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The *Down To Earth System*

*Manager* application is the part of Down To Earth that allows for file manipulation such as exporting data files by Company to analyze, examine for errors, and eventually import into other software applications.



It is strongly suggested that any Operator allowed access to System Manager be familiar with your system, the directory structure, the data files, DTE (company) controls, and the logical assignments of your system. To utilize the options provided, you should also be familiar with the data file record layouts and information contained within each file.

Application options (*DTE Controls*) are created and values defined for each company and application. Data file locations, processing options, and system parameters are among the many DTE Control variables. Each application provides a method for changing the values assigned to the DTE Control variables via the “Company” selection of the Maintenance menu column provided viewing and editing the variable is enabled. In addition, copying controls already defined to other company codes is an optional utility.

*Printers* are defined within System Manager. You must define the different laser, inkjet, dot matrix, and line printers for use with Down To Earth using direct terminal, system connection, or system queue. In addition, any escape sequences required for special characteristics such as font, character spacing, paper width, etc. are identified.

*Security* for all Operator IDs and optionally the classification groups (class) security for like users. Define security by specific application, menu column within an application, or selection within a menu column. Each method of security definition can be defined with or without a unique password.

Modify *file characteristics* for the indexed (isam) data files when modifying the source code and the data contained within the data files is also done with System Manager. This process is normally reserved for a programmer’s use.

To add new *company parameters*, you must define the different companies and software applications you will be using to perform business functions within Down To Earth software in System Manager. The Company name and address and any tax identifying codes among other options are all maintained here.

One of the first things done in a non-windows environment after a new *Down To Earth installation* is complete is to Initialize (create new) data files in the directory (logical) assigned to your system. This can only be done after the first company to be processing is completely defined, including the data file and logical assignments.

When the queued reports are all ready to be deleted, you can *clear the print queue* of previously queued reports no longer required. Be careful! All queued reports are deleted by the Unique ID and date of the report. Once they are cleared, the reports cannot be retrieved except from your system backup.

You can also *print a variety of reports* such as the DTE Controls defined, user Access log tracking specific operator ID menu selections, the Security currently defined for the operator IDs, and the File characteristics assigned to the data files created from within System Manager as an example.

System Manager is the management headquarters for Down To Earth, your system, printers, data files, operators, and security.

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