VAX® INTOUCH®

TRAINING SYSTEM

This document contains PROPRIETARY and CONFIDENTIAL information and such information may not be disclosed to others for any purpose without written permission from Touch Technologies, Inc.

Touch Technologies, Inc.
9988 Hibert Street, Suite 310
San Diego, California 92131
Phone (800) 525-2527
FAX (619) 566-3663

® VAX is a registered trademark of Digital Equipment Corporation.

® INTOUCH is a registered trademark of Touch Technologies, Inc.

NOTICE

Touch Technologies, Inc. (TTI) has prepared this publication for use by TTI personnel, licensees, and customers. This information is protected by copyright. No part of this document may be photocopied, reproduced or translated to another language without prior written consent of Touch Technologies Incorporated.

TTI believes the information described in this publication is accurate and reliable; much care has been taken in its preparation. However, no responsibility, financial or otherwise, is accepted for any consequences arising out of the use of this material.

The information contained herein is subject to change without notice and should not be construed as a commitment by Touch Technologies, Inc.

The following are trademarks of Touch Technologies, Inc., and may be used only to describe products of Touch Technologies, Inc.:

DYNAMIC TAPE ACCELERATOR INTOUCH REMOTE TAPE FACILITY

DYNAMIC LOAD BALANCER PLUS FRAGMENTATION CONTROLLER REMOTE DEVICE FACILITY

The following are trademarks of System Management Software, Inc., and may be used only to describe products of System Management Software, Inc.:

RMS Expert

The following are trademarks of Digital Equipment Corporation, and may be used only to describe products of Digital Equipment Corporation:

DBMS DCL DECNET RDB RMS VAX VMS

Last revision date 14-Feb-1994

Copyright ©1992, 1994 Touch Technologies, Inc.

Contents

PREFACE vi

CHAPTER 1 OVERVIEW OF THE TRAINING SYSTEM 1–1

1.1 THE INTOUCH GUIDED QUERY LANGUAGE 1–1

1.2 HOW THE TRAINING SYSTEM HELPS YOU 1–1

1.3 WHAT THE TRAINING SYSTEM EXPECTS YOU TO DO 1–1

CHAPTER 2 STARTING UP THE INTOUCH TRAINING SYSTEM 2–1

CHAPTER 3 TRAINING SYSTEM MENUS 3–1

3.1 TRAINING SYSTEM MENUS 3–1

3.2 THE MAIN MENU 3–1
3.2.1 Description of the Main Menu Screen 3–2
3.2.2 Main Menu Selections 3–2

3.3 THE TUTORIAL MENU 3–3
3.3.1 Example of Selecting a Tutorial 3–4

CHAPTER 4 THE TRAINING TUTORIAL 4–1

4.1 TUTORIAL 4–1
4.1.1 Number of Tutorials 4–1
4.1.2 Number of Tutorial Instruction Screens 4–1

4.2 TUTORIAL SCREEN COMMANDS 4–1

Contents

4.3 STARTING A TRAINING TUTORIAL 4–2

4.4 TUTORIAL MENU 4–3

4.5 CHOOSING A TUTORIAL FROM THE TUTORIAL MENU 4–4

CHAPTER 5 TUTORIALS 1 - 9 5–1

5.1 TUTORIAL NUMBER ONE - INTRODUCTION TO GUIDED QUERY LANGUAGE 5–1

5.1.1 Tutorial Number One - Introductory Screen 5–1

5.2 TUTORIAL NUMBER ONE - ADDITIONAL INSTRUCTION SCREENS 5–2

5.3 TUTORIAL COMMANDS 5–2

5.4 TUTORIALS 2 - 9 5–3

5.5 EXITING FROM THE TRAINING SYSTEM 5–4

APPENDIX A SIGNING ON PROCEDURES A–1

APPENDIX B VMS SYSTEM COMMANDS B–1

APPENDIX C TRAINING SYSTEM - GENERAL INFORMATION C–1

INDEX

EXAMPLES

2–1	Starting the TRAINING SYSTEM	2–1
2–2	Start-up Message	2–1
2–3	TRAINING SYSTEM Main Menu	2–1
3–1	TRAINING SYSTEM - Main Menu	3–1
3–2	To Start a GQL Tutorial	3–3
3–3	Tutorial Menu	3–4
3–4	To Select a Tutorial	3–5
3–5	Tutorial Number 2 - Introductory Screen	3–5
4–1	Tutorial Screen	4–1
4–2	To Start a GQL Training Tutorial	4–2
4–3	Message - Finding Tutorials	4–2
4–4	To Select a Tutorial	4–4
5–1	Tutorial Number One - First Screen	5–1
5–2	To Type a GQL Command	5–2
5–3	Messages	5–3
5–4	To Exit a Tutorial	5–4
5–5	To Exit the Tutorial Menu	5–5
5–6	To Exit the Main Menu	5–5
A–1	System Password	A–1
A–2	To Start up the INTOUCH TRAINING SYSTEM	A–1
B–1	To Access the VAX System	B–1
B–2	Passing to the VAX System	B–1
C–1	Main Menu	C–1
C–2	To Start a Training Tutorial	C–2
C–3	To Choose a Menu Item	C–2
C–4	To Exit a Tutorial	C–2

Preface

Purpose

The purpose of this document is to present the information you need to use the INTOUCH TRAINING SYSTEM. The intent is to provide you with simple and concise explanations of the TRAINING SYSTEM. After reading this document, you should feel comfortable about using the INTOUCH TRAINING SYSTEM.

The examples involved refer to training on the INTOUCH Guided Query Language. Once you learn how the TRAINING SYSTEM works, you can easily use it with other programs as well.

Intended Audience

This TRAINING SYSTEM manual is written for the novice user as well as for those who have had some experience with computers and programming languages. It may also be used as a reference guide by advanced users.

1 OVERVIEW OF THE TRAINING SYSTEM

Welcome to The INTOUCH TRAINING SYSTEM! The TRAINING SYSTEM is a series of Tutorials designed to guide you, step by step, through the INTOUCH Guided Query Language in order to help you learn how to use it to write a report.

1.1 The INTOUCH Guided Query Language

The INTOUCH Guided Query Language (GUIDE) is a software product that allows you easy access to complex databases for report design and generation. GUIDE helps you to easily and quickly write these reports.

1.2 How the TRAINING SYSTEM Helps You

The TRAINING SYSTEM helps you:

1. to feel comfortable using the INTOUCH Guided Query Language to make reports.
2. to be successful in using a variety of features the Guided Query Language offers. For example, you will learn how to:
    - Make Reports
    - Sort information in a particular order
    - Perform calculations
    - Group information
    - Relate a master file to detailed information
    - Summarize reports
    - Print reports

The TRAINING SYSTEM will guide you, from the first step you take to start a report using the Guided Query Language, to the last command you enter to print the report. It will tell you every command you enter—from pressing <RETURN> to see a certain instruction screen—to exactly which command to enter to get the report to do a certain task.

1.3 What the TRAINING SYSTEM Expects You to Do

As you go through the TRAINING SYSTEM, you will be expected to:

- Read and complete each Guided Query Language Tutorial (series of instruction screens).
- Follow the instructions by typing in the command or number suggested to you by the TRAINING SYSTEM at the appropriate prompt.
- Press the <RETURN> key to see the next instruction screen.

When you have completed each step of the TRAINING SYSTEM, you will feel comfortable using the Guided Query Language. You will find that it is quite easy to produce a report!

Note

Although the Tutorials in this manual pertain to the INTOUCH Guided Query Language, the Tutorials will vary, depending on the program the TRAINING SYSTEM is training you to use.

2 STARTING UP THE INTOUCH TRAINING SYSTEM

In order to start up the INTOUCH TRAINING SYSTEM, you must first sign on to the computer. (See Appendix A for information on signing on.)

At the VAX prompt (the $) you start the TRAINING SYSTEM by typing in the TRAINING_SYSTEM command:

Example 2–1 Starting the TRAINING SYSTEM

```
$ TRAINING_SYSTEM
```

You will see a message that the TRAINING SYSTEM is starting up:

Example 2–2 Start-up Message

```
Initializing TTI TRAINING SYSTEM...
```

Next, you see the TRAINING SYSTEM Main Menu with a choice of selections you can make to learn how to use the INTOUCH Guided Query Language, access the system, or exit the program.

Example 2–3 TRAINING SYSTEM Main Menu

```
Main Menu          TTI TRAINING SYSTEM

Selections
  TUTOR      Start a tutorial

Miscellaneous
  SYSTEM     VMS system commands
  EXIT       Exit program

Item?
```

Example 2–3 Cont'd. on next page

Example 2–3 (Cont.) TRAINING SYSTEM Main Menu

```
EXIT=Exit                                    \=BACK    HELP=Help
```

The next chapter shows you how to use the TRAINING SYSTEM menus.

3 TRAINING SYSTEM MENUS

3.1 TRAINING SYSTEM Menus

The TRAINING SYSTEM Menus give you choices of selections you can make to use the TRAINING SYSTEM. Depending on the selection you choose from a menu, you will learn to use a particular feature of the Guided Query Language.

The TRAINING SYSTEM consists of two menus:

- Main Menu
- Tutorial Menu

3.2 The Main Menu

The Main Menu shows you selections you can make to use the TRAINING SYSTEM.

From the Main Menu you can:

- access a menu (list of choices) of Guided Query Language Tutorials or instructions that show you how to do each tep of a report.
- gain temporary access to the VMS system to do other tasks such as edit, etc.
- exit from the TRAINING SYSTEM.

The main menu looks like this:

Example 3–1 TRAINING SYSTEM - Main Menu

```
 Main Menu          TTI TRAINING SYSTEM

 Selections
   TUTOR      Start a tutorial

 Miscellaneous
   SYSTEM     VMS system commands
   EXIT       Exit program

 Item?
      Enter a topic and press Return or EXIT to exit
EXIT=Exit                                  \=BACK    HELP=Help
```

Example 3–1 Cont'd. on next page

Example 3–1 (Cont.) TRAINING SYSTEM - Main Menu

3.2.1 Description of the Main Menu Screen

At the top left of the screen you will see displayed "Main Menu." This indicates that you are in the INTOUCH TRAINING SYSTEM MAIN MENU.

At the top middle of the screen you see the name of the program, INTOUCH TRAINING SYSTEM.

In the middle of the screen, you will see the menu selections available to you in THE TRAINING SYSTEM. They are TUTOR, SYSTEM, and EXIT. The item names appear in the left-hand column with their descriptions in the right-hand column.

Item Prompt

Near the bottom of the screen is the Item prompt. You will enter a word (selection) at this prompt to proceed with the Training System tutorial.

3.2.2 Main Menu Selections

The Main Menu gives you a choice of selections you can make to use the TRAINING SYSTEM to make a Guided Query Language report. These selections are:

- TUTOR - Start a Tutorial

  When you select TUTOR, you will see the Tutorial Menu, a choice of tutorials.
  Tutorials are a series of instruction screens. Each Tutorial of the TRAINING SYSTEM addresses a particular feature of the Guided Query Language. The Tutorial helps you to learn to use the feature to make a report. Tutorials vary in number of screens depending upon the feature of the Guided Query Language you want to learn.

- SYSTEM - VMS System Commands

  The VMS SYSTEM Commands feature allows you to return to the VAX system prompt to accomplish other tasks, e.g., edit, or receive and send mail. SYS allows you to do this without having to exit from the TRAINING SYSTEM. (See Appendix on VAX SYSTEM COMMANDS.)

- EXIT - Exit Program

  Allows you to return to the Main Menu of the TRAINING SYSTEM or to Exit from the TRAINING SYSTEM to the system prompt ($).

If you want to start a Guided Query Language Tutorial, at the prompt you enter the selection TUTOR:

Example 3–2 To Start a GQL Tutorial

```
 Main Menu          TTI TRAINING SYSTEM

 Selections
   TUTOR      Start a tutorial

 Miscellaneous
   SYSTEM     VMS system commands
   EXIT       Exit program

 Item? TUTOR__

EXIT=Exit                                  \=BACK    HELP=Help
```

Next, you see the Tutorial Menu.

3.3 The Tutorial Menu

The second menu of the TRAINING SYSTEM is the Tutorial Menu.

The Tutorial Menu gives you a choice of several Tutorials. Each Tutorial is a series of instruction screens that teach you how to use one particular feature of the Guided Query Language.

At the Tutorial menu you can choose a Tutorial Item to learn how to:

- Make Reports
- Sort information in a particular order
- Group information
- Perform calculations
- Summarize and Print reports

etc.

The Tutorial Menu looks like this:

Example 3–3 Tutorial Menu

```
 Tutorial Menu         TTI TRAINING SYSTEM

      1   GUIDE - Introduction to Guided Query Language
      2   GUIDE - Sorting
      3   GUIDE - INCLUDE, EXCLUDE, REFRESH
      4   GUIDE - SAVE and RECALL
      5   GUIDE - PRINT Options and HELP
      6   GUIDE - Level Breaks
      7   GUIDE - Multiple Structures
      8   GUIDE - Summary Report
      9   GUIDE - Other PRINT options

 Item number?

EXIT=Exit                                  \=BACK    HELP=Help
```

Item number prompt

Near the bottom of the screen, you see the Item number prompt. At this prompt, you will enter the number of the tutorial you want to see.

3.3.1 Example of Selecting a Tutorial

If you want to learn about sorting, you select Tutorial Number 2, called "SORTING." For example, you might want to learn about listing products in alphabetical order. Tutorial Number 2 consists of several instruction screens that show you how to make sorted reports.

To select Tutorial Number 2, at the Item Number prompt, enter the corresponding Tutorial number, 2:

Example 3–4 To Select a Tutorial

```
 Tutorial Menu          TTI TRAINING SYSTEM

      1   GUIDE - Introduction to Guided Query Language
      2   GUIDE - Sorting
      3   GUIDE - INCLUDE, EXCLUDE, REFRESH
      4   GUIDE - SAVE and RECALL
      5   GUIDE - PRINT Options and HELP
      6   GUIDE - Level Breaks
      7   GUIDE - Multiple Structures
      8   GUIDE - Summary Report
      9   GUIDE - Other PRINT options

 Item number? 2__

EXIT=Exit                                    \=BACK    HELP=Help
```

Next, you see the Introductory Screen for Tutorial Number 2:

Example 3–5 Tutorial Number 2 - Introductory Screen

```
            +-----------------------------------------+
            | In the second tutorial, you will learn how|
            | to print records sorted in any order you  |
            | choose, and to print amounts with totals. |
            |                                           |
            +-----------------------------------------+

  Guide>
                         Press the RETURN key to continue

EXIT=Exit INTOUCH  Guided Query Language             HELP=Help
```

The next chapter explains in detail how you use the Guided Query Language Training Tutorials.

4 THE TRAINING TUTORIAL

4.1 Tutorial

A Tutorial is a series of instruction screens. Each Tutorial of the TRAINING SYSTEM addresses a particular feature of the Guided Query Language. The Tutorial helps you to learn to use the feature to make a report.

4.1.1 Number of Tutorials

There are nine Tutorials in the TRAINING SYSTEM, consisting of several instruction screens each, to help you learn to use the Guided Query Language.

4.1.2 Number of Tutorial Instruction Screens

Tutorials vary in length. Some tutorials may have more instruction screens than others, depending upon the feature of the Guided Query Language you want to learn to use.

4.2 Tutorial Screen Commands

When you look at a Tutorial instruction screen, depending on which screen you see, you can:

- Type in the suggested response at the prompt to enable the program to accomplish a task. E.g., to PRINT or SORT a report.
- Press <RETURN> to see the next instruction screen.
- Type in the word "Exit" to return to the Tutorial Menu.

A typical Tutorial Screen looks like this:

Example 4–1 Tutorial Screen

```
          +-----------------------------------------+
          | GUIDE can sort records in any order     |
          | you choose.  For example, if you have   |
          | a customer file, you can print a list   |
          | of customers in alphabetical order.     |
          +-----------------------------------------+

  Guide>
                       Press the RETURN key to continue

EXIT=Exit INTOUCH  Guided Query Language            HELP=Help
```

Example 4–1 Cont'd. on next page

Example 4–1 (Cont.) Tutorial Screen

4.3 Starting a Training Tutorial

To start a Guided Query Language Training Tutorial, you need to access the Tutorial Menu. To do this, at the Main Menu, choose the TUTOR item.

At the Main Menu Item prompt, enter TUTOR and press the <RETURN> key.

Example 4–2 To Start a GQL Training Tutorial

```
 Main Menu          TTI TRAINING SYSTEM

 Selections
   TUTOR    Start a training Tutorial

 Miscellaneous
   SYSTEM   VMS system commands
   EXIT

 Item? TUTOR_
                          Finding Tutorials...
EXIT=Exit                                    \=BACK    HELP=Help
```

You see on your screen the message:

Example 4–3 Message - Finding Tutorials

```
    Finding Tutorials; Tutorials found: 9.
```

This means that the TRAINING SYSTEM is loading the nine Guided Query Language Tutorials.

4.4 Tutorial Menu

Next, you see the Tutorial Menu. This Tutorial Menu offers you a choice of nine Tutorials that show you how to use the Guided Query Language.

4.5 Choosing a Tutorial from the Tutorial Menu

To select a Tutorial, choose the corresponding number of the Tutorial.

Suppose you want to see the first (introductory) Tutorial. At the Tutorial Menu Item number prompt, enter 1 and press the <RETURN> key:

Example 4–4 To Select a Tutorial

```
 Tutorial Menu         TTI TRAINING SYSTEM

      1   GUIDE - Introduction to Guided Query Language
      2   GUIDE - Sorting
      3   GUIDE - INCLUDE, EXCLUDE, REFRESH
      4   GUIDE - SAVE and RECALL
      5   GUIDE - PRINT Options and HELP
      6   GUIDE - Level Breaks
      7   GUIDE - Multiple Structures
      8   GUIDE - Summary Report
      9   GUIDE - Other PRINT options

 Item number? 1__

EXIT=Exit                                  \=BACK    HELP=Help
```

You see the message, "Loading Tutorial; Initializing GQL" appear. his means that the TRAINING SYSTEM is preparing your Tutorial.

The following chapter describes Tutorials 1 - 9.

5 TUTORIALS 1 - 9

5.1 Tutorial Number One - Introduction to Guided Query Language

Tutorial Number One consists of a series of Tutorial screens. These instruction screens cover the following:

- Introduction to Tutorial Number One
- Purpose of the Tutorial (to learn to produce reports using the Guided Query Language)
- Type of report you can produce (product, customer)
- First command you enter to start your report
- Additional commands you enter
- Final command you enter to print your report

5.1.1 Tutorial Number One - Introductory Screen

The first screen (introduction) of Tutorial Number One tells you that the general PURPOSE of the TRAINING SYSTEM Tutorials is to teach you how to use the Guided Query Language to make a REPORT. From this introductory screen you can:

- press the <RETURN> key to see the next screen.
- type in the word EXIT to return to the Tutorial Menu to choose another Tutorial.

The first screen of Tutorial Number One looks like this:

Example 5–1 Tutorial Number One - First Screen

```
          +-----------------------------------------+
          | Welcome to the Guided Query Language!   |
          | This is the first in a series of        |
          | Tutorials to help you learn how to      |
          | use GUIDE to print reports on your      |
          | terminal screen or on paper.            |
          +-----------------------------------------+

  Guide>
                        Press the RETURN key to continue

EXIT=Exit INTOUCH  Guided Query Language            HELP=Help
```

Example 5–1 Cont'd. on next page

Example 5–1 (Cont.) Tutorial Number One - First Screen

Guide prompt

Near the bottom of the screen you see the Guide prompt. At this prompt, you will enter the appropriate command suggested to you. This command enables you to try out a feature of the Guided Query Language program to make the product report.

To see the next screen of instructions for Tutorial Number One, press the <RETURN> key.

5.2 Tutorial Number One - Additional Instruction Screens

Further along, you see a screen that tells you that you can produce PRODUCT reports using the Guided Query Language.

5.3 Tutorial Commands

As you look at the Tutorial screens, another screen gives you more detailed instructions. E.g., you see a screen that gives you the specific COMMAND you need to enter to begin the PRODUCT REPORT.

The screen tells you that to begin the product report, at the Guide prompt, you must enter the command OPEN PRODUCT. At this screen, you can:

- Type in the suggested command.
- Type in the word EXIT to return to the Tutorial Menu to choose another Tutorial or exit the program.

The following tutorial screen suggests the command OPEN PRODUCT. Type in the words OPEN PRODUCT at the Guide prompt:

Example 5–2 To Type a GQL Command

```
+-----------------------------------------+
| This report will use the PRODUCT        |
|                     --------------      |
| structure.  Enter  |open product|       |
|                     --------------      |
| to open this structure.                 |
|                                         |
+-----------------------------------------+

Guide> OPEN PRODUCT
```

Example 5–2 Cont'd. on next page

Example 5–2 (Cont.) To Type a GQL Command

```
                          Opening product...
EXIT=Exit     INTOUCH Guided Query Language          HELP=Help
```

At the bottom of your screen, you will see the following messages appear:

Example 5–3 Messages

```
"Opening product...;"PRODUCT opened...fields: 7".
```

This means that the product report STRUCTURE is ready for you to work with to make the product report.

As you continue looking at the instruction screens and using the TRAINING SYSTEM, you see additional instructions.

When you have completed the final instruction screen of Tutorial Number One, you will be ready to return to the Tutorial Menu. From the Tutorial Menu, you can choose another Guided Query Language Tutorial.

5.4 Tutorials 2 - 9

Tutorials 2 - 9 present additional features of Guide, with several additional instruction screens for each Tutorial. The tutorials will show you how to use the following Guide features to make your report:

- Sort the report in a certain order
- Select which records you want in the report
- Print the report and get HELP
- Group records together
- Relate information from separate files
- Summarize the report
- Print totals and percentages

After you have completed the Guided Query Language Tutorials, you can review any Tutorial you like. Or, you can exit from the TRAINING SYSTEM.

5.5 Exiting from the TRAINING SYSTEM

To exit from the TRAINING SYSTEM, you must first exit any Tutorial.

To exit a tutorial, at the Guide prompt, enter the word EXIT:

Example 5–4 To Exit a Tutorial

```
          +-----------------------------------------+
          | This report will use the PRODUCT        |
          |                    --------------       |
          | structure.  Enter |open product|        |
          |                    --------------       |
          | to open this structure.                 |
          |                                         |
          +-----------------------------------------+

 Guide> EXIT

EXIT=Exit     INTOUCH Guided Query Language          HELP=Help
```

Next, you will see the Tutorial Menu reappear. At the Tutorial Menu Item Number prompt, enter EXIT:

Example 5–5 To Exit the Tutorial Menu

```
 Tutorial Menu         TTI TRAINING SYSTEM

      1   GUIDE - Introduction to Guided Query Language
      2   GUIDE - Sorting
      3   GUIDE - INCLUDE, EXCLUDE, REFRESH
      4   GUIDE - SAVE and RECALL
      5   GUIDE - PRINT Options and HELP
      6   GUIDE - Level Breaks
      7   GUIDE - Multiple Structures
      8   GUIDE - Summary Report
      9   GUIDE - Other PRINT options

 Item number? EXIT__
EXIT=Exit                                   \=BACK    HELP=Help
```

Next, you will see the Main Menu reappear. At the Main Menu Item prompt, enter EXIT:

Example 5–6 To Exit the Main Menu

```
 Main Menu         TTI TRAINING SYSTEM

 Selections
   TUTOR    Start a training Tutorial

 Miscellaneous
   SYSTEM   VMS system commands
   EXIT

 Item? EXIT__
EXIT=Exit                                              HELP=Help
```

You will see the VAX System prompt ($) reappear.

A SIGNING ON PROCEDURES

To sign on to the computer, press the <RETURN> key. The computer will ask you for your Username.

Enter your Username and press the <RETURN> key.

You are then prompted for your secret system password. Since your password is secret, it is not displayed as you type it in.

Type in your password.

Example A–1 System Password

```
USERNAME: LINDA_____
PASSWORD: ______ (password does not appear)
```

You are now at the VAX system prompt, which is usually a dollar sign ($).

To start up the INTOUCH TRAINING SYSTEM, enter the TRAINING_SYSTEM command at the $:

Example A–2 To Start up the INTOUCH TRAINING SYSTEM

```
$ TRAINING_SYSTEM
```

You are now in the INTOUCH TRAINING SYSTEM.

B VMS System Commands

At times, you might want to access the VAX system to do other tasks, such as editing or using the electronic mail system. You can do this without exiting the TRAINING_SYSTEM.

To access the VAX system, at the Main Menu, choose the SYS item.

At the Main Menu Item prompt, enter SYS:

Example B–1 To Access the VAX System

```
 Main Menu          INTOUCH TRAINING SYSTEM

 Selections
   TUTOR    Start a training Tutorial

 Miscellaneous
   SYSTEM   VMS system commands
   EXIT

 Item? SYS_

EXIT=Exit                                    \=BACK    HELP=Help
```

You will see the VAX system prompt appear as $$. This indicates that you have temporary access to the system. Your screen looks like this:

Example B–2 Passing to the VAX System

```
 Passed to VMS...  Press RETURN when done.    USER:[LINDA]
  $$
```

When you have finished working in the VAX system, press the <RETURN> key and the TRAINING SYSTEM Main Menu will reappear.

C TRAINING SYSTEM - GENERAL INFORMATION

When you are in the TRAINING SYSTEM, you will see the TRAINING SYSTEM MAIN MENU. From this menu you can choose TUTOR (Start a training Tutorial to learn about how a particular feature of a program works).

SYSTEM allows you to access the system without exiting the program.

EXIT allows you to return to the Main Menu of the TRAINING SYSTEM or Exit from the TRAINING SYSTEM.

Your Main Menu screen looks like this:

Example C–1 Main Menu

```
 Main Menu         INTOUCH TRAINING SYSTEM

 Selections
   TUTOR       Start a training Tutorial

 Miscellaneous
   SYSTEM      VMS system commands
   EXIT

 Item? ____
          ^
          |
 EXIT=Exit|                                  \=BACK   HELP=Help
  ^       |                                  ^         ^
  |   Item Prompt                            |         |
  |                                          |         |
  |                                          |         |
Command                                     Command    Command
```

At the top left of the screen you will see displayed "Main Menu". This indicates that you are in the INTOUCH TRAINING SYSTEM MAIN MENU.

At the top middle of the screen you see the name of your program, INTOUCH TRAINING SYSTEM.

In the middle of the screen, you will see the menu items available to you in THE TRAINING SYSTEM. They are TUTOR, SYSTEM, EXIT. The item names appear in the left-hand column with their descriptions in the right-hand column.

Example C–2 To Start a Training Tutorial

```
TUTOR - Start a Training Tutorial
```

At the bottom of the menu screen, the following commands are displayed:

- EXIT

  Exits from the procedure you are in or exits the TRAINING SYSTEM.

- \ (Backslash)

  This command usually returns you to the previous prompt or screen. However, the TRAINING SYSTEM does not permit the use of the \.

  Note

  To return to a previous screen, you must type in EXIT until you reach the Tutorial Number (e.g., 1). Then, advance to the screen you want to see.

- HELP

  Gives helpful information about a particular prompt.

To choose a menu item, type in the name of the item at the Menu Item prompt:

Example C–3 To Choose a Menu Item

```
  Item? TUTOR___
EXIT=Exit                                   \=BACK    HELP=Help
```

To exit a Tutorial and return to the INTOUCH TRAINING SYSTEM MAIN MENU, type EXIT at the prompt:

Example C–4 To Exit a Tutorial

Example C–4 Cont'd. on next page

Example C–4 (Cont.) To Exit a Tutorial

```
 EXIT_______
EXIT=Exit                                   \=BACK    HELP=Help
```

Index

$ • 2–1, 5–5, A–1
$$ • B–1

C

Command • 1–1
  OPEN PRODUCT • 5–2
COMMAND
  Back • C–1
  Exit • C–1, C–2
  Help • C–1, C–2
Commands • 5–2
  Tutorial Screen • 4–1

D

Databases
  Accessing • 1–1

E

Exit • 3–2
EXIT • 3–2, 4–1, 5–1, 5–4
EXIT COMMAND • C–2
Exiting from the TRAINING SYSTEM • 5–4
EXIT PROGRAM • C–1

G

Group Information • 3–3
GUIDE • 1–1
Guided Query Language • 1–1, 3–2
Guide prompt • 5–2

H

HELP COMMAND • C–2

I

Instruction Screen • 1–1, 4–1, 5–3
Instruction Screens • 3–2, 3–3, 4–1
  Additional • 5–3
INTOUCH Guided Query Language • 1–1
INTOUCH TRAINING SYSTEM MAIN MENU
  To Exit • C–2
ITEM
  Menu Item • C–2
Item number prompt • 3–4
Item prompt • 3–2
Item Prompt • 5–4
ITEM PROMPT • C–1

L

Loading a Tutorial • 4–4

M

Main Menu • 2–1, 3–1, 3–2
  TRAINING SYSTEM • 3–2
MAIN MENU • C–1
Main Menu Screen • 3–2
Menu
  Tutorial • 3–3, 4–3
MENU ITEM
  To Choose • C–2
  To Exit • C–2
MENU ITEM PROMPT • C–1, C–2
Message
  Loading Tutorial • 4–4
  Product Opened • 5–3
  Screen • 4–2

O

OPEN PRODUCT • 5–2

P

Password • A–1
Perform Calculations • 3–3
PRINT Command • 4–1
Printing Tutorial on Screen • 4–4
Print Report • 4–1
Print Reports • 3–3
Product
  OPEN • 5–2
Product Report • 5–2
Products
  Listing Alphabetically • 3–4
Prompt • 1–1
  Guide • 5–2
  Item • 3–2
  Item number • 3–4
  VAX system • B–1
PROMPT
  Item • C–1

R

Report
  Print • 4–1
  Product • 5–2
  Type • 5–1
Report Design • 1–1
Reports • 5–2
  Make • 3–3
  Produce • 5–1
<RETURN
  key • 1–1, 4–1, 5–1, 5–2
<RETURN>
  key • A–1

S

Screen
  Introductory • 5–1
  Message • 4–2
Screens
  Additional Instruction • 5–3
  Instruction • 3–3
  Tutorial • 5–1
Secret password • A–1
Selections • 2–1, 3–2
  Main Menu • 3–2
Signing on • 2–1
SORT Command • 4–1
Sort Information • 3–3
Sorting • 3–4
Starting a Training Tutorial • 4–2
Starting Up the INTOUCH TRAINING SYSTEM • 2–1
Summarize Reports • 3–3
SYS • B–1
SYSTEM • 3–2
System password • A–1

T

TRAINING SYSTEM
  Starting Up • 2–1
TRAINING SYSTEM Main Menu • 3–2
TRAINING SYSTEM MAIN MENU • C–1
Training Tutorial
  Starting • 4–2
Tutor • 4–2
TUTOR • 3–2, 4–2
Tutorial • 1–1, 3–2, 4–1
  Choosing • 4–4
  Introductory • 4–4
  Loading • 4–2, 4–4
Tutorial 2
  Introductory Screen • 3–5
Tutorial Instruction Screen • 4–1
Tutorial Menu • 3–1, 3–3, 4–3
Tutorial Number 1 • 4–4
Tutorial Number 2 • 3–4
Tutorial Number One • 5–1
  Commands • 5–1
  first screen • 5–1
Tutorial Number One - Introductory Screen • 5–1
Tutorials
  number of • 4–2
  Number of • 4–1
  Purpose • 5–1
Tutorials 2 - 9 • 5–3
Tutorial Screen • 4–1
  Commands • 4–1
Tutorial Screens • 5–1

U

Username • A–1

V

VAX prompt
($) • 2–1
VAX System
Accessing • B–1
VAX system prompt • A–1
VAX System prompt
($) • 5–5
VMS MAIL FACILITY • C–1
VMS System • 3–2
VMS System Commands • 3–2, B–1