

# AXIS Diplomat

*2000*

## Windows Kernel User Guide



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# 1. The AXIS Kernel

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The AXIS Diplomat Kernel is that part of the system which is generic to all packages within the range, including Accounts, Payroll, Plant Hire, Job Costing, Fixed Asset Register, BACS and Contact Management.

The AXIS Diplomat Kernel User Guide describes the general operation of software within the AXIS Diplomat range, in addition to using the "kernel functions". Kernel functions are a set of system management tools which are provided with all AXIS Diplomat packages. Kernel functions are provided for data security, data file management, user security and other administration tasks.

This documentation should be read in conjunction with the application-specific User Guide(s) for the AXIS Diplomat packages that you are using. For example, if you have the AXIS Diplomat Accounts package, you should also familiarise yourself with the AXIS Diplomat Accounts User Guide.

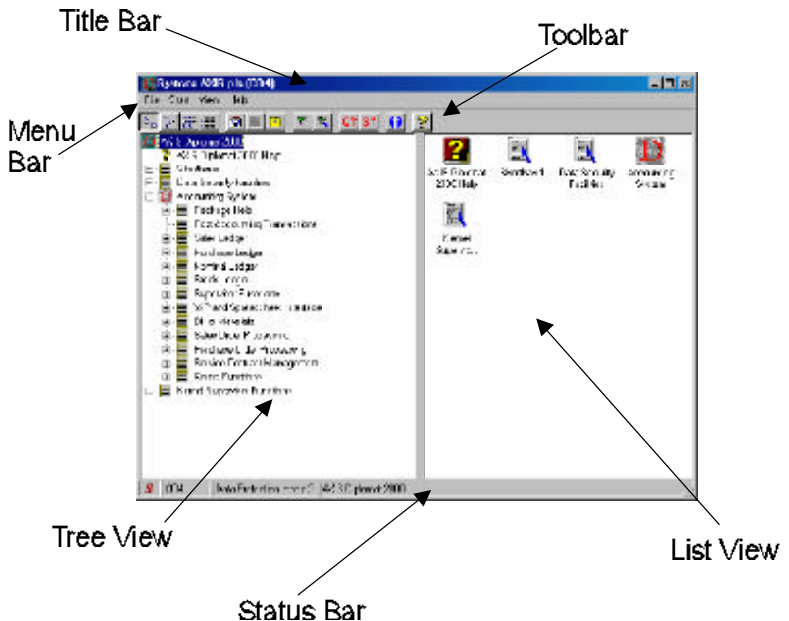
This AXIS Diplomat Kernel User Guide is specifically written for the 32-bit Windows client release of AXIS Diplomat 2000. If you are also using the 16-bit DOS client release, you should also familiarise yourself with the Kernel User Guide for that product.

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## 2. The AXIS Diplomat 2000 Desktop

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When running AXIS Diplomat, you will normally be presented with a screen similar to that shown below. The whole area is referred to collectively as the AXIS Diplomat Desktop. The sample screen shown is for an AXIS Diplomat Accounts system but would be similar for other packages (such as Payroll). The various parts of the screen have been labelled to indicate the terminology that is used throughout this User Guide.



As can be seen, the screen layout is a typical "Windows Explorer"-like design and should be reasonably familiar to anyone with experience of 32-bit Windows systems (Windows 95/98, Windows NT4 or Windows 2000).

The Title Bar contains the name and company id of the AXIS Diplomat data set that is currently in use, together with the minimise, restore/maximise and close buttons.

The Menu Bar provides access to primary functions (such as exiting AXIS Diplomat) together with access to the full menu of functions available within the current AXIS Diplomat package.

The Tool Bar provides shortcuts to commonly used kernel functions, such as changing the format of the display within the Details Panel, checkpointing data (see section on data security) and status enquiries, which display lists of users currently using the system.

The Status Bar shows information relating to the current system, including Single-User, Multi-User and data protection indicators.

The remaining two panels, the Tree View and List View sections, provide two views of the current menu structure.

The Tree View shows the full list of menu options that are currently available (taking into account any privacy restrictions) and can be expanded or reduced by clicking on the + symbols at the appropriate level.

The List View shows the list of sub-menus or functions that are available within the currently selected menu on the Menu Tree.

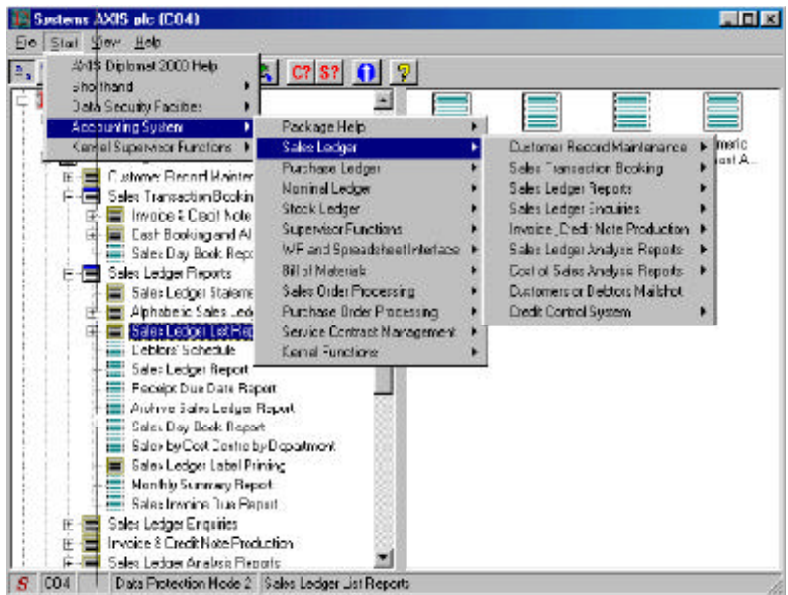
## 2.1 Moving Around the Menu Structure

AXIS Diplomat packages are organised into logical menu trees. For example, an AXIS Diplomat Accounts system will have top-level menu entries for Sales Ledger, Purchase Ledger, Nominal Ledger, etc. The Sales Ledger will have a number of sub-menus for Customer Account Maintenance, Transaction Booking, Reports, etc. The Sales Ledger Transaction Booking menu will have sub-menus for Invoice Booking, Credit Note Booking, Cash Booking, etc.



There are three ways to move around the menu structure - using the menu bar, the tree view or the list view.

### 2.1.1 Selecting Functions Using the Menu Bar



By clicking on the Start option of the menu bar, the top level menu 'drops down'. Moving down to particular options results in that sub-menu being displayed. Moving across expands the menu further, as in the diagram below:

A triangle symbol, ►, to the right of a menu entry indicates that that option refers to a further level of sub-menu.

### 2.1.2 Selecting Functions Using the Tree View

The Tree View gives an expanding and contracting view of the menu structure.

An un-expanded sub-menu is indicated by a + symbol to the left of the entry. A single mouse click on this symbol causes the sub-menu to be expanded. A double-click on the menu icon itself achieves the same effect but also selects the entries within that menu for display in the List View.

An expanded menu is indicated by a - symbol to the left of the entry. A single mouse click on this symbol collapses the menu. A double-click on the menu icon itself achieves the same effect but also selects the entries within that menu for display in the List View.

Double clicking on a function within the Tree View invokes that function.

### 2.1.3 Selecting Functions Using the List View

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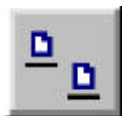
The List View shows all of the entries within the currently selected menu. The currently selected menu is chosen by either double-clicking on the appropriate Tree View entry (as described above) or by double-clicking on a menu icon within the List View itself.

Double clicking on a function within the Menu Tree invokes that function.

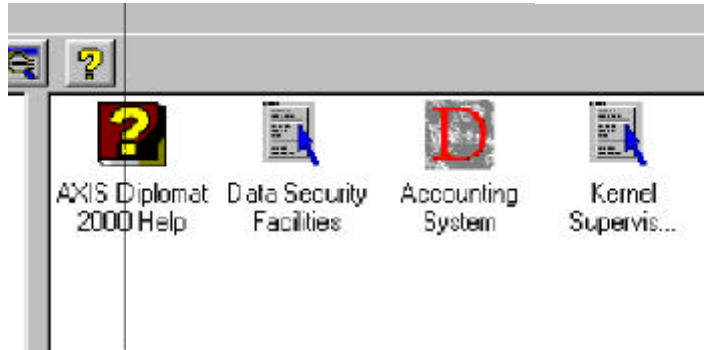
The format of the List View can be changed by clicking on one of the view selection buttons on the toolbar. The format can also be changed by choosing an equivalent option from the View menu.

The current view can be selected from the following options:

- Large Icons. This option is selectable using the View, Large Icons menu entry or by selecting the Large Icon View button on the toolbar:



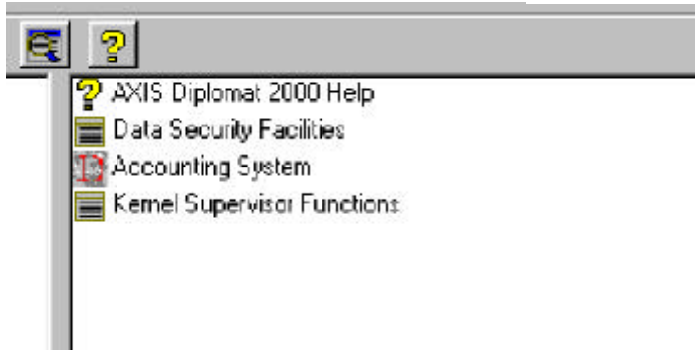
In Large Icon view, each menu entry is represented by a large icon with a short description. The short description may not include the full function title if there is insufficient space; however, the full title is displayed in a "pop-up" text box as the mouse cursor hovers over a particular selection.



- Small Icons. This option is selectable using the View, Small Icons menu entry or by selecting the Small Icon View button on the toolbar:



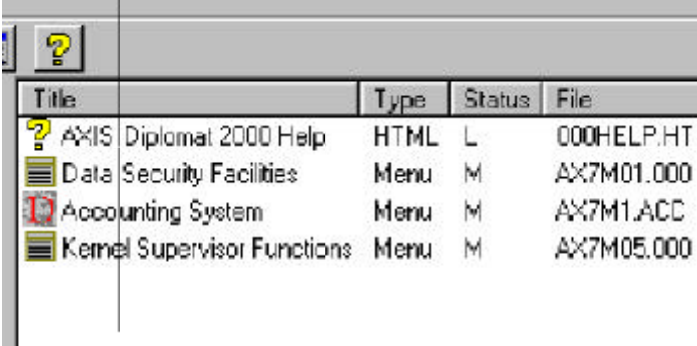
In Small Icon view, each menu entry is represented by a small icon with a full description of the complete function title.



- Details. This option is selectable using the View, Details menu entry or by selecting the Details View button on the toolbar:



In Details view, each menu entry is represented by a small icon with a full description of the complete function title, complete with additional information. The additional information includes the menu entry type (e.g. sub-menu, report, enquiry, etc.), the function status, program name, etc.



The screenshot shows a window with a help icon (question mark) in the top-left corner. Below it is a table with four columns: Title, Type, Status, and File. The table contains four rows of menu entries, each with a small icon to its left.

Title	Type	Status	File
? AXIS Diplomat 2000 Help	HTML	L	000HELP.HT
☰ Data Security Facilities	Menu	M	AX7M01.000
☑ Accounting System	Menu	M	AX7M1.ACC
☰ Kernel Supervisor Functions	Menu	M	AX7M05.000

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## 3. How to Find HELP

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On-Line documentation (i.e. documentation that can be viewed on-screen whilst running the software) within AXIS Diplomat is referred to as Help.

This manual, along with the package-specific User Guide(s) is available on-line. Context-sensitive help is also available on a function-by-function basis. Where appropriate, context-sensitive help is also available on a prompt-by-prompt basis within functions.

To obtain 'help' for any menu entry within AXIS Diplomat select the Help icon from the toolbar:



The mouse pointer now changes into a 'help cursor':



It is now simply a case of pointing at the required option within the AXIS Diplomat menu structure (either in the left hand menu-tree panel or the right hand details panel) and clicking.

The on-line help, giving an overview of that function (or group of functions in the case of a sub-menu) is displayed in a text box. Where there is more text than can be displayed in a single text box, you can scroll up and down using the 'PgUp' and 'PgDn' keys.

When you have finished reading the help documentation, you can close the text window by clicking on the close button or by hitting the 'Esc' key.

Prompt-specific help is provided within functions where there may be any ambiguity about the meaning of that prompt. To display the help on a prompt within a function, press the 'F1' key when the cursor is at that prompt.



## 4. Using AXIS Diplomat

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### 4.1 Getting into AXIS Diplomat

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Double Click on the AXIS Diplomat icon on your desktop, or use the conventional Start/Programs method to invoke AXIS Diplomat.

If your Windows configuration requires you to enter a Windows user id and password on start-up (for example, when running within a network), AXIS Diplomat will automatically retrieve this user id. Otherwise, you will need to enter the used id when loading AXIS Diplomat.

If your AXIS Diplomat User Account has been set up to include a password, you will need to enter this when loading the system.

You will then be presented with the standard AXIS Diplomat Scheduler as shown earlier.

AXIS Diplomat automatically checks for valid data when loading. If the data is suspected of being 'corrupt' it will display a warning and ask for the data to be 'restored' from a previous back up. Data corruption can occur if the computer loses power or is switched off during a previous data entry session.

### 4.2 Operating AXIS Diplomat

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AXIS Diplomat obeys the standard conventions for a 32-bit Windows applications (SAA).

It is possible to move around the various prompts using the mouse. However, experienced operators will normally find it quicker and easier to use the keyboard to fill in data entry forms.

The following keyboard shortcuts and operators, which are all Windows standards, can be used within AXIS Diplomat:

- ❑ The tab key,  $\rightarrow$ , moves to the next prompt.
- ❑ Shift-tab,  $\leftarrow$ , moves to the previous prompt.
- ❑ Carriage return,  $\rightarrow$ , accepts the current screen (normally equivalent to clicking "OK").
- ❑ The Escape key, Esc, cancels the current screen (normally equivalent to clicking "Cancel").
- ❑ F4 expands a multiple-choice selection list (equivalent to clicking the  $\blacktriangledown$  button to the right of the list).
- ❑ Alt-F4 closes a window.
- ❑ F1 gives help on the current prompt, if available.
- ❑ Ctrl-C copies the currently highlighted selection to the clipboard.
- ❑ Ctrl-X cuts the currently highlighted selection to the clipboard.

## 4.3 Shorthand

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As well as using the menu selection methods described above, it is possible to set up shorthand entries for each function or menu.

## 4.4 Tailored Menus

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It is also possible to tailor AXIS Diplomat menus on an operator-by-operator basis. For example: an operator 'Kate', who works in the purchase order processing department, may only be given menu options which allow her into Purchase Order related functions.

Using these tailored menus it is possible to build a very secure system where specific departments or operators may be prohibited from using functions beyond their sphere of normal activity. This also makes for simpler operation of AXIS Diplomat by the individual user, as prohibited areas will not appear within the menus.

## 4.5 Printing Reports

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When running a reporting function, you will normally be given the opportunity to select data for inclusion on that report by replying to a series of 'selection criteria'.

Selection Criteria allows you to tailor the information that is reported by filtering out unwanted records.

For example, without selection criteria, an Outstanding Sales Order Report would list all outstanding sales orders. By entering selection criteria, however, it would be possible to reduce that report to only include outstanding sales orders that are due for delivery within the next two weeks, for customers within the North East, and for a specific sales representative (depending on how you are using your Customer Group and Order Source codes).

If the 'selection criteria' prompt ends in (s), for example:

### Date(s)

you can reply in one of three ways:

- Just leave the field blank and the selection criteria will be ignored - for example, leaving a Date(s) prompt blank will not filter out any records based on their date.
- Enter a single response, for example a date in the form DDMMYY and only records with that date will be included in the report.
- Enter a range, separated by a comma, for example a range of dates in the form DDMMYY,DDMMYY and only records with dates in that range (inclusive) will be included in the report.

For example:

**Date(s) 030199**

(to select records for 3rd January 1999 only)

**Date(s) 060199,101099**

(to select records for the period 6th January 1999 to 10th October 1999 inclusive)

Note that the system uses a six-digit date entry scheme without affecting millennium compliance - years 50-99 are treated as 1950-1999 and years 00-49 are treated as 2000-2049. Where this could cause ambiguity (such as with Date of Birth records within the Payroll) a more specific 8-digit date field is requested.

If there is no '(s)' at the end of a 'selection criteria' prompt then only one selection may be made (i.e. a range is not permissible).

When all the selection criteria have been specified you may preview the report on-screen, send the report to a printer (or other device which is installed as a Windows print driver, such as a fax modem) or write the report to disk as an ASCII (.TXT) file.

The 'write to disk' option may be useful as a way of incorporating AXIS Diplomat data in reports, budget documents and business plans written using a word processing package.

If this option is selected you will be asked to specify the name of the output file to which the report is to be written. Windows long filenames are supported. The file may be given any file type but it is recommended that it is given a file type of .TXT so that other Windows applications immediately recognise that the file is an ASCII text file.

## 4.6 Batch Procedures

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There are certain procedures in every company which call for a number of computer functions to be run as a group and on a regular basis.

For example, within an Accounts system, you may wish to produce on a weekly basis a list of invoices and credit notes, a debtors schedule and a cash book report. On a monthly basis, you may wish to produce a daybook report for each ledger, a sales ledger report and a number of sales analysis reports.

AXIS Diplomat Batch Procedures allow you to record the data input used to run these functions so that they can be reused on demand.

## 4.7 Leaving AXIS

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There are three safe ways to exit from AXIS Diplomat:

- ❑ Click on the close button in the top right hand corner of the AXIS Diplomat desktop.
- ❑ Click on the File option of the menu bar and click Exit. The key sequence Alt-F, Alt-X has the same effect.
- ❑ Double Click on the AXIS Diplomat icon in the top left corner of the AXIS Diplomat desktop.
- ❑ Hit the Escape ("Esc") key at the AXIS Diplomat desktop.

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### **WARNING**

Never switch off your computer without leaving AXIS Diplomat and always follow the proper Windows shutdown procedure!

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## 5. Data Security

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The data that you entrust to AXIS Diplomat is crucial to the present and future well being of your business.

Read these notes on security procedures carefully BEFORE entering any data into the system. As you build up your data the security procedures must become second nature.

Get into the security habit right from the start.

IT WILL BE A HABIT YOU WILL VALUE.

Your supplier will not be able to assist you in the event of any data corruption or difficulties arising from your use of AXIS Diplomat unless you have adequate backup of your AXIS Diplomat data available.



If your system is equipped with a tape backup device, which is used to backup the entire system on a daily basis, then this should be used as your primary method of data security.

On smaller systems, the security procedures incorporated within AXIS Diplomat can be used to provide copies of all data and information for the company (or set of data) you are processing.

In addition, AXIS Diplomat incorporates an advanced method of data security, which is called Data Protection. This can be used to supplement daily backups, taken using tape or disk, but, since the data logs are kept on the system drive, cannot replace conventional backup methods.

Daily backups, taken using tape or disk, are the only protection against machine loss, through hardware failure, theft or fire.

## 5.1 Taking A Security Backup Copy

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If you do not have a system-wide tape backup device that is used to perform daily backups, you can make backups of your AXIS Diplomat data onto floppy disks. Functions to do this are built into the AXIS Diplomat kernel. You will find these functions on the Data Security Facilities Menu.

To take a permanent security copy, access the Data Security Facilities Menu and use function 'Copy Data to Security Back Up Disk'.

REMEMBER THAT ALL DISKS AND TAPES ARE SENSITIVE TO ANY FORM OF MAGNETIC AND ELECTRICAL FIELDS AND SHOULD BE IDEALLY STORED IN AN ENVIRONMENT WHERE THE TEMPERATURE AND HUMIDITY ARE REASONABLE; (see manufacturer's cover for do's and don'ts).

## 5.2 AXIS Data Protection

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This is designed to supplement, not replace the end-of-day procedures since it logs all data updates on the hard disk of the server/computer. It does not, therefore, provide protection against loss of the server (through fire or theft, for example) but does provide protection against corruption of data following a power cut or other temporary interruption to the operation of the computer system.

Data Protection works by logging all updates to the system in a special log file. At periodic times during the day, generally following each batch of data entry and/or on an hourly basis, an operator "Checkpoints" the system. Taking a "checkpoint" is declaring to the system that the data is intact at this point in time. If the data becomes corrupt, the system is then able to "undo" all of the most recent updates, back to the last checkpoint taken prior to the corruption.



The function to take a checkpoint takes approximately 3 seconds and so offers virtually no overhead to the operation of the system. Restoring back to a checkpoint normally takes no more than a minute or two (depending on the number of updates done subsequent to the checkpoint which need to be undone). So, whilst Data Protection cannot be used as the sole form of data security, it does provide a quick and easy means of protecting against most causes of system failure.

By taking frequent checkpoints you are ensuring that in the event of a power or system failure or if your data is corrupted in any way, that you will have the absolute minimum of re-keying to perform in order to get back up to date. Checkpoint data is held on the actual hard disk of the computer - as this is the case, Checkpointing DOES NOT and SHOULD NOT replace the taking of permanent security backup copies.

The checkpoint function is located, for ease of use, on the Toolbar:



You will be prevented from accessing this function if other operators are currently executing security protected functions that are in the process of updating the system.

## 5.3 Data Recovery

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Restore Data from Security Backup is the reverse of the procedure described above. The process is accessed using the function 'Restore Data from Security Backup'.

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# 6. Technical Information

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## 6.1 AXIS Diplomat Data Files

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AXIS Diplomat data files are like any other files looked after by your operating system. They are set up automatically when your system is first installed and they are initialised so as to reserve space for your data. This is important because it ensures that a certain amount of space is reserved for your data and cannot be encroached upon by other programs on your computer. e.g. Word processing files.

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### Note

With the exception of Daily Backup Procedures, AXIS Diplomat data files should never be copied, modified or erased except from within AXIS Diplomat.

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Every set of AXIS Diplomat data (called a data set) is identified by a three character data (or company) ID. This 'ID' is used as the file type. This simple technique provides, for example, for the maintenance of the accounts of more than one company to be carried out on the same computer using the same AXIS Diplomat software.

Generally, the data ID is made up of a single character indicating the package (as shown below) that maintains that data set and a two digit number.

Package Identifiers:

Cnn      Company Accounts

Pnn	Payroll
Fnn	Fixed Asset Register
Jnn	Job Costing
Bnn	BACS
Ann	Contact Management System
Hnn	Plant Hire

For example; an AXIS Diplomat system set up to handle the accounts of three companies with data ID's C01, C02 and C03 would show three customer files on the disk thus:

`AXIS2000\DATA\C01\CUSTOMER.C01`

`AXIS2000\DATA\C02\CUSTOMER.C02`

`AXIS2000\DATA\C03\CUSTOMER.C03`

and similarly for the other accounting data files.

Where there is interaction between different data sets, for example a fixed asset register system, FO1, updates the Nominal Ledger of an accounts company, CO1, these will be linked into a 'group'. It is imperative that all files within a single group are backed up and restored together.

## 6.2 AXIS Diplomat Data File Sizes

All AXIS Diplomat packages are shipped with the files configured for a typical small business operation. They are therefore useable immediately.

However, there is no such thing as typical and it is almost certain that you will need to modify the file size of at least one file in order to accommodate your data.

To check the current file size specification for your system you should use the File Capacities and Usage Report on the Kernel Functions menu of the package in question. This will also show the file number for each data file. You will need this file number for each file size you want to change.

Certain files within each AXIS package are fixed in size and cannot be amended, for example, the data label file (for all packages) and the transaction type descriptions file (in the AXIS Accounts package).

Other files in a package may have sizes which are interdependent. e.g. In the payroll package the employee data file size and the employee SSP file size are directly related to the employee master file size. In these cases a special function to amend the file sizes is provided in the package supervisor functions area.

See also the 'help' information for the Amend Data File Sizes function on the Kernel Functions menu of the package in question.

## **6.3** **AXIS Diplomat Program and System Files**

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The AXIS Diplomat programs are shipped on a CD-ROM. The system parameter files are shipped on a separate license disk.

The following information is provided for the more technically minded and is not required for the operation of AXIS Diplomat. However you cannot run AXIS Diplomat without the contents of the CD-ROM and licence disk(s) being installed so you must ensure that they are stored away in a safe place in case any of your program or system files become corrupted or lost.

Each AXIS Diplomat package, i.e. set of related programs (accounts, payroll, etc.), is identified by a three character package ID. The package 'ID' is used as the file type. This simple technique provides a logical structure so that multiple packages can coexist on the same computer. All AXIS packages require the programs comprising the AXIS Kernel package to be present. The AXIS Kernel package ID is 000.

The package ID's in use are as follows:

- ACC - Accounts
- AFS - Contact Management System
- BAC - BACS
- FAR - Fixed Asset Register
- HIR - Plant Hire
- JOB - Job Costing
- PAY - Payroll

All of the program and system files relating to a particular package are held in separate sub-directories, from the main AXIS2000 directory.

For example, all of the AXIS Diplomat software relating to the Accounts package will be found in the directory

```
\AXIS2000\ACC
```

All of the data files relating to a particular company are held in a separate sub-directory, from the main AXIS 2000 directory.

For example, all of the data relating to the AXIS Diplomat Accounts company CO1 will be found in the directory

```
\AXIS2000\data\CO1
```

## 6.4 Workspace Requirements

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In addition to data files, program and system files, AXIS Diplomat will require some disk space in which to create various scratch files and sort work files. This space is normally required on the drive which holds the AXIS Diplomat program and system files.

There is no accurate way of calculating the work space requirement since it will vary depending on the way in which the system is used.

Free space equal to the size of the largest single data file will generally be sufficient.

In practice the system will normally run with much less free space than this.

If you have AXIS Data Protection enabled and the system runs out of disk space whilst processing, it will automatically disable data protection in order to free up disk space. This will give the best chance for the function to complete but you will not be able to restore to a checkpoint.

If AXIS Diplomat still runs out of disk space, even having deleted to AXIS Data Protection log file, you may have to restore your data from the most recent security backup disk. You will then need to make more space by erasing any unwanted files from the AXIS program or data drive.

## 6.5 Errors and Problems

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AXIS Diplomat is designed to operate in as trouble free a fashion as possible. It is very unlikely that you would be able to cause any irreparable damage by, for example, pressing the wrong keys. The system must, however, be used sensibly like any other powerful piece of equipment.

**REMEMBER — NEVER SWITCH OFF (or reset) YOUR COMPUTER WHEN IT IS IN USE! ALWAYS FOLLOW THE CORRECT WINDOWS SHUT-DOWN PROCEDURE.**

AXIS checks your operation of the system at all times and if an error is detected, an error message will be displayed. These messages are not coded and are designed to provide sufficient information for you to understand the nature of the error, then to correct it. Sometimes the error message will be fairly short, e.g. INVALID ACCOUNT NUMBER!, and you may need to refer to the function 'help' information for possible explanations.

Another cause of errors is when the user gets impatient if a function takes a long time to execute. Always give the computer the benefit of the doubt and leave it long enough to finish the job. AXIS Diplomat will usually keep you informed of progress by displaying details of the record being processed. There may however be delays because the computer is searching large areas of disk for the next active record.

It is a good idea to keep a log of when you use the system, (time on, time off and functions used) and of any problems or unexpected situations which you encounter with the operating system software, other programs or the equipment and power supply. Such an 'incident log' can be an invaluable aid in diagnosing hardware or software faults which may sometimes occur.

Occasionally AXIS may discover a condition which 'should not occur'. This could arise because of hardware problems, operating system problems, data corruption or software problems. When this happens AXIS will exit from the current function and display a special abort error screen which will include an AXIS ERROR CODE plus an error message and a list of standard instructions.

**YOU MUST WRITE DOWN THE ERROR CODE(S) AND NOTES ON WHAT CAUSED THE ERROR in your 'incident log'.**

These errors are often remedied by restoring your data from a previous security copy or checkpoint and then re-entering any work lost.

A detailed log of system usage will be invaluable in ensuring that all work is re-entered and no items are forgotten.



## 6.6 Multi-user Considerations

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AXIS Diplomat contains a sophisticated server-based file management system which in normal operation is transparent to the user, however there are occasions when an operator will be made aware of the activities of other operators within the AXIS system and may be prevented from undertaking a certain task until an operation in the system has been completed.

This procedure is known as 'locking' and can be divided into three different sub headings called Record Locking, File Locking and Function Locking. Examples of the three types of locking are given below:

### 6.6.1 Record Locking

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Operators may, for example, be simultaneously Invoicing from different workstations but if two or more operators attempt to access the same Stock or Product Record at the same time, one operator will be permitted to access the record while other operators will be denied access until the first operator has completed the transaction on that record. This procedure will be observed in a number of functions such as Amending Customer Records, Supplier Records, Nominal Accounts and Stock Records.

In every situation where this occurs the operator will be offered the opportunity to try accessing the record again or to access a different record.

### 6.6.2 File Locking

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Occasionally an operator will initiate a function which requires uninterrupted access to an entire file for a limited time and which therefore restricts other operators accessing that file until the function is completed. This procedure is known as file locking.

Occurrences of file locking are kept to an absolute minimum and are generally restricted to end-of-day, end-of-month and supervisor functions.

### 6.6.3 Function Locking

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A very small number of functions that the system has to perform on a regular basis require that no other activity or only reporting activity be performed on the system whilst the function is in progress. An example of function locking is when a security copy of data is being taken. It would be pointless if the system allowed a security copy of the data to be taken whilst another operator was changing that data on another screen.

AXIS Diplomat controls that situation and will advise an operator who wishes to perform such a function that activity is taking place on another screen. Similarly an operator attempting to load AXIS Diplomat whilst such a function was being run would be prevented from doing so until the function was completed.

### 6.6.4 Function Status Codes

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The mechanism by which AXIS performs function locking is also used to determine the level of data security protection. Each menu entry within the AXIS system is assigned a status code. These status codes are divided into two groups for the purposes of data security protection.

The first group contains those functions (and for this purpose a menu is regarded as a function) which cannot affect the integrity of the AXIS data within that company (or set of data) should the computer system crash for any reason.

These functions are said to be unprotected.

The second group contains those functions which are likely to compromise the integrity of the AXIS data within that company (or set of data) should the computer system fail for any reason. If this occurs then AXIS will force the operator to perform a data recovery procedure when the system is restarted.

These functions are said to be security protected.

Whenever a security protected function is entered, AXIS will display '\*\*\*' on the Status Bar of the function in question.

The security status of each function is shown in the 'Status' column of the detail view of the List window. The following table shows the 'unprotected' status codes:

M	a menu
R	a report or enquiry function which doesn't modify data
S	a security copy function — must run on its own apart from report and enquiry functions
T	a software update function — no other AXIS users at all!
U	a simple data modification function (these functions employ file and record locking techniques so that more than one operator can use the function at the same time)

More than 90% of AXIS functions are assigned to one or other of the above 'unprotected' status codes.

The following table shows the 'security protected' status codes:

X	a complex data modification function (these functions employ file and record locking techniques so that more than one operator can use the function at the same time)
W	a batch housekeeping function which must run on its own apart from report or enquiry functions
V	a batch housekeeping function which must run with no other users accessing that company (or set of data).
Y	as for a V type function but one which may be rerun, if the system fails during its execution, without having to restore the data from a previous security copy
Z	a data restore function which must be run with no other AXIS users signed on to the company or set of data being restored

To assist with the identification of operators and tasks on a larger systems where operator work stations may be situated in different offices, a Company Status Enquiry and a System Status Enquiry are provided on the toolbar.

The Company Status Enquiry shows a list of users accessing the currently loaded data set. For example, if you are currently using the first set of company accounts (e.g. CO1) then this will show a list of all users currently accessing CO1.

The System Status Enquiry shows a list of all users currently accessing any AXIS Diplomat system, regardless of the data they are using.

Both the Company Status Enquiry and System Status Enquiry show the name of the operator(s) currently logged into the system, the names of any functions that they are currently running and the security status of those functions.

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