1. INTRODUCTION

1.1 IDENTIFICATION

This document is the User and Operations Guide (UOG) for the National Aeronautics and Space Administration (NASA) Property Disposal Management System (NPDMS). The UOG includes documentation of the Online and Batch processes. This document is identified as the *NPDMS User and Operations Guide, AIM-NPDMS-UOG-10*

1.2 PURPOSE

The UOG serves as in instruction and reference manual for end user and operations personnel. Step-by-step instruction for end users primarily focuses on the online use of NPDMS. Instructions for online functions include the following:

- Queries
- Reports
- Tables
- Case Review
- Transactions
- Inventory
- Retransmit to GSA
- Browse Case

Operations instructions focuses on functions that provide accurate and efficient data processing for NPDMS. These functions include the following:

- Reports/Maintenance
- Tables
- Batch Processing
- Data Base Management

The UOG is the primary means of determining the system operations for all the processes stated above.

1.3 SCOPE

A UOG is developed for each system and may support several Computer Software Configuration Items (CSCIs). The UOG is updated to reflect any changes to the operation

procedures as new CSCIs are added to the system. End user instructions are detailed in the main body of this document.