

## Chapter 2 FASTDATA FA Module Startup



### Overview

This chapter provides information on procedures for installing the graphical user interface (GUI)/Windows® operating system version of the FASTDATA FA (Fund Administrator) Module. Two sets of installation instructions are provided: one for a server configuration and one for a standalone configuration. The later is only in the form of a summary. You will need to know which version your activity plans to use. If your activity is using the standalone version, refer to the chapter section on Steps for Stand-Alone Installation to install the FASTDATA FA Module. If your activity is using a server configuration of the FASTDATA FA Module, you will not install the FA Module on your computer; a network or local area network (LAN) administrator will perform a server installation.

For users who have been using the MS-DOS (disk operating system) version of the FASTDATA FA Module, a data conversion process will let you use your current database with the new version of the FA Module. The section on Moving to New FASTDATA Releases discusses this process in detail.

After you have installed the GUI/Windows® operating system version of the FASTDATA FA Module and converted your database from the MS-DOS FASTDATA to the new FASTDATA, you'll need to know how to get started in your new application. This chapter includes everything you need to do to establish a fund administrator activity, set yourself up as an FA Module user, start the FA Module, and log into FASTDATA. For information on uninstalling the FASTDATA FA Module, refer to Appendix E.

After you are up-and-running with the GUI/Windows® operating system version of the FASTDATA FA Module, there may come a day when you need to move from a Sybase database to an Oracle database or you simply want to back up your data. After you export data, you will need to load the exported data to the target database. The FASTDATA export and migrate processes allow you to perform those tasks. An additional runtime option, the FASTDATA purge process, lets authorized users permanently remove an FA and all its associated data from the FASTDATA database. Chapter 2 includes a brief discussion of the FASTDATA purge process.

Additionally, you can find information on maintaining FASTDATA database tables, contacting the FASTDATA Help Desk, and locating information on the FASTDATA web site in this chapter.

Appendix E of this user's manual provides technical information on using the ODBC Data Source Administrator to add or configure an open database connectivity (ODBC) data source, updating the FASTDATA.INI file, and updating the TNSNAMES.ORA file.

Refer to Chapter 3 if you need information on using the FA Module menus, buttons, and other controls.

## **Installing the FASTDATA FA Module**

- **Stand-Alone installation**
- **Server installation**

You can install the FASTDATA FA Module in one of two configurations: standalone or server. In the server configuration, the FASTDATA FA Module and database run from a network server. In the standalone configuration, the FA Module and database run from a PC (personal computer). If you're not sure which configuration is right for your activity, consult your network administrator, supervisor, or technical support personnel. In many cases, the configuration decision will be made for you by a network administrator.

Before you begin to install and run the FASTDATA FA Module, check to ensure you have the following required components:

- FASTDATA FA Module installation CD
- Pentium II class 200 MHz (megahertz) or greater PC (Pentium III class 400 MHz or higher recommended)
- At least 128 megabytes of memory (256 megabytes recommended)
- A large hard drive running Microsoft Windows 95©, Windows 98©, Windows NT© version 3.51 or greater, or Windows 2000
- CD ROM drive for installation
- Minimum of 80 MB of hard disk space for FASTDATA FA files

If you are a network or system administrator and will be setting up a server configuration for the FA Module, you will also need the following component:

- Client-server version of the database engine

The options available in the installation process depend on which configuration you install and on whether the install is a new install or upgrade. Two ways of installing the FA Module follow. The first is for a user who wishes to install the standalone version of the FA Module. The second is for a LAN or network administrator who wishes to install the server configuration of the application. Remember, if you're not sure which way you should install the FA Module, contact your supervisor, technical support personnel, or system administrator. You may also contact the FASTDATA Help Desk.

### **Steps for Stand-Alone Installation**

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**NOTE** The standalone installation process outlined below is for individual users who will be running the FASTDATA FA Module from their PCs. If you are not sure which way you should install the FA Module, ask your supervisor, system administrator, or technical support personnel. You may also contact the FASTDATA Help Desk.

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You can install the FA Module from a CD or, if you have access to the Internet, from a single file that you download from the FASTDATA Web site. For example, for Release

03-1, the single file that contains the FA Module installation is **rel031.exe**. Download the file to your hard drive and then double-click on it to extract the **setup.exe** file. Use the setup file to begin the installation as described below, beginning with Step 2.

1. To install from the FASTDATA CD, insert the CD into your CD ROM drive.
2. From the Windows taskbar, select **Run** from the **Start** menu. The Run window will open.



**Figure 2.1**  
Run Window

3. Type **e:\setup.exe** in the Run window **Open** field, then select the **OK** button. For this example, the CD ROM drive is E, which may differ on your PC. You also can locate the drive and setup file manually, using the **Browse** button.

If you're installing the application from a downloaded file, enter the appropriate drive and file name for the extracted setup file, then select the **OK** button on the Run window to proceed. For example, if you downloaded the application and then extracted the setup file into the **Download** folder on your local hard drive, enter **C:\Download\setup.exe**. You also can simply locate the file in Windows Explorer and double-click on **setup.exe** to begin the installation.

The Microsoft Windows Installer© will load and display the InstallShield Wizard Welcome window. Data on the window will display the Release number, for this example **03-1**.



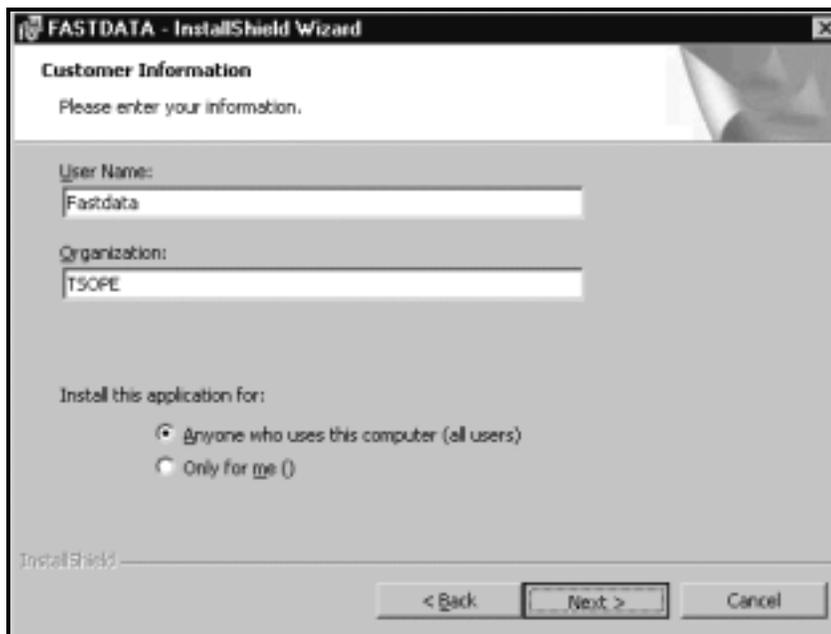
**Figure 2.2**  
InstallShield  
Wizard  
Welcome  
Window

If you already have a FASTDATA application installed, the InstallShield Wizard Program Maintenance window will open instead. Use the window to specify whether you want to modify, repair, or delete the existing application.



**Figure 2.3**  
InstallShield  
Wizard  
Program  
Maintenance  
Window

4. For this example, you're installing the FASTDATA application for the first time so select the **Next** button on the InstallShield Wizard Welcome window. The wizard will advance you to the Customer Information window.

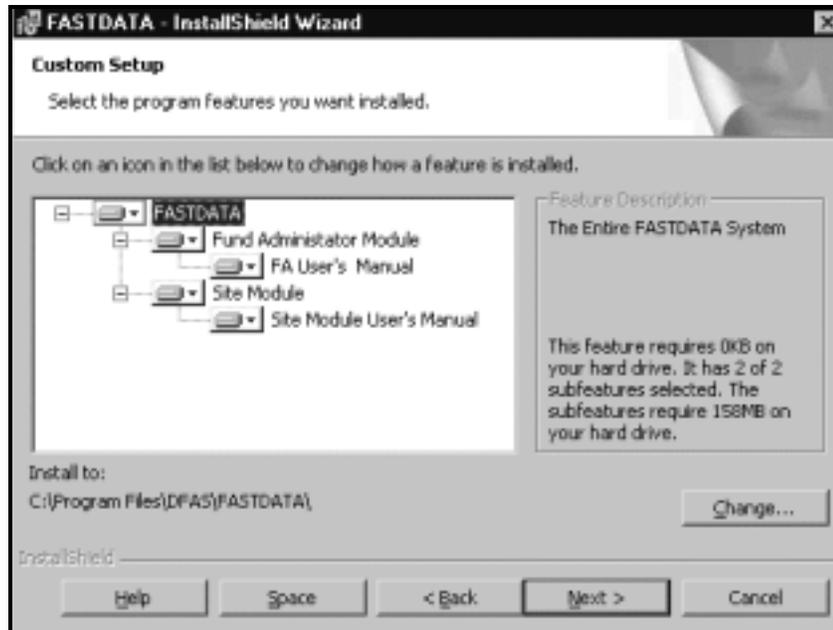


**Figure 2.4**  
InstallShield  
Wizard  
Customer  
Information  
Window

5. Enter the desired **User Name** and **Organization**, then select the applicable radio button to indicate for whom the application is being installed. It is recommended

that you accept the default **Install this application for** radio button selection shown here.

6. Select the **Next** button to proceed. The InstallShield Wizard Custom Setup window will open.



**Figure 2.5**  
InstallShield  
Wizard  
Custom  
Setup  
Window

The window allows you to select one or both modules to install. The default selection, as shown, is both FASTDATA modules. The **Install to** field indicates the default location to which the specified software will be installed. If desired, use the **Change** button to select a different location. If you wish, use the **Space** button to check available disk space on the various available drives prior to installation.

In the example that follows, only the FA Module, in its entirety, is being installed.



**Figure 2.6**  
Selecting Fund  
Administrator  
Module to  
Install

7. Click on the **Fund Administrator Module** field to display the drop-down list, then select **This feature, and all subfeatures, will be installed on local hard drive**.
8. Click on the **Site Module** field to display the drop-down list, then select **This Feature will not be available**.

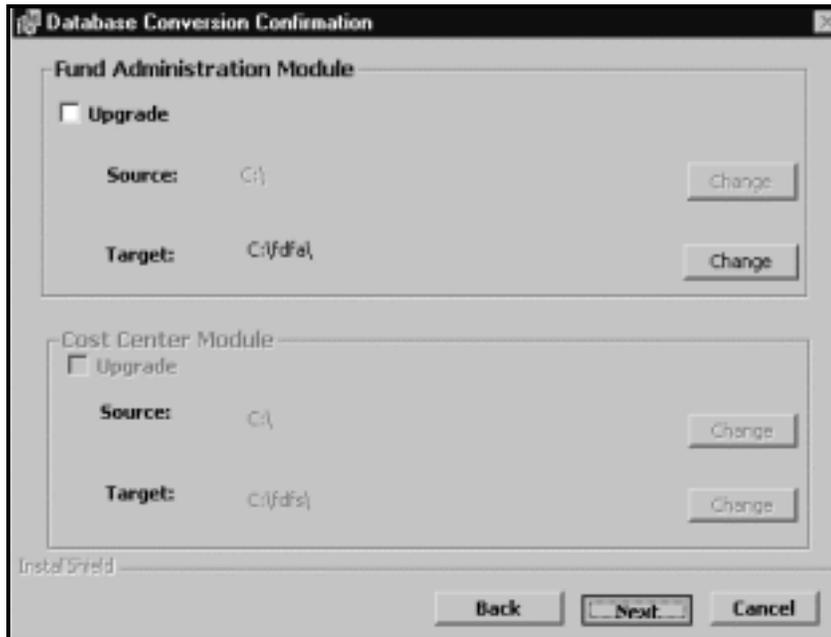


**Figure 2.7**  
**Deselecting**  
**Site Module**

**NOTE** If you only wish to install the Fund Administrator Module, but have previously installed the Site Module and now select **This feature will not be available** for that module, the InstallShield Wizard will automatically remove the previously installed Site Module. Therefore, to keep a previously installed FASTDATA application while installing another, ensure that both modules are selected for a full install. For the example shown in Figure 2.7, a previously installed Site Module would be removed during the install of the Fund Administrator Module.

9. Select the **Next** button to proceed with the installation of the Fund Administrator Module.

The Database Conversion window will open. The Cost Center (or Site) Module is unavailable for selection since only the FA Module has been selected to install.



**Figure 2.8**  
Database  
Conversion  
Window

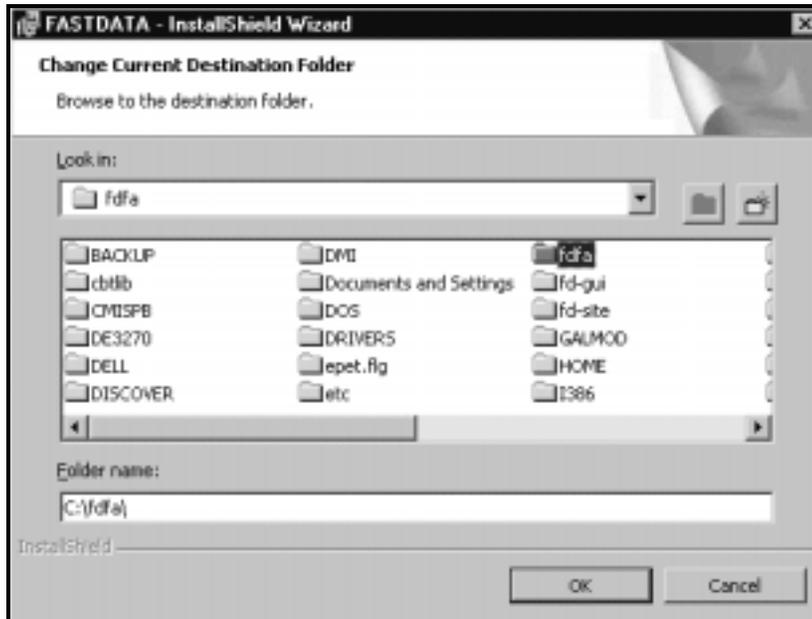
**NOTE** If you're updating an existing FASTDATA FA Module, you must check the **Upgrade** check box and verify that the **Source** indicates the correct location of your existing database. The upgrade will fail if the **Source** location is wrong. Use the **Source Change** button to open the InstallShield Wizard Change Current Destination Folder window and change the location, if necessary. You can select the **Source Change** button only after you've checked the **Upgrade** check box.

For this example, the FASTDATA FA Module being installed is an original installation.

10. Verify that the **Target** indicates the desired location in which the database being installed will reside.

The default location is **C:\fdfa\** and it is recommended that you NOT change it. If the folder does not yet exist on your hard drive, the installation program will automatically create it for you.

If you wish to change the destination location, use the **Target Change** button to do so. The InstallShield Wizard Change Current Destination Folder window will open and allow you to change the location.



**Figure 2.9**  
Changing  
Destination  
Folder

Select the desired destination folder, then select the **OK** button to close the Change Current Destination window and return to Database Conversion window. For this example, you accepted the default destination.

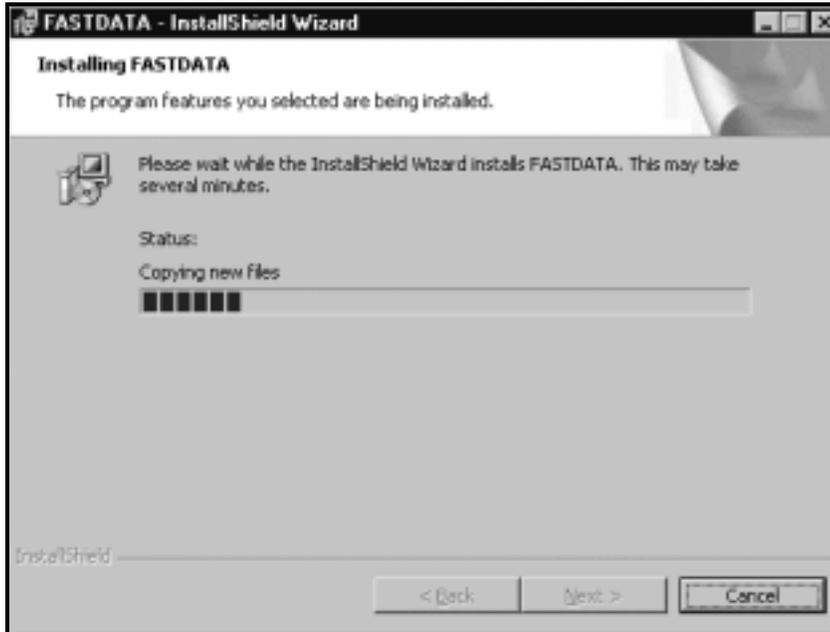
11. Select the **Next** button on the Database Conversion window. The InstallShield Wizard Ready to Install the Program window will open.



**Figure 2.10**  
InstallShield  
Wizard  
Ready to  
Install the  
Program  
Window

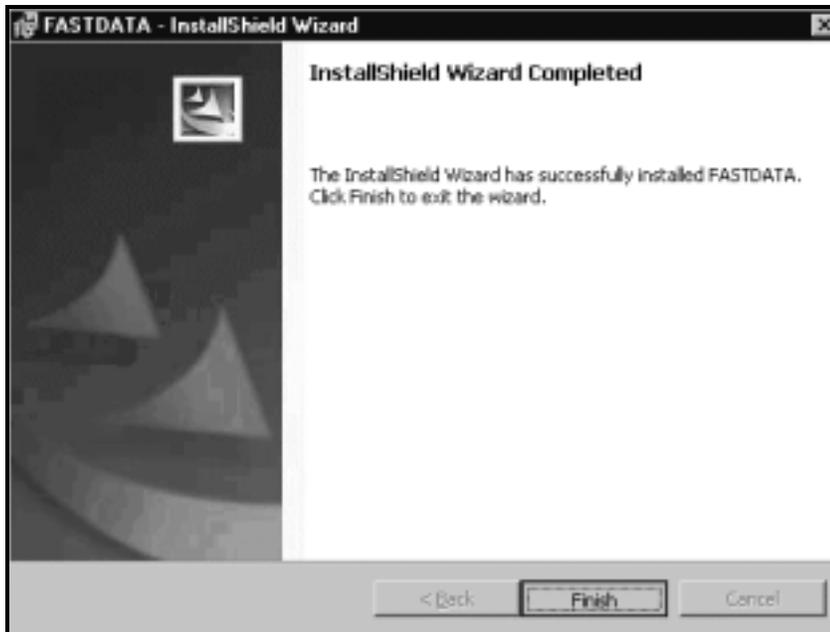
12. Select the **Install** button to continue.

The installation process will begin. An Installing window will display, showing the status of the installation process at the bottom of the window.



**Figure 2.11**  
Installing  
FASTDATA

When the installation is complete, the InstallShield Wizard Completed window displays.



**Figure 2.12**  
Completing the  
Installation

13. Select the **Finish** button to close the wizard and complete the FA Module installation.

If you were previously using the MS-DOS version of the FA Module, after installing the standalone FA Module you must perform a data conversion that will allow you to

use your current database for the new FA Module application you'll be using. Refer to the section of this chapter on Moving to the New FASTDATA for detailed steps on performing the data conversion process.

## ■ **Steps for Server Installation**

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**NOTE** The server installation process is for use by a system or network administrator and assumes a certain level of computer proficiency. Detailed steps are not discussed here since network administrators have latitude in how the final version of the FASTDATA FA Module will run in the server environment. If you need assistance with the installation, contact the FASTDATA Help Desk.

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When you install FASTDATA on your LAN, the FASTDATA FA Module and database will be located on your network. Initial installation procedures are identical to the stand-alone installation discussed earlier in this chapter. The primary difference is that the application is installed on the LAN, instead of on a personal computer. Prior to beginning the installation, close any applications currently running (except for the operating system, Windows 95®, Windows 98®, or Windows NT®). After installing the FA Module, you must configure each user's computer to run FASTDATA from your network.

After you complete the installation process, you must ensure the server Database Management System (DBMS) software, such as Sybase SQL Anywhere 5.0, is installed in the appropriate server location.

Ensure your FASTDATA users have the following components on their PCs to run the FA Module application:

- The client DBMS software, such as Sybase SQL Anywhere 5.0, installed to connect to the FASTDATA database
- An ODBC data source configured to connect to the FASTDATA database
- A local directory containing the FASTDATA.INI file configured to use an ODBC data source for the FASTDATA database
- A Windows 95 or Windows NT shortcut configured to start in a local directory containing the FASTDATA.INI file

These components allow server users to run the FA Module from a LAN and customize their application settings without affecting other FASTDATA users.

Appendix E contains information on running the ODBC Data Source Administrator to add or configure an ODBC data source, updating the FASTDATA.INI file, updating the TNSNAMES.ORA file, and uninstalling the FASTDATA FA Module application.

## *R* Moving to New FASTDATA Releases

- Convert your current MS-DOS data
- Export data for a new GUI/Windows® release
- Migrate exported data for a new GUI/Windows® release

**NOTE** The conversion, export, and migration processes described in this section do not differentiate between standalone installations and server installations of the new FASTDATA FA Module. For system administrators performing these data processes, this chapter assumes a certain level of computer proficiency and acknowledges that such professionals are well-versed in modifying default paths.

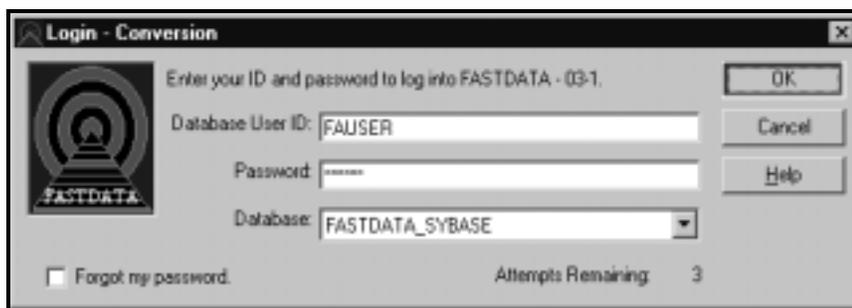
To make your current FASTDATA database useable in the new FASTDATA FA Module, you must perform a data conversion.

**NOTE** If you are a new user of FASTDATA and have no data to convert, you may go to the chapter section on Getting Started with the GUI/Windows® operating system version of the FASTDATA FA Module.

### ■ Steps for Converting Your Current MS-DOS Data

After you have installed the new FASTDATA FA Module, your next step is to convert the data in your current database from MS-DOS files to text files that are then imported into the GUI/Windows® FASTDATA database. For standalone installations, at the end of the conversion process, converted users will be created on the database so they can immediately access the FASTDATA application. The Database User ID and password for each of these users will be reset to **FAUSER**. The active fiscal year will default to the current fiscal year when you run the FA Module.

1. Select the taskbar **Start** menu, then select **Programs, DFAS FASTDATA, FASTDATA, FASTDATA Conversion**. (You can also double-click on the **FASTDATA Conversion** icon if you've made a shortcut on your desktop.) The Login - Conversion window will open.

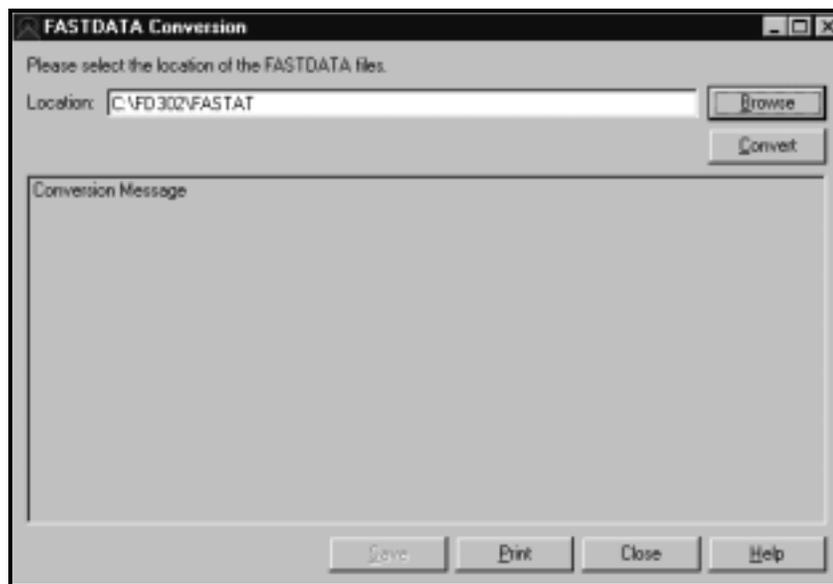


**Figure 2.13**  
Login -  
Conversion  
Window

2. Enter **FAUSER** in the **Database User ID** field.
3. Enter **FAUSER** in the **Password** field.
4. Select the **OK** button or press ENTER.

Since you entered a default database user ID and password, FASTDATA will display a message informing you that your password has expired and you must enter a new one. Select the **OK** button to acknowledge the message. The Change Password - FAUSER window will open, allowing you to enter a new password. See Chapter 3 for procedure on changing your password.

After having changed your password, the FASTDATA Conversion window will open.



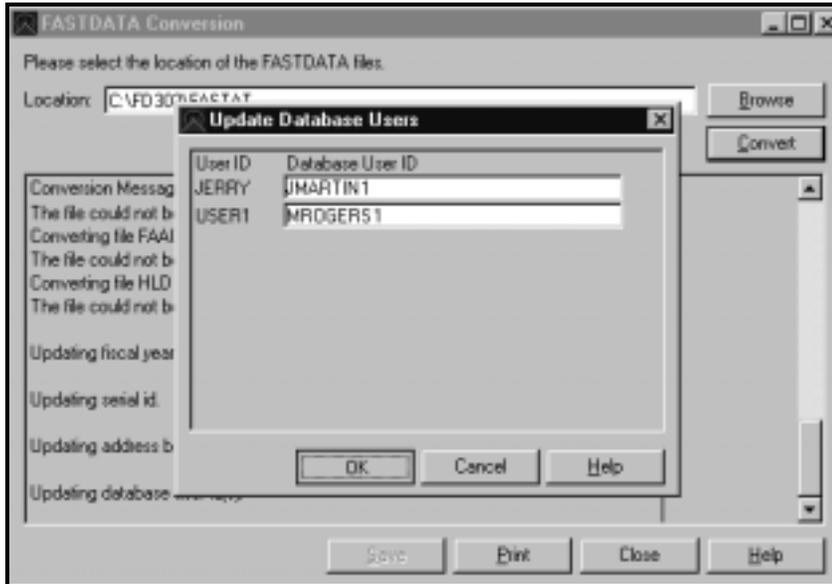
**Figure 2.14**  
Converting DOS  
Data

5. In the **Location** field, enter the drive letter and path of the FASTDATA files you wish to convert. The path should indicate the location of the file named **FB10**, normally found in the **C:\FASTDATA\FASTAT** directory.
6. Select the **Convert** button.

The **Conversion Message** will provide you with information during the conversion process, including successful file conversion and failed conversions. The conversion process may take as long as 15 to 20 minutes. When the conversion process is complete, the Update Database Users window will open. Each user included in the conversion process is listed under **User ID**.

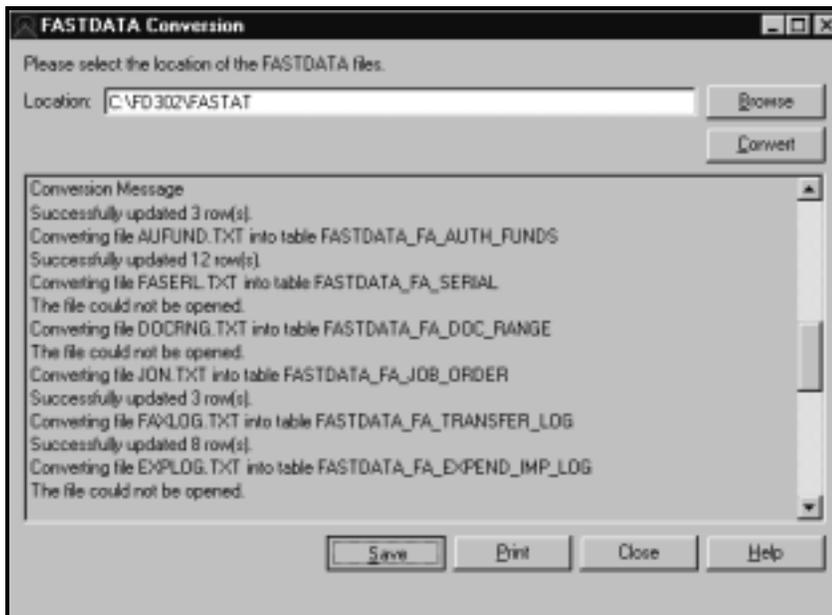
7. For each listed user ID, enter the required **Database User ID**. This alphanumeric ID cannot begin with a number, must have at least 8 but no more than 30 characters, and cannot contain spaces.

**NOTE** You must perform this step after the conversion process because MS-DOS FASTDATA users do not have a Database User ID. To access the GUI/Windows® operating system version of the FASTDATA FA Module, each user must have a Database User ID. For server users, a database administrator (DBA) can change the values assigned on the Update Database Users window later but each converted user must have a Database User ID value.



**Figure 2.15**  
Updating  
Database  
Users

8. Select the **OK** button to close the Update Database Users window.
9. Select the **Save** button on the FASTDATA Conversion window to save the converted files, then select the **Close** button to close the window.



**Figure 2.16**  
Saving the  
Converted  
Files

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**NOTE** Following the successful conversion, you can log into the new GUI/Windows® operating system version of the FASTDATA FA Module. Refer to the section in this chapter on Routine Startup of the FASTDATA FA Module for detailed login steps.

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## ■ Steps for Exporting FA Data

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**NOTE** The FASTDATA export process is not required for a new installation, nor is it necessary for converting MS-DOS FASTDATA files to GUI/Windows® FASTDATA files.

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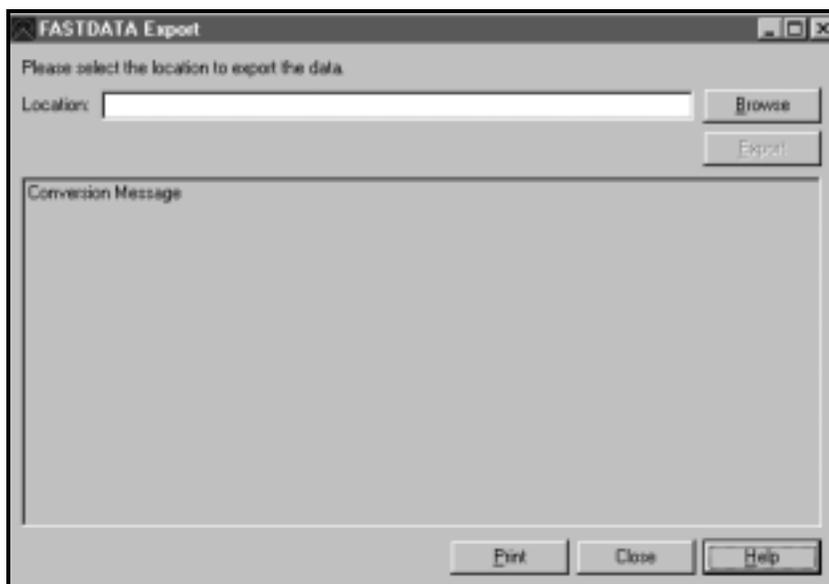
Use the FASTDATA Export window to export data for an FA. If you are moving from a standalone FASTDATA configuration to a server configuration and are switching from a Sybase SQL Anywhere database to an Oracle database, use the FASTDATA export process. You also may use this process if you're sharing your FA database with other users and want to back up your FA data only or if you wish to store a copy of your Oracle database on a laptop computer.

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**NOTE** You can only export FA data for FAs to which you have access.

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1. Select the taskbar **Start** menu, then select **Programs, DFAS FASTDATA, FASTDATA, FASTDATA Export**. (You can also double-click on the **FASTDATA Export** icon if you've made a shortcut on your desktop.) The Login - Export window will open.
2. Enter your valid **Database User ID** and **Password**, then select the **OK** button or press ENTER. The FASTDATA Export window will open.



**Figure 2.17**  
Exporting  
FASTDATA

3. In the **Location** field, enter the drive letter and folder location where the exported files will reside.

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**NOTE** The export action will create two folders in the folder location you select: a **FIXED** folder and a **TAB** folder. The **FIXED** folder will contain text files you can use for converting fixed-length files while the **TAB** folder will contain text files you can use for converting tab delimited files. The **FIXED** folder is required if you perform a FASTDATA migration. Use the **TAB** folder data if you wish to import data into a spreadsheet or other outside application.

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4. Select the **Export** button.

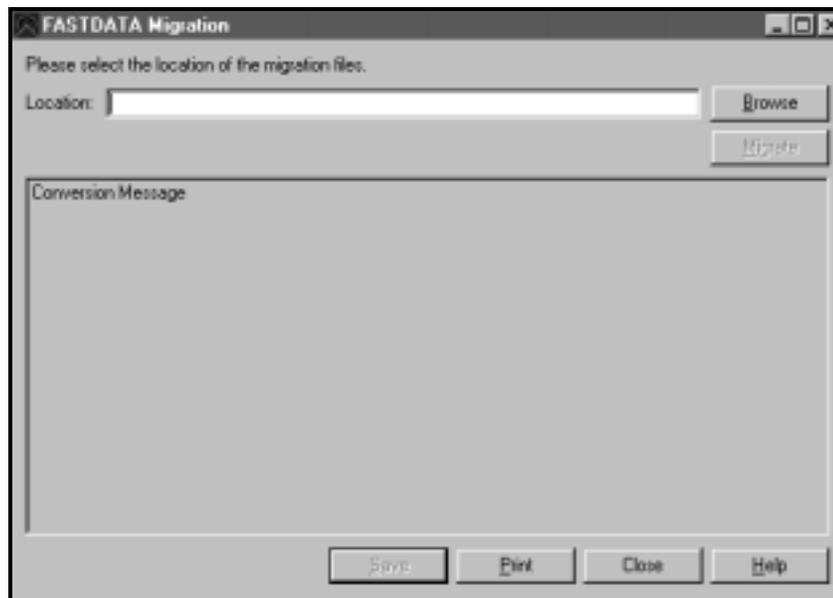
The **Conversion Message** will provide you with information during the data export process.

5. When the export is complete, select the **Print** button if you wish to print the FASTDATA Export Report.
6. Select the **Close** button to close the FASTDATA Export window.

## ■ Steps for Migrating Exported Data

Use the FASTDATA Migration window to load the exported data to the target database after you have performed a FASTDATA export.

1. Select the taskbar **Start** menu, then select **Programs, DFAS FASTDATA, FASTDATA, FASTDATA Migration**. (You can also double-click on the **FASTDATA Migration** icon if you've made a shortcut on your desktop.) The Login - Migration window will open.
2. Enter your valid **Database User ID** and **Password**, then select the **OK** button or press ENTER. The FASTDATA Migration window will open.



**Figure 2.18**  
Migrating  
Exported Data

3. In the **Location** field, enter the drive letter, folder name, and file name of the file you wish to migrate or use the **Browse** button to manually locate the file. The name of the main MS-DOS text file the migration program uses is **FA.TXT**. Use the **FA.TXT** file in the **\FIXED\** folder that FASTDATA created when you ran the FASTDATA Export process.
4. Select the **Migrate** button.

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**NOTE** You cannot migrate data into an FA to which you do not have access.

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The **Conversion Message** will provide you with information during the migration process.

5. When the migration process is complete, select the **Print** button if you wish to print the FASTDATA Migration Report.
6. Select the **Close** button to close the FASTDATA Migration window.

## **Purging the FA**

- **Purge the FA**

### ■ **Steps for Purging the FA**

The FASTDATA purge process lets authorized users permanently remove an FA and all its associated data from the FASTDATA database. You cannot delete FAs to which you do not have access. Unlike the delete FA action users can perform on the FA Maintenance window, the purge FA process will occur even if there are OPTARs, job order numbers (JONs), and authorizations associated with the FA, including any that have been downloaded. Because the purge action is so destructive, to find out how to access the Purge FA window so that you can perform the required steps to purge the FA, you must contact the FASTDATA Help Desk. For information on how to contact the FASTDATA Help Desk, refer to *Contacting the FASTDATA Help Desk* at the end of this chapter.

## **Getting Started with the GUI/Windows® Operating System Version of the FASTDATA FA Module**

- **Start FA Module and perform initial login**
- **Add and select your FA**
- **Add users and establish the financial framework**

**NOTE** If you previously used the MS-DOS version of the FASTDATA FA Module and have converted your existing data to use with the GUI/Windows® version, you do not need to establish the FA, set yourself up as a user, and establish the financial framework. After you perform a data conversion, your previously existing data will be in a format compatible with the GUI/Windows® application.

The following paragraphs outline the procedures to follow after you have installed the GUI/Windows® version of the FA Module. You will perform the following procedures:

- Start the application
- Add and select your FA
- Set yourself up as a user
- Establish the financial framework

Most of the steps that follow apply to new users of the FASTDATA application rather than users who are converting from the MS-DOS FASTDATA to the GUI/Windows® version.

### Restrictions

- First-time users of the GUI/Windows® operating system version of the FASTDATA FA Module must use the default password (**FAUSER**) to log into the FA Module.

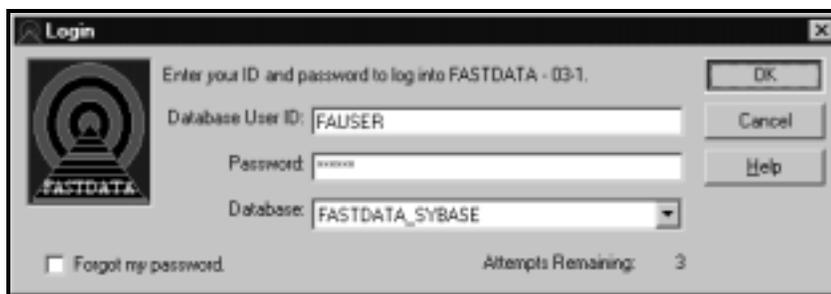
## ■ Steps for Starting FA Module and Initially Logging In

To open the FASTDATA application, select **Start, Programs, DFAS FASTDATA, FASTDATA, FASTDATA**. (You can also double-click on the **FASTDATA** icon if you've made a shortcut on your desktop.)



**Figure 2.19**  
Starting  
FASTDATA

The Login window will open. The Login window allows you to connect to the database where the FA Module application stores its information. The Login window opens automatically when you run the FA Module. To log into the FA Module, you must have a valid database user ID and password.



**Figure 2.20**  
**Login Window**

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**NOTE** If you previously used the MS-DOS version of the FASTDATA FA Module and have converted your existing data to use with the GUI/Windows® version, refer to the established user login section for GUI/Windows® FA Module login steps.

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1. Enter your Database User ID in the **Database User ID** field.
2. Enter **FAUSER** in the **Password** field.

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**NOTE** Until you have changed your password, using the Change Password window, you must log into the FA Module using the default password **FAUSER**.

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3. Select the **OK** button.

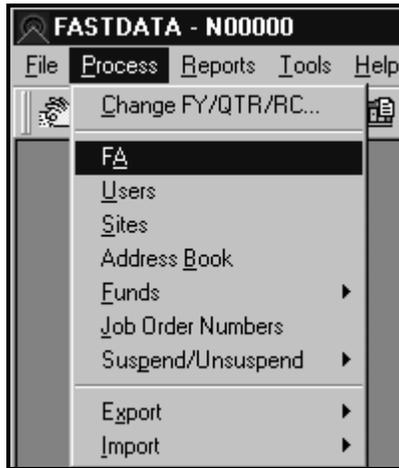
Since, for this example, you entered a default database user ID and password, FASTDATA will display a message informing you that your password has expired and you must enter a new one. Select the **OK** button to acknowledge the message. The Change Password - FAUSER window will open, allowing you to enter a new password. See Chapter 3 for procedure on changing your password.

After having changed your password, the Activity Selection window opens automatically after you log into FASTDATA if your user ID is associated with more than one activity. Because you're a first-time user and have not established your FA, FASTDATA automatically selects the default FA ID, **N0000**, for you for the FASTDATA session.

## ■ **Steps for Adding and Selecting Your FA**

After you have logged into the FA Module, the application frame will display. You're now ready to add your FA to the GUI/Windows® FA Module database. After you establish your new FA ID by means of the (GUI)/Windows® FA Module, you must exit and restart the FA Module, selecting the desired FA ID on the Activity Selection window. The GUI/Windows® FA Module recognizes the FA activity you select when you log in as the current FA for any additions, changes, and deletions you make during your FA Module session.

1. Select **FA** from the **Process** menu.

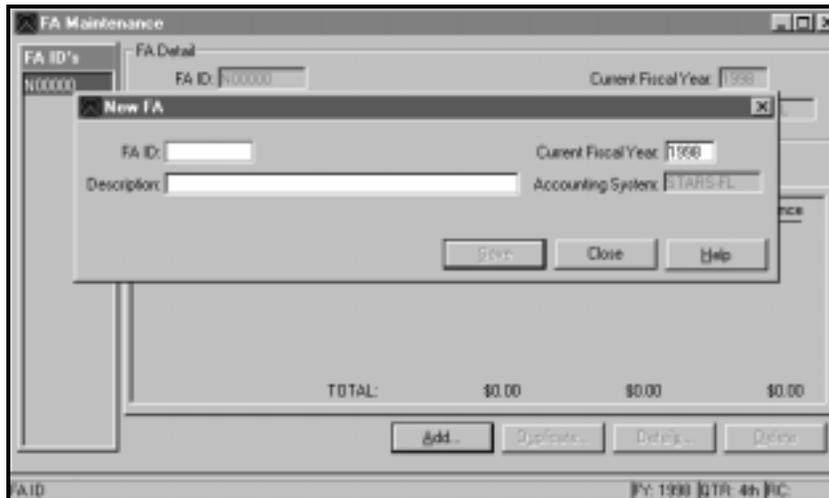


**Figure 2.21**  
Opening the FA  
Maintenance Window

The FA Maintenance window will open.

2. Select **New** from the **File** menu or select the toolbar **New** button.

The New FA window will open.



**Figure 2.22**  
New FA  
Window

3. Enter your FA ID in the required six-character **FA ID** field.
4. Modify the **Current Fiscal Year** under which the new FA will be added, if you wish to change the default value. The default value is the current fiscal year. You can change the value to one of the previous 10 fiscal years or you can enter the next (future) fiscal year.

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**NOTE** When you run the FA Module after installation, the active fiscal year will default to the current fiscal year.

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5. Enter an optional **Description** for your FA.
6. Select the **Save** button, then select the **Close** button to close the window.

The FA ID you just added will display in the FA Maintenance window **FA ID's** list.

7. Select **Exit** from the **File** menu to close the FA Module application.
8. Select the **Yes** button on the **Are you sure you want to exit this application?** message.

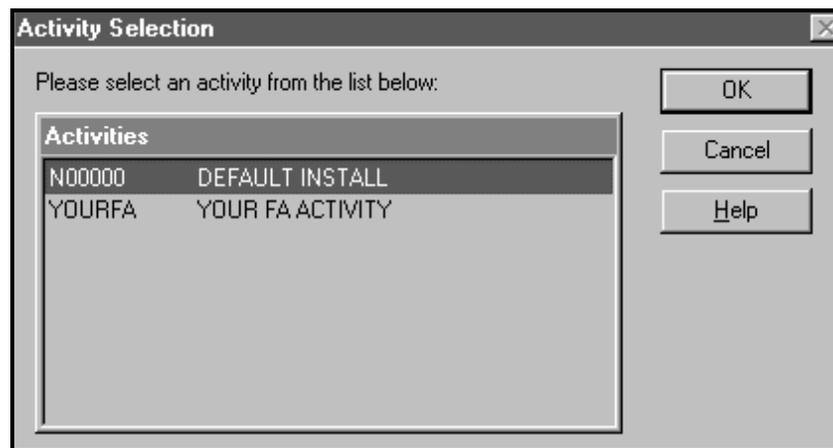
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**NOTE** You must exit the application and then restart it to be able to select the FA ID you just added.

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9. When the **FASTDATA** and **SQL FASTDATA** buttons no longer display in the Windows taskbar, restart the FA Module by selecting **Programs, Fastdata, FASTDATA** from the Windows taskbar **Start** button.
10. Log into the FA Module by entering your **Database User ID** and **Password**, then selecting the **OK** button.

The Activity Selection window will open. The new FA will display in the **Activities** list box.



**Figure 2.23**  
Selecting an FA

11. Select the desired FA activity from the Activity Selection window **Activities** list box.

The FA Module application frame will display. At this point, you are ready to begin using the GUI/Windows® operating system version of the FASTDATA FA Module.

## ■ ***Adding Users and Establishing the Financial Framework***

After logging on and selecting the desired FA activity, you can establish other user IDs for access to the FA Module. For detailed steps on adding a new user, refer to the appropriate section of Chapter 4. After you have added yourself as a user, the next time and each subsequent time you log into the FA Module, you will use the user ID and password that you established for yourself.

After logging into the FA Module and establishing the desired users, you are ready to establish the financial framework. You will do so by adding sites, responsibility

centers (RCs), OPTARs (operating targets), serial ranges, authorizations, and JONs for your FA.

Before you begin setting up your financial framework and FA Module and Site Module users, you should create a plan of action that addresses the following considerations:

- The number of users who will use the FA Module application
- The duties of each FA Module user you add and each user's security access levels
- The number of sites needed
- The RCs, OPTARs, document serial ranges, authorizations, and JONs you will need to add

Use the following references to locate the relevant chapters of the FASTDATA Fund Administrator User's Manual for detailed steps on adding new sites, RCs, OPTARs serial ranges, authorizations, and JONs:

- Chapter 6, Site Maintenance
- Chapter 7, Responsibility Center Maintenance
- Chapter 8, OPTAR Maintenance and Address Book Windows
- Chapter 9, Authorizations Maintenance
- Chapter 10, Job Order Number Maintenance

## *R* Routine Startup of the FASTDATA FA Module

### Restrictions

- To log into FASTDATA, you must be established as an FA Module user.

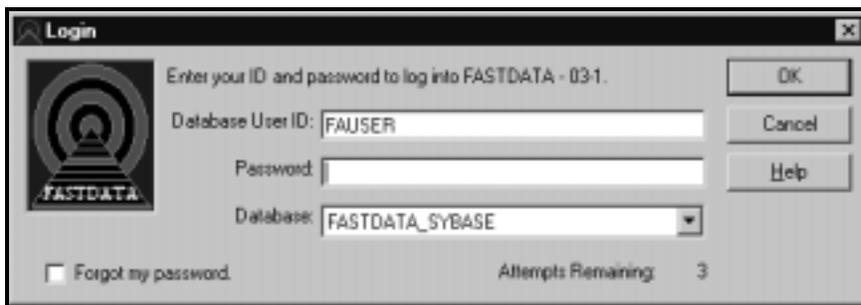
To open the FASTDATA application, select **Start, Programs, DFAS FASTDATA, FASTDATA, FASTDATA**. (You can also double-click on the **FASTDATA** icon if you've made a shortcut on your desktop.)



**Figure 2.24**  
Starting  
FASTDATA

The Login window will open.

- **Login Window Objects**



**Figure 2.25**  
Login Window

**Database User ID**

Your database user ID, along with your password, allows you to connect to the FASTDATA database and access the FA Module. When logging in, you must enter your database user ID.

**Password**

The code associated with your ID that grants you access to FASTDATA. When logging into the FA Module, you must enter your password. Except for a default password, your password must contain at least eight characters, cannot begin with a number, and cannot contain any special characters or spaces.

**Database**

Identifies the database to which you are connecting. If you have access to more than one database, select the database you wish to access from the Database drop-down list.

**Forgot my password**

Check this box if you can't remember your password.

**Attempts Remaining**

Indicates the number of attempts you have remaining to log into the FASTDATA FA Module.

**OK**

The **OK** button verifies the entered data and completes the login action.

**Cancel**

The **Cancel** button aborts the login action and closes the Login window.

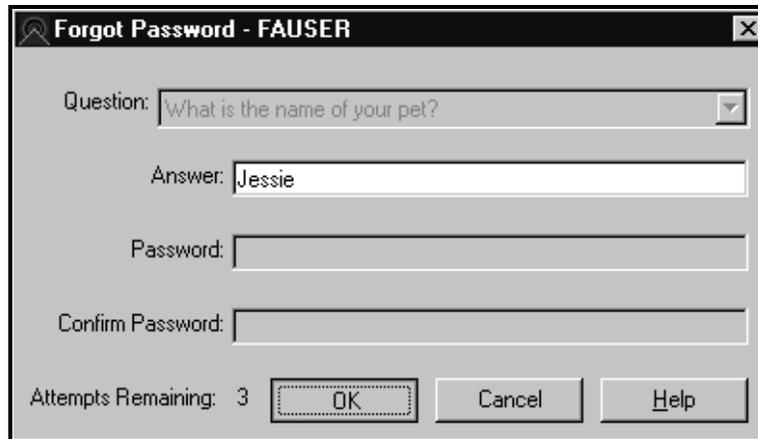
**Help**

The **Help** button accesses the Login help topic.

## ■ **Steps for Routine Startup and Login**

1. On the Login window, enter your required **Database User ID**.
2. Enter your required **Password**. Your password must contain at least eight characters, cannot begin with a number, and cannot contain any spaces or special characters.
3. If applicable, select the database you wish to access from the drop-down list.
4. Select the **OK** button.

If, instead of entering a password, you forgot your password and checked the **Forgot Password** check box, the Forgot Password window will open and display the question that you selected to answer the first time you changed your password. Enter the correct answer, then select the **OK** button.

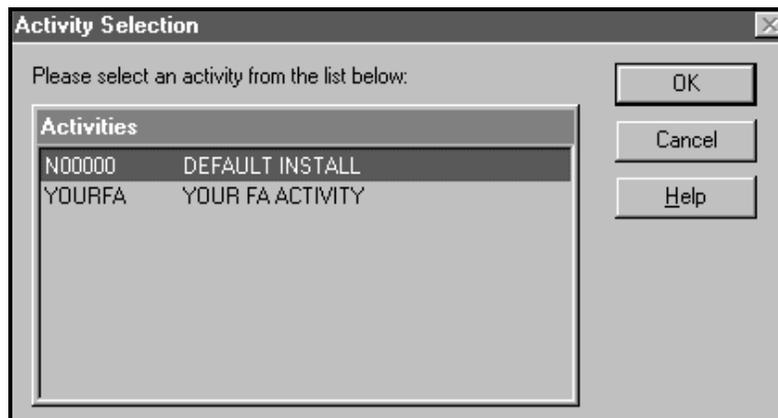


**Figure 2.26**  
**Forgot Password Window**

The Forgot Password window will change to the Change Password window, allowing you to change to a new password. See Chapter 3 for procedure on changing your password.

**NOTE** You have three attempts to successfully log into the FASTDATA FA Module. If, after your third attempt, you have not gained access to the database, the message “Unable to connect to the database due to invalid user ID or password,” will display. Select **OK** to acknowledge the message. Another message will notify you that the number of allowable login attempts have been exceeded and that the application will terminate. You cannot access the FASTDATA FA Module again for a period of 20 minutes.

Assuming that you've entered the correct user ID and password on the Login window, after you select the **OK** button, the Activity Selection window will open.



**Figure 2.27**  
**Activity Selection Window**

5. Select the desired activity from the **Activities** list box.
6. Select the **OK** button. The Activity Selection window will close and the FASTDATA FA Module will open.

## *FASTDATA FA Module Database Table Maintenance*

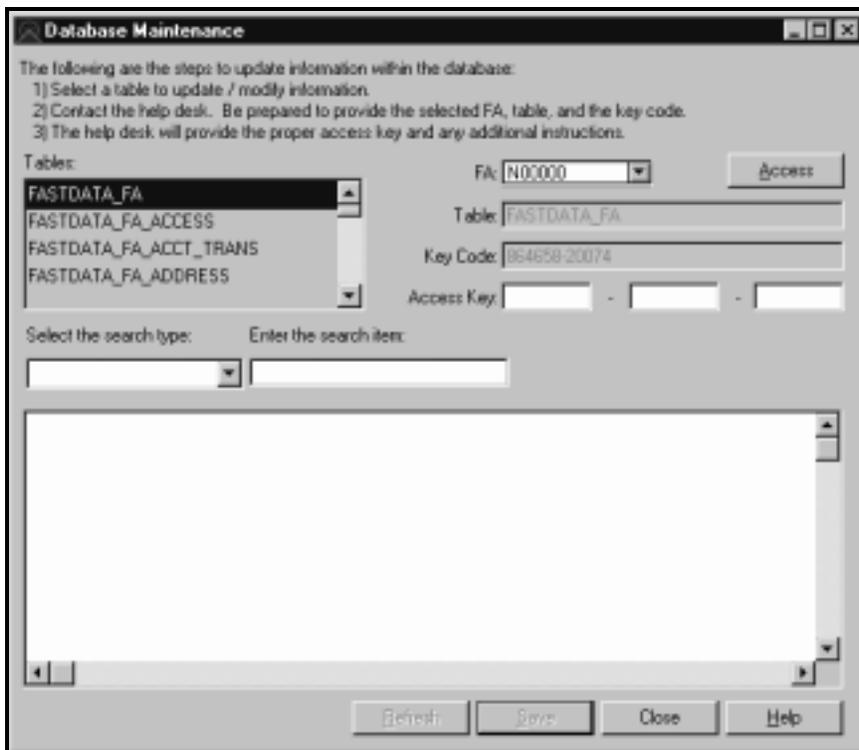
If necessary, use the Database Maintenance window to perform actual data maintenance on the various database tables used with the FASTDATA FA Module. With the window open, you must contact the FASTDATA Help Desk and obtain an access key to access the desired database table. Without the access key, you cannot modify a database table.

The access key you obtain from the Help Desk is valid for only one session on the Database Maintenance window. If you close and reopen the Database Maintenance window, you will need another access key from the Help Desk.

### Restrictions

- To access the Database Maintenance window, you must obtain an access key from FASTDATA Help Desk personnel.

### • *Database Maintenance Window Objects*



**Figure 2.28**  
Database  
Maintenance  
Window

### Tables

Lists the available FASTDATA database tables.

### FA

Lists the available fund administrator (FA) IDs.

**Access**

This button verifies the entered access key and provides access to modify database tables.

**Table**

Displays the name of the selected database table.

**Key Code**

A display-only code that identifies the current user and provides control over access to modify FASTDATA database tables.

**Access Key**

The required security code that allows authorized users to modify a FASTDATA database table. Authorized users must obtain the access key from Help Desk personnel.

**Select the search type**

The contents of the search type drop-down list depend on the database table you select.

**Enter the search item**

Enter the desired value for the selected search type.

**Refresh**

Restores the database table to its original content, canceling any changes made during the current session.

**Save**

Saves any changes made to the selected FASTDATA database table.

**Close**

Closes the Database Maintenance window.

**Help**

Accesses the Database Maintenance window help topic.

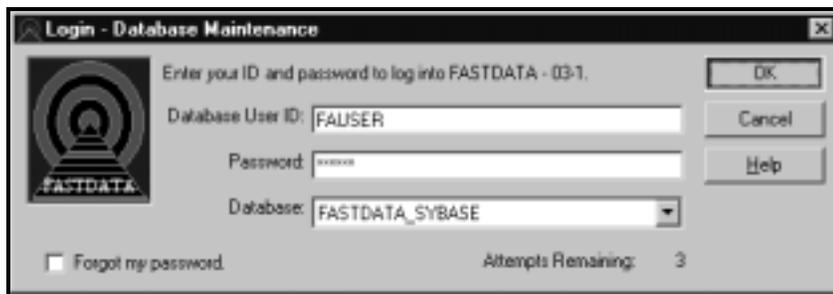
## ■ Steps for Maintaining FASTDATA Database Tables

1. Select **Start, Programs, DFAS FASTDATA, FASTDATA, FASTDATA Help Desk**. (You can also double-click on the **FASTDATA Help Desk** icon if you've made a shortcut on your desktop.)



**Figure 2.29**  
Starting the  
Database  
Maintenance  
Process

The Login – Database Maintenance window will open.



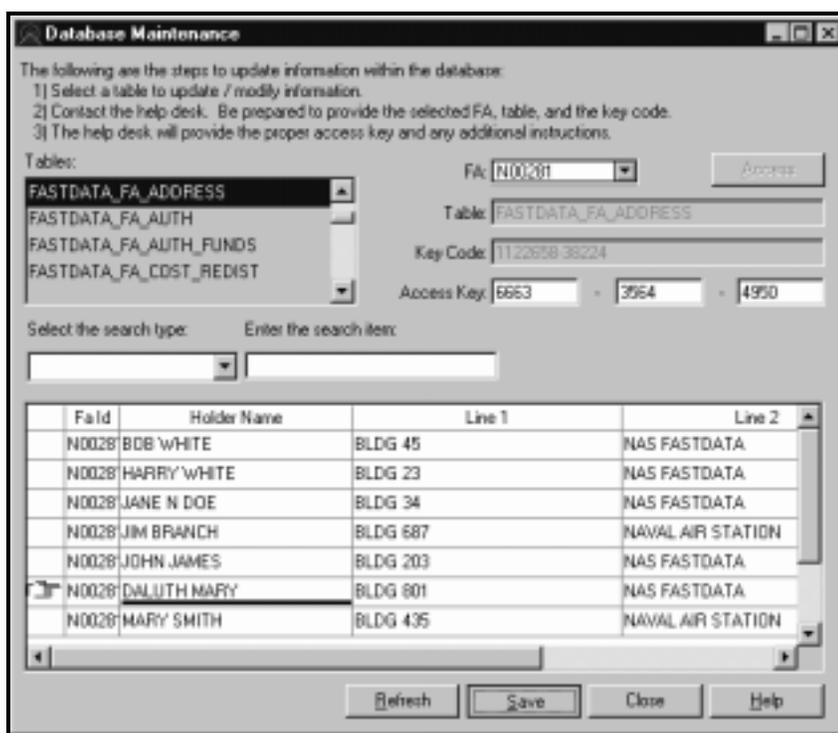
**Figure 2.30**  
Logging into  
Database  
Maintenance

2. Enter your required **Database User ID** and **Password**.

If, instead of entering a password, you forgot your password and checked the **Forgot Password** check box, the Forgot Password window will open and display the question that you selected to answer the first time you changed your password. Enter the correct answer, then select the **OK** button. The Forgot Password window will change to the Change Password window, allowing you to change to a new password. See Chapter 3 for procedure on changing your password.

3. If applicable, select the database you wish to access from the drop-down list.
4. Select the **OK** button.

The Database Maintenance window will open.



**Figure 2.31**  
Changing  
Database Table  
Data

5. Select the table that you wish to maintain from the **Tables** list.
6. If applicable, select the desired FA from the **FA** drop-down list.

**NOTE** You must now contact the FASTDATA Help Desk to obtain an access key which will authorize you to gain access to the desired database table. Refer to the topic immediately following this one for details on how you may contact the Help Desk.

7. Enter the access key given to you by the Help Desk in the **Access Key** fields and select the **Access** button.

Data from the selected table will display on the Database Maintenance window. If you wish to search for a specific data row, select and/or enter the applicable search criteria in the associated search fields.

8. Make your change(s) to the data you wish to modify, then select the **Save** button.
9. If you wish to modify an additional table, or tables, select the desired table and make your change(s).

**Tip** Use the **Refresh** button to reset your changes to the default data, provided you have not yet saved any changes, if you have entered data in error.

10. Select the **Close** button to close the Database Maintenance window.

## Contacting the FASTDATA Help Desk

You can contact the FASTDATA Help Desk at any time by fax or e-mail. Help desk personnel respond to e-mail messages in the order they are received weekdays from 7:30 a.m. until 4:30 p.m. central time. Before sending a message to the FASTDATA Help Desk, review FASTDATA Fund Administrator User's Manual Appendix D, which contains helpful troubleshooting information. You also can perform a search of the FASTDATA help file for additional information on any process that you're having problems with. In addition, the FASTDATA Web site contains useful information that may help you. You can access the FASTDATA Web site by selecting **FASTDATA Web site** from the FA application **Help** menu.

**Fax:** (DSN) 922-1432  
(commercial) (850) 452-1432  
**E-mail Address:** HELPDESK.FASTDATA@DFAS.MIL  
**Web Address:** HTTP://NAVWEB.SECNAV.NAVY.MIL/FASTDATA

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**Tip** Due to the style convention used in this manual, the Internet address shown here is all CAPS. The address you enter is not case sensitive.

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