#### **OPERATIONS MANUAL**

Overview:

The Operations Manual provides computer control personnel and computer operators with a detailed operational description of the information system and its associated environments, such as machine room operations and procedures.

#### 1 GENERAL

#### 1.1 Introduction and Purpose

Describe the introduction and purpose of the Operations Manual, the name of the system to which it applies, and the type of computer operation.

#### 1.2 Project References

List, at a minimum, the User Manual, Maintenance Manual, and other pertinent documentation.

#### 1.3 Glossary

List any definitions or terms unique to this document or computer operation and subject to interpretation by the user of this document.

#### 2 SYSTEM OVERVIEW

#### 2.1 System Application

Provide a brief description of the system, including its purpose and uses.

#### 2.2 System Organization

Describe the operation of the system by the use of a chart depicting operations and Interrelationships.

#### 2.3 Software Inventory

List the software units, to include name, identification, and security considerations. Identify software necessary to resume operation of the system in case of emergency.

#### 2.4 Information Inventory

Provide information about data tiles and databases that are produced or referenced by the system.

#### 2.4.1 Resource Inventory

List all permanent tiles and databases that are referenced, created, or updated by the system.

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**Rosina Ehmann** 

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