

# DFAS Corporate Information Infrastructure (DCII)

## Column Prompt, User Short Name, and User Long Name Standards

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## **1 Introduction**

This document establishes standards to be used in the DCII environment for the use of the Column Prompt, User Short Name, and User Long Name. It is intended to provide DCII developers the direction to use standard names for Oracle Forms and report development. In the case of the Column Prompt and Short Name, they provide Column Names on Oracle Forms, while the User Long Name provides standard Business, or full names on reports.

### **1.1 Objective**

The purpose of this document is to provide a common basis for the use of the Column Prompt, User Short Name, and User Long Name during the design and development of Oracle Forms and hard copy reports. The standards and conventions included in this document are intended to assist in the development of uniform and user-friendly forms and hard copy reports.

These standards shall be revised under the control of the DCII Standards Working Group of the Infrastructure Services Organization. Send revision requests to the DCII Standards Working Group.

### **1.2 Applicability**

This document applies to all DCII development efforts.

### **1.3 References**

This document includes and adopts selected standards that are approved for use in the DCII.

### **1.4 Authorization**

Changes to these standards will go through the following process:

Requests for change(s) must be submitted, in writing, to the DCII Standards Working Group.

The group will review the requested change(s), and either accept or reject them. If the requested change(s) are rejected, the group will inform the requestor and tell them the reasons(s) for rejection.

If the change(s) are accepted, the standards document will be updated, and all of the analysts, designers, and developers will be informed that the standards have changed, and given a brief summary of the change(s). This step can be done on a periodic basis if there are many changes in progress.

Deviation from the standards must be reviewed and approved by the DCII Standards Working Group prior to implementation

## **1.5 Access**

Any system user can access this document on a read-only basis via the Process Asset Library (PAL).

## **1.6 Document Organization**

This document is organized into two distinct sections:

- 1) Column Prompt Name: General Information and Rules
- 2) User Names: General Information and Rules

## 2 Column Prompt Name: General Information and Rules

### General:

The Column Prompt name is used for column headers on Oracle Forms. Column headers may be 1) generated by default from the column name, 2) generated from the PROMPT property or 3) overridden during design by the application developer. There are certain guidelines that are needed to assist developers and others to help ensure that PROMPTS are informative to the end user.

### Rules:

- S-PROM-01 PROMPT names should not be the same as the table column name. Column names are generally the same as the logical attribute names, which are abbreviated to a standard that does not necessarily make it easy for the end user to understand. The column name on an Oracle Form, along with the Tab and or Block name should convey to the end user the meaning of the column. For example, in the Logical abbreviation list, Amount is Abbreviated as “AM”, but a better abbreviation for the PROMPT may be “AMT”, making it easier for the end user to understand.
- S-PROM-02 The column PROMPT property can be up to 130 characters in length. The length and use of the column PROMPT will be dependent on the Form design itself. More specifically, the extent of the information, or columns on a Form will dictate whether full text or abbreviations can be used for column PROMPTS. As an example, if the Form is not too full, full English text or minimally abbreviated PROMPTS should be used. On the other hand, a Form that is full of textual information, the more likely abbreviation(s) may be necessary.
- S-PROM-03 Column PROMPTS, and User Short and Long Names should be text and not codes such as used to represent BACC data elements. For instance, the BACC A1 data element should be Department not A1. If necessary, the two could be used in combination with each other, i.e., Department (A1), or Dept (A1) but the code should not be used by itself. Except for acronyms, which will always be capitalized, names should be capitalized followed by lower case letters. The Property for the Column PROMPT names should be populated at logical design time. The functional proponent for the business area should provide input for this information.
- S-PROM-04 Creation or population of the Column PROMPT should take place during the logical phase of system definition. At that time it will be recorded in the attribute User Extension property “User Short Name”. Recording this information in the logical model makes it available to other users of that same Entity. The PROMPT Property can be modified during the Server Model Definition phase or Module Design phase of system development. If the PROMPT Property is modified during any of these phases, it should be updated in all previous development phases, logical and physical design.

### 3 User Names: General Information and Rules

#### General:

The User Short Name and the User Long Name are properties that have been added to the attribute User Extensions for use by applications in the DCII. The Short Name has been added to record the Column Prompt at the logical level while the Long Name has been added to record the Business or full name that may be used for hard copy reports. These names are recorded at the logical level in order to provide access to all applications that share or use the respective attribute.

#### Rules:

##### User Short Name

S-USNM-01 The User Short Name is designed to be used to record the Column PROMPT name at the logical level. Whichever application initially populates this field in their design phase is responsible for ensuring it is entered in the common DFAS Corporate Repository (DCR) logical application, i.e., FUNC\_PUB. This will be done via the System Change Request (SCR) process.

An application that does not choose to use the same PROMPT or Short Name, must override this during design, and if desired submit an SCR to propose a change.

Examples of User Short Names are: “Fiscal Yr.”; “FY”

##### User Long Name

S-ULNM-01 The User Long Name is designed to be used on reports as the name for text lines/headers. This should be a business name and is usually not the same as the attribute long name. Given that a significant number of attributes are already established, it is likely that this property will be created at design. When created, the SCR process should be followed to update the attribute User Extension User Long Name property in the DCR logical application, i.e., FUNC\_PUB .

The maximum length of the Long Name should be limited to 30 characters but longer names are acceptable. Abbreviations should be limited. Full business, or English text names should be used as much as possible. If abbreviations are necessary, they should follow common English abbreviation standards or those approved for use in the DCII.

An example of a User Long Name is: “Fiscal Year”

NOTE: Abbreviations established and approved for use for logical naming conventions may not be sufficiently descriptive for use with the Column PROMPT, User Short or Long names. When abbreviations are used, they should follow established DCII abbreviation standards. If the DCII abbreviation is not sufficiently descriptive, the DFAS Component Data Administrative should be contacted for an abbreviation that better conveys information to the end user. The Component Data Administrator is located at DFAS-HQ/SD.