

PC-MICAR100/200

System Manager's Manual

&

User's Guide

1/11/96

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INTRODUCTION

The MICAR100 software takes output from PC-MICAR Data Entry and/or Super-MICAR and assigns entity reference numbers (ERNs) to any unassigned text. Any text that MICAR100 is unable to assign an ERN is given "999999" instead.

MICAR200 takes MICAR100's output and converts the ERNs to ICD-9 codes. Very little work is required on the user's part to perform these tasks.

The system is designed so that MICAR200 is automatically run after MICAR100 completes its processing. This assumes that the MICAR200 executable and configuration file are present.

Who This Manual Is For

This manual is intended for anyone who will be using the PC version of MICAR100 and MICAR200. Instructions for installation as well as running MICAR100 and MICAR200 have been included for convenience. It is strongly recommended that the System Manager install MICAR100/200 and define the paths under the **Setup** Menu Option.

The manual has been divided up into two general sections. The first section is for the System Manager. These sections deal with installing and maintaining MICAR100/200 on the PC. The System Manager is assumed to have some experience with PCs. Each such section has - **Sys. Man.** added to the section heading. Other users should ignore these sections.

The second part of the manual is dedicated to the typical user. This part contains instructions on the day-to-day uses of MICAR100/200. These sections *do not* have the - **Sys. Man.** added to the section heading.

The Unified Database

The 1996 versions of all PC-based MICAR software have been developed around a single, unified database. Each system has been designed to access a single data file that is sharable between system. This database, which is a Foxpro-compatible X-base database, contains provisions for supporting all of the PC-based MICAR software, which includes:

PC-MICAR Data Entry Software
Super-MICAR Software
PC-MICAR 100/200 Processing Software
PC-ACME/TRANSAX

The advantage of the unified database is one of convenience. Users no longer need to generate formatted ASCII files in order to transfer data from one system to the other. Each system in turn simply opens the database and does its processing. This capability, combined with the ability to access files on a network server, means that only one file is necessary for all MICAR processing needs, and that file can be available to any user at any time. Thus, MICAR coders can open a file and enter data through Super-MICAR or PC-MICAR Data Entry. When finished, another user can open the same file and process it through PC-MICAR 100/200 Processing. The file can then be opened by a MICAR reject coder to correct MICAR rejects. After ACME is run, an Underlying Cause coder can open the file and correct the ACME rejects, then re-run ACME and TRANSAX. In this scenario, the only file that ever needs to be exported is the TRANSAX output file, for shipment to NCHS and for merging with the mortality demographic file.

As an added advantage, if the data were originally entered through Super-MICAR, the full text of the data entry can be viewed during MICAR and ACME reject editing in PC-ACME/TRANSAX software.

For the system administrator, it is important to decide how to set up the file system for your state. While all files can reside in one area on a network drive, it may be more prudent to move the files from one area to another when they have completed each stage of processing. This will help to avoid the problem of people opening an incorrect file by mistake and modifying data that has already been completely processed.

INSTALLING PC-MICAR100/200 - Sys. Man.

PC-MICAR100/200 and its associated files are all on a series of Installation Disks. One of the Installation disks contains an INSTALL program that will create directories on the hard drive and place files in those directories (see **List of Files in the <MICAR> Directory**, pg. 4, and **List of Files in the <MICAR/TABLES> Subdirectory**, pg 4). Note that by changing the Destination Path (see **Installation Instructions**, pg. 7), there may be alterations to these directories.

System Requirements - Sys. Man.

The hardware and software requirements to run PC-MICAR100/200 are:

- IBM PC or PC compatible computer
- 80286/386 CPU or better
- 640 Kilobytes RAM
- Hard Drive with at least 4 Mb free storage space
- Monochrome monitor (color recommended)
- 1 floppy drive (any variety)
- DOS 3.3 or higher (DOS 5.0 or higher recommended)

NCHS also recommends that the PC's CONFIG.SYS file be set for the following minimum values:

- FILES = 60
- BUFFERS = 30
- STACKS = 9,256

List of Files on the Installation Disk - Sys. Man.

Below is a list of the files on the Installation Disk(s).

INSTALL.EXE	The installation program.
INSTALL.CFG	The installation configuration.
PKUNZIP.EXE	A data de-compression program.
MICAR.ZIP	The file containing the compressed MICAR100/200 files that will be put into the <MICAR> directory.

List of Files in the <MICAR> Directory - Sys. Man.

Below is a list of the files that will be installed in the <MICAR> directory. Note that during installation, a subdirectory called <TABLES> will be created in the <MICAR> directory.

MIC100.EXE	The MICAR100 executable program. This will be the only program used by the user.
MIC200.EXE	A program that performs ERN to ICD-9 conversion. It is automatically executed within the system.
MICAR100.CFG	Configuration file for MIC100.EXE. Contains the path information for both MIC100.EXE and MIC200.EXE. If this file is not present, MIC100.EXE will prompt the user for path information. The table path will also be checked for the presence of the correct table files.
MICAR200.CFG	Configuration file for MIC200.EXE. Contains the path information for MIC200.EXE. MIC100.EXE creates this file automatically upon completion of MIC100 processing. MIC200 WILL NOT RUN without this file.

List of Files in the <MICAR/TABLES> Subdirectory - Sys. Man.

Below is a list of extensions for data files that are either used or generated by PC-MICAR100/200. The Appendix containing the file format is also given.

ABBREV.FIL	Text file of common medical term abbreviations.
ASPATIN.TAB	Asphyxiation anchor table.

ASPSTIN.TAB	Asphyxiation subanchor table.
BBDx.HSH	The BBDx.HSH files (where "x" is a numeric designation) contain an entity reference number dictionary for over 121,000 medical causes of death. These are used during processing to look up entity reference numbers. The BBD1.HSH files look up text to find a matching ERN.
CANTIN.TAB	Cancer table.
DELWORD.FIL	Text file of words the system is allowed to drop during lookup.
ECCVTIN.TAB	E-code conversion table.
ERNx.HSH	An index to the entity reference numbers (ERN) that takes an ERN and returns the associated cause of death.
HISTCAN.TAB	Histiological cancer table.
HISTSYN.TAB	Synonymous subanchor for Histiological cancer table.
ICATIN.TAB	Intent of Certifier anchor table.
ICSTIN.TAB	Intent of Certifier subanchor table.
IPSYNS.TAB	Infectious & Parasitic Disease synonyms table.
IPTABLE.TAB	Infectious & Parasitic Disease table.
LPTABLE.TAB	L-prompt table.
LST1FIL.TAB	Surgery list 1 table.
LST2FIL.TAB	Surgery list 2 table.
MCATIN.TAB	Malignant Cancer anchor table.
MCSTIN.TAB	Malignant Cancer subanchor table.
M200HASH.CFG	Configuration file needed to perform hash lookups. THIS FILE MUST BE IN SAME DIRECTORY WITH MIC200 TABLES!!!

RHDTIN.TAB	Rheumatic heart disease table.
RMCALC.TAB	Relating and Modifying Calculus table.
RMEDEMA.TAB	Relating and Modifying Edema table.
RMHEMEX.TAB	Relating and Modifying hemorrhage table.
RMSYNS.TAB	Relating and Modifying synonyms table.
RMTABLE.TAB	Relating and Modifying anchor table.
SUBERN.FIL	Binary file of out-dated ERNs, with new equivalent ERNs.
SYNONYM.FIL	Text file of synonyms for common medical terms.
VCODES.TAB	ICD-9 code validation table.

Other Files - Sys. Man.

Certain other files may be generated by MICAR100/200. These are listed below:

filename.1ST	The MICAR100 statistical file. This is used for VIEWING THE MICAR100 STATISTICAL SUMMARY (see pg. 28).
filename.2IN	A MICAR200 input file. This file is created automatically by MICAR100 for use by MICAR200. After MICAR200 finishes processing, this file will be deleted (all of the processed data will be in the filename.DBF file).
filename.2ST	The MICAR200 statistical file. This file is used for VIEWING THE MICAR100 STATISTICAL SUMMARY (see pg. 30).
filename.AIN	An ACME input file. Created by using the Export ACME ASCII File Function (see Creating an ACME ASCII File , pg. 18).
filename.DBF	This is a database file. MICAR100/200 can accept .1IN and .MF files, but they will be converted to the .DBF format.
filename.MBK	A MICAR100/200 backup file containing all of the database files

associated with the filename in a compressed format. Created by using the Backup File Function (see **Taking Backups**, pg. 34).

filename.MRJ File containing the MICAR rejects in a format that ACME/TRANSAX can read.

Installation Instructions - Sys. Man.

PC-MICAR100/200 is very easy to install. Simply follow the directions listed below.

NOTE: If PC-MICAR100/200 is being re-installed, it may be necessary to delete all of the files in the <TABLES> directory.

1. Place the Installation Disk in a disk drive.
2. At the DOS prompt, type the letter of the drive containing the Installation Disk with a colon {:}, then the word INSTALL, and press {ENTER}. (Example: Type A:INSTALL {ENTER}.)

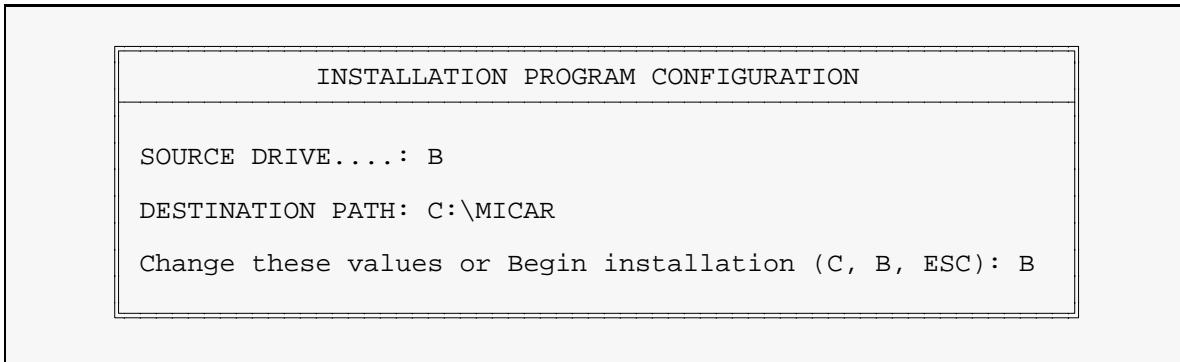


Figure 1:The Installation Configuration window with sample entries.

3. The Installation Configuration window will appear (see **Figure 1**). Make any changes to the data displayed as necessary. The various fields are explained below.

SOURCE DRIVE	The drive containing the Installation Disk.
DESTINATION PATH	The drive and directory that will contain the PC-MICAR100/200 files. Any change to the DESTINATION PATH will change the directory containing the PC-MICAR100/200 files.

Change these values... Pressing the following keys will have the listed effects:

- {C} Allows the user to change the SOURCE DRIVE and DESTINATION PATH. See step 5 below.
- {B} Begins the installation process. See step 6 below.
- {ESC} Ends the installation process and returns to DOS.

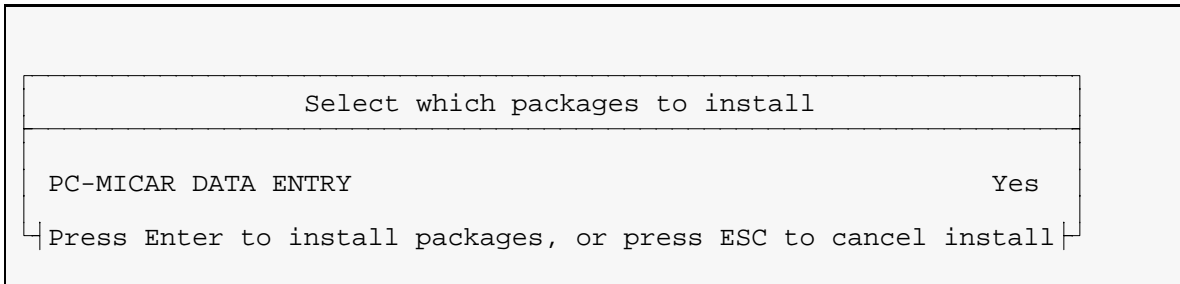


Figure 2: This window allows the installation of the processing files.

4. When a {C} is entered in the Change these values... field, the up and down arrow keys, as well as the {TAB} and {SHIFT-TAB} keys, can be used to move between the SOURCE PATH and DESTINATION PATH.
5. When the installation program has been told to install the files (by pressing {B}), a second window (**Figure 2**) will be displayed.
 - A. If PC-MICAR (1996 version) has already been installed on the machine, press {N}. The directory containing the PC-MICAR tables can be used as the tables directory (see **Setting MICAR100's Table Path**, pg. 14; and **Setting MICAR200's Table Path**, pg. 15).
 - B. If PC-MICAR (1996 version) has not been installed on the machine, press {Y}. The <TABLES> subdirectory will be added to the <MICAR> directory. The <TABLES> directory will contain the tables used by MICAR100/200.
6. A window will be displayed showing the files being installed. A progress bar (see **Figure 3**) will also be displayed at the top of the screen showing what percentage of PC-MICAR100/200 has been installed.

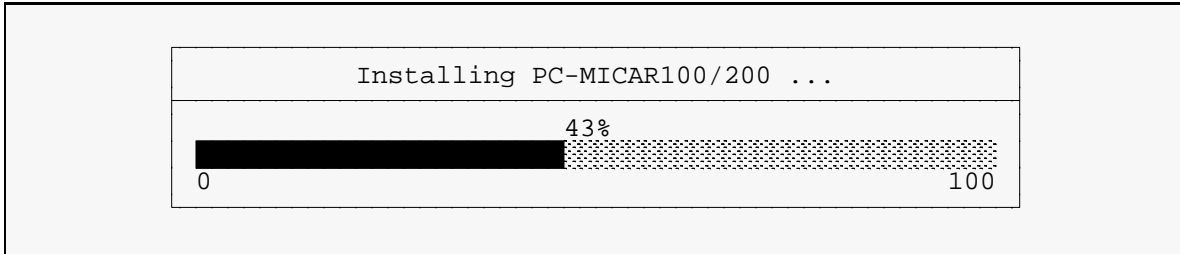


Figure 3: A progress bar showing the installation of MICAR100/200.

7. After the installation is finished, an "Installation Complete" message window will be displayed. Press any key to return to DOS. PC-MICAR100/200 has now been installed.
8. PC-MICAR100/200 is now ready to begin.

OVERVIEW - Sys. Man.

Basic Steps

MICAR100 and MICAR200 are processing programs. Very little user interaction is necessary. These programs assign ERNs (in MICAR100) and then ICD-9 codes (in MICAR200) to certificate data elements. The general outline to follow in this manual is given below. Remember, the list below can be modified as needed.

1. Install MICAR100/200 (**Installation Instructions**, pg. 7). This will need to be done only once, unless the files become corrupted.
2. Setup all of the paths as needed. These paths need to be set only once - MICAR100 and MICAR200 will store the settings (**SETTING UP MICAR100 & MICAR200**, pg. 13).

Utilities

Below are some functions the System Manager may need to use.

Creating an ACME ASCII File, pg. 18

THE MENU SYSTEM

The instructions for using the menu system apply to both the user and the System Manager.

Using the MICAR100/200 Menu System

MICAR100 and MICAR200 functions are available through a drop-down menu system. The menu system allows the user to quickly select functions to perform and to move from task to task quickly and easily. Unlike the menu lists available through other types of software, MICAR100 and MICAR200 use a menu system that allows an option to be selected from the menu even when another function is active. This allows users to select functions more quickly, without having to exit their way 'back up the tree' before they can select another function.

TABLE 1: MICAR100 Menu Options	
Key Combination	Menu Option Accessed
{ALT-F}	File Menu Option
{ALT-S}	Setup Menu Option
{ALT-P}	Process Menu Option
{ALT-R}	Reports Menu Option
{ALT-H}	Help Menu Option

There are two ways to access the menu:

{ALT-x}: Simultaneously pressing the {ALT} key and the highlighted letter key of a main menu item will display the drop-down menu for that item. (The ALT keys for each menu option are listed in **Table 1**, above.) Then use the up and down arrow keys to select an item from the menu. For example: With the main screen displayed, press {ALT-F}. This will cause the **File** submenu to be displayed.

Hotkey: Many of the functions in the menus have an associated hotkey. A hotkey is a keyboard shortcut to a Function. The hotkey assignments are shown on

the drop-down menus and are listed in **Table 2**, below. Pressing a hotkey will immediately access the associated Function. (For example, pressing {F2} will select the Open Existing File Function.) Hotkeys are the fastest, easiest way to move around in MICAR100. As users become familiar with MICAR100 and MICAR200, they will find the hotkeys easier to use.

TABLE 2: Hot Keys for MICAR100 Functions	
File	
{F2}	Open File
{ALT-F4}	Close File
{ALT-F6}	Export ACME ASCII File
{ALT-F7}	Backup File
{ALT-F8}	Restore from Backup
{ALT-X}	Exit from Micar 100
Setup	
{F3}	Set Input Path
{F4}	Edit MICAR Rejects in ACME?
{F5}	Set Micar 100 Table Path
{F6}	Set Micar 200 Table Path
{F7}	Set MIC200.EXE Path
{F8}	Set Default Extension
Help	
{F1}	View Help File
{ALT-F1}	About Micar100

To select a Function from a drop-down menu, either use the up and down arrow keys to highlight an option or press the option's selection letter. The selection letter is displayed in red (on color monitors) or highlighted (on monochrome monitors). Pressing the selection letter will move the highlight bar to the selected option.

Not all functions are available at all times. In order to prevent users from selecting functions that should not be accessed during a particular process, the menu system will make certain functions available (active) or unavailable (inactive). On color monitors, the active options are shown in black while inactive options are shown in gray. On monochrome monitors, inactive options do not have a highlighted selection letter. When an option is inactive, it cannot be selected (the highlight bar will skip over that item and it's hotkey will not function).

SETTING UP MICAR100 & MICAR200 - Sys. Man.

The first time that MICAR100/200 are run, some setup will be necessary so that the software knows the directories that certain files are stored in, as well as which directory to put the output files in. Some of the windows described in the following sections may appear when MICAR100 is first started. This is because MICAR100/200 was unable to locate certain specific files. Simply enter the required path information and press {ENTER}.

Setting the Input Path - Sys. Man.

To manually set the input path (the directory that MICAR100 will get its input files from), do the following. The input path must contain files with names in the following format:: filename.DBF, filename.IIN, or filename.MF. MICAR100 will also put the processing statistical file in this directory (filename.1ST - see **VIEWING THE MICAR100 STATISTICAL SUMMARY**, pg. 28).

1. Start MICAR100/200 normally (see **Starting MICAR100/200**, pg. 20).
2. From the main screen, press {ALT-S} to select the **Setup** Menu Option.
3. Use the up and down arrow keys to highlight the Set Input Path Function. Press {ENTER}.
4. A window will be displayed showing the current drive and path that MICAR100 will get its input files from. Modify this path, including the drive, as needed. Press {ENTER}. Example: X:\SUPMICAR\DATA.

<p>NOTE: If PC-MICAR or Super-MICAR have been installed on the same computer/network as MICAR100, set the input path to that package's output directory. This way, no import/export functions will need to be run - which will save time.</p>
--

5. MICAR100 will check to make sure that a valid drive and path have been entered. If there is a problem, a message window will be displayed. Press {ENTER} and repeat step 3 above, or press {ESC} to exit MICAR100.
6. If there are no problems, the main screen will be redisplayed.

Passing the Output Files to ACME - Sys. Man.

Since MICAR100 uses a universal database file (the filename.DBF file), rejects are flagged within the file as rejects that can be edited with the ACME/TRANSAX software. MICAR100/200 can create a file containing only the rejects (a filename.MRJ file). The instructions below sets MICAR100/200 to create a filename.MRJ and a filename.AIN files in the output directory (see **Setting the Input Path**, pg. 13, for information on other files that will be sent to the input directory). Processing the MICAR rejects requires an NCHS-certified multiple cause coder. However, the system is designed to allow a qualified underlying cause coder to assign the underlying cause to all MICAR rejects. This option should be used **BEFORE** processing.

1. Start MICAR100/200 normally (see **Starting MICAR100/200**, pg. 20).
2. From the main screen, press {ALT-S} to select the **Setup** Menu Option.
3. Use the up and down arrow keys to highlight the Code Multiple Cause in ACME? Function and press {ENTER}.
4. A window will be displayed requesting confirmation.
 - A. To bypass multiple cause coding in ACME, press {N}. A message window will be displayed. Press {ENTER} to return to the main screen. **Note:** An underlying cause will be required during ACME processing.
 - B. To flag records for multiple cause coding in ACME, press {Y}. A message window will be displayed. Press {ENTER} to generate flag rejects and return to the main screen.

NOTE: Once the Pass Rejects to ACME Function is set, it doesn't need to be changed. MICAR100/200 will remember the setting so that the System Manager doesn't need to change it every time MICAR100/200 is run.

Setting MICAR100's Table Path - Sys. Man.

MICAR100's table path is the directory containing the dictionary files used by MICAR100 during processing. MICAR100 CANNOT OPERATE WITHOUT THESE TABLES! The instructions are basically the same as for setting the input path.

1. Start MICAR100/200 normally (see **Starting MICAR100/200**, pg. 20).
2. From the main screen, press {ALT-S} to select the **Setup** Menu Option.
3. Use the up and down arrow keys to highlight the Set MICAR100 Table Path Function. Press {ENTER}.
4. A window will be displayed showing the current drive and path that MICAR100 will search for its table files. Modify this path, including the drive, as needed. Press {ENTER}. Example: C:\MICAR\MIC1TAB. **NOTE:** If PCMICAR 96 has been installed on the same system, the table path should be set to the same directory containing the PCMICAR 96 tables.
5. MICAR100 will check to make sure that a valid drive and path have been entered. If there is a problem, a message window will be displayed. Press {ENTER} and repeat step 3 above, or press {ESC} to exit MICAR100.
6. If there are no problems, the main screen will be redisplayed.

Setting MICAR200's Table Path - Sys. Man.

MICAR200's table path is the directory containing the dictionary files used by MICAR200 during processing. MICAR200 CANNOT OPERATE WITHOUT THESE TABLES! The instructions are the same as for setting MICAR100's table path; they have been repeated here for convenience.

1. Start MICAR100/200 normally (see **Starting MICAR100/200**, pg. 20).
2. From the main screen, press {ALT-S} to select the **Setup** Menu Option.
3. Use the up and down arrow keys to highlight the Set MICAR200 Table Path Function. Press {ENTER}.
4. A window will be displayed showing the current drive and path that MICAR200 will search for its table files. Modify this path, including the drive, as needed. Press {ENTER}. Example: C:\MICAR\MIC2TAB.
5. MICAR200 will check to make sure that a valid drive and path have been entered. If there is a problem, a message window will be displayed. Press {ENTER} and repeat step 3 above, or press {ESC} to exit MICAR200.

6. If there are no problems, the main screen will be redisplayed.

Setting the MIC200.EXE Path - Sys. Man.

These instructions will need to be used if the MIC200.EXE file is in a different directory than the MIC100.EXE file.

1. Start MICAR100/200 normally (see **Starting MICAR100/200**, pg. 20).
2. From the main screen, press {ALT-S} to select the **Setup** Menu Option.
3. Use the up and down arrow keys to highlight the Set MIC200.EXE Path Function. Press {ENTER}.
4. A window will be displayed showing the current drive and path for MIC200.EXE. Modify this path, including the drive, as needed. Press {ENTER}.
5. MICAR100/200 will check to make sure that a valid drive and path have been entered. If there is a problem, a message window will be displayed. In this case, press {ENTER} and repeat step 4 above. Or, press {ESC} to exit MICAR100/200.
6. If there are no problems with the new drive/path, the main screen will be re-displayed.

Setting Default Input File Extensions - Sys. Man.

MICAR100/200 can accept input files from a variety of sources. Therefore, the default filename extension for the file selection window can be changed. Valid file extensions are:

filename.IIN	MICAR100 input file (ASCII format) from the 1996 version of PC-MICAR or Super-MICAR (a PC-MICAR output file).
filename.DBF	Standard Super-MICAR or PC-MICAR database file.
filename.MF	MICAR100 input file (ASCII format) from older versions of PC-MICAR.

To change the default input file extension, do the following:

1. Start MICAR100/200 normally (see **Starting MICAR100/200**, pg. 20).

2. From the main screen, press {ALT-S} to select the **Setup** Menu Option.
3. Use the up and down arrow keys to highlight the Set Default Extension Function. Press {ENTER}.
4. A window will be displayed showing the current default filename extension (usually .DBF). Type in a new extension (one of the following: .IIN, .DBF, or .MF) and press {ENTER}.
5. The default input filename extension will be changed. The main screen will be re-displayed. **NOTE:** Though a default may be chosen, the filter can still be changed on the File Selection Screen for any specific situations that may require a different filter. See **Opening a File**, pg. 21, for more details on how to do this.

EXPORTING FILES - Sys. Man.

Creating an ACME ASCII File

The instructions below allow the System Manager to create an ACME input file (filename.AIN and filename.MRJ).

1. Start MICAR100/200 normally (see **Starting MICAR100/200**, pg. 20).
2. From the main screen, press {ALT-F} to select the **File** Menu Option.
3. Use the up and down arrow keys to highlight the Export ACME ASCII File Function. Press {ENTER}.
4. A message will be displayed requesting confirmation to create the MICAR reject file.
 - A. To create the MICAR reject file (filename.MRJ) and the ACME input file (filename.AIN), press {Y}.
 - B. To skip creation of the MICAR reject file, press {N}. The .AIN file will still be created.
5. A progress bar (see **Figure 3**) will be displayed while the filename.AIN file is being created.
6. When the filename.AIN file has been created, the main screen will be re-displayed. The filename.AIN file will be in the directory chosen by Set Input Path Function (see **Setting the Input Path**, pg. 13, for more details).

OVERVIEW

Basic Steps

MICAR100 and MICAR200 are processing programs. Very little user interaction is necessary. The general outline to follow in this manual is given below. Remember, the list below can be modified as needed.

1. Start MICAR100/200 (**Starting MICAR100/200**, pg. 20).
2. Open a certificate file for processing (**Opening a File**, pg. 21).
3. Process the file (**PROCESSING A MICAR100 INPUT FILE**, pg. 26).
4. View the statistical summaries. These summaries can also be printed (**VIEWING THE MICAR100 STATISTICAL SUMMARY**, pg. 28; **VIEWING THE MICAR200 STATISTICAL SUMMARY**, pg. 30).
5. Take a backup of the database file (**BACKUPS AND RESTORES**, pg. 34). Restoring a backup is also in the same section.
6. Close the file and repeat the steps above for a new file (**CLOSING A FILE**, pg. 36).

GETTING STARTED

Starting MICAR100/200

To start MICAR100.EXE from DOS, do the following:

1. Make sure that the DOS prompt is currently in the <MICAR> directory (Example: C:\MICAR or F:\SYSTEM\MICAR).
 - A. To make sure the current directory is the <MICAR> directory, type CD and press {ENTER}. The current directory name will be displayed on the screen.
 - B. To change the current directory to the <MICAR> directory, type "CD [pathname]", where pathname is the path of the new directory. Example: CD X:\NEWDIR\TEST\MICAR.
2. To start MICAR100, make sure the DOS prompt is displayed type "MIC100" and press {ENTER}.

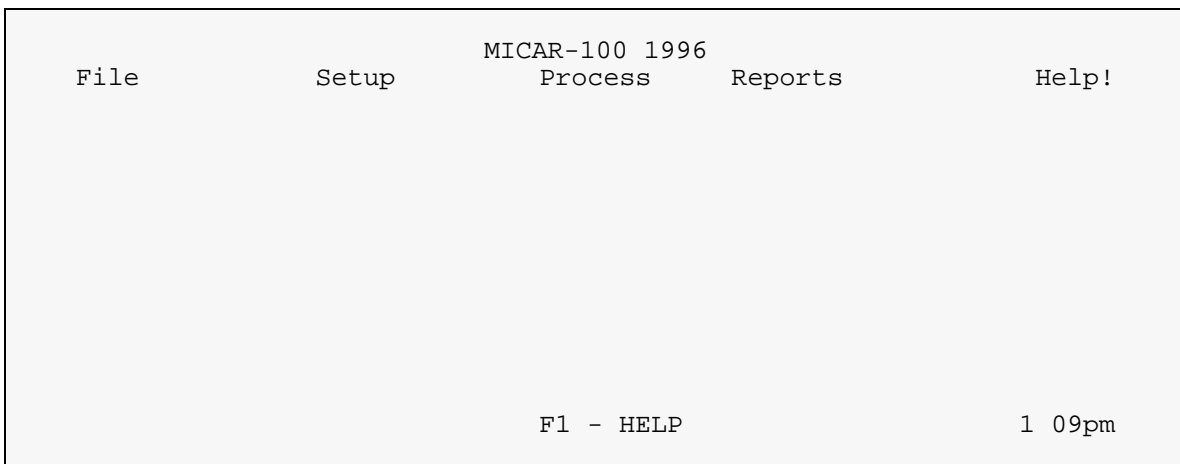


Figure 4:The main screen with the Menu Bar and Menu Options.

3. The main screen (**Figure 4**) will be displayed. Refer to the **Using the MICAR100 & MICAR200 Menu System** (pg. 11) section of this manual for more details on the Menu Bar.
4. It is very likely that the **FIRST** time MICAR100/200 is started, certain System

Manager activities will need to be performed (such as setting table paths). Please refer to **SETTING UP MICAR100 & MICAR200**, pg. 13, for instructions. This will need to be done only once, since MICAR100/200 will store the settings.

When the main screen appears MICAR100 is ready to begin.

About the Main Screen

The main screen of MICAR100/200 has several useful features:

1. At the top of the main screen will be the title (MICAR-100). This line will also show the file name of any open certificate file (see **Opening a File**, pg. 21).
2. The second line of the screen holds the menu bar. The menu bar has several words on it, called Menu Options. Each Menu Option has several Functions that can be used. See **THE MENU SYSTEM** (pg. 11) for more details.
3. At the bottom of the screen is a bar displaying some useful information:
 - A. In the center, a note appears about the {F1} key. The {F1} key will display MICAR100/200's online Help feature. This will give brief instructions about whatever part of MICAR100/200 is currently being used.
 - B. In the lower right corner is a clock showing the current time.

Opening a File

Opening an input file is the second step in using MICAR100. This can be done by following the instructions below. Note that files with the extension .DBF, .IIN, or .MF can be used as MICAR100 input files (see **Setting the Default Input File Extension**, pg. 16).

1. From the main screen, press {ALT-F} to select the **File** Menu Option.
2. Use the up and down arrow keys to highlight the Open Existing File Function and press {ENTER}. If a file is already open, the Close File Function (see **CLOSING A FILE**, pg. 36) must be used first.

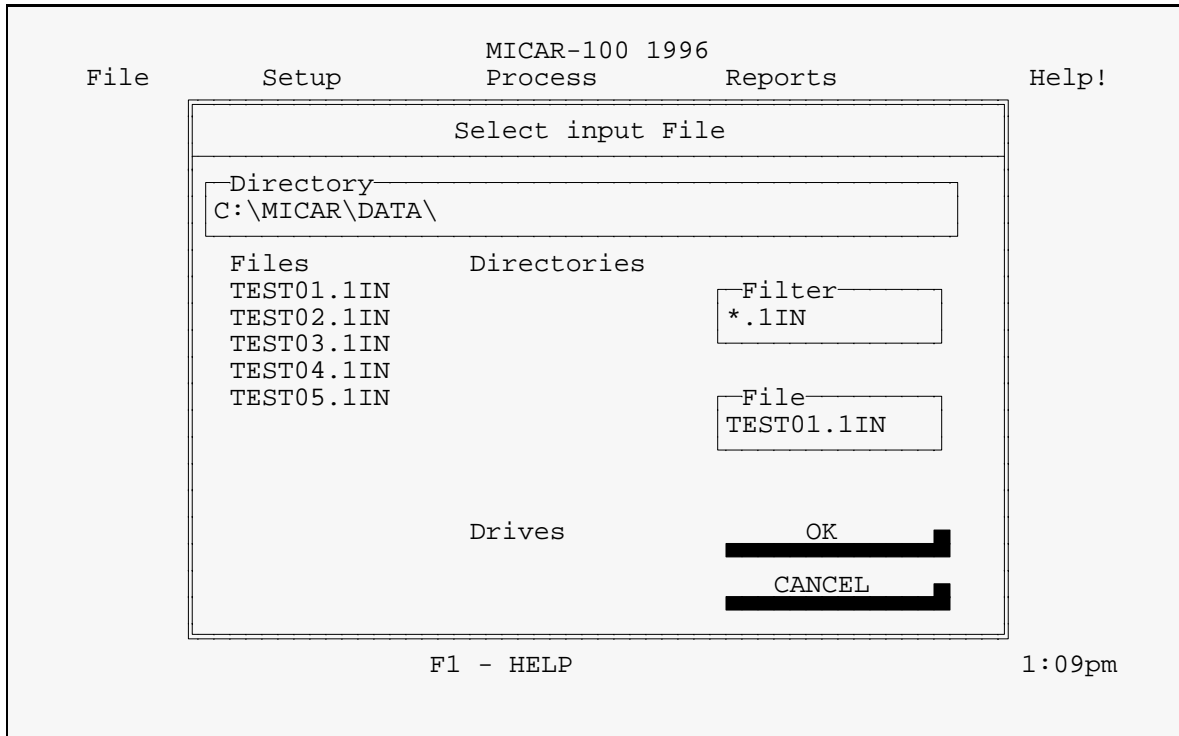


Figure 5: A sample file selection window. MICAR100/200 will also accept *.MF files.

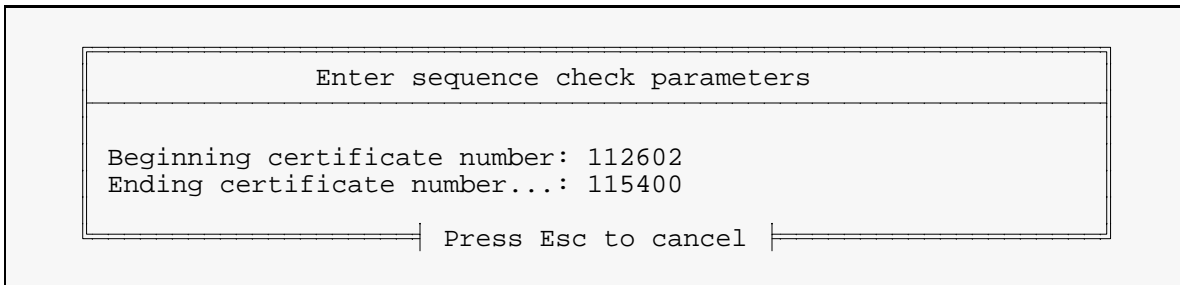
3. A file selection window (see **Figure 5**) will be displayed.
4. The following fields will be displayed on the file selection window:
 - Directory
 - (Pick List of Files)
 - (Pick List of Directories)
 - (Pick List of Drives)
 - Filter
 - File
 - OK
 - CANCEL
5. The user will have access to the Pick List of Files, Filter, OK, and CANCEL fields only.
 - A. The Pick List of Files will contain a list of files that can be opened.

- B. The Filter field allows the user to define which files will appear in the Pick List of Files. By entering a file extension in the filter (such as *.1IN, or *.MF), the listing in the Pick List of Files will change to hold only those files matching the filter. An asterisk (*) indicates that any characters can take the asterisk's place. For example, entering "*.MF" in the Filter field will cause a list of all files in the directory with a .MF extension to appear in the Pick List of Files.
 - C. The OK field will open a selected file (from the Pick List of Files) when it is highlighted and {ENTER} is pressed.
 - D. The CANCEL field will re-display the main screen without opening a file.
6. To select a file from the Pick List of Files for processing, do the following:
- A. Use the {TAB} key to put the cursor in the Pick List of Files.
 - B. Use the up and down arrow keys to highlight the desired filename. The list will scroll up or down to display additional files.
 - C. Press {ENTER}. The highlighted file will be selected. The main menu and Menu Bar will be re-displayed.
7. Once a valid file has been selected, the file will be opened. The main screen will be re-displayed with the name of the selected file at the top of the screen.

RUNNING A MICAR SEQUENCE CHECK

After an input file has been selected, the user should run a sequence check to ensure that all of the certificates are present in the file.

1. From the main screen, press {ALT-R} to select the **Reports** Menu Option.
2. Use the up and down arrow keys to highlight the Show MICAR Sequence Check Function and press {ENTER}.
3. A sequence check window (see **Figure 6**) will be displayed with the starting and ending certificate numbers in the file. Check the certificate numbers to be sure they are correct.



```
Enter sequence check parameters

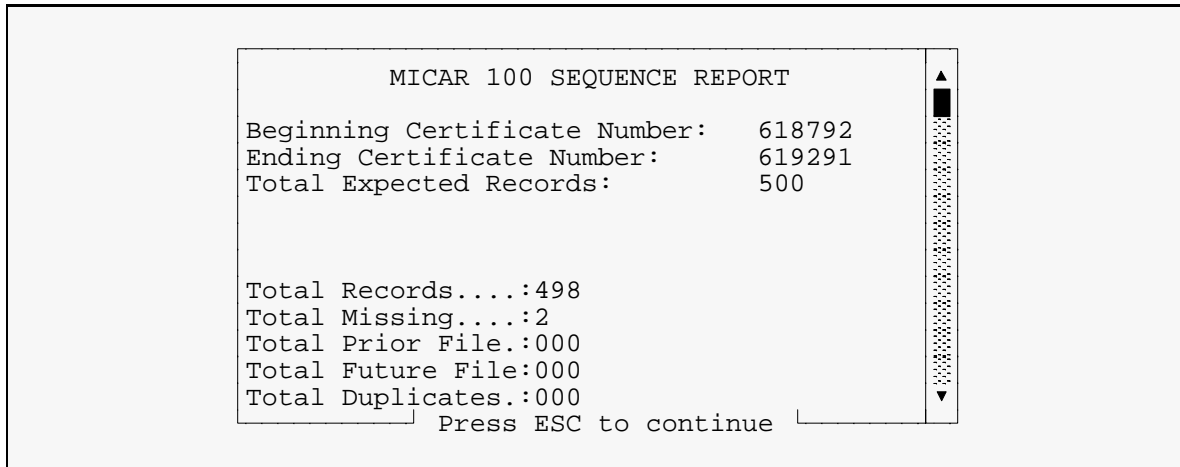
Beginning certificate number: 112602
Ending certificate number...: 115400

Press Esc to cancel
```

Figure 6: A sequence check window.

4. To change the starting and ending certificate numbers, do the following. **NOTE:** Moving past the last field will begin the sequence check.
 - A. Highlight either the beginning or ending certificate number (whichever one needs to be changed) with the {TAB} or {SHIFT-TAB} keys.
 - B. Type in the new certificate number.
5. To begin the sequence check, press {ENTER} until a progress bar is displayed.
6. A progress bar (see **Figure 3**) will be displayed showing the percentage of the sequence check that has been completed.
7. When the sequence check is finished, a report window (see **Figure 7**) will be displayed showing the results of the sequence check.

8. Use the {PgUp} and {PgDn} keys to scroll through the report. To exit the report press the {ESC} key.



```

MICAR 100 SEQUENCE REPORT
Beginning Certificate Number: 618792
Ending Certificate Number: 619291
Total Expected Records: 500

Total Records....:498
Total Missing....:2
Total Prior File.:000
Total Future File:000
Total Duplicates.:000
Press ESC to continue

```

Figure 7: A MICAR sequence check report.

9. A red window will be displayed, asking if the user wishes to print the report.
 - A. To print out the report, press {Y}. If MICAR100/200 is unable to print the report, an error message will be displayed. Press {ENTER} to return to the main screen.
 - B. To cancel the print request and re-display the main screen, press {N}.

PROCESSING A MICAR100 INPUT FILE

Processing is what MICAR100 does to an open input file when it generates ERNs (Entity Reference Numbers) for the text. Depending on the size of the input file and the computer used, the time it takes to process the input file will vary.

1. Make sure that there is a file currently open. From the main screen, press {ALT-P} to select the **Process** Menu Option.
2. Use the up and down arrow keys to highlight the Process All Records Function and press {ENTER}.
3. A window will be displayed while the dictionaries are being initialized. NOTE: If the file has already been processed once by MICAR100/200, a warning message will be displayed.
 - A. To reprocess the file, use the {TAB} key to highlight YES and press {ENTER}. Go to step 4 below.
 - B. To abort reprocessing the file and return to the main screen, use the {TAB} key to highlight NO and press {ENTER}.
4. MICAR100 will begin generating ERNs for the certificates. A progress bar (see **Figure 8**) will be displayed showing what percentage of the input file has been processed.
5. To halt processing, press the {ESC} key. If processing is halted, a message window will be displayed. Press {ENTER}.

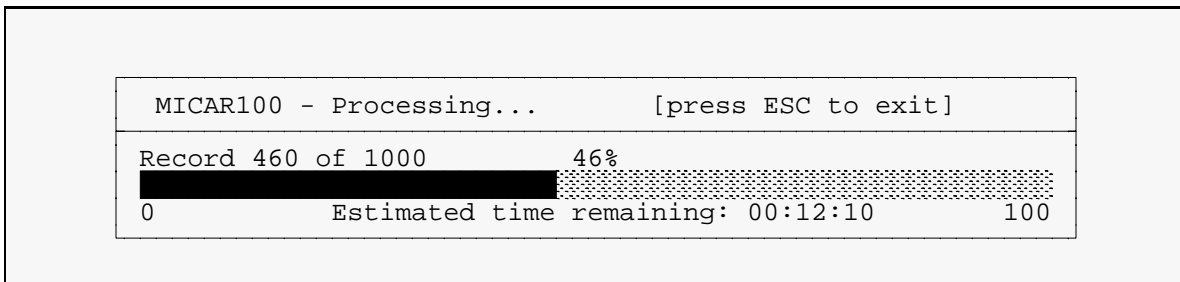


Figure 8: A bar graph showing the progress of file processing. The record number currently being processed, as well as the available disk space, are also displayed.

6. When MICAR100 finishes processing, MICAR200 will begin assigning ICD-9 codes to the ERNs. The title bar will change to MICAR-200 1996 and a new progress bar will be displayed, with MICAR 200 - Processing in the title.
7. After MICAR200 finishes processing, the filename.AIN and filename.MRJ files will automatically be exported (see **Creating an ACME ASCII File**, pg. 18) and the main screen will be re-displayed.

VIEWING THE MICAR100 STATISTICAL SUMMARY

After MICAR100 processing is finished a statistical file is generated (filename.1ST). This file contains information about the records that were processed. It can be viewed by following the directions below:

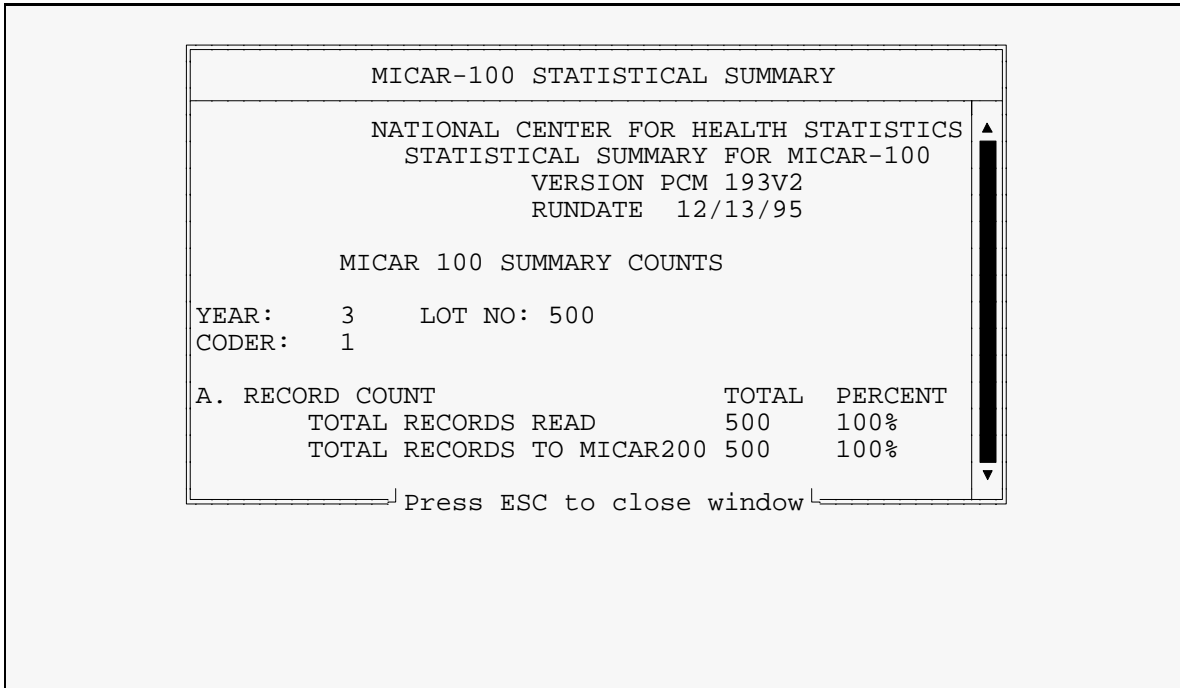


Figure 9: A MICAR-100 statistical report.

1. From the main screen, press {ALT-R} to select the **Reports** Menu Option.
2. Use the up and down arrow keys to highlight the Show MICAR-100 Statistics Function and press {ENTER}.
3. A report window (see **Figure 9**) will be displayed.
4. Use the {PgUp} and {PgDn} keys to scroll through the report. To exit the report press the {ESC} key.
5. A window will be displayed, asking if the user wishes to print the report.
 - A. To print the report, press {Y}. A print in progress window will be displayed. If

MICAR100 is unable to print the report, an error message will be displayed.

- B. To cancel the printing, press {N}.
- 6. The main screen will be re-displayed.

VIEWING THE MICAR200 STATISTICAL SUMMARY

If MICAR200 is run, a statistical file will be generated for its processing (filename.2ST). This file contains information about the records that were processed. It can be viewed by following the directions below:

1. From the main screen, press {ALT-R} to select the **Reports** Menu Option.
2. Use the up and down arrow keys to highlight the Show MICAR-200 Statistics Function and press {ENTER}.
3. If a reject file (filename.MRJ) already exists, a window will be displayed asking for confirmation to overwrite the pre-existing file.
 - A. To overwrite the old reject file, press {Y}. The file will be overwritten by the new reject file.

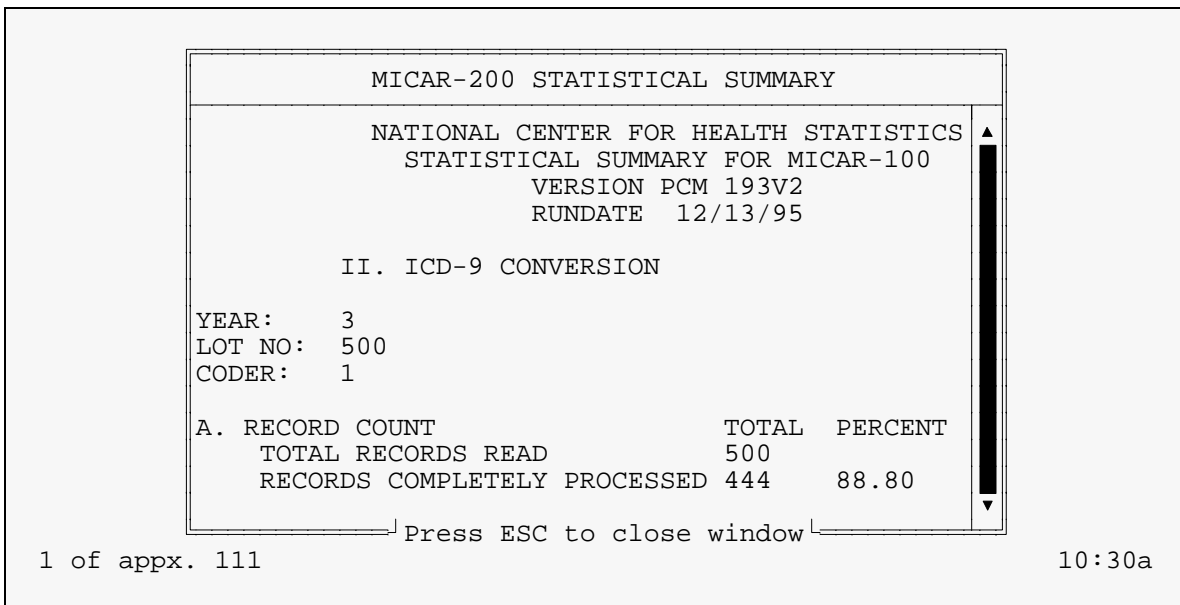


Figure 10: A MICAR-200 statistics report. The total length of the report (in lines) is displayed in the lower left corner.

- B. To abort and return to the main screen, press {N}.
4. A report window (see **Figure 10**) will be displayed.

5. Use the {PgUp} and {PgDn} keys to scroll through the report. To exit the report press the {ESC} key.
6. A window will be displayed, asking if the user wishes to print the report.
 - A. To print the report, press {Y}. A print in progress window will be displayed. If MICAR200 is unable to print the report, an error message will be displayed.
 - B. To cancel the printing, press {N}.
7. The main screen will be re-displayed.

VIEWING THE MICAR REJECTS FILE

After MICAR100/200 processing is finished, it is possible to review the MICAR reject file in ACME input file format. It can be viewed by following the directions below:

1. From the main screen, press {ALT-R} to select the **Reports** Menu Option.
2. Use the up and down arrow keys to highlight the Show ACME Input File Function and press {ENTER}.
3. A progress bar will be displayed while the file is being formatted for viewing. When the formatting is finished, press {ENTER}.
4. A report window (see **Figure 10**) will be displayed.
5. Use the {PgUp},{PgDn}, left and right arrow keys to scroll through the report. To exit the report press the {ESC} key.

```
MICAR:  RESULTING ACME INPUT                PAGE:  1
STATE NAME:  C:\MICAR\TEST1.MRJ
STATE CODE:  99

      ACME ACME INT
ST  RA  CERT_#  REJ  UC  REJ  PI  MULT CAUSE
99  6  000004    3          )960 8781 42
99  6  000015    3          5579 5570/79
99  6  000021    3          7997
99  6  000055    3          5939/5789/79
99  6  000056    3          5990*7997

Press ESC to close window

1 of appx. 1010                                10:30a
```

Figure 11: An ACME input file. The total length of the report (in lines) is displayed in the lower left corner.

6. A window will be displayed, asking if the user wishes to print the report.
 - A. To print the report, press {Y}. A print in progress window will be displayed. If MICAR200 is unable to print the report, an error message will be displayed.
 - B. To cancel the printing, press {N}.
7. The main screen will be re-displayed.

BACKUPS AND RESTORES

Taking Backups

MICAR100/200 has a backup function that allows all of the files associated with the database file to be stored in a compressed filename.MBK file.

1. From the main screen, press {ALT-F} to select the **File** Menu Option.
2. Use the up and down arrow keys to highlight the Backup File Function and press {ENTER}.

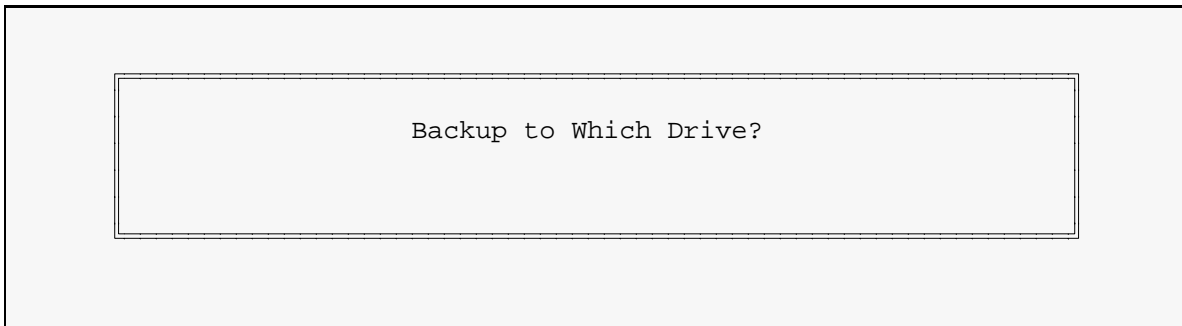


Figure 12: Choose a drive to put the backup file on.

3. A window (see **Figure 12**) will be displayed requesting a drive name (such as A, B, or C) to put the backup file on. Type in the letter of a valid drive and press {ENTER}.
4. After a valid drive has been entered, a message window will be displayed while the backup is being made.
5. When the backup is complete, the main screen will be re-displayed.

Restoring from a Backup

Below are the instructions for restoring from a backup.

1. Press {ALT-F} to select the **File** Menu Option.

2. Use the up and down arrow keys to highlight the Restore from Backup Function. Press {ENTER}.
3. A file selection window (see **Figure 5**) will be displayed. Use the {TAB} and arrow keys to move the cursor between fields and select the drive, directory, and file to restore from. When the desired file is highlighted, press {ENTER}.
4. A window will be displayed saying that the restore is in progress.
5. When the restore is finished, the restored file will be open and ready for use.
6. The main screen will be re-displayed.

CLOSING A FILE

To close a file in MICAR100 or MICAR200, simply do the following:

1. From the main screen, press {ALT-F} to select the **File** Menu Option.
2. Use the up and down arrow keys to highlight the Close File Function and press {ENTER}.
3. The currently open file will be closed. To open a new file, see **Opening a File** (pg. 21).

ENDING A SESSION WITH MICAR100/200

When the user is finished with a batch of data and is ready to start a new batch, simply select a new input file (as described in **Opening a File**, pg. 21) and repeat the process described in this manual.

To exit the MICAR100/200 software, the main screen must be displayed. Press {ALT-X}. A message window will be displayed. Type {Y} to exit and return to DOS. Type {N} to re-display the main screen.

Alternatively, the user may access the **File** submenu (by pressing {ALT-F}) and use the up and down arrow keys to highlight the Exit Function. Then press {ENTER}.

ABOUT MICAR100/200

MICAR100/200 also has an Info screen that gives basic information about the version of MICAR100 and MICAR200 on the computer. The screen should look similar to this:

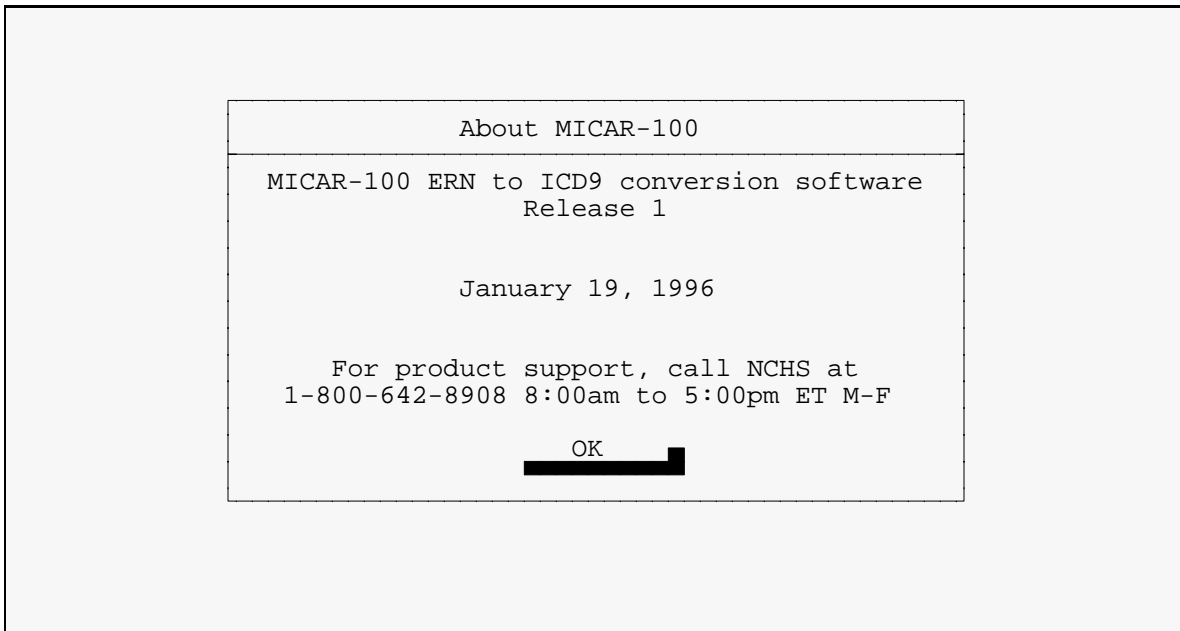


Figure 13:The Info screen.

APPENDIX A - SAMPLE MICAR100 STATISTICAL SUMMARY

NATIONAL CENTER FOR HEALTH STATISTICS
 STATISTICAL SUMMARY FOR MICAR-100
 VERSION PCM195V2
 RUNDATE 03/20/95

MICAR100 SUMMARY COUNTS

YEAR: 3 LOT NO: 600
 CODER: 1

A. RECORD COUNT	TOTAL	PERCENT
TOTAL RECORDS READ	500	100%
TOTAL RECORDS TO MICAR200	500	100%
TOTAL RECORDS ACCEPTED	460	92.00
TOTAL RECORDS REJECTED	40	8.00

REASONS FOR REJECTION

SUM OF REASONS MAY EXCEED TOTAL

TERM NOT IN DICTIONARY	37	7.40
DUPLICATE ID INFORMATION	0	0.00
NO CONDITIONS ENTERED	3	0.60
ERN > 6 POSITIONS	0	0.00
FORMAT ERRORS		
MORE THAN TWELVE LINES	0	0.00
MORE THAN ONE *	0	0.00
MORE THAN 12 ERN ON LINE	0	0.00
MORE THAN 15 ERN ON RECORD	0	0.00
OTHER	0	0.00
DURATIONS IN ERROR		
NOT THREE DIGITS LONG	0	0.00
NOT NUMBER	0	0.00

B. ENTITY COUNTS	TOTAL	PERCENT
TOTAL ENTITIES ENTERED	1184	
TOTAL DICTIONARY MATCHES	1143	96.54
TOTAL DICTIONARY NOMATCHES	41	3.46

MATCHED ON FIRST ATTEMPT	1059	89.44
NO. OF SECOND ATTEMPTS	98	8.28
NO. SUCCESSFUL 2ND ATTEMPTS	80	6.76
NO. OF THIRD ATTEMPTS	8	0.68
NO. SUCCESSFUL 3RD ATTEMPTS	4	0.34
DURATION ASSUMED 771/772	3	0.25
INPUT DURATION OVER-RIDDEN	3	0.25
CANCER TERM WITH PRIMARY	0	0.00
OLD,REMOTE,HEALED WITH 410	2	0.17
CONGENITAL MALFORM, WITH MULTIPLE	0	0.00
BOTH, BILATERAL(Y) WITH INJURY	0	0.00
RIGHT OR LEFT WITH 1539	0	0.00
DEGREE WITH BURNS	0	0.00
TOTAL BODY BURN(S)	0	0.00
ERNS REPRESENTING DISEASES/INJURY		
TOTAL	1144	96.62
DICTIONARY MATCHES	1113	97.29
ENTERED AS ERN	0	0.00
ENTERED AS TEXT	1142	99.83
ENTERED AS ?	2	0.17
NO MATCHES	31	2.71
ERNS REPRESENTING E_CODES		
TOTAL	40	3.38
DICTIONARY MATCHES	30	75.00
0	NUMBER MESSAGE RECORDS CREATED	

APPENDIX B - SAMPLE MICAR200 STATISTICAL SUMMARY

NATIONAL CENTER FOR HEALTH STATISTICS
 STATISTICAL SUMMARY FOR MICAR-200
 VERSION PCM295V1

RUNDATE 03/20/95

II. ICD-9 CONVERSION

YEAR: 3
 LOT NO: 600
 CODER: 1

A. RECORD COUNT	TOTAL	PERCENT
TOTAL RECORDS READ	500	
RECORDS COMPLETELY PROCESSED	449	89.80
TOTAL RECORDS REJECTED	51	10.20%
1. REJECTED RECORDS FROM MICAR100	40	8.00%
2. RECORDS WITH MORE THAN 15 ERNS	0	0.00%
3. MATERNAL DEATH CODE ON RECORD	1	0.20%
4. NO SPACE TO INSERT E-CODE	0	0.00%
5. CONVERSION CONDITION RAISED	0	0.00%
6. VSAM FILE OR PROGRAMMING ERROR	0	0.00%
7. OTHER MICAR200 PROGRAM ERROR	0	0.00%
8. ERN# NOT IN CVTERN DICTIONARY	0	0.00%
9. NO MATCH FOR ERN# IN CANTIN	0	0.00%
10. PRMRY UNKNOWN FLAG-PRMRY REPORTED	0	0.00%
11. ERROR IN PROCESSING SURGERY	9	1.80%
12. DRUG OR THERAPY TABLE REQUIRED	1	0.20%
13. TOO MANY SURGERIES ON RECORD	0	0.00%
14. POST-OPERATIVE CODES IN PART II	0	0.00%
15. POST-OPERATIVE CODES WITH LIST3	0	0.00%

B. RECORD COUNTS
 APPLICATION AT LEAST ONE RULE

1. MICAR CODING CHANGE TO ERN	114	22.80%
2. CODE CHANGE PRIOR TO ACME INPUT	6	1.20%
3. ILL-DEFINED CODES DELETED	11	2.20%
4. EXTERNAL CAUSE(S) REQUIRE REFORMATTING	42	8.40%
A. AT LEAST ONE SUICIDE CODE	4	0.80%
B. AT LEAST ONE HOMICIDE CODE	16	3.20%
C. UNDETERMINED CAUSE OF DEATH	1	0.20%
5. REJECT CODE FOR DURATIONS	8	1.60%
6. PLACE OF INJURY CODE REQUIRED	10	2.00%
7. INPUT PLACE OF INJURY CODES	39	7.80%
8. CANCER--PRIMARY SITE UNKNOWN	2	0.40%
9. PART I CONTAINS MORE THAN 5 LINES	0	0.00%
C. ENTITY REFERENCE NUMBER COUNTS:		
RULE APPLICATIONS		
1. SEX: RECODE FOR MALE	0	0.00%
2. SEX: RECODE FOR FEMALE	0	0.00%
3. NEWBORN: AGE LESS THAN 28 DAYS	4	0.80%
4. INFANT: AGE LESS THAN 1 YEAR	2	0.40%
5. CONGENITAL: AGE LESS THAN 2 YEARS	0	0.00%
6. CHILD: AGE LESS THAN 18 YEARS	0	0.00%
7. ADULT: AGE AT LEAST 2 YEARS	0	0.00%
8. DURATION: STATED AS ACUTE	0	0.00%
9. DURATION: STATED 8 WEEKS OR LESS	0	0.00%
10. DURATION: STATED AS CHRONIC	0	0.00%
11. DURATION: STATED MORE THAN 8 WEEKS	2	0.40%
12. CONGENITAL: DURATION EQUAL AGE	0	0.00%
13. CONGENITAL: ABOVE CONDITION CONGENITAL	0	0.00%
14. HYDROCEPHALUS RECODED AS CONGENITAL	0	0.00%
15. INFECTIOUS & PARASITIC RECODE	0	0.00%
16. LATE EFFECTS: NATURE OF INJURY(N) CODE	0	0.00%
17. LATE EFFECTS: DISEASE CONDITION	3	0.60%
18. LATE EFFECTS: E-CODE (E CONVERSION TBL)	0	0.00%
19. LATE EFFECTS: INTENT CERT & TRAUMATIC	0	0.00%
20. OLD INFECTIOUS CONDITIONS---DELETED	1	0.20%
21. INTENT OF CERTIFIER CONVERSION	13	2.60%
22. INTENT OF CERTIFIER NOT ALLOWED	0	0.00%
23. RELATING & MODIFYING RULES	2	0.40%
24. TEMPORARY R&M RECODE NOT USED	0	0.00%
25. RELATING & MODIFYING EXCEPTION	0	0.00%
26. HISTIOLOGICAL CANCER	0	0.00%

27. CANCER CONVERTED MALIGNANT	0	0.00%
28. CANCER CONVERTED SECONDARY	0	0.00%
29. NON-MET CA: MORPH TYPE 1991/SECONDARY	2	0.40%
30. NON-MET CA: 170,171,172,173,191,192/SEC	0	0.00%
31. NON-MET CA: MORPH DUE SAME TYPE/SEC	0	0.00%
32. MET CA: MORPH TYPE 1991/CONVERTED SEC	1	0.20%
33. MET CA: 170,171,172,173,191,192/SEC	0	0.00%
34. CA: MORPH TYPE 1991 SEC/OTHER MET CA	1	0.20%
35. CA: MORPH WITH SAME TYPE/NO SITE/SEC	1	0.20%
36. RHD: PERICARDITIS, OTHER RHD ACTIVE	0	0.00%
37. RHD: PERICARDITIS CNVTED RHEUMATIC	0	0.00%
38. RHD: RHEUMATIC FEVER DELETED	0	0.00%
39. RHD: RHEUMATIC FEVER, CNVT RHD ACTIVE	0	0.00%
40. RHD: RHEUMATIC FVR, CNVT HRT DX RHEUM	0	0.00%
41. RHD: RHD(LIST5)/MTRL ST,CNVT HRT RHEUM	0	0.00%
42. RHD: RHD(LIST5)/MTRL ST, RHD ACTIVE	0	0.00%
43. RHD: RHD(LIST5)/MTRL ST,CNVT ACTIVE	0	0.00%
44. RHD: HEART DX(LIST3), CNVT RHEUMATIC	0	0.00%
45. RHD: CNVT RHEUMATIC HEART DX ACTIVE	0	0.00%
46. RHD: HEART DX, CONVERT RHEUMATIC	0	0.00%
47. RHD: AORTIC,MITRAL CNVT RHEUMATIC	0	0.00%
48. RHD: VALVULAR HEART CNVT NON-RHEUM	0	0.00%
49. ASPIRATION/ASPHYXIA RECODE	3	0.60%
50. SURGERY: REPORTED ON INPUT RECORD	15	3.00%
51. SURGERY: MICAR OUTPUT HOLDS SURGERY	0	0.00%
52. SURGERY: ERN CODE DELETED	0	0.00%
53. SURGERY: LIST 5 NECESSARY	2	0.40%
54. CONDITIONS RECODED AS TRAUMATIC	1	0.20%

0 NUMBER MESSAGE RECORDS CREATED

APPENDIX C - DICTIONARY OF TERMS USED

Since not everyone will be familiar with the terms used in these instructions, here is a brief glossary of some of the words.

- Certificate File - A file containing certificate data.
- Directory - A specific grouping of files on a disk. Also referred to as a subdirectory. The directory that will be used most with MICAR100 and MICAR200 will be the <MICAR> directory, unless the DESTINATION PATH was changed during installation (see **Installation Instructions**, pg. 7).
- DOS - A Disk Operating System. DOS will be used only during the initial installation of the MICAR100 and MICAR200 files, and when initially starting MICAR100 (see **Starting MICAR100**, pg. 20).
- Export - The steps used to copy a certificate file(s) from the <MICAR\DATA> directory to another directory or disk.
- Extension - A 3-letter identifier at the end of a filename that identifies what type of file it is. For example: MICAR100.EXE, the .EXE indicates that the file MICAR100 is an executable program.
- Filename - The name of a file on a disk. Example: MICAR100.EXE is made up of the filename MICAR100 and extension .EXE.
- Import - The steps used to copy a certificate file into the <MICAR\DATA> directory.
- Path - A combination of a drive, directory, and/or subdirectories. Example: C:\MICAR\DATA.
- Pick List - A list of items that can be selected (picked) by using the up and down arrow keys to highlight the desired item and then pressing {ENTER}.
- Subdirectory - See Directory above.

APPENDIX D - CONVENTIONS USED IN THIS MANUAL

As a rule, any commands that need to be entered while the user is running MICAR100 or MICAR200 will be given in the following format:

1. All of the actual typing and keys that need to be pressed will be given in all-caps (Example: type DIR and press {ENTER} to get a listing of a directory).
2. Any information that the user needs to provide, such as filenames, will be requested in brackets. (Example: TYPE [filename.ext] means that the user needs to type in the filename and its extension, like so: TYPE AA9999.1IN, without the brackets.)
3. When the word "press" appears in front of a word in all-caps, the user needs to press a particular key (Example: press {ESC} means press the ESC key). Also, the names of all keys will be given in braces {}.
4. Whenever two keys are named with a hyphen (-) connecting them, press and hold the first key, then press the second key, then release both keys. (Example: {CTRL-ENTER} = first press and hold the {CTRL} key, then press the {ENTER} key, then release both keys.)
5. At times, references will be made to Menu Options or Functions of MICAR100/MICAR200. The following standards will be used in these cases:
 - A. Any word on the Menu Bar (the colored bar across the top of the screen) will be called a Menu Option. When the Menu Option is named in the text, it will be in bold letters (Example: To access the **File** Menu Option, press {ALT-F}).
 - B. Any option in a submenu (one of the pull down menus from the menu bar) will be called a menu Function or just Function (Example: To use the Input File Function, press {ALT-F} to access the **File** Menu Option. The **File** submenu will be displayed. Use the arrow keys again to highlight the Input File Function and press {ENTER}).
6. All directory names will be marked by greater than and less than symbols (Example: The directory containing the MICAR100.EXE and MICAR200.EXE programs is the <MICAR> directory).
7. **** IMPORTANT **** Throughout this manual, the directory containing the

MICAR100.EXE, MICAR200.EXE, and their associated files will be called the <MICAR> directory. The directory containing these files can be changed during installation. See the **Installation Instructions** (pg. 7) in this manual for details on how to change the directory MICAR100 and MICAR200 will be installed in.

APPENDIX E - MENU LISTINGS

TABLE 1: MICAR100 Menu Options	
Key Combination	Menu Option Accessed
{ALT-F}	File Menu Option
{ALT-S}	Setup Menu Option
{ALT-P}	Process Menu Option
{ALT-R}	Reports Menu Option
{ALT-H}	Help Menu Option

TABLE 2: Hot Keys for MICAR100 Functions

File	
{F2}	Open File
{ALT-F4}	Close File
{ALT-F6}	Export ACME ASCII File
{ALT-F7}	Backup File
{ALT-F8}	Restore from Backup
{ALT-X}	Exit from Micar 100
Setup	
{F3}	Set Input Path
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