

# **NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) PROPERTY CUSTODIAN MODULE (PCM) USER AND OPERATIONS GUIDE**

Release 3.9

NEMSPCM-UOG-13

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National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Huntsville, AL 35812

USER AND OPERATIONS GUIDE FOR THE  
NEMS PROPERTY CUSTODIAN MODULE  
RELEASE 3.9

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**March 1997**

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RELEASE 3.9

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**HUNTSVILLE, ALABAMA**

**March 1997**



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## **1. INTRODUCTION**

### **1.1 IDENTIFICATION**

This document is identified as the User and Operations Guide for the NASA Equipment Management System Property Custodian Module, NEMSPCM36-UOG-DS10.

#### **1.1.1 System Description**

The NASA Equipment Management System (NEMS) is an agency-wide system whose purpose is to simplify, standardize and reduce the cost of tracking and managing over 600,000 NASA equipment items. NEMS is a transaction based system that links every controlled equipment item to a unique Equipment Control Number (ECN). The ECN acts as a cross-reference and effectively ties the actual item of equipment to that item's record in the NEMS data base. The uniqueness of the ECN permits NASA to maintain a standard system and yet provide each of the Centers and Headquarters complete control and responsibility over its own portion of the data.

The NEMS is a distributed as well as a centralized system. It is distributed in that each installation has a data base containing its own equipment data, and the actual processing of equipment management transactions is done at the installations. It is centralized in that a common agency-wide data base is maintained at a single site (Headquarters). This data base is actually a concatenation of each installation's data base. The transactions processed at each Center during the day are transmitted to the central site the next day and are processed against the central data base the next night, placing the central data base two days behind the installations' data bases. Each installation can query the central data base online for the purpose of screening equipment available for redistribution. The central data base is also used to track the transfer of equipment between installations and to maintain agency-wide statistics and standards for nomenclature.

The NEMS application is comprised of five subsystems. These are:

1. Ad hoc Inquiries Subsystem
2. Equipment File Update Subsystem
3. Report Selection Subsystem
4. Table File Update Subsystem

## 5. System Maintenance Subsystem

The NEMS Property Custodian Module (NEMSPCM) is designed as an extension of NEMS which provides an interface to approve equipment status by "Electronic Signatures" of the Property Custodian and/or the NEMS Manager. The use of the term Electronic Signatures in this document refers to password protection and should not be confused with the ongoing National Institute of Standards and Technology (NIST) initiatives with Digital and Electronic Signatures.

THE NEMSPCM user may have access to all or part of the NEMS system, depending upon the user's subsystem authority level.

The NEMS data base is established and maintained under the ADABAS environment. There are approximately 700 program modules, all written in NATURAL, the ADABAS online interactive processing language. The data base is comprised of the following fourteen files:

1. Equipment file
2. History file
3. Table file
4. Daily Transaction file
5. Monthly Transaction file
6. Report Request file
7. Global Transaction file
8. Control file
9. Transfer file
10. Inventory file
11. Bar Code file
12. Inventory Status file
13. PCM Authority file
14. PCM Pending file

### **1.1.2 Form 1602**

Prior to the development of the Property Custodian Module, a Form 1602 was generated whenever a change in status to a piece of equipment occurred, e.g., a change of location or a change of custodian. Depending upon the transaction, this form required signatures of NEMS Managers and/or Custodians. The Property Custodian Subsystem significantly reduces the need for a hardcopy of the 1602 by enabling the NEMS Managers, Property Custodians and NEMS Control to sign for these transactions online by means of an "Electronic Signature".

The use of the NEMSPCM will significantly reduce the amount of paperwork required through the automated 1602 processing. Property Custodians and NEMS Control are able to process online transactions which primarily deal with equipment ownership. The capability exists for providing electronic signatures to the system, thereby reducing the need for hardcopy.

The targeted users of the NEMSPCM are the Property Custodians and the NEMS Managers (hereafter, throughout this document referred to as Manager(s)). The Property Custodians' function is to initiate online transactions against equipment assigned to them; the Managers' function is to approve the Property Custodians' transactions allowing the transactions to be processed against the Equipment file.

### **1.1.3 Requirements**

#### **1.1.3.1 Operating Environment**

##### 1.1.3.1.1 Hardware

###### A. Processor and Internal Storage

The NEMSPCM is designed and developed to operate within the constraints of the hardware and software environment defined in NASA Program Guidance, Volume III, Standards and Guidelines.

###### B. Online and Offline Input/Output Devices

IBM 3270 protocol terminals and personal computers (PCs) are to be used with the NEMSPCM. They must have a 80 x 24 line screen and be linked with the IBM 3090 or compatible computer via controllers. A line printer must be available.

##### 1.1.3.1.2 Support Software

The NEMSPCM is written in NATURAL 2.1 SM5 (structured mode) using ADABAS 5.1 SM6 as the Data Base Management System (DBMS). The vendor for both products is Software AG.

### **1.1.3.2 Security and Privacy**

Numerous levels of security are designed into the NEMSPCM. Access to each Center's computer is controlled with User Identification Codes (USERIDs) and Passwords. Access to the NEMSPCM is also controlled by USERIDs and passwords required by NATURAL SECURITY and access to sensitive authorization signatures will be stored in a secured file using ADABAS SECURITY.

### **1.1.4 Design Characteristics**

#### **1.1.4.1 Operations**

The NEMSPCM is designed to work in conjunction with NEMS and in no way diminishes the power of NEMS. All NEMS capabilities, specifically the printing of 1602s, remain intact and may be used at any time. The NEMSPCM may be employed fully, partially (some custodians use it, and others do not), or not at all. This decision will be made at the Center level.

Full implementation of the NEMSPCM will impose much greater demands on system resources. Each Center must do an impact analysis to determine what level of implementation is feasible.

#### **1.1.4.2 NEMSPCM System Flow**

The NEMSPCM System Flow, both batch and online, is illustrated in Appendix B of NEMSPCM Detail Design Specifications (AIM-NEMSPCM321-DID-17). Batch jobs will be included with the regular NEMS overnight processing.

## **1.2 PURPOSE**

The User and Operations Guide (UOG) for the NEMSPCM is an instruction and reference manual which provides operating instruction for the end user and operations personnel on the use of the NEMSPCM. It provides the specific steps to be followed, the expected results, and the corrective measures required when such results are not obtained. The UOG is the primary means of determining how to operate the system.

## **1.3 SCOPE**

The NEMSPCM UOG describes each of the following system functions:

1. Electronic Signatures
2. Custodian Transactions
3. SUPER NATURAL
4. Report Selection
5. Table File Processing
6. Change Custodian Account

Each of these functions may support several Computer Software Configuration Items (CSCIs). As new CSCIs are added to a system, the UOG is updated to reflect any change or new operations.

The main body of the UOG provides end user instructions. The operations instructions are provided as appendices to the main guide.

## **2. OPERATIONAL DESCRIPTION**

### **2.1 OPERATIONAL SCENARIO**

Through customized data collection screens and electronic signatures, the NEMSPCM fully automates the production of the Form 1602. It validates the information entered on each screen and provides Managers and Property Custodians with an overview and complete control of NEMSPCM transactions involved in changing the status of a piece of equipment, e.g., a change in location or a change in custodians.

### **2.2 FUNCTIONAL DATA FLOW**

The six functions on the NEMSPCM main menu follow the logical data flow involved in changing the status of, tracking, and controlling a piece of equipment. Basic user input includes transaction records, which allow Custodians to update the status of a piece of equipment, and electronic signatures, utilized by Managers to control--accept or reject--the transactions.

Basic system output includes standard reports and hard copies of the daily transactions, which are run as batch jobs overnight. Users also have the capability of running ad hoc reports through SUPER NATURAL.

The six functions on the main menu are:

1. ELECTRONIC SIGNATURES

Users may change their signatures. Gaining Custodians may approve transfers of items to their account and Managers may approve Custodians' transactions. Custodians may display a list of their pending transactions awaiting approval. Custodians may modify or delete their pending transactions prior to acceptance by the gaining Custodian or approval by a Manager. Custodians may delete the rejected transactions.

## 2. CUSTODIAN TRANSACTIONS

Custodians may initiate changes and deletions to the NEMS Equipment File. 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 change the status of a piece of equipment. Transactions are stored on a pending file where they await the NEMS Manager's approval.

## 3. SUPERNATURAL

Authorized PCM users may run ad hoc inquiries and reports.

## 4. REPORT SELECTION

Custodians and Managers may select and run standard reports. They may alter their own currently scheduled batch reports; this includes postponing or canceling a scheduled report or returning a canceled or postponed report to its original schedule.

## 5. TABLE FILE PROCESSING

The Managers may utilize table lookups to control user access to the system. These tables define transactions users are authorized to perform and reports users are authorized to run. The Managers may also maintain a special Reject Reason table containing reasons for rejection of transactions. Property Custodians may also add new entries to the Reject Reason

## 6. CHANGE CUSTODIAN ACCOUNT

In NEMS Version 3.6, the custodian and manager can manage a maximum of 40 custodian accounts as assigned by the NEMSPCM manager when adding or modifying a custodian's authority with table file processing option C69, USERID Authority Table. The Change Custodian Account option would allow the NEMSPCM custodian to change between custodians accounts defined under the USERID Authority Table for their USERID.

### **3. USER INTERFACE**

Step by step procedures for accessing the operational capabilities of the NEMSPCM are included in Section 4.

### **4. ONLINE/INTERACTIVE CAPABILITIES**

This section describes each online (interactive) operational capability listed in Section 2.2.

#### **4.1 WELCOME SCREEN AND MAIN MENU**

##### **4.1.1 Welcome Screen**

###### **4.1.1.1 Description and Execution**

The NEMSPCM Welcome screen displays a banner that identifies the Property Custodian subsystem to the user. This program executes automatically when the user logs on to the Property Custodian subsystem in Natural.

###### **4.1.1.2 Display Screen**

```
                                WELCOME TO THE

**      **      ***** **      **      ****      *****      *****      **      **
***     **      ***** ***     **      *****      *****      *****      ***     **
****    **      **      *****      *****      **      *      *****      **      **
** **   **      *****      ** *   **      **      *****      **      **      **
**  **  **      *****      **      **      **      *****      **      **      **
**      ****   **      **      **      *   **      *****      **      **      **
**      ****   *****      **      **      *****      *****      *****      **      **
**      **      *****      **      **      ****      *****      *****      **      **

      NASA EQUIPMENT MANAGEMENT SYSTEM      PROPERTY CUSTODIAN MODULE

                                VERSION 3.9; MARCH 15, 1997

                                (PRESS ENTER TO CONTINUE)
```

###### **a. System Provided Data**

The system will display a banner that identifies the current version and date of the NEMS Property Custodian subsystem.

b. User Inputs

Press the ENTER key to display the main menu.

c. Data Processing Results and Outputs

If no errors occurred overnight in the NEMSPCM batch processing, the NEMSPCM main menu will appear. However, if errors occurred, the system calls the NEMS Property Custodian warning screen.

d. Error Messages

A Warning Screen (described on the following page) will appear if errors occurred overnight in batch processing.

e. Limitations

Must be an authorized PCM user.

f. Interrelationships

Interfaces with NEMS.

g. Options: None.

### **4.1.2 Warning Screen**

#### **4.1.2.1 Description and Execution**

The NEMSPCM Warning screen displays a banner that warns the user of an error condition in the NEMS overnight batch processing and displays an appropriate error message. The screen is displayed only when an error condition is detected. If no error condition is detected, the warning screen is bypassed and the Property Custodian main menu is called.



### **4.1.3 Main Menu**

#### **4.1.3.1 Description and Execution**

The NEMSPCM Main Menu displays the functions for which the user is authorized. There is a maximum of six functions from which the user can choose. They include:

1. Electronic Signatures
2. Custodian Transactions
3. Super Natural
4. Report Selection
5. Table File Functions
6. Change Custodian Account

Upon completion of each function, control will return to the main menu.

The main menu is called from the Property Custodian Warning screen.

#### **4.1.3.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: MNUC01P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      MNUC01M1      INSTALLATION NAME

                          MAIN SELECTION SCREEN

ENTER FUNCTION OR 'X' TO EXIT: _____

      1.  ELECTRONIC SIGNATURES/PASSWORD
      2.  CUSTODIAN TRANSACTIONS
      3.  SUPER NATURAL
      4.  REPORT SELECTION
      5.  TABLE FILE PROCESSING

YOU ARE LOGGED ON AS CUSTODIAN ACCOUNT: 99999
```

##### **a. System Provided Data**

This screen will display a list of authorized NEMSPCM functions.

b. User Inputs

Enter the number that corresponds to the appropriate function, 'X' to return control to ADABAS Natural, or a valid navigation command.

Press the ENTER key.

If an error message is displayed at the bottom of the screen, correct the identified field.

Press the ENTER key.

This step can be repeated as many times as is necessary.

c. Data Processing Results and Outputs

This screen will call the appropriate screen depending on the function entered by the user.

d. Error Messages

The following error messages may be displayed:

ERROR 001 - Invalid function entered

ERROR 002 - User is not authorized to use this function

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.1.4 Navigation**

**4.1.4.1 Description and Execution**

This module controls the direct command processing which will allow the user to freely navigate between screens without relying on the usual sequential tree approach.

**4.1.4.2 Display Screen**

None.

a. System Provided Data

None.

b. User Inputs

A ten character field in the format '=A.BBB.CCC'

'=' designates the value as a direct command

'A' is the first level of the tree structure

'B' is the second level of the tree structure

'C' is the third level of the tree structure

'=Q' will take you out of NEMSPCM

'=0' will take you to MNUC01P1 (the Main Menu)

'=X' will take you to MNUC01P1 and put the 'X' in the input field.

If you press enter again the 'X' will be executed.

c. Data Processing Results and Outputs

After the user's direct command is successfully entered, the system will take the user directly to the destination specified by the direct command, bypassing the usual path of screens.

d. Error Messages

The following error messages may be displayed:

Error 001 Invalid Function Entered.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

## **4.2 ELECTRONIC SIGNATURES**

### **4.2.1 Electronic Signatures Menu Screen**

#### **4.2.1.1 Description and Execution**

The NEMSPCM electronic signatures process is entered by selecting the Electronic Signatures/Password option from the NEMS/PCM Main Menu. This option passes control to the electronic signatures program which displays the Electronic Signatures/Password Menu.

The Electronic Signatures/Password Menu lists the following four functions:

##### **1. CHANGE SIGNATURE/PASSWORD**

This function enables the PCM users to change their current signature/password.

##### **2. TRANSACTIONS AWAITING MANAGER APPROVAL (for Managers)**

**TRANSACTIONS AWAITING ACCOUNT XXXXX ACCEPTANCE (for Custodians)**

This function works in one of two ways, depending on the type of user:

- For users who are Managers, this function will allow the user to review any PCM transaction that does not involve a Custodian transfer, plus any Custodian Transfer transaction (C26 and C52) to the Manager's account, plus any Custodian Transfer transactions that have been approved by the Gaining Custodian. After review, the Manager may either reject the transaction or "update". Update means to allow the transaction to update the NEMS Equipment data base.

If a transaction has previously been rejected by the Manager, but is still pending, it may be re-reviewed. Such re-review could also lead to update or rejection.

- For users who ARE NOT Managers, this function will allow that user to review and approve (or reject) C26 and C52 transactions that transfer items to their Custodian Account (i.e., any transaction for which the user is the Gaining Custodian).

If the transaction has been previously approved or rejected by the user, but is still pending, the user may re-review the transaction and revoke the approval or cancel the rejection, as applicable.

The most likely reason for re-review (by Manager or Gaining Custodian) would be after the transaction had been modified by the Sending Custodian (See the next paragraph).

If the Sending Custodian modifies a PCM record, the following three changes will be made to that record: (a) any of the user's direct changes will be made; (b) the date of the transaction will be changed to reflect today's date; (c) the APPROVAL NEEDED field will be changed back to its starting value ("C" for C26 and C52 transactions, "M" for all other transactions).

The change to APPROVAL NEEDED is especially significant. For a C26 or C52 transaction that had been approved by the Gaining Custodian, update by the Sending Custodian has the effect of revoking that approval, requiring the Gaining Custodian to re-review and re-approve the transaction. For any transaction that had been rejected, by Custodian or Manager, the presence of this "C" or "M" value (along with the highlighting used for the TRANSACTIONS AWAITING ACCOUNT XXXXX ACCEPTANCE/TRANSACTION AWAITING MANAGER APPROVAL screen and the new dates) serves as an important signal. The signal tells the Gaining Custodian or Manager that the Sending Custodian has changed the transaction and wants to have it reviewed again.

### 3. TRANSACTIONS WHICH HAVE BEEN REJECTED

This function will display a list of PCM transactions that the Manager/Custodian has rejected. This function will allow the Manager/Custodian to modify or delete any pending PCM transaction for which he or she is responsible.

### 4. TRANSACTIONS AWAITING OTHER ACCEPTANCE/APPROVAL

This function will display a list of PCM transactions that the user, the Sending Custodian, has submitted and are still pending. In other words, it lists all existing PCM transactions on equipment in that Custodian's Account for view only.

#### 4.2.1.2 Display Screen

### MANAGER'S SCREEN

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: YY-MM-DD
PROGRAM: SGN000P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      SGN000M1      INSTALLATION NAME
```

ELECTRONIC SIGNATURES/PASSWORD

ENTER FUNCTION OR 'X' TO EXIT: \_\_\_\_\_

1. CHANGE SIGNATURE/PASSWORD
2. TRANSACTIONS AWAITING MANAGER APPROVAL
3. TRANSACTIONS WHICH HAVE BEEN REJECTED
4. TRANSACTIONS AWAITING OTHER ACCEPTANCE/APPROVAL

OPTION 2: will allow a Gaining Custodian to approve transfer of items to their account or allow the Manager to approve custodian transactions  
OPTION 3: will display a list of items rejected  
OPTION 4: will display a list of custodian transactions awaiting other acceptance/approval.

### CUSTODIAN'S SCREEN

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: YY-MM-DD
PROGRAM: SGN000P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      SGN000M1      INSTALLATION NAME
```

ELECTRONIC SIGNATURES/PASSWORD

ENTER FUNCTION OR 'X' TO EXIT: \_\_\_\_\_

1. CHANGE SIGNATURE/PASSWORD
2. TRANSACTIONS AWAITING XXXXX ACCEPTANCE
3. TRANSACTIONS WHICH HAVE BEEN REJECTED
4. TRANSACTIONS AWAITING OTHER ACCEPTANCE/APPROVAL

OPTION 2: will allow a Gaining Custodian to approve transfer of items to their account or allow the Manager to approve custodian transactions  
OPTION 3: will display a list of items rejected  
OPTION 4: will display a list of custodian transactions awaiting other acceptance/approval.

#### a. System Provided Data

The system will provide the display with current date and time, and the User-ID.

b. User Inputs

Function

A. Mandatory

B. Must be '1', '2', '3', '4', 'X', or a navigation command.

Enter the number that corresponds to the appropriate function or 'X' to return.

c. Data Processing Results and Outputs

After the PCM user's input is successfully entered, the system calls the appropriate signature processing screen based on the user's selection.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid function entered

Error 002 - User is not authorized to use this function

Warnings

Manager may not use this function W/O a Custodian assignment.

No Pending transactions originated by Custodian account XXXXXX.

No Rejected Pending transactions for Custodian account XXXXXX.

There are no transactions requiring gaining Custodian's signature.

There are no transactions requiring Manager's signature.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

## **4.2.2 Change Signature Screen**

### **4.2.2.1 Description and Execution**

This screen will appear when the user chooses item "1" (Change Signature/Password) from the Electronic Signatures Menu. It allows the user to change the Signature/Password by entering both the current and a new Signature/Password value.

### **4.2.2.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: SGN000P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      SGN001M1     INSTALLATION NAME

                          CHANGE SIGNATURE

                          ENTER CURRENT SIGNATURE/PASSWORD:

                          ENTER NEW SIGNATURE/PASSWORD:

                          ENTER 'C' TO CANCEL: _____

Please Note:  Signature fields will not display on the screen; therefore when
              either field is in error, both fields must be re-entered.
```

#### **a. System Provided Data**

The system will provide the display with current date and time, and the User-ID.

#### **b. User Inputs**

Current Signature

- A. Mandatory
- B. Must match value in the current signature file

New Signature

- A. Mandatory

B. Must be at least six characters (alphanumeric)

'C' to Cancel

A. Must be 'C' or blank or a navigation command

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system will ask the user to confirm the New Signature by entering it again. When the signature is re-keyed, the signature is updated and the system returns the user to the Electronic Signatures menu and displays the message, "Signature successfully changed".

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 841 - Current Signature must be entered

Error 842 - New Signature must be entered

Error 843 - Current Signature entered does not match value in file

Error 844 - New Signature must be at least 6 positions alphanumeric

Error 845 - Signature not confirmed

Error 846 - New Signature must be different from Current Signature

Warnings: None.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.2.3 Transactions Requiring Gaining Custodian's Signature**

When the PCM user is NOT a Manager, Selection of Option '2' from the Electronic Signatures Menu results in display of the first of a set of screens used to allow Gaining Custodians to approve transfers of equipment into their Custodian account, namely:

- Transaction List Screen (the initial screen)
- Transaction C26 View Screen for Gaining Custodian
- Transaction C52 View Screens for Gaining Custodian
- Signature Screen (used for both Custodians and Managers)
- Signature Screen with Inventory Warnings
- Revoke Approval Screen
- Cancel Rejection Screen for Gaining Custodian

Each of these screens is described in the following sections.

#### **4.2.3.1 Transaction List Screen for Gaining Custodian**

##### 4.2.3.1.1 Description and Execution

If the user is a Custodian, but not a Manager (with a PCM user type of 'C', for Custodian), the Transactions List Screen (titled: Transactions Requiring Gaining Custodian's Signature) will appear when the user selects item '2' (Sign-off on Transactions) from the Electronic Signatures Menu (Refer to Section 4.2.1.2).

This screen lists the C26 and C52 transactions for which the user is the Gaining Custodian. Only transactions for which the Custodian Account Number (CUST-ACCT-NO) and Institution/Sub-Institution match the User's are displayed. If there are no such transactions, the user is automatically returned to the Electronic Signatures Menu with a message: "There are no transactions requiring gaining Custodian's signature."

The Gaining Custodian may select a particular transaction for processing. Depending upon the transaction selected, one of several Transaction View screens will then be displayed, allowing the Gaining Custodian to view the old and new field values and to approve or reject the transaction.

If the transaction has been previously approved and is awaiting signature by the Manager, selecting the transaction will bring up a popup window to give the Gaining Custodian the ability to revoke the approval, restoring the transaction to its original AWAITING CUSTODIAN REVIEW state. (See Section 4.2.3.5)

If the transaction has been rejected and is awaiting deletion by the Sending Custodian, selecting the transaction will bring up a popup window to give the Gaining Custodian the ability to cancel the rejection, restoring the transaction to its original AWAITING CUSTODIAN REVIEW state. (See Section 4.2.3.6)

If the user uses the View screens to Approve or Reject a transaction, or if there is an error, associated confirmation, warning and error messages will be displayed on this screen.

If the user approves or rejects a transaction, the program will return to this display screen, making appropriate changes to the information displayed for that transaction.

#### 4.2.3.1.2 Display Screen

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: SGN003P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      SGN003M1          INSTALLATION NAME

          TRANSACTIONS REQUIRING SIGNATURE OF GAINING CUSTODIAN
SENDING   TRANS   TRANS   REJ   REJ   APPROVAL
CUSTODIAN ECN     NO     DATE  REJ  REASON  DATE   NEEDED
-----

TO PROCESS A RECORD, MOVE CURSOR TO RECORD LINE AND PRESS <ENTER>
ENTER 'N' FOR NEXT PAGE, 'T' FOR TOP OF LIST, OR 'X' TO EXIT: _____

```

#### a. System Provided Data

For all of the transactions requiring gaining Custodian's signature, the system will display the Sending Custodian Account, ECN, Transaction Number and Date, Reject information and the type of approval required and the Gaining Custodian Account.

The system will provide the display with current date and time, and the User-ID.

When there are more transactions to be displayed, the message 'More on Next Page' will be displayed at the bottom of the screen.

b. User Inputs

A. Mandatory

B. Must be either an 'N', 'T', 'X' or a valid navigational command

c. Data Processing Results and Outputs

1. Paging through the listing

The navigational input field at the bottom of the screen enables the user to scroll through the transaction records and to exit back to the Electronic Signatures menu (Section 4.2.1.2). Enter an 'N' in the input field and press ENTER to display the next screen of records. Alternatively, simply pressing ENTER while leaving the input field blank, with the cursor still in the input field, will also display the next screen. If there are no additional records to be displayed, the message "NO ADDITIONAL PENDING RECORDS; DISPLAYING FROM TOP OF LIST" will be shown, and the top of the list will be shown.

Enter a 'T' to go to the top of the listing.

Enter an 'X' to exit.

2. Selecting a Record for Processing

To select a record for processing, position the cursor anywhere on the line containing the desired record and press ENTER.

The system response depends upon the status of the pending record.

There are five possible status states:

- Awaiting Custodian Review - Approval Needed = 'C' and the data is highlighted in the first four columns and the last column. The record is awaiting review and approval by the Gaining Custodian. Selection of the record begins that approval process.

Normally, the three REJ fields are blank. However, if the transaction had been rejected by the Custodian (or the Manager) and then updated by the Sending Custodian to correct the problem,

then these three fields will still be shown, as a reminder about the original rejection and its reason.

Upon selection of the Awaiting Custodian Review record, one or a series of view screens will be presented to the user. The number of screens shown depends on the type of transaction record selected: A C26 transaction only has one screen (See Section 4.2.3.2), while a C52 record has four screens (See Section 4.2.3.3).

From any of the view screens, the user can take three basic actions: (a) make no change, (b) approve the transaction, or (c) reject the transaction and supply a reject reason.

If the transaction is rejected, the transaction will be changed to the REJECTED BY CUSTODIAN state (as described below). The user will be returned to this list screen with the rejection information displayed.

If the user approves the transaction then the APPROVAL NEEDED column will change from 'C' to 'M' (the Awaiting Manager Review state; see below). If, in addition, the approval is made when REJ = 'C' (the transaction had been rejected by the Gaining Custodian but then was corrected by the Sending Custodian), then the three REJ fields will be blanked out. If approval is given when REJ = 'M' (the transaction had been rejected by the Manager and then corrected by the Sending Custodian), then the three REJ fields will not be changed. They will be left as a reminder to the Manager about the original rejection and its reason.

- Awaiting Manager Review - Approval Needed = 'M' and the data is highlighted in the first four columns and the last column. The record has been approved by the Gaining Custodian and is awaiting review and approval by the Manager.

Normally, the three REJ fields are blank. However, if the transaction had been rejected by the Manager, corrected by the Sending Custodian and again approved by the Gaining Custodian, then these three fields will still be shown, as a reminder about why the Manager had originally rejected the transaction.

By selecting the record at this point, the Gaining Custodian can, optionally, revoke the approval, returning the record to the "Awaiting Custodian Review" state. This revocation is done using the Revoke Approval popup screen (See Section 4.2.3.4). If

the approval is revoked, the program will then proceed immediately to the view screens, where the Custodian has all the normal view screen options.

- REJECTED BY CUSTODIAN - Approval Needed = blank and REJ = 'C' and the three REJ columns are non-blank and highlighted. The record has been rejected by the Gaining Custodian and is awaiting correction or deletion by the Sending Custodian.

By selecting the record at this point, the Gaining Custodian is presented with the Cancel Rejection popup screen (See Section 4.2.3.5) prior to showing the View screen(s). With this popup the user can reverse the rejection, returning the record to the "AWAITING CUSTODIAN REVIEW" state. In any case, the program will then proceed immediately to the View screens. From the View screen the user can browse the transaction, approve the transaction or change the reject reason.

- REJECTED BY MANAGER - Approval Needed = blank and REJ = 'M' and the line is NOT highlighted. The record has been rejected by the Manager and is awaiting correction or deletion by the Sending Custodian. The Gaining Custodian cannot access the record. If selected, the message: "Transaction rejected by Manager; Custodian may not override.- ECN XXXXXXX" will be displayed.
- NEMS OVERRIDE - Approval Needed = blank and REJ = 'R', REJ Reason = "NC" and the line is NOT highlighted. After the PCM transaction was submitted, a NEMS transaction was executed that modified the NEMS Equipment record and made the PCM transaction moot. The PCM record is awaiting deletion by the Sending Custodian. The Gaining Custodian cannot access the record. If selected, the message: "Error 880 - Pend Entry Ref Number is not equal to Entry Ref Number." will be displayed.

#### d. Error Messages

The following are error messages and warnings for this program:

Error 001 - Invalid Function

Error 857 - No ECN on that line

Error 858 - Gaining Custodian signature required for approval

Error 859 - Invalid Signature entered twice; Update canceled

Error 860 - Transaction rejected by Manager; Cust. may not override

Error 874 - Pending File Record was not found

Error 875 - More than one Pending File Record found, process canceled

Error 879 - No Equipment Record found, Process Canceled

Error 880 - Pend Entry Ref Number is not equal to Entry Ref Number ECN  
XXXXXXX has been updated by NEMS. Delete this PCM record

Warnings: None.

e. Limitations: None.

f. Interrelationships

The type of transaction selected for processing on this screen will determine which screen(s) will be presented next.

g. Options: None.

#### **4.2.3.2 Transaction C26 Custodian View Screen**

##### 4.2.3.2.1 Description and Execution

If the record selected on the Transactions Requiring Gaining Custodian's Signature screen is a C26 transaction, the single page View Screen is presented next.

There could be one of two Option prompts at the bottom of the screen. Both versions are shown below.

##### 4.2.3.2.2 Display Screen

Display screen when there is no inventory discrepancy:

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNUPDS1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:   TRNUPDM1        INSTALLATION NAME

ECN:                   TRANSACTION NO:                TRANSACTION DATE:
ITEM NAME:

      EQUIPMENT FILE VALUES                                PENDING FILE VALUES
CUST ACCT NO:          COND CODE:                      CUST ACCT NO:          COND CODE:
USER NO:               FREEZE NO:                      USER NO:               FREEZE NO:
AVAIL STATUS CODE:    INST-RECV: 0                    AVAIL STATUS CODE:    INST-RECV: 0
MODEL NO:
SERIAL NO:
L/L DOCUMENT NO:
LOCATION - ZIP:          BUILD:                          LOCATION - ZIP:        BUILD:
LOCATION - ROOM:        GRID LOC:                       LOCATION - ROOM:      GRID LOC:
DATE STORAGE DUE:
LOCAL DATA:
(EQUIP):
(PEND):

                                           ENTER OPTION:  __
                                           REJ REASON   :  __

```

Modified Option prompt on Display screen when there is an Inventory discrepancy:

```

                (the rest of the screen is the same as above)

ENTER 'R+reason' (Reject), 'X' (Exit)
ECN is inv xxxxxxxx. Can not approve.  Recommend Rej: 'IV'      ENTER OPTION: R
                                           REJ REASON   : IV

```

a. System Provided Data

The current Equipment file values and the values on the Pending file which will replace them (should the transaction be approved) are displayed on the screen.

The current Equipment File values will be displayed in the left column.

If the pending transaction will change one of the displayed fields, then that field's Pending file value will be shown (Pending file value on the right), and both the Equipment and Pending values will be highlighted. Highlighting both values is needed for the special case where the old value was non-blank and the new value is blank.

If the Equipment and Pending field values are identical (or if the transaction does not use that field), the Equipment file value is NOT highlighted and the Pending File field is shown blank.

The system will provide the display with current date and time, and the User-ID.

There could be one of two Option prompts at the bottom of the screen. In order to determine which of the two prompts to display, the software will check the inventory status of the transaction. Specifically, if inventory (by custodian or grid location) is open at the sub-installation, the program will check to see if this ECN is either an Underage or an Overage in inventory.

- Normal Option Prompt: The normal Option prompt is shown when there is no inventory discrepancy found for the transaction. With this normal prompt there by Custodian, an inventory warning is given if Custodian Account is changed and either of the Custodian Accounts is an open and unprocessed inventory account. For Inventory by Location, warnings are given if Location is changed and either of the Locations is an open and unprocessed inventory account. ("Unprocessed" means that discrepancy records have not been created by comparing that account's bar-code records to the Equipment file.)
- Discrepancy Prompt: The Discrepancy version of the Option prompt is used when the Equipment Item is an inventory discrepancy (underage or overage). The action list does not include 'A' for "Approve", since the transaction can not be approved if it is an Inventory Discrepancy. In addition, there is a message indicating that the ECN is an Underage (as shown in the example) or an Overage. Also the Option and Reject Reason fields are pre-filled with R and 'IV', since that is the recommended action. The latter values can be overridden by the user.

Because of the error checking done at the time the pending transaction is created, the discrepancy prompt should rarely be displayed. It can happen when an inventory account has been open but unprocessed. Once the account is processed, discrepancies are known and will normally be detected by the transaction program.

However, if the account was processed (revealing the discrepancy) in the time period after the pending transaction had been submitted and while the transaction was awaiting approval, the transaction program will not have the opportunity to detect the discrepancy. In that case, the Manager signoff software will detect the error and display the Discrepancy prompt.

If no inventory discrepancy is discovered, the program checks to see if the Cust-Acct-Nos or Locations (if Location is changed) are open but unprocessed inventory accounts. If the account is unprocessed, a discrepancy involving this ECN may only appear after the transaction has been completed. In that case, completing the transaction may make it more difficult to close the account or accounts. To make the user aware of this possibility, a warning is displayed, as shown in the example below.

If a warning is given and the user bypasses it and approves the transaction (and later it is approved for update by the PCM Manager) the program will change the field Date-Inventoried to the date of the update. This will eliminate certain conflicts that can arise in inventory processing. If the Date-Inventoried will be changed, then a message will be displayed on the screen (in the space beneath Transaction Date) as in the following example.

|                              |                                  |                                  |
|------------------------------|----------------------------------|----------------------------------|
| USER-ID: XXXXX               | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD                   |
| PROGRAM: TRNUPDS1            | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS                   |
| MAP: TRNUPDM2                | INSTALLATION NAME                |                                  |
| ECN:                         | TRANSACTION NO:                  | TRANSACTION DATE:                |
| ITEM NAME:                   |                                  |                                  |
| EQUIPMENT FILE VALUES        |                                  | PENDING FILE VALUES              |
| IDLE EQUIP CODE:             | PREC METL CODE:                  | IDLE EQUIP CODE: PREC METL CODE: |
| USER NO:                     | CONDITION CODE:                  | USER NO: CONDITION CODE:         |
| AVAILABILITY STATUS CODE:    |                                  | AVAILABILITY STATUS CODE:        |
| UNIQUE EQUIP NO:             | YR MFG:                          | UNIQUE EQUIP NO: YR MFG:         |
| SERIAL NO:                   |                                  | SERIAL NO:                       |
| L/L DOCUMENT NO:             | INST RECV:                       | L/L DOCUMENT NO: INST RECV:      |
| LOCATION - ZIP:              |                                  | LOCATION - ZIP:                  |
| LOCATION - BUILDING:         |                                  | LOCATION - BUILDING:             |
| LOCATION - ROOM:             | GRID LOC:                        | LOCATION - ROOM: GRID LOC:       |
| LABOR COST LAST SERV (xxxx): |                                  | LABOR COST LAST SERV (xxxx):     |
| PARTS COST LAST SERV (xxxx): |                                  | PARTS COST LAST SERV (xxxx):     |
|                              |                                  | ENTER OPTION: ___                |
|                              |                                  | REJ REASON : ___                 |

b. User Inputs

Function

A. Mandatory

B. Must be either 'A' to Accept or 'R' to Reject or ' ' to refresh or 'X' to exit

## Reject Reason

- A. Required if FUNCTION = 'R'
- B. Must be a valid value on Table C70, the Reject Reason Table.

### c. Data Processing Results and Outputs

The user may enter a function 'A' to mark the Pending File Record as APPROVED by the Gaining Custodian. The Pending File Record would then be updated to have a PEND-APPROVAL-NEEDED of 'M', indicating that it was ready for review by the Manager. If, prior to the approval action, the Pending record had a Reject code value of 'C' (indicating that the user had earlier rejected the transaction), then the three Reject fields (REJ code, date and reason) will be blanked out.

If the user enters a function 'R', the PCM record is marked as Rejected by the Custodian (PEND-ACTION-ACC-REJ = 'C') and the user is returned to the Transactions Requiring Gaining Custodian's Signature screen (Section 4.2.3). To do this the user must also enter a valid Reject Reason Code. The Reject code, the Reject Reason Code and the date of the rejection are stored in the PCM record and displayed on the Transactions Requiring Gaining Custodian's Signature screen.

### d. Error Messages and Warnings

Error 001 - Invalid Function

Error 847 - Reason Code must be entered for a rejection

Inventory warnings are displayed on the line beneath the option line. There are six possible warnings messages:

#### Inventory by Custodian Warnings

1. WARNING: Cust-Acct-Nos (xxxxx,yyyyy) are under Inventory
2. WARNING: Current Cust-Acct-No (xxxxx) is under Inventory
3. WARNING: New Cust-Acct-No (yyyyy) is under Inventory

#### Inventory by Location Warnings

4. WARNING: Grid Locations (xxxxx,yyyyy) are under Inventory
5. WARNING: Current Grid Location (xxxxx) is under Inventory

6. WARNING: New Grid Location (yyyyy) is under Inventory

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.2.3.3 Transaction C52 Custodian View Screens**

4.2.3.3.1 Description and Execution

If the record selected on the Transactions Requiring Gaining Custodian's Signature screen is a C52 transaction, the first page of the four-page set of View Screens is presented. The primary functions (A, R or X) can be executed from any of these pages. The four screens can be reviewed in sequential fashion as many times as needed by using the C function to Continue from screen to screen.

There could be one of two Option prompts at the bottom of the screen. Both versions are shown below.

4.2.3.3.2 Display Screens

Page 1 of 4 (General Information)

|                              |                                  |                                  |
|------------------------------|----------------------------------|----------------------------------|
| USER-ID: XXXXX               | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD                   |
| PROGRAM: TRNUPDS1            | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS                   |
| MAP: TRNUPDM2                | INSTALLATION NAME                |                                  |
| ECN:                         | TRANSACTION NO:                  | TRANSACTION DATE:                |
| ITEM NAME:                   |                                  |                                  |
| EQUIPMENT FILE VALUES        |                                  | PENDING FILE VALUES              |
| IDLE EQUIP CODE:             | PREC METL CODE:                  | IDLE EQUIP CODE: PREC METL CODE: |
| USER NO:                     | CONDITION CODE:                  | USER NO: CONDITION CODE:         |
| AVAILABILITY STATUS CODE:    |                                  | AVAILABILITY STATUS CODE:        |
| UNIQUE EQUIP NO:             | YR MFG:                          | UNIQUE EQUIP NO: YR MFG:         |
| SERIAL NO:                   |                                  | SERIAL NO:                       |
| L/L DOCUMENT NO:             | INST RECV:                       | L/L DOCUMENT NO: INST RECV:      |
| LOCATION - ZIP:              |                                  | LOCATION - ZIP:                  |
| LOCATION - BUILDING:         |                                  | LOCATION - BUILDING:             |
| LOCATION - ROOM:             | GRID LOC:                        | LOCATION - ROOM: GRID LOC:       |
| LABOR COST LAST SERV (xxxx): |                                  | LABOR COST LAST SERV (xxxx):     |
| PARTS COST LAST SERV (xxxx): |                                  | PARTS COST LAST SERV (xxxx):     |
|                              |                                  | ENTER OPTION: __                 |
|                              |                                  | REJ REASON : __                  |

Page 2 of 4 (Dates)

|                         |                                  |                           |
|-------------------------|----------------------------------|---------------------------|
| USER-ID: XXXXX          | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD            |
| PROGRAM: TRNUPDS1       | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS            |
| MAP: TRNUPDM3           | INSTALLATION NAME                |                           |
| ECN:                    | TRANSACTION NO:                  | TRANSACTION DATE:         |
| ITEM NAME:              |                                  |                           |
| EQUIPMENT FILE VALUES   |                                  | PENDING FILE VALUES       |
| DATE LOANED OUT:        |                                  | DATE LOANED OUT:          |
| DATE LEASED OUT:        |                                  | DATE LEASED OUT:          |
| DATE BORROWED OUT:      |                                  | DATE BORROWED OUT:        |
| DATE L-L-B-OUT-DUE:     |                                  | DATE L-L-B-OUT-DUE:       |
| DATE OUT FOR REPAIR:    |                                  | DATE OUT FOR REPAIR:      |
| DATE REPAIR RETURN DUE: |                                  | DATE REPAIR RETURN DUE:   |
| DATE STORAGE IN:        |                                  | DATE STORAGE IN:          |
| DATE AVAILABLE:         |                                  | DATE AVAILABLE:           |
| DATE LAST SERV:         |                                  | DATE LAST SERV:           |
| DATE INST ACQ:          |                                  | DATE INST ACQ:            |
| DATE WRRNTY EXP MAT:    | LAB:                             | DATE WRRNTY EXP MAT: LAB: |
|                         |                                  | ENTER OPTION: ___         |
|                         |                                  | REJ REASON: ___           |

Page 3 of 4 (Other Information)

|                                 |                                  |                                 |
|---------------------------------|----------------------------------|---------------------------------|
| USER-ID: XXXXX                  | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD                  |
| PROGRAM: TRNUPDS1               | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS                  |
| MAP: TRNUPDM4                   | INSTALLATION NAME                |                                 |
| ECN:                            | TRANSACTION NO:                  | TRANSACTION DATE:               |
| ITEM NAME:                      |                                  |                                 |
| EQUIPMENT FILE VALUES           |                                  | PENDING FILE VALUES             |
| ACQ DOCUMENT CONTROL NO:        |                                  | ACQ DOCUMENT CONTROL NO:        |
| MANUFACTURER'S CODE:            |                                  | MANUFACTURER'S CODE:            |
| MODEL NO:                       |                                  | MODEL NO:                       |
| SERIAL NO:                      |                                  | SERIAL NO:                      |
| NATIONAL STOCK NO:              |                                  | NATIONAL STOCK NO:              |
| CAP/SENS CODE: EQUIP MGMT CODE: |                                  | CAP/SENS CODE: EQUIP MGMT CODE: |
| CONTRACTOR (CONVEYOR):          |                                  | CONTRACTOR (CONVEYOR):          |
| OTHER AGENCY NO: OLDTAG NO:     |                                  | OTHER AGENCY NO: OLDTAG NO:     |
| COST ESTIMATED (Y):             |                                  | COST ESTIMATED (Y):             |
| HAZARDOUS MATERIAL CODE:        |                                  | HAZARDOUS MATERIAL CODE:        |
| ITEM NAME (EQUIP):              |                                  |                                 |
| ITEM NAME (PEND):               |                                  |                                 |
|                                 |                                  | ENTER OPTION: ___               |
|                                 |                                  | REJ REASON: ___                 |

Page 4 of 4 (Local Data)

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: YY-MM-DD
PROGRAM: TRNUPDS1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TRNUPDM5          INSTALLATION NAME

ECN:                    TRANSACTION NO:                TRANSACTION DATE:
ITEM NAME:

LOCAL DATA:
(EQUIP):
( PEND):

PLEASE ENTER FUNCTION:  __
REJ REASON:           __
```

Modified Option prompt on Display screen when there is an Inventory discrepancy:

```
(the rest of the screen is the same as above)

ENTER 'R+reason' (Reject), 'X' (Exit)
ECN is inv xxxxxxxx. Can not approve. Recommend Rej: 'IV'      ENTER OPTION: R
REJ REASON : IV
```

a. System Provided Data

The current Equipment file values and the values on the Pending file which will replace them (should the transaction be approved) are displayed on the screen. The current Equipment File values will be displayed in the left column (except for LOCAL-DATA and ITEM-NAME, which are displayed vertically). If the pending transaction will change one of the displayed fields, then that field's old and new (proposed) values will be shown (new on the

right), and both values will be highlighted. Highlighting both values is needed for the special case where the old value was non-blank and the new value is blank. If the field value does not change, the Pending File fields are left blank.

The system will provide the display with current date and time, and the User-ID.

There could be one of two Option prompts at the bottom of the screen, related to Inventory warnings and Error. See Section 4.2.3.2.a for a description of this.

b. User Inputs

Function

A. Mandatory

B. Must be either 'A' or 'R' or 'C' or 'X' or ' ' to refresh

c. Data Processing Results and Outputs

See Section 4.2.3.2.c. In addition to the functions described there, if the user enters a function 'C', the next screen displaying additional Equipment file and Pending file values for the transaction will be displayed.

d. Error and Warning Messages

See Section 4.2.3.2.d

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### **4.2.3.4 Signature Popup Screens - With or Without Warnings**

There are two versions of this screen. One screen is slightly larger and displays any warnings of possible conflict with open inventory accounts. Other than providing a warning, both screens are functionally identical.

These display screens are used by the Gaining Custodian when approving a transaction (See Section 4.2.3.2 or Section 4.2.3.3). They are also used by the Manager when Updating NEMS with the Transaction (See below in Sections 4.2.4.2 and 4.2.4.3). The no-warning version is also used by the Sending Custodian when submitting new PCM pending transactions (See the

documentation on Transactions, Option 2 on the PCM Main Menu) and when updating those transactions with Option 3 of the Signature/Password menu ("Pending Transactions For Custodian Acct XXX"). Note: When submitting and changing a transaction, a separate warning screen may be displayed.

#### 4.2.3.4.1 Description and Execution

When the user is a Gaining Custodian and has entered an 'A' on one of the View screens to approve a C26 or C52 transaction, the Custodian is required to enter the signature/password using this screen.

When the user is a Manager and has entered a 'U' on one of the View screens to authorize update of NEMS using a PCM transaction, the manager is required to enter the signature/password using this screen.

When a Custodian uses any of the PCM transaction entry programs and presses ENTER to submit the transaction, this Screen will be displayed and the user must enter the signature/password. The same is also true if the user updates the transaction using the "Pending Transactions for Custodian Acct" option of the Signature/Password Menu.

#### 4.2.3.4.2 Display Screen

##### Popup Signature Screen - No-Warning Version

```
USER-ID: XXXXX  
PROGRAM: SGNC00S1  
MAP:      SGNC00M1  
  
ENTER AUTHORIZED SIGNATURE/PASSWORD:  
OR 'C' TO CANCEL: _____
```

##### Popup Signature Screen - Warning Version

```
USER-ID: XXXXX      Transaction Signature  DATE: YY-MM-DD
PROGRAM: SGNC00S2   Screen                TIME: HH:MM:SS
MAP:      SGNC00M2

                        ECN:      Transaction:

ENTER AUTHORIZED SIGNATURE/PASSWORD:
                        OR 'C' TO CANCEL: _____
```

NOTE: This is the Inventory-By-Custodian version. Inventory-by-location is the same, except the messages refer to Grid Location rather than Cust-Acct-No.

a. System Provided Data

The system will provide the display with the User-ID.

If a warning is required (See Section 4.2.3.2 for an explanation of the Inventory warnings) then the Warning version of the this screen will be displayed. A separate set of warning lines will be displayed for each Account which is involved.

b. User Inputs

Signature/Password

- A. Required to Enter, Accept or Update the transaction. Value is hidden.
- B. If value is omitted or incorrect and Function is blank, program will prompt with an invalid password warning. If value is incorrectly entered again, program will automatically cancel.

Function

- A. Required if signature/password is not entered.
- B. Must be a 'C' to cancel or a valid Navigation command.

c. Data Processing Results and Outputs

The user is prompted to enter the electronic signature or a 'C' to cancel.

If the user successfully enters the signature/password, one of the following sequences occurs:

- For Gaining Custodians approving a PCM transaction, the program attempts to update the Pending file record (See Section 4.2.3.2). The user is then returned to the transaction list screen (Transactions Requiring Gaining Custodian's Signature), with appropriate confirmation or error messages.
- For Managers updating NEMS with a PCM transaction, the program attempts to update the relevant files (See Section 4.2.4.2). The user is then returned to the transaction list screen (Transactions Requiring Manager's Approval), with appropriate confirmation or error messages.
- For Sending Custodians submitting a new transaction, the new pending record is created and the user is returned to the Transactions menu.
- For Sending Custodians submitting an update to a transaction (by using the Pending Transactions for Custodian ACCT screen), the pending record is modified (See Section 4.2.5) and the user is returned to the Pending Transactions for Custodian screen.

If the user enters a 'C', the file changes are canceled and the user is returned to the respective originating screen:

- Gaining Custodians are returned to the transaction list screen (Transactions Requiring Gaining Custodian's Signature), with the message:  
"Error 858 - Gaining Custodian Signature Required for Approval".
- Managers updating NEMS are returned to the transaction list screen (Transactions Requiring Manager's Approval), with the message:  
"Error 861 - Manager Signature Required for Equipment File Update".

- Sending Custodians submitting a new transaction or updating an existing one are returned to the respective Transaction screen, with the message:

"Error 862 - Signature Required to Update Pending file; Cont. or Cancel"

If the user fails to enter a correct signature/password, file changes are canceled and the user is returned to one of the following screens:

- Gaining Custodians and Managers are returned to their respective transaction list screen.
- Sending Custodians submitting a new transaction are returned the Transaction Menu (not the transaction screen).
- Sending Custodians updating an existing transaction are returned to the Pending Transactions for Custodian screen (not the Transaction Screen).

#### d. Error Messages

The following are error messages and warnings for this screen:

##### Error Messages

Error 001 - Invalid Function

Error 859 - Invalid Signature Entered Twice, Update Canceled

##### Warnings:

WARNING \*\*\* Inventory may not close if this change is made.

### **4.2.3.5 Revoke Approval Screen - Gaining Custodian**

#### 4.2.3.5.1 Description and Execution

This Popup screen is displayed when the user is a Gaining Custodian and selects a transaction on the Transactions Requiring Gaining Custodian's Signature screen that has previously been approved by that Custodian and is currently awaiting Manager review.

The screen allows the user to revoke that approval and re-review the transaction. If the user does revoke the approval, the PCM record is updated, placing the transaction back in the status of "awaiting Custodian review".

If the transaction approval is revoked, the user is immediately shown the view screen(s) for that transaction.

#### 4.2.3.5.2 Display Screen

```
USER-ID: XXXXX      This pending transaction
PROGRAM: SGN003P1  has been approved by the
MAP:      SGN003M3  Gaining Custodian and is
                  awaiting Manager Update.

ECN:              Sending Custodian No:
Transaction No:   Transaction Date:

ENTER 'C' to revoke custodian approval, or
ENTER ' ' to leave transaction unchanged: __
```

##### a. System Provided Data

The system will provide the display with current date and time, and the User-ID.

##### b. User Inputs

Function

A. Mandatory

B. Must be either blank to leave the transaction unchanged or 'C' to Continue on and revoke the approval

##### c. Data Processing Results and Outputs

The user is prompted to enter blank to exit or a 'C' to revoke the approval.

If a blank is entered, the user is then returned to the Transactions Requiring Gaining Custodian's Signature Screen. The PCM Pending file record is not changed.

If a 'C' is entered, the PCM Pending file record is changed by changing the Approval-Needed field from 'M' back to 'C'. The user is then shown the View

Screen(s) for that ECN, from where the user can reject, re-approve or simply return to the transaction list screen.

d. Error Messages

The following are error messages and warnings for this display screen:

Error Messages

Error 001 - Invalid Function

Warnings: None.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### **4.2.3.6 Cancel Rejection Screen - Gaining Custodian**

##### 4.2.3.6.1 Description and Execution

This Popup screen is displayed when the user is a Gaining Custodian and selects a transaction on the Transactions Requiring Gaining Custodian's Signature screen that the user has previously rejected (signified by the value 'C' in the REJ column on the transaction list).

The screen allows the user to Cancel that rejection and re-review the transaction. If the user does cancel the rejection, the PCM record is updated, placing the transaction back in the status of "awaiting Custodian review".

In either case, the user is immediately shown the view screen(s) for that transaction. From the view screen, the user may approve the transaction, reject it again (perhaps specifying a different reject reason) or simply exit after browsing the information.

##### 4.2.3.6.2 Display Screen

```
USER-ID: XXXXX      Gaining Custodian rejected
PROGRAM: SGN003P1   this transaction. This
MAP:      SGN003M4  rejection may be Cancelled
WARNING   here, restoring orig. values

ECN:           Sending CUST-ACCT-NO:
TRANSACTION NO: TRANSACTION DATE:

Enter 'C' to Cancel rejection & access View
Enter ' ' to go directly to View Screen:  _
```

a. System Provided Data

The system will provide the display with the User-ID, ECN and Transaction Number.

b. User Inputs

Function

A. Mandatory

B. Must be either blank to leave the transaction unchanged or 'C' to Cancel the rejection

c. Data Processing Results and Outputs

The user is prompted to enter blank to exit or a 'C' to cancel the rejection.

If a blank is entered, the user is immediately shown the View Screen(s) for that transaction. From the View screen(s) the user can browse the transaction, approve the transaction or choose the reject function (NOTE: the transaction is already rejected; choosing reject at this point simply allows the user to reset the reject date to today's date and, optionally, specify a different reject reason.)

If a 'C' is entered, the PCM Pending file record is changed by changing the Approval-Needed field from 'blank' back to 'C'. The three Rejection fields (REJ, REJ-REASON and REJ-DATE) are all blanked out. The user is then shown the View Screen(s) for that ECN, from where the user can re-reject,

approve or simply return to the Gaining Custodian or Manager transaction list screen (Section 4.2.3.1 and Section 4.2.4.1).

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid Function

Warnings: None.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.2.4 Transactions Requiring Manager Approval**

When the PCM user is a Manager, Selection of Option '2' from the Electronic Signatures Menu results in display of the first of a set of screens used to allow Managers/Custodians to review PCM transactions and allow those transactions to update the NEMS data base:

- Transaction List Screen (the initial screen)
- Single Page View Screen
- Multi-Page View Screens
- Delete Transaction View Screen
- Cancel Rejection Screen for Managers
- Signature Screens, with or without Inventory Warnings (see Section 4.2.3.4, above)

Except for the Signature Popup Screen, which was described earlier in the Gaining Custodian Section, each of these screens is described in the following sections.

**4.2.4.1 Transaction List Screen for Manager**

4.2.4.1.1 Description and Execution

If the user is a Manager (with a user type of 'M', for Manager), the Transactions Requiring Manager Approval screen will appear when the user selects item '2' (Sign-off on Transactions) from the Electronic Signatures Menu (Section 4.2.1.2).

This screen lists ALL pending transactions for the sub-institution of that Manager. For NASA institutions that do not have sub-institutions, the list will include all pending transactions for that institution. The list includes:

- a. Awaiting Manager Review: Transactions that are awaiting review by the Manager.
- b. Awaiting Manager Re-Review: Transactions that are awaiting re-review by the Manager, after being rejected and then corrected by the Sending Custodian.
- c. Rejected by Manager: Transactions that the Manager has already reviewed and rejected but that have not been corrected or deleted by the Sending Custodian. The Manager could reconsider this rejection.
- d. Transactions that are awaiting review by a Gaining Custodian.
- e. Transactions that are awaiting re-review by a Gaining Custodian, after being rejected and then corrected by the Sending Custodian.
- f. Transactions that a Gaining Custodian has already reviewed and rejected but that have not been corrected or deleted by the Sending Custodian.
- g. Transactions that were started in PCM, but were overridden by some direct NEMS transaction which took place after the PCM transaction was initiated. When the NEMS/PCM subsystem first detects such a condition (when the user attempts to update NEMS with the record), it will be automatically marked as rejected, with a REJ code of 'R' and a reject reason code of 'NC'. Such PCM transactions are awaiting deletion or correction by the Sending Custodian.

The Sending Custodians may wish to correct rejected or overridden transactions (items c, f and g), editing them by use of the PENDING TRANSACTIONS FOR CUSTODIAN ACCT screen (See Section 4.2.5). Doing so automatically marks them for re-review (Items b and e).

The highlighting of the transaction list is designed to draw the Manager's attention to those transactions which are awaiting Manager Review (items a and b above) or which the Manager has rejected and could be reconsidered by the Manager (item c). Other transactions, which cannot be acted on directly by the

Manager, are not highlighted and are shown only to inform the Manager about other pending activity in the PCM system.

In addition to normal PCM transactions shown above, any abnormal PCM records, resulting from failure in the operation of PCM or NEMS, will also be shown, so the Manager will know to call them to the attention of NEMS Technical Support Staff.

If there are no pending transactions for the sub-institution, the user is automatically returned to the Electronic Signatures Menu with a message: "THERE ARE NO TRANSACTIONS REQUIRING MANAGER'S SIGNATURE."

The Manager may select a particular transaction for processing. Depending upon the transaction selected, one of several Transaction View screens will then be displayed, allowing the Manager to view the old and new field values and to approve or reject the transaction.

If the transaction has been previously rejected by the Manager and is awaiting deletion by the Sending Custodian, selecting the transaction will bring up a pop-up window to give the Manager the ability to Cancel the rejection, restoring the transaction to its original AWAITING MANAGER REVIEW state.

If the Manager takes any action on the View screens, or if there is an error, then applicable confirmation, warning and error messages will be displayed on this screen.

If the user updates or rejects a transaction, the program will return to this display screen. In the case of a rejection, appropriate changes to the information displayed for that transaction (the rejection type, reason and date). In the case of a successful update, a Signature Pop-up screen will be shown, to allow the Manager to enter the Signature/Password. Then the PCM pending record will be deleted and the corresponding line on the transaction list display will be blanked out.

The Manager can also approve multiple pending transaction by enter an 'U' on the Manager's approval screen. This allows the Manager to approve all pending transaction being viewed on screen awaiting their approval or all pending transaction in the pending file awaiting their approval.

This option does not allow the Manager to view the changes made by the Custodian or Manager prior to the approval process. The manager is required to input their signature only once when the update multiple records option is selected.

#### 4.2.4.1.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: SGN003P2      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      SGN003M2          INSTALLATION NAME

                                TRANSACTIONS REQUIRING MANAGER APPROVAL
CUST      TRANS  TRANS  REJ      REJ      APPROVAL  GAINING
ACCT      ECN    NO     DATE    REJ    REASON    DATE    NEEDED  CUSTODIAN
-----

TO PROCESS A SINGLE RECORD, MOVE CURSOR TO RECORD LINE AND PRESS <ENTER>,
OR ENTER 'U' TO UPDATE MULTIPLE RECORDS, OR ENTER 'N' FOR NEXT PAGE,
OR 'T' FOR TOP OF PAGE, OR 'X' TO EXIT AND PRESS <ENTER>: _____
```

a. System Provided Data

For all of the transactions, the system will display the Sending Custodian Account, ECN, Transaction Number and Date, Reject information, the type of approval required and the Gaining Custodian Account Number. In addition, the system will provide the display with current date and time, and the User-ID.

When there are more transactions to be displayed, the message 'MORE ON NEXT PAGE' will be displayed at the bottom of the screen.

b. User Inputs

A. Mandatory

B. Must be either an 'U','N', 'T', 'X' or a valid navigational command.

c. Data Processing Results and Outputs

1. Paging through the listing:

The navigational input field at the bottom of the screen enables the user to scroll through the transaction records and to exit back to the Electronic Signatures menu (Section 4.2.1.2). Enter an 'N' in the input field and press ENTER to display the next screen of records. Alternatively, simply pressing ENTER while leaving the input field blank, with the cursor still in the input field, will also display the next screen. If there are no additional records to be displayed, the message "NO ADDITIONAL PENDING

RECORDS; DISPLAYING FROM TOP OF LIST" will be shown, and the top of the list will be shown.

Enter a 'T' to go to the top of the listing.

Enter an 'X' to exit.

## 2. Selecting a Record for Processing

To select a record for processing, position the cursor anywhere on the line containing the desired record and press ENTER.

The system response depends upon the status of the pending record. There are five possible status states:

- **AWAITING MANAGER REVIEW:** The record is awaiting review and approval by the Manager. There are four sub-cases:
  - **AWAITING MANAGER REVIEW - Approval Needed = 'M' and REJ = blank** and the line is highlighted. All transactions except C26 and C52 could be in this state.
  - **AWAITING MANAGER RE-REVIEW - Approval Needed = 'M' and the reject columns are filled in (REJ = C or M).** Except for the reject columns, the line is highlighted. The record was rejected by the Manager, corrected by the Sending Custodian and is now awaiting re-review and approval by the Manager.
  - **AWAITING MANAGER REVIEW AS GAINING CUSTODIAN:** Approval Needed = 'C' and the line is highlighted. This is a Custodian change transaction (C26 or C52) where the Manager is the Gaining Custodian.
  - **AWAITING MANAGER RE-REVIEW AS GAINING CUSTODIAN:** Approval Needed = 'C' and the line is highlighted except for the Reject columns. The Reject columns are non-blank. This is a custodian change transaction (C26 or C52) where the Manager is the Gaining Custodian. Transaction was corrected after a rejection. Though the information displayed is somewhat different in each case, there is no operational difference between any of these sub-cases. Exactly the same Manager actions can be taken in each case.

Upon selection of the record, one or a series of view screens will be presented to the user. The number of screens shown depends on the type of transaction record selected:

A C26, C29, C30, C31, C39, C41, C43, C44, C45, C50 or C51 Change transaction has only one screen (See Section 4.2.4.2).

A C38, C40, C42, C52, C56, C57 or C60 Change transaction has four screens (See Section 4.2.4.3).

Delete Transactions C65, C66, C67, C69, C70, C72 or C73 have a single view screen (See Section 4.2.4.4).

From any of the view screens, the Manager can take three basic actions: (a) make no change, (b) update NEMS, using the change or delete data from the PCM transaction, or (c) reject the transaction and supply a reject reason.

If the transaction is rejected, the transaction will be changed to the REJECTED BY MANAGER state (as described below). The Manager will be returned to this list screen with the rejection information displayed.

If the Manager uses the View screen to approve the transaction, selected data in the Pending File (depending on the transaction) will be written to the NEMS Equipment file. A NEMS Daily File record will be created and, for deletes, a History file record will be written. When this is completed, the system will return to this transaction list screen, with the line for that transaction blanked out and a confirmation message displayed giving the ECN, the Entry Reference Number (ERN) of the change and the previous ERN:

"ECN XXXXXXXX was processed. ERN: XXXXXXXX Previous ERN: XXXXXXXX"

In addition, for C50 transactions the following additional Freeze message is given: "Freeze Number XXXXXXXXXXXX has been assigned."

- REJECTED BY MANAGER - Approval Needed = blank and REJ = 'M' and the Reject columns of the line are highlighted. The record has been rejected by the Manager and is awaiting correction or deletion by the Sending Custodian.

By selecting the record at this point, the Manager can, optionally, reverse the rejection, returning the record to the "AWAITING CUSTODIAN REVIEW" state. This reversal is done using the Cancel Rejection popup screen (See Section 4.2.4.4). Whether or not the Rejection is canceled, the program will then proceed immediately to the view screens, where the Manager has the option of Updating with the transaction, rejecting the record again, giving a new rejection reason, or leaving the record unchanged.

- **AWAITING CUSTODIAN REVIEW or RE-REVIEW:** Approval Needed = 'C' and the line is NOT highlighted. For RE-REVIEW, the Reject .columns will be non-blank. The record is awaiting review and approval by the Gaining Custodian (only applicable to C26 and C52 transactions).

If one of these transactions is selected, the following message will be shown: "Error 855 - Transaction must be approved by Gaining Custodian."

- **REJECTED BY CUSTODIAN -** Approval Needed = blank and REJ = 'C' and the line is NOT highlighted. The record has been rejected by the Gaining Custodian and is awaiting correction or deletion by the Sending Custodian.

If one of these transactions is selected, the following message will be shown: "ERROR 855 - Can be changed by Gaining Custodian only."

- **NEMS OVERRIDE -** Approval Needed = blank, REJ = 'R', REJ Reason = 'NC' and the line is NOT highlighted. After the PCM transaction was submitted, a NEMS transaction was executed that modified the NEMS Equipment record and made the PCM transaction moot. The record is awaiting deletion by the Sending Custodian.

The Manager cannot access a NEMS OVERRIDE record. If selected, the following two-line message will be displayed: "Error 880 - Pend Entry Ref Number is not equal to Entry Ref Number. - ECN XXXXXXXX has been updated by NEMS. Delete this PCM record."

The Sign-Off screens are designed to allow the user to browse the transactions. To facilitate this, and avoid time-out conditions, the PCM and NEMS records are not "locked" while the user is examining them. As a result it is possible, though unlikely, that errors 874 or 879, could arise, as described in the Error Message section.

### 3. Selecting Multiple Records for Processing

To select multiple records for processing, enter 'U' on the input field of map (SGN003M2) and press ENTER.

The system will display the following map to allow the manager to chose the type of multiple record processing desired:

```
UPDATE MULTIPLE RECORD OPTIONS ARE AS FOLLOWS:  
  
US - UPDATE RECORDS DISPLAYED ON SCREEN AWAITING MANAGER'S APPROVAL  
  
UA - UPDATE ALL PENDING RECORDS AWAITING MANAGER'S APPROVAL  
  
PLEASE SELECT A OPTION: __  
ENTER 'C' TO CANCEL: __
```

When this selection is completed by the Manager, the signature screen is displayed for the Manager's signature and the transaction awaiting approval by the manager is processed.

d. Error Messages

The following are error messages and warnings for this display screen.

Error Messages:

Error 001 - Invalid Function

Error 003 - Requested record already exists

Error 855 - Transaction must be approved by Gaining Custodian

Error 857 - No ECN on that line.

Error 859 - Invalid Signature entered twice; Update canceled.

Error 861 - Manager Signature Required for Equipment File Update

Error 874 - Pending File Record was not found

Error 875 - More than one Pending File Record found, process canceled

Error 876 - Pending Update Canceled

Error 879 - No Equipment Record found, Process Canceled

Error 880 - Pend Entry Ref Number is not equal to Entry Ref Number

ECN XXXXXXXX has been updated by NEMS. Delete this PCM record

Error 994 - Duplicate equipment records; Contact DBA.

Warnings: None.

e. Limitations: None.

f. Interrelationships

The type of transaction selected for processing on this screen will determine which screen(s) will be presented next.

g. Options: None.

#### 4.2.4.2 Single-Page View Screen for Manager

##### 4.2.4.2.1 Description and Execution

If the record selected on the Transactions Requiring Manager's Signature screen is a C26, C29, C30, C31, C39, C41, C43, C44, C45, or C51 transaction, the Single-Page View Screen is presented next.

There could be one of two Option prompts at the bottom of the screen. Both versions are shown below.

##### 4.2.4.2.2 Display Screen

|                       |                                  |                     |
|-----------------------|----------------------------------|---------------------|
| USER-ID: XXXXX        | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD      |
| PROGRAM: TRNUPDS1     | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS      |
| MAP: TRNUPDM1         | INSTALLATION NAME                |                     |
| ECN:                  | TRANSACTION NO:                  | TRANSACTION DATE:   |
| ITEM NAME:            |                                  |                     |
| EQUIPMENT FILE VALUES |                                  | PENDING FILE VALUES |
| CUST ACCT NO:         | COND CODE:                       | CUST ACCT NO:       |
| USER NO:              | FREEZE NO:                       | USER NO:            |
| AVAIL STATUS CODE:    | INST-RECV: 0                     | AVAIL STATUS CODE:  |
| MODEL NO:             |                                  | INST-RECV: 0        |
| SERIAL NO:            |                                  | MODEL NO:           |
| L/L DOCUMENT NO:      |                                  | SERIAL NO:          |
| LOCATION - ZIP:       | BUILD:                           | L/L DOCUMENT NO:    |
| LOCATION - ROOM:      | GRID LOC:                        | LOCATION - ZIP:     |
| DATE STORAGE DUE:     |                                  | LOCATION - ROOM:    |
| LOCAL DATA:           |                                  | DATE STORAGE DUE:   |
| (EQUIP):              |                                  |                     |
| (PEND):               |                                  |                     |
|                       |                                  | ENTER OPTION: ___   |
|                       |                                  | REJ REASON : ___    |

Modified Option prompt on Display screen when there is an Inventory discrepancy:

```
(the rest of the screen is the same as above)

ENTER 'R+reason' (Reject), 'X' (Exit)
ECN is inv xxxxxxxx. Can not update. Recommend Rej: 'IV'      ENTER OPTION: R
                                                                REJ REASON   : IV
```

a. System Provided Data

The current Equipment file values and the values on the Pending file which will replace them (should the transaction be approved) are displayed on the screen. The current Equipment File values will be displayed in the left column. If the pending transaction will change one of the displayed fields, then that field's old and new (proposed) values will be shown (new on the right), and both values will be highlighted. Highlighting both values is needed for the special case where the old value was non-blank and the new value is blank. If the field value does not change, the Pending File fields are left blank.

The system will provide the display with current date and time, and the User-ID.

There could be one of two Option prompts at the bottom of the screen. In order to determine which of the two prompts to display, the software will check the inventory status of the transaction. Specifically, if inventory (by custodian or grid location) is open at the sub-installation, the program will check to see if this ECN is either an Underage or an Overage in inventory.

- Normal Option Prompt: The normal Option prompt is shown when there is no inventory discrepancy found for the transaction. With this normal prompt there may also be an Inventory Warning. For Inventory by Custodian, an inventory warning is given if Custodian Account is changed and either of the Custodian Accounts is an

open and unprocessed inventory account. For Inventory by Location, warnings are given if Location is changed and either of the Locations is an open and unprocessed inventory account. ("Unprocessed" means that discrepancy records have not been created by comparing that account's bar-code records to the Equipment file.)

- Discrepancy Prompt: The Discrepancy version of the Option prompt is used when the Equipment Item is an inventory discrepancy (underage or overage). The action list does not include 'A' for "Approve", since the transaction cannot be approved if it is an Inventory Discrepancy. In addition, there is a message indicating that the ECN is an Underage (as shown in the example) or an Overage. Also the Option and Reject Reason fields are pre-filled with R and 'IV', since that is the recommended action. The latter values can be overridden by the user.

Because of the error checking done at the time the pending transaction is created, the discrepancy prompt should rarely be displayed. It can happen when an inventory account has been open but unprocessed. Once the account is processed, discrepancies are known and will normally be detected by the transaction program. However, if the account was processed (revealing the discrepancy) in the time period after the pending transaction had been submitted and while the transaction was awaiting approval, the transaction program will not have the opportunity to detect the discrepancy. In that case, the Manager signoff software will detect the error and display the Discrepancy prompt.

The system will check the inventory status of most transactions. A list given below identifies which transactions are checked and which are not.

If no inventory discrepancy is discovered, the program then checks to see if the Cust-Acct-Nos or Locations (if Location is changed) are open but unprocessed inventory accounts. If the account is unprocessed, a discrepancy involving this ECN may only become known after the transaction has been completed. In that case, completing the transaction may make it more difficult to close the account or accounts. To make the user aware of this possibility, a warning is displayed, as shown in the example below.

If a warning is given and the manager bypasses it and allows the update to take place, on many transactions the program will change the field Date-Inventoried to the date of the update. This will eliminate certain conflicts that can arise in inventory processing. If the Date-Inventoried will be changed, then a message will be displayed on the screen (in the space beneath Transaction Date) as in the following example.

|                       |                                  |                                 |
|-----------------------|----------------------------------|---------------------------------|
| USER-ID: XXXXX        | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD                  |
| PROGRAM: TRNUPDS1     | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS                  |
| MAP: TRNUPDM1         | INSTALLATION NAME                |                                 |
| ECN:                  | TRANSACTION NO:                  | TRANSACTION DATE:               |
| ITEM NAME:            |                                  |                                 |
| EQUIPMENT FILE VALUES |                                  | PENDING FILE VALUES             |
| CUST ACCT NO:         | COND CODE:                       | CUST ACCT NO: COND CODE:        |
| USER NO:              | FREEZE NO:                       | USER NO: FREEZE NO:             |
| AVAIL STATUS CODE:    | INST-RECV: 0                     | AVAIL STATUS CODE: INST-RECV: 0 |
| MODEL NO:             |                                  | MODEL NO:                       |
| SERIAL NO:            |                                  | SERIAL NO:                      |
| L/L DOCUMENT NO:      |                                  | L/L DOCUMENT NO:                |
| LOCATION - ZIP:       | BUILD:                           | LOCATION - ZIP: BUILD:          |
| LOCATION - ROOM:      | GRID LOC:                        | LOCATION - ROOM: GRID LOC:      |
| DATE STORAGE DUE:     |                                  | DATE STORAGE DUE:               |
| LOCAL DATA:           |                                  |                                 |
| (EQUIP):              |                                  |                                 |
| (PEND):               |                                  |                                 |
|                       |                                  | ENTER OPTION: __                |
|                       |                                  | REJ REASON : __                 |

Not all transactions are checked for discrepancies and open inventory, and they are not all checked in the same way. The following table gives the various error checking options that have been implemented.

A. Change Transactions that can change Cust-Acct-No

- Transactions C26 and C52
- Always check for overages and underages. Prevent update if one is found.
- If losing and/or gaining Cust-Acct-No is open but unprocessed, warn and set Date-Inventory (See explanation above)
- If Location changes, and losing and/or gaining location is open but unprocessed, warn and set Date-Inventory

B. Change Transactions that can change Grid Location

- Transactions C29 and C31
- Always check for overages and underages. Prevent update if one is found.
- If Location changes, and losing and/or gaining location is open but unprocessed, warn and set Date-Inventory

C. Change Transactions that can change Grid Location and place the equipment item in "out" status

- Transactions C38, C40, C42, C44 and C60
- Always check for overages and underages. Prevent update if one is found.
- If Location changes, and losing and/or gaining location is open but unprocessed, warn but do not set Date-Inventory

D. Change Transactions that can change Grid Location and return the equipment item from "out" status

- Transactions C39, C41, C43 and C45
- Always check for overages and underages. Prevent update if one is found.
- If Location changes and losing and/or gaining location is open but unprocessed, display warning.
- Always set Date-Inventoried = Current Date, regardless of inventory status.

E. Delete Transactions

- Transactions C65, C66, C67, C69, C70, C71, C72, C73
- Always check for overages and underages. Prevent update if one is found.
- If the current Cust-Acct-No is open but unprocessed, warn but do not set Date-Inventory.

F. Other PCM Transactions

- Transactions C30, C50, C51, C56, C57
- Do not check for overages or underages
- Do not issue inventory warnings.
- Do not change Date-Inventoried.

b. User Inputs

Function

A. Mandatory

B. Must be either 'U' to Accept or 'R' to Reject or ' ' to refresh or 'X' to exit.

c. Data Processing Results and Outputs

The Manager enters a function 'U' to update the Equipment file with the Pending file values or an 'R' to reject the transaction.

If the user enters a function 'U' a Signature popup screen is displayed as shown above in Section 4.2.3.4. The Signature popup screen prompts the user to enter the electronic signature to confirm the update or a 'C' to cancel. In either case, the user is then returned to the Transactions Requiring Manager Approval screen. If the update was confirmed, a message will appear at the bottom of the screen displaying the ECN, the ERN of the change and the previous ERN. The Pending file record will be deleted and the Equipment file record will be updated. In addition, a daily record is added to the NEMS Daily file.

If the user enters a function 'R', the PCM record will be marked as Rejected by the Manager (PEND-ACTION-ACC-REJ = 'M') and the user is returned to the Transactions Requiring Manager's Signature screen. To do this the user must also enter a valid Reject Reason Code. The Reject code, the Reject Reason Code and the date of the rejection are stored in the PCM record and displayed on the Transactions Requiring Manager's Signature screen.

d. Error Messages and Warnings

Error 001 - Invalid Function

Error 847 - Reason Code must be entered for a rejection

Inventory warnings are displayed on the line beneath the option line. There are six possible warnings messages:

Inventory by Custodian Warnings

1. WARNING: Cust-Acct-Nos (xxxxx,yyyyy) are under Inventory
2. WARNING: Current Cust-Acct-No (xxxxx) is under Inventory
3. WARNING: New Cust-Acct-No (yyyyy) is under Inventory

Inventory by Location Warnings

4. WARNING: Grid Locations (xxxxx,yyyyy) are under Inventory
5. WARNING: Current Grid Location (xxxxx) is under Inventory

6. WARNING: New Grid Location (yyyyy) is under Inventory

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.2.4.3 Multi-Page View Screens for Manager**

4.2.4.3.1 Description and Execution

If the record selected on the Transactions Requiring Gaining Custodian's Signature screen is a C38, C40, C42, C52, C56, C57 or C60 transaction, the first page of the four-page Multi-Page View Screen is presented. The primary management functions for the transaction (Update, Reject or Exit) can be executed from any of the four pages. The four screens can be reviewed in sequential fashion as many times as needed by using the C function to Continue from screen to screen. There could be one of two Option prompts at the bottom of the screen. Both versions are shown below.

4.2.4.3.2 Display Screens

Page 1 of 4 (General Information)

|                              |                                  |                                  |
|------------------------------|----------------------------------|----------------------------------|
| USER-ID: XXXXX               | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD                   |
| PROGRAM: TRNUPDS1            | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS                   |
| MAP: TRNUPDM2                | INSTALLATION NAME                |                                  |
| ECN:                         | TRANSACTION NO:                  | TRANSACTION DATE:                |
| ITEM NAME:                   |                                  |                                  |
| EQUIPMENT FILE VALUES        |                                  | PENDING FILE VALUES              |
| IDLE EQUIP CODE:             | PREC METL CODE:                  | IDLE EQUIP CODE: PREC METL CODE: |
| USER NO:                     | CONDITION CODE:                  | USER NO: CONDITION CODE:         |
| AVAILABILITY STATUS CODE:    |                                  | AVAILABILITY STATUS CODE:        |
| UNIQUE EQUIP NO:             | YR MFG:                          | UNIQUE EQUIP NO: YR MFG:         |
| SERIAL NO:                   |                                  | SERIAL NO:                       |
| L/L DOCUMENT NO:             | INST RECV:                       | L/L DOCUMENT NO: INST RECV:      |
| LOCATION - ZIP:              |                                  | LOCATION - ZIP:                  |
| LOCATION - BUILDING:         |                                  | LOCATION - BUILDING:             |
| LOCATION - ROOM:             | GRID LOC:                        | LOCATION - ROOM: GRID LOC:       |
| LABOR COST LAST SERV (xxxx): |                                  | LABOR COST LAST SERV (xxxx):     |
| PARTS COST LAST SERV (xxxx): |                                  | PARTS COST LAST SERV (xxxx):     |
|                              |                                  | ENTER OPTION: ___                |
|                              |                                  | REJ REASON : ___                 |

Page 2 of 4 (Dates)

|                         |                                  |                           |
|-------------------------|----------------------------------|---------------------------|
| USER-ID: XXXXX          | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD            |
| PROGRAM: TRNUPDS1       | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS            |
| MAP: TRNUPDM3           | INSTALLATION NAME                |                           |
| ECN:                    | TRANSACTION NO:                  | TRANSACTION DATE:         |
| ITEM NAME:              |                                  |                           |
| EQUIPMENT FILE VALUES   |                                  | PENDING FILE VALUES       |
| DATE LOANED OUT:        |                                  | DATE LOANED OUT:          |
| DATE LEASED OUT:        |                                  | DATE LEASED OUT:          |
| DATE BORROWED OUT:      |                                  | DATE BORROWED OUT:        |
| DATE L-L-B-OUT-DUE:     |                                  | DATE L-L-B-OUT-DUE:       |
| DATE OUT FOR REPAIR:    |                                  | DATE OUT FOR REPAIR:      |
| DATE REPAIR RETURN DUE: |                                  | DATE REPAIR RETURN DUE:   |
| DATE STORAGE IN:        |                                  | DATE STORAGE IN:          |
| DATE AVAILABLE:         |                                  | DATE AVAILABLE:           |
| DATE LAST SERV:         |                                  | DATE LAST SERV:           |
| DATE INST ACQ:          |                                  | DATE INST ACQ:            |
| DATE WRRNTY EXP MAT:    | LAB:                             | DATE WRRNTY EXP MAT: LAB: |
| ENTER OPTION: __        |                                  |                           |
| REJ REASON: __          |                                  |                           |

Page 3 of 4 (Other Information)

|                                 |                                  |                                 |
|---------------------------------|----------------------------------|---------------------------------|
| USER-ID: XXXXX                  | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD                  |
| PROGRAM: TRNUPDS1               | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS                  |
| MAP: TRNUPDM4                   | INSTALLATION NAME                |                                 |
| ECN:                            | TRANSACTION NO:                  | TRANSACTION DATE:               |
| ITEM NAME:                      |                                  |                                 |
| EQUIPMENT FILE VALUES           |                                  | PENDING FILE VALUES             |
| ACQ DOCUMENT CONTROL NO:        |                                  | ACQ DOCUMENT CONTROL NO:        |
| MANUFACTURER'S CODE:            |                                  | MANUFACTURER'S CODE:            |
| MODEL NO:                       |                                  | MODEL NO:                       |
| SERIAL NO:                      |                                  | SERIAL NO:                      |
| NATIONAL STOCK NO:              |                                  | NATIONAL STOCK NO:              |
| CAP/SENS CODE: EQUIP MGMT CODE: |                                  | CAP/SENS CODE: EQUIP MGMT CODE: |
| CONTRACTOR (CONVEYOR):          |                                  | CONTRACTOR (CONVEYOR):          |
| OTHER AGENCY NO: OLDTAG NO:     |                                  | OTHER AGENCY NO: OLDTAG NO:     |
| COST ESTIMATED (Y):             |                                  | COST ESTIMATED (Y):             |
| HAZARDOUS MATERIAL CODE:        |                                  | HAZARDOUS MATERIAL CODE:        |
| ITEM NAME (EQUIP):              |                                  |                                 |
| ITEM NAME (PEND):               |                                  |                                 |
| ENTER OPTION: __                |                                  |                                 |
| REJ REASON : __                 |                                  |                                 |

Page 4 of 4 (Local Data)

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: YY-MM-DD
PROGRAM: TRNUPDS1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TRNUPDM5          INSTALLATION NAME

ECN:                    TRANSACTION NO:                TRANSACTION DATE:
ITEM NAME:

LOCAL DATA:
(EQUIP):
( PEND):

PLEASE ENTER FUNCTION:  __
REJ REASON:            __
```

Modified Option prompt on Display screen when there is an Inventory discrepancy:

```
(the rest of the screen is the same as above)

ENTER 'R+reason' (Reject), 'X' (Exit)
ECN is inv xxxxxxxx. Can not update. Recommend Rej: 'IV'      ENTER OPTION: R
REJ REASON : IV
```

- a. System Provided Data (Reference Section 4.2.4.2.3)
- b. User Inputs

Function

- A. Mandatory

- B. Must be either 'U' or 'R' or 'C' or 'X' or ' ' to refresh
- c. Data Processing Results and Outputs

See Section 4.2.4.2.5. In addition to the functions described there, if the user enters a function 'C', the next screen displaying additional Equipment file and Pending file values for the transaction will be displayed.

- d. Error Messages

See Section 4.2.4.2.6

- e. Limitations: None.

- f. Interrelationships: None.

- g. Options: None.

#### 4.2.4.3.3 Reject Reason Codes Screen

|   |                                  |                |
|---|----------------------------------|----------------|
| USER-ID: XXXXX  | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD |
| PROGRAM: TBLC70H3   | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS |
| MAP: TBLC70M3   |                                  |                |
| REASON<br>CODE  | REJECT REASON                    |                |
| <hr/>   |                                  |                |
| TO SELECT A REJ REASON, MOVE CURSOR TO RECORD LINE AND PRESS <ENTER><br>ENTER 'N' FOR NEXT PAGE, 'T' FOR TOP OF LIST, OR 'X' TO EXIT: _____ |                                  |                |

- a. System Provided Data

For all of the transactions, the system will display the Reject Reason and their Description. In addition, the system will provide the display with current date and time, and the User-ID.

- b. User Inputs

A. Must be either an 'N', 'T', or 'X'.

c. Data Processing Results and Outputs

1. Paging through the listing

The input field at the bottom of the screen enables the user to scroll through the transaction records and to exit back to the Display Screen (Section 4.2.4.3.2). Enter an 'N' in the input field and press ENTER to display the next screen of records. If there are no additional records to be displayed, the message "NO ADDITIONAL RECORDS DISPLAYING FROM TOP OF LIST" will be shown and the top of the list will be shown.

Enter a 'T' to go to the top of the listing.

Enter an 'X' to exit.

2. Selecting a Reject Reason

To select a record for processing, position the cursor anywhere on the line containing the desired reject reason and press ENTER. The selected reject reason code will be carried over to the transaction screen.

d. Error Messages

The following are error messages and warnings for this program:

- No reject reason on this line - please select again
- Error 001 - Invalid function entered

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.2.4.4 Delete Transaction View Screen for Manager**

4.2.4.4.1 Description and Execution

If the record selected on the Transactions Requiring Manager's Signature screen is a delete transaction (C65, C66, C67, C69, C70, C72 and C73), the Delete Transaction View Screen is presented next.

There could be one of two Option prompts at the bottom of the screen. Both versions are shown below.

4.2.4.4.2 Display Screen

Normal display screen:

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNUPDS1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNUPDM1          INSTALLATION NAME

ECN:                    TRANSACTION NO:          TRANSACTION DATE:
ITEM NAME:

      EQUIPMENT FILE VALUES          PENDING FILE VALUES
CUST ACCT NO:          COND CODE:          CUST ACCT NO:          COND CODE:
USER NO:              FREEZE NO:          USER NO:              FREEZE NO:
AVAIL STATUS CODE:    INST-RCV: 0          AVAIL STATUS CODE:    INST-RCV: 0
MODEL NO:
SERIAL NO:
L/L DOCUMENT NO:
LOCATION - ZIP:          BUILD:              LOCATION - ZIP:          BUILD:
LOCATION - ROOM:          GRID LOC:          LOCATION - ROOM:          GRID LOC:
DATE STORAGE DUE:
LOCAL DATA:
(EQUIP):
(PEND):

ENTER OPTION:  ___
REJ REASON   :  ___

```

Modified Option prompt on Display screen when there is an Inventory discrepancy:

```

              (the rest of the screen is the same as above)

ENTER 'R+reason' (Reject), 'X' (Exit)
ECN is inv xxxxxxxx. Can not update. Recommend Rej: 'IV'
ENTER OPTION: R
REJ REASON   : IV

```

a. System Provided Data

Selected fields from the current Equipment File record will be displayed in the left column of this screen.

In delete transactions, the Equipment record will be deleted and a Daily transaction record and History record will be created. Depending on the

transaction, a few field values may change, so that (if approved) the values on the new Daily or History records will differ from the current Equipment values. In those cases the values on the Pending file which will replace them are displayed on the right side of the screen. If the field value does not change, the Pending File fields are left blank.

If there is a change, both values will be highlighted. Highlighting both values is needed for the special case where the old value was non-blank and the new value is blank.

The system will provide the display with current date and time, and the User-ID.

There could be one of two Option prompts at the bottom of the screen.

The first version is the normal Option prompt when there is no inventory discrepancy found for the transaction. There may also be an Inventory Warning shown under the Action Prompt.

The second version is used when the program checks for inventory discrepancies. If the program finds that the equipment item is an inventory discrepancy (underage or overage) the act is an inventory discrepancy. In addition, as shown in the example, a message indicates that the ECN is an Underage or an Overage. Also, the Option and Reject Reason fields are pre-filled with R and 'IV', since that is the recommended action. The latter values can be overridden by the user.

The system will check the inventory status of all delete transactions. Section 4.2.4.2.2 lists the various inventory checking procedures used with these transactions. If inventory by custodian (or grid location) is open at the sub-installation, the program will check to see if this ECN is either an Underage or an Overage in inventory. If so, the error message shown above will be displayed and the program will not allow update with the pending transaction.

Because of the error checking done at the time the pending transaction is created, this error message should rarely be displayed. The only case would be when an inventory account was open but unprocessed. An unprocessed account is one where information is being gathered or scanned but the data has not been processed and compared to the Equipment File. Once the account is processed, discrepancies are known and will be detected by the error checks. However, the error message may be shown if the account was processed (revealing the discrepancy) after the pending transaction had been submitted and while it was awaiting approval.

If no inventory discrepancy is discovered, the program checks to see if the Cust-Acct-No or Location is an open but unprocessed inventory account. If

the account is unprocessed, a discrepancy involving this ECN may only become known after the transaction has been completed. In that case, completing the transaction may make it more difficult to close the account. To make the user aware of this possibility, a warning is displayed, as shown in the example below.

|                       |                                  |                     |
|-----------------------|----------------------------------|---------------------|
| USER-ID: XXXXX        | NASA EQUIPMENT MANAGEMENT SYSTEM | DATE: YY-MM-DD      |
| PROGRAM: TRNUPDS2     | PROPERTY CUSTODIAN SUBSYSTEM     | TIME: HH:MM:SS      |
| MAP: TRNUPDM7         | INSTALLATION NAME                |                     |
| ECN:                  | TRANSACTION NO:                  | TRANSACTION DATE:   |
| ITEM NAME:            |                                  |                     |
| EQUIPMENT FILE VALUES |                                  | PENDING FILE VALUES |
| DATE SHIPPED:         |                                  | DATE SHIPPED:       |
| INSTALLATION REC:     |                                  | INSTALLATION REC:   |
| OTHER AGENCY:         |                                  | OTHER AGENCY:       |
| CONTRACT REC:         |                                  | CONTRACT REC:       |
| LOCAL DATA:           |                                  |                     |
| (EQUIP):              |                                  |                     |
| (PEND):               |                                  |                     |
|                       |                                  | ENTER OPTION: __    |
|                       |                                  | REJ REASON: __      |

## b. User Inputs

### Function

#### A. Mandatory

B. Must be either 'U' to Accept or 'R' to Reject or ' ' to refresh or 'X' to exit.

## c. Data Processing Results and Outputs

The Manager enters a function 'U' to delete the Equipment file record, or enters an 'R' to reject the transaction.

If the user enters a function 'U' a Signature popup screen is displayed as shown above in Section 4.2.3.4. The Signature popup screen prompts the user to enter the electronic signature to confirm the update or a 'C' to cancel. In either case, the user is then returned to the Transactions Requiring Manager Approval screen. If the update was confirmed, a message will appear at the bottom of the screen displaying the ECN, the ERN of the change and the previous ERN.

The Pending file record will be deleted and the Equipment file record will be deleted. In addition, records are added to the NEMS Daily file and the NEMS History file.

If the user enters a function 'R', the PCM record will be marked as Rejected by the Manager (PEND-ACTION-ACC-REJ = 'M') and the user is returned to the Transactions Requiring Manager's Signature screen. To do this the user must also enter a valid Reject Reason Code. The Reject code, the Reject Reason Code and the date of the rejection are stored in the PCM record and displayed on the Transactions Requiring Manager's Signature screen.

d. Error Messages and Warnings

Error 001 - Invalid Function

Error 847 - Reason Code must be entered for a rejection

Inventory warnings are displayed on the line beneath the option line. There are two possible warning messages:

Inventory by Custodian Warning

WARNING: Current Cust-Acct-No (xxxxx) is under Inventory

Inventory by Location Warning

WARNING: Current Grid Location (xxxxx) is under Inventory

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### **4.2.4.5 Cancel Rejection Screen for Manager**

##### 4.2.4.5.1 Description and Execution

This Popup screen is displayed when the Manager selects a transaction on the Transactions Requiring Gaining Custodian's Signature screen that the Manager has previously rejected (signified by the value 'M' in the REJ column on the transaction list).

The screen allows the user to Cancel that rejection and re-review the transaction. If the user does cancel the rejection, the PCM record is updated, placing the transaction back in the status of "Awaiting Manager Review".

If the transaction rejection is canceled, the user is immediately shown the view screen(s) for that transaction.

#### 4.2.4.5.2 Display Screen

```
USER-ID: XXXXX      Manager has rejected this
PROGRAM: SGN003P2  transaction.          This
MAP:      SGN003M5 rejection may be cancelled
WARNING   here, restoring orig. values

ECN:          Sending CUST-ACCT-NO:
TRANSACTION NO: TRANSACTION DATE:

ENTER 'C' TO CANCEL REJECTION & ACCESS VIEW
ENTER ' ' TO GO DIRECTLY TO VIEW SCREEN:  _
```

a. System Provided Data

The system will provide the display with current date and time, and the User-ID.

b. User Inputs

Function

A. Mandatory

B. Must be either blank to leave the transaction unchanged or 'C' to Cancel the rejection

c. Data Processing Results and Outputs

The user is prompted to enter blank to exit or a 'C' to cancel the rejection.

If a 'C' is entered, the PCM Pending file record is changed by changing the Approval-Needed field from 'blank' back to 'M'. The three Rejection fields (REJ, REJ-REASON and REJ-DATE) are all blanked out. The user is then shown the View Screen(s) for that ECN, from where the user can re-reject, approve or simply return to the transaction list screen.

If a blank is entered, the user is immediately shown the View Screen(s) for that transaction. The PCM Pending file record is not changed immediately, though further changes could be made from the View Screen(s), such as changing the Reject Reason. However, the three Reject fields can be blanked out only by choosing the 'C' function.

Any other input value results in a ERROR 001 - Invalid Function message.

The user is prompted to enter blank to exit or a 'C' to cancel the rejection.

If a blank is entered, the user is then returned to the Transactions Requiring Gaining Custodian's Signature Screen. The PCM Pending file record is not changed.

If a 'C' is entered, the PCM Pending file record is changed by changing the Approval-Needed field from 'blank' back to 'C'. The three Rejection fields (REJ, REJ-REASON and REJ-DATE) are all blanked out. The user is then shown the View Screen(s) for that ECN, from where the user can re-reject, approve or simply return to the transaction list screen.

Any other input value results in a ERROR 001 - Invalid Function message.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid Function

Warnings: None.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.2.5 Transactions Which Have Been Rejected**

**4.2.5.1 Description and Execution**

This screen will display a list of custodian transactions which have been rejected. The custodian can modify or delete a rejected transaction.

#### 4.2.5.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: SGN005P2      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      SGN005M3      INSTALLATION NAME

          TRANSACTIONS REJECTED FOR CUSTODIAN ACCOUNT:

  GAINING          TRANS   TRANS          REJ          REJ          APPROVAL
CUSTODIAN  ECN      NO      DATE      REJ      REASON      DATE      NEEDED
-----

ENTER THE ECN OF THE TRANSACTION TO BE CORRECTED OR DELETED:
OR 'X' TO EXIT: _____ DELETE (D): _
```

##### a. System Provided Data

The system will provide the display with current date and time, and the User-ID.

For all of the rejected transactions for the particular Custodian account, the system will display the ECN, Transaction Number and Date, Reject information and the type of approval required. If the type of approval needed is 'C' for Custodian, the User-ID of the Gaining Custodian will be displayed.

When there are more transactions to be displayed, the message 'More on Next Page' will be displayed at the bottom of the screen.

##### b. User Inputs

ECN

A. Mandatory

B. Must be either an ECN from the above list or 'X' to exit

'X' to Exit

A. Must be 'X'

B. Enter 'X' if you wish to return to the Electronic Signatures Menu

Delete (D)

- A. Must be 'D' or blank
  - B. Enter 'D' if you wish to delete the pending transaction record
- c. Data Processing Results and Outputs

Upon successful entry of the ECN and the 'D', the system deletes the particular transaction from the Pending Transactions File and displays the message, 'ECN...has been deleted from the Pending File'.

If the user enters an ECN and leaves the Delete field blank, the appropriate transaction program is called to allow the user to make changes as required. Within the Transaction program the Custodian can make appropriate changes to the Transactions fields. After finishing with those inputs, the user may cancel or may update the PCM pending record. If the pending record is updated, the Custodian will be asked to provide the Signature/Password. The updated PCM record will have a new Pending Date and the Approval-Needed field will be reset to its normal starting value (either 'C' or 'M'). The Reject fields will not be changed; if they were blank they will still be blank, if non-blank they will still be non-blank. Upon completion of the transaction, control is returned to the Pending Transactions by ECN screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages:

- Error 024 - ECN must be entered
- Error 852 - Invalid ECN entered
- Error 854 - Delete must be equal to 'D' or blank

Warnings: None.

e. Limitations

Managers may not use this function without a Custodian assignment.

f. Interrelationships: None.

g. Options: None.

## 4.2.6 Transactions Awaiting Other Acceptance/Approval

### 4.2.6.1 Description and Execution

This screen will display a list of transaction(s) awaiting other custodian's acceptance/approval. This screen is to view only.

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: SGN005P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      SGN005M1          INSTALLATION NAME

          PENDING TRANSACTIONS BY ECN FOR CUSTODIAN ACCOUNT:

          GAINING          TRANS          TRANS          REJ          REJ          APPROVAL
          CUSTODIAN          ECN          NO          DATE          REJ          REASON          DATE          NEEDED
          -----

ENTER THE ECN OF THE TRANSACTION TO BE CORRECTED OR DELETED:
OR 'X' TO EXIT: _____ DELETE (D): _
```

#### a. System Provided Data

The system will provide the display with current date and time, and the User-ID.

For all of the pending transactions for the particular Custodian account, the system will display the ECN, Transaction Number and Date, Reject information and the type of approval required. If the type of approval needed is 'C' for Custodian, the User-Id of the Gaining Custodian will be displayed.

When there are more transactions to be displayed, the message 'More on Next Page' will be displayed at the bottom of the screen.

#### b. User Inputs

'X' to Exit

A. Must be blank or 'X'

B. Enter 'X' if you wish to return to the Electronic Signatures Menu

#### c. Interrelationships: None

d. Options: None

## **4.3 CUSTODIAN TRANSACTIONS**

### **4.3.1 PCM Transaction Menu**

#### **4.3.1.1 Description and Execution**

The Custodian Transactions System is designed to allow the user to initiate 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 two types of Transactions:

1. Change Transactions are identified by Transactions numbered C26 to C60 and are used to create a Pending File Record to reflect changes to an Equipment File Record. The Pending File record containing this change must be approved by the responsible Property Custodian or Manager. After the approval, the Equipment File record is updated. The Custodian Transactions Subsystem will not permit changes to records that do not exist. When the Equipment File record is updated, a Daily Transaction record is also created to reflect this change.
2. Delete Transactions are identified by Transactions numbered C65 to C73 and are used to remove Equipment Records from the Equipment File. A Pending File Record is created to reflect this deletion. The Pending File record containing this deletion must be approved by the responsible Manager. After the approval, the Equipment File record is updated. 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 Custodian Transactions Subsystem also allows space for individual installations to insert elements for local use called 'local data'. Each NASA installation must prepare supplementary instructions for local requirements beyond the scope of agency-wide policies and procedures.

This Subsystem reduces the use of the NEMS-1, NASA form 1602, by allowing property Custodians to request equipment transactions online. Management approval of these transactions is processed in the Electronic Signatures subsystem.

The List Custodian Account Number Table (078) and List User Number Table (090) are options on the PCM Transaction Menu.

### 4.3.1.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC00P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC00M1     INSTALLATION NAME

                          PCM TRANSACTIONS MENU

                          ENTER FUNCTION OR 'X' TO EXIT: _____

                          C=CHANGE (TRANSACTIONS C26-C60)

                          D=DELETE (TRANSACTIONS C65-C73)

                          L=LIST CUSTODIAN ACCOUNT NUMBER TABLE (078)

                          U=LIST USER NUMBER TABLE (090)
```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Enter Function or 'X' to Exit:

- A. Mandatory
- B. Must be a 'C', 'D', 'X', 'L', 'U' or a valid navigation command

If an error message appears at the bottom of the screen, read the message and correct the identified field. Data Processing Results and Outputs

Once the user inputs have been successfully entered, the inputs will be processed as follows:

- A. Option 'C':  
This option will display the NEMS Custodian Change Transactions Menu for further processing.
- Option 'D':  
This option will display the NEMS Custodian Delete Transactions Menu for further processing.

Option 'X':

This option will return you to the Main Menu.

Option 'L':

This option will list the Custodian Account Number Table (078).

Option 'U':

This option will list the User Number Table (090).

c. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid function entered

Error 002 - User is not authorized to use this function

Warnings

d. Limitations: None.

e. Interrelationships: None.

f. Options: None.

**4.3.1.3 Display Screen (Change)**

This screen displays a list of all Change Transactions which a Custodian is authorized to process.



c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

A. The system calls the appropriate transaction screen based on the Transaction Number entered.

B. Option 'X':

This option will return you to the Custodian Transaction Menu.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 004 - Requested record does not exist

Error 007 - Record was originally entered by sub-installation xx

Error 019 - Transaction Table exceeded - contact NEMS maint. staff

Error 023 - Invalid Transaction Number entered

Error 024 - ECN must be entered

Error 034 - Custodian Account No. does not match field in record

Error 045 - Record was originally entered for NMIS only

Error 260 - Transaction Number must be entered

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.3.1.4 Display Screen (Delete)**

This screen displays a list of all Delete Transactions which the Custodian is authorized to process.

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: YY-MM-DD
PROGRAM: TRNC00P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TRNC00M2          INSTALLATION NAME

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____
ECN: *****          CUSTODIAN ACCOUNT NO:

99  xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  99  xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Enter Transaction Number or 'X' to Exit:

- A. Mandatory
- B. Must be a 'X' or a valid transaction number as displayed on the screen (example: C65 - Transfer to Another NASA Installation) or a valid navigational command.

ECN:

- A. Mandatory
- B. Must be a valid ECN for the responsible Custodian account as displayed on the screen.

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. The system calls the appropriate transaction screen based on the Transaction Number entered.
- B. Option 'X':

This option will return you to the Custodian Transaction Menu.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 004 - Requested record does not exist
- Error 007 - Record was originally entered by installation XXXX
- Error 019 - Transaction table exceeded - contact NEMS maint. staff
- Error 023 - Invalid Transaction Number entered
- Error 024 - ECN must be entered
- Error 034 - Custodian Account No. does not match field in record
- Error 045 - Record was originally entered for NMIS only
- Error 260 - Transaction Number must be entered

Warnings

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

**4.3.1.5 Display Screen (Custodian Account Number Table (078))**

This screen displays options for displaying the Custodian Account Number Table (078).



Option '1': This option will display the Custodian Account Number Table (078) by subinstallation.

Option '2': This option will display the Custodian Account Number Table (078) by custodian account name.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 777 - Selection Must Be '1' or '2' or 'X'

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.3.1.6 Display Screen (Custodian Account Number Table (078))**

This screen displays options for displaying the Custodian Account Number Table (078) by sub-installation or custodian name.

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: LST078P1      PROPERTY CUSTODIAN MODULE          TIME: HH:MM:SS
                        CUSTODIAN ACCOUNT NUMBER TABLE

```

| INST<br>SUB | CUST<br>ACCT NO | CUST<br>NO | CUSTODIAN NAME     | CUST<br>MAIL CODE | CUST<br>ORG CODE |
|-------------|-----------------|------------|--------------------|-------------------|------------------|
| 08          | 02002           | 02002      | FORBES JOHN C      | EP35              | EP35             |
| 08          | 02005           | 02005      | ESKRIDGE RICHARD   | EP13              | EP13             |
| 08          | 02013           | 02013      | BARRON RONALD R    | EP82              | EP82             |
| 08          | 02015           | 02015      | BARNES SCOTTIE P   | EP85              | EP85             |
| 08          | 02017           | 02017      | LUNA KENNETH H     | EP83              | EP83             |
| 08          | 02019           | 02019      | PARTON HERMAN A    | EP88              | EP88             |
| 08          | 02021           | 02021      | PATTON JEFFREY L   | EP86              | EP86             |
| 08          | 02022           | 02022      | RHODES JAMES E     | EP83              | EP83             |
| 08          | 02030           | 02030      | GRIFFITH JR        | EP86              | EP86             |
| 08          | 02041           | 02041      | VAUGHN LEMUEL      | EP34              | EP34             |
| 08          | 02042           | 02042      | RYLANT WENDELL M   | EP87              | EP87             |
| 08          | 02050           | 02050      | YOUNG GEORGE M III | EP31              | EP31             |
| 08          | 02059           | 02059      | BECHTEL TD         | EP43              | EP43             |
| 08          | 02060           | 02060      | EZELL TIMOTHY G    | EP43              | EP43             |

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

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Enter Transaction Number or 'X' to Exit:

- A. Mandatory
- B. Must be a 'N', 'R', X' or a valid navigational command

c. Data Processing Results and Outputs

- A. The system will display the Custodian Account Number Table to the screen in the format selected.
- B. Option 'N': This option will display the next page of the Custodian Account Number Table (078).

Option 'R': This option will review the Custodian Account Number Table (078) starting at page 1.

Option 'X': This option will return you to the Custodian Transaction Menu.

d. Error Messages: None.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.3.1.7 Display Screen (User Number Table (090))**

This screen displays options for displaying the User Number Table (090).



B. Option 'X': This option will return you to the Custodian Transaction Menu.

Option '1': This option will display the User Number Table (090) by sub-installation.

Option '2': This option will display the User Number Table (090) by user name.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 777 - Selection Must Be '1' or '2' or 'X'

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.3.1.8 Display Screen (User Number Table (090))**

This screen displays the User Number Table (0908) by sub-installation or user name.

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: LST090P1      PROPERTY CUSTODIAN MODULE          TIME: HH:MM:SS
                        USER NUMBER TABLE

  INST  USER          MAIL
  SUB   NUMBER  USER NAME          CODE   USER PHONE NUMBER
  ----  -
  08    DFRF    DRYDEN RESEARCH CENTER
  08    GSFC    GODDARD SPACE FLIGHT CENTER
  08    HDQTRS  NASA HEADQUARTERS
  08    JPL     JET PROPULSION LABORATORY
  08    JSC     LYNDON B JOHNSON SPACE CENTER
  08    KSC     KENNEDY SPACE CENTER
  08    KSC 19  ROCKWELL SUB-INSTALLATION          KSC    407-799-6916
  08    LARC    LANGLEY RESEARCH CENTER
  08    LERC    LEWIS RESEARCH CENTER
  08    MAF     MICHOU D ASSEMBLY FACILITY
  08    MIT     MASSACHUSET INSTITUTE TECH
  08    SSC     STENNIS SPACE CENTER
  08    UCO     UNIVERSITY OF COLORADO
  08    USBI    UNITED SPACE BOOSTERS INC
ENTER 'N' VIEW NEXT PAGE, 'R' REVIEW FROM PAGE 1, OR 'X' TO EXIT: N

```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Enter Transaction Number or 'X' to Exit:

A. Mandatory

B. Must be a 'N', 'R', X' or a valid navigational command

c. Data Processing Results and Outputs

A. The system will display the User Number Table to the screen in the format selected.

B. Option 'N': This option will display the next page of the Custodian Account Number Table (078).

Option 'R': This option will review the User Number Table (090) starting at page 1.

Option 'X': This option will return you to the User Number Menu.

d. Error Messages: None.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.2 Transactions C26 - Custodian Account Change**

#### **4.3.2.1 Description and Execution**

Transaction C26 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. Table files for the Custodian Account Number, Available Status Code, Condition Code, Building Location, and Inventory Location are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or modified with the changes.

### 4.3.2.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC26P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC26M1     INSTALLATION NAME

                          PCM -C26 - CUSTODIAN ACCOUNT (CHANGE)

ECN:
ITEM NAME:
MFG NAME:

CUSTODIAN ACCOUNT NO: *****
AVAILABILITY STATUS CODE: *
LOCATION - ZIP: _____ BLDG: _____

CUSTODIAN ACCOUNT NO:
MODEL NO:
SERIAL NO:

USER NO: *****
CONDITION CODE: ___
ROOM: _____ LOCATION: _____
LOCAL DATA (Y): _

ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

Custodian Account Number:

- A. Mandatory
- B. Must be changed
- C. Must be entered left justified
- D. Must be on Table 078, enter '?' to select the Custodian Account Number from Table 078
- E. If the old and/or the new Custodian Account is undergoing inventory a screen will appear with the warning message indicating which Custodian Account Number 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, enter '?' to select the User Number from Table 090

Available Status Code:

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

Condition Code:

- A. Optional to change
- B. Must be on Table 510

Location - Zip Code:

- A. Optional to change
- B. No 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
- C. No edits

Location: (This field refers to the Inventory Grid Location)

- A. Optional
- B. If the old and/or new Grid Location is undergoing inventory, a screen will appear with a warning message indicating which Grid Location is being inventoried, and due to this change, inventory may not be closed.

- C. If the Grid Location is being changed for an ECN that has an outstanding discrepancy, a message is displayed stating the change is not allowed.

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If the ECN is not being inventoried and no transaction C26 is pending, a Pending File record is created.
- B. If the ECN is being inventoried, then a warning screen is displayed notifying that this ECN is being inventoried. An option is given to cancel the transaction or continue. A Pending File record is created if the continue option is taken and the transaction is canceled if the cancel option is taken.
- C. If the ECN is not being inventoried and a transaction C26 is pending, then the Pending File record is modified.
- D. If the Gaining Custodian Account Number is not in the PCM Authorization File, then a window will be displayed asking the user to print a 1602 and the transaction will be automatically canceled by the system.
- E. Option 'C':

This option will cancel the transaction and no Pending File record will be created or modified.

d. Error Messages

The following are error messages and warnings for this program:

#### Error Messages

- Error 002 - User is not authorized to use this function
- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 130 - User number must be entered
- Error 250 - Condition Code must be entered
- Error 265 - Cust Acct cannot be changed, record is an underage in INV
- Error 266 - Cust Acct cannot be changed, record is an overage in INV
- Error 271 - Grid Location cannot be changed, record is an underage in INV
- Error 272 - Grid Location cannot be changed, record is an overage in INV
- Error 476 - Availability Status Code must be entered
- Error 478 - Availability Status Code not on Table 410
- Error 488 - Custodian Account No. must be entered
- Error 489 - Custodian Account No. must be changed
- Error 490 - Custodian Account No. not on Table 078
- Error 492 - User No. must be entered.
- Error 494 - User No. not on Table 090
- Error 496 - Zip Code must be entered
- Error 498 - Building must be entered
- Error 500 - Building not on Table 102
- Error 518 - Condition Code not on Table 510
- Error 561 - Local Data must be 'Y' or blank

Warnings:

Invalid Navigation Command

Transaction Already Approved by Gaining Custodian and cannot be changed

Warning \*\*\* Record is in an "out" status

ECN XXXXXXXX has not been changed. Transaction has been canceled

Warning \*\*\* due to this change inventory may not be closed

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### 4.3.2.3 Display Screen (Inventory Warning)

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: YY-MM-DD
PROGRAM: TRNC26P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TRNC26M2      INSTALLATION NAME

                          PCM - 26 - CUSTODIAN ACCOUNT (CHANGE)

                          INVENTORY WARNING SCREEN

ECN:

OLD CUST-ACCT-NO:
NEW CUST-ACCT-NO:

      WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Press Enter to Continue or 'C' to Cancel:

A. Optional

B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

A. Option ' ': A Pending File record is created or modified with the change. Reference Section 4.3.2.2.c.

B. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 265 - Cust. Acct. cannot be changed, record is an underage in INV

Error 266 - Cust. Acct. cannot be changed, record is an overage in INV

Warnings:

If a warning message appears on the screen, press enter to continue or "C" to cancel.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### 4.3.2.4 Display Screen (Inventory Warning)

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC26P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNCWIM1

                                PCM - C26 - CUSTODIAN ACCOUNT (CHANGE)

                                INVENTORY WARNING SCREEN

ECN:

OLD GRID LOCATION:
NEW GRID LOCATION:

WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Press Enter to Continue or 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. Option ' ': A Pending File record is created or modified with the change. Reference Section 4.3.2.2.c.
- B. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.

d. Error Messages

The following are error messages and warnings for this program: Error Messages

Error 271 - Grid Location cannot be changed, record is an underage in INV

Error 272 - Grid Location cannot be changed, record is an overage in INV

Warnings:

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.3 Transactions C29 - Location Change**

#### **4.3.3.1 Description and Execution**

Transaction C29 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. Table file for the Building location is used to validate the data. After the data is updated on the screen successfully, a Pending File record is created if the transaction is new for a particular ECN or a Pending File record is created or updated for the change. The TRNC29P1 program calls the NEMSPCM update program, TRNUPDP1, to process this transaction against the NEMS equipment file. The NEMS Daily File Record is created and the Pending File record is deleted.

### 4.3.3.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC29P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC29M1     INSTALLATION NAME

                          PCM - C29 - EQUIPMENT LOCATION (CHANGE)

ECN:
ITEM NAME:
MFG NAME:
                                CUSTODIAN ACCOUNT NO:
                                MODEL NO:
                                SERIAL NO:

LOCATION - ZIP: *****   BLDG: *****   ROOM: _____   LOCATION: _____
                                LOCAL DATA (Y): _

                                ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Location - Zip Code:

- A. Mandatory
- B. Either Zip Code, Building or Room must be changed
- C. No edits

Location - Building:

- A. Mandatory
- B. Either Zip Code, Building or Room must be changed
- C. Must be entered left justified
- D. Must be on Table 102

Location - Room:

- A. Optional

B. Either Zip Code, Building or Room must be changed

C. Must be entered left justified

Location: (This refers to the Inventory Grid Location)

A. Optional

B. If the old and/or new Grid Location is undergoing inventory, a screen will appear with a warning message indicating which Grid Location is being inventoried, and due to this change, inventory may not be closed.

C. If the Grid Location is being changed for an ECN that has an outstanding discrepancy, a message is displayed stating the change is not allowed.

Local Data (Y):

A. Optional

B. Must be either 'Y' or blank

Enter 'C' to Cancel:

A. Optional

B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.

B. If there are no errors, then a Pending File record is created or modified with the location change. If a Transaction C29 for the ECN is not pending, then a Pending File record is created. If a Transaction C29 is pending, then the Pending File record is modified.

d. Error Messages

The following are error messages and warnings for this program:

#### Error Messages

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 271 - Grid Location cannot be changed, record is an underage in INV

Error 272 - Grid Location cannot be changed, record is an overage in INV

Error 496 - Zip Code must be entered

Error 498 - Building must be entered

Error 500 - Building not on Table 102

Error 561 - Local Data must be 'Y' or blank

Error 623 - One of the fields must be changed

#### Warnings

Warning \*\*\* Record is in an OUT status

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.4 Transactions C30 - Status/Condition Code Change**

#### **4.3.4.1 Description and Execution**

Transaction C30 is used to change the Status Code of a Equipment File when that record has a change in status from active, inactive unassigned, inactive assigned or excess. Table Files for the Available Status Code and Condition Code are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

#### 4.3.4.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC30P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC30M1     INSTALLATION NAME

                          PCM - C30 - STATUS CODE (CHANGE)

ECN:                    CUSTODIAN ACCOUNT NO:
ITEM NAME:              MODEL NO:
MFG NAME:               SERIAL NO:

AVAILABILITY STATUS CODE: *          CONDITION CODE: **
                                      LOCAL DATA (Y): _

                                      ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Available Status Code:

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

Condition Code:

- A. Optional
- B. Must be on Table 510

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.
- B. If there are no errors, then a Pending File record is created or modified with the changes. If a Transaction C30 is not pending for the ECN, then a Pending File record will be created. If a Transaction C30 is pending for the ECN, then the Pending File record will be modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 240 - Availability Status Code must be entered
- Error 242 - Availability Status Code must be changed
- Error 250 - Condition Code must be entered
- Error 478 - Availability Status Code not on Table 410
- Error 518 - Condition Code not on Table 510
- Error 561 - Local Data must be 'Y' or blank

Warnings

- Warning \*\*\* Record is in an OUT status

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.5 Transactions C31 - User Number Change**

#### **4.3.5.1 Description and Execution**

Transaction C31 is used to change the User Number of an Equipment File when the User Number has changed. Table Files for the User Number, and Building location are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created if the transaction is new for a particular ECN or a Pending File record is updated if the transaction was entered before and had not been processed for a particular ECN.

#### **4.3.5.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC31P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC31M1          INSATALLATION NAME

                                PCM - C31 - USER NUMBER (CHANGE)

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:

USER NO: *****
LOCATION - ZIP: *****   BLDG: *****   ROOM: _____   LOCATION: _____
                                LOCAL DATA (Y): _

                                ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

#### **a. System Provided Data**

The system will provide the display with the current date and time, and USERID.

#### **b. User Inputs**

User Number:

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

- C. User Number must not be blanked out
- D. Must be on Table 090, enter '?' to select the User Number from Table 090

Location - Zip Code:

- A. Optional to change
- B. No edits

Location - Building:

- A. Optional to change
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified
- C. No edits

Location: (This refers to the Inventory Grid Location)

- A. Optional
- B. If the old and/or new Grid Location is undergoing inventory, a screen will appear with a warning message indicating which Grid Location is being inventoried, and due to this change, inventory may not be closed.
- C. If the Grid Location is being changed for an ECN that has an outstanding discrepancy, a message is displayed stating the change is not allowed.

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.
- B. If there are no errors, then a Pending File record is created or modified with the changes. If a Transaction C31 is not pending for the ECN, then a Pending File record is created. If a Transaction C31 is pending for the ECN, then the Pending File record is modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 271 - Grid Location cannot be changed, record is an underage in INV
- Error 272 - Grid Location cannot be changed, record is an overage in INV
- Error 493 - User No. must be changed
- Error 494 - User No. not on Table 090
- Error 496 - Zip Code must be entered
- Error 498 - Building must be entered
- Error 500 - Building not on Table 102
- Error 561 - Local Data must be 'Y' or blank

## Warnings

WARNING \*\*\* Record is in an OUT status

Cust-Acct-No is being inventoried \*\*\* Due to this change, inventory may not be closed

A warning message appears when Grid Location is changed and either the Old or new Grid Location is being inventoried. See Display Screen 4.3.2.4.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.6 Transactions C38 - Borrowed Out**

#### **4.3.6.1 Description and Execution**

Transaction C38 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 Building Location and User Table files are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

### 4.3.6.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC38P1       PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC38M1      INSTALLATION NAME

                          PCM - C38 - BORROWED OUT

ECN:                    CUSTODIAN ACCOUNT NO:
ITEM NAME:              MODEL NO:
MFG NAME:               SERIAL NO:
DATE INSTALLATION AQUIRED:

USER NO: -----       LOAN/LEASE DOCUMENT NO: _____
DATE BORROWED: ** ** ** DATE BORROW DUE: ** ** **
LOCATION - ZIP: ***** BLDG: *****      ROOM: _____ LOCATION: _____
AVAILABILITY STATUS CODE: _              CONDITION CODE: _
INST RECEIVER: _____                LOCAL DATA (Y): _

                          PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

User Number:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 090, enter '?' to select the User Number from Table 090

Loan/Lease Document No:

- A. Optional
- B. No edits

Date Borrowed:

- A. Mandatory
- B. Must be numeric

- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be '70' or greater
- E. Must be greater than the installation acquired date
- F. Must not be greater than current date

Date Borrowed Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. Must be greater than Date Borrowed

Location - Zip Code:

- A. Optional
- B. No edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional to change
- B. Must be entered left justified
- C. No edits

Location: (This refers to the inventory grid location)

- A. Optional
- B. If the old and/or new Grid Location is undergoing inventory, a screen will appear with a warning message indicating which Grid Location is being inventoried, and due to this change, inventory may not be closed.

- C. If the Grid Location is being changed for an ECN that has an outstanding discrepancy, a message is displayed stating the change is not allowed.

Available Status Code:

- A. Optional to change
- B. Must be on Table 410

Inst Receiver:

- A. Optional
- B. Must be on Table 252

Condition Code:

- A. Optional
- B. Must be on Table 510

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.
- B. If there are no errors, then a Pending File record is created or modified with the changes. If a transaction C38 is not pending for the

ECN, then a Pending File record is created. If a Transaction C38 is pending for the ECN, then the Pending File record is modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 250 - Condition Code must be entered

Error 271 - Grid Location cannot be changed, record is an underage in INV

Error 272 - Grid Location cannot be changed, record is an overage in INV

Error 476 - Availability Status Code must be entered

Error 478 - Availability Status Code not on Table 410

Error 492 - User No. must be entered

Error 494 - User No. not on Table 090

Error 496 - Zip Code must be entered

Error 498 - Building must be entered

Error 500 - Building not on Table 102

Error 518 - Condition Code not on Table 510

Error 561 - Local Data must be 'Y' or blank

Error 610 - Date Borrowed must not be greater than current date

Error 611 - Date Borrowed must be entered

Error 612 - Date Borrowed must be six positions numeric

Error 613 - Date Borrowed must be in the format 'YY MM DD'

Error 614 - Date Borrowed 'YY' must be '70' or greater

Error 615 - Date Borrowed must be greater than Date Inst Acquired

Error 617 - Date Borrow Due must be entered

Error 618 - Date Borrow Due must be six positions numeric

Error 619 - Date Borrow Due must be in the format 'YY MM DD'

Error 620 - Date Borrow Due must be greater than Date Borrowed

Error 621 - Record is already in an OUT status

Error 626 - Installation (Receiver) not on Table 252

#### Warnings

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.7 Transactions C39 - Borrowed Out - Returned**

**4.3.7.1 Description and Execution** Transaction C39 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 borrowed transaction is eliminated. Table files for the User Number, Building location Availability Status Code, and Condition Code are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created if the transaction is new for a particular ECN or a Pending File record is updated if the transaction was entered before and had not been processed for a particular ECN.

The field DATE-INVENTORIED is always set equal to the current date.

If the equipment item is an underage or overage discrepancy in inventory (either by-location or by-custodian), then the transaction will not be permitted.

### 4.3.7.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC39P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC39M1     INSTALLATION NAME

                          PCM - C39 - BORROWED OUT-RETURNED

ECN:
ITEM NAME:
MFG NAME:

CUSTODIAN ACCOUNT NO:
MODEL NO:
SERIAL NO:

USER NO: *****
LOCATION - ZIP: ***** BLDG: *****
AVAILABILITY STATUS CODE: *

LOAN/LEASE DOCUMENT NO: _____
ROOM: _____ LOCATION: _____
CONDITION CODE: _____
LOCAL DATA (Y): _____

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

User Number:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 090, enter '?' to select the User Number from Table 090.

Loan/Lease Document No:

- A. Optional
- B. No edits

Location - Zip Code:

- A. Mandatory
- B. No edits

Location - Building:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified
- C. No edits

Location: (This refers to the inventory grid location)

- A. Optional
- B. If the Grid Location is changed and the old or new Grid Location as been opened for inventory but not yet processed (that is, inventory data may be scanned or gathered, but not processed against the NEMS Equipment file to identify discrepancies), then a screen will appear with a message indicating which Grid Location is being inventoried and warning that, due to this change transaction, inventory may not be closed..

Available Status Code:

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

Condition Code:

- A. Optional
- B. Must be on Table 510

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.
- B. If there are no errors, then a Pending File record is created or modified with the changes.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 250 - Condition Code must be entered
- Error 281 - Record cannot be changed, it is an underage in Inv
- Error 282 - Record cannot be changed, it is an overage in Inv
- Error 476 - Availability Status Code must be entered
- Error 478 - Availability Status Code not on Table 410
- Error 494 - User No. not on Table 090
- Error 496 - Zip Code must be entered
- Error 498 - Building must be entered
- Error 500 - Building not on Table 102
- Error 518 - Condition Code not on Table 510

Error 561 - Local Data must be 'Y' or blank

Error 622 - Record is not borrowed out

### Warnings

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

## **4.3.8 Transactions C40 - Loan/Lease Out**

### **4.3.8.1 Description and Execution**

Transaction C40 is used to change the Equipment File record for equipment that is being loaned or leased to a non-NASA entity. Table files for the Condition Code, and Building location are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

### **4.3.8.2 Display Screen**

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC40P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC40M1     INSTALLATION NAME

                                PCM - C40 - LOAN/LEASE OUT

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:
DATE INSTALLATION AQUIRED:

DATE LOANED: ** ** **      (OR)          DATE LEASED: ** ** **
DATE LOAN/LEASE DUE: ** ** **          LOAN/LEASE DOCUMENT NO: *****
CONDITION CODE: **
LOCATION - ZIP: ***** BLDG: *****    ROOM: _____ LOCATION: _____

                                LOCAL DATA (Y): _
                                ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Date Loaned:

- A. Mandatory if Date Leased is blank
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be '50' or greater
- E. Must be greater than the installation acquired date
- F. Must not be greater than current date

Date Leased:

- A. Mandatory if Date Loaned is blank
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be '70' or greater
- E. Must be greater than the installation acquired date
- F. Must not be greater than current date

Date Loan/lease Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be '70' or greater
- E. Must be greater than Loaned/Leased

Loan/Lease Document No:

A. Mandatory

B. No edits

Condition Code:

A. Mandatory

B. Must be on Table 510

Location - Zip Code:

A. Optional to change

B. No 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

C. No edits

Location: (This refers to the inventory grid location)

A. Optional

B. If the old and/or new Grid Location is undergoing inventory, a screen will appear with a warning message indicating which Grid Location is being inventoried, and due to this change, inventory may not be closed.

C. If the Grid Location is being changed for an ECN that has an outstanding discrepancy, a message is displayed stating the change is not allowed.

Local Data (Y):

A. Optional

B. Must be either 'Y' or blank

Enter 'C' to Cancel:

A. Optional

B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

A. The mandatory fields that must be modified for this change are Date Loaned or Date Leased, Date Loaned/Leased Due, Location - Zip Code, Condition Code, Loan/Lease Document Number and Location - Building. All other fields are optional.

B. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.

C. If there are no errors, then a Pending File record is created or modified with the changes.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 250 - Condition Code must be entered

Error 271 - Grid Location cannot be changed, record is an underage in INV

Error 272 - Grid Location cannot be changed, record is an overage in INV

Error 496 - Zip Code must be entered

Error 498 - Building must be entered

- Error 500 - Building not on Table 102
- Error 518 - Condition Code not on Table 510
- Error 552 - Loan/Lease Document No. must be entered
- Error 554 - Date Loan/Lease Due must be entered
- Error 556 - Date L/L/B In Due must be in the format 'YY MM DD'
- Error 558 - Date L/L/B In Due must be six positions numeric
- Error 559 - Date Loan/Lease Due 'YY' must be '70' or greater
- Error 561 - Local Data must be 'Y' or blank
- Error 621 - Record is already in an OUT status
- Error 628 - Either Date Loaned or Date Leased must be entered
- Error 629 - Date Leased must be six positions numeric
- Error 630 - Date Leased must be in the format 'YY MM DD'
- Error 631 - Date Leased 'YY' must be '70' through current year
- Error 632 - Date Leased must not be less than Date Inst Acquired
- Error 633 - Date Loaned must be six positions numeric
- Error 634 - Date Loaned must be in the format 'YY MM DD'
- Error 635 - Date Loaned 'YY' must be '50' through current year
- Error 636 - Date Loaned must not be less than Date Inst Acquired
- Error 637 - Date Loan/Lease Due must be greater than Date  
Loaned/Leased
- Error 640 - Only Date Loaned or Date Leased should be entered
- Error 642 - Date Leased must not be greater than current date
- Error 643 - Date Loaned must not be greater than current date

#### Warnings

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.9 Transactions C41 - Loan/Lease Out - Returned**

#### **4.3.9.1 Description and Execution**

Transaction C41 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. Table files for the User Number, Building location, Availability Status Code, and Condition Code are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

The field DATE-INVENTORIED is always set equal to the current date.

If the equipment item is an underage or overage discrepancy in inventory (either by-location or by-custodian), then the transaction will not be permitted.

#### **4.3.9.2 Display Screen**

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC41P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC41M1     INSTALLATION NAME

                                PCM - C41 - LOAN/LEASE OUT-RETURNED

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:

USER NO: _____                LOAN/LEASED DOCUMENT NO: _____
LOCATION - ZIP: ***** BLDG: ***** ROOM: _____ LOCATION: _____
AVAILABILITY STATUS CODE: *        CONDITION CODE: ____
                                LOCAL DATA (Y): _

                                ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

User Number:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090, enter '?' to select the User Number from Table 090

Loan/Lease Document No:

- A. Optional
- B. No edits

Location - Zip Code:

- A. Mandatory
- B. No 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
- C. No edits

Location: (This refers to the inventory grid location)

- A. Optional
- B. If the Grid Location is changed and the old or new Grid Location has been opened for inventory but not yet processed (that is, inventory

data may be scanned or gathered, but not processed against the NEMS Equipment file to identify discrepancies), then a screen will appear with a message indicating which Grid Location is being inventoried and warning that, due to this change transaction, inventory may not be closed.

Available Status Code:

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

Condition Code:

- A. Optional
- B. Must be on Table 510

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.
- B. If there are no errors, then a Pending File record is created or modified with the changes.

d. Error Messages

The following are error messages and warnings for this program:

## Error Messages

- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 250 - Condition Code must be entered
- Error 281 - Record cannot be changed, it is an underage in Inv
- Error 282 - Record cannot be changed, it is an overage in Inv
- Error 476 - Availability Status Code must be entered
- Error 478 - Availability Status Code not on Table 410
- Error 494 - User no not on table 090
- Error 496 - Zip Code must be entered
- Error 498 - Building must be entered
- Error 500 - Building not on Table 102
- Error 518 - Condition Code not on Table 510
- Error 561 - Local Data must be 'Y' or blank
- Error 638 - Record is not loaned/leased out

## Warnings

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

### **4.3.10 Transactions C42 - Loan Pool Out**

#### **4.3.10.1 Description and Execution**

Transaction C42 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. Table files for the User Number, Building location, and Condition Code are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

#### **4.3.10.2 Display Screen**

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC42P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC42M1          INSTALLATION NAME

                                PCM - C42 - LOAN POOL OUT

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:
DATE INSTALLATION AQUIRED:

USER NO: *****                LOAN/LEASE DOCUMENT NO: _____
DATE BORROWED: ** ** **          DATE BORROW DUE: ** ** **
LOCATION - ZIP: _____ BLDG: *****          ROOM: _____ LOCATION: _____
CONDITION CODE: _____

                                LOCAL DATA (Y): _

                                PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

User Number:

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

C. Must be on Table 090, enter '?' to select the User Number from Table 090

Loan/Lease Document No:

- A. Optional
- B. No edits

Date Borrowed:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be '70' or greater
- E. Must be greater than the installation acquired date
- F. Must not be greater than current date

Date Borrowed Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. Must be greater than Date Borrowed

Location - Zip Code:

- A. Optional
- B. No edits

Location - Building:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified
- C. No edits

Location: (This refers to the inventory grid location)

- A. Optional
- B. If the old and/or new Grid Location is undergoing inventory, a screen will appear with a warning message indicating which Grid Location is being inventoried, and due to this change, inventory may not be closed.
- C. If the Grid Location is being changed for an ECN that has an outstanding discrepancy, a message is displayed stating the change is not allowed.

Condition Code:

- A. Optional
- B. Must be on Table 510

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.

B. If no errors, then a Pending File record is created or modified with the changes.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 250 - Condition Code must be entered

Error 271 - Grid Location cannot be changed, record is an underage in INV

Error 272 - Grid Location cannot be changed, record is an overage in INV

Error 492 - User No. must be entered

Error 494 - User No. not on Table 090

Error 496 - Zip Code must be entered

Error 498 - Building must be entered

Error 500 - Building not on Table 102

Error 518 - Condition Table not on Table 510

Error 561 - Local Data must be 'Y' or blank

Error 610 - Date Borrowed must not be greater than current date

Error 611 - Date Borrowed must be entered

Error 612 - Date Borrowed must be six positions numeric

Error 613 - Date Borrowed must be in the format 'YY MM DD'

Error 614 - Date Borrowed 'YY' must be '70' through current year

Error 615 - Date Borrowed must be greater than Date Inst Acquired

Error 617 - Date Borrow Due must be entered

Error 618 - Date Borrow Due must be six positions numeric

Error 619 - Date Borrow Due must be in the format 'YY MM DD'

Error 620 - Date Borrow Due must be greater than Date Borrowed

Error 621 - Record is already in an OUT status

#### Warnings

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.11 Transactions C43 - Loan Pool Out - Returned**

#### **4.3.11.1 Description and Execution**

Transaction C43 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. Table Files for the User Number, Building Location, and Condition Code are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

The field DATE-INVENTORIED is always set equal to the current date.

If the equipment item is an underage or overage discrepancy in inventory (either by-location or by-custodian), then the transaction will not be permitted.

### 4.3.11.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC43P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC43M1     INSTALLATION NAME

                                PCM - C43 - LOAN POOL OUT-RETURNED

ECN:
ITEM NAME:
MFG NAME:
                                CUSTODIAN ACCOUNT NO:
                                MODEL NO:
                                SERIAL NO:

USER NO: *****
LOCATION - ZIP: ***** BLDG: *****          ROOM: _____ LOCATION: _____
CONDITION CODE: _____
                                LOCAL DATA (Y): _
                                ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

User Number:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 090, enter '?' to select the User Number from Table 090

Location - Zip Code:

- A. Optional to change
- B. No edits

Location - Building:

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

C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified
- C. No edits

Location: (This refers to the inventory grid location)

- A. Optional
- B. If the Grid Location is changed and the old or new Grid Location has been opened for inventory but not yet processed (that is, inventory data may be scanned or gathered, but not processed against the NEMS Equipment file to identify discrepancies), then a screen will appear with a message indicating which Grid Location is being inventoried and warning that, due to this change transaction, inventory may not be closed.

Condition Code:

- A. Optional
- B. Must be on Table 510

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.
  - B. If there are no errors, then a Pending File record is created or modified with the changes.
- d. Error Messages

The following are error messages and warnings for this program:

#### Error Messages

- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 250 - Condition Code must be entered
- Error 281 - Record cannot be changed, it is an underage in Inv
- Error 282 - Record cannot be changed, it is an overage in Inv
- Error 492 - User No. must be entered
- Error 494 - User No. not on Table 090
- Error 496 - Zip Code must be entered
- Error 498 - Building must be entered
- Error 500 - Building not on Table 102
- Error 518 - Condition Code not on Table 510
- Error 561 - Local Data must be 'Y' or blank
- Error 639 - Record is not loaned pooled out

#### Warnings

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

- e. Limitations: None.
- f. Interrelationships: None.

g. Options: None.

### **4.3.12 Transactions C44 - Storage In**

#### **4.3.12.1 Description and Execution**

Transaction C44 is used to change the Equipment File record for equipment that is put into storage. Table Files for the Condition Code and Building Location are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

#### **4.3.12.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC44P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:DD
MAP:      TRNC44M1          INSTALLATION NAME

                                PCM - C44 - STORAGE IN

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:

DATE STORAGE DUE: ** ** **          CONDITION CODE: **
LOCATION - ZIP: ***** BLDG: ***** ROOM: _____ LOCATION: _____
                                          LOCAL DATA (Y): _

                                          ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### **a. System Provided Data**

The system will provide the display with the current date and time, and USERID.

#### **b. User Inputs**

Date Storage Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be '70' or greater

E. Must be greater than the installation acquired date

F. Must not be greater than current date

Condition Code:

A. Mandatory

B. Must be on Table 510

Location - Zip Code:

A. Optional to change

B. No edits

Location - Building:

A. Optional to change

B. Must be entered left justified

C. Must be on Table 102

Location - Room:

A. Optional

B. Must be entered left justified

C. No edits

Location: (This refers to the inventory location grid)

A. Optional

B. If the old and/or new Grid Location is undergoing inventory, a screen will appear with a warning message indicating which Grid Location is being inventoried, and due to this change, inventory may not be closed.

C. If the Grid Location is being changed for an ECN that has an outstanding discrepancy, a message is displayed stating the change is not allowed.

Local Data (Y):

A. Optional

B. Must be either 'Y' or blank

Enter 'C' to Cancel:

A. Optional

B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.

B. If there are no errors, then a Pending File record is created or modified with the changes.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 250 - Condition Code must be entered

Error 271 - Grid Location cannot be changed, record is an underage in INV

Error 272 - Grid Location cannot be changed, record is an overage in INV

Error 496 - Zip Code must be entered

Error 498 - Building must be entered

Error 500 - Building not on Table 102

Error 518 - Condition Code not on Table 510

Error 561 - Local Data must be 'Y' or blank

Error 621 - Record is already in an OUT status

Error 646 - Date Storage Due must be entered

Error 647 - Date Storage Due must be six positions numeric

Error 648 - Date Storage Due must be in the format 'YY MM DD'

Error 649 - Date Storage Due 'YY' must be '70' or greater

Error 650 - Date Storage Due must be greater than current date

#### Warnings

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.13 Transactions C45 - Storage In - Returned**

#### **4.3.13.1 Description and Execution**

Transaction C45 is used to change the Equipment File record for equipment that is being removed from storage. Table Files for the Condition Code, Availability Status Code, and Building Location are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

The field DATE-INVENTORIED is always set equal to the current date.

If the equipment item is an underage or overage discrepancy in inventory (either by-location or by-custodian), then the transaction will not be permitted.

### 4.3.13.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC45P1       PROPERTY CUSTODIAN SUBSYSTEM           TIME: HH:MM:SS
MAP:      TRNC45M1      INSTALLATION NAME

                          PCM - C45 - STORAGE IN-RETURNED

ECN:                    CUSTODIAN ACCOUNT NO:
ITEM NAME:              MODEL NO:
MFG NAME:               SERIAL NO:

LOCATION - ZIP: ***** BLDG: *****          ROOM: _____ LOCATION: _____
AVAILABILITY STATUS CODE: *                   CONDITION CODE:  _
                                                LOCAL DATA (Y):  _

                                ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

Location - Zip Code:

- A. Optional to change
- B. No edits

Location - Building:

- A. Optional to change
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

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

C. No edits

Location: (This refers to the inventory grid location)

A. Optional

B. If the Grid Location is changed and the old or new Grid Location has been opened for inventory but not yet processed (that is, inventory data may be scanned or gathered, but not processed against the NEMS Equipment file to identify discrepancies), then a screen will appear with a message indicating which Grid Location is being inventoried and warning that, due to this change transaction, inventory may not be closed..

Available Status Code:

A. Mandatory

B. Must be on Table 410

Condition Code:

A. Optional to change

B. Must be on Table 510

Local Data (Y):

A. Optional

B. Must be either 'Y' or blank

Enter 'C' to Cancel:

A. Optional

B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

A. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.

B. If there are no errors, then a Pending File record is created or modified with the changes.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 281 - Record cannot be changed, it is an underage in Inv

Error 282 - Record cannot be changed, it is an overage in Inv

Error 476 - Availability Status Code must be entered

Error 478 - Availability Status Code not on Table 410

Error 496 - Zip Code must be entered

Error 498 - Building must be entered

Error 500 - Building not on Table 102

Error 518 - Condition Code not on Table 510

Error 561 - Local Data must be 'Y' or blank

Error 644 - Record is not in storage

Warnings

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.14 Transactions C50 - Freeze Number Assignment**

#### **4.3.14.1 Description and Execution**

Transaction C50 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 transaction is entered, a Pending File record is created or updated for the change.

#### **4.3.14.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC50P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TRNC50M1    INSTALLATION NAME

                          PCM - C50 - FREEZE NUMBER ASSIGNMENT

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:

                                LOCAL DATA (Y): _

                                ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE
```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. No user input is required.
- B. The user must enter the Option ' ' to process the record.
- C. Option 'C': This option will cancel the transaction and no Pending File record will be created or modified.
- D. If no errors, then a Pending File record is created or modified with the location change.

d. Error Messages

The following are error messages and warnings for this program: Error Messages

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 561 - Local Data must be 'Y' or blank

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.15 Transactions C51 - Freeze Number Removal**

#### **4.3.15.1 Description and Execution**

Transaction C51 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 transaction is entered, a Pending File record is created or updated for the change.

### 4.3.15.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC51P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC51M1     INSTALLATION NAME

                          PCM - C51 - FREEZE NUMBER REMOVAL

ECN:
ITEM NAME:              CUSTODIAN ACCOUNT NO:
MFG NAME:              MODEL NO:
                          SERIAL NO:

FREEZE NO:              LOCAL DATA (Y): _

                          ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE
```

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appear at the bottom of the screen, read the message and correct the identified field.

#### c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. No user input is required.
  - B. The user must enter the Option ' ' to process the record.
  - C. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.
  - D. If no errors, then a Pending File record is created or modified with the location change.
- d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 561 - Local Data must be 'Y' or blank
- Error 598 - No Freeze Number currently assigned to this record

Warnings

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

**4.3.16 Transactions C52 - Excess Turn-In By Custodian**

**4.3.16.1 Description and Execution**

Transaction C52 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. Table Files for the Custodian Account Number, User Number, Availability Status Code, Condition Code, and Building Location are used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

### 4.3.16.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC52P1       PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC52M1      INSTALLATION NAME

                PCM - C52 - EXCESS EQUIPMENT TURN-IN BY CUSTODIAN

ECN:
ITEM NAME:
MFG NAME:
DATE INSTALLATION ACQUIRED:

                CUSTODIAN ACCOUNT NO:
                MODEL NO:
                SERIAL NO:

CUSTODIAN ACCOUNT NO: *****
AVAILABILITY STATUS CODE: *
LOCATION - ZIP: ***** BLDG: *****
DATE AVAILABLE: _ _ _

                USER NO: _____
                CONDITION CODE: **
                ROOM: _____ LOCATION: _____

                LOCAL DATA (Y): _

                ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

Custodian Account No:

- A. Mandatory
- B. Must be on Table 078, enter '?' to select the User Number from Table 078
- C. If the old and/or the new Custodian Account is undergoing inventory a screen will appear with the warning messages.

User No:

- A. Optional
- B. Must be on Table 090, enter '?' to select the User Number from Table 090

Available Status Code:

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

Condition Code:

- A. Mandatory
- B. Must be on Table 510

Location - Zip Code:

- A. Optional to change
- B. No edits

Location - Building:

- A. Optional to change
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified
- C. No edits

Location: (This refers to the inventory grid locations)

- A. Optional
- B. If the old and/or new Grid Location is undergoing inventory, a screen will appear with a warning message indicating which Grid Location is being inventoried, and due to this change, inventory may not be closed.
- C. If the Grid Location is being changed for an ECN that has an outstanding discrepancy, a message is displayed stating the change is not allowed.

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (Year) must be '70' or greater
- E. Must be greater than Date Installation Acquired

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appear at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. The mandatory fields that must be modified for this change are Custodian Account Number, Availability Status Code, and Condition Code. All other fields are optional.
- B. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.
- C. If the Gaining Custodian Account Number is not in the PCM Authorization File, then a window will be displayed asking the user to print a 1602 or cancel the transaction.
- D. If no errors, then a Pending File record is created or modified with the location change.

d. Error Messages

The following are error messages and warnings for this program:

## Error Messages

- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 250 - Condition Code must be entered
- Error 265 - Cust Acct cannot be changed, record is an underage in INV
- Error 266 - Cust Acct cannot be changed, record is an overage in INV
- Error 271 - Grid Location cannot be changed, record is an underage in INV
- Error 272 - Grid Location cannot be changed, record is an overage in INV
- Error 476 - Availability Status Code must be entered
- Error 478 - Availability Status Code not on Table 410
- Error 488 - Custodian Acct No must be entered
- Error 489 - Custodian Acct No must be changed
- Error 490 - Custodian Acct No not on Table 078
- Error 494 - User No. not on Table 090
- Error 495 - User No. must not be blanked out-Record in BORROWED state
- Error 496 - Zip Code must be entered
- Error 498 - Building must be entered
- Error 500 - Building not on Table 102
- Error 507 - Date Available must not be less than Date Inst Acquired
- Error 510 - Date Available must be in the format 'YY MM DD'
- Error 512 - Date Available must be six positions numeric
- Error 513 - Date Available 'YY' must be '70' or greater
- Error 516 - Condition Code must be entered

Error 518 - Condition Code not on Table 510

Error 561 - Local Data must be 'Y' or blank

### Warnings

A warning message appears when Grid Location is changed and either the Old or New Grid Location is being inventoried. See Display Screen 4.3.2.4.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### 4.3.16.3 Display Screen (Inventory Warning)

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC52P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TRNC52M2          INSTALLATION NAME

                          PCM - C52 - EXCESS EQUIPMENT TURN-IN BY CUSTODIAN

                          INVENTORY WARNING SCREEN

ECN:

OLD CUST-ACCT-NO:
NEM CUST-ACCT-NO:

WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

                          PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____
```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Press Enter to Continue or 'C' to Cancel:

A. Optional

B. Must be either 'C' or blank

If an error message appear at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

A. Option 'C': The Transaction is canceled.

B. Option ' ': A Pending File record is created or modified with the change. Reference Section 4.3.16.2.c.

C. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 265 - Cust Acct cannot be changed, record is an underage in INV

Error 266 - Cust Acct cannot be changed, record is an overage in INV

Error 488 - Custodian Account Number must be entered

Error 489 - Custodian Account Number must be changed

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.17 Transactions C56 - Repair Update**

#### **4.3.17.1 Description and Execution**

Transaction C56 is used to change the Equipment File record to indicate the date that the equipment was last repaired and any service costs. It may also be used to correct the service cost that were entered on the previous repair update.

Table file for the Condition Code is used to validate the data. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

#### 4.3.17.2 Display Screen

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC56P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC56M1     INSTALLATION NAME

                                PCM - C56 - REPAIR UPDATE

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:

ENTER 'N' FOR NEW REPAIR OR 'C' FOR CORRECTION: *
      NEW REPAIR                      OR                      CORRECTION
      -----
LABOR COST LAST SERVICE: *****    LABOR COST LAST SERVICE: *****
PARTS COST LAST SERVICE: *****    PARTS COST LAST SERVICE: *****
DATE LAST SERVICED: ** ** **          CONDITION CODE: ___
MFG SERIAL NO: *****                LOCAL DATA (Y): _
                                ENTER 'C' TO CANCEL: _____

NOTE: FOR A CORRECTION, ENTER THE CORRECT AMOUNT AND NOT THE DIFFERENCE.

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

##### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

##### b. User Inputs

Enter 'N' for New Repair or 'C' for Correction:

- A. Mandatory
- B. Must be a 'N' or 'C'

Labor 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 (only applies to a correction)

Parts Cost Last Service:

- A. Can enter either New Repair or Correction, not both
- B. Mandatory if Parts Cost is 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. 'YY' (Year) must be '70' or greater
- E. Must be greater than Date Installation Acquired
- F. Must not be greater than current date

Condition Code:

- A. Optional (only for corrections)
- 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 (only if new)
- B. Must be entered left justified

Local Data (Y):

- A. Optional

B. Must be either 'Y' or blank

Enter 'C' to Cancel:

A. Optional

B. Must be either 'C' or blank

If an error message appear at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

A. The mandatory fields that must be modified for this change are Repair Update Status, New Labor Cost or Correction Labor Cost, New Parts Cost or Correction Parts Cost, Date Last Serviced, and MFG Serial Number. All other fields are optional.

B. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.

C. If no errors, then a Pending File record is created or modified with the location change.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid function entered

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 016 - Function must be entered

Error 250 - Condition Code must be entered

Error 456 - Manufacturer's Serial No. must be entered

Error 518 - Condition Code not on Table 510

Error 561 - Local Data must be 'Y' or blank

Error 564 - Either Labor Cost or Parts Cost must be entered

Error 645 - Date Last Serviced must not be greater than current date

Error 651 - Labor Cost-Last Serviced must be numeric

Error 652 - Parts Cost-Last Serviced must be numeric

Error 653 - Date Last Serviced must be six positions numeric

Error 654 - Date Last Serviced must be in the format 'YY MM DD'

Error 655 - Date Last Serviced 'YY' must be '70' thru current year

Error 656 - Date Last Serviced must not be less than Date Inst Acq

Error 663 - Date Last Serviced must be entered

Error 999 - No previous repair cost charged, no corrections allowed

#### Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.18 Transactions C57 - Off-Site For Repair**

#### **4.3.18.1 Description and Execution**

Transaction C57 is used to change the Equipment File record to indicate the date that the equipment was sent off-site for repair. After the data is updated on the screen successfully, a Pending File record is created or update for the change.

### 4.3.18.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC57P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC57M1     INSTALLATION NAME

                          PCM - C57 - OFF-SITE FOR REPAIR

ECN:
ITEM NAME:
MFG NAME:

CUSTODIAN ACCOUNT NO:
MODEL NO:
SERIAL NO:

DATE OUT FOR REPAIR: ** ** **
DATE REPAIR RETURN DUE: _ _ _

LOCAL DATA (Y): _

ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

Date Out for Repair:

- 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 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

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

If an error message appear at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. The one mandatory field that must be modified for this change is Date Out For Repair. All other fields are optional.
- B. Option 'C': This option cancels the transaction and no Pending File record will be created or modified.
- C. If no errors, then a Pending File record is created or modified with the changes.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 133 - Date Out For Repair must be entered
- Error 134 - Date Out For Repair must be six positions numeric
- Error 135 - Date Out for Repair must be in the format 'YY MM DD'
- Error 136 - Date Out For Repair must not be less than Date Inst Acq
- Error 137 - Date Out for Repair must not be less than Current Date

Error 138 - Item is already off-site for repair

Error 142 - Date Repair Return Due must be six positions numeric

Error 143 - Date Repair Return Due must be in the format 'YY MM DD'

Error 144 - Date Repair Return Due must not be less than current date

Error 561 - Local Data must be 'Y' or blank

Error 989 - Already in out status, must be returned from storage-in

#### Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.19 Transactions C60 - Record Data Change (Screen 1)**

#### **4.3.19.1 Description and Execution**

Transaction C60 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. Transaction C60 has three (3) separate screens to display all the fields. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

### 4.3.19.2 Display Screen 1

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC60P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC60M1     INSTALLATION NAME

                PCM - C60 - NASA HELD EQUIPMENT RECORD DATA (CHANGE)

ECN:
ITEM NAME:
MFG NAME:
                                CUSTODIAN ACCOUNT NO:
                                MODEL NO:
                                SERIAL NO:

ENTER PAGE NUMBER OR 'S' FOR SIGNATURE OR 'C' TO CANCEL: _____

        PAGE 1 (EQUIPMENT FIELDS)
        PAGE 2 (DATE FIELDS)

LOCAL DATA (Y): _

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

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Enter Page Number or 'S' for Signature or 'C' To Cancel:

- A. Mandatory
- B. Must be an 'S' or 'C'

Local Data (Y):

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

If an error message appears at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If no Transaction C60 is pending, then a Pending File record is created.
  - B. If a Transaction C60 is pending, then the Pending File record is modified.
- d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 004 - Requested record does not exist

Error 016 - Function must be entered

Error 561 - Local Data must be 'Y' or blank

Error 980 - Invalid attempt to update local data, use NEMS Control

Warnings

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

#### **4.3.19.3 Transactions C60 - Record Data Change (Screen 2)**

#### **4.3.19.4 Description and Execution**

Transaction C60 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. Table files are used to validate the data. After the data is updated on the screen successfully, it returns back to screen 1 of Transaction C60 unless you specify page 2.

### 4.3.19.5 Display Screen 2

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC60P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC60M2          INSTALLATION NAME

          PCM - C60 - NASA HELD EQUIPMENT RECORD DATA (CHANGE) PAGE 1 OF 2

ECN:
ITEM NAME:
MFG NAME:
ACQ DOCUMENT CONTROL NO: *****
ITEM NAME: *****
MANUFACTURER'S - CODE: *****
SERIAL NO: *****
NATIONAL STOCK NO: **** _
COST ESTIMATED (Y): _
LOCATION - ZIP: ***** BLDG: *****
CAPITAL/SENSITIVE CODE: *
AVAILABILITY STATUS CODE: _
HAZARDOUS MATERIAL CODE: _
EQUIPMENT MANAGEMENT CODE: _
ENTER '2' TO GO TO SECOND PAGE: _

CUSTODIAN ACCOUNT NO:
MODEL NO:
SERIAL NO:
CONTRACTOR (CONVEYOR): _____
OTHER AGENCY NO: _____
MODEL NO: *****
OLD TAG NO: _____
UNIQUE EQUIPMENT NO: _____
USER NO: *****
ROOM: _____ LOCATION: _____
CONDITION CODE: _____
LOAN/LEASE DOCUMENT NO: _____
PRECIOUS METAL CODE: _____
IDLE EQUIPMENT CODE: _____
ENTER 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

ACQ Document Control No:

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

Contractor (Conveyor):

- A. Optional
- B. Must be entered if ACQ Transaction No is 06
- C. Can be entered left or right justified (stored right justified with leading spaces)

Item Name:

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

C. Must not be changed if standardized

Other Agency No:

- A. Optional
- B. Must be entered if ACQ Transaction No is 02 or 05
- C. Must be numeric
- D. Must be on Table 132

Manufacturer's - Code:

- A. Optional to change
- B. Must be on Table 040

Model No:

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

Serial No:

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

Unique Equipment Code:

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

Cost Estimate (Y):

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

User No:

- A. Optional
- B. Must entered left justified

- C. Must be on Table 090, enter '?' to select the User Number from Table 090

Location - Zip Code:

- A. Optional to change
- B. No edits

Location - Building:

- A. Optional to change
- 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. If the old and/or new Grid Location is undergoing inventory, a screen will appear with a warning message indicating which Grid Location is being inventoried. Due to this change, inventory may not be closed.
- C. If the Grid Location is being changed for an ECN that has an outstanding discrepancy a message is displayed stating the change is not allowed.

Condition Code:

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

Availability Status Code:

- A. Optional to change

B. Must be on Table 410

Loan/Lease DOC No:

A. Optional

B. Must be entered if ACQ Transaction 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

Enter 'C' to Cancel:

A. Optional

B. Must be either 'C' or blank

If an error message appear at the bottom of the screen, read the message and correct the identified field.

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

A. Option 'C' will cancel all changes made to this screen.

B. Enter ' ' will save your changes and return you to screen one.

C. Enter '2' to save changes and go to the second page if changes are desired on that page.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid function entered

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 139 - Item Name has been standardized and must not be changed

Error 152 - Invalid Cap Sens Code / Cost combination

Error 153 - Cap Sens 'Q' is valid for noncap (GE 1000 and < 5000) only

Error 250 - Condition Code must be entered

Error 271 - Grid Location cannot be changed, record is an underage in INV

Error 272 - Grid Location cannot be changed, record is an overage in INV

Error 436 - Loan Lease Doc. No. can only be changed if it exists

Error 437 - Loan Lease Doc. No. cannot be deleted if it exists

Error 450 - Item Name must be entered

Error 452 - Manufacturer's Code must be entered

Error 453 - Manufacturer's Code not on Table 040

Error 454 - Manufacturer's Model Number must be entered

Error 456 - Manufacturer's Serial Number must be entered

Error 462 - First Four Positions of National Stock No. must be entered

Error 464 - First Four Positions of National Stock No. must be numeric

Error 466 - First Four Positions of National Stock No. not on Table 050

Error 472 - Capital/Sensitive Code must be entered

Error 474 - Capital/Sensitive Code not on Table 130

Error 478 - Availability Status Code not on Table 410

Error 486 - ACQ Document Control No must be entered

Error 492 - User No. must be entered

Error 494 - User No. not on Table 090

Error 496 - Zip Code must be entered

Error 498 - Building must be entered

Error 500 - Building not on Table 102

Error 514 - Estimated Cost Code must be 'Y' or blank

Error 518 - Condition code not on table 510

Error 520 - Hazardous Material Code not on Table 180

Error 522 - Precious Metal Code not on Table 182

Error 544 - Other Agency No. must be entered

Error 545 - Other Agency Number must be two positions numeric

Error 546 - Other Agency Number not on Table 132

Error 565 - Other Agency No. should not be entered

Error 566 - Contractor (Conveyor) should not be entered

Error 600 - Contractor (Conveyor) must be entered

Error 668 - Equipment Management Code not found on Table 155

Error 669 - Idle Equipment Code not found on Table 184

#### Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### 4.3.19.6 Transactions C60 - Record Data Change (Screen 3)

#### 4.3.19.7 Description and Execution

Transaction C60 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. Table files are used to validate the data. After the data is updated on the screen successfully, it returns back to screen 1 of Transaction C60 unless you specify page 1.

#### 4.3.19.8 Display Screen 3

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC60P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC60M3          INSTALLATION NAME

PCM - C60 - NASA HELD EQUIPMENT RECORD DATA (CHANGE) PAGE 2 OF 2

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                           SERIAL NO:

DATE INST ACQUIRED: ** ** **        YEAR MANUFACTURED: **
DATE LOANED:  _ _ _                 DATE BORROWED:  _ _ _
DATE AVAILABLE:  _ _ _              DATE LEASED:  _ _ _
DATE WARRANTY EXP - MATERIALS:  _ _  DATE STORED IN:  _ _ _
                                LABOR:  _ _                DATE LAST SERVICED:  _ _ _

                                ENTER 'C' TO CANCEL:  _____

ENTER '1' TO GO TO FIRST PAGE:  _

THIS DATA IS FROM THE xxxxxxxxxxxx FILE
ENTER '1' TO GO TO SECOND PAGE:  _
(EQUIPMENT FIELDS ON PAGE 1)
```

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

Date Inst Acquired:

A. Optional to change

B. Must be numeric

- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be between '70' and current year
- E. Cannot be greater than current year

Year Manufactured:

- A. Optional to change
- B. Must be numeric
- C. Must be between '70' and Date Inst Acquired

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. 'YY' (year) must be '70' or greater
- I. Must be greater than Date INST Acquired
- J. 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. 'YY' (year) must be '50' or greater
- I. Must be greater than Date INST Acquired
- J. 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 Borrowed Out and Loaned Out must be blank
- E. Date Loan/lease/Borrow Out Due must not be blank
- F. Must be numeric
- G. Must be in 'YY MM DD' format
- H. 'YY' (year) must be '70' or greater
- I. Must be greater than Date INST Acquired
- J. Must not be greater than current date

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be '70' or greater
- E. Must be greater than or equal to Date INST Acquired

Date Stored In:

- A. Optional

- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be 70' or greater
- E. Must be greater than Date INST Acquired

Date Last Serviced:

- A. Optional
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be '70' or greater
- E. Must be greater than Date INST Acquired
- F. If entered, either Labor or Parts Cost must be entered
- G. Must not be greater than Date Storage Due

Date Warranty EXP - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be greater than or equal to '70'
- E. 'YY' (year) must not be less than Year Manufactured

Date Warranty EXP - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'YY MM DD' format
- D. 'YY' (year) must be greater than or equal to '70'
- E. 'YY' (year) must not be less than Year Manufactured

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. The two mandatory fields that must be modified for this change are Date INST Acquired, and Year Manufactured. All other fields are optional.
- B. Option 'C' will cancel all changes made to this screen.
- C. Enter '1' To Go To First Page will save your changes and return to page one.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 001 - Invalid function entered
- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 407 - Date Stored In must be six positions numeric
- Error 408 - Date Stored In must be in the format 'YY MM DD'
- Error 409 - Date Stored In must not be less than Date Inst Acq
- Error 411 - Date Stored In must not be greater than Date Storage Due
- Error 420 - Only Borrowed or Loaned or Leased Date should be changed
- Error 422 - Date Borrowed Out must not be blanked out
- Error 423 - Date L/L/B Out Due should only be changed if it exists
- Error 424 - Date Loaned Out must not be blanked out
- Error 425 - Date Loaned Out should only be changed if it exists
- Error 426 - Date Leased Out must not be blanked out
- Error 427 - Date Leased Out should only be changed if it exists

- Error 458 - Year manufactured must be entered
- Error 460 - Year manufactured must be two positions numeric
- Error 461 - Year manufactured must be '20' thru date inst acq 'YY'
- Error 480 - Date Inst Acquired must be entered
- Error 481 - Date Inst Acquired must not be greater than current date
- Error 482 - Date Inst Acquired must be in the format 'YY MM DD'
- Error 483 - Date Inst Acquired 'YY' must be '70' thru current year
- Error 484 - Date Inst Acquired must be six positions numeric
- Error 507 - Date Available must not be less than Date Inst Acquired
- Error 510 - Date Available must be in the format 'YY MM DD'
- Error 512 - Date Available must be six positions numeric
- Error 513 - Date Available 'YY' must be '70' or greater
- Error 536 - Date Warranty Exp-Materials must be in the format 'YY MM'
- Error 538 - Date Warranty Exp-Materials must be four positions numeric
- Error 539 - Date Warranty Exp-Mat must be greater than Date-NASA-Acq
- Error 540 - Date Warranty Exp-Labor must be in the format 'YY MM'
- Error 542 - Date Warranty Exp-Labor must be four positions numeric
- Error 543 - Date Warranty Exp-Labor must be greater than Date-NASA-Acq
- Error 609 - Date Loan/Lease/Borrow Out Due must be entered
- Error 610 - Date Borrowed must not be greater than current date
- Error 612 - Date Borrowed must be six positions numeric
- Error 613 - Date Borrowed must be in the format 'YY MM DD'
- Error 614 - Date Borrowed 'YY' must be '70' thru current year
- Error 615 - Date Borrowed must be greater than Date Inst Acquired

- Error 629 - Date Leased must be six positions numeric
- Error 630 - Date Leased must be in the format 'YY MM DD'
- Error 631 - Date Leased 'YY' must be '70' thru current year
- Error 632 - Date Leased must not be less than Date Inst Acquired
- Error 633 - Date Loaned must be six positions numeric
- Error 634 - Date Loaned must be in the format 'YY MM DD'
- Error 635 - Date Loaned 'YY' must be '70' thru current year
- Error 636 - Date Loaned must not be less than Date Inst Acquired
- Error 642 - Date Leased must not be greater than current date
- Error 643 - Date Loaned must not be greater than current date
- Error 645 - Date Last Serviced must not be greater than current date
- Error 653 - Date Last Serviced must be six positions numeric
- Error 654 - Date Last Serviced must be in the format 'YY MM DD'
- Error 655 - Date Last Serviced 'YY' must be '70' thru current year
- Error 656 - Date Last Serviced must not be less than Date Inst Acq
- Error 893 - Date Available must not be blanked out
- Error 894 - Date Available may not be changed if blank
- Error 895 - Date Stored In must not be blanked out
- Error 896 - Date Stored In may not be changed if blank
- Error 897 - Date Last Serviced must not be blanked out
- Error 898 - Date Last Serviced may not be changed if blank
- Error 899 - Date Warr Exp-Materials must not be blanked out
- Error 900 - Date Warr Exp-Materials may not be changed if blank
- Error 918 - Date Warr Exp-Labor must not be blanked out

Error 919 - Date Warr Exp-Labor may not be changed if blank

### Warnings

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

## **4.3.20 Transactions C65 - Transfer to Other NASA Site**

### **4.3.20.1 Description and Execution**

Transaction C65 is used to delete a record from the Equipment File for NASA-held equipment that is being transferred to a Custodian at another installation. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

### **4.3.20.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC65P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC65M1          INSTALLATION NAME

          PCM - C65 - TRANSFER TO ANOTHER NASA INSTALLATION

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                           SERIAL NO:
                                      ITEM COST:

DATE SHIPPED: ** ** **              INSTALLATION (RECEIVER): ****
                                      LOCAL DATA (Y): _

          PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

Date Shipped:

- A. Mandatory
- B. Must not be greater than current date

Installation (Receiver):

- A. Mandatory
- B. Must be on Table 252

Local Data (Y):

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

Press enter to Continue or 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If the ECN not being inventoried and no Transaction C65 is pending, then a Pending File record is created.
- B. If the ECN is being inventoried and no Transaction C65 is pending, then a warning screen is displayed notifying that this ECN is being inventoried. An option is given to cancel the transaction or continue. A Pending File record is created if the continue option is taken and the transaction is canceled if the cancel option is taken.
- C. If the ECN not being inventoried and a Transaction C65 is pending, then the Pending File record is modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 002 - User is not authorized to use this function
- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 267 - Record cannot be transferred, it is an underage in INV
- Error 268 - Record cannot be transferred, it is an overage in INV
- Error 561 - Local Data must be 'Y' in blank
- Error 599 - Inst (Receiver) must not be the same as Inst (Accountable)
- Error 625 - Installation (Receiver) must be numeric
- Error 626 - Installation (Receiver) not on Table 252
- Error 658 - Record was leased/loaned in and must be returned
- Error 659 - Record is in an OUT status and must be returned
- Error 810 - Date Shipped must be entered
- Error 811 - Date Shipped must be numeric
- Error 812 - Date Shipped must be in the format 'YY MM DD'
- Error 813 - Date Shipped 'YY' must be '70' or greater
- Error 814 - Date Shipped must not be greater than current date
- Error 815 - Date Shipped must not be less than Date Inst Acq
- Error 981 - Installation (Receiver) must be entered

#### Warnings

WARNING \*\*\* Due to this delete, inventory may not be closed

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

### 4.3.21 Transactions C66 - Transfer to OGA

#### 4.3.21.1 Description and Execution

Transaction C66 is used to delete a record from the Equipment File for NASA-held equipment that is being transferred to another Government Agency. After the data is updated on the screen successfully, a Pending File record is created if the transaction is new for a particular ECN or a Pending File record is updated if the transaction was entered before and had not been processed for a particular ECN.

#### 4.3.21.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC66P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:    TRNC66M1      INSTALLATION NAME

                PCM - C66 - TRANSFER TO OTHER GOVERNMENT AGENCY

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:
                                      ITEM COST:

OTHER AGENCY NO: **                  LOCAL DATA (Y): _

                PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Other Agency No:

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

Local Data (Y):

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

Press enter to Continue or 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If the ECN not being inventoried and no Transaction C66 is pending, then a Pending File record is created.
- B. If the ECN is being inventoried and no Transaction C66 is pending, then a warning screen is displayed notifying that this ECN is being inventoried. An option is given to cancel the transaction or continue. A Pending File record is created if the continue option is taken and the transaction is canceled if the cancel option is taken.
- C. If the ECN is not being inventoried and a Transaction C66 is pending, then the Pending File record is modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 002 - User is not authorized to use this function
- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 267 - Record cannot be transferred, it is an underage in INV
- Error 268 - Record cannot be transferred, it is an overage in INV
- Error 544 - Other Agency No. must be entered
- Error 545 - Other Agency Number must be two positions numeric

Error 546 - Other Agency Number not on Table 132

Error 561 - Local Data must be 'Y' or blank

Error 658 - Record was lease/loaned in and must be returned

Error 659 - Record is in a 'OUT' status and must be returned

#### Warnings

WARNING \*\*\* Due to this delete, inventory may not be closed

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.22 Transactions C67 - Transfer of GFE To Contractor**

#### **4.3.22.1 Description and Execution**

Transaction C67 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. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

### 4.3.22.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC67P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC67M1     INSTALLATION NAME

                          PCM - C67 - TRANSFER OF GFE TO A CONTRACTOR

ECN:
ITEM NAME:              CUSTODIAN ACCOUNT NO:
MFG NAME:              MODEL NO:
                      SERIAL NO:
                      ITEM COST:

INSTALLATION (RECEIVER): ****          CONTRACTOR (RECEIVER): *****
LOCAL DATA (Y): _

                          PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

#### b. User Inputs

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 blank

Press enter to Continue or 'C' to Cancel:

- A. Optional
  - B. Must be either 'C' or blank
- c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If the ECN not being inventoried and no Transaction C67 is pending, then a Pending File record is created.
  - B. If the ECN is being inventoried and no Transaction C67 is pending, then a warning screen is displayed notifying that this ECN is being inventoried. An option is given to cancel the transaction or continue. A Pending File record is created if the continue option is taken and the transaction is canceled if the cancel option is taken.
  - C. If the ECN is not being inventoried and a Transaction C67 is pending, then the Pending File record is modified.
- d. Error Messages

The following are error messages and warnings for this program:

#### Error Messages

- Error 002 - User is not authorized to use this function
- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 267 - Record cannot be transferred, it is an underage in INV
- Error 268 - Record cannot be transferred, it is an overage in INV
- Error 561 - Local Data must be 'Y' or blank
- Error 625 - Installation (Receiver) must be numeric
- Error 626 - Installation (Receiver) not on Table 252
- Error 627 - Contractor (Receiver) must be entered

Error 658 - Record was leased/loaned in and must be returned

Error 659 - Record is in an OUT status and must be returned

Error 981 - Installation (Receiver) must be entered

#### Warnings

WARNING \*\*\* Due to this delete, inventory may not be closed

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.23 Transactions C69 - Lease In - Returned**

#### **4.3.23.1 Description and Execution**

Transaction C69 is used to delete a record from the Equipment File for leased equipment that is being returned to the lessor (A non-NASA entity). After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

#### **4.3.23.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC69P1       PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TRNC69M1     INSTALLATION NAME

                          PCM - C69 - LEASE IN-RETURNED

ECN:
ITEM NAME:              CUSTODIAN ACCOUNT NO:
MFG NAME:              MODEL NO:
                      SERIAL NO:
                      ITEM COST:

                          LOCAL DATA (Y): _

                          PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)
```

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If the ECN is not being inventoried and no Transaction C69 is pending, then a Pending File record is created.
- B. If the ECN is being inventoried and no Transaction C69 is pending, then a warning screen is displayed notifying that this ECN is being inventoried. An option is given to cancel the transaction or continue. A Pending File record is created if the continue option is taken and the transaction is canceled if the cancel option is taken.
- C. If the ECN is not being inventoried and a Transaction C69 is pending, then the Pending File record is modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 002 - User is not authorized to use this function

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 267 - Record cannot be transferred, it is an underage in INV

Error 268 - Record cannot be transferred, it is an overage in INV

Error 561 - Local Data must be 'Y' or blank

Error 658 - Record was leased/loaned in and must be returned

Error 659 - Record is in an OUT status and must be returned

Error 661 - Record must have been leased in

#### Warnings

WARNING \*\*\* Due to this delete, inventory may not be closed

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.24 Transactions C70 - Loan In - Returned**

#### **4.3.24.1 Description and Execution**

Transaction C70 is used to delete a record from the Equipment File for loaned equipment that is being returned to the lessor (a non-NASA entity). After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

#### 4.3.24.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC70P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TRNC70M1    INSTALLATION NAME

                          PCM - C70 - LOAN IN-RETURNED

ECN:
ITEM NAME:              CUSTODIAN ACCOUNT NO:
MFG NAME:              MODEL NO:
                      SERIAL NO:
                      ITEM COST:

                          LOCAL DATA (Y): _

                          PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

##### a. System Provided Data

The system will provide the display with the current date and time, and USERID.

##### b. User Inputs

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

##### c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If the ECN is not being inventoried and no Transaction C70 is pending, then a Pending File record is created.

- B. If the ECN is being inventoried and no Transaction C70 is pending, then a warning screen is displayed notifying that this ECN is being inventoried. An option is given to cancel the transaction or continue. A Pending File record is created if the continue option is taken and the transaction is canceled if the cancel option is taken.
  - C. If the ECN is not being inventoried and a Transaction C70 is pending, then the Pending File record is modified.
- d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 002 - User is not authorized to use this function

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 267 - Record cannot be transferred, it is an underage in INV

Error 268 - Record cannot be transferred, it is an overage in INV

Error 561 - Local Data must be 'Y' or blank

Error 659 - Record is in an OUT status and must be returned

Error 660 - Record must have been loaned in

Warnings

WARNING \*\*\* Due to this delete, inventory may not be closed

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

### **4.3.25 Transactions C71 - Survey (Missing Equipment)**

#### **4.3.25.1 Description and Execution**

Transaction C71 is used to delete a record from the Equipment File for NASA-held equipment that is missing. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

#### **4.3.25.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC71P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC71M1     INSTALLATION NAME

                          PCM - C71 - SURVEY (MISSING EQUIPMENT)

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:
                                      ITEM COST:

                                      LOCAL DATA (Y): _

                          PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

a. System Provided Data

The system will provide the display with the current date and time, and USERID.

b. User Inputs

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional
- B. Must be either 'C' or blank

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If the ECN is not being inventoried and no Transaction C71 is pending, then a Pending File record is created.
- B. If the ECN is being inventoried and no Transaction C71 is pending, then a warning screen is displayed notifying that this ECN is being inventoried. An option is given to cancel the transaction or continue. A Pending File record is created if the continue option is taken and the transaction is canceled if the cancel option is taken.
- C. If the ECN is not being inventoried and a Transaction C71 is pending, then the Pending File record is modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 002 - User is not authorized to use this function
- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 267 - Record cannot be transferred, it is an underage in INV
- Error 268 - Record cannot be transferred, it is an overage in INV
- Error 561 - Local Data must be 'Y' or blank
- Error 658 - Record was leased/loaned in and must be returned
- Error 659 - Record is in an OUT status and must be returned

Warnings

- WARNING \*\*\* Due to this delete, inventory may not be closed

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.26 Transactions C72 - Decontrol (Removal of Equipment)**

#### **4.3.26.1 Description and Execution**

Transaction C72 is used to delete a record from the Equipment File for NASA-held equipment that is being decontrolled. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

#### **4.3.26.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC72P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TRNC72M1          INSTALLATION NAME

                                PCM - C72 - DECONTROL (REMOVAL OF TAGS)

ECN:                                CUSTODIAN ACCOUNT NO:
ITEM NAME:                          MODEL NO:
MFG NAME:                            SERIAL NO:
                                      ITEM COST:
                                      LOCAL DATA (Y): _

                                PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### **a. System Provided Data**

The system will provide the display with the current date and time, and USERID.

#### **b. User Inputs**

Local Data (Y):

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

Enter 'C' to Cancel:

- A. Optional

- B. Must be either 'C' or blank
- c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If the ECN is not being inventoried and no Transaction C72 is pending, then a Pending File record is created.
  - B. If the ECN is being inventoried and no Transaction C72 is pending, then a warning screen is displayed notifying that this ECN is being inventoried. An option is given to cancel the transaction or continue. A Pending File record is created if the continue option is taken and the transaction is canceled if the cancel option is taken.
  - C. If the ECN is not being inventoried and a Transaction C72 is pending, then the Pending File record is modified.
- d. Error Messages

The following are error messages and warnings for this program:

#### Error Messages

- Error 002 - User is not authorized to use this function
- Error 004 - Requested record does not exist
- Error 015 - Cancel must be 'C' or blank
- Error 267 - Record cannot be transferred, it is an underage in INV
- Error 268 - Record cannot be transferred, it is an overage in INV
- Error 561 - Local Data must be 'Y' or blank
- Error 658 - Record was leased/loaned in and must be returned
- Error 659 - Record is in an OUT status and must be returned

#### Warnings

- WARNING \*\*\* Due to this delete, inventory may not be closed

- e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.3.27 Transactions C73 - Disassembly**

#### **4.3.27.1 Description and Execution**

Transaction C73 is used to delete a record from the Equipment File for NASA-held equipment that is being assembled or disassembled. After the data is updated on the screen successfully, a Pending File record is created or updated for the change.

#### **4.3.27.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNC73P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TRNC73M1     INSTALLATION NAME

                PCM - C73 - DELETED RESULTING FROM ASSEMBLY/DISASSEMBLY

ECN:
ITEM NAME:          CUSTODIAN ACCOUNT NO:
MFG NAME:          MODEL NO:
                  SERIAL NO:
                  ITEM COST:

                  LOCAL DATA (Y): _

                PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____

THIS DATA IS FROM THE xxxxxxxxxxxx FILE

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

#### **a. System Provided Data**

The system will provide the display with the current date and time, and USERID.

#### **b. User Inputs**

Local Data (Y):

A. Optional

B. Must be either 'Y' or blank

Enter 'C' to Cancel:

A. Optional

B. Must be either 'C' or blank

c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the transaction will be processed as follows:

- A. If the ECN is not being inventoried and no Transaction C73 is pending, then a Pending File record is created.
- B. If the ECN is being inventoried and no Transaction C73 is pending, then a warning screen is displayed notifying that this ECN is being inventoried. An option is given to cancel the transaction or continue. A Pending File record is created if the continue option is taken and the transaction is canceled if the cancel option is taken.
- C. If the ECN is not being inventoried and a Transaction C73 is pending, then the Pending File record is modified.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 002 - User is not authorized to use this function

Error 004 - Requested record does not exist

Error 015 - Cancel must be 'C' or blank

Error 267 - Record cannot be transferred, it is an underage in INV

Error 268 - Record cannot be transferred, it is an overage in INV

Error 561 - Local Data must be 'Y' or blank

Error 658 - Record was leased/loaned in and must be returned

Error 659 - Record is in an OUT status and must be returned

## Warnings

WARNING \*\*\* Due to this delete, inventory may not be closed

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

### **4.3.28 Local Data Update**

#### **4.3.28.1 Description and Execution**

This screen will allow the user to update the local data field. It is called from each of the transactions screens if selected and will automatically return to the transaction screen that it is called from.

#### **4.3.28.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TRNCLDP1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TRNCLDM1          INSTALLATION NAME

                                LOCAL DATA UPDATE

ECN: XXXXXXXX

LOCAL DATA:
*****

                                ENTER 'C' TO CANCEL: _____
```

- a. System Provided Data

The system will provide the display with the current date and time, and USERID.

- b. User Inputs

Local Data:

- A. Optional
- B. No edits
- c. Data Processing Results and Outputs

After the user inputs have been successfully entered, the Local Data will be added to the Pending File.

- A. User has the option to enter noted data in this area.
- d. Error Messages

The following are error messages and warnings for this program:

#### Error Messages

Error 015 - Cancel must be 'C' or blank

Error 560 - Local Data must be entered

#### Warnings

Local Data was canceled

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None

### **4.4 . AD HOC QUERIES - SUPERNATURAL**

All Ad hoc queries will be processed via Super Natural. Please reference the Super Natural User's Guide for more information.

### **4.5 REPORT SELECTION**

The report selection subsystem allows the PCM user to control the processing of NEMSPCM reports. The 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 two options of this subsystem you can accomplish the following functions:

1. SELECT ON-REQUEST REPORTS

All reports in the system are listed 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; PCM users may change this to fit their needs. If a cyclical report is selected, it does not affect the reports scheduled production timing.

When a Custodian selects an on-request report, the report is scheduled with a status of 'P' (postpone). Only a Manager has authority to release (change status from 'P' to ' ') the report for execution.

## 2. ALTER CURRENTLY SCHEDULED JOBS

A screen is displayed showing all cyclical and on-request report scheduled to run that night. The PCM users can alter report status in any of three ways:

- A. POSTPONE (P) the report so that it will not run until the 'P' for postpone has been removed. 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 CANCELLED REPORT TO ITS SCHEDULED EXECUTION (BLANK). This change can only be made prior to the nightly batch run. A PCM user who is identified as a Custodian has the authority to postpone or cancel only the report which he/she has requested. A user who is identified as a Manager has the authority to postpone, cancel, or schedule any report.

As in the other NEMSPCM 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.

### **4.5.1 Report Selection Menu**

#### **4.5.1.1 Description and Execution**

The NEMSPCM Report Selection Menu displays the report functions for which the PCM user is authorized. There is a maximum of two functions from which the PCM user may choose. They include:

1. On-Request Report Selection Menu
2. Alter Currently Scheduled Reports Menu

Upon completion of each function, control will return to the Report Selection Menu.

The Report Selection Menu is called from the NEMSPCM Main Menu screen.

#### 4.5.1.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: RPTC00P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      RPTC00M1          INSTALLATION NAME

                                REPORT SELECTION SCREEN

                                ENTER FUNCTION OR 'X' TO EXIT: _____

                                1.  SELECT ON-REQUEST REPORT
                                2.  ALTER CURRENTLY SCHEDULED REPORTS
```

##### a. System Provided Data

This screen will display a list of authorized report functions.

The system will provide the display with the current date and time, and the USERID.

##### b. User Inputs

Function

- A. Mandatory
- B. Must be '1', '2', 'X', or a navigation command.

Enter the number that corresponds to the appropriate function or 'X' to return control to the NEMSPCM main menu and then press the ENTER key.

##### c. Data Processing Results and Outputs

After the user's input has been successfully entered, the user's selection will be processed as follows:

- A. If the user selects '1' or '2', the corresponding menu will appear.
  - 1) ON-REQUEST REPORT SELECTION MENU
  - 2) ALTER CURRENTLY SCHEDULED REPORTS MENU
- B. If the user enters 'X', the user is returned to the NEMSPCM main menu.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid Function entered

Error 002 - User is not authorized to use this function

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.5.2 Select On-Request Reports**

**4.5.2.1 Description and Execution**

The On-Request Report Selection Menu lists all the on-request reports in the NEMSPCM system in report number order, twelve per screen.

#### 4.5.2.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: RPTSELP1       PROPERTY CUSTODIAN SUBSYSTEM             TIME: HH:MM:SS
MAP:      RPTSELM1     INSTALLATION NAME

                          ON-REQUEST REPORT SELECTION SCREEN

ENTER REPORT NUMBER OR 'X' TO EXIT: _____

020  CUSTODIAN MONTHLY TRANSACTION REPORT
120  PROPERTY LOCATION REPORT
140  CUSTODIAN ACCOUNT PROPERTY REPORT (BY CAP SENS CODE)
141  CUSTODIAN ACCOUNT PROPERTY REPORT (BY ECN)
170  ITEMS FOUND ON STATION REPORT
240  CUSTODIAN TRANSACTIONS IN PENDING STATUS
245  TRANSACTIONS AWAITING ACTION (CUSTODIANS)
246  TRANSACTIONS AWAITING ACTION (EQUIPMENT MANAGERS)
501  DETAIL ITEM LIST (RANGE OF RECORDS)
830  NEMS-1 (BY ECN)
```

##### a. System Provided Data

This screen will display a list of on-request report numbers.

The system will provide the display with the current date and time, and the USERID.

##### b. User Inputs

Report Number

A. Mandatory

B. Must be a valid Report Number or a navigation command.

Enter the number that corresponds to the appropriate report or 'X' to return control to the Report Selection Menu, and then press the ENTER key.

##### c. Data Processing Results and Outputs

After the user's input has been successfully entered, this screen either calls the NEMSPCM Report Distribution Information screen or a report selection criteria screen.

##### d. Error Messages

The following are error messages and warnings for this program:

## Error Messages

Error 010 - No table descriptors found-contact NEMS maintenance staff

Error 040 - Report Table exceeded - contact NEMS maintenance staff

Error 041 - Report number must be entered

Error 042 - Invalid report number entered

## Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### **4.5.3 Select Report 020 Parameters**

#### **4.5.3.1 Description and Execution**

This screen displays the fields which are the basis for selecting records to be used in the Custodian Monthly Transaction Report.

The report will be produced based on the values entered by the user or the default values.

This report provides a summary of monthly transactions processed during the previous month, sorted by transaction number within each Custodian account.

### 4.5.3.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: PRM020P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      PRM020M1     INSTALLATION NAME

                                CUSTODIAN MONTHLY TRANSACTION REPORT

BEGINNING DATE:          ___ ___ ___
                        (DEFAULT IS '01 01 01' (YYMMDD) FORMAT)
ENDING DATE:            ___ ___ ___
                        (DEFAULT IS '99 12 31' (YYMMDD) FORMAT)

                                ENTER 'C' TO CANCEL: _____
```

#### a. System Provided Data

The system will provide the display with current date and time and the USERID.

The system will also provide the default values shown above on the sample screen for each field which the user leaves blank.

#### b. User Inputs

Custodian Account Number (Manager Only)

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

B. If the user is a custodian, the Custodian Account Number is automatically generated

Custodian Number (Manager Only)

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

B. If the user is a Custodian, the Custodian Number is automatically generated.

Beginning Date

A. Must be numeric

B. Must be in (yy mm dd) format

#### Ending Date

- A. Must be numeric
- B. Must be in (yy mm dd) format
- C. Ending date must not be less than beginning date

#### Cancel field:

- A. Must be either 'C', blank, or a valid navigation command

#### c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the NEMSPCM Report Distribution Information screen.

#### d. Error Messages

The following are error messages and warnings for this program:

#### Error Messages

Error 015 - Cancel must be 'C' or blank

Error 681 - Beginning Cust Acct No is greater than ending Cust Acct No

Error 688 - Beginning Custodian No is greater than ending Custodian No

Error 690 - Beginning Date must be six positions numeric

Error 691 - Beginning Date must be in the format 'YYMMDD'

Error 692 - Beginning Date is greater than Ending Date

Error 694 - Ending Date must be six positions numeric

Error 695 - Ending Date must be in the format 'YYMMDD'

#### Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### **4.5.4 Select Report 120 Parameters**

##### **4.5.4.1 Description and Execution**

This screen displays the fields which are the basis for selecting records to be used in the Property Location Report.

The report will be produced based on the values entered by the user or the default values.

The Property Location Report provides a list of property by location including the total number of items and their value. It is sequenced by building, room, zip code, and ECN.

##### **4.5.4.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: PRM120P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      PRM120M1          INSTALLATION NAME

                          PCM 120 - PROPERTY LOCATION REPORT

BEGINNING EQUIPMENT ZIP CODE: _____ (DEFAULT '  A ')
ENDING EQUIPMENT ZIP CODE:   _____ (DEFAULT '99999')

BEGINNING EQUIPMENT BUILDING: _____ (DEFAULT '          A ')
ENDING EQUIPMENT BUILDING:   _____ (DEFAULT '999999999')

                          ENTER 'C' TO CANCEL: _____
```

##### **a. System Provided Data**

The system will provide the display with current date and time and the USERID.

The system will also provide the default values shown above on the sample screen for each field which the user leaves blank.

##### **b. User Inputs**

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 (Manager only)

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

B. If the user is a custodian, the Custodian Account Number is automatically generated.

#### Cancel field

A. Must be either 'C', blank, or a valid navigation command

#### c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the NEMSPCM Report Distribution Information screen.

#### d. Error Messages

The following are error messages and warnings for this program:

#### Error Messages

Error 015 - Cancel must be 'C' or blank

Error 725 - Beginning Building is greater than Ending Building

Error 726 - Beginning Zip Code is greater than Ending Zip Code

#### Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

## **4.5.5 Select Report 140 Parameters**

### **4.5.5.1 Description and Execution**

This screen displays the fields which are the basis for selecting records to be used in the Custodian Account Property Report by Capital/Sensitive Code.

This report lists all items of a Custodian account in Cap Sens Code order. It can be limited to list all items with one specific Cap Sens Code, or it can be limited to list a specified range of ECN's.

### **4.5.5.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: PRM140P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      PRM140M1          INSTALLATION NAME

                                PCM 140 - CUSTODIAN ACCOUNT PROPERTY REPORT

BEGINNING CAPITAL/SENSITIVE CODE:  _          (DEFAULT IS 'A')
ENDING CAPITAL/SENSITIVE CODE:     _          (DEFAULT IS '9')

BEGINNING ECN:                _____ (DEFAULT IS '      A')
ENDING ECN:                    _____ (DEFAULT IS '9999999')

                                ENTER 'C' TO CANCEL: _____
```

#### **a. System Provided Data**

The system will provide the display with current date and time and the USERID.

The system will also provide the default values shown above on the sample screen for each field which the user leaves blank.

#### **b. User Inputs**

Capital/Sensitive code

- 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 six characters must be numeric

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

Cancel field:

A. Must be either 'C', blank or a valid navigation command

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the NEMSPCM Report Distribution Information screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 687 - Beginning ECN is greater than Ending ECN

Error 704 - Beginning CAP/SENS Code is greater than Ending CAP/SENS Code

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations:

Custodians will only get information pertaining to their accounts.

f. Interrelationships: None.

g. Options: None.

#### **4.5.6 Select Report 141 Parameters**

##### **4.5.6.1 Description and Execution**

This screen displays the fields which are the basis for selecting records to be used in the Custodian Account Property Report by ECN.

The report will be produced based on the values entered by the user or the default values.

This report lists all items in a Custodian account sorted by ECN. It can be limited to either a specified range of ECN's or a specified range by cap sense code. It also provides the total number of items and the total value of the items selected.

#### 4.5.6.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: YY/MM/DD
PROGRAM: PRM141P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      PRM141M1     INSTALLATION NAME

                          PCM 141 - CUSTODIAN ACCOUNT PROPERTY REPORT

BEGINNING CAPITAL/SENSITIVE CODE: _      (DEFAULT IS 'A')
ENDING CAPITAL/SENSITIVE CODE:   _      (DEFAULT IS '9')

BEGINNING ECN:           _____ (DEFAULT IS '  A')
ENDING ECN:              _____ (DEFAULT IS '9999999')

                          ENTER 'C' TO CANCEL: _____
```

##### a. System Provided Data

The system will provide the display with current date and time and the USERID.

The system will also provide the default values shown above on the sample screen for each field which the user leaves blank.

##### b. User Inputs

###### Capital/Sensitive code

- 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 six characters must be

numeric

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

Cancel field:

A. Must be either 'C', blank, or a valid navigation command

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the NEMSPCM Report Distribution Information screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 687 - Beginning ECN is greater than Ending ECN

Error 704 - Beginning CAP/SENS Code is greater than Ending CAP/SENS Code

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations:

Custodians will only get information pertaining to their account.

f. Interrelationships: None.

g. Options: None.

#### **4.5.7 Select Report 170 Parameters**

##### **4.5.7.1 Description and Execution**

This screen displays the fields which are the basis for selecting records to be used in the Items Found On Station Report.

The report will be produced based on the values entered by the user or the default values.

This report provides a list of items found on station within a Custodian account within a specified date range.

#### 4.5.7.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: PRM170P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      PRM170M1          INSTALLATION NAME

                          PCM 170 - ITEMS FOUND ON STATION REPORT

BEGINNING DATE INSTALLATION ACQUIRED:  __ __ __ (DEFAULT IS 00 00 00
                                          (YYMMDD) FORMAT)

ENDING DATE INSTALLATION ACQUIRED:      __ __ __ (DEFAULT IS 00 00 00
                                          (YYMMDD) FORMAT)

                          ENTER 'C' TO CANCEL: _____
```

##### a. System Provided Data

The system will provide the display with current date and time and the USERID.

The system will also provide the default values shown above on the sample screen for each field which the user leaves blank.

##### b. User Inputs

###### Date Installation Acquired

- A. Must be numeric
- B. Must be in the format 'yy mm dd'
- C. Beginning value must be less than or equal to the ending value

###### Cancel field:

- A. Must be either 'C', blank, or a valid navigation command

##### c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the NEMSPCM Report Distribution Information screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 690 - Beginning Date must be six positions numeric

Error 691 - Beginning Date must be in the format 'YYMMDD'

Error 692 - Beginning Date is greater than Ending Date

Error 694 - Ending Date must be six positions numeric

Error 695 - Ending Date must be in the format 'YYMMDD'

Error 696 - Beginning Date is greater than Default Date

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.5.8 Select Report 240 Parameters**

**4.5.8.1 Description and Execution**

This screen displays the fields which are the basis for selecting records to be used in the Transaction in Pending Status Report.

The report will be produced based on the values entered by the user or the default values.

This report provides a list of all transactions in a Custodian account which are awaiting action by another Custodian or a Manager.

#### 4.5.8.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: PRM240P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      PRM240M1     INSTALLATION NAME

                          PCM 240 - TRANSACTIONS IN PENDING STATUS

BEGINNING CUSTODIAN ACCOUNT:  _____
ENDING CUSTODIAN ACCOUNT:    _____

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

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

                          ENTER 'C' TO CANCEL: _____
```

##### a. System Provided Data

The system will provide the display with current date and time and the USERID.

The system will also provide the default values shown above on the sample screen for each field which the user leaves blank.

##### b. User Inputs

###### Custodian Account Number (Manager Only)

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

B. If the user is a Custodian, the Custodian Account Number is automatically generated

###### ECN

A. First character must be an alphanumeric value and the last six characters must be numeric

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

###### Equipment Building

A. Beginning value must be less than or equal to ending value

###### Cancel field:

A. Must be either 'C', blank, or a valid navigation command

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the NEMSPCM Report Distribution Information screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 681 - Beginning Cust Acct No is greater than Ending Cust Acct No

Error 687 - Beginning ECN is greater than Ending ECN

Error 725 - Beginning Building is greater than Ending Building

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.5.9 Select Report 245 Parameters**

**4.5.9.1 Description and Execution**

This screen displays the fields which are the basis for selecting records to be used in the Transactions Awaiting Action Report.

The report will be produced based on the values entered by the user or the default values.

This report provides a list of transactions awaiting acceptance by a gaining Custodian. It is sorted by ECN. The selection criteria can be limited to a range of ECN's or a range of Building numbers.

### 4.5.9.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: PRM245P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      PRM245M1     INSTALLATION NAME

                          PCM 245 - TRANSACTIONS AWAITING ACTION

BEGINNING CUSTODIAN ACCOUNT:  _____
ENDING CUSTODIAN ACCOUNT:    _____

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

BEGINNING EQUIPMENT BUILDING:  _____ (DEFAULT IS '          A')
ENDING EQUIPMENT BUILDING:     _____ (DEFAULT IS '99999999999')

                               ENTER 'C' TO CANCEL: _____
```

#### a. System Provided Data

The system will provide the display with current date and time and the User ID.

The system will also provide the default values shown above on the sample screen for each field which the user leaves blank.

#### b. User Inputs

Custodian Account Number (Manager only)

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

B. If the user is a Custodian, the Custodian Account Number is automatically generated

ECN

A. First character must be an alphanumeric value and the last six characters must be numeric

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

Equipment Building

A. Beginning value must be less than or equal to ending value

Cancel field:

A. Must be either 'C', blank, or a valid navigation command

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the NEMSPCM Report Distribution Information screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 681 - Beginning Cust Acct No is greater than Ending Cust Acct No

Error 687 - Beginning ECN is greater than Ending ECN

Error 725 - Beginning Building is greater than Ending Building

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.5.10 Select Report 246 Parameters**

**4.5.10.1 Description and Execution**

This report produces a list of pending transactions awaiting Manager's approval for the requesting Custodian submitting the report.

The default parameter for this report is the Custodian Account Number of the person submitting this report.

This report provides all of the data contained in NEMS for an ECN or a specified range of ECN's within a Custodian account. It can be sorted by ECN or by equipment building.

#### **4.5.10.2 Display Screen**

- a. System Provided Data
- b. User Inputs
- c. Data Processing Results and Outputs

After Report Number 246 is entered from the On-Request Report Selection Menu, then the NEMSPCM Report Distribution Information screen is displayed.

- d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

#### **4.5.11 Select Report 501 Parameters**

##### **4.5.11.1 Description and Execution**

This screen displays the fields which are the basis for selecting records to be used in the Detail Item List Report.

The report will be produced based on the values entered by the user or the default values.

#### 4.5.11.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: PRM501P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      PRM501M1     INSTALLATION NAME

                          PCM 501 - DETAIL ITEM LIST (RANGE OF RECORDS)

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

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

                          ENTER 'C' TO CANCEL: _____
```

##### a. System Provided Data

The system will provide the display with current date and time and the User ID.

The system will also provide the default values shown above on the sample screen for each field which the user leaves blank.

##### b. User Inputs

###### ECN

A. Optional

B. First character must be alphanumeric and the last six characters must be numeric

C. 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. Must be either 'C', blank, or a valid navigation command

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the Report 501 Sort Selection screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 687 - Beginning ECN is greater than Ending ECN

Error 725 - Beginning Building is greater than Ending Building

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations:

Custodians will only receive information pertaining to their accounts.

f. Interrelationships: None.

g. Options: None.

**4.5.11.3 Report 501 Parameters (Sort Selection)**

**4.5.11.4 Description and Execution**

This screen displays the fields which are the basis for sorting records to be used in the Detail Item List Report.

The sequence of the report will be based on up to two sort field numbers entered by the user.

#### 4.5.11.5 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: PRM501P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      PRM501M2          INSTALLATION NAME

                NEMS - 501 - DETAIL ITEM LIST (SORT SELECTION)

ENTER THE NUMBER FOR UP TO TWO SORT FIELDS IN THE ORDER
THE DATA IS TO BE SORTED OR ' ' IF NO SORT IS NEEDED:  _  _

1.  ECN

2.  EQUIPMENT BUILDING

                ENTER 'C' TO CANCEL: _____
```

a. System Provided Data

The system will provide the display with current date and time and the USERID.

b. User Inputs

Sort Field Numbers

A. Optional

B. Must be '1', '2' or blank

Cancel field:

A. Must be either 'C', blank, or a valid navigation command

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the NEMSPCM Report Distribution Information screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 772 - Selection must be numeric

Error 785 - The same sort field must not be specified more than once

Error 871 - Sort selection must be 1 or 2

### Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

## **4.5.12 Select Report 830 Parameters**

### **4.5.12.1 Description and Execution**

This screen displays the fields which are the basis for selecting records to be used in the NEMS-1 by ECN Report.

The report will be produced based on the values entered by the user or the default values.

This report produces a NASA form 1602 for each ECN specified.

### **4.5.12.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: PRM830P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      PRM830M1      INSTALLATION NAME
                                     NEMS-1 (BY ECN)
                                     ECN: _____ (NO DEFAULT)
ADDITIONAL ECNS: _____
(MAY BE BLANK) _____
                                     _____
                                     _____
                                     _____
                                     _____
ENTER 'C' TO CANCEL: _____
```

a. System Provided Data

The system will provide the display with current date and time and the USERID.

b. User Inputs

ECN

a. First character must be alphanumeric and the last six characters must be numeric

Cancel field

A. Must be either 'C', blank, or a valid navigation command

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the system calls the NEMSPCM Report Distribution Information screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 024 - ECN must be entered

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations:

A maximum of 26 ECN's may be entered.

f. Interrelationships: None.

g. Options: None.

### **4.5.13 Report Distribution Information Screen**

#### **4.5.13.1 Description and Execution**

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.

This screen is called by a report selection criteria screen. Upon completion, the user is returned to the On-Request Report Selection Menu.

#### **4.5.13.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: RPTSTDP1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      RPTSTDM1          INSTALLATION NAME

                                PCM STANDARD REPORT DISTRIBUTION

DISTRIBUTION: _____          INSTALLATION NUMBER: _____
MAIL STOP: _____
NUMBER OF COPIES: ____
PRINTER DESTINATION CODE: _____
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): _
BINDING INSTRUCTIONS (IF XEROX): _
  G = GLUE BOUND
  S = STAPLED
  U = UNBOUND
  V = VELOBOUND          PRESS ENTER FOR NEXT OR 'C' TO CANCEL: _____
```

#### **a. System Provided Data**

The system will provide the display with current date and time and the USERID.

The default report distribution from the NEMSPCM standard report distribution record will be displayed on the screen and may be overwritten by the user.

The Effective Date will be displayed on the screen as today's date and may be overwritten by the user.

#### **b. User Inputs**

##### **Effective Date**

- A. Cannot be blanked out**

- 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. Cannot be blanked out
- B. No further edits

#### Mail Stop

- A. Cannot be blanked out
- B. No further edits

#### Number of Copies

- A. Cannot be blanked out
- B. Must be numeric between 1 and 99

#### Printer Destination Code

- A. Cannot be blanked out
- B. No further edits

#### Report Print Type

- A. Cannot be blanked out
- B. Must be 'X' or 'P'

#### Binding Instructions

- A. Mandatory if Report Print Type is 'X'
- B. If the Report Print Type is 'X', then the Binding Instructions must be either 'G', 'S', 'U', or 'V'
- C. If the Report Print Type is 'P', then a Binding Instruction must not be entered

Cancel Field: 'C' or blank

A. 'C', blank, or a valid navigation command

c. Data Processing Results and Outputs

After the user's input has been successfully entered, a report record is added to the reports file where it will wait for execution during the next NEMS batch overnight cycle. The user is then returned to the On-Request Report Selection Menu.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 005 - Duplicate records exist - contact NEMS maintenance staff

Error 015 - Cancel must be 'C' or blank

Error 581 - Report Distribution must be entered

Error 582 - Report Print Type must be entered

Error 583 - Invalid Report Print Type entered

Error 584 - Report Destination must be entered

Error 585 - Report Binding Type must be entered

Error 586 - Invalid Report Binding Type entered

Error 587 - Mail Stop must be entered

Error 588 - Number of Copies must be entered

Error 589 - Number of Copies must be numeric

Error 590 - Number of Copies must be between 1 and 99

Error 595 - No binding options allowed for printed reports

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### **4.5.14 Alter Currently Scheduled Reports**

##### **4.5.14.1 Description and Execution**

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 a maximum of ten per screen. Output may span more than one screen.

##### **4.5.14.2 Display Screen**

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: RPTSUBP1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      RPTSUBM1     INSTALLATION NAME

                                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)

```

##### **a. System Provided Data**

The system will provide the display with current date and time and the USERID. Information concerning all of the jobs scheduled to run during the night is displayed on the screen. Any of the jobs may be postponed, cancelled, or placed on schedule by entering the report sequence number and the new status in the appropriate input fields.

For a Custodian, only those reports which the particular Custodian has scheduled will be displayed.

For a Manager, reports scheduled by all Custodians will be displayed.

b. User Inputs

Exit Field:

- A. 'X', blank, or a valid navigation command

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

c. Data Processing Results and Outputs

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 006 - Exit must be 'X' or blank

Error 040 - Report Table exceeded - contact NEMS maintenance staff

Error 591 - Report Status must be entered

Error 592 - Invalid Report Status entered

Error 593 - Sequence Number must be entered

Error 594 - Invalid Sequence Number entered

Error 870 - Custodian not authorized to change status to spaces

Warnings

If error and warning messages appear on the screen, read the message and correct the identified field.

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### **4.6 TABLE FILE PROCESSING**

The NEMSPCM table update process is entered by selecting the Table File Update option (5) from the NEMSPCM Main Menu. This option passes control to the table update program. If the user is an equipment Manager, the Table File Update Menu will appear.

The Table File Update Menu lists the four tables which a Manager may 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 NEMSPCM Main Menu.

There are three types of table update functions: ADD, CHANGE, and DELETE. Not all of these functions are available for every table. For example, the PCM user may only CHANGE existing records on the Report Number and Transaction Number (Global) tables; the ADD and DELETE functions are not permitted for these tables.

One of the functions must be selected and the appropriate Table Number must be entered. This Table Number is required to properly identify the table file record to be updated. The Key Field entered for an ADD must be unique for the table being updated; therefore duplicate records will not exist. The Key Field entered for a CHANGE or DELETE must already exist on the table being updated. The exit option will return control to the NEMSPCM Table File Update menu.

If the PCM user is a Custodian, rather than a Manager, only the Reject Reason Table can be updated. From the NEMSPCM Main Menu, the user is taken directly to Reject Reason Table update screen.

When a valid function and the Key field 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 data in the record being updated will be displayed. The CANCEL option will return the user to the previous screen without updating the record.

## **4.6.1 Table File Processing Menu**

### **4.6.1.1 Description and Execution**

If the user is a Manager, the Table Update Menu displays four Table Numbers from which the user may choose, shown below (within parentheses):

1. USERID Authority Table (C69)
2. Reject Reason Table (C70)
3. Global Report Number Table (S06)
4. Global Transaction Number Table (621)

Upon completion of each Table Number, control will return to the Table Updates menu.

The Table Updates Menu is called from the NEMSPCM Main Menu screen.

### **4.6.1.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC00P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBLC00M1     INSTALLATION NAME

                        TABLE UPDATES

ENTER TABLE NUMBER OR 'X' TO EXIT: _____

C69  USERID AUTHORITY TABLE
C70  REJECT REASON TABLE
S06  REPORT NUMBER TABLE (GLOBAL)
621  TRANSACTION NUMBER TABLE (GLOBAL)
```

#### **a. System Provided Data**

This screen will display a list of authorized table numbers.

The system will provide the display with the current date and time, and the USERID.

b. User Inputs

Table Number

A. Mandatory

B. Must be 'C69', 'C70', 'S06', '621', 'X' or a navigation command.

c. Data Processing Results and Outputs

Once the user's input has been successfully entered, the user's selection will be processed as follows:

A. If the user selects a valid Table Number, the corresponding menu appears:

C69: USERID AUTHORITY TABLE MENU

C70: REJECT REASON TABLE MENU

S06: GLOBAL REPORT NUMBER TABLE MENU

621: GLOBAL TRANSACTION NUMBER TABLE MENU

B. If the user enters 'X', the user is returned to the NEMSPCM Main Menu.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 002 - User is not authorized to use this function

Error 013 - Invalid Table Number entered

Error 019 - Transaction Table exceeded - contact NEMS maintenance staff

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

## **4.6.2 Authority Table C69 Update**

### **4.6.2.1 Description and Execution**

This screen is the first of four screens used to add, change or delete records on the NEMSPCM USERID Authority Table. This screen captures the information necessary to either find the record, or, in the case of an 'ADD', ensure that the record will be unique. Once this is done, three data entry screens (pages 1-3), and two pop-up screens are called for the input of required information:

Page 1 - USERID Authority

Pop-up Screen - Additional Custodian Accounts For Add

Pop-up Screen - Additional Custodian Accounts For Change

Pop-up Selection Screen - NEMS 078 Table (Custodian Account)

Page 2 - Report Authority for the specific USERID

Page 3 - Transaction Authority for the specific USERID

### **4.6.2.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P1      PROPERTY CUSTODIAN SUBSYSTEM           TIME: HH:MM:SS
MAP:      TBLC69M1      INSTALLATION NAME

                                USERID AUTHORITY TABLE

ENTER FUNCTION: _____  A = ADD
                              C = CHANGE
                              D = DELETE
                              X = EXIT

USERID: _____
```

#### **a. System Provided Data**

The system will provide the display with the current date and time, and the USERID.

b. User Inputs

Function

- A. Mandatory
- B. Must be 'A', 'C', 'D', 'X' or a navigation command.

USERID

- A. Mandatory
- B. For ADD updates, a record must not exist on the USERID Authority Table with the same USERID.
- C. For CHANGE and DELETE updates, a record must exist on the USERID Authority

Table with the same USERID.

c. Data Processing Results and Outputs

After the user's input has been successfully entered, this screen calls the appropriate update screen based on the user's selection.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid Function entered

Error 003 - Requested record already exists

Error 004 - Requested record does not exist

Error 320 - USERID must be entered

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.6.2.3 Table C69 Update - Add a New Record (Page 1 of 3)**

**4.6.2.4 Description and Execution**

This screen is the first of three pages used to update records on the USERID Authority Table. This screen is used to set up data pertaining to a new PCM user.

#### 4.6.2.5 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBLC69M2          INSTALLATION NAME

                                USERID AUTHORITY TABLE          *****

USERID: XXXXX          USER NAME: _____

INSTALLATION NUMBER: _____ CUST ACCT NO: _____ ADDITIONAL CUST ACCTS (Y/N): N
USER TYPE: _          SIGNATURE/PASSWORD:

(ENTER Y OR N; DEFAULT IS N)

SUPERNATURAL: N      TABLE UPDATE AUTHORITY: N

PAGE (1 OF 3)          ENTER 'C' TO CANCEL OR PAGE NUMBER: _____
ENTER DATA AND PRESS ENTER TO ADD RECORD
```

a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

b. User Inputs

User Name

- A. Mandatory

Installation Number

- A. Mandatory
- B. Must be one of the installation numbers on Table 252

Customer Account Number

- A. Mandatory
- B. Must exist on Table 078

Additional Custodian Accounts

- A. Default is 'N'
- B. Must be 'N' or 'Y'

The default value displayed in this input field is 'N'. 'N' for 'NO' indicates that the Additional Custodian Accounts Pop-up Screen will not be displayed for selecting Additional Custodian Accounts from the NEMS 078 table. If this value is 'Y' for 'YES', then the Pop-up Screen for selecting Additional Custodian Accounts will be displayed. If this value is 'N', then page 2 (Report Authority) will be displayed for input.

#### User Type

- A. Mandatory
- B. Must be 'C' for Custodian or 'M' for Manager

#### Signature (Password)

- A. Mandatory

#### Super Natural Authority

- A. Mandatory
- B. Must be 'Y' or 'N'

#### Table Update Authority

- A. Mandatory
- B. Must be 'Y' or 'N'

#### 'C' to Cancel or Page Number

- A. Must be '2', '3', 'C' or blank

#### c. Data Processing Results and Outputs

After the user's input has been successfully entered, the record is added and the user is taken to the next page to add the Report Authority information to the new record.

#### d. Error Messages

The following are error messages and warnings for this program:

##### Error Messages

- Error 046 - Previous update canceled

Error 116 - CUST Account Number already assigned as ACTIVE ACCT

Error 117 - CUST Account Number already assigned as additional ACCT

Error 118 - Additional CUST ACCTS field must be 'Y' or 'N'

Error 131 - User name must be entered

Error 326 - Table Update authority must be entered

Error 327 - Invalid Table Update Authority entered

Error 328 - Installation record not found on Table 252

Error 490 - Custodian Account Number not on Table 078

Error 842 - New Signature must be entered

Error 851 - Invalid User Type entered. Must be 'C' or 'M'

Error 866 - Installation Number must be entered

Error 867 - Installation Number must be 4 positions numeric

Error 868 - Super Natural Authority must be entered

Error 869 - Invalid Super Natural Authority

#### Warnings

e. Limitations: None

f. Interrelationships: None.

g. Options: None.

4.6.2.5.1 Pop-up Screen - Additional Custodian Accounts For Add

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P2      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBLC69M6          INSTALLATION NAME

                ADDITIONAL CUSTODIAN ACCOUNTS

MANUALLY ENTER ADDITIONAL CUSTODIAN ACCOUNTS AND/OR ENTER A '?' IN ANY
BLANK FIELD TO MAKE SELECTION FROM A POP UP WINDOW.

____  ____  ____  ____  ____  ____  ____  ____
____  ____  ____  ____  ____  ____  ____  ____
____  ____  ____  ____  ____  ____  ____  ____
____  ____  ____  ____  ____  ____  ____  ____
____  ____  ____  ____  ____  ____  ____  ____

                ENTER 'X' TO ACCEPT CHANGE OR 'C' TO CANCEL: _
```

a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

b. User Inputs

Customer Account Number

A. Optional

B. Must exist on Table 078

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the record is added and the user is taken to the next page to add the Report Authority information to the new record.

d. Error Messages

Warnings

Custodian Accounts not found in the Custodian Account Table that are already assigned, or where requested more than once, are intensified and will be discarded.

e. Limitations: None

f. Interrelationships: None.

g. Options: None.

#### 4.6.2.5.2 Pop-up Screen - Additional Custodian Accounts For Change

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBL69P3        PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBL69M6        INSTALLATION NAME

                        ADDITIONAL CUSTODIAN ACCOUNTS

TO ADD ACCOUNTS - ENTER MANUALLY OR ENTER A '?' IN A BLANK FIELD FOR A
POP-UP LIST.  TO DELETE - BLANK OUT FIELD.  TO REPLACE - TYPE OVER FIELD.

_____  _____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____  _____

                        ENTER 'X' TO ACCEPT CHANGE OR 'C' TO CANCEL:  _
```

a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

b. User Inputs

Customer Account Number

A. Optional

B. Must exist on Table 078

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the record is added and the user is taken to the next page to add the Report Authority information to the new record.

d. Error Messages

Warnings

Custodian Accounts not found in the Custodian Account Table that are already assigned, or where requested more than once, are intensified and will be discarded.

e. Limitations: None

f. Interrelationships: None.

g. Options: None.

#### 4.6.2.5.3 Pop-up Selection Screen - NEMS 078 Table (Custodian Account)

```
MARK CUSTODIAN ACCOUNTS WITH A 'X' TO SELECT:
_ XXXXX _ XXXXX _ XXXXX _ XXXXX _ XXXXX
_ XXXXX _ XXXXX _ XXXXX _ XXXXX _ XXXXX
_ XXXXX _ XXXXX _ XXXXX _ XXXXX _ XXXXX
_ XXXXX _ XXXXX _ XXXXX _ XXXXX _ XXXXX
_ XXXXX _ XXXXX _ XXXXX _ XXXXX _ XXXXX
ENTER 'N' = NEXT PAGE 'C' = CANCEL ALL: _
'X' = SELECT ACCOUNTS AND RETURN
NUMBER OF CUSTODIAN ACCOUNT SELECTED IS X
```

a. System Provided Data: None

b. User Inputs

Selection

A. Optional

B. Must a 'X'

c. Data Processing Results and Outputs

After the user's input has been successfully selected custodian account(s), the selected custodian account(s) are returned to the calling program.

d. Error Messages

Warnings:

NUMBER OF CUSTODIAN ACCOUNT SELECTED IS X

e. Limitations: None

f. Interrelationships: None.

g. Options: None.

#### 4.6.2.6 Table C69 Update - Add a New Record (Page 2 of 3)

#### 4.6.2.7 Description and Execution

This screen is the second of three pages used to update records on the USERID Authority Table. This screen is used to add report authority information for the PCM user.

#### 4.6.2.8 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TBLC69M3      INSTALLATION NAME

USERID: XXXXX          USERID AUTHORITY TABLE                CHANGE
REPORT AUTHORITY (ENTER Y OR N; DEFAULT IS N):
Y REPORT 020 - CUSTODIAN MONTHLY TRANSACTION REPORT
Y REPORT 120 - PROPERTY LOCATION REPORT
Y REPORT 140 - CUSTODIAN ACCOUNT PROPERTY REPORT (BY CAP SENS CODE)
Y REPORT 141 - CUSTODIAN ACCOUNT PROPERTY REPORT (BY ECN)
Y REPORT 170 - ITEMS FOUND ON STATION REPORT
Y REPORT 240 - CUSTODIAN TRANSACTIONS IN PENDING STATUS
Y REPORT 245 - TRANSACTIONS AWAITING ACTION (CUSTODIANS)
Y REPORT 246 - TRANSACTIONS AWAITING ACTION (EQUIPMENT MANAGERS)
Y REPORT 501 - DETAIL ITEM LIST (RANGE OF RECORDS)
Y REPORT 830 - NEMS-1 (BY ECN)
N REPORT      -
(PAGE 2 OF 3)                                ENTER 'C' TO CANCEL OR PAGE NUMBER: _____
```

#### a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

The USERID entered by the Manager on the Function screen will be displayed.

A default of 'N' for 'No Report Authority' appears on the screen, and may be overwritten with 'Y' to give the PCM user authority to run the particular report.

b. User Inputs

Enter 'Y' or 'N' for the reports you wish to authorize the user to run. A maximum of fifteen reports are listed per screen. If the screen becomes full, you may press Enter to see a continuation of the listing; up to thirty reports may be listed depending upon the total number of reports in the Global Report Number Table.

Report Authority

- A. Mandatory
- B. Must be 'Y' or 'N'

'C' to Cancel or Page Number

- A. Must be '1', '3', 'C' or blank

c. Data Processing Results and Outputs

After the PCM user's input has been successfully entered, the record is updated and the user is taken to the next page to add the Transaction Authority information to the new record.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 046 - Previous update canceled
- Error 108 - PCM Report 246 Authority is allowed for PCM Managers only
- Error 325 - Invalid Report Authority entered

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

### 4.6.2.9 Table C69 Update - Add a New Record (Page 3 of 3)

#### 4.6.2.10 Description and Execution

This screen is the third of three pages used to update records on the USERID Authority Table. This screen is used to add transaction authority information for the user.

#### 4.6.2.11 Display Screen

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:    TBLC69M4      INSTALLATION NAME

USERID: XXXXX          USERID AUTHORITY TABLE                  CHANGE
TRANSACTION AUTHORITY (ENTER Y OR N; DEFAULT IS N)
Y C26 CUSTODIAN ACCOUNT (CHANGE)      Y C51 FREEZE NUMBER REMOVAL
Y C29 EQUIPMENT LOCATION (CHANGE)     Y C52 EXCESS TURN-IN BY CUSTODIAN
Y C30 STATUS CODE (CHANGE)            Y C56 REPAIR UPDATE
Y C31 USER NUMBER (CHANGE)            Y C57 OFF-SITE FOR REPAIR
Y C38 BORROWED OUT                     Y C60 RECORD DATA (CHANGE)
Y C39 BORROWED OUT - RETURNED         Y C65 TRANSFER TO ANOTHER NASA INST
Y C40 LOAN/LEASE OUT                   Y C66 TRANSFER TO OGA
Y C41 LOAN/LEASE OUT - RETURNED       Y C67 TRANSFER GFE TO CONTRACTOR
Y C42 LOAN POOL OUT                   Y C69 LEASE IN - RETURNED
Y C43 LOAN POOL OUT - RETURNED        Y C70 LOAN IN - RETURNED
Y C44 STORAGE IN                       Y C71 SURVEY (MISSING EQUIPMENT)
Y C45 STORAGE IN - RETURNED           Y C72 DECONTROL (REMOVAL OF TAG)
Y C50 FREEZE NUMBER ASSIGNMENT        Y C73 ASSEMBLY/DISASSEMBLY

(PAGE 3 OF 3)                      ENTER 'C' TO CANCEL OR PAGE NUMBER: _____
ENTER CHANGES AND PRESS ENTER TO MODIFY RECORD

```

#### a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

The USERID entered by the Manager on the Function screen will be displayed

A default of 'N' for 'No Transaction Authority' appears on the screen, and may be overwritten with 'Y' to give the user authority to perform the particular transaction.

#### b. User Inputs

Enter 'Y' or 'N' for the transactions you wish to authorize the user to perform. Up to thirty transactions may be listed on the screen depending upon the total number of transactions in the Transaction Number Table.

Transaction Authority

- A. Mandatory
  - B. Must be 'Y' or 'N'
- 'C' to Cancel or Page Number
- A. Must be '1', '2', 'C' or blank
- c. Data Processing Results and Outputs

After the PCM user's input has been successfully entered on all pages, the user is returned to the original screen on which the specific update function (ADD, CHANGE, DELETE) was selected. A message that the record has been added is displayed at the bottom of the screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 046 - Previous update canceled

Error 092 - Invalid Transaction Authority entered

Error 325 - Invalid Report Authority entered

Warnings

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

#### **4.6.2.12 Table C69 Update - Change a Record (Page 1 of 3)**

#### **4.6.2.13 Description and Execution**

This screen is the first of three pages used to update records on the USERID Authority Table. This screen is used to change data pertaining to an authorized PCM user.

#### 4.6.2.14 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBLC69M2          INSTALLATION NAME

                                USERID AUTHORITY TABLE          CHANGE

USERID: XXXXX          USER NAME: XXXXXX, XXXXXX_____

INSTALLATION NUMBER: 08 08 CUST ACCT NO: 02022  ADDITIONAL CUST ACCTS (Y/N): N

USER TYPE: M          SIGNATURE/PASSWORD:

(ENTER Y OR N; DEFAULT IS N)

SUPERNATURAL: Y      TABLE UPDATE AUTHORITY: Y

PAGE (1 OF 3)          ENTER 'C' TO CANCEL OR PAGE NUMBER: _____
ENTER CHANGES AND PRESS ENTER TO MODIFY RECORD
```

##### a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

The screen will show the current values of the fields on the record being updated.

##### b. User Inputs

The following fields may be modified:

User Name

- A. Mandatory

Installation Number

- A. Mandatory
- B. Must be one of the installation numbers on Table 252

Customer Account Number

- A. Mandatory
- B. Must exist on Table 078

User Type

- A. Mandatory
- B. Must be 'C' or 'M'

Signature

- A. Mandatory

SUPER NATURAL Authority

- A. Mandatory
- B. Must be 'Y' or 'N'

Table Update Authority

- A. Mandatory
- B. Must be 'Y' or 'N'

'C' to Cancel or Page Number

- A. Must be '2', '3', 'C' or blank

c. Data Processing Results and Outputs

After the PCM user's input has been successfully entered on all pages, the user is taken to the next page to change the Report Authority information for the record.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 046 - Previous update canceled
- Error 131 - User name must be entered
- Error 326 - Table Update authority must be entered
- Error 327 - Invalid Table Update Authority entered
- Error 328 - Installation record not found on Table 252

Error 490 - Custodian Account Number not on Table 078

Error 842 - New Signature must be entered

Error 851 - Invalid User Type entered. Must be 'C' or 'M'

Error 866 - Installation Number must be entered

Error 867 - Installation Number must be 4 positions numeric

Error 868 - Super Natural Authority must be entered

Error 869 - Invalid Super Natural Authority

#### Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### **4.6.2.15 Table C69 Update - Change a Record (Page 2 of 3)**

#### **4.6.2.16 Description and Execution**

This screen is the second of three pages used to update records on the USERID Authority Table. This screen is used to change the report authority for an authorized PCM user.

#### 4.6.2.17 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TBLC69M3          INSTALLATION NAME

USERID: XXXXX          USERID AUTHORITY TABLE                  CHANGE
REPORT AUTHORITY (ENTER Y OR N; DEFAULT IS N):
Y REPORT 020 - CUSTODIAN MONTHLY TRANSACTION REPORT
Y REPORT 120 - PROPERTY LOCATION REPORT
Y REPORT 140 - CUSTODIAN ACCOUNT PROPERTY REPORT (BY CAP SENS CODE)
Y REPORT 141 - CUSTODIAN ACCOUNT PROPERTY REPORT (BY ECN)
Y REPORT 170 - ITEMS FOUND ON STATION REPORT
Y REPORT 240 - CUSTODIAN TRANSACTIONS IN PENDING STATUS
Y REPORT 245 - TRANSACTIONS AWAITING ACTION (CUSTODIANS)
Y REPORT 246 - TRANSACTIONS AWAITING ACTION (EQUIPMENT MANAGERS)
Y REPORT 501 - DETAIL ITEM LIST (RANGE OF RECORDS)
Y REPORT 830 - NEMS-1 (BY ECN)
N REPORT      -
(PAGE 2 OF 3)          ENTER 'C' TO CANCEL OR PAGE NUMBER: _____
```

a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

The USERID entered by the user on the Function screen will be displayed. A default of 'N' for 'No Report Authority' appears on the screen, and may be overwritten with 'Y' to give the user authority to run the particular report.

b. User Inputs

Enter 'Y' or 'N' for the reports you wish to authorize the user to run. A maximum of fifteen reports are listed per screen. If the screen becomes full, you may press Enter to see a continuation of the listing; up to thirty reports may be listed depending upon the total number of reports in the Report Number Table.

Report Authority

- A. Mandatory
- B. Must be 'Y' or 'N'

'C' to Cancel or Page Number

- A. Must be '1', '3', 'C' or blank

c. Data Processing Results and Outputs

After the user's input has been successfully entered, the record is updated and the user is taken to the next page to add the Transaction Authority information to the new record.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 046 - Previous update canceled

Error 325 - Invalid Report Authority entered

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.6.2.18 Table C69 Update - Change a Record (Page 3 of 3)**

**4.6.2.19 Description and Execution**

This screen is the third of three pages used to update records on the USERID Authority Table. This screen is used to change the transaction authority for an authorized PCM user.

#### 4.6.2.20 Display Screen

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P1      PROPERTY CUSTODIAN SUBSYSTEM              TIME: HH:MM:SS
MAP:      TBLC69M4      INSTALLATION NAME

USERID: XXXXX          USERID AUTHORITY TABLE                  CHANGE
TRANSACTION AUTHORITY (ENTER Y OR N; DEFAULT IS N)
Y C26 CUSTODIAN ACCOUNT (CHANGE)          Y C51 FREEZE NUMBER REMOVAL
Y C29 EQUIPMENT LOCATION (CHANGE)        Y C52 EXCESS TURN-IN BY CUSTODIAN
Y C30 STATUS CODE (CHANGE)                Y C56 REPAIR UPDATE
Y C31 USER NUMBER (CHANGE)                Y C57 OFF-SITE FOR REPAIR
Y C38 BORROWED OUT                        Y C60 RECORD DATA (CHANGE)
Y C39 BORROWED OUT - RETURNED             Y C65 TRANSFER TO ANOTHER NASA INST
Y C40 LOAN/LEASE OUT                      Y C66 TRANSFER TO OGA
Y C41 LOAN/LEASE OUT - RETURNED           Y C67 TRANSFER GFE TO CONTRACTOR
Y C42 LOAN POOL OUT                       Y C69 LEASE IN - RETURNED
Y C43 LOAN POOL OUT - RETURNED            Y C70 LOAN IN - RETURNED
Y C44 STORAGE IN                          Y C71 SURVEY (MISSING EQUIPMENT)
Y C45 STORAGE IN - RETURNED               Y C72 DECONTROL (REMOVAL OF TAG)
Y C50 FREEZE NUMBER ASSIGNMENT            Y C73 ASSEMBLY/DISASSEMBLY

(PAGE 3 OF 3)                                ENTER 'C' TO CANCEL OR PAGE NUMBER: _____
ENTER CHANGES AND PRESS ENTER TO MODIFY RECORD
  
```

##### a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

The USERID entered by the user on the Function screen will be displayed. A default of 'N' for 'No Transaction Authority' appears on the screen, and may be overwritten with 'Y' to give the user authority to perform the particular transaction.

##### b. User Inputs

Enter 'Y' or 'N' for the transactions you wish to authorize the user to perform. Up to thirty transactions may be listed on the screen depending upon the total number of transactions in the Transaction Number Table.

##### Transaction Authority

- A. Mandatory
- B. Must be 'Y' or 'N'

##### 'C' to Cancel or Page Number

- A. Must be '1', '2', 'C' or blank

##### c. Data Processing Results and Outputs

After the user's input has been successfully entered on all pages, the user is returned to the original screen on which the specific update function (ADD, CHANGE, DELETE) was selected. A message that the record has been added is displayed at the bottom of the screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 046 - Previous update canceled

Error 092 - Invalid Transaction Authority entered

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.6.2.21 Table C69 Update - Delete a Record**

**4.6.2.22 Description and Execution**

This screen is used to delete a record from the USERID Authority Table.

#### 4.6.2.23 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBLC69M2          INSTALLATION NAME

                                USERID AUTHORITY TABLE          DELETE

USERID: XXXXX          USER NAME: XXXXXX, XXXXXX_____

INSTALLATION NUMBER: 08 08 CUST ACCT NO: 02022  ADDITIONAL CUST ACCTS (Y/N): N

USER TYPE: M          SIGNATURE/PASSWORD:

(ENTER Y OR N; DEFAULT IS N)

SUPERNATURAL: Y      TABLE UPDATE AUTHORITY: Y

                                ENTER 'C' TO CANCEL: _____

PRESS ENTER TO DELETE RECORD
```

a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

The screen will show the current values of the fields on the record being deleted.

b. User Inputs

The user either presses the ENTER key to delete the record or enters 'C' for CANCEL to escape without deleting the record.

c. Data Processing Results and Outputs

After the user presses the ENTER key to delete the record, the user is returned to the original screen on which the specific update function (ADD, CHANGE, DELETE) was selected. A message that the record has been deleted is displayed at the bottom of the screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Warnings

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

### **4.6.3 Reject Reason Table C70 Update**

#### **4.6.3.1 Description and Execution**

This screen is the first of two screens used to add, change or delete records on the NEMSPCM Reject Reason Table. This screen captures the information necessary to either find the record, or, in the case of an 'ADD', ensure that the record will be unique. Once this is done, a second screen is called for the input of required information.

This screen may also be used to list existing records. Just enter the Function 'L' and then press ENTER. A screen showing the existing Reject Reasons will appear.

A user who is defined as a Manager has authority for all four functions: ADD, CHANGE, DELETE and LIST. A user who is defined as a Custodian has authority to ADD and LIST only.

#### **4.6.3.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC70P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TBLC70M1     INSTALLATION NAME

                                REJECT REASON TABLE

ENTER FUNCTION: _____  A = ADD
                              C = CHANGE
                              D = DELETE
                              L = LIST
                              X = EXIT

REJECT REASON CODE: **
```

- a. System Provided Data

The system will provide the display with the current date and time, and the User-ID.

b. User Inputs

Function

- A. Mandatory
- B. Must be 'A', 'C', 'D', 'L', 'X' or a navigation command.

Reject Reason Code

- A. Mandatory for ADD, CHANGE, or DELETE updates.
- B. For ADD updates, a record must not exist on the Reject Reason Table with the same Reject Reason Code.
- C. For CHANGE and DELETE updates, a record must exist on the Reject Reason Table with the same Reject Reason Code.
- D. For a list of existing Reject Reasons, enter a question mark (?) or use the 'LIST' function.

c. Data Processing Results and Outputs

After the user's input has been successfully entered, this screen calls the appropriate update screen based on the user's selection.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 001 - Invalid Function entered
- Error 002 - User is not authorized to use this function
- Error 003 - Requested record already exists
- Error 004 - Requested record does not exist
- Error 747 - Table value cannot be blank

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### 4.6.3.3 Table C70 Update - Add a New Record

#### 4.6.3.4 Description and Execution

This screen is the second of two screens used to add a reject reason on the Reject Reason Table.

#### 4.6.3.5 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC70P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBLC70M2          INSTALLATION NAME

                                REJECT REASON TABLE          ADD

REJECT REASON CODE: **

REJECT REASON:
_____

ENTER 'C' TO CANCEL: _____

ENTER CHANGES AND PRESS ENTER TO MODIFY RECORD
```

#### a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

The Reject Reason Code entered on the Function screen will be displayed.

#### b. User Inputs

The user enters the Reject Reason, and then presses the ENTER key to create the record.

#### Reject Reason

##### A. Mandatory

'C' to Cancel

- A. Enter 'C' if you wish to escape without creating the record
  - B. Leave blank if you want to create the record
- c. Data Processing Results and Outputs

After the user's input has been successfully entered, the record is added and the user is returned to the previous screen on which the particular update function was selected. A message that the record has been added is displayed at the bottom of the screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

- Error 015 - Cancel must be 'C' or blank
- Error 046 - Previous update canceled
- Error 301 - Table description must be entered

Warnings

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

#### **4.6.3.6 Table C70 Update - Change a Record**

#### **4.6.3.7 Description and Execution**

This screen is the second of two screens used to change a Reject Reason Table.



c. Data Processing Results and Outputs

After the user's input has been successfully entered, the record is updated and the user is returned to the previous screen on which the particular update function was selected. A message that the record has been updated is displayed at the bottom of the screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 046 - Previous update canceled

Error 301 - Table description must be entered

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.6.3.9 Table C70 Update - Delete a Record**

**4.6.3.10 Description and Execution**

This screen is the second of two screens used to delete Reject Reason Code.



## Warnings

- e. Limitations: None.
- f. Interrelationships: None.
- g. Options: None.

### **4.6.4 Report Table S06 Update**

#### **4.6.4.1 Description and Execution**

This screen is the first of two screens used to change records on the NEMSPCM Report Number Table (Global). This screen captures the information necessary to find the record. Once this is done, a second screen is called for the input of required information.

#### **4.6.4.2 Display Screen**

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLS06P1      PROPERTY CUSTODIAN SUBSYSTEM            TIME: HH:MM:SS
MAP:      TBLS06M1     INSTALLATION NAME

                                REPORT NUMBER TABLE (GLOBAL)

ENTER FUNCTION: _____ C = CHANGE
                                X = EXIT

REPORT NUMBER: ***
```

- a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

- b. User Inputs

Function

- A. Mandatory

B. Must be 'C', 'X' or a navigation command.

Report Number

A. Mandatory

B. For the CHANGE update, a record must exist on the Report Number Table (Global ) with the same Report Number.

C. Enter either the Report Number of the record you want to modify or a question mark (?) for a listing of valid Report Numbers

c. Data Processing Results and Outputs

Once the user's input has been successfully entered, this screen calls the appropriate update screen based on the user's selection.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid Function entered

Error 002 - User is not authorized to use this function

Error 747 - Table Value cannot be blank

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### **4.6.4.3 Report Table S06 Update - Change a Record**

#### **4.6.4.4 Description and Execution**

This screen is the second of two screens used to update records on the Report Number Table (Global).

#### 4.6.4.5 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBL06P1        PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBL06M2        INSTALLATION NAME

                                REPORT NUMBER TABLE (GLOBAL)  CHANGE

REPORT NUMBER: 020

REPORT NAME: CUSTODIAN MONTHLY TRANSACTION REPORT_____

REPORT OPTIONS (Y/N): Y

                                ENTER 'C' TO CANCEL: _____

ENTER CHANGES AND PRESS ENTER TO MODIFY RECORD
```

##### a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

The screen will show the current values of the fields on the record being updated.

##### b. User Inputs

Report Name

- A. Mandatory

Report Options

- A. Mandatory
- B. Must be 'Y' or 'N'

'C' to Cancel

- A. Must be 'C', blank, or a valid navigation command

##### c. Data Processing Results and Outputs

Once the user's input has been successfully entered, the record is updated and the user is returned to the previous screen on which the particular update

function was selected. A message that the record has been updated is displayed at the bottom of the screen.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 015 - Cancel must be 'C' or blank

Error 046 - Previous update canceled

Error 570 - Report Name must be entered

Error 572 - Report Option must be entered

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

**4.6.5 Transaction Table 621 Update**

**4.6.5.1 Description and Execution**

This screen is the first of two screens used to change records on the NEMSPCM Transaction Number Table (Global). This screen captures the information necessary to find the record. Once this is done, a second screen is called for the input of required information.

#### 4.6.5.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBL621P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBL621M1     INSTALLATION NAME

                          TRANSACTION NUMBER TABLE (GLOBAL)

ENTER FUNCTION: _____ C = CHANGE
                          X = EXIT

TRANSACTION NUMBER: ***
```

a. System Provided Data

USERID.

The system will provide the display with the current date and time, and the USERID.

b. User Inputs

Function

- A. Mandatory
- B. Must be 'C', 'X' or a navigation command.

Transaction Number

- A. Mandatory
- B. For the CHANGE update, a record must exist on the Transaction Number Table (Global) with the same Transaction Number
- C. Enter either the Transaction Number of the record you want to modify or a question mark (?) for a listing of valid Transaction Numbers

c. Data Processing Results and Outputs

Once the user's input has been successfully entered, this screen calls the CHANGE update screen for the Transaction Number entered.

d. Error Messages

The following are error messages and warnings for this program:

Error Messages

Error 001 - Invalid Function entered

Error 004 - Requested record does not exist

Error 022 - Transaction Number must be entered

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

#### **4.6.5.3 Transaction Table 621 Update - Change a Record**

#### **4.6.5.4 Description and Execution**

This screen is the second of two screens used to update records on the Transaction Number Table (Global).

#### 4.6.5.5 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBL621P1      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBL621M2          INSTALLATION NAME

                                TRANSACTION NUMBER TABLE (GLOBAL) CHANGE

TRANSACTION NUMBER: C26

SHORT TRANSACTION NAME: CUSTODIAN ACCOUNT (CHANGE)

TRANSACTION NAME:
    CUSTODIAN ACCOUNT (CHANGE)

TRANSACTION AUTHORIZATION LEVEL: 5

                                ENTER 'C' TO CANCEL: _____

ENTER CHANGES AND PRESS ENTER TO MODIFY RECORD
```

##### a. System Provided Data

The system will provide the display with the current date and time, and the USERID.

The screen will show the current values of the fields on the record being updated. The Transaction Number, Short Transaction Name, and full Transaction Name may not be modified.

##### b. User Inputs

Transaction Authority Level

A. Mandatory

B. Enter either a valid Transaction Authority Level number or a question mark (?) to get a list of valid numbers

'C' to Cancel

A. Must be 'C', blank, or a valid navigation command

c. Data Processing Results and Outputs

Once the user's input has been successfully entered, the record is updated and the user is returned to the previous screen on which the particular update function was selected. A message that the record has been updated is displayed at the bottom of the screen.

d. Error Messages

Error 015 - Cancel must be 'C' or blank

Error 046 - Previous update canceled

Error 262 - Transaction Name must be entered

Error 264 - Short Transaction Name must be entered

Warnings

e. Limitations: None.

f. Interrelationships: None.

g. Options: None.

## **4.7 CHANGE CUSTODIAN ACCOUNT PROCESSING**

The NEMSPCM Change Custodian Account process is entered by selecting the Change Custodian Account option (6) from the NEMSPCM main menu, if all NEMSPCM options are available. This option allows the NEMSPCM custodian to select a custodian account authorized by the NEMS Property Custodian manager in sections 4.6.2.5.1 and 4.6.2.5.2 of this document.

When a custodian account is selected in this process, the value is written to the PCM global data area to be accessed by other functions the PCM custodian will be performing. Those functions include transaction updates, custodian approvals for transaction 26 and 52, and requesting reports.

### **4.7.1 Change Active Custodian Accounts Menu**

#### **4.7.1.1 Description and Execution**

The Change Custodian Account process allows the NEMSPCM custodian or manager to swap between the additional custodian accounts authorized by the NEMS Property Custodian manager.

Upon completion of each Change Custodian Account, control will return to Main Menu.

The Change Active Custodian Account menu is called from the NEMSPCM Main Menu screen.

#### 4.7.1.2 Display Screen

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY-MM-DD
PROGRAM: TBLC69P4      PROPERTY CUSTODIAN SUBSYSTEM          TIME: HH:MM:SS
MAP:      TBLC69M6      INSTALLATION NAME

                          CHANGE ACTIVE CUSTODIAN ACCOUNT: XXXXX

TO SELECT A NEW CUSTODIAN ACCOUNT, PLACE THE CURSOR OVER ANY ONE OF THE
CUSTODIAN ACCOUNTS AND PRESS THE ENTER KEY.

____  ____  ____  ____  ____  ____  ____  ____
____  ____  ____  ____  ____  ____  ____  ____
____  ____  ____  ____  ____  ____  ____  ____
____  ____  ____  ____  ____  ____  ____  ____
____  ____  ____  ____  ____  ____  ____  ____

                          ENTER 'X' TO ACCEPT CHANGE OR 'C' TO CANCEL:  _
```

a. System Provided Data

The system will provide the display with the current date and time, and the User-ID.

b. User Inputs - None.

c. Data Processing Results and Outputs

After the user swaps the custodian account number at the position of the cursor when the ENTER key is pressed with the active custodian account, the additional custodian account list is sorted. A new value is updated and displayed for the active custodian account. If 'X' is entered in the input field, then the change is accepted and processing is returned to the NEMSPCM Main Menu. If 'C' is entered in the input field, then the change is canceled and processing is returned to the NEMSPCM Main Menu.

d. Error Messages

ERROR 119 - Position cursor on account to be swapped

ERROR 126 - Must enter 'X' to accept changes or 'C' to cancel

#### Messages

Active and additional custodian accounts have been swapped

e. Limitations: None

f. Interrelationships: None.

g. Options: None.

### **5. BATCH USER CAPABILITY DESCRIPTIONS**

The Property Custodian subsystem will utilize the NEMS batch facility for all batch report processing. Please reference the NEMS Users Guide for more information.

## **Appendix A - Applicable Documents**

### A.1 Reference Documents

1. Program Management Plan
2. Program Guidance Volume I - Life Cycle Management
3. Program Guidance Volume II - Document Specification
4. Program Guidance Volume III - Standards and Guidelines
5. Help Center Procedures
6. NEMS Configuration Control Board Charter
7. NASA Management Instruction (NMI 5330.9)

### A.2 Related Documents

1. NEMS Configuration Management Plan (CMP) - AIM-NEMS-DS-05
2. NEMS Product Assurance Plan (PAP) - AIM-NEMS-DS-06
3. NEMS Software Support Plan (SSP) - AIM-NEMS-DID-10
4. NEMS Test Plan and Procedures (TPP) - AIM-NEMS-DID-18
5. NEMS Version Description Document (VDD) - AIM-NEMS-DID-24
6. NEMS User Guide
7. NEMS Operations Guide
8. NEMS Central Users Guide
9. NEMS Central Operations Guide
10. NEMS Inventory Users Guide
11. NEMS Inventory Operations Guide
12. NEMS Specification (Book 1 & 2)
13. NEMS Central Specification (Book 1 & 2)
14. NEMS Inventory Specification (Book 1 & 2)

15. NEMSPCM Detail Design Specification (DDS) - AIM-NEMSPCM36-DS-08
16. NEMSPCM Test Plan and Procedures (TPP) - AIM-NEMSPCM36-UOG-DS10
17. NEMSPCM Version Description Document (VDD) - AIM-NEMSPCM36-VDD-13