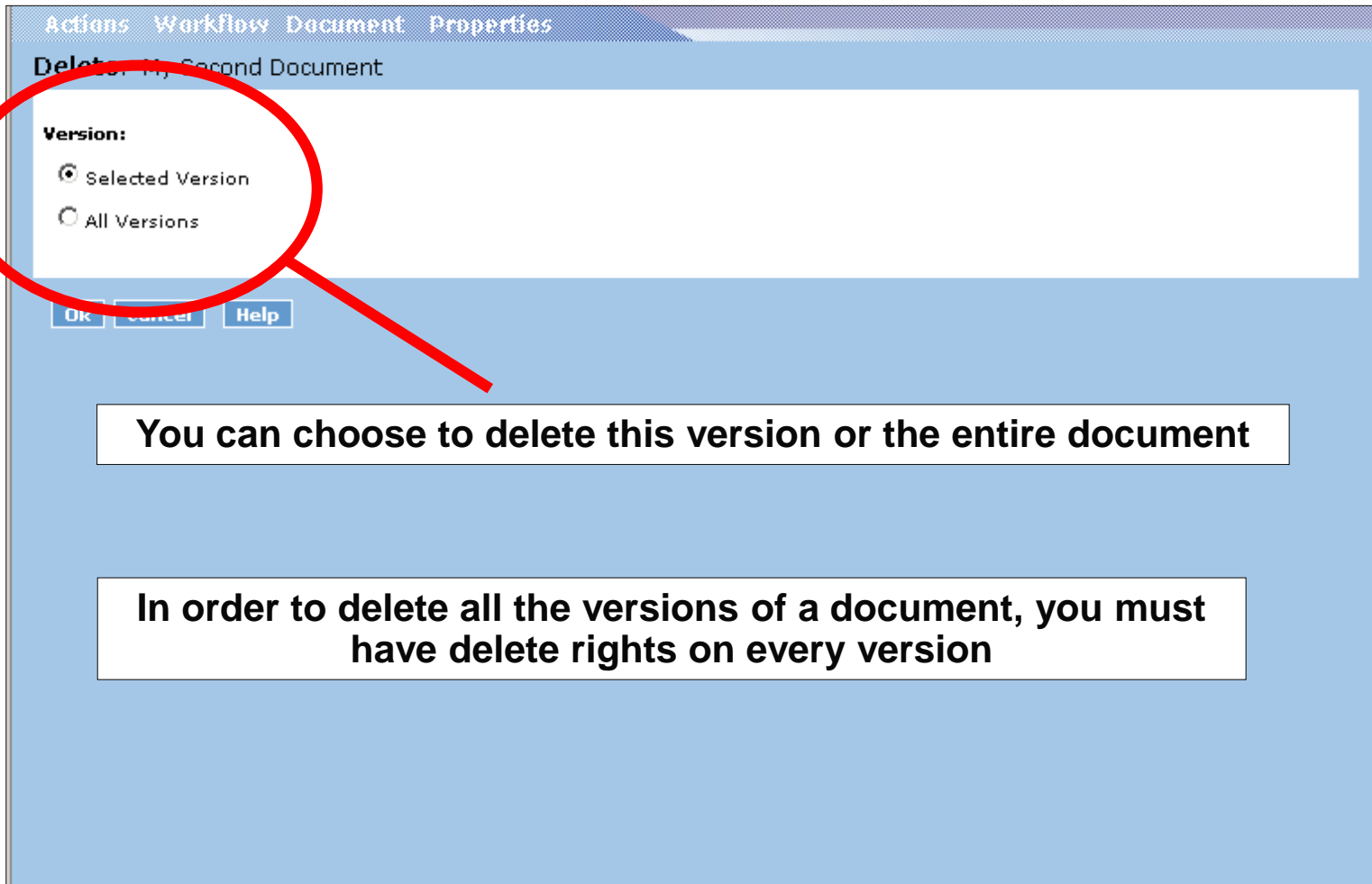
Users can only delete:

- A document that is in “Draft” or “Review” state
- A document that the user owns or has delete rights on

The delete menu item is located in the Actions Menu

Delete a Document

➤ Step 3: Choose the version to delete



The screenshot shows a dialog box titled 'Delete Document' with a menu bar containing 'Actions', 'Workflow Document', and 'Properties'. The main content area is titled 'Delete: My Second Document'. Under the heading 'Version:', there are two radio button options: 'Selected Version' (which is selected) and 'All Versions'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'. A red circle highlights the 'Version:' section, and a red arrow points from it to a text box below.

You can choose to delete this version or the entire document

In order to delete all the versions of a document, you must have delete rights on every version

Delete a Document

➤ Step 4: Document is deleted

The screenshot displays the Morgan Stanley Documentation Library System interface. The top navigation bar includes 'Preferences', 'Logout', and 'Help' on the left, and a search bar with 'Go' and 'Advanced...' buttons on the right. The main header shows the Morgan Stanley logo and 'Documentation Library System'. Below the header, there are tabs for 'Actions', 'Workflow', 'Document', and 'Properties'. The current view is 'Document Properties' for the document 'My First Document' located at 'Document Repository/Application Development/AAA - Choice/DDP - DIRECT DEPOSIT'. The document details table shows:

	Title	Size	Uploaded	Modified	State
<input type="checkbox"/>	My First Document	20 KB	10/22/04 11:40 PM	10/22/04 11:40 PM	Draft

A status bar at the bottom of the window displays the message: 'My Second Document' deleted successfully. A 'View All Messages' button is located in the bottom right corner of the status bar.

Move a Document

- Step 1: Navigate to a location in the folder structure by clicking on the left menus

Morgan Stanley Documentation Library System

Document Repository/Application Development/AAA - Choice/
DDP - DIRECT DEPOSIT

	Title	Size	Uploaded	Modified	State
<input type="checkbox"/>	My First Document	11 KB	10/22/04 7:42 PM	10/22/04 7:43 PM	Draft
<input type="checkbox"/>	My Second Document	11 KB	10/22/04 7:42 PM	10/22/04 8:38 PM	Draft

The taxonomy (folder structure) was custom designed for each of the workstreams

Move a Document

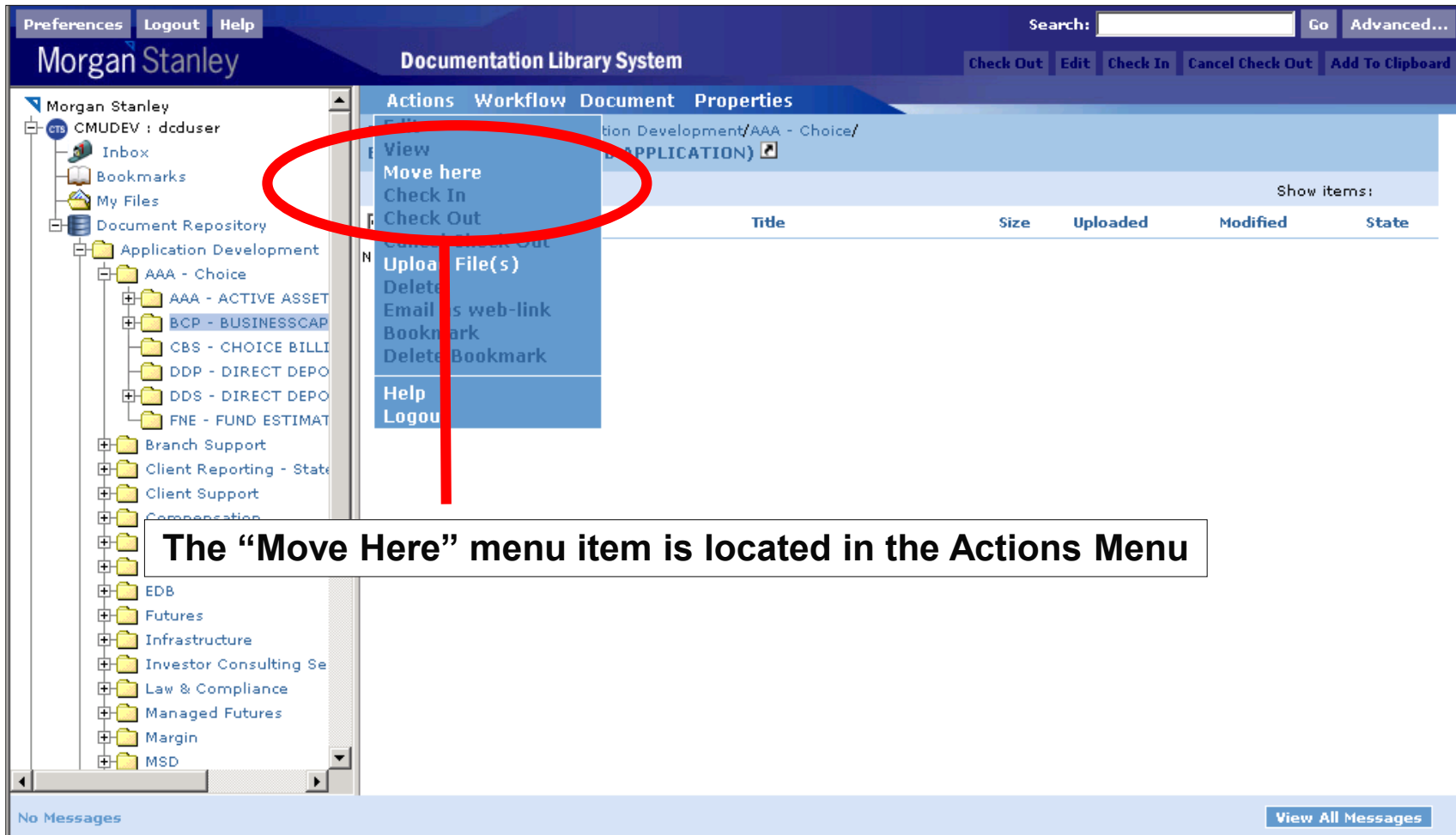
- Step 2: Select a document to move and click the “Add to Clipboard” quick button

The screenshot displays the Morgan Stanley Documentation Library System interface. The left sidebar shows a tree view of folders, with 'Application Development' expanded to show sub-folders like 'AAA - Choice' and 'DDP - DIRECT DEPO'. The main content area shows a document list with columns for Title, Size, Uploaded, Modified, and State. Two documents are listed: 'Another Document' and 'My First Document'. The 'Add To Clipboard' button in the top right corner is circled in red. A red arrow points from this button to a text box that reads: 'Use the quick button to add a document to the clipboard'. Another text box at the bottom of the screenshot states: 'If a document is moved while in a workflow, the workflow will be terminated and the document reverts back to “Draft” state'.

	Title	Size	Uploaded	Modified	State
<input type="checkbox"/>	Another Document	11 KB	10/22/04 12:25 AM	10/22/04 12:25 AM	Draft
<input checked="" type="checkbox"/>	My First Document				Draft

Move a Document

➤ Step 3: Navigate to another folder and select the “Move Here” menu item



The screenshot displays the Morgan Stanley Documentation Library System interface. The left sidebar shows a tree view of folders under 'Morgan Stanley', including 'Inbox', 'Bookmarks', 'My Files', and 'Document Repository'. The main content area shows a document titled 'Application Development/AAA - Choice/...' with a table below it. The 'Actions' menu is open, and the 'Move here' option is circled in red. A red arrow points from the 'Move here' option to a text box at the bottom of the screenshot.

The “Move Here” menu item is located in the Actions Menu

Move a Document

➤ Step 4: Document is moved

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar displays a tree view of folders under 'Morgan Stanley' and 'Document Repository'. The main area shows a document titled 'Another Document' with a size of 11 KB, uploaded on 10/23/04 at 12:25 AM, and modified on 10/23/04 at 12:39 AM. The document is in a 'Draft' state. A red circle highlights a status message at the bottom: 'Clipboard operation for object 'Another Document' successful.' A red arrow points from this message to a text box that says 'The system notifies the user of a successful move'.

Title	Size	Uploaded	Modified	State
Another Document	11 KB	10/23/04 12:25 AM	10/23/04 12:39 AM	Draft

Clipboard operation for object 'Another Document' successful.

The system notifies the user of a successful move

Inbox

View Inbox

➤ Your Inbox is a list of tasks for you to complete




Click here to locate this page

Users can search their inbox for specific tasks or documents

The name of the file for you to approve

Subject	CMUDEV	10/29/04 3:17 PM	Dormant
Approver Review	CMUDEV	10/26/04 4:07 PM	Dormant
Attachments: Forms Gallery Deletions.rtf	CMUDEV	10/26/04 4:07 PM	Dormant
Approver Review	CMUDEV	10/26/04 4:07 PM	Dormant
Attachments: Zip Files Oct 26.zip	CMUDEV	10/26/04 4:07 PM	Dormant
Approver Review	CMUDEV	10/26/04 4:05 PM	Dormant
Attachments: Document 4.doc	CMUDEV	10/26/04 1:07 PM	Dormant
Approver Review	CMUDEV	10/26/04 10:47 AM	Dormant
Attachments: Document 2.doc	CMUDEV	10/26/04 1:07 PM	Dormant
Approver Review	CMUDEV	10/26/04 10:47 AM	Dormant
Attachments: DLS Release notes 10_1_04.doc	CMUDEV	10/20/04 1:46 PM	Dormant
Approver Review	CMUDEV	10/20/04 1:44 PM	Dormant
Attachments: Work Package - Setup & Configuration v2.pdf			Dormant
Approver Review			Dormant
Attachments: Estate Accts.SQL			Dormant
Approver Review			Dormant
Attachments: General.SQL			Dormant
Approver Review			Dormant
Attachments: DRP QA testing2.txt			Dormant
Approver Review			Dormant

View Inbox – Fields Explained

- Priority Icon : The priority level of the task
- Message Icon: The type of inbox message. Possible values are:
 -  Workflow Task
 -  System Notification
- Subject: The name of the task
- From: The user that sent the task
- Received: When the task was received
- Status: Whether or not the task has been accepted. The two possible values are:
 - Dormant – Task not yet accepted
 - Acquired – Task accepted

Inbox Search

- Step 1a: Enter criteria to filter the Inbox by

Actions Workflow Document Properties

Inbox Search:

Name:


Workstream:

Document Type:

Date Created:

From:

To:

Assigned By:  [Select User](#)

Status:

Inbox Search – Fields Explained

- Name: The name of the document to search for
- Workstream: The workstream that the document is associated with
- Document Type: The document's Morgan Stanley document type
- Date Created: When the task was created
- Assigned By: Who sent the task
- Status: The status of the task (Dormant or Acquired). This is set to Dormant by default.

Inbox Search

- Step 1b (Optional): Select the user who sent you the message or task

Choose a user:

All Recently Used

Starts with:

of 10+ items

Show items: 10

Name	Description	OS Name	Owner
admingroup		svcDevCM	
dls_ad_aaa_apvr	aaa - active assets accounts approver	SysAdmin	
dls_ad_aaa_content_ma	aaa - active assets accounts content manager	SysAdmin	
dls_ad_aai_apvr	aai - compulsory approver	SysAdmin	
dls_ad_aai_content_manager	aai - compulsory content manager	SysAdmin	
dls_ad_acx_apvr	acx - non acats account transfer approver	SysAdmin	
dls_ad_acx_content_manager	acx - non acats account transfer content manager	SysAdmin	
dls_ad_adc_apvr	adc - account deferred compensation approver	SysAdmin	
dls_ad_adc_content_manager	adc - account deferred compensation content manager	SysAdmin	
dls_ad_aec_apvr	aec - ae comp approver	SysAdmin	

Show Users, Groups And Roles

Ok Cancel Help

Search for the user

Inbox Search

- Step 1b (Optional): Select the user who sent you the message or task

The screenshot shows a dialog box titled "Choose a user: CMUDEV". At the top, there are tabs for "Actions", "Workflow", "Document", and "Properties". Below the title bar, there are two tabs: "All" and "Recently Used", with "Recently Used" being the active tab. A search field labeled "Starts with:" contains the text "cmudev" and a "Go" button. Below the search field is a "Show items:" dropdown menu set to "10". A table with columns "Name", "Description", "OS Name", and "Owner" is displayed. The table has one row with a checked checkbox, a user icon, and the name "CMUDEV". Below the table is a "Show Users, Groups And Roles" dropdown menu. At the bottom of the dialog are "Ok", "Cancel", and "Help" buttons.


Choose a user: CMUDEV

All CMUDEV

Recently Used

Starts with:

Show items:

	Name	Description	OS Name	Owner
<input checked="" type="checkbox"/>	 CMUDEV		CMUDEV	

Show Users, Groups And Roles

Inbox Search

➤ Step 1c: Search your Inbox

Actions Workflow Document Properties

Inbox Search:

Name:


Workstream:

Document Type:

Date Created:

From:

To:

Assigned By:  Select User

Status:

**The more criteria your search for,
the more restrictive the search will be**

Inbox Search

➤ Step 2: View your results

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar contains a tree view with folders like 'Inbox', 'Bookmarks', 'My Files', and 'Document Repository'. The main area displays search results in a table format. A red circle highlights the 'Search Again' link, and a red arrow points to it from a text box.

If your search returns no results, you can always search again with different criteria

	Subject	From	Received	Status
<input type="checkbox"/>	Approver Review Attachments: DRP Oct 29.ppt	CMUDEV	10/29/04 3:40 PM	Dormant
<input type="checkbox"/>	Approver Review Attachments: Forms Gallery Deletions.rtf	CMUDEV	10/29/04 3:17 PM	Dormant

Workflow

Workflow

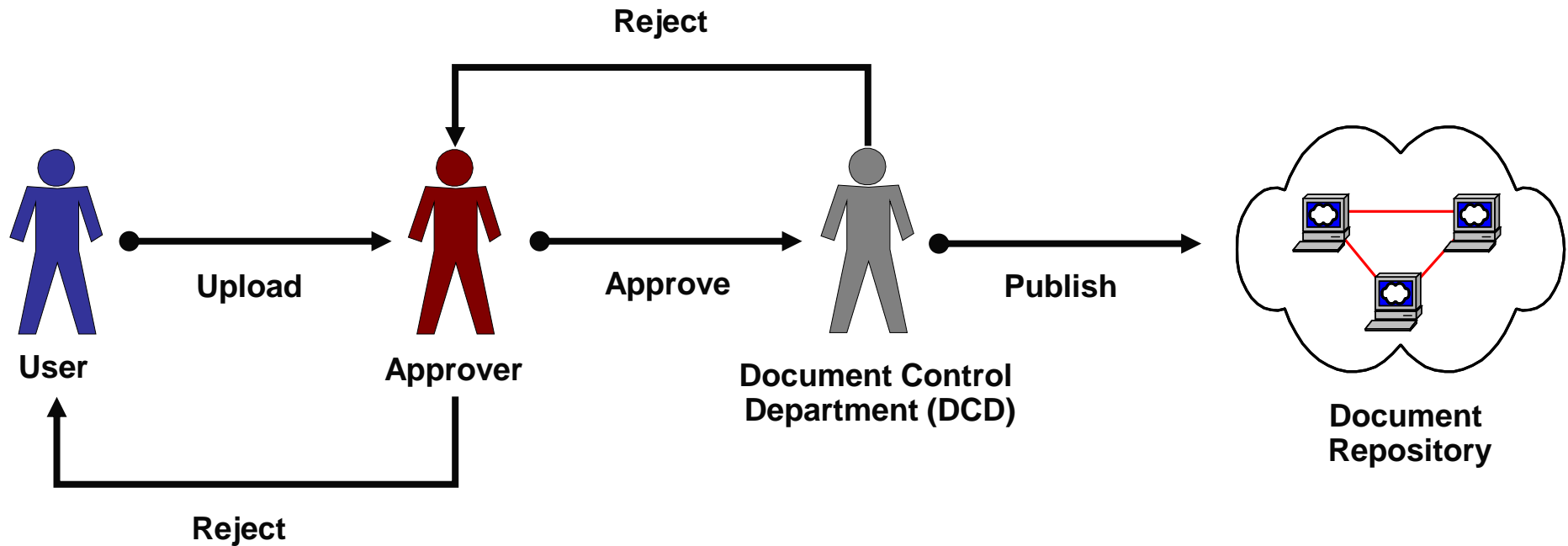
Workflow Definition:

- Workflow is the process a document goes through in order to get published to the DLS

Workflow Facts:

- Each workstream has a unique workflow which was determined during the design phase of the project
- The DLS automatically knows which workflow to use for a document
- Without a document going through workflow, other users will not be able to view its' contents

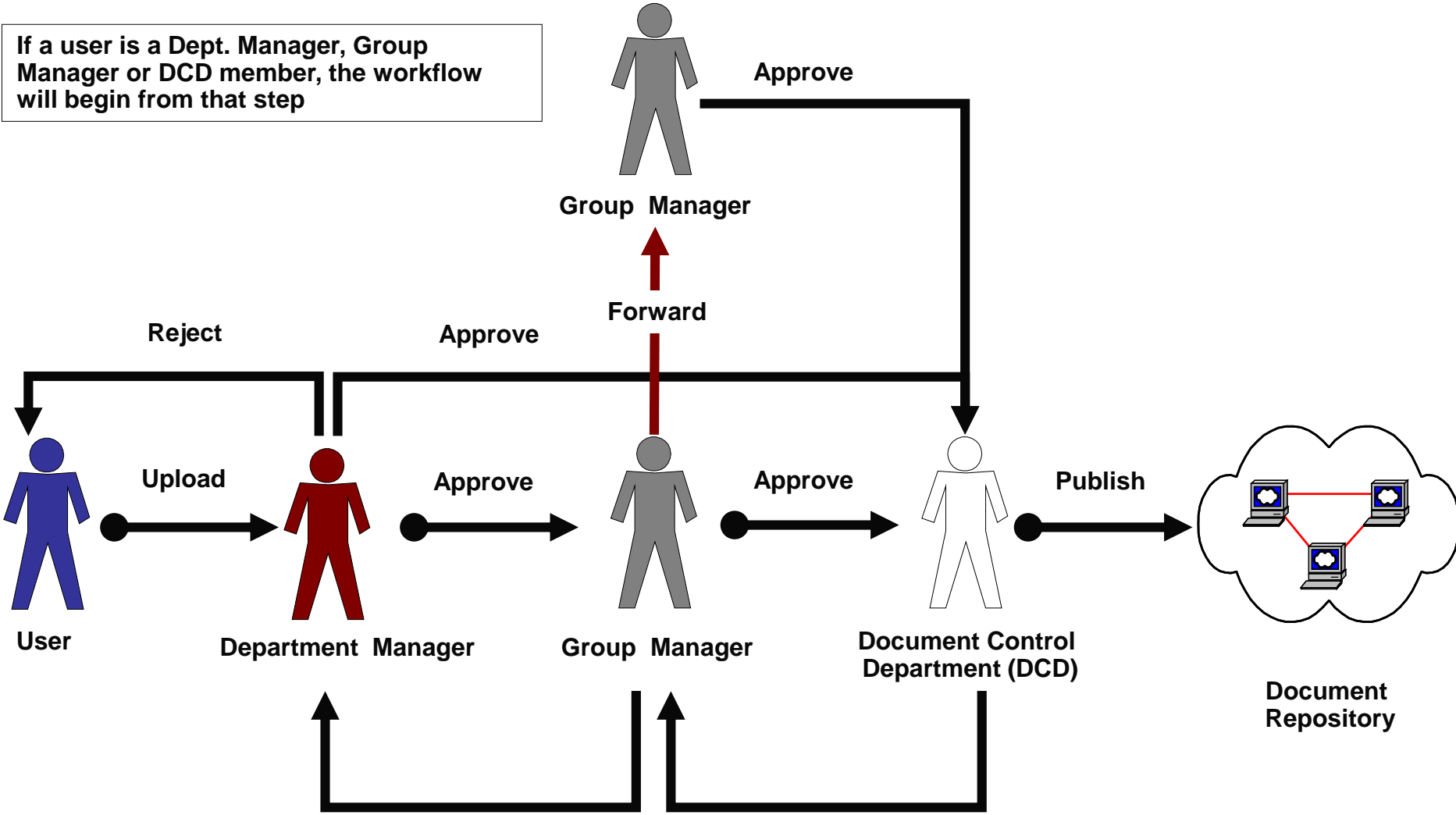
Workflow Diagram – Application Development, Data Services, Infrastructure



If a user is an Approver or DCD member, the workflow will begin from that step

Workflow Diagram – Business Process

If a user is a Dept. Manager, Group Manager or DCD member, the workflow will begin from that step



Start a Workflow

➤ There are two ways to start a workflow

The screenshot shows a software window titled "Actions Workflow Document Properties". The main area is labeled "Upload: File Definition: Batch Timeline". It contains several input fields: "File:" with the value "Document 2.doc"; "Name:" with the text "My First Workflow Document"; "Format:" with a dropdown menu set to "Microsoft Word Document"; "MS Document Type:" with a dropdown menu set to "API documentation"; "Description:" with an empty text area; "Sarbanes Oxley:" with a dropdown menu set to "No"; and "Keywords:" with a list of five keywords: "keyword01", "keyword02", "keyword03", "keyword04", and "keyword05". At the bottom left, there is a checkbox labeled "Attach Workflow" which is checked and circled in red. A red line connects this checkbox to a callout box on the right that contains the text "#1 When you upload a document". At the bottom of the window are three buttons: "Finish", "Cancel", and "Help".

#1 When you upload a document

Start a Workflow

➤ There are two ways to start a workflow

The screenshot shows the Morgan Stanley Documentation Library System interface. At the top, there are tabs for 'Preferences', 'Logout', and 'Help'. The main header reads 'Morgan Stanley Documentation Library System'. Below this, there are tabs for 'Actions', 'Workflow', 'Documents', and 'Properties'. The 'Workflow' tab is active, showing a 'Start Workflow' button circled in red. Below the tabs is a table of documents with columns for 'Title', 'Size', 'Uploaded', 'Modified', and 'State'. The 'State' column for two documents is circled in red. A text box at the top right states: 'A workflow can only be started if a document is in "Draft" state'. A second text box points to the 'Start Workflow' button and says: '#2 When the document is already in the repository'. At the bottom, a status bar shows a message: 'Workflow has been started successfully.' circled in red, with a 'View All Messages' button next to it.

Title	Size	Uploaded	Modified	State
A Document	11 KB	10/29/04 6:12 PM	10/29/04 6:12 PM	Draft
Another Workflow Document	11 KB	10/29/04 6:11 PM	10/29/04 6:11 PM	Draft
My First Workflow Document	11 KB	10/29/04 6:10 PM	10/29/04 6:11 PM	

A workflow can only be started if a document is in "Draft" state

#2 When the document is already in the repository

The DLS will display a message that workflow has started successfully

Workflow has been started successfully. View All Messages

Approve / Reject a Document

➤ Step 1: Choose a Task



The screenshot shows the Morgan Stanley Documentation Library System interface. The top navigation bar includes 'Preferences', 'Logout', and 'Help'. The main header displays 'Morgan Stanley' and 'Documentation Library System'. A search bar is located in the top right corner. Below the header, there are tabs for 'Actions', 'Workflow', 'Document', and 'Properties'. The main content area is titled 'Inbox' and displays a list of tasks. The first task is highlighted with a red circle, and a callout box points to it with the text 'Click on a task to open it'. The table below shows the details of the tasks.

	Subject	From	Received	Status
<input type="checkbox"/>	Approver Review	CMUDEV	10/29/04 3:40 PM	Dormant
	Attachments: DRP Oct 29 2004.rtf			
<input type="checkbox"/>	Approver Review	CMUDEV	10/29/04 3:17 PM	Dormant
	Attachments: Forms Gallery Deletions.rtf			
<input type="checkbox"/>	Approver Review	CMUDEV	10/26/04 4:07 PM	Dormant
	Attachments: Zip Files Oct 26 2004.zip			
<input type="checkbox"/>	Approver Review	CMUDEV	10/26/04 4:07 PM	Dormant
	Attachments: Document 2.doc			
<input type="checkbox"/>	Approver Review	CMUDEV	10/26/04 1:07 PM	Dormant
	Attachments: DLS Release notes 10_11_04.doc			
<input type="checkbox"/>	Approver Review	CMUDEV	10/26/04 10:47 AM	Dormant
	Attachments: Work Package - Setup & Configuration v2.pdf			
<input type="checkbox"/>	Approver Review	CMUDEV	10/22/04 11:10 AM	Dormant
	Attachments: Estate Accts.SQL			
<input type="checkbox"/>	Approver Review	CMUDEV	10/21/04 3:05 PM	Dormant
	Attachments: General.SQL			
<input type="checkbox"/>	Approver Review	CMUDEV	10/20/04 1:46 PM	Dormant

Approve / Reject a Document

➤ Step 2: Accept the task



Task Manager: Info

 DCD Document Approval 
Description: Business Process_workflow 2004-12-07
From: CMUSTG
Received: 12/16/04 11:29 AM

The document to approve / reject

Info	Instructions	Approved Document Types
Comments		None
Progress		

Attachments

Name	Format	Modified
<input type="checkbox"/>  QA Dec 7.xls	 Microsoft Excel Worksheet	12/7/04 11:36 AM

Tasks are sent to user groups. When a user accepts a task, it is removed from the other group members' inboxes

Approve / Reject a Document

➤ Step 3a: View Task Information

Task Manager: Info

Group Manager Approval

Description: Business Process_workflow 2004-12-06
From: CMUSTG
Received: 12/6/04 2:26 PM

Info

Comments

Progress

Instructions

Approved Document Types
None

Attachments

Name	Format	Modified
<input type="checkbox"/> apple.doc	Microsoft Word Document	12/6/04 2:26 PM

Users can perform any normal action on the document

Choose if you want to forward or reject the document

Approve / Reject a Document

➤ Step 3b: View / Add Task Comments

Task Manager: Comments

Group Manager Approval
Description: Business Process_workflow 2004-12-06
From: CMUSTG
Received: 12/6/04 2:26 PM

Info
Comments
Progress

apple.doc : Comments
none

Add

Users can add comments for other users who are part of the workflow to see

Reject To Doc Owner Forward To DCD Delegate Close Help

Approve / Reject a Document

➤ Step 3b: View / Add Task Comments

Add Comment:

Comment

Please review this document

For subsequent recipients

For next recipient(s) only

Ok Cancel Help

Comments can be for only the next user or all users

Approve / Reject a Document

➤ Step 3b: View / Add Task Comments

Task Manager: Comments

Group Manager Approval
Description: Business Process_workflow 2004-12-06
From: CMUSTG
Received: 12/6/04 2:26 PM

Info
Comments
Progress

apple.doc : Comments

Comment	Author	Date ↑
Please review this document	Matthew Yahes	1/13/05 9:58 AM

Edit Remove


Reject To Doc Owner Forward To DCD Delegate Close Help

Once comments are added, they can be edited or removed


Approve / Reject a Document

➤ Step 3c: View Task Progress

Task Manager: Progress

Group Manager Approval 
Description: Business Process_workflow 2004-
From: CMUSTG
Received: 12/6/04 2:26 PM

Task Progress enables you to see what tasks were already completed and what tasks are coming up next



Info	Up coming...		
Comments	Forward	Performer	
Progress	Forward To DCD	CMUSTG	
	Reject To Doc Owner	CMUSTG	
	History		
	Event	Performer	Date 
	Finished: Initialize Workflow	CMUSTG	12/6/04 2:26 PM
	Acquired: Group Manager Approval	Matthew Yahes	12/6/04 2:26 PM

[Reject To Doc Owner](#) [Forward To DCD](#) [Delegate](#) [Close](#) [Help](#)

Delegate a Task (Business Process Only)



- Step 1: Log on as a group manager and accept a task

Task Manager: Info

 DCD Document Approval 
Description: Business Process_workflow 2004-12-07
From: CMUSTG
Received: 12/16/04 11:29 AM

Info	Instructions	Approved Document Types
Comments		None
Progress		

Attachments



Name	Format	Modified
<input type="checkbox"/>  QA Dec 7.xls	 Microsoft Excel Worksheet	12/7/04 11:36 AM

Only group managers can delegate a task

Delegate a Task (Business Process Only)



➤ Step 2: Delegate the task

Task Manager: Info

 Group Manager Approval 
Description: Business Process_workflow 2004-12-06
From: CMUSTG
Received: 12/6/04 2:26 PM

Info	Instructions	Approved Document Types
Comments Progress		None

Attachments

Name	Format	Modified
<input type="checkbox"/>  apple.doc	 Microsoft Word Document	12/6/04 2:26 PM

[Reject To Doc Owner](#) [Forward To DCD](#) [Delegate](#) [Close](#) [Help](#)

Click here to delegate

Delegate a Task (Business Process Only)

- Step 3a: Select the user to delegate to

The screenshot displays the Morgan Stanley Documentation Library System interface. On the left is a navigation tree with folders like 'Inbox', 'Bookmarks', 'My Files', and 'Document Repository'. The main area shows a task titled 'Group Manager Approval' with details: 'Description: Business Process_workflow 2004-11-01', 'From: CMUDEV', and 'Received: 11/1/04 11:38 AM'. A 'Delegate Task' dialog box is open, featuring the text 'Task will be delegated to: (click to assign)'. This text is circled in red, and a red arrow points from it to a callout box containing the text 'Click here to choose the user'. Below the dialog box are 'Ok', 'Cancel', and 'Help' buttons. The top of the interface includes a search bar and navigation tabs like 'Actions', 'Workflow', 'Document', and 'Properties'.

Delegate a Task (Business Process Only)

- Step 3b: Select the user to delegate to

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar contains a navigation tree with items like 'Morgan Stanley', 'CMUDEV : bpgapv', 'Inbox', 'Bookmarks', 'My Files', 'Document Repository', 'bpgapv', 'Business Process', 'svcDevCMdb', and 'rvdDevRMdb'. The main area displays a 'Choose an item:' dialog with a search bar and a table of users. A red circle highlights the search bar, and a red arrow points to the table. A text box with the text 'Search for the user' is overlaid on the table.

Name	Description	OS Name	Owner
admingroup			svcDevCM
dls_ad_aaa_apvr	aaa - active assets accounts approver		SysAdmin
dls_ad_aaa_content_manager	aaa - active assets accounts content manager		SysAdmin
dls_ad_aai_apvr	aai - compulsory approver		SysAdmin
dls_ad_aai_content_manager	aai - compulsory content manager		SysAdmin
dls_ad_acx_apvr	acx - non acats account transfer approver		SysAdmin
dls_ad_acx_content_manager	acx - non acats account transfer content manager		SysAdmin
dls_ad_adc_apvr	adc - account deferred compensation approver		SysAdmin
dls_ad_adc_content_manager	adc - account deferred compensation content manager		SysAdmin
dls_ad_aec_apvr	aec - ae comp approver		SysAdmin

Delegate a Task (Business Process Only)

➤ Step 3c: Choose the user to delegate to

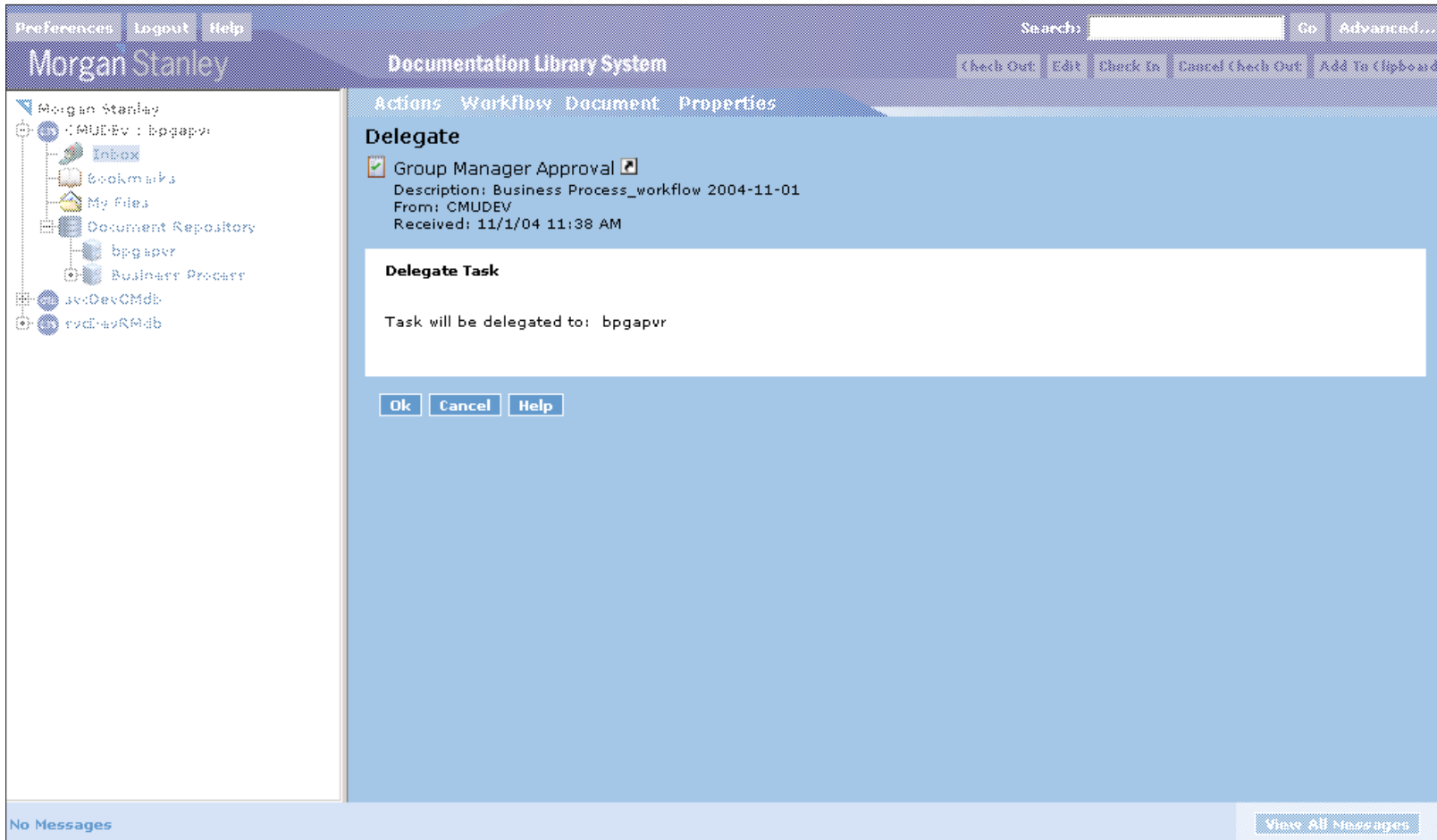
The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar contains a navigation tree with folders like 'Inbox', 'Bookmarks', 'My Files', 'Document Repository', and 'Business Process'. The main content area is titled 'Choose an item: bpgapvr' and features a search bar with 'bp' entered. Below the search bar is a table of users with columns for Name, Description, OS Name, and Owner. The user 'bpgapvr' is selected with a checkmark. A text box at the bottom of the screenshot provides a warning: 'Only Group Managers should be chosen. If another user is chosen, he / she will not be able to view the document'.

	Name	Description	OS Name	Owner
<input type="checkbox"/>	bpdapvr	bpdapvr	bpdapvr	
<input checked="" type="checkbox"/>	bpgapvr	bpgapvr	bpgapvr	
<input type="checkbox"/>	bpuser		bpuser	

Only Group Managers should be chosen. If another user is chosen, he / she will not be able to view the document

Delegate a Task (Business Process Only)

➤ Step 4: Complete the delegation



Virtual Documents

Virtual Documents

What is a virtual document?

- A virtual document is a document that links to other documents in a similar fashion to a table of contents

Virtual document details

- Any document can become a virtual document
- Virtual documents can link to any document that you have access to
- Virtual documents enforce any permissions set on the linked document
- Users can perform any normal action on a document contained in a virtual document
- Virtual documents can link to other virtual documents

Virtual Documents

➤ Step 1: Navigate to a document that you have access to

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar displays a tree view of the document repository structure, including folders like 'Business Process', 'Admin Svcs', and 'Controllers'. The main content area shows a list of documents under the path 'Document Repository/Business Process/Admin Svcs/Controllers'. The table below lists three documents: 'Context Map', 'Business Process Document', and 'My First Virtual Document'. The 'State' column for these documents is circled in red, with a red arrow pointing to a text box that states: 'Documents in any state can be converted into a virtual document'. Another text box at the bottom of the screenshot states: 'Best practice for a “Published” document is to create a new version before converting it'. The interface also includes a search bar, navigation buttons (Check Out, Edit, Check In, Cancel Check Out, Add To Clipboard), and a 'View All Messages' button at the bottom right.

	Title	Size	Uploaded	Modified	State
<input type="checkbox"/>	Context Map	11 KB	10/29/04 7:44 PM	10/29/04 7:44 PM	Published
<input type="checkbox"/>	Business Process Document	11 KB	10/29/04 7:49 PM	10/29/04 7:49 PM	Review
<input type="checkbox"/>	My First Virtual Document	11 KB	10/29/04 7:41 PM	10/29/04 7:41 PM	Draft

Documents in any state can be converted into a virtual document

Best practice for a “Published” document is to create a new version before converting it

Virtual Documents

➤ Step 2: Convert a document to a virtual document

The screenshot shows the Morgan Stanley Documentation Library System interface. The 'Document' menu is open, and the 'Convert to Virtual Document' option is highlighted with a red circle. A red arrow points from this option to a text box that says 'The Convert to Virtual Document menu item is located in the Document menu'.

Title	Size	Created	Modified	State
Business Process Document	11 KB	10/29/04 7:44 PM	10/29/04 8:04 PM	Review
Context Map	11 KB	10/29/04 7:44 PM	10/29/04 8:04 PM	Published
My First Virtual Document	11 KB	10/29/04 7:41 PM	10/29/04 8:01 PM	Draft

Virtual Documents

➤ Step 3: View the virtual document

The screenshot displays the Morgan Stanley Documentation Library System interface. The left sidebar shows a tree view of folders, with 'My First Virtual Document' selected under the 'Controllers' folder. The main pane shows a table of documents with columns for Title, Size, and State. A context menu is open over the 'My First Virtual Document' row, listing actions such as 'Convert to Virtual Document', 'Convert to Simple Document', and 'View Virtual Document'. A red circle highlights the 'View Virtual Document' option, and a red arrow points from this option to the document's title in the table. Another red circle highlights the 'My First Virtual Document' row in the table, with a red arrow pointing to a text box below it.

A virtual document has a unique icon

View the virtual document through the menu or by clicking on the document's title

Convert to Virtual Document operation successful [View All Messages](#)

Virtual Documents

➤ Step 4a: Add children documents

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar displays a tree view of the document repository, including folders like 'Admin Svcs', 'Business Process', and 'Data & Client Rpt Svcs'. The main content area shows a 'Virtual Document Manager' view for a document titled 'My First Virtual Document'. A context menu is open over the document, listing actions such as 'Convert to Virtual Document', 'Add Child', and 'From Clipboard'. A red circle highlights the 'From Clipboard' and 'From File Selector' options, with a red arrow pointing to a text box below.

You can add documents by choosing them from the document repository or from the document clipboard

Virtual Documents

➤ Step 4b: Select a document from the file selector

The screenshot shows the Morgan Stanley Documentation Library System interface. On the left is a tree view of the folder structure. The main area displays a list of folders under the breadcrumb path 'CMUDEV / Business Process / Admin Svcs'. A red circle highlights this breadcrumb path, and another red circle highlights the list of folders. A red arrow points from the breadcrumb path to the folder list. A callout box on the right says 'Click on the breadcrumbs to navigate up a folder'. A callout box at the bottom says 'Navigate the folder structure to locate any document'. The interface includes a search bar, a 'Selected' area, and buttons for 'Add', 'Remove', 'Ok', 'Cancel', and 'Help'.

Click on the breadcrumbs to navigate up a folder

Navigate the folder structure to locate any document

Virtual Documents

➤ Step 4b: Select a document from the file selector

The screenshot displays the Morgan Stanley Documentation Library System interface. On the left is a navigation tree with folders like 'Morgan Stanley', 'CMUDEV', 'Business Process', and 'Admin Svcs'. The main area shows a search path: 'All CMUDEV/ Business Process/ Admin Svcs/ Communications'. Below this, there are search filters and a list of items. One item, 'My First Document', is selected in the 'Recently Used' list. A red circle highlights the 'Add >' button next to it. A text box at the bottom of the interface reads: 'Select a document and add it to the document list'. The interface also includes a search bar at the top right, a 'Go' button, and a 'View All Messages' button at the bottom right.

Virtual Documents

➤ Step 5: Documents are added

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar displays a tree view of the document repository, with the 'Controllers' folder highlighted. The main content area shows the 'Virtual Document Manager: View Component' for a document titled 'My First Virtual Document'. A table lists the documents associated with this virtual document:

Name	Binding Rule	Size	Format	Modified
My First Document	None: Default to CURRENT	11 KB	Microsoft Word Document	10/29/04 8:20 PM
Context M...	None: Default to CURRENT	11 KB	Microsoft Word Document	10/29/04 8:04 PM

Red circles and arrows highlight the 'Controllers' folder in the sidebar and the 'Virtual Document Manager' header in the main content area. A text box at the bottom right contains the following instruction:

Once all the documents are associated with the virtual document, check in the document by clicking on any location outside of the "Virtual Document Manager"

At the bottom of the interface, a status bar shows 'Add Child operation successful.' and a 'View All Messages' button.

Virtual Documents

➤ Step 6: Check in the virtual document

The screenshot displays the Morgan Stanley Documentation Library System interface. On the left is a navigation tree with folders like 'Inbox', 'Bookmarks', 'My Files', and 'Document Repository'. The main area shows a 'Commit Changes' dialog for 'My First Virtual Document'. The dialog contains the following text: 'Document needs to be checked in in order to save changes made in VDM view. Click OK to commit changes. Click DISCARD to discard attribute and virtual document changes in VDM view.' Below this, it shows document details: 'My First Virtual Document', 'Version 1.0, CURRENT', 'Type ms_document_business_proces', and 'Format msw8'. There is a 'Save as:' section with a radio button for '1.0 (same version)'. Below that is a 'User Comments:' text area and a 'Format:' dropdown menu set to 'Microsoft Word Document'. At the bottom are 'Ok', 'Cancel', and 'Help' buttons. A red oval highlights the 'Commit Changes' dialog, and a red arrow points from it to a text box.

Commit Changes: My First Virtual Document

Document needs to be checked in in order to save changes made in VDM view. Click OK to commit changes. Click DISCARD to discard attribute and virtual document changes in VDM view. **DISCARD**

My First Virtual Document
Version 1.0, CURRENT
Type ms_document_business_proces
Format msw8

Save as: 1.0 (same version)

Users have the option to discard all changes made in the “Virtual Document Manager” (VDM)

User Comments:

Format: Microsoft Word Document

[+] Show options

Ok Cancel Help

Document Linking from MEGA

Document Linking from MEGA

What is MEGA?

- MEGA is a fat client tool that is used to create process maps

MEGA / DLS integration details

- In MEGA, there is the ability to link process steps to external documents. The two systems have been integrated to allow you to browse the DLS and link to a document stored in the repository
- Prior to working with MEGA, you will log in to the DLS. This ensures that each time you browse the repository from MEGA, you do not have to log in

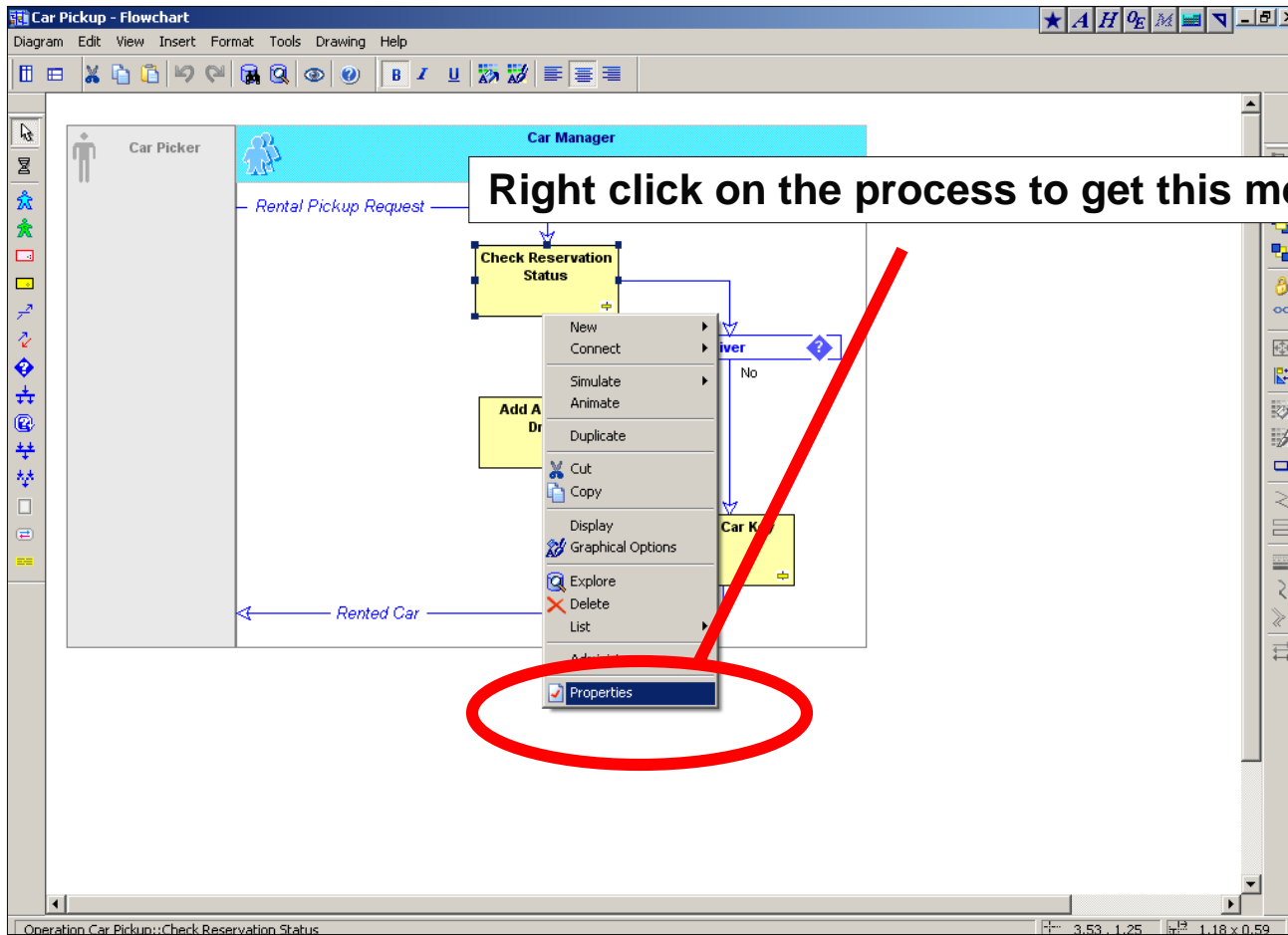
Document Linking from MEGA

- Step 1: Log in to the DLS. After logging in, minimize the window



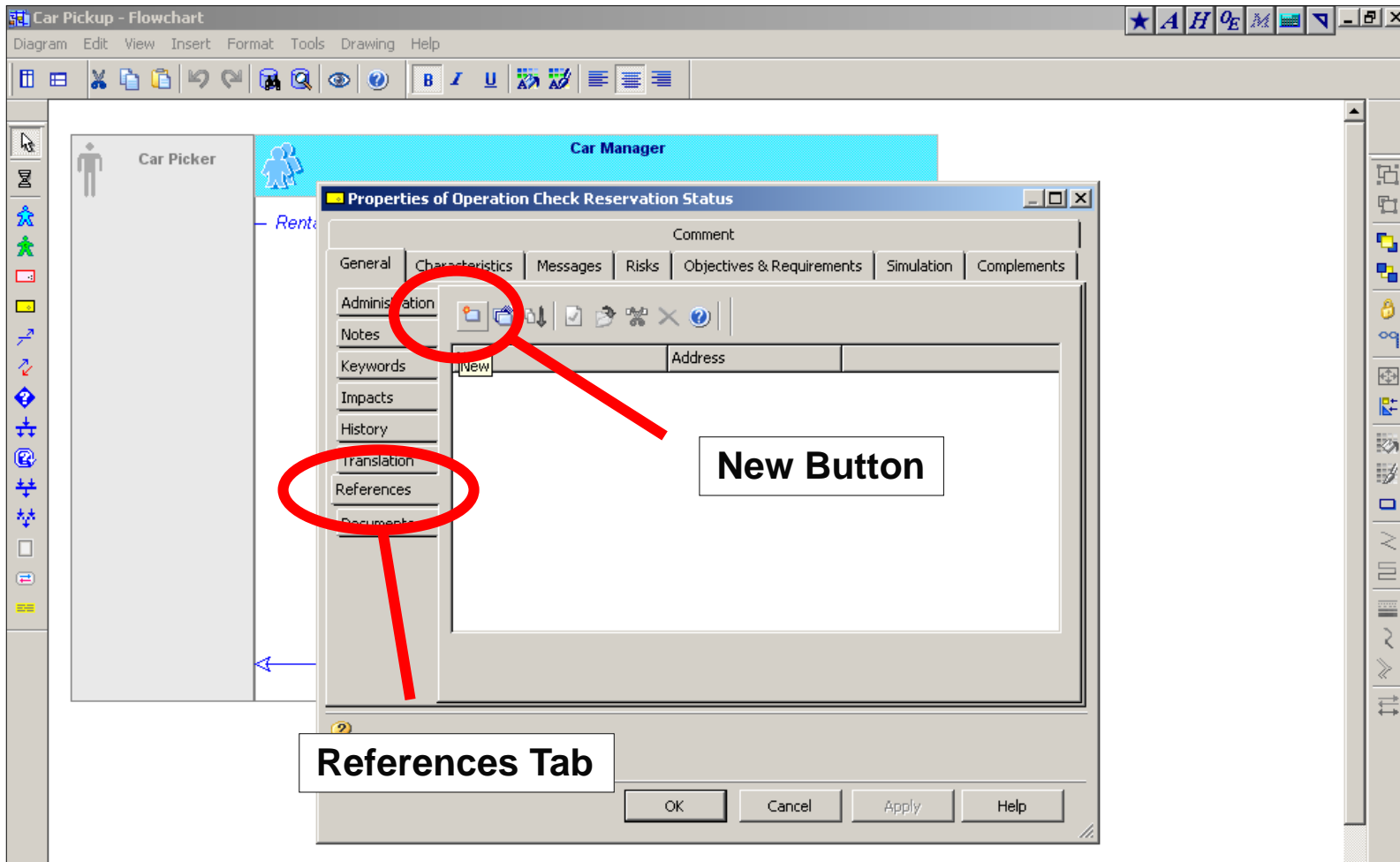
Document Linking from MEGA

➤ Step 2: In MEGA, open the properties of a process



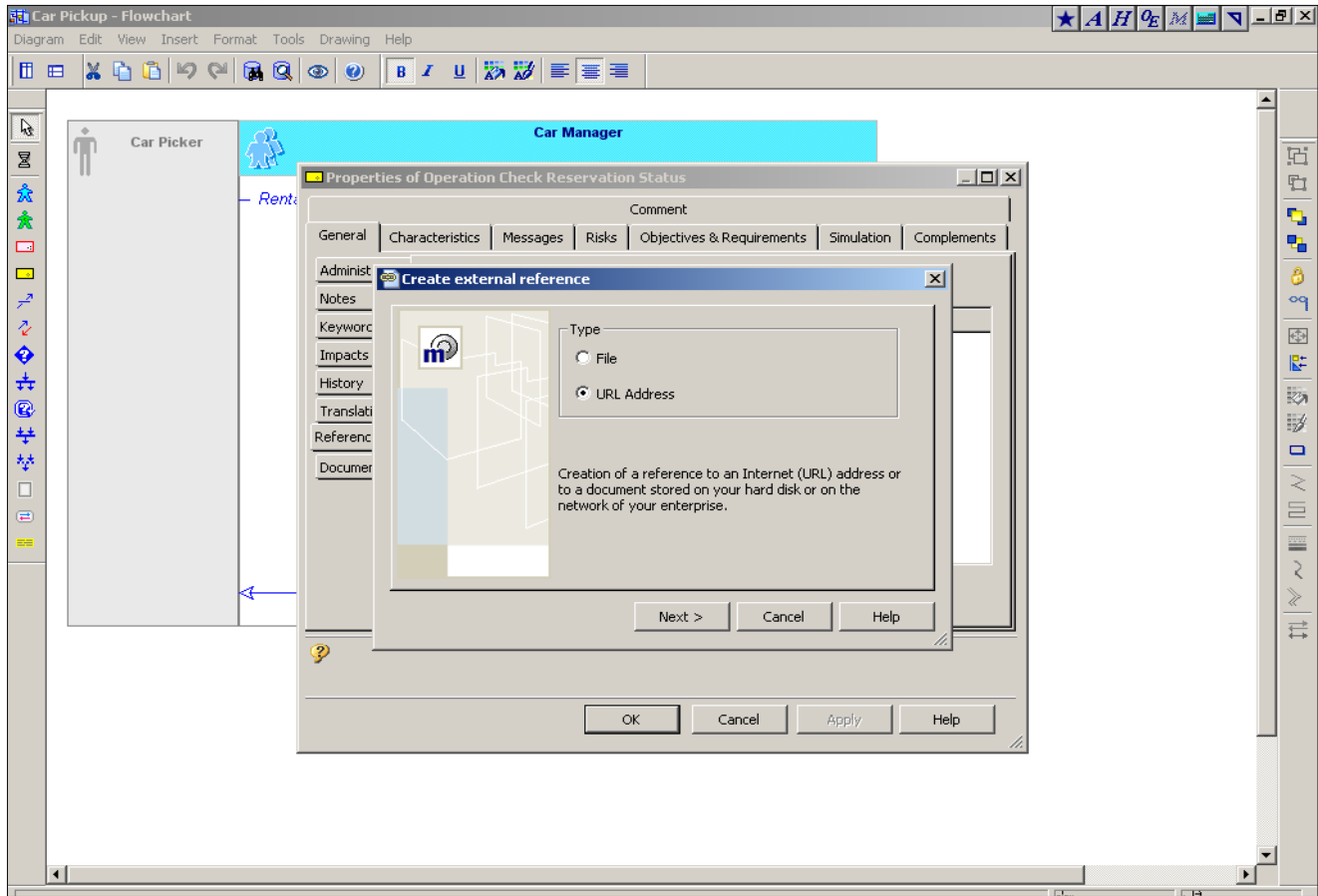
Document Linking from MEGA

- Step 3: Select the References tab and click the “new” button



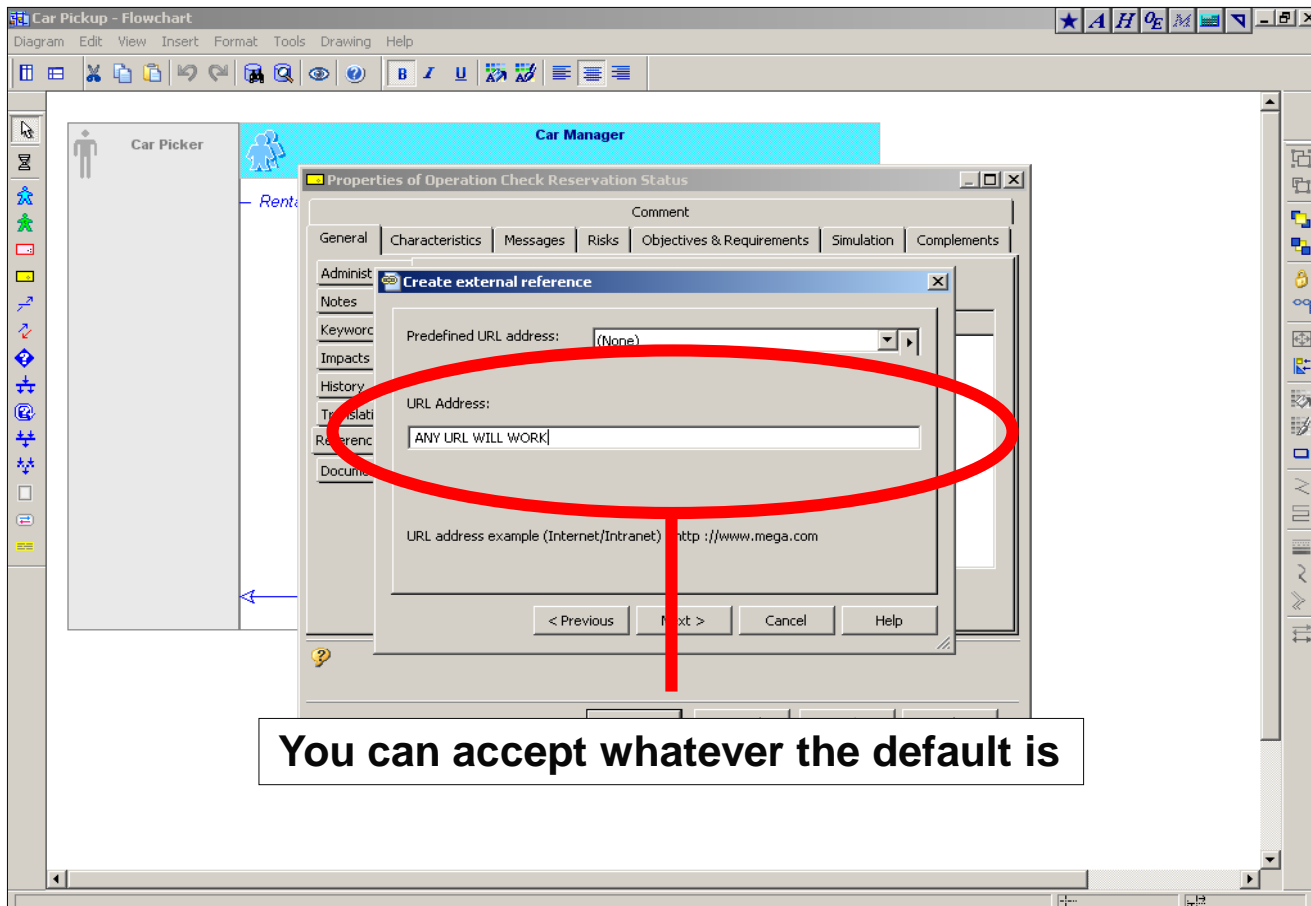
Document Linking from MEGA

➤ Step 4: Select the URL Address radio button



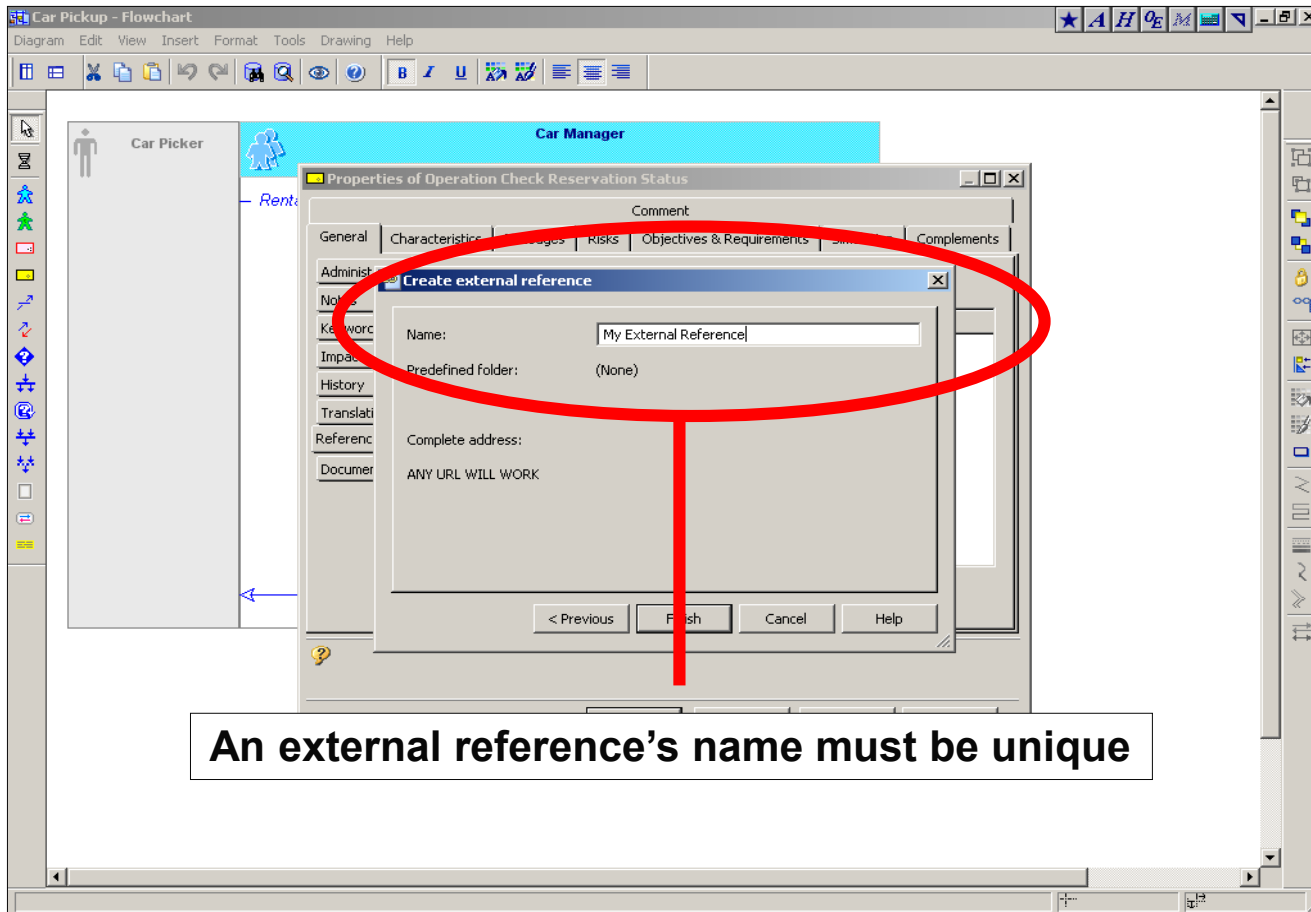
Document Linking from MEGA

➤ Step 5: Input any URL into the text box



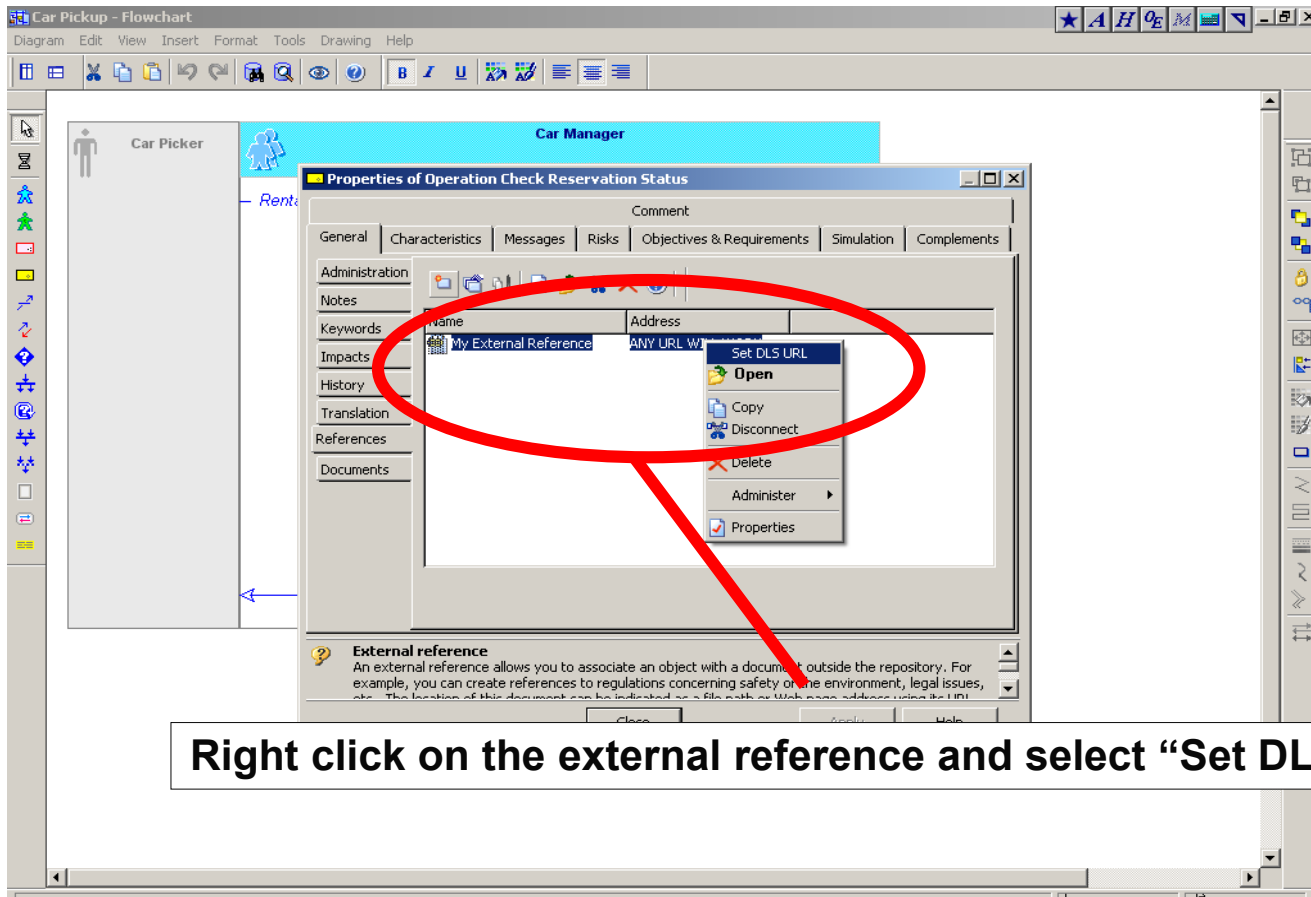
Document Linking from MEGA

➤ Step 6: Name the external reference



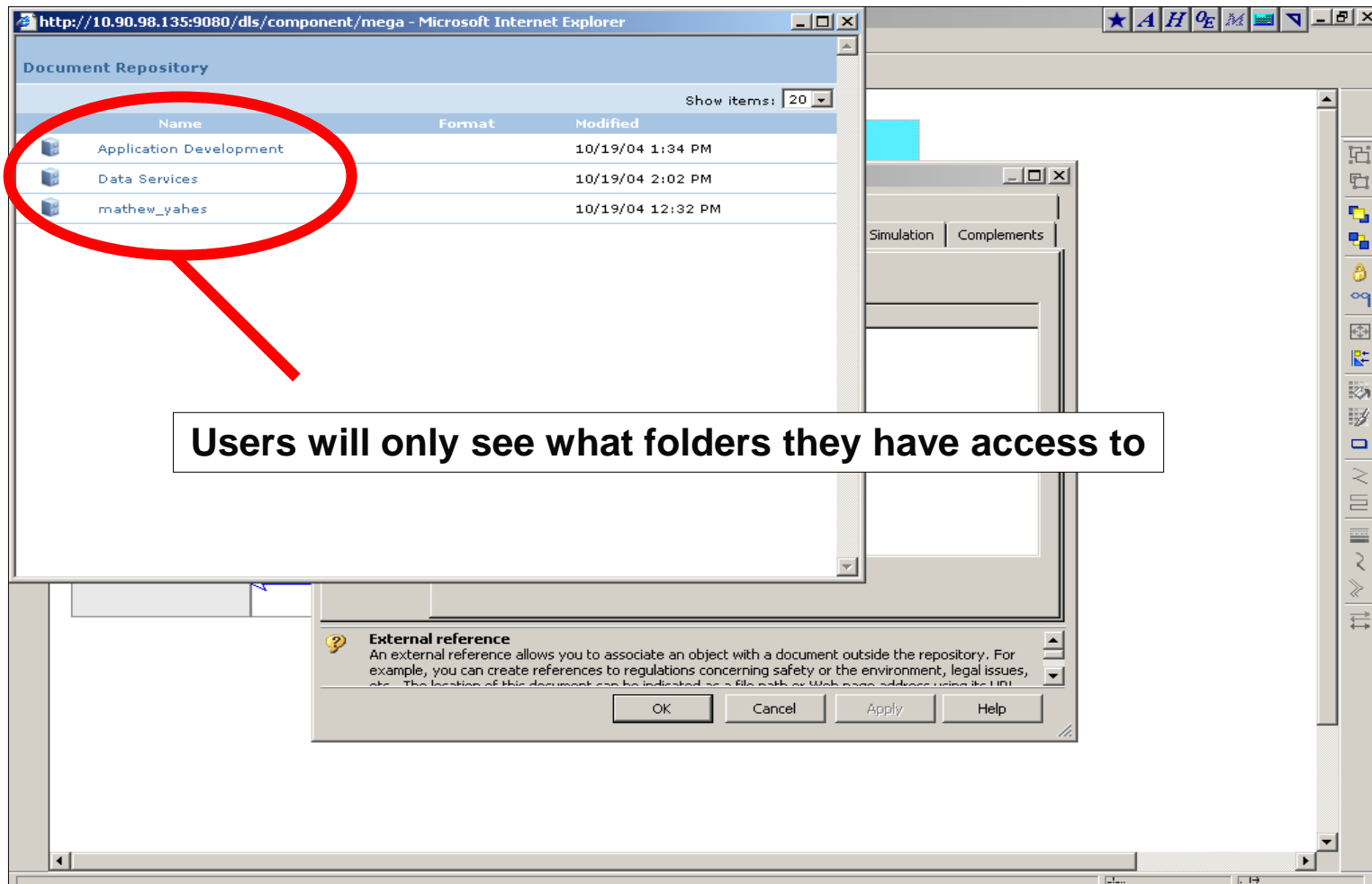
Document Linking from MEGA

➤ Step 7: Open the DLS Browse window



Right click on the external reference and select "Set DLS URL"

➤ Step 8: Browse the DLS in the same fashion as normal



Document Linking from MEGA

➤ Step 8: Locate and select a document

The screenshot shows a Microsoft Internet Explorer browser window displaying a document repository. The address bar shows the URL: <http://10.90.98.135:9080/dls/custom/mega/mega.jsp>. The page title is "Document Repository/Application Development/AAA - Choice/ CBS - CHOICE BILLING SYSTEM". Below the title is a table with the following columns: Name, Format, and Modified. The table contains one row: "Another Document", Microsoft Word Document, 10/23/04 12:40 AM. A red circle highlights the "Another Document" entry, and a red arrow points from the circle to a text box below the table. The text box contains the text: "Once a document is located, click on the title to select it". Below the table is an "External reference" dialog box with a question mark icon and the following text: "An external reference allows you to associate an object with a document outside the repository. For example, you can create references to regulations concerning safety or the environment, legal issues, etc. The location of this document can be indicated as a file path or Web page address using the URL." The dialog box has buttons for "OK", "Cancel", "Apply", and "Help".

Name	Format	Modified
Another Document	Microsoft Word Document	10/23/04 12:40 AM

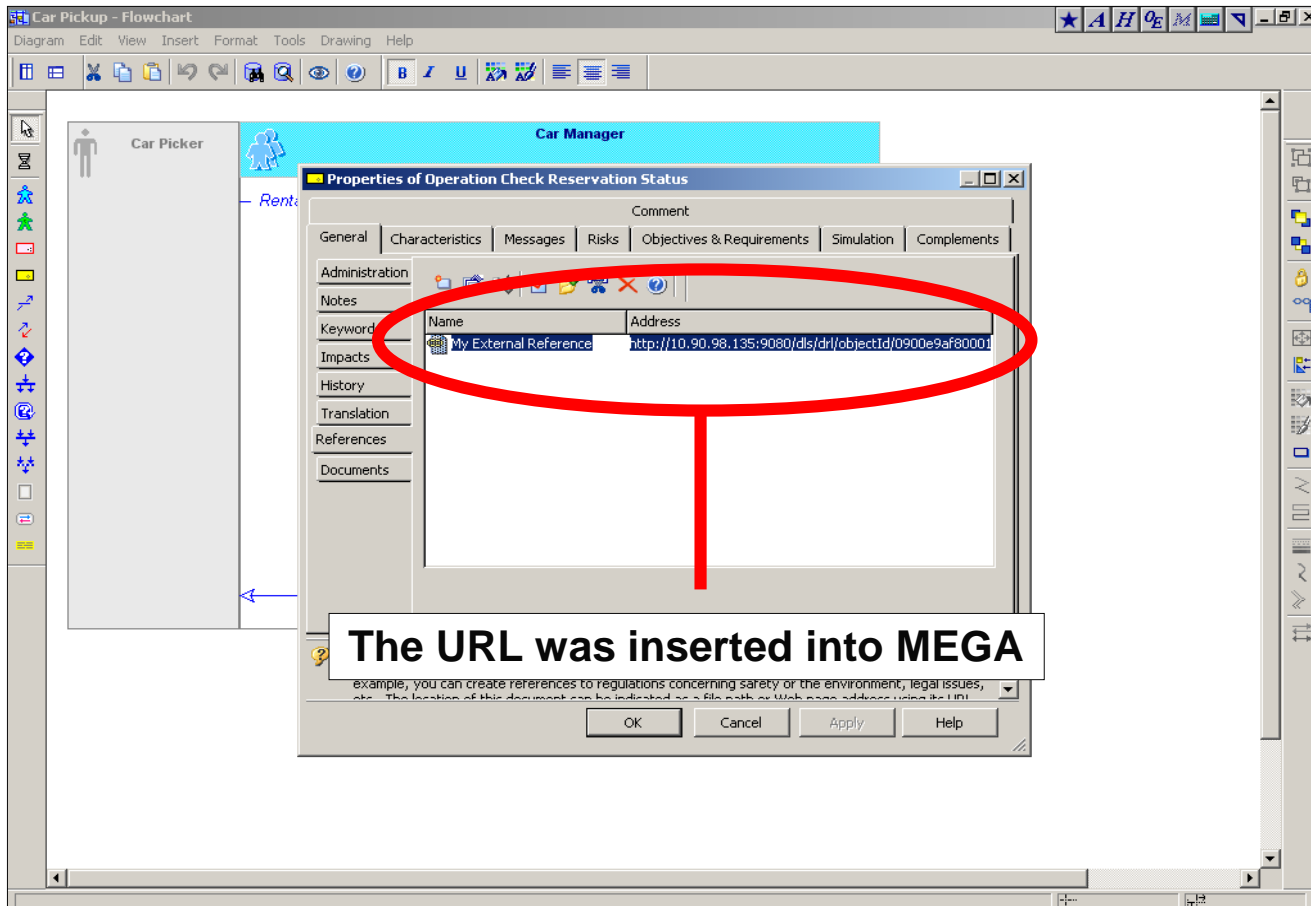
Once a document is located, click on the title to select it

External reference
An external reference allows you to associate an object with a document outside the repository. For example, you can create references to regulations concerning safety or the environment, legal issues, etc. The location of this document can be indicated as a file path or Web page address using the URL.

OK Cancel Apply Help

Document Linking from MEGA

- Step 9: The URL to the document is associated with the external reference

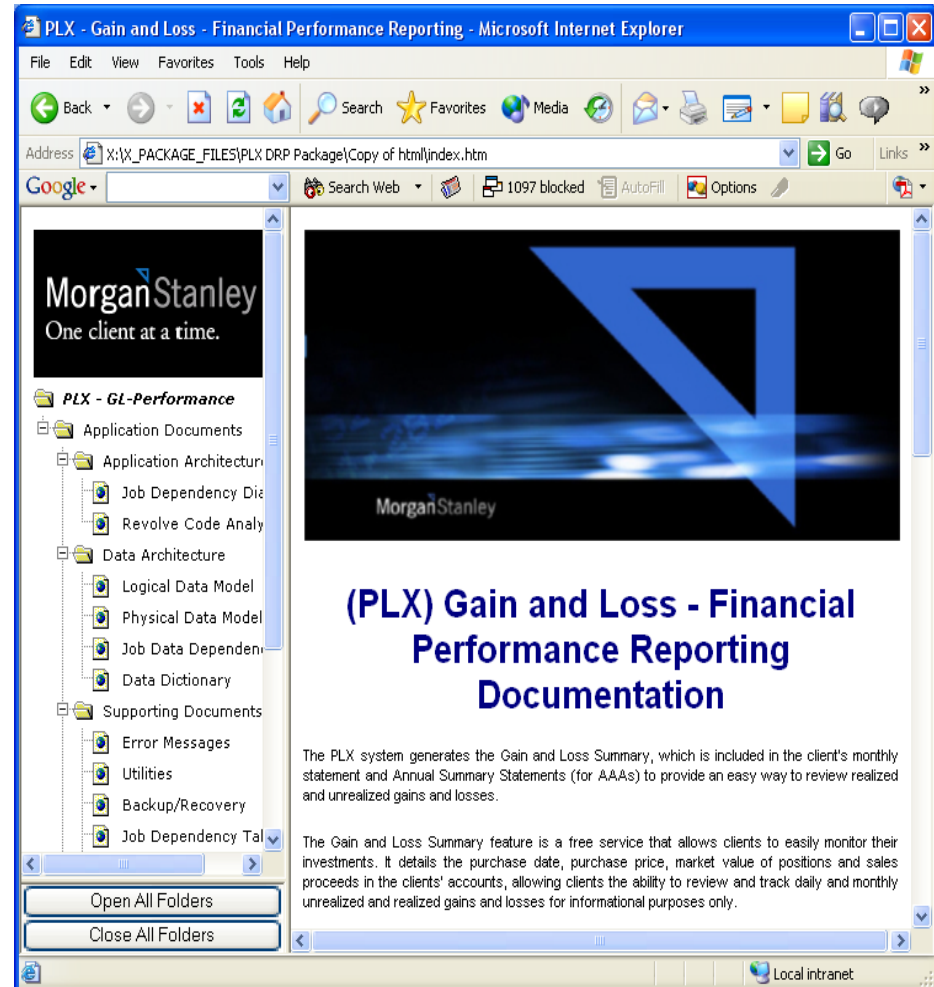


Using DRP Documentation

Using DRP Documentation

What is DRP Documentation?

- DRP Documentation provides a reference and backup for the documentation of ApDev Systems.
 - Application Architecture - Context Map, Job Flow, Code Analysis.
 - Data Architecture - Data Models, Data Flow Diagrams, Data Dictionary.
 - Supporting Documents – Error Messages, Utilities, Backup/Recovery, Predecessor/Successor Table.
- The homepage for each system is kicked-off via the DLS.
- DRP Documentation is a menu driven HTML package.
- PDF's are provided to print DRP Documentation files.



Using DRP Documentation

- Step 1: Navigate to the desired system documentation package within the Application Development folder structure and click on the folder.

The screenshot displays the Morgan Stanley Documentation Library System interface. The left sidebar shows a tree view of the 'Document Repository' with 'Application Development' expanded. A red arrow points from the 'ATA - AUTOMATED TRADE ADJUSTMENTS' folder in the sidebar to the main content area. The main content area shows the breadcrumb path 'Document Repository/Application Development/Trade Processing/ATA - AUTOMATED TRADE ADJUSTMENTS' and a table of documents.

Title	Size	Uploaded	Modified	State
ATA AUTO TRANSFER Version 1.3	2 MB	3/24/05 12:53 PM	3/24/05 12:59 PM	Published
ATA AUTO TRANSFER Version 1.2				

A red circle highlights the 'ATA - AUTOMATED TRADE ADJUSTMENTS' folder in the sidebar and the corresponding document entries in the table. A callout box points to the table with the text: 'The documentation package will be listed with other significant system documents'.

Using DRP Documentation

- Step 2: Click on the latest version displayed

The screenshot shows the Morgan Stanley Documentation Library System interface. The left sidebar displays a tree view of the document repository, with 'ATA - AUTOMATED TRADE ADJUSTMENTS' selected under 'Trade Processing'. The main content area shows a table of document versions for 'ATA AUTO TRANSFER'.

	Title	Size	Uploaded	Modified	State
<input type="checkbox"/>	ATA AUTO TRANSFER	20 MB	3/24/05 12:53 PM	3/24/05 12:59 PM	Published
	Version 1.3				
	Version 1.2				

A red arrow points from a text box to the 'Version 1.3' entry in the table.

Example: For ATA Auto Transfer, the latest version is 1.3

Using DRP Documentation

➤ Step 3: Select the desired document from the left frame.

Application Architecture

- Context Map
- Job Dependency Diagram
- Revolve Code Analysis

Data Architecture

- Data Models
- Job Data Dependency File
- Data Flow
- Data Dictionary

Supporting Documents

- Error Messages
- Utilities
- Backup/Recovery
- Predecessor/Successor Table
- URLs

PDF Print Files

(ATA) Automated Trade Adjustment Documentation

The Automated Trade Adjustment System, (ATA), allows the user to access trades that require trade adjustments by browsing an account number and same day, for the same process various types of

Click the 'Open All' button to display all available folders

Application Architecture

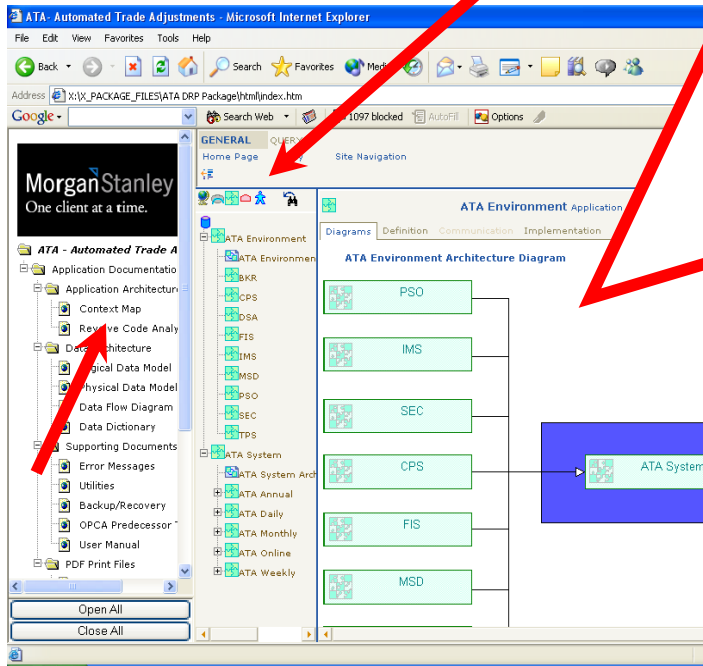
The **Context Map** is a graphical representation of the processing logic of the application. The context map is developed with the Mega tool and is hierarchically structured – the first diagram is general with links provided to access more detailed information diagrams. The detailed elements of the context map are hyperlinked to the elements in the Code Analysis enabling the user to view and analyze the code associated with a job. After opening the Context Map index page from the option in the left frame, click the **Company Applications** option to open the diagram tree. Navigate via the tree or within the diagrams.

Using DRP Documentation - Application Architecture - Context Map

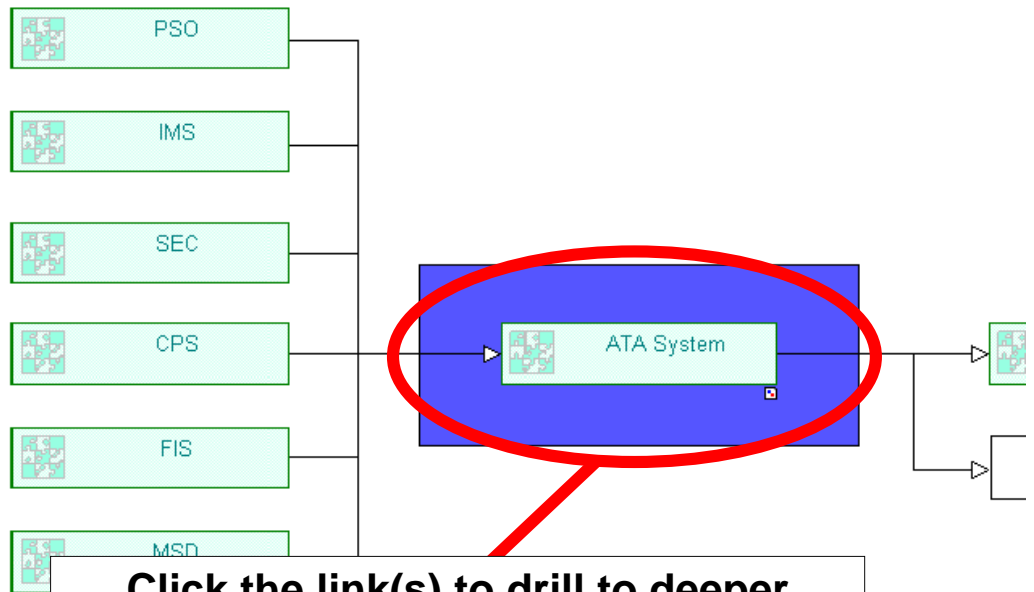
- The Context Map or Job Flow is a hierarchical representation of the system processing flow based on the OPCA Scheduler table.



Click the Application Tree icon to navigate to specific diagrams



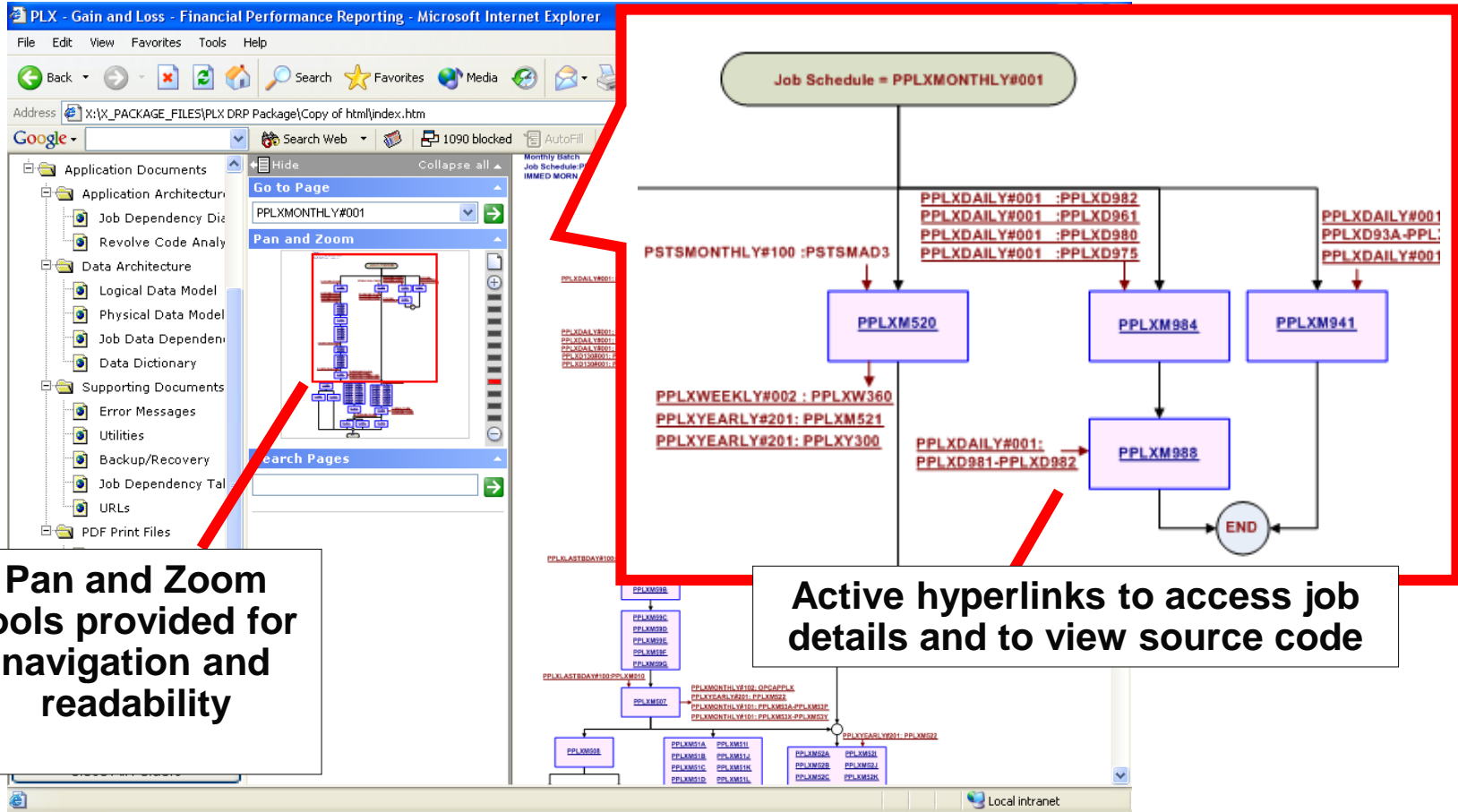
ATA Environment Architecture Diagram



Click the link(s) to drill to deeper levels and view source code

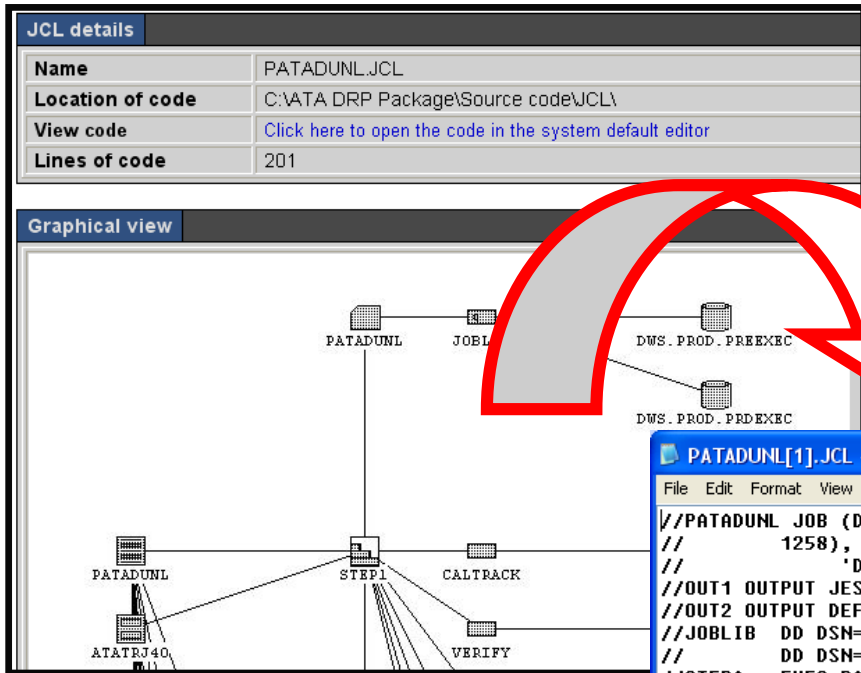
Using DRP Documentation - Application Architecture - Job Dependency Diagram

- Replacing the context map in some systems, this diagram depicts the sequential job flow. It is based on predecessor/successor extracts from the OPCA Scheduler.



Using DRP Documentation - Application Architecture Context Map & Job Dependency Diagram

- At the deepest level, both the **Context Map** and **Job Dependency Diagram** provide links to drill into the code analysis for selected members



```
PATADUNL[1].JCL - Notepad
File Edit Format View Help
//PATADUNL JOB (DWR,751000,PSO--PB1,PATADUNL,          00010000
//              1258),                                00020000
//              'DAILY',USER=DWRBTCH,CLASS=A,MSGCLASS=N 00030000
//OUT1 OUTPUT JESDS=ALL,DEST=LOCAL                    00040000
//OUT2 OUTPUT DEFAULT=Y,DEST=DWRNYWTC                 00050000
//JOB LIB DD DSN=DWS.PROD.PREEXEC,DISP=SHR            00060000
//           DD DSN=DWS.PROD.PRDEEXEC,DISP=SHR        00070000
//STEP A      EXEC PATADUNL,                           00080000
//           PARM.STEP3='/RPTOPTS(ON),TRAP(ON,NOSPIE)', 00090000
//           PARM.STEP6='/RPTOPTS(ON),TRAP(ON,NOSPIE)', 00091000
//           PARM.STEP6A='/RPTOPTS(ON),TRAP(ON,NOSPIE)', 00091100
//           PARM.STEP6B='/RPTOPTS(ON),TRAP(ON,NOSPIE)', 00091200
//           PARM.STEP10='/RPTOPTS(ON),TRAP(ON,NOSPIE)', 00091300
//STEP B      EXEC PATADEFN                             00094600
```

Using DRP Documentation - Application Architecture - Revolve Code Analysis

➤ The Code Analysis provides a cross reference of application assets.

ATA - Automated Trade Adjustments - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://eai.msdwis.com/cmua/application%5Fview/applications/Application%5FDevelopment/Trade%5FProcessing/ATA%5F%2D%5FAUTOMATED%5FTRADE%5FADJUSTME

Google Search Web 1072 blocked AutoFill Options

Morgan Stanley One client at a time.

ATA - Automated Trade Adjustments

Application Documentation

Application Architecture

Context Map

Revolve Code Analy

Data Architecture

Logical Data Model

Physical Data Model

Data Flow Diagram

Data Dictionary

Supporting Documents

Error Messages

Utilities

Backup/Recovery

OPCA Predecessor

User Manual

PDF Print Files

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MICRO FOCUS Revolve

Project report for : ATA.PRJ Date Generated : Friday, January 21, 2005

home | type | data accesses | documentation

Report description

This report was generated by the "Generate HTML Project Reports" Revolve Enterprise Edition Analysis tool. Please select the section of the report that you are interested in.

Project report for : ATA.PRJ

home | type | data accesses | documentation

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Local intranet

start In-box - Microsoft Out... Microsoft PowerPoint ... Documentation Librar... ATA - Automated Tra... FullShot 6.03 Professi... 4:03 PM

Select a menu option to access referenced lists:

Type (source code):

- JCL
- COBOL
- Copybooks
- Procs
- BMS
- etc.

data accesses:

- Data files
- Data tables

documentation:
additional support documents

Using DRP Documentation - Application Architecture - Revolve Code Analysis

- Members are listed for each type or source. After selecting a type and a member, view the cross reference and the source code.

home | type | data accesses | documentation

Report description

This report details all the the associated report.

Note: Types in CAPS or Mixed

Type

Assembler

BMS

Called programs with

CICS transactions

cntlcard

COBOL

copybook

FCT

JCL

macro

PCT

proc

Totals

Item summary

File name	Lines of code (excluding includes)	Includes	
ATAEBL.JCL	15	1	
DSRE5019.JCL			
MGATA283.JCL			
PATAARPT.JCL			
PATAD020.JCL			
PATADABS.JCL			
PATADAIS.JCL			
PATADASB.JCL			
PATADATB.JCL			
PATADATS.JCL			
PATADBA1.JCL			
PATADBAK.JCL			
PATADBKS.JCL			
PATADEOD.JCL			
PATADINI.JCL			
PATADRE1.JCL			
PATADRE2.JCL			
Totals			

on the desired type to invoke

Imports

PATADPND

Called programs

ABEND
ATAPND10.CBL
ATAREF10.CBL
IDCAMS
SORT
UDACS.ASM

PATADPND[1].JCL - Notepad

```

//PATADPND JOB (DWR,751002,ATA--PC2,PATADPND,
//              1315),DAILY,USER=DWRBTCH,CLASS=A,
//              MSGCLASS=N
//OUT1 OUTPUT JESDS=ALL,DEST=LOCAL
//OUT2 OUTPUT DEFAULT=Y,DEST=DWRNYWTC
//JOBLIB DD DSN=DWS.PROD.PREEEXEC,DISP=SHR
//        DD DSN=DWS.PROD.PRDEEXEC,DISP=SHR
//        EXEC PATADPND,
//        PARM.S010=' /RPTOPTS(ON),TRAP(ON,NOSPIE)',
//        PARM.S040=' /RPTOPTS(ON),TRAP(ON,NOSPIE)'
```

Using DRP Documentation - Application Architecture - Revolve Code Analysis

➤ Cross reference features for each type listed below.

Type	X'ref
Assembler	graphical view called programs, transactions, called by, macros, data files accessed
BMS	graphical view, map name, programs using map
Called progs w/no source	called by
CICS Transactions	called by, alias for
Control Cards	view code
COBOL	graphical view, called programs, transactions, called by, maps used, copybooks, metrics, data files/tables accessed
Copybooks	programs using
Csd	view code
Date files	Jcl file, jcl step
Data tables	program using (declare, insert, update, select, delete)
FCT	datasets defined (name, file)
JCL	graphical view, imports, called programs, procs, jcl dd, datafiles
Macro	view code, programs using
PCT	view code
Proc	view code, jcl using

Using DRP Documentation - Data Architecture - Data Models

➤ Logical and Physical Models are provided for systems using DB2.

Note: In some cases, links will be provided to the models on the Data Services website.

Pan and Zoom tools provided for navigation and readability

Using DRP Documentation - Data Architecture - Data Dictionary

➤ Provides details about DB2 tables used by the application.

Data Dictionary

Column Name	Column Datatype	Column Description	Column Is PK	Column Is FK
Account_Number	NUMBER(10)	3-digit Office; 5 or 6 digit Account Number base	Yes	Yes
Buy_Sell	CHAR	Buy Trade/Sell Trade	Yes	Yes
Cusip	CHAR(9)	9-digit CUSIP number	Yes	Yes
TDE	CHAR	Trade disposition code : C - Cash-Automatic H - Hold-Cash M - Margin	No	No
Settlement_Date	DATE	Settlement date is generally 5 business days after Trade Date	No	No
Description	VARCHAR(20)	Short Description as it appears on Master Security Description File	No	No
Acct_Type	CHAR(3)	Account type as follows: 0 - Cash; 1 - Margin; 2 - Short	No	No
Exch_Code	CHAR	Exchange code, together with Blotter code, to indicate how and where trade was executed	No	No
Blot_Code	CHAR	Blotter code, together with Exchange code, to indicate how and where trade was executed	No	No
TCODE	CHAR(2)	Together with TTYPE, will indicate how trade was entered on DWR system	No	No
TTYPE	CHAR	Together with TCODE, will indicate how trade was entered on DWR system	No	No
Entry_Field	VARCHAR(20)	Entry field to indicate how trade was entered on DWR system as follows: No M - Order march C - Prefigured comm to an exact dollar amt	No	No

Column Name
Column Datatype
Column Description
Column is PK
Column is FK

Using DRP Documentation - Data Architecture - Job Data Dependency File

- A reference based upon extracts from the OPCA tables for predecessors and successors used to develop the job flow portion of the Job Dependency Diagram.

The screenshot shows a web browser window displaying the 'PLX Job Dependence' page. The page title is 'PLX - Gain and Loss - Financial Performance Reporting - Microsoft Internet Explorer'. The address bar shows the path: X:\X_PACKAGE_FILES\PLX DRP Package\COPY of html\index.htm. The left-hand navigation pane shows a tree view of the site structure, with 'Job Data Dependency Table' highlighted and a red arrow pointing to it. The main content area displays a table with the following columns: 'INT & EXT PREDECESSOR', 'JOBNAME', 'INTERNAL SUCCESSOR', and 'EXTERNAL SUCCESSOR'. A red box highlights a portion of the table, and a red arrow points to the 'Job Data Dependency Table' in the left-hand navigation pane.

	A	B	C	D
1	PPLXMONTHLY#001 IMMED MORN AFT LAST BDAY			
2	PPLXMONTHLY#001 IMMED MORN AFT LAST BDAY			
3	INT & EXT PREDECESSOR	JOBNAME	INTERNAL SUCCESSOR	EXTERNAL SUCCESSOR
167	OPCAPPLX	PPLXM507	PPLXM510	PPLXMONTHLY#101 :PPLXM53A
168	PPLXM505		PPLXM52A	PPLXMONTHLY#101 :PPLXM53B
169	PPLXM501		PPLXM52B	PPLXMONTHLY#101 :PPLXM53C
170	PPLXM502		PPLXM52C	PPLXMONTHLY#101 :PPLXM53D
171	PPLXM503		PPLXM52D	PPLXMONTHLY#101 :PPLXM53E
172	PPLXM504		PPLXM52E	PPLXMONTHLY#101 :PPLXM53F
173	PPLXM59A		PPLXM52F	PPLXMONTHLY#101 :PPLXM53G
174	PPLXM59B		PPLXM52G	PPLXMONTHLY#101 :PPLXM53H
175	PPLXM59C		PPLXM52H	PPLXMONTHLY#101 :PPLXM53I
176	PPLXM59D		PPLXM52I	PPLXMONTHLY#101 :PPLXM53J
177	PPLXM59E		PPLXM52J	PPLXMONTHLY#101 :PPLXM53K
178	PPLXM59F		PPLXM52K	PPLXMONTHLY#101 :PPLXM53L
179	PPLXM59G		PPLXM52L	PPLXMONTHLY#101 :PPLXM53M
180				PPLXMONTHLY#101 :PPLXM53N
181				PPLXMONTHLY#101 :PPLXM53O
182				PPLXMONTHLY#101 :PPLXM53P
183				PPLXMONTHLY#101 :PPLXM53Q
184				PPLXMONTHLY#101 :PPLXM53R
185				PPLXMONTHLY#101 :PPLXM53S
186				PPLXMONTHLY#101 :OPCAPPLX
187				PPLXMONTHLY#102 :OPCAPPLX
188				PPLXYEARLY#201 :PPLXM522

Using DRP Documentation - Data Architecture - Job Data Dependency File

- A reference based upon extracts from the OPCA tables for predecessors and successors used to develop the data flow portion of the Job Dependency Diagram.

The screenshot shows a web browser window displaying the 'PLX Job Data' page. The left navigation pane shows a tree structure with folders for 'Application Documents', 'Data Architecture', 'Logical Data Model', 'Physical Data Model', 'Job Data Dependency', 'Data Dictionary', 'Supporting Documents', and 'PDF Print Files'. A red arrow points from the 'Job Data Dependency' folder to the table below. The table is titled 'PLX Job Data' and has columns for 'Application ID', 'JCL', 'DISP=NEW / SHR as Output / MOD', and 'Downstream'. A red box highlights a portion of the table, showing job data dependencies for 'PPLXDAILY#001' and 'DAILY MONDAY THRU FRIDAY'.

Application ID	JCL	DISP=NEW / SHR as Output / MOD	Downstream
PPLXCLOSEIDX#099	PPLXR28A		
Request Only	PPLXR28B		
	PPLXR28C		
	PPLXR28D		
	PPLXR28E		
	PPLXR28F		
	PPLXR28G		
	PPLXR28H		
	PPLXR28I		
	PPLXR28J		
PPLXDAILY#001	PPLXD925	PPLX.JNLDDISC	
DAILY MONDAY THRU FRIDAY	DSRE5015		
	PPLXD010	PPLX.NVS.PPLXD081.BOOK.EXTRACT	
		PPLX.NVS.PPLXD081.NEW.ACCT.EXCEP.FL	
		PPLX.NVS.PPLXD081.DWTC.FL	PPLXD015
		PPLX.NVS.PPLXD081.NEW.ACCT.EXCEP.SORT	PPLXD415
		PPLX.NVS.PPLXD081.NEW.ACCT.EXCEP.REPORT	
		PPLX.NVS.PPLXD081.BOOK.EXTRACT.SORT	PPLXD080
		PPLX.NVS.PPLXD010.SIQ.PULL	
		PPLX.NVS.PPLXD010.SWING.FILE	PPLXD080, PPLXD927
		PPLX.NVS.PPLXD010.REPLATE.EXTRACT	PPLXD080
	PPLXD020	PPLX.NVS.PPLXD020.MSTFEED	
	PPLXD200	PPLX.MVS.PPLXD200.VCCF.DISCARD	
		PPLX.CNV.PPLXD200.VCCF.BACKUP	
		PPLX.MVS.PPLXD200.VCARD.DISCARD	
		PPLX.CNV.PPLXD200.CRCARD.BACKUP	
	PPLXD022	PPLX.NVS.PPLXD020.PLXDD001	PPLXD040

Using DRP Documentation - Supporting Documents - Error Messages

➤ A links page is provided to URL's for IBM error messages and codes.

SYSTEM ERROR MESSAGES AND CODES

OS/390

- [OS/390 V2R10.0 MVS System Messages, Vol 1 \(ABA-ASA\)](#)
- [OS/390 V2R10.0 MVS System Messages, Vol 2 \(ASB-ERB\)](#)
- [OS/390 V2R10.0 MVS System Messages, Vol 3 \(EWX-IEB\)](#)
- [OS/390 V2R10.0 MVS System Messages, Vol 4 \(IEC-IFD\)](#)
- [OS/390 V2R10.0 MVS System Messages, Vol 5 \(IGD-IZP\)](#)

System Codes

- [OS/390 V2R10.0 MVS System Codes](#)

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NOTICES [Notices](#)

EDITION [Edition Notice](#)

CONTENTS [Table of Contents](#)

PREFACE [About This Book](#)

PREFACE.1 [Who Should Use These MVS System Messages Books](#)

Using DRP Documentation - Supporting Documents - Utilities

- Utilities are described and cross referenced when appropriate with code examples.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web page titled 'UTILITIES MA'. The browser's address bar shows the path 'X:\X_PACKAGE_FILES\PLX DRP Package\COPY of html\index.htm'. The page content includes a 'Contents' section with links to 'Referenced Publications', 'ABEND', 'ABORT', 'DADDBI', 'IDCAMS', and 'IEBCOMPR'. Each link is followed by sub-links for 'Description' and 'Examples'. A red callout box highlights the 'ABEND' section, which contains the following text:

ABEND

Description

A program will ABEND with a 322 when executed. ABORT is an exact copy of the module ABEND. A second module was created to avoid the use of a second entry point and an alias name. Whenever making changes to this program do not forget to make the same changes to ABEND.

See also [ABORT](#).

Examples

- ```
1.
//*****
//* SZERO WILL RUN IF ALL PREVIOUS STEPS HAVE COND CODE = 0
*
//* PROVIDED ALL STEPS ARE CODED WITH COND=(4,LT)
*
//*****
//SZERO EXEC PGM=IEFBR14,COND=(4,LT)
//*****
//* ***** WILL RUN IF ANY STEP ***** WITH CONDITION CODE NOT = 0
```

# Using DRP Documentation - Supporting Documents - Backup/Recovery

- Tailored for each system, this document covers methods and frequency of backups and may include recovery procedures, if applicable.

**CONTENTS**

|                                             | ID                                                |
|---------------------------------------------|---------------------------------------------------|
| Create a backup copy of                     |                                                   |
| ACKFILE INTO GDG                            | <a href="#">10</a>                                |
| ALL ASSET SCAN TABLESPACES                  | <a href="#">19</a>                                |
| ALL REQUIRED DATASETS                       | <a href="#">2</a>                                 |
| BACKUP FILE:                                | <a href="#">24</a>                                |
| PPLX.NVS.PPLXD975.RUNACCT.BACKUP            |                                                   |
| CASH IN LIEU FILE FROM REORG SYSTEM         | <a href="#">8</a>                                 |
| DATASET INTO GDG                            | <a href="#">25, 26,</a><br><a href="#">27, 28</a> |
| DB2 TABLE                                   | <a href="#">1, 41,</a><br><a href="#">42, 43</a>  |
| FLAT FILE FROM TMGF_REALIZED/UNREALIZED     | <a href="#">55</a>                                |
| GDG TO REGULAR FILE                         | <a href="#">53</a>                                |
| HYPER UNLOAD VMFTLOT BY PARTITION           | <a href="#">57</a>                                |
| HYPER UNLOAD VTXN_LOT BY PARTITION          | <a href="#">54</a>                                |
| HYPER UNLOAD VTXNDTL BY PARTITION           | <a href="#">56</a>                                |
| IMAGE COPY (ONE PARTITION ONLY)             | <a href="#">22, 23</a>                            |
| INPUT FILE INTO 16 PARTS                    | <a href="#">60</a>                                |
| INPUT FILE INTO 16 PARTS (UNREALIZED)       | <a href="#">61</a>                                |
| MONTHLY BACKUP VWWSLOG TABLE                | <a href="#">47</a>                                |
| MONTHLY BACKUP TLOT_SOLD TABLE BY PARTITION | <a href="#">29, 30</a>                            |
| MONTHLY BACKUP TMFT_LOT TABLE BY PARTITION  | <a href="#">31, 32</a>                            |
| MONTHLY BACKUP TTXN_DEL TABLE BY PARTITION  | <a href="#">45, 46</a>                            |
| PRINT FILE                                  | <a href="#">52</a>                                |

# Using DRP Documentation - Supporting Documents - Job Dependency Table

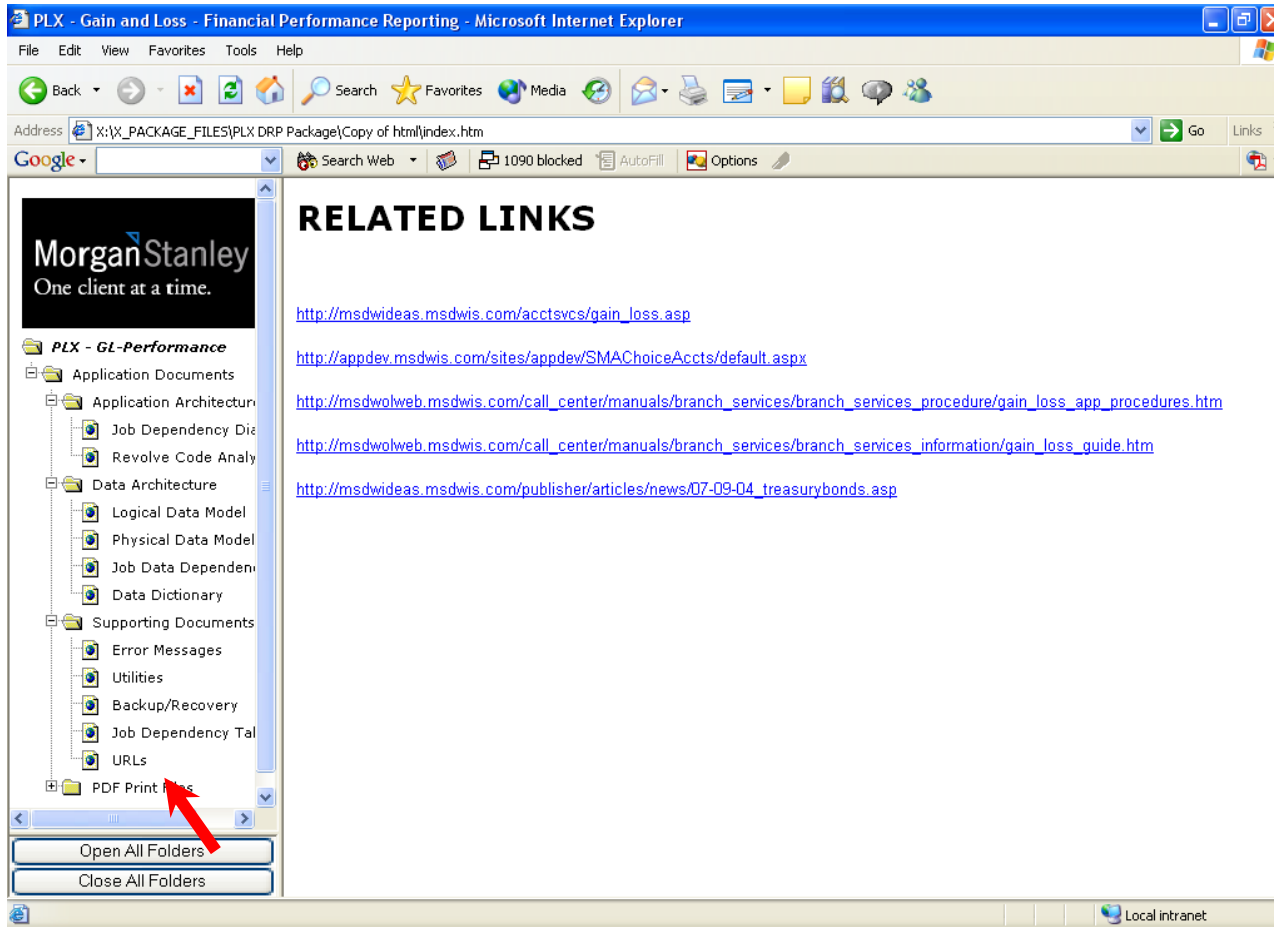
- A spreadsheet reference based upon extracts from the OPCA tables for predecessors and successors.

The screenshot shows a web browser window displaying the 'PLX Job Dependence' page. On the left, a file tree under 'PLX - GL-Performance' shows a folder named 'Supporting Documents' containing 'Job Dependency Table', which is highlighted with a red arrow. The main content area displays a spreadsheet table with the following data:

|     | A                                        | B              | C                         | D                         |
|-----|------------------------------------------|----------------|---------------------------|---------------------------|
| 1   | PPLXMONTHLY#001 IMMED MORN AFT LAST BDAY |                |                           |                           |
| 2   |                                          |                |                           |                           |
| 3   | <b>INT &amp; EXT PREDECESSOR</b>         | <b>JOBNAME</b> | <b>INTERNAL SUCCESSOR</b> | <b>EXTERNAL SUCCESSOR</b> |
| 167 | OPCAPPLX                                 | PPLXM507       | PPLXM510                  | PPLXMONTHLY#101 :PPLXM53A |
| 168 | PPLXM505                                 |                | PPLXM52A                  | PPLXMONTHLY#101 :PPLXM53B |
| 169 | PPLXM501                                 |                | PPLXM52B                  | PPLXMONTHLY#101 :PPLXM53C |
| 170 | PPLXM502                                 |                | PPLXM52C                  | PPLXMONTHLY#101 :PPLXM53D |
| 171 | PPLXM503                                 |                | PPLXM52D                  | PPLXMONTHLY#101 :PPLXM53E |
| 172 | PPLXM504                                 |                | PPLXM52E                  | PPLXMONTHLY#101 :PPLXM53F |
| 173 | PPLXM59A                                 |                | PPLXM52F                  | PPLXMONTHLY#101 :PPLXM53G |
| 174 | PPLXM59B                                 |                | PPLXM52G                  | PPLXMONTHLY#101 :PPLXM53H |
| 175 | PPLXM59C                                 |                | PPLXM52H                  | PPLXMONTHLY#101 :PPLXM53I |
| 176 | PPLXM59D                                 |                | PPLXM52I                  | PPLXMONTHLY#101 :PPLXM53J |
| 177 | PPLXM59E                                 |                | PPLXM52J                  | PPLXMONTHLY#101 :PPLXM53K |
| 178 | PPLXM59F                                 |                | PPLXM52K                  | PPLXMONTHLY#101 :PPLXM53L |
| 179 | PPLXM59G                                 |                | PPLXM52L                  | PPLXMONTHLY#101 :PPLXM53M |
| 180 |                                          |                |                           | PPLXMONTHLY#101 :PPLXM53N |
| 181 |                                          |                |                           | PPLXMONTHLY#101 :PPLXM53O |
| 182 |                                          |                |                           | PPLXMONTHLY#101 :PPLXM53P |
| 183 |                                          |                |                           | PPLXMONTHLY#101 :PPLXM53Q |
| 184 |                                          |                |                           | PPLXMONTHLY#101 :PPLXM53R |
| 185 |                                          |                |                           | PPLXMONTHLY#101 :PPLXM53S |
| 186 |                                          |                |                           | PPLXMONTHLY#101 :OPCAPPLX |
| 187 |                                          |                |                           | PPLXMONTHLY#102 :OPCAPPLX |
| 188 |                                          |                |                           | PPLXYEARLY#201 :PPLXM522  |

# Using DRP Documentation - Supporting Documents – URL's

- The documentation may include URL's that are related to the system.





# Using DRP Documentation - PDF Print Files

- The documentation is available in PDF format for printing.

The image shows a screenshot of a web browser window displaying a document titled "(PLX) Gain and Loss Summary". A red box highlights the "PDF Print Files" folder in the left-hand navigation pane. An arrow points from this folder to the Adobe Acrobat Professional window, which is open to a PDF file named "[PLX JDD.pdf - Linked File]". The PDF displays a diagram of the PLX System architecture. The diagram consists of a central blue box labeled "PLX System". To its left, a vertical column of light blue boxes lists components: DMP, IAC, MDA, MSD, IRA, RTA, and UIT. Arrows point from each of these boxes to the central "PLX System" box. To the right of the "PLX System" box, another vertical column of light blue boxes lists components: PAD, UIT, AAI, MDA, and DMP. Arrows point from the central "PLX System" box to each of these boxes. The browser window shows the address bar with a local file path and a search engine. The Acrobat window shows a toolbar with options like "Create PDF", "Review & Comment", and "Secure". The status bar at the bottom of the Acrobat window indicates "1 of 79" pages.