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# ST. PAUL COMPUTER CENTER

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## SPRING QUARTER SHORT COURSES

The St. Paul Computer Center will be offering the short courses shown below during the Spring Quarter. The User Orientation presentation introduces new and prospective users to the SPCC facility. Following a brief description of the hardware and software available at SPCC, a short tour of the computer center will be given.

The SAS course will cover the Statistical Analysis System (SAS), a comprehensive statistical package available on the IBM 4341 computer at SPCC. In addition to statistics, SAS provides software tools for data storage and retrieval, report writing, general programming, and graphics. Those people intending to use SAS from either MUSIC or CMS should be familiar with the respective system before attending the SAS course.

A computer-based training package for SAS will be part of the course. Users not attending the short course may also have access to this self-study course. Check with Michele Burlew to obtain more information on its use or to obtain the handout "Using CBT for SAS".

The MUSIC course will cover the McGill University System for Interactive Computing, an interactive operating system. The MUSIC operating system allows one to edit and save files, submit batch jobs, or run jobs interactively.

The CMS course will introduce the Conversational Monitor System, an operating system that allows one to edit and save files, submit batch jobs, and run jobs interactively. The CMS editor XEDIT offers many more options and capabilities than the editor for MUSIC. SAS and NOMAD (a data base management system) may be accessed interactively through CMS.

The NOMAD demo introduces a Data Base Management System now available at SPCC. NOMAD is a fourth generation language, which may be used for data management, retrievals, application programming, report writing, and graphics.

The CMS SCRIPT course will present the basic features of SCRIPT, a text formatting language that allows you to prepare finished typed material such as letters, reports, manuscripts and other similar documents. You can specify that text will be single or double spaced, right or left justified. SCRIPT can automatically insert page numbers and headings as well as do footnotes and tables of contents. Only the SCRIPT for CMS will be covered in this short course. Users interested in this course should be familiar with CMS.

The first hour of the MUSIC, SAS, and CMS short courses is lecture, and the second hour is a terminal session in which the students may apply what they have just learned. All courses will be offered on the St. Paul Campus.

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The short course schedule for the Spring Quarter is as follows:

SHORT COURSE NAME	DATE	TIME
User Orientation	Apr 5 (Th)	3:00-5:00
Introduction to CMS	Apr 9,11,13 (M,W,F)	3:00-5:00
Introduction to MUSIC	Apr 10,12 (T,Th)	3:00-5:00
SAS (Statistical Analysis System)	Apr 16,18,19 (M,W,Th)	3:00-5:00
Introduction to NOMAD	Apr 17 (T)	3:00-5:00
Introduction to CMS	May 7,9,11 (M,W,F)	3:00-5:00
Introduction to MUSIC	May 8,10 (T,Th)	3:00-5:00
SAS (Statistical Analysis System)	May 14,16,18 (M,W,F)	3:00-5:00
Introduction to NOMAD	May 1 (T)	3:00-5:00
Introduction to CMS SCRIPT	May 23,25 (W,F)	3:00-5:00

The User Orientation will be held in B45 COB (St. Paul Campus), with no registration required. To register for the other courses shown above, please obtain and complete a short course registration form from SPCC (373-0987; 50 Coffey Hall). Return it to the Main Office, 50 Coffey Hall, prior to the start of the class. Most short courses have a modest fee associated with them and require full payment before the class begins. Sorry, no refunds are made after the class begins.

If you have questions about short courses, their cost, or registration, please call Mel Sauve or Diane Suski (373-0987).

If you have a group of 6 or more people interested in any of the short courses, SPCC can schedule a class just for your group. Please contact Mel Sauve at 373-0987 to make the necessary arrangements.

### T E X T P R O C E S S I N G

With the release of the CMS operating system last fall, more and more users are being introduced to text formatting using SCRIPT on CMS. SCRIPT is part of the Document Composition Facility (DCF), an IBM program product. To use SCRIPT with CMS, you need to be able to do the following:

- log on and enter CMS commands
- create and edit files using the CMS editor, XEDIT

Files prepared at other institutions with Waterloo SCRIPT can be formatted by IBM SCRIPT with a few changes.

SCRIPT was designed to be used in conjunction with an interactive text editor, such as CMS's XEDIT. The editor is used to create a file containing SCRIPT control words and text, and to make changes to that file. SCRIPT reads input data containing text and control information (the format commands), then formats the data into pages, and produces formatted output on a system printer or other suitable output device. A typical series of steps in obtaining a final copy might be:

1. Use XEDIT to create a file of text and SCRIPT control words. The filetype of the file must be SCRIPT.
2. Use the SCRIPT command to format the text and print it at a terminal or on the high speed printer.
3. Proofread and check for correctness of the formatting.
4. Use XEDIT to correct typographical errors, make editorial changes, and change SCRIPT control words.
5. Use the SCRIPT command to produce a final formatted output on a printer.

The current printers that are available are the letter quality Lee Data printer in the room 90 Coffey Hall and the Laser printer at ADPD.

#### COMPUTER-BASED TRAINING AVAILABLE FOR SAS

St. Paul Computer Center has the CRWTH computer-based training package for SAS available to users. This self-study course lets you review the fundamentals of SAS and learn some of its more advanced features. This is done by using a computer-based training (CBT) system. With the CBT system, you are instructed in SAS. You will be asked questions to both reinforce the instruction and to give you the "hands-on" feel of using SAS. Much of the course involves writing SAS statements and programs.

Information presentation under the CBT system is given on the terminal. You log on to the computer and invoke the CBT system when you have available time for self-study. You are presented with narrative text on the terminal screen, and when satisfied that you have understood the topic, you can move ahead to the next topic.

The course is intended primarily for end users, non-data processing people who will be doing their own statistical analysis and/or report writing. The length of the course will depend upon whether you are already familiar with SAS and can skip the introductory sessions, and how deeply you need to go into SAS. Many of the later sessions are elective, depending on your individual needs.

Use of the CBT system for SAS will be the basis of the Center's SAS short course offering. However, you do not need to attend the short course to use it. Check with Michele Burlew to obtain more information on its use or to obtain the handout "Using Computer-Based Training for SAS".

To go along with the course, a workbook is available for purchase at SPCC. The material in the workbook follows along closely with what is presented on the screen. The cost is \$15.00.

CMS RELEASE 2 NEWS

The change to CMS release 2.1 was completed recently, and we have had very few problems reported.

NOMAD2 users have noticed an error message displayed at the beginning of every NOMAD2 session (EXTERNAL command disabled during NOMAD2 session). A fix will be applied shortly to correct this problem, but you can safely use NOMAD2 in the mean time.

There are a few new commands that are available under the release 2.1 of CMS.

- cmdcall**      Converts EXEC2 extended plist function calls to CMS extended plist command calls.
- defaults**    Set or display default options for the commands: FILELIST, NOTE, RDRLIST, RECEIVE, PEEK, and SENDFILE.
- execio**      Do I/O operations between a device and the program stack.
- filelist**    List information about CMS files, with the ability to edit and issue commands from the list.
- globalv**     Set, maintain, and retrieve a collection of named EXEC2 variables.
- identify**    Display or stack userid, nodeid, rscid, date, time, time zone, and day of the week.
- namefind**    Display or stack information from a NAMES file.
- names**       Display a menu to create, display or modify entries in a 'userid NAMES' file. (The menu is only available on display terminals.)
- note**        Prepare a note for one or more computer users to be sent via the SEND-FILE command.
- peek**        Display a file that is in your virtual card reader without reading it onto your disk.
- rdr**          Generate a return code and either display or stack a message that identifies the characteristics of the next file in your virtual card reader.
- rdrlist**     Display information about files in your virtual reader with the ability to issue commands from the list.
- receive**     Read onto disk a file or note that is in your virtual card reader.

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**sendfile** Send files or notes to one or more computer users, attached locally or remotely, by issuing the command or by using a menu (display terminals only).

**tell** Send a message to one or more computer users who are logged on to your computer or to one attached to yours via RSCS.

### Note:

The RDR command no longer reads in files from your virtual card reader.

FLIST is still available but may not be with our future installation of CMS.

The current release of CMS matches the CMS Primer that many users purchased, but there still are some differences. The screen that is displayed and the PF key definitions in XEDIT are different from the current defaults for SPCC.

These new commands are documented in the IBM manual, IBM VM/SP: CMS Command and Macro Reference, which is available for reference in Room 90 Coffey Hall.

## NOMAD A P P L I C A T I O N S

Since the introduction of NOMAD2 about a year ago, there have been many applications that have the same underlying theme. Two frequent applications are for bibliographic database management and reporting and for mail label output.

Through the use of NOMAD2, you may maintain a database of bibliographic citations that you may search by author, by words in the title, or by keywords if these are part of your input.

The database may be reported from directly with NOMAD2, or a special procedure may be run to create a SCRIPT file (in alphabetic order by author or by any of the variables in the database) that can be added to any SCRIPT document or produced by itself.

You can use NOMAD2 to create and maintain a name and address file. A list request can be entered that outputs the information in the correct format onto a file, and this file can then be printed on mail labels; or you may output a raw data file that can be read into SAS and output the labels using PROC FORMS.

## C O M P U T E R T I M E G R A N T A C C O U N T S

It is not too early to remind our time grant users that all time grant accounts are closed at the end of each fiscal year (this cutoff occurs 2-3 workdays prior to June 30th). We don't wish to discourage the use of our computer facilities, but by policy users are required to establish time grant eligibility on an annual basis. The need for financial support through time grants must be demonstrated with the assurance that project funds are unavailable for computing.

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The closing of user accounts (Userids, Codes, etc.) means that after that point there is no longer a means of accessing permanent computer files that may have been stored. We don't wish to create hardships for anyone when this cutoff occurs. We, therefore, are providing an early reminder to time grant users to make appropriate arrangements, if they wish to retain their computer accounts and corresponding files (MUSIC, CMS, SAS, etc.), beyond the cutoff date. A special notice will be mailed to each active time grant user (probably will be sent out with each individual user's 'Time Grant Activity Report') several weeks before the end of the year.

### DATA ENTRY

The turnaround time for data entry varies with the workload. Currently, an average sized job (500 - 1000 records) takes less than a week to complete.

For further information about current turnaround time, cost estimates, preparation of data or source documents, contact Linda or Cleo at 376-9222. Account numbers may be obtained at 50 Coffey Hall.

Unless you have made special arrangements with SPCC to purchase tapes, they should be returned to Data Entry as soon as you are finished with them.

### STATISTICAL CLINIC

The Statistical Center provides statistical consulting to researchers at the University of Minnesota. The services of the Center are available to the University community, generally without charge. Assistance on appropriate experimental designs and methods, data analysis, and the interpretation of results are part of the mission of the Center.

The Statistical Clinic, located in room 125g, Classroom Office Building, on the St. Paul Campus, is staffed by graduate students of the School of Statistics, and supervised by faculty members of the Applied Statistics Department. It is intended to provide an initial contact between the Center and students with research problems. Many statistical problems can be handled completely by the personnel in the Clinic; however, more difficult problems will be referred to an Applied Statistics faculty member.

The hours of the Statistical Clinic for Spring Quarter 1984 are:

Monday : 8:00-5:00  
Tuesday : 8:00-3:30  
Wednesday: 8:00-5:00  
Thursday : 8:00-3:30  
Friday : 8:00-5:00

Room: 125g COB  
Phone: 376-3845

We would like to solicit feedback regarding the needs and views of current users of the St. Paul Computer Center facilities. SPCC seeks input from all as an aid to determining the direction the Center should take in response to user requirements for support, hardware and software. Your response will help us understand your computing needs, so that we can better match them with available resources. Kindly detach this survey from the newsletter and return it to Mel Sauve, SPCC, 50 Coffey Hall.

1. Some characteristics of the SPCC facilities and services are listed below. How satisfied are you with each one?

	Highly Satisfied	Satisfied	Dissatisfied	Highly dissatisfied	Don't know or use
Accessibility to SPCC consultants					
Helpfulness of SPCC consultants					
Maintenance of open shop equipment					
Ease of acquiring usage accounts					
Reasonableness of service charges					
Security of the system and your data					
Job turnaround time					
Operating hours					
Convenience of access to facilities					
Amount of user room storage available					
Data Entry services (Key Punch)					
Main Office (secretarial) assistance					
Computer Operator personnel assistance					
User work areas					
Physical working environment					
Demonstrations, tours and orientations					
Short course offerings					
Availability of needed supplies					
Application Programming services					
Interactive usage assistance					
Letter Quality outputs					

2. How would you describe your use of the SPCC facilities?

	Heavy Use	Moderate Use	Light Use	None
IBM 4341 Computer System				
User Room Online Terminals				
Dialup Terminal Access				
Data Entry Services				
Application Programming Services				
Consultant Assistance (Help Desk)				

3. In general, how satisfied are you with the services offered by SPCC?

Highly Satisfied \_\_\_ Satisfied \_\_\_ Dissatisfied \_\_\_ Highly Dissatisfied \_\_\_

4. What do you like best about SPCC?

5. What do you dislike most about SPCC?

6. How would you rate SPCC's overall performance with that of other computing facilities with which you have had experience?

Better \_\_\_ (How?) Same \_\_\_ Worse \_\_\_ (How?) No opinion \_\_\_

7. What additional software capabilities (packages, compilers, etc.) would you like to see installed that are not now available?

8. What additional hardware (equipment) would you like to see installed that is not now available?

9. If you could effect one change in SPCC services and facilities, what would it be?

10. Which of the following are you presently using in our Center?

Operating Systems: DOSVSE \_\_\_ CMS \_\_\_ MUSIC \_\_\_

Packages: SAS \_\_\_ NOMAD \_\_\_ PROFS \_\_\_ SCRIPT \_\_\_ Other(specify) \_\_\_\_\_

Compilers: FORTRAN \_\_\_ PASCAL \_\_\_ COBOL \_\_\_ Other(specify) \_\_\_\_\_

11. Check the appropriate category of respondent:

Faculty \_\_\_ Graduate Student \_\_\_ Civil Service Staff \_\_\_ Non-U of M user \_\_\_

Thank you very much for the time taken to respond to this survey. Please feel free to provide additional comments about the SPCC services and facilities on attached separate sheets. If you wish to be contacted for additional input to this survey, please provide your name and phone number.

Return to: Mel Sauve, User Services  
St. Paul Computer Center  
50 Coffey Hall

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R E D U C E D   R A T E S   F O R   O F F - H O U R   U S E R S

Computer processing performed after 5:00 pm daily (Monday thru Friday) and all day Saturday will be eligible for reduced rates. Users doing their processing during these off-hours will receive a 25% reduction on 3 billable components: Central Processor Time, High Speed Input/Output (disk and tape), and Connect Time.

A C C E S S   T O   F A C I L I T I E S

ST PAUL COMPUTER CENTER

SPCC hours, locations and telephone numbers:

Main Office	:	90 Coffey Hall	373-0987	8:00 am - 4:30 pm
Users Room, and	:	90 Coffey Hall		7:00 am - 10:00 pm M-F, and
Computer Hours (1)	:	90 Coffey Hall		8:00 am - 4:00 pm Sat
Help Line and Desk	:	90 Coffey Hall	376-4602	10:00 am - 12:00 pm M-F
				1:00 pm - 4:00 pm M-Th
				1:00 pm - 3:00 pm F
Data Entry	:	6 North Hall	376-9222	8:00 am - 4:30 pm
Interactive Dialup Number:			376-5820	

(1) After hour and Saturday access to the Center may be achieved by using the tunnel passageway from the Student Center.

**Note:** SPCC will be closed Saturday, May 26 and Monday, May 28 for Memorial Day.

MERITSS SYSTEM CONNECTION TO SPCC

Users can now gain access to the IBM 4341 computer system at SPCC through the MERITSS System. There are now six ports dedicated to this type of communications traffic. Those wishing to utilize this type of access can obtain the handout named "Using SPCC's IBM Computer from the MERITSS System" from our Main Office (1 page, no charge).

CLASSROOM OFFICE BUILDING INTERACTIVE INSTRUCTIONAL LAB HOURS

	Doors Unlocked	Doors Locked
Monday -- Friday	8:00 am	10:00 pm
Saturday	9:00 am	1:00 pm

Should you be the last person out of the Lab during the hours shown above, please leave the doors unlocked (SPCC personnel are responsible for locking doors at the designated times). Thank you.

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The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age or veteran status.

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