



# American Postal Workers Union, AFL-CIO

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July 27, 2001

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TO: Don Foley  
RE: STAFFING SOFTWARE

At the May 2001 Central Region Maintenance Educational Seminar the delegates requested and we promised to provide them with copies of the most current Postal Service staffing software. After lengthy discussions with the Postal Service, we were finally permitted to copy their staffing software and distribution of the staffing software was made to the delegates.

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The Postal Service's Staffing software is contained on two staffing CD's which are enclosed in this mailing:

1. The Maintenance Workhour Estimator and the Postal Service's support documentation for Mechanization and Building Maintenance,
2. The MS - 47, Version 2.6d, for custodial staffing<sup>1</sup>.

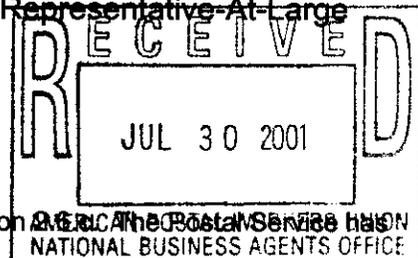
These are the most current staffing CD's and installation of the CD's is relatively easy. Follow the normal program installation prompts on your computer when installing the Workhour Estimator. Installation of the MS-47 program requires a few additional steps. To install the MS-47 program follow these steps:

- A. Click on the ICON "My Computer"
- B. Click on the ICON for your computer's CD drive
- C. Click on the FOLDER titled "MS-47 Ver.2.6.d"
- D. Click on the ICON titled "Setup"
- E. Follow the installation prompts.

Please feel free to contact me should you experience any problem installing these programs.

*Gary Kloepfer*  
Gary Kloepfer  
National Representative-At-Large

Attachments  
GK/syi/opeiu#2/afl-cio



**As you will note, the attached written instructions are for MS-47 Version 2.6.d. The Postal Service has advised us that these instructions are applicable to Version 2.6.d.**



# software modification order

SUBJECT: Automated MS-47 Software Version 2.6b

DATE: April 23, 1997

NO: SMO-011-97

TO: All Maintenance Capable Offices  
Area Offices  
MPP

FILE CODE: P

ccru:SM9710AA

This Software Modification Order (SMO) releases Automated MS-47 Version 2.6b software. The purpose of this SMO is to upgrade all previous versions of the Automated MS-47. **This update must be completed to be compatible with the Workhour Estimating Software Package.**

Attachments 1 through 4 provide instruction and information related to the installation and use of the new software. After completing the modification, fill out Attachment 5 and return it to the indicated address.

Enclosed with this SMO is a set of two 3.5-inch diskettes for upgrading and backing up the Automated MS-47 v2.6b.

Direct any questions or comments concerning this bulletin to the Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070-6708; telephone FTS 2000 (405) 573-2123 or toll free (800) 366-4123.

A handwritten signature in black ink, appearing to read "Rex M. Gallaher".

Rex M. Gallaher  
Manager  
Maintenance Technical Support Center  
Maintenance Policies and Programs

- Attachments:
1. MS-47 FILE BACKUP
  2. INSTALLING AUTOMATED MS-47 2.6B
  3. STARTING THE AUTOMATED MS-47
  4. MS-47 FILE RESTORE
  5. REPORT OF FIELD MODIFICATION

- Enclosures:
1. Set of two diskettes:
    - a. MS-47 Version 2.6b Install Diskette
    - b. MS-47 Backup Data Diskette

ATTACHMENT 1**MS-47 FILE BACKUP**

Use this procedure to back up data from previous versions of the Automated MS-47 program.

The following diskette is provided with this SMO to complete the procedure:

- MS-47 BACKUP DATA (pre-formatted and defect free)

NOTE: If a large number of files are to be backed up additional data diskettes will be required. Use formatted diskettes containing no files.

When the MS-47 program performs a backup, the data from a directory is compressed into a file and then copied to a diskette. The backup operation is a standalone MS-47 operation, no additional utilities are required to perform the backup. This is not part of a MS-DOS backup or any other file backup program.

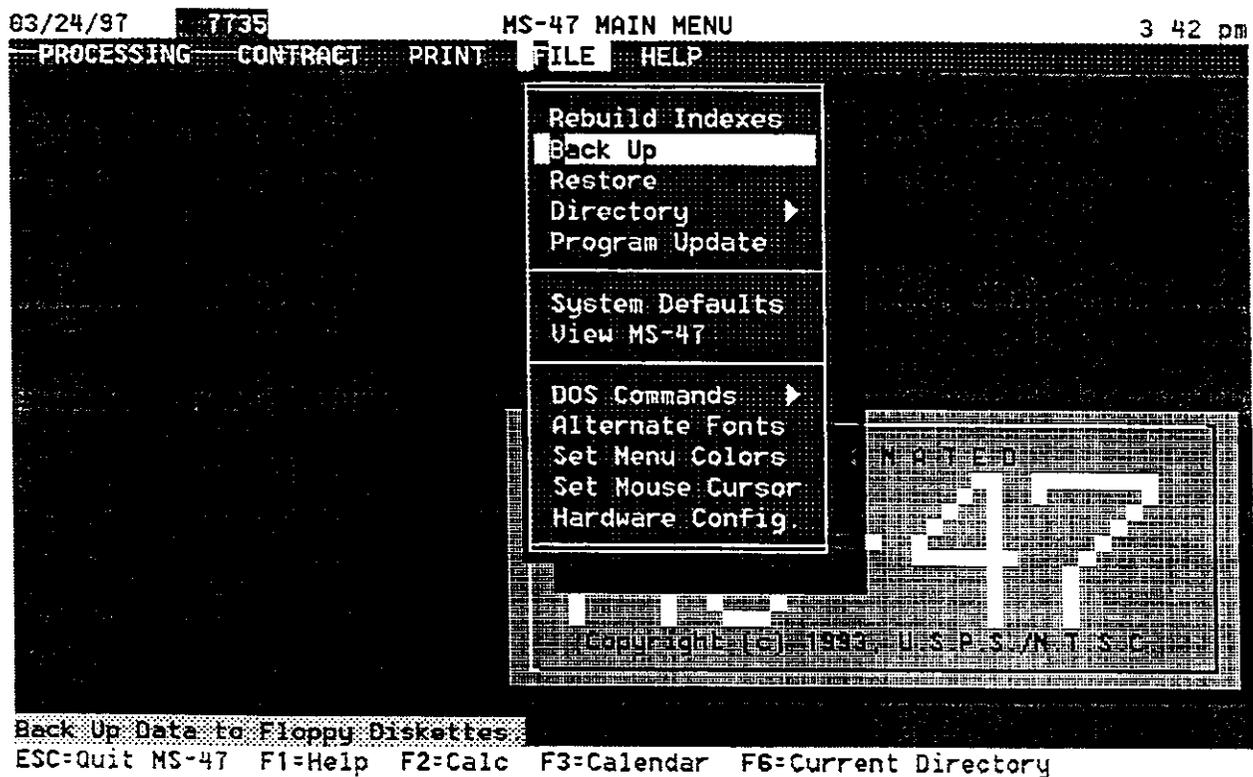


Figure 1-1. MS-47 Back Up

1. Insert the MS-47 BACKUP DATA diskette into drive A. (If your system configuration uses drive B for backups, insert diskette into drive B.)
2. Select **Back Up** from the file menu. See Figure 1-1.

**ATTACHMENT 2****INSTALLING AUTOMATED MS-47 2.6B**

Use this procedure after successfully backing up data from previous versions as instructed in Attachment 1. This procedure installs the MS-47 2.6b program files from a diskette to the computer hard drive.

The following diskette is provided with the SMO to complete the procedure:

- Automated MS-47 v2.6b Install Disk

The installation program sets up a complete, working installation of the Automated MS-47 program. No previous program files are required for this installation. For the procedures that follow, “[ENTER],” refers to the instruction to press the keyboard, “ENTER” key.

1. With the system at the C:> prompt, insert the Automated MS-47 Install diskette into drive A.
2. Start the installation program, type: **A:INSTALL [ENTER]**.
3. Observe the install program startup screen. To continue after reading the text press: **[ENTER]**.
4. To accept the default source diskette, press: **[ENTER]**.
5. The program displays the README.TXT file. After reading this file, press: **[ESC]**.
6. To accept the default destination drive and directory, press: **[ENTER]**.
7. The program responds by reporting the progress of the installation.
8. When the install program quits, the system returns the prompt, C:\MS47V26B>.
9. Remove the installation diskette.
10. Continue to next procedure.

**ATTACHMENT 3****STARTING THE AUTOMATED MS-47**

After successfully completing the installation, use this procedure to create a MSTEST directory and to enter the system default information.

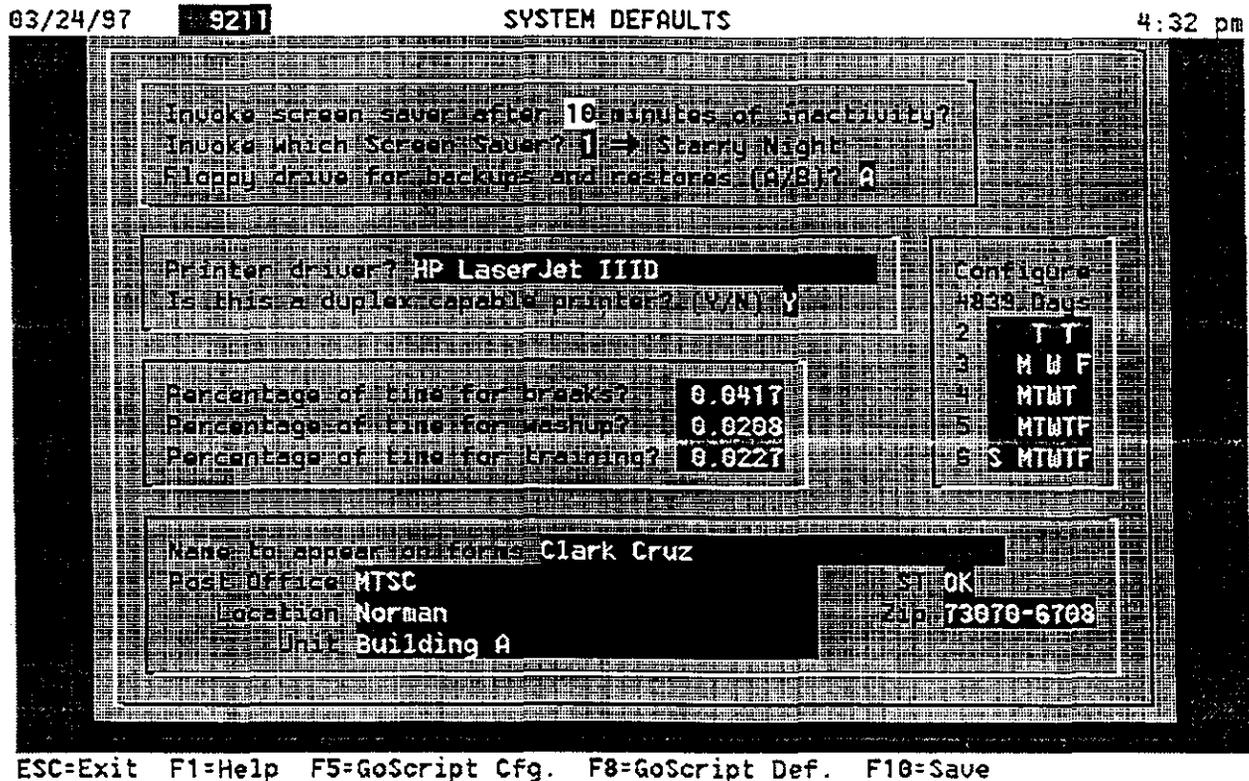


Figure 3-1. MS-47 System Defaults

1. From the C:\MS47V26B directory, start the program, type: **MS47 [ENTER]**.
2. The program starts and displays the opening screen with a dialog box.
3. No inventory data is available to the program following a new installation. After starting the program you must create a new sub-directory. To create a new directory, press: **[ENTER]**.
4. The program asks for a directory name, type: **TEST [ENTER]**.
5. The program creates the MSTEST directory and builds an empty inventory data base.
6. From the FILE menu, select: **System Defaults**.
7. The program responds by displaying the system defaults entry screen. See the example in Figure 3-1.

**ATTACHMENT 4****MS-47 FILE RESTORE**

Use this procedure to restore data to MS-47 version 2.6b from a floppy diskette and perform a program update.

The restore operation requires that you to select the compression type of the file. To insure compatibility with prior versions, a restore method is provided for each compression type.

- PKZIP
  - MSCE
  - INTERNAL
1. From the C:\MS47V26B directory, start the program, type: **MS47 [ENTER]**.
  2. The program starts and displays the main menu screen. Insert the MS-47 BACKUP DATA diskette into drive A.
  3. From the FILE menu, select: **RESTORE**. Observe the RESTORE DATABASE FILES screen. See Figure 4-1.

```
04/01/97 7959 RESTORE DATABASE FILES 8 25 am
```

```
Make a Selection
Insert an MS-47 back up disk into Drive A:.
This procedure will overwrite all database files in the
corresponding restore directories. If a directory does not
exist, it will be created.

Select restore type:
CURRENT restores to the current working directory only.
GLOBAL restores all MS back up files found on the diskette.
SELECT allows you to select 1 or more back up files to restore.
CANCEL will return to the main menu.

RESTORE  F10  FILE  F11  HELP  F12  EXIT  F13
```

ESC=Cancel F10=Restore Method: INTERNAL

Figure 4-1. MS-47 Restore Screen



15. Select the INTERNAL restore, type: I.
16. Choose all files, select: **GLOBAL**.
17. The program responds by restoring all INTERNAL files.
18. From the File menu, select: **Program Update**. See Figure 4-3.
19. The program responds by performing special file maintenance to each directory.
20. This concludes the procedure. Continue to Attachment 5.

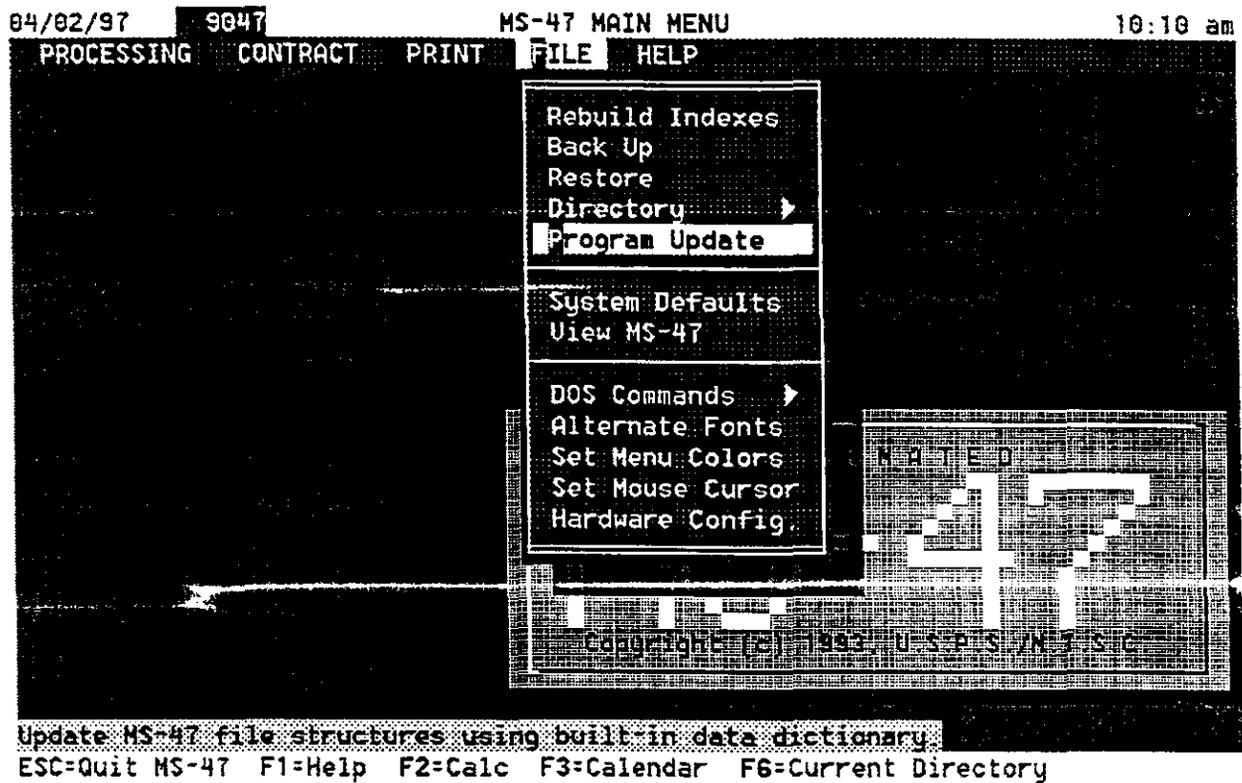
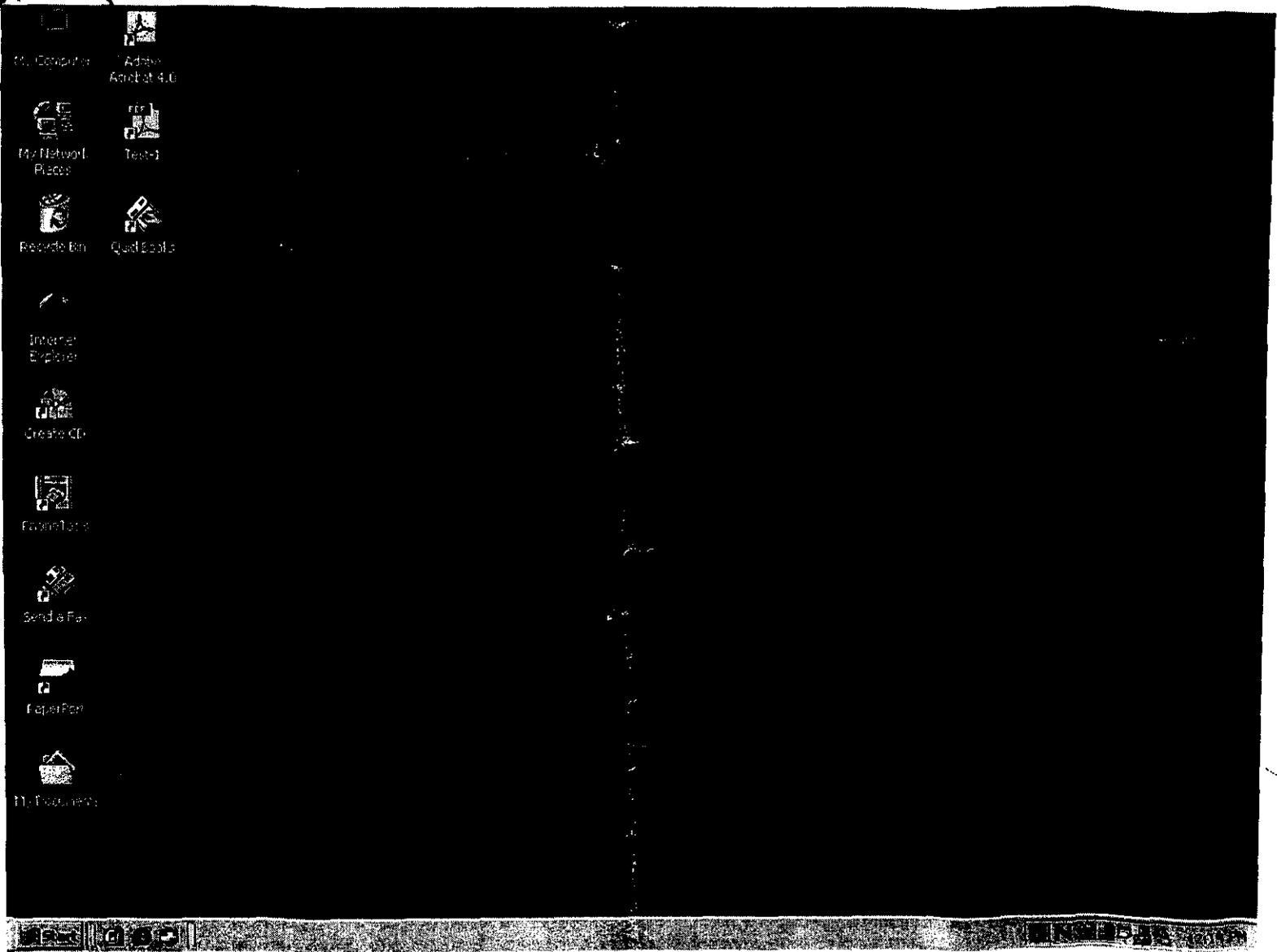
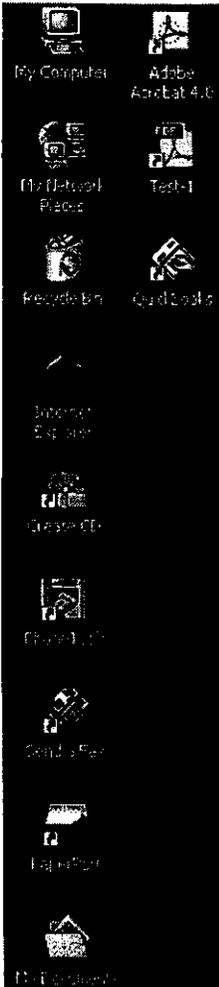


Figure 4-3. MS-47 Program Update



# My Computer icon





**My Computer**

File Edit View Favorites Tools Help

Address: My Computer

**My Computer**

Select an item to view its description.

Displays the files and folders on your computer

See also:  
[My Documents](#)  
[My Network Places](#)  
[Network and Dial-up Connections](#)

3 1/2 Floppy (A:)  
Local Disk (C:)  
Zip 250 (D:)  
010713\_1549 (E:)

Groupwise on 'Apwu\_grou...'  
Apwu on 'Apwu/Ap...'  
Public on 'Apwu/S...'  
Public on 'Apwu/S...'

Public on 'Apwu(Sys)' (Y:)  
Free Space: 1.33 GB,  
Capacity: 1.95 GB



010713\_1549 (E:)

File Edit View Favorites Tools Help

Back Search Folders History

Address 010713\_1549 (E:)

010713\_1549 (E:)

Select an item to view its description.

Capacity: 2.00 MB

- Used: 2.00 MB
- Free: 0 bytes

Auto MS 47  
Ver. 2.6 d

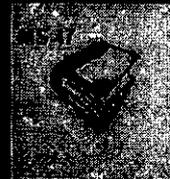
0 bytes My Computer





Setup

*MS-47 version 2.6d*



Welcome

**MS - 47 v 2.6d Installation**

A large, dark, abstract graphic that resembles a stylized tree or a complex geometric shape, positioned in the center of the 'Welcome' dialog box. It is somewhat blurry and has a grainy texture.

Back Next Cancel