USERS GUIDE FOR THE NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)

Release 6.2

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USERS GUIDE FOR NEMS
RELEASE 6.2

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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 database 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 database. A NEMS control center directs the operation of NEMS at each installation.

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

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) distributed by Software A.G. The NEMS database 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-PLETE, 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 database is managed by ADABAS, a database management system (DBMS) distributed by Software A. G. The files that comprise the NEMS database 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 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 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 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 centers add transaction.

Several system files are also under the NEMS database. 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 database administrator (DBA) or NEMS programmer for access to NEMS controls the user's subsystem authority levels. The five subsystems are:

1. Adhoc Inquiries - This subsystem allows the user to view information stored in the NEMS database via pre-programmed or dynamic adhoc 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 database. These jobs include backups of the database, 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 database with inventory data.

4. Report Selection - This subsystem allows the user to submit preprogrammed reports for overnight (batch) processing. The reports are produced on hardcopy paper. Reports can be submitted on-request for a one-time-only run or be scheduled to 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.

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: MNU001P1                  (NEMS)                       TIME: HH:MM:SS
                       MARSHALL SPACE FLIGHT CENTER



                     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:

The NEMS driver calls this screen. 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) Adhoc Inquiries

    b) Equipment File Update

    c) Report Selection

    d) Table File Update

    e) System Maintenance

    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 '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, and 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 Adhoc by ECN is option 3 of the Ad hoc's. The Ad hoc's are option 1 of the Main Menu. If you wish to adhoc an equipment record enter the direct command '=1.3'. To adhoc the User Number Table you may navigate there directly by entering '=1.11.090'; the Ad hoc’s are option 1 of the Main Menu, the Table Adhoc Menu is option 9 of the Ad hoc’s, 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 adhoc 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 Adhoc 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, '=1.11.102' for Performing an Ad Hoc on the Building Number Table.

Assuming that you have the authority for Ad hoc's, 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
=1.11.040	You will go to the MFG Code Table Adhoc 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 '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.

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

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. Yearly Transaction File
6. Table File
7. Transfer File

The Daily Transaction File, Equipment File, History File, Monthly Transaction File and Yearly Transaction File may all be selected by ECN or by field. The Transfer File may be selected by ECN or viewed by Receiving or Sending Installation.

The Daily Transaction File, History File, Monthly Transaction File and Yearly Transaction File may have multiple records per ECN. When this occurs and the tables are being accessed by ECN a second screen is displayed with information that will allow the selection to be narrowed to one record.

Table number is used to access the Table File where most individual tables have predetermined descriptor fields that can be used in selecting records. The user can also use the defaults that 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.

3.1 NEMS AD HOC INQUIRIES SUBSYSTEM

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.  YEARLY TRANSACTION FILE BY ECN
                       10.  YEARLY TRANSACTION FILE BY FIELD
                       11.  TABLE FILE BY TABLE NUMBER
                       12.  TRANSFER FILE BY ECN
                       13.  TRANSFER FILE BY RECEIVING INSTALLATION
                       14.  TRANSFER FILE BY SENDING INSTALLATION
                       15.  SUPER NATURAL
```

Purpose:

The NEMS Adhoc Inquiries Menu displays the functions.

Called From Screen:

The NEMS Main Menu calls this screen.

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 Yearly Transaction File by ECN

10. List Yearly Transaction File by Field

11. List Table File by Table Number

12. List Transfer File by ECN

13. List Transfer File by Receiving Installation

14. List Transfer File by Sending Installation

15. SUPER NATURAL

With the exception of Option 15, these screens will return to the Ad hoc Inquiries Menu. Option 15, 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 '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'

3.1.1 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

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 Sequence Number Selection Screen or the Daily Transaction 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, 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 ‘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 screen lists all the daily transactions for the ECN entered on the ECN Selection Screen. Up to fourteen per page.

Called From Screen:

The ECN Selection Screen calls this screen.

Calls Screen:

This screen calls the NEMS Daily Transaction Record Screen - page 1, 2, or 3 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 3

```
USER-ID: XXXXX            NEMS DAILY TRANSACTION RECORD         DATE: MM/DD/YY
PROGRAM: ADH900P1                  PAGE 1 OF 3                  TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: __________

ECN:                  TRANSACTION NUMBER:
PREVIOUS ECN:                    ENTRY REFERENCE NUMBER:
UNIQUE EQUIP NO:                 TRANSACTION DATE:
COST:                          TRANSACTION TIME:
PREVIOUS COST:                   NEMS USER ID:
CUSTODIAN NO:                    ITEM NAME:
PREVIOUS CUST NO:                MANUF CODE:
CUST NAME:                       MANUF NAME:
CUSTODIAN ACCT NO:               MANUF MODEL NO:
PREVIOUS CUST ACCT NO:           MANUF SERIAL NO:
USER NO:                         YEAR MANUFACTURED:
PREVIOUS USER NO:                NATIONAL STOCK NO:
USER NAME:                       PREV NAT STOCK NO:
EQUIP LOC-BLDG NO:               EQ LOC-BLDG NAME:
EQUIPMENT LOCATION-ROOM:         EQUIPMENT LOCATION-ZIP CODE:
INSTALLATION NO ACCT:            CONTRACTOR TAG NO:
INSTALLATION NO SUB:             CONTRACTOR NO ACCT:
INSTALLATION NO CONV:            CONTRACTOR NO CONV:
INSTALLATION NO RECV:            CONTRACTOR NO RECV:
```

Purpose:

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

Called From Screen:

The ECN Selection Screen or when there is more than 1 transaction the Sequence Number Selection Screen calls this screen.

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 ‘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 3

```
USER-ID: XXXXX           NEMS DAILY TRANSACTION RECORD          DATE: MM/DD/YY
PROGRAM: ADH900P1                  PAGE 2 OF 3                  TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: __________

ECN:                ITEM NAME: TEST
CAP/SENS CODE:          ITEM NAME STD:
PREV CAP/SENS CODE:          DATE NASA ACQ:         DATE INST ACQ:
AVAIL STATUS CODE:           ACQ DOC CNTL NO:
PRE AVAIL STAT CODE:         DATE WRNTY EXP (MAT):             (LABOR):
CONDITION CODE:              DATE AVAILABLE:
EST COST CODE:               DATE INVENTORIED:
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 three 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 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 ‘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 3 of 3

```
USER-ID: XXXXX            NEMS DAILY TRANSACTION RECORD         DATE: MM/DD/YY
PROGRAM: ADH900P1                  PAGE 3 OF 3                  TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: __________

ECN:                          ITEM NAME:
CAPITAL AMT:                  PREV CAPITAL AMT:
HERITAGE CODE:                DEMIL:
```

Purpose:

This screen lists the third of three pages of data from the Daily Transaction 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.

3.1.2 NEMS DAILY TRANSACTION FILE 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 'YYYYMMDD'

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 '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, GT, LT, NE, GE, or LE.

e. Date format must be YYYYMMDD.

f. ‘X’ to exit

NEMS DAILY TRANSACTION FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 1 of 2

```
USER-ID: XXXXX       NEMS DAILY TRANS FILE ADHOC BY FIELD       DATE: MM/DD/YY
PROGRAM: ADH910P2                                               TIME: HH:MM:SS
                                                                PAGE: 1
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 'YYYYMMDD' OR 'YYYYMM'
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 lists page 1 of 2 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Find Selection Screen calls this 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 any page by entering the page number (1-2) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 72

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE, or LE.

e. Date format must be YYYYMMDD or YYYYMM.

f. Page may be blank, 1 or 2.

g. ‘X’ to exit

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

```
USER-ID: XXXXX       NEMS DAILY TRANS FILE ADHOC BY FIELD       DATE: MM/DD/YY
PROGRAM: ADH910P2                                               TIME: HH:MM:SS
                                                                PAGE: 2
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE                AND/OR
              __            __     ______________________________        ___
              __            __     ______________________________
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) --DATE FORMAT 'YYYYMMDD' OR 'YYYYMM'
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       71 - CAPITAL AMT
48 - LABOR COST LAST SERV 60 - RECON CODE            72 - HERITAGE CODE
```

Purpose:

This screen lists page 2 of 2 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 1 calls this screen.

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 go to any page by entering the page number (1-2) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 72

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE, or LE.

e. Date format must be YYYYMMDD or YYYYMM.

f. Page may be blank, 1or 2.

g. ‘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
                                                     20 - HERITAGE CODE
```

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 20

b. Descriptor number must be numeric

c. Break field must be equal to 'n' or 'y'

d. ‘X’ to exit

NEMS DAILY TRANSACTION FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 1 of 3

```
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:           PAGE: 1

__ __ __ __ __ __ __ __ __ __
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 page 1 of 3 pages of fields 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 'D', download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering 'B'.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the

screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 86

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

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 BY FIELD
DISPLAY SELECTION SCREEN – PAGE 2 of 3

```
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:           PAGE: 2
  __  __  __  __  __  __  __  __  __  __
ENTER '3' 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: _
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     77 - CAPITAL AMT
52 - DATE L/L/B OUT DUE   65 - TRANSACTION NO         78 - PREV CAPITAL AMT
                        (MORE FIELDS ON NEXT PAGE)
```

Purpose:

This screen lists page 2 of 3 pages of fields and prompts to enter the field number for display.

Called From Screen:

The NEMS Daily File by Field Sort Selection Menu calls this screen.

Calls Screen:

This screen calls the Daily Record Display Screen or the Display Selection Screen 3.

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 'D', download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering 'B'.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 86

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘B’ to run as an overnight report

g. ‘X’ to exit

NEMS DAILY TRANSACTION FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 3 of 3

```
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:           PAGE: 3
  __   __   __   __   __   __   __   __   __   __
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
79 - ORG COST ACCT
80 - PROG COST ACCT
81 - PREV ORG COST ACCT
82 - PREV PROG COST ACCT
83 - HERITAGE CODE
84 - CONTRACT NO
85 - APPROPRIATION YEAR
86 - DEMIL CODE
```

Purpose:

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

Called From Screen:

The Display Selection Screen 2 calls this screen.

Calls Screen:

This screen calls the Field Display 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 'D', download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering 'B'.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display fields must be 01 thru 86

b. Display field numbers must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘B’ to run as an overnight report

h. ‘X’ to exit

NEMS DAILY TRANSACTION FILE BY FIELD DISPLAY SCREEN

```
                    NEMS DAILY TRANS FILE ADHOC BY FIELD
  ECN
-------

G079924
G079924
G079931
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:

The Select Field For Display Menu calls this screen

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 TRANSACTION FILE 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): __ __ __

INSTALLATION NUMBER: 0808

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:

The NEMS Daily Transaction File Display Selection Screen calls this 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.

3.1.3 NEMS EQUIPMENT FILE BY 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 ‘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: J000707                    ITEM NAME: TEST 707
PREVIOUS ECN:                   MANUF CODE: YYYYY
OLD TAG NO:                     MANUF NAME: MFR UNIDENTIFIED (VERIFIED)
NAT STOCK NO: 7021              MANUF MODEL NO: 707
EQUIPMENT TYPE ACCT:            MANUF SERIAL NO: 12344455544466677654
UNIQUE EQUIP NO:                YEAR MANUFACTURED: 1997
COST:         707               ACQ DOCUMENT CONTROL NO: 707
CUST NO: 02022   MAIL: EP83     ACQ ERN: 0872667004  LAST ERN: 0872667004
CUST NAME: RHODES JAMES E       ACQ TRAN NO:  09     LAST TRAN NO:  09
CUST ACCT: 02022   PREV:        LOAN/LEASE DOCUMENT NO: 777777
CUSTODIAN ORG CODE: EP83        EQUIPMENT LOCATION-ZIP CODE: 35812
CUST PHONE: 4-1173              EQUIPMENT LOCATION-BUILDING NO: 4201
USER NO: 02022   MAIL: EP83     EQ LOC-BLDG NAME: OFFICE BUILDING
USER NAME: RHODES JAMES E       EQUIPMENT LOCATION-ROOM:       LOCATION:
USER PHONE: 4-1173              CONTRACTOR TAG NO:
INSTALLATION NUMBER: 0808       CONTRACTOR NO ACCT:
INSTALLATION NO CONV:           CONTRACTOR NO CONV:
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:

The ECN Selection Screen calls this 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:                                ITEM NAME: PRINTER
CODES ----------  DATES -------------------- DATES -------------------------
CAP/SENS: X       NASA ACQUIRED: 01/04/23    LAST SERVICED:
AVAIL STATUS: A   INST ACQUIRED: 01/04/23    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: 01/04/23     LEASED OUT:
PREC MET:         AVAILABLE:                 BORROWED OUT:
IDLE EQ:          INVENTORIED: 01/04/23      STORED IN:
EQUIP MNGMT:      LAST CALIBRATED:           STORAGE DUE:
IN:    OUT:       CALIBRATION DUE:           SHIPPED TO OTHER INST:
ITM STD:                                    DATE REPAIR RETURN DUE:
HERITAGE CODE:    DEMIL:
                      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 ‘X’ in the exit field. The user will return to the ECN Selection Screen and 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:                             ITEM NAME: PRINTER
CAPITALIZATION AMT:
  TRANS-      ENTRY                        NPDMS       NPDMS
  ACTION    REFERENCE                      TRANS-    REFERENCE
   NOS         NOS                          NOS         NOS
   ---     ----------                       ---     ----------
```

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 ‘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

3.1.4 NEMS EQUIPMENT FILE BY FIELD

```
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 'YYYYMMDD'

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
```

FIND SELECTION SCREEN

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 ‘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 33

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE, or LE.

e. Date format must be YYYYMMDD.

f. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
WHERE SELECTION SCREEN - PAGE 1 of 3

```
USER-ID: XXXXX        NEMS EQUIPMENT FILE ADHOC BY FIELD        DATE: MM/DD/YY
PROGRAM: ADH930P2                                                TIME: HH:MM:SS
                                                                 PAGE: 1
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 'YYYYMMDD' OR 'YYYYMM'
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 lists page 1 of 3 pages that prompt for the Descriptor Number, Operator and Search value for the where clause.

Called From Screen:

The find selection screen calls this 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 any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 74

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD or YYYYMM.

f. Page may be blank, 1, 2 or 3.

g. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
WHERE SELECTION SCREEN - PAGE 2 of 3

```
USER-ID: XXXXX        NEMS EQUIPMENT FILE ADHOC BY FIELD        DATE: MM/DD/YY
PROGRAM: ADH930P2                                               TIME: HH:MM:SS
                                                                PAGE: 2
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE                AND/OR
              __            __     ______________________________        ___
              __            __     ______________________________
ENTER '3' TO GO TO NEXT PAGE _   (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -DATE FORMAT YYYYMMDD or YYYYMM.
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 lists page 2 of 3 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 2 calls this screen.

Calls Screen:

This screen calls the Sort Selection or you may enter ‘3’ to go to the next page.

Instruction Steps:

Step1: Enter the descriptor number, operator and search value.

Press the ‘ENTER’ key.

Step 2: If error message 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 ‘c’ in the cancel field, or may continue with the ad hoc by pressing the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 74

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD or YYYYMM.

f. Page may be blank, 1, 2 or 3.

g. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 3 of 3

```
USER-ID: XXXXX        NEMS EQUIPMENT FILE ADHOC BY FIELD        DATE: MM/DD/YY
PROGRAM: ADH930P2                                               TIME: HH:MM:SS
                                                                PAGE: 3
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE                AND/OR
              __            __     ________________________________      ___
              __            __     ________________________________
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -DATE FORMAT YYYYMMDD or YYYYMM.
73 - CAPITAL AMT
74 - HERITAGE CODE
```

Purpose:

This screen lists page 3 of 3 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 2 calls this screen.

Calls Screen:

This screen calls Sort Selection

Instruction Steps:

Step1: Enter the descriptor number, operator and search value.

Press the ‘ENTER’ key.

Step 2: If error message 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 ‘c’ in the cancel field, or may continue with the ad hoc by pressing the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 74

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD or YYYYMM.

f. Page may be blank, 1, 2 or 3.

g. ‘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   36 - HERITAGE CODE
```

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 01 thru 36

b. Descriptor number must be numeric

c. Break field must be equal to 'n' or 'y'

d. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 1 of 3

```
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:           PAGE: 1
__  __  __  __  __  __  __  __  __  __
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 PAGES 2 AND 3)
```

Purpose:

This screen lists page 1 of 3 pages of fields and prompts to enter the field number for display.

Called From Screen:

The NEMS Equipment File by Field Sort Selection Menu calls this screen.

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 'D', download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering 'B'.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 91

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. 'D' to download the data to the PC

f. ‘N’ to download via Natural connection

g. 'B' to run as an overnight report

h. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 2 of 3

```
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:           PAGE: 2
  __   __   __   __   __   __   __   __   __   __
ENTER '3' 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: _
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
```

Purpose:

This screen lists page 2 of 3 pages fields and prompts the user to select the fields for display.

Called From Screen:

The Display Field Selection Screen 1 calls this screen.

Calls Screen:

This screen calls the Find Selection Screen, or you may enter ‘3’ to go to the next page.

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 'D', download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering 'B'.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display fields must be 01 thru 91

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. 'D' to download the data to the PC

f. ‘N’ to download via Natural connection

g. 'B' to run as an overnight report

h. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 3 of 3

```
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:           PAGE: 3
  __   __   __   __   __   __   __   __   __   __
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
82 - LOCATION
83 - CAPITAL AMT
84 - ORG COST ACCT
85 - PROG COST ACCT
86 - PREV ORG COST ACCT
87 - PREV PROG COST ACCT
88 - HERITAGE CODE
89 - CONTRACT NO
90 - APPROPRIATION YEAR
91 - DEMIL CODE
```

Purpose:

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

Called From Screen:

This screen is called from Display Selection screen 2.

Calls Screen:

This screen calls the Field Display 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 'D', download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering 'B'.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display fields must be 01 thru 91
b. Display field numbers must be numeric
c. Must select a minimum of one display field
d. Page may be blank, 1, 2 or 3.
e. ‘D’ to download the data to the PC
f. ‘N’ to download via Natural connection
g. ’B’ to run as an overnight report
h. ‘X’ to exit

NEMS EQUIPMENT FILE 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:

The Select Field For Display Menu calls this screen

Calls Screen:

This screen calls the next page of Display Screen if any or Equipment FILE 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 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): __ __ __

INSTALLATION NUMBER: 0808

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:

The NEMS Equipment File Display Selection Screen calls this 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

3.1.5 NEMS HISTORY FILE BY 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.

Calls Screen:

This screen calls the History 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 ‘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 HISTORY RECORD BY ECN – PAGE 1 of 3

```
USER-ID: XXXXX                      NEMS                        DATE: MM/DD/YY
PROGRAM: ADH940P1       HISTORY RECORD - PAGE 1 OF 3            TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: __________
HISTORY KEY:
ECN:                            ITEM NAME: TEST
PREV ECN:         NEW:          MANUF CODE:
OLD TAG NO:                     MANUF NAME:
NAT STOCK NO:                   MANUF MODEL NO:
EQUIPMENT TYPE ACCT:            MANUF SERIAL NO:
UNIQUE EQUIP NO:                YEAR MANUFACTURED:
COST:                   ACQ DOCUMENT CONTROL NO:
CUST NO:         MAIL           ACQ ERN:             LAST ERN:
CUST NAME:                      ACQ TRAN NO:         LAST TRAN NO:
CUST ACCT:         PREV:        LOAN/LEASE DOCUMENT NO:
CUSTODIAN ORG CODE:             EQUIPMENT LOCATION-ZIP CODE:
CUST PHONE:                     EQUIPMENT LOCATION-BUILDING NO:
USER NO:         MAIL:          EQ LOC-BLDG NAME: OFFICE BUILDING
USER NAME:                      EQUIPMENT LOCATION-ROOM:       LOCATION:
USER PHONE:                     CONTRACTOR TAG NO:
INSTALLATION NUMBER:            CONTRACTOR NO ACCT:
INSTALLATION NO CONV:           CONTRACTOR NO CONV:
INSTALLATION NO RECV:           CONTRACTOR NO RECV:
OTHER AGENCY NO:                FREEZE NO:
```

Purpose:

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

Called From Screen:

The ECN Selection Screen calls this 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.

Edit Criteria:

Blank or ‘X’ or ECN

NEMS HISTORY RECORD BY ECN - PAGE 2 OF 3

```
USER-ID: XXXXX                      NEMS                        DATE: MM/DD/YY
PROGRAM: ADH940P1       HISTORY RECORD - PAGE 2 OF 3            TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: __________

ECN: XXXXXXX                    ITEM NAME: PRINTER
CODES ----------  DATES -------------------- DATES -------------------------
CAP/SENS: X       NASA ACQUIRED: 01/04/23    LAST SERVICED:
AVAIL STATUS: A   INST ACQUIRED: 01/04/23    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: 01/04/23     LEASED OUT:
PREC MET:         AVAILABLE:                 BORROWED OUT:
IDLE EQ:          INVENTORIED: 01/04/23      STORED IN:
EQUIP MNGMT:      LAST CALIBRATED:           STORAGE DUE:
IN:    OUT:       CALIBRATION DUE:           SHIPPED TO OTHER INST:
ITM STD:          DATE DELETED: 01/04/23     DATE REPAIR DUE:
HERITAGE CODE:    DEMIL:
                      LABOR       PARTS
COST LAST SERVICE:                           NUMBER
COST YEAR TO DATE:                           OF TIMES
COST TO DATE:                                SERVICED:
LOCAL
DATA:
```

Purpose:

This screen lists page 2 or 3 pages of data from the History 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 ‘X’ in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’ or ECN

NEMS HISTORY RECORD BY ECN - PAGE 3 OF 3

```
USER-ID: XXXXX                        NEMS                          DATE: MM/DD/YY
PROGRAM: ADH940P1       HISTORY RECORD - PAGE 3 OF 3                TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: __________

ECN: XXXXXXX                     ITEM NAME: PRINTER
CAPITALIZATION AMT:
  TRANS-      ENTRY                        NPDMS       NPDMS
  ACTION    REFERENCE                      TRANS-    REFERENCE
   NOS         NOS                          NOS         NOS
   ---     ----------                       ---     ----------
    01     0811131082
    71     0811131083
```

Purpose:

This screen lists page 3 or 3 pages of data from the History 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 ‘X’ in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’ or ECN

3.1.6 NEMS HISTORY FILE BY FIELD

FIND SELECTION SCREEN

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P1                                               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 'YYYYMMDD'

01 - HISTORY KEY          08 - COST                  15 - UNIQUE EQUIP NO
02 - ECN                  09 - ACQ TRANS NUMBER      16 - INSTALLATION SUB
03 - ITEM NAME            10 - DATE INVENTORIED      17 - ACQ DOC CNTL NO
04 - MFG CODE             11 - OLD TAG NUMBER        18 - LAST TRANS NO
05 - MFG MODEL NUMBER     12 - CONTRACTOR ACCT
06 - MFG SERIAL NUMBER    13 - DELETE DATE
07 - YEAR MFG             14 - LOAN/LEASE DOC 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 Clause Selection Screen.

Instruction Steps:

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

Press the ‘ENTER’ key.

Step 2: If error message appear at 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 ‘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 18

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 1 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P2                                               TIME: HH:MM:SS
                                                                PAGE: 1
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 'YYYYMMDD'
01 - HISTORY KEY          13 - DELETE DATE            25 - CUST ACCT NUMBER
02 - ECN                  14 - LOAN/LEASE NO          26 - CUSTODIAN NUMBER
03 - ITEM NAME            15 - UNIQUE EQUIP NO        27 - CUST ORG CODE
04 - MFG CODE             16 - INSTALLATION SUB       28 - USER NUMBER
05 - MFG MODEL NUMBER     17 - ACQ DOC CNTL NO        29 - EQUIP ZIP CODE
06 - MFG SERIAL NUMBER    18 - NATIONAL STOCK NO      30 - EQUIP BUILDING
07 - YEAR MFG             19 - CAP/SENS CODE          31 - EQUIP ROOM
08 - COST                 20 - AVAIL STATUS CODE      32 - EQUIP TYPE ACCT
09 - ACQ TRANS NUMBER     21 - DATE STATUS CODED      33 - DATE AVAILABLE
10 - DATE INVENTORIED     22 - DATE NASA ACQ          34 - EST COST CODE
11 - OLD TAG NUMBER       23 - DATE INST ACQ          35 - CONDITION CODE
12 - CONTRACTOR ACCT      24 - ACQ ENTRY REF NO       36 - HAZ MATERIAL CODE
```

Purpose:

This screen lists page 1 of 3 pages that prompt for the Descriptor Number, Operator and Search Value for the where clause.

Called From Screen:

This screen is called by the find the 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 any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Exit field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 77

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1, 2 or 3.

g. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 2 of 3

```
USER-ID:XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P2                                              TIME: HH:MM:SS
                                                               PAGE: 2
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER OPERATOR            SEARCH VALUE                AND/OR
              __            __     ______________________________         ___
              __            __     ______________________________
ENTER '3' TO GO TO NEXT PAGE: _  FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
37 - PREC METAL CODE      49 - DATE STORAGE DUE       61 - PARTS COST TD
38 - DATE LAST CALIBRATED 50 - DATE STORED IN         62 - NO OF TIMES SERV
39 - DATE CALIBRATION DUE 51 - DATE L/L/B OUT DUE     63 - DATE LAST SERV
40 - DATE WRNTY EXP MAT   52 - EQUIP IN CODE          64 - CONTRACTOR CONVEYOR
41 - DATE WRNTY EXP LABOR 53 - EQUIP OUT CODE         65 - INST CONVEYOR
42 - OTHER AGENCY NO      54 - EQUIP MGMT CODE        66 - CONTRACTOR RECEIVER
43 - CONTRACTOR TAG NO    55 - IDLE EQUIP CODE        67 - INST RECEIVER
44 - DATE L/L/B IN DUE    56 - LABOR COST LAST SERV   68 - FREEZE NUMBER
45 - DATE LOANED OUT      57 - LABOR COST YTD         69 - PREVIOUS ECN
46 - DATE LEASED OUT      58 - LABOR COST TD          70 - LAST ENTRY REF NO
47 - DATE SHIPPED         59 - PARTS COST LAST SERV   71 - LAST TRANS NO
48 - DATE BORROWED OUT    60 - PARTS COST YTD         72 - PREC CUST ACCT NO
```

Purpose:

This screen lists page 2 of 3 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 2 calls this screen.

Calls Screen:

This screen calls Sort Selection or you may enter ‘3’ to go to the next page.

Instruction Steps:

Step1: Enter the descriptor number, operator and search value.

Press the ‘ENTER’ key.

Step 2: If error message 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 ‘c’ in the cancel field, or may continue with the ad hoc by pressing the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 77

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1, 2 or 3.

g. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 3 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P2                                               TIME: HH:MM:SS
                                                                PAGE: 3
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER OPERATOR            SEARCH VALUE                 AND/OR
             __            __     ______________________________          ___
             __            __     ______________________________
ENTER '1' TO GO TO NEXT FIRST: _ FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
73 - DATE REPAIR RETURN
74 - ITEM NAME STANDARD
75 - NEW ECN
76 - CAPITAL AMT
77 - HERITAGE CODE
```

Purpose:

This screen lists page 3 of 3 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 2 calls this screen.

Calls Screen:

This screen calls the Where Selection Screen page 3.

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 pressing the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 77

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1, 2 or 3.

g. ‘X’ to exit

NEMS HISTORY FILE BY FIELD SORT SELECTION MENU

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P3                                               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 - HISTORY KEY          08 - COST                   15 - UNIQUE EQUIP NO
02 - ECN                  09 - ACQ TRANS NUMBER       16 - INSTALLATION SUB
03 - ITEM NAME            10 - DATE INVENTORIED       17 - ACQ DOC CNTL NO
04 - MFG CODE             11 - OLD TAG NUMBER         18 - LAST TRANS NO
05 - MFG MODEL NUMBER     12 - CONTRACTOR ACCT        19 - EQUIP ZIP CODE
06 - MFG SERIAL NUMBER    13 - DELETE DATE            20 - EQUIP BUILDING
07 - YEAR MFG             14 - LOAN/LEASE DOC NO      21 - EQUIP ROOM
                                                      22 - HERITAGE CODE
```

Purpose:

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

Called From Screen:

The Where Selection Screen calls this 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 01 thru 22

b. Descriptor number must be numeric

c. Break field must be equal to ‘n’ or ‘y’

d. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 1 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P4                                               TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 1
__  __  __  __  __   __  __  __  __  __
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 - HISTORY KEY          15 - AVAIL STATUS CODE      29 - EQUIP ROOM
02 - ECN                  16 - DATE STATUS CODED      30 - EQUIP TYPE ACCT
03 - INSTALLATION NUMBER  17 - DATE NASA ACQ          31 - DATE INVENTORIED
04 - INSTALLATION ACCT    18 - DATE INST ACQ          32 - OLD TAG NUMBER
05 - INSTALLATION SUB     19 - ACQ TRANS NUMBER       33 - DATE AVAILABLE
06 - ITEM NAME            20 - ACQ ENTRY REF NO       34 - EST COST CODE
07 - MFG CODE             21 - ACQ DOC CNTL NO        35 - CONDITION CODE
08 - MFG NAME             22 - CUSTODIAN ACCT NO      36 - UNIQUE EQUIP NUMBER
09 - MFG MODEL NUMBER     23 - CUSTODIAN NUMBER       37 - HAZ MATERIAL CODE
10 - MFG SERIAL NUMBER    24 - CUST ORG CODE          38 - PREC METAL CODE
11 - YEAR MFG             25 - USER NUMBER            39 - DATE LAST CALIBRATED
12 - NATIONAL STOCK NO    26 - USER NAME              40 - DATE CALIBRATION DUE
13 - COST                 27 - EQUIP ZIP CODE         41 - DATE WRNTY EXP MAT
14 - CAP/SENS CODE        28 - EQUIP BUILDING         42 - DATE WRNTY EXP LABOR
                         (MORE FIELDS ON PAGES 2 AND 3)
```

Purpose:

This screen lists page 1 or 3 pages of fields and prompts to enter the field number for display.

Called From Screen:

The NEMS History FILE BY Field Sort Selection Menu calls this screen.

Calls Screen:

This screen calls the History 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 'D', download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering 'B'.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 94

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘B’ to run as an overnight report

h. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 2 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM:DD:YY
PROGRAM: ADH950P4                                               TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 2
__  __  __  __  __   __  __  __  __  __
ENTER '3' 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: _
43 - OTHER AGENCY NO      57 - EQUIP MGMT CODE        71 - FREEZE NUMBER
44 - CONTRACTOR TAG NO    58 - IDLE EQUIP CODE        72 - PREVIOUS ECN
45 - CONTRACTOR ACCT      59 - LABOR COST LAST SERV   73 - LAST ENTRY REF NO
46 - LOAN/LEASE DOC NO    60 - LABOR COST YTD         74 - LAST TRANS NUMBER
47 - DATE L/L/B IN DUE    61 - LABOR COST TD          75 - LOCAL DATA
48 - DATE LOANED OUT      62 - PARTS COST LAST SERV   76 - DELETE DATE
49 - DATE LEASED OUT      63 - PARTS COST YTD         77 - PREV CUST ACCT NO
50 - DATE SHIPPED         64 - PARTS COST TD          78 - DATE REPAIR RETURN
51 - DATE BORROWED OUT    65 - NO OF TIMES SERV       79 - ITEM NAME STANDARD
52 - DATE STORAGE DUE     66 - DATE LAST SERV         80 - NEW ECN
53 - DATE STORED IN       67 - CONTRACTOR CONVEYOR    81 - CUSTODIAN MAIL
54 - DATE L/L/B OUT DUE   68 - INST CONVEYOR          82 - CUSTODIAN PHONE
55 - EQUIP IN CODE        69 - CONTRACTOR RECEIVER    83 - USER MAIL
56 - EQUIP OUT CODE       70 - INST RECEIVER          84 - USER PHONE
```

Purpose:

This screen lists page 2 or 3 pages of fields and prompts to enter the field number for display.

Called From Screen:

The NEMS History FILE BY Field Sort Selection Menu calls this screen.

Calls Screen:

This screen calls the History 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 'D', download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering 'B'.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 94

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘B’ to run as an overnight report

h. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 3 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P4                                               TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT: PAGE: 3
  __   __    __   __   __   __   __   __   __   __
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
85 - LOCATION
86 - CAPITAL AMT
87 - ORG COST ACCT
88 - PROG COST ACCT
89 - PREV ORG COST ACCT
90 - PREV PROG COST ACCT
91 - HERITAGE CODE
92 - CONTRACT NO
93 - APPROPRIATION YEAR
94 - DEMIL CODE
```

Purpose:

This screen lists page 3 of 3 pages of fields and prompts the user to select the fields for display.

Called From Screen:

The Display Selection Screen 2 calls this screen.

Calls Screen:

This screen calls the Field Display 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 'D', download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering 'B'.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display fields must be 01 thru 94

b. Display field numbers must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘B’ to run as an overnight report

h. ‘X’ to exit

NEMS HISTORY FILE BY FIELD DISPLAY SCREEN

```
                        NEMS HISTORY FILE ADHOC BY FIELD
  ECN
-------

A123456
A123456
A123457
A123458
A123459
A123460
A190101
C000001
C000002
C000005
C000005
C000006
C000007
C000025
C000025
C000025

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:

The Select Field For Display Menu calls this screen

Calls Screen:

This screen calls the next page of Display Screen if any or History FILE 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 the ‘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 History Ad hoc By Field Menu.

Press the ‘ENTER’ key.

Edit Criteria:

'N' to view next page

'R' to review

'X' to exit

NEMS HISTORY FILE 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): __ __ __

INSTALLATION NUMBER: 0808

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:

The NEMS History File Display Selection Screen calls this screen when the "b" (Batch) option is used.

Calls Screen:

Upon completion, this screen calls the NEMS History 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

3.1.7 NEMS MONTHLY TRANSACTION FILE BY ECN

SELECTION SCREEN

```
USER-ID: XXXXX                          NEMS                        DATE: MM/DD/YY
PROGRAM: ADH960P1     MONTHLY TRANSACTION 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 Sequence Number Selection Screen or the Monthly Transaction 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, 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 ‘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 MONTHLY TRANSACTION FILE BY ECN

```
USER-ID: XXXXX                          NEMS                        DATE: MM/DD/YY
PROGRAM: ADH960P1      MONTHLY TRANSACTION FILE ADHOC BY ECN        TIME: HH:MM:SS

                                          TRANSACTION
 ECN     SEQUENCE NO   TRANS NO      DATE          TIME          ENTRY REF NO
V000001        1          01      98/08/24      11:47:31:7       0882368032
V000001        2          25      98/08/24      11:48:55:4       0882368033
V000001        3          65      98/08/24      11:49:52:8       0882368034









ENTER THE SEQUENCE NUMBER OR 'X' TO EXIT OR ' ' TO CONTINUE: ___
```

Purpose:

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

Called From Screen:

The ECN Selection Screen calls this screen.

Calls Screen:

This screen calls the NEMS Monthly Transaction Record Screen – page 1, 2 or 3 indicated. Upon completion, control is returned to the ECN selection screen.

Instruction Steps:

Step 1: Select the monthly transaction you wish to see. Enter the sequence number, assigned above on the screen, or leave it Blank. Only valid sequence numbers may be entered.

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 MONTHLY TRANSACTION RECORD – PAGE 1 OF 3

```
USER-ID: XXXXX           NEMS MONTHLY TRANSACTION RECORD        DATE: MM/DD/YY
PROGRAM: ADH960P1                  PAGE 1 OF 3                  TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: __________

ECN:                        TRANSACTION NUMBER:
PREVIOUS ECN:                   ENTRY REFERENCE NUMBER:
UNIQUE EQUIP NO:                TRANSACTION DATE:
COST:                        TRANSACTION TIME:
PREVIOUS COST:                  NEMS USER ID:
CUSTODIAN NO:                   ITEM NAME:
PREVIOUS CUST NO:               MANUF CODE:
CUST NAME:                      MANUF NAME:
CUSTODIAN ACCT NO:              MANUF MODEL NO:
PREVIOUS CUST ACCT NO:          MANUF SERIAL NO:
USER NO:                        YEAR MANUFACTURED:
PREVIOUS USER NO:               NATIONAL STOCK NO:
USER NAME:                      PREV NAT STOCK NO:
EQUIP LOC-BLDG NO:              EQ LOC-BLDG NAME: OFFICE BUILDING
EQUIPMENT LOCATION-ROOM:        EQUIPMENT LOCATION-ZIP CODE:
INSTALLATION NO ACCT:           CONTRACTOR TAG NO:
INSTALLATION NO SUB:            CONTRACTOR NO ACCT:
INSTALLATION NO CONV:           CONTRACTOR NO CONV:
INSTALLATION NO RECV:           CONTRACTOR NO RECV:
```

Purpose:

This screen lists the first of three pages of data from the Monthly Transaction File Record.

Called From Screen:

The ECN Selection Screen or the Sequence Number Selection Screen calls this 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 use may exit the screen at any time by entering ‘X’ in the EXIT field. The user will return to the ECN Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’

NEMS MONTHLY TRANSACTION RECORD – PAGE 2 OF 3

```
USER-ID: XXXXX           NEMS MONTHLY TRANSACTION RECORD        DATE: MM/DD/YY
PROGRAM: ADH960P1                  PAGE 2 OF 3                  TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: __________

ECN:                          ITEM NAME: COMPUTER
CAP/SENS CODE:                ITEM NAME STD:
PREV CAP/SENS CODE:           DATE NASA ACQ:            DATE INST ACQ:
AVAIL STATUS CODE:            ACQ DOC CNTL NO:
PREV AVAIL STAT CODE:         DATE WRNTY EXP (MAT):             (LABOR):
CONDITION CODE:               DATE AVAILABLE:
EST COST CODE:                DATE INVENTORIED:
HAZ MATERIAL CODE:            DATE STORAGE DUE:
PREC METAL CODE:              DATE SHIPPED OTHER INST:
IDLE EQUIP CODE:              DATE LAST CALIBRATED:             DUE:
EQUIP MGMNT 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 three pages of data from the Monthly 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 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 ‘X’ in the exit field. The user will return to the ECN Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’

NEMS MONTHLY TRANSACTION RECORD – PAGE 3 OF 3

```
USER-ID: XXXXX           NEMS MONTHLY TRANSACTION RECORD        DATE: MM/DD/YY
PROGRAM: ADH960P1                  PAGE 3 OF 3                  TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: __________

ECN: H000001                 ITEM NAME: KJL O;I
CAPITAL AMT:                 PREV CAPITAL AMT:
HERITAGE CODE:               DEMIL:
```

Purpose:

This screen lists page 3 or 3 pages of data from the Monthly 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 ‘X’ in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’ or ECN

3.1.8 NEMS MONTHLY TRANSACTION FILE BY FIELD

FIND SELECTION SCREEN

```
USER-ID: XXXXX      NEMS MONTHLY TRANS FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH970P1                                               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 'YYYYMMDD'

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 - LOAN/LEASE DOC NO
05 - AVAIL STATUS CODE    11 - UNIQUE EQUIP NUMBER
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 Clause Selection Screen.

Instruction Steps:

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

Press the ‘ENTER’ key.

Step 2: If error message appear at 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 ‘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 16

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. ‘X’ to exit

NEMS MONTHLY FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 1 of 2

```
USER-ID: XXXXX         NEMS MONTHLY TRANS FILE                  DATE: MM/DD/YY
PROGRAM: ADH970P2          ADHOC BY FIELD                       TIME: HH:MM:SS
                                                                PAGE: 1
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE '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 'YYYYMMDD'
01 - ECN                  13 - CONTRACTOR ACCT       25 - ACQ DOC CNTL NO
02 - ITEM NAME            14 - ENTRY REFERENCE NO    26 - EQUIP ROOM
03 - MFG CODE             15 - TRANSACTION NUMBER    27 - DATE INVENTORIED
04 - MFG MODEL NUMBER     16 - LOAN/LEASE DOC NO     28 - DATE AVAILABLE
05 - AVAIL STATUS CODE    17 - INSTALLATION SUB      29 - EST COST CODE
06 - CUST ACCT NUMBER     18 - MFG SERIAL NUMBER     30 - CONDITION CODE
07 - CUSTODIAN NUMBER     19 - YEAR MANUFACTURED     31 - HAZ MATERIAL CODE
08 - USER NUMBER          20 - NATIONAL STOCK NO     32 - PRECIOUS METAL CODE
09 - EQUIP ZIP CODE       21 - COST                  33 - DATE LAST CALIBRATED
10 - EQUIP BUILDING       22 - CAP/SENS CODE         34 - DATE CALIBRATION DUE
11 - UNIQUE EQUIP NUMBER  23 - PREV AVAIL STATUS CDE 35 - DATE WRNTY EXP MAT
12 - CONTRACTOR TAG NO    24 - DATE INST ACQ         36 - DATE WRNTY EXP LABOR
```

Purpose:

This screen lists page 1 of 2 pages that prompt for the Descriptor Number, Operator and Search Value for the where clause.

Called From Screen:

This screen is called by the find the 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 any page by entering the page number (1-2) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 72

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1 or 2.

g. ‘X’ to exit

NEMS MONTHLY FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 2 of 2

```
USER-ID: XXXXX         NEMS MONTHLY TRANS FILE                  DATE: MM/DD/YY
PROGRAM: ADH970P2          ADHOC BY FIELD                       TIME: HH:MM:SS
                                                                PAGE: 2
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE                AND/OR
             __            __     ______________________________        ___
             __            __     ______________________________
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
37 - OTHER AGENCY NO      49 - DATE LAST SERV        61 - ADJ DOC REFERENCE
38 - DATE L/L/B IN DUE    50 - CONTRACTOR CONVEYOR   62 - PREV CUST ACCT NO
39 - DATE LOANED OUT      51 - INST CONVEYOR         63 - PREV NAT STOCK NO
40 - DATE LEASED OUT      52 - CONTRACTOR RECEIVER   64 - PREV COST
41 - DATE SHIPPED         53 - INST RECEIVER         65 - PREV CAP/SENS CODE
42 - DATE BORROWED OUT    54 - FREEZE NUMBER         66 - PREV USER NUMBER
43 - DATE STORAGE DUE     55 - PREVIOUS ECN          67 - PREV CUST NUMBER
44 - DATE L/L/B OUT DUE   56 - PRINT NEMS 1          68 - DATE REPAIR RETURN
45 - EQUIP MGMT CODE      57 - TRANSACTION DATE      69 - ITEM NAME STANDARD
46 - IDLE EQUIP CODE      58 - NEMS USER ID          70 - DATE NASA ACQ
47 - LABOR COST LAST SERV 59 - ADJUSTMENT COST       71 - CAPITAL AMT
48 - PARTS COST LAST SERV 60 - RECON CODE            72 - HERITAGE CODE
```

Purpose:

This screen lists page 2 of 2 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 1 calls this screen.

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 pressing the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-2) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 72

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1 or 2.

g. ‘X’ to exit

NEMS MONTHLY FILE BY FIELD SORT SELECTION MENU

```
USER-ID: XXXXX         NEMS MONTHLY TRANS FILE                  DATE: MM/DD/YY
PROGRAM: ADH970P3          ADHOC BY FIELD                       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 AN '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 - YEAR MANUFACTURED    11 - EQUIP ROOM            17 - LOAN/LEASE DOC NO
06 - CUSTODIAN ACCT NO    12 - UNIQUE EQUIP NUMBER   18 - AVAIL STATUS CODE
                                                     19 - HERITAGE CODE
```

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 Monthly 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 MONTHLY TRANSACTION FILE BY FIELD DISPLAY SELECTION SCREEN – PAGE 1 of 3

```
USER-ID: XXXXX         NEMS MONTHLY TRANS FILE                  DATE: MM/DD/YY
PROGRAM: ADH970P4          ADHOC BY FIELD                       TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 1
 __  __  __  __  __  __  __  __  __  __
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 - PREVIOUS 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 NO           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 page 1 of 3 pages that prompt to enter the field number for display.

Called From Screen:

This screen is called by the NEMS Monthly 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 ‘D’, download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering ‘B’.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or

pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 86

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download data to the PC

f. ‘N’ to download via Natural Connection

g. ‘B’ to run as a report overnight

h. ‘X’ to exit

NEMS MONTHLY TRANSACTION FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 2 of 3

```
USER-ID: XXXXX         NEMS MONTHLY TRANS FILE                  DATE: MM/DD/YY
PROGRAM: ADH970P4          ADHOC BY FIELD                       TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 2
  __  __  __  __  __   __  __  __  __
ENTER '3' 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: _
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 NO      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 - DATE NASA ACQ
51 - DATE STORAGE DUE     64 - ENTRY REFERENCE NO     77 - CAPITAL AMT
52 - DATE L/L/B OUT DUE   65 - TRANSACTION NO         78 - PREV CAPITAL AMT
```

Purpose:

This screen lists page 2 of 3 pages of fields and prompts to enter the field number for display.

Called From Screen:

The NEMS Monthly FILE BY Field Sort Selection Menu calls this screen.

Calls Screen:

This screen calls the Monthly Record Display Screen or the Display Selection Screen 3.

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 ‘D’, download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering ‘B’.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 86

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ’N’ to download via the Natural Connection

g. ‘B’ to run as an overnight report

h. ‘X’ to exit

NEMS MONTHLY TRANSACTION FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 3 of 3

```
USER-ID: XXXXX         NEMS MONTHLY TRANS FILE                  DATE: MM/DD/YY
PROGRAM: ADH970P4          ADHOC BY FIELD                       TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 3
 __   __   __   __   __   __   __   __   __   __
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
79 - ORG COST ACCT
80 - PROG COST ACCT
81 - PREV ORG COST ACCT
82 - PREV PROG COST ACCT
83 - HERITAGE CODE
84 - CONTRACT NO
85 - APPROPRIATION YEAR
86 - DEMIL CODE
```

Purpose:

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

Called From Screen:

The Display Selection Screen 2 calls this screen.

Calls Screen:

This screen calls the Field Display 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 ‘D’, download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering ‘B’.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or

pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display fields must be 01 thru 86

b. Display field numbers must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘B’ to run as an overnight report

h. ‘X’ to exit

NEMS MONTHLY TRANSACTION FILE BY FIELD DISPLAY SCREEN

```
                    NEMS MONTHLY TRANS FILE ADHOC BY FIELD
  ECN
-------

C800001
C800001
D100000
D100000
D100000
D100000
D100001
D100001
D100001
D100001
D100002
D100002
D100003
D100003
D100003
D100004

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:

The Select Field For Display Menu calls this screen

Calls Screen:

This screen calls the next page of Display Screen if any or Monthly FILE 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 the ‘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 Monthly Ad hoc By Field Menu.

Press the ‘ENTER’ key.

Edit Criteria:

‘N’ to view next page

‘R’ to review

‘X’ to exit

NEMS MONTHLY TRANS FILE 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): __ __ __

INSTALLATION NUMBER: 0808

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:

The NEMS Monthly File Display Selection Screen calls this screen when the "b" (Batch) option is used.

Calls Screen:

Upon completion, this screen calls the NEMS Monthly 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

3.1.9 NEMS YEARLY TRANSACTION FILE BY ECN

SELECTION SCREEN

```
USER-ID: XXXXX                        NEMS                        DATE: MM/DD/YY
PROGRAM: ADH961P1      YEARLY TRANSACTION 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 Sequence Number Selection Screen or the Monthly Transaction 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, 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 ‘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 YEARLY TRANSACTION FILE BY ECN

```
USER-ID: XXXXX                          NEMS                        DATE: MM/DD/YY
PROGRAM: ADH961P1       YEARLY TRANSACTION FILE ADHOC BY ECN        TIME: HH:MM:SS

                                          TRANSACTION
 ECN      SEQUENCE NO   TRANS NO      DATE          TIME          ENTRY REF NO
V000001        1           01      98/08/24      11:47:31:7       0882368032
V000001        2           25      98/08/24      11:48:55:4       0882368033
V000001        3           65      98/08/24      11:49:52:8       0882368034









ENTER THE SEQUENCE NUMBER OR 'X' TO EXIT OR ' ' TO CONTINUE: ___
```

Purpose:

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

Called From Screen:

The ECN Selection Screen calls this screen.

Calls Screen:

This screen calls the NEMS Monthly Transaction Record Screen – page 1, 2 or 3 indicated. Upon completion, control is returned to the ECN selection screen.

Instruction Steps:

Step 1: Select the monthly transaction you wish to see. Enter the sequence number, assigned above on the screen, or leave it Blank. Only valid sequence numbers may be entered.

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 YEARLY TRANSACTION RECORD – PAGE 1 OF 3

```
USER-ID: XXXXX            NEMS YEARLY TRANSACTION RECORD        DATE: MM/DD/YY
PROGRAM: ADH961P1                  PAGE 1 OF 3                  TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: __________

ECN:                        TRANSACTION NUMBER:
PREVIOUS ECN:                   ENTRY REFERENCE NUMBER:
UNIQUE EQUIP NO:                TRANSACTION DATE:
COST:                        TRANSACTION TIME:
PREVIOUS COST:                  NEMS USER ID:
CUSTODIAN NO:                   ITEM NAME:
PREVIOUS CUST NO:               MANUF CODE:
CUST NAME:                      MANUF NAME:
CUSTODIAN ACCT NO:              MANUF MODEL NO:
PREVIOUS CUST ACCT NO:          MANUF SERIAL NO:
USER NO:                        YEAR MANUFACTURED:
PREVIOUS USER NO:               NATIONAL STOCK NO:
USER NAME:                      PREV NAT STOCK NO:
EQUIP LOC-BLDG NO:              EQ LOC-BLDG NAME: OFFICE BUILDING
EQUIPMENT LOCATION-ROOM:        EQUIPMENT LOCATION-ZIP CODE:
INSTALLATION NO ACCT:           CONTRACTOR TAG NO:
INSTALLATION NO SUB:            CONTRACTOR NO ACCT:
INSTALLATION NO CONV:           CONTRACTOR NO CONV:
INSTALLATION NO RECV:           CONTRACTOR NO RECV:
```

Purpose:

This screen lists the first of three pages of data from the Monthly Transaction File Record.

Called From Screen:

The ECN Selection Screen or the Sequence Number Selection Screen calls this 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 use may exit the screen at any time by entering ‘X’ in the EXIT field. The user will return to the ECN Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’

NEMS YEARLY TRANSACTION RECORD – PAGE 2 OF 3

```
USER-ID: XXXXX            NEMS YEARLY TRANSACTION RECORD        DATE: MM/DD/YY
PROGRAM: ADH961P1                 PAGE 2 OF 3                   TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: __________

ECN:                          ITEM NAME: COMPUTER
CAP/SENS CODE:                ITEM NAME STD:
PREV CAP/SENS CODE:           DATE NASA ACQ:            DATE INST ACQ:
AVAIL STATUS CODE:            ACQ DOC CNTL NO:
PREV AVAIL STAT CODE:         DATE WRNTY EXP (MAT):             (LABOR):
CONDITION CODE:               DATE AVAILABLE:
EST COST CODE:                DATE INVENTORIED:
HAZ MATERIAL CODE:            DATE STORAGE DUE:
PREC METAL CODE:              DATE SHIPPED OTHER INST:
IDLE EQUIP CODE:              DATE LAST CALIBRATED:             DUE:
EQUIP MGMNT 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 three pages of data from the Monthly 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 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 ‘X’ in the exit field. The user will return to the ECN Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’

NEMS YEARLY TRANSACTION RECORD – PAGE 3 OF 3

```
USER-ID: XXXXX            NEMS YEARLY TRANSACTION RECORD        DATE: MM/DD/YY
PROGRAM: ADH961P1                  PAGE 3 OF 3                  TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: __________

ECN: H000001                 ITEM NAME: KJL O;I
CAPITAL AMT:                 PREV CAPITAL AMT:
HERITAGE CODE:               DEMIL:
```

Purpose:

This screen lists page 3 or 3 pages of data from the Monthly 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 ‘X’ in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’ or ECN

3.1.10 NEMS YEARLY TRANSACTION FILE BY FIELD

FIND SELECTION SCREEN

```
USER-ID: XXXXX       NEMS YEARLY TRANSACTION FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM: ADH971P1                                                 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 'YYYYMMDD'

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 - LOAN/LEASE DOC NO
05 - AVAIL STATUS CODE    11 - UNIQUE EQUIP NUMBER
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 Clause Selection Screen.

Instruction Steps:

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

Press the ‘ENTER’ key.

Step 2: If error message appear at 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 ‘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 16

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. 'X' to exit

NEMS YEARLY TRANSACTION FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 1 of 2

```
USER-ID: XXXXX          NEMS YEARLY TRANSACTION FILE                  DATE: MM/DD/YY
PROGRAM: ADH971P2          ADHOC BY FIELD                        TIME: HH:MM:SS
                                                                 PAGE: 1
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE '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 'YYYYMMDD'
01 - ECN                 13 - CONTRACTOR ACCT       25 - ACQ DOC CNTL NO
02 - ITEM NAME           14 - ENTRY REFERENCE NO    26 - EQUIP ROOM
03 - MFG CODE            15 - TRANSACTION NUMBER    27 - DATE INVENTORIED
04 - MFG MODEL NUMBER    16 - LOAN/LEASE DOC NO     28 - DATE AVAILABLE
05 - AVAIL STATUS CODE   17 - INSTALLATION SUB      29 - EST COST CODE
06 - CUST ACCT NUMBER    18 - MFG SERIAL NUMBER     30 - CONDITION CODE
07 - CUSTODIAN NUMBER    19 - YEAR MANUFACTURED     31 - HAZ MATERIAL CODE
08 - USER NUMBER         20 - NATIONAL STOCK NO     32 - PRECIOUS METAL CODE
09 - EQUIP ZIP CODE      21 - COST                  33 - DATE LAST CALIBRATED
10 - EQUIP BUILDING      22 - CAP/SENS CODE         34 - DATE CALIBRATION DUE
11 - UNIQUE EQUIP NUMBER 23 - PREV AVAIL STATUS CDE 35 - DATE WRNTY EXP MAT
12 - CONTRACTOR TAG NO   24 - DATE INST ACQ         36 - DATE WRNTY EXP LABOR
```

Purpose:

This screen lists page 1 of 2 pages that prompt for the Descriptor Number, Operator and Search Value for the where clause.

Called From Screen:

This screen is called by the find the 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 any page by entering the page number (1-2) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 72

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1or 2.

g. ‘X’ to exit

NEMS YEARLY TRANSACTION FILE BY FIELD WHERE SELECTION SCREEN – PAGE 2 of 2

```
USER-ID: XXXXX          NEMS YEARLY TRANSACTION FILE                  DATE: MM/DD/YY
PROGRAM: ADH971P2          ADHOC BY FIELD                        TIME: HH:MM:SS
                                                                 PAGE: 2
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE                AND/OR
              __            __     ______________________________        ___
              __            __     ______________________________
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
37 - OTHER AGENCY NO      49 - DATE LAST SERV        61 - ADJ DOC REFERENCE
38 - DATE L/L/B IN DUE    50 - CONTRACTOR CONVEYOR   62 - PREV CUST ACCT NO
39 - DATE LOANED OUT      51 - INST CONVEYOR         63 - PREV NAT STOCK NO
40 - DATE LEASED OUT      52 - CONTRACTOR RECEIVER   64 - PREV COST
41 - DATE SHIPPED         53 - INST RECEIVER         65 - PREV CAP/SENS CODE
42 - DATE BORROWED OUT    54 - FREEZE NUMBER         66 - PREV USER NUMBER
43 - DATE STORAGE DUE     55 - PREVIOUS ECN          67 - PREV CUST NUMBER
44 - DATE L/L/B OUT DUE   56 - PRINT NEMS 1          68 - DATE REPAIR RETURN
45 - EQUIP MGMT CODE      57 - TRANSACTION DATE      69 - ITEM NAME STANDARD
46 - IDLE EQUIP CODE      58 - NEMS USER ID          70 - DATE NASA ACQ
47 - LABOR COST LAST SERV 59 - ADJUSTMENT COST       71 - CAPITAL AMT
48 - PARTS COST LAST SERV 60 - RECON CODE            72 - HERITAGE CODE
```

Purpose:

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

Called From Screen:

The Where Selection Screen 1 calls this screen.

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 pressing the ‘ENTER’ key.

Step 4: The user may exit the screen at any time by entering ‘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 72

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1 or 2.

g. ‘X’ to exit

NEMS YEARLY TRANSACTION FILE BY FIELD SORT SELECTION MENU

```
USER-ID: XXXXX          NEMS YEARLY TRANSACTION FILE                  DATE: MM/DD/YY
PROGRAM: ADH971P3          ADHOC BY FIELD                       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 AN '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 - YEAR MANUFACTURED    11 - EQUIP ROOM            17 - LOAN/LEASE DOC NO
06 - CUSTODIAN ACCT NO    12 - UNIQUE EQUIP NUMBER   18 - AVAIL STATUS CODE
                                                     19 - HERITAGE CODE
```

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 Monthly 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 YEARLY TRANSACTION FILE BY FIELD DISPLAY SELECTION SCREEN – PAGE 1 of 3

```
USER-ID: XXXXX          NEMS YEARLY TRANSACTION FILE                  DATE: MM/DD/YY
PROGRAM: ADH971P4          ADHOC BY FIELD                       TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 1
__ __ __ __ __ __ __ __ __ __
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 - PREVIOUS 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 NO           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 Monthly 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 ‘D’, download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering ‘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 ‘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 86

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download data to the PC

f. ‘N’ to download via Natural Connection

g. ‘B’ to run as a report overnight

h. ‘X’ to exit

NEMS YEARLY TRANSACTION FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 2 of 3

```
USER-ID: XXXXX          NEMS YEARLY TRANSACTION FILE                  DATE: MM/DD/YY
PROGRAM: ADH971P4          ADHOC BY FIELD                       TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 2
__  __  __  __  __   __  __  __  __  __
ENTER '3' 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: _
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 NO      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 - DATE NASA ACQ
51 - DATE STORAGE DUE     64 - ENTRY REFERENCE NO     77 - CAPITAL AMT
52 - DATE L/L/B OUT DUE   65 - TRANSACTION NO         78 - PREV CAPITAL AMT
```

Purpose:

This screen lists page 2 or 3 pages of fields and prompts to enter the field number for display.

Called From Screen:

The NEMS Monthly FILE BY Field Sort Selection Menu calls this screen.

Calls Screen:

This screen calls the Monthly Record Display Screen or the Display Selection Screen 3.

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 'D', download via Natural Connection by entering 'N' or may run the ad hoc as an overnight report by entering 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 3 by entering '3' in the page field, or user may exit the screen at any time by entering '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 86

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. 'D' to download the data to the PC

f. 'N' to download via Natural Connection

g. 'B' to run as an overnight report

h. 'X' to exit

NEMS YEARLY TRANSACTION FILE BY FIELD DISPLAY SELECTION SCREEN – PAGE 3 of 3

```
USER-ID: XXXXX          NEMS YEARLY TRANSACTION FILE                  DATE: MM/DD/YY
PROGRAM: ADH971P4          ADHOC BY FIELD                       TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 3
 __   __    __    __    __    __    __    __    __    __
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _
79 - ORG COST ACCT
80 - PROG COST ACCT
81 - PREV ORG COST ACCT
82 - PREV PROG COST ACCT
83 - HERITAGE CODE
84 - CONTRACT NO
85 - APPROPRIATION YEAR
86 - DEMIL CODE
```

Purpose:

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

Called From Screen:

The Display Selection Screen 2 calls this screen.

Calls Screen:

This screen calls the Field Display 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 ‘D’, download via Natural Connection by entering ‘N’ or may run the ad hoc as an overnight report by entering ‘B’.

Press the ‘ENTER’ key.

Step 4: The user may exit the screen at any time by entering ‘X’ in the exit field. The user will return to NEMS Monthly FILE BY Field Menu.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display fields must be 01 thru 86

b. Display field numbers must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘B’ to run as an overnight report

h. ‘X’ to exit

NEMS YEARLY TRANSACTION FILE BY FIELD DISPLAY SCREEN

```
                        NEMS YEARLY TRANSACTION FILE ADHOC BY FIELD
  ECN
-------

C800001
C800001
D100000
D100000
D100000
D100000
D100001
D100001
D100001
D100001
D100002
D100002
D100003
D100003
D100003
D100004

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:

The Select Field For Display Menu calls this screen

Calls Screen:

This screen calls the next page of Display Screen if any or Monthly FILE 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 the ‘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 Monthly Ad hoc By Field Menu.

Press the ‘ENTER’ key.

Edit Criteria:

‘N’ to view next page

‘R’ to review

‘X’ to exit

NEMS YEARLY TRANSACTION FILE 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): __ __ __

INSTALLATION NUMBER: 0808

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:

The NEMS Monthly File Display Selection Screen calls this screen when the "b" (Batch) option is used.

Calls Screen:

Upon completion, this screen calls the NEMS Monthly 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

3.1.11 NEMS TABLE FILE BY TABLE NUMBER

```
USER-ID: XXXXX            NEMS TABLE FILE ADHOC MENU            DATE: MM/DD/YY
PROGRAM: ADHTBLP1                                               TIME: HH:MM:SS


                ENTER TABLE NUMBER OR 'X' TO EXIT: __________

                   S01  TABLE DESCRIPTION AND AUTHORIZATION
                   S02  ERROR CODES AND MESSAGES TABLE
                   S03  NEMS USERID TABLE
                   S04  SEQUENCE NUMBER TABLE
                   S05  REPORT NUMBER TABLE
                   S09  INVENTORY REPORTS BY ACCOUNT
                   S10  INVENTORY TRANSACTION TABLE
                   S11  NEMS INVENTORY USERS
                   S13  INVENTORY REPORTS BY LOCATION
                   040  MANUFACTURER'S CODE TABLE
                   045  DEMILITARIZATION CODE TABLE
                   050  FEDERAL SUPPLY GROUP TABLE



                        (MORE TABLES ON NEXT PAGE)
```

Purpose:

This screen prompts for the Table Number of the table to be displayed.

Called From Screen:

This screen is called by NEMS Ad hoc Inquiries Menu.

Calls Screen:

S01 TABLE DESCRIPTION AND AUTHORIZATION
S02 ERROR CODES AND MESSAGES TABLE
S03 NEMS USERID TABLE
S04 SEQUENCE NUMBER TABLE
S05 REPORT NUMBER TABLE
S09 INVENTORY REPORTS BY ACCOUNT
S10 INVENTORY TRANSACTION TABLE
S11 NEMS INVENTORY USERS
S13 INVENTORY REPORTS BY LOCATION
040 MANUFACTURER’S CODE TABLE
045 DEMILITARIZATION CODE TABLE
050 FEDERAL SUPPLY GROUP TABLE
052 EQUIPMENT TYPE ACCOUNT TABLE
078 CUSTODIAN ACCOUNT NUMBER TABLE
090 USER NUMBER TABLE
102 NASA BUILDING NUMBER TABLE
130 CAPITAL/SENSITIVE CODE TABLE
132 U. S. TREASURY AGENCY NUMBER TABLE
155 EQUIPMENT MANAGEMENT CODE TABLE
160 EQUIPMENT 'IN' CODE TABLE

165 EQUIPMENT 'OUT' CODE TABLE
180 HAZARDOUS MATERIAL CODE TABLE
182 PRECIOUS METAL CODE TABLE
184 IDLE EQUIPMENT CODE TABLE
250 CONTRACTOR ACCOUNTABLE NAME TABLE
252 NASA INSTALLATION NUMBER TABLE
410 AVAILABILITY STATUS CODE TABLE
510 CONDITION CODE TABLE
620 TRANSACTION NUMBER TABLE

Instruction Steps:

Step 1: Enter the Table Number of the table to be displayed. All tables are presented in a predetermined layout and will appear immediately after pressing ‘ENTER’ with the following exceptions, each of which present options for limiting the records returned and are discussed a little further on:

040 MANUFACTURER’S CODE TABLE
078 CUSTODIAN ACCOUNT NUMBER TABLE
090 USER NUMBER TABLE
102 NASA BUILDING NUMBER TABLE

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 ‘X’ in the exit field. The user will return to the NEMS Ad hoc Inquiries Menu.

Press the ‘ENTER’ key.

Edit Criteria:

A valid Table Number or ‘X’

EXAMPLE: NUMBER TABLE BROWSE SCREEN
S05 REPORT NUMBER TABLE

```
USER-ID: MSDDB        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 03/04/03
PROGRAM: ADHS05P1       MARSHALL SPACE FLIGHT CENTER            TIME: 13:06:13
                              REPORT NUMBER TABLE

  REPORT                                                              REPORT
    NO    REPORT NAME                                                 OPTION
  ------  ------------------------------------------------------------ ------
    010   DAILY TRANSACTION REGISTER (BY TRANS NO)                       N
    011   DAILY TRANSACTION REGISTER (BY TRANS NO EXPLODED)              N
    012   DAILY TRANSACTION REGISTER (BY ECN)                            N
    013   DAILY TRANSACTION REGISTER (BY ENTRY REF NO)                   N
    015   NEMS ITEM NAME VALIDATION REPORT                               N
    020   CUSTODIAN MONTHLY TRANSACTION REPORT                           Y
    030   MONTHLY/ANNUAL TRANSACTION STATISTICAL SUMMARY                 N
    050   LIST ERROR CODE TABLES                                         N
    110   MANUFACTURER'S CODE XXXXX SUSPENSE REPORT                      N
    120   PROPERTY LOCATION REPORT                                       Y
    130   LOANED (IN) EQUIPMENT EXPIRATION REPORT                        Y
    131   LOANED (OUT) EQUIPMENT EXPIRATION REPORT                       Y
    132   LEASED (IN) EQUIPMENT RETURN CANDIDATE LIST                    Y
    133   LEASED (OUT) EQUIPMENT RETURN CANDIDATE LIST                   Y
ENTER 'N' VIEW NEXT PAGE, 'R' REVIEW FROM PAGE 1, OR 'X' TO EXIT: N
```

Purpose:

This screen list records for the Number Table selected, in this example the S05 Report Number Table.

Called From Screen:

The Table Number Ad Hoc Menu calls this screen.

Calls Screen:

This screen calls the next page of Display Screen if any or Table Number Ad Hoc 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 Table Number Ad Hoc Menu.

Press the ‘ENTER’ key.

Edit Criteria:

'N' to view next page

'R' to review

‘X’ to exit

040 MANUFACTURER’S CODE TABLE SELECTION SCREEN

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: ADH040P1       MARSHALL SPACE FLIGHT CENTER            TIME: HH:MM:SS
                          MANUFACTURER'S CODE TABLE


                      ENTER SELECTION OR 'X' TO EXIT: __________


1.  BEGINNING MFG'S CODE:   _____  (DEFAULT IS '     ')
    ENDING MFG'S CODE:      _____  (DEFAULT IS '99999')

2.  BEGINNING MFG'S NAME:   ______________________________
                            (DEFAULT IS 'AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA')
    ENDING MFG'S NAME:      ______________________________
                            (DEFAULT IS '99999999999999999999999999999999')
```

Purpose:

This screen prompts for the Sort Order as well as beginning and ending values based on the sort order selected.

Called From Screen:

The NEMS Table File Ad Hoc Menu calls this screen.

Calls Screen:

This screen calls the Manufacturer’s Code Table Screen.

Instruction Steps:

Step 1: Enter the Selection number corresponding the to order of the data desired as well as the beginning and ending values based on the selection made, if 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 ‘X’ in the exit field. The user will return to the NEMS Table Number Ad hoc Menu.

Press the ‘ENTER’ key.

Edit Criteria:

a. ‘1’ to order data by Manufacturer’s Code

b. Beginning MFG’S Code may be any alphanumeric value.

c. Ending MFG’S Code may be any alphanumeric value.

d. ‘2’ to order data by Manufacturer’s Name

e. Beginning MFG’S Name may be any alphanumeric value.

f. Ending MFG’S Name may be any alphanumeric value.

g. ‘X’ to exit

078 CUSTODIAN ACCOUNT NUMBER TABLE SELECTION SCREEN

```
USER-ID: MSDDB        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 03/04/03
PROGRAM: ADH078P1       MARSHALL SPACE FLIGHT CENTER            TIME: 12:47:54
                       CUSTODIAN ACCOUNT NUMBER TABLE


                      ENTER SELECTION OR 'X' TO EXIT: __________


1.  BEGINNING INSTALLATION SUB ACCT AND CUSTODIAN ACCT:   08   _____
                                              (DEFAULT IS      '     ')
       ENDING INSTALLATION SUB ACCT AND CUSTODIAN ACCT:   08   _____
                                              (DEFAULT IS      '99999')

2.  BEGINNING INSTALLATION SUB ACCT:  08

              CUSTODIAN NAME:          ______________________________
                         (DEFAULT IS '                              ')
       ENDING INSTALLATION SUB ACCT:  08

              CUSTODIAN NAME:          ______________________________
                         (DEFAULT IS '99999999999999999999999999999999')
```

Purpose:

This screen prompts for the Sort Order as well as beginning and ending values based on the sort order selected.

Called From Screen:

The NEMS Table File Ad Hoc Menu calls this screen.

Calls Screen:

This screen calls the Custodian Account Number Table Screen.

Instruction Steps:

Step 1: Enter the Selection number corresponding the to order of the data desired as well as the beginning and ending values based on the selection made, if 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 'X' in the exit field. The user will return to the NEMS Table Number Ad hoc Menu.

Press the 'ENTER' key.

Edit Criteria:

a. '1' to order data by Custodian Account Code

b. Beginning Custodian Account Code may be any alphanumeric value.

c. Ending Custodian Account Code may be any alphanumeric value.

d. '2' to order data by Custodian's Name

e. Beginning Custodian's Name may be any alphanumeric value.

f. Ending Custodian's Name may be any alphanumeric value.

g. 'X' to exit

090 USER NUMBER TABLE SELECTION SCREEN

```
USER-ID: MSDDB        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 03/04/03
PROGRAM: ADH090P1       MARSHALL SPACE FLIGHT CENTER            TIME: 12:56:56
                              USER NUMBER TABLE


                      ENTER SELECTION OR 'X' TO EXIT: __________


1.  BEGINNING INSTALLATION SUB ACCT AND USER NUMBER:   08   ______
                                        (DEFAULT IS      '      ')
       ENDING INSTALLATION SUB ACCT AND USER NUMBER:   08   ______
                                        (DEFAULT IS      '999999')

2.  BEGINNING INSTALLATION SUB ACCT:  08

              USER NAME:              ________________________________
                          (DEFAULT IS '                               ')
       ENDING INSTALLATION SUB ACCT:  08

              USER NAME :             ________________________________
                          (DEFAULT IS '99999999999999999999999999999999')
```

Purpose:

This screen prompts for the Sort Order as well as beginning and ending values based on the sort order selected.

Called From Screen:

The NEMS Table File Ad Hoc Menu calls this screen.

Calls Screen:

This screen calls the User Number Table Screen.

Instruction Steps:

Step 1: Enter the Selection number corresponding the to order of the data desired as well as the beginning and ending values based on the selection made, if 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 ‘X’ in the exit field. The user will return to the NEMS Table Number Ad hoc Menu.

Press the ‘ENTER’ key.

Edit Criteria:

a. ‘1’ to order data by User Sub Account Code

b. Beginning User Sub Account Code may be any alphanumeric value.

c. Ending User Sub Account Code may be any alphanumeric value.

d. ‘2’ to order data by User’s Name

e. Beginning User’s Name may be any alphanumeric value.

f. Ending User’s Name may be any alphanumeric value.

g. ‘X’ to exit

102 NASA BUILDING NUMBER TABLE SELECTION SCREEN

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: ADH102P1       MARSHALL SPACE FLIGHT CENTER            TIME: HH:MM:SS
                         NASA BUILDING NUMBER TABLE


                      ENTER SELECTION OR 'X' TO EXIT: __________


1.  BEGINNING BUILDING NUMBER:  __________ (DEFAULT IS '          ')
    ENDING BUILDING NUMBER:     __________ (DEFAULT IS '9999999999')

2.  BEGINNING BUILDING NAME:    ____________________
                                (DEFAULT IS 'A                ')
    ENDING BUILDING NAME:       ____________________
                                (DEFAULT IS '9999999999999999999')
```

Purpose:

This screen prompts for the Sort Order as well as beginning and ending values based on the sort order selected.

Called From Screen:

The NEMS Table File Ad Hoc Menu calls this screen.

Calls Screen:

This screen calls the NASA Building Number Table Screen.

Instruction Steps:

Step 1: Enter the Selection number corresponding the to order of the data desired as well as the beginning and ending values based on the selection made, if 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 ‘X’ in the exit field. The user will return to the NEMS Table Number Ad hoc Menu.

Press the ‘ENTER’ key.

Edit Criteria:

a. ’1’ to order data by User Account Code

b. Beginning Building Number may be any alphanumeric value.

c. Ending Building Number may be any alphanumeric value.

d. ‘2’ to order data by Building Name

e. Beginning Building Name may be any alphanumeric value.

f. Ending Building Name may be any alphanumeric value.

g. ‘X’ to exit

3.1.12 NEMS TRANSFER FILE BY ECN

SELECTION SCREEN

```
USER-ID: XXXXX                          NEMS                        DATE: MM/DD/YY
PROGRAM: ADH980P1           TRANSFER FILE ADHOC BY ECN              TIME: HH:MM:SS

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

ONLY ONE PAGE (1): 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 NEMS Ad hoc Inquiries Menu.

Calls Screen:

This screen calls the Transfer Record Display Screen – page 1.

Instruction Steps:

Step 1: Enter the ECN 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 exit the screen at any time by entering ‘X’ in the exit field. The user will return to the NEMS Ad hoc Inquiries Menu.

Press the ‘ENTER’ key.

Edit Criteria:

A valid ECN or ‘X’

NEMS TRANSFER RECORD

```
USER-ID: XXXXX            NEMS TRANSFER RECORD                  DATE: MM/DD/YY
PROGRAM: ADH980P1              PAGE 1 OF 1                      TIME: HH:MM:SS
ENTER 'X' TO EXIT: __________

ECN: 1519695                    TRANSACTION NUMBER:  65
UNIQUE EQUIP NO:                ITEM NAME: ELECTRIC MOTOR
COST: 104000.00                 CONTRACTOR TAG NO:
ITEM NAME STANDARD:             EST COST CODE:
CONDITION CODE:                 MANUF CODE: 0G3K8
CAP/SENS CODE: M                MANUF MODEL NO: 50668202
YEAR MANUFACTURED: 1998         MANUF SERIAL NO: 542514
PREC METAL CODE:                DATE SHIPPED OTHER INST:
INSTALLATION NO CONV: 1010      INSTALLATION NO RECV: 0808
DATE WRNTY EXP (MAT):           DATE WRNTY EXP (LABOR):
HAZ MAT CODE:                   DATE ADDED TO TRANSFER:
DATE NASA ACQ:                  NATIONAL STOCK NO: 6105
DATE LAST CALIBRATED:           DATE CALIBRATION DUE:
CAPTIALIZATION AMT: 104000.00
HERITAGE CODE: M                DEMIL:
```

Purpose:

This menu lists page 1 of 1 page from the Transfer File Record.

Called From Screen:

The ECN Selection Screen calls this screen.

Calls Screen:

Upon completion, enter ‘X’ to exit and controlled is passed back to ECN Selection Screen.

Instruction Steps:

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

Press the ‘ENTER’ key.

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

Press the ‘ENTER’ key.

Step 3: The user may go to the ECN Selection Screen by entering ‘X’ in the exit field and may select a new ECN to be displayed.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’ or ECN

3.1.13 TRANSFER FILE BY RECEIVING INSTALLATION

```
USER-ID: XXXXX              NEMS TRANSFER FILE                  DATE: MM/DD/YY
PROGRAM: ADH004P1         ITEMS TRANSFERRED TO                  TIME: HH:MM:SS
                        MARSHALL SPACE FLIGHT CENTER
                         NUMBER OF ITEMS IN TRANSIT:      1
            ITEMS ARE DELETED FROM THIS LIST WHEN ADDED BY RECEIVER

        FROM                                  HAZ  DAYS IN    DATE    TRANS
 ECN    INST  ITEM NAME                       MAT  TRANSIT    SENT     NO
------- ----  ------------------------------  ---  -------  --------  ----
2011355 0808  COMPUTER, MICRO                          0    03/03/03   65

PRESS ENTER TO CONTINUE
ENTER ECN TO BE DISPLAYED OR ENTER 'X' TO EXIT: __________
```

Purpose:

This screen lists equipment being transferred to an installation.

Called From Screen:

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

Calls Screen:

This screen calls the NEMS Transfer Record Screen.

Instructions Steps:

Step 1: Enter the ECN 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 exit the screen at any time by entering ‘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 TRANSFER RECORD SCREEN

```
USER-ID: XXXXX            NEMS TRANSFER RECORD                  DATE: MM/DD/YY
PROGRAM: ADH980P1              PAGE 1 OF 1                      TIME: HH:MM:SS
ENTER 'X' TO EXIT: __________

ECN: 2011355                     TRANSACTION NUMBER:  65
UNIQUE EQUIP NO:                 ITEM NAME: COMPUTER, MICRO
COST: 1807.00                    CONTRACTOR TAG NO:
ITEM NAME STANDARD:              EST COST CODE:
CONDITION CODE:                  MANUF CODE: 28480
CAP/SENS CODE: N                 MANUF MODEL NO: D7963T
YEAR MANUFACTURED: 1999          MANUF SERIAL NO: US93715542
PREC METAL CODE:                 DATE SHIPPED OTHER INST: 03/03/03
INSTALLATION NO CONV: 0881       INSTALLATION NO RECV: 0808
DATE WRNTY EXP (MAT): 2002/10    DATE WRNTY EXP (LABOR):
HAZ MAT CODE:                    DATE ADDED TO TRANSFER: 03/03/03
DATE NASA ACQ: 99/10/26          NATIONAL STOCK NO: 7021
DATE LAST CALIBRATED:            DATE CALIBRATION DUE:
CAPTIALIZATION AMT:
HERITAGE CODE:                   DEMIL:
```

Purpose:

This screen displays the transfer record.

Called From Screen:

The Transfer File by Receiving Installation calls this screen.

Calls Screen:

Upon completion, control is returned to the Transfer File by Receiving Installation screen.

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 ‘X’ in the EXIT field. The user will return to the Transfer File by Receiving Installation Screen.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’

3.1.14 TRANSFER FILE BY SENDING INSTALLATION SCREEN

```
USER-ID: XXXXX              NEMS TRANSFER FILE                  DATE: MM/DD/YY
PROGRAM: ADH005P1         ITEMS TRANSFERRED FROM                TIME: HH:MM:SS
                        MARSHALL SPACE FLIGHT CENTER
                         NUMBER OF ITEMS IN TRANSIT:      2
            ITEMS ARE DELETED FROM THIS LIST WHEN ADDED BY RECEIVER

         TO                                   HAZ  DAYS IN    DATE    TRANS
 ECN    INST  ITEM NAME                        MAT  TRANSIT    SENT     NO
------- ----  ------------------------------  ---  -------  --------  ----
2011355 0808  COMPUTER, MICRO                        0    03/03/03   65
1965748 0101  PRINTER, ADP                           0    03/03/03   65

PRESS ENTER TO CONTINUE
ENTER ECN TO BE DISPLAYED OR ENTER 'X' TO EXIT: __________
```

Purpose:

This screen lists equipment being transferred from an installation.

Called From Screen:

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

Calls Screen:

This screen calls the NEMS Transfer Record Screen.

Instruction Steps:

Step 1: Enter the ECN 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 exit the screen at any time by entering ‘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 TRANSFER RECORD SCREEN

```
USER-ID: XXXXX            NEMS TRANSFER RECORD                  DATE: MM/DD/YY
PROGRAM: ADH980P1              PAGE 1 OF 1                      TIME: HH:MM:SS
ENTER 'X' TO EXIT: __________

ECN: 2011355                     TRANSACTION NUMBER:  65
UNIQUE EQUIP NO:                 ITEM NAME: COMPUTER, MICRO
COST: 1807.00                    CONTRACTOR TAG NO:
ITEM NAME STANDARD:              EST COST CODE:
CONDITION CODE:                  MANUF CODE: 28480
CAP/SENS CODE: N                 MANUF MODEL NO: D7963T
YEAR MANUFACTURED: 1999          MANUF SERIAL NO: US93715542
PREC METAL CODE:                 DATE SHIPPED OTHER INST: 03/03/03
INSTALLATION NO CONV: 0808       INSTALLATION NO RECV: 0808
DATE WRNTY EXP (MAT): 2002/10    DATE WRNTY EXP (LABOR):
HAZ MAT CODE:                    DATE ADDED TO TRANSFER: 03/03/03
DATE NASA ACQ: 99/10/26          NATIONAL STOCK NO: 7021
DATE LAST CALIBRATED:            DATE CALIBRATION DUE:
CAPTIALIZATION AMT:
HERITAGE CODE:                   DEMIL:
```

Purpose:

This screen displays the transfer record.

Called From Screen:

The Transfer File by Sending Installation calls this screen.

Calls Screen:

Upon completion, control is returned to the Transfer File by Sending Installation screen.

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 ‘X’ in the EXIT field. The user will return to the Transfer File by Sending Installation Screen.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’

3.1.15 SUPER NATURAL

```
HH:MM                              Version 3.2                        YYYY-MM-DD
                           System Maintenance Level 02                     MENU

             SSSSSSSSS    UUU   UUU    PPPPPPPP    EEEEEEEEE   RRRRRRRR
            SSS    SS    UUU   UUU    PPP   PPP   EEE         RRR   RRR
           SSS          UUU   UUU    PPP   PPP   EEE         RRR   RRR
          SSSSSSSSS    UUU   UUU    PPPPPPPP    EEEEEEEE    RRRRRRRR
                SSS    UUU   UUU    PPP         EEE         RRR RRR
        SS    SSS    UUU   UUU    PPP         EEE         RRR  RRR
       SSSSSSSSS    UUUUUUUUU    PPP         EEEEEEEEE   RRR   RRR

       NN    NN    AAAAAA   TTTTTTTTTT  UU    UU    RRRRRRR     AAAAAA     LL
      NNN   NN   AA    AA       TT      UU    UU    RR    RR   AA    AA    LL
     NNNN  NN   AA    AA       TT      UU    UU    RR    RR   AA    AA    LL
    NN NN NN   AAAAAAAA       TT      UU    UU    RRRRRRR    AAAAAAAA    LL
   NN  NNNN   AA    AA       TT      UU    UU    RR  RR     AA    AA    LL
  NN   NNN   AA    AA       TT      UU    UU    RR   RR    AA    AA    LL
 NN    NN   AA    AA       TT      UUUUUUUU    RR    RR   AA    AA    LLLLLLLL

                           A Product of Software AG
Command ===>









Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  Exit                                                  Canc
```

Refer to the Software AG Super Natural Reference Manual for more information.

3.2 NEMS CENTRAL AD HOC INQUIRIES SUBSYSTEM

The NEMS Central Ad Hoc Inquiries Subsystem is access by entering direct command '=NEMSCENT' on the main NEMS Ad Hoc Inquiries Menu.

The user may select any of the following files for ad hoc inquiries:

1. Equipment File
2. History File

Both files may be selected by ECN or by field. When browsing by field the number of records returned would be restricted to a maximum of 200 if more than 200 records meet the selection criteria.

NEMS CENTRAL RESTRICTED ACCESS MENU

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


                   ENTER FUNCTION OR 'X' TO EXIT: __________

                       1.  EQUIPMENT FILE BY ECN
                       2.  EQUIPMENT FILE BY FIELD (Max 200 Recs)
                       3.  HISTORY FILE BY ECN
                       4.  HISTORY FILE BY FIELD   (Max 200 Recs)
```

Purpose:

The NEMS Central Restricted Access Menu displays the functions.

Called From Screen:

The NEMS Main Menu calls this screen if direct command '=NEMSCENT' is entered.

Calls Screen:

1. List Equipment File by ECN

2. List Equipment File by Field

3. List History File by ECN

4. List History File by Field

Instruction Steps:

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

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'

3.2.1 NEMS EQUIPMENT FILE BY 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:

The NEMS Central Restricted Access Menu calls this screen.

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 ‘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: J000707                     ITEM NAME: TEST 707
PREVIOUS ECN:                    MANUF CODE: YYYYY
OLD TAG NO:                      MANUF NAME: MFR UNIDENTIFIED (VERIFIED)
NAT STOCK NO: 7021               MANUF MODEL NO: 707
EQUIPMENT TYPE ACCT:             MANUF SERIAL NO: 12344455544466677654
UNIQUE EQUIP NO:                 YEAR MANUFACTURED: 1997
COST:         707                ACQ DOCUMENT CONTROL NO: 707
CUST NO: 02022   MAIL: EP83      ACQ ERN: 0872667004  LAST ERN: 0872667004
CUST NAME: RHODES JAMES E        ACQ TRAN NO:  09     LAST TRAN NO:  09
CUST ACCT: 02022   PREV:         LOAN/LEASE DOCUMENT NO: 777777
CUSTODIAN ORG CODE: EP83         EQUIPMENT LOCATION-ZIP CODE: 35812
CUST PHONE: 4-1173               EQUIPMENT LOCATION-BUILDING NO: 4201
USER NO: 02022   MAIL: EP83      EQ LOC-BLDG NAME: OFFICE BUILDING
USER NAME: RHODES JAMES E        EQUIPMENT LOCATION-ROOM:       LOCATION:
USER PHONE: 4-1173               CONTRACTOR TAG NO:
INSTALLATION NUMBER: 0808        CONTRACTOR NO ACCT:
INSTALLATION NO CONV:            CONTRACTOR NO CONV:
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:

The ECN Selection Screen calls this 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:                                ITEM NAME: PRINTER
CODES ----------  DATES -------------------- DATES -------------------------
CAP/SENS: X       NASA ACQUIRED: 01/04/23    LAST SERVICED:
AVAIL STATUS: A   INST ACQUIRED: 01/04/23    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: 01/04/23     LEASED OUT:
PREC MET:         AVAILABLE:                 BORROWED OUT:
IDLE EQ:          INVENTORIED: 01/04/23      STORED IN:
EQUIP MNGMT:      LAST CALIBRATED:           STORAGE DUE:
IN:    OUT:       CALIBRATION DUE:           SHIPPED TO OTHER INST:
ITM STD:                                     DATE REPAIR RETURN DUE:
HERITAGE CODE:    DEMIL:
                      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 ‘X’ in the exit field. The user will return to the ECN Selection Screen and 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:                              ITEM NAME: PRINTER
CAPITALIZATION AMT:
  TRANS-      ENTRY                        NPDMS       NPDMS
  ACTION    REFERENCE                      TRANS-    REFERENCE
   NOS         NOS                          NOS         NOS
   ---     ----------                       ---     ----------
```

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 ‘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

3.2.2 NEMS EQUIPMENT FILE BY FIELD

```
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 'YYYYMMDD'

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
```

FIND SELECTION SCREEN

Purpose:

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

Called From Screen:

The NEMS Central Restricted Access Menu calls this screen.

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 ‘X’ in the exit field. The user will return to NEMS Central Restricted Access Menu.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 33

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE, or LE.

e. Date format must be YYYYMMDD.

f. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
WHERE SELECTION SCREEN - PAGE 1 of 3

```
USER-ID: XXXXX        NEMS EQUIPMENT FILE ADHOC BY FIELD        DATE: MM/DD/YY
PROGRAM: ADH930P2                                               TIME: HH:MM:SS
                                                                PAGE: 1
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 'YYYYMMDD' OR 'YYYYMM'
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 lists page 1 of 3 pages that prompt for the Descriptor Number, Operator and Search value for the where clause.

Called From Screen:

The find selection screen calls this 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 any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 74

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD or YYYYMM.

f. Page may be blank, 1, 2 or 3.

g. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
WHERE SELECTION SCREEN - PAGE 2 of 3

```
USER-ID: XXXXX        NEMS EQUIPMENT FILE ADHOC BY FIELD        DATE: MM/DD/YY
PROGRAM: ADH930P2                                               TIME: HH:MM:SS
                                                                PAGE: 2
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE                AND/OR
              __           __     ______________________________         ___
              __           __     ______________________________
ENTER '3' TO GO TO NEXT PAGE _   (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -DATE FORMAT YYYYMMDD or YYYYMM.
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 lists page 2 of 3 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 2 calls this screen.

Calls Screen:

This screen calls the Sort Selection or you may enter ‘3’ to go to the next page.

Instruction Steps:

Step1: Enter the descriptor number, operator and search value.

Press the ‘ENTER’ key.

Step 2: If error message 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 ‘c’ in the cancel field, or may continue with the ad hoc by pressing the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering 'X' in the Descriptor Number field and be returned to the Find Selection Screen.

Press the 'ENTER' key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 74

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD or YYYYMM.

f. Page may be blank, 1, 2 or 3.

g. 'X' to exit

NEMS EQUIPMENT FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 3 of 3

```
USER-ID: XXXXX        NEMS EQUIPMENT FILE ADHOC BY FIELD        DATE: MM/DD/YY
PROGRAM: ADH930P2                                               TIME: HH:MM:SS
                                                                PAGE: 3
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER  OPERATOR           SEARCH VALUE                AND/OR
              __            __     ________________________________      ___
              __            __     ________________________________
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -DATE FORMAT YYYYMMDD or YYYYMM.
73 - CAPITAL AMT
74 - HERITAGE CODE
```

Purpose:

This screen lists page 3 of 3 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 2 calls this screen.

Calls Screen:

This screen calls Sort Selection

Instruction Steps:

Step1: Enter the descriptor number, operator and search value.

Press the ‘ENTER’ key.

Step 2: If error message 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 ‘c’ in the cancel field, or may continue with the ad hoc by pressing the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 74

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD or YYYYMM.

f. Page may be blank, 1, 2 or 3.

g. ‘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   36 - HERITAGE CODE
```

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 01 thru 36

b. Descriptor number must be numeric

c. Break field must be equal to 'n' or 'y'

d. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 1 of 3

```
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:           PAGE: 1
  __  __  __  __  __  __  __  __  __  __
ENTER '2' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN: _
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 PAGES 2 AND 3)
```

Purpose:

This screen lists page 1 of 3 pages of fields and prompts to enter the field number for display.

Called From Screen:

The NEMS Equipment FILE BY Field Sort Selection Menu calls this screen.

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 download via Natural Connection by entering ‘N’.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 91

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. 'D' to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 2 of 3

```
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:           PAGE: 2
__ __ __ __ __ __ __ __ __ __
ENTER '3' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN: _
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
```

Purpose:

This screen lists page 2 of 3 pages fields and prompts the user to select the fields for display.

Called From Screen:

The Display Field Selection Screen 1 calls this screen.

Calls Screen:

This screen calls the Find Selection Screen, or you may enter ‘3’ to go to the next page.

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 download via Natural Connection by entering ‘N’.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display fields must be 01 thru 91

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. 'D' to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘X’ to exit

NEMS EQUIPMENT FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 3 of 3

```
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:           PAGE: 3
  __   __   __   __   __   __   __   __   __   __
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN: _
82 - LOCATION
83 - CAPITAL AMT
84 - ORG COST ACCT
85 - PROG COST ACCT
86 - PREV ORG COST ACCT
87 - PREV PROG COST ACCT
88 - HERITAGE CODE
89 - CONTRACT NO
90 - APPROPRIATION YEAR
91 - DEMIL CODE
```

Purpose:

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

Called From Screen:

This screen is called from Display Selection screen 2.

Calls Screen:

This screen calls the Field Display 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 download via Natural Connection by entering ‘N’.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display fields must be 01 thru 87

b. Display field numbers must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘X’ to exit

NEMS EQUIPMENT FILE 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:

The Select Field For Display Menu calls this screen

Calls Screen:

This screen calls the next page of Display Screen if any or Equipment FILE 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 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): __ __ __

INSTALLATION NUMBER: 0808

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:

The NEMS Equipment File Display Selection Screen calls this 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

3.2.3 NEMS HISTORY FILE BY 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.

Calls Screen:

This screen calls the History 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 ‘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 HISTORY RECORD BY ECN – PAGE 1 of 3

```
USER-ID: XXXXX                        NEMS                          DATE: MM/DD/YY
PROGRAM: ADH940P1       HISTORY RECORD - PAGE 1 OF 3                TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: __________
HISTORY KEY:
ECN:                            ITEM NAME: TEST
PREV ECN:         NEW:          MANUF CODE:
OLD TAG NO:                     MANUF NAME:
NAT STOCK NO:                   MANUF MODEL NO:
EQUIPMENT TYPE ACCT:            MANUF SERIAL NO:
UNIQUE EQUIP NO:                YEAR MANUFACTURED:
COST:                  ACQ DOCUMENT CONTROL NO:
CUST NO:         MAIL           ACQ ERN:             LAST ERN:
CUST NAME:                      ACQ TRAN NO:         LAST TRAN NO:
CUST ACCT:         PREV:        LOAN/LEASE DOCUMENT NO:
CUSTODIAN ORG CODE:             EQUIPMENT LOCATION-ZIP CODE:
CUST PHONE:                     EQUIPMENT LOCATION-BUILDING NO:
USER NO:         MAIL:          EQ LOC-BLDG NAME: OFFICE BUILDING
USER NAME:                      EQUIPMENT LOCATION-ROOM:       LOCATION:
USER PHONE:                     CONTRACTOR TAG NO:
INSTALLATION NUMBER:            CONTRACTOR NO ACCT:
INSTALLATION NO CONV:           CONTRACTOR NO CONV:
INSTALLATION NO RECV:           CONTRACTOR NO RECV:
OTHER AGENCY NO:                FREEZE NO:
```

Purpose:

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

Called From Screen:

The ECN Selection Screen calls this 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.

Edit Criteria:

Blank or ‘X’ or ECN

NEMS HISTORY RECORD BY ECN - PAGE 2 OF 3

```
USER-ID: XXXXX                      NEMS                        DATE: MM/DD/YY
PROGRAM: ADH940P1       HISTORY RECORD - PAGE 2 OF 3            TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: __________

ECN: XXXXXXX                    ITEM NAME: PRINTER
CODES ----------  DATES -------------------- DATES -------------------------
CAP/SENS: X       NASA ACQUIRED: 01/04/23    LAST SERVICED:
AVAIL STATUS: A   INST ACQUIRED: 01/04/23    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: 01/04/23     LEASED OUT:
PREC MET:         AVAILABLE:                 BORROWED OUT:
IDLE EQ:          INVENTORIED: 01/04/23      STORED IN:
EQUIP MNGMT:      LAST CALIBRATED:           STORAGE DUE:
IN:    OUT:       CALIBRATION DUE:           SHIPPED TO OTHER INST:
ITM STD:          DATE DELETED: 01/04/23     DATE REPAIR DUE:
HERITAGE CODE:    DEMIL:
                      LABOR       PARTS
COST LAST SERVICE:                           NUMBER
COST YEAR TO DATE:                           OF TIMES
COST TO DATE:                                SERVICED:
LOCAL
DATA:
```

Purpose:

This screen lists page 2 or 3 pages of data from the History 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 ‘X’ in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’ or ECN

NEMS HISTORY RECORD BY ECN - PAGE 3 OF 3

```
USER-ID: XXXXX                        NEMS                          DATE: MM/DD/YY
PROGRAM: ADH940P1       HISTORY RECORD - PAGE 3 OF 3                TIME: HH:MM:SS
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: __________

ECN: XXXXXXX                     ITEM NAME: PRINTER
CAPITALIZATION AMT:
  TRANS-      ENTRY                        NPDMS       NPDMS
  ACTION    REFERENCE                      TRANS-    REFERENCE
   NOS         NOS                          NOS         NOS
   ---     ----------                       ---     ----------
    01     0811131082
    71     0811131083
```

Purpose:

This screen lists page 3 or 3 pages of data from the History 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 ‘X’ in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the ‘ENTER’ key.

Edit Criteria:

Blank or ‘X’ or ECN

3.2.4 NEMS HISTORY FILE BY FIELD

FIND SELECTION SCREEN

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P1                                               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 'YYYYMMDD'

01 - HISTORY KEY          08 - COST                  15 - UNIQUE EQUIP NO
02 - ECN                  09 - ACQ TRANS NUMBER      16 - INSTALLATION SUB
03 - ITEM NAME            10 - DATE INVENTORIED      17 - ACQ DOC CNTL NO
04 - MFG CODE             11 - OLD TAG NUMBER        18 - LAST TRANS NO
05 - MFG MODEL NUMBER     12 - CONTRACTOR ACCT
06 - MFG SERIAL NUMBER    13 - DELETE DATE
07 - YEAR MFG             14 - LOAN/LEASE DOC 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 Clause Selection Screen.

Instruction Steps:

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

Press the ‘ENTER’ key.

Step 2: If error message appear at 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 ‘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 18

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 1 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P2                                               TIME: HH:MM:SS
                                                                PAGE: 1
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 'YYYYMMDD'
01 - HISTORY KEY          13 - DELETE DATE            25 - CUST ACCT NUMBER
02 - ECN                  14 - LOAN/LEASE NO          26 - CUSTODIAN NUMBER
03 - ITEM NAME            15 - UNIQUE EQUIP NO        27 - CUST ORG CODE
04 - MFG CODE             16 - INSTALLATION SUB       28 - USER NUMBER
05 - MFG MODEL NUMBER     17 - ACQ DOC CNTL NO        29 - EQUIP ZIP CODE
06 - MFG SERIAL NUMBER    18 - NATIONAL STOCK NO      30 - EQUIP BUILDING
07 - YEAR MFG             19 - CAP/SENS CODE          31 - EQUIP ROOM
08 - COST                 20 - AVAIL STATUS CODE      32 - EQUIP TYPE ACCT
09 - ACQ TRANS NUMBER     21 - DATE STATUS CODED      33 - DATE AVAILABLE
10 - DATE INVENTORIED     22 - DATE NASA ACQ          34 - EST COST CODE
11 - OLD TAG NUMBER       23 - DATE INST ACQ          35 - CONDITION CODE
12 - CONTRACTOR ACCT      24 - ACQ ENTRY REF NO       36 - HAZ MATERIAL CODE
```

Purpose:

This screen lists page 1 of 3 pages that prompt for the Descriptor Number, Operator and Search Value for the where clause.

Called From Screen:

This screen is called by the find the 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 any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Exit field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 77

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1, 2 or 3.

g. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 2 of 3

```
USER-ID:XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P2                                              TIME: HH:MM:SS
                                                               PAGE: 2
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER OPERATOR            SEARCH VALUE                AND/OR
             __            __     ______________________________         ___
             __            __     ______________________________
ENTER '3' TO GO TO NEXT PAGE: _  FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
37 - PREC METAL CODE      49 - DATE STORAGE DUE       61 - PARTS COST TD
38 - DATE LAST CALIBRATED 50 - DATE STORED IN         62 - NO OF TIMES SERV
39 - DATE CALIBRATION DUE 51 - DATE L/L/B OUT DUE     63 - DATE LAST SERV
40 - DATE WRNTY EXP MAT   52 - EQUIP IN CODE          64 - CONTRACTOR CONVEYOR
41 - DATE WRNTY EXP LABOR 53 - EQUIP OUT CODE         65 - INST CONVEYOR
42 - OTHER AGENCY NO      54 - EQUIP MGMT CODE        66 - CONTRACTOR RECEIVER
43 - CONTRACTOR TAG NO    55 - IDLE EQUIP CODE        67 - INST RECEIVER
44 - DATE L/L/B IN DUE    56 - LABOR COST LAST SERV   68 - FREEZE NUMBER
45 - DATE LOANED OUT      57 - LABOR COST YTD         69 - PREVIOUS ECN
46 - DATE LEASED OUT      58 - LABOR COST TD          70 - LAST ENTRY REF NO
47 - DATE SHIPPED         59 - PARTS COST LAST SERV   71 - LAST TRANS NO
48 - DATE BORROWED OUT    60 - PARTS COST YTD         72 - PREC CUST ACCT NO
```

Purpose:

This screen lists page 2 of 3 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 2 calls this screen.

Calls Screen:

This screen calls Sort Selection or you may enter ‘3’ to go to the next page.

Instruction Steps:

Step1: Enter the descriptor number, operator and search value.

Press the ‘ENTER’ key.

Step 2: If error message 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 ‘c’ in the cancel field, or may continue with the ad hoc by pressing the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 77

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1, 2 or 3.

g. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
WHERE SELECTION SCREEN – PAGE 3 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P2                                               TIME: HH:MM:SS
                                                                PAGE: 3
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT
     DESCRIPTOR NUMBER OPERATOR            SEARCH VALUE                 AND/OR
             __            __     ______________________________          ___
             __            __     ______________________________
ENTER '1' TO GO TO NEXT FIRST: _ FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYYYMMDD'
73 - DATE REPAIR RETURN
74 - ITEM NAME STANDARD
75 - NEW ECN
76 - CAPITAL AMT
77 - HERITAGE CODE
```

Purpose:

This screen lists page 3 of 3 pages that prompt for the descriptor number, operator and search value for the where clause.

Called From Screen:

The Where Selection Screen 2 calls this screen.

Calls Screen:

This screen calls the Where Selection Screen page 3.

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 pressing the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Edit Criteria:

a. Descriptor must be entered

b. Descriptor number must be 01 thru 77

c. Descriptor number must be numeric

d. Operators must be EQ, GT, LT, NE, GE or LE.

e. Date format must be YYYYMMDD.

f. Page may be blank, 1, 2 or 3.

g. ‘X’ to exit

NEMS HISTORY FILE BY FIELD SORT SELECTION MENU

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P3                                               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 - HISTORY KEY          08 - COST                   15 - UNIQUE EQUIP NO
02 - ECN                  09 - ACQ TRANS NUMBER       16 - INSTALLATION SUB
03 - ITEM NAME            10 - DATE INVENTORIED       17 - ACQ DOC CNTL NO
04 - MFG CODE             11 - OLD TAG NUMBER         18 - LAST TRANS NO
05 - MFG MODEL NUMBER     12 - CONTRACTOR ACCT        19 - EQUIP ZIP CODE
06 - MFG SERIAL NUMBER    13 - DELETE DATE            20 - EQUIP BUILDING
07 - YEAR MFG             14 - LOAN/LEASE DOC NO      21 - EQUIP ROOM
                                                      22 - HERITAGE CODE
```

Purpose:

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

Called From Screen:

The Where Selection Screen calls this 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 01 thru 22

b. Descriptor number must be numeric

c. Break field must be equal to ‘n’ or ‘y’

d. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 1 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P4                                               TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 1
  __  __  __  __  __   __  __  __  __  __
ENTER '2' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN: _
01 - HISTORY KEY          15 - AVAIL STATUS CODE      29 - EQUIP ROOM
02 - ECN                  16 - DATE STATUS CODED      30 - EQUIP TYPE ACCT
03 - INSTALLATION NUMBER  17 - DATE NASA ACQ          31 - DATE INVENTORIED
04 - INSTALLATION ACCT    18 - DATE INST ACQ          32 - OLD TAG NUMBER
05 - INSTALLATION SUB     19 - ACQ TRANS NUMBER       33 - DATE AVAILABLE
06 - ITEM NAME            20 - ACQ ENTRY REF NO       34 - EST COST CODE
07 - MFG CODE             21 - ACQ DOC CNTL NO        35 - CONDITION CODE
08 - MFG NAME             22 - CUSTODIAN ACCT NO      36 - UNIQUE EQUIP NUMBER
09 - MFG MODEL NUMBER     23 - CUSTODIAN NUMBER       37 - HAZ MATERIAL CODE
10 - MFG SERIAL NUMBER    24 - CUST ORG CODE          38 - PREC METAL CODE
11 - YEAR MFG             25 - USER NUMBER            39 - DATE LAST CALIBRATED
12 - NATIONAL STOCK NO    26 - USER NAME              40 - DATE CALIBRATION DUE
13 - COST                 27 - EQUIP ZIP CODE         41 - DATE WRNTY EXP MAT
14 - CAP/SENS CODE        28 - EQUIP BUILDING         42 - DATE WRNTY EXP LABOR
                         (MORE FIELDS ON PAGES 2 AND 3)
```

Purpose:

This screen lists page 1 or 3 pages of fields and prompts to enter the field number for display.

Called From Screen:

The NEMS History FILE BY Field Sort Selection Menu calls this screen.

Calls Screen:

This screen calls the History 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 via Natural Connection by entering a ‘N’.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 94

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 2 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM:DD:YY
PROGRAM: ADH950P4                                               TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:           PAGE: 2
__ __ __ __ __ __ __ __ __ __
ENTER '3' TO GO TO NEXT PAGE: _  (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN: _
43 - OTHER AGENCY NO      57 - EQUIP MGMT CODE        71 - FREEZE NUMBER
44 - CONTRACTOR TAG NO    58 - IDLE EQUIP CODE        72 - PREVIOUS ECN
45 - CONTRACTOR ACCT      59 - LABOR COST LAST SERV   73 - LAST ENTRY REF NO
46 - LOAN/LEASE DOC NO    60 - LABOR COST YTD         74 - LAST TRANS NUMBER
47 - DATE L/L/B IN DUE    61 - LABOR COST TD          75 - LOCAL DATA
48 - DATE LOANED OUT      62 - PARTS COST LAST SERV   76 - DELETE DATE
49 - DATE LEASED OUT      63 - PARTS COST YTD         77 - PREV CUST ACCT NO
50 - DATE SHIPPED         64 - PARTS COST TD          78 - DATE REPAIR RETURN
51 - DATE BORROWED OUT    65 - NO OF TIMES SERV       79 - ITEM NAME STANDARD
52 - DATE STORAGE DUE     66 - DATE LAST SERV         80 - NEW ECN
53 - DATE STORED IN       67 - CONTRACTOR CONVEYOR    81 - CUSTODIAN MAIL
54 - DATE L/L/B OUT DUE   68 - INST CONVEYOR          82 - CUSTODIAN PHONE
55 - EQUIP IN CODE        69 - CONTRACTOR RECEIVER    83 - USER MAIL
56 - EQUIP OUT CODE       70 - INST RECEIVER          84 - USER PHONE
```

Purpose:

This screen lists page 2 or 3 pages of fields and prompts to enter the field number for display.

Called From Screen:

The NEMS History FILE BY Field Sort Selection Menu calls this screen.

Calls Screen:

This screen calls the History 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 download via Natural Connection by entering ‘N’.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display field must be 01 thru 94

b. Display field number must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ’N’ to download via Natural Connection

g. ‘X’ to exit

NEMS HISTORY FILE BY FIELD
DISPLAY SELECTION SCREEN – PAGE 3 of 3

```
USER-ID: XXXXX         NEMS HISTORY FILE ADHOC BY FIELD         DATE: MM/DD/YY
PROGRAM: ADH950P4                                               TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT: PAGE: 3
  __   __   __   __   __   __   __   __   __   __
ENTER '1' TO GO TO FIRST PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN: _
85 - LOCATION
86 - CAPITAL AMT
87 - ORG COST ACCT
88 - PROG COST ACCT
89 - PREV ORG COST ACCT
90 - PREV PROG COST ACCT
91 - HERITAGE CODE
92 - CONTRACT NO
93 - APPROPRIATION YEAR
94 - DEMIL CODE
```

Purpose:

This screen lists page 3 of 3 pages of fields and prompts the user to select the fields for display.

Called From Screen:

The Display Selection Screen 2 calls this screen.

Calls Screen:

This screen calls the Field Display 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 download via Natural Connection by entering ‘N’.

Press the ‘ENTER’ key.

Step 4: The user may go to any page by entering the page number (1-3) in the Page field or by pressing the PF8 key to move to the next page or pressing PF7 to return to the previous page. The user may exit the screen at any time by entering ‘X’ in the Descriptor Number field and be returned to the Find Selection Screen.

Press the ‘ENTER’ key.

Edit Criteria:

a. Display fields must be 01 thru 94

b. Display field numbers must be numeric

c. Must select a minimum of one display field

d. Page may be blank, 1, 2 or 3.

e. ‘D’ to download the data to the PC

f. ‘N’ to download via Natural Connection

g. ‘X’ to exit

NEMS HISTORY FILE BY FIELD DISPLAY SCREEN

```
                         NEMS HISTORY FILE ADHOC BY FIELD
  ECN
-------

A123456
A123456
A123457
A123458
A123459
A123460
A190101
C000001
C000002
C000005
C000005
C000006
C000007
C000025
C000025
C000025

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:

The Select Field For Display Menu calls this screen

Calls Screen:

This screen calls the next page of Display Screen if any or History FILE 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 the ‘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 History Ad hoc By Field Menu.

Press the ‘ENTER’ key.

Edit Criteria:

'N' to view next page

'R' to review

'X' to exit

NEMS HISTORY FILE 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): __ __ __

INSTALLATION NUMBER: 0808

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:

The NEMS History File Display Selection Screen calls this screen when the "b" (Batch) option is used.

Calls Screen:

Upon completion, this screen calls the NEMS History 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

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.

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:

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

4.1 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 21. 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 21.

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

A. Must be an ECN that is currently in the Equipment file

B. May not be entered for transaction 15 (Receipt From Return Of Record from Historical File)

C. 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

A. If ritualized by same NASA installation, record must exist on NEMS Historical file as NPDMS 'X90' transaction

B. 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 Resulting From Conversion of 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 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: G000015

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): _
DEMIL:_                                      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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in ‘yyyy mm’ format

D. ‘YYYY’ (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in ‘yyyy mm’ format

D. ‘YYYY’ (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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

A. Capitalization amount

4.1.2 TRANSACTION 02 -RECEIPT BY PURCHASE - OGA FUNDED

```
USER-ID: XXXXX                      NEMS - 02                    DATE: 10/10/97
PROGRAM: TRN002P1        RECEIPT BY PURCHASE-OGA FUNDED          TIME: 12:44:25

ECN: G212313

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 that 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. 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. Cannot be greater than current year

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. ‘YYYY’ (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. ‘YYYY’ (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. Must be greater than or equal to date inst acquired

E. 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. 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

A. Capitalization amount

4.1.3 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: ******************************
MANUFACTURER'S - CODE: *****                 MODEL NO: ********************
  SERIAL NO: ********************            YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** __ _______
COST (DOLLARS): *********                    ESTIMATED (Y): _
LOCATION - ZIP CODE: 35812                   CONDITION CODE: __
AVAILABILITY STATUS CODE: *                  DATE AVAILABLE: __ __ __
CONTRACTOR (ACCOUNTABLE): *********          CONTRACTOR TAG NO: *************
LOCAL DATA (Y): _
                                             ENTER 'C' TO CANCEL: __________





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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. 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

A. Capitalization amount

4.1.4 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: G000015
                                                DATE NASA ACQUIRED: __ __ __
 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): _
 CAPITAL AMT: _____________                     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 that 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 NASA acquired:

A. Optional

B. Must be numeric

C. Must be in ‘yy mm dd’ format

D. Cannot be greater than current year

E. Must not be greater than current date

F. Must not be greater than Date Inst Acq

Date inst acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

A. Capitalization amount

4.1.5 TRANSACTION 05 -RECEIPT BY TRANSFER - FROM OGA

```
USER-ID: XXXXX                      NEMS - 05                     DATE: 10/10/97
PROGRAM: TRN005P1          RECEIPT BY TRANSFER-FROM OGA           TIME: 12:56:41

ECN: J000343

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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (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. Must be greater than or equal to date inst acquired

E. 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. 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

A. Capitalization Amount

4.1.6 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: G000015
                                                DATE NASA ACQUIRED: __ __ __
 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 that 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 NASA acquired:

A. Optional

B. Must be numeric

C. Must be in ‘yy mm dd’ format

D. Cannot be greater than current year

E. Must not be greater than current date

F. Must not be greater than Date Inst Acq

Date Inst Acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

M. Capitalization amount

4.1.7 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: **** __ _______
COST (DOLLARS): *********                    ESTIMATED (Y): _
LOCATION - ZIP CODE: *****                   CONDITION CODE: __
AVAILABILITY STATUS CODE: *                  DATE AVAILABLE: __ __ __
CONTRACTOR (ACCOUNTABLE): *********          CONTRACTOR TAG NO: *************
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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. 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

K. Capitalization amount

4.1.8 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: _____
                                              CONDITION CODE: __
AVAILABILITY STATUS CODE: *                   DATE AVAILABLE: __ __ __
LOAN/LEASE DOCUMENT NO: ******                DATE L/L/B IN DUE: ** ** **
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 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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. 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. 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. Must be greater than or equal to date inst acquired

E. 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. 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

A. Capitalization amount

4.1.9 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: ** ** **
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: _____
                                             CONDITION CODE: __
AVAILABILITY STATUS CODE: *                  DATE AVAILABLE: __ __ __
LOAN/LEASE DOCUMENT NO: ******               DATE L/L/B IN DUE: ** ** **
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 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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. 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. 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. Must be greater than or equal to date inst acquired

E. 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. 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

A. Capitalization amount

4.1.10 TRANSACTION 10 - RECEIPT FROM FABRICATION

```
USER-ID: XXXXX                    NEMS - 10                    DATE: MM/DD/YY
PROGRAM: TRN010P1           RECEIPT FROM FABRICATION           TIME: HH:MM:SS

ECN: G000015

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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. 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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

M. Capitalization amount

4.1.11 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: G000015

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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. 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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

A. Capitalization amount

4.1.12 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: G000015

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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

M. Capitalization amount

4.1.13 TRANSACTION 13 - RECEIPT FROM EXCESS

```
USER-ID: XXXXX                    NEMS - 13                    DATE: MM/DD/YY
PROGRAM: TRN013P1             RECEIPT FROM EXCESS               TIME: HH:MM:SS

ECN: G000015
                                                 DATE NASA ACQUIRED: __ __ __
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): _
CAPITAL AMT: _____________                       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 that 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 NASA acquired:

A. Optional

B. Must be numeric

C. Must be in ‘yy mm dd’ format

D. Cannot be greater than current year

E. Must not be greater than current date

F. Must not be greater than Date Inst Acq

Date Inst Acquired:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

M. Capitalization amount

4.1.14 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 MAME:                                      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

A. Capitalization amount

4.1.15 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:                              CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):                       CONTRACTOR TAG NO:
ITEM NAME: COMPUTER                             MODEL NO:
MFG NAME:                          SERIAL NO:
LOCATION - ZIP CODE: *****  BLDG: **********  ROOM: _____      LOCATION: _____

NEMS-1 BATCH (B) OR ONLINE (O): *               LOCAL DATA (Y): _

                                                ENTER 'C' TO CANCEL: __________


PRESS ENTER KEY TO ADD THIS RECORD
```

```
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 MAME:                                      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 that 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

I. Capitalization amount

4.1.16 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: G000015

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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

M. Capitalization amount

4.1.17 TRANSACTION 17 - RECEIPT FROM NON-GOVERNMENT SOURCE

```
USER-ID: XXXXX                    NEMS - 17                    DATE: MM/DD/YY
PROGRAM: TRN017P1      RECEIPT FROM NON-GOVERMENT SOURCE       TIME: HH:MM:SS

ECN: G000015

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. He 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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

M. Capitalization amount

4.1.18 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: G000015

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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (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. Must be greater than or equal to date inst acquired

E. 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. 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

DEMIL Code

A. Optional

B. Must be on Table 045

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

M. Capitalization amount

4.1.19 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 MAME:                                      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

D. Capitalization amount

4.1.20 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: _____
                                             CONDITION CODE: __
AVAILABILITY STATUS CODE: *                  DATE AVAILABLE: __ __ __
LOAN/LEASE DOCUMENT NO: ______               DATE L/L/B IN DUE: ** ** **
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 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 that 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. 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

National Stock No:

A. First four positions mandatory

B. First four positions 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. 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. 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. Must be greater than or equal to date inst acquired

E. 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. 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

N. Capitalization amount

4.1.21 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: G000016       PREVIOUS ECN: G000015      CUSTODIAN ACCOUNT NO: 02022
CONTRACTOR (ACCOUNTABLE):                     CONTRACTOR TAG NO:
ITEM NAME: PRINTER                            MODEL NO: 252
MFG NAME: ENDEVCO DV BECTON DICKINSON CO      SERIAL NO: 63
LOCATION - ZIP CODE: 35812  BLDG: 4485        ROOM:

ACQ DOCUMENT CONTROL NO: ***********          DATE INST ACQUIRED: 01 04 23
COST: 1252********
CAPITAL/SENSITIVE CODE: *                     USER NO: 02022*

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 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

DEMIL Code

A. Optional

B. Must be on Table 045

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)

H. Capitalization amount

4.2 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: _____________


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 nay 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):

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)

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 paces)

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

A. 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 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 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

4.2.1 TRANSACTION 25 - COST (CHANGE)

```
USER-ID: XXXXX            NEMS - 25 - COST (CHANGE)          DATE: MM:DD:YY
PROGRAM: TRN025P1                                            TIME: HH:MM:SS

ECN: T190301                                  CUSTODIAN ACCOUNT NO: 10018
CONTRACTOR (ACCOUNTABLE):                     CONTRACTOR TAG NO:
ITEM NAME: PRINTER                            MODEL NO: 1
MFG NAME: GATEWAY 2000                        SERIAL NO: 1
COST: 500.00                                  CAPITALIZED VALUE: 0.00

COST ADJUSTMENT: _____________       OR       COST REPLACEMENT: _____________
CAPITALIZED VALUE REPLACEMENT: _____________  ESTIMATED COST (Y): _
ADJUSTMENT REFERENCE DOC: ___________         CAPITAL/SENSITIVE CODE: N
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _

                                              ENTER 'C' TO CANCEL: ___________

    NOTE: ADJUSTING THE CAPITALIZED VALUE ABOVE $100000 WILL CAUSE THE CAP
          SENS CODE TO CHANGE FROM AN 'N' TO A 'P' OR A 'Q' TO AN 'M';
          ADJUSTING THE COST BELOW $100000 (NO CAPITALIZED VALUE) 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 '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

D. Capitalized value

4.2.2 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

A. Date inventoried from current date

Warning Messages:

If the record is in 'out' status, a warning message will be displayed to indicate this.

4.2.3 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, INDIRECT ELEC       MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD          SERIAL NO: 9845812

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. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None (N):

A. Mandatory

B. Must be '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

4.2.4 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. Cannot be blanked out

D. Must be numeric

E. Must be in 'yy mm dd' format

F. Must be greater than date installation acquired

G. 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

A. C. Cannot be blanked out

D. Must be numeric

E. Must be in 'yy mm dd' format

F. Must be greater than current date

G. 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. Cannot be blanked out

D. Must be numeric

E. Must be in 'yy mm dd' format

F. Must be greater than date loaned/leased

Date Repair Return Due:

A. Optional

B. Should only be changed if exists

C. Cannot be blanked out

D. Must be numeric

E. Must be in 'yy mm dd' format

F. Must be greater than current date

G. 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

4.2.5 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): _


                                              ENTAER '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 a 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. Zip code, building or room must be changed

Location - Building:

A. Mandatory

B. 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. 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 '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 'out' status, a warning message will be displayed to indicate this.

4.2.6 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 '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

4.2.7 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

A. 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 ‘out’ status, a warning message will be displayed to indicate this.

4.2.8 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. Must be greater than date installation acquired

E. 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 ‘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

4.2.9 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 ‘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
```

4.2.10 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. Must be greater than date installation acquired

E. 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. Must be greater than date installation acquired

E. 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. 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 ‘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

4.2.11 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 ‘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: __________
```

4.2.12 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. Must be greater than date installation acquired

E. 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 ‘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

4.2.13 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 ‘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 (_)
```

4.2.14 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. 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

4.2.15 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): _

                                                ENER '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: __________
```

4.2.16 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 positions 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 ‘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

4.2.17 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

4.2.18 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

4.2.19 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. Mandatory

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. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None (N):

A. Mandatory

B. Must be ‘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

4.2.20 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 by 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

B. Mandatory if labor 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

Date Last Serviced:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

E. 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 ‘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.

4.2.21 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

4.2.22 TRANSACTION 60 - NASA-HELD EQUIPMENT RECORD DATA (CHANGE) SCREEN #1

```
USER-ID: XXXXX       NEMS - 60 - NASA HELD EQUIPMENT (CHANGE)   DATE: MM/DD/YY
PROGRAM: TRN060P2                 PAGE 1 OF 2                   TIME: HH:MM:SS

ECN: C000015                                  CUSTODIAN ACCOUNT NO: 02022
ITEM NAME: PRINTER                            MODEL NO: 252
MFG NAME: ENDEVCO DV BECTON DICKINSON CO      SERIAL NO: 523

ACQ DOCUMENT CONTROL NO: 125********          CONTRACTOR (CONVEYOR): _________
ITEM NAME: PRINTER**********************      OTHER AGENCY NO: __
MANUFACTURER'S - CODE: 95411                  MODEL NO: 252*****************
  SERIAL NO: 523*****************             OLD TAG NO: ________
UNIQUE EQUIPMENT NO: ________                 CONDITION CODE: __
COST ESTIMATED (Y): _                         USER NO: 02022*
LOCATION - ZIP CODE: 35812  BLDG: 4485******  ROOM: _____ LOCATION: _____
AVAILABILITY STATUS CODE: A                   LOAN/LEASE DOC NO: ______
HAZARDOUS MATERIAL CODE: _                    PRECIOUS METAL CODE: _
EQUIPMENT MANAGEMENT CODE: _                  IDLE EQUIPMENT CODE: _
HERITAGE 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. 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:

Must be '1', '2', or 'x'

NEMS-1 Batch (B), Online (O), or None (N):

A. Mandatory

B. Must be ‘b’, ‘o’ or ‘n’

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

DEMIL Code

A. Optional

B. Must be on Table 045

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 ‘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: 10/10/97
PROGRAM: TRN060P3                 PAGE 2 OF 2                   TIME: 15:17:55

ECN: J000717                                  CUSTODIAN ACCOUNT NO: 02022
ITEM NAME: TEST 717                           MODEL NO: 717
MFG NAME: MFR UNIDENTIFIED (VERIFIED)         SERIAL NO: 11199928828373467333

DATE INST ACQUIRED: 97 09 11                  YEAR MANUFACTURED: 97
DATE INVENTORIED: 97 09 23                    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. Cannot be greater than current year

Year Manufactured:

A. Mandatory

B. Must be numeric

Date Inventoried:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

E. Must not be greater than current date

Date Borrowed:

A. Optional

B. Should only be changed if exists

C. Cannot 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. Must be greater than date installation acquired

I. Must not be greater than current date

Date Loaned:

A. Optional

B. Should only be changed if exists

C. Cannot 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. Must be greater than date installation acquired

I. Must not be greater than current date

Date Leased:

A. Optional

B. Should only be changed if exists

C. Cannot 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. Must be greater than date installation acquired

I. Must not be greater than current date

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. 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. Must be greater than date installation acquired

E. If entered, either labor or parts cost must be entered

F. Must not be greater than current date

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'yyyy' (Year) must not be less than year manufactured

4.2.23 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
```

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

4.2.23.1 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.









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

4.2.23.2 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 that 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 that 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


                  DATE CALIBRATION DUE                 FIRST QUALIFIER
STARTING VALUE:   ______________________________
ENDING VALUE:     ______________________________
LENGTH            ....+.

                  *** NOT SELECTED ***                 SECOND QUALIFIER
STARTING VALUE:   ______________________________
ENDING VALUE:     ______________________________
LENGTH

                  *** NOT SELECTED ***                 THIRD QUALIFIER
STARTING VALUE:   ______________________________
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:

Must be entered left justified

Manufacturer's - Code:

Must be on Table 040

Manufacturer's - Model No:

Must be entered left justified

Manufacturer's - Serial No:

Must be entered left justified

Year Manufactured:

Must be numeric

National Stock No:

A. First four positions must be numeric

B. Last nine positions optional

C. First two positions must be on Table 050

Capital/Sensitive Code:

Must be on Table 130

Availability Status Code:

Must be on Table 410

Date Inst Acquired:

A. Must be numeric

B. Must be in 'yy mm dd' format

Acq Trans Number:

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:

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:

Must be on Table 160

Equip Out Code:

Must be on Table 165

Equip Mgmt Code:

Must be on Table 155

Freeze Number:

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 that 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 that 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:

Must be entered left justified

Manufacturer's - Code:

A. Must be on table 040

B. Must be entered left justified

Manufacturer's - Model No:

Must be entered left justified

Year Manufactured:

Must be numeric

National Stock No:

A. First four positions 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. 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:

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 'yyyy mm' format

C. ‘YYYY’ must not be less than year manufactured

Date Warranty Exp - Labor:

A. Must be numeric

B. Must be in 'yyyy mm' format

C. ‘YYYY’ must not be less than year manufactured

Contractor (Accountable):

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

Date Loaned Out:

A. Must be numeric

B. Must be in 'yy mm dd' format

C. Must not be greater than current date

Date Leased Out:

A. Must be numeric

B. Must be in 'yy mm dd' format

C. 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:

Must be on Table 155

Local Data:

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':

Mandatory

Enter ‘C’ to cancel:

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:

NONE

Instruction Steps:

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

4.2.23.3 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
-------------------------------------------------------------------------------
1   0872317058    P    08/19/1997  MSDMR    01            06        B      Y
                         /  /
                         /  /
                         /  /
                         /  /
                         /  /
                         /  /
                         /  /
                         /  /
                         /  /

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:

The global processing menu calls this screen.

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 '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

4.2.24 TRANSACTION 63 - REVERSE ADD

```
USER-ID: XXXXX         NEMS - 63 - REVERSE ADD (CHANGE)         DATE: MM/DD/YY
PROGRAM: TRN063P1                                               TIME: HH:MM:SS

ECN: 1267895                                  CUSTODIAN ACCOUNT NO: AD30
ITEM NAME: FACSIMILE MACHINE                  MODEL NO: 9300
MFG NAME: PITNEY-BOWES                        SERIAL NO: 9308883
COST: 2500.00
                                              CAPITALIZED VALUE: 0.00
COST: ____________                            CAPITALIZED VALUE REPLACEMENT:
                                              ______________
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N  LOCAL DATA (Y): _
                                              ENTER 'C' TO CANCEL: __________



   NOTE: ADJUSTING THE CAPITALIZED VALUE ABOVE $100000 WILL CAUSE THE CAP
         SENS CODE TO CHANGE FROM AN 'N' TO A 'P' OR A 'Q' TO AN 'M';
         ADJUSTING THE COST BELOW $100000 (NO CAPITALIZED VALUE)
         WILL CHANGE A 'P' TO AN 'N' OR AN 'M' TO A 'Q'.


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

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 ‘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

4.2.25 TRANSACTION 64 - LOCAL DATA UPDATE (NON REPORTABLE)

```
USER-ID: XXXXX                                                  DATE: MM/DD/YY
PROGRAM: TRNLOCP1            NEMS - LOCAL DATA                  TIME: HH:MM:SS

ECN:

LOCAL DATA:
   ************************************************************************

                                                ENTER 'C' TO CANCEL: __________
```

4.3 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
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
80   DISPOSAL OF NASA HELD EQUIPMENT (COND CODE MORE THAN 7) BY CUSTODIAN


                       (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: ______________

81   DISPOSAL OF NASA HELD EQUIPMENT BY NEMS REUTILIZATION COORDINATOR
85   DELETE RESULTING FROM TRADE-IN
86   TRANSFER TO REAL PROPERTY
87   DELETE RESULTING FROM CONVERSION OF LEASE TO PURCHASE
99   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

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 nay 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 six characters numeric

Custodian Account No:

A. Must be entered for NASA Held Equipment

B. Must match what is currently in the record

Selection Criteria:

Transaction 65 - Transfer To Another NASA Installation

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 69 - Lease In-Returned

A. The record must exist on the NEMS Equipment file

B. The equipment must 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 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

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 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 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 not be loaned or leased into NASA

C. The Cap Sens Code must be 'M, 'P' or ‘Q’. Also may be ‘N’ but cost must be greater than or equal to $5000.00.

D. The Condition Code must not be 'S' or 'X'

E. This transaction is for NASA 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)

4.3.1 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): 0000
BORROW OUT DUE DATE: 00 00 00                 DOCUMENT NUMBER: ______
                                              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 installations 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

D. Capitalization amount

4.3.2 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

D. Capitalization amount

4.3.3 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.

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 that 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

A. Capitalization amount

4.3.4 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
ITEM COST: 600.00
                                                 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 leaser (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

D. Capitalization amount

4.3.5 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): Y

                                               ENTER TO 'C' TO CANCEL: __________


PRESS ENTER KEY TO DELETE THIS RECORD
```

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'.

4.3.6 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

D. Capitalization amount

4.3.7 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

D. Capitalization amount

4.3.8 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

D. Capitalization amount

4.3.9 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'.

4.3.10 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 S, X, 1, 4 or 7. When using values 1 and 4 the cost must be less than $5000.

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

D. Capitalization amount

4.3.11 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 than or equal to $500.

Condition Code:

A. Mandatory

B. Must be on table 510

C. Cannot 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

D. Capitalization amount

4.3.12 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

D. Capitalization amount

4.3.13 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

D. Capitalization amount

4.3.14 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'.

4.3.15 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 ‘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:

After successful completion or cancellation, the user is returned to the delete transaction menu

5 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:

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.

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.

1. 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.

2. 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.

3. Change standard report distribution. By report distribution 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 or ADOSS), 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.

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 that the user is authorized to use.

Called From Screen:

The NEMS Main Menu calls this screen.

Calls Screen:

At present, there are five report functions that 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 ‘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 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:

The NEMS Report Selection Menu calls this screen.

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 ‘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'

5.2 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
050  LIST ERROR CODE TABLES
110  MANUFACTURER'S CODE XXXXX SUSPENSE REPORT
120  PROPERTY LOCATION REPORT
130  LOANED (IN) 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:

The NEMS Report Selection menu calls this screen and by either the NEMS Report Distribution Information screen or a report selection criteria screen.

Calls Screen:

This screen calls the NEMS Report Distribution Information screen, or a Report Selection Criteria screen if the report needs selection criteria.

1. 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 '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'

5.2.1 NEMS Report 020 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: 10/14/97
PROGRAM: PRM020P1      MARSHALL SPACE FLIGHT CENTER            TIME: 09:25:21


                    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'1926 01 01' (YYYY MM DD)FORMAT)
ENDING DATE:                        ____ __ __
                                    (DEFAULT IS'2025 12 31' (YYYY MM DD)FORMAT)

                                              ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 (YYYY MM DD) format

Ending Date

a. Must be numeric

b. Must be in (YYYY MM DD) format

c. Ending date must not be less than beginning date

Cancel Field

a. 'C' or blank

5.2.2 NEMS Report 120 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM120P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

                           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 that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.3 NEMS Report 130 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM130P1                                               TIME: 09:36:28
                       MARSHALL SPACE FLIGHT CENTER

                  LOANED (IN) EQUIPMENT EXPIRATION REPORT

BEGINNING DATE DUE: ____ __ __ (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:    ____ __ __ (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)

                                            ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value.

Cancel Field:

'C' or blank

5.2.4 NEMS Report 131 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM131P1                                               TIME: 09:40:53
                       MARSHALL SPACE FLIGHT CENTER

                  LOANED (OUT) EQUIPMENT EXPIRATION REPORT

BEGINNING DATE DUE: ____ __ __ (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:    ____ __ __ (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)

                                            ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. 'C' or blank

5.2.5 NEMS Report 132 Selection Criteria Screen

```
 USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM132P1                                               TIME: 12:06:28
                        MARSHALL SPACE FLIGHT CENTER

                  LEASED (IN) EQUIPMENT RETURN CANDIDATE LIST

BEGINNING DATE DUE: ____ __ __ (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:    ____ __ __ (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)

                                            ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. 'C' or blank

5.2.6 NEMS Report 133 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM133P1                                               TIME: 12:12:40
                       MARSHALL SPACE FLIGHT CENTER

                 LEASED (OUT) EQUIPMENT RETURN CANDIDATE LIST

BEGINNING DATE DUE: ____ __ __ (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:    ____ __ __ (DEFAULT IS '1998 01 11' (YYYY MM DD) FORMAT)

                                            ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

d. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. 'C' or blank

5.2.7 NEMS Report 134 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM134P1                                               TIME: 12:17:54
                       MARSHALL SPACE FLIGHT CENTER

                   BORROWED EQUIPMENT RETURN CANDIDATE LIST

BEGINNING DATE DUE: ____ __ __ (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:    ____ __ __ (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)

                                            ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. 'C' or blank

5.2.8 NEMS Report 138 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM138P1                                               TIME: 12:24:43
                       MARSHALL SPACE FLIGHT CENTER

                  STORAGE (IN) EQUIPMENT EXPIRATION REPORT

BEGINNING DATE DUE: ____ __ __ (DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:    ____ __ __ (DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)

                                            ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. 'C' or blank

5.2.9 NEMS Report 140 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY
PROGRAM: PRM140P1                                              TIME: HH:MM:SS
                             (INSTALLATION NAME)

            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 '999999')

BEGINNING ECN:                      _______ (DEFAULT IS 'A000000')
ENDING ECN:                         _______ (DEFAULT IS '9999999')

                                               ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.10 NEMS Report 141 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM141P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

                  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 '999999')

BEGINNING ECN:                      _______ (DEFAULT IS 'A000000')
ENDING ECN:                         _______ (DEFAULT IS '9999999')

                                            ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.11 NEMS Report 150 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY
PROGRAM: PRM150P1                                              TIME: HH:MM:SS
                              (INSTALLATION NAME)

            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 that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.12 NEMS Report 170 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM170P1                                               TIME: 12:56:10
                       MARSHALL SPACE FLIGHT CENTER

                       ITEMS FOUND ON STATION REPORT

BEGINNING DATE INSTALLATION ACQUIRED: ____ __ __   (DEFAULT IS '1997 04 14'
                                                   (YYYY MM DD) FORMAT)
ENDING DATE INSTALLATION ACQUIRED:    ____ __ __   (DEFAULT IS '1997 10 14'
                                                   (YYYY MM DD) FORMAT

                                             ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value

Cancel Field:

a. 'C' or blank

5.2.13 NEMS Report 171 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM171P1                                               TIME: 13:46:43
                       MARSHALL SPACE FLIGHT CENTER

                           ITEMS SURVEYED REPORT

BEGINNING DATE DELETED: ____ __ __              (DEFAULT IS '1997 07 14'
                                                (YYYY MM DD) FORMAT)
ENDING DATE DELETED:    ____ __ __              (DEFAULT IS '1997 10 14'
                                                (YYYY MM DD) FORMAT

                                              ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value

Cancel Field:

a. 'C' or blank

5.2.14 NEMS Report 200 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY
PROGRAM: PRM200P1                                              TIME: HH:MM:SS
                            (INSTALLATION NAME)
              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 that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.15 NEMS Report 201 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY
PROGRAM: PRM201P1                                              TIME: HH:MM:SS
                             (INSTALLATION NAME)

            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 '9999999999')

                                                ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.16 NEMS Report 202 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM202P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

               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 '9999999999')
                                                 ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.17 NEMS Report 310 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM310P1                                               TIME: 14:04:29
                       MARSHALL SPACE FLIGHT CENTER

                         EQUIPMENT LOSS RATE REPORT

BEGINNING DATE:                        ____ __ __
                                       (DEFAULT IS '1926 01 01' (YYYY MM DD) FRMT)
ENDING DATE:                           ____ __ __
                                       (DEFAULT IS '2025 12 31' (YYYY MM DD) FRMT)

                                                 ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. 'C' or blank

5.2.18 NEMS Report 320 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM320P1                                               TIME: 14:09:08
                        MARSHALL SPACE FLIGHT CENTER

                      FOUND ON STATION (FOS) RATE REPORT

BEGINNING DATE:                          _____ __
                                         (DEFAULT IS '1926 01 01' (YYYY MM DD) FRMT)
ENDING DATE:                             _____ __
                                         (DEFAULT IS '2025 12 31' (YYYY MM DD) FRMT)

                                                   ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. 'C' or blank

5.2.19 NEMS Report 330 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 10/14/97
PROGRAM: PRM330P1                                               TIME: 14:14:55
                       MARSHALL SPACE FLIGHT CENTER

                      INVENTORY DISCREPANCY RATE REPORT

BEGINNING DATE:                          ____ __ __
                                         (DEFAULT IS '1926 01 01' (YYYY MM DD) FRMT)
ENDING DATE:                             ____ __ __
                                         (DEFAULT IS '2025 12 31' (YYYY MM DD) FRMT)

                                                   ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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 'YYYY MM DD'

c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. 'C' or blank

5.2.20 NEMS Report 401 Selection Criteria Screen

```
USER-ID: XXXXX       NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 08/13/03

PROGRAM: PRM401P1                                              TIME: 09:29:01

                       MARSHALL SPACE FLIGHT CENTER


                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 that 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;

The NEMS On-Request Report Selection menu calls this screen.

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 Type Account

a. Must be numeric
b. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. ‘C’ or blank.

5.2.21 NEMS Report 402 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: 08/13/03

PROGRAM: PRM402P1                                              TIME: 09:32:42

                        MARSHALL SPACE FLIGHT CENTER


                 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 that 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;

The NEMS On-Request Report Selection menu calls this screen.

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 Type Account

a. Must be numeric
b. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. ‘C’ or blank.

5.2.22 NEMS Report 420 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: 08/13/03

PROGRAM: PRM420P1                                              TIME: 09:33:47

                        MARSHALL SPACE FLIGHT CENTER


               1324 STATISTICAL SUMMARY OF CONTROLLED EQUIPMENT


 BEGINNING DATE: 2003 02 14 (DEFAULT IS '2003 02 14' (YYYY MM DD) FORMAT)

 ENDING DATE:    2003 08 13 (DEFAULT IS '2003 08 13' (YYYY MM DD) FORMAT)


ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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;

The NEMS On-Request Report Selection menu calls this screen.

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 format ‘YYYYMMDD’
c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. ‘C’ or blank.

5.2.23 NEMS Report 422 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: 08/13/03

PROGRAM: PRM422P1                                              TIME: 09:34:57

                        MARSHALL SPACE FLIGHT CENTER


              1324 STATISTICAL SUMMARY OF CONTROLLED EQUIPMENT





 BEGINNING DATE: 2003 02 14 (DEFAULT IS '2003 02 14' (YYYY MM DD) FORMAT)

 ENDING DATE:    2003 08 13 (DEFAULT IS '2003 08 13' (YYYY MM DD) FORMAT)


ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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;

The NEMS On-Request Report Selection menu calls this screen.

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 format ‘YYYYMMDD’
c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. ‘C’ or blank.

5.2.24 NEMS Report 430 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: 08/13/03

PROGRAM: PRM430P1                                               TIME: 09:40:30

                        MARSHALL SPACE FLIGHT CENTER


              1324 STATISTICAL SUMMARY OF CONTROLLED EQUIPMENT





 BEGINNING DATE: 2003 02 14 (DEFAULT IS '2003 02 14' (YYYY MM DD) FORMAT)

 ENDING DATE:    2003 08 13 (DEFAULT IS '2003 08 13' (YYYY MM DD) FORMAT)



ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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;

The NEMS On-Request Report Selection menu calls this screen.

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 format ‘YYYYMMDD’
c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. ‘C’ or blank.

5.2.25 NEMS Report 432 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: 08/13/03

PROGRAM: PRM432P1                                              TIME: 09:41:27

                        MARSHALL SPACE FLIGHT CENTER


               1324 STATISTICAL SUMMARY OF CONTROLLED EQUIPMENT





 BEGINNING DATE: 2003 02 14 (DEFAULT IS '2003 02 14' (YYYY MM DD) FORMAT)

 ENDING DATE:    2003 08 13 (DEFAULT IS '2003 08 13' (YYYY MM DD) FORMAT)



ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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;

The NEMS On-Request Report Selection menu calls this screen.

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 format ‘YYYYMMDD’
c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. ‘C’ or blank.

5.2.26 NEMS Report 435 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: 08/13/03

PROGRAM: PRM435P1                                              TIME: 09:42:24

                        MARSHALL SPACE FLIGHT CENTER


                       RECOVERY RATE REPORT PARAMETERS





BEGINNING DATE: 2003 02 14 (DEFAULT IS '2003 02 14' (YYYY MM DD) FORMAT)

ENDING DATE:    2003 08 13 (DEFAULT IS '2003 08 13' (YYYY MM DD) FORMAT)



ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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;

The NEMS On-Request Report Selection menu calls this screen.

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 format ‘YYYYMMDD’
c. Beginning value must be less than or equal to the ending value.

Cancel Field:

a. ‘C’ or blank.

5.2.27 NEMS Report 500 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM        DATE: MM/DD/YY
PROGRAM: PRM500P1                                             TIME: HH:MM:SS
                           (INSTALLATION NAME)

                      DETAIL ITEM LIST (SINGLE RECORD)


ECN: _______ (NO DEFAULT)

ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

a. Mandatory
b. First character must be alphanumeric the last five characters must be numeric

Cancel Field:

a. 'C' or blank

5.2.28 NEMS Report 501 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM501P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

                      DETAIL ITEM LIST (RANGE OF RECORDS)

BEGINNING ECN:                          _______     (DEFAULT IS 'A000000')
ENDING ECN:                             _______     (DEFAULT IS '9999999')

BEGINNING CUSTODIAN ACCOUNT NUMBER:     _____       (DEFAULT IS '    A')
ENDING CUSTODIAN ACCOUNT NUMBER:        _____       (DEFAULT IS '99999')

BEGINNING CUSTODIAN ORGANIZATION CODE: _______      (DEFAULT IS '      A')
ENDING CUSTODIAN ORGANIZATION CODE:    _______      (DEFAULT IS '9999999')

BEGINNING EQUIPMENT BUILDING:           __________  (DEFAULT IS '         A')
ENDING EQUIPMENT BUILDING:              __________  (DEFAULT IS '9999999999')

                                                ENTER 'C' TO CANCEL: __________

                         (SORT SELECTION ON NEXT PAGE)
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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:

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

5.2.29 NEMS Report 602 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM602P1                                               TIME: HH:MM:SS
                             (INSTALLATION NAME)

                     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 that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.30 NEMS Report 720 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM720P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

                  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 that 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:

The NEMS On-Request Report Selection menu calls this screen.

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:

b. Beginning value must be less than or equal to the ending value

Cancel Field:

a. 'C' or blank

5.2.31 NEMS Report 730 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM         DATE: MM/DD/YY
PROGRAM: PRM730P1                                              TIME: HH:MM:SS
                              (INSTALLATION NAME)

           ANNUAL CONTRACTOR HELD EQUIPMENT 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 that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.32 NEMS Report 731 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM731P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

           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 that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.33 NEMS Report 780 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM780P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

                    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 that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.34 NEMS Report 810 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM810P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

                         DD-1342 DOD PROPERTY RECORD

            ECN: _______ (NO DEFAULT)

ADDITIONAL ECNS: _______   _______   _______   _______   _______

 (MAY BE BLANK)  _______   _______   _______   _______   _______

                 _______   _______   _______   _______   _______

                 _______   _______   _______   _______   _______

                 _______   _______   _______   _______   _______

                                                ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.35 NEMS Report 830 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM830P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

                               NEMS-1 (BY ECN)

            ECN: _______ (NO DEFAULT)

ADDITIONAL ECNS: _______   _______   _______   _______   _______

 (MAY BE BLANK)  _______   _______   _______   _______   _______

                 _______   _______   _______   _______   _______

                 _______   _______   _______   _______   _______

                 _______   _______   _______   _______   _______

                                                ENTER 'C' TO CANCEL: __________
```

Purpose:

This screen displays the fields that 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:

The NEMS On-Request Report Selection menu calls this screen.

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

5.2.36 NEMS Report 900 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM900P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

                           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 that 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:

The NEMS On-Request Report Selection menu calls this screen.

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:

Month

a. Must be numeric

b. Beginning value must be less than or equal to the ending value

Cancel Field:

a. 'C' or blank

5.2.37 NEMS Report 910 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM910P1                                               TIME: HH:MM:SS
                             (INSTALLATION NAME)

                            CUSTODIAN TABLE REPORT


                       ENTER SELECTION OR 'X' TO EXIT: __________
1.  BEGINNING INSTALLATION SUB ACCT AND CUSTODIAN ACCT:   __  _____
                                              (DEFAULT IS '  ' '     ')
       ENDING INSTALLATION SUB ACCT AND CUSTODIAN ACCT:   __  _____
                                              (DEFAULT IS '99' '99999')
2.  BEGINNING INSTALLATION SUB ACCT:  __
                         (DEFAULT IS '  ')
              CUSTODIAN NAME:         ______________________________
                         (DEFAULT IS '                              ')
       ENDING INSTALLATION SUB ACCT:  __
                         (DEFAULT IS '99')
              CUSTODIAN NAME:         ______________________________
                         (DEFAULT IS '99999999999999999999999999999')
```

Purpose:

This screen displays the fields that 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, and 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:

The NEMS On-Request Report Selection menu calls this screen.

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

b. Range for one sort selection cannot be specified if the opposite sort is selected.

Custodian Account Number

a. Beginning value must be less than or equal to the ending value

b. Range cannot be specified if the custodian name selection is specified.

Custodian Name

a. Beginning value must be less than or equal to the ending value

b. Range cannot be specified if the custodian account selection is specified.

5.2.38 NEMS Report 920 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM920P1                                               TIME: HH:MM:SS
                             (INSTALLATION NAME)

                             USER TABLE REPORT


                       ENTER SELECTION OR 'X' TO EXIT: __________
1.  BEGINNING INSTALLATION SUB ACCT AND USER NUMBER:  __  ______
                                        (DEFAULT IS '  ' '      ')
       ENDING INSTALLATION SUB ACCT AND USER NUMBER:  __  ______
                                        (DEFAULT IS '99' '999999')
2.  BEGINNING INSTALLATION SUB ACCT: __
                         (DEFAULT IS '  ')
              USER NAME:             ________________________________
                         (DEFAULT IS '                               ')
       ENDING INSTALLATION SUB ACCT: __
                         (DEFAULT IS '99')
              USER NAME:             ________________________________
                         (DEFAULT IS '99999999999999999999999999999999')
```

Purpose:

This screen displays the fields that 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, and 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:

The NEMS On-Request Report Selection menu calls this screen.

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

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.

5.2.39 NEMS Report 930 Selection Criteria Screen

```
USER-ID: XXXXX        NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: PRM930P1                                               TIME: HH:MM:SS
                              (INSTALLATION NAME)

                        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 '99999999999999999999')
```

Purpose:

This screen displays the fields that 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, and then enters the range of values for that criterion. The report will be produced based on the criteria selected and the entered values.

Called From Screen:

The NEMS On-Request Report Selection menu calls this screen.

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.

5.2.40 NEMS Report Distribution Information Screen

```
USER-ID: XXXXX                      NEMS                          DATE: 10/14/97
PROGRAM: RPTSELP2      REPORT DISTRIBUTION INFORMATION            TIME: 14:25:12

EFFECTIVE DATE (YYYY MM DD): 1997 10 14

INSTALLATION NUMBER: 0808  MARSHALL SPACE FLIGHT CENTER

DISTRIBUTION: X___________________

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 'YYYY 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. 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.

5.3 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:

The NEMS Report Selection menu calls this screen.

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 ‘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

5.4 NEMS REGULARLY SCHEDULED REPORTS SCREEN 1

```
USER-ID: XXXXX         NEMS REGULARLY SCHEDULED REPORTS         DATE: 10/14/97
PROGRAM: RPTCHGP1                                               TIME: 14:49:37
ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): __________

REPORT NUMBER: ___
EFFECTIVE DATE(YYYY MM DD): ____ __ __
INSTALLATION NUMBER: 0808  MARSHALL SPACE FLIGHT CENTER

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:

The NEMS Report Selection menu calls this screen.

Calls Screen:

a. This screen calls the second NEMS regularly scheduled reports distribution screen.

b. 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 and '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 'YYYY MM DD' 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

NEMS Regularly Scheduled Reports Screen 2

```
USER-ID: XXXXX         NEMS REGULARLY SCHEDULED REPORTS         DATE: 10/14/97
PROGRAM: RPTCHGP1                                               TIME: 15:01:10
FUNCTION (A=ADD, C=CHANGE, D=DELETE): A~

REPORT NUMBER: 330

INSTALLATION NUMBER: 0808  MARSHALL SPACE FLIGHT CENTER


FREQUENCY: QUARTERLY
EFFECTIVE DATE(YYYY MM DD): 1997 10 14
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: _


ENTER FIELD(S) TO BE ADDED
```

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:

The first NEMS regularly scheduled reports screen calls this 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 that duplicates an existing record for the values of effective date, report number, report frequency, and installation (account and sub-account).

c. Must be in ‘YYYY MM DD’ format

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

5.5 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:

The NEMS Report Selection menu calls this screen.

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:

a. ‘C' or blank

6 PART 6 - TABLE FILE UPDATE SUBSYSTEM

6.1 NEMS TABLE FILE UPDATE SUBSYSTEM

Enter the NEMS Table Update Process 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 the add function 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 that the user is authorized to update.

Called From Screen:

The NEMS Main Menu calls this screen.

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 ‘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:

The NEMS Table file update menu calls this screen.

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 '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:

The NEMS Table File Update menu calls this screen.

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 '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:

The first NEMS 090 User Number Table screen calls this 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:

The NEMS Table File Update menu calls this screen.

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 '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