

DP CUSTOMER ENGINEERING

POUGHKEEPSIE

DEPARTMENT 900-5

BUILDING 052-1

January 7, 1963

TO: Branch DP CE Managers

SUBJECT: 700/1410/7000 Series System Performance Data

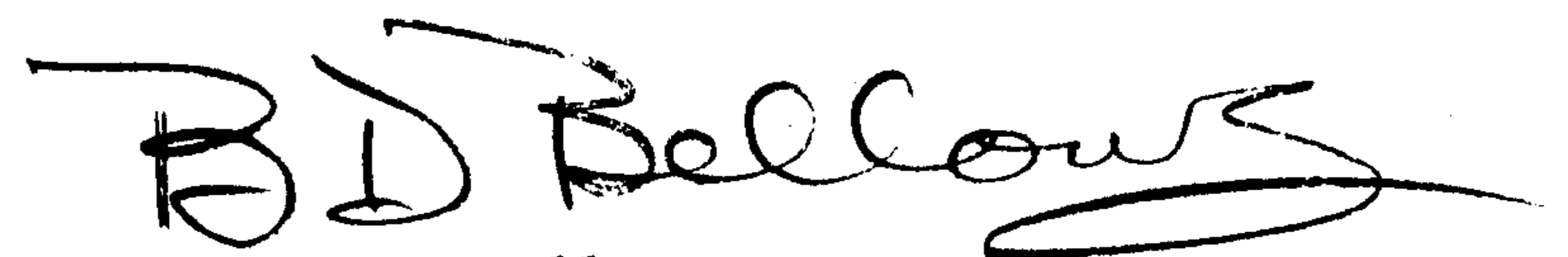
Enclosed are pre-punched Performance Summary Cards for use in 1963 on each 700/1410/7000 system installed in your office.

A Performance Card should be prepared each week on 1410/7000 systems (a week runs from Thursday midnight to Thursday midnight) and mailed Friday morning to this department. 700 Series System requirements are one card each month which should be mailed the first day of the following month. There is a sufficient supply of cards on each system for retaining a copy in your office.

It is important that your present supply of Performance Summary Cards on each of your systems be destroyed upon receipt of the 1963 card decks. Also, please review the interpreted data on the new supply. If for any reason an error is found, let us know and we will furnish a corrected deck of performance summaries.

The CE's servicing 1410/7000 series systems and mailing the System Performance Logs to Poughkeepsie each week are not required to prepare a Performance Summary Card.

Attached to this letter are copies of the instructions for each system installation. Please ask the CE's to review carefully, stressing the importance of mailing the cards to Poughkeepsie weekly on 1410/7000 Series Systems and monthly on 700 Series Systems.



B. D. Bellows

Manager, DP Customer Engineering
Poughkeepsie Plant

BDB:cnw

Enclosures

700/1410/7000 System Performance Summary Instructions

1. The CE Performance Summary Card (Form # N11119) should be filled out for all 700/1410/7000 Series Systems.

Note: A Performance Summary Card does not have to be completed on 1410/7000 series systems which are on "Level 1" reporting (submitting CE System Performance Logs weekly to Poughkeepsie CE Department).

2. If your CE Manager is notified that a 1410/7000 series system will be discontinued from "Level 1" reporting, a Performance Summary Card should be submitted in place of the log. You will receive a quantity of summary cards when reporting status of system changes.
3. Performance Summary Cards prepared on 1410/7000 systems should be mailed every Friday via Air Mail to Customer Engineering, Department 900-5, Building 052, Poughkeepsie, New York. (One week's system operation runs from Thursday midnight to Thursday midnight.)
4. Performance Summary Cards prepared on 700 series systems should be mailed the first day after the previous month's performance.
5. It is important that the correct month or week ending date be written in the proper block on the card.
6. There are eight separate items to be filled in on the summary card. Each is explained on the card. It should be noted that no hand calculation is required.
7. There have been questions asked by many CE's concerning the proper interpretation of three items on the summary card. The items and definitions are:
 - A. Man Hours are to include all time spent on a system, whether it be off-line or on line. A "system" includes all units that can be cabled in for customer operation under program control. Assuming that a log is being kept on every system, all work performance on a system should be recorded on the log. Data required on Performance Summary Card can be extracted from the log.

Note: Man Hours should be recorded to the nearest whole hour.
Example: Actual Unscheduled Maintenance Man Hours is 5.3 - record 5 hours. Actual Scheduled Maintenance Man Hours is 5.5 - record 6 hours.