This flip side of cover page intentionally left blank.
# Table of Contents

## I. System Narrative

A. System Requirements ................................................................. 1
B. Changes to Inventory Reporting ............................................... 1

1. Tax District Code conversion to SWIS Code .......................... 1
2. Company Code / ID Change ................................................... 2
3. System Class Code Changes .................................................... 2
4. Connection Changes .............................................................. 3
C. Receiving, Accessing & Transmitting Inventory Files ............... 3

## II. System Installation

A. Downloading the System over the Internet ............................... 5
B. Using the Diskettes/CD-Rom to install the System ................. 6

## III. “Company Info” Page

A. Logging into the System ........................................................... 7
B. The Test Company ................................................................. 7
C. Selecting the correct AS OF YEAR ............................................ 8
D. The Version Control Number .................................................. 8
E. Keeping Your System Up-to-Date ............................................. 8
F. The Working Directory (from the "Directory" Page) ............... 11
G. Loading O.R.P.S.' Prior Year Data for Your Company (from the "O.R.P.S. Data" Page) .................................................... 12
H. Viewing File Formats / Table Structures (from the "File Formats" Page) .............................................................. 13
I. Viewing / Exporting Files (from the "View/Export" Page) ........... 14
J. The Online Help ................................................................. 16

## IV. “Mass 8.1” Page

A. SWIS Code List box ............................................................... 17
B. System Class Codes .............................................................. 17
C. Primary Key ........................................................................ 17
D. Full Key ............................................................................ 17
E. Summary Totals ................................................................. 18

1. Primary Key Totals ............................................................... 18
2. Full Key Totals .................................................................. 18
3. As of Year Totals ............................................................... 18
F. Adding New Records ............................................................ 19
G. Adding a Record containing a NEW SWIS Code for the Company ................................................................. 20
H. Editing Historical Records ................................................... 21
I. Deleting Records ................................................................. 22
J. The "Recycle Bin" Feature ..................................................... 23
K. The "Calculator" Feature ..................................................... 24
L. The "Undo Last Save" Button ............................................. 25

## V. “Connections 4.9” Page

A. Reporting “Changes Only” (Year-to-year Differences) ............ 26
B. Reporting “Complete Inventory” (Net Surviving Balances) ...... 26

## VI. “Costs 8.2 & 8.3” Page

A. Entering the Cost Data ............................................................ 27
B. The "Cost Report Creator" .................................................... 29

## VII. Structures 2.2 Page

A. Adding / Editing Location Data ............................................. 30
B. Adding / Editing Structure Data ............................................. 31

## VIII. “Send To O.R.P.S.” Page

A. The "From" & "To" Sections ..................................................... 32
B. Exiting the Application ......................................................... 33

## IX. Generating Reports From the Application

A. The "Reports" Feature ......................................................... 34
B. The "Edit Log" Feature ......................................................... 35
This flip side of Table of Contents intentionally left blank.
Section I – System Overview

In an effort to improve the process of Cable TV Company reporting in New York State, the Office of Real Property Services (ORPS) has developed an electronic reporting system using Visual FoxPro 6.0 for Windows. On an annual basis, O.R.P.S. will transmit to the Cable companies, files containing their most up to date inventory data. The companies, when using this system, will have the ability to view, query, report, and create transactional records for additions and retirements of mass, connections and structural property. The system also contains a page for reporting average cost per mile data for material, labor & installation costs (“RP 8.2/8.3 Average Cost Per Mile Report”).

To obtain the most recent version of the System, follow the instructions within Section II – “System Installation”. Downloading the system is quite simple and can be done from the following O.R.P.S. web site:

http://www.tax.ny.gov/research/property/valuation/inventory_new.htm

A. System Requirements:

Pentium processor (or one of equal type)
200 MHz, or greater
100 MB Free Space on hard drive if NOT USED on a network
20 MB Free Space on hard drive if USED on a Network
64 MB Memory
Windows 95, 98 or 2000
800 X 600 Display, or Higher

B. Changes to Inventory Reporting

1. "Tax District Code" converted to "SWIS Code"

One of changes in the new system involves the Tax District code. This 7-digit code is being replaced with a 6-digit SWIS (Statewide Information System) Code. The only two differences are the removal of the last digit in the Tax District (TD) code and a new scheme to identify cities, villages, and towns outside of their village (T.O.V.).

The following rules apply:
- If a municipality has a village, the last two digits in the SWIS Code for the portion of the town outside all villages must be “89”. This is the indicator for a “town outside of the village”.
- If no villages exist within a given town, the last two digits of the code will be “00”.
- To convert villages, simply drop the last digit of the TD code.
- For cities, the last digit is dropped and the city is then identified by the third and fourth digits together, always being less than 20.

The following are examples of the conversion from a Tax District Code to a SWIS Code:

<table>
<thead>
<tr>
<th>Municipal Name</th>
<th>TD</th>
<th>SWIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Buffalo</td>
<td>1402002</td>
<td>140200</td>
</tr>
<tr>
<td>Town of Brant</td>
<td>1426003</td>
<td>142600</td>
</tr>
<tr>
<td>Town of Cheektowaga</td>
<td>1430003</td>
<td>143089 (villages exist within the Town; thus a “T.O.V.”)</td>
</tr>
<tr>
<td>Village of Sloan</td>
<td>1430014</td>
<td>143001</td>
</tr>
<tr>
<td>Village of Depew</td>
<td>1430034</td>
<td>143003</td>
</tr>
</tbody>
</table>

Note: The new system lists each municipality and the corresponding SWIS code via drop down list boxes. If you know the name of the name of the municipality the code will be listed along with it. You can also produce a report of all N.Y.S. municipalities (SWIS) codes from the system. On the “Company Info.” Page of the application (located under the File Tools/View File Info), select “All SWIS Codes”. This will allow you to print or Preview the report.
2. "Company Code" changed to "Company ID"

A minor change occurred in regards to the old "Company Code". Its field length was changed from eight (8) positions to just six (6) positions. Basically, the first zero and last zero (0) of the number were removed, as indicated by the example below:

i.e., the old "Company Code" - 09250000
the new "Company ID." - 925000

3. System Class Changes

The system class represents a set of codes describing the various aspects of a company's piece of inventory. This new set of codes was implemented in the 2000 business cycle and includes:

Install Type + Mega Hertz Capacity + Material Type + Construction Type + Owned + Communication Type

a. Install Type - Formerly known as the "Cable Type", Install Type now includes the following:

<table>
<thead>
<tr>
<th>Cable Type</th>
<th>Install Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Aerial</td>
<td>A - Aerial</td>
</tr>
<tr>
<td>B - Buried</td>
<td>B - Buried (cable installed by excavation/backfill)</td>
</tr>
<tr>
<td>U - Underground</td>
<td>U - Underground (cable installed in protective conduit)</td>
</tr>
<tr>
<td>4 - 36&quot; deep conduit</td>
<td>U - Underground (same as above plus Construction Type = 'D')</td>
</tr>
</tbody>
</table>

b. Capacity - The (total) 'channel capacity' range grouping was replaced by a set of new codes (1-6) relating to megahertz capacity as shown on the following page:

<table>
<thead>
<tr>
<th>Channel Capacity</th>
<th>Capacity code (w/MHz Capacity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 29</td>
<td>1 - 270</td>
</tr>
<tr>
<td>30 - 40</td>
<td>2 - 350</td>
</tr>
<tr>
<td>41 - 60</td>
<td>3 - 450</td>
</tr>
<tr>
<td>61 - 78</td>
<td>4 - 550</td>
</tr>
<tr>
<td>79 - 110</td>
<td>6 - 750</td>
</tr>
<tr>
<td>&gt; 110</td>
<td>7 - 860</td>
</tr>
</tbody>
</table>

c. Material Type - Some of the former 'Material Type' codes were re-categorized with a corresponding relationship to the new 'Construction Type' codes.

<table>
<thead>
<tr>
<th>old Material Type</th>
<th>new Material Type</th>
<th>(with Construction Type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Aluminum</td>
<td>A - Aluminum</td>
<td>S</td>
</tr>
<tr>
<td>B - Underground Cable (contained in Empire City Subway conduit and owned by Empire City Subway)</td>
<td>A - Aluminum</td>
<td>S</td>
</tr>
<tr>
<td>F - Fiber Optic</td>
<td>F - Fiber Optic</td>
<td>S</td>
</tr>
<tr>
<td>L - Lateral connections (to Empire City Subway)</td>
<td>A - Aluminum</td>
<td>L</td>
</tr>
<tr>
<td>T - Tapped Trunk</td>
<td>A - Aluminum</td>
<td>T</td>
</tr>
<tr>
<td>X - Figure Eight Construction</td>
<td>A - Aluminum</td>
<td>X</td>
</tr>
<tr>
<td>Z - Telecommunication Cable</td>
<td>A - Aluminum</td>
<td>S</td>
</tr>
<tr>
<td>B - Blended Cable</td>
<td>B - Multi-Cable</td>
<td>S</td>
</tr>
<tr>
<td>O - Overlash</td>
<td>F - Fiber Optic</td>
<td>O</td>
</tr>
</tbody>
</table>
d. **Construction Type** - This grouping contains designations formerly under the ‘Material Type’.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Retrofit Coaxial – new aluminum hung onto existing aerial cable; no new electronics added</td>
</tr>
<tr>
<td>F</td>
<td>Retrofit Fiber – installation of new fiber optic cable AND electronics to existing cable</td>
</tr>
<tr>
<td>D</td>
<td>&quot; depth conduit (owned Conduit only) – valid only for underground conduit installation</td>
</tr>
<tr>
<td>L</td>
<td>Lateral Empire city subway – valid only for NYC underground conduit installation</td>
</tr>
<tr>
<td>O</td>
<td>Overlash – valid only for aerial installation</td>
</tr>
<tr>
<td>S</td>
<td>Standard – valid only ALL types of installation</td>
</tr>
<tr>
<td>T</td>
<td>Tapped Trunk – valid only for underground conduit &amp; aerial installation</td>
</tr>
<tr>
<td>X</td>
<td>Figure Eight – valid only for aerial installation</td>
</tr>
</tbody>
</table>

d. **Owned** - The ‘owned code’ refers to the ownership of the poles or conduit.

- **Y** – (Yes) – Company owns the poles or conduit.
- **N** – (No) – Company does not own the poles or conduit; it is leasing the poles/conduit.

f. **Communication Type** - The ‘Two Way’ code was converted to ‘Communication Type’ as such:

<table>
<thead>
<tr>
<th>Two way code</th>
<th>converted to</th>
<th>Communication Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A One Way</td>
<td>A - One way</td>
<td></td>
</tr>
<tr>
<td>B 72 channels - no elec.</td>
<td>A - One way</td>
<td></td>
</tr>
<tr>
<td>C - Two way dual trunk</td>
<td>A - One Way (with a Construction Type = ‘D’)</td>
<td></td>
</tr>
<tr>
<td>D - Two way inactive</td>
<td>A - One way</td>
<td></td>
</tr>
<tr>
<td>E- Two-way return modulator</td>
<td>F - Two way</td>
<td></td>
</tr>
<tr>
<td>F - 72 channel w/active dual trunk</td>
<td>F - Two way</td>
<td></td>
</tr>
<tr>
<td>(no previous corresponding code)</td>
<td>T - CATV &amp; Data (Cable &amp; Telephone mixed usage)</td>
<td></td>
</tr>
</tbody>
</table>

4. **Connection Changes**

Connections are no longer segregated into "No Trap", "Single Trap" & "Multi -Trap" groupings. Instead, all that is tracked now is the **Total Number of Connections**. In addition, the **Total Number of Nodes** for the company will also be tracked. This is outlined below:

<table>
<thead>
<tr>
<th>old types</th>
<th>new types</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Trap , Single Trap &amp; Multi -Trap</td>
<td>Total # of Connections</td>
</tr>
<tr>
<td></td>
<td>Total # of Nodes</td>
</tr>
<tr>
<td></td>
<td>*</td>
</tr>
</tbody>
</table>

* signifies a new inventory breakdown

C. **Receiving, Accessing & Transmitting Inventory Files**

1. **Receiving Files**

On an annual basis, N.Y.S. O.R.P.S. staff will transmit, to companies using this system, the six FoxPro tables containing the most up-to-date inventory data for Mass, Connection and Structural property. The **default Working Directory** (where these data tables get stored) is the "c:\catv" directory.

Examples of the file naming conventions for the different inventory types are depicted below. Note that the **first 6 digits** of the file name signify the **company’s ID** and the **last digit** relates to the specific inventory type.

- "999999.m.dbf" → a "Mass" file for company # 999999
- "999999.c.dbf" → a "Connections" file
- "999999.s.dbf" → a "Structures" file
2. Accessing Files

Sharing/Securing Company Files Over Your Company’s Network
Company files can be moved to a network directory to allow access to multiple users and/or provide
directed access over your network. If your company needs to secure the access to these files, it will
need to be coordinated through the use of network rights/privileges (“Read/Write” vs. “No Access”) as
established by your own Network Administrator, or through some other vehicle managed by your
company.

To designate a network directory as the “Working Directory”, one will need to go to the “File Tools”
directory (located under the "Company Info” page) and setting a different working directory for each
affiliated company. The first time the Working Directory is set for that affiliate, those company
inventory files will be moved from the initial Working Directory of “c:\catvx” to the network directory that
the inventory coordinator specifies. Therefore, when another user needs to view/edit the same
company’s data, they can simply set their Working Directory to the same network directory that was
set up by the inventory coordinator and click the “Apply” button.

3. Transmitting Files

Upon completion of creating transaction records for additions and retirements, go to the “Send To
O.R.P.S.” page of the application to create the necessary files that get sent back to O.R.P.S.. The
Transmittal files will contain the transactions (the new additions, retirements or corrections) for the
current reporting As of Year only.

The files will get created in the format type (i.e., floppy disk, CD, e-mail, etc.) that is selected on the
Send to ORPS page. These files that get created will be automatically stored to a sub-directory within
the user’s designated Working Directory. Again, the Working Directory is the file location selected on
the “Company Info” Page. This is normally a directory on your own hard drive, but can also be one of
the available network drives on your company’s server. This sub-directory within the Working Directory
is simply represented by the [As of Year] + the word “send” (such as “2001send\”).

Thus, for when the user has kept the default Working Directory of “c:\catvx” located on their local hard
drive, the file location will be “c:\catvx\2001send“.

Conversely, if the user has selected a Working Directory on the company’s computer network
(let’s say “p:\nysreporting\companyname\catvx\”) for the purpose of shared and/or secured access
(see “Sharing/Securing Company Files Over Your Company’s Network” in the section above), the
file location in this case would be “p:\nysreporting\companyname\catvx\2001send\”.
Section II – System Installation

A. Downloading the System over the Internet

As opposed to loading the system through the use of several installation diskettes, the Cable TV Company Reporting System can be downloaded from O.R.P.S.’ CATV Reporting website (as shown below) of http://www.tax.ny.gov/research/property/valuation/inventory_new.htm

After going to the above web page, click on the word "here" in the "Download the CATV Company Reporting Application here" line. This will start the process of downloading the most recent system’s executable file to your computer. Next, follow the next group of steps, depending on the internet browser that you used to get to this web page, to complete the installation process.

1. For “Microsoft Internet Explorer” browser users:

   After clicking on the “here”, the system will automatically start running the webapp.exe executable file, of which will start the installation process. During the installation, take the following actions at these corresponding prompts:

   1. Download of the “webapp.exe” file. → Select the “Run this program from its current location” option.
   2. “Do you want to install and run “webapp.exe from www.tax.ny.gov”? → Click “Yes” button.
   3. Acknowledgement of standard terms of acceptance agreement. → Click the “Continue” button.
   4. Enter Your Name and Organization. → Click the “OK” button.
   5. Confirm Name and Organization. → Click the “OK” button.
   6. Selection of Destination Folder on your computer → Click the “OK” button to accept default (“c: \catvx”).
   7. Start loading the program files. → Click on the large button with the picture of a computer.
   8. Selection of the Program Group Name. → Click the “Continue” button to accept the default (“ORPS”).
   9. Confirm Name and Organization. → Click the “OK” button.
   10. Confirmation of Completed Setup of System. → Click the “OK” button.
2. For “Netscape” browser users:

After clicking on the “here”, the system will prompt you to save the setup file (“webapp”) to a specific location on your computer, as noted by the “Save As” window shown below. At this point, simply accept the default file location of your c: drive and the default file name of “webapp” by clicking the “Save” button.

When this process is done, run the “webapp.exe” file. This can be done using the following steps:

1. Click on your computer’s “Start” button.
2. Select the “Run” window
3. Click the “Browse” button and locate the “webapp.exe” executable file (it would be right on your c: drive if you accepted the default settings during its installation).
4. After selecting the “webapp.exe” file and you are brought back to the “Run” window, click the “OK” button.

Lastly, follow the same 10 steps listed on the previous page under the ‘1. For “Microsoft Internet Explorer” browser users:’ section until the system has been successfully installed onto your computer.

B. Using the Diskettes/CD-Rom to Install the System

If you do not have internet access, you will need to request the installation diskettes/CD from your N.Y.S. ORPS’ representative. Naveen Mohan, manager of the Cable TV Company Reporting Unit at ORPS, can be reached by phone at (518) 486-7751 or by e-mail at orpts.utility.reports@tax.ny.gov.

After the system has been installed onto your computer, the executable file that runs the system (“catvx.exe”) and all of the necessary support & data files will reside in the “c: \catvx” folder that was created during the installation process, assuming you accepted it as the default “Destination Folder”. To start the system, you need to run the c: \catvx\catvx.exe executable file. This can be done by either double-clicking on the “catvx.exe” file when accessed through your “Windows Explorer” or “My Computer” programs, or by selecting it through your “Start Menu” by doing the following:

1. Click on your “Start” button.
2. Select “Programs”.
3. Search for & choose the “ORPS” program group (or the group name you assigned during installation).
4. Select and click on the ORPS CATV Reporting menu item. → THE SYSTEM SHOULD NOW START.
Section III – “Company Info” Page

A. Logging into the System

If this is the first time you are running the application, you must click on the “New User” button to enter your last name into the system. To do this, enter your LAST NAME only into the “User Name” list box. When finished, click on the "Done" button (which was previously labeled as the “New User” button). Upon doing so, your name should now appear in the user list box as a registered user. Immediately afterwards, select your last name from the “User Name” list box by clicking the down arrow portion of the list box and selecting your last name. **This should be the first thing that you do each time that you sign into the system.**

**IMPORTANT:** Please be sure to select YOUR NAME from the user list box EACH TIME you sign into the system.

This is important because the user’s name will be recorded in the “FM_who” field for all new or edited records. These changes will also be captured in the “Edit Log” file. The *Edit Log* report details all changes made to the company’s data and can be viewed at any time by clicking the "Edit Log" button, which is located next to the "Exit" button.

B. The “CATV Test Company”

A test file with Company ID of ‘999999’ (“CATV Test Company”) is included in the application for the sole purpose of allowing one to practice and/or test entering new data and changing existing data. Feel free to edit this company’s data as you wish to become more comfortable with the new system.

**IMPORTANT:** Be sure NOT to use the Test Company when entering any of your own company’s REAL data. Before processing any data, be sure that you have selected the appropriate company in the Company list box.
C. Selecting the CORRECT “As of Year”

The status of inventory reported is as of a specific point in time known as the "As of Year". The As of Year is the inventory reporting business cycle’s ending calendar year. For example, if you are maintaining data for O.R.P.S.’ year 2001 reporting cycle (Sept. 30, 2000 thru Sept. 30, 2001), the As of Year should be set to the year ‘2001’. This As of Year will be programmatically recorded in each new transaction record that is created by any additions or edits that are made to the company’s data. To select the As of Year, simply click on the As of Year drop-down list box and select the As of Year that corresponds to the data that you are reporting.

**IMPORTANT:** It is CRUCIAL that the CORRECT inventory “As of Year” is selected BEFORE entering any changes into the system; ALL NEW or EDITED records will contain the selected As of Year.

D. The "Version Control Number"

Each new executable of the Cable TV Company Reporting Application will have an assigned "Version Control Number", which will insure better tracking of changes/updates to the system. Please be aware of this number when contacting O.R.P.S.’ staff for assistance, as any noted problems or bugs may all ready have been resolved in subsequent versions.

E. Keeping Your System Up-to-Date

Whenever O.R.P.S. issues a more recent version of the system, companies can update their own version of the system on their computer by accessing the upgrade at the same website address as mentioned above.

The user has the option of receiving these updates to the system automatically (recommended) as well as doing the updating process manually. The following pages describe both options in greater detail.
1. Letting the System Update Itself Automatically (recommended method)

Under the automatic-update option, the system will automatically check to see if O.R.P.S. has released a more recent version of the application by making a brief Internet connection with O.R.P.S. each time the user signs onto the Cable TV system. If it detects that a new one is available, it will prompt the user to download the updated executable. By allowing the system to be self-updating, the user will most always be assured of running the most efficient version of the system.

To take advantage of this helpful feature, make sure that the "Disable Auto Update Checking" checkbox is NOT checked (this is the default setting).
2. Updating the System Manually

If the automatic updating feature is not desired, one must check the "Disable Auto Update Checking" checkbox. Upon doing so, the user will NOT be automatically notified of any new releases of the system. If this method is used, it is imperative that one checks periodically to see if new releases of the Cable TV system have been released by O.R.P.S.

To check to see if a new version of the system has been made available for use, simply go to O.R.P.S.’ CATV Reporting website by clicking the "O.R.P.S.’ S.A.S. CATV Website" button located on the Company Info Page. Upon doing so, the system will open your Internet browser (M.S. Internet Explorer or Netscape) and will bring you to that website. If there is a newer version available on the website (as noted by the Version # and the last updated date) the user will then have to download the newest release by doing the following:

a. After arriving to the O.R.P.S. S.A.S. CATV Website, **one must exit the Cable TV System before running the web download**. This is done by clicking on the "External CATV System" bar shown in your task bar and then exiting the Cable TV System by clicking on the "EXIT" button.

b. Next, go back to your Internet connection and follow the steps outlined in **Section II, Part A - “Downloading the System over the Internet”** on page 5.

The above is a recent example of the O.R.P.S.’ S.A.S. CATV Reporting Application website. From here, one can see that the latest available version number is "2.1.24" and that the date it was updated (released) was "06/20/2001".
F. Setting the “Working Directory” (on the "Directory" Page)

The "Directory Page" is contained within the "File Tools" section of the "Company Information" Page. The main purpose of this page is to set the "Working Directory".

The “Working Directory”

Before you attempt to load your company data, you should note that the "Working Directory" is defaulted to your "C:\CATVX" folder, which was created automatically during the installation of the Cable TV Company Reporting System. When you proceed to the "O.R.P.S. Data" page (also contained within the "File Tools" section) to load the data files that were sent to your company from O.R.P.S., the System will copy these files to this "Working Directory" on your own computer. In addition, when you are done making all of your necessary changes and are ready to send your updated data files back to O.R.P.S., this will be the same location that the system will use to retrieve your updated changes.

IMPORTANT: Only under RARE circumstances should the location of the “Working Directory” be changed from its default of "C:\CATVX" (e.g. if the subsidiary company’s data files need to be split off onto a network drive (or multiple drives) to restrict access to only certain employees.

Please see the section on the next page titled "Loading Your Company Data" for further details on loading your company data files to the Working Directory so you can start processing your current year data.
G. Loading O.R.P.S.’ Prior Year Data for Your Company (from the “O.R.P.S. Data” Page)

To import your company’s data that ORPS has sent you, go to the File Tools section of the Company Info Page and click on the “O.R.P.S. Data” page. Next, click on the ellipsis button (located next to the “From” textbox). This will open the "Select Directory" dialog box, which allows one to select the location of the data files that were sent from O.R.P.S. You must first select the applicable drive letter (i.e. “a:”, “c:”, etc.) from the “Drive” list box before you can start pinpointing the actual directory that is located on that particular drive. In most cases, O.R.P.S. will send these files to you in the form of floppy diskettes. If this is true for your situation, you will need to change the drive letter from the “c:” drive to the “a:” drive in the “Drive” list box. Since these files will be located right on the a: drive (not within any folders), you will not need to select any other folder/directory once the “a:” drive has been selected.

IMPORTANT: Please note that the actual files will NOT get displayed when you select their residing directory; Simply drill down and select the directory/folder name where the O.R.P.S. -sent, data files reside.

Once you have the full path of where the data files reside (including the drive letter and any applicable folders) set in the upper portion of the “Select Directory” dialog box, simply click the “Select” button. Upon doing so, a copy of those data files will get loaded to the proper location within your selected Working Directory (“c:\catvx”). The Working Directory is displayed in the “To” textbox when performing this procedure. Once the files have been successfully loaded, your company’s name and ID will then appear in the company list box in addition to that of the “CATV Test Company”.

IMPORTANT: ALWAYS make sure that YOUR COMPANY is the one displayed BEFORE entering any of your company’s real data. The company that is selected will be appear in the upper, left -hand corner of EACH PAGE of the system. If your company name is not displayed here, you will need to select it from the Company List box before you can start processing any of its data.
H. "Viewing File Formats/Table Structures (from the "File Formats" Page)

The various file formats/table structures (table field's names and lengths) for the Mass, Connections, Structures and Average Costs tables can be viewed and printed from the "File Formats" page of the "File Tools" section of the Company Info Page. To do so, click on the "File Formats" Page within the "File Tools Section". Next, click the down arrow in the "File Type" list box and select the desired file by clicking on that inventory type. Lastly, click the "View Format" button to display that table's file format/record layout.

When done viewing/printing the WordPad document, close out WordPad by clicking the exit [x] button at the right-top corner. Upon doing so, you will be brought back to the "File Formats" Page.
I. Viewing / Exporting Files (from the "View / Export" Page)

Viewing Files

Use the "View/Export" Page to view various, O.R.P.S.' reference file information. This includes O.R.P.S.' internal Cable TV codes as well as the SWIS Codes (Statewide Information System Codes) for every municipality in N.Y.S.. To do so, click the down arrow in the "Select File" drop-down list box and select the desired file. Lastly, click the "View Codes" button to view the reference file information which will be displayed in Microsoft 'WordPad'.

When done viewing/printing the WordPad document, simply close out of WordPad by clicking the exit [x] button at the right-top corner. Upon doing so, you will be brought back to the "View/Export" Page.
Exporting Files
In addition to being able to print out or view the various inventory & SWIS Code file formats and record layouts from the “View/Export” Page, one can also export a file in either a FoxPro (dbf), Excel, or Lotus format, of which contains the records that are on file for that company selected in the system. To do this, select the desired inventory or SWIS file from the “Select File” list box as outlined on the previous page. Next, select the desired “Export Format” from the option groups (either “FoxPro”, “Excel” or “Lotus”) shown on the right side of the page. Lastly, click on the “Export” button to create a file to your working directory (again, the “c:\catvx” is the default and the recommended location) containing those corresponding records in the table for your selected company. One can also browse the records for that file by clicking the “Browse” button. Please note that this “browse” is performed on a Visual FoxPro table regardless of the Export Format chosen from the option group.

Print the “TAD’s” (Turn Around Documents)
The last feature available through the “View/Export” Page is the ability to print the “TAD’s” (Turn Around Documents). TAD’s are paper documents that detail the inventory on-hand at O.R.P.S. as of the prior year for a specific company. Users can write their changes on these reports to document their company’s CURRENT inventory (for the company’s internal purposes only – see below “NOTE”). These reports can then serve as the user’s hard copies when entering the data into O.R.P.S.’ Cable TV Company Reporting System.

To generate TAD’s, either select the “This Selected Company” option group, of which will include only the TAD’s for just that one company selected in the company list box, or select the “All Companies” option group, of which will include all of the companies that you have listed in your company list box. Upon making your selection, click the “Print” button to print the Turn Around Documents.

NOTE: This feature should only be used by parent companies which have many subsidiary companies and which also have the need to review the subsidiary companies’ data before the data is actually entered into O.R.P.S.’ Cable TV Company Reporting System.
J. The “On-line Help”

In addition to this instructions manual, an on-line help is included in the application itself. Whenever you move the mouse over a textbox or button, the display in the On-line Help list box will change and correspond to the object that you move over. If you click on the down arrow in the list box, you will see the list of all available help topics (see below picture). You can also move through the help using the "Forward" and "Back" buttons. The “On-line Help” can be printed out by clicking on the “Print Manual” button.
Section IV – “Mass 8.1” Page

Once you click on the “Mass 8.1” page, the Mass data gets automatically loaded into the record list box; please note that this may take a few seconds the first time as the data gets loaded into memory. The records on this page are sorted and ordered based on the SWIS Code and System Class codes. Only those records that have the same SWIS Code as the one that is selected in the SWIS Code list box get displayed in the record list box at that time.

A. SWIS Code drop-down list box
The SWIS (Statewide Information System) Codes are displayed in the black bar as noted below. All of the values and totals shown in the various textboxes on the Mass 8.1 Page will be relating to that one, and only that one, SWIS Code that is currently selected. To view the existing records contained within another SWIS Code, the user must select another SWIS Code in the SWIS Code drop-down list box. Upon clicking on this drop-down list box, one will be able to choose from any of the other existing SWIS Codes for which the company already has records. Once that different SWIS Code is selected by clicking on it, the record list box will then be resorted and will only contain records that have that newly selected SWIS Code. If the SWIS Code is not among the existing ones already listed for your company, please follow the “Adding a Record containing a NEW SWIS Code for the Company” section of this manual on Page 19 to add a New SWIS Code for the company.

B. System Class
The “System Class” represents a set of codes describing the various aspects of a company's piece of inventory. They include all of the following: "Install Type", "Mega Hertz Capacity", "Material Type", "Construction Type", "Owned", and "Communication Type". Each component of the system class is displayed and color-coded on both the Mass 8.1 and the Costs 8.2 & 8.3 Pages.

C. Primary Key
The SWIS Code and System Class codes, when put together, create a key known as the "Primary Key". Only those records that have all of the same settings as the Primary Key (the same SWIS & System Class codes) will get displayed in the record list box.

D. Full Key
The "Full Key" represents the set of records that all have the same SWIS Code, System Class Codes and Install Year. Thus, the number of records contained within the Full Key will almost always be less (never more) than the number of records in the Primary Key, as the set of records is further restricted to just one Install Year.
E. Summary Totals on the Mass 8.1 Page

The Mass 8.1 Page has several summary totals lines located just below the record list box. They include the following:

**SWIS Totals (Black)**
The values contained in all of the records for one specific SWIS Code are totaled in the SWIS Total line (shown in the black bar). The SWIS Totals can **NEVER** have any negative values. The system will stop you from ever retiring any values of which would create a negative ending balance for the SWIS.

**Primary Key Totals (Blue)**
The Primary Key Totals line (shown in the blue bar) includes all of the values for records with the same SWIS Code and System Class Codes. It will include values for any records that have different Install Years and As of Years within the same Primary Key. As with the SWIS Totals, the Primary Key can **NEVER** have any negative values in the totals line as well.

**Full Key Totals (Green)**
The Full Key Totals line (shown in the green bar) includes all of the values for records with the same SWIS Code, System Class Codes and the one selected Install Year. Thus, it will NOT include values for those records that contain different Install Years, but CAN contain the values of records with different As of Years. The Full Key Totals line CAN have negative values at times.

**As of Year Totals (Gray)**
The As of Year Totals line (shown in the gray bar) includes all of the values for records with the same SWIS Code, System Class Codes, and the As of Year; it does NOT include the Install Year. The As of Year Totals line CAN contain negative values.
F. Adding New Records

The following are the two different ways of adding a new record (for a SWIS Code already on file):

1. Select the applicable SWIS Code from your company’s Existing SWIS Codes list box. Next, click on the “Enter New...” button. This will provide you with the following choices: (Entering a New) Addition, Retirement or SWIS Code. Next, simply select one of these by clicking on the type of new record you want to add. After doing so, the system will be in edit mode of which you can enter the data for the brand new record. At this point, select all of the corresponding system class codes that apply to the new record. Do this by clicking the down arrow in each of System Class identifier list boxes and make the appropriate selection from all of the possible choices for that specific identifier. Next, enter in the mileage in the Highway and/or Private Miles textboxes. When finished entering and verifying all of the data, click the “Save Changes” button to save the new record.

OR

2. Click inside either the Highway or Private Miles textbox of a record having the SAME PRIMARY KEY (a record with the SAME SWIS Code & ALL the SAME System Class Codes). Next, key in the mileage for that new record being added. Lastly, click the “Save Changes” button to save the new record.

Regardless of the method used to add a record, the new record that gets created will (initially) have the same SWIS Code and System Class codes (until they’re changed by the user) as of the currently highlighted record. If these are not the proper codes, simply select the correct ones from their respective drop-down list boxes. Additionally, the Install Year and the As of Year will automatically be assigned the year corresponding to the current reporting year.

IMPORTANT: When adding new records, be sure to select the correct SWIS Code and set of System Class codes. The System Class includes all of the following in this order: Install Type, Megahertz Capacity, Material Type, Construction Type, Owned (y/n) code, & Communication Type.
G. Adding a Record containing a NEW SWIS Code for the Company

To enter a record containing a new SWIS Code for the company, click on the "Enter New..." button. Then, select "SWIS Code" from the menu option list. After doing so, the New SWIS Code drop-down list box will be highlighted in yellow. Click on the down arrow of the New SWIS Code list box to display all of the SWIS Codes that are not already on file for your company. Locate and select the new SWIS Code that is not currently on file for the company by clicking on it within this list box. Lastly, you will need to select all of the appropriate System Class codes (as outlined in the previous section), as well as enter all of the appropriate mileage amounts and Percent Completed for the new record before it can be saved. When all of the required data has been entered, click the "Save Changes" button.

IMPORTANT: When adding new records, be sure to select the correct SWIS Code and set of System Class codes. The System Class includes all of the following in this order: Install Type, Megahertz Capacity, Material Type, Construction Type, Owned (y/n) code, & Communication Type.

It should also be noted that ALL changes entered into the system, whether brand new records or adjustments to existing data, will be written to transactional records of which will contain the CURRENT As of Year.
H. Editing Historical Records

To edit historical data (the previous year data already on file at O.R.P.S. sent by the companies), move the mouse pointer over the "Edit History" button. Next, select the "Edit or Adj. Hist" option by clicking it. When you are finished making the necessary changes to the historical data, click on the "Save Changes" button.

After clicking this button, you will be prompted to "Enter the Reason for the History - Adjusting Edit Made to This Record:" Only a brief, yet descriptive, explanation of why the change was made is needed. (such as the following examples: "correction of errors - data reported in the wrong "SWIS", or "Error made when originally reporting the data to ORPS" ). The information you enter will assist O.R.P.S. staff when they analyze the current year-prior year data differences. This extra data will hopefully minimize the number of phone calls that will be made back to you and your company requesting clarification of the changes.

When finished entering your explanation, click the "OK" button. Your changes to the historical data will be saved at this point. To view this description when on this selected record, simply scroll down to the bottom of the "Record Notes" list box.

Note: All transactions that gets created when "editing history" will contain the CURRENT As of Year and will represent the difference in value between the historical record's and the newly reported record's values.
I. Deleting Records

To delete an existing record, click on the white marker box, which is located under the “DELETE” column. After clicking on the deletion marker box, you will then have the options to either “Save Changes” or “Cancel Edit”. Clicking on the “Cancel Edit” button will cancel the Deletion process. Conversely, if you click the “Save Changes” button, you will be prompted to enter the reason for the deletion. Please enter a meaningful description of why the record was deleted (i.e. “correction of errors - data was originally reported in the wrong SWIS Code; values were entered into correct SWIS Code of # 110100 today”). The information you enter will assist O.R.P.S. staff when they analyze the changes in current year to prior data and will hopefully minimize the number of phone calls needed to be made back to the company.

After entering the reason for the deletion, click on the "OK" button. Upon doing so, the record will be deleted and a copy of it will be stored in the "Recycle Bin". For more details on the "Recycle Bin", please see the next page.

Note: When deleting a record, an offsetting, “transactional” record gets created, which basically nets out the original record.
J. The “Recycle Bin”

The "Recycle Bin" is where all of the deleted records are stored. If you want to recall (reactivate) a particular record that is currently marked as deleted, you would need to go into the Recycle Bin and recall (UN-delete) that record. To do so, click the "Open Recycle Bin" button. Immediately after clicking it, the button's name changes to "Close Recycle Bin", and any records that have ever been deleted for that company will get displayed in the record list box. The deleted records will be displayed in the same, "full key" order and format as the active records (SWIS Code + the set of System Class Codes + Install Year + As of Year).

To recall (UN-delete) a record, simply locate the desired record by making sure you have the key set correctly, and then click the marker box under the "RECALL" column. Once the box is clicked, the black marker box will turn to white, and you will be given the options to either "Save Changes" or to "Cancel the Edit". By clicking the "Save Changes" button, the record will then be removed from the Recycle Bin and inserted back into the active set of records. Afterwards, you will then be automatically pointed to any of the remaining, deleted records. To return back to the active records, simply click on the "Close Recycle Bin" button. Upon recalling the last record in the Recycle Bin, the system will return the user back to the set of ACTIVE records automatically.
K. Using the "Calculator" Feature

When you double-click on either the Highway or Private Miles textbox, the Calculator pad will appear for your use. When you move your mouse pointer over any of the calculator buttons, a tool tip will display the description/functionality of each button (i.e., "SC" = Save Changes, "C" = Cancel and "BS" = Backspace). The Calculator merely offers another method of entering values into the various Highway/Private textboxes. The difference being that with the Calculator, you click the numbers located on the calculator as opposed to typing them on your own computer keyboard.

Note: this yellow message stating "Record Values are Zero!! CANNOT SAVE!!" is displayed whenever you first start to add a new record and will remain in effect until you enter a value other than zero into the textbox.

Calculator Buttons/Functions

'C' – Clear Value Button. This button wipes out all numbers currently entered in the text box.

'BS' – Back Space Button. This button removes the last number entered in the textbox.

'SC' – Save Changes Button. This button Saves the new or edited record.

'R' – Reset Button. This button resets the value in the text box back to the most recent, saved value.

'+/-' – Change Value/Sign Button. This button will change the sign of the entered value (from a positive (+) to a negative (–) number, or from a negative (–) number to a positive (+) number).

If you prefer NOT USING the calculator feature, simply right-click on the calculator and it will become invisible. At this point, you can now enter the values directly into the textbox using your computer's keyboard. If you wish to use the calculator again, simply right-click on the Highway or Private Miles textbox and it will reappear.
L. The "Undo Last Save" Button

The Cable TV Company Reporting System does allow one to "undo" the LAST, SAVED CHANGE made to the data set for added convenience. After a particular record has been saved (and BEFORE any other subsequent record saves take place), the user can cancel out that noted saved change by clicking on the "Undo Last Save" button. This undo feature only pertains to the most recently saved record. If any other (saved) additions or edits take place afterward, that first saved change can no longer be undone in this manner. Instead, the user would have to adjust it by manually editing/deleting the recorded change.

In the below example, the user had just saved the record containing 1.3 miles in the Highway text box. Next, he moves the pointer to the first record but does not make any other changes. At this point, he realizes that he did not need to enter this information and wishes to remove that newly saved record. To do this, he simply clicks the "Undo Last Save" button. Upon doing so, that recently saved record is "undone" and, in effect, is removed. It should be noted that this record does not get placed in the Recycle Bin; it is removed altogether (as its absence is noted in the bottom picture).
Section V – “Connections 4.9” Page

The Connections 4.9 Page is where the total number of Connections and Nodes for a SWIS Code (municipality) are entered into the system. The same steps that are used to add a record on the Mass 8.1 Page are to be followed on this page as well (either by clicking on the "Enter New" button, OR by clicking in the applicable, data-entry text boxes (Connections or Nodes in this case) for any records that need updating).

IMPORTANT: Again, please be sure you are in the CORRECT SWIS Code before adding or editing any records.

If the desired SWIS Code is not one of the ones available to pick from, you will need to enter a new SWIS Code for the company (please see the instructions on "Adding a Record containing a New SWIS Code for the Company" on page 19). Likewise, if you are not in the correct As of Year, go to the Company Info page and change the year there before adding the new record. Note here in this case that the As of Year was set to the current As of Year (2001) automatically when adding a new record.

Reporting “Complete” Inventory versus “Changes Only”

On the Connections 4.9 Page, the user is given the option of either reporting just their Net Changes (Yearly Difference) in Connections as well as reporting the ending-year’s Surviving Balance of Connections. To chose one, the user needs to select one of the above option groups by clicking it.

A. Reporting “Complete Inventory” (Net Surviving Balances)

If the "Complete Inventory (Net Surviving Balance)" option group is selected (which is the default selection until the user changes it), the user needs to enter the net, surviving Connections and Nodes for each SWIS Code. In this mode, one will enter the Total Connections and Total Nodes for each SWIS Code in the text box which appears on the SWIS Totals line.

B. Reporting “Changes Only” (Year-to-year Differences)

When the "Reported Changes Only (year-to-date diff.)" option group is selected, only the changes since last year need to be entered for each SWIS Code. In this mode, one will enter the Connections and Nodes in the text boxes that are displayed on the individual record lines.

Remember, if you prefer not using the calculator to enter the data, simply right-click on it to make it go away. You will then need to enter your values in the textboxes using your own computer’s keyboard instead. If you wish to recall the calculator, right-click over the Connections or Nodes textbox again to reactivate it.
Section VI – “Costs 8.2 & 8.3” Page

This form allows for the entry of Material and Labor Costs. The information listed on this page is derived from any newly reported mass property that is entered into the system on the “Mass 8.1” Page.

Important: All Mass Inventory changes and additions should be entered first on the “Mass 8.1” Page before entering any of their associated costs on the “Costs 8.2 & 8.3” Page.

The Different Ways of Displaying the Cost Data

There are three different viewing options that can be selected which determine how much of the cost data gets displayed on this page. These options include "Material Costs", "Labor & Installation Costs", and "Material and Labor Costs". If "Material Costs" is selected by clicking on the drop-down list box, then only the Material Costs will be displayed. Likewise, only the "Labor and Installation Costs" will be displayed if it is chosen. Lastly, both the "Material AND Labor Costs" will get displayed if that option is selected from the drop-down list box.

The Mass Record Group displays the different system classes for which new costs should be reported. Therefore, each record in this list box is NOT specific to any one SWIS Code. Instead, it relates to ANY and ALL SWIS Codes that have the same set of System Class codes.

The amount of data shown in the Product Description list box can also be controlled by three additional options in the "Mass Record Listing Currently Showing" section of the form. These options include being able to display "All Costs", or just those costs that have actually been entered by the user ("Entered Costs Only"), or just the "Non-Entered Costs Only" (items whose costs have not been entered yet). A record count breakdown for existing Materials ("M") and Labor ("L") costs are displayed next to each of these options. If there are mass records for which no costs have been entered yet, the total number of cost records is displayed in red to indicate that you need to enter costs for these records.
A. Entering the Cost Data

The "Quantity" and "Cost" information (for the applicable items in the Mass Record Group, a.k.a. “Average Cost Key”) are entered on the bottom of the page next to the “Product Description” column. The average cost keys are defined above in the Mass Record Group by their System Class codes. Each component of the System Class is color-coded and has its associated code descriptions displayed as well (such as the Material Type of “Aluminum”).

The user has the option of entering the cost data based on either a “Average Cost per Mile” basis, or based on the “Total Cost” for ALL MILEAGE for that associated item. In the scenario pictured below, the 4.0 Miles shown in the second option group item is generated by the system based on the 4.0 highway miles shown in the selected record in the Mass Record Group list box. To make a selection, the user simply clicks the corresponding option group button depending on how they would like to enter the cost data. To avoid confusion, be sure to use that SAME method for EACH cost item.

In this example, the user has selected to enter the costs based in an “Average Cost per Mile” format. Therefore, after selecting the “1 Mile” option button, the user enters the cost of 24 ($) in the Cost field for the “1/4 EHS Strand” item. Based on the Quantity of 20 that the user has entered, the “Cost per 1 Mile” field gets calculated by the system as $480 (20 x $24). The cost field under the “4.0 Miles” column gets calculated as $1,920 ($480 x 4.0 miles).

Conversely, if the user opts to enter the Total Costs for ALL Miles for that item, they need to select the “4.0 Miles” option group button. Next, the user would enter the TOTAL cost for that item in the Cost field. Thus, instead of entering a Cost of $24 for the 1/4 EHS Strand item, the user needs to enter the Total Cost for ALL 4.0 miles. This amount would be $96 ($24 x 4.0 miles). Upon doing so, the field under the Cost per 4.0 Miles column for that item would display $1,920 (the quantity of 20 multiplied by the Cost of $96). Furthermore, the cost listed under the Cost per 1.0 Mile column for that item would be $480 ($1,920 divided by the 4.0 miles).

Regardless of method chosen, the two bottom totals should be identical for that record.
B. The "Cost Report Creator"

In the upper right-hand side of the "Cost 8.2 & 8.3" Page, there is a useful reporting tool called the "Cost Report Creator", which can generate three basic types of reports. To choose a type of report, click on the "Select Report Type" drop-down list box. After doing so, you will have the option of picking a "Single Year Costs", "Average Cost/year", or "Current/Prior Comparison" report. Simply select the report type that is desired. One can also filter on just the selected (highlighted) records located in the cost item list box by choosing "Selected" from the "Include" option groups, or choose to have ALL of the costs items (those with entered dollar figures) reported by selecting "All Costs" from the option group.

If either the "Average Cost/year" report has been selected, one will be able to change the number of years of data to be included in the report by using the "Year From" spinner box shown below. The "Single Year Cost" report only displays one year worth of cost data. The "Current/Prior Comparison" report allows one to pick the exact "Prior" and "Current" year. An example of a "Current Year / Prior Year Comparison Report" is shown below.

Lastly, the reports can also be customized to include all records containing any one or several System Class Code values. By checking any of the checkboxes that are located under the "Report All" label and are on the same line as the corresponding system class codes, the selected report will include ALL records for the company that have cost data for that selected System Class Code component.

In this example, there was no data on file for the year 2000.
Section VII – “Structures 2.2” Page

A. Adding New Locations
If you are adding a NEW location for the company, you must select the option "Enter New" (Location) from the "Select Edit Type" options box. If the SWIS Code for the new Location is already present in the (EXISTING) SWIS Code drop-down list box, simply select it and all of the entered information will automatically display. Simply verify/update all of the displayed data in the "Site Address", "Contact Person", "Contact Phone Number", and the Section-Block-Lot data textboxes. Next, enter any new structures that are within this new location. Lastly, click on the "Save" button to save all of the data for this new Location and any related structure(s).

If the SWIS Code for the new Location is NOT already present in the list box containing the EXISTING SWIS Codes for the company, click on the "Enter New SWIS" button. After doing so, all of the other SWIS Codes that the company does not currently have on file with O.R.P.S. will show in the SWIS Code drop-down list box. Simply pick the new SWIS Code that needs to be added for the company. Next, click the “Close New SWIS” button (formerly the Enter New SWIS button). After that, complete the other applicable areas of the Location section of the form including the Site Address, Contact Person, Contact Phone Number, and Section-Block-Lot data. Lastly, click on the "Save" button to save all of the data for this new Location and any related structure(s).

Editing Existing Locations
To make corrections to existing location data, one must select the "Choose Location or Structure" / “Cancel Edit” option group button. Next, the select desired Location record from the Locations list box. Then, select the "Edit Current" (Location) option button from the "Select Edit Type" options. If there are multiple locations and/or structures, make sure you are pointed to the right location and/or structure record that you want to edit. Next, make all necessary adjustments and click on the “Save” button.
B. Adding New Structures

When adding new structures for a given location already on file in the Location list box, make sure that Location is currently selected in the Location list box. Next, select the option "Enter New" (Structure) from the "Select Edit Type" options box. Next, select the structure type from the "Structure Type" options and enter the total number of structures you are adding of this type in the "Item Quantity" textbox. Also enter the "Measurement", whether it is "Owned" or "Leased", as well as the Install Year for the Structure. When finished, click on the "Save" button. After doing all of the above, the new structure will then appear in the "Structures at This Location" list box.

Note: When entering new Microwave or Earth Stations (satellite dishes), the Manufacturer & Model MUST also be entered.

Editing Existing Structures

To make corrections to an existing Structure in an existing Location, one must select the "Choose Location or Structure" option group button. Next, select the applicable Location and then select the option "Edit Current Structure" from the "Select Edit Type" options. This will enable the "Structures At This Location" list box and will allow you to be able to select the structure. If there are multiple structures in a Location, make sure you are pointed on the structure you want to edit. Lastly, enter your changes for the selected structure and click on the "Save" button. The updated structure will then appear in the "Structures at This Location" list box.
Section VIII – “Send to O.R.P.S.” Page

Click on the "Send To O.R.P.S." page when you’re ready to transmit the data containing your changes back to O.R.P.S.

A. The “From” & “To” Sections

The various files, their residing location ("Path"), and their associated record counts are listed in the "From" section of the "Send To O.R.P.S." page. Here, you have options that let you view your data before you send it back. Use these buttons to view all of your data ("View All"), to view just the changes (that you made to the data this cycle) that you’ll be sending back ("View Send Back"), or to view a comparison report with the current and prior year data at the SWIS level ("Current – Prior by SWIS"). These buttons’ labels will dynamically change when a different inventory file type is selected. In the example shown below, these buttons all relate to the "Mass 8.1" file, as this is the selected file in the "File Type" list box.

In the "To" work area, select the "Format Type" that you want to send your data back in. The different options include putting them on a diskette ("A:\ Floppy Disk"), a compact disc ("CD (Temp Dir)"), or on a "Zip Drive", as well as sending them by "E-Mail".

For the "E-Mail" option, one needs to designate a temporary file location for the files to stored. It is recommended that you designate the a: \ drive as this location if you should use this format type. Make sure you have inserted a diskette into your a: drive. After you have selected the "E-Mail" option, click on the ellipsis button. This will allow you to point to and select your a: drive.

For added convenience, when a device is selected to store your files, such as the a: drive, CD or Zip Drive, this text box will inform you how much space is needed for the files in question and how much space is available on that device.

Once you have made your Format Type selection, the "Process" button becomes enabled. To copy your data to the format you have selected, just click on the "Process" button.
When the process has been completed, you can view the contents of the temporary directory (in this case, the a:\ drive) by clicking on the "View A:\" button. After viewing the files, simply click the “Cancel” button to close the "Open" dialog box.

In addition to the files being copied to the specified Format Type (Floppy Disk, CD, E-mail, etc.), they are also copied to your set working directory in the following format:

```
[ (the Working Directory’s path location) + \CATVX\ + (the As of Year) + "send " ]
```

The following are examples of these files’ names and their possible storing locations:
- If the working directory is on the network:
  ```
  "p:\nysreporting\companyname\catvx\2000send\905250m.dbf"
  ```
- If the working directory is on a local, hard drive:
  ```
  "c:\catvx\2000send\905250m.dbf"
  ```

IMPORTANT: Please note that these files will contain only the newly created transactions (the new additions/retirements and any corrections) for that current reporting As of Year.

B. Exiting the Application

One can exit the Cable TV Company reporting Application at any time by simply clicking on the " Exit" button that is located on the upper, right-hand side of each page of the system.
Section IX – Generating Other Reports

The System is also able to generate a multitude of Summary & Detail Reports (accessed through the "Reports" button), as well as an "Edit Log Report" that itemizes all of the changes made by the users of the system.

A. The "Reports" Feature

The "Reports" feature is available on the "Mass 8.1" and "Connections 4.9" pages. To view or print a Summary, Detail, or Current Year-Prior Year Comparison Report, you will need to move your mouse pointer over the "Reports" button.

Selecting the Type of Report

Next, select the option box of the desired "Report Output" (either the "Detail", "Summarized", or "Current-Prior" Comparison Report). The user then has the option to group the data by individual SWIS Codes ("By SWIS"), by a select SWIS Code ("Select SWIS"), or by listing data for the company as a whole without segregating it by each SWIS Code ("No SWIS").

Single Values

One can also limit the amount of data in the report by checking the "Single" checkbox next to any of the various components of the report. These components can include each of the System Class Codes, As of Year, Install Year, ERN and % completed. For example, if one were to check the "Single" checkbox next to "As of Year", and the record highlighted was a "1998" As of year record, the report that gets generated would only include those records that have "1998" as the As of Year.

Setting the “Sort By” Sorting Order

Before the report can be printed or viewed, you must select a sorting order for the report. This is simply done by clicking on any one of the possible selections located under the "Sort By" column (in this example, the "Install Type" was selected, as noted by its white highlighted text). As soon as a Sort Order is chosen, your customized report will display in Microsoft WordPad. When finished viewing or printing the report, simply close out of WordPad by clicking the exit [X] button. At this point, you will be returned to the Cable TV Reporting Application.
B. The "Edit Log" Feature

The "Edit Log" report includes all of the edits, or changes, made to the company data via the Cable TV Company Reporting System. This feature can be quite helpful when trying to backtrack any user changes that may, or may not, have been made. To access this report, move your mouse pointer over the "Edit Log" button. Select the "View All" or the "Selected" option from the menu pad.

Choose the "View All" when wanting to view/print an edit log of ALL changes. Choose the "Selected" option when wanting to view/print the Edit Log Report showing just that one, selected transaction. The "Selected" option will be enabled (available) only when the record that you are pointed on represents an edited transaction.

The Edit Log Report will display in Microsoft WordPad. To print this report, simply do so in the WordPad application. When finished viewing or printing the report, simply close out of WordPad. Do this by either clicking the exit application button [X], or by selecting "File" and then "Exit" from the drop-down menu. Afterwards, you will be returned to the Cable TV Reporting System.