

USERS GUIDE FOR THE NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Release 3.9

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National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, AL 35812

USERS GUIDE FOR NEMS
RELEASE 3.9

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
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1. OVERVIEW OF NEMS

The NASA Equipment Management System (NEMS) is a standard Agencywide data processing system designed to track information and activity pertaining to NASA's equipment. The intent of NEMS is to simplify, standardize, and reduce the cost and time of managing and controlling equipment by providing a single NASA system for equipment management.

NASA currently owns or leases about 380,000 items of controlled equipment with a total value in excess of \$4.8 billion. The responsibility for managing these items is assigned to ten installations and to NASA Headquarters. Each installation designates a Supply and Equipment Management Officer (SEMO) for the functional administration of supply and equipment management at the installation. Division directors/chiefs are responsible for the equipment assigned to their organizations. Directly supporting the division directors/chiefs are property custodians who keep track of the equipment and monitor the day-to-day activities. Equipment managers interface between the SEMO and the custodians. Equipment managers oversee the operation of NEMS and assist the custodians in the proper procedures. Approximately 25% of NASA's equipment is in the custody of NASA contractors, who are contractually accountable for the equipment to one of the NASA installations or to NASA headquarters.

NEMS is both a distributed and centralized system. The system is distributed in that each installation has a data base containing its equipment data, and the actual processing of equipment management transactions is done at the installation. The transactions track data on the movement of equipment in and out of the installation, equipment disposal, equipment maintenance, and equipment inventory. These transactions are entered, edited, and applied online. Batch reports assist in monitoring these activities and in maintaining an accurate and up-to-date data base. A NEMS control center directs the operation of NEMS at each installation.

NEMS is centralized in that a common Agencywide data base is maintained at a central site. This data base is actually a concatenation of each installation's data base. The transactions processed at each installation are transferred to the central site and applied to the central data base on a nightly basis, placing the central data base one evening behind the installations, at the most. Each installation can query this data base online for the purpose of screening equipment for redistribution and excessing surplus equipment. The central data base is also involved in the transfer of equipment between installations. Batch reports track this data and provide Agencywide statistics and summaries.

NEMS provides NASA Equipment Management with many capabilities designed to speed the handling of information and reduce the cost of managing controlled equipment. These capabilities include:

1. Online updating of the local installation's data base and overnight updating of the central data base to ensure that the data is as up-to-date as possible.
2. Online query and ad hoc report generation capability for both the central and installation's data base to provide quick and easy access to more complete equipment information and to permit a reduction in paper requirements.
3. Online NASA-wide screening of the central data base to maximize the visibility of equipment available for reutilization.
4. Tracking of items valued at \$500 or more to increase the number of items available for reutilization within the agency.
5. Creation of a core group of equipment data elements common to NASA and a basic set of reports to provide standardization throughout the agency.
6. Inclusion of a block of unique, locally assigned equipment data elements to be used by each installation as necessary, and the capability to generate queries and ad hoc reports utilizing this data to meet local requirements, practices, and needs.
7. Implementation of a single NASA-wide, multipurpose form (NEMS or 602) for the custodian. This form is generated by the computer for each controlled item and used to initiate equipment transactions to reduce the workload placed on the custodian, simplify and reduce required actions and record keeping, standardize certain procedures, and replace a variety of forms used by each installation.
8. Automation of the inventory process of one of the most labor intensive and tedious requirements of equipment management. Portable, hand-held terminals (portable bar code readers - PBCR's) with an electronic wand read bar code labels attached to the equipment and containing the NASA equipment control number. Data accumulated in the portable terminal is transmitted to the computer and used to update the installation's data base.

These capabilities reduce the need for a variety of forms, procedures, and systems to be used by each NASA installation. They also permit NASA to maintain a standard Agencywide system, while providing each installation with complete control and responsibility over its portion of the data.

As an Agencywide system, NEMS requires standard hardware and software at each installation and at NASA headquarters. The hardware includes an IBM 434 OS/MVS compatible computer, and the software includes ADABAS, a data base management system (DBMS) vendored by Software A.G. The NEMS data base is managed by ADABAS, and the programs are written in ADABAS/NATURAL, an interactive programming language. The teleprocessing (TP) monitor may be CICS, CMS, COM-LETE, or TSO. Once developed, the program support communications network (PSCN) will link the NASA installations to the central site for online queries and nightly data transfers.

Each NEMS control center contains terminals connected via controllers to the IBM 434 compatible computer, several serial/character printers connected to the terminals for printing online ad hoc requests, one line printer connected to the computer for printing batch reports, and microfilm cameras and readers for microfilming paper transaction documents. The terminals used with NEMS must be IBM 3270 protocol with at least an 80 x 23 line screen size.

Because an objective of NEMS is standardization, any changes in the mode of operation, the operating environment, or interfaces with other software, and any planned changes or improvements must be carefully studied. Those that will affect the installations will be accomplished Agencywide with NASA headquarters acting as the coordinator.

For information on the procedures and guidelines for managing NASA equipment, refer to the NASA Equipment Management Manual (NHB4200.1B) and the NEMS User's Guide for Property Custodians.

2. GETTING INTO THE SYSTEM

The NEMS data base is managed by ADABAS, a data base management system (DBMS) vended by Software A.G. The files that comprise the NEMS data base are:

1. Equipment File - This file contains information pertaining to Agencywide controlled equipment. There is one record for each item of equipment. The unique key for each record is Agencywide's Equipment Control Number (ECN), which is also physically attached to the equipment on a bar code label. This file is updated through the online Equipment File Update.
2. History File - This file contains information on records that have been deleted from the Equipment File. This information can be used to identify prior activity. A record on the History File is an exact duplicate of the record which was on the Equipment File. Due to the transfers of equipment between Agencywide installations, an item can be added to and deleted from an installation's Equipment File more than once. Therefore, there may be more than one record on the History File for a particular item of equipment. The unique key for each record is Agencywide's ECN plus a computer-generated sequence number. The delete transactions automatically add a record to the History File. Periodically, the oldest records on the History File are copied to tape and then purged from the History File.
3. Table File - This file contains information for editing and interpreting the codes used on the Equipment File. Many tables are kept on the Table File, one table for each type of code. The tables are divided into central, installation, and system maintained tables. There is one record on the Table File for each code. The unique key for each record is a table number (i.e. 040 for the manufacturer's code table) plus the code. This file is updated through the online Table File Update.
4. Daily Transaction File - This file contains information on each transaction processed during the day. There is one record for each transaction. The unique key for each record is Agencywide's ECN plus a computer-generated entry reference number, which is comprised of the installation number, the Julian date, and a sequence number. Each transaction automatically adds a record to the Daily Transaction File.
5. Monthly Transaction File - This file contains information on each transaction processed during the month. Each night, the records on the daily transaction file are merged with the records on the Monthly Transaction File. The Daily Transaction File is then purged so it will be ready for the next day's

processing. Each month, records on the Monthly Transaction File are copied to tape. The Monthly Transaction File is then purged so it will be ready for the next month's processing.

6. Transfer File - This file contains information on equipment shipped between centers. This information will be used as input for the receiving center add transaction.

Several system files are also under the NEMS data base. These files contain data needed to run batch report and maintenance jobs, and are internally maintained.

The NEMS online system is comprised of five subsystems. A user may have access to all or part of a subsystem, or may not have access to a particular subsystem at all. The USERID assigned by the NEMS data base administrator (DBA) or NEMS programmer for access to NEMS controls the user's subsystem authority levels. The five subsystems are:

1. Ad hoc Inquiries - This subsystem allows the user to view information stored in the NEMS data base via pre-programmed or dynamic ad hoc requests.
2. Equipment File Update - This subsystem allows the user to update the Equipment File. Each transaction is edited and applied online.
3. Maintenance - This subsystem allows the DBA or NEMS programmer to update the user authorities and to submit batch jobs that maintain the data base. These jobs include backups of the data base, data transfer to the central site, merging of the Daily and Monthly Transaction Files, copying of the Monthly Transaction File to tape, copying of the History File to tape, financial management interface, and updating of the data base with inventory data.
4. Report Selection - This subsystem allows the user to submit preprogrammed reports for overnight (batch) processing. The reports are produced on hard copy paper. Reports can be submitted on-request for a one-time-only run. Reports can also be scheduled to be run cyclically (i.e. daily, monthly, annually) without user intervention.
5. Table File Update - This subsystem allows the user to update the installation tables on the Table File. The updates are edited and applied online.

The NEMS online system is menu driven with formatted screens. The user enters information that determines which screen will appear next, or enters data necessary to update an equipment record or table record.

NEMS MAIN MENU

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: MNU001P1      (NEMS)                                TIME: HH:MM:SS
                        INSTALLATION NAME
                        ENTER FUNCTION OR 'X' TO EXIT: _____
                        1. ADHOC INQUIRIES
                        2. EQUIPMENT FILE UPDATE
                        3. REPORT SELECTION
                        4. TABLE FILE UPDATE
                        5. SYSTEM MAINTENANCE
```

PURPOSE:

The NEMS Main Menu displays the subsystems the user is authorized to use.

CALLED FROM SCREEN:

This screen is called by the NEMS driver. To invoke the NEMS driver, enter the command 'NEMS' when prompted by 'NEXT' under ADABAS/NATURAL.

CALLS SCREENS:

1. At present there are five subsystems which the user may invoke. They are:

- a) Ad hoc Inquiries
- b) Equipment File Update
- c) Maintenance
- d) Report Selection
- e) Table File Update

Upon completion, these subsystems return to the NEMS Main Menu.

2. Upon completion, this screen returns to ADABAS/NATURAL.

INSTRUCTION STEPS:

Step 1: The screen will appear with a list of authorized subsystems. Enter the number corresponding to the subsystem you wish to access or enter an 'X' to return control to ADABAS/NATURAL.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

EDIT CRITERIA:

Valid function or 'X'

2.1 NAVIGATION

The NEMS online system is designed as a 'tree' structure. This refers to the method of moving (navigating) from one menu or screen to another. You start at a single point (the NEMS Main Menu) and proceed down a branch to another menu that branches until you are at the desired function. You return from that function back through the menus until you reach the Main Menu, then take a different branch to perform another function. You only exit the system from the Main Menu.

An alternative method of navigation is the 'direct command'. With this method you are permitted to access a destination one, two, or in some cases, three levels deep in the menu 'tree' with a single command. The direct command is invoked at the same place navigation is currently controlled: any place you select a menu option, exit from a menu or function, and any place you may cancel from a function. The direct command, when invoked, will take you to that specific function without navigation through the intermediate menus.

The syntax for the direct command is '=a.bbb.ccc' where the equal sign '=' designates the value as a direct command. The first 'tree' level is identified by the 'a'. A delimiter '.' followed by the second level and third level (where applicable) follow. The values for the levels correspond to the values on that level of menu. The first level corresponds to the Main Menu options. The second level corresponds to the specific options available to the option designated by the first level. The same applies to the third level. Simply, think of it as stacking your selections when moving down the menu tree. As an example, the Equipment File Ad hoc by Ecn is option 3 of the Ad hocs. The ad

hocs are option 1 of the Main Menu. If you wish to ad hoc an equipment record enter the direct command '=1.3'. To ad hoc the User Number Table you may navigate there directly by entering '=1.9.090'; the ad hocs are option 1 of the Main Menu, the Table Ad hoc Menu is option 9 of the ad hocs, Table 090 is option 090 of the Table Ad Hoc Menu. To access an add transaction enter '=2.a'. The options available to each user depend upon their USERID profile and may not be the same for everybody. For instance, if you did not have ad hoc authority and wanted to access an add transaction your direct command would be '=1.a' since the Equipment Update Transaction Menu would be option 1 of your Main Menu.

The intent of the direct command was to permit short cuts on the navigation through the menus. You are permitted to access any menu for which you are authorized down to the level where a data value (like an ECN) would have to be entered, or where an update could take place. In most cases this is two levels: '=1.4' for Equipment File Ad hoc By Field, '=3.3' for Altering Currently Scheduled Reports, '=4.078' for Updating The Custodian Account Number Table, '=2.d' for Selecting A Delete Transaction. In a few cases three levels of navigation are permitted: '=3.2.140' for Scheduling Report 140 To Run On Request, '=1.9.102' for Performing an Ad Hoc on the Building Number Table.

Assuming that you have the authority for ad hocs, Equipment File updates, reports and table updates; here are a few examples:

COMMAND	RESULT
=2.a	You will be in the Equipment File Update Menu for add transactions
=4.090	This command will take you to the User Number Table Update Screen
=1.9.040	You will go to the MFG Code Table Ad hoc where you will be requested to select an option and a range of values
=3.2.140	You will be taken to the Report 140 Parameter Entry Screen

There are a few special direct commands available:

COMMAND	RESULT
=q	This command will take you out of NEMS. The result is the same as entering an 'X' on the Main

Menu. You would either exit NATURAL or receive the 'NEXT' prompt in NATURAL. This depends on how your NEMS is set up.

- =0 This command will take you to the Main Menu.
- =x This command will take you to the Main Menu and put the 'X' in the input field. If you press 'ENTER' again the 'X' will be executed.
- = This command will take you to the Main Menu.

These commands can be used as a quick return to the Main Menu or out of the system. The direct commands are intended to enhance navigation, not to replace the existing method of climbing up and down the menu 'trees'.

3. AD HOC INQUIRY SUBSYSTEM

3.1 NEMS AD HOC INQUIRIES SUBSYSTEM

In general, 'ad hoc' refers to an online inquiry program that is assembled during the user's session, using criteria selected by the user. The user may select any of the following files for ad hoc inquiries:

1. Daily Transaction File
2. Equipment File
3. History File
4. Monthly Transaction File
5. Table File
6. Transfer File

The Daily Transaction File, Equipment File, History File, Monthly Transaction File and the Transfer File are all selected by ECN or by field. The two transaction files, the History File and the Transfer File may have multiple records per ECN. When this occurs a second screen is displayed with information that will allow the selection to be narrowed to one record. The Equipment File will always have one record per ECN. The table files are selected by table number. Most individual tables have predetermined descriptor fields which can be used in selecting records. The user can also use the defaults which will cause the entire table to be listed. This procedure does not apply to those tables that are small enough to fit on one screen. All files are displayed on formatted screens.

NEMS AD HOC INQUIRIES MENU

```
USER-ID: XXXXX          NEMS ADHOC INQUIRIES MENU          DATE: MM/DD/YY
PROGRAM: ADH000P1                                           TIME: HH:MM:SS

ENTER FUNCTION OR 'X' TO EXIT: _____

1.  DAILY TRANSACTION FILE BY ECN
2.  DAILY TRANSACTION FILE BY FIELD
3.  EQUIPMENT FILE BY ECN
4.  EQUIPMENT FILE BY FIELD
5.  HISTORY FILE BY ECN
6.  HISTORY FILE BY FIELD
7.  MONTHLY TRANSACTION FILE BY ECN
8.  MONTHLY TRANSACTION FILE BY FIELD
9.  TABLE FILE BY TABLE NUMBER
10. TRANSFER FILE BY ECN
11. TRANSFER FILE BY FIELD
12. SUPER NATURAL
```

PURPOSE:

The NEMS Ad hoc Inquiries Menu displays the functions.

CALLED FROM SCREEN:

This screen is called by the NEMS Main Menu.

CALLS SCREEN:

1. List Daily Transaction File by ECN
2. List Daily Transaction File by Field
3. List Equipment File by ECN
4. List Equipment File by Field
5. List History File by ECN
6. List History File by Field
7. List Monthly Transaction File by ECN
8. List Monthly Transaction file by Field
9. List Table File by Table Number

10. List Transfer File by ECN

11. List Transfer File by Field

12. SUPER NATURAL

With the exception of Option 12, these screens will return to the Ad hoc Inquiries Menu. Option 12, SUPER NATURAL, will return to the NEMS Welcome Screen.

INSTRUCTION STEPS:

Step 1: The screen will appear with a list of functions. Enter the number corresponding to the function you wish to perform or an 'X' to return to the NEMS Main Menu.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the EXIT field.

Press the 'ENTER' key.

EDIT CRITERIA:

Valid function number or 'X'

NEMS Daily Transaction File Ad hoc - ECN Selection Screen

NEMS DAILY TRANSACTION FILE AD HOC - ECN SELECTION SCREEN

```
USER-ID: XXXXX                NEMS                DATE: MM/DD/YY
PROGRAM: ADH900P1            DAILY TRANSACTION FILE ADHOC BY ECN    TIME: HH:MM:SS

ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____

START AT PAGE (1 OR 2): 1
```

PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu

CALLS SCREEN:

This screen calls the Sequence Number Selection Screen or the Daily Transaction Record Display Screen - page 1 or 2 as indicated.

INSTRUCTION STEPS:

Step 1: Enter the ECN of the record to be displayed.

Optionally enter page 2 or accept the default, page 1.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid ECN or 'X'

SELECT NEMS DAILY TRANSACTION FILE BY ECN

USER-ID: XXXXX	NEMS			DATE: MM/DD/YY	
PROGRAM: ADH900P1	DAILY TRANSACTION FILE ADHOC BY ECN			TIME: HH:MM:SS	
TRANSACTION					
ECN	SEQUENCE NO	TRANS NO	DATE	TIME	ENTRY REF NO
G080023	1	X90	97/02/03	11:56:39:1	0870340391
G080023	2	X15	97/02/03	12:04:37:4	0870340393

ENTER THE SEQUENCE NUMBER OR 'X' TO EXIT OR ' ' TO CONTINUE: _____

PURPOSE:

This menu lists all the daily transactions for the ECN entered on the ECN Selection Screen. Up to fifteen per page.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

CALLS SCREEN:

This screen calls the NEMS Daily Transaction Record Screen - page 1 or 2 as indicated. Upon completion, control is returned to the ECN selection screen.

INSTRUCTION STEPS:

Step 1: select the daily transaction you wish to see. Enter the sequence number, assigned above on the screen, or leave it Blank. When entering a

sequence number it does not have to be on the screen being viewed, it need only be a valid sequence number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the EXIT field.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid sequence number, Blank or 'X'

NEMS DAILY TRANSACTION RECORD - PAGE 1 of 2

USER-ID: XXXXX	NEMS DAILY TRANSACTION RECORD	DATE: MM/DD/YY
PROGRAM: ADH900P1	PAGE 1 OF 2	TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____		
ECN: G080023	TRANSACTION NUMBER: X90	
PREVIOUS ECN:	ENTRY REFERENCE NUMBER: 870340391	
UNIQUE EQUIP NO:	TRANSACTION DATE: 97/02/03	
COST: 4590.00	TRANSACTION TIME: 11:56:39:1	
PREVIOUS COST:	NEMS USER ID:	
CUSTODIAN NO: 17099	ITEM NAME: PRINTER, ADP	
PREVIOUS CUST NO:	MANUF CODE: 58839	
CUST NAME: ROSS KATHY	MANUF NAME: APPLE COMPUTER INC	
CUSTODIAN ACCT NO: 17099	MANUF MODEL NO: M6000	
PREVIOUS CUST ACCT NO:	MANUF SERIAL NO: CA83245RM6000	
USER NO: MSJOC	YEAR MANUFACTURED: 88	
PREVIOUS USER NO:	NATIONAL STOCK NO: 7025	
USER NAME:	PREV NAT STOCK NO:	
EQUIP LOC-BLDG NO: 4203	EQ LOC-BLDG NAME: 4203	
EQUIPMENT LOCATION-ROOM: 2208	EQUIPMENT LOCATION-ZIP CODE: 35812	
INSTALLATION NO ACCT: 08	CONTRACTOR TAG NO:	
INSTALLATION NO SUB: 08	CONTRACTOR NO ACCT:	
INSTALLATION NO CONV:	CONTRACTOR NO CONV:	
INSTALLATION NO RECV:	CONTRACTOR NO RECV:	

PURPOSE:

This screen lists the first of two pages of data from the Daily Transaction File Record.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen or the Sequence Number Selection Screen when there is more than 1 transaction.

CALLS SCREEN:

Upon completion, control is passed to page 2.

INSTRUCTION STEPS:

Step 1: examine the data and make notes as necessary. Use Print Screen capability if so desired.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the EXIT field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

NEMS DAILY TRANSACTION RECORD - PAGE 2 of 2

USER-ID: XXXXX	NEMS DAILY TRANSACTION RECORD	DATE: MM/DD/YY
PROGRAM: ADH900P1	PAGE 2 OF 2	TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: 2_____		
ECN: G080023	ITEM NAME: PRINTER, ADP	
CAP/SENS CODE: N	ITEM NAME STD: Y	
PREV CAP/SENS CODE:	DATE NASA ACQ: 89/03/15	DATE INST ACQ:
AVAIL STATUS CODE: A	ACQ DOC CNTL NO:	
PRE AVAIL STAT CODE:	DATE WRNTY EXP (MAT):	(LABOR):
CONDITION CODE: A1	DATE AVAILABLE:	
EST COST CODE:	DATE INVENTORIED: 96/08/05	
HAZ MAT CODE:	DATE STORAGE DUE:	
PREC METAL CODE:	DATE SHIPPED OTHER INST:	
IDLE EQUIP CODE:	DATE LAST CALIBRATED:	DUE:
EQUIP MNGMT CODE:	DATE LAST SERVICED:	
ADJ DOC REF NO:	COST LAST SERV (PARTS):	(LABOR):
ADJUST COST:	LOAN/LEASE DOCUMENT NO:	
RECON CODE:	DATE LOAN/LEASE/BRW IN DUE:	OUT:
OTHER AGENCY NO:	DATE REPAIR RETURN DUE:	
FREEZE NUMBER:	DATE LOANED OUT:	
PRINT NEMS 1:	DATE LEASED OUT:	
LOCAL	DATE BORROWED OUT:	
DATA:		

PURPOSE:

This screen lists the second of two pages of data from the Daily Transaction File record.

CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 1.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

NEMS DAILY TRANSACTION FILE AD HOC BY FIELD FIND SELECTION SCREEN

```
USER-ID: XXXXX          NEMS DAILY TRANS FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH910P1                                           TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA OR 'X' TO EXIT

' ( '  DESCRIPTOR NUMBER  OPERATOR          SEARCH VALUE          ' ) '  AND/OR
-      -                  -                _____          -      -
-      -                  -                _____          -      -
-      -                  -                _____          -      -

VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYMMDD'

01 - ECN                                07 - CUSTODIAN NUMBER          13 - CONTRACTOR ACCT
02 - ITEM NAME                          08 - USER NUMBER              14 - ENTRY REFERENCE NO
03 - MFG CODE                            09 - EQUIP ZIP CODE           15 - TRANSACTION NUMBER
04 - MFG MODEL NUMBER                    10 - EQUIP BUILDING           16 - PRINT NEMS 1
05 - AVAIL STATUS CODE                   11 - UNIQUE EQUIP NUMBER      17 - LOAN/LEASE DOC NO
06 - CUSTODIAN ACCT NO                    12 - CONTRACTOR TAG NO
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the where criteria selection screen or the NEMS Ad hoc Inquiries Menu.

INSTRUCTION STEPS:

Step 1: enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 17
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'mmdyy'
- f. 'X' to exit

**NEMS DAILY TRANSACTION FILE AD HOC BY FIELD
 WHERE SELECTION SCREEN - PAGE 1**

USER-ID: XXXXX	NEMS DAILY TRANS FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM: ADH910P2		TIME: HH:MM:SS
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT		
DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE
---	---	---
ENTER '2' TO GO TO NEXT PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)		
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YMMDD' OR 'YMM'		
01 - ECN	13 - CONTRACTOR ACCT	25 - DATE INST ACQ
02 - ITEM NAME	14 - ENTRY REFERENCE NO	26 - ACQ DOC CNTL NO
03 - MFG CODE	15 - TRANSACTION NO	27 - EQUIPMENT ROOM
04 - MFG MODEL NUMBER	16 - PRINT NEMS 1	28 - DATE INVENTORIED
05 - AVAIL STATUS CODE	17 - LOAN/LEASE DOC NO	29 - DATE AVAILABLE
06 - CUSTODIAN ACCT NO	18 - INSTALLATION SUB	30 - ESTIMATED COST CODE
07 - CUSTODIAN NUMBER	19 - MFG SERIAL NUMBER	31 - CONDITION CODE
08 - USER NUMBER	20 - YEAR MANUFACTURED	32 - HAZ MATERIAL CODE
09 - EQUIP ZIP CODE	21 - NATIONAL STOCK NO	33 - PREC METAL CODE
10 - EQUIP BUILDING	22 - COST	34 - DATE LAST CALIBRATED
11 - UNIQUE EQUIP NUMBER	23 - CAP/SENS CODE	35 - DATE CALIBRATION DUE
12 - CONTRACTOR TAG NO	24 - PREV AVAIL STAT CODE	36 - DATE WRNTY EXP MAT

PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the Find Selection Screen.

CALLS SCREEN:

This screen calls the Sort Selection Screen or page 2 of where selection screen.

INSTRUCTION STEPS:

Step 1: enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'c' in the Cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may go to page 2 by entering '2' in the Page field, or the user may exit at any time by entering an 'X' in the Exit field. The user will return to the Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 67
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'mmddy' or 'mmyy'
- f. '2' to go to second page
- g. 'X' to exit

NEMS DAILY TRANSACTION FILE AD HOC BY FIELD WHERE SELECTION SCREEN - PAGE 2

```
USER-ID: XXXXX          NEMS DAILY TRANS FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH910P2                                             TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT
DESCRIPTOR NUMBER  OPERATOR          SEARCH VALUE          AND/OR
-----
-----

VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYMMDD'
37 - DATE WRNTY EXP LABOR 49 - PARTS COST LAST SERV 61 - ADJ DOC REFERENCE
38 - OTHER AGENCY NUMBER 50 - DATE LAST SERV 62 - PREV CUST ACCT NO
39 - DATE L/L/B IN DUE 51 - CONTRACTOR CONVEYOR 63 - PREV NAT STOCK NO
40 - DATE LOANED OUT 52 - INST CONVEYOR 64 - PREV COST
41 - DATE LEASED OUT 53 - CONTRACTOR RECEIVER 65 - PREV CAP/SENS CODE
42 - DATE SHIPPED 54 - INST RECEIVER 66 - PREV USER NUMBER
43 - DATE BORROWED OUT 55 - FREEZE NUMBER 67 - PREV CUSTODIAN NO
44 - DATE STORAGE DUE 56 - PREVIOUS ECN 68 - DATE REPAIR RETURN
45 - DATE L/L/B OUT DUE 57 - TRANSACTION DATE 69 - ITEM NAME STANDARD
46 - EQUIP MGMT CODE 58 - NEMS USER ID 70 - DATE NASA ACQ
47 - IDLE EQUIP CODE 59 - ADJUSTMENT COST
48 - LABOR COST LAST SERV 60 - RECON CODE
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 1.

CALLS SCREEN:

This screen calls the Sort Selection Screen.

INSTRUCTION STEPS:

Step 1: Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the

selection criteria. The user may cancel the transaction before attempting a sort by entering a 'C' in the Cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may exit at any time by entering an 'X' in the Exit field. The user will return to the Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 67
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'mmdyy' or 'mmyy'
- f. 'X' to Exit

SORT SELECT NEMS DAILY TRANSACTION FILE BY FIELD

```
USER-ID: XXXXX          NEMS DAILY TRANS FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH910P3                                             TIME: HH:MM:SS

ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS
TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:
      SORT:          _      _      _
      BREAK:         N      N      N
NOTE:  TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD
      CHANGE THE 'N' TO A 'Y'.
```

01 - ECN	07 - CUSTODIAN NUMBER	13 - CONTRACTOR TAG NO
02 - ITEM NAME	08 - USER NUMBER	14 - CONTRACTOR ACCT
03 - MFG CODE	09 - EQUIP ZIP CODE	15 - ENTRY REFERENCE NO
04 - MFG MODEL NUMBER	10 - EQUIP BUILDING	16 - TRANSACTION NUMBER
05 - AVAIL STATUS CODE	11 - EQUIP ROOM	17 - PRINT NEMS 1
06 - CUSTODIAN ACCT NO	12 - UNIQUE EQUIP NUMBER	18 - LOAN/LEASE DOC NO
		19 - YEAR MANUFACTURED

PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

CALLED FROM SCREEN:

This screen is called by the where selection screen.

CALLS SCREEN:

This screen calls the NEMS Daily Transaction Field Selection For Display Screen.

INSTRUCTION STEPS:

Step 1: select the descriptor you wish the record to be sorted by up to three fields. If you want to display summary level information at the break of each sort field change the "n" to a "y".

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Descriptor number must be 01 thru 19
- b. Descriptor number must be numeric
- c. Break field must be equal to 'n' or 'y'
- d. 'X' to exit

NEMS DAILY TRANSACTION FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN

```
USER-ID: XXXXX          NEMS DAILY TRANS FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH910P4      TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:

ENTER '2' TO GO TO NEXT PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
01 - ECN                14 - PREV COST                27 - USER NAME
02 - INSTALLATION NO    15 - CAP/SENS CODE                28 - EQUIP ZIP CODE
03 - INSTALLATION ACCT  16 - PREV CAP/SENS CODE          29 - EQUIP BUILDING
04 - INSTALLATION SUB   17 - AVAIL STATUS CODE           30 - EQUIP ROOM
05 - ITEM NAME          18 - PREV AVAIL STATUS           31 - DATE INVENTORIED
06 - MFG CODE           19 - DATE INST ACQ               32 - DATE AVAILABLE
07 - MFG NAME           20 - ACQ DOC CNTL NO             33 - EST COST CODE
08 - MFG MODEL NUMBER   21 - CUST ACCT NUMBER            34 - CONDITION CODE
09 - MFG SERIAL NUMBER  22 - PREV CUST ACCT NO           35 - UNIQUE EQUIP NO
10 - YEAR MFG           23 - CUSTODIAN NUMBER            36 - HAZ MATERIAL CODE
11 - NATIONAL STOCK NO  24 - PREV CUSTODIAN NO           37 - PREC METAL CODE
12 - PREV NAT STOCK NO  25 - USER NUMBER                38 - DATE LAST CALIBRATED
13 - COST               26 - PREV USER NUMBER            39 - DATE CALIBRATION DUE

(MORE FIELDS ON NEXT PAGE)
```

PURPOSE:

This screen lists all the fields in the file and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS Daily Transaction Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Record Display Screen or the Display Selection Screen 2.

INSTRUCTION STEPS:

Step 1: Enter the field number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may download the data to the PC by entering a 'D' or may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 2 by entering '2' in the Page field, or the user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to the Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Display field must be 01 thru 73
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '2' to go to second page
- e. 'D' to download data to the PC, or
- f. 'B' to run as a report overnight
- g. 'X' to exit

**NEMS DAILY TRANSACTION FILE AD HOC BY FIELD
DISPLAY SELECTION SCREEN 2**

```
USER-ID: XXXXX          NEMS DAILY TRANS FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH910P4          TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _

40 - DATE WRNTY EXP MAT    53 - EQUIP MGMT CODE          66 - LOCAL DATA
41 - DATE WRNTY EXP LABOR  54 - IDLE EQUIP CODE        67 - PRINT NEMS 1
42 - OTHER AGENCY NUMBER  55 - LABOR COST LAST SERV   68 - TRANSACTION DATE
43 - CONTRACTOR TAG NO    56 - PARTS COST LAST SERV   69 - TRANSACTION TIME
44 - CONTRACTOR ACCT      57 - DATE LAST SERV        70 - NEMS USER ID
45 - LOAN/LEASE DOC NO    58 - CONTRACTOR CONVEYOR    71 - ADJUSTMENT COST
46 - DATE L/L/B IN DUE    59 - INST CONVEYOR         72 - RECON CODE
47 - DATE LOANED OUT      60 - CONTRACTOR RECEIVER    73 - ADJ DOC REFERENCE
48 - DATE LEASED OUT      61 - INST RECEIVER         74 - DATE REPAIR RETURN
49 - DATE SHIPPED         62 - FREEZE NUMBER         75 - ITEM NAME STANDARD
50 - DATE BORROWED OUT    63 - PREVIOUS ECN          76 - DATA NASA ACQ
51 - DATE STORAGE DUE    64 - ENTRY REFERENCE NO
52 - DATE L/L/B OUT DUE  65 - TRANSACTION NO
```

PURPOSE:

This screen lists the fields in the file and prompts the user to select the fields for display.

CALLED FROM SCREEN:

This screen is called by Display Field Selection Screen 1.

CALLS SCREEN:

This screen calls the Daily Transaction Record Display Screen or Find Selection Screen.

INSTRUCTION STEPS:

Step 1: Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Daily Transaction File Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Display fields must be 01 thru 73
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. 'D' to download data to the PC, or
- e. 'b' to run as an overnight report
- f. 'X' to exit

NEMS DAILY TRANSACTION FILE AD HOC BY FIELD DISPLAY SCREEN

```
                                NEMS DAILY TRANS FILE ADHOC BY FIELD
ECN
-----
G079924
G079924
G079931
G079942
G079942
G079942
G079942
G079942
G079943
G079976
G079977
G079978
G079977
G079978
G079979

ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N
```

PURPOSE:

This screen displays all the requested files with default column headers.

CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

CALLS SCREEN:

This screen calls the next page of Display Screen if any or Daily Transaction Ad hoc By Field Menu.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: Enter 'n' to go to the next screen of data. Enter 'R' to re-display the output starting from page 1. Enter 'X' to exit the screen and return to the NEMS Daily Transaction Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

**NEMS DAILY TRANS FILE AD HOC BY FIELD
NEMS REPORT DISTRIBUTION INFORMATION SCREEN**

```
USER-ID: XXXXX                      NEMS                      DATE: MM/DD/YY
PROGRAM: ADH999P1    REPORT DISTRIBUTION INFORMATION    TIME: HH:MM:SS

EFFECTIVE DATE (YY MM DD):  __ __ __
DISTRIBUTION: NEMS CONTROL_____
MAIL STOP: 4471____
NUMBER OF COPIES: 01
PRINTER DESTINATION CODE: 041_____
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P
BINDING INSTRUCTIONS (IF XEROX):  _
    G - GLUE BOUND      U - UNBOUND
    S - STAPLED        V - VELOBOUND

ENTER 'C' TO CANCEL:  _
```

PURPOSE:

This screen lists the default report distribution information. The users may modify it as their needs require. This distribution information will be used for this run only; the default information is unaffected.

CALLED FROM SCREEN:

This screen is called by the NEMS Daily Transaction File Display Selection Screen when the "B" (Batch) option is used.

CALLS SCREEN:

Upon completion, this screen calls the NEMS Daily Transaction File Find Selection Menu.

INSTRUCTION STEPS:

Step 1: The default report distribution information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field. The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Effective Date:

- a. Mandatory
- b. Must be numeric
- c. Must be in format 'yy mm dd'
- d. Must be greater than or equal to the current date

Distribution:

- a. Mandatory
- b. No further edits

Mail Stop:

- a. Mandatory
- b. No further edits

Number of Copies:

- a. Mandatory
- b. Must be numeric between 1 and 99

Printer Destination Code:

- a. Mandatory
- b. No further edits

Report Print Type:

- a. Mandatory
- b. Must be 'X' or 'p'

Binding Instructions:

- a. Currently not used

NEMS EQUIPMENT FILE AD HOC - ECN SELECTION SCREEN

```
USER-ID: XXXXX          NEMS          DATE: MM/DD/YY
PROGRAM: ADH920P1      EQUIPMENT FILE ADHOC BY ECN    TIME: HH:MM:SS

ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____

START AT PAGE (1,2,3): 1
```

PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the Equipment Record Display Screen - page 1, 2, or 3 as indicated.

INSTRUCTION STEPS:

Step 1: Enter the ECN of the record to be displayed. Optionally enter page 2 or 3, or accept the default, page 1.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid ECN or 'X'

NEMS EQUIPMENT RECORD BY ECN - PAGE 1 of 3

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM: ADH920P1	EQUIPMENT RECORD - PAGE 1 OF 3	TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____		
ECN: G080023	ITEM NAME: PRINTER, ADP	
PREVIOUS ECN:	MANUF CODE: 58839	
OLD TAG NO:	MANUF NAME: APPLE COMPUTER INC	
NAT STOCK NO: 7025	MANUF MODEL NO: M6000	
EQUIPMENT TYPE ACCT: 1563	MANUF SERIAL NO: CA83245RM6000	
UNIQUE EQUIP NO:	YEAR MANUFACTURED: 88	
COST: 4,590	ACQ DOCUMENT CONTROL NO: 171700003	
CUST NO: 17099 MAIL: CR01HEI	ACQ ERN: 0890860161 LAST ERN: 0870340393	
CUST NAME: ROSS KATHY	ACQ TRAN NO: 06 LAST TRAN NO: X15	
CUST ACCT: 17099 PREV: 03578	LOAN/LEASE DOCUMENT NO:	
CUSTODIAN ORG CODE: CR01HEI	EQUIPMENT LOCATION-ZIP CODE: 35812	
CUST PHONE: 4-1199	EQUIPMENT LOCATION-BUILDING NO: 4203	
USER NO: 17390 MAIL: CR01HEI	EQ LOC-BLDG NAME: 4203	
USER NAME: DURRETTE TERESA L	EQUIPMENT LOCATION-ROOM: 2208 LOCATION: GRID1	
USER PHONE: 4-4416	CONTRACTOR TAG NO:	
INSTALLATION NUMBER: 0808	CONTRACTOR NO ACCT:	
INSTALLATION NO CONV:	CONTRACTOR NO CONV: NS8-37812	
INSTALLATION NO RECV:	CONTRACTOR NO RECV:	
OTHER AGENCY NO:	FREEZE NO:	

PURPOSE:

This menu lists page 1 of 3 pages of data from the Equipment File record.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 2.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may go to page 2 by pressing enter or return to the ECN selection screen by entering 'X' in the exit field or select a new ECN to be displayed.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

NEMS EQUIPMENT RECORD BY ECN - PAGE 2 of 3

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM: ADH920P1	EQUIPMENT RECORD - PAGE 2 OF 3	TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____		
ECN: G080023	ITEM NAME: PRINTER, ADP	
CODES -----	DATES -----	DATES -----
CAP/SENS: N	NASA ACQUIRED: 89/03/15	LAST SERVICED:
AVAIL STATUS: A	INST ACQUIRED: 89/03/15	LOAN/LEASE/BRW IN DUE:
CONDITION:	WRNTY (MATER) EXP:	LOAN/LEASE/BRW OUT DUE:
EST COST:	WRNTY (LABOR) EXP:	LOANED OUT:
HAZ MAT:	STATUS CODED: 89/03/15	LEASED OUT:
PREC MET:	AVAILABLE:	BORROWED OUT:
IDLE EQ:	INVENTORIED: 96/08/05	STORED IN:
EQUIP MNGMT:	LAST CALIBRATED:	STORAGE DUE:
IN: OUT:	CALIBRATION DUE:	SHIPPED TO OTHER INST:
ITM STD: Y		DATE REPAIR RETURN DUE:
	LABOR	PARTS
COST LAST SERVICE:		NUMBER
COST YEAR TO DATE:		OF TIMES
COST TO DATE:		SERVICED:
LOCAL		
DATA:		

PURPOSE:

This screen lists page 2 of 3 pages of data from the Equipment File record.

CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN selection screen.

CALLS SCREEN:

Upon completion, control is passed to page 3.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen. he user may also enter a new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

NEMS EQUIPMENT RECORD BY ECN - PAGE 3 of 3

```
USER-ID: XXXXX                      NEMS                      DATE: MM/DD/YY
PROGRAM: ADH920P1                    EQUIPMENT RECORD - PAGE 3 OF 3  TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: G080023                          ITEM NAME: PRINTER, ADP

TRANS-   ENTRY   NPDMS   NPDMS
ACTION   REFERENCE TRANS-  REFERENCE
NOS      NOS      NOS      NOS
-----  -
31      0841384297
31      0843334056
I99     0850545019
62      0850955121
62      0851095028
31      0852495311
31      0860726067
31      0861696028
X90     0870340391
X15     0870340393
```

PURPOSE:

This screen lists page 3 of 3 pages of data from the Equipment File record.

CALLED FROM SCREEN:

This screen is called by page 2 of data, or by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 1.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to the ECN Selection Screen. The user may also enter a new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

NEMS EQUIPMENT FILE AD HOC BY FIELD FIND SELECTION SCREEN

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH930P1                                             TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA OR 'X' TO EXIT
'('  DESCRIPTOR NUMBER  OPERATOR          SEARCH VALUE          ')'  AND/OR
-      -                -                -                -                -
-      -                -                -                -                -
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYMMDD'

01 - ECN                               12 - ACQ TRANS NUMBER          23 - DATE CALIBRATION DUE
02 - ITEM NAME                          13 - CUST ACCT NUMBER          24 - CONTRACTOR TAG NO
03 - MFG CODE                            14 - CUSTODIAN NUMBER          25 - CONTRACTOR ACCT
04 - MFG MODEL NUMBER                    15 - CUST ORG CODE             26 - EQUIP IN CODE
05 - MFG SERIAL NUMBER                    16 - USER NUMBER              27 - EQUIP OUT CODE
06 - NATIONAL STOCK NO                    17 - EQUIP ZIP CODE            28 - EQUIP MGMT CODE
07 - CAP/SENS CODE                        18 - EQUIP BUILDING            29 - FREEZE NUMBER
08 - AVAIL STATUS CODE                    19 - EQUIP TYPE ACCT           30 - LOAN/LEASE DOC NO
09 - DATE INST ACQ                        20 - OLD TAG NUMBER            31 - DATE INVENTORIED
10 - INSTALLATION SUB                      21 - ACQ DOC CNTL NO           32 - LAST TRANSACTION NO
11 - UNIQUE EQUIP NO                       22 - DATE AVAILABLE            33 - DATE REPAIR RETURN
```

PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the Where Clause Selection Screen.

INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 31
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'mmdyy'
- f. 'X' to exit

**NEMS EQUIPMENT FILE AD HOC BY FIELD
WHERE SELECTION SCREEN - PAGE 1**

```

USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH930P2                                           TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
  DESCRIPTOR NUMBER  OPERATOR          SEARCH VALUE          AND/OR
  _____          _____          _____          _____

ENTER '2' TO GO TO NEXT PAGE _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) - DATE FORMAT 'YYMMDD' OR 'YYMM'
01 - ECN                13 - CUST ACCT NUMBER          25 - CONTRACTOR ACCT
02 - ITEM NAME          14 - CUSTODIAN NUMBER          26 - EQUIP IN CODE
03 - MFG CODE           15 - CUST ORG CODE             27 - EQUIP OUT CODE
04 - MFG MODEL NUMBER   16 - USER NUMBER              28 - EQUIP MGMT CODE
05 - MFG SERIAL NUMBER  17 - EQUIP ZIP CODE            29 - FREEZE NUMBER
06 - NATIONAL STOCK NO  18 - EQUIP BUILDING            30 - LOAN/LEASE DOC NO
07 - CAP/SENS CODE      19 - EQUIP TYPE ACCT           31 - DATE INVENTORIED
08 - AVAIL STATUS CODE  20 - OLD TAG NUMBER            32 - YEAR MFG
09 - DATE INST ACQ      21 - ACQ DOC CNTL NO          33 - COST
10 - INSTALLATION SUB   22 - DATE AVAILABLE            34 - DATE STATUS CODED
11 - UNIQUE EQUIP NO    23 - DATE CALIBRATION DUE      35 - DATE NASA ACQ
12 - ACQ TRANS NO       24 - CONTRACTOR TAG NO         36 - ACQ ENTRY REF NO
  
```

PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the find selection screen.

CALLS SCREEN:

This screen calls the sort selection screen or the Where Selection Screen page 2.

INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: when all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'C' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may go to the second page by entering '2' in the page field or the user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the find selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 67
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'mmddyy' or 'mmyy'

- f. '2' to go to second page
- g. 'X' to exit

**NEMS EQUIPMENT FILE AD HOC BY FIELD
WHERE SELECTION SCREEN - PAGE 2**

```

USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH930P2      TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
  DESCRIPTOR NUMBER  OPERATOR          SEARCH VALUE          AND/OR
  _____
  _____

VALID OPERATORS (EQ, GT, LT, NE, GE, LE) - DATE FORMAT 'YYMMDD' OR 'YYMM'

37 - EQUIP ROOM          49 - DATE SHIPPED          61 - NO OF TIMES SERV
38 - EST COST CODE       50 - DATE BORROWED OUT     62 - DATE LAST SERV
39 - CONDITION CODE      51 - DATE STORAGE DUE     63 - CONTRACTOR CONVEYOR
40 - HAZ MATERIAL CODE   52 - DATE STORED IN       64 - INST CONVEYOR
41 - PREC METAL CODE     53 - DATE L/L/B OUT DUE   65 - CONTRACTOR RECEIVER
42 - DATE LAST CALIBRATED 54 - IDLE EQUIP CODE      66 - INST RECEIVER
43 - DATE WRNTY EXP MAT  55 - LABOR COST LAST SERV 67 - PREVIOUS ECN
44 - DATE WRNTY EXP LABOR 56 - LABOR COST YTD       68 - PREV CUST ACCT NO
45 - OTHER AGENCY NO     57 - LABOR COST TD        69 - LAST ENTRY REF NO
46 - DATE L/L/B IN DUE   58 - PARTS COST LAST SERV 70 - LAST TRANS NO
47 - DATE LOANED OUT     59 - PARTS COST YTD       71 - DATE REPAIR RETURN
48 - DATE LEASED OUT     60 - PARTS COST TD        72 - ITEM NAME STANDARD
  
```

PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 1.

CALLS SCREEN:

This screen calls the Sort Selection Screen.

INSTRUCTION STEPS:

Step 1: enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'c' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 0 thru 67
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'mmdyy' or 'mmyy'
- f. 'X' to exit

NEMS EQUIPMENT FILE BY FIELD SORT SELECTION MENU

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH930P3              TIME: HH:MM:SS
ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS
TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:
      SORT:      _   _   _
      BREAK:     N   N   N
NOTE:  TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD
      CHANGE THE 'N' TO A 'Y'.
```

01 - ECN	13 - CUST ACCT NUMBER	25 - CONTRACTOR TAG NO
02 - ITEM NAME	14 - CUSTODIAN NUMBER	26 - CONTRACTOR ACCT
03 - MFG CODE	15 - CUST ORG CODE	27 - EQUIP IN CODE
04 - MFG MODEL NUMBER	16 - USER NUMBER	28 - EQUIP OUT CODE
05 - MFG SERIAL NUMBER	17 - EQUIP ZIP CODE	29 - EQUIP MGMT CODE
06 - NATIONAL STOCK NO	18 - EQUIP BUILDING	30 - FREEZE NUMBER
07 - CAP/SENS CODE	19 - EQUIP ROOM	31 - LOAN/LEASE DOC NO
08 - AVAIL STATUS CODE	20 - EQUIP TYPE ACCT	32 - DATE INVENTORIED
09 - DATE INST ACQ	21 - OLD TAG NUMBER	33 - LAST TRANSACTION NO
10 - INSTALLATION SUB	22 - ACQ DOC CNTL NO	34 - DATE REPAIR RETURN
11 - UNIQUE EQUIP NO	23 - DATE AVAILABLE	35 - YEAR MANUFACTURED
12 - ACQ TRANS NUMBER	24 - DATE CALIBRATION DUE	

PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

CALLED FROM SCREEN:

This screen is called by the where selection screen.

CALLS SCREEN:

This screen calls the NEMS Equipment File Field Selection for Display Screen.

INSTRUCTION STEPS:

Step 1: Select the descriptor you wish the record to be sorted by up to three fields. If you wish to display summary level information at break of each sort field change the 'N' to a 'Y'.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Descriptor number must be 0 thru 35
- b. Descriptor number must be numeric
- c. Break field must be equal to 'n' or 'y'
- d. 'X' to exit

NEMS EQUIPMENT FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN 1

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH930P4      TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:

ENTER '2' TO GO TO NEXT PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
01 - ECN                14 - AVAIL STATUS CODE                27 - EQUIP BUILDING
02 - INSTALLATION NO   15 - DATE STATUS CODED                28 - EQUIP ROOM
03 - INSTALLATION ACCT 16 - DATE NASA ACQ                  29 - EQUIP TYPE ACCT
04 - INSTALLATION SUB  17 - DATE INST ACQ                   30 - DATE INVENTORIED
05 - ITEM NAME         18 - ACQ TRANS NUMBER                31 - OLD TAG NO
06 - MFG CODE          19 - ACQ ENTRY REF NO                32 - DATE AVAILABLE
07 - MFG NAME          20 - ACQ DOC CONTROL NO             33 - EST COST CODE
08 - MFG MODEL NUMBER  21 - CUST ACCT NUMBER                34 - CONDITION CODE
09 - MFG SERIAL NUMBER 22 - CUSTODIAN NUMBER                35 - UNIQUE EQUIP CODE
10 - YEAR MANUFACTURED 23 - CUSTODIAN ORG CODE              36 - HAZ MATERIAL CODE
11 - NATIONAL STOCK NO 24 - USER NUMBER                    37 - PREC METAL CODE
12 - COST              25 - USER NAME                      38 - DATE LAST CALIBRATED
13 - CAP/SENS CODE     26 - EQUIP ZIP CODE                  39 - DATE CALIBRATION DUE
(MORE FIELDS ON NEXT PAGE)
```

PURPOSE:

This screen lists page 1 of 2 pages of fields and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS Equipment File Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Equipment Record Display Screen or the Display Selection Screen 2.

INSTRUCTION STEPS:

Step 1: Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering an 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 2 by entering '2' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Display field must be 01 thru 81
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '2' to go to second page
- e. 'D' to download the data to the PC, or
- f. 'b' to run as an overnight report
- g. 'X' to exit

**NEMS EQUIPMENT FILE AD HOC BY FIELD
DISPLAY SELECTION SCREEN 2**

```
USER-ID: XXXXX          NEMS EQUIPMENT FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH930P4                                     TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _

40 - DATE WRNTY EXP MAT   54 - EQUIP IN CODE           68 - CONTRACTOR RECEIVER
41 - DATE WRNTY EXP LABOR 55 - EQUIP OUT CODE           69 - INST RECEIVER
42 - OTHER AGENCY NO     56 - EQUIP MGMT CODE           70 - FREEZE NUMBER
43 - CONTRACTOR TAG NO   57 - IDLE EQUIP CODE           71 - PREVIOUS ECN
44 - CONTRACTOR ACCT     58 - LABOR COST LAST SERV     72 - LAST ENTRY REF NO
45 - LOAN/LEASE DOC NO   59 - LABOR COST YTD           73 - LAST TRANS NO
46 - DATE L/L/B IN DUE  60 - LABOR COST TD            74 - LOCAL DATA
47 - DATE LOANED OUT     61 - PARTS COST LAST SERV     75 - PREV CUST ACCT NO
48 - DATE LEASED OUT     62 - PARTS COST YTD           76 - DATE REPAIR DUE
49 - DATE SHIPPED        63 - PARTS COST TD            77 - ITEM NAME STANDARD
50 - DATE BORROWED OUT   64 - NO OF TIMES SERV         78 - CUSTODIAN MAIL
51 - DATE STORAGE DUE   65 - DATE LAST SERVICED       79 - CUSTODIAN PHONE
52 - DATE STORED IN     66 - CONTRACTOR CONVEYOR      80 - USER MAIL
53 - DATE L/L/B OUT DUE 67 - INST CONVEYOR           81 - USER PHONE
                                     82 - LOCATION
```

PURPOSE:

This screen lists page 2 of 2 pages fields and prompts the user to select the fields for display.

CALLED FROM SCREEN:

This screen is called by the Display Field Selection Screen 1.

CALLS SCREEN:

This screen calls the Equipment Record Display Screen or Find Selection Screen.

INSTRUCTION STEPS:

Step 1: Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Equipment File Ad hoc By Filed Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Display fields must be 01 thru 81
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. 'D' to download the data to the PC, or
- e. 'b' to run as an overnight report

f. 'X' to exit

NEMS EQUIPMENT FILE AD HOC BY FIELD DISPLAY SCREEN

```
                                NEMS EQUIPMENT FILE ADHOC BY FIELD
ECN
-----
G017598
G017657
1533896
G018971
G019517
G020050
G020051
G021971
G021972
G021974
G023250
G023764
G023765
1533897
G023989
G024028
G024029

ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N
```

PURPOSE:

This screen displays all the requested fields with default column headers.

CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

CALLS SCREEN:

This screen calls the next page of Display Screen if any or Equipment File Ad hoc By Field Menu.

INSTRUCTION STEPS:

Step 1: examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: Enter 'N' to go to the next screen of data. Enter 'R' to re-display the output starting from page 1. Enter 'X' exit the screen and return to the NEMS Equipment Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

NEMS EQUIPMENT FILE AD HOC BY FIELD NEMS REPORT DISTRIBUTION INFORMATION SCREEN

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM: ADH999P1	REPORT DISTRIBUTION INFORMATION	TIME: HH:MM:SS
EFFECTIVE DATE (YY MM DD): __ __ __		
DISTRIBUTION: NEMS CONTROL_____		
MAIL STOP: 4471____		
NUMBER OF COPIES: 01		
PRINTER DESTINATION CODE: 041_____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P		
BINDING INSTRUCTIONS (IF XEROX): _		
G - GLUE BOUND	U - UNBOUND	
S - STAPLED	V - VELOBOUND	
ENTER 'C' TO CANCEL: _		

PURPOSE:

This screen lists the default report distribution information. The user may modify it as their needs require. This distribution information will be used for this run only; the default information is unaffected.

CALLED FROM SCREEN:

This screen is called by the NEMS Equipment File Display Selection Screen when the "b" (Batch) option is used.

CALLS SCREEN:

Upon completion, this screen calls the NEMS Equipment File Find Selection Menu.

INSTRUCTION STEPS:

Step 1: The default report distribution information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field. The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Effective Date:

- a. Mandatory
- b. Must be numeric
- c. Must be in format 'yy mm dd'
- d. Must be greater than or equal to the current date

Distribution:

- a. Mandatory
- b. No further edits

Mail Stop:

- a. Mandatory
- b. No further edits

Number of Copies:

- a. Mandatory
- b. Must be numeric between 1 and 99

Printer Destination Code:

- a. Mandatory
- b. No further edits

Report Print Type:

- a. Mandatory
- b. Must be 'X' or 'p'

Binding Instructions:

- a. Currently not used

NEMS HISTORY FILE AD HOC - ECN SELECTION SCREEN

```
USER-ID: XXXXX                NEMS                DATE: MM/DD/YY
PROGRAM: ADH940P1            HISTORY FILE ADHOC BY ECN    TIME: HH:MM:SS

ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____

START AT PAGE (1,2,3): 1
```

PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

4. NEMS EQUIPMENT FILE UPDATE SUBSYSTEM

The NEMS Equipment file Update Subsystem is designed to allow the user to make additions, changes, and deletions to the NEMS Equipment file in an online environment. This is accomplished through the use of specific update activities called transactions. Each transaction has a formatted screen to collect and edit the information needed to fulfill the specific purpose of the transaction. This subsystem is divided into three types of transactions:

1. Add transactions are identified by transactions numbered 01 to 24. Each transaction will add a record to the NEMS Equipment file. The Transaction should be selected that corresponds to the way in which the equipment was acquired. The Equipment file update subsystem will not permit a record to be added with the same Equipment Control Number (ECN) as one already on the Equipment file.
2. Change transactions are identified by transaction numbered 25 to 64 and are used to update existing Equipment file record to reflect an activity with that equipment. The Equipment file update subsystem will not permit changes to records that do not exist.
3. Delete Transactions are identified by transactions numbered 65 to 99 and are used to remove equipment records from the Equipment file. When the record is removed from the Equipment file it is retired to the NEMS Historical file. As before, the transaction selected should reflect the reason a record is deleted.

The Equipment file update subsystem also allows space for individual installations to insert elements for local used called Local Data. Each NASA installation must prepare supplementary instructions for local requirements beyond the scope of agencywide policies and procedures.

The NEMS-1 is NASA Form 1602 and is the standard agency form that reflects equipment information contained in the NEMS Equipment file and controls all equipment transactions after initial entry into the NEMS Equipment file. This form serves as the property custodian's detailed record for each assigned equipment item. Most of the transactions produce a NEMS-1 form. Many transactions give the user the option of producing the NEMS-1 either batch or online. The online option will list the form on the users terminal while the batch option will produce a hardcopy of the form during a nightly production run.

4.1 NEMS EQUIPMENT FILE UPDATE MENU

```
USER-ID: XXXXX                      NEMS                      DATE: MM/DD/YY
PROGRAM: TRN000P1                   EQUIPMENT FILE UPDATE MENU  TIME: HH:MM:SS

ENTER FUNCTION OR 'X' TO EXIT: _____

A=ADD      (TRANSACTIONS 01-24)
C=CHANGE   (TRANSACTIONS 25-64)
D=DELETE   (TRANSACTIONS 65-99)
```

Purpose:

This screen will allow the user to choose the type of update activity to be performed against the NEMS Equipment file.

Called from Screen:

This screen was called from the NEMS Main Menu, where option '2' was selected.

Calls Screens:

- A. This screen can call the Add Transaction Update menu, the Change Transaction Update menu, or the Delete Transaction Update menu.
- B. The user may return to the NEMS Main Menu by entering 'X'

Instruction Steps:

Step 1: Enter the code for the type of processing desired.

Press the 'ENTER' Key.

Step 2: If Error Messages appear at the bottom of the screen. Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit this screen at any time by entering 'X'.

Press the 'ENTER' key.

Edit Criteria:

Enter function or 'X' to Exit:

A. Must be 'A', 'C', 'D' or 'X'

4.1.1 NEMS Equipment File Update - Add

NEMS EQUIPMENT FILE UPDATE - ADD SCREEN 1

```
USER-ID: XXXXX                      NEMS                      DATE: MM/DD/YY
PROGRAM: TRN000P1                   EQUIPMENT FILE UPDATE MENU  TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____ PREVIOUS ECN (IF RETAG OR REFERENCE): _____
DEFAULT ZIP CODE: 35812

01 RECEIPT BY PURCHASE-NASA FUNDED
02 RECEIPT BY PURCHASE-OGA FUNDED
03 RECEIPT BY PURCHASE-REPORTED BY CONTRACTOR
04 RECEIPT BY TRANSFER-FROM NASA INSTALLATION
05 RECEIPT BY TRANSFER-FROM OGA
06 RECEIPT BY TRANSFER-FROM CONTRACTOR
07 RECEIPT BY TRANSFER-REPORTED BY CONTRACTOR
08 RECEIPT FROM LEASE IN
09 RECEIPT FROM LOAN IN
10 RECEIPT FROM FABRICATION
11 RECEIPT FROM ASSEMBLY/DISASSEMBLY

(MORE TRANSACTIONS ON NEXT PAGE)
```

NEMS EQUIPMENT FILE UPDATE - ADD SCREEN 2

```
USER-ID: XXXXX                      NEMS                      DATE: MM/DD/YY
PROGRAM: TRN000P1                   EQUIPMENT FILE UPDATE MENU  TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____  PREVIOUS ECN (IF RETAG OR REFERENCE): _____
DEFAULT ZIP CODE: 35812

12  RECEIPT FROM FOUND ON STATION
13  RECEIPT FROM EXCESS
14  RECEIPT FROM RETAGGING
15  RECEIPT FROM RETURN OF RECORD FROM HISTORICAL FILE
16  RECEIPT FROM TRANSFER OF REAL TO PESONAL PROPERTY
17  RECEIPT FROM NON-GOVERNMENT SOURCE
18  RECEIPT FROM NOT PREVIOUSLY MEETING CRITERIA FOR TAGGING
19  RECEIPT FROM REINSTATING ITEM PREVIOUSLY SURVEYED
20  RECEIPT FROM BORROW IN (NASA EQUIPMENT)
21  RECEIPT RESULTING FROM CONVERSION OF LEASE TO PURCHASE
```

Purpose:

This screen will allow the user to choose one of the Addition Transactions numbered 01 through 24. The transaction numbers and the corresponding transaction names are listed on one or more screens. The entire list may be viewed by scrolling (Pressing the 'ENTER' key). A more detailed explanation of each transaction may be found on subsequent pages of this document.

Called from Screen:

This screen was called from the NEMS Equipment File Update menu (Functions), where option 'A' was selected.

Called Screens:

- A. This screen can call transactions 01 through 24.
- B. The user can return to the NEMS Equipment File Update menu (Functions) by entering 'X' in the transactions number field.

Instruction Steps:

Step 1: Enter the Transaction number, Equipment Control Number (ECN), the Previous ECN (If retag or a reference is being made to an existing ECN in order to pick up the ECN's values), and the Zip Code.

Press the 'ENTER' key.

Step 2: If Error Messages appear at the bottom of the screen, Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit the transactions at any time by entering 'X' in the transaction number field.

Press the 'ENTER' key.

Edit Criteria:

ECN (Equipment Control Number):

- A. Must be entered
- B. Must be one character alphanumeric then five characters numeric

Previous ECN (If retag or referenced to and existing ECN):

- A. Must be entered
- B. Must be one character alphanumeric then five characters numeric
- C. Must be an ECN that is currently in the Equipment file
- D. May not be entered for transaction 15 (Receipt From Return Of Record From Historical File)
- E. When used as a reference, must refer to an ECN which was created by the same transaction number.

Selection Criteria:

Transaction 01 - Receipt By Purchase - NASA Funded

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 02 - Receipt By Purchase - OGA Funded

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 03 - Receipt By Purchase - Reported By Contractor

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 04 - Receipt By Transfer - From NASA Installation

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 05 - Receipt By Transfer - From OGA

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 06 - Receipt by Transfer - From Contractor

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 07 - Receipt By Transfer - Reported by Contractor

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 08 - Receipt From Lease In

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 09 - Receipt From Loan In

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 10 - Receipt From Fabrication

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 11 - Receipt From Assembly/Disassembly

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 12 - Receipt From Found on Station

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 13 - Receipt From Excess

- A. The record must not exist on the NEMS Equipment file
- B. If transferred and ritualized, a transfer record must exist on NEMS Transfer file as NPDMS 'X65' transaction
- C. If ritualized by same NASA installation, record must exist on NEMS Historical file as NPDMS 'X90' transaction
- D. This transaction is for NASA held equipment only

Transaction 14 - Receipt From Retagging

- A. The Previous ECN must exist on the NEMS Equipment file
- B. The New ECN must not exist on the NEMS Equipment file
- C. This transaction is for NASA held equipment only

Transaction 15 - Receipt From Return Of Record From Historical File

- A. The record must not exist on the NEMS Equipment file
- B. The record must not have been retired more than 60 days prior
- C. Cannot return a record if deleted by NPDMS 'X90' transaction
- D. This transaction is for NASA held equipment only

Transaction 16 - Receipt From Transfer of Real to Personal Property

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 17 - Receipt From Transfer Non-Government Source

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 18 - Receipt From Transfer Not Previously Meeting Criteria For Tagging

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 19 - Receipt From Transfer Reinstating Item Previously Surveyed

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 20 - Receipt From Borrow In

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 21 - Receipt From Lease to Purchase

- A. The Previous ECN must exist on the NEMS Equipment file
- B. The New ECN must not exist on the NEMS Equipment file
- C. This transaction is for NASA held equipment only

4.1.1.1 Add Transactions

TRANSACTION 01 - RECEIPT BY PURCHASE - NASA FUNDED

USER-ID: XXXXX	NEMS - 01	DATE: MM/DD/YY
PROGRAM: TRN001P1	RECEIPT BY PURCHASE-NASA FUNDED	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _ _ _ _	UNIQUE EQUIPMENT NO: _ _ _ _ _	
COST: *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _ _ _ _	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ _ _ _ LOCATION _ _ _ _	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _ _	DATE CALIBRATION DUE: _ _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _ _ _ _ _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 01 is used for the addition of equipment purchased and funded by a NASA installation. This is the add transaction most commonly used to enter data into the center's Equipment File. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the Add Transaction Menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'Y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of ECN serial number, and contractor tag number).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year

E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional

B. Must be entered left justified

Cost:

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

D. Can be entered with pennies (left or right justified). A Decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Estimated (Y):

A. Optional

B. Must be either 'Y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 'YY' (Year) must be '70' or greater

E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious metal code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired

F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (Y):

- A. Optional
- B. Must be either 'Y' or spaces

Enter 'C' To Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA Acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078

- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number

TRANSACTION 02 -RECEIPT BY PURCHASE - OGA FUNDED

USER-ID: XXXXX	NEMS - 02	DATE: MM/DD/YY
PROGRAM: TRN002P1	RECEIPT BY PURCHASE-OGA FUNDED	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****	OTHER AGENCY NO: **	
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _ _ _ _	UNIQUE EQUIPMENT NO: _ _ _ _ _	
COST: *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _ _ _ _	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ _ _ _ LOCATION: _ _ _ _	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _ _	DATE CALIBRATION DUE: _ _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _ _ _ _ _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 02 is used for the addition of equipment purchased by the installation, but funded by another government agency. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.

- B. If a 'Y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Other Agency No:

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 132

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost:

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Can be entered with pennies (left or right justified). A decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Estimated (Y):

- A. Optional
- B. Must be either 'Y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional

B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date calibration due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local data (y):

- A. Optional
- B. Must be either 'Y' or spaces

Enter 'C' To Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment type account from Table 050
- B. Date NASA acquired (same as date installation acquired)
- C. Acquisition transaction number
- D. Acquisition reference number
- E. Custodian number from Table 078
- F. Custodian organization code from Table 078
- G. Date inventoried
- H. Installation accountable
- I. Date status coded (same as date installation acquired)
- J. Transaction number
- K. Entry reference number

**TRANSACTION 03 -RECEIPT BY PURCHASE - REPORTED BY
CONTRACTOR**

USER-ID: XXXXX	NEMS - 03	DATE: MM/DD/YY
PROGRAM: TRN003P1	PURCHASE-REPORTED BY CONTRACTOR	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****	MODEL NO: *****	
MANUFACTURER'S - CODE: *****	YEAR MANUFACTURED: **	
SERIAL NO: *****	ESTIMATED (Y): _	
NATIONAL STOCK NO: **** _	CONDITION CODE: _	
COST (DOLLARS): *****	DATE AVAILABLE: _ _	
LOCATION - ZIP CODE: 35812	CONTRACTOR TAG NO: *****	
AVAILABILITY STATUS CODE: *	ENTER 'C' TO CANCEL: _____	
CONTRACTOR (ACCOUNTABLE): *****		
LOCAL DATA (Y): _		
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 03 is used for the addition of equipment purchased by a contractor, for a contractor's use, with government money. The contractor is responsible for this equipment and for reporting this acquisition and all subsequent movement to NEMS. The record is added with a pseudo key (a block of special equipment control numbers designated for contractors). The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of ECN, serial number, and contractor tag number).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' Key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's -Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Must be 1000 or greater

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Location - Zip Code:

- A. Mandatory
- B. No further edits

Condition code:

- A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability status code:

A. Mandatory

B. Must be on Table 410

Date available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 'YY' (Year) must be '70' or greater

E. Must be greater than or equal to date inst acquired

Contractor (accountable):

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

Contractor tag no:

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Date NASA acquired
- C. Acquisition transaction number
- D. Acquisition reference number
- E. Capital sensitive class code
- F. Installation accountable
- G. Date status coded (current date)
- H. Transaction number
- I. Entry reference number
- J. Date inventoried

TRANSACTION 04 -RECEIPT BY TRANSFER - FROM NASA INSTALLATION

```

USER-ID: XXXXX                      NEMS - 04                      DATE: MM/DD/YY
PROGRAM: TRN004P1  RECEIPT BY TRANSFER FROM NASA INSTALLATION  TIME: HH:MM:SS

ECN: 1998881

ACQ DOCUMENT CONTROL NO: *****          DATE INST ACQUIRED: ** ** **
ITEM NAME: *****                       INSTALLATION (CONVEYOR): ****
MANUFACTURER'S - CODE: *****          MODEL NO: *****
SERIAL NO: *****                       YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** _                UNIQUE EQUIPMENT NO: _____
COST (DOLLARS): *****                  ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****          USER NO: _____
LOCATION - ZIP CODE: 35812  BLDG: *****  ROOM: _____ LOCATION: _____
CAPITAL/SENSITIVE CODE: *                CONDITION CODE: _
AVAILABILITY STATUS CODE: *              DATE AVAILABLE: _ _ _
DATE WARRANTY EXP - MATERIALS: _ _      LABOR: _ _
HAZARDOUS MATERIAL CODE: _              PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: _ _ _             DATE CALIBRATION DUE: _ _ _
NEMS-1 BATCH (B) OR ONLINE (O): B        LOCAL DATA (Y): _
                                           ENTER 'C' TO CANCEL: _____

ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)

```

Purpose:

Transaction 04 is used for the addition of equipment purchased by another NASA installation, but title and control of the equipment is now the

responsibility of the receiving installation. A copy of the record in the conveying installation's Equipment File is taken to make the new record for the receiving installation's Equipment File. The conveying installation's record is retired to its Historical File after notification of arrival is received from the receiving installation. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from the history file record of the deleting sub-installation. When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from your transfer file record.

Press the 'Enter' key.

- Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date inst acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

Other Agency No:

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 132

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional

- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 'YY' (Year) must be '70' or greater

E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yy mm' format

D. 'YY' (Year) must be greater than or equal to '82'

E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious metal code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated fields for Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number

TRANSACTION 05 -RECEIPT BY TRANSFER - FROM OGA

USER-ID: XXXXX	NEMS - 05	DATE: MM/DD/YY
PROGRAM: TRN005P1	RECEIPT BY TRANSFER-FROM OGA	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** * * **	
ITEM NAME: *****	OTHER AGENCY NO: **	
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _____	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _____	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _____ LOCATION: _____	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 05 is used for the addition of equipment purchased/ controlled by another government agency, usually GSA, but title and control of the equipment is now the responsibility of the receiving installation. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior To successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year

E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Other Agency No:

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 132

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric

- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian account no:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format

- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format

- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated fields for Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number

- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number

TRANSACTION 06 -RECEIPT BY TRANSFER - FROM CONTRACTOR

USER-ID: XXXXX	NEMS - 06	DATE: MM/DD/YY
PROGRAM: TRN006P1	RECEIPT BY TRANSFER FROM CONTRACTOR	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****	CONTRACTOR (CONVEYOR): *****	
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _____	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _____	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _____ LOCATION: _____	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 06 is used for the addition of equipment purchased/ controlled by a contractor, but title and control of the equipment is now the responsibility of the receiving installation. It is possible for the record to exist in the Equipment File under a pseudo key; however this record should be retired to the Historical File by transaction 68 (transfer of GFE by a contractor). The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user

Desired optional fields

When adding a record as a result of an intra-center transfer, the appropriate data elements will appear on the screen from the history file record of the deleting sub-installation. When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from your Transfer File record.

Press the 'Enter' key.

- Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

- Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq document control no:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

Contractor (Conveyor):

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

C. Must be between '20' and date inst acquired

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 80

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated fields for Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number

TRANSACTION 07 -RECEIPT BY TRANSFER - REPORTED BY CONTRACTOR

USER-ID: XXXXX	NEMS - 07	DATE: MM/DD/YY
PROGRAM: TRN007P1	TRANSFER-REPORTED BY CONTRACTOR	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	ESTIMATED (Y): _	
COST (DOLLARS): *****	CONDITION CODE: _	
LOCATION - ZIP CODE: *****	DATE AVAILABLE: _ _ _	
AVAILABILITY STATUS CODE: *	CONTRACTOR TAG NO: *****	
CONTRACTOR (ACCOUNTABLE): *****		
LOCAL DATA (Y): _	ENTER 'C' TO CANCEL: _____	

ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)

Purpose:

Transaction 07 is used for the addition of equipment which will be controlled by a contractor. The record is added with a pseudo key (a block of special equipment control numbers designated for contractors). The contractor is responsible for reporting any movement of controlled equipment purchased with government money. The table file is used to validate the data. After the record is added to the Equipment File, a record is added to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

When adding a record as a result of an intra-center transfer, the appropriate data elements will appear on the screen from the history file record of the deleting sub-installation. When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from your transfer file record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric

- C. Last nine positions optional
- D. First two positions must be on Table 050

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Location - Zip Code:

- A. Mandatory
- B. No further edits

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format

- D. 'Yy' (year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Contractor (accountable):

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Contractor Tag No:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Date NASA acquired
- C. Acquisition transaction number
- D. Acquisition reference number
- E. Capital sensitive class code
- F. Installation accountable
- G. Date status coded (current date)
- H. Transaction number

I. Entry reference number

J. Date inventoried

TRANSACTION 08 -RECEIPT FROM LEASE IN

USER-ID: XXXXX	NEMS - 08	DATE: MM/DD/YY
PROGRAM: TRN008P1	RECEIPT FROM LEASE IN	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _____	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _____	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _____ LOCATION: _____	
AVAILABILITY STATUS CODE: *	CONDITION CODE: _	
LOAN/LEASE DOCUMENT NO: *****	DATE AVAILABLE: _ _ _	
HAZARDOUS MATERIAL CODE: _	DATE L/L/B IN DUE: ** ** **	
DATE LAST CALIBRATED: _ _ _	PRECIOUS METAL CODE: _	
NEMS-1 BATCH (B) OR ONLINE (O): B	DATE CALIBRATION DUE: _ _ _	
	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 08 is used for the addition of equipment leased from a non-NASA entity by the installation. A lease/loan document number is required for input and a special lease/loan tag is assigned. The table file is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format

D. 'Yy' (year) must be between '20' and current year

E. Cannot be greater than current year

Item Name:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Code:

A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

C. Must be between '20' and date inst acquired

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified

C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Loan/Lease Document No:

- A. Mandatory
- B. No further edits

Date Loan/Lease/Brw In Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional
- B. Must be on table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater

F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B. Date NASA acquired

C. Acquisition transaction number

D. Acquisition reference number

E. Custodian number from Table 078

F. Capital sensitive class code ('x')

G. Custodian organization code from Table 078

H. Date inventoried

I. Equipment in code

J. Installation accountable

K. Date status coded (current date)

L. Transaction number

M. Entry reference number

TRANSACTION 09 - RECEIPT FROM LOAN IN

USER-ID: XXXXX	NEMS - 09	DATE: MM/DD/YY
PROGRAM: TRN009P1	RECEIPT FROM LOAN IN	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *	OTHER AGENCY NO: _
ITEM NAME: *****	MODEL NO: *****	YEAR MANUFACTURED: **
MANUFACTURER'S - CODE: *****	SERIAL NO: *****	UNIQUE EQUIPMENT NO: _____
NATIONAL STOCK NO: **** _	COST (DOLLARS): *****	ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****	LOCATION - ZIP CODE: 35812 BLDG: *****	USER NO: _____
AVAILABILITY STATUS CODE: *	ROOM: _____ LOCATION: _____	CONDITION CODE: _
LOAN/LEASE DOCUMENT NO: *****	DATE AVAILABLE: _ _ _	DATE L/L/B IN DUE: ** ** *
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	DATE CALIBRATION DUE: _ _ _
DATE LAST CALIBRATED: _ _ _	LOCAL DATA (Y): _	ENTER 'C' TO CANCEL: _____
NEMS-1 BATCH (B) OR ONLINE (O): B		
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 09 is used for the addition of equipment loaned from a non-NASA entity by the installation. A lease/loan document number is required for input and a special lease/loan tag is assigned. The table file is used to validate the data. After the record is added to the equipment file, a record is written to the daily transaction file

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Other Agency No:

- A. Optional
- B. Must be numeric
- C. Must be on Table 132

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 'Yy' (year) must be '70' or greater

E. Must be greater than or equal to date inst acquired

Loan/Lease Document No:

A. Mandatory

B. No further edits

Date Loan/Lease/Brw In Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format

- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Date NASA acquired
- C. Acquisition transaction number
- D. Acquisition reference number
- E. Custodian number from table 078
- F. Custodian organization code from table 078
- G. Capital sensitive class code ('x')
- H. Date inventoried
- I. Equipment in code
- K. Installation accountable
- L. Date status coded (current date)

J. Transaction number

M. Entry reference number

TRANSACTION 10 - RECEIPT FROM FABRICATION

USER-ID: XXXXX	NEMS - 10	DATE: MM/DD/YY
PROGRAM: TRN010P1	RECEIPT FROM FABRICATION	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _____	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _____	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _____ LOCATION: _____	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	

ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)

Purpose:

Transaction 10 is used for the addition of equipment which has been fabricated (manufactured) by the installation. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: if error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format

D. 'YY' (Year) must be between '20' and current year

E. Cannot be greater than current year

Item Name:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Code:

A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

C. Must be between '20' and date inst acquired

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian account no:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User no:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 'YY' (Year) must be '70' or greater

E. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B. Equipment type account from Table 050

C. Date NASA acquired

D. Acquisition transaction number

E. Acquisition reference number

F. Custodian number from Table 078

G. Custodian organization code from Table 078

H. Date inventoried

I. Installation accountable

J. Date status coded (current date)

K. Transaction number

L. Entry reference number

TRANSACTION 11 - RECEIPT FROM ASSEMBLY/DISASSEMBLY

USER-ID: XXXXX	NEMS - 11	DATE: MM/DD/YY
PROGRAM: TRN011P1	RECEIPT FROM ASSEMBLY/DISASSEMBLY	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _____	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _____	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _____ LOCATION: _____	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 11 is used for the addition of a new piece of equipment resulting from an assembly or disassembly by the installation. The table file is used to validate the data. After the record is added to the Equipment File, a record is record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user

Desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year

E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (Y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional

B. Must be on Table 180

Precious Metal Code:

A. Optional

B. Must be on Table 182

Date Last Calibrated:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 'YY' (Year) must be between '50' and current year

E. Must be greater than or equal to date inst acquired

F. Must not be greater than current date

Date Calibration Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date last calibrated

E. 'YY' (Year) must be '70' or greater

F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number

TRANSACTION 12 - RECEIPT FROM FOUND ON STATION

USER-ID: XXXXX	NEMS - 12	DATE: MM/DD/YY
PROGRAM: TRN012P1	RECEIPT FROM FOUND ON STATION	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** * * **	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _____	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _____	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _____ LOCATION: _____	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 12 is used for the addition of equipment that is found on the premises and for which an equipment control number has not previously been issued. The table file is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN's been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year

E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 50

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional

- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried

- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number

TRANSACTION 13 - RECEIPT FROM EXCESS

USER-ID: XXXXX	NEMS - 13	DATE: MM/DD/YY
PROGRAM: TRN013P1	RECEIPT FROM EXCESS	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** * *	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _____	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _____	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _____ LOCATION: _____	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 13 is used for the addition of equipment that is taken from a government loan pool. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year

E. Can not be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional

- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from table 078
- G. Custodian organization code from Table 078
- H. Date inventoried

- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number

TRANSACTION 14 - RECEIPT FROM RETAGGING

USER-ID: XXXXX	NEMS - 14	DATE: MM/DD/YY
PROGRAM: TRN014P1	RECEIPT FROM RETAGGING	TIME: HH:MM:SS
ECN:	PREVIOUS ECN:	CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME:		MODEL NO:
MFG'S NAME:		SERIAL NO:
LOCATION - ZIP CODE:	BUILDING:	ROOM:
NEMS-1 BATCH (B) OR ONLINE (O): *		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

Purpose:

Transaction 14 is used for the addition of equipment when the original tag has been lost and a new tag has been assigned. This transaction will generate transaction 74 (delete from retag). After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank

to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If Error Messages Appear At The Bottom Of The Screen, Read The messages And Correct The Identified Field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: the user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Transaction number
- B. Entry reference number
- C. Date inventoried

TRANSACTION 15 - RECEIPT FROM RETURN OF RECORD FROM HISTORICAL FILE

USER-ID: XXXXX	NEMS - 15	DATE: MM/DD/YY
PROGRAM: TRN015P1	RETURN OF RECORD FROM HISTORICAL FILE	TIME: HH:MM:SS
ECN:	PREVIOUS ECN:	CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME:		MODEL NO:
MFG'S NAME:		SERIAL NO:
NEMS-1 BATCH (B) OR ONLINE (O): *		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

Purpose:

Transaction 15 is used for the addition of equipment resulting from the reversal of a transaction which retired a record to the Historical File. This transaction must be executed within 15 days from the date the record was retired to the Historical File. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Generated Fields For Equipment File:

- A. Date shipped (spaced out)
- B. Equipment out code (spaced out)
- C. Contractor receiver (spaced out)
- D. Installation receiver (spaced out)
- E. Delete code (spaced out)
- F. Transaction number
- G. Entry reference number
- H. Date inventoried

TRANSACTION 16 - RECEIPT BY TRANSFER FROM REAL TO PERSONAL PROPERTY

USER-ID: XXXXX	NEMS - 16 - RECEIPT BY TRANSFER	DATE: MM/DD/YY
PROGRAM: TRN016P1	FROM REAL TO PERSONAL PROPERTY	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _ _ _ _	UNIQUE EQUIPMENT NO: _ _ _ _ _	
COST: *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _ _ _ _	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ _ _ _ LOCATION: _ _ _ _	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _ _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _ _ _	LABOR: _ _ _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _ _	DATE CALIBRATION DUE: _ _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _ _ _ _ _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 16 is used for the transfer of property from real to personal status.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete

the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of ECN serial number, and contractor tag number).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost:

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Can be entered with pennies (left or right justified). A decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'Yy' (year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional

- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from table 078
- G. Custodian organization code from table 078
- H. Date inventoried

- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number

TRANSACTION 17 - RECEIPT FROM NON-GOVERNMENT SOURCE

USER-ID: XXXXX	NEMS - 17	DATE: MM/DD/YY
PROGRAM: TRN017P1	RECEIPT FROM NON-GOVERNMENT SOURCE	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** * * *	
ITEM NAME: *****	CONTRACTOR (CONVEYOR): *****	
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _____	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _____	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _____ LOCATION: _____	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 17 is used for the addition of equipment received from a non-government source. The table file is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date inst acquired:

- A. Mandatory
- B. Must be numeric

- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Contractor (conveyor):

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050

- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- l. Entry reference number

**TRANSACTION 18 - RECEIPT FROM
NOT PREVIOUSLY MEETING CRITERIA FOR TAGGING**

USER-ID: XXXXX	NEMS - 18 - RECEIPT FROM NOT	DATE: MM/DD/YY
PROGRAM: TRN018P1	PREVIOUSLY MEETING CRITERIA FOR TAGGING	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _____	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _____	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _____ LOCATION _____	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 18 is used for the addition of equipment that now meets the criteria for tagging, where previously it did not. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory

- B. Must be numeric
- C. Must be between '20' and date inst acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional

B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (Y):

- A. Optional
- B. Must be either 'Y' or spaces

Enter 'C' to cancel:

- A. Optional
- B. Must be either 'C' or spaces

Generated fields for equipment file:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'XXXX'
- B. Equipment type account from Table 050
- C. Data NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status code (current date)
- K. Transaction number
- L. Entry reference number

**TRANSACTION 19 - RECEIPT FROM
REINSTATING ITEM PREVIOUSLY SURVEYED**

USER-ID: XXXXX	NEMS - 19	DATE: MM/DD/YY
PROGRAM: TRN019P1	REINSTATE ITEM PREVIOUSLY SURVEYED	TIME: HH:MM:SS
ECN:	PREVIOUS ECN:	CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME:		MODEL NO:
MFG'S NAME:		SERIAL NO:
CUSTODIAN ACCOUNT NO: *****		USER NO: _____
LOCATION - ZIP CODE: *****	BUILDING:	ROOM: _____ LOCATION: _____
NEMS-1 BATCH (B) OR ONLINE (O): *		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

Purpose:

Transaction 19 is used for the addition of equipment resulting from the reversal of a survey transaction (71) when the item was subsequently found. After the record is added to the Equipment File a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified

C. Must be on Table 078

User Number:

- A. Optional
- B. Just be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified
- C. No further edits

Location:

- A. Optional
- B. Must be entered left justified
- C. No further edits

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Generated Fields For Equipment File:

- A. Transaction number
- B. Entry reference number
- C. Date inventoried

TRANSACTION 20 - RECEIPT BORROW IN

USER-ID: XXXXX	NEMS - 20	DATE: MM/DD/YY
PROGRAM: TRN020P1	RECEIPT FROM BORROW IN	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** **	
ITEM NAME: *****	INSTALLATION CONVEYOR: ****	
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _ _ _ _	UNIQUE EQUIPMENT NO: _ _ _ _ _	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: _ _ _ _	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ _ _ _ LOCATION: _ _ _ _	
AVAILABILITY STATUS CODE: *	CONDITION CODE: _	
LOAN/LEASE DOCUMENT NO: _ _ _ _	DATE AVAILABLE: _ _ _ _	
HAZARDOUS MATERIAL CODE: _	DATE L/L/B IN DUE: ** ** **	
DATE LAST CALIBRATED: _ _ _ _	PRECIOUS METAL CODE: _	
NEMS-1 BATCH (B) OR ONLINE (O): B	DATE CALIBRATION DUE: _ _ _ _	
	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _ _ _ _ _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 20 is used for the addition of equipment borrowed from a NASA entity by the installation. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Installation Conveyor:

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 252

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

C. Must be between '20' and date inst acquired

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (Y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Condition Code:

- A. Optional - (mandatory - if availability status code = 'b','c', or 'd')
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on table 510

Availability Status Code:

- A. Mandatory

B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Loan/Lease Document No:

- A. Optional
- B. No further edits

Date Loan/Lease/BRW In Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '50' and current year
- E. Must be greater than or equal to date inst acquired
- F. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. 'YY' (Year) must be '70' or greater
- F. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Date NASA acquired

- C. Acquisition transaction number
- D. Acquisition reference number
- E. Custodian number from Table 078
- F. Custodian organization code from Table 078
- G. Capital sensitive class code ('x')
- H. Date inventoried
- I. Equipment in code
- K. Installation accountable
- L. Date status coded (current date)
- J. Transaction number
- M. Entry reference number

TRANSACTION 21 - RECEIPT - LEASE TO PURCHASE

USER-ID: XXXXX	NEMS - 21	DATE: MM/DD/YY
PROGRAM: TRN021P1	LEASE TO PURCHASE	TIME: HH:MM:SS
ECN:	PREVIOUS ECN:	CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME:		MODEL NO:
MFG'S NAME:		SERIAL NO:
LOCATION - ZIP CODE:	BUILDING:	ROOM:
ACQ DOCUMENT CONTROL NO: *****		DATE INST ACQUIRED: _ _ _
COST: *****		USER NO: _____
CAP SENS CODE: *		LOCAL DATA (Y): _
NEMS-1 BATCH (B) OR ONLINE (O): *		ENTER 'C' TO CANCEL: _____

Purpose:

Transaction 21 is used for the addition of equipment when leased equipment is converted to purchased equipment. This transaction will generate

transaction 87 after the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'C' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Optional

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Cost:

- A. MANDATORY
- B. MUST BE NUMERIC
 - C. Can be entered left or right justified (stored right justified with leading zeros)
 - D. Can be entered with pennies (left or right justified). A decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment type account
- B. Transaction number
- C. Entry reference number
- D. Loan lease document number (spaces)
- E. Date loan lease borrow in due (zero)
- F. Equipment in code (space)
- G. Date inventoried (current date)

4.1.2 NEMS Equipment File Update - Change

NEMS EQUIPMENT FILE UPDATE - CHANGE SCREEN 1

```
USER-ID: XXXXX                      NEMS                      DATE: MM/DD/YY
PROGRAM: TRN000P1                    EQUIPMENT FILE UPDATE MENU  TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR)
CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____

25 COST (CHANGE)
26 CUSTODIAN ACCOUNT (CHANGE)
27 DATE AVAILABLE (CHANGE)
28 DATE DUE (CHANGE)
29 EQUIPMENT LOCATION (CHANGE)
30 STATUS CODE (CHANGE)
31 USER NUMBER (CHANGE)
38 BORROWED OUT
39 BORROWED OUT-RETURNED
40 LOAN/LEASE OUT

(MORE TRANSACTIONS ON NEXT PAGE)
```

NEMS EQUIPMENT FILE UPDATE - CHANGE SCREEN 2

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM: TRN000P1	EQUIPMENT FILE UPDATE MENU	TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR)
CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____

- 41 LOAN/LEASE OUT-RETURNED
- 42 LOAN POOL OUT
- 43 LOAN POOL OUT-RETURNED
- 44 STORAGE IN
- 45 STORAGE IN-RETURNED
- 46 CAPITAL SENSITIVE CLASS CODE AND NATIONAL STOCK NUMBER (CHANGE)
- 50 FREEZE NUMBER ASSIGNMENT
- 51 FREEZE NUMBER REMOVAL
- 52 EXCESS EQUIPMENT TURN-IN BY CUSTODIAN
- 53 EXCESS EQUIPMENT TURN-IN BY CONTRACTOR

(MORE TRANSACTIONS ON NEXT PAGE)

NEMS EQUIPMENT FILE UPDATE - CHANGE SCREEN 3

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM: TRN000P1	EQUIPMENT FILE UPDATE MENU	TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR)
CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____

- 54 CALIBRATION UPDATE
- 55 INVENTORY UPDATE
- 56 REPAIR UPDATE
- 57 OFF-SITE FOR REPAIR
- 60 NASA HELD EQUIPMENT RECORD DATA (CHANGE)
- 61 CONTRACTOR HELD EQUIPMENT RECORD DATA (CHANGE)
- 62 GLOBAL (CHANGE)
- 63 REVERSE ADD (CHANGE)
- 64 LOCAL DATA UPDATE (NON REPORTABLE)

Purpose:

This screen will allow the user to choose one of the Addition Transactions numbered 25 through 64. The transaction numbers and the corresponding transaction names are listed on one or more screens. The entire list may be viewed by scrolling (Pressing the 'ENTER' key). A more detailed explanation of each transaction may be found on subsequent pages of this document.

Called from Screen:

This screen was called from the NEMS Equipment File Update menu (Functions), where option 'C' was selected.

Called Screens:

- A. This screen can call transactions 25 through 64.
- B. The user can return to the NEMS Equipment File Update menu (Functions) by entering 'X' in the transactions number field.

Instruction Steps:

Step 1: Enter the Transaction number, Equipment Control Number (ECN), and the Custodian Account Number for NASA - Held Equipment

or

Enter the Transaction number, Equipment Control Number (ECN), and the Contractor (Accountable) and the Contractor Tag Number for Contractor - Held Equipment

Press the 'ENTER' key.

Step 2: If Error Messages appear at the bottom of the screen, Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit the transactions at any time by entering 'X' in the transaction number field.

Press the 'ENTER' key.

Edit Criteria:

ECN (Equipment Control Number):

- A. Must be entered
- B. Must be one character alphanumeric then five characters numeric

Custodian Account No:

- A. Must be entered for NASA Held Equipment

- B. Must match what is currently in the record

Contractor (Accountable):

- C. Must be entered for Contractor Held equipment
- D. Must match what is currently in the record
- E. Can be entered right or left justified (stored right justified with leading spaces)

Contractor Tag No:

- A. Must be entered for Contractor Held equipment
- B. Must match what is currently in the record
- C. Can be entered right or left justified (stored right justified with leading spaces)

Selection Criteria:

Transaction 25 - Cost (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held or Contractor held equipment

Transaction 26 - Custodian Account (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 27 - Date Available (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held or Contractor held equipment

Transaction 28 - Date Lease/Loan/Borrow Out Due (Change)

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned, leased, or borrowed out
- C. This transaction is for NASA held equipment only

Transaction 29 - Equipment Location (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 30 - Status Code (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held or Contractor held equipment

Transaction 31 - User Number (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 38 - Borrowed Out

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not already be in and 'Out' Status
- C. This transaction is for NASA held equipment only

Transaction 39 - Borrowed Out-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be borrowed out
- C. This transaction is for NASA held equipment only

Transaction 40 - Loan/Leased Out

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not already be in an 'Out' Status
- C. This transaction is for NASA held equipment only

Transaction 41 - Loan/Lease Out-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned/leased out

C. This transaction is for NASA held equipment only

Transaction 42 - Loan Pool Out

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not already be in an 'Out' status
- C. This transaction is for NASA held equipment only

Transaction 43 - Loan Pool Out-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned pooled out
- C. This transaction is for NASA held equipment only

Transaction 44 - Storage In

- A. The record must exist on the NEMS Equipment file
- B. The New ECN must not exist on the NEMS Equipment file
- C. This transaction is for NASA held equipment only

Transaction 45 - Storage In-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be in storage
- C. This transaction is for NASA held equipment only

Transaction 46 - Capital/Sensitive Code and National Stock No. Change

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 50 - Freeze Number Assignment

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 51 - Freeze Number Removal

- A. The record must exist on the NEMS Equipment file
- B. The record must currently have a freeze number assigned
- C. This transaction is for NASA held equipment only

Transaction 52 - Excess Equipment Turn-In by Custodian

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 53 - Excess Equipment Turn-In By Contractor

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 54 - Calibration Update

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 55 - Inventory Update

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 56 - Repair Update

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 57 - Off-Site For Repair

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 60 - NASA Held Equipment Record Data (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 61 - Contractor Held Equipment Record Data (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 62 - Global (Change)

None

Transaction 63 - Reverse Add (Change)

- A. The record must exist on the NEMS Equipment file
- B. The Record must exist on the NEMS Daily or Monthly Transaction file
- C. No cost change transactions have been applied
- D. This transaction is for NASA held equipment only

Transaction 64 - Local Data Update (Non-Reportable)

- A. The record must exist on the NEMS Equipment file

4.1.2.1 Change Transactions

TRANSACTION 25 - COST (CHANGE)

USER-ID: XXXXX	NEMS - 25 - COST (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN025P1		TIME: HH:MM:SS
ECN: 0011388		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: PISTOL, 9 MILLIMETER, SEMIAUTO		MODEL NO: 6906
MFG NAME: SMITH AND WESSON A LEAR SIGLER		SERIAL NO: TCU4125
COST: 496.00		
COST ADJUSTMENT: *****	OR	COST REPLACEMENT: *****
		ESTIMATED (Y): _
ADJUSTMENT REFERENCE DOC: _____		
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____
NOTE: ADJUSTING THE COST ABOVE \$5000 WILL CAUSE THE CAP SENS CODE TO CHANGE FROM AN 'N' TO A 'P' OR A 'Q' TO AN 'M'; ADJUSTING THE COST BELOW \$5000 WILL CHANGE A 'P' TO AN 'N' OR AN 'M' TO A 'Q'.		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 25 is used to adjust the cost or change the estimated cost code fields for an Equipment File record when an error has occurred or a modification is necessary. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Enter the data in all desired fields.

Press the 'Enter' key

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Adjustment Cost:

- A. Mandatory (if replacement cost is not entered)
- B. Should reflect the amount of change of the cost field.
- C. Can be a subtraction (enter a '-' in the first position).
- D. Can contain pennies (a decimal '.' followed by two numbers).
- E. All other position must be numeric or blank.
- F. Examples: To add \$435 to the cost enter: 435
To add \$213.56 enter: 213.56
To subtract \$1,569 enter: -1569
To subtract \$842.42 enter: -842.42
- G. Can be used for either a cost change if previously entered in error, or as a formal cost adjustment with supporting documentation (see adjustment reference document. below).

Replacement Cost:

- A. Mandatory (if adjustment cost is not entered)
- B. Should reflect the new cost amount.
- C. Can contain pennies (a decimal '.' followed by two numbers).
- D. All other position must be numeric or blank.
- E. Can be used for either a cost change if previously entered in error, or as a formal cost adjustment with supporting documentation (see adjustment reference document. below).

Estimated (Y):

- A. Optional
- B. Must be either 'y' or spaces

Adjustment Reference Doc:

- A. Optional
- B. Left justified

C. The document number initiating a cost adjustment

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Cap sensitive code
- B. Transaction number
- C. Entry reference number

TRANSACTION 26 - CUSTODIAN ACCOUNT (CHANGE)

USER-ID: XXXXX	NEMS - 26	DATE: MM/DD/YY
PROGRAM: TRN026P1	CUSTODIAN ACCOUNT (CHANGE)	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
CUSTODIAN ACCOUNT NO: 05376	USER NO: 033562	
AVAILABILITY STATUS CODE: A	CONDITION CODE: _	
LOCATION - ZIP CODE: 35812 BLDG: 4312*****	ROOM: 104_ LOCATION: GRID2	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 26 is used to change the custodian account number of an Equipment File record when an error has occurred or a change in responsibility is required. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

- A. Mandatory
- B. Must be changed
- C. Must be entered left justified
- D. Must be on Table 078
- E. If the old and/or the new custodian account is under going inventory a screen will appear with the warning messages indicating which cust-acct-no is being inventoried, and due to this change inventory may not be closed.

User Number:

- A. Mandatory if cap-sens-code='n' or 'p', otherwise optional
- B. Must be entered left justified
- C. Must be on Table 090

Availability Status Code:

- A. Optional
- B. Must be on Table 40

Condition Code:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 510

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified

C. Must be on Table 02

Location - Room:

- A. Optional
- B. Must be entered left justified
- C. No further edits

Location:

- A. Optional
- B. Must be entered left justified
- C. No further edits

NEMS-1 Batch (B), or Online (O):

- A. Mandatory
- B. Must be either 'b', or 'o'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Custodian number from Table 078
- B. Custodian organization code from Table 078
- C. Date status coded
- D. Transaction number
- E. Entry reference number

F. Date inventoried from current date

Warning Messages:

If the record is in an 'out' status, a warning message will be displayed to indicate this.

TRANSACTION 27 - DATE AVAILABLE (CHANGE)

```
USER-ID: XXXXX                NEMS - 27                DATE: MM/DD/YY
PROGRAM: TRN027P1            DATE AVAILABLE (CHANGE)        TIME: HH:MM:SS

ECN: 0103445                CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):    CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE,  MODEL NO: 1803ZMR
INDIRECT ELEC                SERIAL NO: 9845812
MFG NAME: KONISHIROKU PHOTO MFG NAME: KONISHIROKU PHOTO IND CO LTD

DATE AVAILABLE:  _ _ _      LOCAL DATA (Y):  _
                               ENTER 'C' TO CANCEL:  _____

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 27 is used to change the date available field for a record on the Equipment File when a change in the availability is foreseen. After the Equipment File is updated, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Available:

- A. Optional
- B. Must be changed
- C. Must be numeric
- D. Must be in 'yy mm dd' format
- E. 'Yy' (year) must be '70' or greater
- F. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Transaction number
- B. Entry reference number

TRANSACTION 28 - DATE DUE (CHANGE)

USER-ID: XXXXX	NEMS - 28	DATE: MM/DD/YY
PROGRAM: TRN028P1	DATE DUE (CHANGE)	TIME: HH:MM:SS
ECN: 0103445		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC		MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD		SERIAL NO: 9845812
DATE LOAN/LEASE/BORROW OUT DUE: _ _ _		DATE STORAGE DUE: _ _ _
DATE LOAN/LEASE/BORROW IN DUE: _ _ _		
DATE REPAIR RETURN DUE: _ _ _		
NEMS-1 BATCH (B) OR ONLINE (O): B		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 28 is used to change the date due fields for a record on the Equipment File when a change in the due dates are foreseen. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Loan/Lease/Borrow Out Due:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Must be numeric
- E. Must be in 'yy mm dd' format

- F. 'YY' (Year) must be '70' or greater
- G. Must be greater than date installation acquired
- H. Must be greater than date loaned, date leased or date borrowed (whichever is applicable)

Date Storage Due:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Must be numeric
- E. Must be in 'yy mm dd' format
- F. 'YY' (Year) must be '70' or greater
- G. Must be greater than current date
- H. Must be greater than or equal to date inst acquired

Date Loan/Lease/Borrow In Due:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Must be numeric
- E. Must be in 'yy mm dd' format
- F. 'YY' (Year) must be '70' or greater
- G. Must be greater than date loaned/leased

Date Repair Return Due:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out

- D. Must be numeric
- E. Must be in 'yy mm dd' format
- F. 'YY' (Year) must be '70' or greater
- G. Must be greater than current date
- H. Must be greater than or equal to date repair out

NEMS-1 Batch (B), or Online (O):

- A. Mandatory
- B. Must be either 'b', or 'o'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Transaction number
- B. Entry reference number

TRANSACTION 29 - EQUIPMENT LOCATION (CHANGE)

USER-ID: XXXXX	NEMS - 29	DATE: MM/DD/YY
PROGRAM: TRN029P1	EQUIPMENT LOCATION (CHANGE)	TIME: HH:MM:SS
ECN: 0103445		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC		MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD		SERIAL NO: 9845812
LOCATION - ZIP CODE: 35812 BLDG: 4583*****	ROOM: 171__	LOCATION: GRID7
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): B	LOCAL DATA (Y): _	
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 29 is used to change the building, room or zip code locations for a record on the Equipment File when an change in the location takes place. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen::

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is

signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Location - Zip Code:

- A. Mandatory
- B. Either zip code, building or room must be changed

Location - Building:

- A. Mandatory
- B. Either zip code, building or room must be changed
- C. Must be entered left justified
- D. Must be on Table 102

Location - Room:

- A. Optional
- B. Either zip code, building or room must be changed
- C. Must be entered left justified

Location:

- A. Optional

B. Must be entered left justified

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n' (default is 'b')

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Transaction number

B. Entry reference number

Warning Messages:

If the record is in an 'out' status, a warning message will be displayed to indicate this.

TRANSACTION 30 - STATUS CODE (CHANGE)

USER-ID: XXXXX	NEMS - 30	DATE: MM/DD/YY
PROGRAM: TRN030P1	STATUS CODE (CHANGE)	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
AVAILABILITY STATUS CODE: A		CONDITION CODE: _
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)

Purpose:

Transaction 30 is used to change the status code of a record on the Equipment File when that record has a change in status from active, inactive unassigned, inactive assigned or excess. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank

to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Availability Status Code:

- A. Mandatory
- B. Must be changed
- C. Must be on table 410

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- B. Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Date status coded (current date)

B. Transaction number

C. Entry reference number

TRANSACTION 31 - USER NUMBER (CHANGE)

```
USER-ID: XXXXX                NEMS - 31                DATE: MM/DD/YY
PROGRAM: TRN031P1            USER NUMBER (CHANGE)        TIME: HH:MM:SS

ECN: 1399858                CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):   CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO  MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD SERIAL NO: 9404080060

USER NO: 05376_
LOCATION - ZIP CODE: 35812  BLDG: 4312*****  ROOM: 109A_  LOCATION: GRID2
NEMS-1 BATCH (B) OR ONLINE (O): B          LOCAL DATA (Y): _

                                PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 31 is used to change the user number of a record on the Equipment File when the user number has changed. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen::

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

- A. Optional
- B. Must be changed
- C. User no must not be blanked out if record is in a 'borrowed' state
- D. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

NEMS-1 Batch (B) or Online (O)

- A. Mandatory
- B. Must be either 'b' or 'o'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Transaction number

- B. Entry reference number
- C. Date inventoried from current date

Warning Messages:

If the record is being inventoried a warning message will be displayed indicating that due to this change the inventory may not be closed. If the record is in an 'out' status, a warning message will be displayed to indicate this.

TRANSACTION 38 - BORROWED OUT

USER-ID: XXXXX	NEMS - 38 - BORROWED OUT	DATE: MM/DD/YY
PROGRAM: TRN038P1		TIME: HH:MM:SS
ECN: 0007964	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: CAMERA STILL PICTURE 35MM	MODEL NO: AE-1	
MFG NAME: CANON USA MICROGRAPHICS DIV	SERIAL NO: 2385962	
USER NO: 05376*	LOAN/LEASE DOCUMENT NO: _____	
DATE BORROWED: ** ** **	DATE BORROW DUE: ** ** **	
LOCATION - ZIP CODE: 35812 BLDG: 4200*****	ROOM: 226__ LOCATION: GRID1	
AVAILABILITY STATUS CODE: A	CONDITION CODE: __	
INST RECEIVER: _____	LOCAL DATA (Y): _	
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N		
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 38 is used to change a record on the Equipment File to a borrowed out status. The equipment may be borrowed by another installation or by another custodian at the same installation. The installation from which the equipment is borrowed retains responsibility. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

- A. Mandatory
- B. Must be on Table 090

Loan/Lease Document No:

- A. Optional
- B. No further edits

Date Borrowed:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than date installation acquired
- F. Must not be greater than current date

Date Borrowed Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date borrowed

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Inst-Receiver:

- A. Optional
- B. Must be on Table 252

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment out code 'b'
- B. Date status coded (current date) if status changed
- C. Transaction number

D. Entry reference number

TRANSACTION 39 - BORROWED OUT - RETURNED

USER-ID: XXXXX	NEMS - 39 - BORROWED OUT - RETURNED	DATE: MM/DD/YY
PROGRAM: TRN039P1		TIME: HH:MM:SS
ECN: 0007964		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: CAMERA STILL PICTURE 35MM		MODEL NO: AE-1
MFG NAME: CANON USA MICROGRAPHICS DIV		SERIAL NO: 2385962
USER NO: 05376*		
LOCATION - ZIP CODE: 35812 BLDG: 4200*****	ROOM: 226__	LOCATION: GRID1
AVAILABILITY STATUS CODE: A		CONDITION CODE: __
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 39 is used to change a record on the Equipment File for a borrowed piece of equipment that is being returned. All information pertaining to the borrow transaction is eliminated. The Table File is used to validate the data after the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is

the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

- A. Optional
- B. if entered must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified
- C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indication which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.134.1).

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Date borrowed out (spaced out)

- B. Loan/lease document number (spaced out)
- C. Date loan/lease/borrow out due (spaced out)
- D. Equipment out code (spaced out)
- E. Date status coded (current date) if status changed
- F. Transaction number
- G. Entry reference number
- H. Date-inventoried from current date

TRANSACTION 39 - BORROWED OUT - RETURNED - WARNING

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRN039P1      TIME: HH:MM:SS
MAP:      TRNWR1M1

                                INVENTORY WARNING SCREEN

ECN: _____

OLD GRID LOCATION: _____  << GRID LOCATION IS BEING INVENTORIED >>
NEW GRID LOCATION: _____  << GRID LOCATION IS BEING INVENTORIED >>

WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

                                PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

                                                                                                     1
```

TRANSACTION 40 - LOAN/LEASE OUT

USER-ID: XXXXX	NEMS - 40 - LOAN/LEASE OUT	DATE: MM/DD/YY
PROGRAM: TRN040P1		TIME: HH:MM:SS
ECN: 0103445		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC		MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD		SERIAL NO: 9845812
DATE LOANED: ** ** ** (OR)		DATE LEASED: ** ** **
DATE LOAN/LEASE DUE: ** ** **		LOAN/LEASE DOCUMENT NO: *****
CONDITION CODE: **		
LOCATION - ZIP CODE: 35812 BLDG: 4583*****		ROOM: 171__ LOCATION: GRID7
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 40 is used to change the Equipment File record for equipment that is being loaned or leased to a non-NASA entity. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all

unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Loaned:

- A. Mandatory if date leased blank
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '50' or greater
- E. Must be greater than date installation acquired
- F. Must not be greater than current date

Date Leased:

- A. Mandatory if date loaned blank
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than date installation acquired
- F. Must not be greater than current date

Date Loan/Lease Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than date loaned/leased

Loan/Lease Document No:

- A. Mandatory
- B. No further edits

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on table 510

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment out code 'e' for leased or 'l' for loaned
- B. Availability status code 'b'
- C. Date status coded (current date)
- D. Transaction number
- E. Entry reference number

TRANSACTION 41 - LOAN/LEASE OUT - RETURNED

USER-ID: XXXXX	NEMS - 41 - LOAN/LEASE OUT - RETURNED	DATE: MM/DD/YY
PROGRAM: TRN041P1		TIME: HH:MM:SS
ECN: 0103445		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC		MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD		SERIAL NO: 9845812
USER NO: _____		
LOCATION - ZIP CODE: 35812 BLDG: 4583*****	ROOM: 171__	LOCATION: GRID7
AVAILABILITY STATUS CODE: *		CONDITION CODE: _
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 41 is used to change the Equipment File record for equipment that has been loaned or leased by a non-NASA entity and is now being returned. All information pertaining to the loan/lease is removed. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all

unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

- A. Optional
- B. If entered must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified
- C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indicating which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.140.1).

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Date loaned out (spaced out)
- B. Date leased out (spaced out)

- C. Loan/lease document number (spaced out)
- D. Date loan/lease/borrow out due (spaced out)
- E. Equipment out code (spaced out)
- F. Date status coded (current date) if status changed
- G. Transaction number
- H. Entry reference number
- I. Date-inventoried

TRANSACTION 41 - LOAN/LEASE OUT - RETURNED - WARNING

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRN041P1      TIME: HH:MM:SS
MAP:      TRNWR1M1

                                INVENTORY WARNING SCREEN

ECN: _____

OLD GRID LOCATION: _____ << GRID LOCATION IS BEING INVENTORIED >>
NEW GRID LOCATION: _____ << GRID LOCATION IS BEING INVENTORIED >>

WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

                                PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

TRANSACTION 42 - LOAN POOL OUT

USER-ID: XXXXX	NEMS - 42 - LOAN POOL OUT	DATE: MM/DD/YY
PROGRAM: TRN042P1		TIME: HH:MM:SS
ECN: 0007964		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: CAMERA STILL PICTURE 35MM		MODEL NO: AE-1
MFG NAME: CANON USA MICROGRAPHICS DIV		SERIAL NO: 2385962
USER NO: 05376*		LOAN/LEASE DOCUMENT NO: _____
DATE BORROWED: ** ** *		DATE BORROW DUE: ** ** **
LOCATION - ZIP CODE: 35812 BLDG: 4200*****		ROOM: 226__ LOCATION: GRID1
CONDITION CODE: __		
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (__)

Purpose:

Transaction 42 is used to change the Equipment File record for equipment that is part of the loan pool, and is in the process of being loaned out. This transaction occurs only within the installation. The responsible custodian remains the same, only the user changes. The Table File is used to validate the data. After the record on the Equipment File is updated, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is

the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

- A. Mandatory
- B. Must be on Table 090

Loan/Lease Document No:

- A. Optional
- B. No further edits

Date Borrowed:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than date installation acquired
- F. Must not be greater than current date

Date Borrow Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date borrowed

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory

B. Must be either 'b', 'o' or 'n'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel.

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Equipment out code 'p'

B. Availability status code 'b'

C. Transaction number

D. Entry reference number

TRANSACTION 43 - LOANED POOL OUT - RETURNED

USER-ID: XXXXX	NEMS - 43 - LOAN POOL OUT - RETURNED	DATE: MM/DD/YY
PROGRAM: TRN043P1		TIME: HH:MM:SS
ECN: 0007964		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: CAMERA STILL PICTURE 35MM		MODEL NO: AE-1
MFG NAME: CANON USA MICROGRAPHICS DIV		SERIAL NO: 2385962
LOCATION - ZIP CODE: 35812 BLDG: 4200*****	ROOM: 226__	LOCATION: GRID1
CONDITION CODE: __	USER NO: *****	
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (__)		

Purpose:

Transaction 43 is used to change the Equipment File record for equipment that has been assigned to a user in the loan pool and has now been returned to the assigned custodian. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified
- C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indicating which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.146.1).

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

User Number:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 090

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Previous user number
- B. Date borrowed out (spaced out)
- C. Loan/lease document number (spaced out)
- D. Date loan/lease/borrow out due (spaced out)
- E. Equipment out code (spaced out)
- F. Transaction number
- G. Entry reference number
- H. Date-inventoried from current date

TRANSACTION 43 - LOANED POOL OUT - RETURNED - WARNING

```
USER-ID: XXXXX          NEMS - 39 - LOANED POOL OUT - RETURNED    DATE: MM/DD/YY
PROGRAM: TRN043P1      TIME: HH:MM:SS
MAP:      TRNWR1M1

                          INVENTORY WARNING MESSAGE

ECN: 0007964

OLD GRID LOCATION: _____ << GRID LOCATION IS BEING INVENTORIED >>
NEW GRID LOCATION: _____ << GRID LOCATION IS BEING INVENTORIED >>

WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

                          PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

TRANSACTION 44 - STORAGE IN

```
USER-ID: XXXXX          NEMS - 44 - STORAGE IN                    DATE: MM/DD/YY
PROGRAM: TRN044P1      TIME: HH:MM:SS

ECN: 1399855          CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE): CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD SERIAL NO: 9404080056

DATE STORAGE DUE: ** ** ** CONDITION CODE: **
LOCATION - ZIP CODE: 35812 BLDG: 4312***** ROOM: 107__ LOCATION: GRID2
NEMS-1 BATCH (B) OR ONLINE (O): B LOCAL DATA (Y): _

                          ENTER 'C' TO CANCEL: _____

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 44 is used to change the Equipment File record for equipment that is put into storage. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Storage Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format

- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than current date

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on table 510

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'b' or 'o'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel

- A. Optional
- B. Must be either 'c' or spaces

Generated fields for equipment file:

- A. Date stored (current date)
- B. Equipment out code 's'
- C. Availability status code 'b'
- D. Date status coded (current date)
- E. Transaction number
- F. Entry reference number

TRANSACTION 45 - STORAGE IN - RETURNED

USER-ID: XXXXX	NEMS - 45 - STORAGE IN - RETURNED	DATE: MM/DD/YY
PROGRAM: TRN045P1		TIME: HH:MM:SS
ECN: 1399855		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO		MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD		SERIAL NO: 9404080056
DATE STORAGE DUE: ** * * *		CONDITION CODE: **
LOCATION - ZIP CODE: 35812	BLDG: 4312*****	ROOM: 107__ LOCATION: GRID2
NEMS-1 BATCH (B) OR ONLINE (O): B		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 45 is used to change the Equipment File record for equipment that is being removed from storage. The Table File is used to validate the

data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Location - Zip Code:

- A. Mandatory

B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified
- C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indicating which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.152.1).

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'b' or 'o'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Date storage due (spaced out)
- B. Date stored (spaced out)
- C. Equipment out code
- D. Date status coded (current date) if status changed
- E. Transaction number
- F. Entry reference number
- G. Date-inventoried from current date

TRANSACTION 45 - STORAGE IN - RETURNED - WARNING

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: YY-MM-DD
PROGRAM: TRN045P1		TIME: HH:MM:SS
MAP: TRNWR1M1		
INVENTORY WARNING SCREEN		
ECN: _____		
OLD GRID LOCATION: _____	<< GRID LOCATION IS BEING INVENTORIED >>	
NEW GRID LOCATION: _____	<< GRID LOCATION IS BEING INVENTORIED >>	
WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED		
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____		

TRANSACTION 46 - CAPITAL/SENSITIVE CODE AND NATIONAL STOCK NO. CHANGE

```
USER-ID: XXXXX                NEMS - 46                DATE: MM/DD/YY
PROGRAM: TRN046P1            CAP/SENS CODE AND NSN (CHANGE)  TIME: HH:MM:SS

ECN: 1399590                CUSTODIAN ACCOUNT NO: 05376
ITEM NAME: DISPLAY UNIT      MODEL NO: MX15F
MFG NAME:                    SERIAL NO: MA1233067171
COST: 600.00                ACQ TRANS NO: 04

USER NO: 033562
NATIONAL STOCK NO: 7025 ___
CAPITAL/SENSITIVE CODE: N
ITEM NAME: DISPLAY UNIT*****

NEMS-1 BATCH (B) OR ONLINE (O) OR NONE (N): N

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 46 is used to change the capital/sensitive code or national stock number of an Equipment File record. Changing the capital/sensitive code may require a user number be added. Therefore, this transaction also allows the user number to be altered.

Called From Screen:

This transaction was called from the change transaction menu. The ECN and custodian account number were entered on the menu.

Calls Screens:

This screen will return to the change transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130
- B. Selection limited by cost
- B. Selection limited if item in borrowed state

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment type account from table 050 unless acquisition transaction number is 08 or 09
- B. Transaction number
- C. Entry reference number
- D. Date inventoried from current date

TRANSACTION 50 - FREEZE NUMBER/ASSIGNMENT

USER-ID: XXXXX	NEMS - 50	DATE: MM/DD/YY
PROGRAM: TRN050P1	FREEZE NUMBER ASSIGNMENT	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
FREEZE NO: 0808704401		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____
PRESS ENTER KEY TO ASSIGN ABOVE FREEZE NUMBER TO THIS RECORD		

Purpose:

Transaction 50 is used to change the Equipment File record for equipment that is being assigned a freeze number, indicating it is available for redistribution and has been requested by another installation or contractor. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Freeze number
- B. Transaction number
- C. Entry reference number

TRANSACTION 51 - FREEZE NUMBER REMOVAL

USER-ID: XXXXX	NEMS - 51	DATE: MM/DD/YY
PROGRAM: TRN051P1	FREEZE NUMBER REMOVAL	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
FREEZE NO: 0808704401		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

Purpose:

Transaction 51 is used to change the Equipment File record for equipment that is having the freeze number removed because the equipment is no longer wanted by another installation or contractor. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Freeze number (spaced out)
- B. Transaction number
- C. Entry reference number

TRANSACTION 52 - EXCESS EQUIPMENT TURN-IN BY CUSTODIAN

```
USER-ID: XXXXX                NEMS - 52                DATE: MM/DD/YY
PROGRAM: TRN052P1            EXCESS EQUIPMENT TURN-IN BY CUSTODIAN    TIME: HH:MM:SS

ECN: 1399590                CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):    CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT      MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO  SERIAL NO: MA1233067171

CUSTODIAN ACCOUNT NO: 05376    USER NO: 033562
AVAILABILITY STATUS CODE: A    CONDITION CODE: **
LOCATION - ZIP CODE: 35812 BLDG: 4312***** ROOM: 104__ LOCATION: GRID2
DATE AVAILABLE: __ __ __
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): B LOCAL DATA (Y): _

ENTER 'C' TO CANCEL: _____

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 52 is used to change the Equipment File record for equipment that is designated as excess by the custodian and available for disposal or EVS screening. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

- A. Mandatory
- B. Must be changed
- C. Must be on Table 078
- E. If the old and/or the new custodian account is under going inventory a screen will appear with the warning messages

User No:

- A. Optional
- B. Must be on Table 090

Availability Status Code:

- A. Mandatory

B. Must be on Table 410

Condition Code:

A. Mandatory

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 102

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 'YY' (Year) must be '70' or greater

E. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Custodian number from Table 078
- B. Custodian organization code from Table 078
- C. Date status coded (current date) if status changed
- D. Transaction number
- E. Entry reference number

TRANSACTION 53 - EXCESS EQUIPMENT TURN-IN BY CONTRACTOR

USER-ID: XXXXX	NEMS - 53	DATE: MM/DD/YY
PROGRAM: TRN053P1	EXCESS EQUIPMENT TURN-IN BY CONTRACTOR	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
CUSTODIAN ACCOUNT NO: 05376	CONDITION CODE: **	
AVAILABILITY STATUS CODE: A	ROOM: 104__ LOCATION: GRID2	
LOCATION - ZIP CODE: 35812 BLDG: 4312*****	DATE AVAILABLE: __ __ __	
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 53 is used to change the Equipment File record for equipment that is designated as excess by the contractor and available for disposal or EVS screening. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all

unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

- A. Mandatory
- B. Must be changed
- C. Must be on Table 078

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Location - Zip Code:

- A. Mandatory

B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment type account from Table 050
- B. Custodian number from Table 078
- C. Custodian organization code from Table 078
- D. Date status coded (current date) if status changed
- E. Transaction number
- F. Entry reference number

TRANSACTION 56 - REPAIR UPDATE

```
USER-ID: XXXXX                NEMS - 56                DATE: MM/DD/YY
PROGRAM: TRN056P1            REPAIR UPDATE            TIME: HH:MM:SS

ECN: 1399590                CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):    CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT      MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO  SERIAL NO: MA1233067171

ENTER 'N' FOR A NEW REPAIR OR 'C' FOR A CORRECTION: *
      NEW REPAIR                OR                CORRECTION
-----
LABOR COST-LAST SERVICE: *****    LABOR COST-LAST SERVICE: 000000
PARTS COST-LAST SERVICE: *****    PARTS COST-LAST SERVICE: 000000

DATE LAST SERVICED: ** ** **          CONDITION CODE: __
MFG SERIAL NO: MA1233067171*****    LOCAL DATA (Y): _
NEMS-1 BATCH (B), ONLINE (O), NONE (N): N    ENTER 'C' TO CANCEL: _____

NOTE:  FOR A CORRECTION ENTER THE CORRECT AMOUNT AND NOT THE DIFFERENCE.
        NO-OF-TIMES-SERV WILL NOT BE UPDATED UNLESS VALUES FOR BOTH LABOR AND
        PARTS EQUAL ZERO, IN WHICH CASE IT WILL BE SUBTRACTED BY ONE.

ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

Purpose:

Transaction 56 is used to change the Equipment File record to indicate the date equipment was last repaired and any service costs. It may also be used to correct the service costs that were entered on the previous repair update. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Enter 'n' for new repair or 'c' for correction:

- A. Mandatory
- B. Must be either 'n' or 'c'

Labor Cost-Last Service:

- A. Can enter either new repair or correction, not both
- B. Mandatory if parts cost blank
- C. Must be numeric
- D. Can be entered left or right justified (stored right justified with leading zeros)
- E. Either labor cost or parts cost must be changed

Parts cost-last service:

- A. Can enter either new repair or correction, not both
- A. Mandatory if labor cost blank
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Either labor cost or parts cost must be changed

Date Last Serviced:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than date installation acquired
- F. Must not be greater than current date

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Mfg Serial No:

- A. Mandatory
- B. Must be entered left justified

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Labor cost - year to date (plus labor cost - last service)
- B. Labor cost - to date (plus labor cost - last service)
- C. Parts cost - year to date (plus parts cost - last service)
- D. Parts cost - to date (plus parts cost - last service)
- E. Number of times serviced (plus 1 for new repair; minus 1 or no change for correction)
- F. Transaction number
- G. Entry reference number
- H. Equip-out code changed to blank if item is returned from off-site repair.
- I. Date-shipped-other-inst changed to zeros if item is returned from off-site repair.

TRANSACTION 57 - OFF-SITE FOR REPAIR UPDATE

USER-ID: XXXXX	NEMS - 57	DATE: MM/DD/YY
PROGRAM: TRN057P1	OFF-SITE FOR REPAIR	TIME: HH:MM:SS
ECN: 1399167		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233092630
DATE OUT FOR REPAIR: ** ** *		
DATE REPAIR RETURN DUE: _ _ _		
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL		

Purpose:

Transaction 57 is used to change the Equipment File record to indicate the date equipment was sent off-site for repair. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all

unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Out For Repair:

- A. Mandatory
- B. Must be numeric
- C. Must be in yy mm dd format
- D. Must be greater than date-inst-acq
- E. Must not be greater than current-date

Date Repair Return Due:

- A. Optional
- B. Must be numeric
- C. Must be in yy mm dd format
- D. Must not be greater than current-date

Generated Fields For Equipment File:

- A. Equipment-out-code

TRANSACTION 60 - NASA-HELD EQUIPMENT RECORD DATA (CHANGE) SCREEN #1

```
USER-ID: XXXXX                NEMS - 60                DATE: MM/DD/YY
PROGRAM: TRN060P1  NASA HELD EQUIPMENT RECORD DATA (CHANGE)  TIME: HH:MM:SS

ECN: 0103445                CUSTODIAN ACCOUNT NO: 05376
ITEM NAME: COPYING MACHINE, INDIRECT ELEC                MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD                SERIAL NO: 9845812

ENTER PAGE NUMBER OR 'X' TO EXIT: _____

    PAGE 1  (EQUIPMENT FIELDS)
    PAGE 2  (DATE AND MAINTENANCE FIELDS)

LOCAL-DATA (Y): _

NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N
```

Purpose:

Transaction 60 is used to change the Equipment File record for NASA-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred. The table files are used to validate the data. Transaction 60 has two (3) separate screens to display all the fields. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. This screen can call any of the two display screens for transaction 60.
- B. The user can return to the change transaction menu by entering 'x' in the page number field.
- C. If a 'y' is entered in the local data field, a local data screen will be supplied after all changes have been made.

Instruction Steps:

Step 1: Enter the page number for the screen desired.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'x' in the page number field.

Press the 'Enter' key.

Edit Criteria:

Page Number:

A. Must be '1', '2', or 'x'

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

TRANSACTION 60 - NASA-HELD EQUIPMENT RECORD DATA (CHANGE) SCREEN #2

USER-ID: XXXXX	NEMS - 60 - NASA HELD EQUIPMENT (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN060P2	PAGE 1 OF 2	TIME: HH:MM:SS
ECN: 0103445	CUSTODIAN ACCOUNT NO: 05376	
ITEM NAME: COPYING MACHINE, INDIRECT ELEC	MODEL NO: 1803ZMR	
MFG NAME: KONISHIROKU PHOTO IND CO LTD	SERIAL NO: 9845812	
ACQ DOCUMENT CONTROL NO: 270375148**	CONTRACTOR (CONVEYOR): _____	
ITEM NAME: COPYING MACHINE, INDIRECT ELEC	OTHER AGENCY NO: ____	
MANUFACTURER'S - CODE: S3380	MODEL NO: 1803ZMR*****	
SERIAL NO: 9845812*****	OLD TAG NO: _____	
UNIQUE EQUIPMENT NO: _____	CONDITION CODE: ____	
COST ESTIMATED (Y): ____	USER NO: 03069_	
LOCATION - ZIP CODE: 35812 BLDG: 4583*****	ROOM: 171__ LOCATION: GRID7	
AVAILABILITY STATUS CODE: A	LOAN/LEASE DOC NO: _____	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
EQUIPMENT MANAGEMENT CODE: _	IDLE EQUIPMENT CODE: _	
ENTER PAGE '2': _	ENTER 'C' TO CANCEL: _____	

(DATE AND MAINTENANCE FIELDS ON PAGE 2)

Purpose:

Transaction 60 is used to change the equipment file record for NASA-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred. The table files are used to validate the data.

Called From Screen:

This transaction can be called from any of the transaction 60 screens.

Calls Screens:

- A. This screen can call transaction 60 screen 3.
- B. The cancellation of this screen will return the user to transaction 60 screen 1.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is

the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'c' in the cancel field, or may call any of the other transaction 60 screens by entering the appropriate page number in the page number field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Contractor (Conveyor):

- A. Optional
- B. Must be entered if acq trans no is 06
- C. Can be entered left or right justified (stored right justified with leading spaces)

Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

Other Agency No:

- A. Optional
- B. Must be entered if acq trans no is 02 or 05
- C. Must be numeric
- D. Must be on Table 132

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Model No:

- A. Mandatory
- B. Must be entered left justified

Serial No:

- A. Mandatory
- B. Must be entered left justified

Unique Equipment Code:

- A. Optional
- B. Must be entered left justified

Cost Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified
- C. If the old and/or the new grid location is under going inventory a screen will appear with the warning messages indicating which grid location is being inventoried, and due to this change inventory may not be closed.

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Loan/Lease Doc No:

- A. Optional

B. Must be entered if acq trans no is 08 or 09

Hazardous Material Code:

A. Optional

B. Must be on Table 180

Precious Metal Code:

A. Optional

B. Must be on Table 182

Equipment Management Code:

A. Optional

B. Must be on Table 155

Idle Equipment Code:

A. Optional

B. Must be on table 184

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer code is not 'xxxxx'

- B. Equipment type account from Table 050 unless acquisition transaction number is 08 or 09
- C. Date status coded (current date) if status changed
- D. Transaction number
- E. Entry reference number

**TRANSACTION 60 - NASA-HELD EQUIPMENTRECORD DATA (CHANGE)
SCREEN #3**

USER-ID: XXXXX	NEMS - 60 - NASA HELD EQUIPMENT (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN060P3	PAGE 2 OF 2	TIME: HH:MM:SS
ECN: 0103445	CUSTODIAN ACCOUNT NO: 05376	
ITEM NAME: COPYING MACHINE, INDIRECT ELEC	MODEL NO: 1803ZMR	
MFG NAME: KONISHIROKU PHOTO IND CO LTD	SERIAL NO: 9845812	
DATE INST ACQUIRED: 87 08 18	YEAR MANUFACTURED: 87	
DATE INVENTORIED: 95 08 07	DATE BORROWED: ___ ___ ___	
DATE LOANED: ___ ___ ___ (OR)	DATE LEASED: ___ ___ ___	
DATE AVAILABLE: ___ ___ ___	DATE STORED-IN: ___ ___ ___	
DATE LAST SERVICED: ___ ___ ___	LABOR: ___ ___	
DATE WARRANTY EXP - MATERIALS: ___ ___		
ENTER PAGE '1': _	ENTER 'C' TO CANCEL: _____	
(EQUIPMENT FIELDS ON PAGE 1)		

Purpose:

Transaction 60 is used to change the Equipment File record for NASA-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred. The table files are used to validate the data.

Called From Screen:

This screen can be called from any of the Transaction 60 screens.

Calls Screens:

- A. This screen can call transaction 60 screen 1.
- B. Cancellation of this screen will return the user to
- A. Transaction 60.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '-' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field, or may call any of the other Transaction 60 screens by entering the appropriate page number in the page number field.

Press the 'Enter' key.

Edit Criteria:

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year
- E. Can not be greater than current year

Year Manufactured:

- A. Mandatory
- B. Must be numeric

- C. Must be between '20' and date inst acquired

Date Inventoried:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '80' or greater
- E. Must be greater than date installation acquired
- F. Must not be greater than current date

Date Borrowed:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Date loaned out and leased out must be blank
- E. Date loan/lease/borrow out due must not be blank
- F. Must be numeric
- G. Must be in 'yy mm dd' format
- H. 'YY' (Year) must be '70' or greater
- I. Must be greater than date installation acquired
- J. Must not be greater than current date

Date Loaned:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Date borrowed out and leased out must be blank

- E. Date loan/lease/borrow out due must not be blank
- F. Must be numeric
- G. Must be in 'yy mm dd' format
- H. 'YY' (Year) must be '50' or greater
- I. Must be greater than date installation acquired
- J. Must not be greater than current date

Date Leased:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Date loaned out and borrowed out must be blank
- E. Date loan/lease/borrow out due must not be blank
- F. Must be numeric
- G. Must be in 'yy mm dd' format
- H. 'YY' (Year) must be '70' or greater
- I. Must be greater than date installation acquired
- J. Must not be greater than current date

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than or equal to date inst acquired

Date Stored In:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- E. Must be greater than date installation acquired
- F. Must not be greater than date storage due

Date Last Serviced:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than date installation acquired
- F. If entered, either labor or parts cost must be entered
- G. Must not be greater than current date

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'
- E. 'YY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm' format
- D. 'YY' (Year) must be greater than or equal to '82'

E. 'YY' (Year) must not be less than year manufactured

TRANSACTION 61 - CONTRACTOR HELD EQUIPMENT RECORD DATA (CHANGE)

```
USER-ID: XXXXX NEMS - 61 - CONTRACTOR HELD EQUIPMENT (CHANGE) DATE: MM/DD/YY
PROGRAM: TRN061P1 TIME: HH:MM:SS

ECN: 0103445 CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE): CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD SERIAL NO: 9845812

ACQ DOCUMENT CONTROL NO: 270375148** DATE INST ACQUIRED: ** ** **
ITEM NAME: COPYING MACHINE, INDIRECT ELEC OLD TAG NO: _____
MANUFACTURER'S - CODE: S3380 MODEL NO: 1803ZMR*****
SERIAL NO: 9845812***** YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** _ _ COST ESTIMATED (Y) : _
LOCATION - ZIP CODE: ***** CONDITION CODE: _
AVAILABILITY STATUS CODE: A DATE AVAILABLE: _ _ _
CONTRACTOR (ACCOUNTABLE): ***** CONTRACTOR TAG NO: *****
LOCAL DATA (Y): _ ENTER 'C' TO CANCEL: _____
```

Purpose:

Transaction 61 is used to change the Equipment File record for contractor-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred. The table files are used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be between '20' and current year

E. Must not be greater than current date

Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Model No:

- A. Mandatory
- B. Must be entered left justified

Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Must be between '20' and date installation acquired

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Cost Estimated (Y):

- A. Optional
- B. Must be either 'y' or spaces

Location - Zip Code:

- A. Mandatory
- B. No further edits

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. 'YY' (Year) must be greater than or equal to '70'
- E. Must be greater than date installation acquired

Contractor (Accountable):

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Contractor Tag No:

- A. Mandatory

- B. Can be entered left or right justified (stored right justified with leading spaces)

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Date status coded (current date) if status changed
- B. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- C. Transaction number
- D. Entry reference number

TRANSACTION 62 - GLOBAL CHANGE PROCESSING MENU

```
USER-ID: XXXXX          GLOBAL PROCESSING MENU          DATE: MM/DD/YY
PROGRAM: TRN062P1      TIME: HH:MM:SS

ENTER SELECTION OR 'X' TO EXIT: _____

1 - DESCRIPTION OF GLOBAL PROCESSING
2 - PROCESS THE GLOBAL
3 - ALTER CURRENTLY SCHEDULED GLOBAL
4 - PROCESS A GLOBAL DELETE TRANSACTION
```

Purpose:

This screen allows the user to select the options of global processing.

Called From Screen:

This screen is called from the change transaction menu

Calls Screens:

- A. The successful completion or cancellation of this menu will return the user to the change transaction menu.
- B. If '1' is entered on the selection prompt, a global processing description screens will be supplied.
- C. If '2' is entered on the selection prompt, a global change qualifier selection menu will be supplied.
- D. If '3' is entered on the selection prompt, a screen will display the currently scheduled globals. The user may alter the processing of these globals.
- E. If '4' is entered on the selection prompt, a global delete qualifier selection menu will be supplied.

Instruction Steps:

Step 1: Enter the selection, Press Enter key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the error.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time by entering 'x' in the exit field. The user will return to the change transaction menu.

Press the 'Enter' key.

Edit Criteria:

Selection must be either 'x' or '1' or '2' or '3' or '4'

- A. 'x' to exit
- B. '1' Description of globals processing

- C. '2' Process of global change
- D. '3' Alter scheduled globals
- D. '4' Process of global delete

TRANSACTION 62 - GLOBAL CHANGE DESCRIPTION

```
USER-ID: XXXXX          NEMS - 62 - GLOBAL (CHANGE)          DATE: MM/DD/YY
PROGRAM: TRN062PE                                     TIME: HH:MM:SS
                                     DESCRIPTION
GLOBAL CHANGE TRANSACTION  ALLOWS  THE  USER  TO  CHANGE  A  SPECIFIED  FIELD  IN  A
GROUP OF RECORDS.

FOR A GLOBAL CHANGE TRANSACTION, THE USER IS SUPPLIED WITH THE OPTION TO SELECT
ALL RECORDS, OR TO CHOOSE UP TO THREE QUALIFIERS AS RECORD SELECTION CRITERIA.
IF QUALIFIERS ARE SELECTED, ANOTHER SCREEN WILL BE DISPLAYED SO THAT THE
BEGINNING AND ENDING RANGE MAY BE ENTERED FOR EACH SELECTED QUALIFIER.

ONCE RECORD SELECTION QUALIFIERS AND THEIR BEGINNING AND ENDING VALUES ARE
SELECTED, A SCREEN WILL BE DISPLAYED SHOWING THE FIELDS WHICH ARE ELIGIBLE FOR
GLOBAL CHANGE. THE USER IS ALLOWED TO SELECT ONLY ONE (1) FIELD TO BE CHANGED
PER TRANSACTION. ONCE THE FIELD HAS BEEN SELECTED, ANOTHER SCREEN WILL PROMPT
THE ENTRY OF THE 'OLD' (CURRENT) VALUE AND THE 'NEW' VALUE TO WHICH IT IS TO
BE CHANGED.

(PRESS ENTER TO CONTINUE)
```

Purpose:

This screen allows the user to read the description of transaction and continue to the second page of description.

Called From Screen:

This screen is called from the global change transaction menu

Calls Screens:

- A. This screen will call the second page of the Transaction 62 description.

Instruction Steps:

- Step 1: Press 'Enter' to continue

TRANSACTION 62 - GLOBAL CHANGE DESCRIPTION

USER-ID: XXXXX	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN062PE		TIME: HH:MM:SS
DESCRIPTION		
IF ONLY A SPECIFIED 'OLD' VALUE IS TO BE CHANGED, IT MUST BE ENTERED ON THE SCREEN IN THE 'OLD' VALUE FIELD. IF THE 'OLD' VALUE IS TO BE CHANGED REGARDLESS OF THE VALUE, AN EXCLAMATION POINT (!) MUST BE ENTERED IN EVERY POSITION OF THE 'OLD' VALUE FIELD. IF THE 'OLD' VALUE IS BLANK, A QUESTION MARK (?) MUST BE ENTERED IN EVERY POSITION OF THE 'OLD' VALUE FIELD. LIKEWISE, IF THE 'NEW' VALUE FIELD IS TO BE BLANK, A QUESTION MARK MUST BE ENTERED IN EVERY POSITION OF THE 'NEW' VALUE FIELD.		
LOCAL DATA IS HANDLED ON A CHARACTER BY CHARACTER BASIS. IN OTHER WORDS, IF THE FOURTH CHARACTER OF THE 'OLD' LOCAL DATA FIELD IS SPECIFIED AS 'X', THE ONLY TIME THE FOURTH POSITION WILL BE CHANGED IS WHEN THE OLD VALUE IS 'X'. TO CHANGE A GIVEN POSITION IN THE LOCAL DATA FIELD REGARDLESS OF ITS OLD VALUE, ENTER AN EXCLAMATION POINT (!) IN THAT POSITION OF THE OLD LOCAL DATA FIELD. TO SPECIFY A POSITION TO BE CHANGED TO BLANK, ENTER A QUESTION MARK (?) IN THAT POSITION IN THE NEW LOCAL DATA FIELD.		
(PRESS ENTER TO CONTINUE)		

Purpose:

This screen allows the user to read the description of transaction and continue to the third page of description.

Called From Screen:

This screen is called from the first screen of global change description.

Calls Screens:

A. This screen will call the third page of the Transaction 62 description.

Instruction Steps:

Step 1: Press 'Enter' to continue

TRANSACTION 62 - GLOBAL CHANGE DESCRIPTION

USER-ID: XXXXX	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN062PE		TIME: HH:MM:SS
DESCRIPTION		
GENERATED CHANGES:		
WHEN CUSTODIAN ACCOUNT IS CHANGED, THE CUSTODIAN NUMBER AND CUSTODIAN ORG CODE IS GENERATED FOR THE NEW CUSTODIAN ACCOUNT, AND WHEN NATIONAL STOCK NUMBER IS CHANGED, A CHANGE TO EQUIPMENT TYPE ACCOUNT IS GENERATED.		
ALSO NOTE THAT CUSTODIAN NUMBER, CUSTODIAN ORG CODE AND EQUIPMENT TYPE ACCOUNT MAY BE CHANGED SEPARATELY.		
THE GLOBAL DELETE TRANSACTION SCHEDULES A GLOBAL TRANSACTION WHICH WILL DELETE ALL EQUIPMENT WITHIN A CONTRACTOR ACCOUNT. THE GLOBAL DELETES ARE DISPLAYED WITH '**' IN THE CHANGE NUMBER FIELD ON THE 'ALTER CURRENTLY SCHEDULED GLOBAL' SCREEN. THE USER CAN CANCEL, POSTPONE, OR RESCHEDULE THE DELETE TRANSACTIONS EXACTLY LIKE GLOBAL CHANGE TRANSACTIONS.		
ENTER '1' TO GO TO PAGE 1, 'X' TO EXIT, OR BLANK TO CONTINUE: _____		

Purpose:

This screen allows the user to read the description of transaction and continue processing.

Called From Screen:

This screen is called from the second screen of Transaction 62 description.

Calls Screens:

- A. Successful completion of this screen will call the global transaction menu
- B. The cancellation of this transaction will return the user to the change transaction menu
- C. A '1' entered in the selection will return the user to the first page of the transaction description

Instruction Steps:

Step 1: This screen will display the third page of the transaction description.

Enter '1' to return to the first description screen

Press the 'Enter' key.

Enter 'x' to return to the change transaction menu

Press the 'Enter' key.

Enter ' ' to return to the global transaction menu

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the error.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'x' in the selection field.

Press the 'Enter' key.

Edit Criteria:

Request must be either '1' or 'x' or ' '

Enter 'x' to exit:

A. Optional

Enter '1' to return to first page:

A. Optional

Enter ' ' to continue:

A. Optional

TRANSACTION 62 - GLOBAL CHANGE QUALIFYING SELECTION

USER-ID: XXXXX	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN062P2		TIME: HH:MM:SS
ENTER UP TO THREE QUALIFIERS FOR SELECTION: _ _ _		
OR		
ENTER 'A' TO SELECT ENTIRE FILE: _		
01 - ECN	13 - CUSTODIAN NUMBER	25 - CONTRACTOR TAG NUMBER
02 - ITEM NAME	14 - CUST ORG CODE	26 - CONTRACTOR ACCT
03 - MFG CODE	15 - USER NUMBER	27 - DATE LOANED OUT
04 - MFG MODEL NUMBER	16 - EQUIP-ZIP CODE	28 - DATE LEASED OUT
05 - MFG SERIAL NUMBER	17 - EQUIP BUILDING	29 - DATE BORROWED OUT
06 - YEAR MFG	18 - EQUIP TYPE ACCT	30 - DATE STORED IN
07 - NATIONAL STOCK NO	19 - DATE INVENTORIED	31 - EQUIP IN CODE
08 - CAP/SENS CODE	20 - OLD TAG NUMBER	32 - EQUIP OUT CODE
09 - AVAIL STATUS CODE	21 - DATE AVAILABLE	33 - EQUIP MGMT CODE
10 - DATE INST ACQ	22 - CONDITION CODE	34 - FREEZE NUMBER
11 - ACQ TRANS NUMBER	23 - DATE LAST CALIBRATED	35 - OTHER AGENCY NO
12 - CUST ACCT NUMBER	24 - DATE CALIBRATION DUE	
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen allows the user to specify up to three fields which are to be used in qualifying records to be selected for update via the global change transaction. If 'a' (all) is specified, all records belonging to the user's installation will be processed.

Called From Screen:

This screen is called from the second page of the transaction description screen.

Calls Screens:

- A. The successful completion of this screen will call the beginning and ending value selection menu for the specified qualifier (unless 'all' was specified).
- B. The cancellation of this transaction will return the user to the change transaction menu.

Instruction Steps:

- Step 1: This screen will display all fields which may be used as selection criteria.

Enter 'a' to process all records belonging to your installation or select up to three fields for record selection within your installation.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

1. If all records for your installation are to be processed, enter 'a'.
2. If selected records are to be processed, enter up to three (3) qualifiers. Only records belonging to your installation are available for selection.
3. No qualifiers may be entered when 'a' is specified
4. If qualifiers are selected
 - A. Qualifiers must be numeric
 - B. Same qualifier must not be entered twice
 - C. Qualifiers must be 01 through 35 (leading zero is not required)

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

TRANSACTION 62 - GLOBAL CHANGE BEGINNING AND ENDING VALUES

USER-ID: XXXXX	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN062P3	QUALIFIERS	TIME: HH:MM:SS
STARTING VALUE:	DATE CALIBRATION DUE	FIRST QUALIFIER
ENDING VALUE:	_____	
LENGTH+	
STARTING VALUE:	*** NOT SELECTED ***	SECOND QUALIFIER
ENDING VALUE:	_____	
LENGTH		
STARTING VALUE:	*** NOT SELECTED ***	THIRD QUALIFIER
ENDING VALUE:	_____	
LENGTH		
		ENTER 'C' TO CANCEL: _____
NOTE: DO NOT TYPE BEYOND LENGTH DISPLAYED FOR EACH FIELD		

Purpose:

This screen allows the user to enter a starting and ending value for each selected qualifier. No records will be processed which do not meet the value ranges for the specified qualifiers.

Called From Screen:

This screen is called from the qualifier selection menu.

Calls Screens:

- A. The successful completion of this screen will call the screen to select the field to be changed
- B. The cancellation of this transaction will return the user to the record qualifying selection menu.

Instruction Steps:

Step 1: This screen will appear with selected qualifiers displayed. Read the information on the screen to verify that the qualifiers displayed are correct.

Enter beginning and ending values for each qualifier.

Notes: Both values must be entered for each qualifier. Do not type past the 'length' index below each delimiter input field.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

1. For a selected qualifier both beginning and ending values must be entered.
2. Beginning value must not be greater than ending value
3. Must not exceed the length for a specified field.

ECN:

- A. Must be entered left justified
- B. First position must be alphanumeric
- C. Last five positions must be numeric

Item Name:

- A. Must be entered left justified

Manufacturer's - Code:

- A. Must be on Table 040

Manufacturer's - Model No:

- A. Must be entered left justified

Manufacturer's - Serial No:

- A. Must be entered left justified

Year Manufactured:

- A. Must be numeric
- B. Must be between '20' and date inst acquired

National Stock No:

- A. First four position must be numeric
- B. Last nine positions optional
- C. First two positions must be on Table 050

Capital/Sensitive Code:

- A. Must be on Table 130

Availability Status Code:

- A. Must be on Table 410

Date Inst Acquired:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Acq Trans Number:

- A. Must be entered left justified

Custodian Account No:

- A. Must be entered left justified
- B. Must be on Table 078

Custodian Number:

- A. Must be entered left justified
- B. Must be on Table 078

Custodian Org Code:

- A. Must be entered left justified

B. Must be on Table 078

User No:

A. Must be entered left justified

B. Must be on Table 090

Location - Zip Code:

A. Must be entered left justified

Location - Building:

A. Must be entered left justified

B. Must be on Table 102

Equipment Type Acct:

A. Must be entered left justified

B. Must be on Table 102

Date Inventoried:

A. Must be numeric

B. Must be in 'yy mm dd' format

Old Tag Number:

A. Must be entered left justified

Date Available:

A. Must be numeric

B. Must be in 'yy mm dd' format

Condition Code:

A. Can be entered left or right justified (stored right justified with leading spaces)

B. Must be on Table 510

Date Last Calibrated:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Calibration Due:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Contractor Tag No:

- A. Can be entered left of right justified (stored right justified with leading spaces)

Contractor (Accountable):

- A. Must match what is currently in the record
- B. Can be entered left of right justified (stored right justified with leading spaces)

Date Loaned Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Leased Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Borrowed Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Stored In:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Shipped Other Inst:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Equip In Code:

- A. Must be on Table 160

Equip Out Code:

- A. Must be on Table 165

Equip Mgmt Code:

- A. Must be on Table 155

Freeze Number:

- A. Must be numeric

Other Agency No:

- A. Must be numeric
- B. Must be on Table 132

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

TRANSACTION 62 - GLOBAL CHANGE FIELD SELECTION

USER-ID: XXXXX	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN062P4		TIME: HH:MM:SS
ENTER FIELD TO BE CHANGED OR 'X' TO EXIT: _____		
01 - ITEM NAME	11 - USER NUMBER	21 - DATE WRNTY EXP LABOR
02 - MFG CODE	12 - EQUIP ZIP CODE	22 - CONTRACTOR ACCT
03 - MFG MODEL NUMBER	13 - EQUIP BUILDING	23 - DATE L/L/B IN DUE
04 - YEAR MFG	14 - EQUIP ROOM	24 - DATE LOANED OUT
05 - NATIONAL STOCK NO	15 - EQUIP TYPE ACCT	25 - DATE LEASED OUT
06 - AVAIL STATUS CODE	16 - DATE AVAILABLE	26 - DATE BORROWED OUT
07 - DATE STATUS CODED	17 - CONDITION CODE	27 - EQUIP MGMT CODE
08 - CUST ACCT NO	18 - HAZ MATERIAL CODE	28 - LOCAL DATA
09 - CUSTODIAN NUMBER	19 - PREC METAL CODE	29 - LOCATION
10 - CUSTODIAN ORG CODE	20 - DATE WRNTY EXP MATER	

Purpose:

This screen allows the user to select one (1) field for which a global change transaction is to be generated.

Called From Screen:

This screen is called from the record qualifying range selection screen.

Calls Screens:

- A. The successful completion of this screen will call the 'old' and 'new' value entry screen.
- B. The cancellation of this transaction will return the user to the record qualifier selection menu.

Purpose:

This screen allows the user to select one (1) field for which a global change transaction is to be generated.

Called From Screen:

This screen is called from the record qualifying range selection screen.

Calls Screens:

- A. The successful completion of this screen will call the 'old' and 'new' value entry screen.
- B. The cancellation of this transaction will return the user to the record qualifier selection menu.

Instruction Steps:

Step 1: This screen will display the fields which may be updated by a global change transaction.

Select only one (1) field to be changed

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the error.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'x' in the selection field.

Press the 'Enter' key.

TRANSACTION 62 - GLOBAL CHANGE 'OLD' AND 'NEW' VALUE

USER-ID: XXXXX	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN062P4		TIME: HH:MM:SS
DATE LOANED OUT		
OLD VALUE: ** ** *	(YY MM DD FORMAT)	
NEW VALUE: ** ** *	(YY MM DD FORMAT)	
ENTER 'C' TO CANCEL: _____		
1. TO SPECIFY ALL OLD VALUES, ENTER ALL EXCLAMATION POINTS (!) IN THE 'OLD' VALUE FIELD.		
2. TO SPECIFY A NEW VALUE AS BLANK, ENTER ALL QUESTION MARKS (?) IN THE 'NEW' VALUE FIELD.		

Purpose:

This screen allows the entry of the 'old' (current) value of the field to be changed and the 'new' value to which it is to be changed. Successful completion of this screen will generate a global change transaction record which will be placed in a file for overnight processing.

Called From Screen:

This screen is called from the change transaction field selection menu.

Calls Screens:

- A. The successful completion of this screen will call the transaction confirmation screen.
- B. The cancellation of this screen will return the user to the change transaction field selection menu.

Instruction Steps:

Step 1: This screen will appear with the selected data field displayed. Read the information on the screen to verify that the field displayed is correct.

Enter the 'old' and 'new' values.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'enter' key.

Edit Criteria:

Must enter 'old' and 'new' value

Item Name:

- A. Must be entered left justified

Manufacturer's - Code:

- A. Must be on table 040
- B. Must be entered left justified

Manufacturer's - Model No:

- A. Must be entered left justified

Year Manufactured:

- A. Must be numeric
- B. Must be between '20' and date inst acquired

National Stock No:

- A. First four position must be numeric
- B. Last nine positions optional
- C. First two positions must be on Table 050

Availability Status Code:

- A. Must be on Table 410

Date Status Coded:

- A. Must be numeric
- B. Must be in 'yy mm dd' format
- C. 'YY' (Year) must be between '20' and current year
- D. Cannot be greater than current year

Custodian Account No:

- A. Must be entered left justified
- B. Must be on Table 078

Custodian Number:

- A. Must be entered left justified

B. Must be on Table 078

Custodian Org Code:

A. Must be entered left justified

B. Must be on Table 078

User No:

A. Must be entered left justified

B. Must be on Table 090

Location - Zip Code:

A. Must be entered left justified

Location - Building:

A. Must be entered left justified

B. Must be on Table 102

Location - Room:

A. Must be entered left justified

B. No further edits

Equipment Type Acct:

A. Must be entered left justified

B. Must be on Table 052

Date Available:

A. Must be numeric

B. Must be in 'yy mm dd' format

Condition Code:

A. Can be entered left or right justified (stored right justified with leading spaces)

B. Must be on table 510

Hazardous Material Code:

A. Must be on Table 180

B. No further edits

Precious Metal Code:

A. Must be on Table 182

B. No further edits

Date Warranty Exp - Materials:

A. Must be numeric

B. Must be in 'mm yy' format

C. 'YY' must be greater than or equal to '82'

D. 'YY' must not be less than year manufactured

Date Warranty Exp - Labor:

A. Must be numeric

B. Must be in 'mm yy' format

C. 'YY' must be greater than or equal to '82'

D. 'YY' must not be less than year manufactured

Contractor (Accountable):

A. Can be entered left of right justified (stored right justified with leading spaces)

Date Loan/Lease/Borrow In Due:

A. Must be numeric

B. Must be in 'yy mm dd' format

C. 'YY' (Year) must be '70' or greater

Date Loaned Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format
- C. 'YY' (Year) must be '50' or greater
- D. Must not be greater than current date

Date Leased Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format
- C. 'YY' (Year) must be '70' or greater
- D. Must not be greater than current date

Date Borrowed Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Equip Mgmt Code:

- A. Must be on Table 155

Local Data:

- A. No edits

Location:

- A. Must be entered left justified
- B. An error message will be displayed and the user will not be allowed to change the location, if the inventory is being conducted by grid location and the 'old' and/or the new location is currently undergoing inventory.

Enter 'x' to exit:

- A. Optional
- B. Must be either 'x' or spaces

TRANSACTION 62 - GLOBAL CHANGE LOCAL DATA

USER-ID: XXXXX	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN062P4		TIME: HH:MM:SS
LOCAL DATE		
OLD VALUE:		
.....1.....2.....3.....4.....5.....6.....7		
NEW VALUE:		
.....1.....2.....3.....4.....5.....6.....7		
ENTER 'C' TO CANCEL: _____		
1. TO SPECIFY ALL OLD VALUES FOR A GIVEN POSITION, ENTER AN EXCLAMATION POINT (!) IN THE POSITION OF THE 'OLD' VALUE FIELD.		
2. TO SPECIFY A NEW VALUE AS BLANK, ENTER A QUESTION MARK (?) IN THE POSITION IN THE 'NEW' VALUE FIELD.		

Purpose:

This screen will be called from the field selection screen when a request is made to change local data. This screen is similar to the normal 'old and new' value entry screen except that an index line is displayed below the value entry fields. Another feature of the local data screen is that each of the seventy characters in the local data field is treated as a separate field.

Called From Screen:

This screen is called from the change transaction field selection menu.

Calls Screens:

- A. The successful completion of this screen will call the transaction confirmation screen.
- B. The cancellation of this transaction will return the user to the change transaction field selection menu.

Instruction Steps:

Step 1: This screen will appear with a seventy (70) character field to enter local data.

Enter the 'old' and 'new' values for desired positions.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

'Old' and 'new':

A. Mandatory

Enter 'c' to cancel:

A. Optional

TRANSACTION 62 - CONFIRMATION SCREEN #1

```
USER-ID: XXXXX          NEMS - 62 - GLOBAL (CHANGE)          DATE: MM/DD/YY
PROGRAM: TRN062P6      CONFIRMATION                        TIME: HH:MM:SS

*** WARNING - ENTIRE DATA BASE HAS BEEN SELECTED FOR CHANGE ***

FIELD SELECTED FOR CHANGE:  EQUIP ZIP CODE

OLD VALUE
35812

NEW VALUE
35815

NEMS-1 BATCH 'B' OR NONE ' ': _      REPORT 500 YES 'Y' OR NO ' ': _
ENTER 'Y' TO CONFIRM TRANSACTION OR 'C' TO CANCEL: _____
```

Purpose:

The purpose of this screen is to warn the user that the entire database will be processed (i.e. All records belonging to the user's installation) and give the user an option to select NEMS1 in batch mode, report 500 and confirm or cancel the transaction for batch processing.

Called From Screen:

This screen is called from the 'old' and 'new' value entry screen

Calls Screens:

A. None

Instruction Steps:

Step 1: This screen will appear with the field selected for change and its 'old' and 'new' value read the information on the screen to verify that the field and the values displayed are correct.

Enter 'B' for NEMS-1

'Y' for report 500

'Y' or 'C' to confirm or cancel the transaction

Press the 'Enter' key

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 batch:

A. Optional

B. Must be 'b' for batch or ' ' for none

Report 500:

- A. Optional
- B. Must be 'y' for yes or ' ' for no

Confirm Transaction:

- A. Mandatory
- B. Must be 'y' to confirm or 'c' to cancel

TRANSACTION 62 - CONFIRMATION SCREEN #2

```
USER-ID: XXXXX          NEMS - 62 - GLOBAL (CHANGE)          DATE: MM/DD/YY
PROGRAM: TRN062P6      CONFIRMATION                        TIME: HH:MM:SS
FIRST QUALIFIER:      CUSTODIAN NUMBER
  STARTING VALUE:    02022
  ENDING VALUE:      05479
SECOND QUALIFIER:     *** NOT SELECTED ***
  STARTING VALUE:
  ENDING VALUE:
THIRD QUALIFIER:     *** NOT SELECTED ***
  STARTING VALUE:
  ENDING VALUE:
FIELD SELECTED FOR CHANGE:  CUSTODIAN NUMBER
OLD VALUE:
02022
NEW VALUE:
05479

NEMS-1 BATCH 'B' OR NONE ' ': _   REPORT 500 YES 'Y' OR NO ' ': _
ENTER 'Y' TO CONFIRM TRANSACTION OR 'C' TO CANCEL: _____
```

Purpose:

The purpose of this screen is to give the user an option to select NEMS-1, Report-500 and confirm or cancel the transaction for batch processing.

Called From Screen:

This screen is called from the 'old' and 'new' value entry screen

Calls Screens:

A. NONE

Step 1: This screen will appear with the selected qualifier and their starting and ending values, field selected for change and its 'old' and 'new' value. Read the information on the screen to verify that the qualifiers and the field values displayed are correct.

Enter 'B' for NEMS-1

'Y' for Report 500

'Y' or 'C' to confirm or cancel the transaction

Press the 'Enter' key

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 batch:

- A. Optional
- B. Must be 'b' for batch or ' ' for none

Report 500:

- A. Optional
- B. Must be 'y' for yes or ' ' for no

Confirm Transaction:

- A. Mandatory
- B. Must be 'y' to confirm or 'c' to cancel

TRANSACTION 62 - GLOBAL CHANGE ALTER CURRENTLY SCHEDULED GLOBALS

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: TRN062P1      GLOBAL TRANSACTIONS SCHEDULED             TIME: HH:MM:SS
PAGE 1
SEQ  ENTRY-REF  PROCESS  DATE          QUALIFIERS  CHANGE  PRINT  REPORT
NO    NO        SWITCH  SCHEDULED  USERID     1  2  3      NO      NEMS-1  500
-----

```

ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____
ENTER SEQUENCE NUMBER AND SELECTION: _____
(P = POSTPONE, C = CANCEL, ' ' = ON SCHEDULE, D = DETAIL DISPLAY): _

(PRESS ENTER TO VIEW LIST AGAIN)

Purpose:

This screen lists all the globals scheduled to run during the night. Identifying information such as entry-ref-no, process-switch, date scheduled, requesting user-id, qualifiers, change field number, request to print NEMS-1 and Report 500 is displayed on online line, with a maximum of ten per screen. Output may span more than one screen. Scheduled global deletes are displayed with '*' in the change no. field.

Called From Screen:

This screen is called by the global processing menu.

CALLS SCREEN:

Upon completion, this screen calls the detail display of selected global.

Instruction Steps:

Step 1: Information concerning all globals scheduled to run that night is displayed on the screen. Any of the global change may be postponed, canceled, or placed on schedule by entering the global sequence number and the new status in the appropriate input fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time by entering an 'x' in the exit field. The user will return to the global change processing menu.

Press the 'Enter' key.

Edit Criteria:

Exit Field:

- A. 'X' or blank

Sequence Number:

- A. Mandatory
- B. Must be in the range of the global sequence numbers

New Status Field:

- A. Must be blank, 'p', 'c' or 'd'
 1. Blank - rescheduled to run tonight
 2. 'C' - cancel the global processing
 3. 'P' - postpone the global processing
 4. 'D' - display the detail information pertaining to a selected global change request

TRANSACTION 62 - DETAIL DISPLAY

```
USER-ID: XXXXX          NEMS - 62 - GLOBAL (CHANGE)          DATE: MM/DD/YY
PROGRAM: TRN062P7      DETAILED DISPLAY                    TIME: HH:MM:SS

*** WARNING - ENTIRE DATA BASE HAS BEEN SELECTED FOR CHANGE ***
SEQUENCE NO.: 1        REQUESTING USER ID: XXXXX          REPORT-500: N
DATE SCHEDULED: 02/14/97  PROCESS SWITCH:                NEMS-1: N
TIME SCHEDULED: 11:36:30:6  ENTRY REFERENCE NO.: 870457008

FIELD SELECTED FOR CHANGE: EQUIP ZIP CODE
OLD VALUE:
35812

NEW VALUE:
35815

PRESS ENTER TO RETURN TO SCHEDULE MENU
```

Purpose:

The purpose of this screen is to display the detail information of a selected scheduled global change. The user has the option to cancel or postpone the scheduled global change.

Called From Screen:

This screen is called from the alter scheduled global change screen.

Calls Screens:

A. Alter scheduled global change menu

Step 1: This screen will appear with the selected information of a global change. Examine the data and make notes if necessary.

Step 2: The user may exit this screen by pressing the 'enter' key. The user will return to the global schedule menu.

Edit Criteria:

None

TRANSACTION 62 - PROCESS GLOBAL DELETE TRANSACTION

USER-ID: XXXXX	NEMS - 62 - GLOBAL UPDATE	DATE: MM/DD/YY
PROGRAM: TRN062P8	GLOBAL DELETE OF GFE BY A CONTRACTOR	TIME: HH:MM:SS

THIS TRANSACTION WILL PERFORM A GLOBAL DELETE FOR ALL
EQUIPMENT HELD BY A CONTRACTOR WITHIN YOUR INSTALLATION.

CONTRACTOR (ACCOUNTABLE): _____

INSTALLATION (RECEIVING): _____

ENTER 'C' TO CANCEL: _____

Purpose:

The purpose of this screen is to allow the user to enter selection criteria for a global delete.

Called From Screen:

This screen is called from the global processing menu

Calls Screens:

- A. The successful completion of this screen will call the global delete confirmation screen.
- B. The cancellation of this transaction will return to the global processing menu.

Step 1: Enter the contractor number for the equipment which you wish to delete.

Step 2: Enter the installation receiving the equipment.

Press the 'Enter' key.

Step 3: If error messages appear at the bottom of the screen, read the messages and correct the indicated fields.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 4: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

1. Contractor (accountable) must be entered
2. Installation (receiver) must be entered, and must exist on Table '252'
3. Equipment records must exist within your installation sub acct for the entered contractor.
4. Cancel must be blank or 'c'.

TRANSACTION 62 - GLOBAL DELETE CONFIRMATION SCREEN

USER-ID: XXXXX	NEMS - 62 - GLOBAL UPDATE	DATE: MM/DD/YY
PROGRAM: TRN062P8	GLOBAL DELETE OF GFE BY A CONTRACTOR	TIME: HH:MM:SS
THIS TRANSACTION WILL PERFORM A GLOBAL DELETE FOR ALL EQUIPMENT HELD BY A CONTRACTOR WITHIN YOUR INSTALLATION.		
CONTRACTOR (ACCOUNTABLE): _____		
INSTALLATION (RECEIVING): _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

The purpose of this screen is to allow the user to confirm the scheduling of a global delete.

Called From Screen:

This screen is called from the process global delete screen

Calls Screens:

- A. The successful completion of this screen will call the global processing menu and display the new entry reference number.
- B. The cancellation of this transaction will return to the global processing menu and indicate the transaction was canceled.

Step 1: Review the information on the screen.

Step 2: Enter 'y' to schedule the global delete, or enter 'c' to cancel the transaction.

Press the 'Enter' key.

Step 3: If error messages appear at the bottom of the screen, read the messages and correct the indicated fields.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Edit Criteria:

- 1. Confirmation is required and must be 'y' or 'c'.

TRANSACTION 63 - REVERSE ADD

USER-ID: XXXXX	NEMS - 63 - REVERSE ADD (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN063P1		TIME: HH:MM:SS
ECN:	CUSTODIAN ACCOUNT NO:	
ITEM NAME:	MODEL NO:	
MFG'S NAME:	SERIAL NAME:	
COST:		
COST: *****		
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): * LOCAL DATA (Y): _		
ENTER 'C' TO CANCEL: _____		
NOTE: ADJUSTING THE COST ABOVE \$5000 WILL CAUSE THE CAP SENS CODE TO CHANGE FROM AN 'N' TO A 'P' OR A 'Q' TO AN 'M': ADJUSTING THE COST BELOW \$5000 WILL CHANGE A 'P' TO AN 'N' OR AN 'M' TO A 'Q'.		

Purpose:

Transaction 63 is used to correct the cost of a record recently added to the Equipment File. The add transaction must exist on either the monthly or daily transaction files. After the record is updated on the equipment and transaction files, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field. Enter the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Cost:

- A. Mandatory
- B. Should reflect the new cost amount.
- C. Can contain pennies (a decimal '.' followed by two numbers).
- D. All other position must be numeric or blank.

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

NEMS-1 batch (b), online (o), or none(n):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Cap sens code
- B. Transaction number
- C. Entry reference number

TRANSACTION 64 - LOCAL DATA UPDATE (NON REPORTABLE)

This transaction calls the local data screen

4.1.3 NEMS Equipment File Update - Delete

NEMS EQUIPMENT FILE UPDATE - DELETE SCREEN 1

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM: TRN000P1	EQUIPMENT FILE UPDATE MENU	TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR)
CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____

65 TRANSFER TO ANOTHER NASA INSTALLATION
66 TRANSFER TO OTHER GOVERNMENT AGENCY
67 TRANSFER OF GFE TO A CONTRACTOR
68 TRANSFER OF GFE BY A CONTRACTOR
69 LEASE IN-RETURNED
70 LOAN IN-RETURNED
71 SURVEY (MISSING EQUIPMENT)
72 DECONTROL (REMOVAL OF TAG)
73 DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY
74 DELETE FROM RETAG

(MORE TRANSACTIONS ON NEXT PAGE)

NEMS EQUIPMENT FILE UPDATE - DELETE SCREEN 2

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM: TRN000P1	EQUIPMENT FILE UPDATE MENU	TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____

ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR)
CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____

75 BORROW IN - RETURNED
80 DISPOSAL OF NASA HELD EQUIPMENT (COND CODE MORE THAN 7) BY CUSTODIAN
81 DISPOSAL OF NASA HELD EQUIPMENT BY NEMS REUTILIZATION COORDINATOR
82 DISPOSAL OF CONTRACTOR HELD EQUIPMENT (COND CODE MORE THAN 7) BY CONTR
83 DISPOSAL OF CONTRACTOR HELD EQUIPMENT BY NEMS REUTILIZATION COORD
84 REMOVAL OF EQUIPMENT FROM NEMS - REPORTED BY CONTRACTOR
85 DELETE RESULTING FROM TRADE-IN
86 TRANSFER TO REAL PROPERTY
87 DELETE RESULTING FROM CONVERSION OF LEASE TO PURCHASE
89 UPDATE LOCAL DATA ON HISTORY (NON-REPORTABLE)

Purpose:

This screen will allow the user to choose one of the Addition Transactions numbered 65 through 99. The transaction numbers and the corresponding transaction names are listed on one or more screens. The entire list may be

viewed by scrolling (Pressing the 'ENTER' key). A more detailed explanation of each transaction may be found on subsequent pages of this document.

Called from Screen:

This screen was called from the NEMS Equipment File Update menu (Functions), where option 'D' was selected.

Called Screens:

- A. This screen can call transactions 65 through 99.
- B. The user can return to the NEMS Equipment File Update menu (Functions) by entering 'X' in the transactions number field.

Instruction Steps:

Step 1: Enter the Transaction number, Equipment Control Number (ECN), and the Custodian Account Number for NASA - Held Equipment

or

Enter the Transaction number, Equipment Control Number (ECN), and the Contractor (Accountable) and the Contractor Tag Number for Contractor - Held Equipment

Press the 'ENTER' key.

Step 2: If Error Messages appear at the bottom of the screen, Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit the transactions at any time by entering 'X' in the transaction number field.

Press the 'ENTER' key.

Edit Criteria:

ECN (Equipment Control Number):

- A. Must be entered
- B. Must be one character alphanumeric then five characters numeric

Custodian Account No:

- A. Must be entered for NASA Held Equipment
- B. Must match what is currently in the record

Contractor (Accountable):

- C. Must be entered for Contractor Held equipment
- D. Must match what is currently in the record
- E. Can be entered right or left justified (stored right justified with leading spaces)

Contractor Tag No:

- A. Must be entered for Contractor Held equipment
- B. Must match what is currently in the record
- C. Can be entered right or left justified (stored right justified with leading spaces)

Selection Criteria:

Transaction 65 - Transfer To Another NASA Installation

- A. This transaction is for NASA held or Contractor held equipment

Transaction 66 - Transfer To Other Government Agency

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be loaned or leased into NASA
- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held equipment only

Transaction 67 - Transfer Of GFE to a Contractor

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be loaned or leased into NASA

- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held or Contractor held equipment

Transaction 68 - Transfer Of GFE By A Contractor

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned, leased, or borrowed out
- C. This transaction is for Contractor held equipment only

Transaction 69 - Lease In-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be leased into NASA
- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held equipment only

Transaction 70 - Loaned In-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be loaned into NASA
- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held or Contractor held equipment

Transaction 71 - Survey (Missing Equipment)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 72 - Decontrol (Removal Of Tag)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 73 - Deletes Resulting From Assembly/Disassembly

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be loaned or leased into NASA
- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held equipment only

Transaction 74 - Delete From Retag

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 75 - Borrow In - Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be borrowed in to NASA
- C. This transaction is for NASA held equipment only

Transaction 80 - Disposal of NASA Held Equipment Transaction (Cond Code More than 7) By Custodian

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not already be loaned or leased into NASA
- C. This transaction is for NASA held equipment only

Transaction 81 - Disposal of NASA Held Equipment By NEMS Reutilization Coordinator

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned or leased into NASA
- C. The Cap Sens Code must be 'M' or 'P'
- D. The Condition Code must be 'S' or 'X'
- E. This transaction is for NASA held equipment only

Transaction 82 - Disposal Of Contractor Held Equipment (Cond Code More than 7) By Contractor

- A. The record must exist on the NEMS Equipment file
- B. The Condition Code must be greater than '7'
- C. This transaction is for Contractor held equipment only

Transaction 83 - Disposal Of Contractor Held Equipment By NEMS
Reutilization Coordinator

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be Contractor-Held
- C. The Cap Sens Code must be 'E'
- D. This transaction is for Contractor held equipment only

Transaction 84 - Removal Of Equipment From NEMS - Reported By
Contractor

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 85 - Delete Resulting From Trade-In

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 86 - Transfer To Real Property

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 87 - Delete - Lease To Purchase

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 99 - Update of Local Data On History (Non-Reportable)

4.1.3.1 Delete Transactions

TRANSACTION 65 - TRANSFER TO ANOTHER NASA INSTALLATION

USER-ID: XXXXX	NEMS - 65	DATE: MM/DD/YY
PROGRAM: TRN065P1	TRANSFER TO ANOTHER NASA INSTALLATION	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
DATE SHIPPED: ** ** **	INSTALLATION (RECEIVER): ****	
	LOCAL DATA (Y): Y	

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

Purpose:

Transaction 65 is used to delete a record from the equipment file for NASA-held equipment that is being transferred to a custodian at another installation. The record will be retired to the conveying installation's Historical File and moved to the receiving installation's Equipment File via the Suspense File. A record will also be written to both installation's Daily Transaction Files.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Enter the required data.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Shipped:

- A. Mandatory
- B. Must not be greater than current date
- C. Must be in 'yy mm dd' format

Installation (receiver):

- A. Mandatory
- B. Must be on Table 252

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 66 - TRANSFER TO OTHER GOVERNMENT AGENCY

USER-ID: XXXXX	NEMS - 66	DATE: MM/DD/YY
PROGRAM: TRN066P1	TRANSFER TO OTHER GOVERNMENT AGENCY	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
OTHER AGENCY NO: **	LOCAL DATA (Y): Y	
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____		

Purpose:

Transaction 66 is used to delete a record from the Equipment File for NASA held equipment that is being transferred to another government agency. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Enter the required information.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Other Agency No:

- A. Mandatory
- B. Must be on Table 132

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional

B. Must be either 'c' or spaces

Generated Fields For Historical File:

A. Transaction number

B. Entry reference number

C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 67 - TRANSFER OF GFE TO A CONTRACTOR

USER-ID: XXXXX	NEMS - 67	DATE: MM/DD/YY
PROGRAM: TRN067P1	TRANSFER OF GFE TO A CONTRACTOR	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
ITEM COST: 600.00		
INSTALLATION (RECEIVER): ****		CONTRACTOR (RECEIVER): *****
		LOCAL DATA (Y): _
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____		

Purpose:

Transaction 67 is used to delete a record from the equipment file for NASA-held equipment that was funded by the government, and is being transferred to a contractor for use. The contractor will be responsible for the equipment and for reporting the transfer and any movement of it to NEMS. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Installation (receiver):

- A. Mandatory

B. Must be numeric

C. Must be on Table 252 as an accountable installation

Contractor (receiver):

A. Mandatory

B. Enter either left or right justified (stored right justified with leading spaces)

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Historical File:

A. Transaction number

B. Entry reference number

C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 68 - TRANSFER OF GFE BY A CONTRACTOR

USER-ID: XXXXX	NEMS - 68	DATE: MM/DD/YY
PROGRAM: TRN068P1	TRANSFER OF GFE BY A CONTRACTOR	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
INSTALLATION (RECEIVER): ****	CONTRACTOR (RECEIVER): *****	
	LOCAL DATA (Y): _	
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____		

Purpose:

Transaction 68 is used to delete a record from the Equipment File for contractor-held government furnished equipment that is being transferred to another contractor or NASA installation. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct. Instruction steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by

'*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '_' on the screen.

Enter data in all mandatory fields and any user desired optional fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Installation (receiver):

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 252 as an accountable installation

Contractor (receiver):

- A. Optional
- B. Entered either left or right justified (stored right justified with leading spaces)

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional

B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

TRANSACTION 69 - LEASE-IN RETURNED

USER-ID: XXXXX	NEMS - 69	DATE: MM/DD/YY
PROGRAM: TRN069P1	LEASE IN-RETURNED	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
		LOCAL DATA (Y): _
		ENTER TO 'C' TO CANCEL: _____

Purpose:

Transaction 69 is used to delete a record from the Equipment File for leased equipment that is being returned to the lessor (a non-NASA entity). The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a

warning message will be displayed, 'grid location is being inventoried',
'due to this delete the inventory may not be closed'.

TRANSACTION 70 - LOAN IN-RETURNED

USER-ID: XXXXX	NEMS - 70	DATE: MM/DD/YY
PROGRAM: TRN070P1	LOAN IN-RETURNED	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
		LOCAL DATA (Y): _
		ENTER TO 'C' TO CANCEL: _____

Purpose:

Transaction 70 is used to delete a record from the Equipment File for loaned equipment that is being returned to the loaner(non-NASA entity). The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 71 - SURVEY (MISSING EQUIPMENT)

USER-ID: XXXXX	NEMS - 71	DATE: MM/DD/YY
PROGRAM: TRN071P1	SURVEY (MISSING EQUIPMENT)	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	
PRESS ENTER KEY TO DELETE THIS RECORD		

Purpose:

Transaction 71 is used to delete a record from the Equipment File for NASA-held equipment that is missing. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 72 - DECONTROL (REMOVAL OF TAG)

USER-ID: XXXXX	NEMS - 72	DATE: MM/DD/YY
PROGRAM: TRN072P1	DECONTROL (REMOVAL OF TAG)	TIME: HH:MM:SS
ECN: 0103445	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: COPYING MACHINE, INDIRECT ELEC	MODEL NO: 1803ZMR	
MFG NAME: KONISHIROKU PHOTO IND CO LTD	SERIAL NO: 9845812	
ITEM COST: 2000.00		
	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	
PRESS ENTER KEY TO DELETE THIS RECORD		

Purpose:

Transaction 72 is used to delete a record from the Equipment File for NASA-held equipment that is being decontrolled. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 73 - DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY

```
USER-ID: XXXXX                NEMS - 73                DATE: MM/DD/YY
PROGRAM: TRN073P1  DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY  TIME: HH:MM:SS

ECN: 1399167                CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):   CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT     MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO SERIAL NO: MA1233092630
ITEM COST: 600.00

                                LOCAL DATA (Y): Y

                                ENTER 'C' TO CANCEL: _____

PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

Transaction 73 is used to delete a record from the Equipment File for NASA-held equipment that is being assembled or disassembled. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 74 - DELETE FROM RETAG

USER-ID: XXXXX	NEMS - 74	DATE: MM/DD/YY
PROGRAM: TRN074P1	DELETE FROM RETAG	TIME: HH:MM:SS
ECN: 1399855		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO		MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD		SERIAL NO: 9404080056
ITEM COST: 1671.00		
ENTER 'C' TO CANCEL: _____		
DELETE TRANSACTION 74 IS GENERATED BY ADD TRANSACTION 14 (RETAG) PRESS ENTER AND SELECT TRANSACTION 14 IF EQUIPMENT HAS BEEN RETAGGED		

Purpose:

Transaction 74 is generated by Transaction 14 which is used to retag equipment when the previously issued tag is physically missing. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Delete Transaction 74 is generated by add Transaction 14 (retag).

Press enter and select Transaction 14 from the add transaction menu, if the equipment has been retagged.

Edit Criteria:

None

Generated Fields For Historical File:

None

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 75 - BORROW IN - RETURNED

USER-ID: XXXXX	NEMS - 75	DATE: MM/DD/YY
PROGRAM: TRN075P1	BORROW IN - RETURNED	TIME: HH:MM:SS
ECN: 1399855	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: COMPUTER, MICRO	MODEL NO: FTR486DX33	
MFG NAME: WIN LABORATORIES LTD	SERIAL NO: 9404080056	
ITEM COST: 1671.00	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	

Purpose:

Transaction 75 is used to delete a record from the Equipment File for borrowed equipment that is being returned to the borrower (NASA entity). The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

**TRANSACTION 80 - DISPOSAL OF NASA HELD EQUIPMENT
(COND CODE MORE THAN 7) BY CUSTODIAN**

USER-ID: XXXXX	NEMS - 80 - DISPOSAL OF NASA HELD	DATE: MM/DD/YY
PROGRAM: TRN080P1	EQUIPMENT (C.C. > 7) BY CUSTODIAN	TIME: HH:MM:SS
ECN: 1399588	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233092620	
ITEM COST: 600.00		
CONDITION CODE: __	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 80 is used to delete a record from the Equipment File for NASA held equipment that is being disposed of because the custodian has no further use for the item, and it is not in good enough condition to screen. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Enter the required information.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Condition Code:

- A. Mandatory
- B. Must be on table 510
- C. Must be 8, 9, s or x

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number

B. Entry reference number

C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open or inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

**TRANSACTION 81 - DISPOSAL OF NASA HELD EQUIPMENT
BY NEMS REUTILIZATION COORDINATOR**

```
USER-ID: XXXXX      NEMS - 81 - DISPOSAL OF NASA HELD EQUIPMENT      DATE: MM/DD/YY
PROGRAM: TRN081P1   BY NEMS REUTILIZATION COORDINATOR                TIME: HH:MM:SS

ECN: 1399167                                CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):                   CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT                     MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO                 SERIAL NO: MA1233092630
ITEM COST: 600.00

CONDITION CODE: __                           LOCAL DATA (Y): Y

                                           ENTER 'C' TO CANCEL: _____

NOTE: CAP SENS CODE MUST BE EITHER 'M' OR 'P' OR 'Q' OR
      'N' (IF THE COST IS GREATER THEN OR EQUAL TO $1000);
      AND THE CONDITION CODE MUST NOT BE 'S' OR 'X'.

PRESS ENTER KEY TO DELETE THIS RECORD
```

Purpose:

Transaction 81 is used to delete a record from the equipment file for NASA-held equipment that has been screened by EVS, and is now considered excess to NASA. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: the user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Note: Cap sens code must be 'm' or 'p' or 'q' or 'n' if cost is greater then or equal to \$500

Condition Code:

- A. Mandatory
- B. Must be on table 510
- C. Can not be 's' or 'x' or blank

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

**TRANSACTION 82 - DISPOSAL OF CONTRACTOR HELD EQUIPMENT
(COND CODE MORE THAN 7) BY CONTRACTOR**

USER-ID: XXXXX	NEMS - 82 - DISPOSAL OF NASA HELD	DATE: MM/DD/YY
PROGRAM: TRN082P1	EQUIPMENT (C.C. > 7) BY CONTRACTOR	TIME: HH:MM:SS
ECN: 1399588	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233092620	
ITEM COST: 600.00		
CONDITION CODE: __	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	

Purpose:

Transaction 82 is used to delete a record from the Equipment File for contractor-held equipment that is being disposed of by the contractor because it is not needed, and is not in good enough condition to screen. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '*' in all unused positions of the field. An optional field may be blank and is signified by '_' in all unused positions of the field.

Enter the required data.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Condition Code:

- A. Mandatory
- B. Must be on Table 510
- C. Must be 8, 9, s or x

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

**TRANSACTION 83 - DISPOSAL OF CONTRACTOR HELD EQUIPMENT
BY NEMS REUTILIZATION COORDINATOR**

USER-ID: XXXXX	NEMS - 83 - DISPOSAL OF CONTRACTOR HELD	DATE: MM/DD/YY
PROGRAM: TRN083P1	EQUIPMENT BY NEMS REUTILIZATION COORD	TIME: HH:MM:SS
ECN: 1399588	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233092620	
	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	
NOTE: CAP SENS CODE MUST BE AN 'E'.		

Purpose:

Transaction 83 is used to delete a record from the Equipment File for contractor-held equipment that has been screened by EVS, and is now considered excess to NASA. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Note: cap sens code must be 'e'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Condition Code:

- A. Must not be 's' or 'x' or blank

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

**TRANSACTION 84 - REMOVAL OF EQUIPMENT FROM NEMS - REPORTED
BY CONTRACTOR**

USER-ID: XXXXX	NEMS - 84 - REMOVAL OF EQUIPMENT FROM NEMS	DATE: MM/DD/YY
PROGRAM: TRN084P1	REPORTED BY CONTRACTOR	TIME: HH:MM:SS
ECN: 1399588	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233092620	
	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	

Purpose:

Transaction 84 is used to delete a record from the Equipment File for contractor-held equipment that is being removed from EVS. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

CALLS SCREENS:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

TRANSACTION 85 - DELETE RESULTING FROM TRADE-IN

USER-ID: XXXXX	NEMS - 85	DATE: MM/DD/YY
PROGRAM: TRN085P1	DELETE RESULTING FROM TRADE-IN	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
ITEM COST: 600.00		
		LOCAL DATA (Y): Y
		ENTER 'C' TO CANCEL: _____
PRESS ENTER KEY TO DELETE THIS RECORD		

Purpose:

Transaction 85 is used to delete a record from the Equipment File for an item that was returned for a replacement item. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 86 - TRANSFER TO REAL PROPERTY

USER-ID: XXXXX	NEMS - 86	DATE: MM/DD/YY
PROGRAM: TRN086P1	TRANSFER TO REAL PROPERTY	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	
PRESS ENTER KEY TO DELETE THIS RECORD		

Purpose:

Transaction 86 is used to delete a record from the Equipment File. This is the "reverse 16" delete transaction. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 87 - DELETE - LEASE TO PURCHASE

USER-ID: XXXXX	NEMS - 87	DATE: MM/DD/YY
PROGRAM: TRN087P1	DELETE - LEASE TO PURCHASE	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
ENTER 'C' TO CANCEL: _____		
DELETE TRANSACTION 87 IS GENERATED BY ADD TRANSACTION 21 (RECEIPT - LEASE TO PURCHASE), PRESS ENTER AND SELECT TRANSACTION 21		

Purpose:

Transaction 87 is generated by Transaction 21 which is used to convert leased equipment to purchased equipment. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Delete Transaction 87 is generated by add Transaction 21.

Press enter and select Transaction 21 from the add transaction menu, if the equipment has been retagged.

Edit Criteria:

None

Generated Fields For Historical File:

None

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

TRANSACTION 99 - UPDATE LOCAL DATA ON HISTORY

USER-ID: XXXXX	NEMS - 99	DATE: MM/DD/YY		
PROGRAM: TRN099P1	LOCAL DATA - HISTORY	TIME: HH:MM:SS		
ECN	SEQUENCE NO	LAST TRANS NO	DELETE DATE	ENTRY REF NO
1399590	001	65	06/17/94	0841684999
ENTER THE SEQUENCE NUMBER OR 'X' TO EXIT: _____				

Purpose:

Transaction 99 is used to change only local data on the History File. The history record is updated, but no record is written on the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. If only one record exists on the History File for the ECN entered on that menu, this

screen will not appear and the user will be sent directly to the local data update program.

Calls Screens:

- A. After an ECN is selected this program calls the local data update program for the history file.
- B. If an 'x' is entered, the transaction will be canceled and the user will be returned to the delete transaction menu.

UPDATE LOCAL DATA ON HISTORY

```
USER-ID: XXXXX                NEMS                DATE: MM/DD/YY
PROGRAM: TRNLOCP2            LOCAL DATA - HISTORY    TIME: HH:MM:SS

ECN: 1399590                HISTORY KEY: 1399590001

LOCAL DATA:
*****
                                     ENTER 'C' TO CANCEL: _____

CANCEL OR NAVIGATION COMMAND WILL CAUSE LOCAL DATA
NOT TO BE ADDED/CHANGED
```

Purpose:

Additions or changes to local data on a History File record are entered here. If this screen is called from a delete transaction, the daily transaction record created by that program will be updated as well as the history record. If the screen is called from Transaction 99, only the history record is updated.

Called From Screen:

This transaction was called from the delete transaction menu, the record selection screen for Transaction 99, or the delete transaction programs if local data update is requested.

Calls Screens:

- A. After successful completion or cancellation, the user is returned to the delete transaction menu.

5. REPORT SELECTION SUBSYSTEM

5.1 NEMS REPORT SELECTION SUBSYSTEM

The report selection subsystem allows the user to control the processing of NEMS reports. The NEMS reports are designed to be scheduled (cyclical reports) or submitted (On-Request reports) online, then processed overnight in batch mode. If they are cyclical reports, their next effective run date is adjusted by the proper frequency. Both effective run date and frequency are established when the report is initially scheduled. With the five options of this subsystem you can accomplish the following functions:

1. List regularly scheduled reports by their frequency. These reports are scheduled to run on a predetermined frequency without user intervention. The report is listed with its frequency, next effective run date, and its distribution information.
2. Select On-Request reports. All reports in the NEMS system are listed on a series of screens. The user selects the report to be run by its report number. This will be a one time only run. If the report requires input parameters a second screen is used to capture this information. Finally, a screen displaying default distribution information is displayed; users may change this to fit their needs. If a cyclical report is selected, it does not affect the reports scheduled production timing.
3. Alter currently scheduled jobs. A screen is displayed showing all cyclical and On-Request report scheduled to run that night. The users can alter report status in any of three ways:
 - a. Postpone (p) the report so that it will run the following night. If this is a cyclical report its next production date is unaffected.
 - b. Cancel (c) the report. If it is an On-Request report it will be deleted from the list of reports scheduled to be produced. If it is a cyclical report its next effective production date will be set ahead by its previously established frequency.
 - c. Return a previously postponed, or canceled report to its scheduled execution (blank). This change can only be made prior to the nightly batch run.

Change regularly scheduled reports. This option allows the user to add, change or delete a regularly scheduled, cyclical report. When adding, the report must be unique on the basis of its report number, effective production date, installation (account and sub-account), and frequency. An exception is daily reports, where only one report per report number may be added regardless of the effective production date. Changing a report entails changing only the distribution data and/or effective date which is collected on a separate screen. The same data is collected when adding a report. The user can never change how a report looks. To change the effective production date and/or frequency, delete the old report, and add a new one. Regardless of which action the user wishes, the report must exist on the report number table. Reports 130 - 134 and 138 use the entered frequency value to compute the default range start date for record selection y date due. The time span a frequency represents ('1' for daily, '2' for weekly, etc.) is subtracted from the computed default range stop date. For example, the report is executed on 06/30/90. The range stop date is computed by adding 3 months on to this date giving 09/30/90. A frequency of '1' (daily) will return a start date of 09/29/90, '2' (weekly) will return 09/23/90, '4' (monthly) will return 08/30/90, '8' (annual) will return 08/30/89, etc.

Establish default distribution information. By distribution information, it is meant: distribution (office or individual to whom operations will deliver the physical report), mail stop, number of copies, printer destination code (the actual printer which will print the report), report print type (either Xerox or printed hardcopy), and binding instructions, if Xerox.

As in the other NEMS subsystems, information is displayed, entered, and edited through a series of screens. Errors are displayed on the bottom two lines of the screen and the user is given as many attempts as is necessary to enter the data. If for any reason the user wishes to leave a screen without any activity being initiated, every screen has either an exit or cancel field to allow this.

5.1.1 NEMS Report Selection Menu

```
USER-ID: XXXXX          NEMS          DATE: MM/DD/YY
PROGRAM: RPT000P1      REPORT SELECTION MENU    TIME: HH:MM:SS

ENTER FUNCTION OR 'X' TO EXIT: _____

1. LIST REGULARLY SCHEDULED REPORTS BY FREQUENCY
2. SELECT ON-REQUEST REPORTS
3. ALTER CURRENTLY SCHEDULED JOBS
4. CHANGE REGULARLY SCHEDULED REPORTS
5. CHANGE STANDARD REPORT DISTRIBUTION
```

Purpose:

The NEMS Report Selection menu displays the report functions which the user is authorized to use.

Called From Screen:

This screen is called by the NEMS Main Menu.

Calls Screen:

At present, there are five report functions which the user may invoke. They are:

1. List regularly scheduled jobs by frequency
2. Select On-Request reports
3. Alter currently scheduled jobs
4. Change regularly scheduled reports
5. Change standard report distribution

These screens return to the NEMS Report Selection menu.

Upon completion, this screen calls the NEMS Main Menu.

Instruction Steps:

Step 1: The screen will appear with a list of authorized functions. Enter the number corresponding to the function you wish to perform or an 'X' to return to the NEMS Main Menu.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

Valid function number or 'X'

5.1.2 List Regularly Scheduled Reports By Frequency Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: RPTLSTP1      (INSTALLATION NAME)                   TIME: HH:MM:SS
                        CYCLICAL REPORTS LISTED BY FREQUENCY

NUMBER: 010
NAME: DAILY TRANSACTION REGISTER (BY TRANS NO)
FREQUENCY: DAILY
EFFECTIVE DATE: 96/11/15
INSTALLATION NUMBER: 0808 (INSTALLATION NAME)
DISTRIBUTION: NEMS CONTROL
MAIL STOP: 4471
NUMBER OF COPIES: 1
DESTINATION: 041
XEROX/PRINT: PRINT
BINDING:

ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____
```

Purpose:

This menu lists the regularly scheduled reports by their frequency starting with daily and proceeding through triennial. Two reports will be displayed per screen.

Called From Screen:

This screen is called by the NEMS Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1: A screen will appear with one cyclical report. To continue to view reports, leave the exit field blank. The listing of reports will start over after all the reports have been shown. To return to the NEMS Report Selection menu, place an 'X' in the exit field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

Blank or 'X'

5.1.3 NEMS On-Request Report Selection Menu

```
USER-ID: XXXXX                NEMS                DATE: MM/DD/YY
PROGRAM: RPTSELP1            ON-REQUEST REPORT SELECTION MENU    TIME: HH:MM:SS

ENTER REPORT NUMBER OR 'X' TO EXIT: _____

007 DAILY TRANSACTION REPORT BY ENTRY REFERENCE NO *MSFC*
008 DAILY TRANSACTION REPORT FOR USER ID_*MSFC*
010 DAILY TRANSACTION REGISTER (BY TRANS NO)
011 DAILY TRANSACTION REGISTER (BY TRANS NO EXPLODED)
012 DAILY TRANSACTION REGISTER (BY ECN)
013 DAILY TRANSACTION REGISTER (BY ENTRY REF NO)
015 NEMS ITEM NAME VALIDATION REPORT
020 CUSTODIAN MONTHLY TRANSACTION REPORT
030 MONTHLY/ANNUAL TRANSACTION STATISTICAL SUMMARY
110 MANUFACTURER'S CODE XXXXX SUSPENSE REPORT
120 PROPERTY LOCATION REPORT
130 LOANED (IN) EQUIPMENT EXPIRATION REPORT
131 LOANED (OUT) EQUIPMENT EXPIRATION REPORT

(MORE REPORTS ON NEXT PAGE)
```

Purpose:

This menu lists all the On-Request Reports in the NEMS system in report number order, thirteen per screen.

Called From Screen:

This screen is called by the NEMS Report Selection menu, and by either the NEMS Report Distribution Information screen or a report selection criteria screen.

Calls Screen:

1. This screen calls the NEMS Report Distribution Information screen, or a Report Selection Criteria screen if the report needs selection criteria.
2. Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1: Select the report you wish to submit for overnight processing. The report number entered does not have to be on the screen being viewed, it need only be a valid report number. If there are other screens to be viewed, leave the report number field blank. To return to the NEMS Report Selection menu, place an 'X' in the report number field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

A valid report number, blank, or 'X'

5.1.4 NEMS Report 020 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM020P1      (INSTALLATION NAME)                        TIME: HH:MM:SS

                                CUSTODIAN MONTHLY TRANSACTION REPORT

BEGINNING CUSTODIAN ACCOUNT NUMBER: _____ (DEFAULT IS '  A')
ENDING CUSTODIAN ACCOUNT NUMBER:   _____ (DEFAULT IS '99999')

BEGINNING CUSTODIAN NUMBER:         _____ (DEFAULT IS '  A')
ENDING CUSTODIAN NUMBER:           _____ (DEFAULT IS '999999')

BEGINNING DATE:                    ___ ___ ___
                                   (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE:                        ___ ___ ___
                                   (DEFAULT IS '99 12 31' (YY MM DD) FORMAT)

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters which ever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number

- a. Beginning value must be less than or equal to the ending value

Custodian Number

- a. Beginning value must be less than or equal to the ending value

Beginning Date

- a. Must be numeric
- b. Must be in (YY MM DD) format

Ending Date

- a. Must be numeric
- b. Must be in (YY MM DD) format
- c. Ending date must not be less than beginning date

Cancel Field:

- a. 'C' or blank

5.1.5 NEMS Report 120 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM120P1                                           (INSTALLATION NAME)          TIME: HH:MM:SS

                                PROPERTY LOCATION REPORT

BEGINNING EQUIPMENT ZIP CODE: _____ (DEFAULT IS '  A ')
ENDING EQUIPMENT ZIP CODE:   _____ (DEFAULT IS '99999')

BEGINNING EQUIPMENT BUILDING: _____ (DEFAULT IS '          A ')
ENDING EQUIPMENT BUILDING:   _____ (DEFAULT IS '9999999999')

BEGINNING CUSTODIAN NUMBER:  _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN NUMBER:    _____ (DEFAULT IS '999999')

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Equipment Zip Code

- a. Beginning value must be less than or equal to the ending value.

Equipment Building

- a. Beginning value must be less than or equal to the ending value.

Custodian Number

- a. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

5.1.6 NEMS Report 130 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM130P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                               LOANED (IN) EQUIPMENT EXPIRATION REPORT

BEGINNING DATE DUE:  __ __ __   (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE DUE:     __ __ __   (DEFAULT IS '97 05 14' (YY MM DD) FORMAT)

                               ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

5.1.7 NEMS Report 131 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM131P1      (INSTALLATION NAME)                        TIME: HH:MM:SS

                          LOANED (OUT) EQUIPMENT EXPIRATION REPORT

BEGINNING DATE DUE:  __ __ __  (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE DUE:    __ __ __  (DEFAULT IS '97 05 14' (YY MM DD) FORMAT)

                               ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YY MM DD'

- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

5.1.8 NEMS Report 132 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM132P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

LEASED (IN) EQUIPMENT RETURN CANDIDATE LIST

BEGINNING DATE DUE:  __ __ __   (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE DUE:    __ __ __   (DEFAULT IS '97 05 14' (YY MM DD) FORMAT)

ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To

select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

5.1.9 NEMS Report 133 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM133P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                               LEASED (OUT) EQUIPMENT RETURN CANDIDATE LIST

BEGINNING DATE DUE:  __ __ __   (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE DUE:    __ __ __   (DEFAULT IS '97 05 14' (YY MM DD) FORMAT)

                               ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

- a. Date Due
- b. Must be numeric
- c. Must be in the format 'YY MM DD'

Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

5.1.10 NEMS Report 134 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM134P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                                BORROWED EQUIPMENT RETURN CANDIDATE LIST

BEGINNING DATE DUE:  __ __ __  (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE DUE:    __ __ __  (DEFAULT IS '97 05 14' (YY MM DD) FORMAT)

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

5.1.11 NEMS Report 138 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM138P1                                     TIME: HH:MM:SS
                                     (INSTALLATION NAME)
                                     STORAGE (IN) EQUIPMENT EXPIRATION REPORT
BEGINNING DATE DUE:  __ __ __ (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE DUE:    __ __ __ (DEFAULT IS '97 05 14' (YY MM DD) FORMAT)
                                     ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

5.1.12 NEMS Report 140 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM140P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

          CUSTODIAN ACCOUNT PROPERTY REPORT (BY CAP SENS CODE)

BEGINNING CAPITAL/SENSITIVE CODE:  _          (DEFAULT IS 'A')
ENDING CAPITAL/SENSITIVE CODE:     _          (DEFAULT IS '9')

BEGINNING CUSTODIAN ACCOUNT NUMBER: _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN ACCOUNT NUMBER:   _____ (DEFAULT IS '99999')

BEGINNING CUSTODIAN NUMBER:        _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN NUMBER:           _____ (DEFAULT IS '99999')

BEGINNING ECN:                     _____ (DEFAULT IS 'A000000')
ENDING ECN:                         _____ (DEFAULT IS '9999999')

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Capital/Sensitive Code

- a. Beginning value must be less than or equal to the ending value

Custodian Account Number

- a. Beginning value must be less than or equal to the ending value

Custodian Number

- a. Beginning value must be less than or equal to the ending value

ECN

- a. First character must be an alphanumeric value and the last five characters must be numeric
- b. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

5.1.13 NEMS Report 141 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM141P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                                CUSTODIAN ACCOUNT PROPERTY REPORT (BY ECN)

BEGINNING CAPITAL/SENSITIVE CODE:  _          (DEFAULT IS 'A')
ENDING CAPITAL/SENSITIVE CODE:     _          (DEFAULT IS '9')

BEGINNING CUSTODIAN ACCOUNT NUMBER: _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN ACCOUNT NUMBER:   _____ (DEFAULT IS '99999')

BEGINNING CUSTODIAN NUMBER:        _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN NUMBER:           _____ (DEFAULT IS '99999')

BEGINNING ECN:                     _____ (DEFAULT IS 'A000000')
ENDING ECN:                         _____ (DEFAULT IS '9999999')

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS report distribution information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges. If only beginning value is entered in the Custodian Account Number and Custodian Number fields and the ending values are left blank, then the ending value is defaulted to the value in the beginning value fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Capital/Sensitive Code

- a. Beginning value must be less than or equal to the ending value

Custodian Account Number

- a. Beginning value must be less than or equal to the ending value

Custodian Number

- a. Beginning value must be less than or equal to the ending value

ECN

- a. First character must be an alphanumeric value and the last five characters must be numeric
- b. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

5.1.14 NEMS Report 150 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM150P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                MONTHLY CUSTODIAN ACCOUNT PROPERTY STATISTICAL SUMMARY

BEGINNING CUSTODIAN NUMBER: _____ (DEFAULT IS '  A' )
ENDING CUSTODIAN NUMBER:   _____ (DEFAULT IS '999999' )

BEGINNING ECN:            _____ (DEFAULT IS 'A000000' )
ENDING ECN:               _____ (DEFAULT IS '9999999' )

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Number

- a. Beginning value must be less than or equal to the ending value

ECN

- a. First character must be an alphanumeric value and the last five characters must be numeric
- b. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

5.1.15 NEMS Report 170 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM170P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                          ITEMS FOUND ON STATION REPORT

BEGINNING DATE INSTALLATION ACQUIRED:  __ __ __   (DEFAULT IS '96 08 13'
                                                (YY MM DD) FORMAT)
ENDING DATE INSTALLATION ACQUIRED:     __ __ __   (DEFAULT IS '97 02 13'
                                                (YY MM DD) FORMAT)

                                  ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Installation Acquired

- a. Must be numeric
- b. Must be in the format 'YY MM DD'
- c. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

5.1.16 NEMS Report 171 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM171P1              (INSTALLATION NAME)              TIME: HH:MM:SS

                                ITEMS SURVEYED REPORT

BEGINNING DATE DELETED:  __ __ __          (DEFAULT IS '96 11 13'
                                (YY MM DD) FORMAT)
ENDING DATE DELETED:     __ __ __          (DEFAULT IS '97 02 13'
                                (YY MM DD) FORMAT)

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Deleted

- a. Must be numeric
- b. Must be in the format 'YY MM DD'

- c. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

5.1.17 NEMS Report 200 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM200P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

CAPITAL EQUIPMENT TYPE ACCOUNT REPORT (BY EQ TYPE)

BEGINNING CUSTODIAN ORGANIZATION CODE: _____ (DEFAULT IS ' A ')
ENDING CUSTODIAN ORGANIZATION CODE: _____ (DEFAULT IS '9999999')
BEGINNING EQUIPMENT TYPE ACCOUNT: _____ (DEFAULT IS '0000')
ENDING EQUIPMENT TYPE ACCOUNT: _____ (DEFAULT IS '9999')
BEGINNING FEDERAL SUPPLY GROUP: _____ (DEFAULT IS '00')
ENDING FEDERAL SUPPLY GROUP: _____ (DEFAULT IS '99')
BEGINNING EQUIPMENT ZIP CODE: _____ (DEFAULT IS ' A')
ENDING EQUIPMENT ZIP CODE: _____ (DEFAULT IS '99999')
BEGINNING EQUIPMENT BUILDING: _____ (DEFAULT IS ' A')
ENDING EQUIPMENT BUILDING: _____ (DEFAULT IS '9999999999')

ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To

select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code

- a. Beginning value must be less than or equal to the ending value

Equipment Type Account

- a. Must be numeric
- b. Beginning value must be less than or equal to the ending value

Federal Supply Group

- a. Beginning value must be less than or equal to the ending value

Equipment Zip Code:

- a. Beginning value must be less than or equal to the ending value

Equipment Building:

- a. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

5.1.18 NEMS Report 201 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM201P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

CAPITAL EQUIPMENT TYPE ACCOUNT REPORT (BY ACQ DOC CN)

BEGINNING CUSTODIAN ORGANIZATION CODE: _____ (DEFAULT IS ' A ')
ENDING CUSTODIAN ORGANIZATION CODE: _____ (DEFAULT IS '9999999')
BEGINNING EQUIPMENT TYPE ACCOUNT: _____ (DEFAULT IS '0000')
ENDING EQUIPMENT TYPE ACCOUNT: _____ (DEFAULT IS '9999')
BEGINNING FEDERAL SUPPLY GROUP: _____ (DEFAULT IS '00')
ENDING FEDERAL SUPPLY GROUP: _____ (DEFAULT IS '99')
BEGINNING EQUIPMENT ZIP CODE: _____ (DEFAULT IS ' A')
ENDING EQUIPMENT ZIP CODE: _____ (DEFAULT IS '99999')
BEGINNING EQUIPMENT BUILDING: _____ (DEFAULT IS ' A')
ENDING EQUIPMENT BUILDING: _____ (DEFAULT IS '999999999')

ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code

- a. Beginning value must be less than or equal to the ending value

Equipment Type Account

- a. Must be numeric
- b. Beginning value must be less than or equal to the ending value

Federal Supply Group

- a. Beginning value must be less than or equal to the ending value

Equipment Zip Code:

- a. Beginning value must be less than or equal to the ending value

Equipment Building:

- a. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

5.1.19 NEMS Report 202 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM202P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

CAPITAL EQUIPMENT TYPE ACCOUNT REPORT (BY FSG)

BEGINNING CUSTODIAN ORGANIZATION CODE: _____ (DEFAULT IS ' A ')
ENDING CUSTODIAN ORGANIZATION CODE: _____ (DEFAULT IS '9999999')
BEGINNING EQUIPMENT TYPE ACCOUNT: _____ (DEFAULT IS '0000')
ENDING EQUIPMENT TYPE ACCOUNT: _____ (DEFAULT IS '9999')
BEGINNING FEDERAL SUPPLY GROUP: _____ (DEFAULT IS '00')
ENDING FEDERAL SUPPLY GROUP: _____ (DEFAULT IS '99')
BEGINNING EQUIPMENT ZIP CODE: _____ (DEFAULT IS ' A')
ENDING EQUIPMENT ZIP CODE: _____ (DEFAULT IS '99999')
BEGINNING EQUIPMENT BUILDING: _____ (DEFAULT IS ' A')
ENDING EQUIPMENT BUILDING: _____ (DEFAULT IS '999999999')

ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code

- a. Beginning value must be less than or equal to the ending value

Equipment Type Account

- a. Must be numeric
- b. Beginning value must be less than or equal to the ending value

Federal Supply Group

- a. Beginning value must be less than or equal to the ending value

Equipment Zip Code:

- a. Beginning value must be less than or equal to the ending value

Equipment Building:

- a. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

5.1.20 NEMS Report 310 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM310P1      (INSTALLATION NAME)                        TIME: HH:MM:SS

                                EQUIPMENT LOSS RATE REPORT

BEGINNING DATE:          ___ ___ ___
                        (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE:             ___ ___ ___
                        (DEFAULT IS '99 12 31' (YY MM DD) FORMAT)

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

5.1.21 NEMS Report 320 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM320P1      (INSTALLATION NAME)                        TIME: HH:MM:SS

                          FOUND ON STATION (FOS) RATE REPORT

BEGINNING DATE:         _____
                        (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE:            _____
                        (DEFAULT IS '99 12 31' (YY MM DD) FORMAT)

                          ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

5.1.22 NEMS Report 330 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM330P1                                     (INSTALLATION NAME)        TIME: HH:MM:SS

INVENTORY DISCREPANCY RATE REPORT

BEGINNING DATE:          ___ ___ ___
                          (DEFAULT IS '01 01 01' (YY MM DD) FORMAT)
ENDING DATE:             ___ ___ ___
                          (DEFAULT IS '99 12 31' (YY MM DD) FORMAT)

                          ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

'C' or blank

5.1.23 NEMS Report 400 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM400P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                               SEMI-ANNUAL FINANCIAL RECONCILIATION SUMMARY

BEGINNING EQUIPMENT TYPE ACCOUNT: ____ (DEFAULT IS '0000')
ENDING EQUIPMENT TYPE ACCOUNT:   ____ (DEFAULT IS '9999')

                               ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: Enter the ECN you wish to view.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

Mandatory

First character must be alphanumeric the last five characters must be numeric

Cancel Field:

a. 'C' or blank

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

- A. Optional
- B. First character must be alphanumeric the last five characters must be numeric
- C. Beginning value must be less than or equal to the ending value

Custodian Account Number

- A. Optional
- B. Beginning value must be less than or equal to the ending value

Custodian Organization Code

- A. Optional
- B. Beginning value must be less than or equal to the ending value

Equipment Building

- A. Optional
- B. Beginning value must be less than or equal to the ending value

Cancel Field:

- A. 'C' or blank

5.1.26 NEMS Report 602 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM602P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                                ORGANIZATION PROPERTY REPORT SUMMARY

BEGINNING CUSTODIAN ORGANIZATION CODE: _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN ORGANIZATION CODE:   _____ (DEFAULT IS '9999999')

BEGINNING CUSTODIAN ACCOUNT NUMBER:   _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN ACCOUNT NUMBER:     _____ (DEFAULT IS '99999')

BEGINNING INSTALLATION:                _____ (DEFAULT IS '00')
ENDING INSTALLATION:                   _____ (DEFAULT IS '99')

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code:

A. Beginning value must be less than or equal to the ending value

Custodian Account Number:

A. Beginning value must be less than or equal to the ending value

Installation

A. Must be numeric

B. Must be a valid value on the installation table as a an installation number (sub-station)

C. Beginning value must be less than or equal to the ending value

Cancel Field:

A. 'C' or blank

5.1.27 NEMS Report 720 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM720P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                                EQUIPMENT UTILIZATION REVIEW (EVS) REPORT

BEGINNING CUSTODIAN ORGANIZATION CODE: _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN ORGANIZATION CODE:   _____ (DEFAULT IS '9999999')

BEGINNING CUSTODIAN ACCOUNT NUMBER:   _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN ACCOUNT NUMBER:     _____ (DEFAULT IS '99999')

BEGINNING CUSTODIAN NUMBER:           _____ (DEFAULT IS '  A ')
ENDING CUSTODIAN NUMBER:              _____ (DEFAULT IS '999999')

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the required values. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code:

A. Beginning value must be less than or equal to the ending value

Custodian Account Number:

A. Beginning value must be less than or equal to the ending value

Custodian Number

A. Beginning value must be less than or equal to the ending value

Cancel Field:

A. 'C' or blank

5.1.28 NEMS Report 730 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM730P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

          ANNUAL CONTRACTOR HELD EQUIPMENT VERIFICATION LIST (EVS)

BEGINNING CONTRACTOR ACCOUNTABLE: _____ (DEFAULT IS '      A')
ENDING CONTRACTOR ACCOUNTABLE: _____ (DEFAULT IS '999999999')

BEGINNING CONTRACTOR TAG NUMBER: _____ (DEFAULT IS '      A')
ENDING CONTRACTOR TAG NUMBER: _____ (DEFAULT IS '9999999999999')

          ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the required values. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Contractor Accountable

A. Beginning value must be less than or equal to the ending value

Contractor Tag Number

A. Beginning value must be less than or equal to the ending value

Cancel Field:

A. 'C' or blank

5.1.29 NEMS Report 731 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM731P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

CONTRACTOR HELD EQUIPMENT (GE $1000) VERFICATION LIST (EVS)

BEGINNING CONTRACTOR ACCOUNTABLE: _____ (DEFAULT IS '      A ')
ENDING CONTRACTOR ACCOUNTABLE: _____ (DEFAULT IS '999999999')

BEGINNING CONTRACTOR TAG NUMBER: _____ (DEFAULT IS '      A ')
ENDING CONTRACTOR TAG NUMBER: _____ (DEFAULT IS '9999999999999')

ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the required values. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Contractor Accountable

A. Beginning value must be less than or equal to the ending value

Contractor Tag Number

A. Beginning value must be less than or equal to the ending value

Cancel Field:

A. 'C' or blank

5.1.30 NEMS Report 780 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM780P1                                     (INSTALLATION NAME)        TIME: HH:MM:SS

                                LOANED OUT EQUIPMENT VERIFICATION LIST

LOAN/LEASE DOCUMENT NUMBER: _____ MANDATORY - NO DEFAULT
EQUIPMENT BUILDING:           _____ OPTIONAL

                                ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, there are no default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed, and the user enters the desired values. There are no default values for the selection fields. A value for loan/lease document number must be entered. Entering a value for equipment building is optional (i.e. this field may be left blank and will not be used as a selection criterion if blank).

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Loan/Lease Document Number:

A. Mandatory - must be entered.

B. Records must exist in the Equipment File with the loan/lease document number specified.

Equipment Building:

A. Optional - if left blank it will not be used as a selection criterion - there is no default value.

B. If entered, records must exist in the Equipment File with the loan/lease document number and equipment building specified.

Cancel Field:

A. 'C' or blank

5.1.31 NEMS Report 810 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM810P1                                           (INSTALLATION NAME)          TIME: HH:MM:SS

                               DD-1342 DOD PROPERTY RECORD

ECN: _____ (NO DEFAULT)

ADDITIONAL ECNS: _____  _____  _____  _____  _____
(MAY BE BLANK)  _____  _____  _____  _____  _____
                _____  _____  _____  _____  _____
                _____  _____  _____  _____  _____

                               ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: Fields for up to 26 ECN's are displayed. The first ECN field must be entered. The remaining 25 ECN fields may be entered in any order.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: Fields for up to 26 ECN's are displayed. The first ECN field must be entered. The remaining 25 ECN fields may be entered in any order.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

A. First character must be alphanumeric and the last five characters must be numeric

Cancel Field:

A. 'C' or blank

5.1.33 NEMS Report 900 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM900P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                               ITEMS HELD IN STORAGE LIST

BEGINNING MONTHS HELD IN STORAGE:  ___ (DEFAULT IS '000')
ENDING MONTHS HELD IN STORAGE:    ___ (DEFAULT IS '999')

                               ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the required values. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

This screen displays the fields which are the basis of selecting and sorting records used in the report. The user selects the criteria he would like to use to create the report, then enters the range of values for those criteria. The report will be produced based on the criteria selected and the entered values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'X' in the selection field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Selection Field:

A. '1', '2', or 'X'

Installation Sub Account

A. Beginning value must be less than or equal to the ending value

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'X' in the selection field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Selection Field:

A. '1', '2', or 'X'

Installation Sub Account

A. Beginning value must be less than or equal to the ending value

B. Range for one sort selection cannot be specified if the opposite sort is selected.

User number

A. Beginning value must be less than or equal to the ending value

B. Range cannot be specified if the user name selection is specified.

User Name

- A. Beginning value must be less than or equal to the ending value
- B. Range cannot be specified if the user number selection is specified.

5.1.36 NEMS Report 930 Selection Criteria Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM930P1                                     (INSTALLATION NAME)      TIME: HH:MM:SS

                                BUILDING NUMBER TABLE REPORT

                                ENTER SELECTION OR 'X' TO EXIT: _____

1. BEGINNING BUILDING NUMBER: _____ (DEFAULT IS '          ')
   ENDING BUILDING NUMBER:   _____ (DEFAULT IS '9999999999')

2. BEGINNING BUILDING NAME:   _____ (DEFAULT IS '          ')
   ENDING BUILDING NAME:     _____ (DEFAULT IS '999999999999999999')
```

Purpose:

This screen displays the fields which are the basis of selecting and sorting records used in the report. The user selects the criteria he would like to use to create the report, then enters the range of values for that criteria. The report will be produced based on the criteria selected and the entered values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS report distribution on information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'X' in the selection field. The user will return to the NEMS On-Request Report Selection menu.

Edit Criteria:

Selection Field:

- A. '1' , '2', or 'X'

Building Number

- A. Beginning value must be less than or equal to the ending value
- B. Range cannot be specified if the building name selection is specified.

Building Name:

- A. Beginning value must be less than or equal to the ending value
- B. Range cannot be specified if the building number selection is specified.

5.1.37 NEMS Report Distribution Information Screen

```
USER-ID: XXXXX                NEMS                DATE: MM/DD/YY
PROGRAM: RPTSELP2            REPORT DISTRIBUTION INFORMATION    TIME: HH:MM:SS

EFFECTIVE DATE (YY MM DD): 97 02 13

INSTALLATION NUMBER: 0808 (INSTALLATION NAME)

DISTRIBUTION: NEMS CONTROL_____

MAIL STOP: 4471____

NUMBER OF COPIES: 01

PRINTER DESTINATION CODE: 041_____

REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P

BINDING INSTRUCTIONS (IF XEROX): _
  G - GLUE BOUND      U - UNBOUND
  S - STAPLED        V - VELOBOUND      ENTER 'C' TO CANCEL: _____
```

Purpose:

This screen lists the default Report Distribution Information. The user may modify it as their needs require. This distribution information will be used for this run only; the default information is unaffected.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu or by a report selection criteria screen.

Calls Screen:

Upon completion, this screen calls the NEMS On-Request Report Selection menu.

Instruction Steps:

Step 1: The default Report Distribution Information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Effective Date:

- A. Mandatory
- B. Must be numeric
- C. Must be in format 'MM DD YY'
- D. Must be greater than or equal to the current date

Distribution:

- A. Mandatory
- B. No further edits

Mail Stop:

- A. Mandatory
- B. No further edits

Number of Copies:

- A. Mandatory
- B. Must be numeric between 1 and 99

Printer Destination Code:

- A. Mandatory
- B. No further edits

Report Print Type:

- A. Mandatory

B. Must be 'X' or 'p'

Binding Instructions:

A. Mandatory if report print type is 'X'

B. If report print type is 'X', then the binding instructions must be either 'g', 's', 'u', or 'v'

C. If report print type is 'p', then a binding instruction may not be entered.

5.1.38 Alter Currently Scheduled Jobs Menu

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM		DATE: MM/DD/YY
PROGRAM: RPTSUBP1	(INSTALLATION NAME)		TIME: HH:MM:SS
JOBS SCHEDULED TO RUN TONIGHT			
SEQ	RPT	EFF DATE	STATUS COPIES DISTRIBUTION FREQUENCY
1	010	96/11/15	1 A43 DAILY
2	010	96/11/15	1 NEMS CONTROL DAILY
3	020	96/11/25	1 MELYNDA PONDER REQUESTED BY MSMEP
4	141	97/01/22	1 NEMS CONTROL REQUESTED BY MSKDW
5	141	97/01/22	C 1 NEMS CONTROL REQUESTED BY MSKDW
6	141	97/01/22	C 1 NEMS CONTROL REQUESTED BY MSKDW
7	141	97/01/22	C 1 NEMS CONTROL REQUESTED BY MSKDW
8	110	97/01/29	1 NEMS CONTROL REQUESTED BY MSKDW
9	130	97/01/29	1 NEMS CONTROL REQUESTED BY MSKDW
10	131	97/01/29	1 NEMS CONTROL REQUESTED BY MSKDW
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____			
ENTER SEQ. NUMBER: __ AND NEW STATUS (P=POSTPONE, C=CANCEL, ' '=ON SCHEDULE) _			
(MORE REPORTS ON NEXT PAGE)			

Purpose:

This screen lists all the jobs scheduled to run during the night. Identifying information such as effective date, status, number of copies, distribution, and frequency is displayed for each job. Each job and its information is displayed on one line, with maximum of ten per screen. Output may span more than one screen.

Called From Screen:

This screen is called by the NEMS Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1: Information concerning all jobs scheduled to run that night is displayed on the screen. Any of the jobs may be postponed, canceled, or placed on schedule by entering the report sequence number and the new status in the appropriate input fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the NEMS Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Exit Field:

A. 'X' or blank

Sequence Number:

A. Mandatory

B. Must be in the range of the report sequence numbers

New Status Field:

A. Must be blank, 'p' or 'C'

1. Blank - Rescheduled to run tonight
2. 'C' - Cancel job
3. 'p' - Postpone job until tomorrow

5.1.39 NEMS Regularly Scheduled Reports Screen 1

```
USER-ID: XXXXX          NEMS REGULARLY SCHEDULED REPORTS          DATE: MM/DD/YY
PROGRAM: RPTCHGP1      TIME: HH:MM:SS
ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

REPORT NUMBER: _____
EFFECTIVE DATE (YY MM DD): ____ _
INSTALLATION NUMBER: 0808 (INSTALLATION NAME)

FREQUENCY: ____
1. DAILY (1 DAY)
2. WEEKLY (7 DAYS)
3. BI-WEEKLY (14 DAYS)
4. MONTHLY (1 MONTH ANNIVERSARY)
5. QUARTERLY (3 MONTH ANNIVERSARY)
6. TRIMESTER (4 MONTH ANNIVERSARY)
7. SEMIANNUAL (6 MONTH ANNIVERSARY)
8. ANNUAL (1 YEAR ANNIVERSARY)
9. BIENNIAL (2 YEAR ANNIVERSARY)
10. TRIENNIAL (3 YEAR ANNIVERSARY)
```

Purpose:

This screen is the first of two screens used to add, change or delete regularly scheduled reports. This screen captures the information necessary to either find the report, or, in the case of an add, ensure it will be unique. Once this is done, a second screen is called for input of Report Distribution Information.

Called From Screen:

This screen is called by the NEMS Report Selection menu.

Calls Screen:

1. This screen calls the second NEMS regularly scheduled reports distribution screen.
2. Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1: A screen is displayed with areas for entering the function, report number, effective date, start and stop installation (which will default to the user's installation and sub-installation), and frequency. Enter the desired information. To return to the NEMS Report Selection menu, place an 'X' in the function field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

Function:

- A. Mandatory
- B. Must be 'a', 'C', 'd', or 'X'

Report Number:

- A. Mandatory
- B. Must be a unique value on the report number table

Effective Date:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'MM DD YY' format
- D. Must be greater than or equal to the current date

Installation Number From:

- A. Mandatory]
- B. Must be four positions
- C. Must be numeric
- D. Must be valid installation from Table 252.

Installation Number To:

- A. Mandatory
- B. Must be four positions

- C. Must be numeric
- D. Must be valid installation from Table 252.

Frequency:

- A. Mandatory
- B. Must be numeric
- C. Must be in the range 1 - 10

5.1.40 NEMS Regularly Scheduled Reports Screen 2

```
USER-ID: XXXXX          NEMS REGULARLY SCHEDULED REPORTS          DATE: MM/DD/YY
PROGRAM: RPTCHGP1                                             TIME: HH:MM:SS

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

REPORT NUMBER: _____

INSTALLATION NUMBER: 0808 (INSTALLATION NAME)

FREQUENCY: _____
EFFECTIVE DATE(MM DD YY): __ __ __

DISTRIBUTION: _____
MAIL STOP: _____
NUMBER OF COPIES: _____
PRINTER DESTINATION CODE: _____
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): _
BINDING INSTRUCTIONS (IF XEROX): _
    G - GLUE BOUND          U - UNBOUND
    S - STAPLED             V - VELOBOUND

ENTER 'C' TO CANCEL: _
```

Purpose:

This screen is the second of two screens used to add, change or delete regularly scheduled reports. This screen is used to enter distribution information concerning the report.

Called From Screen:

This screen is called by the first NEMS regularly scheduled reports screen.

Calls Screen:

Upon completion, this screen calls the first NEMS regularly scheduled reports screen.

Instruction Steps:

Step 1: A screen with the previously entered function, start and stop installations, report number, effective date, and frequency will be displayed. With the exception of effective date, these fields are protected. Blank fields will be provided to enter distribution information. Enter the necessary information in the fields provided.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the first NEMS regularly scheduled reports screen.

Press the 'ENTER' key.

Edit Criteria:

Effective Date:

A. Mandatory

B. May not create a report request record which duplicates an existing record for the values of effective date, report number, report frequency, and installation (account and sub-account).

Distribution:

A. Mandatory

B. No further edits

Mail Stop:

A. Mandatory

B. No further edits

Number of Copies:

- A. Mandatory
- B. Must be numeric between 1 and 99

Printer Destination Code:

- A. Mandatory
- B. No further edits

Report Print Type:

- A. Mandatory
- B. Must be 'X' or 'p'

Binding Instructions:

- A. Mandatory if report print type is 'X'
- B. If report print type is 'X', then the binding instructions must be either 'g' 's', 'u; or 'v'
- C. If report print type is 'p', then a binding instruction must not be entered

Cancel Field:

- A. 'C' or blank

5.1.41 NEMS Standard Report Distribution

```
USER-ID: XXXXX          NEMS STANDARD REPORT DISTRIBUTION          DATE: MM/DD/YY
PROGRAM: RPTSTDP1      (INSTALLATION NAME)                       TIME: HH:MM:SS

DISTRIBUTION: NEMS CONTROL_____

MAIL STOP: 4471____

NUMBER OF COPIES: 01

PRINTER DESTINATION CODE: 041_____

REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P

BINDING INSTRUCTIONS (IF XEROX): _
  G - GLUE BOUND
  S - STAPLED
  U - UNBOUND
  V - VELOBOUND

ENTER 'C' TO CANCEL: _
```

Purpose:

This screen lists the standard Report Distribution Information for the NEMS system. The user may modify it as their needs require. This information will be used as the default for the submission of On-Request reports.

Called From Screen:

This screen is called by the NEMS Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1: The standard Report Distribution Information will be displayed on the screen. Change whichever fields you need to meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the change at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Distribution:

- A. Mandatory
- B. No further edits

Mail Stop:

- A. Mandatory
- B. No further edits

Number of Copies

- A. Mandatory
- B. Must be numeric between 1 and 99

Printer Destination Code:

- A. Mandatory
- B. No further edits

Report Print Type:

- A. Mandatory
- B. Must be 'X' or 'p'

Binding Instructions:

- A. Mandatory if report print type is 'X'
- B. If report print type is 'X', then the binding instructions must be either 'g', 's', 'u', or 'v'
- C. If report print type is 'p', then a binding instruction must not be entered

Cancel Field: 'C' or blank

- A. 'C' or blank

6. PART 6 - TABLE FILE UPDATE SUBSYSTEM

6.1 NEMS TABLE FILE UPDATE SUBSYSTEM

The NEMS Table update process is entered by selecting the Table File update option (5) on the NEMS Main Menu. This option passes control to the table update program. This program displays the Table File Update Menu which lists those tables the user is authorized to update. By selecting a valid table number, transactions may be entered to add, change or delete records for the selected table. The exit option will return control to the NEMS Main Menu.

There are three types of table update functions: add, change, and delete. One of these functions must be selected and the appropriate table-key element must be entered. This table-key is required to properly identify the Table file record to be updated. The table-key entered for an add must be unique for the

table being updated; therefore duplicate records will not exist. The table-key entered for a change or delete must already exist on the table being updated. The exit option will return control to the NEMS Table file update menu.

When a valid function and table-key have been entered, a screen will be displayed indicating data elements for which information must be entered to update the selected table. All elements on this data collection screen are considered mandatory and will be edited for content. The cancel option will return the user to the previous screen without updating the record. The data in the record being updated will be displayed.

6.1.1 NEMS Table File Update Menu

```
USER-ID: XXXXX                                DATE: MM/DD/YY
PROGRAM: TBL000P1                            NEMS TABLE FILE UPDATE MENU    TIME: HH:MM:SS

ENTER TABLE NUMBER OR 'X' TO EXIT: _____

S01 TABLE DESCRIPTION AND AUTHORIZATION
S02 ERROR CODES AND MESSAGES TABLE
S04 SEQUENCE NUMBER TABLE
S05 REPORT NUMBER TABLE
040 MANUFACTURER'S CODE TABLE
050 FEDERAL SUPPLY GROUP TABLE
052 EQUIPMENT TYPE ACCOUNT TABLE
078 CUSTODIAN ACCOUNT NUMBER TABLE
090 USER NUMBER TABLE
102 BUILDING NUMBER TABLE
130 CAPITAL/SENSITIVE CODE TABLE
132 U. S. TREASURY AGENCY NUMBER TABLE
155 EQUIPMENT MANAGEMENT CODE TABLE

(MORE TABLES ON NEXT PAGE)
```

Purpose:

The Table File update menu displays those tables which the user is authorized to update.

Called From Screen:

This screen is called by the NEMS Main Menu.

Calls Screen:

- a. This screen calls the appropriate update screen for the selected NEMS Table.
- b. Upon completion, this screen calls the NEMS Main Menu.

Instruction Steps:

Step 1: The screen will appear with a list of tables the user is authorized to update. Enter the table number corresponding to the NEMS Table you wish to update. To return to the NEMS Main Menu, place an 'X' in the table number field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

A valid table number or 'X'

6.1.2 NEMS - 078 - Custodian Account Number Table, Screen #1

```
USER-ID: XXXXX                                DATE: MM/DD/YY
PROGRAM: TBL078P1  NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE  TIME: HH:MM:SS

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____
CUSTODIAN ACCOUNT NUMBER: _____
CUSTODIAN INSTALLATION SUB-ACCOUNT: 08
```

Purpose:

This screen is the first of two screens used to add, change or delete records on NEMS Table 078. This screen captures the information necessary to either find the record, or, in the case of an add, ensure it will be unique. Once this is done, a second screen is called for input of required information.

When a delete is attempted, the program checks to see if the custodian account is referenced on any records in the Equipment, Inventory, PCM Authority or PCM Pending files. If so, messages are displayed on a modified version of this screen. (see the next page)

Called From Screen:

This screen is called by the NEMS Table file update menu.

Calls Screen:

- a. This screen calls the second data collection screen for Table 078.
- b. Upon completion, this screen calls the NEMS Table file update menu.

Instruction Steps:

Step 1: A screen is displayed with areas for entering the function, custodian account number, and the custodian installation sub-account. Enter the desired information. To return to the NEMS Table file update menu, enter an 'X' in the function field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

In the case of delete messages, the conflicting records from the Equipment, Inventory, PCM Authority or PCM Pending files will have to be changed or deleted prior to completing the deletion of the custodian account.

Press the 'ENTER' key.

Edit Criteria:

Function:

- a. Mandatory
- b. Must be 'A', 'C', 'D' or 'X'

Custodian Account Number:

Mandatory

- a. For add updates, a record must not exist on Table 078 with the same custodian account number and installation sub-account.(See below)
- b. For change and delete updates, a record must exist on Table 078 with the same custodian account number and installation sub-account.(See below)
- c. For delete updates, deletion will be prevented if any of the following conditions exist:
 - There are any Equipment file records that have the same custodian account and installation sub-account.
 - Inventory by custodian is open for the sub-installation and the custodian account is open for inventory (either unprocessed or processed).
 - There are any PCM Authority records that have the same custodian account (Auth-Cust-Acct-No) and sub-installation (Auth-Inst-No).
 - There are any PCM Pending records that were submitted by this custodian account (matching Pend-Cust-Acct-No on the Pending record and inst-sub on the Equipment record).
 - There are any PCM Pending records for which the custodian account is the gaining custodian (Matching Pend-To-Cust-Acct-No on the Pending record and inst-sub on the Equipment record)

In each case, error message 107 is displayed, along with a prompt to cancel.

CUSTODIAN INSTALLATION SUB-ACCOUNT:

- a. Mandatory
- b. The user's installation sub-account is provided as the default for custodian installation sub-account.
- c. If the user is authorized , any valid installation sub-account may be entered in place of the default installation sub-account (must be on Table 252).

Cancel:

- a. Optional

Must be either 'C' or space.

6.1.3 NEMS - 078 - Custodian Account Number Table, Screen #2

```
USER-ID: XXXXX                                     DATE :
MM/DD/YY
PROGRAM: TBL078P1          NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE    TIME :
HH:MM:SS

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

CUSTODIAN ACCOUNT NUMBER: _____

CUSTODIAN INSTALLATION SUB-ACCOUNT: 08

CUSTODIAN NUMBER: _____
CUSTODIAN NAME: _____
CUSTODIAN MAIL CODE: _____
CUSTODIAN ORGANIZATION CODE: _____
CUSTODIAN ACCOUNT NAME: _____
CUSTODIAN PHONE NUMBER: _____

ENTER 'C' TO CANCEL:  _
```

Purpose:

This screen is the second of two screens used to add, change or delete records for Table 078. This screen is used to enter data relative to a specific table record.

Called From Screen:

This screen is called by the first NEMS - 078 - Custodian Account Number Table screen.

Calls Screen:

Upon completion, this screen calls the first NEMS - 078 - Custodian Account Number Table screen.

Instruction Steps:

- Step 1: A screen with the previously entered function, custodian account number and custodian installation sub-account will be displayed. These fields are protected. For add type updates, blank fields will be provided to enter the required data element information. For change and delete type updates, current data for the selected record will be displayed. Enter the desired information.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. This will return the user to the first NEMS - 078 - Custodian Account Number Table screen.

Press the 'ENTER' key.

Edit Criteria:

Custodian Number:

- a. Mandatory
- b. No further edits

Custodian Name:

- a. Mandatory
- b. No further edits

Custodian Mail Code:

- a. Mandatory
- b. No further edits

Custodian Organization Code:

- a. Mandatory
- b. No further edits

Custodian Account Name:

- a. Optional
- b. No further edits

Cancel Field:

Must be 'C' or blank

6.1.4 NEMS - 090 - User Number Table, Screen #1

```
USER-ID: XXXXX                                DATE: MM/DD/YY
PROGRAM: TBL090P1                            NEMS - 090 - USER NUMBER TABLE    TIME: HH:MM:SS

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

USER NUMBER: _____

USER INSTALLATION SUB-ACCOUNT: 08
```

Purpose:

This screen is the first of two screens used to add, change or delete records on NEMS Table 090. This screen captures the information necessary to either find the record, or, in the case of an add, ensure it will be unique. Once this is done, a second screen is called for input of required information.

Called From Screen:

This screen is called by the NEMS Table File Update menu.

Calls Screen:

- a. This screen calls the second data collection screen for Table 090.
- b. Upon completion, this screen calls the NEMS Table File Update menu.

Instruction Steps:

- Step 1: A screen is displayed with areas for entering the function, user number and user installation sub-account. Enter the desired information. To return to the NEMS Table File Update menu, enter an 'X' in the function field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Edit Criteria:

Function:

- a. Mandatory
- b. Must be 'A', 'C', 'D' or 'X'

User Number:

- a. Mandatory
- b. For add updates, a record must not exist on Table 090 with the same user number and installation sub-account. (See below)
- c. For change and delete updates, a record must exist on Table 090 with the same user number and installation sub-account. (See below)

User Installation Sub-Account:

- a. Mandatory
- b. The user's installation sub-account is provided as the default for user installation sub-account.
- c. If the user is authorized, any valid installation sub-account may be entered in place of the default installation sub-account (must be on Table 252).

6.1.5 NEMS - 090 - User Number Table, Screen #2

```
USER-ID: XXXXX                                DATE: MM/DD/YY
PROGRAM: TBL090P1                            NEMS - 090 - USER NUMBER TABLE    TIME: HH:MM:SS

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

USER NUMBER: _____

USER INSTALLATION SUB-ACCOUNT: 08

USER NAME: _____
USER MAIL CODE: _____
USER PHONE NUMBER: _____

ENTER 'C' TO CANCEL:  _
```

Purpose:

This screen is the second of two screens used to add, change or delete records for Table 090. This screen is used to enter data relative to a specific table record.

Called From Screen:

This screen is called by the first NEMS - 090 - user number table screen.

Calls Screen:

Upon completion, this screen calls the first NEMS - 090 - User Number Table screen.

Instruction Steps:

Step 1: A screen with the previously entered function, user number and user installation sub-account will be displayed. These fields are protected. For add type updates, blank fields will be provided to enter the required data element information. For change and delete type updates, current data for the selected record will be displayed. Enter the desired information.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. This will return the user to the first NEMS - 090 - User Number Table screen.

Press the 'ENTER' key.

Edit Criteria:

User Name:

- a. Mandatory
- b. No further edits

Cancel Field:

Must be 'C' or blank

6.1.6 NEMS - 102 - Building Number Table, Screen #1

```
USER-ID: XXXXX                                DATE: MM/DD/YY
PROGRAM: TBL102P1      NEMS - 102 - BUILDING NUMBER TABLE  TIME: HH:MM:SS

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____

BUILDING NUMBER: _____
```

Purpose:

This screen is the first of two screens used to add, change or delete records on NEMS Table 102. This screen captures the information necessary to either find the record, or, in the case of an add, ensure it will be unique.

Once this is done, a second screen is called for input of required information.

Called From Screen:

This screen is called by the NEMS Table File Update menu.

Calls Screen:

- a. This screen calls the second data collection screen for Table 102.
- b. Upon completion, this screen calls the NEMS Table File Update menu.

Instruction Steps:

Step 1: A screen is displayed with areas for entering the function and building number. Enter the desired information. To return to the NEMS Table File Update menu, enter an 'X' in the function field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Edit Criteria:

Function:

- a. Mandatory
- b. Must be 'A', 'C', 'D' or 'X'

Building Number:

- a. Mandatory
- b. For add updates, this record must not exist on Table 102
- c. For change and delete updates, this record must exist on Table 102

6.1.7 NEMS - 102 - Building Number Table, Screen #2

```
USER-ID: XXXXX                                DATE: MM/DD/YY
PROGRAM: TBL102P1      NEMS - 102 - BUILDING NUMBER TABLE  TIME: HH:MM:SS

ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____
BUILDING NUMBER: _____
```

Purpose:

This screen is the second of two screens used to add, change or delete records for Table 102. This screen is used to enter data relative to a specific table record.

Called From Screen:

This screen is called by the first NEMS - 102 - Building Number Table screen.

Calls Screen:

Upon completion, this screen calls the first NEMS - 102 - Building Number Table screen.

Instruction Steps:

Step 1: A screen with the previously entered function and building number will be displayed. These fields are protected. For add type updates, blank fields will be provided to enter the required data element information. For change and delete type updates, current data for the selected record will be displayed. Enter the desired information.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. This will return the user to the first NEMS - 102 - building number table screen.

Press the 'ENTER' key.

Edit Criteria:

Building Name:

- a. Mandatory
- b. No further edits

Cancel Field:

Must be 'C' or blank