



Section 4: Documentation

Development Process

Documentation of the system development process (including system specifications) is the responsibility of the System Custodian. For the purpose of this document, “developed systems” are defined as a collection of components including users, hardware, networks, data, input/output, and programs that accept, edit, process, store, retrieve, format, and output data. Developed systems are not

- Commercial-off-the-shelf software.
- Standalone reports produced for users from existing databases.

An example of a university developed system would be the budgeting system.

User Documentation

User documentation is the responsibility of the System Manager. The system developer will where possible provide an on-screen help environment which is understandable, internally consistent, and easy to follow for both experienced and new users. User documentation may contain the following components:

- *Welcome Screens*: At the beginning of each separate operation a screen should identify the system/sub-system in use and describe its function.
- *Help Screens*: The system should provide support information that is easily accessible, well organized, and complete.
- *Error Messages*: Users should be notified on the work screen when an error has occurred and be prompted to correct the mistake.
- *Data Elements*: A list of clearly defined data elements including input source and error checking process.
- *User Initiated Processes*: A description of any major processes occurring within a system in response to user action.
- *Processing Screens*: Illustrations of all entry and reporting screens with explanations of their uses, cross-referenced to on-screen help and instructions.
- *Reports*: Standard reports produced by the system, frequency of automatically generated reports, calculated data fields in reports, and instructions for requesting user-initiated reports.

- *Task Instructions:* Specific sequential instructions for performing tasks that use the system or its component subsystems.

Software Documentation

Each program that is written and placed into a production cycle should be documented. The documentation shall be sufficient to enable program maintenance by another programmer with minimal familiarization. The documentation shall include the following:

- Name of the program.
- Original Requestor.
- Purpose Section.
- File Section.
- Parameter Section.
- Comments / History Section.

The source code shall also contain any additional comments to facilitate maintenance of the program by another programmer.

The Purpose Section will be a brief description of the purpose of the program.

The File Section will describe the input and output files and if necessary will include the formats for the files.

The Parameter Section will document any parameters that are needed by the program – ex. the format of the parameter.

The Comments / History Section will contain any additional information relevant to the application as well as an ongoing history of updates to the program.

Example of Program Documentation:

```

/*
FILE NAME.: szpigr.sql
RELEASE....: 1.0
OBJECT NAME: szpigr
PRODUCT....:
AUTHOR.....: John Smith
USAGE.....:
PARAMETERS.:
NOTE.....: General Student Package
           Custom Job Submission process that will inactive general learn records after
           not attending for 6 terms.

```

COPYRIGHT..:

=====

TABLES USED:

GJBJOBS Report/Process Definition Table
GJBPRUN Process Run Parameter Table
GLBEXTR Population Selection Base Table
SGBSTDN General Learner Base Table
SHRDGMR Degree Repeating Table
SORLCUR Learner Curriculum Repeating Table
SORLFOS Learner Curriculum Field of Study Repeating Table

=====
FUNCTIONS/PROCEDURES USED:
f_get_degree
f_next_semester
gb_common.f_get_id(BANINST1)
=====

History:
Original placed in production on 4-9-2014 - REW
=====

*/