

## Before you begin

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**Introduction**     The original KnowSys Tutorial was an interactive Toolbook application in color. It worked only on personal computers with Microsoft software.

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**Background**     The author has replaced the huge original tutorial with a set of small interactive web pages— in black-and-white—that anyone can access using an Internet browser.  
*Note:* Original Toolbook screenshots in this tutorial are inactive illustrations only.

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**Purpose**     Use this KnowSys Tutorial to learn how to structure a document from inside out: from the smallest unit (~Bit) upwards to a "chapter-sized" unit (~Batch).

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**Source**     [KnowSys Tutorial](#)

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**Proceed**     **Go to tutorial section...**

1. [Build a ~Bit](#)
2. [http://www.knowbiz.biz/tutorial/build\\_byte.pdf](http://www.knowbiz.biz/tutorial/build_byte.pdf)
3. [Build a ~Boot](#)
4. [Build a ~Batch](#)

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# **Build a ~Batch**

## **Existing Document Before Being Analyzed**

### **Online Resources**

#### **Detailed Steps**

#### **Demo: Built a ~Batch**

### **Structured Document Number 3**

#### **Model Construct**

#### **Animation Simulation**

#### **Website Home**

The screenshot shows a web-based tutorial interface. At the top, it says "KnowSys Tutorial" and "Build a ~Batch". On the left, there is a "Preview" section with an "Introduction" subsection. The main content area contains text explaining the purpose of building a ~Batch and a list of navigation buttons. On the right, there is a cartoon character labeled "Tutor" holding a briefcase.

**KnowSys Tutorial**

**Build a ~Batch**

**Preview**

**Introduction**

Build a ~Batch steps you through the action of building a combination of publishable knowledge units in the KnowSys system of documentation. You can join ~Bytes built earlier into a larger document. You can find this information by clicking a button.

**Tutor**

- Steps summary**
- Detailed steps**
- Practice: Build a ~Batch**
- Model Practice: Build a ~Batch**
- Model document**
- "Before" document**
- Model construct**

*Note: Original Toolbook screenshots in this tutorial are inactive illustrations only.*

## Existing Document Before Being Analyzed

### NOTICE TO ALL EMPLOYEES

Eight national holidays are observed each fiscal year, including New Year's Day, M.L. King's Birthday (Jan. 16), Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

All employees are entitled to one other holiday, at their own discretion: a floating holiday. Some employees like to have the day before or after a national holiday, like the Friday after Thanksgiving, but that's not required.

The Board secretary needs everyone's decision about when they want to have their personal floating holiday for the next fiscal year. Some employees were too late last year, and late-processing costs are estimated at \$30 per request. Employees should try to have their choices in the Board secretary's office on time this year. If this is done, any savings realized will be allocated to our favorite charity, Good Causes.

Requests received after the deadline will not be processed, and equivalent compensation will be made in lieu of the holiday. According to Board policy (Fiscal Planning 3.1.5.21), decisions must be made six weeks before the end of the fiscal year; notices must be sent two months before, and employee contracts are approved three months before.

The Board report for last month stated that the Board has determined the deadline to be Tuesday, May 15, by the end of the business day.

Written forms must be received by the Board secretary. Although e-mail may be used, voice mail, being difficult to process efficiently, is not acceptable. Employees must be sure to include their names and initials, as well their Social Security numbers, so their requests can be processed accurately. Prompt responses are appreciated.

Office of the Board Secretary: 5-1-2015 Approved: RMJ/JOJ

## Summary: How To Use Online Knowledge To Build a ~Batch

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**Introduction** Acting and knowing go together. You need specific knowledge to complete a related action (task).

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**Background** Four KnowBase Books are available online to use during this tutorial:

- Adviser ~Book,
- Helper ~Book,
- Librarian ~Book, *and*
- Tutor ~Book.

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**Main knowledge source** The Tutor ~Book is the main knowledge source for the action (task), *Build a ~Batch*. Note: The alias, “~Book,” is a shortcut for “KnowBook.” The tilde means “Know” throughout the KnowSys information base.

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**Purpose** Use the Tutor ~Book to access what you need to know and how to apply it.

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**Other knowledge sources** You may wish to examine related information in the other three KnowBase Books.

- Adviser ~Book,
- Helper ~Book, *and*
- Librarian ~Book.

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## Detailed Steps: How To Use Online Knowledge To Build a ~Batch

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**Introduction** This information will familiarize you with using online support to build a ~Batch.

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**Action** Follow these steps to access the online knowledge you need to build a ~Batch.

Step	Action
1	Open the Tutor ~Book to Page 3, <i>or</i> click on <b>KnowSys Actions</b> in Finder 1.
2	Read the Preview of <i>KnowSys Actions</i> .
3	Click on <b>KnowBatch</b> in Finder 2.
4	Read all three pages, <i>How To Build a KnowBatch</i> (pp. 14-16).
5	Click on <b>Go to Finder 1</b> , at bottom of Page 16.
6	Click on <b>KnowSys Job Aids</b> (Page 23).
7	Click on <b>How To Build a KnowBatch</b> in Finder 3.
8	Follow the directions and guidelines on the <b>Job Aid</b> (Page 30). <i>Note:</i> Read entire contents before you begin to write.

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## Demo: Built a ~Batch

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### Introduction

This demo models how another writer, Jay, built a ~Batch using KnowSys.

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### Results

The results from Jay Jenre's successful task to build a ~Batch.

Step	Description
1	Jay Jenre opened the online Tutor ~Book, <b>KnowSys Actions</b> , clicked on <b>KnowBatch</b> in Finder 2 (Page 3), and read all three pages (pp. 14-16).
2	Jay reflected, "I've studied the <b>Actions</b> information for building a ~Batch, so I think I'm ready to start writing."
3	Jay reviewed the answers to the questions in the Step & Action table, thinking "I wrote a Preview earlier that satisfies these questions about this package."
4	Jay confirmed the answers about working with this package of information: <ul style="list-style-type: none"><li>• All employees will work with this ~Batch.</li><li>• Employees will decide when to schedule their floating holiday.</li><li>• The source of this ~Batch of information is the Board library.</li></ul>
5	Jay followed the <b>Job Aid</b> for How To Build ~Byte, and edited the three documents that the Superintendent wants in this package, or ~Batch.
6	Jay used the basic purpose of the package's assembled documents to build the ~Batch tag: <b>Floating Holiday Decision</b> .
7	Jay examined the <b>Job Aid</b> further, and using the fishbone picture, decided that <b>Materials</b> was the basic resource for this package of information (p. 31).
8	Jay went to <b>Materials</b> in the resource series table (p. 32), thinking, "I'll arrange my three documents in the series recommended, leaving out 'system constructs.' This package doesn't need hat field."

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### Comments

Jay arranged the package parts in this order:

1. Memo – includes the "big picture" description of the Board's planning **process**,
2. Board policy – includes system **principles**, *and*
3. Report – includes system **facts**.

Jay pasted the final ~Byte tags into the Finder (table of contents) for the ~Boot built earlier to preview the Superintendent's package of information.

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# Structured Document Number 3

## Floating Holiday Decision

### Preview

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#### Introduction

This package of documents contains a deadline memo on your employee decision about the floating holiday date for next fiscal year.

Supportive information provided context for your decision.

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#### Purpose

Use these documents to –

- prepare yourself for a timely and practical decision.
  - fill in the form for submitting your decision on time.
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#### Source

The source of this package of information is the Board library of policies and reports.

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#### Contents

You can find the following contents on the pages shown.

##### **Page Information**

- 2 Memo: Deadline for Floating Holiday Decision
  - 3 Board Policy: Floating Holiday
  - 4 Report: April Board Meeting
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**Memo to** All Employees  
**From** J. Jenre, Board Secretary  
**Date** 05/01/15  
**Subject** **Deadline for Decision about Floating Holiday Date**

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**Introduction** The board report from this past month stated that all employees should decide by May 15 which calendar day to schedule for one floating holiday during the coming fiscal year.

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**Process** Each fiscal year the Board's planning process involves these phases:

1. Three months before end of fiscal year: Board approves employee contracts.
2. Two months before end of fiscal year: Board secretary requests floating holiday date from each employee.
3. Six weeks before end of fiscal year: Each employee submits floating holiday date to Board secretary.

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**Policy** Board policy states (Fiscal Planning 3.1.5.21):  
“Six weeks before the fiscal year ends, each employee may designate one work day from the next fiscal year as a **floating holiday**, above and beyond holidays that coincide with national custom.  
“In fiscal calendar order, the eight national holidays are:  
July 04 – Independence Day  
First Monday in September – Labor Day  
Fourth Thursday in November – Thanksgiving Day  
December 25 – Christmas Day  
January 01 – New Year's Day  
Third Monday of February – Presidents' Day  
Last Monday in May – Memorial Day.”

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**Situation** Board policy and guidelines allow employees to decide about this situation:  
Total holidays are nine per employee per year.  
Each employee may choose any work day from the next year's fiscal calendar as a floating holiday.  
You need not choose a day immediately before or after an existing holiday.

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More...

## More... Memo 05-01-15

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**Consequences** Here are the consequences of your decision, plus and minus:

- + Board will compensate all work days at normal rates.
- Employee will lose floating holiday unless decision is submitted by the deadline.
- Costs to process late holiday requests last year were \$30 per request.
- + If employee decides before May 15, then the savings realized will go to our favorite charity, Good Causes.

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**Action requested** Please act promptly:

- Choose your floating holiday date.
- Copy the form attached.
- Fill in the date of your choice of floating holiday.
- Identify yourself.
- Deliver form to the Board Secretary by USPS, email, or in person.

**Exception:** Voice mail is unacceptable, because processing time is too costly.

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**Decision deadline** The deadline for delivering your decision about your floating holiday date is:  
**end-of-business day, Monday, May 15.**

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**Form**                      **Floating Holiday Decision**

**NameLast:** \_\_\_\_\_ **NameFirst:** \_\_\_\_\_ **Initial** \_\_\_\_\_

**Social Security Number:** \_\_\_ - \_\_\_ - \_\_\_\_\_

**Floating holiday date (mm/dd/yy):** \_\_ / \_\_ / \_\_

**Note:** Deliver form to the Board Secretary **before end-of-business day, Monday, May 15.**

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## Board Policy: Floating Holiday

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**Introduction** This policy statement pertains to the annual deadline for employee decision about choice of a date in next fiscal year's calendar for a personal "floating holiday."

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**Policy** Board policy states (Fiscal Planning 3.1.5.21):  
"Six weeks before the fiscal year ends, each employee may designate one work day from the next fiscal year as a **floating holiday**, above and beyond holidays that coincide with national custom.  
"In fiscal calendar order, the eight national holidays are:

1. July 04 – Independence Day
2. First Monday in September – Labor Day
3. Fourth Thursday in November – Thanksgiving Day
4. December 25 – Christmas Day
5. January 01 – New Year's Day
6. Third Monday of February – Presidents' Day
7. Last Monday in May – Memorial Day."

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**Purpose** Use this policy statement to –

- understand the Board's intent, *and*
- comply in a timely fashion.

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**Definition** A personal floating holiday is a holiday that –

- the Board grants annually to each employee,
- each employee may designate in lieu of one work day, *and*
- may "float" or change from year to year.

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**Example 1** Sara P. designates her birthday, February 28, as her floating holiday for next fiscal year.

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**Example 2** Henri D. selects the Friday after next Thanksgiving for his floating holiday. He notifies the Board Secretary in writing. Secretary reminds Henri that his floating holiday need not always be the day before or the day after a national holiday.

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More...

## More... Board Policy: Floating Holiday

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### **Exception**

Alex G. chose his wedding anniversary, September 4, as his floating holiday.

The Board Secretary asked him to choose a different date, because the next September 4 is Labor Day.

Alex G. would lose the floating holiday, but the Board would compensate him for one day's work.

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## Board Report: April Board Meeting

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**Introduction** This Board report summarizes the minutes of the regular meeting of the Board, held on the first Monday of April.

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**Attendees**

- O. Bergstrom, Vice-Chair
- J. Jenre, Secretary
- H. Huang, C.O.O.
- P. Moriarity, C.F.O.
- J. Martinez, Atty.

**Absentee:** W. Smith, Chair – out of town on business

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**Site** Board met in April in the library on the first floor of the Admin. bldg.

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**Agenda**

1. Pledge of Allegiance
2. Invocation
3. Approval of minutes for previous meeting
4. Financial report
5. Old business items
6. New Business items
7. Adjournment
8. Closed executive session

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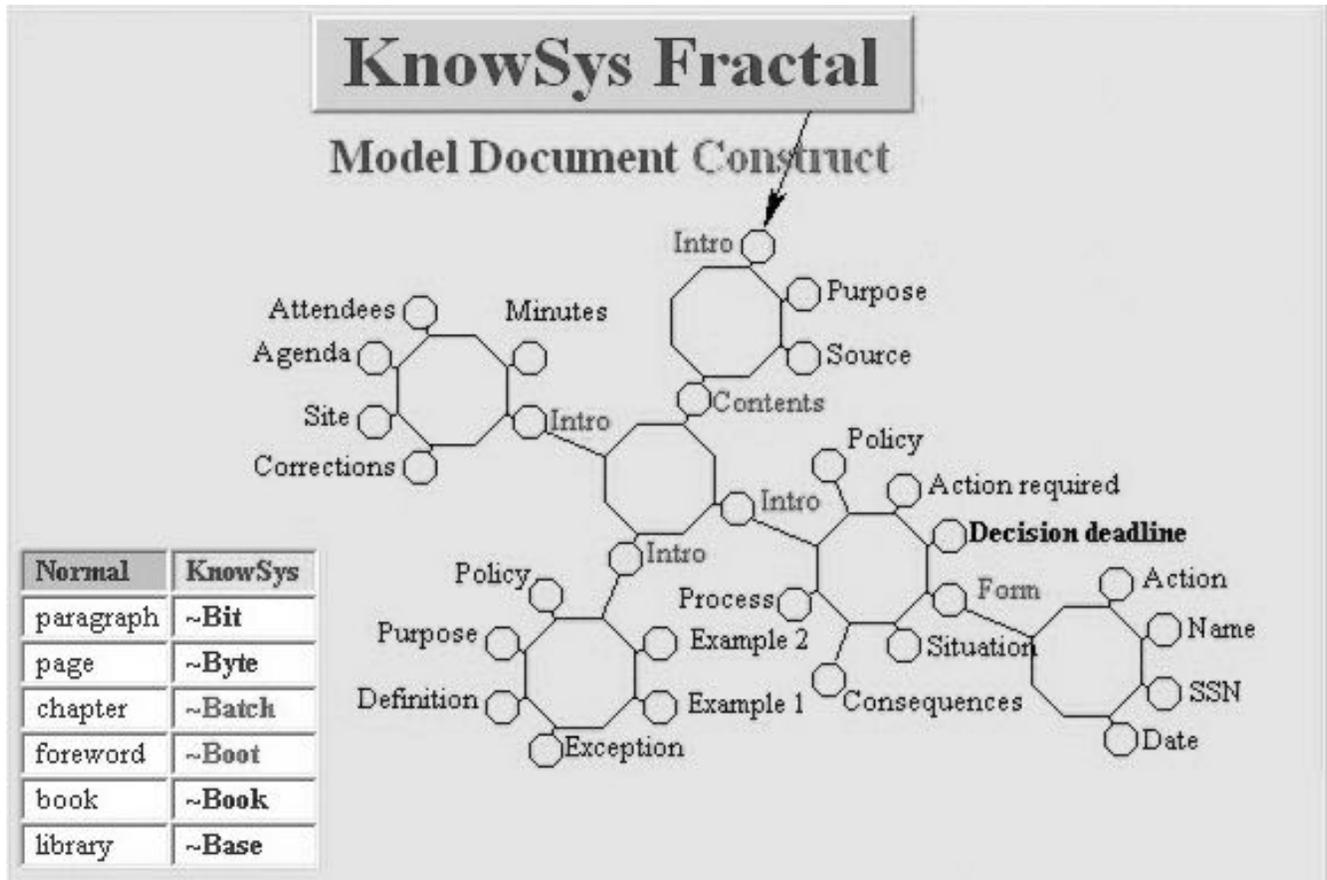
**April minutes** O. Bergstrom, Vice-Chair, led the Pledge at 7:00 P.M.  
H. Huang gave the Invocation.  
Members present unanimously approved March meeting minutes.  
C.F.O reported on budget deficit for last quarter.  
Employee contracts approval was postponed until April 20.  
J. Jenre moved that all employees should decide by May 15 which calendar day to schedule for one floating holiday during the coming fiscal year. J. Martinez seconded. Motion passed without discussion, per planning process policy.  
Meeting adjourned one hour early.  
Closed session dealt with a personnel issue.

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**Corrections** Please leave any correction as a voice-mail for J. Jenre, ext. 7113.

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## Construct for “Floating Holiday Decision”



- Small octagons represent ~Bits.
- Large octagons represent ~Bytes.

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