Documentation Library System (DLS)

Advanced User Manual

Table of Contents

Introduction

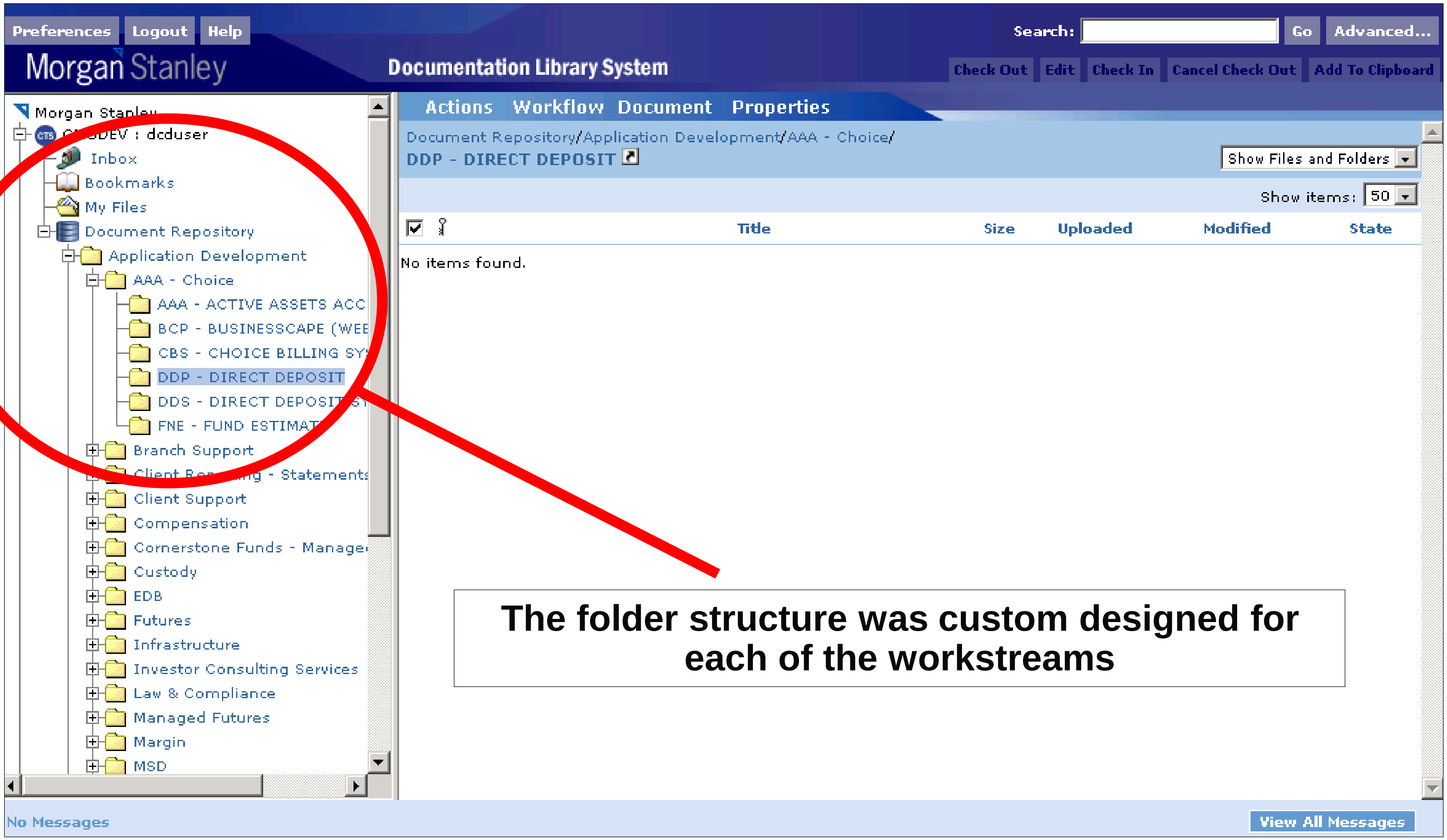
The information in this manual will show you how to:

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

Upload a Document

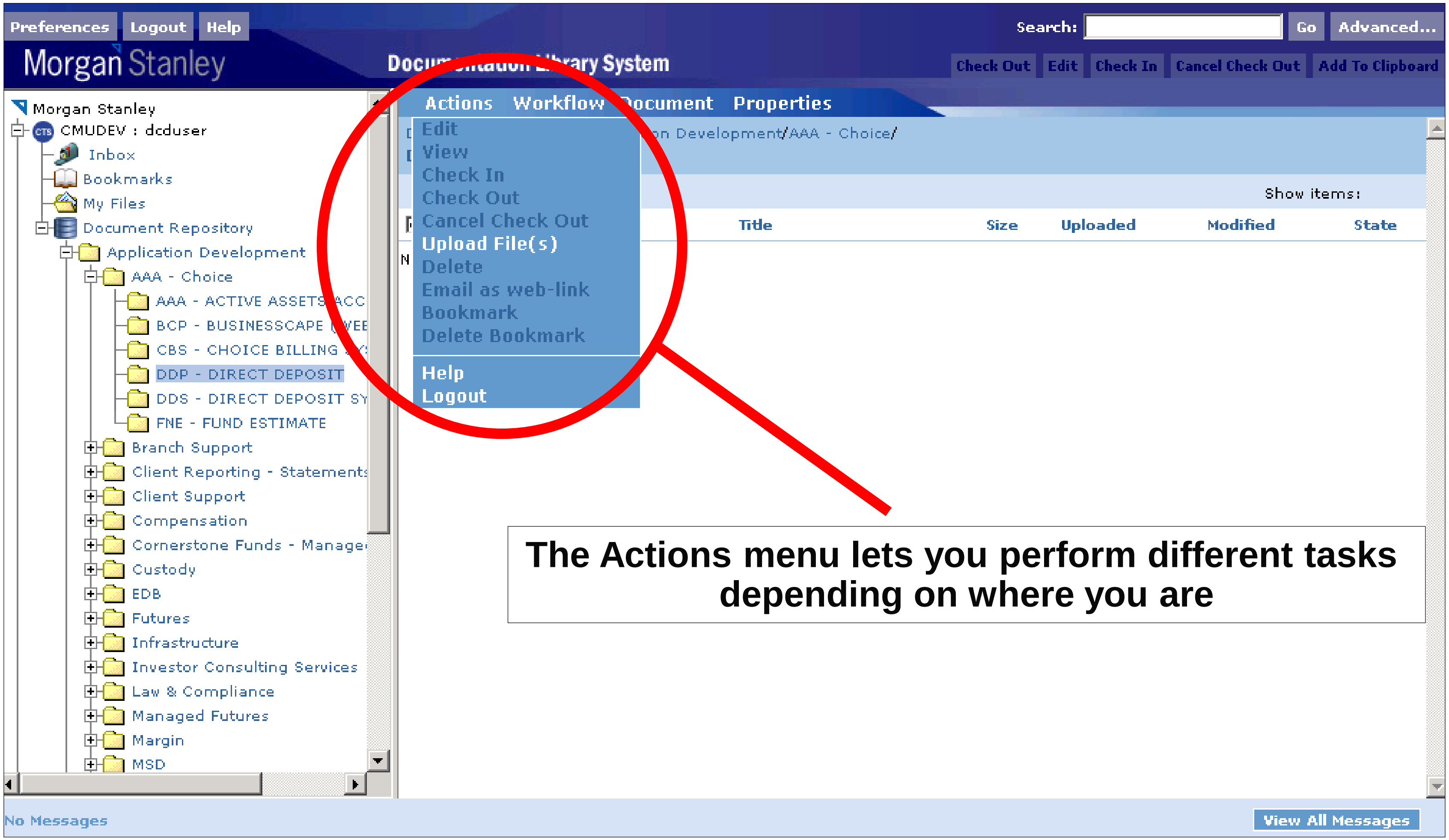
Upload a Document

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



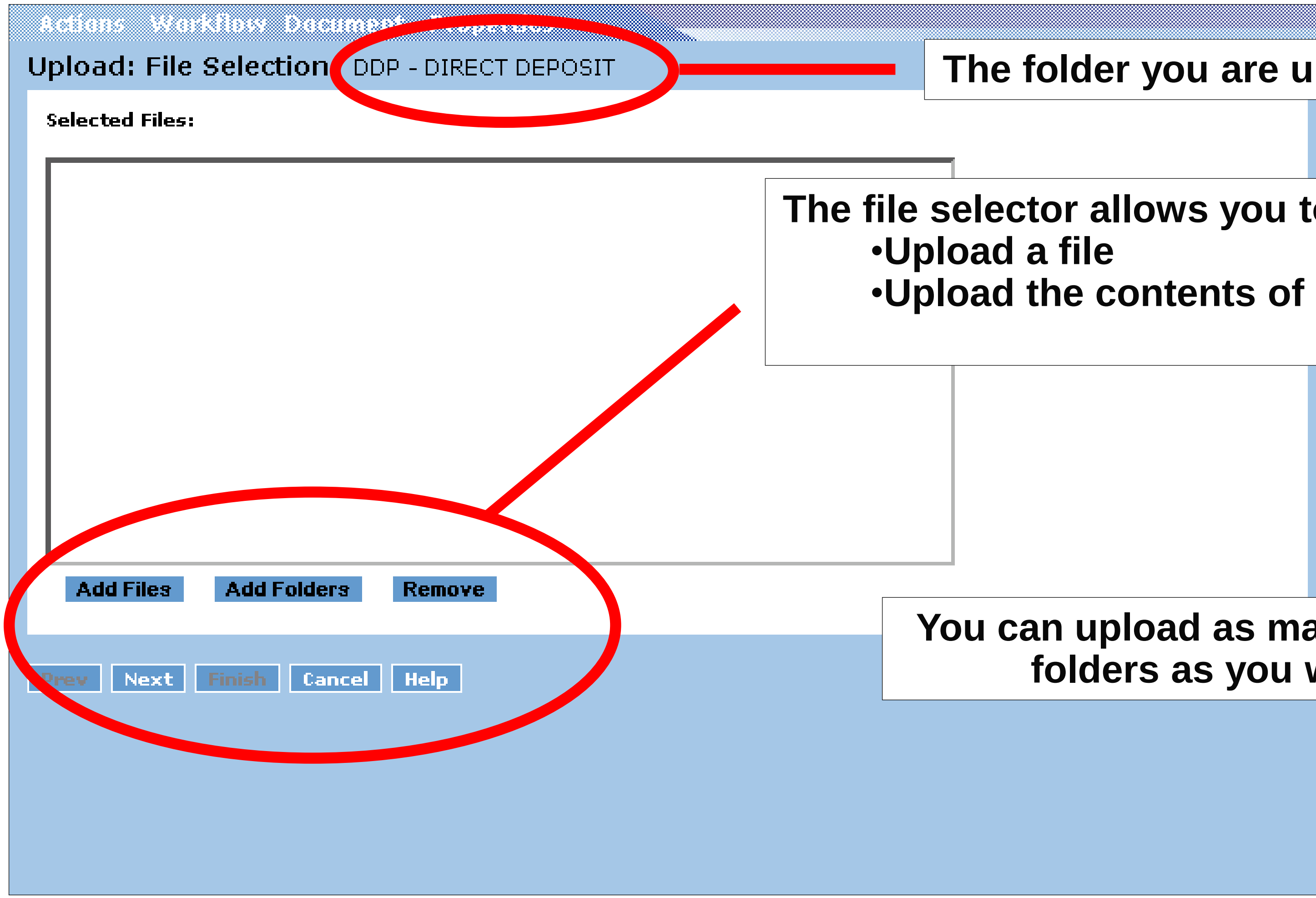
Upload a Document

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



Upload a Document

➢ Step 3a: The file selector – initial screen



The folder you are uploading to

The file selector allows you to:

- **Upload a file**
- **Upload the contents of a folder**

You can upload as many files or folders as you wish

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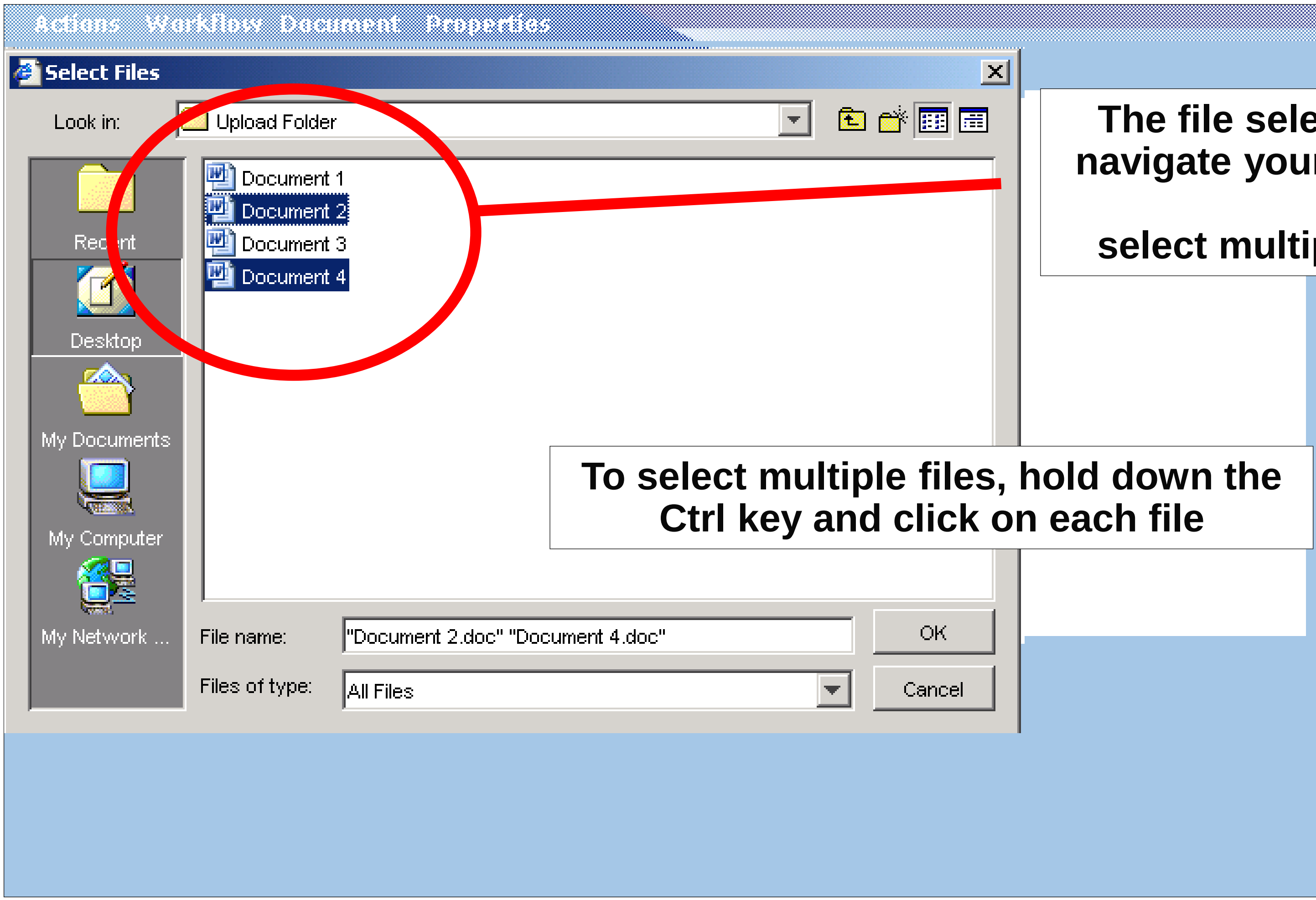
Upload a Document

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

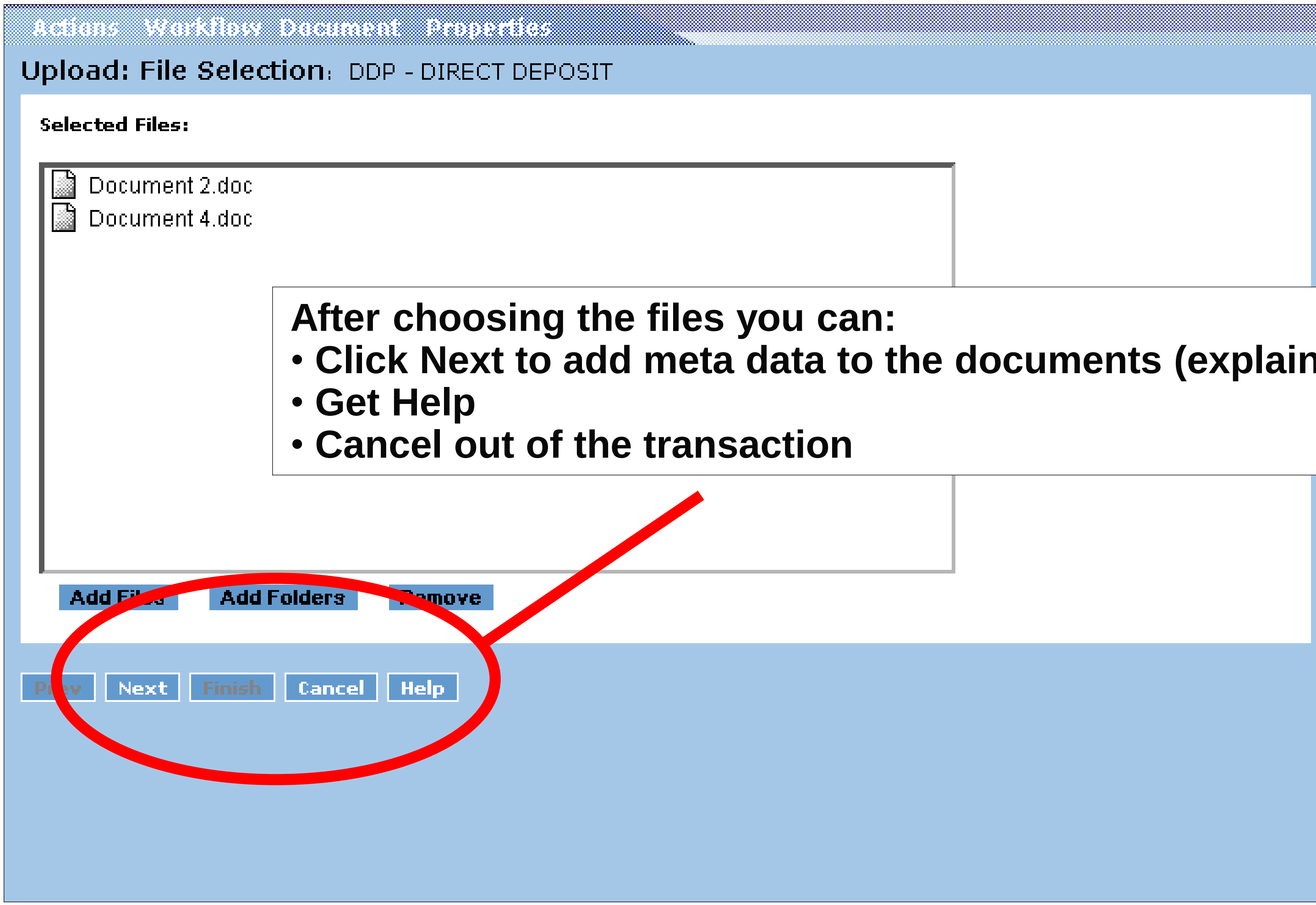


The file selector allows you navigate your local hard drive and select multiple files at once

To select multiple files, hold down the Ctrl key and click on each file

Upload a Document

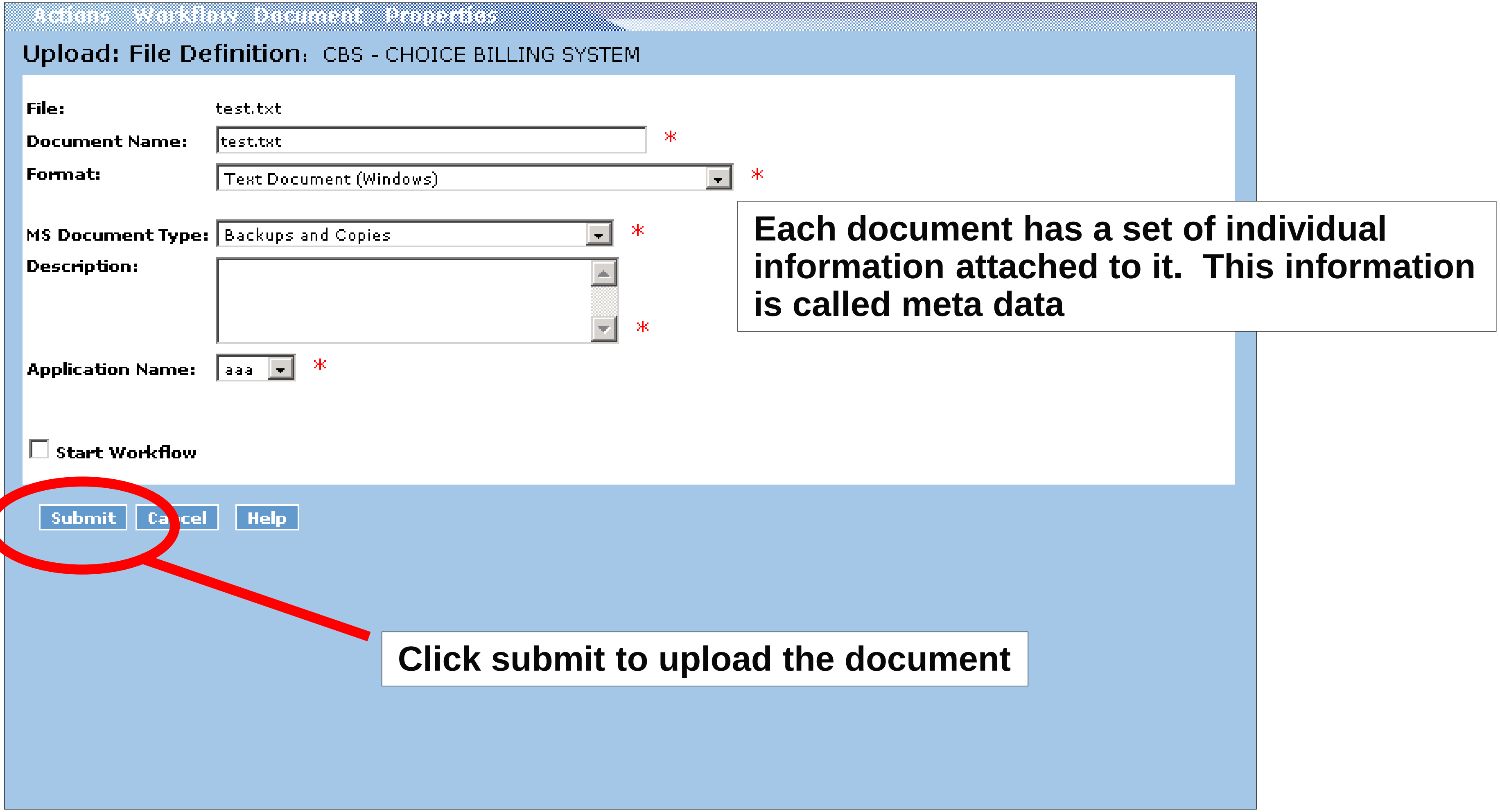
➢ Step 3c: View the files to upload



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**

Upload a Document

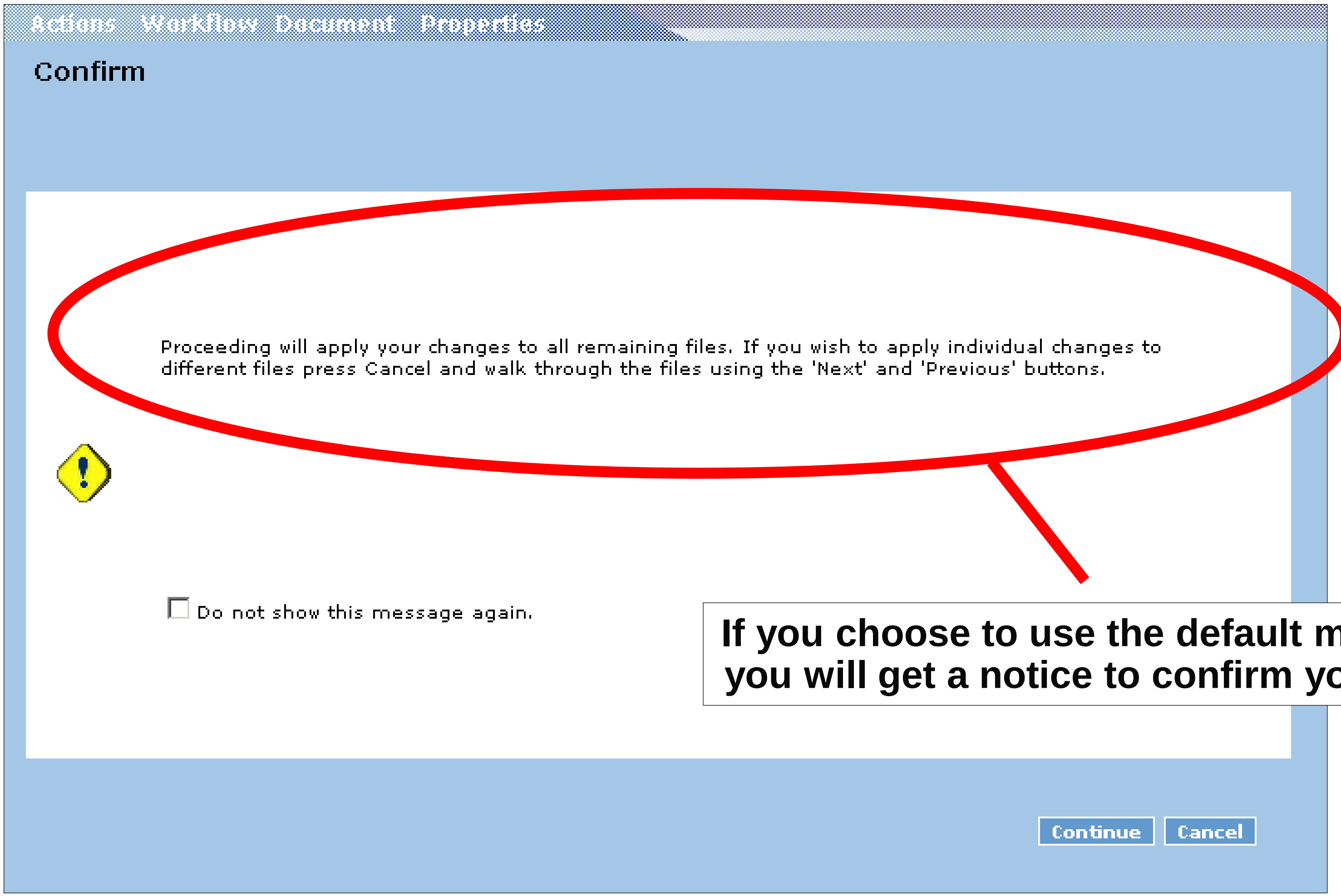
- Step 4: Complete the document's meta data



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

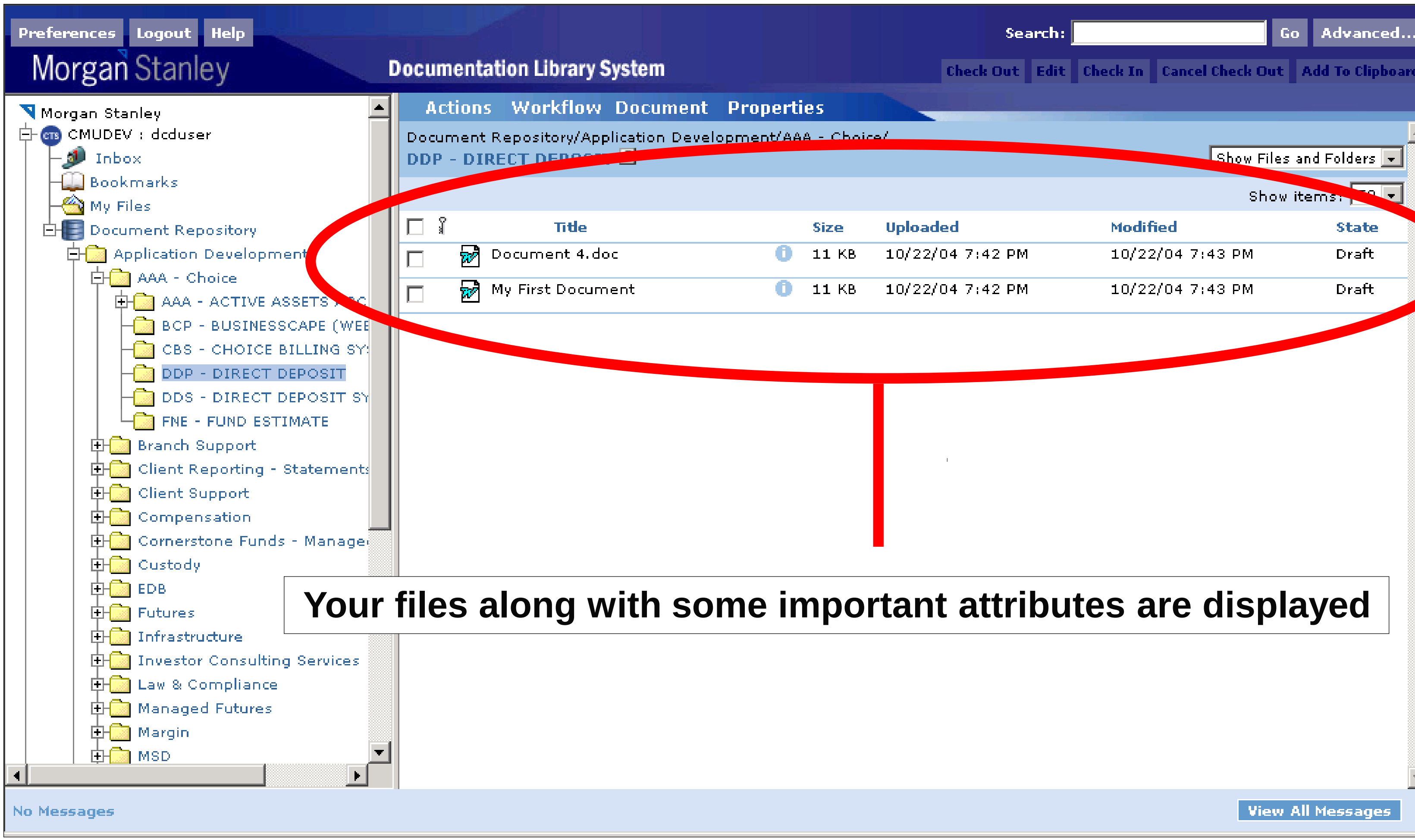
- Step 5 (Multiple File Upload only): Default meta data confirmation



If you choose to use the default meta data, you will get a notice to confirm your action

Upload a Document

- Step 6: File Upload complete



Your files along with some important attributes are displayed

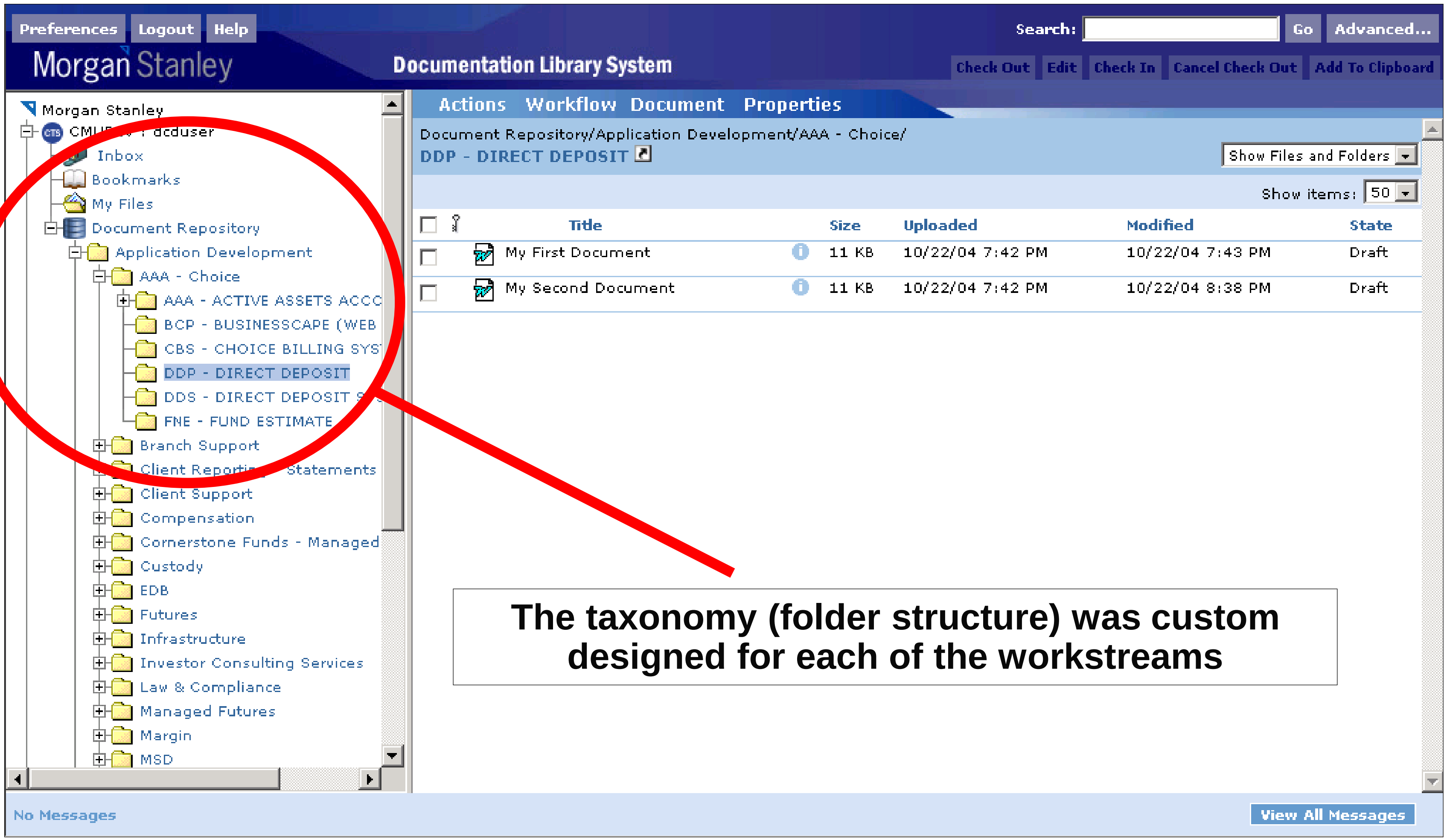
Edit a Document

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

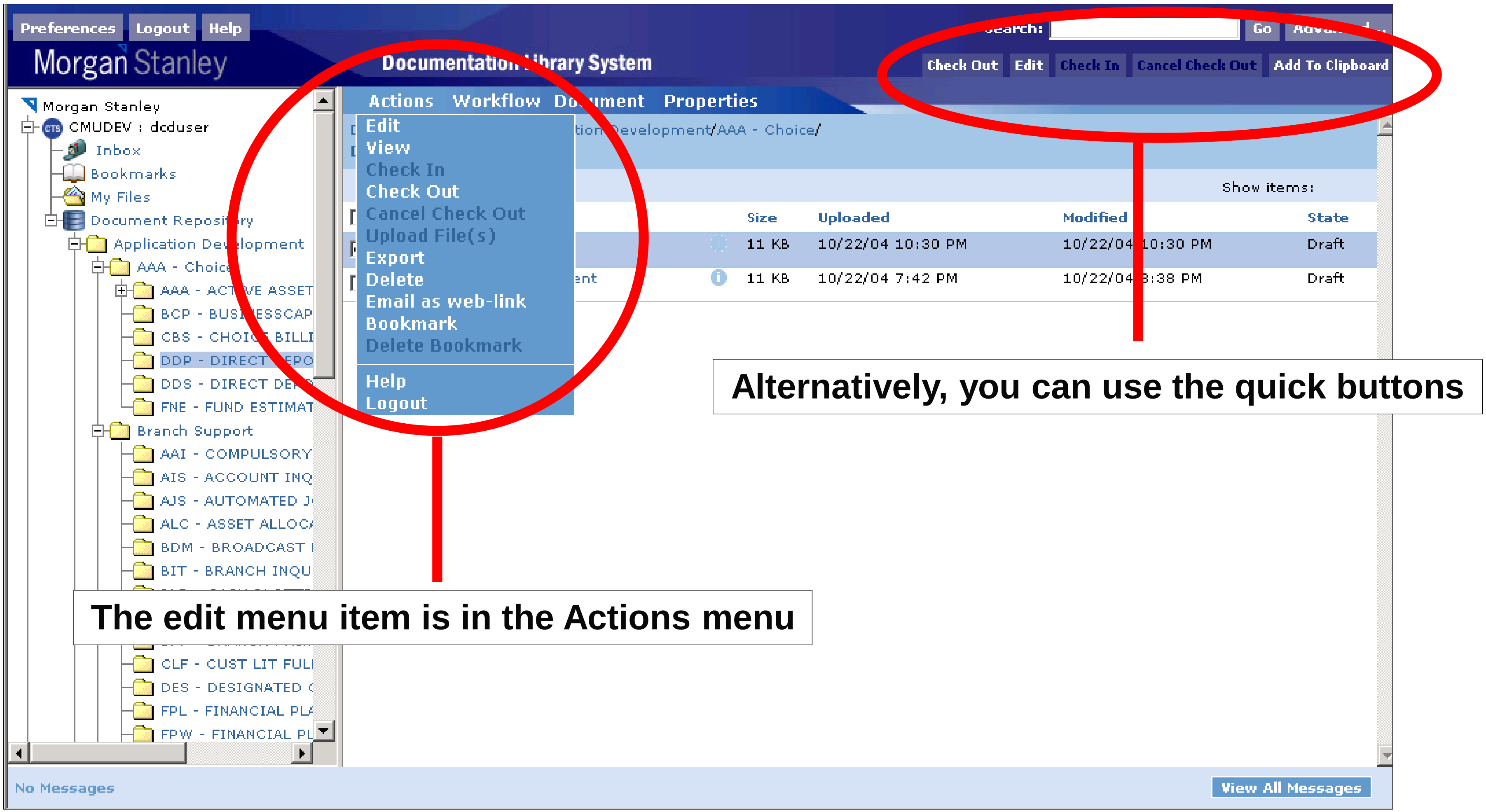
➢ Step 1: Navigate to a location in the folder structure by clicking on the left menus



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

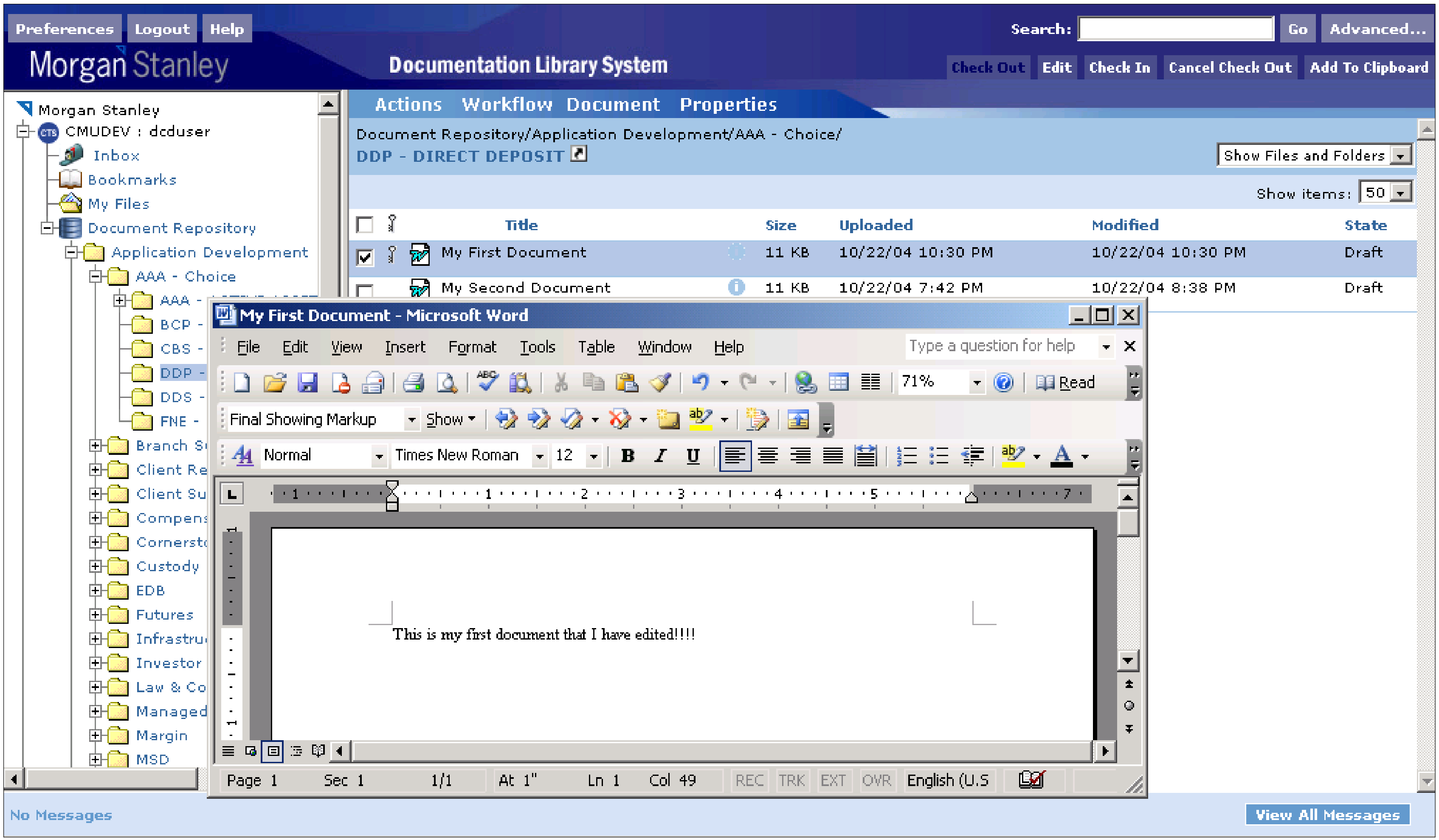
Edit a Document

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



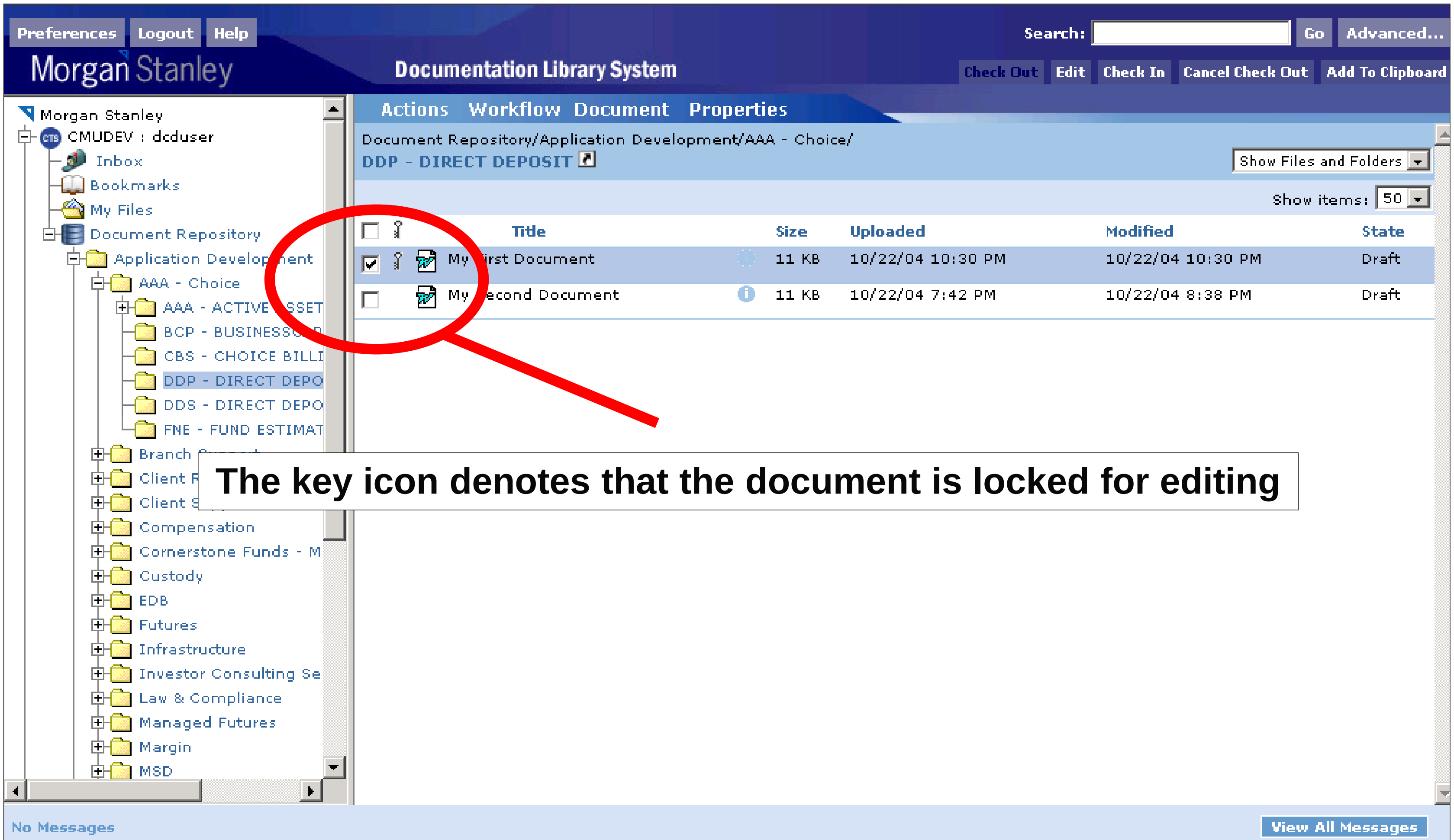
Edit a Document

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



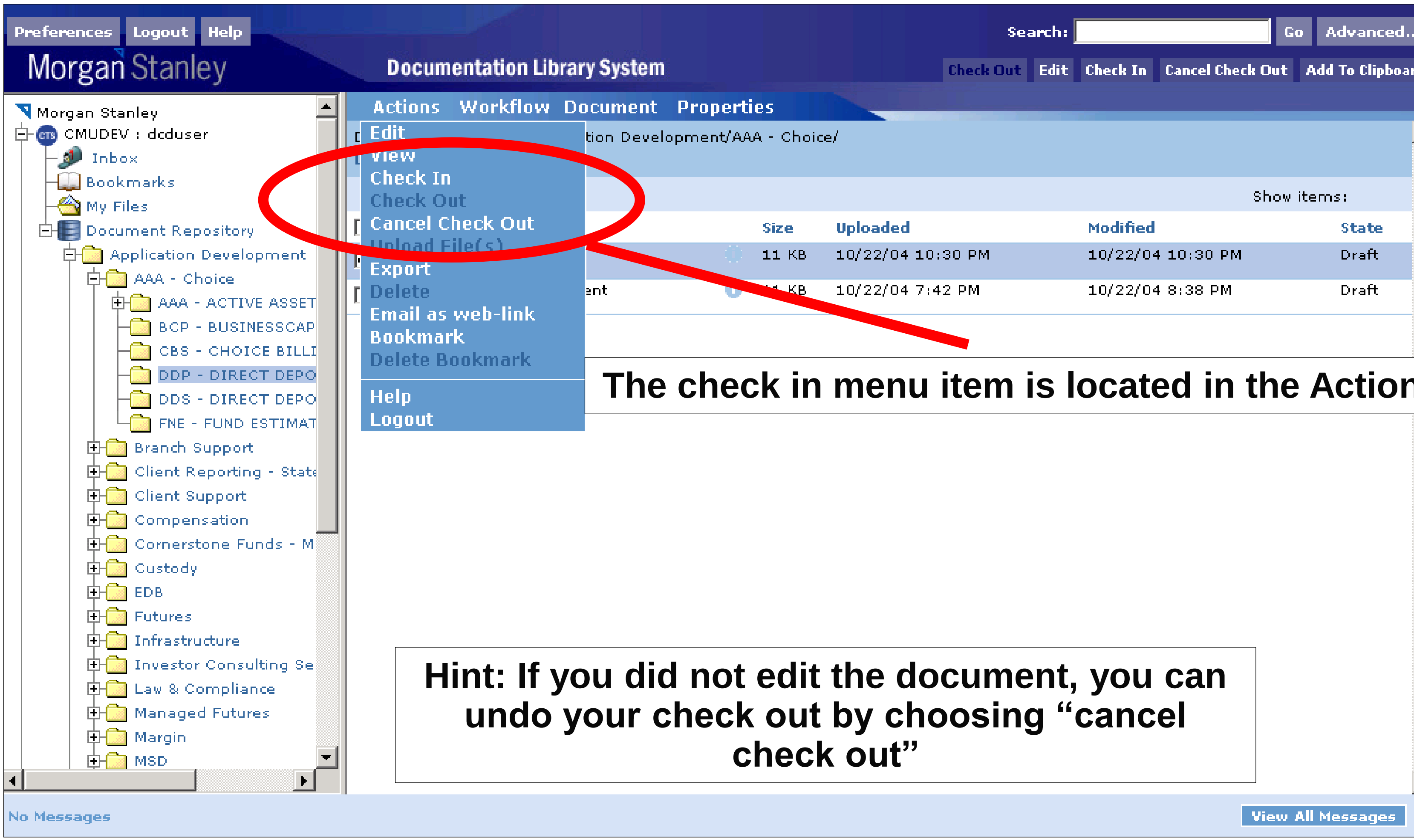
Edit a Document

- Step 4a: Check in the document



Edit a Document

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

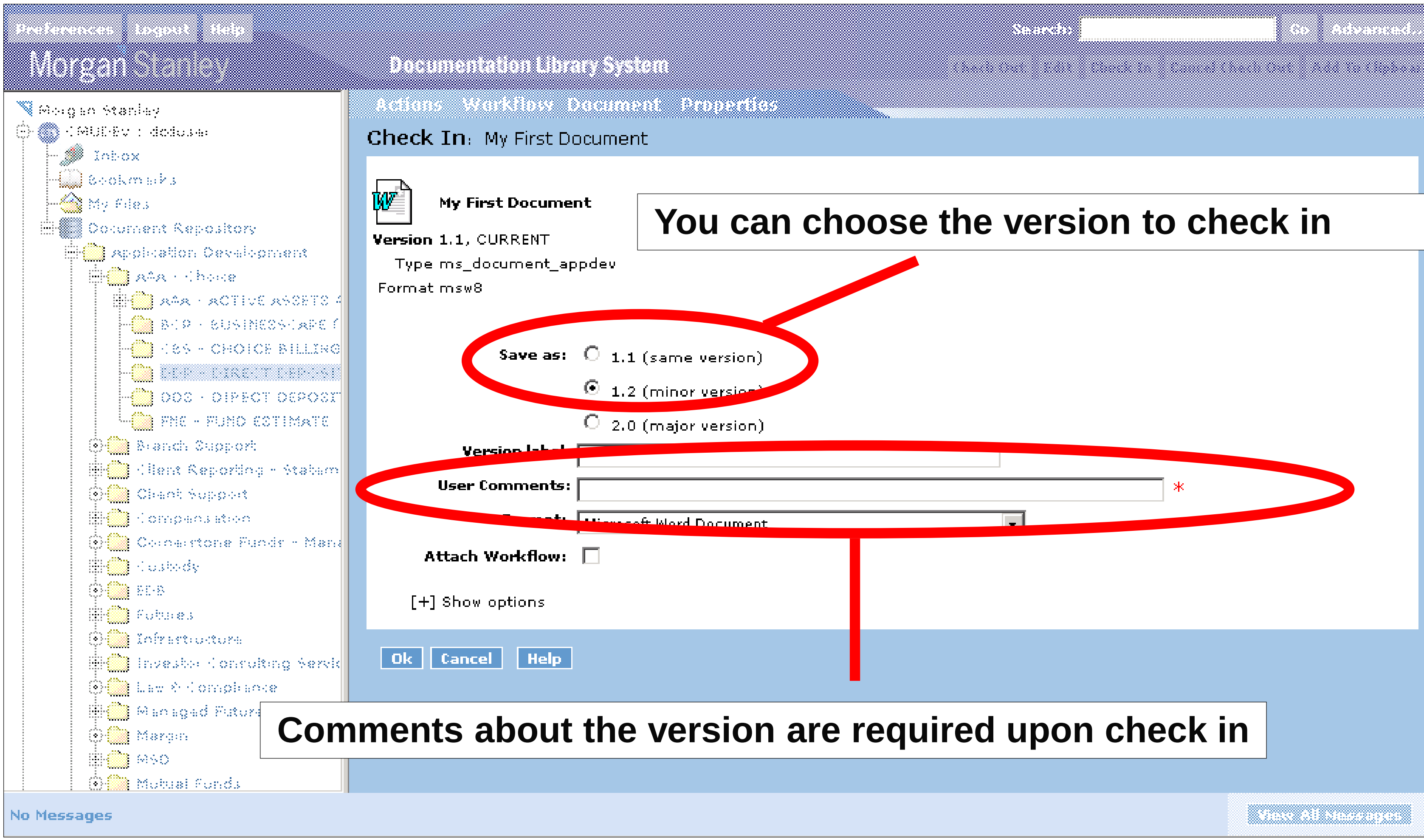


The check in menu item is located in the Actions Menu

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

Edit a Document

➢ Step 4c: Check in the document



Edit a Document – Check in Fields Explained

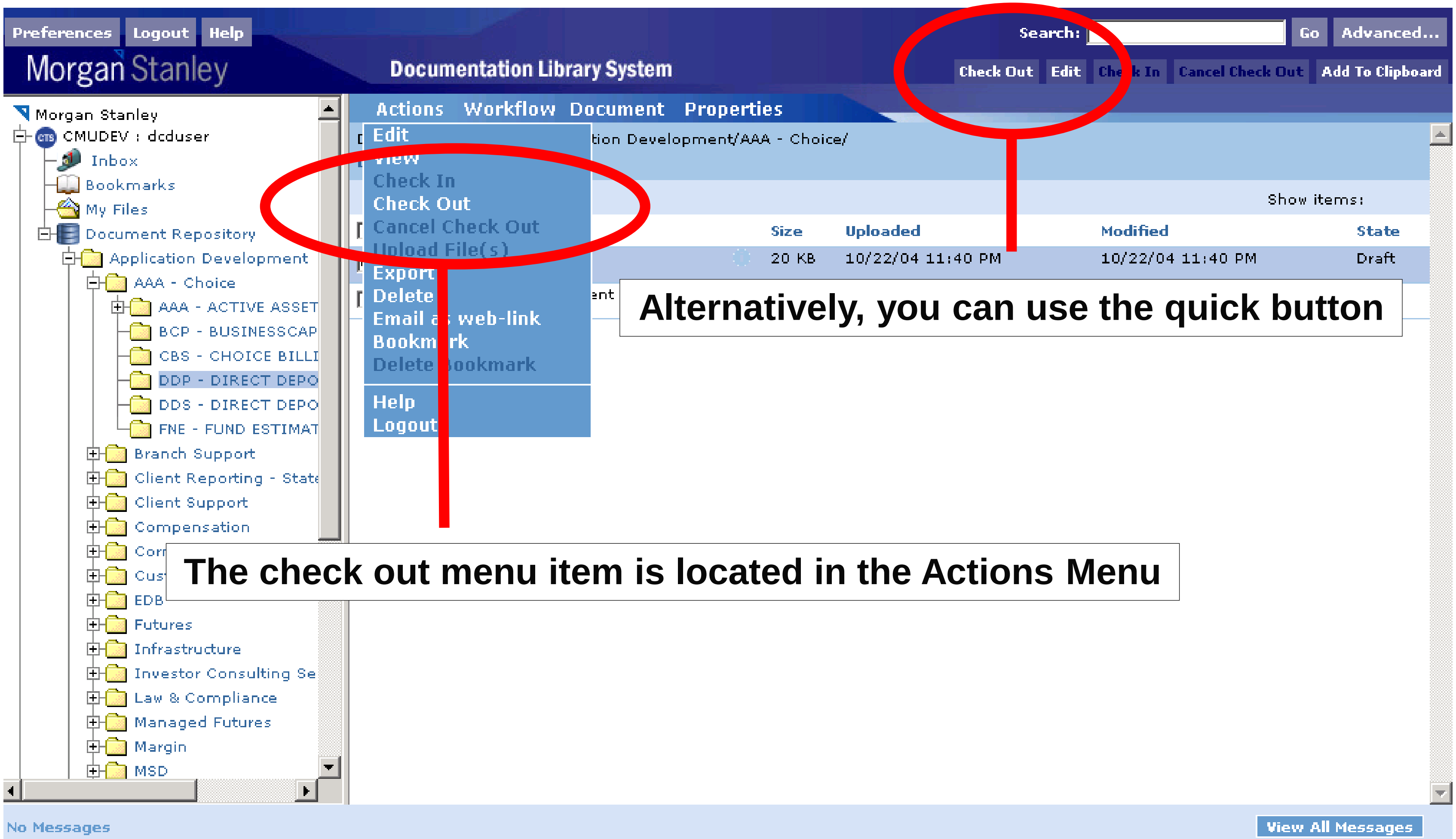
- Save As: Users can check in a document as a version of the original. The choices displayed to the user is based on system enforced business rules. See the next slide for versioning guidelines
- User Comments: General comments about the new version. Comments are required when a document is checked in
- 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



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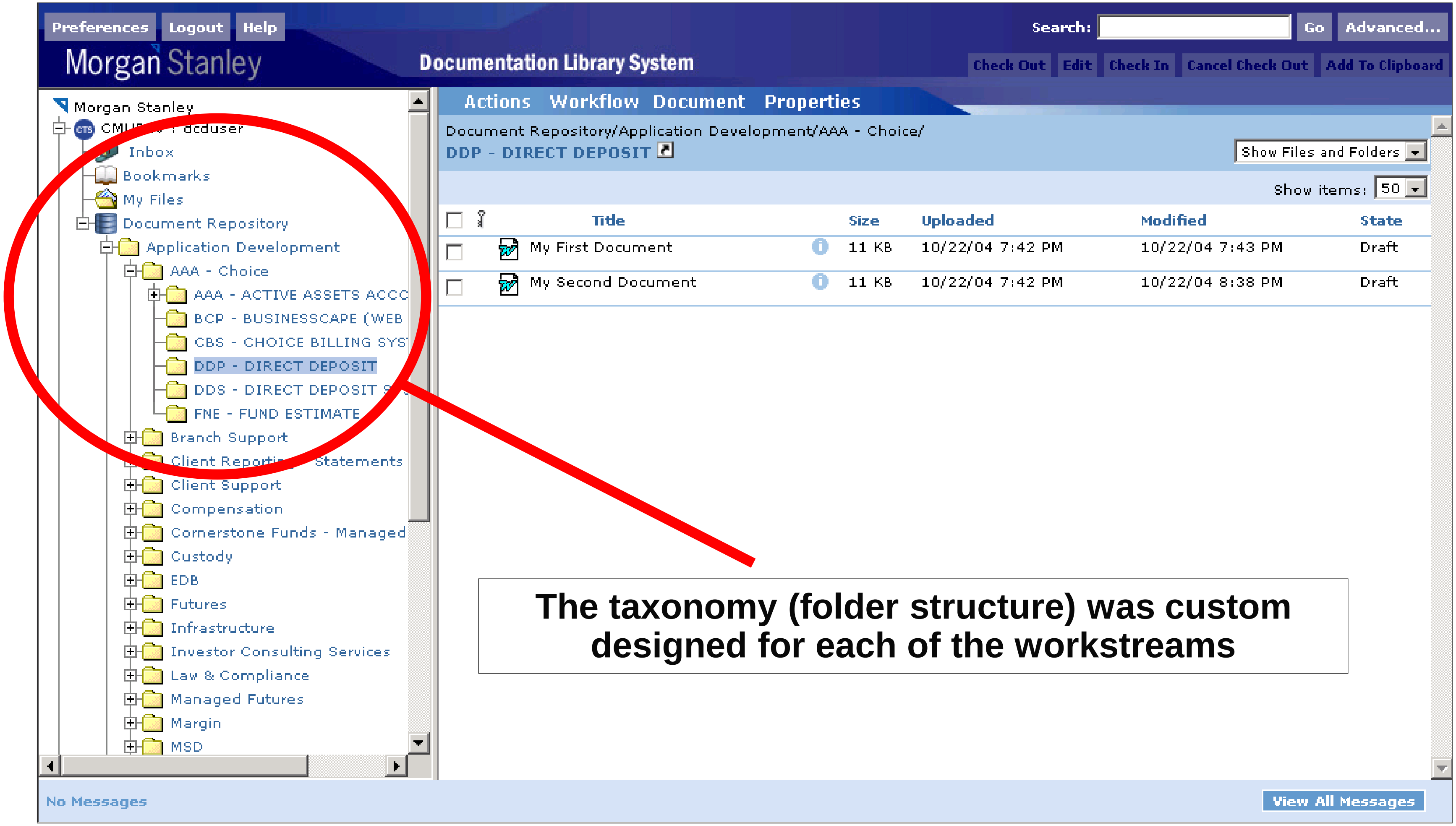
Next Topic

Miscellaneous Functionality

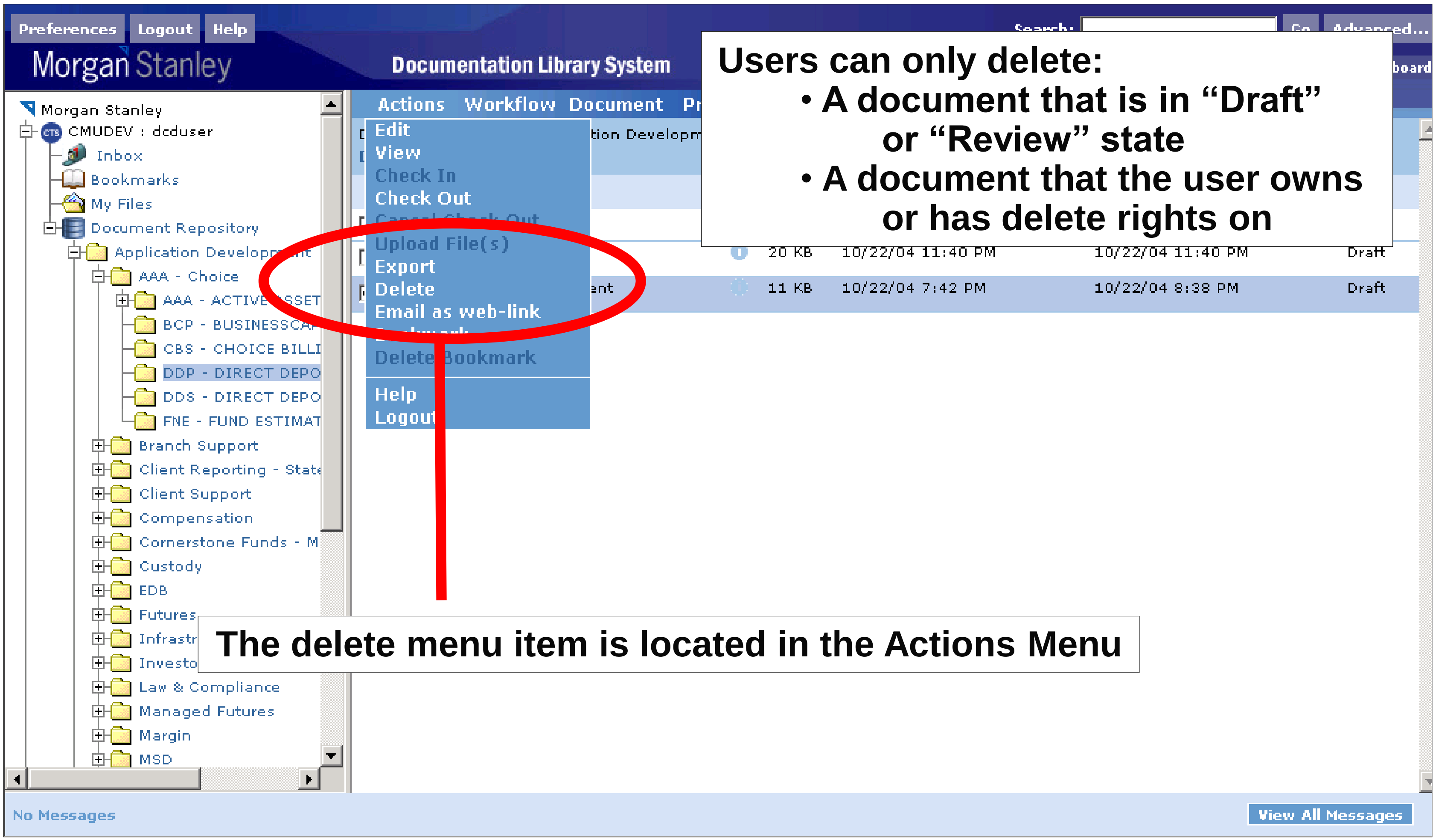
Delete a Document

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



Delete a Document

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

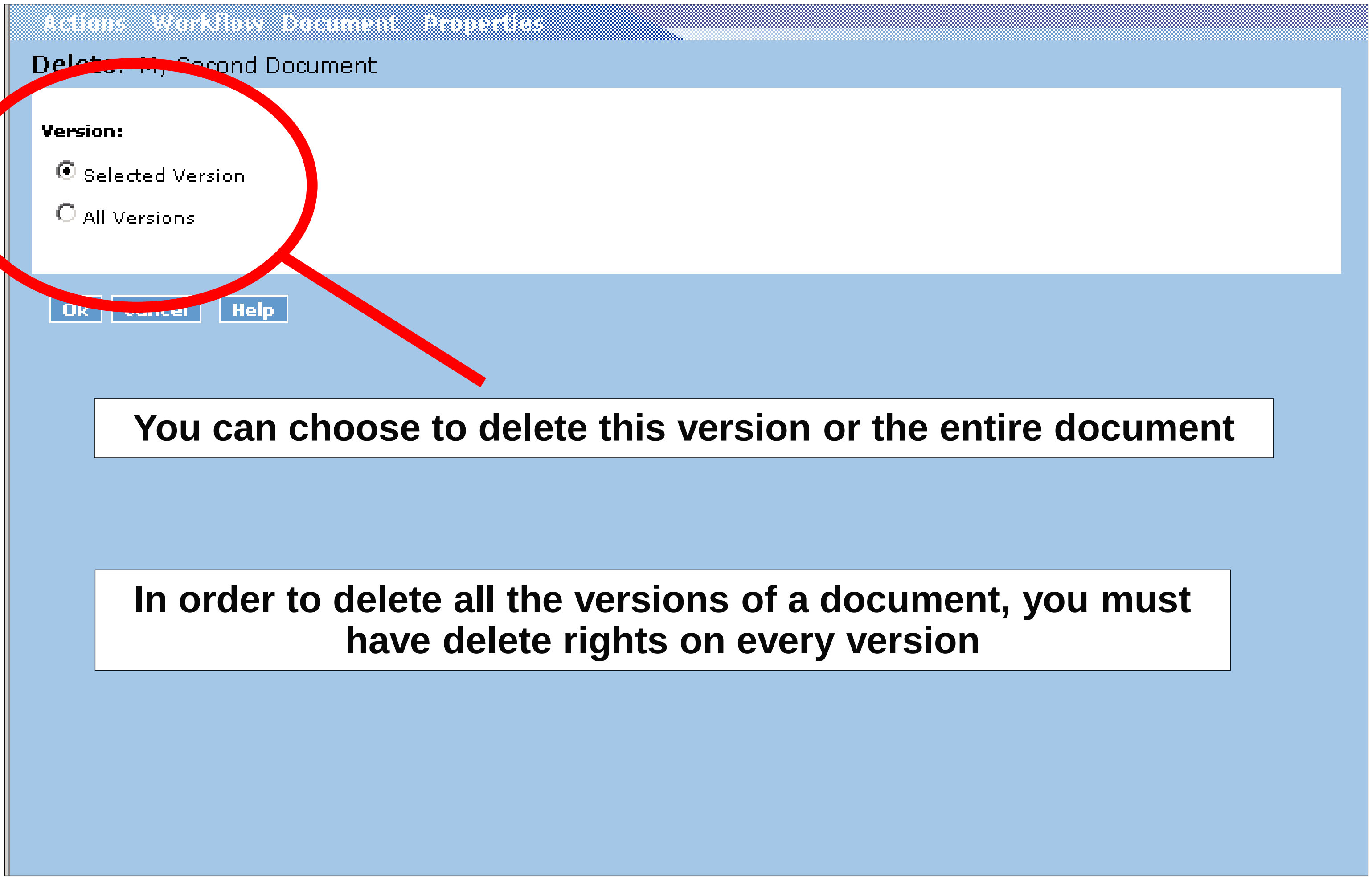


Users can only delete:
- **A document that is in "Draft" or "Review" state**
- **A document that the user owns or has delete rights on**

The delete menu item is located in the Actions Menu

Delete a Document

➢ Step 3: Choose the version to delete

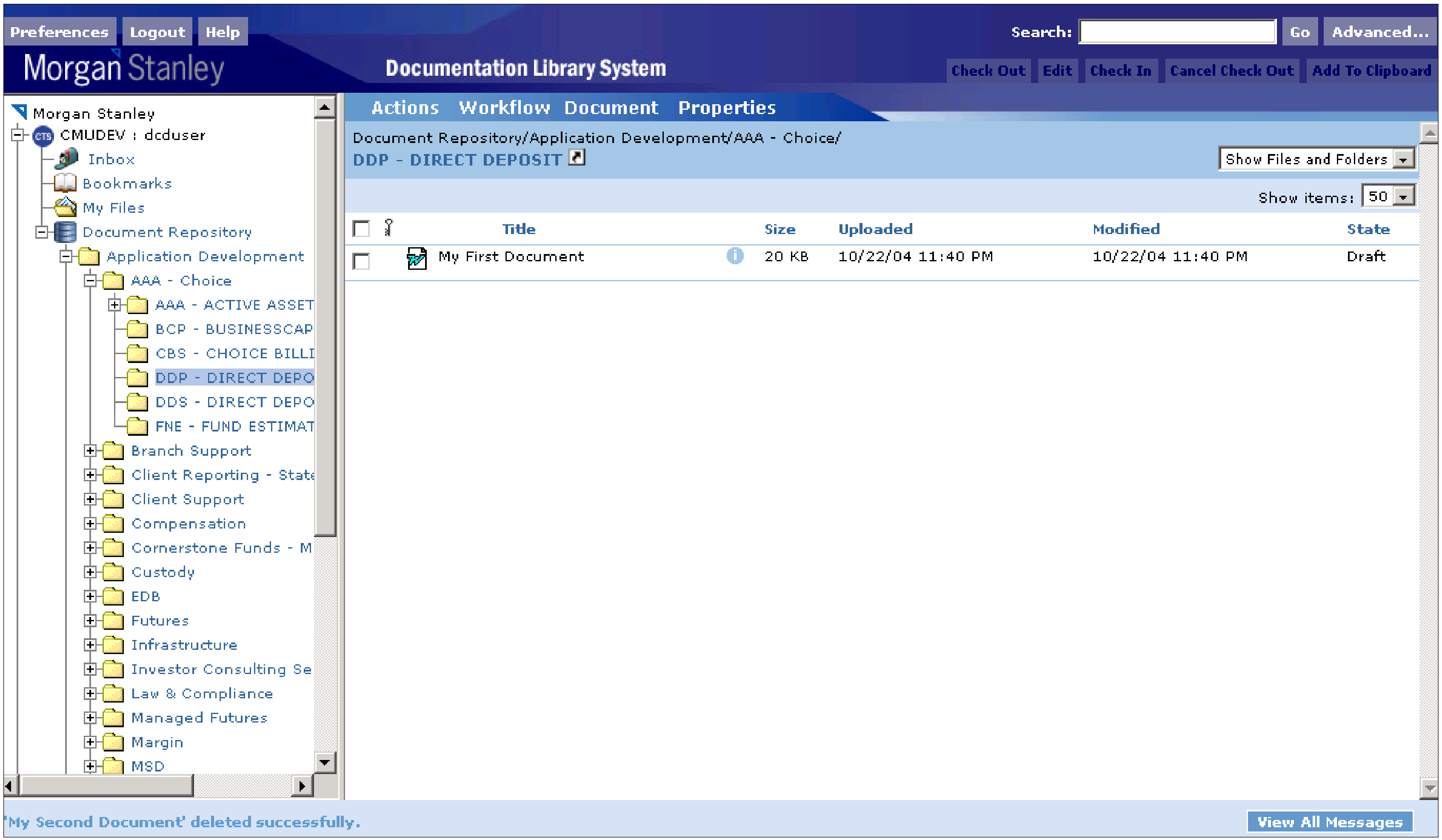


You can choose to delete this version or the entire document

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

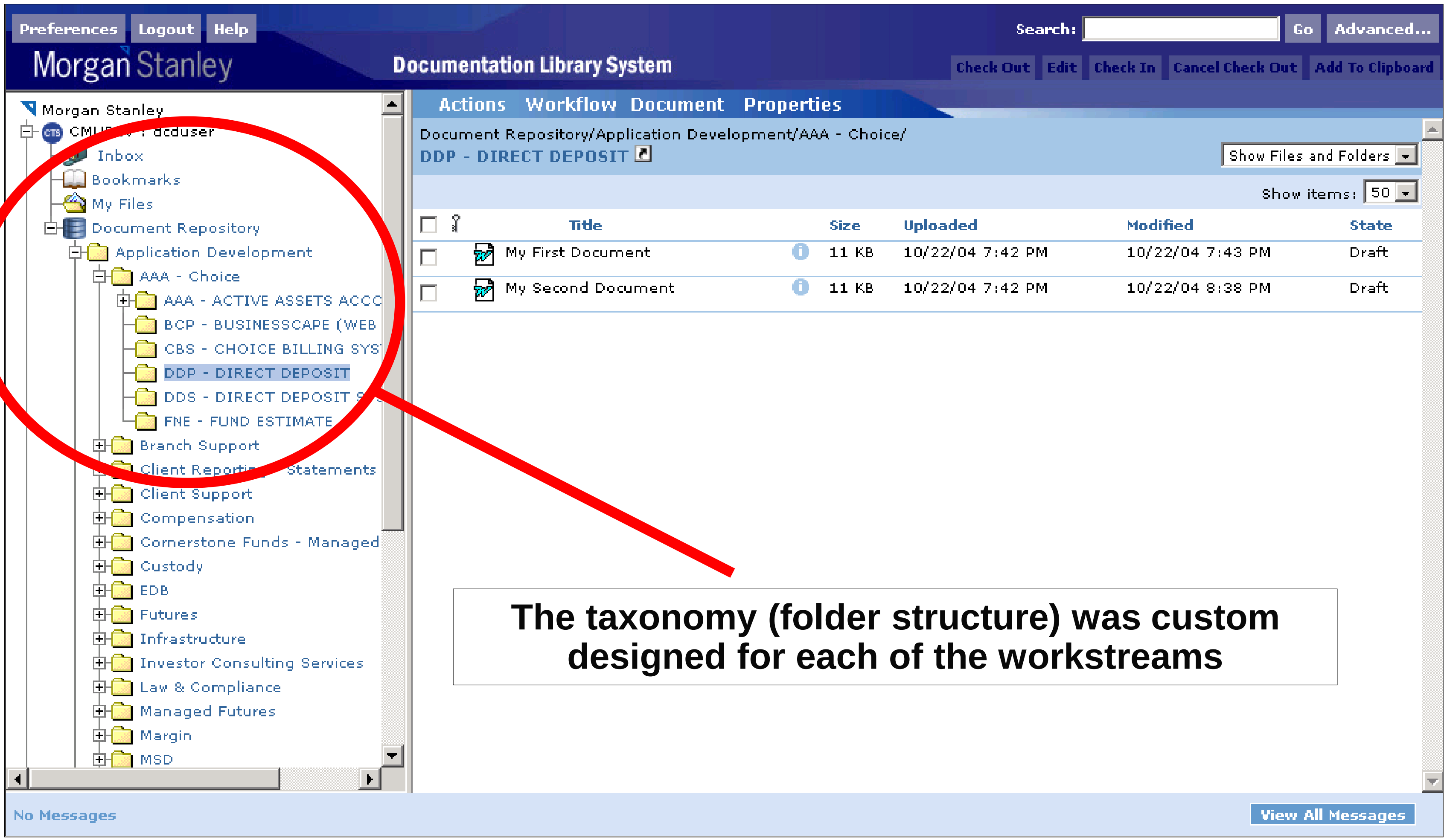
Delete a Document

➢ Step 4: Document is deleted



Move a Document

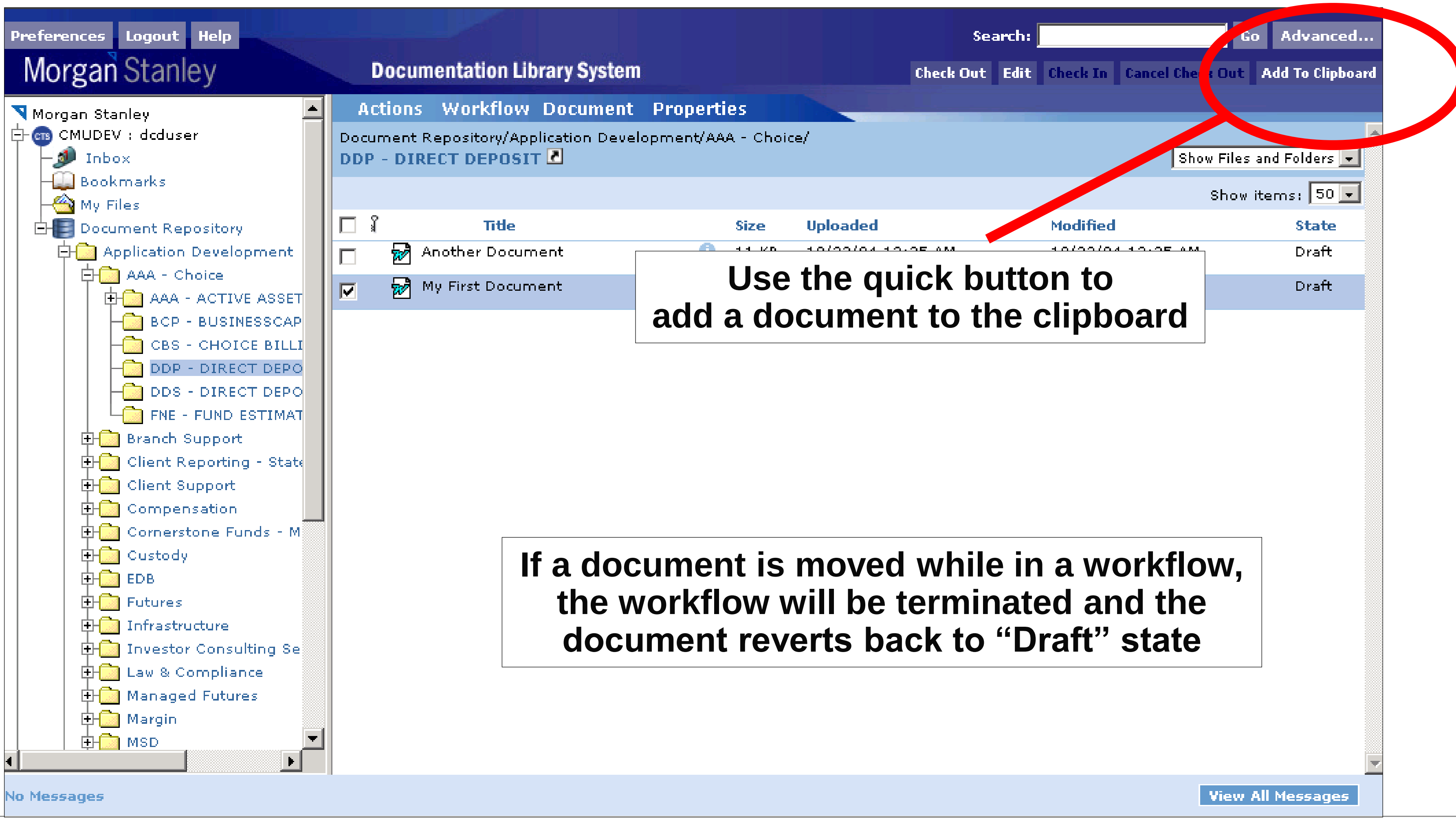
- Step 1: Navigate to a location in the folder structure by clicking on the left menus



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



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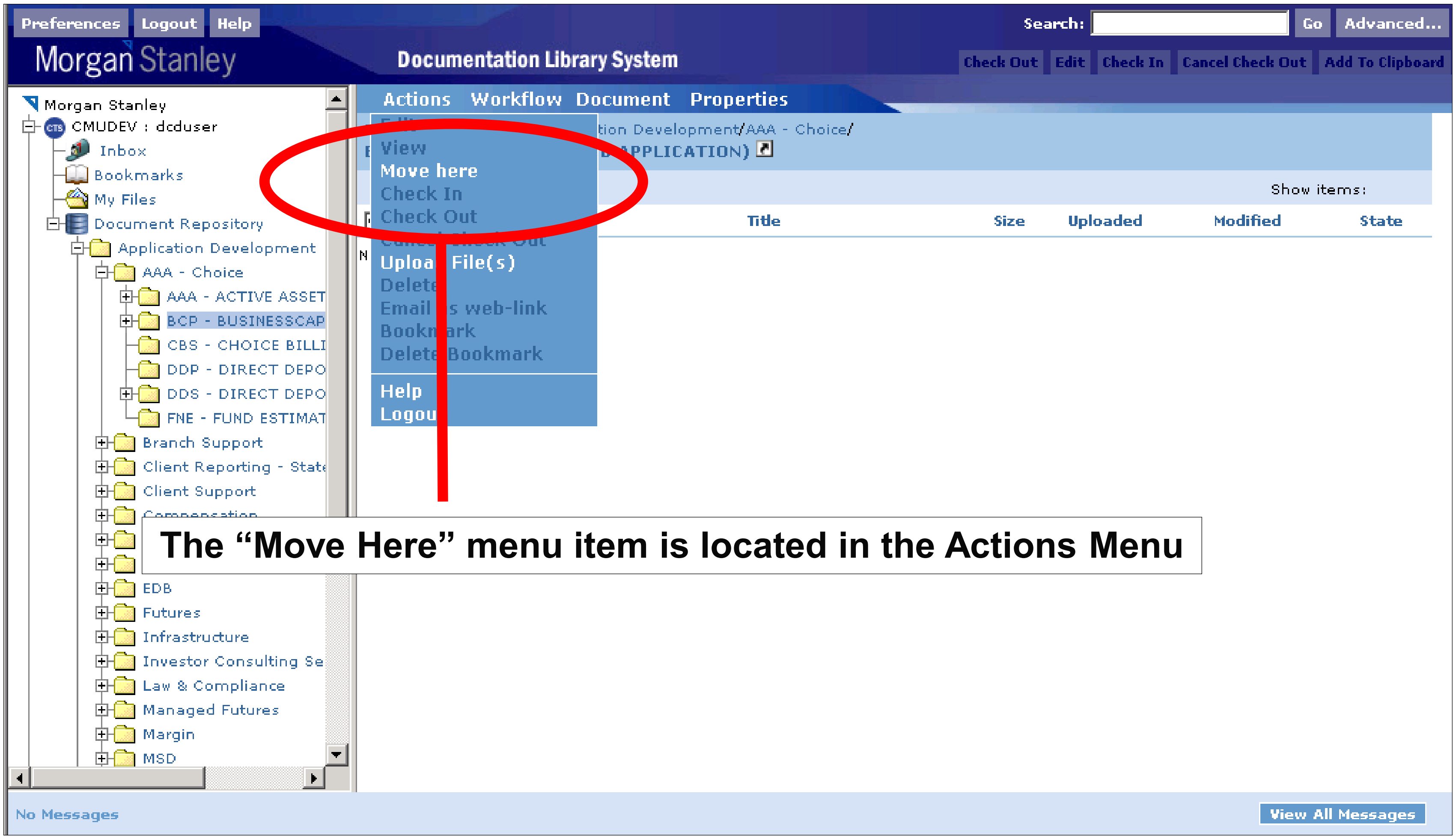
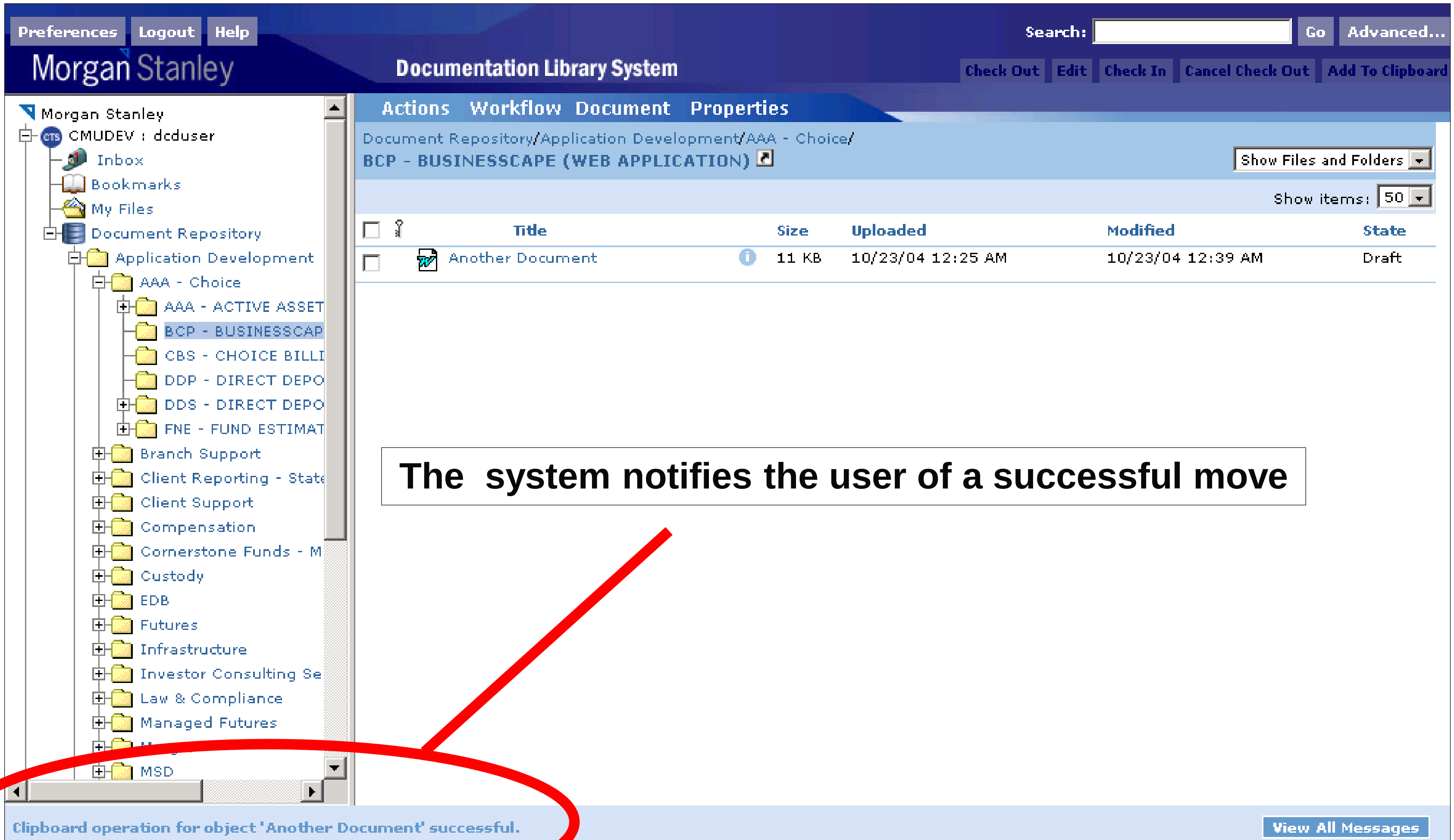
Move a Document

- Step 3: Navigate to another folder and select the "Move Here" menu item



Move a Document

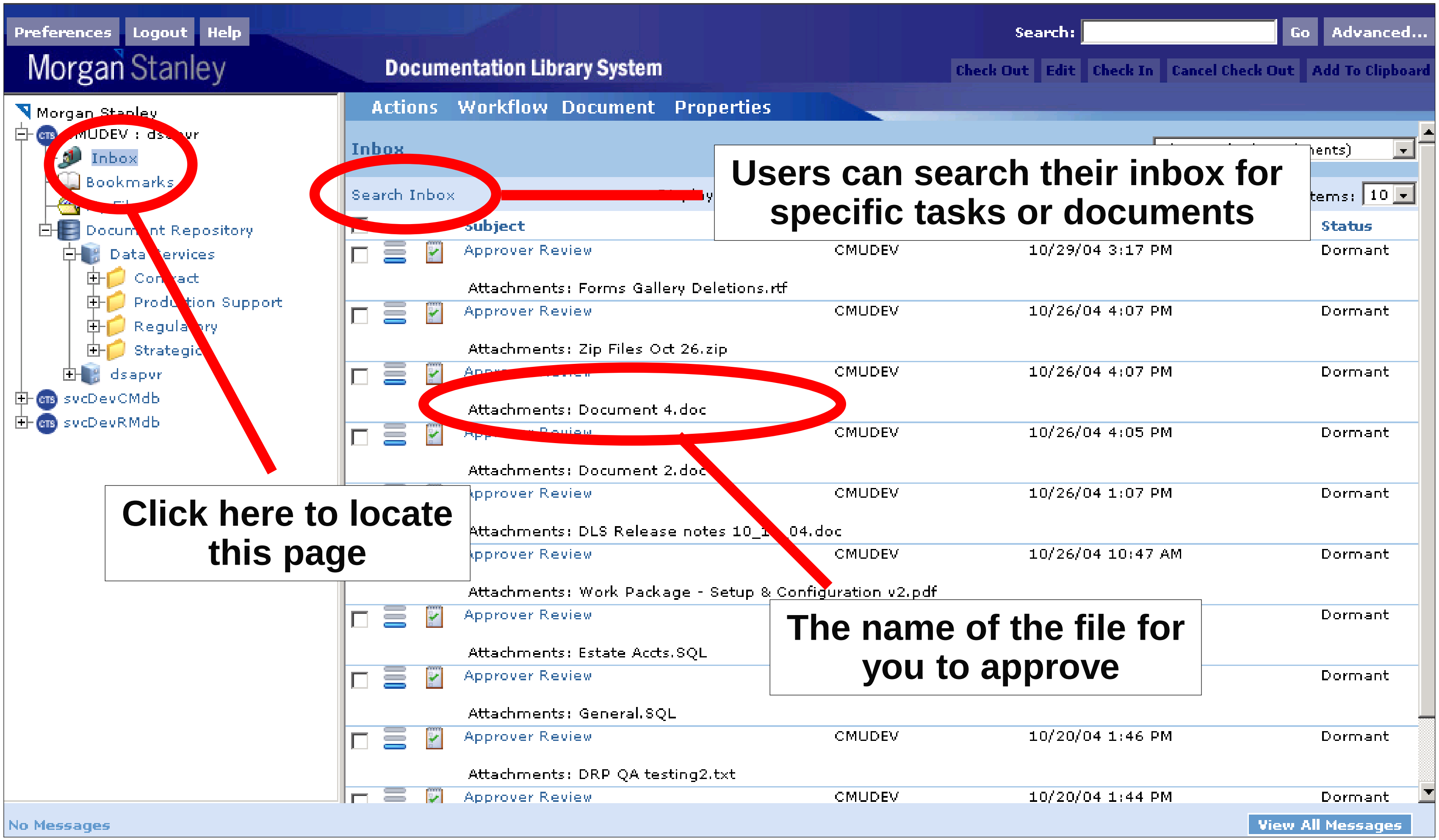
- Step 4: Document is moved



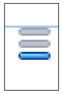
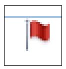
Inbox

View Inbox

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

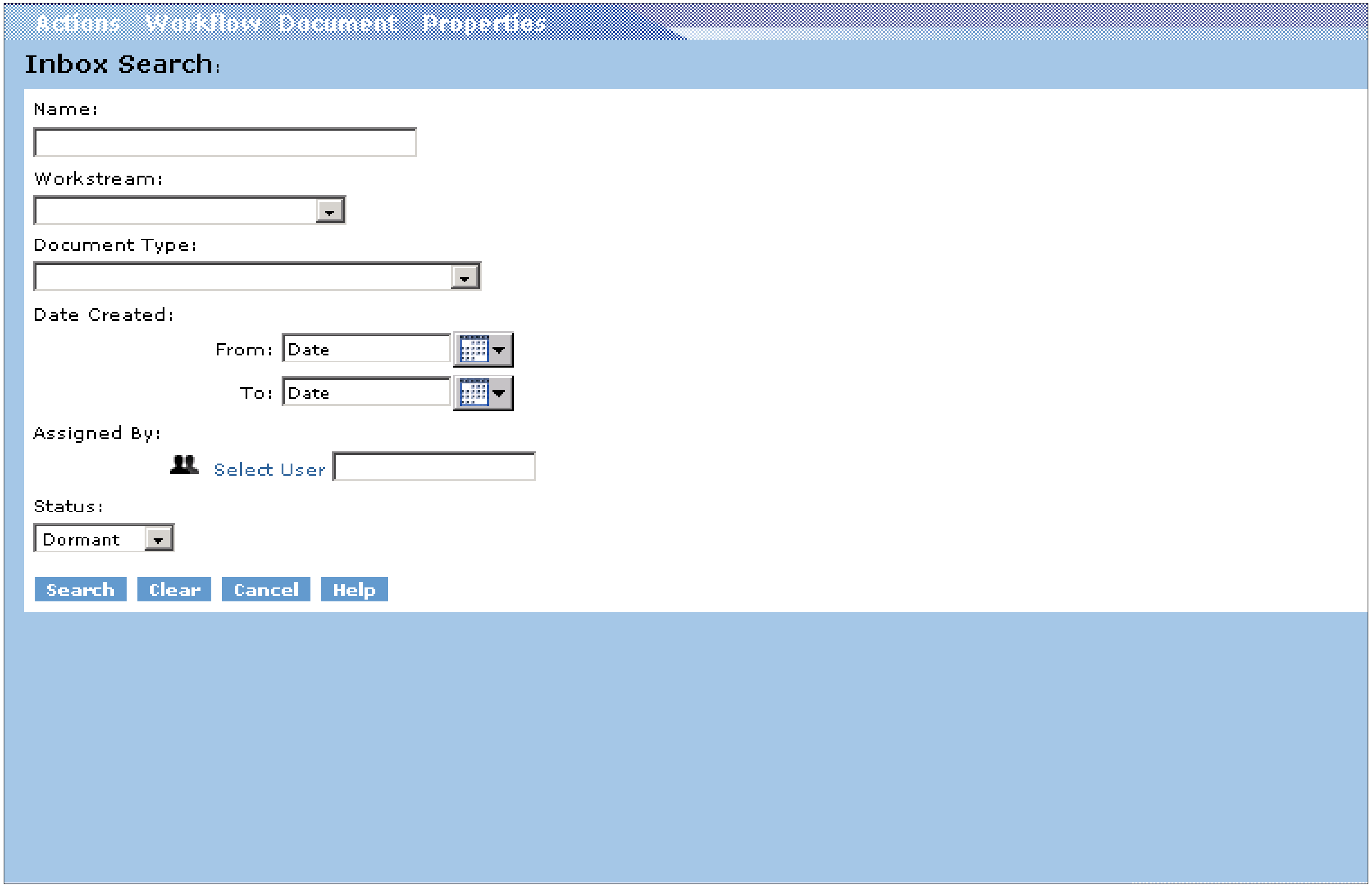


View Inbox – Fields Explained

- 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

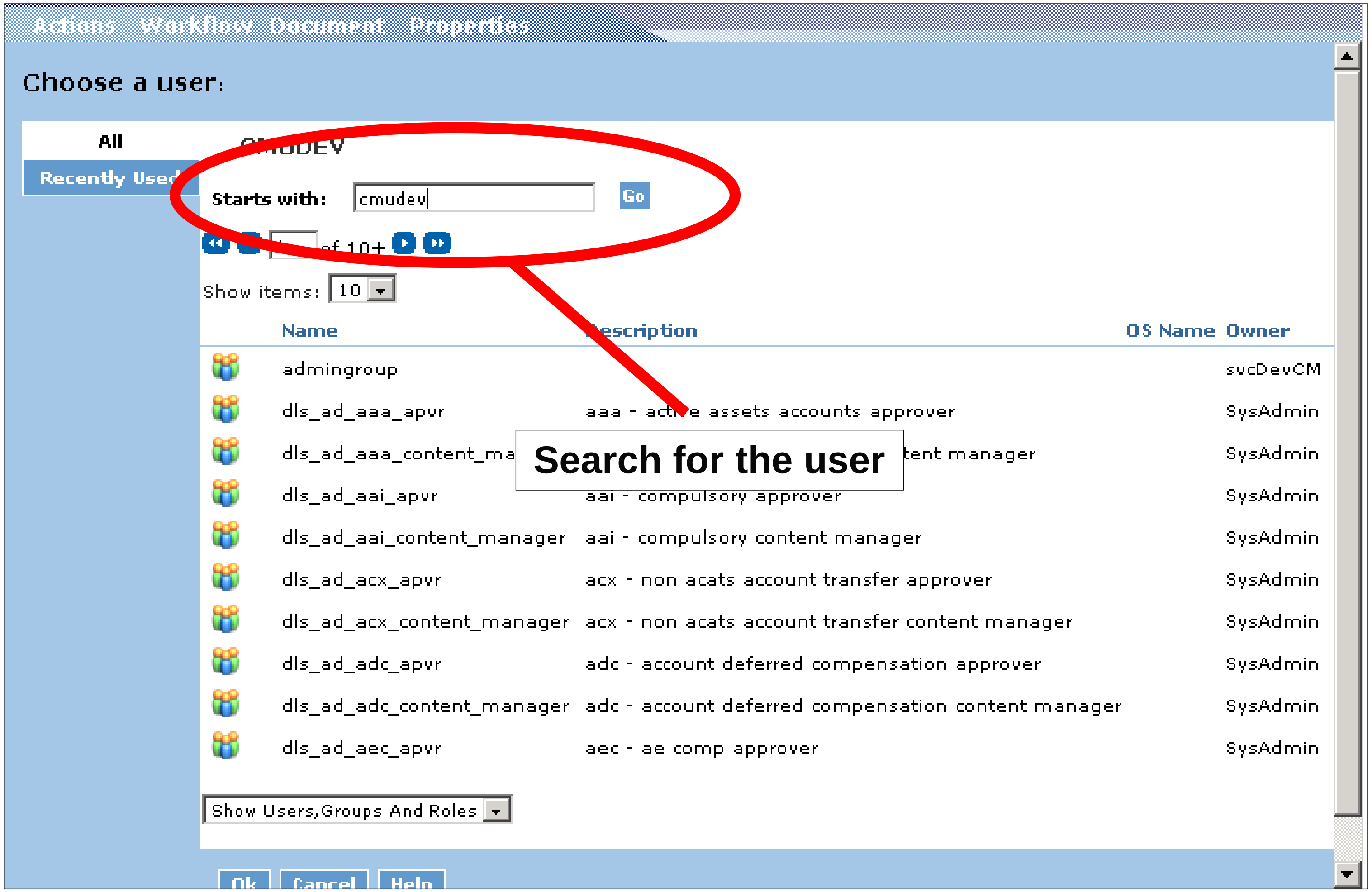


Inbox Search – Fields Explained

- 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.

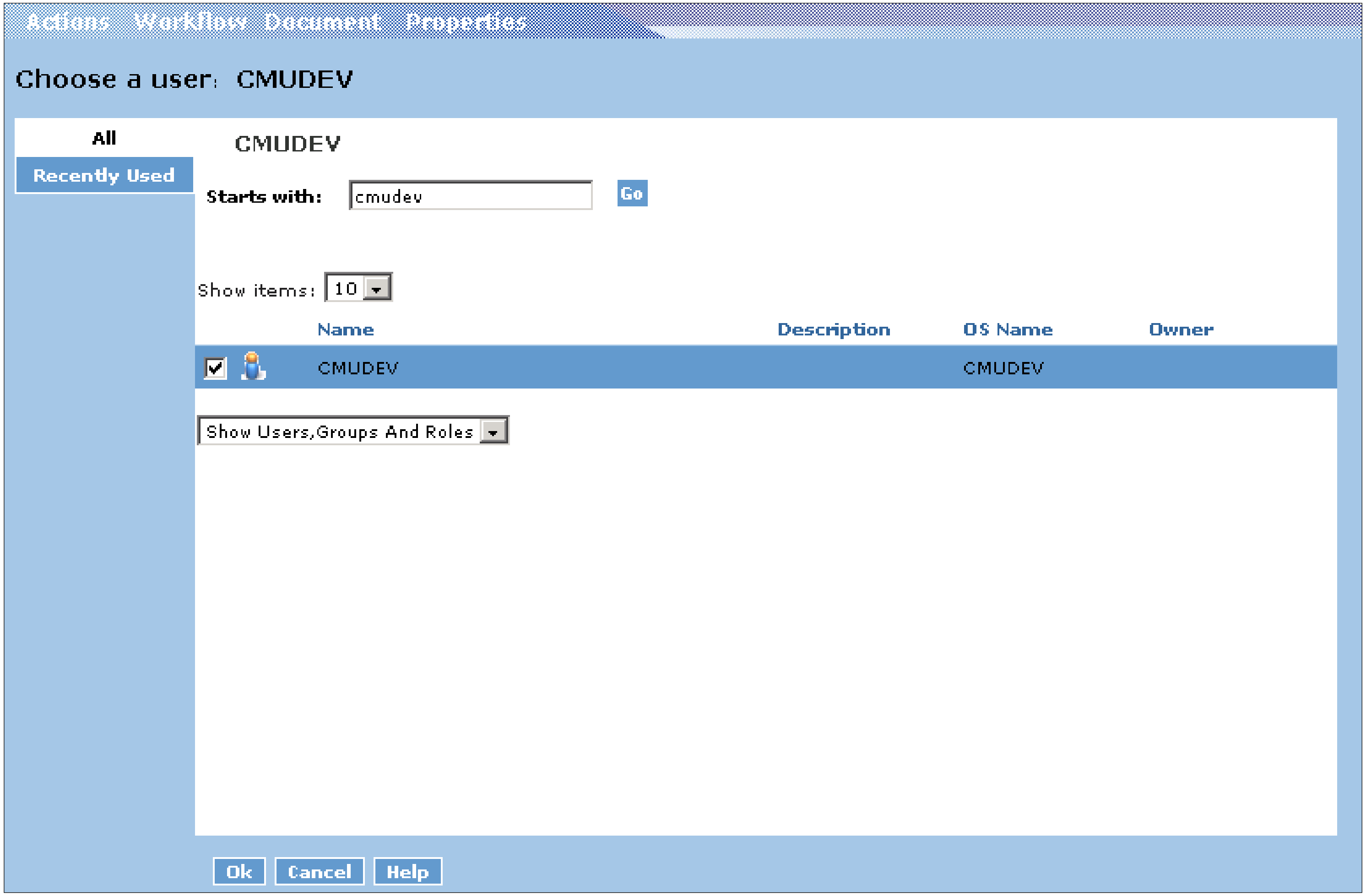
Inbox Search

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



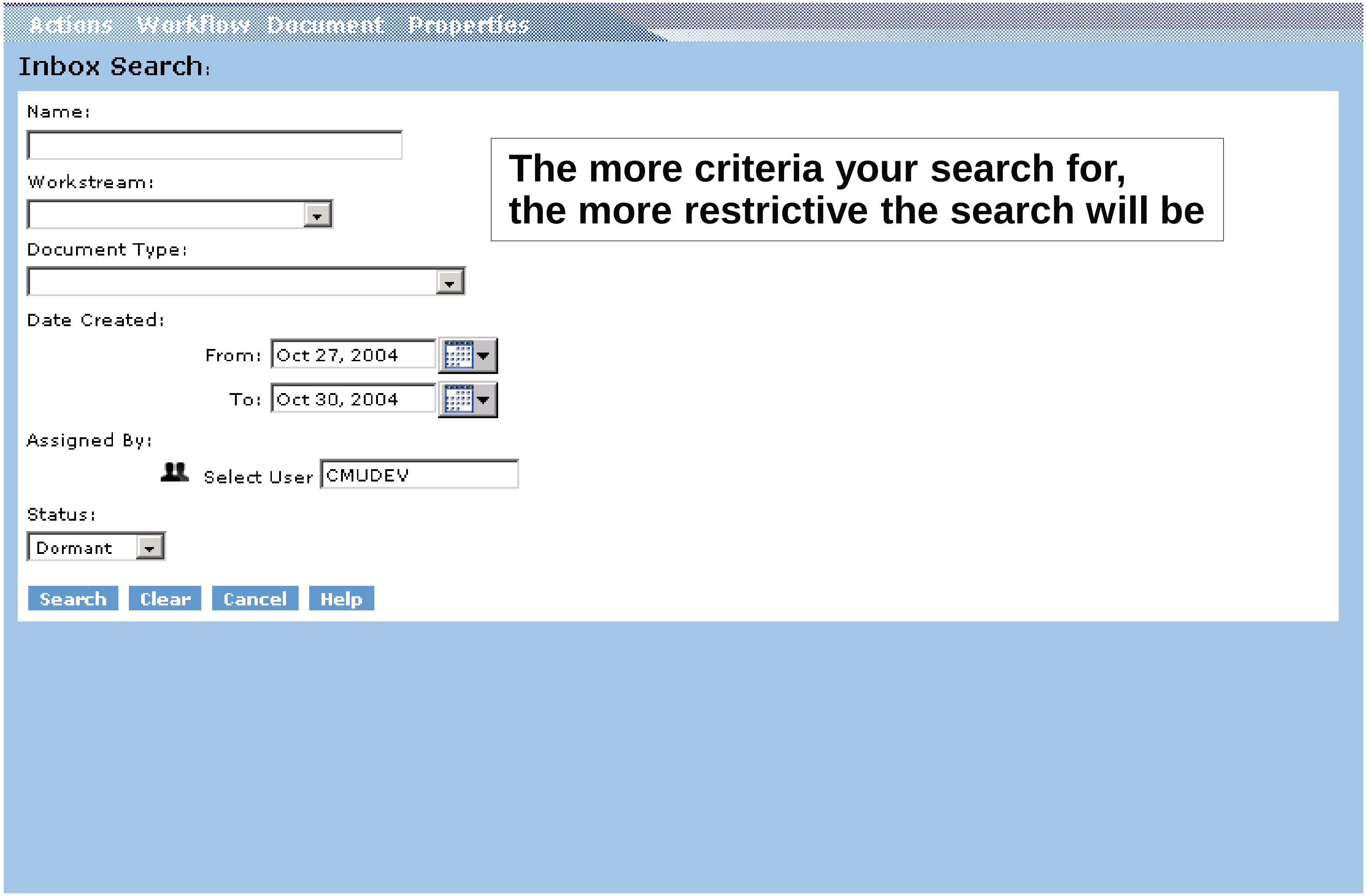
Inbox Search

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



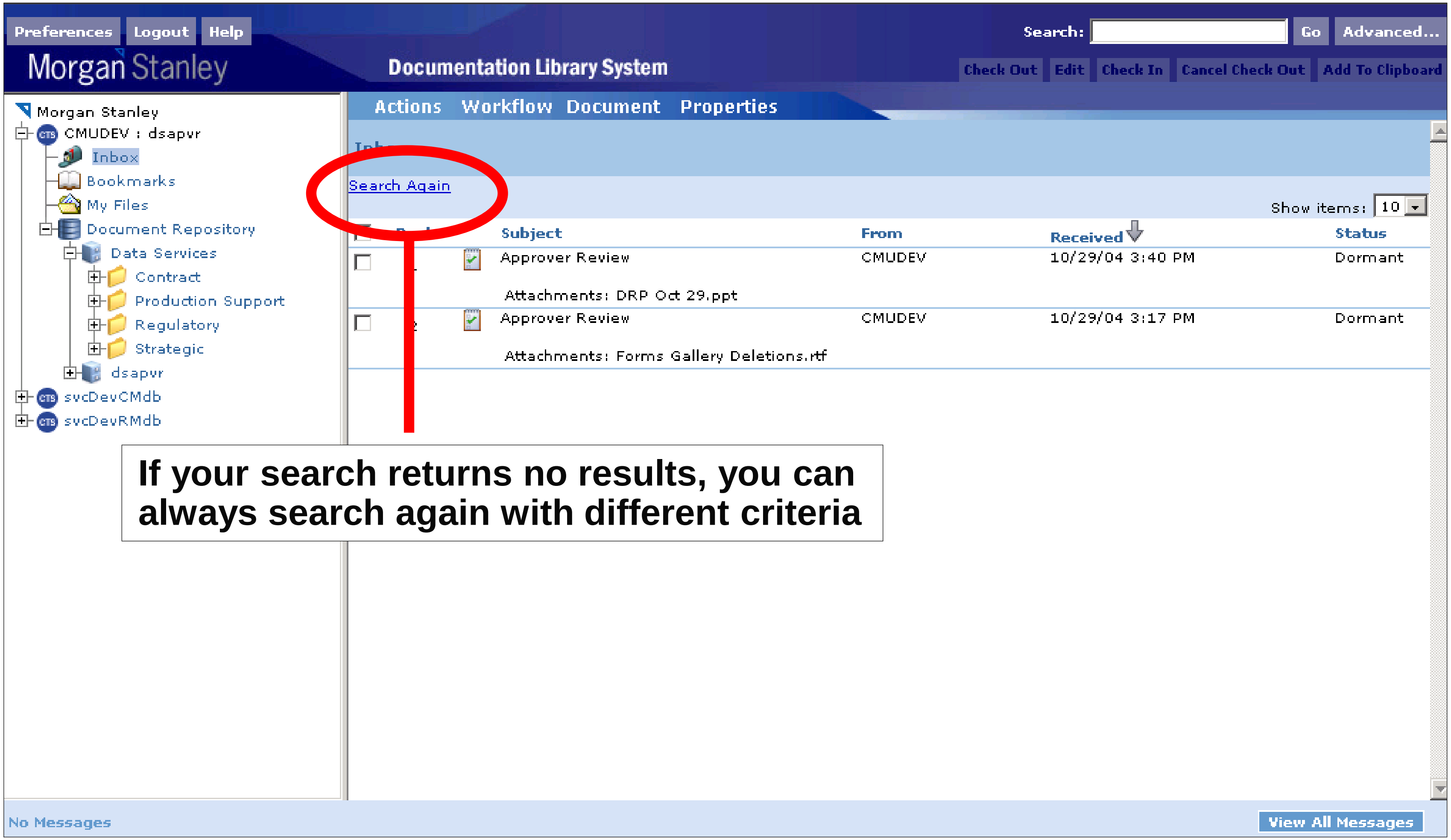
Inbox Search

➢ Step 1c: Search your Inbox



Inbox Search

- Step 2: View your results



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

Next Topic

Workflow

Workflow

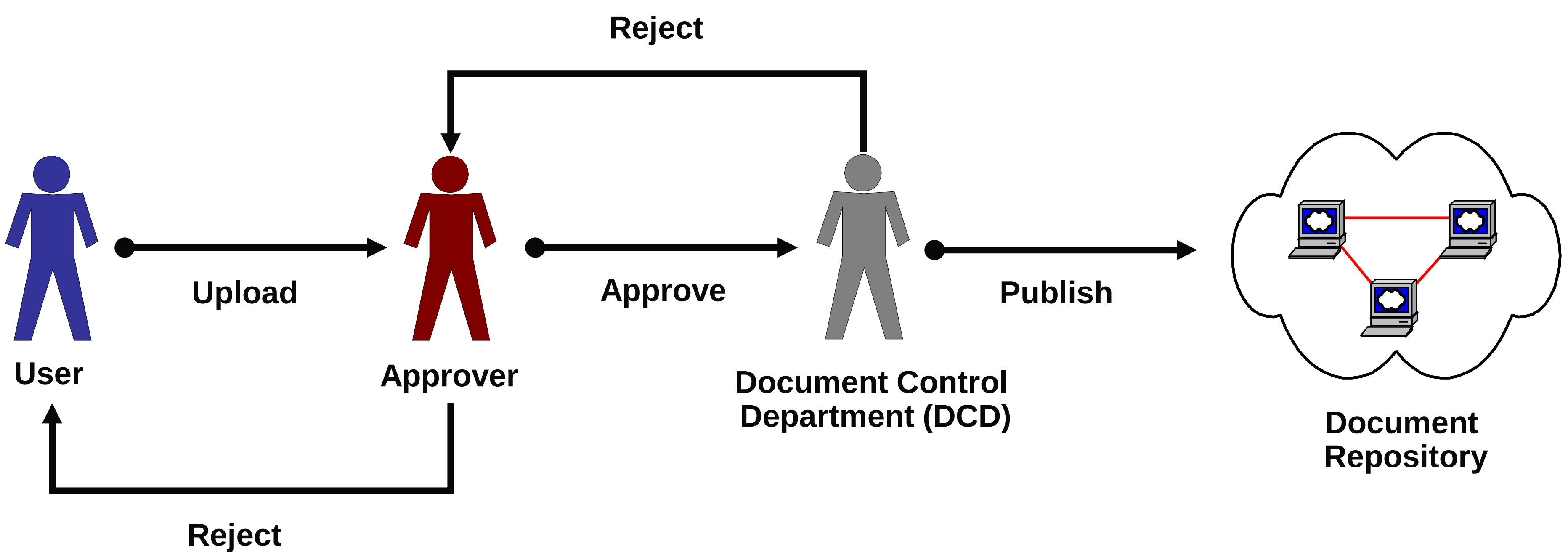
Workflow Definition:

- 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

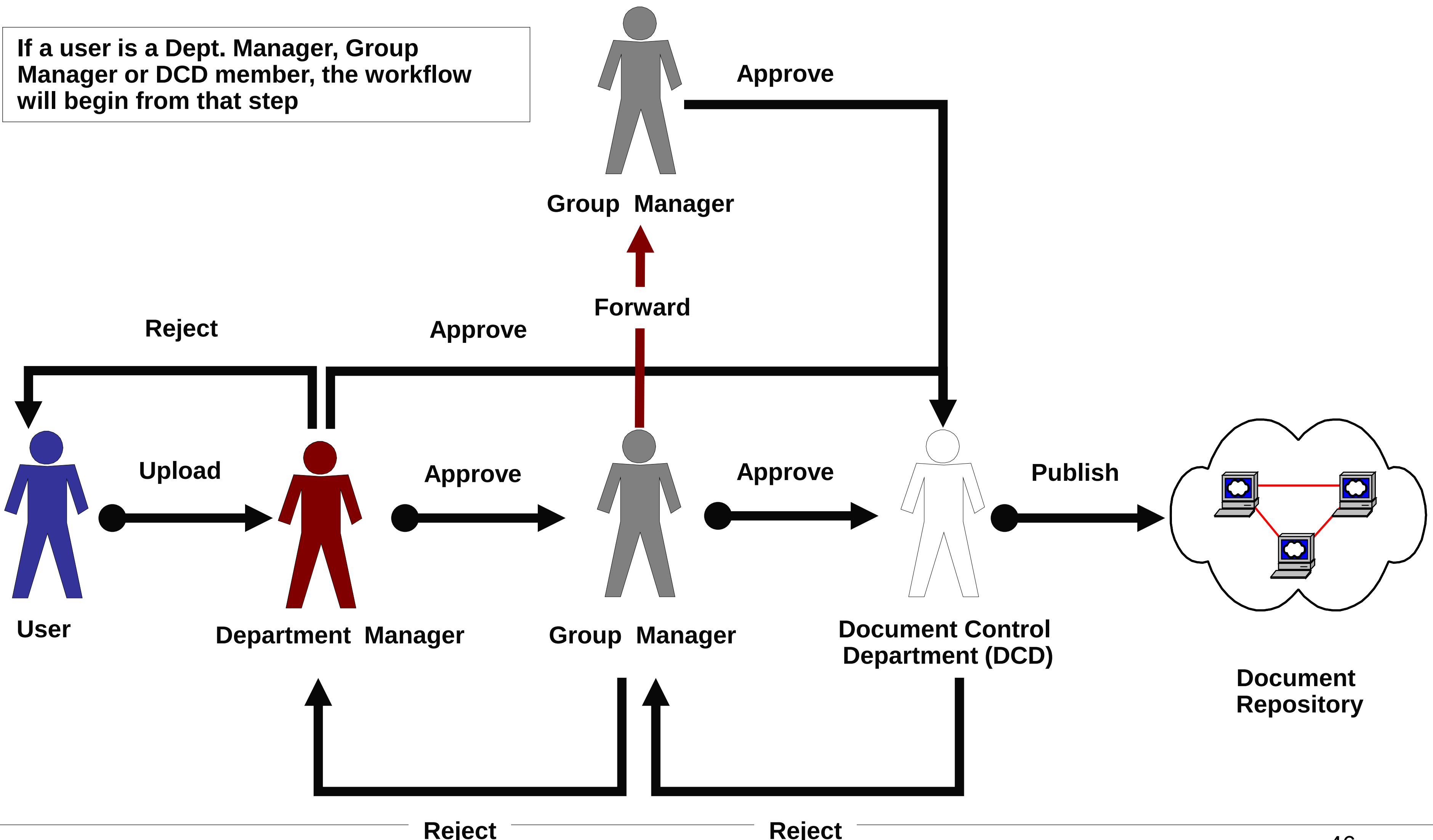
Workflow Diagram – Application Development, Data Services, Infrastructure



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

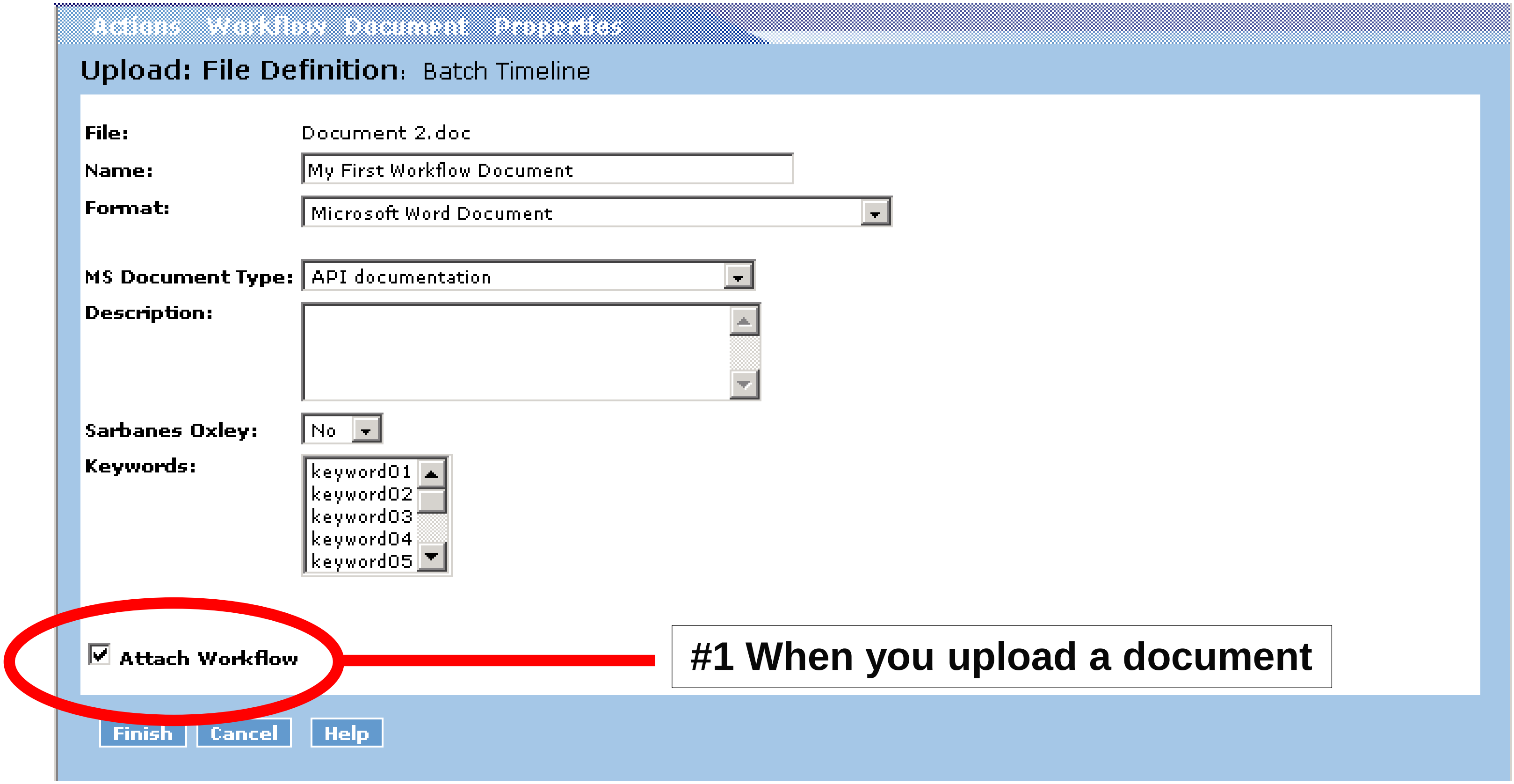
Workflow Diagram – Business Process

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



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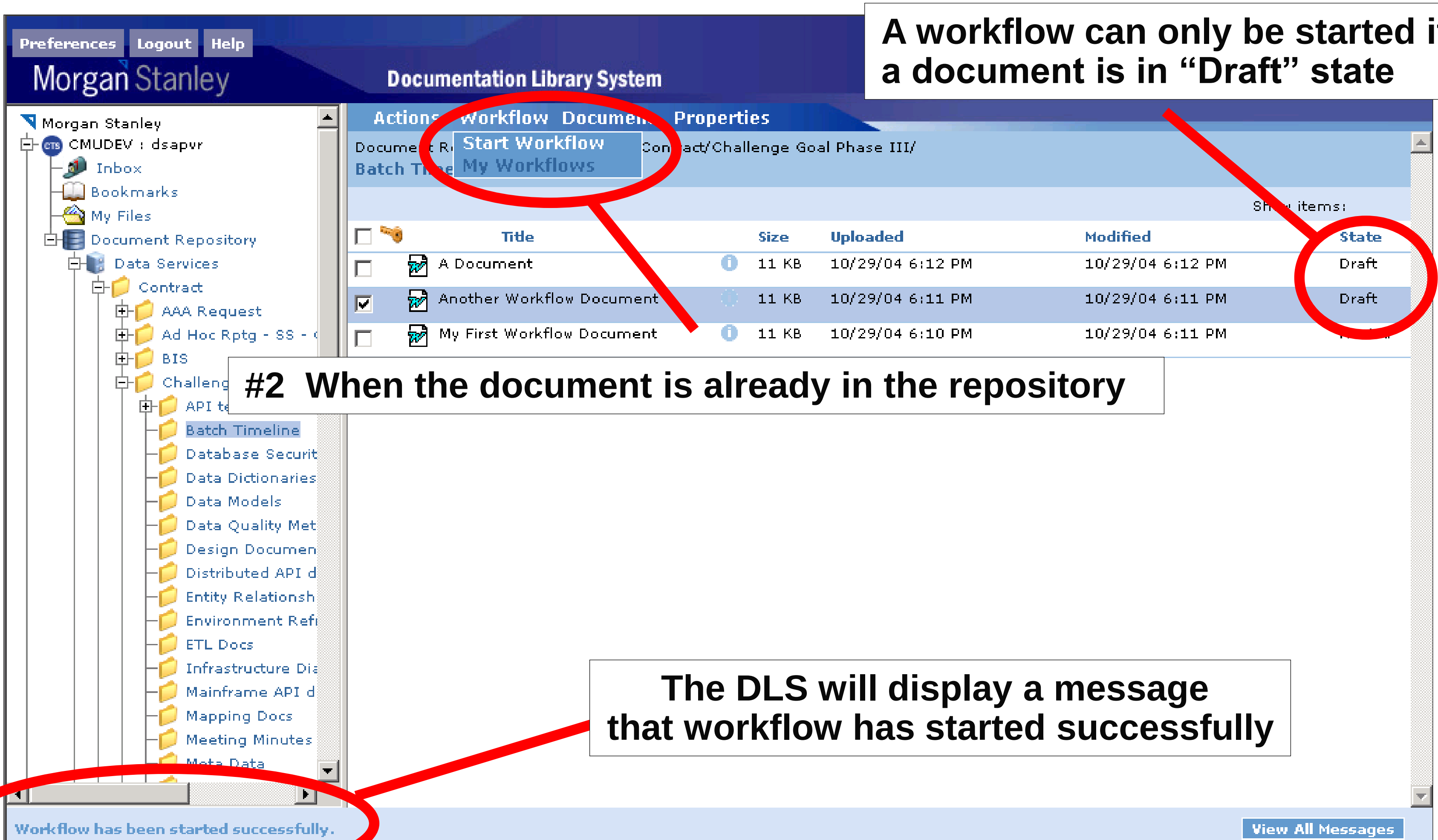
Start a Workflow

- There are two ways to start a workflow



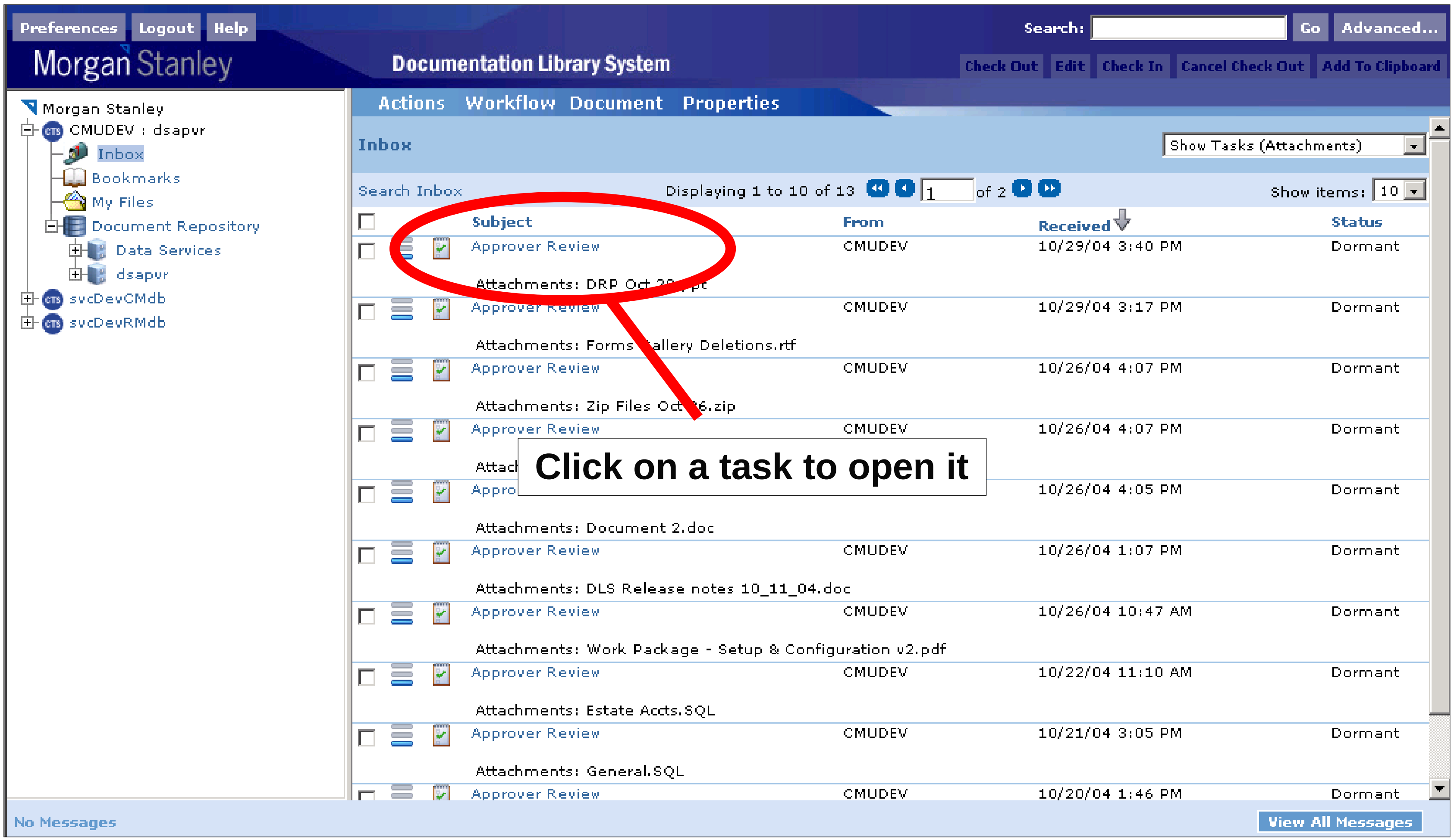
A workflow can only be started if a document is in "Draft" state

#2 When the document is already in the repository

The DLS will display a message that workflow has started successfully

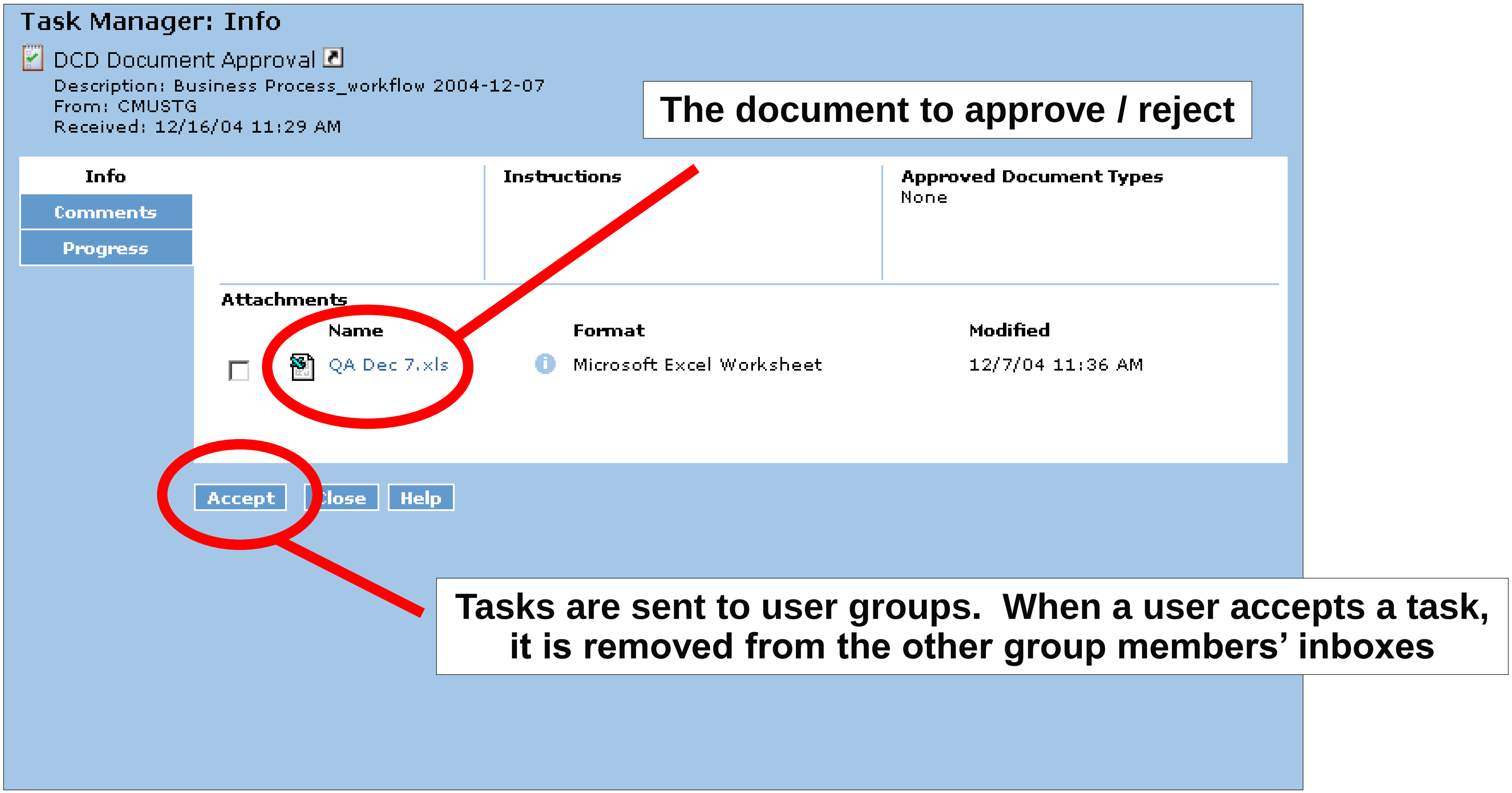
Approve / Reject a Document

- ➢ Step 1: Choose a Task



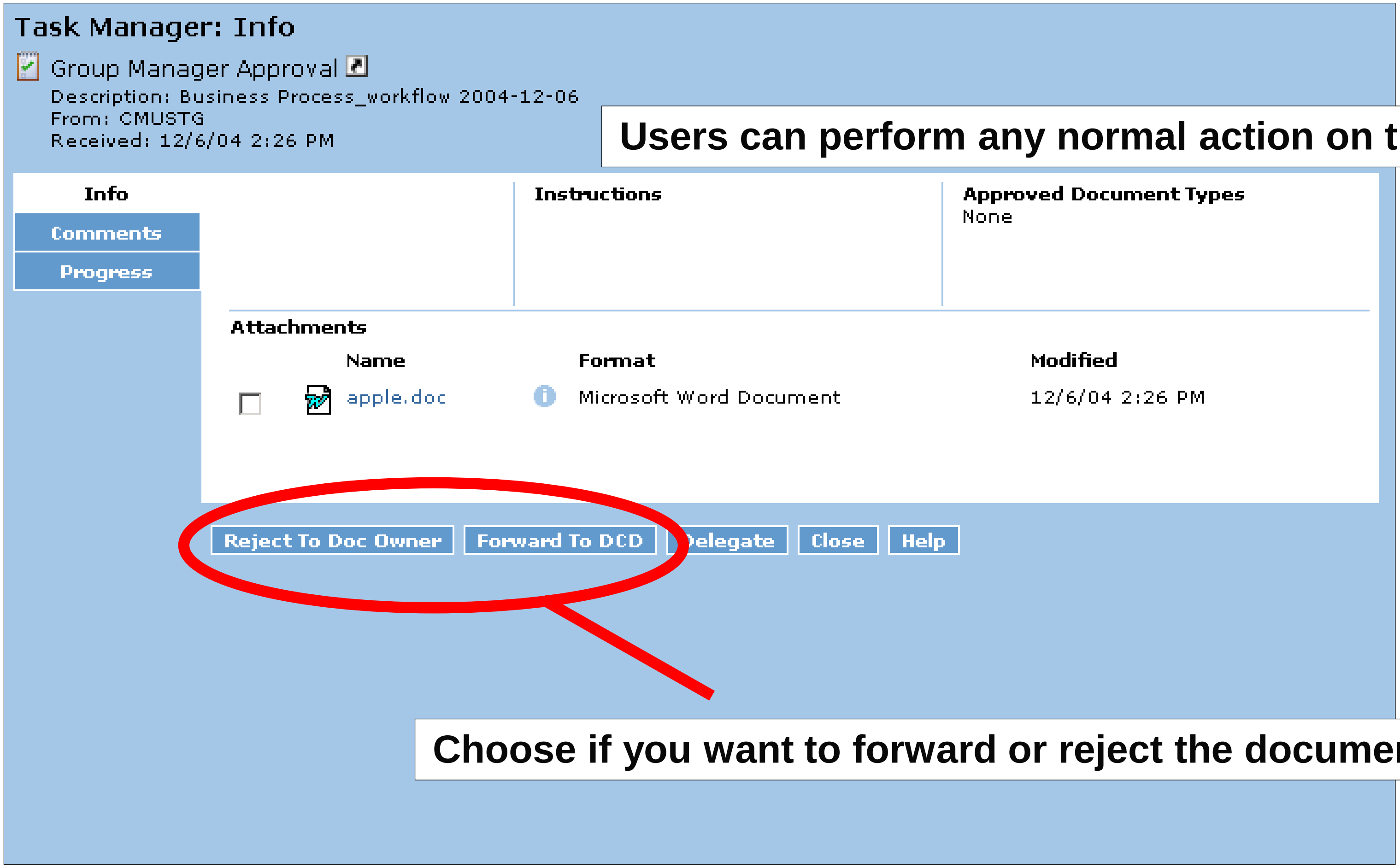
Approve / Reject a Document

➢ Step 2: Accept the task



Approve / Reject a Document

- Step 3a: View Task Information

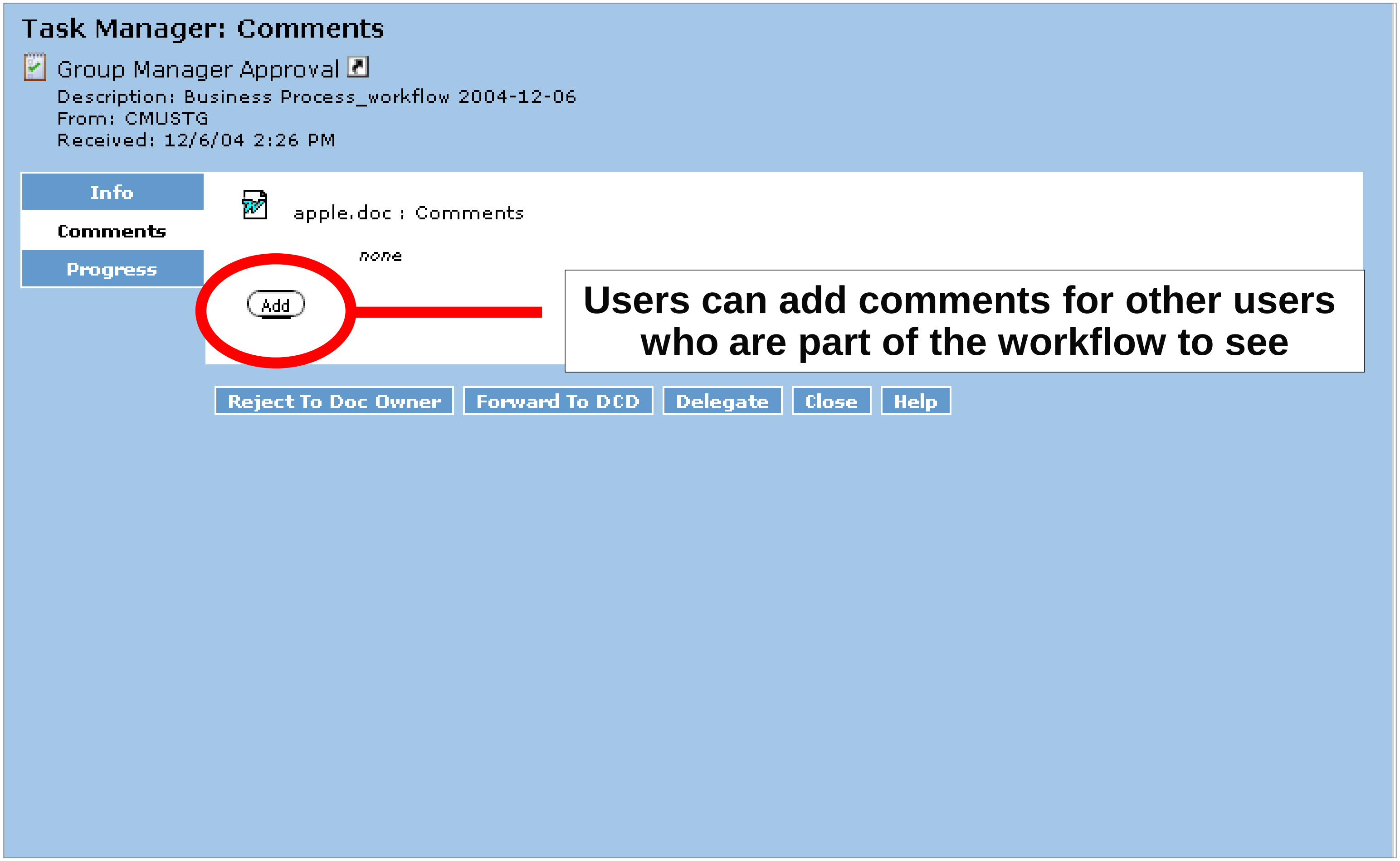


Users can perform any normal action on the document

Choose if you want to forward or reject the document

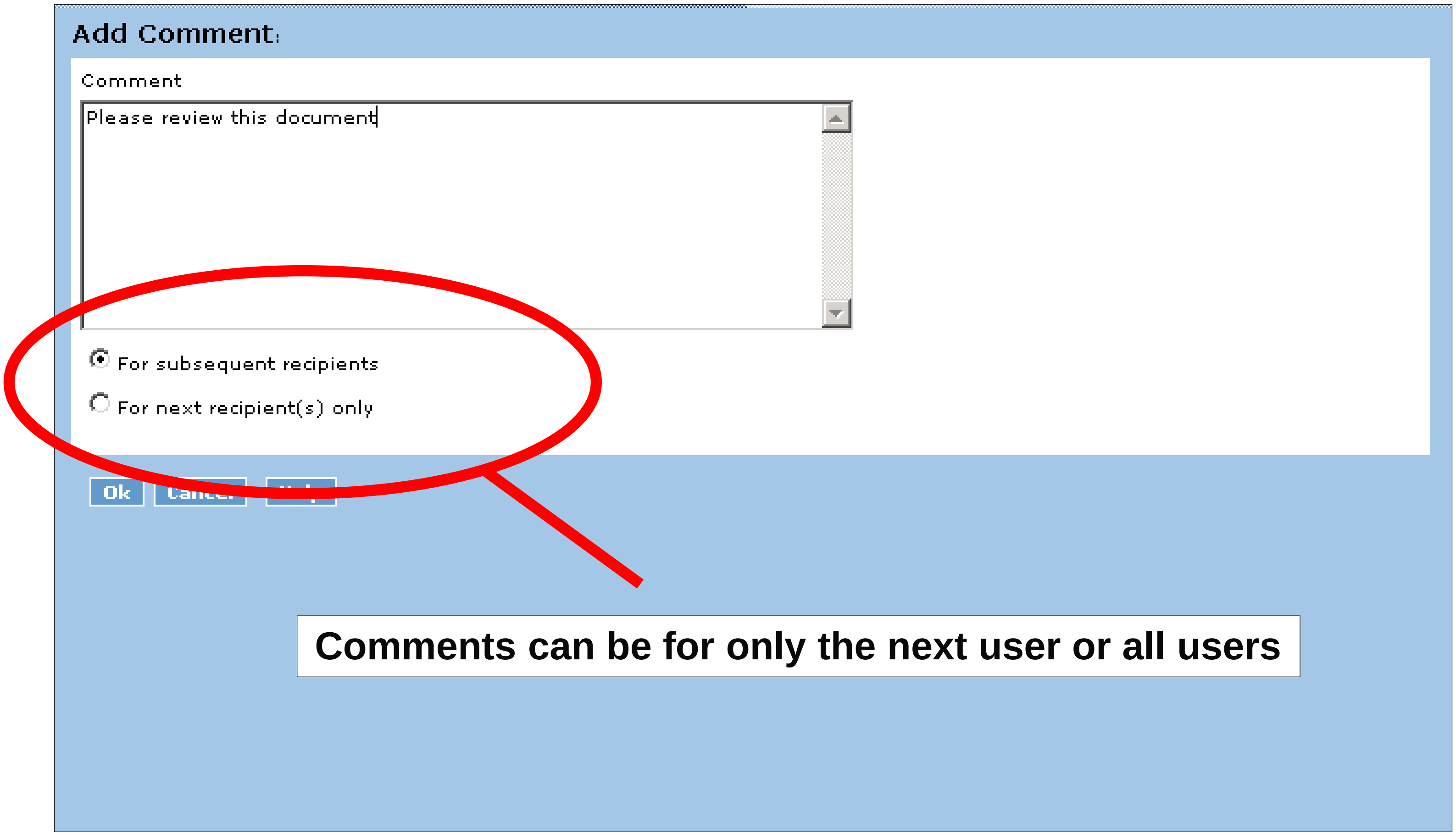
Approve / Reject a Document

- Step 3b: View / Add Task Comments



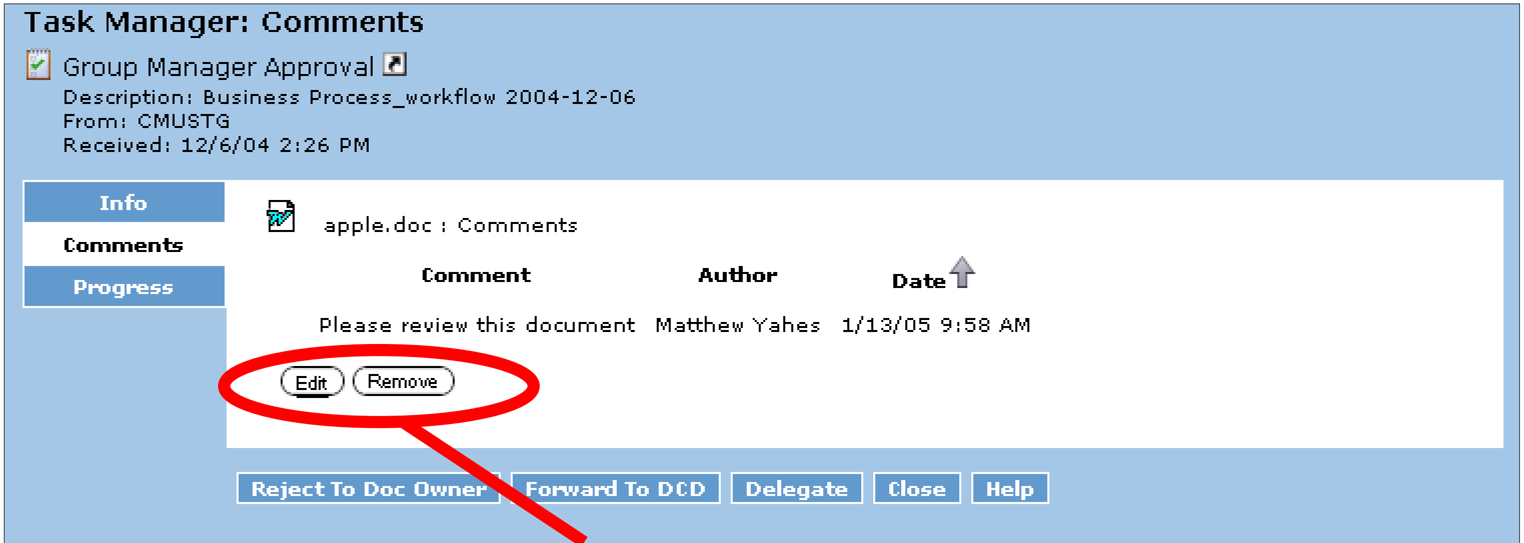
Approve / Reject a Document

➢ Step 3b: View / Add Task Comments



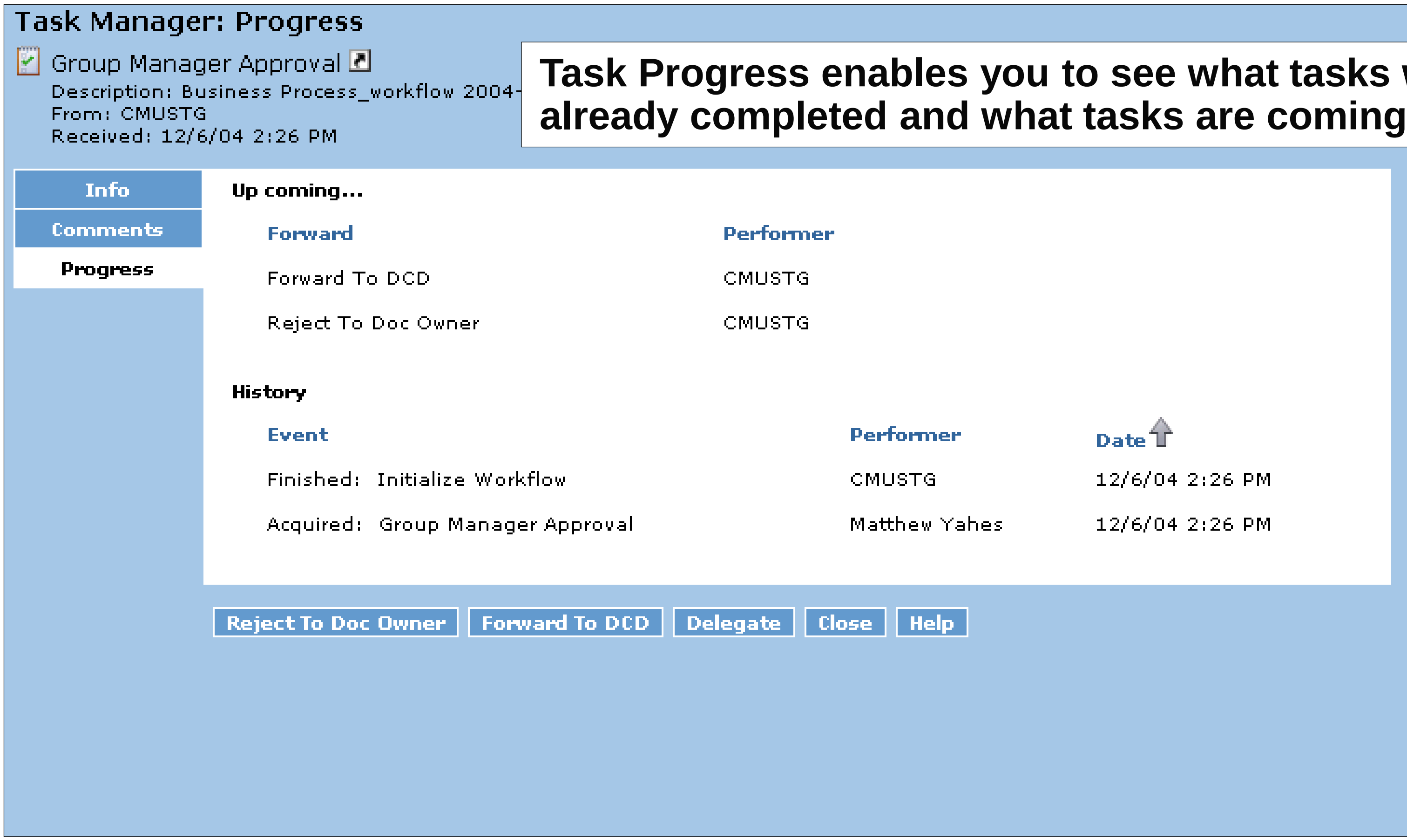
Approve / Reject a Document

- Step 3b: View / Add Task Comments



Once comments are added, they can be edited or removed

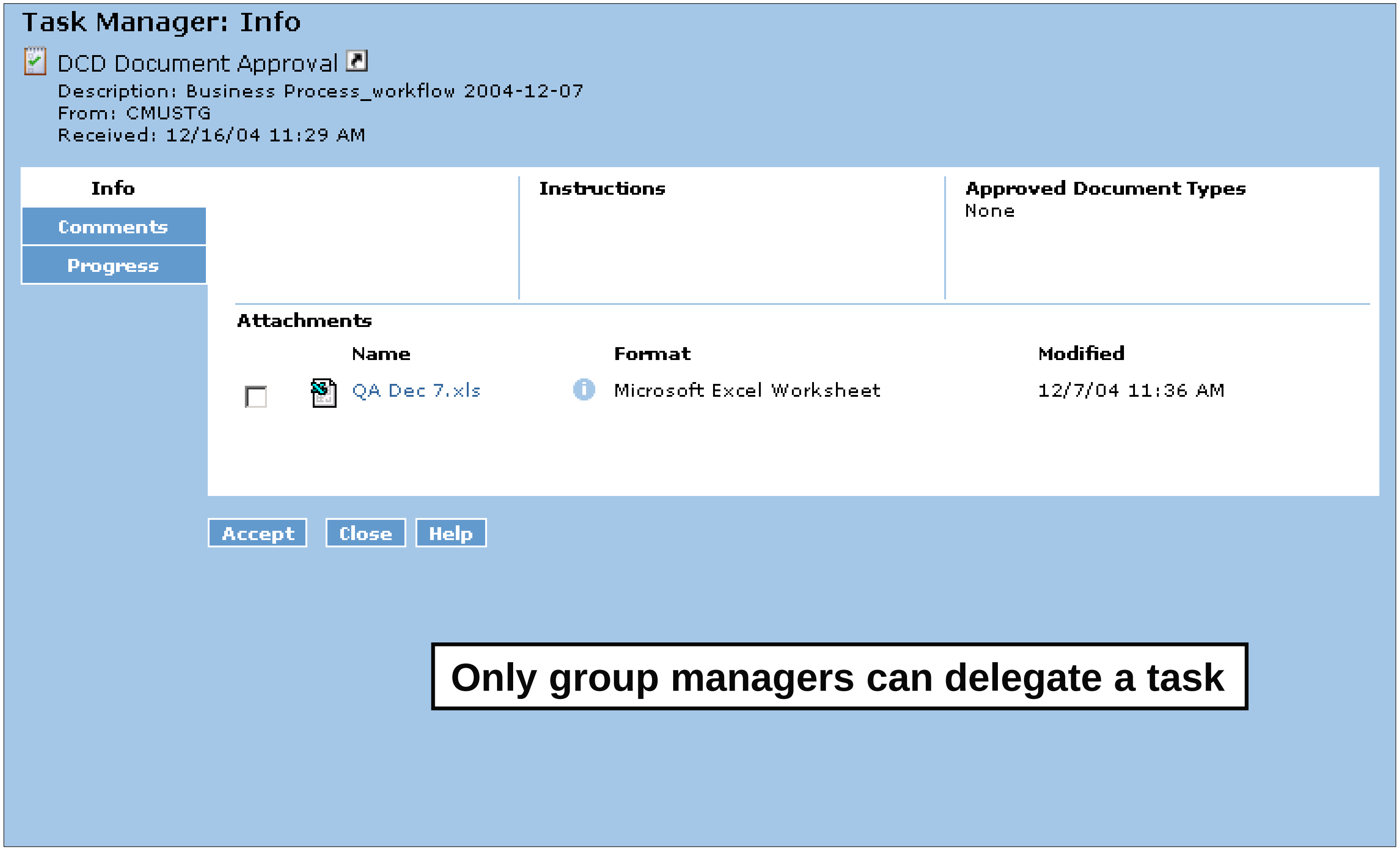
➢ Step 3c: View Task Progress



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

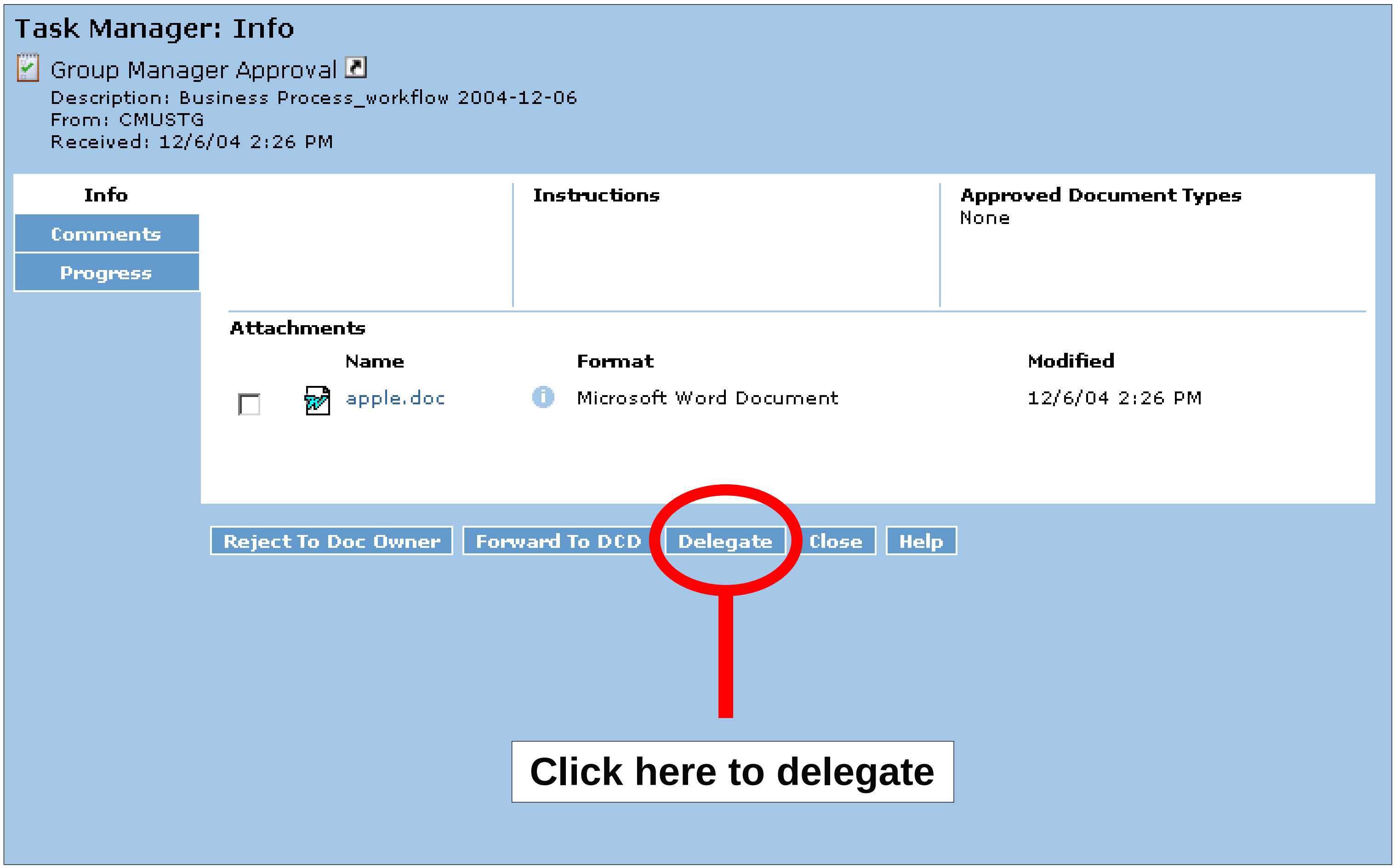
Delegate a Task (Business Process Only)

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



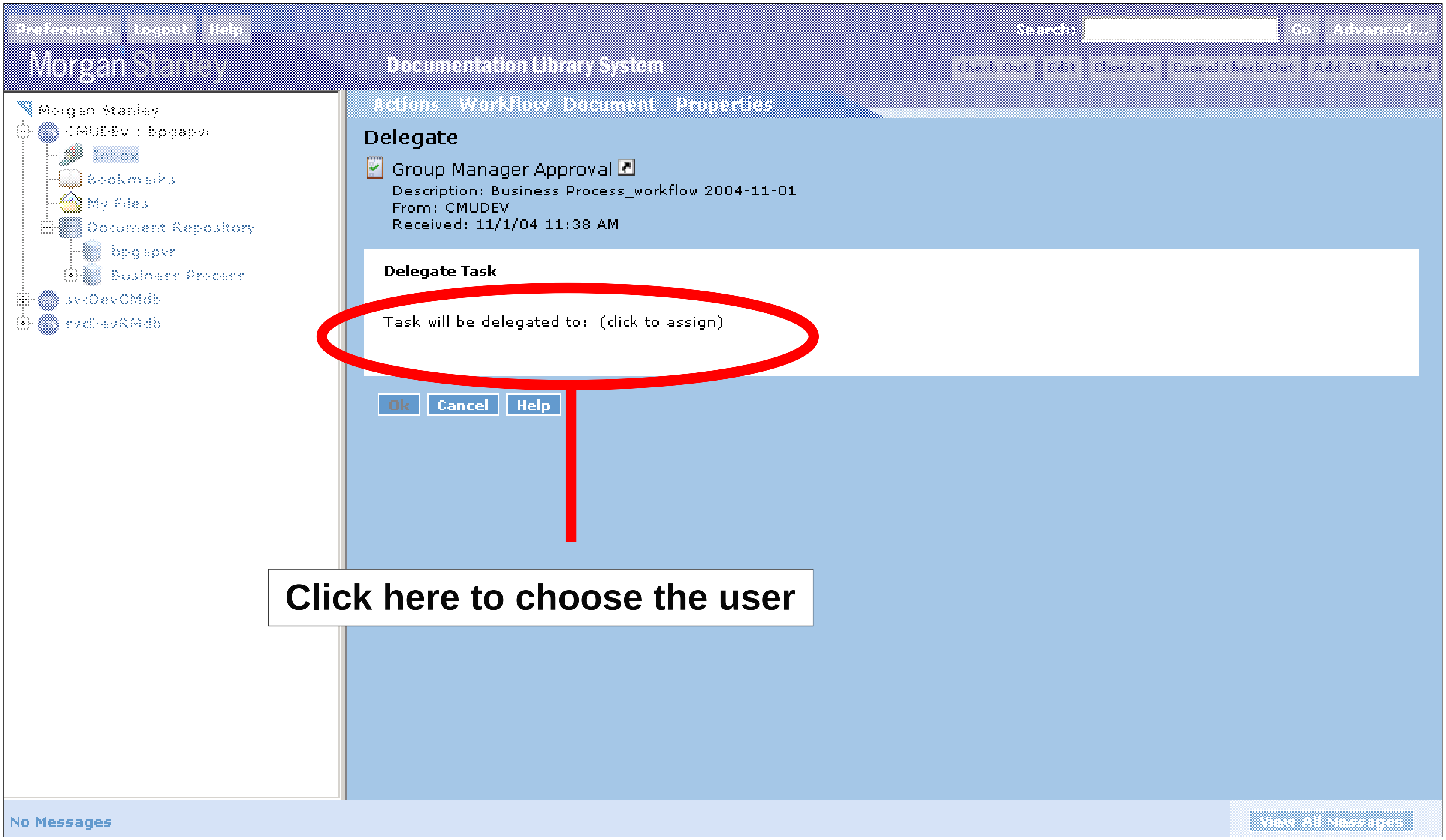
Delegate a Task (Business Process Only)

- Step 2: Delegate the task



Delegate a Task (Business Process Only)

➢ Step 3a: Select the user to delegate to



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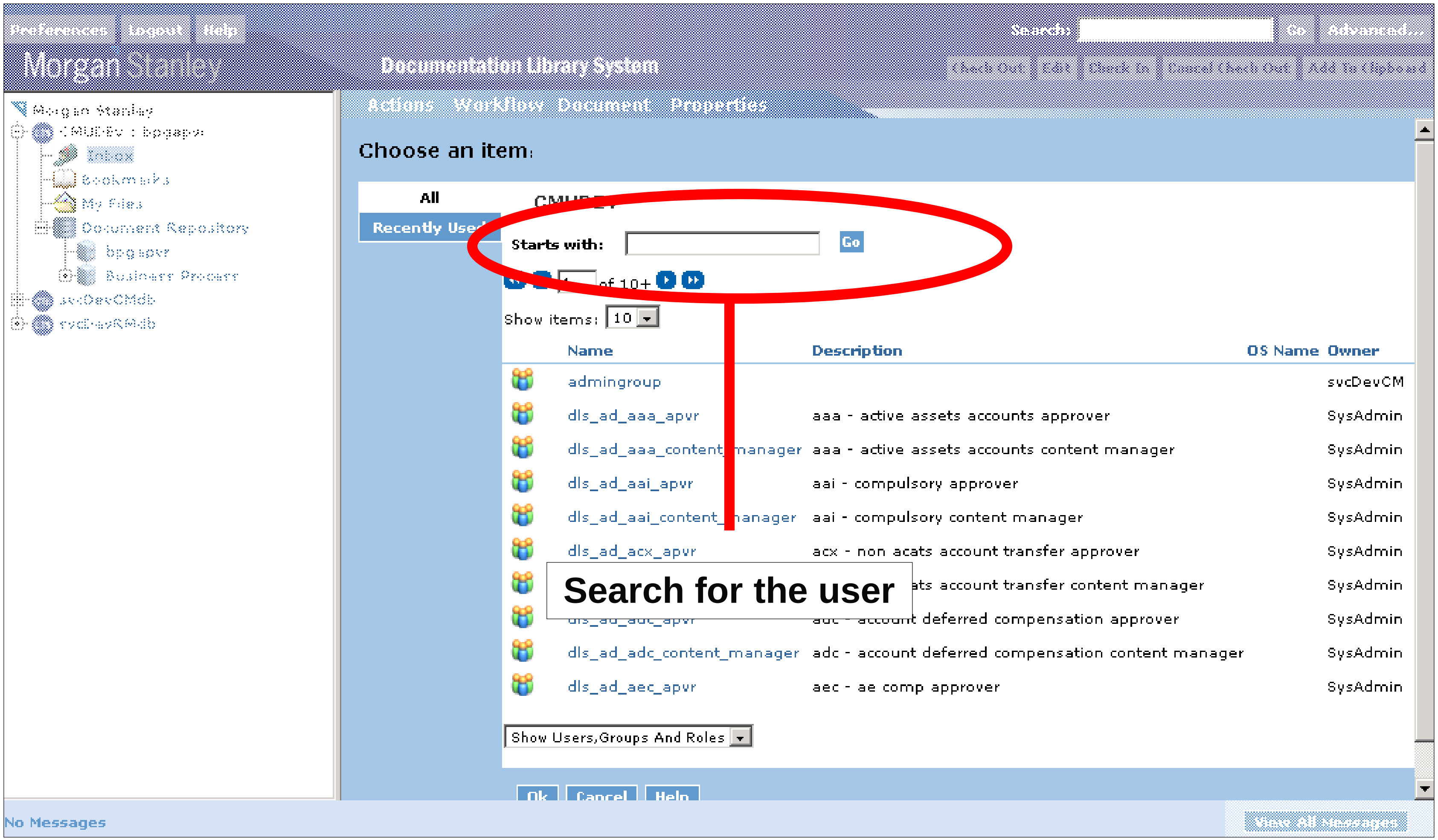
Delegate a Task (Business Process Only)

- Step 3b: Select the user to delegate to



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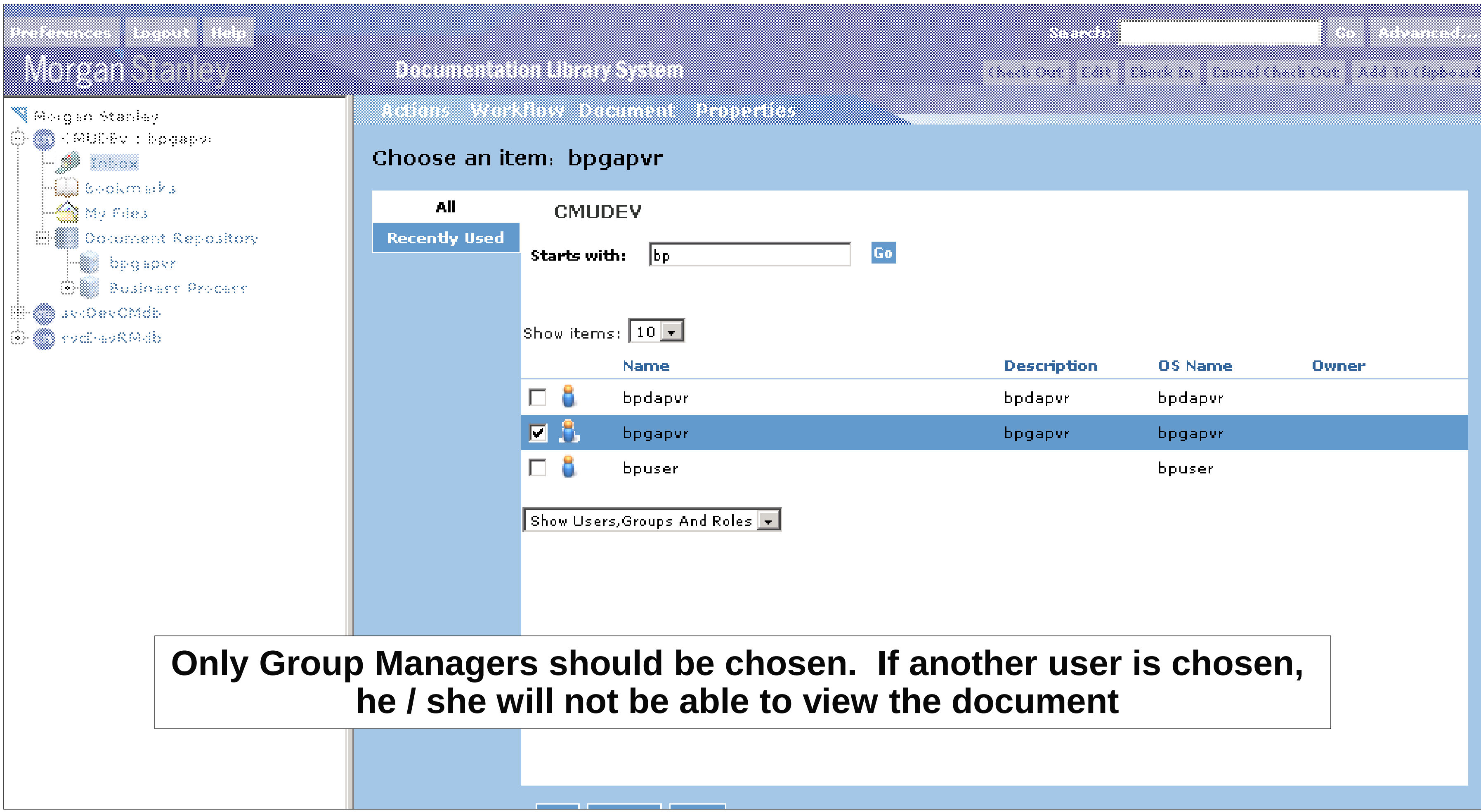
Delegate a Task (Business Process Only)

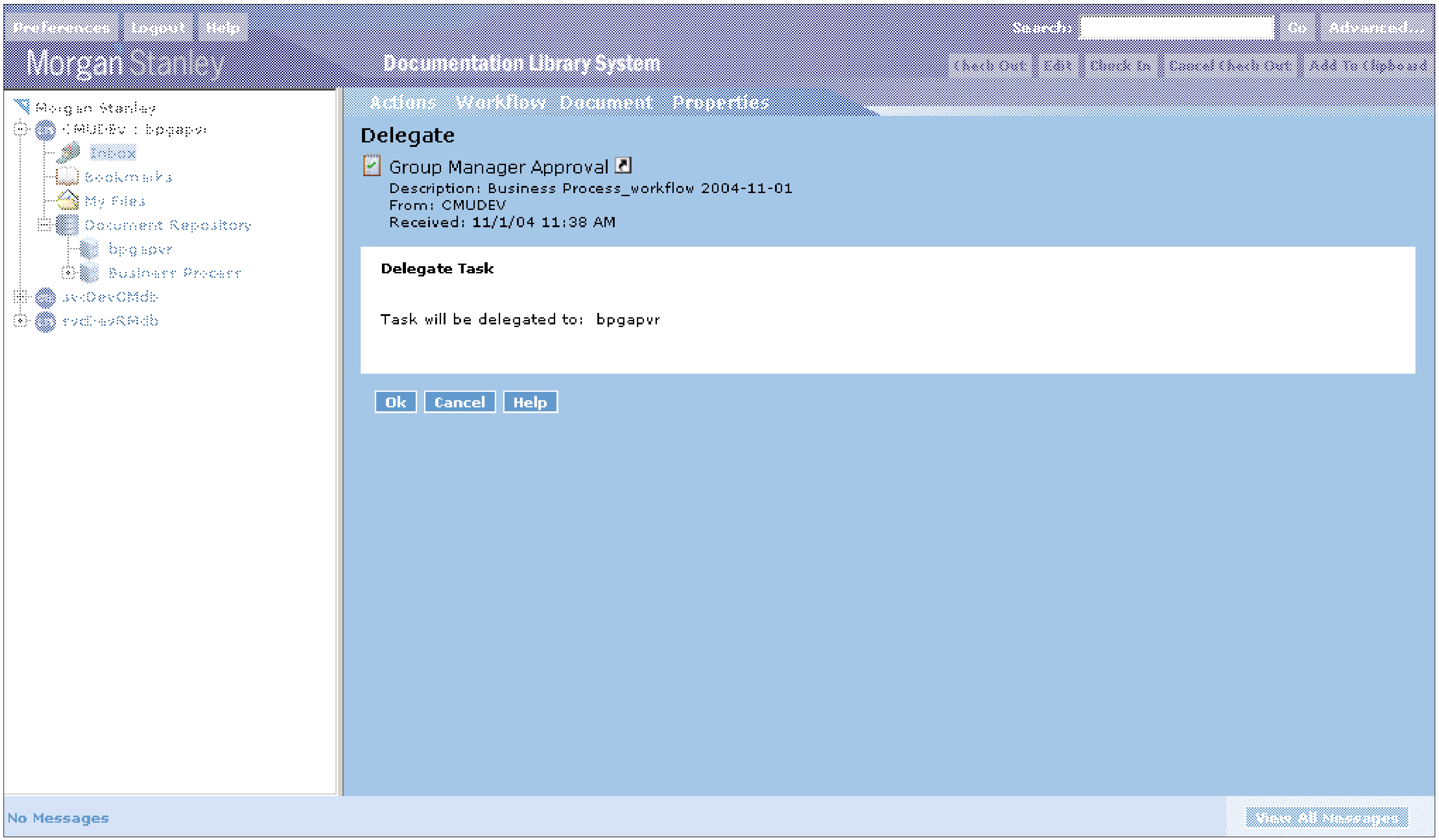
- Step 3c: Choose the user to delegate to



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?

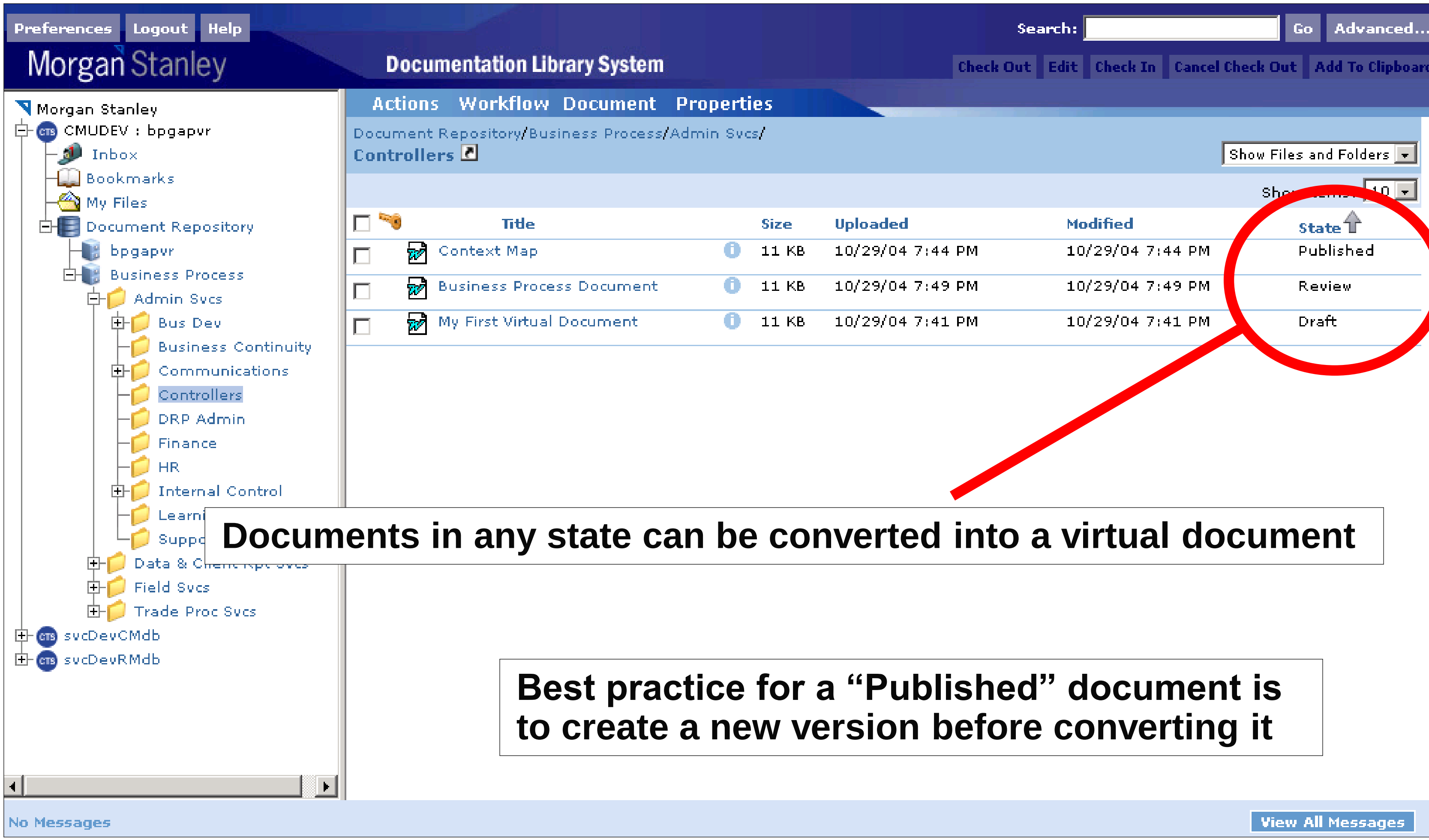
- A virtual document is a document that links to other documents in a similar fashion to a table of contents

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

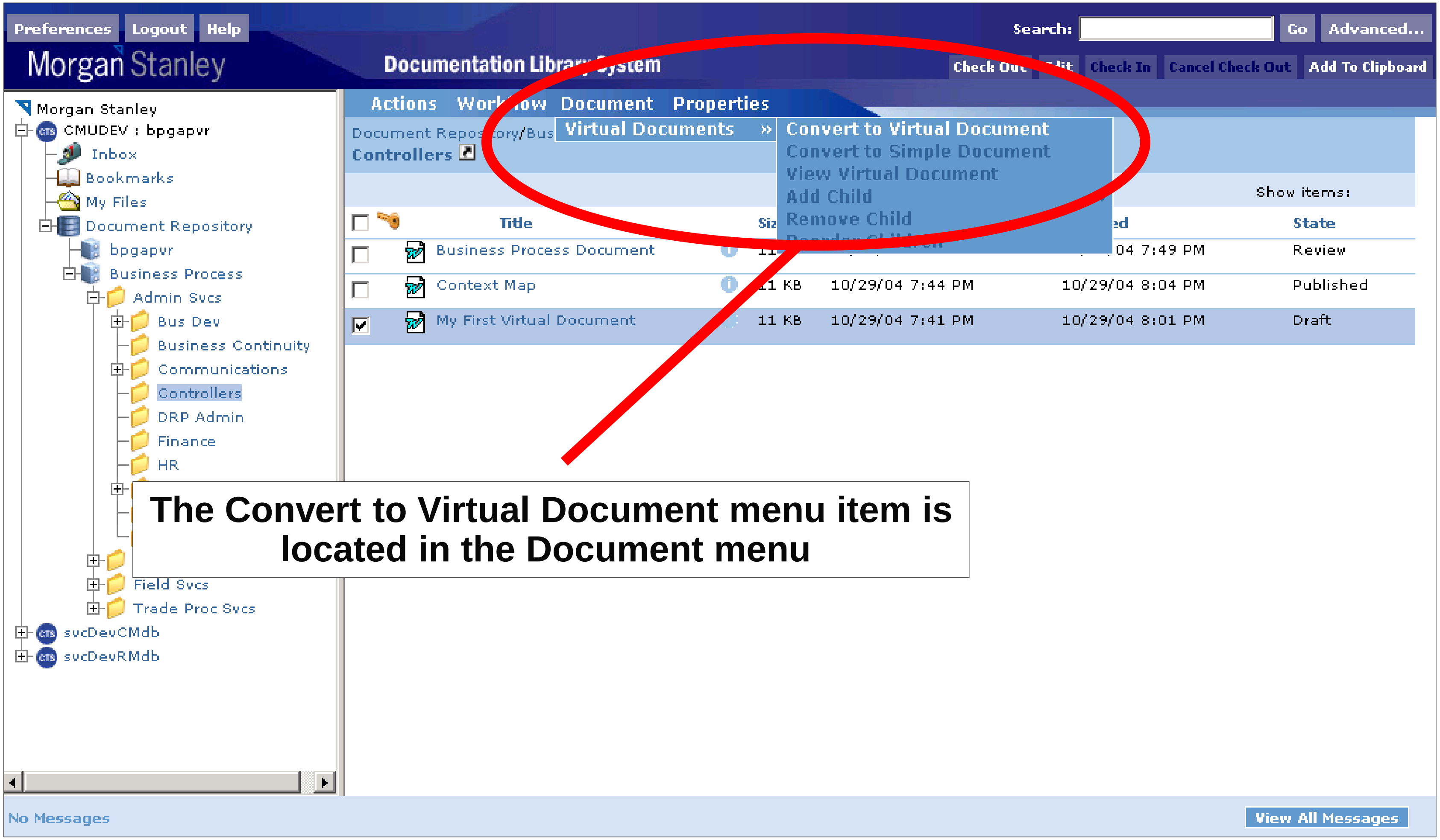


Documents in any state can be converted into a virtual document

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

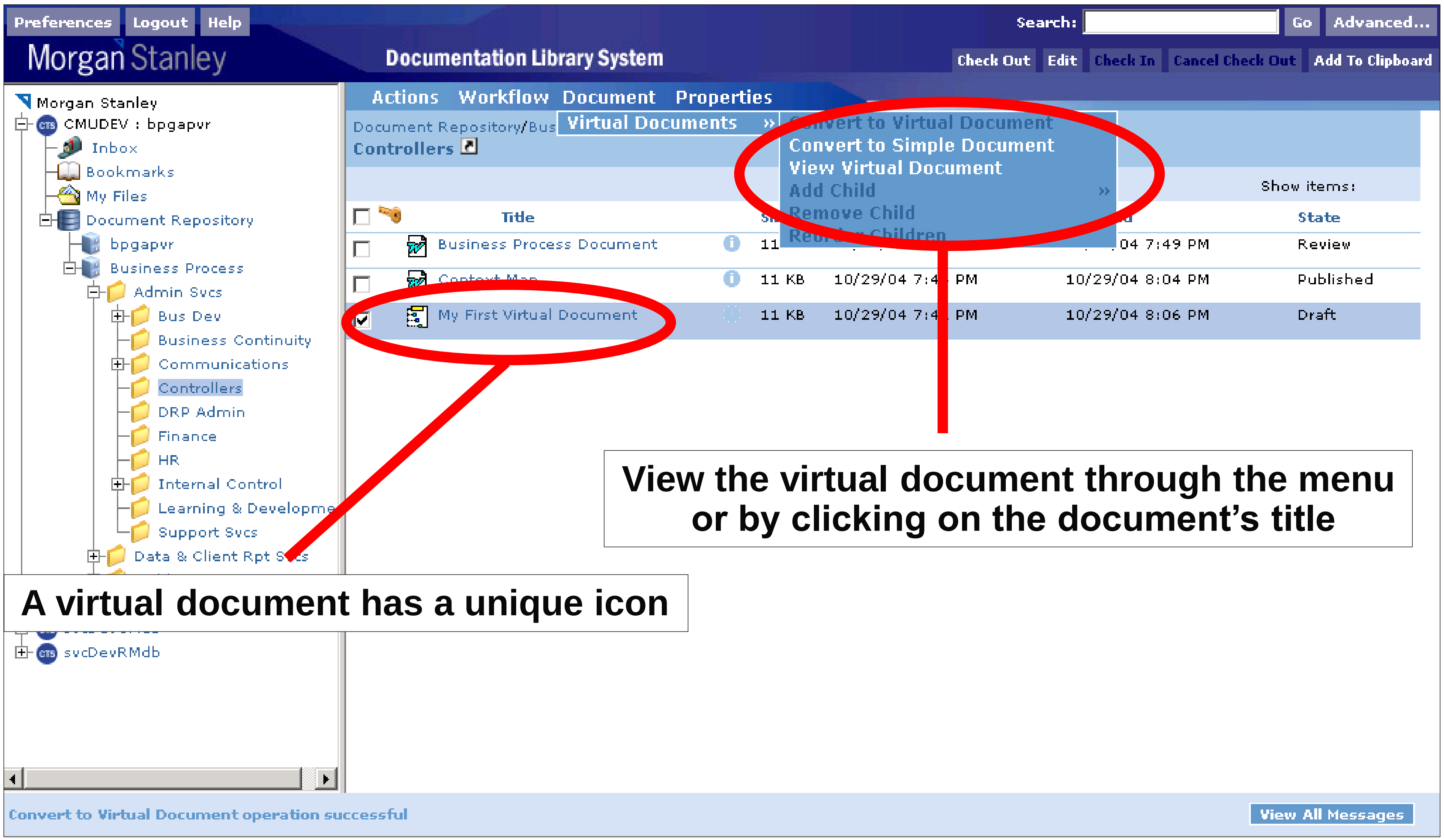
Virtual Documents

➢ Step 2: Convert a document to a virtual document



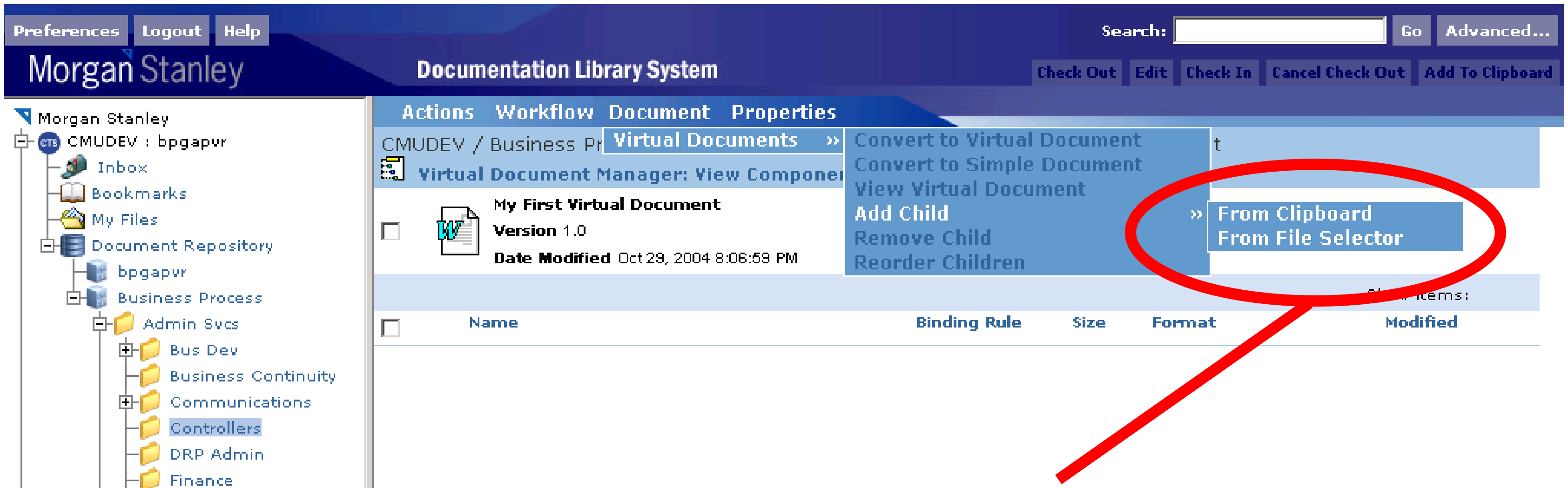
Virtual Documents

➢ Step 3: View the virtual document



Virtual Documents

- Step 4a: Add children documents

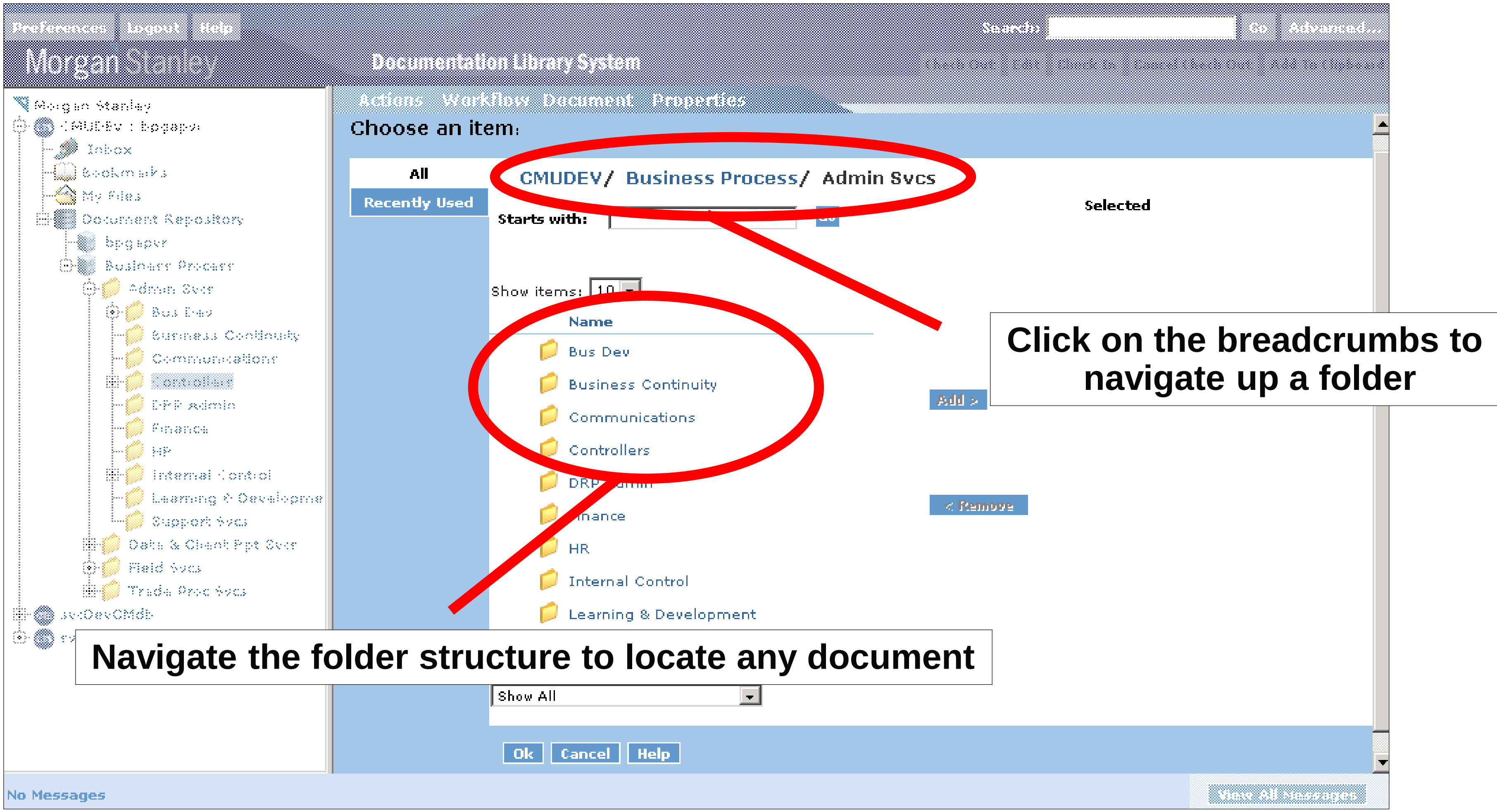


You can add documents by choosing them from the document repository or from the document clipboard

Morgan Stanley

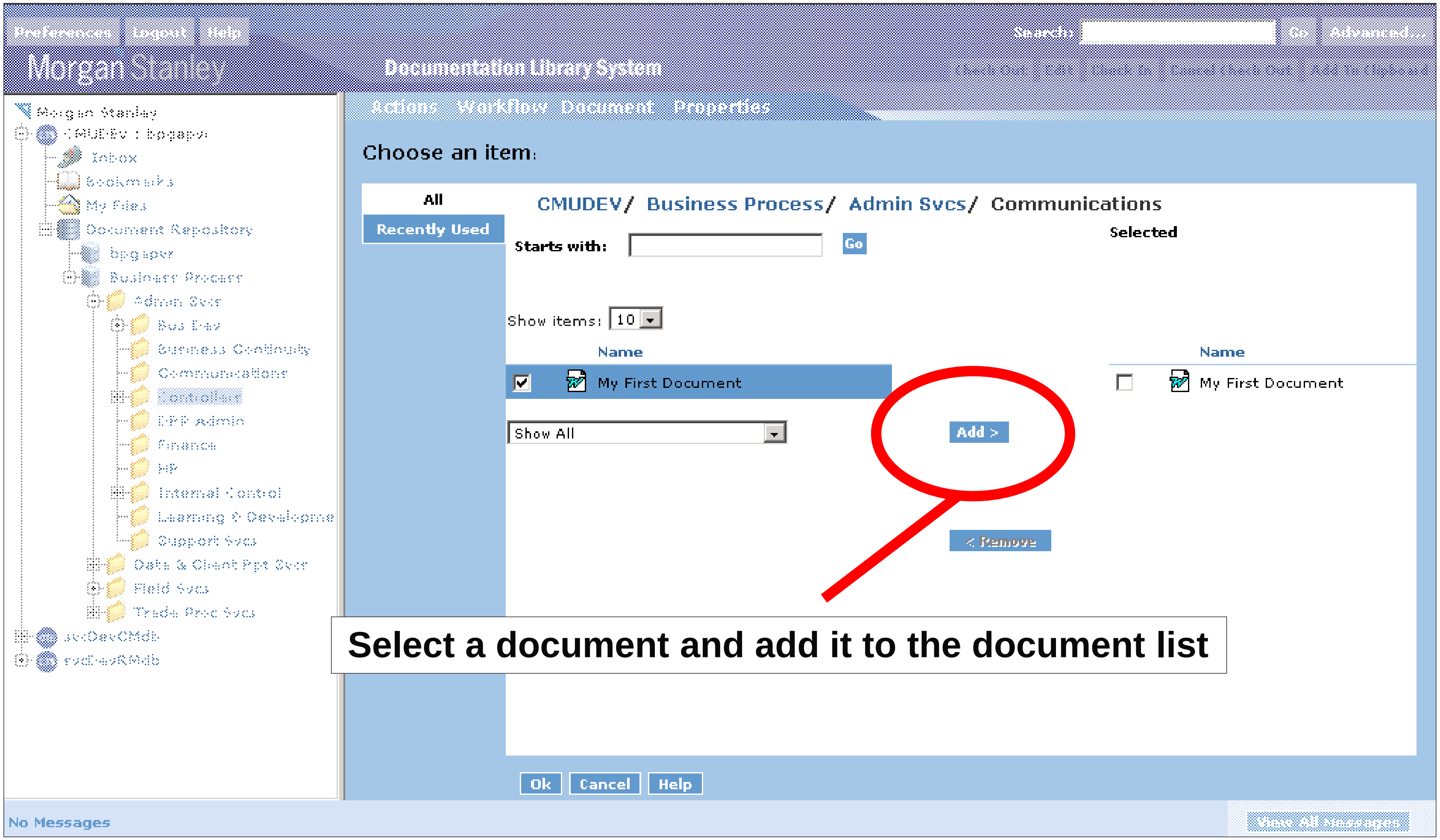
Virtual Documents

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



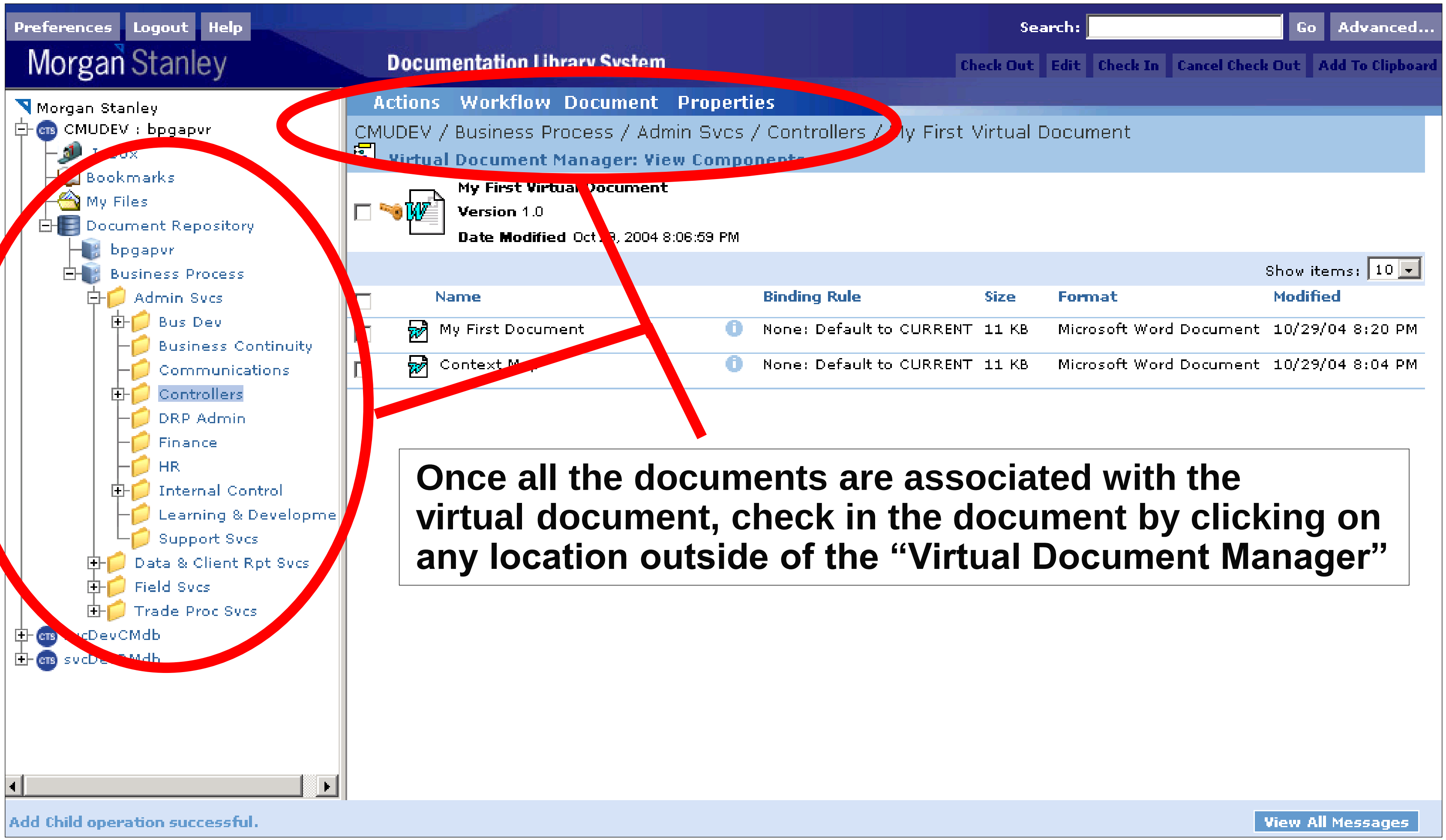
Virtual Documents

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



Virtual Documents

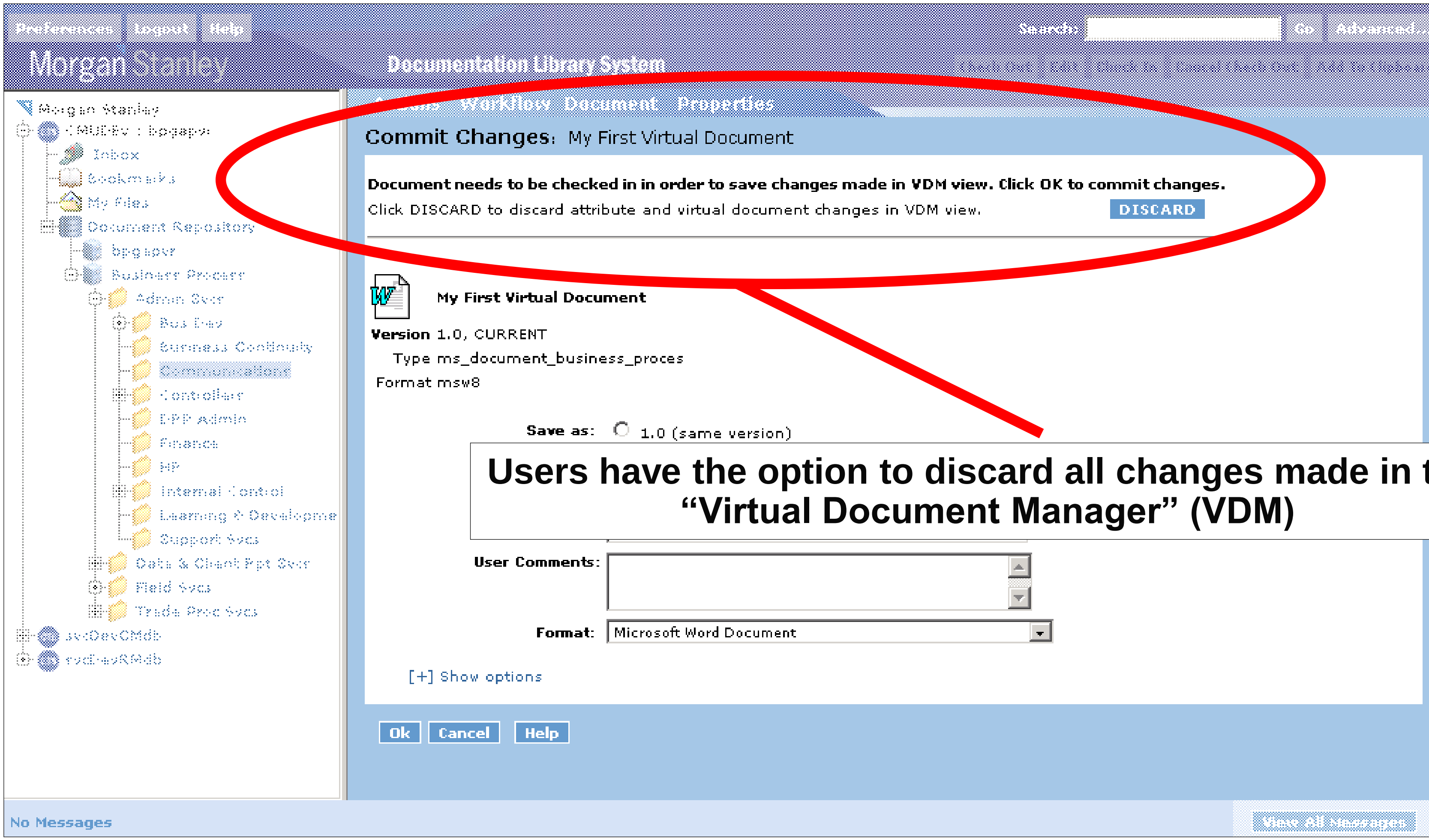
- Step 5: Documents are added



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"

Virtual Documents

➢ Step 6: Check in the virtual document



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

Document Linking from MEGA

Document Linking from MEGA

What is MEGA?

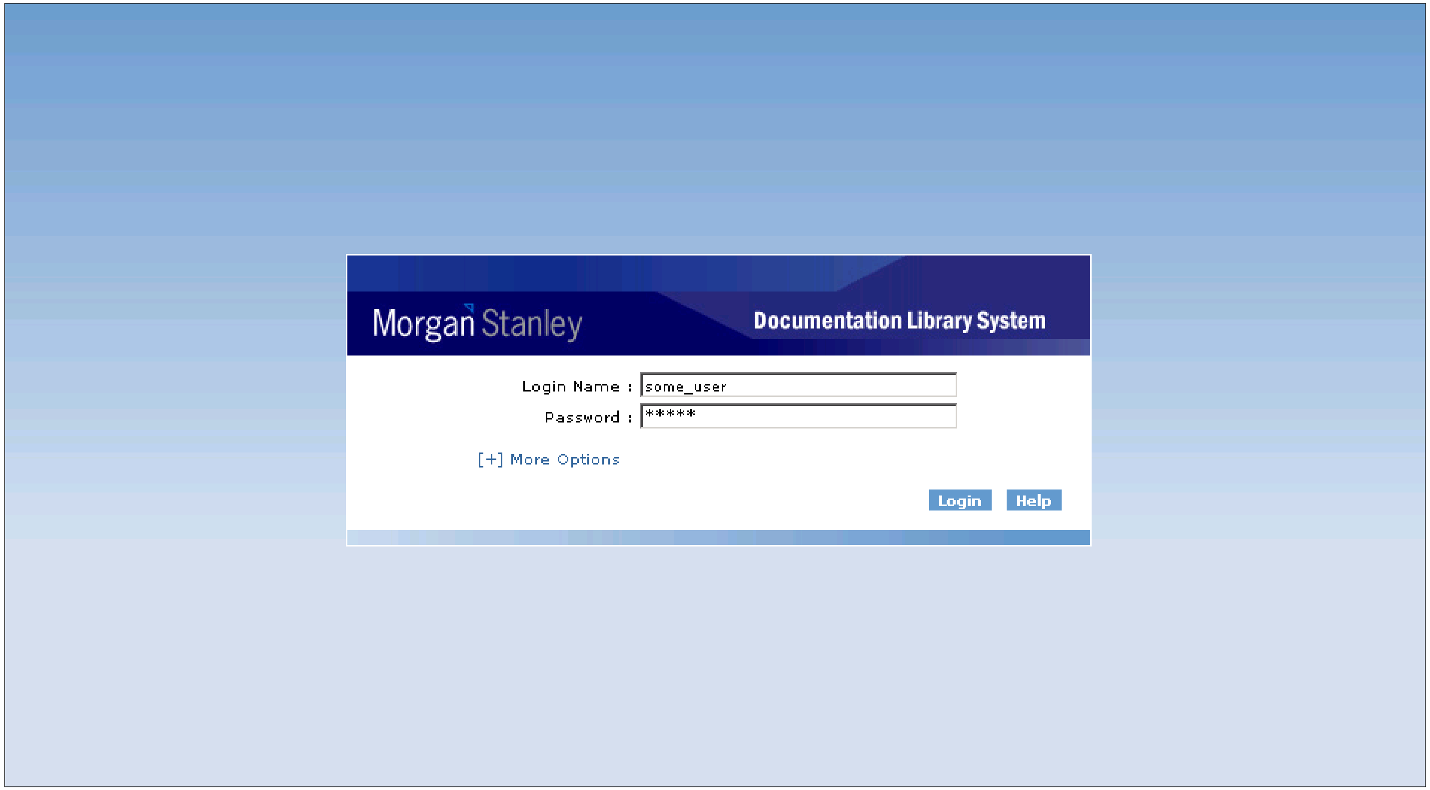
- MEGA is a fat client tool that is used to created process maps

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

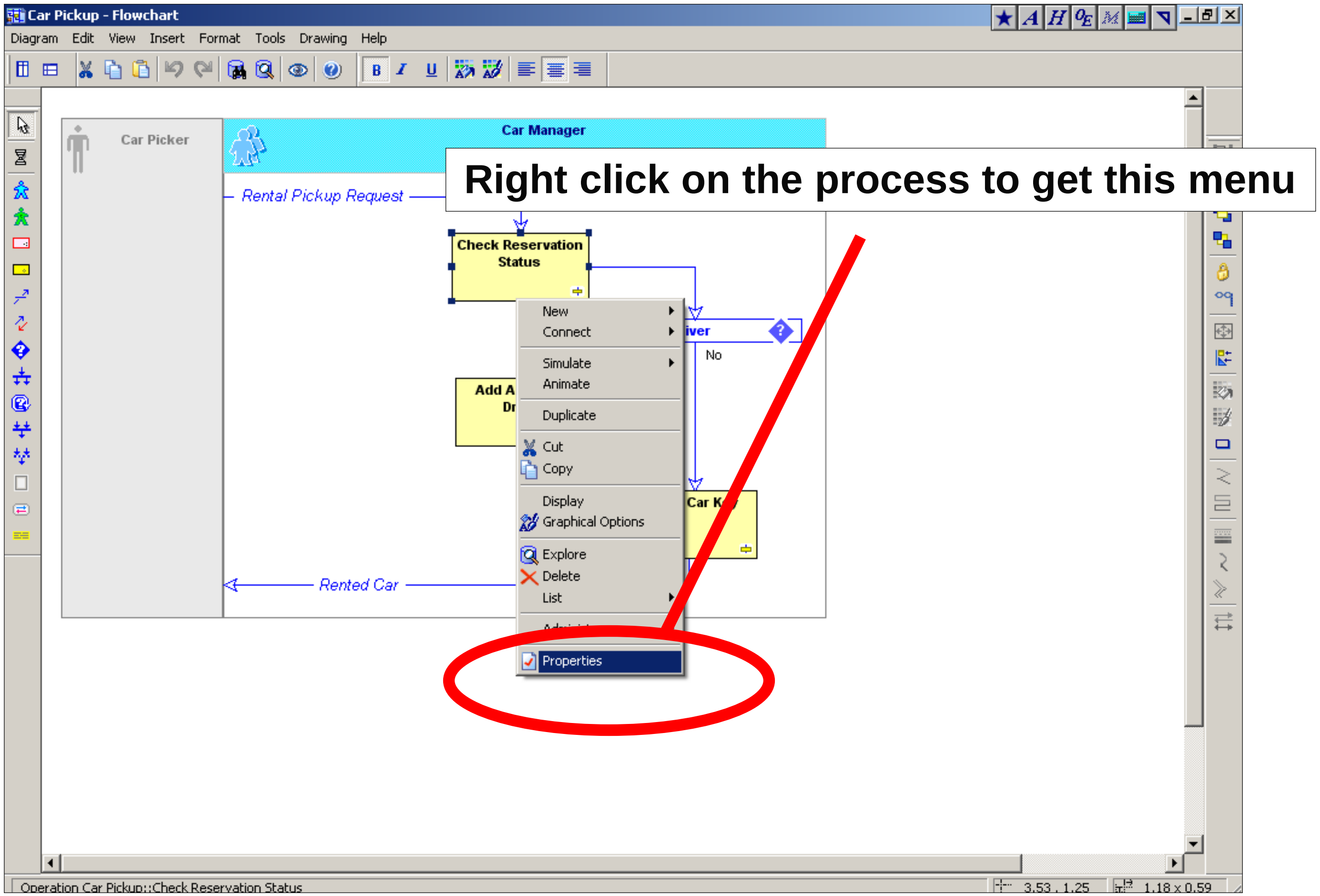
Document Linking from MEGA

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



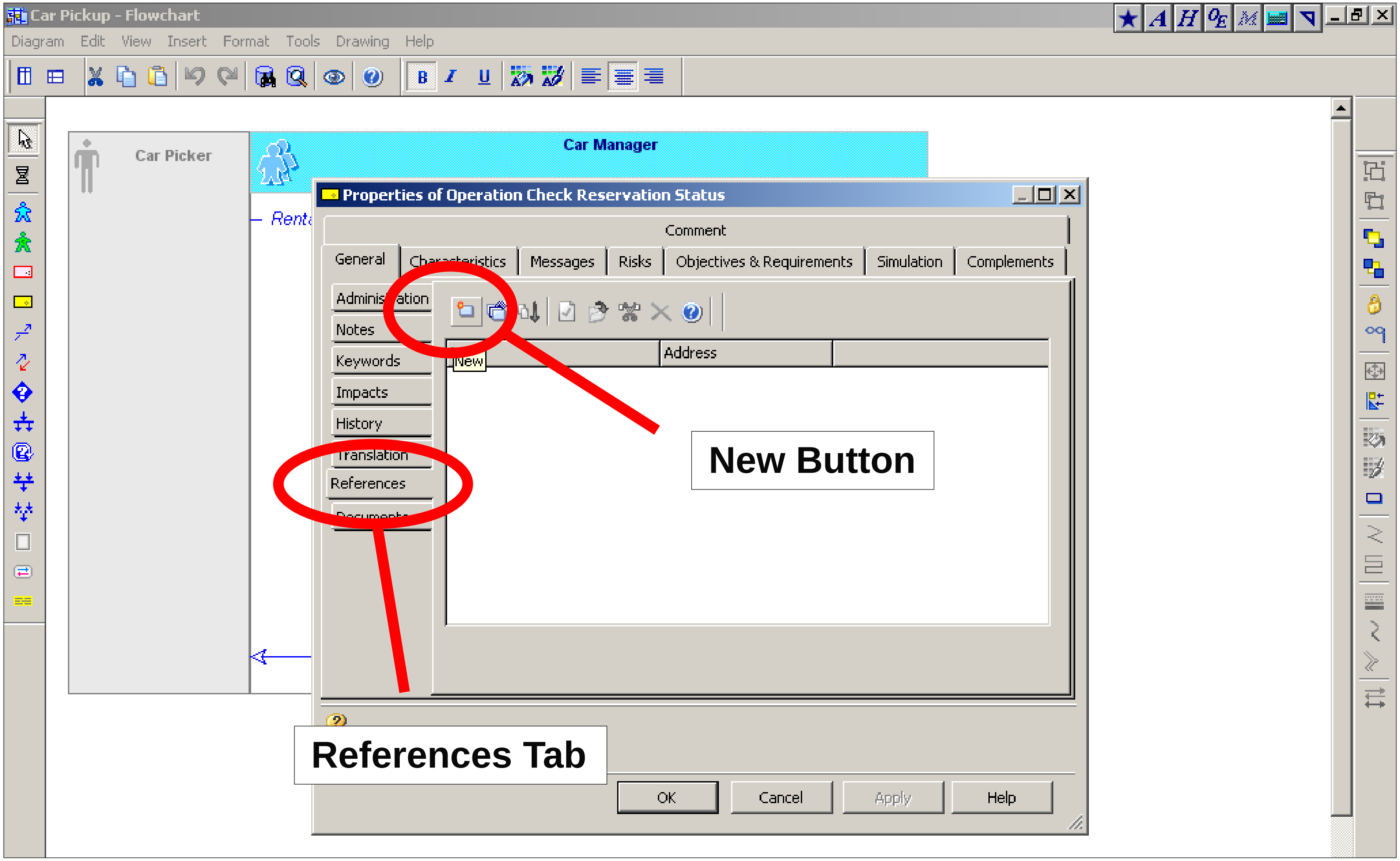
Document Linking from MEGA

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



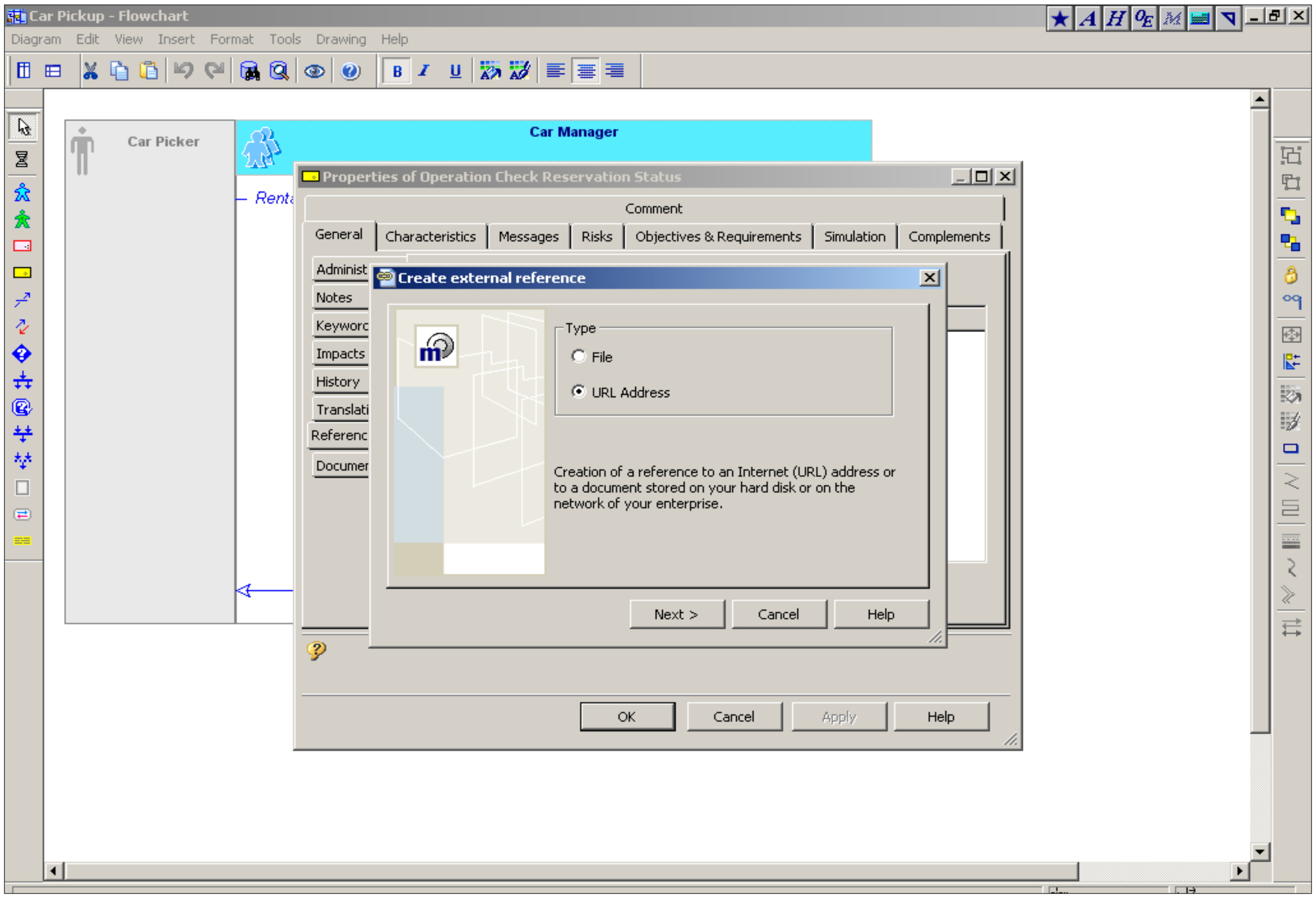
Document Linking from MEGA

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



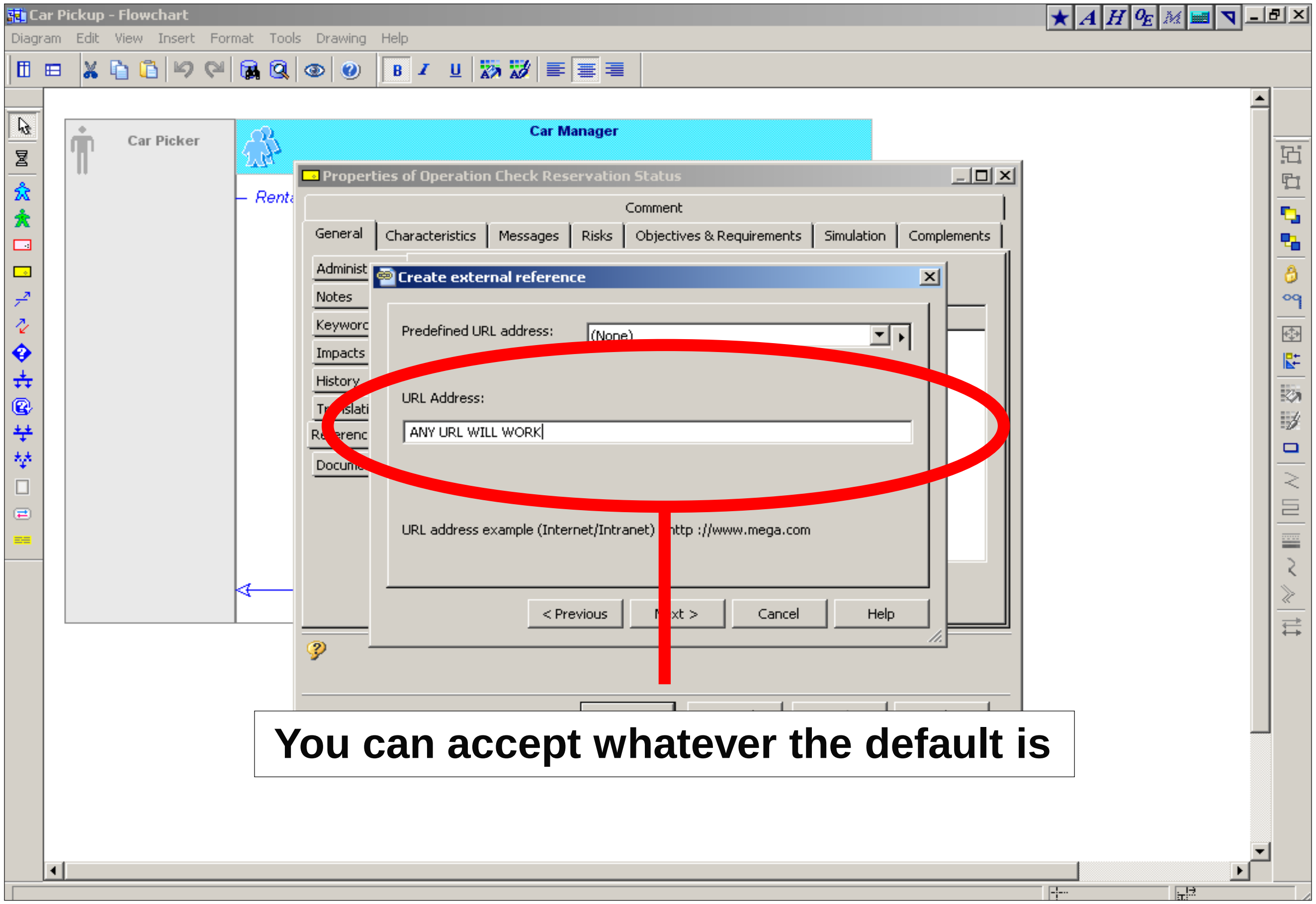
Document Linking from MEGA

➢ Step 4: Select the URL Address radio button



Document Linking from MEGA

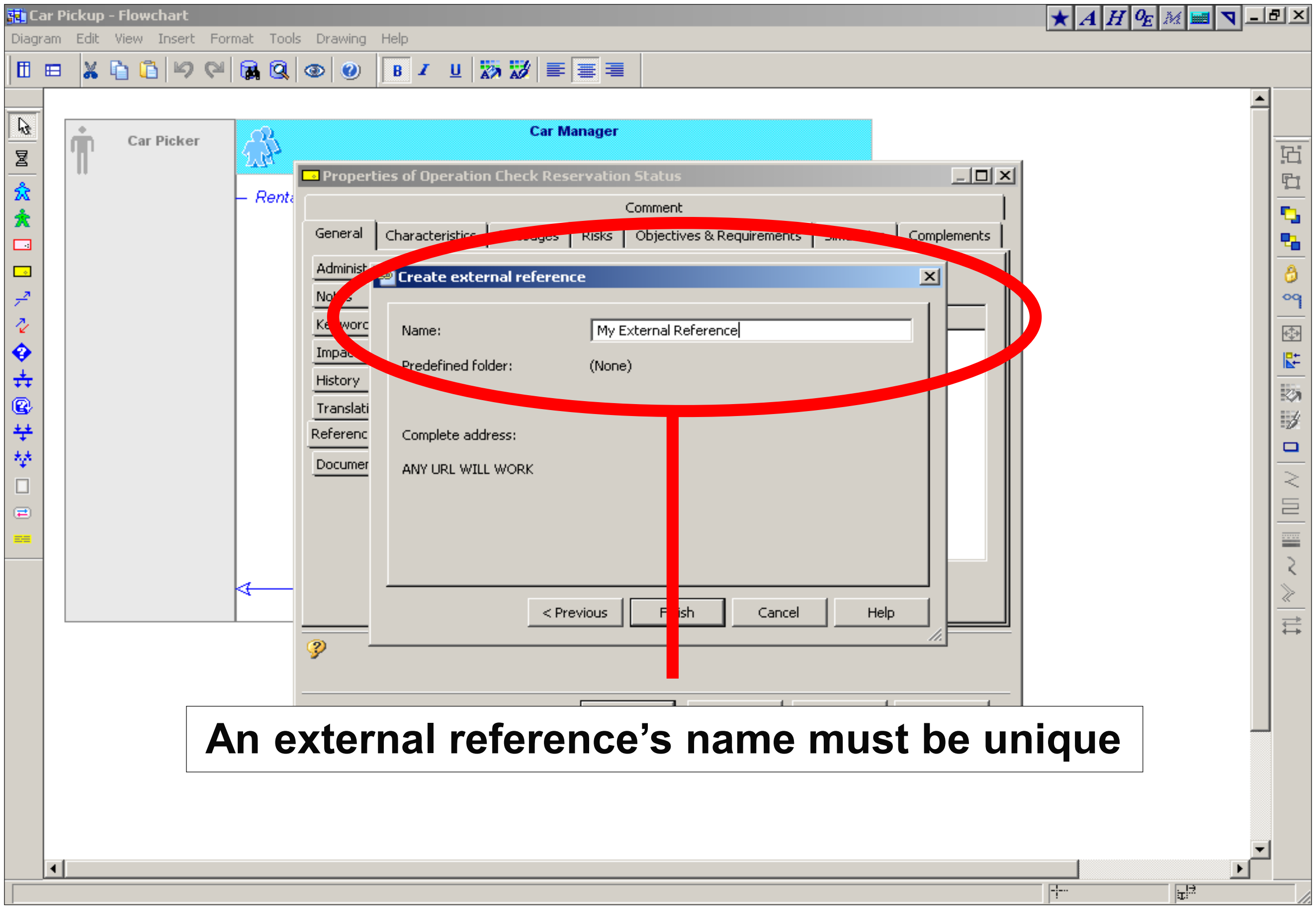
- Step 5: Input any URL into the text box



You can accept whatever the default is

Document Linking from MEGA

➢ Step 6: Name the external reference

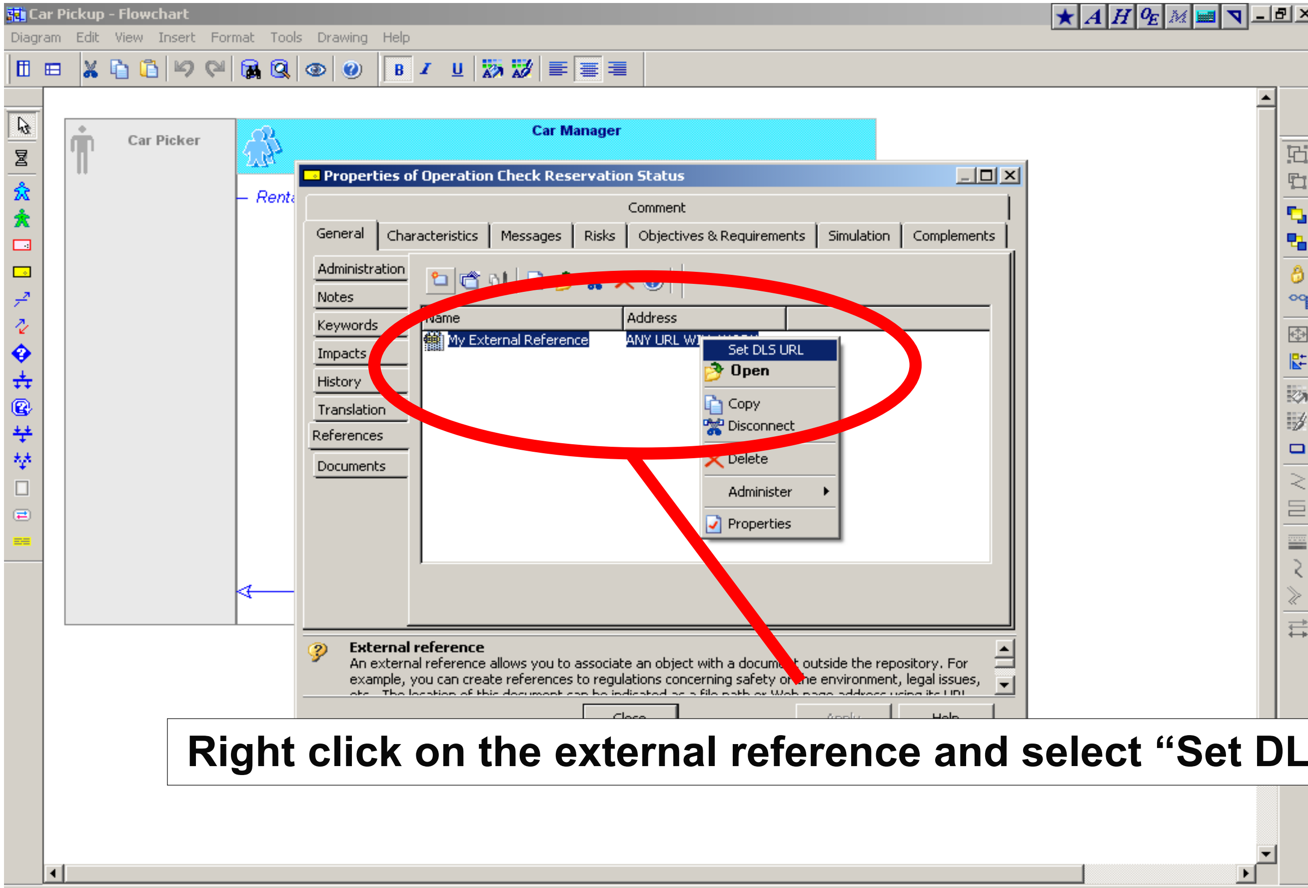


An external reference's name must be unique

Morgan Stanley

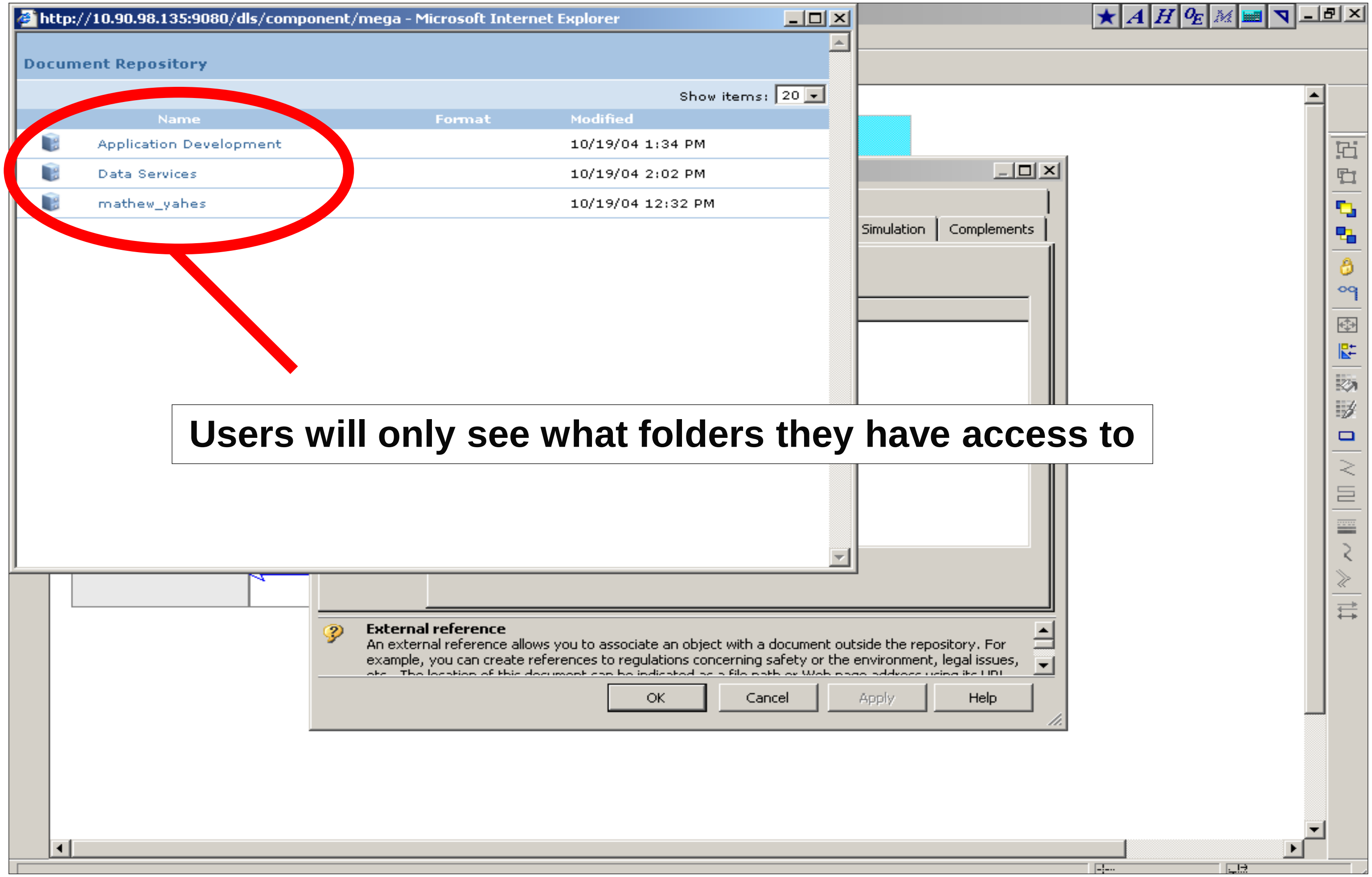
Document Linking from MEGA

➢ Step 7: Open the DLS Browse window



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

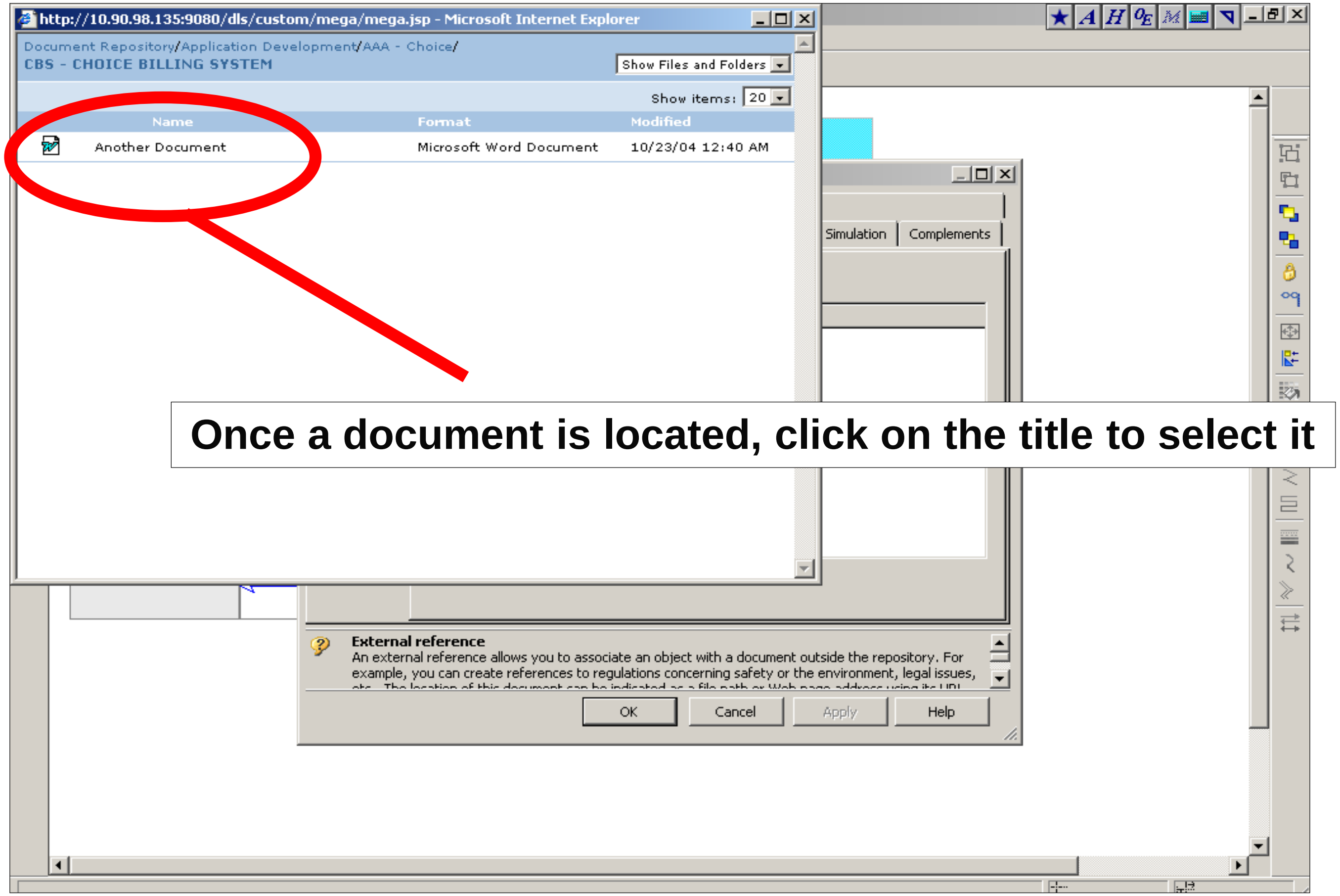
- Step 8: Browse the DLS in the same fashion as normal



Users will only see what folders they have access to

Document Linking from MEGA

- Step 8: Locate and select a document



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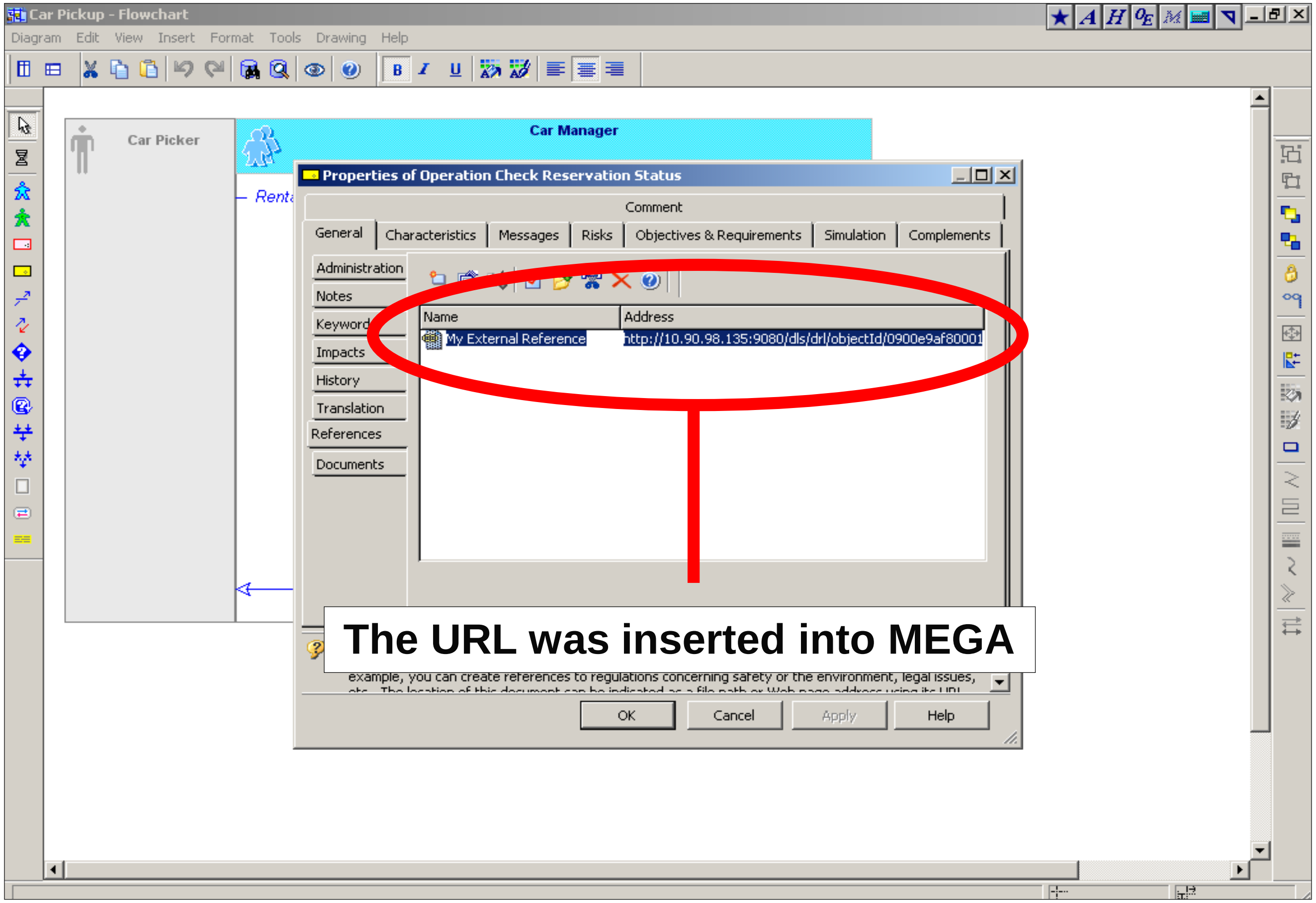
Document Linking from MEGA

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



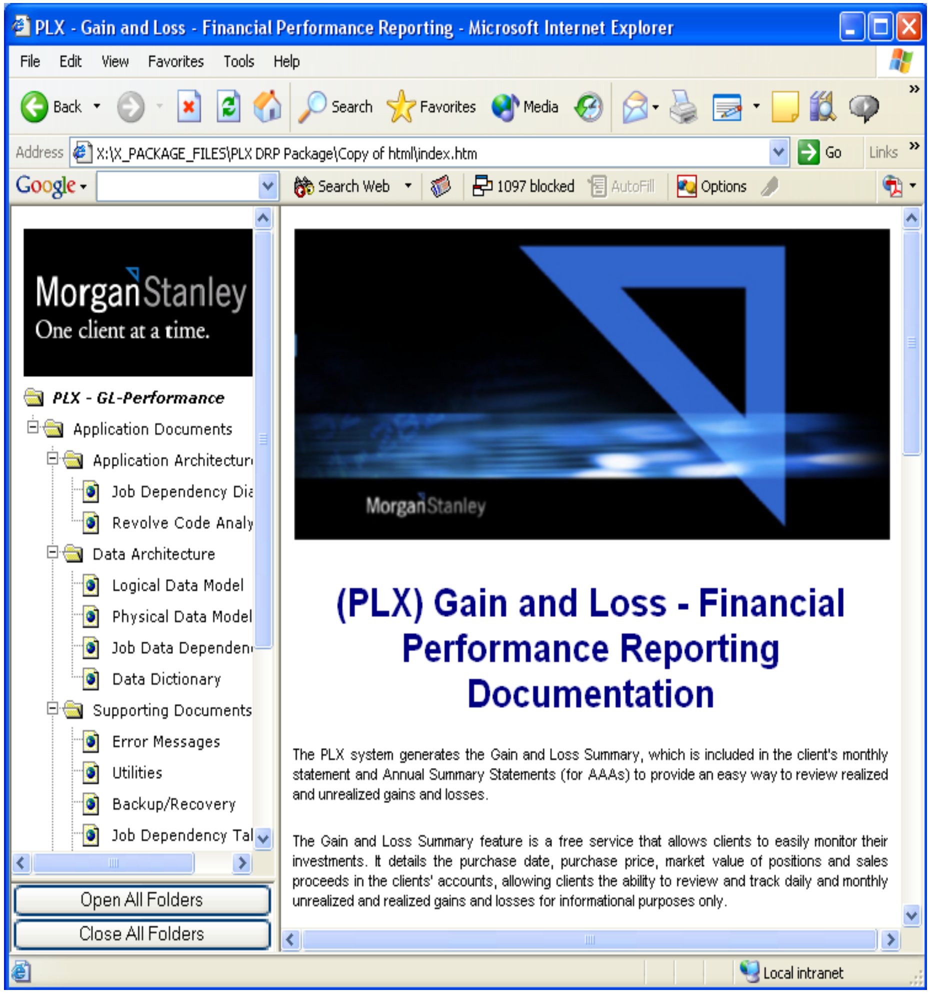
Morgan Stanley

Using DRP Documentation

Using DRP Documentation

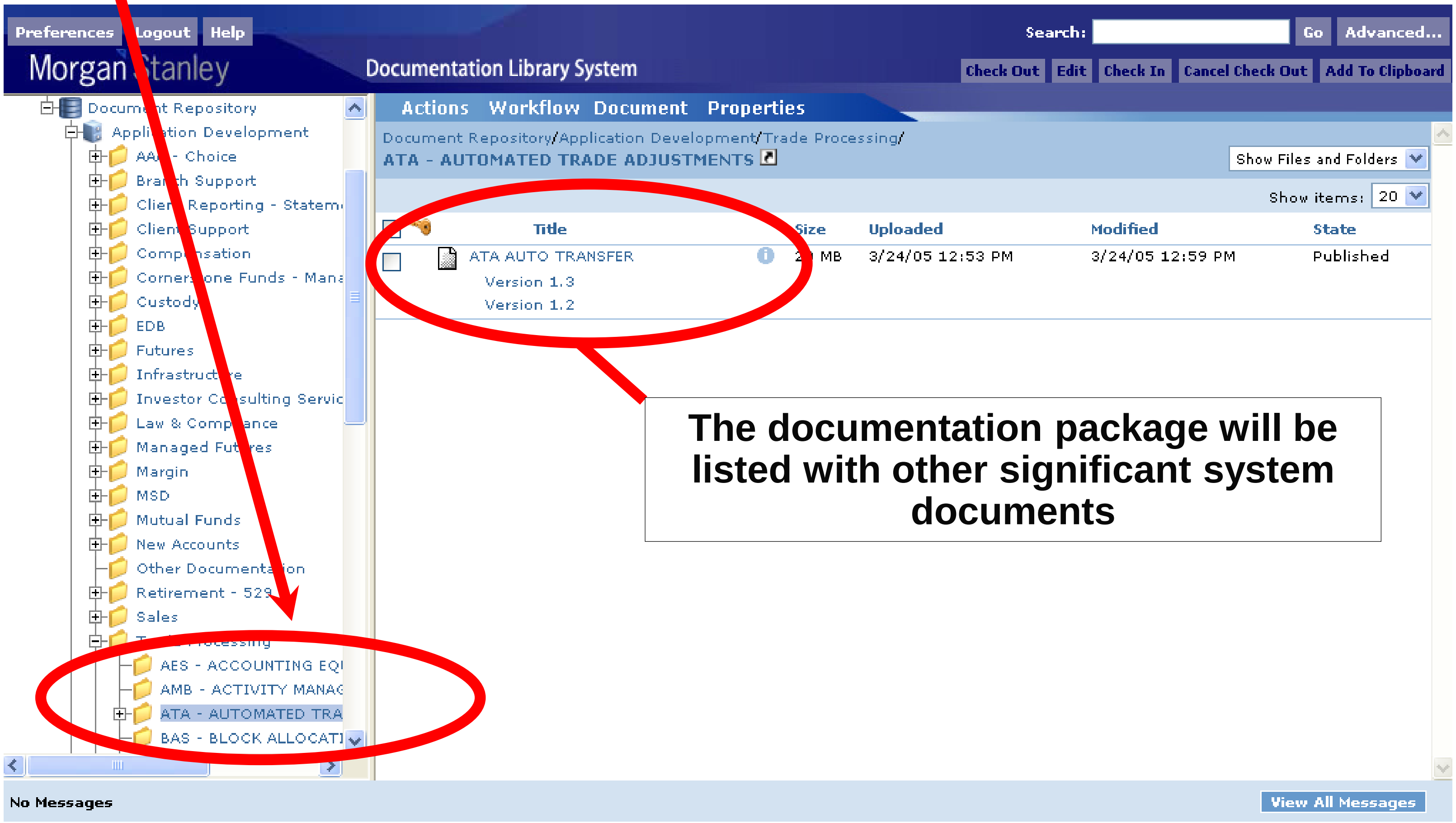
What is DRP Documentation?

- 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

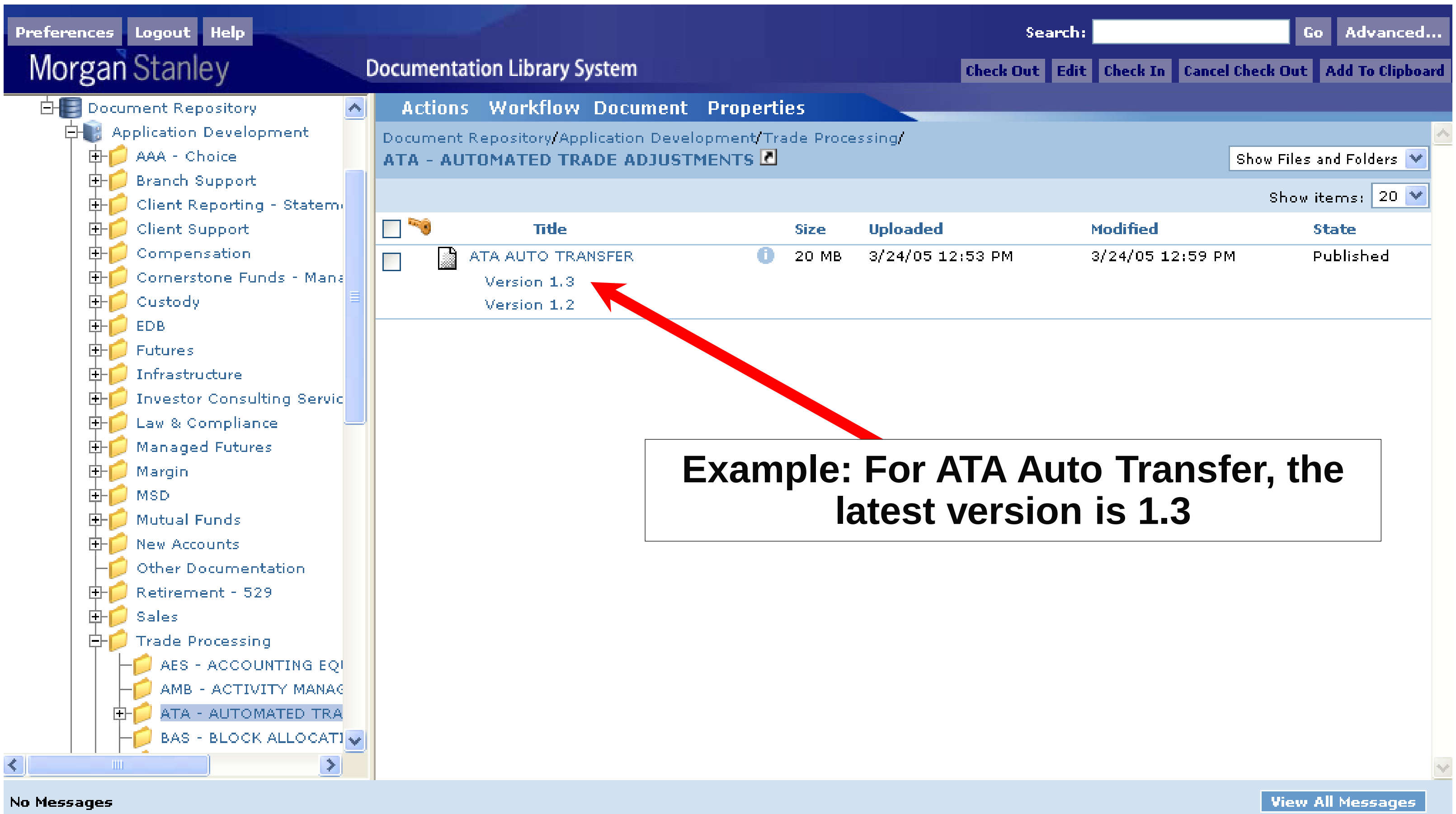
➢ Step 1: Navigate to the desired system documentation package within the Application Development folder structure and click on the folder.



The documentation package will be listed with other significant system documents

Using DRP Documentation

- Step 2: Click on the latest version displayed



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

Using DRP Documentation

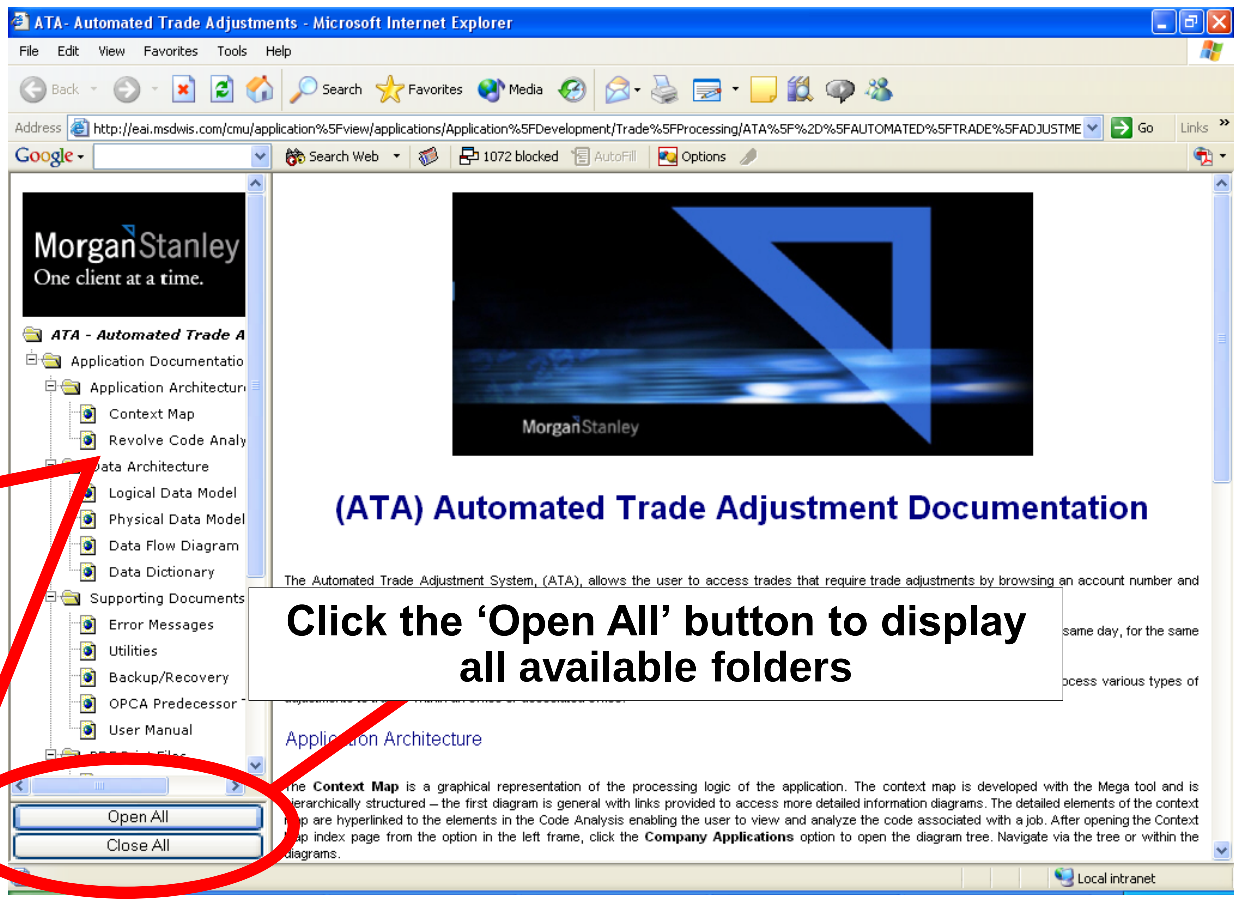
➢ Step 3: Select the desired document from the left frame.

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

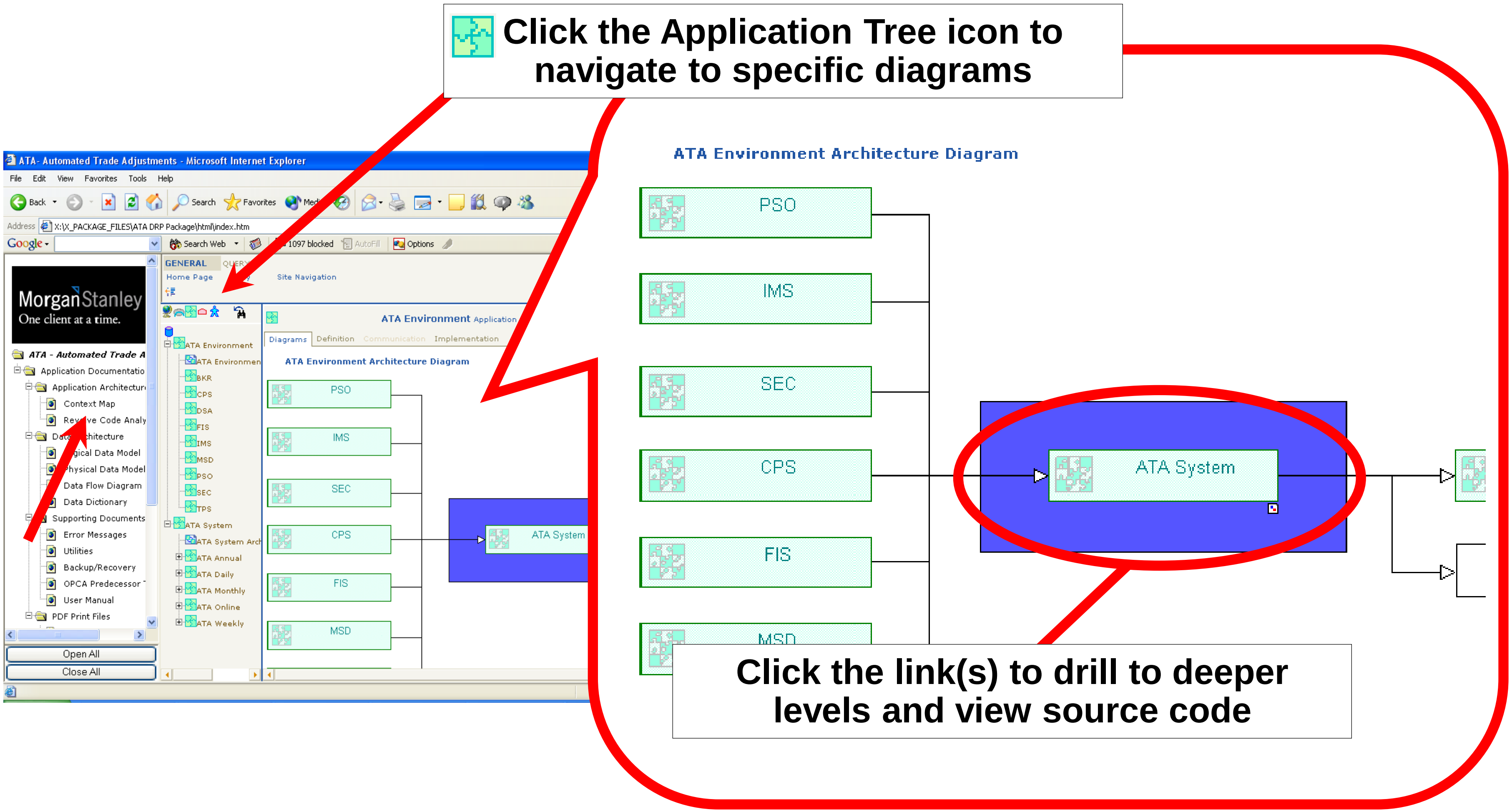
PDF Print Files



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

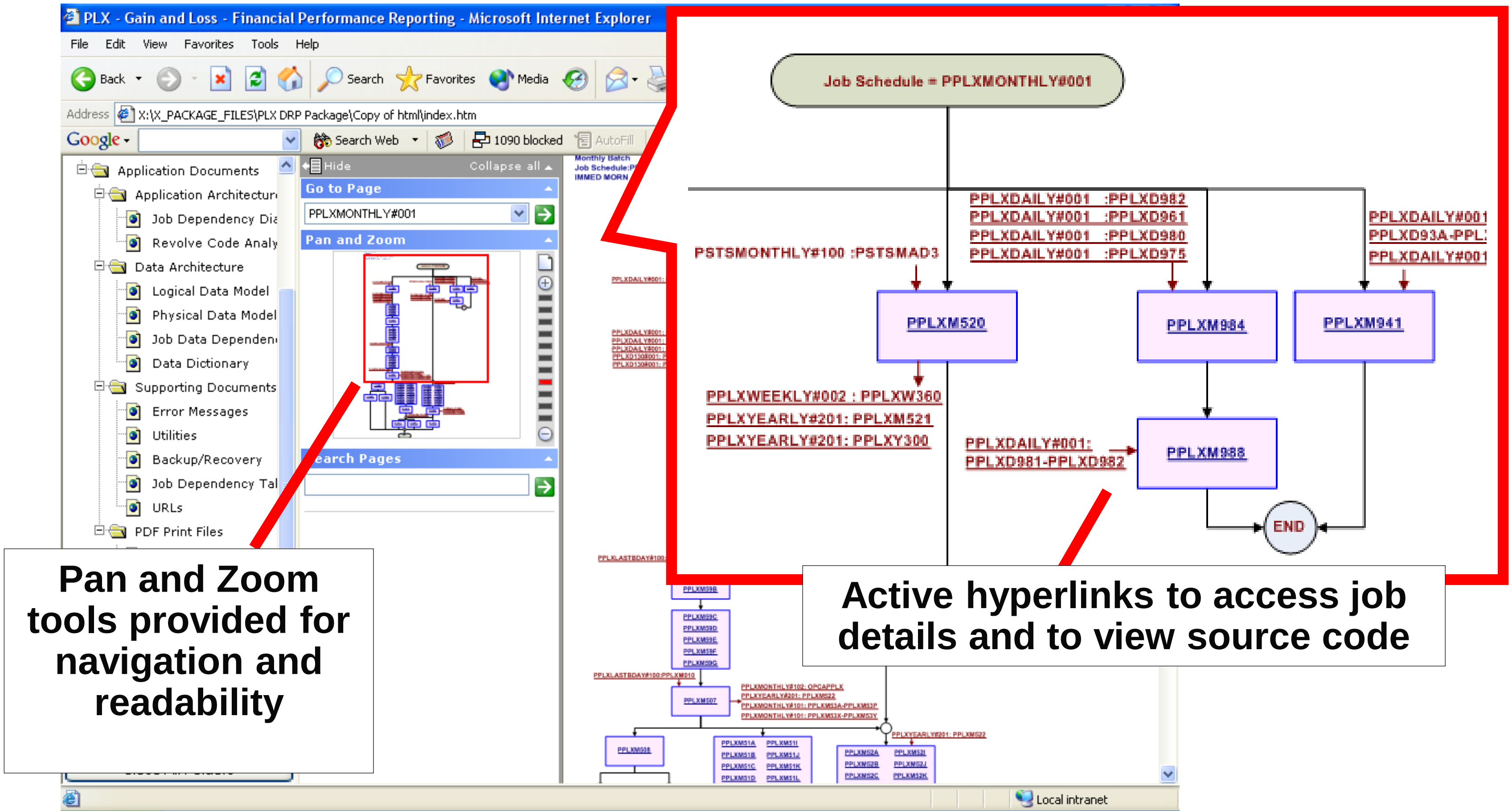
Using DRP Documentation - Application Architecture - Context Map

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

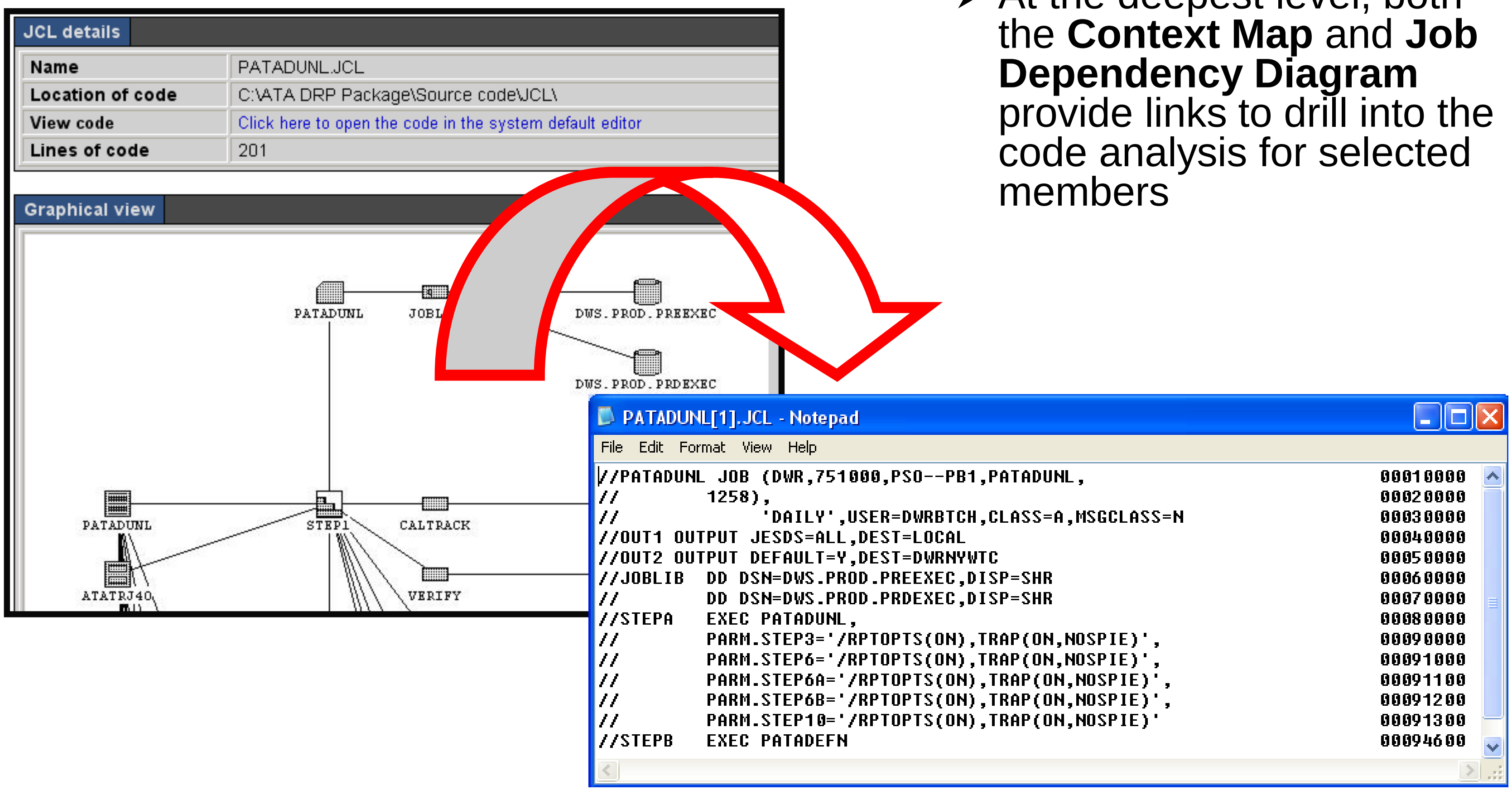


Using DRP Documentation - Application Architecture - Job Dependency Diagram

➢ 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.



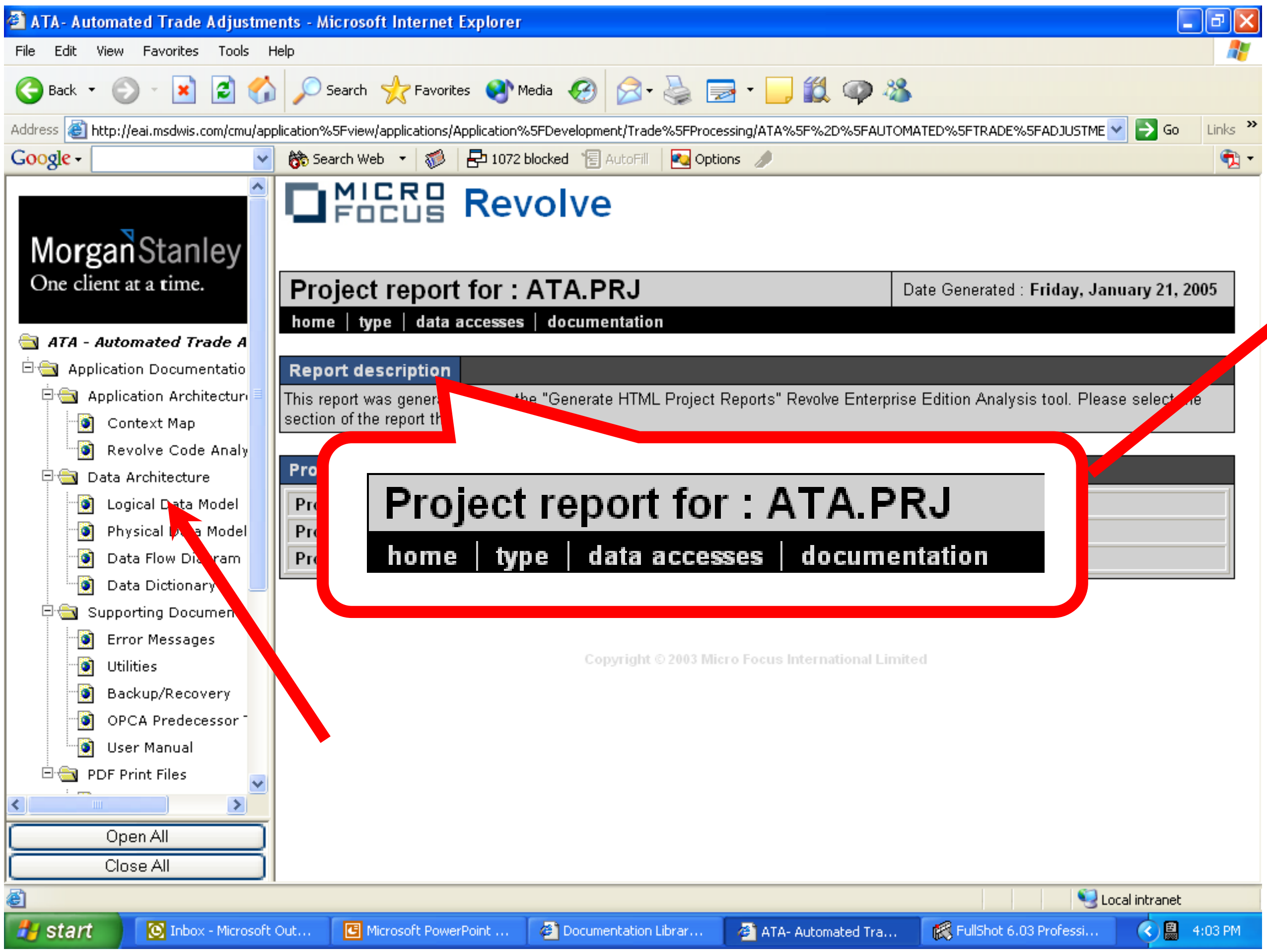
Using DRP Documentation - Application Architecture Context Map & Job Dependency Diagram



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

Using DRP Documentation - Application Architecture - Revolve Code Analysis

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



Select a menu option to access referenced lists:

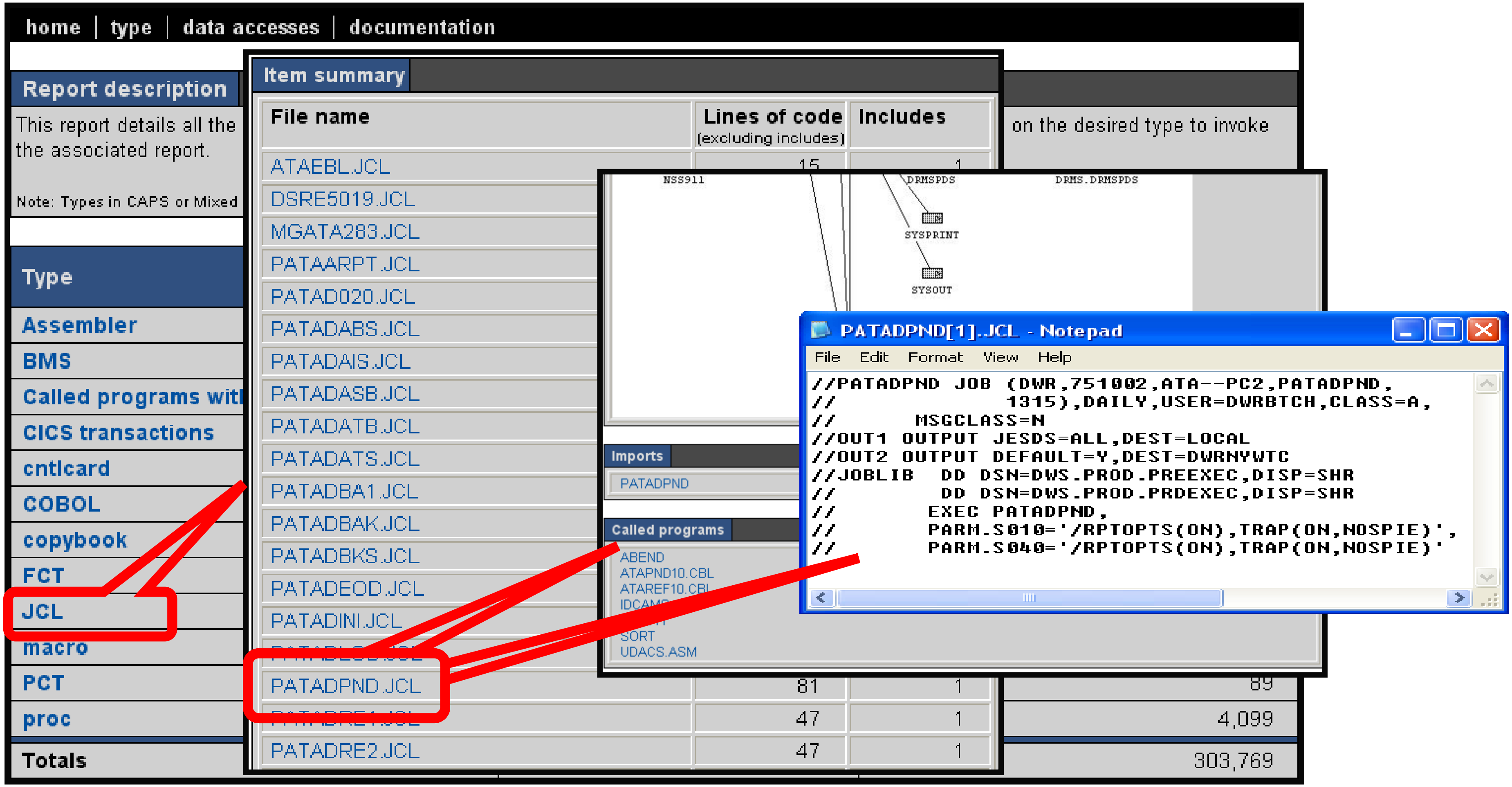
Type (source code**):**
•JCL
•COBOL
•Copybooks
•Procs
•BMS
•etc.

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.



Using DRP Documentation - Application Architecture - Revolve Code Analysis

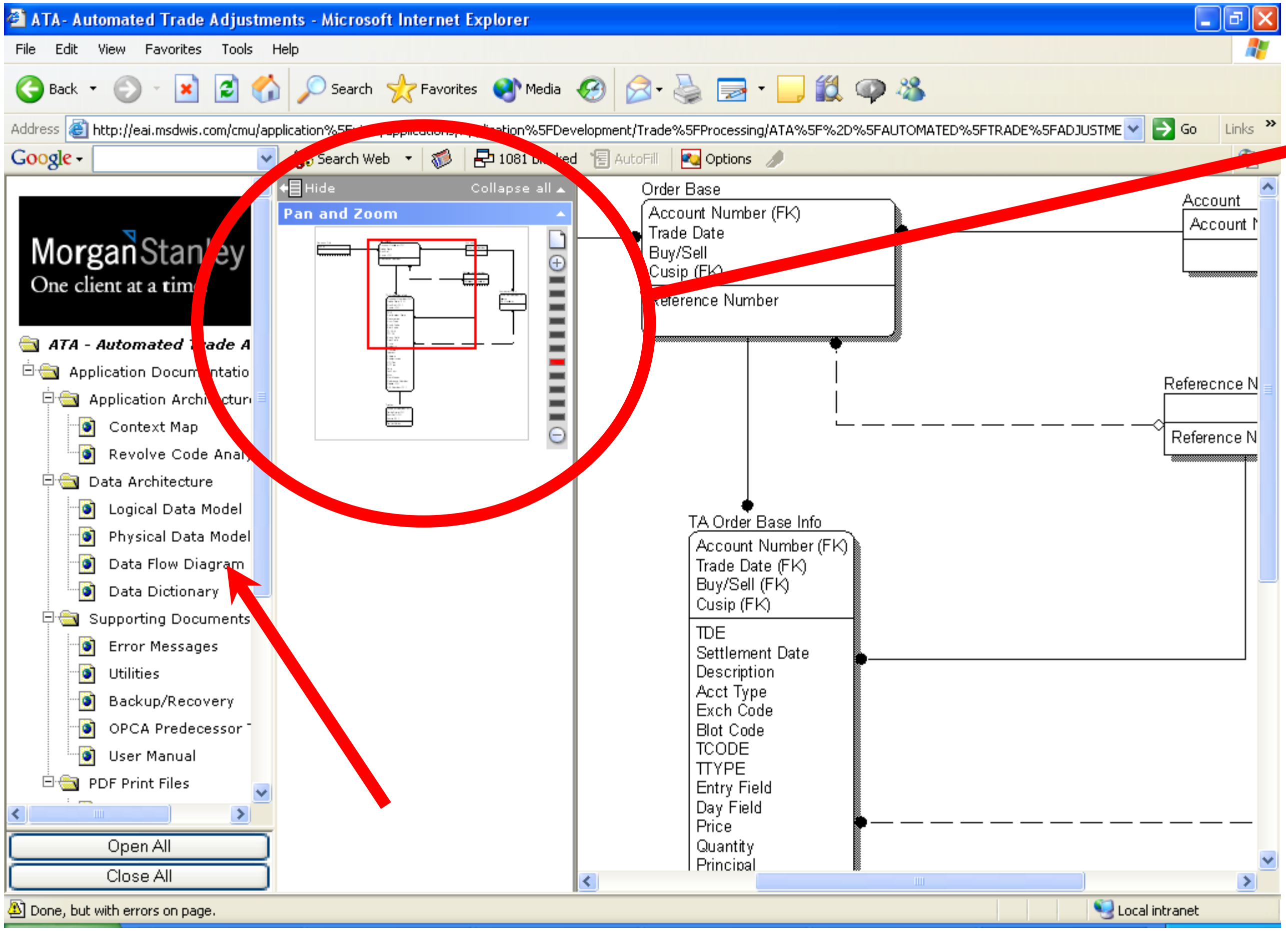
- Cross reference features for each type listed below.

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.

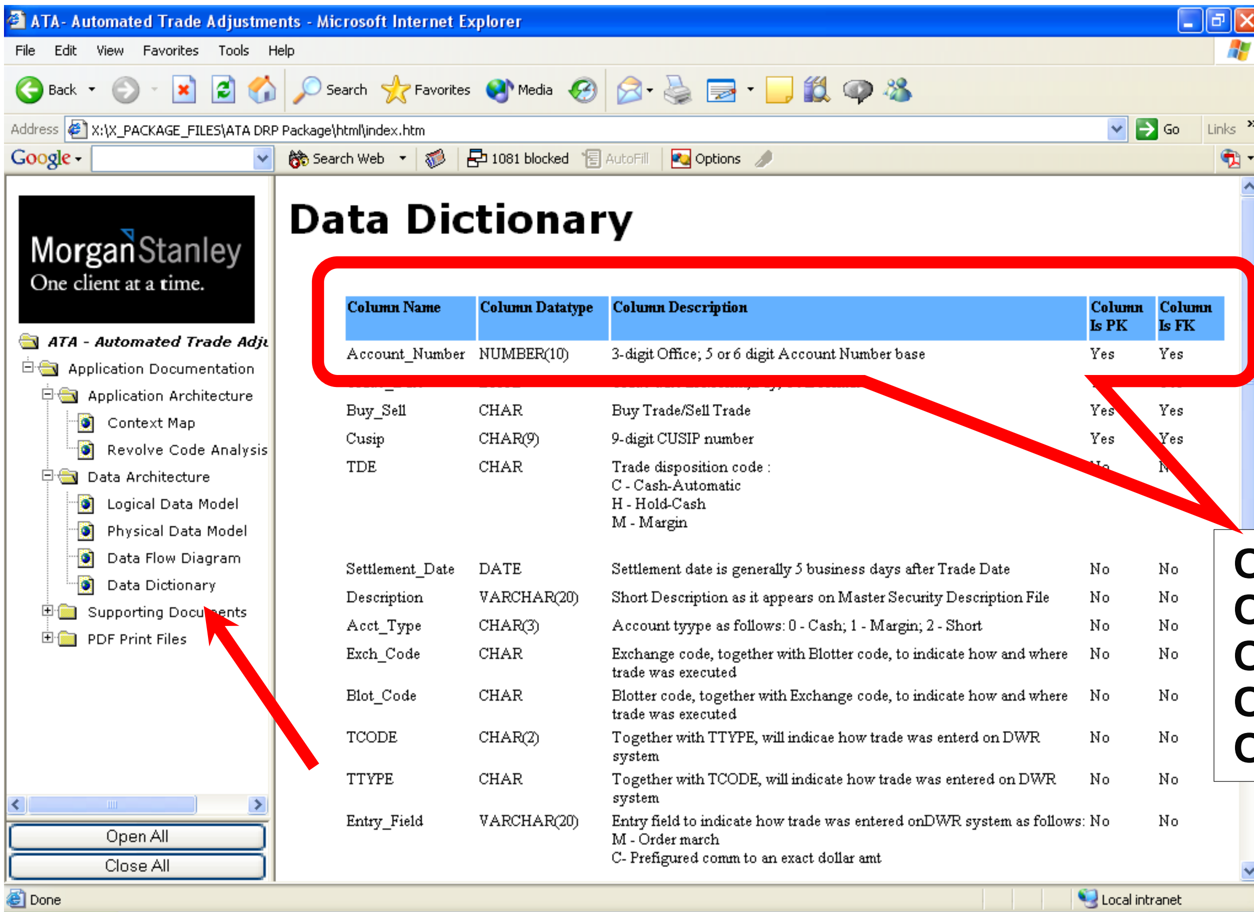


Pan and Zoom tools provided for navigation and readability

Morgan Stanley

Using DRP Documentation - Data Architecture - Data Dictionary

➢ Provides details about DB2 tables used by the application.



Data Dictionary

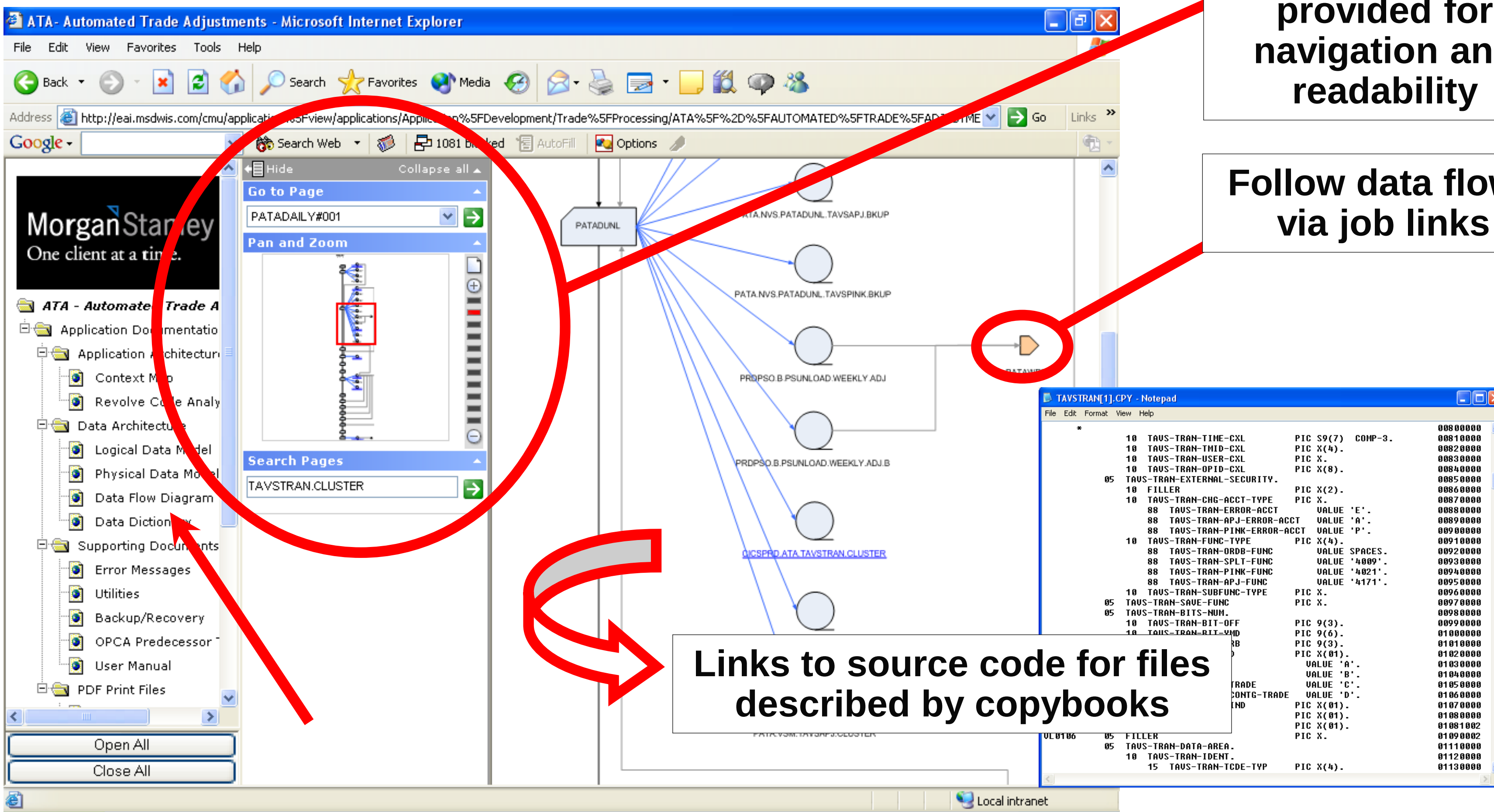
Column Name	Column Datatype	Column Description	Column Is PK	Column Is FK
Account_Number	NUMBER(10)	3-digit Office; 5 or 6 digit Account Number base	Yes	Yes
Buy_Sell	CHAR	Buy Trade/Sell Trade	Yes	Yes
Cusip	CHAR(9)	9-digit CUSIP number	Yes	Yes
TDE	CHAR	Trade disposition code : C - Cash-Automatic H - Hold-Cash 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 tyype 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 indicae how trade was enterd 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 onDWR system as follows: 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 - Data Flow Diagram

- Enables data file tracing through applications.

  Note: This is a custom deliverable requested by the application SME's.



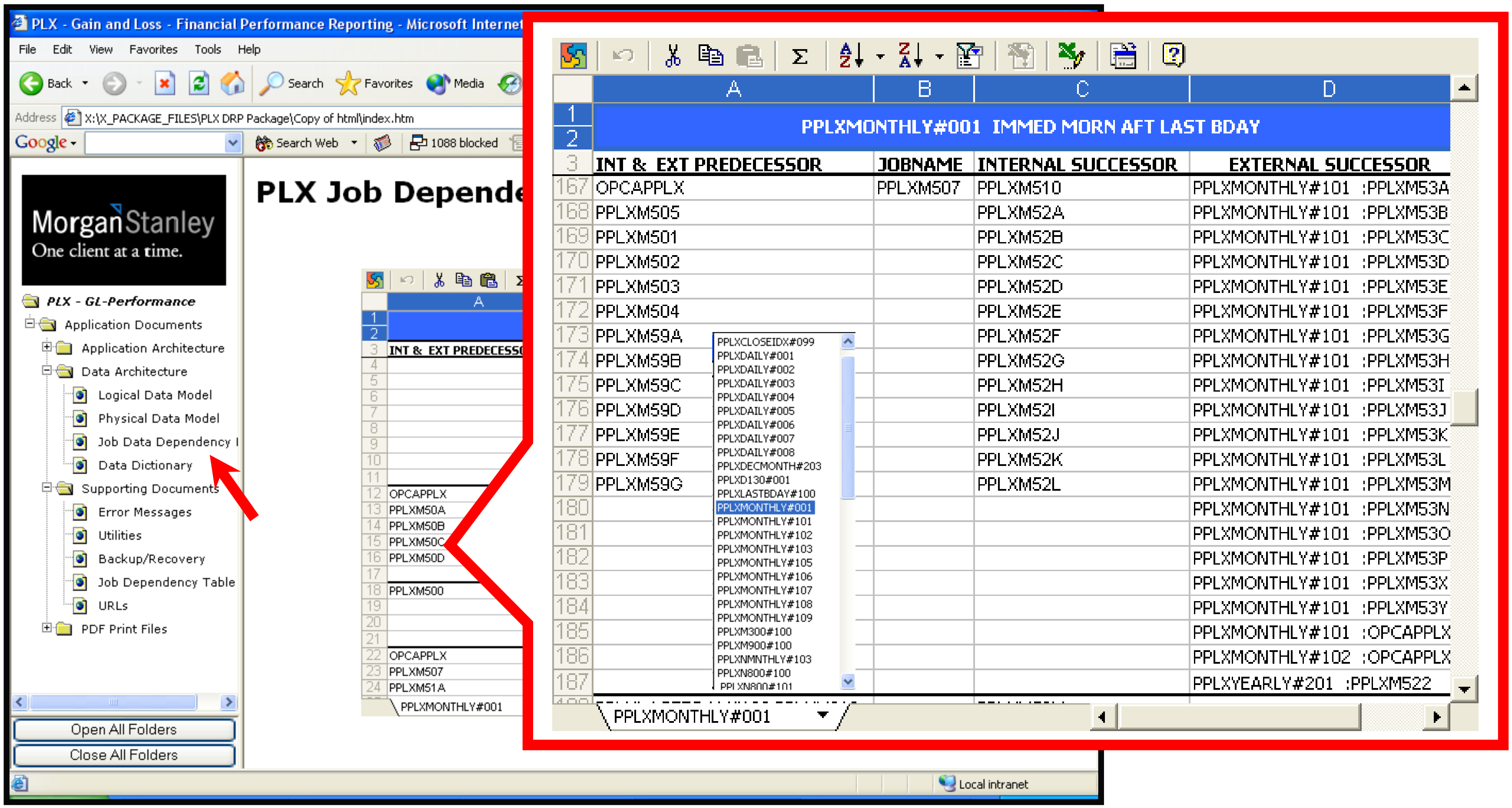
Pan, Zoom and Search tools provided for navigation and readability

Follow data flows via job links

Links to source code for files described by copybooks

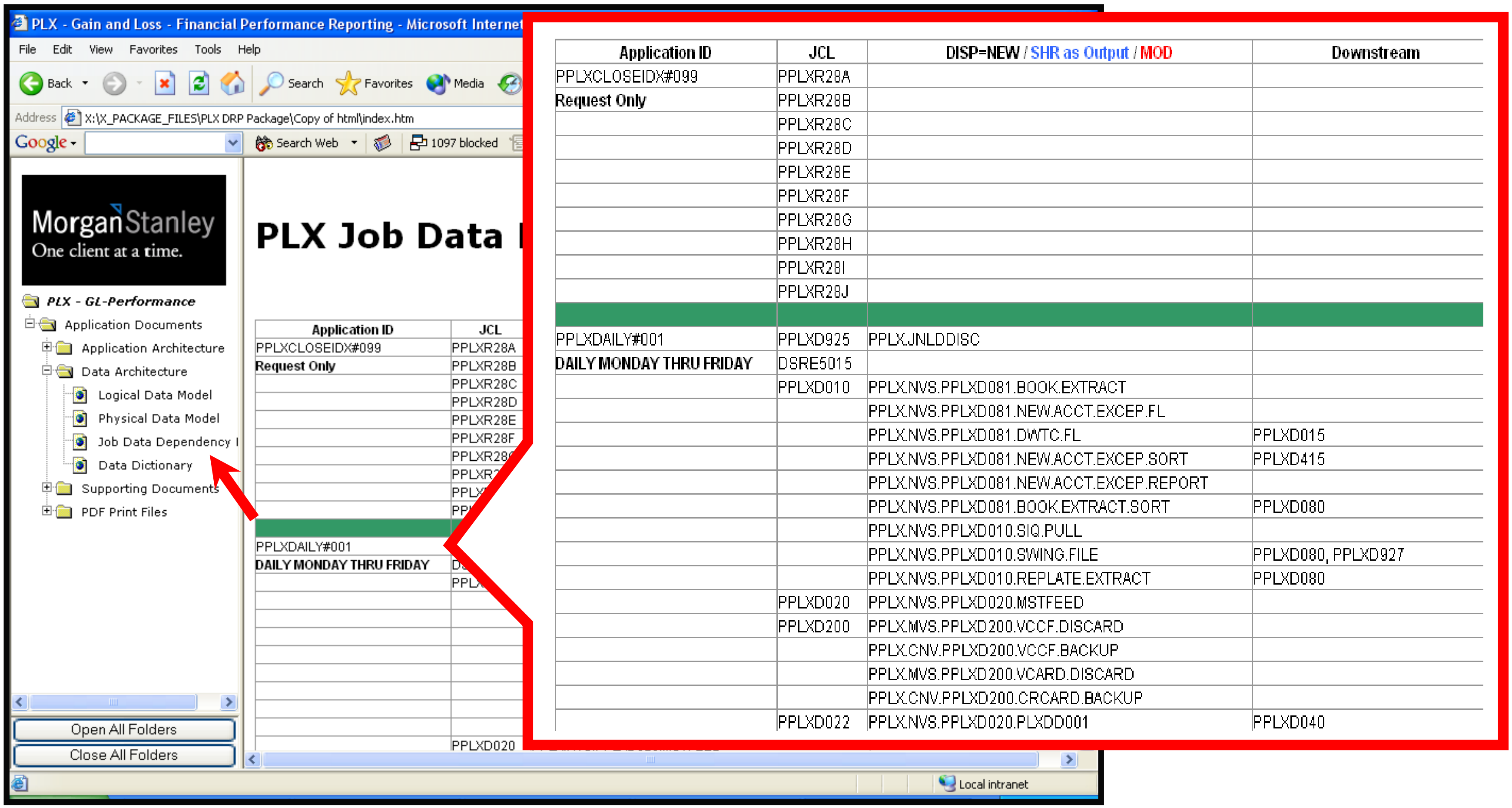
Using DRP Documentation - Data Architecture - Job Data Dependency File

➢ 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.



Using DRP Documentation - Data Architecture - Job Data Dependency File

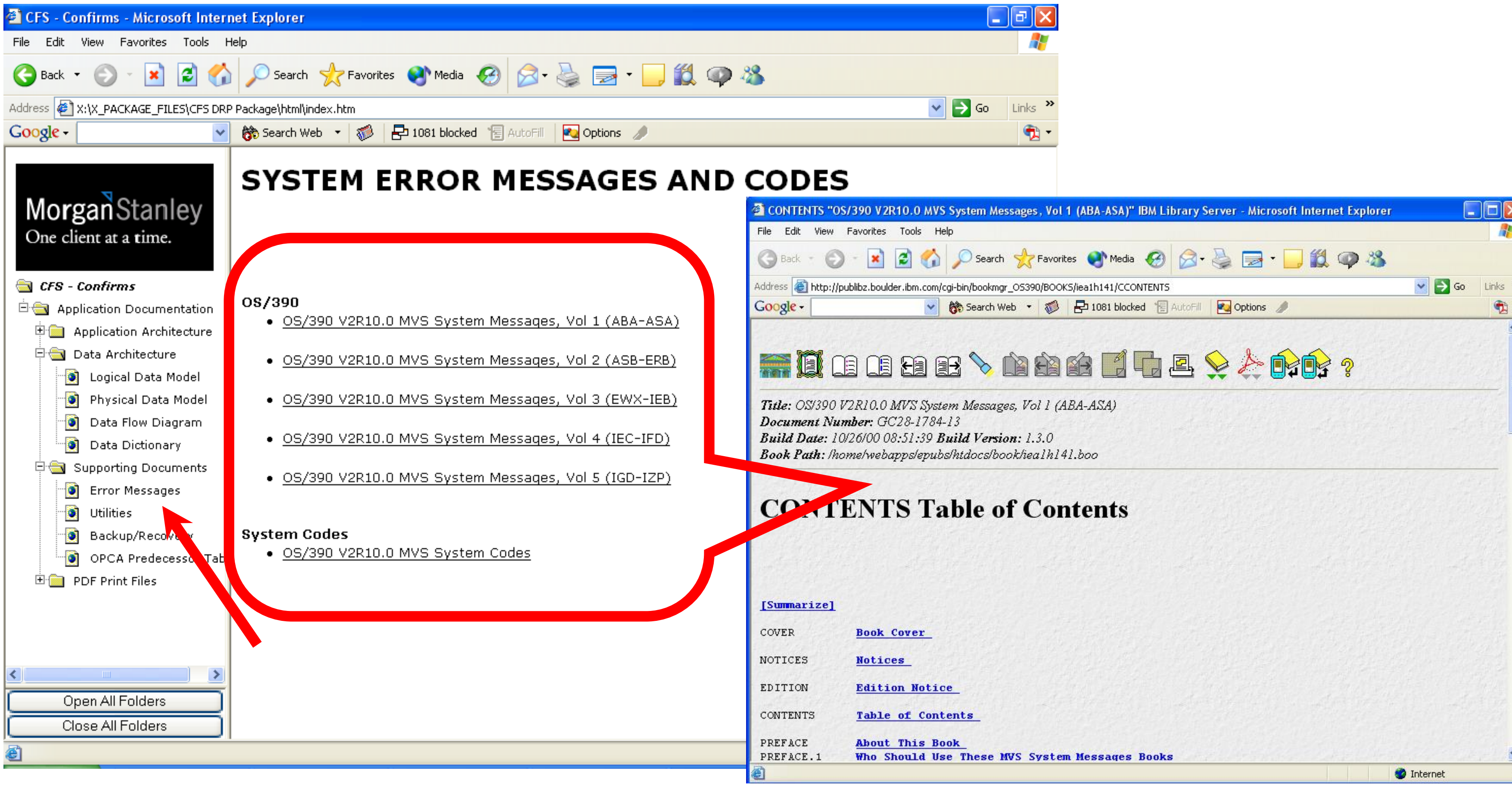
- A reference based upon extracts from the OPCA tables for predecessors and successors used to develop the data flow portion of the Job Dependency Diagram.



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

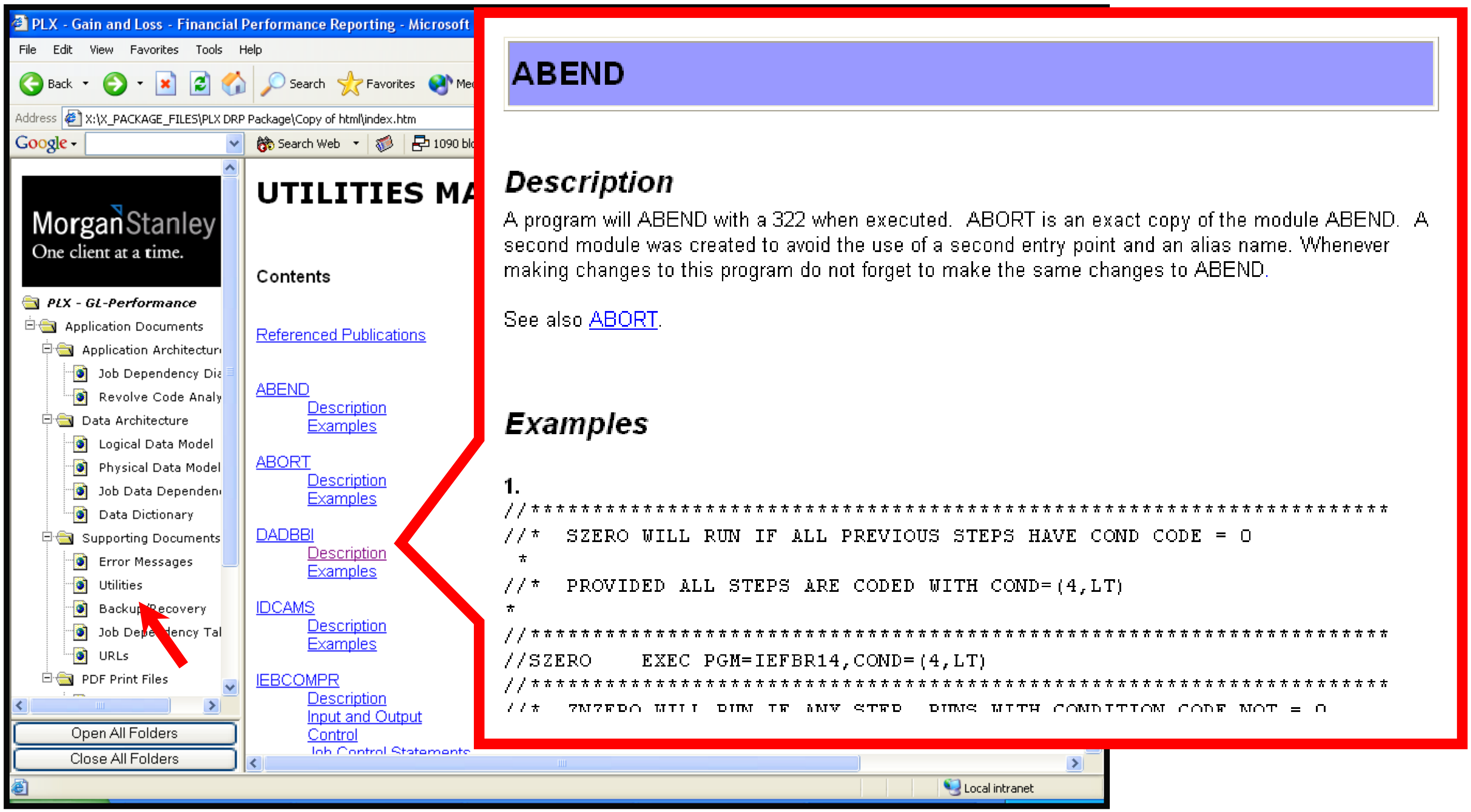
Using DRP Documentation - Supporting Documents - Error Messages

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



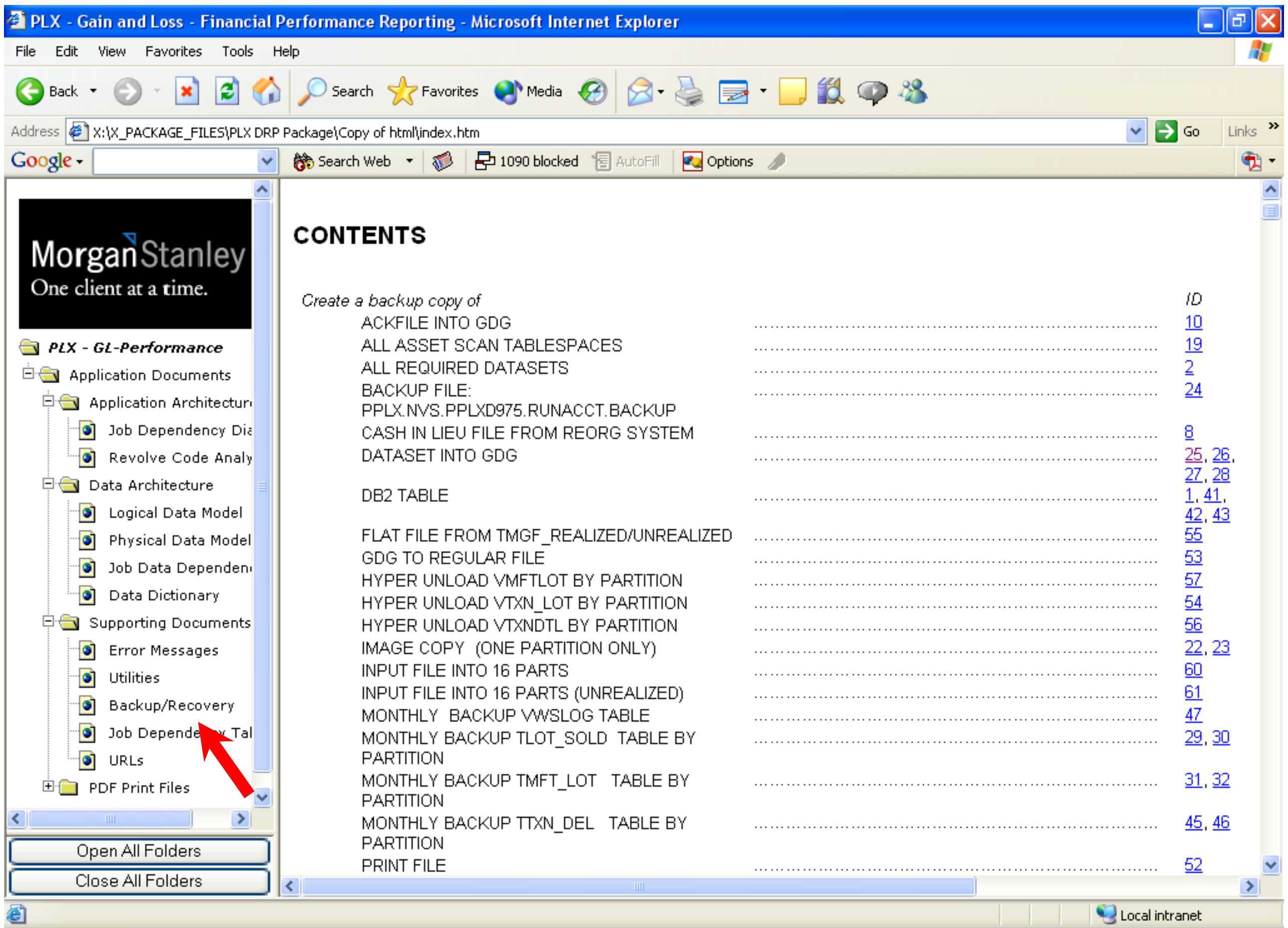
Using DRP Documentation - Supporting Documents - Utilities

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



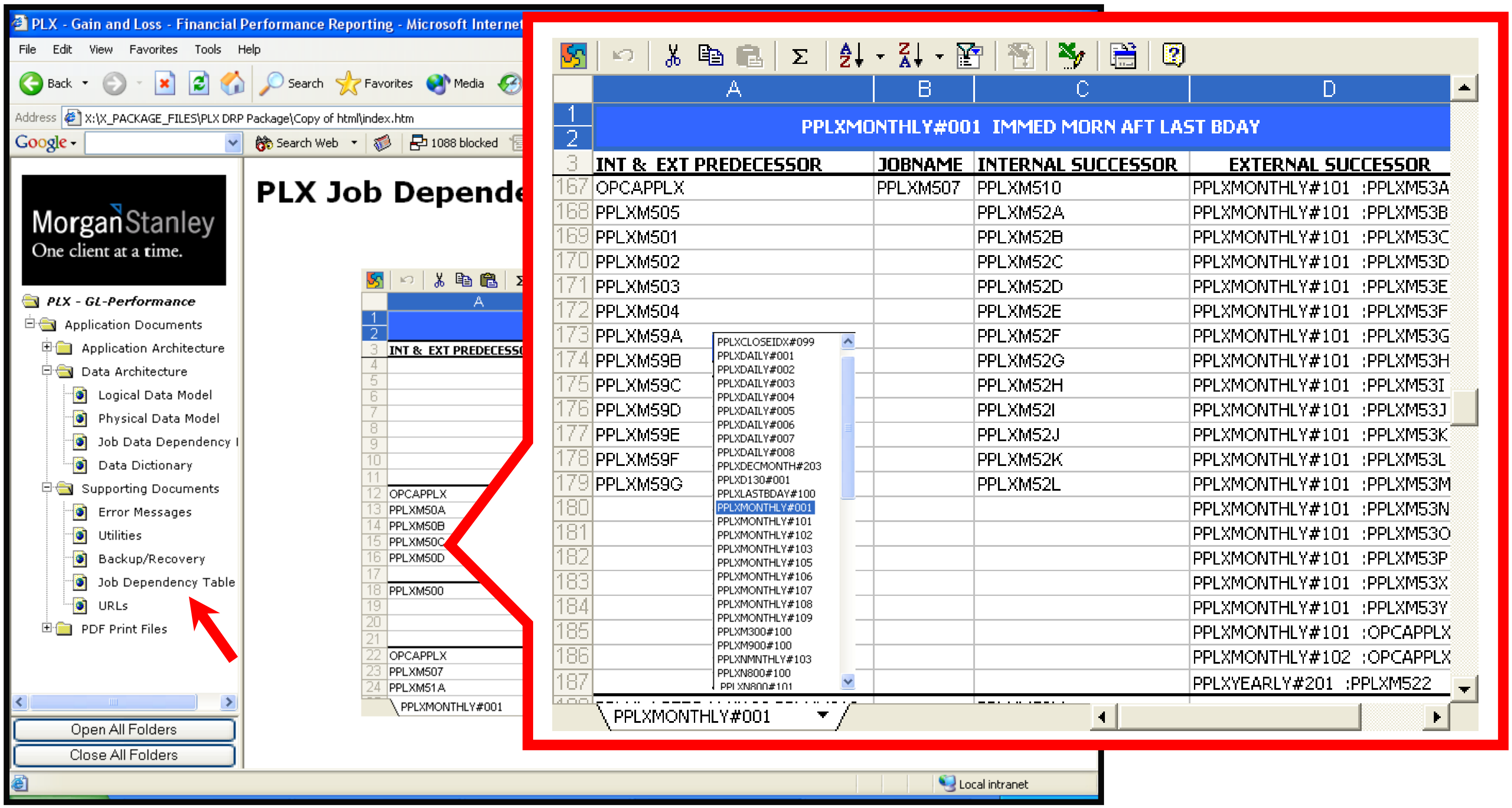
Using DRP Documentation - Supporting Documents - Backup/Recovery

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



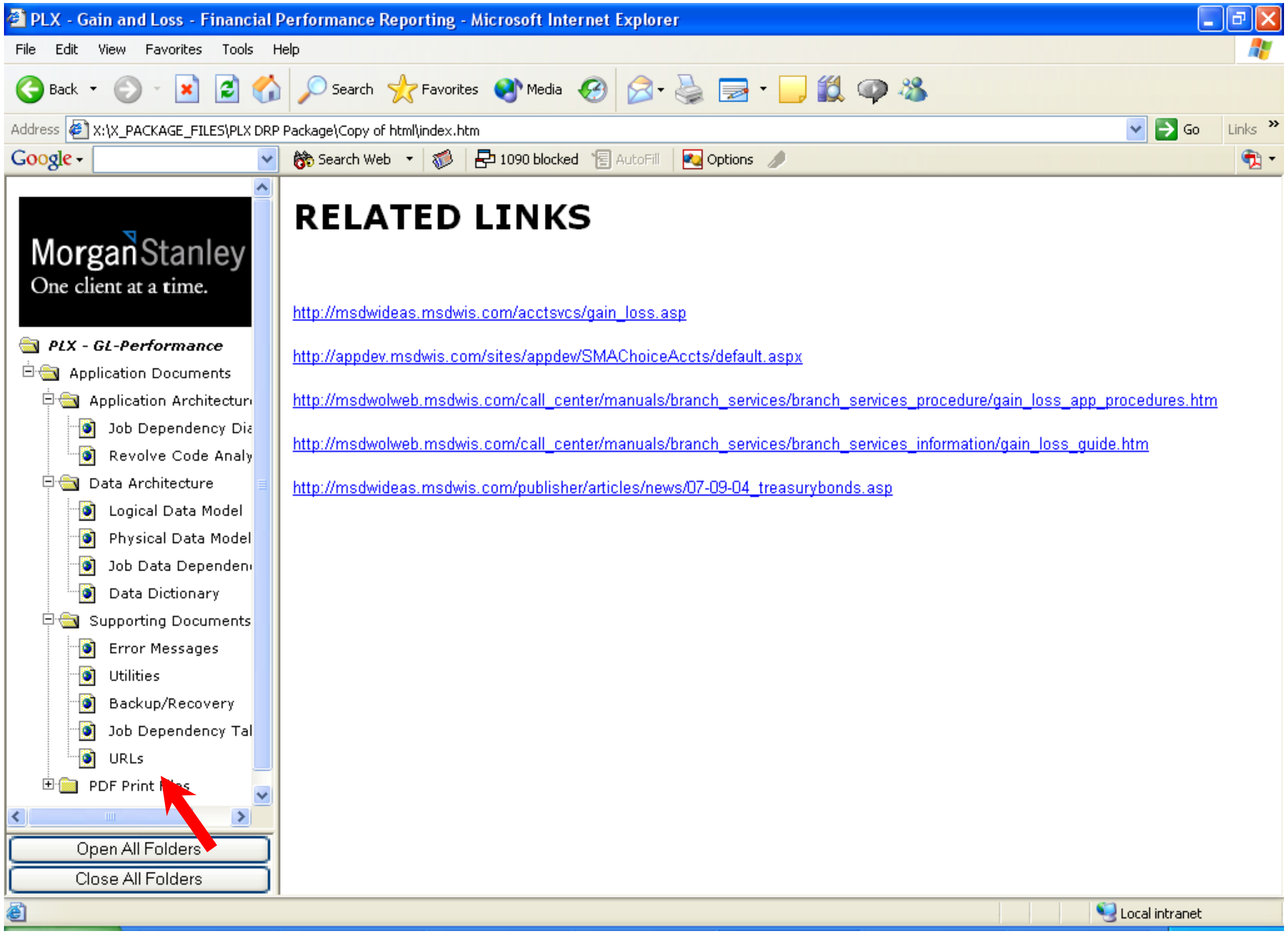
Using DRP Documentation - Supporting Documents - Job Dependency Table

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



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.