SUBJECT: TAPE PREPARATION REQUISITIONS

To: S. & E. C. Group and Group 61

From: M. C. Mackey

Date: December 22, 1952

Abstract: A new tape preparation form is now in use. This memorandum should answer any questions on how this form should be filled out and submitted.

Since the form has been generalized in order to satisfy both the Scientific and Engineering Computation and the Air Defense groups, it seems advisable to issue instructions on how Tape Requisitions are to be submitted.

Tape Numbers

The tape number must be written in the proper place on the requisition.

See the sections dealing with Mods and parameters for information on numbering them. A requisition covers either a mod or a parameter. One requisition may not be used for both.

Problem Numbers

Space for Problem number is allowed for the S. & E. C. group. This must be filled in by members of this group or any outsiders working with this group.

Modifications

Mod numbers start with zero and are increased by 1 for each additional mod. If the registers and their contents which are to be typed constitute a complete program, please indicate this by checking the block provided.

If these registers are changes in a previous program they are attached to this tape. The programmers must indicate the tape and mod to which they wish this information attached. The same is true of additions to a tape.

Parameters

Parameter tapes are always kept separate from the main program. They should be numbered starting with zero and increased by 1 for each new
parameter. If the programmer wishes to change certain registers in a parameter, he must use the next highest parameter number and indicate the parameter tape to which he wishes these changes attached. As far as our records are concerned, there is no other provision made for modifications on parameters.

Addresses

One of the blocks dealing with the addresses should be checked depending on whether they are octal or decimal.

Form

The form in which the information is to be typed should be indicated. Since the Direct Read-in Program (for tapes left in Standard form) occupies registers 1250 thru 2037 (octal), a program must be converted to 5-56 form if it occupies any of these registers.

The Comprehensive System of Service Routines (CS) will process tapes using floating addresses, generalized decimal numbers and interpretive routines.

The number of registers to be punched manually in 5-56 form may not exceed 4.

Other Information

The author's name, room and telephone number should be given.

The register to which control is transferred after read-in should be placed after the words START AT on the requisition. If your program starts at an interpreted order be sure to put an "i" before the words START AT.

Because of the lack of space for filing tapes and manuscripts, our motto has become "When in doubt, throw it out!" All previous mods or parameters (depending on which the request is for) will be discarded unless they are circled in the space provided on the tape preparation requisition.

Programmers may request that the tape be completed by a certain time by filling in the blank labeled "Needed by" in the upper left-hand corner of the requisition. However, this does not mean that the tape will be ready at this time. All requests are filled in order of receipt and the time needed to prepare a tape will vary according to the work load at that time.

Clear, legible manuscripts and a requisition with the necessary information carefully indicated will help us to operate quickly and efficiently.

Signed

M. G. Mackey

Approved

C. W. Adams
TAPE PREPARATION REQUISITION

<table>
<thead>
<tr>
<th>Rec'd at:</th>
<th>Needed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep. Time:</td>
<td></td>
</tr>
</tbody>
</table>

☐ This is a complete tape
☐ Attach to ________

☐ Type and leave in Standard Form
☐ Type and convert to 5-56 Form
☐ Type for CS Conversion
☐ Type in Subroutine Form
☐ Punch manually in 5-56 Form
☐ Type exactly as indicated

☐ Octal addresses are used
☐ Decimal addresses are used

t=_________ (address of zero temp. reg.)

START AT ______________

Special Instructions ___________________

Discard all previous Mods except those circled 0 1 2 3 4 5 6 7 8 9

<table>
<thead>
<tr>
<th>Tape #</th>
<th>Mod #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problem #</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Typed by ______________
Printed by _________
Duplicated by _________

Proofread by __________
Corrected by __________
Filed by __________

DL-590-2
Tape Preparation Complaint

Programmer: ____________________  Typist: ____________________  Date: __________

Errors:

☐ Error in typewritten copy
  at reg. ________, read ________ instead of ________.
  at reg. ________, read ________ instead of ________.
  ☐ additional errors marked on attached program print.

☐ Error in 5-5-6 tape as marked on the tape
  ☐ incorrect character
  ☐ omitted character
  ☐ improper structure

Cause: __________________________  Investigated by: ____________________  Date: __________

The tape ☐ was  checked.
  ☐ was not

☐ manual error, operator ____________________
☐ machine error, punch ____________________ typewriter ____________________
☐ manual duplication error, operator ____________________
☐ machine duplication error, punch ____________________ reader ____________________
☐ no punched tape error

Summary: (Error occurred on (date) __________ at (time) __________)
  ☐ transient, reader ________  ☐ equipment, breakdown ________
  ☐ transient, punch ________  ☐ transient, computer ________
  ☐ transient, typewriter ________  ☐ manual, operator ________
  ☐ unknown cause (theory: __________________________)

Additional Comments:

FORM DL-251